



E-School

User's Manual

Admin Panel

USER'S MANUAL

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1.0 ADMIN LOG IN

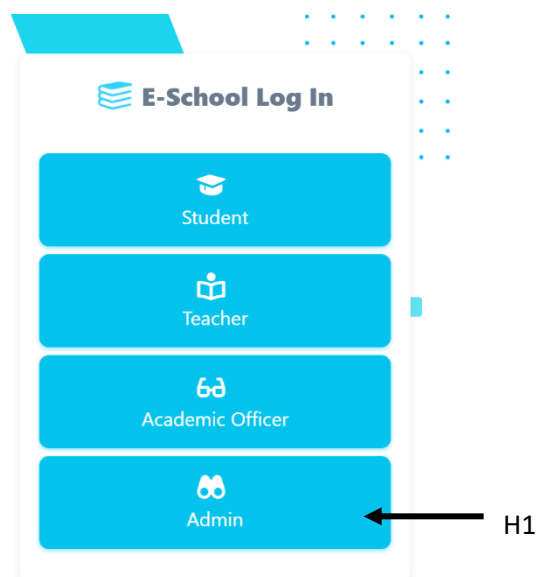
1.0 ADMIN LOGIN

Steps

1. Go to E-School log in page
2. Click 'Admin'
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

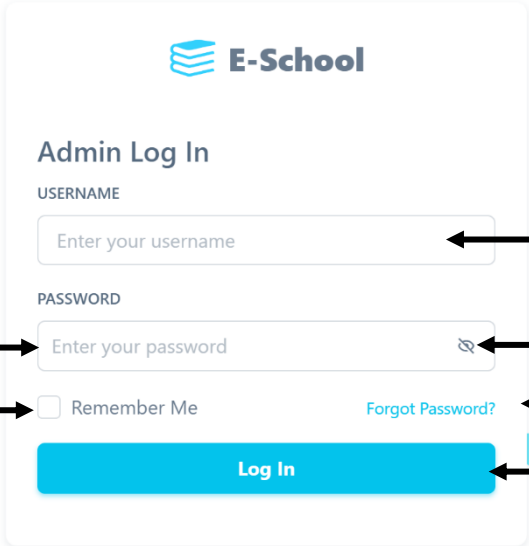
Step 1,2

Login Page (1st Preview)



H1 – Go to admin login page.

Step 3



The image shows a screenshot of the 'Admin Log In' form for 'E-School'. The form is white with a light blue border and is set against a background of blue dots. It contains the following elements: a logo at the top, a title 'Admin Log In', a 'USERNAME' section with a text input field, a 'PASSWORD' section with a text input field and a show/hide toggle, a 'Remember Me' checkbox, a 'Forgot Password?' link, and a blue 'Log In' button. Six black arrows point to specific elements, labeled L1 through L6: L1 points to the username input field, L2 points to the password input field, L3 points to the show/hide toggle, L4 points to the 'Remember Me' checkbox, L5 points to the 'Forgot Password?' link, and L6 points to the 'Log In' button.

E-School

Admin Log In

USERNAME

Enter your username

L1

PASSWORD

Enter your password

L2

L3

L4

☐ Remember Me

[Forgot Password?](#)

L5

Log In

L6

L1- Username field

L3- Password show button

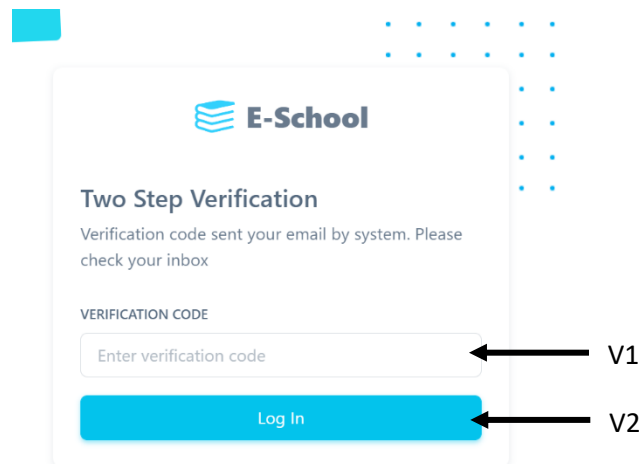
L5- Go to forgot password

L2- Password field

L4- Save login details until your next login

L6- Log in button

Step 4,5 (optional)



The image shows a screenshot of the 'Two Step Verification' form for 'E-School'. The form is white with a light blue border and is set against a background of blue dots. It contains the following elements: a logo at the top, a title 'Two Step Verification', a message 'Verification code sent your email by system. Please check your inbox', a 'VERIFICATION CODE' section with a text input field, and a blue 'Log In' button. Two black arrows point to specific elements, labeled V1 and V2: V1 points to the verification code input field, and V2 points to the 'Log In' button.

E-School

Two Step Verification

Verification code sent your email by system. Please check your inbox

VERIFICATION CODE

Enter verification code

V1

Log In

V2

V1 – verification code field

V2 – Log in button

2.0 SYSTEM CONFIGURATION

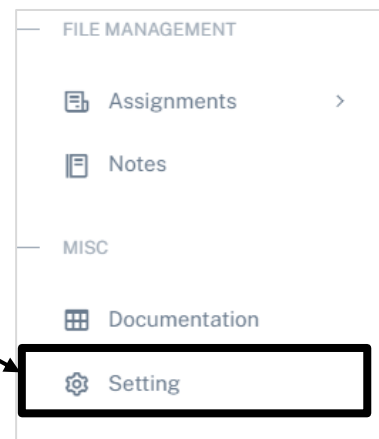
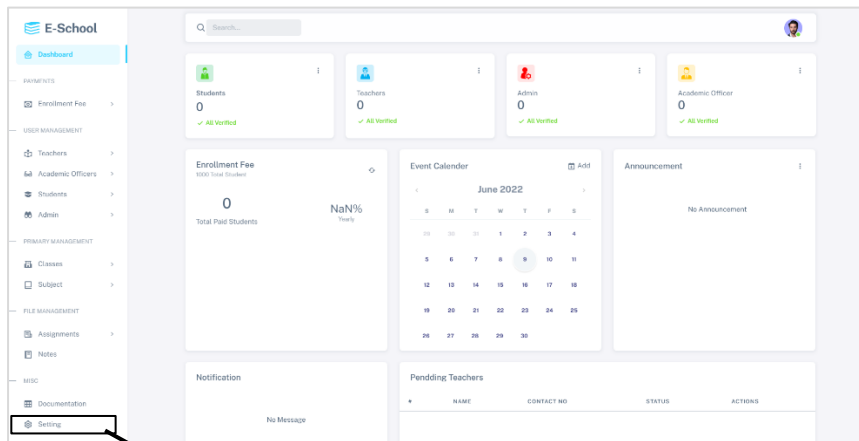
2.0 SYSTEM CONFIGURATION

As a super admin must setup LMS according to the property of school first.

Steps

1. Go to the setting
2. Select grade ranges school have
3. Click “add to system” button
4. Select mediums use to teach in school
5. Click “add to system” button
6. Select A/L streams school have (if have A/L classes)
7. Click “add to system” button

Step 01



Step 2



S1 – Grand range selector

S3 – A/L Stream selector

S2 – Mediums selector

S4 – “Add to System” button

Note - This is a one-time setup. Once you click “Add to System” you will no longer be able to update this setting. So, before you click “Add to System” check you correctly is select correctly.



if you didn't select 12-13 like this, A/L stream part will be hidden. Don't worry about that.

Mediums and the A/L Stream selection process are the same as well.

After done the configuration, the page will be previewed as given below.

if select **without** 12-13 grade range

E-School

Search...

