



**New Year School Setting  
User's Guide  
Academic Year 2023-2024**

# New Year School Settings

One of the main tasks of the (School Admin) is preparing the system for the new academic year, and this is done through the following steps.  
 N.B: Most of the Settings were pre-configured for you this year



## First Step: The settings of the current academic year and Academic Sessions

### First: Review the Academic Year

The main screen from (School Admin) account in the school:

**1- Click on the Settings tab then Years**

**2- Review the dates**

Title	Start Date	End Date	Action
Session 2023 - 2024	2023-06-16	2024-06-14	[Eye] [Edit] [Delete] [Dropdown]
Session 2024 - 2025	2023-07-1	2024-06-30	[Eye] [Edit] [Delete] [Dropdown]

Showing 1 to 2 of 2 entries

You can do some actions: (edit - delete) on the added year from the (**Action**) section.

### Second: Review Academic Sessions

Title	Start Date	End Date	Action
Session 2023 - 2024	2023-06-16	2024-06-14	[Eye] [Edit] [Delete] [Dropdown]
Session 2024 - 2025	2023-07-1	2024-06-30	[Eye] [Edit] [Delete] [Dropdown]

Showing 1 to 2 of 2 entries  
1 row selected

Academic sessions

## Second Step: Review Stages / Levels



### First: Review Stages

**1- Click on the Settings tab then Stages**

**2- Review Stages and delete the unapplicable ones**

**3- Review Levels and delete the unapplicable ones**

Title	Action
Primary Stage DEMO old	View, Edit, Delete, <b>Levels</b>
Kindergarten	View, Edit, Delete, Levels
ECD	View, Edit, Delete, Levels
Primary	View, Edit, Delete, Levels
Middle	View, Edit, Delete, Levels
Secondary	View, Edit, Delete, Levels
Higher secondary	View, Edit, Delete, Levels
Secondary Stage	View, Edit, Delete, Levels

## Second: Review Levels

Home / Stages / Primary

**Levels**

Add New Level   Registration Levels Vacancy & Capacity

academic session 23-24 - Ses...

Important Links >

Support / Request >

Dashboard >

Users >

Weekly Plan >

Courses Management >

Settings >

Behaviors & Advising >

Rows   Export   Customize columns

Title	Stage	Action
Grade 1	Primary	
Grade 2	Primary	
Grade 3	Primary	
Grade 4	Primary	
Grade 5	Primary	

**Add or (edit - delete) from the (Action) section**

## Third: Add Sections

Home / Stages / Primary

**Levels**

Add New Level   Registration Levels Vacancy & Capacity

Rows   Export   Customize columns

Title	Stage	Action
Grade 1	Primary	
Grade 2	Primary	
Grade 3	Primary	
Grade 4	Primary	
Grade 5	Primary	

Books

**Sections**

Import Courses

Add Lectures

### Sections

Add Section   Re-Assign Students into Sections

Rows   Export   Customize columns

Title	Level	Capacity	Section Category	Home Room Teacher	Hall	Action
A	Grade 1					
B	Grade 1					

**Add or (edit - delete) from the (Action) section**

### Third Step: The settings of the courses

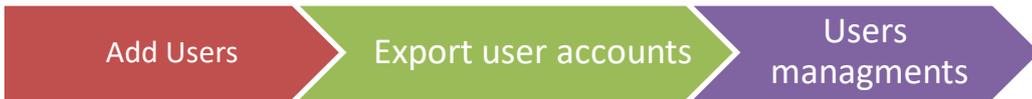


1- Click on the **Courses Management** tab then **Courses**

2- **Review Courses**

	Course	Level	Course Template	Action
<input type="checkbox"/>	Math	Grade 2	test course temp	Preparations
<input type="checkbox"/>	Urdu123	Grade 2	Grade 2 Urdu	Preparations
<input type="checkbox"/>	English	Grade 2	English	Preparations
<input type="checkbox"/>	General Knowledge	Grade 2	General Knowledge	Preparations
<input type="checkbox"/>	urdu course	Grade 4		Preparations
<input type="checkbox"/>	MATH	Grade 1	Grade 1 Math	Preparations
<input type="checkbox"/>	Math	ECD	ECD Math	Preparations
<input type="checkbox"/>	English	Kindergarten	ECD English	Preparations

