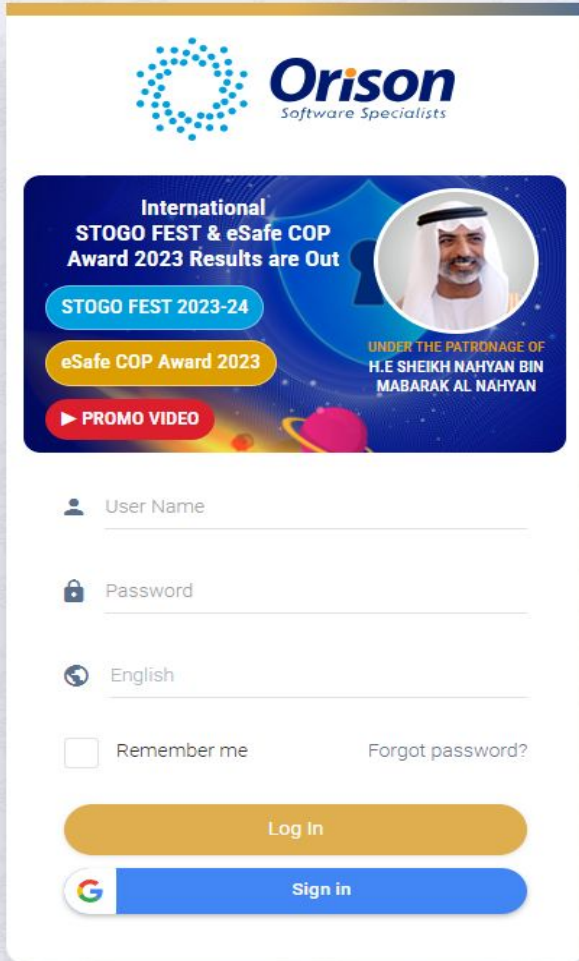


# ORISON PARENTS AND STUDENT PORTAL



**Orison**  
*Software Specialists*





The login screen features the Orison Software Specialists logo at the top. Below it is a promotional banner for the International STOGO FEST & eSafe COP Award 2023 Results, including a photo of H.E. Sheikh Nahyan bin Mubarak Al Nahyan and buttons for 'STOGO FEST 2023-24', 'eSafe COP Award 2023', and 'PROMO VIDEO'. The login form includes fields for 'User Name', 'Password', and 'English', along with a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom, there are 'Log In' and 'Sign in' buttons.

**Orison**  
Software Specialists

International  
STOGO FEST & eSafe COP  
Award 2023 Results are Out

STOGO FEST 2023-24

eSafe COP Award 2023

▶ PROMO VIDEO

UNDER THE PATRONAGE OF  
H.E SHEIKH NAHYAN BIN  
MABARAK AL NAHYAN

User Name

Password

English

Remember me [Forgot password?](#)

Log In

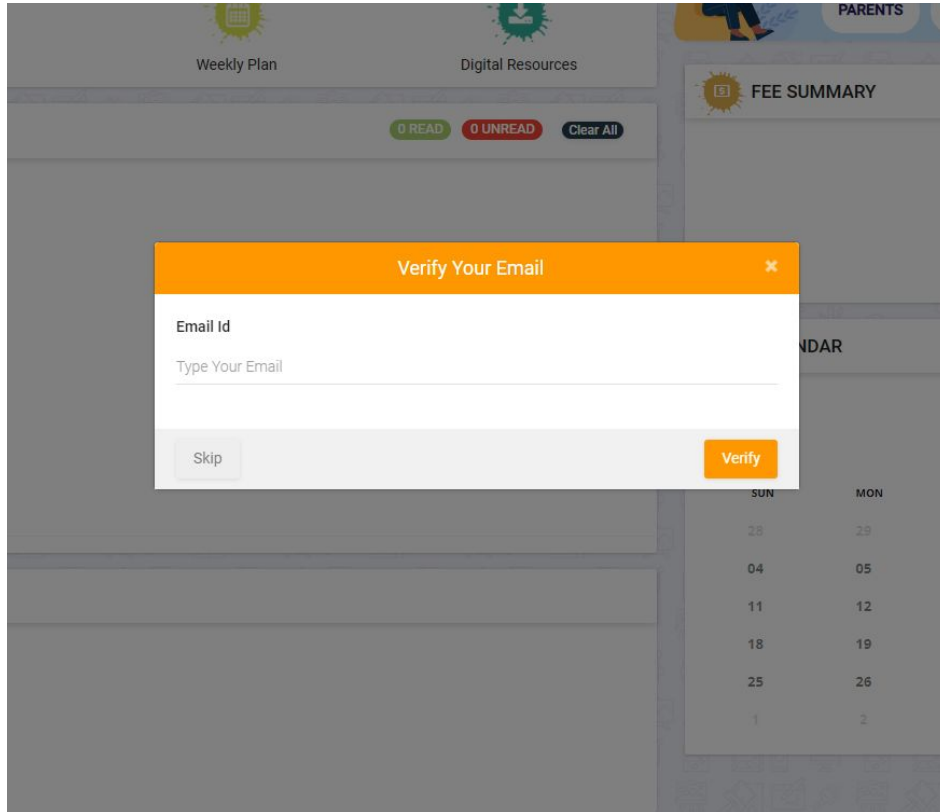
Sign in

## 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).
- 2. 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 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.



The dashboard interface is designed for user navigation and information access. It features a top quick access panel with four main categories: Notice Board, Communicate, Weekly Plan, and Digital Resources. A left sidebar provides a vertical menu of navigation options, including Dashboard, Notice Board, Gallery, Communicate, Academics, Calendar, and File Quota Purchase. The main content area is divided into several sections: a Notifications section with '0 READ' and '0 UNREAD' counts and a 'Clear All' button; a Fee Summary section; a Calendar for August 2024; and a Module-wise Usage Status section. The footer includes logos for Orison and TAKYON, and a copyright notice for 2023.

## 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

The screenshot displays a user interface for a dashboard. On the left, a vertical sidebar contains a profile section with a name field and a 'Profile' button, followed by a list of navigation modules: Dashboard, Notice Board, Gallery, Communicate, Academics, Calendar, and File Quota Purchase. Below these is a logo for 'Orson TAKVON' and a colorful illustration of a paint palette. The main content area at the top shows the user's name 'Admin Orison' and four icons for 'Notice Board', 'Communicate', 'Weekly Plan', and 'Digital Resources'. Below this is a 'NOTIFICATIONS' section with a bell icon, a '0 READ' indicator, a '0 UNREAD' indicator, and a 'Clear All' button. The bottom section is titled 'MODULE-WISE USAGE STATUS' and is currently empty.

## 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.



The screenshot displays a dashboard interface. In the top right corner, there is a dark blue header bar containing a notification bell icon with a red circle showing '0' and a circular profile icon. Below the header, the main content area features a user profile section. This section includes a profile picture of a person sitting on a yellow chair, a name 'TakAdmin (Takyon Test Admin)', and a 'Takyon Test Admin' logo with a 'Profile' button. Below the profile section, there are several widgets: a 'FEE SUMMARY' widget with a bar chart showing values up to 10K, a 'CALENDAR' widget showing 'AUGUST 2024' with '27 Events', and a 'Logout' button. The bottom of the dashboard shows a navigation bar with days of the week: SUN, MON, TUE, WED, THU, FRI, SAT.

## 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.



## 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.



A screenshot of a web application's user profile page. The page has a dark blue header with a menu icon, a home icon, and a profile icon with a notification badge. The main content area is white and features a navigation bar with 'Profile', 'Edit Account', and 'Set My Location'. The profile details for 'TakAdmin' are displayed, including 'User Name : TakAdmin', 'Address', 'Mobile No', 'Email', and 'Verified Email : takadmin@gmail.com' with a green 'Verify' button. A Google Maps error message is visible in the bottom left corner, and a copyright notice '© 2023' is at the bottom right. The page is decorated with a pattern of small icons and a row of colorful pencils and pens at the bottom.

