

i-Skool FAQ

1. What is i-Skool?

i-Skool is a comprehensive school management solution package that caters to the needs of the different kinds of people associated in the smooth running of the school.

2. Why should I use i-Skool?

i-Skool is an all in one package that takes care of the entire school running. The records can be kept secure and can be easily retrieved for use.

3. Do I need Username and Password to login the system?

Yes. Username and Password are required to access the application.

4. What can be done in the school info module?

In the School Info menu, the geographical information about the school, the details pertaining to the members of the management, facilities available in the school and hostel are entered. Special privileges can also be set for the different roles present in a school management.

5. How do I store the details of the management staffs of the school?

The School Info module has a sub menu namely, Management details wherein, the details about the members of the management are entered.

6. How do I keep a track of the facilities available in the school?

The School Info module has a sub menu namely, Facility details wherein, the details about the facilities available in the school are entered.

7. What can be done in the User Account privileges?

In User Account Privileges sub- menu in the school info module, the privileges that can be assigned for a role in the school are selected.

8. What are the different types of details that can be entered in the staff menu?

In the Staff menu, the personal details about the staffs, contact details, employment details and account details are entered. Provision to enter the education and experience, health and bank details, class teacher assignment and subject assignment are also available.

9. How can I see the list of faculty in an institution?

The staffs in an institution can be searched using their staff Id or a simple search would list all the staffs present in an institution with the staff ID, Staff Name, Gender, Date of Birth, Marital state and Mobile number for contact.

10. What do I enter in the Personal detail section of the staff module?

In Personal sub- menu, the details pertaining to the faculty like the Staff Type, Gender, and Marital Status, contact details, Employment details and account details are entered.

11. What is meant by Staff Type?

Staff Type is a means to differentiate the teaching and the non- teaching staffs.

12. How can I get a username as a staff to access my dashboard?

Once the First Name and the Last Name is entered in the Personal Details section of the staff module a username is created and is pre-populated.

13. What do I do to find out how experienced a staff is?

In the education and experience section of the staff module, the experience details pertaining to the staffs are entered.

14. In case of any emergency where do I refer the medical history of the staff?

In the health and bank details section of the staff menu, the medical records of the staffs are entered including the past medical history.

15. When there is a new staff in the school, can the staff be allotted to a new class directly?

Yes. When a new staff arrives to a school the details pertaining to the staffs are recorded. In the same time the staff can also be allotted with a class for a particular standard and section.

16. What do I enter in the student module?

In the Student menu, the personal details about the students and health details are entered. Personal details include standard details, nationality details, parent's details, school joining details, previous school details and account details.

17. How do I add a new student?

Add New Student link present in the Student search sub menu of the student module allows the user to add a new student details like the personal details and health details.

18. Is there a way to add the achievements and extra curricular activity of a student?

Yes. There is a way to add the achievements and extra curricular activity of a student.

19. How do I add the achievements and extra curricular activity of a student?

The Achievements and Extra Curricular Activity session of the health details section of the student module helps to add the achievements and extra curricular activities of the student. This will include Event type, event level, event result and event location

20. What is done in the curriculum module?

In the Curriculum menu, the Board details, Class details, Subject details and Section Allotment details are stored.

21. How to assign the capacity of students for a particular section?

In Class sub- menu of the curriculum module, the start section name, end section name and the section capacity are assigned.

22. How are subjects assigned to the standards?

The subjects are allocated to the standards using a toggling pattern, wherein if yes is clicked it changes to no and vice versa.

23. What is done in the admission module?

In the Admission menu, the configuration for the entrance exam is done. For example, what should be the maximum marks, minimum marks allowed in the entrance exam are configured. The application details about the student, a search option to search for any application details of the student and the admission status of the student are stored.

24. How do I configure the requirements needs for the entrance exam?

In Entrance Exam Configuration sub- menu, the criteria needed to pass the entrance exam can be assigned.

25. Where is the maximum and minimum marks reflected in the admission module?

The maximum and minimum marks configured in the entrance exam configuration section helps to identify the eligible students who can be admitted in the school.

26. Can the exam end time be less than the exam start time?

No. The exam end time should be greater than the exam start time.

27. What is rapid admission?

Rapid admission enables the user to know the application details of a student along with the entrance exam results.

28. What does Admission Status mean?

In Admission Status sub- menu, the details to figure out whether the student is eligible to be admitted in the school are entered.

29. What are Admission Types?

Admission Types are two: One is Merit and the other is Management.

30. What is the admission type is Management?

If the admission type is management, then the exam and interview results does not hinder the selection procedure and the student is eligible to be admitted even if the entrance exam marks are less than the minimum marks configured.

31. How does rapid admission help?

Rapid admission provides all the details of the student at a stretch which saves time in searching for records.

32. What is done in Time Table module?

In the Time Table menu, the general setup for the time table for all the standards is configured. In addition, the yearly time table, weekly time table and class teacher allotment are also done.

33. How do I configure the basic set up required to create a time table?

In the set up time table sub- menu of the time table module, the basic set up namely the time table name, school starting time, number of periods per day, duration of each period, first session, second session and the long break timings are configured.

34. Can Class teacher assignment be done in time table module?

Yes. Class teacher assignment is done in time table module.

35. How do I assign a class teacher in the time table module?

The unassigned staff name and their designation are displayed when the standard and section are selected in the Class Teacher Allotment session of the time table module. A staff can then be selected and assigned to the selected standard and section.





36. What is done in the attendance module?

In the Attendance module, the daily presence and absence of the staffs and students are recorded.

37. Is the attendance marked on a daily basis?

Yes. The attendance is marked daily for the student and the staffs.

38. What are the different ways to mark the presence and absence of a student or staff in iskool application?

1.  Denotes Present.
2.  Denotes Absent.
3.  Denotes Morning Present and Afternoon Absent.
4.  Denotes Morning Absent and Afternoon Present.

39. What are Fee Types?

Fee Types can be either yearly fees or other fees.

40. What is done in Fee Configuration?

In Fee Configuration sub- menu, the number of terms for each standard and the fee amount are configured.

41. What is duplicate receipt?

A duplicate receipt is a one which can be printed in case an extra receipt is required in addition to the receipt produced during the fees payment.