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# SAMS

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SCHOOL ATTENDANCE MANAGEMENT SYSTEM



USER GUIDE  
WEB APPLICATION  
GROUP 17

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# PREFACE

## PURPOSE OF THE MANUAL

The purpose of this manual is to provide comprehensive instructions and guidance to users of the School Attendance Management System. It aims to assist users in understanding the functionalities and features of the system, as well as how to navigate through the system and perform various tasks efficiently.

By following this user manual, users will be able to make the most effective use of the School Attendance Management System, ensuring accurate attendance tracking, streamlined communication, and efficient management of students and teachers within the school environment.

# TARGET AUDIENCE

1. AUTHORITATIVE OFFICER
2. ADMINISTRATOR
3. TEACHER
4. PARENT / GUARDIAN

# GENERAL INFORMATION

## INFORMATION

This application provides a centralized platform where administrators, teachers, authoritative officers, and parents/guardians can manage attendance-related tasks and access attendance information. It offers various features and functionalities to enhance the efficiency and accuracy of attendance management, communication, and reporting.

- The system allows administrators to create and manage user accounts for teachers.
- Each user is assigned specific roles and permissions, defining their access and capabilities within the system.
- Teachers can mark attendance electronically. The system records attendance data in real-time, eliminating the need for manual data entry.
- The system facilitates communication between teachers and parents/guardians through features like messaging systems and email notifications. This improves communication and keeps all stakeholders informed about attendance-related matters.
- The system generates attendance reports, providing comprehensive insights into teacher attendance statistics, class-wise attendance comparisons, and other relevant data. These reports assist administrators and teachers in monitoring attendance trends and identifying areas that require attention.

# USER ACCESS

## USER ROLES

### ADMINISTRATOR

1. Creates a number of classes and assigns class teachers annually.
2. Manages the student details.
3. After the Teacher assigning students to the list, it should be approved by the administrator.

### TEACHER

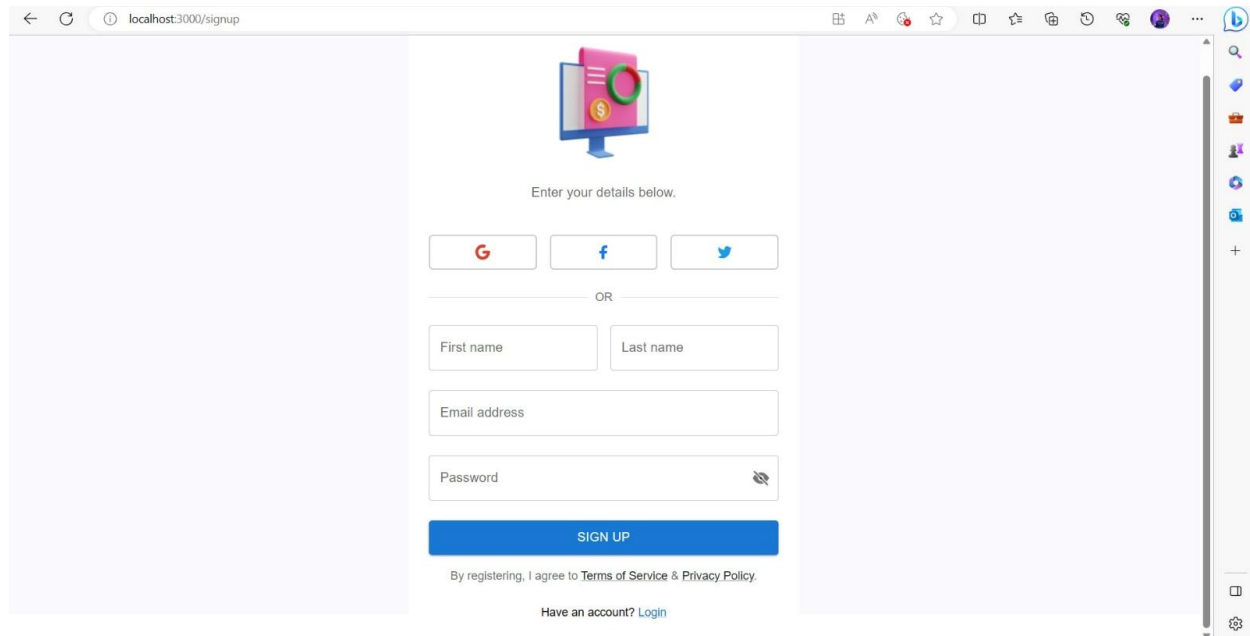
1. When a new student joins the school, the administrator enters his or her details to the system-**Add New student**.  
If a student leaves the school, the student's state will be changed – **Delete Student (AFTER THE APPROVAL OF ADMINISTRATOR)**
2. The class teacher marks attendance of each student daily.
3. Send mail to parents and guardians.
4. Receive note from parents and guardians.

### AUTHORITATIVE OFFICER

1. View the attendee count.
2. Check the absentee count.
3. Respective details of a selected date in different ways.(class wise, grade wise, section wise)

# GETTING STARTED

## SIGNUP PAGE



localhost:3000/signup

Enter your details below.

[G](#) [f](#) [t](#)

OR

First name Last name

Email address

Password

**SIGN UP**

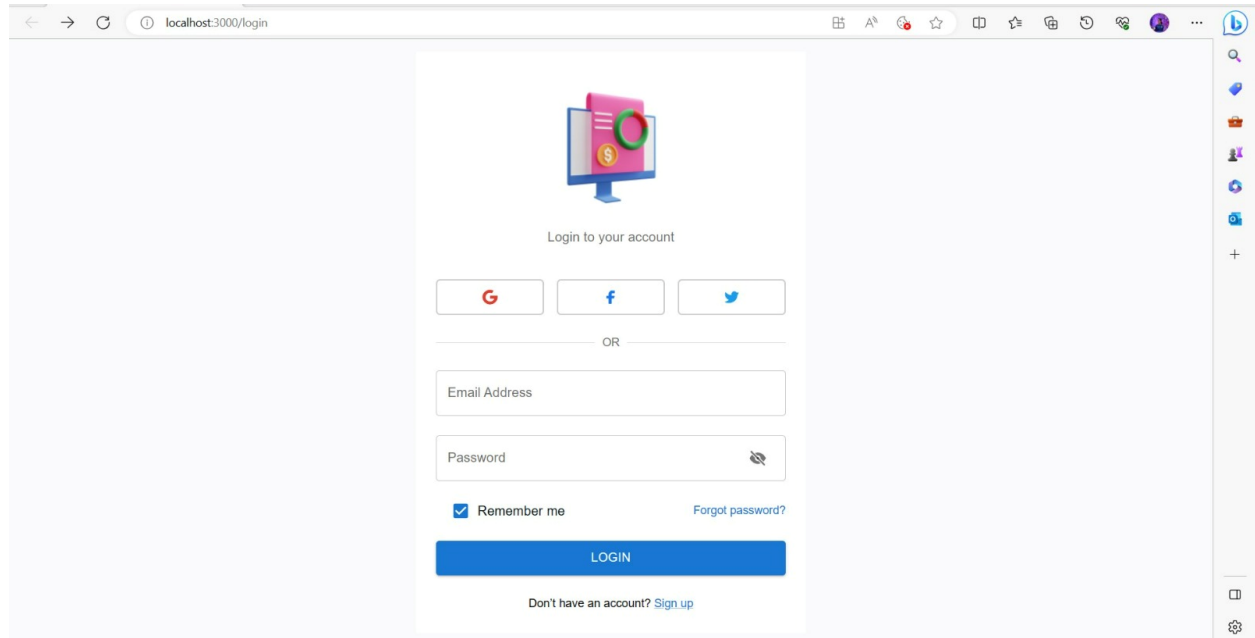
By registering, I agree to [Terms of Service](#) & [Privacy Policy](#).

Have an account? [Login](#)

If you don't have an account, sign up to create one.

Enter the required details to sign up. Then, you can login to the page.

