

# **Education Management System (EMIS) – User Guide**

The Education Management Information System (EMIS) is a web-based platform designed to enhance the management and monitoring of schools for Karnal. It provides actionable insights into academic performance at various administrative levels — from district administrators to school principals and teachers.

This guide explains how to use the system based on your user role, including navigation, feature access, and workflows.

## **Purpose of the System**

The EMIS aims to:

- Provide a centralized digital platform for educational data management.
- Enable **District Admins** to analyze district-wide trends and performance.
- Allow **Principals** to manage teachers, classes, and schedules.
- Help **Teachers** manage student attendance, marks, and progress reports.

The system supports **data-driven decision-making** and encourages transparency across all academic levels.

## **Access Roles**

The EMIS provides three distinct roles: District Admin, Principal, and Teacher, each with specific access and responsibilities.

<b>Role</b>	<b>Description</b>	<b>Key Permissions</b>
 District Admin	Manages and oversees schools in the district.	School management, analytics, reports.
 Principal	Manages their school's teachers, classes, and students.	Class & teacher management, performance reports.
 Teacher	Manages assigned classes and student records.	Attendance, marks entry, and student tracking.

## **Demo Accounts (For Testing Purposes)**

To test the system and explore its features, you can use the following **demo accounts**.

**⚠ Note:** All data in this application is **mock data** meant for **demonstration purposes only**. The visualizations and reports are simulated and **should not be confused with actual institutional data**.

<b>Role</b>	<b>Email</b>	<b>Password</b>	<b>Name</b>
<b>District Admin</b>	admin@education.gov	admin123	System Administrator

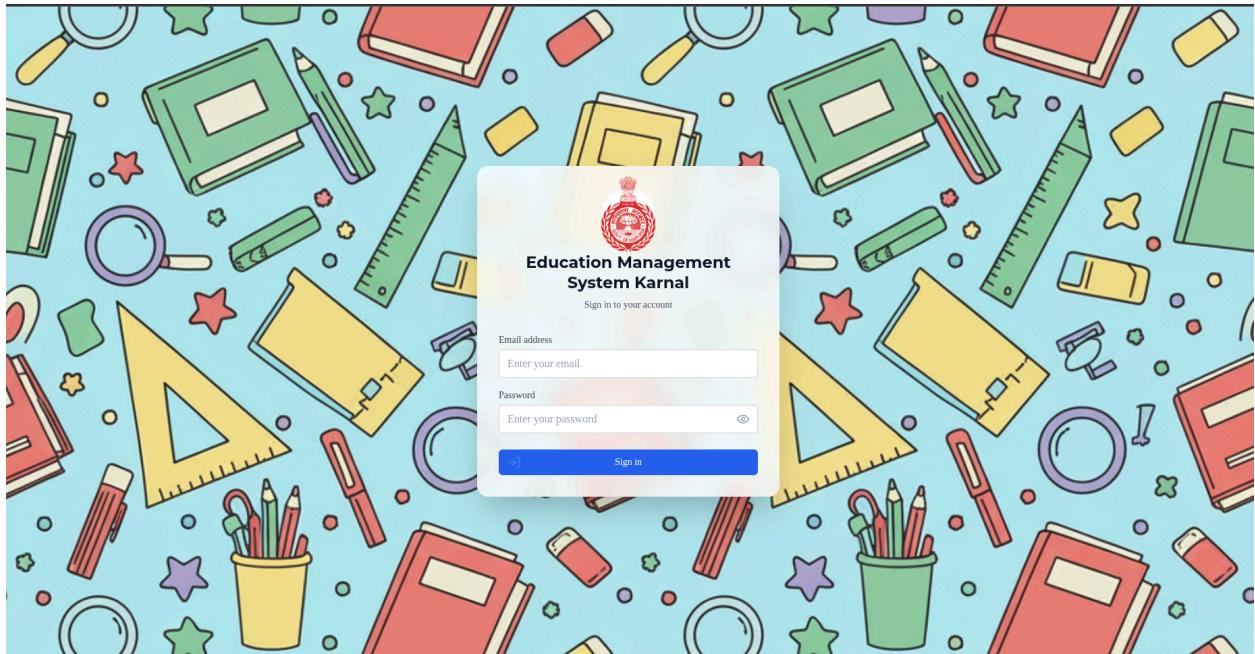
<b>Principal</b>	principal@pmshrikarnal.edu	principal123	Ravi Mehta
<b>Teacher 1</b>	teacher1@pmshrikarnal.edu	teacher123	Neha Sharma
<b>Teacher 2</b>	teacher2@pmshrikarnal.edu	teacher123	Amit Verma

You can log in using the credentials above to explore respective dashboards and test various functionalities.

## Logging In & Accessing the System

### Steps to Log In

1. Navigate to the official EMIS portal:  
<https://adc-karnal.vercel.app/>
2. Enter your **registered email** and **password**.
3. Click **Login**.
4. You'll be redirected automatically based on your role:
  - **Teacher:** /teacher-dashboard
  - **Principal:** /dashboard
  - **Admin:** /admin-dashboard



## District Admin Module

District Admins have the highest-level access. They oversee all schools within the district, monitor performance, and generate district-wide reports.

