KNR

Knowledge **N**etwork **R**esearch

LEAP- Learners, Educators, Administrators, Parents

Time Table Manual

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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.

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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:
- o **Parents Web App**
- o **Teachers Web App**

Mobile Apps:
- o **Parents Mobile App**
- o **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,
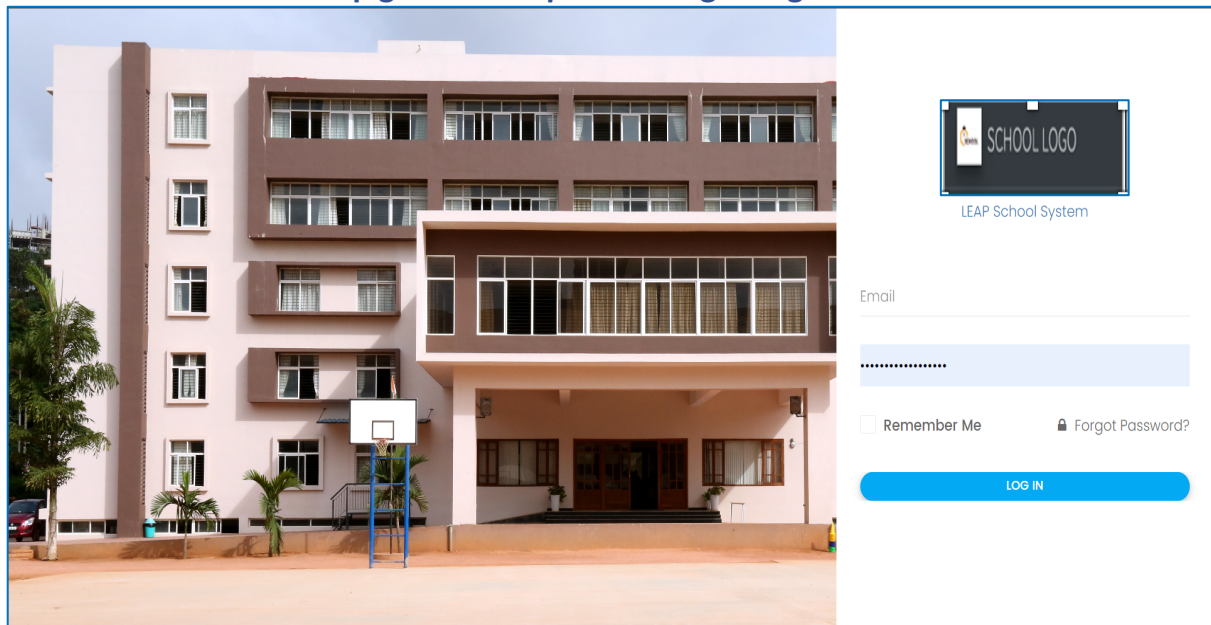the usage of libraries, laboratory, computer lab and other school facilities used by the students.

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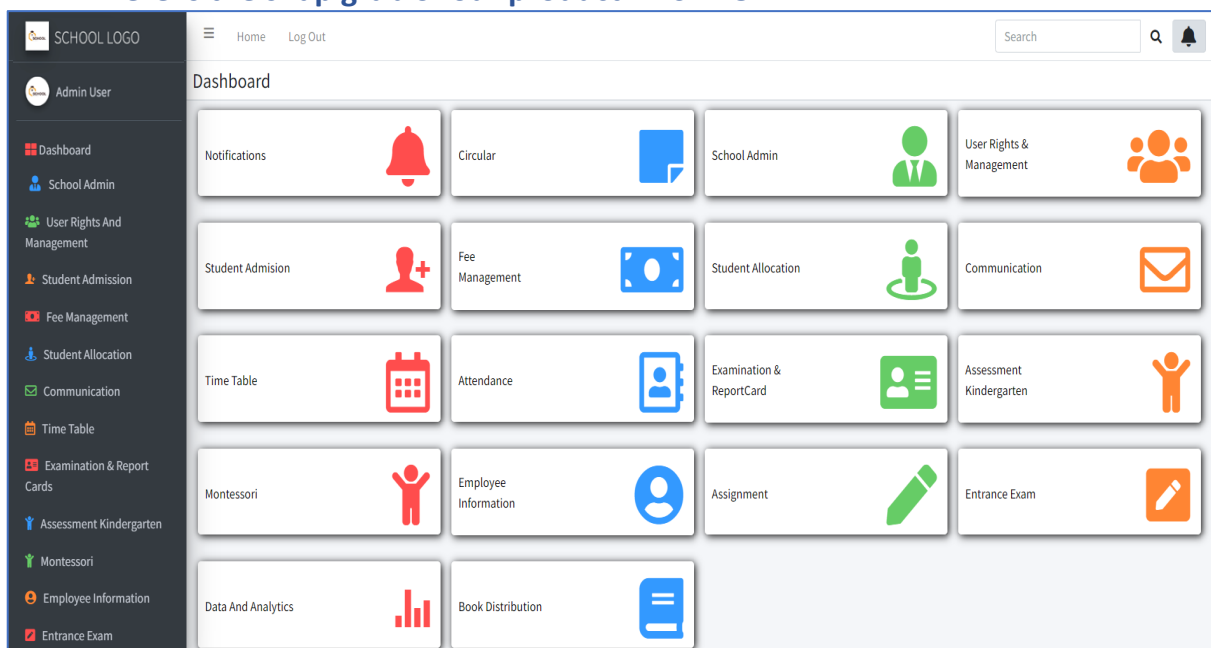## Table of Contents

