ACADTRACK USER GUIDE

Complete user guide

Step-by-step tutorials for every user type: school admin, office staff, admissions, exam cell, transport, teachers, students and parents, accountants, asset managers and drivers, plus the flows that pass from one role to the next.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

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Getting started

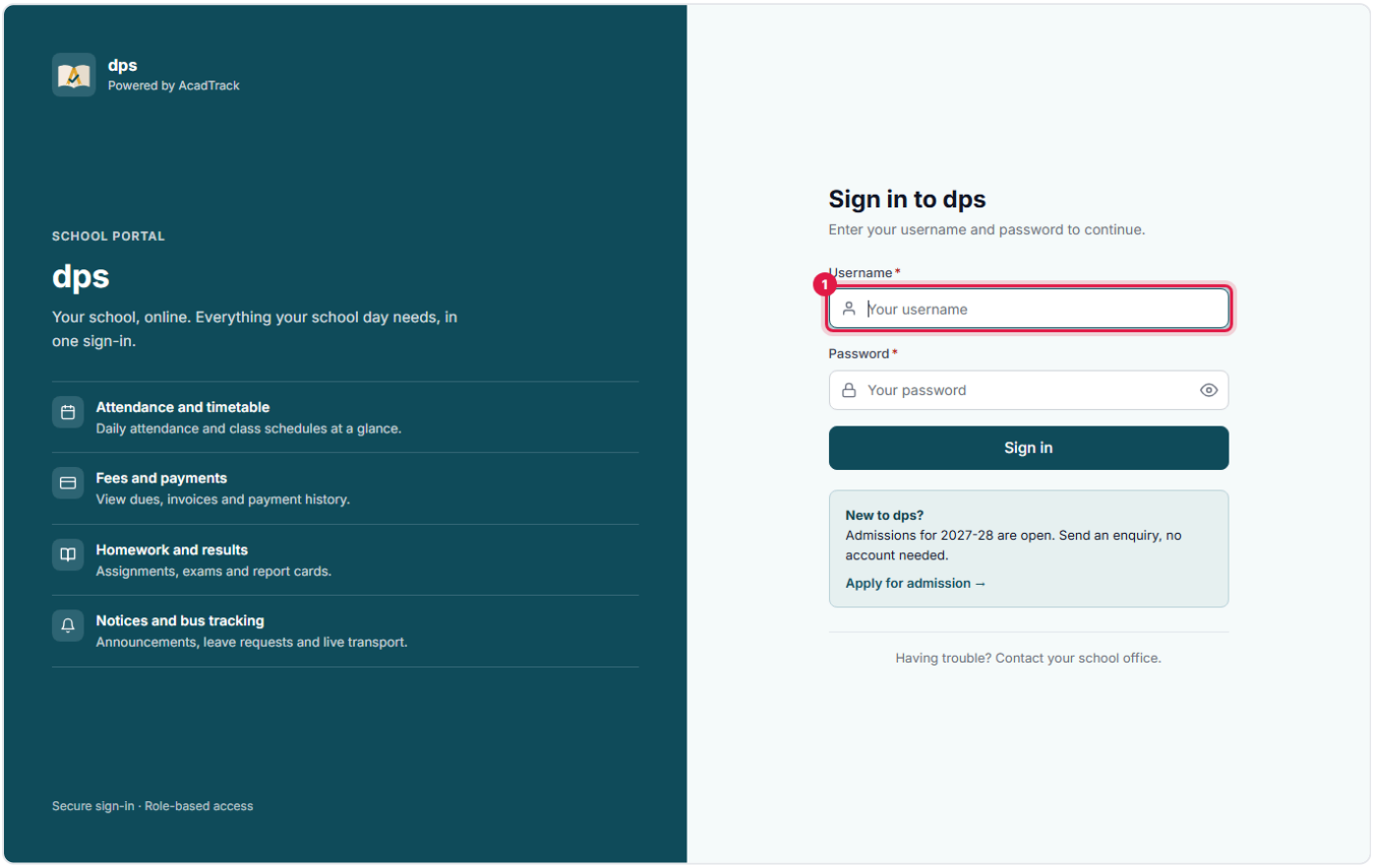
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

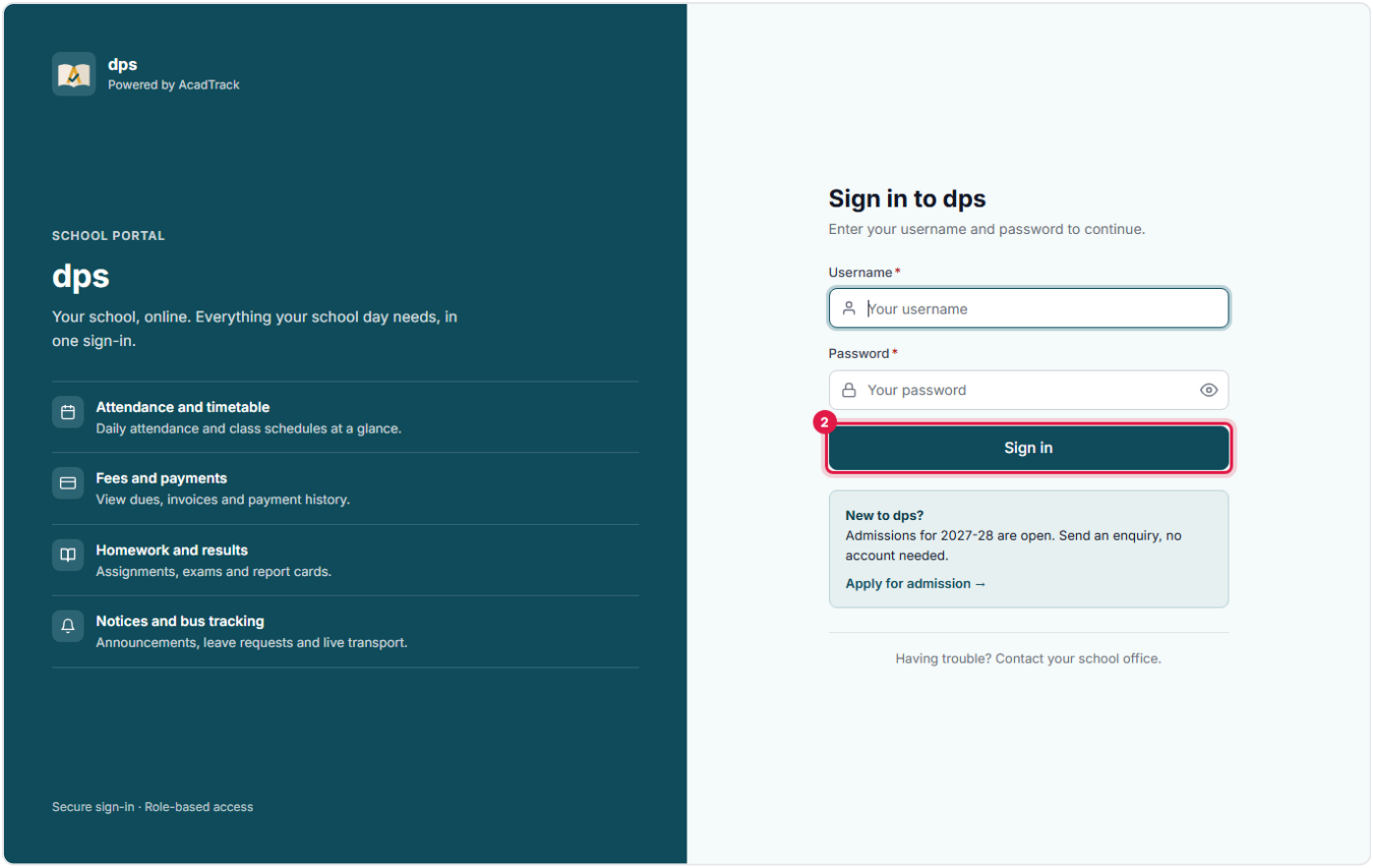
Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

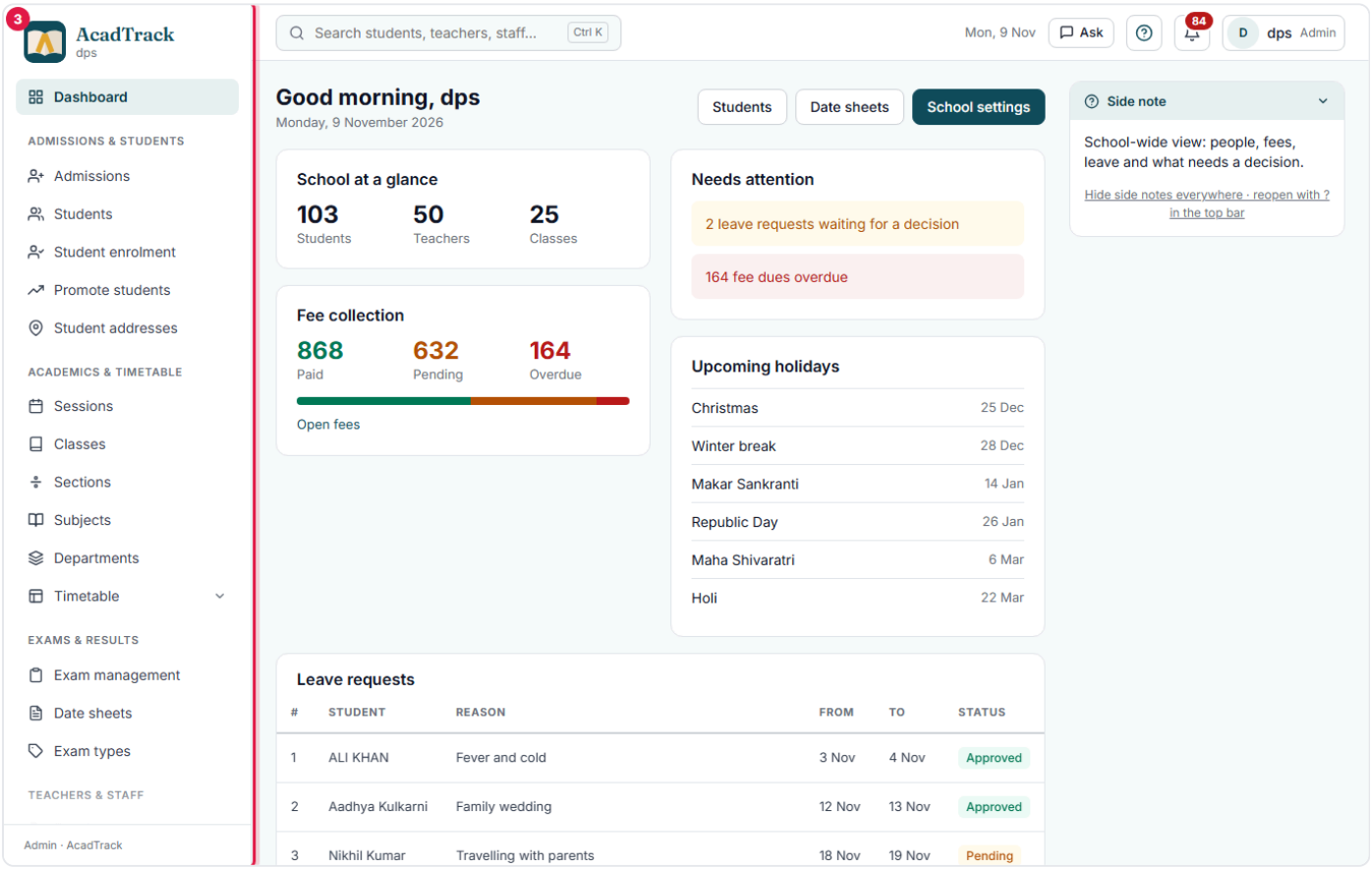
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



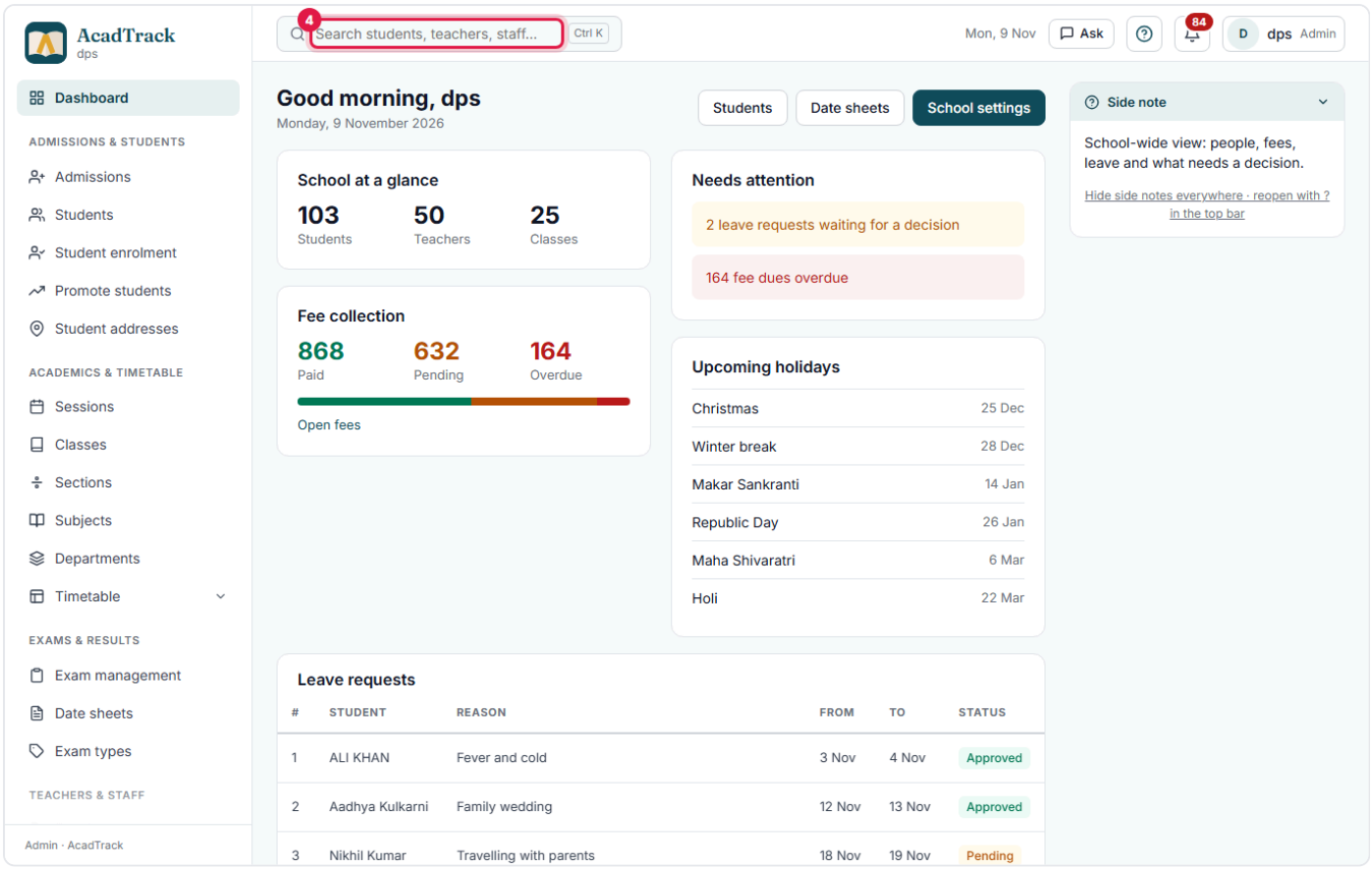
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



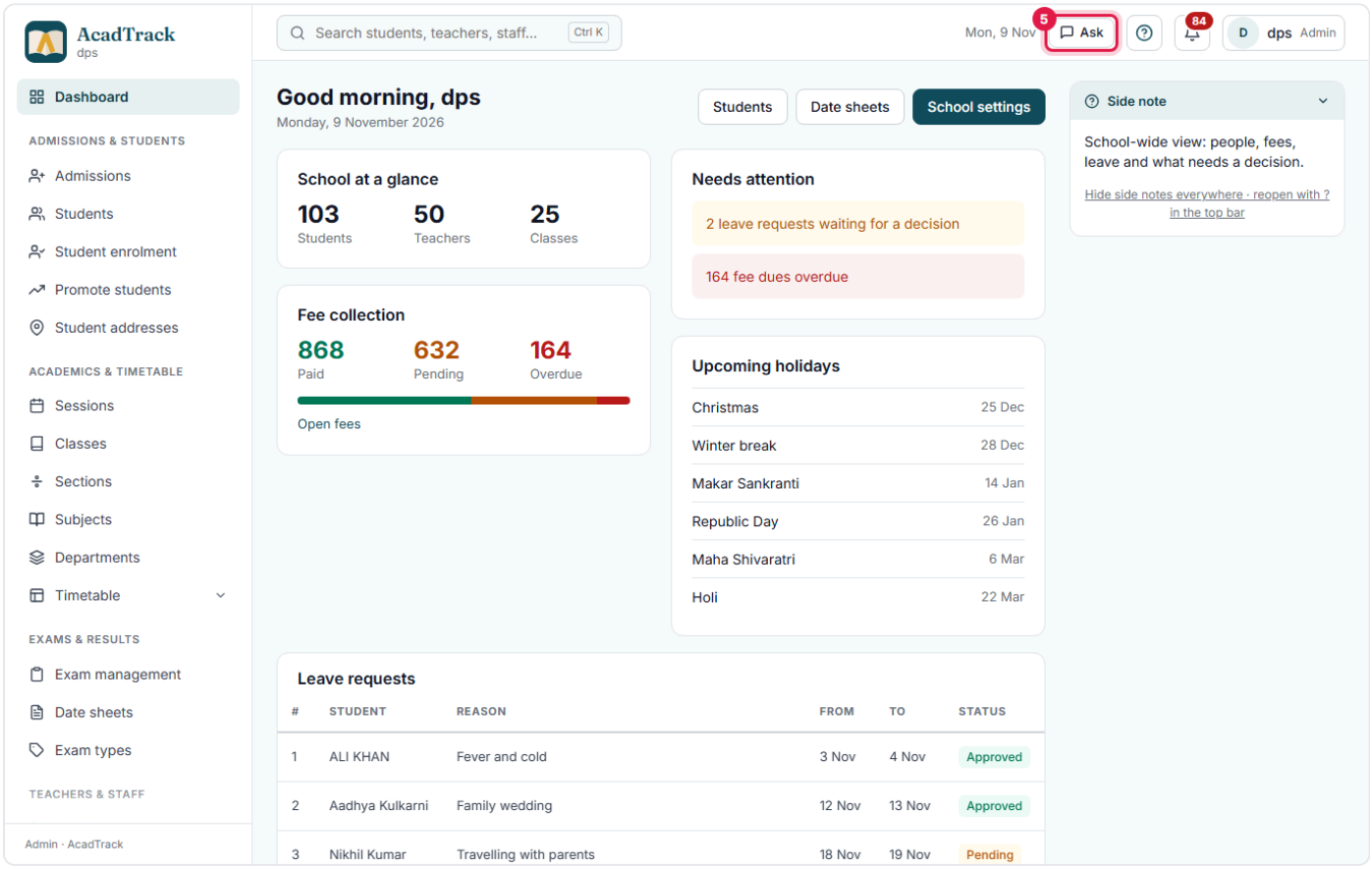
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



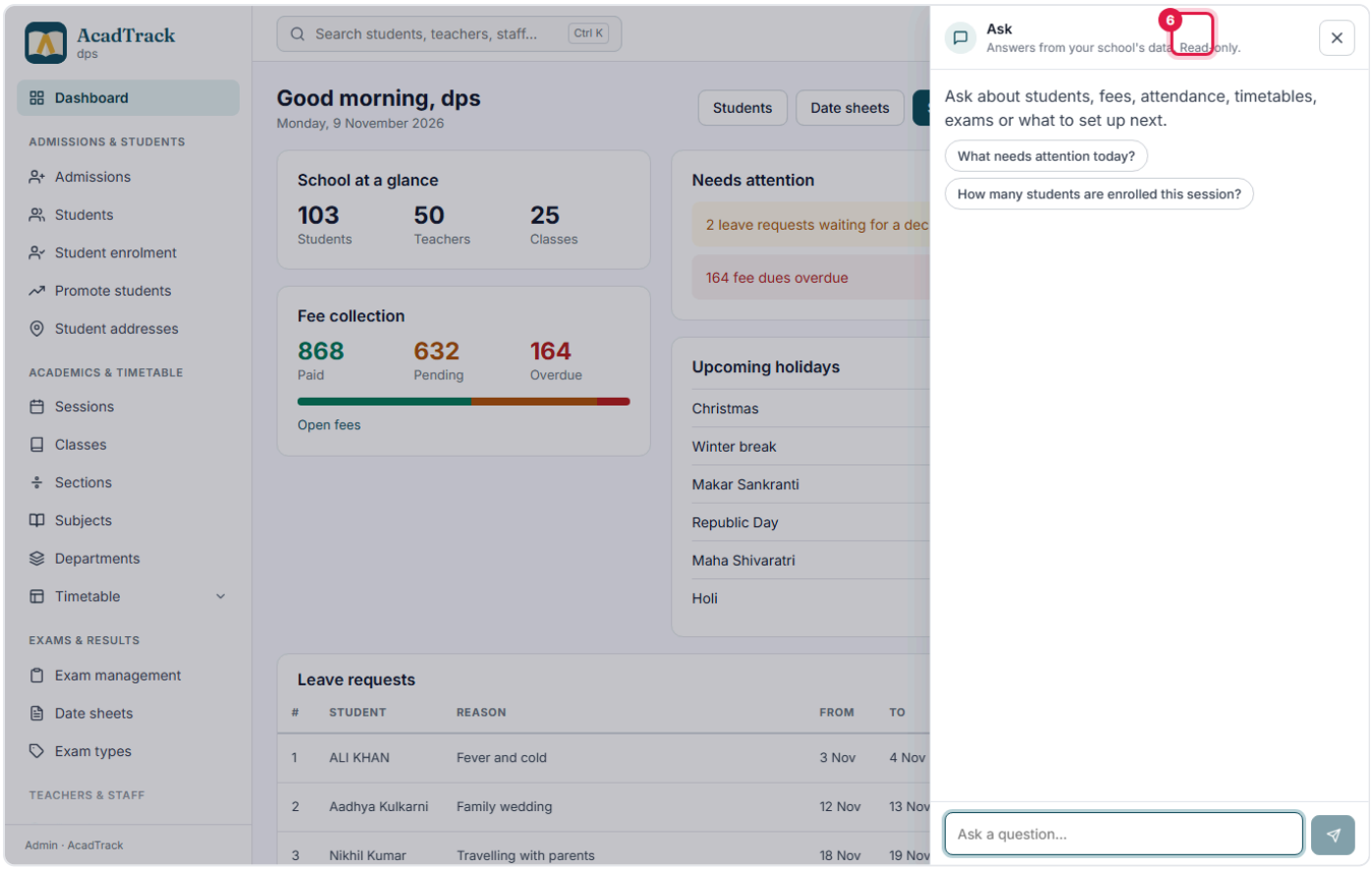
4 Search (or press Ctrl K) finds people and pages from anywhere.



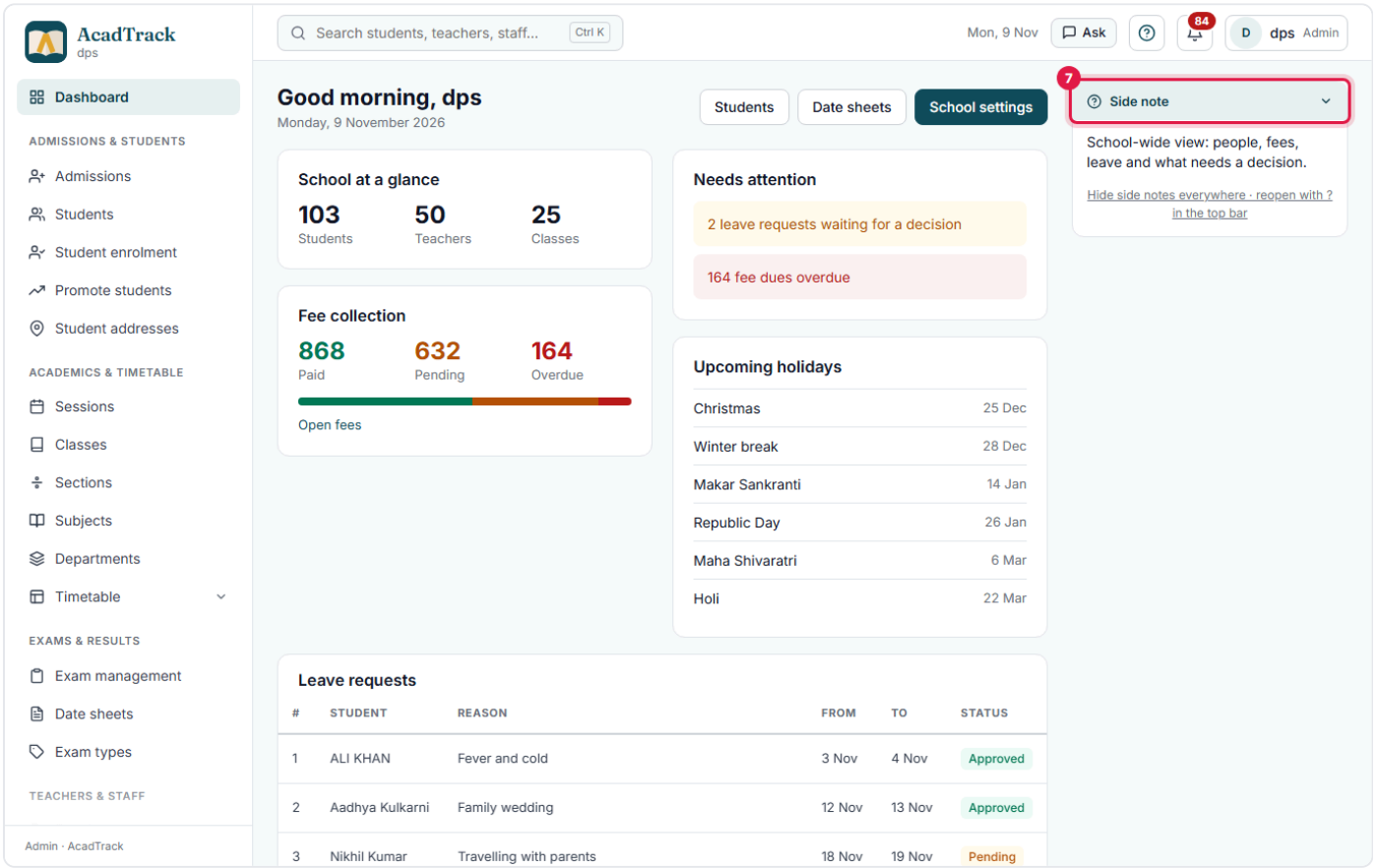
5 Ask answers questions about your school in plain words, from the school's own data.



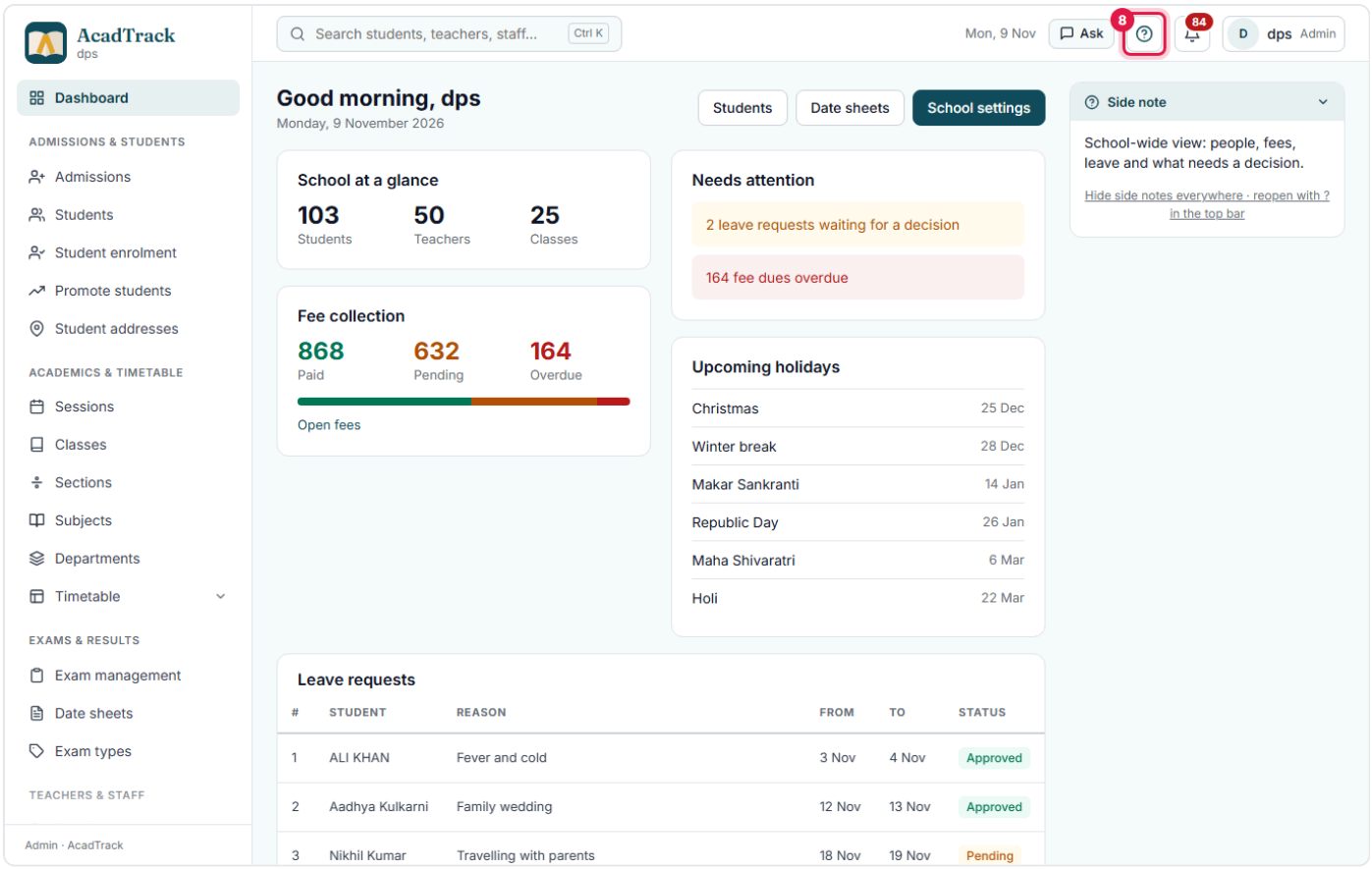
6 The bell shows notices and alerts meant for you.



7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



School admin

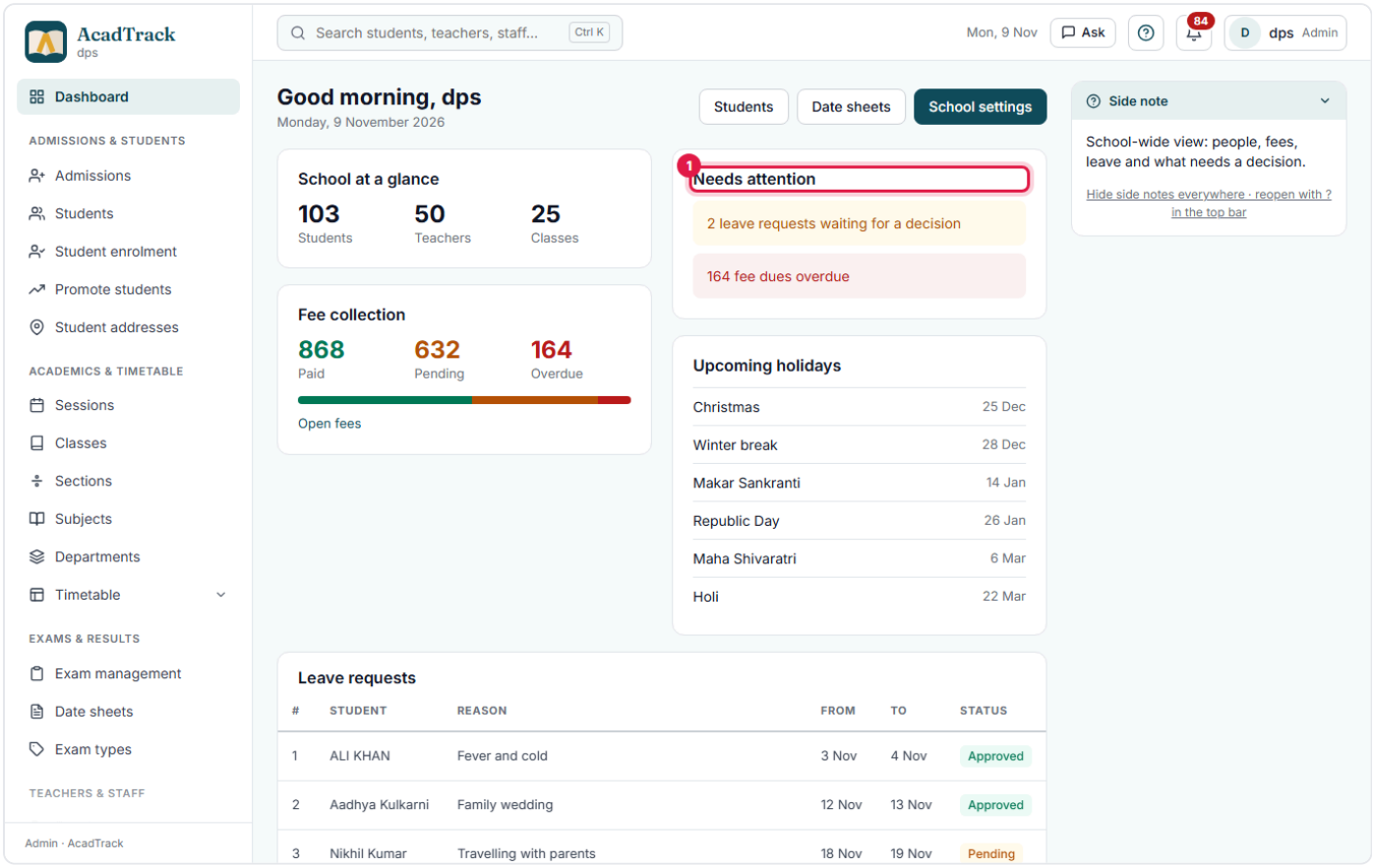
dps

The school admin owns setup and access: who can sign in, what each role can do, and the school's details.

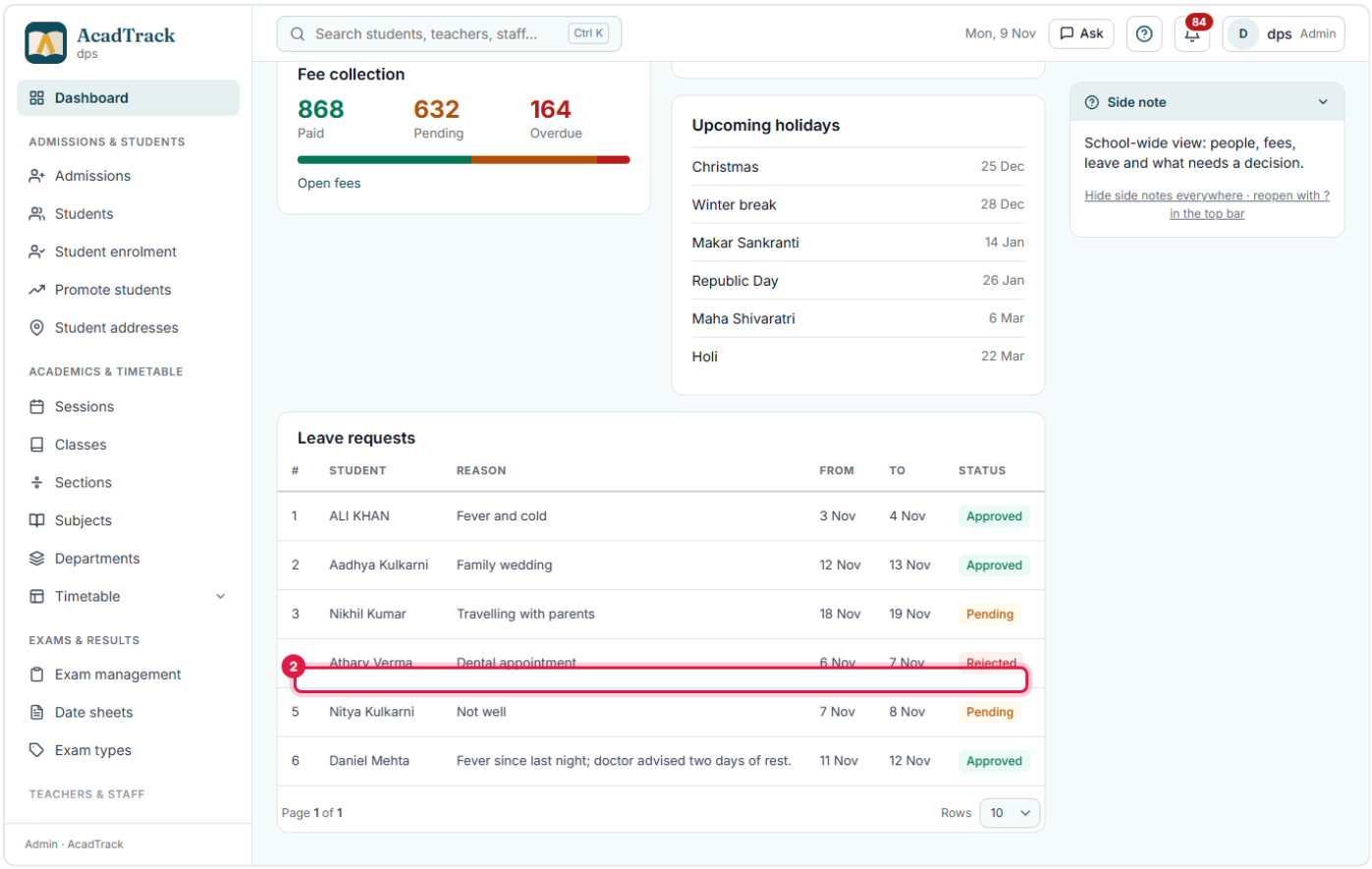
Check the school at a glance

> See numbers, fee collection and what needs a decision today.

1 The dashboard shows students, teachers and classes, fee collection, and what needs attention today. signed in as dps



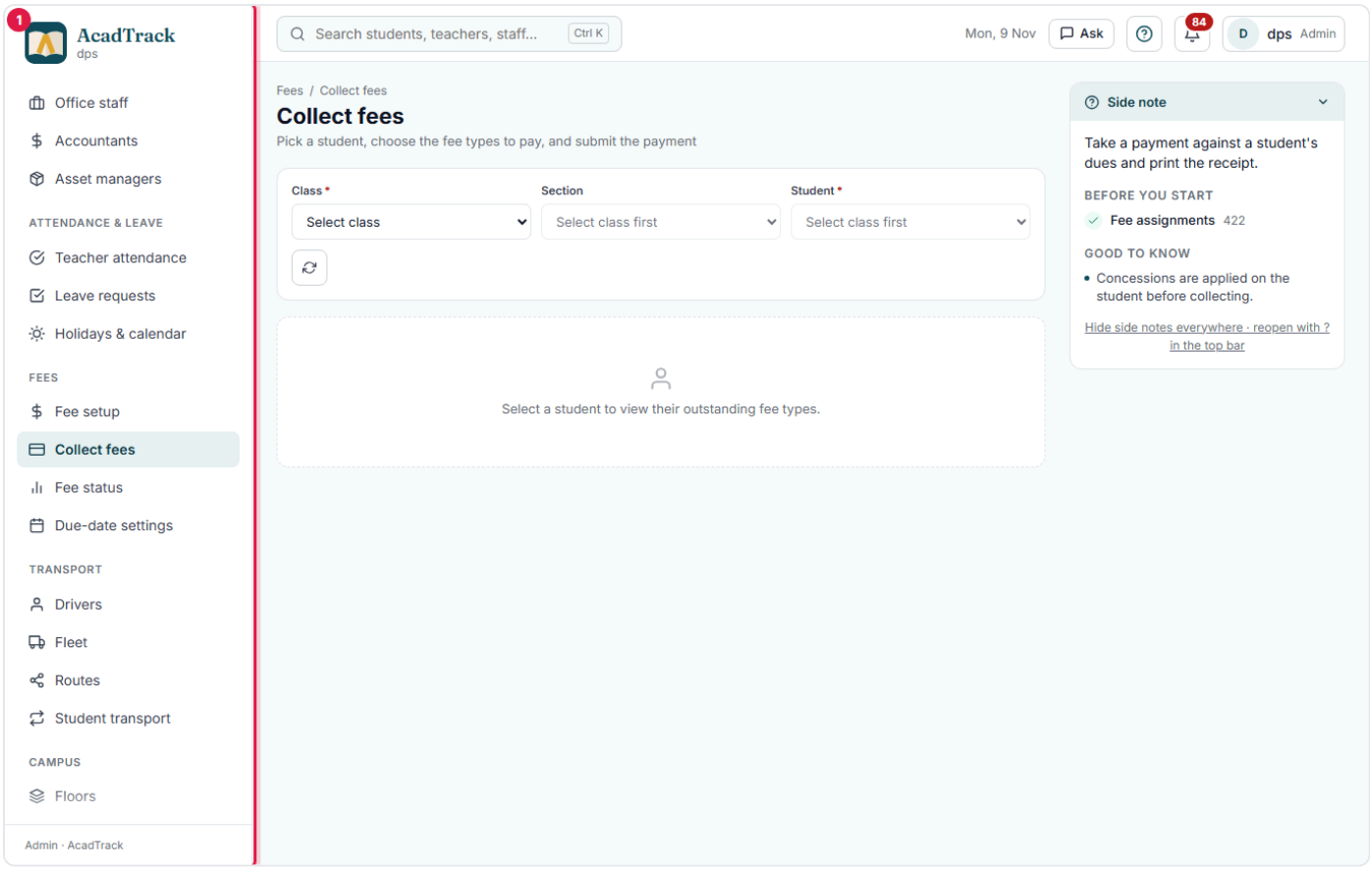
2 Leave requests waiting for a decision are listed here; open one to approve or reject it.



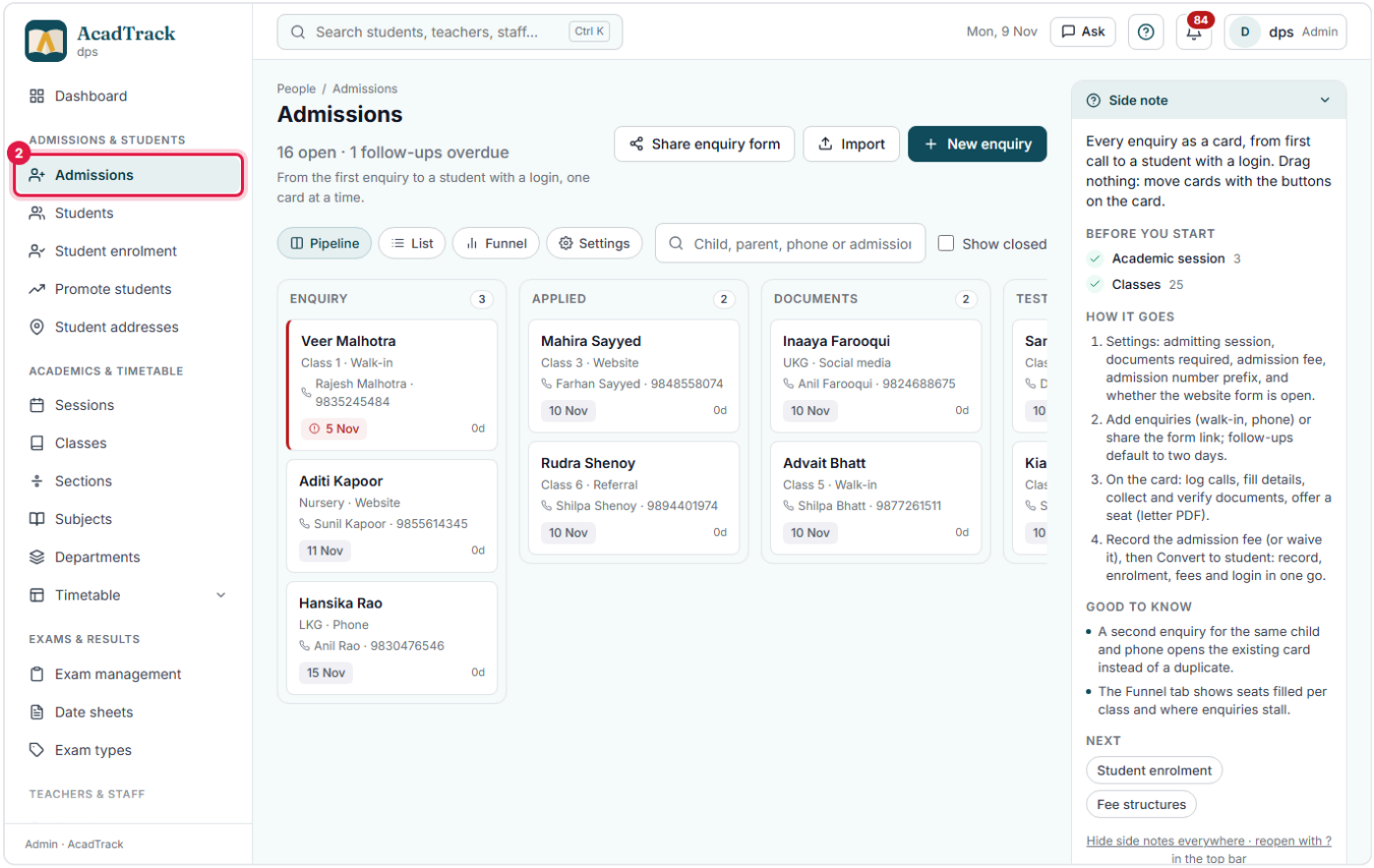
Find any office screen from your menu

> The admin works on every office screen; the menu is grouped by what the work is for.

1 Your menu is grouped by function: Admissions & students, Academics & timetable, Exams & results, Teachers & staff, Attendance & leave, Fees, Transport, Campus, Communication and Administration. Every office screen opens for you, here Collect fees. signed in as dps



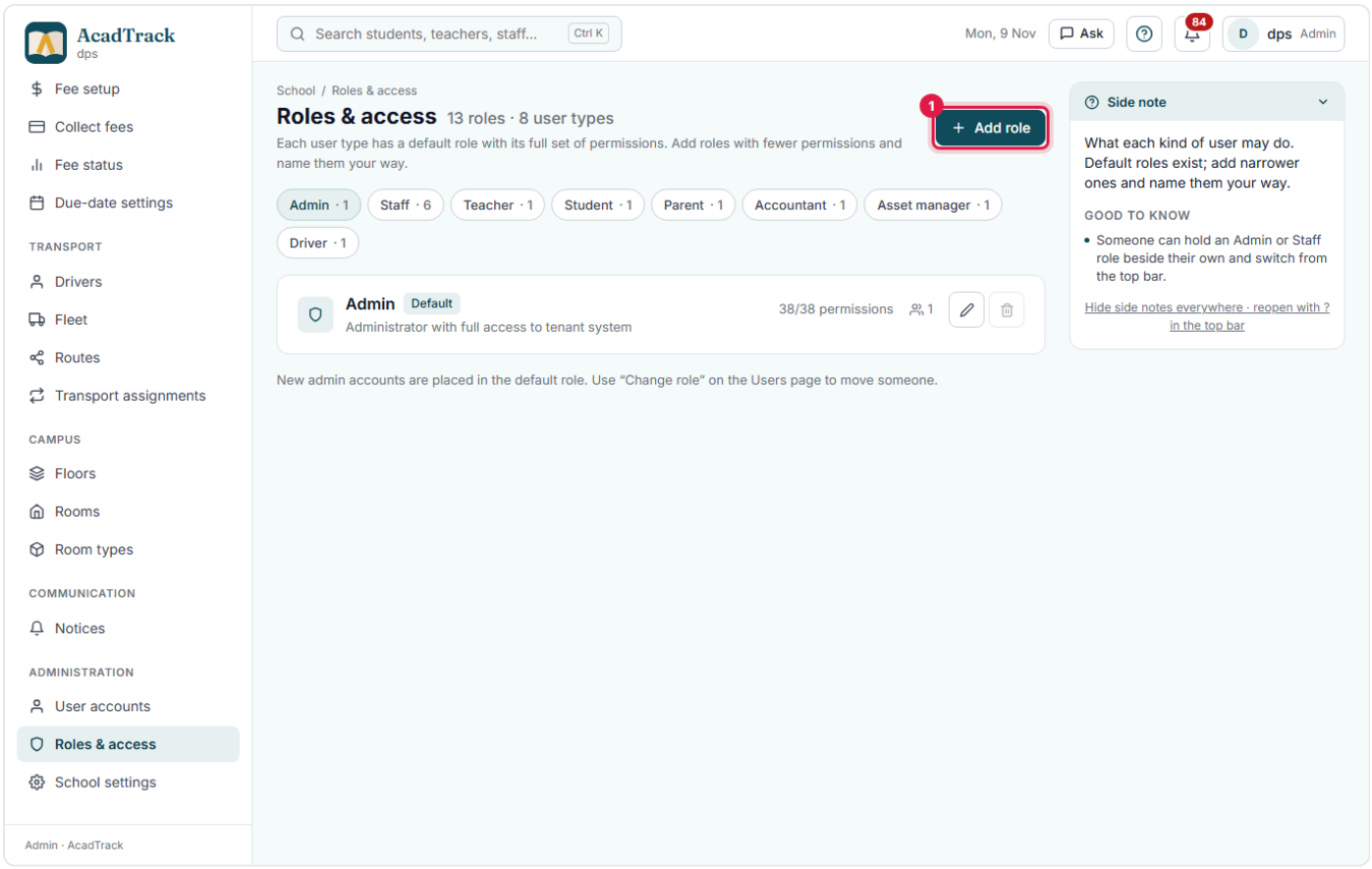
2 Office screens such as Admissions keep your admin menu and your Admin badge in the top bar.



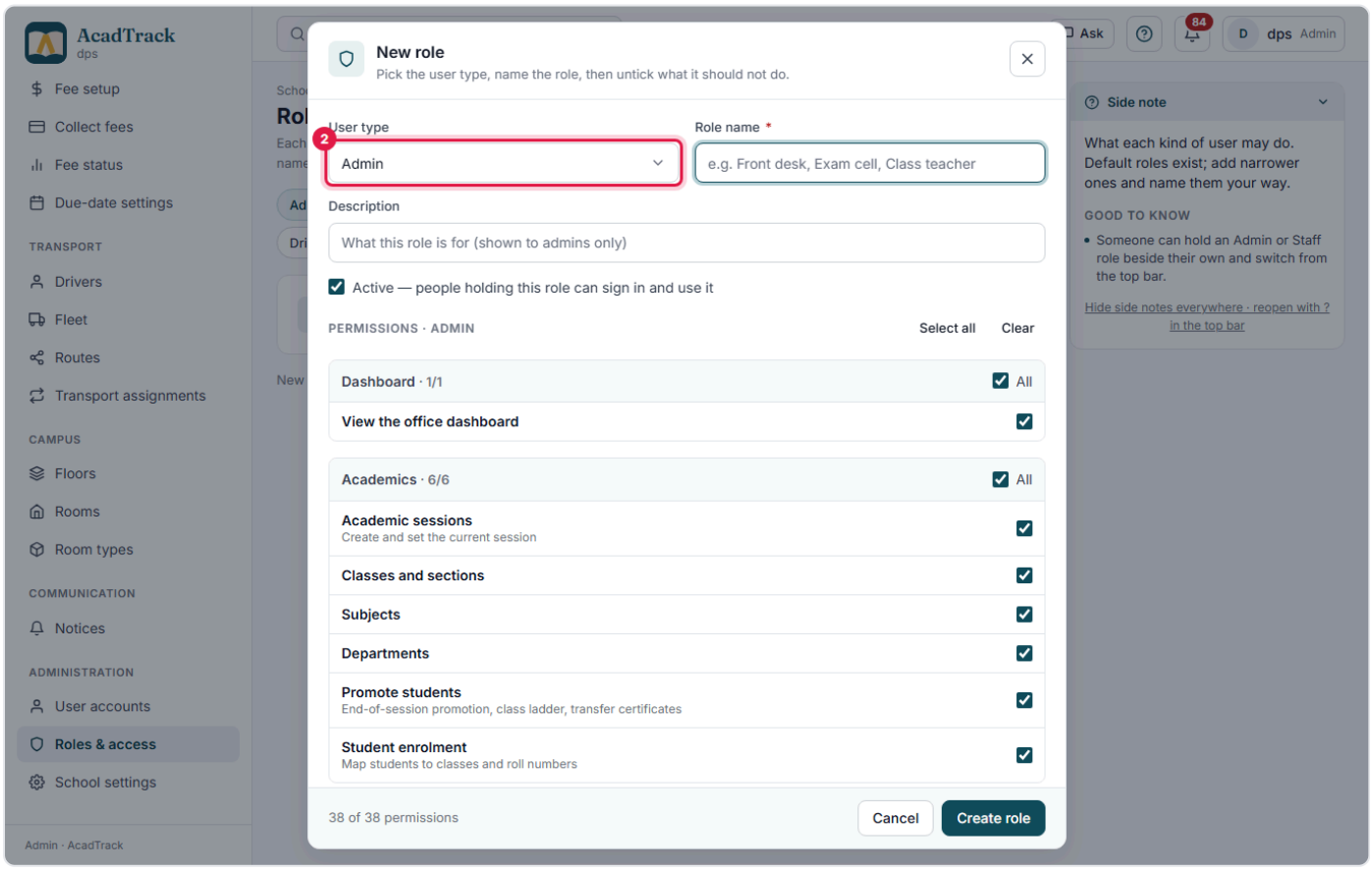
Create a role and give it to a staff member

> Make an "Academic office" role that can run exams and promote students, then move a staff member into it.

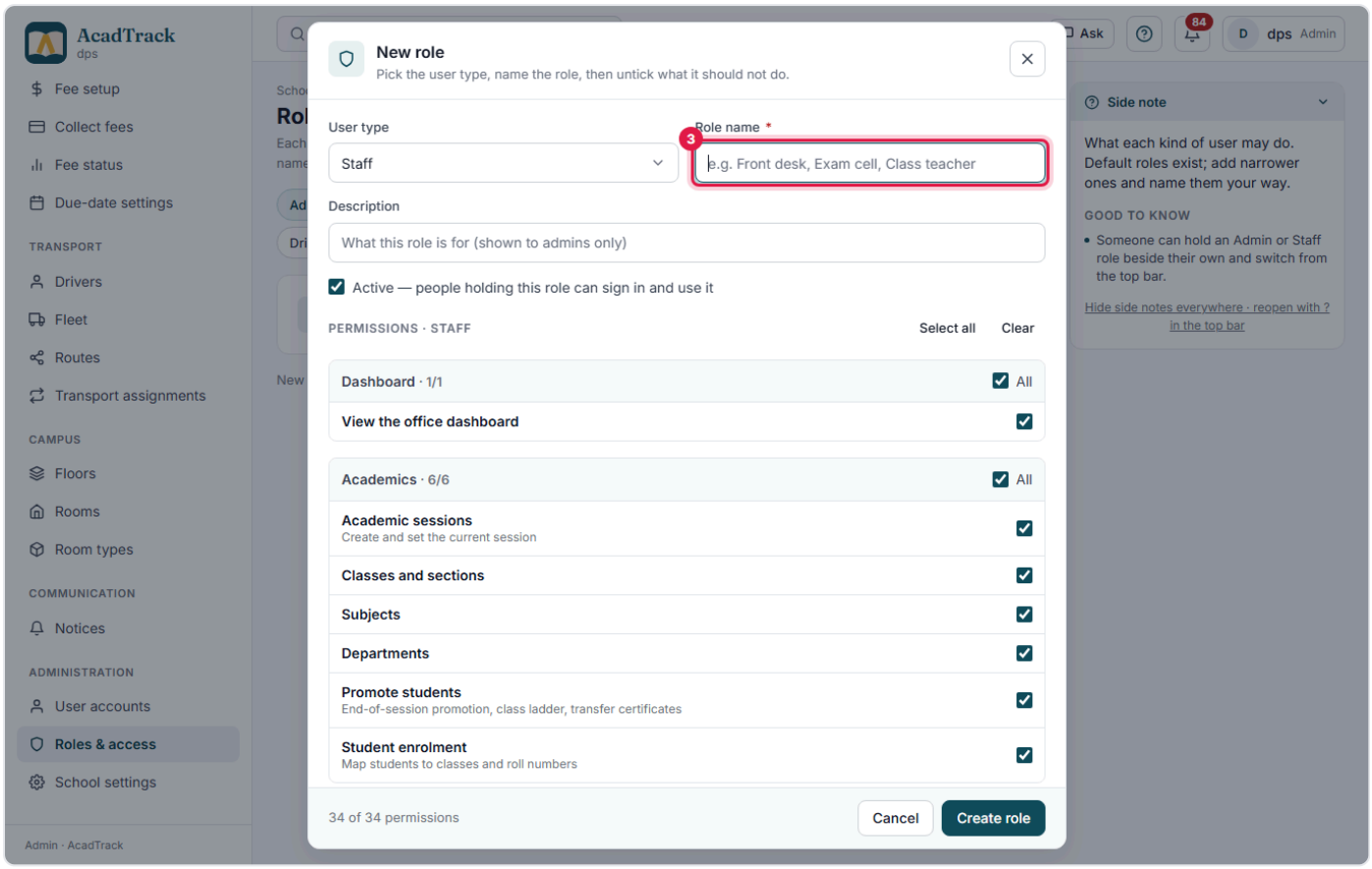
1 Open Roles & access. Each user type has a default role; schools add their own roles beside them. signed in as dps



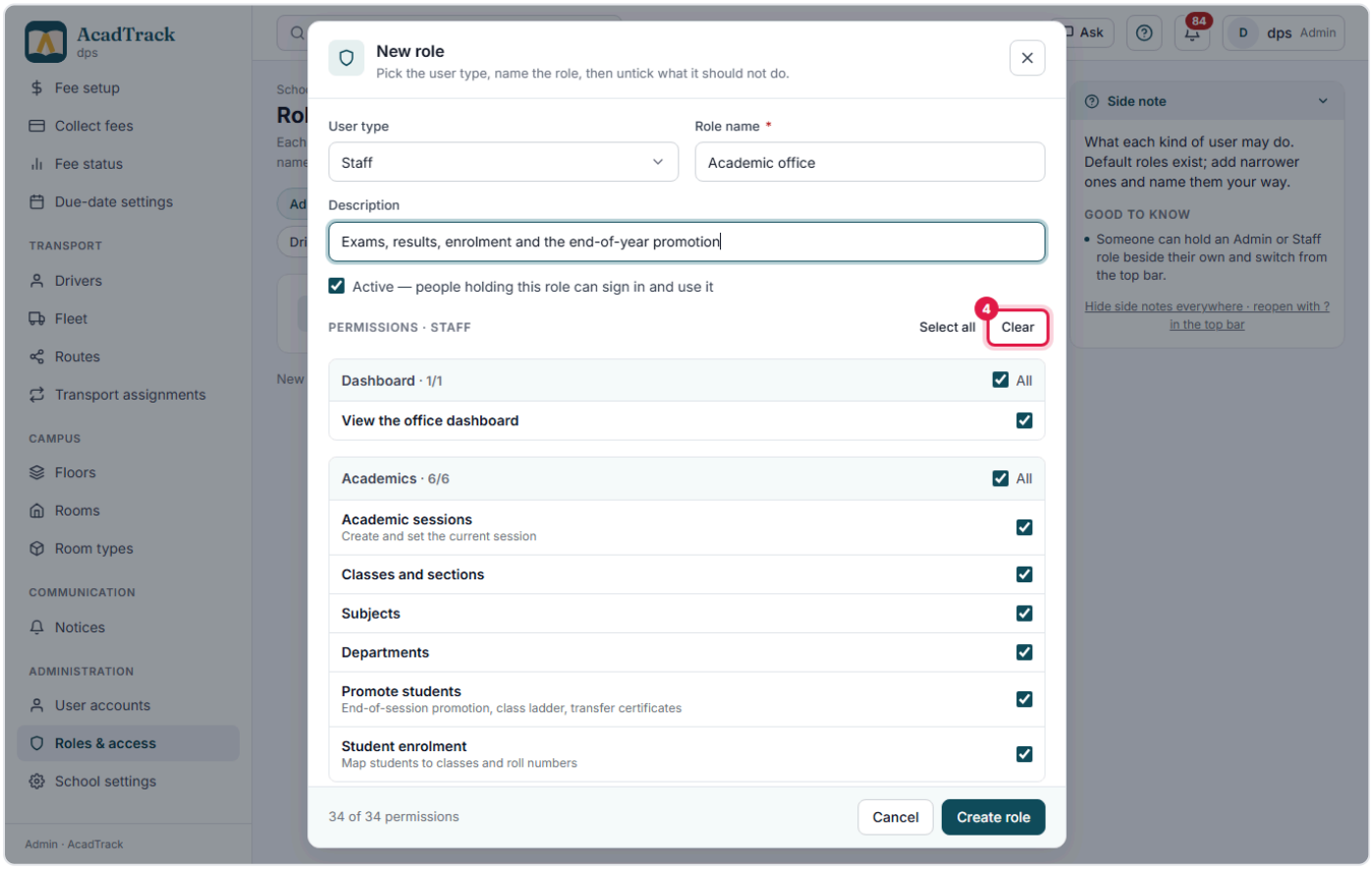
2 Choose the user type the role is for. Staff roles are for office people.



