



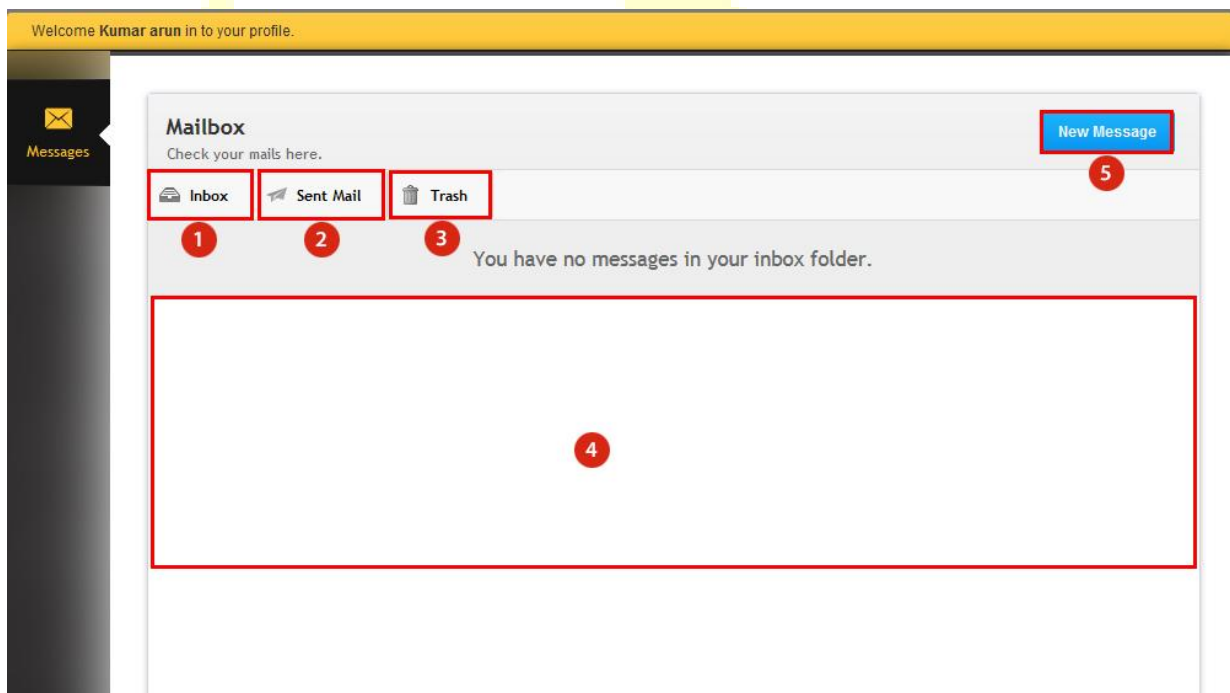
Open-School User Manual

Teachers Portal

Index

1. How to view the messages?	3
2. How to create a new message?	4
3. How to view the news?	5
4. How to view the events?	6
5. How to view the calendar?	7
6. How to download a file?	8
7. How to upload a file?	9
8. How to view the profile?	10
9. How to view the attendance?	11
10. How to view teacher's attendance?	12
11. How to manage student attendance?	13
12. How to view the timetable?	14
13. How to view the exam details ?	15

1. How to view the messages?



1. Click on Inbox to view the received mails.
2. Click on Sent Mail to view the messages sent.
3. Click on Trash to view the deleted messages.
4. Click on the message to view the details.
5. Click on New Message to create and send a new message.

2. How to create a new message?

The screenshot shows a web-based email interface. On the left is a dark sidebar with a 'Messages' icon and label. The main area is titled 'New Message' with a subtitle 'Compose new message here.' and a blue 'New Message' button in the top right. Below the title bar are tabs for 'Inbox', 'Sent Mail', and 'Trash'. The form contains a 'To' field (labeled 1), a 'Subject' field (labeled 2) with the placeholder '(no subject)', and a large text area for the message body (labeled 3) with a rich text toolbar above it. At the bottom right is an orange 'Send Message' button (labeled 4).