General Settings Account Settings

Grades

SELECT GRADES IN YOUR SCHOOL HAVE

1-5 6-11 **12-13**

you'll never be able to edit these details after adding system them once.

Medium

CHOOSE THE TEACHING MEDIUMS IN YOUR SCHOOL

Sinhala English **Tamil**

you'll never be able to edit these details after adding system them once.

Setting

if select **with** 12-13 grade range

E-School

Search...

General Settings Account Settings

Grades

SELECT GRADES IN YOUR SCHOOL HAVE

1-5 6-11 **12-13**

you'll never be able to edit these details after adding system them once.

Medium

CHOOSE THE TEACHING MEDIUMS IN YOUR SCHOOL

Sinhala English **Tamil**

you'll never be able to edit these details after adding system them once.

A/L Stream

SELECT A/L STREAMS IN YOUR SCHOOL HAVE

Physical Science Commerce

Arts Bio Science Technology

you'll never be able to edit these details after adding system them once.

Setting

3.0 CLASS MANAGEMENT

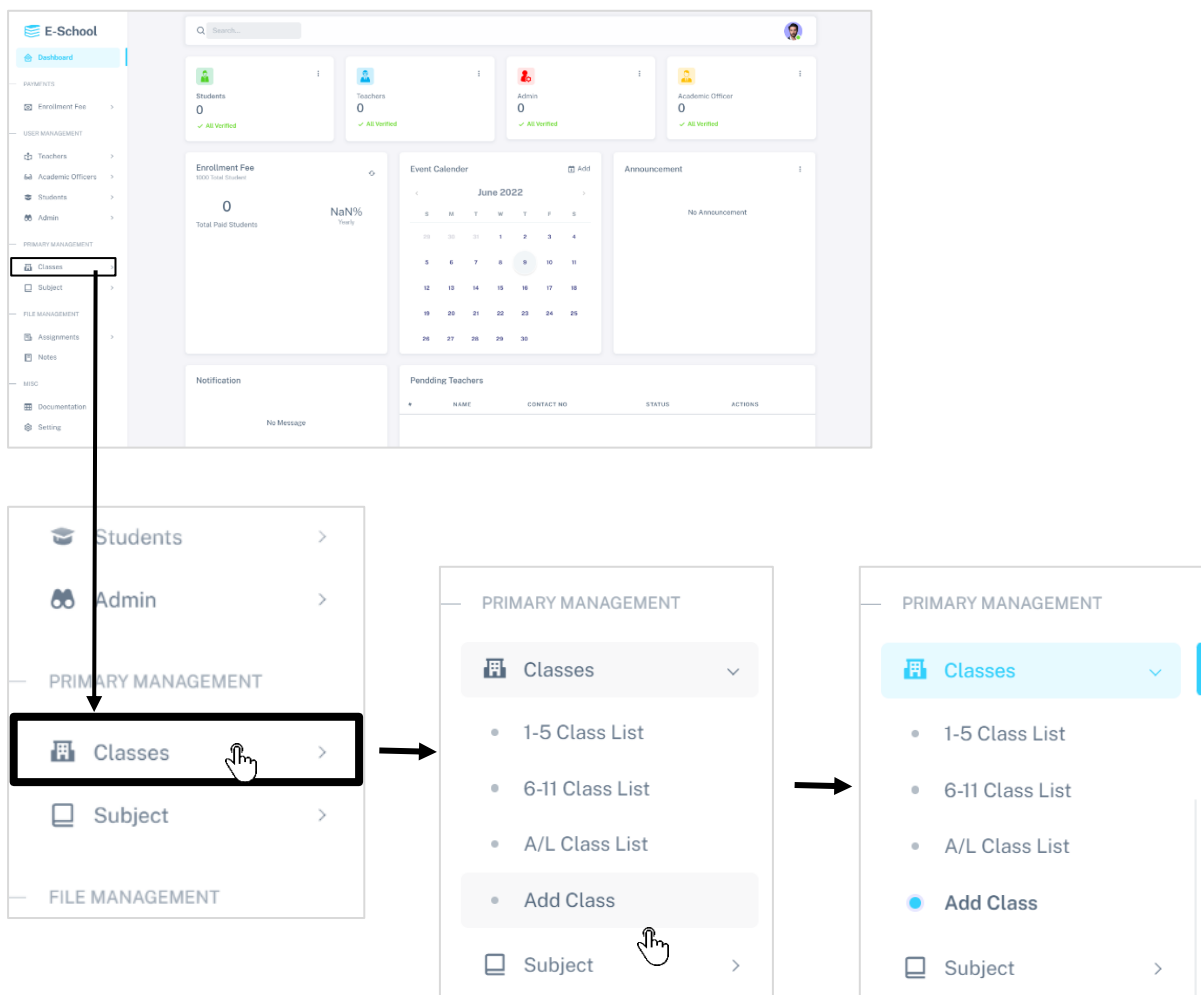
3.0 CLASS MANAGEMENT

3.1 Add Class

Steps

1. Expand “classes” in side bar
2. Click “add class”
3. Select grade
4. Select medium
5. Select teacher (optional)
6. Type name of the class
7. Click “add” button

Step 1,2



Step 03,04,05,06,07 (E.g., Grade 1-11)

The screenshot shows the E-School interface with a sidebar on the left containing sections: USER MANAGEMENT (Teachers, Academic Officers, Students, Admin), PRIMARY MANAGEMENT (Classes, 1-5 Class List, 6-11 Class List, A/L Class List, Add Class, Subject), FILE MANAGEMENT (Assignments, Notes), and MISC (Documentation, Setting). The main content area has a search bar and a user profile. Two forms are visible: 'Add Grades 1-11 Class' and 'Add Grade 12-13 Class (A/L)'. The 'Add Grades 1-11 Class' form is highlighted with a black box, and an arrow points from it to a detailed view of the form below.

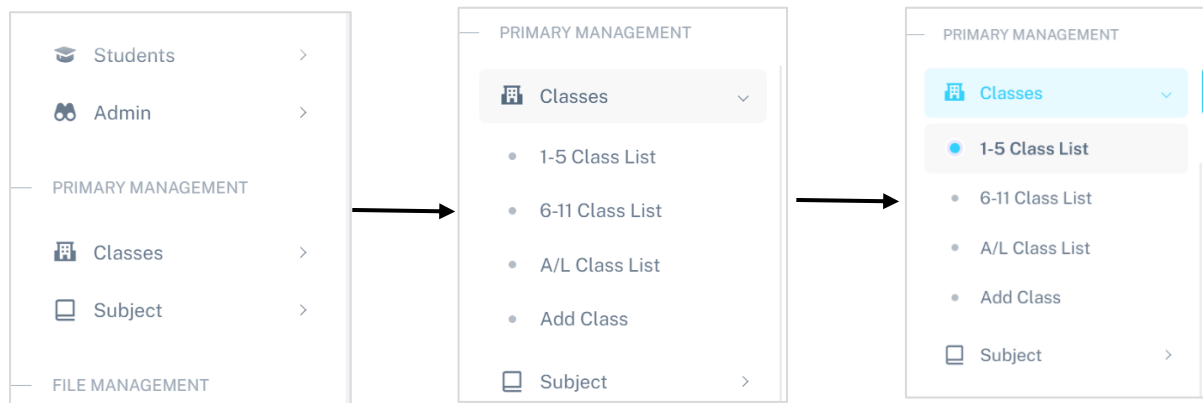
The detailed view of the 'Add Grades 1-11 Class' form shows the following fields and labels:

- C1** points to the 'GRADE' dropdown menu.
- C2** points to the 'MEDIUM' dropdown menu.
- C3** points to the 'ASSIGN CLASS TEACHER' dropdown menu.
- C4** points to the 'CLASS NAME' text input field, which contains the example text 'ex :-10-A'.
- C5** points to the 'Add' button.

