



Sky Smart Technology (Pvt) Ltd.

E -CLASS WEB APP

User Manual – For Teachers

Version No: 01

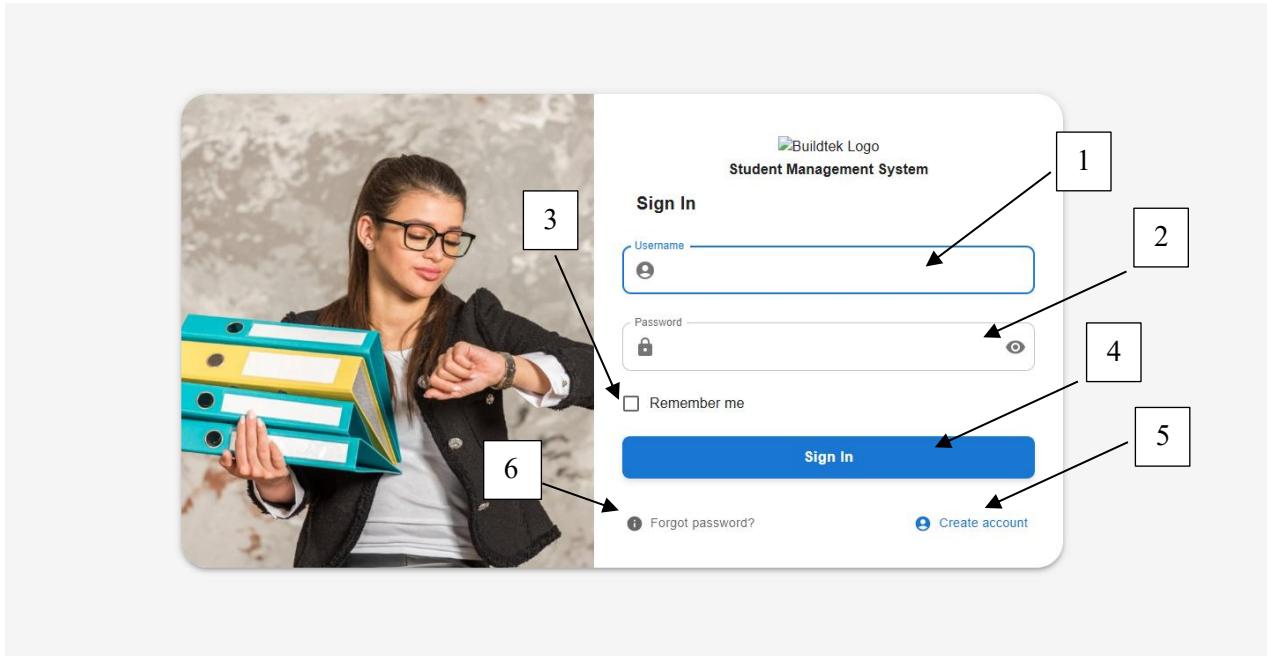
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Accessing the Web Application

1. Sign In Page

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



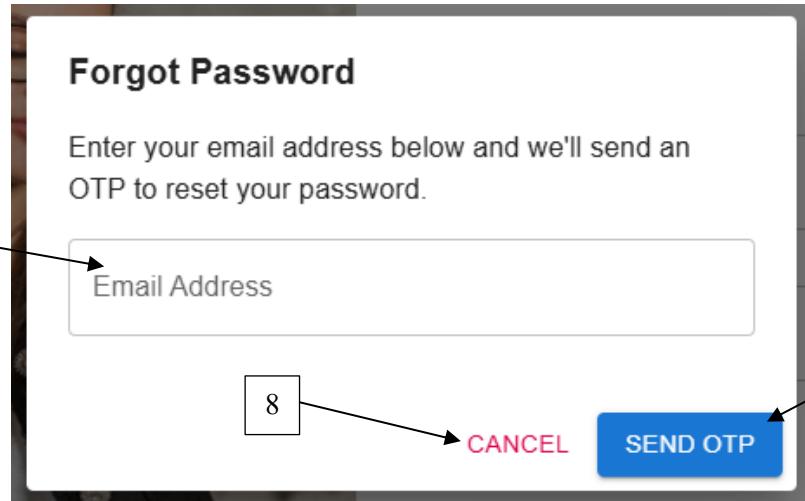
1. Enter your **User Name** in the provided field.
2. Enter your **Password** in the password field.
3. (Optional) Click the **Remember Me** checkbox to save your username for next login.
4. Click the **Sign In** button to access your account.

