

# PARENT PORTAL USER GUIDE

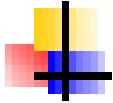
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## Parent portal

### *Features:*



**Windows Metro style modern interface.**



**Supported all the latest versions of browsers (Chrome, Firefox, Safari, and Internet Explorer).**

# Dashboard

Click on the respective plate to get the details.

Click for Old Parent Portal Version.

The dashboard layout includes the following panels:

- Previous Version:** A blue panel with a white arrow icon pointing left.
- Student Name Here:** A dark blue panel displaying "Student Name Here", "Enrollment No. - 5730", and "Grade - KG 2-D-ENGLISH". It includes a profile photo and a "Wards" section with a count of "1".
- School Calendar:** A green panel with a calendar icon.
- SchoolBus Info:** An orange panel with a bus icon.
- News:** A red panel with the text "No News Highlights Available".
- Gallery:** A blue panel with a photo icon.
- Circulars:** A purple panel with the text "No Circulars Highlights Available".
- Transport Status:** A green panel with an information icon.

Parent Name Here



Settings

SMS Email Records

Click for More

The communication and SMS sections include:

- Email:** A green panel with the text "No Emails Available" and a count of "0".
- SMS:** An orange panel with the text "No SMS Available" and a count of "0".
- Communication:** A dark grey panel with the text "No Communication Details Available" and a count of "0".
- Campus Site:** A purple panel with a grid icon.

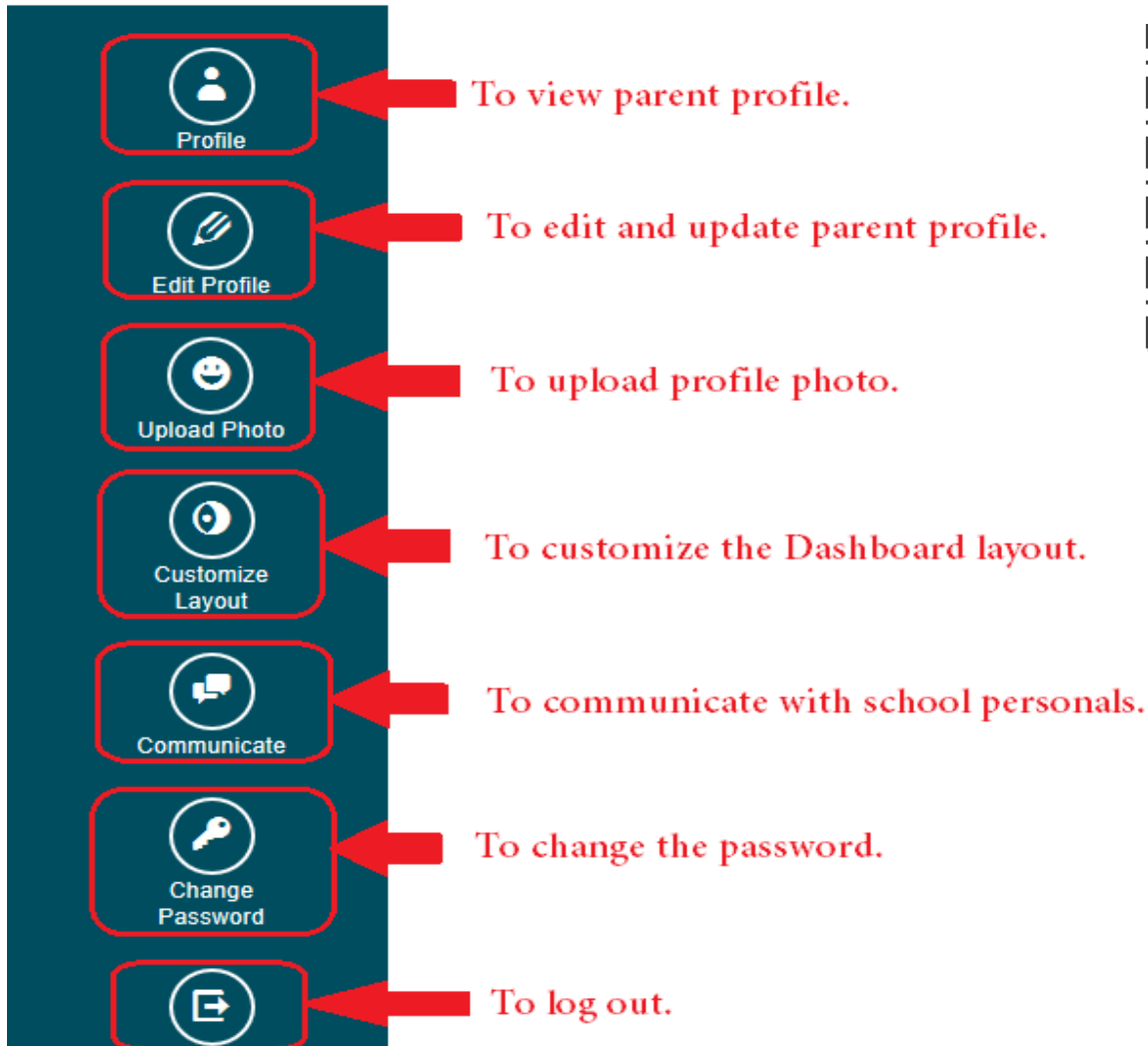
Dashboard of new parent portal is consists of multiple plates of different panels redirecting to respective pages.

