

# **.CONNECT EDUCATOR**

## **MANUAL**

**VERSION 4.0**

# OVERVIEW

The purpose of this manual is to give step by step instructions of how to use **.Connect Educator**, a School Management Software. **In .Connect Educator**, the System will be categorized into two modules:

- Administrative Modules
- Financial Modules

# LOGGING IN

The **.Connect Educator** software is accessed on your computer by opening a browser and typing in **"localhost:8500/connectededucator"** directly from the server or **serverIP address:8500/connectededucator** OR by double-clicking on the browser shortcut created for you on your desktop.

Once the page is opened, type in your unique username and password, click "LOG IN" and you are in.



# GETTING STARTED - SET UP SCHOOL YEAR

This involves setting up the School year, Term, Classroom, Class, Courses, Course Class Group, Marks range, Course Weight etc.

From "admin" menu, click on the "Set up" just like in the image below:

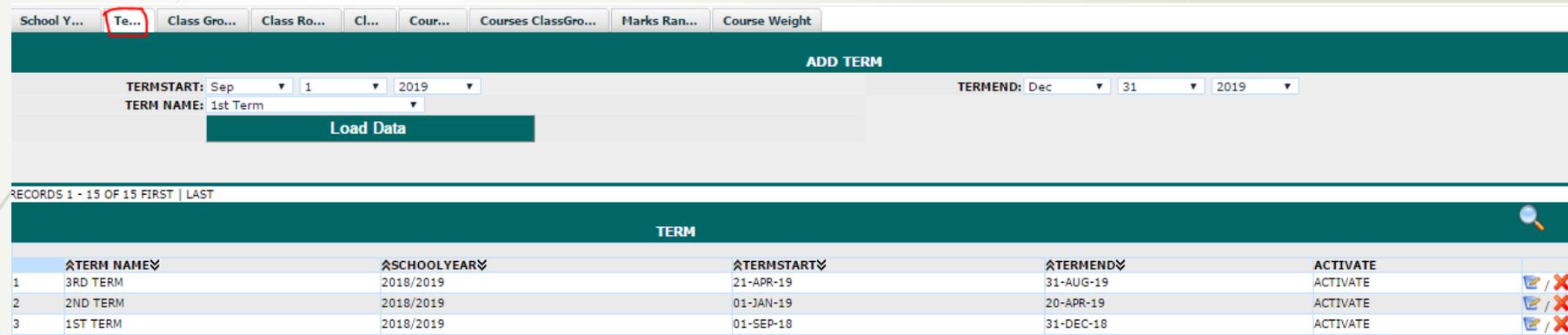


The set up page will be displayed just like the image below. You will start set up by clicking the menus (highlighted in red) one after the other starting from number 1, 2, 3..... 9

**N.B - School year** is the duration of a school session. For example, extensively, school year starts September 1st and ends Aug 31st the following year.

# SCHOOL TERM

Involves the creation of terms. It is important that a new term starts immediately a new one ends; there shouldn't be a gap in the dates.

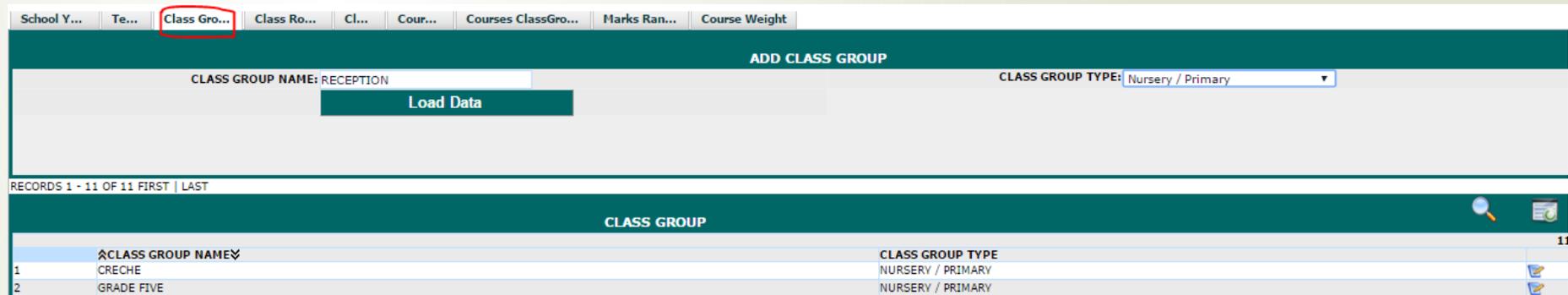


Records 1 - 15 of 15 First | Last

	TERM				
	TERM NAME	SCHOOLYEAR	TERMSTART	TERMEND	ACTIVATE
1	3RD TERM	2018/2019	21-APR-19	31-AUG-19	ACTIVATE
2	2ND TERM	2018/2019	01-JAN-19	20-APR-19	ACTIVATE
3	1ST TERM	2018/2019	01-SEP-18	31-DEC-18	ACTIVATE

# CLASS GROUP

This is where you set up all class groups in the school. Class Groups are the main classes in a school i.e. if a school has Classes like, JSS1A, JSS1B, JSS1C the class group is JSS1.



Records 1 - 11 of 11 First | Last

	CLASS GROUP	
	CLASS GROUP NAME	CLASS GROUP TYPE
1	CRECHE	NURSERY / PRIMARY
2	GRADE FIVE	NURSERY / PRIMARY

# CLASS ROOM

Includes all the rooms in the school where the students/pupils will be having their classes.

