

School Desk

School Management System

Complete User Guide

Admin

Teacher

Parent

Accountant

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1. Overview & Introduction

SchoolDesk (School Management System) is a web-based platform designed to help schools and educational institutions manage their exams, students, teachers, attendance, fees and results from a single, easy-to-use dashboard.

The system has four types of users:

Role	Who Uses It	What They Can Do
Admin	School Principal / Manager	Full control: manage classes, teachers, students, exams, fees, results, settings
Teacher	Subject Teachers / Class Teachers	Submit exam papers, enter student marks, take attendance, view datesheet
Parent	Parents / Guardians	View child's results, attendance, datesheet, fee status, notifications
Accountant	School Accountant (Pro plan only)	Record fee payments, view outstanding fees, manage fee structure

■ **Tip:** Each role has its own separate login portal. The login page URL includes the institution token (e.g., `login.php?inst=YOUR_TOKEN`). Make sure to use the correct portal link for your role.

2. How to Register Your Institution

Before anyone can log in, the school must register with SchoolDesk EMS. Registration is done once and requires super admin approval.

Step-by-Step Registration:

1	Open the Registration Page Go to the SchoolDesk registration URL (<code>register.php</code>). You will see the "Register Your Institution" form.
2	Fill in Institution Details Enter your institution name, number of classes, and estimated number of students.
3	Enter Contact Information Provide your email address and WhatsApp number. These will be used to send your login credentials.
4	Select a Subscription Plan Choose Free, Basic (\$7/month · Rs. 1,500), or Pro (\$10/month · Rs. 2,000). See Section 8 for plan details.
5	Select Payment Method Choose EasyPaisa/JazzCash, SadaPay, NayaPay, or Bank Transfer. The account details for your chosen method will appear on screen.

6

Make the Payment & Enter Transaction ID

Send the subscription fee to the shown account and enter the Transaction ID in the form.

7

Complete the Captcha & Submit

Solve the simple math captcha, tick "I am not a robot," and click Submit Registration.

8

Wait for Approval

The SchoolDesk team will verify your payment and activate your account. You will receive an email with your Login URL, Username, and Password.

■ ■ **Note:** Free plan accounts do not require payment. Select "Free Plan" and submit—your account will be activated with limited features.

3. Logging In

The login page is the starting point for all users. There are separate portals for each role. The login page URL always includes your institution token: `login.php?inst=YOUR_TOKEN`

A. Admin & Teacher Login (Staff Portal)

1	<p>Open the Staff Login URL</p> <p>Use the URL: <code>login.php?inst=YOUR_TOKEN</code> (no extra parameter needed for staff).</p>
2	<p>Select Your Role</p> <p>You will see two tabs at the top — "Admin" and "Teacher." Click the tab that matches your role.</p>
3	<p>Enter Your Credentials</p> <p>Type your username and password in the fields provided.</p>
4	<p>Solve the Captcha</p> <p>Answer the simple addition question shown (e.g., "4 + 7 = ?") and enter the result.</p>
5	<p>Click Sign In</p> <p>Press the Sign In button. Admin users are taken to the Admin Dashboard; Teacher users go to the Teacher Dashboard.</p>

B. Parent Login

1	<p>Open the Parent Login URL</p> <p>Use: <code>login.php?inst=YOUR_TOKEN&portal;=parent</code> — or click the "Parent Login" link at the bottom of the staff page.</p>
2	<p>Enter Parent Credentials</p> <p>Type the parent username and password provided by the school admin.</p>
3	<p>Solve the Captcha & Sign In</p> <p>Complete the captcha and click "Sign In as Parent."</p>

■ **Tip:** Parents can also access the portal via a direct link (a unique URL) provided by the school—no username/password needed in that case.

C. Accountant Login (Pro Plan Only)

1	<p>Open the Accountant Login URL</p> <p>Use: <code>login.php?inst=YOUR_TOKEN&portal;=accountant</code> — or click "Accountant Login" at the bottom of the staff page.</p>
2	<p>Enter Accountant Credentials</p> <p>Use the username and password set by the school admin in the Accountant Account settings.</p>
3	<p>Solve the Captcha & Sign In</p> <p>Complete the captcha and click "Sign In as Accountant."</p>

■ ■ **Note:** If you enter the wrong password too many times, your account will be temporarily locked for 10 minutes. Wait and try again.

