ADMINISTRATION

INTRODUCTION

In LMS, Administration module helps in effective and efficient management of day to day activities that are undertaken. It enables effective and efficient management of various functional activities like fee receipts & management, staff administration, student details along with attendance reports, resources, scheduling school events, etc.

PREREQUISITIES

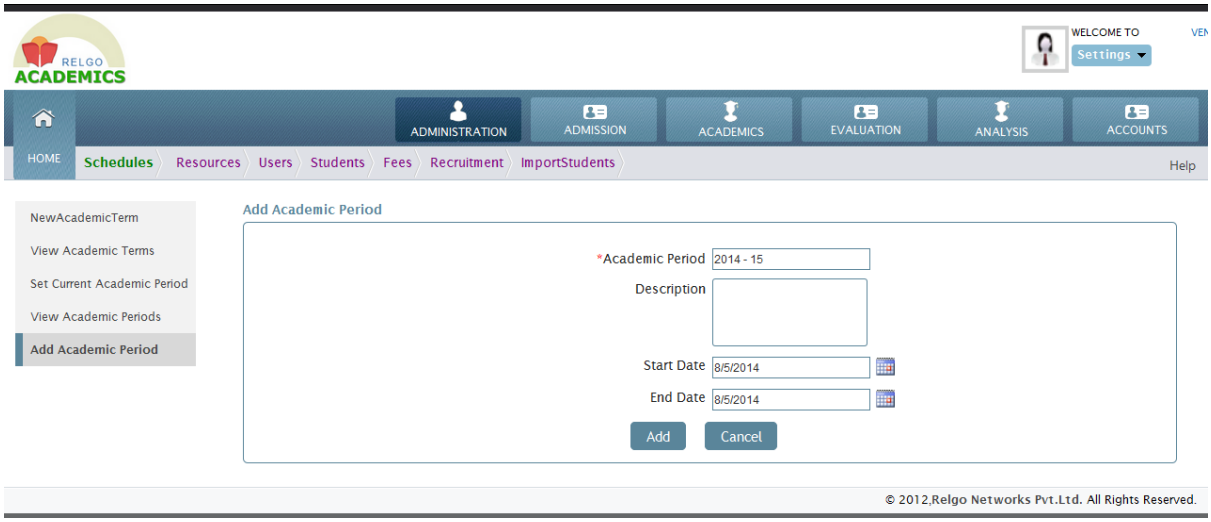
1. Create New Relgo Identity.(http://www.relgo.com)
2. Verify the Identity to generate Identity cast.
3. Register to Relgo Network Center with generated Identity cast.
4. Login to account with credentials (http://www.relgo.com/academics).

PROCEDURE

ADD ACADEMIC PERIOD

- It is used to add annual period of sessions of an educational institution.
- To add academic period, go to “Add Academic Period” and fill the appropriate fields of Academic period, description, start date and end date then click on “Add” button.

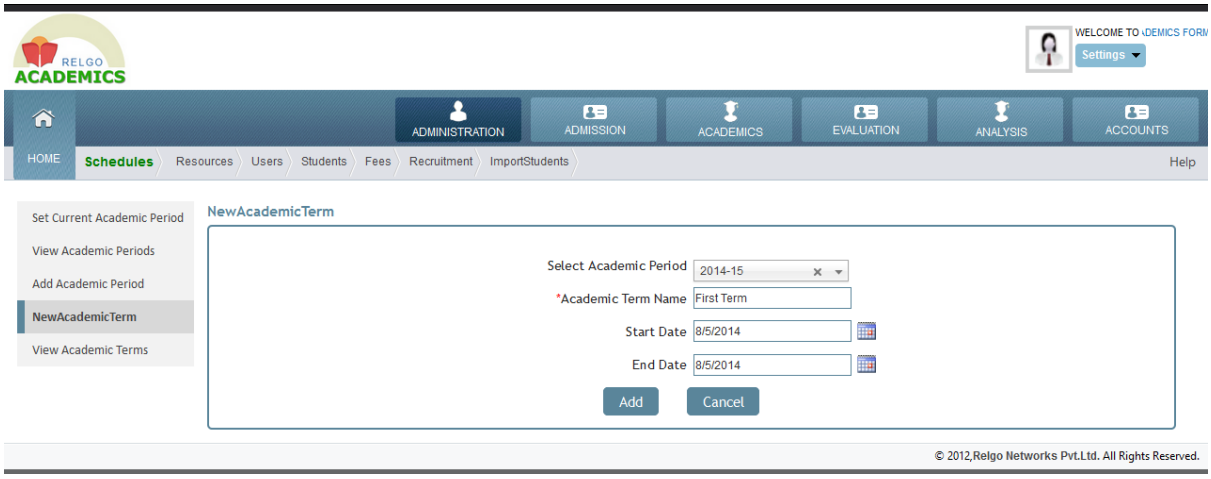
  Go to Administration → Schedules → Add Academic period