ROOM		
ROOM NAME	MAXSTUDENTS	
1 GENERAL	500	
2 MUSIC ROOM	200	
3 ART ROOM	200	

# CLASS

Creation of classes e.g. JSS1A, JSS1B, JSS1C. The first two tabs; staff department and staff will have to be filled and uploaded before the class details will be loaded. This is because staff responsible for each class will be linked to said class during class creation.

CLASS						
CLASS NAME	TEACHERS	CLASS TYPE	STUDENTS	MAX	OCCUPANCY%	
1 CRECHE	ANTHONIA SOWANDE	GENERAL	8	50	16.00%	
2 EXPELLED		GENERAL	0	1	0.00%	
3 GRADE FIVE JADE	ABIMBOLA SOGBESAN	GENERAL	12	25	48.00%	
4 GRADE FIVE RUBY	HARUNA ADIGUN	GENERAL	11	25	44.00%	

# COURSES

Are all the course the school is in to i.e. mathematics, literature, geography, English language etc.

School Y... Te... Class Gro... Class Ro... Cl... **Cour...** Courses ClassGro... Marks Ran... Course Weight

**ADD COURSE** ⓘ

COURSE NAME: ENGLISH LANGUAGE  
COURSE PARENT: --- SELECT ONE ---

COURSE CODE: ENG  
COURSE TYPE: COMPULSORY

Load Data

RECORDS 1 - 20 OF 33 FIRST | NEXT | LAST

COURSE			
^COURSE NAME^	^COURSE CODE^	COURSE PARENT	^COURSE TYPE^
1 ARTS AND CRAFT	ARTS		NON GRADABLE
2 C.R.K	CRK		COMPULSORY
3 COMMUNICATION AND LANG.	CL		NON GRADABLE
4 COMPR/READING	COMPUR	LITERACY	COMPULSORY

# COURSES CLASS GROUP

This is where courses are linked to the Class groups offering them. You can multi-select courses and classes by pressing ctrl key down + clicking on the courses or classes you want.

School Y... Te... Class Gro... Class Ro... Cl... Cour... **Courses ClassGro...** Marks Ran... Course Weight

**ADD COURSE/CLASS GROUP** ⓘ

COURSE: COMMUNICATION AND LANG.  
CLASS GROUP: GRADE ONE

Load Data

RECORDS 1 - 20 OF 138 FIRST | NEXT | LAST

COURSE/CLASS GROUP		
^COURSE NAME^	^CLASS GROUP^	^COMPULSORY^
1 HANDWRITING	GRADE TWO	YES
2 HANDWRITING	GRADE THREE	YES
3 HANDWRITING	GRADE SIX	YES

# MARKS RANGE

is ranging the student's grade i.e. marks from 80- 100 **A GRADE**

ADD MARKSRANGE

MARKSRANGE NAME: VERY GOOD      GRADELETTER: B  
MARKSFROM: 80      MARKSTO: 89  
CLASS GROUP TYPE: Nursery / Primary      Load Data

RECORDS 1 - 6 OF 6 FIRST | LAST

	MARKSRANGE NAME	MARKSFROM	MARKSTO	GRADELETTER	CLASS GROUP TYPE
1	AVERAGE	60	69	D	NURSERY / PRIMARY
2	B.AVERAGE	50	59	E	NURSERY / PRIMARY
3	EXCELLENT	90	100	A	NURSERY / PRIMARY

# COURSE WEIGHT

is the total mark obtainable in Assignment, Test and Exam.

ADD COURSE WEIGHT

TERM: 2015/2016 2nd Term      COURSE: ALL COURSES  
ASSIGNMENT: 10 %  
TESTS: 30 %  
EXAM: 60 %      Load Data

RECORDS 1 - 20 OF 1269 FIRST | NEXT | LAST

	TERM	COURSE	TEST TYPE	WEIGHT
1	2015/2016 - 1ST TERM	GRADE TWO-HANDWRITING	EXAM	60.0
2	2015/2016 - 1ST TERM	GRADE TWO-HANDWRITING	TEST	40.0
3	2015/2016 - 1ST TERM	GRADE TWO-HANDWRITING	ASSIGNMENT	0.0
4	2015/2016 - 1ST TERM	GRADE THREE-HANDWRITING	EXAM	60.0

# STEPS IN HOW TO ADD NEW STUDENT

This is where **new students** are entered. From the student management menu, click on **new student**, Add the student information, ensure all highlighted tabs are filled one after the other for each student, but tab 5 is optional. Then, **Load data**.

Menu

ADMINX LOGGED IN!  
LOGOUT

NO SMS CREDIT LEFT!!  
RELOAD!!

STUDENT

CLASS

NAME

STUDENT

STATUS? ACTIVE

Go

CLASS/COURSE

CLASS

TEACHER

Go

HOME

STUDENT MANAGEMENT

Student Module

New Student

Communications

ADD STUDENT

Load New Data

STUDENT INFORMATION

STUDENT ADDR...

