

Ekattor School Management System Pro

User Manual

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Student Admission

Admitting new students to the school can be done from 'admit student' submenu under 'student' in the navigation. For adding a student, admin will need to fill up the information required and provided by the admission form. It should be kept in mind that, admitting new student will automatically create an enrollment in the running session for the selected class. Check and recheck the information you have inserted while adding student because once you admit him/her to a class, you will not be able to change his/her class without promoting him/her to the next session.

Bulk Import of Students

Students can be imported from a csv file for adding multiple students at a time. From the admin panel, under the menu student, you can get a sub menu 'add bulk student'. Clicking there will lead you to a new page. The method of importing is cited on that page. Follow those to successfully import students using a csv file.

Dashboard

Student

- Admit Student
- Admit Bulk Student
- Student Information
- Student Promotion

Teacher

Parents

Librarian

Accountant

Class

Subject

Class Routine

Daily Attendance

Exam

Study Material

Add Bulk Student

Class: One Section: A

Generate CSV File

Select CSV File

Import CSV

Please Follow The Instructions For Adding Bulk Student:

1. At First Select The Class And Section.
2. After Selecting Class And Section Click "Generate CSV File".
3. Open The Downloaded "bulk_student.csv" File. Enter Student Details As Written In There And Remember Take The Parent ID From Parent Table.
4. Save The Edited "bulk_student.csv" File.
5. Click The "Select CSV File" And Choose The File You Just Edited.
6. Import That File.
7. Hit "Import CSV File".

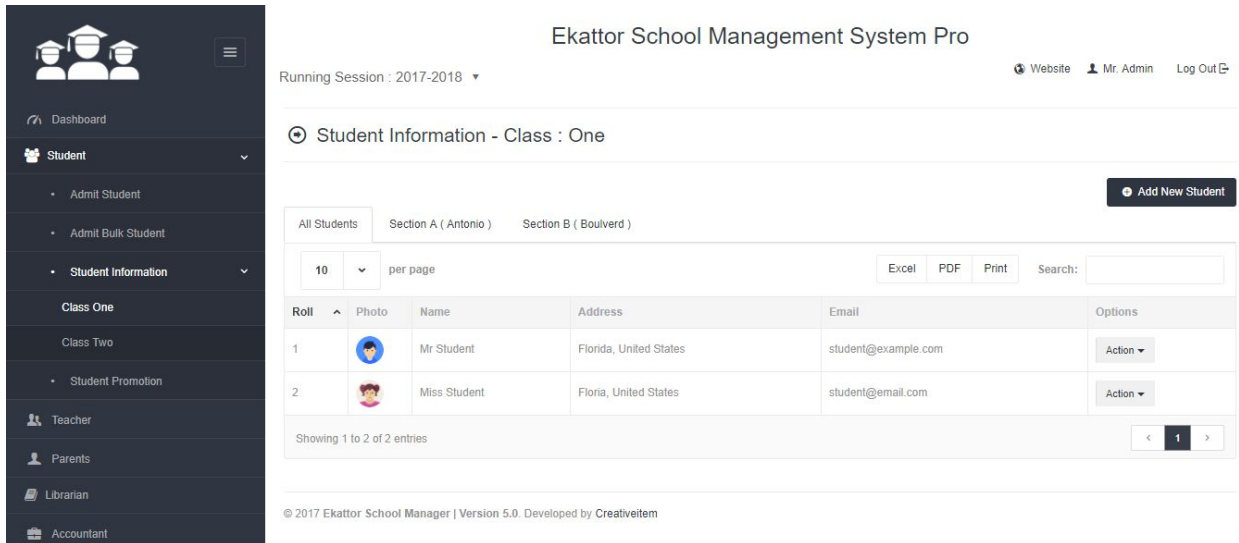
***This System Keeps Track Of Duplication in Email ID. So Please Enter Unique Email ID For Every Student

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Student Information

Student information are shown class wise under the same menu 'student'. From the page you can get section wise student's information, his/her profile info, mark

sheet. You can also edit student's basic information form the action button associated with each student.