Right upper corner of dashboard the space displays the Name of user (Parent), profile photo and an icon redirecting to setting panel.

A plate on left upper corner of dashboard acts as a switch to transform between old and new versions of parent portal.

# Settings

## Setting panel options :-



After clicking on setting icon, a sidebar appears from right side of dashboard screen, containing several options through which parents can perform several activities like, view profile, update profile if required, upload profile picture, customize dashboard layout via rearranging the plates, communicate with school personals, change password and Log out the session.

View Profile:

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A parent profile card with a blue silhouette icon on the left. To the right of the icon, the text reads "Parent Name Here" in blue, followed by "FATHER" in bold blue. Below the icon and name, there is a list of details: a plus sign icon, a person icon with "P2326", an envelope icon with "-", a phone icon with "55-3973189", a mobile phone icon with "971506936678", a briefcase icon with "SALES", a location pin icon with "-", a key icon with "PAKISTANI", a calendar icon with "28-05-2012", and an information icon.

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While clicking on view profile link, a pop up window appears with profile details of parent.

Parents can able to see the following details under parent profile:

- ✓ Name and Relation
- ✓ Address
- ✓ Parent ID
- ✓ e-mail
- ✓ Phone no.
- ✓ Mobile no.
- ✓ Occupation
- ✓ Job Location
- ✓ Nationality
- ✓ Membership Date

Edit Profile:

Father	<b>Mother</b>	Guardian	Active Member	<input type="radio"/> Father	<input type="radio"/> Mother	<input type="radio"/> Guardian	<b>Update</b>
<b>FATHER'S INFORMATION</b>							
<b>Name</b>	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name *"/>				
<b>Name In Arabic</b>	<input type="text" value="First Name in Arabic"/>	<input type="text" value="Middle Name in Arabic"/>	<input type="text" value="Last Name in Arabic"/>				
<b>Job</b>	<input type="text" value="Job"/>	<input type="text" value="Company"/>	<input type="text" value="Company"/>				
<b>Job In Arabic</b>	<input type="text" value="Job Arabic"/>						
<b>Salary</b>	<input type="text" value="Salary"/>	<input type="text" value="Flat No."/>	<input type="text" value="Flat No."/>				
<b>Building No.</b>	<input type="text" value="Building No."/>	<input type="text" value="Villa No."/>	<input type="text" value="Villa No."/>				

Edit profile tab gives option to correct the errors in spellings of names or to update the emigration document details like Passport No., Visa No., and Address etc. The screen window has option on top to select the active parent; details of active parent will be shown under students profile and will be referred by school for further communications.