C1 – Grade selector
C3 – Teacher selector (optional)
C5 – Add button

C2 – Language selector
C4 – Class name filed

3.2 View Class



Grade 1,2,3,4,5 classes can view through the 1-5 Class List.

Grade 6,7,8,9,10,11 classes can view through the 6-11 Class List.

Grade 12,13 classes can view through the A/L Class List.

3.3 Delete Class

Steps

1. Go to 1-6 class list, 6-11 class list or A/L class list page.
2. Click action button of selected row.

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮

3. Click delete option.

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮
7-A	SINHALA	N/A	0	⋮
7-B	SINHALA	J.K IMASHA AMARATHUNGE	1	⋮

Change Teacher

Rename

Delete

4. Press "Yes" for the confirmation message.

Confirmation

Are you sure you want to delete this class?

No Yes

If the selected class is already used in a place such as Student Registration, you cannot delete the class. (Hint- Number of students must be 0)

3.4 Rename Class

Steps

1. Go to 1-6 class list, 6-11 class list or A/L class list page.
2. Click action button of selected row.

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮

3. Click rename option

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮
7-A	SINHALA	N/A	0	⋮
7-B	SINHALA	J.K IMASHA AMARATHUNGE	1	⋮

Change Teacher

Rename

Delete

4. Type new class name and click rename button

E-School

Search...

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
8-D			0	⋮
8-A	SINHALA	N/A	2	⋮

Rename 8-D Class

CLASS NAME

8-D

Close

Rename

3.5 Change Class Teacher

Steps

1. Go to 1-6 class list, 6-11 class list or A/L class list page.
2. Click action button of selected row.

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮

3. Click change teacher option.

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮
7-A	SINHALA	N/A	0	⋮
7-B	SINHALA	J.K IMASHA AMARATHUNGE	1	⋮

Change Teacher

Rename

Delete

4. Select teacher.

E-School

Search

Academic Officers >

Students >

Admin >

PRIMARY MANAGEMENT

Classes

1-5 Class List

6-11 Class List

A/L Class List

Add Class

Subject >

FILE MANAGEMENT

Assignments >

Notes

MISC

Documentation

Setting

Change Teacher (Grade 6-B)

ASSIGN TEACHER

Select Teacher ▼

Close Assign

Grades 6-11 Classes

Select Grade ▼

CLASS NAME	MEDIUM	CLASS TEACHER	NO OF STUDENT	ACTIONS
6-A	SINHALA	R.E.E MADUSHI MILANTHIKA	0	⋮
6-B	SINHALA	N/A	0	⋮
6-C	SINHALA	N/A	0	⋮
6-D	SINHALA	N/A	0	⋮
7-A	SINHALA	N/A	0	⋮
7-B	SINHALA	J.K IMASHA AMARATHUNGE	1	⋮
7-D	SINHALA	N/A	0	⋮
8-A	SINHALA	N/A	0	⋮
8-B	SINHALA	N/A	0	⋮
8-C	ENGLISH	N/A	0	⋮

1 2 >

The "(assigned)" sign indicates that the teacher has already assigned another class. If you select an already assigned teacher, the other class will be automatically reset to "N / A".

4.0 SUBJECT MANAGEMENT

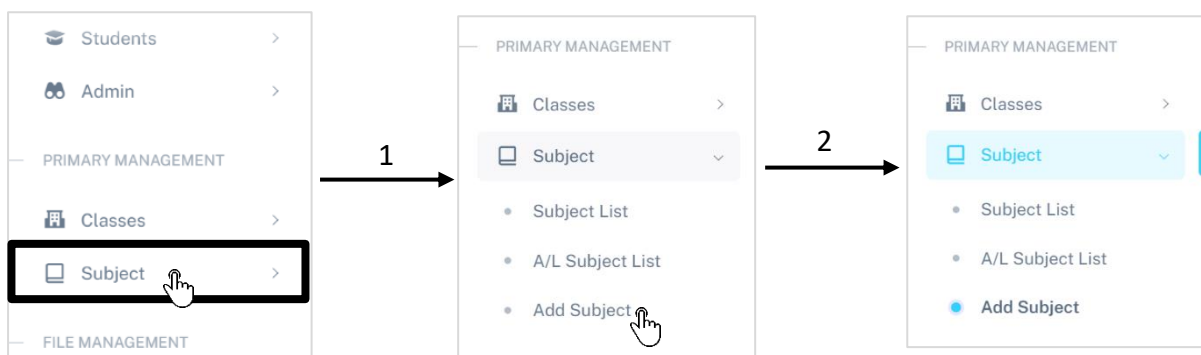
4.0 SUBJECT MANAGEMENT

4.1 Add Subject

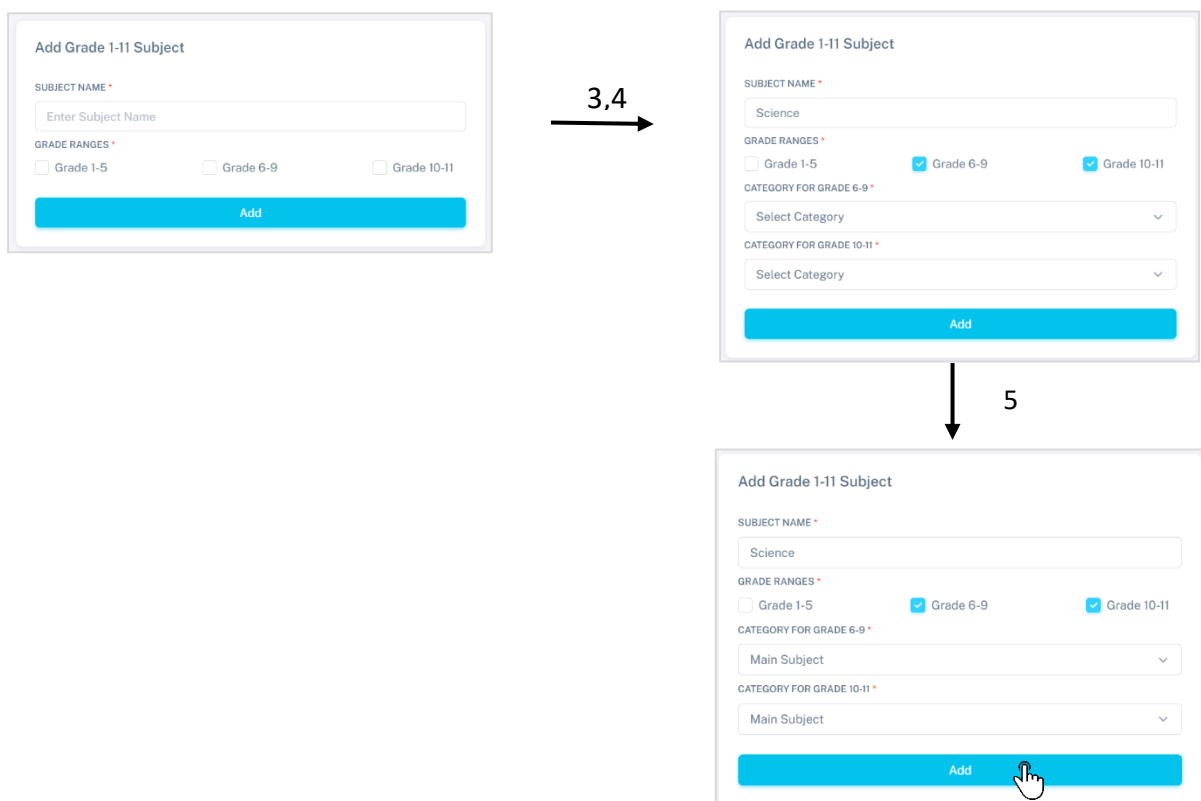
Steps

1. Expand "Subject" in side bar
2. Click "add subject"
3. Type subject name
4. Select grade range
5. Select category for related grade
6. Click "add" button

