

# 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

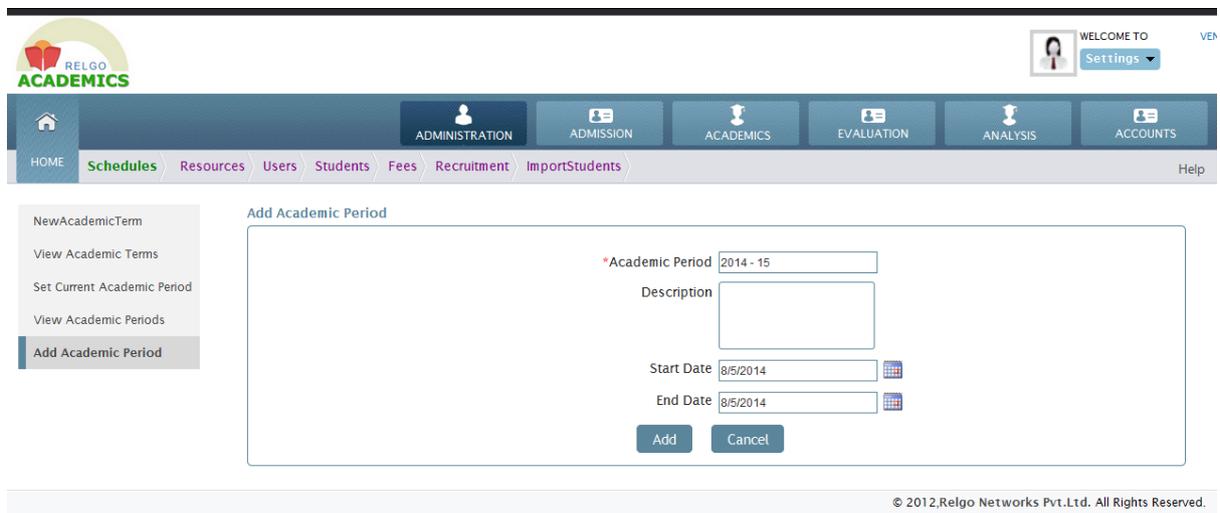
1. Create New Relgo Identity. (<http://www.relgo.com>)
2. Verify the Identity to generate Identity cast.
3. Register to Relgo Network Center with generated Identity cast.
4. Login to account with credentials (<http://www.relgo.com/academics>).

## 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

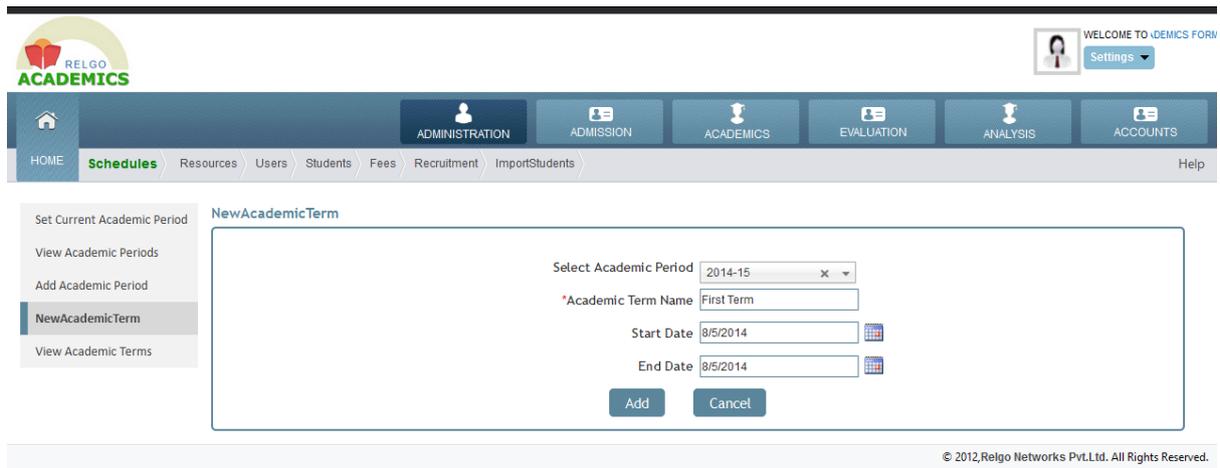


The screenshot displays the RELGO ACADEMICS web application interface. At the top left is the RELGO ACADEMICS logo. The top right shows a user profile with the text 'WELCOME TO VEN' and a 'Settings' dropdown menu. Below the logo is a navigation bar with icons for ADMINISTRATION, ADMISSION, ACADEMICS, EVALUATION, ANALYSIS, and ACCOUNTS. A secondary navigation bar contains links for HOME, Schedules, Resources, Users, Students, Fees, Recruitment, and ImportStudents, with a 'Help' link on the far right. On the left side, a vertical menu lists several options: NewAcademicTerm, View Academic Terms, Set Current Academic Period, View Academic Periods, and Add Academic Period (which is highlighted). The main content area is titled 'Add Academic Period' and contains a form with the following fields: '\*Academic Period' (text input with value '2014 - 15'), 'Description' (text area), 'Start Date' (calendar input with value '8/5/2014'), and 'End Date' (calendar input with value '8/5/2014'). At the bottom of the form are 'Add' and 'Cancel' buttons. The footer of the page contains the copyright notice: '© 2012,Relgo Networks Pvt.Ltd. All Rights Reserved.'

