E-School

User's Manual

Teacher Panel

USER'S MANUAL
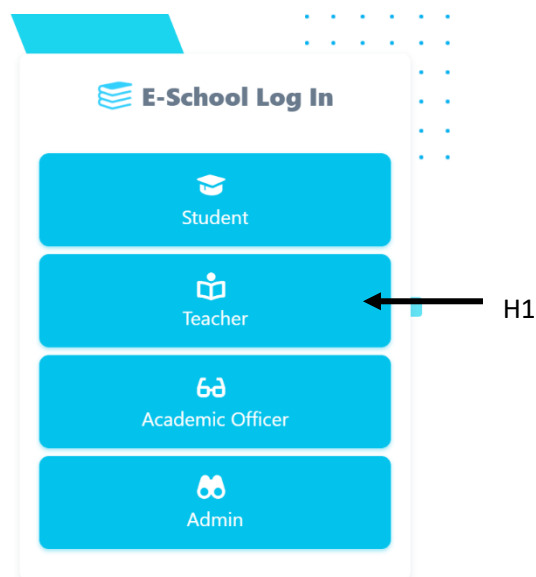
1.0   TEACHER LOG IN

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Steps

1. Go to E-School log in page

2. Click 'Teacher'

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)
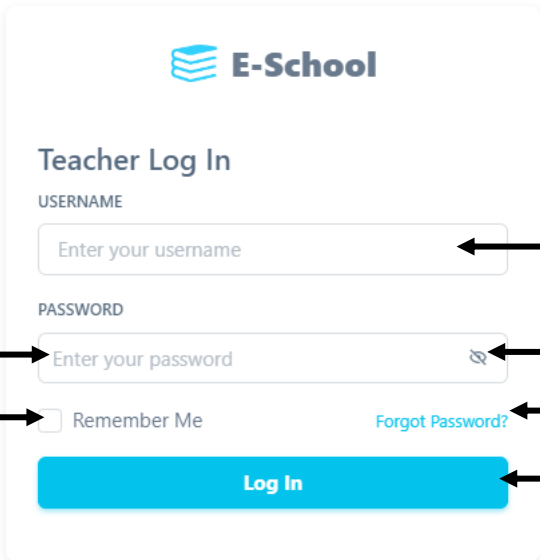
5. Type verification code on field and click log in

Step 1,2

Login Page (1st Preview)

H1 – Go to Teacher login page.

Step 3

L1- Username field   **L2**- Password field
L3- Password show button   **L4**- Save login details until your next login
L5- Go to forgot password   **L6**- Log in button

Step 4,5 (optional)

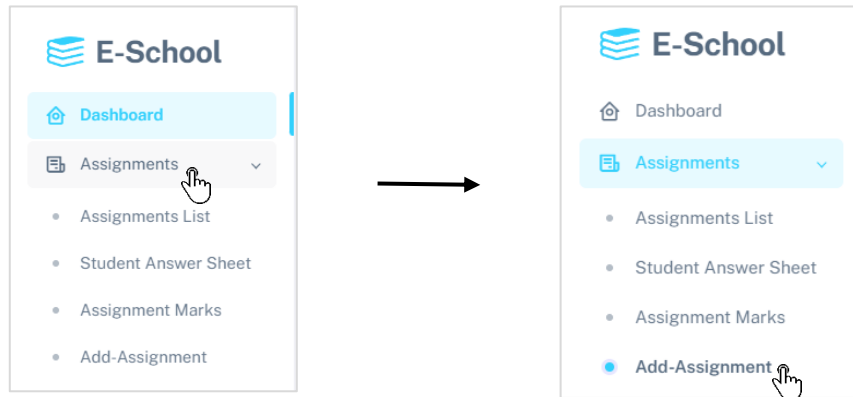**V1 –** verification code field   **V2 –** Log in button

