

Foqas Academy

School Management System

User Manual: Students

- Clicking on the menu **Students** from the Menu's (below dashboard) will show this page.

Current Session : 2022

Dashboard

Admissions

Students

Human Resource

Academics

Attendance

Exams

Communication

Certificates

Subscription

Make a Payment

Website Settings

Manage Accounts

Students / Student's List

Student's List Student Race Student Branch Board Exam

Show 25 entries Viewing Active

Search:

Download Add Student

If you want to download this list of all students, you have to click here

#	Code	Student Name	NRIC	Level	Stream	Nationality	Citizenship	School	NTIL	CG	Class	Wei / ISI
1	371324128	AARAV ROYSARKAR	T1471877F	P2		Indian	N/A	FUHUA PRIMARY SCHOOL	Bangla	BLCF	BCJP2	
2	371324103	AAYUSHI TARAFDAR	T0519145E	A1		Indian	PR	RAFFLES INSTITUTION	Bangla	BLCF	BCJCA	
3	371324324	ABDUR RAHMAN	T0571080J	S3	EX	Bangladeshi	PR	OUTRAM SECONDARY SCHOOL	Bangla	BLCF	BCS3A	
4	371324373	ABDUS SAYEM SARWER	T0691286E	S4	EX	Singaporean	SC	JURONG SECONDARY SCHOOL	Bangla	BLCF	BCJS4	
5	371324166	ABIR HOSSAIN AVI	T1233169F	P4		Singaporean	SC	JURONG WEST PRIMARY SCHOOL	Bangla	BLCF	BCJP4	
6	371324374	ABM AMAN	T0625833B	S4	EX	Singaporean	SC	CHUA CHU KANG	Bangla	BLCF	BCJS4	

Select Year

Filter by Status: Choose

Choose

Active

Inactive

Download

Click here

Close

- Click here to add students one by one.

Current Session : 2022

Dashboard

Admissions

Students

Human Resource

Academics

Attendance

Exams

Students / Student's List

Student's List Student Race Student Branch Board Exam

Show 25 entries Viewing Active

Search:

Download Add Student

#	Code	Student Name	NRIC	Level	Stream	Nationality	Citizenship	School	NTIL	CG	Class	Wei / ISI
1	371324128	AARAV ROYSARKAR	T1471877F	P2		Indian	N/A	FUHUA PRIMARY SCHOOL	Bangla	BLCF	BCJP2	
2	371324103	AAYUSHI TARAFDAR	T0519145E	A1		Indian	PR	RAFFLES INSTITUTION	Bangla	BLCF	BCJCA	



Current Session : 2022

Dashboard

Admissions

Students

Human Resource

Academics

Attendance

Exams

Communication

Certificates

Subscription

Make a Payment

English

Admin

Students / Add

Student's List

Student Race

Student Branch

Board Exam

Upload Excel

Student Information :

Full Name *

Phone Number *

E-Mail Address

Password

Confirm Password

Place of Birth

Date of Birth *

NRIC No/Passport No

Section & Class *

Courses Group *

Nationality *

Session *

Gender *

Emergency Contact Information:

Name

Mobile

Address

Relationship

Address Information:

Street Address 1

Street Address 2

Country

State

City

Zip Code

About

Upload Profile Picture

Save

Cancel

After correctly inputting all the information, if you click on the **save** button at the bottom, the student will be added to the student list. This will move to the student list.

- If you want to add more than one student through excel sheet, click here

The first screenshot shows the 'Students / Add' page. It has a sidebar with navigation links: Dashboard, Admissions, Students, Human Resource, Academics, Attendance, and Exams. The main content area has tabs for 'Student's List', 'Student Race', 'Student Branch', and 'Board Exam'. A yellow arrow points to the 'Upload Excel' button in the top right corner.

The second screenshot shows the 'Students / Upload Excel' page. It has the same sidebar and tabs. A yellow arrow points to the 'Choose File' button under the 'Mass upload Excel Student' section. Another yellow arrow points to the 'Demo Excel file' button. A third yellow arrow points to the 'Required excel data' button, with a text box stating: 'The data that is required for Excel sheet fill up can be seen by clicking here.'

Click here to download the demo excel file, open the file, input the necessary information and save. Next you need to upload that file.

- Click here to add a **student race**.

The screenshot shows the 'Students / Student Race' page. It has the same sidebar and tabs. A yellow arrow points to the 'Student Race' tab. Another yellow arrow points to the 'Add Race' button in the top right corner. Below the tabs, there is a table with columns: #, Name, Status, Edit, and Delete. The table contains two entries: 1. Bengali, Active, Edit, Delete; 2. Gujarati, Active, Edit, Delete. At the bottom, there is a pagination bar showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

You have to input the race name, activate the status and click on save button.