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

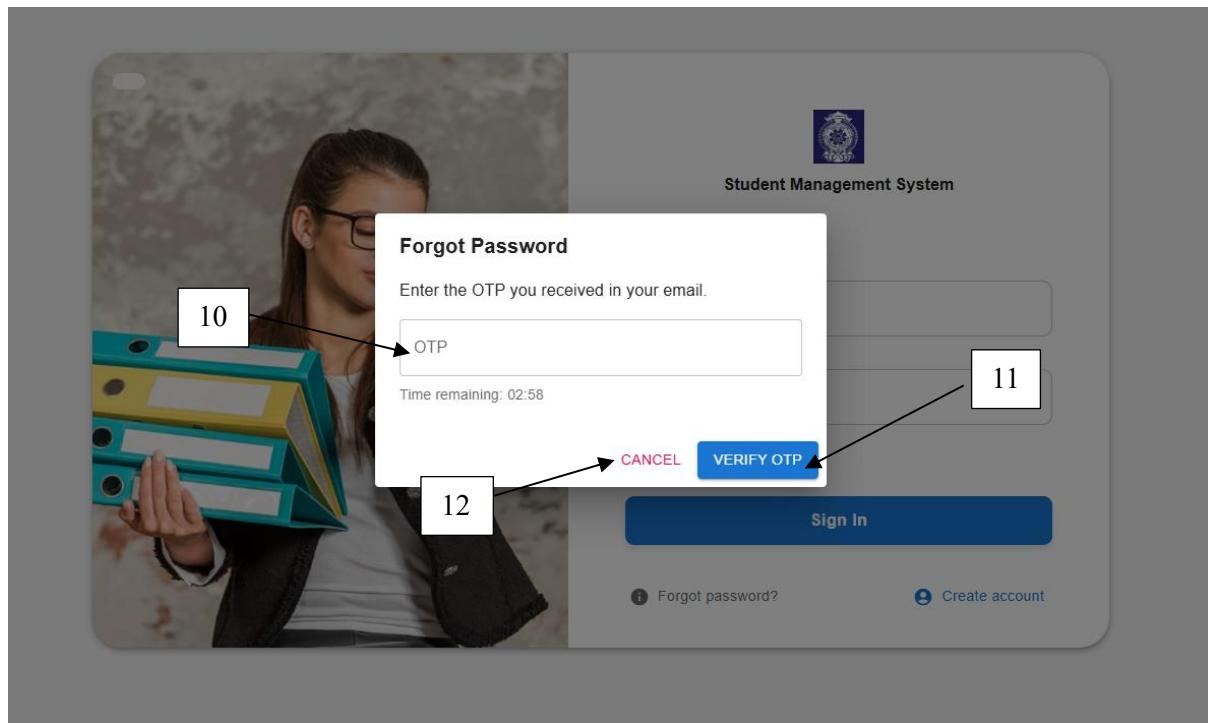
5. If you do not have an account, click **Create Account** on the sign in page and complete the registration form.

