

WPSchoolPress Plugin



**A Glimpse of School
Management System inside
WordPress**

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WPSchoolPress Documentation

Server Recommendations

The first step in setting up WPSchoolPress – School Management System is to have WordPress installed and setup. Our hosting environment recommendations are:

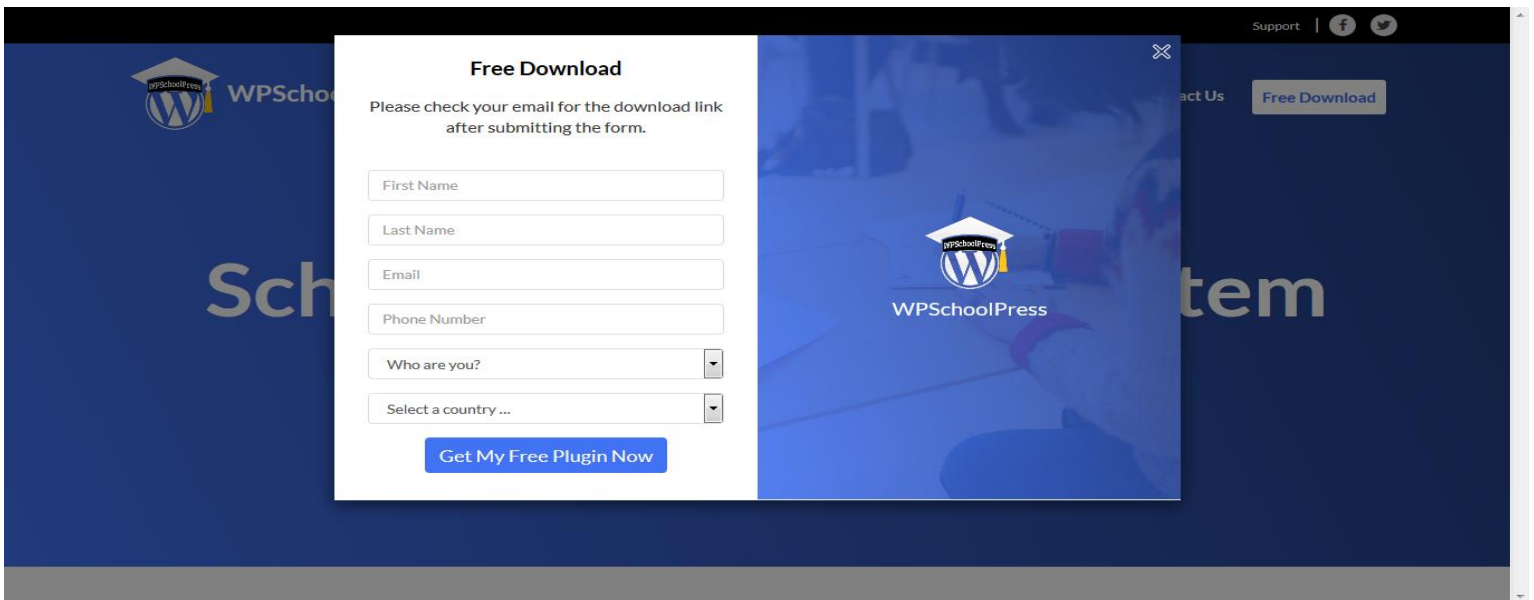
- PHP version 5.0 or greater.
- MySQL version 4.6 or greater.
- WordPress memory limit of 10MB or higher.

Installing WPSchoolPress

- Pre-requisite for installing WPSchoolPress:
WordPress version 4.8 or higher.
- Upload_max_filesize in php.ini should be 10MB or higher.
For WPSchoolPress to function properly, few items are added to your current site:
- User roles for Student, Teacher and Parent.

❖ Installing into WordPress

1. Visit www.wpschoolpress.com website to download the latest version of WPSchoolPress Plugin. Fill in the Free Download form on the website to receive the download link via email. Download and store the Plugin Zip file into your system.



Free Download

Please check your email for the download link after submitting the form.

First Name

Last Name

Email

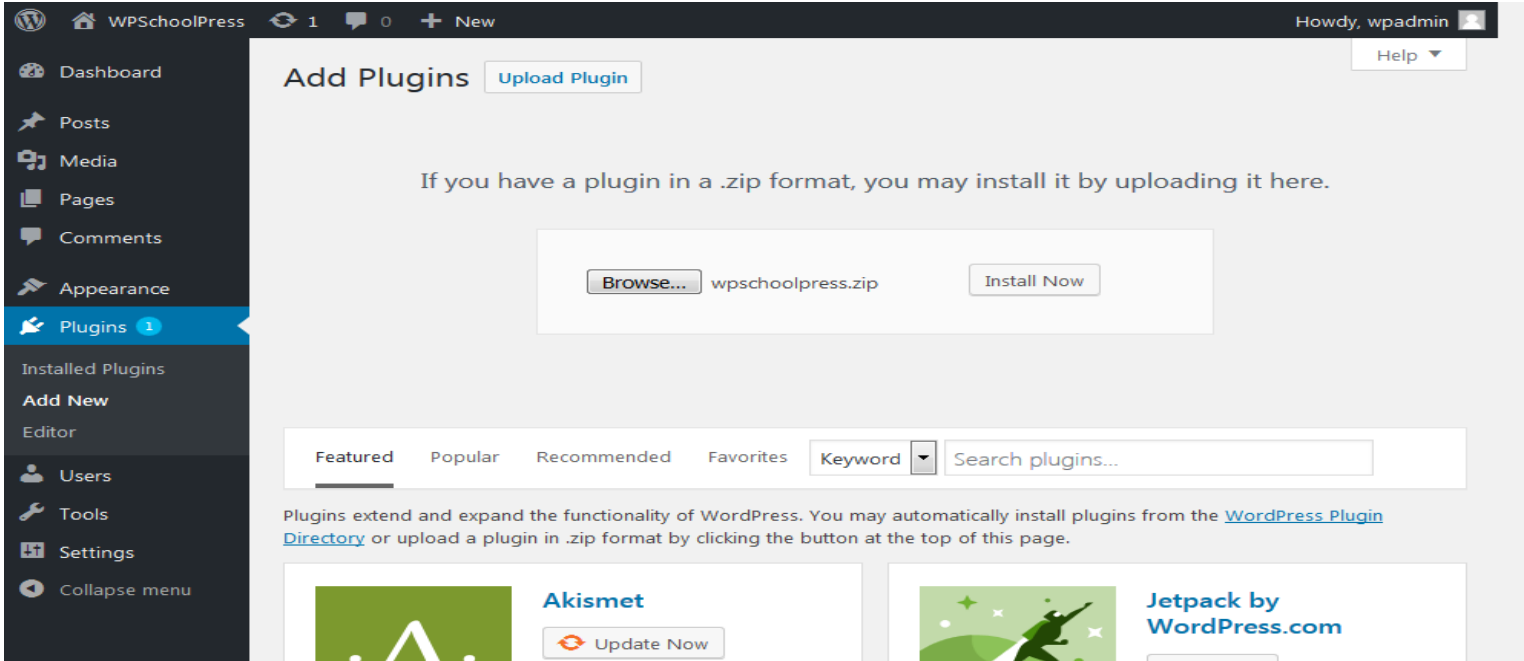
Phone Number

Who are you?

Select a country...

[Get My Free Plugin Now](#)

2. After downloading the Plugin,
 - i. Log into your WordPress site.
 - ii. Go to: **Plugins > Add New > Upload Plugin**.
 - iii. Browse and select the downloaded Plugin Zip. Click Install and Activate Plugin.
 - iv. WPSchoolPress admin dashboard can be accessed from top bar.



WPSchoolPress

Howdy, wpadmin

Add Plugins

[Upload Plugin](#)

If you have a plugin in a .zip format, you may install it by uploading it here.

