



EducompOnline

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**User Manual - For 'Teacher'**

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# 1

## **Chapter 1. EducompOnline - Overview**

### Introduction to EducompOnline

EducompOnline is a virtual school for Educomp Smartclass schools. As part of Educomp Smartclass schools, EducompOnline gives schools an institutional online presence to schools where they can perform a dynamic range of activities that empower them to deliver more value to students, parents, teachers, and principals.

With activities like send a message and, send an important announcement, the schools can inform the teachers, parents, and students about the upcoming events or updates. They can customize their website to match the identity of the school with a logo and use several services offered by EducompOnline. From a single access point, the schools can manage the accounts of teachers and students accounts by adding them into the system, tracking their activities, and viewing content and tests. They can share photos and videos of all the school events by uploading them on the website.

For each school, these activities are performed by a school administrator. As a teacher, you can perform certain useful activities specific to your needs, for example, creating tests for students, uploading informative content, contacting students and their parents through messages, assigning marks and marking student attendance.

### Best Configuration

The EducompOnline Web application is best used on Internet Explorer versions higher than 7.0 or Firefox versions 4.x or above, with a resolution of 1024 X 768 and colour depth of 16 bit or higher. The browser settings should be set to default for best performance.

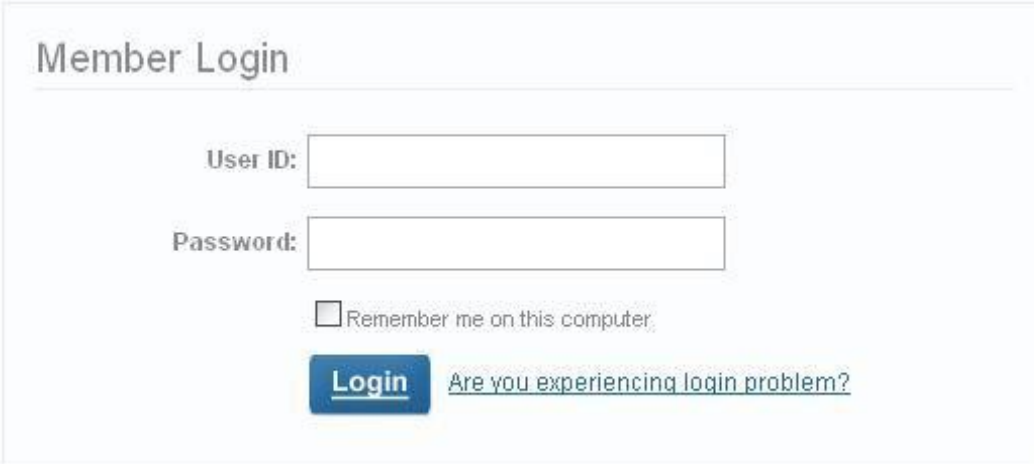
These settings ensure optimum user-friendliness of the user interface as well as easy maintenance of the application.

## Getting Started

The following information will help you quickly get started with the EducompOnline application.

### Logging In

The EducompOnline web application **Login** screen authenticates your identity and lets you in to use the provided functionality. Fill up the User ID and Password provided to you to log into the application.



Member Login

User ID:

Password:

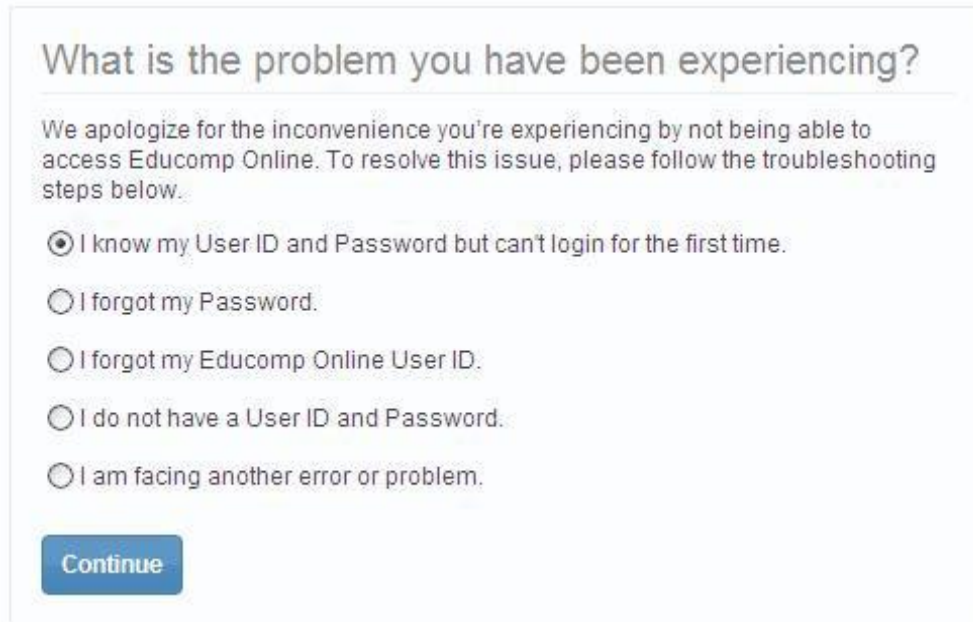
Remember me on this computer

[Login](#) [Are you experiencing login problem?](#)

*Image 1.1 Member Login screen*

The **Remember me on this computer** option preserves your login credentials into computer cache to make them available to you at your next login.

If you come across any login related problems, such as forgot password or User ID, or you are facing another error, click the **Are you experiencing login problem?** link to open the following screen. Select the problem you are facing and click **Continue** to find some suggestion / resolution.



**What is the problem you have been experiencing?**

We apologize for the inconvenience you're experiencing by not being able to access Educomp Online. To resolve this issue, please follow the troubleshooting steps below.

- I know my User ID and Password but can't login for the first time.
- I forgot my Password.
- I forgot my Educomp Online User ID.
- I do not have a User ID and Password.
- I am facing another error or problem.

**Continue**

*Image 1.2 Login problems screen*

On successfully logging into the Web application, you see the main screen. From here, you can perform all operations specific to the EducompOnline Web Application.

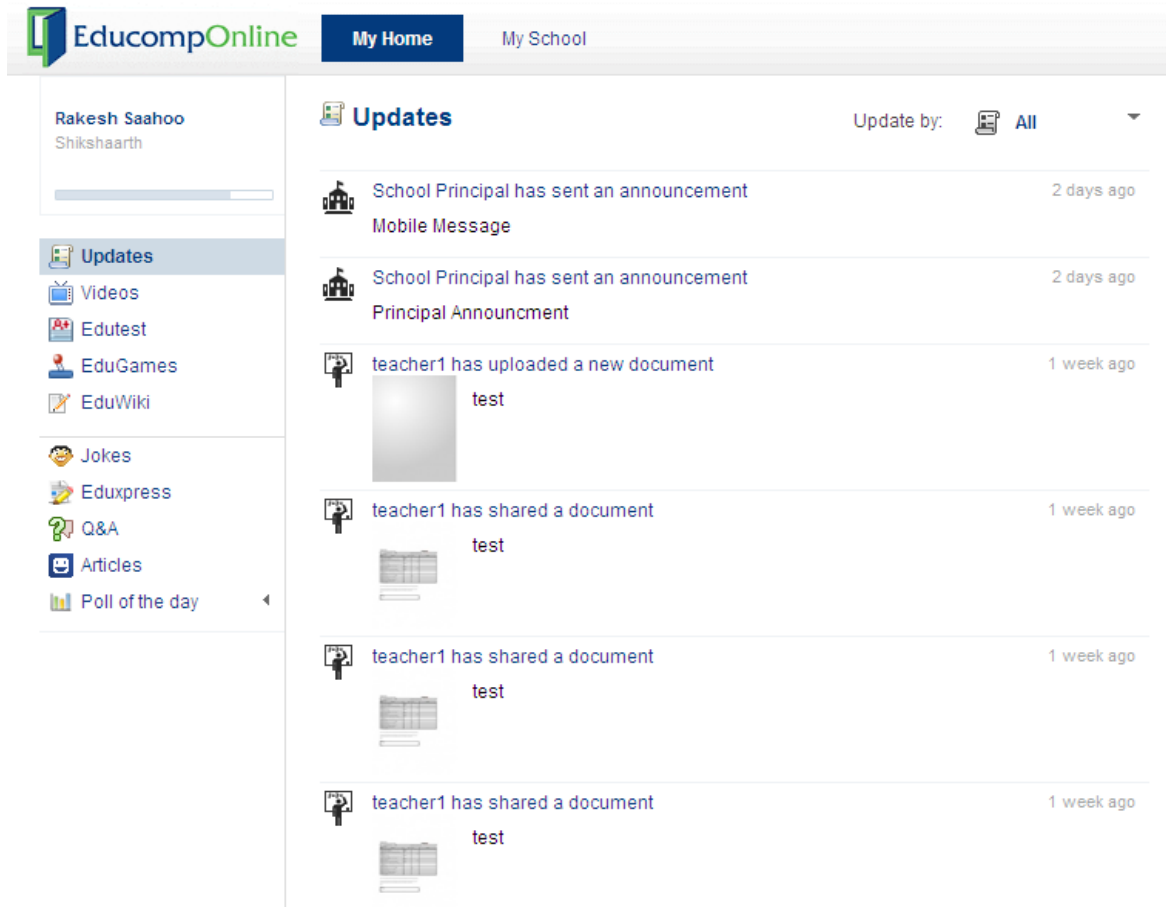


Image 1.3 EducompOnline main screen

## Major Features

A teacher can use the following major features offered by the EducompOnline website:

- Access features provided by EducompOnline: Videos, EduGames, EduWiki, Jokes, Q&A, Articles, and Poll of the Day
- Create / Preview Tests
- Upload MyWiki Content
- Send Messages to Students and Parents
- View Picture Gallery
- Assign and Update Marks to Students
- Mark the attendance of students
- View Calendar and events

# 2

## Chapter 2. My Home Features

The **My Home** tab hosts the features provided by Educomp for teachers. These features include Videos, EduGames, EduTests, EduWiki, Jokes, Q&A, Articles, and Poll of the Day. Let's have a look at these one by one:

### Updates

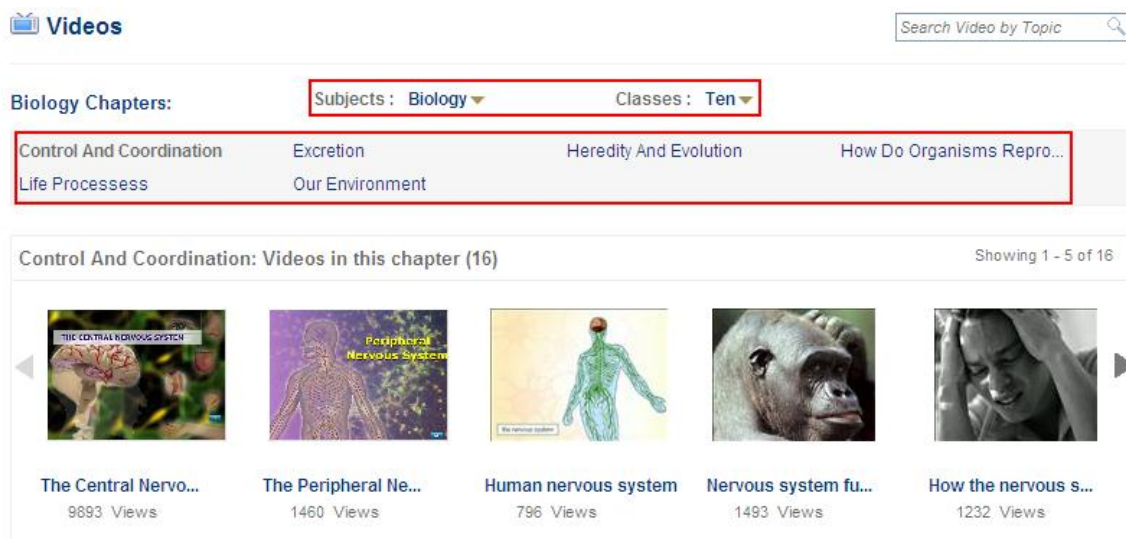
The first section, which also is the default home screen for your login is the Updates section. This screen displays the notifications about all changes made in the application that affect you, for instance, received messages / announcements, newly uploaded pictures / videos / articles, etc. You can use the **Update by** dropdown to filter the list based on the sender of the updates.



Image 2.1 Updates screen

## Videos

Under this section, you can view the videos specific to your class. The video repository consists of several animated, lesson specific, 3D and 2D multimedia modules. Just click the Video link you wish to watch and it loads into its inbuilt player.








**Videos**

Biology Chapters: **Subjects: Biology** **Classes: Ten**

Control And Coordination    Excretion    Heredity And Evolution    How Do Organisms Repro...  
Life Processes    Our Environment

Control And Coordination: Videos in this chapter (16) Showing 1 - 5 of 16

				
<a href="#">The Central Nervo...</a> 9893 Views	<a href="#">The Peripheral Ne...</a> 1460 Views	<a href="#">Human nervous system</a> 796 Views	<a href="#">Nervous system fu...</a> 1493 Views	<a href="#">How the nervous s...</a> 1232 Views

*Image 2.2 Videos screen*

You can also search for videos using the  search box on the top right corner.

While a video is being played, you can add revision notes for your reference later, and also submit your feedback on the video using the links shown below. The screens that appear on clicking these links are also shown below.

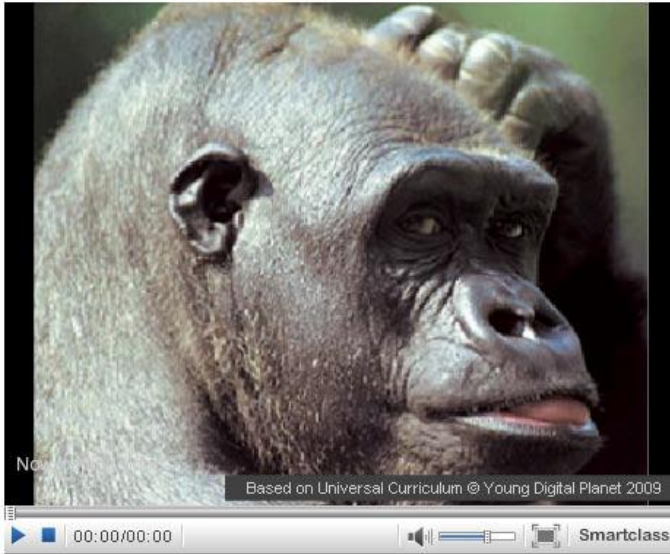


Videos

Search Video by Topic

Chapter: Control And Coordination

<< Back to chapters list



Nervous system functions

Description:

In this module, you will learn about the functions of the nervous system.

- + Add Revision Note
- + Provide Feedback

Image 2.3 Video Playing screen

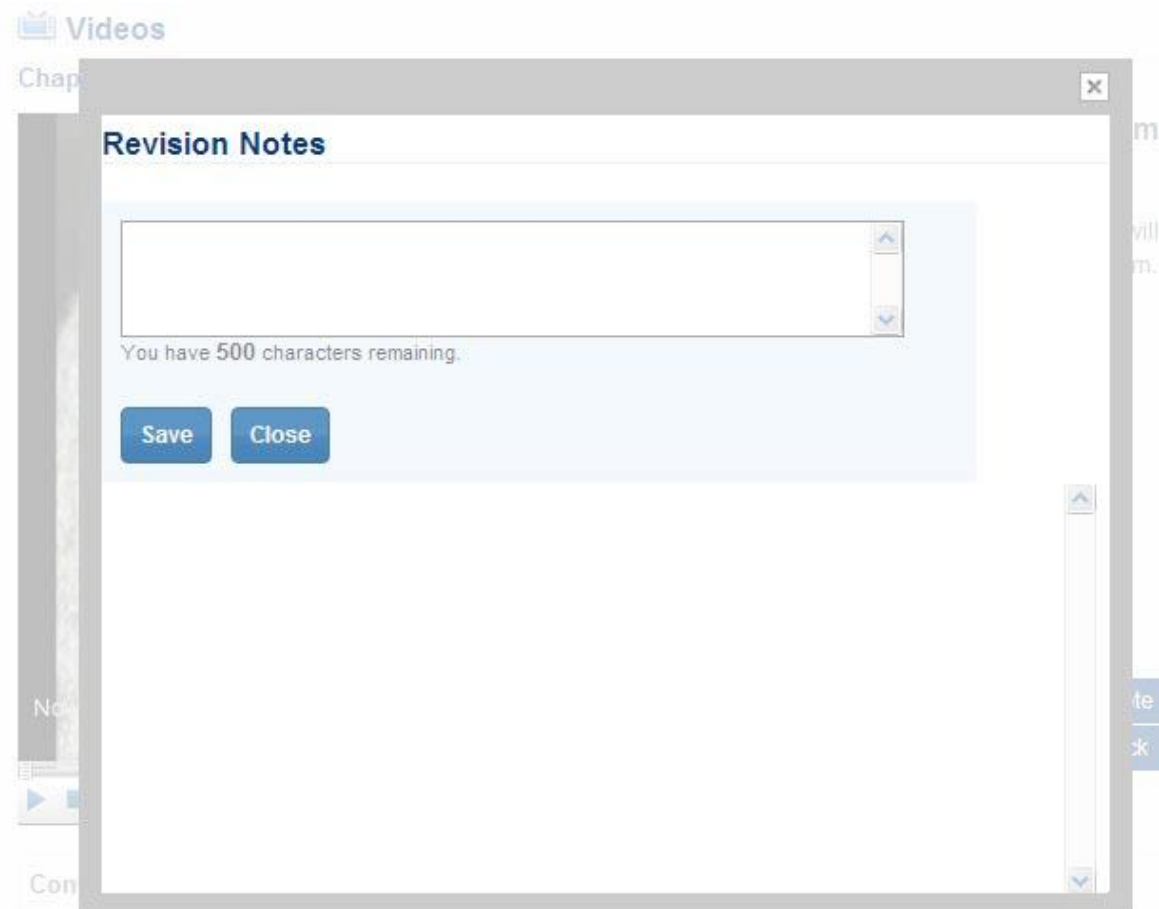


Image 2.4 Revision Notes screen

Please Rate the Video <Nervous system functions>

Satisfied  Dissatisfied  Not Sure

Any Suggestion to improve

Submit Cancel

Based on Universal Curriculum © Young Digital Planet 2009

00:01 / 01:34 Smartclass

+ Add Revision Note

+ Provide Feedback

*Image 2.5 Video Feedback screen*

## EduTest

The **EduTest** section hosts several practice tests uploaded by Educomp for students. You can view a test, share it with one or more of classes you teach or share it with students selectively. You can also view the details of students' test attempts here.