ADMISSION INFORMATION

PARENT / GUARDIAN

OTHER INFORMATION

FIRST NAME: JOHN

LAST NAME: DAVID

MIDDLE NAME: E

GENDER: Male

DATE OF BIRTH: Feb 9 2010

CLASS: GRADE ONE JADE

STUDENT TYPE: Day

STUDENT STATUS: ACTIVE

Load New Data

# ADD NEW STAFF

This is where **new staff** is entered. From staff management menu, click on **new staff**, Add staff information, ensure all highlighted tabs are filled before loading data

Menu

CLASS/COURSE

CLASS

TEACHER

HOME

STUDENT MANAGEMENT

CLASS / COURSES MGMT

STAFF MANAGEMENT

Staff Module

Staff Course

New Staff ✓

Access Control

ADD STAFF

Load New Data

STAFF INFORMATI... 1

STAFF ADDRE... 2

EMPLOYMENT INFORMATI... 3

FIRST NAME: ADENIJI

LAST NAME: AKINWALE

MIDDLE NAME: TUNDE

GENDER: Male

DATE OF BIRTH: Feb 9 1982

DEPARTMENT: JSS1B

ROLE: SNR TEACHER

# ADDING STAFF COURSE

To link staff and the courses they take, click staff course tab, select the course, you can hold down the control key on your keyboard to select more courses if the staff involved teaches multiple courses, select the teacher and load data

19 SMS CREDITS LEFT!!  
RELOAD!!

STUDENT

- CLASS
- NAME
- STUDENT
- STATUS? ACTIVE

Go

CLASS/COURSE

- CLASS
- TEACHER

Go

HOME

- STUDENT MANAGEMENT
- CLASS / COURSES MGMT
- STAFF MANAGEMENT
  - Staff Module
  - Staff Course ✓
  - New Staff
  - Access Control

ADD COURSE STAFF

COURSE: AGRICULTURAL SCIENCE CLASS GROUP:

AKINWALE ADENJI  
LAWAL OLALEKAN  
STAFF: LEKAN ADEOTI ACTIVE: Yes

Load Data

RECORDS 1 - 11 OF 11 FIRST | LAST

COURSESTAFF

^COURSE^	^GROUP^	^STAFF^	^ACTIVE^	
1	BIOLOGY	SS2	LEKAN ADEOTI	YES
2	FINANCIAL ACCOUNT	SSI	USMAN YUSSUF	YES
3	ICT	JSS1	LAWAL OLALEKAN	YES
4	ICT	JSS2	LAWAL OLALEKAN	YES
5	ICT	JSS3	LAWAL OLALEKAN	YES
6	ICT	JSS1	USMAN YUSSUF	YES
7	ICT	JSS2	USMAN YUSSUF	YES

## STEPS IN HOW TO CREATE CHARGE TYPE

This is where the different type of **student charge type** are entered. E.g. Tuition, School Bus, Stationeries etc. From the admin set up menu, click on **charge type**, Add the charge type, Click on **Load data**.

Menu

- HOME
- STUDENT MANAGEMENT
- CLASS / COURSES MGMT
- STAFF MANAGEMENT
- PARENT MANAGEMENT
- ACTIONS
- OPERATIONS
- ADMIN
  - Setup
  - Actions
  - Charge Types ✓
  - Department
  - Effort
  - Health
  - Location
  - Offense
  - Offense Action
  - Parent Type
  - Payment Type
  - Period

ADD CHARGETYPE

CHARGETYPE NAME: UNIFORM

Load Data

RECORDS 1 - 6 OF 6 FIRST | LAST

CHARGETYPE

^CHARGETYPE NAME^	
1	DAMAGES
2	END OF YEAR PARTY
3	EXCURSION
4	ICT/COMMUNICATION
5	TEXT BOOK
6	TUITION FEE

# HOW TO ADD STUDENT'S CHARGES

This is where the **student charges** are added. For example, **school fees, cardigan sport wear** etc.

From the class module, click on billing then click charges, select charge type, in the student name space, select **"ALL STUDENT"**, choose the term, input amount and load data. The charge automatically links to every student in that class.

The left screenshot shows a table of classes with the following data:

CLASS	TEACHER	STUDENTS
1 EXPELLED		0
2 GRADUATED		0
3 JSS1A	USMAN YUSSUF	3
4 JSS2A	LAWAL OLALEKAN	3
5 JSS3A	USMAN YUSSUF	2
6 SS1A	LAWAL OLALEKAN	1
7 SS2A	LEKAN ADEOTI	1
8 SS3A	LEKAN ADEOTI	5
9 WITHDRAWN		0

The right screenshot shows the 'ADD CHARGE' form with the following fields:

- CHARGE TYPE: EXCURSION
- STUDENT: --- ALL STUDENTS ---
- CLASS GROUP: JSS1
- TERM: 2015/2016 - 2nd Term
- AMOUNT: 10000
- CHARGEDUE DATE: Mar 9

# HOW TO ADD TESTS

From class/courses management, click on **Add test**, Add test by course/class group, Click on **Load data**

The courses can be multi selected;  
(press ctrl + select the courses)

The 'ADD TEST' form shows the following fields:

- COURSE / CLASS GROUP: JSS1-MATHEMATICS
- TEST TYPE: EXAM
- TEST TIME: 2016-02-09 01:12 PM

The 'Load New Data' button is highlighted with a blue arrow.



# UPLOADING STUDENTS TEST SCORES

This is where students test and examination scores are uploaded.