Step 1,2

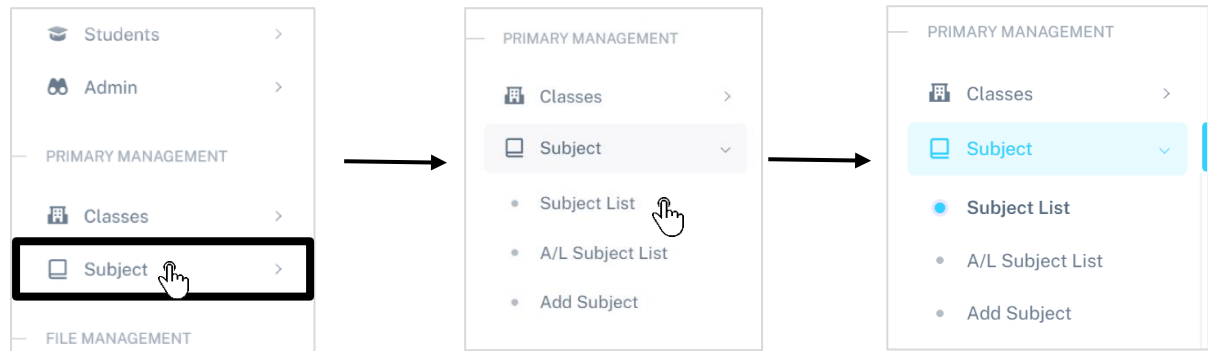


Step 3,4,5,6 (e.g., Grade 1-11 subject)

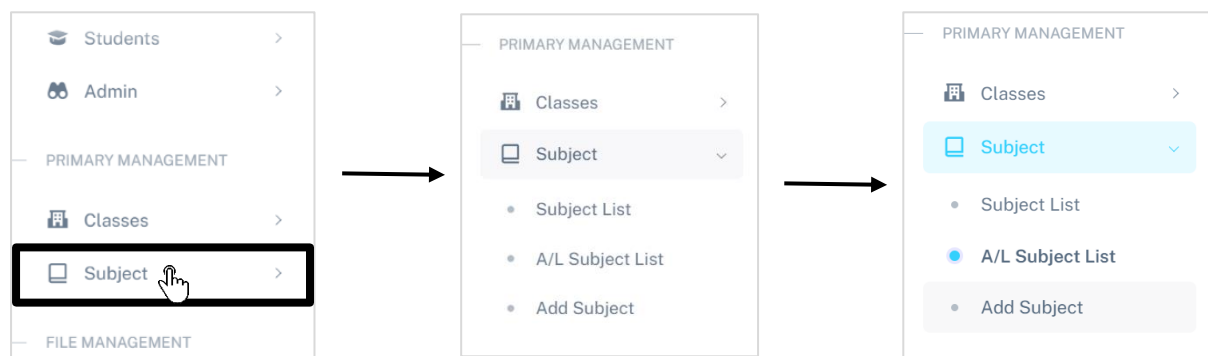


4.2 View Subject

Grade 1-11 subject



A/L subject



4.3 Delete Subject

Steps

1. Go to subject list or A/L subject list page.
2. Click action button of selected row.

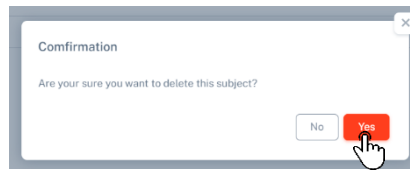
#	SUBJECT NAME	GRADE RANGE & SUBJECT TYPE	ACTIONS
1	Art	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮
2	Buddhist	Grade 1-5 :- Religious Grade 6-9 :- Religious Grade 10-11 :- Religious	⋮
3	Dance	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮
4	Maths	Grade 6-9 :- Main Grade 10-11 :- Main	⋮
5	Music	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮

3. Click delete option.

#	SUBJECT NAME	GRADE RANGE & SUBJECT TYPE	ACTIONS
1	Art	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮
2	Buddhist	Grade 1-5 :- Religious Grade 6-9 :- Religious Grade 10-11 :- Religious	⋮
3	Dance	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮
4	Maths	Grade 6-9 :- Main Grade 10-11 :- Main	⋮
5	Music	Grade 6-9 :- Optional Grade 10-11 :- Category 1	⋮

Rename
 Delete

- Press “Yes” for the confirmation message.



If the selected subject is already used in a location such as teacher registration, the delete option does not appear because the system does not allow deletion of that subject.

4.3 Rename Subject

Steps

- Go to subject list or A/L subject list page.
- Click action button of selected row.

#	SUBJECT NAME	GRADE RANGE & SUBJECT TYPE	ACTIONS
1	Art	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮
2	Buddhist	Grade 1-5 : Religious Grade 6-9 : Religious Grade 10-11 : Religious	⋮
3	Dance	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮
4	Maths	Grade 6-9 : Main Grade 10-11 : Main	⋮
5	Music	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮

- Click rename option.

#	SUBJECT NAME	GRADE RANGE & SUBJECT TYPE	ACTIONS
1	Art	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮
2	Buddhist	Grade 1-5 : Religious Grade 6-9 : Religious Grade 10-11 : Religious	⋮
3	Dance	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮
4	Maths	Grade 6-9 : Main Grade 10-11 : Main	⋮
5	Music	Grade 6-9 : Optional Grade 10-11 : Category 1	⋮

- Type subject name and click rename button

Rename Subject

SUBJECT NAME

Dance

Close

Rename

5.0 USER MANAGEMENT

5.0 USER MANAGEMENT

5.1 User Registration

Steps (e.g., teachers)

1. Expand “Teachers” in side bar
2. Click “Register Teachers”
3. Fill the details
4. Click “Submit” button

The screenshots illustrate the process of registering a teacher in the E-School system. The first two screenshots show the navigation steps from the 'USER MANAGEMENT' sidebar to the 'Register Teachers' option. The third screenshot shows the 'Register Teacher' form, which includes fields for personal details, contact information, and subject selection. The form is titled 'Register Teacher' and includes a search bar at the top. The form fields are as follows:

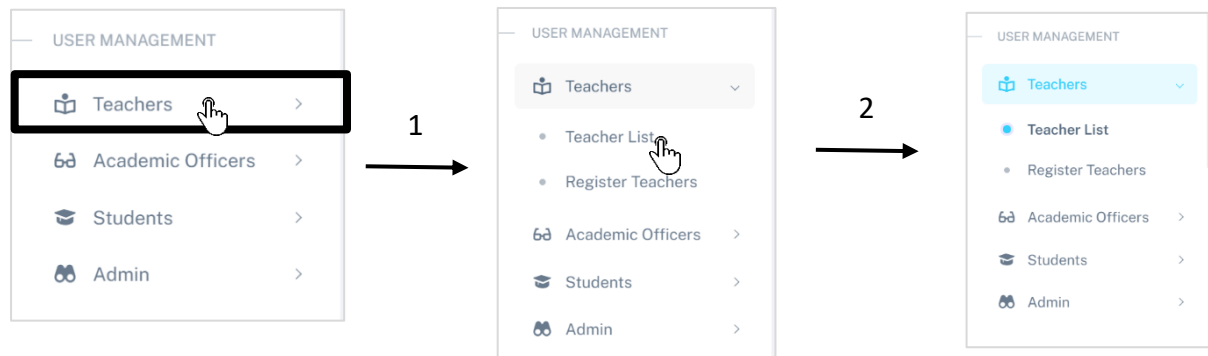
Field	Value
FIRST NAME	Isivara
LAST NAME	Medankara
NAME WITH INITIAL	E.E.W ISIVARA MEDANKARA
USERNAME	TEC/EEW/0001
EMAIL	isivarmed2@gmail.com
PHONE NO	0747928952
NATIONAL ID	1983854354v
GENDER	<input checked="" type="radio"/> Male <input type="radio"/> Female
DOB	08/15/1983
RELIGIOUS	Christianity
ADDRESS	No 42/B, Madampe Road
PROVINCE	Central
DISTRICT	Matale
CITY	Bambaragaswewa
POSTAL CODE	21212
GRADES	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13
SUBJECT(S)	<input type="checkbox"/> Sinhala <input checked="" type="checkbox"/> English <input type="checkbox"/> Art