1. Enter the name of the recipient
2. Enter the subject.
3. Enter the message.
4. Click on Send Message

3. How to view the news?

Welcome [] in to your profile.

Site News
Latest news listed here

2 Displaying 1-1 of 1 result(s). Sort by

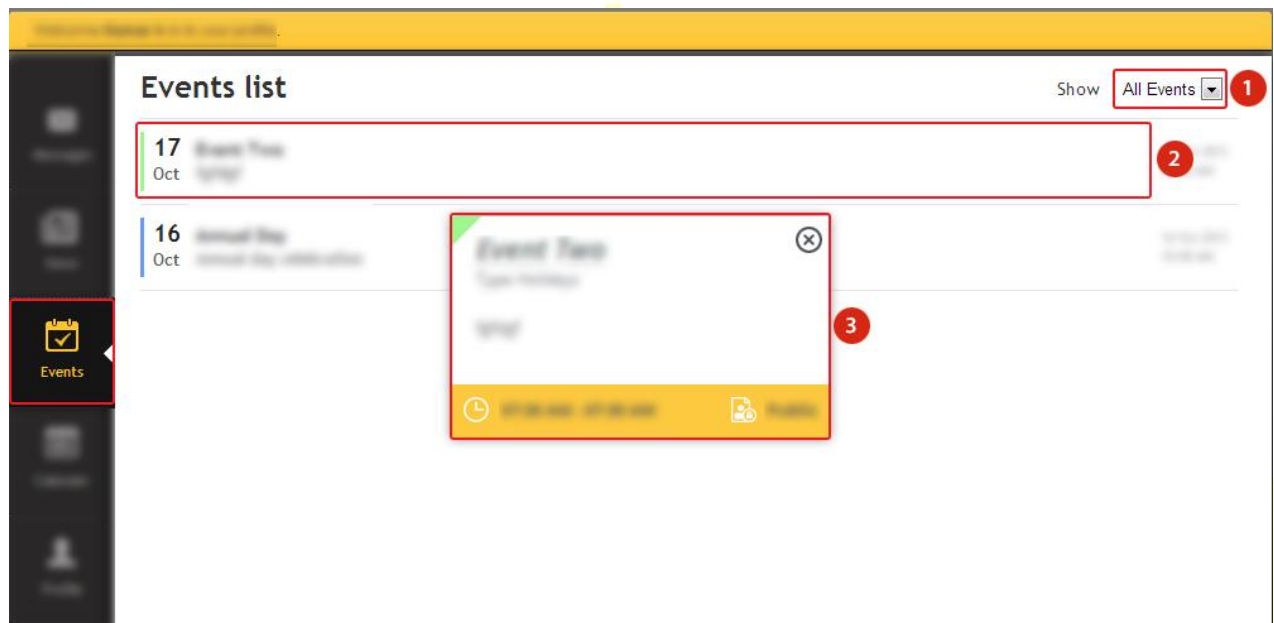
1	announcements	-	11/20/12
---	---------------	---	----------

News

Click on News to view the news and announcements.

