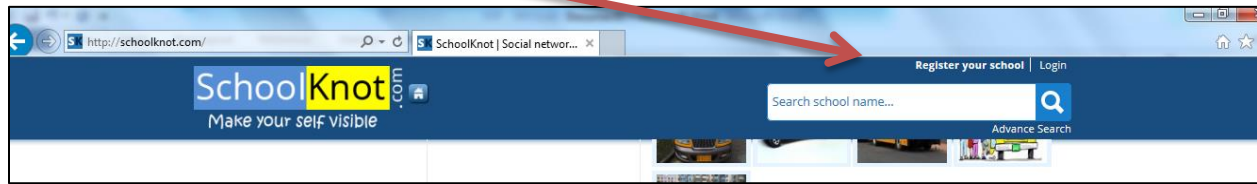


User Manual

<u>Step 1: Register your School</u>	<u>Page 2</u>
<u>Step 2: Upload Photos/Video</u>	<u>Page 5</u>
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<u>Step 4: Create New Subjects</u>	<u>Page 6</u>
<u>Step 5: Update Classes</u>	<u>Page 7</u>
<u>Step 6: Add Single Students</u>	<u>Page 8</u>
<u>Step 7: Bulk Upload Students</u>	<u>Page 9</u>
<u>Step 8: Update the Exams</u>	<u>Page 10</u>
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<u>Step 12: School Calendar</u>	<u>Page 16</u>
<u>Step 13: School Holidays</u>	<u>Page 17</u>

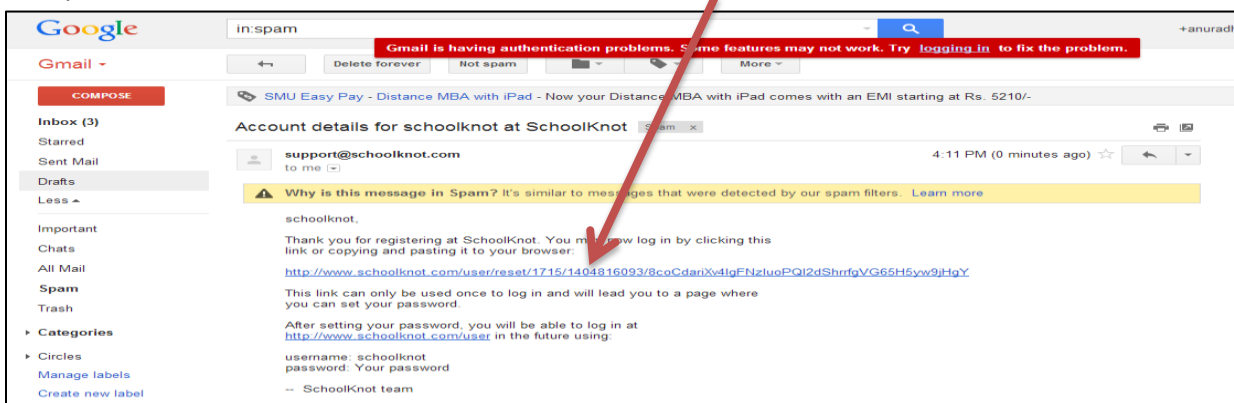
Step 1: Register your School

- Type "Schoolknot.com" in your web browser. Best used in Chrome
- Click "Register your School"

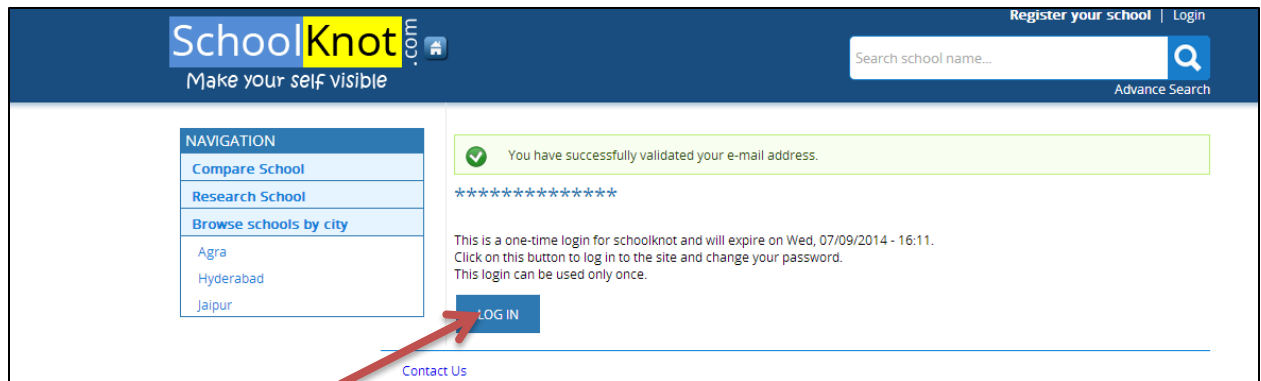


- Provide a username of your choice
- For each step there is a help text to guide

