



Sky Smart Technology (Pvt) Ltd.

E -CLASS WEB APP

User Manual – For Teachers

Version No: 01

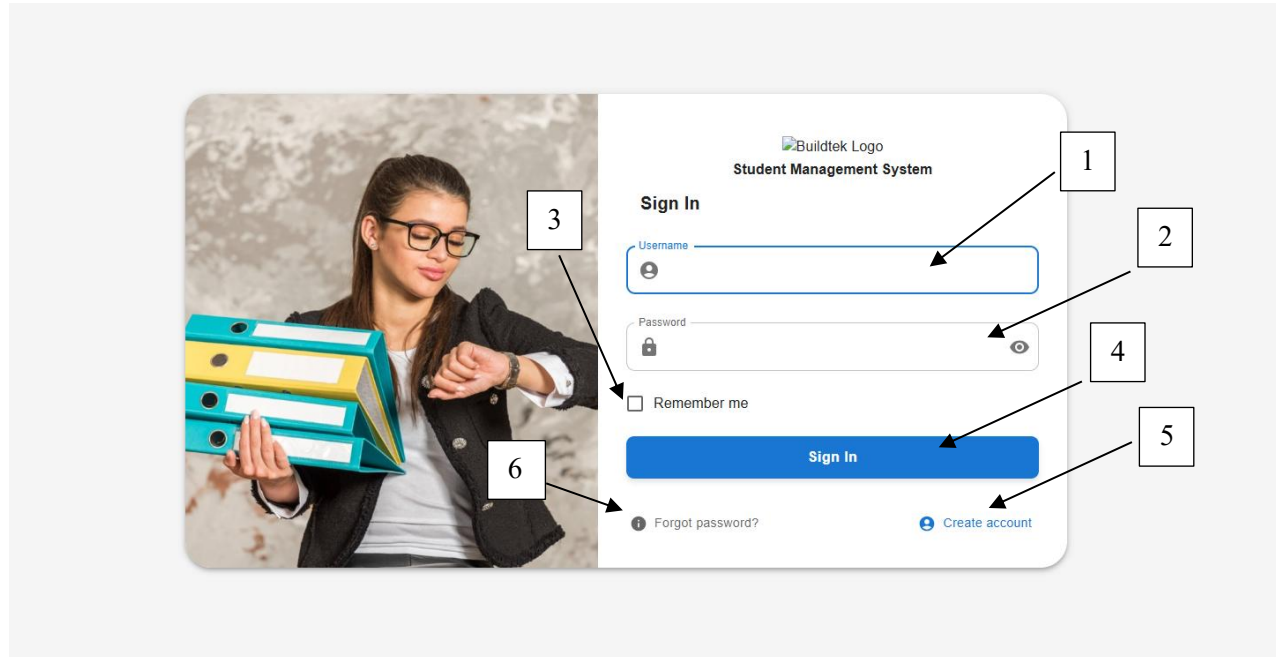
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Accessing the Web Application