As you Login you are redirected to the dashboard. It provides an at-a-glance summary of key metrics and recent activities, helping you monitor performance and stay on top of important alerts.

- **Key Metrics:** View essential numbers like total schools, students, teachers, and subjects.
- **Subject Performance:** A bar chart shows average performance in core subjects, comparing district, school, and state results.
- **Recent Alerts:** A list of recent notifications highlights critical issues like missing data or low engagement.
- **Additional Info:** Other panels provide insights into classes conducted, average attendance, and data quality alerts.

## Schools

The **Schools** page provides a comprehensive list of all schools within the district. This page allows you to view, manage, and analyze the performance of individual schools.

- **School List:** A table lists all schools with key details, including their name, category, number of students and teachers, and an overall performance score.
- **School-Specific Dashboard:** Clicking on a school's name from the list will take you to a detailed dashboard for that specific school. This view provides a deeper analysis, including:

- **School-Level Metrics:** Displays total students, teachers, and classes for the selected school.
- **Subject Performance:** A detailed bar chart showing the school's performance in various subjects compared to district and state averages.
- **Teacher Management:** A list of teachers at the school, including their subjects and experience.
- **Teacher Workload:** A visualization showing the workload distribution among teachers to help with resource management.

**EMIS**

- Dashboard
- Schools**
- Teachers
- Students
- Subjects
- Reports
- Data Management
- Analytics
- Settings

**Need help?**  
Check our documentation or contact support for assistance.

[View Documentation](#)

## Dashboard

**Schools**

View and manage schools in your district

SCHOOL NAME	CATEGORY	LOCATION	TYPE	STUDENTS	TEACHERS	PERFORMANCE
Lincoln High School	High School	North District	Public	1245	87	<div style="width: 82%;">82%</div>
Washington Middle School	Middle School	North District	Public	870	56	<div style="width: 78%;">78%</div>
Roosevelt Elementary	Elementary	South District	Public	620	42	<div style="width: 85%;">85%</div>

Showing 1 to 3 of 3 results

User Admin [→]

Privacy Policy Terms of Service Contact

## Lincoln High School

123 Education Ave, North District

(555) 123-4567

info@lincolns.edu

Principal  
Dr. Michael Johnson

Established  
1985

Type  
Public

Total Students  
**1245**

Teachers  
**87**

Classes  
**42**

Performance  
**82%**

### Subject Performance

Average scores compared to district and state benchmarks



## Teachers

[View all teachers](#)

NAME	DESIGNATION	SUBJECTS	CLASSES	EXPERIENCE	RATING
Jane Smith	Senior Teacher	Math, Physics	9A, 10B	8 years	4.7 ★★★★★
John Doe	Head Teacher	English Literature	11A, 12A, 12B	12 years	4.9 ★★★★★
Alice Johnson	Teacher	Biology, Chemistry	9B, 10A	5 years	4.5 ★★★★★
Bob Wilson	Teacher	History, Civics	9A, 9B, 10A	7 years	4.6 ★★★★★
Carol White	Teacher	Computer Science	11A, 11B, 12A	6 years	4.8 ★★★★★

