

Digital Educational Services Initiative

Department of Education - Central Province

Attendance Tracking and
Collaborative Mobile Application
Version.01

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Introduction

- * As per the request from department of education central province the mobile application was initiated. Fundamentally this application was developed for tracing attendance of all the students in central province and teachers under the department of education . In addition to that the application is supported for sending text messages to the school. The project is a continues and it will be added more features as per the requirement to fulfill the department's collaborative gap.

Objectives

- * Tracking attendance of all the students of central province under department of education in daily basis .
- * Tracking attendance of all the teachers of central province under department of education in daily basis.
- * Provide reports to analyze attendance records distinctive levels (Ex: Provincial ,Zonal , School)

Objectives cont..

- * Accurately recording the count of students and teachers and leading to real-time surveying .
- * Send one way messages to all the schools regarding an important matters.
- * Develop a cost effective system that will be benefited to the department of education.

User Manual

Minimum Requirements

- * A Smart phone with **Android** Operating System 2.3 ("Gingerbread") or higher (The latest android version is version 9, Most of mobiles phones to day has more that 4.0, there for this is not going to be a matter)
- * Internet connection at least 3G connection.

User Manual Cont...

Installation Instructions

* Download the DESI.apk file from the following locations.

www.cpedu.lk->e-Services->Attendance Tracking

Or we can share the application via Google drive to your email. For this you need to send your email address to the following emails saying that need of the software.

planfutureit@gmail.com

csamarasinghe@gmail.com

Or send SMS to the following numbers.

0710959669

0771366504

User Manual Cont...

Installation Instructions cont..

- * Download the apk file to your mobile phone and the phone itself will guide you to install the app.

Warning : Some mobile phones are not allowed to install 3rd party software, there for you have to enable this feature in your phone. Please refer user manual of your phone.

User Manual Cont...

Register Your school in the system

- * Before use this application you have to register your school in the system.
- * Before you register in the system make sure you have following information in your hand. Please hold your registration until you have complete information of followings.
 - * Type of the school (Type 3,2,1C or 1AB)
 - * Name of the school
 - * Zone of the school
 - * Email Address (Please add email address which is frequently use)

User Manual Cont...

Register Your school in the system

- * Before you register in the system it is necessary to collect the following information cont..
 - * Mobile number (The Department of education is recommended to use Deputy or vice principal's phone number, make sure the accuracy of the phone number. The department will be contacted this number for various reasons.)
 - * **User Name** -This must be your school census number , Please avoid **the zero** from the beginning. (Ex: use 2525 instead of 02525)
 - * Password: Use any password more than six characters. strong password is recommended. Sharing password is not recommended.

User Manual Cont...

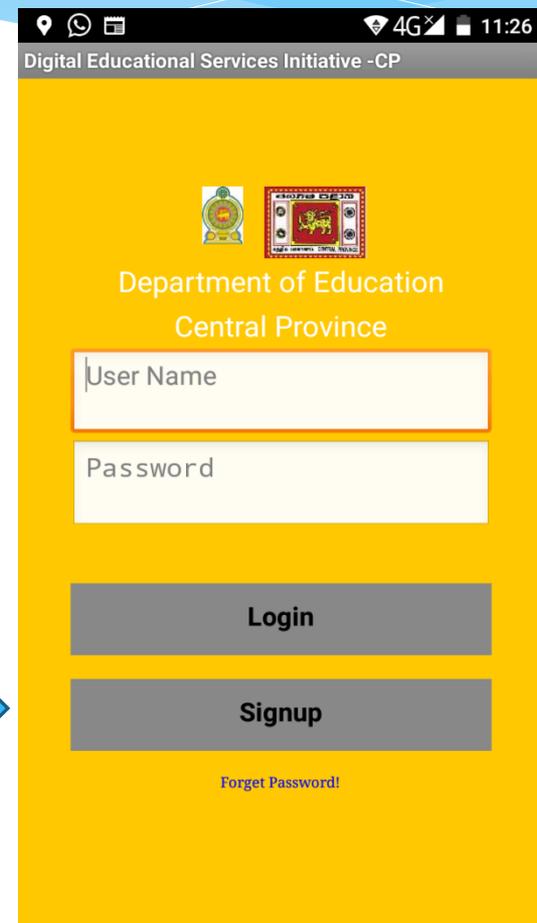
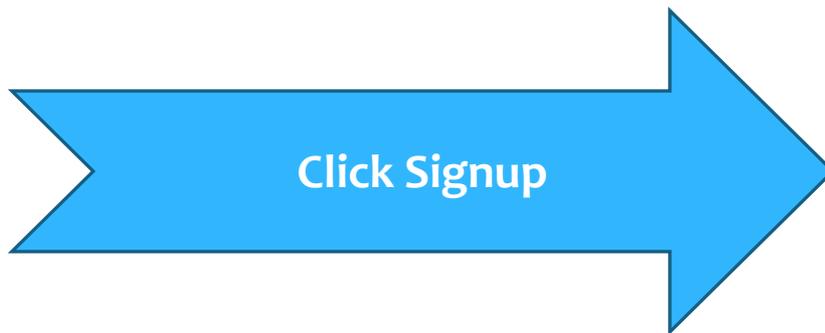
Register Your school in the system

