Glow Wisdom – Glow Classes Web Portal

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Glow Classes Web Portal by Glow Wisdom

Details without Login (Static part)

- **Homepage**
  - Some photos of class are highlighted here
  - Recent holidays are shown here. When date is passed, that particular holiday disappears
  - Why to join your class is described here
- **About Us**
  - When your classes was established is shown here
  - Here you can also let the site visitor know to approximately how many students you have trained
- **Courses**
  - Your various courses with its advantages and fees (optional) can be listed here in tabular form
- **Testimonial**
  - Short testimony from student/parent with photo is displayed here
  - This motivates prospective students
- **Photo / Video Gallery**
  - Photos & videos taken in various occasions are shown here
  - When a new set of photos are available, you can mail us & our support team will make them available on website within 24 hours
- **Contact Us**
  - Your class address, contact number, email ID & website address are shown here
  - Along with the above details, there will be a form which visitor fills and when submitted is sent to you via Email
  - Direction guide will be available to guide the person to class from popular landmark
  - Google map will be available to guide visitors to your class on real-time.

Details with Login (Dynamic Part)

Management

- **Administrator's basic setup (only administrator can access)**
  - **Employee**
    - Here administrator adds and manages employees
    - Along with employee record, his/her salary & bank account details are stored here
    - Based on the chosen modules, more benefits will be available
  - **Academic Year**
    - New academic year can be added here
    - Based on previous year, portal already suggests next academic year
  - **Standard**
    - Different standards are created here
    - For non-school/college related classes like English speaking, standard will be one – English speaking. In future if French speaking is added, that should be added as another standard

- **Division / Batch**
  - Different batches under selected standards are recorded here
  - For non-school/college related classes like English speaking, divisions are termed and used as batches
  - Students will be enrolled to this division / batch
- **Subject / course**
  - Here all available subjects are recorded
  - For non-school/college related classes like English speaking, courses are entered here
- **Subject / course Allocation**
  - Here subject / course are allocated to particular division / batch
  - Whenever a new batch is scheduled, administrator should link the course to particular batch
  - For school / college, this is one time activity
- **Ledger**
  - Administrator can create ledger account here with sections of Income and Expense.
  - All headers for Income & Expense are created here. Administrator need not create Income ledger for Fees received as they are automatically calculated from portal.
- **Income Register**
  - Portal will automatically calculate incomes entered in portal for selected month.
  - You can add additional income whose ledger you'd have added in ledger.
- **Expense Register**
  - All expenses entered in portal are automatically calculated by software for selected month.
  - You can add your own expense whose ledger you'd have added in ledger.
  - Expenses can be defined global or employee-wise. This helps to calculate global and employee-wise expenses.
- **Profit Analyser**
  - Basis income and expenses entered, Profit analyser shows income v/s expense month-wise.
  - Administrator can view profit analysis month-wise for calendar year and financial year.
- **Balance Sheet**
  - Shows receivable amount of selected financial year for:
    - Standard-wise
    - Division / Batch-wise
    - Student-wise
  - Shows amount received of selected financial year for:
    - Standard-wise
    - Division / Batch-wise
    - Student-wise

- **Admin Actions**
  - **Student**
    - Here students are entered with their address & contact details
    - Students can be linked to their parents with their communication details like Email ID & mobile number
    - Multiple student can share same parent
    - If the student is referred by existing / previous student, that can be entered here
  - **Enrollment**
    - Here admin can enroll a student to particular standard & division with the selected subjects and Roll No
    - For non-school / college, students are enrolled to particular batch with the selected course
  - **Student At A Glance Report**
    - This report is the heart of the software for student records – every portal operator would love this report to get information instantly
    - By default all students records are shown
    - You can enter filter criteria to filter student lists
    - You can filter students record based on following 8 search criteria:
      - Name
      - Primary or secondary mobile
      - Primary or secondary landline
      - Primary or secondary Email ID
      - City
    - Student At A Glance shows basic information of a student such as address always on screen
    - Apart from address, the following tabs are available to display records (subject to choice of modules opted)
      - **Alternate Details**: Here the name and contact details (Mobile & Email) of parent / guardian can be seen
      - **Enrollment**: All Enrollment of selected student in various years with its respective standards are shown here
      - **Attendance (Lecture module)**: All attendances with its status (present / absent) including date & time with teacher are shown here. Topics covered in the particular session is also shown here
      - **Marks (Exam module)**: Marks for various exams conducted for different subjects throughout the tenure are displayed here
      - **Fees (Fees module)**: Fees pending along with fees paid with the mode of payment and other details like cheque no, bank name, etc… are shown here. Pending fees for a student can seen immediately
      - **SMS (SMS Add-on)**: All SMS sent to the selected student is shown here with its delivery status
- **Report**
  - Address Book
  - Based on selection of below modules, various other reports will be added

Lecture Module
- Here admin schedules the lecture for a particular teacher on a particular day for a particular subject with its lecture time
- If SMS is opted, all student's parent are informed about forthcoming lecture
- After the lecture is complete, admin must click complete lecture to complete the entry
- Attendance of students and topic covered in that lecture is also updated when lecture is completed
- Report of attendance of particular student can be generated and sent to their parents via Email
- Parents are informed about the same via SMS
- When management logs in the web portal, homepage shows lecture for different teachers for the current day
- Dates can be changed to view lecture schedules for different dates
- Management can also view lectures of selected classroom for entire week.

Exam Module
- In Exam module, admin can enter exam details for a particular subject / course on a set date & time
- If SMS feature is opted, parents are informed about forthcoming exam of their children
- When papers are checked for all students who appeared for the particular exam, marks should be entered
- If SMS feature is opted, parents are informed about marks of their children
- Once entered marks can be deleted only by administrator
- Report of monthly toppers based on marks on particular subject can be achieved
- If management wishes, toppers can be listed on homepage with photo
- The above report will also be shown by means of chart

Fees Module
- On homepage of management, all pending fees are shown
- When student name is entered, only those enrollment numbers are shown for which fee is pending
- When a particular enrollment number is selected, portal automatically shows balance amount
- Operator needs to enter amount and also select mode of payment
- If SMS is opted, parent gets intimation of fees due & fees paid SMS
- Outstanding fees report can be easily accessible

Advantages
o Access data from anywhere through internet
o Upto 5 branches can be managed by respective staff
o Upto 5 branches can be monitored by incharge in a centralized manner
o Additional branch(es) can be enrolled on purchase of additional license(s)
o No need to search records on paper
o Every process works smoothly
o Attendance of students are tracked
o Outstanding fees report is always at a click distance
o Fees reminder can be sent via email / SMS
o Exam details and students score are always available
o Teacher's lecture can be easily seen

For more details, feel free to contact us   Thank you