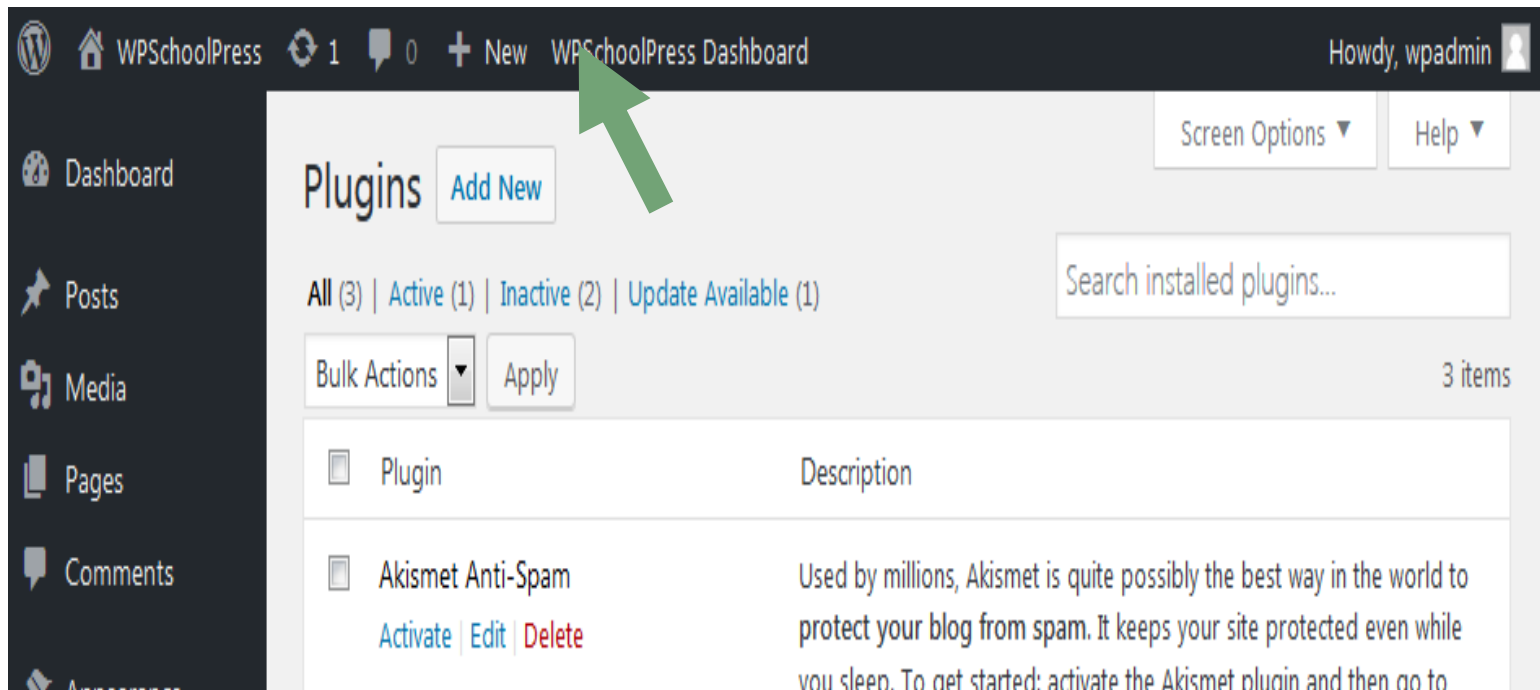
[Browse...](#) wpschoolpress.zip [Install Now](#)

Featured Popular Recommended Favorites **Keyword** Search plugins...

Plugins extend and expand the functionality of WordPress. You may automatically install plugins from the [WordPress Plugin Directory](#) or upload a plugin in .zip format by clicking the button at the top of this page.

Akismet [Update Now](#)

Jetpack by WordPress.com



The screenshot shows the WordPress Admin Dashboard for WPSchoolPress. The top navigation bar includes the WordPress logo, a home icon, the site name 'WPSchoolPress', a refresh icon with '1', a comment icon with '0', a '+ New' button, and the current page title 'WPSchoolPress Dashboard'. On the right of the top bar, it says 'Howdy, wpadmin' with a user profile icon. Below the top bar is a sidebar with menu items: Dashboard, Posts, Media, Pages, and Comments. The main content area is titled 'Plugins' and features an 'Add New' button. Below this, there are filters for 'All (3)', 'Active (1)', 'Inactive (2)', and 'Update Available (1)'. A search box for installed plugins is present. A 'Bulk Actions' dropdown menu is set to 'All' and an 'Apply' button is next to it. The table below shows 3 items. The first item is 'Akismet Anti-Spam' with a checkbox, and its description is 'Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to'. Below the plugin name are links for 'Activate', 'Edit', and 'Delete'.

❖ Import Demo Data

- 1 Login to WPSchoolPress Admin Dashboard.
- 2 Go to Settings > General Settings.
- 3 Click Import Demo Data.

❖ Installed Database

| Table Name | Description |
|-------------------------|-------------------------------------------------------------------------|
| wpsp_teacher | Stores teacher's data such as personal information. |
| wpsp_student | Stores student and parent data such as personal information. |
| wpsp_class | Stores class information. |
| wpsp_exam | Stores Exam information with related class and subjects. |
| wpsp_mark | Stores marks of all students. |
| wpsp_mark_extract | Stores separate marks for one subject such as practical and theory. |
| wpsp_messages | Stores messages. |
| wpsp_timetable | Stores timetable for all class. |
| wpsp_notification | Stores Notifications. |
| wpsp_subject | Stores subject information. |
| wpsp_workinghours | Stores lectures and break durations. |
| wpsp_transport | Stores transport information. |
| wpsp_settings | Stores School Information and additional settings such as social pages. |
| wpsp_attendance | Stores attendance of students on daily basis. |
| wpsp_teacher_attendance | Stores attendance of teachers on daily basis. |
| wpsp_events | Stores event information. |
| wpsp_import_history | Stores history of import events. |
| wpsp_leavedays | Stores information of leaves for classes. |

Starting with WPSchoolPress

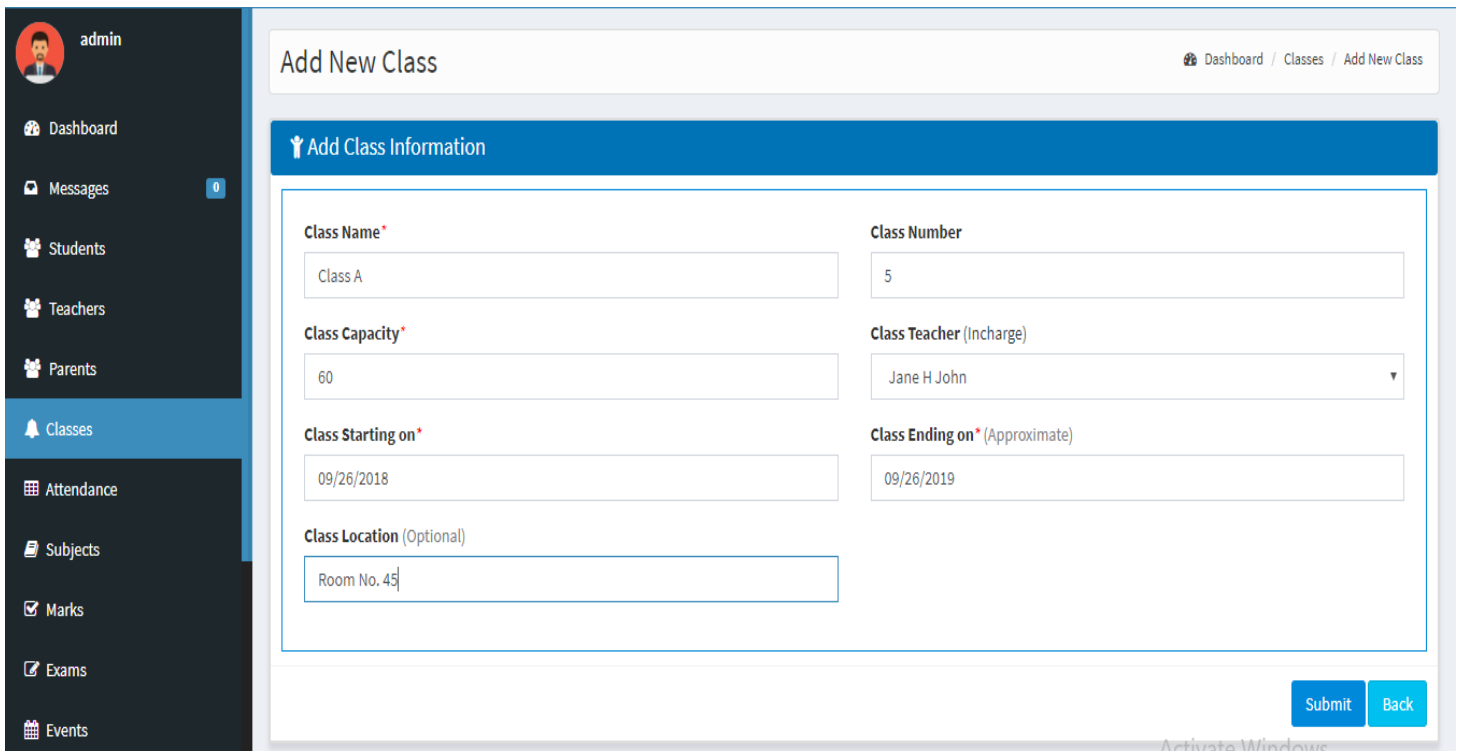
Dashboard:

❖ Settings & Options

- 1 Add Organization Information
- 2 Go to Settings > General Settings.
- 3 Fill school information and save.