## 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

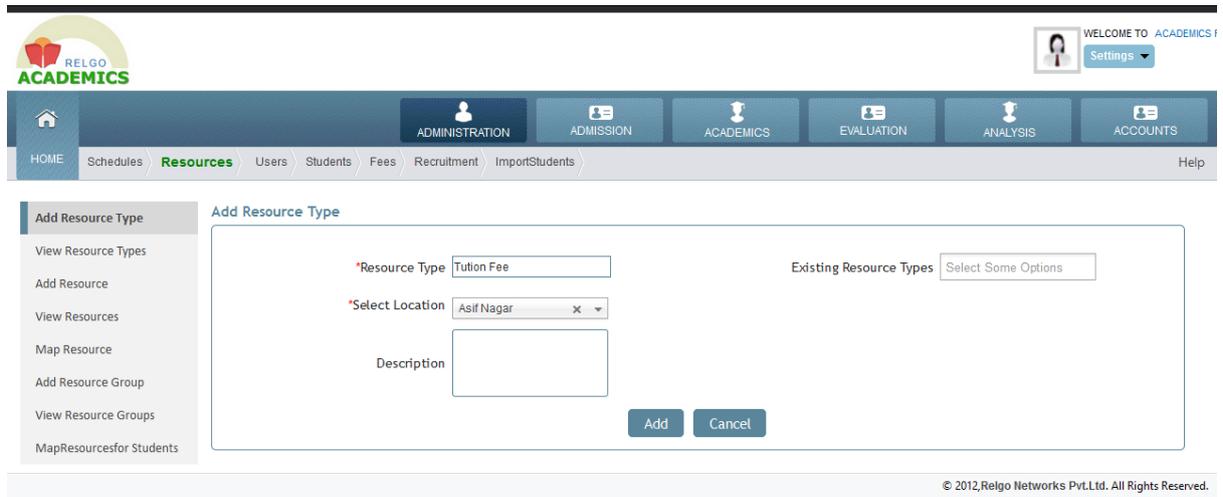


The screenshot displays the RELGO ACADEMICS web application interface. At the top left is the RELGO ACADEMICS logo. The top right corner shows a user profile icon and the text "WELCOME TO ACADEMICS FORM" with a "Settings" dropdown menu. Below the logo is a navigation bar with icons for ADMINISTRATION, ADMISSION, ACADEMICS, EVALUATION, ANALYSIS, and ACCOUNTS. A secondary navigation bar includes links for HOME, Schedules, Resources, Users, Students, Fees, Recruitment, ImportStudents, and Help. The main content area is titled "NewAcademicTerm" and contains a form with the following fields: "Select Academic Period" (a dropdown menu showing "2014-15"), "\*Academic Term Name" (a text input field containing "First Term"), "Start Date" (a date input field showing "8/5/2014" with a calendar icon), and "End Date" (a date input field showing "8/5/2014" with a calendar icon). At the bottom of the form are "Add" and "Cancel" buttons. On the left side of the form, there is a sidebar menu with options: "Set Current Academic Period", "View Academic Periods", "Add Academic Period", "NewAcademicTerm" (which is highlighted), and "View Academic Terms". The footer of the page contains the copyright notice: "© 2012,Relgo Networks Pvt.Ltd. All Rights Reserved."

## 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



The screenshot displays the RELGO ACADEMICS web application interface. At the top left is the RELGO ACADEMICS logo. On the top right, there is a user profile icon and a 'WELCOME TO ACADEMICS' message with a 'Settings' dropdown. Below this is a navigation bar with icons for ADMINISTRATION, ADMISSION, ACADEMICS, EVALUATION, ANALYSIS, and ACCOUNTS. A secondary navigation bar contains links for HOME, Schedules, Resources (highlighted), Users, Students, Fees, Recruitment, and ImportStudents, along with a 'Help' link. The main content area is titled 'Add Resource Type' and contains a form with the following fields: 'Resource Type' (text input with 'Tuition Fee'), 'Existing Resource Types' (text input with 'Select Some Options'), 'Select Location' (dropdown menu with 'Asif Nagar'), and 'Description' (text area). 'Add' and 'Cancel' buttons are located at the bottom right of the form. A sidebar on the left lists various resource management options. The footer contains the copyright notice: © 2012, Relgo Networks Pvt.Ltd. All Rights Reserved.

## ADD NEW LOCATION

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

Go to Administration → Users → Add New Location

The screenshot shows the RELGO ACADEMICS web application interface. At the top left is the RELGO ACADEMICS logo. The top right shows a user profile with the text 'WELCOME TO' and a 'Settings' dropdown menu. Below the logo is a navigation bar with icons and labels for ADMINISTRATION, ADMISSION, ACADEMICS, EVALUATION, ANALYSIS, and ACCOUNTS. A secondary navigation bar includes links for HOME, Schedules, Resources, Users, Students, Fees, Recruitment, and ImportStudents. On the left side, there is a vertical menu with options: Add Department, View Departments, Add Task, View Tasks, Add Role, View Roles, View Positions, Add Position, Add New Location (highlighted), View Locations, Add Skill, and View Skills. The main content area is titled 'Add New Location' and contains a form with the following fields: a required text input for '\*Location Name', a text input for 'Description', and a dropdown menu for 'Existing Locations' with the text 'Select Some Options'. At the bottom of the form are two buttons: 'Add New Location' and 'Cancel'.

## ADD RESOURCE GROUP

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

Go to Administration → Resources → Add Resource type

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The main content area is titled 'Add Resource Group'. On the left, a sidebar menu lists several options: Add Resource Type, View Resource Types, Add Resource, View Resources, Map Resource, Add Resource Group (highlighted), View Resource Groups, and MapResourcesfor Students. The main form contains the following fields and elements:

- A text input field labeled 'Resource Group' with the value 'School' entered.
- A text input field labeled 'Description' which is currently empty.
- A dropdown menu labeled 'Existing Resource Groups' with 'School' selected and a close icon (X).
- 'Add' and 'Cancel' buttons at the bottom of the form.

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