



User Guide

LK School Information System

Ver 1.001

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Introduction

LKSIS is not only digitization of the running task of your school, but it also plays massive role in your decision making. **LKSIS** is a complete decision support system for your school based on operational, statistical and BI reports. Which are much helpful for school administrator and top management to take broader and intime decisions.

LKSIS is **digitization** of your school, it highlights your **strengths** and points out **weaknesses** in your operations.

Whether you run a School or educational institute, make your Mission easy by incorporating our Years-long effort of solution development into your School. We strongly believe that this LKSIS will empower, not just Schools, teachers, but their students as well. It is an online School Management and Decision Support System.

Complete your tasks swiftly and stay focused.

The LKSIS Covers a broad range of Management, Administration, Operational activities and has separate modules for each of different management areas:

ADMISSION AND ENROLLMENT | SMART DIARY | SMART ATTENDANCE | SMART CLASS TEST AND ASSESSMENTS | EXAMINATION MANAGEMENT* | FEE MANAGEMENT | STAFF MANAGEMENT | SMART NOTICE BOARD | SMART MOTIVATIONAL AWARDS AND BADGES | ORDER BOOK/ MEMOS | BI, OPERATIONAL & STATISTICAL REPORTS | PARENTS AND TEACHERS PORTAL | SCHOOL RATING | USER FRIENDLY & ATTRACTIVE | & MANY MORE...

1.1 Understanding the Benefits

One benefit of using LKSIS as a management tool is that you can reach data from any device, such as desktop computer, laptop, android smart phone, iPhone, Chromebook etc. While your main goal of using LKSIS might be to streamline your tasks, the key to a successful use of LKSIS is making it useful to your customers – which are parents in this case. A great way to add useful content to your parent’s portal is to develop and write daily student diary in a smart way especially by adding videos in it, you can upload routine test marks or give away awards and badges to students on proper grounds. You can also research about the effects of your decisions on your business activities by exploring various reports. You can work on LKSIS in a variety of ways, we recommend to keep your work paperless as much as possible. Much of the effort you put in your daily tasks is utilized by LKSIS to generate useful data depictions and scenarios stretched over months and academic sessions.

1.2 Status of Student Attendance

Six different attendance statuses are offered, which are:

1. **Present**
Marked when student present and arrive in time in school
2. **Absent**
Marked when student Absent without informing school management.
3. **Leave**
Marked when student Absent and submit a leave a day before or inform school management before making attendance
4. **Short Leave**
Marked when student take short leave from school
5. **Tardy**
Marked when student present and arrive late in school
6. **NA**
Marked when no attendance marked for particular student, it is **not applicable**

1.3 Student Diary types

- **Homework**
Select this type which teacher write home for students
- **Instruction**
Select when teacher writes some special instructions to whole class or same as for single student on respective forms
- **Notification**
Select when teacher writes special notification or issue some notification to student/ class
- **Warning**
Select when teacher issue warning to student
- **Learning Reference**
*Select when teacher wants to share some learning videos from **YouTube** with students.*

2 Features

LKSIS is **digitization** of your school, it highlights your **strengths** and points out **weaknesses** in your operations.

2.1 for Everyone.

- 24/7 web-based access to information by students, employees, management, and parents.
- Information Access Anywhere, Anytime, Any device
- Web and mobile application available.
- Customized and comprehensive on demand report generation facility *.
- Advanced AI based Attendance System.
- Integrated student information system with DS system.
- Operational Automation.
- Highly Scalable and Optimized for Customization

2.2 for School Administration

- It is totally automated and comprehensive in all aspect.
- Enrollment and admissions process.
- Handling records of examinations*, Class Tests, assessments, marks, grades, and academic progression.
- Recommend Top 5 bright students from Class 9 and Class 10 to workout with them to get position in board examination.
- Recommend toppers from each class.
- Maintaining records of absences, leave, short leave, tardy and attendance.
- Recording communications with students.
- Maintaining discipline records.
- Automated, quick and on demand report generation.
- Statistical and chart reports, a better analytical view.
- Separate logins for all teachers and parents.
- Human resource management services*.
- User friendly interface and highly powerful user experienced design such that anyone with basic knowledge in computer can start using the system with minimum training.
- Collaborate with students and other users via text/ chat anytime.
- Event, Notifications and News management system.

2.3 for School Management

- Effective communication between administrators, teachers, students, and parents.
- Indication of top best class, teacher, subject and students through attendance, class tests and examinations
- Indication of top teachers and top class in charge.
- Centrally stored information with zero redundancy
- Maintaining discipline records.
- Best possible resource optimization
- Cost-effective one point solution for total school management
- Collaborate with students and other users via text anytime.
- School rating analysis
- School financial and educational progress analysis over multiple sessions
- Complete automation of all operations

2.4 for Teachers

- Live smart student attendance over mobile/ tab
- Efficient and effective interaction with students – Access to a forum common to students and parents
- Better organization of school activities
- Discussions/ activities can be done even outside school.
- Distance education facility available through sharing learning reference material.
- Automated management of marks and grades
- Availability of more time for students
- Upload and download notes / assignments for students*
- Collaborate with students and other users via text and live chat*

2.5 for Parents

- Access to children and school information anytime anywhere
- Enhanced interaction with teachers, management and others
- Access to children attendance, marks, grades and examination schedule
- Prior information about school events, news and holidays
- Collaborate with students and other users via text at anytime
- Access to attendance, timetable, marks, grades, and examination schedule
- Rate their children's school
- Check live progress and educational reports of their children.
- Live view of student fee ledger and other dues
- Live announcement of events of schools
- Parents can post their remarks and queries against student diaries

3 What is there for you in LKSIS?

3.1 Admission and Enrollment

- Admission Inquiries *
- New Admission / Registration of Student
- Advance and fast Student Search
- Retention/ Dropout Scenario
- Summary of Enrollment
- Student Personal, Parents, Enrollment, Contact, Interest, and many other information
- and much more

3.2 Student Smart Attendance

- Live Daily Attendance
- Daily Attendance Summary
- Live Monitoring of Daily Attendance
- Indication of Best Class and Top Students
- Percentage of Daily Presence Ratio
- Comprehensive and Detailed Attendance Report
- Live Sharing of Last 15 Days Attendance through Parents Portal

3.3 Smart Diary

- Live Sharing of Diary with Students through Parents Portal/ Android Application
- Write New Student Diary
- Write New Class Diary
- Issue Instructions, Notification and Warnings to Students
- Share Reference Material with Students from YouTube
- Indication of Warning and Notifications Issued to Students
- Parents can Send Their Feedback on Diary
- Live Sharing of Warning and Notification with Students through Parents Portal

3.4 Class Tests and Assessments

- Easy Entry of Award Lists
- Advance Search of Conducted Class Tests
- Number of Test Conducted by Class, Subject, Teachers and Over the Sessions.
- What is the passing ration of class test conducted by Teachers, Class and Subjects Analysis?
- Top Students from Each Class
- What is Average Score of Your School Over the Sessions
- Bright Students (Top 10) of the year
- Struggling Students (Top 10) of the year
- Subject Analysis (your weaker and strengthen subject)
- Top Class Analysis

- Best Teacher as per Class Test Results
- Live Sharing of Class Test Reports with parents through Parents Portal/ Android Application

3.5 Fee Management

- Student Fee Deposit Track Record
- Student Ledger
- Daily Cash Collection and Vouchers Report
- Identification of Fee Defaulter Students
- Easy way to Post and Collect Fee & Fine
- Projected, Budgeted and Actual Collection of Fee over the Session
- Identify how much you are short in Fee Collection.
- Fine Management
- Fee/Fine Heads Management
- Fee Collection Analysis: Monthly and by Fee Heads
- Fee Collection and Shortall Report over the Sessions
- Live Sharing of Fee Ledger of Student with parents through Parents Portal/ Android Application

3.6 Staff Management

- Employee Registration
- Employees Personal, Education and Specialization Qualification Record
- Employee Department Management
- Teachers Management
- Who is the Best Teacher of the Session?
- Who is the Best Class In-charge of the Year?

3.7 Employee Smart Attendance

- Live Daily Attendance
- Daily Attendance Summary
- Department wise Summary
- Live Monitoring of Daily Attendance
- Attendance Sheet
- Percentage of Daily Presence Ratio
- Comprehensive and Detailed Attendance Report

3.8 Smart Motivational Awards and Badges

- Issue Badge and Awards to Students
- Parents can Share their child's Award on Social Media
- Customization of Awards Images
- Customization of Awards Titles
- Who holds the most Badges or get more awards?
- Motivate your students by assigning them awards.

3.9 Order Book / Memos

- Keep detailed records of Memos/ Order Book and Duties Assign to Employees
- Issue and Manage Internal Orders
- Issue Warning to Teachers
- Call Explanation from Staff/ Teachers
- Customization of Awards Titles
- Smart Memo available and Shown on Teacher login

3.10 Smart Notice Board

- Issue smart notices including:
 - Notifications
 - Warnings
 - Instructions
- Live Sharing of Warning and Notification with Students through Parents Portal

3.11 BI, Operational, Statistical Reports

- LKSIS is enriched with facilities of BI, Operational and other reports.
- Comparison of last 5 session reports regards:
 - Student Progress
 - Financial Analysis over the sessions
 - Fee Collection and Loss Analysis during Sessions and Over the Sessions
 - Class Test and Assessment Analysis with respect to Best Teacher, Subject and Best Class
 - Class Test and Assessment Analysis with respect Pass percentage and average score of School, each Class, Subject and Teacher
 - Attendance Analysis over the Sessions and /or Monthly
 - Average Attendance Presence Ratio/ Score of School over the Sessions
 - School Rating Analysis Over the Sessions and Months
 - and much and many more....

3.12 School Management / Administration

- Academic Year Management
- Manage and Introduce Customized Classes
- Sections Management
- Offered Subjects Management
- Student Promotion and Shifting Between Sections/ Classes
- Order Book / Memo Management
- Notice Board Management
- School Setup
- and many more...

3.13 Smart and Attractive Design

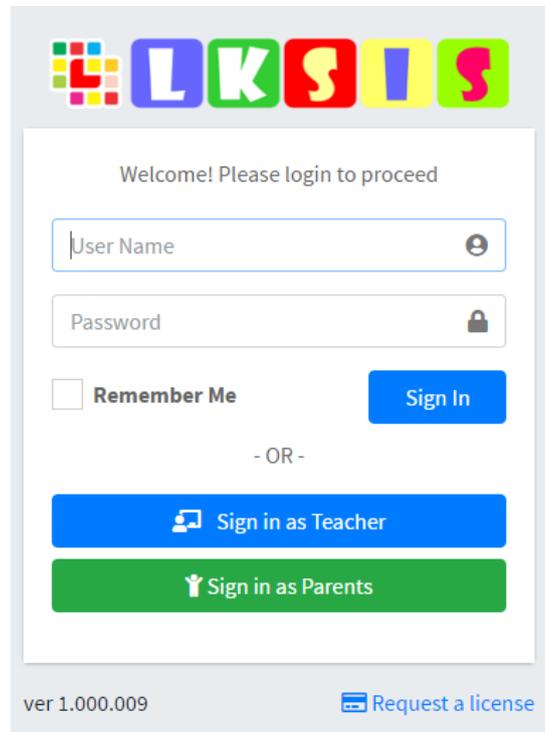
with LKSIS tasks are very artfully divided among all the actors thus reducing the redundancy of the tasks and its accumulation on a single table. Teachers get their share of work and even the parents are not just the spectators. As far as the role of Parents in LKSIS is concerned there lies an opportunity to school to capitalize this big number of human brains to input their feedback and perpetuate the name of school via their presence in social media.