Upload Photo:



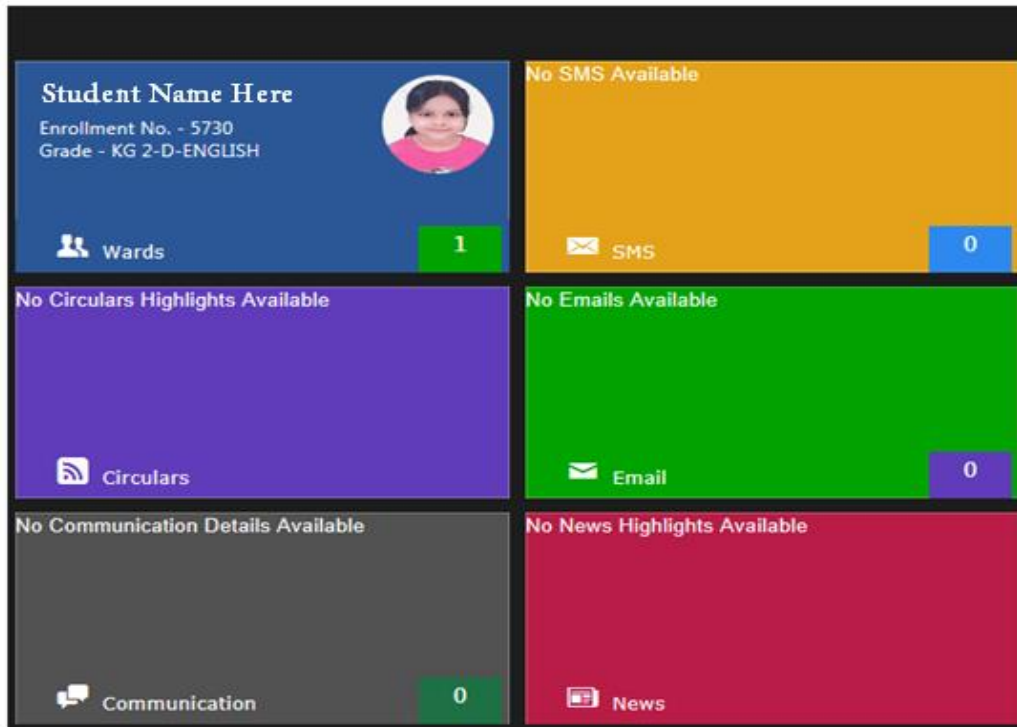
The photo upload interface consists of a white rectangular area with a grey border. At the top left, there is a grey button labeled "Browse" next to an empty text input field. Below the "Browse" button is a blue button labeled "Save" and a grey button labeled "Clear". In the top right corner, there is a circular icon containing a black "X".

As far as possible Please upload low resolution image.

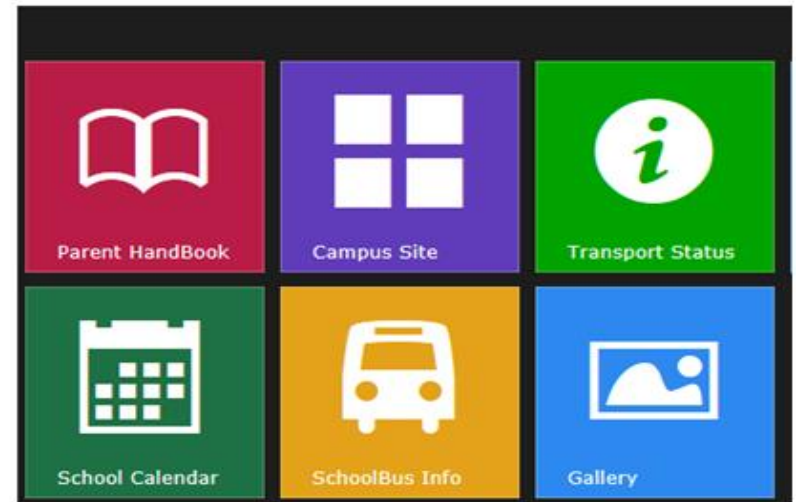
Supported formats:

- ✓ JPG
- ✓ JPEG
- ✓ PNG
- ✓ GIF

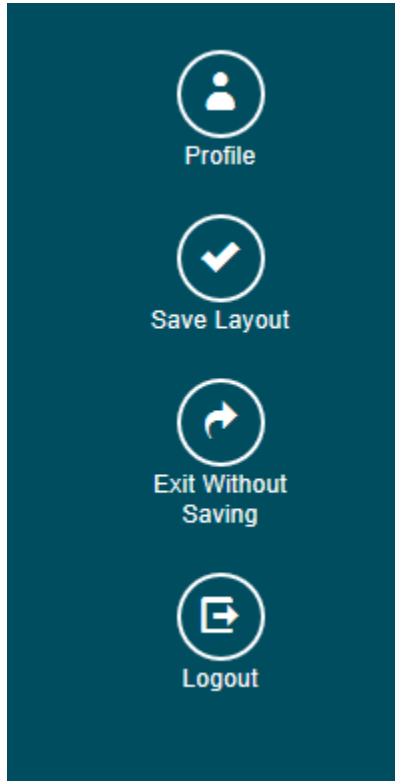
Customize Layout:



The dashboard layout is a grid of six colored tiles. The top-left tile is blue and contains a student profile with the text "Student Name Here", "Enrollment No. - 5730", and "Grade - KG 2-D-ENGLISH", along with a circular profile picture. Below the profile is a "Wards" section with a green badge showing the number "1". The top-right tile is orange and contains the text "No SMS Available" and an "SMS" section with a blue badge showing "0". The middle-left tile is purple and contains the text "No Circulars Highlights Available" and a "Circulars" section. The middle-right tile is green and contains the text "No Emails Available" and an "Email" section with a purple badge showing "0". The bottom-left tile is grey and contains the text "No Communication Details Available" and a "Communication" section with a green badge showing "0". The bottom-right tile is red and contains the text "No News Highlights Available" and a "News" section.




The customizable widget menu is a grid of six colored tiles, each with an icon and a label. The top row includes: a red tile with an open book icon labeled "Parent HandBook"; a purple tile with a four-square grid icon labeled "Campus Site"; and a green tile with an information icon labeled "Transport Status". The bottom row includes: a green tile with a calendar icon labeled "School Calendar"; an orange tile with a school bus icon labeled "SchoolBus Info"; and a blue tile with a gallery icon labeled "Gallery".



Parents can customize the layout of dashboard by moving plates and adjusting them in the manner they required, for this parents has to use the customize layout tab available in setting panel. After customizing click on 'Save Layout' tab available in setting panel to take effect of changes.

Communicate:

# Communicate

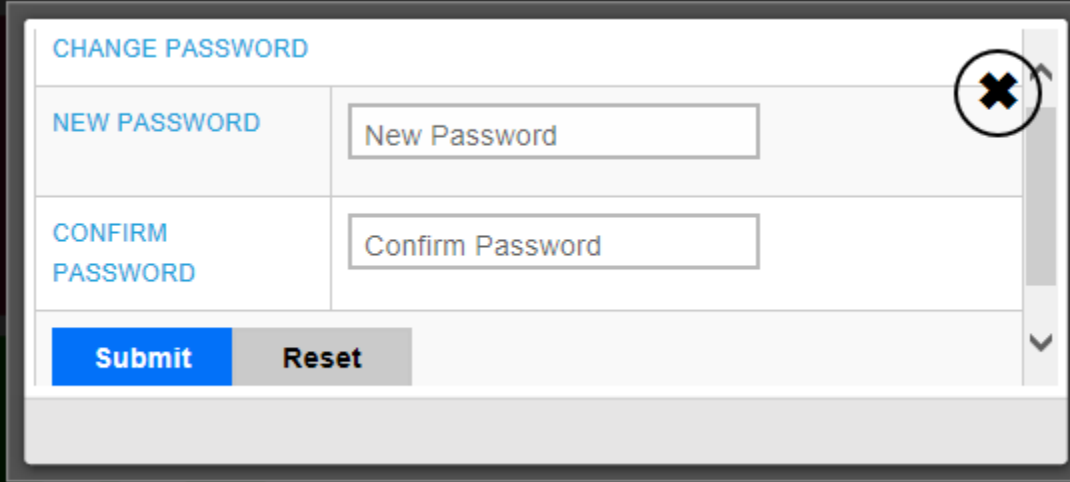


From	AAMIR AKHTER
To	<input type="text" value="Recipient"/>
Subject	<input type="text" value="Subject"/>
Description	<input type="text" value="Description"/>

Use this option to communicate with school personals, type the name of employee, insert subject and description then finally click on submit button to send the communication.



