

ONLINE SCHOOL MANAGEMENT SYSTEM



USER MANUAL
[Edition 20]

ONLINE SCHOOL MANAGEMENT SYSTEM

DATA BACKUP IS DONE ON A DAILY BASIS AUTOMATICALLY (NO WORRIES).

BENEFITS OF THE SYSTEM

- It is responsive (it can run on any screen size, i.e. phone, smart phone, tablet, etc.)
- You can create multiple sub users (as many as possible).
- BIO data for students and photo.
- Capture details about teaching and non-teaching staff.
- SMS messaging integrated (can send to particular class and section).
- You can create groups for SMS.

Note: On account creation, **10 free SMS credits** are given, any further credits cost @ UGX 35/=.

(FEES SECTION)

- School fees tracking.
- Define amount paid per given section.
- Track students with school fees sponsorship (discounts).
- Track other kinds of fees defined by the school.
- Print receipt (both school & student copy).
- Ability to add your own banks.
- Print school fees report (like how much has been paid per given class and what's the balance).
- Ability to add your own banks of interest.

REPORT SECTION

- Capture marks for different subjects for purpose of generating report form.
- Provision of **Mark sheet** for different papers done per class.
- B.O.T & E.O.T percentage contribution to the final mark can be customized.
- A user can add or remove subjects at any time.
- The grading system is customizable, though the default is UNEB standard.
- You can add school requirements.
- Different report form templates.
- It has position in stream, position in class, average mark, and automatic comments.
- When school fees module is used, the balance is automatically included on the report form.

THE SYSTEM IMPLEMENTATION IS QUITE SIMPLE FOLLOWING THE STEPS BELOW:-

1. Create an account in case you don't have one.

The image shows a registration form with the following fields and options:

- Header: Sign In, Register (highlighted), Reset Password
- Username *: Email address
- School Name *: Enter school name
- Contact Name *: Enter alias name
- Phone Contact *: Enter phone contact
- District *: Enter district
- No. of students *: Maximum 100 (40,000/=)
- Checkbox: I have read and accepted the terms and conditions.
- Register button

Fields shown in the image above are self-explanatory. All fields marked by an asterisk (*) are all compulsory.

If you already have an account please click on Sign In as show below and please enter username (email address) and the password then click **Login** button.

Sign In Register Reset Password

2018

Username

Password

Terms and conditions.

Login

At times, you may fail to login because of a forgotten password, click on **Reset Password** tab, enter you email and follow the wizard.

Sign In Register Reset Password

Password Reset

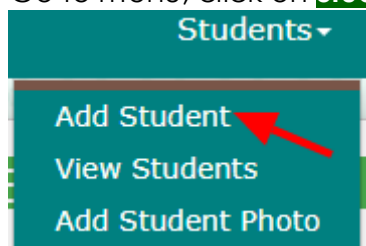
Enter your email address

Reset Password

AFTER SUCCESSFUL ACCOUNT CREATION, THE FIRST MAJOR TASK IS TO ADD STUDENTS

How to add a new student.

Go to menu, click on **Students/add** as shown below:-



Click on the link indicated with a red arrow in the image above to get the interface below; remember, the Student Number is automatically generated, you don't have to get bothered with it.

INTERFACE FOR FILLING IN STUDENTS BIO DATA

ENTER STUDENT DETAILS

Student Number * <input type="text" value="1000"/>	First Name * <input type="text"/>	Last Name * <input type="text"/>
Gender * <input type="text" value="(choose gender)"/>	Form * <input type="text" value="--select form--"/>	Stream <input type="text"/>
Program * <input type="text" value="(choose program)"/>	House <input type="text"/>	Term Joined <input type="text" value="(choose term joined)"/>
Year Joined <input type="text" value="(choose year joined)"/>	Parent Phone (e.g 256712345678) <input type="text"/>	<input type="submit" value="Submit"/>

After successful submission, a message is displayed as shown below:-

ENTER STUDENT DETAILS

Student Number * <input type="text" value="1010"/>	First Name * <input type="text" value="Jamil"/>	Last Name * <input type="text" value="Mukulu"/>
Gender * <input type="text" value="Male"/>	Form * <input type="text" value="P1"/>	Stream <input type="text" value="W"/>
Program * <input type="text" value="(choose program)"/>	House <input type="text" value="Africa"/>	Term Joined <input type="text" value="Term 2"/>
Year Joined <input type="text" value="2018"/>	Parent Phone (e.g 256712345678) <input type="text" value="256774644449"/>	<input type="submit" value="Submit"/>

Jamil Mukulu has been saved to P1_w (D) successfully

HOW TO INSERT SCHOOL FEES

Before feeding fees in the system, first define what each class and section is supposed to pay.

