

User Manual for **Teacher**

A Product of Hembro Infotech



Accessing the App

To access the app, you are required to tap on the app icon in your android smart phone. Please make sure that you are connected to internet.





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My Profile

In this menu, you can view your profile and make necessary updates.



Apply Leave

In this you can submit leave request to avail any leave.









Online Class

Using this menu, you can upload your Recorded classes and also start Live Online Class.

Online Exam

Here you can add new Online Exam question papers and keep a track of the exam attendance. Using this you can also eveluate the answer sheets on screen.







Homework

Here you can assign the latest homeworks to your students and you can also check the homeworks submitted by students.

Class Notes

In "Class Notes", you can add all the important class notes for your students.







Student Attendance

Here you can mark the attendance of your class on daily basis.

Marks Entry

Here you can enter marks for a particular school exam.







Growth Tracker

In "Growth Tracker", you can mark your observations of a student from various aspect and you can folloup with it for timely improvement and growth of a particular student.

Birthday Reminder

With this tool, you will never miss the birthday of your beloved students.







Class Time Table

Here you will find all the details of your class time table.

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Exam Schedule

You will find all the upcoming exam schedule and exam duty chart here.







School Diary

To access the school diary anytime, anywhere, tap here.

Library

Using this menu, you can search the book catalogue (WebOPAC) of your school library and can also keep a track of books issued to you and its due date to return.







Downloads

In "Downloads", you will find all the important files and documents shared by school.

Newsletter

Here you can read the latest school newsletter/school magazine.







Messaging

By going to messaging menu, you can read messages sent by School Administration and Students/Parents to you and you can also compose new message to them.

Attendance

Here you can check your own attendance and get the monthly report.











Thank You www.hembroinfotech.com