Change Password:



The image shows a web form titled "CHANGE PASSWORD". It contains two input fields: "NEW PASSWORD" and "CONFIRM PASSWORD". Below the fields are two buttons: "Submit" (in blue) and "Reset" (in grey). A circular close button with an 'X' is located in the top right corner of the form area.

Provide the new password in 'New Password' field and confirm the password which you have entered once again by entering same characters in 'Confirm Password' field click on submit button for new Password to take effect.

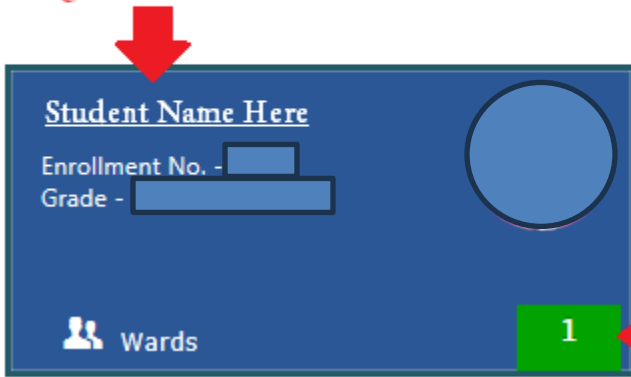
While changing the password please note down following points:

- ✓ Password should be 8 characters long.
- ✓ At least one number should be there.
- ✓ At least one capital letter.
- ✓ At least one small letter.
- ✓ At least one special character.

# Student Panel

Student panel.

Click on Student Name to get student details.



No. of wards.  
Click to view details.

Student panel displays the information about ward and redirects to Student's profile while clicking on student's name.

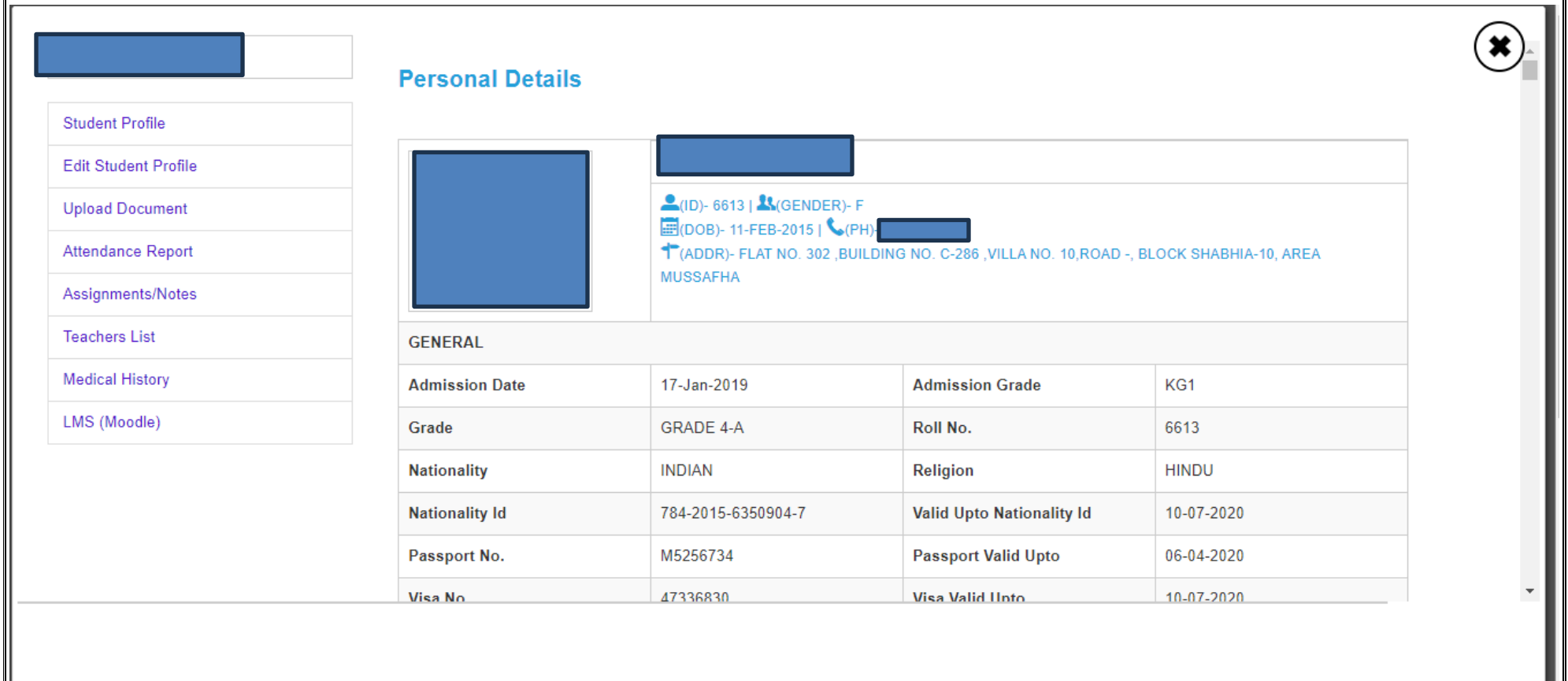
Right lower side of panel shows no. of wards registered under that particular parent.