Showing 1 to 5 of 5 results

0 1 2 3 4 5

### Teacher Workload Distribution

Hours taught per day

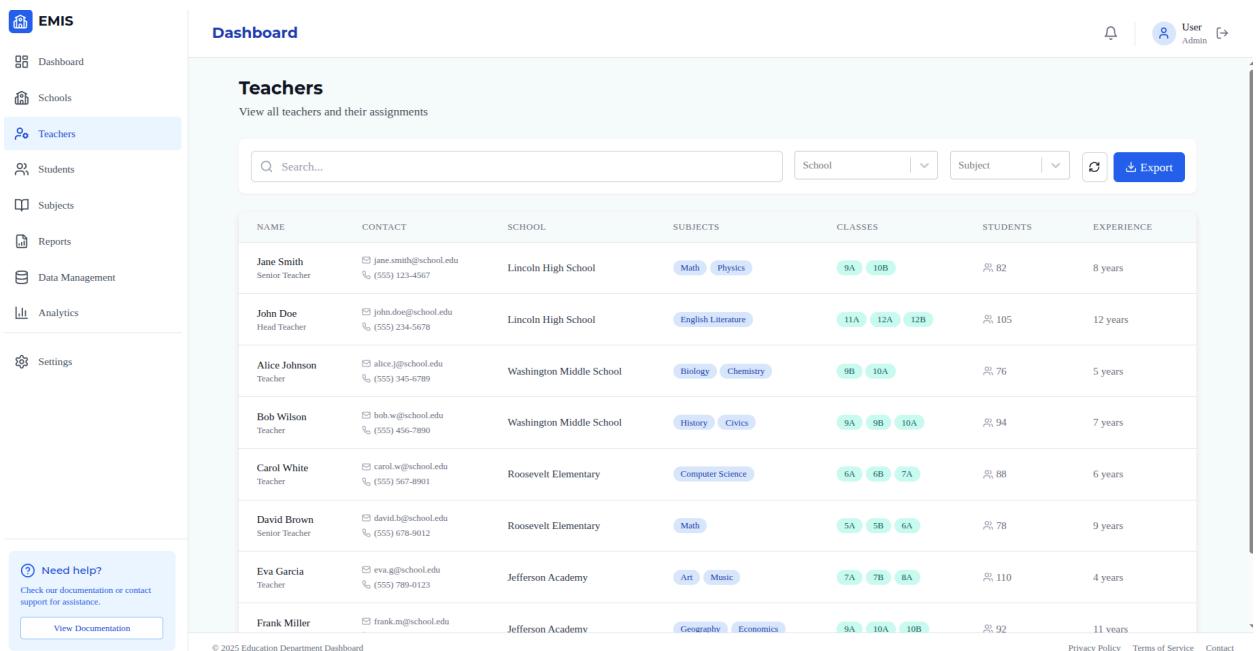


Less    More    Most

## Teachers

The **Teachers** page provides a centralized list of all teachers in the district. It allows for quick access to their assignments and contact information.

- **Teacher List:** A table displays each teacher's name, contact details, the school they belong to, the subjects they teach, and their experience. This helps in managing and connecting with faculty across the district.



The screenshot shows the EMIS Dashboard interface. On the left is a sidebar with icons and labels: EMIS (Dashboard), Schools, Teachers (selected), Students, Subjects, Reports, Data Management, Analytics, Settings, and a Need help? section with a link to View Documentation. The main area is titled "Teachers" and displays a table of teacher data. The table columns are: NAME, CONTACT, SCHOOL, SUBJECTS, CLASSES, STUDENTS, and EXPERIENCE. The data rows are:

NAME	CONTACT	SCHOOL	SUBJECTS	CLASSES	STUDENTS	EXPERIENCE
Jane Smith Senior Teacher	<a href="#">Email</a> jane.smith@school.edu <a href="#">Phone</a> (555) 123-4567	Lincoln High School	Math, Physics	9A, 10B	82	8 years
John Doe Head Teacher	<a href="#">Email</a> john.doe@school.edu <a href="#">Phone</a> (555) 234-5678	Lincoln High School	English Literature	11A, 12A, 12B	105	12 years
Alice Johnson Teacher	<a href="#">Email</a> alice.j@school.edu <a href="#">Phone</a> (555) 345-6789	Washington Middle School	Biology, Chemistry	9B, 10A	76	5 years
Bob Wilson Teacher	<a href="#">Email</a> bob.w@school.edu <a href="#">Phone</a> (555) 456-7890	Washington Middle School	History, Civics	9A, 9B, 10A	94	7 years
Carol White Teacher	<a href="#">Email</a> carol.w@school.edu <a href="#">Phone</a> (555) 567-4901	Roosevelt Elementary	Computer Science	6A, 6B, 7A	88	6 years
David Brown Senior Teacher	<a href="#">Email</a> david.b@school.edu <a href="#">Phone</a> (555) 678-9012	Roosevelt Elementary	Math	5A, 5B, 6A	78	9 years
Eva Garcia Teacher	<a href="#">Email</a> eva.g@school.edu <a href="#">Phone</a> (555) 789-0123	Jefferson Academy	Art, Music	7A, 7B, 8A	110	4 years
Frank Miller	<a href="#">Email</a> frank.m@school.edu	Jefferson Academy	Geography, Economics	9A, 10A, 10B	92	11 years

At the bottom right of the dashboard, there are links for Privacy Policy, Terms of Service, and Contact.

## Students

The **Students** page allows you to view performance and attendance data for all students. This feature helps in monitoring individual student progress and identifying those who may need support.

- **Student List:** The table provides a summary for each student, including their name, grade, school, attendance rate, and performance in key subjects.

- **Student Progress View:** Clicking on a student's name, for example, "Amy Johnson," opens a detailed view showing their performance trends over time (e.g., across different terms) in various subjects, along with their current scores.

**EMIS**

**Dashboard**

**Students**

View student performance and attendance data

Search... School Grade Subject Export

NAME	GRADE/SECTION	SCHOOL	ATTENDANCE	SUBJECT PERFORMANCE	OVERALL
Amy Johnson	10-A	Lincoln High School	92%	Math: 85% Science: 78% English: 92%	85%
Brandon Smith	10-A	Lincoln High School	88%	Math: 75% Science: 82% English: 79%	79%
Chloe Williams	9-B	Lincoln High School	95%	Math: 92% Science: 89% English: 85%	88%
Daniel Brown	11-A	Lincoln High School	90%	Math: 80% Science: 75% English: 85%	80%
Emma Davis	9-A	Washington Middle School	97%	Math: 95% Science: 92% English: 90%	92%

Showing 1 to 5 of 5 results

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← Back to Students List

### Student Progress: Amy Johnson

Individual performance tracking across terms

Student <b>Amy Johnson</b>	Class <b>10A</b>	School <b>Lincoln High School</b>	Attendance <b>92%</b>
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**Progress Over Terms**

Progress Over Terms

Term 1 Term 2 Term 3

English Math Science

**Math** 85% **Science** 78% **English** 92%

Current Score

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## Subjects

The **Subjects** page offers a subject-centric view of performance and analytics. It provides a high-level overview of how students are performing in different subjects across all schools.

