EduTrack SYSTEM
–USER MANUAL–

Prepared by:

JAZEL BESUENIA

BS Information Technology 3-B

TABLE OF CONTENTS

1. INTRODUCTION

Welcome to the user manual for our EduTrack System, designed exclusively for administrators like you. This manual will guide you through the comprehensive features and functionalities of our system, empowering you to efficiently manage student records, teacher records, course administration, enrollment processes, and assignment lists.

As an administrator, your role is crucial in maintaining the smooth operation of your educational institution. Our EduTrack System, is specifically tailored to simplify your tasks and provide you with a seamless experience while overseeing the various aspects of student management. Within this manual, you'll find detailed instructions on how to navigate the user interface and utilize the powerful tools at your disposal. We've aimed to create an engaging and informative manual that will make your reading experience enjoyable while providing you with the knowledge you need to make the most of our system.

The EduTrack System offers a range of features that will streamline your administrative duties. You'll have the ability to effortlessly create and manage student profiles, ensuring accurate and up-to-date records. Additionally, you can efficiently assign teachers to courses and monitor their schedules, facilitating effective class organization.

Enrollment processes become hassle-free with our system, allowing you to easily enroll students into their desired courses. You can view and manage enrollment lists, track available spaces, and generate reports for enrollment statistics. By automating these processes, you'll save valuable time and resources.

The assignment list module enables you to create and manage assignments for different courses. You can set deadlines, track submissions, and provide feedback, all from a centralized location. This feature promotes efficiency and transparency in the grading process, ensuring a smooth workflow for both teachers and students.

Throughout this manual, we'll provide step-by-step instructions, tips, and best practices to help you optimize your use of the EduTrack System. We understand the importance of your role as an administrator and have designed our system to support you in achieving your objectives.

So, dive into the following pages and discover how our EduTrack System can revolutionize the way you manage student records, teacher assignments, course administration, enrollment processes, and assignment lists. We hope you find this manual informative and enjoy the process of exploring the capabilities of our system. Should you have any questions or require further assistance, our support team is always ready to assist you. Happy administering!

2. GETTING STARTED
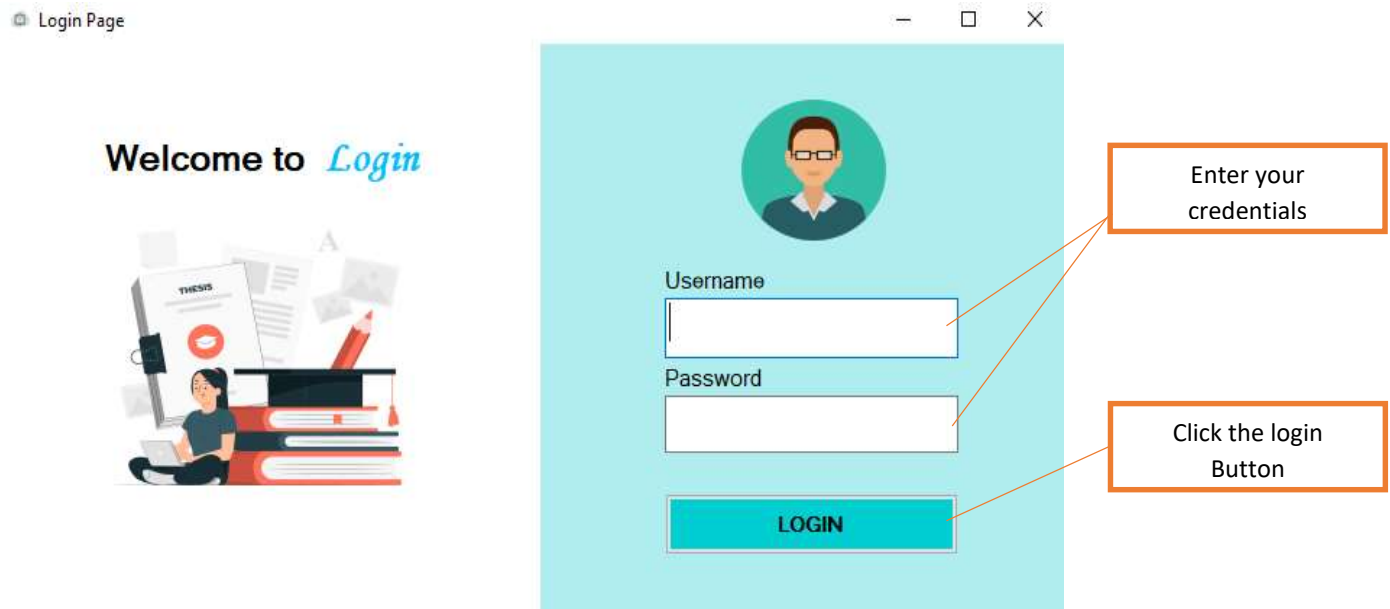
To begin using our EduTrack System, you will first need to access the login page. Follow the steps below to get started:

1. Open the apps of EduTrack System
2. Enter your credentials the username and password.
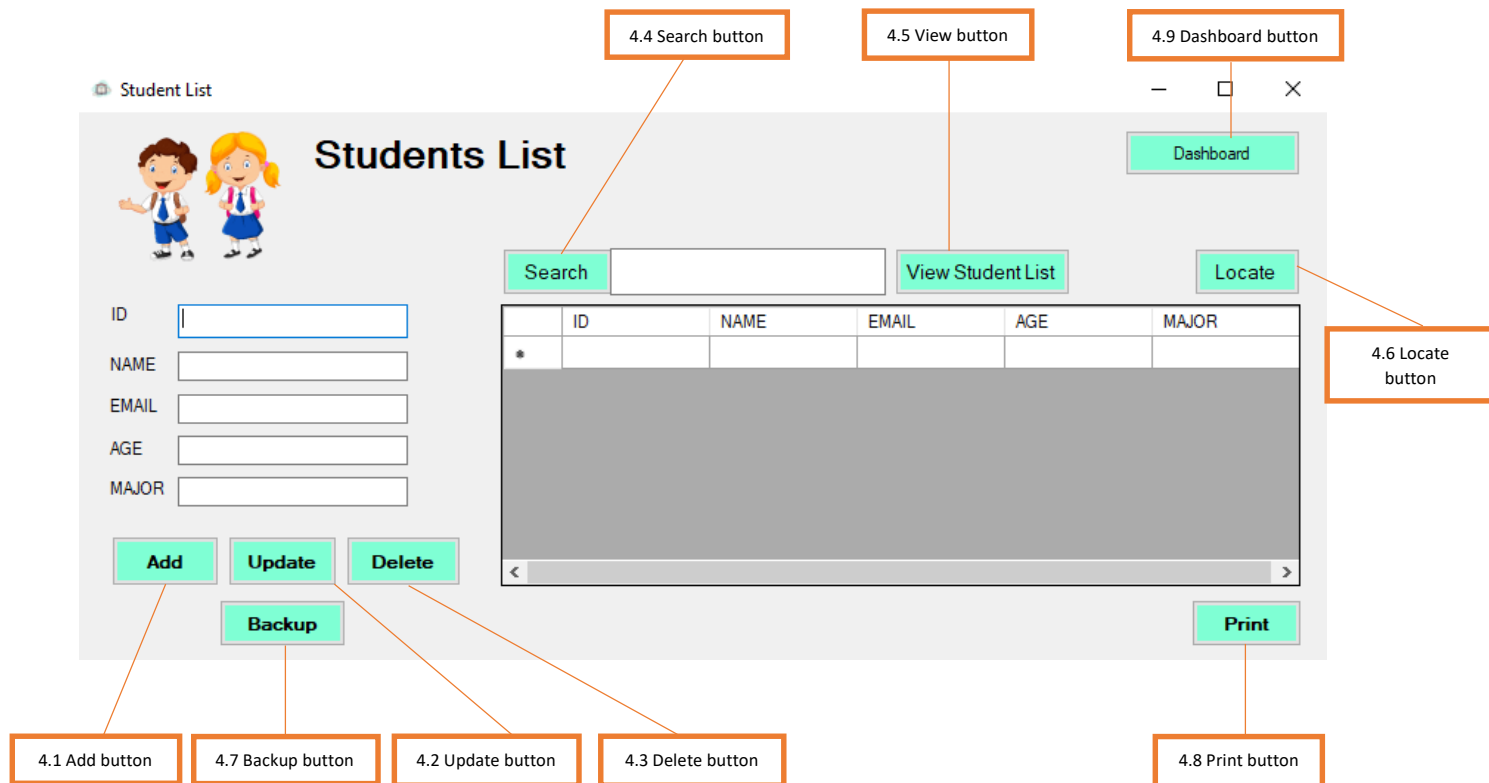3. Click on the "LOGIN" button to access the system.