1. Click on the news to view the details.

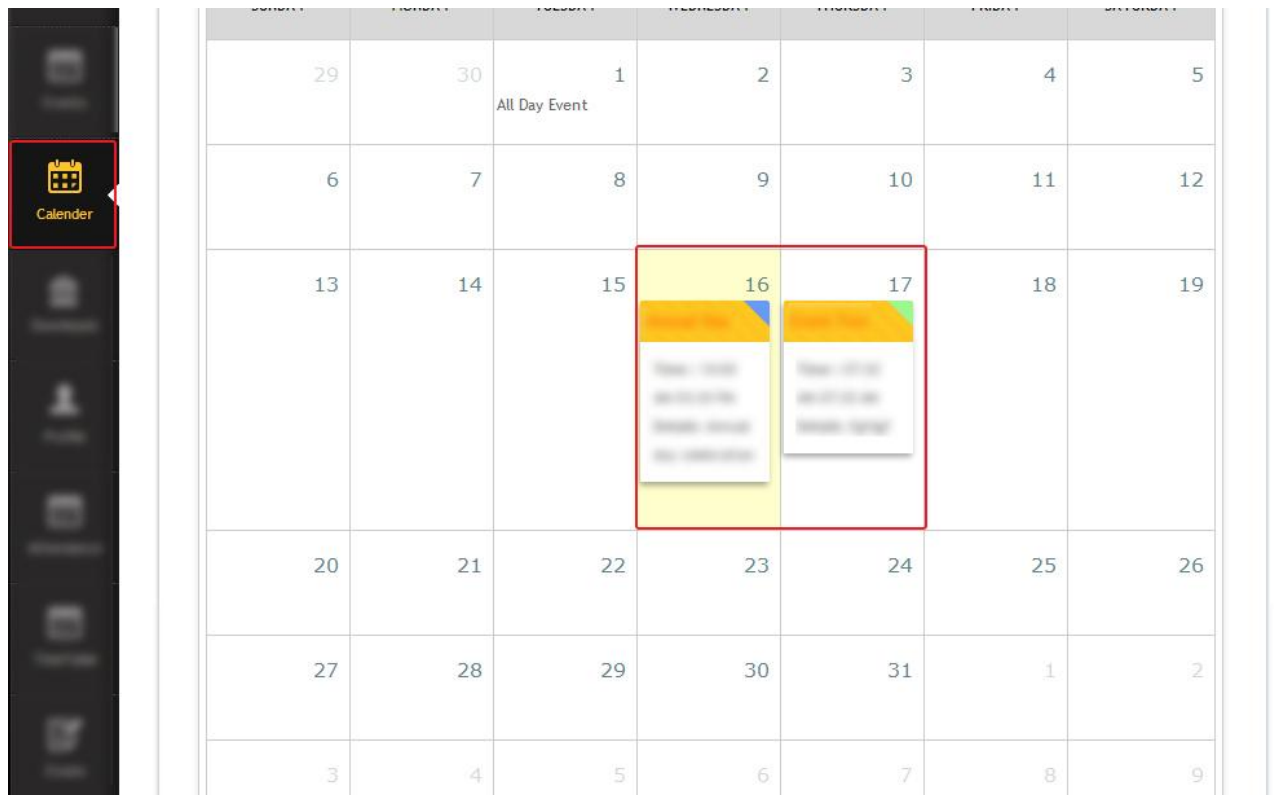
4. How to view the events?



Click on Events to view the events list.

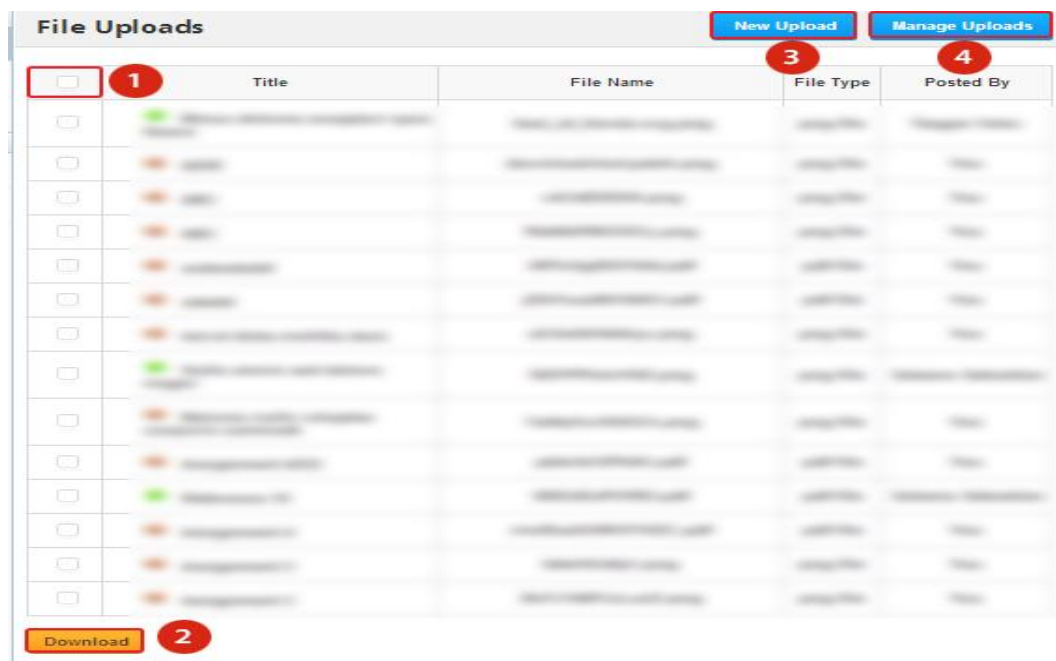
1. Events can be sorted according to the event type.
2. Click on the event description to view the event details.
3. Event details can be viewed in a popup box. Click on close icon after viewing the details.

