



Xhitiz



SCHOOL ERP

▪ MANUAL

➤ Designed By:–[Xhitiz IT Solution,](#)
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➤ What is School ERP?

- ▶ School Enterprise Resource Planning software is a tool that is specifically designed to streamline the paperless administration of schools and educational institutions.
- ▶ Moreover, Our School ERP system is capable of managing various information system including employee information system and student information system, through which, the school can manage employee attendance as well as student attendance and all the other activities of the school like as sms or e-mail alert.
- ▶ It involves everything from submitting request forms during admissions to creating massive individual fee receipts for the student body. Therefore, school management software is the perfect partner to guarantee that every academic institution functions smoothly on a day-to-day basis.

➤ Features

This software has following features:-

- ▶ Roles: Master, Admin, Teacher, Student, Librarian, Accountant.
- ▶ Payment
 - Students can pay from their accounts.
 - Student can view payment receipts (history).
 - View Screenshot below.
- ▶ Attendance.
- ▶ Mark.
- ▶ Registration.
- ▶ Notice, Syllabus.
- ▶ Library.
- ▶ Exam.

- ▶ Grade.
- ▶ Accounts.
- ▶ Messaging(through sms and email).
- ▶ Export/Import Users (Students, Teachers) from/to Excel
 - Important: Single sheet supported in an Excel file. So delete any extra sheet in an Excel file.
 - Following excel column names supported for both Teachers and Students:
 - ❑ name, email, password, address, about, phone_number, blood_group, nationality, gender.
 - Other Column:
 - ❑ For Teacher:- Department (class, section) If assigned as a class teacher.
 - ❑ For Student:- class, section, session, version, group, birthday, religion, father_name, father_phone_number, father_national_id, father_occupation, father_designation, father_annual_income, mother_name, mother_phone_number, mother_national_id, mother_occupation, mother_designation, mother_annual_income.