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



Select the class group

RECORDS 1 - 10 OF 10 FIRST | LAST

**CLASS TESTS**

SELECT CLASSGROUP: JSS1 Select Class Group

ASSESSMENTS	PASSRATE	GROUP BY COURSE MAXSCORE	TEST DATE	STATUS	10 RECOR
<b>ASSIGNMENT</b>					
1 2ND TERM-JSS1-ENGLISH LANGUAGE-ASSIGNMENT 1	0.00%	10.0	09-FEB-16 01:00 PM	NOT TAKEN	
2 2ND TERM-JSS1-ICT-ASSIGNMENT 1	0.00%	10.0	09-FEB-16 01:00 PM	NOT TAKEN	
3 2ND TERM-JSS1-MATHEMATICS-ASSIGNMENT 1	0.00%	10.0	09-FEB-16 01:00 PM	NOT TAKEN	
4 2ND TERM-JSS1-YORUBA-ASSIGNMENT 1	0.00%	10.0	09-FEB-16 01:00 PM	NOT TAKEN	
<b>TEST</b>					
5 2ND TERM-JSS1-ENGLISH LANGUAGE-TEST 1	0.00%	30.0	09-FEB-16 01:50 PM	NOT TAKEN	
6 2ND TERM-JSS1-ICT-TEST 1	0.00%	30.0	09-FEB-16 01:50 PM	NOT TAKEN	
7 2ND TERM-JSS1-MATHEMATICS-TEST 1	0.00%	30.0	09-FEB-16 01:50 PM	NOT TAKEN	
8 2ND TERM-JSS1-YORUBA-TEST 1	0.00%	30.0	09-FEB-16 01:50 PM	NOT TAKEN	
<b>EXAM</b>					
9 2ND TERM-JSS1-MATHEMATICS-EXAM 1	0.00%	100.0	09-FEB-16 01:37 PM	NOT TAKEN	
10 2ND TERM-JSS1-YORUBA-EXAM 1	0.00%	100.0	09-FEB-16 01:37 PM	NOT TAKEN	

Click on the **edit button** to add the student mark and update data

**STUDENT TEST**

TEST: 2ND TERM-JSS1-MATHEMATICS-EXAM 2 CLASS: JSS1A

STUDENT:

	MARK:	NOTES:
1. ABIGAIL AKINLOTAN	78 /100.0	
2. OLAMIDE OLAOSEBIKAN	94 /100.0	
3. OMAR LAWAL	66 /100.0	

**Update Data**

# TAKING STUDENT ATTENDANCE

To take students' attendance, click on **Add attendance**, Select the class, check the column applicable to each student and update data.

ADD STUDENT ATTENDANCE FOR GRADE SIX RUBY

SELECT CLASS: GRADE SIX RUBY Select Class

Mark Attendance

ATTENDANCE DATE: 2016-02-09

STUDENT	PRESENT	LATE	ABSENT
1 ADESOLA EBUNOLUWA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 ADEVINKA AVOMIKUN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 AKINRINSOLA INIOLUWA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 ANUOLUWAPO OGUNNUBI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 ASAN DOOCHIVIR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 AVIM SELMA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7 ENANG OKON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 ENEMUO CHARLES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 ESABUNOR-NUKIE OVWATA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10 OBADAN NAOMI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 OKOUGBO ONOME	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 OLUKAYODE OLUWATODIMU	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 OMEIKE AUDREY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17 REC

# STEPS IN HOW TO ADD STUDENT PAYMENT

This is where **student payment** are loaded. From the action menu, click on **payment**, select the class, input amount, select the term, student name, apply to the charge and load data.

**ADD STUDENT PAYMENT**

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

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	 
2 NDUBUISI WINIFRED	1,500.00	0.00	11-SEP-14	2014/2015-1ST TERM-GRADE 2-CHOROGRAPHY		 
3 NDUBUISI WINIFRED	1,000.00	1,000.00	11-SEP-14	2014/2015-1ST TERM-GRADE 2-DEV. LEVY		 

20 RECORDS

# ADDING CONTRACTORS

From the operation menu, click **on contractor**, Add contactor, Click on **Load data**.

**ADD EXPENSES**

<b>EXPENSECATEGORY:</b> MANTAINANCE	<b>CONTRACTOR:</b> MR ADEKUNLE
<b>AMOUNT:</b> 3000	<b>NOTES:</b> NCE OF THE SCHOOL GENERATOR

**Load Data**

RECORDS 1 - 6 OF 6 FIRST | LAST

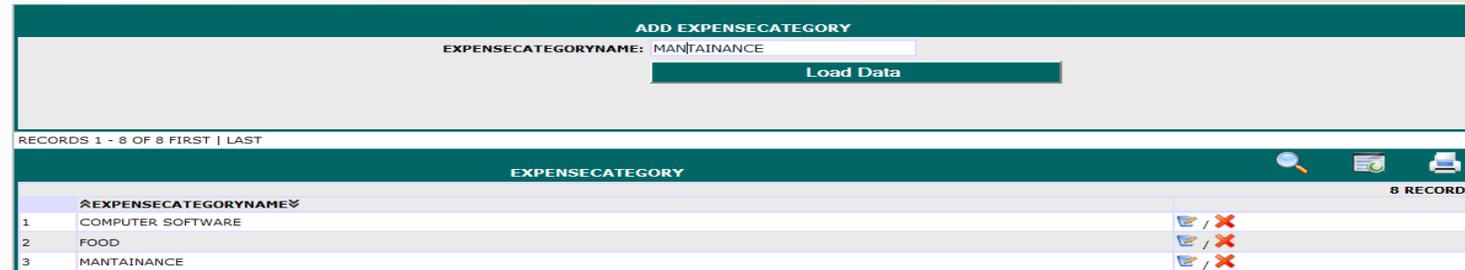
**EXPENSES**

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

6 RECORDS

# ADDING EXPENSE CATEGORY

This is where different types of school **expenses** are entered. From operations menu, click on **Expense category**, Add the expense category, Click on **Load data**