5. How to view the calendar?



Click on Calendar to view the events in calendar view.

6. How to download files?



The screenshot shows a web interface titled "File Uploads". At the top right, there are two buttons: "New Upload" (highlighted with a red box and labeled 3) and "Manage Uploads" (labeled 4). Below these is a table with four columns: "Title", "File Name", "File Type", and "Posted By". The first column of the table has checkboxes, with the first one highlighted by a red box and labeled 1. At the bottom left of the table, there is a "Download" button highlighted with a red box and labeled 2. The table contains several rows of file information, including titles, file names, file types, and the user who posted them.

	Title	File Name	File Type	Posted By
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Click on Downloads.

1. Select all files or an individual file that is to be downloaded.
2. Click on Download. The file will be downloaded as zip file.
3. Click on New Upload to upload a new file.
4. Click on Manage Uploads to manage the uploaded file.

7. How to upload a file?

Create FileUploads[All Uploads](#)[Manage Uploads](#)

Fields with * are required.

Title * 1

Category * 2

Placeholder 3

Course 4

Batch 5

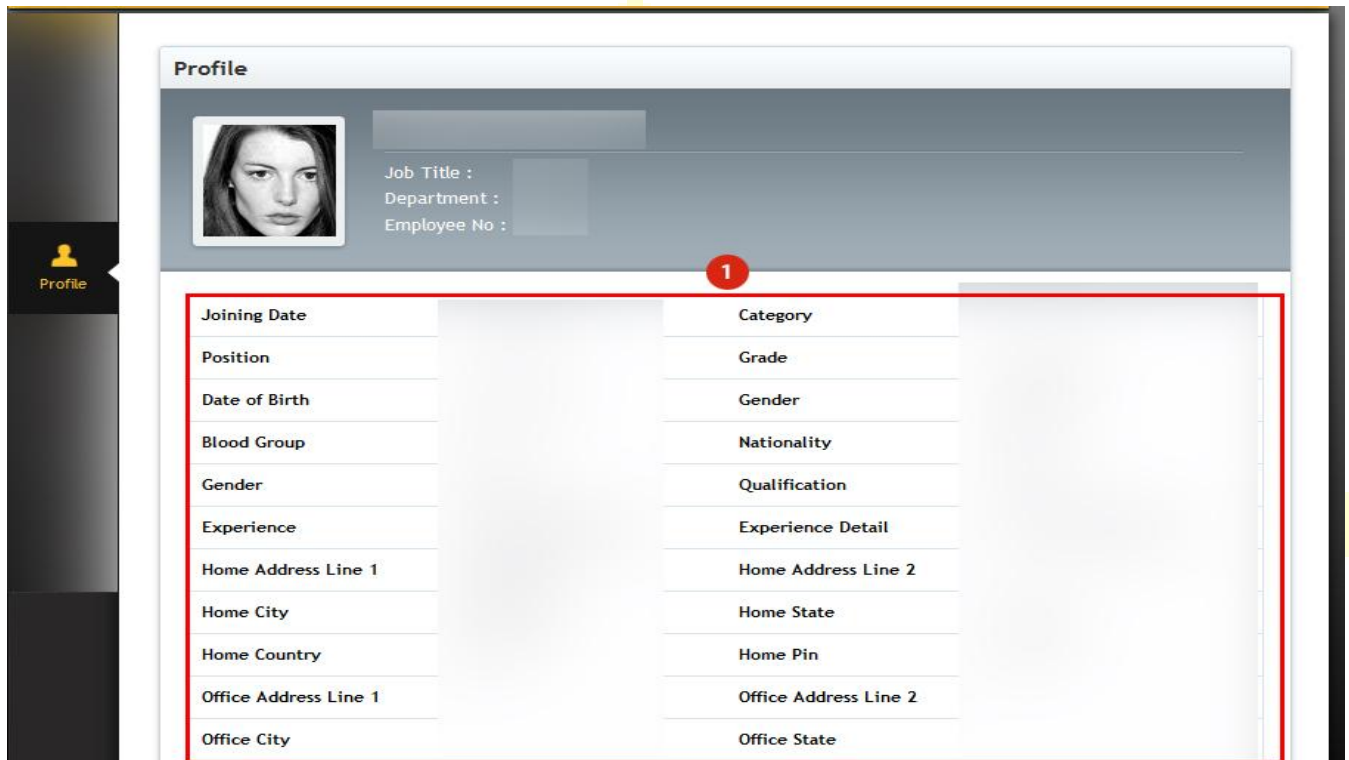
File * 6 No file chosen

7

Click on New Upload.

1. Enter the title.
2. Select the category.
3. Select the place holder.
4. Select the course.
5. Select the batch.
6. Choose the file you want to upload.
7. Click on create.

8. How to view the profile?



The screenshot shows a user profile page. On the left is a dark sidebar with a 'Profile' button. The main content area is titled 'Profile' and contains a user photo, job details, and a list of personal and professional information. A red box highlights the entire profile details section, and a red circle with the number '1' points to the profile icon.

Profile

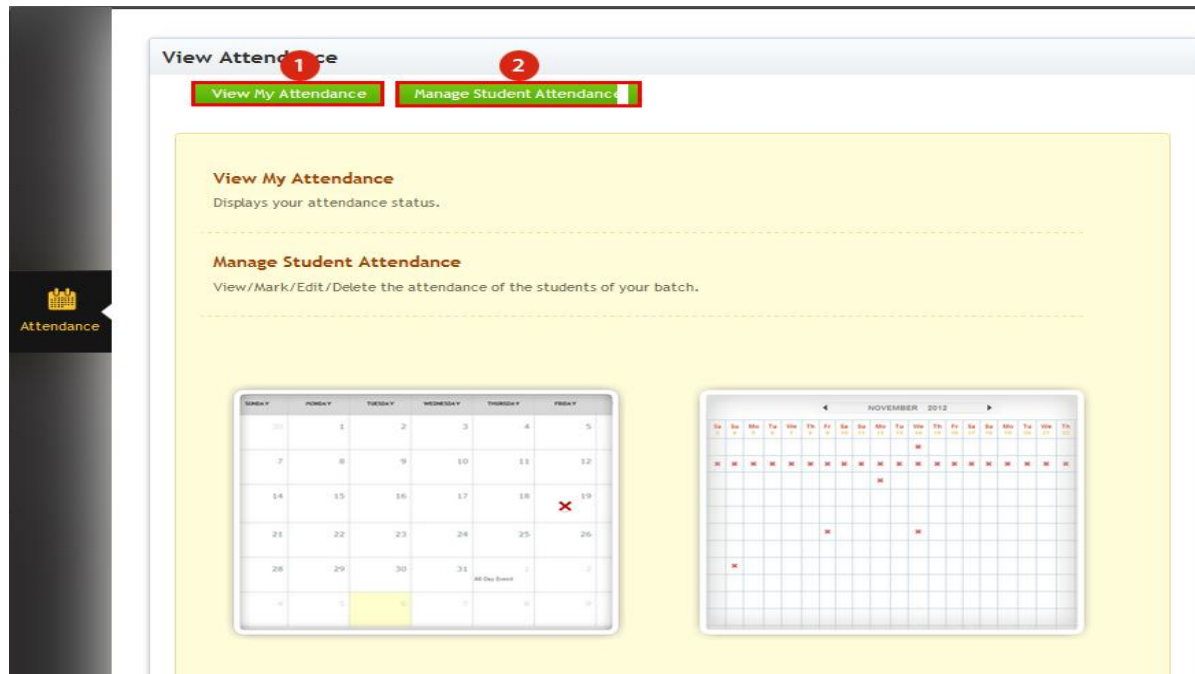
Job Title :
Department :
Employee No :

