

# **Ekattor School Management System**

Complete management software for school

## **User manual**

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# ADMIN PANEL

## DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

Ekattor School Management System Pro

admin

Log Out

admin dashboard

Event Schedule

May 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

today

19 student  
Total students

5 teacher  
Total teachers

5 parent  
Total parents

13 attendance

## MANAGING STUDENTS

### Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

### Admit Bulk Students

- From navigation go to student > admit bulk student
- Download the blank Excel file
- Fill up the informations
- Select class
- Upload the filled up Excel file
- Save

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admin Log Out

### Add Bulk Student

**Student Bulk Add Form**

Select Excel File  no file selected

class

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## Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections.

Ekattor School Management System Pro

admin Log Out

### Student Information - class : One

All Students	Section A (Aven)	Section B (Boost)	Section C (Cool)		
10	per page	Excel	PDF	Print	Search:
roll	photo	name	address	email	options
1		Clara Hahn		student@example.com	Action ▾
2		Elizabeth Coleman	asdarf	myfopawar@gmail.com	Action ▾
3		Leandra Gross	Minima	kizitapit@gmail.com	Action ▾
4		Leroy Macias	Et ullam	supihulo@gmail.com	Action ▾
12		Jena Daniel	Quae	himebibob@hotmail.com	Action ▾

Showing 1 to 5 of 5 entries

## Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

Subject	Obtained marks	Highest mark	Grade	Comment
English	75	90	A-	
Maths	84	84	A	
Geography	86	86	A	
Science	60	100	C	

Total Marks : 305

GPA(grade point average) : 3

Obtained Mark vs Highest Mark

Close

## MANAGING TEACHERS

- From navigation go to teacher
- Here you can see the list of teachers of your school in a tabular form
  - To add a new teacher, click the top right button named add new teacher and fill up the informations and save
  - For editing or deleting a teacher information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting

## MANAGING PARENTS

- From navigation go to parents
- Here you can see the list of parents of the students of your school in a tabular form

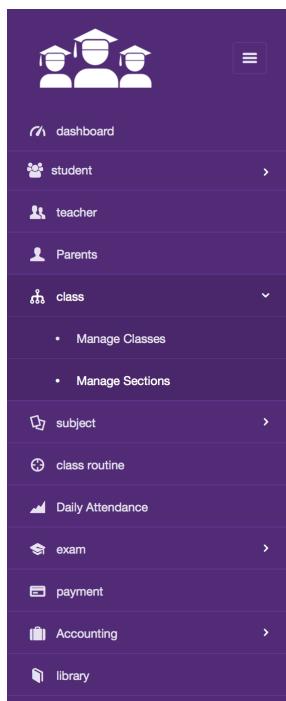
- To add a new parent, click the top right button named add new parent and fill up the informations and save
  - For editing or deleting a parent information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting

## MANAGING CLASSES

- From navigation go to class > manage classes
- Add new class and assign a teacher for each of them
- View the classes in a tabular form
- Edit and delete class informations

## MANAGING CLASS SECTIONS

- From navigation go to class > manage sections
- Add new class section for a class and assign a teacher for each of them
  - View the class sections in a tabular form class wise
  - Edit and delete class section informations



Ekattor School Management System Pro

admin Log Out

**Manage Sections**

**Add New Section**

#	Section Name	Nick Name	teacher	options
1	A	Aven	Brian Leon	Action ▾
2	B	Boost	Noel Wiggins	Action ▾
3	C	Cool	Brian Leon	Action ▾

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## MANAGING SUBJECTS

- From navigation go to subject
- If you have already added classes then under this you will see a list of the classes added. If you haven't created classes, please create class first
- Here you can see the subjects class wise
- Add or edit or delete subjects

## MANAGING CLASS ROUTINE

- From navigation go to class routine
- View all the class routines in accordion
- Add class routine
- Click on the subject name on routine to edit and delete

The screenshot shows the 'Ekattor School Management System Pro' dashboard. On the left, there is a sidebar with various menu items: dashboard, student, teacher, Parents, class, subject, class routine (which is highlighted), Daily Attendance, exam, payment, Accounting, library, transport, and dormitory. The main content area is titled 'manage class routine'. It shows a table for 'Class One' with subjects listed for each day of the week. The table has columns for days (Sunday through Saturday) and rows for subjects. The subjects listed are English (7-8), Maths (8-9), Geography (11-12) for Monday; Science (9-10) for Tuesday; and empty slots for Wednesday, Thursday, Friday, and Saturday. Below this, there are sections for 'Class Two', 'Class Three', and 'Class Four', each with a similar table structure.

## MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
  - To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance

- Put the status for all at once and click save changes

roll	name	status
1	Ciara Hahn	Absent
12	Jena Daniel	Present
2	Elizabeth Coleman	Absent
3	Leandra Gross	Present
4	Leroy Macias	Present

 A 'save changes' button is at the bottom right."/>

## MANAGING EXAMS

### Exam list

- From navigation, go to exam > exam list
- Add an exam for all
- Edit and delete exam

### Exam Grades

- From navigation go to exam > exam grades
- Add exam grades as per the requirements of your institution
- Edit or delete exam grades

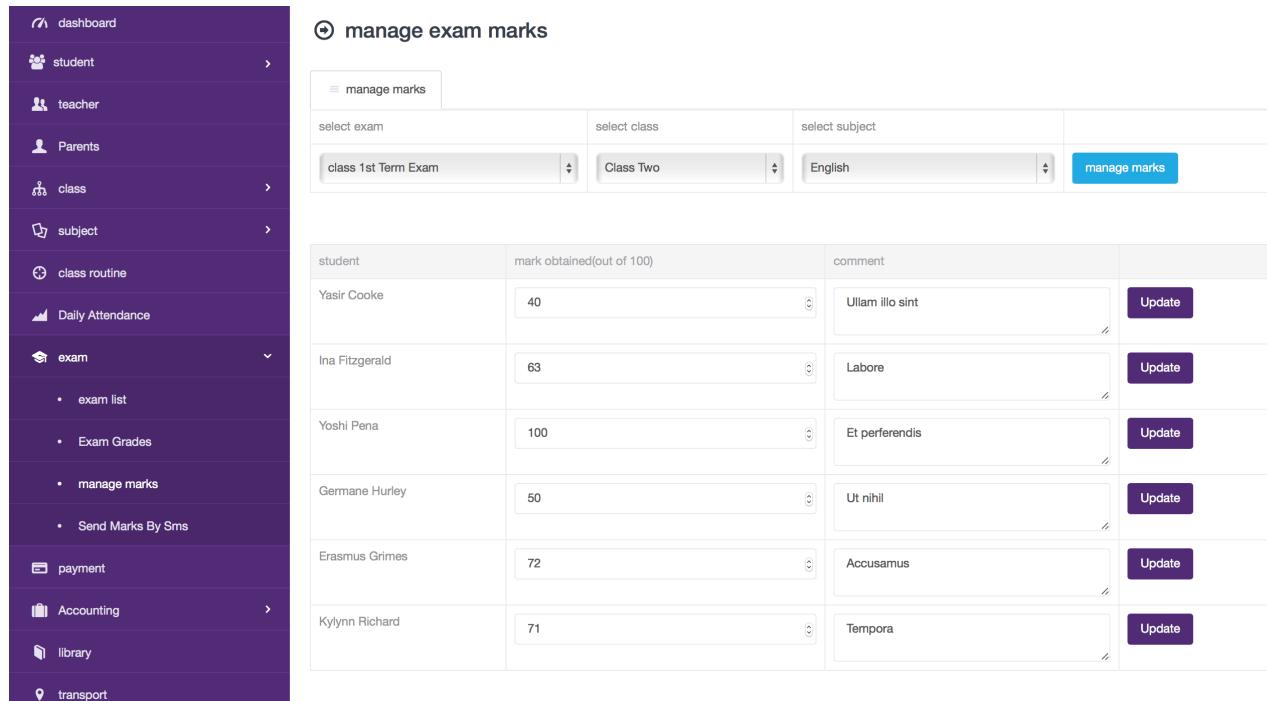
### Manage exam marks

- From navigation go to exam > manage marks
- Select exam, class and subject and click manage marks for changing or updating marks
  - That will bring up the form for updating the students marks for that particular subject
  - Enter the marks and click update