3. DASHBOARD

Upon logging into our EduTrack System, you will be greeted by the dashboard, which serves as the central control for all your student administration needs. Think of it as a one-stop hub where you can access and manage various aspects of student-related tasks in a streamlined and efficient manner. The dashboard is designed to provide a comprehensive range of functionalities and features to meet your specific requirements. It acts as a command center, allowing you to efficiently manage and monitor all essential aspects of student administration, from student records to course management, enrollments, and assignments.

By centralizing all these functionalities in one place, the dashboard eliminates the need for multiple systems or manual processes, saving you time and effort. You can perform tasks quickly and effectively, reducing administrative burdens and allowing you to focus on more critical aspects of EduTrack System.

The 5 feature: You Can Click each button
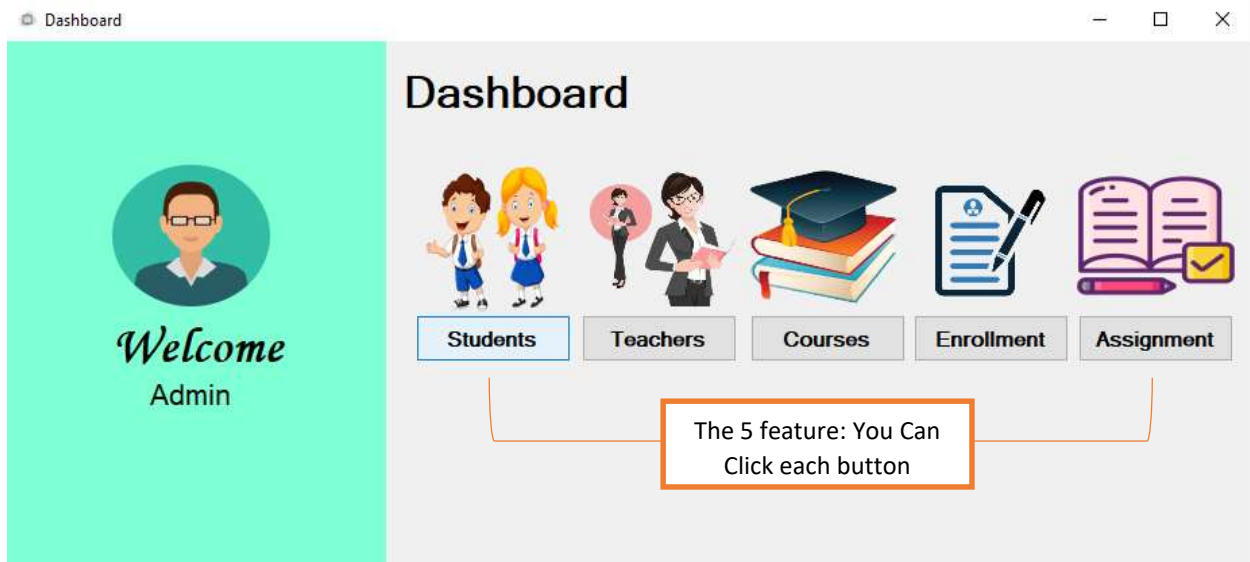
4. STUDENTS TRACK

The Student Management page within our system offers a robust platform for efficiently handling and managing student information. It provides essential tools and functionalities to effectively track, organize, and engage with your student database, including access to a detailed list of students with their unique identification numbers, first names, last names, and contact details. With its user-friendly interface, the Student Management page simplifies the management of student information, enabling seamless tracking, organization, and engagement with your student database.

4.4 Search button

4.5 View button

4.9 Dashboard button

4.6 Locate button

4.1 Add button

4.7 Backup button

4.2 Update button

4.3 Delete button

4.8 Print button

4.1 Add

The "Add" button functionality provides a convenient way to incorporate new students into your database. Through a user-friendly input form, you can effortlessly input important student information, including their ID, name, email, age, and major.

4.2 Update

The "Update" button allows you to modify and update student information effortlessly. By clicking on the "Update" button, you gain access to an intuitive interface where you can make changes to various student details, such as their personal information, name, email, age, and major.

4.3 Delete

The "Delete" button allows you to delete student records by inputting their unique identification (ID) number. By entering the ID of the student you wish to remove, you can easily delete their record from the database.

4.4 Search

The "Search" button allows you to quickly find specific student records based on your search criteria. By entering relevant keywords, such as a student's name or identification number, you can initiate a search query that will retrieve matching results from the database.

