

## STAFF LOGIN USER MANUAL

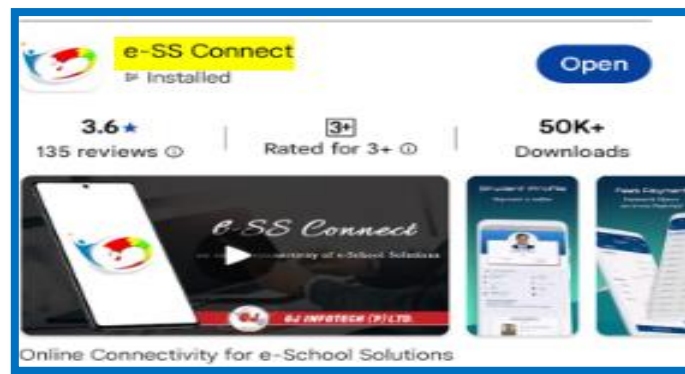
Good day all

Our school's side has made it possible for staff to access an app.

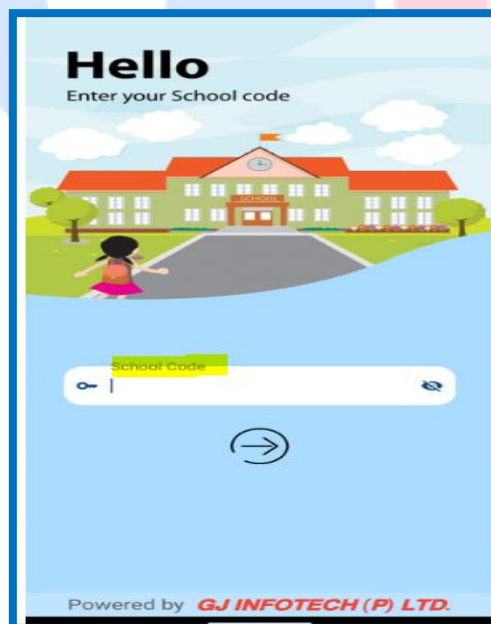
Now we going to check each icons and features

### STEP 1:-

The first step is to download the application from the Play Store and Apple Store.



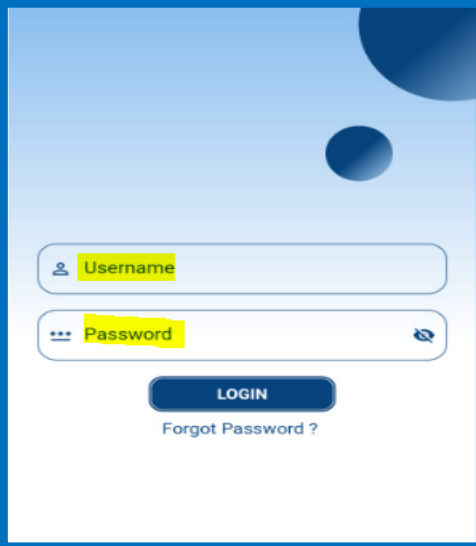
After downloading and opening the application ,will be asked to enter the school code as the next step



**Note : The school code will be receive from the school side with user name and password separately**


## **STEP 2:-**

After logging in with the school code, you'll need to enter your username and password.



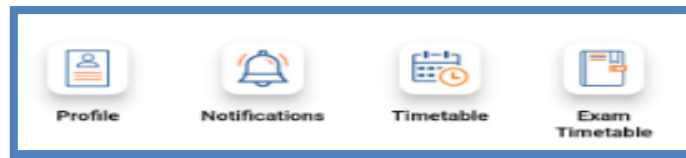
A login form with a light blue background and a blue border. It features two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the fields is a blue 'LOGIN' button and a link for 'Forgot Password ?'.

After entering your username and password to log into our application, you will access the parent login interface.



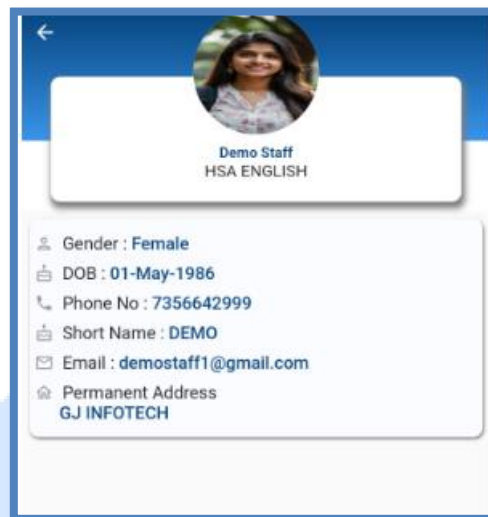
The parent login interface for DEMO SCHOOL IRINJALAKUDA, THRISSUR. It features a header with the school name and a user profile for 'Demo Staff' (HGA ENGLISH). Below the header is a welcome message: 'WELCOME TO ESS CONNECT \* tomorrow Holiday , WELCOME TO ES'. The main area contains several sections: 'Profile', 'Notifications', 'Timetable', and 'Exam Timetable'; '\* Entries \*' with 'Attendance', 'MarkEntry', 'Tool Mark Entry', 'Remarks Entry', and 'HPC'; '\* Reports \*' with 'Student Report', 'Absentees Report', 'MarkEntry Missing Report', and 'Guardian Feedback'; and a 'Communication' section at the bottom with four icons.

