LOGIN

AcademEA Online

Your One Time Password(OPT) has being sent to your email address eboessien@hotmail.com. Please enter it below and click on Verify to continue. Your OTP expiry in 5 minutes.
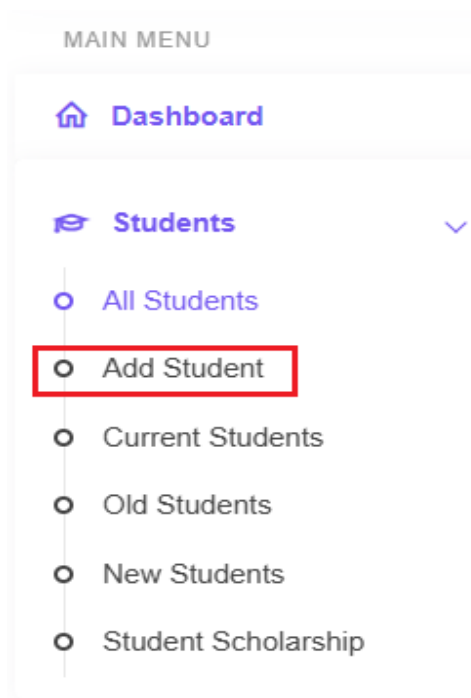
3m 43s remaining

Note: If you are unable to find the email in your inbox, please check your spam or junk mail. The sender's name is AcademEA Support. Move the mail into your inbox or save the email address in your contact to prevent it from going to spam or junk mail the next time.

Enter OTP

Use SMS: Send OTP to ******* 235   Send OTP

Verify   Request New OTP

ADD STUDENT

To add a student click on the add student menu below

MAIN MENU

⌂ Dashboard

🎓 Students   ⌄

○ All Students

○ Add Student

○ Current Students

○ Old Students

○ New Students

○ Student Scholarship

It opens the add student form

This form has four (4) steps.

1. Step 1: Add Student information.
2. Step 2: Add Father information.
3. Step 3: Add Mother Information.
4. Step 4: Add Guardian Information.

To add other information like medical information go to the Current Student Page to add it.

Add Student Form Navigation.

The buttons below show the kind of navigation that can be performed when adding a new student

The user can either, go to the previous step, move to the next step, save the data current entered or reset the form. When the next button is clicked to move to the next step ensure that all required field are completed, otherwise you will not be taken to the next step. The required field are marked with asterisk.

Save Information

When enough information about the staff have been keyed in. The Save button will be active to enable the user to save the data, without necessarily completing all the steps. You can use the previous button, to go back up the previous step. The reset is use to reset the form to its previous state.

Current Students

After a student has been add their details can be found under the current student page.

To view the details of a student, click on the name student in the list for their details you show on the right pane

To get other details about the student click on the appropriate tab.

For example to view the student's father details click on the Father tab

Student | **Father** | Mother | Guardian | Other info | Scholarship

Subjects

Father Information

Title

Choose ⌄

First Name*

Last Name*

Mobile Number*

Postal Address

Residential Address

Education Level

Occupation

To select a student from a particular class, select the class from the class dropdown list. The student list will be populated by one from that class, then click on the name of the student for whose details you want to view for their details to appear on right pane. Go through the same proceed to view other information about the student.

Current Students

-- Choose Class -- ⌄

How TO ADD STUDENT PHOTO

On the current student page click on the name of the student whose picture is to be added from the class list. On the student information page scroll down to the bottom of the page where you find the following.

You can add the photo of the student from an image saved on your device or use the camera on your device to capture the image of the student. To select a photo on your device click on the Choose File button and browser the image you want to use and selected it. A preview of the image is provide to ensure the right image is selected

To capture the image of the student with the camera on your device, click the Start Camera button. The camera on your device will start, to capture the photo click on Take photo. After taking the photo click on Stop Camera, to stop the camera.

ALL STUDENTS

The page is use to list all current students in system. In addition some management task can be performed here.

1. Print student list.
2. Copy the data in the list.
3. Export the list to Ms Excel.
4. Export the list to PDF.
5. Move selected student(s) to old student database.
6. Send SMS to selected student(s).
7. View the student ledger of a selected student.
8. Receive fee from selected student.