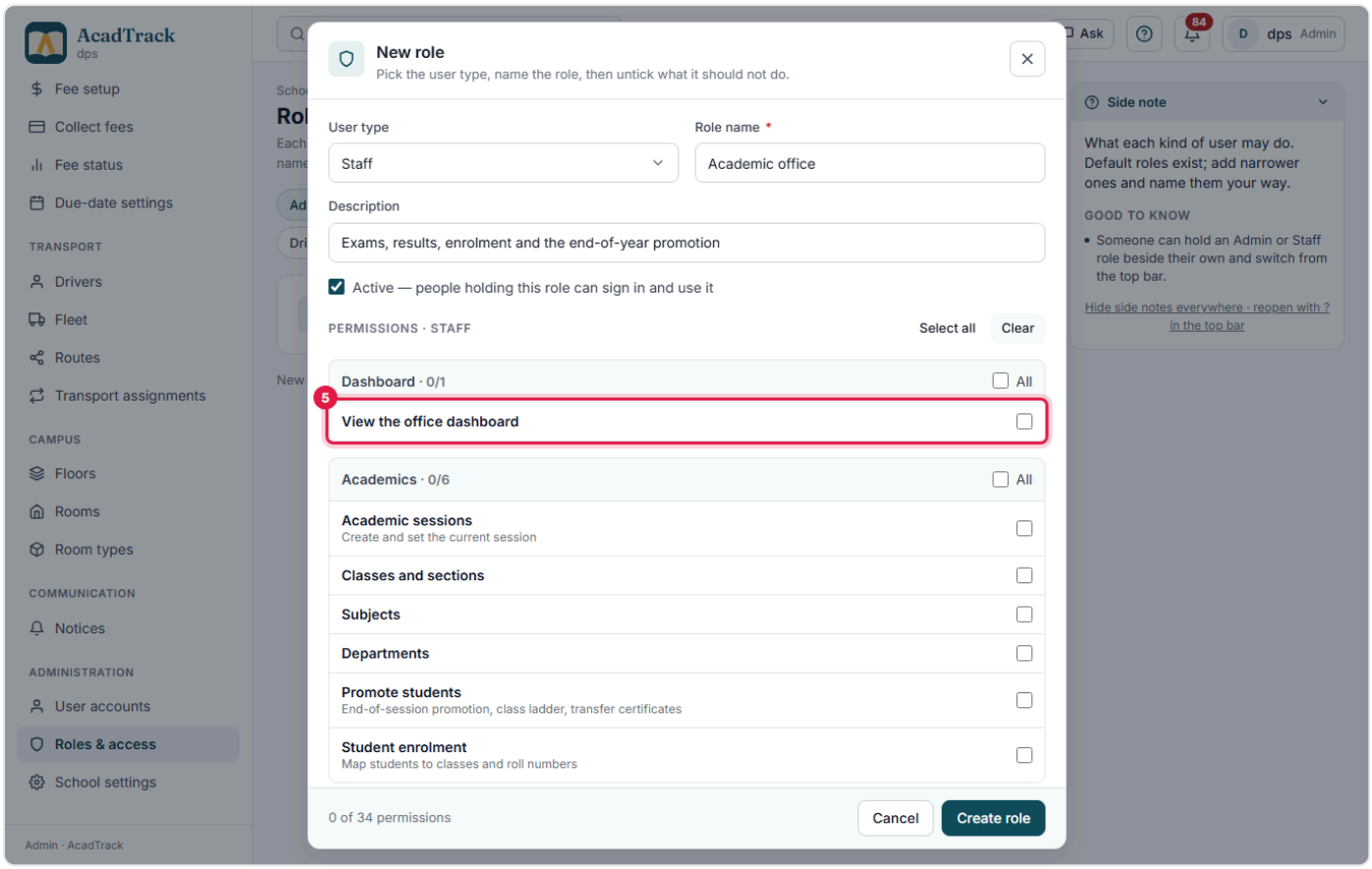
3 Give the role a clear name and say what it is for.



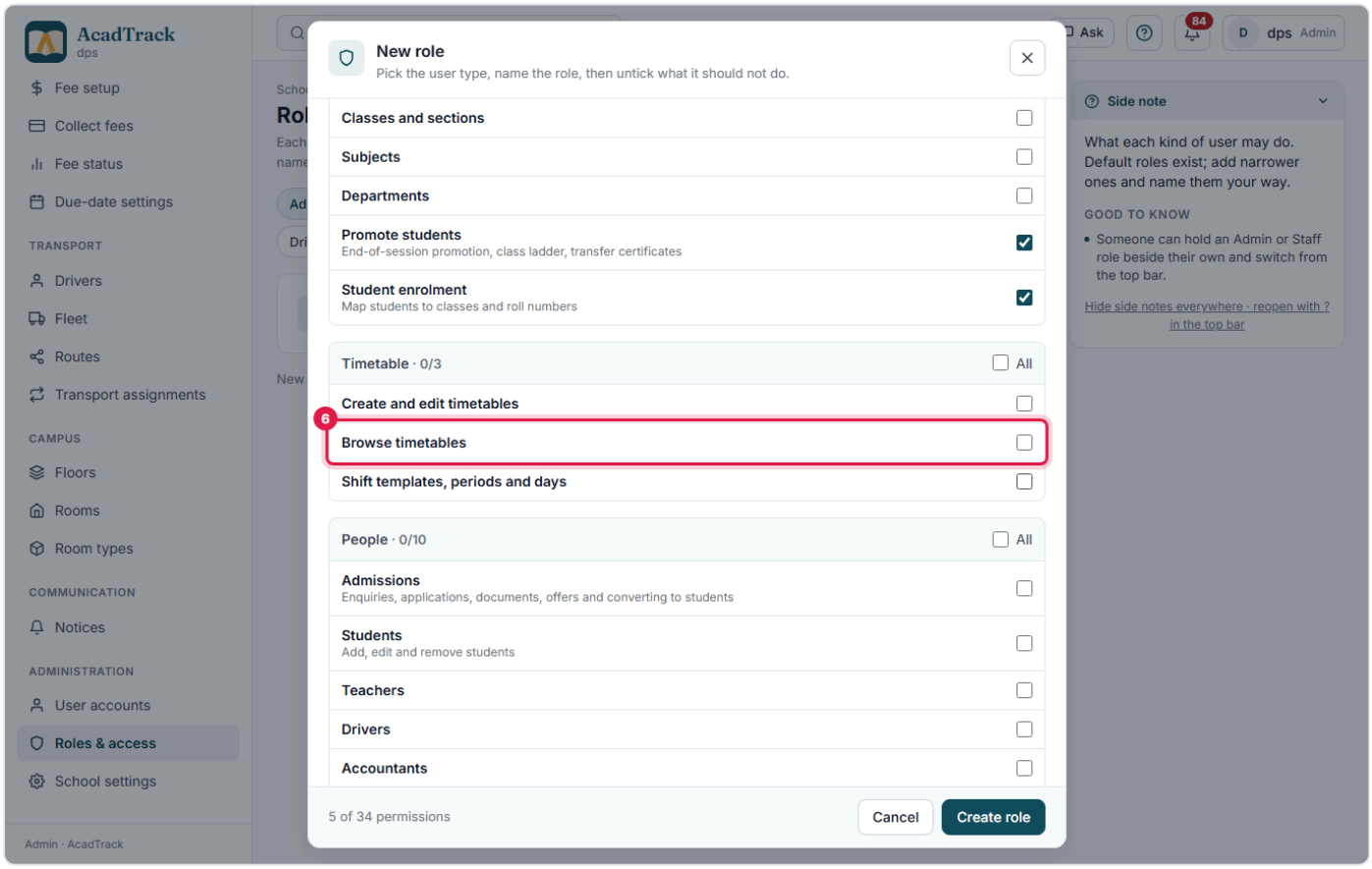
4 A new role starts with everything ticked. Choose Clear, then tick only what this role needs.



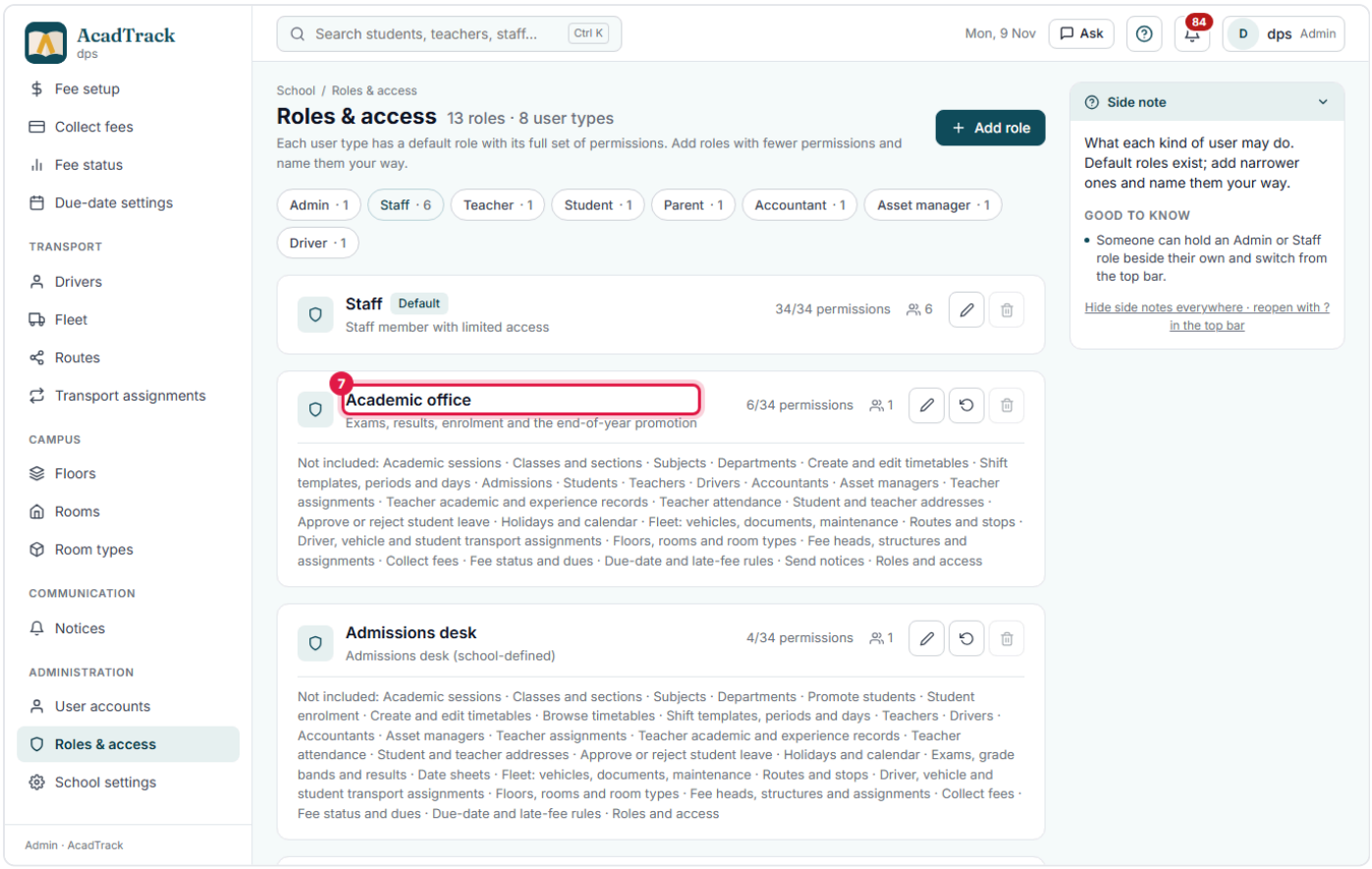
5 Here: the office dashboard, student enrolment, promotion, exams and date sheets.



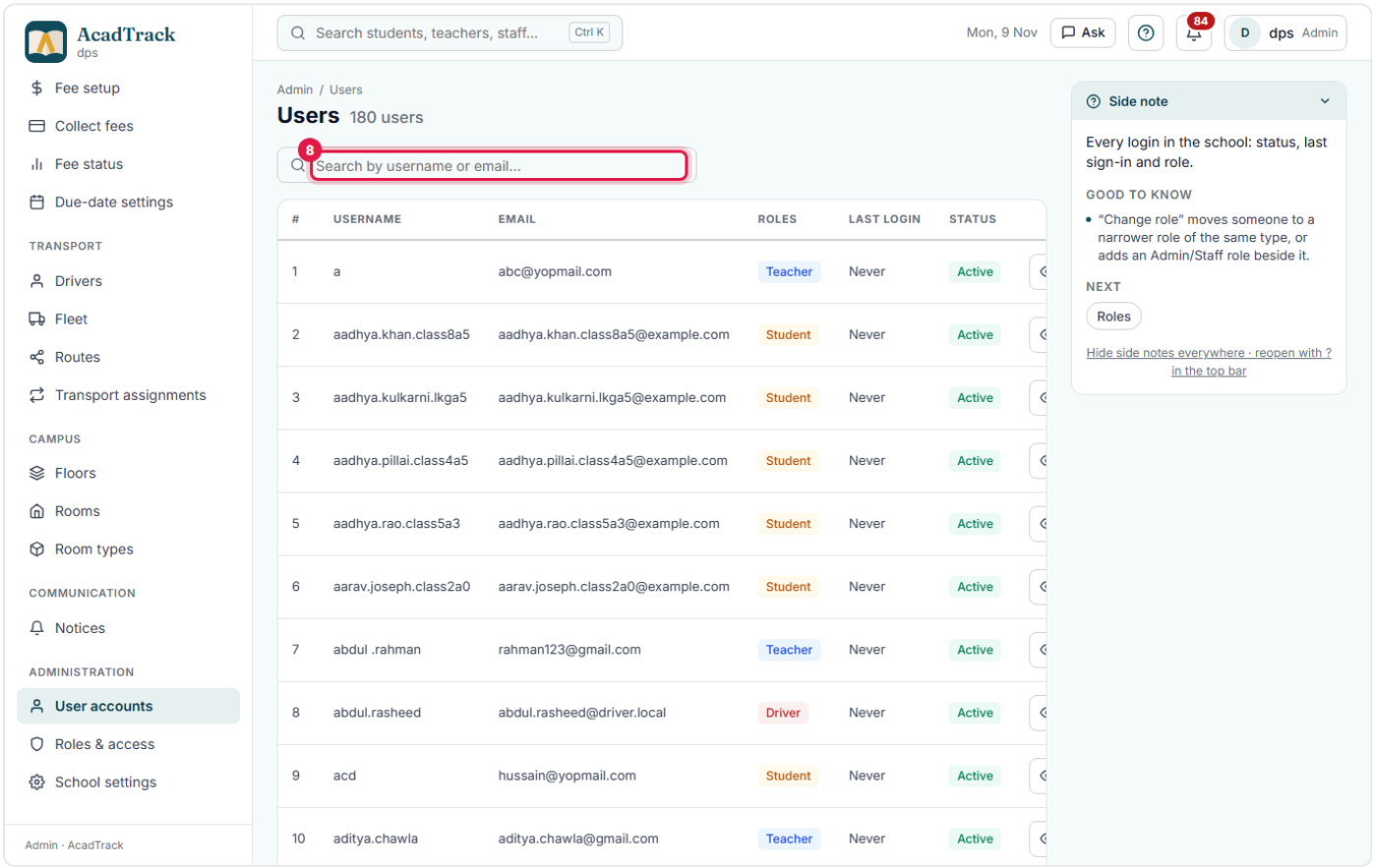
6 Then add browsing timetables, and choose Create role.



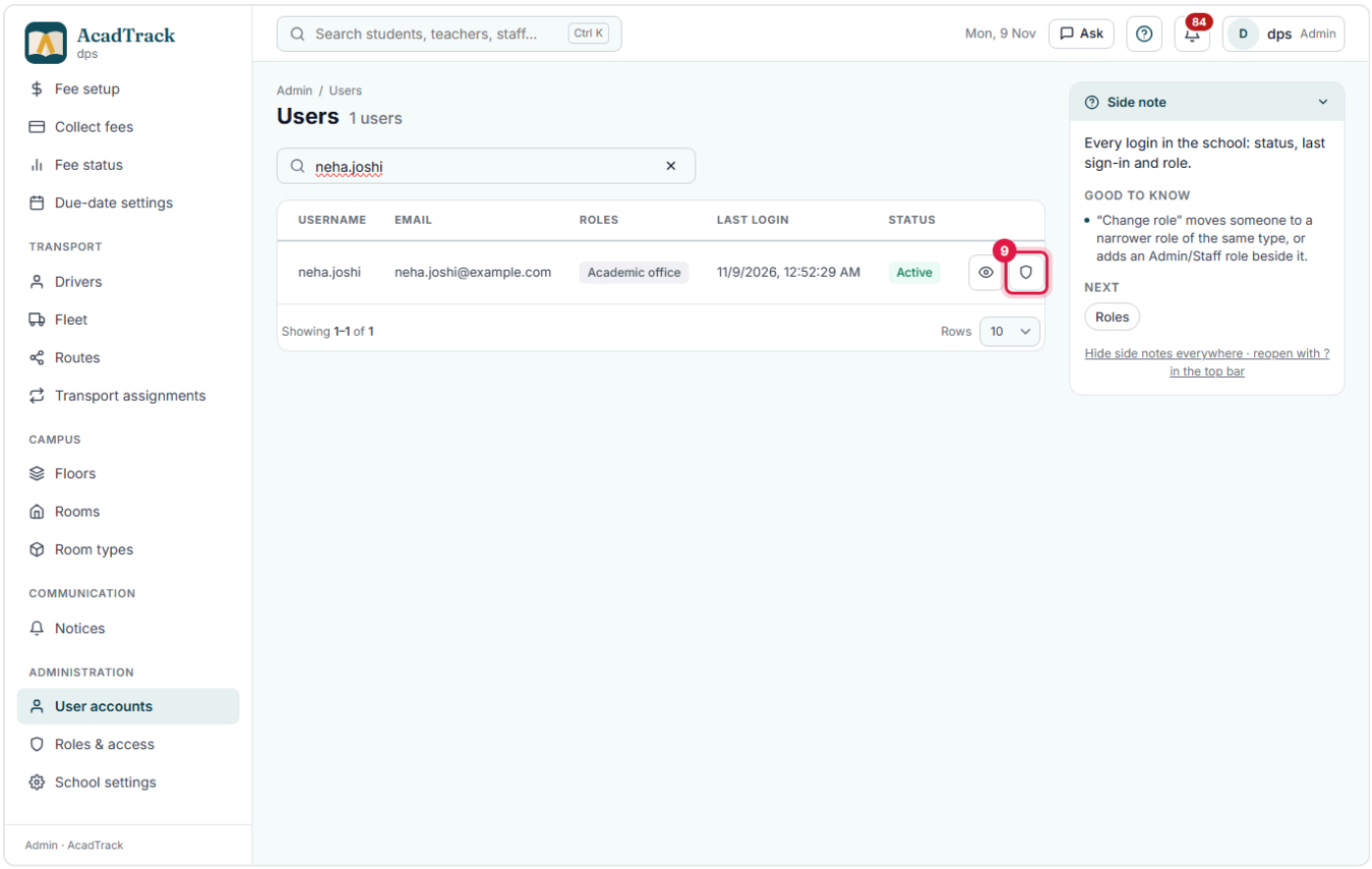
7 The new role is listed under Staff with its permission count.



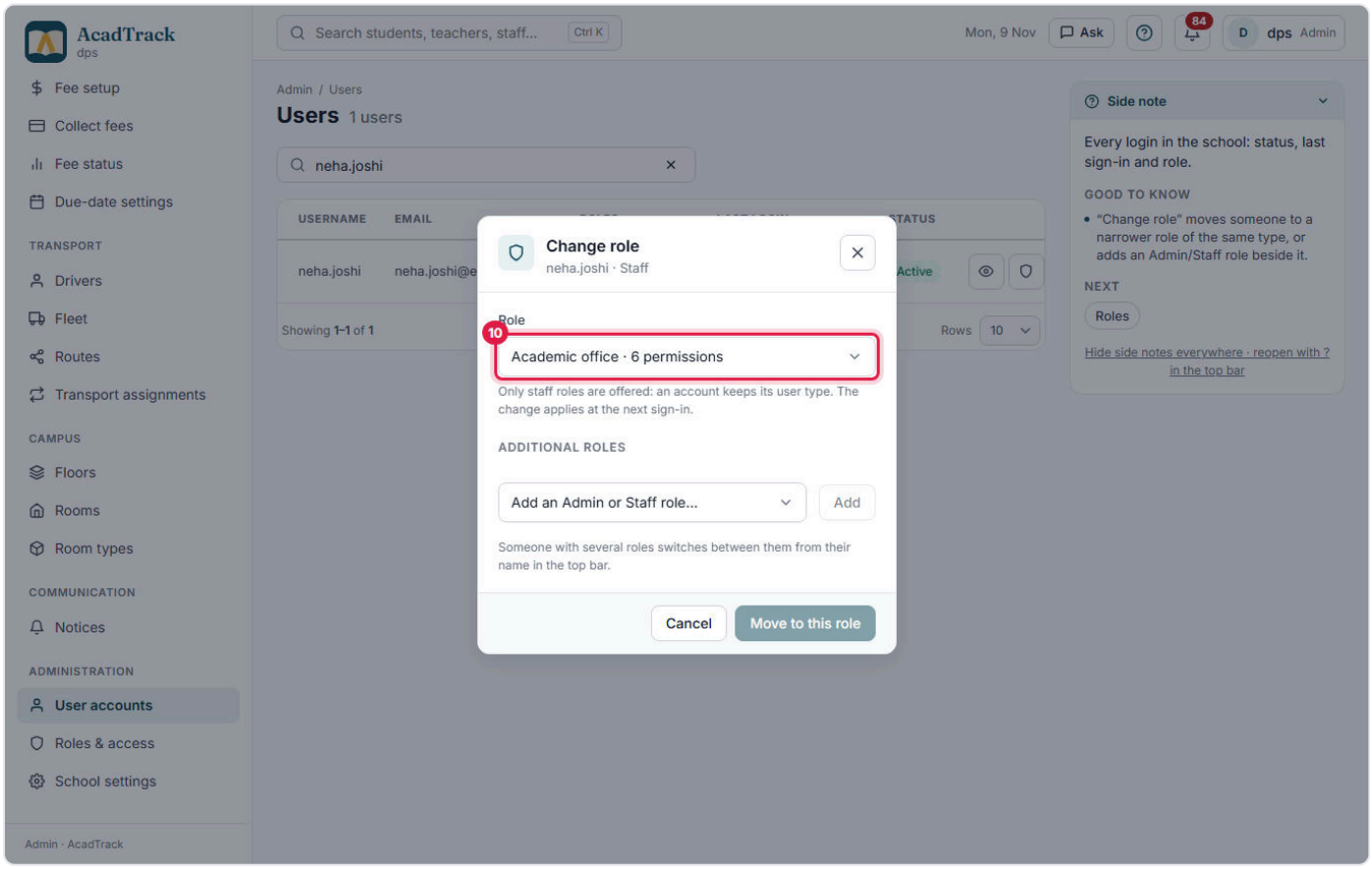
8 Now open Users and find the person. Every login in the school is here.



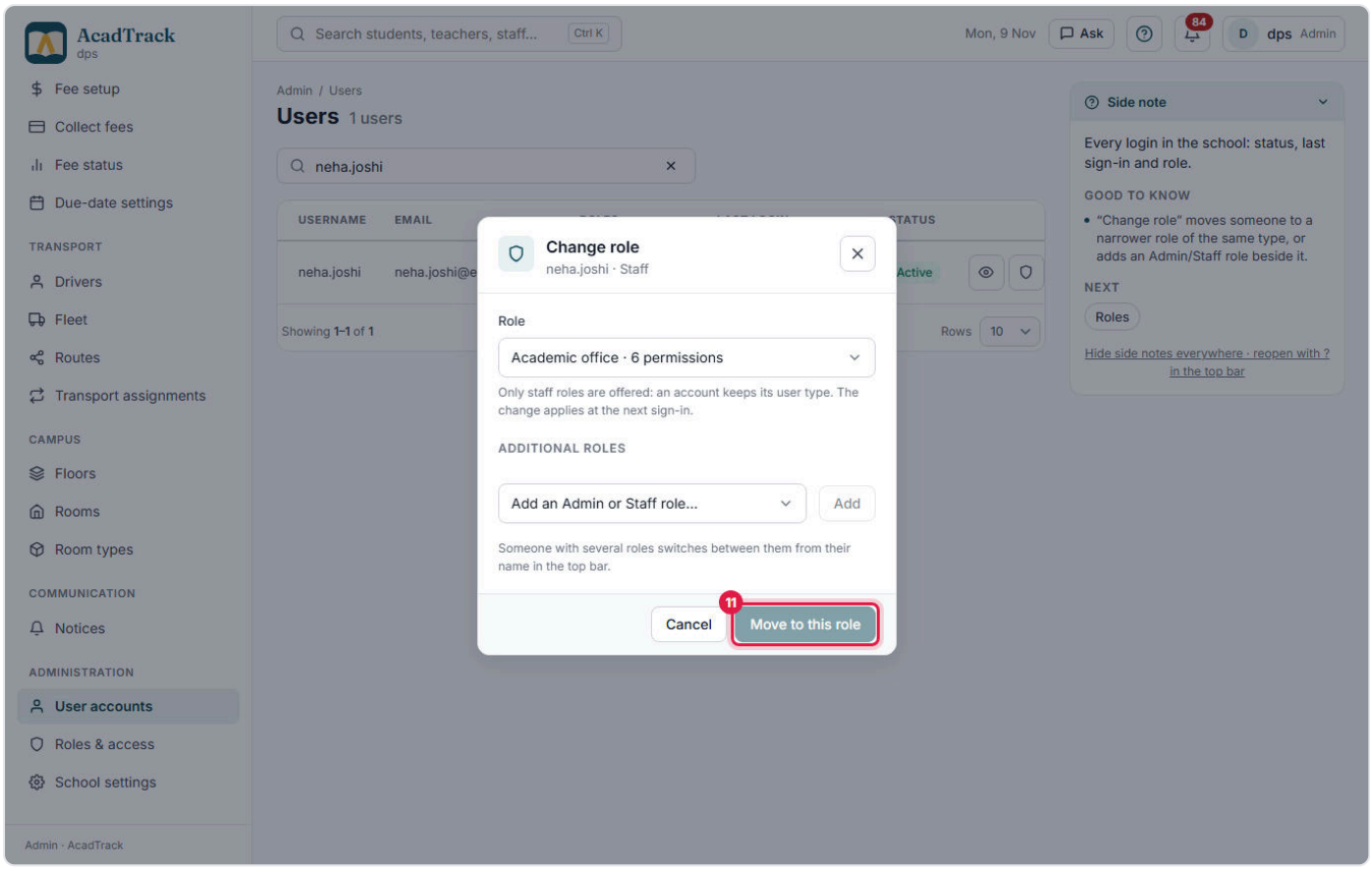
9 Choose the shield to change their role.



10 Pick the new role. Only roles of the person's own user type are offered.



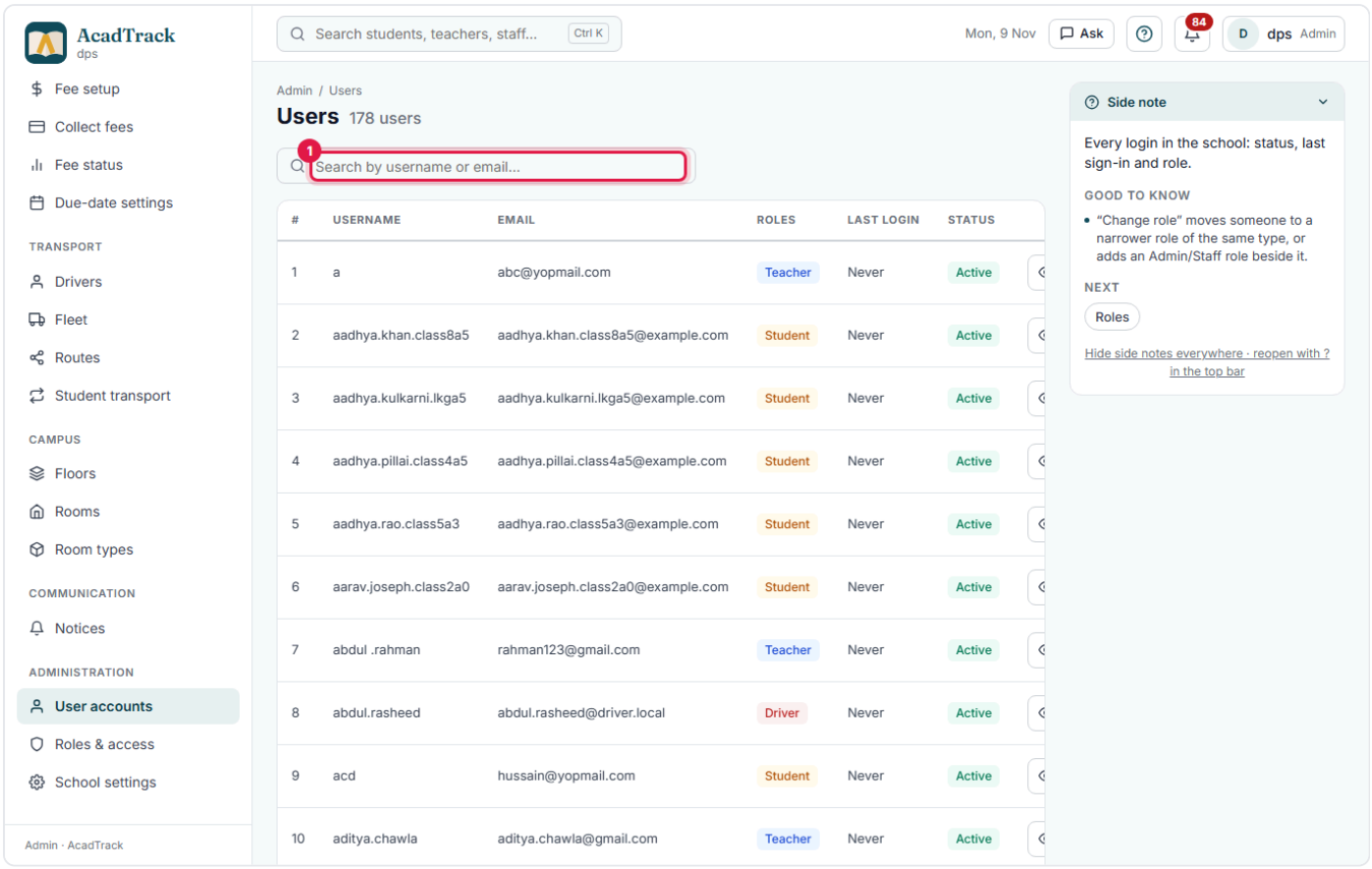
11 Choose Move to this role. It applies the next time they sign in.



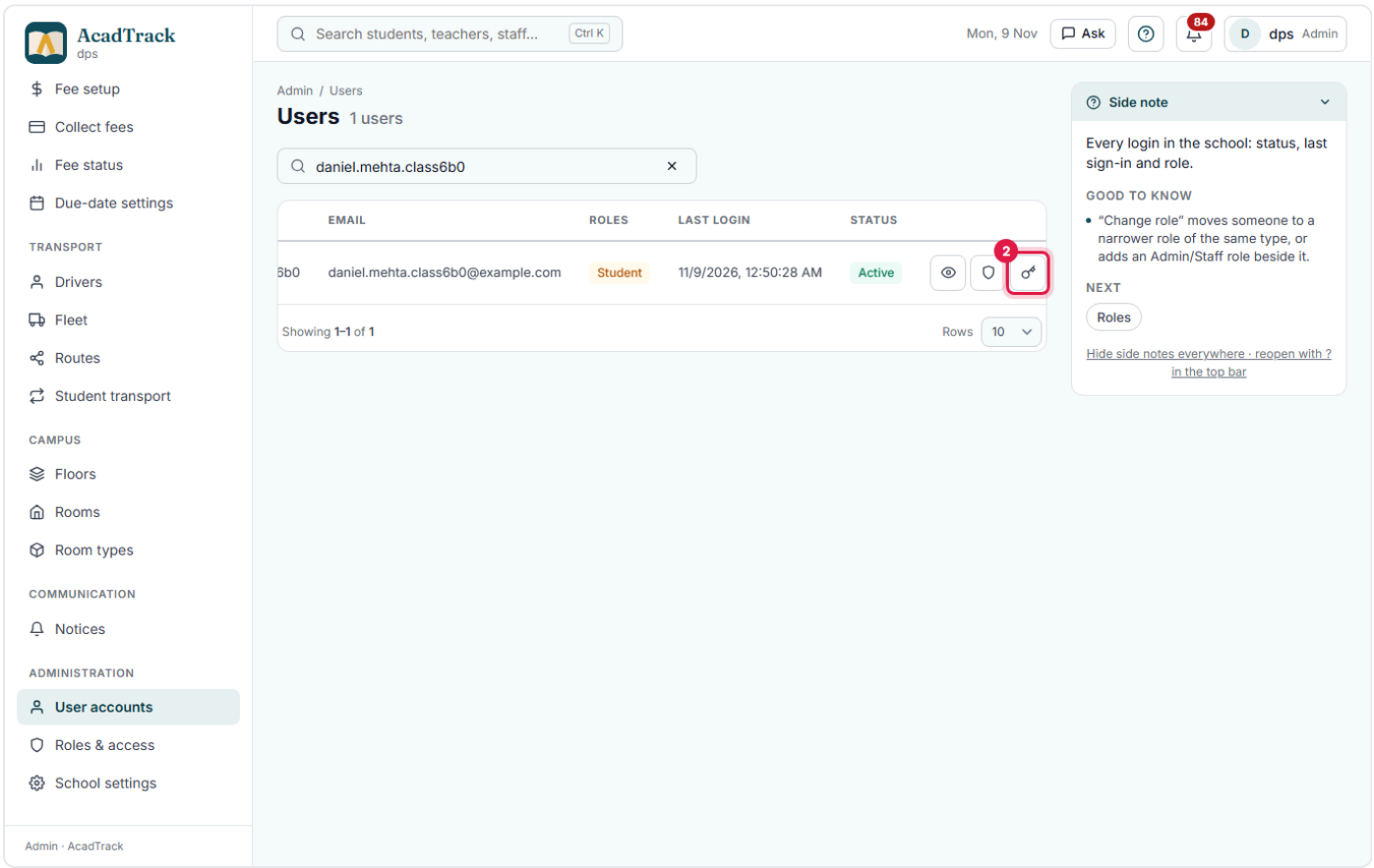
Reset someone's password

> A user is locked out or forgot their password.

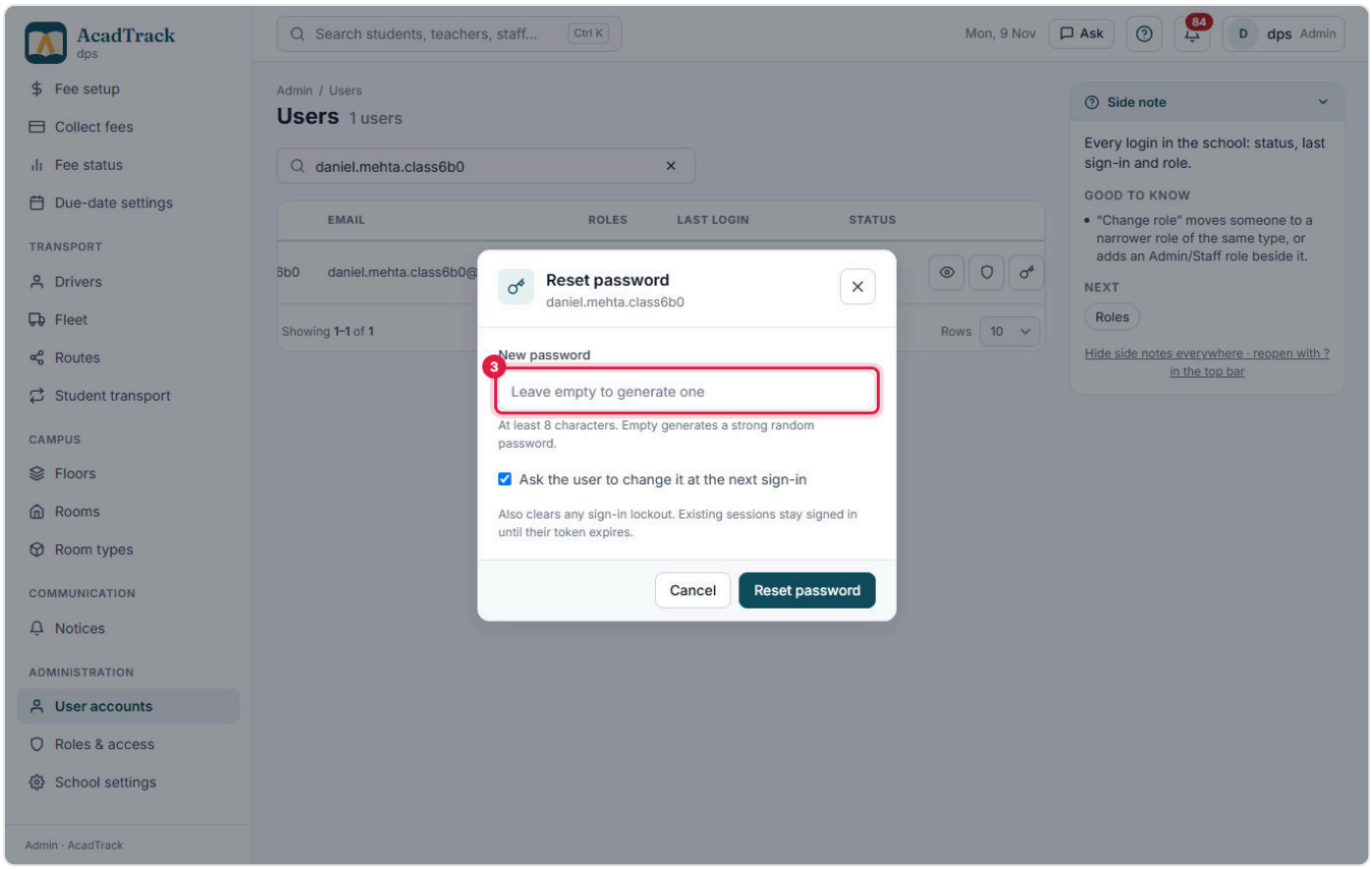
1 In Users, search for the person. signed in as dps



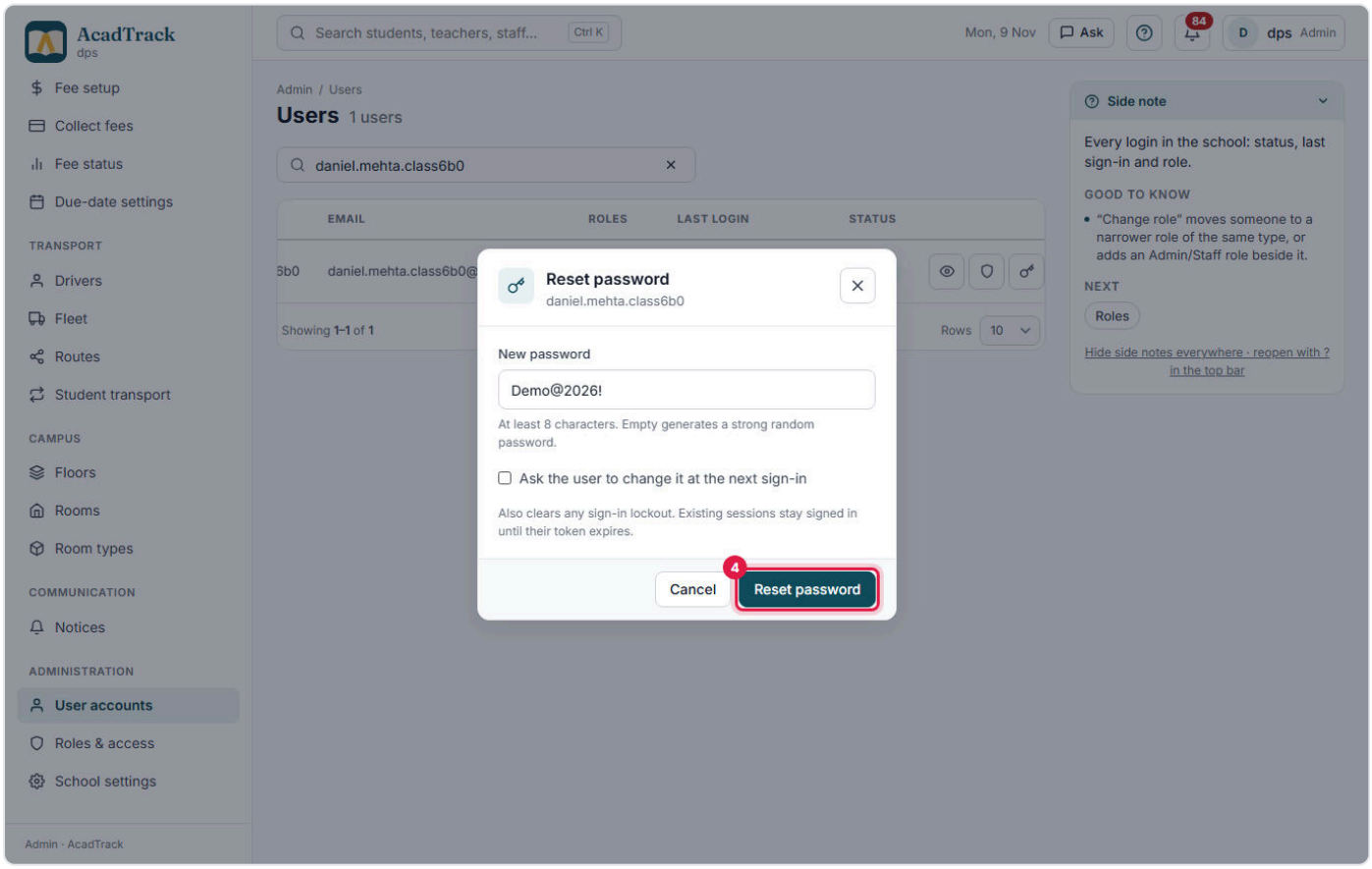
2 Choose the key to reset the password.



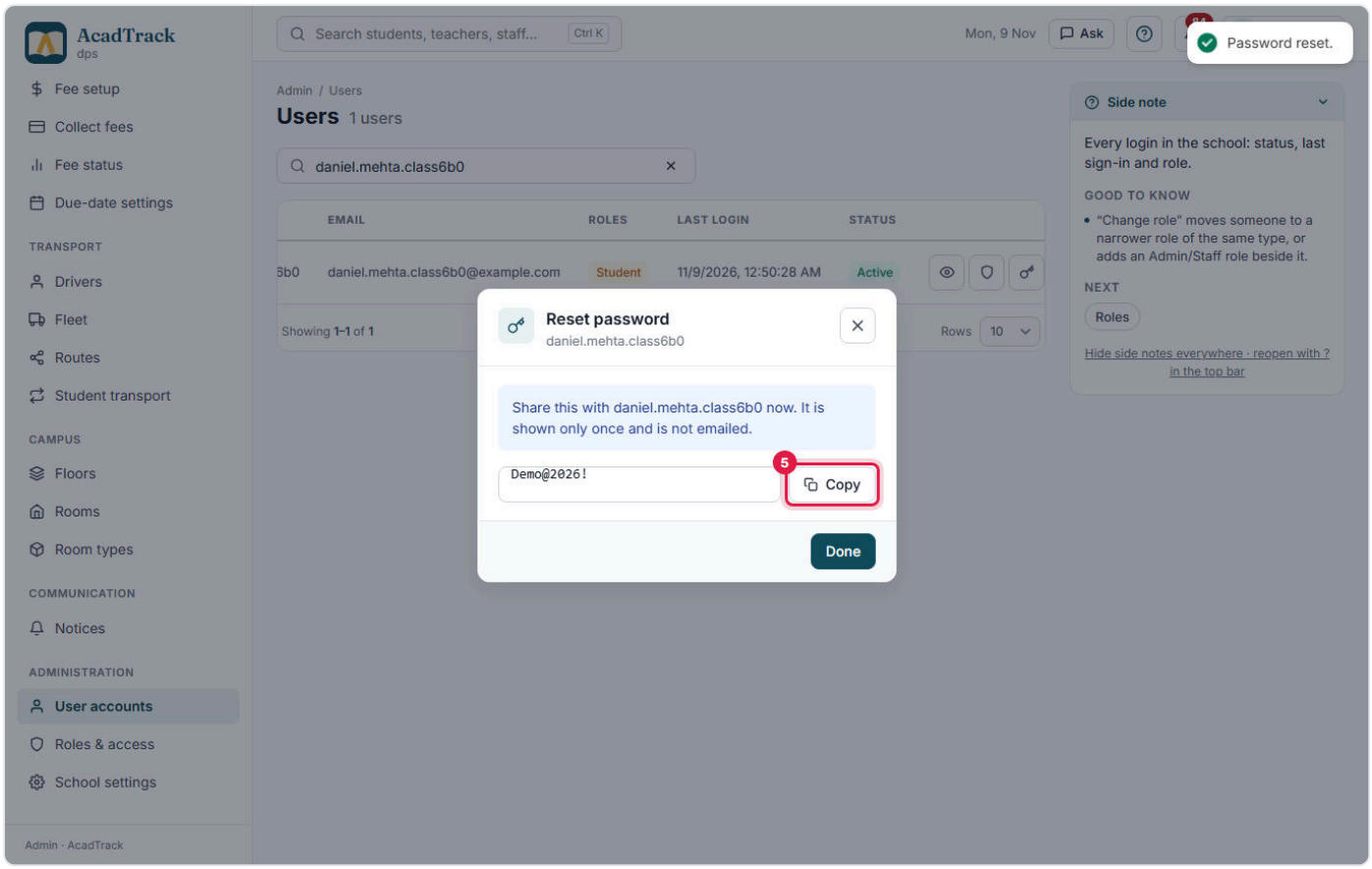
3 Type a new password, or leave it empty to generate a strong one. Untick the box if they should keep it.



4 Choose Reset password. The password is shown once; share it with the person. Any sign-in lockout is cleared too.



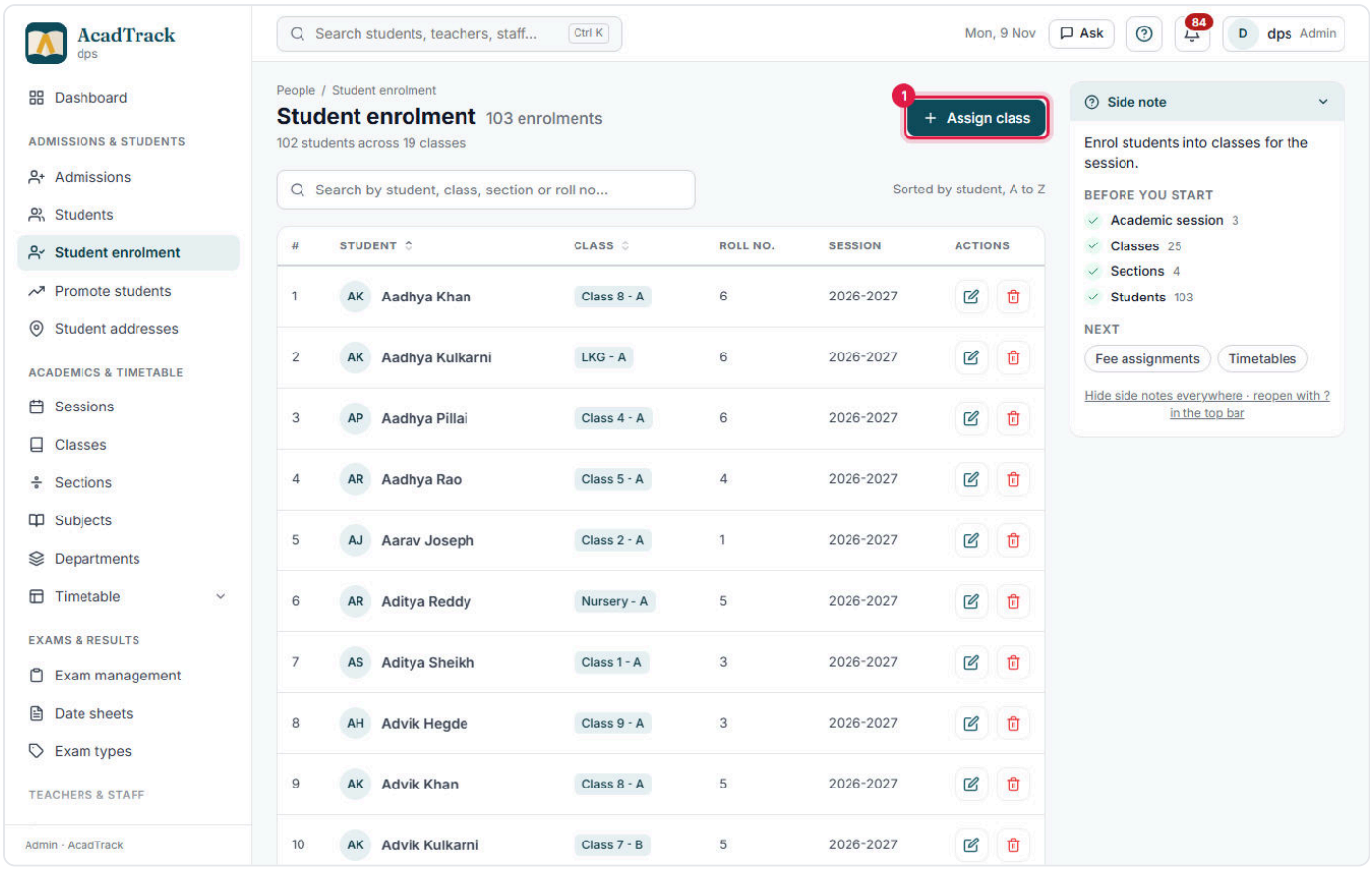
5 Copy it and choose Done.



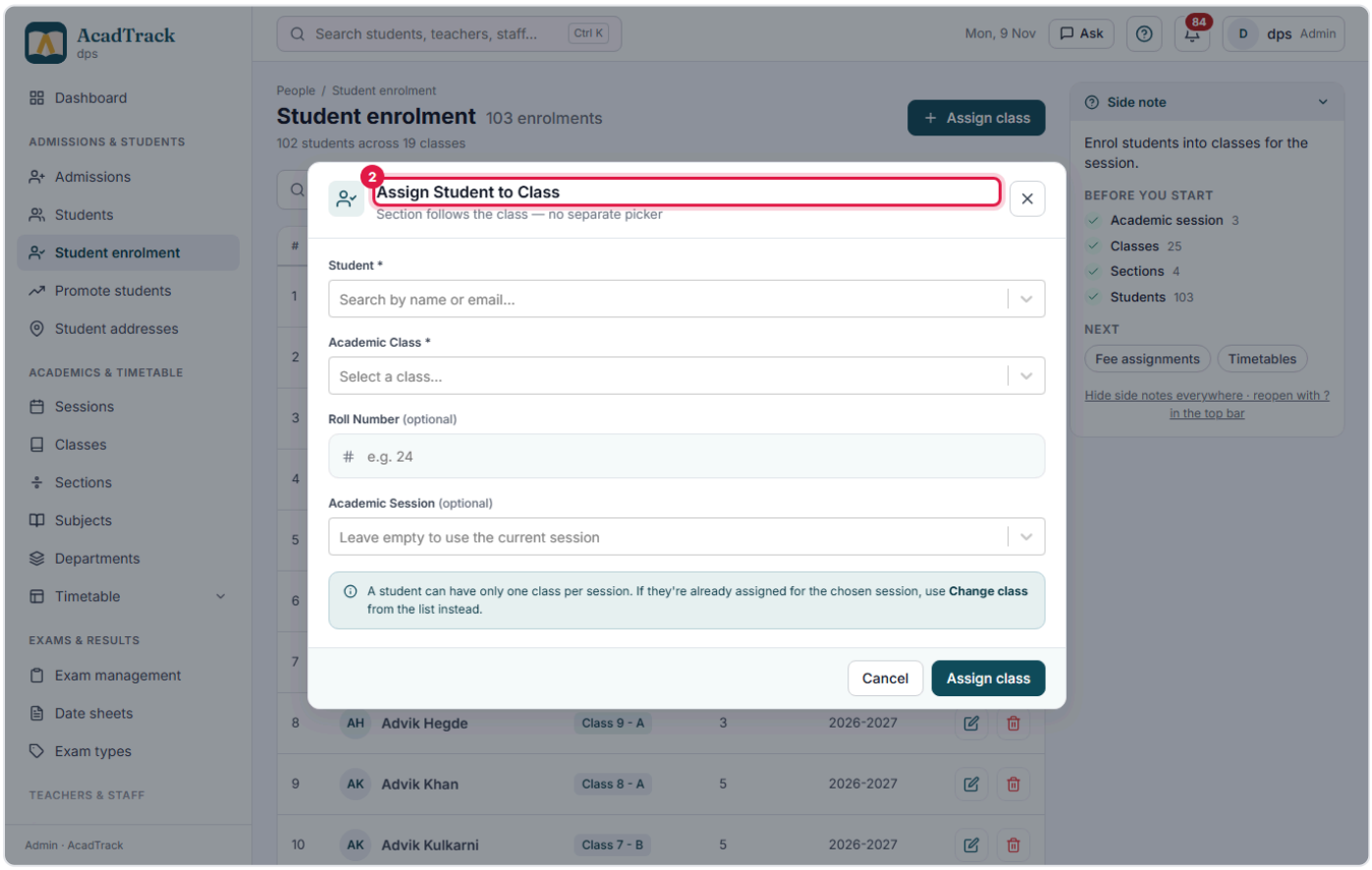
Put a student in a class

> Enrol a student into a class and section for this session.

1. Student enrolment lists who sits in which class this session, with roll numbers. signed in as dps



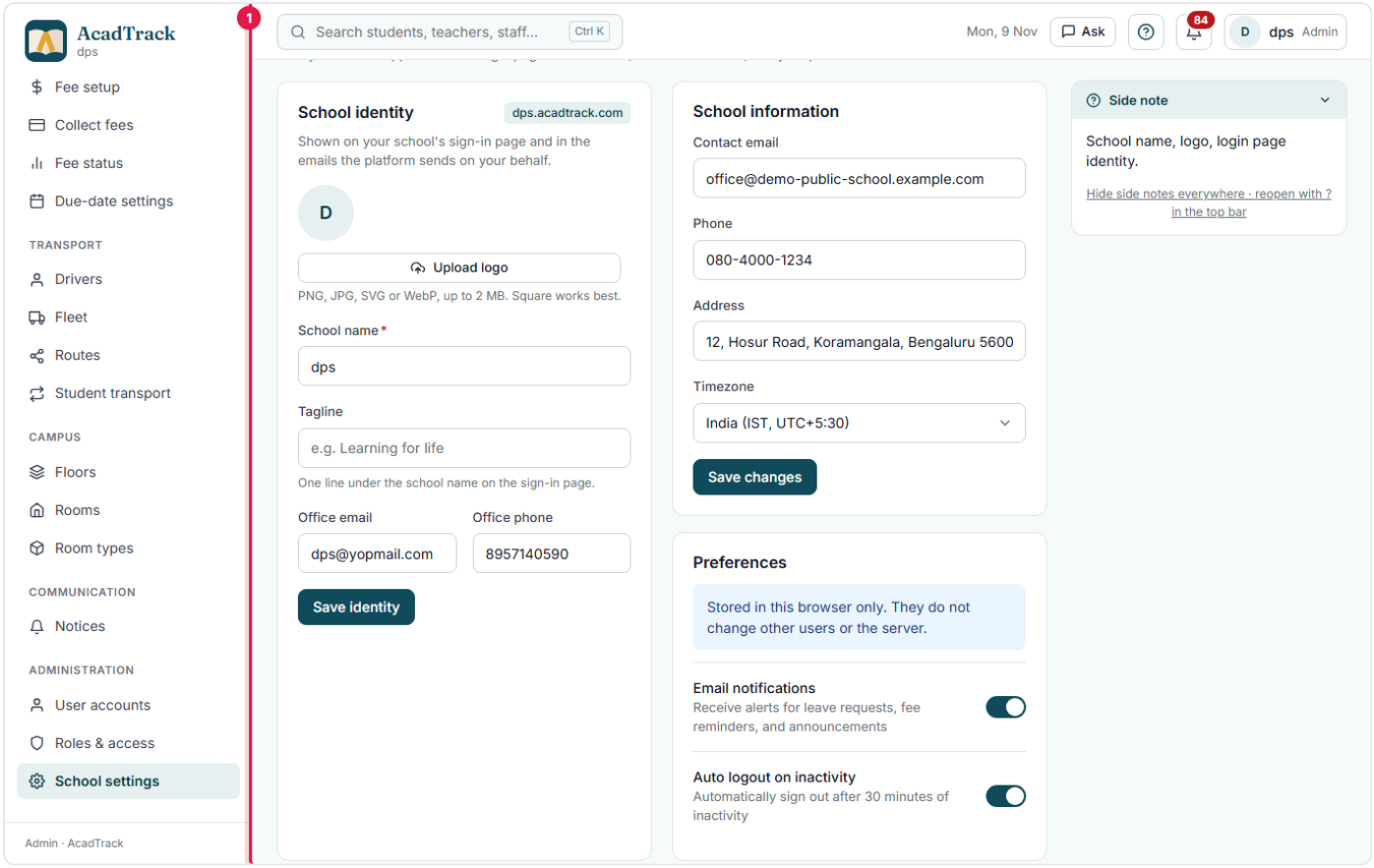
2. Pick the student, the class and section, and a roll number, then save. Attendance, fees and timetables now include them.



