

# Ekattor School Management System Pro

A complete management software for schools

## User Manual

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## Admin Panel

### Student Admission

Admitting new students to the school can be done from 'admit student' submenu under 'student' in the navigation. For adding a student, admin will need to fill up the information required and provided by the admission form. It should be kept in mind that, admitting new student will automatically create an enrollment in the running session for the selected class. Check and recheck the information you have inserted while adding student because once you admit him/her to a class, you will not be able to change his/her class without promoting him/her to the next session.

### Bulk Student Admission

For admitting bulk students (adding multiple students at a time) you will need to go to the 'admit bulk student' submenu under the menu 'student'. Firstly, select class and section and then fill up the information for each student you want to admit. Make sure to put at least name, email and password for each student you want to admit. You can add rows for adding more as much as you need.

The screenshot shows a web-based administrative interface for adding multiple students. On the left, there is a vertical sidebar with various icons representing different administrative functions. The main area has a title '⊕ Add Bulk Student'. Below the title, there is a dropdown menu labeled 'Class' with the placeholder 'Select Class'. The main form consists of a grid of 8 rows, each containing fields for Name, Roll, Email, Password, Phone, Address, and Gender. Each row also includes a small trash can icon for deletion. At the bottom of the grid is a button '+ Add A Row' for adding more rows. At the very bottom is a green button labeled '✓ Save Students'.

## Student Information

Student information are shown class wise under the same menu 'student'. From the page you can get section wise student's information, his/her profile info, mark sheet. You can also edit student's basic information from the action button associated with each student.

Dashboard

Student

- Admit Student
- Admit Bulk Student
- Student Information
- Student Promotion

Class One

Class Two

Class Three

Class Four

Class Five

Teacher

Parents

Add New Student

All Students Section A ( Julian West ) Section B ( Cairo Hebert ) Section C ( Martina Wall )

10 per page Excel PDF Print Search:

Roll	Photo	Name	Address	Email	Options
1		Geraldine Hall	24, Reprehenderit veniam, error illum magni	luhygo@gmail.com	Action
2		Ivy Washington	27, Excepteur et, voluptate quis	nebub@yahoo.com	<a href="#">Mark Sheet</a>
3		Evelyn McBride	Et assumenda ut minima molestias natus deleniti harum omnis laboris laboriosam assumenda	lahizyo@hotmail.com	Action
4		Rudyard Maddox	Eveniet nihil iusto sed est ea perferendis sit ad vel quis dolores	wejat@gmail.com	Action
23		Alex Stuart	Test Address	student@gmail.com	Action
34		Student name	Test address	email@gmail.com	Action

Ekattor School Management System Pro

Running

admin Log Out

Student

- Admit Student
- Admit Bulk Student
- Student Information
- Student Promotion

Class One

Class Two

Class Three

Class Four

Class Five

Teacher

Parents

Class

Subject

Ekattor School Management System Pro

Geraldine Hall

Add New Student

All Students Class Section Roll Birthday Gender Phone Email Address Parent Parent Phone

1	One	B	1	11/24/2006	male	+376-55-8487383	luhygo@gmail.com	24, Reprehenderit veniam, error illum magni	Gareth Stafford	+814-90-5707363
23										
34										
45		Test student	Sample address							
121		John Doe	Test Address							

PDF Print Search:

Email Options

Close

## Student Promotion

This module is designed to promote students of a particular class to the next class in the next session. ‘Student Promotion’ submenu will be found under the menu ‘student’ in the admin panel. To promote students to the next class, admin needs to select the present class of the students and the class where he/she wants to promote the students. The present session which has been already set from the system settings will be selected automatically as the present session and the next session will be automatically calculated by the software.

The screenshot shows the 'Student' section of the admin panel. On the left, a sidebar lists various modules: Admit Student, Admit Bulk Student, Student Information, Student Promotion (which is currently selected), Teacher, Parents, Class, Subject, Class Routine, Daily Attendance, Exam, Accounting, Library, Transport, Dormitory, and Noticeboard. The main area is titled 'Student Promotion Notes' with a note about selecting correct class options before promoting. It includes four dropdown menus: 'Current Session' (2016-2017), 'Promote To Session' (2017-2018), 'Promotion From Class' (Three), and 'Promotion To Class' (Four). A 'Manage Promotion' button is below these. Below this is a table titled 'Students Of Class Three' showing four students: Audra Floyd, Iliana Martinez, Shelby Richmond, and Ahmed Tillman, each with a 'View Academic Performance' link and an 'Options' dropdown menu containing 'Enroll To Class - Four'. At the bottom is a green button labeled '✓ Promote Selected Students'.