Hide and Show Columns

On the All Student Page you can hide or show is column you want make visible. Assume you want to only the first name, last name and class of students. You will have to check the checkboxes the represent a particular column to hide it. Checking it again will now make the column visible.
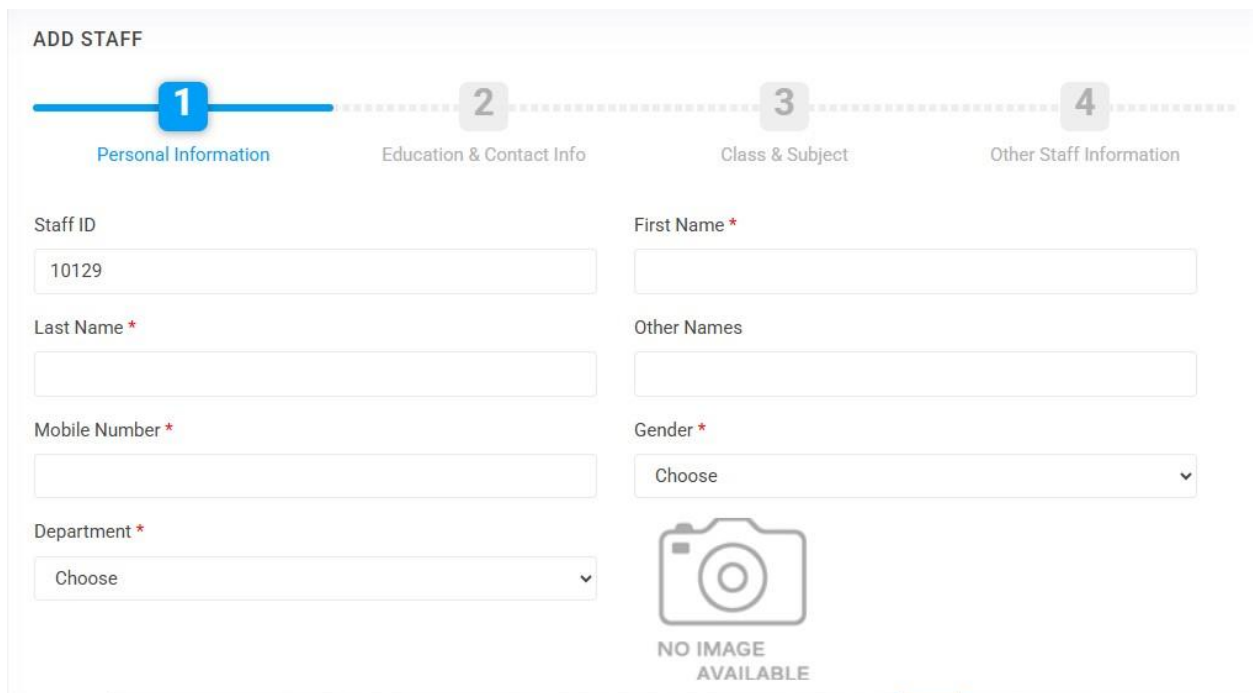

Above table of student information with Student ID, Middle Name and house hidden

ADD STAFF

To add a staff click on the add staff menu below
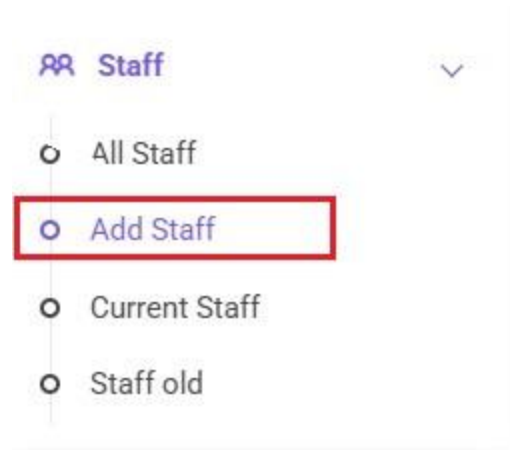
It opens the add staff form

This form has four (4) steps.

1. Step 1: Add Personal Information.
2. Step 2: Add Education & Contact Information.
3. Step 3: Class and Subject taught(if they are a teacher)
4. Step 4: Other information of staff

The other information may include medical information, employment history.

Add Class and Subject.

