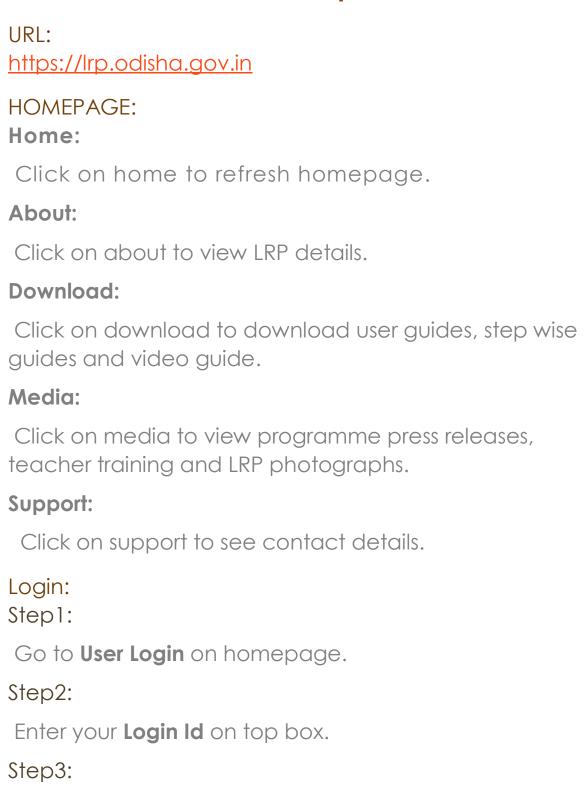
## **LEARNING RECOVERY PROGRAMME**

## **STEP WISE GUIDE**

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## Common steps for all



Enter your **Password** in the box below.

## Dashboard common settings

- Keep your cursor on top right corner Profile
  Icon
  - 1. Click on **My Profile** to view your profile details.
- 2. Click on **Change Password** to change password.
- 3. Click on Logout to logout.
- Click on top left corner **List Icon** to hide the sidebar.
- Click on **Dashboard** to view Reports.
- > Click on My Profile to view your profile.
- Click on **Logout** to logout.

## Head Master Learning Recovery Programme

## **Steps Wise Guide**

#### Step 1:

Click on **Dashboard** to view Reports.

### Step 2:

Click on H.M. to view H.M. menu.

- o Click on My Profile to view your profile.
- Click on Teacher Profile to update Teacher profile.
- Click on **Student Profile** to update Student profile.
- Click on Student Attendance to update
   Student Attendance.

#### **Teacher Profile:**

Click on **Teacher Profile** to update Teacher profile.

STEP1: Click on + right top corner to add teacher profile.

STEP2: Fill in the form with details below.

- 1. Teacher Full Name
- 2. Teacher Regd. No.
- 3. Teacher Father Name
- 4. DOB
- 5. Gender
- 6. Teacher Mail Id
- 7. Mobile
- 8. Designation
- 9. School
- 10. Pin Code
- 11. Address

STEP3: Click on submit button after filling the form.

STEP4: Teacher List screen will come after submitting the form view entered details on the Teacher List screen.

# Teacher Learning Recovery Programme Steps Wise Guide

#### Step 1:

Click on **Dashboard** to view Reports.

#### Step 2:

Click on Teacher to view Teacher menu.

- o Click on My Profile to view your profile.
- Click on **Student Profile** to update Student profile.
- Click on **Student Attendance** to update
   Student Attendance.

## Common menu Step Guide for Head Master and Teacher.

#### **Student Profile:**

Click on **Student Profile** to update Student profile.

STEP1: Click on + right top corner to add student profile.

STEP2: Fill in the form with details below.

- 1. Student Full Name
- 2. Student Father Name
- 3. DOB
- 4. Gender
- 5. Class
- 6. Section
- 7. District
- 8. Block

STEP3: Click on submit button after filling the form.

STEP4: Student List screen will come after submitting the form view entered details on the Student List screen.

#### **Student Attendance:**

Click on **Student Attendance** to update Student Attendance

STEP1: Click on + right top corner to add Student Attendance.

STEP2: Fill in the form with details below.

- 1. School Name
- 2. Class
- 3. Section
- 4. Subject name
- 5. Select day
- 6. Class start time.
- 7. Class end time
- 8. Upload attendance photo
- 9. Upload class proof photo
- 10. Tick present students box beside their names

STEP3: Click on check box beside student name to select all. Deselect for absent students.

STEP4: Click on submit button after filling the form.

STEP5: Student Attendance screen will come after submitting the form view entered details on the Student attendance screen.

STEP6: Click on count button below Attendance heading to view student name and regd. no. Present on that day.