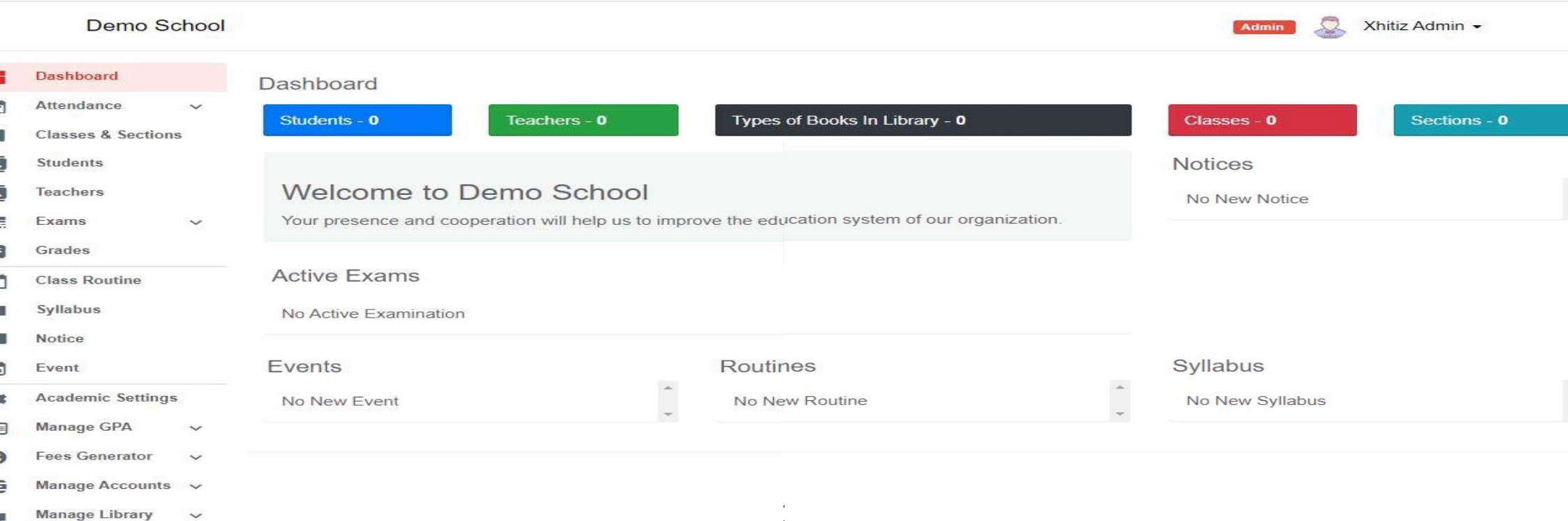
➤ Basic steps in serial

- ▶ Create Department.
- ▶ Create Classes.
- ▶ Create Sections.
- ▶ Create Exam.
- ▶ Add Students.
- ▶ Add Teachers.
- ▶ Add Courses.
- ▶ Then teacher can take attendance, give marks.
- ▶ Other Advantages.

➤ How School ERP Works?

► Manage School:

- Login as Admin of the school. (After login you can see the admin dashboard of your school)





The screenshot displays the 'Demo School' admin dashboard. At the top, the header includes the school name 'Demo School' on the left and the user 'Admin' (Xhitiz Admin) on the right. A left sidebar contains a menu with items like Dashboard, Attendance, Classes & Sections, Students, Teachers, Exams, Grades, Class Routine, Syllabus, Notice, Event, Academic Settings, Manage GPA, Fees Generator, Manage Accounts, and Manage Library. The main content area is titled 'Dashboard' and features five colored summary cards: Students (0), Teachers (0), Types of Books In Library (0), Classes (0), and Sections (0). Below these is a 'Welcome to Demo School' message. Further down, there are four sections: 'Active Exams' (No Active Examination), 'Events' (No New Event), 'Routines' (No New Routine), and 'Syllabus' (No New Syllabus). On the right side, there is a 'Notices' section (No New Notice).


► Basic Step by Serial:


○ Create Department:-


- ❑ Go to Academic Settings of admin dashboard menu and select create


Demo School Admin  Xhitiz Admin ▾


 Dashboard


 Attendance ▾


 Classes & Sections


 Students


 Teachers


 Exams ▾


 Grades


 Class Routine


 Syllabus


 Notice


 Event

 **Academic Settings**

 Manage GPA ▾

 Fees Generator ▾

 Manage Accounts ▾

 Manage Library ▾

Academic Settings

Name

Demo School

Department

+ Create Department

Add Users

+Student

+ Add Student

Or, Mass upload Excel

Choose File No file chosen

Upload

+Teacher

+ Add Teacher

Or, Mass upload Excel

Choose File No file chosen

Upload

+Accountant

+ Add Accountant

+Librarian

+ Add Librarian

Upload

+Notice

Upload Notice

Upload

+Event

Upload Event

Code

20133746

Classes

Manage Class, Section

- ❑ Enter name of Department (science, mathematics, arts, commerce etc.) and click Submit.

The screenshot displays the 'Demo School' management interface. A modal window titled 'Create Department' is open in the center. The modal has a close button (X) in the top right corner. Inside the modal, there is a text input field labeled 'Department Name' with the placeholder text 'English, Mathematics,...'. Below the input field is a red 'Submit' button. At the bottom right of the modal is a red 'Close' button. The background interface shows a sidebar with various menu items: Dashboard, Attendance, Classes & Sections, Students, Teachers, Exams, Grades, Class Routine, Syllabus, Notice, Event, Academic Settings (highlighted), Manage GPA, Fees Generator, Manage Accounts, and Manage Library. The main content area is titled 'Academic Settings' and includes sections for 'Add Users' (with buttons for +Student, +Add Student, +Add Teacher, +Add Accountant, +Add Librarian) and 'Upload' (with buttons for +Notice, +Event, Upload Notice, Upload Event). The top right corner shows the user 'Admin' and 'Xhitiz Admin'.