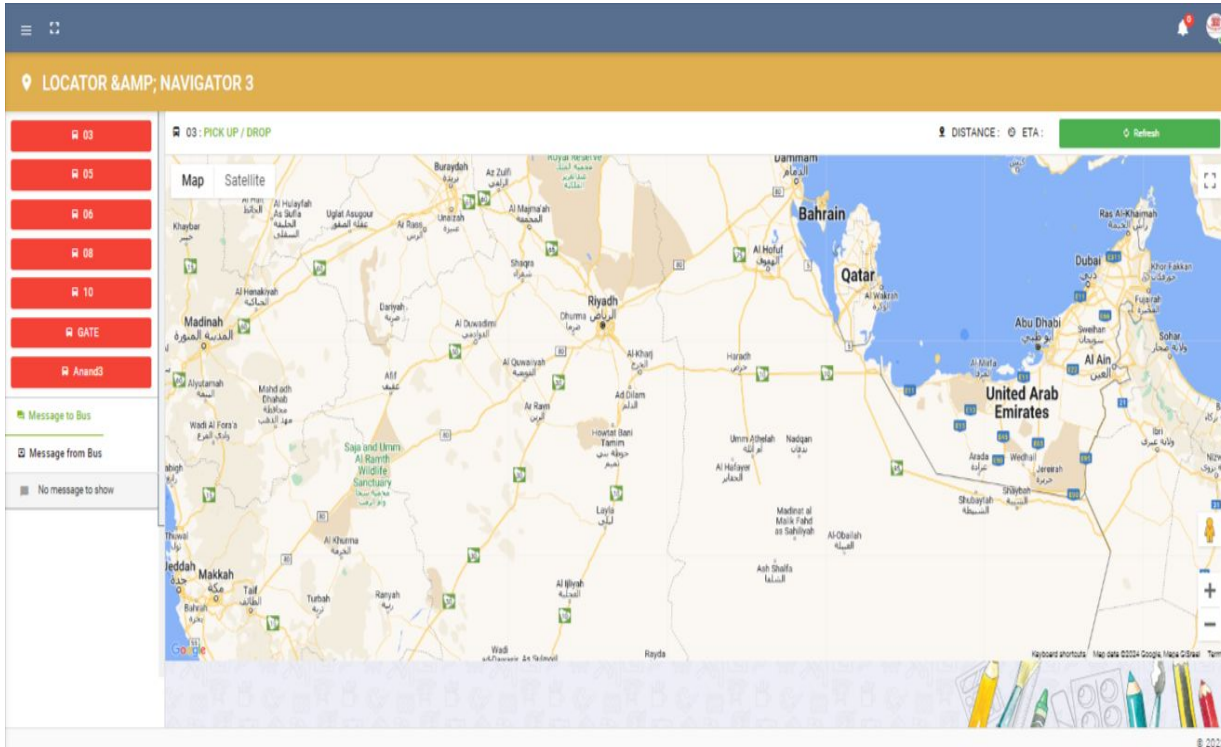
# SETTING UP LOCATION

## 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.



Takyon Test Admin

Notice Board Communicate Academic Contents Digital Resources

NOTIFICATIONS 0 READ 0 UNREAD Clear All

MODULE-WISE USAGE STATUS

Module-wise Usage Status of Current Month

● Notice Board  
● Articles  
● Digital Resources  
● Communicate

DIGITAL SAFETY HANDBOOK

PARENTS EARLY CHILDHOOD EDUCATORS

FEE SUMMARY

10K  
5K  
0

All Students

Legend: Total Fee (Blue), Total Paid (Red), Total Payable (Yellow), N.A. (Green)

CALENDAR

AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

© 2023

The screenshot displays a dashboard with a notification panel in the top-right corner. The notification panel is highlighted with a red box and contains a bell icon, the text "Notifications", a "New 1" badge, and a message from Farhana Sheraz dated 06-Jul-2023. The dashboard also features a "NOTIFICATIONS" section with "9 READ" and "1 UNREAD" indicators, and a "CALENDAR" section showing dates from 25 to 31.

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

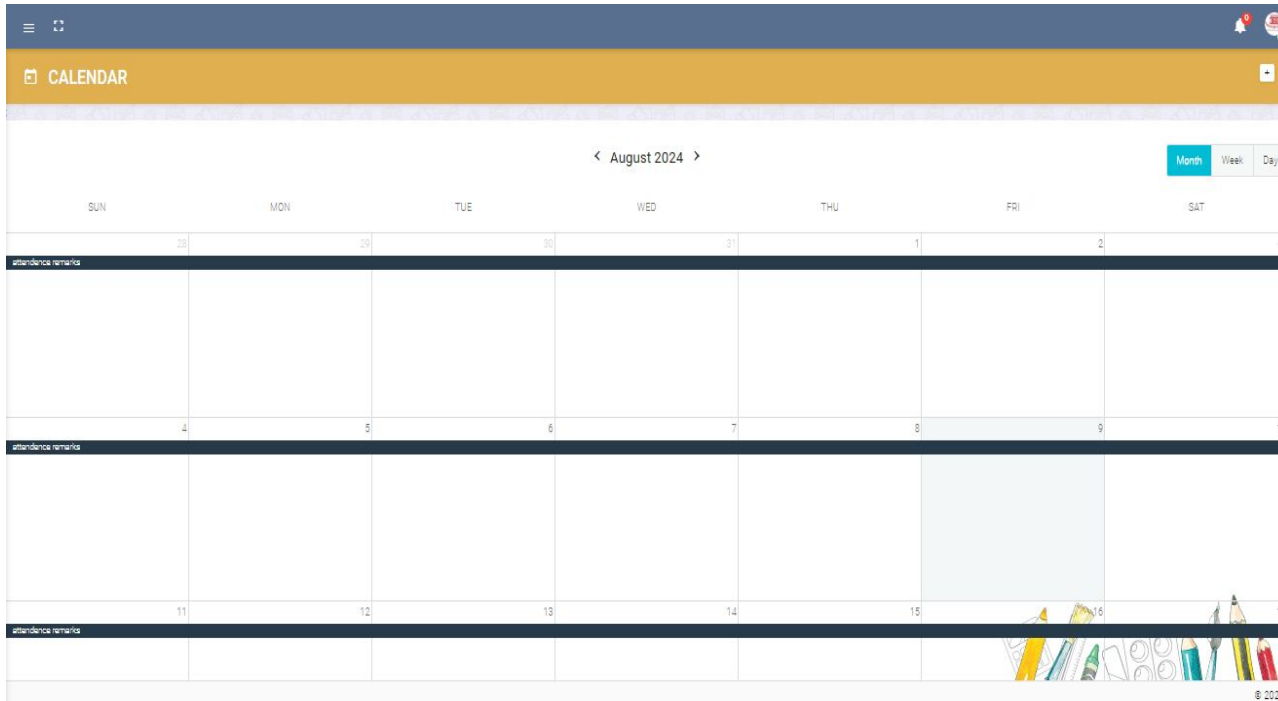
## Accessing Notifications

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



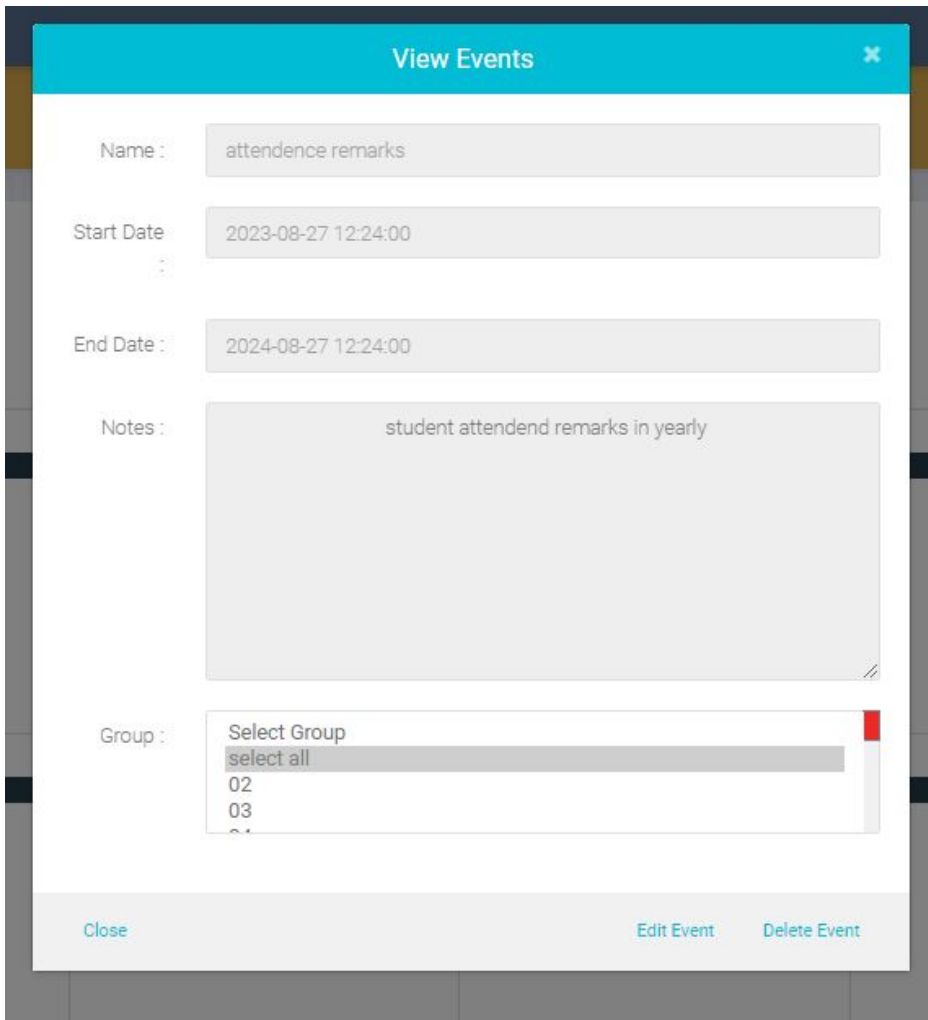
## Calendar Section

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



The screenshot shows a 'View Events' dialog box with the following fields:

- Name :** attendance remarks
- Start Date :** 2023-08-27 12:24:00
- End Date :** 2024-08-27 12:24:00
- Notes :** student attendend remarks in yearly
- Group :** A dropdown menu with options: Select Group, select all, 02, 03, and 04.

At the bottom of the dialog, there are three buttons: 'Close', 'Edit Event', and 'Delete Event'.

