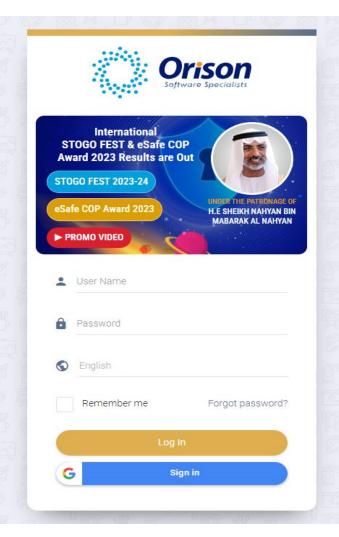
ORISON STAFF PORTAL







LOGIN SCREEN

Welcome to Orison School Portal

Accessing the Portal

1. **Open Your Web Browser**

 Launch any web browser of your choice (e.g., Chrome, Firefox, Safari).

Visit the Portal URL

Type https://orison.school/ into the address bar and press Enter.

3. Log In to Your Account

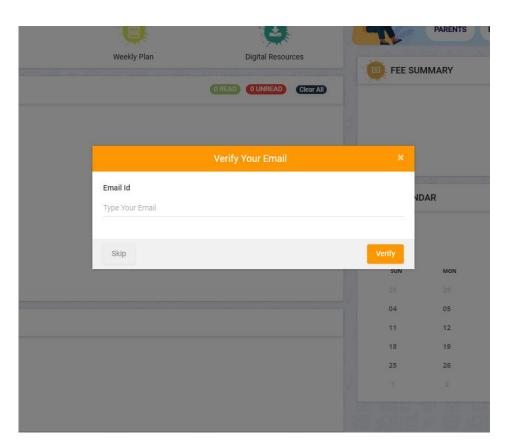
- Click on the Login button located at the top-right corner of the homepage.
- Enter your username and password.
- Click Sign In to access your account.

4. Explore the Dashboard

Once logged in, you'll be directed to your personal dashboard where you can access various features and resources.



VERIFICATION



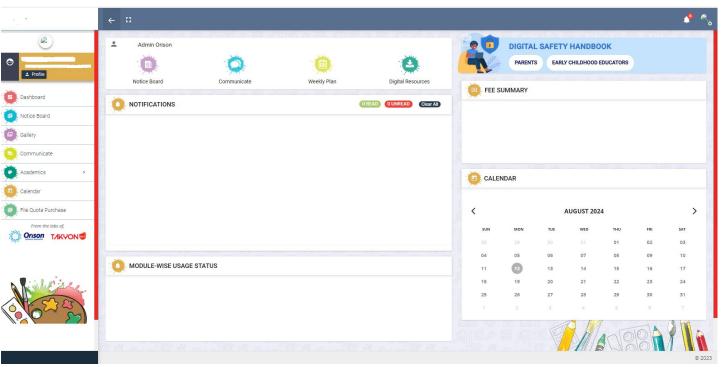
Verification Step

To ensure the accuracy of your account details and enhance security, the portal will prompt you to verify your email address.

- Email Verification: This step confirms that the email address you've provided is valid and accessible to you.
- Security Assurance: Verifying your email helps protect your account and maintain the integrity of the portal's security measures.



DASHBOARD



Dashboard Overview

Upon logging in, you'll be greeted by the dashboard, your central hub for navigating the portal.

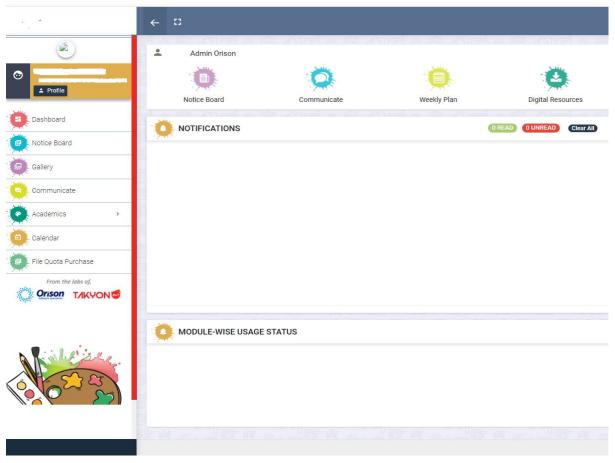
 Left Sidebar: This section features various modules for easy access to different functionalities.

 Top Quick Access Panel: Located at the top of the screen, this panel provides shortcuts to frequently used tools and resources.

Right-Side Calendar: Keep track of important dates and deadlines with the calendar displayed on the right.



Left Panel Modules

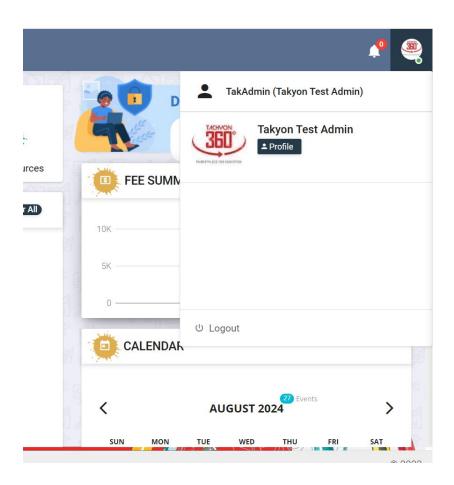


Left Panel Modules

On the leftmost panel of the dashboard, you'll find various modules designed to help you navigate the portal effectively. These include:

- Notice Board: Stay updated with the latest announcements and important notices.
- Gallery: Browse through photos and media related to school events and activities.
- Academics: Access academic resources, schedules, and course materials.
- And More: Explore additional modules tailored to enhance your user experience.

