



The Model School Parent Portal / Parent App

User Manual 2016-2017

Your children's education and progress is of prime importance. But is busy schedule getting in your way? If yes, worry no more. Now track your children's progress conveniently from your system / mobile through our parent portal .Have more than one child studying at the same institution? No issues, this portal can handle multiple profiles.

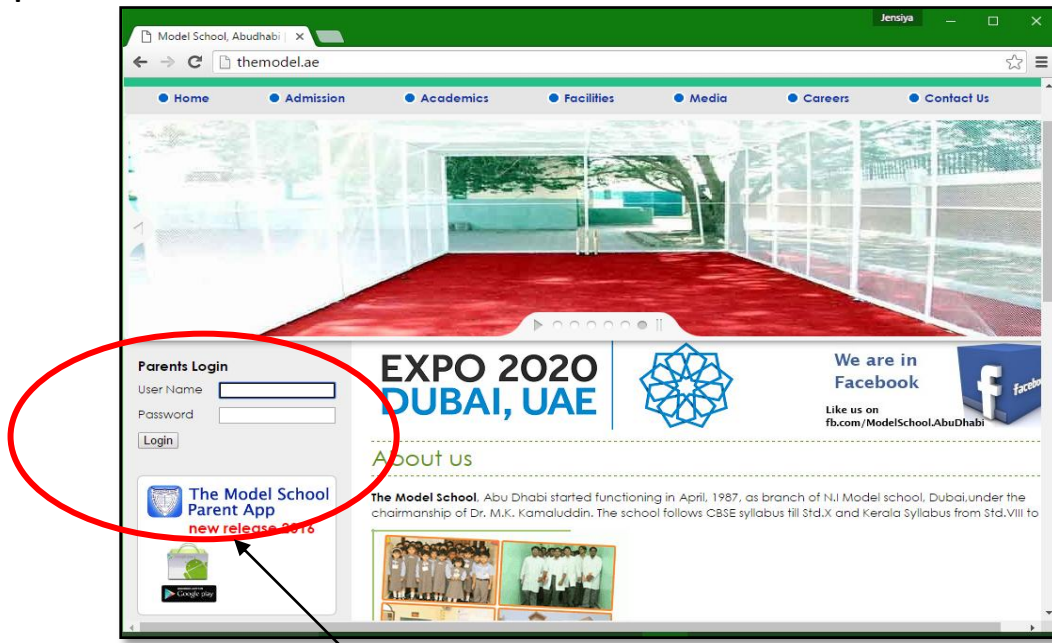
- Simple, easy to use interface
- Separate profiles for each child

Features:

- **Attendance Tracking:** Check your child's attendance.
- **Fee Tracking:** Track fee due dates always at your fingertips
- **Circulars:** To retrieve schedules, time tables, circulars, etc
- **Results:** Track semester-wise results (grades) for all subjects.
- **Assignments:** Track assignments status of your children.
- **Study Materials:** Download study materials of your children.
- **Communication centre:** Better communication between parents and teachers means getting closer to the child

Login:

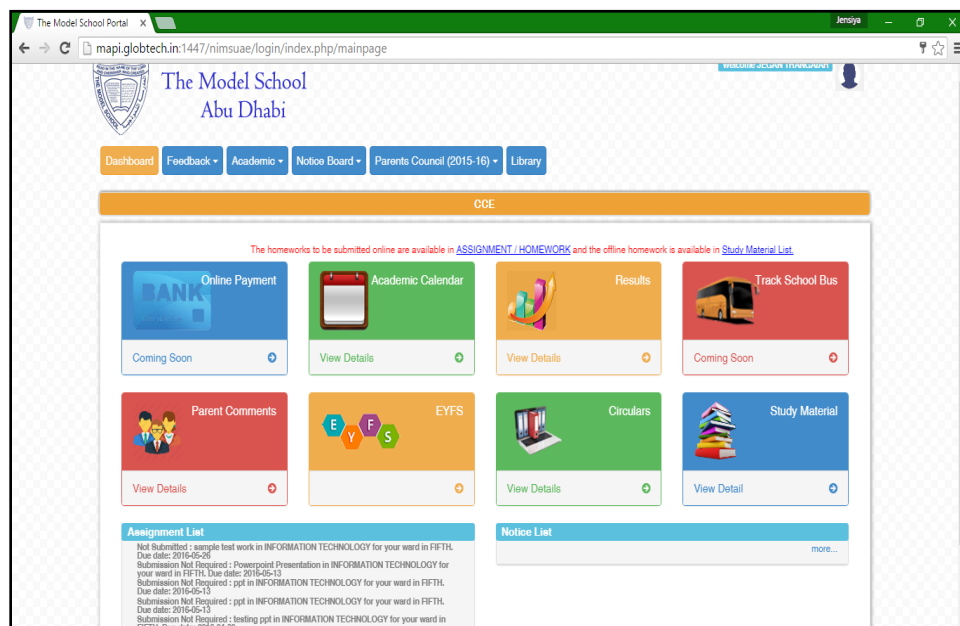
Step 1: Go to our school website www.themodel.ae