## 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.

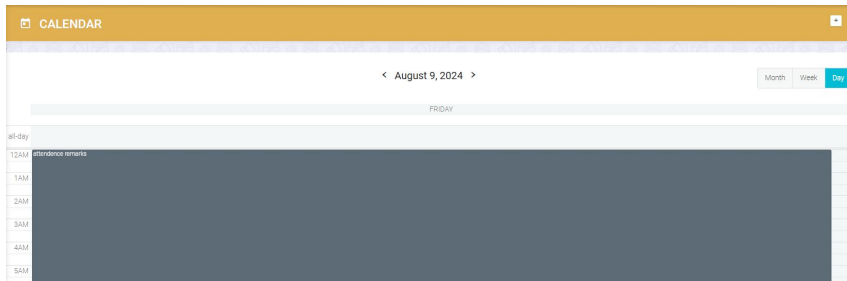
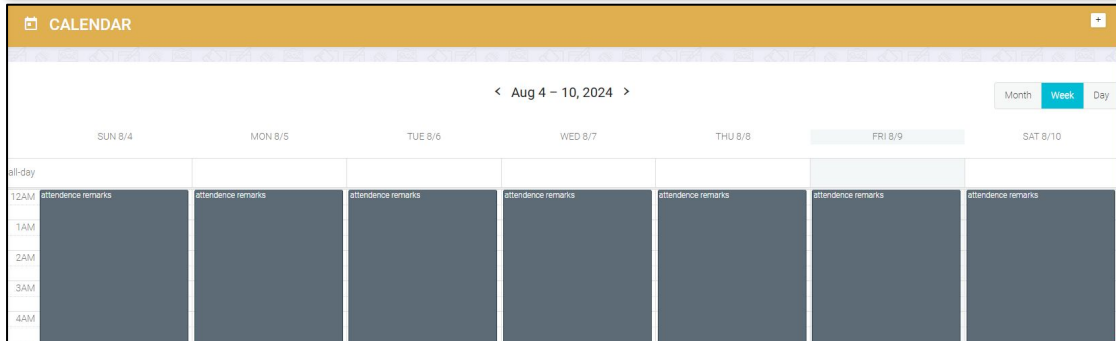
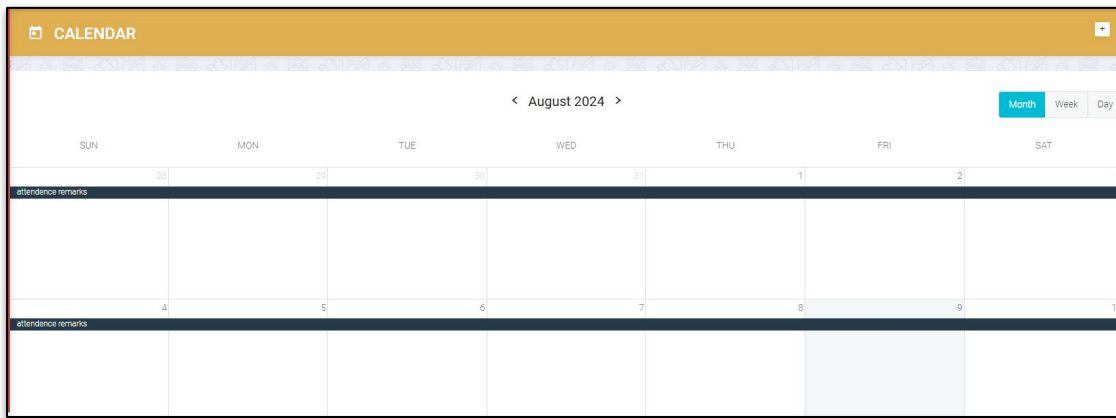


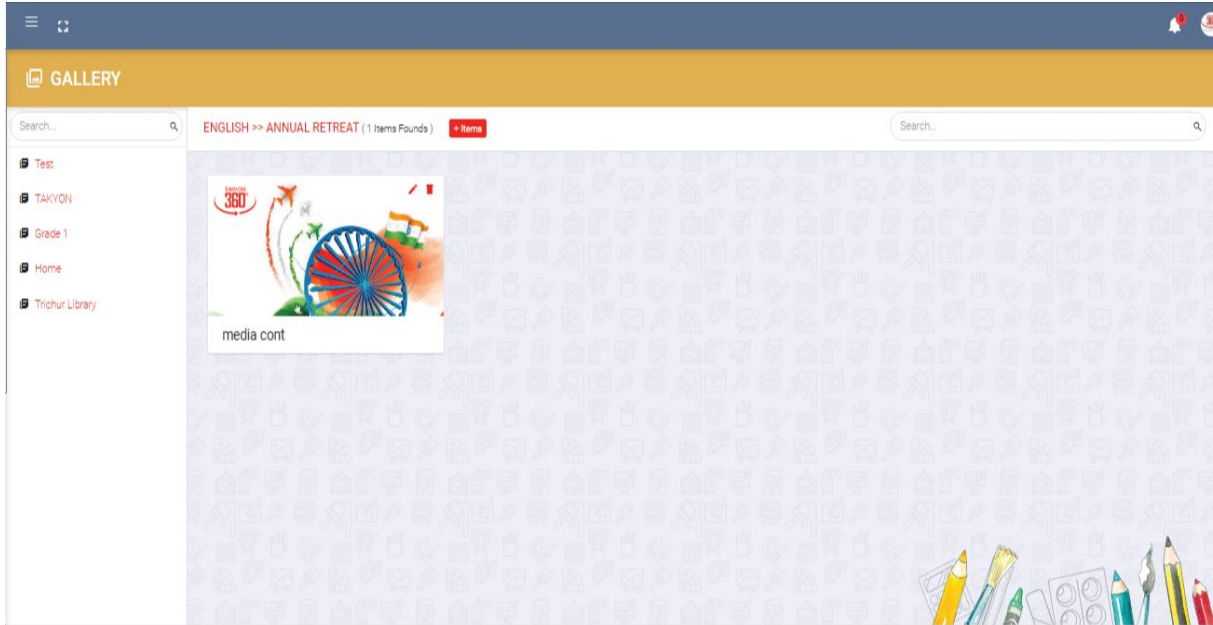
# Calendar View Options

## Calendar View Options

The calendar can be viewed in three main ways:

1. **Month View:** Get a comprehensive overview with all events and activities displayed across the entire month.
2. **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 Module

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

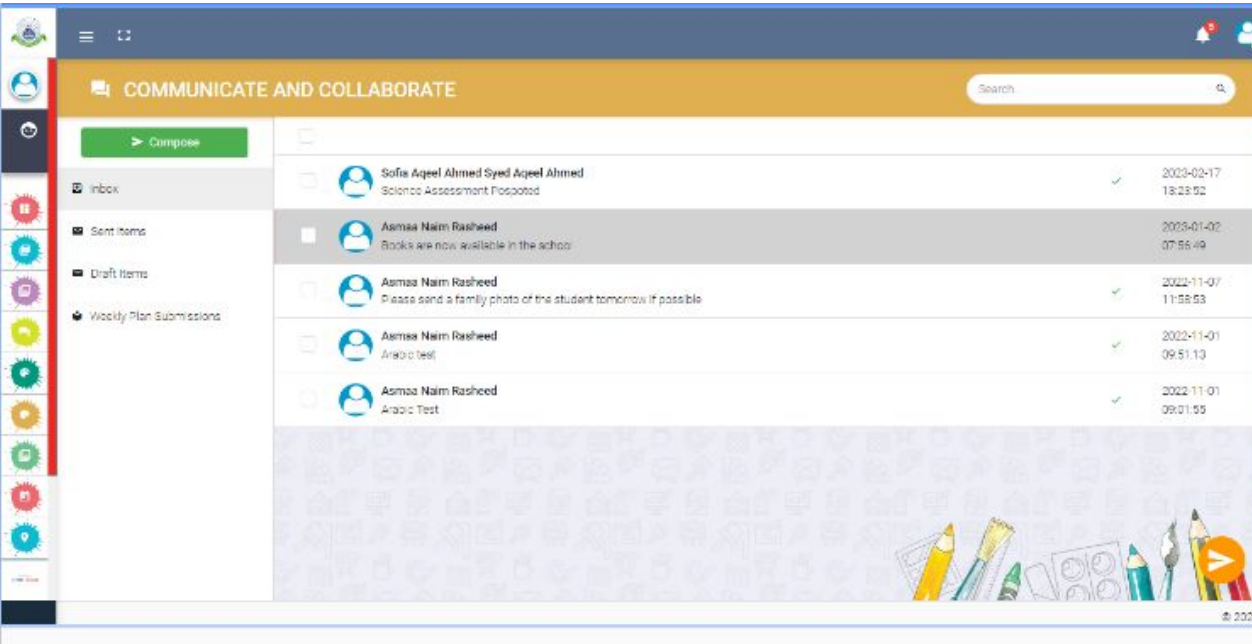
- **Event Media:** This feature provides a visual recap of school activities, celebrations, and other significant events.



