

## HOW IT WORKS

### Access to the platform:

To access the Utron school management platform, each student and teacher will need a Utron code and password. As a default, the Utron code is made up of 8 letters and numbers (in some cases) but this can be increased or decreased depending on the requirements by the school. The Utron Code is unique and automatically generated by our system upon registration. The Utron code starts and ends with a letter. The Utron code is permanent and cannot be changed once created and associated with an account.

After the creation of a student or teacher account, the password is automatically added for the account by combining the last name – in lowercase – and the last two digits of the year of birth. For example, if a student's last name is Ogechukwu and the date of birth is 25-01-2003, the password after the creation of the account will be 'ogechukwu03'. This password can be changed by the student on the Utron platform.

### Views:

We are going to explore how the system works from three point of views. The students, teachers and administrator view. After the student/teacher's account has been created, they will be able to login to the Utron Dashboard. When inside the dashboard, they will be able to perform a lot of actions like:

#### - STUDENT

- View Personal Information
- View and edit Contact Information
- View training data.
- View Timetable
- View, download and print Report Card \*
- Check grades for the term. This involves test and exam scores.
- View the list of Subjects Taken (Remove this?)
- Check payments due and make payments online via the Utron platform
- View, download and print receipts for payments made.
- View list of textbooks needed for the current class
- Change Password
- View Academic Calendar \*
- View and submit assignments \*
- Online exams \*

#### - TEACHER

- View Personal Information
- View and edit Contact Information
- View teaching data. This includes classes and subjects taught, when he/she joined the school etc.
- View Schedule as pertains to subjects and classes taught by the teacher.
- Add or Modify test and exam scores for students for classes and subjects taught by the teacher. **Grade is automatically calculated and added.**
- Change Password
- Add Homework for students and mark them \*

→ Add questions for online exams \*

For the administrator view, this will require an admin account for which will be created by us. This view will be managed by an administrator assigned to the school by us at no extra cost. The administrator will be able to perform many actions like:

- Add/Modify a Student
- Add/Modify a Teacher
- Add a payment plan
- Modify/Remove a payment plan
- Reset Passwords for Students/Teachers
- Add/Modify Timetable
- Add/Modify Academic Calendar \*

\* Features coming in future updates.