# User Manual

Step 1: Register your School

a. Type "Schoolknot.com" in your web browser. Best used in Chrome
b. Click "Register your School"
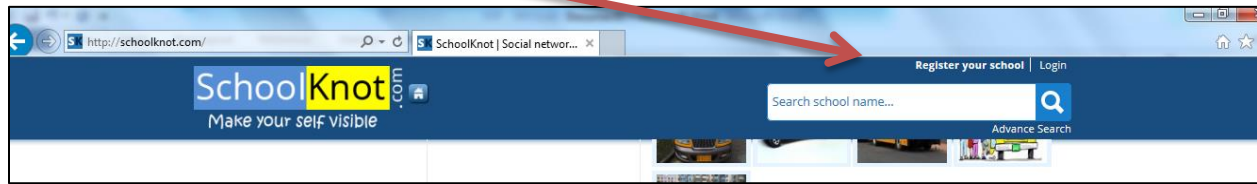
c. Provide a username of your choice
d. For each step there is a help text to guide

e. Provide the school email ID. The authentication mail will be sent to this email ID
f. Check the "terms of use box" and Click "Create new account"
g. Check your mail inbox for the authentication link. The mail may be in the SPAM or Junk Folder of your email box. Please check all the folders for the authentication link
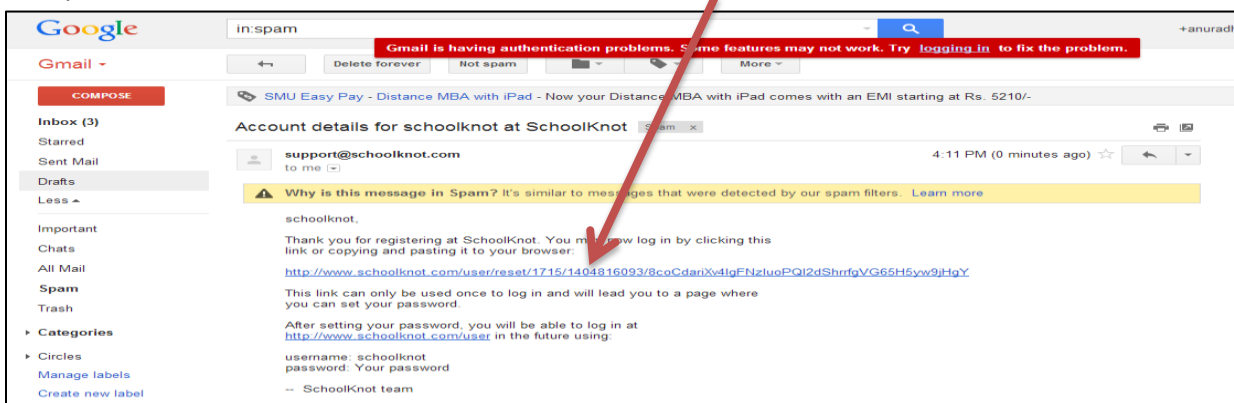

h. You may now log in by clicking the link or copying and pasting it to your browser
i. This link can only be used once to log in and will lead you to a page where you can reset your password
j. After your registration you will get an alert like "you have successfully validate your email address"
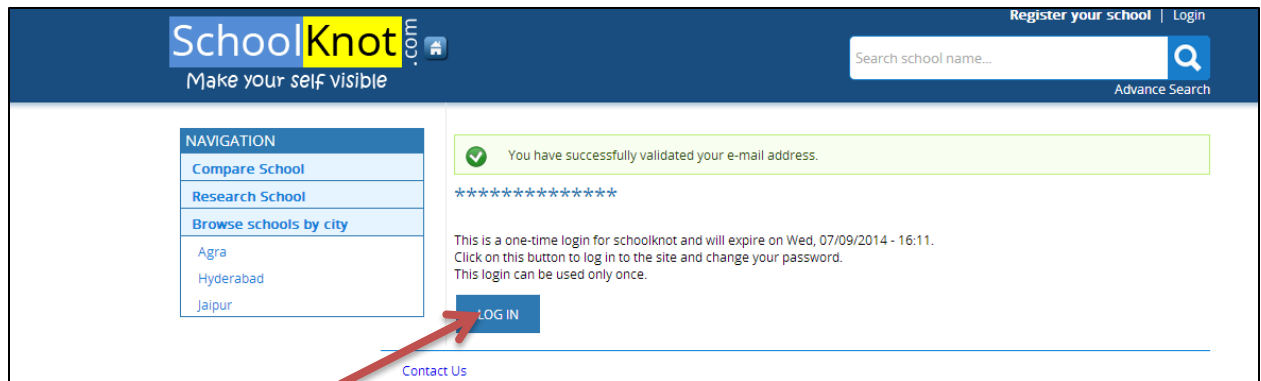
k. Click on "LOG IN".