## 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.

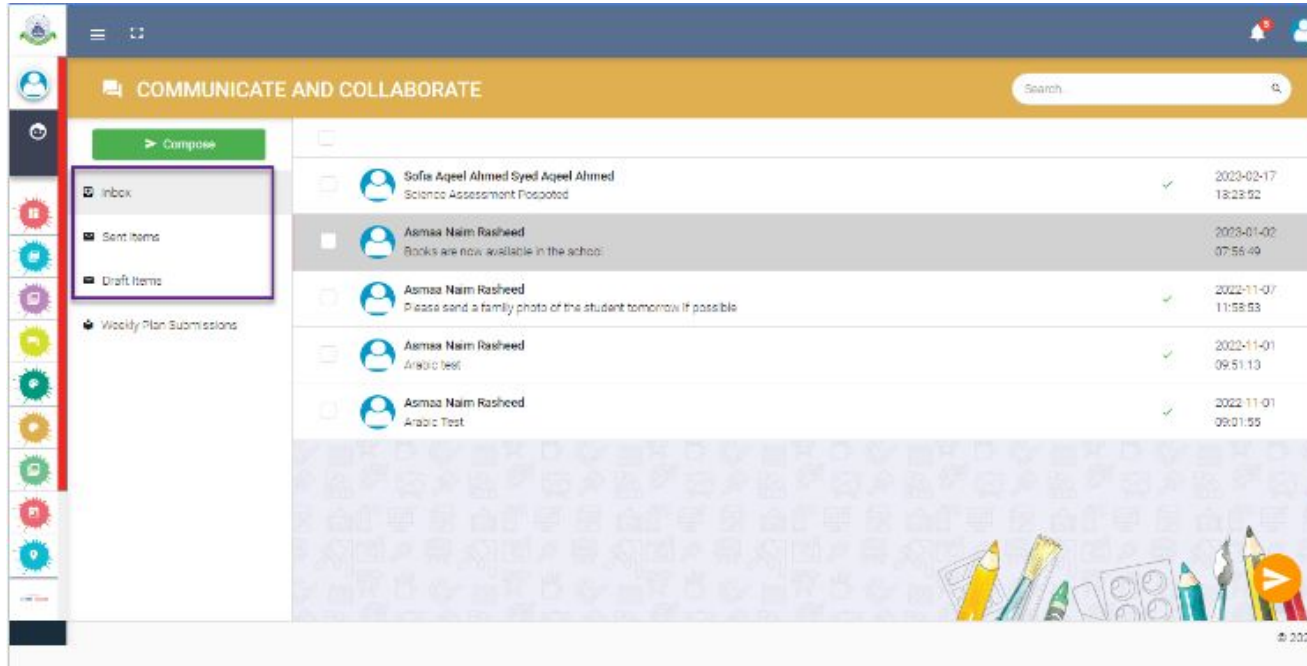
- **In-Mail System:** Use this feature to send and receive messages, ensuring effective communication and collaboration within the institute



## 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.

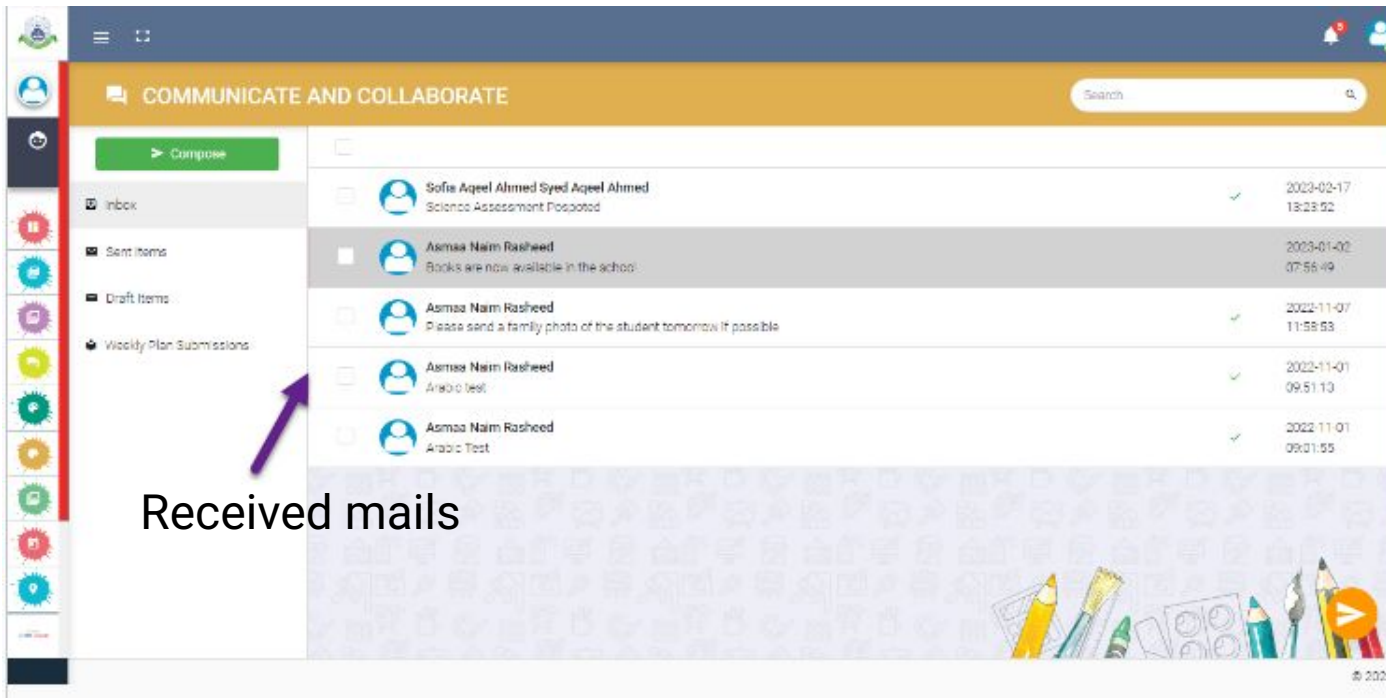




## Viewing Received Mails

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.



The screenshot shows a communication interface with a sidebar on the left and a main content area. The sidebar contains a list of folders: Compose, Inbox, Sent Items, Draft Items, and Weekly Plan Submissions. The main content area displays a list of received emails. A purple arrow points to the 'Inbox' folder in the sidebar, and the text 'Received mails' is written below it.

Sender	Subject	Date and Time
Sofia Aqeel Ahmed Syed Aqeel Ahmed	Science Assessment Proposed	2023-02-17 13:23:52
Asmaa Naim Rasheed	Books are now available in the school	2023-01-02 07:56:49
Asmaa Naim Rasheed	Please send a family photo of the student tomorrow if possible	2022-11-07 11:58:53
Asmaa Naim Rasheed	Arabic test	2022-11-01 09:51:13
Asmaa Naim Rasheed	Arabic Test	2022-11-01 09:01:55



## Viewing Mail Contents

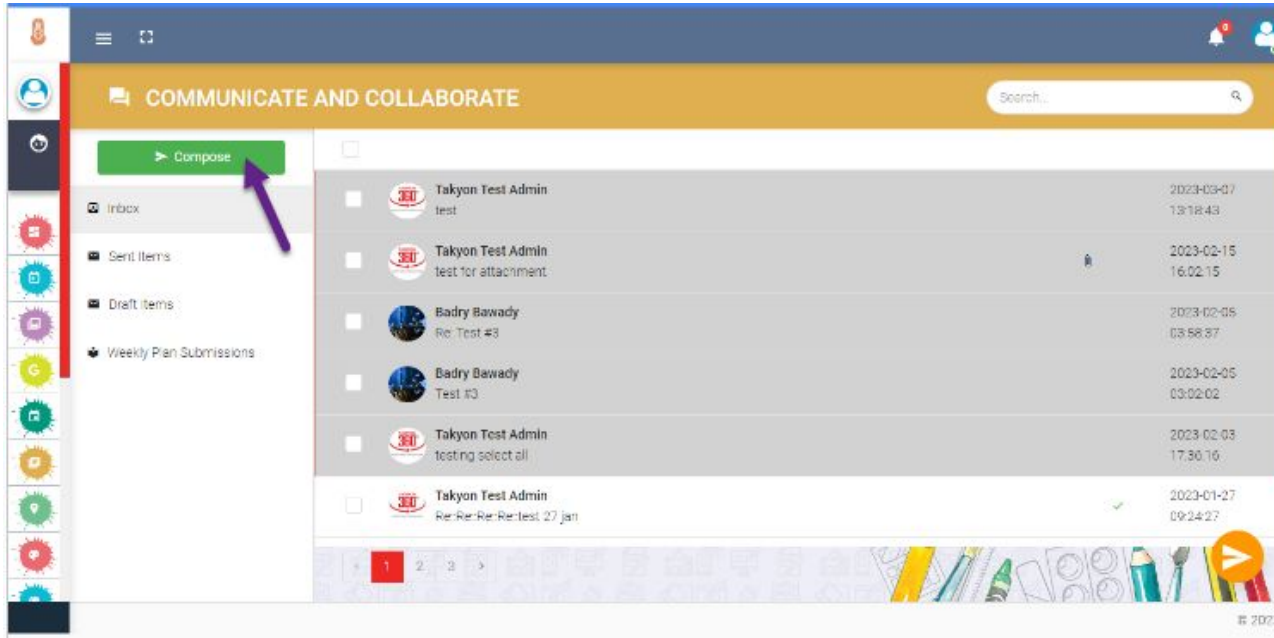
To view the contents of a specific mail, simply click on the desired message within the Inbox.