1. Sign In Page

Upon visiting the web application, you will be directed to the sign-in page



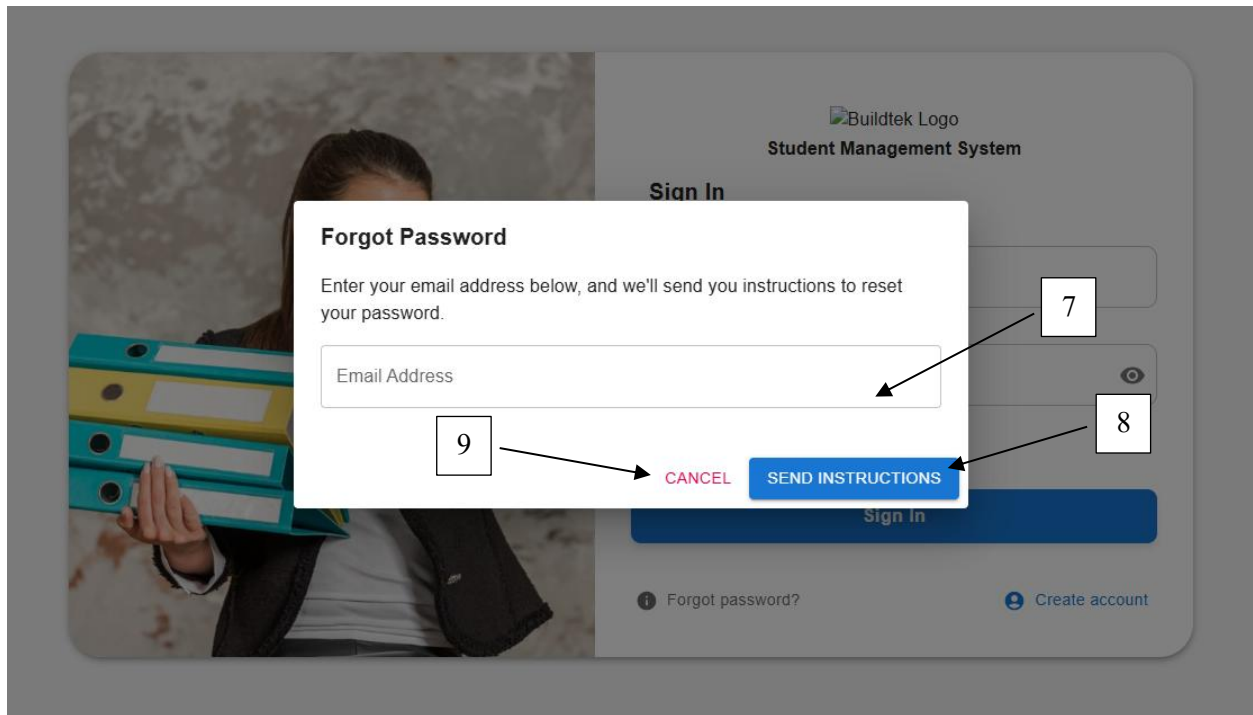
1. Enter your **User Name** in the provided field.
2. Enter your **Password** in the password field.
3. (Optional) Click the **Remember Me** checkbox to save your username for next login.
4. Click the **Sign In** button to access your account.

Once logged in, you will be redirected to the main dashboard, where you can access various data, reports, and tools.

5. If you do not have an account, click **Create Account** on the sign in page and complete the registration form.

Password Recovery

6. If you have forgotten your password, click **Forgot Password**, and follow the instructions to reset it.



7. **Enter your Email Address in the provided field.**
8. Click the **Send Instructions** button to add inquiry.
9. If you don't want to submit password recovery inquiry, Click the **Cancel** button.

2. Sign Up Page

2.1 Fill Your Basic Details:

1. **Full Name:** Enter your full name.
2. **Address:** Enter your residence address.
3. **Email Address:** Provide a valid email address.
4. **Location:** Provide a nearest city.
5. **Birthday:** Enter your birthday.
6. **Phone:** Enter your phone number.
7. **Role:** Select the “Teacher” role from the drop-down option.
8. **Gender:** Select the Gender.
9. **User name:** Enter your username.
10. **Password:** Create a secure password.
11. **Confirm Password:** Re-enter your password to confirm.
12. **Show Password:** Click on the “eye” icon if you wish to view your password as you type.
13. **Next:** Click the "Next" button to navigate to the “**Role Details**”.
14. **Sign In:** If you already have an account, you can login, click on this button.
15. **Back:** If you wish to leave this page, click on the “Back” text.