l. After log in, it opens to a school profile update page. Before you update school profile please reset your password in admin log and select reset password
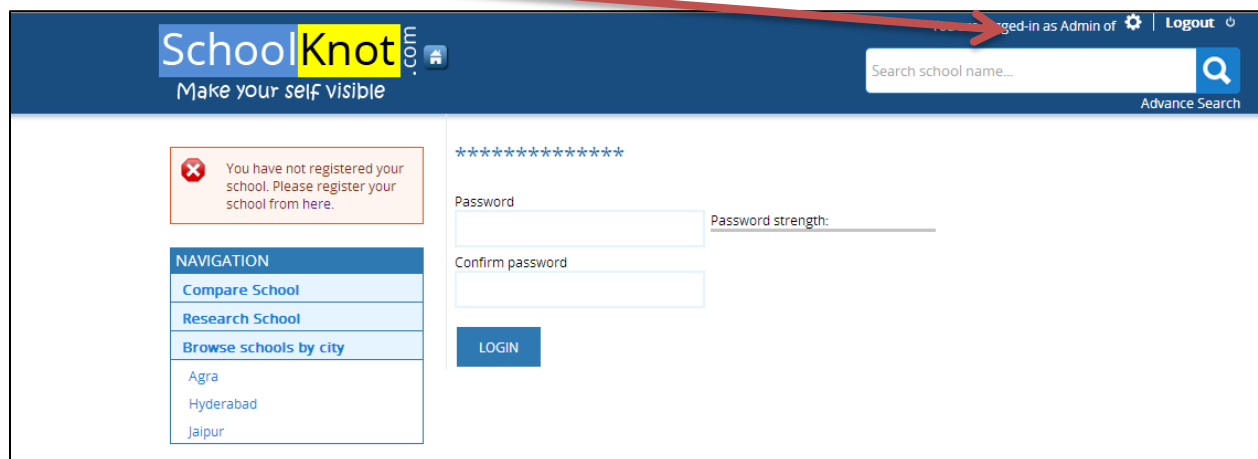
m. Enter and confirm your password and click LOG IN

n. Its opens to a landing page where you can see all schools posting which are register with us.
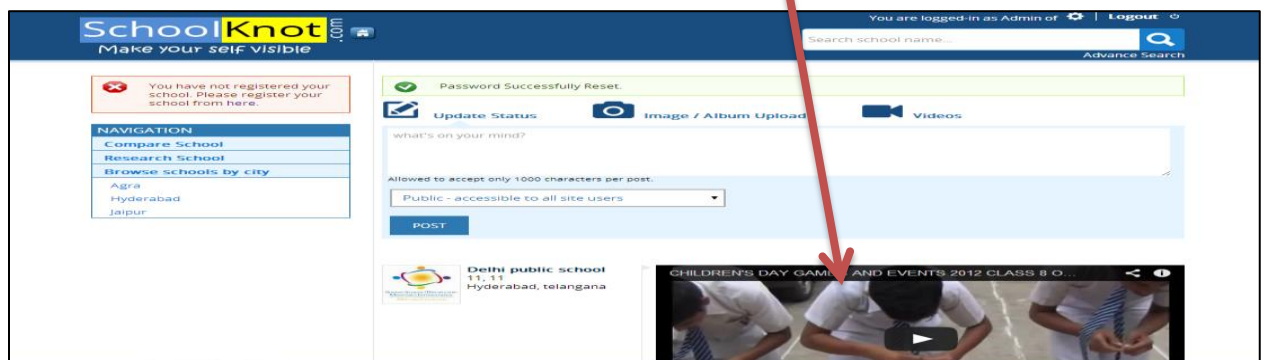
o. You will get an alert like You have not registered your school. Please register your school from here