The screenshot displays the 'Ekattor School Management System Pro' interface. On the left is a dark sidebar with a menu including Dashboard, Student (with sub-items: Admit Student, Admit Bulk Student, Student Information, Class One, Class Two, Student Promotion), Teacher, Parents, Librarian, and Accountant. The main content area is titled 'Student Information - Class : One'. It features a 'Running Session : 2017-2018' dropdown, a 'Website' link, 'Mr. Admin' user info, and a 'Log Out' button. Below the title is a table with tabs for 'All Students', 'Section A (Antonio)', and 'Section B (Boulevard)'. The table has columns for Roll, Photo, Name, Address, Email, and Options. It shows two entries: 'Mr Student' and 'Miss Student'. A 'Showing 1 to 2 of 2 entries' message and pagination controls are at the bottom. A 'Add New Student' button is in the top right.

Roll	Photo	Name	Address	Email	Options
1		Mr Student	Florida, United States	student@example.com	Action
2		Miss Student	Floria, United States	student@email.com	Action



The screenshot displays the 'Ekattor School Management System Pro' interface. On the left is a dark sidebar with a menu including Dashboard, Student (with sub-items: Admit Student, Admit Bulk Student, Student Information, Student Promotion), Teacher, Parents, Librarian, Accountant, Class, Subject, and Class Routine. The main content area is titled 'Student Profile'. It features a 'Running Session : 2017-2018' dropdown, a 'Website' link, 'Mr. Admin' user info, and a 'Log Out' button. Below the title is a profile card for 'Mr Student' with a photo and 'Class - One | Section - A' text. To the right is a table with tabs for 'Basic Info', 'Parent Info', 'Exam Marks', and 'Payments'. The 'Basic Info' tab is active, showing fields for Name, Parent, Class, Section, Email, Phone, Address, Gender, Birthday, Transport, and Dormitory.

Basic Info	Parent Info	Exam Marks	Payments
Name	Mr Student		
Parent	Mr Parent		
Class	One		
Section	A		
Email	student@example.com		
Phone	+12345678		
Address	Florida, United States		
Gender	male		
Birthday	02/03/2010		
Transport	General Route		
Dormitory	Green Dorm		

Student Promotion

This module is designed to promote students of a particular class to the next class in the next session. 'Student Promotion' submenu will be found under the menu 'student' in the admin panel. To promote students to the next class, admin needs to select the present class of the students and the class where he/she wants to promote the students. The present session which has been already set from the

system settings will be selected automatically as the present session and the next session will be automatically calculated by the software.

The screenshot displays the Ekattor School Management System Pro interface. On the left is a dark sidebar with a menu including Dashboard, Student (with sub-items: Admit Student, Admit Bulk Student, Student Information, Student Promotion), Teacher, Parents, Librarian, Accountant, Class, Subject, Class Routine, Daily Attendance, Exam, Study Material, and Accounting. The main header shows the system name, the current session (2017-2018), and user information (Mr. Admin). The 'Student Promotion' section is active, featuring a 'Student Promotion Notes' box with instructions. Below this are four dropdown menus for 'Current Session' (2017-2018), 'Promote To Session' (2018-2019), 'Promotion From Class' (One), and 'Promotion To Class' (Two), followed by a 'Manage Promotion' button. A section titled 'Students Of Class One' contains a table with student data and a 'Promote Selected Students' button.

Student Promotion Notes

Promoting student from the present class to the next class will create an enrollment of that student to the next session. Make sure to select correct class options from the select menu before promoting. If you don't want to promote a student to the next class, please select that option. That will not promote the student to the next class but it will create an enrollment to the next session but in the same class.

Current Session: 2017-2018 | Promote To Session: 2018-2019 | Promotion From Class: One | Promotion To Class: Two

[Manage Promotion](#)

Students Of Class One

Name	Section	Roll	Info	Options
Mr Student	A	1	View Academic Performance	Enroll To Class - Two
Miss Student	A	2	View Academic Performance	Enroll To Class - Two

[Promote Selected Students](#)

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For example, if admin selects to promote students of class three to class four in the next session, there he/she will have two options in a dropdown. One, enroll to class four and two, enroll to class three. Enroll to class four means that the student is qualified to be promoted to class four in the next session. If admin selects enrolling him to class three again then that student will remain in class three in the next session.