1

Joining Date	Category
Position	Grade
Date of Birth	Gender
Blood Group	Nationality
Gender	Qualification
Experience	Experience Detail
Home Address Line 1	Home Address Line 2
Home City	Home State
Home Country	Home Pin
Office Address Line 1	Office Address Line 2
Office City	Office State

1. Click on Profile to view the profile.

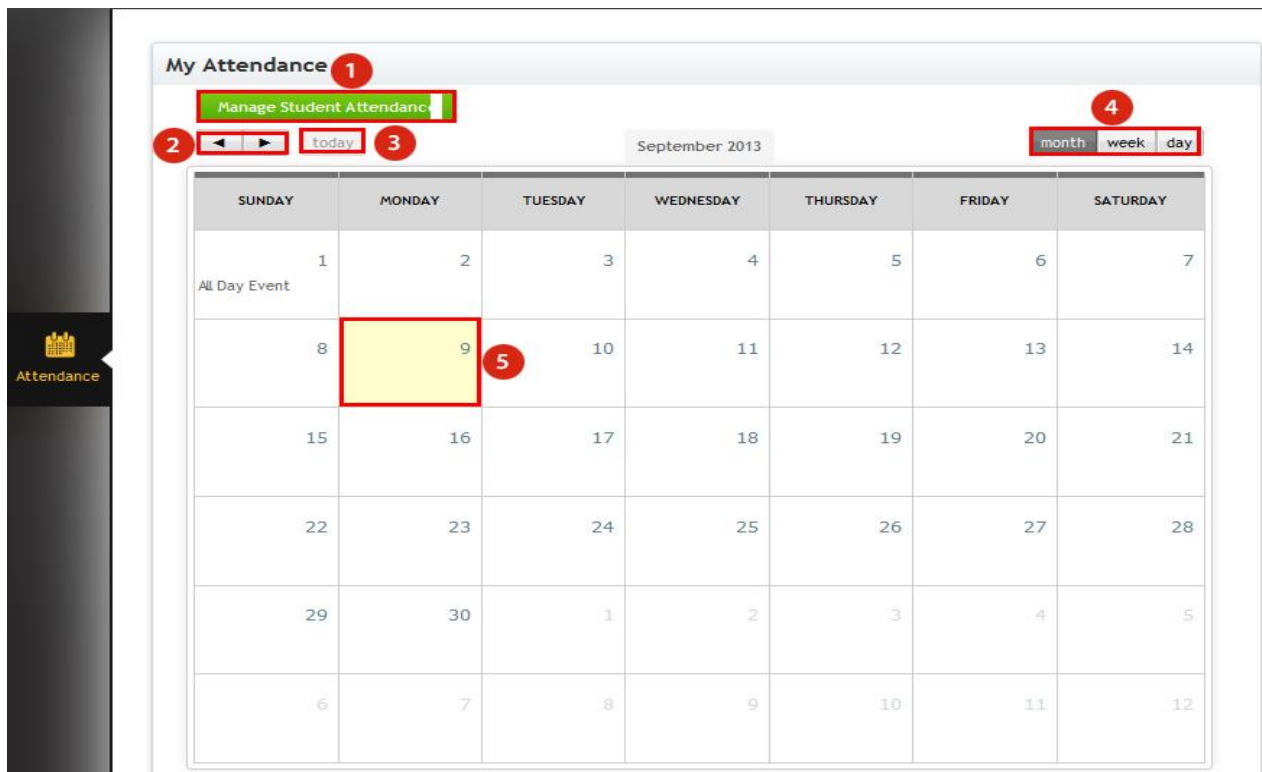
9. How to view the attendance?



