OVERVIEW

Our team of service professionals brings up a parent portal which aids a collaborative environment for parent, teacher and students to work together in preparing learners for the future. Open School management system put forward a wide range of features that helps the parents/guardians to have a closer look on to their child’s academic activities.

Open-School provides constant access for teachers, the students, and their parents. The parent portal is a multi featured platform which updates in real time, and parents can track their children’s performances anytime anywhere with the login password.

The portal functionalities facilitates a cordial parent – teacher communication on the go through messaging, updates with the latest news, events and keeps knowledge about important dates. Open School provides parents and students with real-time information on grades, attendance, homework, scores, teacher comments, school bulletins and much more. They could also receive messages, notifies absence once they are registered with their contact number, on a regular basis. Also provides tracking of fee details, managing it, forewarn when payment is overdue. Parents can also enrol a new student with the approval of the administration and can check the status regarding the registration.

The major features that stand out in the Parent Portal of Open School are:

- Dashboard Module
- News Module
- Events Module
- Calendar
- Student Profile
- Online Admission
- Course
- Log
- Attendance Module
- Fees Module
- Exam Module
- Complaints

Open School provides an entire academic management system in a nutshell.
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Once the student is successfully registered, every registered parent receives a username and password credentials through their registered E-mail/SMS. This detail authenticates the parent to login to the system.

How to login?

**STEPS:**
1. Enter the received **username** or the registered **email-id** into the username field.
2. Enter the unique **password** received through e-mail into the password field.
3. Click the ‘Login’ button to finish the process.

Successful login redirects you to the ‘Home’ page.
NOTE: Enter the username and password as received in your mail.

The Dashboard will display the updates in News, Events, and Mail Box.

1.1 LOST PASSWORD
Lost passwords can be recovered from the login page.

To Recover the password, click on the ‘lost password’ which will take to a page and click the restore button after entering the valid username and a mail will be forwarded to the registered email. The mail contains a link which redirects you to another page where you can enter a new password.

Restoring a lost password:

**STEPS:**
1. Click on the ‘*Lost Password?’* link
2. Enter your registered *username/email*.
3. Click on the ‘*Restore*’ button to complete the process.

**NOTE:** *You should have a valid registered email id to restore the password.*

1.2 STUDENT REGISTRATION
Students can register themselves if not registered or their siblings through the online registration form that can be accessed from the student registration link at the login page. To register, click the link and fill in details to register successfully.

1. Click the 'New Admission' button to register a new student.
2. Parents who are already registered with Open School can click the 'Registered Parents' button which will redirect them to the login page. They can enrol new students.
3. Students/Parents who have already applied for online registration can check the status of their application by entering the 'Application ID' and 'Password' they received after registering.
4. Click the 'Check Status' button after entering the 'Application ID' and 'Password'
New Admission

The first form contains fields for personal details of the student (first name, last name, address, etc), fields marked with a star are mandatory. To proceed to the next step the user has to enter valid data and fill all fields that are required. After completing the form click the 'Save and Continue' button to move on to the next form.

The next step includes filling in Parent Information.
Personal and contact details of parents are to be filled in this form. As before all fields marked with a star are mandatory and needs to be valid to proceed to the next step. The user can go back to the previous step by clicking the form number on the left side.

Next step involves uploading student documents. Documents that are compulsory are marked in red. These documents are made mandatory by the Admin.
STEPS:

1. Select the type of document you are going to upload using the dropdown.
2. Click the ‘browse’ button to select the file corresponding to the document type you are going to upload from your system.
3. To add multiple documents click the ‘Add Another’ button after each upload.
4. Once you’ve finished uploading the documents click the ‘Save’ button upload the documents.

Uploaded documents are listed on top. You can Edit/Delete these documents before proceeding to the next step.
Once you’ve finished uploading the necessary documents click the ‘Finish’ button to move on to the next step.

After successful registration you will receive an application id and password to check your application status. Click the ‘Register’ button to go back to the Online Registration menu.
Registered Parents

If a parent is already registered, they have to login to the system using their authentication details (Username or Email/Password).

Once they are successfully logged into the system they need to enrol the new student using ‘Online submission’.

This module permits the parent to enrol a new student. The online admission take you to a page where the students status(approved/ disapproved/ under review) linked with the parent profile is displayed.
Children already registered are listed here along with the status of their application. To add a sibling click the 'Add Sibling' button on the top right corner. Contact details and Parent Details are retained from previous student admission, these can also be edited. However fresh student details will need to be entered. Refer to New Admission for complete process.