4 How to

4.1 How to Login

To login into LKSIS system follow the following steps:

1. Type <https://school.lksis.pk> or school.lksis.pk in your browser (google chrome is recommended)
2. Enter your **username** and **password** provided by school management or by lysis sales department.
3. Press “**Sign In**” button.



The screenshot shows the LKSIS login interface. At the top is the LKSIS logo. Below it, the text reads "Welcome! Please login to proceed". There are two input fields: "User Name" and "Password". Below the password field is a "Remember Me" checkbox and a blue "Sign In" button. Below these is a separator "- OR -". At the bottom, there are two buttons: a blue "Sign in as Teacher" button and a green "Sign in as Parents" button. At the very bottom, the version number "ver 1.000.009" is on the left and a "Request a license" link is on the right.

Figure 4.1 Login Screen

4.2 Landing Screen

After successful login it will leads you to landing screen where user can find modules which covers or allowed to user.

User can click the desired button to enter to that module

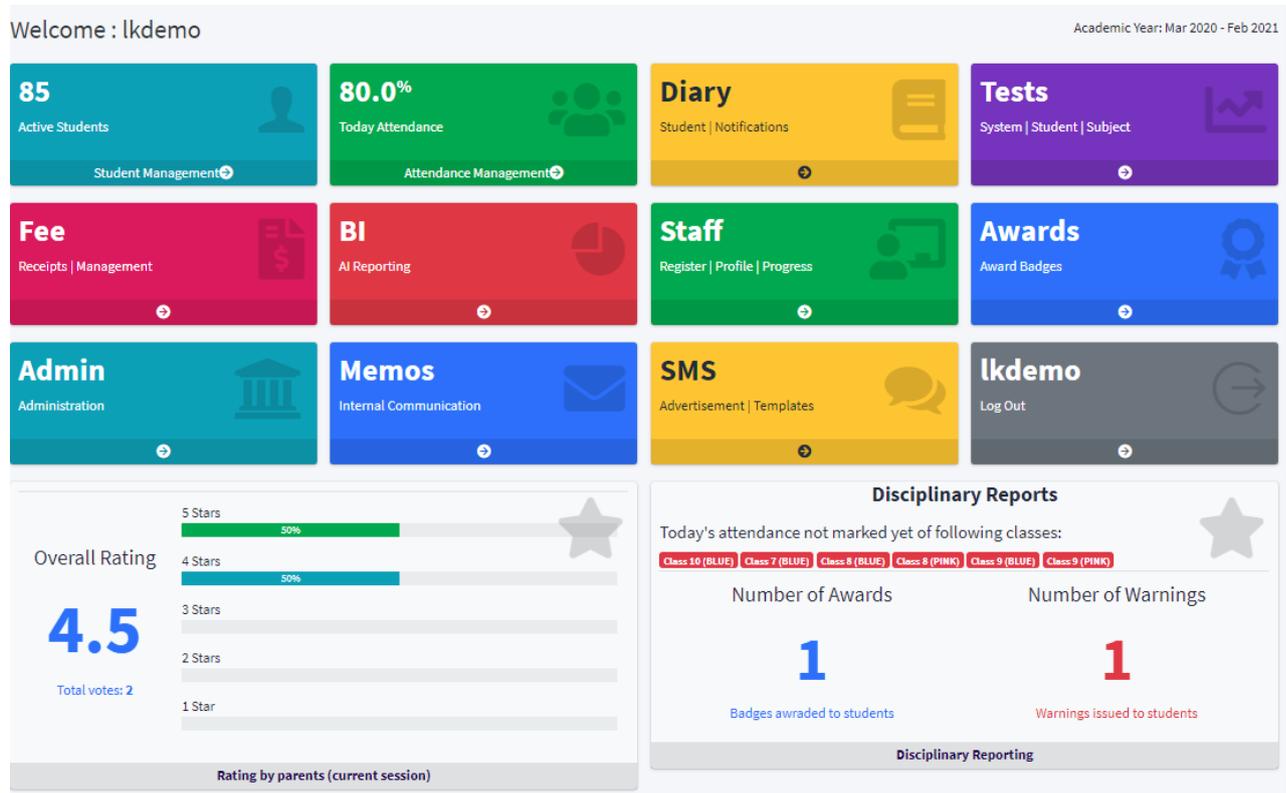


Figure 4.2 Landing Screen

As shown in above image user have access to all available modules:

- Student Registration
- Attendance
- Dairy
- Fee Module
- Class Tests
- Staff Management
- Administration Section
- Student Appreciation and Awards
- Business Intelligence Reporting
- SMS for Advertisement
- Right Menu Options
- School Rating for Current Academic Year

4.2.1 Menu Options

By click on this above-mentioned button user can have the following options:



by click this icon user can directly sent back to main / landing screen

Go to Main/ Landing Screen

Click on “Main Screen” Button to go back to landing screen from any window

Logout

Click on “Log Out” Button to logout from system and user will send back to login screen

Lock

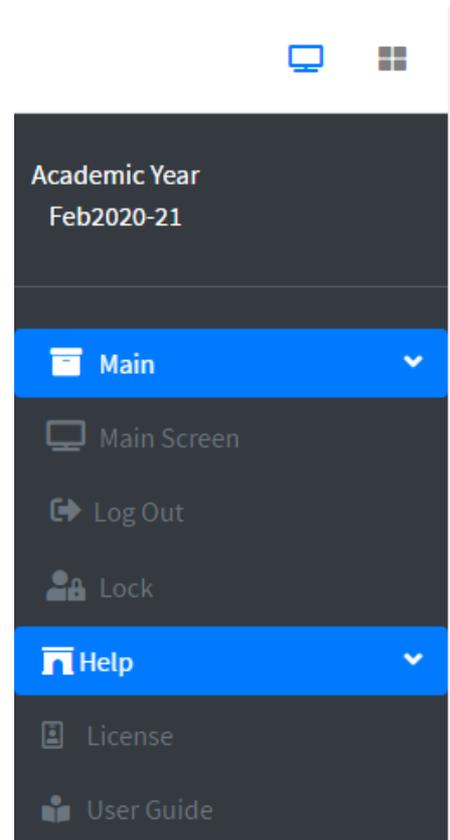
Click on “Lock” Button, it will partially be logged you out but will remember your username to easy login again.

View License Information

Click on “License” Button under “Help” menu to view license/ subscription information of current school.

View User Guideline

Click on “User Guide” button to view user guide, it will load in new windows and also available in pdf version (user can download it for future use).

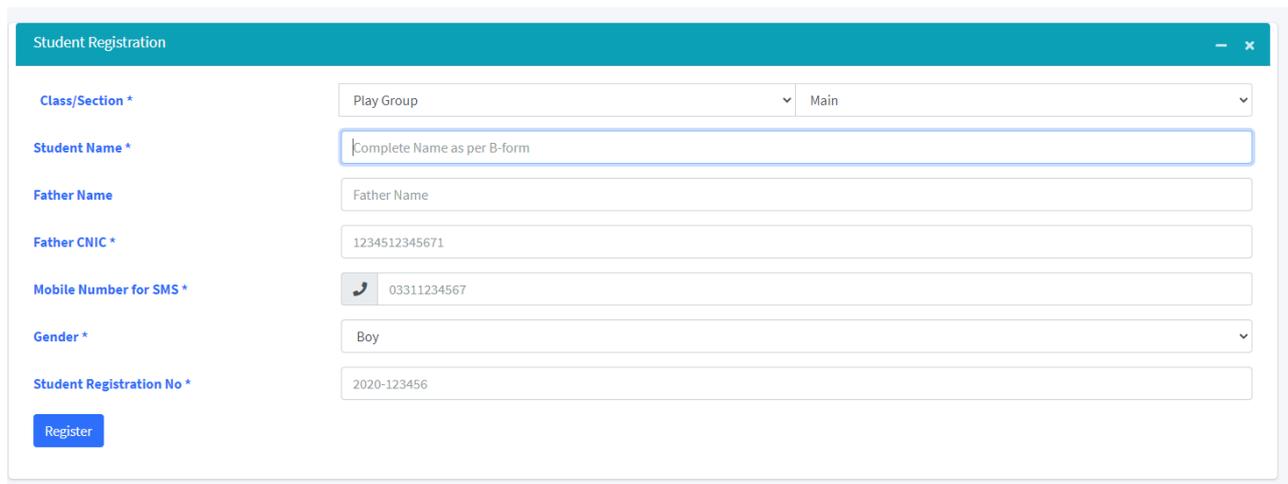


STUDENT REGISTRATION

4.3 How to register student

To register new student please follow the below steps:

1. Click on “**Student Management**” button on landing screen.
2. Click on “**New Student Button**”
3. Fill out Student Registration Form and Click “**Register**”



 A screenshot of a web form titled "Student Registration". The form has several input fields:

- Class/Section ***: A dropdown menu with "Play Group" selected.
- Student Name ***: A text input field with the placeholder "Complete Name as per B-form".
- Father Name**: A text input field with the placeholder "Father Name".
- Father CNIC ***: A text input field with the value "1234512345671".
- Mobile Number for SMS ***: A text input field with a phone icon and the value "03311234567".
- Gender ***: A dropdown menu with "Boy" selected.
- Student Registration No ***: A text input field with the value "2020-123456".

 At the bottom left of the form is a blue "Register" button.

Figure 4.3 Student Registration Form

Instructions:

- Fields marked with * are mandatory fields
- CNIC format: Enter CNIC number without dashes (-) e.g. 1234512345671
- Mobile #: enter mobile number without dash (-) e.g. 03311234567

4.4 How to edit student profile

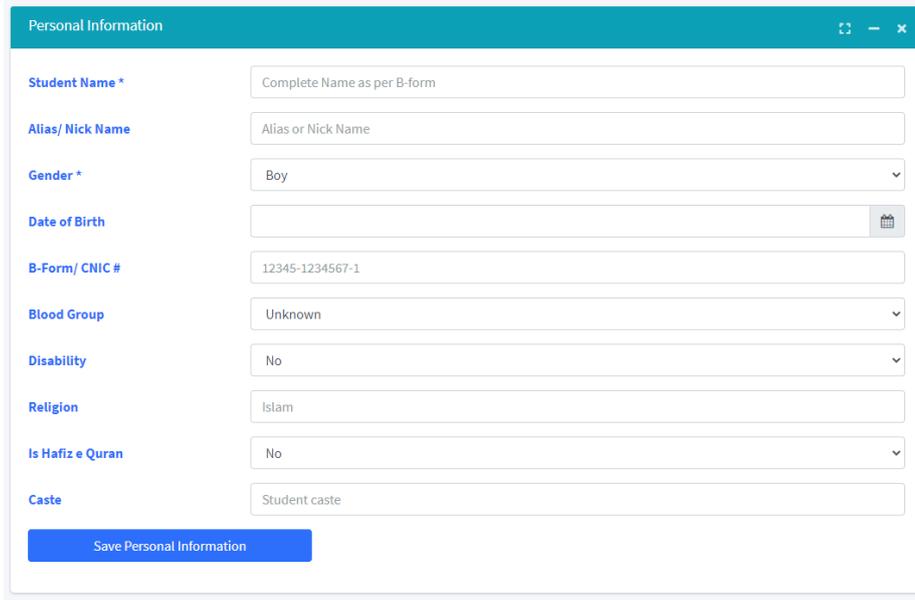
User will find option / button “Edit Student” in Student Management dashboard

1. Click on “Edit Student” button
2. Enter “Student Registration Number” and press “Search Button”



 A screenshot of a search form titled "Search Student". It features a search bar with a "Registration No" label and a "Student Registration No" input field. To the right of the input field is a green search icon. Below the search bar, the text "SUID:" is displayed. At the bottom, there are three teal tabs: "Personal Information", "Student Image", and "Enrollment", each with expand/collapse icons.