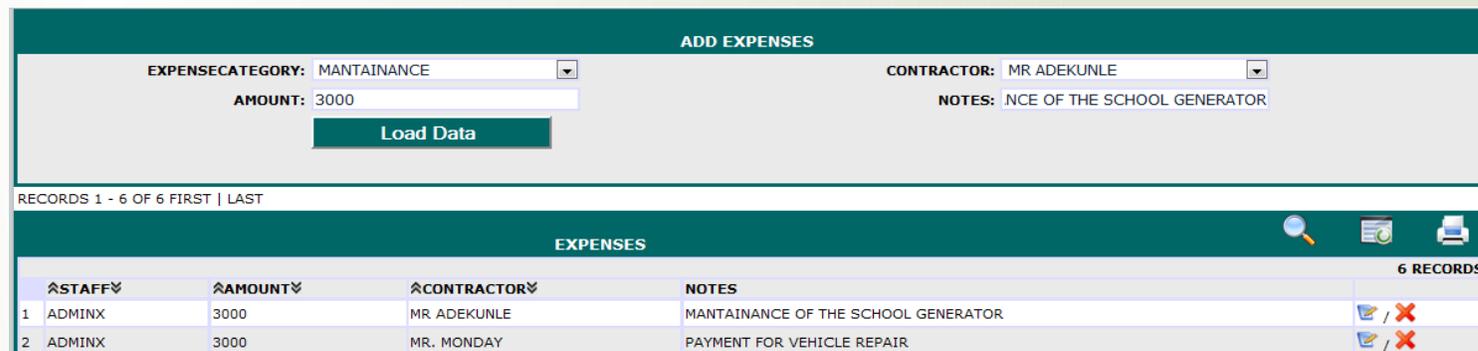


RECORDS 1 - 8 OF 8 FIRST | LAST

EXPENSECATEGORY		8 RECORDS	
EXPENSECATEGORYNAME			
1	COMPUTER SOFTWARE		
2	FOOD		
3	MANTAINANCE		

# HOW TO ADD EXPENSES

This is where the **expenses** are entered e.g. **maintenance, vehicle repair** etc. From the operation menu, click on **Expenses**, Add expenses and Click on **Load data**

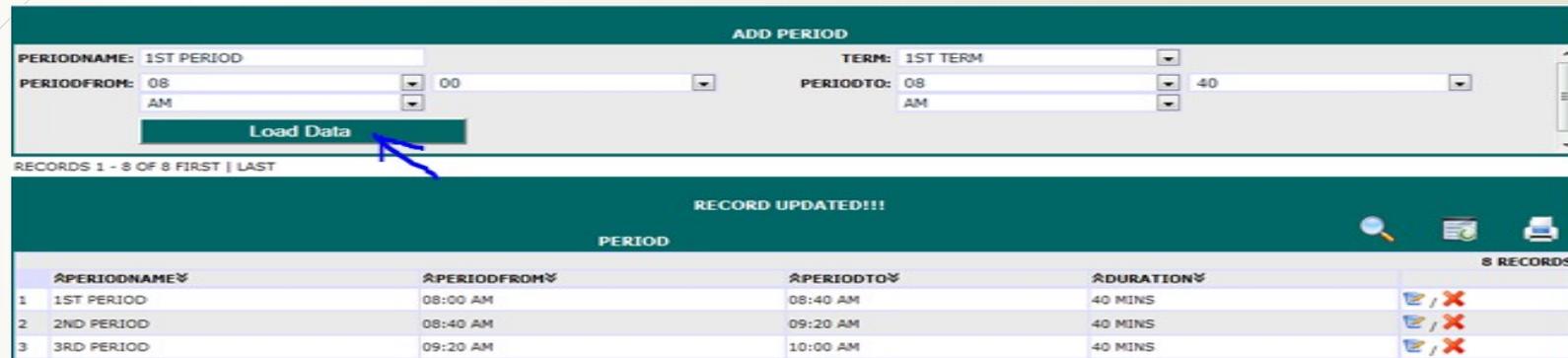


RECORDS 1 - 6 OF 6 FIRST | LAST

EXPENSES				6 RECORDS	
STAFF	AMOUNT	CONTRACTOR	NOTES		
1 ADMINX	3000	MR ADEKUNLE	MANTAINANCE OF THE SCHOOL GENERATOR		
2 ADMINX	3000	MR. MONDAY	PAYMENT FOR VEHICLE REPAIR		

# STEPS IN HOW TO ADD PERIOD

From the admin set up , click on **period**, input the period name, select the term, input the time, Click on **Load data**

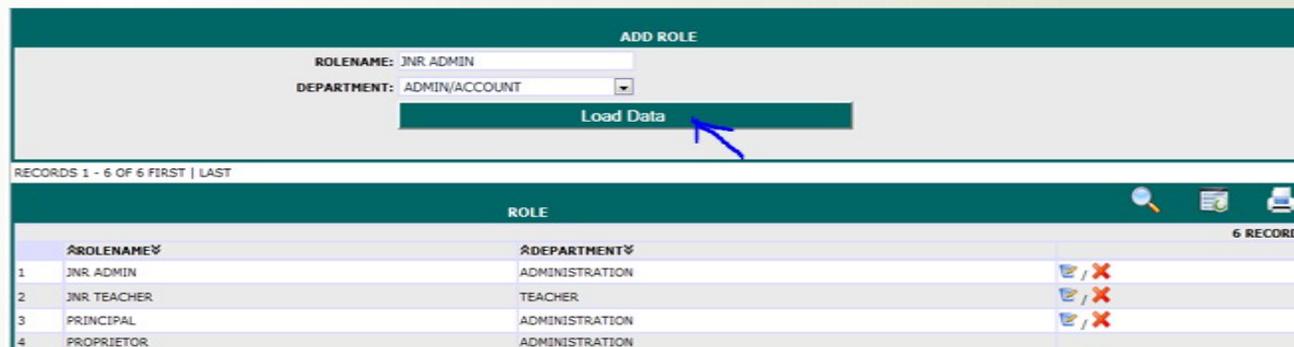


The screenshot shows the 'ADD PERIOD' form with the following fields: PERIODNAME: 1ST PERIOD, TERM: 1ST TERM, PERIODFROM: 08:00 AM, and PERIODTO: 08:40 AM. A 'Load Data' button is highlighted with a blue arrow. Below the form, a table displays the added periods:

RECORDS 1 - 8 OF 8 FIRST   LAST				
RECORD UPDATED!!!				
PERIOD				
	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

# HOW TO ADD ROLE

This is where the **staffs' role** is entered. E.G. **junior teacher, head teacher** etc. From admin set up , click on **Role**, add role name and the department, **Load data**

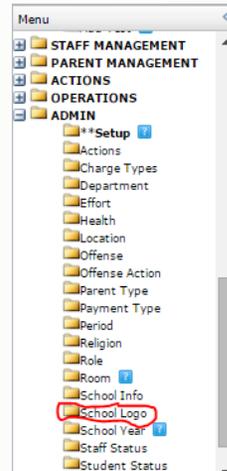


The screenshot shows the 'ADD ROLE' form with the following fields: ROLENAME: JNR ADMIN and DEPARTMENT: ADMIN/ACCOUNT. A 'Load Data' button is highlighted with a blue arrow. Below the form, a table displays the added roles:

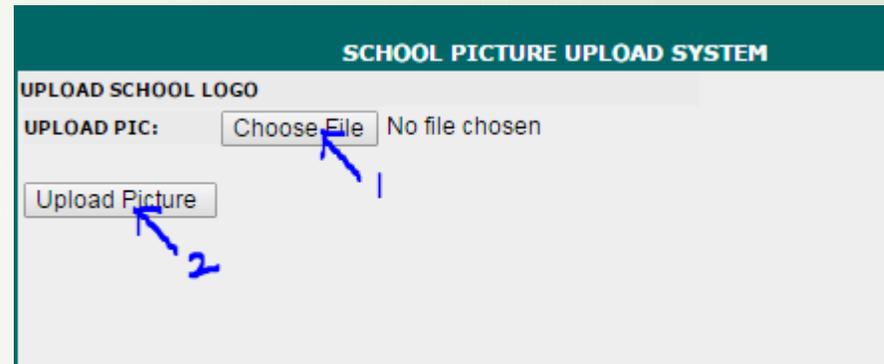
RECORDS 1 - 6 OF 6 FIRST   LAST		
ROLE		
	ROLENAME	DEPARTMENT
1	JNR ADMIN	ADMINISTRATION
2	JNR TEACHER	TEACHER
3	PRINCIPAL	ADMINISTRATION
4	PROPRIETOR	ADMINISTRATION

# STEPS IN HOW TO UPLOAD SCHOOL LOGO

This is where the **school's letterhead** is uploaded. From the admin set up menu , click on **school logo**, Click on browse to search for the logo you want to upload



Click on **upload picture**



# ADDING THE STUDENT STATUS

This is where the **student statuses** are added e.g. Active, graduated, suspended etc. From the admin set up menu, click on **student status**, Add student status name, Click on **Load data**

The screenshot shows the 'ADD STUDENTSTATUS' form with the text 'STUDENTSTATUSNAME: ACTIVE' in the input field and a 'Load Data' button highlighted with a blue arrow. Below the form is a table with the following data:

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

# ADD STAFF STATUS

This is where all **staff statuses** are entered. E.g. **active, inactive, retired** etc. From the admin set up menu, click on **staff status**, Add staff status name, Click on **Load data**

The screenshot shows the 'ADD STAFFSTATUS' form with the text 'STUDENTSTATUSNAME: ACTIVE' in the input field and a 'Load Data' button highlighted with a blue arrow. Below the form is a table with the following data:

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

# HOW TO ADD PARENT TYPE

To add parent types, click on parent types under the admin set up menu, add the parent type e.g. father, mother, uncle, etc, upload data.

ADD PARENTTYPE	
PARENTTYPENAME: MOTHER	Load Data

RECORDS 1 - 9 OF 9 FIRST | LAST

PARENTTYPE		9 RECORDS
1	ALUNT	[icon] [X]
2	FATHER	[icon] [X]
3	GRANDFATHER	[icon] [X]
4	GRANDMOTHER	[icon] [X]

# HOW TO UPLOAD THE STUDENT PICTURES

From the student management menu , click on **student module** to search for the name of the student, Click on the student name, Click on **modify student data**. Click on **Load picture**, select picture from where it is saved on your system, click on update data.

PREV --- ADEJUMO AANU ---

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

Student Parent

Student Data Modify Student Da... Student ID Card

STUDENT Update Data

STUDENT INFORMATION STUDENT ADDR... ADMISSION INFORMATION PARENT / GUARDL... OTHER INFORMATL...

Photo Not Available

LOAD PICTURE

FIRST NAME: AANU  
LAST NAME: ADEJUMO  
MIDDLE NAME:  
GENDER: FEMALE  
DATE OF BIRTH: APR 18 2014  
CLASS: TODDLER JASPER  
STUDENT TYPE: DAY  
STUDENT STATUS: ACTIVE

Update Data

# REPORT CARD

Viewing and mailing of student Report Card can be done either through **the student module or the class module.**

To go through the **class module**, click on the class module, select the class of choice

Menu

ADMINX LOGGED IN!  
LOGOUT

NO SMS CREDIT LEFT!!  
RELOAD!!