 **Tests**

**Biology Chapters:**

Subjects : **Biology** ▼

Classes : **Ten** ▼

- |                           |                          |                |                           |
|---------------------------|--------------------------|----------------|---------------------------|
| Control And Coordination  | Digestion And Absorption | Excretion      | Heredity And Evolution    |
| How Do Organisms Repro... | Life Processes           | Life Processes | Management of Natural ... |
| Our Environment           |                          |                |                           |

Control And Coordination: Tests in this chapter (2)

Test 1-2 of 2

**Practice Test 1**

Biology | Chapter: Control And Coordination

Questions: 10

Attempts: 636 ([View Attempts Details](#))

- [View Test](#)
- [Share With Student](#)
- [Share With Class](#)

**Practice Test 2**

Biology | Chapter: Control And Coordination

Questions: 10

Attempts: 228 ([View Attempts Details](#))

- [View Test](#)
- [Share With Student](#)
- [Share With Class](#)

*Image 2.6 Edutest screen*

## EduGames

Under this section, you can play the games specific to your kid's class. Click the game link you wish to play and it gets loaded.

 **EduGames**

**English Chapters:**

Subjects : **English** ▼

Classes : **4th** ▼



**Assessment\_ Adver...**

**Description**

In this module, you will learn about the concept of momentum.



**Assessment: Antonyms**

**Description**

In this module, you will learn about the work done by body.

*Image 2.7 EduGames screen*

## EduWiki

**EduWiki** is a knowledge warehouse populated and maintained by the Educomp teachers' fraternity. From this screen, you can search for information on any topic, which yours and other teachers might have added information on. It acts just like a search engine and you need to be smart while keying in the search criteria to get

most precise results. You can search better by specifying a teacher's name, subject title, or your school or class name.



**Introducing Eduwiki**  
Eduwiki is a new feature of educomponline. You can access the best content on any subject and any topic prepared by the best teachers across the country.

**How does Eduwiki work?**  
Teachers can create a content on their desktop and then upload the content by using mywiki. The teachers can either share it only with the students in their class or they can also share it with all. Once they make the document public everybody will be able to access the content and search for it on eduwiki tab. You can also follow the teachers you like to receive updates on their activity.

 **EduWiki**

**Search other teachers and their work:**

*Image 2.8 EduWiki screen*

When the search results are displayed, you can view and / or download the listed document(s). Whether or not a document can be downloaded depends on the choice of the teacher who uploaded it. You can follow a teacher from this place.

 **EduWiki**

Search other teachers and their work:

Search



**testdoc1 - Copy.docx**

2 weeks ago

Uploaded By teacher1

5 Pages | 0 Views | 0 Downloads

[▶ View](#) | [👍 Follow the Teacher](#)



**Copy of Class-12th\_Section-All\_Students.xls**

3 weeks ago

Uploaded By Mr Gomes

2 Pages | 1 View | 2 Downloads

[▶ View](#) | [📄 Download](#) | [👍 Follow the Teacher](#)

*Image 2.9 EduWiki Search Results screen*

## Jokes

Under this section, you can read the jokes posted by EducompOnline for all to enjoy. Click any archive link to access the older jokes.

### Jokes(5)

Showing Jokes 1-5 of 5

#### Jokes Archives

- 2011
- 2010



Vivek: Asha, look at this globe and show me where Africa is.  
 Asha: Here it is.  
 Vivek: Who found Africa?  
 Asha: Me!



Sasi: Why are you late to class again?  
 Johnny: Signal problem.  
 Sasi: What?  
 Johnny: The zebra crossing signal was flashing red all the time. I waited and waited!  
 Sasi: Heavy traffic?  
 Johnny: No. The policeman later told me the signal was under repair!



Mia: Why is the doctor talking to the chimney?  
 Fiona: He's telling the chimney that smoking is bad for health.

*Image 2.10 Jokes screen*

## Edupress

Edupress is a place to view and post articles on specific topics created by EducompOnline.

EducompOnline creates a topic for article posting for a specific date range for various user groups, like teachers, students and parents. These user groups can create and submit an article on the topic active on the current date. EducompOnline reviews it and rejects or publishes it. Once published, the article can be viewed by all EducompOnline users. You can view such list of articles in your Edupress window. You can share your liking or disliking for an article, and can also report an article as inappropriate using the available controls. Use the available text box to write your article and click **Submit** to send it to Educomp for review and publishing thereon. Maximum length of the article can be 1000 words.

**Current Topic**  
**Map of India**

Start Date : 04 Jul, 2011   End Date : 05 Jul, 2011

Do you want to submit your article? (Only 1 day left)

Max. limit 1000 words

**Published Articles**

Filter by : All Articles ▼

Sorted by : Most Liked ▼      Showing 1-4 of 4








<b>Map of India</b> nitin.nitin1, Nitin	04 Jul, 2011	 1	 0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			
<b>this is trial topic for TEacher</b> ssu.tech1, SanFrancisco State University	01 Jul, 2011	 0	 0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			
<b>Map of India</b> nitin.nitin7, Nitin	04 Jul, 2011	 0	 0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			

Image 2.11 Edupress screen

## Q&amp;A

The **Q&A** section hosts many generally discussed topics in question and answer form. There are many questions that have been archived for your reference.

 **Q&A(5)**

Q&A 1-5 of 5

[Q&A Archives](#)

- 2011
- 2010

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**Q. I get tired speaking loudly in class every day. I know it is part of my job, but is there a way to make it easier?** ▾

There are different techniques to ensure silence while teaching. Walking from side to side, maintaining eye contact and varying voice intonation are all useful. Ideally, teachers should not have to raise our voices at all to be heard. If the class is very big, a simple microphone is all that's needed to fix the problem. Everyday teaching can take a toll on the vocal chords and a mike will protect the throat in the long run. It will also help to save energy. An elaborate public address system is not needed. Simple and affordable options are available, which can even be set up with permission without involving the school.

---

**Q. Many students in my class make silly grammatical mistakes. I teach Social Science, and not English. What can I do about it?** ▾

If the grammar mistakes are often of the same kind, mentioning it to the English teacher who might teach it in detail could work. But it could be taken as criticism so a lot of tact is called for. Alternately, some word games to teach grammar can be used during a free period. Writing a grammar tip at the bottom of the board each day is another small thing that can be done without consuming too much time.

---

**Q. I give my class tests now and then, but correcting all the papers is becoming very tedious as there are 80 students in my class. How can I make it easier?** ▾

*Image 2.12 Q&A screen*



## Articles

The **Articles** section hosts several articles contributed by Educomp for your knowledge enhancement. There are archives full of articles that can be really useful for your knowledge growth.

### Articles

[Inspire Your Students](#) [Classroom Activities](#) [Teach Smart](#)

#### Inspire Your Students

##### A story a day keeps boredom at bay

Why is it that we remember the words of 'Humpty Dumpty' even in our sleep but cannot recall the Pythagoras theorem even at gunpoint? Could the difference lie in the word 'fun'?

Perhaps. There seem to be several studies showing that the recall factor or the understanding of concepts may be easier if related to in a story form.

Even the more difficult subjects can be made simpler and more fun using storytelling in the classroom. All we need to do as teachers is find a tale in a theory. History and geography can be tackled rather easily – who won't remember dates and places when it comes with a story of valour, war and treachery? The geography and topographical details of a tribe become easy to remember when told with a story of a tribal girl, describing her way of life. Everyone is interested in people and what they do, so weaving stories smoothly in will add life to lessons.

Anecdotes and stories of scientists and inventors can be hilarious. Stories like the 'Eureka' one aren't forgotten easily. Several great inventors and artists have had bad or funny experiences before their talent was recognized. These stories can be really inspirational for geniuses in the making.

When it comes to mathematics, it might be a little more difficult to employ storytelling techniques, but it is possible with a little out-of-the-box thinking. For younger students learning counting, for instance, how about creating the idea of inviting people to a birthday party and counting invitations or candles on a cake while telling them the story of a girl at her birthday party?

For older students, we can try to help them apply their theorem in real life situations. Take the Pythagoras theorem, for instance. We know 'the sum of the squares of two sides of a right triangle is equal to the square of the hypotenuse.' But what if we talked to the students about a Mohan wanting to buy a TV 16 inches high and 14 inches wide and trying to figure out the diagonal length of its screen because that's what he needs to mention in his bill? Throws up a whole new perspective to the theorem, doesn't it? Stories don't always have to be long and winding. The length depends on the subject, and the moment. But the best time to tell a story is right at the beginning of the class. Jump right into the story, into Mohan's problem. The students will want to solve it. And that's the time you jump right into the theory. Opening a lesson with a story also helps relax the students.

#### Archives

2011

2010

*Image 2.13 Articles screen*

## Poll of the Day

**Poll of the Day** section hosts the questions posted by school principal and Educomp for some statistical surveys done from time to time. To respond to a question, select an option that appeals you the most and click **Save**. When you submit your answer, the same area displays the results for the poll so far.