Profile Icon



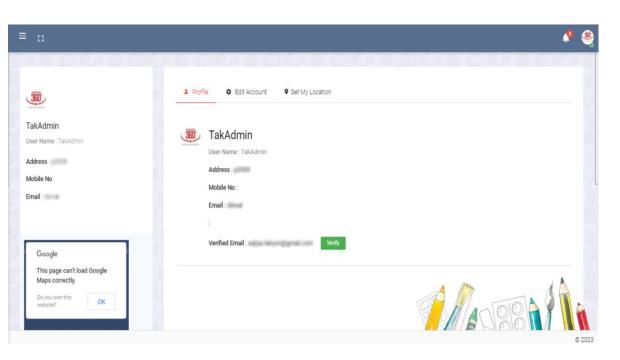
Profile Icon

In the top-right corner of the dashboard, you'll see your profile icon.

- Accessing Your Profile: Click on this icon to view and manage your profile details.
- Teacher Profile: This section provides access to your teacher profile, where you can update personal information, view your teaching schedule, and manage other profile settings.



Profile



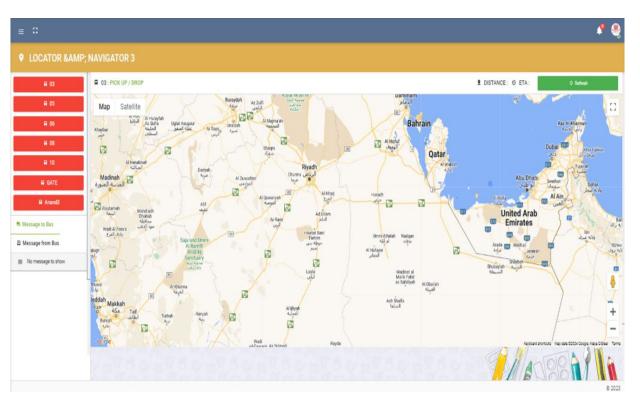
Viewing Your Profile

After clicking on the profile icon in the top-right corner, you will be directed to your current profile view.

 Profile Details: This section displays comprehensive details about your user account, including personal information, contact details, and any relevant profile settings.



SETTING UP LOCATION



Adding Your Current Location

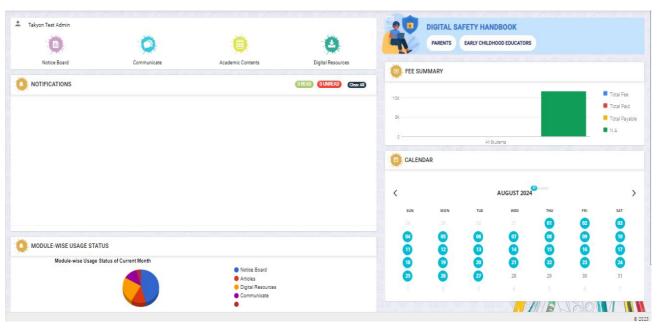
You can update your profile with your current location, which is particularly useful in emergencies.

- Search for Location: Enter your desired location in the search bar.
- Set as Current Location:
 Double-click on the correct location from the search results to set it as your current location.

This feature ensures that your location information is up-to-date, enhancing your profile's utility during urgent situations.



CALENDAR AND NOTIFICATION PANEL

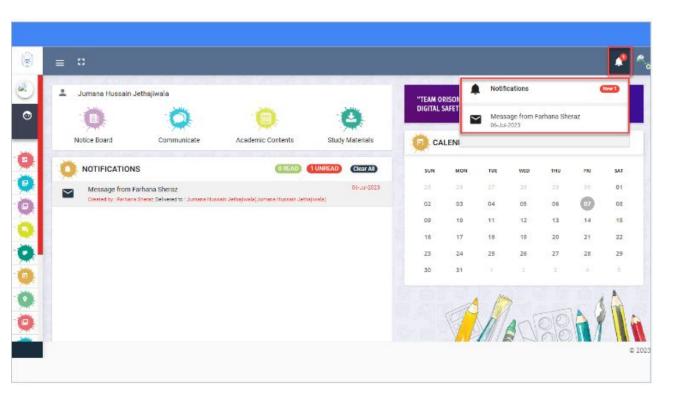


Calendar and Notification Panel

- Calendar: The calendar displays important events and deadlines, ensuring you stay informed about upcoming activities and key dates.
- Notification Panel: This panel provides the latest notifications and alerts, keeping you updated with current information and any relevant announcements.



Accessing Notifications



Accessing Notifications

The notification panel can also be accessed through the notification icon located in the top-right corner of the dashboard.

 Notification Icon: Click this icon to quickly view the latest notifications, alerts, and important updates directly from the panel.



Calendar Section

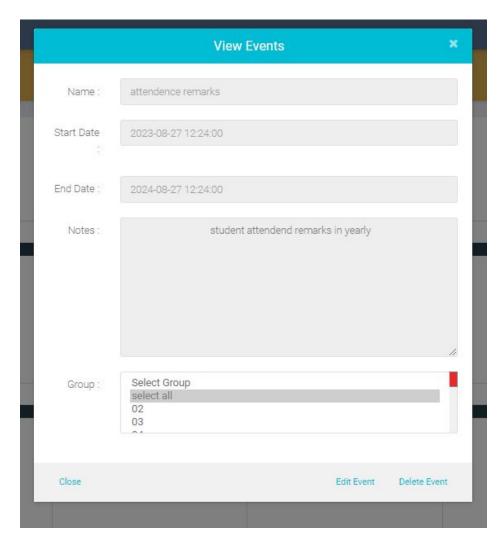


Calendar Section

In this section, you can view both current and upcoming events.