Now we are going to check each icon features.



## →PROFILE

You have the option to check your personal details from here

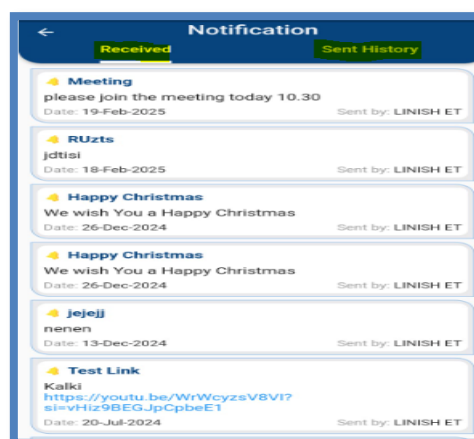


## →NOTIFICATION

If you received a message from the principal or office admin, you can check it here. This section allows you to view important communications regarding school policies, upcoming events, changes in schedules, or other administrative updates.

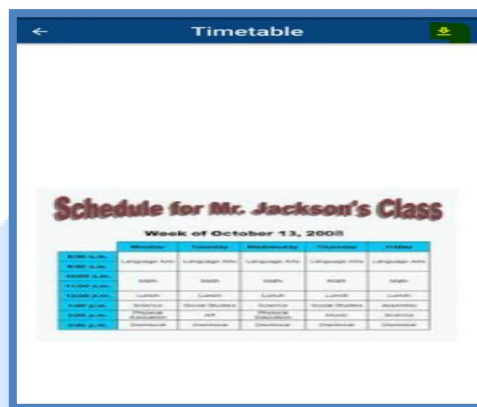
Example:- communication or any other important message

- Two options Received & Sent History



### →TIMETABLE

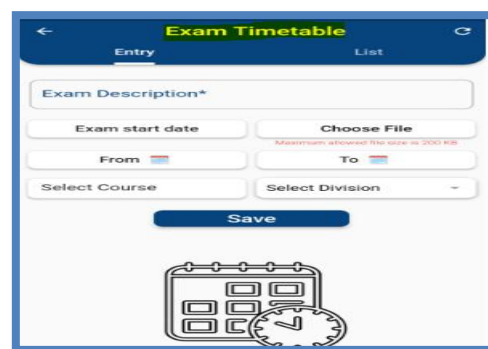
You can view your class schedule period here. This option allows you to see the complete timetable for the day, week, or month, including the subjects, class timings. You can check for any schedule changes



### →EXAM TIMETABLE

You can upload any exam-related timetable here. This feature allows you to easily share the full schedule of upcoming exams, including dates, times. It helps students and parents stay informed about exam preparations

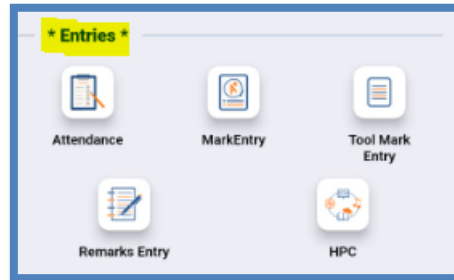
Note: - only class teachers can access it



**STEP:-** First enter the exam description →select exam start date→select start date(from)→end date(to)→ For any particular class you can select the course and division→save

## ENTRIES

→ You can see some options to enter student academic related



### → Attendance

Normally, attendance can be entered by the class teachers. In cases where other teachers are to be granted the attendance entry permission, they can be allotted in the online ess-Connect module

Step:- Select the course → select division → current date → click the view button

A screenshot of a mobile application screen titled 'Attendance Entry'. It features a back arrow, a refresh icon, and two selection buttons: 'STD-I' and 'I-A'. Below these is a date selector showing '20-Feb-2025' and a blue 'View' button.

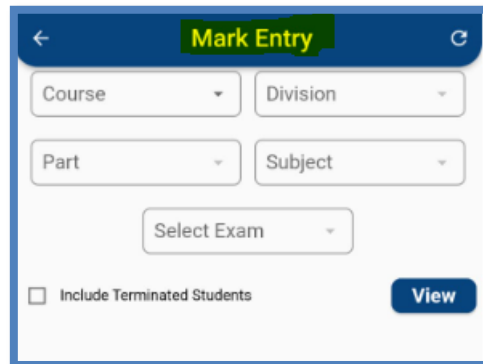
A screenshot of the 'Attendance Entry' screen after clicking 'View'. It displays a table with columns: Roll No., Name, and Attendance. The table lists 18 students, all with a green 'P' in the Attendance column. At the bottom, there are 'Save' and 'Delete' buttons.

