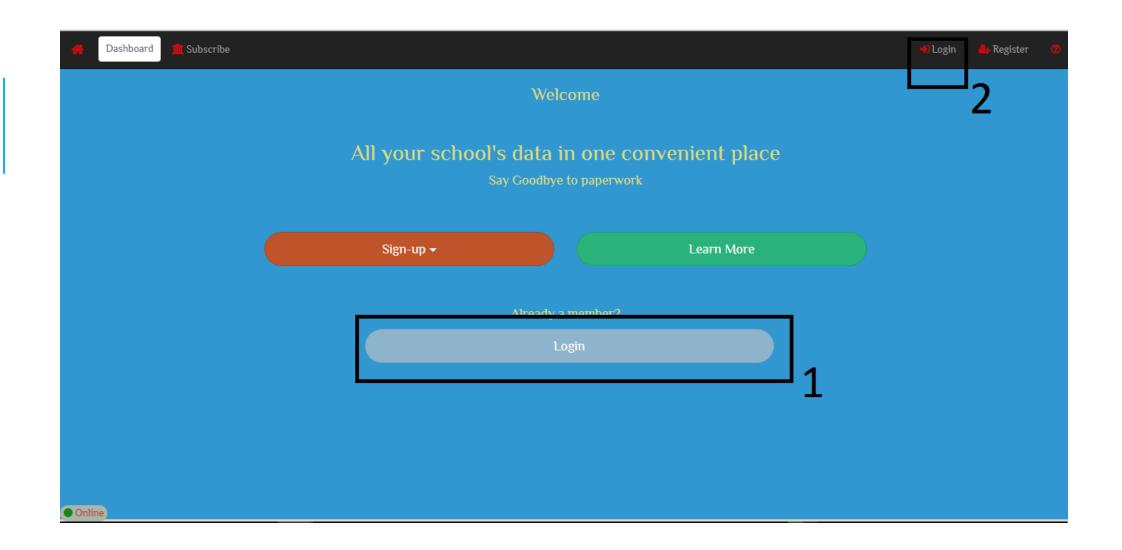


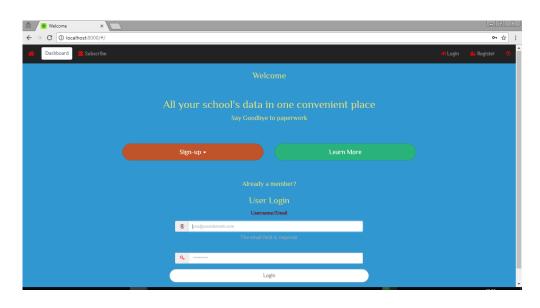
# WELCOME TO AMATE SCHOOL MANAGEMENT SYSTEM

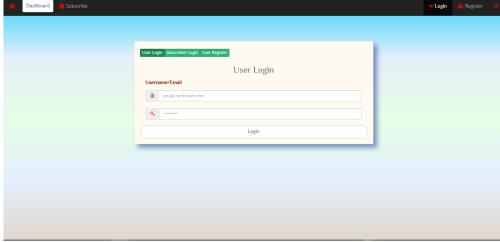
Exam Management System

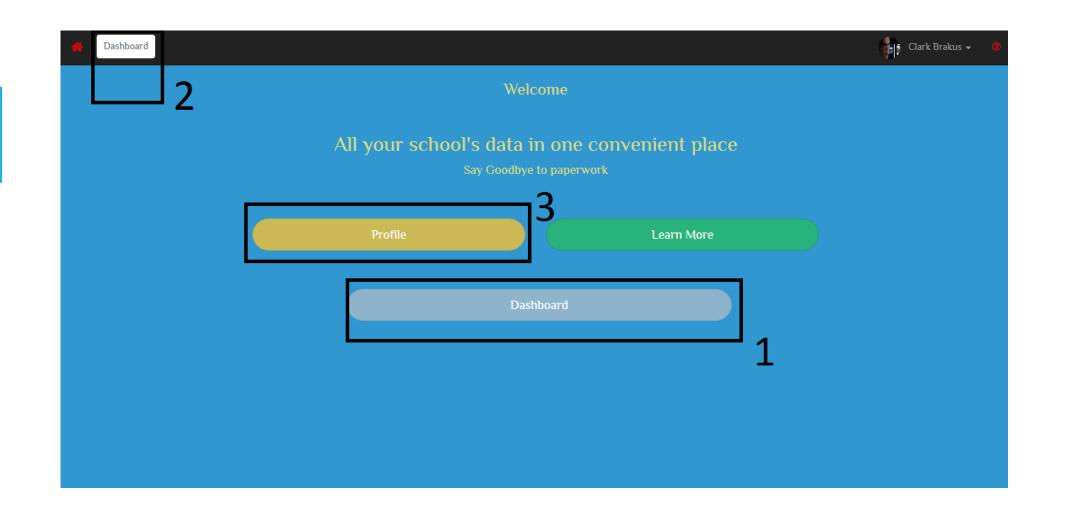


#### 1. CLICK ON EITHER OF THE LOGIN BUTTONS

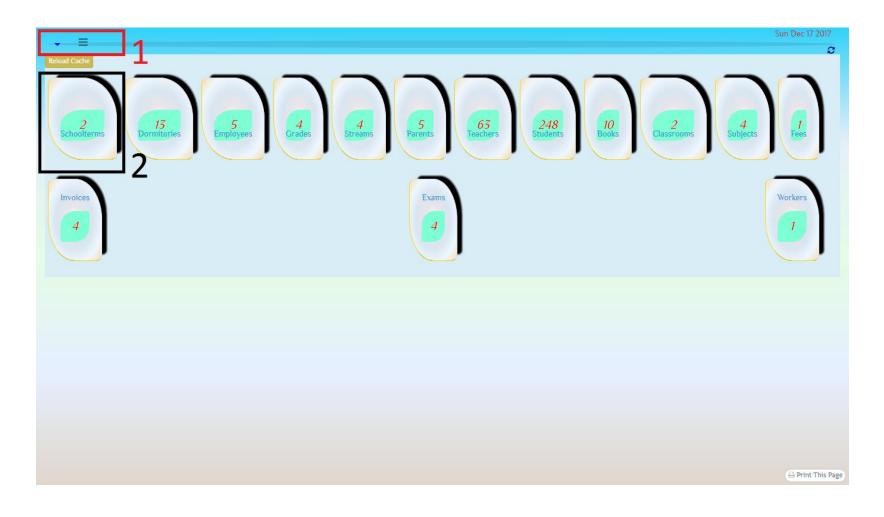
#### 2. LOGIN TO YOUR ACOUNT.