## Fourth Step: The settings of the users' accounts in the new year



### First: Add Users Accounts

1- **Students:** You can import (students) data in several ways, and this is done by the following steps:

Home / Students

Students numbers report Add Student Excel Import Advanced Students' List Update students status More Actions

Students Students without sections Guardians Teachers Coordinators Management

Number Name Username Login Name Search

Advanced Search

Delete Selected Rows Export Customize columns

ID Number	Name	Username	Mobile	Level	Section	Academic Status	Action
demo1237	Aisha Demo	pak206s0051		Grade 4	Section B	Newcomer	
Demo31237	Ali demo	pak206s0055		Grade 6	Section A	Newcomer	

### A Add students manually

ADD STUDENT

GOVERNMENT ID \*  
Government ID

PASSPORT NUMBER  
Passport number

ACADEMIC NUMBER  
Academic number

ACADEMIC STATUS  
Class

ADMISSION YEAR \*  
2016 - 2017

USERNAME \*  
user1234567

LOGIN NAME  
Login name

PASSWORD \*  
Password

FIRST NAME \*  
First name

MIDDLE NAME  
Middle name

GRANDFATHER'S NAME  
Grandfather's name

LAST NAME \*  
Last name

ARABIC NAME  
Arabic name

NATIONAL ID EXPIRY DATE  
National ID expiry date

Create father account  
 Create mother account  
 Block requests for this student  
 Renewal login  
 Send welcome email  
 Create ERP user account

PHOTO  
Upload photo  
Choose file

Submit

### B Add students from Excel import

EXCEL IMPORT

Students will import from Excel lists by clicking on the button (Excel Import)

Click on the **Users** tab, then **students**, then **Excel import**, fill in the attached excel file in the link, then upload the excel file.

Section	Date of Birth	Email	Mobile	Parent ID	Parent Name	Father Mobile	Mother Mobile	Request
F	01/01/2000	ali@aleem.com	9999999999	22222222	ahmed ahmed	9999999999	9999999999	22222222

## The elements of the Students Excel Import:

The Mandatory elements that must be added precisely to create student accounts  
**(Student Data -Nationality - Gender)**

The Mandatory elements that must be added precisely to create parents accounts  
**(Father – Mother – Nationality)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Student ID	Student Name	Level	Section	Date of Birth	Email	Mobile	Parent ID	Parent Name	Father Mobile	Mother ID	Mother Name	Mother Mobile	Passport	Previous school	Admission	Academic	Nationality	
2	5488776655	test 1 tele	Grade 1	A	1997-12-23			4458781255	samir -										45
3	5444544444	Section 1 S	Grade 1	B				5232737219	Guardian 1 Test										23
4	8706523410	gedia kjh	Grade 1	B				2614103859	bigfather -										23
5	4985071231	restri stud	Grade 1	A				2614103859	bigfather -										23

**Student data (for all sections)**  
Student ID  
Student's name in English  
The student's name in Urdu

**First add levels/sections into the platform**  
Then copy the title of levels / sections exactly like in the system

**The data must be added accurately, and incomplete data will affect the creation of the parent account**

## Excel file Import Updates

### A- Excel Import Log

You can see a list of files imported and you can:

- download them
- download detailed student list file after uploading

Name	Created	Uploaded Excel File	Student Log Excel File
Sara Aldesuki	2024-01-03 16:32:03	<a href="#">Download File</a>	<a href="#">Download File</a>
Sara Aldesuki	2024-01-03 16:30:46	<a href="#">Download File</a>	<a href="#">Download File</a>
Sara Aldesuki	2023-12-27 23:34:33	<a href="#">Download File</a>	<a href="#">Download File</a>

### B- Excel Students Export

You can export a certain level/section list particularly.