3. Fill the required information and press “Save Button”



The screenshot shows a 'Personal Information' form with the following fields and values:

- Student Name *: Complete Name as per B-form
- Alias/ Nick Name: Alias or Nick Name
- Gender *: Boy
- Date of Birth: (empty)
- B-Form/ CNIC #: 12345-1234567-1
- Blood Group: Unknown
- Disability: No
- Religion: Islam
- Is Hafiz e Quran: No
- Caste: Student caste

A blue button labeled 'Save Personal Information' is located at the bottom of the form.

Figure 4.4 Student Edit Form

User can modify following heads of students’ information

- [Personal Information](#)
- [Student Photo](#)
- [Enrollment Information](#)
- [Parents Information](#)
- [Contact Information](#)
- [Interest and Reference Information](#)
- [Fee Discount offered at the time of admission](#)

Click on the “Section Title” or “+” button to expand / view student relevant information for editing.

4.5 How to Search Student

User can search student by following filters

- [Registration Number](#)
- [CNIC/ BayForm Number](#)
- [Student Name](#)
- [Student Class](#)
- [Student Date of Birth](#)
- [Status of Student](#)

To search student, follow the below steps:

1. Click on “Search Student” Button
2. Select option by which user wants to search student, in below option “by class” is selected and press search button.



Search Student ↶

- x

Registration No	Student Regis	CNIC/ BayForm No	Student Re	Name	Student Name
Class	Play Group	Date of Birth		Status	Active

List of Students 🗖 - x

Student	Class	Reg.#	Contact Nos	
UMAIR MAQSOOD/AFAQ AHMAD	Play Group	1001	SMS: 0121234567	
UMER FAROOQ/MUHAMMAD HASNAIN AKRAM	Play Group	1002	SMS: 03006958491	
Umer Younas/Ahtsham ul Haq	Play Group	1003	SMS: 03006953783	
ALINA NAWAZ/ALI AKBAR	Play Group	1004	SMS: 03005377794	
FAKHRA/SHAHZAIB SHAHZAD	Play Group	1005	SMS: 03000466975	
MISBAH/AMJAD HUSSAIN	Play Group	1006	SMS: 03004482244	
AQSA SAGHEER/NOMAN AHMED	Play Group	1007	SMS: 03004349034	

Figure 4.5 Student Search Result

By clicking on search button, list of matched students will be loaded as shown in above figure.

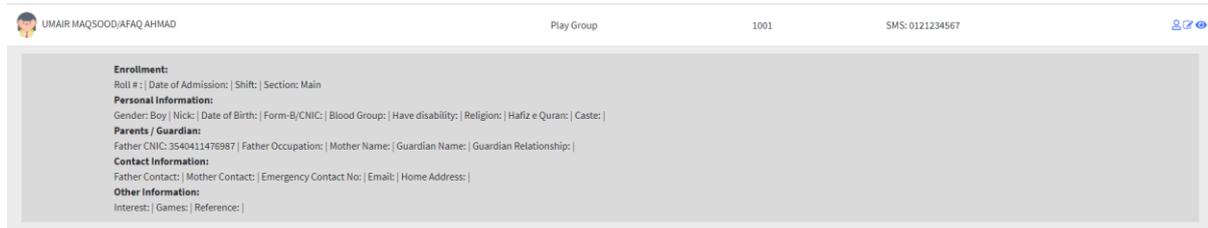
Some additional options also given in the grid/ search result, which are:

View Student Profile | click on icon to view student complete profile including student progress reports

Edit Student Information | click on this icon to load student information in editing mode

Change Student Status | Click on this icon to view options to change student status

By click on Student Name/ Class or registration Number user will view the basic information of student as shown in figure below:



UMAIR MAQSOOD/AFAQ AHMAD Play Group 1001 SMS: 0121234567

Enrollment:
Roll #: | Date of Admission: | Shift: | Section: Main

Personal Information:
Gender: Boy | Nick: | Date of Birth: | Form-B/CNIC: | Blood Group: | Have disability: | Religion: | Hafiz e Quran: | Caste: |

Parents / Guardians:
Father CNIC: 3540411476987 | Father Occupation: | Mother Name: | Guardian Relationship: |

Contact Information:
Father Contact: | Mother Contact: | Emergency Contact No: | Email: | Home Address: |

Other Information:
Interest: | Games: | Reference: |

This is toggle option click again on row it will hide the student information

4.5.1 View Student Profile

In student profile user will see the following heads of students:

- Student Today Diary
- School Notice Board regarding particular student
- Attendance of Student (last 15 Days)
- Test/Assignment Result (Last 15 Tests)
- Subject wise Analysis of student class tests
- Fee Ledger and pending dues
- Badges Awarded to student
- Parents Remarks of that particular student
- Student Detailed Profile
- Summary of Reports regarding Attendance Analysis and Class Test Analysis

4.5.2 Edit Student Information

This button simply take user to edit form of student information where user can update student information against each head.

4.5.3 Change Student Status

By click on this icon/ button user will see the options to change status of student as shown in below figure

Student	Class	Reg.#	Contact Nos	
 MARIA GHAFOOR/MUHAMMAD SHAHBAZ Active <input type="button" value="Save"/>	Class 2	1035	SMS: 03007338069	  
Active Pass Out Struck Off SLC	Class 2	1036	SMS: 03008851989	  

Figure 4.6 How to Update Student Status

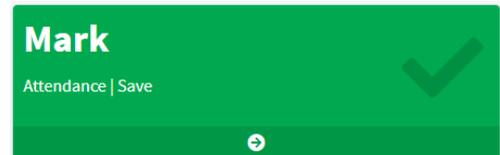
Select Student Status and Click “Save” Button.

ATTENDANCE MANAGEMENT

4.6 How to Mark Student Attendance

To mark student attendance, follow the below steps:

1. Click on “**Attendance Management**” button on landing screen.
2. Click on “**Mark Attendance**”



Follow the following steps:

1. Select Date
2. Select Class and Section
3. Click on “Load Students Button”

Date

Class /Section

12/10/2020


Play Group
▼
Main
▼

 Load Students

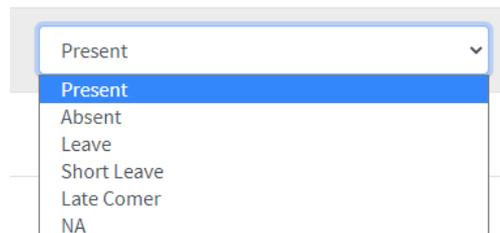
 Button will load the list of students to mark attendance in batch mode, as shown in figure below

Student	Class	Roll No	Status	Remarks
 UMAIR MAQSOOD / AFAQ AHMAD	Play Group		Present	
 UMER FAROOQ / MUHAMMAD HASNAIN AKRAM	Play Group		Present	
 Umer Younas / Ahtsham ul Haq	Play Group		Present	
 Umer Younas / Ahtsham ul Haq	Play Group		Present	
 Umer Younas / Ahtsham ul Haq	Play Group		Present	

4. Select Status of student from dropdown list, “**Present**” is default in select, user only need to change status in case of not present. User can also enter remarks against each student in **remarks** column.

Six different attendance statuses are given, which are:

- Present
- Absent
- Leave
- Short Leave
- Tardy
- NA



5. Click on “**Save Attendance**” button

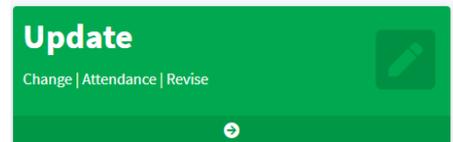


It will save the attendance of whole class in batch mode.

4.7 How to Update Student Attendance

To Update/ change student attendance, follow the below steps:

1. Click on “**Update Button**” button on Attendance Dashboard.



Follow the following steps:

1. Select Date
2. Select Class and Section
3. Click on “**Show Attendance**”

Date

Class /Section

12/10/2020


Play Group
▼
Main
▼

 Show Attendance



Button will load the list of students with marked attendance status as shown in figure below

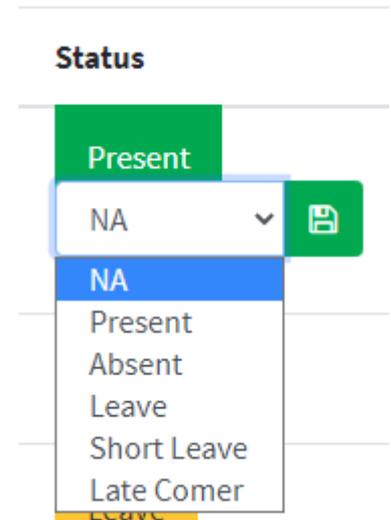
Attendance of Students, Class: Play Group Date:12/09/2020	
Student	Status
 UMAIR MAQSOOD / AFAQ AHMAD	Present 
 UMER FAROOQ / MUHAMMAD HASNAIN AKRAM	Absent 
 Umer Younas / Ahtsham ul Haq	Leave 
 Umer Younas / Ahtsham ul Haq	Short Leave 
 Umer Younas / Ahtsham ul Haq	Late Comer 

Figure 4.7 Attendance View

To change attendance status:

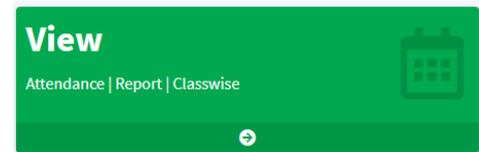
click on this icon to view attendance statuses

1. Select Status
2. and click on **“Save”** button to change status of attendance.



4.8 How to View Attendance

To view attendance in detail of particular date click on **“View Attendance”** Button on attendance dashboard.



User can view attendance by following filters

- [Date from to till date](#)
- [Class wise](#)
- [Student Registration Number](#)

** Date filter will be automatically applied when other filters will be used.*

Student Attendance Search / Report

Attendance Summary [date: 12/09/2020 to 12/10/2020]							
Class Name / Month	Present	Absent	Leave	Short Leave	NA	Late Comer	% of Presence
December	21	4	3	1	0	1	70.00
Play Group	21	4	3	1	0	1	70.00

Figure 4.8 Student Attendance Summary

4.8.1 Date from to till date filter

Select Date from and Date to and click “search” button, it will load attendance summary as shown in above figure.

4.8.2 Class wise View Attendance

Select **Date from** and **Date to** along with **Class Name and Section** to view both summary of attendance and detailed attendance of selected class as shown in figure below.