- Current Events: Displayed prominently at the top, providing an overview of today's activities.
- Upcoming Events: giving you a preview of future events and important dates.





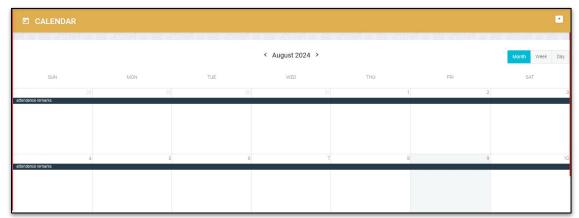
Event Details

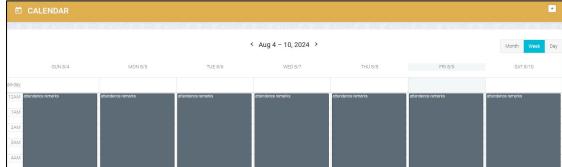
Viewing Event Details

By clicking on a specific event in the calendar, you can access detailed information about that event.

 Event Details: This will provide you with comprehensive information such as the event's date, time, location, and any additional notes or descriptions.









Calendar View Options

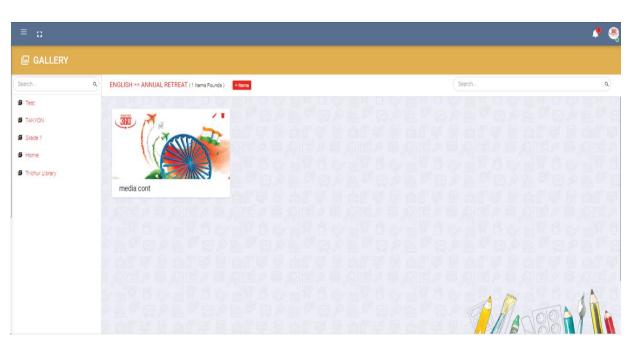
Calendar View Options

The calendar can be viewed in three main ways:

- Month View: Get a comprehensive overview with all events and activities displayed across the entire month.
- Week View: See events and activities organized by week, providing a detailed look at each day within the week.
- 3. **Day View:** Focus on a single day to view detailed events and activities for that specific day.



Gallery

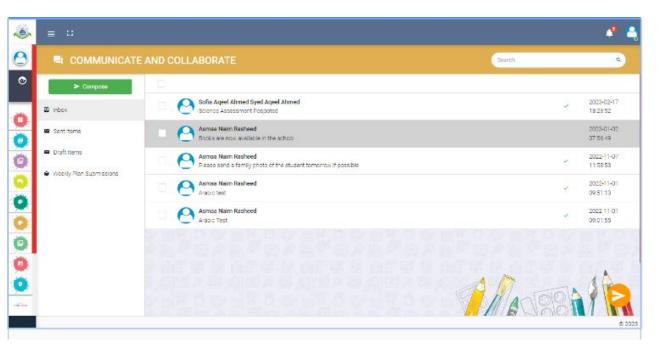


Gallery Module

In the Gallery module, school administrators and authorities can upload and showcase pictures and videos from various events held at the institute.

 Event Media: This feature provides a visual recap of school activities, celebrations, and other significant events.



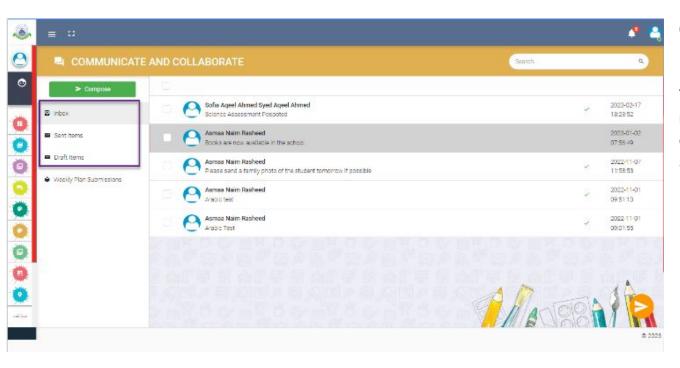


Communicate and Collaborate Module

The Communicate and Collaborate module is an integrated messaging system designed to keep you connected with parents, teachers, heads of departments (HODs), and other members of the school community.

 In-Mail System: Use this feature to send and receive messages, ensuring effective communication and collaboration within the institute



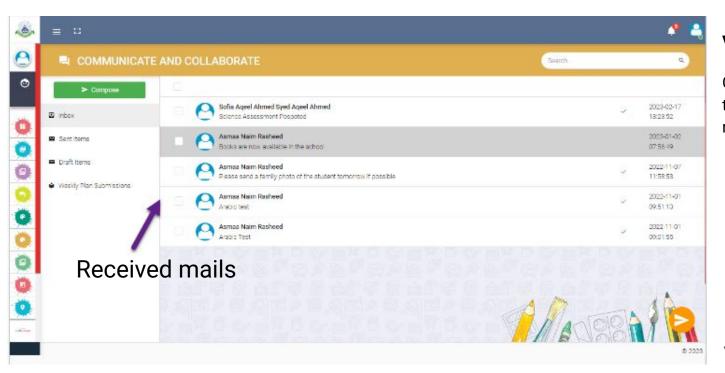


Communicate and Collaborate Module

The Communicate and Collaborate module features an in-mail system distinct from traditional email services like Gmail or Yahoo.

- Inbox: View all received messages from parents, teachers, HODs, and others.
- Sent Items: Access a record of messages you've sent.
- Drafts: Check and edit messages that are still in progress or have not yet been sent.