The subjects will appear after selecting the grade(s)

5.2 View Users

Steps (e.g., teachers)

1. Expand “Teachers” in side bar
2. Click “Teacher List”



5.3 View User Info

Steps (e.g., teachers)

1. Go to Teacher List page (subject list or A/L subject list).
2. Click action button of selected row.

The screenshot shows the 'Teacher List' page in the E-School system. The table displays the following data:

#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/I1332	Madusi Milathika	madushanimik3@gmail.com	0782392745	VERIFIED	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮

3. Click “see more” option

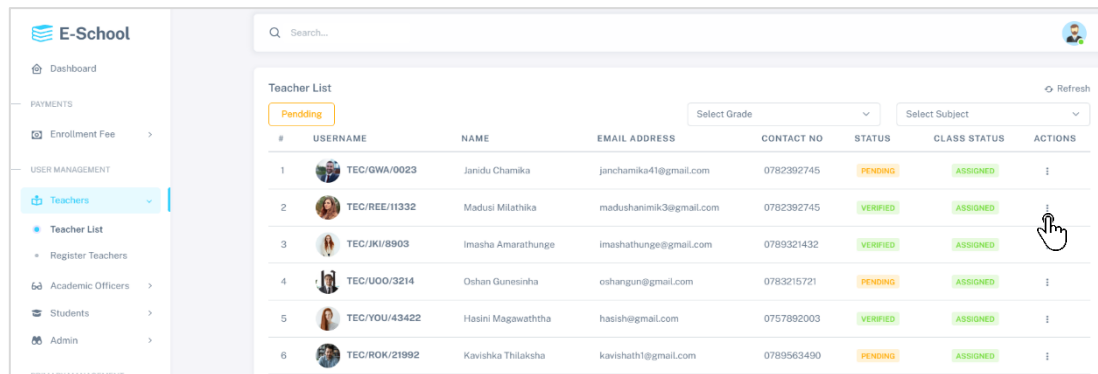
The screenshot shows the 'Teacher List' page with the 'See More' dropdown menu open for the second row. The menu options are:

- See More
- Edit
- Delete

5.4 Edit User Info

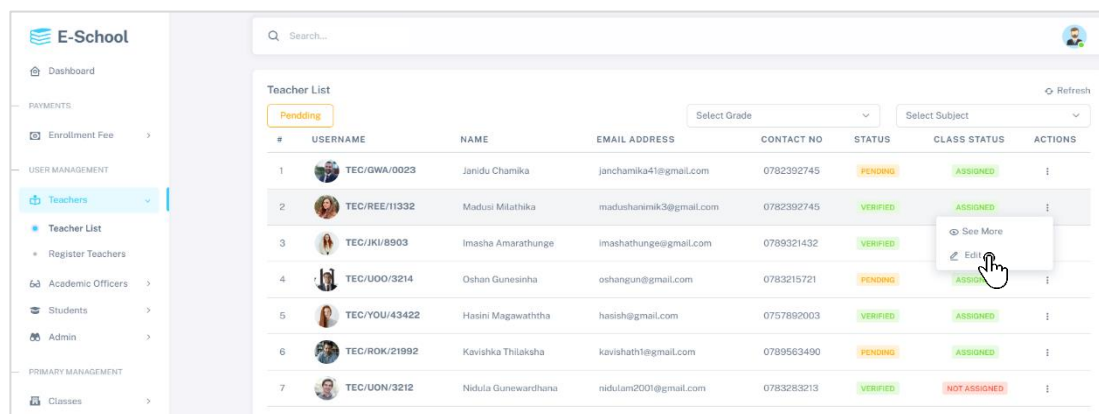
Steps (e.g., teachers)

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



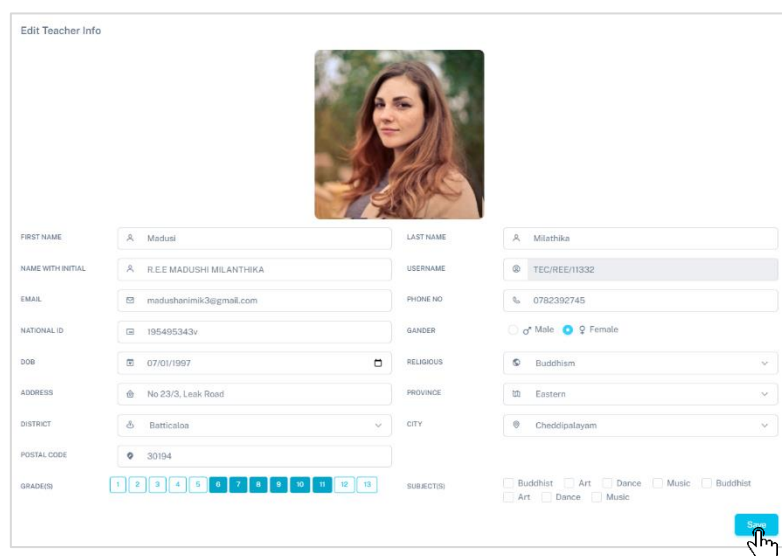
#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/11332	Madusi Milathika	madushanimik3@gmail.com	0782392745	VERIFIED	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮

3. Click “edit” option

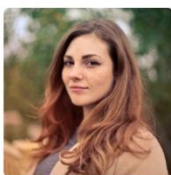


#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/11332	Madusi Milathika	madushanimik3@gmail.com	0782392745	VERIFIED	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮
7	TEC/UON/3212	Nidula Gunewardhana	nidulan2001@gmail.com	0783283213	VERIFIED	NOT ASSIGNED	⋮

4. Click “save” button after changing



Edit Teacher Info



FIRST NAME: LAST NAME:

NAME WITH INITIAL: USERNAME:

EMAIL: PHONE NO:

NATIONAL ID: GENDER: ☐ Male ☒ Female

DOB: RELIGIOUS:

ADDRESS: PROVINCE:

DISTRICT: CITY:

POSTAL CODE:

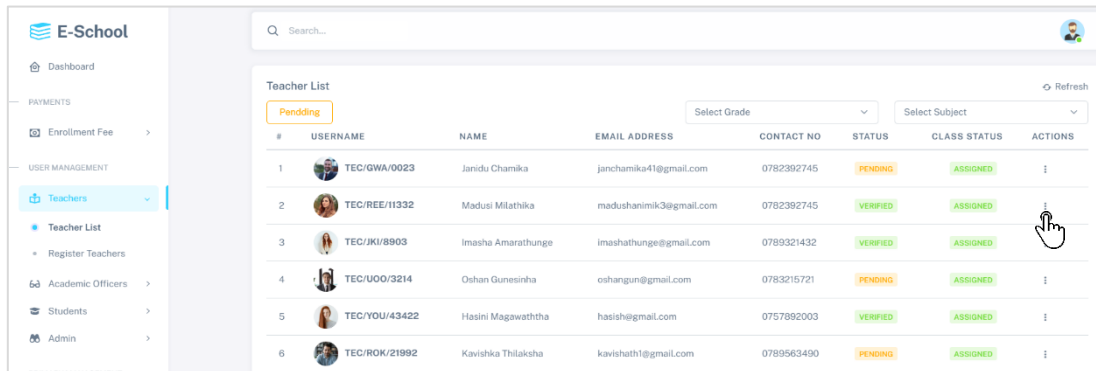
GRADE(S): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13

