

# **.CONNECT EDUCATOR**

A SCHOOL MANAGEMENT SOFTWARE

## **MANUAL**



*All you need to get started with  
.Connect Educator*

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## INTRODUCTION TO .CONNECT EDUCATOR

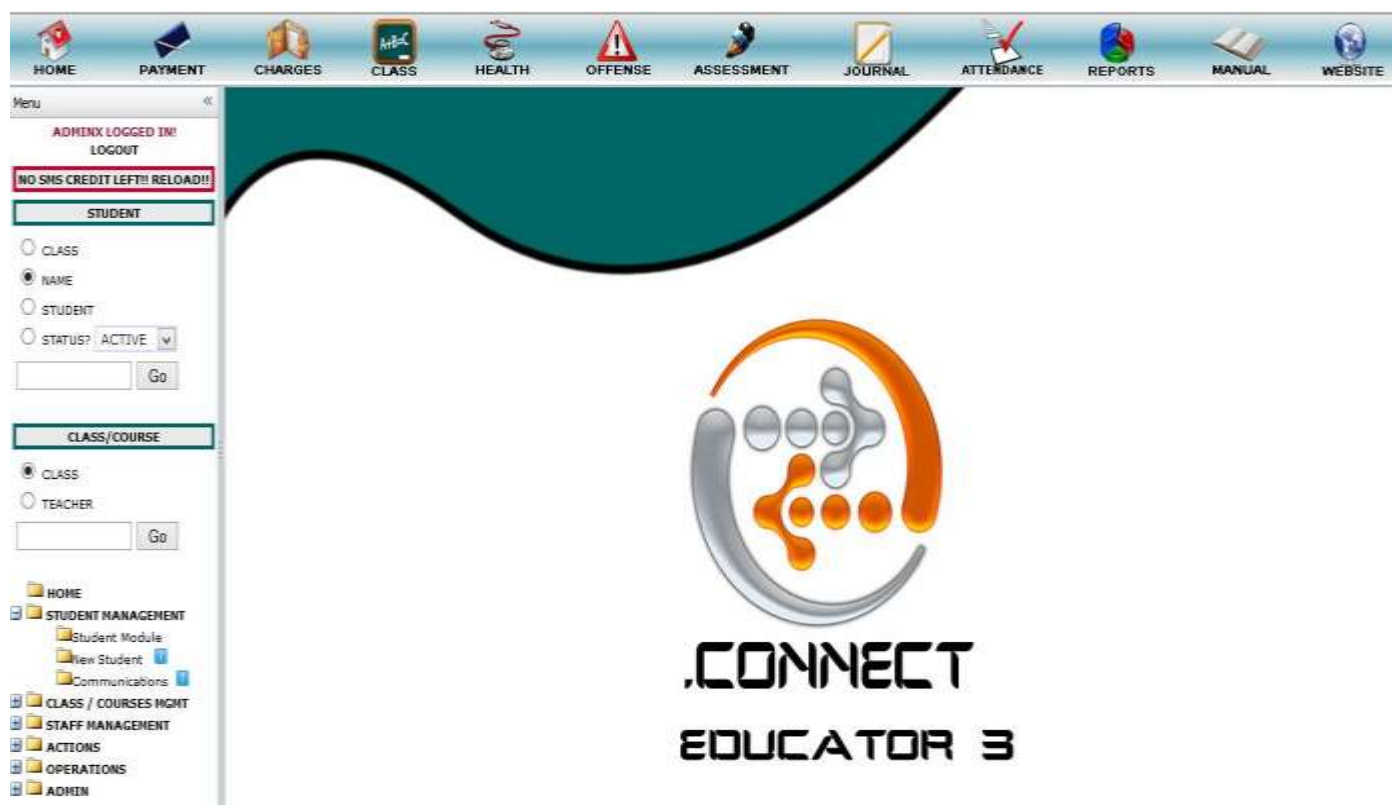
**.Connect Educator** is school management software specially designed for schools. **Connect Educator** allows the management of all school's operations that have to do with students, staffs, assessments etc. It also handles SMS alert to parents on payment receipt as well as parents real time feedback on their children's academic performance in school.

In setting up .Connect Educator for the school, there are simple steps to follow. Some of the few settings that must be done before the educator can be fully functional are collected together in the **\*Setup** under **ADMIN**.

## GETTING STARTED

### SETTING UP THE SCHOOL YEAR

**School year** is when the school begins and ends a session. For example, school year starts September 1st and ends Aug 31st the following year.



### Steps on Setting up the School Year

1. From the **Admin** menu in the left pane, click on **Set Up**
2. Select when the school year begins and ends
3. Enter the **School Year** name i.e. 2013/2014, 2014/2015
4. Click on **Load data**

--- .CONNECT EDUCATOR SETUP ---

School Y... Term Class Gro... Class Ro... Class Courses Courses ClassGro... Marks Ran... Course Weight

**ADD SCHOOLYEAR**

SCHOOLYEARFROM: SEP 1 2014 SCHOOLYEARTILL: AUG 31 2015  
 SCHOOLYEARNAME: 2014/2015 Load Data

RECORDS 1 - 4 OF 4 FIRST | LAST

**SCHOOLYEAR**

	SCHOOLYEARNAME	SCHOOLYEARFROM	SCHOOLEYEARTILL
1	2015/2016	01-SEP-15	31-AUG-16
2	2014/2015	01-SEP-14	31-AUG-15

4 RECORDS

Figure 1

## SETTING UP SCHOOL TERM

**School term** includes first term, second term, and third term.

### Steps on Setting up the school term

1. From the admin menu, click on **Set Up**
2. Click on **Term** tab,
3. Set **Term Start** date and **Term End** date
4. Select the **TERM NAME** which could be either 1st term, 2nd term or 3rd term depending on the term you want to set.
5. Click on **Load Data**.

**Note:** Please note that when setting up the term, the next term begins a day after the last term ends. For example, if 1<sup>st</sup> term ends on December 31<sup>st</sup>, then the 2<sup>nd</sup> term must begin on January 1<sup>st</sup> of the following year.