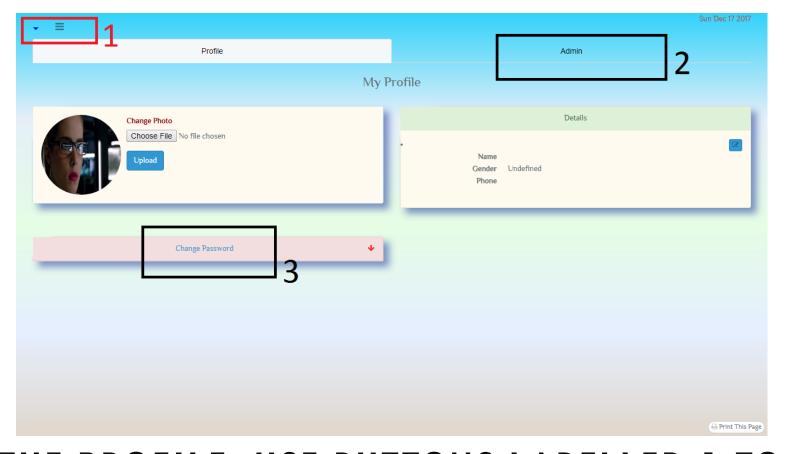




## CLICK ON EITHER OF THE 3 BUTTONS TO ACCESS THE DASHBOARD OR VIEW YOUR PROFILE.



FROM THE DASHBOARD, USE THE BUTTONS LABELLED 1 TO ACCESS THE MENU.
PROCEED TO SCHOOLTERMS BY SELECTING PANEL LABELLED



FROM THE PROFILE, USE BUTTONS LABELLED 1 TO ACCESS THE MENU,
LINK 2 ACCESSES THE ADMIN PANEL AND
LINK 3 GIVE YOU THE ABILITY TO CHANGE YOUR
PASSWORD

### 5. ADD SCHOOLTERM

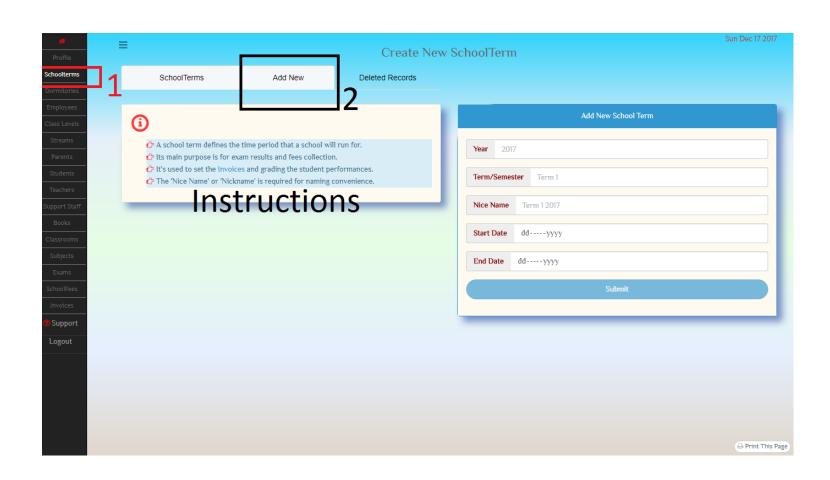
The first thing to do is create your schoolterms.

A good example in Kenya is 'Term 1', 'Term 2' and 'Term 3'.

You will use these schoolterms to create your classrooms later.

The page gives you clear instrutions on how to create schoolterms.

#### 5.1 ADD SCHOOL TERM



### 6. ADD GRADE AND STREAMS

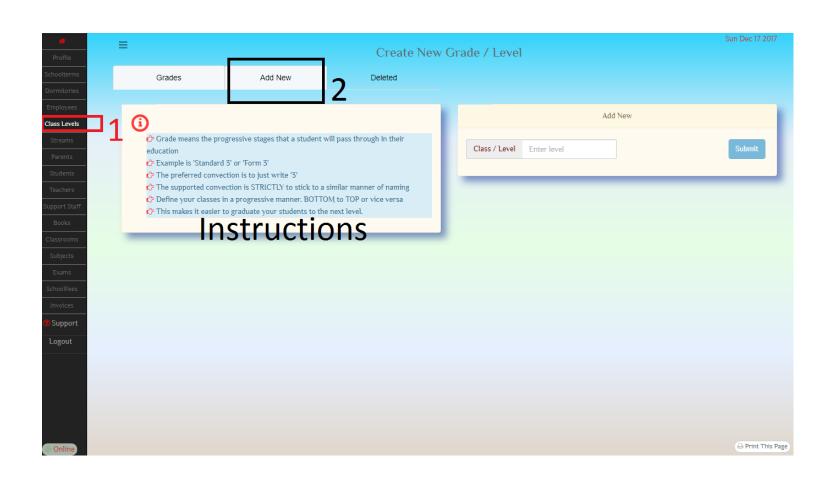
You will add the grades that your institutions have.

Example, 1 - 8 for Primary schools, 1-4 for secondary schools.

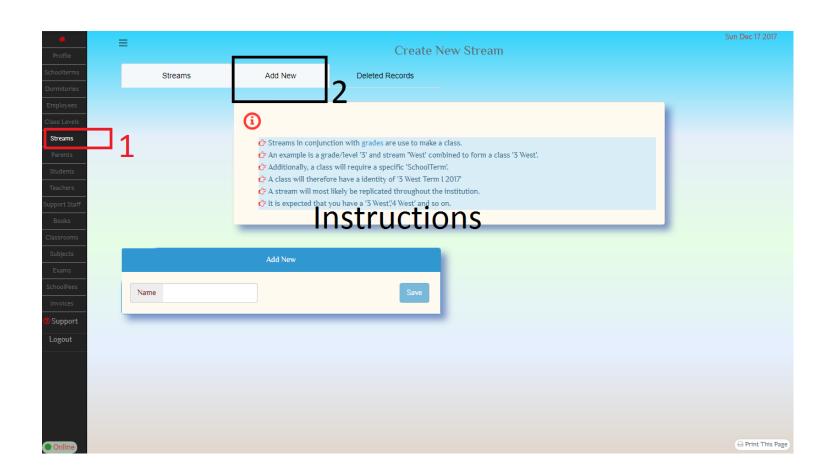
Proceed and create streams. At least one stream is required. Different stream naming system exists such the points of a compass, rivers, mountains, alphabets, etc. Use whatever system you have.

You will later use a schoolterm, a grade and a stream to create a classroom.

#### 6.1 ADD GRADE



#### 6.2 ADD STREAM



### 7. ADD PARENT / GUARDIAN (COMPULSORY)

You will create a parent or a guardian to a prospective student.

Incase you do not want to store these details, create a dummy parent that will be used to add all students.

### 7.1 ADD PARENT/GUARDIAN

=			Create
	Parents	Add New	Deleted Records
			2
s ls	First Name		_
s 1	Middle Name		
ts	Last Name		
t Staff	Relationship relationship	to student	
ooks	Gender Please Select		•
jects	Identification ID/Passpor	t number	
oolFees	Street		
pport	Ward Please Select		<b>v</b>
gout	Phone +254		
	Email @ Enter Email		
		Submit	

#### 8. ADD STUDENT

After you have created your parents, it's time to add what really matters, the students.

