

## **LEAP- Learners, Educators, Administrators, Parents**

### **Attendance Manual**

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**Document Author(s):**

### About this Manual:

- This is an introductory manual to our Product LEAP and the product is extensive.
- In this manual, we have discussed in detail about few features available in the product package.
- This manual displays few features which are briefly introduced.
- The manual includes pictures of our product LEAP and its description.



**Knowledge Network Research**

## **ABOUT THE KNR LEAP**

**KNR's LEAP is a school management software, it provides the digital communication that interconnects teachers, students, administrators and parents on a single platform.**

**LEAP simplifies the school administration and other activities.**

**LEAP can manage the attendance, performance and fee payment of students.**

**LEAP provides the users with a single database to store and handle the data of students for lifetime.**

**LEAP coordinates the scheduling and communication between faculty and students. It also simplifies tracking of information between parents and administrative staff.**

### **LEAP Portals**

**Admin web portal: School Management System**

#### **Web Apps:**

- **Parents Web App**
- **Teachers Web App**

#### **Mobile Apps:**

- **Parents Mobile App**
- **Teachers Mobile App**

**The above mentioned Apps provide full details of the students, teachers, parents and school administration anytime and anywhere.**

**LEAP maintains a record of every student-related data like financial records, examination records, transport facilities being provided by the school, the usage of libraries, laboratory, computer lab and other school facilities used by the students.**