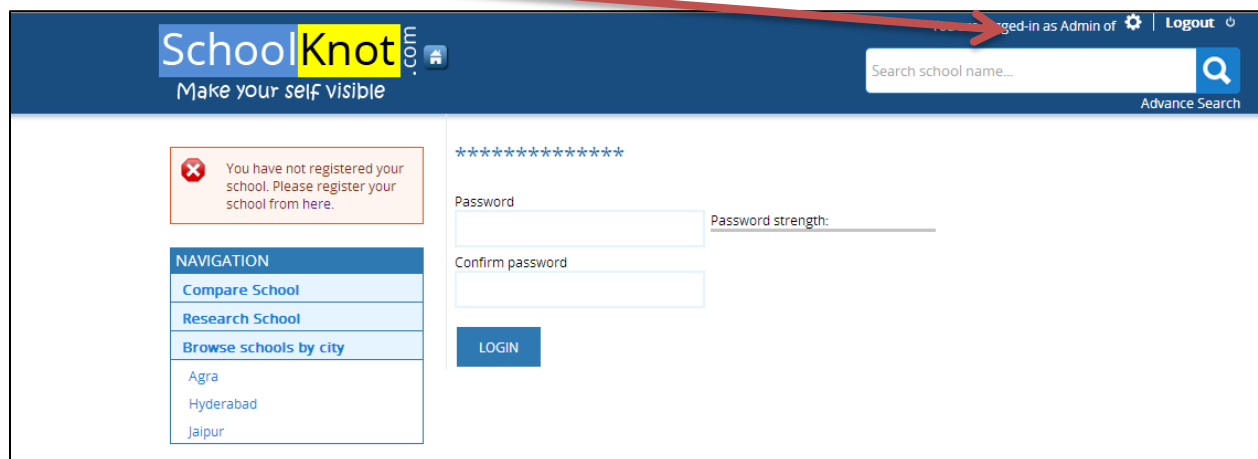
- Provide the school email ID. The authentication mail will be sent to this email ID
- Check the "terms of use box" and Click "Create new account"
- Check your mail inbox for the authentication link. The mail may be in the SPAM or Junk Folder of your email box. Please check all the folders for the authentication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



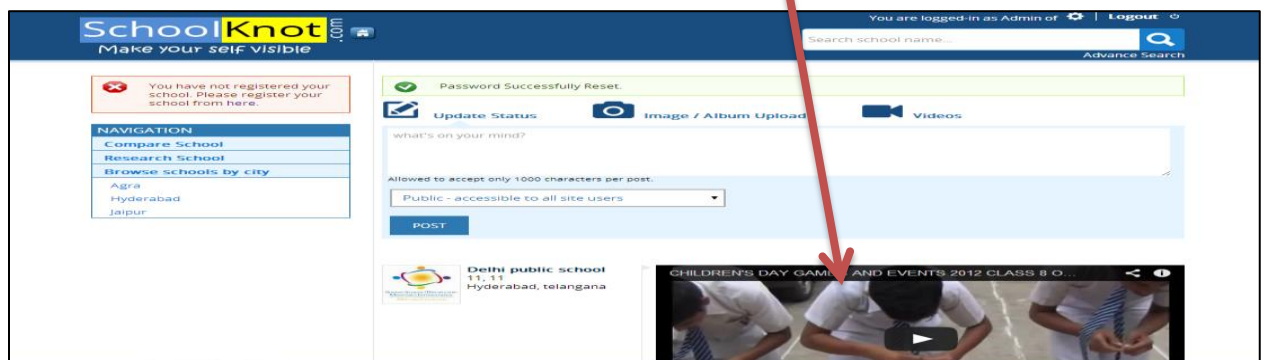
- You may now log in by clicking the link or copying and pasting it to your browser
- This link can only be used once to log in and will lead you to a page where you can reset your password
- After your registration you will get an alert like "you have successfully validate your email address"



- 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”

SchoolKnot.com
Make your self visible

You are logged-in as Admin of [User Icon] | Logout

Search school name... [Search Icon]
Advance Search

NAVIGATION

- Compare School
- Research School
- Browse schools by city
- Agra
- Hyderabad
- Jaipur

Create School

School Name *

Body (Edit summary)

Address

Profile

Contact Details

Optional Details

Sports Facilities

Other Facilities

SAVE

You have not registered your school. Please register your school from here.