## 2- Teachers:

A B

Home / Teachers

START Demo ISC

1- Click on the Users tab then Teachers

2. choose Teachers section

	Government ID	Employee ID	Name	School Name	Specialization	Last Activity	Action
<input type="checkbox"/>	1836510497		nada roles	Demo ISC		2024-01-10 13:32:15	
<input type="checkbox"/>	24222957656		Shahla (Teacher)	Demo ISC		2024-01-10 16:31:59	
<input type="checkbox"/>	2422568479		Sabaq 1	Demo ISC		2023-12-20 16:52:31	
<input type="checkbox"/>	242295756856		Syed Ahmed	Demo ISC		2023-12-28 12:12:40	

### A Add Teachers manually

ADMIN ADD TEACHER

GOVERNMENT ID \*

PASSPORT NUMBER

EMPLOYEE ID

USERNAME \*

LOGIN NAME

PASSWORD \*

FIRST NAME \*

EMAIL

NATIONALITY

SPECIALIZATION

Restrict login

PHOTO

Create ERP User Account

Submit

### B Add Teachers from Excel Import

TEACHERS IMPORT

Teachers can be imported from Excel sheets by clicking on the button (Excel Import)

Click on the Users tab, then Teachers, then Excel import, fill in the attached excel file in the link, then upload the excel file.

### 3- Management accounts:

All of the administrative accounts can be added manually: School Leader - the student advisor - the manager (assistant) - the floor supervisor - the admission officer, etc.

**1-** Click on the **Users** tab then **Management**

**2-** Click on the **Management**

**3-** Add the Management users manually

**4-** Add the managements users like the same in the teachers and students add user page.

**5-** you have to determine the role for the user .

Government ID	Name	Role	Action
2422957869	Sara	Admin	[Edit] [Delete]
2456987123	Husse	Admin	[Edit] [Delete]
2546987423	Garn	Admin	[Edit] [Delete]
2463155987	Rajav	Admin	[Edit] [Delete]

## 4- Import contact (Mobile numbers)

Home / Students

Students numbers report Add Student Excel Import Advanced Students' List Update students status More Actions ▾

**START** **Students** Students without sections Guardians Teachers Coordinators Management

Number Name Username Login

Advanced Search

Delete Selected Rows Export Customize columns

ID Number	Name	Username	Mobile	Level	Academic Status	Action
demo1237	Aisha Demo	pak206s0051		Grade	Newcomer	

More Actions ▾

- Show students and guardians relation
- Add and update Guardians Accounts
- Reset Passwords
- Import Contacts**
- Import Login Name
- Import Profile Pictures
- Recalculate Scores
- Search in exists users
- Student Badges
- Students Statistics
- Import Contacts for all users
- Students' Contract Page
- Transfer requests

Search

1- Click on the **Users** tab then **Students**

2- Click on the **Import Contacts**

Import Contacts

To properly import students. Please use the exact format provided in the sample file below. If you don't have a certain information just keep the column blank. Don't add or delete any columns from the file.

Note: The 'Number' column in the Excel sheet should be filled with the exact student ID number registered.

Note: The 'Gender' column in the Excel sheet should be filled with the F for Female or M for Male.

Click here to download the sample file in Excel format.

Sample file has been updated please download it to see the new updates.

File sample

Number	Mobile	Email	Parent1 Mobile	Parent1 Email	Parent2 Mobile	Parent2 Email	Passport
240xxxxxxxx	966xxxxxxxx	abc@xyz.com	966xxxxxxxx	abc@xyz.com	966xxxxxxxx	abc@xyz.com	xxxxxxxxxxxxxxxx

FILE

drop a file

Choose file

STUDENTS IN CURRENT SCHOOL

STUDENTS IN SCHOOL GROUP

Submit

3- Download the exact format **Excel Sheet**

4- Upload the **Excel Sheet** here

5- **Submit**