2.0   ASSIGNMENT MANAGEMENT

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2.1   Add Assignment

Steps

1. Expand "Assignments".
2. Click "Add Assignment".
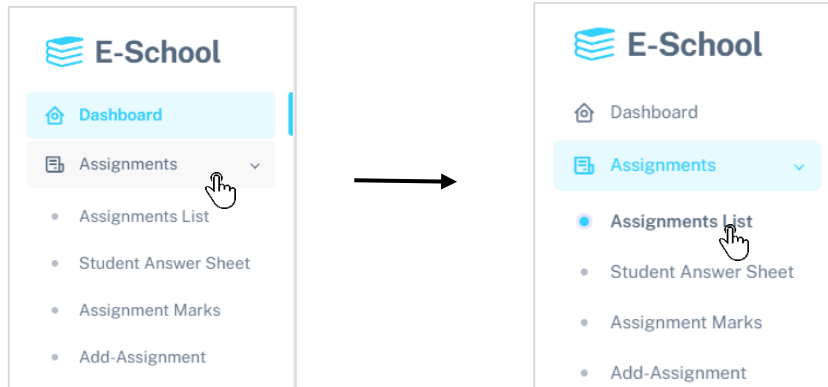

3. Fill the fields and click add button.

2.2 View Assignment

Steps

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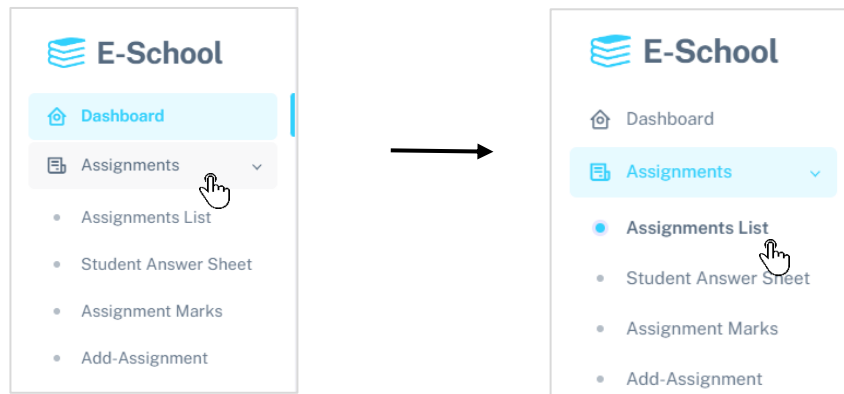

3. Click action button of selected row.

4. Click "View" option

2.3 Change Start & End date of Assignment

Steps

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

3. Click action button of selected row.

4. Click "Edit Start & End Date" option.

2.4 Delete Assignment

Steps

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

3. Click action button of selected row.

4. Click "Delete" option.

If a student has already submitted an answer for the assignment, the deletion option is not shown.

2.5   View Student Answer Sheet

Steps

1. Expand "Assignment".
2. Click Student Answer Sheet.

3. Click action button of selected row.

4. Click "View Answer Sheet" option.

#	ASSIGNMENT ID	SUBJECT	GRADE	STUDENT USERNAME	SUBMITTED DATE	ACTIONS
	Student Answer Sheets (Not Checked)					Refresh
1	AG9/S4/0001	Art	9	STU/KSE/3242	2022-05-08	⋮

👁 View Answer Sheet
+ Add Marks

2.6 Add Marks for Assignment

Steps
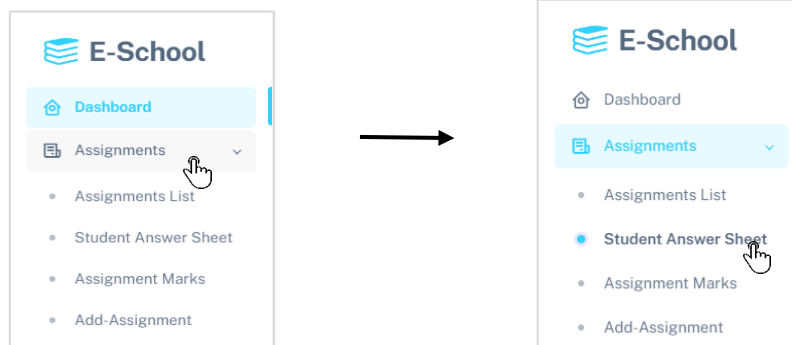
1. Expand "Assignment".
2. Click Student Answer Sheet.