Update the school's details

> Name, contact and address used across the portal and on letters.

1 School settings hold the name, contact details, address and time zone. Save after changing them. signed in as dps



Office staff (front desk)

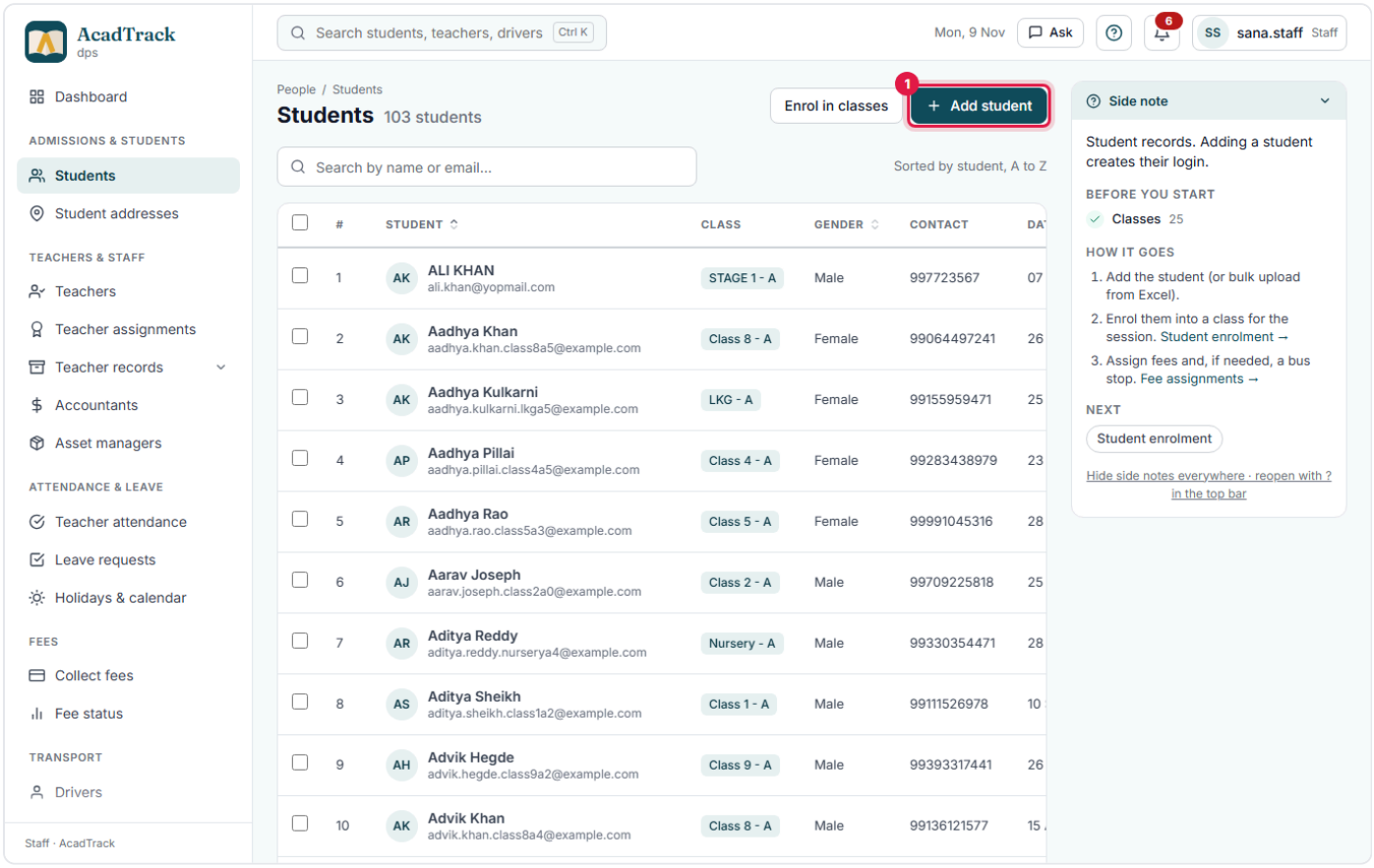
`sana.staff`

Front-desk staff look after people records, collect fees and send notices. Pages outside their role are hidden.

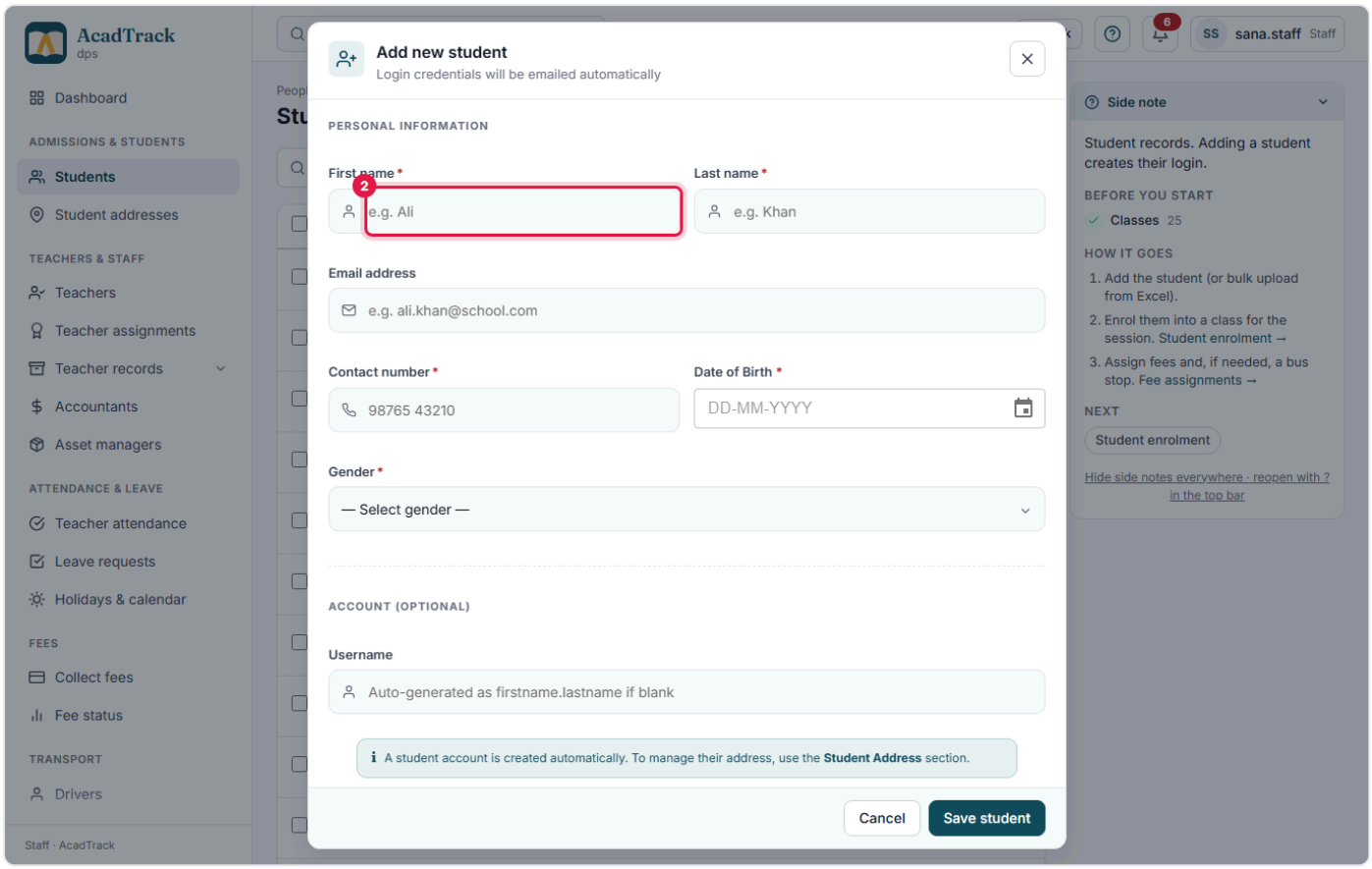
Add a new student

> Create a student record and login.

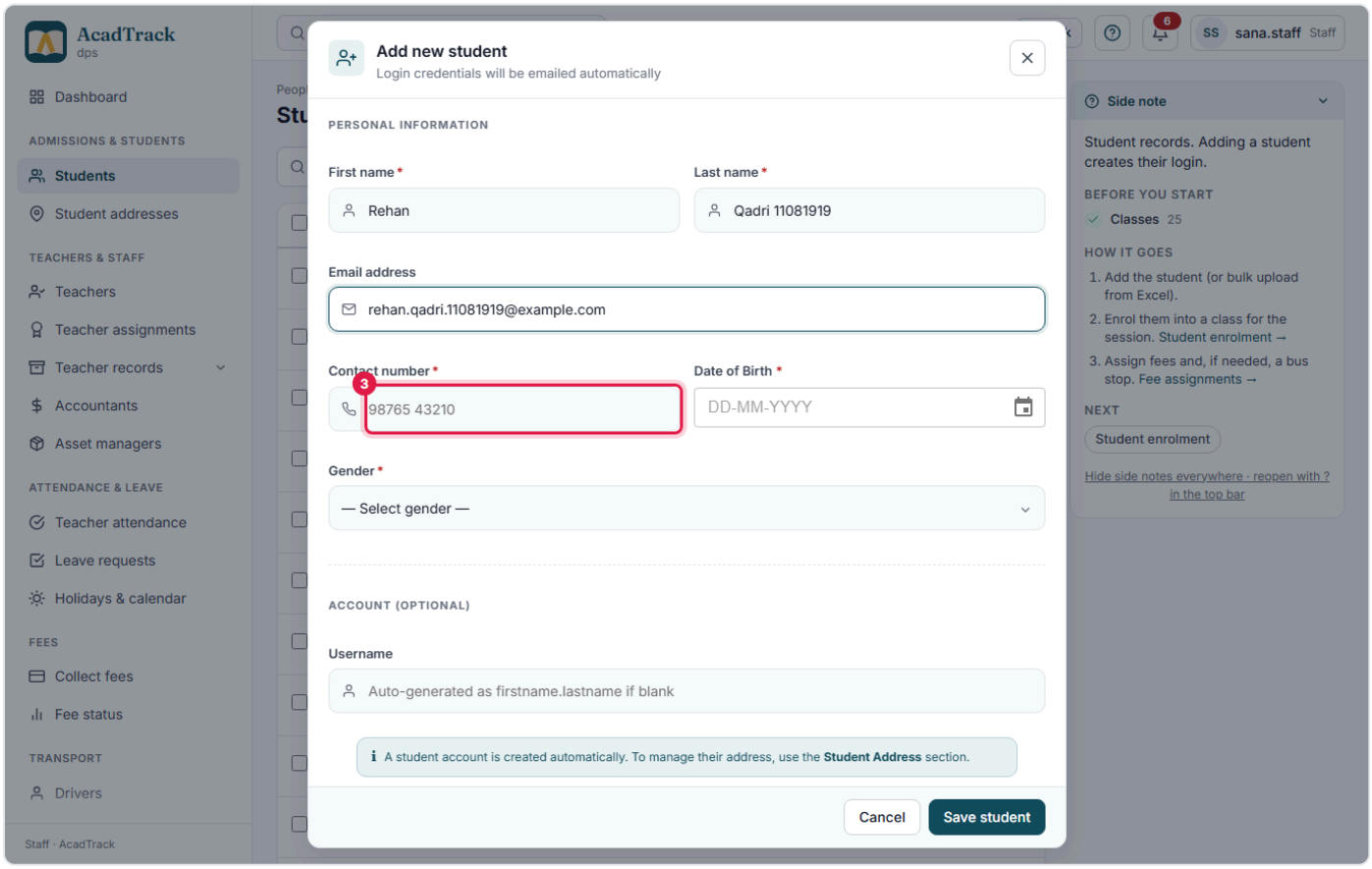
1 Open Students and choose Add student. signed in as sana.staff



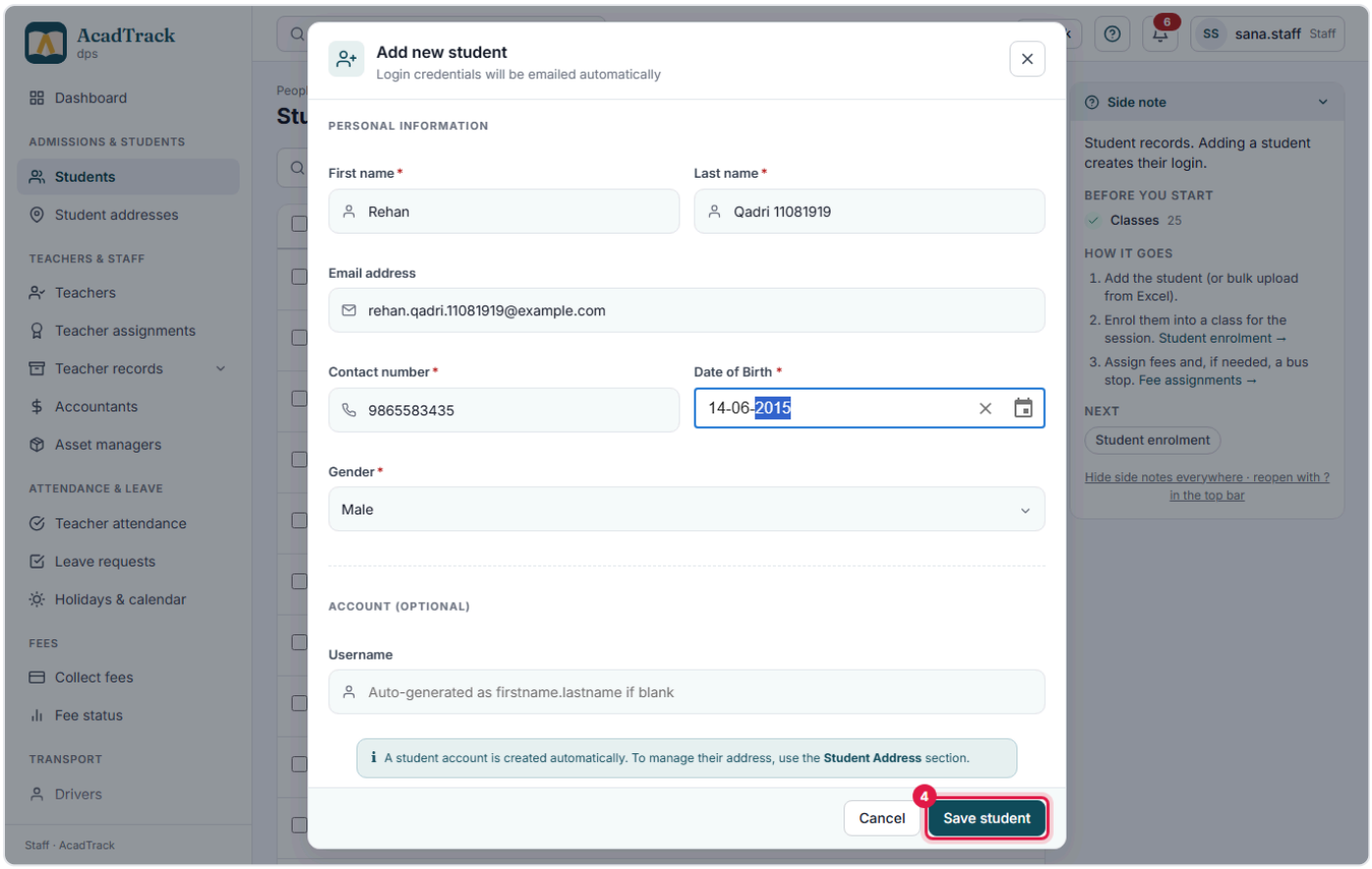
2 Fill in the first and last name.



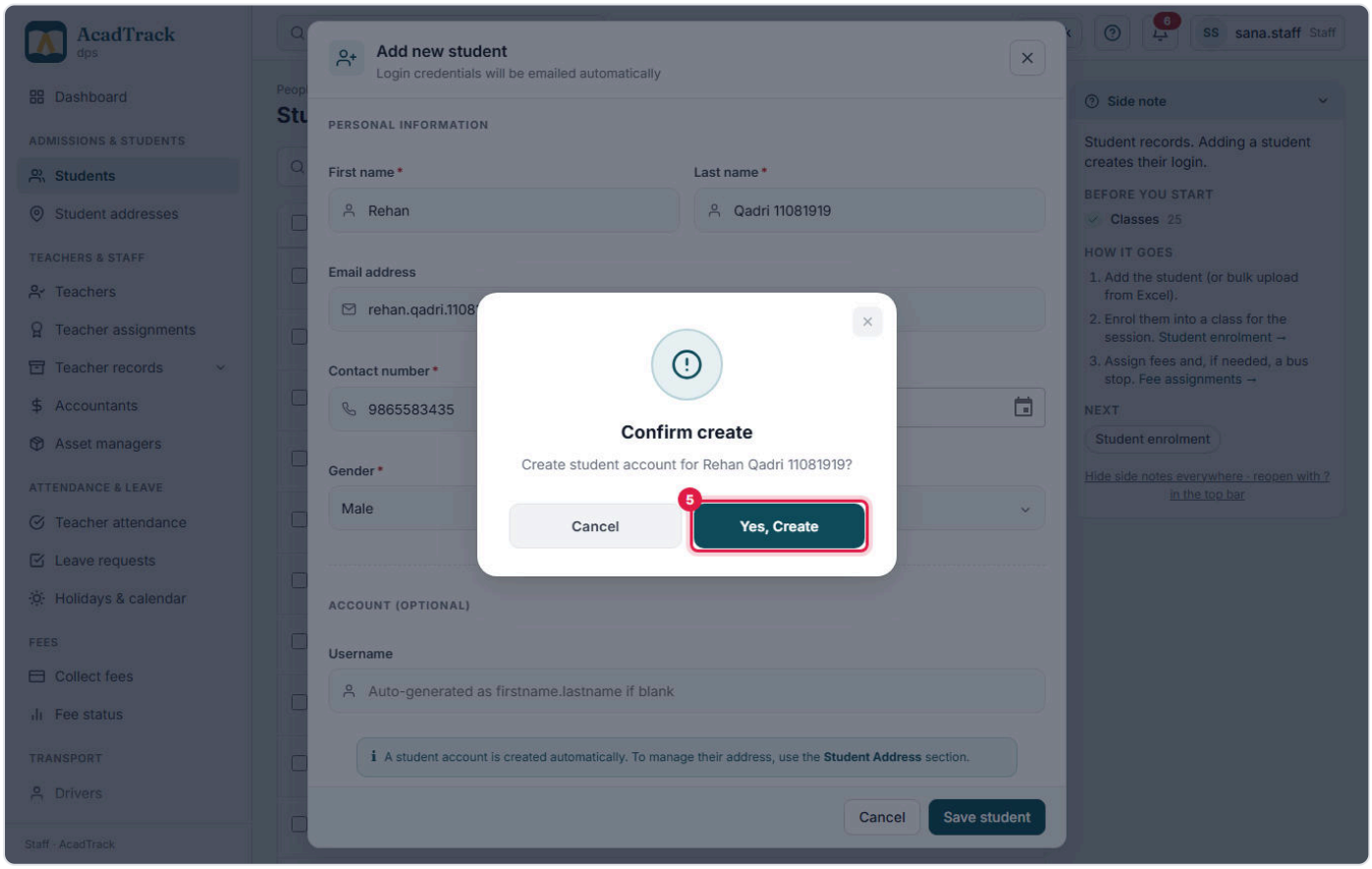
3 Add the parent's contact number, date of birth and gender.



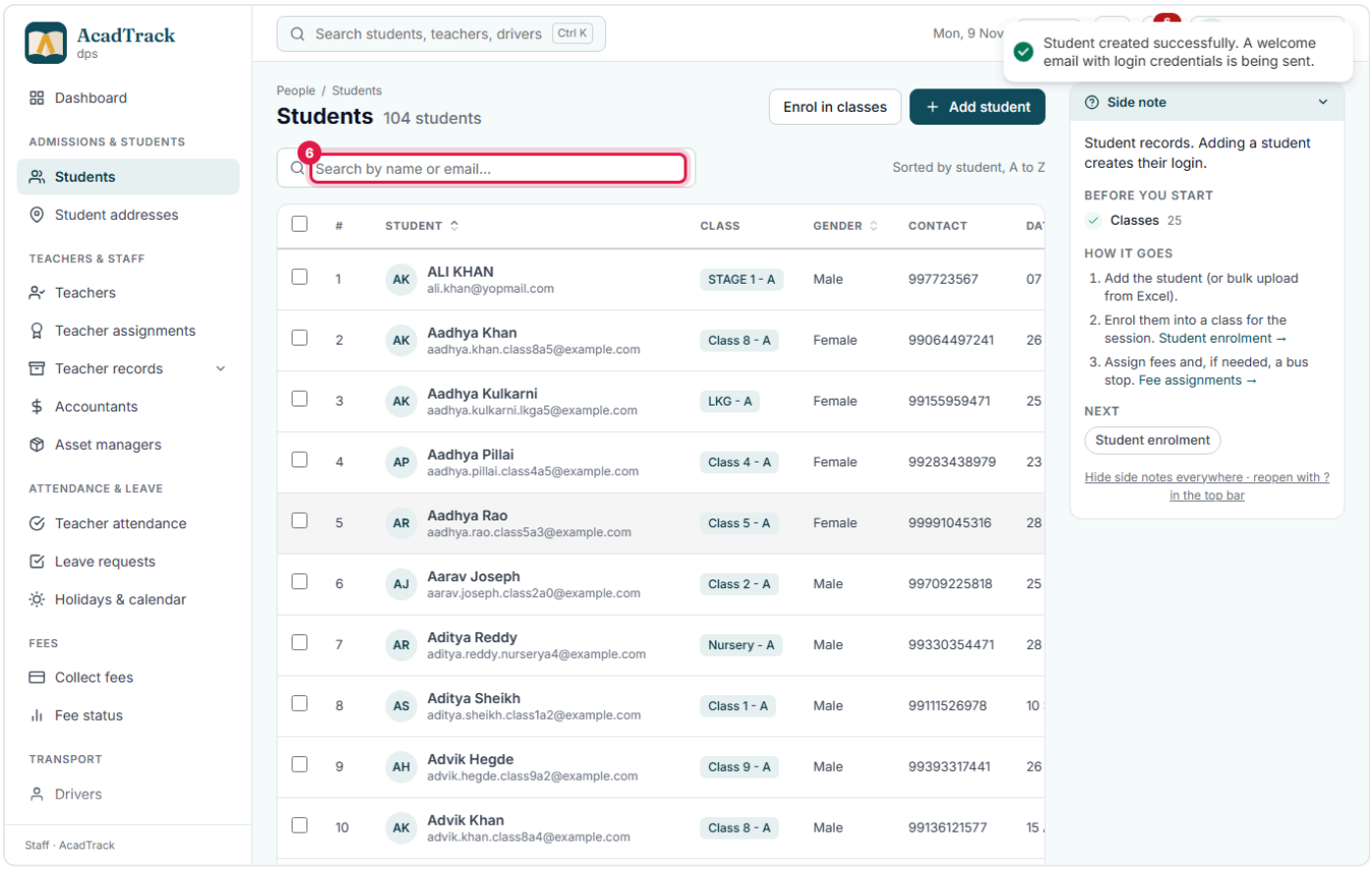
4 Leave Username empty to use firstname.lastname, then choose Save student. A login is created and the welcome email sent.



5 Confirm with Yes, Create.



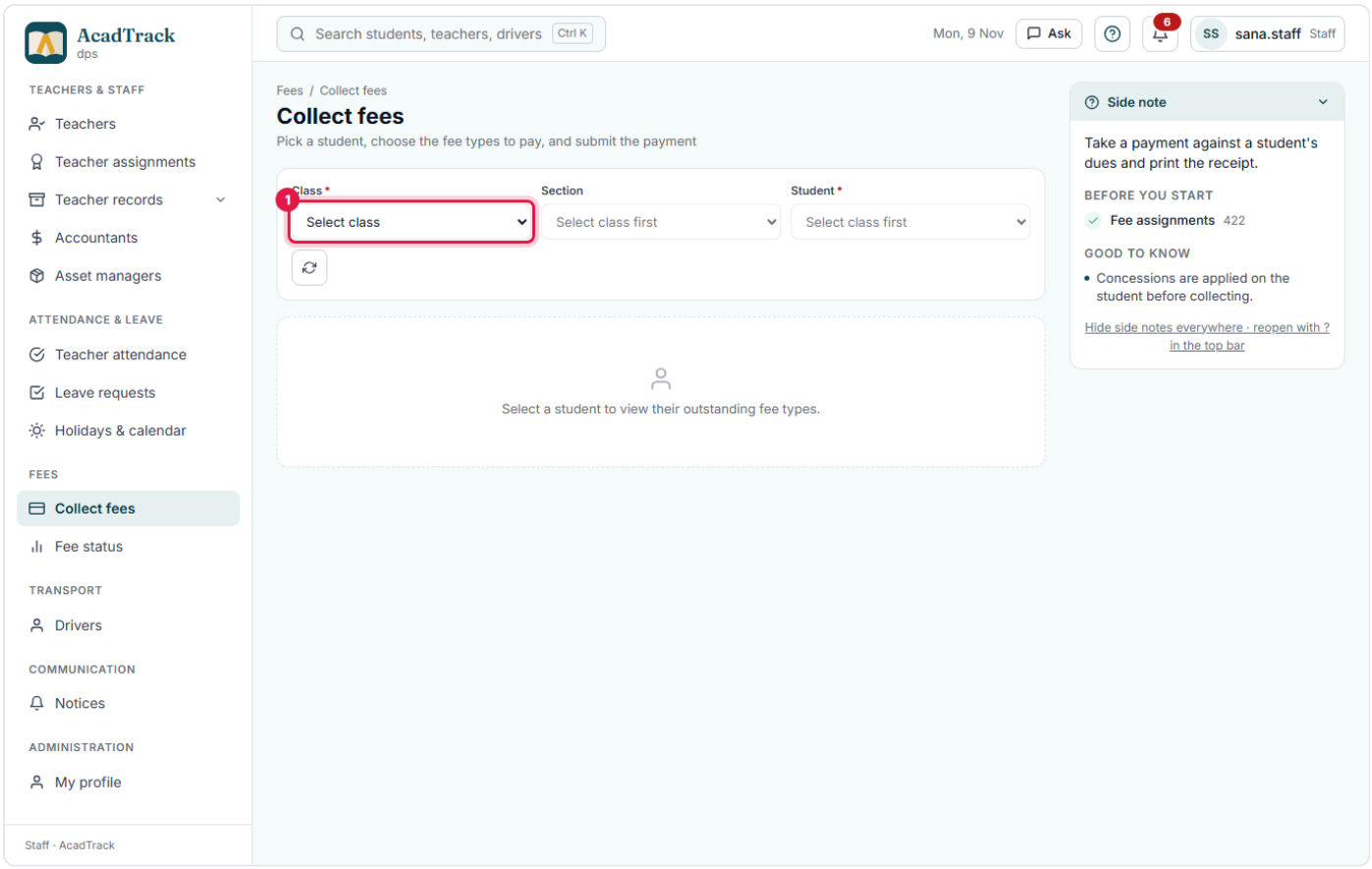
6 The student appears in the list. Next, enrol them in a class (Student enrolment).



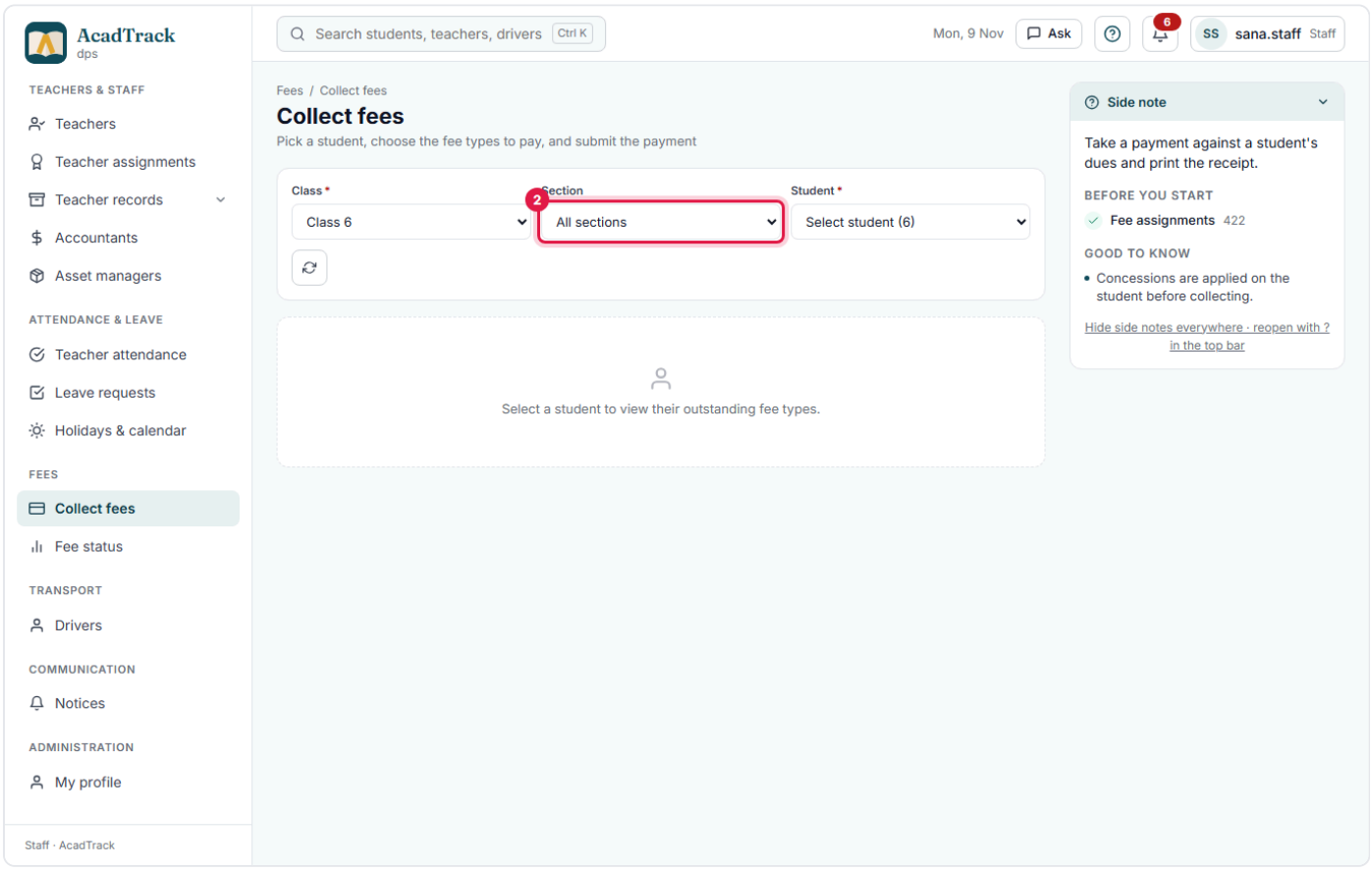
Collect a fee and print the receipt

> A parent pays at the counter.

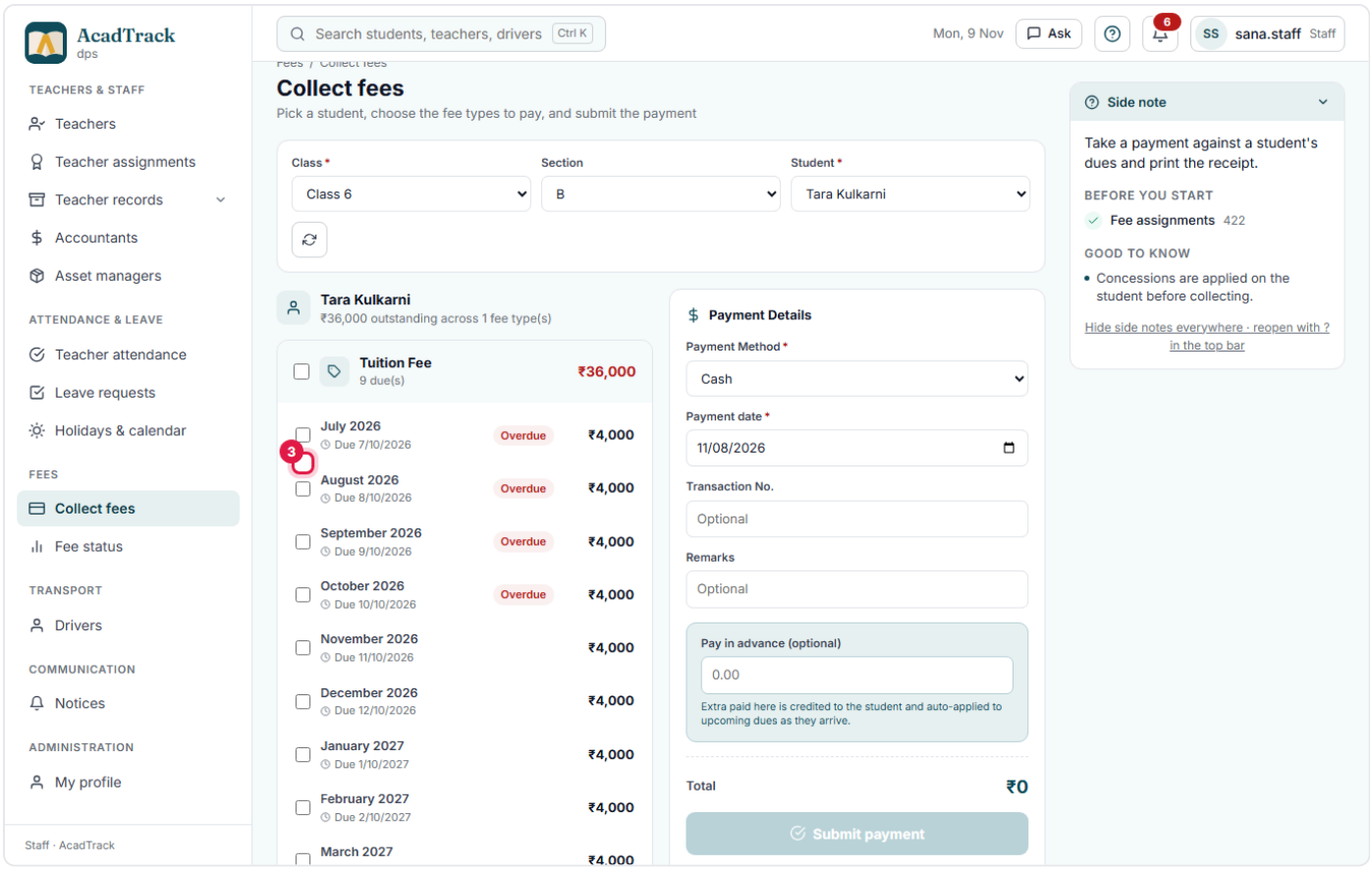
1 Open Collect fees. Choose the class first. signed in as sana.staff



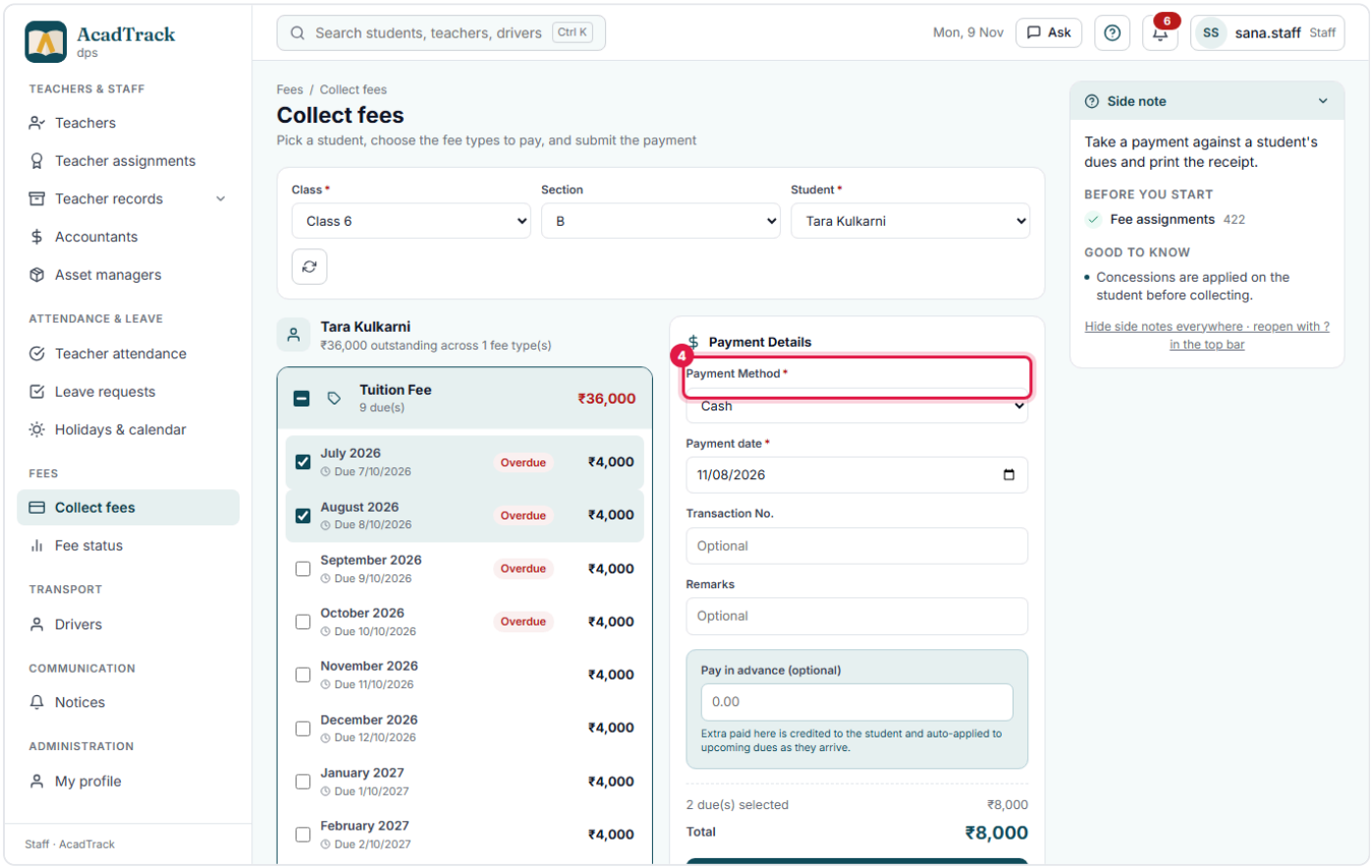
2 Then the section and the student. Their unpaid months load at once.



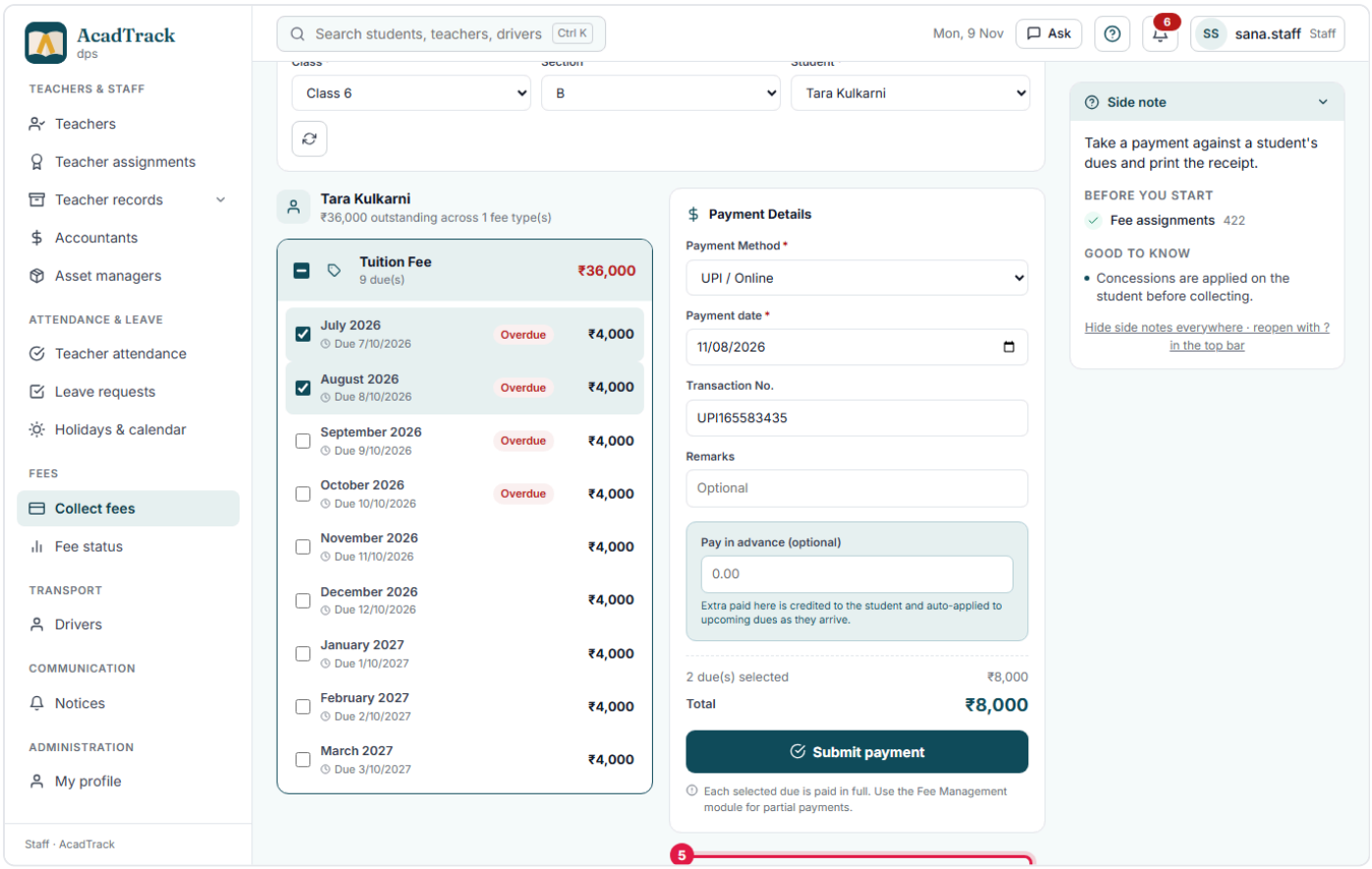
3 Every unpaid month is listed under its fee head, oldest first. Tick the months the parent is paying (the box on the fee head ticks all of them).



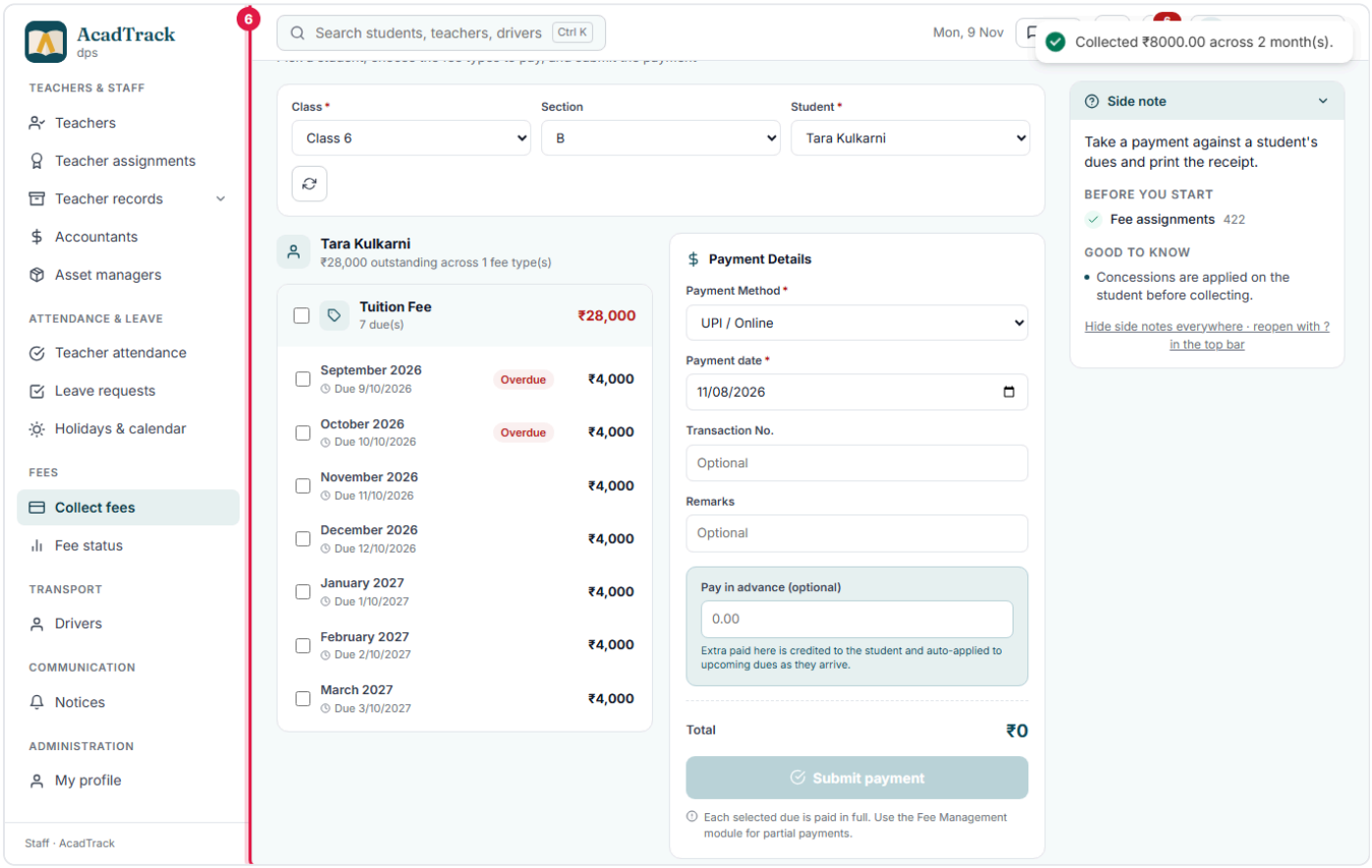
4 Choose the payment method and, for UPI, card or cheque, the transaction number. The total updates as you tick.



5 Choose Submit payment.



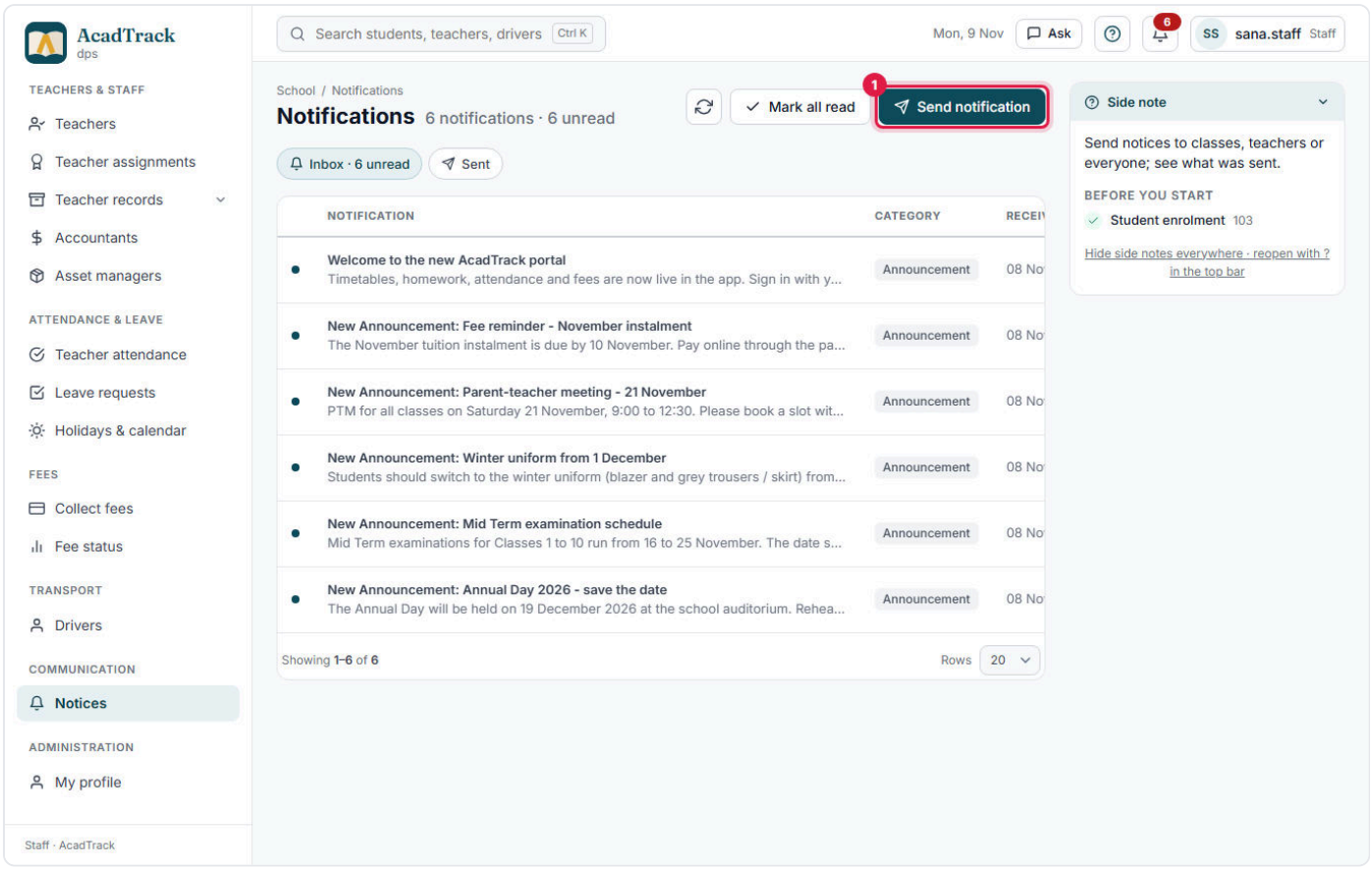
6 The receipt opens, ready to print or share; the months now show as paid.



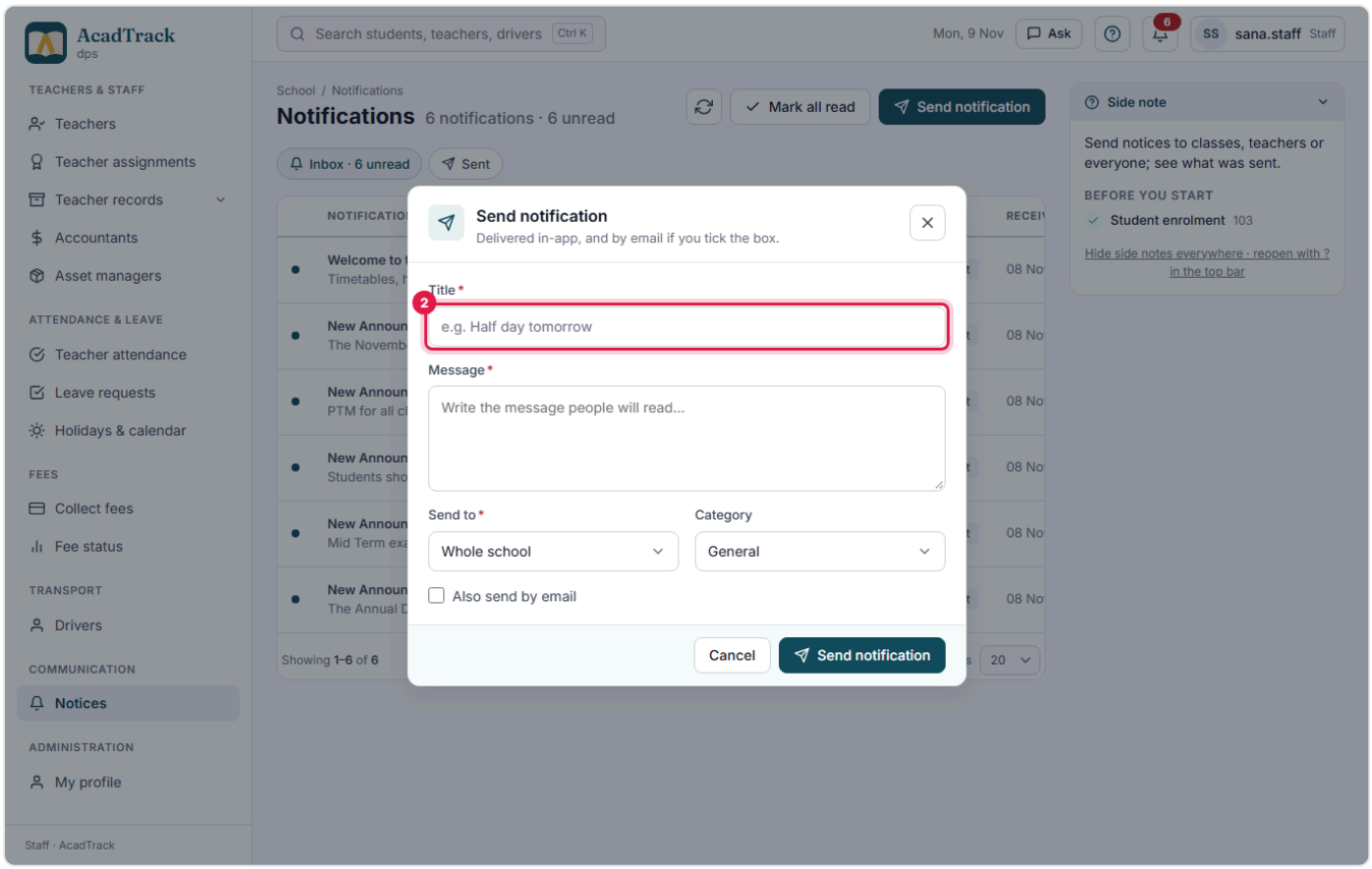
Send a notice

> Tell parents, teachers or one class something.

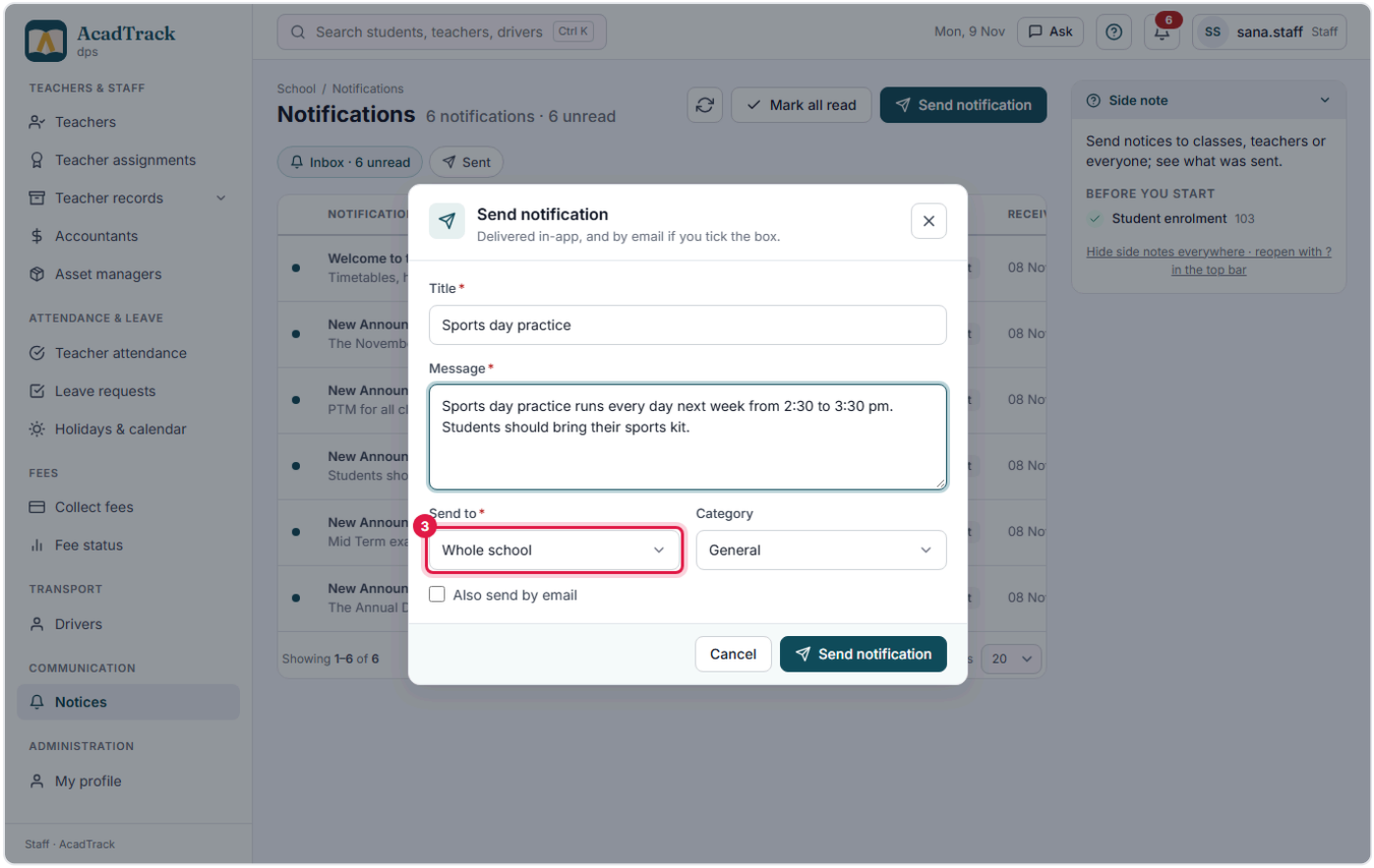
1. Open Notices and choose Send notification. signed in as sana.staff



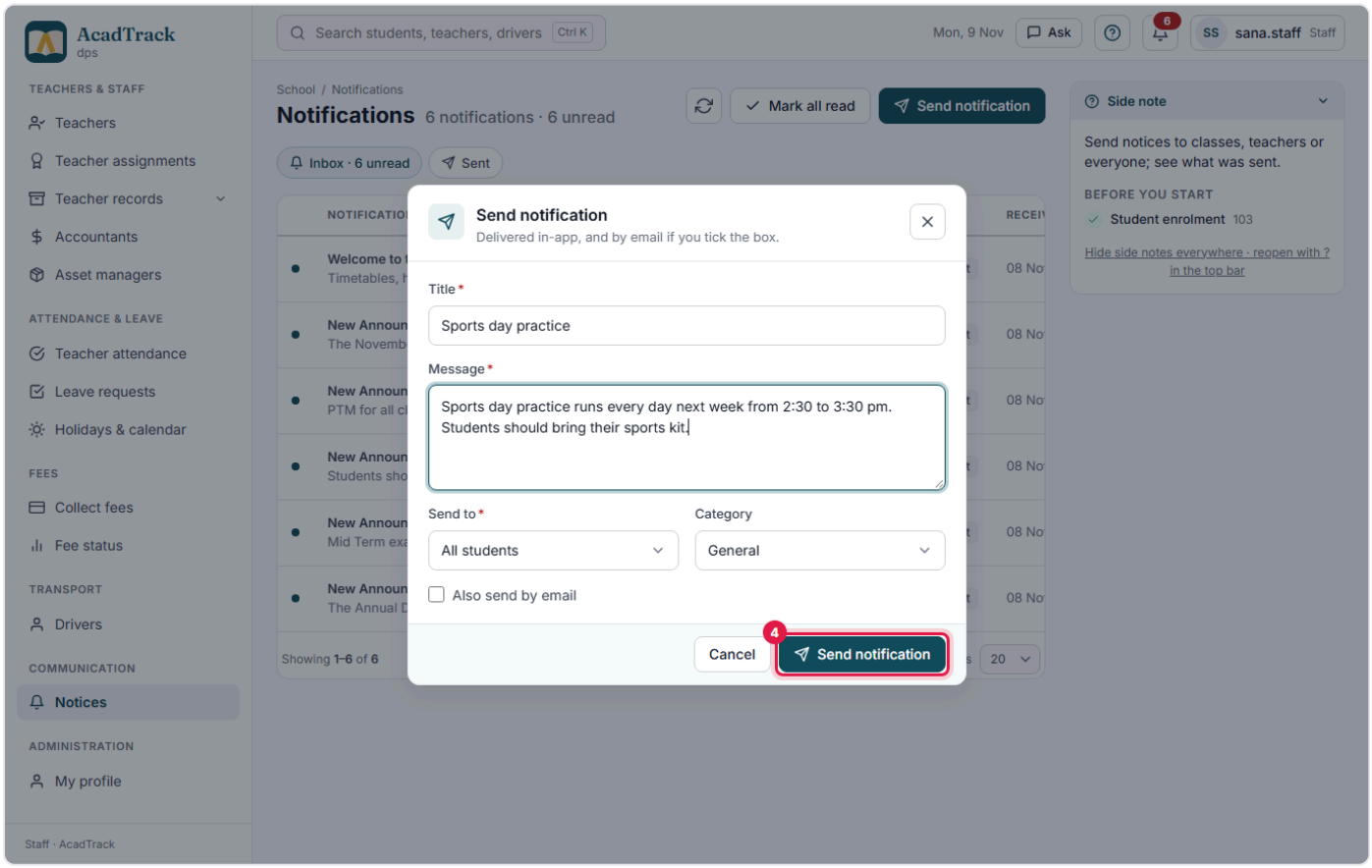
2. Write a short title and the message.