Q In which month should we have our Sports Week this year?

Aug

Sept

Oct

Image 2.14 Poll of the Day screen

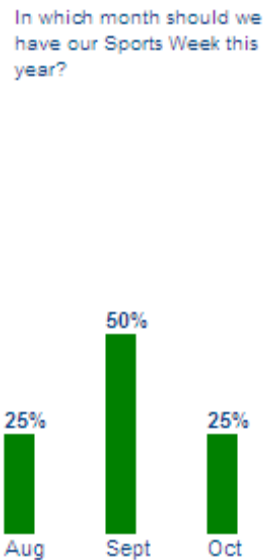











Image 2.15 Poll Results screen

# 3

## Chapter 3. My School Features

---

The **My School** tab provides you the following links to perform the various functions:

-  Announcements (0)
-  Messages (0)
-  My Test
-  MyWiki
-  My Students
-  Parents
-  Picture Gallery (0)
-  Marks
-  Attendance
-  Calendar

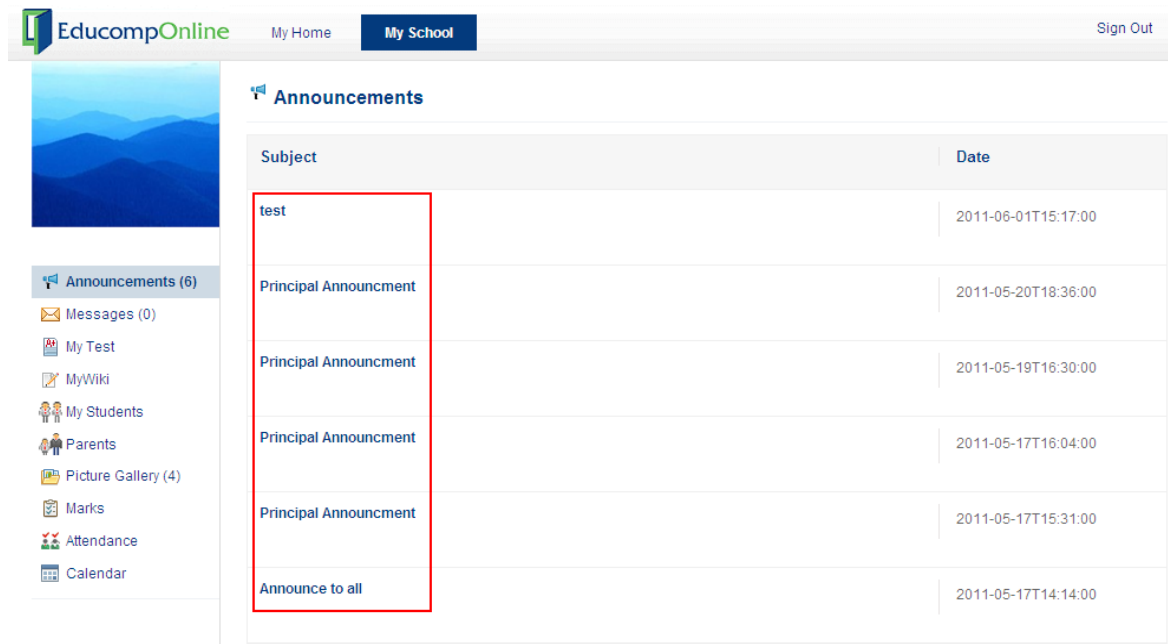
*Image 3.1 Features under My School tab*

The following chapters explain how to perform the above listed functions using the links available under the **My School** tab.

# 4

## Chapter 4. Announcements

The **Announcements** section lists all the school announcements sent by Principal and School Admin.



Subject	Date
test	2011-06-01T15:17:00
Principal Announcement	2011-05-20T18:36:00
Principal Announcement	2011-05-19T16:30:00
Principal Announcement	2011-05-17T16:04:00
Principal Announcement	2011-05-17T15:31:00
Announce to all	2011-05-17T14:14:00

Image 4.1 Announcements Screen

Click any entry to open its details. The following screen will get displayed.

 **Announcements**

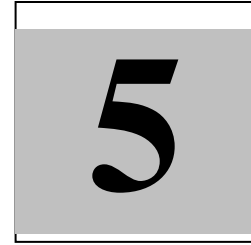
[Back to Announcements](#)

**Subject:** Principal Announcement  
**Date:** Monday, June 06, 2011 8:01 PM

All teachers are hereby advised to submit the final internal test scores for their sections latest by Friday, 10th June, 2011.

[Next](#) >>

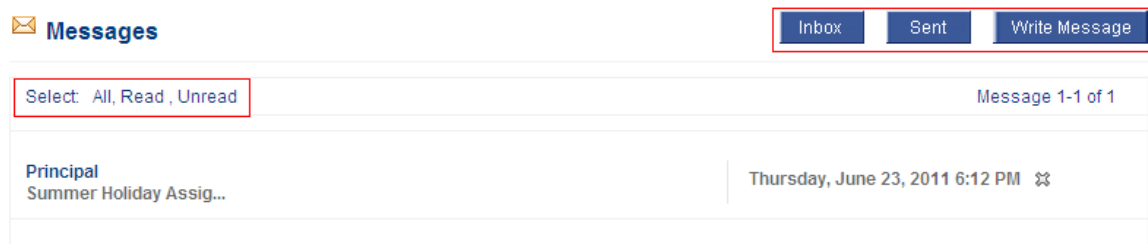
*Image 4.2 Announcement Details Screen*



## Chapter 5. Messages

---

The **Messages** section allows you to create and read messages. From the links available on the main **Messages** screen, you can view All, Read, or Unread messages. You can also view your inbox and sent items from this screen.



*Image 5.1 Main Messages Screen*

### Creating a New Message

1. Click **Write Message** to open the **Compose Messages** screen. Here, you can provide inputs for the recipients, subject, message type, attachments, if any, and the message content.
2. Select the Send **SMS on Mobile** checkbox if you wish the message subject to be sent to the recipients' registered mobile numbers as well.
3. Click **Send** to send the message.

 **Compose Messages**

[Inbox](#) [Sent](#) [Write Message](#)

Fields marked with \* are mandatory

\* To:

Send SMS on Mobile (Only subject will be send)

\* Subject:

\* Type:  ▼

Attachment:

\* Message:

[Cancel](#)

*Image 5.2 Compose Message Screen*



## Chapter 6. My Test

---

The **My Test** section lists the tests you create for your class students. You can create new tests from this section easily.

### Creating a Test

1. Click **Create Test** to open the **Create Test** screen.
2. Select and provide details, required on this screen, such as the Board, Class, Subject, Chapter, Topic, Level, Title, Description, and Instructions for taking the test.

**Create Test** [Back To My Tests](#)

Board:\* SmartClass Global Curriculum Class:\* Nursery

Subject:\* English Chapter:\* Poems

Topic:\* SmartClass Multimedia: Basic Concepts Level:\* Medium

Title:\* Poems Second Level Test

Description:\* This is the medium level poems test

Instructions: This is a multiple choice test.  
1. Click the Start Test button below to start the test.  
2. A question and the possible answer choices will appear.  
3. Select the choice you think to be the correct answer of the question.  
4. Clicking on a choice saves it as your answer for the question.  
5. Use Next and Back buttons to move on to the next or previous question in the test.  
6. There is no negative marking for wrong choices selected.  
7. After you finish the test, click on the End Test button to submit your test and see your score.  
8. You can then review test to see the correct answer choices and compare yours.

[Next, Add Questions to this test](#)

Image 6.1 Create Test Screen



3. Click **Next, Add Questions to this Test** to open the **Add Test Questions** screen.
4. Enter content for your first question of the test here by putting cursor in the appropriate areas one by one. You can specify the question text, choice, choice text, answer explanation on this screen.
5. When done with this question, click **Next Question** to open the next question screen and repeat the above steps for as many questions you want to create. You can also preview the questions.
6. Click **Save & Preview** to save the test and view how it will appear to the students. Your test is created and is listed on the **My Test** main screen.



## Test

Filter Tests by

Subjects : English ▼

Classes : Nursery3 ▼

### Poems Second Level Test

Created on: Jun 06, 2011 at 22:19:00

2 Questions

[View Test](#) | [Edit Test](#) | [Delete Test](#) | [Allocate Test](#) | [View Results](#)

*Image 6.2 Tests List*

From the **My Test** main screen, you can view, edit, and delete a test by clicking relevant links for any particular test. **View Test** opens the test in preview mode (the way a student sees it), **Edit Test** opens a test in edit mode (very much the way you created it), **Delete Test** deletes the test and **View Results** button displays a report of student attempts. An important step in test management is allocating the test. Unless you allocate a test, students can't see the test in their accounts.