❖ Add Class

- 1 Go to “Classes” option and select “Add Class”
- 2 Fill the class information and press submit
- 3 Go back and see your class would be appeared in class list, if not then please refresh the page
- 4 Repeat above steps to add more classes
- 5 If teachers are added, you can assign classes to them



admin

Dashboard / Classes / Add New Class

Add Class Information

| | |
|------------------------------------------|------------------------------------------|
| Class Name* | Class Number |
| <input type="text" value="Class A"/> | <input type="text" value="5"/> |
| Class Capacity* | Class Teacher (Incharge) |
| <input type="text" value="60"/> | <input type="text" value="Jane H John"/> |
| Class Starting on* | Class Ending on* (Approximate) |
| <input type="text" value="09/26/2018"/> | <input type="text" value="09/26/2019"/> |
| Class Location (Optional) | |
| <input type="text" value="Room No. 45"/> | |

Submit Back

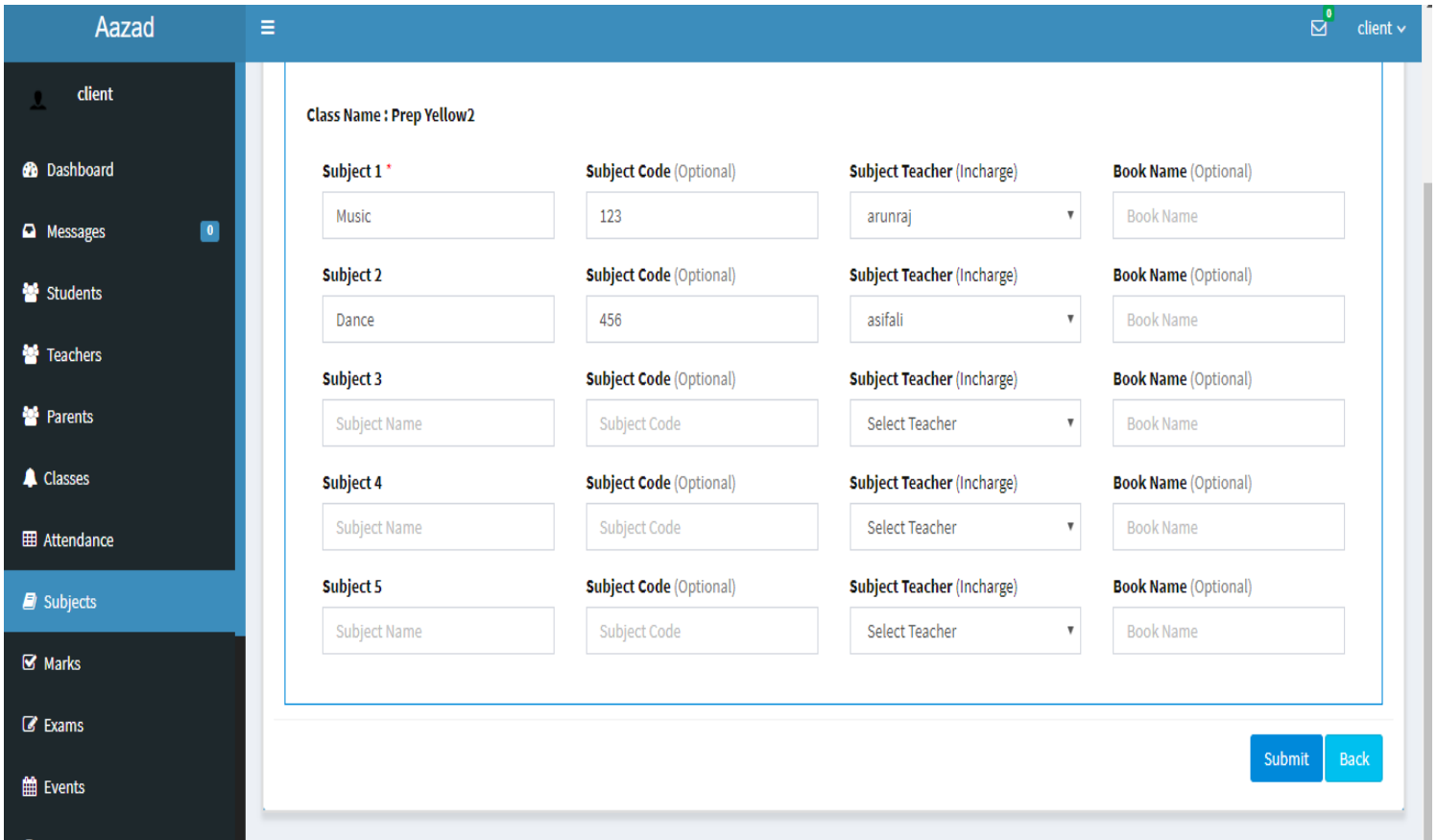
Activate Windows

❖ Add Teacher

- 1 Go to "Teachers" option and click "Add Teacher"
- 2 Fill the teacher's information, create username and password and press submit
- 3 You can also upload JPG image of that teacher
- 4 Go back and see the new added teacher's details would be displayed in teachers' list, if not then please refresh the page

❖ Add Subject

- 1 Go to "Subject" option, select class and then click on "Add Subject"
- 2 If you are using basic version of WpSchoolPress, than you have to manually insert teachers' detail one by one. If you have purchased our BULK IMPORT-EXPORT add-on feature, you can import as well as export and print the whole list(CSV file) of teachers in one go.
- 3 Insert number of subjects according to their respective classes and you can also assign teachers to each subject
- 4 Go back and see the new added subject details would be displayed in the selected class, if not then please refresh the page



Aazad client

client

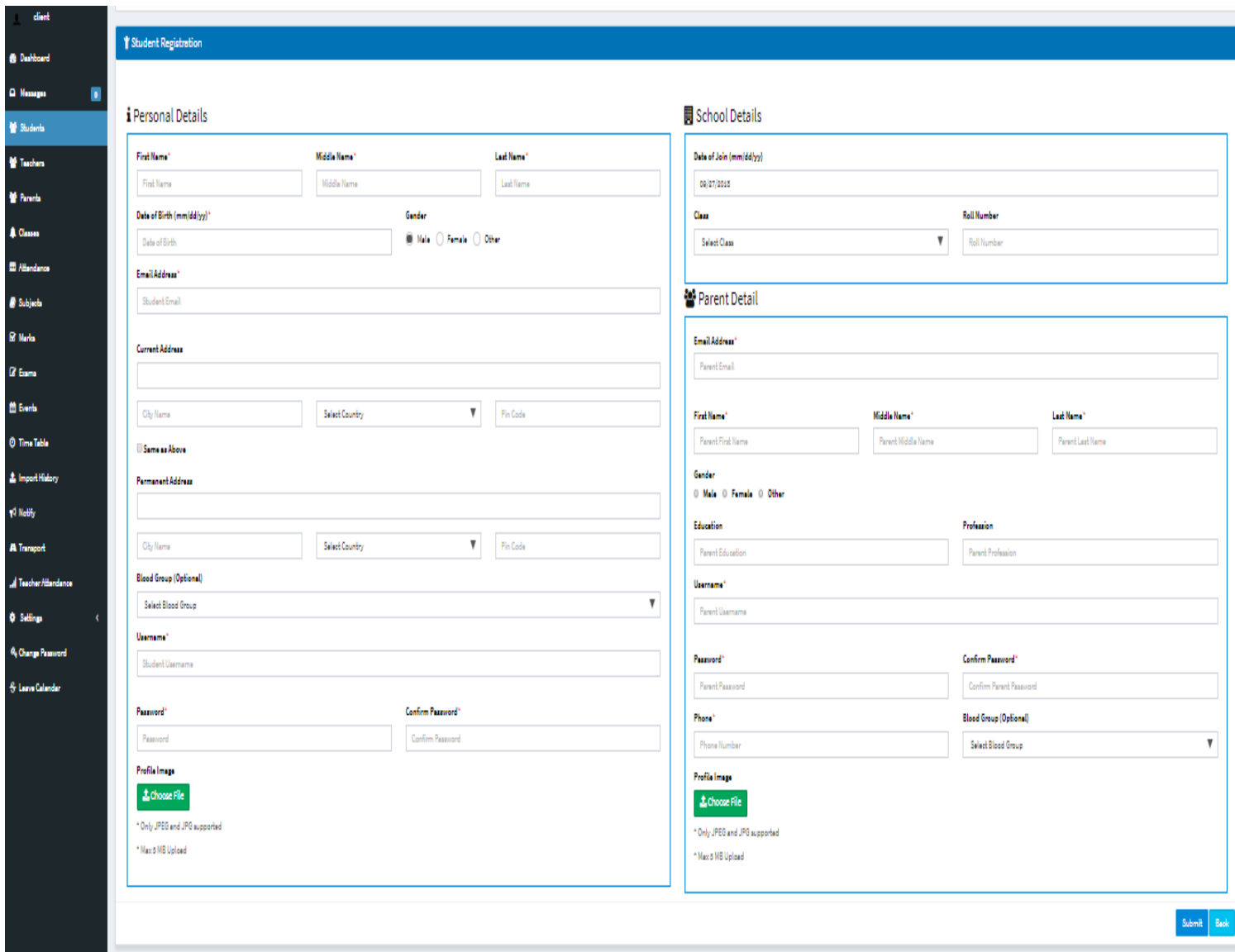
Class Name : Prep Yellow2

| Subject | Subject Code (Optional) | Subject Teacher (Incharge) | Book Name (Optional) |
|---------------------------|-------------------------|----------------------------|----------------------|
| Subject 1 * Music | 123 | arunraj | Book Name |
| Subject 2 Dance | 456 | asifali | Book Name |
| Subject 3 Subject Name | Subject Code | Select Teacher | Book Name |
| Subject 4 Subject Name | Subject Code | Select Teacher | Book Name |
| Subject 5 Subject Name | Subject Code | Select Teacher | Book Name |

Submit Back

❖ Add Student & Parent

- 1 Go to "Students" option and click "Add Student"
- 2 Fill the students' information, create username and password as well as parents' credentials, select class and press submit
- 3 If you are using basic version of WpSchoolPress, than you have to manually insert student's details one by one. If you have purchased our BULK IMPORT-EXPORT add-on feature, you can import as well as export and print the whole list (CSV file) of students in one go.
- 4 Go back and see the new added student's detail would be displayed in student' list of that particular class, if not then please refresh the page



Student Registration

Personal Details

First Name* Middle Name* Last Name*

Date of Birth (mm/dd/yyyy)* Gender Male Female Other

Email Address*

Current Address

City/Village Selected Country Pin Code

Same as Above

Permanent Address

Blood Group (Optional)