4. Admin Dashboard

After logging in as Admin, you land on the Admin Dashboard. The left-hand sidebar contains all navigation links. The top bar shows the current section name.

Overview (Home)

The Overview page shows a summary of your institution at a glance:

- Total number of classes
- Total number of teachers
- Total number of students
- Recently submitted exam papers
- Recently submitted award lists
- Quick action buttons

Managing Classes & Subjects

1	Go to "Classes & Subjects" in the sidebar
2	Add a Class In the "QuickAdd" section, type a class name (e.g., "Grade8") and its subjects separated by commas (e.g., "Math, English, Science"). Click "+ Add Class & Subjects."
3	Add More Subjects Separately Click "+ Add" next to the Subjects panel to add individual subjects and assign them to classes.
4	Delete a Class or Subject Click the delete icon (trash/X) next to any class or subject you want to remove.

Managing Teachers

1	Go to "Teachers" in the sidebar
2	Add a Teacher Click "+AddTeacher." A form will appear. Fill in the teacher's name, username, password, assign subjects they teach, and assign classes.
3	Assign as Class Teacher In the teacher form, set the "Class Teacher of" field to assign them as the homeroom teacher for a class.
4	Edit a Teacher Click the Edit button in the teacher's row to update their details or reset their password.
5	Delete a Teacher Click the Delete button. Note: deleted teachers lose access immediately.

■ **Tip:** Teachers use their assigned username and password to log in via the Staff Portal.

Managing Students

The Students section is available on Basic and Pro plans.

1	Go to "Students" in the sidebar
2	Select a Class Use the dropdown at the top to choose the class you want to manage.
3	Add a Student Click "+Add Student." Enter the student's name, roll number, and parent contact details. You can also create a parent account (username/password) for portal access.
4	Edit or Delete a Student Use the Edit and Delete buttons in each student's row.
5	Parent Account Setup When adding or editing a student, fill in the parent account fields to give the parent login access to view that child's records.

Exam Paper Patterns

Exam patterns define the structure of exam papers (sections, marks distribution). Teachers use these patterns when creating their papers.

1	Go to "Exam Patterns" in the sidebar
2	Create a New Pattern Click "+ Create Pattern." Give the pattern a name (e.g., "Annual Exam Pattern").
3	Add Sections Each pattern can have multiple sections (e.g., MCQs, Short Questions, Long Questions). For each section, specify: Section Name, Total Marks, Attempt, and Marks per Question.
4	Save the Pattern Click Save. Teachers will now see this pattern when submitting exam papers.

Datesheet Generator

Available on Basic and Pro plans. Create and publish the exam schedule for all classes.

1	Go to "Datesheet Generator" in the sidebar
2	Fill Header Details Enter the institution name, session (e.g., 2024-25), and term name (e.g., First Term Exams).
3	Add Columns (Exam Days) Click "+ Add Column" for each exam day. Set the date, day name, and time.
4	Add Rows (Classes) Click "+ Add Row" for each class. Enter the subject name for each exam day.
5	Shuffle if Needed Click "Shuffle" to randomly reorder subjects across days.
6	Save & Publish Click "Save & Publish to Teachers" — teachers and parents will now see this datesheet.
7	Download Click "Download Word" or "Download PDF" to get a printable copy.

Sending Notifications

1	Go to "Notifications" in the sidebar
2	Choose Recipients Select who should receive the notification: Teachers & Parents, Teachers Only, or Parents Only.
3	Type Your Message Write the notification text in the message field.
4	Publish Click "Publish Notification." It will appear in the dashboards of all selected recipients instantly.

Attendance Records (Pro Plan)

Attendance data is entered by teachers. Admins can view and analyse it here.

1	Go to "Attendance" in the sidebar (Pro plan only)
2	Select Class and Month Use the dropdowns to choose the class and month you want to review.
3	Sort the Records Sort by Presents, Absents, or Leaves in Ascending or Descending order.
4	Send to Parents Click "Send to Parents" to push the attendance summary to all parent dashboards for that class.
5	View Trends The "Class Attendance Trends" graph at the bottom shows monthly attendance patterns.