Name	Section	Roll	Info	Options
Audra Floyd	A	1	<a href="#">View Academic Performance</a>	<a href="#">Enroll To Class - Four</a>
Iliana Martinez	C	5	<a href="#">View Academic Performance</a>	<a href="#">Enroll To Class - Four</a>
Shelby Richmond	A	4	<a href="#">View Academic Performance</a>	<a href="#">Enroll To Class - Four</a>
Ahmed Tillman	C	5	<a href="#">View Academic Performance</a>	<a href="#">Enroll To Class - Four</a>

For example, if admin selects to promote students of class three to class four in the next session, there he/she will have two options in a dropdown. One, enroll to class four and two, enroll to class three. Enroll to class four means that the student is qualified to be promoted to class four in the next session. If admin selects enrolling him to class three again then that student will remain in class three in the next session.

## Managing Teachers and Parents

From the 'Teacher' menu admin can create, edit and delete teacher and similarly from 'Parent' menu admin can do the same for parents. On creation of either teacher or parent an email is sent to the respective person containing the email and password of the newly created account which later on they can change. Make sure to configure your server SMTP settings for the proper sending of the emails.

## Managing Classes and Sections

From the menu 'class' admin can get access to the submenus named 'manage classes' and 'manage sections'. Admin can create, edit and delete classes and also can do the same with sections. When a class is created, a section along with the class is created by default.

## Academic Syllabus

'Academic syllabus' submenu can be accessed from 'Class' menu. This module will help admin and also teacher to upload academic syllabus for a particular class. The students of that class will be able to download the syllabus anytime they want. Within a particular session, multiple files can be uploaded under a same class.

The screenshot shows the Ekattor School Management System Pro dashboard. The left sidebar has a dark blue header with three student icons and a menu bar. Under 'Class', there are three items: 'Manage Classes', 'Manage Sections', and 'Academic Syllabus', with 'Academic Syllabus' being the active tab. The main content area has a light gray background. At the top, it says 'Ekattor School Management System Pro' and 'Running Session : 2016-2017'. On the right, there are user icons for 'admin' and 'Log Out'. Below this, a section titled 'Academic Syllabus' is shown with a sub-section 'Add Academic Syllabus'. A table lists five entries: 'Class One', 'Class Two', 'Class Three', 'Class Four', and 'Class Five'. The first entry, 'Class Four', is highlighted with a gray box. The table columns are '#', 'Title', 'Description', 'Uploader', 'Date', and 'File'. For 'Class Four', the details are: #1, Title 'Class 4 syllabus', Description 'Sapiente et pariatur. Dolores dolores vero eveniet, delectus, maxime duis eligendi modi sit, eius itaque ut ratione quos pariatur. Rerum.', Uploader 'Mr. Admin', Date '15/03/2016', File 'class four.docx', and a 'Download' button. At the bottom, a footer bar says '© 2014 Ekattor School Manager. Developed by CreativeItem'.

## Managing Subjects

From the ‘subject’ menu admin can see subjects class wise for the selected session. As the whole system is session oriented so admin will have the privilege to add different subject for different sessions. For example, in session 2016-2017, class one has mathematics and biology. But in next session (2017-2018) subjects for class one might increase or decrease as well. In that case when admin changes the session form the system settings, he/she will be able to see the data for that particular session only. So he/she will add the subjects for that class again in the new session.

## Class Routine

Class routine module has the capability to set routines section wise for a particular class. Admin can add, edit or delete any class routine and there is a print button associated with every class routine for printing.

The screenshot shows a left sidebar with a navigation menu and two main content areas for 'Class Routine'.

