

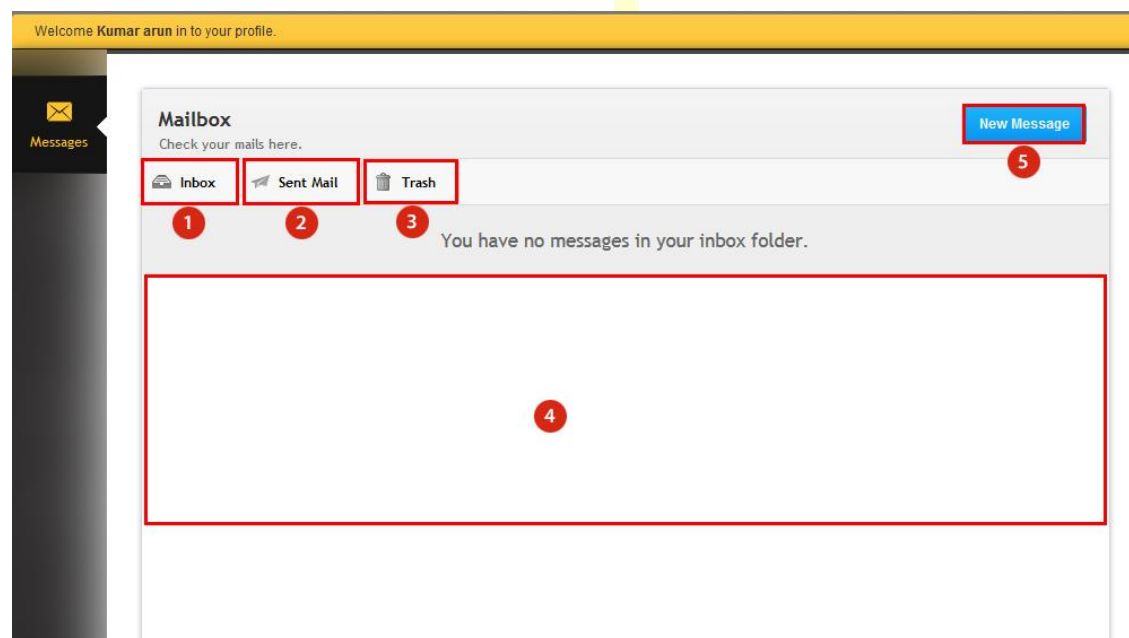


Open-School User Manual
Student Portal

Index

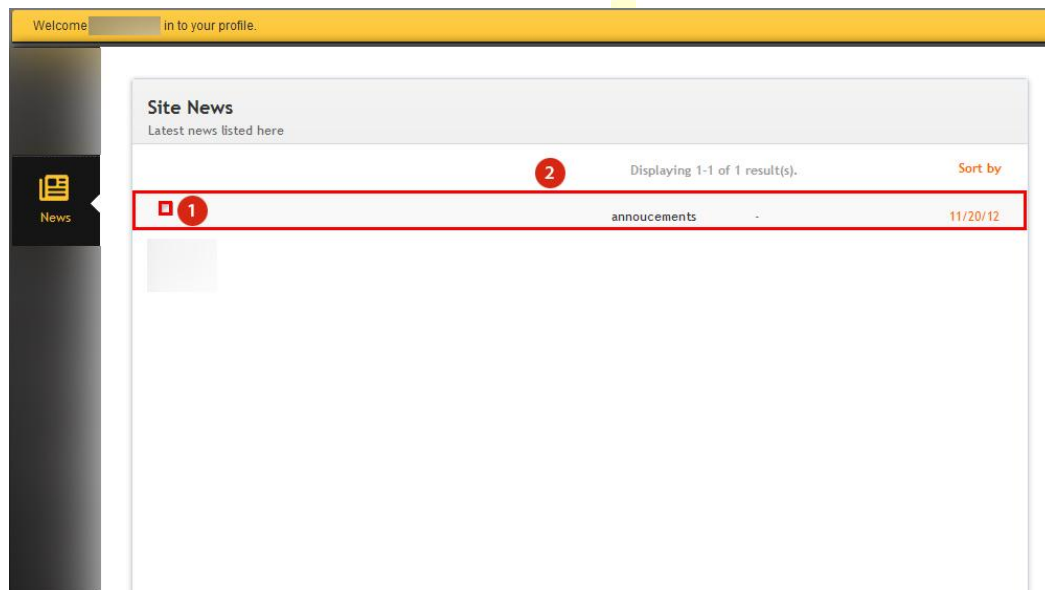
1. How to view the messages?	3
2. How to view the news?	4
3. How to view the events?	5
4. How to view the calendar?	6
5. How to download files?	7
6. How to view the student profile?	8
7. How to view the attendance?	9
8. How to view the time table?	10
9. How to view the fees details?	10
10. How to view the exam results?	11
11. How to view the book list?	12
12. How to register for hostel facility?	13