--- .CONNECT EDUCATOR SETUP ---

School Y... Term Class Gro... Class Ro... Class Courses Courses ClassGro... Marks Ran... Course Weight

**ADD TERM**

TERMSTART: SEP 1 2014 TERMEND: DEC 31 2014  
 TERMNAME: 1ST TERM Load Data

RECORDS 1 - 4 OF 4 FIRST | LAST

**TERM**

	TERMNAME	SCHOOLYEAR	TERMSTART	TERMEND	ACTIVATE
1	3RD TERM	2014/2015	16-APR-15	31-AUG-15	ACTIVATE
2	2ND TERM	2014/2015	01-JAN-15	15-APR-15	ACTIVATE
3	1ST TERM	2014/2015	01-SEP-14	31-DEC-14	ACTIVE

4 RECORDS

Figure 2

## SETTING UP CLASS GROUP

**ClassGroup** is the collection of classes under a group. In other words, it is a way of putting classes together into categories for the purpose of effecting a common change at once on the members of the category. **ClassGroup** stands as parent to classes. For example, JSS1A, JSS1B are classes while JSS1 is a classgroup for all the classes of JSS1.

## Steps on Setting up a ClassGroup

1. From the **Admin** menu, click on **Set Up**
2. Click on **ClassGroup** tab
3. Enter the **ClassGroup** name in the **CLASSGROUPNAME** field
4. Select the appropriate **ClassGroupType**. The Class group type selected determines the report card system that will be used.
5. Click on **Load Data**

ADD CLASS GROUP

CLASS GROUP NAME:

CLASS GROUP TYPE: --- SELECT ONE ---

Load Data

RECORDS 1 - 10 OF 10 FIRST | LAST

CLASS GROUP		
	CLASS GROUP NAME	CLASS GROUP TYPE
1	GRADE FIVE	NURSERY / PRIMARY
2	GRADE FOUR	NURSERY / PRIMARY
3	GRADE ONE	NURSERY / PRIMARY
4	GRADE SIX	NURSERY / PRIMARY
5	GRADE THREE	NURSERY / PRIMARY
6	GRADE TWO	NURSERY / PRIMARY
7	NURSERY ONE	NURSERY / PRIMARY
8	NURSERY TWO	NURSERY / PRIMARY
9	OUT OF SCHOOL	

Figure 3

## SETTING UP ROOM


**Room** is the name of the classes and other rooms that exist in the school. Rooms in the school is where academic activities are being done. For example, laboratory, library, JSS 1B etc. In case of rooms where teachings are being done, you can use the same name for the **Class** name and **Room** name.

### Steps on Setting up Room


1. From the **Admin** menu, click on **Set Up**
2. Click on **Class Room** tab
3. Enter the **Room** name in the **ROOMNAME** field
4. Click on **Load Data**

--- .CONNECT EDUCATOR SETUP ---

School Y... Term Class Gro... Class Ro... Class Courses Courses ClassGro... Marks Ran... Course Weight

**ADD ROOM** 




ROOMNAME: TODDLER JASPER

LOCATION: MAIN CAMPUS 

MAXSTUDENTS: 100

**Load Data**

RECORDS 1 - 18 OF 18 FIRST | LAST

**ROOM**   

18 RECORDS





	ROOMNAME	MAXSTUDENTS	
1	TODDLER JASPER	100	 / 
2	TODDLER BETA	100	 / 

Figure 4

## SETTING UP CLASS

Setting up the class is very important in preparing the software for the school use.

### Steps on Setting up the Class

1. From the **Admin** menu, click on **Set Up**
2. Click on **Class** tab
3. Before the Class can be set up, the **Staff Dept** and **Staff** must have been set. To setup Staff Department and Staff, go to **Steps on How to Add New Staff Dept** and **Adding New Staff** on page 11 or you make use of the **Staff Dept** and **Staff** tabs under **Class** tab in the **Setup**.
4. Under **Class**, we have 3 sub modules where you set up the staff department, staff, and the class.
5. Click on **Class** then select and enter appropriately.
6. Click on **Load Data**

--- .CONNECT EDUCATOR SETUP ---

School Y...	Term	Class Gro...	Class Ro...	Class	Courses	Courses ClassGro...	Marks Ran...	Course Weight	
Staff Dept	St...	Class							

**ADD CLASS**

**CLASSNAME:** GRADE 1A  
**STAFF:** ABIMBOLA FUNMI

**CLASSGROUP:** GRADE 1  
**MAXSTUDENTS:** 50

**ROOM:** GRADE 1 SAPPHIRE  
**CLASSTYPE:** GRADE 1 SAPPHIRE

Load New Data

RECORDS 1 - 20 OF 20 FIRST | LAST

**CLASS**

	CLASSNAME	TEACHER	CLASSTYPE	STUDENTS	MAX	OCCUPANCY%	
1	GRADE 1A	ALPHA TITILAYO	GRADE 1 SAPPHIRE	32	50	64.00%	
2	GRADE 1B	DADA OLUBUKOLA	GRADE 1 TOPAZ	0	50	0.00%	
3	GRADE 2A	ADEJUMO ORENEYI	GRADE 2 LOVE	12	50	24.00%	

Figure 5

## SETTING UP COURSES

**Courses** are the subjects being offered in the school i.e. mathematics, literature, geography, rhymes etc.

### Steps on Setting up Courses

1. From the **Admin** menu, click on **Set Up**
2. Click on **Courses**
3. Enter the **Course** name
4. Click on **Load Data**

--- .CONNECT EDUCATOR SETUP ---

School Y...	Term	Class Gro...	Class Ro...	Class	Courses	Courses ClassGro...	Marks Ran...	Course Weight
-------------	------	--------------	-------------	-------	---------	---------------------	--------------	---------------

**ADD COURSE**

**COURSENAME:** BASIC SCIENCE  
**COURSECODE:** B.SC  
**COURSETYPE:** COMPULSORY

Load Data

RECORDS 1 - 20 OF 32 FIRST | NEXT | LAST

**COURSE**

	COURSENAME	COURSECODE	COURSETYPE	
1	BASIC SCIENCE	B.SC	COMPULSORY	
2	C.R.K / I.R.K	CRK/IRK	COMPULSORY	

Figure 6



## SETTING UP COURSES CLASS GROUP

**Courses ClassGroup** is where courses are assigned to **Class Groups**

### Steps on Setting up Courses Class Group

1. From the **Admin** menu, click on **Set Up**
2. Click on **Courses Class Group**
3. Select the courses by holding on control or shift key to select multiple courses while you select the appropriate classgroup for the selected courses.
4. Click on **Load Data**

Repeat this process for the courses as you assign them to each class group.