### Send exam marks by SMS

- From navigation go to exam > send mark by SMS
- Select exam and class and receiver (students/parents)
- Click the button named send mark via SMS

- That will send SMS with the marks for that exam you have selected if a SMS service is already activated

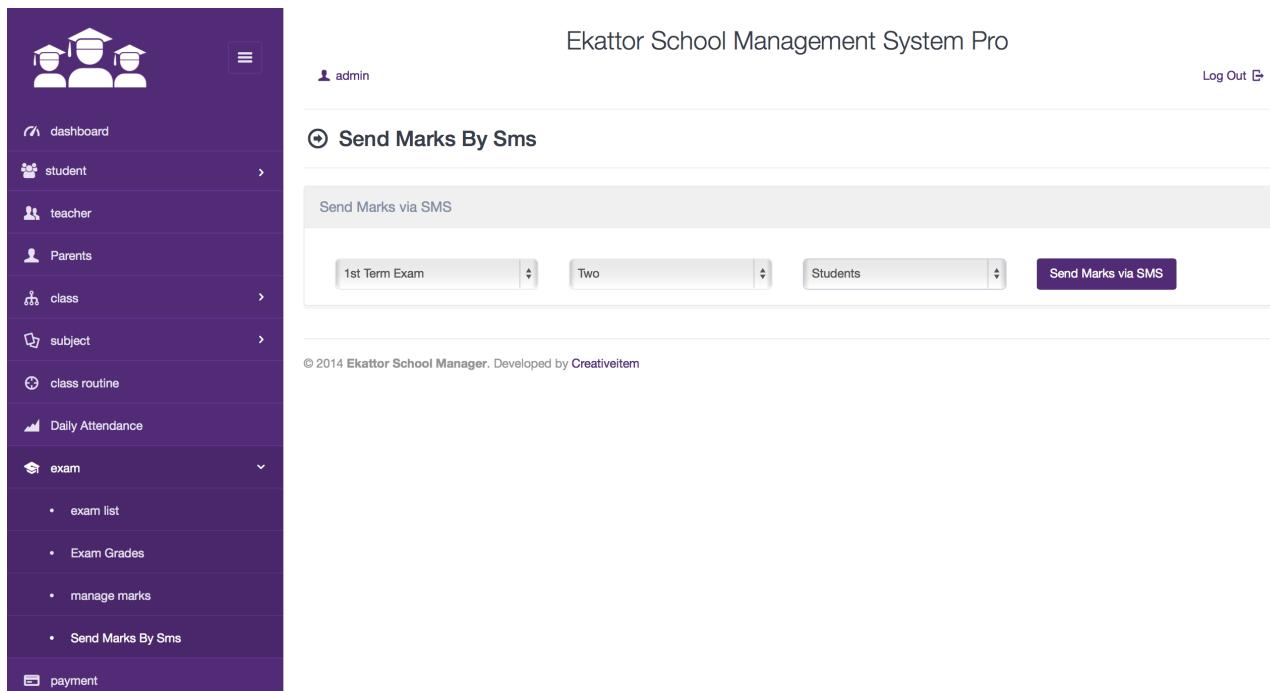


The screenshot shows the 'manage exam marks' section of the Ekattor School Management System Pro. On the left, there is a sidebar with various menu items: dashboard, student, teacher, Parents, class, subject, class routine, Daily Attendance, exam (with sub-options: exam list, Exam Grades, manage marks, Send Marks By Sms), payment, Accounting, library, and transport. The 'exam' menu is currently active.

The main area is titled 'manage exam marks' and contains a sub-section titled 'manage marks'. It has three dropdown menus: 'select exam' (set to 'class 1st Term Exam'), 'select class' (set to 'Class Two'), and 'select subject' (set to 'English'). A blue button labeled 'manage marks' is located to the right of these dropdowns.