○ Create Classes:-

❑ Click On Add New Class in academic settings.

Demo School

Admin Xhitiz Admin

Dashboard

Attendance

Classes & Sections

Students

Teachers

Exams

Grades

Class Routine

Syllabus

Notice

Event

Academic Settings

Manage GPA

Fees Generator

Manage Accounts

Manage Library

Academic Settings

Name

Demo School

Department

+ Create Department

+Add New Class

Click Class to view All Sections

Manage 12 - Science

Manage 12 - Art

Code

20133746

Classes

Manage Class, Section

Add Users

+Student

+Add Student

Or, Mass upload Excel

Choose File No file chosen

Upload

+Teacher

+Add Teacher

Or, Mass upload Excel

Choose File No file chosen

Upload

+Accountant

+Add Accountant

+Librarian

+Add Librarian

Upload

+Notice

+Upload Notice

+Event

+Upload Event

❑ Enter name of class or number(class group is optional.) and click Submit.

The screenshot shows the 'Add New Class' modal window in the 'Demo School' application. The modal is titled 'Add New Class' and has a close button (X) in the top right corner. It contains two input fields: 'Class Number/Name' with the value '12th' and 'Class Group (If Any)' with the value 'Mathematics'. Below the second field is a note: 'Leave Empty if this Class belongs to no Group'. There are two buttons at the bottom: 'Submit' (red) and 'Close' (red). The background shows the 'Academic Settings' section of the application, which includes options to 'Create Department', 'Add New Class', and 'Manage 12 - Science'. There are also sections for 'Add Users' (Student, Teacher, Accountant, Librarian) and 'Upload' (Notice, Event).

Demo School

Admin Xhitiz Admin

Dashboard Attendance Classes & Sections Students Teachers Exams Grades Class Routine Syllabus Notice Event Academic Settings Manage GPA Fees Generator Manage Accounts Manage Library

Academic Settings

Name Demo School Department + Create Department +Add New Class Click Class to View All Section Manage 12 - Science

Add New Class

Class Number/Name 12th

Class Group (If Any) Mathematics

Leave Empty if this Class belongs to no Group

Submit

Close

+Student + Add Student Or, Mass upload Excel Choose File No file chosen Upload

+Teacher + Add Teacher Or, Mass upload Excel Choose File No file chosen Upload

+Accountant + Add Accountant

+Librarian + Add Librarian

+Notice Upload Notice

+Event Upload Event

- Create Sections :-

- ❑ Click On Manage Class and Section in academic settings.

Demo School

Admin Xhitiz Admin

Dashboard

Attendance

Classes & Sections

Students

Teachers

Exams

Grades

Class Routine

Syllabus

Notice

Event

Academic Settings

Manage GPA

Fees Generator

Manage Accounts

Manage Library

Academic Settings

Name

Demo School

Department

+ Create Department

Add Users

+Student

+ Add Student

Or, Mass upload Excel

Choose File No file chosen

Upload

+Teacher

+ Add Teacher

Or, Mass upload Excel

Choose File No file chosen

Upload

Upload

+Notice

Upload Notice

+Event

Upload Event

Classes

Manage Class, Section

+Accountant

+ Add Accountant

+Librarian

+ Add Librarian

- ❑ Select any class you want to manage and click on it.
- ❑ Create section of class (section name-A,B,C... Room Number-1,2,3..)