4.5 View Student List

The "View Student List" button presents student records in a convenient and visually appealing format using a datagrid. This datagrid display allows you to view multiple student details simultaneously, providing an organized and structured representation of the student information.

4.6 Locate

The "Locate" button allows you to easily navigate to your files and select a specific file for viewing within the datagrid. By clicking on the "Locate" button, a file browser window will open, allowing you to browse through your files and select the desired file. Once the file is selected, its contents will be displayed in the datagrid, presenting the student information in a structured format.

4.7 Backup

The "Backup" button allows you to create a secure backup of the data stored within the datagrid. By selecting the "Backup" button the system initiates a process to save a copy of the data to a designated backup location. This ensures that your student

records and related information are safely preserved in case of any unforeseen events or data loss.

4.8 Print

The "Print" button allows you to generate an Excel file using a student template provided. Upon clicking the "Print" button, the system dynamically generates an Excel file that includes student data and information. Each time you initiate the print function, the system automatically incorporates the current time and date into the file name, enabling easy identification and tracking of the saved files.

4.9 Dashboard

The "Dashboard" button is conveniently positioned in the top right corner of the interface, providing easy access to the main dashboard of the student management system. By clicking on the "Dashboard" button, you are instantly redirected to the central hub of the system.

5. TEACHER TRACK

The Teacher Management page within our system offers a comprehensive platform for efficiently handling and managing teacher information. It provides essential tools and functionalities to effectively track, organize, and engage with your teacher database, including access to a detailed list of teachers with their unique identification numbers. Teacher Management page simplifies the management of teacher information, enabling seamless tracking, organization, and engagement with your teacher database.
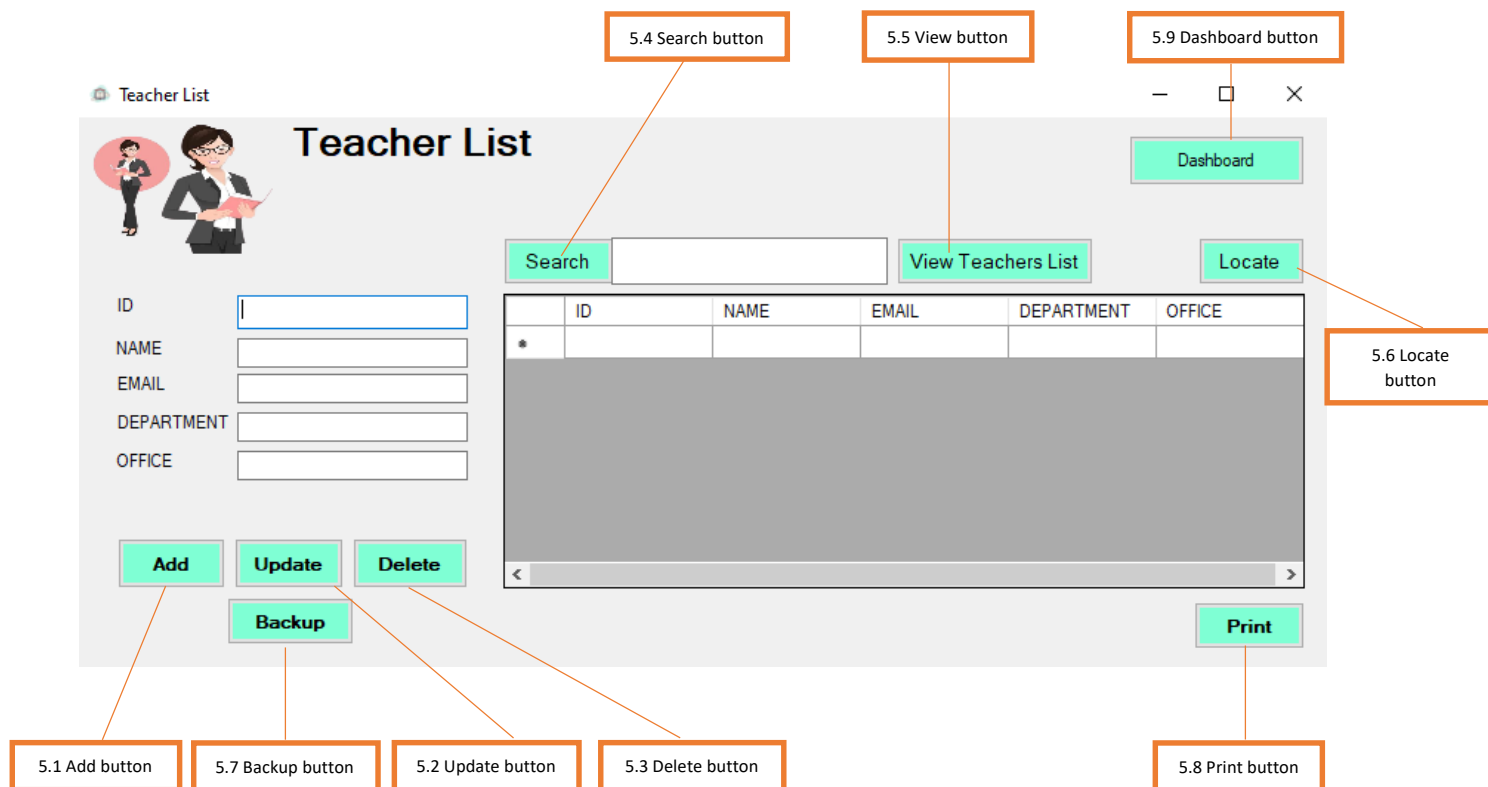
5.1 Add