The image shows a composite of a teacher and a form. On the left, a female teacher with glasses holds several colorful binders. On the right, a 'Role Details' form is displayed. The form has a progress bar at the top with 'Basic Information' (1) and 'Role Details' (2). The 'Role' is set to 'Teacher'. Below this are several input fields: 'Staff Number' (16), 'Subjects' (17), 'Classes' (18), 'Grades' (19), and 'Medium' (20). At the bottom of the form are three buttons: 'BACK' (21), '+ ADD TO LIST', and 'SIGN UP'.

2.2 Fill Your Role Details:

16. **Staff Number:** Enter your staff number given from the school.
17. **Subjects:** Enter the subject you teach.
18. **Classes:** Enter the name of the class you teach for the entered subject. (Example: Araliya)
19. **Grade:** Enter the grade of the class. (Example: Grade 8)

20. **Medium:** Enter the medium of teaching. (Example: English)

21. **Add to list:** If you're teaching more than one subjects for different classes and grades Click on the "Add to list" button.

Basic Information 2 Role Details

Role: Teacher

Staff Number Subjects

Classes Grades Medium

+ ADD TO LIST

Grades	Classes	Medium	Subjects	Actions
Grade 3	Araliya	Sinhala	Mathematics	
Grade 8	Rosa	English	Science	

BACK SIGN UP

22

23

24

25

22. **List:** The class, grade, and medium for each subject you teach are indicated.

23. **Bin Icon (Delete):** If you entered data is incorrect you can simply delete it by clicking on the “Bin” icon.

24. **Sign Up:** If you entered details are correct and looks fine then click on the “Signup” button.

25. **Back:** If you want to go back click on the “Back” text.

Once created an account, you will be redirected to the Sign-in page, and then you can log-in with entering your correct login credentials.

If you already have an account, click **Login to an Existing Account** on the Sign-Up page and complete the login process.

3. Add marks Page

The screenshot shows the 'Add Marks' interface. At the top, there are buttons for 'UPLOAD EXCEL' (1) and 'DOWNLOAD TEMPLATE' (2), with a link to 'Upload marks from Excel file (xlsx, xls)' (3). Below these are filter controls: 'Student Grade' (4) set to 'Grade 8', 'Class' (5) set to 'Aralya', 'Subject' (6) set to 'Mathematics', 'Academic Year' (7) set to '2024', 'Exam' (8) set to 'First Term', and 'Month' (9). A search bar (10) is labeled 'Search by name or admission number'. A 'CLEAR FILTERS' button (11) is on the right. The main table (12) is titled 'Student Marks (5 students)' and has columns: Admission No, Student Name, Class, Subject, Term, Year, Marks (0-100), Grade, and Attendance. The first row shows student Achala Perera with a mark of 85 and grade A. The second row shows Bhanuka Silva. The third row shows Chamindi Fernando. The fourth row shows Dinash Ratnayake. The fifth row shows Eshani Jayawardena. At the bottom, there are buttons for 'SUBMIT 1 RECORDS' (14) and 'CLEAR CHANGES' (15). A 'Logout' button (16) and a user profile (17) are in the top right corner, with the name 'Praveen teacher' (18) and a notification icon (19).

3.1 Filter Student Data

1. **Upload Excel:** by clicking this you can upload the excel file and after you submit excel data will automatically update to the related fields.
2. **Download Template:** by clicking this, you can download the existing data (excel format).
3. **Student Grade:** Select the grade.
4. **Class:** Select the class.
5. **Subject:** Select the subject you teach.
6. **Academic Year:** Select the Year.
7. **Exam:** Select the exam type you want to view the data.
8. **Month:** If you select “**Monthly**” option in exam drop-down you must select the month. (Monthly > January).
9. **Clear Filters:** By clicking this button, you can clear the filter values.
10. **Search:** You can search student by entering the “**student name**”.