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.

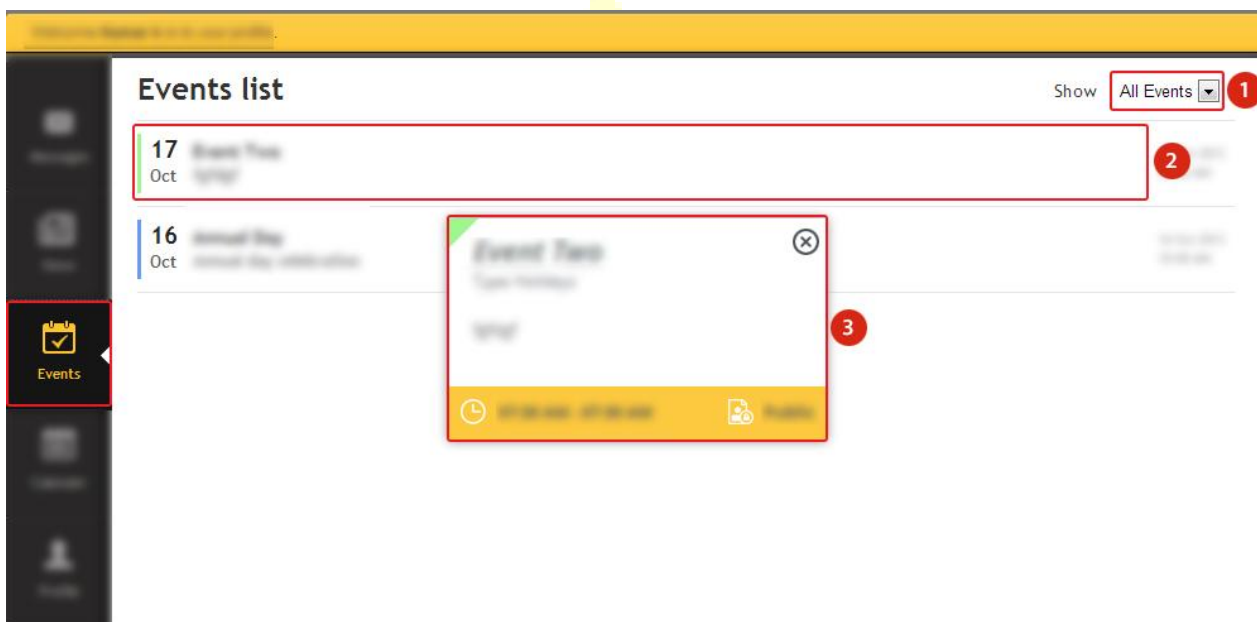
2. How to view the news?



Click on News to view the news and announcements.

