

KARASECO SCHOOL ACADEMIC SYSTEM ADMINISTRATOR USER GUIDE.

The Administrator of this System will perform the following duties

- Register Students
- Register Employees(Teachers)
- Update /Delete Student from the Class
- Update /Delete Teacher from the department
- Upload O-level and A-level Examination Scores
- Add/Edit/Delete Examination Scores

HOW TO REGISTER STUDENTS AND TEACHERS.

SYSTEM ACCESS.

- Access the System by Opening **MOZILA FIRE FOX** or **Google Chrome** BROWSER and type this address in the URL bar then press enter:
10.207.48.94//KARASECO_SCHOOL_ACADEMIC_SYSTEM_2016/
- The home page will appear as shown bellow.

Academic Management

Library Management

Staff Management

School management system

Main Menu

- ADMINISTRATOR'S USER GUIDE
- CLASS TEACHER'S USER GUIDE
- ABOUT KARASECO.
- ANNOUNCEMENTS.
- FORM ONE APPLICATION FORM.
- FORM FIVE APPLICATION FORM.
- JOINING INSTRUCTIONS.
- SCHOOL CLUBS.

WELCOME TO KARAGWE SECONDARY SCHOOL ACADEMIC SYSTEM
Teachers| Class Teachers| Parents| Students

"Welcome to Home Page "

Teachers,Parents and Students should be registered first to use this System.

Teachers,class teachers and Students not yet registered,Consult System Administrator for Registration.

Parents can register themselves online by clicking parents link above.

Those already registered can login by clicking their appropriate links above.

- Click **teachers** link .



Click here to enter the System

- Login the System by entering User name, password and user type as administrator

EMPLOYEE LOGIN

username:

password:

retype password:

user type: Administrator

Login

Enter user name

Enter password

Retype the password

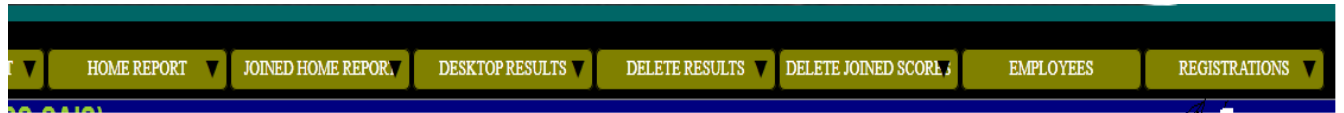
Select administrator

Click here to login the System

REGISTER STUDENTS AND TEACHERS

- Touch(hover) the arrowed button labeled REGISTRATION at the top-right most corner of the control panel
- Two buttons labeled STUDENTS , TEACHERS will show up
- Click STUDENTS button to Register STUDENTS
- Click TEACHERS button to register TEACHERS
- Fill ALL Details before sending the form

IMAGE FOR REGISTRATIONS



Touch here to Register

STUDENT REGISTRATION FORM

:::KARASECO STUDENT REGISTRATION PANEL :::

admission Number:	<input type="text"/>
Registration Number:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Sir Name:	<input type="text"/>
Address(Home Place) :	<input type="text"/>
Parent (Gurdian) Full Name:	<input type="text"/>
Parent (Gurdian)Phone Number:	<input type="text"/>
Gender:	<input type="text" value="--Select gender--"/>
Nationality:	<input type="text" value="--Select National--"/>
Age(Years) :	<input type="text" value="--Select Age--"/>
Religion:	<input type="text" value="--Select Religion--"/>
Birth Day:	<input type="text" value="--Select DateOfBirth--"/>
Birth month:	<input type="text" value="--Select Month--"/>
Birth Year:	<input type="text" value="--Select Year--"/>
Year Of Study:	<input type="text" value="--Select Year Of Study--"/>
Sports and Games:	<input type="checkbox"/> Cricket <input type="checkbox"/> Football <input type="checkbox"/> Drawing <input type="checkbox"/> Netball <input type="checkbox"/> Voliball <input type="checkbox"/> Basketball <input type="checkbox"/> Athletics <input type="checkbox"/> Music
Domitory Name:	<input type="text" value="--Select LocationId--"/>
Domitory Number:	<input type="text" value="--Select LocationId--"/>
Room Number:	<input type="text" value="--Select roomNumber--"/>
Class Name(Form):	<input type="text" value="--Select Class--"/>
Combination:	<input type="text" value="--Select Combination--"/>
Class Stream:	<input type="text" value="--Select Class Stream--"/>
Class Stream Number:	<input type="text" value="--Select Class Stream--"/>
Student Passport:	<input type="text"/> <input type="button" value="Browse.."/>