Fee Records (Pro Plan)

1	Go to "Fee Records" in the sidebar (Pro plan only)
2	Set the Fee Structure In the "Fee Structure" section, enter the monthly fee amount for each class. Click "Save Fee Structure."
3	View Outstanding Fees The Outstanding Fee Records table shows all students with unpaid fees, grouped by class.
4	Send WhatsApp Reminder Click the WhatsApp button next to a student's name to open a pre-filled reminder message for their parent.
5	Set Up Accountant Account Click "AccountantAccount" at the top right to create login credentials for your accountant (Pro plan only). Share the generated login URL with them.

Exam Papers (Submitted by Teachers)

1	Go to "Exam Papers" in the sidebar
2	Browse Submissions All exam papers submitted by teachers across all classes are listed here, grouped by class and subject.
3	Review a Paper Click on a paper to view its full details — sections, marks distribution, and content.
4	Download Use the download button to save a paper as a PDF or Word document.

Award Lists & Consolidated Results

1	Go to "Award Lists" in the sidebar
2	Set Passing Marks % Enter the passing percentage (default is 33%). Students below this will be marked as Fail.
3	View Award Lists All mark sheets submitted by teachers are shown here. Each entry shows subject, class, and student marks.
4	Generate Consolidated List Click "Generate Consolidated List." Select a class and exam term to combine all subject results into one ranked result card.
5	Send Results to Parents After generating the consolidated list, click "Send to Parents' Dashboards" so parents can view results.

Settings

1	Go to "Settings" in the sidebar
2	Change Institution Name Update the displayed name of your institution.
3	Upload Logo Click "Upload Logo" and choose an image file. The logo appears on the login page and dashboards.
4	Change Admin Password Enter your current password, then the new password, and save.
5	Toggle Dark Mode Enable the dark theme for a more comfortable viewing experience at night.
6	Save Changes Click the Save button to apply all settings changes.

5. Teacher Portal

After logging in as a Teacher, you see the Teacher Dashboard. You can only access classes and subjects assigned to you by the Admin.

Submitting an Exam Paper

1	Click "Exam Papers" in the sidebar
2	Click "+ New Paper" Fill in: Class, Subject, Exam Name/Term, and select an Exam Pattern (created by Admin).
3	Fill in Section Details For each section in the pattern, enter the questions and marks.
4	Submit the Paper Click Submit. The paper will appear in the Admin's "Exam Papers" list.

Entering Student Marks (Award List)

1	Click "Award Lists" in the sidebar
2	Click "+ New Award List" Select the class, subject, and exam term.
3	Enter Marks A table appears with all students in the class. Enter the marks obtained by each student.
4	Set Total Marks Specify the total marks for this exam.
5	Submit the Award List Click Submit. The marks will be visible to Admin and, once published, to Parents.

Taking Attendance

1	Click "Attendance" in the sidebar
2	Select the Class and Date
3	Mark Each Student For each student, select: Present (P), Absent (A), or Leave (L).
4	Save Attendance Click Save. The Admin can view this data in the Attendance Records section.

Viewing the Datesheet

Click "Datesheet" in the sidebar to see the exam schedule published by the Admin. You can view dates, days, times, and subjects for each class.

Viewing Notifications

Click "Notifications" to see all announcements sent to teachers by the Admin.

6. Parent Portal

Parents can monitor their child's academic performance, attendance, fees, and school notifications from the Parent Dashboard. If you have more than one child in the same school, you can switch between children using the dropdown at the top.

Overview Page

The overview shows a summary for the selected child:

- Student name and roll number
- Class name
- Today's attendance status
- Latest notifications from school
- Outstanding fee balance
- Number of subjects enrolled

Viewing Attendance

1	Click "Attendance" in the sidebar
2	Select a Month Use the month dropdown to choose the period you want to view.
3	Read the Attendance Table The table shows each day with P (Present), A (Absent), or L (Leave) status for your child.

Viewing Exam Results

1	Click "Results" in the sidebar
2	See Results by Exam Results are grouped by exam term. Each card shows: Subject, Total Marks, Obtained Marks, Percentage, Grade, and Pass/Fail status.
3	Overall Total At the bottom of each exam card, a total row shows the combined result across all subjects.

■ **Tip:** Grades: A+ (90%+), A (80-89%), B (70-79%), C (60-69%), D (50-59%), F (below 50%).

Viewing the Date Sheet

Click "Date Sheet" to see the full exam timetable published by the Admin. The table shows exam dates, days, times, and subjects for each class.

Viewing Notifications

Click "Notifications" to see all announcements published by the school that are directed to parents.