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

The screenshot displays a mobile application interface for communication. At the top, a blue header contains the text "COMMUNICATE AND COLLABORATE". Below this, a navigation menu on the left lists various app features like "Compose", "Inbox", "Sent Items", "Draft Items", and "Weekly Plan Submissions". The main area is divided into two panes. The left pane shows a list of messages from "Sofia Aqeel Ahmed Syed Aqeel Ahmed" and "Asmaa Naim Rasheed". A purple arrow points to the selected message from "Asmaa Naim Rasheed" with the subject "Arabic Test". The right pane shows the full content of this message, including the sender's name, the subject, the date and time (2023-02-17 13:23:02), and the body text: "Dear Parents, Kindly note that the Science Assessment on Lesson 1 'Animal Structures' which was scheduled on Monday 20th February 2023 is cancelled. We will have the Quiz on Tuesday 28th February 2023. Kind Regards, Science Teachers Grade 1".

Contents of the mail



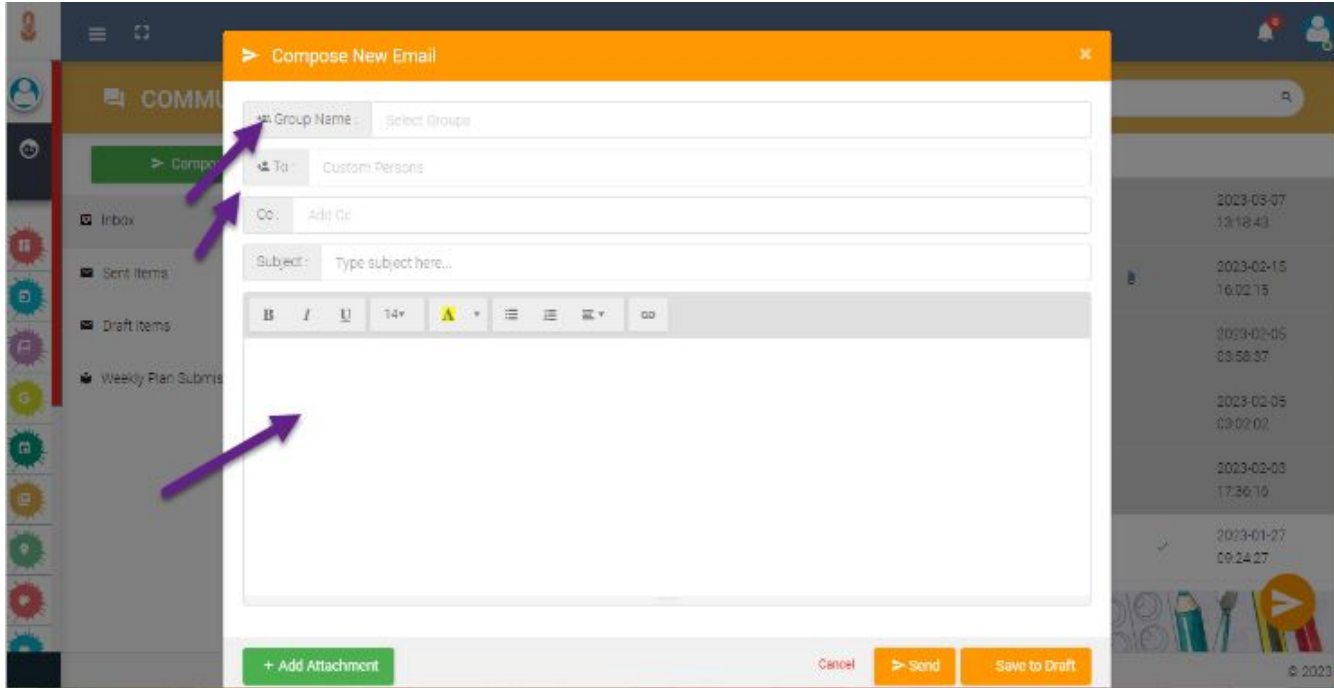


## Composing New Emails

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:

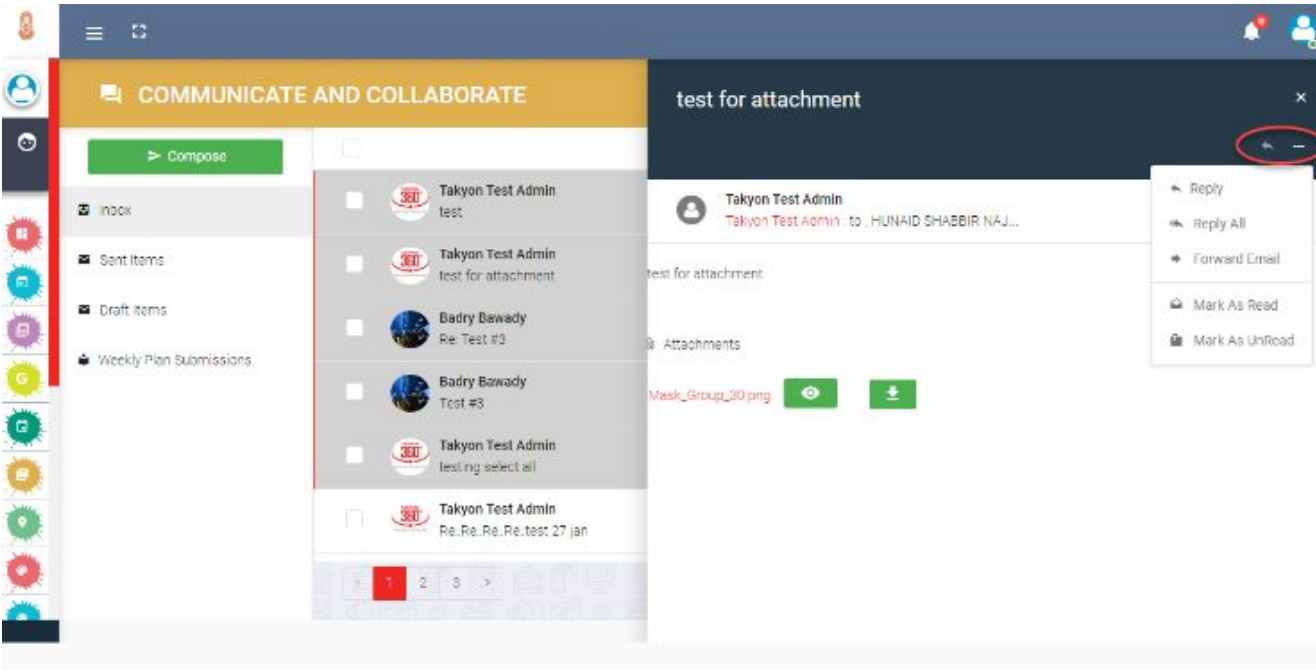
- **Groups:** Select specific groups (e.g., class groups, departments) to send the mail to multiple recipients at once.
- **Individuals:** Alternatively, enter individual email addresses to send the mail to specific people.

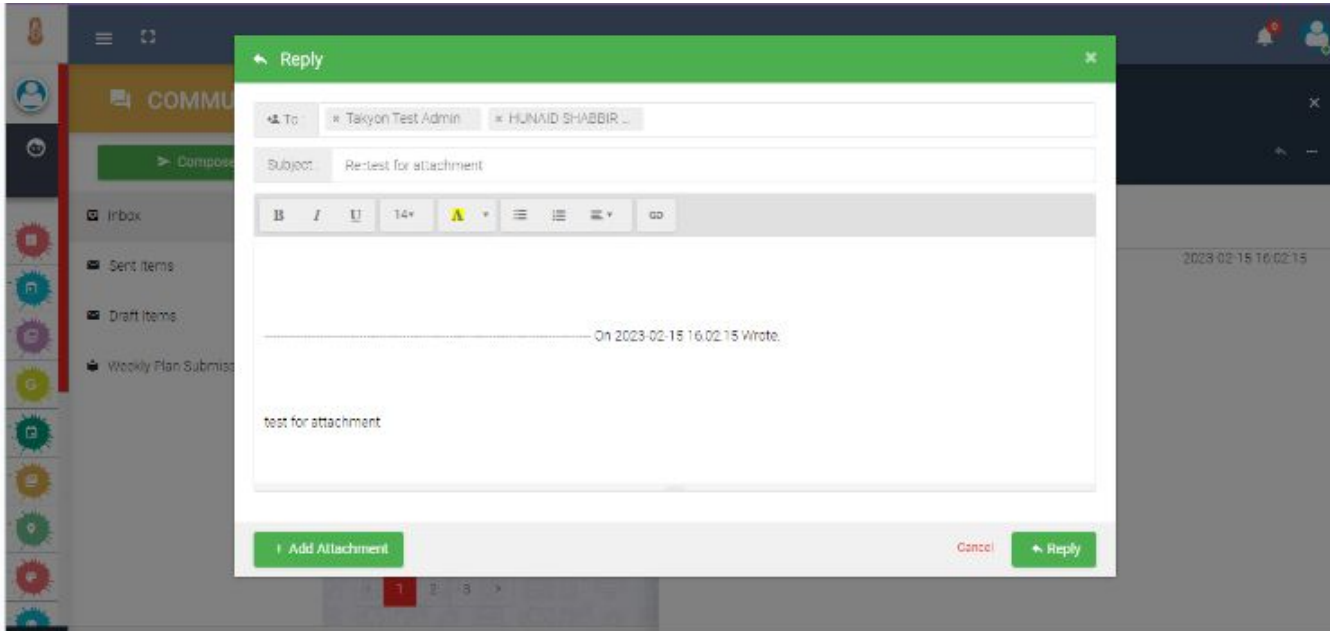


## Replying to and Managing Mails

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.



