**WORKNEST : A TASK MANAGER**

* Two sections right hand and left hand(interface of home page)
* Main Three categories (for school Teacher & Student / For office Boss & workers/ Individual)

**⚡ Service-Box System for School/College (Teacher & Student)**

**🔹 Concept**

* Each “service” (feature) is represented as a **box/module**.
* The user (school, college, teacher, or student) selects only the boxes they need.
* This keeps the system **lightweight, customizable, and flexible**.
* **School & Collage Section**

**Master List of Teacher Services (1st Standard → Degree Level)**

**🔹 1. Task & Assignment Management**

* Create homework / assignments / projects
* Schedule classwork & daily tasks
* Exam scheduling (unit tests, midterms, finals)
* Group projects / collaborative tasks
* Task templates (quick assignment creation)

**🔹 2. Submission & Grading**

* Online submission of homework/projects
* Grading system (marks, grades, pass/fail, percentage)
* Rubrics-based evaluation (criteria-based grading)
* Auto-grading (for quizzes/MCQs)
* Late submission tracking
* Resubmission options

**🔹 3. Class Management**

* Class list (students, roll no., profiles)
* Attendance tracking (daily/period-wise)
* Seating plan / section management (optional for schools)
* Timetable management

**🔹 4. Communication Tools**

* Announcements (homework reminder, exam notice, holiday update)
* Messaging (Teacher → Student / Teacher → Parent / Teacher → Class)
* Discussion forum (per subject / per assignment)
* Notifications & reminders (auto alerts before deadlines)

**🔹 5. Resource Sharing**

* Upload study material (PDFs, PPTs, notes, handouts)
* Upload multimedia (images, videos, links)
* Share eBooks / references
* Link to external learning platforms (YouTube, Khan Academy, etc.)

**🔹 6. Performance & Reports**

* Student progress reports (subject-wise, overall)
* Class performance analytics (average, top/bottom performers)
* Attendance reports
* Custom report cards (export as PDF/Excel)
* Behavior/remarks log (optional for primary schools)

**🔹 7. Exams & Quizzes**

* Online quiz creator (MCQ, short answer, true/false)
* Question bank (reusable)
* Auto-generated tests from question bank
* Timer-based quizzes/exams
* Instant results (for objective tests)

**🔹 8. Parent & Student Interaction (Mostly for School level)**

* Parent-teacher communication portal
* Share attendance/grades with parents
* Parent notifications (absenteeism, low performance)
* Feedback requests from parents

**🔹 9. Scheduling & Calendar**

* Academic calendar (holidays, exams, events)
* Assignment deadlines & exam dates
* Teacher’s personal timetable (lectures, meetings)
* Event management (school functions, workshops, seminars)

**🔹 10. Extra Services (Optional but Useful)**

* Library resource management (book lending, digital library link)
* Plagiarism checker (useful for college projects)
* AI suggestion (auto reminders, smart task deadlines)
* Gamification (badges, points for completing work)
* Feedback collection (student feedback on teaching, courses)

**📌 Difference Across Levels**

* **Primary (1st–5th):** Focus on **homework, attendance, parent communication, simple grading**.
* **Secondary (6th–10th):** Add **projects, group tasks, subject-wise reports, online quizzes**.
* **Higher Secondary (11th–12th):** Add **exam scheduling, advanced grading, performance analytics**.
* **Degree/College:** Add **plagiarism check, project submissions, research paper uploads, semester exam reports, online discussion forums**.

**👉 In WorkNest, each of these can be a service box.  
Example:**

* **Box 1: Assignment Manager**
* **Box 2: Online Submissions & Grading**
* **Box 3: Attendance Tracker**
* **Box 4: Parent Communication**
* **Box 5: Online Quiz Creator**

