User Manual

for

Student Management System

Developed By:

…………………………..

29th June 2019

INDEX

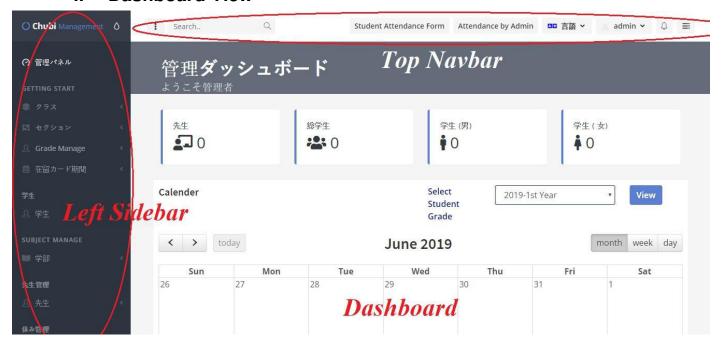1. **Getting Started** (How to log in into System)
   Connect to the internet and go to the System site www.chubi.cast.ac.jp .
   Login information will be asked there

Type the email and password, Click Sign in button

2. **Introduction**
   i. **Dashboard View**

   ii. **Top Navbar Menu**

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

学生 — Add & update Student, Exam Marks obtain
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
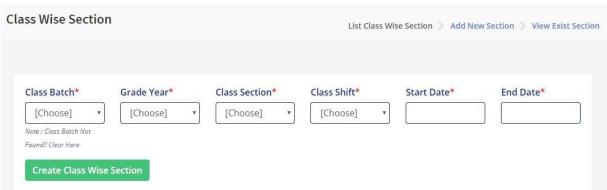- ❖ Fill Form and Submit Separately for Create Year and Batch Year Group

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

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

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

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
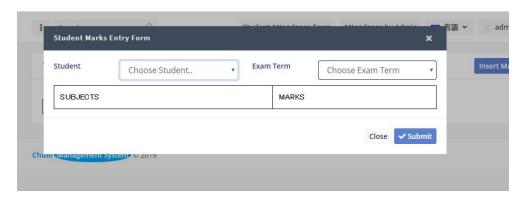- ❖ Click **Residential Card Time Period**
- ❖ Fill Form and Submit

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

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

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

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

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（漢字）   ]   [名（漢字）   ]

氏（カナ）*   名（カナ）
[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   [mm/dd/yyyy]   [mm/dd/yyyy]   タイト   [   ]
            From   To   ル

[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

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*

iii. QR Attendance Form

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

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

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

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