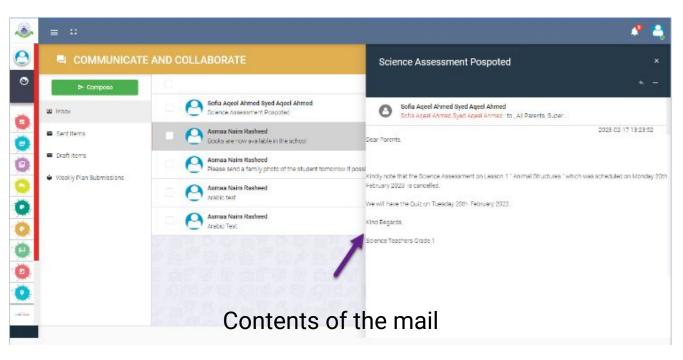


Viewing Received Mails

Click on the **Inbox** to view all the messages you've received.

 Inbox: This section displays a list of incoming mails, allowing you to read, organize, and manage your received messages.



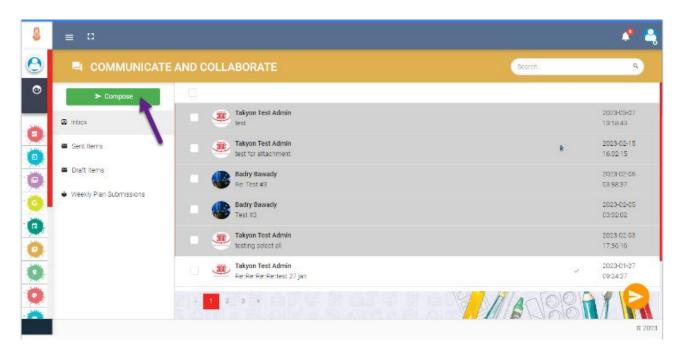


Viewing Mail Contents

To view the contents of a specific mail, simply click on the desired message within the Inbox.

 Mail Details: This action opens the full content of the selected mail, allowing you to read and respond as needed.



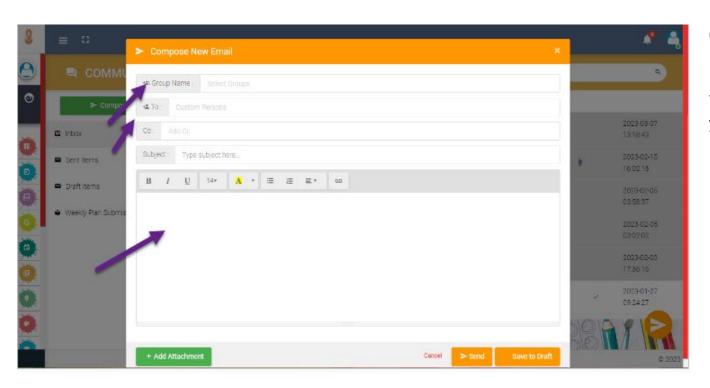


Composing New Emails

In this section, you can compose new mails to send to parents, teachers, HODs, and other recipients.

 Compose Mail: Click to start drafting a new message, including recipient details, subject, and message content.



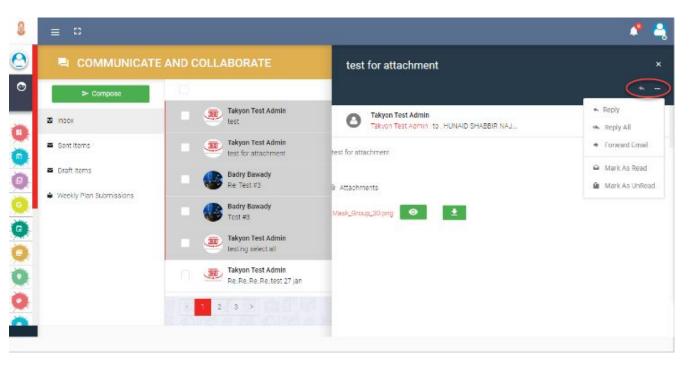


Composing and Sending Mails

When composing a new mail, you can choose to send it to:

- Groups: Select specific groups (e.g., class groups, departments) to send the mail to multiple recipients at once.
- Individuals: Alternatively, enter individual email addresses to send the mail to specific people.

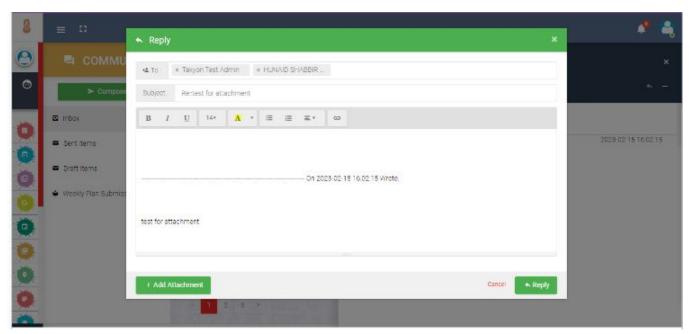




Replying to and Managing Mails

In this section, you can:

- Reply to Mails: Respond directly to any received mail using the reply option.
- **Forward Mails:** Forward messages to other recipients as needed.
- Change Mail Status: Update the status of your mails (e.g., mark as read, unread, or important) to help manage your inbox effectively.