 **Preview Test**

---

**English Grammar Level 2 Test**

---

Previous

Next

---

**Question: 1 of 2**

**Decide whether the sentence is written in Active or Passive:**

**They listen to music.**

**Answer Choices:**

- Active
- Passive
- 
- 

*Image 6.3 Preview Test screen*

**Add Test Questions**

[Back To My Tests](#)

Board:  Class:

Subject:  Chapter:

Topic:  Level:

Title:  Description:

Instructions:

Add Questions

No. of Questions added: 2

Question 1

Enter the Question

Enter the choices

	Correct	Choices
A.	<input checked="" type="radio"/>	Active
B.	<input type="radio"/>	Passive
C.	<input type="radio"/>	
D.	<input type="radio"/>	

[Answer Explanation](#)

[Previous Question](#)

[Next Question](#)

Image 6.4 Edit Test screen

**Test Results**

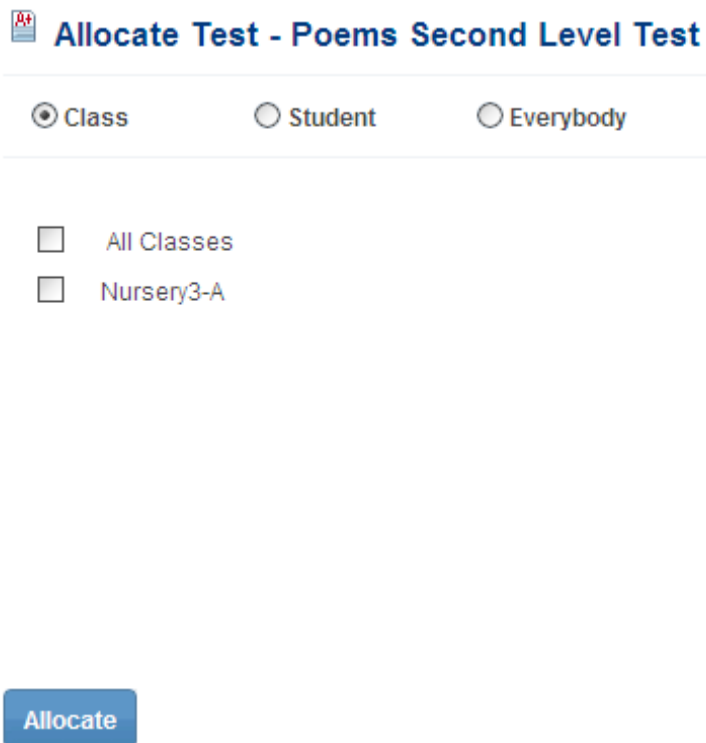
[Back To My Tests](#)

Student Name	Totat no. of Question	Student Attended	Question Attended	Test Marks
Sandip Bhushan	2	✓	2	0
T4936665	2	✘	0	0
U4936666	2	✘	0	0
V4936667	2	✘	0	0
W4936668	2	✘	0	0

Image 6.5 View Results screen

## Allocating a Test

1. Click the **Allocate** link next to the test name, which you wish to allocate to the intended recipient(s). This opens the **Allocate Test - Test Name** window.
2. Select the class, student(s), or everybody from the window and click **Allocate** to complete allocation. Now, this test will appear only to the selected recipient(s). Allocation to **Class** means classes you take or all classes in your school (as chosen), **Student** mean individually selected students, and **Everybody** means that every Educomp user can take this test.



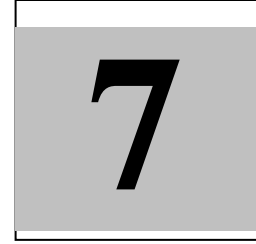
**Allocate Test - Poems Second Level Test**

Class       Student       Everybody

All Classes  
 Nursery3-A

**Allocate**

*Image 6.6 Allocate Test Screen*



## Chapter 7. MyWiki

---

The **MyWiki** section enables you to upload content and share with your students and/ or with other schools by making it public.

The screen displays the content that you had uploaded earlier. You can upload more content, edit its properties, or delete an uploaded file using the available links.



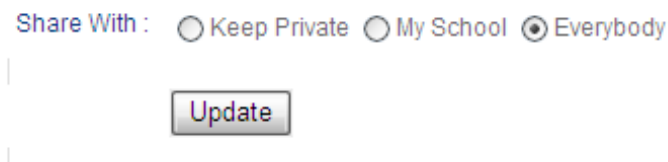
Image 7.1 MyWiki My Content Screen

## Uploading a File

1. Click open the **Upload Content** tab.
2. Browse to the file you wish to upload. You can support up to 7.5 MB big files only in the formats: .docx, .pdf, .xlsx, .pptx, and .ppsx.
3. Add information like file description, grade, and if it can be downloaded, then whom to share it with, and search tags.
4. Click **Upload** to upload the selected document.


## Editing Share Properties

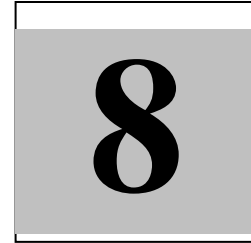
1. Under the **My Content** tab, click the **Share** link for the file whose share properties you wish to edit. The **Share With** window is opened.
2. Change the sharing level as required. Keeping private keeps the file available only to you; sharing it with My School makes it available to students under Teacher Notes section in their accounts, and sharing with Everybody makes the file available under EduWiki section to other teachers, all students, principal, and school admin users of all Educomp schools.
3. Click **Update** to effect the changes.



*Image 7.2 Share Levels*

## Deleting an Uploaded File

1. Under the **My Content** tab, click the  **Delete** link for the file you wish to delete.
2. A message box confirming your actions is opened. Click **OK** in affirmation and the file is deleted.



## Chapter 8. My Students

The **My Students** screen enables you to quickly select the students and send them messages. By default, all students are listed in the right area. You can filter them using the alphabet links available on the left side of the students list. To view students specific to a particular class section, select the class and the section from the available dropdowns.

**Students**

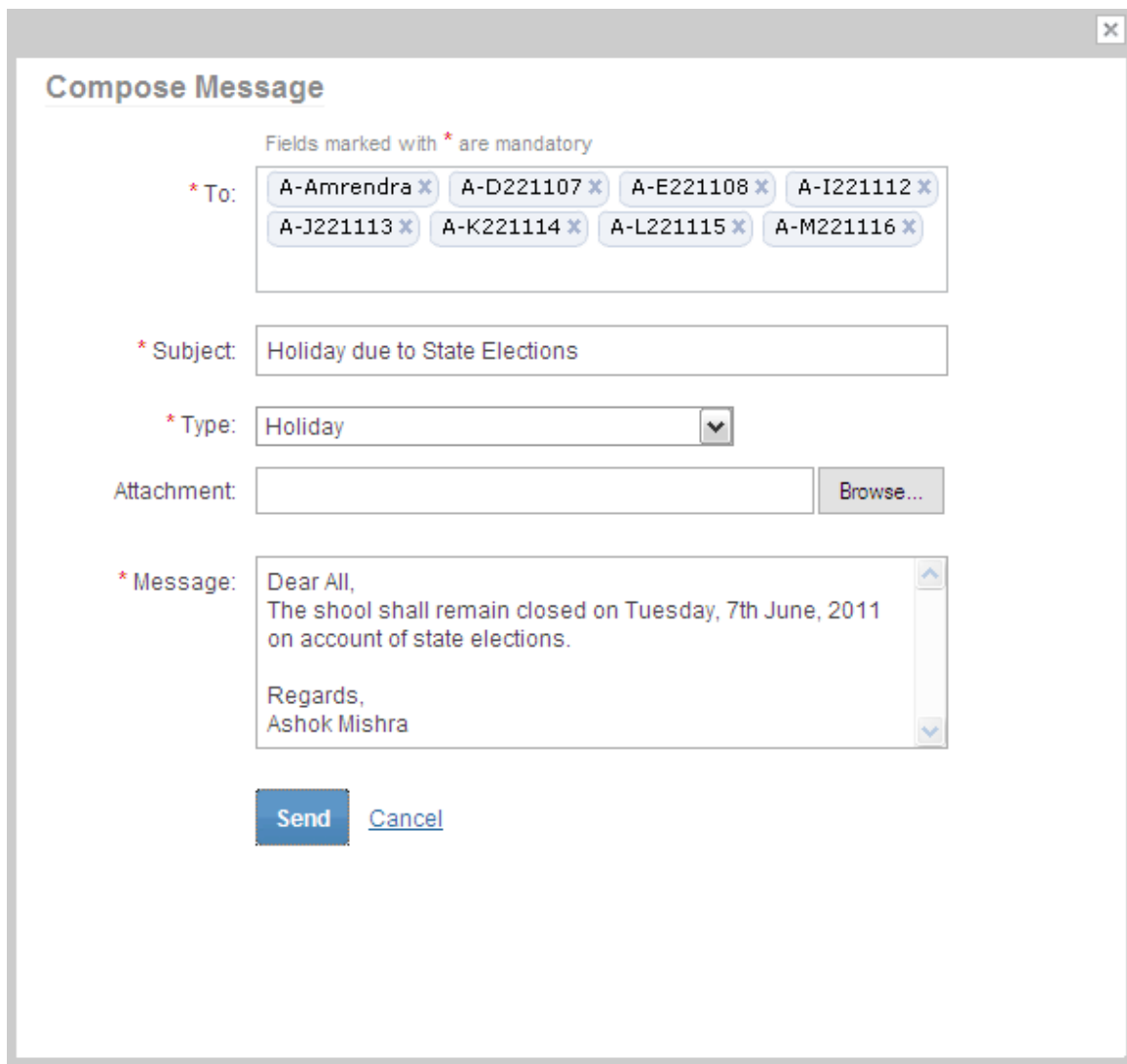
Section: **A** Classes: **One**

A(18)	Select All	Select None	Send Message
<b>A</b> <a href="#">A4936776</a> City: State:			<input type="checkbox"/>
<b>B</b>			
<b>C</b>			
<b>D</b> <a href="#">B4936647</a> City: State:			<input type="checkbox"/>
<b>E</b>			
<b>F</b>			
<b>G</b> <a href="#">G4936777</a> City: State:			<input type="checkbox"/>
<b>H</b>			
<b>I</b>			
<b>J</b> <a href="#">J4936648</a> City: State:			<input type="checkbox"/>
<b>K</b>			
<b>L</b>			
<b>M</b> <a href="#">M4936807</a> City: State:			<input type="checkbox"/>
<b>N</b>			
<b>O</b>			
<b>P</b> <a href="#">P4936765</a> City: State:			<input type="checkbox"/>
<b>Q</b>			
<b>R</b>			
<b>S</b> <a href="#">S4936766</a> City: State:			<input type="checkbox"/>
<b>T</b>			
<b>U</b>			
<b>V</b>			
<b>W</b>			
<b>X</b>			
<b>Y</b> <a href="#">Y4936767</a> City: State:			<input type="checkbox"/>
<b>Z</b>			