ADD ACADEMIC TERM

- It is used to relate education and scholarships.
- To add academic term to related academic period, go to “New Academic Term” and select related academic period, academic term name then click on “Add” button.

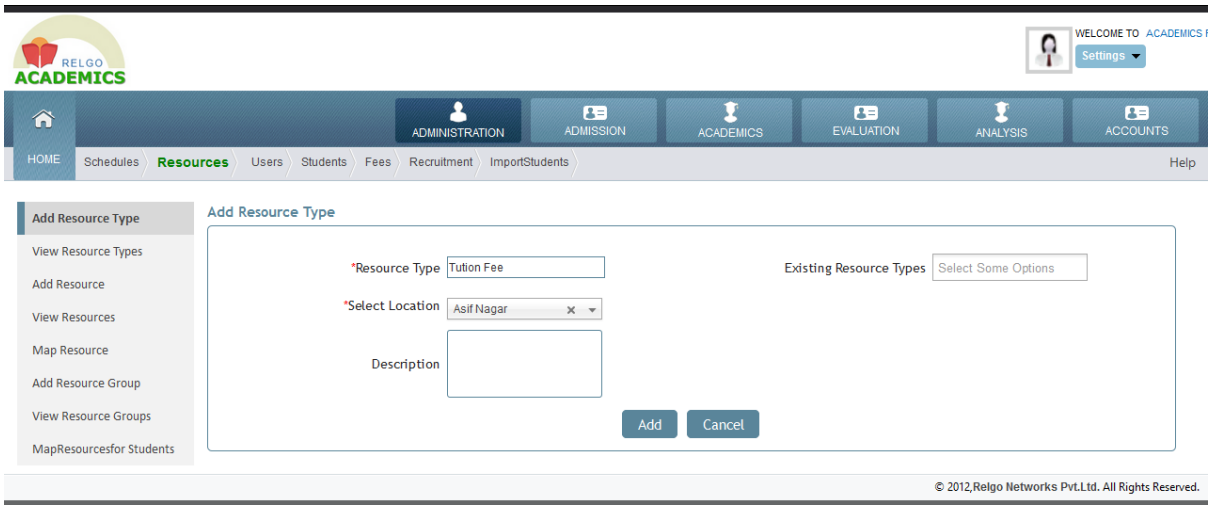
Go to Administration → Schedules → New Academic Term



ADD RESOURCE TYPE

- Resources are used to curate educational materials which support the learning process.
- To add resource type, go to “Add Resource Type” and fill the appropriate fields of resource type, description then click on “Add” button.