STUDENT

- CLASS
- NAME
- STUDENT
- STATUS? ACTIVE

Go

CLASS/COURSE

- CLASS
- TEACHER

Go

HOME

STUDENT MANAGEMENT

- Student Module
- New Student
- Communications

CLASS / COURSES MGMT

- Class Module

CLASSES

CLASS	TEACHER	STUDENTS
1 CRECHE	• ANTHONIA SOWANDE	8
2 EXPELLED	•	0
3 GRADE FIVE JADE	• ABIMBOLA SOGBESAN	12
4 GRADE FIVE RUBY	• HARUNA ADIGUN	11
5 GRADE FOUR JADE	• TEMITOPE OMO-OSO	17
6 GRADE FOUR RUBY	• PRECIOUS ANYADIKE	18
7 GRADE ONE JADE	• ABIOLA ABIOSE	16
8 GRADE ONE RUBY	• ESSU RUTH	14
9 GRADE SIX RUBY	• OLABANJI OLURIN • OKERE STANLEY	18
10 GRADE THREE JADE	• EJIRO ODUNTAN	17
11 GRADE THREE RUBY	• AZEH NAOMI	16
12 GRADE TWO JADE	• OSOLEASE JUSTINA	12
13 GRADE TWO RUBY	• MONICA OKOJIE	10
14 GRADUATED	•	14
15 NURSERY ONE JADE	• KIKELOMO OLOJIDO • OLANREWAJU RACHAEL	7
16 NURSERY ONE RUBY	• OLANREWAJU RACHAEL	9
17 NURSERY TWO JADE	• KOUEVI CHINYERE	9
18 NURSERY TWO RUBY	• IWOK UDUAK	7
19 PRE-NURSERY	• OPEYEMI AJORO • OSIFESO ESTHER	4
20 WITHDRAWN	•	46

Click on assessment, then report card. It automatically goes to a page where you can search each student's name and view their report card

Gene... Stude... **Assesse...** Bill... Attenda... Class Peri... Eve... Communic... Promoti...

Assesse... Res... Transcripts Broadsh... **Report Cards**

Result Sh... Comments Mail Rep...

**SEARCH REPORT CARDS**

STUDENT: akirinolsa inioluwa CLASS: GRADE SIX RUBY TERM: 1st Term 2015/2016

SEARCH

2015/2016 - 1ST TERM REPORT CARD

CLASS: GRADE SIX RUBY



AGE	DOB	GENDER	HEIGHT	WEIGHT	YEAR AGG. SCORE
		FEMALE	0.0 M	0.0 KG	490.83 / 000 (82.81%)

ATTENDANCE RECORD				HEALTH / PHYSICAL DEVELOPMENT				PROMOTION	
OPENED	PRESENT	LATE	ABSENT	HEIGHT	WEIGHT	PROMOTED	PROMOTED ON TRIAL	REPEAT	
0	0 (0.00)%	0 (0.00)%	0 (0.00)%	0.0 M	0.0 KG				
NEXT TERM BEGINS: JAN 05 2016				CONDUCT	GREEN:	RED:	COMMENTS:		

CURRENT RESULTS							COMMENTS
#	SUBJECT	CA	EXAM	TOTAL	GRADE	RANK	
1	C.R.K	32.00	48.00	80.00	B	16TH	SHE ENJOYS C.R.K CLASSES VERY WELL.
2	MATHEMATICS	38.00	47.00	85.00	B	11TH	INIOLUWA STEADILY IMPROVED IN MATH DURING THE COURSE OF THE TERM.
3	SCIENCE	35.00	52.00	87.00	B	10TH	INIOLUWA PARTICIPATES DURING GROUP DISCUSSIONS.
4	SOCIAL STUDIES	31.00	52.00	83.00	B	16TH	SHE ENJOYS CARRYING OUT PROJECTS IN SOCIAL STUDIES.
<b>GENERAL APTITUDE</b>							
5	QUANTITATIVE APTITUDE	38.00	50.00	88.00	B	16TH	SHE LOVES QUANTITATIVE APTITUDE CLASSES.
6	VERBAL APTITUDE	38.00	50.00	88.00	B	11TH	INIOLUWA FINDS IT EASY UNDERSTANDING SAMPLES.
7	VOCATIONAL	38.00	48.00	86.00	B	14TH	SHE IS KNOWLEDGEABLE ABOUT THE WORLD AROUND HER.
	<b>AGGREGATE</b>	<b>38.00</b>	<b>49.33</b>	<b>87.33</b>	<b>B</b>		
<b>ENGLISH LANGUAGE</b>							
8	COMPREHENSION	38.00	42.00	80.00	B	14TH	SHE IS COPING WELL IN COMPREHENSION.
9	CREATIVE WRITING	32.00	36.00	68.00	D	15TH	SHE HAS A CREATIVE IMAGINATION AND MINDSET.
10	GRAMMAR	37.00	44.00	81.00	B	14TH	SHE ALWAYS MAKES CONTRIBUTIONS IN GRAMMAR CLASSES.
11	READING	32.00	37.00	69.00	D	17TH	INI ENJOYS READING A LOT.
	<b>AGGREGATE</b>	<b>34.75</b>	<b>39.75</b>	<b>74.50</b>	<b>C</b>		
<b>NON GRADABLE COURSES</b>							
1	ARTS AND CRAFT	33.00	50.00	83.00			GOOD ATTEMPT. PRACTICE MORE.
2	FRENCH LANG	26.00	57.00	83.00			ELLE FAIT GRAND EFFORT.TRES BON TRAVAIL.
3	HANDWRITING	31.00	53.00	84.00			SHE NEEDS TO WORK HARD TO IMPROVE HER HANDWRITING.
4	ICT (COMPUTER)	32.00	43.00	75.00			SHE PARTICIPATES ACTIVELY IN CLASS ACTIVITIES.
5	MUSIC	36.00	32.00	68.00			SHE LOVES SINGING.
6	PHYSICAL EDUCATION	36.00	59.00	95.00			SHE IS GOOD IN SHUTTLE RELAY RACES.
7	VORUBA LANG	40.00	58.00	98.00			ISE RE DARAPUPO JU.