The screenshot shows the '.CONNECT EDUCATOR SETUP' interface. At the top, there are tabs for 'School Y...', 'Term', 'Class Gro...', 'Class Ro...', 'Class', 'Courses', 'Courses ClassGro...', 'Marks Ran...', and 'Course Weight'. The 'Courses ClassGro...' tab is active. Below the tabs is a form titled 'ADD COURSECLASSGROUP'. The form has three fields: 'COURSE:' with a dropdown menu showing 'BASIC SCIENCE', 'CLASSGROUP:' with a dropdown menu showing 'GRADE 1', and 'COMPULSORY:' with a dropdown menu showing 'YES'. A 'Load Data' button is to the right of the 'COMPULSORY:' field. Below the form, there is a status bar that says 'RECORDS 1 - 20 OF 120 FIRST | NEXT | LAST'. Below the status bar, there is a green banner that says 'RECORD ADDED!!!'. Below the banner, there is a table titled 'COURSECLASSGROUP'. The table has three columns: 'COURSENAME', 'CLASSGROUP', and 'COMPULSORY'. There are two rows of data: 1. BASIC SCIENCE, GRADE 1, YES; 2. ECONOMICS, JSS 3, YES. To the right of the table, there is a '20 RECORDS' label and some icons.

	COURSENAME	CLASSGROUP	COMPULSORY
1	BASIC SCIENCE	GRADE 1	YES
2	ECONOMICS	JSS 3	YES

Figure 7

## SETTING UP MARKS RANGE

**Marks Range** is where you set the school's grading system i.e. marks from 80- 100 **A GRADE**

### Steps on Setting up Marks Range

1. From the **Admin** menu, click on **Set Up**
2. Click on **Marks Range**
3. Add marks range name. e.g. Grade A
4. Enter the grade letter. E.g A, B, F9, C4, etc.
5. Set the corresponding marks range in the **Marksfrom** and **Marksto** fields.
6. Click on **Load Data**

--- .CONNECT EDUCATOR SETUP ---

School Y... Term Class Gro... Class Ro... Class Courses Courses ClassGro... Marks Ran... Course Weight

**ADD MARKSRANGE**

MARKSRANGENAME: A GRADE GRADELETTER: A

MARKSFROM: 90 MARKSTO: 100

**Load Data**

RECORDS 1 - 5 OF 5 FIRST | LAST

**RECORD ADDED!!!**

**MARKSRANGE**

5 RECORDS

	MARKSRANGENAME	MARKSFROM	MARKSTO	GRADELETTER
1	A GRADE	90	100	A
2	B GRADE	70	89	B

Figure 8

## SETTING UP COURSE WEIGHT

**Course Weight** is the maximum mark that can be obtained in assignment, test and exam.

### Steps on Setting up Course Weight

1. From the **Admin** menu, click on **Setup**.
2. Click on **Course Weight**.
3. Select the current term.
4. Enter the maximum mark obtainable in test assignment and exam as shown in the diagram below.
5. If the marks entered in the **Assignment**, **Tests** and **Exam** is the same for all the courses in the school, select **ALL COURSES** in the **COURSE** field. If there are exceptions for some courses you can then edit by clicking on the edit button.
6. Click on **Load Data**.

If no course weight is set for a new term, the course weight of the last term is automatically applied for the new term.

--- .CONNECT EDUCATOR SETUP ---

School Y... Term Class Gro... Class Ro... Class Courses Courses ClassGro... Marks Ran... Course Weight

**ADD COURSEWEIGHT**

TERM: 2014/2015 1ST TERM COURSE: GRADE 1-BASIC SCIENCE

ASSIGNMENT: 20 TESTS: 20 EXAM: 60

**Load Data**

RECORDS 1 - 20 OF 3105 FIRST | NEXT | LAST

**RECORD ADDED!!!**

**COURSEWEIGHT**

20 RECORDS

	TERM	COURSE	TEST TYPE	WEIGHT
1	2014/2015 - 1ST TERM	GRADE 1-BASIC SCIENCE	EXAM	60.0
2	2014/2015 - 1ST TERM	GRADE 1-BASIC SCIENCE	TEST	20.0
3	2014/2015 - 1ST TERM	GRADE 1-BASIC SCIENCE	ASSIGNMENT	20.0

Figure 9

**Note:** Once the setups above are completed under the **\*Setup**, the software is ready for use while other settings can be continued in the ADMIN and other sections on the left pane.

## STUDENT MANAGEMENT

The Student Management section comprises of three parts;

- i. **Student Module:** This is like a cabinet containing student files and each documents are different activities that can be carried out on a student. To deal with any student, just click on the student's name.
- ii. **New Student:** This is where you enter/register new student into the school.
- iii. **Communication:** This part of Student Management keeps the records of all the SMS that has been sent regardless of purpose and recipient.

### STEPS ON HOW TO ADD NEW STUDENT

This is where a **New Student** is being entered or registered.

1. From the **Student Management** menu, click on **New Student**
2. Add the student info from the first tab (Student Information) to the last tab (Other Information)
3. It is important you add the student's parent names and phone numbers in the **Parent/Guardian** tab. Also, add the student's phone number in the phone number field under the **Student Address** tab. If no number is available, it could give an error.
4. Click on **Load Data**

The screenshot shows a web application interface for adding a new student. The title bar at the top says 'ADD STUDENT'. Below it is a tabbed interface with five tabs: 'STUDENT INFORMATION', 'STUDENT ADDRE...', 'ADMISSION INFORMATION', 'PARENT / GUARDL...', and 'OTHER INFORMATL...'. The 'STUDENT INFORMATION' tab is currently selected. It contains several form fields with the following values: FIRST NAME: badmus, LAST NAME: abigail, MIDDLE NAME: temitope, GENDER: FEMALE (selected from a dropdown), DATE OF BIRTH: JAN 1 2013 (selected from date pickers), CLASS: GRADE 1A (selected from a dropdown), STUDENT TYPE: DAY (selected from a dropdown), and STUDENT STATUS: ACTIVE (selected from a dropdown). There are 'Load New Data' buttons at the top right and bottom right of the form area.

Figure 10

### STEPS ON HOW TO ADD NEW STAFF

This is where **New Staff** is entered.

1. From **Staff Management** menu, click on **New Staff**
2. Add staff information
3. Click on **Load Data**

Figure 11

## STEPS ON HOW TO ADD STAFF COURSE

**Staff Course** is assigning a course to staff. As a school administrator, you will want to have all the records of teachers and the courses they take in each class they teach. To assign courses to teacher for classes, follow the steps below.

1. From **Staff Management** menu, click on **Staff Course**.
2. Select course from the **COURSE** pull down button.
3. Select the class group that the teacher is to teach the course selected.  
(You can make multiple selection by holding on Ctrl key and clicking the **ClassGroup**)
4. Select the **Staff**.
5. Select **Yes** to show that the teacher has accepted to teach the course.
6. Click on **Load data**

	COURSE	GROUP	STAFF	ACTIVE	
1	BASIC SCIENCE	J.S.S 2	ABIMBOLA FUNMI	YES	
2	GRAMMAR	J.S.S 2	IDONGHESIT COMFORT	YES	

Figure 12

## STEPS ON HOW TO CREATE CHARGE TYPE

This is where the different type of **Student Charge Type** are entered. The charge type are the various charges that exist in the school. For example, Tuition, Sport Fee, Medical, etc.