Password Recovery

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

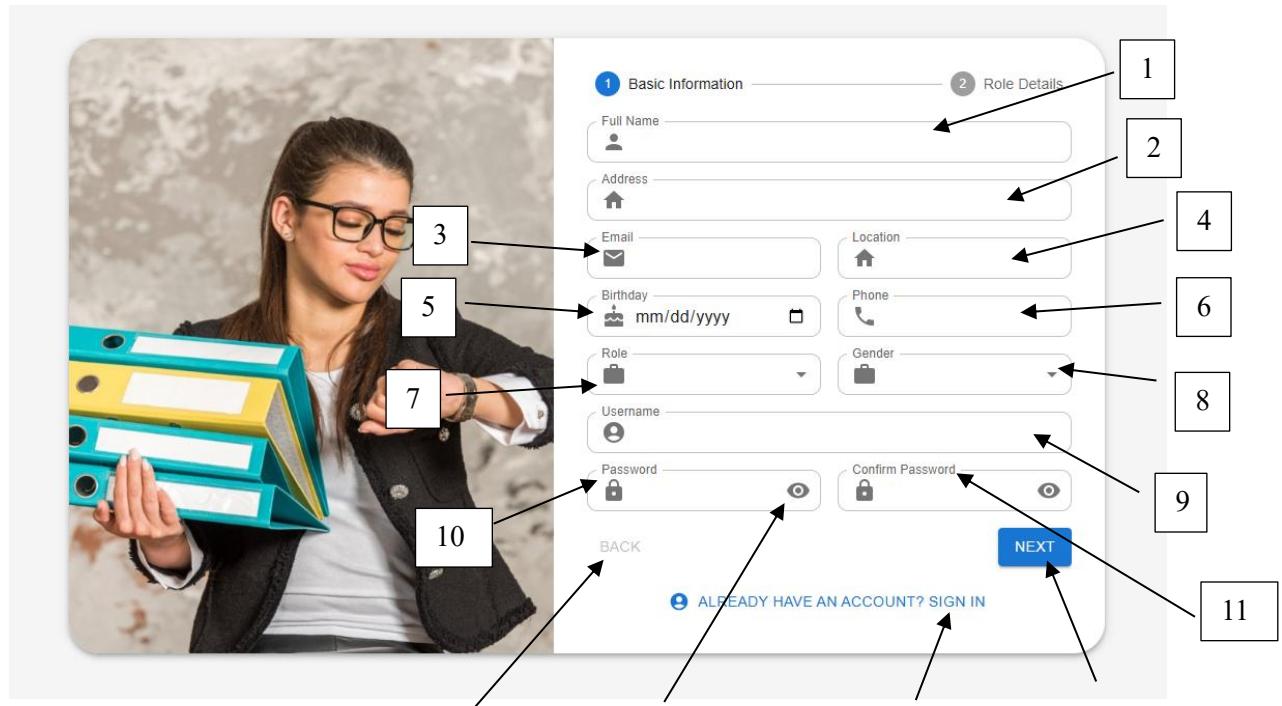


7. Enter your Email Address in the provided field.
8. Click the **Send OTP** button to get the one-time password code.
9. If you don't want to submit password recovery inquiry, Click the **Cancel** button.



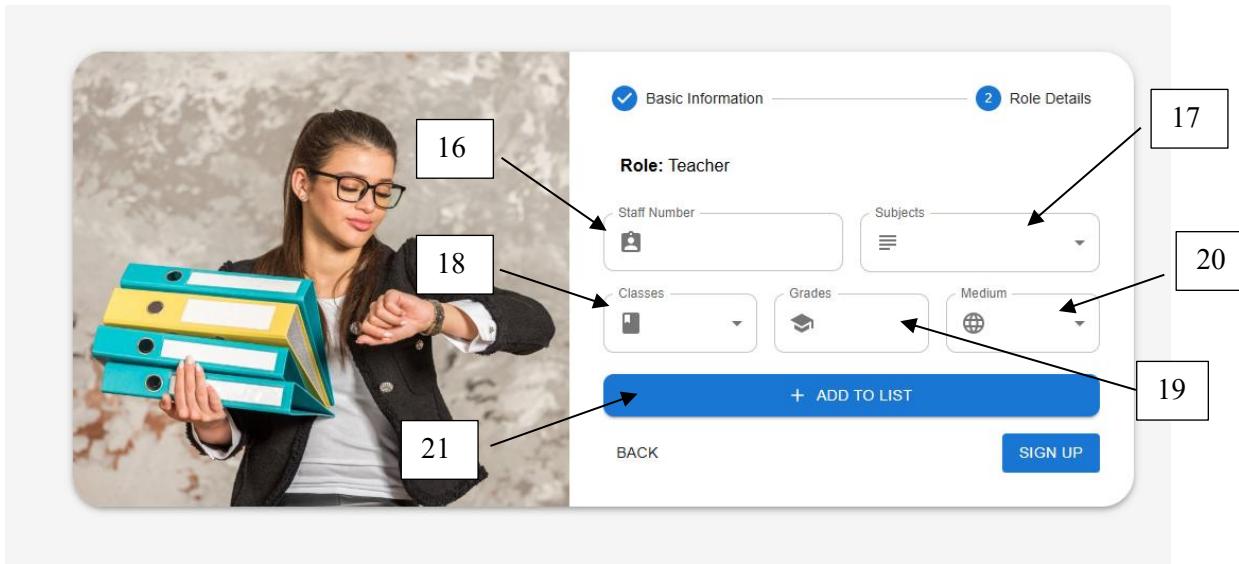
10. This One Time Password code has sent to your email. You have 3minutes to enter your OTP.
11. Once you added the OTP click on the "**Verify OTP**" button.
12. Otherwise, you can cancel this session.