Attendance Summary [date: 12/09/2020 to 12/10/2020]							
Class Name / Month	Present	Absent	Leave	Short Leave	NA	Late Comer	% of Presence
December	21	4	3	1	0	1	70.00
Play Group	21	4	3	1	0	1	70.00

Attendance of Students, Class: Play Group				
Class	Student	Date	Status	Remarks
Play Group	 UMAIR MAQSOOD / AFAQ AHMAD	Thursday 10/Dec/20	Present	
Play Group	 UMER FAROOQ / MUHAMMAD HASNAIN AKRAM	Thursday 10/Dec/20	Present	
Play Group	 Umer Younas / Ahtsham ul Haq	Thursday 10/Dec/20	Present	
Play Group	 Umer Younas / Ahtsham ul Haq	Thursday 10/Dec/20	Present	
Play Group	 Umer Younas / Ahtsham ul Haq	Thursday 10/Dec/20	Present	
Play Group	 Umer Younas / Ahtsham ul Haq	Thursday 10/Dec/20	Leave	

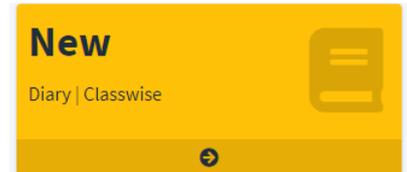
Figure 4.9 Attendance Search Result

STUDENT DIARY

4.9 How to Write Student Diary (Class wise)

To write student diary, follow the below steps:

1. Click on “**Diary**” button on landing screen.
2. After loading Diary dashboard, Click on “**New Diary | Class wise**” button.
3. Fill the required information and write diary, it will show to every student in selected class



** Field marked with * are mandatory fields.*

User can write five types of student diary which are:

Type

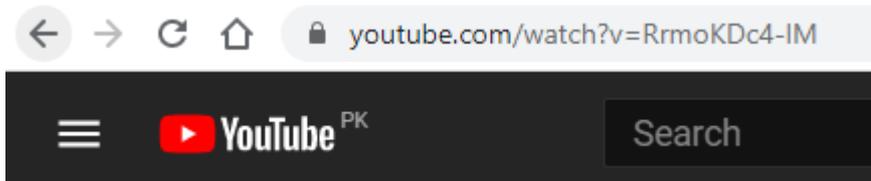
Dairy Notes*



- **Homework**
Select this type which teacher write home for students
- **Instruction**
Select when teacher writes some special instructions to whole class or same as for single student on respective forms
- **Notification**
Select when teacher writes special notification or issue some notification to student/ class
- **Warning**
Select when teacher issue warning to student
- **Learning Reference**
*Select when teacher wants to share some learning videos from **YouTube** with students.*

To share reference video:

- go to to your browser and load youtube.com and
- select video which wants to share with students.
- Copy video **ID** write after = sign and placed in “**dairy notes**”
In below example copy “RrmokDc4-IM”



4. Fill the form below and click “**Save Diary**” button to save/ publish student dairy.

WRITE STUDENT DIARY

Diary Date

Class *

Section Name*

Subject

Teacher

Type

Dairy Notes*

Figure 4.10 Student Diary

User can view posted diary for today in grid available on the same page below the write diary section.

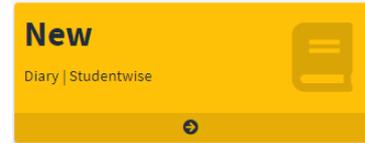
Today Class level Diary			
Existing today diary			
Class	Subject	Student	Notes
Play Group	Mathematics	Whole Class /	Home Work Solve Exercise No 23

Figure 4.11 Today Existing Diary

4.10 How to Write Student Diary (Individual Student)

To write student diary individually, follow the below steps:

1. Click on “**New Diary | Student wise**” button.
2. Select Class & Section, Diary date, Subject, and teacher from pre-information section to load list of students, detailed UI is shown in figure below



3. User/ teacher can write student dairy to individual students and select the type of diary from very next column to “diary”.

4. Press “**Save Diary**” button to save diary in batch mode.



Diary only saved for those students where “Diary” column is filled, blanked diary column will not be published to student’s dairy panel.

** Field marked with * are mandatory fields.*

PRE-INFORMATION ⌵ - ✕

Diary Date

Class * ⌵

Section Name* ⌵

Subject ⌵

Teacher ⌵

Write Diary: Individual Student ⌵ - ✕

Student	Reg. #	Diary	Type
UMAIR MAQSOOD / AFAQ AHMAD	1001	<input style="width: 100%;" type="text" value="Diary"/>	<input style="width: 100%;" type="text" value="Home Work"/> ⌵
UMER FAROOQ / MUHAMMAD HASNAIN AKRAM	1002	<input style="width: 100%;" type="text" value="Diary"/>	<input style="width: 100%;" type="text" value="Home Work"/> ⌵

Figure 4.12 Diary of Individual Students

4.11 How to view diary

1. Click on **“View Diary”** button on diary dashboard to load view/search diary form.
2. Apply the filter and select **“Search”** button to view diary for selected option.



User can view diary by following filters

- Date Filter
- Class wise
- Student Registration Number
- Subject wise diary
- Type of diary

** Date filter will be automatically applied when other filters will be used.*

View / Search Diary

FILTERS 🔄 - ✕

Date	12/10/2020 📅 🔍
Student Reg. #	Student Name 🔍
Class	Play Group ⌵ 🔍
Section	Main ⌵ 🔍
Subject	Overall ⌵ 🔍
Teacher	KASHIF MOGHEERA ⌵ 🔍
Type	Home Work ⌵ 🔍

Figure 4.13 Filters on Search Diary

3. By click on **“Search”** button Diary of selected option will be load in below grid s shown in figure below.

Today Diary 🔄 - ✕

Class	Subject Teacher	Student	Notes
Play Group	Mathematics MADIHA ISHAQ	Whole Class /	Home Work Solve Exercise No 23 🗑️

Figure 4.14 Search Diary Result

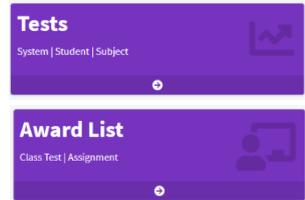
User can delete selected dairy by click on **“Delete Icon”** in today diary result grid.

** User only delete today diary for the purpose to re-write or to remove wrongly posted dairy for current day, after change of date user will not be able to change or delete the posted diary.*

CLASS TEST MANAGEMENT

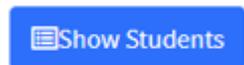
4.13 How to Declare and Post Class Test's Marks

1. Click on “**Tests**” button main / landing screen
2. Click on “**Award List**” button .on Tests dashboard



Test Declaration

1. Select Test Date
2. Select Class Name and Section
3. Select Subject of Class Test
4. Select Teacher who conduct or take class test
5. Enter Total Marks
6. Enter Passing Marks of test
7. Press “**Show Students**” button to declare test and load list of students in select class and section as shown in figure below:



Class Tests - Award List

PRE-INFORMATION

Date	12/14/2020	
Class *	Play Group	▼
Section Name *	Main	▼
Subject *	English	▼
Teacher *	SHEHERYAR	▼
Total Marks *	100	
Passing Marks *	40	

[Show Students](#)

List of Students

Student	Reg. #	Obtained Marks	Remarks
 UMAIR MAQSOOD / AFAQ AHMAD	1001	<input type="text" value="Obt Marks"/>	<input type="text" value="Remarks"/>
 UMER FAROOQ / MUHAMMAD HASNAIN AKRAM	1002	<input type="text" value="Obt Marks"/>	<input type="text" value="Remarks"/>
 Umer Younas / Ahtsham ul Haq	1003	<input type="text" value="Obt Marks"/>	<input type="text" value="Remarks"/>

Figure 4.16 Class Test Award List

8. Enter Obtained Marks and remarks against each subject
9. Press “**Save Test Results**” to post student class test result.



** Fields marled with * are mandatory fields*

Note: If field of obtained marks is blank, system will not save the result of that particular student. It may consider that test was not applicable to that student or his/her test is not marked yet, user can be entered award list of the same class in multiple attempts. "Marks only be posted of those students where obtained marks field is not blanked"

View/Update Class Test Result

4.14 How to View/Update Class Test Result

1. Click on **"View"** button from Test dashboard, it will load the test view form



User can view already posted result of class test by select the following pre information:

- Date (class test date)
- Class along with section of the class
- Subject of Class Test

2. Click on **"Show Result"** button to load result as shown in figure below

View Class Test Results

Filters

Date	12/14/2020	
Class /Section	Play Group	Main
Subject	English	

[Show Result](#)

Test Result of Play Group | English | 12/14/2020

Student	Total Pass Marks	Result	
UMAIR MAQSOOD / AFAQ AHMAD Reg.#: 1001	100 40	50.0 50.0% Pass	
UMER FAROOQ / MUHAMMAD HASNAIN AKRAM Reg.#: 1002	100 40	90.0 90.0% Pass	
Umer Younas / Ahtsham ul Haq Reg.#: 1003	100 40	30.0 30.0% Fail	
ALINA NAWAZ / ALI AKBAR Reg.#: 1004	100 40	20.0 20.0% Fail	
FAKHRA / SHAHZAIB SHAHZAD Reg.#: 1005	100 40	70.0 70.0% Pass	

Figure 4.17 View Class Test Result

Some additional options also given in the result grid, user can edit/update wrongly marked marks by doing the following steps:

 Edit / Change Result| click on this icon to view the option where user can update/change the **obtained marks** and **remarks**.

 Delete Already Posted Result | Click on this icon to delete previously posted class test result. By choosing this option user first delete the previous record and enter revised marks on **award list** form. (as in point 2.13)

4.14.1 Update/ Change Obtained Marks

1. Click on  icon in result table
2. Enter Obtained Marks and remarks
3. Click on “**Update**” button to save record



As shown in figure below

 UMAIR MAQSOOD / AFAQ AHMAD Reg.#: 1001	100 40	50.0 50.0% Pass	 
		<input type="text" value="Obt Marks"/>	
			

Figure 4.18 Update/ Change Obtained Marks

STAFF MANAGEMENT

4.15 How to Register Staff

1. Click on “**Staff**” button main / landing screen
2. Click on “**Register**” button .on staff dashboard



Instructions:

- *Fields marked with * are mandatory fields*
- **CNIC format:** Enter CNIC number without dashes (-) e.g. 1234512345671
- **Mobile #:** enter mobile number without dash (-) e.g. 03311234567

After successfully loading of staff registration form, follow the steps:

1. To register staff/teacher fill the staff form, shown in the below figure.
2. Click on “**Save**” button to register

TEACHER/ EMPLOYEE REGISTRATION

Name*	<input type="text" value="Employee Full Name"/>
Father Name	<input type="text" value="Father Name"/>
Gender	<input style="border-bottom: 1px solid #ccc;" type="text" value="Male"/>
CNIC*	<input type="text" value="CNIC - also used to login"/>
Mobile*	<input type="text" value="03331234567"/>
Designation	<input type="text" value="Designation"/>
Department	<input type="text" value="Teaching"/>
Highest Degree	<input type="text" value="Masters"/>
Email	<input type="text" value="abc@yahoo.com"/>
Address	<input style="height: 40px;" type="text" value="House No"/>
Employee since	<input type="text" value=""/>
Is Teacher	<input style="border-bottom: 1px solid #ccc;" type="text" value="Yes"/>

Figure 4.19 Staff Registration Form

User can differentiate the teachers by marking “Yes” at “is Teacher” option

Is Teacher

After successfully saved staff basic information will be shown in the table below that form.

Name	Father Name	CNIC	Mobile	Email	Teacher
KASHIF MOGHEERA	IFTIKHAR AHMAD	3540416251427	03344971230	kashifmogheera@gmail.com	Teaching  
MADIHA ISHAQ	ISHAQ ALI	3540413323064	03004041332	kashifmogheera@gmail.com	HIGH SCHOOL  
SHEHERYAR	MUJEEB ULLAH	3540414751428	03004041475	kashifmogheera@gmail.com	Teaching  
KOMAL FARAZ	Faraz Hussain	3540413020697	03004041302	kashifmogheera@gmail.com	Teaching  
HUSNAIN BAIG	Khadim Baig	3540411346686	03004041134	kashifmogheera@gmail.com	Teaching  
SIDRA SHAHZADI	Raza e Elahi	3540411787332	03004041178	kashifmogheera@gmail.com	Teaching  

Figure 4.20 List of Existing Staff

4.15.1 Generation of Teacher Login

- During filling of staff registration form please enter “Valid Email” of teacher/ staff to receive “login PIN” in email.
- System will automatically generate staff login pin
- Staff’s **CNIC & Login Pin** will be used to login in LKSIS as teacher.