Managing Teachers and Parents

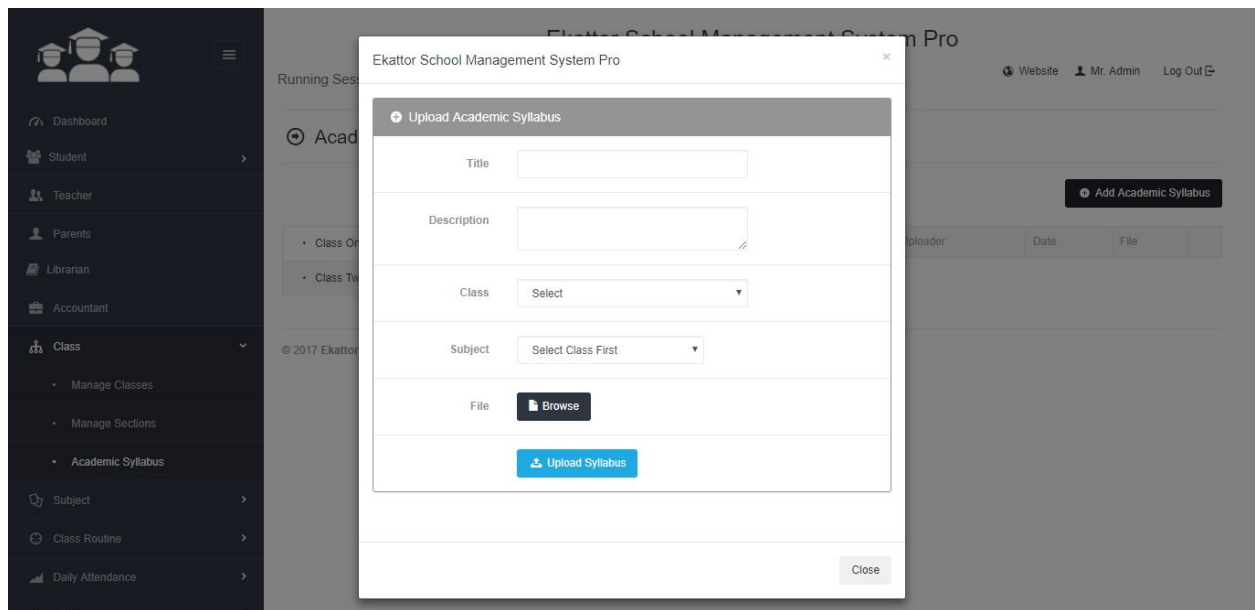
From the 'Teacher' menu admin can create, edit and delete teacher and similarly from 'Parent' menu admin can do the same for parents. On creation of either teacher or parent an email is sent to the respective person containing the email and password of the newly created account which later on they can change. Make sure to configure your server SMTP settings for the proper sending of the emails

Managing Classes and Sections

From the menu 'class' admin can get access to the submenus named 'manage classes' and 'manage sections'. Admin can create, edit and delete classes and also can do the same with sections. When a class is created, a section along with the class is created by default.

Academic Syllabus

'Academic syllabus' submenu can be accessed from 'Class' menu. This module will help admin and also teacher to upload academic syllabus for a particular class. The students of that class will be able to download the syllabus anytime they want. Within a particular session, multiple files can be uploaded under a same class.



Study Materials

Both admin and teacher can add study materials for students of a specific class which later on students can download for their studies. Admin or teacher can delete or edit any material they want.

Managing Subjects

From the 'subject' menu admin can see subjects class wise for the selected session. As the whole system is session oriented so admin will have the privilege

to add different subject for different sessions. For example, in session 2016-2017, class one has mathematics and biology. But in next session (2017-2018) subjects for class one might increase or decrease as well. In that case when admin changes the session form the system settings, he/she will be able to see the data for that particular session only. So he/she will add the subjects for that class again in the new session.