1. From the admin set up menu, click on **Charge Type**
2. Add the charge type
3. Click on **Load Data**

The screenshot shows a web interface for adding charge types. At the top, there is a header 'ADD CHARGETYPE'. Below it, a text input field contains 'CHARGETYPENAME: CARDIGAN'. A 'Load Data' button is positioned below the input field. Below the button, a status bar indicates 'RECORDS 1 - 20 OF 28 FIRST | NEXT | LAST'. The main section is a table titled 'CHARGETYPE' with a search icon, a filter icon, and a print icon in the top right corner. The table has a column header 'CHARGETYPENAME' and a '20 RECORDS' indicator. The table contains three rows of data:

	CHARGETYPENAME	
1	BALANCE B/F	
2	BASKETBALL	
3	CARDIGAN	

Figure 13

## STEPS ON HOW TO ENTER CHARGES FOR STUDENTS, CLASS OR CLASSGROUP

Charges can be applied in three different ways; **i.** You can charge a whole class group. E.g Lab Practical Fee for SS 1. **ii.** A particular class (e.g JS1A, PRY 2B) can be charged without affecting other students in the other classes and **iii.** Charge can be applied to only a particular student.

To enter a charge for a particular student (also known as personal charge) without affecting any other student, follow the steps below.

1. From student management menu, click on **Student Module** to search for student name
2. Click on the **name of the student**
3. Click on **Billing**
4. We have 3 sub modules under billing; charges, payment, and statement
5. Click on **Charges**
6. Select what to charge on.
7. The student name will already appear in the Student field likewise, the student's class group and current term.
8. Enter the amount for the charge.
9. Click on **Load Data**

To enter a charge for a particular class (also known as class charge), follow the steps below.

1. Click on the **Class Module**.
2. Click on the class you want to charge.
3. Click on **Billing** (you will automatically be taken under charge tab).
4. Select the **Charge Type** and enter the amount for the charge type. Make sure **All Student** is selected in the student field.
5. Click on **Load Data** to complete.

You can search for a class by first selecting CLASS in the Navigation Panel and then type the class name as show in this figure below. Click Go.

**NO SMS CREDIT LEFT!!  
RELOAD!!**

**STUDENT**

☒ CLASS  
☐ NAME  
☐ STUDENT  
☐ STATUS? ACTIVE

Figure 14

PREV
--- ABIGAIL BADMUS ---

Gene...
Time Table
Attendance
Billing
Events
Assessments
Communica...
Analyt...
Reports Cards

Charges
Payments
Statement

**ADD CHARGE**

**CHARGETYPE:** CARDIGAN

**STUDENT:** ABIGAIL BADMUS

**CLASSGROUP:** JSS 3

**TERM:** 2014/2015 - 1ST TERM

**AMOUNT:** 1000

**CHARGEDUEDATE:** 2014-10-22

**RECORD ADDED!!!**

**1ST TERM CHARGES**

#	STUDENT	CHARGETYPE	AMOUNT	DUE DATE	NOTES
<b>JSS 3 CHARGES</b>					
<b>TOTAL CLASS GROUP CHARGES</b>			0.00		
<b>TOTAL CLASS CHARGES</b>			0.00		
<b>ABIGAIL BADMUS CHARGES</b>					
1	ABIGAIL BADMUS	CARDIGAN	1,000.00	2014-10-22	
<b>TOTAL PERSONAL CHARGES</b>			1,000.00		
<b>TOTAL 1ST TERM CHARGES</b>			1,000.00		

Figure 15

Another way to search for a class is by clicking on the CLASS MODULE and then click on the class name. In any of the two methods used, after getting into the Class Profile Module, click on **Billing** tab and complete the step by making appropriate selection of charge type and click on **Load Data** when your are done selecting.

## STEPS ON HOW TO DISCOUNT STUDENT CHARGES

To discount student charges means to consider some students in a class for a deduction in charges.

For example, let's create a 10% discount on tuition fee (charge type) for some students in a class.

To do this;

1. Create another charge type called **Tuition Fee Discount**

2. After charging the entire class on **Tuition Fee**, go into each student to be discounted one by one (also known as personal charge) and charge them Tuition Fee Discount but the amount will be in negative (e.g -5000 as 10% of 50000, -2000 as 10% of 20000) depending on the amount you wish to discount.

**Note:** The Tuition Fee is a class charge while the Tuition Fee Discount is a personal charge.

## STEPS ON HOW TO ADD STUDENT PAYMENT

This is where the **student payment** for example, **school fees, sport wear, cardigan** are entered.

1. Click on Student Module and click on the student's name or type the student's name in the search field after you have selected **Name** radio button as shown in Figure 14 above and click on the student name in order to get into the student's personal profile.
2. Click on **Billing** tab.
3. Click on **Payment** tab.
4. Enter the amount the student is paying in the **Amount** field.
5. Select the appropriate charge you are applying the payment to in **Apply To** drop down.
6. Enter note (like teller number, cheque number or any info you wish to keep along with the payment for clarity purpose).
7. Click on **Load Data**.

**Note:** Whenever a discounted charge is paid completely, click the edit button in front of the payment as highlighted below and click on **Update Date** in order to clear the discounted amount from the **Apply To** field.

**ADD STUDENT PAYMENT**

CLASS: GRADE 1A AMOUNT: 500 TERM: 2014/2015 - 1ST TERM  
 STUDENT: ABIODUN KAREEM PAYMENTTIME: 2014-09-23 APPLY TO: 2014/2015-1ST TERM-GRADE 1  
 PAYMENTTYPE: CASH NOTES: PROMISES TO PAY BALANCE NEXT **Load Data**

RECORDS 1 - 20 OF 1121 FIRST | NEXT | LAST

**STUDENT PAYMENT**

STUDENT	AMOUNT	PMTBALANCE	PAYMENTTIME	APPLYTO	NOTES	
1 ABIODUN KAREEM	500.00	500.00	23-SEP-14	2014/2015-1ST TERM-GRADE 1-CARDIGAN	PROMISES TO PAY BALANCE NEXT WEEK	[Print] [Edit] [Delete]
2 NDUBUISI WINIFRED	1,500.00	0.00	11-SEP-14	2014/2015-1ST TERM-GRADE 2-CHOROGRAPHY		[Print] [Edit] [Delete]
3 NDUBUISI WINIFRED	1,000.00	1,000.00	11-SEP-14	2014/2015-1ST TERM-GRADE 2-DEV. LEVY		[Print] [Edit] [Delete]

20 RECORDS

Figure 16

## STEPS ON HOW TO PRINT PAYMENT RECEIPT

This feature is also known as e-receipt. In order to print receipt for every payment made,

1. Enter into the particular student's personal profile by clicking on his or her name in the **Student Module**.
2. Click on **Billing**.
3. Click on **Payment**.
4. From the list of payments made so far, click on the **Print** icon in front of any of the payment you wish to print receipt for.
5. The receipt will be opened for a preview on a new page, you can then use the windows print method to print by pressing **Ctrl P**.



