

Welcome to Foqas academy school management software

Academics part's user Manual

- In order to manage all the educational activities of the software, it is necessary to add the academic session first.

Current Session: 2022

Dashboard
Admissions
Students
Human Resource
Academics
Attendance
Exams
Communication
Certificates
Subscription

Academics / Session

Grade Course Course Group **Session** Assign Teacher Class Routine Syllabus Department

Session *
Start time *
End time *
Status *
Choose
Save

Show 25 entries
Search:

#	Session	Start Time	End Time	Status	Edit
1	2021	01-01-2021	31-12-2021	Inactive	Edit
2	2022	01-01-2022	31-12-2022	Active	Edit
3	2023	01-01-2023	30-11-2023	Inactive	Edit

Showing 1 to 3 of 3 entries
Previous 1 Next

You have to activate the status and click on the save button.

NOTE: If you activate a session, the other sessions will be inactive.

- To add academic grade, click on **Add Grade**

Current Session: 2022

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Communication

Academics / Grade

Grade Course Course Group **Session** Assign Teacher Class Routine Syllabus Department

Add Grade Section Add

Students Routines Syllabus Promotion

Students Routines Syllabus Promotion

Students Routines Syllabus Promotion

Students Routines Syllabus Promotion

Admission P2 Admission

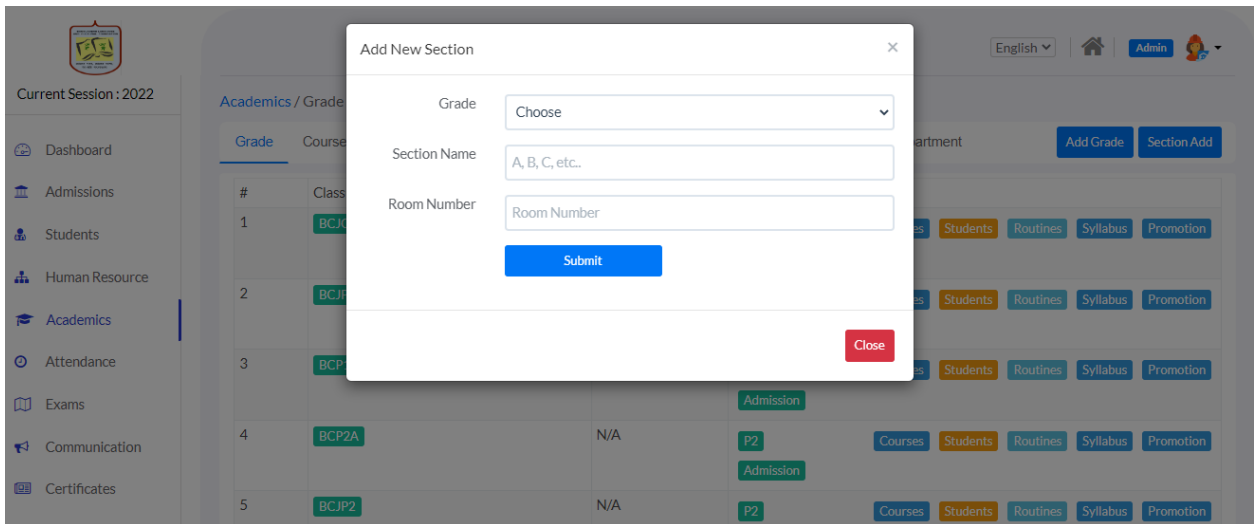
Courses Students Routines Syllabus Promotion