Class Routine

Class routine module has the capability to set routines section wise for a particular class. Admin can add, edit or delete any class routine and there is a print button associated with every class routine for printing

Class Routine

[+ Add Class Routine](#)

Class - One : Section - A [Print](#)


SUNDAY		
MONDAY	Math (7:15-8:15) ▼	History (9:25-10:25) ▼
TUESDAY		
WEDNESDAY	Math (9:40-10:40) ▼	
THURSDAY		
FRIDAY		
SATURDAY		

Class - One : Section - B [Print](#)

SUNDAY		
MONDAY		
TUESDAY		

Daily Attendance of Students

Daily attendance is shown on the menu class wise. For taking or viewing attendance for a particular class, firstly admin will need to select the date and the section which will bring the attendance managing form for that class section for that particular date.



- Dashboard
- Student
- Teacher
- Parents
- Librarian
- Accountant
- Class
- Subject
- Class Routine
- Daily Attendance
 - Daily Attendance
 - Attendance Report
- Exam

Ekattor School Management System Pro

Running Session : 2017-2018

Website | Mr. Admin | Log Out

Manage Attendance Of Class One : Section A

Class: One
Section: A
Date: 13-09-2017
Manage Attendance

Attendance For Class One
Section A
13 Sep 2017


Mark All Present
Mark All Absent

#	Roll	Name	Status
1	1	Mr Student	Absent
2	2	Miss Student	Present

Save Changes

Managing Exams and Exam Marks

In the menu 'Exam', admin will find some submenus. 'Exam List' shows all the exams dated for the selected session. And obviously admin can add, edit or delete any exam related data whenever he/she wants. 'Exam grades' shows the grading system of the school which is portable. That means admin will have the authority to create, edit or delete any grading anytime he/she wants. 'Manage marks' submenu is for managing marks for students of a particular class section for a particular subject. Admin needs to select the exam, the class, the section and the subject for which he/she is willing to give or update exam marks.



- Dashboard
- Student
- Teacher
- Parents
- Librarian
- Accountant
- Class
- Subject
- Class Routine
- Daily Attendance
- Exam
 - Exam List
 - Exam Grades

Ekattor School Management System Pro

Running Session : 2017-2018

Website | Mr. Admin | Log Out


Manage Exam Marks

Exam: 1st Term Exam
Class: One
Section: A
Subject: Math
Manage Marks

Marks For 1st Term Exam

Class One : Section A

Subject : Math



#	Roll	Name	Marks Obtained	Comment
1	1	Mr Student	85	Good
2	2	Miss Student	92	Excellent


Save Changes

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Managing Student Fees and Invoices

Single invoice and mass invoice for student payment can be created from the menu 'Accounting'. There from the submenu 'Create student payment' admin will get the forms for both single invoice creation and mass invoice creation form separated by tabs.

Admin can choose to take payment at the time of creating invoices or he/she can take no payment at the time of creating and set the invoice as unpaid which later on can be paid by student/parent from their account via PayPal or there is also system for taking manual payments.



- Dashboard
- Student
- Teacher
- Parents
- Librarian
- Accountant
- Class
- Subject
- Class Routine
- Daily Attendance
- Exam
- Study Material
- Accounting

Ekattor School Management System Pro

Running Session : 2017-2018

[Website](#) [Mr. Admin](#) [Log Out](#)

Create Student Payment

[Create Single Invoice](#)
[Create Mass Invoice](#)

Invoice Informations

Class

Student

Title

Description

Date

Payment Informations

Total


Payment

Status

Method

[Add Invoice](#)

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- Dashboard
- Student
- Teacher
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- Accountant
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Ekattor School Management System Pro

Running Session : 2017-2018

[Website](#) [Mr. Admin](#) [Log Out](#)

Student Payments

[Invoices](#)
[Payment History](#)
[Student Specific Payment History](#)

10 per page

Search:

#	Student	Title	Total	Paid	Status	Date	Options
1	Mr Student	1st Term Exam Fee	1000	1000	Paid	16 Aug,2017	Action
2	Miss Student	1st Term Exam Fee	1000	1000	Paid	16 Aug,2017	Action

Showing 1 to 2 of 2 entries

1

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Managing Expenses

Under 'Accounting' menu admin can add expenses and also expense categories which will help him/her to keep track of the expenses made for the school. He/she can also edit or delete any expense data whenever he/she wants.