- **Subject-Level KPIs:** You can see key metrics for each subject, such as the total number of students and teachers, classes per week, and overall performance.
- **Performance Comparison:** A bar chart visually compares the performance of different schools within the district for each subject. This helps to identify which schools are excelling or struggling in specific academic areas.

The screenshot shows the EMIS Subjects dashboard. On the left, a sidebar navigation includes links for Dashboard, Schools, Teachers, Students, Subjects (which is highlighted), Reports, Data Management, Analytics, and Settings. A 'Need help?' link with a 'View Documentation' button is also present. The main content area has a header 'Subjects' and a subtitle 'View performance and analytics by subject'. It features a search bar, a school selection dropdown, and an 'Export' button. Below this are three cards for Math, Science, and English, each showing student and teacher counts, classes per week, and performance percentages. A green 'Improving' badge is visible above the Science card. The bottom section is titled 'Performance Comparison by School' and displays a grouped bar chart for Math, Science, and English. The chart compares four schools: Lincoln High School (blue), Roosevelt Elementary (orange), Washington Middle School (teal), and District Average (grey). The y-axis represents performance from 0% to 100%. The legend at the bottom identifies the bars: District Average (grey), Lincoln High School (blue), Roosevelt Elementary (orange), and Washington Middle School (teal).

Subject	Students	Teachers	Classes/Week	Performance (%)
Math	5	1	5	85%
Science	5	1	3	83%
English	5	1	5	86%

Performance Comparison by School

Subject	District Average	Lincoln High School	Roosevelt Elementary	Washington Middle School
Math	~75%	~80%	~78%	~78%
Science	~75%	~78%	~75%	~78%
English	~80%	~82%	~80%	~82%

## Analytics

The **Analytics** page provides a set of advanced data visualizations and insights for a deeper understanding of academic performance. This is where you can explore trends and compare data across different classes, schools, and student groups.

- **Class Performance:** This section allows you to analyze subject performance on a class-by-class basis. A detailed table and a bar chart show the average scores for subjects like Math, Science, and English for each class (e.g., 10A, 11A, 9A). This helps to identify how well each class is performing.
- **School Comparison:** This tool enables a side-by-side comparison of performance across different schools.
- **Student Progress:** This feature provides individual tracking of student performance over time, allowing for a detailed view of progress and trends for each student.

The screenshot shows the EMIS Analytics dashboard. On the left is a sidebar with navigation links: Dashboard, Schools, Teachers, Students, Subjects, Reports, Data Management, and Analytics (which is highlighted in blue). Below that are Settings and a Need help? section with a link to documentation. At the bottom of the sidebar is a View Documentation button. The main content area has a header with 'Advanced Analytics' and a sub-header 'Comprehensive data visualizations and insights'. It features three cards: 'Class Performance' (Subject-wise analysis by class), 'School Comparison' (Performance across schools), and 'Student Progress' (Individual tracking over time). Below these is a table titled 'Average Subject-Wise Score by Class' with the following data:

CLASS	STUDENTS	MATH AVERAGE	SCIENCE AVERAGE	ENGLISH AVERAGE
10A	2	80%	80%	80%
11A	1	80%	75%	85%
9A	1	95%	92%	90%
9B	1	82%	88%	85%

Below the table is a bar chart showing average scores for Math, Science, and English across four classes: 10A, 11A, 9A, and 9B. The Y-axis ranges from 0% to 100%. The chart shows Math (blue), Science (green), and English (purple) scores for each class.

# School Principal Module

School Principals have access tailored to managing their specific school. They can oversee teachers, manage classes, and monitor school-level performance.

Upon logging in, you are redirected to the Principal Dashboard, which acts as your school's command center. This page offers a clear, high-level overview of your institution.

- **Quick Actions:** The top of the dashboard provides one-click access to your most frequent tasks, such as managing classes, overseeing teachers, and generating reports.
- **Key Metrics:** View essential numbers like total students, teachers, and classes within your school.
- **School Performance:** A performance summary and a log of recent activity give you a quick snapshot of how your school is doing.

The screenshot shows the Principal Dashboard interface. On the left is a vertical sidebar with the 'EMIS' logo at the top, followed by a navigation menu with links: Dashboard, Class Management, Teachers, Students, Reports, Analytics, and Settings. Below the menu is a 'Need help?' section with a 'View Documentation' button. The main content area has a header 'Principal Dashboard' and a sub-header 'Welcome back, Dr. Sarah Johnson - Lincoln High School'. It features several sections: 'Quick Actions' with buttons for 'Manage Classes', 'Teacher Management', and 'Generate Reports'; 'School Performance' showing subject-wise performance compared to district averages; 'School Alerts' listing notifications like 'Class 10A needs substitute teacher for Math' and 'Parent-teacher meeting scheduled for next week'; and 'Recent Activity' showing events like 'Class 10A achieved 95% attendance this month' and 'New teacher Jane Smith assigned to Math classes'. At the bottom of the page, there are footer links for Privacy Policy, Terms of Service, and Contact.