**Left Sidebar (Navigation Menu):**

- Dashboard
- Student
- Teacher
- Parents
- Class
  - Class One
  - Class Two
  - Class Three
  - Class Four
  - Class Five
- Subject
- Class Routine
  - Class One
  - Class Two
  - Class Three
  - Class Four
  - Class Five
- Daily Attendance
- Exam
- Accounting
- Library
- Transport
- Dormitory

**Main Content Area 1: Class Routine - Section A**

Section A is titled "Class - One : Section - A". It contains a table for the week:

SUNDAY	English (8:30-9:30) ▾	Math (9:30-10:30) ▾
MONDAY	Math (8:10-9:10) ▾	
TUESDAY		
WEDNESDAY		
THURSDAY	English (8:10-9:10) ▾	Math (9:10-10:10) ▾
FRIDAY		
SATURDAY		

**Main Content Area 2: Class Routine - Section B**

Section B is titled "Class - One : Section - B". It contains a table for the week:

SUNDAY	
MONDAY	
TUESDAY	English (9-10) ▾
WEDNESDAY	Math (10-11) ▾

**Buttons:**

- Add Class Routine (top right of Section A)
- Print (top right of Section A)
- Print (top right of Section B)

## Managing Daily Attendance

Daily attendance is shown on the menu class wise. For taking or viewing attendance for a particular class, firstly admin will need to select the date and the section which will bring the attendance managing form for that class section for that particular date.

The screenshot shows the Ekattor School Management System Pro interface. On the left is a dark sidebar with icons and menu items: Dashboard, Student, Teacher, Parents, Class (selected), Subject, Class Routine, Daily Attendance (selected), Exam, and Accounting. The main area has a header 'Ekattor School Management System Pro' and 'Running Session : 2016-2017'. It shows a sub-header 'Manage Attendance Of Class One : Section A'. Below it are input fields for 'Date' (21-03-2016) and 'Section' (A), and a blue button 'Manage Attendance'. To the right is a chart titled 'Attendance For Class One Section A 21 Mar 2016' with a rising line graph. Below the chart is a table with columns '#', 'Roll', 'Name', and 'Status'. The table data is:

#	Roll	Name	Status
1	2	Ivy Washington	Undefined
2	3	Evelyn McBride	Undefined
3	45	Test student	Undefined
4	34	Student name	Undefined

A green button at the bottom right says '✓ Save Changes'.

## Managing Exams and Marks

In the menu 'Exam', admin will find some submenus. 'Exam List' shows all the exams dated for the selected session. And obviously admin can add, edit or delete any exam related data whenever he/she wants.

'Exam grades' shows the grading system of the school which is portable. That means admin will have the authority to create, edit or delete any grading anytime he/she wants.

'Manage marks' submenu is for managing marks for students of a particular class section for a particular subject. Admin needs to select the exam, the class, the section and the subject for which he/she is willing to give or update exam marks.

Admin can update the marks of the students of the selected class section all at once.

The screenshot shows the 'Ekattor School Management System Pro' interface. At the top, there's a header with the system name, a user icon labeled 'admin', and a 'Log Out' button. Below the header, it says 'Running Session : 2016-2017'. On the left, there's a dark sidebar with icons and text for 'Dashboard', 'Student', 'Teacher', 'Parents', 'Class', 'Subject', 'Class Routine', 'Daily Attendance', 'Exam' (which is expanded to show 'Exam List', 'Exam Grades', 'Manage Marks', 'Send Marks By Sms', and 'Tabulation Sheet'), and 'Accounting'. The main content area has a title '⊕ Manage Exam Marks'. It includes dropdown menus for 'Exam' (set to '1st term'), 'Class' (set to 'Two'), 'Section' (set to 'A'), and 'Subject' (set to 'English'). A blue button labeled 'Manage Marks' is visible. Below these controls is a chart titled 'Marks For 1st term' showing 'Class Two : Section A' with 'Subject : English'. The chart has three bars of increasing height. Underneath the chart is a table with columns '#', 'Roll', 'Name', 'Marks Obtained', and 'Comment'. Two rows of data are shown:

#	Roll	Name	Marks Obtained	Comment
1	1	Kirestin Black	76	Comment1
2	2	Zia Franklin	85	Comment2

A green button at the bottom right says '✓ Save Changes'. At the very bottom of the page, there's a small copyright notice: '© 2014 Ekattor School Manager. Developed by CreativeItem'.

## Sending Exam Marks to Parents by SMS

The application has the API for Clickatell and Twilio SMS service. If any one of these services is enabled from the SMS settings provided that admin already has provided the required data for the enabled SMS service, he/she can send the marks of all students of the selected class to their respective parents.

## Creating Single Invoice and Mass Invoice for Student Payments

Single invoice and mass invoice for student payment can be created from the menu 'Accounting'. There from the submenu 'Create student payment' admin will get the forms for both single invoice creation and mass invoice creation form separated by tabs.

Admin can choose to take payment at the time of creating invoices or he/she can take no payment at the time of creating and set the invoice as unpaid which later on can be paid by student/parent from their account via PayPal or there is also system for taking manual payments.