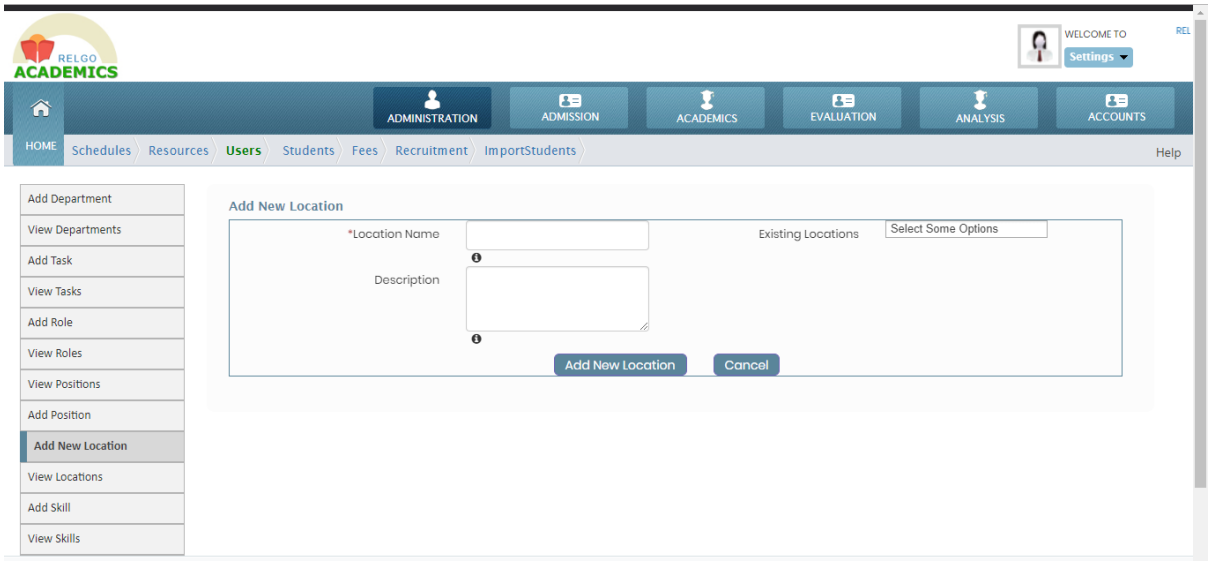
  Go to Administration →Resources →Add Resource Type



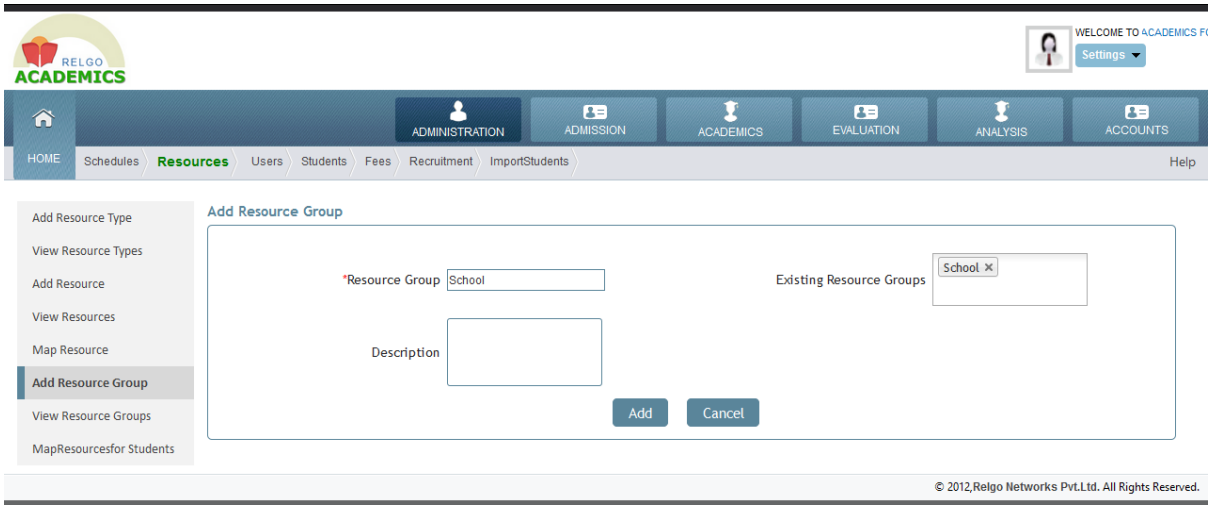
ADD NEW LOCATION

- To add new location, go to “Add New Location”.

  Go to Administration→ Users → Add New Location



ADD RESOURCE GROUP

- To add resource group, go to “Add Resource Group” and fill the appropriate fields.

  Go to Administration → Resources → Add Resource type