2. Sign Up Page



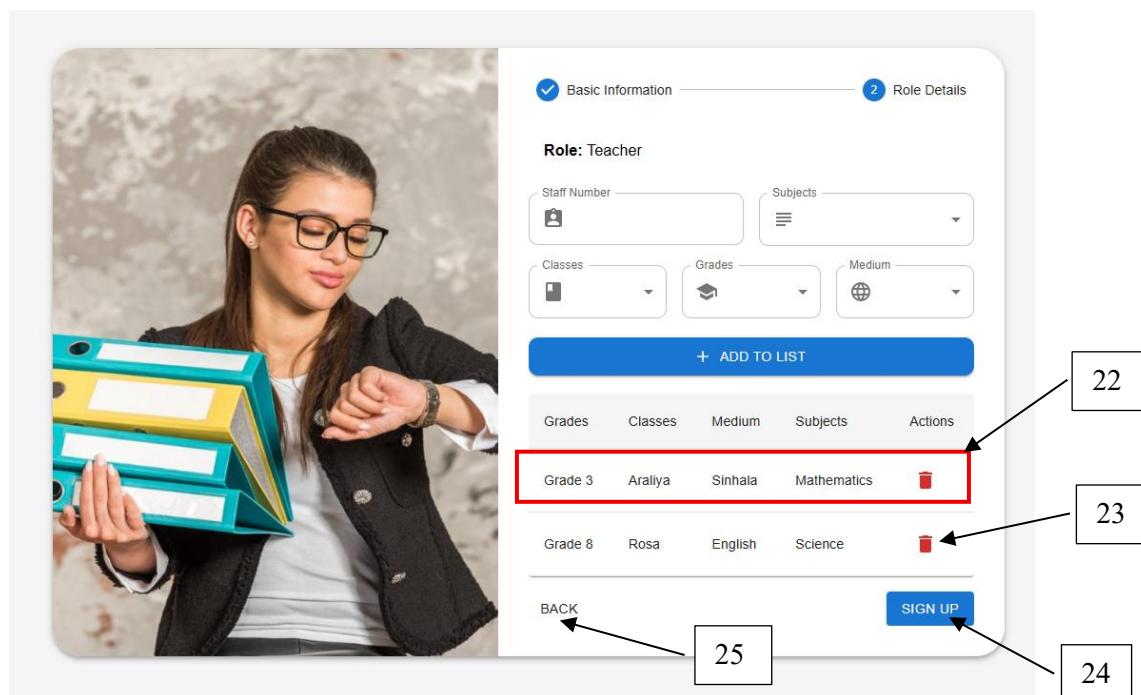
2.1 Fill Your Basic Details:

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.



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.