## Class & Subject Management

This powerful tool allows you to structure your school's academic environment. You can access this section to create and manage classes and assign subjects and teachers.

- **Create Classes:** Set up new classes and sections for each grade level.
- **Add Subjects to Class:** Link specific subjects to the classes you have created.
- **Assign Teachers to Subjects:** Seamlessly assign teachers to the subjects within each class. This streamlined process ensures that every class is properly staffed.

The screenshot shows the EMIS Class & Subject Management interface. On the left is a sidebar with icons for Dashboard, Class Management (selected), Teachers, Students, Reports, Analytics, and Settings. A 'Need help?' link is at the bottom. The main area has a 'Dashboard' header with a search bar and user info. It displays 'Class & Subject Management' with a sub-section for 'Add Subject to Class'. It shows dropdowns for 'Select Class' (Choose a class) and 'Select Subject' (Choose a subject), and a blue 'Add Subject' button. Below this is a card for 'Class 10A' (Grade 10 • Section A) showing 3 subjects and 3 assigned. The footer includes copyright information and links for Privacy Policy, Terms of Service, and Contact.

EMIS

Dashboard

Class Management

Teachers

Students

Reports

Analytics

Settings

Need help?  
Check our documentation or contact support for assistance.

View Documentation

Dashboard

Search...

Dr. Sarah Johnson  
Principal

Class & Subject Management

Manage classes, subjects, and teacher assignments

+ Create Class

Add Subject to Class

Select Class

Select Subject

Choose a class

Choose a subject

Add Subject

Class 10A

Grade 10 • Section A

3 subjects 3 assigned

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**EMIS**

- Dashboard
- Class Management**
- Teachers
- Students
- Reports
- Analytics
- Settings

**Dashboard**

**Class & Subject Management**  
Manage classes, subjects, and teacher assignments

**Add Subject to Class**

Select Class      Select Subject

Choose a class      English      Add Subject

**Class 10A**  
Grade 10 • Section A      4 subjects      3 assigned

**class 9**  
Grade 8 • Section B      1 subjects      1 assigned

**Subjects & Teachers**

**English**  
Assigned to: Jane Smith      Jane Smith

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**EMIS**

- Dashboard
- Class Management
- Teachers**
- Students
- Reports
- Analytics
- Settings

**Dashboard**

**Teachers**  
View all teachers and their assignments

Search...      School      Subject      Export

Name	Contact	School	Subjects	Classes	Students	Experience
Jane Smith Senior Teacher	<a href="#">jane.smith@school.edu</a> <a href="#">(555) 123-4567</a>	Lincoln High School	Math, Physics	9A, 10B	82	8 years
John Doe Head Teacher	<a href="#">john.doe@school.edu</a> <a href="#">(555) 234-5678</a>	Lincoln High School	English Literature	11A, 12A, 12B	105	12 years
Alice Johnson Teacher	<a href="#">alice.johnson@school.edu</a> <a href="#">(555) 345-6789</a>	Washington Middle School	Biology, Chemistry	9B, 10A	76	5 years
Bob Wilson Teacher	<a href="#">bob.wilson@school.edu</a> <a href="#">(555) 456-7890</a>	Washington Middle School	History, Civics	9A, 9B, 10A	94	7 years
Carol White Teacher	<a href="#">carol.white@school.edu</a> <a href="#">(555) 567-8901</a>	Roosevelt Elementary	Computer Science	6A, 6B, 7A	88	6 years
David Brown Senior Teacher	<a href="#">david.brown@school.edu</a> <a href="#">(555) 678-9012</a>	Roosevelt Elementary	Math	5A, 5B, 6A	78	9 years
Eva Garcia Teacher	<a href="#">eva.garcia@school.edu</a> <a href="#">(555) 789-0123</a>	Jefferson Academy	Art, Music	7A, 7B, 8A	110	4 years
Frank Miller Teacher	<a href="#">frank.miller@school.edu</a> <a href="#">(555) 890-1234</a>	Jefferson Academy	Geography, Economics	9A, 10A, 10B	92	11 years

Showing 1 to 8 of 8 results      << < > >>

**Need help?**  
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[View Documentation](#)

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## **Other Modules**

All other sections, including the Students, Reports, and Analytics modules, function similarly to the District Admin module. The data is automatically filtered to show only the information relevant to your school. This provides you with the same powerful insights and management capabilities, all focused on your specific institution.

## **School Teacher Module**

The Teacher Module is designed to provide teachers with the tools they need to manage their daily classroom tasks. Upon logging in, you are directed to your personal dashboard.

**Teacher Dashboard:** It provides an at-a-glance view of your assigned classes, the subjects you teach, and the students enrolled. You'll find quick insights, such as student counts and performance summaries, alerts for low performance and attendance, allowing you to get a clear picture of your class status.

## **My Classes**

This is your central hub for managing your assigned classes.

- **Class Information:** The dashboard shows a clear overview of the classes and subjects you have been assigned by the principal.
- **Student Management:** You can easily add students to your class by entering their name and roll number.