The "Add" button functionality provides a convenient way to incorporate new Techear into your database. Through a user-friendly input form, you can effortlessly input important teacher information, including their lD, name, email, department, and office.

5.2 Update

The "Update" button allows you to modify and update teacher information effortlessly. By clicking on the "Update" button, you gain access to an intuitive interface where you can make changes to various teacher details.

5.3 Delete

The "Delete" button allows you to delete teacher records by inputting their unique identification (ID) number. By entering the ID of the student you wish to remove, you can easily delete their record from the database.

5.4 Search

The "Search" button allows you to quickly find specific teacher records based on your search criteria. By entering relevant keywords, such as a teacher's name or identification number, you can initiate a search query that will retrieve matching results from the database.

5.5 View Teacher List

The "View Teacher List" button presents teacher records in a convenient and visually appealing format using a datagrid. This datagrid display allows you to view multiple teacher details simultaneously.

5.6 Locate

The "Locate" button allows you to easily navigate to your teacher files and select a specific file for viewing within the datagrid. By clicking on the "Locate" button, a file browser window will open, allowing you to browse through your files and select the desired file. Once the file is selected, its contents will be displayed in the datagrid, presenting the student information in a structured format.

5.7 Backup

The "Backup" button allows you to create a secure backup of the data stored within the datagrid. By selecting the "Backup" button the system initiates a process to save a copy of the data to a designated backup location. This ensures that your teacher records and related information are safely preserved in case of any unforeseen events or data loss.

5.8 Print

The "Print" button allows you to generate an Excel file using a teacher template provided. Upon clicking the "Print" button, the system dynamically generates an Excel file that includes teacher data and information. Each time you initiate the print function, the system automatically incorporates the current time and date into the file name, enabling easy identification and tracking of the saved files.

5.9 Dashboard

The "Dashboard" button is conveniently positioned in the top right corner of the interface, providing easy access to the main dashboard of the student management system. By clicking on the "Dashboard" button, you are instantly redirected to the central hub of the system, where you can view a comprehensive overview of the system.