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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

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Time Table

We can create time table for all classes in this module. And we can create three types of time table such as,

      1. Class Time Table

      2. Room Time Table

      3. Staff Time Table

We have following sub modules for Time Table Module:

1. Subject Master – We can add subjects for all classes and can created combined subjects and weekly subjects.

2. Work Load - We can allot total periods for all classes and span of subjects per week and also, we can assign teacher to particular period.

Here is the snap grab of our product Time Table Module:
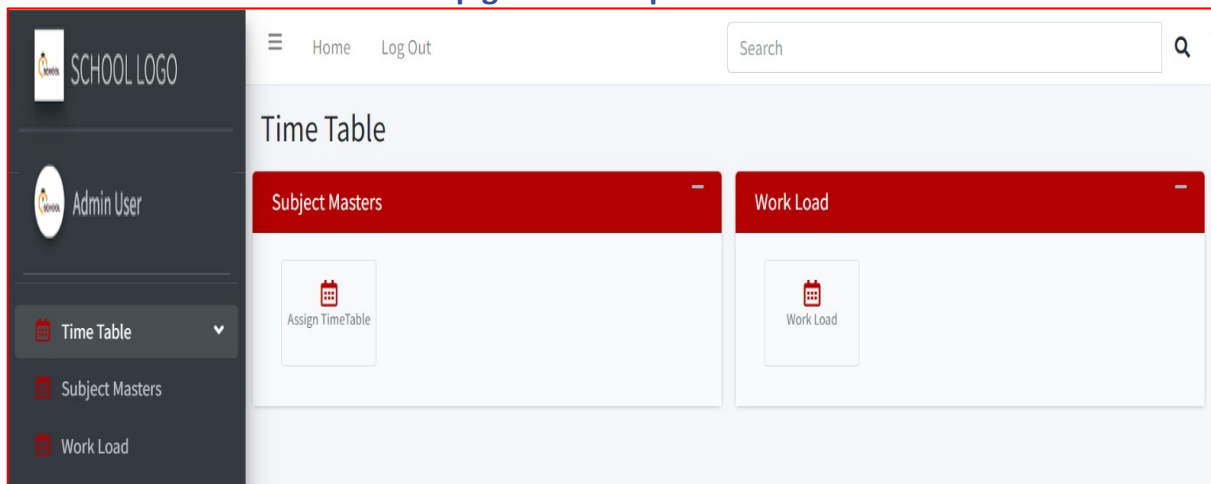
Picture No.3

Sub Module No.1 Subject Master
Time Table -> Subject Master

We can add subjects to each class and can create combined subjects and weekly subjects in this module.

Sub Module.1 has following features:
      1.1 Assign Timetable

1.1 Assign Timetable
Time Table -> Subject Master-> Assign Timetable

On clicking Assign Timetable, it will display the Timetable Available.