4.16 How to Update Staff Information

1. Click on the  **Edit Icon** in table (shown in above figure) against staff name to view in edit mode shown in figure below.
2. Change/ Update staff information where needs to change and press “**Update**” button.

Update

Address

Employee since 

Is Teacher 

4.16.1 Delete Staff Record

 Delete Staff Record| User can delete wrongly entered staff information by click on “Delete” icon

FEE MANAGEMENT

*Monthly student payable fee is assigned to each class. It can be same for all classes or vary to class to class. User needs to enter fee amount against each class before posting it to **make payable** to students.*

4.17 How to Manage/ Declare Fee Heads

1. Click on “**Fee**” button at landing screen/ main screen
2. Click on “**Fee Heads**” button



On this form (below figure) user will see some fixed or already declared Fee heads. On other hand user can declare their own fee heads

** User cannot change or update the pre-entered fee heads. User can only be able to change or update their own declared fee heads*

4.17.1 Add Fee Head

1. Enter Fee Head Title in text box under “Add New Fee Head”
2. Click “**Save**” Icon to save custom fee head



Fee Head Management ↶

Existing Fee Heads ⌵ - ✕

Waived Off	✎ ✖
Tuition Fee	✎ ✖
Examination Fee	✎ ✖

Add New Fee Head

✎

4.17.2 Edit Fee Head Title

[✎](#) click on this Edit icon to view the option where user can update/ change the **Fee Head Title**.

Examination Fee [✎](#) [✖](#)

✎

4.17.3 Delete Fee Head

[✖](#) Click on this delete icon to delete wrongly entered Fee Head Titles

4.18 Make Fee Payable

LKSIS offer multiple ways to achieve this task, user can post / make payable tuition and fees in following way

- **Tuition Fee to All Active Students**

In this option system will post the fixed tuition fee to all active students in the school after deduction of discount offered to students.

Example:

Tuition fee for Class 2 is: 1500 per month (marked in class management) and student get 300 monthly discount at the time of admission or later. By this option calculations will be: $1500 - 300$ so payable fee will be posted as 1200.

- **Other Fee or Custom Tuition Fee to Selected Class**

By using this option user can post customized fee to a specific class or will post other fee heads like examination fee etc. to that specific class.

This option is also useful when fine will be charged to whole class or any fee will be payable to that whole class.

- **Tuition Fee to Individual Student**
This option will be used when admission will be made after posting of tuition fee for that month. Then user can post tuition fee to a specific student by choosing this option
- **Fine, Other Fee or Custom Tuition Fee to Individual Student**
This option will be used for posting fines to specific student, like Absent fine, Later Comer or Fail in test fine etc.
User can also post other fee heads (Exam fee) or custom tuition fee to that specific student by choosing this option.

4.18.1 Post Tuition Fee to All Active Students

1. Click on “**Fee**” button at landing screen/ main screen
2. Click on “**Make Payable**” button to load Make Tuition Fee Payable form as shown in below figure.
3. Select Fee Due Date
4. Enter Description or leave blank for default entry
5. Click “**Make Payable**” button



*It will show the total **Tuition Fee** payable for selected date (shown in figure below)*

This is the most efficient and easy way to post monthly tuition fee.

4.18.2 Post Other Fee or Custom Tuition Fee to Selected Class

1. Click on “**Fee**” button at landing screen/ main screen
2. Click on “**Make Payable**” button to load Make Tuition Fee Payable form as shown in below figure.
3. Select Fee Due Date
4. Select Class along with Section



5. Select Fee Head
6. Enter Description
7. Enter Amount
8. Click “[Make Payable](#)” button

*It will show the total **Fee** payable for selected class and fee head at that date.*

Make Other Fee(s) Payable - x

Fee Due Date

Class/Section

Fee Heads

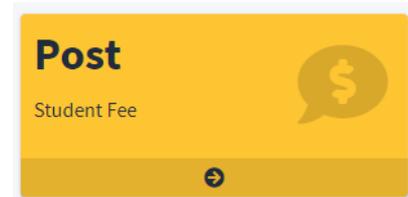
Description

Amount

[Make Payable](#)

4.18.3 How to Post Individual Student Tuition Fee

1. Click on “[Post Student Fee](#)” button on fee dashboard.
2. Select Class and Section
3. Click “[Search](#)” icon/ button to load list of students



After successful load of students of selected class.

Post Fee/ Fine Dues ↻

Select Class

Class / Section [Q](#)

Students of Class: Play Group | Main 🔍 - x

Student	Due Amount	
UMAIR MAQSOOD / AFAQ AHMAD (Reg. #: 1001)	1,350	\$ Post Fine \$ Post Fee
UMER FAROOQ / MUHAMMAD HASNAIN AKRAM (Reg. #: 1002)	1,350	\$ Post Fine \$ Post Fee

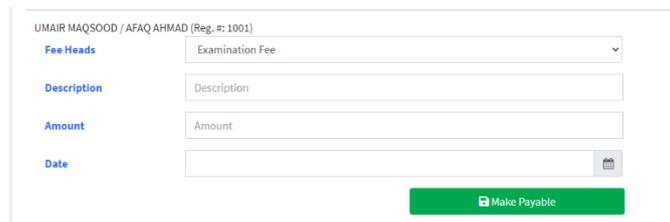
* “Due Amount” is payable amount of student up till today.

4. Click on “Post Fee” Button to view options for posting tuition fee to selected student.



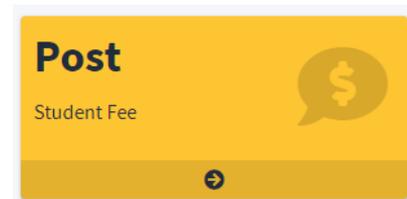
It will show the form in line with student name.

5. Enter Fee Description and Fee Amount (on this form fee head an amount will be disabled)
6. Press “Make Payable” button to post tuition fee to selected student.



4.18.4 How to Post Fine, Custom Tuition Fee or Other Fee to Individual Student

1. Click on “Post Student Fee” button on fee dashboard.
2. Select Class and Section
3. Click “Search” icon/ button to load list of students



After successful load of students of selected class.

Post Fee/ Fine Dues

Select Class

Class /Section

Play Group Main Q

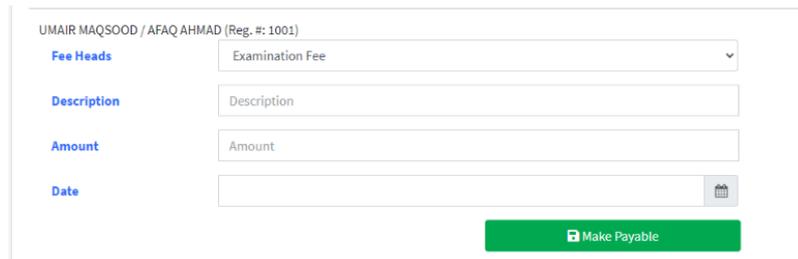
Students of Class: Play Group | Main

Student	Due Amount	
UMAIR MAQSOOD / AFAQ AHMAD (Reg. #: 1001)	1,350	\$ Post Fine \$ Post Fee
UMER FAROOQ / MUHAMMAD HASNAIN AKRAM (Reg. #: 1002)	1,350	\$ Post Fine \$ Post Fee

4. Click on “**Post Fine**” Button to view options for posting **Fine** or custom fee to selected student.
It will show the form in line with student name.

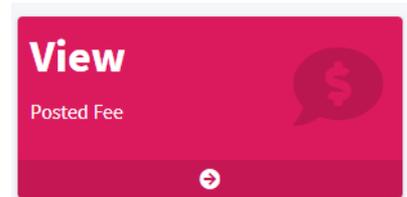


5. Select Fee Head
6. Enter Description, Fee Amount and Fee Payable Date
7. Press “**Make Payable**” button to post selected fee to the student.



4.19 How to View Posted Fee

1. Click on “**View Posted Fee**” button on fee dashboard.
2. Posted fee can be view by following search
 - Fee Payable Date
 - Class and Section
 - Fee Head



3. Click “**Search**” icon/ button just after each search option to view already posted fee as shown in figure below.

View Posted/ Fee Dues

Filters

Date	12/15/2020		
Class /Section	Play Group	Main	
Fee Head	Tuition Fee		

[Show Fee Dues](#)

Test Result of Play Group | 12/15/2020

Date	Class	Description	Due Amount	
January Friday 01/Jan/21	Class 2	Tuition Fee - Month of January-2021	28,800	
January Friday 01/Jan/21	Class 3	Tuition Fee - Month of January-2021	15,700	
January Friday 01/Jan/21	Class One	Tuition Fee - Month of January-2021	21,000	

* *“Due Amount” is total payable amount on selected date, class wise with Fee Head.*

4.19.1 How to Delete Posted Fee

Click on this delete icon to delete wrongly Posted Fee.

4.20 How to Receive Fee or Fine

1. Click on **“Receipt Fee | Fine”** button on fee dashboard.
2. Enter Student Registration No
3. Click on **“Search”** icon/ button



It will load student payable fee for current month along with all previous pending dues under total payable head.

4. Enter received amount against each fee head/ row accordingly

Due Date	Fee Head	Description	Amount	Amount Received
Saturday 05/Dec/20		Month of December-2020	1,500	<input style="width: 50px;" type="text" value="Amount"/>

5. Select fee receipt date
6. Enter waived off amount if any discount offered at the time of fee receipt

7. Press “Submit Payment” button to receive fee amount

[Submit Payment](#)

Fee Receipt 🔍

Load fee payable detail by:

Student Reg. # 1032 🔍

OR

Fee Voucher # 20-lk-201 🔍

Chief Public School, Sheikhpura

Fee Deposit Options
Account Office

Date: December 15, 2020

Student
Student Name: **QAMAR ABBAS**
Father: AFAQ AHMAD
Contact #: 03001476987

Reg. #: **1032**
Class: **Class One**

Due Date	Fee Head	Description	Amount	Amount Received
Saturday 05/Dec/20		Month of December-2020	1,500	<input type="text" value="Amount"/>
Payment Methods:			Total Payable	3600
Cash Deposit at Accounts Office			Total Paid:	0

Fee Payment Date

12/15/2020 📅

Waived Off

Waived Off Amount

[Submit Payment](#)

Figure 4.21 Fee Receipt

4.21 How to View Student Fee Ledger

1. Click on “**Ledger Student Fee**” button on fee dashboard.
2. Enter Student Registration No
3. Click on “**Search**” icon/ button



It will load student fee ledger till today

Student Fee Ledger

Load fee payable detail by:

Student Reg. # 1032 OR Fee Voucher # 20-llk-201

Fee Ledger of **QAMAR ABBAS** as on: December 15, 2020

Father: AFAQ AHMAD
Contact #: 03001476987

Reg. #: 1032
Class: Class One

Date	Description	Dues	Payments
01/Nov/20	Tuition Fee - Month of November-2020	1,500	
14/Nov/20	Examination Fee - 1st term Exam Fee	250	
14/Nov/20	Examination Fee - 2nd term Exam Fee	350	
05/Dec/20	Tuition Fee - Month of December-2020	1,500	
Total		1,500	0

Total Payable: 1,500
Total Payments: 0
Balance payable 3,600

Figure 4.22 Student Fee Ledger

4.21.1 How to Delete Posted or Received Fee Amount for Selected Student

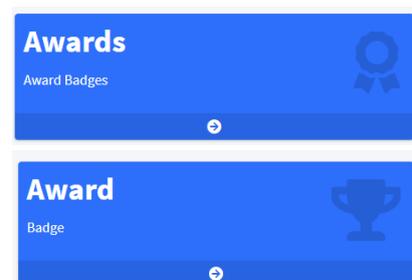
Click on this delete icon to delete wrongly posted fee or received amount.