6. COURSE TRACK

The Course List page within our system offers a comprehensive view of available courses, including the id, name, and associated instructors. It allows users to easily browse and access detailed information about each course, facilitating informed decision-making and efficient course selection.
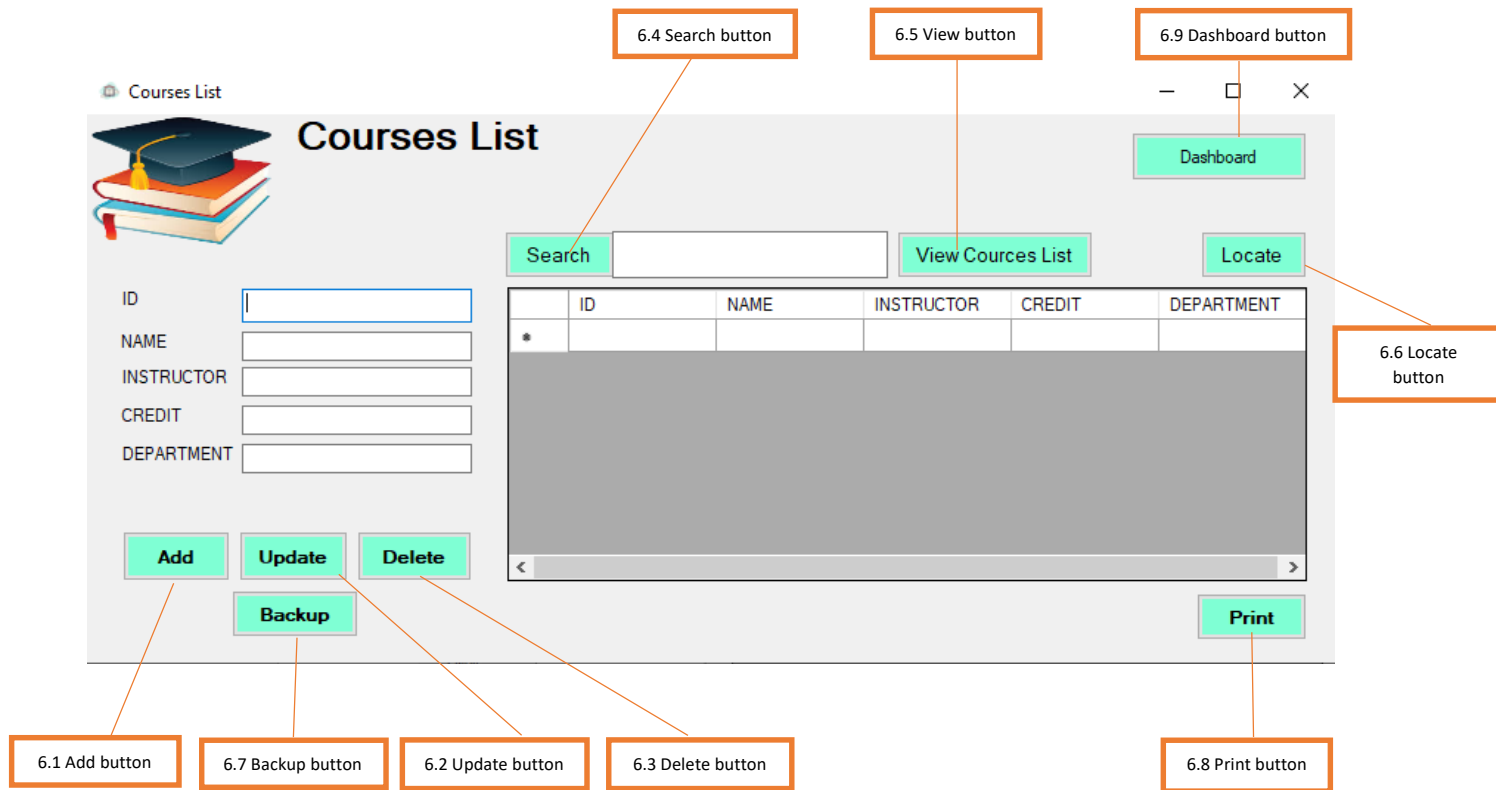
6.1 Add

The "Add" button functionality provides a convenient way to incorporate new courses into your database. Through a user-friendly input form, you can effortlessly input important course information.

6.2 Update

The "Update" button allows you to modify and update course information effortlessly. By clicking on the "Update" button, you gain access to an intuitive interface where you can make changes to various courses details.

6.3 Delete

The "Delete" button allows you to delete course records by inputting unique identification (ID) number. By entering the ID of the student you wish to remove, you can easily delete the record from the database.

6.4 Search

The "Search" button allows you to quickly find specific course records based on your search criteria. By entering relevant keywords, such as an ID number or name, you can initiate a search query that will retrieve matching results from the database

6.5 View Course List

The "View Course List" button presents a different course records in a convenient and visually appealing format using a datagrid. This datagrid display allows you to view multiple course details simultaneously, providing an organized and structured representation of the course information.

6.6 Locate

The "Locate" button allows you to easily navigate to your files and select a specific file for viewing within the datagrid. By clicking on the "Locate" button, a file browser window will open, allowing you to browse through your files and select the desired file. Once the file is selected, its contents will be displayed in the datagrid, presenting the course information in a structured format.

6.7 Backup

The "Backup" button allows you to create a secure backup of the data stored within the datagrid. By selecting the "Backup" button the system initiates a process to save a copy of the data to a designated backup location. This ensures that your course records and related information are safely preserved in case of any unforeseen events or data loss.