3 Choose who receives it: the whole school, all teachers, all students, a class or one person. Tick email to send it by mail as well.



4 Choose Send notification. It appears in the app and on the portal straight away.



Admissions desk

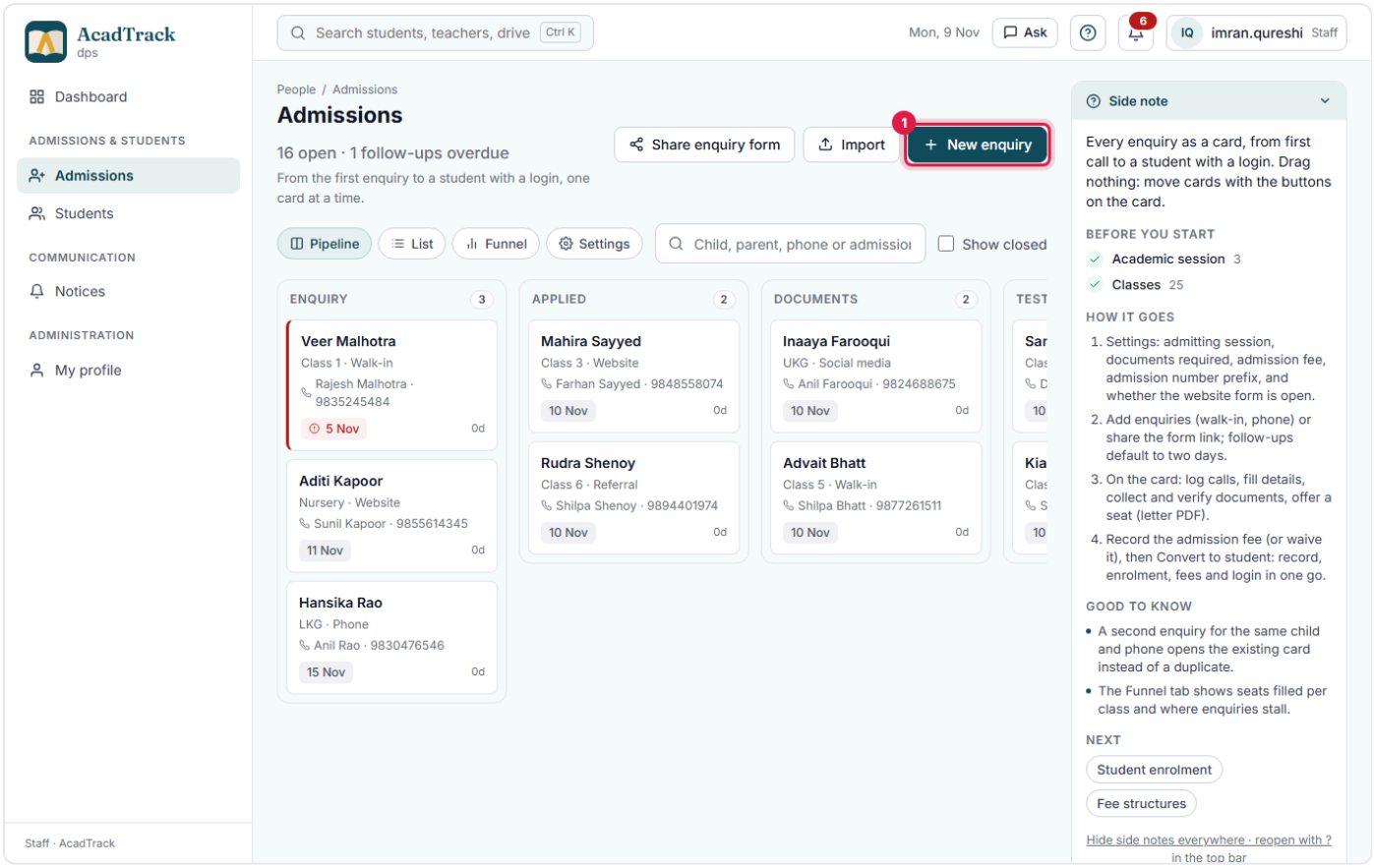
`imran.qureshi`

From the first enquiry to an enrolled student with a login, one card per child.

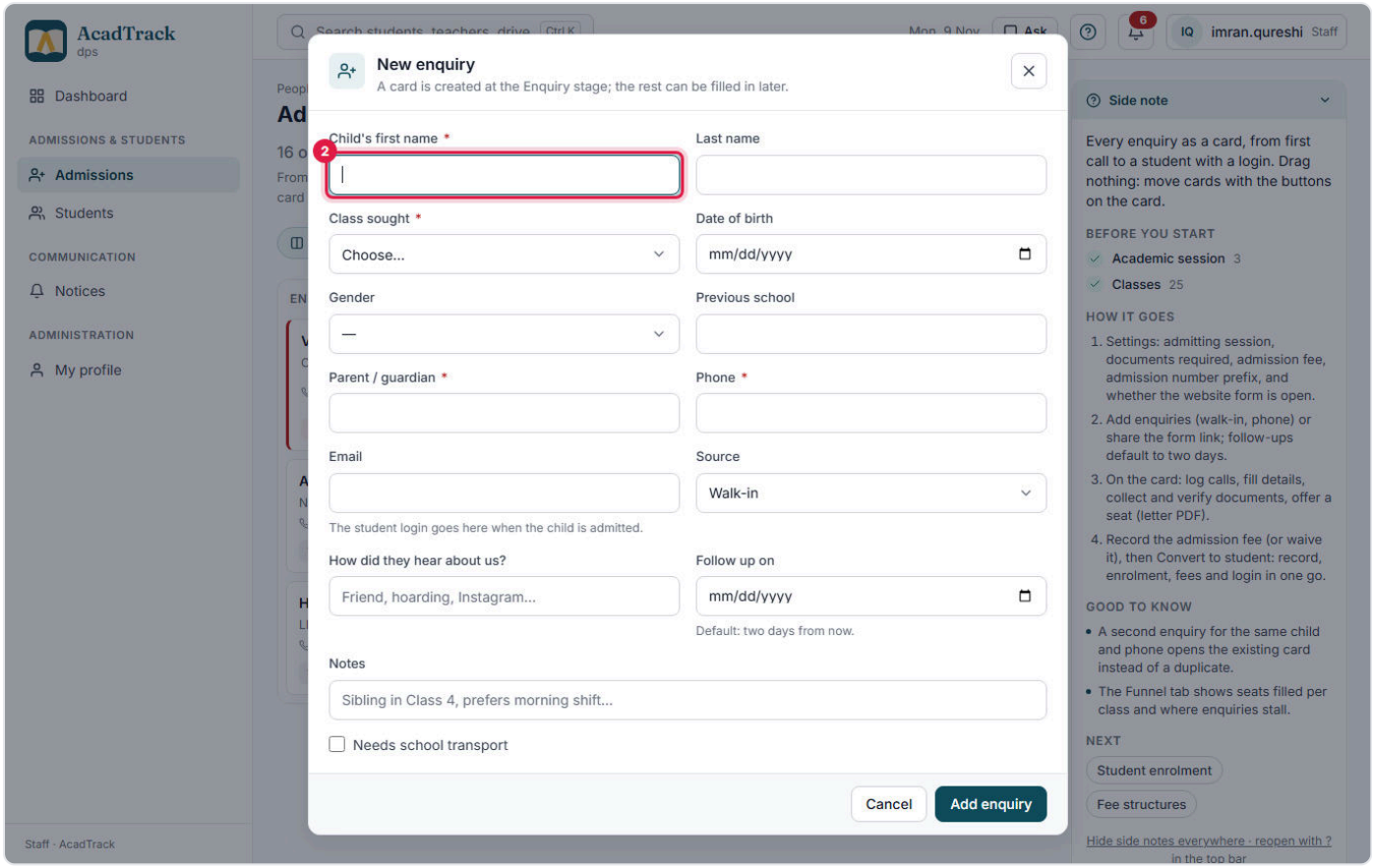
Take an enquiry all the way to an enrolled student

> Record an enquiry, move it through the stages, offer a seat, take the admission fee and create the student.

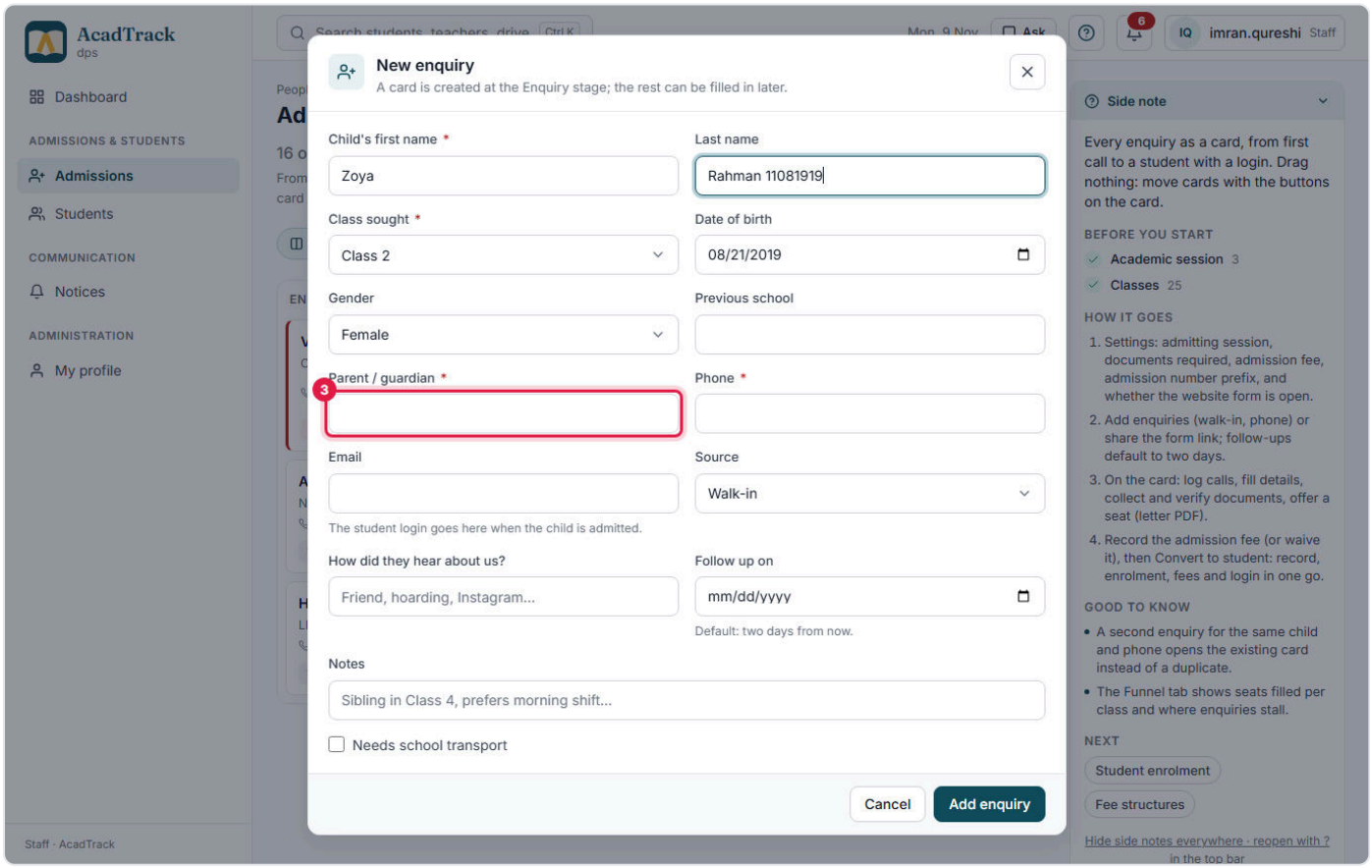
1 The pipeline shows every enquiry as a card, from Enquiry to Onboarded. Choose New enquiry. signed in as imran.qureshi



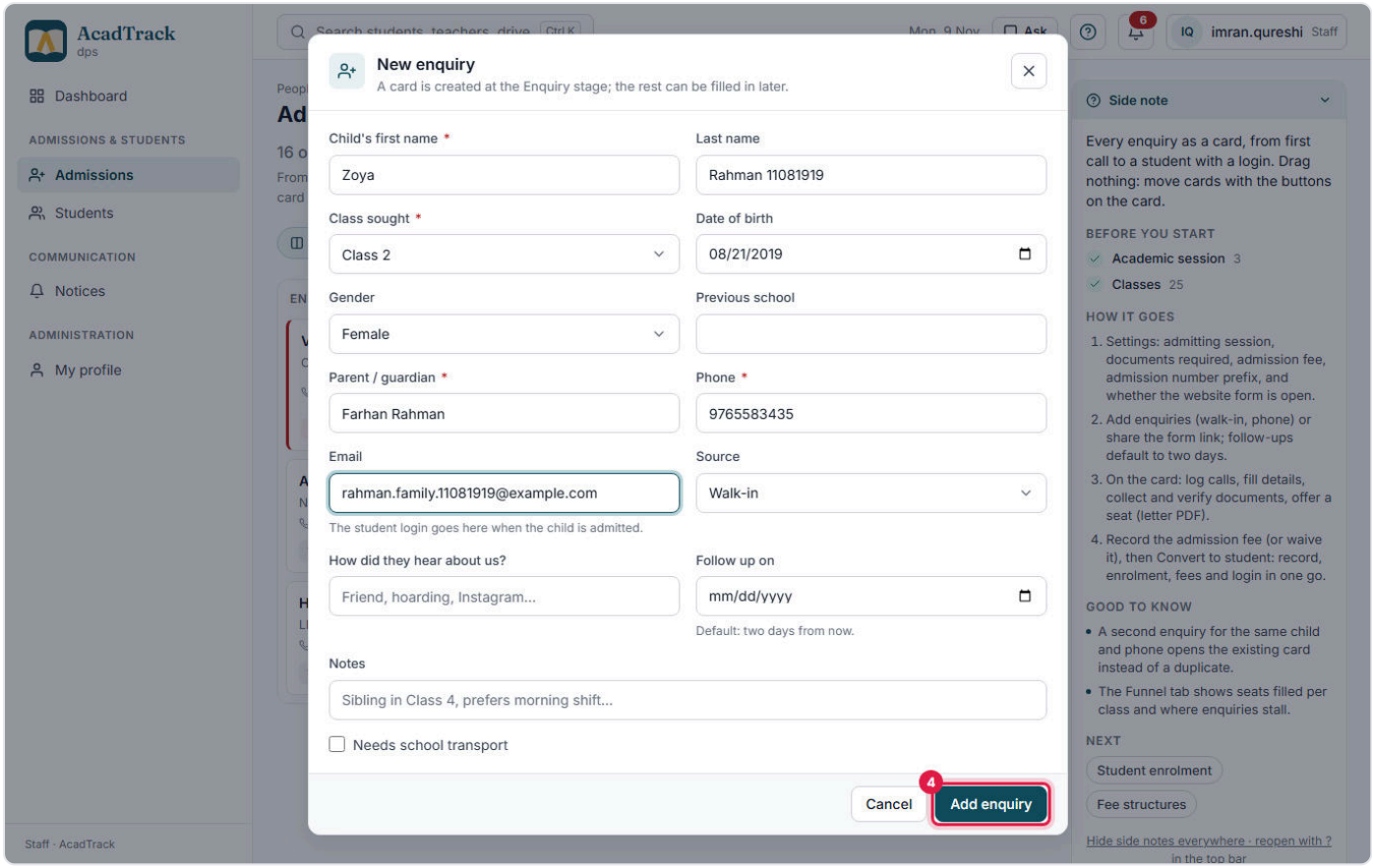
2 Enter the child's name and the class sought.



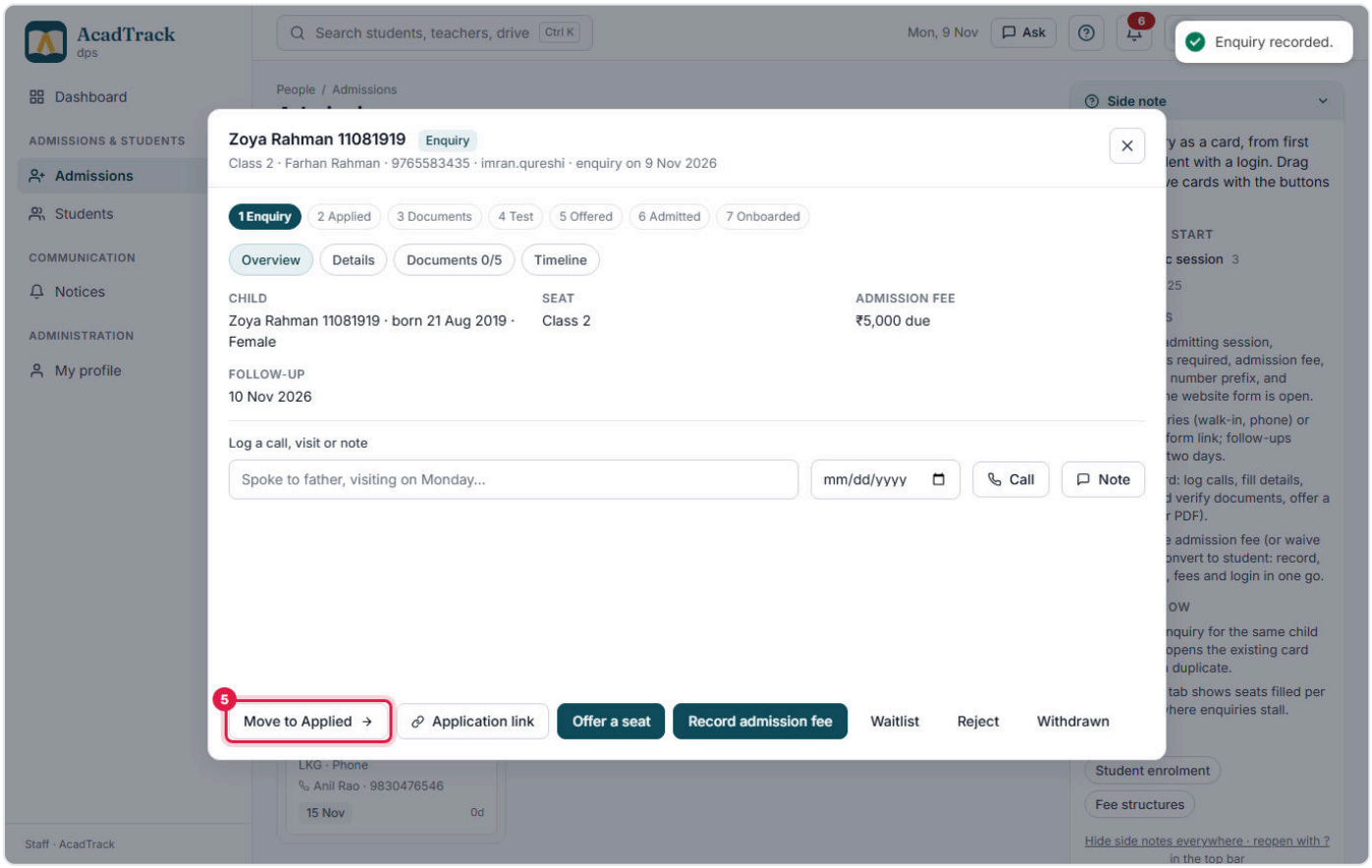
3 Add the parent's name and phone, how they heard about the school, and a follow-up date.



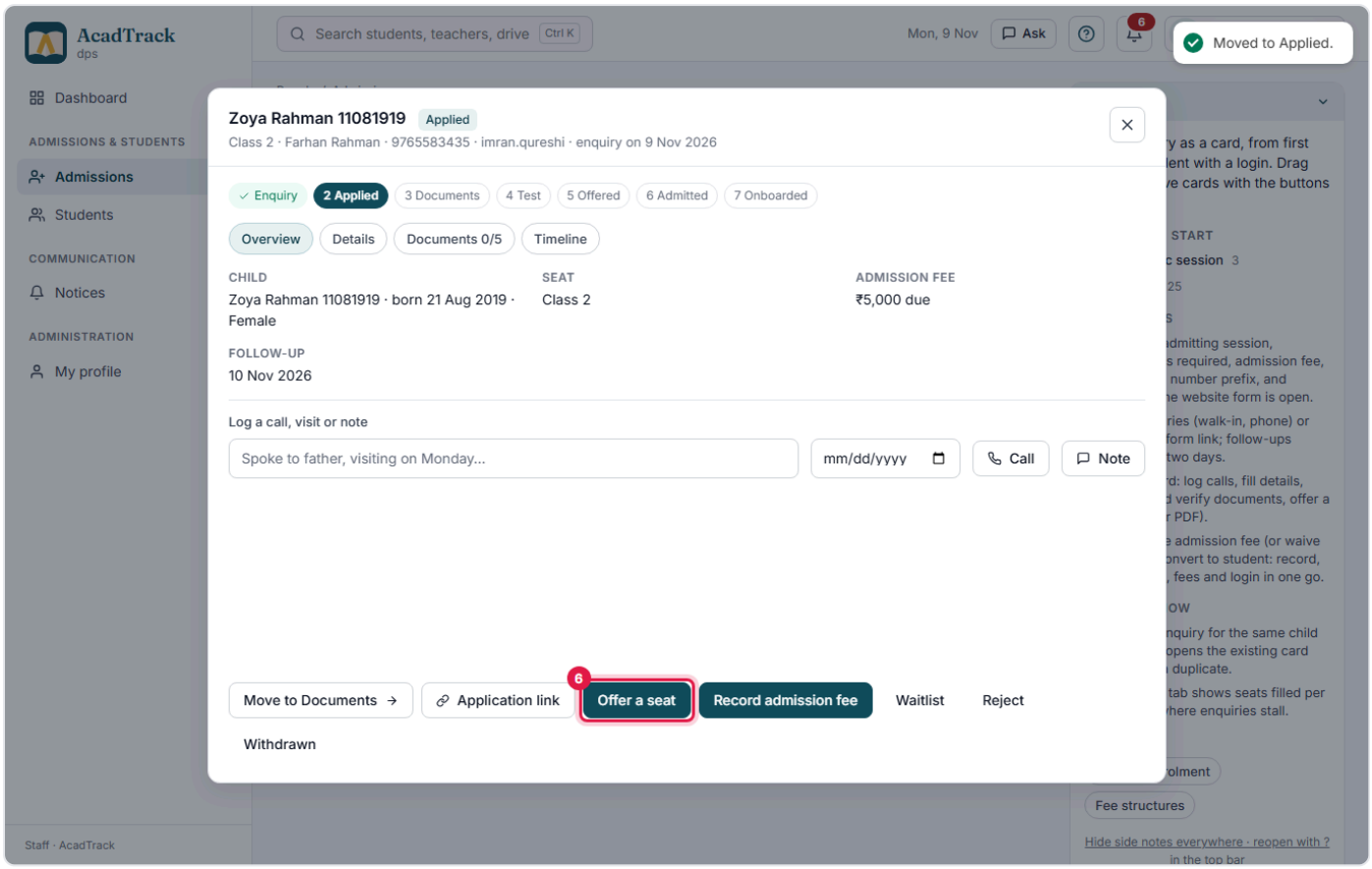
4 Choose Add enquiry. A repeat enquiry for the same child and phone opens the existing card instead of a duplicate.



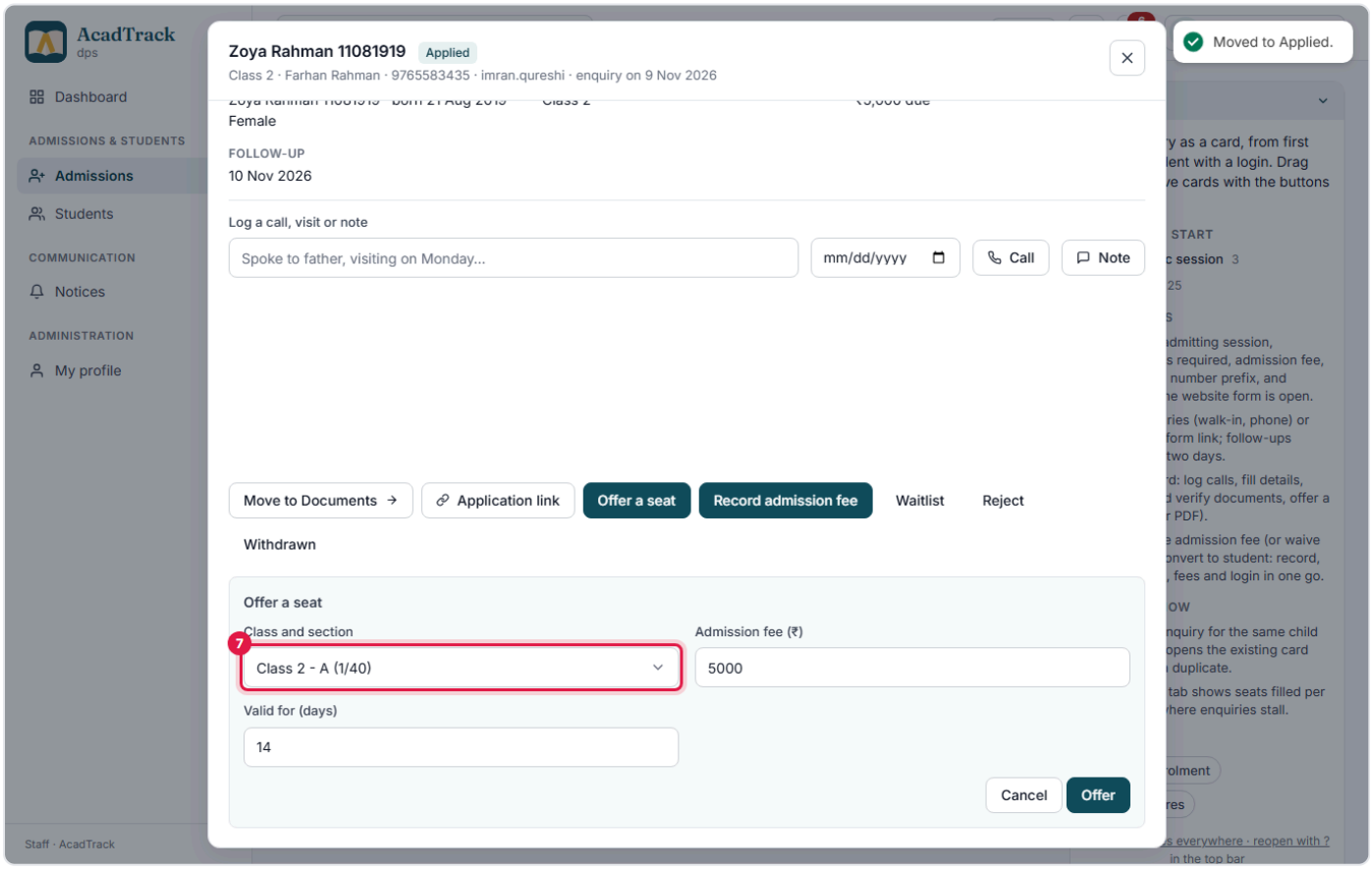
5 The new card opens at the Enquiry stage, with the stages across the top, the timeline, documents and the next actions. Log calls and notes as you go.



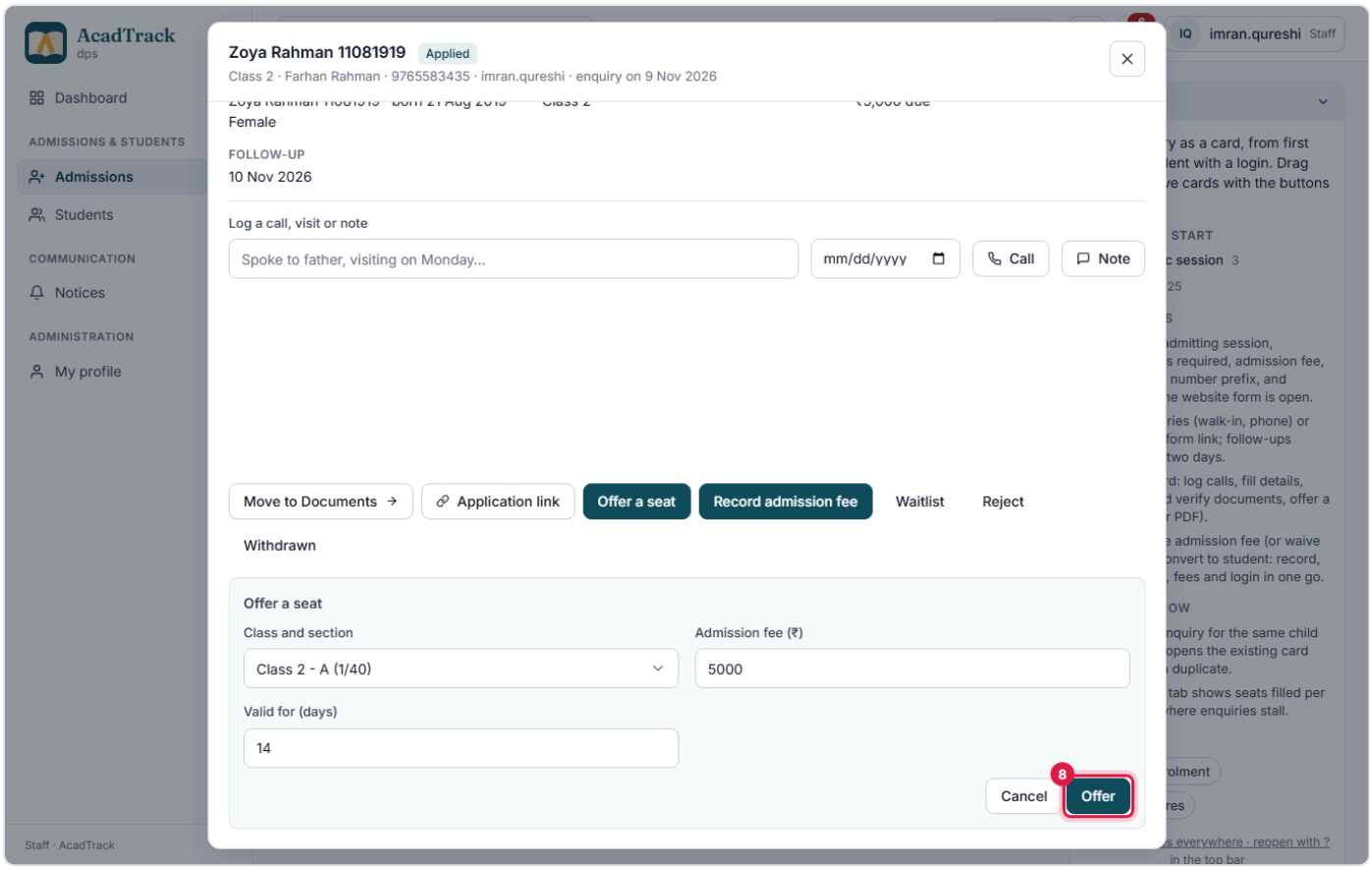
6 When the family is ready, offer a seat.



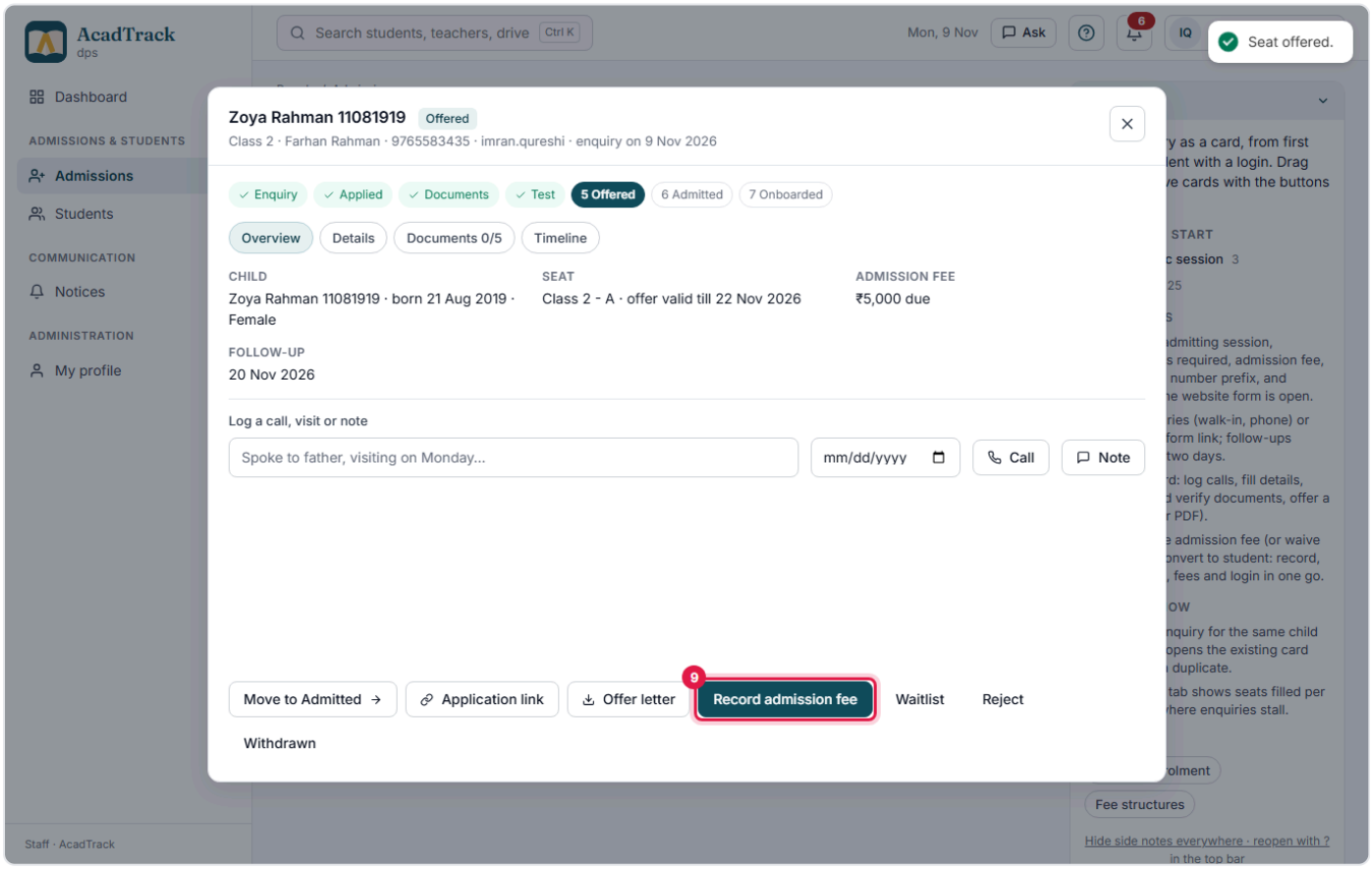
7 Choose the class and section, check the admission fee and how long the offer stays open.



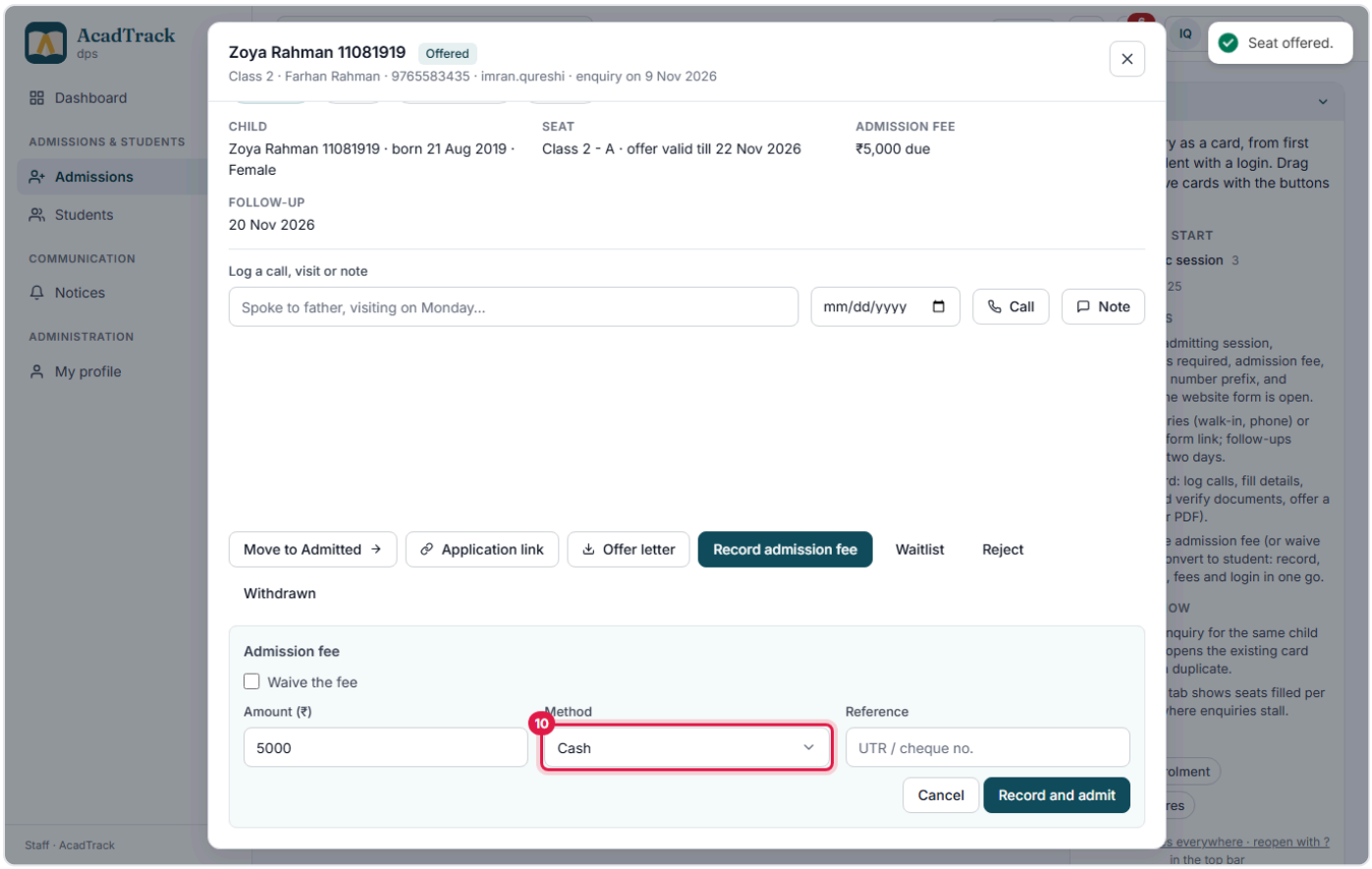
8 Then Offer. The card moves to Offered and an offer letter PDF is ready to send.



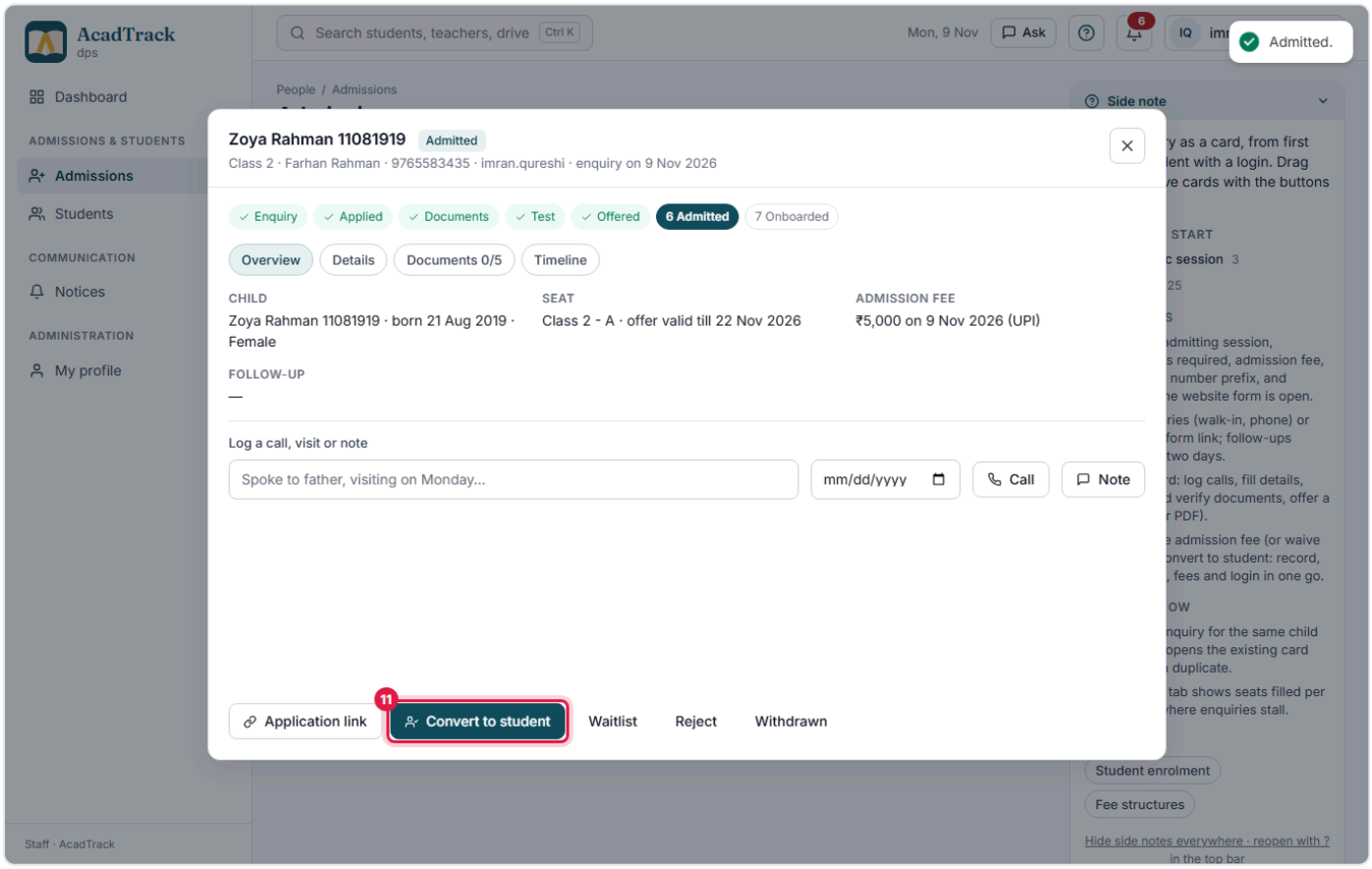
9 When the fee is paid, record it.



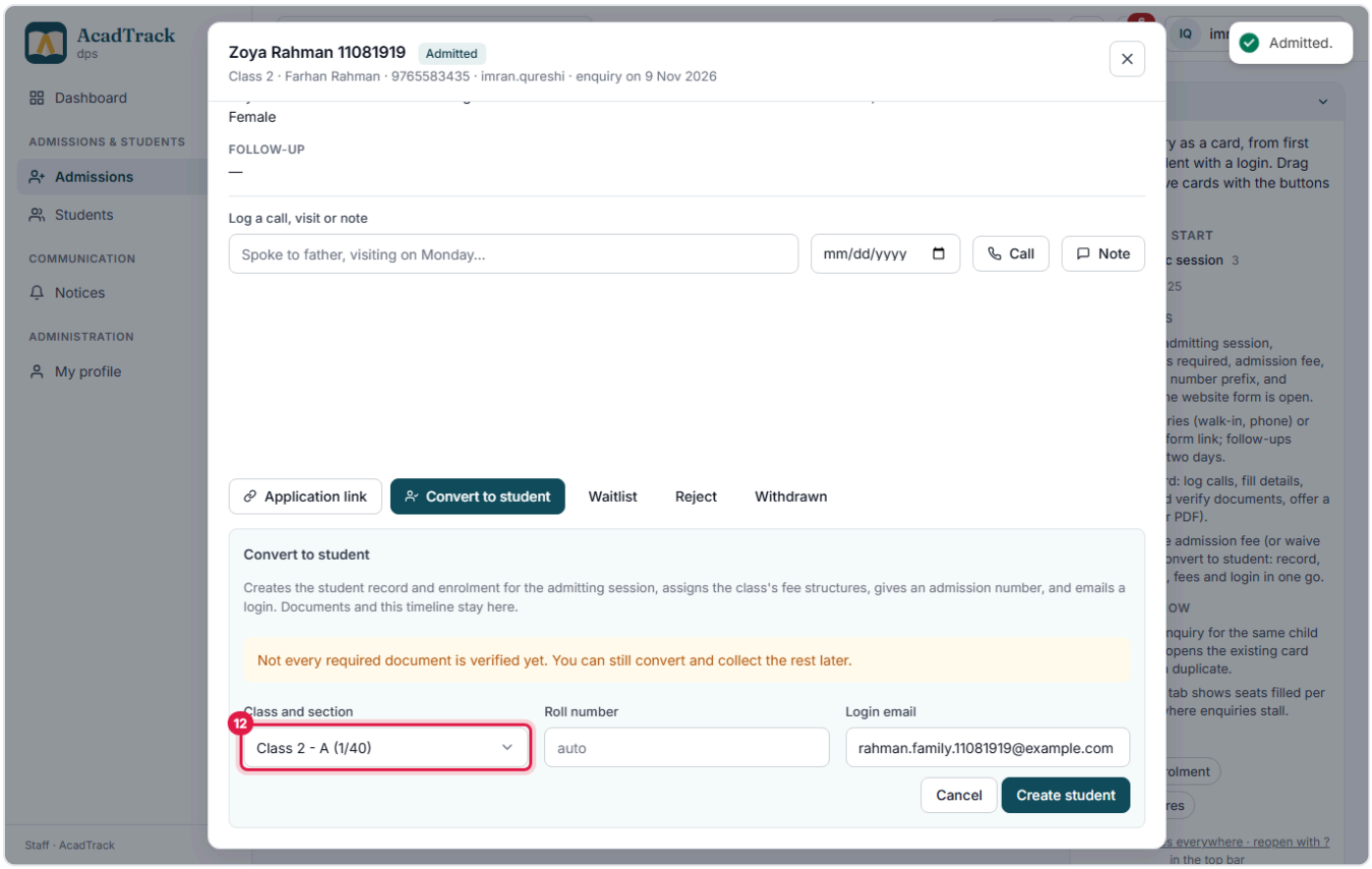
10 Enter the amount, method and reference, then Record and admit.



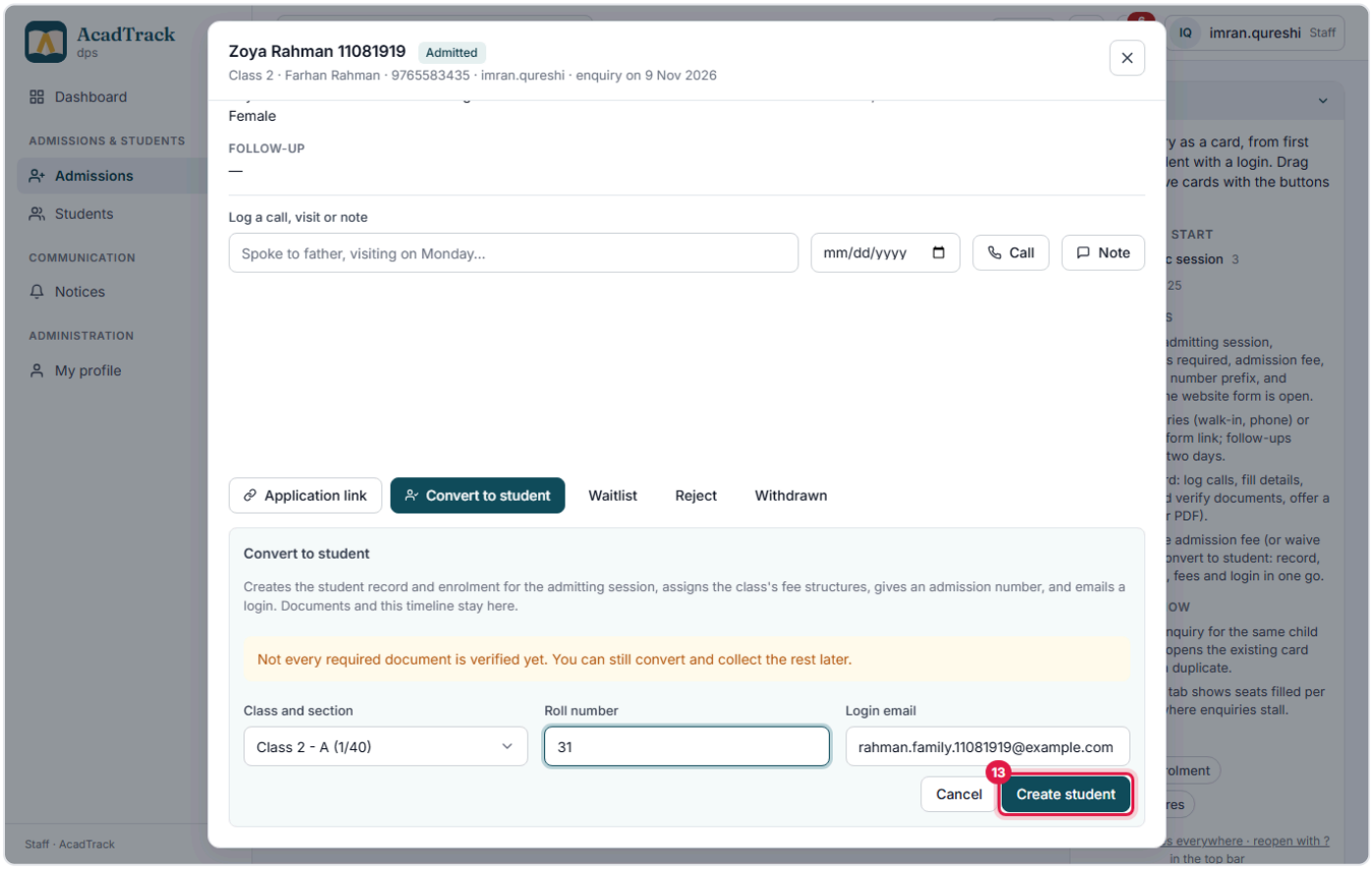
11 Admitted. The last step creates the student: Convert to student.



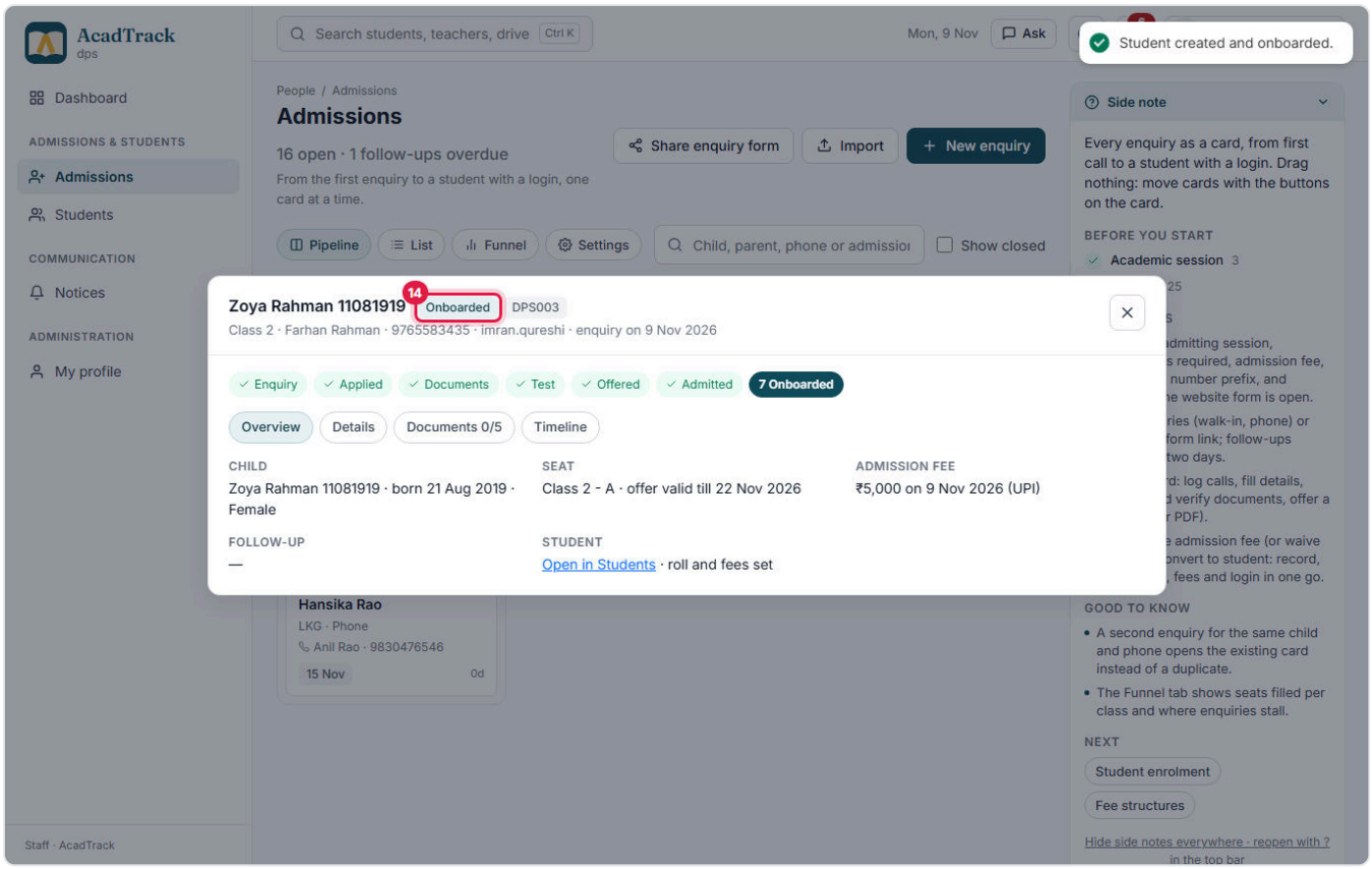
12 Choose the class and section, give a roll number (or leave auto) and check the login email.



13 Create student. The student record, enrolment, fee assignments, admission number and login are created in one go.



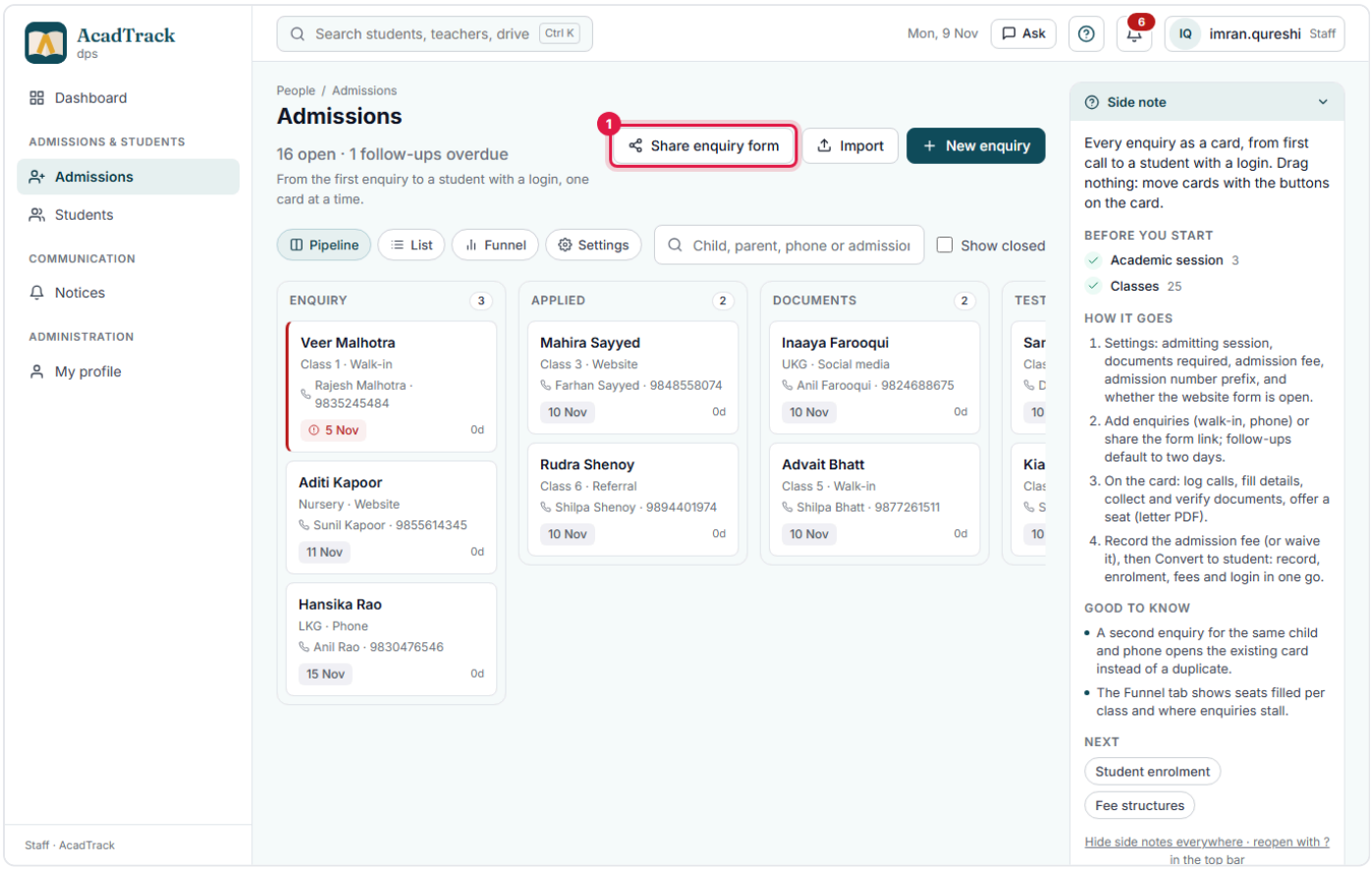
14 The card is now Onboarded and links to the student record.