**2. Student Features**

1. **1. Task & Assignment Handling**
2. View assigned homework / projects / classwork
3. Download assignment instructions/resources
4. Submit homework/projects online (PDF, image, doc, zip, etc.)
5. Mark tasks as completed
6. Resubmit (if allowed by teacher)
7. View deadlines in calendar
8. **🔹 2. Progress & Performance**
9. Personal dashboard (pending, completed tasks)
10. Subject-wise performance tracking
11. Grade/marks history
12. Attendance record (view own attendance)
13. Progress reports (download/view PDF reports)
14. Analytics: percentage completed, average grade, improvement areas
15. **🔹 3. Communication Tools**
16. Receive announcements from teachers
17. Chat/messaging with teacher (doubts, clarification)
18. Peer group discussion (optional – for group projects)
19. Notifications for new tasks, deadlines, grades, feedback
20. **🔹 4. Resource Access**
21. Download study materials (notes, PDFs, PPTs, links, videos)
22. Access shared multimedia (lecture recordings, reference links)
23. E-book library access (if available)
24. Central resource hub (all materials organized subject-wise)
25. **🔹 5. Exams & Quizzes**
26. Take online quizzes/tests
27. View quiz results instantly (for objective type)
28. Track upcoming exam schedule
29. Question bank / practice tests (for higher classes)
30. Timer-based mock exams (college/university level)
31. **🔹 6. Collaboration & Projects**
32. Group project workspace (shared submissions/discussions)
33. Peer-to-peer communication (optional, with teacher moderation)
34. Shared task board for group work
35. **🔹 7. Reminders & Notifications**
36. Deadline reminders (assignments, exams, quizzes)
37. Daily/weekly study reminders
38. Push notifications for announcements/grades
39. **🔹 8. Self-Management (Optional but Useful)**
40. Personal to-do list (beyond teacher tasks)
41. Notes feature (save quick notes for subjects)
42. Goal tracking (study goals, exam preparation goals)
43. Calendar sync (Google Calendar / Outlook for higher students)
44. **🔹 9. Parent Interaction (Mainly for Primary/Secondary Students)**
45. Share grades and attendance with parents (view-only)
46. Parent notifications (homework pending, low performance, absenteeism)
47. Parent comments/feedback (optional)
48. **🔹 10. Extra / Advanced Services (Mainly for Degree Students)**
49. Plagiarism check before submission (research papers, projects)
50. Research paper/project repository (upload + view old works)
51. Internship/project task tracking (for higher education)
52. Career guidance/feedback space (optional future service box)
53. **📌 Difference Across Levels**
54. **Primary (1st–5th):** Simple dashboard, homework submission, parent notifications.
55. **Secondary (6th–10th):** Add quizzes, progress reports, subject-wise tasks.
56. **Higher Secondary (11th–12th):** Add exam preparation tools, advanced progress tracking.
57. **Degree/College:** Add plagiarism check, research/project submission, discussion forums, advanced analytics.
58. **🔹 Example Service Boxes (for Students)**
59. **Box 1:** Task Dashboard & Submissions
60. **Box 2:** Grades & Reports
61. **Box 3:** Study Material Hub
62. **Box 4:** Online Quizzes & Exams
63. **Box 5:** Discussion Forum / Chat
64. **Box 6:** Notifications & Reminders
65. **Box 7:** Parent Interaction (for school students)
66. **Box 8:** Project/Research Tools (for college students)

* **Office Section**

**🏢 WorkNest – Boss (Manager/Leader) Services**

**🔹 1. Task & Project Control**

* Create & assign tasks to employees or teams
* Set priorities, deadlines, milestones
* Define task dependencies (Task B starts after Task A)
* Bulk task assignment (same task to multiple employees)
* Approve/reject completed tasks

**🔹 2. Employee Management**

* View employee profiles (role, department, skills, workload)
* Monitor attendance (check-in/check-out, leaves)
* Track employee workload (who has free capacity)
* Reassign tasks easily between employees

**🔹 3. Monitoring & Reporting**

* Real-time dashboard (active projects, overdue tasks, progress %)
* Individual employee performance reports
* Team productivity analytics (daily, weekly, monthly)
* Project progress tracking (Gantt chart / Kanban board view)
* Exportable reports (PDF, Excel)

**🔹 4. Communication**

* Broadcast announcements (to all employees or specific teams)
* Direct messaging with employees
* Task-specific discussion threads
* Company-wide updates/news section

**🔹 5. Resource & File Management**

* Upload and share project documents
* Approve/reject file submissions from employees
* Version control (access to latest file updates)
* Centralized resource library (for guidelines, policies, templates)

**🔹 6. Meetings & Scheduling**

* Create & schedule meetings (with agenda + invitees)
* Sync with calendar (Google/Outlook)
* Assign follow-up tasks after meeting
* Automated reminders for meetings

**🔹 7. Notifications & Alerts**

* Alerts for overdue tasks
* Notifications when employees complete tasks
* Reminders for upcoming meetings or deadlines
* Smart suggestions (e.g., reassign task if someone is overloaded)

**🔹 8. Advanced (Optional)**

* Time tracking per task (see how long employees take)
* Payroll/Salary integration (based on attendance/performance)
* KPI/Goal tracking (quarterly or yearly targets)
* Gamification controls (set challenges, rewards for employees)
* AI-based workload balance suggestions