## STEPS ON HOW TO ADD/SCHEDULE TEST AND EXAM

One of the beautiful feature of Connect Educator is the ability to enter student's test/exam scores and generate a well prepared report card. In order to generate a report card for a student, the following must have been in place;

- i. All the courses/subjects offered in the school must have been loaded.
- ii. All the courses/subjects must have been assigned to the appropriate class groups.
- iii. Course weight for each course/subject must have been assigned.

After ensuring that all the requirements above have been met, follow the steps below;

1. From class/courses management, click on **Add Test**
2. Select the appropriate **Course/Class Group**; depending on how courses are being assigned to class groups.
3. Select the test type (i.e exam, test or assignment).
4. Enter the **MaxScore** and **Pass Mark**
5. You can set the **Test Time** or leave it at the default value (setting or leaving it has no effect)
6. Click on **Load Data**

**Note:** If what is selected in **Test Type** is EXAM that means you are scheduling an exam and if what is selected is TEST that means you are scheduling a test, if it is an ASSIGNMENT, you are scheduling assignment. You can schedule as many as possible exam, test and assignment for a particular course in a class group (course/class group). **Consult the customer care service for assistance.**

The screenshot shows the 'ADD TEST' form with the following fields: COURSE/ CLASS GROUP: GRADE 1-BASIC SCIENCE, TESTTYPE: EXAM, MAXSCORE: 60, PASS MARK: 30, and TESTTIME: 2014-09-22 10:30 AM. A 'Load New Data' button is present. Below the form is a table titled 'TEST' with 14 records. The table has columns: COURSE / CLASSGROUP, TYPE, MAXSCORE, PASSMARK, and TESTTIME. The first two records are: 1. GRADE 1-BASIC SCIENCE, EXAM 1, 60.0, 30.0, 22-SEP-14 10:30 AM; 2. JSS 3-ECONOMICS, ASSIGNMENT 1, 20.0, 10.0, 12-SEP-14 09:55 AM.

	COURSE / CLASSGROUP	TYPE	MAXSCORE	PASSMARK	TESTTIME
1	GRADE 1-BASIC SCIENCE	EXAM 1	60.0	30.0	22-SEP-14 10:30 AM
2	JSS 3-ECONOMICS	ASSIGNMENT 1	20.0	10.0	12-SEP-14 09:55 AM

Figure 17

## STEPS ON HOW TO ENTER STUDENT'S TEST/ASSESSMENT

Now that the test or exam has been scheduled, written and marked, the next thing is to enter the scores into the record of each student. It can be done into two ways. But the most efficient way is to;

1. Click on the **Class Module** under the **Class/Course Management** in the left pane.
2. On the screen appears two sections; one for the class and the other for the courses. The section for the courses is a as a result of the course to class assigning that has been done.





Figure 18

3. Locate the courses as they are assigned to each classgroup and click on the one you wish to enter test score for.
4. Click on **Assessment** tab.
5. Click on **Assessment View** tab
6. Click on the **Edit** button
7. Enter the assessment score for each student as displayed on the page.
8. Click on **Update Data** button to load.

Repeat this process for all the courses in each class group.

The second way of entering student's assessment is by;

1. From the home menu, click on **Assessment**



Figure 19

2. Select the class group and click on **Select Class Group**. All the scheduled test (Add Test) for the class group will appear on the screen by assignment, test or exam.

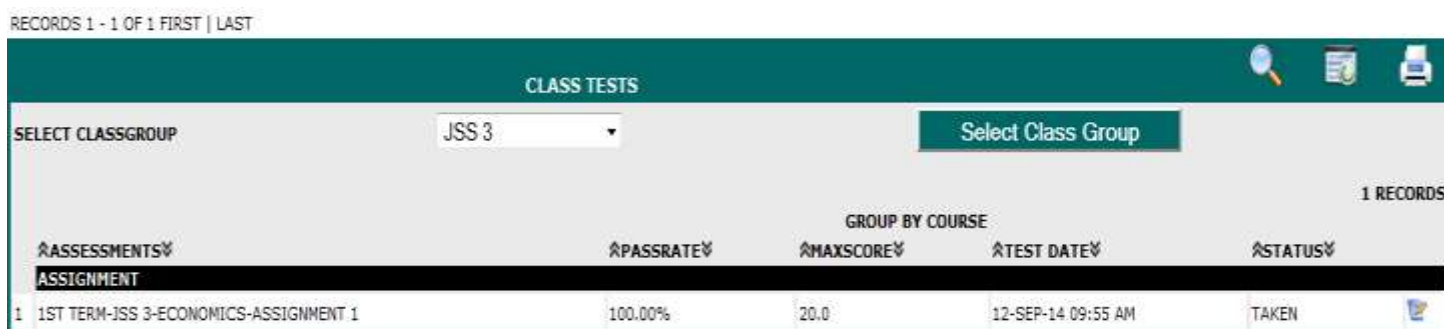


Figure 20

3. Click on **Edit** button that is on the line of the course and class-group to enter assessment scores.
4. Enter the students' scores in the box provided in front of their names.

- Click on **Update Data** when you are done.

The screenshot shows a web interface titled 'STUDENTTEST'. At the top, there's a header with a search icon, a calendar icon, and a printer icon. Below the header, there's a section for 'Update Data'. The main area displays a table with the following data:

TEST: 1ST TERM-JSS 3-ECONOMICS-ASSIGNMENT 1	CLASS: JSS 3	STUDENT:	MARK:	NOTES:
1.	ABIGAIL BADMUS	15.0 /20.0		

Below the table, there is a green button labeled 'Update Data'.