# LOGIN PAGE



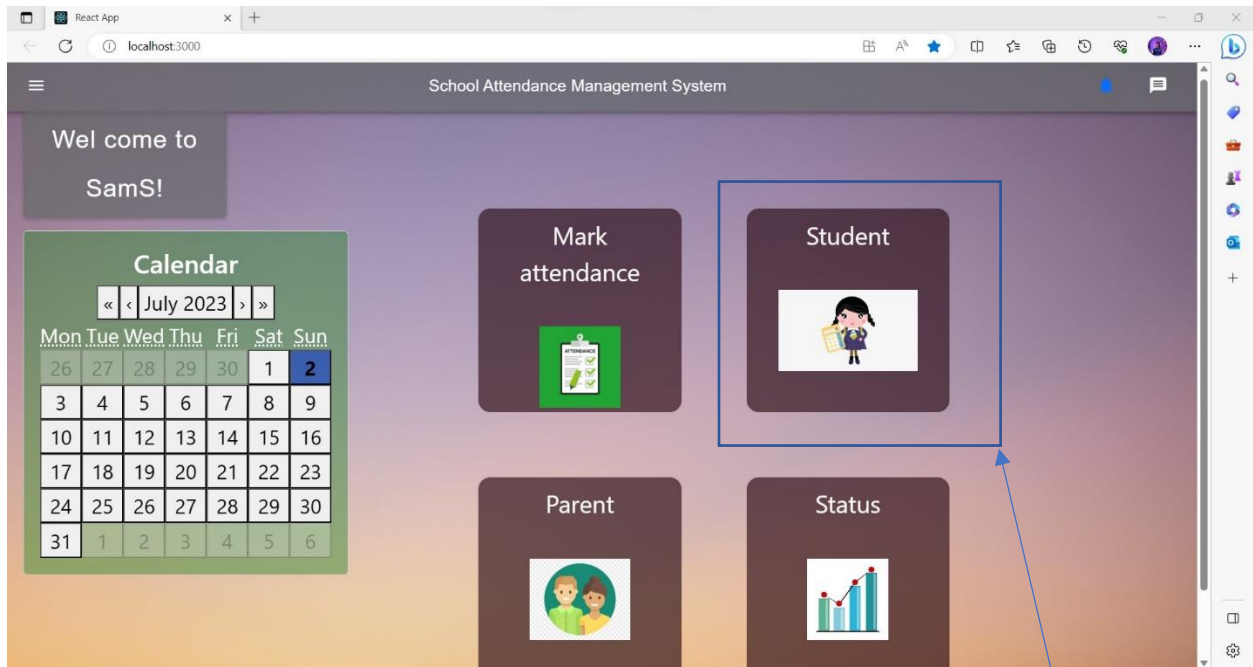
Enter the Email address and relevant Password in order to log in to the relevant page.

If you are a teacher, you will be directed to the Teacher page and if you are an authoritative officer, you will be directed to the Authority page.

The teacher page and the authoritative page is explained below with its corresponding features and functionalities.



# TEACHER PAGE

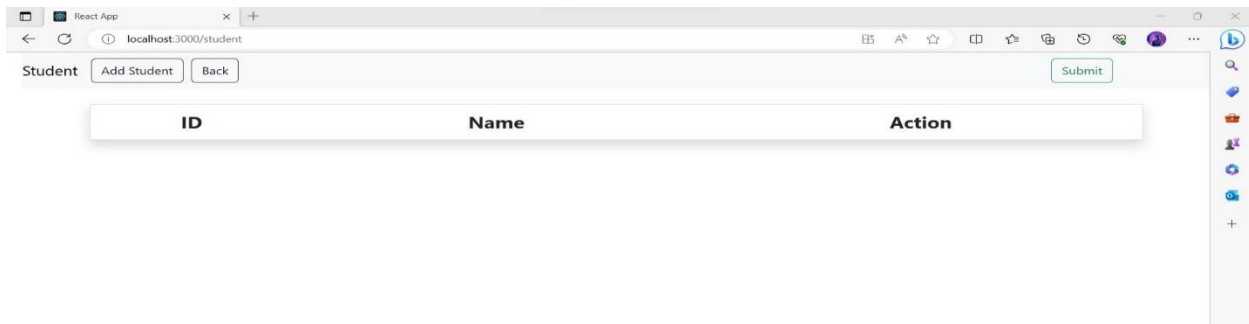


This is our teacher's home page.

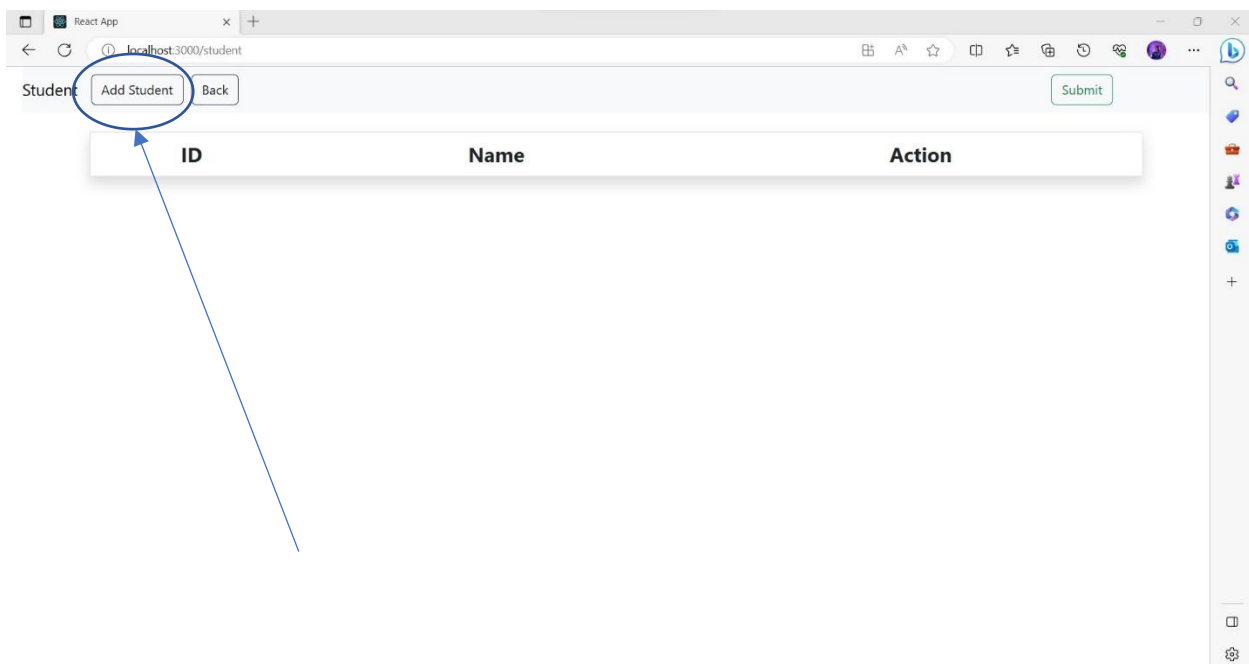
## **STUDENT**

When the student button is clicked, the teacher is directed to the student page.