### ⊕ Create Student Payment

[Create Single Invoice](#) [Create Mass Invoice](#)

**Invoice Informations**

Class	Select Class
Student	Select Class First
Title	<input type="text"/>
Description	<input type="text"/>
Date	<input type="text"/>

**Payment Informations**

Total	<input type="text"/> Enter Total Amount
Payment	<input type="text"/> Enter Payment Amount
Status	Paid
Method	Cash

[Add Invoice](#)

### ⊕ Create Student Payment

[Create Single Invoice](#) [Create Mass Invoice](#)

Class	One
Title	<input type="text"/>
Description	<input type="text"/>
Total	<input type="text"/> Enter Total Amount
Payment	<input type="text"/> Enter Payment Amount
Status	Paid
Method	Cash
Date	<input type="text"/>

**Students**

- Geraldine Hall
- Ivy Washington
- Rudyard Maddox
- Evelyn McBride
- John Doe
- Alex Stuart
- Test student
- Student name

[Select All](#) [Select None](#)

[Add Invoice](#)

**Student Payments**

Invoices Payment History

10 per page Search:

#	Student	Title	Total	Paid	Status	Date	Options
1	Evelyn McBride	Test invoice	500	500	Paid	20 Mar,2016	Action ▾
2	Alex Stuart	test invoice title	500	500	Paid	20 Mar,2016	Action ▾
3	Geraldine Hall	mass invoice test	400	400	Paid	20 Mar,2016	Action ▾
4	Ivy Washington	mass invoice test	400	400	Paid	20 Mar,2016	Action ▾
5	Brandon Villarreal	Labore alias quasi et lorem est non consequatur excepturi minim eu temporibus qui cum reiciendis ut ipsum in quae est	700	350	Unpaid	12 Mar,2016	Action ▾
6	Ivy Washington	Voluptas ex ex quos impedit delectus qui mollit esse voluptatum	400	350	Unpaid	09 Mar,2016	Action ▾
7	Xerxes Hardin	Vel porro elit aut laudantium tempor qui sunt amet dolor dicta dignissimos id placeat reprehenderit dolorem	450	200	Unpaid	06 Mar,2016	Action ▾
8	Kirsten Black	Qui quis doloremque sed ipsum optio	500	500	Paid	03 Mar,2016	Action ▾

Showing 1 to 8 of 8 entries

**Ekattor School Management System Pro**

Running

Payment History

#	Amount	Method	Date
1	350	Card	12 Mar,2016

Take Payment

Total Amount: 700

Amount Paid: 350

Due: 350

Payment: Enter Payment Amount

Close

Search:

Total	Paid	Status	Date	Options
500	500	Paid	20 Mar,2016	Action ▾
500	500	Paid	20 Mar,2016	Action ▾
400	400	Paid	20 Mar,2016	Action ▾
400	400	Paid	20 Mar,2016	Action ▾
700	350	Unpaid	12 Mar,2016	Action ▾
400	350	Unpaid	09 Mar,2016	Action ▾
450	200	Unpaid	06 Mar,2016	Action ▾

## Managing Expenses

Under 'Accounting' menu admin can add expenses and also expense categories which will help him/her to keep track of the expenses made for the school. He/she can also edit or delete any expense data whenever he/she wants.

## Managing Library, Transport and Dorms

'Library' menu shows the books available in the school library which is added by the admin. The books will be also shown in the student panel.

'Transport' menu is for organizing school transports which admin can add, edit or delete. He/she can also see the associated students to a particular transport route.

'Dormitory' menu shows the dorms of the school and admin can also see the associated students in the dorms form this menu.

## Private Messaging among Users

The application provides a secured private messaging module by which admin can send private message to any of the users of the system and get instant mail notifications on reply.

The screenshot displays the Ekattor School Management System Pro interface. On the left, a dark sidebar lists various administrative modules: Dashboard, Student, Teacher, Parents, Class, Subject, Class Routine, Daily Attendance, Exam, Accounting, Library, Transport, Dormitory, Noticeboard, and Message. The 'Message' option is highlighted. The main content area is titled 'Ekattor School Management System Pro' and shows the 'Running Session : 2016-2017'. A top navigation bar includes a user icon labeled 'admin', a 'Log Out' link, and a date '15 Mar, 2016'. Below this, a section titled 'Private Messaging' features a 'New Message' button. A list of recipients is shown: Gail Harrison (teacher), Florence Johnston (teacher), Gareth Stafford (parent), and Kirestin Black (student). A message from 'Mr. Admin' reads: 'Soluta sequi fugiat, atque sint, sapiente minima labore sequi perspiciatis, facilis aut sint alias deserunt.'. A 'Reply Message' input field is present, along with a 'Send' button and an envelope icon.