Roll No.	Name	Attendance
1	AMIYA HARRIS	P
1	AADITH YOGESH	P
2	ANJINI DEVI MANOJ	P
2	AADVIKA BANESH	P
3	STUDENT	P
3	AZALEA BETH	P
4	ARMAN SARIATH ASHKAR	P
4	EVA SERAH	P
5	AYAAN ABDUL SALAM	P
5	FATIMA VALIYAPARAMBIL SIDDIQUE	P
6	AYATH THANSEER	P
6	FIDA FARZEEN V M	P
7	FAHMIDA ZAMEEL	P
7	IHAN HARRIS	P
8	HADEEL SHAMNAS	P
8	IZA SHINOJ	P
9	IZA MARIYA	P
9	MAHRA MARYAM	P

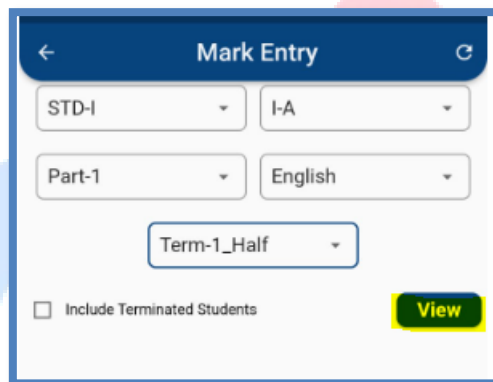
## → MARKENTRY

This option is provided to enter the marks for each exam. Additionally, you can edit or update the marks if any corrections are needed

Each teacher can choose class division subject from this option as per the allotment

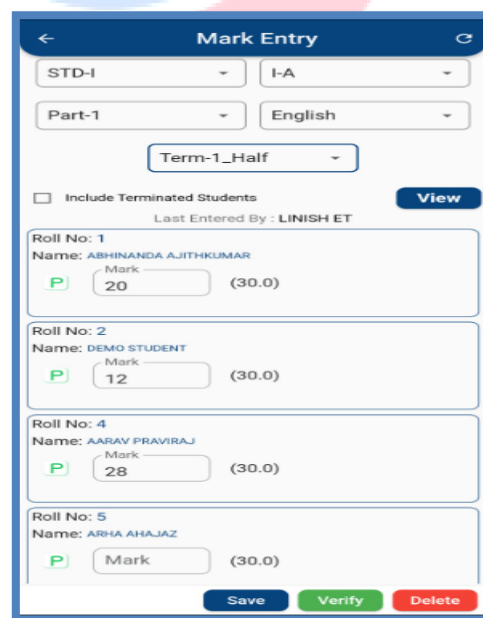


A screenshot of the 'Mark Entry' form. At the top, there is a blue header with a back arrow, the text 'Mark Entry', and a refresh icon. Below the header are four dropdown menus: 'Course', 'Division', 'Part', and 'Subject'. Below these is a 'Select Exam' dropdown. At the bottom left, there is a checkbox labeled 'Include Terminated Students'. At the bottom right, there is a blue 'View' button.



A screenshot of the 'Mark Entry' form with selections made. The dropdowns are set to 'STD-I', 'I-A', 'Part-1', and 'English'. The 'Select Exam' dropdown is set to 'Term-1\_Half'. The 'Include Terminated Students' checkbox is unchecked. The 'View' button is now yellow.

**STEP:-** Select course→Division→part→Subject→Exam→after click the view button→Then you can enter the mark of each students→ Once you enter all the marks, you can save and verify the exam



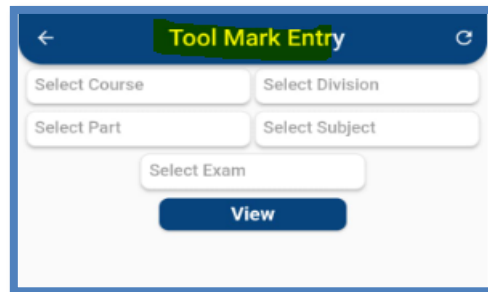
A screenshot of the 'Mark Entry' form showing a list of students and their marks. The form has the same header and selection options as the previous screenshots. Below the 'View' button, there is a list of students with their roll numbers, names, and marks. The 'Include Terminated Students' checkbox is unchecked. The 'Last Entered By' field shows 'LINISH ET'. At the bottom, there are three buttons: 'Save', 'Verify', and 'Delete'.