**📦 Example Service Boxes for Boss**

1. **Task & Project Manager**
2. **Employee Directory & Attendance**
3. **Performance Reports & Analytics**
4. **Announcements & Communication**
5. **File Sharing & Approvals**
6. **Meeting Scheduler**
7. **Notifications & Smart Alerts**
8. **Advanced Controls (Payroll, AI, Gamification)**

👉 So in simple terms:

* **Boss = Control + Monitor + Approve + Communicate.**

**🏢 WorkNest – Employee (Worker/Staff) Services**

**🔹 1. Task Management**

* View assigned tasks (with priority & deadlines)
* Update task status (Not Started / In Progress / Completed)
* Submit deliverables (files, docs, reports, presentations)
* Request task clarification from boss
* Personal task notes (optional self-reminder)

**🔹 2. Work Tracking**

* Daily/weekly task list (dashboard view)
* Pending & completed task overview
* Progress percentage (per task/project)
* Notifications for overdue or upcoming tasks

**🔹 3. Communication**

* Receive announcements from boss/manager
* Chat/messaging with boss or team members
* Task-based discussion threads (collaborate within tasks)
* Company updates feed

**🔹 4. Resource Access**

* Access shared project files/documents
* Download guidelines, policies, templates from resource hub
* Upload updated files with version tracking

**🔹 5. Meetings & Scheduling**

* View scheduled meetings with details (agenda, time, participants)
* Receive meeting reminders
* Join meeting links (Zoom, Teams, Google Meet integration)
* Add personal meeting notes

**🔹 6. Performance & Reports**

* View own productivity stats (tasks completed, deadlines met)
* Attendance logs (check-in/check-out, leave records)
* Feedback from boss on submitted tasks
* Download personal work reports (optional)

**🔹 7. Notifications & Alerts**

* New task assigned
* Deadline reminders
* Meeting reminders
* Approval/rejection notifications for submitted work

**🔹 8. Self-Management (Optional Advanced Features)**

* Personal to-do list (non-office tasks also)
* Goal tracking (daily/weekly goals)
* Time tracking (track hours spent per task)
* Gamification (earn badges, rewards for completing tasks early)

**📦 Example Service Boxes for Employee**

1. **Task Dashboard & Submissions**
2. **Work Progress Tracker**
3. **Announcements & Messaging**
4. **File Access & Sharing**
5. **Meeting & Calendar**
6. **Performance & Feedback**
7. **Notifications & Reminders**
8. **Self-Management Tools (To-do, Goals, Gamification)**

👉 So in simple terms:

* **Employee = Execute + Submit + Track + Communicate.**

**“MOST INPORTANT FEATURE Contributions Graph like github”**

* **INDIVIDUALS SERVICES**

**Students (1st Std – College/University)**

**📘 Academic Tasks**

* **Reading practice (alphabets, words, sentences)**
* **Writing practice (notebooks, essays, assignments)**
* **Drawing, coloring, and creative tasks**
* **Homework completion & reminders**
* **Learning tables, formulas, vocabulary**
* **Submitting assignments digitally**
* **Taking online quizzes/tests**
* **Attending online classes / lectures**
* **Group study sessions**
* **Research for projects & presentations**
* **Tracking timetable & syllabus progress**

**📂 Organization & Collaboration**

* **Sharing notes with classmates**
* **Group project coordination**
* **Submitting homework to teacher**
* **Asking teacher doubts via chat/video**
* **Tracking exam schedules & deadlines**
* **Storing notes, PDFs, books in digital folders**

**👨‍🏫 Teachers / Professors**

**📘 Teaching Tasks**

* **Uploading syllabus & study material**
* **Creating assignments & distributing to students**
* **Conducting online classes / live sessions**
* **Preparing and sharing notes, PPTs, PDFs**
* **Evaluating assignments & tests**
* **Giving feedback to students**
* **Organizing parent-teacher meetings online**

**📂 Coordination**

* **Managing class timetable & attendance**
* **Communicating with principal/admin**
* **Creating group discussions**
* **Sharing exam schedules**
* **Monitoring student progress**

**🏫 Principal / School Admin**

* **Creating teacher & student accounts**
* **Managing timetables for multiple classes**
* **Monitoring teacher performance**
* **Tracking student academic records**
* **Sending circulars/announcements**
* **Approving events & leave requests**
* **Generating reports (attendance, results, performance)**