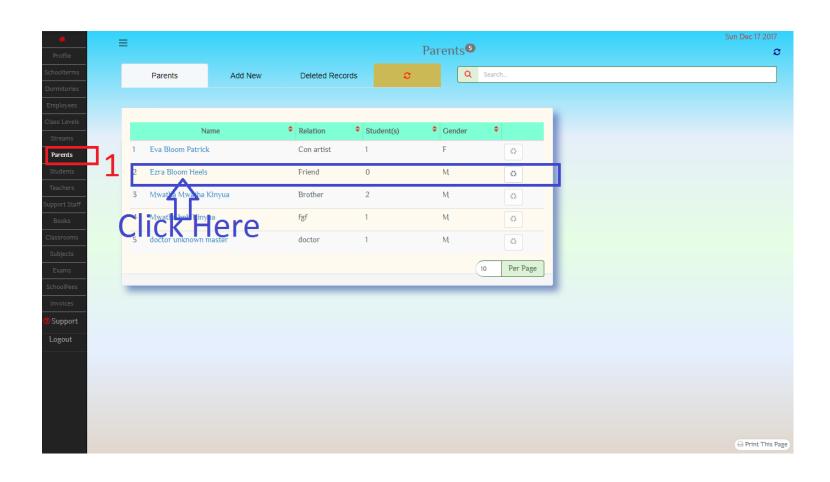
Access the parents homepage

Click on a parent to add students to.

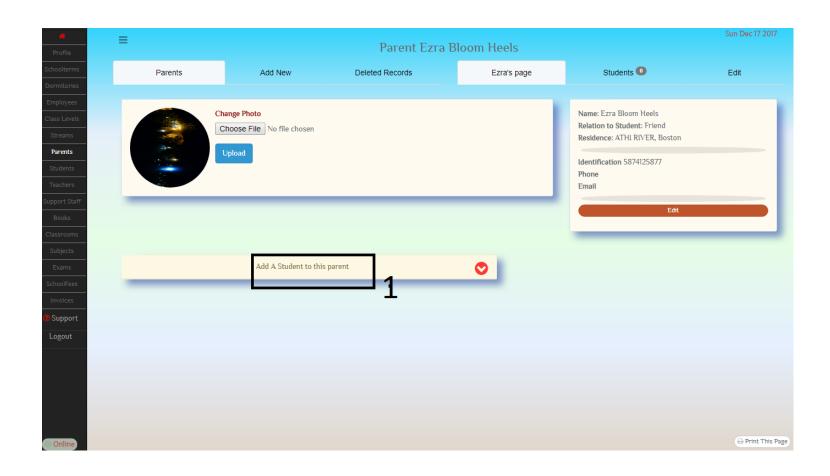
Click on 'Add A Student to this Parent'

NOTE: When adding students, you can select the grade and stream to have the student in. This will eliminate the necessity to do it later.

#### 8.1 PARENTS' HOMEPAGE



#### 8.2 PARENT'S PAGE



#### 8.3 ADD STUDENT

file	Add A Student to this parent	<b>△</b>
terms		
nitories	First Name	
nployees	Middle Name	
ass Levels Streams	Last Name	
Parents		
Students	Gender Please Select	•
Teachers	Grade Please Select	•
upport Staff Books	Stream Please Select	*
Classrooms	Su edili Prease Select	
Subjects	Dormitory Please Select	*
Exams	<b>D.O.B</b> ddуууу	
Invoices	Administration 33	
Support	Admission ddyyyy	
Logout	Phone +254	
	Email @ Enter Email	
	Submit	



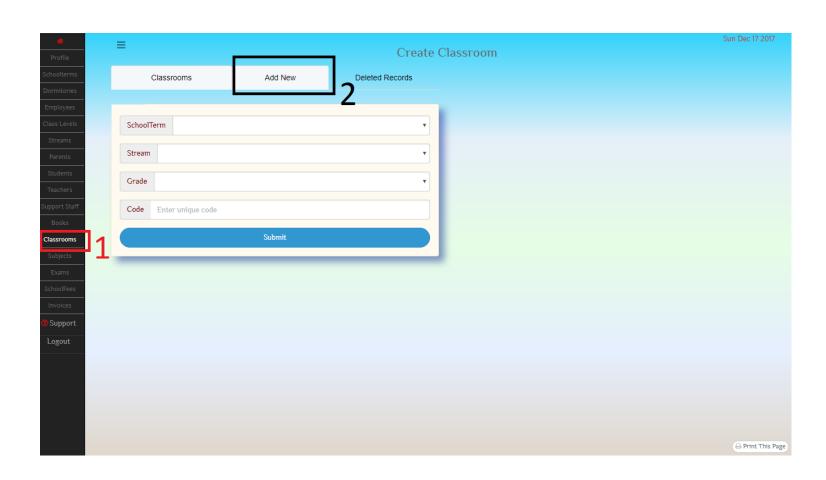
#### 9. CLASSROOMS

Now that you have

- 1. Grades
- 2. Schoolterms
- 3. Streams
- 4. Students

You can now add classrooms.

#### 9.1 ADD CLASSROOM



### 10. IT'S NOW TIME TO POPULATE YOUR CLASSROOMS

You will now add students to your classrooms.

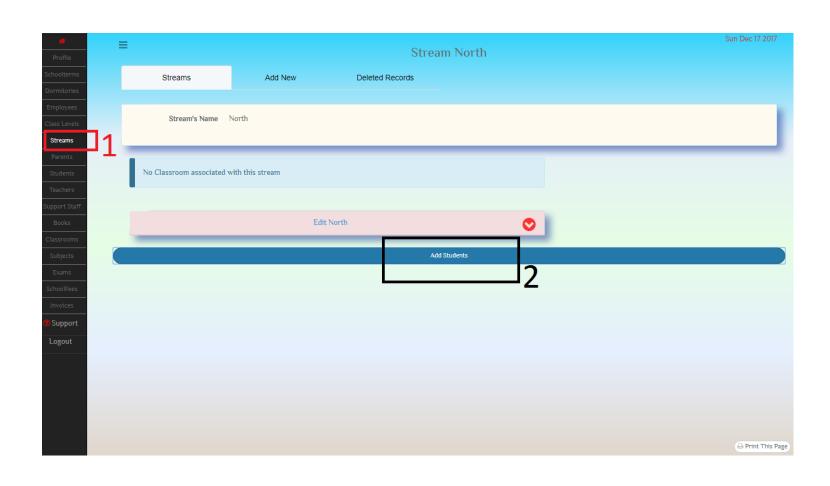
In order for a students to be eligible to be added to a classroom,

- I. The student must be associated to both a stream and a grade.
- II. The stream must be the same that the classroom is associated to,
- III. The grade must be the same that the classroom is associated to.