6.8 Print

The "Print" button allows you to generate an Excel file using a course template provided. Upon clicking the "Print" button, the system dynamically generates an Excel file that includes course data and information. Each time you initiate the print function, the system automatically incorporates the current time and date into the file name, enabling easy identification and tracking of the saved files.

6.9 Dashboard

The "Dashboard" button is conveniently positioned in the top right corner of the interface, providing easy access to the main dashboard of the student management system. By clicking on the "Dashboard" button, you are instantly redirected to the central hub of the system, where you can view a comprehensive overview of student management system.

7. ENROLLMENT TRACK

The Enrollment Management page within our system streamlines the process of managing student enrollments by providing a user-friendly interface to efficiently handle enrollment information, track student course selections, and facilitate enrollment confirmations. It simplifies the enrollment process, saving time and ensuring accurate record-keeping.
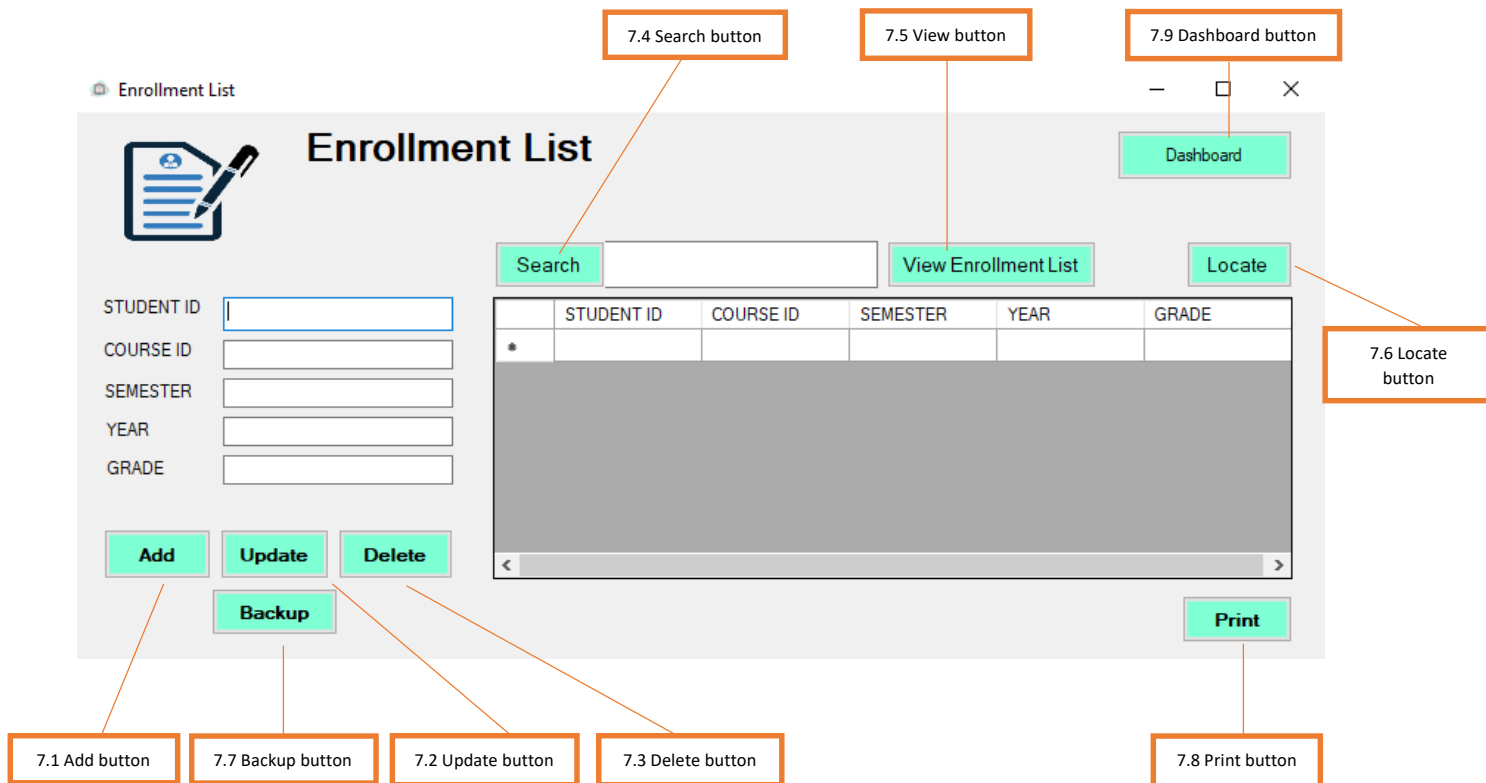
7.1 Add

The 'Add' button allows users to effortlessly input important student information, such as Student ID, Course ID, email, semester, year and grade, through a user-friendly input form, facilitating the seamless incorporation of new enrollments into the database.