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' page with the following numbered callouts:

- 1**: UPLOAD EXCEL button
- 2**: DOWNLOAD TEMPLATE button
- 3**: Filter Student Data dropdown for Student Grade (Grade 8)
- 4**: Filter Student Data dropdown for Class (Araliya)
- 5**: Filter Student Data dropdown for Subject (Mathematics)
- 6**: Academic Year dropdown (2024)
- 7**: Exam dropdown (First Term)
- 8**: Month dropdown
- 9**: CLEAR FILTERS button
- 10**: Search Students input field (Search by name or admission number)
- 11**: Marks table row for Achala Perera with value 85 and grade A
- 12**: Marks table header row
- 13**: Marks table row for Bhanuka Silva with value AR/2023/002 and grade P
- 14**: MARKS MODIFIED message (1 marks modified)
- 15**: CLEAR CHANGES button
- 16**: Praveen teacher profile icon
- 17**: Bin icon (Delete)
- 18**: Edit icon
- 19**: CLEAR FILTERS button (repeated from callout 9)

Admission No	Student Name	Class	Subject	Term	Year	Marks (0-100)	Grade	Attendance
AR/2023/001	Achala Perera	Araliya	Mathematics	First	2024	85	A	P O A
AR/2023/002	Bhanuka Silva	Araliya	Mathematics	First	2024	AR/2023/002		P O A
AR/2023/015	Chamindini Fernando	Araliya	Mathematics	First	2024	AR/2023/015		P O A
AR/2023/010	Dinesh Ratnayake	Araliya	Mathematics	First	2024	AR/2023/010		P O A
AR/2023/022	Eshani Jayawardena	Araliya	Mathematics	First	2024	AR/2023/022		P O A

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**”.

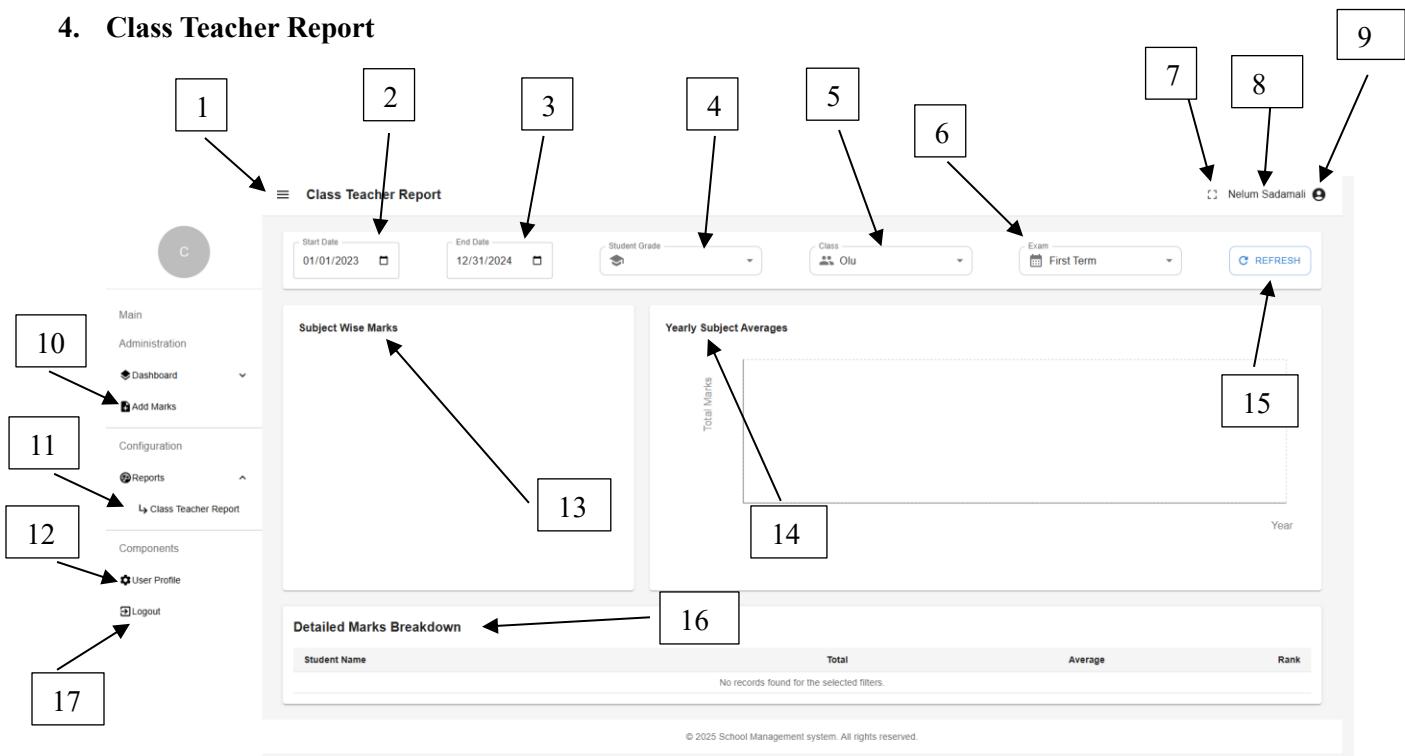
3.2 Students Marks

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.