Roll No	Name	Mark	(30.0)
1	ABHINANDA AJITHKUMAR	20	(30.0)
2	DEMO STUDENT	12	(30.0)
4	AARAV PRAVIRAJ	28	(30.0)
5	ARHA AHJAZ	Mark	(30.0)

### →TOOL MARK ENTRY

It is basically adding a condition to assess a subject. For example, if you want to consider a student's behavior in class, 'Behavior' can be set as a tool under each subject or any number of subjects

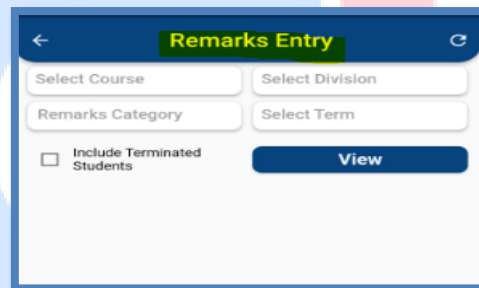
STEP:- Same as mark entry →Select course→division→part→subject→select exam→then click to view button



The screenshot shows a mobile application interface titled "Tool Mark Entry". It features five dropdown menus for selection: "Select Course", "Select Division", "Select Part", "Select Subject", and "Select Exam". Below these menus is a blue "View" button. The interface has a blue header bar with a back arrow and a refresh icon.

### →REMARKS ENTRY

Enter (Remarks entry) for an exam subject, focus on specific strengths the student demonstrated, areas where they could improve, and provide constructive feedback, always using positive language to encourage further development



The screenshot shows a mobile application interface titled "Remarks Entry". It features four dropdown menus: "Select Course", "Select Division", "Remarks Category", and "Select Term". There is also a checkbox labeled "Include Terminated Students". A blue "View" button is located at the bottom right. The interface has a blue header bar with a back arrow and a refresh icon.

STEP:- Select course→Division→Remarks Category→Select Term→Then click view button→After enter all the remarks of each students click save button→once done it reflect on report card



The screenshot shows a mobile application interface titled "Remarks Entry". It displays a list of students with their roll numbers and names. For each student, there are fields for "Remarks" and "Description", and a "View" button. The students listed are:

- Roll No: 1 Name: ABHINANDA AJITHKUMAR
- Roll No: 2 Name: DEMO STUDENT
- Roll No: 4 Name: AARAV PRAVIRAJ
- Roll No: 5 Name: ARHA AHJAZ
- Roll No: 6 Name: DIYA RANGIN

At the bottom, there are "Save" and "Delete" buttons. The interface has a blue header bar with a back arrow and a refresh icon.



**A holistic report card is a multidimensional assessment that evaluates a student's progress in various areas, including their academics, social skills, and physical development**

You can select each entries of this option



Teacher's Feedback Entry

Select Stage ▼ Select Course ▼

Select Division ▼ Select Domain ▼

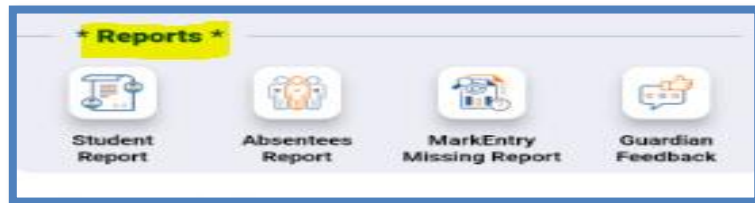
Select Activity ▼ Select Term ▼

☐ Include Relieved View Reset

X-----X



# REPORTS

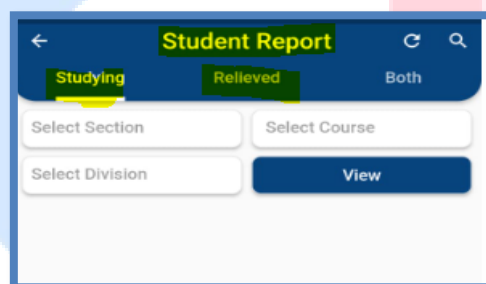


Now we to check each reports options

## →STUDENT REPORT

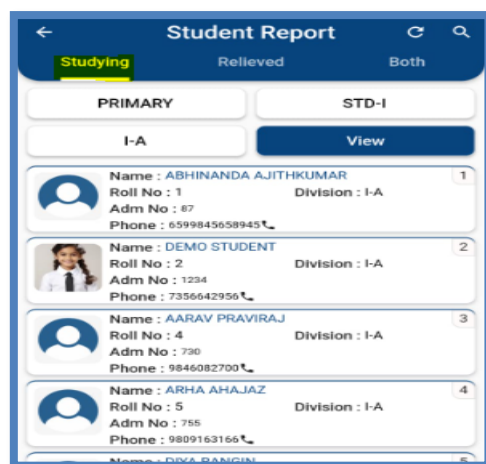
All the status of children studying this year can be checked through this report. This option also includes a comprehensive information report for each child, detailing their attendance, exam performance, behaviour, and any special needs or accommodations. Additionally, you can track their progress over time, view notes from teachers, and identify areas where extra support might be required