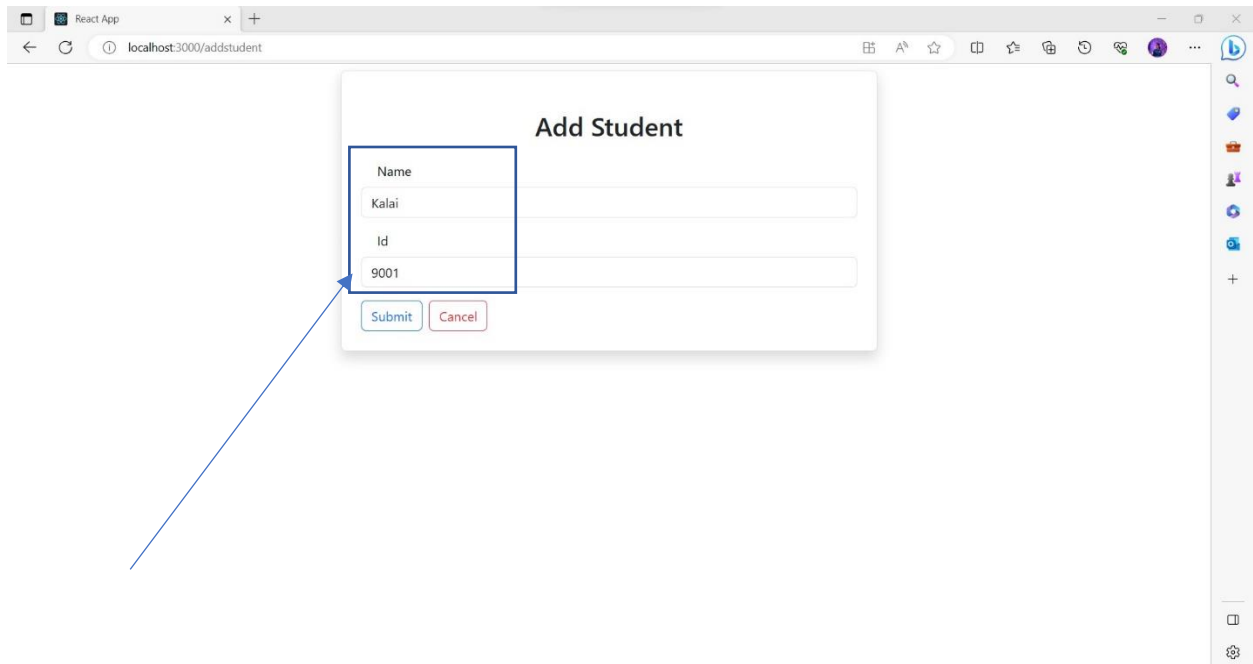
The figure below shows how it looks before the student is added to the class.



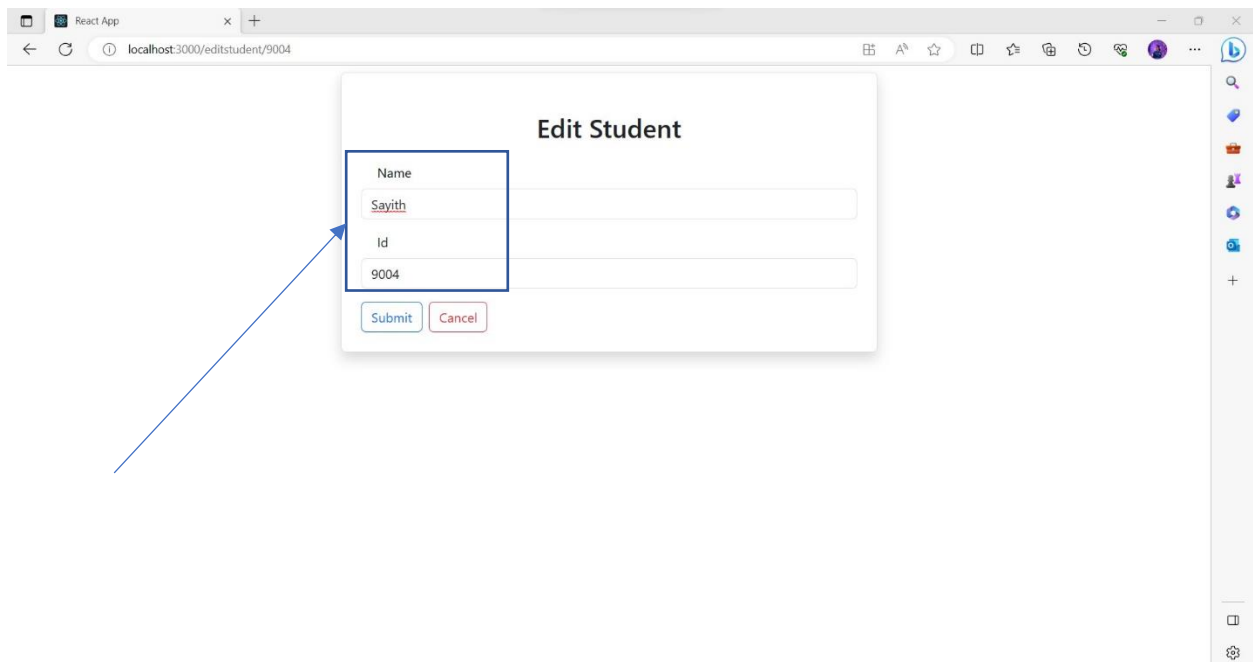
Then, to add a student click on the button “Add Student”.



Next, the form will appear, and you are required to fill it with the corresponding details.



After the details are added, if the teacher wants to edit the details, he/she can do it by clicking the “Edit” button.

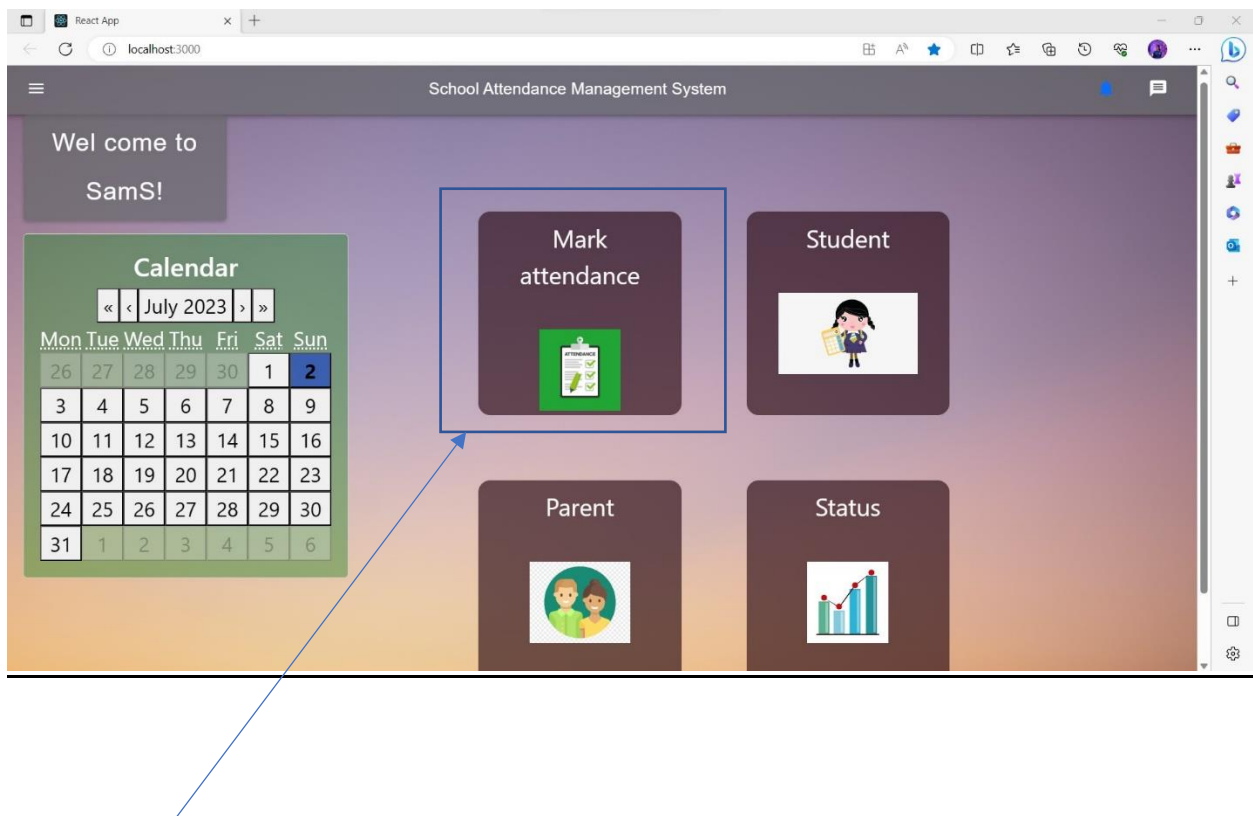


If the teacher has to remove a student from the class, he/she has to click on the “Remove” button.

