Web Based System for Future MINDS (AMI)

Montessori School - User Manual

By

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1. Login

The system has three types of user roles, such as Admin, Teacher and Parents. Sample login details for three types of users are given below.

Admin
- Login username: A0001
- Login password: abcd1234

Teacher
- Login username: T001
- Login password: abcd1234

Parents
- Login username: 20160002
- Login password: abcd1234

Any authorized user can log in to the system through the login using their valid user name and password. If any user enters there username and password incorrectly they will not be allowed to login to the system. The admin has the all the privileges for the system.

Figure 1 : The Login Page

2. Dashboard

Once logged in, the user is directed to dashboard .The dashboard is different according to the user levels. The following represents dashboard for the Administrator – Principal. Users can logout by clicking dropdown icon in avatar.

Figure 2 : Administrator's Dashboard

In the left side of the dashboard, navigation bar is shown. All the modules of the system can be browsed through tasks block and navigation bar. Sub menus are included in menu in navigation bar. In the right side of the dashboard, all the events and notifications that is for the user are listed down.

3. Personal Details

This module is used to register students, parents as well as teachers data to the system. A student is registered by providing student information via the registration form. Parent details also can be capture during the student registration. Click the save button to save the record to the database. Part of the registration form of the student depicted in Figure 3.
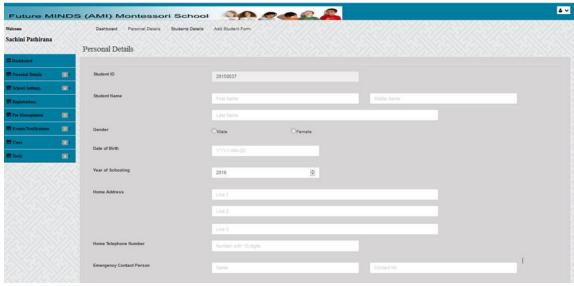

Figure 3 : Student Registration Form

After successful registration of a students, particular student record listed in a table which then allowed to view, edit, remove it, when required. Each of these can be done by the clicking of the relevant button under "Action" column in the table. The screen will be moved to relevant form view which is for view, edit, or to delete the student information after above button click. So as the Teachers registration section.
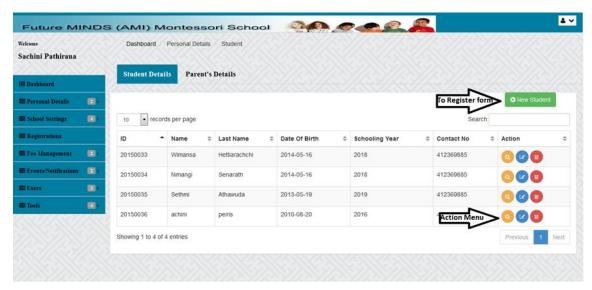
Figure 4 : Student Details Index Page

4. School Settings

This is only enabled to the admin and teacher category users. But the sub categories are also being differed under the module school settings based on above two users. This creates the master settings for the system.

Initial Set Up

School settings-> Initial Set Up

This section is a very important part of the section which is strictly allowed only to the administrator. This section is concerned about the basic set for the school.

- "Manage Grade" section allows to add grades for the Montessori such as "Play group", "Upper Kindergarten" which is common to any year.
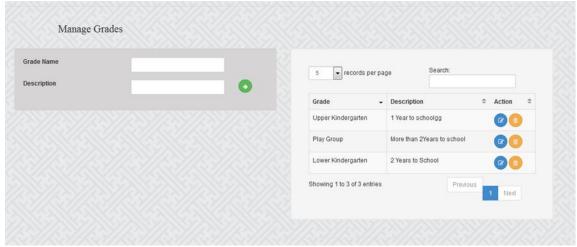
Figure 5 : Section to insert Grades to the Montessori

- "Select Grade for the Year" concerned about what are the grades which is going to be allowed in a particular year. This may be differed based on year basis. This should be first selected before adding classes to the Montessori.