Click on Attendance.

1. **View My Attendance** shows the teacher's attendance.
2. **Manage Student Attendance** helps to manage the student attendance. This button will be displayed only if the teacher is in charge of some class.

10. How to view teacher's attendance?



1. Manage Student Attendance helps to manage the student attendance. This button will be displayed only if the teacher is in charge of some class.
2. Click on right and left arrow to navigate through months.
3. Click on today it displays today's calendar.
4. Attendance can be viewed in monthly, weekly and day wise view.
5. Absence will be marked with a cross mark.

11. How to manage student attendance?

Mark Student Attendance

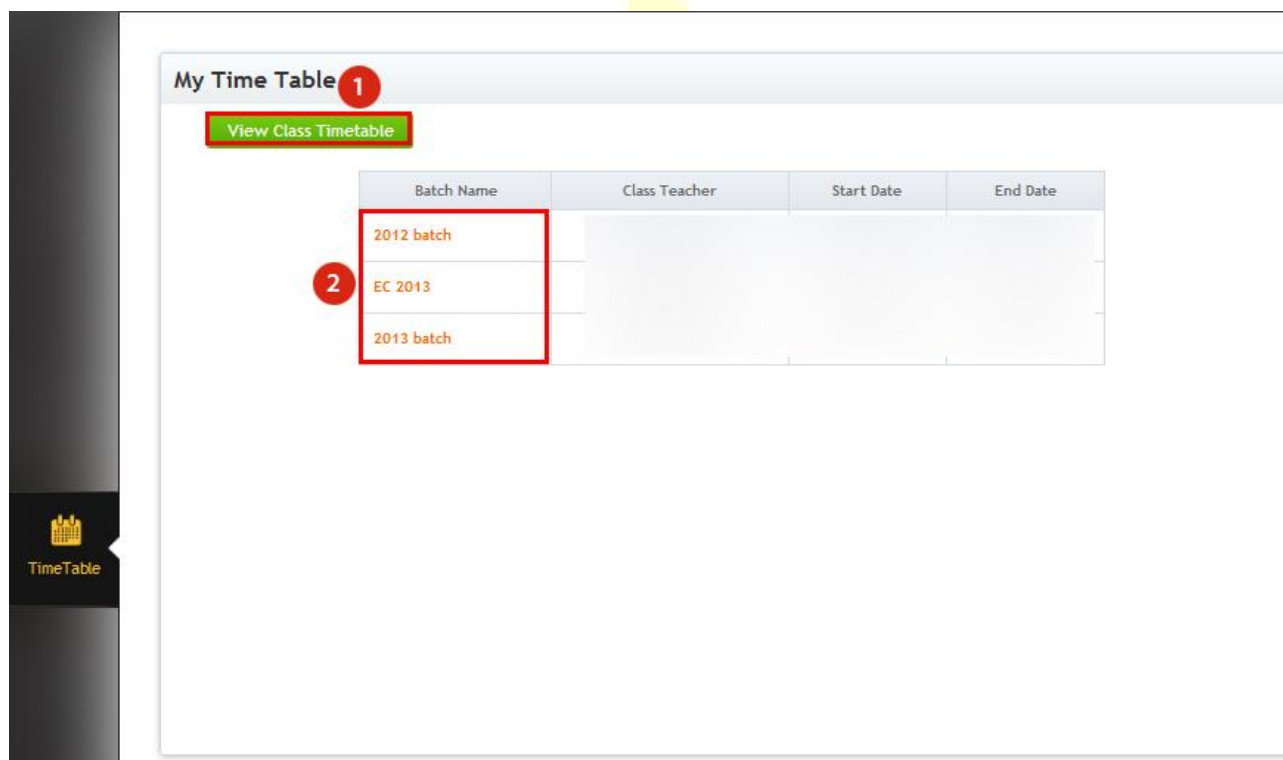
[View My Attendance](#) **1**

Batch Name	Class Teacher	Start Date	End Date
2013 batch			
EC 2013			

Attendance

1. View My Attendance shows the teacher's attendance.
2. If the teacher is in charge of more than one batch, list of batches will be displayed. Click on batch name to view the attendance register of a batch. The teacher can mark attendance of the students. If the teacher is in charge of only one batch, no list will be displayed. Then, attendance register will be displayed directly.
This page will be displayed only if the teacher is in charge of some batch.