Username*

Password* Confirm Password*

Profile Image

* Only JPEG and JPG supported
* Max 8 MB Upload

School Details

Date of Join (mm/dd/yyyy)

Class Roll Number

Parent Detail

Email Address*

First Name* Middle Name* Last Name*

Gender Male Female Other

Education Profession

Username*

Password* Confirm Password*

Phone* Blood Group (Optional)

Profile Image

* Only JPEG and JPG supported
* Max 8 MB Upload

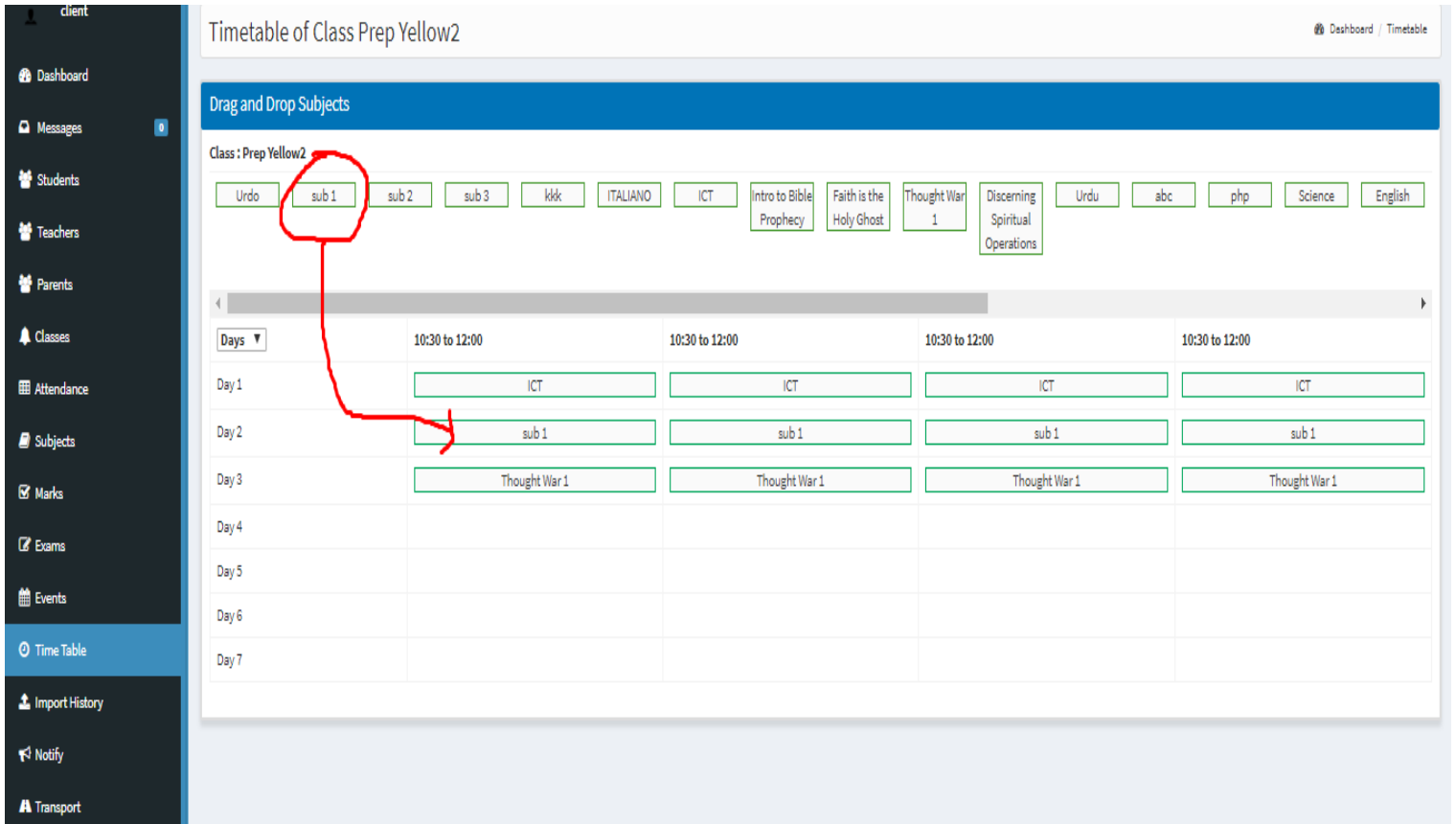
❖ Add Timetable

1 Go to **Settings > Working Hours**

2 Add Class hours. Class hours are used to define the number of lectures and breaks along with their respective time duration throughout the day. It is necessary to fill add class hours before Creating a Time Table.

3 Now you can go back and select Timetable option wherein you have to select the class for which you want to make the time table. Now you can drag the shown subjects to the slots which you had created in past for each class as shown in the below screen shot.

4 Teachers, students and parents can view timetable of their concerned class from their dashboards.



client

Dashboard / Timetable

Timetable of Class Prep Yellow2

Drag and Drop Subjects

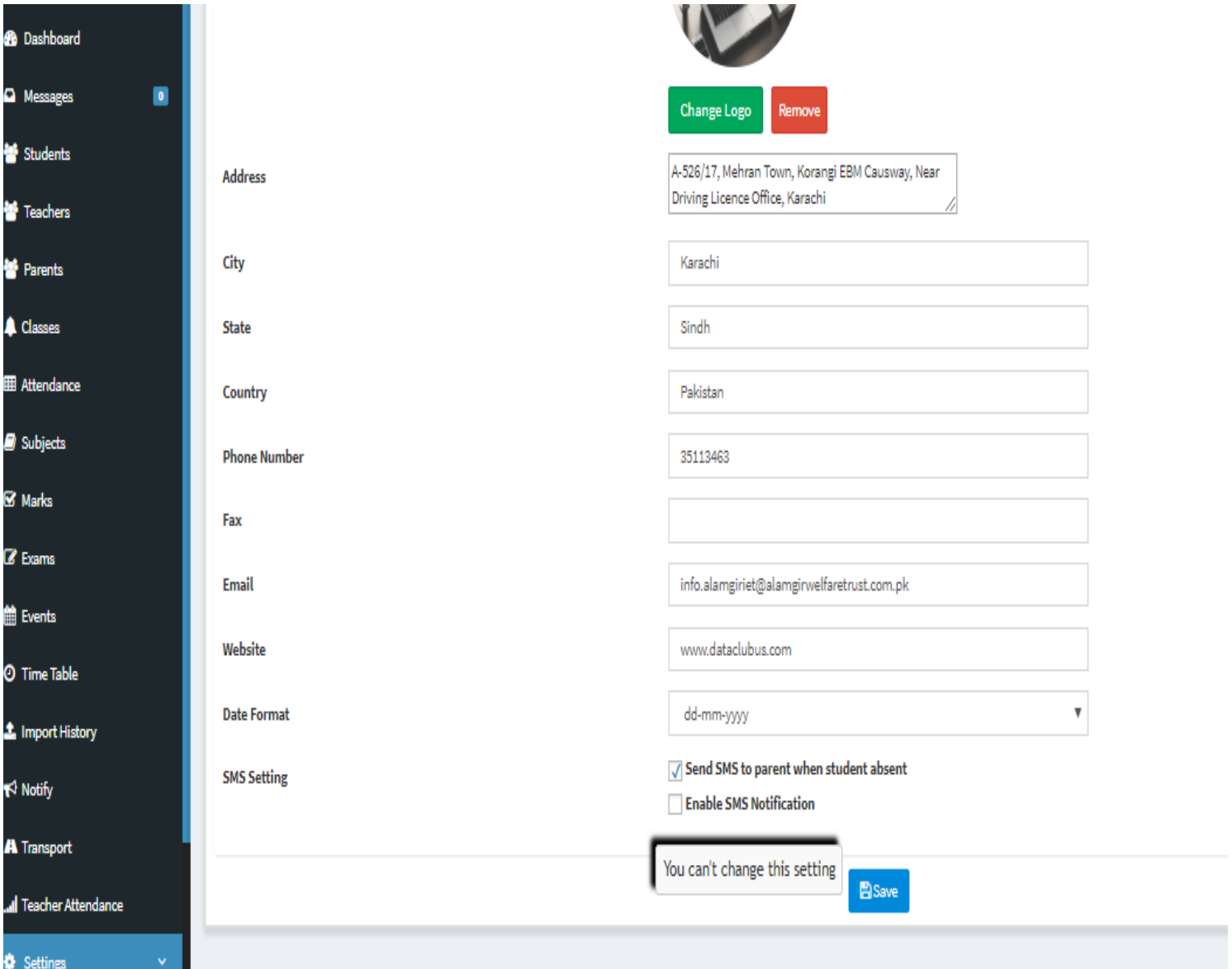
Class : Prep Yellow2

Urdo sub 1 sub 2 sub 3 kkk ITALIANO ICT Intro to Bible Prophecy Faith is the Holy Ghost Thought War 1 Discerning Spiritual Operations Urdu abc php Science English

