



E-School

User's Manual

Officer Panel

USER'S MANUAL

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1.0 OFFICER LOG IN

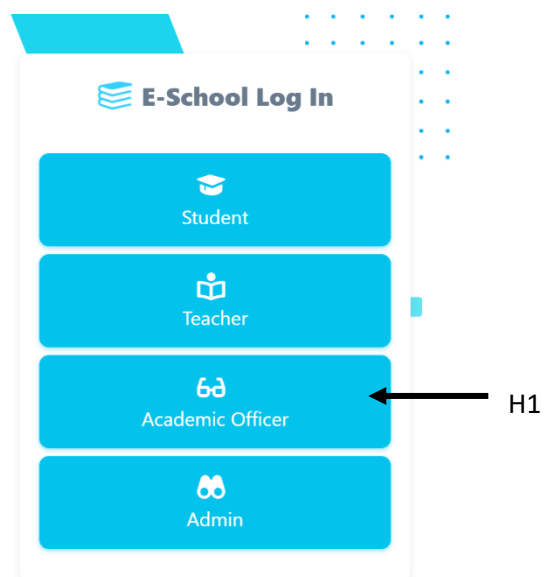
1.0 OFFICER LOG IN

Steps

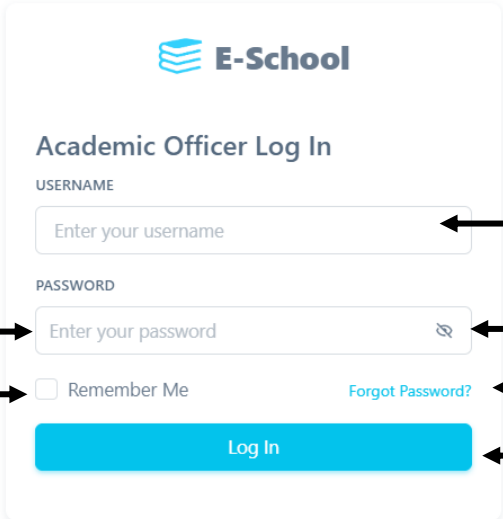
1. Go to E-School log in page
2. Click 'Academic Officer'
3. Enter username and password given you
4. If this is your first-time login, one-time verification code is already sent you with your username & password, otherwise if 2-step verification is on, you will receive one-time verification code to your email. (Check your inbox)
5. Type verification code on field and click log in

Step 1,2

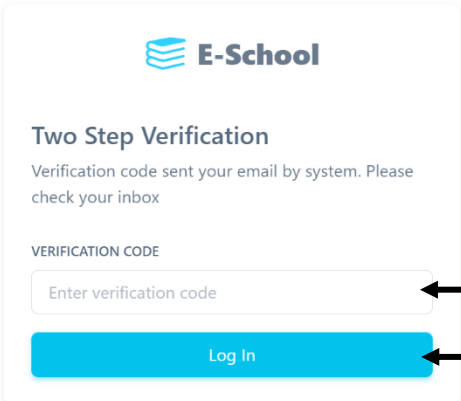
Login Page (1st Preview)



H1 – Go to Academic Officer login page.

Step 3

The image shows a login form titled "Academic Officer Log In" under the "E-School" logo. The form includes a "USERNAME" field with a placeholder "Enter your username" (labeled L1), a "PASSWORD" field with a placeholder "Enter your password" and a show/hide icon (labeled L2 and L3), a "Remember Me" checkbox (labeled L4), a "Forgot Password?" link (labeled L5), and a blue "Log In" button (labeled L6). The form is set against a background of blue dots.

L1- Username field**L3-** Password show button**L5-** Go to forgot password**L2-** Password field**L4-** Save login details until your next login**L6-** Log in button**Step 4,5 (optional)**

The image shows a "Two Step Verification" form under the "E-School" logo. It includes a message: "Verification code sent your email by system. Please check your inbox". Below this is a "VERIFICATION CODE" field with a placeholder "Enter verification code" (labeled V1) and a blue "Log In" button (labeled V2). The form is set against a background of blue dots.

V1 – verification code field**V2** – Log in button

2.0 STUDENT MANAGEMENT

2.0 STUDENT MANAGEMENT

2.1 Student Registration

Steps

1. Expand "Students" in side bar
2. Click "Register Students"
3. Fill the details
4. Click "Submit" button

The process is illustrated in three sequential screenshots:

- Step 1:** The E-School sidebar menu is shown. The 'Students' option is highlighted with a mouse cursor.
- Step 2:** The 'Students' dropdown menu is expanded, and the 'Register Students' option is selected with a mouse cursor.
- Step 3:** The 'Register Student' form is displayed. It includes a profile picture upload area and various input fields for student information.