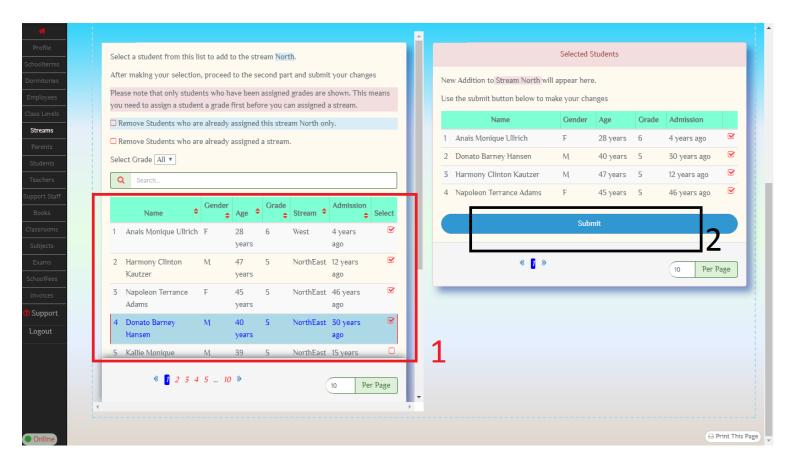
You can add students to a stream by going to that stream's homepage.

You can add students to a grade by going to that grade's homepage.

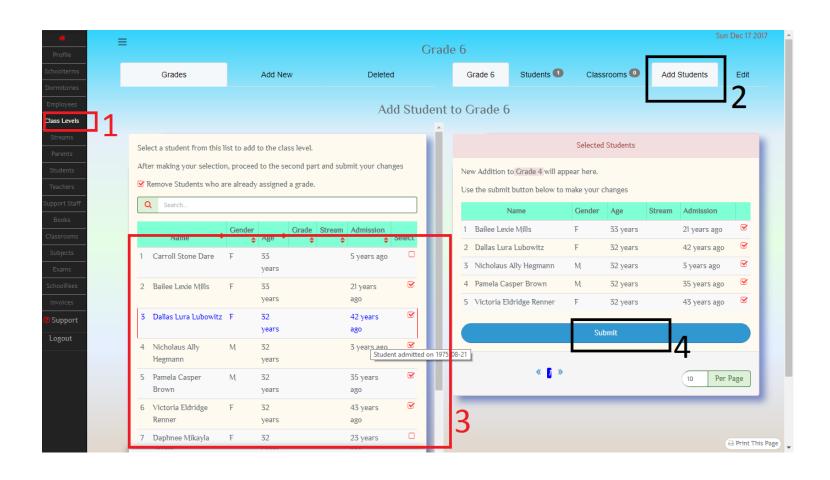
#### 10.1.1 ADD STUDENTS TO STREAM



# 10.1.2 CHOOSE THE STUDENTS FROM LIST [1] AND SUBMIT [2] TO SAVE CHANGES



#### 10.2 ADD STUDENTS TO GRADE

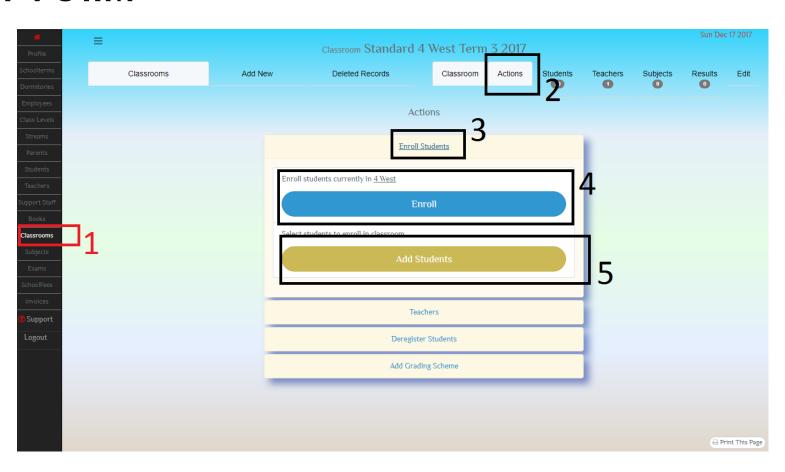


### 10.3 ADD STUDENT TO CLASSROOM

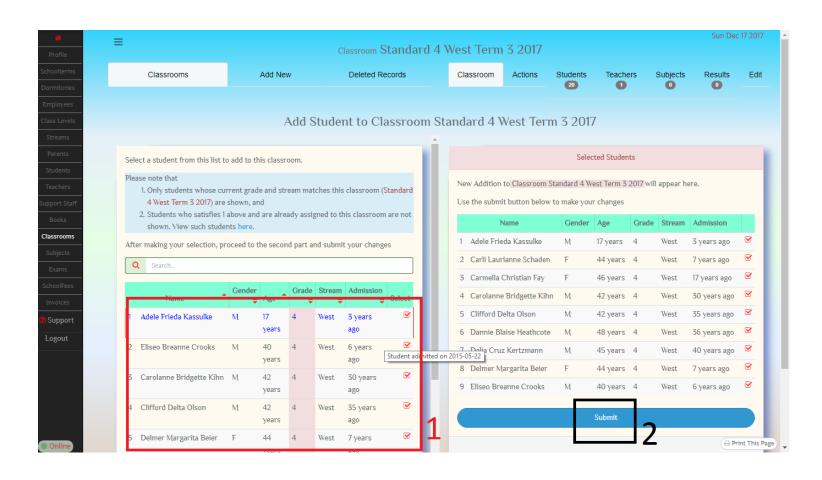
Two menus exists to add students to classroom.

- 1. You can use a simpler menu whereby you just populate the classroom with the students that have matching grade and stream, or
- 2. You can select individual students to add.