AWARD AND BADGES

4.22 How to Award a Badge or Award to Student

1. Click on “**Awards**” button on landing/ main screen.
2. Click on “**Award**” button on badge dashboard

After loading of list of available awards



3. Click on “**Award to Student**” button to load options where user can award the selected badge to student (as shown in figure below)

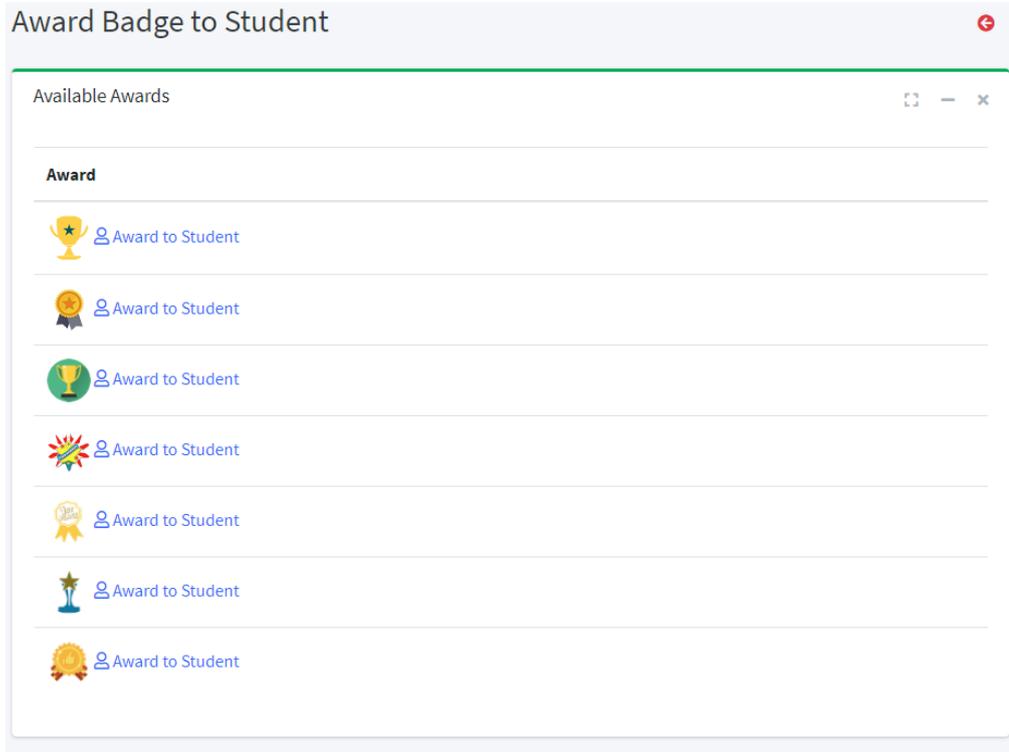
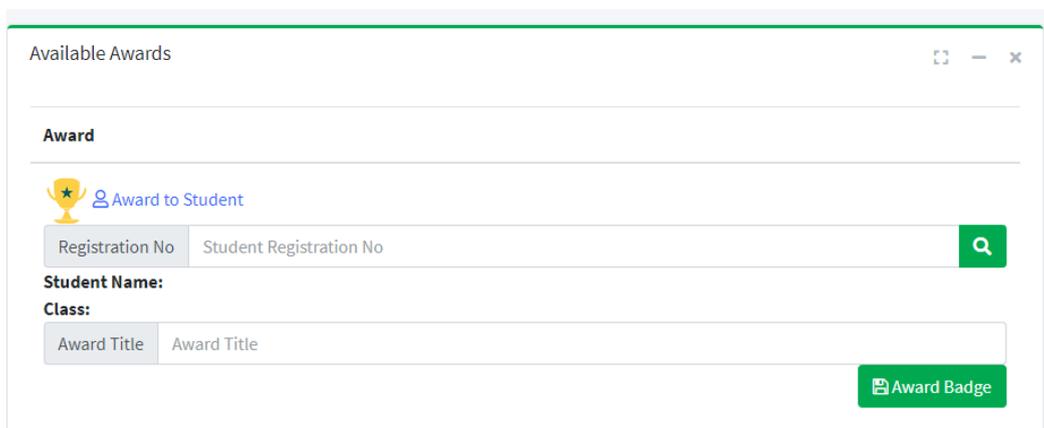


Figure 4.23 List of Available Awards/ Badges

4. Enter Student Registration No
5. Click "Search" icon
It will load student name and class to verify the student
6. Enter Award Title if any for example "Student of the Year" or "Topper in Class Test" etc.
7. Click on "Award Badge" button to award



4.23 How to Add Your Own Custom Badge

1. Click on “**Badge**” button on award dashboard
2. Click on “Browse” button and select png image of your badge
3. Click on “**Upload**” button to save in badges list



User can view already existing badge very next to upload New Badge Form as shown in figure below.

** Badge image size should be more than 40px x 40px and limited to 40kb in size. For best result badge should be equal in size among width and height.*

Badges Management

Upload New Badge
✕

to Set /Change, please upload logo image
Browse

Uplaod / Update Logo

Existing Badges
☰ - ✕



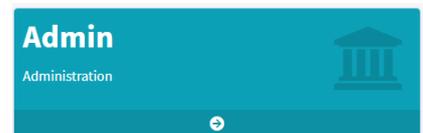
Figure 4.24 Add New Badge and List of Existing Badges

ADMINISTRATION SECTION

Administration section based on school administration department; user can manage the following section here:

- Academic Year /Session Management
- School Notice Board
- User Management
- Class Management
- Class Sections Management
- Subject Management
- Student Promotion between Class
- School/ Campus Information Management

Click on “Admin” button at landing screen to access administration section



4.24 How to Declare New Academic Year

1. Click on “Admin” button on landing screen
2. Find Academic Year Management Section
3. Enter Academic Year Title (mandatory) example: March 2020 to February 2021
4. Enter Start Date and End Date of Session
5. Click on “Save Academic Year” button.

As user declare new academic year it will automatically assign as current academic year, so before declaring new academic year user must complete their all task belong to previous academic year.

User can view already existing Academic Years in table as shown in figure below.

ACADEMIC YEAR MANAGEMENT ⌵ - ✕

DECLARE NEW ACADEMIC YEAR

Academic Year Title*

Start From 📅

End at 📅

Save Academic Year

Title	Dates
Feb2020-21	to 🗑️

4.24.1 How to edit Academic Year Title or Date

1.  click on this **Edit** icon to view and load existing detail of academic year, after loading user can Edit the required information and
2. Click on “**update**” button to save information



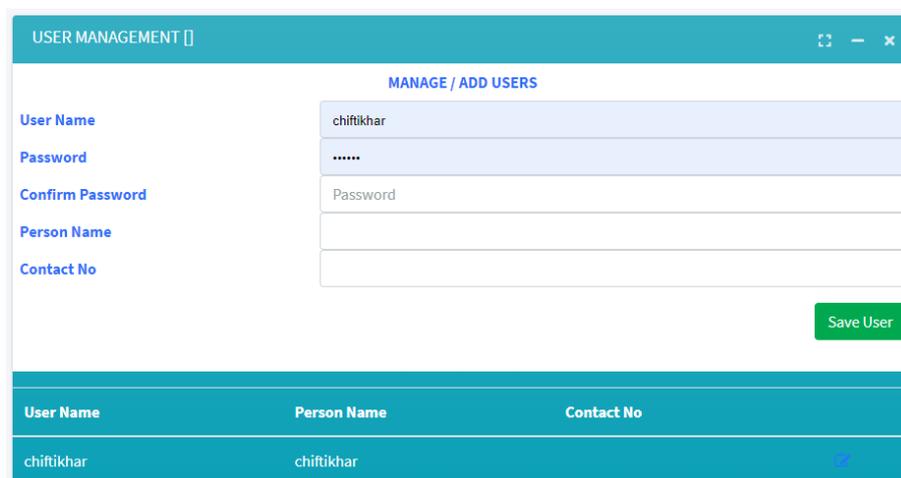
4.24.2 How to Delete Academic Year

 Click on “**Delete**” button/ icon to delete wrongly entered academic year. *[If user enter or perform any activity regarding student registration, fee, attendance etc. after declaring new academic year. All those actions perform will also be delete from system and not recoverable]*

4.25 How to Manage/ Add User Accounts

1. Click on “**Admin**” button on landing screen
2. Find User Management Section
3. Fill the Form
4. Click on “**Save User**” button.

User Name (email) should be unique, User Name and Password are case sensitive and mandatory fields.



The screenshot shows a window titled "USER MANAGEMENT []" with a sub-header "MANAGE / ADD USERS". It contains a form with the following fields:

- User Name: chiftikhar
- Password:
- Confirm Password: Password
- Person Name: (empty)
- Contact No: (empty)

A "Save User" button is located at the bottom right of the form. Below the form is a table with the following data:

User Name	Person Name	Contact No
chiftikhar	chiftikhar	

4.25.1 How to edit User Password and Basic Information

3.  click on this [Edit](#) icon to view and load existing detail of user, after loading change password or user information

4. Click on “[update](#)” button to update Password



4.25.2 How to Delete User

-  Click on “[Delete](#)” button/ icon to delete wrongly entered User.

4.26 How to Add or Manage Classes Sections

1. Click on “[Admin](#)” button on landing screen
2. Find Class Section Management
3. Enter Section Name
4. Click on “[Save Section](#)” button.

CLASS SECTION MANAGEMENT
⌵ - ✕

ADD SECTION []

Section Name*

Save Section

Existing Sections

Red	 
A	 
B	 

4.26.1 How to Edit Section Name

1.  click on this [Edit](#) icon to view and load existing Section name for editing, after loading change the Section Name and

2. Click on “[update](#)” button to save



4.26.2 How to Delete User

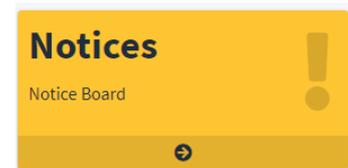
-  Click on “[Delete](#)” button/ icon to delete wrongly entered Sections.

[before deleting section name make sure that user have shifted all the students belong to that section (deleted section) to other/main section for future use]

4.27 How to Post Notice on School Notice Board

Published notices are shown on student/parents' portal and android application.

1. Click on “**Notices**” button on Admin Dashboard
2. After loading Notices Form, Select Date and Type of Notice
3. Type Notice detail
4. Click on “**Save Notice**” button.