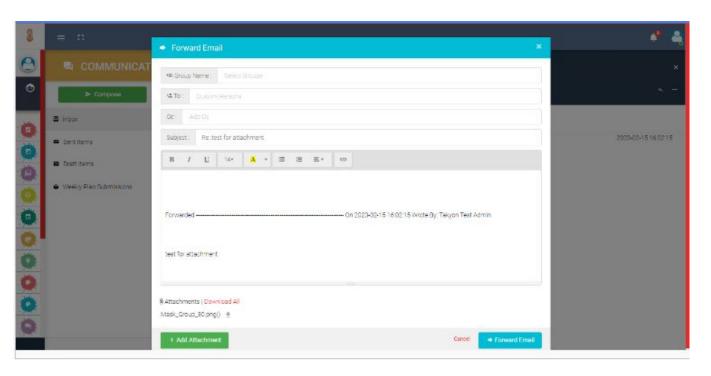


Composing Reply Mails

In this section, you can compose your replies to received mails.

 Compose Reply: Click to draft your response to the selected message, including any necessary details or attachments.





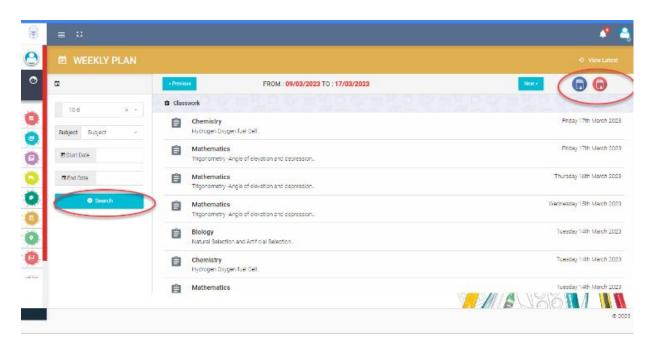
Forwarding Mails

In this section, you can forward received mails to other recipients as needed.

 Forward Mail: Use this option to send the selected mail to a different recipient, allowing you to share important information easily.



WEEKLY PLAN



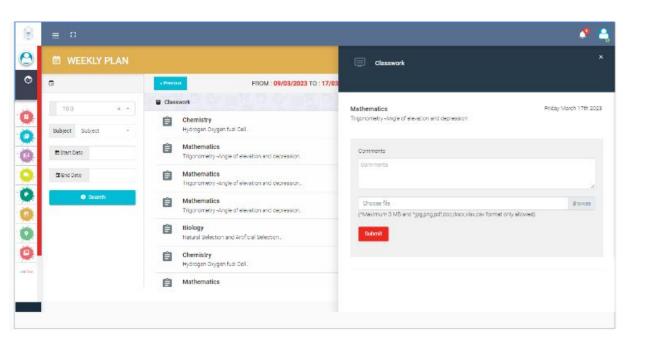
Weekly Plan Module

The Weekly Plan module allows you to create and manage a structured study schedule for the week.

- Implement Schedule: Use this feature to plan out weekly study activities, assignments, and other important tasks.
- Organize and Track: Set up and adjust your study plans to stay organized and on track throughout the week.



WEEKLY PLAN



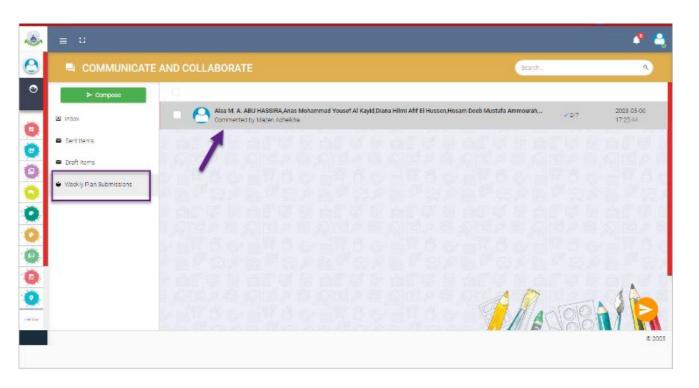
Weekly Plan Module

In this section, you can view and manage the details of your weekly study plan.

- View Details: Access the comprehensive view of your weekly schedule, including study sessions, assignments, and other activities.
- Attach Files: Upload and attach relevant files or documents to your weekly plan for easy reference.
- Schedule Tasks: Set specific times and dates for tasks within your weekly plan to stay organized and meet deadlines.



WEEKLY PLAN

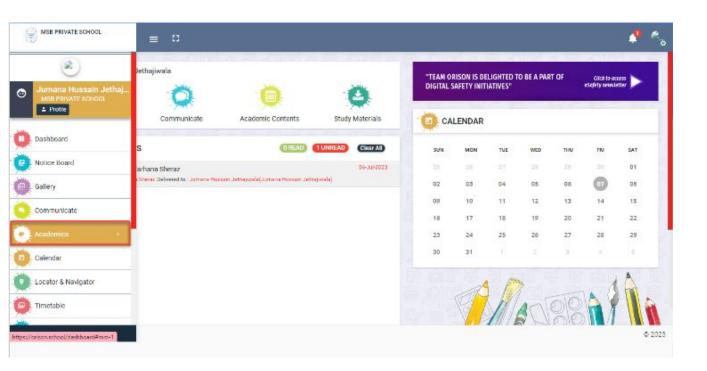


Weekly Plan Submissions

In this section, you can view all submitted weekly plans.

View Submissions:
 Access and review the weekly plans that have been submitted, allowing you to track and evaluate progress.



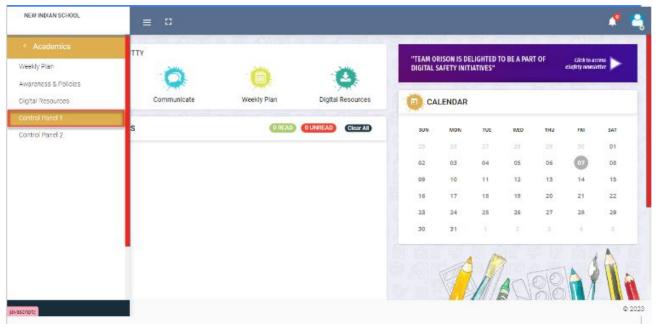


Uploading a Weekly Plan

To upload a weekly plan, follow these steps:

- Navigate to Academics
 Module: Go to the
 Academics module
 from the dashboard.
- Upload Plan: Follow the instructions within the Academics module to upload your weekly plan.