p. Click on that and create your school as per your profile, facilities, board affiliated etc., and click on "SAVE"

q. You will find fields with RED Asterisk/star - those are mandatory fields

r. If you want to change anything about your school go to "EDIT" option do modifications or changes and save it.

Step 2: Upload Photos/Video

In landing page you will find an option of "showcase" you can update status, upload photos and videos.

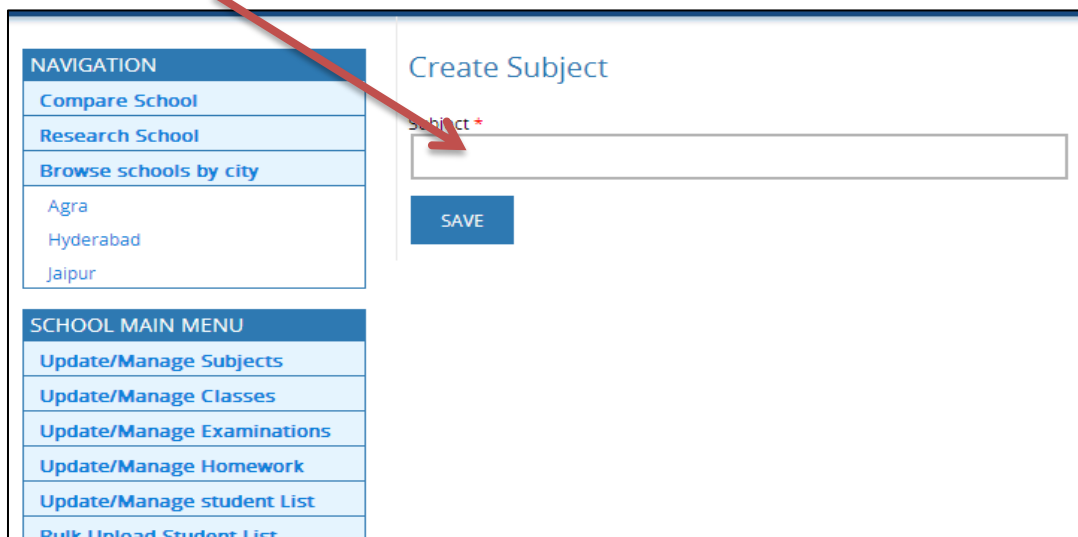**Step 3: School Main Menu**

Options to update, classes, parents ID etc..

Step 4: Create New Subjects

a. Click 'Update/Manage' subjects and create each subject separately

b. Enter subject name and save it

a. If your school have special second languages like Hindi/Sanskrit/Tamil/Urdu
b. Enter all second languages in a single subject box and save it.

Step 5: Update Classes

a. Click 'Update/manage classes'

b. Click create new class

c. Create new class and select the subjects as per the classes and upload class time table (optional) in pdf,jpeg,png format Files must be less than **5 MB**.Allowed file types: **txt png pdf jpeg jpg** and SAVE it

Step 6: Add Single Students

    a.   Create individual student for selected classes

    b.   Enter registration id of the student. for all students in the school registration id should be unique

    c.   Enter student name, date of birth, class and click on "create student"

    d.   After creating a student you will get an alert as below

✅ User created successfully.

e. If there are any errors in creation, an alert with red color will pop up

❌ Student with same registration id alreday exist.