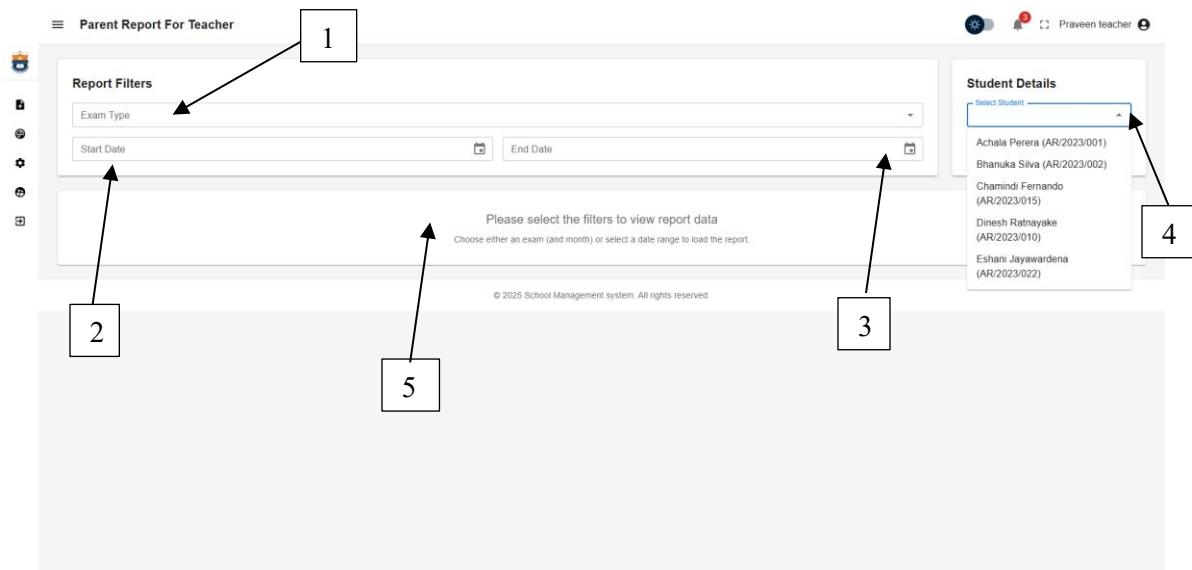
4. Class Teacher Report



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.