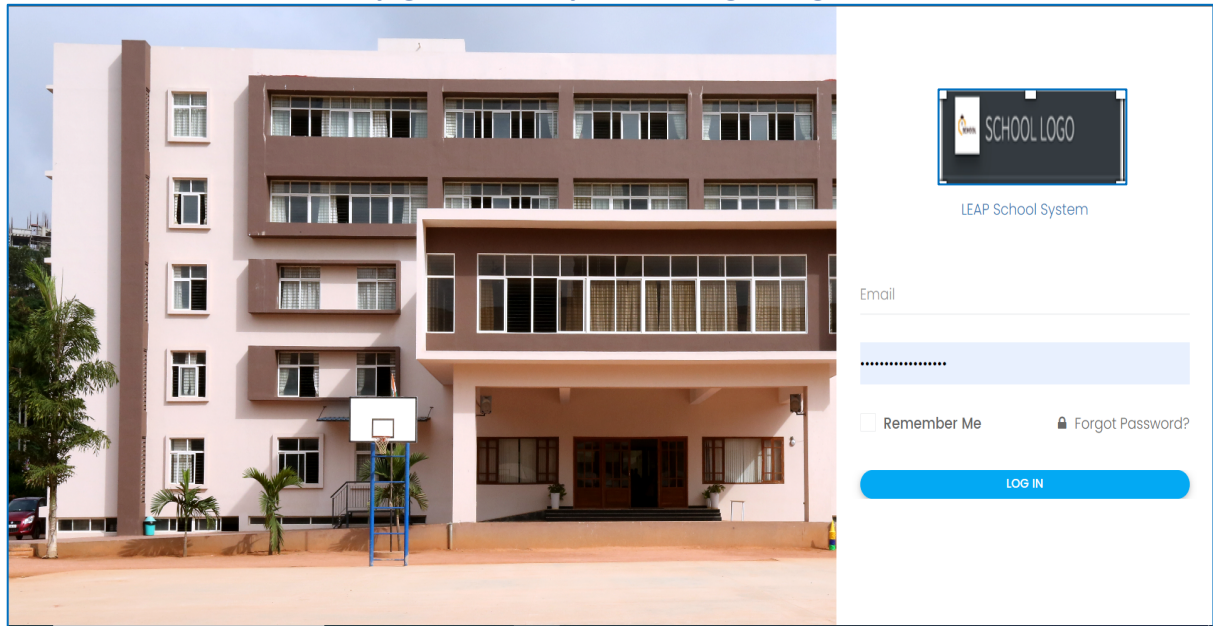


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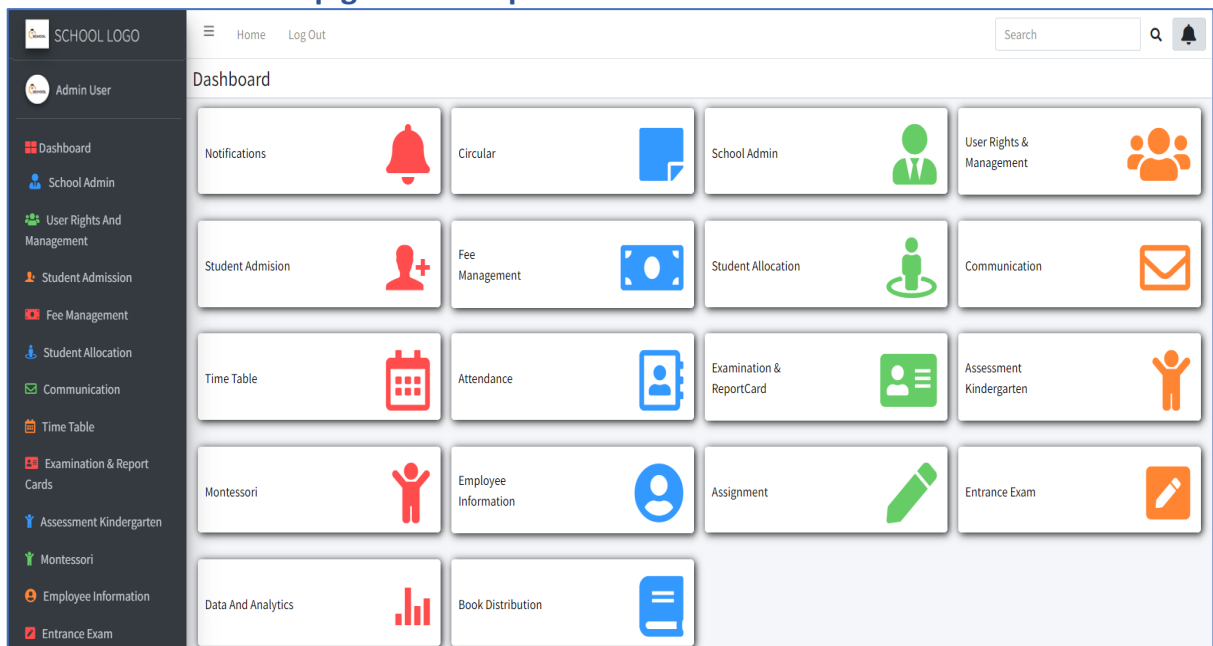
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Here is the snap grab of our product Login Page:



Picture No.1

Here is the snap grab of our product DASHBOARD:

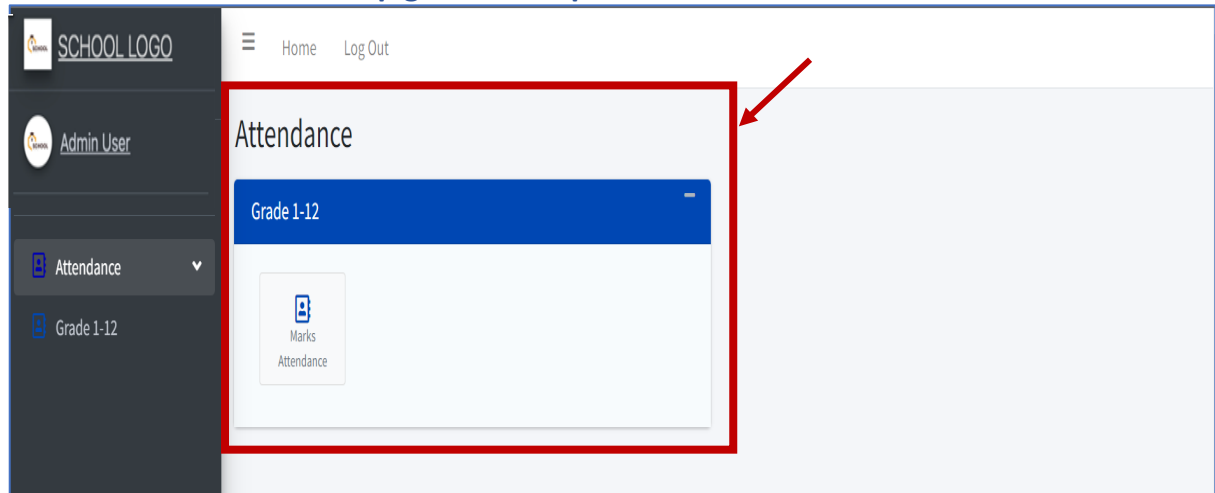


Picture No.2

## Attendance Module

Attendance Module allows to mark the attendance for all the classes. The section is named as Environment in this Module.