3.2 Students Marks

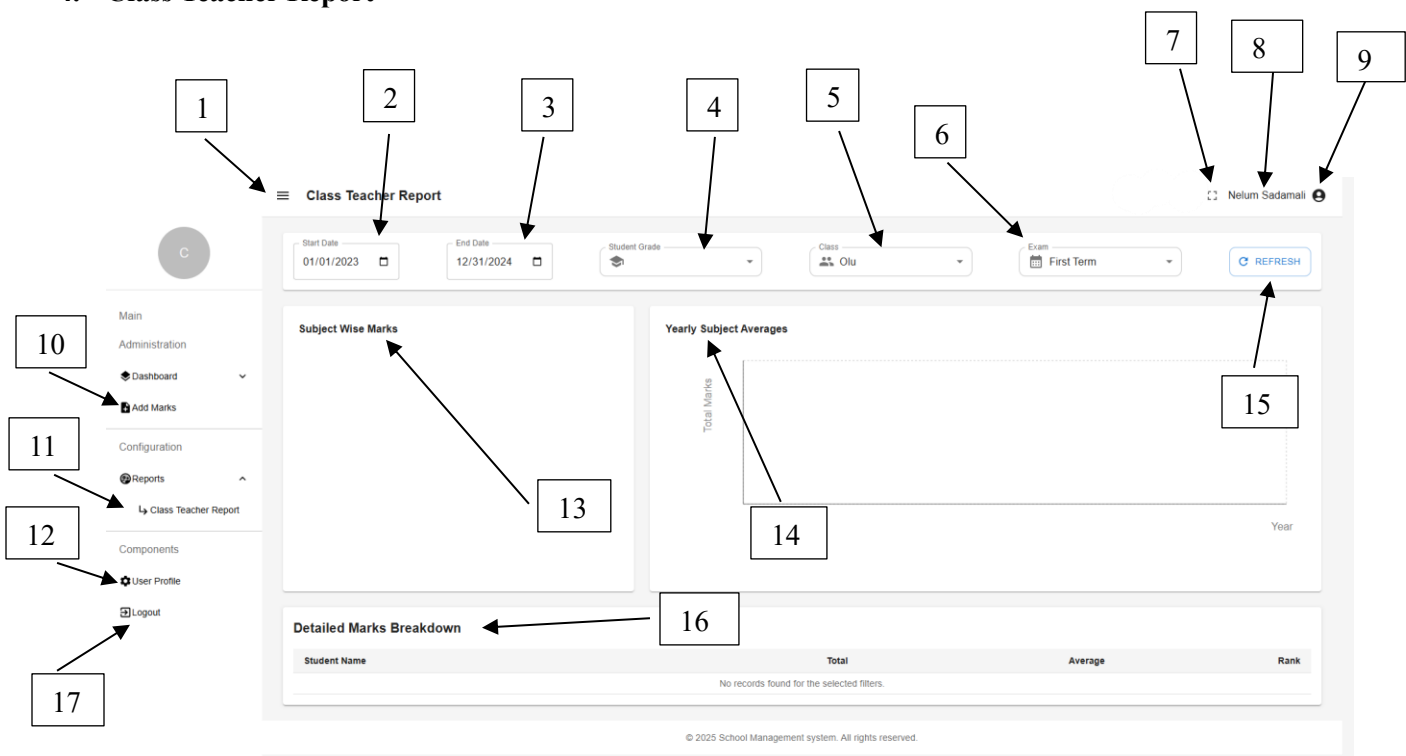
11. **Marks:** In this empty field you can add the marks which belongs to the students.
12. **Grade:** This automatically comes after you enter the marks (marks 78 > grade A).

13. **Attendance:** You can mark the student's attendance (If student present select the “P”- present or student failed to attend select the “A” - absent)
14. **Submit Record:** once you done adding marks, click on the “Submit Records” button to submit the marks.
15. **Clear Changes:** If you want to clear the changes click on the “Clear changes” button.

Common settings

16. **Theme button:** By clicking this button you can change the theme. (Dark or Light Theme).
17. **Notifications:** you can view the notification which has received to you.
18. **Expand button:** Set to the full screen mode.
19. **Profile Photo:** By clicking on your profile photo, you can view the user profile, and you can logout.

