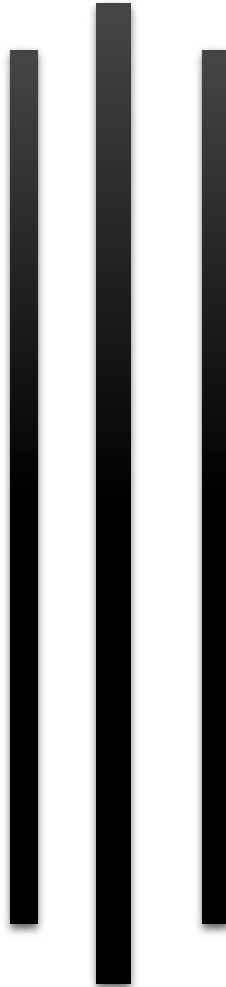


User Manual for Student Management System



Developed By:

.....

29th June 2019

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1. Getting Started (How to log in into System)

Connect to the internet and go to the System site www.chubi.cast.ac.jp.

Login information will be asked there

The login page features a blue header with 'Sign In' and 'Forgot Password?' links. Below the header is the CAST logo and the text '中央美術学園 Central Art School Tokyo'. A welcome message 'Welcome, please login.' is displayed. The login form includes fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a blue 'Sign In' button.

Type the email and password, Click Sign in button

2. Introduction

i. Dashboard View

The dashboard is titled '管理ダッシュボード Top Navbar' and 'ようこそ管理者'. It features a 'Left Sidebar' with navigation links for '管理パネル', 'GETTING START', 'クラス', 'セクション', 'Grade Manage', '在留カード期間', '学生', 'SUBJECT MANAGE', '学部', '先生管理', and '休み管理'. The main content area includes four summary cards: '先生' (0), '総学生' (0), '学生 (男)' (0), and '学生 (女)' (0). Below these is a 'Calendar' section for 'June 2019' with a 'View' button. A red circle highlights the 'Left Sidebar' and the word 'Dashboard' is written in red.

ii. Top Navbar Menu

The top navbar contains a 'Search Box', 'Student Attendance Form', 'Attendance by Admin', '言語' (Language), 'admin', and a bell icon. Below the navbar, five red circles highlight the following functions: 'Search Box', 'Redirect to QR Attend Form', 'Redirect to Manual Attend Form', 'Change Language', and 'Logout and Account Manage'.

iii. Left Sidebar Menu

Chubi Management		
管理パネル		
GETTING START		
クラス	<	Class & Batch Create & Update
セクション	<	Section add & update, create section wise period & class
Grade Manage	<	Create & manage grade duration
在留カード期間	<	Add & update Residentail Validation Period
学生		Add & update Student, Exam Marks obtain
学生	<	Transfer Student to Related Section & Grade
SUBJECT MANAGE		
学部	<	Add & update Subjects
先生管理		
先生	<	Add & update Teachers
休み管理		
休み	<	Add, Delete & update Holiday
出席		
List 出席		View Section Wise Attendance Record and Update
Attendance Form		Attendance Form by QR Code scan
Attendance by Admin		Make Attendance by manually
報告書		
学生の入国管理	<	View Student Immigration Record
出席 報告書	<	View Student Attendance Status
Calendar	<	View Grade wise Calendar and Print

3. Class/Batch Manage

- ❖ Go to **Class/Batch** under **Getting Start** Heading
- ❖ Click Add Record
- ❖ Fill Form and Submit Separately for Create Year and Batch Year Group

クラスとバッチ管理

バッチ年を作成

グループを作る

バッチ年を作成*

バッチを選択*

[選択する]

バッチを作成

グループを作る

• すでにリストされているバッチワイズクラス

4. Section Manage

- ❖ **Add New Section**
 - Go to **Section** under **Getting Start** Heading
 - Click Add new section (If need to create new section)
 - Fill form and submit

学部管理

セクション*

セクションを保存

- ❖ **Class Wise Section**
 - Go to **Section** under **Getting Start** Heading
 - Click **Class Wise Section**
 - Fill form and submit