Step 2: In left corner of the website you can find Parents login

Step3: Enter username and password for your child provided by our school.

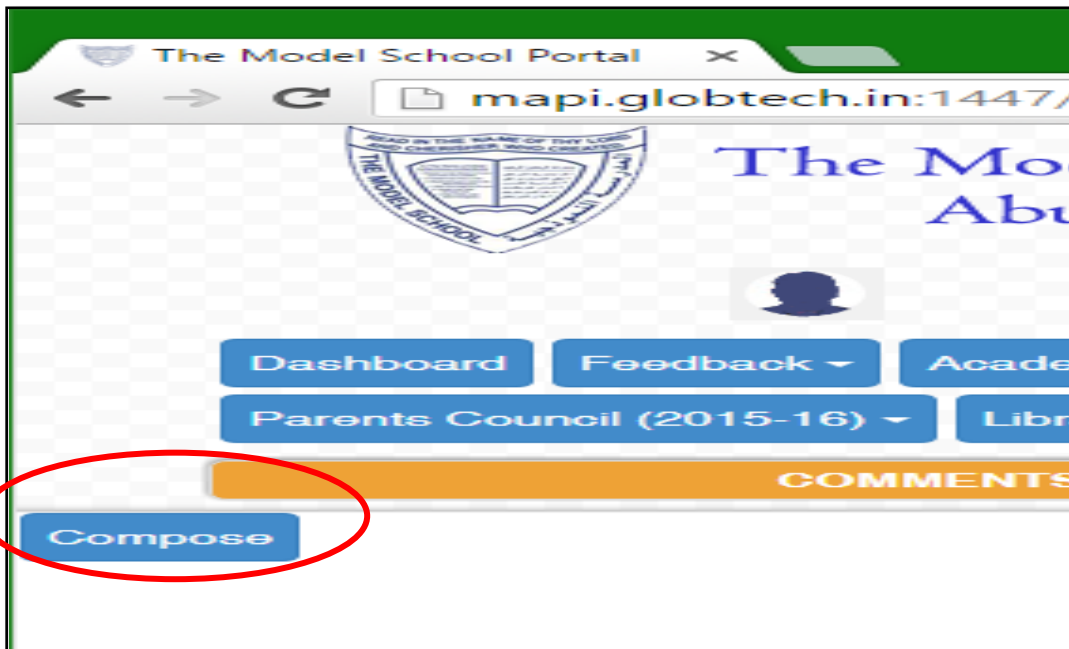
Step 4: Now you will be able to see the home page like shown below.



1. Procedure for giving Parents Feedback/Comments

Step 1: Click on **Parent Comments** tab from the home page.

Step2: Click on **COMPOSE**

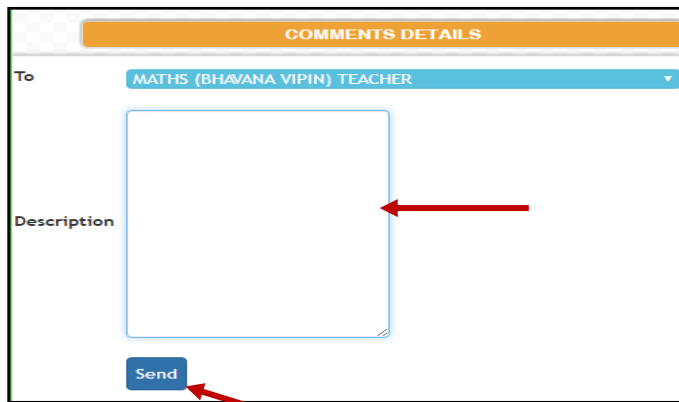


Step 3: Choose the **Subject teacher** to whom you want to send the comment.