Below this is a table with columns: 'student', 'mark obtained(out of 100)', and 'comment'. The table lists six students with their marks and comments:

student	mark obtained(out of 100)	comment	actions
Yasir Cooke	40	Ullam illo sint	<button>Update</button>
Ina Fitzgerald	63	Labore	<button>Update</button>
Yoshi Pena	100	Et perferendis	<button>Update</button>
Germane Hurley	50	Ut nihil	<button>Update</button>
Erasmus Grimes	72	Accusamus	<button>Update</button>
Kylynn Richard	71	Tempora	<button>Update</button>



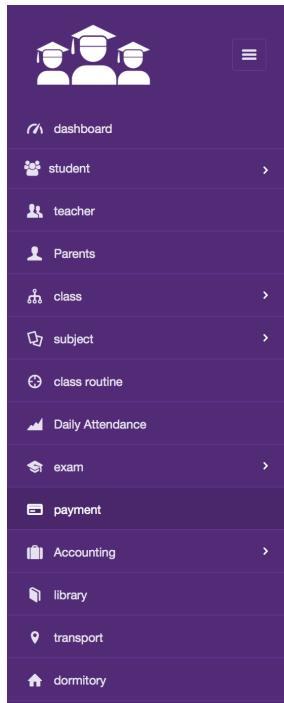
The screenshot shows the 'Send Marks By Sms' section of the Ekattor School Management System Pro. The layout is similar to the previous screenshot, with the same sidebar and header.

The main area is titled 'Send Marks By Sms' and contains a sub-section titled 'Send Marks via SMS'. It has three dropdown menus: '1st Term Exam', 'Two', and 'Students'. A blue button labeled 'Send Marks via SMS' is located to the right of these dropdowns.

At the bottom of the page, there is a copyright notice: '© 2014 Ekattor School Manager. Developed by Creativeitem'.

# MANAGING PAYMENTS

- From navigation go to payment
- Add invoice and take manual payment multiple time under the same invoice
  - If a payment is due, then an option will be there for taking the payment in the action button of the table that contains the list of all the invoices with the basic informations
  - Edit or delete invoice



Ekattor School Management System Pro

admin Log Out

### manage invoice/payment

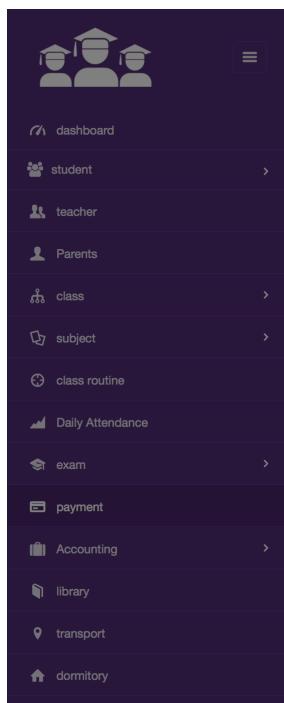
invoice/payment list add invoice/payment

10 per page Search:

student	title	Total	paid	status	date	options
Ciara Hahn	1st Term Fee	1200	1000	unpaid	13 May,2015	Action ▾
Jena Daniel	2nd Term	1234	1232	unpaid	14 May,2015	Action ▾
Leandra Gross	1st Term	345	234	unpaid	18 May,2015	Action ▾
Tana Holden	3rd Term	4567	4567	paid	19 May,2015	Action ▾

Showing 1 to 4 of 4 entries

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Ekattor School Management System Pro

Log Out

Payment History

#	amount	Method	date
1	0	Cash	13 May,2015
2	1000	Check	20 May,2015

Take Payment

Total Amount 1200

Amount Paid 1000

Due 200

payment Enter Payment Amount

Close

## **ACCOUNTING**

### Incomes

- From navigation, go to accounting > incomes
- Here you can see all the incomes for your school that means students fees in a tabular form with their payment time and amount

### Expenses

- From navigation, go to accounting > expenses
- Add expenses for the school
- Edit or delete them

### Expense category

- From navigation, go to accounting > expense category
- Add expense category
- Edit or delete them