## System Settings

'General settings' under the menu 'settings' holds all the general information about the system which admin can modify. He/she can also change the theme of the system, upload a logo for the system and can also update the software if provided by the developer form this submenu.

The screenshot shows the 'System Settings' and 'Theme Settings' sections of the application. On the left, a sidebar menu lists various administrative functions like Teacher, Parents, Class, Subject, Class Routine, Daily Attendance, Exam, Accounting, Library, Transport, Dormitory, Noticeboard, Message, and Settings (with sub-options for General Settings, Sms Settings, and Language Settings). The main area has two panels: 'System Settings' containing fields for System Name (Ekattor School Management System Pro), System Title (Ekattor School), Address (Dhaka, Bangladesh), Phone (+8012654159), Paypal Email (payment@school.com), Currency (usd), System Email (school@ekattor.com), Running Session (2016-2017), Language (english), and TextAlign (left-to-right), with a 'Save' button; and 'Theme Settings' showing a grid of nine theme preview cards (each with a different color scheme) and a button to 'Select A Theme To Make Changes'. Below these is an 'Upload Logo' section with a placeholder for a photo, a 'Select image' button, and an 'Upload' button.

'SMS settings' is for configuring the Clicktell or Twilio service.

The screenshot shows the 'SMS Settings' section of the application. The top navigation bar includes the school logo, the running session (2016-2017), user info (admin), and a log out link. The main content area is titled 'Ekattor School Management System Pro'. It features a 'Sms Settings' section with three tabs: 'Select A SMS Service' (highlighted in grey), 'Clickatell Settings', and 'Twilio Settings'. Under 'Select A SMS Service', there are input fields for 'Clickatell Username' and 'Clickatell Password'. Under 'Clickatell Settings', there is a field for 'Clickatell Api Id'. A 'Save' button is located at the bottom right of the form. At the very bottom, a footer note reads '© 2014 Ekattor School Manager. Developed by Creativeitem'.

'Language settings' is for updating any phrase or creating new language even if the admin wants.

The screenshot shows a left sidebar menu with various administrative options like Dashboard, Student, Teacher, Parents, Class, Subject, Class Routine, Daily Attendance, Exam, Accounting, Library, Transport, Dormitory, Noticeboard, Message, and Settings. The Settings option is expanded, showing General Settings. To the right of the sidebar is a main content area titled 'Manage Language'. At the top of this area are buttons for 'Edit Phrase', 'Language List', 'Add Phrase', and 'Add Language'. Below these buttons is a grid of 24 language phrases, each represented by an envelope icon and a label. The phrases are arranged in four rows of six. The labels are: class\_routine (Class Routine), dashboard (Dashboard), student (Student), admit\_student (Admit Student); admit\_bulk\_student (Admit Bulk Student), student\_information (Student Information), class (Class), student\_promotion (Student Promotion); teacher (Teacher), parents (Parents), manage\_classes (Manage Classes), manage\_sections (Manage Sections); subject (Subject), daily\_attendance (Daily Attendance), exam (Exam), exam\_list (Exam List); exam\_grades (Exam Grades), manage\_marks (Manage Marks), send\_marks\_by\_sms (Send Marks By Sms), tabulation\_sheet (Tabulation Sheet); and accounting (Accounting), create\_student\_report (Create Student Report), student\_report (Student Report), and expense (Expense).

Phrase	Description
class_routine	Class Routine
dashboard	Dashboard
student	Student
admit_student	Admit Student
admit_bulk_student	Admit Bulk Student
student_information	Student Information
class	Class
student_promotion	Student Promotion
teacher	Teacher
parents	Parents
manage_classes	Manage Classes
manage_sections	Manage Sections
subject	Subject
daily_attendance	Daily Attendance
exam	Exam
exam_list	Exam List
exam_grades	Exam Grades
manage_marks	Manage Marks
send_marks_by_sms	Send Marks By Sms
tabulation_sheet	Tabulation Sheet
accounting	Accounting
create_student_report	Create Student Report
student_report	Student Report
expense	Expense