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

SchoolKnot.com
Make your self visible

You are logged-in as Admin of [User Icon] | Logout

Search school name... [Search Icon]
Advance Search

NAVIGATION

- Compare School
- Research School
- Browse schools by city
- Agra
- Hyderabad
- Jaipur

Create School

School Name *
Modern mission public school

Body (Edit summary)
test

Address

School address

Address Line 1 *
test

Address Line 2
test

You have not registered your school. Please register your school from here.

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

NAVIGATION

- Compare School
- Research School
- Browse schools by city
- Agra
- Hyderabad
- Jaipur

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
- List Notifications
- School Rating Settings

Modern mission public school

VIEW EDIT GROUP

Modern mission public school
test, test
Active School Members: 0

About Showcase Photos

About
MySchool
MySchool MyVillage MyPlanet

test
test
Hyderabad

School Modern mission public school has been created.

Step 2: Upload Photos/Video

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

Progress

- Bulk Upload Teachers List
- Update/Manage Teachers List
- Create Notifications
- List Notifications
- School Rating Settings
- School Rating Report
- Conduct Poll
- Poll Results
- Create Event Calendar
- Create/Manage Holidays
- List of all events

EVENTS

July

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CONTACT US
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About Showcase Photos

Update Status **Image / Album Upload** **Videos**

Share with the world

Allowed to accept only 1000 characters per post.

Public - accessible to all site users

POST

Prague International School
★★★★☆
Road # 12, Mind Space Valley
Shimla, Himachal Pradesh

School Safety Video for School Lockdown Emergen...

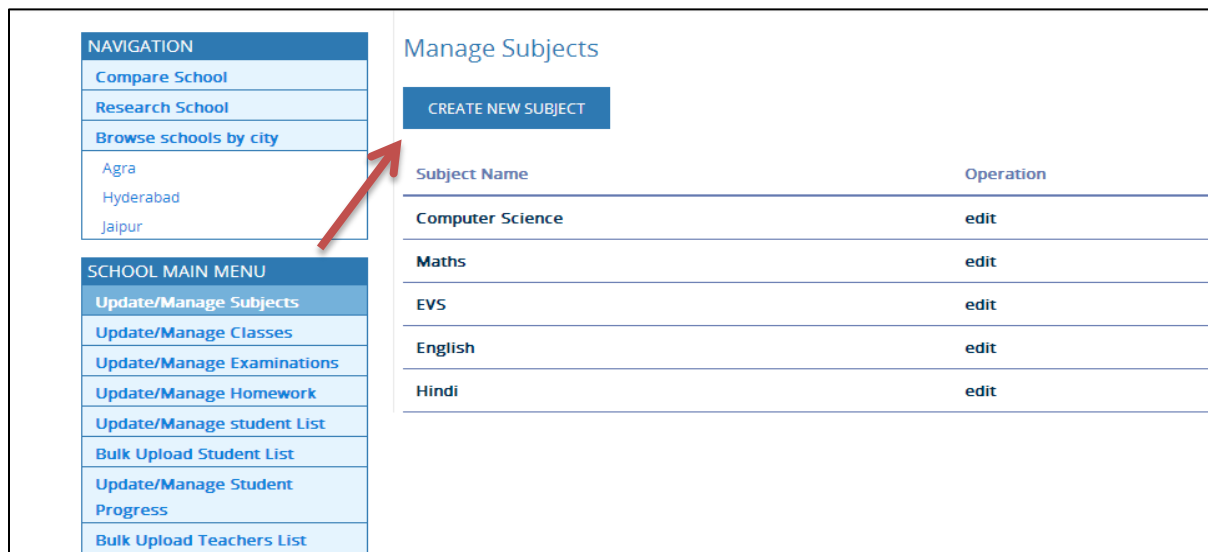
Step 3: School Main Menu

Options to update, classes, parents ID etc..

