



Parent User Manual

Home Page

1. PROFILE

Steps:

- Click on *My Profile*
- Click on *Edit*
- Enter the details
- Click on *Save*

2. SELECT STUDENTS

Steps:

- Click and choose the child name and click on select

3. TIME TABLE

Steps:

- Click on the child name and click on select
- Below find the time table for that particular child

4. EXAM SCHEDULE

Steps:

- Choose the Child Name & Exam Name can click on select

5. EXAM RESULT

Steps:

- Select Student Name & Select Exam and click on Select
- Note: Can take a print copy of the Exam Result

6. LEAVE APPLICATION

Steps:

- Select Students and click on Show to review the old application
- To Apply Leave: Click on the Tab - Apply Leave and fill the details and click on apply

7. ATTENDANCE REPORT

Steps:

- Select Month & Student Name and Click on GO

8. PROGRESS REPORT

Steps:

- To display the Progress Report
- Click on Student Name and click on GO
- Note: PDF | HTML | EXCEL formats and can print the document

9. SUGGESTIONS & COMMENTS

Steps:

- To post Suggestions & Comments Click on Compose
- Choose Suggestion Topic and Post Suggestion & Comments and Click on Send
- To discard click on Cancel

10. SUBJECT – TEACHER

Steps:

- Click on Student Name and Click on Select to find the subject teacher

11. WEBMAIL

Steps:

- Click on **Web Mail**

Inbox

- To check mails Click on **Inbox**
- To read a mail Click on **View**
- To delete a particular mail Click on **Delete**

Compose

- To write a mail Click on **Compose**
- Select the Class
- Click on either All Students or Selected Student(S)
- Write the Subject
- Write the mail in Mail Content
- Click on **Send**

Sent Items

- To view the sent Items Click on **Sent Items**
- To view the content of sent mail Click on **View**
- To delete the mail Click on **Delete**

12. ASSIGNMENTS

Steps:

- Select Student Name and Click on Select

13. MODEL QUESTION PAPER

Steps:

- To find the Model Question Paper Select Student Name and Click on Select

14. ALBUMS

Steps:

- Click on *View or Slideshow* to review the complete uploaded pictures

15. FUNCTIONS & EVENTS

Steps:

- Click on Function & Events to review the updates

16. NOTICE BOARD

Steps:

- Click on *Notice Board* to check the updates