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Here is the snap grab of our product assign Time Table Feature:
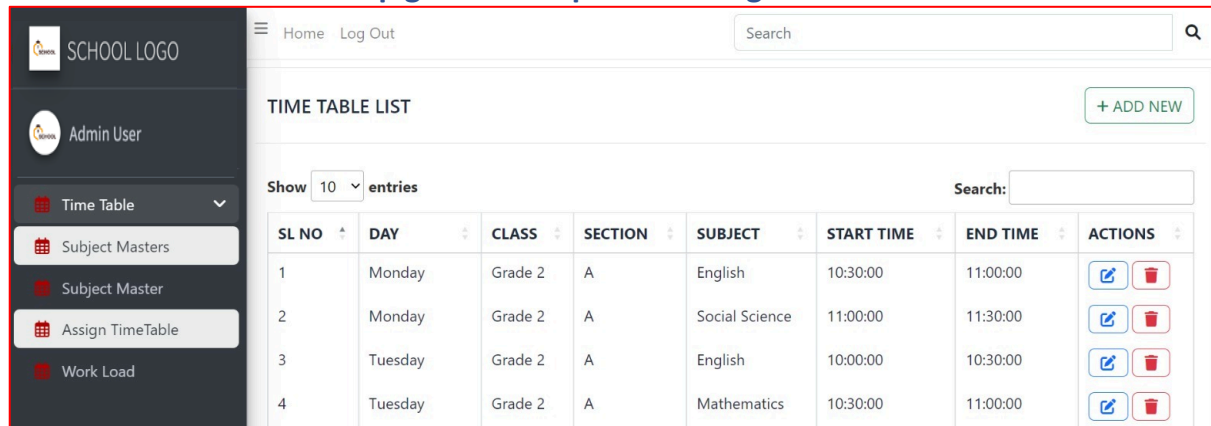
Picture No. 4

Note: Assigned Timetable appears in the Mobile App

1.1.1 Add New

Time Table -> Subject Master-> Assign Timetable->Add New

➢ Click on the Add New

Here is the snap grab of our product assign Time Table Feature:
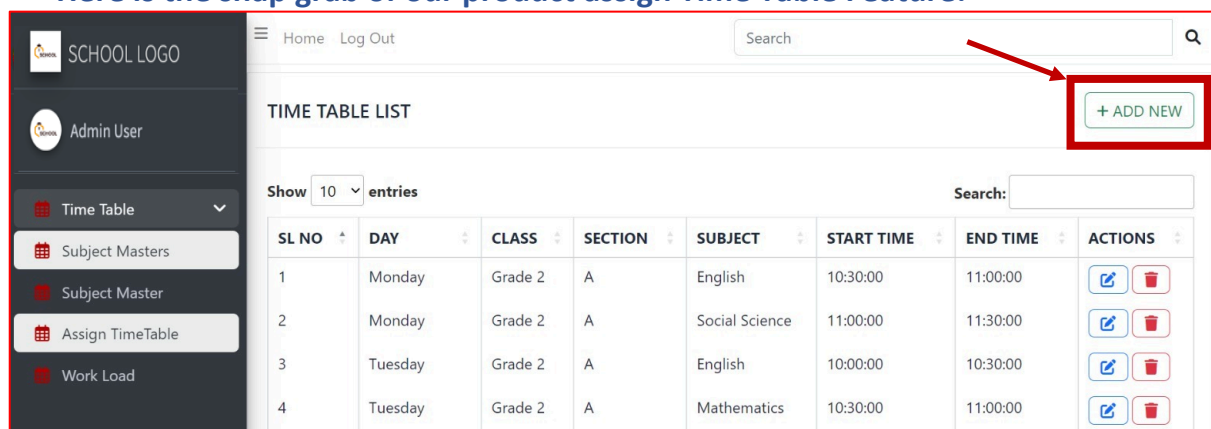
Picture No.5

➢ Select the day
➢ Select the Class
➢ Select the Section
➢ Select Subject
➢ Select Start time
➢ Select End time
➢ Click on Submit (It will save the new details)

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Here is the snap grab of our product Add New Time Table Feature:

Picture No.6

1.1.2 Edit Subject

Time Table -> Subject Master-> Assign Timetable-> Edit Subject

We can edit the existing subjects from the list.
- ➢ Click on edit from actions column
- ➢ Change necessary fields
- ➢ Click on Save (It will update the changes).
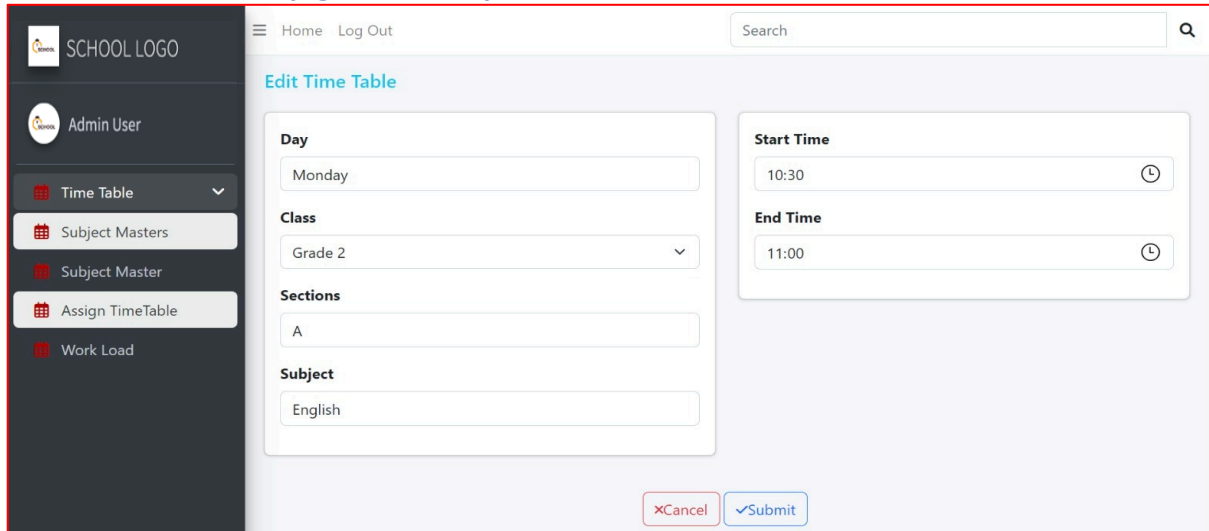
Here is the snap grab of our product assign Time Table Feature:

Picture No.7

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Here is the snap grab of our product Edit Time Table Feature:
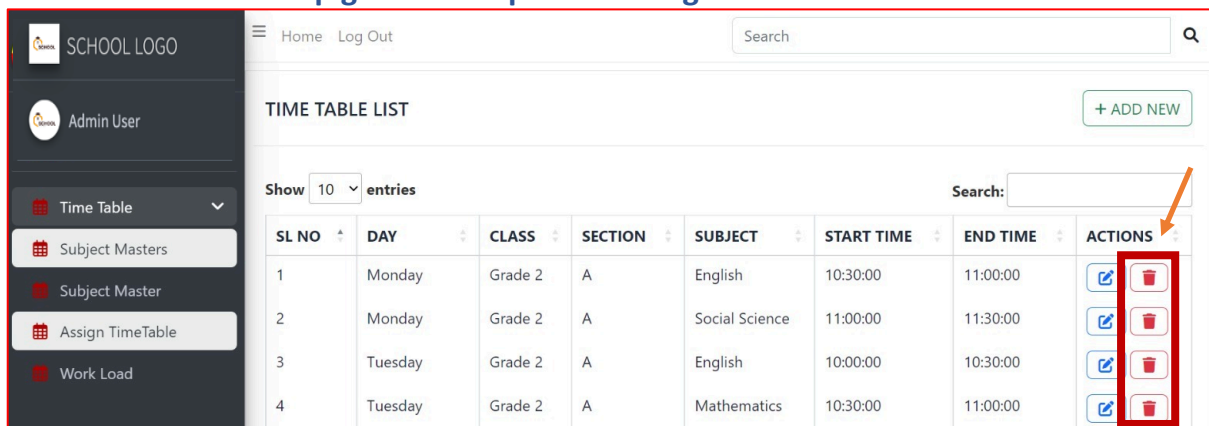
Picture No.8

1.1.3 Delete Subject
Time Table -> Subject Master->Delete Subject

We can delete the particular subject from the list by clicking on delete option from Action Column