The screenshot shows the EMIS Teacher Dashboard. On the left, there's a sidebar with icons for Dashboard, My Classes (which is selected), Daily Attendance, Exam & Marks, Students, and Settings. The main area is titled 'Teacher Dashboard' and shows a welcome message: 'Welcome Jane Smith, here are your classes:'. It lists 'Class 10A (Grade 10 • Section A)' and 'Subjects Assigned: Science'. Below that is a 'Students' section with the message 'No students added yet'. There's a form to '+ Add Student' with fields for 'Name' (Kajal Jotwani) and 'Roll No.' (801), with a blue 'Add' button. At the bottom left is a 'Need help?' link with a 'View Documentation' button. At the bottom right are links for 'Privacy Policy', 'Terms of Service', and 'Contact'.

## Daily Attendance

This section simplifies the process of tracking student attendance.

- **Mark Attendance:** A responsive interface allows you to quickly mark students as present or absent for each of your classes.
- **Attendance Summary:** The page provides a summary showing the total number of students, those present, and those absent for the selected date.

The screenshot shows the EMIS Daily Attendance interface. On the left, a sidebar menu includes 'EMIS' (with a gear icon), 'Dashboard' (selected), 'My Classes', 'Daily Attendance' (selected), 'Exam & Marks', 'Students', and 'Settings'. Below this is a 'Need help?' section with a 'View Documentation' button. The main area is titled 'Daily Attendance' with the sub-instruction 'Mark attendance for your assigned classes'. It features a search bar and dropdowns for 'Select Class' (Class 10A - Science) and 'Date' (10/07/2025). A summary box shows 'Attendance Summary' with counts: 8 Total Students, 8 Present, and 0 Absent. Below is a list of students with their roll numbers and names, each with a 'Present' button:

Roll No.	Name	Status
001	Amy Johnson Roll No: 001	✓ Present
002	Brandon Smith Roll No: 002	✓ Present
003	Chloe Williams Roll No: 003	✓ Present
004	Daniel Brown Roll No: 004	✓ Present
005	Emma Davis Roll No: 005	✓ Present
006	Frank Miller Roll No: 006	✓ Present

At the bottom right are 'Mark All Present' and 'Mark All Absent' buttons. The footer includes links for 'Privacy Policy', 'Terms of Service', and 'Contact'.

## Exam & Marks Entry

This page allows you to manage and record student grades.

- **Create Exam:** You can create new exams or quizzes by specifying the exam name, subject, class, maximum marks, and exam date.
- **Enter Marks:** After creating an exam, you can easily enter marks for each student in the class. The system automatically calculates the percentage for you.
- **View Exams:** The dashboard displays a list of all exams you have created, allowing you to go back and edit or review marks as needed.

**EMIS**

**Dashboard**

Search... (Search icon)

**Exam & Marks Entry**  
Create exams and enter student marks

**+ Create Exam**

**Your Exams**

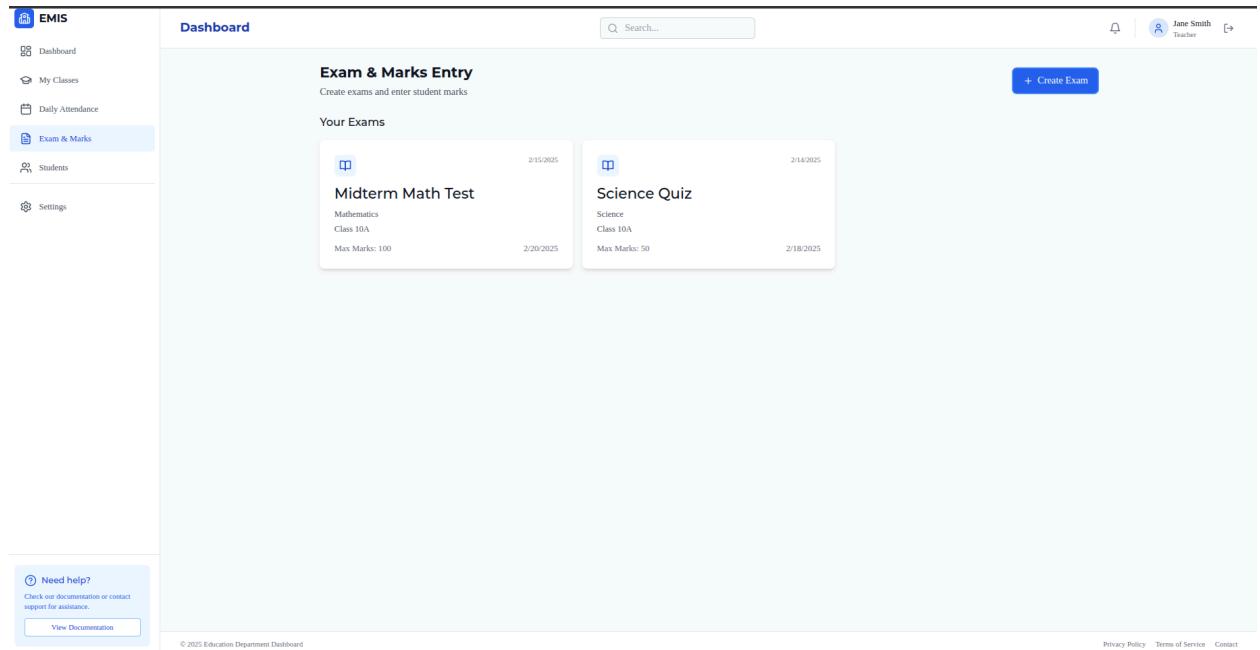
Exam Name	Date	Subject	Class	Max Marks	Date
Midterm Math Test	2/15/2025	Mathematics	Class 10A	100	2/20/2025
Science Quiz	2/14/2025	Science	Class 10A	50	2/18/2025

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Check our documentation or contact support for assistance.