Class Wise Section

List Class Wise Section > Add New Section > View Exist Section

Class Batch*

Grade Year*

Class Section*

Class Shift*

Start Date*

End Date*

[Choose]

[Choose]

[Choose]

[Choose]

Note : Class Batch Not Found? Clear Here

Create Class Wise Section

- ❖ **Section Wise Period**
 - Go to **Section** under **Getting Start** Heading
 - Click **Section Wise Period**
 - Fill form and submit

クラスごとのセクション

セクション一覧

クラス*

期間*

始まる時間*

終了時間*

[Choose]

[Choose]

--:--:--

--:--:--

Note : Class Batch Section Not Found? Click Here

セクションワイズ期間を作成

5. Grade Manage

- ❖ Go to **Grade Manage** under **Getting Start** Heading
- ❖ Click **Grade Duration Manage**
- ❖ Fill Form and Submit

Grade Duration Manage

Grade Duration Manage

Choose Enroll Year*

Choose Grade*

Start Date*

End Date*

2019

[Choose]

mm/dd/yyyy

mm/dd/yyyy

Save

6. Residential Period Manage

- ❖ Go to **Residential Card Time** under **Getting Start** Heading
- ❖ Click **Residential Card Time Period**
- ❖ Fill Form and Submit

在留カード期間

在留カード期間 *

セクションを保存

7. Student Entry Guide

i. Student Entry Form

- ❖ Go To **Students** under **Student Manager** Heading
- ❖ Click **Add New Student**
- ❖ Fill Form and Save


no image

Choose File

No file chosen

(Note : Width:80px Height:85px)



中央美術学園
Central Art School Tokyo

学生を保存

ii. Student Marks Obtain

- ❖ Go To **Students** under **Student Manager** Heading
- ❖ Click **Student Marks Obtain**
- ❖ Click **Insert Marks** (Top in Right Side)
- ❖ Fill Form and Save

Student Marks Entry Form

Student: Choose Student.. Exam Term: Choose Exam Term

SUBJECTS	MARKS
----------	-------

Close Submit

Chun Management System © 2019

iii. Transfer to Section

- ❖ Go To **Students** under **Student Manager** Heading
- ❖ Click **Section Wise (Add)**
- ❖ Choose Related Section and Choose Multiple Students for that section
- ❖ Save

セクションごとの学生 (Add)

セクション* [選択する] 学生*

S.N	学生名	学生ID	居住地	学生
-----	-----	------	-----	----

セクションを保存

iv. Transfer to Grade Year

- ❖ Go To **Students** under **Student Manager** Heading
- ❖ Click **Student Grade Manage**
- ❖ Choose Related Grade Year and Choose Multiple Students for that Grade
- ❖ Save

グレードワイズ学生 (Add)

学年を選択してください* 学年を選択してください 学生*

学生名	学生ID	Choose
No data available in table		
Choose All : <input type="checkbox"/>		

Showing 0 to 0 of 0 entries

8. Subject Manage

- ❖ Go to **Subjects** under **Subject Manage** Heading
- ❖ Click **Add New Subject**
- ❖ Fill Form and Submit

学部管理 学部を追加 > 学部一覧

件名* 件名タイプ* コンパルソリー ▼

学生を保存

9. Teacher Manage

- ❖ Go to **Teachers** under **Teacher Manage** Heading
- ❖ Click **Add New Teacher**
- ❖ Fill Form and Submit

 **中央美術学園**
Central Art School Tokyo

氏(漢字)* 名(漢字)

氏(カナ)* 名(カナ)

男 女* ☐ 男 ☐ 女

件名 Choose Subjects

先生を救う

10. Holiday Manage

- ❖ Go to **Holiday** under **Days/Holiday Manager** Heading
- ❖ Click **Add New Holiday**
- ❖ Fill Form and Submit