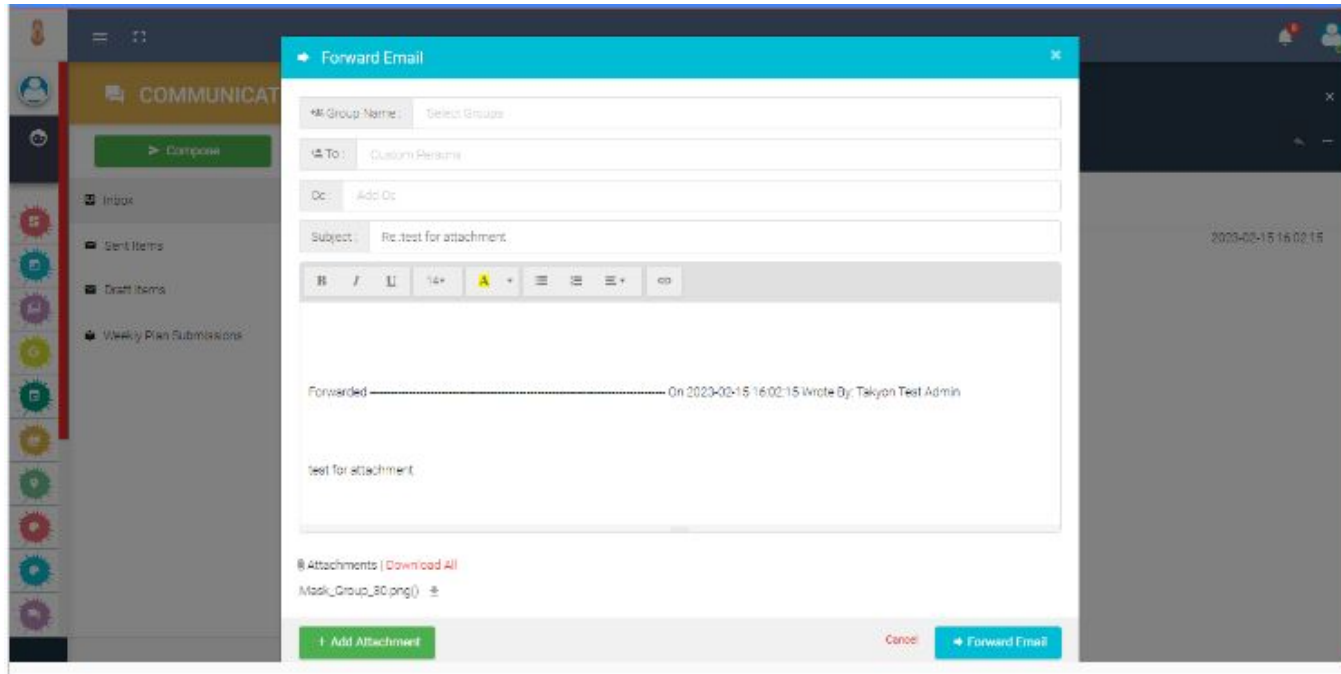


## Composing Reply Mails

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

The screenshot displays the 'WEEKLY PLAN' interface. At the top, there is a navigation bar with a 'View Latest' button. Below this, a date range is shown: 'FROM : 09/03/2023 TO : 17/03/2023'. The main content area is titled 'Classwork' and lists several items:

Subject	Activity	Date
Chemistry	Hydrogen Oxygen fuel Cell.	Friday 17th March 2023
Mathematics	Trigonometry - Angle of elevation and depression.	Friday 17th March 2023
Mathematics	Trigonometry - Angle of elevation and depression.	Thursday 16th March 2023
Mathematics	Trigonometry - Angle of elevation and depression.	Wednesday 15th March 2023
Biology	Natural Selection and Artificial Selection.	Tuesday 14th March 2023
Chemistry	Hydrogen Oxygen fuel Cell.	Tuesday 14th March 2023
Mathematics		Tuesday 14th March 2023

## Weekly Plan Module

In the Weekly Plan module, your teachers will schedule your study activities for the week.

- **View Your Schedule:** Check the plan created by your teachers to see your weekly study activities, assignments, and important tasks.
- **Stay Informed:** Make sure to review the schedule regularly to stay organized and on track with your studies.





# WEEKLY PLAN

The screenshot displays the 'WEEKLY PLAN' interface. On the left, there is a sidebar with a search bar and filters for 'Subject', 'Start Date', and 'End Date'. The main area shows a list of classwork items under the heading 'Classwork' for the period 'FROM: 09/03/2023 TO: 17/03/2023'. The items include:

- Chemistry: Hydrogen Oxygen fuel Cell.
- Mathematics: Trigonometry -Angle of elevation and depression.
- Mathematics: Trigonometry -Angle of elevation and depression..
- Mathematics: Trigonometry -Angle of elevation and depression.
- Biology: Natural Selection and Artificial Selection..
- Chemistry: Hydrogen Oxygen fuel Cell.
- Mathematics

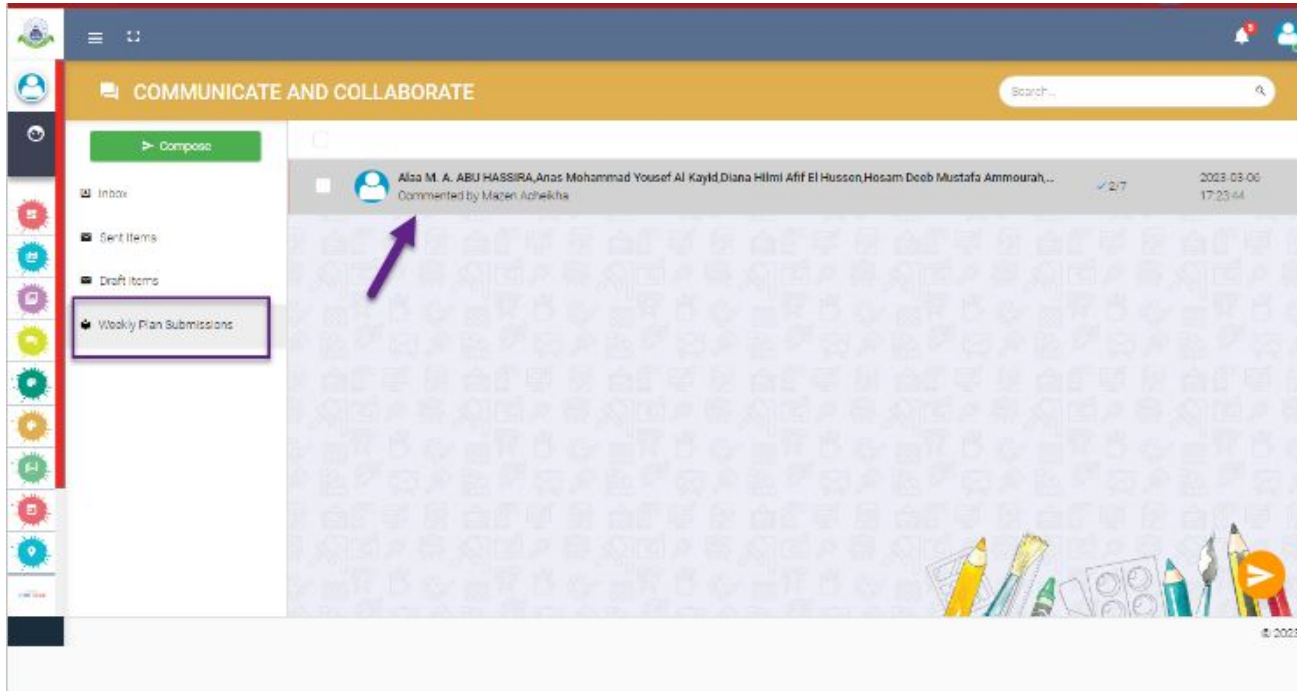
A 'Classwork' modal window is open on the right, showing details for a 'Mathematics' assignment titled 'Trigonometry -Angle of elevation and depression' due on 'Friday, March 17th 2023'. It includes a 'Comments' section with a text input field, a file upload area with a 'Choose file' button and a 'Browse' button, and a red 'Submit' button. A note below the file upload area states: '(Maximum 3 MB and \*.jpg,\*.png,\*.pdf,\*.doc,\*.docx,\*.xls,\*.csv format only allowed)'. The interface also features a top navigation bar with a menu icon, a search icon, and user profile icons.