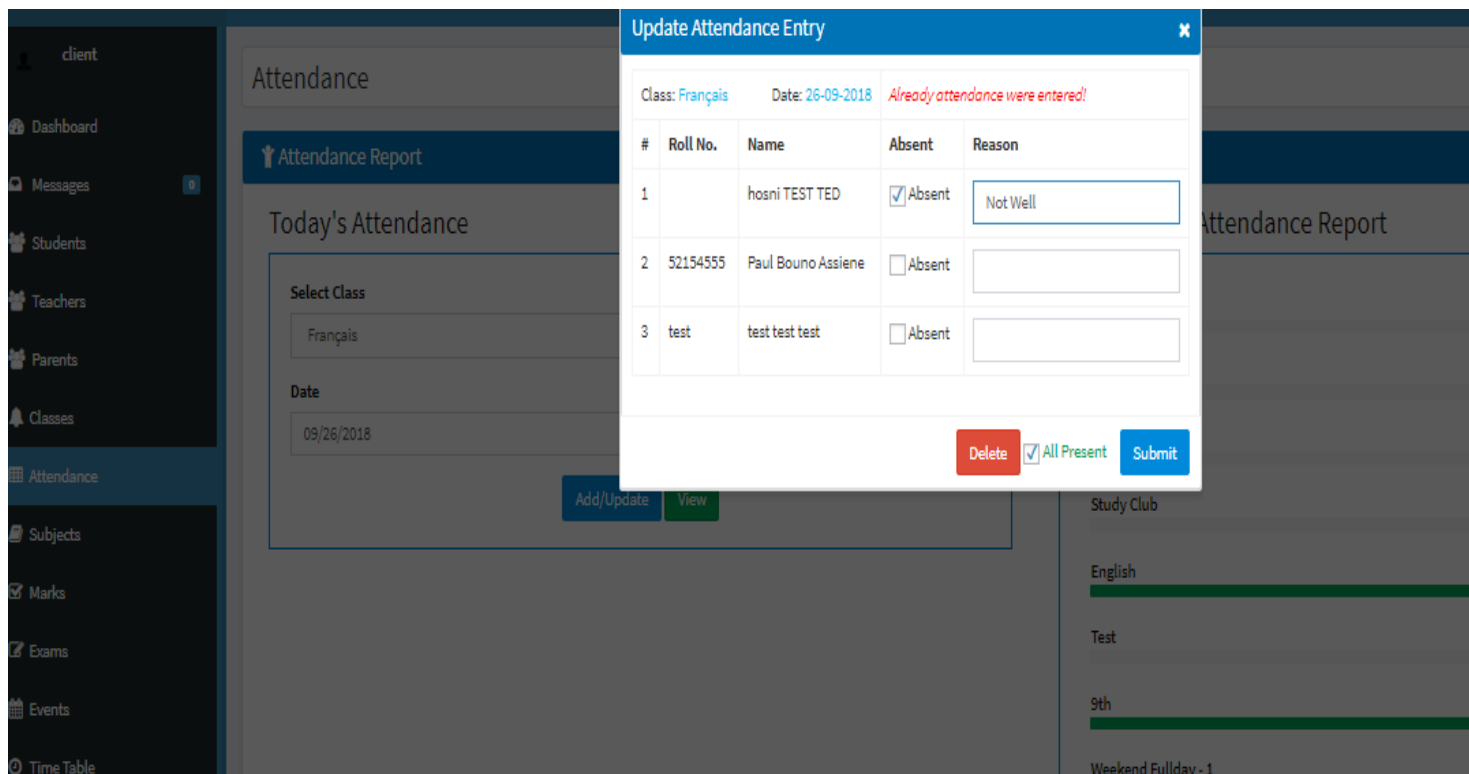
| Days | 10:30 to 12:00 | 10:30 to 12:00 | 10:30 to 12:00 | 10:30 to 12:00 |
|-------|----------------|----------------|----------------|----------------|
| Day 1 | ICT | ICT | ICT | ICT |
| Day 2 | sub 1 | sub 1 | sub 1 | sub 1 |
| Day 3 | Thought War 1 | Thought War 1 | Thought War 1 | Thought War 1 |
| Day 4 | | | | |
| Day 5 | | | | |
| Day 6 | | | | |
| Day 7 | | | | |

❖ Attendance

- 1 Teacher or admin can fill daily attendance of students as per their classes by selecting "Attendance" option
- 2 Select class and date for which you are intending to fill attendance and then click "Add/Update"
- 3 Mark present/absent status for all students and then submit, also you can mention the reason for those students who are absent and it will be updated automatically. Students and parents can view their/ their kid's attendance on their dashboards
- 4 If you use our SMS add-on feature, you can go to general settings>SMS setting and tick mark on "send SMS to parent when student is absent"



The screenshot shows the 'Settings' page in WPSchoolPress. On the left is a dark sidebar with navigation options: Dashboard, Messages (0), Students, Teachers, Parents, Classes, Attendance, Subjects, Marks, Exams, Events, Time Table, Import History, Notify, Transport, Teacher Attendance, and Settings. The main content area shows a profile section with a circular profile picture and two buttons: 'Change Logo' (green) and 'Remove' (red). Below this are several form fields for contact information: Address (A-526/17, Mehran Town, Korangi EBM Causway, Near Driving Licence Office, Karachi), City (Karachi), State (Sindh), Country (Pakistan), Phone Number (35113463), Fax (empty), Email (info.alamgiriet@alamgirwelfaretrust.com.pk), and Website (www.dataclubus.com). The 'Date Format' is set to 'dd-mm-yyyy'. Under the 'SMS Setting' section, there are two checkboxes: 'Send SMS to parent when student absent' (checked) and 'Enable SMS Notification' (unchecked). At the bottom right, there is a blue 'Save' button. A white tooltip with a black border and shadow is positioned over the 'Save' button, containing the text 'You can't change this setting'.



Update Attendance Entry

Class: Français Date: 26-09-2018 *Already attendance were entered!*

| # | Roll No. | Name | Absent | Reason |
|---|----------|--------------------|--------------------------------------------|----------|
| 1 | | hosni TEST TED | <input checked="" type="checkbox"/> Absent | Not Well |
| 2 | 52154555 | Paul Bouno Assiene | <input type="checkbox"/> Absent | |
| 3 | test | test test test | <input type="checkbox"/> Absent | |

Buttons: Delete, All Present, Submit

❖ Teacher Attendance

- 1 Admin can fill daily attendance of teachers "Teacher Attendance" option
- 2 Also admin can view past attendance date wise record or of all the teachers

- Attendance
- Subjects
- Marks
- Exams
- Events
- Time Table
- Import History
- Notify
- Transport
- Teacher Attendance
- Settings
- Change Password
- Leave Calendar

Teacher Attendance

✓ Teacher Attendance

Date

09/05/2018

Add
View

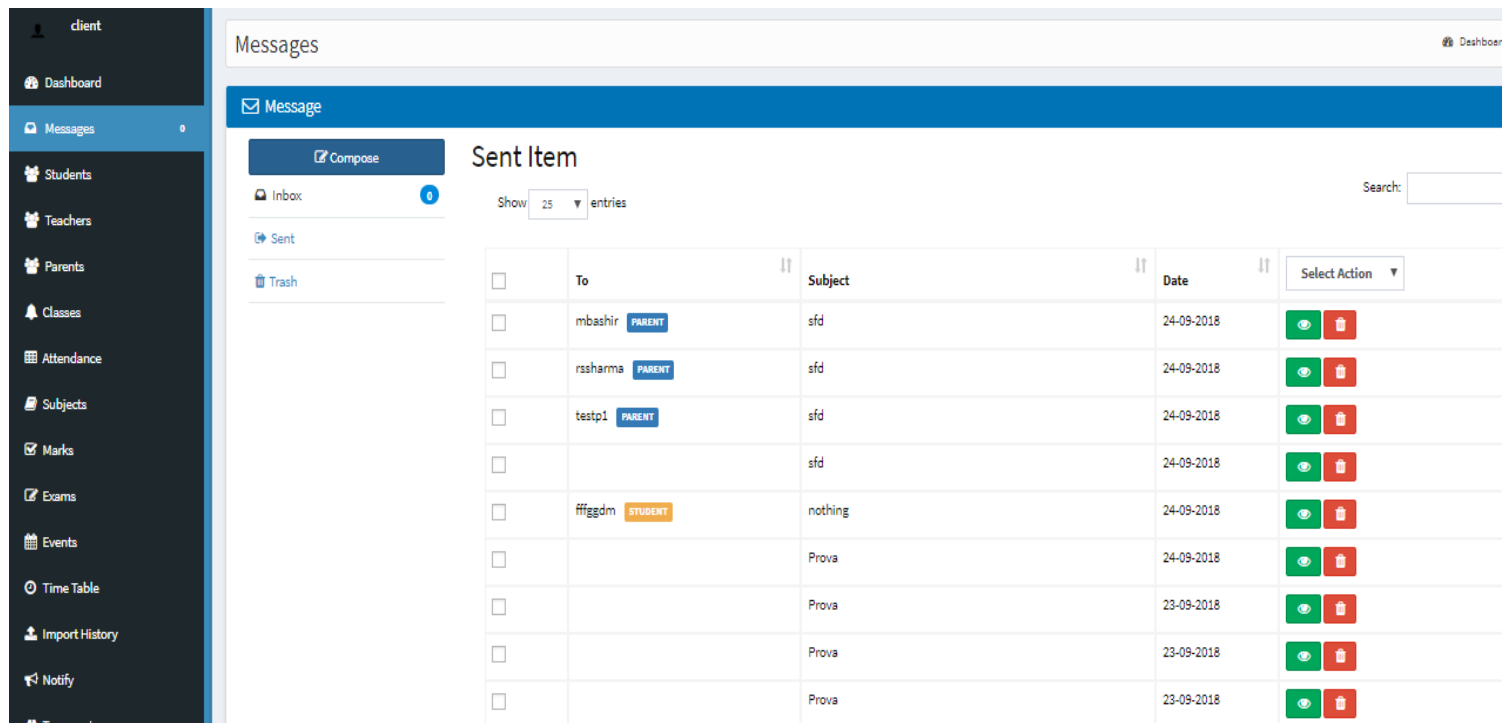
| Teacher Code | Teacher Name | Attendance | Comment |
|--------------|---------------------------|------------|---------|
| 35 | Ly Zelig MacLardie | Absent | Bus |
| 25 | Ronda Charo Canfer | Present | |
| 31 | Georgetta Jeanna Leythley | Present | |
| 27 | Howie Maurice Crowest | Present | |
| 38 | Lyon Westleigh Levitt | Present | |
| 34 | Denna Felicidad Penhale | Present | |
| 22 | Rutter Sebastiano Swatman | Present | |
| 25 | Henrieta Carleen Andover | Present | |