Types of Notices

- **Homework**
Select this type when school issue same home activity to whole students
- **Instruction**
Select when school writes some special instructions
- **Notification**
Select when general notice will be issue
- **Warning**
Select when issue warning to all student
- **Learning Reference**
*Select when school wants to share some learning videos from **YouTube** with students.*

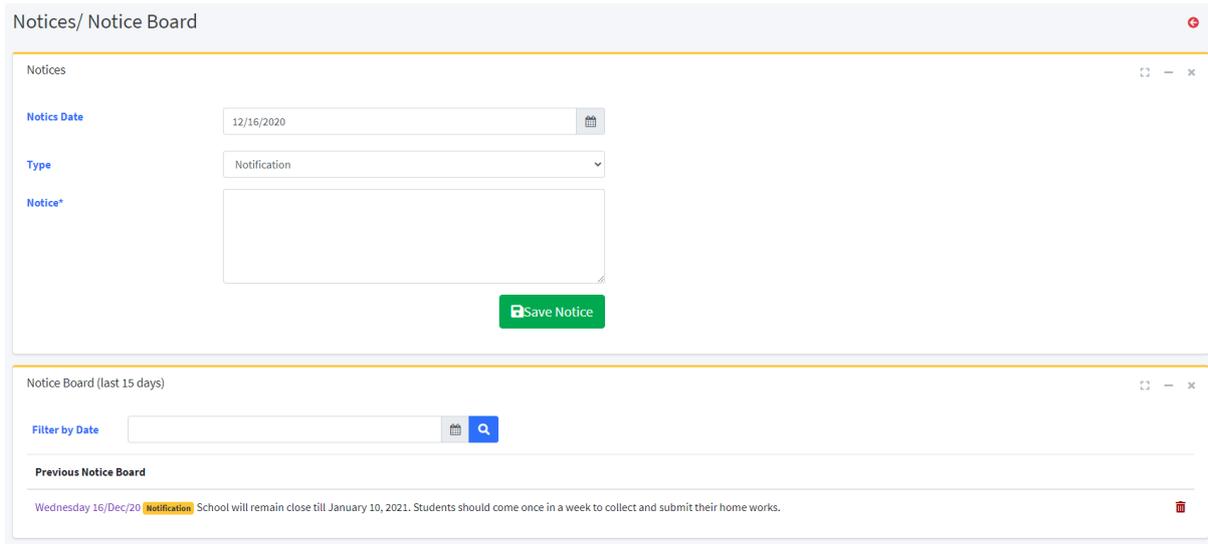


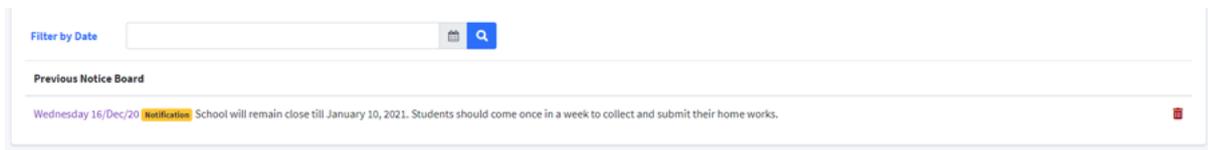
Figure 4.25 Notice Board

4.28 Search Previous Posted Notices

User can search previous notice by selected date filter on Notice Board form

1. Select Notice Date
2. Click on “[Search](#)” Button

It will load all the notices issued on selected date as shown in below figure



4.28.1 How to Delete Published Notice

-  Click on “[Delete](#)” button/ icon to delete wrongly published notice.

CLASS MANAGEMENT

All the school related classes are already defined and preloaded, but user can

- Change Class Title as school offers classes (names)
- Add New Class
- Delete Existing Class
- Set Fee for Class

Class Management
⏪

Existing Classes ⏏ - ✕

# Class	Monthly Fee	
1 - Play Group	1000	✎ 📄 🗑
2 - Nursery	1200	✎ 📄 🗑
3 - KG	1300	✎ 📄 🗑
4 - Class One	1500	✎ 📄 🗑
5 - Class 2	1800	✎ 📄 🗑
6 - Class 3	2000	✎ 📄 🗑
7 - Class 4	2200	✎ 📄 🗑
8 - Class 5		✎ 📄 🗑
9 - Class 6		✎ 📄 🗑
10 - Class 7		✎ 📄 🗑
11 - Class 8		✎ 📄 🗑
12 - Class 9		✎ 📄 🗑
13 - Class 10		✎ 📄 🗑

[Add New Class](#)

<input type="text" value="sort #"/>	<input type="text" value="Class Name"/>	<input type="text" value="Fee Amount"/>	📄
-------------------------------------	---	---	-------------------

Figure 4.26 Class Management / List of Existing Classes

4.29 How to Add New Class

1. Click on “[Class Management](#)” Button on admin dashboard
2. Enter Class Sort No, Class Name and Fee Amount
3. Click on “[Save](#)” icon/button



[Add New Class](#)

sort #	Class Name	Fee Amount	
--------	------------	------------	---

4.30 Change Existing Class Title/ Name

1. Click on “[Class Management](#)” Button on admin dashboard
2. Click on  Edit icon, it will load sub form to edit class title or name along with class sort no.
3. Enter Sort No and Revised Class Name. e.g., user can change “Play Group” to “Pre-Nursery”
4. Click on “[Save](#)” icon/button

Existing Classes ⏏ - ✕

#	Class	Monthly Fee				
1	Play Group	1000	  			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">sort #</td> <td style="width: 80%; padding: 5px;">Revised Class Name</td> <td style="width: 10%; text-align: center; padding: 5px;"></td> </tr> </table>	sort #	Revised Class Name			
sort #	Revised Class Name					

4.31 How to Set Tuition Fee Against Class

1. Click on “[Class Management](#)” Button on admin dashboard
2. Click on  Edit icon, it will load sub form to set/ change Tuition Fee.
3. Enter amount of tuition fee
4. Click on “[Save](#)” icon/button

Existing Classes ⏏ - ✕

#	Class	Monthly Fee			
1	Play Group	1000	  		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Revised Fee Amc</td> <td style="width: 20%; text-align: center; padding: 5px;"></td> </tr> </table>	Revised Fee Amc		
Revised Fee Amc					

4.32 How to Delete Existing Class

 Click on “Delete” button/ icon to delete wrongly entered Class.

[when user delete any class, all associate students will also be deleted and may not recoverable]

SUBJECT MANAGEMENT

Basic and popular subjects are already added to subject bank in LKSIS. User can

- Change Subject Title
- Add New Subject
- Delete Existing Subject

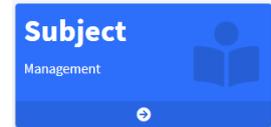
Subject Management ←

Existing Subjects ⌵ - ✕	
- Overall	 
1 - English	 
2 - Urdu	 
3 - Mathematics	 
4 - Genderal Science	 
5 - Islamiyat	 
6 - Social Science	 
7 - General Knowledge	 
Add New Subject	
<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Subject Title"/>	<input style="width: 10%; border: 1px solid #ccc;" type="text" value="sort #"/> 

Figure 4.27 List Existing Subjects

4.33 How to Add New Subject

1. Click on “[Subject Management](#)” Button on admin dashboard
2. Enter Subject Title and Sort No
3. Click on “[Save](#)” icon/button



[Add New Subject](#)

Subject Title	sort #	
---------------	--------	---

4.34 Change Existing Subject Title/ Name

1. Click on “[Subject Management](#)” Button on admin dashboard
2. Click on  Edit icon, it will load sub form to edit subject title or name along with sort no.
3. Enter Sort No and Revised Subject Name
4. Click on “[Save](#)” icon/button

1 - English

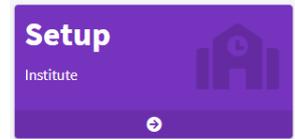
Subject Title	sort #	  
---------------	--------	---

4.35 How to Delete Existing Subject

-  Click on “[Delete](#)” button/ icon to delete wrongly entered or not offered subject.
 [when user delete any subject, all associate class tests of that subjects will also be deleted and may not recoverable]

4.36 How to update School Campus Information

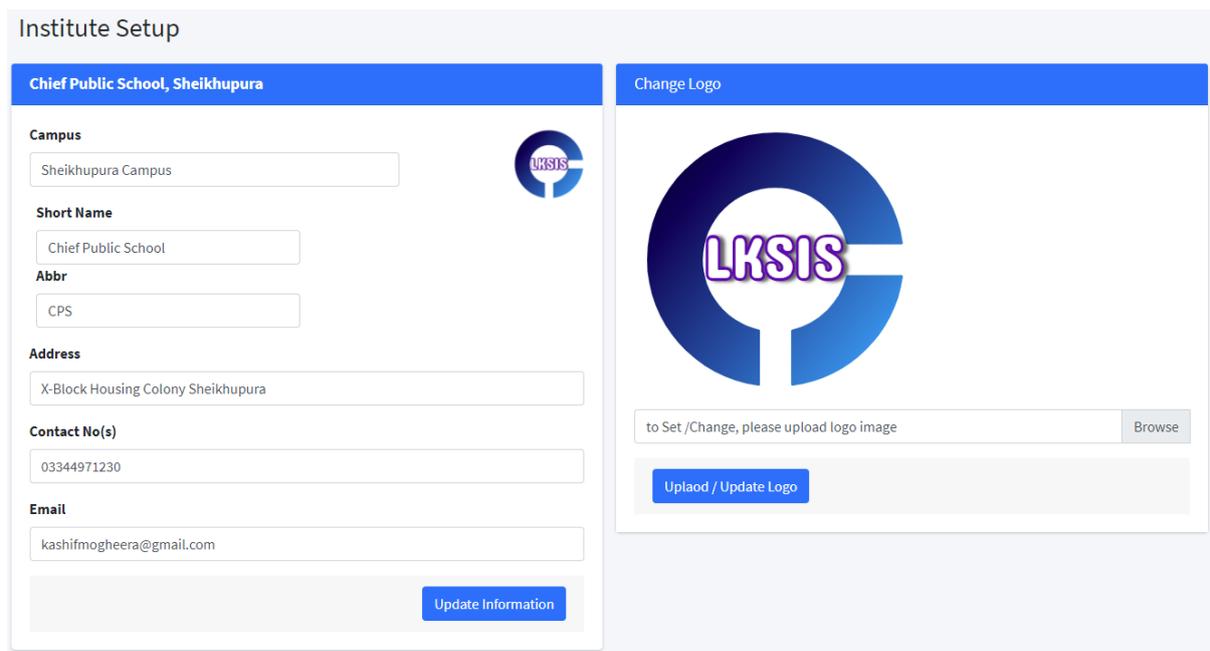
1. Click on “Setup” Button on admin dashboard
2. After Loading form, fill the required information as shown in figure below
3. Click on “Update Information” button



4.36.1 How to Assign School Logo

1. Click on “Browse” button under Change Logo section
2. Select your school logo image (jpg or png)
3. Click on “Upload / Update Logo” button

After successful uploading it will show in logo frame as shown in image below.



Institute Setup

Chief Public School, Sheikhpura

Campus

Short Name

Abbr

Address

Contact No(s)

Email

Change Logo

Figure 4.28 School Setup / Information

Maximum allowed size is 20 kb for school logo

PROMOTE STUDENT

Before going to promote student, user required to declare new *Academic Year*

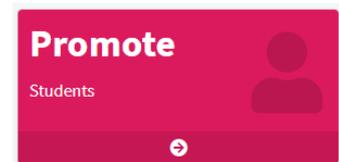
This option will be useful in following situations

- When Session completed and Students need to be promoted to next session
- If Any student wants to change his/her class section
- Merging of multiple class sections

4.37 How to Promote Students

After declaring new academic year follow the below steps:

1. Click on “Promote Students” Button on admin dashboard
2. After Loading form,
3. Select Class and Section to promote along with Academic Year (previous from where students will be promoted)
4. Click on “Load Students” button



Promote Students ⊗

Parameters — ×

<p>Previous Class</p> <p>Class /Section (from) Play Group ▾ Main ▾</p> <p>Academic Year (from) Feb2020-21 ▾</p>	<p>Promot to Class</p> <p>Class /Section (to) Play Group ▾ Main ▾</p> <p>Academic Year (to) Feb2020-21 ▾</p>
---	--

🔍 Load Students

After loading list of students

5. Select/Mark Status of each student
6. Select New Class and Section along with Academic Year (Current)
7. Click on “Promote Students” button



4.37.1 Status of Students

There are four types of statuses of student during promotion of student

- Promoted
- Fail
- Result Awaiting

- Shift to

Promoted

This option will be chosen when student simply promoted to new class

Fail

Fail option will be chosen when student fail in final exam and will remain in the same class

Result Awaiting

This option will be chosen when student's result is not announced yet or no decision has been made regarding his/her promotion.