Transportation and Dorms

'Transport' menu is for organizing school transports which admin can add, edit or delete. He/she can also see the associated students to a particular transport route. 'Dormitory' menu shows the dorms of the school and admin can also see the associated students in the dorms form this menu.

Managing Library

'Library' menu shows the books available in the school library which is added by the admin. The books will be also shown in the student panel.


There is a separate user type 'Librarian' for managing library operations. Students can apply for issuing books from library. If the book is available the librarian first accepts the request and issues the book to that student for a certain amount of time.

Private Messaging

The application provides a secure private messaging module by which admin can send private message to any of the users of the system and get instant email notifications on reply

The screenshot displays the Ekattor School Management System Pro interface. On the left is a dark sidebar with a menu containing icons and labels for various system functions: Dashboard, Student, Teacher, Parents, Librarian, Accountant, Class, Subject, Class Routine, Daily Attendance, Exam, Study Material, Accounting, Library, Transport, Dormitory, Noticeboard, Message, Settings, Frontend, and Account. The main content area is titled 'Ekattor School Management System Pro' and shows the 'Private Messaging' section. At the top of this section is a 'New Message' button. Below it, a list of messages is shown, including one from 'Mr. Admin' to 'Mr. Student' dated 21 Aug, 2017, with the text 'Hello Student, you need to improve your class performance.' and a reply from 'Mr. Student' dated the same day with the text 'Hello Sir, I will try to improve'. The interface includes a rich text editor with formatting options like Normal text, Black, Bold, Italic, Underline, and a 'Send' button. A footer at the bottom reads '© 2017 Ekattor School Manager | Version 5.0. Developed by Creativitem'.

SMS Settings



Dashboard

Student

Teacher

Parents

Librarian

Accountant

Class

Subject

Class Routine

Daily Attendance

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Study Material

Accounting

Ekattor School Management System Pro

Running Session : 2017-2018

[Website](#) [Mr. Admin](#) [Log Out](#)

Sms Settings

Select A SMS Service

Clickatell Settings

Twilio Settings

MSG91 Settings

Authentication Key SID

Sender ID

Route

Country Code

What Is Sender ID?

If your operator supports multiple routes then give one route name. Eg: route=1 for promotional, route=4 for transactional SMS.


0 for international, 1 for USA, 91 for India.

Save

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System Settings

From system settings, admin can change the school name, title, payment info, address etc. He/She can also change the color scheme to change the look and feel of the erp. At the bottom of the system settings, there is a panel for updaing the product via updater.



☰

Dashboard

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Study Material

Accounting

Library

Transport

Dormitory

Noticeboard

Message

Settings

General Settings

Sms Settings

Language Settings

Frontend

Account

Ekattor School Management System Pro

Running Session : 2017-2018

[Website](#) [Mr. Admin](#) [Log Out](#)