12. How to view the time table?

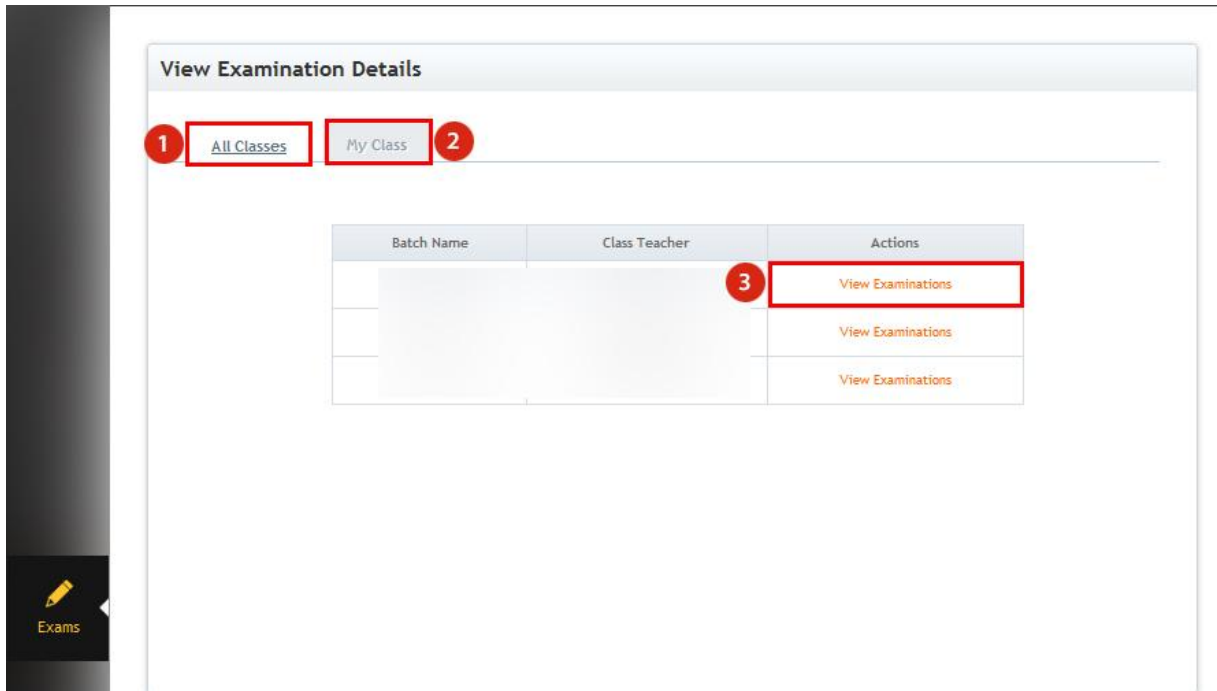


The screenshot shows a web interface titled "My Time Table". At the top, there is a red circle with the number "1" next to the title. Below the title is a green button labeled "View Class Timetable". Below the button is a table with four columns: "Batch Name", "Class Teacher", "Start Date", and "End Date". The table has three rows of data. A red circle with the number "2" is next to the first row of the table, which contains the text "2012 batch". The other two rows contain "EC 2013" and "2013 batch". On the left side of the interface, there is a vertical sidebar with a calendar icon and the text "TimeTable".

Batch Name	Class Teacher	Start Date	End Date
2012 batch			
EC 2013			
2013 batch			

1. Click on the View Class Timetable to view the class timetable.
2. Click on the Batch to view the teacher's timetable.

13. How to view the exam details ?



1. Click on All Classes to view the list of classes the teacher is teaching
2. Click on My Class to view the list of classes the teacher is incharge.
3. Click on View Examinations to view the examination details.