7.2 Update

The "Update" button allows you to modify and update enrollment information effortlessly. By clicking on the "Update" button, you gain access to an intuitive interface where you can make changes to various enrollment details.

7.3 Delete

The "Delete" button allows you to delete a enrollment records by inputting the unique identification (ID) number. By entering the ID of the student you wish to remove, you can easily delete their record from the database.

7.4 Search

The "Search" button allows you to quickly find specific enrollment records based on your search criteria. By entering relevant keywords, such as a student ID or Course ID, you can initiate a search query that will retrieve matching results from the database.

7.5 View Enrollment List

The "View Enrollment List" button presents enrollment records in a convenient and visually appealing format using a datagrid. This datagrid display allows you to view multiple enrollment details simultaneously, providing an organized and structured representation of the student information.

7.6 Locate

The "Locate" button allows you to easily navigate to your files and select a specific file for viewing within the datagrid. By clicking on the "Locate" button, a file browser window will open, allowing you to browse through your files and select the desired file. Once the file is selected, its contents will be displayed in the datagrid, presenting the student information in a structured format.

7.7 Backup

The "Backup" button allows you to create a secure backup of the data stored within the datagrid. By selecting the "Backup" button the system initiates a process to save a copy of the data to a designated backup location.

7.8 Print

The "Print" feature in the student management system allows you to generate an Excel file using an Enrollment template provided. Upon clicking the "Print" button, the system dynamically generates an Excel file that includes enrollment data and information. Each time you initiate the print function, the system automatically incorporates the current time and date into the file name, enabling easy identification and tracking of the saved files.

7.9 Dashboard

The "Dashboard" button is conveniently positioned in the top right corner of the interface, providing easy access to the main dashboard of the student management system. By clicking on the "Dashboard" button, you are instantly redirected to the central hub of the system.

8. ASSIGNMENT TRACK

The Assignment List page within our system provides a centralized hub for managing and tracking assignments. It offers a clear overview of assignments, including id, course id, name, description, deadlines and points, allowing users to efficiently monitor and organize their assignment workload.

8.1 Add

The "Add" button functionality provides a convenient way to incorporate new Assignment into your database. Through a user-friendly input form, you can effortlessly input important assignment information, including lD, name, description, deadline and point.

8.2 Update

The "Update" button allows you to modify and update assignment information effortlessly. By clicking on the "Update" button, you gain access to an intuitive interface where you can make changes to various assignment details

8.3 Delete

The "Delete" button allows you to delete assignment records by inputting their unique identification (ID) number. By entering the ID of the student you wish to remove, you can easily delete their record from the database.

8.4 Search

The "Search" button allows you to quickly find specific assignment records based on your search criteria. By entering relevant keywords, such as identification number, you can initiate a search query that will retrieve matching results from the database.

8.5 View Assignments List

The "View Assignment List" button presents assignment records in a convenient and visually appealing format using a datagrid. This datagrid display allows you to view multiple assignment details simultaneously, providing an organized and structured representation of the assignment information.

8.6 Locate

The "Locate" button allows you to easily navigate to your files and select a specific file for viewing within the datagrid. By clicking on the "Locate" button, a file browser window will open, allowing you to browse through your files and select the desired file. Once the file is selected, its contents will be displayed in the datagrid, presenting the student information in a structured format.

8.7 Backup

The "Backup" button allows you to create a secure backup of the data stored within the datagrid. By selecting the "Backup" button the system initiates a process to save a copy of the data to a designated backup location.

8.8 Print

The "Print" button allows you to generate an Excel file using an assignment template provided. Upon clicking the "Print" button, the system dynamically generates an Excel file that includes assignment data and information. Each time you initiate the print function, the system automatically incorporates the current time and date into the file name, enabling easy identification and tracking of the saved files.

8.9 Dashboard

The "Dashboard" button is conveniently positioned in the top right corner of the interface, providing easy access to the main dashboard of the student management system. By clicking on the "Dashboard" button, you are instantly redirected to the central hub of the system, where you can view a comprehensive overview of student information, track performance metrics, and access various administrative features and functionalities.