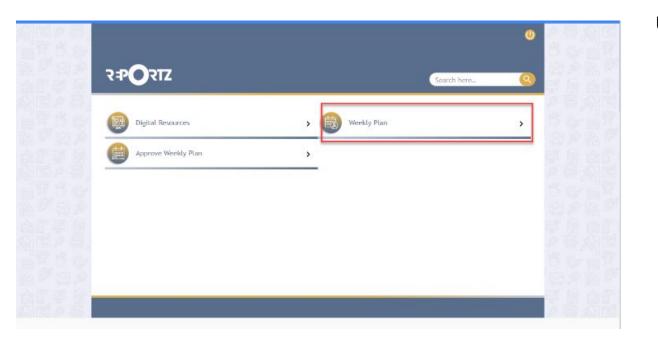


Uploading a Weekly Plan

To upload a weekly plan, follow these steps:

- Navigate to the Academics
 Module: From the dashboard, access the Academics module.
- Go to Control Panel 1: Within the Academics module, proceed to Control Panel 1.
- Upload Plan: Follow the instructions in Control Panel 1 to upload your weekly plan.



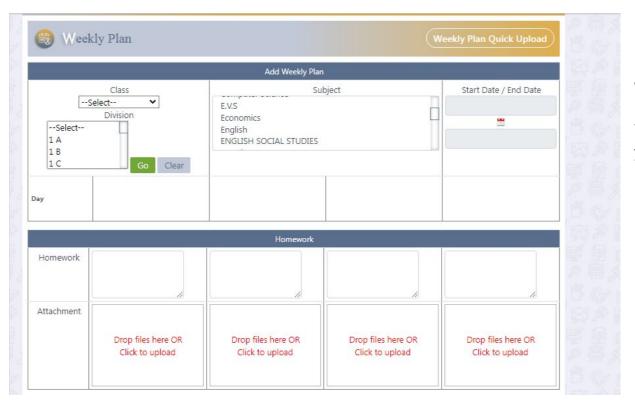


Uploading a Weekly Plan

- Go to Control Panel 1: Within the Academics module, proceed to Control Panel 1.
- Redirect to Reportz: Control
 Panel 1 will redirect you to the
 Reportz site.
- Open Weekly Plan: On the Reportz site, locate and open the Weekly Plan section.

a.



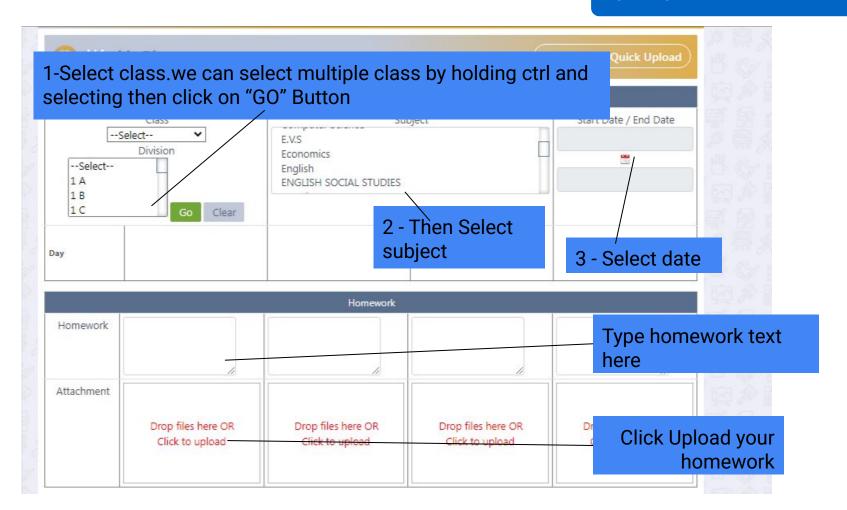


Weekly Plan Interface

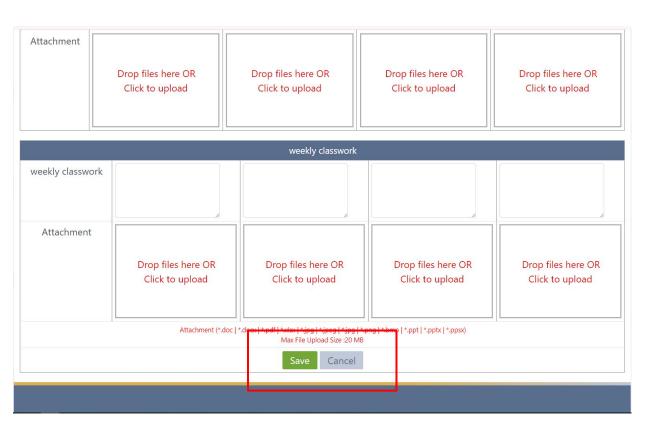
When you open the Weekly Plan menu, you will be presented with the following interface:

- **Upload Section:** A designated area for uploading new weekly plans.
- Manage Plans: Options to view, edit, or delete existing plans.
- Additional Features: Any extra tools or settings available for managing your weekly schedule.