Home

Student Registration ID *

2 V A

Student First Name *

Dany

f. Correct the errors and click on create student

Step 7: Bulk Upload Students

a. Upload a bulk of students list at a time to a class

b. Click on create new student importer
c. It opens a new page- select the class, click "Download a template"

d. Open the downloaded template and click on Enable Editing

e. Enter student registration id, date of birth in MM/DD/YYYY format and the student first is mandatory. Middle and last name is optional. Save the file on your computer.

f. Enter the Title in a Title section which should be the class name and section, select the file from your local system ,click on "upload and save data"

Step 8: Update the Exams

a. Click 'Update Exam' and then click Create new exam

b. Create the type of exam and select exam start and end date and click on "SAVE"

Step 9: Update the progress report

a. Click on "update Student Progress" and then "Create new progress sheet importer"

b. Download the template by clicking "HERE"

c. Select the type of examination, class and click on submit

d. An excel sheet will open. Now enter marks of the students as per the subjects and select 'save as' option and check "save as type" should be Excel 97-2003 workbook and then save it

Student Sl	First Name	Last Name	Class	Exam	Subject	Max Mark	Passing M	Scored Marks
1 IIIA	joy		III A	unit test 4	maths	100	40	90
1 IIIA	joy		III A	unit test 4	hindi	100	40	98
1 IIIA	joy		III A	unit test 4	english	100	40	96
101	veenu		III A	unit test 4	maths	100	40	89
101	veenu		III A	unit test 4	hindi	100	40	89
101	veenu		III A	unit test 4	english	100	40	88
102	pranitha		III A	unit test 4	maths	100	40	87
102	pranitha		III A	unit test 4	hindi	100	40	87
102	pranitha		III A	unit test 4	english	100	40	89

e. Enter Title, upload progress sheet and click on "upload progress and save data"

f. You will get an alert like

Step 10: Update Homework

a. Click on update homework and then "create new homework"

NAVIGATION	View homework history
Compare School	
Research School	CREATE NEW HOMEWORK
Browse schools by city	
Agra	VIEW HOMEWORK HISTORY
Hyderabad	
Jaipur	No Homework Created on this date
SCHOOL MAIN MENU	
Update/Manage Subjects	
Update/Manage Classes	
Update/Manage Examinations	
Update/Manage Homework	
Update/Manage student List	
Bulk Upload Student List	
Update/Manage Student Progress	
Bulk Upload Teachers List	
Update/Manage Teachers List	
Create Notifications	

b. Enter homework Title, homework details, select class, date and save it

Homework title *

homework for standaed VA on 01.07.2014

Homework Details *(Edit summary)

maths complete chapter-8 exercise 4
science prepare for class test

Class *

V A

Class for homework

Homework Date

07/09/2014

E.g., 07/09/2014
Date for Homework

SAVE

c. If you want to edit then go to "Edit" option, do the changes and save it

d. By clicking "view homework history" you can view all homework history by date wise

Step 11: Create Notifications

a. You can create notifications To a selected parent, To a class, To all parents and To all teachers

b. If you want to send notification to a selected parent, select" parent of" student name enter subject, message and click on submit

a. List of Notifications - In this you can see list of notifications sent and received date wise

Step 12: School Calendar

      a.   Enter event title, description, upload the event image, schedule the event date and time

      b.   Type agenda of the event, list if guests, center of attraction and click on "SAVE"

Create School Events

Event Title *

   text

Description *(Edit summary)

   text

Details about event

Event Image

  Choose File | No file chosen

UPLOAD

Image for Event
Files must be less than 5 MB.
Allowed file types: png gif jpg jpeg.

Event Date

Event Start and end date with timing
*

  2014-07-09   19:55

E.g., 2014-07-09   E.g., 19:55

to: *

  2014-07-09   20:55

E.g., 2014-07-09   E.g., 19:55

Event Agenda

Agenda for Event (If any)

Guests

List of guest (optional)

Center of Attraction

Step 13: School Holidays

a. Schools can create holidays list by entering Title of the holiday, description, select
   date of the holiday and click on SAVE

Create Holiday

Holiday Title *

Holiday Description (Edit summary)

Holiday day

07/09/2014

07/09/2014

E.g., 07/09/2014

to:

07/09/2014

E.g., 07/09/2014

SAVE