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
List Notifications
School Rating Settings
School Rating Report
Conduct Poll
Poll Results
Create Event Calendar
Create/Manage Holidays
List of all events

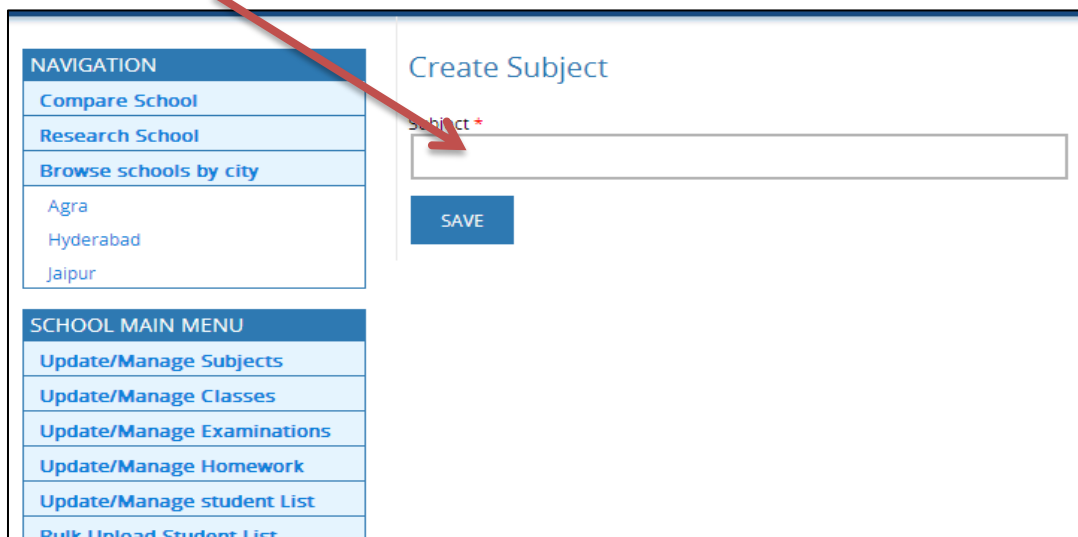
Step 4: Create New Subjects

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

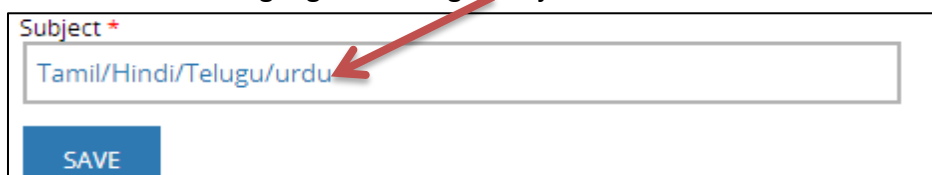


Subject Name	Operation
Computer Science	edit
Maths	edit
EVS	edit
English	edit
Hindi	edit

- 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'

Manage Classes

CREATE NEW CLASS

Class	Subjects	Operation
4 B	Computer Science Maths EVS English Hindi	edit
4 A	Computer Science Maths EVS English Hindi	edit

- 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

Create Classes

Class *

Subjects

☐ Computer Science

☐ Maths

☐ EVS

☐ English

☐ Hindi

Select subject for class

Time Table

Choose File No file chosen

UPLOAD

Upload Time Table in pdf,jpeg,png format
Files must be less than 5 MB.
Allowed file types: txt png pdf jpeg jpg.

SAVE

Step 6: Add Single Students

- a. Create individual student for selected classes

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications
- School Rating Settings

Students List

ADD A STUDENT

Class:

First Name:

Last Name:

APPLY

Student Registration ID	Class	Student First Name	Student Last Name	Action
6	4 B	Payal	Goyal	Edit
1	4 A	Divya		Edit
2	4 A	Prakash		Edit
3	4 A	Sreeram		Edit
4	4 A	Saurabh		Edit
5	4 A	Azad		Edit

- 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”

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications

Home

Student Registration ID *

Student First Name *

Student Middle Name

Student Last Name

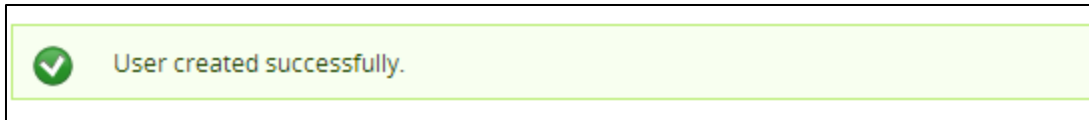
Student Date of Birth *

E.g., 30 July 2014

Class:

CREATE STUDENT

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



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

An orange banner with a red 'X' icon and the text "Student with same registration id already exist." Below it is a form titled "Home" with two input fields: "Student Registration ID *" containing "2 V A" and "Student First Name *" containing "Dany".