**Two options:** - Studying and relived students



For student details check

**STEP:** - Select section→course→division→then click the view button



For complete information report

**STEP:-** Select which student you want to check of all academic details

DEMO STUDENT  
Division: I-A

Roll No 2 Adm No 1234

Permanent Address: GJ INFOTECH IRIJALAKUDA  
Bus Name : Bus-6  
Bus Stop : NETHRA HOSPITAL-PADAKULAM ROAD  
Phone No : 7356642956

- Guardian Details
- Father Details
- Mother Details
- Sibling Details
- Health Status
- Attendance
- Fees
- Academic Performance
- Class TimeTable

### →ABSENTEES REPORT

This report is used for school document or record that lists the students who were not present on a particular day

**Note:-** Once the class teacher marks the student as absent, the system will automatically update the attendance record. This will notify parents or guardians about the absence and allow the teacher to add any relevant remarks or reasons for the absence

Also you can send message to parents through this option

For view the absent student details

**Step:-** Select course→select division→then click the view button

← Absentees Report

STD-I I-A

☒ Text SMS ☐ Notification

21-Feb-2025 View

Sl.No.	Name	Select All
1	AARAV PRAVIRAJ Division: I-A	<input type="checkbox"/>
2	ESHAN S DAS Division: I-A	<input type="checkbox"/>

For send message to particular students

**STEP:-** Select course→division→we have two option Text sms & Notification →select which you want→then click the view button→then select which student you want to send SMS →click to proceed→click send button→parents will receive the message

**Absentees Report**

STD-I I-A

☐ Text SMS ☒ Notification

21-Feb-2025 View

Sl.No.	Name	Select All
1	AARAV PRAVIRAJ Division: I-A	<input checked="" type="checkbox"/>
2	ESHAN S DAS Division: I-A	<input type="checkbox"/>

Proceed

**Send Notification**

Illustration of a person working on a laptop.

Title\* Default Clear X

Absent

Matter\*

Dear Parent, Your ward {Name} studying in {Div} is absent today {date}

Send

### →MARK ENTRY MISSING REPORT

If the marks for any subject exam have been missed, you can check this option to identify it. This feature will highlight any missing data and allow you to quickly verify whether the marks were not entered or if there was an issue during submission.

**STEP:-** Select course→Division→part→exam→subject→select student wise report→Then click view button

**MarkEntry Missing Report**

STD-I 1 Selected

Part-1 Term-1\_Half Yearly Exam

1 Selected ☒ Show student wise report

**View**

I-A ( Total Students :10 )

1	Division: I-A	Roll No: 1	Name: ABHINANDA AJITHKUMAR	English
2	Division: I-A	Roll No: 2	Name: DEMO STUDENT	English
3	Division: I-A	Roll No: 4	Name: AARAV PRAVIRAJ	English

### →GUARDIAN FEEDBACK

If any academic-related feedback has been entered by parents, you can check it from here. This section allows you to view the comments and concerns shared by parents regarding their child's academic progress

**Feedback List**

Category

☒ Category-wise ☐ Date-wise

**View** **Reset**

STEP:- Select Category→click view button

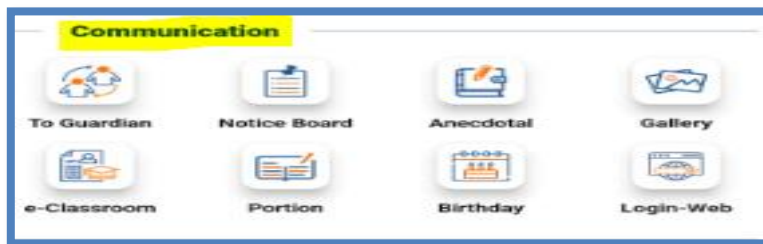
**Feedback List**

Category  
EXAM

☒ Category-wise ☐ Date-wise

**View** **Reset**

## COMMUNICATION



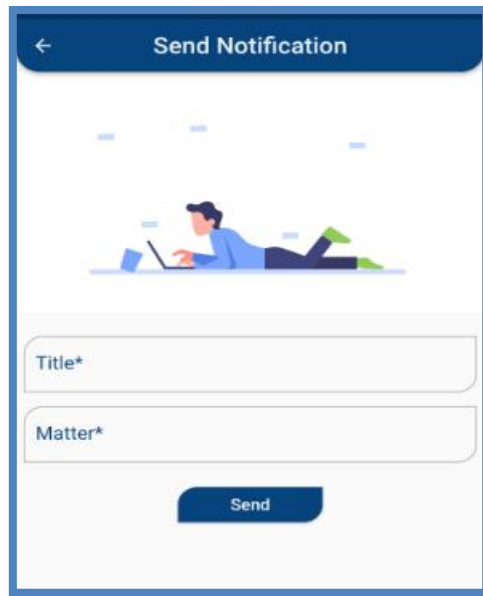
### →TO GUARDIAN

This option is used to communicate with parents through text messages. It allows teachers to quickly send important updates, reminders, or announcements regarding their child's academic progress.