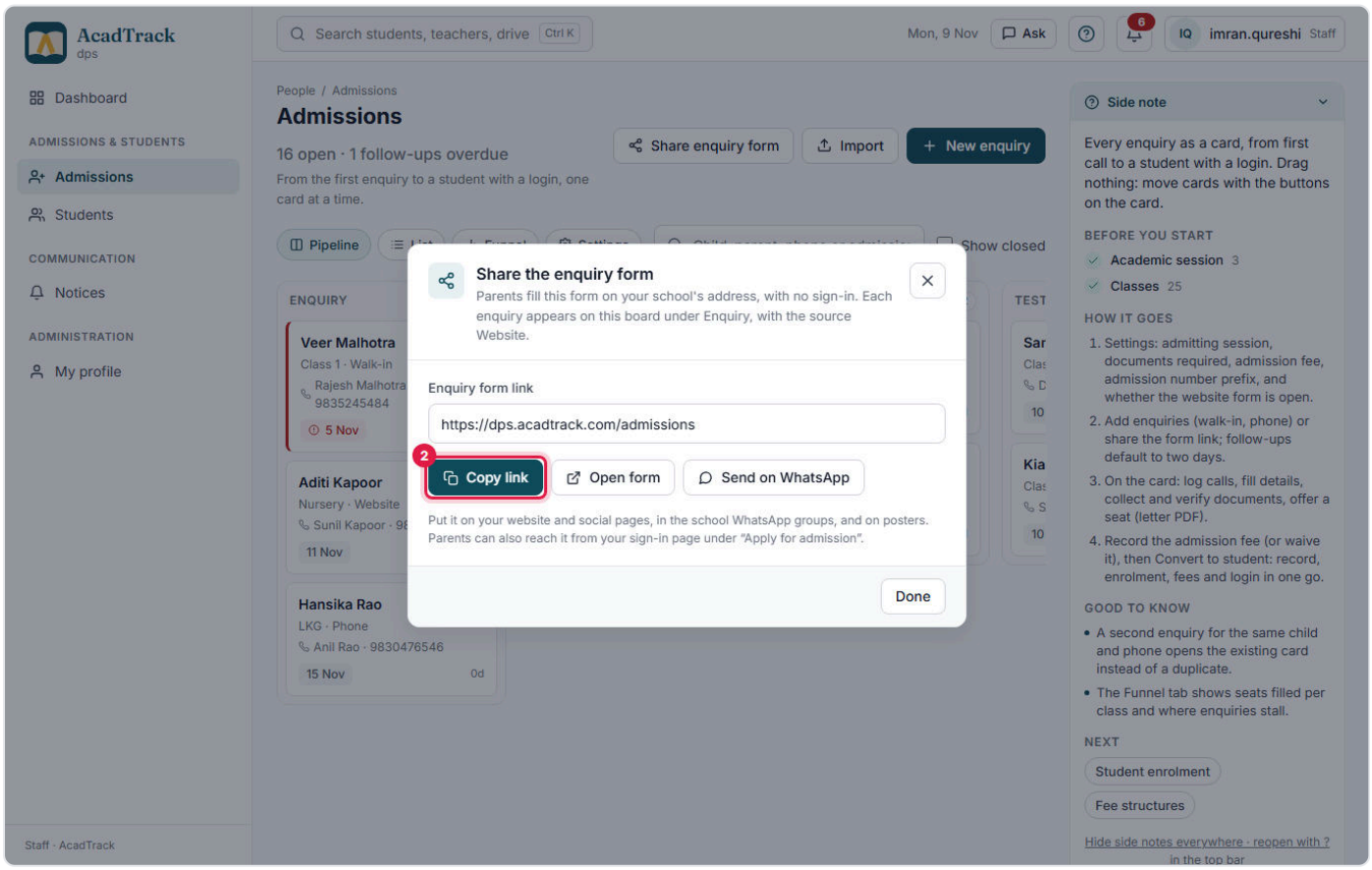
Let parents enquire from the website

> The public enquiry form feeds the same pipeline.

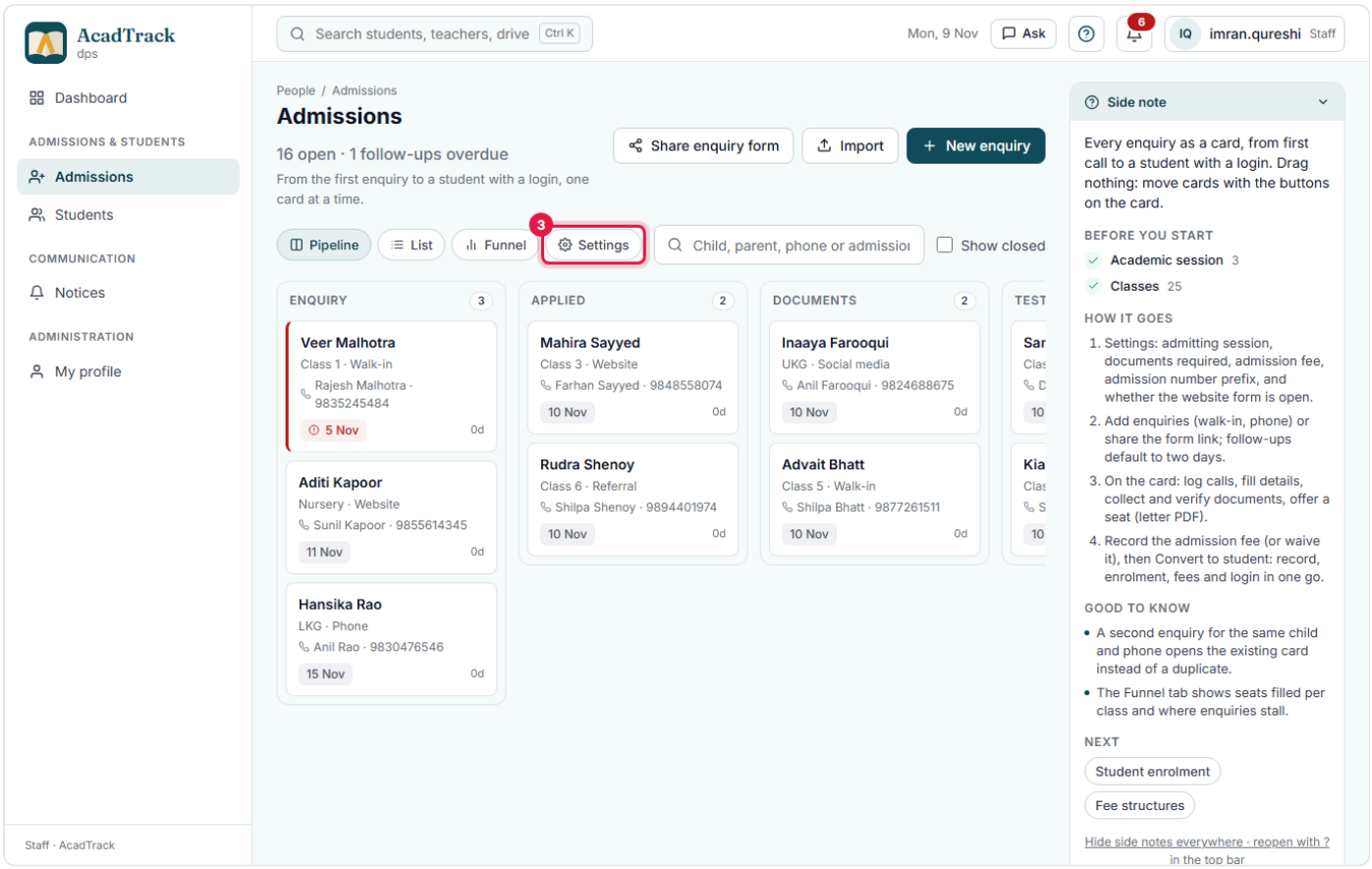
1. Share enquiry form, at the top of the board, gives you the public form link. signed in as imran.qureshi



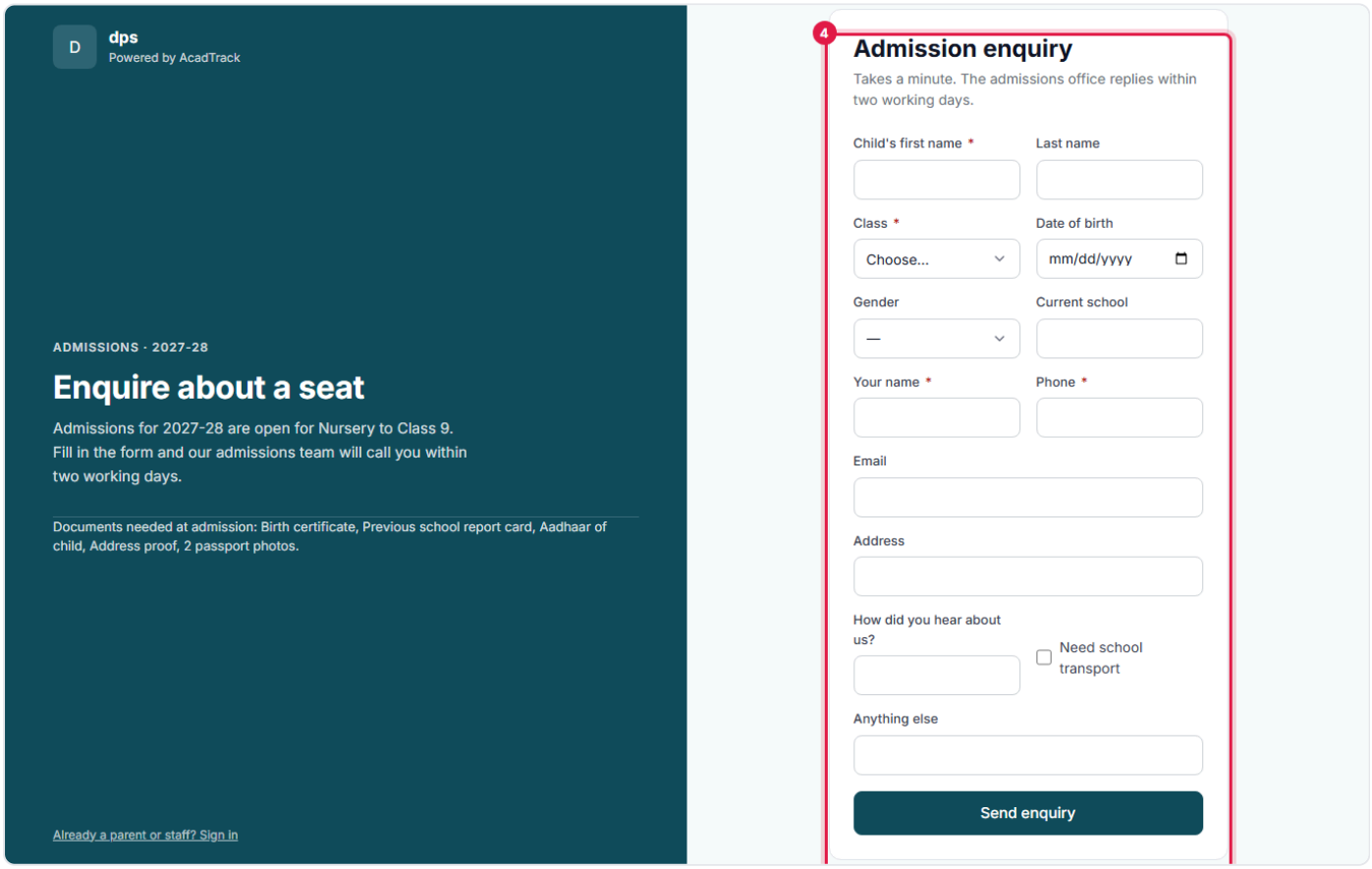
2. Copy the link, open the form, or send it on WhatsApp. Put it on the school website, social pages, class WhatsApp groups and posters.



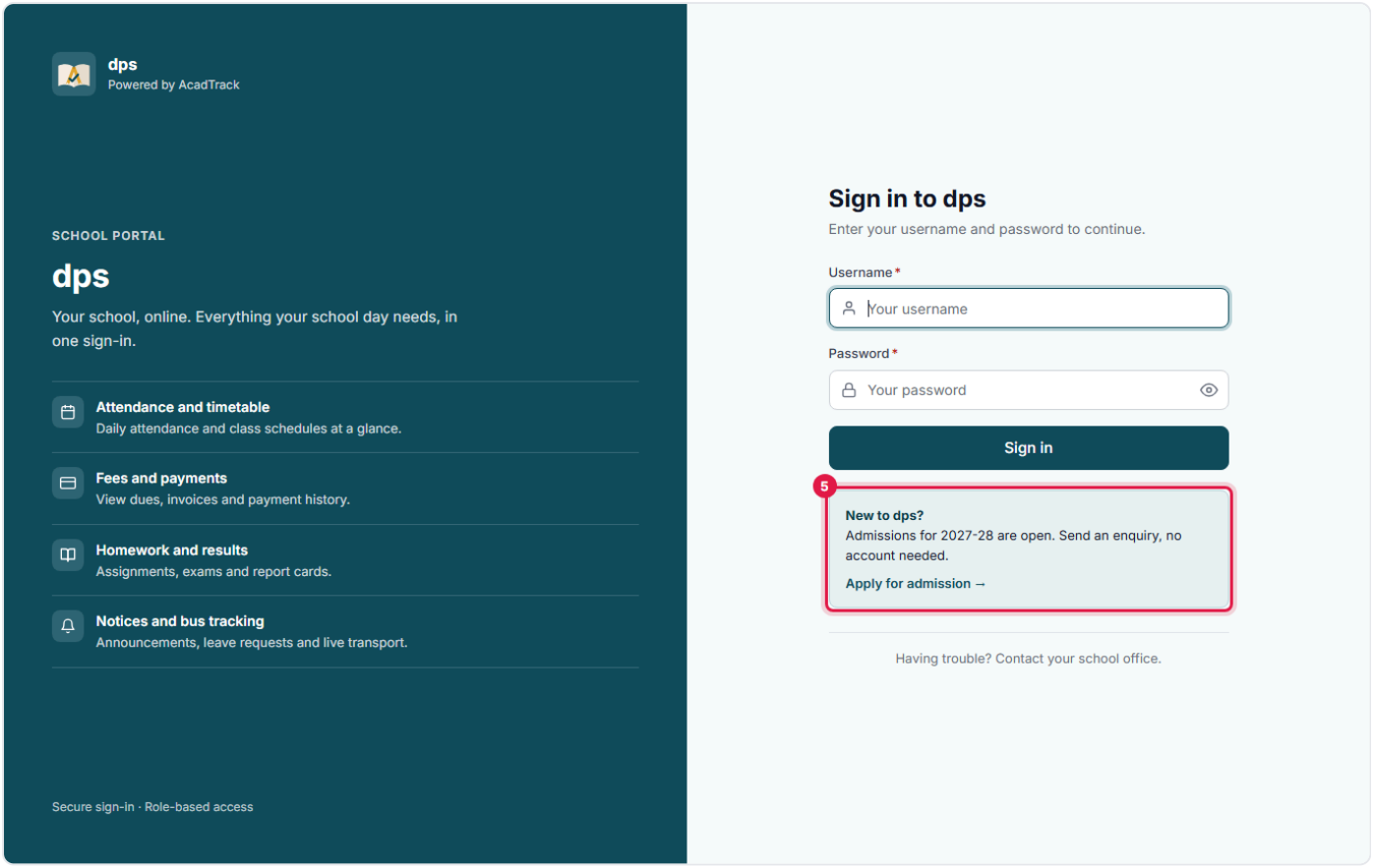
3 Settings hold the admitting session, documents required, admission fee, entrance test and whether the public form is open.



4 Parents open /admissions on the school's address (no sign-in). Their enquiry lands in the Enquiry column with the source Website.



5 While the form is open, the school's sign-in page also shows new families an Apply for admission link.



Exam cell and academic office

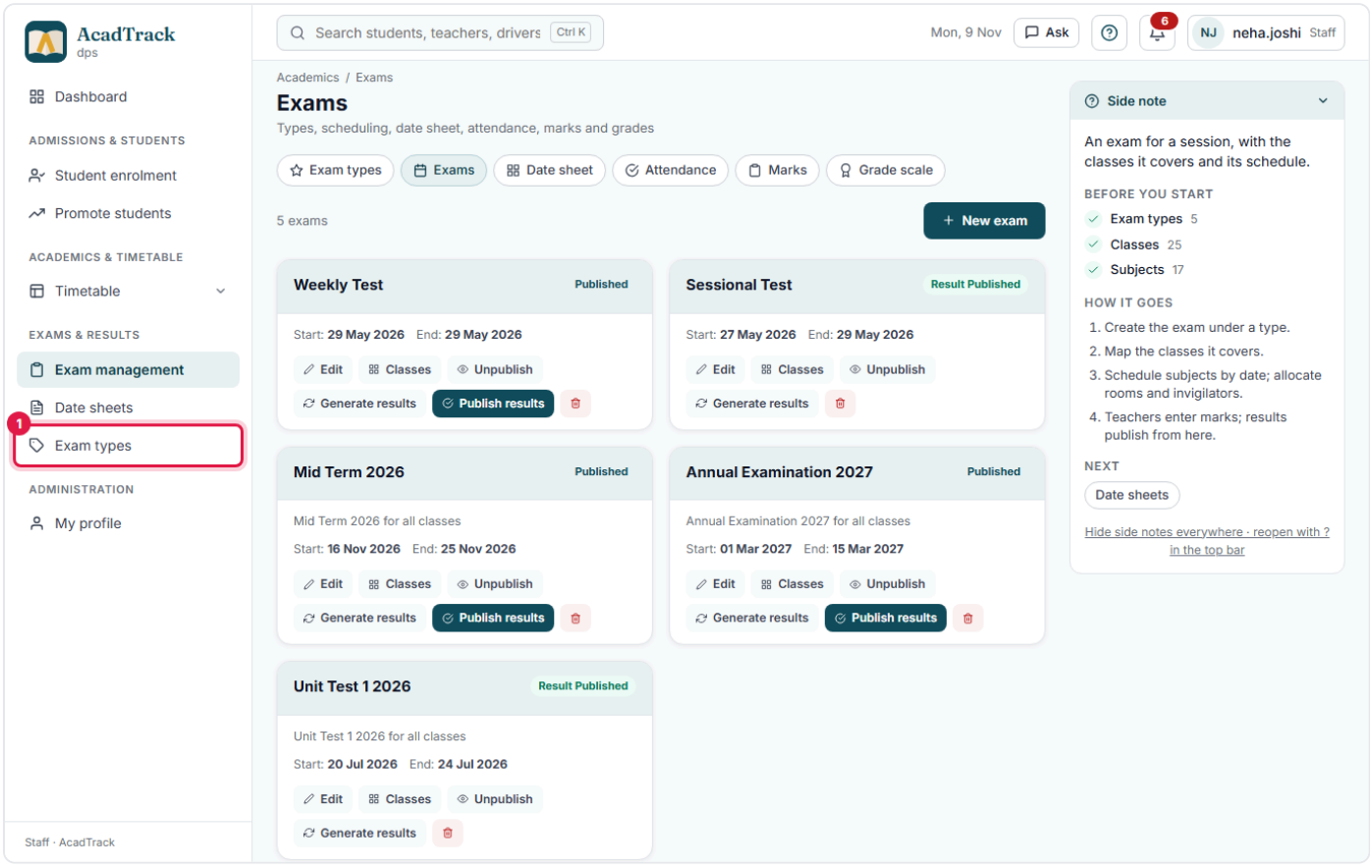
`neha.joshi`

Exams from scheduling to published results, and the end-of-year promotion.

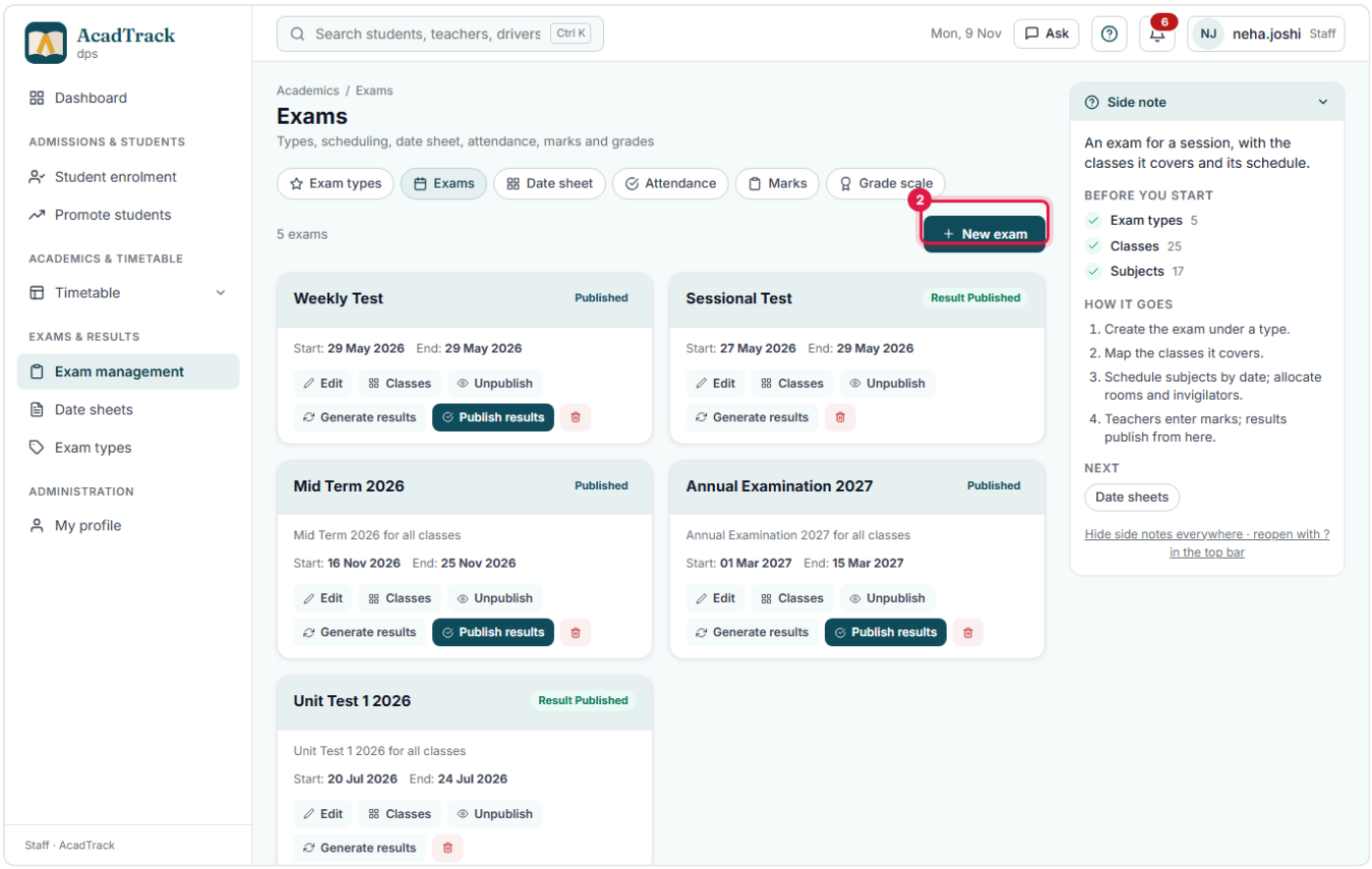
Run an exam and publish results

> An exam has types, classes, a date sheet, marks, and results that students see once published.

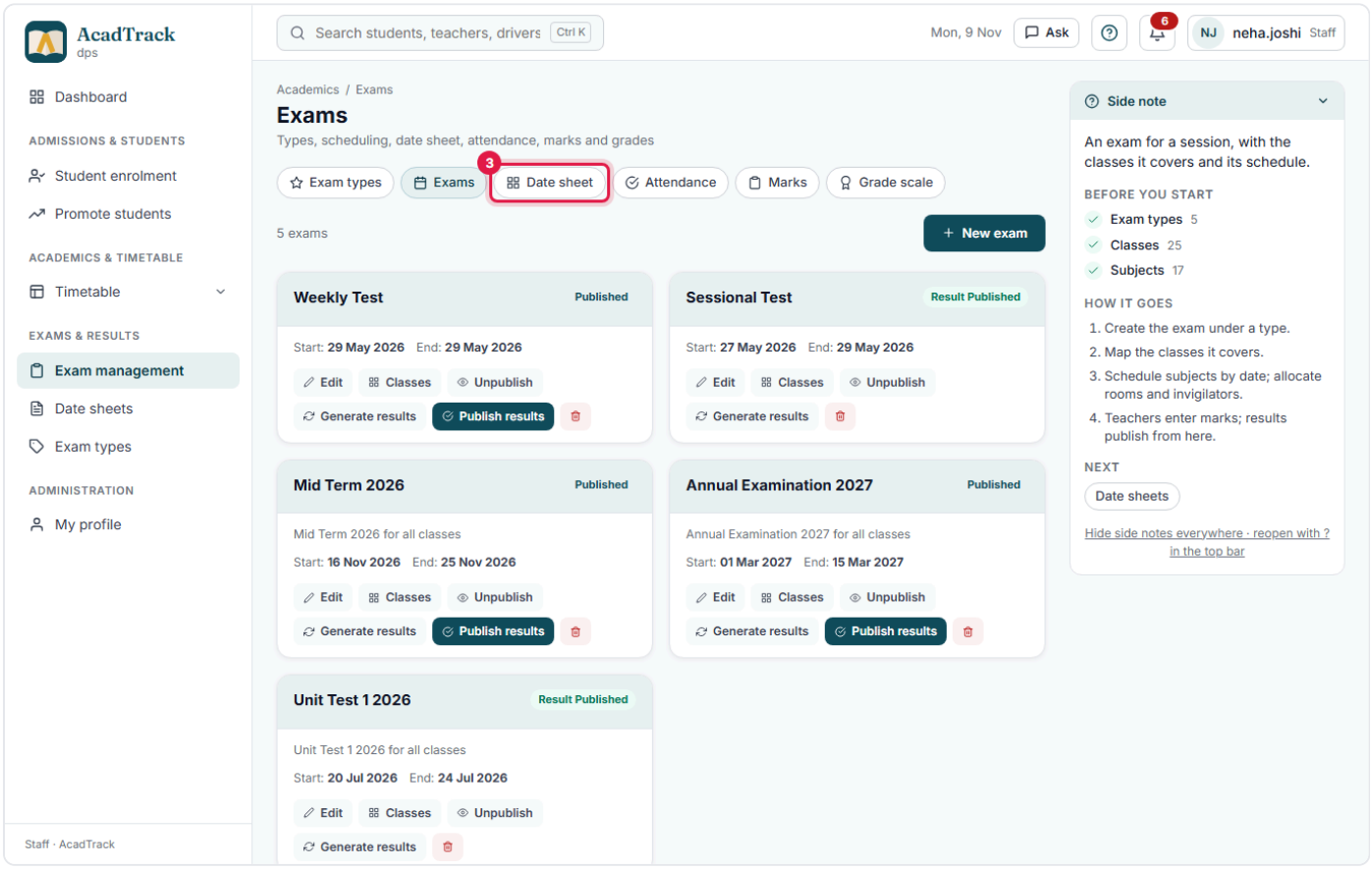
1. Exams lists every exam with its dates and status. Exam types, the date sheet, marks and the grade scale are tabs at the top. signed in as neha.joshi



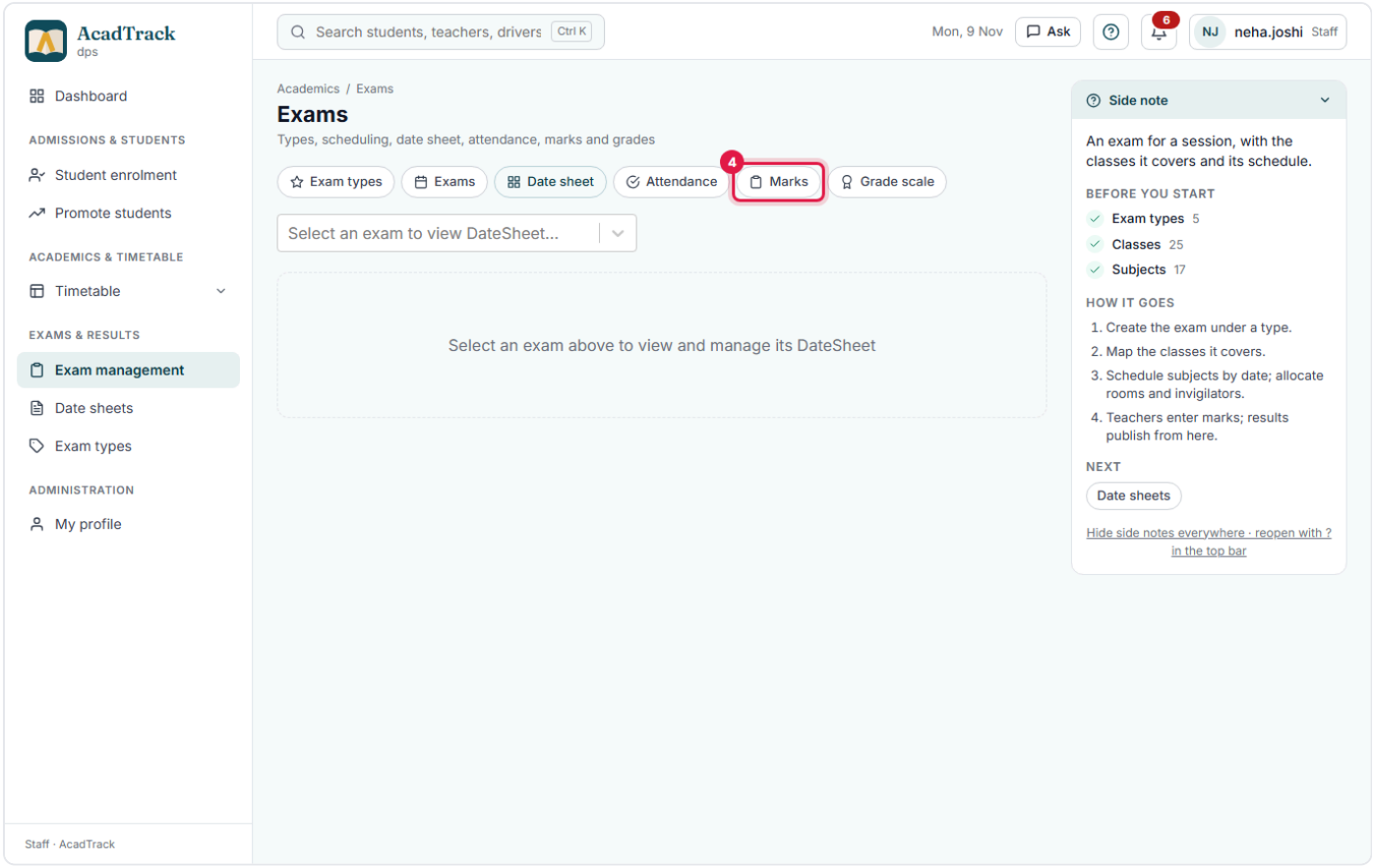
2 New exam creates one under a type with its dates. Classes maps the classes it covers.



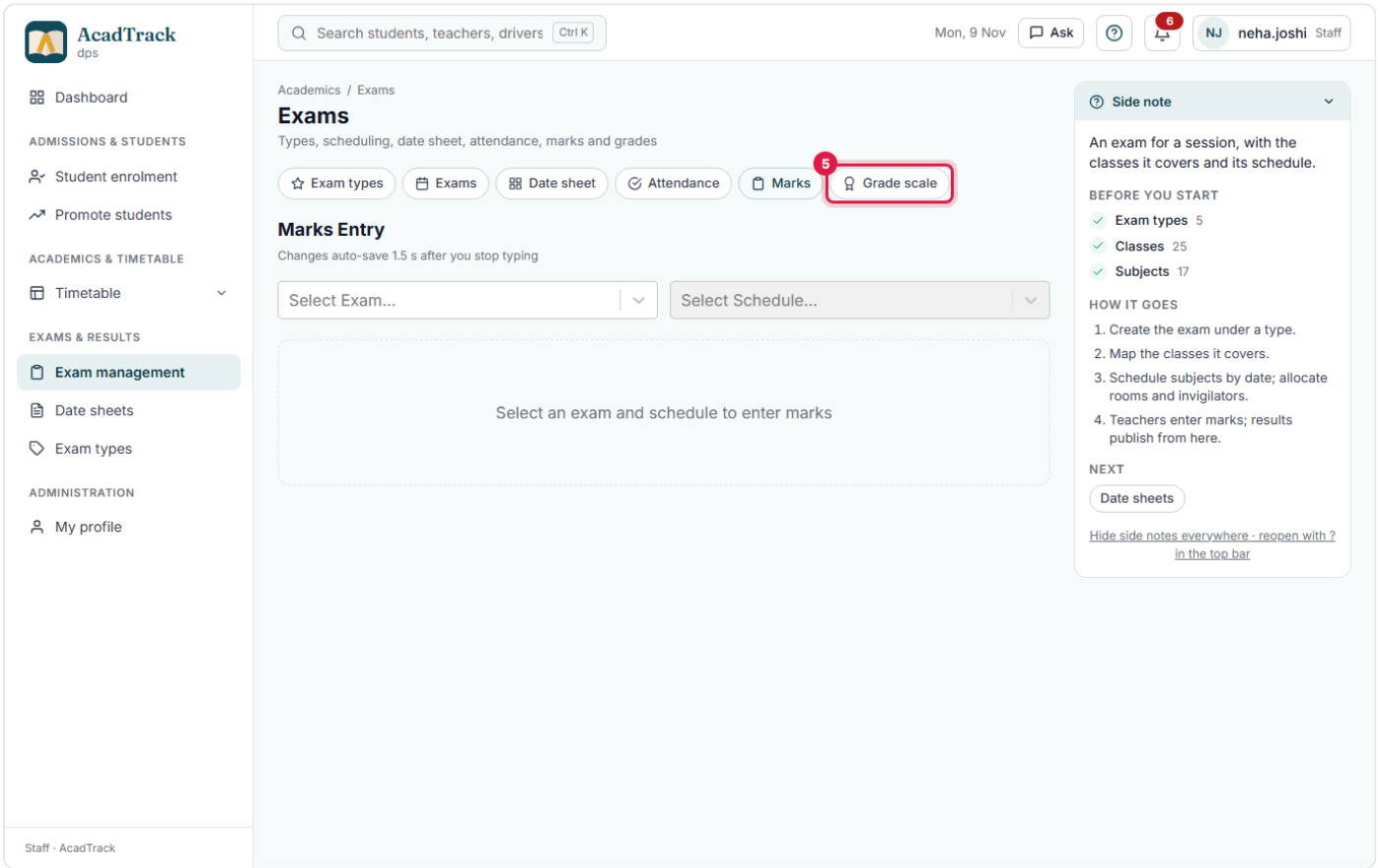
3 Date sheet: each paper with class, date, time, room and maximum marks.



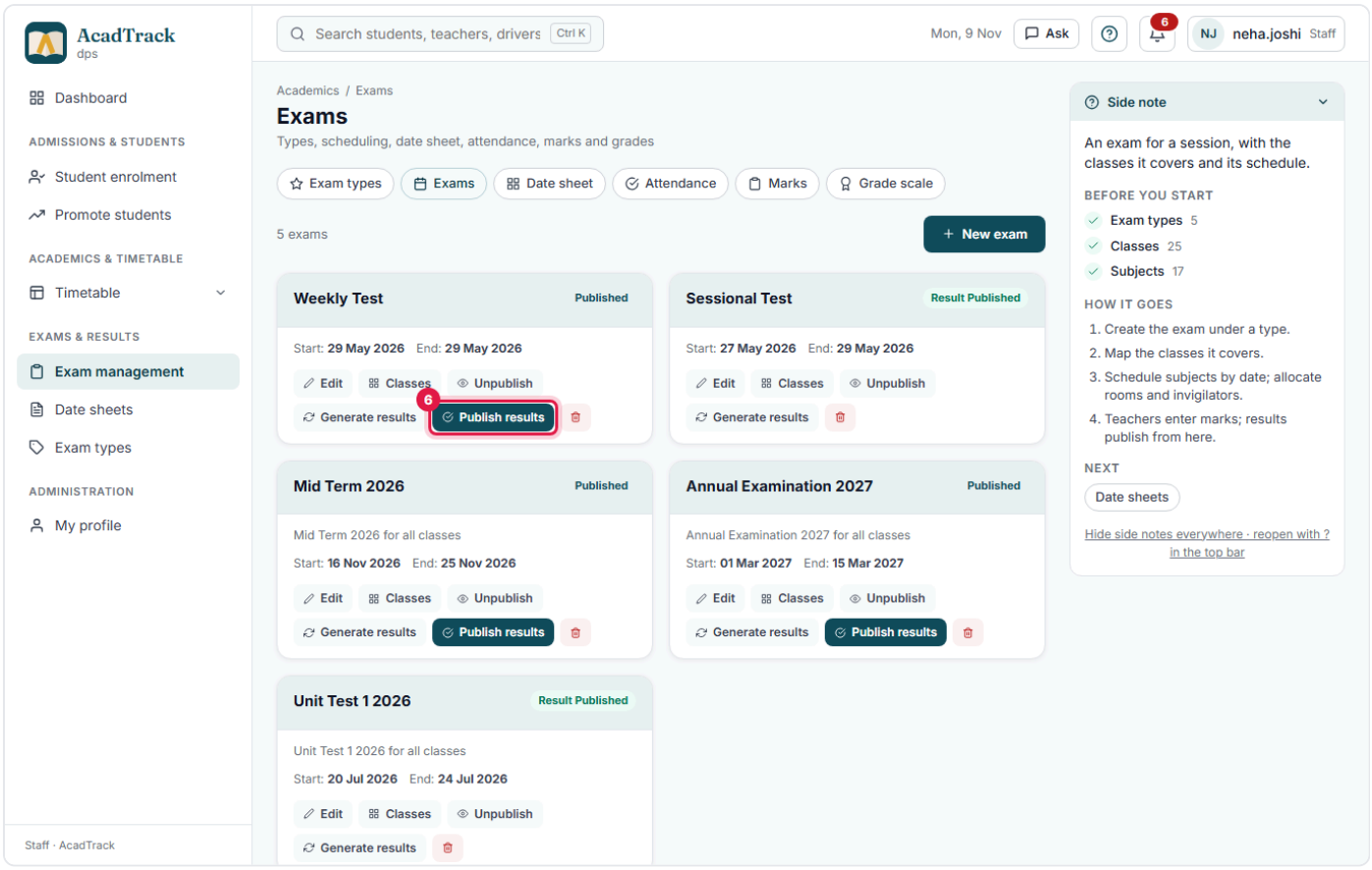
4 Marks: teachers enter marks per paper (see the Teacher chapter); the exam cell can review them here.



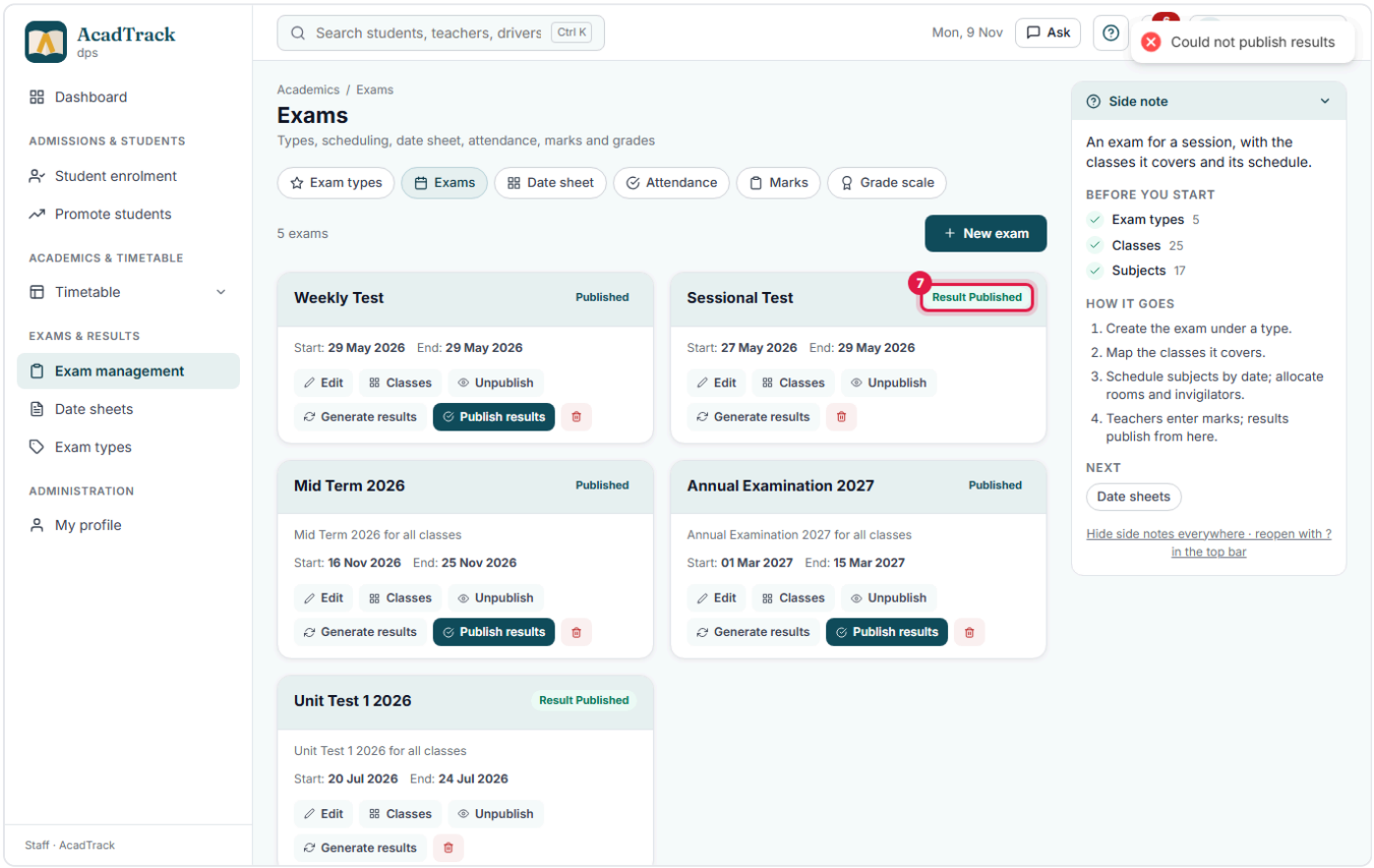
5 Grade scale: the A+ to F bands used on results.



6 When marks are complete, Generate results works out totals, percentages and grades. Publish results makes them visible to students and parents.



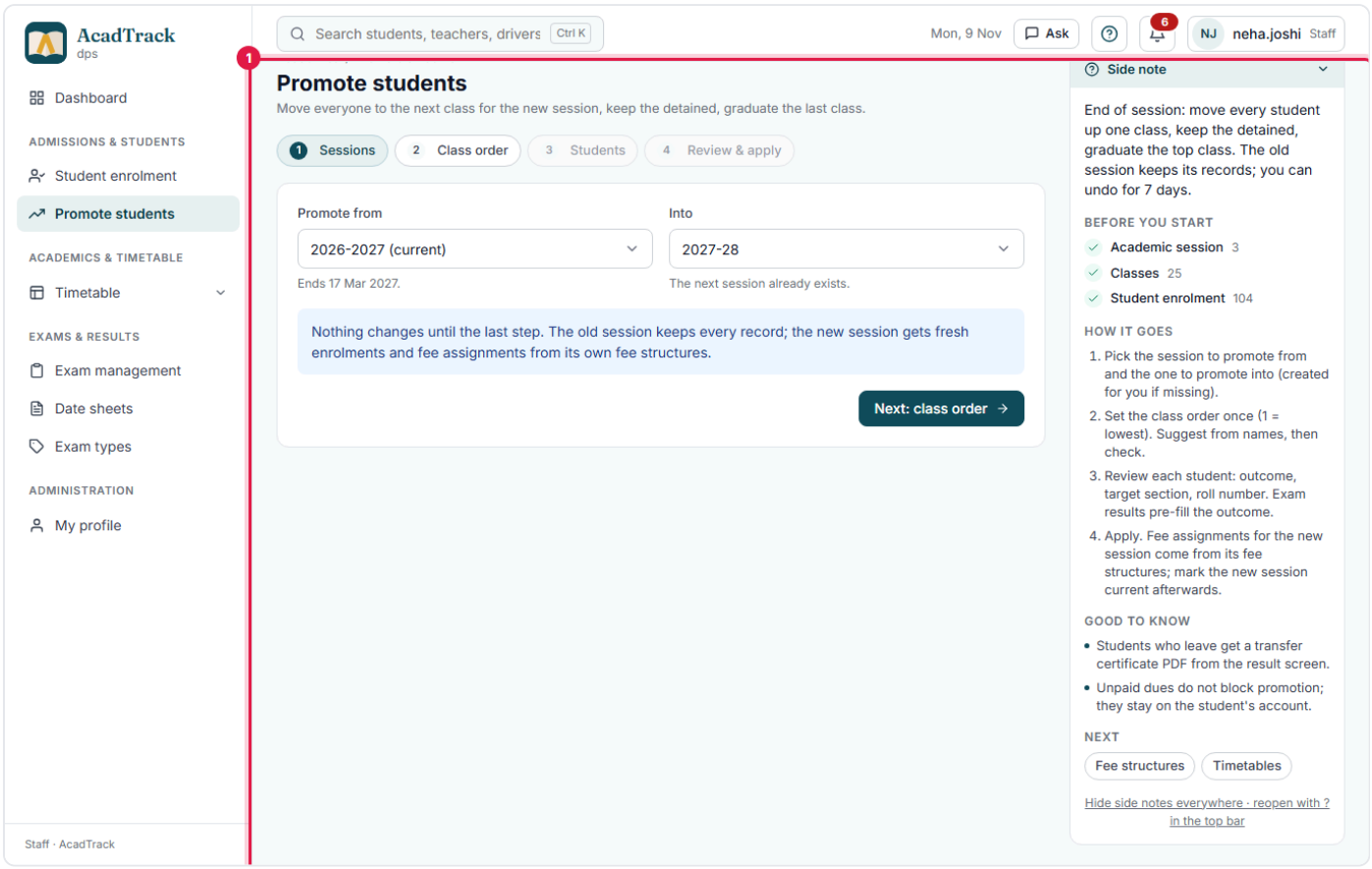
7 Published exams show Result Published.



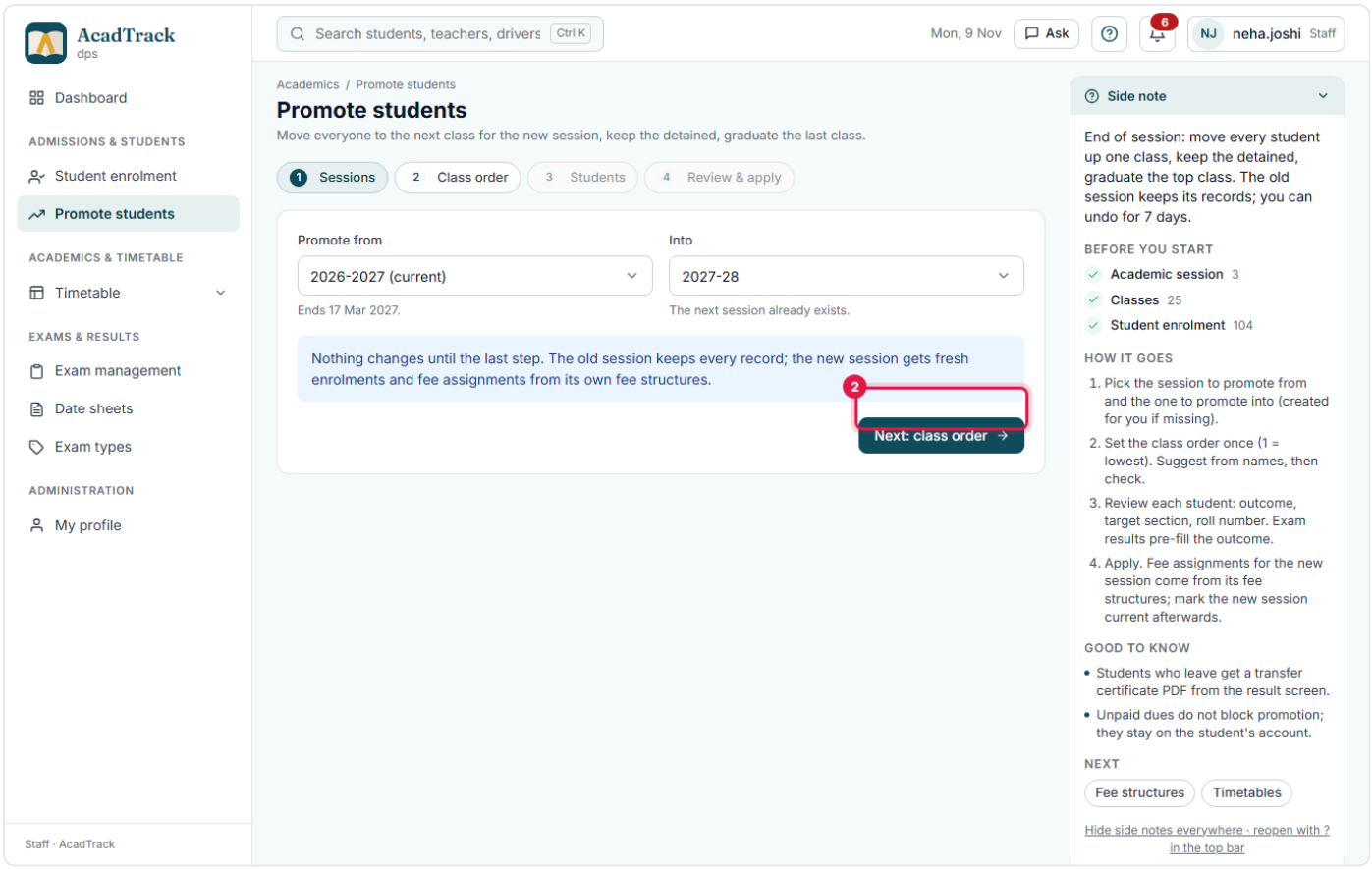
Promote students at the end of the year

> Move every student up one class into the next session; keep the detained; graduate the top class. Undo is possible for 7 days.

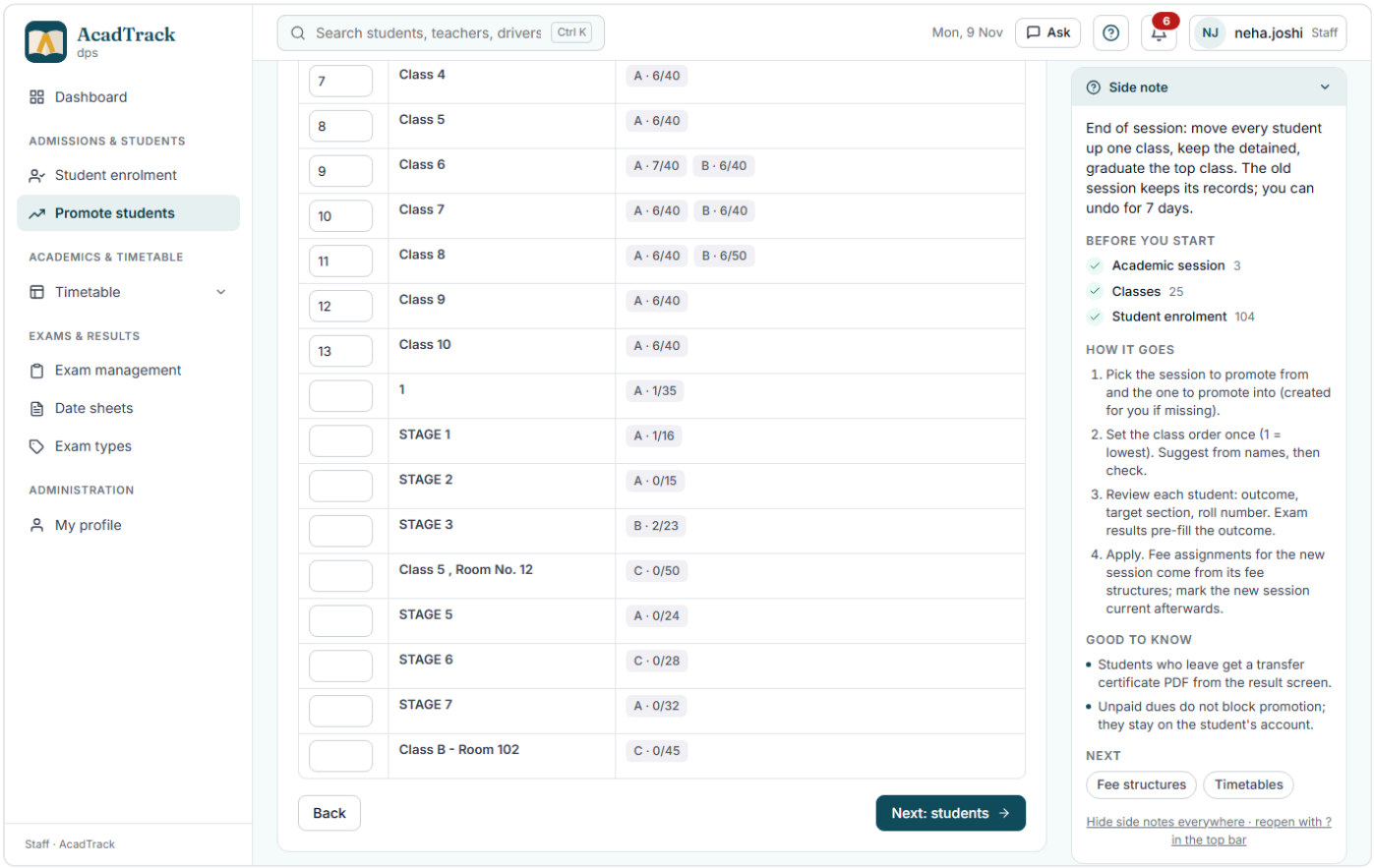
1. Promote students opens a wizard. Pick the session to promote from and the one to promote into (it is created if missing). signed in as neha.joshi



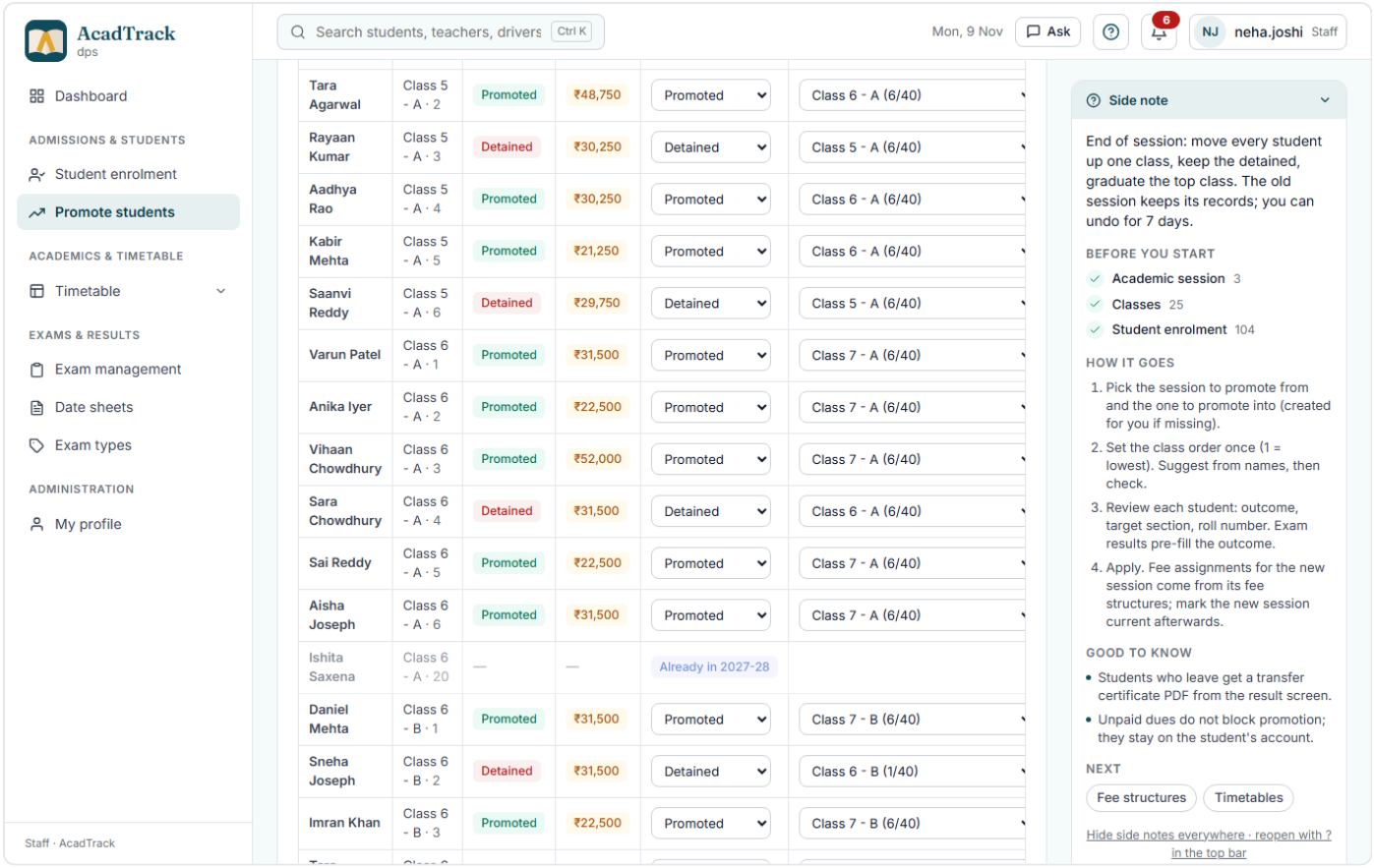
2 Next: class order. Set the order once (1 = lowest); Suggest from names fills it in for you.



3 Next: students. Each student's outcome (promote, detain, leave), target section and roll number. Exam results pre-fill the outcome.