Click here to send form

Open Location of passport

TEACHERS REGISTRATION FORM

KARASECO EMPLOYEES REGISTRATION PANEL

Registration Number:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Sir Name:	<input type="text"/>
User Name:	<input type="text"/>
Password :	<input type="password"/>
Retype Password :	<input type="password"/>
User Type:	---Select userType--- ▾
Gender:	---Select gender--- ▾
Nationality:	---Select nationality--- ▾
Position:	---Select occupation--- ▾
Class Teacher Of:	---Select Your Class--- ▾
Age(Years) :	---Select Age--- ▾
Religion:	---Select Religion--- ▾
Date of Birth:	---Select DateOfBirth--- ▾
month:	---Select Month--- ▾
Year:	---Select Year--- ▾
Hobies:	<input type="checkbox"/> Football <input type="checkbox"/> Netball <input type="checkbox"/> Voliball <input type="checkbox"/> Basketball <input type="checkbox"/> Athletics <input type="checkbox"/> Movies <input type="checkbox"/> Music <input type="checkbox"/> Chatting <input type="checkbox"/> Stories <input type="checkbox"/> Drawing
Adress(email/Postal):	<input type="text"/>
Phone Number:	<input type="text"/>
Department Name:	---Select Department Name--- ▾
Department Number:	▾
Passport:	<input type="text"/> <input type="button" value="Browse.."/>
	<input type="button" value="send"/>