4. Class Teacher Report



1. **Menu Button:** when your mouse point on the menu icon it will show the side bar.
2. **Start Date:** Provide the start date to view the Subject Wise Marks, yearly subject average and detailed marks breakdown.
3. **End Date:** Provide the end date to view the Subject Wise Marks, yearly subject average and detailed marks breakdown.

4. **Student Grade:** Select the grade according to you.
5. **Class:** Select the class.
6. **Exam:** Select the exam type you want to view the data.
7. **Expand button:** Set to the full screen mode.
8. **Username:** By clicking on your username, you can view the user profile, and you can logout.
9. **Profile Photo:** By clicking on your profile photo, you can view the user profile, and you can logout.
10. **Add marks:** Filter the students mark by selecting various options and you can add the marks.
11. **Class Teacher Report:** If you are a class teacher you can view the class student reports data.
12. **User profile:** You can edit the profile.
13. **Subject wise marks:** It represents the overall average score of each subject in a class.
14. **Yearly subject average:** Based on the data provided, the trend of students the relevant exam represents year by year.
15. **Refresh button:** It will refresh all the selected filters.
16. **Detailed Mark Breakdown:** It shows the class student's progress by total, average and rank.
17. **Logout:** If you want to logout, click on this button.

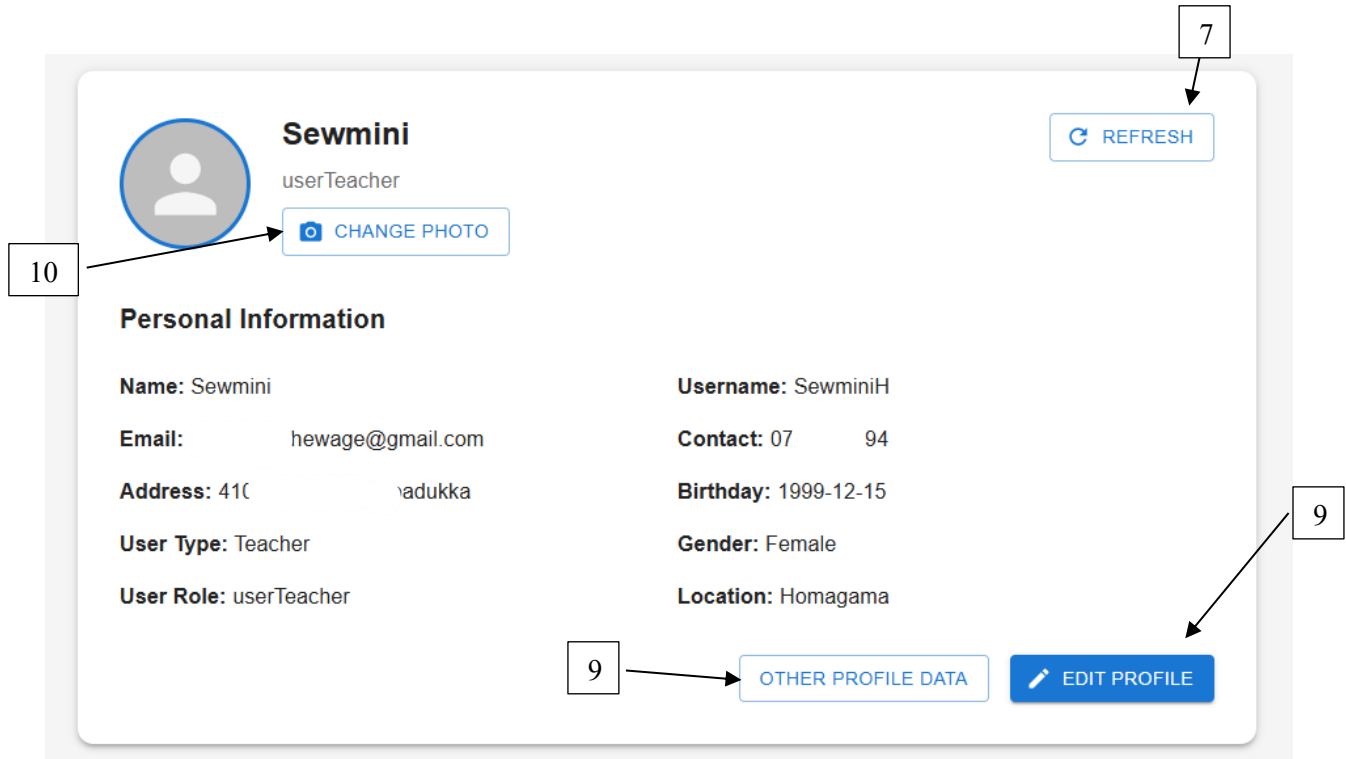
5. Parent Teacher Report

The screenshot shows the 'Parent Report For Teacher' interface. At the top, there is a header bar with a menu icon, the title 'Parent Report For Teacher', and user information including a profile icon, a notification bell, and the text 'Praveen teacher'. Below the header, the main content area is divided into two sections. On the left, there is a 'Report Filters' section with three input fields: 'Exam Type' (a dropdown menu), 'Start Date' (a date picker), and 'End Date' (a date picker). Below these fields is a message: 'Please select the filters to view report data. Choose either an exam (and month) or select a date range to load the report.' On the right, there is a 'Student