Figure 21

## STEPS ON HOW TO ADD STUDENT ATTENDANCE

**Student Attendance** is where you mark the student either **Present**, **Absent** or **Late**

- From the action menu, click on **Add attendance** or you click on the **Attendance** icon as shown in Figure 19 above
- Select the class

The screenshot shows a web interface titled 'ADD STUDENT ATTENDANCE'. It features a 'SELECT CLASS' dropdown menu set to 'GRADE 1A' and a 'Select Class' button. Below this is a 'Mark Attendance' button. The 'ATTENDANCE DATE:' is set to '2014-09-22'. There are three radio buttons for 'PRESENT', 'LATE', and 'ABSENT'. A 'Load New Data' button is at the bottom right. The interface indicates '0 RECORDS'.

Figure 22

- Mark attendance by clicking on the appropriate radio button (either present, late or absent) in front of each student's name.
- Click on **Mark Attendance** button to mark the attendance.

**Note:** If you subscribe to our SMS package, the parent of the students that are marked absent will be alerted via SMS, informing them of their children's/wards' absence from school. But, you must connect the computer to the internet when doing this.

The screenshot shows a web interface titled 'ADD STUDENT ATTENDANCE FOR GRADE 1A'. It features a 'SELECT CLASS' dropdown menu set to 'GRADE 1A' and a 'Select Class' button. Below this is a 'Mark Attendance' button. The 'ATTENDANCE DATE:' is set to '2014-09-22'. There are three radio buttons for 'PRESENT', 'LATE', and 'ABSENT'. A 'Load New Data' button is at the bottom right. The interface indicates '32 RECORDS'.

STUDENT	PRESENT	LATE	ABSENT
1. ABJODUN KAREEM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. ADEGBOYEGA ADEGBENRO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. ADELUSI RIGHTEOUS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. AKANDE MOFIEYIJOLUWA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 23

## STEPS ON HOW TO ADD DISCIPLINE

This is where the **student disciplines** for example, **strokes of cane; warning, suspension** etc are entered.

1. From the action menu, click on **Add discipline**
2. Select class

STUDENT	OFFENSE	OFFENSEACTION
---------	---------	---------------

Figure 24

3. Enter offense and offense action

STUDENT	OFFENSE	OFFENSEACTION
1 ABIODUN KAREEM	FIGHTING	CANE
2 ADEGBOYEGA ADEGBENRO	CHEWING GUM	WARNING

Figure 25

## STEPS ON HOW TO ADD CONTRACTOR

**A contractor** is a person that carries out a specific job or supplies material to the school

1. From the operation menu, click **on contractor**
2. Add contractor
3. Click on **Load data**

ADD CONTRACTOR

CONTRACTOR NAME: mr adekunle

ADDRESS1: 12, irewolede street

ADDRESS2: agbado crossing

CITY: agbado

STATE: l

PHONE: agbado

EMAIL: bakarekunle@yahoo.com

REPNAME: bakare

Load Data

RECORDS 1 - 6 OF 6 FIRST | LAST

CONTRACTORS

6 RECORDS

CONTRACTORSID	CONTRACTOR NAME	ADDRESS1	ADDRESS2	CITY	STATE	PHONE	EMAIL	REPNAME	
6	MR ADEKUNLE	12, IREWOLEDE STREET	AGBADO CROSSING	AGBADO	L	09063665139	BAKAREKUNLE@YAHOO.COM	BAKARE	 
4	MR JOHN	LAGOS	LAGOSL	L	L	090			 

Figure 26

## STEPS ON HOW TO ADD EXPENSE CATEGORY

This is where different types of school **expenses** are entered.

1. From operations menu, click on **Expense category**
2. Add the expense category
3. Click on **Load data**

ADD EXPENSECATEGORY

EXPENSECATEGORYNAME: MAINTAINANCE

Load Data

RECORDS 1 - 8 OF 8 FIRST | LAST

EXPENSECATEGORY

8 RECORDS







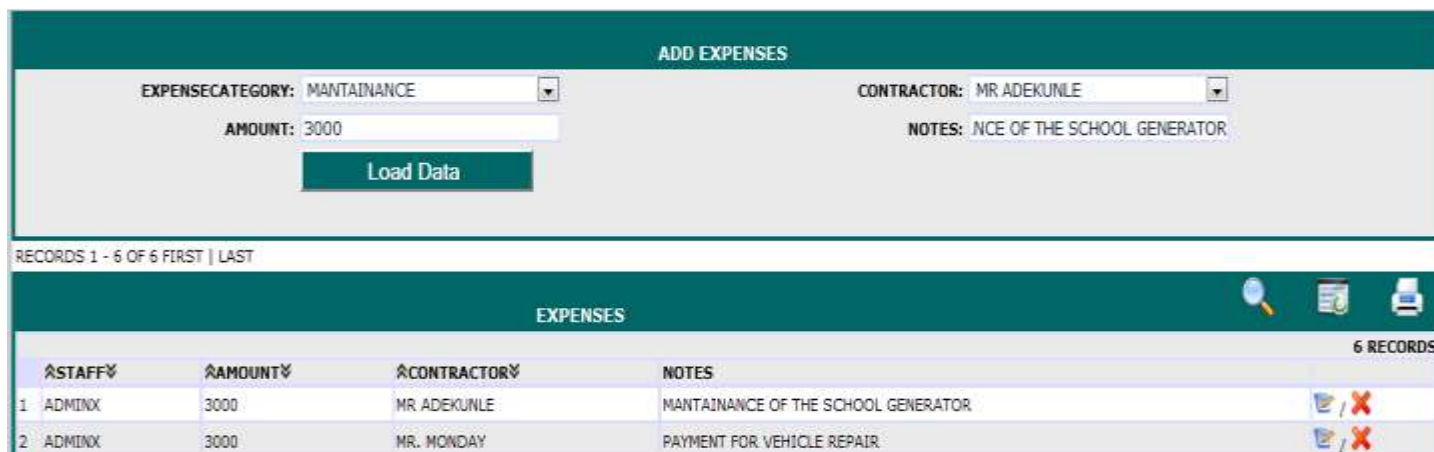
	EXPENSECATEGORYNAME	
1	COMPUTER SOFTWARE	 
2	FOOD	 
3	MANTAINANCE	 

Figure 27

## STEPS ON HOW TO ADD EXPENSES

This is where the **real expenses** are been entered for example, **maintenance, vehicle repair** etc.

1. From the operation menu, click on **Expenses**
2. Add expenses
3. Click on **Load data**



The screenshot shows the 'ADD EXPENSES' form with the following fields: EXPENSECATEGORY: MANTAINANCE, AMOUNT: 3000, CONTRACTOR: MR. ADEKUNLE, and NOTES: NCE OF THE SCHOOL GENERATOR. A 'Load Data' button is present. Below the form, a table titled 'EXPENSES' displays 6 records. The table has columns for STAFF, AMOUNT, CONTRACTOR, and NOTES. The first two records are visible.