Demo School Admin Xhitiz Admin

Academic Settings

Dashboard Attendance Classes & Sections Students Teachers Exams Grades Class Routine Syllabus Notice Event

Academic Settings

Name Demo School Code 20133746

Department + Create Department

+Add New Class

Click Class to View All Sections

Manage Class, Section

Manage 12 - Science Manage 12 - Art Manage 12th - Mathematics

Add Users

+Student +Teacher +Accountant +Librarian

+ Add Student + Add Teacher + Add Accountant + Add Librarian

Or, Mass upload Excel

Choose File No file chosen

Upload

Upload

Upload

+Notice +Event

Upload Notice Upload Event

All Sections of Class 12th

Ignore Sessions when listing students for promoting

Section A View All Assigned Courses + Add New Course + Promote Students

+ Create a New Section

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Close

- Create Exams:-

- ❑ Click On Exams in Admin dashboard and select Add Examination to create a exam time period.

Demo School

AdminXhitiz Admin

Dashboard

Attendance

Classes & Sections

Students

Teachers

Exams

Event

Academic Settings

Manage GPA

Fees Generator

Manage Accounts

Manage Library

Add Examination

Terms

1st Term

Examination Name

Semester 1 Exam 2018, Final Exam 2019, ...

Start Date

5th April...

End Date

20th April...

For Class

☐ 12

☐ 12


☐ 12th

Cancel

Save

<https://devops.itsolutioncng.com/schoolerp/public/exams/create#>

❑ Click On Exams in Admin dashboard and select Active Exams to know Active Exams.

Demo School Admin  Xhitiz Admin ▾

Dashboard

Attendance ▾

Classes & Sections

Students

Teachers

Exams ▾

Add Examination

Active Exams

Manage Examinations

Event

Academic Settings

Manage GPA ▾

Fees Generator ▾

Manage Accounts ▾

Manage Library ▾

All Active Examinations

Semester 1 Click to view all courses under this Exam ▾

Class	Course Name	Course Type	Course Time	Course Teacher
12	Physics	core	12:00PM-12:40PM	pradeep sidar

Semester 1 Click to view all courses under this Exam ▾

❑ Click On Exams in Admin dashboard and select Manage Examination to know Active Exams.

- Check Notice published checkbox for an Exam after uploading Exam Notice.
- Check Result published checkbox for an Exam after all teachers updated their courses' marks.
 - Checking result as published sets the Exam as completed.

- Exam is set as Active by default while created. You can deactivate the

Demo School Admin Xhitiz Admin

Dashboard
Attendance
Classes & Sections
Students
Teachers
Exams
Add Examination
Active Exams
Manage Examinations
Event
Academic Settings
Manage GPA
Fees Generator
Manage Accounts
Manage Library

All Examinations

Information
An Examination represents a Semester. All Courses of a Semester belong to an Examination. So, all Quiz, Class Test, Assignment, Attendance, Written, Practical, etc. in a Course are subjected to that specific Examination.

#	Examination Name	Notice Published	Result Published	Created At	Set Active	
1	Semester 1	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	29/02/2020	<input checked="" type="checkbox"/> Active	<button>Save</button>
2	Semester 1	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	28/02/2020	<input checked="" type="checkbox"/> Active	<button>Save</button>

○ Add Students:-

❑ Click On Add Student in academic settings and fill the student details.

Dashboard

Attendance

Classes & Sections

Students

Teachers

Exams

Grades

Class Routine

Syllabus

Notice

Event

Academic Settings

Manage GPA

Fees Generator

Manage Accounts

Manage Library

Register Student

* Full Name

* E-Mail Address

xhitiz@xhitiz.com

* Phone Number

* Password

.....

* Confirm Password

* Class and Section

Section: A Class: 12

* Birthday

Blood Group

A+

* Nationality

Gender

Male

* Version

Bangla

* Session

Group (Optional)

Science, Arts, Commerce, etc.

Religion

Islam

* address

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About

* Father's Name

Father's Phone Number

Father's National ID

Father's Occupation

Father's Designation

Father's Annual Income

* Mother's Name

Mother's Phone Number

Mother's National ID

Mother's Occupation

Mother's Designation

Mother's Annual Income

Upload Profile Picture:

No file chosen

Register

○ Add Teachers :-

❑ Click On Add Teacher in academic settings and fill the teacher details.