A bottom bar appears on a mouse click on lower right corner of student panel containing the thumbnail of student image.

In case of two or more wards, click on thumbnail to appear the information of that child in student panel.

Click on the student's name to get the details of that student's.

## Student Profile:



GENERAL			
Admission Date	17-Jan-2019	Admission Grade	KG1
Grade	GRADE 4-A	Roll No.	6613
Nationality	INDIAN	Religion	HINDU
Nationality Id	784-2015-6350904-7	Valid Upto Nationality Id	10-07-2020
Passport No.	M5256734	Passport Valid Upto	06-04-2020
Visa No.	47336830	Visa Valid Upto	10-07-2020

Click on student name in student panel to get the student profile, on left sidebar of the screen user will get quick links to jump that particular portion of student profile page which appearing in main screen.

## Personal Details:

Under personal details in student's panel, parents can able to view the details like, Name, Address, Admission Date, Nationality, Class and School House etc.

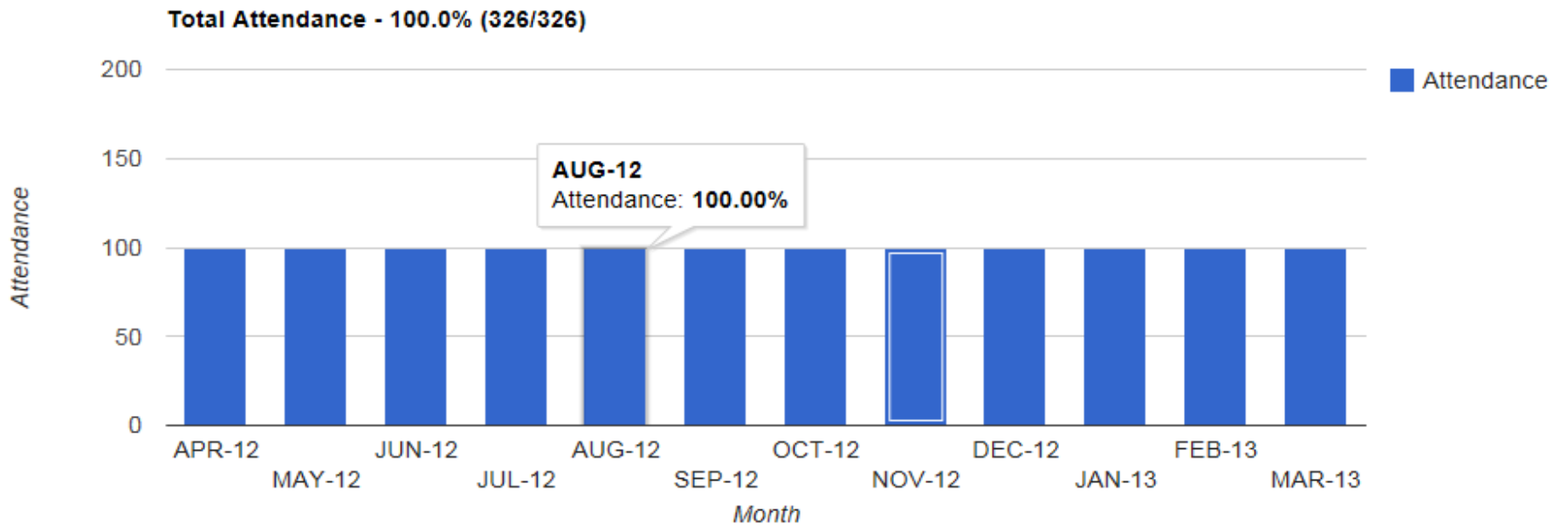
Student Profile:

To Update Student Details Click On student Profile and after completing all details click on the Update Batten.

Attendance Report:

Attendance report will be shown with the help of bar graph diagram, with attendance months aligned horizontally. Each bar will show the attendance % of that particular month in comment box on hover the cursor of mouse.

## Attendance Report








Teachers List:

Link gives the list of teachers with subjects which teacher is teaching in class, the icon of comment is located in front of teacher's name to communicate with respective subject teacher.

A new window screen pops up after a click on communicate icon, where parents can type and post their message for teacher, on same screen a hyperlink is available to refer the record of previous communications with same subject teacher.

## Subject Teachers

SR. NO.	SUBJECT	TEACHER	COMMUNICATE
1	MATHEMATICS	[REDACTED]	
2	CONV/POETRY	[REDACTED]	
3	DRAWING	[REDACTED]	
4	ENGLISH	[REDACTED]	
5	G.KNOWLEDGE	[REDACTED]	

Click to communicate with Subject Teacher.

Communicate To Teachers:

# Communicate

From	AAMIR AKHTER
To	<input type="text" value="NALIKA RODRIGO KALUTHANTHIRI (Class Teach"/> <a href="#">View Previous Communication</a>
Subject	<input type="text" value="Subject"/>
Description	<input type="text" value="Description"/>

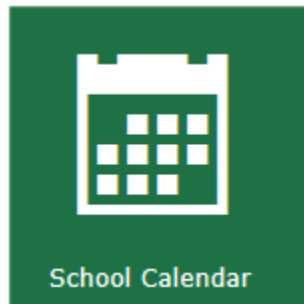
Due Fees Report:

Parents can get the report for fees dues on a single click via Due Fees Report link, report shows fees type wise details of expected amount to pay, paid fee amount and fee due amount.

## Due Fees Report

FEE TYPE	EXPECTED AMOUNT	PAID FEE AMOUNT	DUE AMOUNT
ANNUAL FEE	600.000	600.000	0.000
TUITION FEES	3750.000	2250.000	1500.000
DISCOUNT	0	0	0
TUITION FEES	3750.000	2250.000	1500.000
TRANSPORT FEE	0	600.000	0
TRANSPORT FEE	0	600.000	0
TRANSPORT FEE	0	600.000	0
ANNUAL FEE	600.000	600.000	0.000
TUITION FEES	3750.000	2250.000	1500.000

## School Calendar



Click to view  
detailed calendar.

School Calendar panel redirects user to school calendar where all the upcoming events and activities are mentioned date wise.

By default the calendar will show today's date but user can browse the calendar for previous months and future months with the help of navigation button provided on left top of the calendar.

User can direct jump to today's date while browsing the calendar for previous or future months with the help of Today button located at the left top of calendar screen.



< > today

Click to get next / previous month.

Click for today's date.