❖ Messages

1. Every user (admin, teacher, student, parents) can compose and receive text message in the inbox of their dashboard.

This is a free feature

Note: This will not be received on any phone number that is possible with our paid add-on feature for SMS

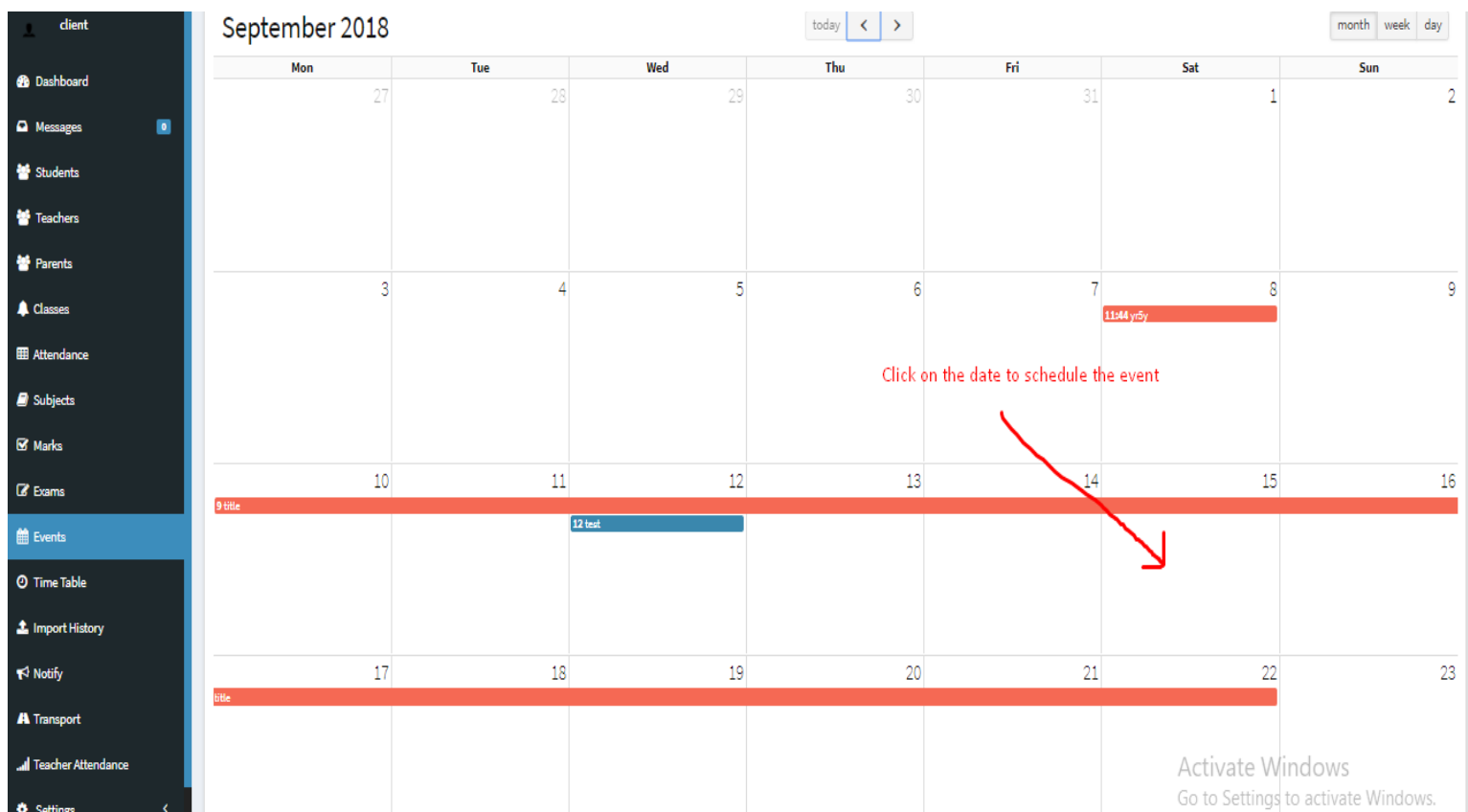


The screenshot displays the 'Messages' section of the WPSchoolPress dashboard. On the left is a dark sidebar with navigation options: client, Dashboard, Messages (0), Students, Teachers, Parents, Classes, Attendance, Subjects, Marks, Exams, Events, Time Table, Import History, Notify, and Transport. The main content area is titled 'Messages' and includes a 'Compose' button, a list of folders (Inbox with 1 message, Sent, Trash), and a 'Sent Item' table. The table shows a list of sent messages with columns for checkboxes, 'To', 'Subject', 'Date', and 'Select Action' (with eye and trash icons). A search bar is located in the top right of the message list area.

| | To | Subject | Date | Select Action |
|--------------------------|------------------------------|---------|------------|---------------|
| <input type="checkbox"/> | mbashir PARENT | sfd | 24-09-2018 | |
| <input type="checkbox"/> | rssharma PARENT | sfd | 24-09-2018 | |
| <input type="checkbox"/> | testp1 PARENT | sfd | 24-09-2018 | |
| <input type="checkbox"/> | | sfd | 24-09-2018 | |
| <input type="checkbox"/> | ffggdm STUDENT | nothing | 24-09-2018 | |
| <input type="checkbox"/> | | Prova | 24-09-2018 | |
| <input type="checkbox"/> | | Prova | 23-09-2018 | |
| <input type="checkbox"/> | | Prova | 23-09-2018 | |
| <input type="checkbox"/> | | Prova | 23-09-2018 | |

❖ Events

- 1 By clicking on Events, you will see the current month's calendar. So if you want to organize an event such as annual function, any festival or likewise events for your school, click on the date and fill in the event's details and as shown in the below screen shots.
- 2 You will see your events on your main dashboard



client

September 2018

today < >

month week day

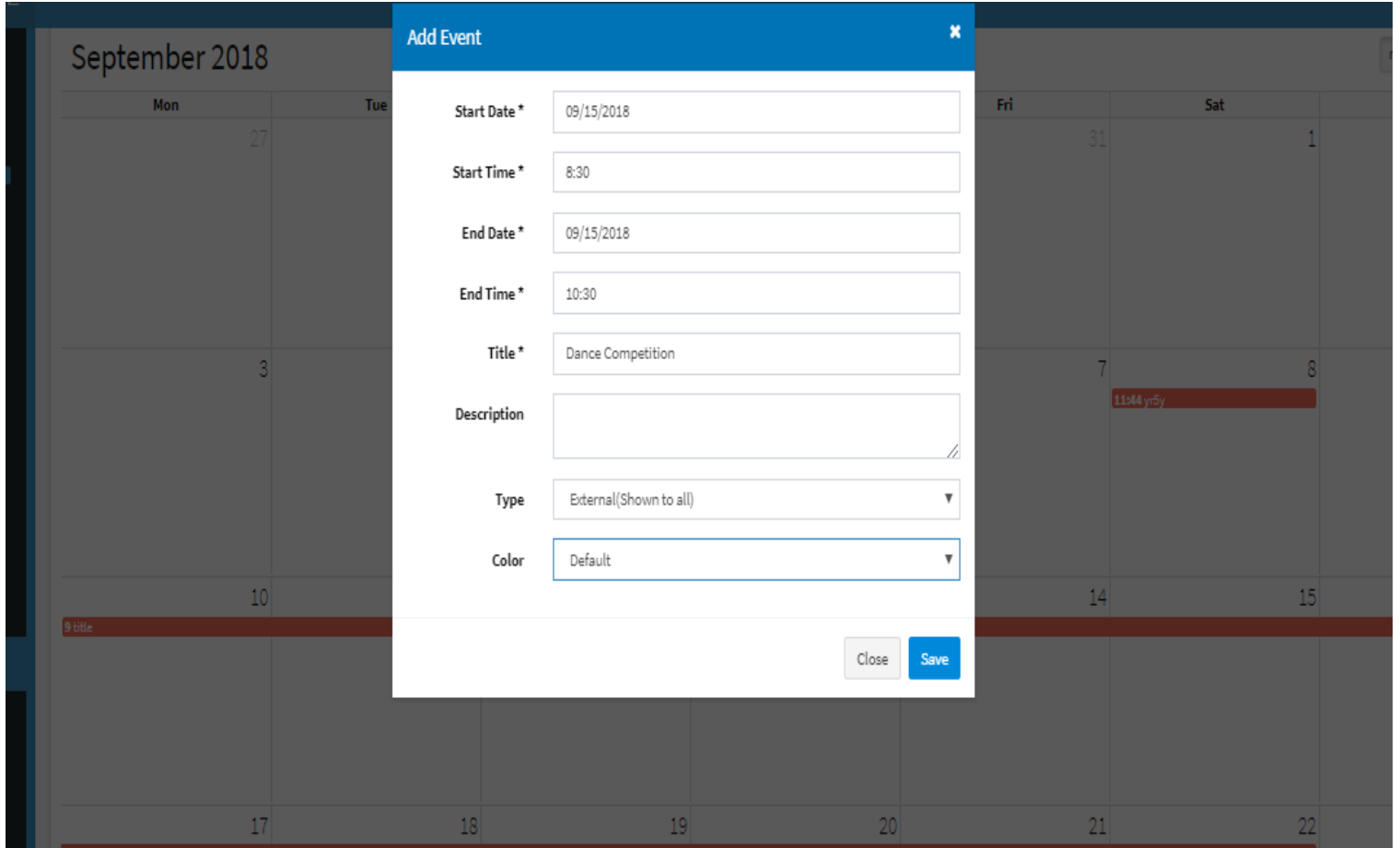
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---------------|-----|---------------|-----|-----|-----------------|-----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 11:44 yr5y | 9 |
| 10 9 title | 11 | 12 12 test | 13 | 14 | 15 | 16 |
| 17 title | 18 | 19 | 20 | 21 | 22 | 23 |