School Fees ▾
Record fees
Determine Fees

INTERFACE FOR FEEDING SCHOOL FEES IN THE SYSTEM

DEFINE SCHOOL FEES STRUCTURE

Term <input type="text" value="Term 1"/>	Year <input type="text" value="2018"/>	Form <input type="text" value="select form"/>
Day Fees <input type="text"/>	Boarder Fees <input type="text"/>	<input type="submit" value="Submit"/>

Class	Term	Day Fees	Boarding Fees	Last Modified	Actions
1	Term 1	200,000	500,000	5/20/18, 7:38 PM	Delete

Now that you have defined school fees structure, you can proceed to feed data by clicking on the appropriate menu.

ADDING SCHOOL FEES



After clicking, the interface looks as below:-

SCHOOL FEES ENTRY POINT

Student search Student Name * Amount *

David Kasule (1017) (S1)(D)
Lawrence Mukasa (1026) (S1A)(D)
Mujib Kasule (1014) (S2)(B)

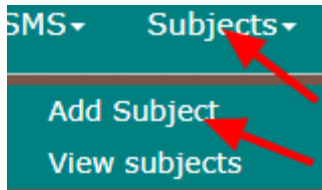
Term * Date paid *

Student	Amount	Date paid	Bank	Term	Modified	User	Actions
David Kasule S1 (D)	150,000	2018-05-20	Stanbic	3	20/May/2018 03:45 PM	David	view Delete
Allan Kanyike S1W (D)	70,000	2018-01-02	Stanbic	3	02/Jan/2018 03:17 PM	David	view Delete
Allan Kanyike S1W (D)	45	2017-10-28	Centenar	3	28/Oct/2017 04:21 PM	David	view Delete
Allan Kanyike S1W (D)	74,000	2017-09-16	Centenar	3	16/Sep/2017 04:10 PM	David	view Delete
Ivan Walulya S1W (B)	11,000	2017-09-09	Centenar	3	09/Sep/2017 02:24 PM	David	view Delete

Type the name of a student in the **Student Search** field and click on student of your choice based on full details provided. The **Load Last 5 entries** button reminds you of the last saved entries just in case you had any kind of break.

HOW TO ADD SUBJECTS

Click on Subjects in the menu bar and choose Add



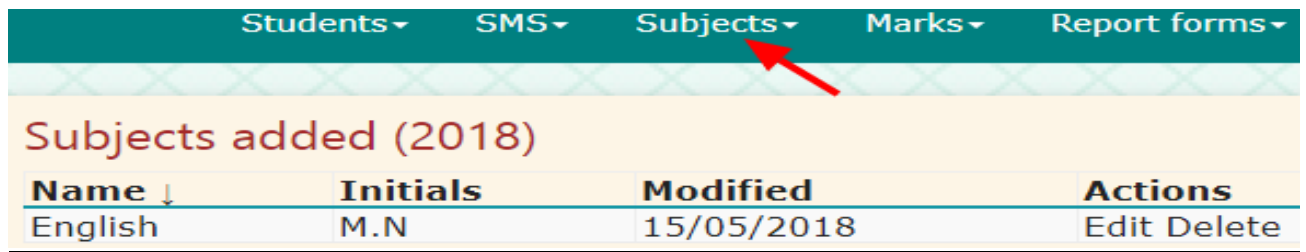
All the common subjects taught at primary level are provided in the select box, if any is missing, please contact us immediately for help. The **initials** field appear on a report form (for class teacher). Subjects are added each year because different years may have different syllabus.