**View Documentation**

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**Dashboard**

**Exam & Marks Entry**  
Create exams and enter student marks

**+ Create Exam**

**Your Exams**

Exam Name	Date	Subject	Class	Max Marks	Date
Midterm Math Test	2/15/2025	Mathematics	Class 10A	100	2/20/2025
Science Quiz	2/14/2025	Science	Class 10A	50	2/18/2025

**Create New Exam**

Exam Name: Midterm exam

Subject: Science Class: Class 10A

Max Marks: 100 Exam Date: 10/09/2025

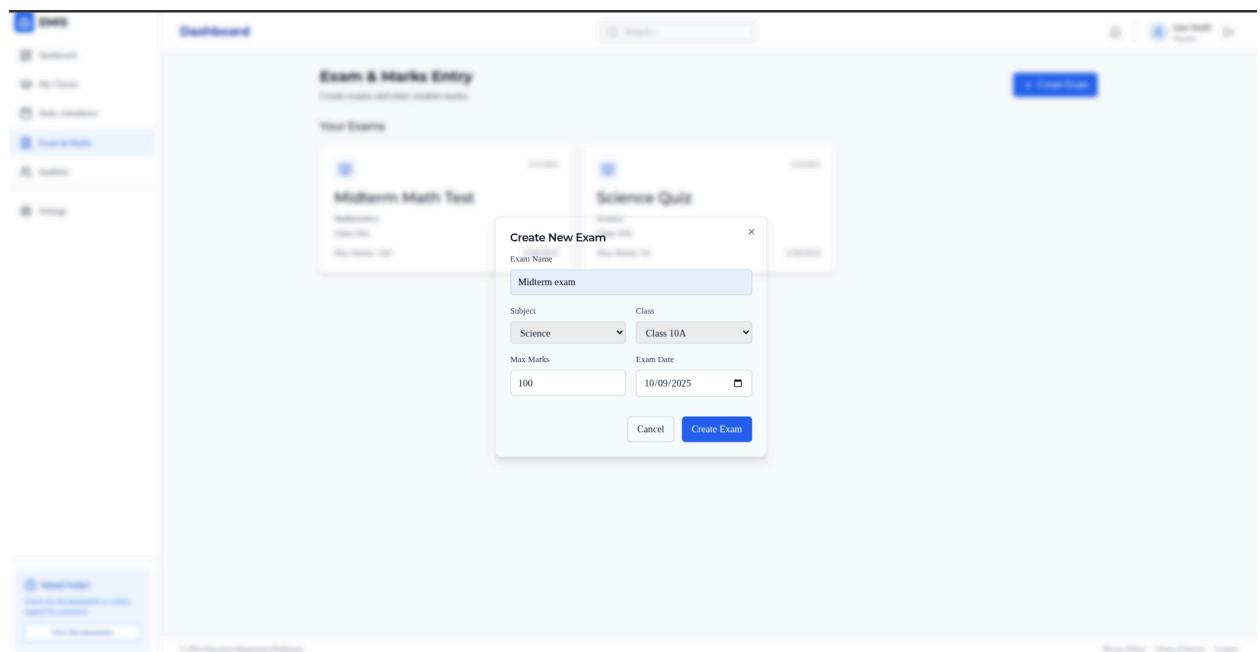
**Cancel** **Create Exam**

**Need help?**  
Check our documentation or contact support for assistance.

View Documentation

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The screenshot shows the EMIS Exam & Marks Entry interface. On the left, a sidebar menu includes Dashboard, My Classes, Daily Attendance, Exam & Marks (which is selected and highlighted in blue), Students, and Settings. The main content area is titled "Exam & Marks Entry" and "Midterm exam". It displays a table of student marks for a Science class (Class 10A) with a maximum mark of 100. The table includes columns for student ID, name, roll number, and marks. A "Save Marks" button is at the bottom right. A "Need help?" section with a "View Documentation" link is also present.

	Student	Roll No.	Marks	Percentage
001	Amy Johnson	001	89	89.0%
002	Brandon Smith	002	70	70.0%
003	Chloe Williams	003	65	65.0%
004	Daniel Brown	004	0	0.0%
005	Emma Davis	005	0	0.0%
006	Frank Miller	006	0	0.0%

## Students

The **Students** page provides a quick overview of all students in your assigned classes.