Click on the date to schedule the event

Activate Windows
Go to Settings to activate Windows.

client

- Dashboard
- Messages
- Students
- Teachers
- Parents
- Classes
- Attendance
- Subjects
- Marks
- Exams
- Events
- Time Table
- Import History
- Notify
- Transport
- Teacher Attendance
- Settings



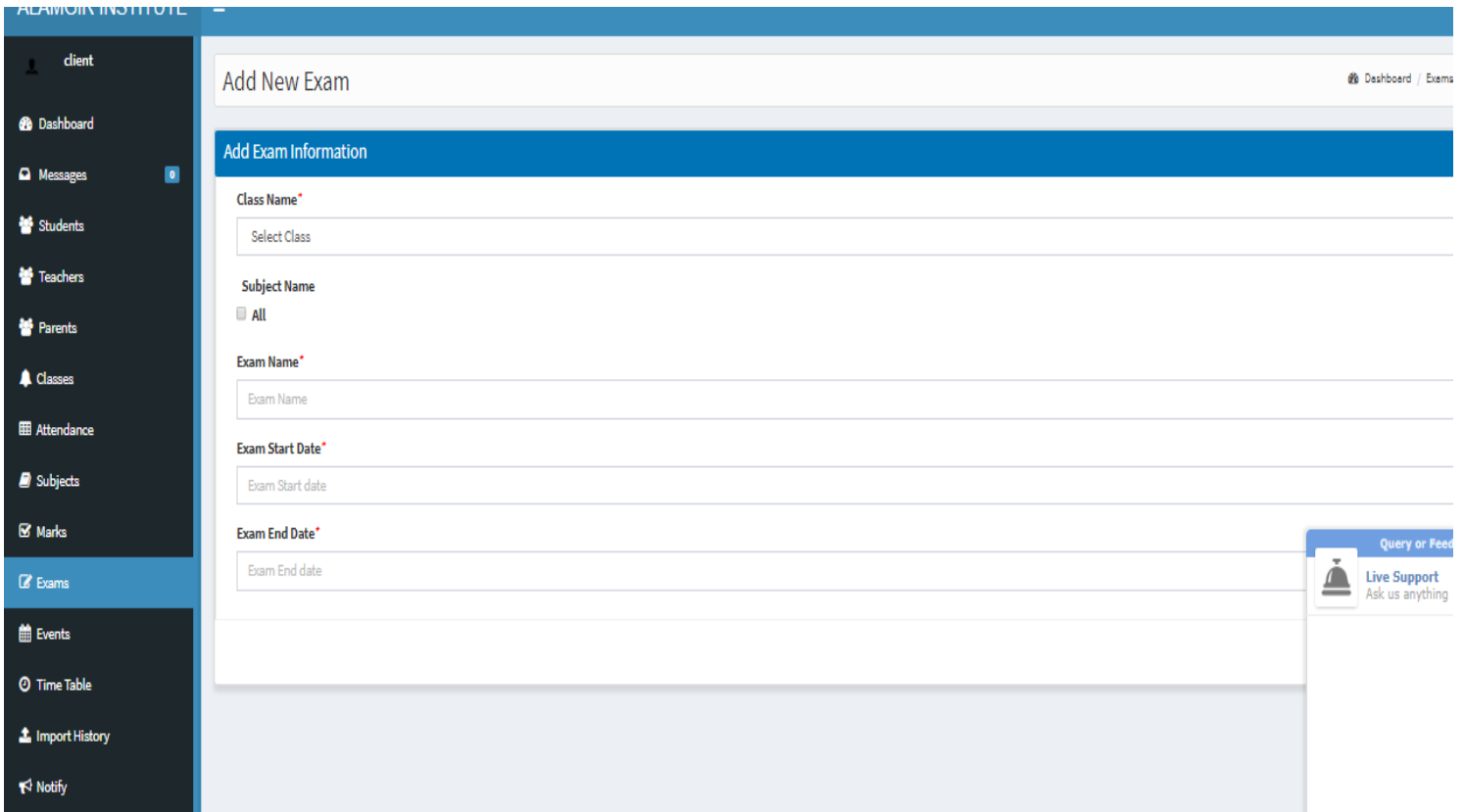
The screenshot shows a calendar for September 2018. A modal window titled "Add Event" is open in the center. The form contains the following fields:

- Start Date ***: 09/15/2018
- Start Time ***: 8:30
- End Date ***: 09/15/2018
- End Time ***: 10:30
- Title ***: Dance Competition
- Description**: (empty text area)
- Type**: External(Shown to all) (dropdown menu)
- Color**: Default (dropdown menu)

At the bottom of the modal are "Close" and "Save" buttons. The background calendar shows dates from 27 to 22, with a red bar at the bottom of the 10th and 15th.

❖ Exams

- 1 By clicking on Exams, a teacher and admin will see the current exam/test list and if you want to add a new exam, click on add exam.
- 2 Select class and fill the details and submit this exam list will also appear on dashboard.
- 3 Students can view their exam schedules from their dashboards



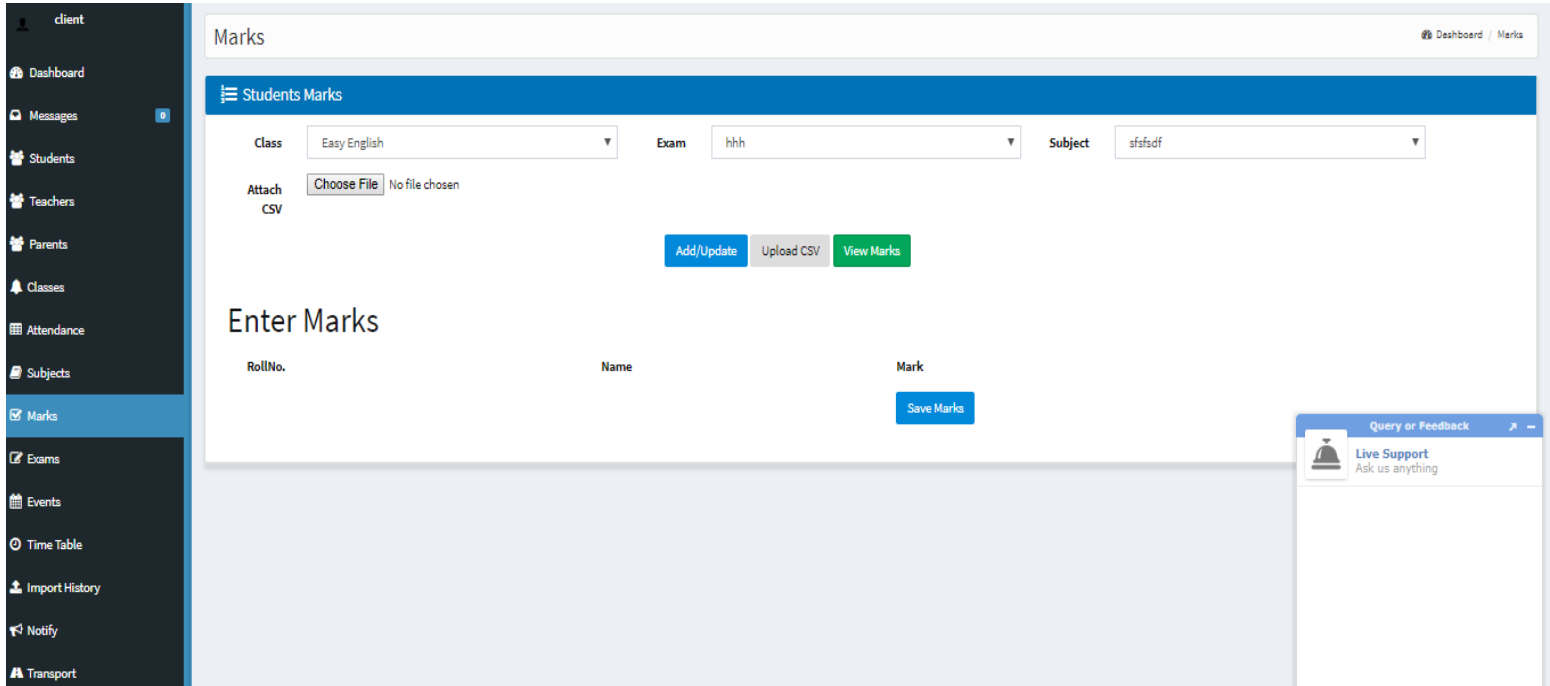
The screenshot shows the 'Add New Exam' form in the WPSchoolPress dashboard. The form is titled 'Add New Exam' and is located in the 'Add Exam Information' section. The form contains the following fields:

- Class Name***: A dropdown menu with the option 'Select Class'.
- Subject Name**: A radio button labeled 'All'.
- Exam Name***: A text input field with the placeholder 'Exam Name'.
- Exam Start Date***: A text input field with the placeholder 'Exam Start date'.
- Exam End Date***: A text input field with the placeholder 'Exam End date'.