1. Click on the news to view the details.

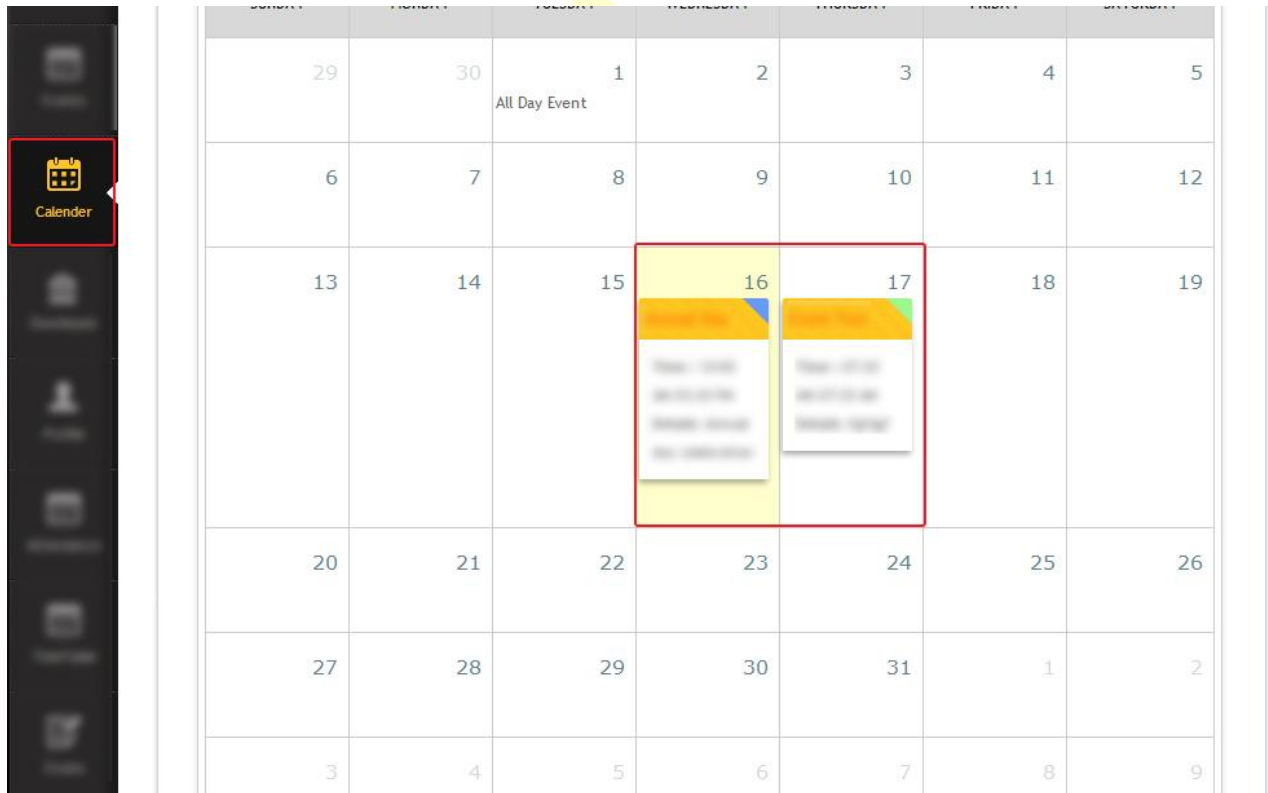
3. How to view the events?



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.

4. How to view the calendar?



Click on Calendar to view the events in calendar view.

5. How to download files?

File Uploads

<input type="checkbox"/>	1	Title	File Name	File Type	Posted By
<input type="checkbox"/>	←	How do you complete your home	Test_of_Reading.ang	ang file	Teacher Taha
<input type="checkbox"/>	←	Unit	DownloadUnit.ang	ang file	Administrative Admin
<input type="checkbox"/>	←	Reference 10	1010101010.pdf	pdf file	Science Education
<input type="checkbox"/>	←	Assignment 1	1010101010.ang	ang file	Administrative Admin
<input type="checkbox"/>	←	Assignment 2	1010101010.ang	ang file	Administrative Admin