Register Student Form Details:

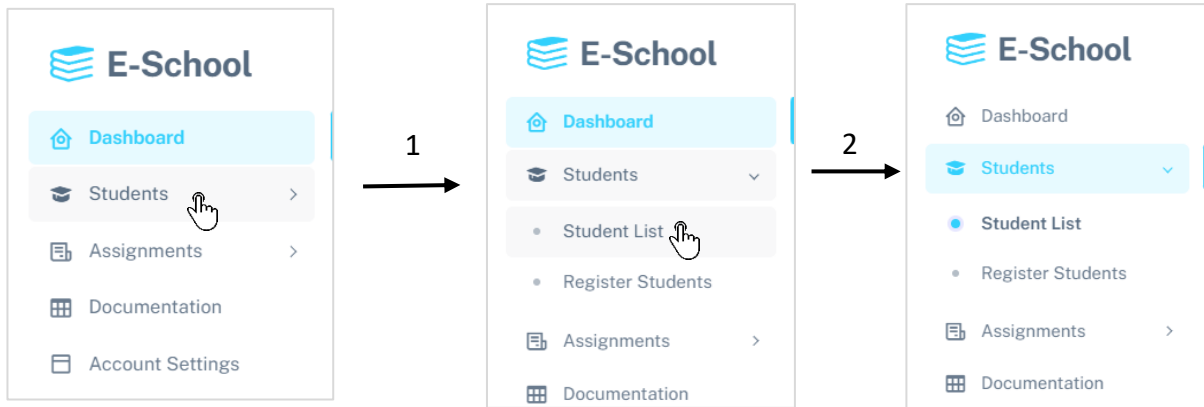
Field	Value
FIRST NAME	Uvindu
LAST NAME	Chethiya
NAME WITH INITIAL	UO UVINDU CHETHIYA
USERNAME	STY/IOU/0032
EMAIL	uvinduch11@gmail.com
PHONE NO	0752394782
GENDER	<input checked="" type="radio"/> Male <input type="radio"/> Female
DOB	10/18/2011
GRADE	2
CLASS	2-B
RELIGIOUS	Buddhism
GUARDIAN NAME	Mrs Imasi Malwatthe
GUARDIAN CONTACT NO	0752394782
ADDRESS	No 32/B, Samagi Road
PROVINCE	Southern
DISTRICT	Matara
CITY	Denagama
POSTAL CODE	81314

A 'Submit' button is located at the bottom right of the form, with a mouse cursor clicking on it.

2.2 View Student

Steps

1. Expand “Students” in side bar
2. Click “Students List”



2.3 View Student Info

Steps

1. Go to Student List.
2. Click action button of selected row.

Student List Refresh

Pending Select Grade

#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	ACTIONS
1	STU/TWK/4342	Kavidu Ahshan	kaviduas@gmail.com	0784243253	PENDING	
2	STU/RKU/0342	Umesh Israntha	umseh12@gmail.com	0721376552	PENDING	
3	STU/AKK/7989	Ashan Kavindu	ashanka@gmail.com	0723689283	PENDING	

3. Click “see more” option

Student List Refresh

Pending Select Grade

#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	ACTIONS
1	STU/TWK/4342	Kavidu Ahshan	kaviduas@gmail.com	0784243253	PENDING	<div> See More Edit </div>
2	STU/RKU/0342	Umesh Israntha	umseh12@gmail.com	0721376552	PENDING	
3	STU/AKK/7989	Ashan Kavindu	ashanka@gmail.com	0723689283	PENDING	







2.4 Edit Student Info

Steps

1. Go to Student List page.
2. Click action button of selected row.

Student List Refresh







Pending Select Grade


#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	ACTIONS
1	 STU/TWK/4342	Kavidu Ahshan	kaviduas@gmail.com	0784243253	PENDING	
2	 STU/RKU/0342	Umesh Israntha	umseh12@gmail.com	0721376552	PENDING	
3	 STU/AKK/7989	Ashan Kavindu	ashanka@gmail.com	0723689283	PENDING	


3. Click "edit" option

Student List Refresh

Pending Select Grade


#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	ACTIONS
1	 STU/TWK/4342	Kavidu Ahshan	kaviduas@gmail.com	0784243253	PENDING	
2	 STU/RKU/0342	Umesh Israntha	umseh12@gmail.com	0721376552	PENDING	
3	 STU/AKK/7989	Ashan Kavindu	ashanka@gmail.com	0723689283	PENDING	