## 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.



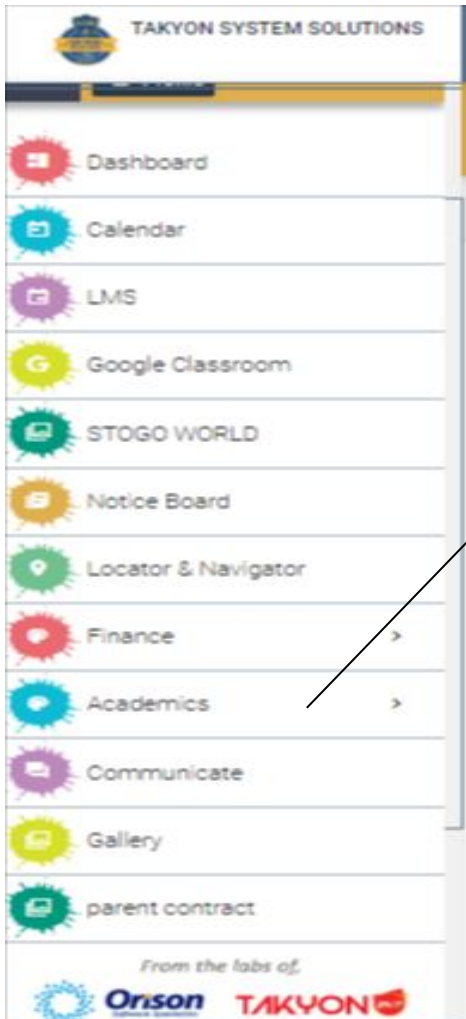


## Weekly Plan Submissions

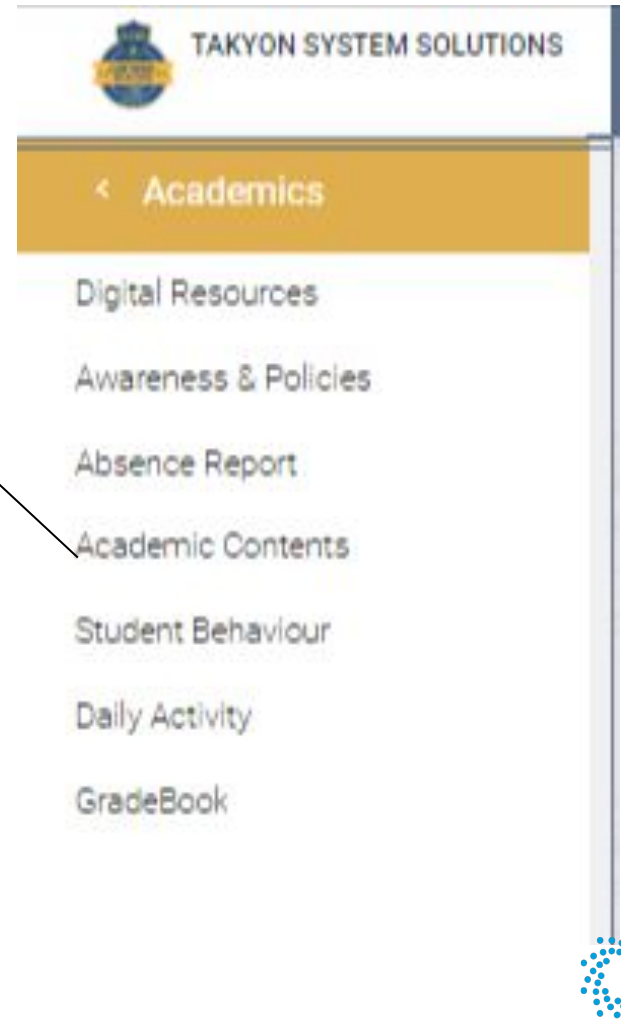
In this section, you can view all submitted weekly plans.

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





From here we select the academics which contains the weekly plan



# WEEKLY PLAN

Select the class

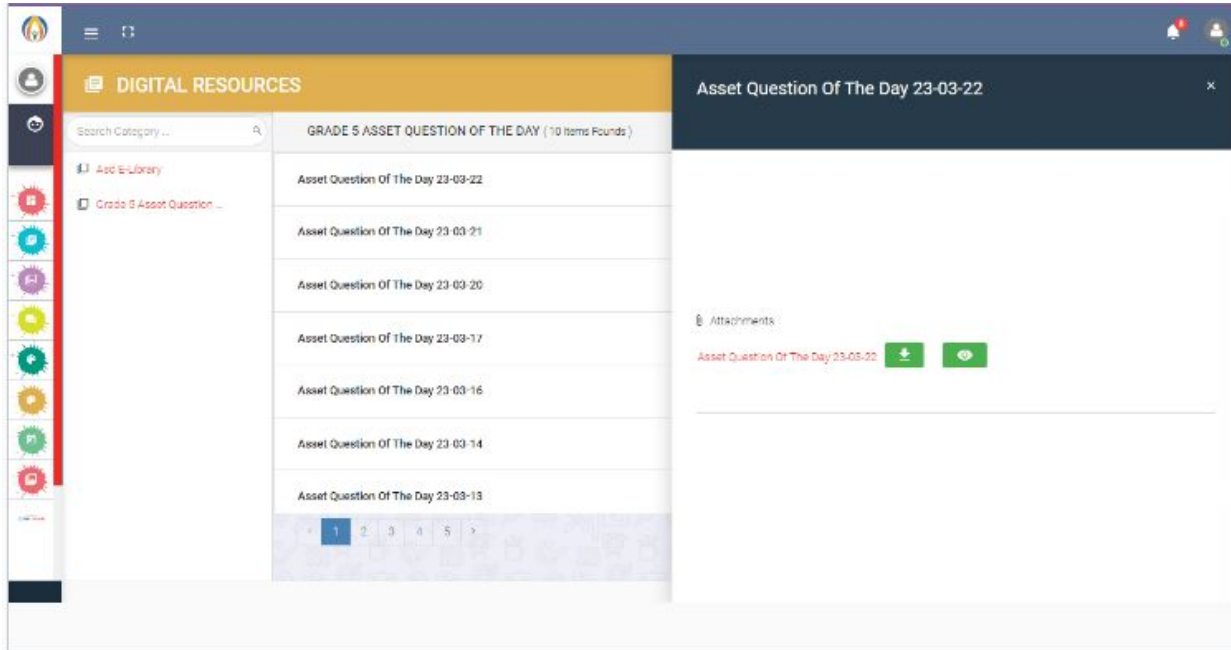
Select the subject

Weekly plan is viewed here

Select the start date

The screenshot shows a web interface for a 'WEEKLY PLAN'. At the top left, there is a header with a calendar icon and the text 'WEEKLY PLAN'. Below this is a search bar containing '1 A'. To the right of the search bar is a '+ Previous' button and a date range 'WEEK :: FROM : 12/08/2024 TO : 15/08/2024'. Below the search bar is a 'Subject' dropdown menu. To the right of the subject menu is a 'Homework' section with a home icon and the text 'English ENGLISH HW...'. Below the homework section is a large area with a light blue background and a pattern of small icons. At the bottom left, there are two date selection fields: 'Start Date' with the value '12/08/2024' and 'End Date' with the value '15/08/2024'. Below these fields is a teal 'Search' button. Four blue callout boxes with black text and lines pointing to specific elements are overlaid on the interface: 'Select the class' points to the search bar, 'Select the subject' points to the subject dropdown, 'Weekly plan is viewed here' points to the homework section, and 'Select the start date' points to the start date field.





## Digital Resources Module

The Digital Resources module is where you can find all the study materials uploaded by your teachers.

- **Access Study Materials:** View and download resources like PDFs, videos, and other helpful content that your teachers have provided.
- **Use for Studying:** These materials are available for you to use whenever you need to review or study.

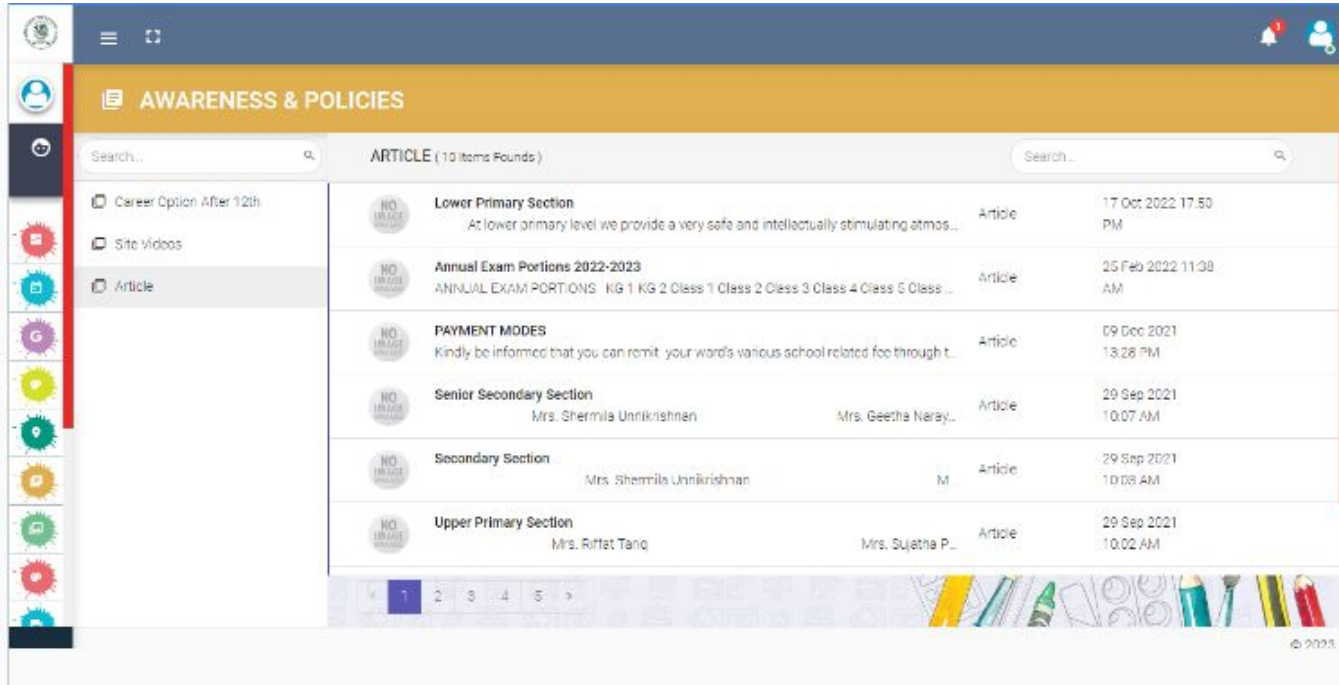


# AWARENESS AND POLICIES

## Awareness and Policies Module

The Awareness and Policies module is where your school shares important rules and guidelines.