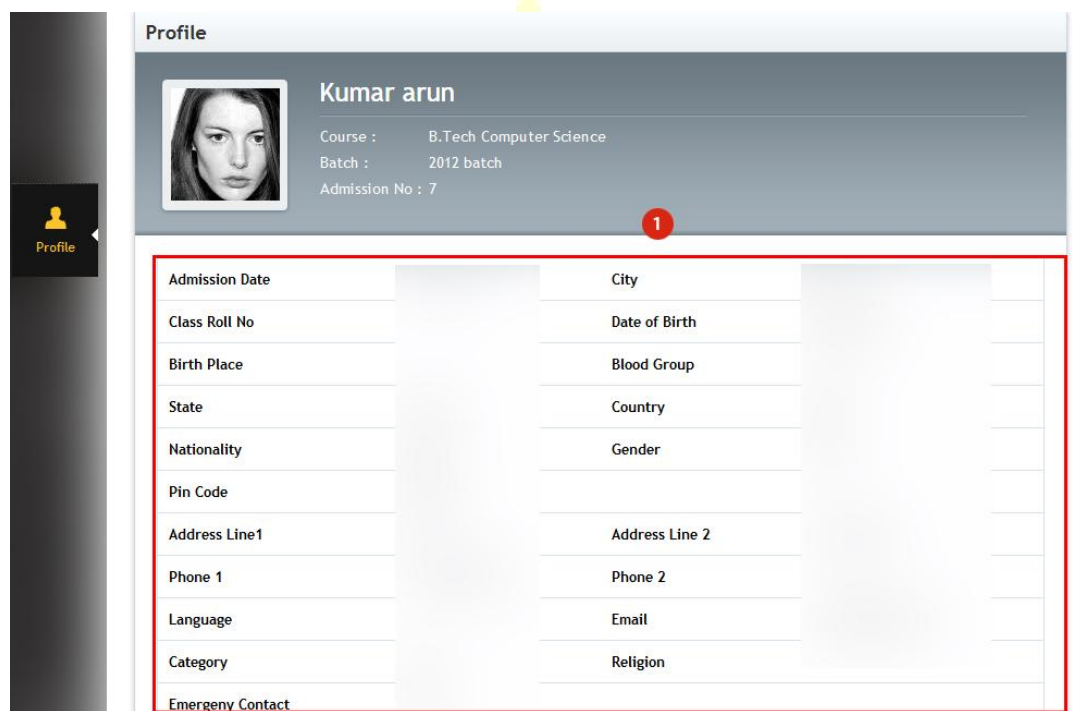
Download

2

Click on Downloads to view the files that are to be downloaded.

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.

6. How to view the student profile?



Profile

Kumar arun

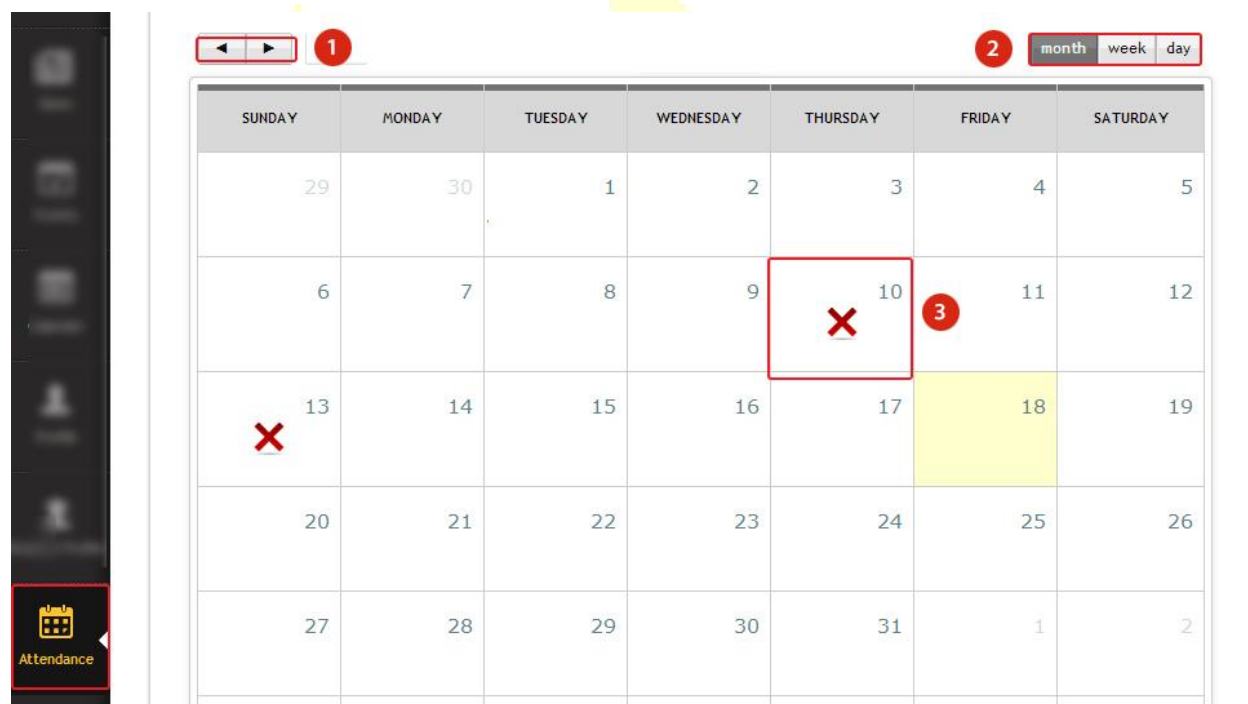
Course : B.Tech Computer Science
Batch : 2012 batch
Admission No : 7