4 Review & apply shows the totals before anything changes. Apply promotion only when the year is over; this guide stops before it.



Transport in-charge

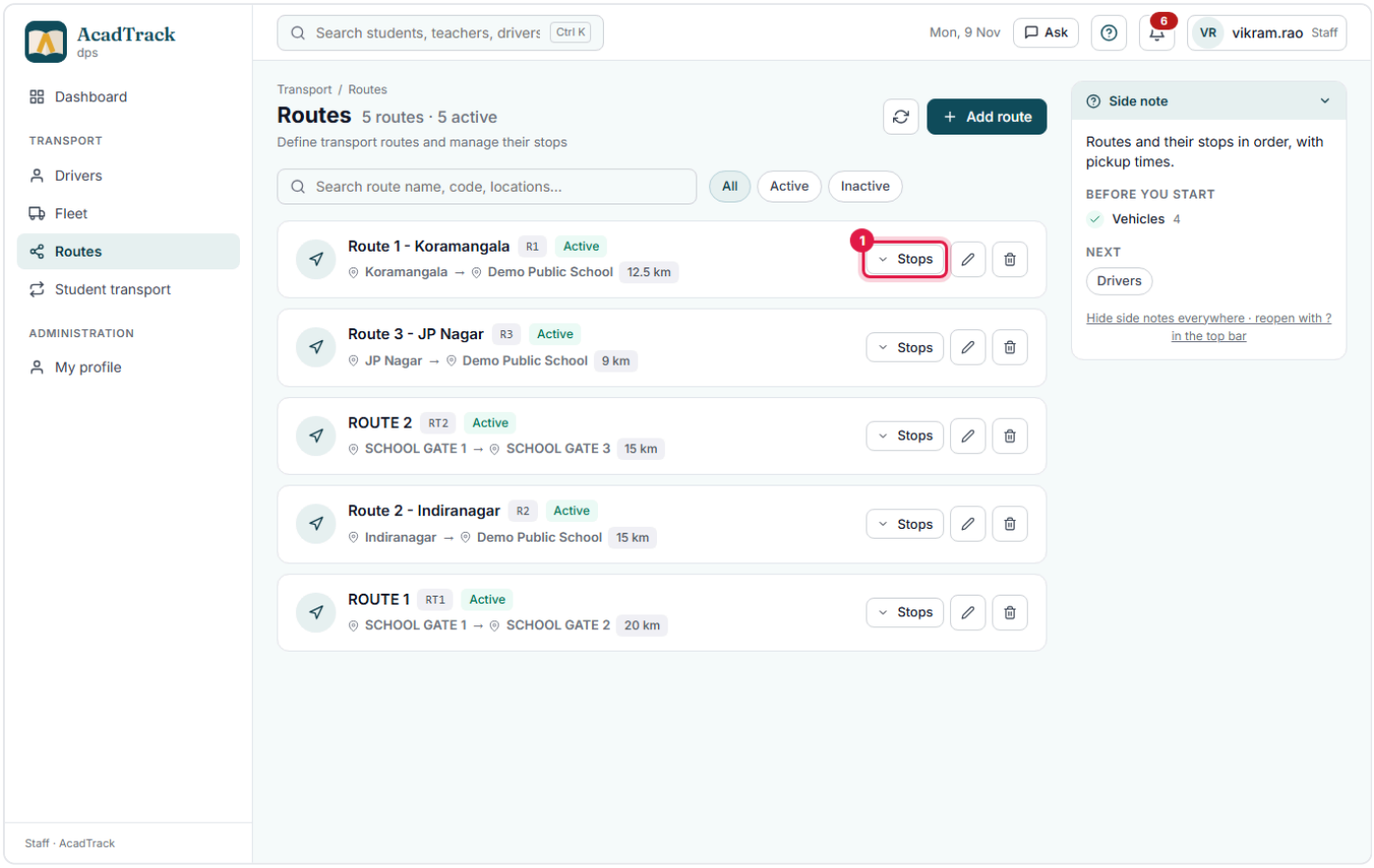
`vikram.rao`

Routes and stops, the fleet, drivers, and which student rides which bus.

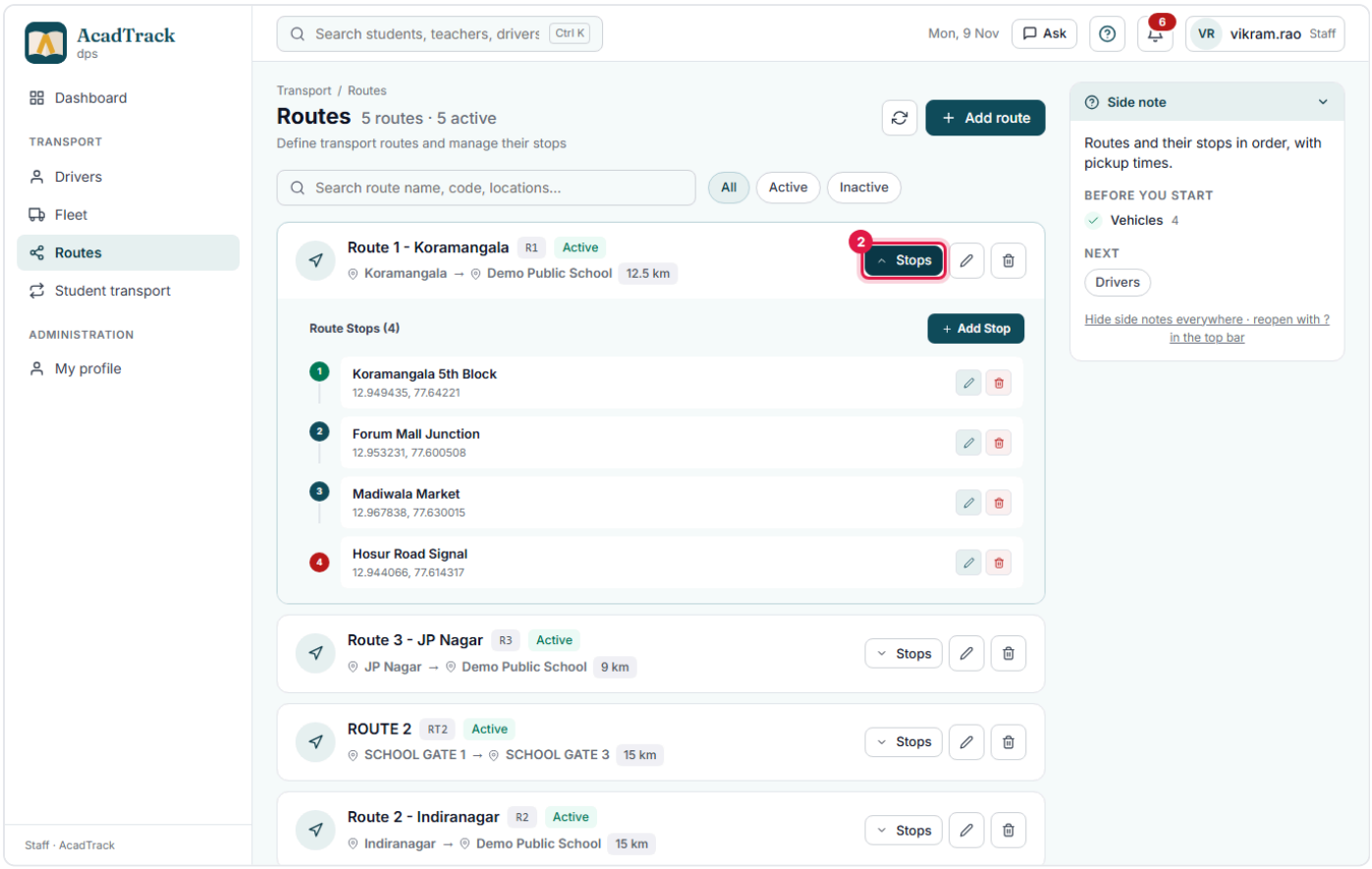
Check routes and stops

> Each route lists its stops in order with pickup and drop times.

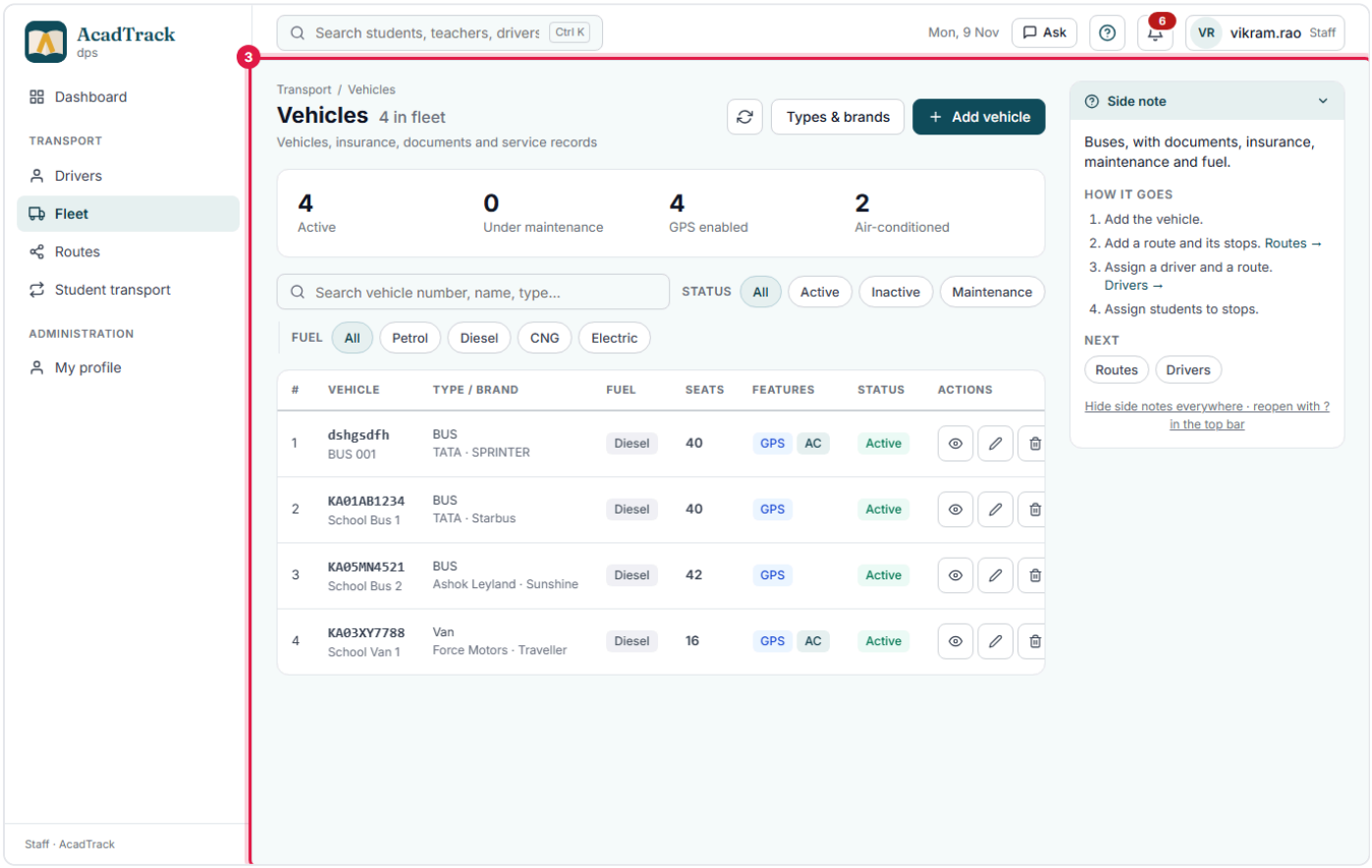
1 Routes lists every route with its start, end and distance. Add route creates one. signed in as vikram.rao



2 Stops of a route, in order, with pickup and drop times.



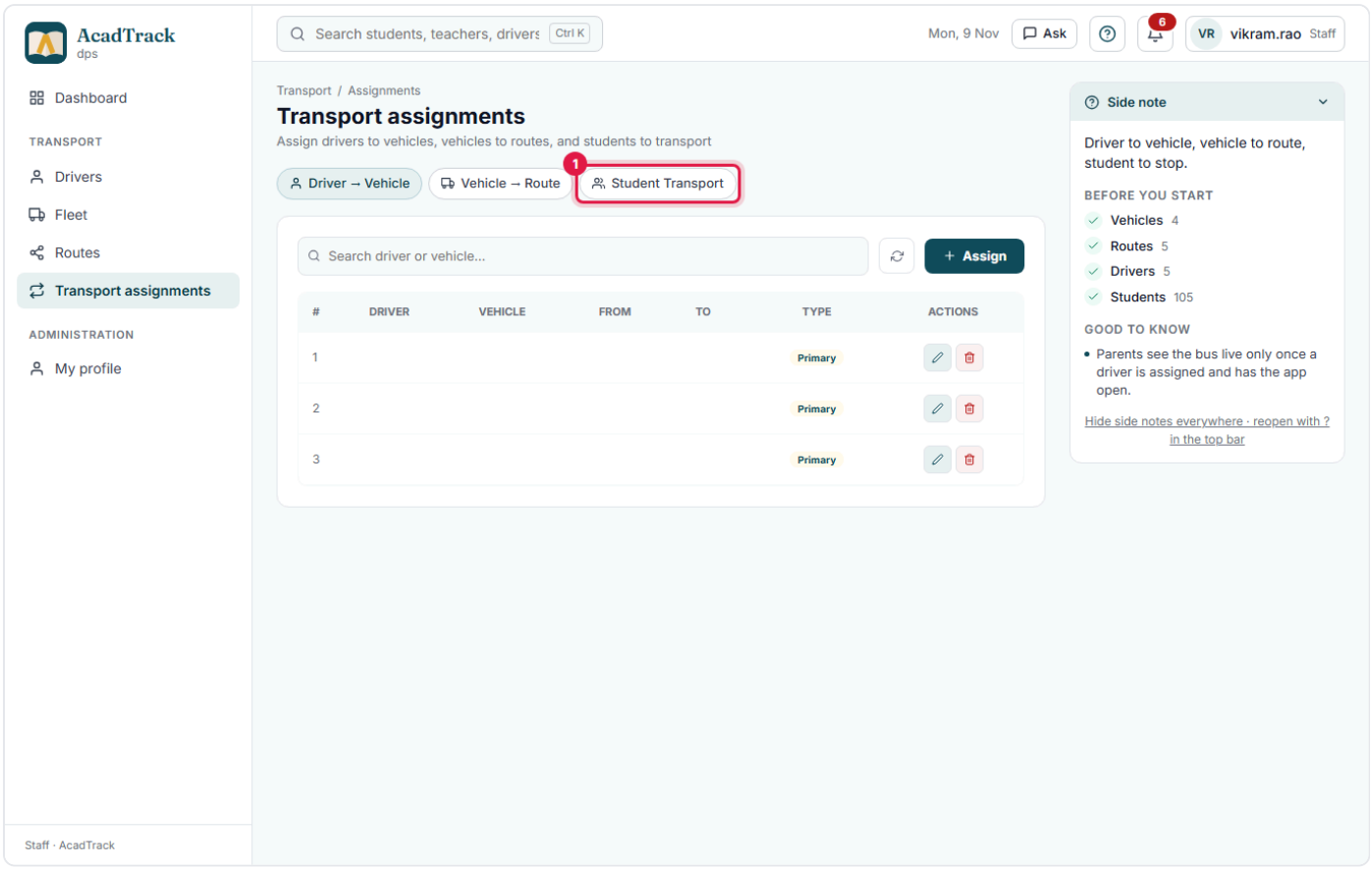
3 Fleet: each vehicle with capacity, insurance, fitness, maintenance and fuel logs.



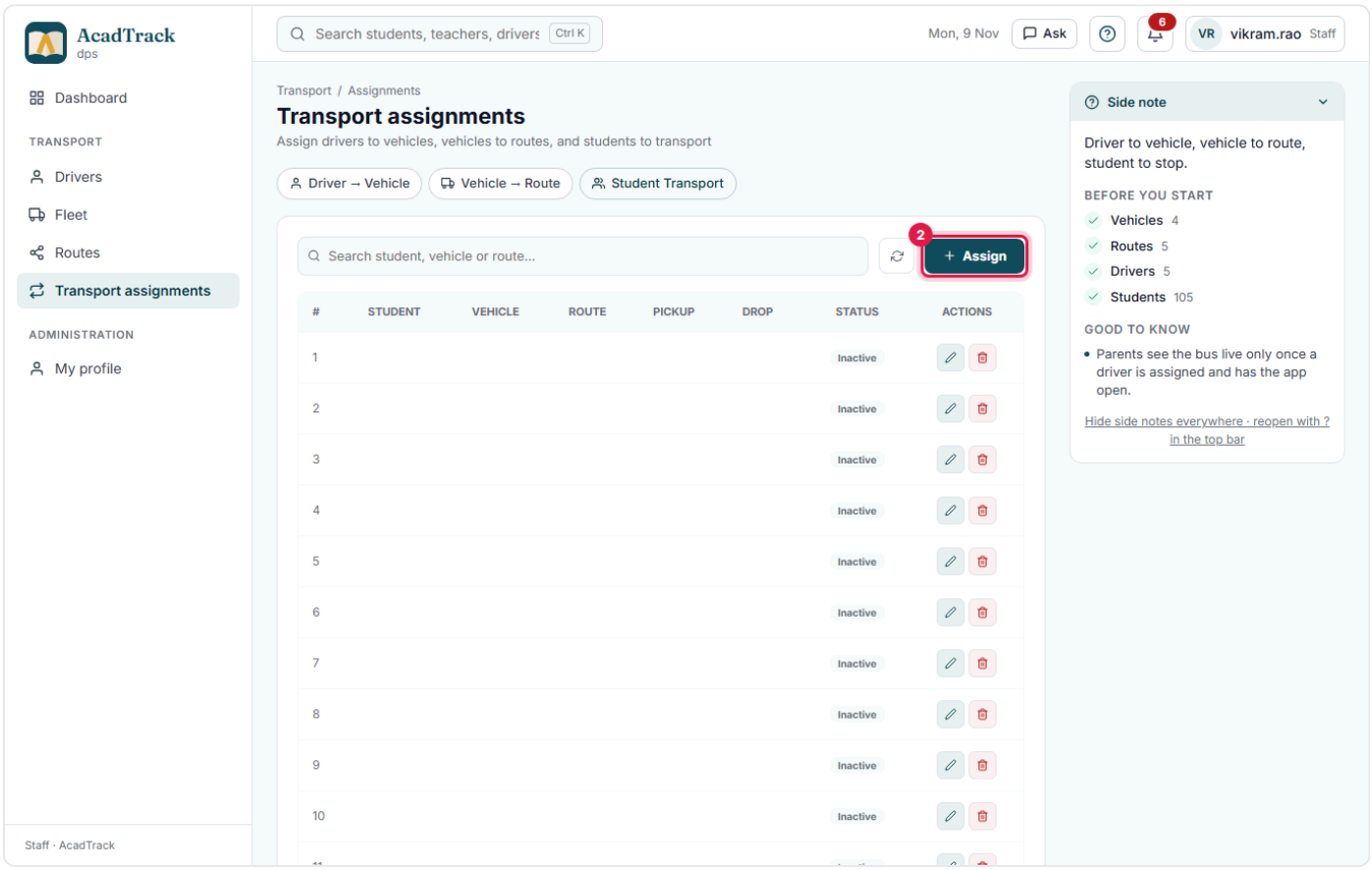
Put a student on a bus

> Give a student a vehicle, route and stop.

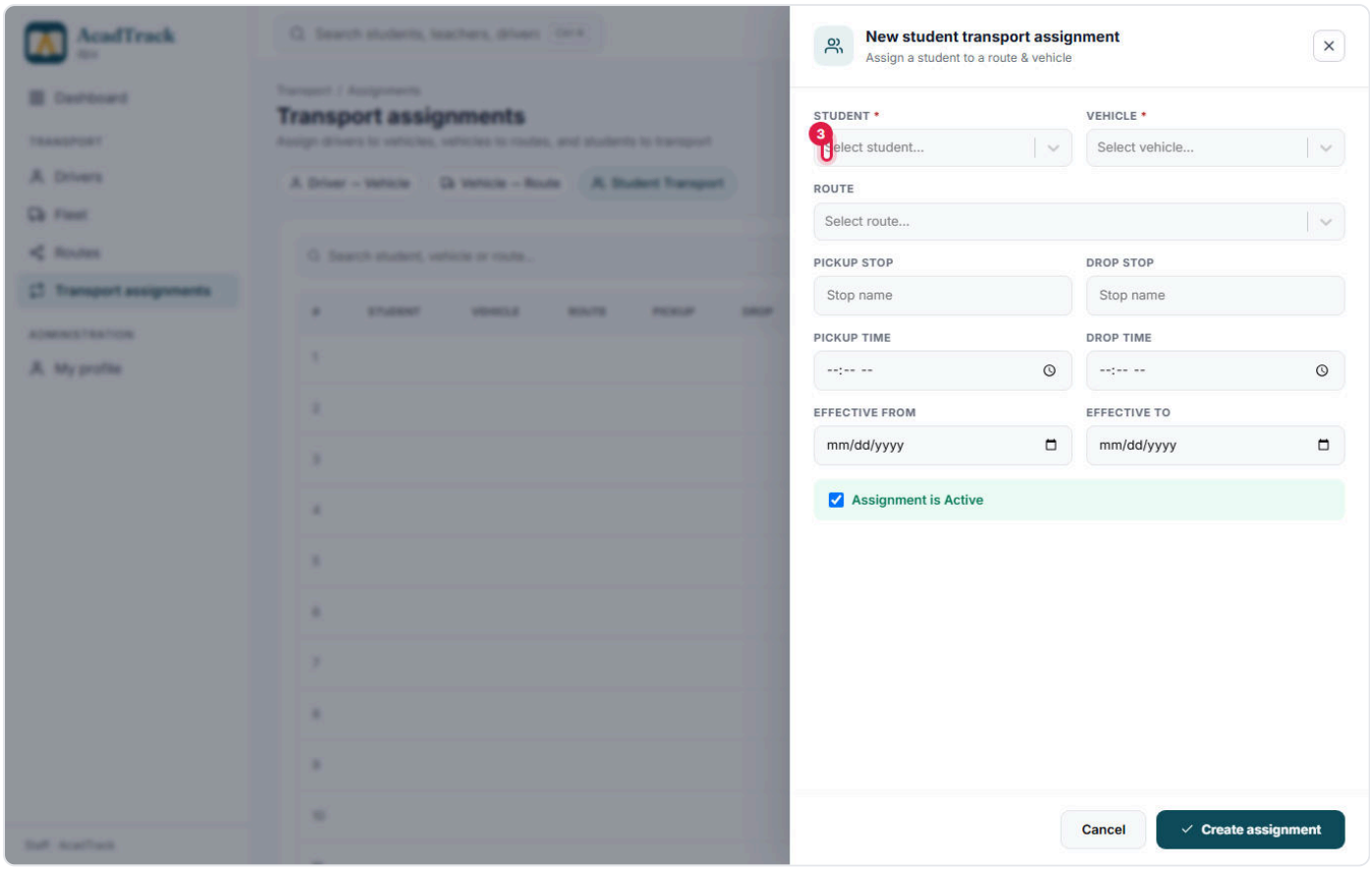
1. Transport assignments has three tabs: driver to vehicle, vehicle to route, and students. Open Student Transport. signed in as vikram.rao



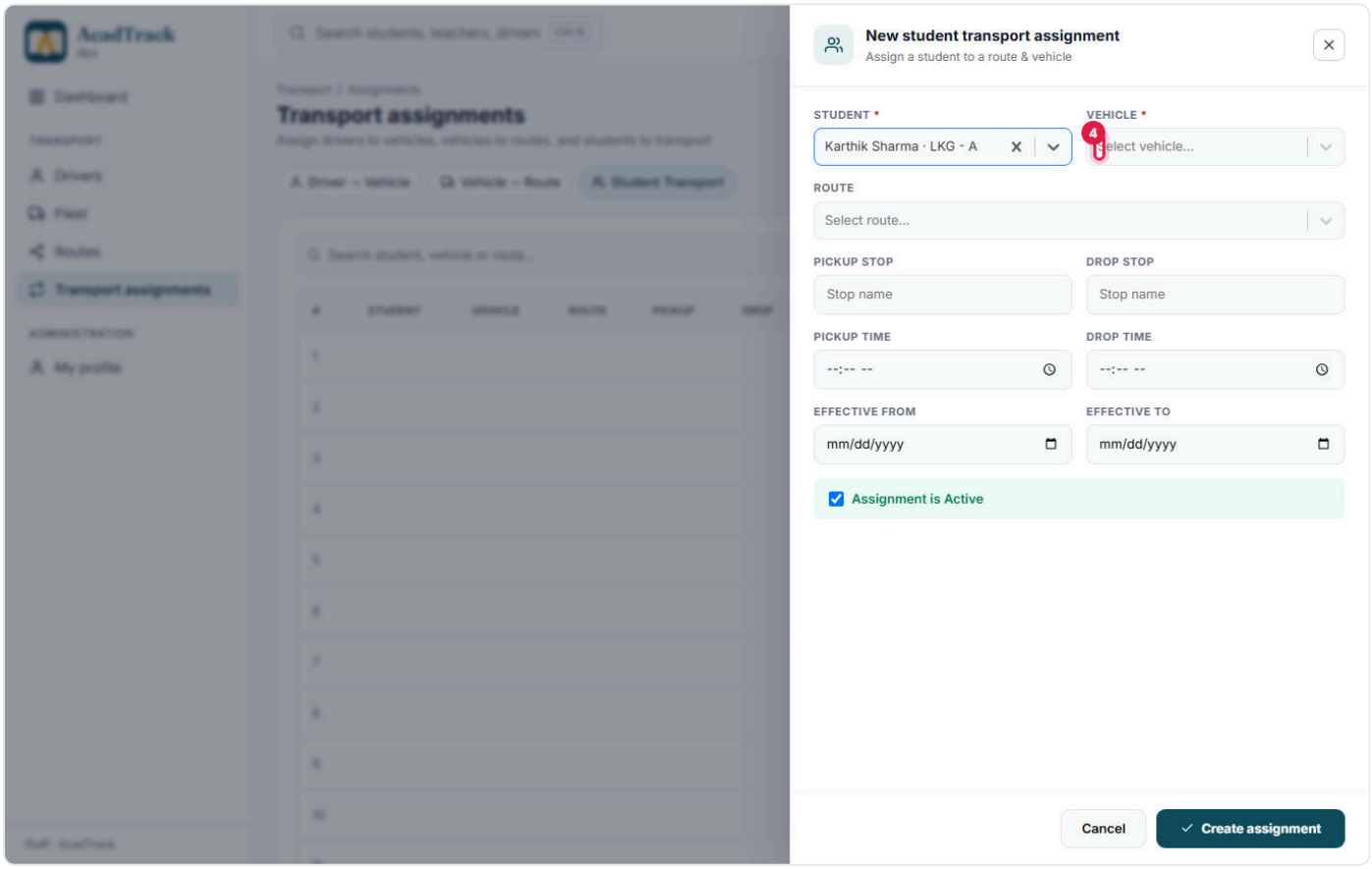
2. Choose Assign.



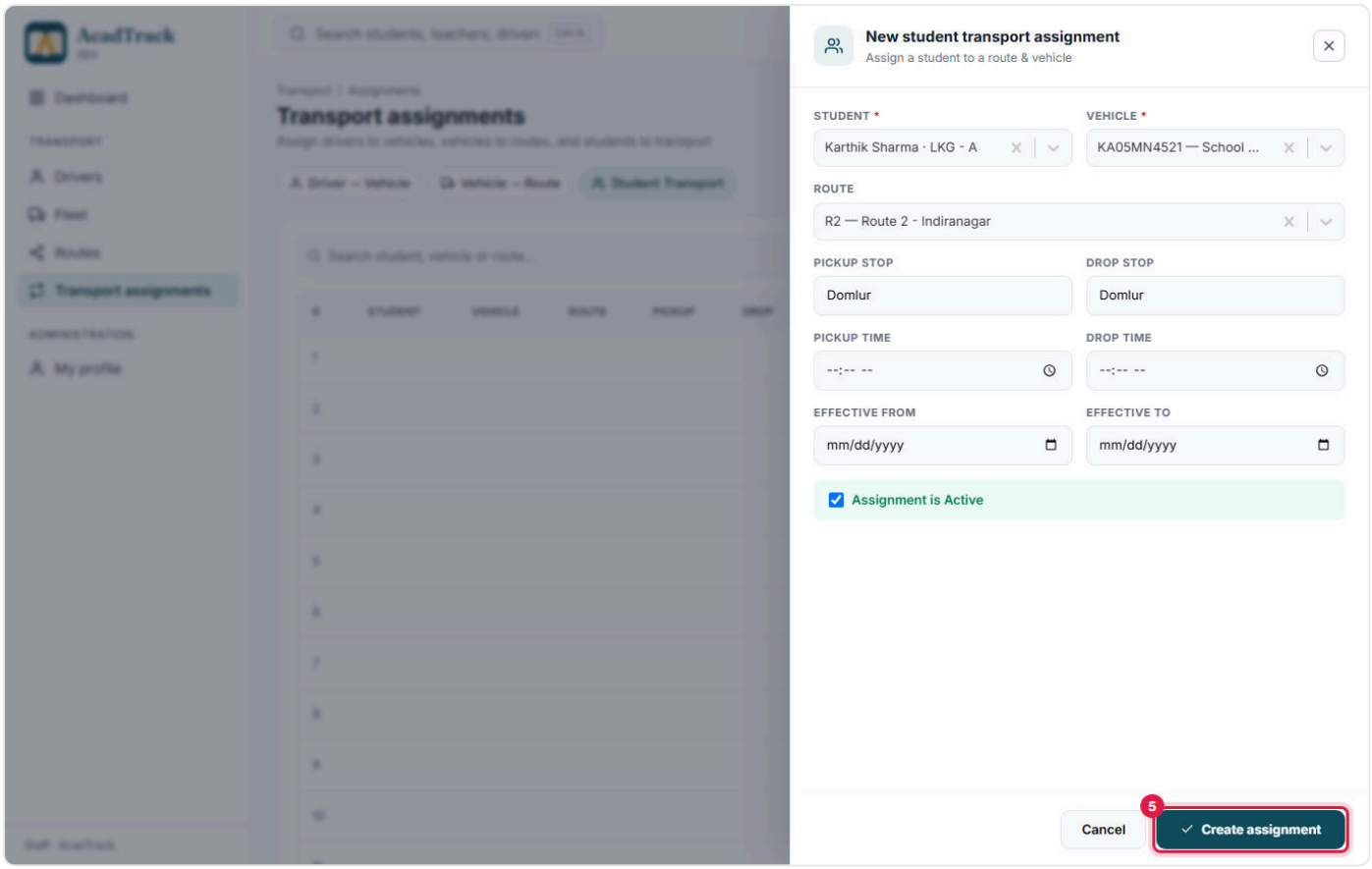
3 Search and pick the student.



4 Pick the vehicle, the route and the pickup and drop stops.



5 Choose Create assignment. The student's Bus page and the parent app now show the route, stop and live bus position.



Teacher

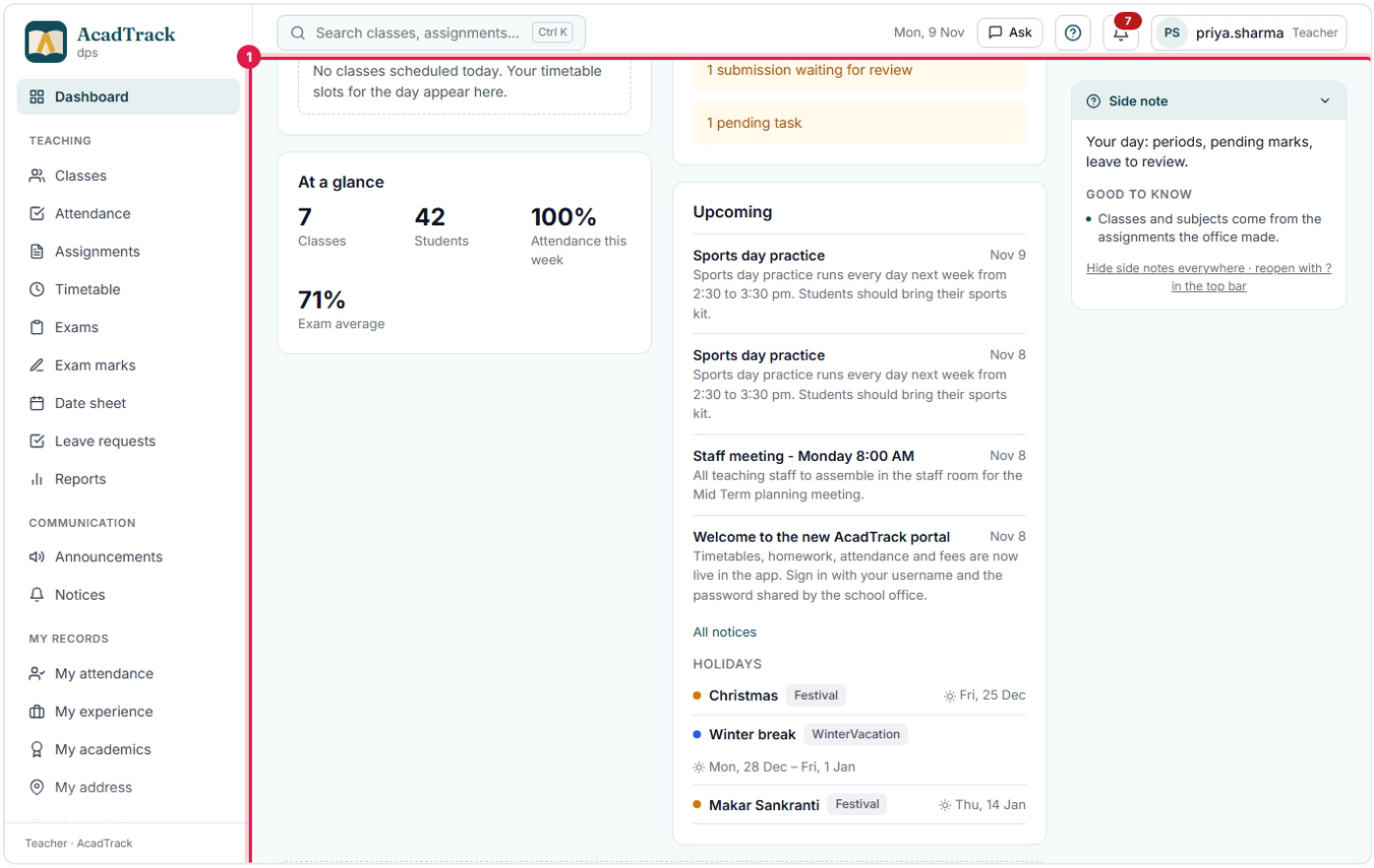
`priya.sharma`

A teacher's day: timetable, attendance, homework, marks and leave approvals for their class.

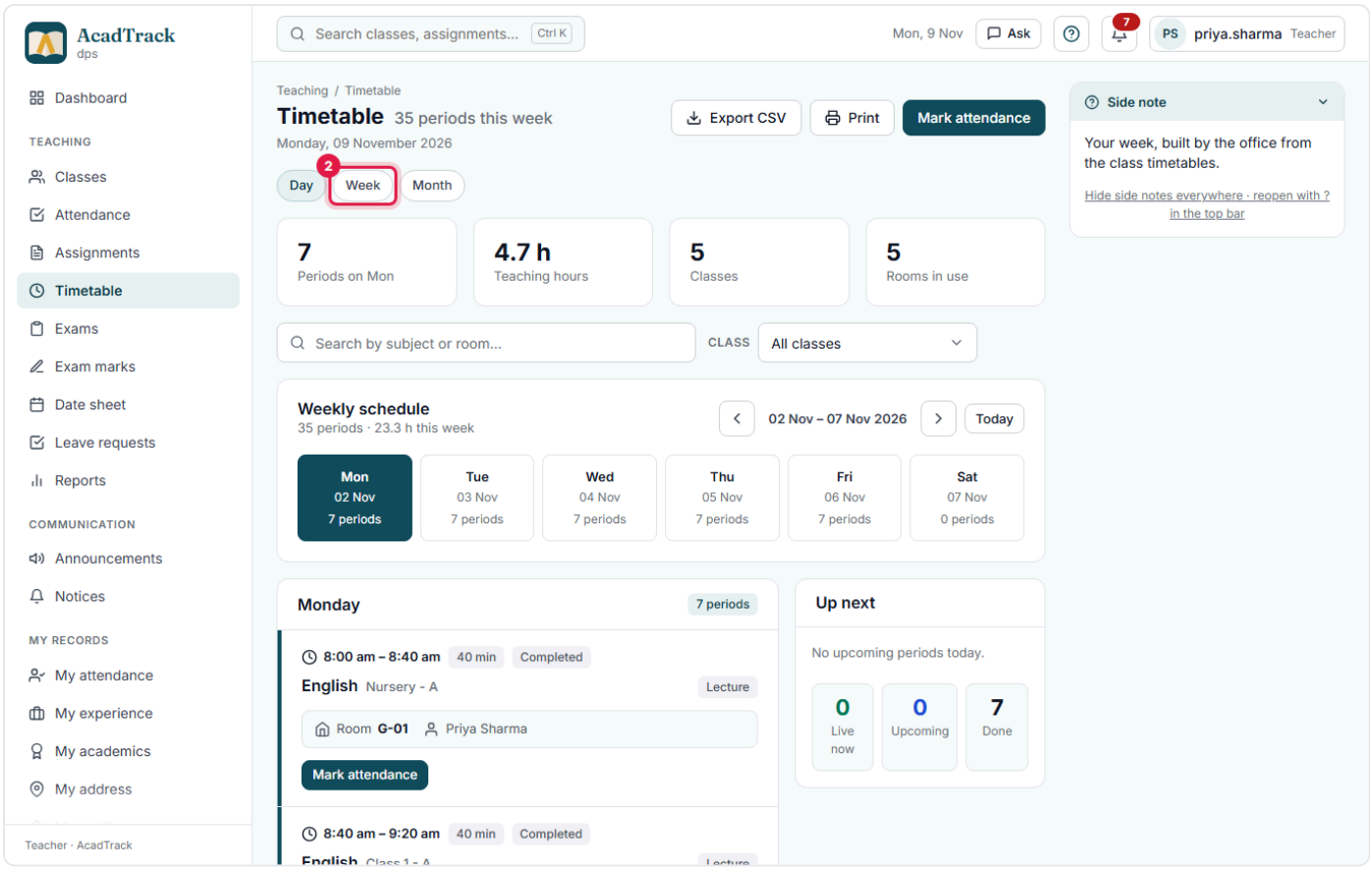
See today's timetable

> Know where to be and what to teach.

1 The dashboard shows today's periods, pending work and notices. signed in as priya.sharma



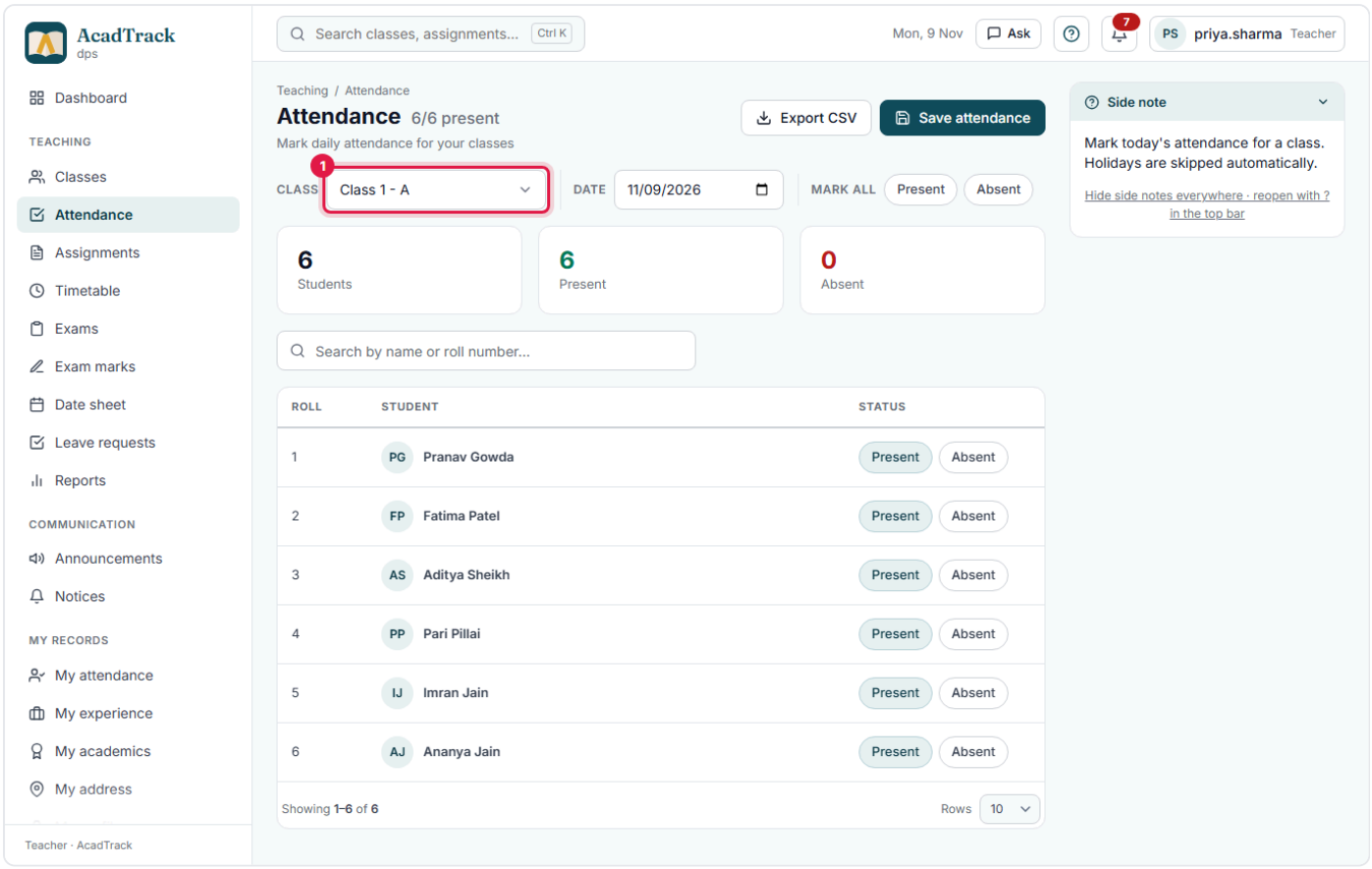
2 Timetable shows your week, built by the office. Day, Week and Month views; each period lists class, room and subject.



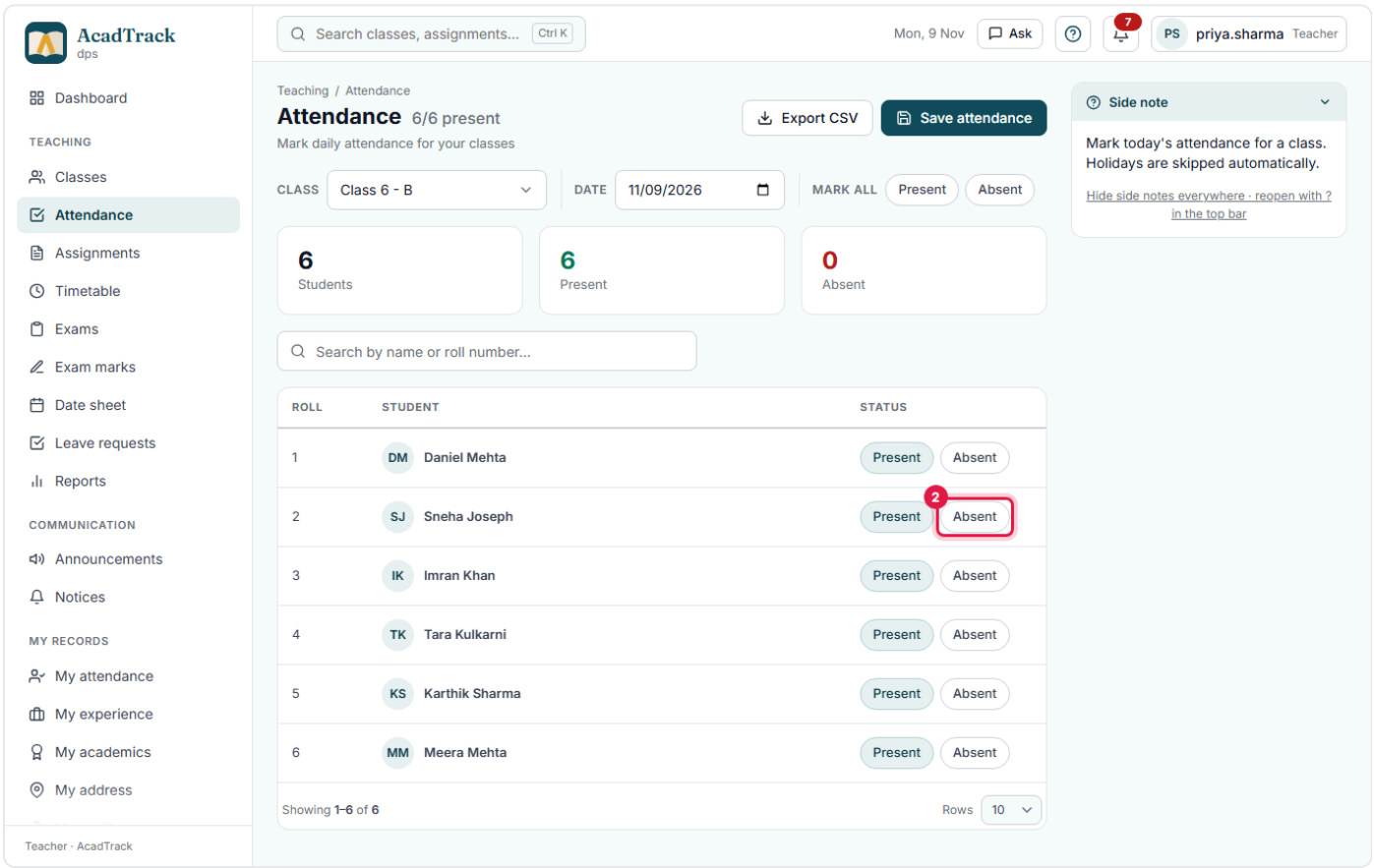
Mark attendance for a class

> Mark who is present, then save.

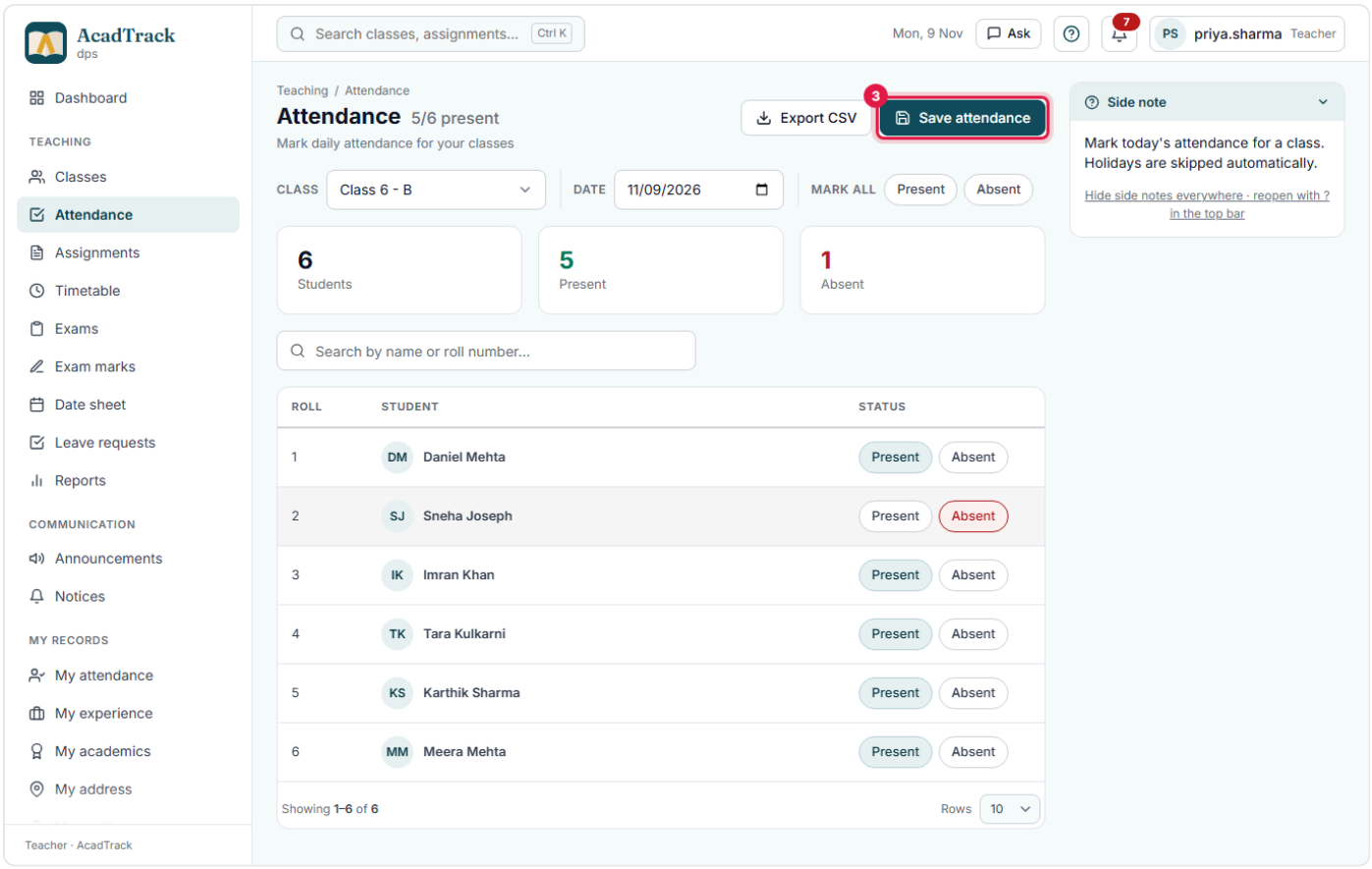
1 Open Attendance and choose the class. Today's date is filled in; holidays are skipped automatically. signed in as priya.sharma



2 Everyone starts Present. Mark the absent ones with Absent (Mark all sets the whole class at once).



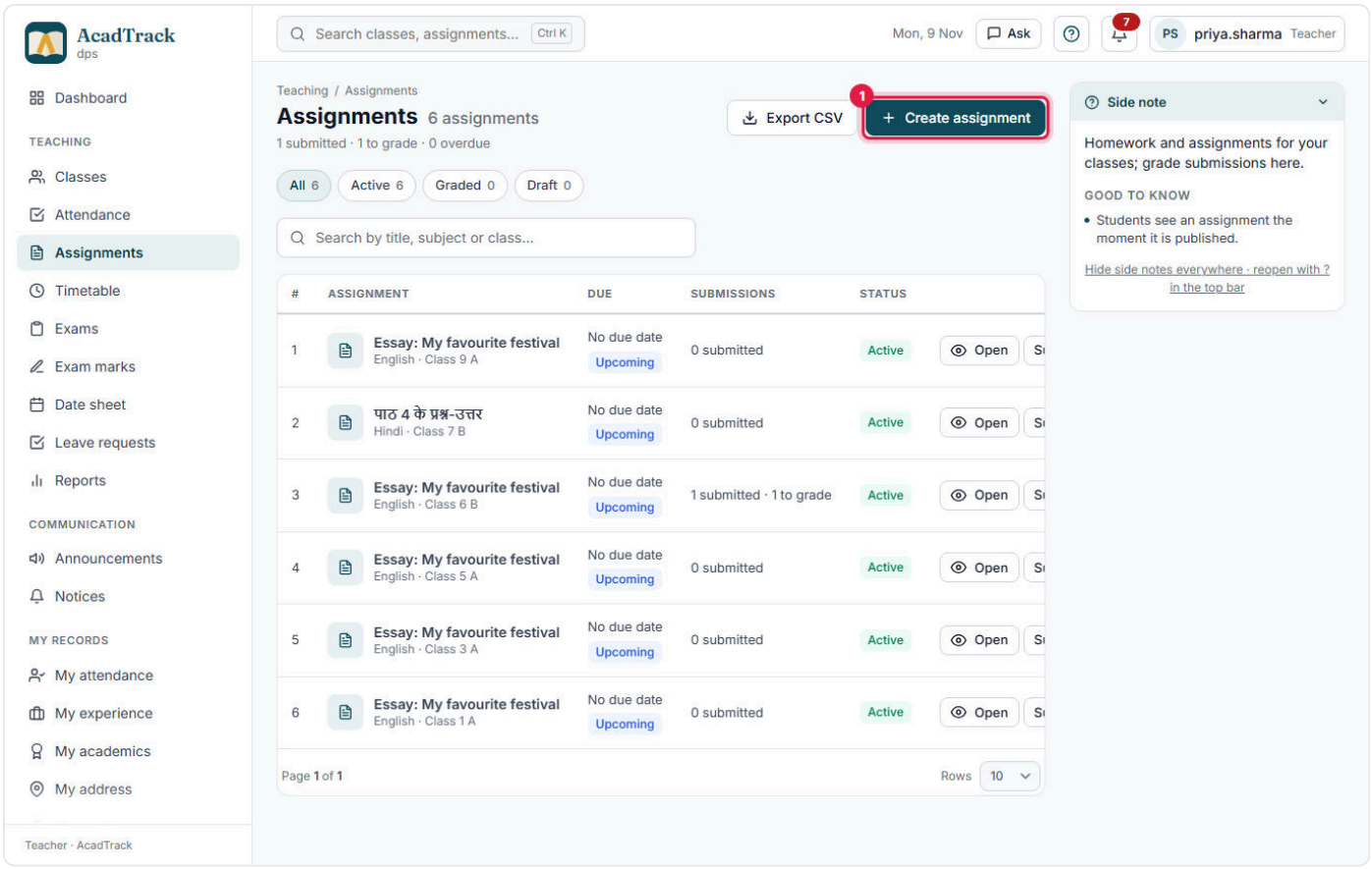
3 Choose Save attendance. Parents of absent students are notified.



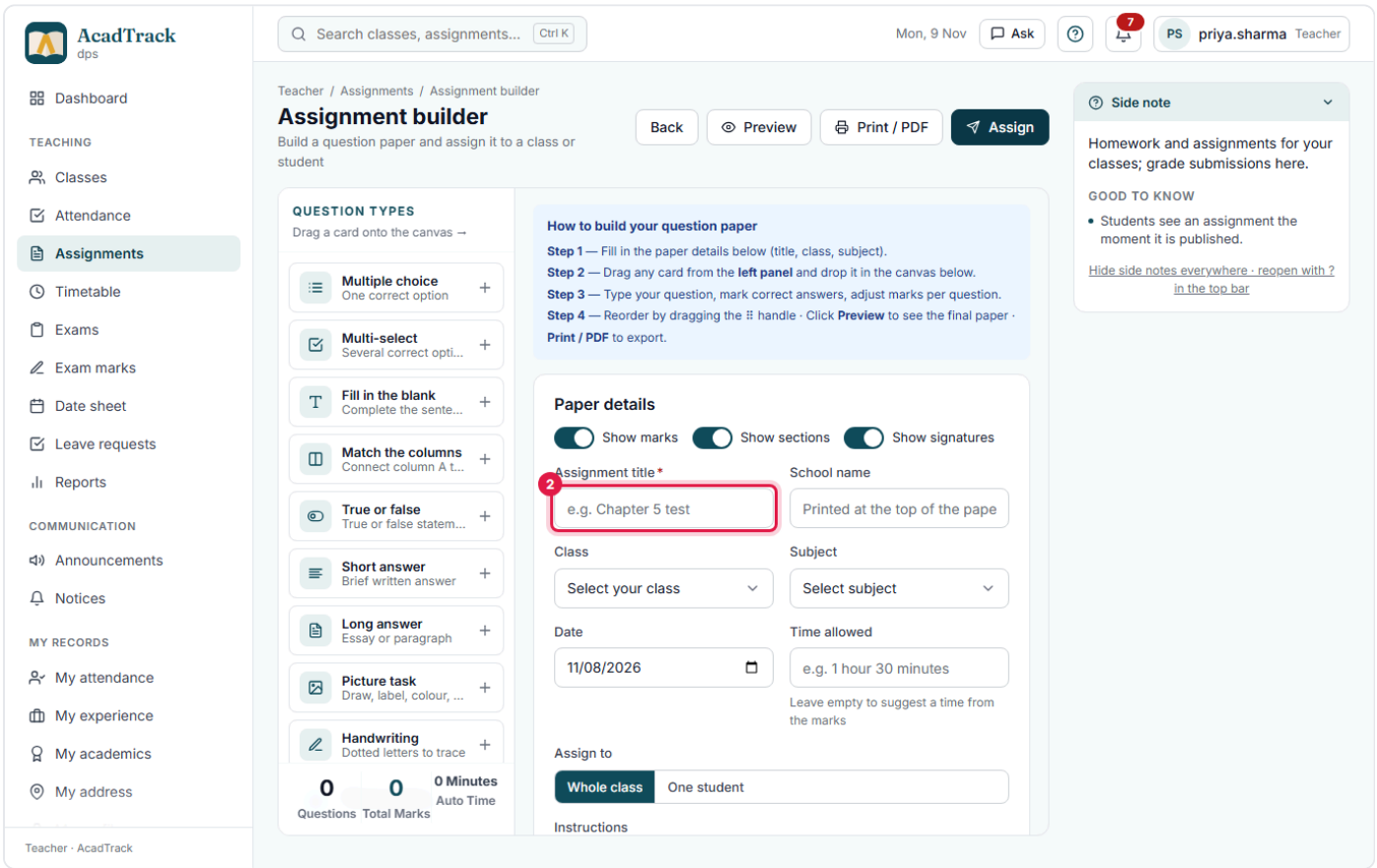
Set homework for a class

> Write an assignment and send it to the whole class with a due date.