Add New Grade

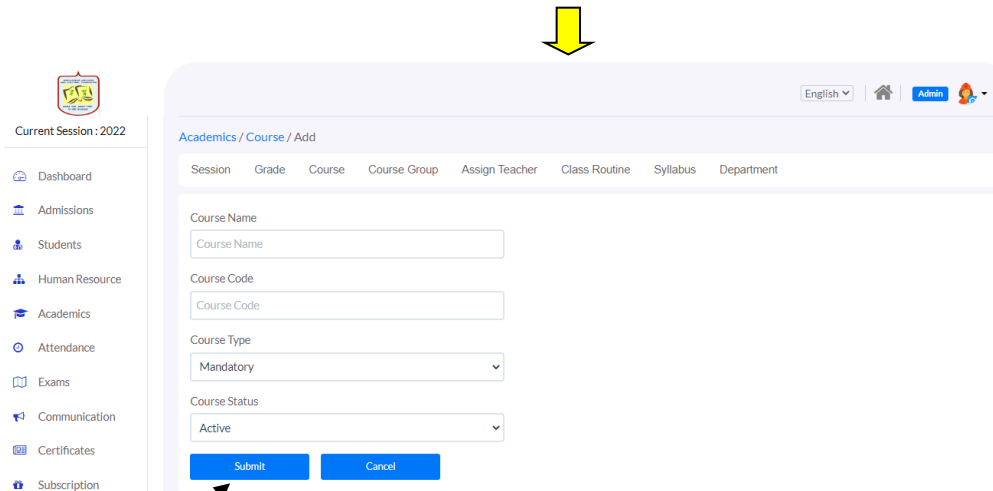
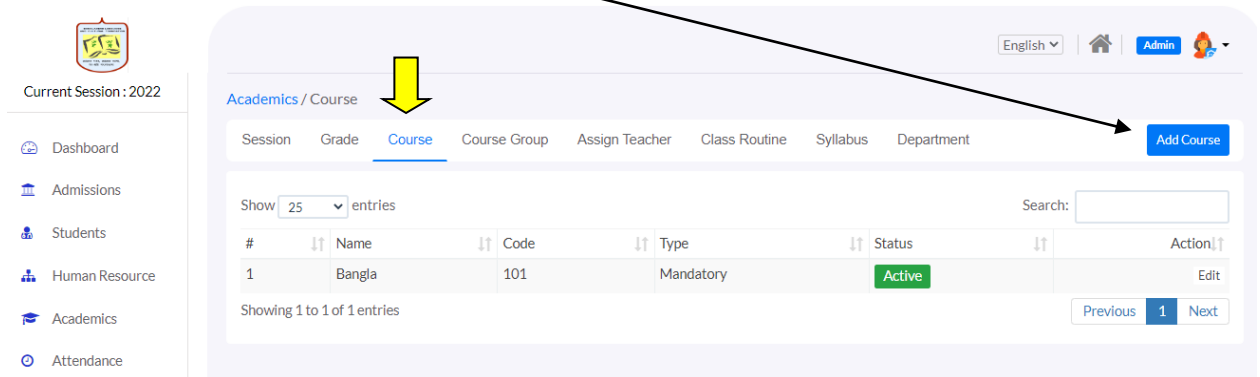
Grade Name
Grade Number
Grade Group (If Any) ?
Ex: Science
Submit
Close

Clicking on the **submit** button will add academic grade.

- To add a section under that grade or any other grade, click on **section add**.



- Selecting a specific grade and clicking on the submit button with the section name and room number will add the section under that grade.
- To add a new course, click on the **Add Course** button.



Click on the **submit** button.

- If you want to create a course group with the included courses, you have to click here

Current Session : 2022

Dashboard Admissions Students Human Resource Academics

Academics / Course Group

Session Grade Course **Course Group** Assign Teacher Class Routine Syllabus Department

Show 25 entries Search:

#	Name	Courses	Status	Edit
1	Bangla	Bangla	Active	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication Certificates Subscription

Academics / Course Group / Add

Session Grade Course Course Group Assign Teacher Class Routine Syllabus Department

Name

Description

Status: Active

Courses: ☐ Bangla

Submit Cancel

Select the courses and click on the submit button with other information

- In case of Assignment Teacher, if no exam term has been activated before, the exam term should be added and activated.
- At the same time you have to add exam grade. [You will find these systems in the exam part's user manual]

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication Certificates Subscription Make a Payment

Academics / Assign Teacher

Session Grade Course Course Group **Assign Teacher** Class Routine Syllabus Department

Courses: Choose

Section: Choose

Teacher: Choose

Exam: Choose

Grade System: Choose

Save

No Related Data Found.

- Click here to upload the class routine of the specific single class.

Current Session : 2022

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Academics / Class Routine

Session Grade Course Course Group Assign Teacher **Class Routine** Syllabus Department

Routine

File Title:
File title here...

For
Class: BCJCA - Section: A1

Upload File
Choose File

You have to select the routine for which class.

- The syllabus can be uploaded in the same way.

Current Session : 2022

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Academics / Syllabus

Session Grade Course Course Group Assign Teacher Class Routine **Syllabus** Department

File Title:
File title here...

Class
Class: BCJCA - Section: A1

Upload File
Choose File

- If you want to add a new department, you have to click here

Current Session : 2022

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Academics / Department

Session Grade Course Course Group Assign Teacher Class Routine Syllabus **Department**

Show 25 entries Search:

#	Name	Status	Edit
1	Bangla	Active	Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Input the name of the department, activate the status and click on the **submit** button.

Current Session : 2022

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Academics / Department / Add

Session Grade Course Course Group Assign Teacher Class Routine Syllabus **Department**

Department Name
Department Name

Status
Active

Submit Cancel