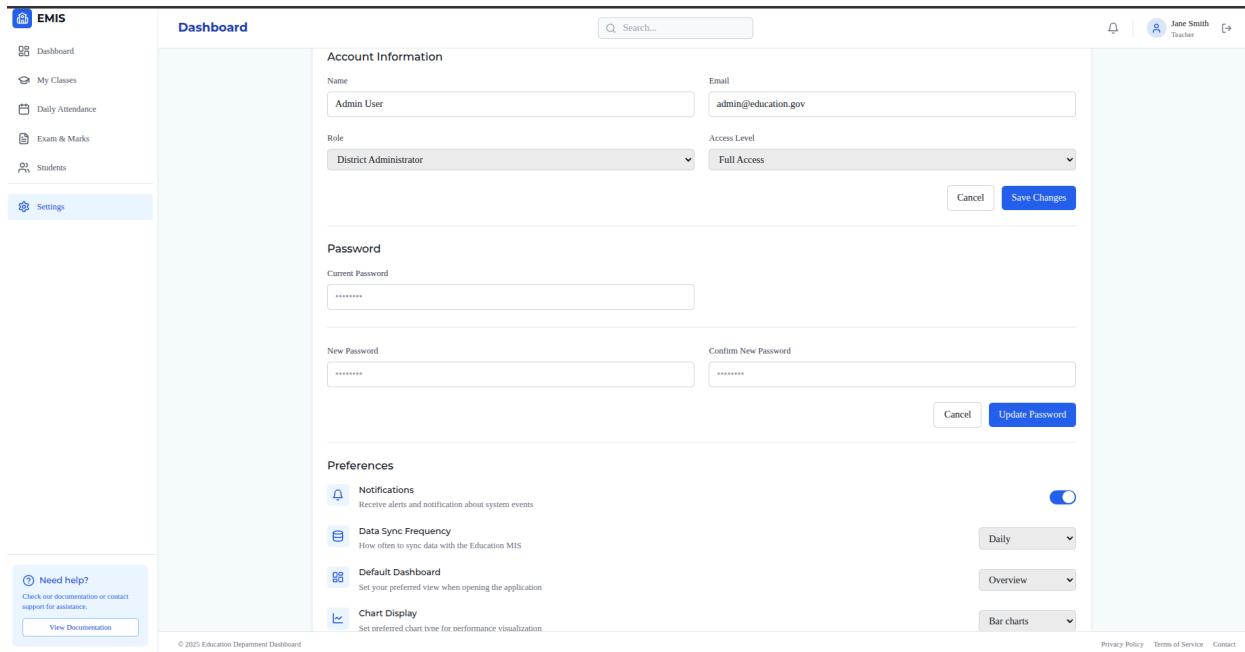
- **Student Performance:** You can see a summary of each student's attendance and subject performance.
- **Progress Tracking:** Clicking on a student's name will take you to a detailed page that shows their performance progress over different terms, allowing you to monitor their academic journey.

The screenshot shows the EMIS Dashboard with the 'Students' section selected. The page title is 'Dashboard'. On the left, there's a sidebar with links: 'Dashboard', 'My Classes', 'Daily Attendance', 'Exam & Marks', 'Students' (which is highlighted in blue), and 'Settings'. The main content area has a search bar and filters for 'School', 'Grade', 'Subject', and an 'Export' button. Below this is a table titled 'Students' showing five students with their names, grades, schools, attendance percentages, and subject performance (Math, Science, English) with corresponding progress bars. At the bottom of the table, it says 'Showing 1 to 5 of 5 results'. A footer at the bottom left includes a 'Need help?' link, a 'View Documentation' button, and copyright information: '© 2025 Education Department Dashboard'. The footer at the bottom right includes links for 'Privacy Policy', 'Terms of Service', and 'Contact'.

## Settings

The **Settings** page allows you to manage your personal account information and customize your user experience.

- **Account Information:** Update your personal details like name and email. You can also see your assigned role and access level.
- **Password Management:** A secure section to change your password. You'll need to enter your current password before setting a new one.
- **Preferences:** Customize your dashboard and notifications



## Troubleshooting & Support

If you encounter issues while using the EMIS platform, follow these steps to resolve common problems before seeking help.

- **Login Issues:** Double-check your username and password. If you forgot your password, contact your principal or district admin.
- **Data Not Loading:** Ensure you have a stable internet connection. Try clearing your browser cache and reloading the page. For teachers, make sure your classes have been assigned by a principal.
- **Data Not Saving:** Check that all required fields are filled and avoid refreshing the page while entering information. Verify your internet connection if the "Save" button is unresponsive.
- **Graphs or Charts Not Displaying:** Allow a few seconds for visualizations to load. If they still don't appear, refresh the page or try a different, updated browser like Chrome or Firefox.

- **Slow Performance:** Close unused browser tabs. Log out, clear your cache, and log back in if the system feels slow.
- **Access/Permission Errors:** If you see “Access Denied” or “You do not have permission,” verify your login role:
  - Teachers cannot access Admin or Principal dashboards.
  - Principals can only view their own school’s data.
  - Admins have district-wide access .
- **General Fixes:** For most issues, refreshing the page, clearing your browser’s cache, and logging out and back in can resolve the problem. If all else fails, contact system administrator for assistance.