# June 2013

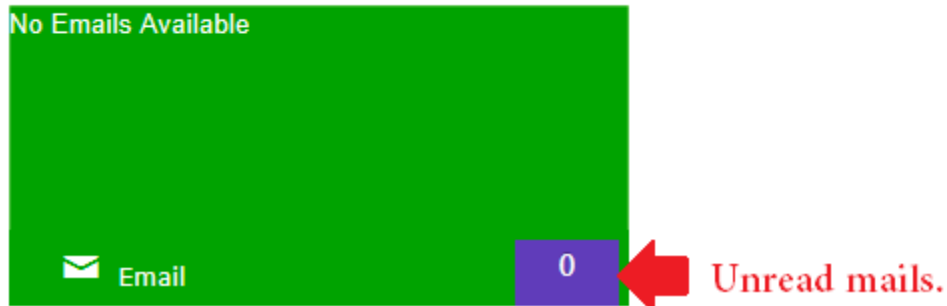


Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22



# E-mail Panel

## Email panel



E-mail panel keeps the record of all the e-mails sent from school to parent.

On right bottom corner, the panel will show the count of all unread e-mails.

To get the detailed e-mail report parents have to click on text available on left top corner.

Click on e-mail subject to get the detailed e-mail content.

# SMS Panel

## SMS panel



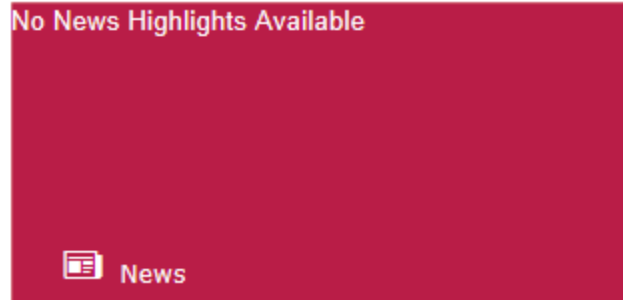
SMS panel keeps the record of all the messages sent on parent's mobile no. from school to parent.

On right bottom corner, the panel will show the count of all unseen messages.

To get the detailed SMS report parents have to click on text available on left top corner.

Click on SMS to get the detailed message content.

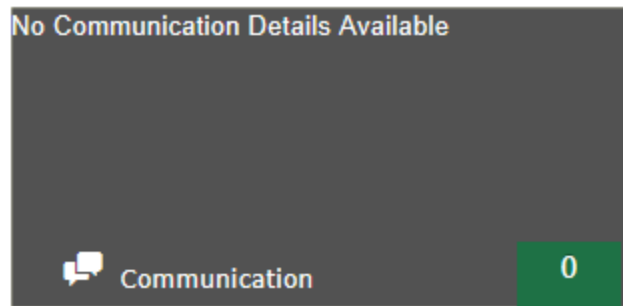
## News Panel



With the help of news panel parents are getting updates for all the latest happenings in school.

A pop up window will appear with the list of all published news from school side on hitting news panel.

Click on news headline to get the detailed content about that news.



Communication panel keeps the record of communications between parent and school personals.

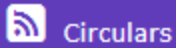
On right bottom corner, the panel will show the count of all communications.

To get the detailed communication report parents have to click on text available on left top corner.

Parents will get the list of communications with status of that communications.

## Circular Panel

No Circulars Highlights Available



Circular panel keeps the record of all the circulars sent from school to parent.

To get the detailed circular report parents have to click on text available on left top corner.

Click on subject to get the detailed circular content.



Invoice / Letters

Invoice and letters you can use for download student certificate like bonified , Stationary, Invoice ETC

To get the detailed certificate report parents have to click on text available on left top corner.

Click on subject to get the detailed certificate content.



Result Report

In student report you can see the academic year wise, exam wise report card

Clicking on tab result report you will get below screen, select parameter and see the academic result.

# Report Card



Child Name	Class	Marking Period
<input type="text"/>	<div data-bbox="865 331 1220 651"><p>--Select--</p><p>--Select--</p><p><b>GRADE 4 A [2024-2025]</b></p><p>GRADE 3 A [2023-2024]</p><p>GRADE 2 A [2022-2023]</p><p>GRADE 1 A [2021-2022]</p><p>KG2 A [2020-2021]</p><p>KG1 A [2019-2020]</p></div>	<input type="text"/>