A screenshot of a web form titled 'COMMENTS DETAILS'. It contains a 'To' field with a dropdown menu. The dropdown is open, showing a list of subject teachers. An arrow points to the 'HINDI(ASWATHY NIDHEESH) TEACHER' option. Below the dropdown is a 'Description' text area and a 'Send' button.

COMMENTS DETAILS	
To	<div>--Select-- --Select-- MATHS (BHAVANA VIPIN) TEACHER ENGLISH(ARSHIA NIKHAT) TEACHER HINDI(ASWATHY NIDHEESH) TEACHER SOCIAL SCIENCE(HAZEENA . KARUTHANATHODI) TEACHER ARABIC(RAJULA . HAKKIM) TEACHER INFORMATION TECHNOLOGY(MEENA DEVI) TEACHER INFORMATION TECHNOLOGY(JENSI TEACHER) TEACHER GENERAL KNOWLEDGE(HAZEENA . KARUTHANATHODI) TEACHER ISLAMIC STUDIES(REHIYAA ABDUL MAJEED) TEACHER MORAL SCIENCE(MEENA DEVI) TEACHER General Science (RESNI . REMANAN) TEACHER MALAYALAM(DEEPA . DEEPAK) TEACHER</div>
Description	<div></div>
<div>Send</div>	