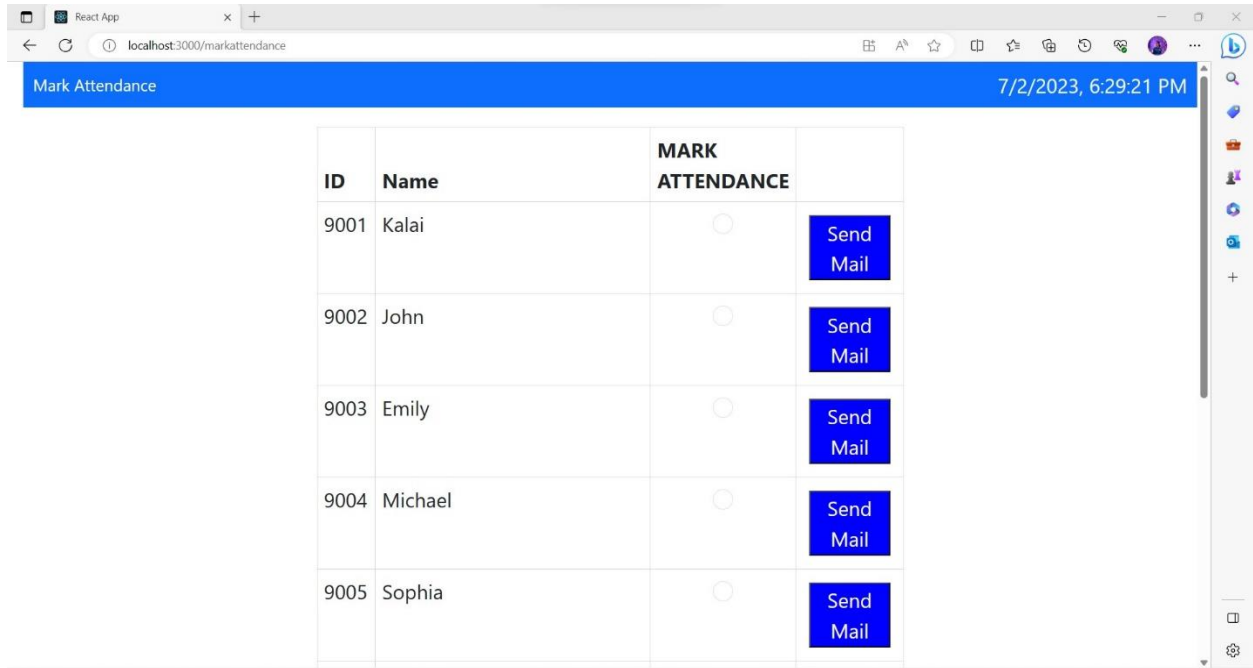
The teacher now can finalize the list of the class and “Submit” to get the approval from the Administrator.

Then, click on the back page to return to the Teacher home page.

## **MARK ATTENDANCE**



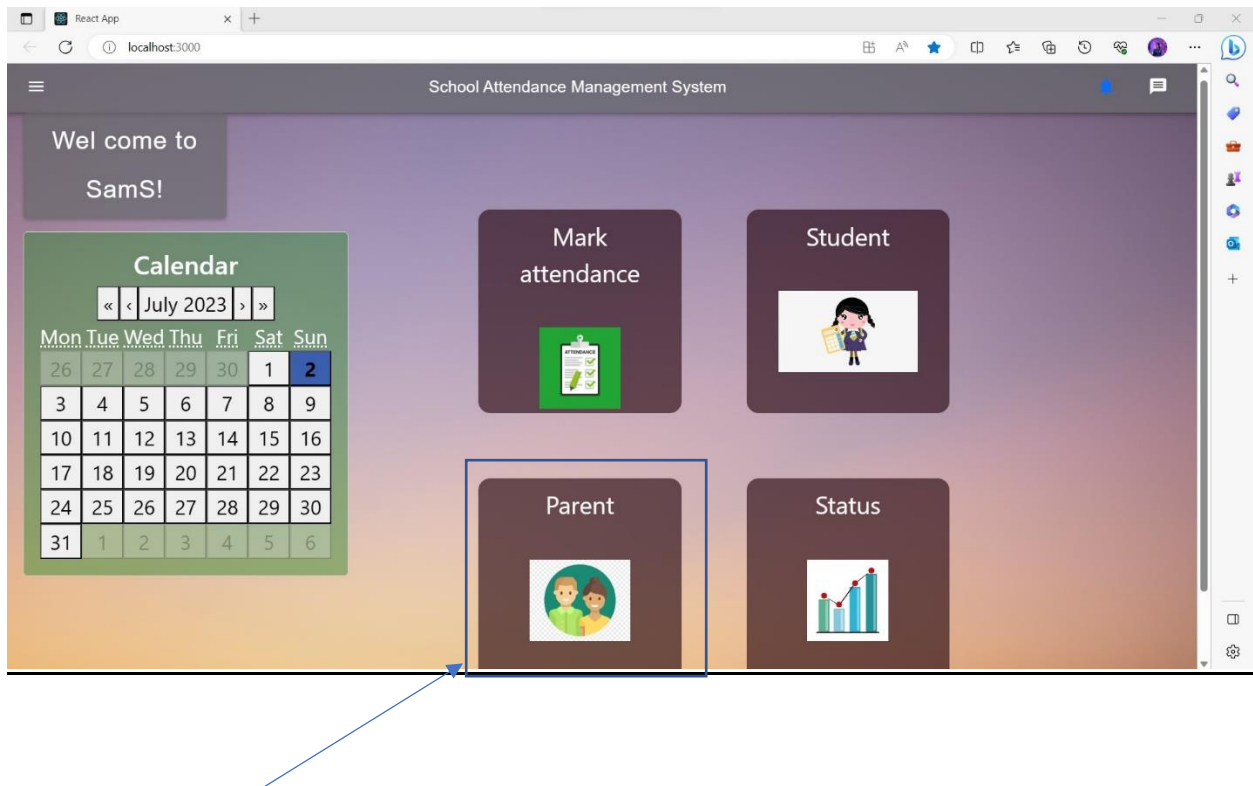
When the mark attendance button is clicked, it will be directed to the class page containing the names of the students who belong to that particular class.



This is the corresponding page. Here, the teacher can mark the attendance. After each time the attendance has been marked, the teacher has to click on the “Send Mail” button in order to notify the parents. When a student is absent the teacher should not click on the radio button, he/she should just click on the “Send Mail” button instead in order to notify the parents.

When the “Send Mail” button is clicked the button will change its color from blue to white indicating that the mail has been sent successfully. This will prevent the teacher from sending mail multiple times for a particular student’s parent or guardian.

## View Parent



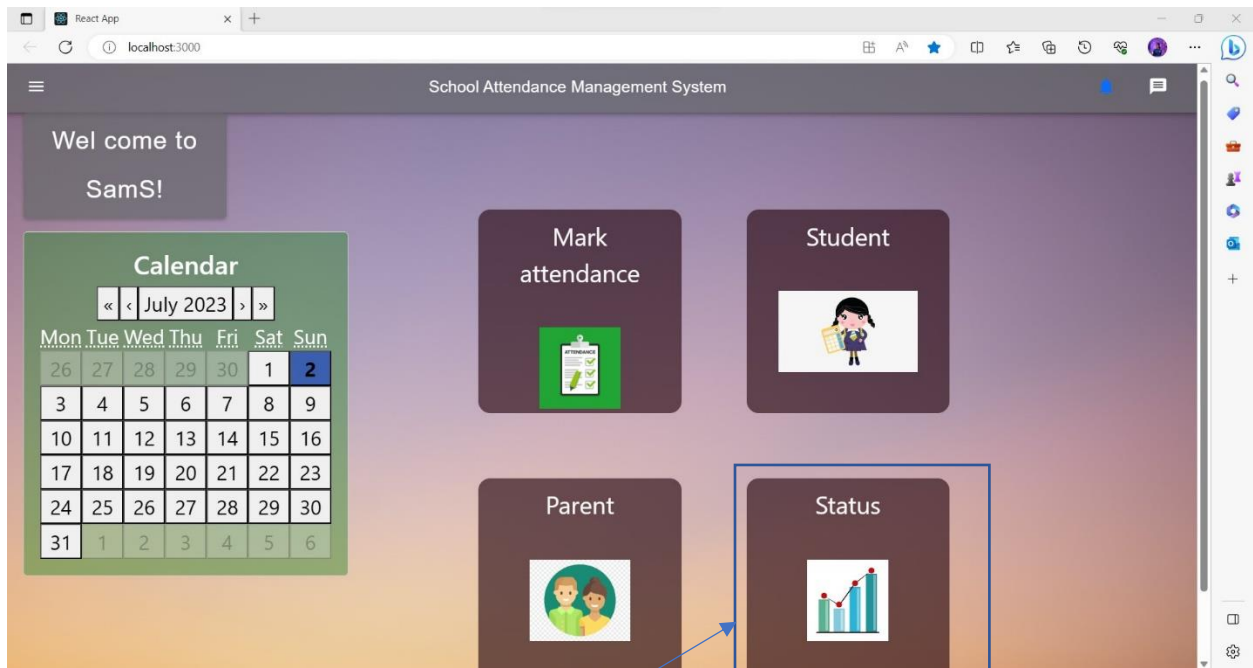
When the “Parent” button is clicked, the details of the parents is displayed.