Application Status

Once the student is successfully enrolled, the application number and password will be forwarded to their registered email.
1. The details of the student, parent, their contact details registered are displayed here.
2. The documents uploaded during the admission process are also displayed.
3. The Add sibling button allows you to add another child for an existing parent.
4. ‘Add another student’ helps to add new student with new details. Refer New admission to ‘Add sibling’ and ‘Add another student’
MODULE 2

MESSAGES

The Mailbox module is an internal messaging application that allows the students to exchange the mails to the students/parents/teachers/administrator within the system. It consists of all the basic utilities: Compose message, inbox, sent mail and trash.

Viewing the Mailbox features:

Steps
1. The inbox tab displays the entire message received to the mail address with unread messages highlighted.
2. The ‘sent’ tab shows the entire message sent by the user.
3. The ‘trash’ tab displays all the messages that have been deleted. The trash box gets updated in a period of 30 days by removing the mails from it. The trash contained mails can either be restored or deleted permanently.
4. Messages are listed here. Unread messages are highlighted.
5. Click the ‘New Message’ button to compose a message.

New message notifications are highlighted on the top right corner of the page.
2.1 NEW MESSAGE

The new message button enables to create a new message and allows you to send it among the other users, teacher or to the administration.

How to create a new message?

**STEPS:**
1. Enter a valid registered mail id of the intended recipient. Please note, this is not an email sending application. It can be used to send messages only to users who are registered with the software. Users can view the messages only in the inbox of the software.

2. Enter an appropriate subject for the mail you’re about to send.

3. Enter your content in the text area. A few editing options are also available.

4. Click the ‘Send Message’ button to complete the process. Empty fields will trigger a warning. Make sure you have filled all required fields before sending a message.

*Note: this is an internal messaging feature. The mail could be forwarded to those who are registered within the system.*
MODULE 3

NEWS

Announcements, circulars, notice etc. posted by the Administrator can be viewed under the Site news tab. All the news is listed under this page and can be viewed by clicking it individually.
MODULE 4

EVENTS

Events keep track of any trainings, or specified meetings that happen outside the online environment. The admin can create an event for a meeting, or a presentation, exam, holiday and enrol users onto that event.

How to view an event?

STEPS:
1. Click on an ‘Event’ to display its details.
2. Click on the dropdown on the top right corner to list the different event types. Meetings, Holidays, Exams etc.

Note: In ‘all events’ drop down list all the events are represented in different colours. These colour code are used to represent each events. The colour code for each event is fixed by the admin.
MODULE 5

CALENDAR

The calendar facility allows you to take a detailed look at the events. The different colour code represents different colours.

Note: The Calendar could be viewed in month, week and day format.

Viewing the calendar:

STEPS:
1. Events for that particular month are listed under ‘Events’.

2. A dropdown list is available to display all the event types Meeting, Holidays, Exams, Notice.

3. You can choose the type of calendar month/week/day by clicking the required tab.

4. Click on the next and previous option to display the next and the previous month/week/day.

5. The ‘Today’ button allows you to get back to the current date at an instant.
**MODULE 6**

**PROFILE**

The parent profile displays all the registered details.

**How to view the profile?**

**STEPS:**
1. The parent’s profile details are displayed as shown above.
2. The students profile linked to the parent can also be viewed from here.
MODULE 7

STUDENT PROFILE

The student profile displays the student’s profile linked to the parent profile.
The student profile option displays all registered details, including uploaded documents (pending & approved) by user.

**How to view the profile?**

**STEPS:**

1. The drop down list on the top right corner lists out the students profile linked.
2. The details of the student is displayed.
3. Parent can upload documents here. Documents (pending/approved) uploaded are listed as shown. Status of an uploaded document is displayed here. A document is labelled as ‘Pending’ until the admin approves/disapproves. A document approved by the admin is labelled ‘Approved’.
4. Pending documents have the option to be edited.
5. Click the download button to download the document.
6. The delete button allows you to delete a disapproved/pending document.
7. The document name to be uploaded can be entered here.
8. Clicking the browse button allows to browse the different files that are required to upload.