Enter the academic year -> Select a grade from drop down menu -> Submit

Grades maintained in each year are listed in the table shown in the right side.
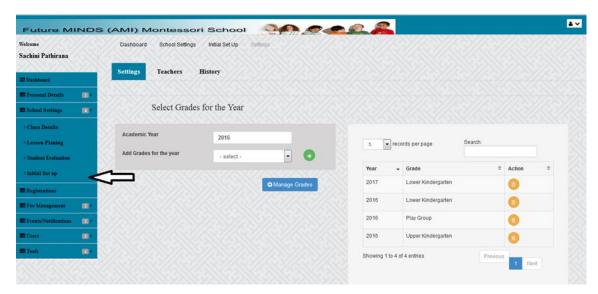
Figure 6 : Section to add a Grades for a Year

- After selecting grades for a particular year, then classes should be added. Each year there are more than one class for every grade, and therefore very first class's default name should be assigned as "A". User cannot proceed other functions without having a name to the class. Class name can be edited using the form receiving after clicking the "Edit" button in the table. See Figure 7.
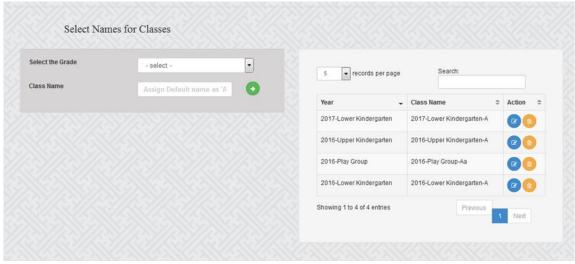
Figure 7: Section to add Classes for a Grade

- Subject is added to each grade which have been entered for particular year.

    Select a Grade and Year from drop down menu -> Enter subject -> Submit

Subject name can be edited using the form receiving after clicking the "Edit" button in the table.
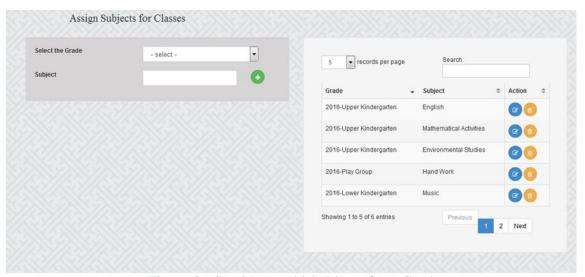
Figure 8 : Section to add Subjects for a Grade

Class Details

This module enables the admin to view summery of the all the classes of the Montessori based on the class name. Such as list of students of that particular class as well as the list of teachers occupied for that class including subjects.

For teachers this module is allowed to view the details of such, only for the class which that particular teacher is assigned for.

Lesson Planning

This module also varied based on the user category.

For Teachers, this enables to add lesson plans to the assigned classes. All the teachers are given a deadline to submit lesson plans for each class they are assigned for. After submitting a lesson plan it initially comes to "Pending Approval" status, where then it is visible in admins lesson plan module. In such status Lesson Plan Admin can either "Approve" or "Reject" by adding a comment also.
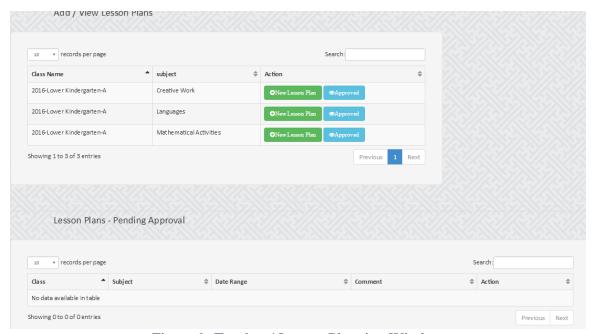
Figure 9: Teachers' Lesson Planning Window

Evaluation

This is the module which teachers to create activities for assigned classes and give a grade for each child based on those activities. Only teachers are allowed add data in this module. Admin and Parent only allowed to view those data in this module. Where parent is only allowed to view relevant student's details and Admin is allowed to view student wise as well as class wise.