React App x +  
localhost:3000/parent

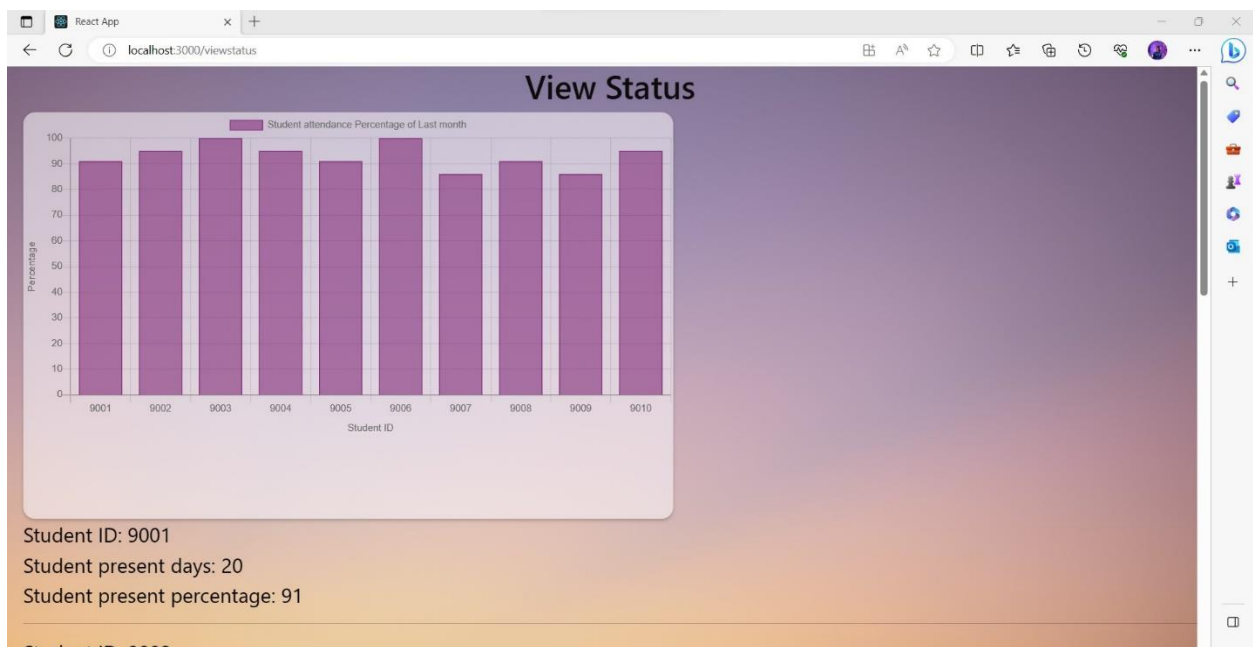
Parent or Guardian Details

| StudentID | Parent/Gurdian Email      | Parent/Gurdian Name | Parent/Gurdian Mobile Number |
|-----------|---------------------------|---------------------|------------------------------|
| 9001      | thevithevapalan@gmail.com | Vimala              | 0776547854                   |
| 9002      | tnithusikan@gmail.com     | Nithusikan          | 0771234567                   |
| 9003      | e19494@eng.pdn.ac.lk      | Erandi              | 0712345678                   |
| 9004      | sdanujan2000@gmail.com    | Danujan             | 0765432109                   |
| 9005      | djdanujan06@gmail.com     | Dilan               | 0787654321                   |
| 9006      | shambillings06@gmail.com  | Sham                | 0723456789                   |
| 9007      | spusparani01@gmail.com    | Parani              | 0754321098                   |
| 9008      | djdanujan06@gmail.com     | Dilan               | 0776543210                   |
| 9009      | tnithusikan@gmail.com     | Nithusikan          | 0709876543                   |
| 9010      | spusparani01@gmail.com    | Parani              | 0732109876                   |
| 21345     | sasisayan@gmail.com       | Sasikala            | 0772314356                   |

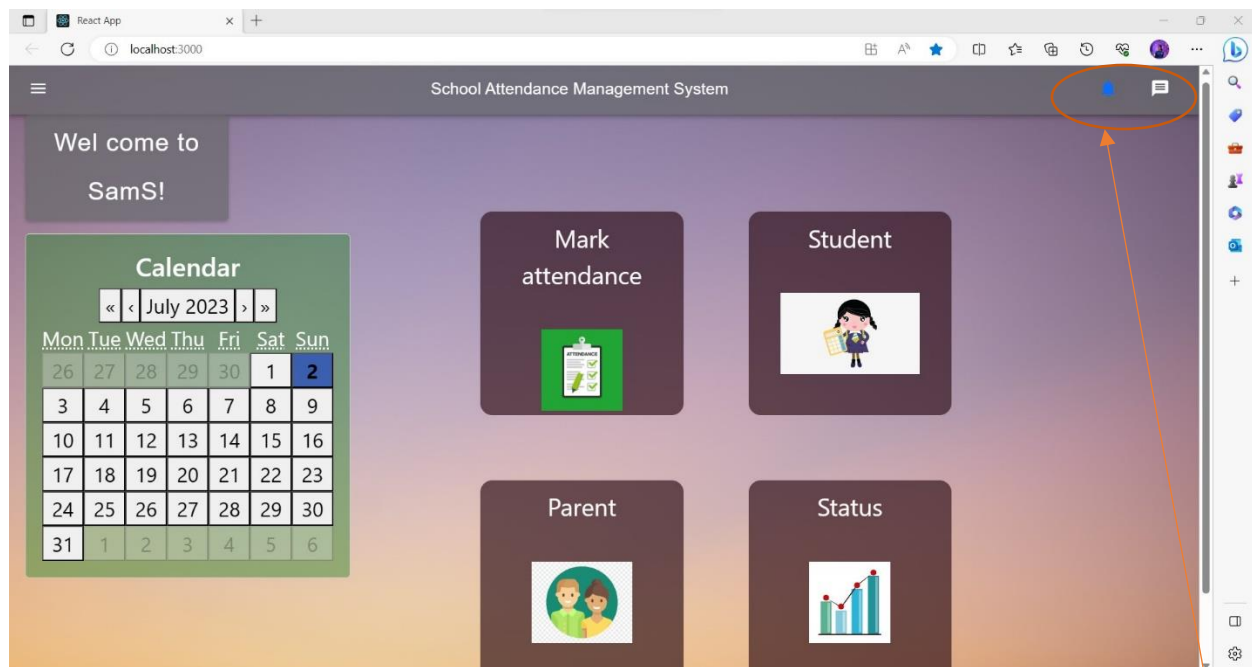
## View Status



When the “Status” button is clicked, the percentage of attendance of each of the students during the previous month will be displayed.