SUBJECT(S): ☐ Buddhist ☐ Art ☐ Dance ☐ Music ☐ Buddhist ☐ Art ☐ Dance ☐ Music

5.4 Block & Unblock User

Steps (e.g., teachers)

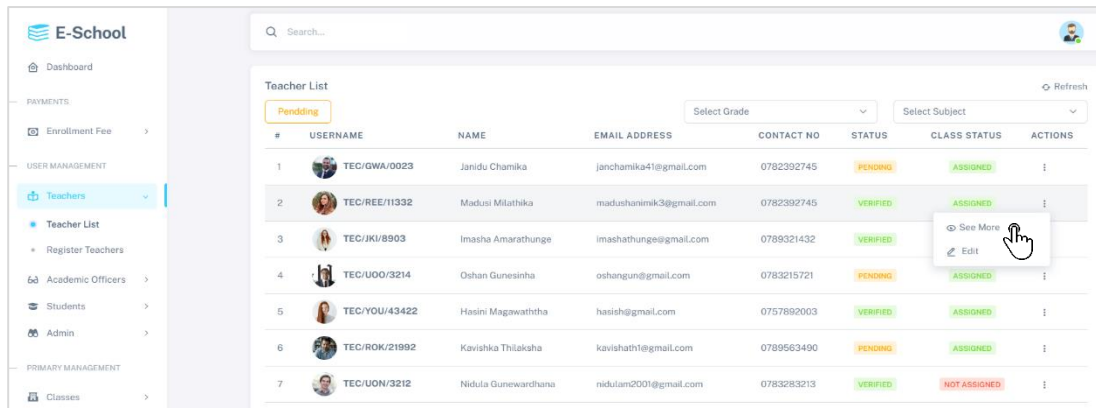
1. Go to Teacher List page.
2. Click action button of selected row.



The screenshot shows the 'E-School' interface with a sidebar menu. The 'Teacher List' page is active, displaying a table of teachers. The 'Pending' filter is selected. The table has columns: #, USERNAME, NAME, EMAIL ADDRESS, CONTACT NO, STATUS, CLASS STATUS, and ACTIONS. A hand cursor is pointing at the 'See More' button in the ACTIONS column for the second teacher.

#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/11332	Madusi Milathika	madushanmik3@gmail.com	0782392745	VERIFIED	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮

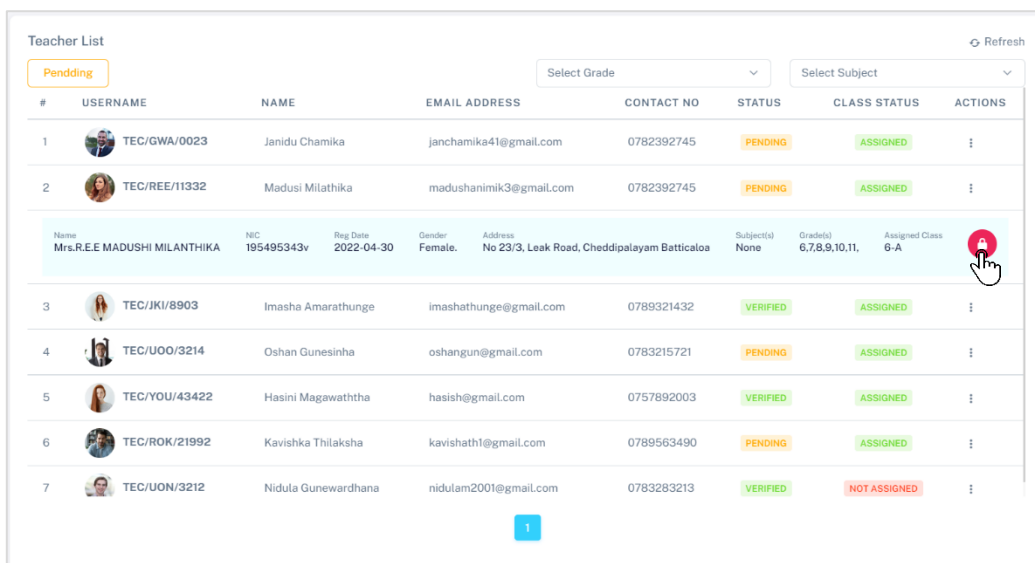
3. Click “see more” option.



The screenshot shows the 'E-School' interface with a sidebar menu. The 'Teacher List' page is active, displaying a table of teachers. The 'Pending' filter is selected. The table has columns: #, USERNAME, NAME, EMAIL ADDRESS, CONTACT NO, STATUS, CLASS STATUS, and ACTIONS. A hand cursor is pointing at the 'See More' button in the ACTIONS column for the second teacher.

#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/11332	Madusi Milathika	madushanmik3@gmail.com	0782392745	VERIFIED	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮
7	TEC/UON/3212	Nidula Gunewardhana	nidulam2001@gmail.com	0783283213	VERIFIED	NOT ASSIGNED	⋮

4. Click red button with lock icon in right side.



The screenshot shows the 'E-School' interface with a sidebar menu. The 'Teacher List' page is active, displaying a table of teachers. The 'Pending' filter is selected. The table has columns: #, USERNAME, NAME, EMAIL ADDRESS, CONTACT NO, STATUS, CLASS STATUS, and ACTIONS. A hand cursor is pointing at the red button with a lock icon in the ACTIONS column for the second teacher.

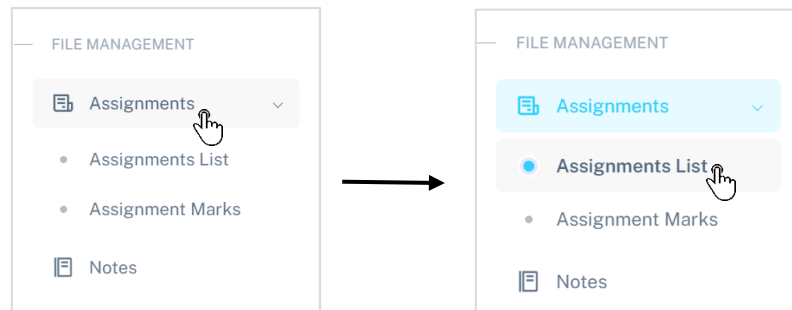
#	USERNAME	NAME	EMAIL ADDRESS	CONTACT NO	STATUS	CLASS STATUS	ACTIONS
1	TEC/GWA/0023	Janidu Chamika	janchamika41@gmail.com	0782392745	PENDING	ASSIGNED	⋮
2	TEC/REE/11332	Madusi Milathika	madushanmik3@gmail.com	0782392745	PENDING	ASSIGNED	⋮
3	TEC/JKI/8903	Imasha Amarathunge	imashathunge@gmail.com	0789321432	VERIFIED	ASSIGNED	⋮
4	TEC/UOO/3214	Oshan Gunesinha	oshangun@gmail.com	0783215721	PENDING	ASSIGNED	⋮
5	TEC/YOU/43422	Hasini Magawaththa	hasish@gmail.com	0757892003	VERIFIED	ASSIGNED	⋮
6	TEC/ROK/21992	Kavishka Thilaksha	kavishath1@gmail.com	0789563490	PENDING	ASSIGNED	⋮
7	TEC/UON/3212	Nidula Gunewardhana	nidulam2001@gmail.com	0783283213	VERIFIED	NOT ASSIGNED	⋮