# 10.3.1 CLICK ON [4] AND ALL MATCHING STUDENTS ARE ADDED, CLICK ON [5] TO ACCESS MORE ADVANCED SELECT FORM



# 10.3.2 ADD STUDENTS TO CLASSROOM, (ADVANCED)

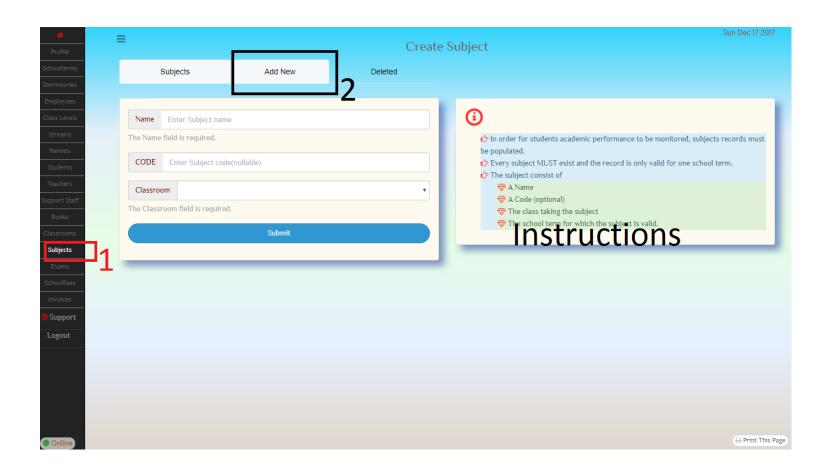


### 11. ADD SUBJECT

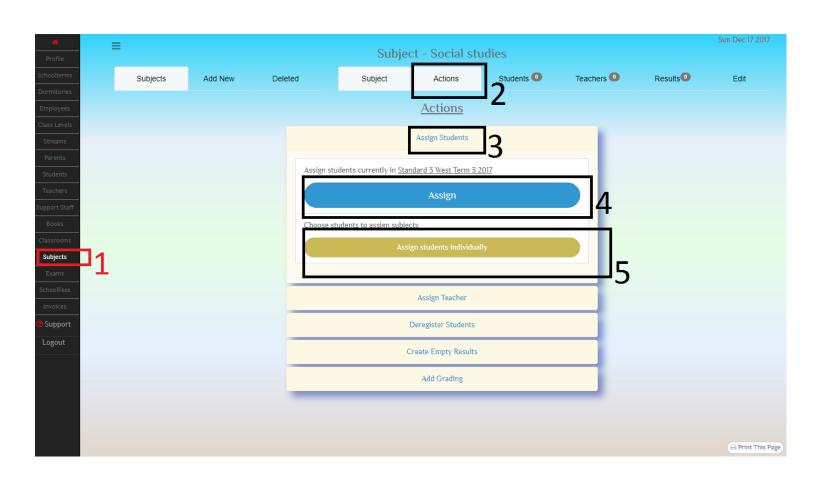
Next step is to add subjects.

A subject is attached to a classroom.

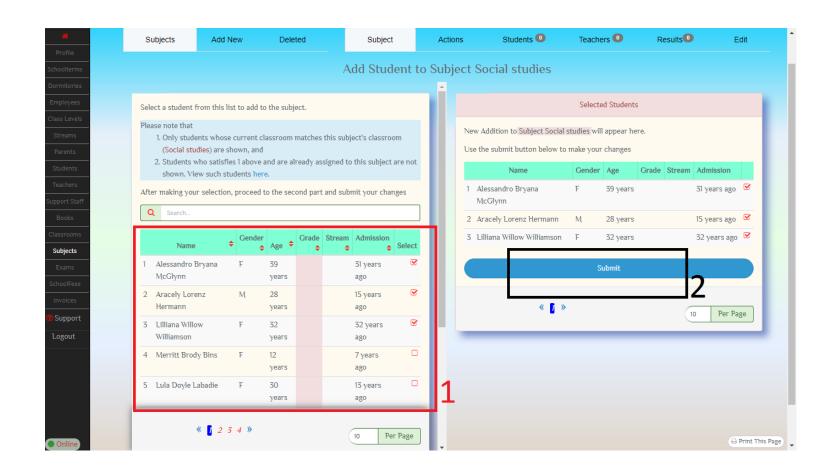
#### 11.1



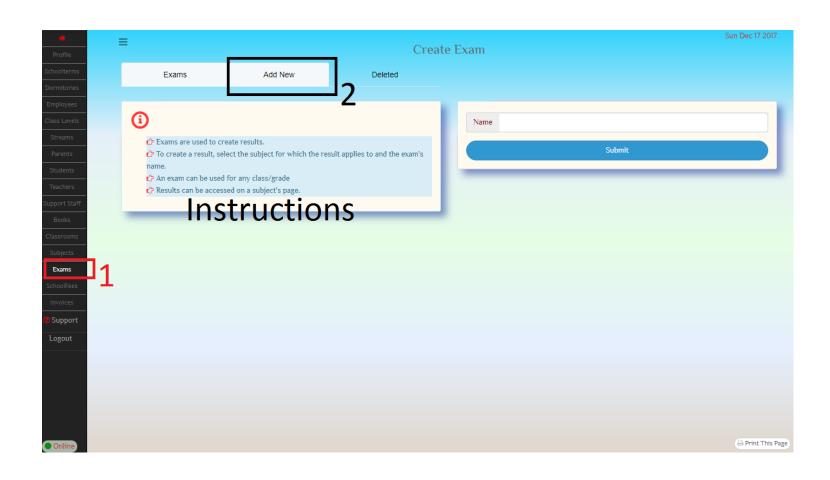
# 12. ADD STUDENTS TO CLASSROOM CLICK ON [5] TO ACCESS THE ADVANCED FORM



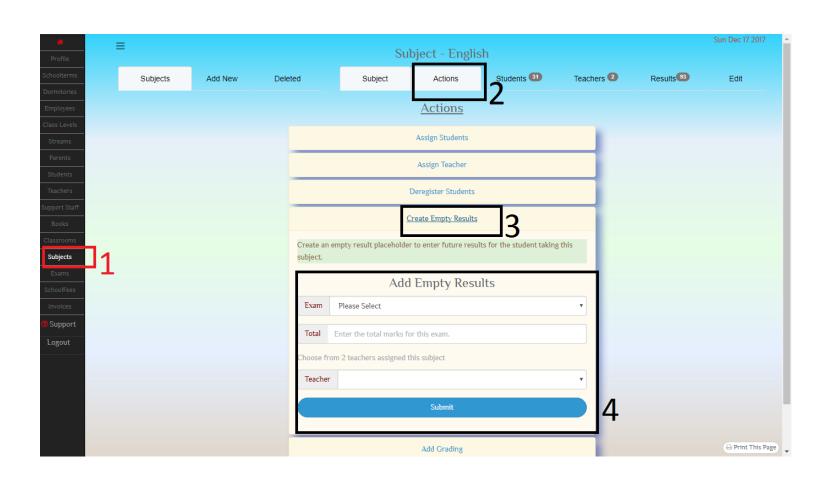
#### 12.1 ADD STUDENTS TO CLASSROOM ADVANCED