No action has been taken to those students marked as "Result Awaiting" and management may promote them latterly.

Shift to

This option will be chosen when student or student will be shifted from one section to other section

Student	Status
UMAIR MAQSOOD / AFAQ AHMAD (1001) Play Group	Promoted
UMER FAROOQ / MUHAMMAD HASNAIN AKRAM (1002) Play Group	Fail
Umer Younas / Ahtsham ul Haq (1003) Play Group	Result Awaiting
ALINA NAWAZ / ALI AKBAR (1004) Play Group	Promoted
FAKHRA / SHAHZAIB SHAHZAD (1005) Play Group	Promoted
MISBAH / AMJAD HUSSAIN (1006) Play Group	Result Awaiting
AQSA SAGHEER / NOMAN AHMED (1007) Play Group	Promoted
SAJJAD ALI / CHAMAN ASHRAF (1008) Play Group	Promoted
SUMAIRA PERVEEN / IMTIAZ AHMAD (1009) Play Group	Promoted
Muhammad Imran / Allah Rakha (20-Ik-1001) Play Group	Promoted

[Promote Students](#)

4.38 How to change Student Section or Class

Same steps have been taken as promote student.

1. Select new section and class of student under promote to section
2. Select the same academic year

3. Just marked “[Shift to](#)” in status to that student(s) to change his/her section and marked all other students as “[Result Awaiting](#)”

4.39 How to Merge Student Section

Same steps have been taken as promote student.

1. Select new section and class of student under “promote to” section
2. Select the same academic year
3. Just marked “[Shift to](#)” in status to all students to shift them to new section.

4.40 How to Logout

1. Click on “[Logout](#)” button at main/ landing screen
2. Or Click on “Logout” icon from menu



5 Reports

LKSIS offers different types of reports related to each module

- Statistical Reporting
- Business Intelligent Reporting
- Financial & Operational Reporting

Operational and statistical reports are mentioned at dashboards of modules, BI reports shown under a separate section called BI Reports (option available on main landing screen of lksis)

5.1 Statistical Reports

Statistical reports are based on averages and cross comparison between sessions and classes based on multiple parameters

LKSIS user may find these types of reports under each section and in BI section.

5.2 Operational Reports

Operational reports are based on and related to running tasks of school.

5.3 BI Reports

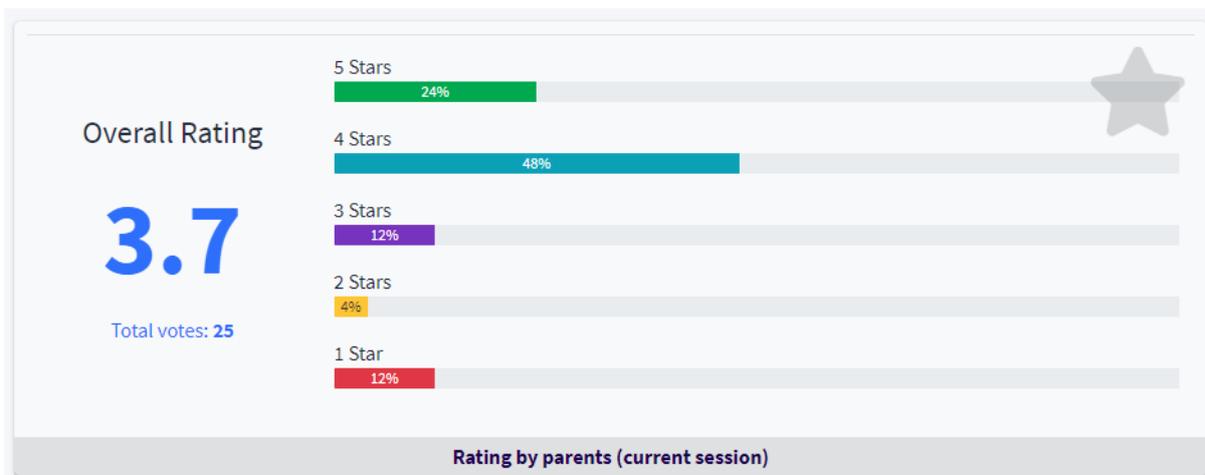
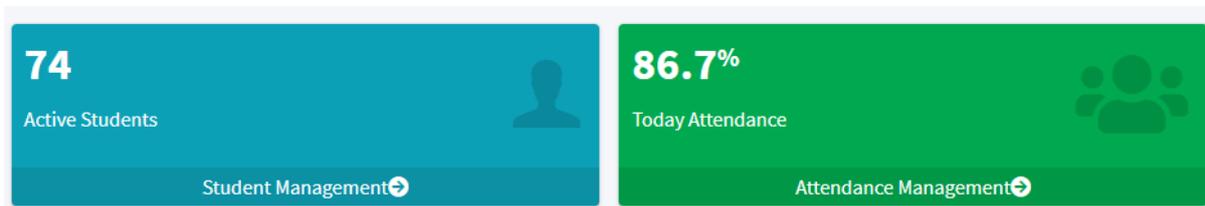
BI Reports are for top management of school and much helpful in decision making of schools.

5.4 One Figure Reports

User may find bundle of reports with one figure

- Active Students
- Attendance Presence Ratio/ Percentage for Today
- Overall Test based Score of School
- Overall Attendance based Score of School
- Overall Average Rating of School for Running Academic Year
- No of Warnings and Notifications Issued
- And many others

Users find Number of Active Students, Today Attendance Presence Ratio and Overall Rating of School for current academic year on landing screen of .



5.5 Enrollment Report

Student Enrollment Report based on number of active students in each class and sort in descending order of number of students.

Report available on Student Dashboard

Class Name	# of Students
Class 3	17
Class 2	16
Class One	14
Nursery	11
Play Group	10
Class 9	3
Class 10	2

Figure 5.1 Report - Student Enrollment

5.6 Student Retention and Dropout Scenario Report

This report also available at student dashboard

Report based on current status of students on whole period till school start using LKSIS



Figure 5.2 Report - Student Retention and Dropout Scenario

5.7 Top 5 Bright Students of Class 10 and Class 9

This report is usual for school administration to make decision how much effort required to make their students eligible to get positions in board examination.

This report based on class test result conducted during the session and shortlist the top 5 students from each class (9 & 10).

It shows the student registration no, photo, Name of student along with his/her overall score in class tests.

Bright Students of Class 10 (Top 5) ⏏ - ✕

Muhammad Imran / Allah Rakha | Reg.#: 20-1k-1002 |

Score: 86.0

5.8 Attendance Reports

5.8.1 Top 10 Students and Last 10 Students

Based on top 10 students from whole school based on presence ratio over the current academic year.

And same last 10 students also identified from school with worse attendance presence ratio over the current academic year.

Top 10 Students (Attendance wise) ⏏ - ✕

Last 10 Students (Attendance wise) ⏏ - ✕

5.8.2 Attendance Summary

It tells the whole story of today attendance categorizing among the classes. Based on:

- Overall Presence Percentage for Today
- Number of Present Student
- Number of Absent Student
- Students on Leave
- Students get short leave
- Today Tardy Students
- Number of Students with no attendance marked for today
- All numbers are class wise

Attendance Summary [date: Dec-17-2020] ⏏ - ✕							
Class Name	Present	Absent	Leave	Short Leave	NA	Late Comer	% of Presence
Play Group	13	1	1	0	0	0	86.67

5.8.3 List of Today Absent Students

List of students who absent for today without informing school administration.

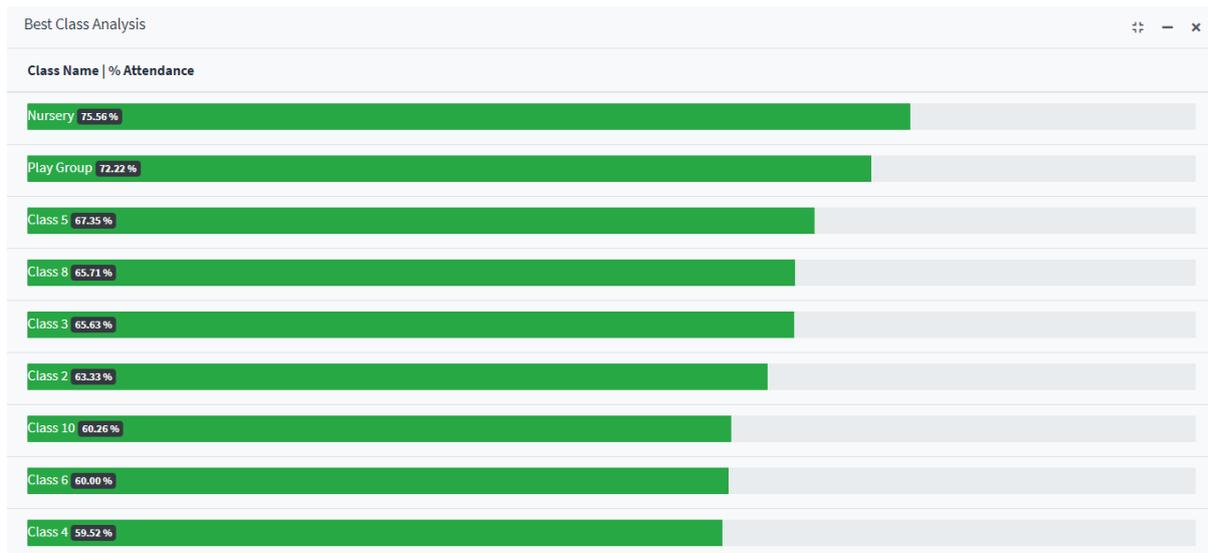
- Student Class
- Student Name, Father Name and Registration No with Student Photo

Today's Absent Students [date: Dec-17-2020]	
Class Name	Student
Play Group	 Umer Younas / Ahtsham ul Haq (Reg.No: 1003)

5.8.4 Best Class Analysis

Best Class Analysis report is for school management to point out the **top class in-charge**.

It tells the best regular class and worse class in attendance.



5.8.5 Comprehensive Attendance Report

It gives students comprehensive detailed report for the current session.

Student Attendance Report

Filters

Class/Section

Play Group

Main



Attendance Summary [Class: Play Group (Main)]

Student	Present	Absent	Leave	Short Leave	NA	Tardy	% of Presence
21-1k-1001 - Muhamad Aslam / Hassan Nawaz	5	2	0	1	0	0	55.56%
1001 - UMAIR MAQSOOD / AFAQ AHMAD	6	2	0	1	0	0	66.67%
1002 - UMER AKRAM / MUHAMMAD HASNAIN AKRAM	6	0	2	0	0	0	66.67%
1003 - UMER YUNAS / AHTSHAM UL HAQ	8	0	0	1	0	0	88.89%
1004 - MISBAH / AMJAD HUSSAIN	6	2	1	0	0	0	66.67%
1006 - SUMAIRA PERVEEN / IMTIAZ AHMAD	8	1	0	0	0	0	88.89%