Open passport location

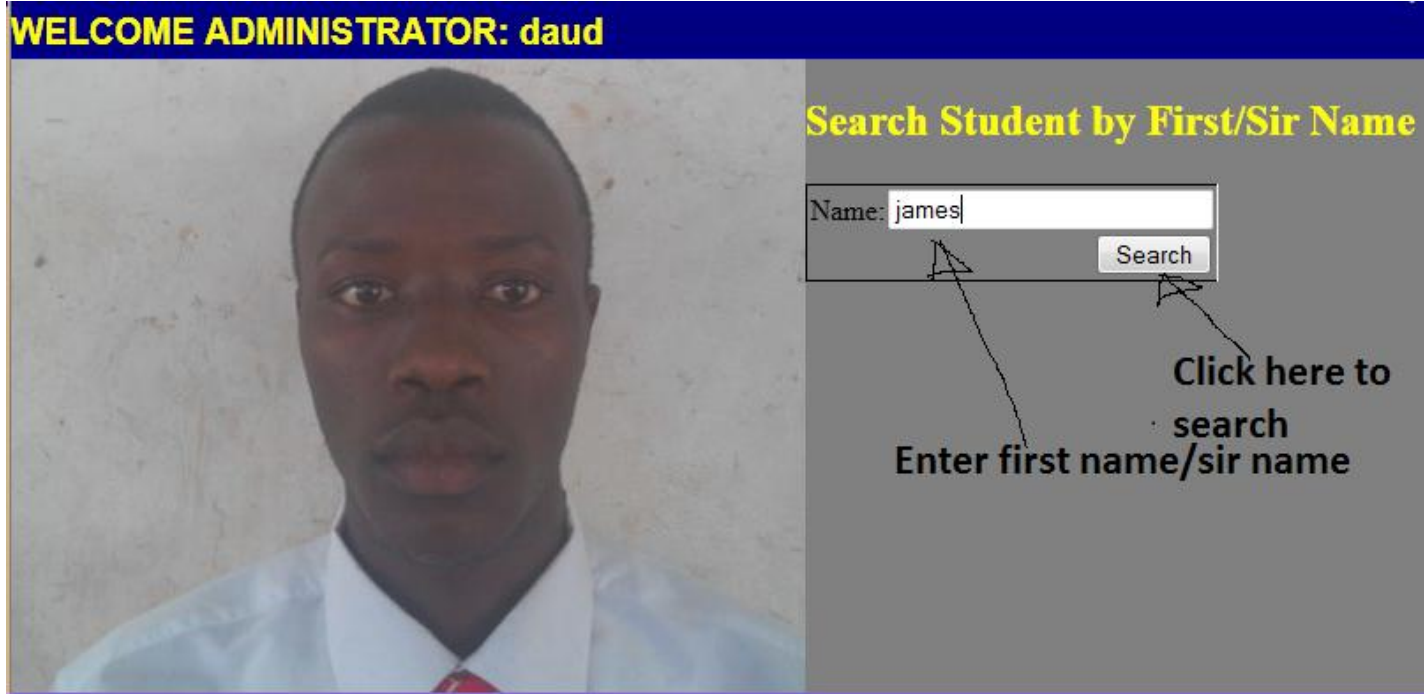
Click here to send form

HOW TO UPDATE /DELETE STUDENTS AND TEACHERS INFORMATION

UPDATING AND DELETING STUDENTS

Search a student you want to update/delete by his/her First /Sir name.

WELCOME ADMINISTRATOR: daud



Search Student by First/Sir Name

Name:

Click here to search
Enter first name/sir name

SEARCH RESULTS FOR JAMES.

STUDENT INFORMATION SEARCH RESULTS FOUND												
First Name	Middle Name	Sir Name	Gender	Age	Religion	sports and Games	Birth date	Class Name	Parent (Gurdian)Phone Number	Edit Info	View student Info	Delete Info
JAMES	JOHN	DOMINIC	Male	18	Ruthelan	Music	8-NOVEMBER-1997	FORM IVB	0752274829	Edit Info	View student info	Delete
ANETH	KOKUBANZA	JAMES	Female	16	Ruthelan	Music	7-JUNE-1999	FORM IVA	0767045086	Edit Info	View student info	Delete
JAMES	JACKOB	BRUARY	Male	16	Ruthelan	Football	17-APRIL-1999	FORM IIIA	0766944301	Edit Info	View student info	Delete
JAMES	TUMWESIGE	MBYAZITA	Male	14	Ruthelan	Football	25-NOVEMBER-2002	FORM IA	0765051803	Edit Info	View student info	Delete
JAMES	BYARUFU	SILAS	Male	15	Ruthelan	Football	27-JULY-2000	FORM IA	0629129656	Edit Info	View student info	Delete

Click here to edit

Click here to delete

EDITING STUDENT JAMES JOHN DOMINIC.

EDITING INFORMATION FOR: JAMES JOHN DOMINIC	
STUDENT CLASS: FORM IVB	
Admission Number:	4623
Registration Number:	KSS/FIV/4623
First Name:	JAMES
Middle Name:	JOHN
Sir Name:	DOMINIC
Gender:	Male ▾
Address(Home Place) :	UGANDA
Parent (Gurdian) Full Name:	JOHN DOMINICK
Parent (Gurdian)Phone Number:	0752274829
Nationality:	TANZANIAN ▾
Age(Years) :	18 ▾
Religion:	Ruthelan ▾
Date of Birth:	8 ▾
month:	NOVEMBER ▾
Year:	1997 ▾
Year Of Study:	2016 ▾
Sports and Games:	<input type="checkbox"/> Cricket <input type="checkbox"/> Football <input type="checkbox"/> Drawing <input type="checkbox"/> Netball <input type="checkbox"/> Voliball <input type="checkbox"/> Basketball <input type="checkbox"/> Athletics <input checked="" type="checkbox"/> Music
Domitory Name:	MWENGE ▾
Domitory Number:	1 ▾
Room Number:	14 ▾
Class Name(Form):	IV ▾
Combination:	NONE ▾
Class Stream:	FORM IVB ▾
Class Stream Number:	8 ▾
Student Passport:	<input type="text"/> <input type="button" value="Browse"/>
<input type="button" value="Save Changes"/>	

Change any field value,

Click here to save change,

Open passport location.