The dashboard includes a sidebar with navigation options: client, Dashboard, Messages, Students, Teachers, Parents, Classes, Attendance, Subjects, Marks, Exams (highlighted), Events, Time Table, Import History, and Notify. A 'Live Support' chat window is visible in the bottom right corner.

❖ Marks

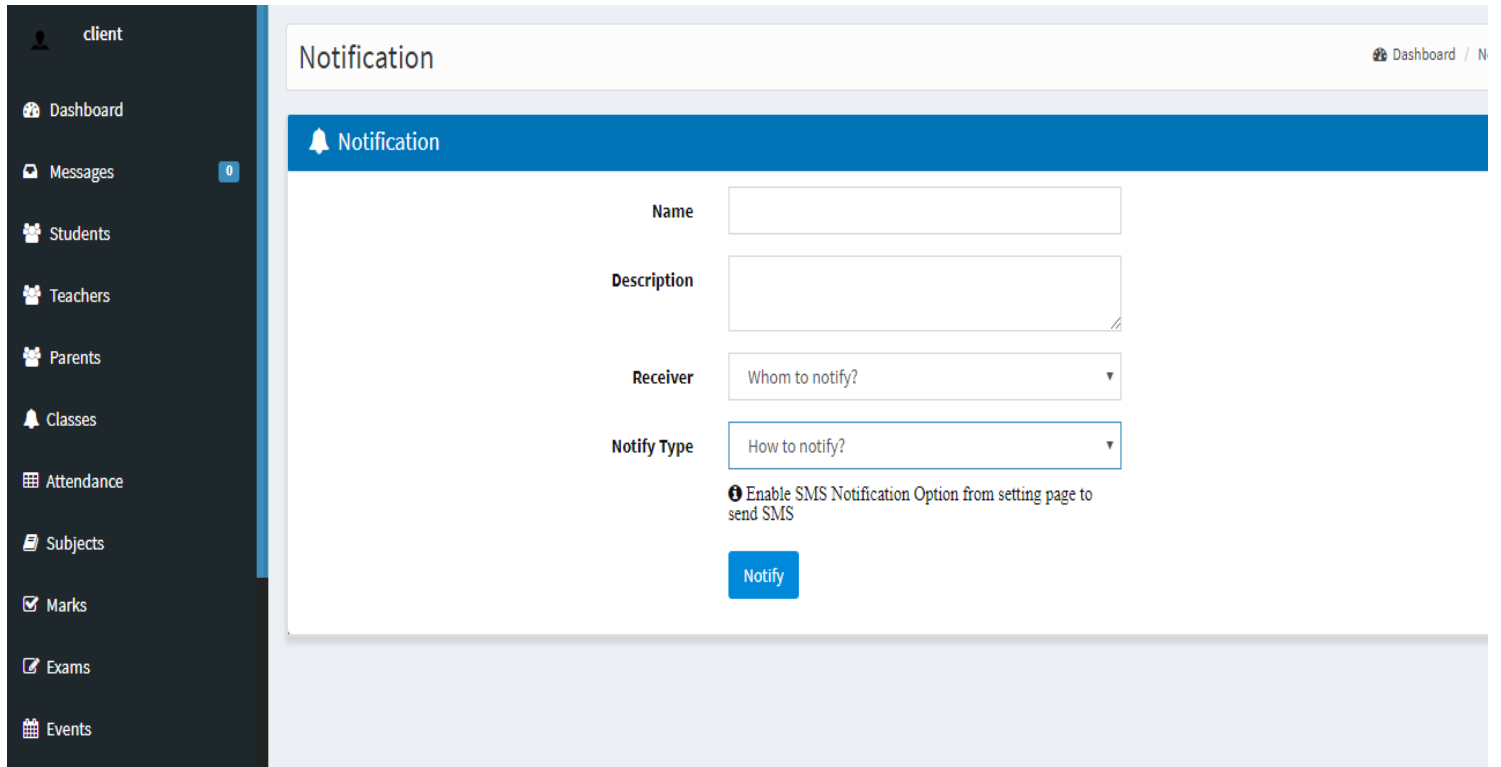
- 1 If you are using free basic version of plugin, you have to manually insert each student's marks by selecting their class, exam and subject.
- 2 If you have our add-on bulk Import/Export feature, you can select and upload the CSV file of students in their particular class and exam.



The screenshot displays the 'Marks' management interface. On the left is a dark sidebar with navigation options: client, Dashboard, Messages, Students, Teachers, Parents, Classes, Attendance, Subjects, Marks (highlighted), Exams, Events, Time Table, Import History, Notify, and Transport. The main content area is titled 'Marks' and contains a 'Students Marks' section. This section includes three dropdown menus for 'Class' (set to 'Easy English'), 'Exam' (set to 'hhh'), and 'Subject' (set to 'sfsadf'). Below these is an 'Attach CSV' section with a 'Choose File' button and the text 'No file chosen'. Three buttons are present: 'Add/Update' (blue), 'Upload CSV' (grey), and 'View Marks' (green). The 'Enter Marks' section features a table with columns for 'RollNo.', 'Name', and 'Mark', and a 'Save Marks' button. A 'Query or Feedback' live support chat window is visible in the bottom right corner.

❖ Notify

- 1 Go to "Notify"> "+Notify" and fill the details and also choose an option from SMS or E-MAIL through which you want to send notifications
- 2 If you are using basic version, you would not get benefit to use SMS option for shooting notification to bulk.



client

Dashboard

Messages 0

Students

Teachers

Parents

Classes

Attendance

Subjects

Marks

Exams

Events

Notification

Dashboard / N

Notification

Name

Description

Receiver

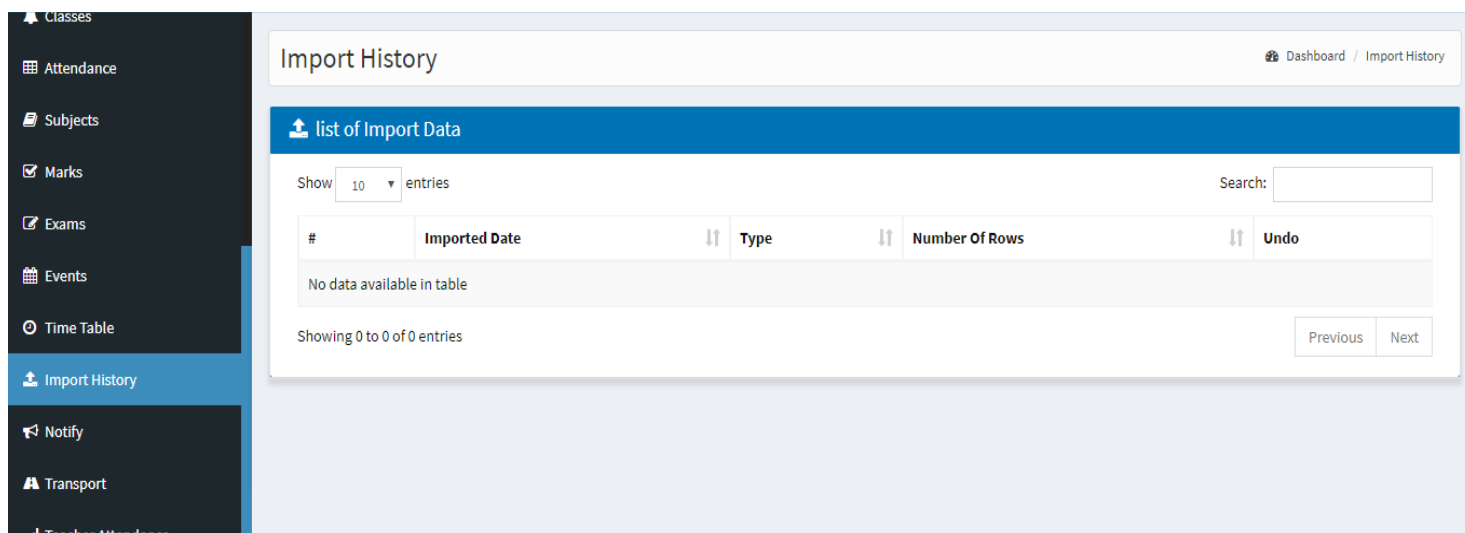
Notify Type

Enable SMS Notification Option from setting page to send SMS

Notify

❖ Import History

- 1 You will be able to see the history of CSV files that you have imported



❖ Transport

- 1 Parents, teachers and students will be able to see the information related with transportation such as vehicle no., driver name and contact no., route fees, etc.