1

Admission Date	City
Class Roll No	Date of Birth
Birth Place	Blood Group
State	Country
Nationality	Gender
Pin Code	
Address Line1	Address Line 2
Phone 1	Phone 2
Language	Email
Category	Religion
Emergency Contact	

1. Click on Profile to view the student profile.

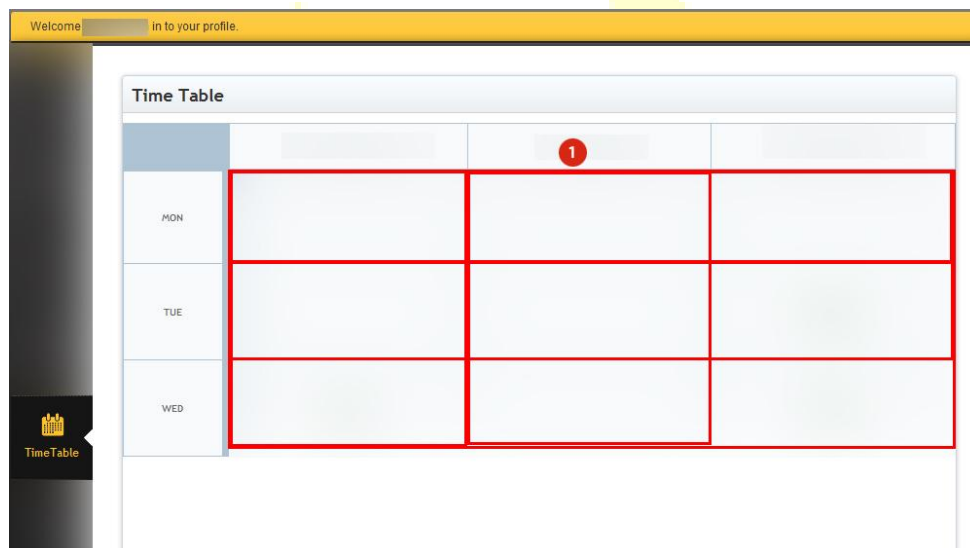
7. How to view the attendance?



Click on Attendance.

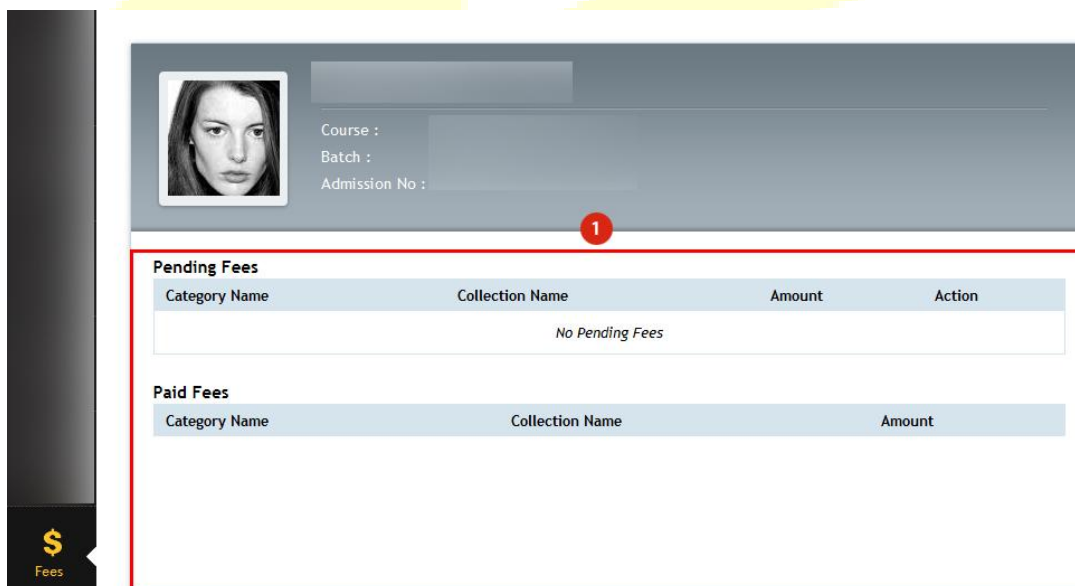
1. Click on right and left arrow to navigate through months.
2. Attendance can be viewed in monthly, weekly and day wise view.
3. Absence will be marked with a cross mark.