3. Click action button of selected row.

#	ASSIGNMENT ID	SUBJECT	GRADE	STUDENT USERNAME	SUBMITTED DATE	ACTIONS
	Student Answer Sheets (Not Checked)					Refresh
1	AG9/S4/0001	Art	9	STU/KSE/3242	2022-05-08	⋮

4. Click "Add Marks" option

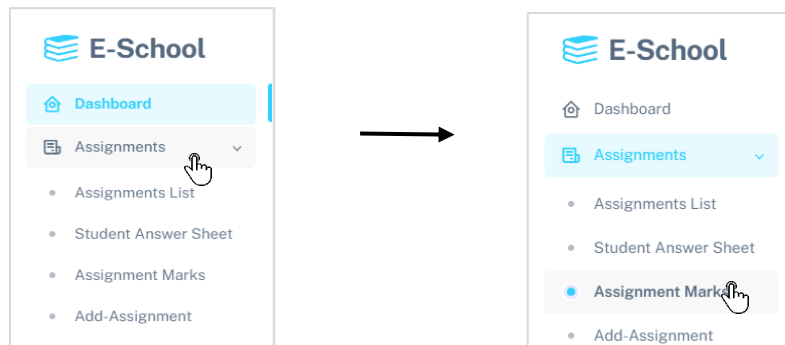| #	ASSIGNMENT ID	SUBJECT	GRADE	STUDENT USERNAME	SUBMITTED DATE	ACTIONS
	Student Answer Sheets (Not Checked)					Refresh
1	AG9/S4/0001	Art	9	STU/KSE/3242	2022-05-08	⋮

👁 View Answer Sheet
+ Add Marks

5. Upload result sheet, Enter Marks and click submit button
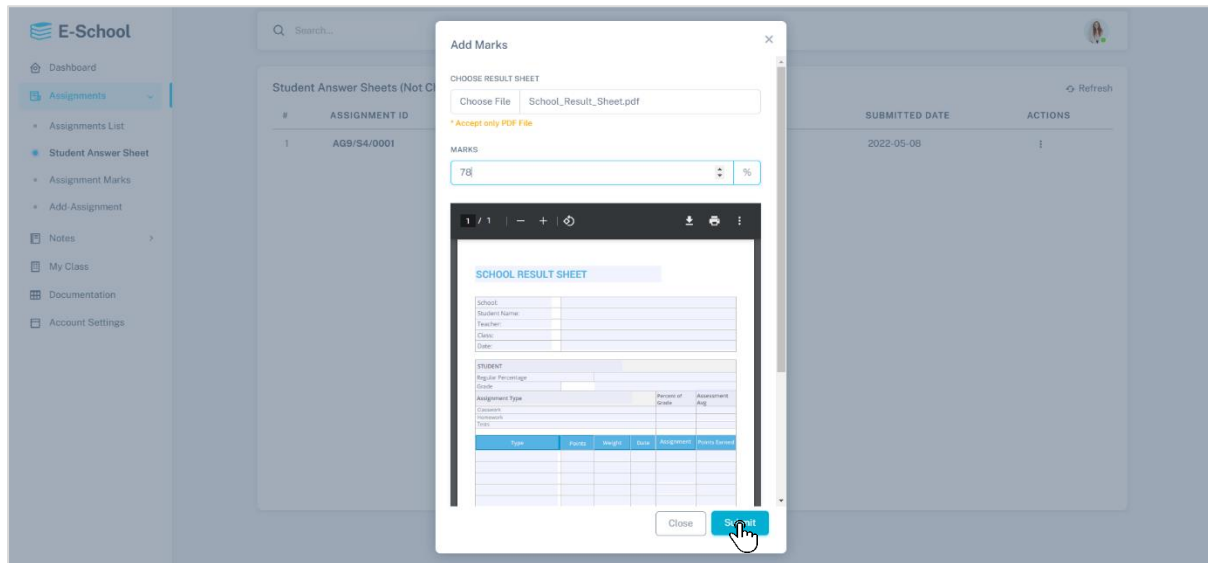
2.7   View Student Result Sheet