**👨‍💼 Office Employees**

**📘 Work Tasks**

* **Creating, editing, and submitting reports**
* **Working on Word, Excel, PPT (online editor in WorkNest)**
* **Uploading/downloading files for projects**
* **Task assignment (individual + team-based)**
* **Joining video meetings (Zoom/Google Meet integration)**
* **Filling and submitting forms (leave, reimbursement, etc.)**
* **Scheduling tasks & setting reminders**

**📂 Collaboration**

* **Team chats & group discussions**
* **File sharing & version control**
* **Submitting work updates to manager**
* **Tracking deadlines & progress**
* **Maintaining work calendar**

**👔 Boss / Manager / HR**

* **Assigning tasks & projects**
* **Monitoring employee progress**
* **Approving/rejecting leave requests**
* **Generating performance reports**
* **Conducting team meetings**
* **Sharing company policies/circulars**
* **Managing payroll & attendance**
* **Onboarding new employees**
* **Organizing events / team building**

**🎯 Final Combined WorkNest Services**

1. **📘 Learning & Study Tools – Homework, notes, assignments, quizzes, digital books**
2. **📂 File Management – Upload, store, edit Word/Excel/PPT, share files**
3. **📅 Task Management – Create, assign, track tasks with deadlines**
4. **👥 Collaboration Tools – Group chats, discussions, video calls, project sharing**
5. **📝 Form Handling – Leave forms, event requests, reimbursement, feedback forms**
6. **📊 Performance & Reports – Progress reports for students, employees, teachers, staff**
7. **🏫 School/College Admin Features – Timetable, attendance, exam schedules, results**
8. **💼 Office Admin Features – Payroll, HR approvals, employee records, company circulars**
9. **🔒 User Roles & Access – Student, Teacher, Principal, Employee, Boss/Manager**
10. **⏰ Reminders & Notifications – Deadlines, meetings, classes, events**

**👉 This way, WorkNest covers education + professional office work in one ecosystem.**

**🏠 WorkNest Dashboard Features**

**1️⃣ Header / Navbar (Top Section)**

* 🔍 **Global Search** (search files, tasks, chats, notes, users)
* 🔔 **Notifications Bell** (tasks assigned, reminders, meeting alerts, new files shared)
* 💬 **Quick Chat / Messages**
* 👤 **Profile & Role Switcher** (Student / Teacher / Employee / Manager etc.)

**2️⃣ Main Widgets / Sections**

**📅 Today’s Overview**

* Pending tasks
* Classes / meetings scheduled today
* Deadlines (assignments, reports, projects)
* Reminders (exams, office deadlines, events)

**✅ My Tasks**

* Personal tasks list (To-Do, In Progress, Completed)
* Task assignment cards (with due dates & status)
* Quick “+ Add Task” button

**📂 Files & Documents**

* Recently opened files (Word, Excel, PPT, PDFs)
* Shared files from team/class
* Quick upload & create new document button

**👥 Groups / Teams**

* List of groups user belongs to (Class groups, Project Teams, Departments)
* Shortcut to open group chat or video call

**📊 Progress & Reports**

* For Students → Assignment progress, grades, attendance
* For Teachers → Student submissions, class progress
* For Employees → Work tasks progress, project status
* For Boss/HR → Team productivity, attendance, reports

**3️⃣ Special Role-Based Quick Actions**

* **Student:** Upload homework, check assignments, join class
* **Teacher:** Create assignment, upload notes, schedule test
* **Principal:** View school stats, send announcement
* **Employee:** Submit report, join meeting, upload file
* **Boss/Manager:** Assign task, approve leave, check reports

**4️⃣ Right Sidebar (Quick Tools)**

* 📌 **Pinned Notes / Reminders**
* 📅 **Mini Calendar View** (click to expand full calendar)
* 📝 **Quick Form Access** (Leave request, Event request, Reimbursement)
* 📚 **Resource Library Shortcuts** (Syllabus, Policies, Shared Docs)

**5️⃣ Bottom Section**

* 🎯 **Upcoming Events** (exams, deadlines, office events)
* 📰 **Announcements / Circulars** (school notice board / office HR updates)
* 🆘 **Support / Help Desk**

**🎨 Dashboard Feel**

* Clean, card-based layout (like Notion + Trello + Google Workspace combined)
* Role-based personalization (Student sees study cards, Employee sees work cards, Boss sees reports first)
* Widgets can be rearranged (drag & drop customizable dashboard)

⚡ In short → The **Dashboard = Control Center** where everything is visible at a glance: **Tasks + Files + Chats + Reports + Events** depending on the user role.