## **MANAGING BOOKS**

- From navigation go to library
- Add books
- Edit or delete them

## **MANAGING TRANSPORTS**

- From navigation go to transport
- Add transport informations
- Edit or delete them

## **MANAGING DORMITORY**

- From navigation go to dormitory
- Add / edit / delete them

## **NOTICEBOARD**

- From navigation go to noticeboard
- Add / edit / delete them

- For sending the notice to all as SMS, select yes while creating the notice
- This will send SMS to all users about that notice

## PRIVATE MESSAGING

- From navigation go to message
- Admin can send message to all users
- For sending a message, select user and type the message and click send
- You can also see all the messages sent to you or sent from you

Ekattor School Management System Pro

admin Log Out

Private Messaging

New Message

Mr. Admin

Ezekiel Jennings student

Jena Daniel student

Basil McDowell teacher

Curran McKee parent

Daniel Lambert parent

Ciara Hahn student

Need to talk

Yes sir

Reply Message

Send

## SYSTEM SETTINGS

- From navigation go to settings > general settings
- You can change basic system settings here and also can select language
- You can also upload logo from here

## THEME SETTINGS

- From navigation go to settings > general settings
- On the right of the page there is a panel named theme settings

- You will find several skin options for your application
- Select your desired one to make changes

The screenshot shows the Ekattor School Management System Pro dashboard. On the left, there is a sidebar with various navigation options: dashboard, student, teacher, Parents, class, subject, class routine, Daily Attendance, exam, payment, Accounting, library, transport, and dormitory. The main content area is titled "Ekattor School Management System Pro" and shows the "system settings" page. It includes fields for system name (Ekattor School Management System Pro), system title (Ekattor School), address (Dhaka, Bangladesh), phone (+8012654159), paypal email (payment@school.com), currency (usd), system email (school@ekattor.com), language (english), and Text Align (left-to-right). A "save" button is at the bottom. To the right, there is a "Theme Settings" section displaying eight different theme preview cards. Below them is a button labeled "Select A Theme To Make Changes". At the bottom, there is a "Upload Logo" section with a placeholder for a logo image.

## SMS SETTINGS

- From navigation go to settings > sms settings
- Here you will find 2 SMS services, one is Clickatell and another is Twilio
  - You have to activate a service first
  - Then put the necessary informations for a service
  - Visit <https://www.twilio.com/user/account/settings/international/sms>

The screenshot shows the Ekattor School Management System Pro dashboard. The sidebar on the left is identical to the previous screenshot. The main content area is titled "Ekattor School Management System Pro" and shows the "Sms Settings" page. It features a dropdown menu to "Select A SMS Service" with two options: "Clickatell Settings" and "Twilio Settings". For "Clickatell Settings", there are fields for Clickatell Username, Clickatell Password, and Clickatell Api Id. A "save" button is located at the bottom. At the very bottom of the page, there is a footer note: "© 2014 Ekattor School Manager. Developed by Creativeitem".

## LANGUAGE SETTINGS

- From navigation go to settings > language settings
- Change phrase or add new phrase for a particular language
- Add new language

The screenshot shows the Ekattor School Management System Pro interface. On the left is a purple sidebar menu with icons and labels for dashboard, student, teacher, Parents, Class, Subject, Class Routine, Daily Attendance, Exam, Payment, Accounting, Library, Transport, and Dormitory. The main area has a white header with the system name and a log out link. Below the header is a sub-header 'manage language' with buttons for 'edit phrase', 'Language List', 'add phrase', and 'add language'. The main content area displays a grid of language phrases with input fields for editing. The grid contains 16 items arranged in four rows and four columns:

login	account_type	admin	teacher
student	parent	email	password
forgot_password ?	reset_password	reset	admin_dashboard
account	profile	change_password	logout

## ACCOUNT SETTINGS

- From navigation go to account
- Change basic account informations
- Update your password
- Change profile image