Here is the snap grab of our product assign Time Table Feature:
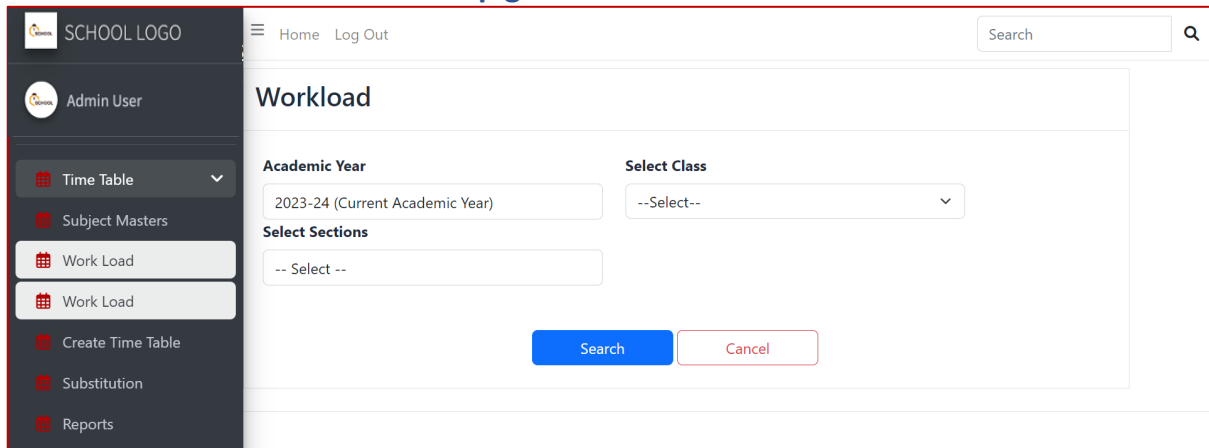

Picture No.9

Sub Module No.2 Work Load
Time Table -> Workload

We can create work load for all classes and sections for whole academic year.
   ➢ Select Academic Year
   ➢ Select Class
   ➢ Select Section (Not Mandatory)
   ➢ Click on Search (It will display list of Subjects).

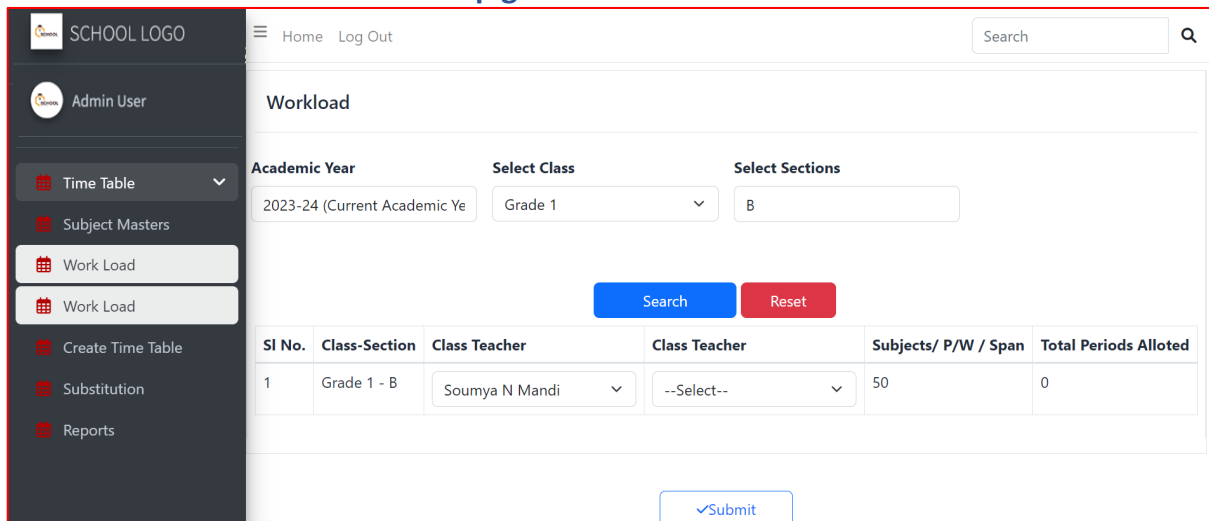Corporate Office: Suite 319, 1 Queens Road, St Kilda Rd Towers, Melbourne VIC 3004, Australia
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Picture No.10

- ➢ Select Class Teacher and Associate Class teacher for all Sections
- ➢ Select Teacher for a particular Class and Section by clicking on box next to span for respective sections.
- ➢ After clicking on the box, it enables the below screen
- ➢ Select Staff
- ➢ Click on Submit (The details get updated)

Here is the snap grab of our Workload feature:

Picture No. 11

Note: The Class Teacher name will appear in the Report Card.

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