Viewing Fee Status

1	Click "Fee Status" in the sidebar
2	View Monthly Fee Records A table shows each month with: Amount, Status (Paid / Outstanding), and date of payment.
3	Check Total Outstanding If any fees are unpaid, the total outstanding amount is highlighted in red at the bottom. If all fees are cleared, a green confirmation message is shown.

7. Accountant Portal

The Accountant Portal is available only on the Pro plan. The accountant can manage fee records for all students without access to exam or academic data.

Overview (Fee Dashboard)

The dashboard shows quick stats:

- Total number of students
- Students with outstanding fees
- Students who paid this month
- Number of classes

Below the stats, you can see recent payment activity and a list of students with outstanding fees this month.

Setting the Fee Structure

1	Click "Fee Structure" in the sidebar
2	Enter Monthly Fee per Class A field appears for each class. Type the monthly fee amount for each one.
3	Save Click "Save Fee Structure."

Recording a Fee Payment

1	Click "Record Payments" in the sidebar
2	Select Class and Month Choose the class and the month for which you want to record payments.
3	View Student List A table appears with all students. Their current fee status (Paid / Outstanding / No Record) is shown.
4	Record a Payment Click the "Record" button next to a student. A popup appears.
5	Enter Payment Details Confirm the amount. Select "Fee Submitted (Paid)" if they paid, or "Mark as Outstanding" if not.
6	Save Click "Save Record." The status updates immediately.

Viewing Outstanding Fees

1	Click "Outstanding Fees" in the sidebar
2	Filter by Class and Month Use the dropdowns to narrow down the view.

3

Mark as Paid

Click "Mark Paid" next to any student to quickly update their status without opening the full form.

Viewing All Students

1

Click "All Students" in the sidebar

2

Search or Filter

Use the search box or class dropdown to find a specific student.

3

Quick Record

Click "Record" next to any student to log a payment directly from this page.

8. Subscription Plans

Feature	Free	Basic\$7/Rs. 1,500/mo	Pro\$10/Rs. 2,000/mo
Classes &Subjects	Yes	Yes	Yes
Teachers Management	Yes	Yes	Yes
Exam Patterns	Yes	Yes	Yes
Exam Papers & Award Lists	Yes	Yes	Yes
Notifications	Yes	Yes	Yes
Students Management	No	Yes	Yes
Datesheet Generator	No	Yes	Yes
Attendance Records	No	No	Yes
Fee Records	No	No	Yes
Accountant Portal	No	No	Yes

■■**Note:** To upgrade your plan, click the "Upgrade" button at the top right of the Admin Dashboard or visit the registration page again.

9. Tips & Troubleshooting

Forgot Password?

Contact your school admin. Admins can reset teacher passwords. Admin passwords can be changed from Settings (if you know the current password). For lost admin passwords, contact SchoolDesk support.

Account Locked After Failed Logins

If you are locked out after too many wrong attempts, wait 10 minutes and try again. Make sure Caps Lock is off and you are using the correct portal for your role.

Dark Mode

Admins can enable dark mode from Settings. This applies across all dashboards for that institution.

Mobile Use

The system is mobile-friendly. On small screens, tap the hamburger menu (three lines) at the top left to open the sidebar navigation.

Captcha on Login

Every login requires solving a simple math question. This prevents automated login attempts. Simply add the two numbers shown and enter the result.

Publishing Results to Parents

Results are NOT automatically visible to parents. The admin must click "Send to Parents' Dashboards" in the Award Lists section after reviewing the results.

WhatsApp Fee Reminders

In the Fee Records section, clicking the WhatsApp button opens WhatsApp (web or app) with a pre-filled message to the parent. Make sure the parent's phone number is saved correctly.

Exam Seating Planner

This sidebar has a link to the Exam Seating Planner tool (externaltoolatbslearning.com). Click it to open the seating planner in a new tab.

Attendance Management System (AMS)

Advanced attendance analytics are available through a separate AMS subscription. Click "Subscribe to AMS" in the Attendance section to learn more.

Browser Compatibility

Use a modern browser (Chrome, Edge, Firefox, Safari) for the best experience. Avoid using Internet Explorer.

Need More Help?

For further assistance, contact the SchoolDesk EMS support team via WhatsApp or email using the contact details provided during your registration. Your institution token (the code in your login URL) will be needed to identify your account.

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