Steps

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

3. Click action button of selected row.

4. Click "View Result Sheet" option

2.8   Update Assignment Marks

Steps

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

3. Click action button of selected row.

4. Click "Update Marks" option.

5. Upload result sheet, Enter Marks and click submit button.
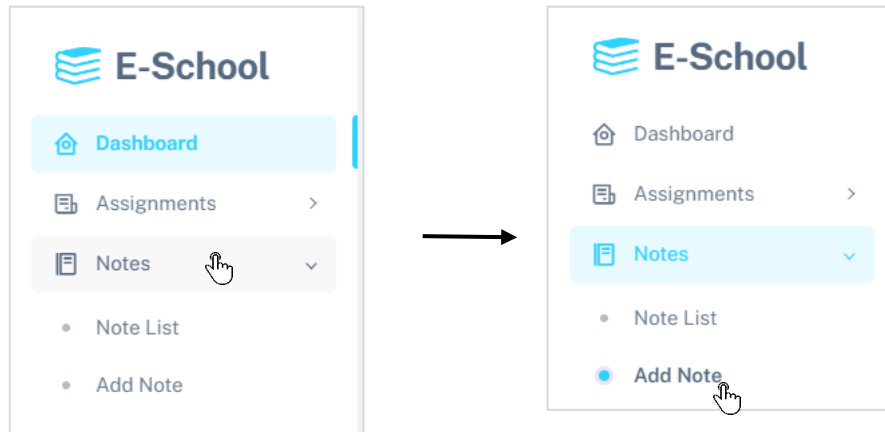
3.0   NOTE MANAGEMENT

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3.1   Add Note

Steps

1. Expand "Notes".
2. Click "Add Note".

3. Fill the fields and click "Add" button.

3.2   View Note

Steps

1. Expand "Notes".
2. Click "Note List".

3. Click action button of selected row.

4. Click "View" option.

3.3   Delete Note

Steps

1. Expand "Notes".
2. Click "Note List".

3. Click action button of selected row.
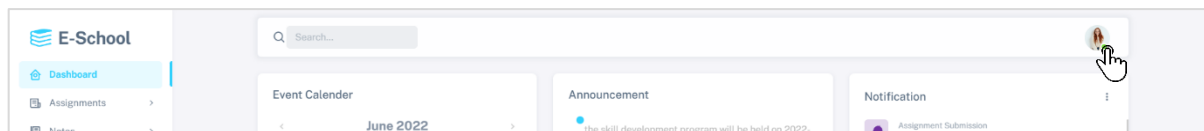

4. Click "Delete" option.

4.0   UPDATE PROFILE

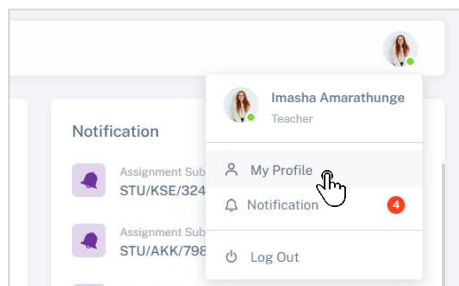# 4.0 UPDATE PROFILE

Steps

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

2. Click My Profile.

3. Click Edit button.

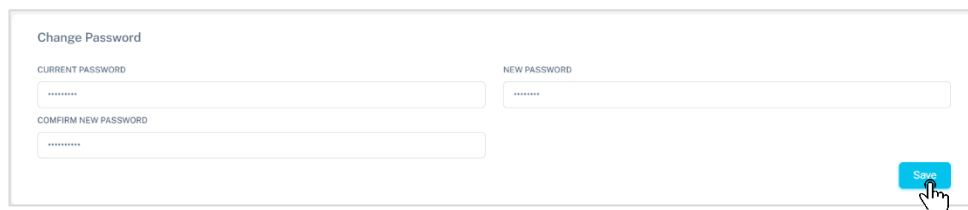4. Make your changes and click the Save button.

5.0   PASSWORD REST

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Steps

1. Go to the Account Setting.
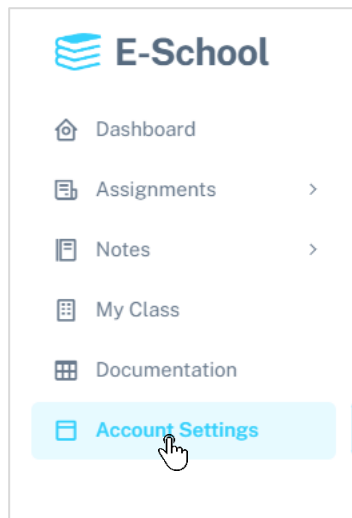
2. Enter your current password and new password.
3. Click save button.