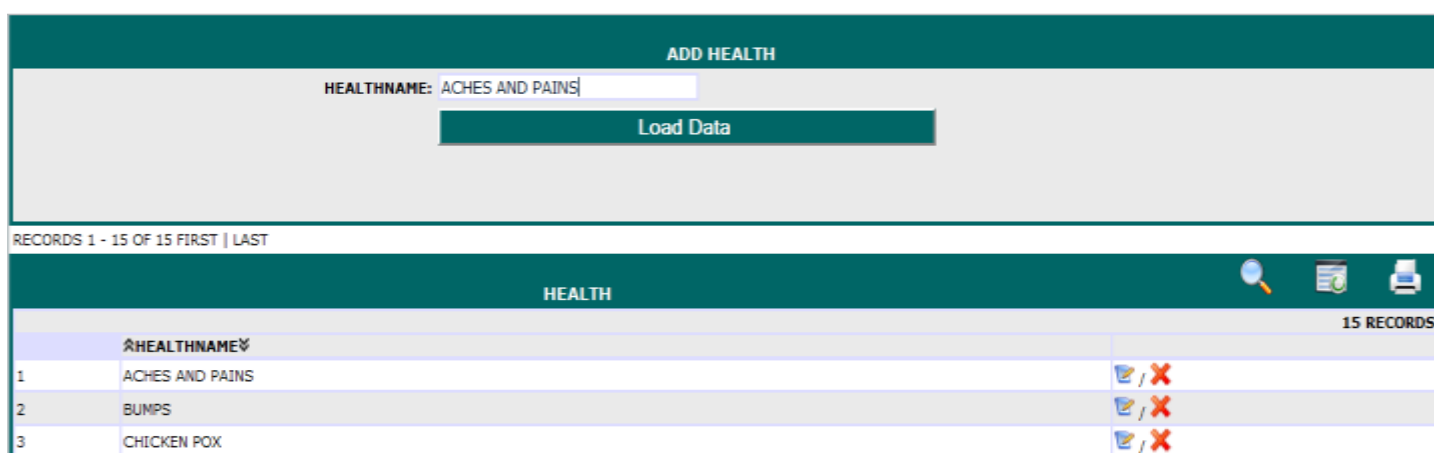
STAFF	AMOUNT	CONTRACTOR	NOTES
1 ADMINX	3000	MR. ADEKUNLE	MANTAINANCE OF THE SCHOOL GENERATOR
2 ADMINX	3000	MR. MONDAY	PAYMENT FOR VEHICLE REPAIR

Figure 28

## STEPS ON HOW TO ADD HEALTH

This is where different type of **student health record** is kept.

1. From the admin set up, click on **Health**
2. Add health name
3. Click on **Load data**



The screenshot shows the 'ADD HEALTH' form with the following fields: HEALTHNAME: ACHES AND PAINS, and a 'Load Data' button. Below the form, a table titled 'HEALTH' displays 15 records. The table has a column for HEALTHNAME. The first three records are visible.

HEALTHNAME
1 ACHES AND PAINS
2 BUMPS
3 CHICKEN POX

Figure 29

## STEPS ON HOW TO ADD PERIOD

**Period** is the time fixed for student to be receiving their lectures

1. From the admin set up , click on **period**
2. Add period
3. Click on **Load data**

The screenshot shows the 'ADD PERIOD' form at the top with the following fields: PERIODNAME: 1ST PERIOD, TERM: 1ST TERM, PERIODFROM: 08:00 AM, and PERIODTO: 08:40 AM. Below the form is a 'Load Data' button. The bottom part of the screenshot shows a table titled 'PERIOD' with 8 records. The table has columns for PERIODNAME, PERIODFROM, PERIODTO, and DURATION. The records are as follows:

	PERIODNAME	PERIODFROM	PERIODTO	DURATION
1	1ST PERIOD	08:00 AM	08:40 AM	40 MINS
2	2ND PERIOD	08:40 AM	09:20 AM	40 MINS
3	3RD PERIOD	09:20 AM	10:00 AM	40 MINS
4	4TH PERIOD	10:00 AM	10:40 AM	40 MINS
5	5TH PERIOD	10:40 AM	11:20 AM	40 MINS
6	BREAK TIME	12:00 PM	01:00 PM	60 MINS
7	6TH PERIOD	01:00 PM	01:40 PM	40 MINS
8	7TH PERIOD	01:20 PM	02:00 PM	40 MINS

Figure 30

## STEPS ON HOW TO ADD ROLE

This is where the **staffs' role** is entered. For example, **junior teacher, head teacher** etc.

1. From admin set up , click on **Role**
2. Add role name and the department
3. Click on **Load data**

The screenshot shows the 'ADD ROLE' form at the top with the following fields: ROLENAME: JNR ADMIN and DEPARTMENT: ADMIN/ACCOUNT. Below the form is a 'Load Data' button. The bottom part of the screenshot shows a table titled 'ROLE' with 6 records. The table has columns for ROLENAME and DEPARTMENT. The records are as follows:

	ROLENAME	DEPARTMENT
1	JNR ADMIN	ADMINISTRATION
2	JNR TEACHER	TEACHER
3	PRINCIPAL	ADMINISTRATION
4	PROPRIETOR	ADMINISTRATION
5	SNR TEACHER	TEACHER
6	SNR ADMIN	ADMINISTRATION

Figure 31

## STEPS ON HOW TO UPLOAD SCHOOL LOGO

This is where the **school logo** is been uploaded

1. From the admin set up menu , click on **school logo**
2. Click on browse to search for the logo you want to upload



The screenshot shows a web interface titled "SCHOOL PICTURE UPLOAD SYSTEM". Below the title, there is a section labeled "UPLOAD SCHOOL LOGO". Under this section, there is a label "UPLOAD PIC:" followed by a "Browse..." button and the text "TRANSPARENT LOGO.fw.png". Below this, there is an "Upload Picture" button.

Figure 32

3. Click on **upload picture**



Figure 33

## STEPS ON HOW TO ADD THE STUDENT STATUS

This is where the **student status** is been added for example, **active**, **graduated** etc.

1. From the admin set up menu , click on **student status**
2. Add student status name
3. Click on **Load data**

ADD STUDENTSTATUS

STUDENTSTATUSNAME: ACTIVE

Load Data

RECORDS 1 - 5 OF 5 FIRST | LAST

STUDENTSTATUS		5 RECORDS
	STUDENTSTATUSNAME	
1	ACTIVE	
2	SUSPENDED	
3	EXPELLED	
4	WITHDRAWN	
5	GRADUATED	

Figure 34

## STEPS ON HOW TO ADD STAFF STATUS

This is where the **staff status** is entered. For example, **active, inactive, retired** etc.