STEP:- Select section→course→division→then click the view button→after that you can select SMS method→select student which you want to communicate to parents→then click to proceed button

Sl.No.	Name	Select All
1	AARAV PRAVIRAJ Adm no: 730	<input type="checkbox"/>
2	ABHINANDA AJITHKUMAR Adm no: 87	<input type="checkbox"/>
3	ARHA AHAAJAZ Adm no: 755	<input type="checkbox"/>
4	DEMO STUDENT Adm no: 1234	<input checked="" type="checkbox"/>
5	DIYA RANGIN Adm no: 797	<input type="checkbox"/>
6	ESHAN S DAS Adm no: 726	<input type="checkbox"/>
7	MCCAIN MATHEW Adm no: 91	<input type="checkbox"/>
8	RAYAN RAJEESH Adm no: 743	<input type="checkbox"/>
9	SARAH LYCIA SIJO Adm no: 772	<input type="checkbox"/>
10	ZAHWA PARVEEN K S Adm no: 798	<input type="checkbox"/>

STEP:- Next you can type the title→Matter→Then click send button



← Send Notification



Title\*

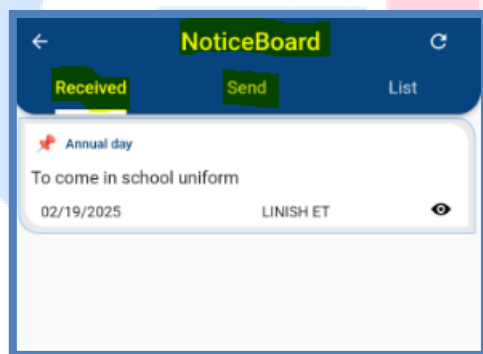
Matter\*

Send

### →NOTICE BOARD

You can check any important reminders from the school that are displayed on the notice board. This section includes announcements about upcoming events, deadlines, parent-teacher meetings, holidays, and other school activities

They have two options RECEIVED & SEND




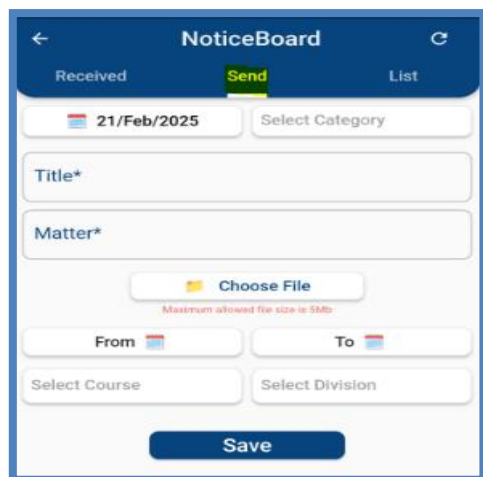
← NoticeBoard ↻

Received Send List

📌 Annual day


To come in school uniform

02/19/2025 LINISH ET 




← NoticeBoard ↻

Received Send List



 21/Feb/2025

Title\*

Matter\*

 Choose File

Maximum allowed file size is 5Mb

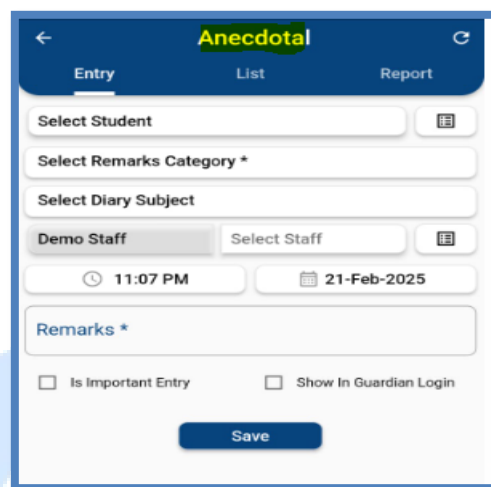
From  To 

Save

### →ANECDOTAL

You have an option to enter the student's remarks here. This section allows you to provide feedback on their performance, highlight areas of improvement, or note any special considerations related to their exam. Ensure that the remarks are clear and constructive to help the student understand their progress

