E-School

User's Manual

Officer Panel

USER'S MANUAL
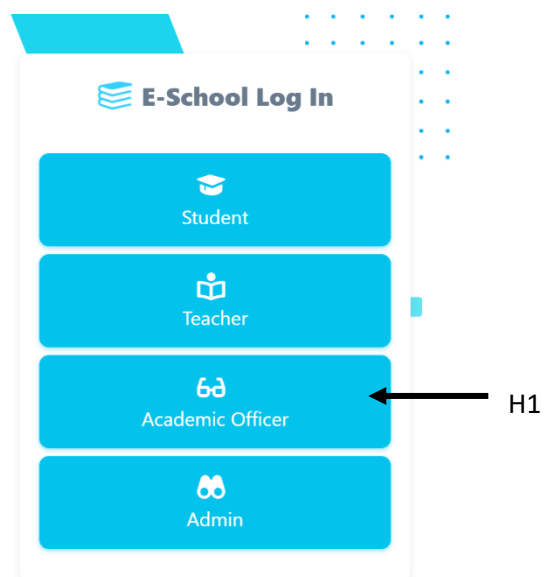
1.0   OFFICER LOG IN

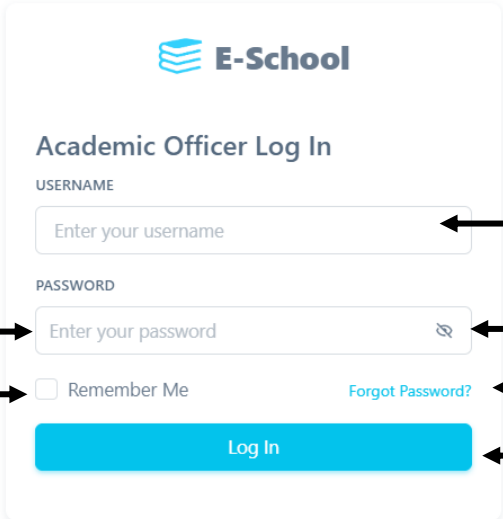# 1.0 OFFICER LOG IN

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
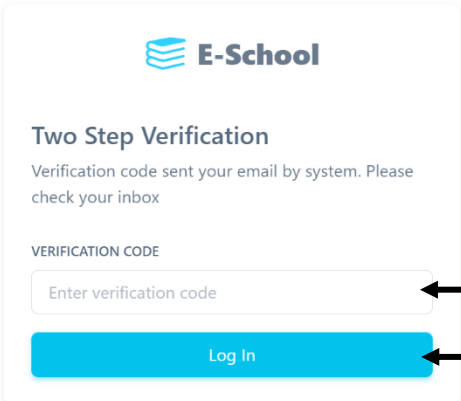
Step 1,2

Login Page (1st Preview)

H1 – Go to Academic Officer login page.

Step 3

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   STUDENT MANAGEMENT

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2.1 Student Registration

Steps

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

2.2   View Student

Steps

1. Expand "Students" in side bar
2. Click "Students List"
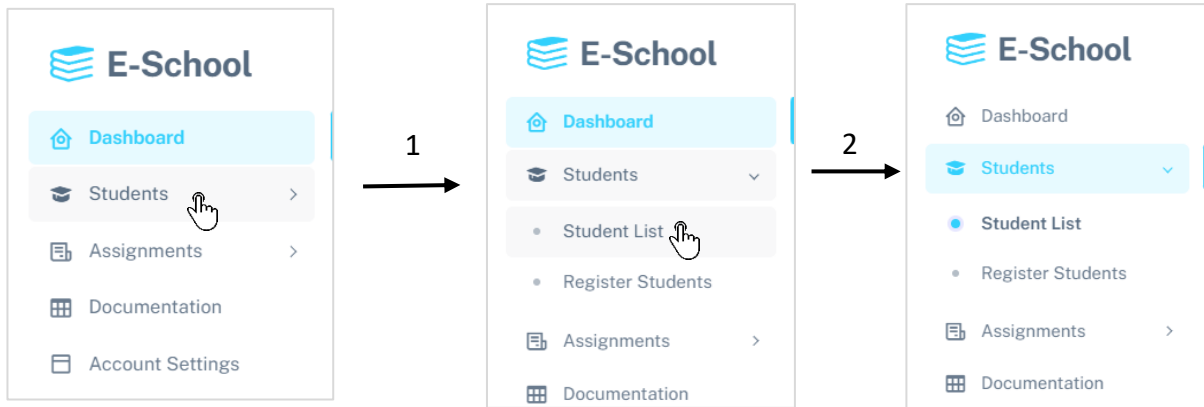
2.3   View Student Info