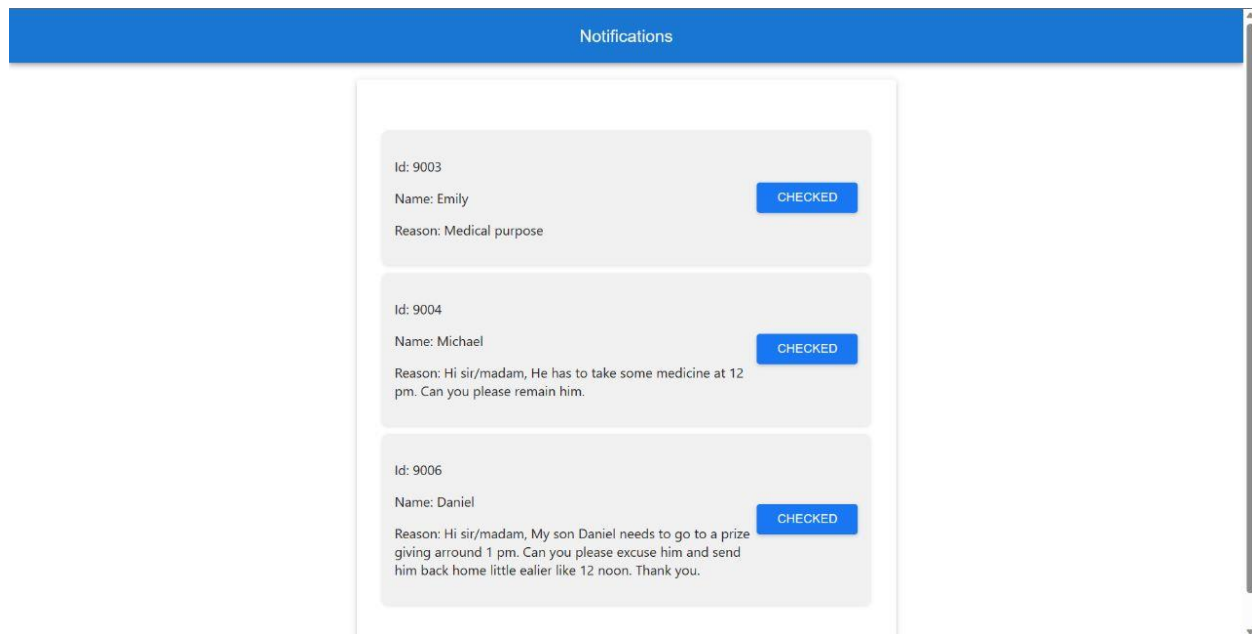


## GETTING NOTIFICATIONS FROM PARENTS

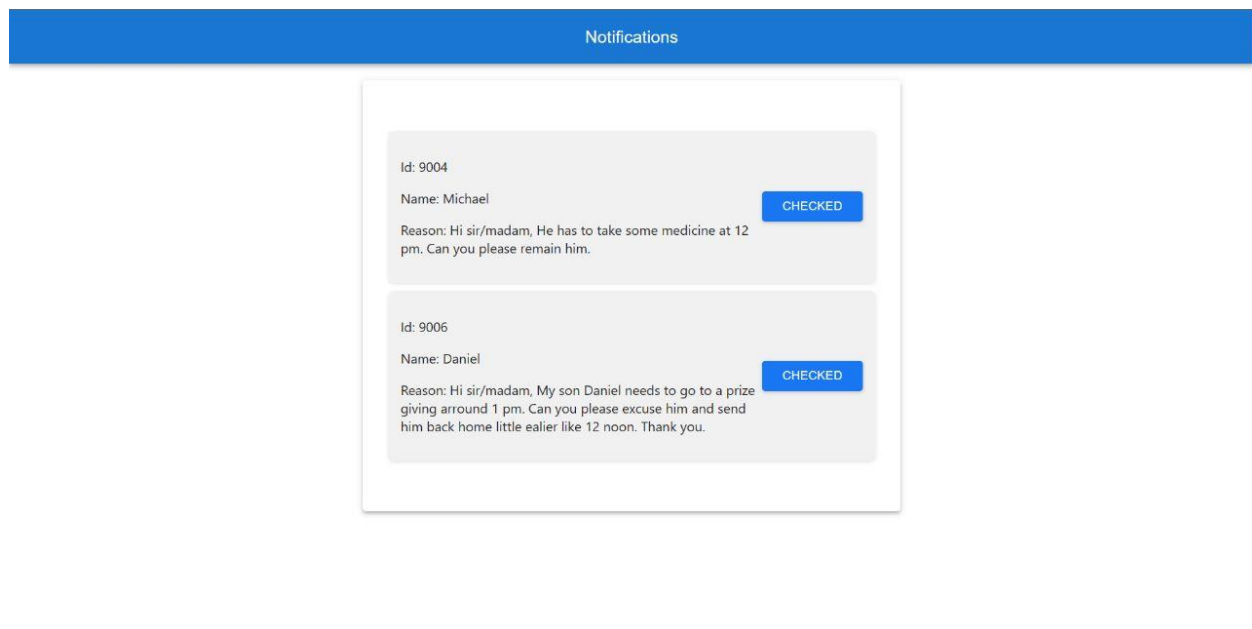


Here when the bell icon is clicked, the notes sent by the parents will be displayed.

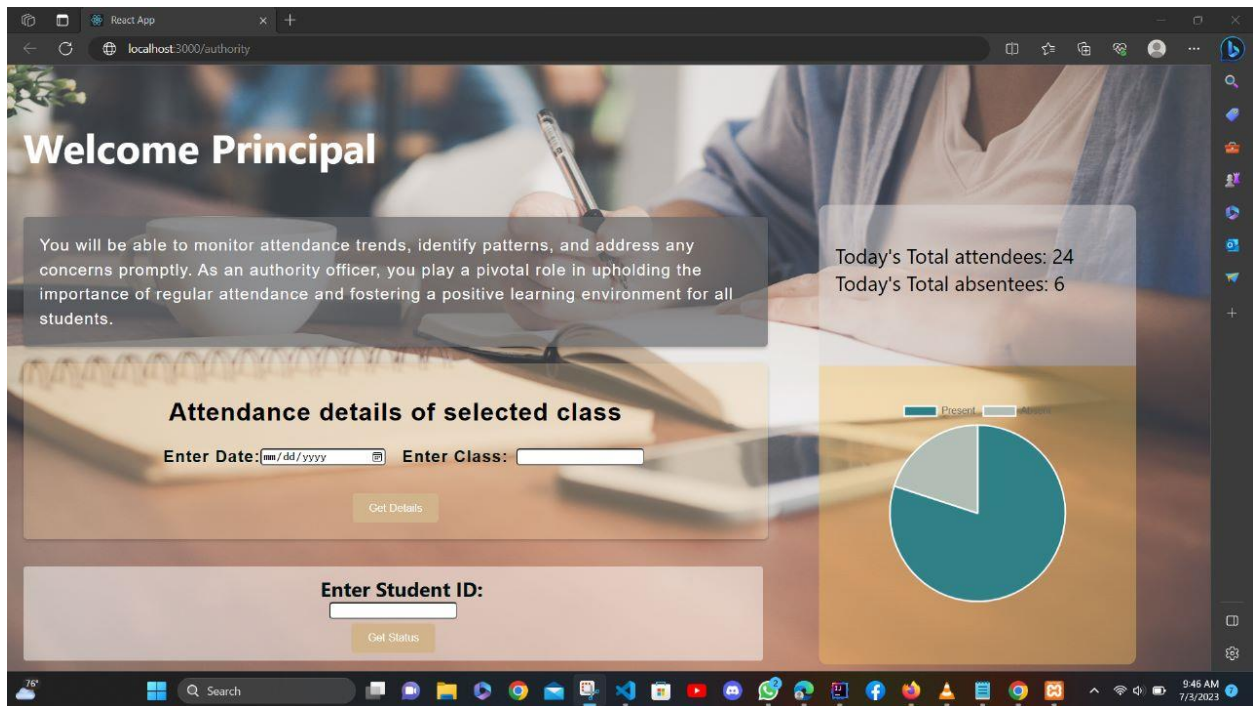




Then, the teacher will click on the “Checked” button. And then the notification will disappear as it has been checked.