Add New Subject

Initials *

(choose subject)
Social Studies
English
Mathematics
Science
Agriculture
R.E
Music
P.L
Art

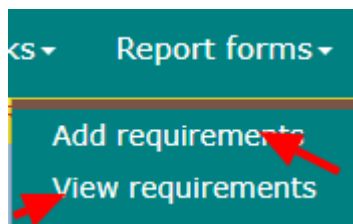
VIEWING SUBJECTS



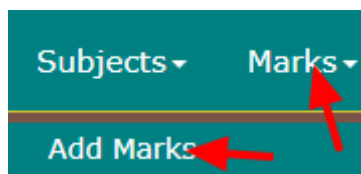
Name ↓	Initials	Modified	Actions
English	M.N	15/05/2018	Edit Delete

ADDING REQUIREMENTS ON REPORT FORMS

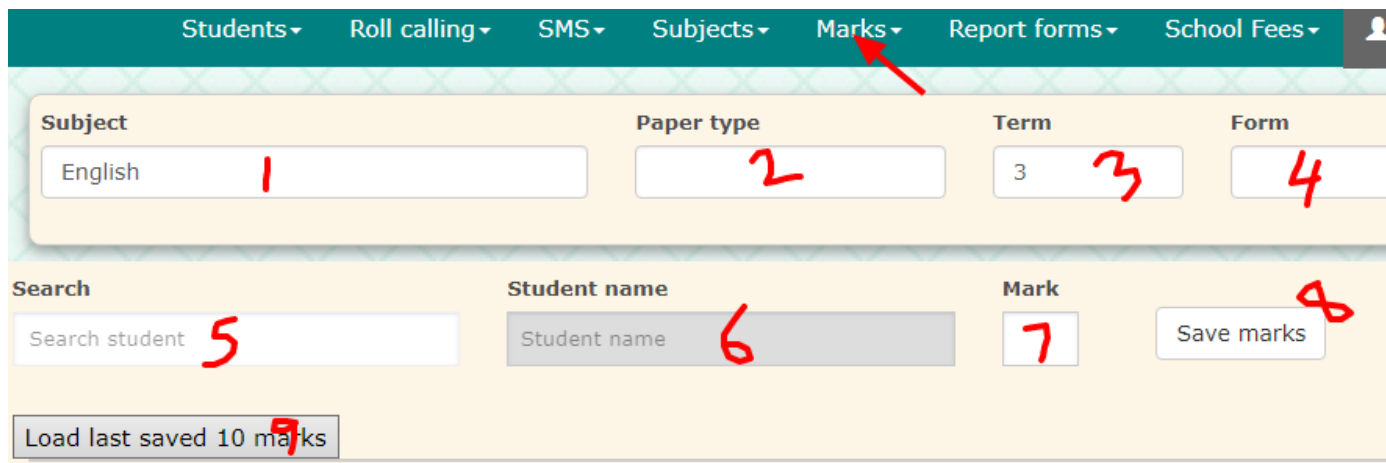
There are certain requirements that vary according to class. Under the menu click on **Report forms** and select **Add requirements** for adding new requirement, then select **View Requirements** when viewing already defined requirements from the dropdown menu.



HOW TO ADD MARKS



After clicking on **Add Marks** the following interface appears.



Key

- 1- Select subject
- 2- Select paper type (Exam or Test)
- 3- Select term
- 4- Select class/form
- 5- Type in a student so that select options appear to choose one.
- 6- This field is populated automatically after selecting from the select options that appear under label 5.
- 7- Enter mark attained in a given paper for the particular subject.
- 8- Save button to accept the information entered.
- 9- This button will load the last saved 10 entries (suitable especially when you come from a break).

Add Report Requirements (2018)

Term

Form

Next term Day fees:

Next term Boarder fees:

This Term ends on (m/d/y)

Next term begins on (m/d/y)

Requirements

Submit

Future System Upgrade Feature

- Automatic payment system (will be added soon on the menu). This will be useful especially when you are paying for a termly subscription and probably buying SMS credits.
- Mobile application
- Viewing marks and school fees status via mobile phone.
- Lastly your ideas are welcomed.

As ICT Giants, our motto is “**we design your ideas**”. This means your ideas are our starting point of system upgrade.

If the system does not do what you expect, it does not mean that it's bad, but instead it means you have a good idea that needs our attention.

The system is made simple for everyone to understand it.

THIS IS A TEMPORARY USER MANUAL THAT CAN CHANGE ANY TIME. WE HAVE NOT INCLUDE ALL THE ITEMS BECAUSE WE BELIEVE THAT BY THE TIME YOU CAPTURE THIS, THE REST WILL BE A WALKOVER.

IN CASE OF ANY QUERY, PLEASE DO NOT HESITATE TO USE THE QUERY BUTTON IN THE BOTTOM LEFT AFTER YOU LOGIN OR TO CONTACT US VIA EMAIL (ictgiants@gmail.com).