8. How to view the time table?



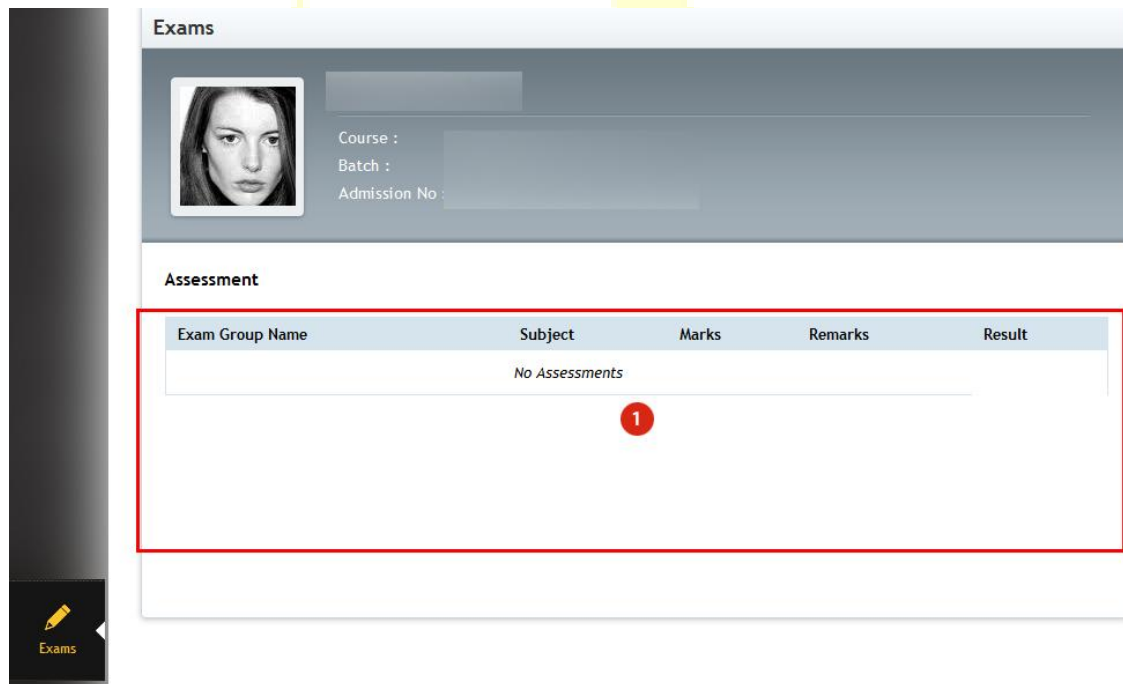
Click on Time Table to view the class timetable.

9. How to view the fees details?




1. Click on Fees to view the pending fees and the fees that are already paid.

10. How to view the exam result?



Exams

 Course :
Batch :
Admission No :