System Settings

System Name

Ekattor School Management System Pro

System Title

Ekattor School

Address

Address

Phone

+8012654159

Paypal Email

Payumoney Merchant Key

Payumoney Salt Id

Currency

usd

System Email

school@ekattor.com

Running Session

2017-2018

Language

english

Text Align

left-to-right

Save




Update Product




File




Browse




Install Update

Theme Settings










Select A Theme To Make Changes

Upload Logo

Photo



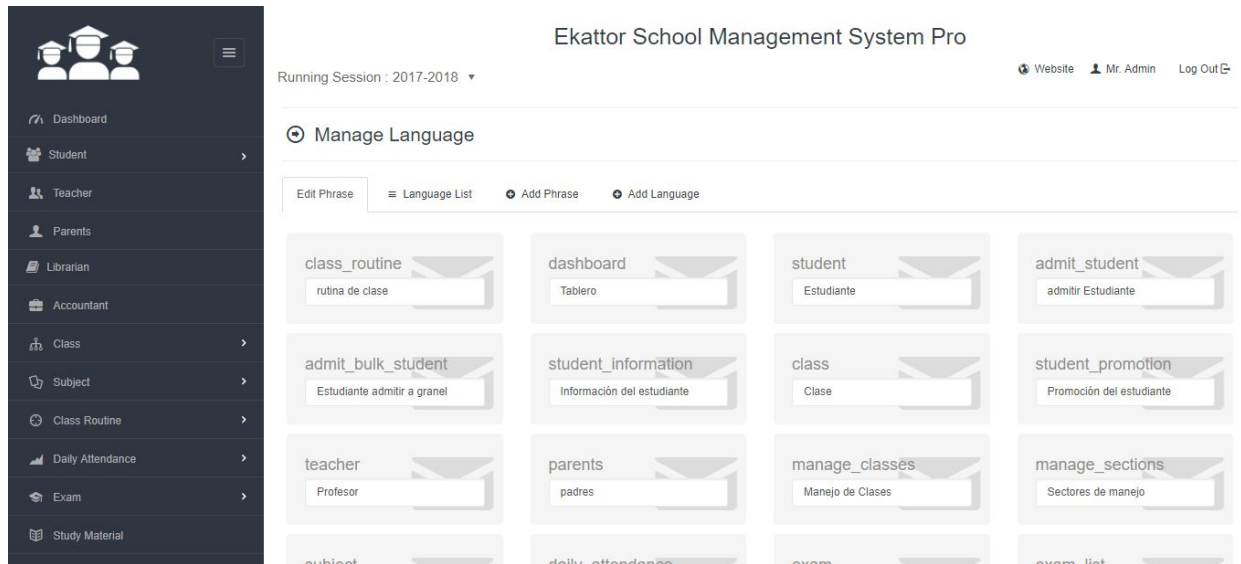
Select image

Upload

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Language Settings

The application supports over 20 languages. Not only that, admin can create a language if he wants and put the translations of the phrases that are used on the system to use the language.



Frontend Settings

From the admin panel, the frontend website settings can be accessed. There are two sub menus under the menu frontend. One is 'Pages' and another one is 'Themes'. The 'Pages' menu will bring a page with all the customizations that you can do with your school website.

- Frontend General Settings
 - From this page you can change the general informations about your school website like school name, phone address, social links and a lot more. You can also upload separate logos for the header and footer of the website if you want. You can also put the school location as latitude and longitude to show your school on map on contact page. You can also edit the copyright text, home page title text and some description from this general settings page. See the image below for what you can customize about your website from this page.

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Ekattor School Management System Pro

Running Session : 2017-2018

Website Mr. Admin Log Out

Pages

Noticeboard

Events

Teachers

Gallery

About Us

Terms & Conditions

Privacy Policy

Homepage Slider

General Settings

School Title

Ekattor School Manager

School Email

oxford@univ.uk

Phone

+1327252638

Fax

7647839836

Copyright Text

All Rights Reserved

Address

Oxford, United Kingdom

Geo Code

51.7548164,-1.2565555

Social Links

http://facebook.com

f

http://twitter.com

twitter

http://linkedin.com

in

http://google.com

g+

http://youtube.com

yt

http://instagram.com

ig

Homepage Note Title

Welcome to our school

Homepage Note Description

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters. We use cookies to understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

Header Logo

Select Image


Footer Logo

Select Image

Save

- Homepage Slider Images

- You can edit these three images which will show up on homepage slider of your school's website



Dashboard

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About Us

Terms & Conditions

Privacy Policy

Homepage Slider

General Settings

Homepage Slider Settings

Slider Image - 1


Title

We rock the big stage

Description

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected

Slider Image



Select Image

Slider Image - 2


Title

Making this the first true generator on the Internet

Description

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected

Slider Image



Select Image

Slider Image - 3


Title

There are many variations of passages of Lorem Ip

Description

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected

Slider Image



Select Image

Save

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- Gallery
 - The school website gallery can be controlled from this page. For creating a gallery with images, you will need to create a gallery and then you can add images to that particular gallery. You can add as many images as you need and later on you can delete any image you want. There is also option for you if you don't want to show a gallery on the website
- Events
 - You can add events and can control which event you want to show on your website from this page. This event is completely separated from school noticeboard.
- Noticeboard
 - The noticeboard page on the website is a reflection of the noticeboard module that is present on the backend erp. From the version 5, you can add an image with each and every notice of the noticeboard. You can also choose which notices will be shown on the website
- Teachers
 - The teachers page of the website is a reflection of the teacher module of backend erp. You can choose the teachers you want to show on website.