# TEACHER PANEL

## DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

## MANAGING STUDENTS

### Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

### Student Information

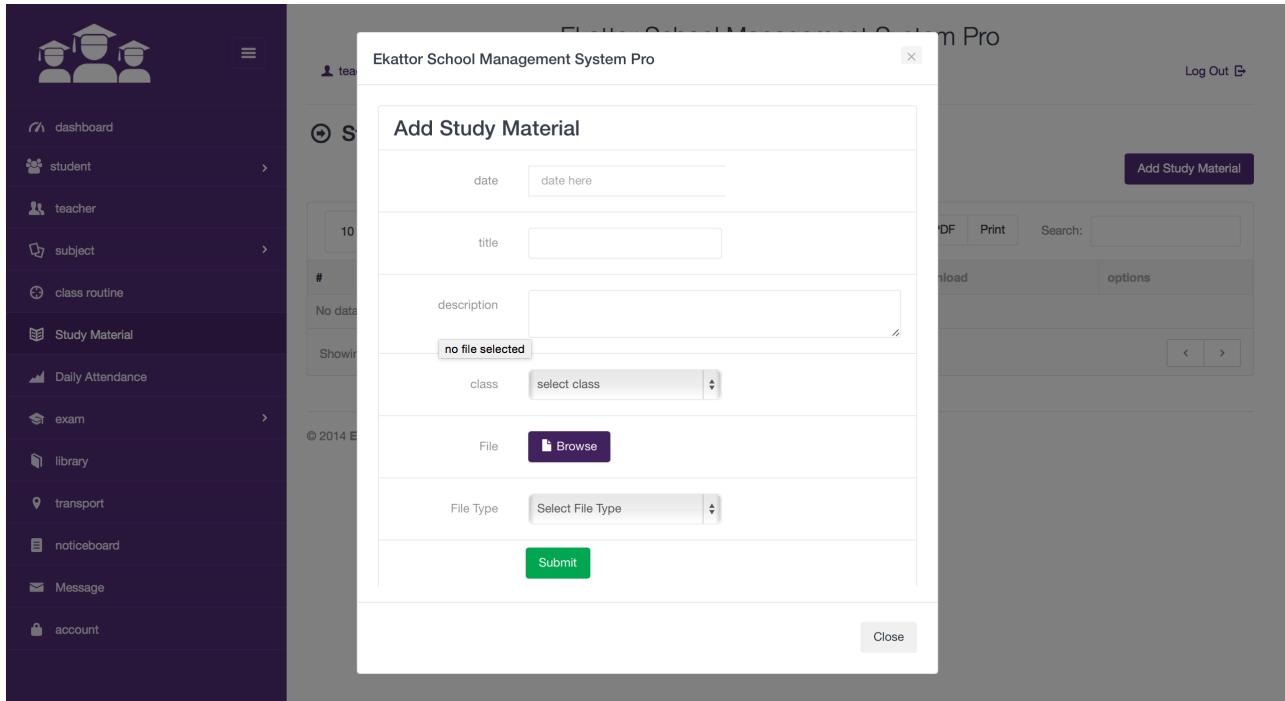
- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections.

### Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

## STUDY MATERIALS

- From navigation go to study material
- See the study materials uploaded
- Add new study material
- Edit / Delete them



## MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
  - To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
  - Put the status for all at once and click save changes

# **STUDENT PANEL**

## **DASHBOARD**

Total number of students, teachers, parents and attendance of students for that day at a glance.

Dashboard also holds a calendar for showing events.

## **CLASS ROUTINE**

- From navigation go to class routine
- View the class routine of the logged in student

## **EXAM MARKS**

- From navigation go to exam > manage marks
- Select exam and subject
- See the mark for the selected exam in the selected subject

## **STUDY MATERIALS**

- From navigation go to study materials
- See all the uploaded study materials for your class
- Download the material

## PAYMENT / PAY WITH PAYPAL

- From navigation go to payment
- See the list of invoices
- Pay online with paypal for the unpaid invoices

The screenshot shows the Ekattor School Management System Pro interface. On the left is a dark sidebar with icons for dashboard, teacher, subject, class routine, Study Material, exam, payment (selected), library, transport, noticeboard, Message, and account. The main area has a header "Ekattor School Management System Pro" and a "student" user icon. Below the header is a sub-header "manage invoice/payment". A sub-menu "invoice/payment list" is open, showing a table with one entry:

student	title	description	amount	status	date	options
Clara Hahn	1st Term Fee	Exam Fees	1200	unpaid	13 May,2015	<a href="#">Pay with paypal</a>

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the main area, there is a footer with the text "© 2014 Ekattor School Manager. Developed by Creativeitem".