Class Name	subject	Action
2016-Lower Kindergarten-A	Creative Work	New Activity
2016-Lower Kindergarten-A	Languages	New Activity
2016-Lower Kindergarten-A	Mathematical Activities	New Activity

Showing 1 to 3 of 3 entries   Previous 1 Next

Planned Activities

10 ▾ records per page   Search:

Class	Subject	Activity	Description	Effective Date		Action
2016-Lower Kindergarten-A	Creative Work	Drawing	Draw a house and color it	2016-09-13	Add Marks	
2016-Lower Kindergarten-A	Creative Work	The Rabbit	Draw a rabbit Using Sinhala Letters	2016-09-20	Add Marks	
2016-Lower Kindergarten-A	Languages	Words from S	Circle words begins from "S"	2016-10-17	Add Marks	
2016-Lower Kindergarten-A	Languages	Reading	Rhymes the words in Radiant way Book page 12	2016-10-20	Add Marks	

Figure 10 : Evaluation module in Administrator Login

Student Name	Sesindu Gunasinghe
Class	2016-Play Group-A
Subject	Sensorial Activities
Teacher	Daiana Wickumperuma

10 ▾ records per page   Search:

Activity Name	Level	Comment
Express Ideas Clearly	Very Good	
Follow Instructions	Good	
Work Independantly	Very Good	

Showing 1 to 3 of 3 entries   Previous 1 Next

Figure 11 : Index page for Evaluation module in Teachers Login
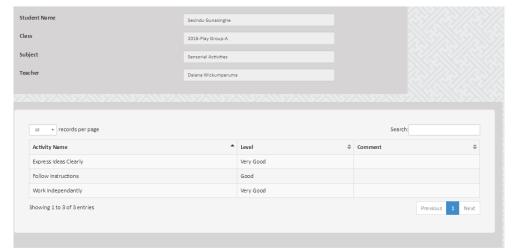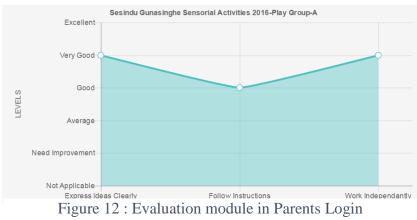
Figure 12 : Evaluation module in Parents Login

5. Registration

This module is added to Administrator who is the principal of the Montessori. This helps to get details about all the current registrations in the Montessori as well as in past years. This further shows the current records of online applied admission statuses.
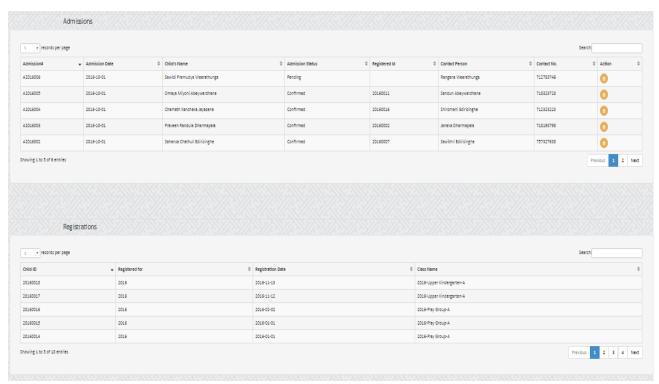

Admissions

Admission#	Admission Date	Child's Name	Admission Status	Registered Id	Contact Person	Contact No.	Action
A2016006	2016-10-01	Sawidi Pramudya Weerathunga	Pending		Rangana Weerathunga	712783746	
A2016005	2016-10-01	Omaya Miyoni Abeywardhane	Confirmed	20160011	Sandun Abeywardhane	718323728	
A2016004	2016-10-01	Chamath Kanchaka Jayasena	Confirmed	20160016	Shiromani Edirisinghe	712323223	
A2016003	2016-10-01	Praveen Randula Dharmapala	Confirmed	20160002	Janaka Dharmapala	718193798	
A2016002	2016-10-01	Sahansa Chathuli Edirisinghe	Confirmed	20160007	Sawithri Edirisinghe	757327638	