**Here is the snap grab of our product Attendance Module:**



Picture No.3

### Attendance Marking

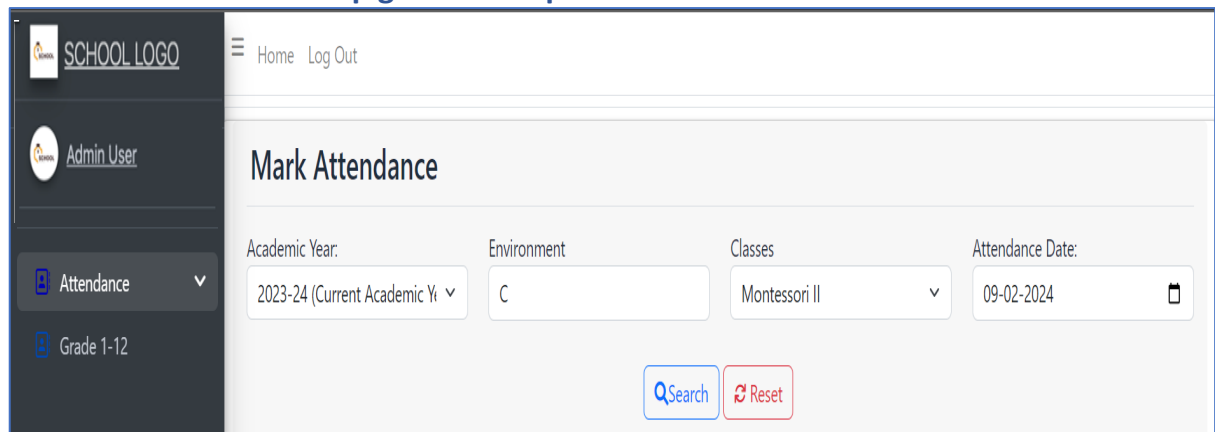
**Attendance -> Attendance -> Mark Attendance**

Students Attendance can be marked by choosing the class.

It displays the Academic Year by default

- Select the Environment
- Select the Class
- Select the Date
- Click on Search (It will display all the students of that particular Class)

**Here is the snap grab of our product Attendance Feature:**



Picture No.4

- Click on the checkbox beside the name of the student
- Select the Present / Absent option from the Attendance column.

**Here is the snap grab of our product Attendance Feature:**

Student Name	<input type="checkbox"/>	Admission No	Attendance Date:- 09-02-2024
AASHVI VINEET KHICHA	<input type="checkbox"/>	TM505/2023-24	--SELECT--
ARAV MUGALI	<input type="checkbox"/>	TM507/2023-24	--SELECT--
ARJUN KONGWAD	<input type="checkbox"/>	TM375/2021-22	--SELECT--
BAANVI M	<input type="checkbox"/>	TM377/2021-22	--SELECT--
GIYANSH CHETHAN	<input type="checkbox"/>	TM384/2021-22	--SELECT--

Picture No.5

## Editing Attendance Marking

**Attendance -> Attendance -> Mark Attendance**

- Click on the check box in the second column to edit the Attendance details of particular student.
- Make the necessary changes
- Click on Update (The details will be updated)

**Here is the snap grab of our product Attendance Feature:**

Student Name	<input type="checkbox"/>	Admission No	Attendance Date:- 21-02-2024
SHAMISH M	<input type="checkbox"/>	2472/2020-21	--SELECT--
SHREENIKA S	<input checked="" type="checkbox"/>	2478/2020-21	--SELECT-- PRESENT ABSENT
SONIKA R	<input checked="" type="checkbox"/>	2483/2020-21	PRESENT
SUJAN M	<input checked="" type="checkbox"/>	2490/2020-21	PRESENT
VISMAYA DEEPAK	<input type="checkbox"/>	2513/2020-21	--SELECT--
YASHAS M	<input type="checkbox"/>	2516/2020-21	--SELECT--

Picture No.6