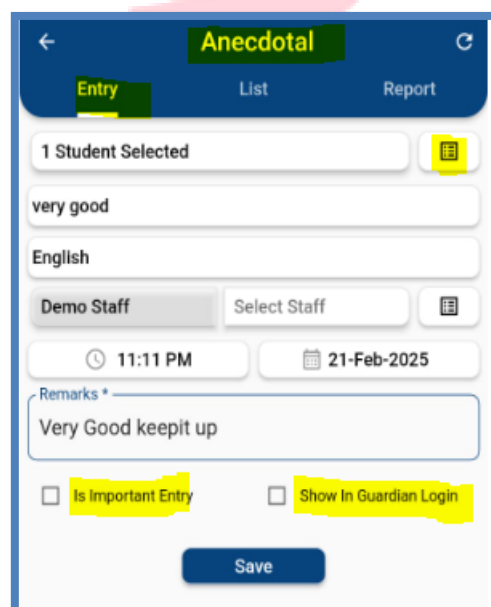
- Subject wise remark
- Common remarks



The screenshot shows the 'Anecdotal' app interface with the 'Entry' tab selected. The form includes fields for 'Select Student', 'Select Remarks Category \*', 'Select Diary Subject', 'Demo Staff', and 'Select Staff'. It also displays the current time as 11:07 PM and the date as 21-Feb-2025. A 'Remarks \*' text area is present, along with checkboxes for 'Is Important Entry' and 'Show In Guardian Login'. A 'Save' button is at the bottom.

STEP:- Select student→remarks category→you can enter subject wise or common remarks→then save

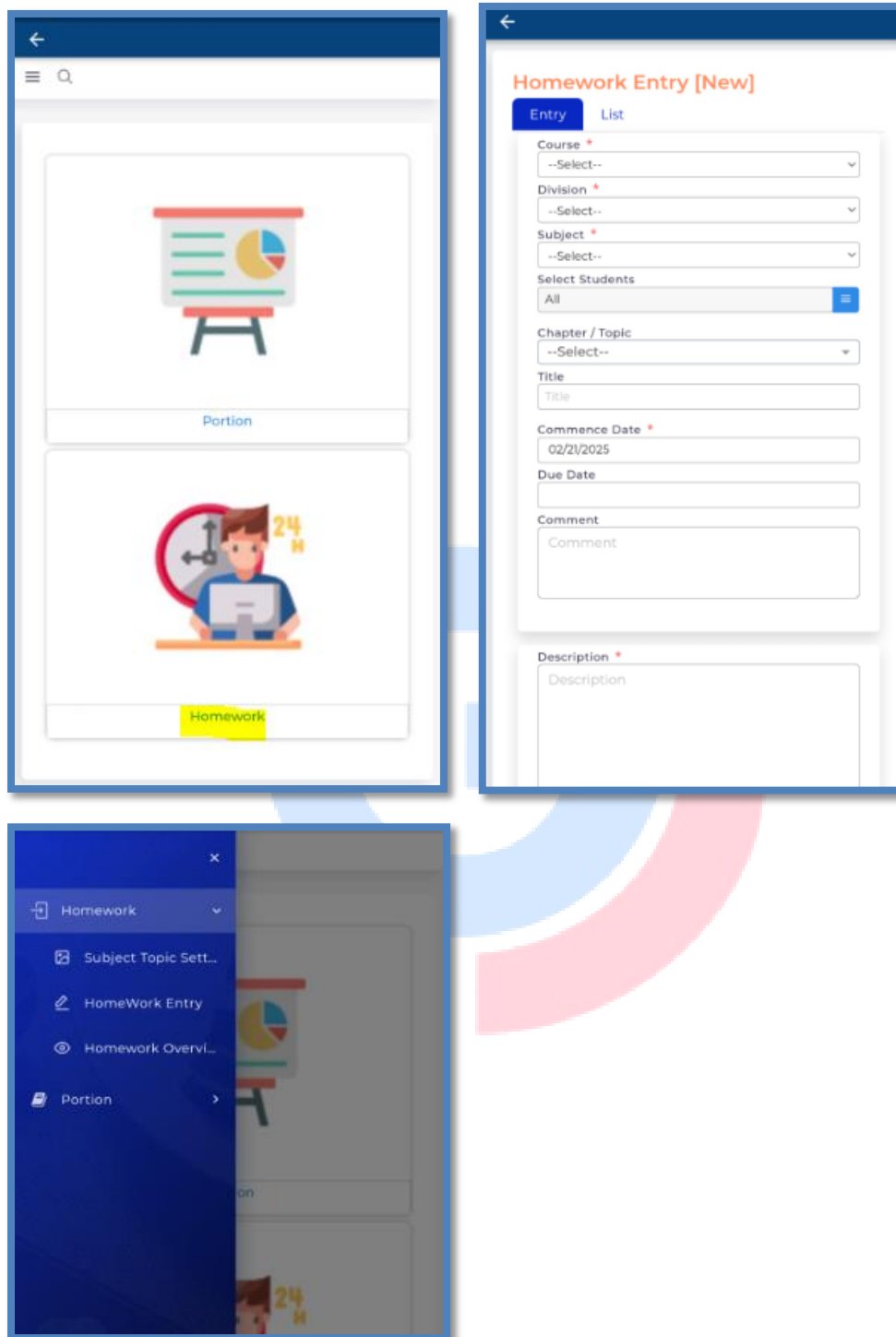
You can check the reports date range by clicking report icon



This screenshot shows the same 'Anecdotal' app interface after data entry. The 'Entry' tab is still selected. The 'Select Student' field now shows '1 Student Selected'. The 'Remarks \*' text area contains the text 'Very Good keepit up'. The 'Is Important Entry' and 'Show In Guardian Login' checkboxes are highlighted in yellow. The 'Save' button is at the bottom.

