



## School Administration Software (About Openis)

### **Modules:**

**Home** – Displays the Events / Notes / Missing Attendance

**Students Information:** Student can be added and edited here, also can manage the enrollment information of the student here.

**Users Information:** Users are parent / guardian information of the relevant students (Address / Contact Details / etc.)

**Staff Information:** Staff can be added and edited here (Certificate / etc.)

**Scheduling:** Single student is scheduled into multiple available course sections in a few clicks. For group scheduling, multiple students are searched and selected and scheduled into one or more course sections in one shot. (You can make multiple schedules using the customized run scheduler also)

**Marks / Grades:** Allows you to enter the marks, grades and comments for the progress and term exams, the same can be generated as the report card. Customized Comments also can be used for grades.

- Grade wise Entry
  - Scheduled Entry for progress report
  - Non Scheduled Entry for progress report
  - Schedules Term Entry
- Staff wise entry
  - Schedules Progress / Term

**Attendance:** Attendance can be taken easily by Grade / Staff Wise.

- Grade Wise Take Attendance
  - Scheduled Take Attendance
  - Non Scheduled Take Attendance
- Staff Wise Take Attendance
  - Take Attendance

### **Customized Modules and Reports:**

**Backup:** Backing up the database to the local system.

**Rollover:** Rollover is irreversible process which will transfer the current year setup data to the next year.



**Migration:** Avoid data entry to create all information, Data can be uploaded in the system with the help of our excel template.

**Government Reports:** Standard few reports..

- Enroll By Grade and Gender
- Enroll By Age and Gender

**Student Report:** Customized student reports are available - student info, grade wise count, parents email addresses and health report with downloads options.

**Staff Report:** Home room staff's details can be viewed with downloads options.

**Schedule Reports:** Grade Schedule, Staff Schedule and Teacher preparation reports can be viewed here.

**Admin Setups:**

School Information	Upload School Logo	Portal Notes
Marking Periods	Calendars	Periods
Grade Levels	Grade Sections	Rooms & Country Setup

**Transaction Setups:**

**Courses:** Course Manager is another important feature in the application where the subjects need to be created; subjects should be mapped with the Grades. For those courses, the course period need to create which includes the primary and secondary staff, seats, grading scale, day, periods, include for attendance, etc.,

Course Manager	Teacher Re-Assignment
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**Teacher Re-Assignment:** is useful when the staff is changed the subject / class or when staff resign.

**Students Setup:** Customized columns can be created for the student; student photo can be uploaded.

**User / Staff Setup:** Custom columns can be created in the staff or for users;

**Mark / Grade Setup:** Report card grading scale value can be stored here which will reflect while entering marks and also to display in the report card.

**Attendance Setup:** Attendance Code can be entered here like present, absent, late, half day, etc.