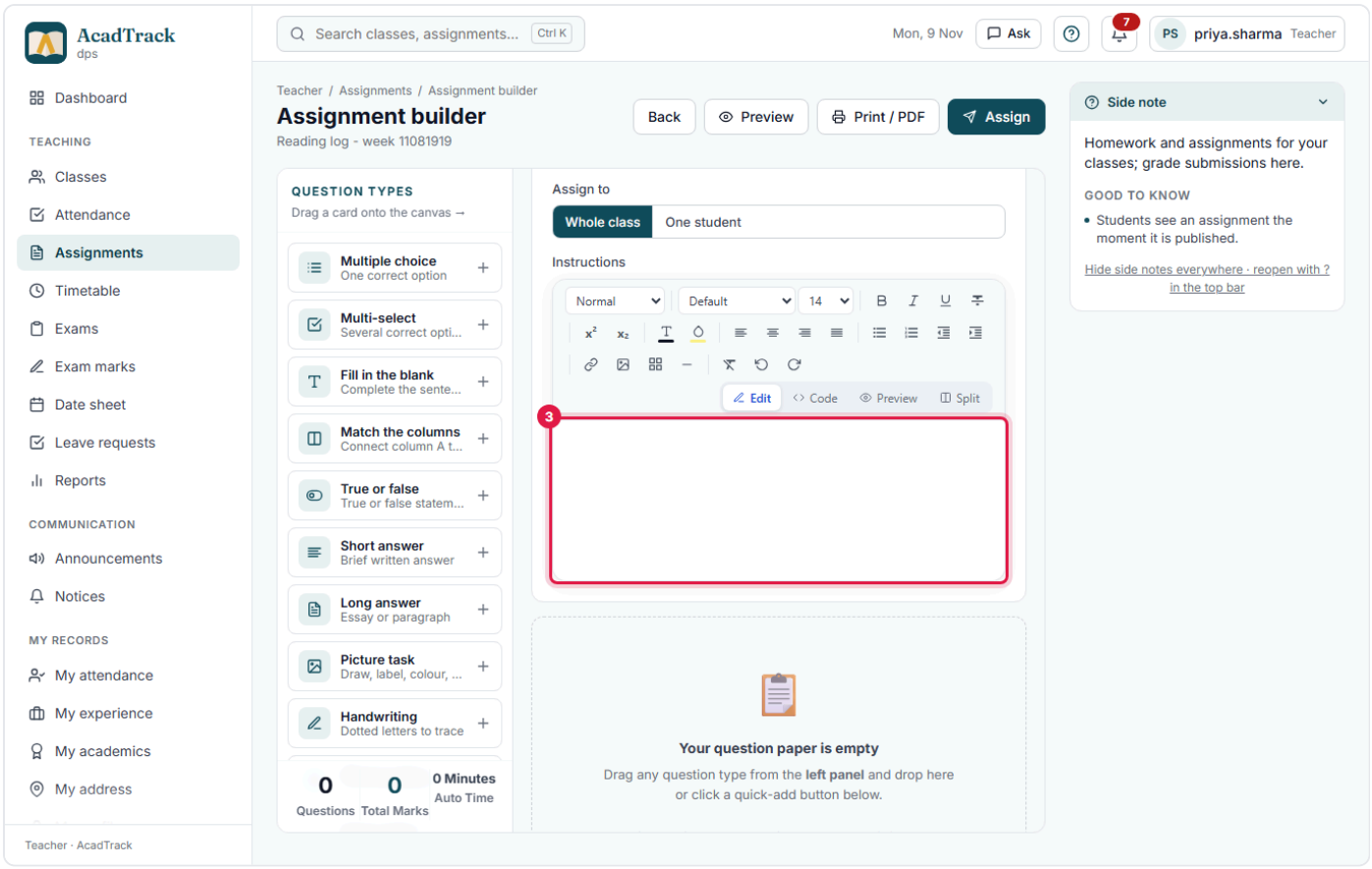
1. Assignments lists your homework with due dates and how many have submitted. Choose Create assignment. signed in as priya.sharma



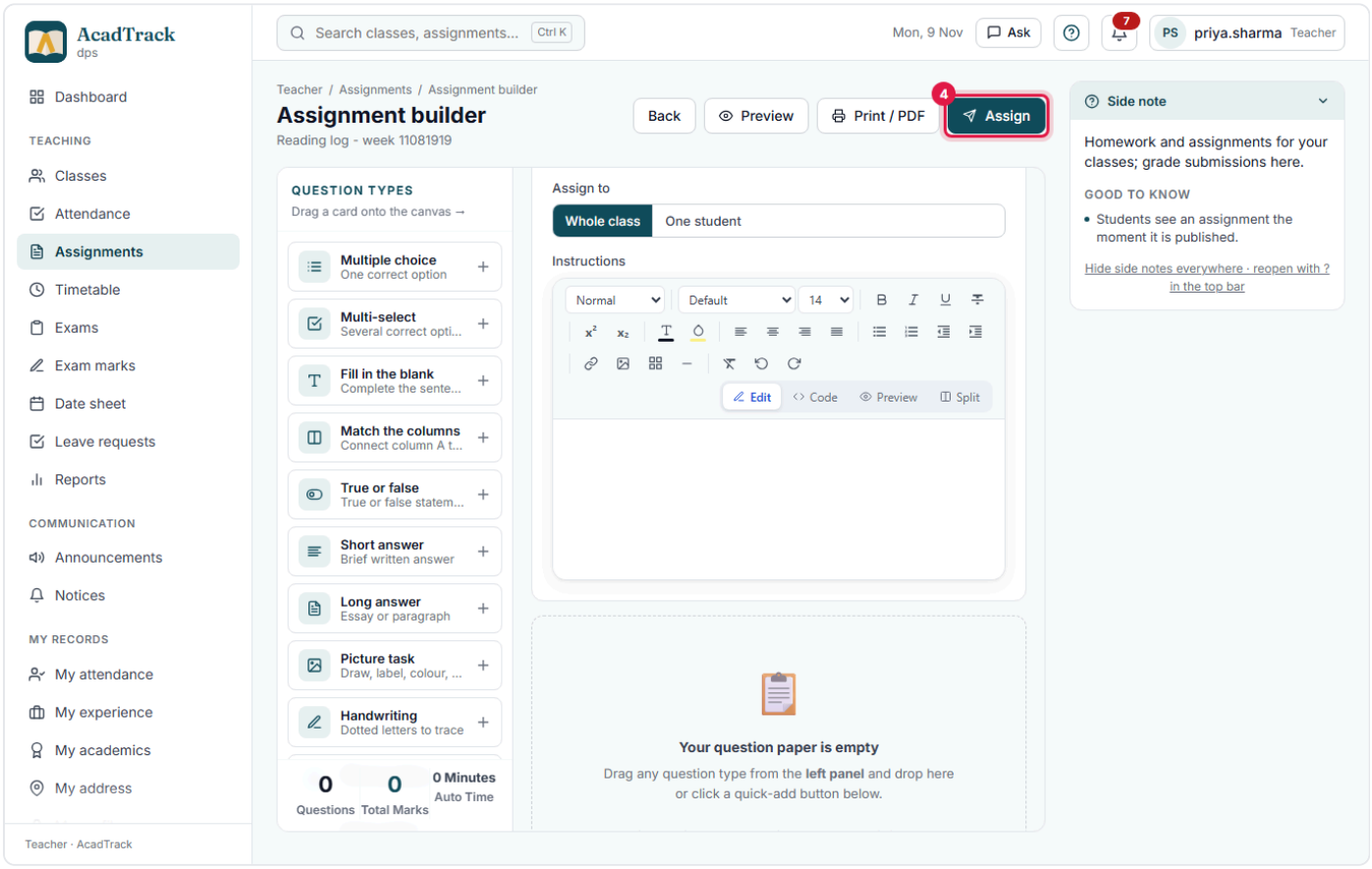
2. Give it a title, then pick the class and subject.



3 Write the task in the editor, or add questions (multiple choice, fill in the blank, match the columns, true or false).



4 Choose Assign, pick Whole class, set the due date and send. Students and parents are notified.



End-to-end flows across roles

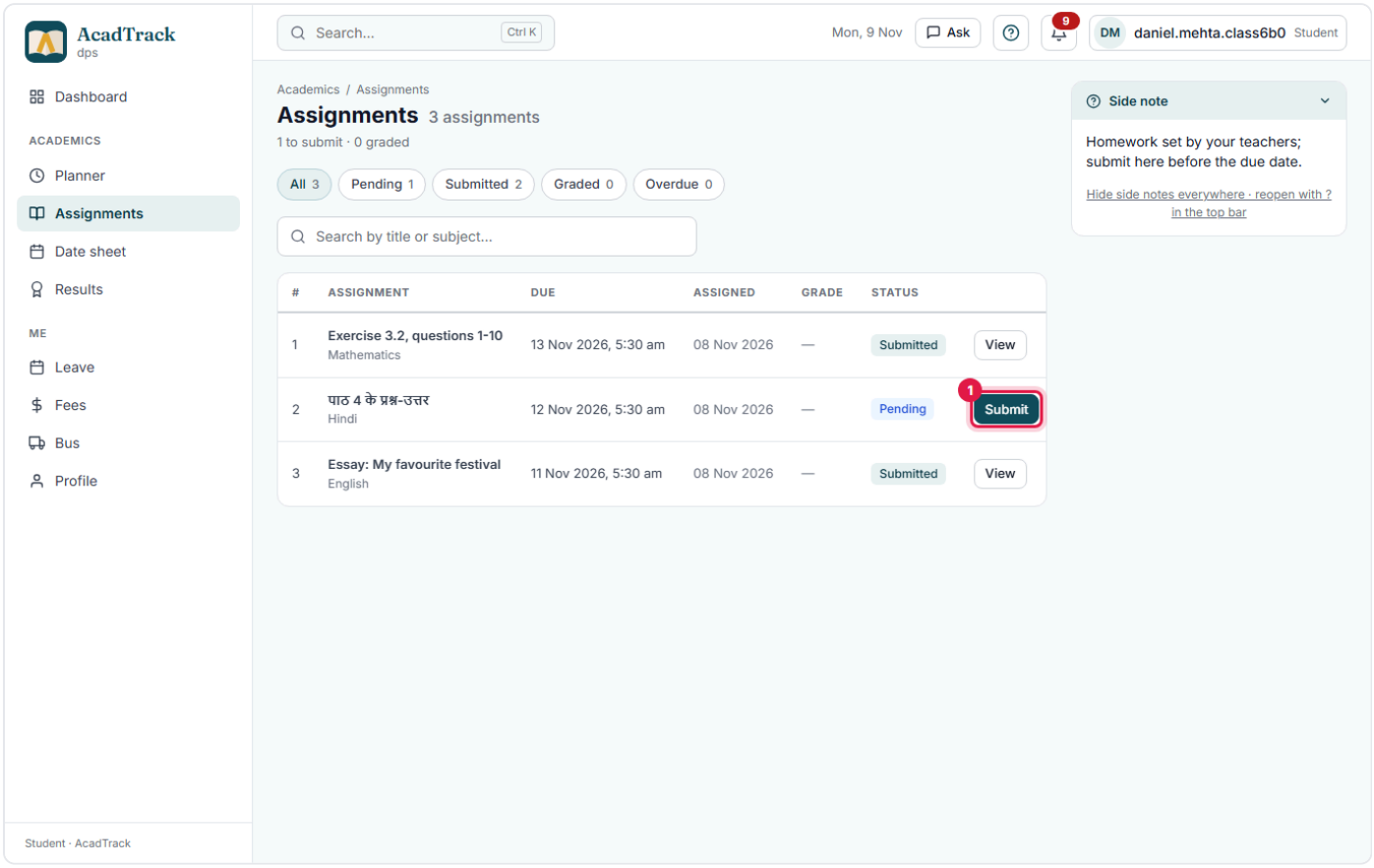
`several`

The same piece of work as it passes from one person to the next. Each flow runs on real records, in order.

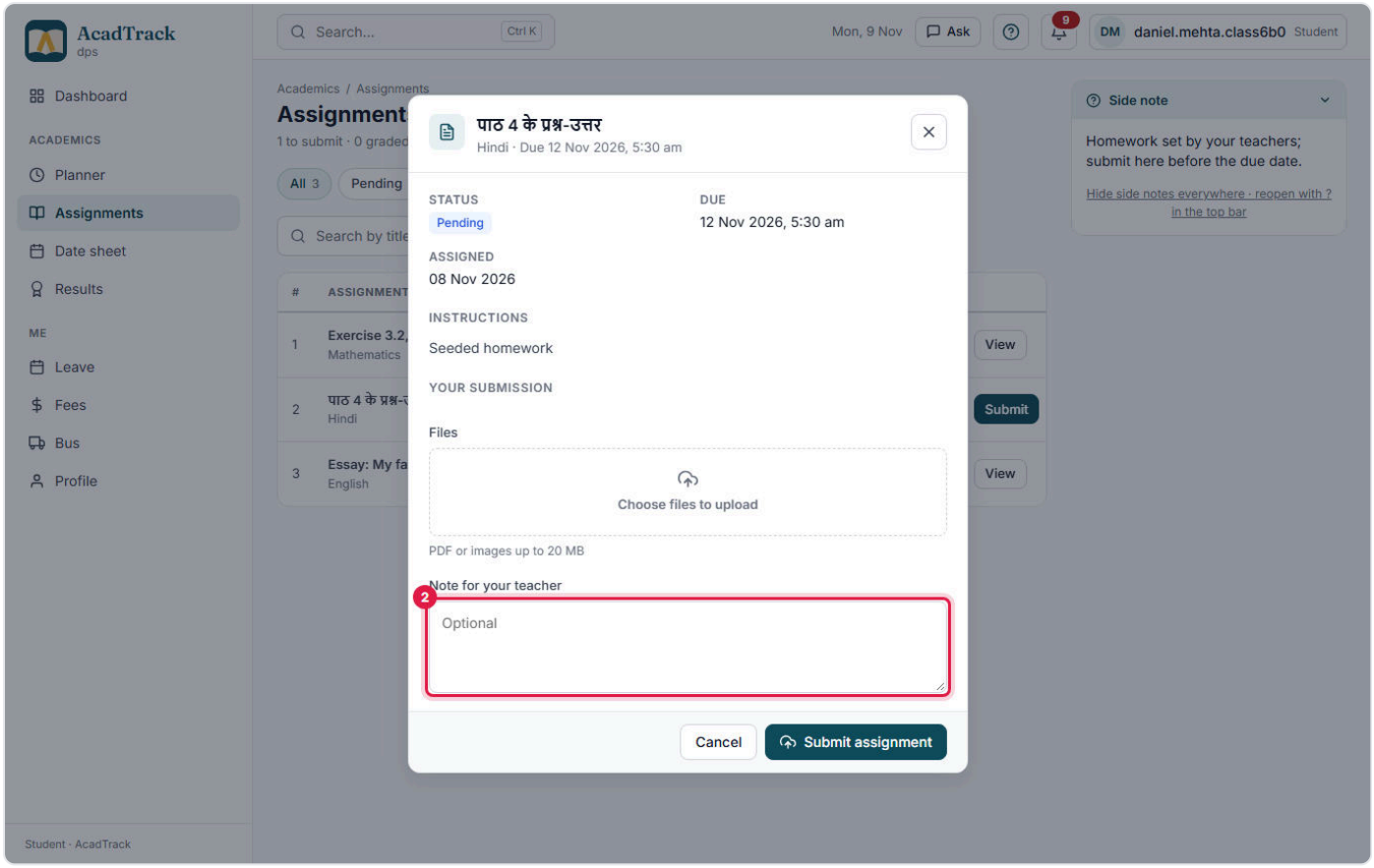
Homework: student submits, teacher grades

> The student hands in homework; the teacher reviews it.

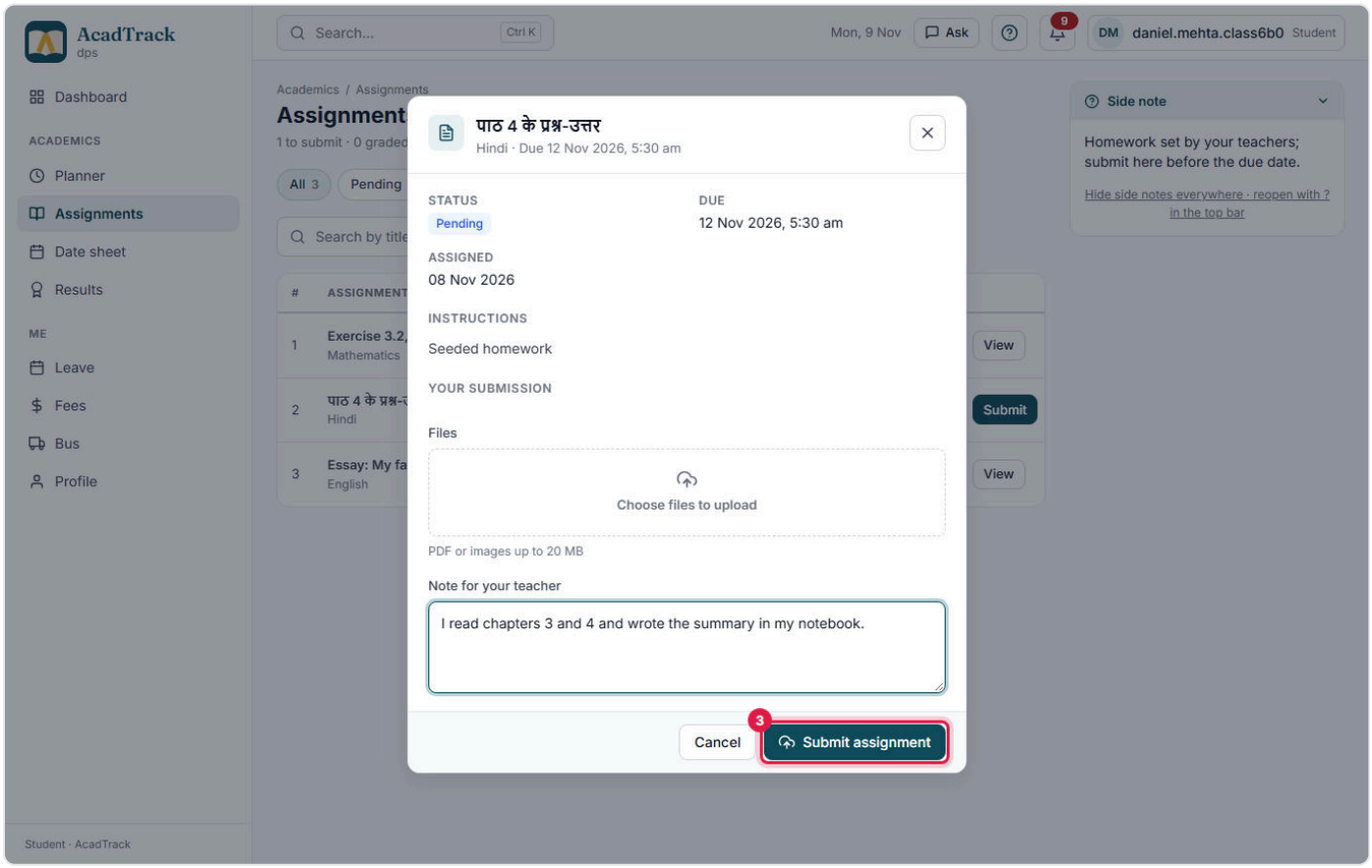
1. Student: Assignments lists homework from every subject with its due date. Pending ones show Submit. signed in as daniel.mehta.class6b0



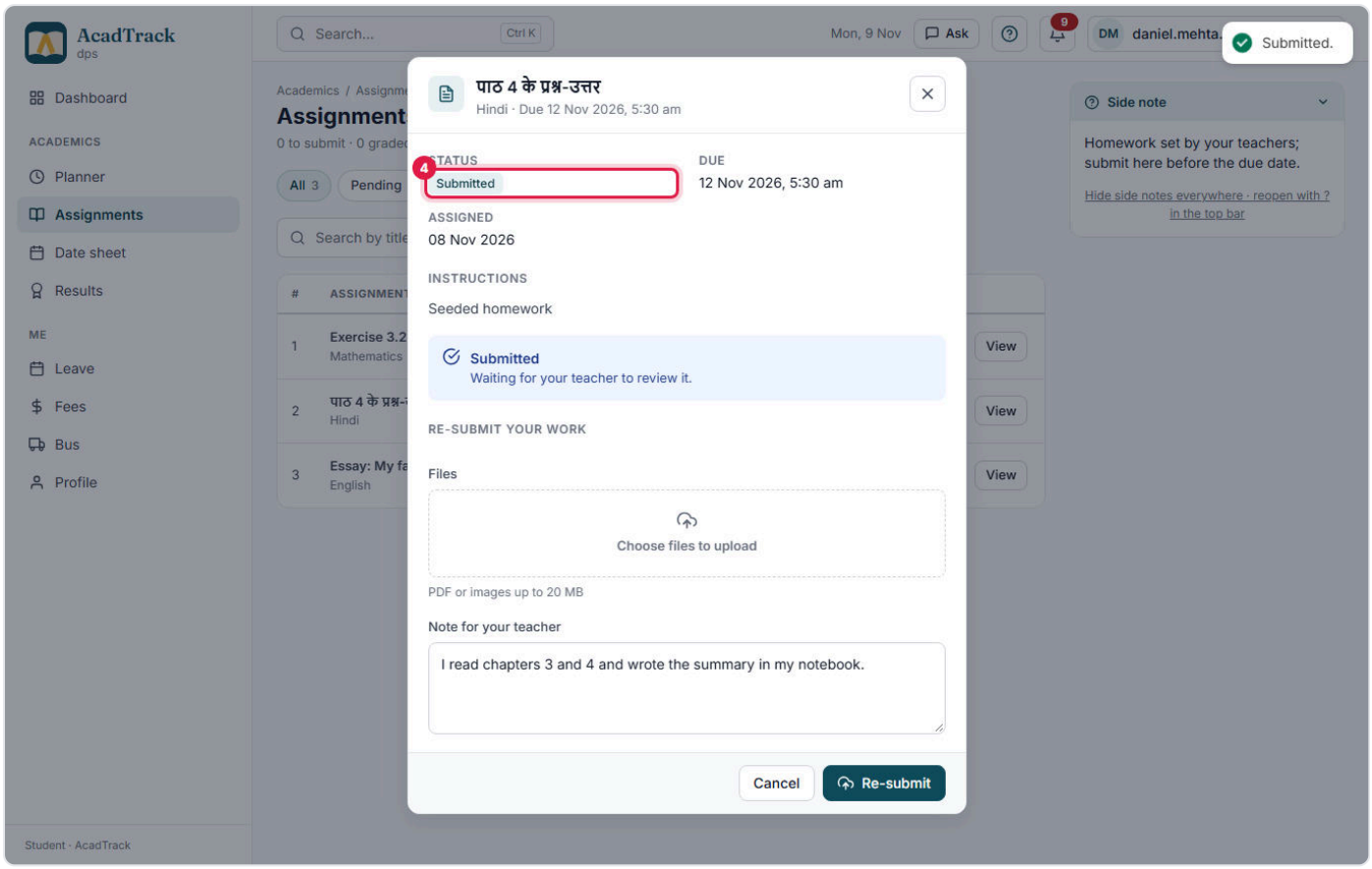
2 Write the answer (and attach photos or files if needed), then Submit.



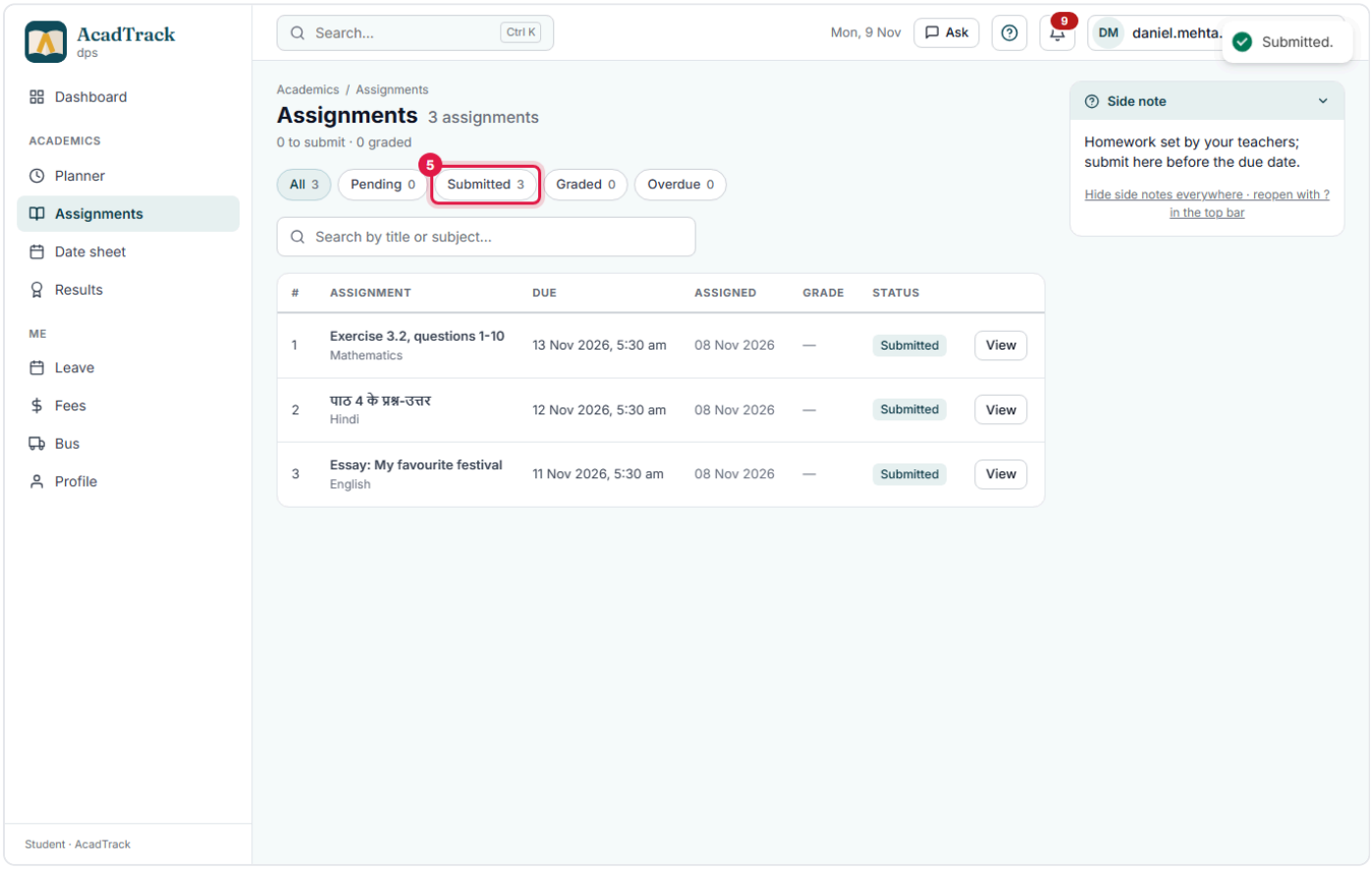
3 Choose Submit assignment.



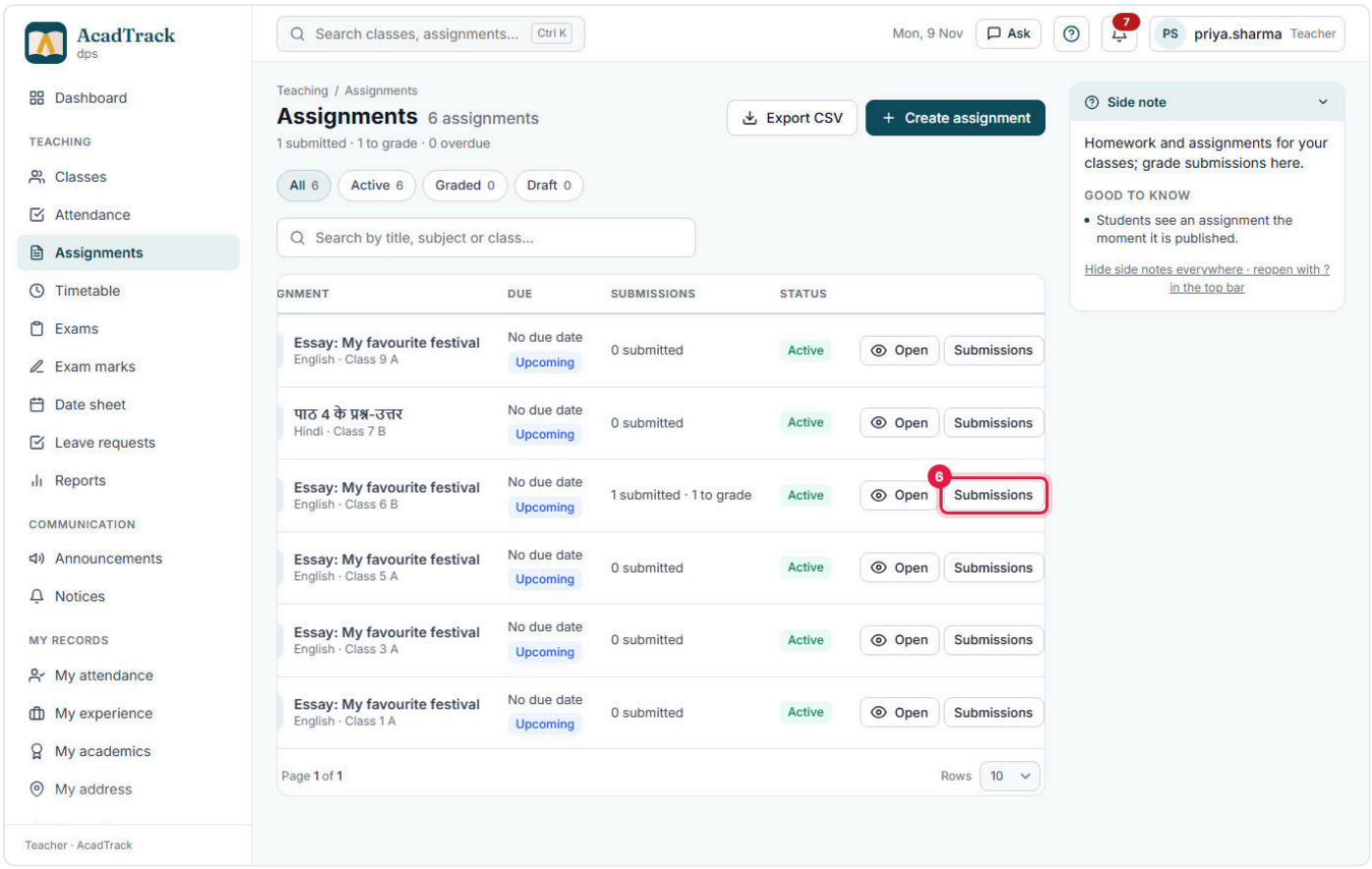
4 The status changes to Submitted, waiting for the teacher. You can re-submit until it is graded.



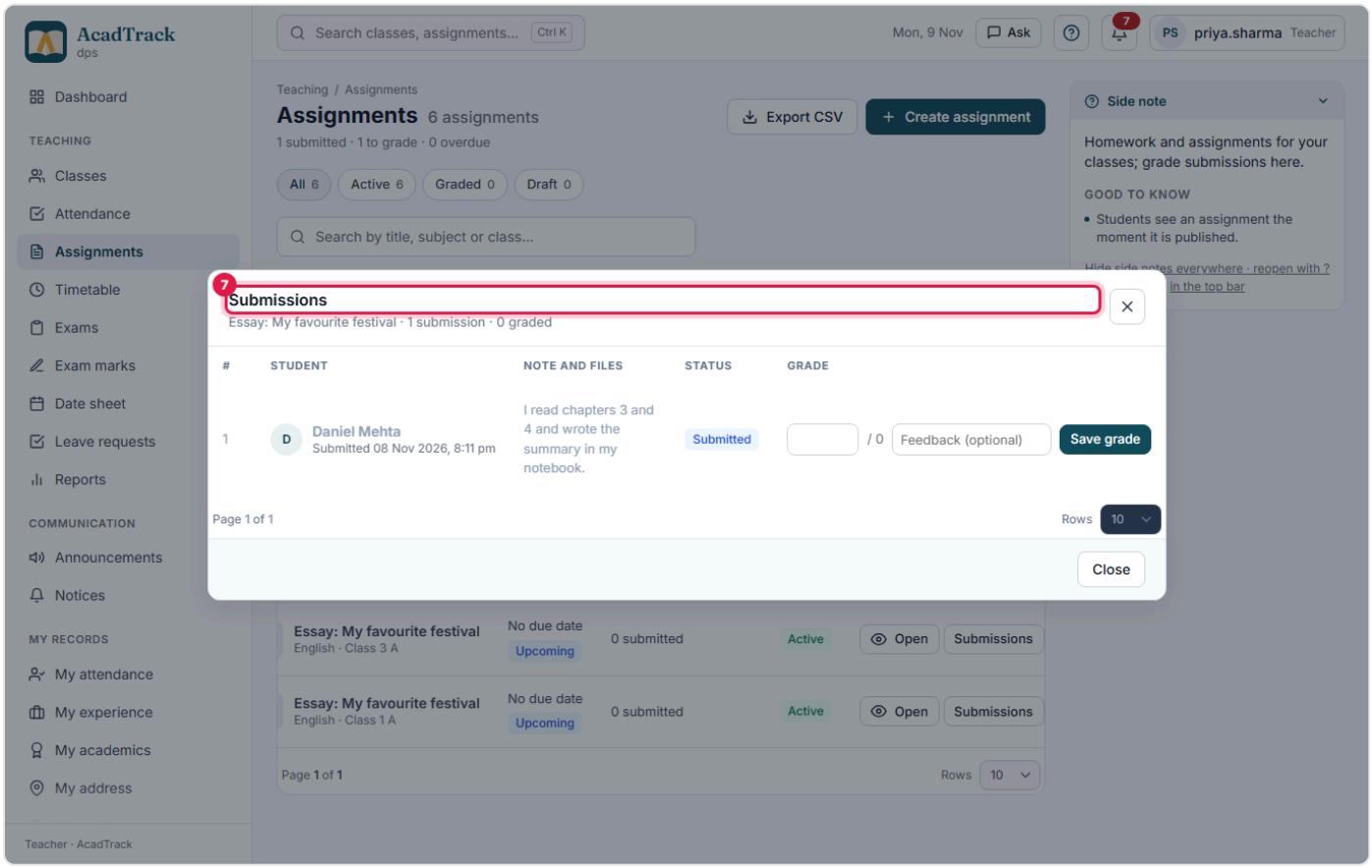
5 Back on the list, the homework sits under Submitted.



6 Teacher: the submission count goes up. Open Submissions on the homework. signed in as priya.sharma



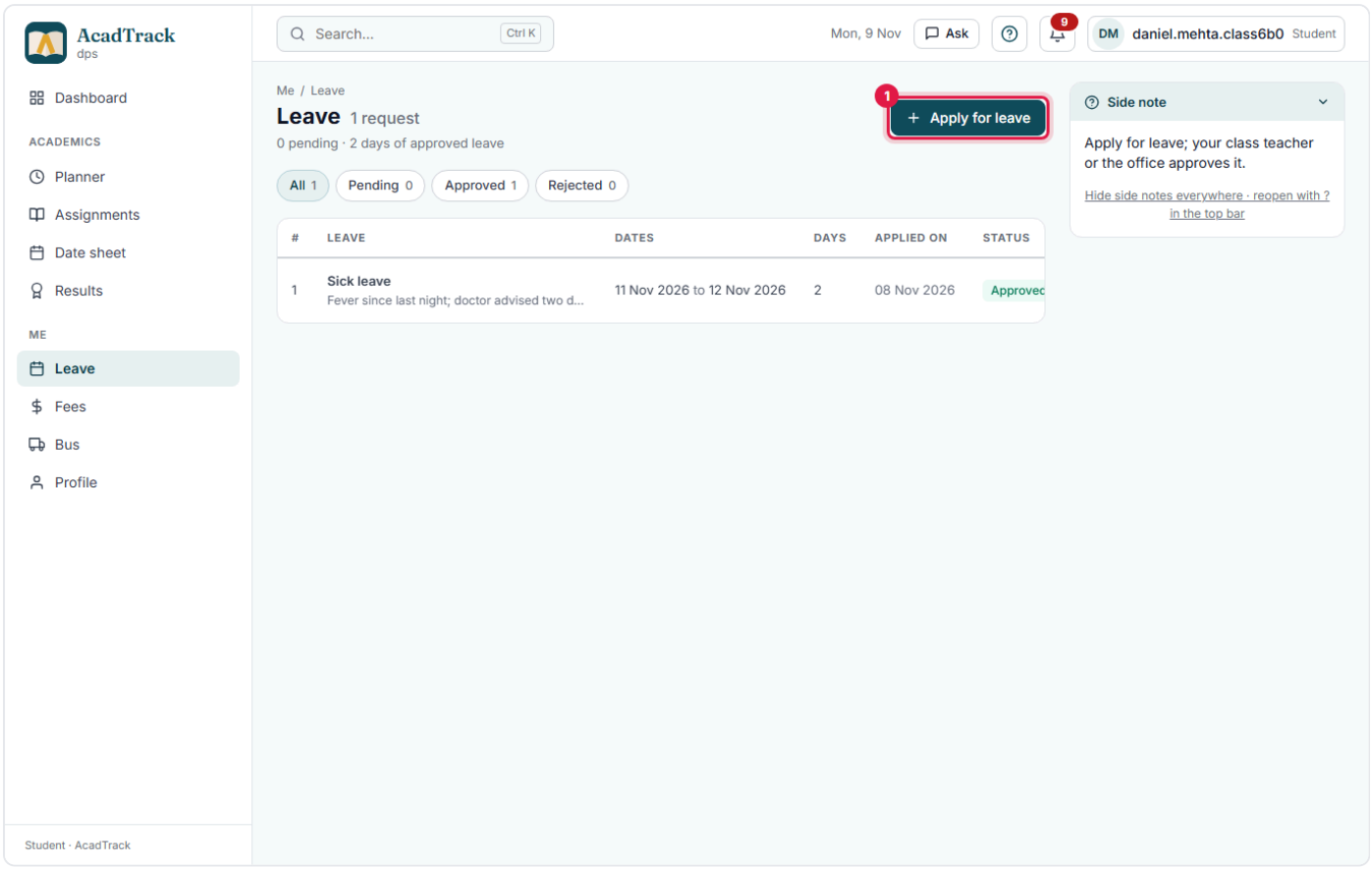
7 Each student's answer is listed with their note and files. Give marks and a comment, then save; the student sees the grade.



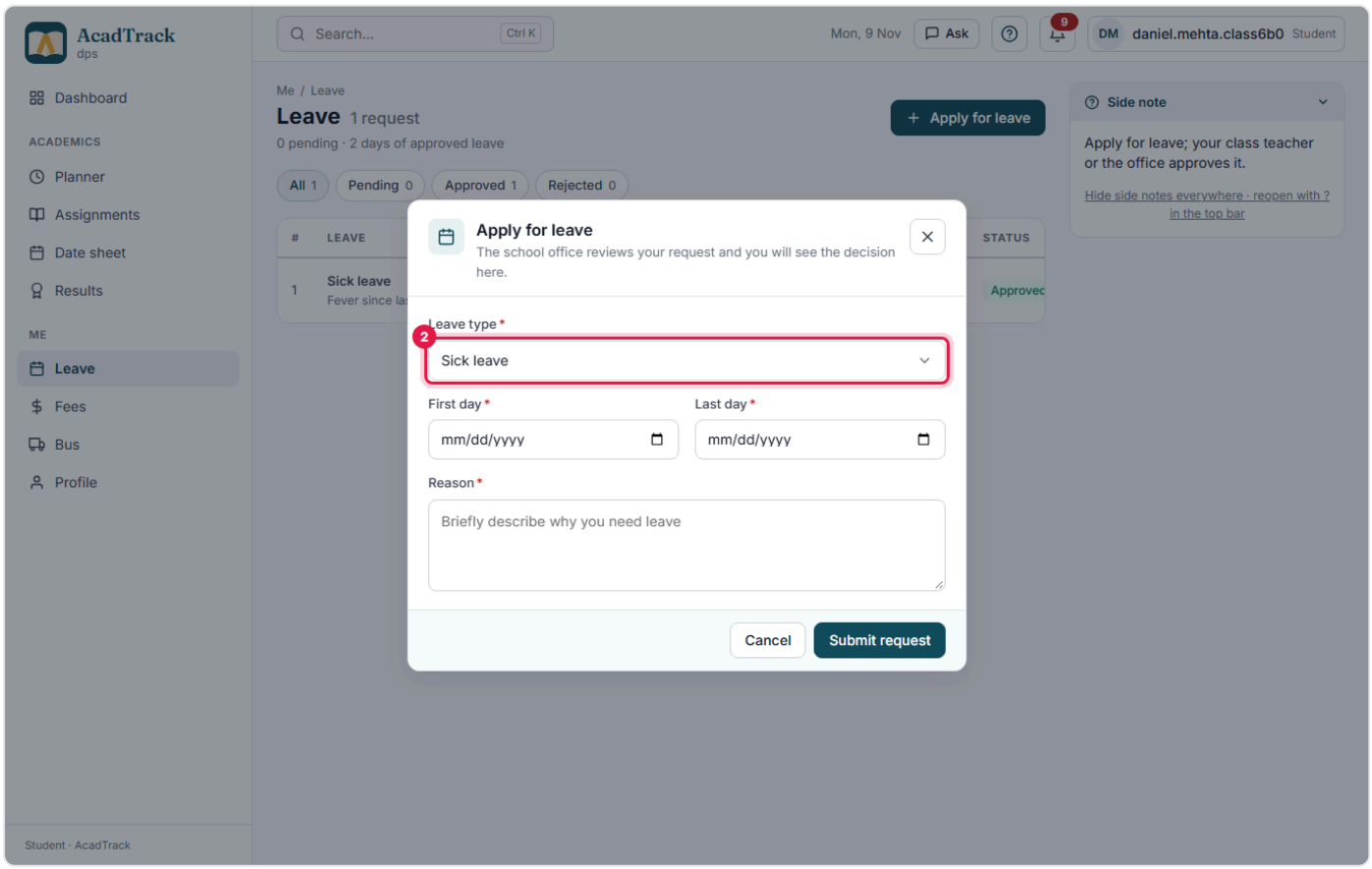
Leave: student applies, class teacher approves

> A parent asks for leave from the app; the class teacher decides.

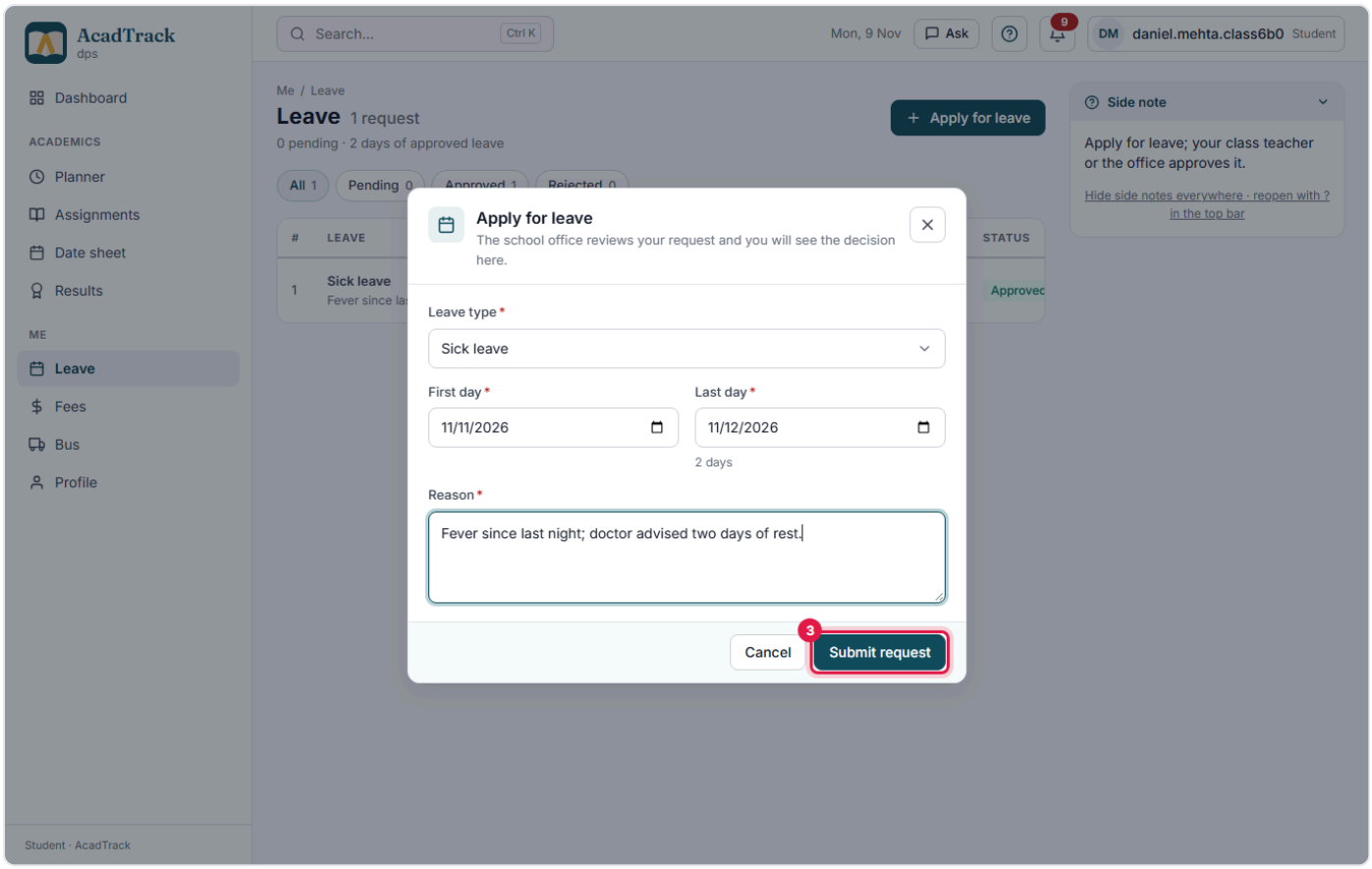
1 Student or parent: open Leave and choose Apply for leave. signed in as daniel.mehta.class6b0



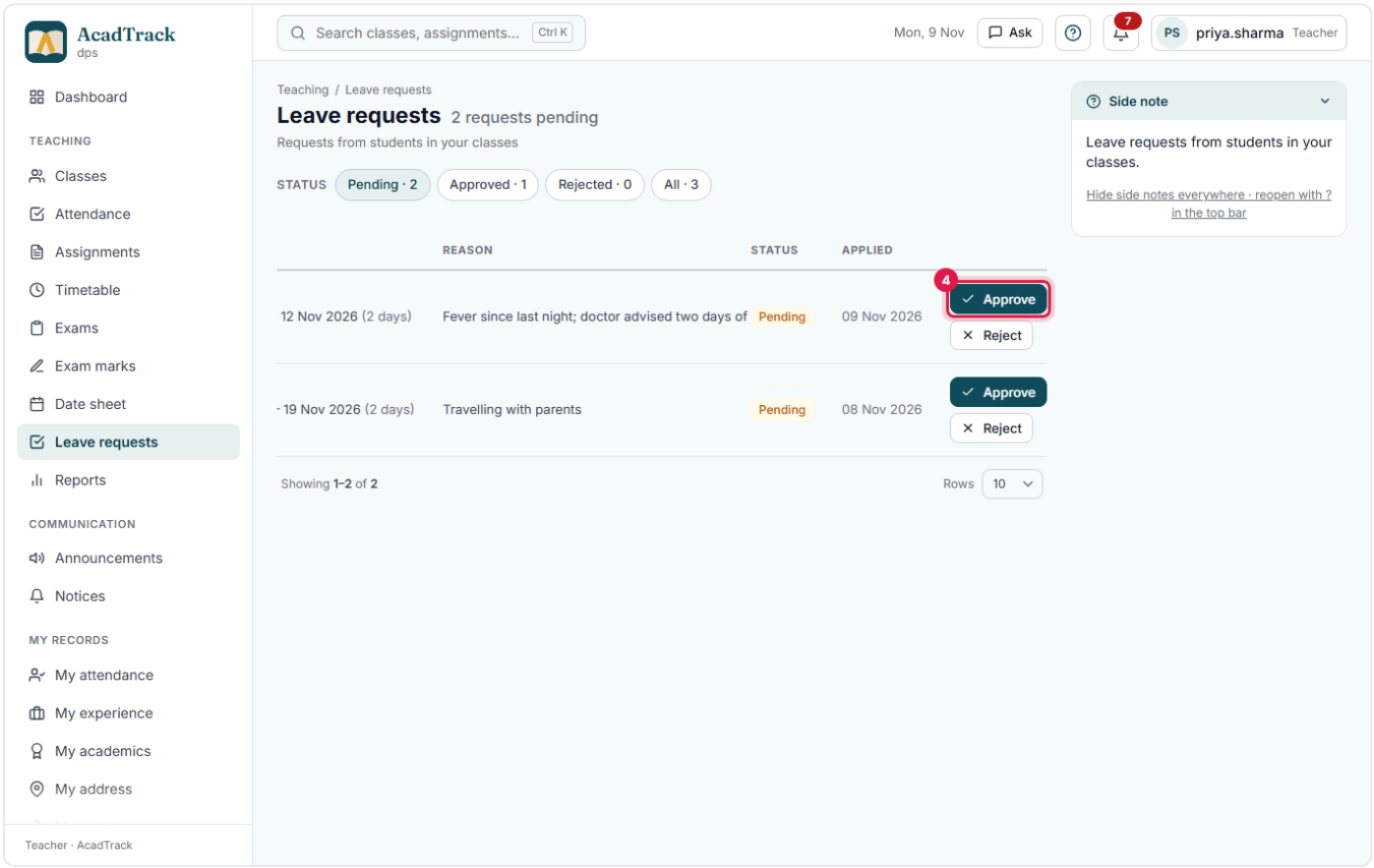
2 Pick the type, the first and last day, and give a reason.



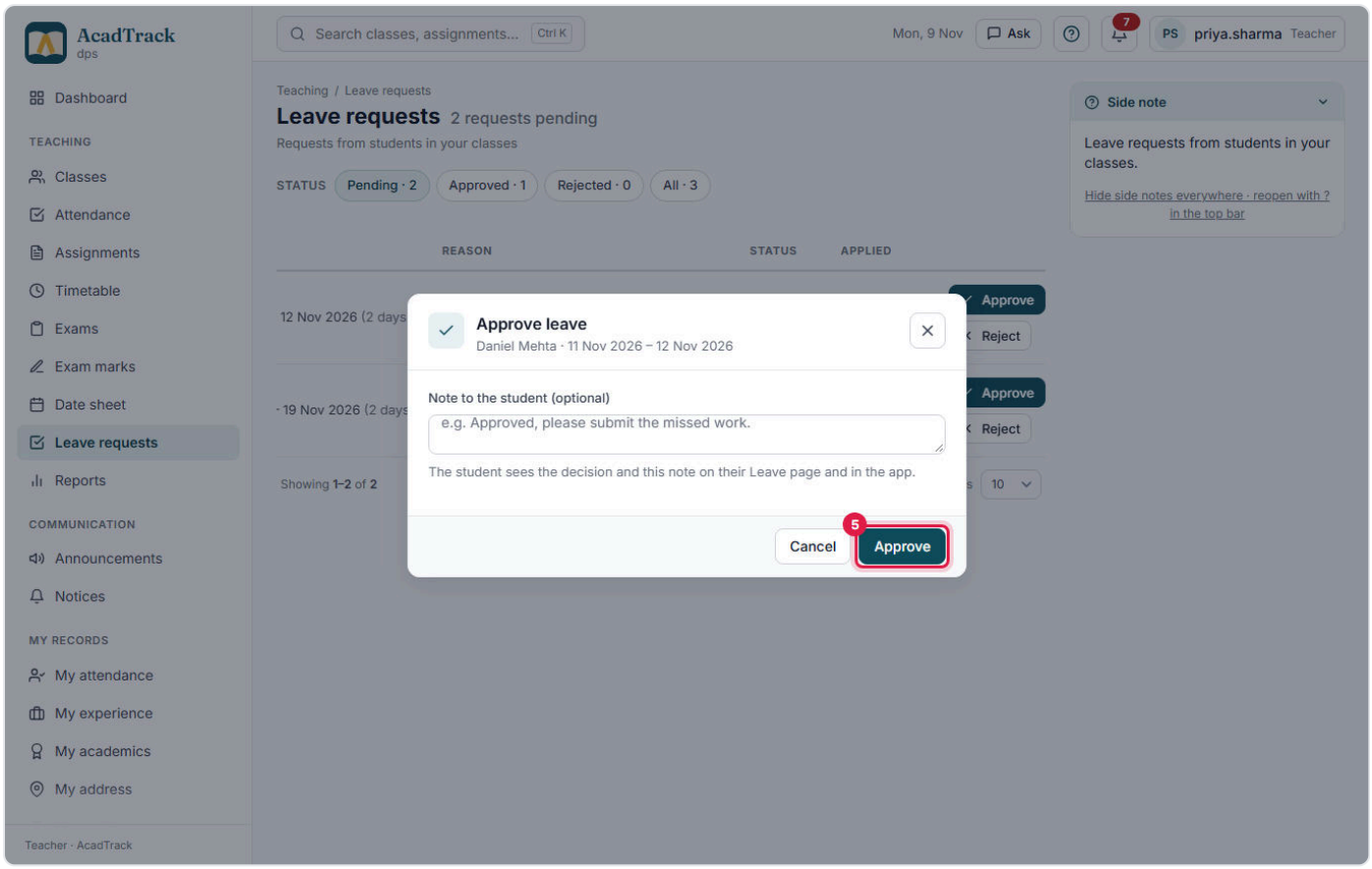
3 Choose Submit request. It shows as Pending.



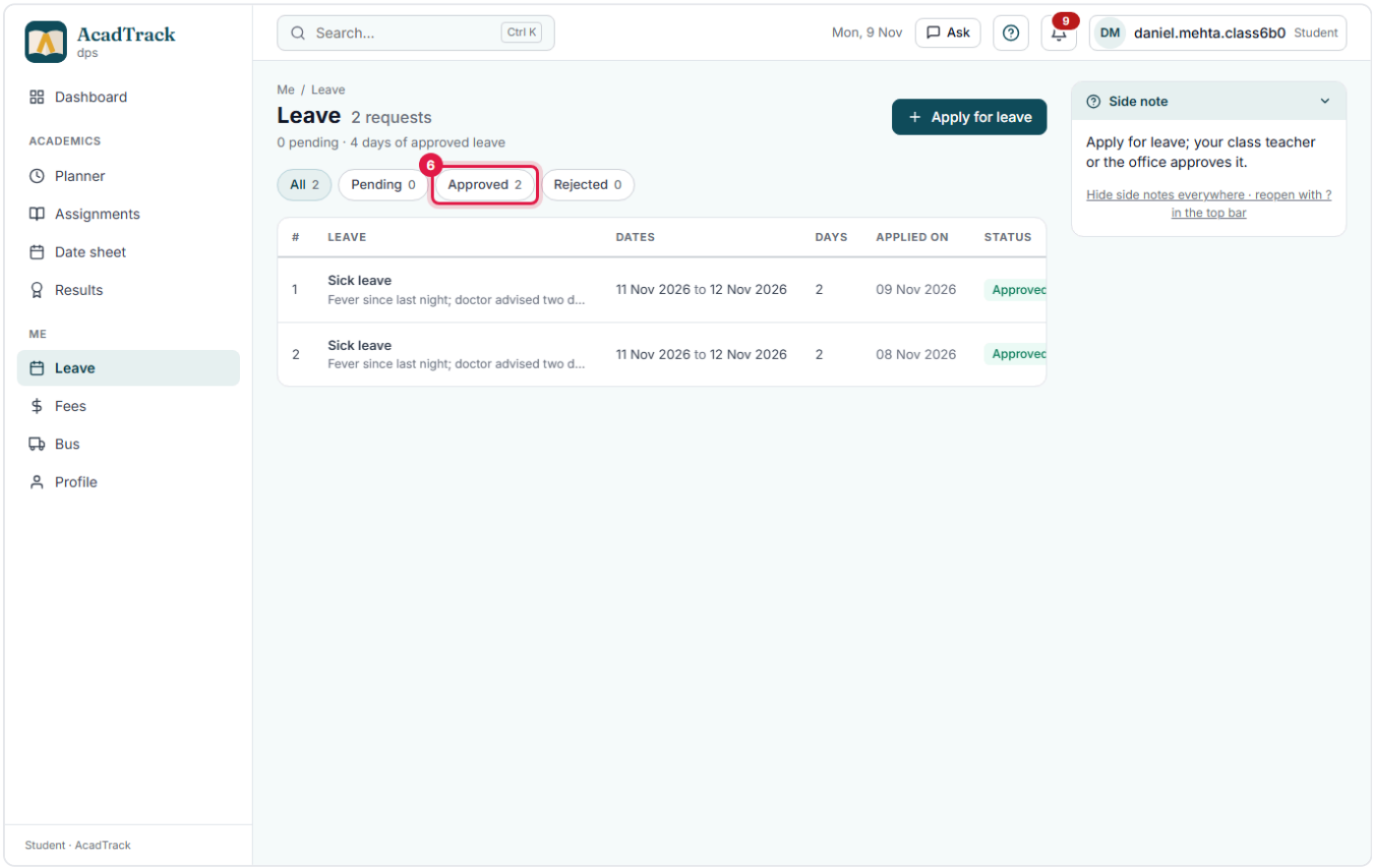
4 Class teacher: Leave requests shows requests from their class. Approve or Reject. signed in as priya.sharma



5 Confirm if asked. The parent is notified.



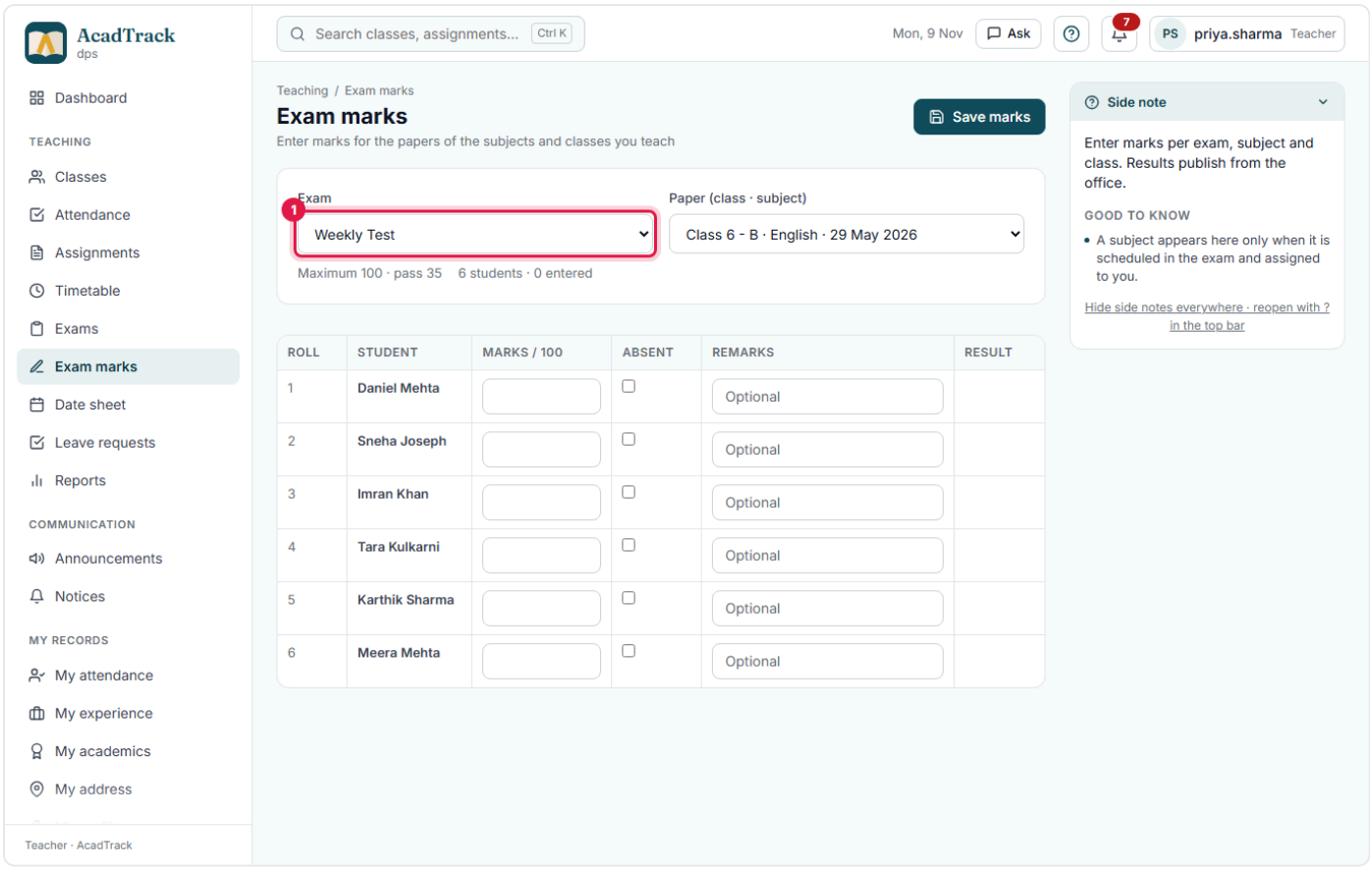
6 Student: the request now shows Approved. signed in as daniel.mehta.class6b0



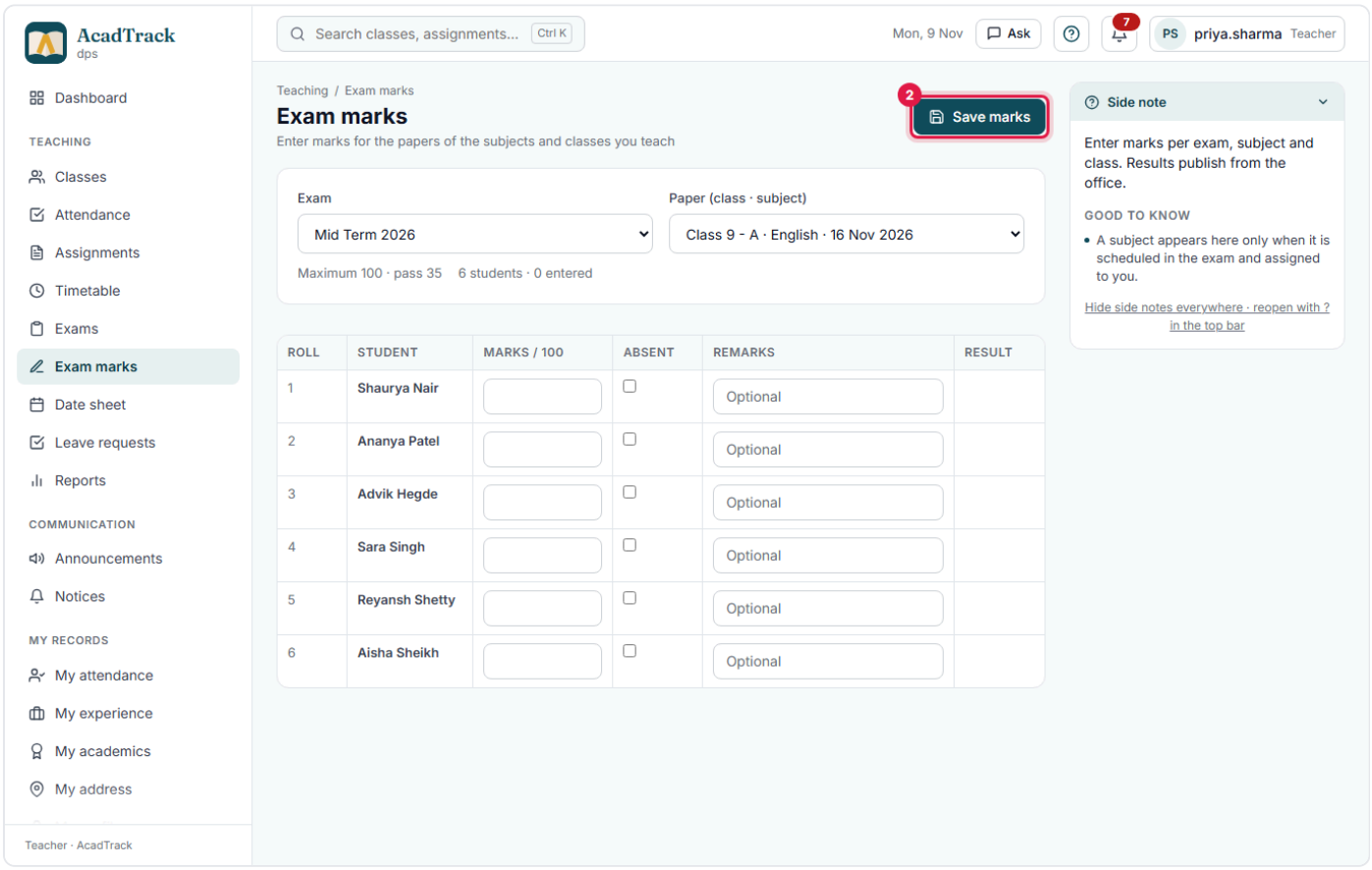
Exam marks: teacher enters, student sees the result

> Marks entered per paper become the student's published result.