Update or Delete a Student in a Specific Class

- Touch(hover) the arrowed button labeled CLASSES at the top-left most corner of the control panel



Click the Class to see registered students and follow the control buttons to perform actions on a specific student as shown in the figure bellow

View student Info	Add Examination Score	View Examination Results	Edit Info	Delete Info
View student info	Add Examination Score	View Examination Results	Edit Student	Delete

Click here to edit

Click here to delete

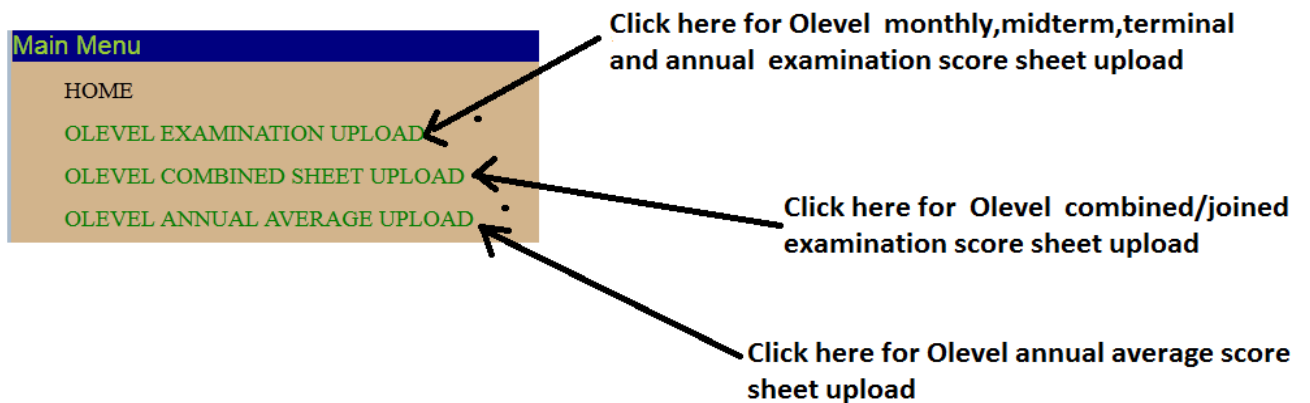
Upload O-level and A-level Examination Scores

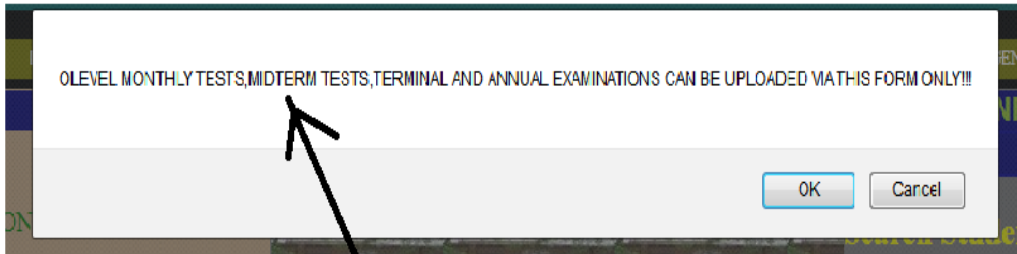
The following files will be Uploaded and processed by the system

- O-level Monthly Tests, Midterm Tests, Terminal and Annual Examinations Score sheets
- O-level Combined/Joined Score sheets for Midterm tests, Terminal and Annual Examinations
- O-level Annual Average Score Sheets
- A-level Monthly Tests, Midterm Tests, Terminal and Annual Examinations Score sheets
- A-level Combined/Joined Score sheets for Midterm tests, Terminal and Annual Examinations
- A-level Annual Average Score Sheets

HOW TO UPLOAD OLEVEL SCORE SHEETS

- Click a link labeled **OLEVEL EXAMINATION UPLOAD** on the Main Menu left side of the dash board





This alert will need you to be sure if you are uploading Olevel monthly, midterm, terminal or annual score sheet, ensure the correct file is uploaded!!