6.0 FILE MANAGEMENT

6.1 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

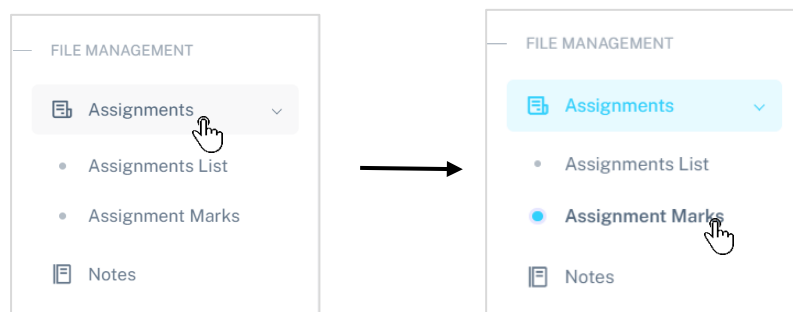
Refresh

#	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	⋮

6.2 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

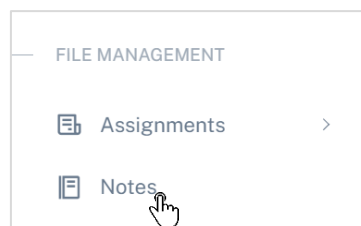
#	ASSIGNMENT ID	SUBJECT	STUDENT USERNAME	GRADE	SUBMITTED DATE	MARKS	STATUS	ACTIONS
1	AG9/S4/0001	Art	STU/RKU/0342	9	2022-05-02	66	PENDING	
2	AG12/S2/0003	Combine Maths	STU/AKK/7989	12	2022-05-08	68	RELEASED	

View Result Sheet

6.3 View Note

Steps

1. Click Note.



2. Click action button of selected row.

Notes

Select Grade

Select Subject

Refresh

#	NOTE ID	NOTE TITLE	GRADE	SUBJECT	TEACHER	ACTIONS
1	G9/S3/0004	buddist reasheach	9	Buddhist	Mrs. Imasha Amarathunge	
2	G9/S4/0003	art drawing	9	Art	Mrs. Imasha Amarathunge	

3. Click "View" option.

Notes

Select Grade

Select Subject

Refresh

#	NOTE ID	NOTE TITLE	GRADE	SUBJECT	TEACHER	ACTIONS
1	G9/S3/0004	buddist reasheach	9	Buddhist	Mrs. Imasha Amarathunge	
2	G9/S4/0003	art drawing	9	Art	Mrs. Imasha Amarathunge	

View

Download

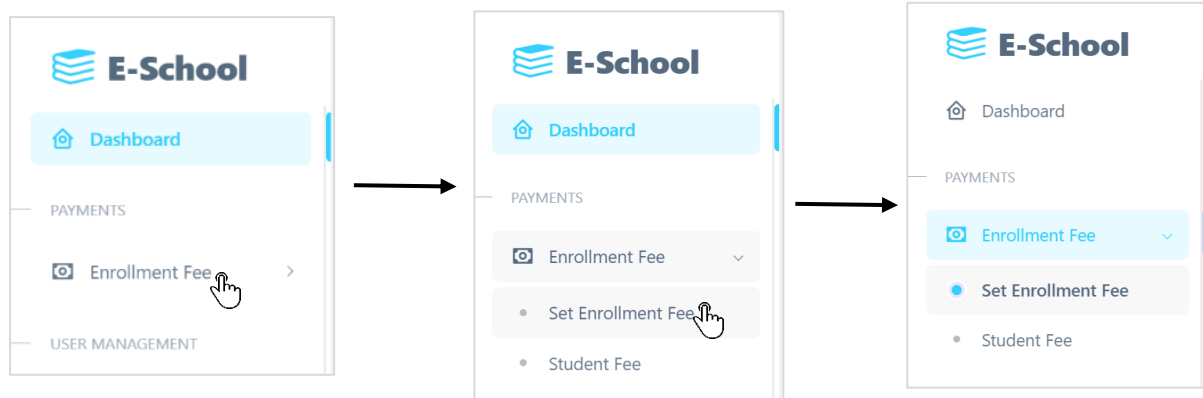
7.0 PAYMENT MANAGEMENT

7.0 PAYMENT MANAGEMENT

7.1 Set Enrollment Fee

Steps

1. Expand “enrollment fee”.
2. Click “set enrollment fee”.



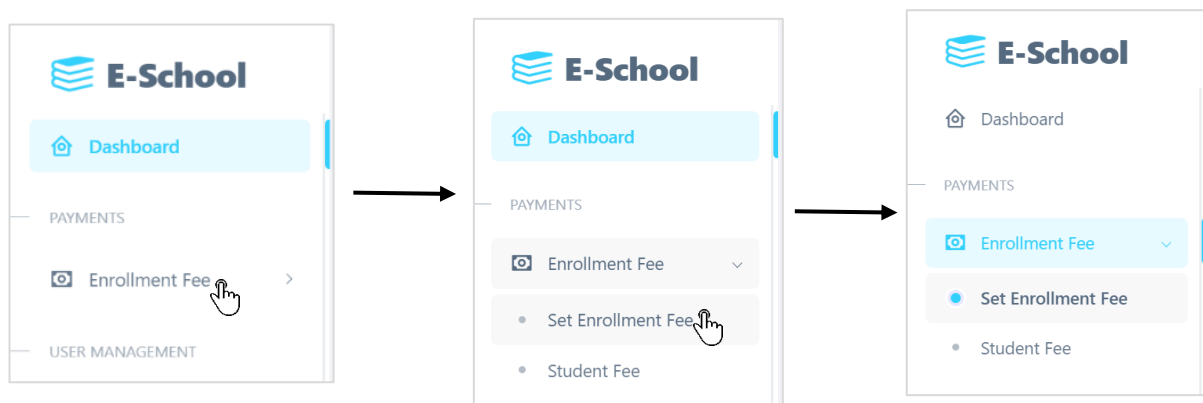
3. Select grade and type fee, then click save.

The 'Add Enrollment Fee' form shows a 'GRADE' dropdown menu with '7' selected. Below it, there is a text input field containing 'Rs 1570', a currency symbol 'Rs', and a 'Save' button. A hand icon points to the 'Save' button.

