StudentTracker NITT - User Manual

1. Introduction

Welcome to the StudentTracker System User Manual. This manual provides comprehensive guidance on using the attendance management application effectively. It is intended for administrators, teachers, class representatives (CR), and students who interact with the system.

2. Getting Started

System Overview

The Attendance Management System is a web-based application designed to streamline attendance tracking for educational institutions. It offers features such as user management, attendance recording, and reporting.

System Requirements

To use the application, ensure that you have:
- An Android mobile device
- Internet access

Installation

The application can be installed from the Play Store/App Store after it has been deployed.

3. User Roles and Permissions

Admin
Responsibilities: Manage users, attendance records, and system settings.
Permissions: Add/remove users, create attendance records, change passwords.

Teacher
Responsibilities: Take attendance for assigned classes, view attendance records.
Permissions: Take attendance, view attendance records.

Class Representative (CR)
Responsibilities: Take attendance for assigned class, view attendance records.
Permissions: Take attendance, view attendance records.

Student
Responsibilities: View attendance for enrolled classes, change password, upload resources/docs.
Permissions: View attendance, change password, upload resources/docs.

4. User Interface Overview

Navigation
Click on buttons and links to perform specific actions.

Menus and Buttons

Each menu option corresponds to a specific feature or function. Buttons are labeled with descriptive text indicating their purpose.

Icons and Symbols

Icons and symbols are used throughout the application to represent various actions or statuses.

5. Features and Functionality

Admin Functions

User Management: Add, remove, or modify student/teacher accounts.
Attendance Management: Create, update, or delete attendance records.
Password Management: Change passwords for user accounts.

Teacher/CR Functions

Attendance Taking: Record attendance for assigned classes.
Attendance Viewing: Access attendance records for respective classes.

Student Functions

Attendance Viewing: View attendance records for enrolled classes.
Password Change: Update password for user account.
Resource Upload: Upload resources/documents if necessary.

6. Workflow Examples

Common Scenarios

Taking Attendance:

Login as a Teacher/CR.

Navigate to the "Take Attendance" section.

Select the class and date.

Mark attendance for each student.

Save the attendance record.

Viewing Attendance:

Go to the "View Attendance" section.

Select the desired class and date.

View the attendance record.

7. Troubleshooting and FAQs

Common Issues

If you encounter login issues, ensure that you are using the correct username and password.

For technical difficulties, try refreshing the page or clearing your browser cache.

FAQs

Q. *How often should attendance be recorded?*

Ans: Attendance should be recorded daily for each class session.

Q. *Can I change my password?*

Ans. Yes, you can change your password under the "Change Password" section.

8. Security and Data Privacy

User Authentication
User accounts are protected by secure login credentials (username/password).
Access to sensitive data is restricted based on user roles and permissions.

Data Protection
User data is encrypted and stored securely in the system's database.
Measures are in place to prevent unauthorized access or data breaches.