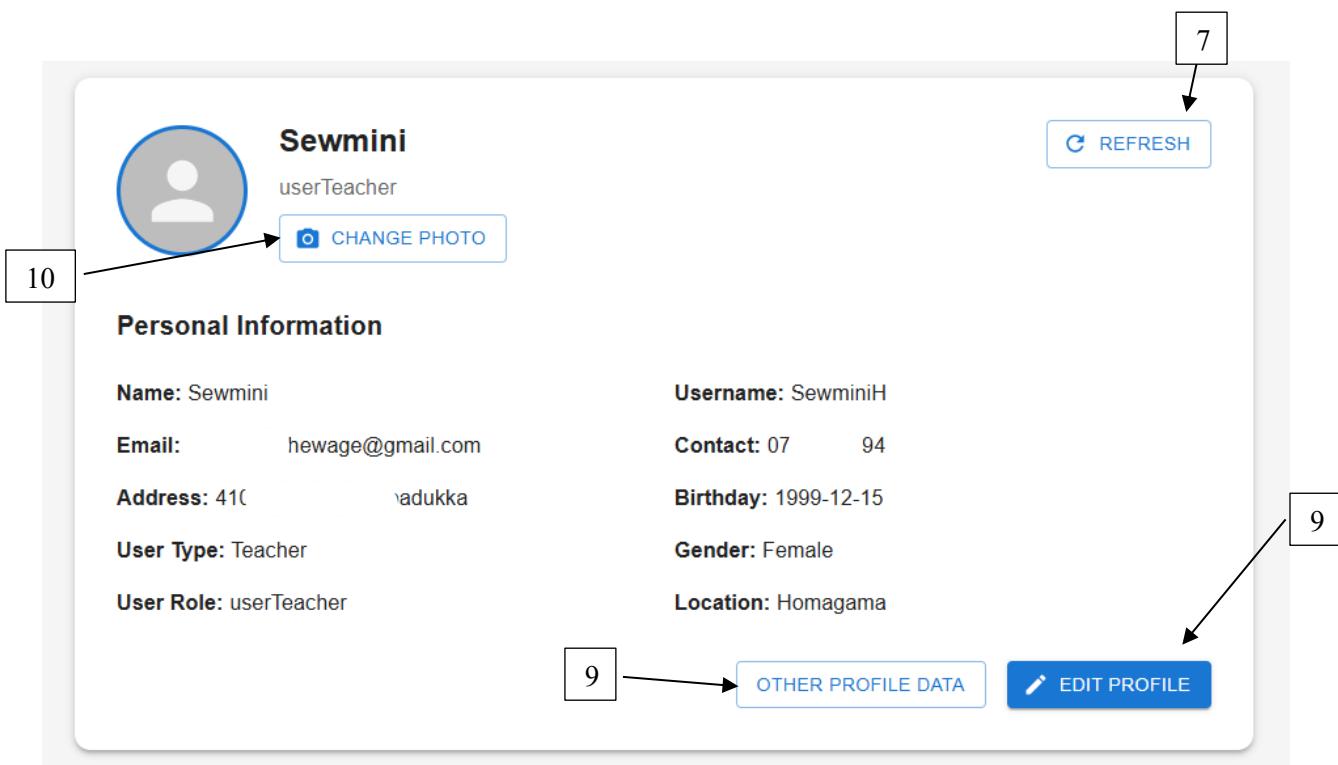
16. **Detailed Mark Breakdown:** It shows the class student's progress by total, average and rank.
17. **Logout:** If you want to logout, click on this button.

5. Parent Teacher Report



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 'Edit Profile Information' form with the following fields and controls:

- Name:** Sewmini (Field 1)
- Username:** SewminiH (Field 2)
- Email:** vage@gmail.com (Field 3)
- Contact:** 071... (Field 4)
- Address:** 410... (Field 5)
- Birthday:** 12/15/1999 (Field 6)
- Buttons:** CANCEL (Field 8) and SAVE CHANGES (Field 7)

Arrows point from each numbered callout box to its corresponding field or control on the form.

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

8. Other Profile Data

The screenshot shows the 'Other Profile Data' section with the following details:

Teacher Profile		
Mathematics Staff No: 78	Class: Araliya	Medium: Sinhala
Grade: Grade 3		
Science		
Staff No: 78	Class: Rosa	Medium: English
Grade: Grade 8		

Arrows point from each numbered callout box to its corresponding section or control:

- 1: Teacher Profile section
- 2: EDIT TEACHER button
- 3: EDIT button
- 4: CLOSE button

- 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

The screenshot shows a user interface titled "Help Page". On the left is a vertical navigation menu with the following items:

- Main
- Administration
 - Dashboard
 - Academic
- Configuration
- User Management
 - User Profile
 - Help
- Reports
- System Management
 - User Profile
 - Help
- Components
 - User Profile
 - Help
- Logout

A white rectangular box labeled "1" highlights the "Help" link under the "Components" section. A second white rectangular box labeled "2" highlights the "Teacher's Manual" section in the main content area. Two arrows point from these boxes to the right, indicating the focus of the numbered steps below.

System Manuals

Parent's Manual
Guide for parents on viewing reports and interacting with the system.
Sinhala ENGLISH

Student's Manual
Instructions for students on accessing lessons and checking homework.
Sinhala ENGLISH

Teacher's Manual
Detailed guide for teachers on grading, attendance, and content management.
Sinhala ENGLISH

- 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).