- **View Policies:** Check this section to see the school's policies, rules, and regulations.
- **Stay Informed:** Make sure to read these documents so you know what's expected of you at school.



The screenshot displays a web interface for the 'Awareness & Policies' module. The header is orange with the title 'AWARENESS & POLICIES'. Below the header is a search bar and a navigation menu on the left with icons for Career Option After 12th, Site Videos, and Article. The main content area shows a list of 10 articles found, with the following details:

Article Title	Author	Date
Lower Primary Section At lower primary level we provide a very safe and intellectually stimulating atmos...		17 Oct 2022 17:50 PM
Annual Exam Portions 2022-2023 ANNUAL EXAM PORTIONS KG 1 KG 2 Class 1 Class 2 Class 3 Class 4 Class 5 Class ...		25 Feb 2022 11:38 AM
PAYMENT MODES Kindly be informed that you can remit your ward's various school related fee through t...		09 Dec 2021 13:28 PM
Senior Secondary Section Mrs. Shermila Unnikrishnan Mrs. Geetha Naray...		29 Sep 2021 10:07 AM
Secondary Section Mrs. Shermila Unnikrishnan M		29 Sep 2021 10:08 AM
Upper Primary Section Mrs. Riffat Tariq Mrs. Sujatha P...		29 Sep 2021 10:02 AM

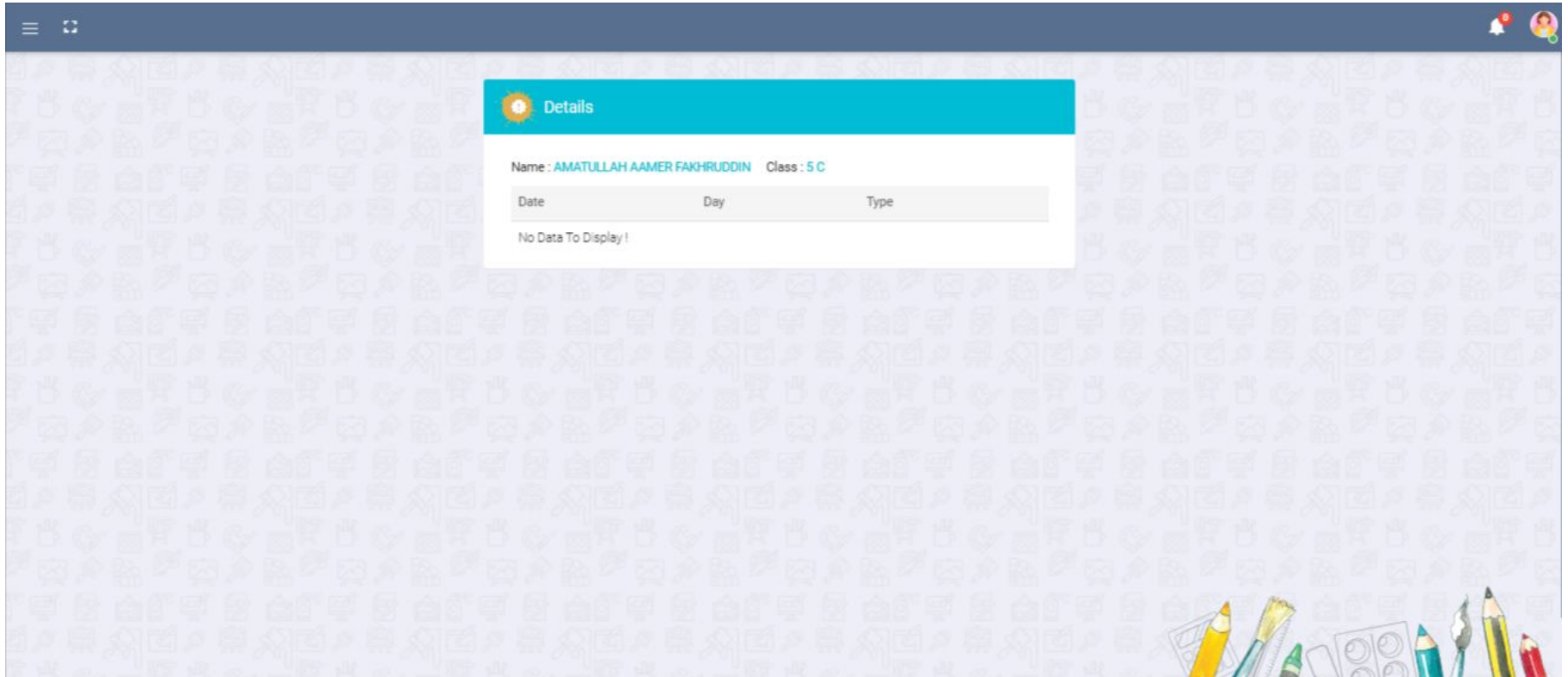
The interface includes a search bar, a navigation menu, and a footer with a copyright notice for 2021.



## Absence report

# ABSENCE REPORT

To view the absence of a student on a specific date/day.



The screenshot displays a web application interface for viewing student absence reports. At the top, there is a dark blue header with a menu icon on the left and a notification bell and user profile icon on the right. Below the header, a teal-colored box contains a gear icon and the word "Details". Underneath, the student's name "Name : AMATULLAH AAMER FAKHRUDDIN" and class "Class : 5 C" are displayed. A table with three columns: "Date", "Day", and "Type" is shown, but it contains no data, with the text "No Data To Display!" centered below it. The background of the interface is a light gray with a repeating pattern of faint icons. At the bottom right, there is a decorative graphic of various school supplies like pencils, pens, and a ruler.

Date	Day	Type
No Data To Display!		



# NOTICE BOARD

## Notice Board Module

The Notice Board module is where you'll find important information from your school.

- **Check for Updates:** Look here for announcements about holidays, meetings, and other important news.
- **Stay Updated:** Make sure to check the Notice Board regularly so you don't miss any important events or notices.

The screenshot displays the Notice Board interface. At the top, there is a search bar and a notification icon. Below the search bar, the text "SCROLL NEWS ( 10 Items Found )" is visible. The main content area lists several news items, each with a circular icon, a title, the source "Scroll News", and a date. The items are:

Icon	Title	Source	Date
	RAMADAN TIMING & FEE STRUCTURE FOR 2023- 2024	Scroll News	15 Mar 2023 12:23
	OPEN HOUSE FOR KG1 TO 9TH & 11TH (ANNUAL EXAM)	Scroll News	09 Mar 2023 09:16
	GRADE XI COMMENCEMENT OF NEW ACADEMIC SESSION 2023-2024	Scroll News	06 Mar 2023 09:10
	GRADE 11 & 12 NEW ADMISSION INDUCTION PROGRAMME 2023-24	Scroll News	06 Mar 2023 09:08
	GRADE 1 TO 10 NEW ADMISSION INDUCTION PROGRAMME 2023-2024	Scroll News	06 Mar 2023 09:05
	KG1 & KG2 NEW ADMISSION INDUCTION PROGRAMME 2023-2024	Scroll News	06 Mar 2023 09:03

At the bottom of the list, there is a pagination bar showing "1" and "2" with arrows, and a decorative footer with school supplies and the year "© 2023".





# NOTICE BOARD

The screenshot displays a web application interface for a Notice Board. At the top, there is a dark blue header with a hamburger menu icon, a refresh icon, and a notification bell icon with a red '1' badge. Below the header, a yellow banner reads 'NOTICE BOARD'. To the right of this banner, a dark blue box contains the title 'RAMADAN TIMING & FEE STRUCTURE FOR 2023- 2024' with a close button 'x'. On the left side, there is a vertical sidebar with various icons. Below the sidebar, a 'NOTICE CATEGORIES' section is visible, with 'Scroll News' selected. The main content area is titled 'SCROLL NEWS ( 10 Items Found )' and lists several notices, each with a circular icon and a title. The first notice, 'RAMADAN TIMING & FEE STRUCTURE FOR 2023- 2024', is highlighted in red. Below the list, there are pagination controls showing '1' and '2' with arrows.

## Viewing Notices

To view the details of a specific notice:

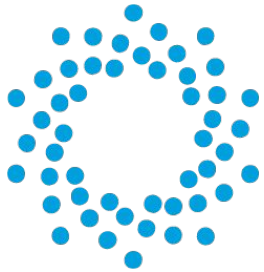
- **Click on the Notice:** Select the desired notice from the Notice Board module.
- **View Details:** This action will open the full details of the notice, including any important information or updates.



# THANK YOU

From the labs of

,



**Orison**  
Software Specialists



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