 See More


 Edit

4. Click "save" button after changing

Edit Student Info



FIRST NAME	<input type="text" value="kavidu"/>	LAST NAME	<input type="text" value="ahshan"/>
NAME WITH INITIAL	<input type="text" value="T.W KAVINDU ASHAN"/>	USERNAME	<input type="text" value="STU/TWK/4342"/>
EMAIL	<input type="text" value="kaviduas@gmail.com"/>	PHONE NO	<input type="text" value="0784243253"/>
GENDER	<input checked="" type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text" value="04/07/2022"/>
GRADE	<input type="text" value="7"/>	CLASS	<input type="text" value="7-B"/>
RELIGIOUS	<input type="text" value="Buddhism"/>	GUARDIAN NAME	<input type="text" value="haseth milan"/>
GUARDIAN CONTACT NO	<input type="text" value="0714343243"/>	ADDRESS	<input type="text" value="no 23/v, meddeniya road"/>
PROVINCE	<input type="text" value="Western"/>	DISTRICT	<input type="text" value="Kalutara"/>
CITY	<input type="text" value="Atale"/>	POSTAL CODE	<input type="text" value="71363"/>

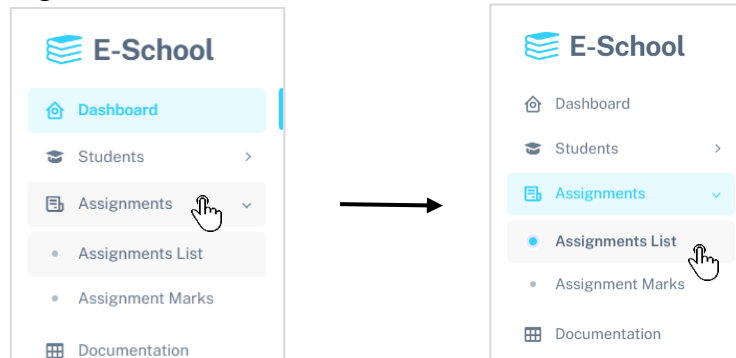


3.0 ASSIGNMENT MANAGEMENT

3.1 View Assignment

Steps

1. Expand "Assignment".
2. Click Assignment List.



3. Click action button of selected row.

Assignments

Active

Select Grade ▼ Select Subject ▼ Refresh

#	ASSIGNMENT ID	ASSIGNMENT TITLE	SUBJECT	GRADE	TEACHER NAME	START DATE	END DATE	STATUS	ACTIONS
1	AG9/S4/0001	drawing assnment	Art	9	Mrs. J.K IMASHA AMARATHUNGE	2022-05-01	2022-05-12	END	⋮
2	AG8/S3/0002	Buddhist question	Buddhist	8	Mrs. J.K IMASHA AMARATHUNGE	2022-05-05	2022-05-15	END	⋮
3	AG12/S2/0003	Combine maths	Combine Maths	12	Mr. U.O NIDULA GENEWARDHANA	2022-05-08	2022-05-18	END	⋮

4. Click "View" option

Assignments

Active

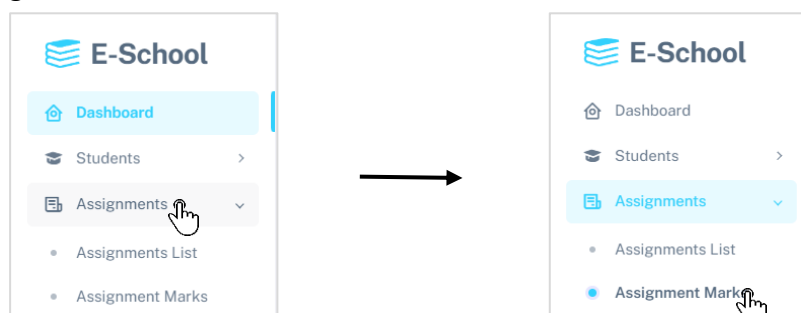
Select Grade ▼ Select Subject ▼ Refresh

#	ASSIGNMENT ID	ASSIGNMENT TITLE	SUBJECT	GRADE	TEACHER NAME	START DATE	END DATE	STATUS	ACTIONS
1	AG9/S4/0001	drawing assnment	Art	9	Mrs. J.K IMASHA AMARATHUNGE	2022-05-01	2022-05-12	END	⋮
2	AG8/S3/0002	Buddhist question	Buddhist	8	Mrs. J.K IMASHA AMARATHUNGE	2022-05-05	2022-05-15	END	⋮
3	AG12/S2/0003	Combine maths	Combine Maths	12	Mr. U.O NIDULA GENEWARDHANA	2022-05-08	2022-05-18	END	⋮