Steps

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

3. Click "see more" option

2.4   Edit Student Info

Steps

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

3. Click "edit" option

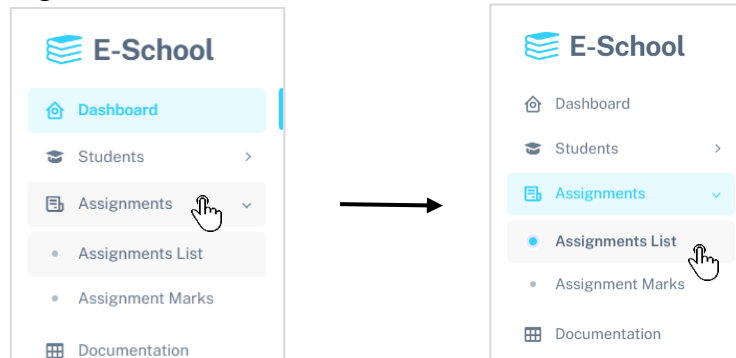4. Click "save" button after changing

3.0   ASSIGNMENT MANAGEMENT

3.1 View Assignment

Steps

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

3. Click action button of selected row.

4. Click "View" option

3.2 View Student Result Sheet

Steps

1. Expand "Assignment".
2. Click Assignment Marks.
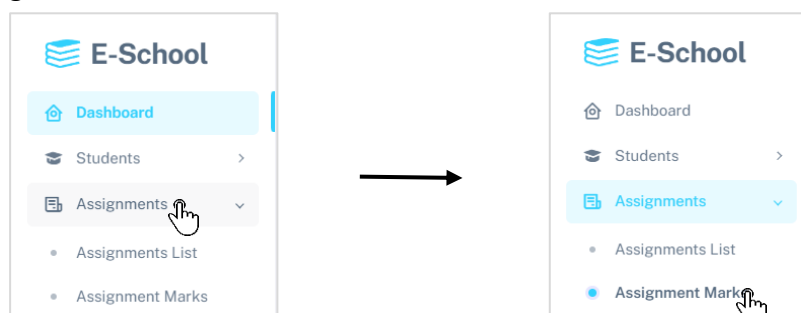
3. Click action button of selected row.

4. Click "View Result Sheet" option.

3.3 Release Assignment Marks

Steps

1. Expand "Assignment".
2. Click Assignment Marks.
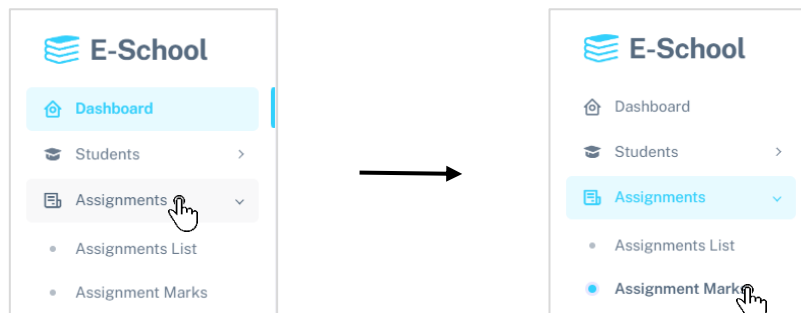
3. Click action button of selected row.
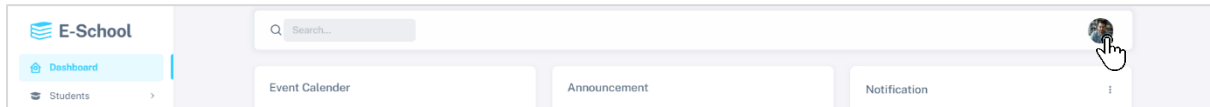