9. The ‘Add Another’ button allows to upload more documents concurrently.

10. The ‘Save’ button terminates the process and saves the files for approval from the administrator. Add another button permits to add more documents to upload.
Children already registered are listed here along with the status of their application. To add a sibling click the ‘Add Sibling’ button on the top right corner. Contact details and Parent Details are retained from previous student admission, these can also be edited. However fresh student details will need to be entered. Refer to New Admission under Student Registration for complete process.
 MODULE 9

Fees
The Fees module allows you to view / generate PDFs for your child.

1. The dropdown allows you to select the child (in case of multiple children)
2. The view button allows you to view the invoice in detail and also generate a PDF for the same.

The ‘Generate PDF’ button allows you to print the invoice in pdf form. All details including status of the fee category are displayed here. You can track this for each child registered with the application.
The course lists out the Students current academic year, course and batch to which the student has enrolled. This also displays records like course details and status. Students could be selected from the drop down list if there are more students linked to the parent profile.
This module displays logs entered by a teacher or admin user for the student. Parents can view these logs by selecting the corresponding student from the drop down list. Logs entered for that student are displayed once he/she is selected.
MODULE 12

Attendance
The ‘Attendance’ tab displays a calendar with details of absence of the student marked in red cross to the date. This helps to track the student’s attendance effectively at the click of a button. The absence is alerted through message notifications. If more students are associated with the profile, each could be selected from the drop down list on the top right corner.

How to view attendance?

STEPS:

1. Student can be selected from the drop down list.
2. Absence is marked by a ‘red cross-mark’.
3. Attendance of a particular month could be viewed by selecting the month.
4. The ‘Today’ button gives the current date instantly.
5. The calendar can be viewed in month, week or day wise.
6. Viewing the Absence Details
7. Selecting the Academic year
MODULE 13

EXAMS

The exam module helps to evaluate the student performance. This module displays the student’s grade/score along with the exam category, subject, teacher’s remarks, result, class average. The student can be selected from the drop down list.
The Complaints module will give an option to the parent to register a complaint.

1. ‘Register a Complaint’ button is used to register a complaint by the parent
a) Category dropdown will list the category of the complaints which was created by the Admin
b) Subject of the complaint
c) The detailed description of the complaint. (has to be less than 120 words).
d) ‘Submit’ button will save the complaint and will be displayed to the admin.
e) ‘Reset’ button will reset all the data’s.

2. It lists the complaints which the parent has registered.
3. ‘Close’ button will close the complaints which were posted by the parent.
4. ‘View’ button will give a complete view to the complaint listing the Subject, Category, and the description of the complaint.
Additional comments can be added to the complaint; these can also be edited and deleted. Comments posted by the administrator are also displayed here.
MODULE 15

THEMES

The Themes module will give an option to change the colour of the portals in various sections.

1. Will set the themes to the parent portal which was set by Admin.
2. Various sections in the Parent portal to set the theme colour.
3. The Colour picker in each section will give the parent to select the colour which he/her likes.
4. ‘Save’ button will save the themes colour and apply to the portal.
THE Settings module permits to change password or edit the username. Details like username, first name, last name, registered e-mail, registration date, last login date, and status (active or inactive) are displayed on this page. Parent can edit and change the password if required.

1. Profile details are displayed here.
2. Edit profile enables the user name.
3. Change password aids to change the password where the fields are to be filled with old and new password and then updating the password by clicking the save and ending the process.
4. Change preferences enable the parent to change the displayed language throughout the entire portal according to his/her preference.
16.1 EDIT PROFILE

How to edit your profile?

The user can only edit their **username**, the rest of the details are fixed and can be modified by the administrator alone.

**STEPS**

1. Enter a **username** of your choice into the username field.
2. Click the ‘**Save**’ button to update the username.
16.2 CHANGE PASSWORD

Once you have logged in successfully, you might want to change the password to your choice. This can be done by clicking the ‘Settings’ tab on the left-side panel. Here you will find a ‘Change Password’ link on the top right corner of the settings page.

**How to change your password?**

**STEPS:**
1. Enter your old password into the first field.
2. Enter a new password into the field labelled ‘password’.
3. Re-enter the new password to confirm.
4. The ‘Save’ button updates the password.
16.3 CHANGE PREFERENCE

The Change Preferences enables the parent to change the displayed language of the entire parent portal according to his/her need.

![Change Preferences](image)

**STEPS**

1. The dropdown will list the languages from which the parent can select the language.
2. ‘Save’ button will save the language and display the entire portal in the selected language.

**HELP OPTION**

![Help Option](image)

The Help link will lead to the link which was already set by Admin.