3.2 View Student Result Sheet

Steps

1. Expand "Assignment".
2. Click Assignment Marks.



3. Click action button of selected row.

Assignment Marks

Pending

Select Grade

Select Subject

Refresh

#	ASSIGNMENT ID	SUBJECT	STUDENT USERNAME	GRADE	SUBMITTED DATE	MARKS	STATUS	ACTIONS
1	AG9/S4/0001	Art	STU/RKU/0342	9	2022-05-02	66	PENDING	
2	AG12/S2/0003	Combine Maths	STU/AKK/7989	12	2022-05-08	68	RELEASED	

4. Click “View Result Sheet” option.

Assignment Marks

Pending

Select Grade

Select Subject

Refresh

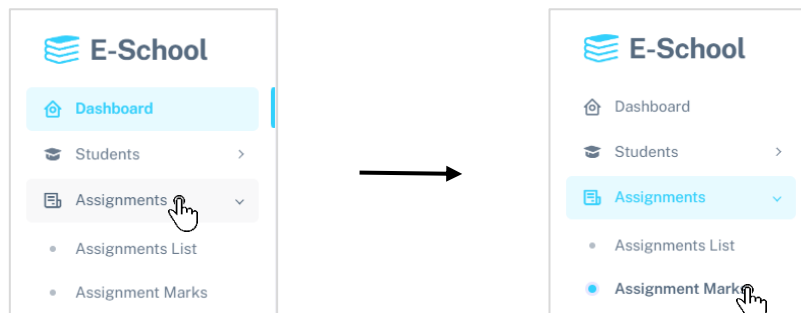
#	ASSIGNMENT ID	SUBJECT	STUDENT USERNAME	GRADE	SUBMITTED DATE	MARKS	STATUS	ACTIONS
1	AG9/S4/0001	Art	STU/RKU/0342	9	2022-05-02	66	PENDING	
2	AG12/S2/0003	Combine Maths	STU/AKK/7989	12	2022-05-08	68	RELEASED	

View Result Sheet

3.3 Release Assignment Marks

Steps

1. Expand “Assignment”.
2. Click Assignment Marks.



3. Click action button of selected row.

Assignment Marks

Pending

Select Grade

Select Subject

Refresh

#	ASSIGNMENT ID	SUBJECT	STUDENT USERNAME	GRADE	SUBMITTED DATE	MARKS	STATUS	ACTIONS
1	AG9/S4/0001	Art	STU/RKU/0342	9	2022-05-02	66	PENDING	
2	AG12/S2/0003	Combine Maths	STU/AKK/7989	12	2022-05-08	68	RELEASED	

4. Click “Release Marks” option.

Assignment Marks

Pending

Select Grade

Select Subject

Refresh

#	ASSIGNMENT ID	SUBJECT	STUDENT USERNAME	GRADE	SUBMITTED DATE	MARKS	STATUS	ACTIONS
1	AG9/S4/0001	Art	STU/RKU/0342	9	2022-05-02	66	PENDING	
2	AG12/S2/0003	Combine Maths	STU/AKK/7989	12	2022-05-08	68	RELEASED	