Showing 1 to 5 of 6 entries

Registrations

Child ID	Registered for	Registration Date	Class Name
20160018	2016	2016-11-13	2016-Upper Kindergarten-A
20160017	2016	2016-11-12	2016-Upper Kindergarten-A
20160016	2016	2016-02-02	2016-Play Group-A
20160015	2016	2016-01-01	2016-Play Group-A
20160014	2016	2016-01-01	2016-Play Group-A

Showing 1 to 5 of 18 entries

Figure 10 : Registration Index Page

6. Fee Management

This module enable to entre and record payments received from students. These payments are recorded under few categories. Further this allowed to print receipts. And it also helps internal auditing processes.
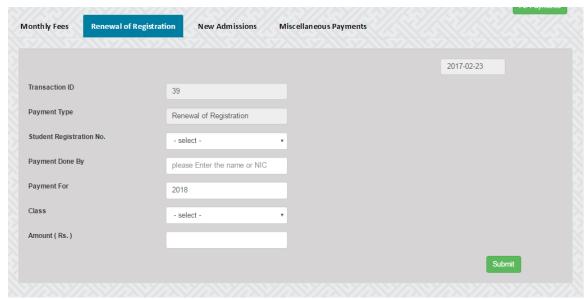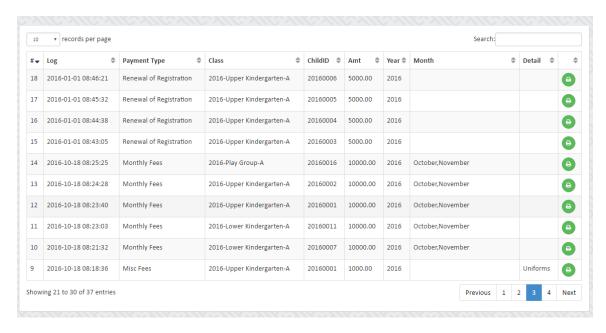
Figure 12: Payment Module Index

Figure 11 : All Payments Window

7. Events and Notices

This is also only allowed in Administrator Module. This helps to add and manage notifications which were listed in every user's dashboard panes. Admin can share events via this portal only for the relevant user categories.
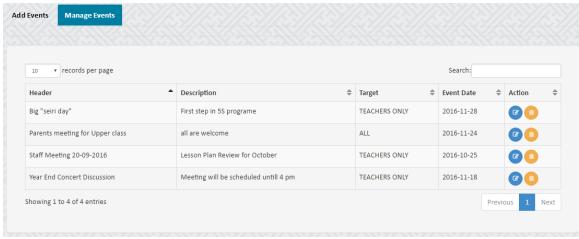
Figure 13 : Manage Event Module in Admin Login

8. Reports

This module is only allowed in Admins Login , since all the information in the Montessori can be gathered via those reports including sensitive and financial data as well.

These reports are outlined based on three categories, Students and Teachers, Payments and Management Reports. These reports are given in PDF format which helps the user to easily browse, view and print the reports when needed.
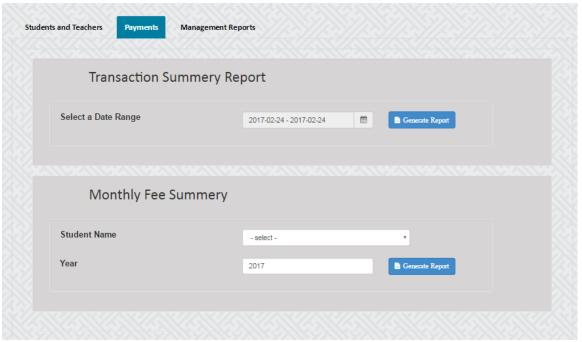

Figure 14 : Reports Module