Details' section with a 'Select Student' dropdown menu. Below the dropdown, a list of student names and their IDs is displayed: Achala Perera (AR/2023/001), Bhanuka Silva (AR/2023/002), Chamindi Fernando (AR/2023/015), Dinesh Ratnayake (AR/2023/010), and Eshani Jayawardena (AR/2023/022). At the bottom of the page, there is a footer with the text '© 2025 School Management system. All rights reserved.' Five numbered callouts are present: 1 points to the 'Exam Type' dropdown, 2 points to the 'Start Date' date picker, 3 points to the 'End Date' date picker, 4 points to the 'Select Student' dropdown, and 5 points to the message below the filters.

1. **Exam Type:** Select the “Exam Type” – First Term, Second Term, Third Term and Monthly Test.
2. **Start date:** Select the start date.
3. **End date:** Select the end date.
4. **Student Details:** by clicking the drop-down menu you can select the students and individually you can view the results and the reports.

5. **Report Data:** After you select the exam type, start date and end date it will clearly show the data related to the selected filters.

6. User Profile



6. **Change Profile Photo:** By clicking on this button, you can change the profile photo you set.
7. **Other Profile Data:** By clicking this button, you can view the teacher's profile.
8. **Edit Profile:** By clicking on this button, you can edit your profile.
9. **Refresh:** If you want to refresh this edit details click on this.

7. Edit Profile

The screenshot shows a form titled "Edit Profile Information". It contains several input fields: "Name" (containing "Sewmini"), "Username" (containing "SewminiH"), "Email *" (containing "te vage@gmail.com"), "Contact *" (containing "071: 3'"), "Address *" (containing "410, w eka lul"), and "Birthday *" (containing "12/15/1999" with a calendar icon). At the bottom right, there are two buttons: "CANCEL" and "SAVE CHANGES". Eight numbered callouts point to specific elements: 1 points to the Name field, 2 points to the Username field, 3 points to the Email field, 4 points to the Contact field, 5 points to the Address field, 6 points to the Birthday field, 7 points to the "SAVE CHANGES" button, and 8 points to the "CANCEL" button.