Image 8.1 My Students main screen

## Sending Message to Students

1. Select the students you wish to send messages to. You can select and deselect all at once using the buttons towards top right of the students' list.
2. Click **Send Message** to open the **Compose Message** screen.
3. The selected students are included in the **To:** field on this screen. Provide inputs for subject, message type, attachment, if any, and the message content.
4. Click **Send** to send the message.



**Compose Message**

Fields marked with \* are mandatory

\* To: A-Amrendra x A-D221107 x A-E221108 x A-I221112 x  
A-J221113 x A-K221114 x A-L221115 x A-M221116 x

\* Subject: Holiday due to State Elections

\* Type: Holiday

Attachment: Browse...

\* Message: Dear All,  
The school shall remain closed on Tuesday, 7th June, 2011  
on account of state elections.  
  
Regards,  
Ashok Mishra

Send Cancel

Image 8.2 Compose Message Screen





## Chapter 9. Parents

The **Parents** screen enables you to quickly select multiple parents at once and send them messages. By default, all parents are listed in the right area. You can filter them using the alphabet links available on the left side of the students' list. To view parents for the students belonging to a particular class section, select the class and the section from the available dropdowns.

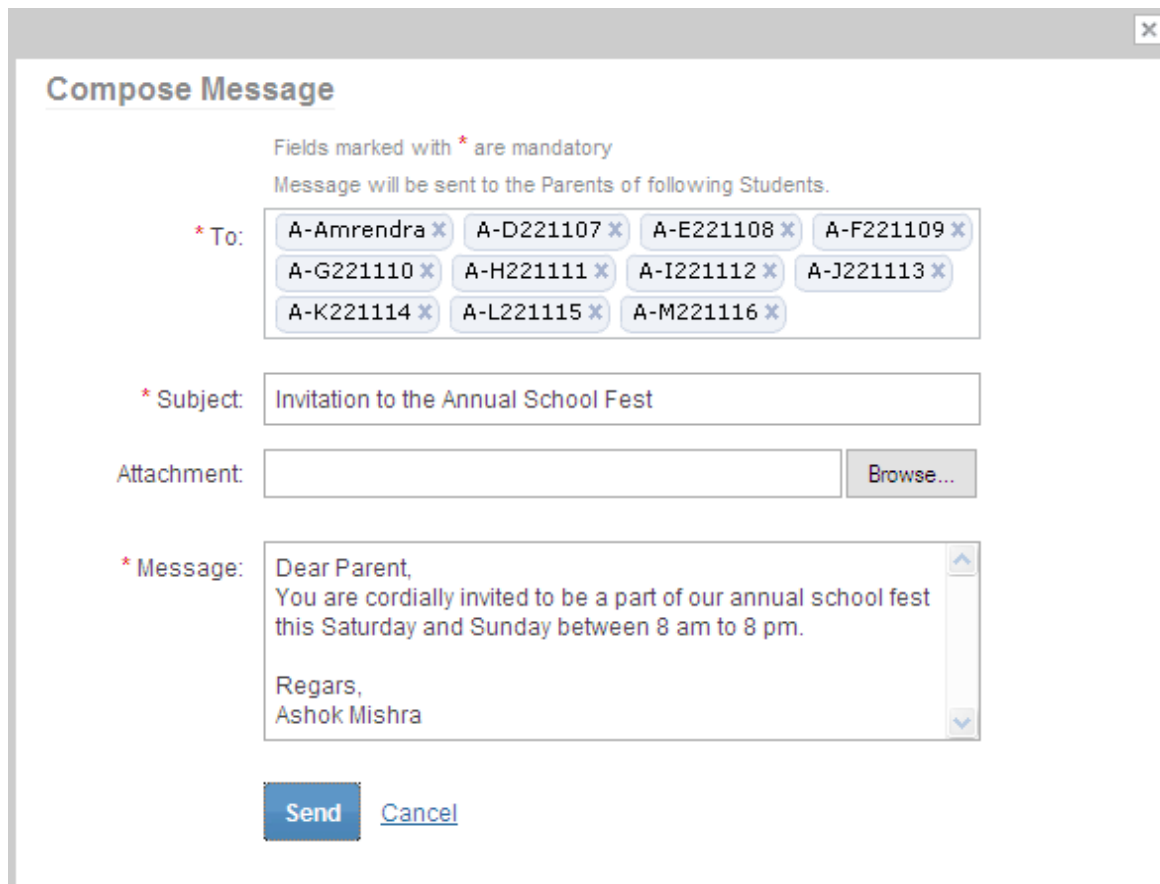
The screenshot shows the 'Parents' interface. At the top, there are dropdown menus for 'Section: A' and 'Classes: One'. Below these are three buttons: 'Select All', 'Select None', and 'Send Message'. The main area is a list of parents, each with a checkbox and a vertical scrollbar on the right. On the left side, there is a vertical list of alphabet links from A to Z, which is highlighted with a red box. The list of parents includes:

Alphabet	Parent Name	City	State	Select
A	<a href="#">A4936776's Parent</a>			<input type="checkbox"/>
B		City:	State:	
C	<a href="#">B4936647's Parent</a>			<input type="checkbox"/>
D		City:	State:	
E	<a href="#">B4936777's Parent</a>			<input type="checkbox"/>
F		City:	State:	
G	<a href="#">C4936648's Parent</a>			<input type="checkbox"/>
H		City:	State:	
I	<a href="#">F4936807's Parent</a>			<input type="checkbox"/>
J		City:	State:	
K	<a href="#">Namita's Parent</a>			<input type="checkbox"/>
L		City:	State:	
M	<a href="#">P4936765's Parent</a>			<input type="checkbox"/>
N		City:	State:	
O	<a href="#">Q4936766's Parent</a>			<input type="checkbox"/>
P		City:	State:	
Q	<a href="#">R4936767's Parent</a>			<input type="checkbox"/>
R		City:	State:	
S		City:	State:	
T		City:	State:	
U		City:	State:	
V		City:	State:	
W		City:	State:	
X		City:	State:	
Y		City:	State:	
Z		City:	State:	

Image 9.1 Parents main screen

## Sending Message to Parents

1. Select the parents you wish to send messages to. You can select and deselect all at once using the buttons towards top right of the students list.
2. Click **Send Message** to open the **Compose Message** screen.
3. The selected students are included in the **To:** field on this screen. Provide inputs for subject, message type, attachment, if any, and the message content.
4. Click **Send** to send the message.



**Compose Message**

Fields marked with \* are mandatory

Message will be sent to the Parents of following Students.

\* To: A-Amrendra ✕ A-D221107 ✕ A-E221108 ✕ A-F221109 ✕  
A-G221110 ✕ A-H221111 ✕ A-I221112 ✕ A-J221113 ✕  
A-K221114 ✕ A-L221115 ✕ A-M221116 ✕

\* Subject: Invitation to the Annual School Fest

Attachment:  Browse...

\* Message: Dear Parent,  
You are cordially invited to be a part of our annual school fest  
this Saturday and Sunday between 8 am to 8 pm.  
  
Regars,  
Ashok Mishra

[Cancel](#)

Image 9.2 Compose Message Screen

# 10

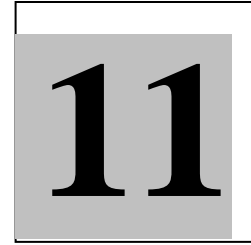
## Chapter 10. Picture Gallery

The **Picture Gallery** screen lists all albums and pictures uploaded by the Principal or School Admin. Use the arrows to scroll back and forth in an album.

### Picture Gallery



*Image 10.1 Album view*



# Chapter 11. Marks

## Teacher Module

The Marks module lets you to update the marks / grades for exams and view different types of reports. The teacher can only view those classes, sections and subjects which are assigned to him/her.

## Pending Status

The **Pending Activities** screen is used to view the submission status of marks for assessments/exams and submit marks for approval.

To do so:

1. Click the **Pending Status** link under **Marks** on the left pane.
2. By default, **All** classes, sections, subjects and **Overdue** status are selected.
3. Select the class, section, subject and status from the **Class**, **Section**, **Subject** and **Status** drop-down boxes.
4. Click on **Go** button.