CLASS TEACHER'S COMMENTS: INIOLUWA IS LOVED BY ALL. SHE NEEDS TO BELIEVE MORE IN HER OWN ABILITY.

SIGNATURE

To mail report card to parents at once, click on the **mail report tab**, ensure that all tabs in front of each student's name is set to yes, then click on **send report card**

**N.B – For students that don't have their parents' email addresses saved in their files, the tab will be set to an automatic NO, that means the report won't be mailed until the email data is uploaded**

The screenshot displays a web application interface for managing student report cards. At the top, there is a navigation menu with several tabs: 'Gene...', 'Stude...', 'Assessme...', 'Bill...', 'Attenda...', 'Class Peri...', 'Eve...', 'Communic...', and 'Promoti...'. Below this, a secondary menu includes 'Assessme...', 'Res...', 'Transcripts', 'Broadsh...', 'Report Cards', 'Result Sh...', 'Comments', and 'Mail Rep...'. The 'Assessme...' and 'Mail Rep...' tabs are highlighted with red boxes. The main content area is titled 'STUDENT REPORT CARD EMAIL' and features a 'Send Report Card' button. Below the button is a table with two columns: 'STUDENT' and 'EMAIL'. The table lists 18 students with their names and the status of their email addresses. A green arrow on the left points to the 'Mail Rep...' tab. A '18 RI' indicator is visible in the top right corner of the table area.

	STUDENT	EMAIL
1	ADESOLA EBUNOLUWA	YES ▼
2	ADEVINKA AYOMIKUN	YES ▼
3	ADEVINKA AYOTUNDE	YES ▼
4	AKINRINSOLA INIOLUWA	YES ▼
5	ANUOLUWAPO OGUNNUBI	YES ▼
6	ASAN DOOCHIVIR	NO ▼
7	AYIM SELMA	YES ▼
8	ENANG OKON	YES ▼
9	ENEMUO CHARLES	YES ▼
10	ESABUNOR-NUKIE OVWATA	YES ▼
11	OBADAN NAOMI	YES ▼
12	OKOUGBO ONOME	YES ▼
13	OLUKAYODE OLUWATODIMU	YES ▼
14	OMEIKE AUDREY	YES ▼
15	ONUOHA EBUBE	YES ▼
16	ONWUDINJO NKEMAKONAM	YES ▼
17	RUFAI ENIOLA	YES ▼
18	SOYODE OLUWADAMILADE	YES ▼

To send report card through the student module, type the name of the student in question in the search tab, click on the name, click on report card, search for the term report of interest, click on **search**, once it shows the report card, click on the **mail icon (envelope) by the mid-right**. It sends to the email address in the student's file

PREV --- AKINKINSOLA INIOLOWA --- FWU

Gene... Time Table Attenda... Billi... Eve... Assessments Communic... Analytics **Reports Ca...**

SEARCH REPORT CARDS

STUDENT: ADEYINKA AYOTUNDE CLASS: GRADE SIX RUBY TERM: 2nd Term 2014/2015

SEARCH

2014/2015 - 1ST TERM REPORT CARD

CLASS: GRADE SIX RUBY

2014/2015 - 1ST TERM REPORT CARD

PERSONAL DATA

SURNAME	ADEYINKA	FIRSTNAME	AYOTUNDE	TERM AGG.SCORE	579.67 / 600 (96.61%)
AGE	12YRS	GENDER	MALE	YEAR AGG.SCORE	579.67 / 600 (96.61%)

ATTENDANCE RECORD

OPENED	PRESENT	LATE	ABSENT
0	0 (0.00)%	0 (0.00)%	0 (0.00)%

HEALTH / PHYSICAL DEVELOPMENT

HEIGHT	WEIGHT
0.0 M	0.0 KG

PROMOTION

PROMOTED	PROMOTED ON TRIAL	REPEAT

CURRENT RESULTS

#	SUBJECT	CA	EXAM	TOTAL	GRADE	RANK	COMMENTS
1	C.R.K	38.00	55.0	93.0	A	2ND	
2	MATHEMATICS	40.00	55.0	95.0	A	2ND	
3	SCIENCE	40.00	60.0	100.0	A	1ST	
4	SOCIAL STUDIES	40.00	60.0	100.0	A	1ST	
<b>GENERAL APTITUDE</b>							
5	QUANTITATIVE APTITUDE	39.00	58.0	97.0	A	3RD	
6	VERBAL APTITUDE	38.00	60.0	98.0	A	1ST	
7	VOCATIONAL	38.00	60.0	98.0	A	3RD	
	AGGREGATE	38.33	59.33	97.67	A		
<b>ENGLISH LANGUAGE</b>							
8	COMPREHENSION	40.00	56.0	96.0	A	2ND	
9	CREATIVE WRITING	37.00	55.0	92.0	A	1ST	
10	GRAMMAR	40.00	58.0	98.0	A	2ND	
11	READING	40.00	50.0	90.0	A	1ST	
	AGGREGATE	39.25	54.75	94.00	A		

CLASS TEACHER'S COMMENTS

HEAD TEACHER'S COMMENTS

SIGNATURE

SIGNATURE

Mail icon

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

**Telephone: +234-8182542535, +234-8031920068**

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

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**Twitter: @etnconnect @connectfinancia**

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