Students / Student Race / Add

Student's list Student Race Student Branch Board Exam

* Name

* Status



- Click here to add a **student Branch**.

Current Session : 2022

Dashboard
Admissions
Students
Human Resource
Academics
Attendance

Students / Student Branch

Student's List Student Race Student Branch Board Exam



Show 25 entries Search:

#	Name	Description	Status	Edit	Delete
1	Pioneer Primary	Pioneer Primary	Active	Edit	Delete
2	Zhangde Primary	Zhangde Primary	Active	Edit	Delete

Showing 1 to 2 of 2 entries

Students / Student Branch / Add

Student's List Student Race Student Branch Board Exam

Name

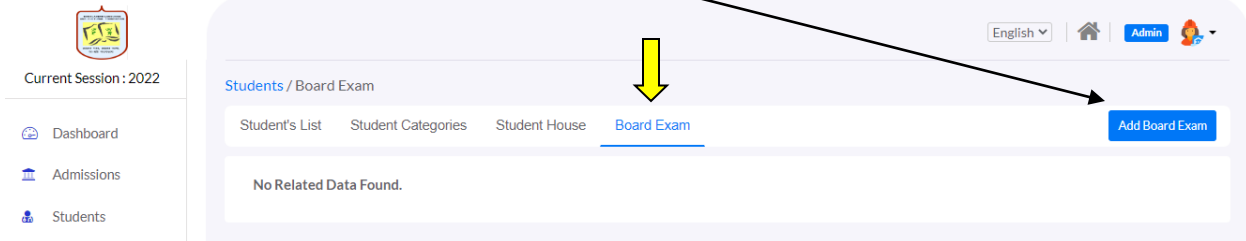
Description

Status



Input the Branch name, description & activate the status and then click on save button, the branch will be created.

- Click here to add **Board Exam**.



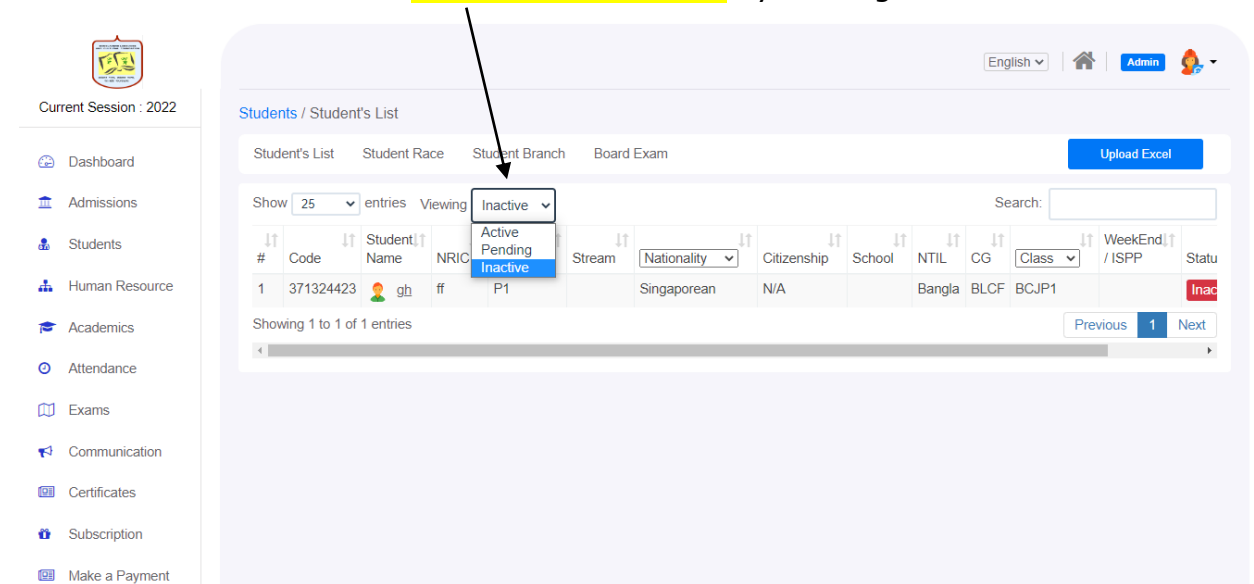
If you input the information of individual student and click on **save** button, then the board exam will be created against that student.

- Click here to inactive a single student.