- * Before you register in the system it is necessary to collect the following information cont..
 - * Number of students in each grade by gender -wise (Number of male and females students in each grade)
 - * Number of teachers gender -wise (Number of male and females teachers)

User Manual Cont...

Register Your school in the system

- * Open the application
- * Click Signup

A screenshot of a mobile application interface. At the top, there is a black status bar with icons for location, messages, and calendar, and a grey header bar with the text "Digital Educational Services Initiative - CP". The main background is yellow. In the center, there are two logos: a circular one on the left and a rectangular one on the right. Below the logos, the text "Department of Education" and "Central Province" is displayed. There are two input fields: "User Name" and "Password". Below these fields are two grey buttons: "Login" and "Signup". At the bottom, there is a link that says "Forget Password!".

Digital Educational Services Initiative - CP

Department of Education
Central Province

User Name

Password

Login

Signup

Forget Password!

User Manual Cont...

Register your school in the system

- * The Registration form will appear.
- * Click school type.
- * Fill rest of the fields.

Click School Type

School Types

DESI

| |
|-----|
| 3 |
| 2 |
| 1C |
| 1AB |

Digital Educational Services Initiative -CP

| | |
|-----------------------|--------------------|
| School Type | Select School Type |
| Zone | Select Zone |
| School Name | School Name |
| Email | Email |
| Mobile(Required) | Mobile/Telephone |
| User Name (Census No) | Census No |
| Password | |
| Confirm Password | |

User Manual Cont...

Register your school in the system

**“Remember! that don’t use
Zero before Census number”**

**This is your school ‘s census
number without Zero**

Digital Educational Services Initiative -CP

| | |
|-----------------------|--------------------|
| School Type | Select School Type |
| Zone | Select Zone |
| School Name | School Name |
| Email | Email |
| Mobile(Required) | Mobile/Telephone |
| User Name (Census No) | Census No |
| Password | |
| Confirm Password | |

User Manual Cont...

Register your school in the system

- * Now fill the students and teachers details

| | | | |
|---------------|--------------------------|--------|--------------------------|
| Grade 1 Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Grade 2 Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Grade 3 Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Grade 4 Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Grade 5 Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| S.Needs Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Teachers Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |

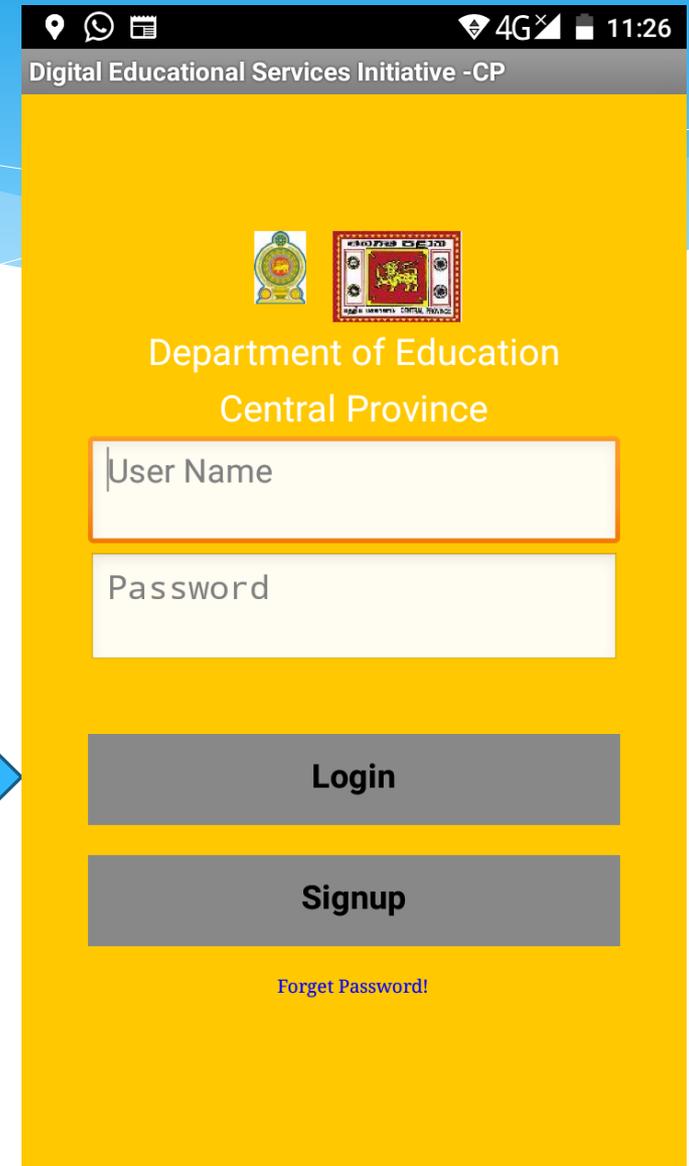
Register **Exit**

Click Register button once you finished.

User Manual Cont...

Login to the system

- * Once you registered in the system , you have to login to system using your registered user name and password.



Digital Educational Services Initiative -CP

Department of Education
Central Province

User Name

Password

Login

Signup

[Forget Password!](#)

User Manual Cont...

Entering daily attendance

- * After successful login ,the main screen will be appeared. There are 2 buttons for attendance.
- * **Attendance Button 01:** If all the students have been called (normal situation) ,Please click attendance button.
- * **Attendance Button 02:** If not (special situation like calling students in between covid 19 pandemic) ,Please click Sp. attendance button.

Remember!

- * before you click this button , you may have all the attendance information.



User Manual Cont...

Entering daily attendance with button 01 (Normal situation)

- * Fill the fields accordingly , if you have zero records , type 0 in the particular box.
- * **Note that attendance could be entered only once a day.** There for always be give your attention to the details before you submit.



11:28 4G

Digital Educational Services Initiative -CP

Attendance

| | | | |
|---------------|----------------------|--------|----------------------|
| Grade 6 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 7 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 8 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 9 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 10 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 11 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 12 Male | <input type="text"/> | Female | <input type="text"/> |
| Grade 13 Male | <input type="text"/> | Female | <input type="text"/> |
| S.Needs Male | <input type="text"/> | Female | <input type="text"/> |
| Teachers Male | <input type="text"/> | Female | <input type="text"/> |

submit Main Menu Primary

User Manual

Entering daily attendance with button 02 (special situation)

- * Here we have 4 columns , enter column 1 and 2 for how many students have been called today. Column 3 and 4 for how many students have appeared.
- * Fill the fields accordingly , if you have zero records , type zero in the particular box.
- * **Note that attendance could be entered only once a day.** There for always be give your attention to the details before you submit.