Step 4: Write in the **description** box



COMMENTS DETAILS

To: MATHS (BHAVANA VIPIN) TEACHER

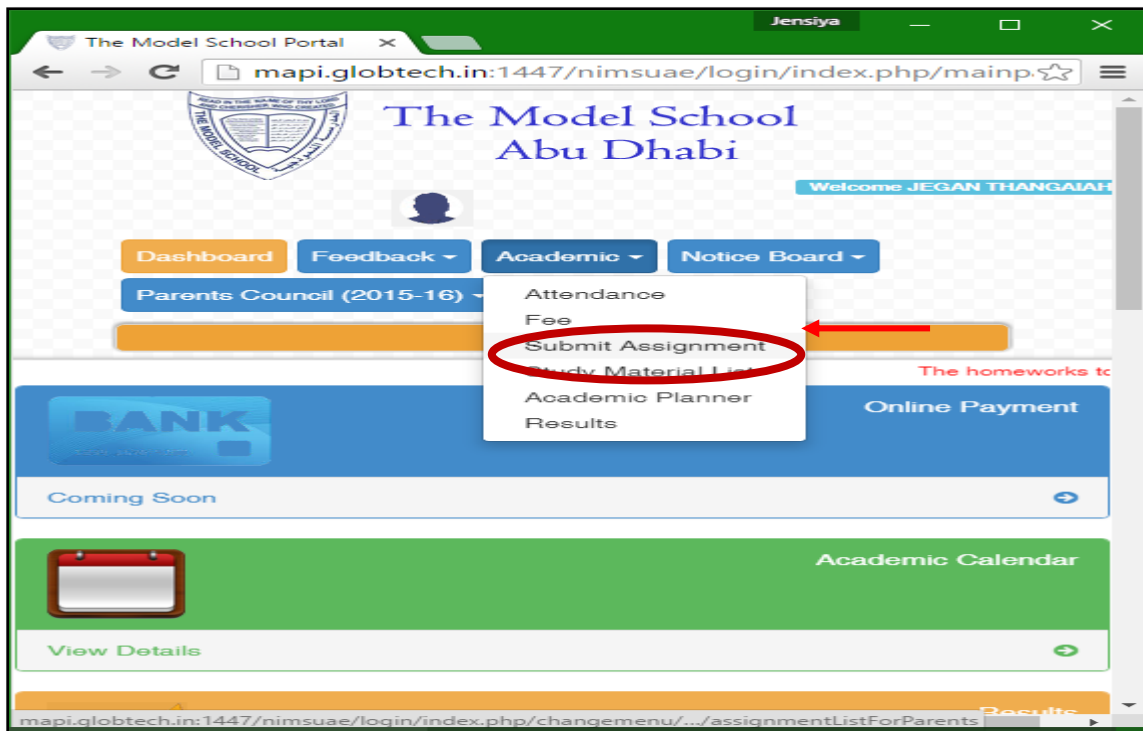
Description

Send

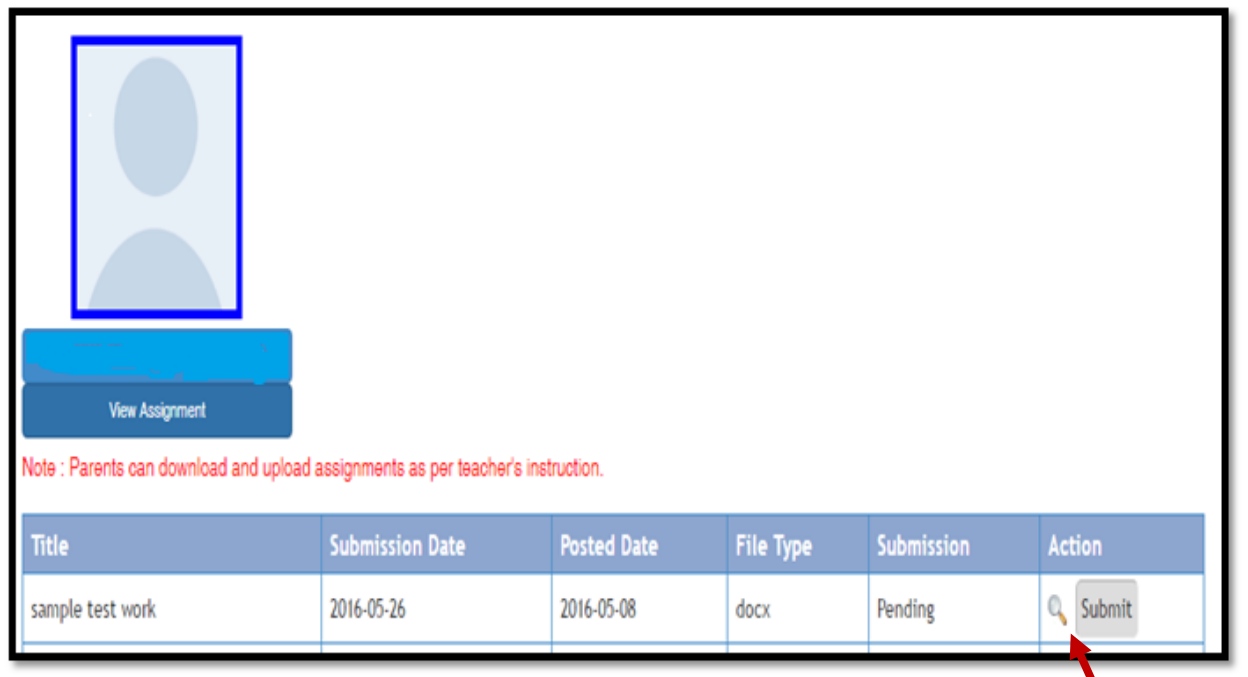
Step 5: Click Send

2. Procedure for Submitting Assignment/Homework


Step 1: Go to Academic tab → Submit Assignment



Step 2: Click on View Assignment

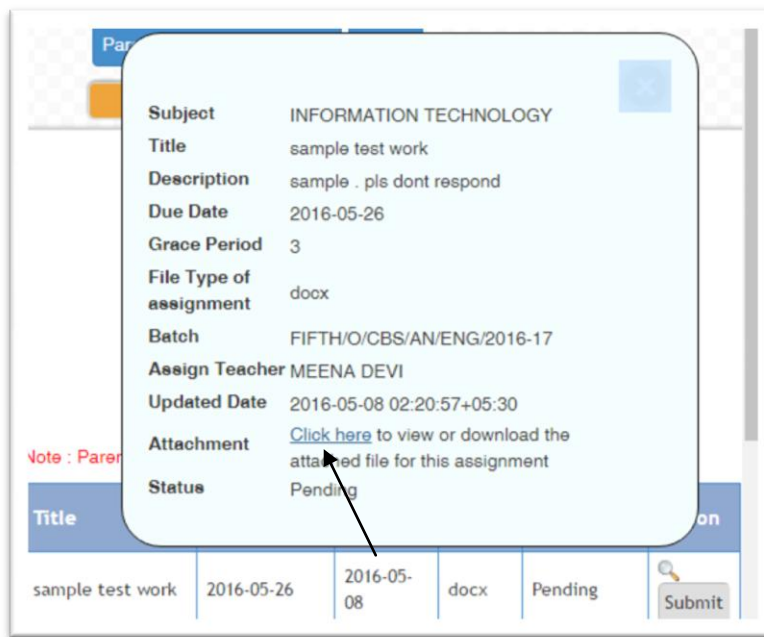


Note : Parents can download and upload assignments as per teacher's instruction.

Title	Submission Date	Posted Date	File Type	Submission	Action
sample test work	2016-05-26	2016-05-08	docx	Pending	 Submit


Step 3: For viewing the assignment → click on **search icon**  inside the Action column.

Step 4: Full description of the assignment and the attachment file will be available as shown below.



Note : Parents can download and upload assignments as per teacher's instruction.

Subject: INFORMATION TECHNOLOGY
Title: sample test work
Description: sample . pls dont respond
Due Date: 2016-05-26
Grace Period: 3
File Type of assignment: docx