Choose the file from the location and upload it here

A form titled "OLEVEL EXAMINATION SCORES UPLOADING!!!" with a blue header. Below the header, there is a label "Upload Examination Score Sheet:" followed by a text input field and a "Browse" button. Below the input field, there is a "send" button. A black arrow points from the text below to the "send" button, and another black arrow points from the text below to the "Browse" button.

Click here to upload score sheet selected in the box

Click here to Open the file Location

Confirmation message after uploading the file successfully.

KARAGWE SECONDARY SCHOOL-STUDENTS ACADEMIC INFORMATION SYSTEM
FILE PROCESSED SUCCESSFULLY, YOU CAN NOW GENERATE REPORTS!!!!
Code Number Of Examination Records Processed: 4
Type Of Examination Records Processed: TERMINAL_EXAM
Students Class Of Examination Records Processed: Form I
TOTAL RECORDS PROCESSED : 76

Some error Messages When wrong scores are detected in the Score Sheet.

Wrong value(62;) detected and reported

UNSUCCESSFULL!!!!
THIS VALUE (62;) IS NOT A NUMBER,CORRECT IT!!!!
CHECK AT Row Number (11) ON (History Column) :Then Try Again!!!!

Wrong value(802) above the range detected

UNSUCCESSFULL!!!!
THIS VALUE (802) IS OUT OF RANGE (0<=Score<=100)
CHECK AT Row Number (21) ON (History Column) :Then Try Again!!!!

A blank Row detected and reported

UNSUCCESSFULL!!!!
Enter Atleast One Zero Or Delete Blank Row,At Row Number (24),Try Again!!

UNSUCCESSFULL!!!!
No File Uploaded,Try Again!!

Empty upload detected and reported

The Joined/Combined Score Sheet will be obtained after Uploading the monthly and midterm test or monthly and terminal examination or monthly and annual examination.



Touch(hover) this button and download the joined score sheet

Upload Joined/Combined Score Sheet from its Location

A screenshot of a web interface. At the top, there is a blue banner with white text that reads 'OLEVEL COMBINED EXAMINATION SCORES UPLOADING CENTRE!!!' and 'OLEVEL COMBINED EXAMINATION SCORES UPLOADING!!!'. Below the banner, there is a form with a label 'Upload Combined Examination Score Sheet:' followed by a text input field and a 'Browse...' button. Below the input field is a 'send' button.

Send the file

Browse file location

A screenshot of a web interface. At the top, there is a blue banner with white text that reads 'OLEVEL ANNUAL AVERAGES UPLOADING CENTRE!!!' and 'OLEVEL ANNUAL AVERAGES UPLOADING!!!'. Below the banner, there is a form with a label 'Upload Annual Average Score Sheet:' followed by a text input field and a 'Browse...' button. Below the input field is a 'send' button.

Send the file

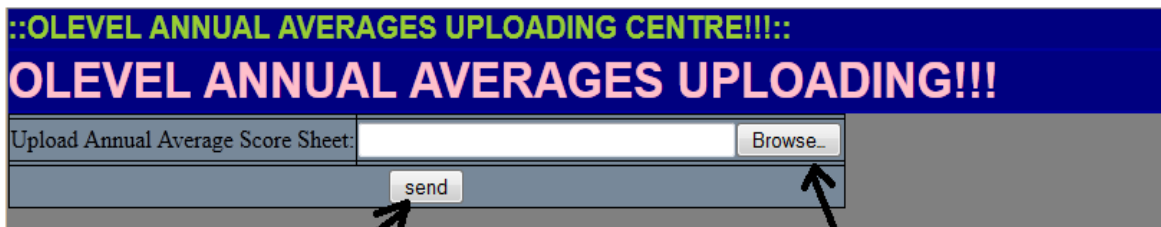
Browse the file Location

The annual average score sheet will be obtained after uploading all tests and examinations of the year.