	NRIC	Level	Stream	Nationality	Citizenship	School	NTIL	CG	Class	WeekEnd	Status	Payment
✓	T1471877F	P2		Indian	N/A	FUHUA PRIMARY SCHOOL	Bangla	BLCF	BCJP2		Active	Receive
	T0519145E	A1		Indian	PR	RAFFLES INSTITUTION	Bangla	BLCF	BCJCA		Active	Receive
	T0571080J	S3	EX	Bangladeshi	PR	OUTRAM SECONDARY SCHOOL	Bangla	BLCF	BCS3A		Active	Receive
	T0691286E	S4	EX	Singaporean	SC	JURONG SECONDARY SCHOOL	Bangla	BLCF	BCJS4		Active	Receive
	T1233169F	P4		Singaporean	SC	JURONG WEST	Bangla	BLCF	BCJP4		Active	Receive

- NOTE:** After doing this action, the student will be removed from the **STUDENT LIST**.

- You can see the list of **INACTIVE STUDENTS** by clicking here.



Current Session : 2022

Students / Student's List

Student's List Student Race Student Branch Board Exam Upload Excel

Show 25 entries Viewing Inactive

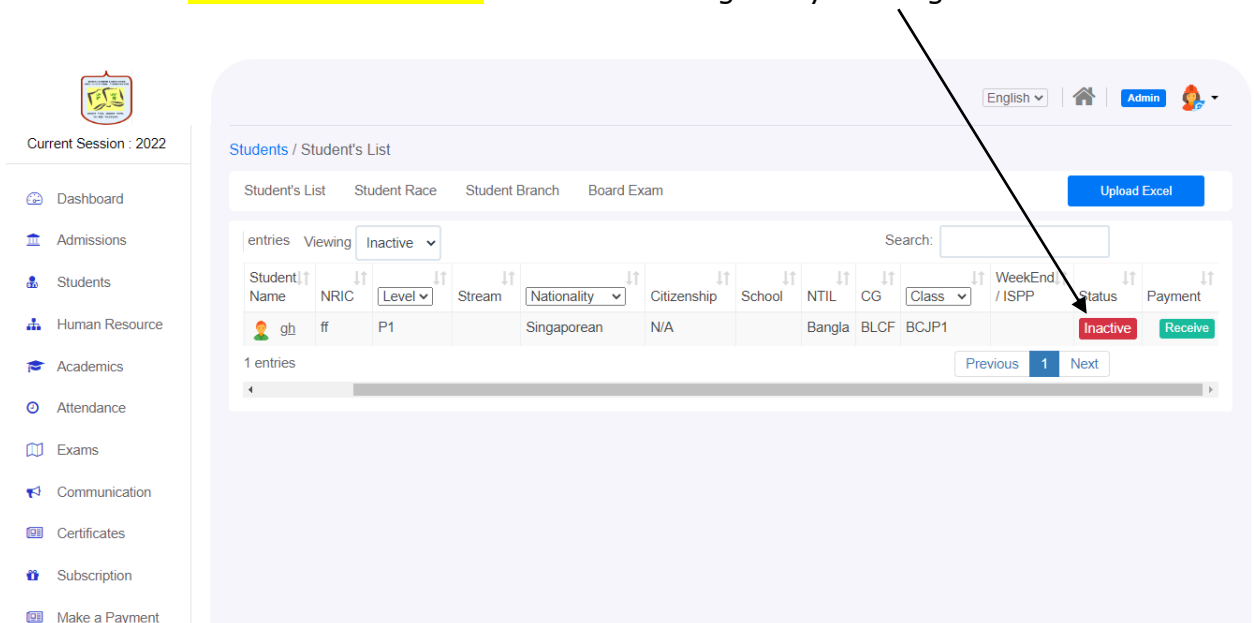
Search:

#	Code	Student Name	NRIC	Stream	Nationality	Citizenship	School	NTIL	CG	Class	WeekEnd / ISPP	Status
1	371324423	gh	ff	P1	Singaporean	N/A	Bangla	BLCF	BCJP1			Inac

Showing 1 to 1 of 1 entries

Previous 1 Next

- And an **INACTIVE STUDENT** can be active again by clicking here.



Current Session : 2022

Students / Student's List

Student's List Student Race Student Branch Board Exam Upload Excel

entries Viewing Inactive

Search:

Student Name	NRIC	Level	Stream	Nationality	Citizenship	School	NTIL	CG	Class	WeekEnd / ISPP	Status	Payment
gh	ff	P1		Singaporean	N/A	Bangla	BLCF	BCJP1			Inactive	Receive

1 entries

Previous 1 Next