Batch: FIFTH/O/CBS/AN/ENG/2016-17
Assign Teacher: MEENA DEVI
Updated Date: 2016-05-08 02:20:57+05:30
Attachment: [Click here](#) to view or download the attached file for this assignment
Status: Pending

Title	Submission Date	Posted Date	File Type	Submission	Action
sample test work	2016-05-26	2016-05-08	docx	Pending	 Submit

Step 5: For downloading the assignment file

Click on Attachment → [click here](#) as mention in the above picture.

Step 6: For submitting the assignment

Click on → **submit button**  under Action column

Step 7: click on → **choose file**

SUBMIT YOUR CHILDREN'S ASSIGNMENT	
Batch	FIFTH/O/CBS/AN/ENG/2016-17
Subject	INFORMATION TECHNOLOC
Title	sample test work
Description	sample . pls dont respond
Due date	2016-05-26
Grace period	3
upload	<input type="button" value="Choose File"/> No file chosen
Go Back	<input type="button" value="Submit"/>

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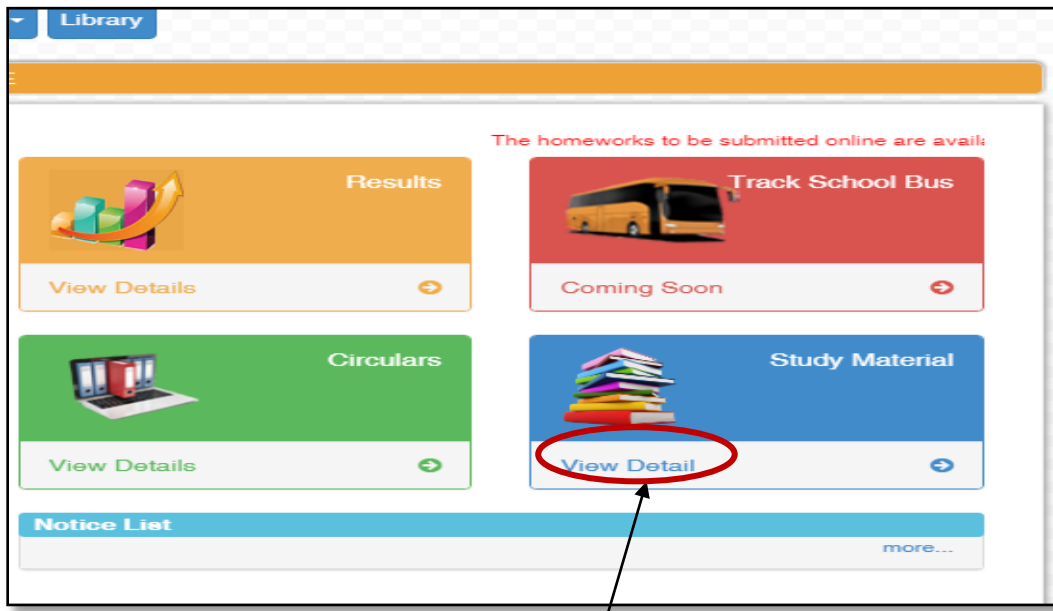
And attach the assignment from your computer.