4. Click "Release Marks" option.

4.0   UPDATE PROFILE
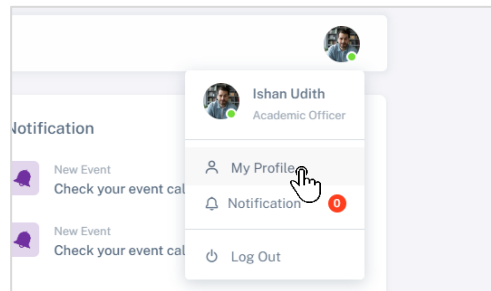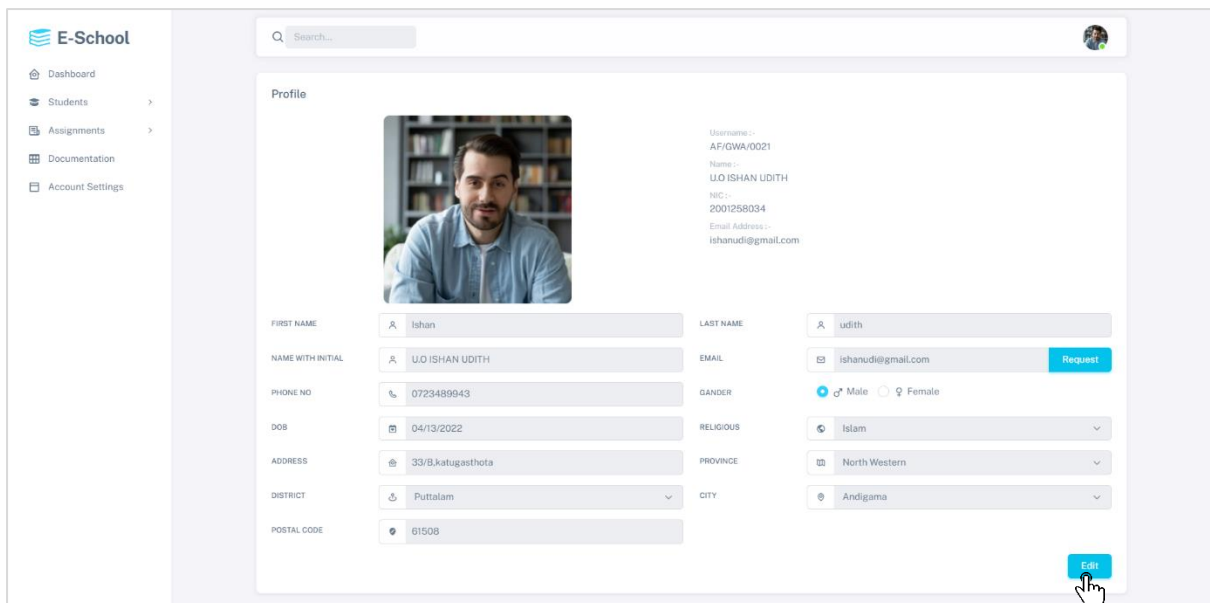
4.0   UPDATE PROFILE

Steps

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

2.   Click My Profile.

3.   Click Edit button.

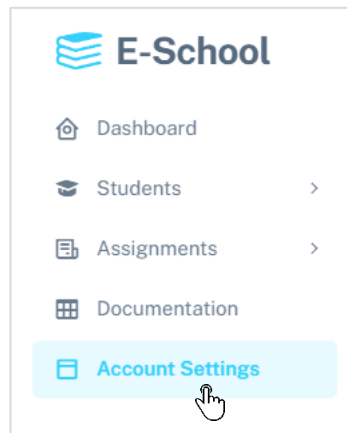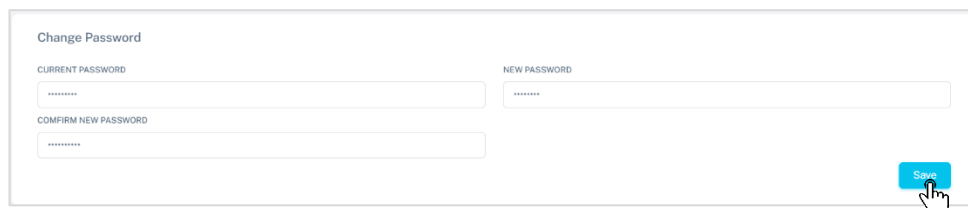4.   Make your changes and click the Save button.

5.0   PASSWORD REST

5.0 PASSWORD REST

Steps

1. Go to the Account Setting.

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