Touch(hover) this button to download annual score sheet

Upload Annual Average Score sheet from its Location



Send the file

Browse the file Location

NOTE THAT : File upload procedures for A-level are the same as those for O-level above, just click A-level Links for A-level Examination Scores Upload .

EDITING EXAMINATION SCORE.



Touch(hover) this button and select examination of a class

EDITING EXAMINATION FOR LIGHTNESS AKANJUNA ONESIMO

Sir Name	Gender	Class Number	Class Name	GS	PHY	BIOS	BASIC/MATHS	CHEM	GEOG	ENGL	TOTAL	AVRG	GRD	DIVISION	POINTS	RMKS	POSIT	EDIT
EZRA	Male	2	FORM IB	96	93	70	93	100	78	1112.0	85.54	A	I	7	Vizuri sana	1	EDIT	
BUSUMABU	Male	1	FORM IA	42.8	85	80	68	100	84	1061.8	81.68	A	I	7	Vizuri sana	2	EDIT	
SYLVIVANUS	Male	2	FORM IB	89	86	95	87	100	84	1059.0	81.46	A	I	7	Vizuri sana	3	EDIT	
ONESIMO	Female	1	FORM IA	93	84	72	73	95	74	1049.0	80.69	A	I	7	Vizuri sana	4	EDIT	

Click here to edit exam for Lightness Akanjuna Onesimo

OLEVEL EXAMINATION EDITING FOR:FORM IA
EDIT EXAMINATION SCORES FOR:LIGHTNESS AKANJUNA ONESIMO
 Leave blank if HE/SHE did n't reasonably sit for an exam, otherwise Put '00'

Student Index Number:	<input type="text" value="KSS/FI/6004"/>
Examination Type:	<input type="text" value="MONTHLY_ONE_TEST"/>
Examination Type Number:	<input type="text" value="1"/>
className:	<input type="text" value="I"/>
Physics:	<input type="text" value="93"/>
Chemistry:	<input type="text" value="73"/>
Basic Mathematics:	<input type="text" value="72"/>
Biology:	<input type="text" value="84"/>
Geography:	<input type="text" value="95"/>
History:	<input type="text" value="90"/>
Kiswahili:	<input type="text" value="82"/>
Civics:	<input type="text" value="67"/>
English:	<input type="text" value="74"/>
Agriculture Science:	<input type="text" value="53"/>
Book Keeping:	<input type="text" value="82"/>
Commerce:	<input type="text" value="92"/>
Bibble Knowledge:	<input type="text" value="92"/>
Student Id:	<input type="text" value="648"/>
student: gpald:	<input type="text" value="3408"/>

Change any score value e.g
Chemistry, Kiswahili or Commerce

Click here to save changes

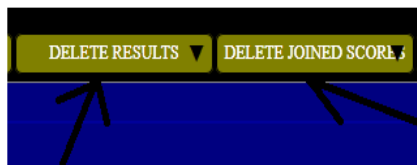
Observe Changes after Editing

Student Index Number	Examination Type	Examination Type Number	Physics	Chemistry	Basic/Mathematics	Biology	Geography	History	Kiswahili	Civics
KSS/FL/6004	MONTHLY_ONE_TEST	1	93	73	72	84	95	90	82	67

Observe Changes at the bottom of the panel after saving changes

DELETING EXAMINATION FILE FROM THE DATABASE.

Touch the buttons named **DELETE RESULTS** or **DELETE JOINED SCORES** to delete specific examination files from the database.



Touch here to delete examination of a class

Touch here to delete joined/combined examination scores of a class

Confirmation message after deleting the file successfully.

KARAGWE SECONDARY SCHOOL-STUDENTS ACADEMIC INFORMATION SYSTEM
Code Number Of Examination Records Deleted:4
Type Of Examination Records Deleted:TERMINAL_EXAM
Class Of Examination Records Deleted:Form I
Total Number Of Examination Records Deleted:76