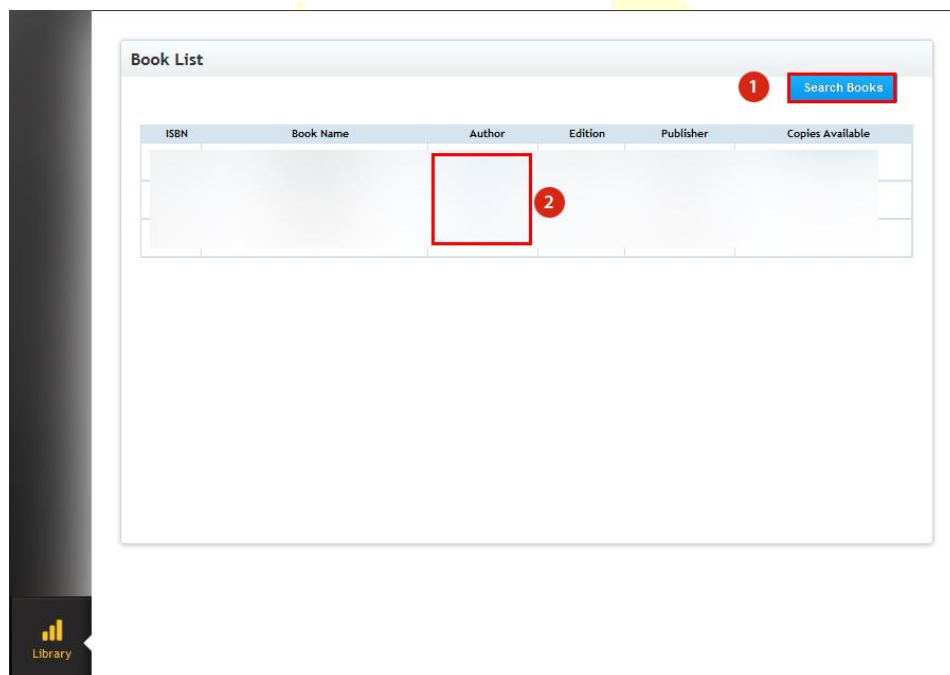
Assessment

Exam Group Name	Subject	Marks	Remarks	Result
No Assessments				

1

1. Click on Exams to view the results of the exams. Published results will appear here.

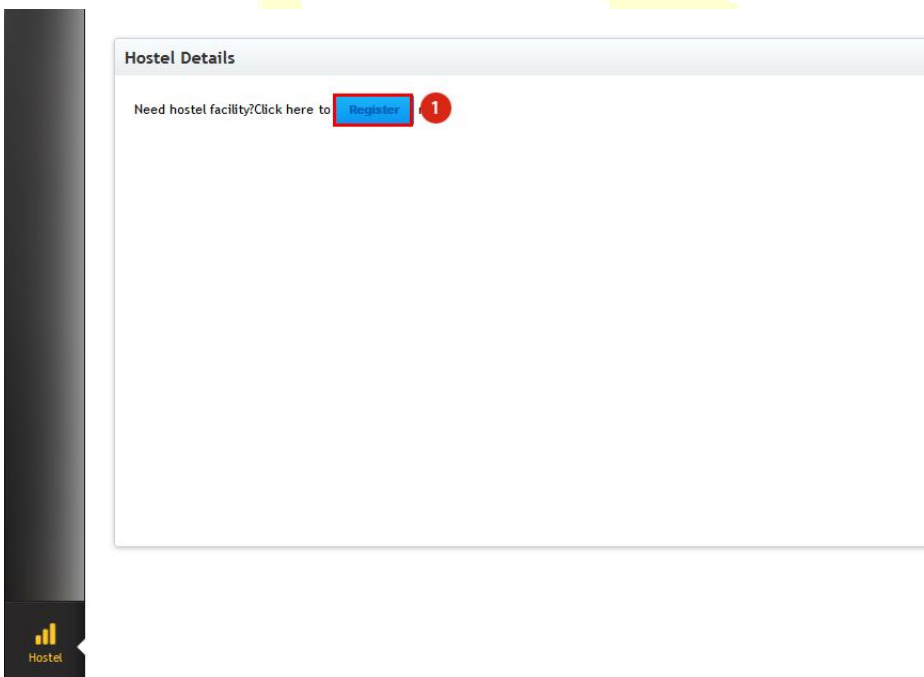
11. How to view the book list?



Click on Library.

- 1. Click on Search Books to search for book availability.**
- 2. Click on Author's name in the list, to view all the available books written by the author.**

12. How to register for hostel facility?



Click on Hostel.

- 1. Student can register for hostel facility by clicking on Register.**