Step 8: Then click on→



3. Procedure for Downloading Study Materials

Step 1: Click on study material → [View detail](#) as shown in below fig



Step 2: Now you will be able to view the study material as list



Step 3: Click on → action button **select**  as shown in the above figure.

Step 4: Now you can able to see the detailed study material in pink column

[Dashboard](#) [Feedback](#) [Academic](#) [Notice Board](#) [Parents Council \(2015-16\)](#) [Library](#)

STUDY MATERIAL LIST


Circular Ref Code: ITPublished Date: 2016-05-12

Issued By: MEENA DEVI - 135926

LESSON-1,4 IT NOTES

Attachments: [LESSON-1,4 IT NOTES](#)

[Lesson-1,4.doc](#)

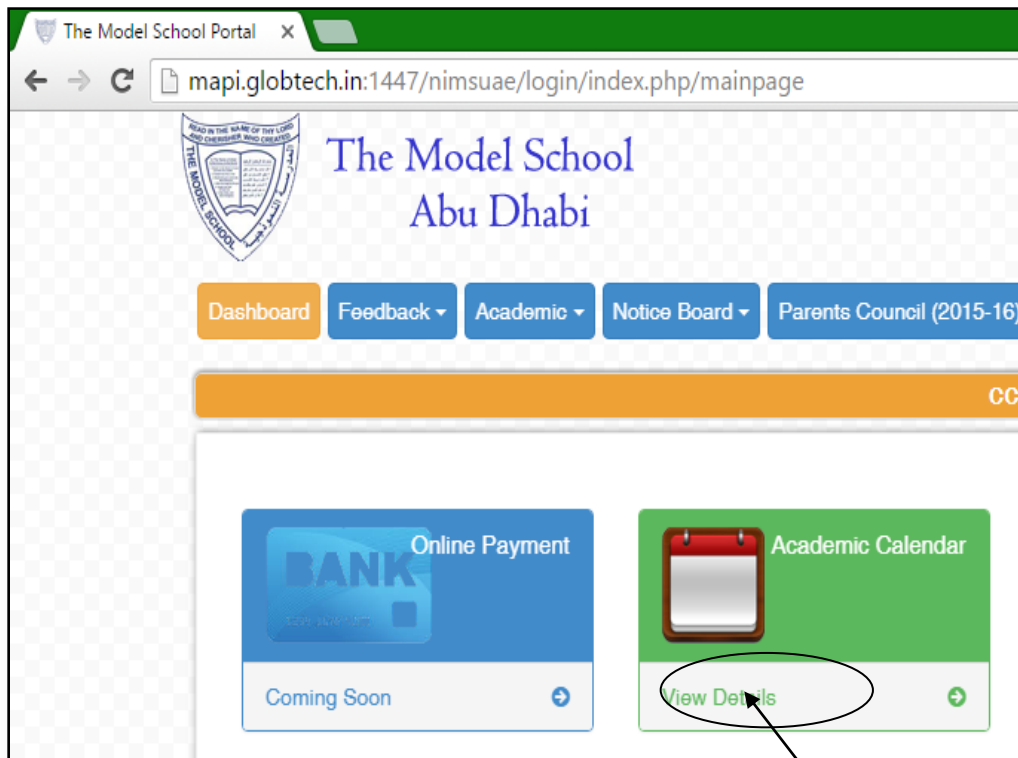
Reference Code	Published Date	Expiry	Read	Action
IT	2016-05-12	2016-06-28	LESSON-1,4 IT NOTES	 SELECT