## →e-Classroom

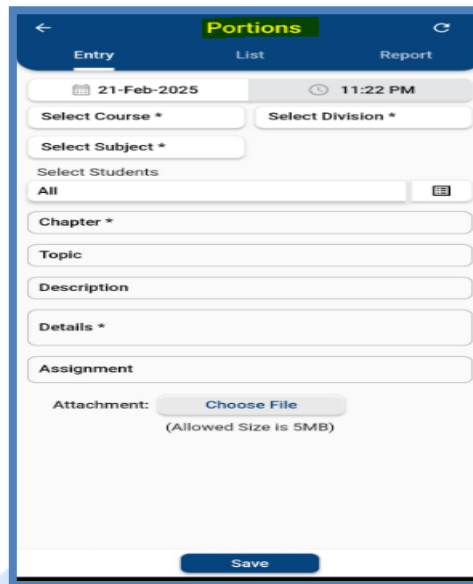
All the teachers can enter their home through e-Classrom once you submit parents can access to check the homework through parent login





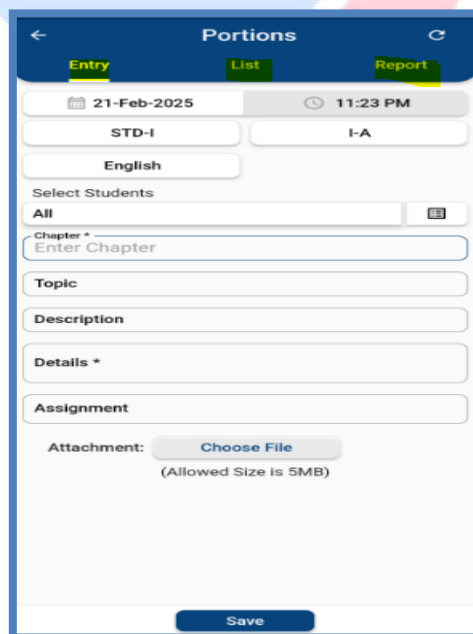
## →PORTION

You can enter your daily subject portion details here. This allows you to outline the topics covered in each class, helping both students and parents stay informed about the curriculum and progress. Parents can access this information to check exam coverage, ensuring they are aware of what has been taught and can better support their child's learning at home.



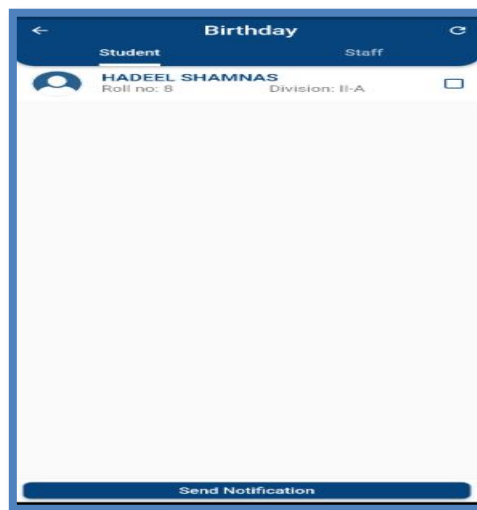
**STEP:-** Select course→select division→select subject→select all students→then enter chapter→topic→description→details→then click the save button→then parents can check the portion in parent login

Also you can check how parents check this (LIST) also you can check the reports



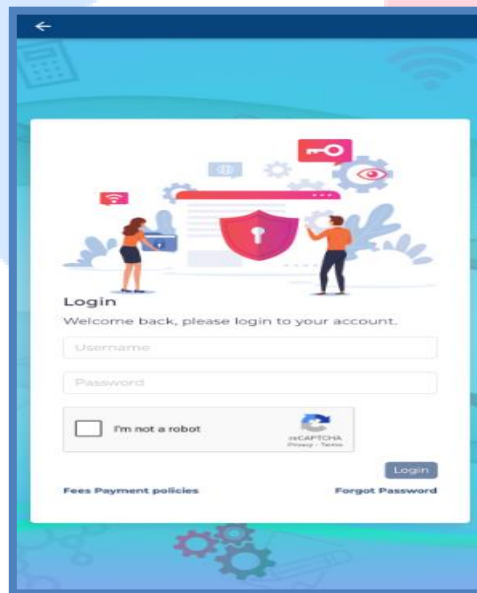
### → BIRTHDAY

You can check birthday status of each students and staff here



### → WEB LOGIN

Web login is using for desktop, Tab etc, school side will share the URL to login the WEB interface you can access all the details same as mobile interface options



Thank You