To add the class and subject taught by a member of staff, first complete the necessary information under the personal information tab and education & contact information tab. The under the Class and Subject tab, select the class the staff teaches. All subjects related to that class will be displayed. Now select the subject that the staff teaches. The selected class and subject will appear in the right pane. To the delete the subject from the staff's list of subject taught, click the delete icon

Personal Info   Education & Contact Info   Class & Subject

Other Staff Information

Class & subject Information

| Class | BASIC 3 | ⌄ |

Subjects   ☐ Select All   **Classes & Subject Taught**

☐ MATHEMATICS

☐ ENGLISH LANGUAGE

☑ INTEGRATED SCIENCE

☑ FRENCH

☐ I.C.T

☑ R.M.E.

☐ CREATIVE ART

☐ GHANAIAN LANGUAGE

☐ NATURAL SCIENCE

#	CLASS	SUBJECT	REMOVE
1	BASIC 3	INTEGRATED SCIENCE	🗑
2	BASIC 3	FRENCH	🗑
3	BASIC 3	R.M.E.	🗑

Showing 1 to 3 of 3 entries

Add Staff Form Navigation.

The buttons below show the kind of navigation that can be performed when adding a new staff

Previous   Next   Save   Reset

The user can either go to the previous step, move to the next step, save the data currently entered or reset the form. When next is clicked to move to the next step ensure that all required field are completed, otherwise you will not be taken to the next step. The required field are marked with asterisk.
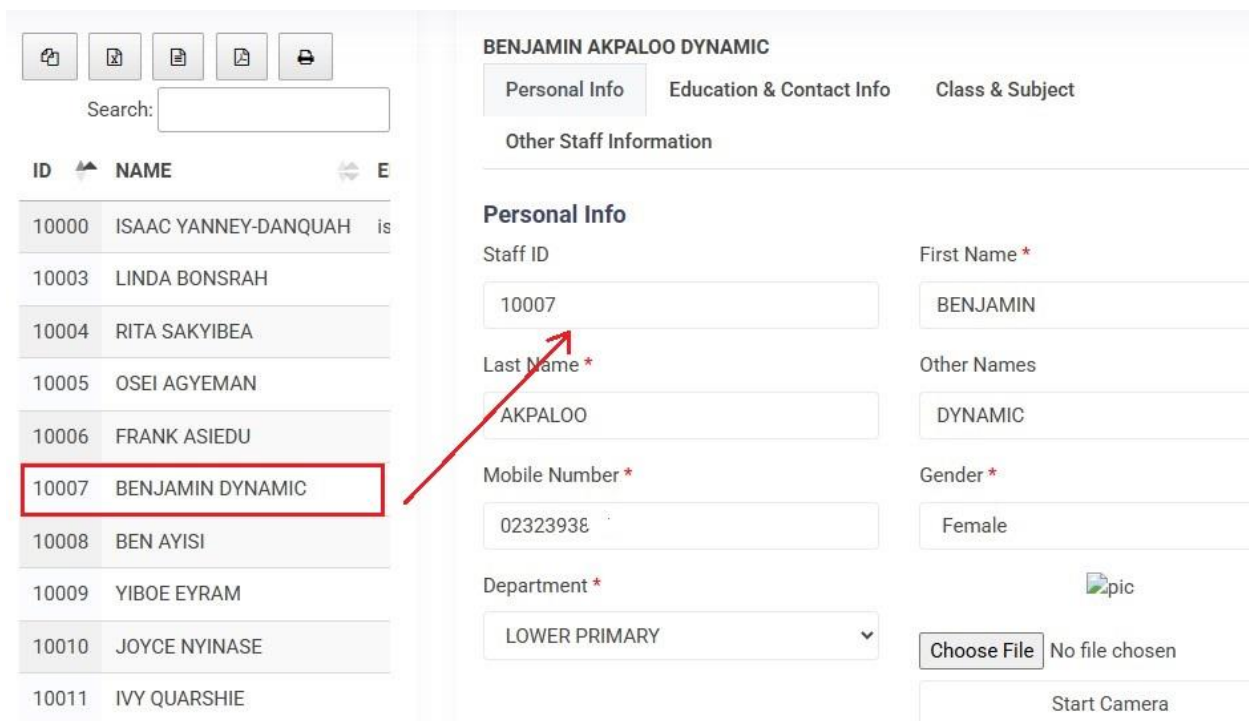
First Name *

Save Information

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CURRENT STAFF

After a staff has been added their details can be found under the current staff page.

To view the details of a staff, click on the name of the staff in the staff list for their details you show on the right pane

To get other details about the staff click on the appropriate tab.

How to Add Staff Photo

On the current staff page click on the name of the staff whose picture is to be added from the staff list. On the Personal information page scroll down to the bottom of the page where you find the following.

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