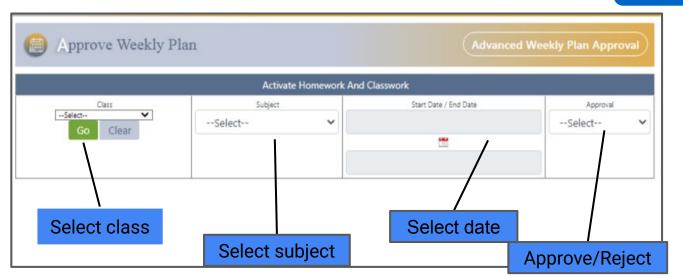


After Uploading Your Files:

- 1. **Scroll Down:** Navigate to the bottom of the page.
- Save Your Work: Ensure you save your changes to complete the upload process.



APPROVE WEEKLY PLAN



Accessing Weekly Plan Approval

To review and approve weekly plans, follow these steps:

- 1. Click on the Approve Weekly Plan Menu: Navigate to the Weekly Plan Approval section.
- 2. **Select Class:** Choose the relevant class from the dropdown menu.
- 3. **Select Subject:** Pick the appropriate subject from the list.
- 4. **Set Week Start and End Dates:** Define the start and end dates for the weekly plan.
- 5. **Choose Approval Type:** From the dropdown menu, select "Not Approved" if the plan requires review.

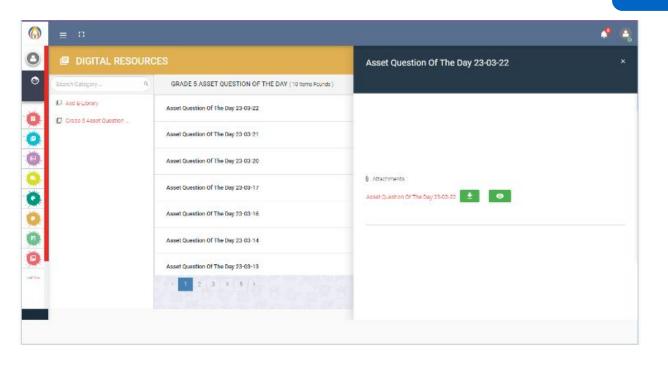
Weekly Plan Approval

The Weekly Plan Approval feature is an advanced function that allows Heads of Departments (HODs) to review weekly plans before they are shared with parents and students.

- HOD Review: Weekly plans must be reviewed and approved by HODs.
- Approval Process: Only after HODs have completed their review will the plans be shared with parents and students.



DIGITAL RESOURCES



Digital Resources Module

The Digital Resources module allows teachers to upload and manage study materials.

- Upload Study Materials:
 Teachers can add various types of resources such as PDFs, video files, and other educational content.
- Student Access: Students can view and download these materials for their study needs.

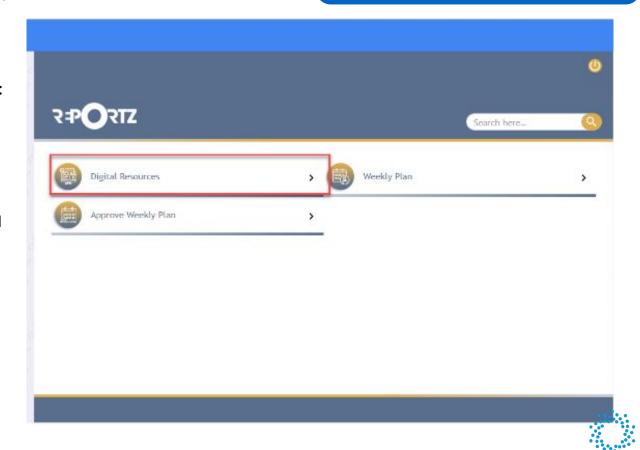


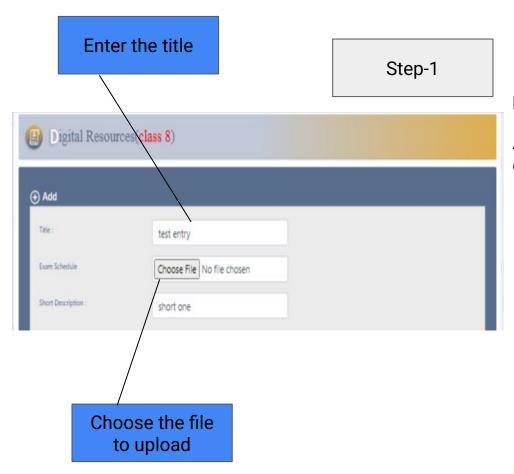
UPLOAD DIGITAL RESOURCES

Accessing the Digital Resources Menu

To access and manage digital resources, follow these steps:

- Navigate to the Academics Module:
 From the dashboard, access the Academics module.
- Go to Control Panel 1: Within the Academics module, proceed to Control Panel 1.
- Redirect to Reportz: Control Panel 1 will redirect you to the Reportz site.
- Select Digital Resources Menu: On the Reportz site, choose the Digital Resources menu to manage study materials.