7.2 Edit Enrollment Fee

Steps

1. Expand “enrollment fee”.
2. Click “set enrollment fee”.



3. Click action button of selected row.

Student Enrollment Fee			
#	GRADE	FEE	ACTION
1	Grade 1	Rs 1250.00	⋮
2	Grade 2	Rs 1300.00	⋮
3	Grade 3	Rs 1400.00	⋮
4	Grade 4	Rs 1550.00	⋮
5	Grade 9	Rs 1700.00	⋮

4. Click “Edit” option.

Student Enrollment Fee			
#	GRADE	FEE	ACTION
1	Grade 1	Rs 1250.00	⋮
2	Grade 2	Rs 1300.00	⋮
3	Grade 3	Rs 1400.00	⋮
4	Grade 4	Rs 1550.00	⋮
5	Grade 9	Rs 1700.00	⋮

 Edit

5. Type new enrollment fee and click update button

Update Enrollment Fee

GRADE

4

Rs 1550.00

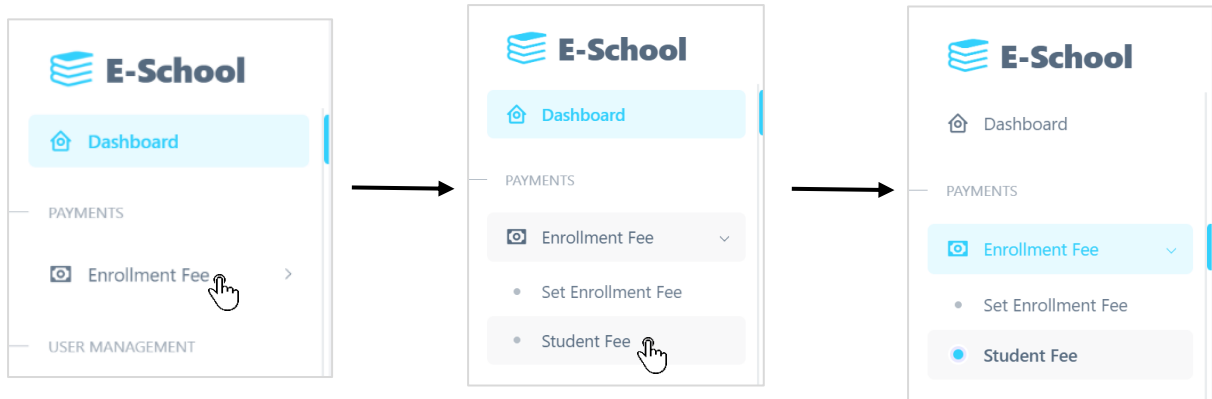
Update

Clear

7.3 View Student Payments

Steps

1. Expand “enrollment fee”.
2. Click “student fee”.

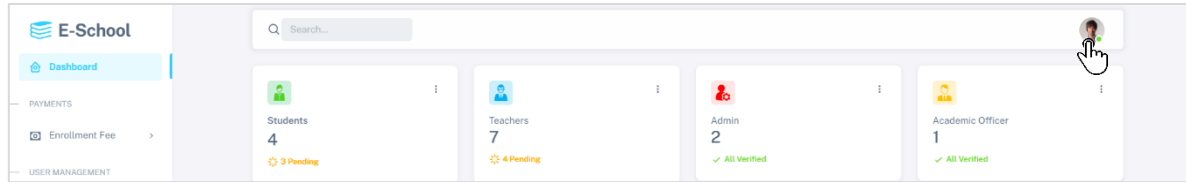


8.0 UPDATE PROFILE

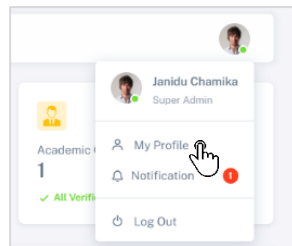
8.0 UPDATE PROFILE

Steps

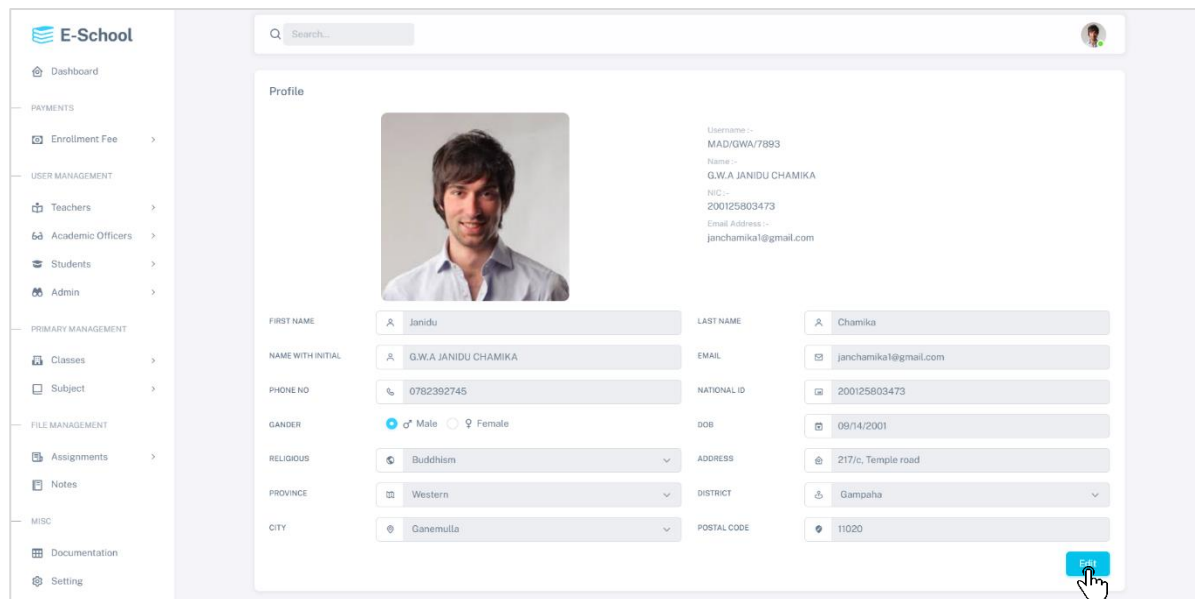
1. Click the avatar image at the top right of the page.



2. Click My Profile.



3. Click Edit button.



4. Make your changes and click the Save button.

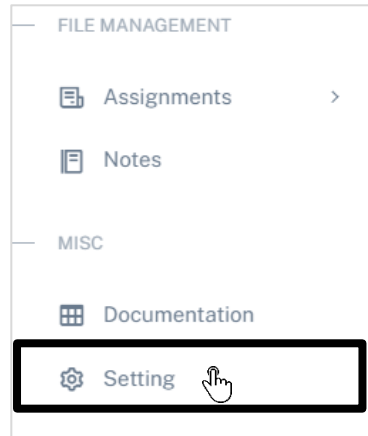
FIRST NAME	<input type="text" value="Janidu"/>	LAST NAME	<input type="text" value="Chamika"/>
NAME WITH INITIAL	<input type="text" value="G.W.A JANIDU CHAMIKA"/>	EMAIL	<input type="text" value="janchamika1@gmail.com"/>
PHONE NO	<input type="text" value="0782392745"/>	NATIONAL ID	<input type="text" value="200125803473"/>
GANDER	<input checked="" type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text" value="09/14/2001"/>
RELIGIOUS	<input type="text" value="Buddhism"/>	ADDRESS	<input type="text" value="217/c, Temple road"/>
PROVINCE	<input type="text" value="Western"/>	DISTRICT	<input type="text" value="Gampaha"/>
CITY	<input type="text" value="Ganemulla"/>	POSTAL CODE	<input type="text" value="11020"/>

8.0 PASSWORD REST

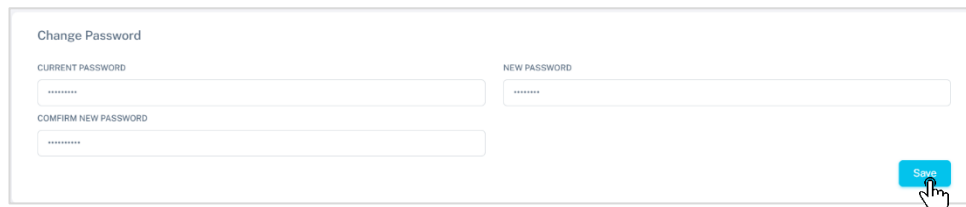
9.0 PASSWORD REST

Steps

1. Go to the setting.



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

A screenshot of a 'Change Password' form. The form has a title 'Change Password' at the top. Below the title, there are three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. Each field contains a series of asterisks. To the right of the 'NEW PASSWORD' field, there is a blue 'Save' button. A hand cursor is pointing at the 'Save' button.