4G^{4G} 10:26
Digital Educational Services Initiative -CP

| | Stu.Called | | Attendance | |
|-----|----------------------|-------------------------|-------------------------|-------------------------|
| 1M | <input type="text"/> | 1F <input type="text"/> | 1M <input type="text"/> | 1F <input type="text"/> |
| 2M | <input type="text"/> | 2F <input type="text"/> | 2M <input type="text"/> | 2F <input type="text"/> |
| 3M | <input type="text"/> | 3F <input type="text"/> | 3M <input type="text"/> | 3F <input type="text"/> |
| 4M | <input type="text"/> | 4F <input type="text"/> | 4M <input type="text"/> | 4F <input type="text"/> |
| 5M | <input type="text"/> | 5F <input type="text"/> | 5M <input type="text"/> | 5F <input type="text"/> |
| SNM | 0 | SNF 0 | SN 0 | SN 0 |
| MT | <input type="text"/> | FT <input type="text"/> | MT <input type="text"/> | FT <input type="text"/> |

Submit

Main Menu

User Manual Cont...

How to check our school attendance

- * Click on the reports button from the main menu.

The screenshot shows a mobile application interface for 'Digital Educational Services Initiative - CP'. The main heading is 'Attendance -Today'. Below this is a 'See Report' button and the text 'Census No:2526'. The data is presented in three tables for different grade levels: G1-G4, G6-G9, and G11-G12. Each table has columns for Male (M) and Female (F) students. Below the tables is a section for 'Today's Percentage' showing 33%.

| G1M | G1F | G2M | G2F | G3M | G3F | G4M |
|-----|-----|-----|-----|-----|-----|-----|
| 3 | 2 | 5 | 4 | 6 | 3 | 5 |

| G6M | G6F | G7M | G7F | G8M | G8F | G9M |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |

| G11M | G11F | G12M | G12F | G13M | G12F |
|------|------|------|------|------|------|
| | | | | | |

Today's Percentage
33 %

If not loaded , click refresh

Refresh

Main Menu

User Manual Cont...

How to check attendance by zonal and provincial levels

- * To view this report , you have to login with administrative privilege.

Digital Educational Services Initiative - CP

Start Date: 2020-11-24

Start Date: 2020-11-24

All

All Zones

| Total Students | Total Teachers | Total Stu. % | Total |
|----------------|----------------|-------------------|-------------------|
| 10 | 10 | 33.33333333333333 | 66.66666666666667 |

| Zone | % |
|---------------|-------------------|
| Hanguranketha | 33.33333333333333 |

Zonal Attendance Chart



If not loaded , click refresh

User Manual Cont...

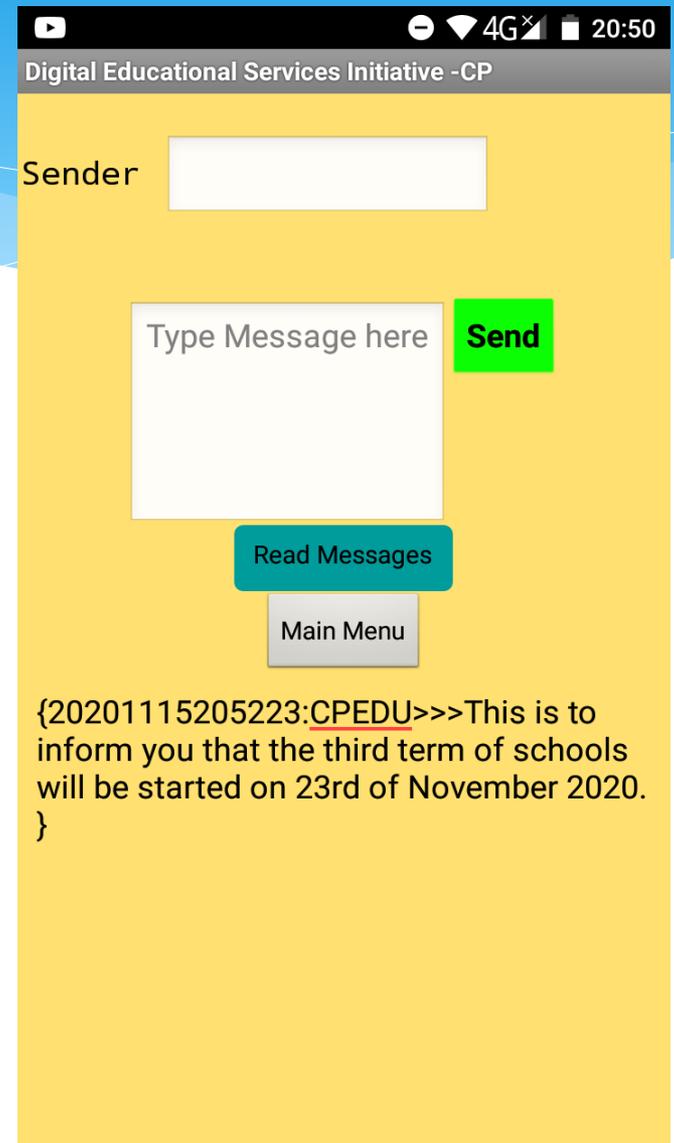
The information can be viewed by zonal and provincial levels