The screenshot shows the 'Pending Activities' interface. On the left is a sidebar menu with 'Marks' selected, and 'Pending Status' highlighted. The main area contains a filter bar and a table of pending activities.

Academic Year: 2011-12 Class: Class VI Section: A Subject: All Status: Not Started Go

Class	Section	Assessment	Exam	Subject	Status	Completion Date	Action
Class VI	A	CoScholastic	-	-	Not Started		Submit View
Class VI	A	Scholastic	FA2	Science	Overdue	11 Oct 2011	Submit View
Class VI	A	Scholastic	FA3	Science	Not Started	15 Mar 2012	Submit View
Class VI	A	Scholastic	FA4	Science	Not Started	15 Mar 2012	Submit View
Class VI	A	Scholastic	SA1	Science	Overdue	11 Oct 2011	Submit View
Class VI	A	Scholastic	SA2	Science	Not Started	15 Mar 2012	Submit View

Figure 1: Pending Activities screen

5. To submit marks for an assessment, click the **Submit** button against an assessment.
6. You can view the assessment data **submitted, approved, rejected, not started** and **in progress** using **status** drop down.
7. Teacher also receives messages in three cases:
  - ➔ When Principal **approves** the exam data.
  - ➔ When Principal **rejects** the exam data.
  - ➔ When any exam type or exam assessment's **completion date** is **overdue**.

**Note:** To view the details of an assessment, click the **View** button against an assessment

## Assigning Marks for Scholastic Assessment

To assign marks for a scholastic assessment:

1. In the **Marks** section, click the **CCE** section and then on **Scholastic Assessment** on the left pane.
2. Select the CCE class, section, subject and exam for which scholastic assessment marks needs to be updated.
3. Click on **Go** button.
4. You can view the description about **FA/SA** by clicking on **'?** button on the header control.
5. If you had selected a **Formative** exam type, select a technique tab such as Class Work, Unit test etc. Update or enter marks for all the sub categories in the technique. If you had selected a summative exam type, enter or update the total marks for each student.
6. Here saving can be done in two ways first by just **switching the tab** on particular page for FA/SA.
7. Second one is by clicking the **Save** button. A confirmation message will be displayed on the top of the main screen.

**Scholastic Assessment**

Academic Year: 2011-12 | Class: Class VIII | Section: A | Subject: Science | Exam: FA3

Save | Reset | Submit | Download CBSE Manual | Download Excel | Upload Excel

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Activity 1		Activity 2	Class Work	Home Work	Unit Test	Total Marks (20.0)	Grade
Roll No.	Admission No.	Student Name	Accuracy (5.0)	Approach (5.0)	Interpretation (5.0)		
1	18/05	Himanshu Malhotra	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	48/05	Aditya Kadiyan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	85/05	Sandeep Kumar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	192/06	Harshit Garg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	217/06	Vishal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	218/06	Prashant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	222/06	Lokendra Kumar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8	247/06	Sourav Sharma	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Figure 2: Scholastic Assessment Marks screen

8. Teacher can submit the exam type data for the selected class by clicking on **Submit** button.
9. Here you can download the CBSE manual by clicking on **Download CBSE Manual** button.
10. You can also download the excel format of the current page on which you can enter mark for the students and can save that excel file to the desired location. To do this click on **Download Excel**.
11. After then you can use the **Upload Excel** button to upload the data saved in pre-saved excel file format.
12. These **Download Excel** and **Upload Excel** buttons are visible on the **FA/SA** screens till you do not submit the marks for that class and section.

## Assigning Marks for Co-Scholastic Assessment

1. In the **Marks** section, click the **Co-Scholastic Assessment** link under **CCE** on the left pane.
2. Select the class and section for which Co-Scholastic assessment marks needs to be updated.
3. Click on **Go** button.
4. Click on the **View** button against the student for whom you want to enter or update assessment marks.

**Co-Scholastic Assessment**

Academic Year:  Class:  Section:

Roll Number	Admission Number	Student Name	Grade	Status	Action
1	107/05	Devendra		Not Started	<input type="button" value="View"/>
2	153/06	Vishakha		Not Started	<input type="button" value="View"/>
3	159/0	Ishu Saini		Not Started	<input type="button" value="View"/>
4	177/06	Parshant		Not Started	<input type="button" value="View"/>
5	267/06	Ravikant		Not Started	<input type="button" value="View"/>
6	274/06	Nikunj Pratap		Not Started	<input type="button" value="View"/>
7	384/07	Aakash Galab		Not Started	<input type="button" value="View"/>
8	413/07	Muskan		Not Started	<input type="button" value="View"/>
9	417/07	Faiza		Not Started	<input type="button" value="View"/>
10	418/07	Aditya saini		Not Started	<input type="button" value="View"/>

1 2 3 4

Figure 3: Co-Scholastic Assessment screen

5. Following page will display on the screen.

**Co-Scholastic Assessment**

Student Name : Himanshu Malhotra      Admission No. :      Class : Class VIII      Section : A

Save    Reset    Submit      Go back to Co-Scholastic Screen

Life Skills	Applicable	?
Work Education	Applicable	?
Visual and Performing Arts	Applicable	?
Attitudes	Applicable	?
Value System	Applicable	?
Co-Curricular Activities	Applicable	?
Health and Physical Education	Applicable	?
Health Status	Applicable	?
Self Awareness	Applicable	?

Save    Reset    Submit      Go back to Co-Scholastic Screen

Figure 4: Student Co-Scholastic Assessment Marks screen

6. Select the **Applicable** check box against the descriptors that are applicable to the student. Specify grade for all applicable descriptors.
7. Click the **Save** button. A confirmation message will be displayed.
8. Teacher can also submit Co-Scholastic
9. You can also view the description about any descriptor by clicking on **'?**' button present on every descriptor.

## Assigning Marks for Standard Assessment

1. In the **Marks** section, click the **Standard** link under **CCE** on the left pane.
2. Select the class, section and subject for which exam marks needs to be updated.
3. Click on **Go** button.
4. Select an exam type from **Category** drop down - either **Major** or **Minor**.
5. Then again select exam from **Exam** drop down.
6. Update or enter marks for exams in the selected exam type.
7. Click the **Save** button. A confirmation message will be displayed.
8. Teacher can submit the marks for that class and section using **Submit** button.



- Announcements (0)
- Messages (0)
- My Test
- MyWiki
- My Students
- Parents
- Picture Gallery (0)
- Marks
  - › Pending Status
  - › CCE
    - › Scholastic
    - › Co-Scholastic
    - › **Standard**
  - › Reports
    - › Class-wise
    - › Student-wise

### Standard Assessment

Academic Year:  Class:  Section:  Subject:

All

Category:  Exams:

Roll No.	Admission No.	Student Name	Half Yearly3 (100.0)
1	801	Nandini Pathak	<input type="text"/>
2	800	Vineet Paryani	<input type="text"/>
3	807	Jaipal Rathore	<input type="text"/>
4	422	Sugandh Purohit	<input type="text"/>
5	789	Nidhi Pawar	<input type="text"/>
6	805	Kashish Rami	<input type="text"/>
7	835	Himanshu Patel	<input type="text"/>
8	870	Yash Nagre	<input type="text"/>
9	833	Ishan Shaikh	<input type="text"/>
10	869	Sharvan Choudhary	<input type="text"/>
11	883	Aayushman Soni	<input type="text"/>

Figure 5: Standard Assessment Marks screen

## Viewing Class-Wise Report

1. In the **Marks** section, click the **Class-wise** link under **Reports** on the left pane.
2. Select class and section for which you want to view report.
3. Select one of the following tabs: Overall, Marks Wise and Grade Wise.
4. To specify whether you want the report to be generated based on subject or exam type, select an option from the **Plot Graph on** drop-down box.
5. Also you can filter the search on the basis of **FA/SA** exam types, but this feature is enabled with **Graph View** only.
6. Select appropriate options from the drop-down boxes next to the **Plot Graph on** drop-down box.
7. Select a view for the report from the **Mode** drop-down box.
  - **Data view** – Report shows only data.
  - **Graph view** – Report shows only graph.
  - **Mixed view** – Report shows the graph at the top followed by data at the bottom.





School Logo

- Announcements (0)
- Messages (0)
- My Test
- MyWiki
- My Students
- Parents
- Picture Gallery (0)
- Marks

- » Pending Status
- » CCE
  - » Scholastic
  - » Co-Scholastic
- » Standard
- » Reports
  - » **Class-wise**
  - » Student-wise

### Class-Wise Report

Academic Year :  Class :  Section :

**Overall** | Marks Wise | Grade Wise

Plot Graph On :  Exam Type :  Filter By :  Mode :

1 of 1 | 100% | Find | Next

Year 2011-12														
Biology														
Student Name	Term I				Term II				Overall					
	FA2	Grade	Total	Grade	FA3	Grade	SA2	Grade	Total	Grade	Total of FA	Total of SA	Total Marks	Grade
<a href="#">Abhishek Sawer</a>	35.9	D	35.90	D			70.0	B2	70.00	B2	35.90	70.00	61.48	B2
<a href="#">Rajbala Rathore</a>	18.2	E2	18.20	E2							18.20		18.20	E2
<a href="#">Aarti Goyal</a>					57.0	C1			57.00	C1	57.00		57.00	C1

Figure 6: Class-Wise Report screen

## Viewing Student-Wise Report

1. In the **Marks** section, click the **Student-wise** link under **Reports** on the left pane.
2. Select the class and the section that has the student for whom you want to generate report.
3. Click on **Go** button.
4. Click the **View** button against the student for whom you want to view student report.