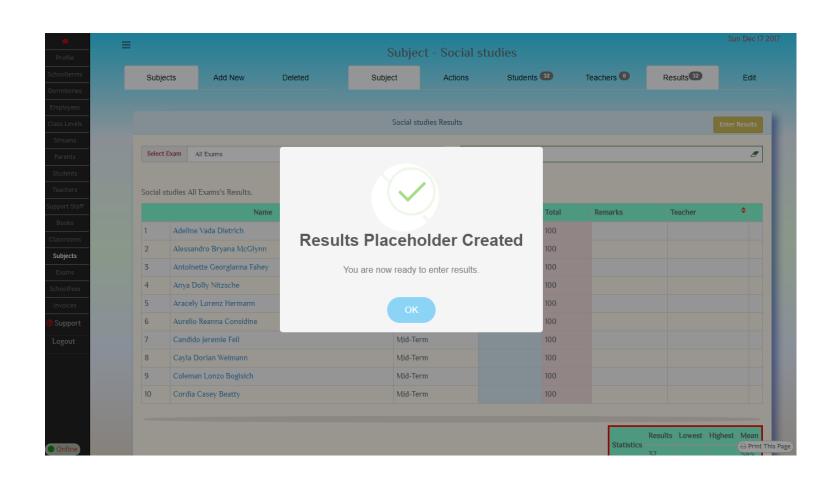
#### 13. ADD EXAM



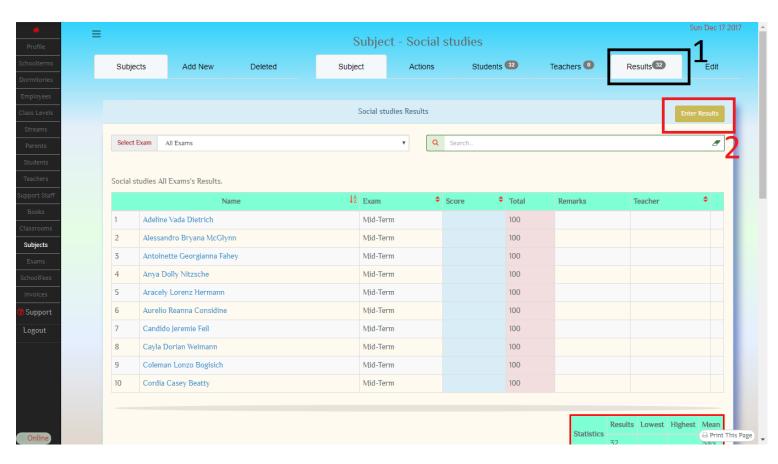
## 14. CREATE AN EMPTY RESULTS SET YOU WILL USE THIS TO ENTER RESULTS



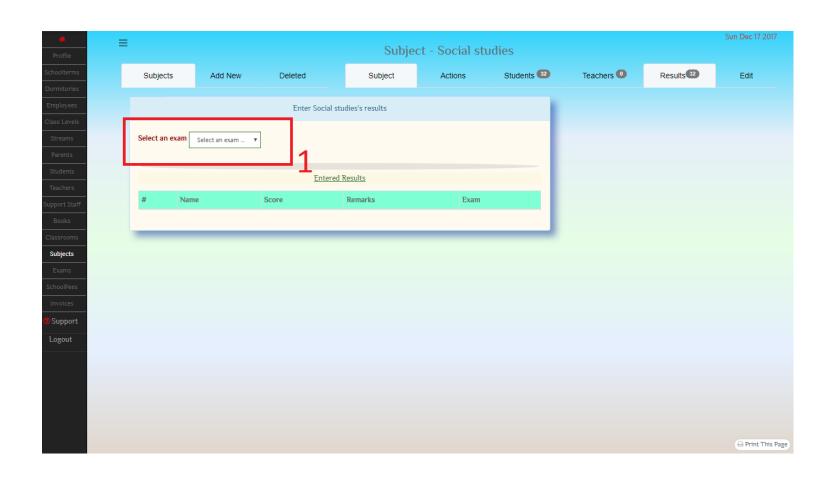
## 14.1 WITH AN EMPTY RESULTS PLACEHOLDER, YOU ARE NOW READY TO ADD RESULTS



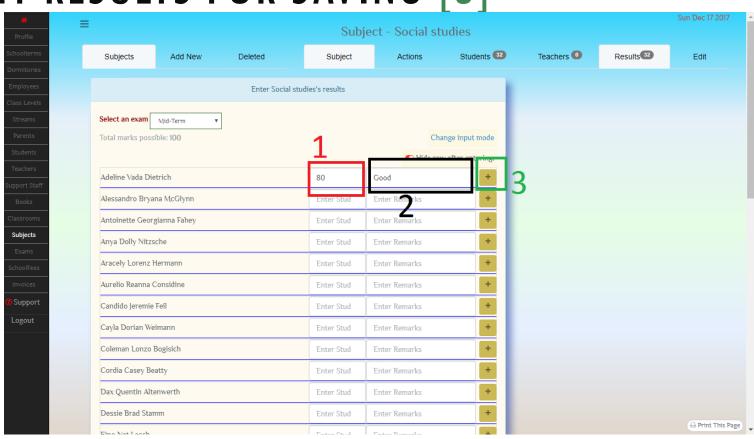
# 15. ENTER RESULTS FROM A SUBJECT'S PAGE, SELECT RESULTS [1] THEN, [2] TO ENTER RESULTS.



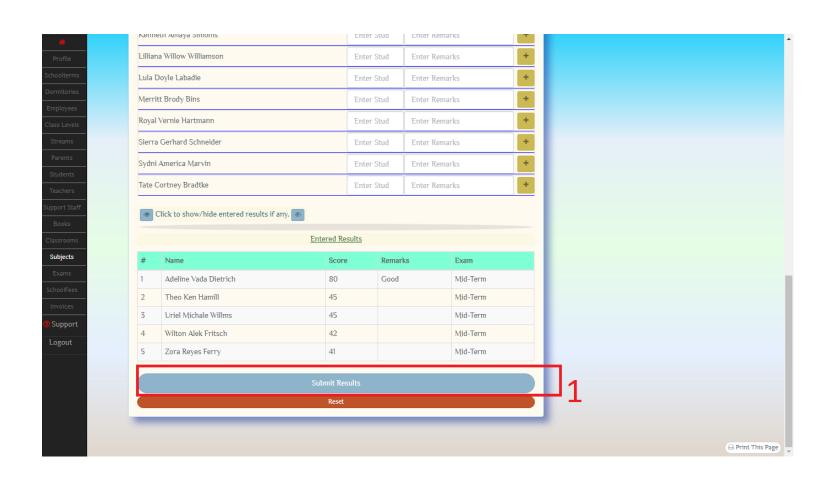
#### 15.1.1 SELECT EXAM



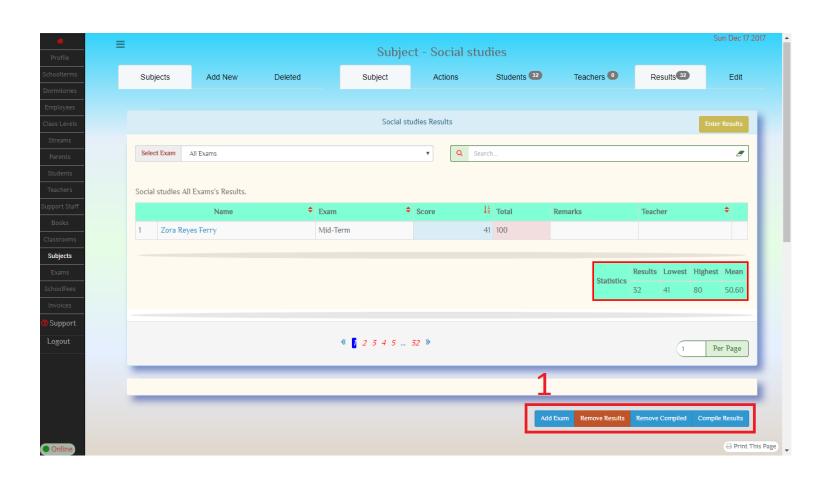
15.1.2
ADD RESULTS' SCORE [1]
ADD REMARK [2]
COMMIT RESULTS FOR SAVING [3]