- * Total students or total teachers by zonal levels.
- * Total students or total teachers by provincial level.
- * Total students or total teachers by zonal levels as percentage
- * Total students or total teachers by provincial level as percentage

User Manual Cont...

Send messages to schools

- * This feature currently available only for Provincial department.
- * Available only for one-way messaging.

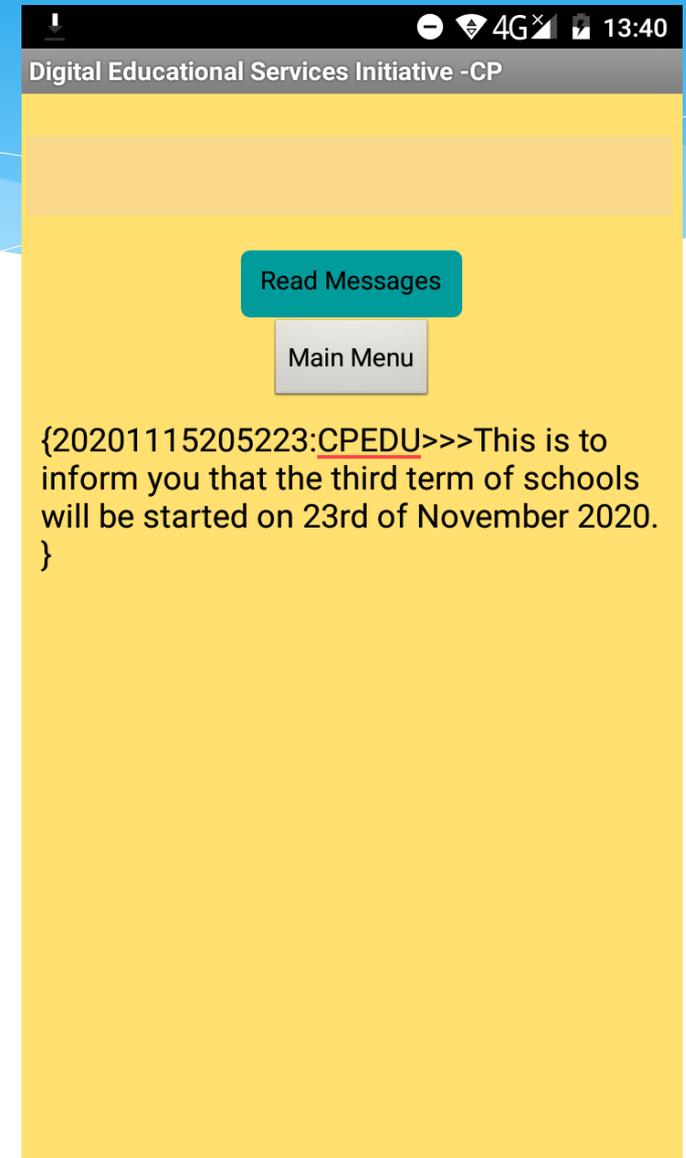


The screenshot shows a mobile application interface with a yellow background. At the top, there is a status bar with a play button icon, signal strength, 4G, and the time 20:50. Below the status bar is a header with the text "Digital Educational Services Initiative -CP". The main content area contains a "Sender" label next to a white input field. Below this is a larger white text area with the placeholder "Type Message here" and a green "Send" button to its right. Underneath the text area are two buttons: a teal "Read Messages" button and a grey "Main Menu" button. At the bottom of the screen, there is a message preview: "{20201115205223:CPEDU>>>This is to inform you that the third term of schools will be started on 23rd of November 2020. }

User Manual Cont...