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

The screenshot shows a sidebar menu on the left with "Bulk Upload Student List" highlighted. The main content area is titled "Bulk Upload Parsers" and contains a table with one row: "4 A" under "Importer Title" and "Wed, 07/16/2014 - 22:48" under "First Import Date". A red arrow points from the sidebar menu to the "CREATE NEW STUDENT IMPORTER" button.

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications
- School Rating Settings

Bulk Upload Parsers

CREATE NEW STUDENT IMPORTER

Importer Title	First Import Date
4 A	Wed, 07/16/2014 - 22:48

- b. Click on create new student importer

- c. It opens a new page- select the class, click "Download a template"

The screenshot shows the "Create Students Bulk Upload Importer" page. It has a form with fields for "Title", "Class *" (a dropdown menu showing "- Select a value -"), and "Class to assign to imported students". Below these is a "Feed" section with a "DOWNLOAD A TEMPLATE" button. A red arrow points to this button. At the bottom are "Choose File" and "UPLOAD AND SAVE DATA" buttons.

Create Students Bulk Upload Importer

Title

Class *

- Select a value -

Class to assign to imported students

Feed

DOWNLOAD A TEMPLATE

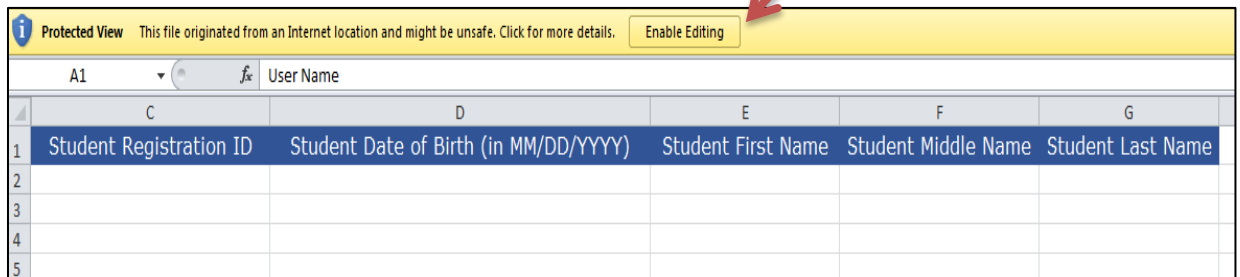
File

Choose File No file chosen

Select a file from your local system.

UPLOAD AND SAVE DATA

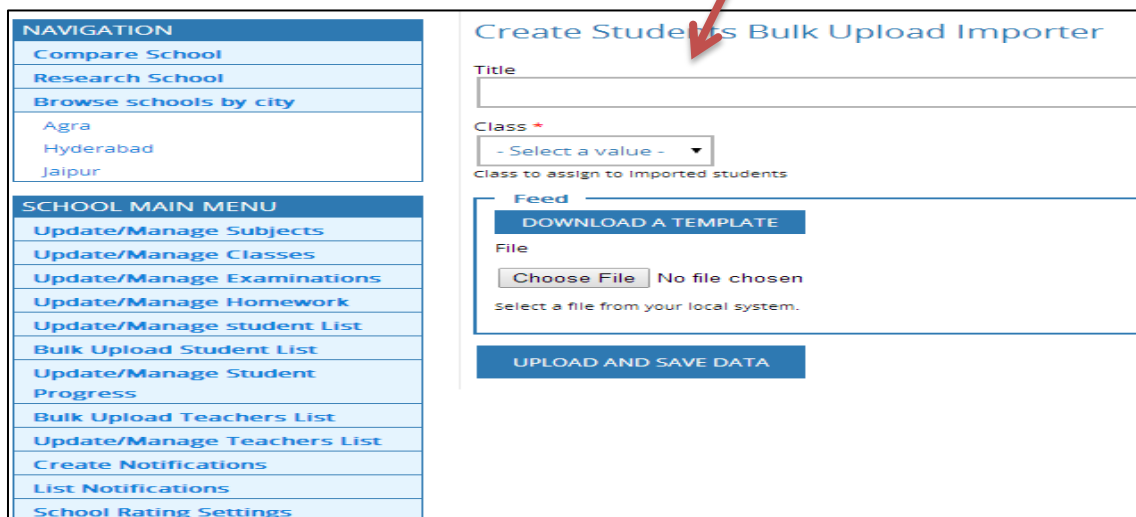
- d. Open the downloaded template and click on Enable Editing



Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

	C	D	E	F	G
1	Student Registration ID	Student Date of Birth (in MM/DD/YYYY)	Student First Name	Student Middle Name	Student Last Name
2					
3					
4					
5					

- 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”



NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications
- School Rating Settings

Create Students Bulk Upload Importer

Title

Class *

- Select a value -

Class to assign to imported students

Feed

DOWNLOAD A TEMPLATE

File

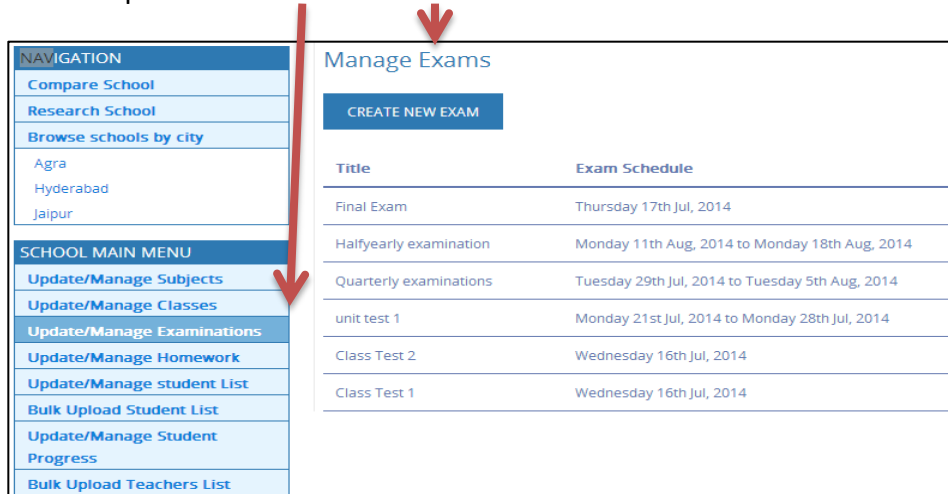
Choose File No file chosen

Select a file from your local system.

UPLOAD AND SAVE DATA

Step 8: Update the Exams

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



NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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

Manage Exams

CREATE NEW EXAM

Title	Exam Schedule
Final Exam	Thursday 17th Jul, 2014
Halfyearly examination	Monday 11th Aug, 2014 to Monday 18th Aug, 2014
Quarterly examinations	Tuesday 29th Jul, 2014 to Tuesday 5th Aug, 2014
unit test 1	Monday 21st Jul, 2014 to Monday 28th Jul, 2014
Class Test 2	Wednesday 16th Jul, 2014
Class Test 1	Wednesday 16th Jul, 2014

- b. Create the type of exam and select exam start and end date and click on “SAVE”

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications
- School Rating Settings

Create Examination

Exam Type *

Exam Schedule

Pick Exam start and end date

Start: 07/30/2014
E.g.: 07/30/2014

To: 07/30/2014
E.g.: 07/30/2014

SAVE

Step 9: Update the progress report

- a. Click on “update Student Progress” and then “Create new progress sheet importer”

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications

Bulk Upload Parsers

CREATE NEW PROGRESS SHEET IMPORTER

Importer Title

Final Exam

Half Yearly

Quarterly

Class Test 2 4 B

Class test 1 4 b

Halfyearly examination 4 A

Quarterly examinations progress 4A

Unit Test - 1 4A

Class Test - 2 4 A

Class Test - 1 4 A

1 2 next

- b. Download the template by clicking “HERE”

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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

Create Students Progress Bulk Upload Importer

Title

Feed

Please download template from **HERE** by submitting the form with desired data.

File

Choose File No file chosen

Select a file from your local system.

UPLOAD AND SAVE DATA

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

NAVIGATION

[Compare School](#)

[Research School](#)

[Browse schools by city](#)

Agra
Hyderabad
Jaipur

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 Sheet Template Generator

Examination

Class Test 1

Select exam to generate template for progress sheet bulk upload.