1. From the admin set up menu , click on **staff status**
2. Add staff status name
3. Click on **Load data**

ADD STAFFSTATUS

STUDENTSTATUSNAME: ACTIVE

Load Data

RECORDS 1 - 5 OF 5 FIRST | LAST











STAFFSTATUS		5 RECORDS
	STAFFSTATUSNAME	
1	ACTIVE	 / 
2	INACTIVE	 / 
3	RETIRED	 / 
4	SUSPENSION	 / 
5	SACKED	 / 

Figure 35

## STEPS ON HOW TO ADD STUDENT TYPE

This where the **student type** is entered. For example, boarding, day.

1. From the admin set up menu , click on **student type**
2. Add student type name
3. Click on **Load data**



ADD STUDENTTYPE

STUDENTTYPENAME: DAY

Load Data

RECORDS 1 - 2 OF 2 FIRST | LAST

STUDENTTYPE		
STUDENTTYPENAME		
1	BOARDING	
2	DAY	

Figure 36

## STEPS ON HOW TO ADD PARENT TYPE

This is where the **parent type** is entered. For example, **mother, father, uncle** etc.

1. From admin set up menu , click on **parent type**
2. Add parent type name
3. Click on **Load data**

ADD PARENTTYPE

PARENTTYPENAME: MOTHER

Load Data

RECORDS 1 - 9 OF 9 FIRST | LAST

PARENTTYPE		
PARENTTYPENAME		
1	AUNT	
2	FATHER	
3	GRANDFATHER	
4	GRANDMOTHER	
5	LAWYER	
6	LEGAL GUARDIAN	

Figure 37

## STEPS ON HOW TO UPLOAD THE STUDENT PASSPORT / PICTURES

This is where the **student passport** is been uploaded

1. From the student management menu , click on **student module** to search for the name of the student
2. Click on the student name
3. It shows a page , click on general
4. We have 2 sub modules under general which are (**student and parent**)
5. Click on student
6. We also have 3 sub modules under student (**student data , modify student data and student I d card**)

7. Click on **modify student data**

Figure 38

8. Click on **Load picture**
9. Load picture takes you to where your pictures are
10. Click on **update data**

FIRST NAME:	AANU
LAST NAME:	ADEJUMO
MIDDLE NAME:	
GENDER:	FEMALE
DATE OF BIRTH:	18-APR-14
AGE:	0 YRS
CLASS:	TODDLER JASPER
STUDENT TYPE:	DAY
ADDRESS:	IPAJA
CITY:	LAGOS
STATE:	LAGOS
COUNTRY:	NIGERIA
PHONE:	000
EMAIL:	
ADMISSION DATE:	01-JAN-14
ADMISSION CLASS:	TODDLER JASPER
ADMISSION NO:	
ID MARKS:	
EXIT DATE:	01-JAN-00
EXIT CLASS:	TODDLER JASPER
EXIT NO:	0
RELIGION:	CHRISTIAN
PREVIOUS SCHOOL:	
TRANSPORT:	0
SPECIAL NEEDS:	

Figure 39

## STEPS ON HOW TO SEARCH / VIEW STUDENT REPORT CARD

This is where you view the **student report card**

1. From the student management menu , click on **student module** to search for the name of the student
2. Click on the **student name**
3. Click on **report card**
4. Enter the name of the student , class , and term
5. Click on **search button**

PREV --- ABIGAIL BADMUS --- FW

Gene... Time Table Attendance Billing Events Assessments Communica... Analyt... Reports Cards

SEARCH REPORT CARDS

STUDENT: ABIGAIL BADMUS CLASS: JSS 3 TERM: 1ST TERM 2014/2015

SEARCH

2014/2015 - 1ST TERM REPORT CARD CLASS: JSS 3

PERSONAL DATA				SCORES	
SURNAME	ABIGAIL	FIRSTNAME	BADMUS	TERM AGG.SCORE	15.00 /
AGE	SYRS	GENDER	FEMALE	YEAR AGG.SCORE	15.00 /

ATTENDANCE RECORD				HEALTH / PHYSICAL DEVELOPMENT			
OPENED	PRESENT	LATE	ABSENT	HEIGHT		WEIGHT	
2	1 (50.00)%	0 (0.00)%	1 (50.00)%	BEGIN	END	BEGIN	END
CONDUCT	GREEN:	RED:	COMMENTS:				

CURRENT RESULTS					
#	SUBJECT	1ST TERM CA	1ST TERM EXAM	1ST TERM TOTAL	1ST TERM GRADE
1	ECONOMICS	15.00	0.0	15.0	

Figure 40

## STEPS ON HOW TO ADD COURSE PERIOD

This is where the **time or period** is been assigned to courses

1. From class/courses management , click on **course period**
2. Add course period (**by adding the course staff , class and rooms for receiving the lectures**)
3. Click on the **periods and days for the course**
4. Click on **Load data**

ADD COURSEPERIOD

COURSESTAFF: GRADE 1 BASIC SCIENCE-ABIM CLASS: GRADE 1A

PERIOD: ☒ 1ST ☒ 2ND ☐ 3RD ☐ 4TH ☐ 5TH ☐ 6TH ☐ 7TH ☐ BRE

ROOM: GRADE 1 SAPPHIRE

DAYS: ☒ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT ☐ SUN

Load Data

RECORDS 1 - 20 OF 27 FIRST | NEXT | LAST

COURSEPERIOD				
#	COURSENAME	PERIOD	CLASS	ROOM
1	BASIC SCIENCE - ABIMBOLA FUNMI	MON- 1ST PERIOD	GRADE 1A	GRADE 1 SAPPHIRE
2	BASIC SCIENCE - ABIMBOLA FUNMI	MON- 2ND PERIOD	GRADE 1A	GRADE 1 SAPPHIRE
3	MATHEMATICS - CHRIS TONIA	MON- 2ND PERIOD	J.S.S 2	J.S.S 2
4	MATHEMATICS - CHRIS TONIA	MON- 3RD PERIOD	J.S.S 2	J.S.S 2

20 RECORDS

Figure 41

Thanks for taking your time to study this manual. For more enquiries, support and further training, you can reach us via the following contacts;

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**E-mail Address:** [info@etnconnect.com](mailto:info@etnconnect.com)

**Twitter:** @etnconnect @connectededucator

**Facebook:** [www.facebook.com/etnconnect](http://www.facebook.com/etnconnect)

**Website:** [www.etnconnect.com/connectededucator](http://www.etnconnect.com/connectededucator)