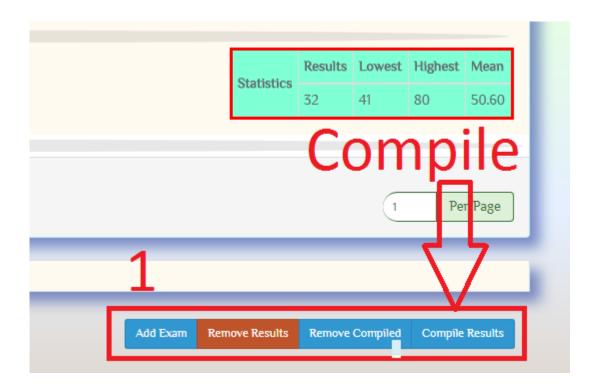
# 15.2 SCROLL TO BOTTOM AND SUBMIT YOUR RESULTS



# 16. ADDITION FUNCTIONS FOR RESULTS CAN BE FOUND JUST BENEATH THE RESULTS LIST



## 16.1. COMPILE RESULTS

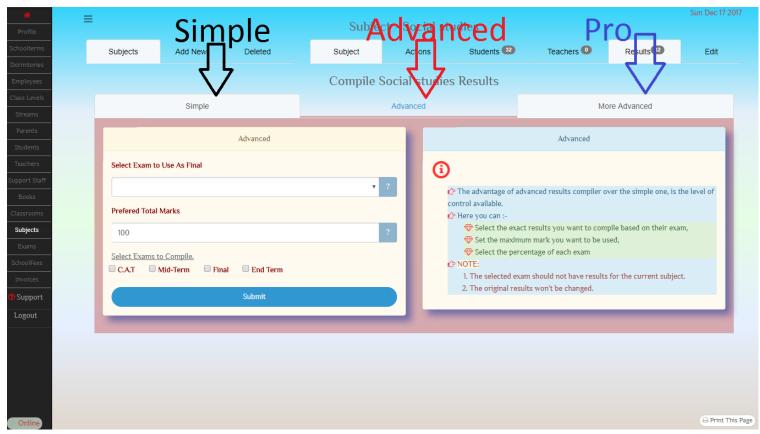


# 16.2 COMPILE PAGE

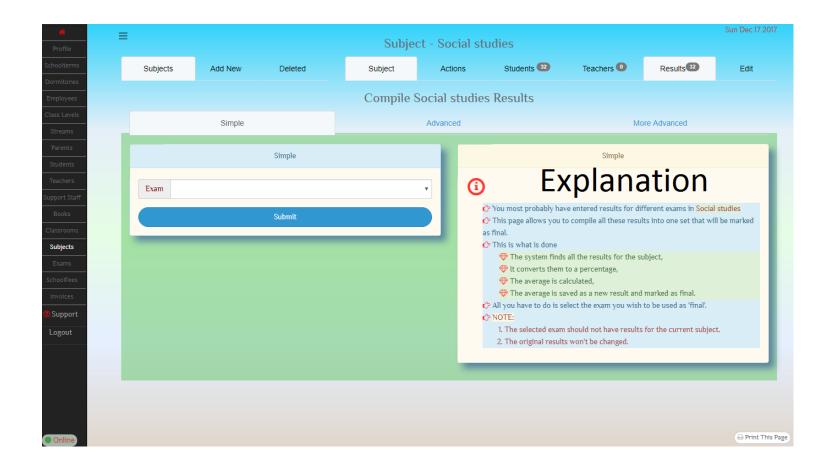
1. SIMPLE,

2. ADVANCED

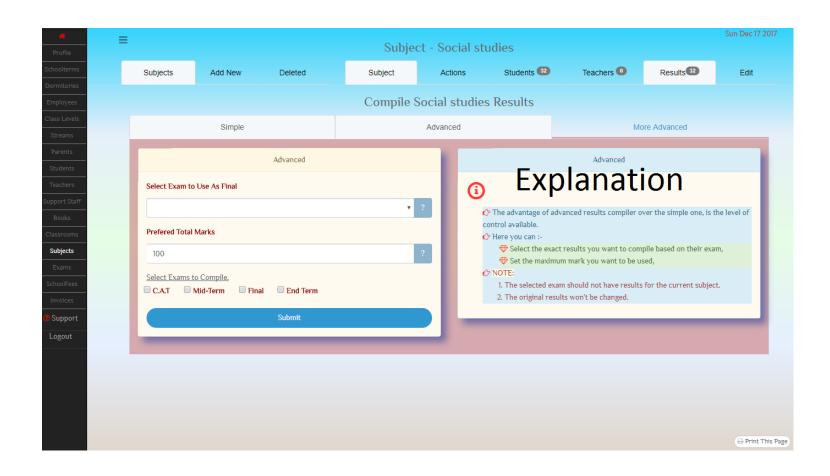
3. PRO



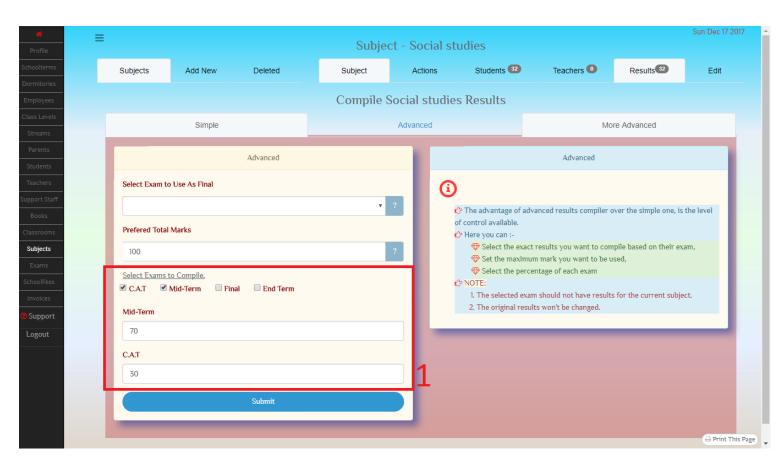
#### 16.2.1 SIMPLE COMPILATION



### 16.2.2 ADVANCED



# 16.2.3 PRO WITH THIS SYSTEM, YOU CAN SET THE PERCENTAGE EACH EXAM SHOULD TAKE IN THE TOTAL



# 16.3 REMOVE COMPILED.

Compiled results should not be edit.