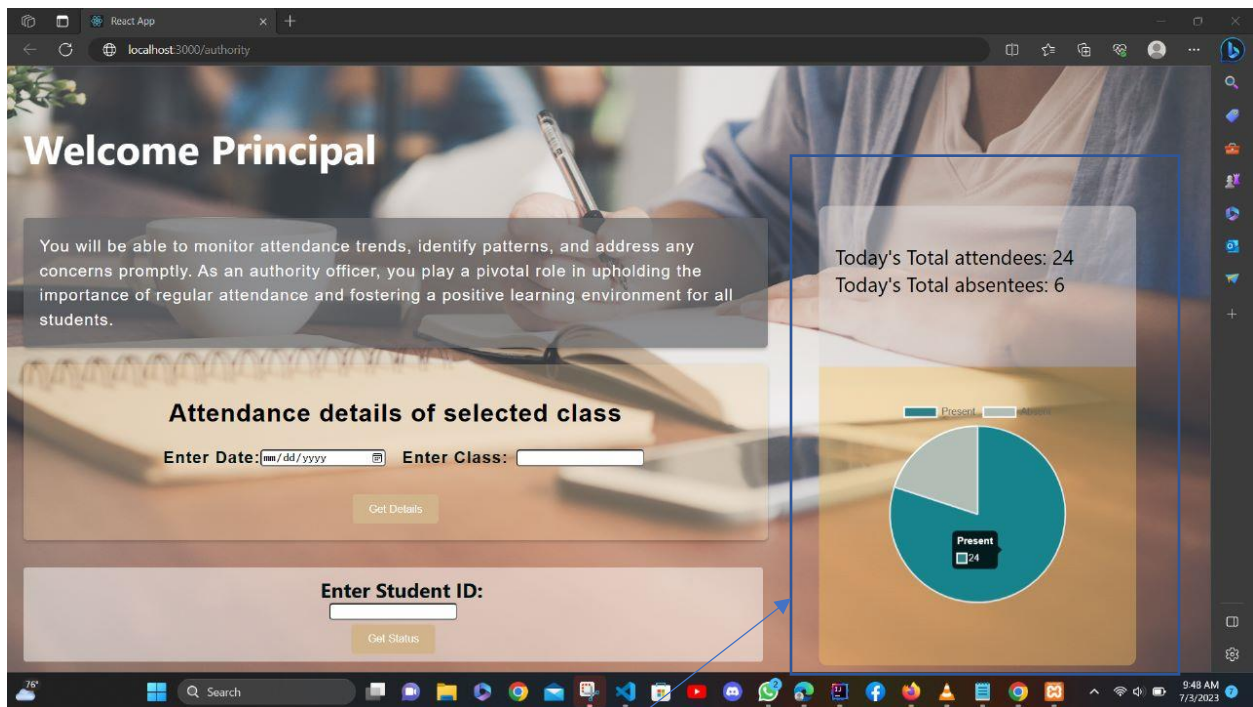


# AUTHORITY PAGE



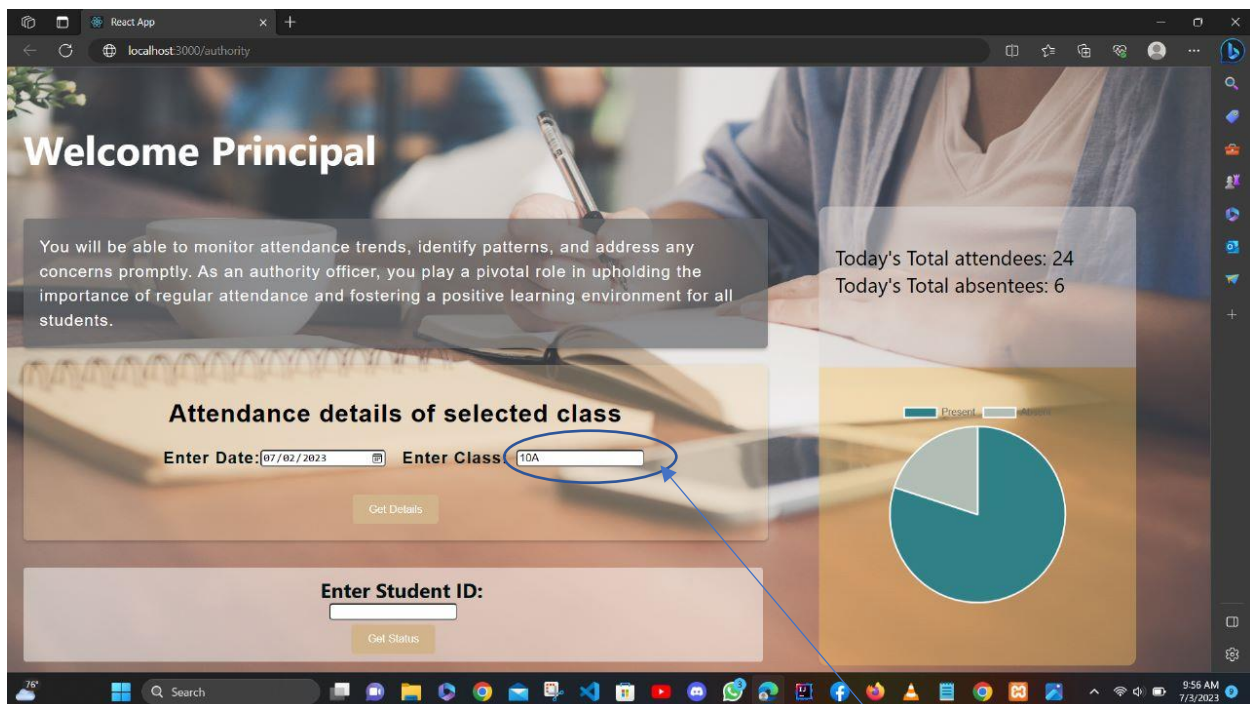
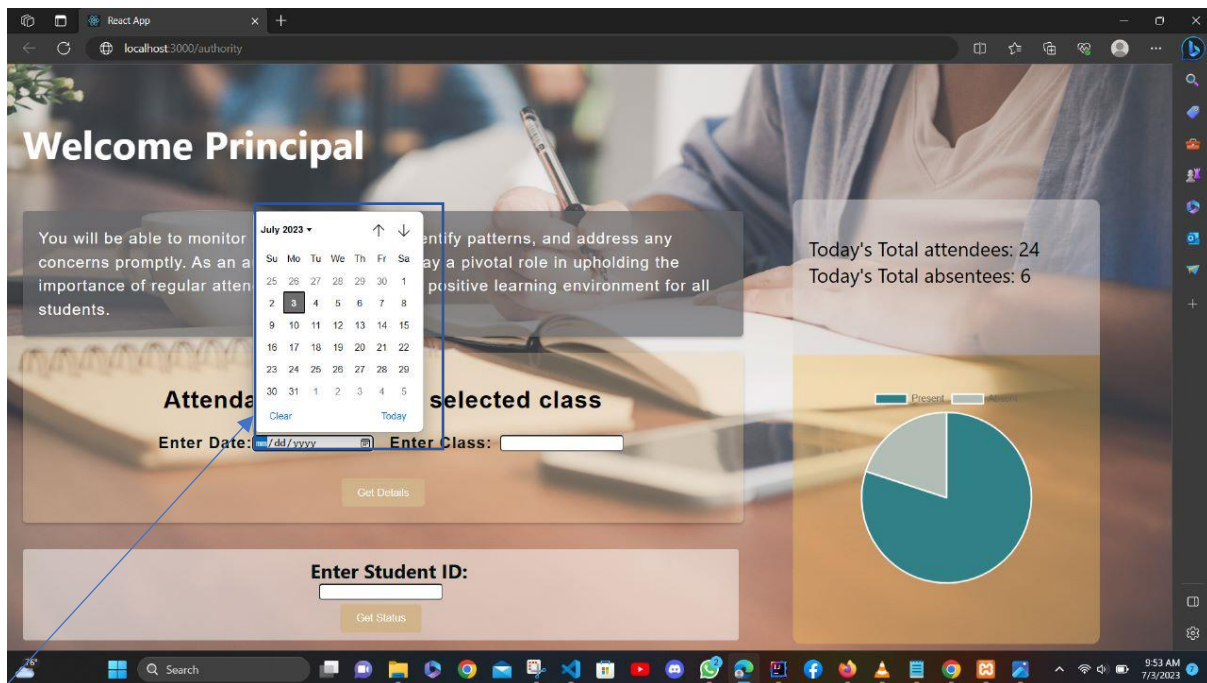
This is our authority home page.

The attendees and absentees are directly taken from the marked attendance part.