Found 1 results ,showing 1 to 1Page 1 of 1

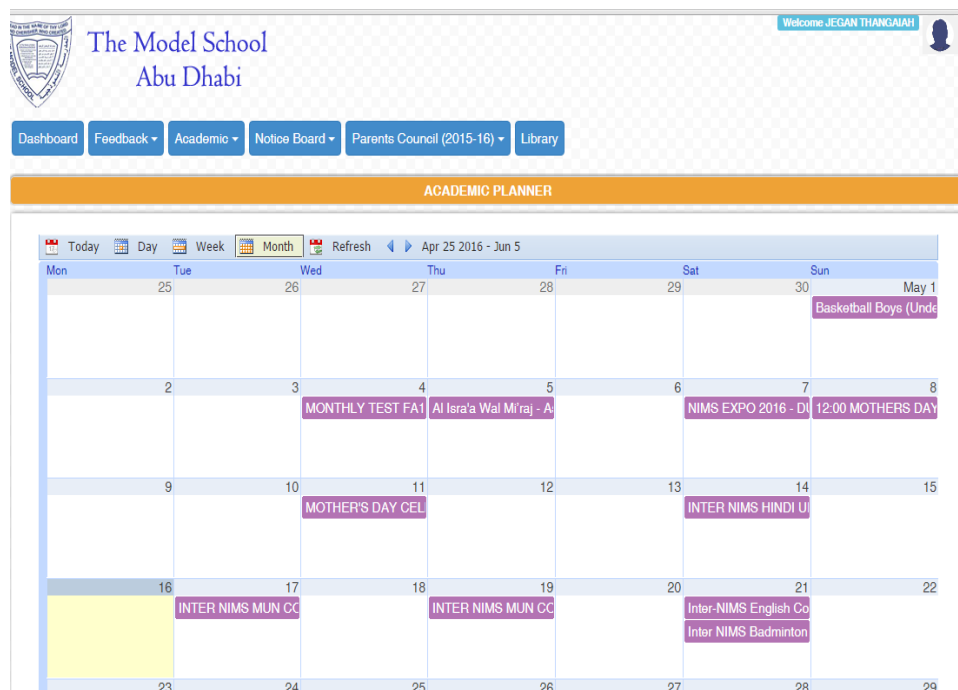
Step 5: Now by clicking on the attachment file, you can able to download the study materials.

4. Procedure for viewing your ward Academic Calendar

- ❖ Here you can able to view your wards upcoming events, holidays, and schedule.

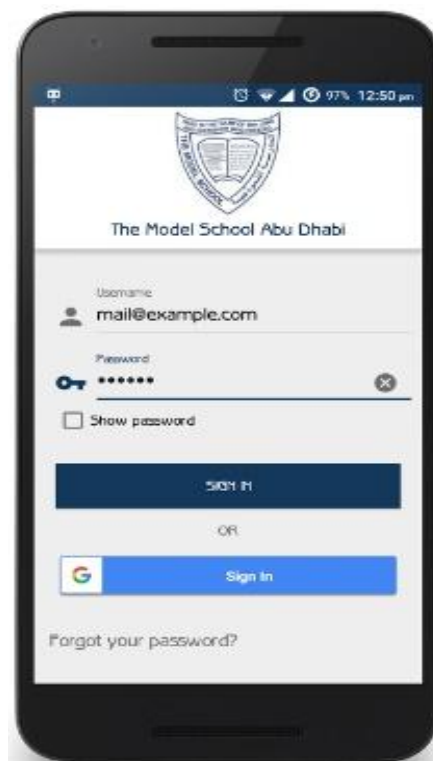


Step 1: Click on Academic Calendar → view details



PARENTS APP

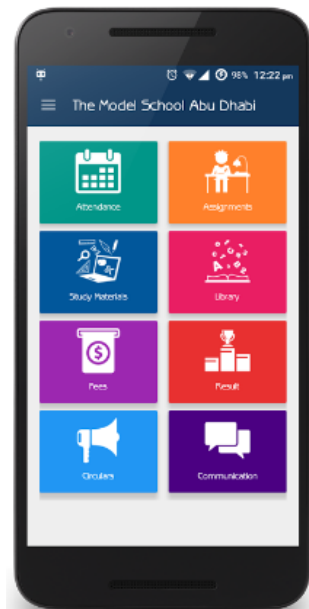
As part of our mission to keep in touch with parents 24x7, we are pleased to inform the launch of user friendly 'Model School AUH Parent App' through which the parents are able to track the attendance, study materials etc. and get information about circulars, assessment results etc. at your finger tip, wherever you are. The app developed in android OS is available for downloading in the play store or from the link given in the school website www.themodel.ae You can logon to the App using the current username and password issued for parents' portal.