休みを追加 ≡休み一覧

日付 タイトル

From To

休みを追加

11.Attendance Manage

i. View Attendance

- ❖ Admin Can Make Present/Absent/Late
 - Go to **List Attendance** under **Attendance** Heading
 - Choose Related Class Batch Section
 - Auto redirect to attendance status
 - Now admin can make present, absent & late student

ランニングセッションを選択

(Batch-2019) A-morning (第1学年)

Select Month

June-2019

Index

Present	Late	Absent	Holiday

S.N	学生ID	写真	学生名	学生名 (カナ)	性別	期 間	日 土	日	月	火	水	木	金	土	日	月	火	水
							六月 01	六月 02	六月 03	六月 04	六月 05	六月 06	六月 07	六月 08	六月 09	六月 10	六月 11	六月 1
1	1942148		GURUNG RAKHI	グルン ラキ	女	A1												
						A2												
						A3												
						A4												
2	1934709		GHARTI MAGAR CHANDRA PRASAD	ガルティ マガ ル チャンドラ ブラサド	男	A1												
						A2												
						A3												
						A4												
3	19552211		LE VAN DINH	レ ヴァン ジン	男	A1												
						A2												
						A3												

ii. Attendance By User

- ❖ Go to **Attendance by Admin** under **Attendance** Heading *OR Top Navbar "Attendance by Admin"*
- ❖ Choose Related Class Batch Section
- ❖ Choose Student
- ❖ Fill related period time and save

ランニングセッションを選択

学生名

日付 そして 時間

Choose...

Choose...

Submit

Make Student Absent

Search By Name, Date & Time

10

Search..

SN	PHOTO	STUDENT NAME	ATTENDANCE DATE	ATTENDANCE TIME	STATUS	ACTION
No data available in table						

Showing 0 to 0 of 0 entries

iii. QR Attendance Form

- ❖ Go to **Attendance Form** under **Attendance** Heading *OR Top Navbar "Student Attendance Form"*

Student Code

12. Reports View

i. Student Immigration Report

- ❖ Go to **Reports** Bottom of **Left Sidebar**
- ❖ Click **Student Immigration**
- ❖ Now user can choose type of immigration
- ❖ Choose Year and click Show

学生バッチ選択

137 学生が見つかりました

届出機関名 学校法人郡山学園 専門学校 中央美術学園						
Name of the organization						
S.N	国籍・地域 Nationality/Region	氏名 Name (English)	性別 Gender	生年月日 Date of Birth	居住地 Address in Japan	在留カード番号 Residential Card No
1	中国	郭丁嘉	女	1994-06-03	東京都練馬区関町北1-20-17-401	PN49410165EA
2	バングラデシュ	YOUSUF MOHAMMAD ABU	男	1993-04-03	埼玉県蕨市塚越5-15-10グレアハウス205号	HE57883160ED
3	バングラデシュ	TAKI UDDIN	男	1994-01-01	埼玉県川口市西川口1-12-2 奥ノ木ビル503	HE11432096ED
4	ネパール	THAPA MEGHRAJ	男	1991-06-28	東京都新宿区大久保2丁目25番2号レオパレス 要203	HE54362315EA

ii. Student Certificate, Id Card & Progress Report

- ❖ Go to **Students** under **Student Manager**
- ❖ Click **List Students**
- ❖ Click **Download** Dropdown Menu (*Second Column of Student Listing*)
- ❖ Choose type of document and open

S.N	写真	ダウンロード	在留カード番号	学生名
1		<input type="button" value="ダウンロード"/> <input type="button" value="ID Card"/> <input type="button" value="卒業見込証明書"/> <input type="button" value="卒業証明書"/> <input type="button" value="在学証明書"/> <input type="button" value="Student Report"/>	PN49410165EA	郭丁嘉
2			HE57883160ED	YOUSUF MOHAMMAD ABU

iii. Calendar View

- ❖ Go to **Reports** Bottom of **Left Sidebar**
- ❖ Click **Calendar**
- ❖ Click View Calendar
- ❖ Choose Grade Year and click show

Calendar