## COMMUNICATE WITH TEACHERS / ADMIN

- From navigation go to message
- Send new message to teachers and admin
- Get the sent messages to you

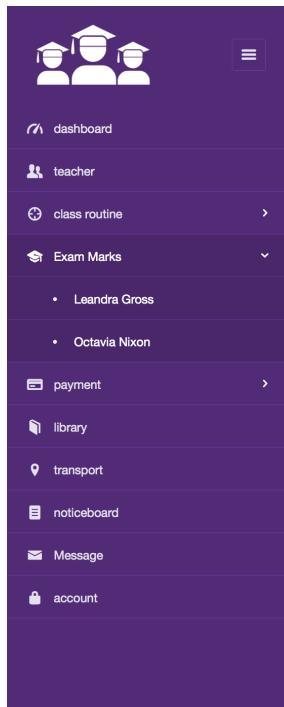
# PARENT PANEL

## DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.  
Dashboard also holds a calendar for showing events.

## CHILDREN MARKS

- From navigation go to exam marks
- See the marks of your children individually
- One parent can have multiple children



Ekattor School Management System Pro				
parent				
manage marks				
1st Term Exam ( 05/06/2015 )	class	subject	Total Mark	mark obtained
2nd Term Exam ( 05/13/2015 )	One	English	100	60
3rd Term exam ( 05/20/2015 )	One	Maths	100	32
	One	Geography	100	34
	One	Science	100	5

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## PAYMENTS

- From navigation go to exam > payment
- View the invoices of your children individually
- Make payment via Paypal online

The screenshot shows the Ekattor School Management System Pro interface. On the left is a purple sidebar menu with icons for dashboard, teacher, class routine, Exam Marks, payment, library, transport, noticeboard, message, and account. The 'payment' section is expanded, showing two entries: 'Leandra Gross' and 'Octavia Nixon'. The main content area has a white background with a header 'Ekattor School Management System Pro' and a 'parent' user icon. Below the header is a sub-header 'manage invoice/payment'. A search bar at the top right contains the placeholder 'Search:'. Below the search bar is a table titled 'invoice/payment list' with columns: student, title, description, amount, status, date, and options. One entry is listed: 'Leandra Gross' for '1st Term' with 'Exam Fees' amount '345', status 'unpaid', and date '18 May,2015'. A blue button labeled 'Pay with paypal' is located in the 'options' column. At the bottom of the table is a message 'Showing 1 to 1 of 1 entries'. The footer of the page includes the copyright notice '© 2014 Ekattor School Manager. Developed by Creativeitem'.

## CLASS ROUTINE

- From navigation go to class routine
- Get the class routine for each of your child separately

The screenshot shows the Ekattor School Management System Pro interface. The sidebar menu is identical to the previous screenshot, with the 'class routine' section expanded to show 'Leandra Gross' and 'Octavia Nixon'. The main content area shows the 'manage class routine' page. The header includes 'Ekattor School Management System Pro', a 'parent' user icon, and a 'Log Out' link. The sub-header is 'manage class routine'. Below the sub-header is a table titled 'class routine list' with a header row 'Class 1'. The table has days of the week as rows: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. The 'MONDAY' row contains three boxes: 'English (7-8)', 'Maths (8-9)', and 'Geography (11-12)'. The 'TUESDAY' row contains one box: 'Science (9-10)'. The other days of the week have empty table cells. The footer of the page includes the copyright notice '© 2014 Ekattor School Manager. Developed by Creativeitem'.

## **MESSAGING**

- From navigation go to message
- Send messages to teachers and admin
- Get the messages sent to you.