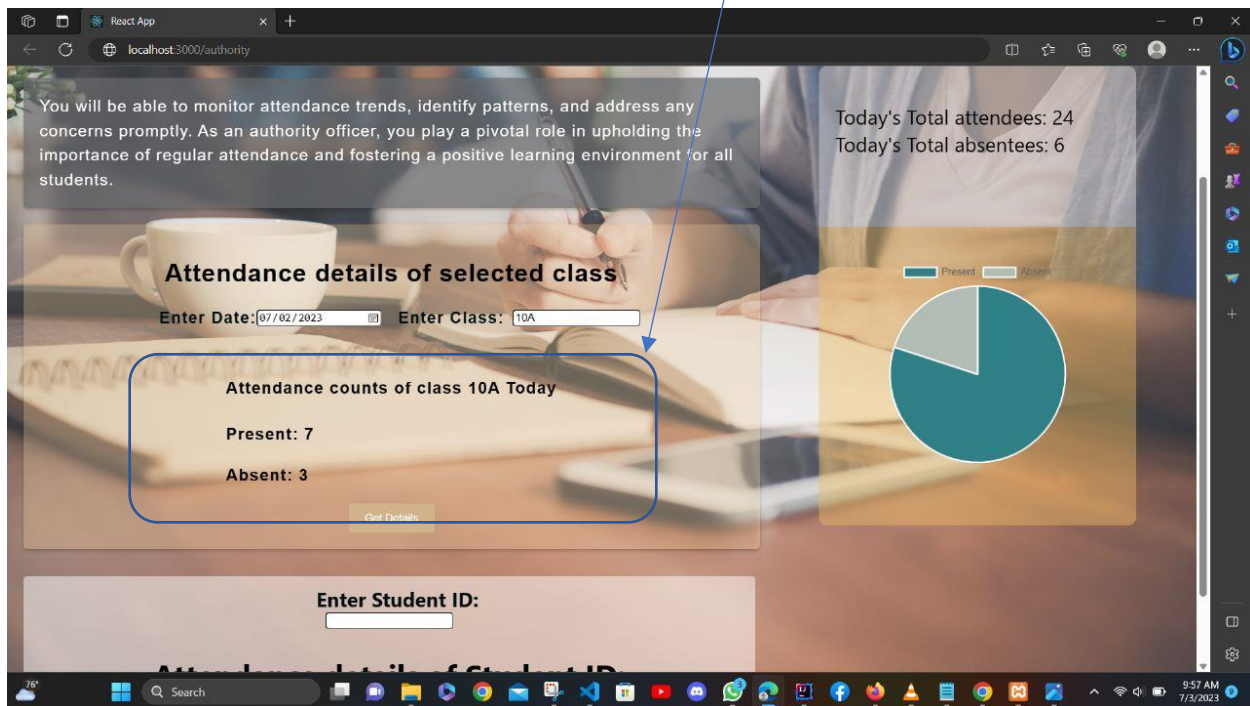
This is the statistical analysis of the attendance part. When the cursor is moved up to the pie chart, the total number of attendees will pop out.

To know how many of a particular class have attended the school on a particular day click on the calendar to select the date and enter the class.

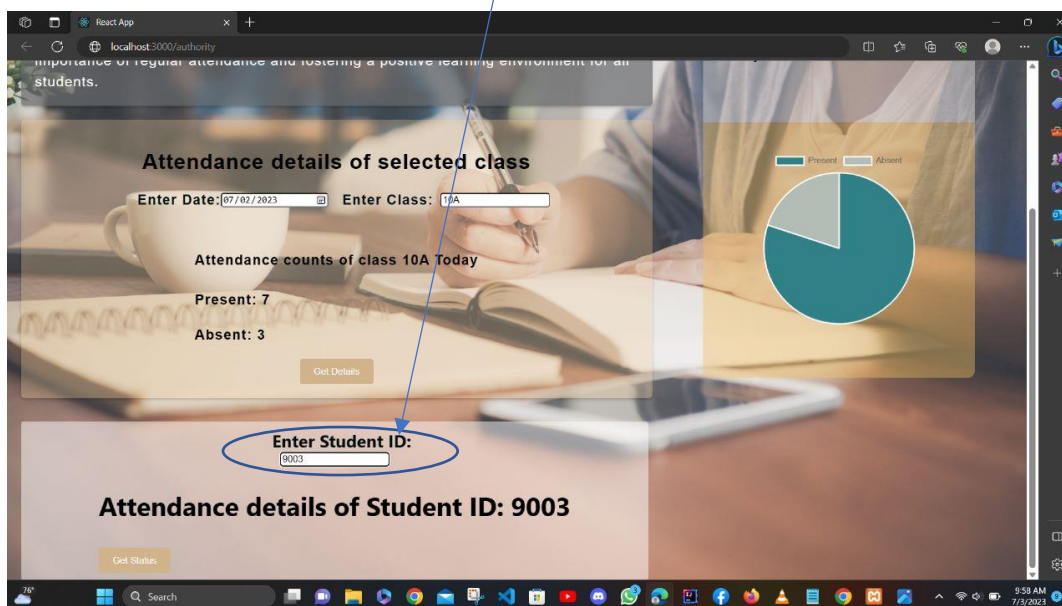




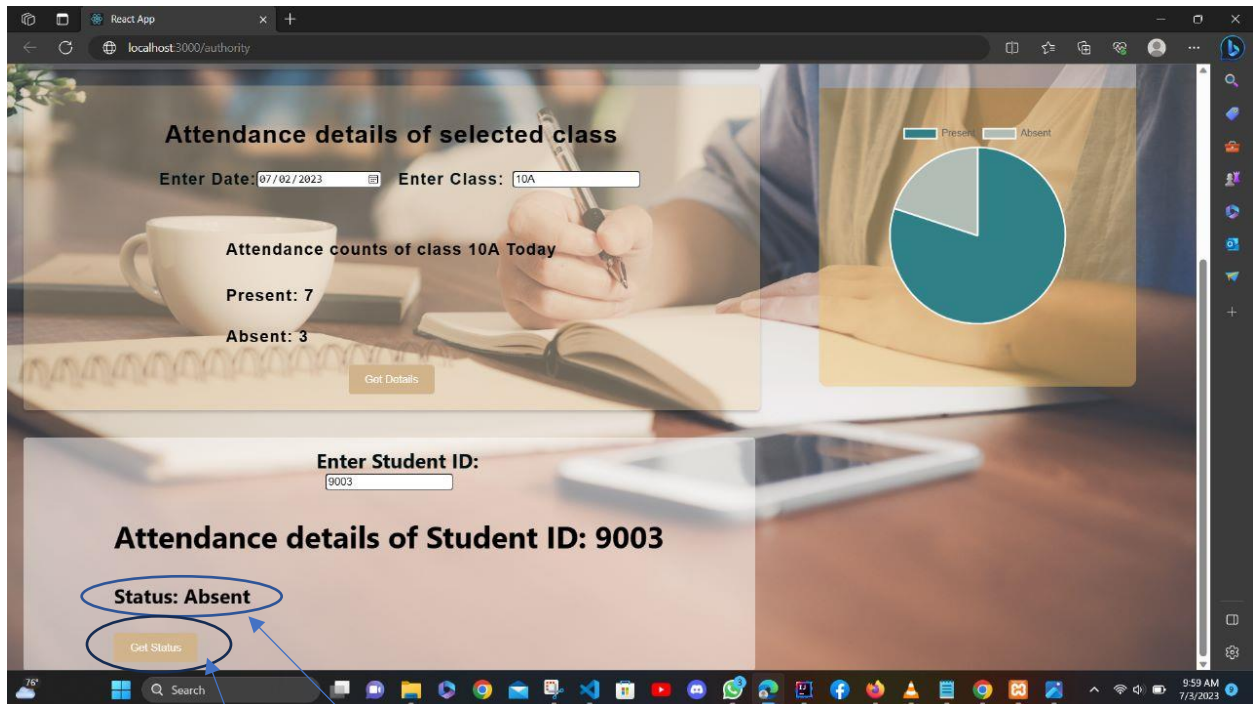
When the date and class is selected, the count of absentees and attendees will be displayed.



Another feature is to identify whether a particular student is present on the current day using the Student ID.



And then click on the “Get Status button”. You will get whether he / she is absent or present.



The status is displayed

To get the status