Class

4 A

Select class to generate template for progress sheet bulk upload.

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 SI	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"

Create Students Progress Bulk Upload Importer

Title

progress sheet iii a unit4

Feed

Please download template from [HERE](#) by submitting the form with desired data.

File

Choose File

iii a unit 4 progress.xml

Select a file from your local system.

UPLOAD AND SAVE DATA

- f. You will get an alert like

✓

Students Progress Bulk Upload Importer iiiia unit 4 has been created.

Step 10: Update Homework

- a. Click on update homework and then “create new homework”

The screenshot shows a web application interface. On the left is a navigation menu with two sections: 'NAVIGATION' and 'SCHOOL MAIN MENU'. The 'NAVIGATION' section includes links for 'Compare School', 'Research School', and 'Browse schools by city' (with sub-links for Agra, Hyderabad, and Jaipur). The 'SCHOOL MAIN MENU' section includes links for 'Update/Manage Subjects', 'Update/Manage Classes', 'Update/Manage Examinations', 'Update/Manage Homework' (highlighted with a red arrow), 'Update/Manage student List', 'Bulk Upload Student List', 'Update/Manage Student Progress', 'Bulk Upload Teachers List', 'Update/Manage Teachers List', and 'Create Notifications'. On the right, there is a section titled 'View homework history' containing two buttons: 'CREATE NEW HOMEWORK' and 'VIEW HOMEWORK HISTORY'. Below these buttons, it says 'No Homework Created on this date'.

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

The screenshot shows a form for creating homework. It has two main sections. The first section is for entering the homework title and details. It has a label 'Homework title *' and a text input field containing 'homework for standaed VA on 01.07.2014'. Below this is a label 'Homework Details *(Edit summary)' and a text area containing 'maths complete chapter-8 exercise 4' and 'science prepare for class test'. The second section is for selecting the class and date. It has a label 'Class *' and a dropdown menu showing 'VA'. Below the dropdown is the text 'Class for homework'. There is a section titled 'Homework Date' with a date input field showing '07/09/2014'. Below the date field is the text 'E.g., 07/09/2014' and 'Date for Homework'. At the bottom of the form is a blue button labeled 'SAVE'.

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

View homework history

CREATE NEW HOMEWORK

VIEW HOMEWORK HISTORY

Class	Homework Date	HomeWork Description	Operation
V A	Wednesday 9th Jul, 2014	*****	edit

- 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

NAVIGATION

- Compare School
- Research School
- Browse schools by city
 - Agra
 - Hyderabad
 - Jaipur

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
- List Notifications
- School Rating Settings

Create Notifications

Class

To a Selected Parent

Select a recipient type to send message.

Parent of

Select a student from the list below.

Subject *

Write subject of a message.

Message *

SUBMIT

NAVIGATION

[Compare School](#)
[Research School](#)
[Browse schools by city](#)

Agra
Hyderabad
Jaipur

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](#)

Create Notifications

Class

To All Parents

Select a recipient type to send message.

Subject *

Write subject of a message.

Message *

SUBMIT

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

NAVIGATION

[Compare School](#)

[Research School](#)

[Browse schools by city](#)

[Agra](#)

[Hyderabad](#)

[Jaipur](#)

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](#)

[List Notifications](#)

[School Rating Settings](#)

Messages

Actions...

	Subject	Last Updated
<input type="checkbox"/>	test	Jul 22
<input type="checkbox"/>	Request for submit school rating fromPrague International School	Jul 18
<input type="checkbox"/>	Request for submit school rating fromPrague International School	Jul 18
<input type="checkbox"/>	Request for submit school rating fromPrague International School	Jul 18
<input type="checkbox"/>	testing comment	Jul 18
<input type="checkbox"/>	Homework assigned for 2014-07-17	Jul 17
<input type="checkbox"/>	Fancy Dress Competetion	Jul 17
<input type="checkbox"/>	Not present	Jul 17
<input type="checkbox"/>	Poll Notification	Jul 17
<input type="checkbox"/>	School Created "Science Expo" Event	Jul 17
<input type="checkbox"/>	Request for submit school rating fromPrague International School	Jul 17

Step 12: School Calendar

- Enter event title, description, upload the event image, schedule the event date and time
- Type agenda of the event, list if guests, center of attraction and click on “SAVE”

Create School Events

Event Title *

Description *(Edit summary)

Details about event

Event Image

No file chosen

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 *

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

to: *

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