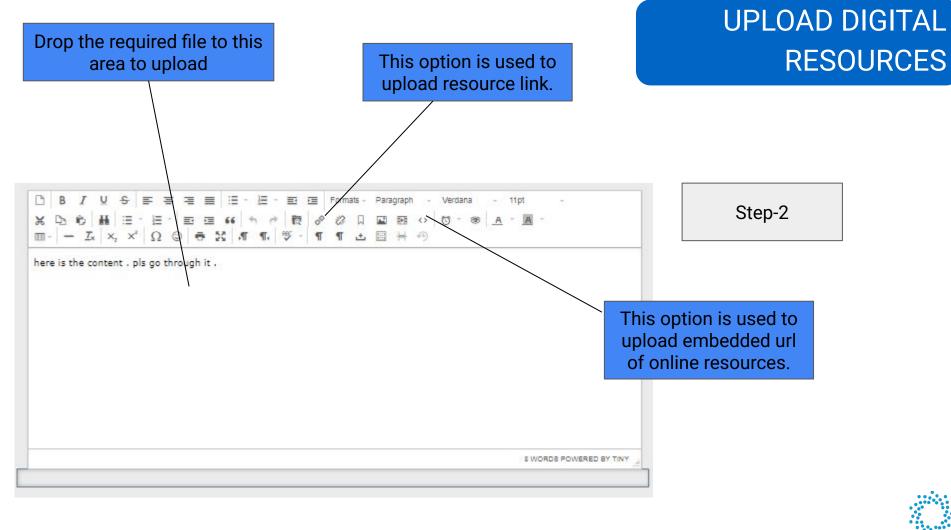
UPLOAD DIGITAL RESOURCES

Digital Resources Page

After accessing the Digital Resources menu, you will be directed to the following page:

- Upload Study Materials: Teachers can upload a variety of educational resources including study materials, question papers, and other relevant content.
- Resource Formats: Resources can be uploaded as attachments (e.g., PDFs), videos, links, and embedded links.







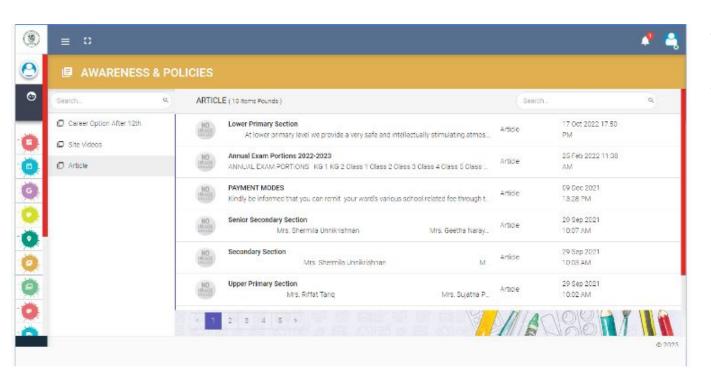
UPLOAD DIGITAL RESOURCES

Step-3





AWARENESS AND POLICIES



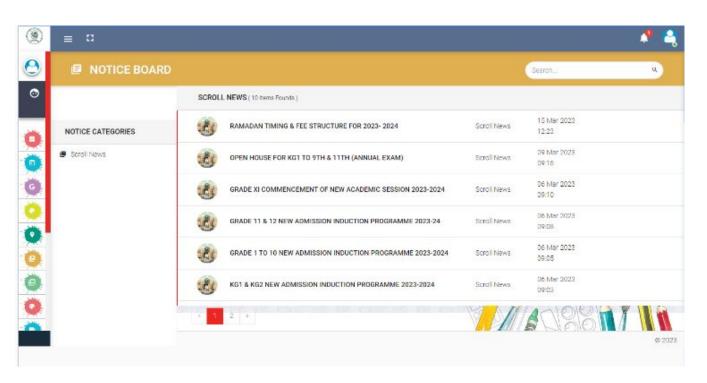
Awareness and Policies Module

The Awareness and Policies module is where the school or institute posts important policies and regulations.

- Post Policies: Schools can upload and share their policies, rules, and regulations.
- Student Access: Students can view these documents to stay informed about institutional guidelines and expectations.



NOTICE BOARD



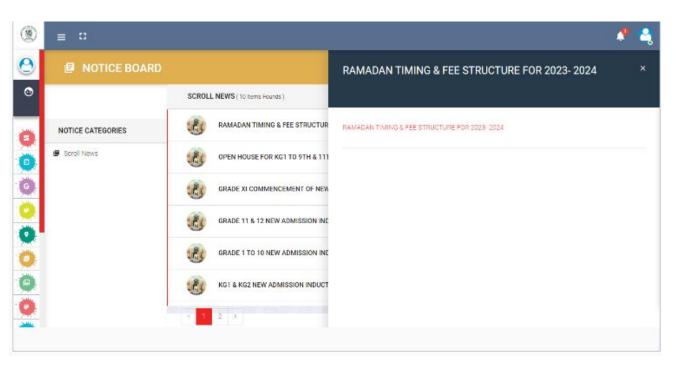
Notice Board Module

The Notice Board module is the primary platform for disseminating essential information within the school.

- Disseminate Information:
 - The school can post updates about holidays, open house meetings, and other significant announcements.
- Stay Informed: Students and staff can check this section regularly to stay updated on important events and notices.



NOTICE BOARD



Viewing Notices

To view the details of a specific notice:

- Click on the Notice:
 Select the desired notice from the Notice Board module.
- View Details: This action will open the full details of the notice, including any important information or updates.



THANK YOU

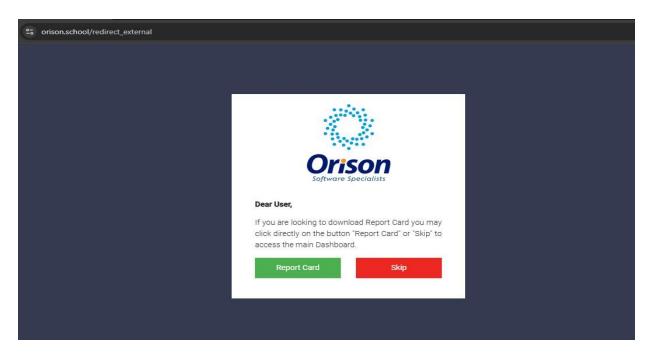
From the labs of







REPORT CARD POP-UP



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REPORT CARD