When viewing results for a subject, the last column has a marker for compiled results.

If these results are editted, just delete them and recompile again.

You can find the link to do this just beneath the results lists and it is red in color.

# 17. CLASSROOM RANKING

Remember that the subject is associated to a classroom?

When you add results for a subject, you can view the totals for that classroom's subjects.

KEEP IN MIND that only results that are associated to the same exam can be added together.

The classroom ranking has two type of total,

ABSOLUTE TOTAL – simply adding together

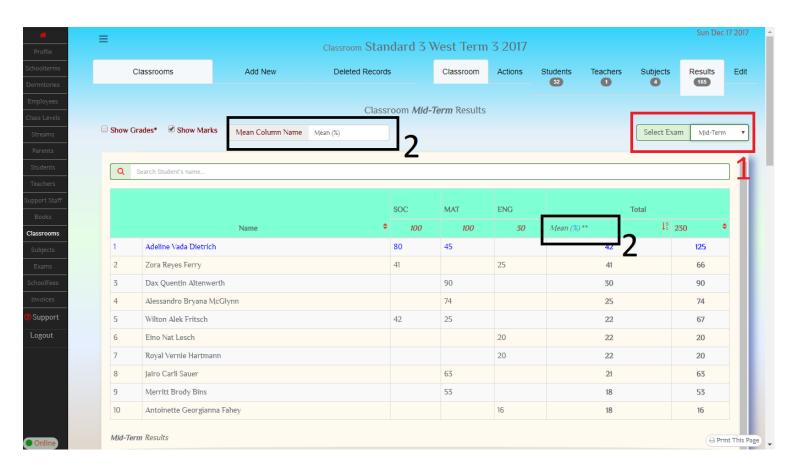
AVERAGED TOTAL – incase all results do not share the same total marks, they are averaged first.

More information can be found on the classroom results page.

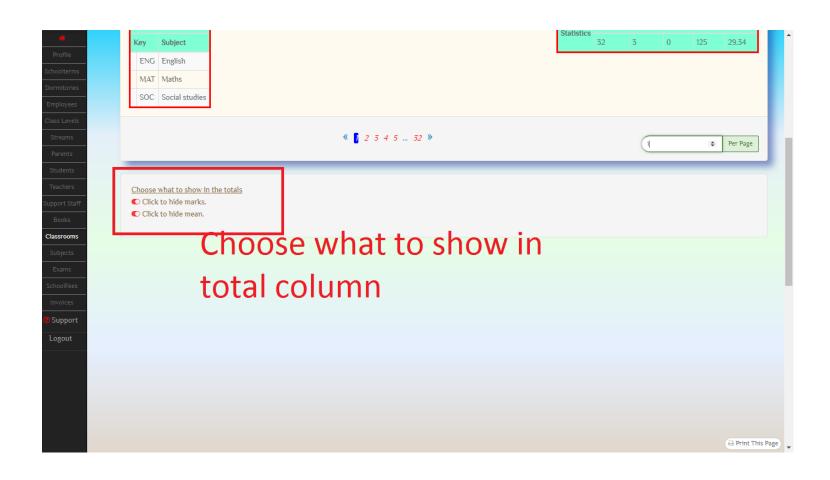
# 17.1 CLASSROOM RESULTS SELECT EXAM



# 17.2 CLASSROOM RESULTS PART [2] ENTER THE NAME OF THE MEAN COLUMN INCASE YOU ARE PRINTING



## 17.3 CLASSROOM RESULTS



# 18. SUBECT AND CLASSROOM GRADES

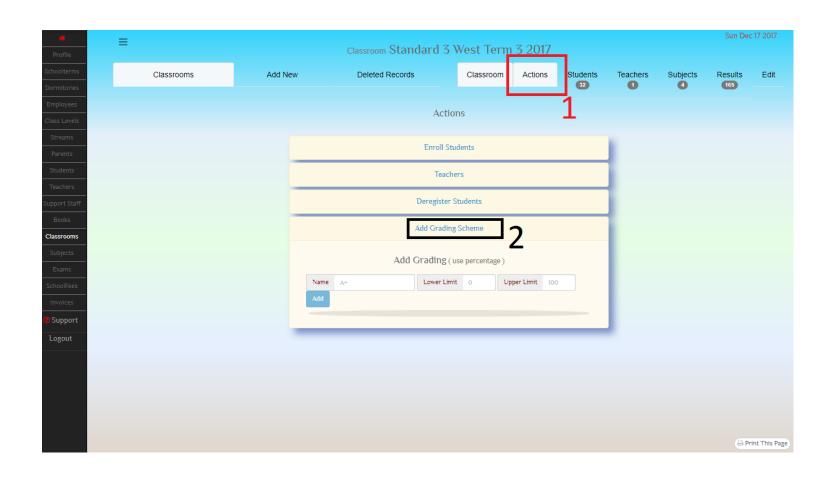
You can gradings to use for your subjects and classrooms.

Each grading scheme can only be used by its owner, either a classroom or a subject.

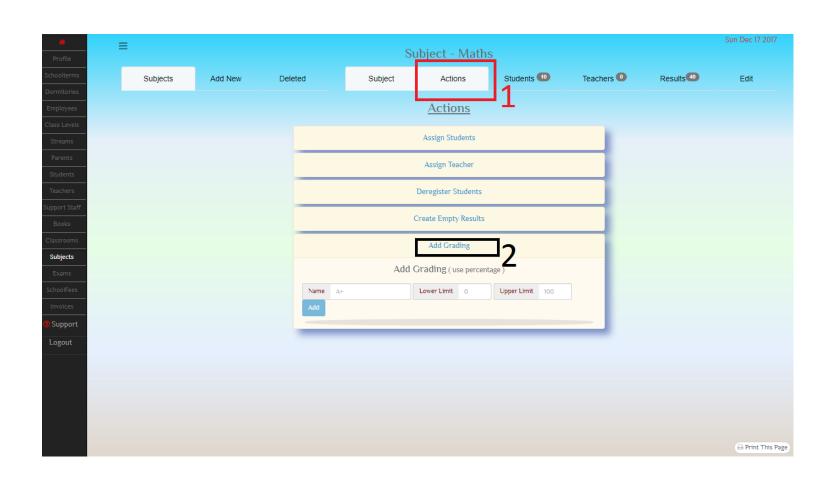
Effort have been made to ensure the correctness of the scheme, but the user should also exercise caution when creating a scheme.

You can not edit a scheme once created, you will have to delete it first and create a new one.

### 18.1 CLASSROOM GRADING SCHEME



# 18.2 SUBJECT GRADING SCHEME



### 18.3 EXAMPLE GRADING