View Result Sheet

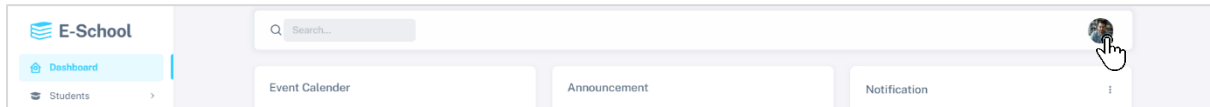
Release Marks

4.0 UPDATE PROFILE

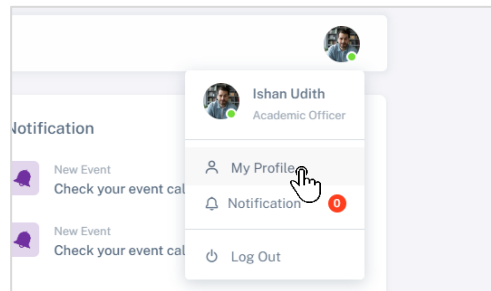
4.0 UPDATE PROFILE

Steps

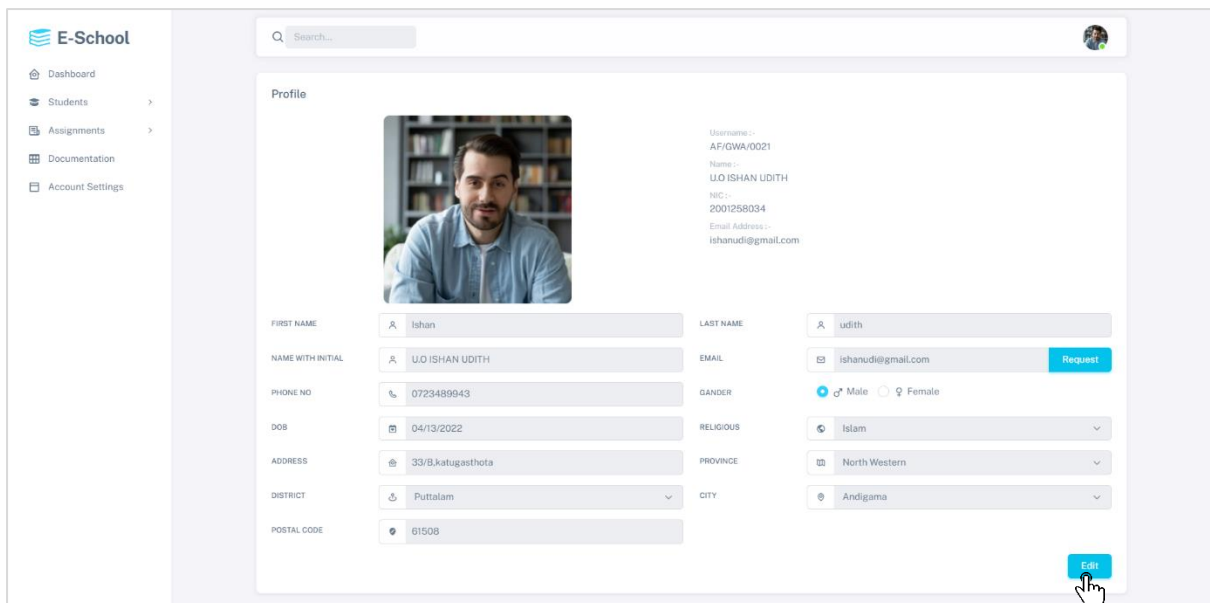
1. Click the avatar image at the top right of the page.



2. Click My Profile.



3. Click Edit button.



4. Make your changes and click the Save button.

FIRST NAME	<input type="text" value="Ishan"/>	LAST NAME	<input type="text" value="udith"/>
NAME WITH INITIAL	<input type="text" value="U.O ISHAN UDITH"/>	EMAIL	<input type="text" value="ishanudi@gmail.com"/> Request
PHONE NO	<input type="text" value="0723489943"/>	GANDER	<input checked="" type="radio"/> Male <input type="radio"/> Female
DOB	<input type="text" value="04/13/2022"/>	RELIGIOUS	<input type="text" value="Islam"/>
ADDRESS	<input type="text" value="33/B,katugasthota"/>	PROVINCE	<input type="text" value="North Western"/>
DISTRICT	<input type="text" value="Puttalam"/>	CITY	<input type="text" value="Andigama"/>
POSTAL CODE	<input type="text" value="61508"/>		

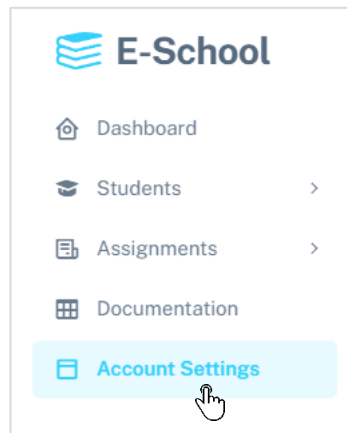
Save

5.0 PASSWORD REST

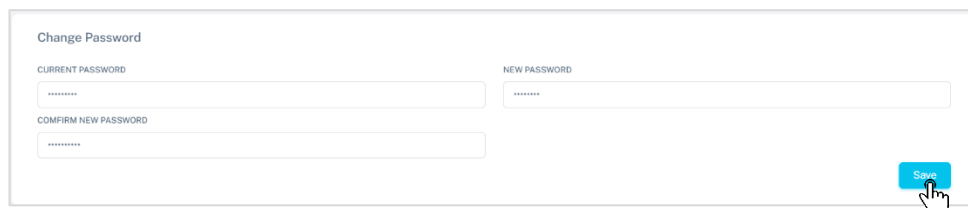
5.0 PASSWORD REST

Steps

1. Go to the Account Setting.



2. Enter your current password and new password.
3. Click save button.

A screenshot of the 'Change Password' form. The form has three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. Each field contains a series of asterisks. A blue 'Save' button is located at the bottom right of the form, with a hand cursor pointing at it.