Demo School

Admin Xhitiz Admin

Dashboard

Attendance

Classes & Sections

Students

Teachers

Exams

Grades

Class Routine

Syllabus

Notice

Event

Academic Settings

Manage GPA

Fees Generator

Manage Accounts

Manage Library

Register Teacher

* Full Name

* E-Mail Address

xhitiz@xhitiz.com

* Phone Number

* Password

.....

* Confirm Password

* Department

Science

Class Teacher

Not Class Teacher

Blood Group

A+

* Nationality

Gender

Male

Upload Profile Picture

Choose File No file chosen

Register

- Add Courses :-

- ❑ Click On Manage Class, Sectionin then select manage class and department in academic settings.
- ❑ Now click on Add New Course and fillout details.(as course name,teacher with department, Assign course to teacher, course type, course time.)

The screenshot shows a web application window titled "All Sections of Class 12th". Inside the window, there is a checkbox labeled "Ignore Sessions when listing students for promoting". Below this, the form is organized into two columns. The left column contains labels for "Section A", "Course Name", "Teacher Department", "Assign Course Teacher", "Course Type", and "Course Time". The right column contains corresponding input fields: a text box for "Course Name", a dropdown menu for "Teacher Department" with "Select Department" as the selected option, another dropdown menu for "Assign Course Teacher" with "Select Department First" as the selected option, a dropdown menu for "Course Type" with "Core" as the selected option, and a text box for "Course Time" with the example "12:50PM-01:40PM Sunday" below it. At the bottom of the form is a red "Submit" button. To the right of the form, there are two buttons: "+ Add New Course" (blue) and "+ Promote Students" (green). Below the entire form area is a dark blue bar with the text "+ Create a New Section". In the bottom right corner of the window is a red "Close" button.

- Then teacher can take attendance, give marks.
- ❑ After Teacher's login, go to the My Course.
- ❑ Where teacher can see the multiple option – Take Attendance, Submit Grade, View Marks, Message Students.

Demo School

Teacher pradeep sidar ▾

Dashboard

Students

Teachers

My Courses


Courses Taken by Teacher


Teacher Code - 522028032 Name - pradeep sidar


#	Course Name	Course Time	Room Number	Class Number	Section Number	All Students	Action	Give Marks	View Marks
1	Physics	12:00PM-12:40PM	21	12	A	Message Students	Take Attendance	Submit Grade	View Marks
2	Chemistry	05:00PM-05:40PM	31	12th	A	Save under Exam to Add Student	Save under Exam to Take Attendance		
3	Chemistry	03:00PM-04:00PM Saturday	21	12	A	Save under Exam to Add Student	Save under Exam to Take Attendance		


- ❑ After click on Take Attendance then Teacher will see the attendance register of students to manage student's attendance .


Demo School

Teacher  pradeep sidar ▼

 Dashboard

 Students

 Teachers

 My Courses

All Classes & Sections / Attendance

Take Attendance

Section - A Class - 12

Current Date Time: 05:26 PM 29/02/2020

#	Student_Code	Name	Present	Total Attended	Total Missed	Total Escaped	Adjust Missed Attendance
1	522027965	<div>Present</div> ram	<input checked="" type="checkbox"/>	1	0	0	<div>Adjust Missing Attendances</div>
2	522021848	<div>Present</div> demo	<input checked="" type="checkbox"/>	1	0	0	<div>Adjust Missing Attendances</div>

Cancel

Update

- ▶ Other Advantages:–
- ▶ Admin adds GPAs for respective mark ranges.
- ▶ For giving marks, Teacher clicks on Submit Grade button and do the following:
 - Select a GPA by name from dropdown
 - Configure Class Test, Quiz, ...etc. count, percentage (Optional)
 - Give marks
 - To get Grade of students of a course for given marks, Teacher clicks the Get Total Marks button. (Usually this is done at the end of the semester)



THANK YOU

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