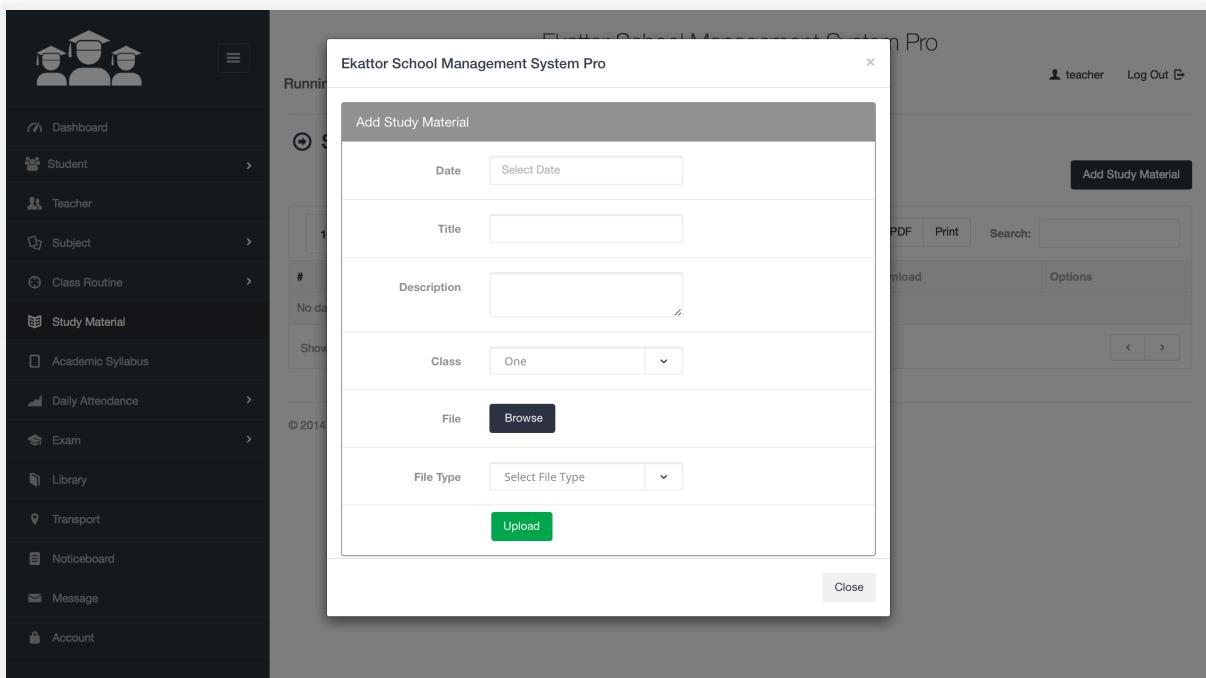
## Teacher Panel

### Student Admission

Please refer to the student admission process described above in admin panel. The process for student admission from admin panel and teacher panel is same.

### Study Materials Upload for students

Teacher can upload study materials for the students of a particular class which later on is available in the student panel for downloading.



### Academic Syllabus

The process of using the academic syllabus module from teacher panel is same as admin panel. Please refer to the 'academic syllabus' portion in the admin panel description.

## **Managing Attendance**

The process of using the attendance module from teacher panel is same as admin panel. Please refer to the ‘daily attendance’ portion in the admin panel description.

## **Managing Exam Marks**

The process of using the marks module from teacher panel is same as admin panel. Please refer to the ‘managing exam and marks’ portion in the admin panel description.

## **Student Panel**

### **Study Materials**

The study materials which has been uploaded by teacher can be downloaded by the student from the ‘academic syllabus’ menu in his/her panel.

### **Academic Syllabus**

The academic syllabus which has been uploaded by admin/teacher can be downloaded by the student from the ‘academic syllabus’ menu in his/her panel.

### **Payments**

If there are any unpaid invoices for the student logged in to the system, then he/she can pay his/her dues from his/her panel via PayPal by just clicking the ‘Pay with PayPal’ button.

## **Parent Panel**

### **Viewing Teachers**

Parent can get the information about the teachers of the school from the ‘teacher’ menu in parent panel.

## **Class Routine**

Parent can see his/her child's class routine and also have the ability to print the routines.

## **Managing Marks**

Parent can see his/her child's exam marks and also have the ability to print the marks.

## **Payments**

If there are any unpaid invoices for his/her child, then he/she can pay his/her dues from his/her panel via PayPal by just clicking the 'Pay with PayPal' button.