Step 1: Login ParentApp using your ward's Username and password issued by our school.

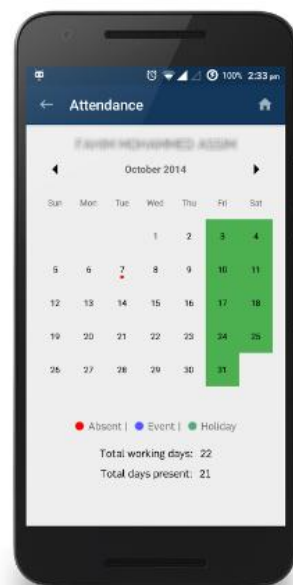
Step 2: Home Page of Parent App.

✓ By clicking each icon you can view the details of your ward.



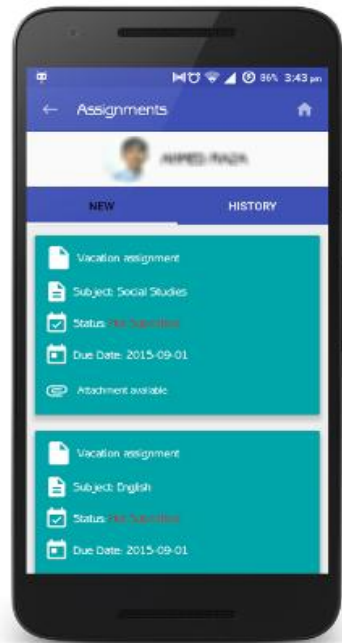
Step 3: Click on Attendance tab from Home Page

✓ Check your wards daily Attendance



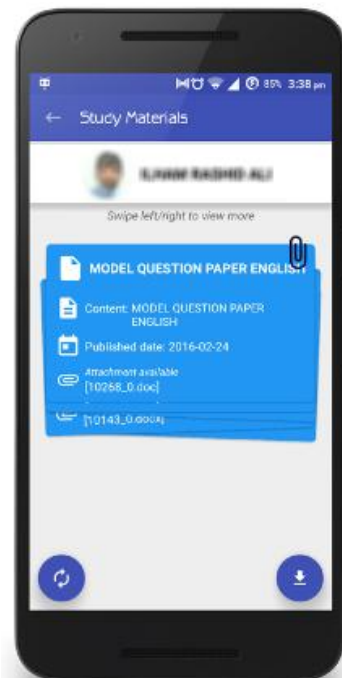
Step 4: Assignment

You can view the homework for your child and then submit the homework here

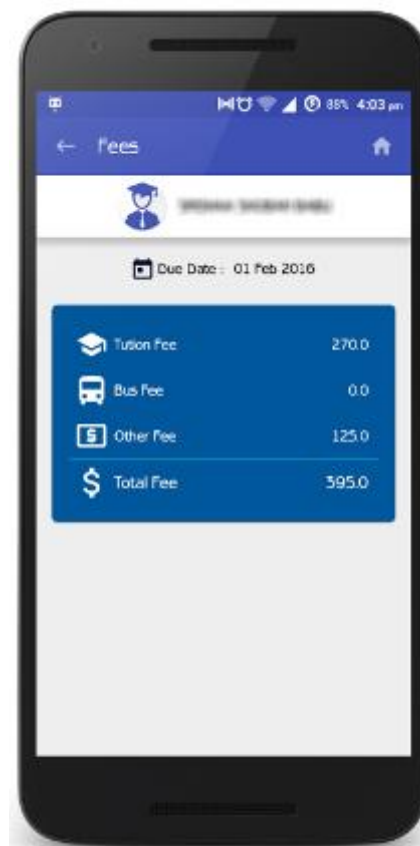


Step 5: Study Materials

✓ Here you can download your ward study materials.



Step 6: In Fee tab, you can view if there are any due fees or not.



**For any technical support mail to
it@themodel.ae**