View messages by schools

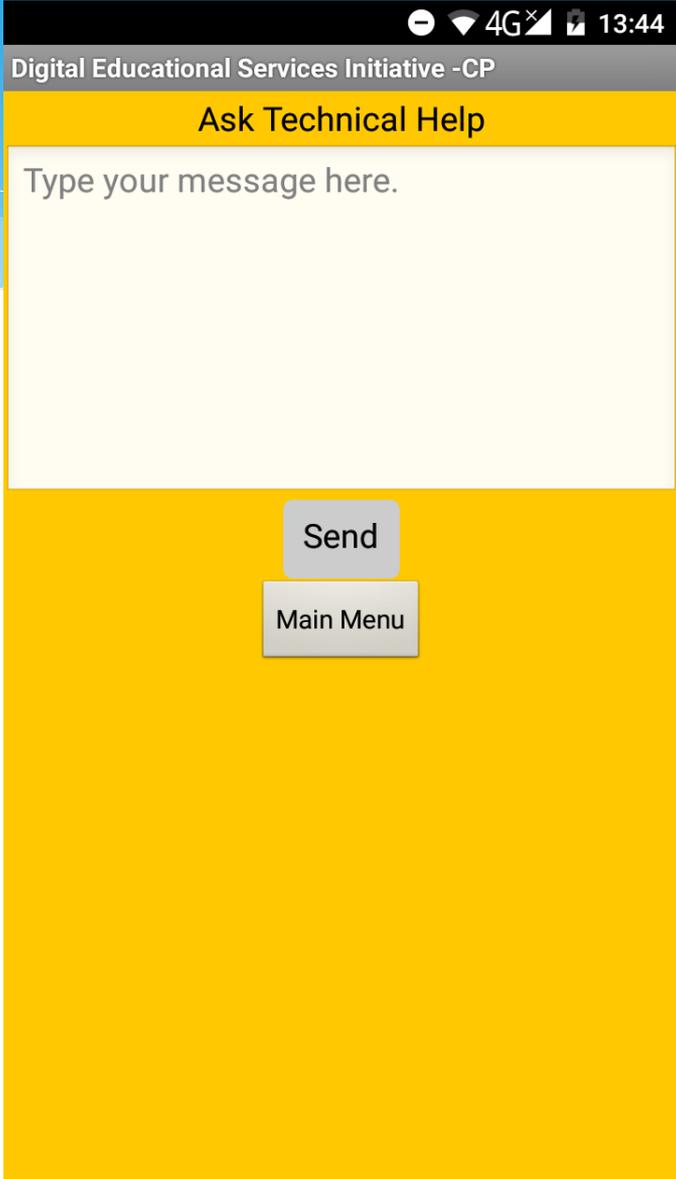
- * This feature currently available only for Provincial department.
- * Available only for one-way messaging.



User Manual Cont...

Ask Technical help

- * If there is any suggestion , comments or problem regarding the app, the user can send text messages to the department.



The screenshot shows a mobile application interface. At the top, there is a status bar with icons for signal strength, Wi-Fi, 4G, and battery, along with the time 13:44. Below the status bar is a header bar with the text "Digital Educational Services Initiative -CP". The main content area has a yellow background and is titled "Ask Technical Help". It features a large white text input field with the placeholder text "Type your message here.". Below the input field are two buttons: "Send" and "Main Menu".

An additional reports can generate in department end.

- * Since all the data recorded in department's own server , it is easy to analyze the data using department end. There for many number of reports can be generated by querying the database.
- * Ex: number of schools have a lowest attendance, number of schools have a highest attendance etc..

Benefits

- * Real-time data collection , mean time this could lead to real-time surveying.
- * Save lots of time and expenses occurred while sending notifications to the schools.

Future improvement suggestions

- * Ideas came from management and developer
 - * Improve this application communicate inside the schools among the staff. (Send notifications to teachers by principal).
 - * Provide a tab or smart phone to schools to easy use for mobile app.
 - * Improve generate more reports.
 - * Improve this application to collaborate teachers (ex : When organize a training session , notify them)
 - * Improve this application to handle customer queries. Etc...