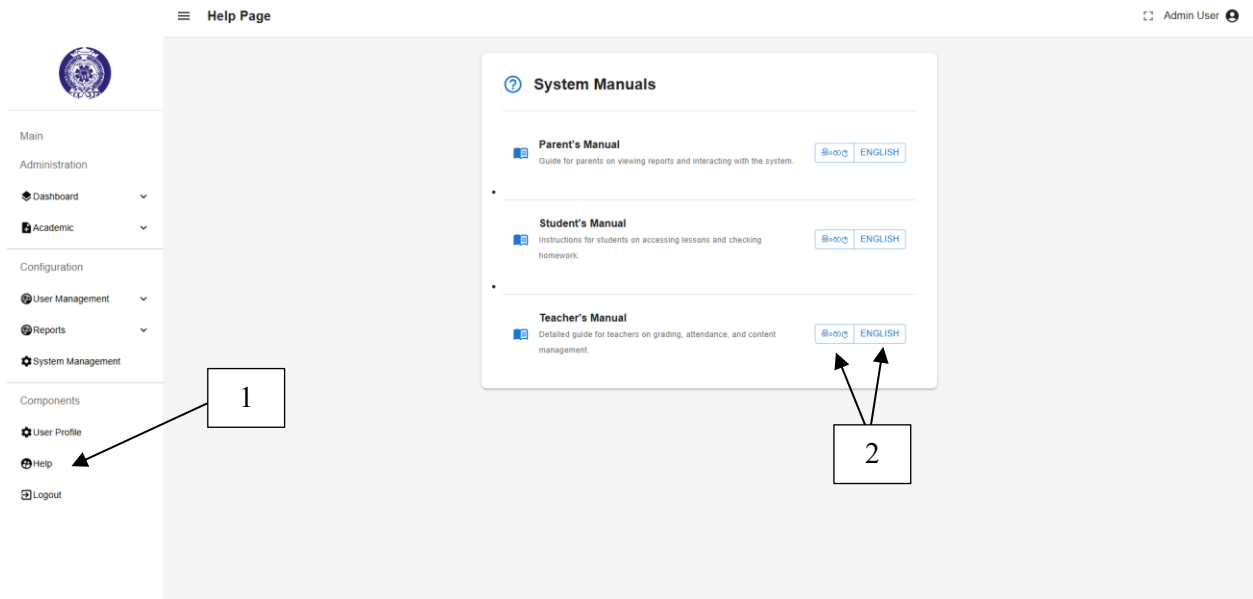
1. **Name:** To edit the “Name”, Enter your name.
2. **Username:** To edit the “Username”, Enter your username.
3. **Email:** To edit the “Email”, Enter your email.
4. **Contact:** To edit the “Contant”, Enter your contact.
5. **Address:** To edit the “Address”, Enter your address.
6. **Birthday:** To edit the “Birthday”, Enter your birthday.
7. **Save changes:** Once you finish edit the details, click on the “Save Changes” button.
8. **Cancel:** If you want to cancel, click on the “Cancel” button.

8. Other Profile Data

The screenshot shows a section titled "Other Profile Data". At the top right, there is an "EDIT" link with a pencil icon. Below this, there is a "Teacher Profile" section. It contains two rows of data: one for "Mathematics" (Staff No: 78, Grade: Grade 3, Class: Araliya, Medium: Sinhala) and one for "Science" (Staff No: 78, Grade: Grade 8, Class: Rosa, Medium: English). At the bottom right, there is a "CLOSE" link. Four numbered callouts point to specific elements: 1 points to the "Teacher Profile" header, 2 points to the "EDIT TEACHER" link, 3 points to the "EDIT" link at the top, and 4 points to the "CLOSE" link at the bottom.

1. **Teacher Profile:** In this section you can view the teacher's information.
2. **Edit:** By clicking this "Edit" button you can edit the teacher's data.
3. **Edit Teacher:** By clicking this you can edit the teacher's information.
4. **Close:** If you want to close, click on the "Close" button.

9. Help Page



1. **Help:** By clicking this you can view the help page.
2. **Parent's Manual:** By clicking this you can view/download the user manual for the teacher(Sinhala/English).