School Logo

- Announcements (0)
- Messages (0)
- My Test
- MyWiki
- My Students
- Parents
- Picture Gallery (0)
- Marks

- » Pending Status
- » CCE
  - » Scholastic
  - » Co-Scholastic
- » Standard
- » Reports
  - » Class-wise
  - » **Student-wise**

### Select Student

Academic Year:  Class:  Section:

**All** | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Roll Number	Admission Number	Student Name	Action
1	605	Abhishek Sawer	<input type="button" value="View"/>
2	606	Amisha Solanki	<input type="button" value="View"/>
3	607	Akash Mane	<input type="button" value="View"/>
4	608	Amisha Soni	<input type="button" value="View"/>
5	625	Abhay Singh Pawar	<input type="button" value="View"/>
6	862	Aman Jaiswal	<input type="button" value="View"/>
7	612	Arpit Chawda	<input type="button" value="View"/>
8	626	Aarti Goyal	<input type="button" value="View"/>
9	613	Ayush Jaiswal	<input type="button" value="View"/>
10	721	Devysh Parek	<input type="button" value="View"/>

1 2 3 4

Figure 7: Select Student screen

5. Following page will display on the screen.

**Student Report**

Roll No. : 1 Student Name : Abhishek Sawer Admission No. : 605 Class : Class VI Section : A

Scholastic Co-Scholastic [Back to Student Selection](#)

Mode : Data View

1 of 1 100% Find | Next

Subject	Year 2011-12				
	Term I		Term II		Overall
	FA2	Term I	SA2	Term II	
Biology	D	D	B2	B2	B2

Announcements (0)  
 Messages (0)  
 My Test  
 MyWiki  
 My Students  
 Parents  
 Picture Gallery (0)  
 Marks  
 Pending Status  
 CCE  
 Scholastic  
 Co-Scholastic  
 Standard  
 Reports  
 Class-wise  
**Student-wise**

Figure 8: Student-Wise Report screen

# 12

## Chapter 12. Attendance

---

The **Attendance** section enables you to mark student attendance and view useful data reports about student presence / absence in the class in a specified period. Given below are the steps on how to mark attendance and view reports. As a teacher you will be able to mark the attendance of those sections only for which you are designated as class teacher by the school admin.

### Marking Attendance

1. Click **Mark Attendance** link from the left pane to open the **Mark Attendance** screen.
2. Click the class name from the top panel. The section names drop down.
3. Click the section name for which you wish to mark attendance. The list of students under the selected class section appears in the center area.
4. Select date for which you wish to mark attendance for the selected class section. By default, the current date is displayed. Click **Go** if you change date from the default date.  
**Note:** Here, you can click the View link next to a student record to view the attendance records for that particular student in another window. It's a small but useful report that shows number of school days and number of days the student was present and absent.
5. Select **P** or **A** from the **Attendance** column to mark a student **Present** or **Absent**.  
**Note:** The students marked absent get listed in the list of absentees in extreme right. You have the facility to selectively send a message to the parents of these absentees provided their mobile number is registered with our portal. Just select the absentees whose parents you wish to send messages to and click **Send Message**.
6. Click **Save** to save the attendance record for the selected date.

## Attendance

Mark attendance
Reports

**Class:** Nursery3

**Section:** A

Nursery3 A (11) Select Date:

Student ID	Roll Number	Name	Attendance	Attendance
221124	3	Amrendra	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221107	1	D221107	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221108	2	E221108	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221109	3	F221109	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221110	4	G221110	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221111	5	H221111	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221112	6	I221112	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>
221113	7	J221113	<input checked="" type="radio"/> P <input type="radio"/> A	<a href="#">View</a>

**Absentee**

Following students will be marked **absent** as per your current selection

*Image 12.1 Mark Attendance screen*

## Viewing Reports

You can view attendance report per class from the **Reports** screen. To do so:

1. Click the **Reports** tab to open the **Reports** screen.
2. Select class and the date range from the fields available in the right pane.
3. Click **Go** to bring results in the area below.

 Attendance

Mark attendance Reports

Select Class:  From  To

Class Ten - A (5) From 06/14/2011 to 06/21/2011 [Export to Excel!](#) [Print](#)

Date	No. of Students	Present	Absent	Student Absent(%)
06/14/2011	5	Holiday	Holiday	----
06/15/2011	5	Holiday	Holiday	----
06/16/2011	5	5	0	0%
06/17/2011	5	3	2	40.0%
06/19/2011	5	Sunday	Sunday	----
06/20/2011	5	3	2	40.0%
06/21/2011	5	4	1	20.0%

Image 12.2 Attendance Report screen

# 13

## Chapter 13. Calendar

The **Calendar** section lets you view calendar in weekly, monthly, and agenda views. The **View Calendar** link displays calendar events created by principal or school administrator. Use the date dropdown to shuffle across to the calendar for the chosen date.

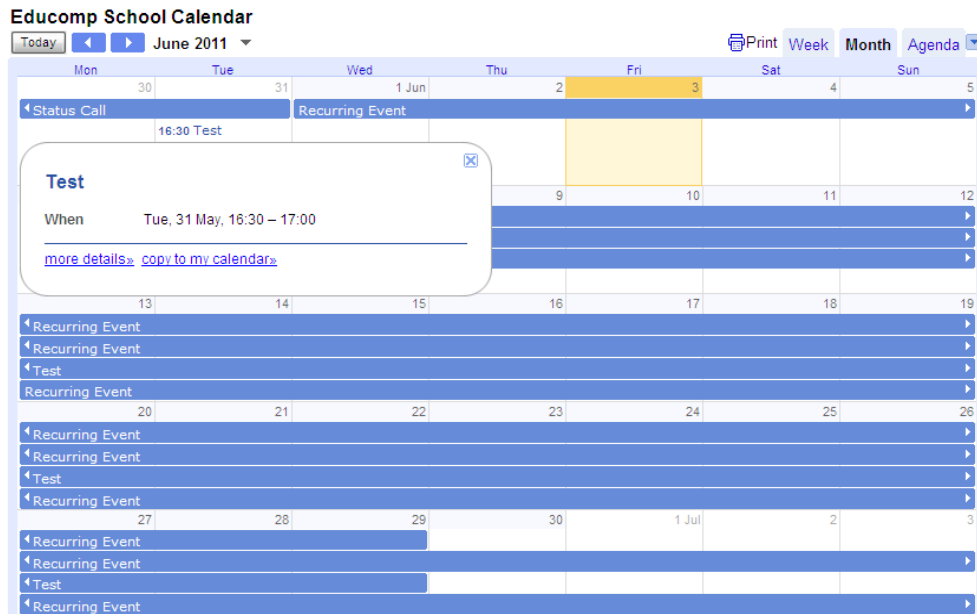


Image 13.1 View Calendar screen

For every task entry, there are links that enable you to view more details and copy the calendar entry to your personal Google calendar (need Google ID for that).

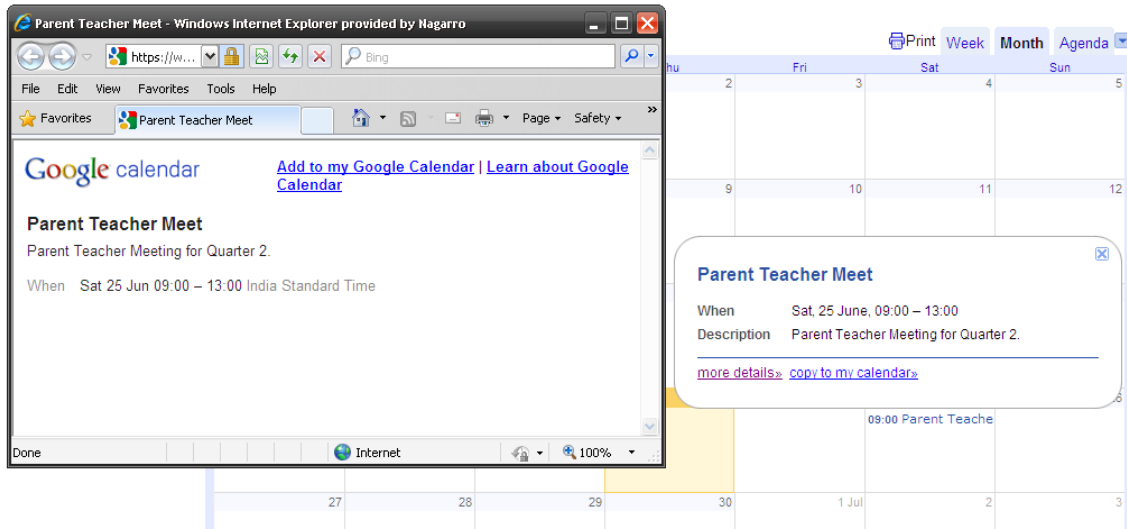


Image 13.2 Event More Details screen