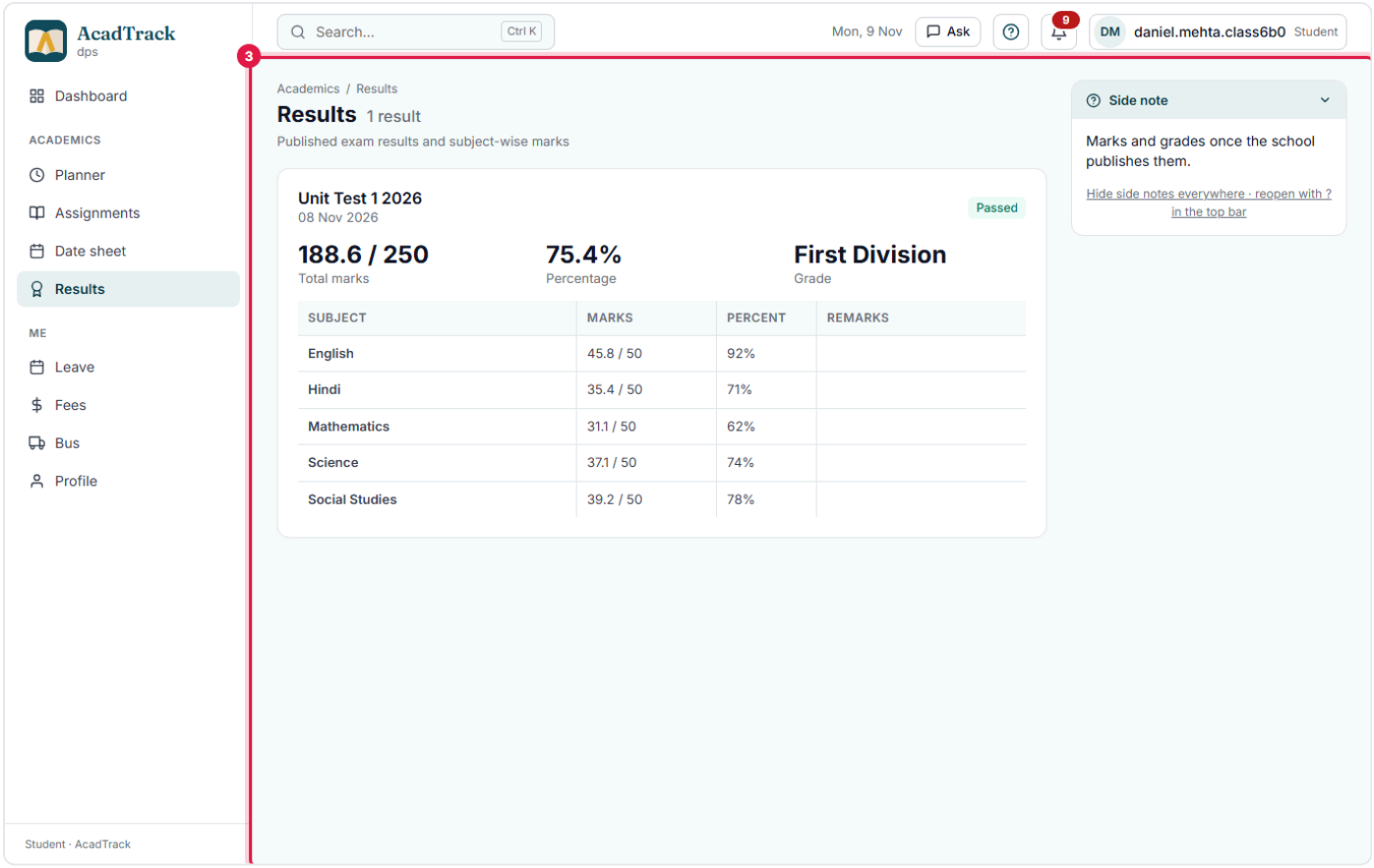
1 Teacher: Exam marks. Pick the exam and the paper (class and subject). signed in as priya.sharma



2 Enter each student's marks; tick absent where needed and add a comment if you like. Save marks.



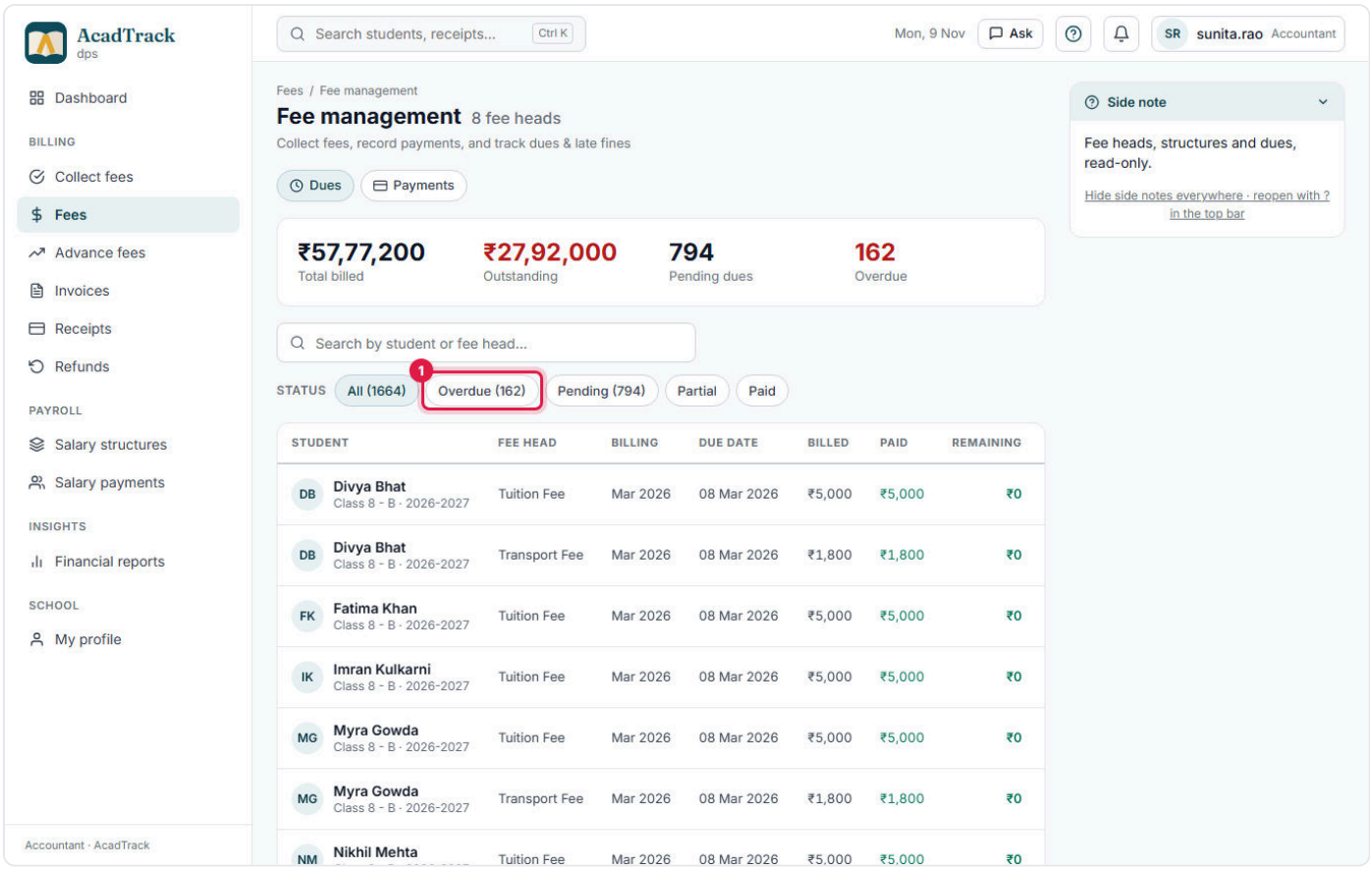
3 Student: once the exam cell publishes, Results shows total, percentage and grade, with marks per subject. signed in as daniel.mehta.class6b0



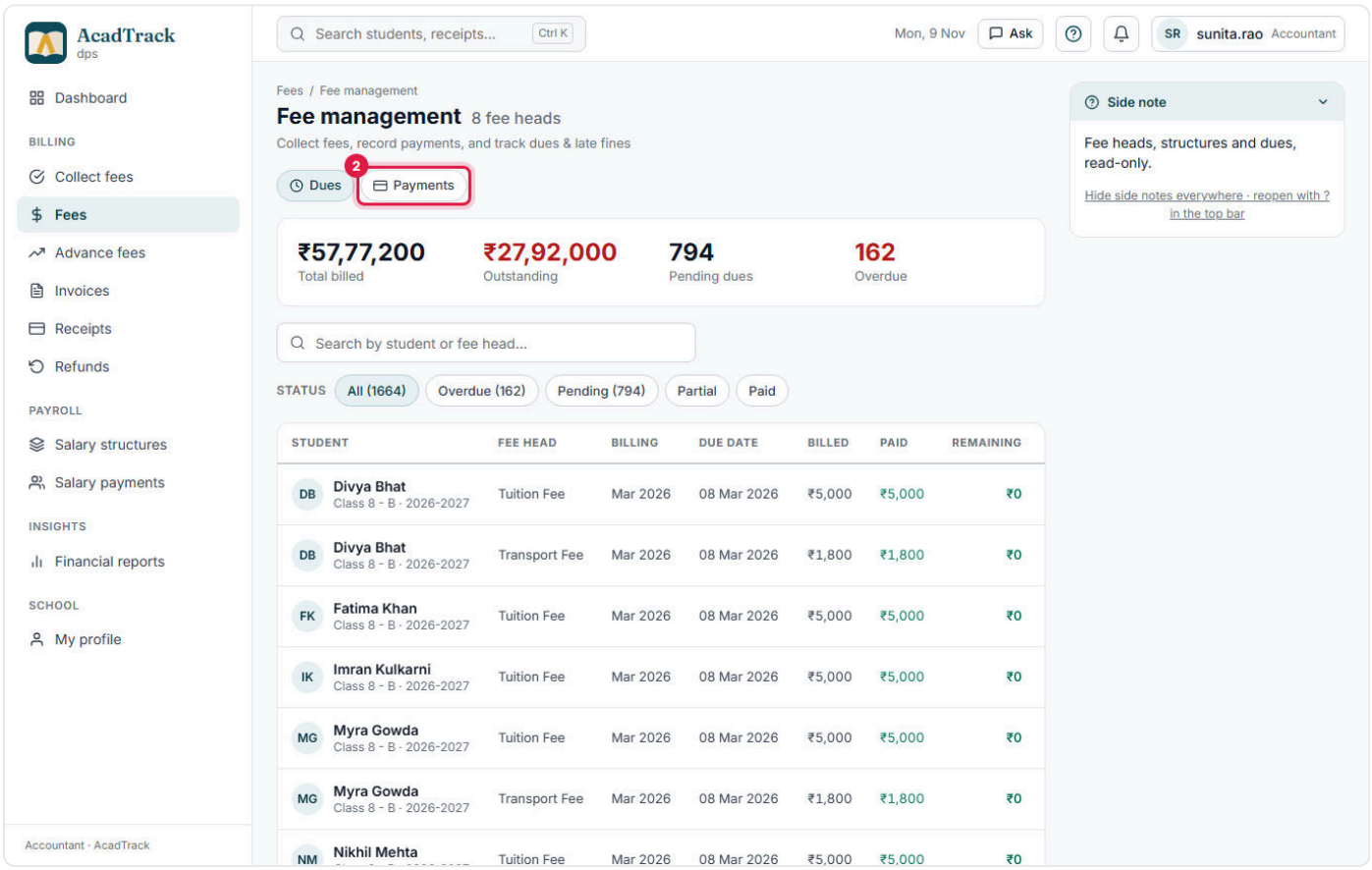
Fees: billed, paid, seen by the parent

> Dues are raised monthly; the office or accountant collects; the parent sees what is paid and due.

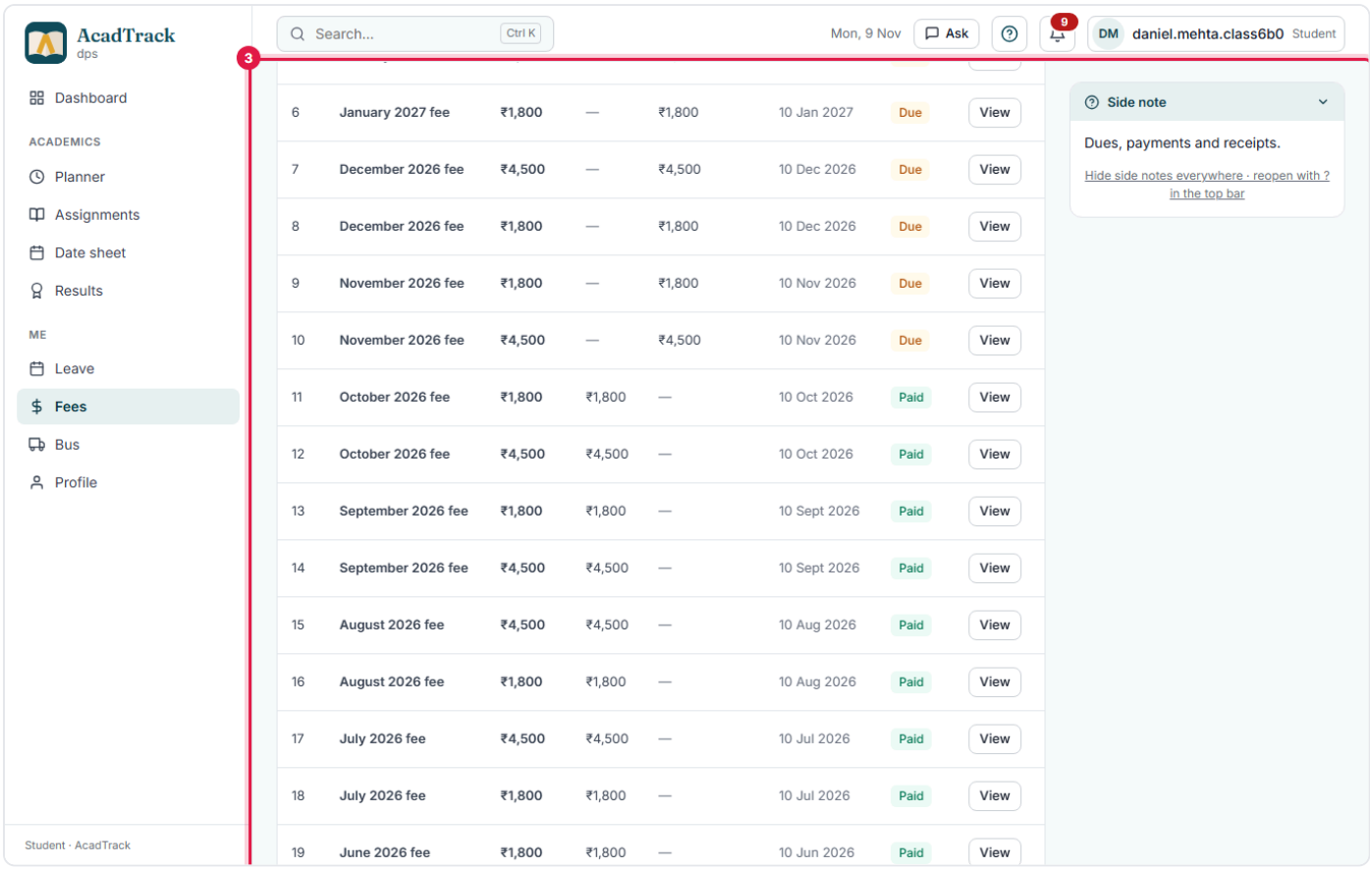
1. Accountant: Fee management lists every due with the fee head, month, amount billed, paid and remaining. signed in as sunita.rao



2. Payments shows every receipt with its method and reference.



3 Parent or student: Fees shows billed, paid and outstanding by month, with receipts. signed in as daniel.mehta.class6b0



Student and parent

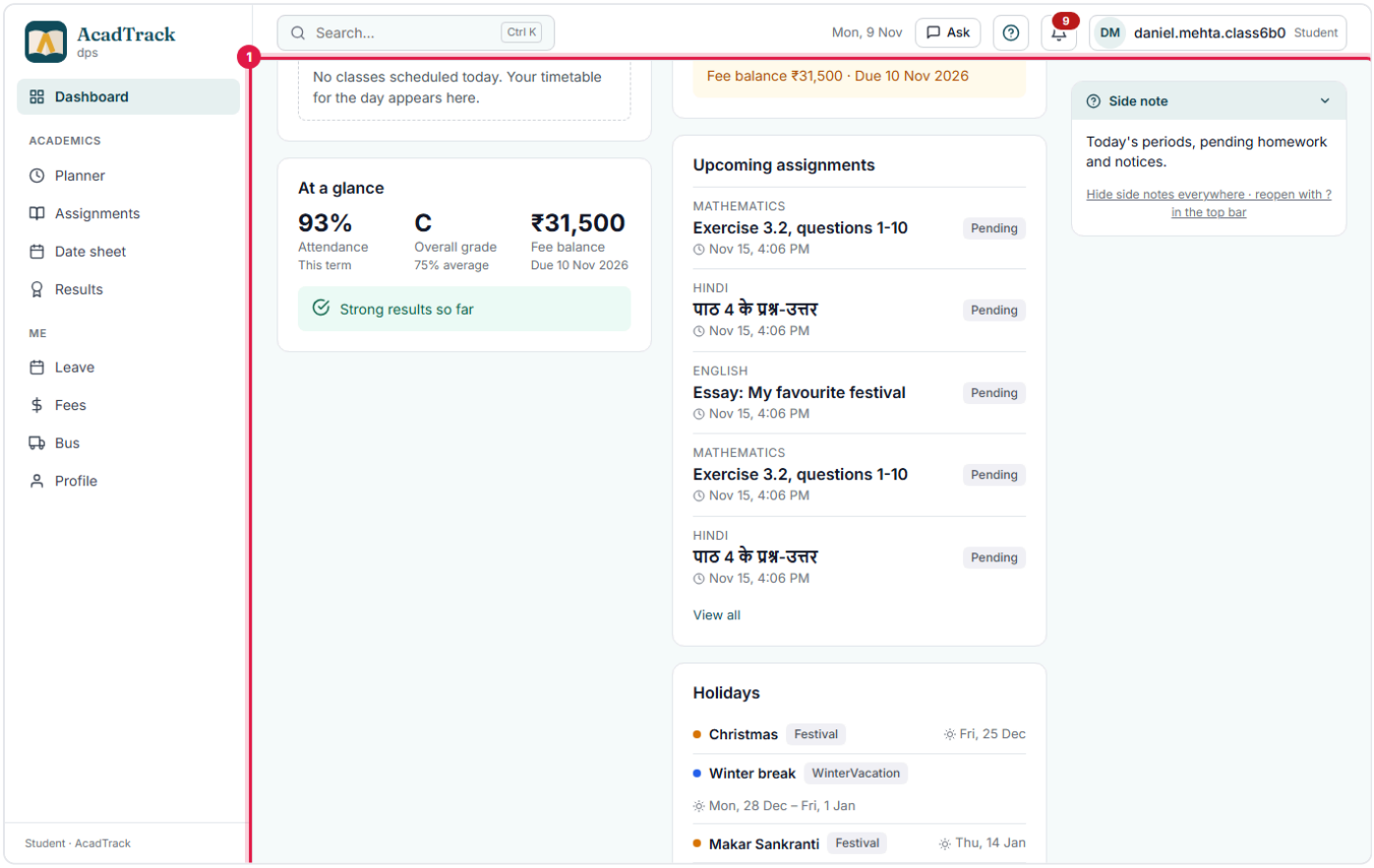
`daniel.mehta.class6b0`

What a student, or a parent on the app, sees and does. The same screens are in the mobile app (last chapter).

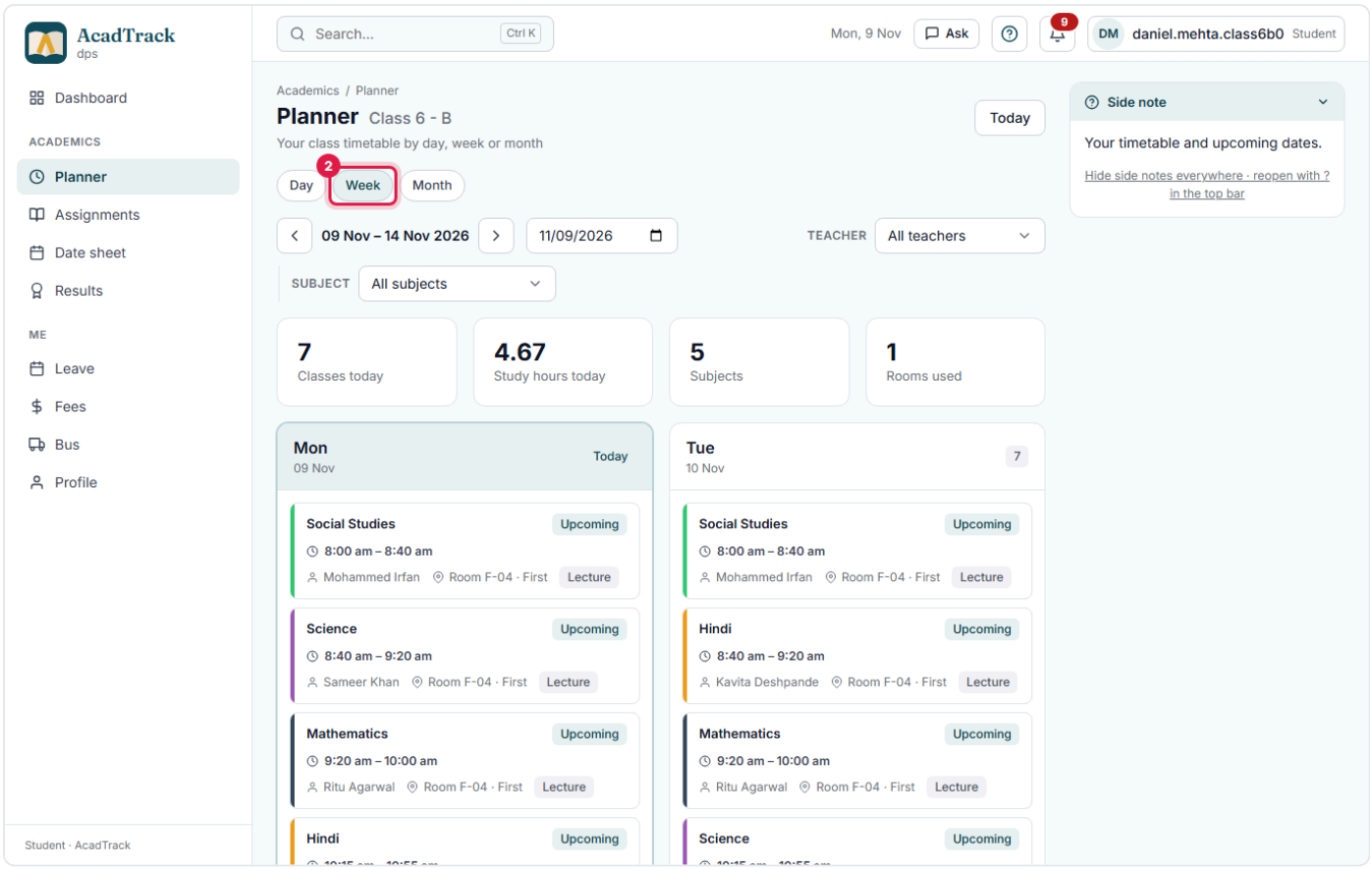
Plan the day and week

> Classes, homework and dates in one place.

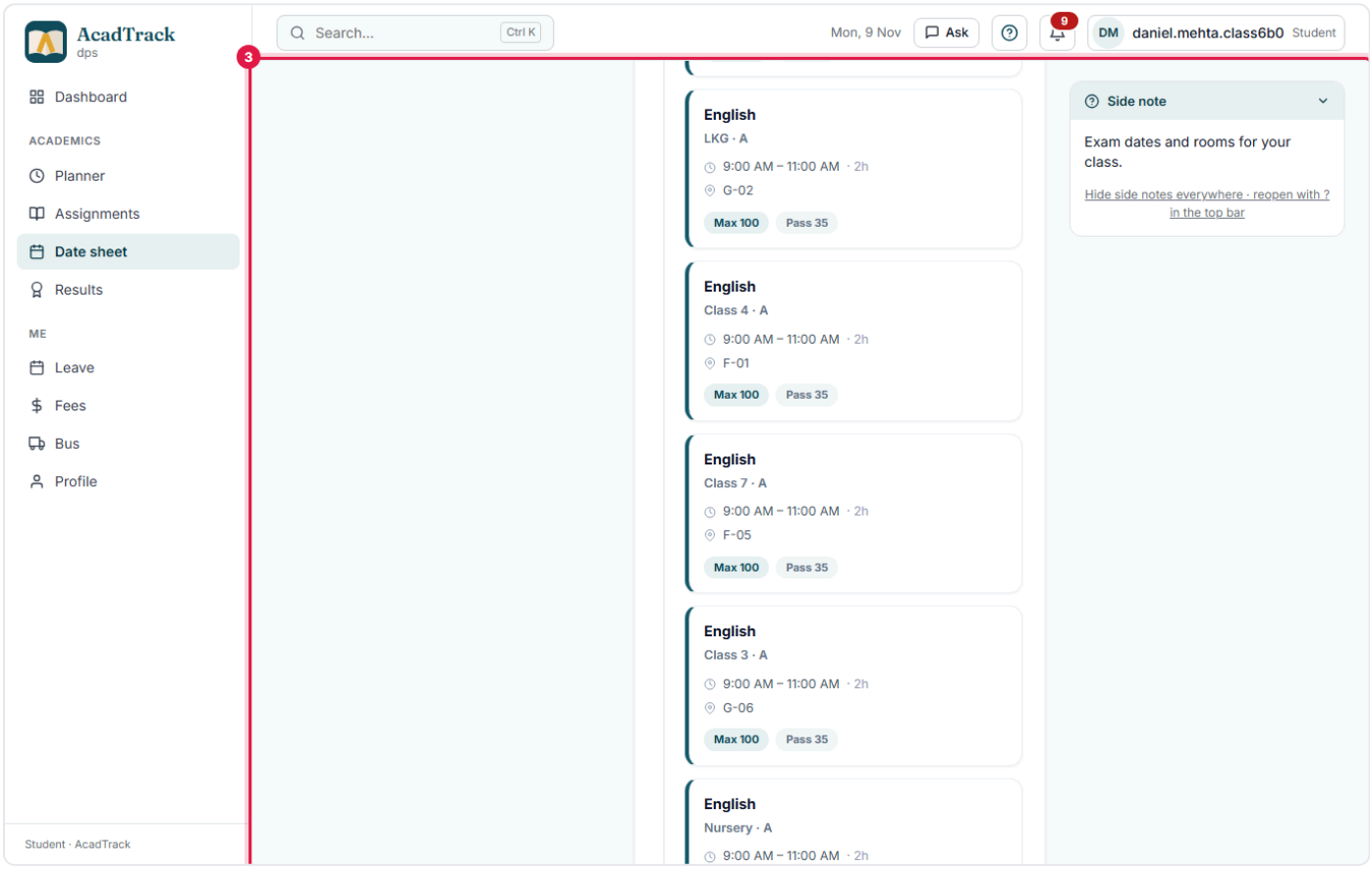
1 The dashboard shows today's classes, pending homework, fees due and notices. signed in as daniel.mehta.class6b0



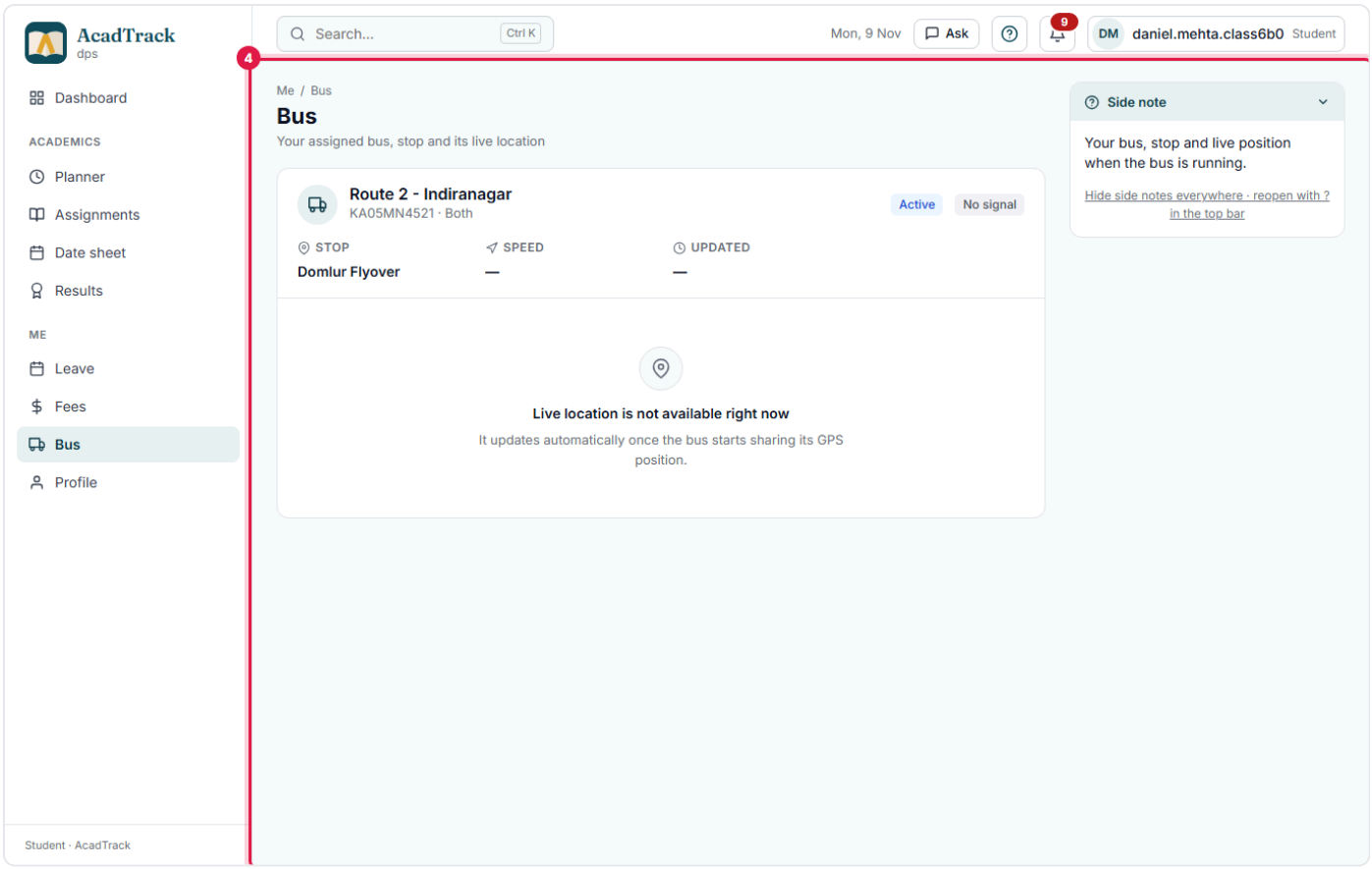
2 Planner shows the class timetable by day, week or month, with teachers and rooms.



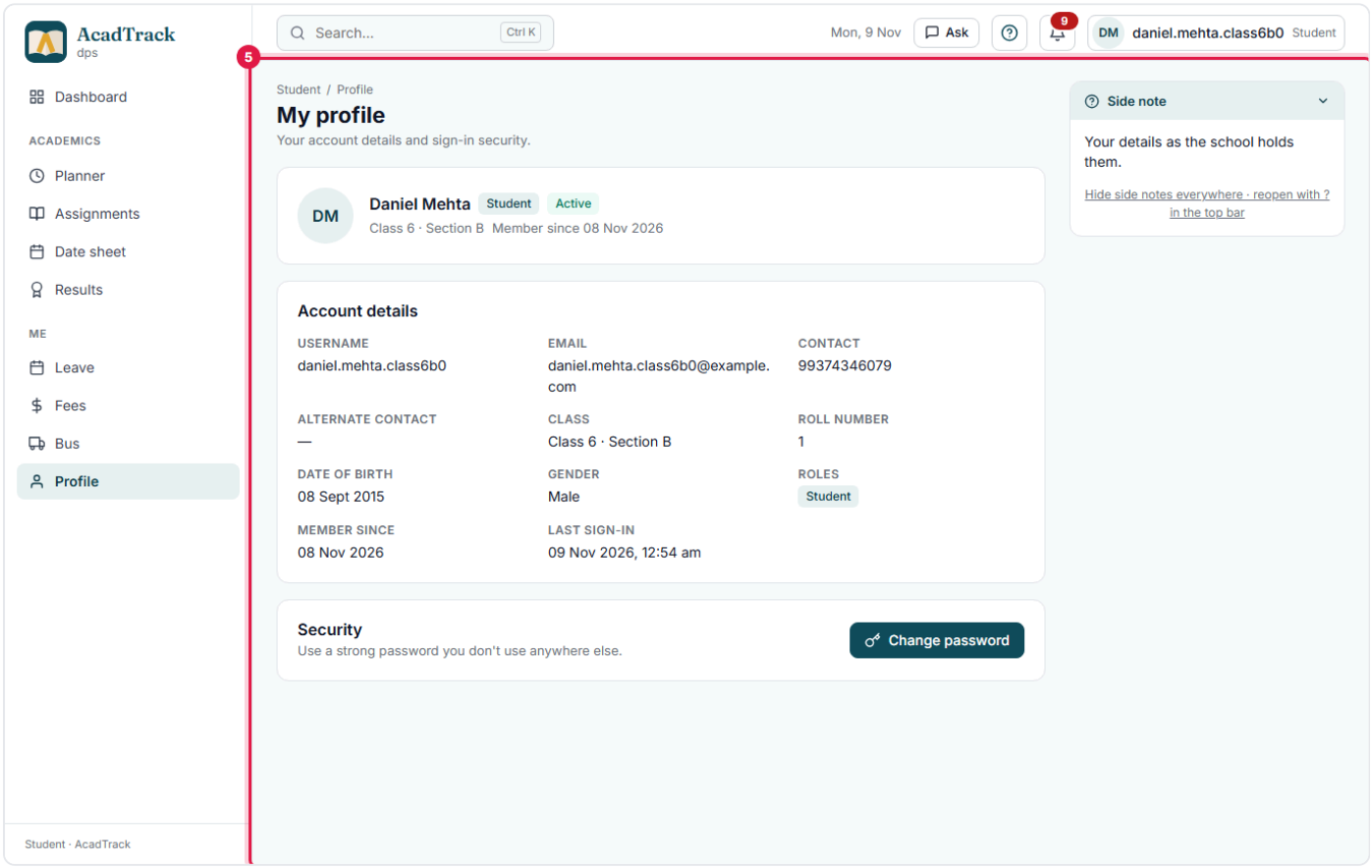
3 Date sheet lists upcoming exam papers.



4 Bus shows the route, stop and pickup time.



5 Profile holds personal details, class and contacts.



Accountant

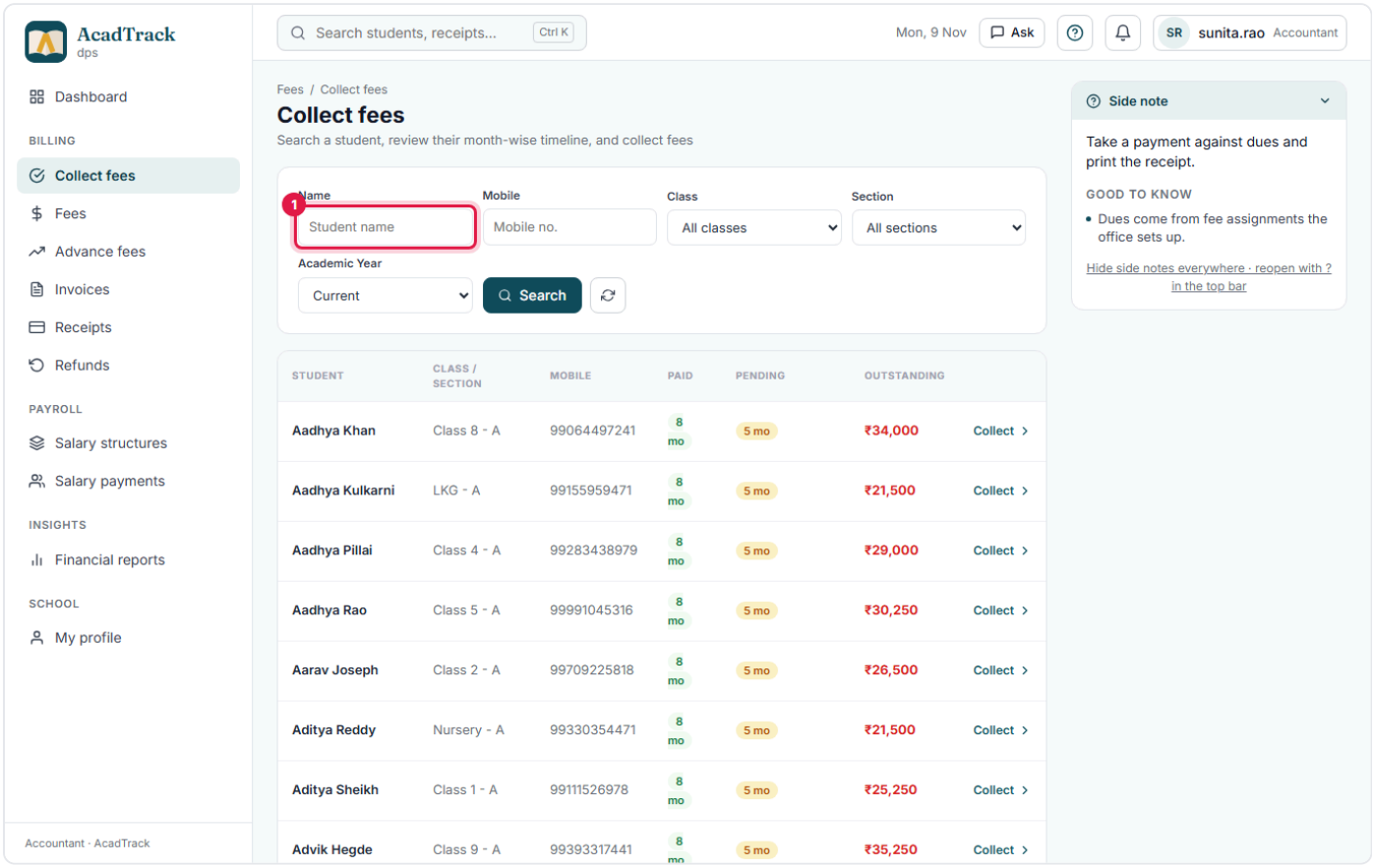
`sunita.rao`

Billing and payroll: collections, advances, receipts, salaries and reports.

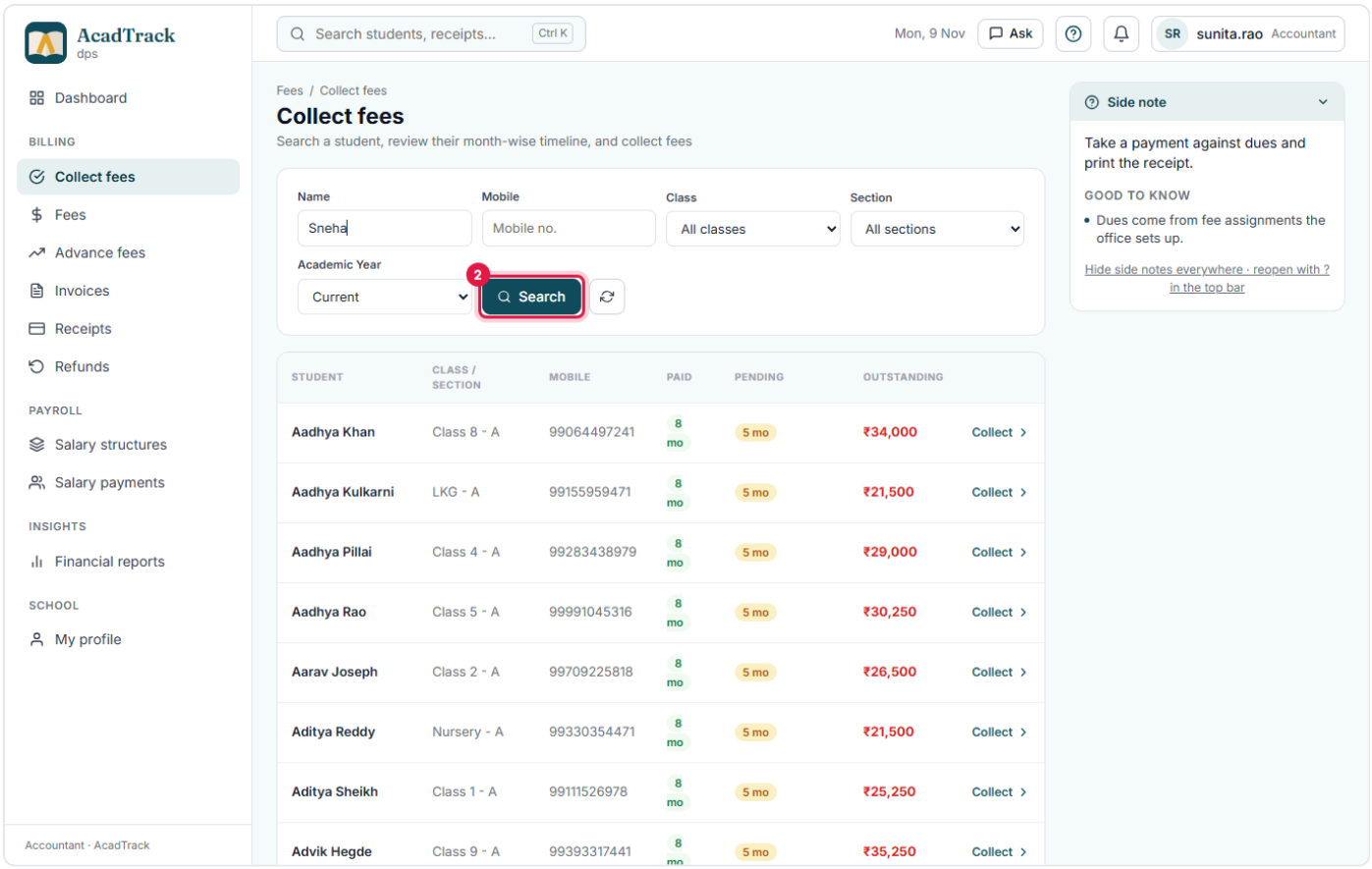
Find a student and collect fees

> See a student's month-by-month timeline and take a payment.

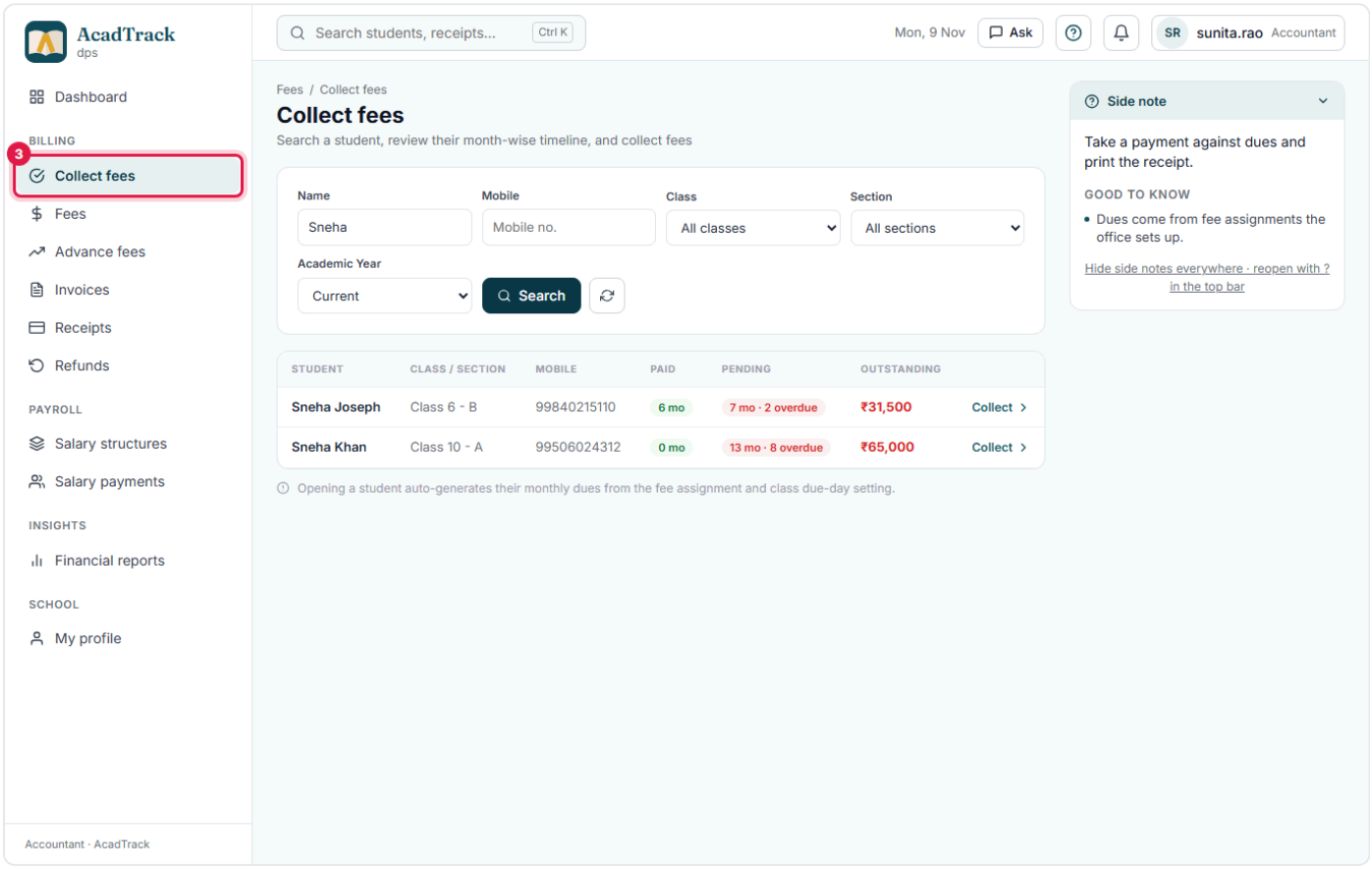
1. Collect fees: search by name, mobile or class. signed in as sunita.rao



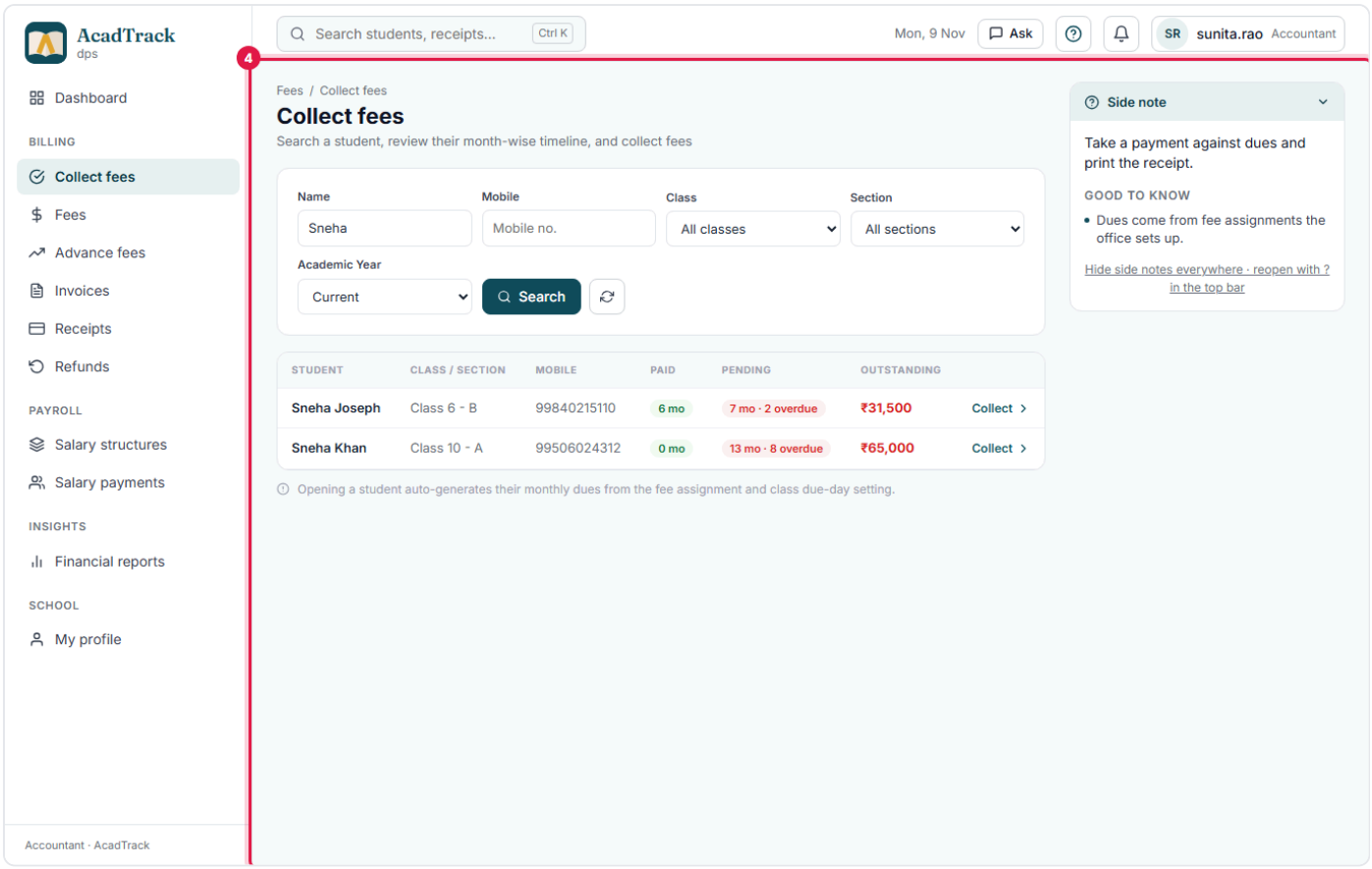
2 Choose Search. Each student shows months paid, months pending and the amount outstanding.



3 Choose Collect to open the student's timeline and take the payment.



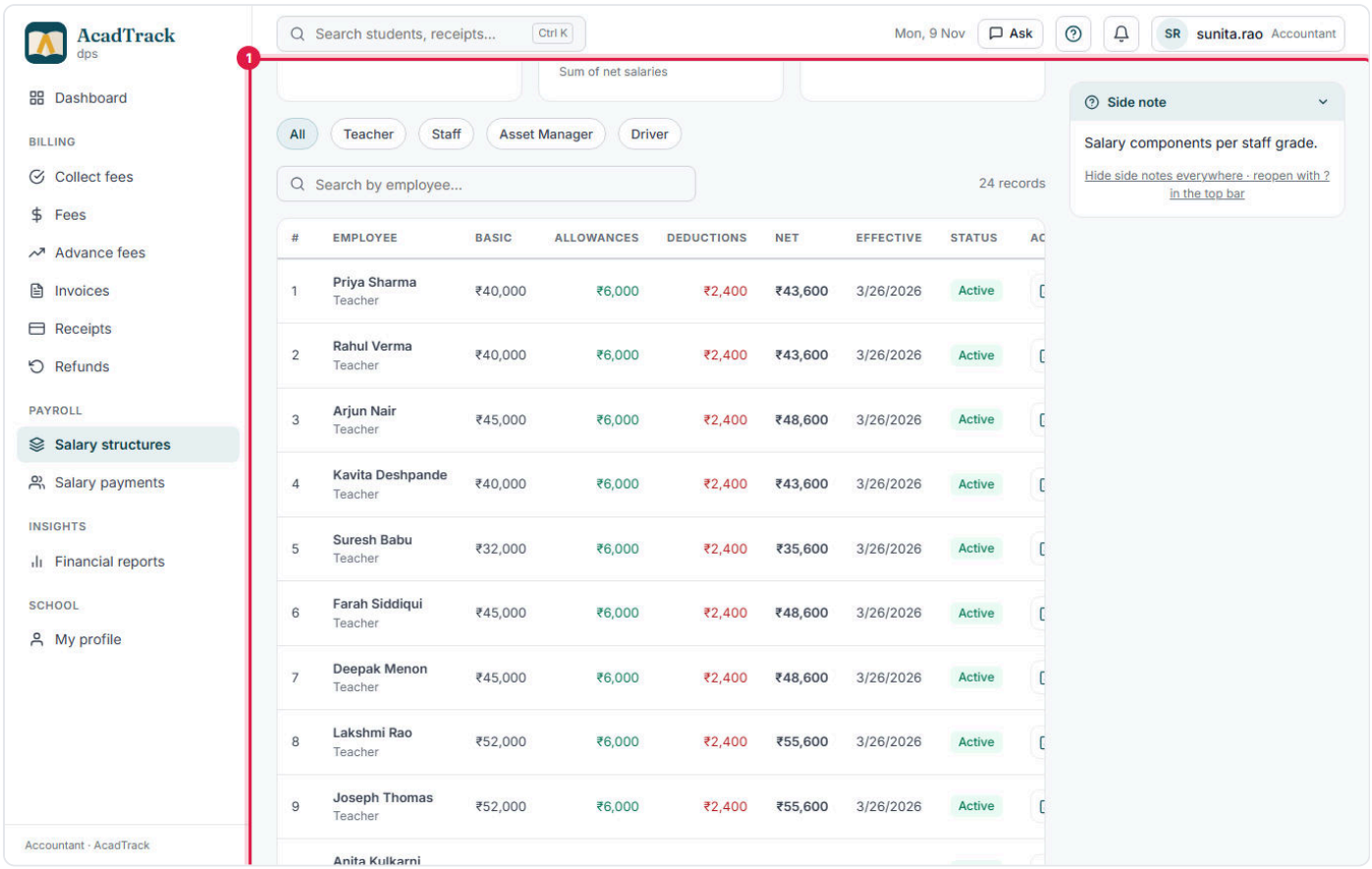
4 Tick the months being paid, choose the method and collect. The receipt is ready to print or share.



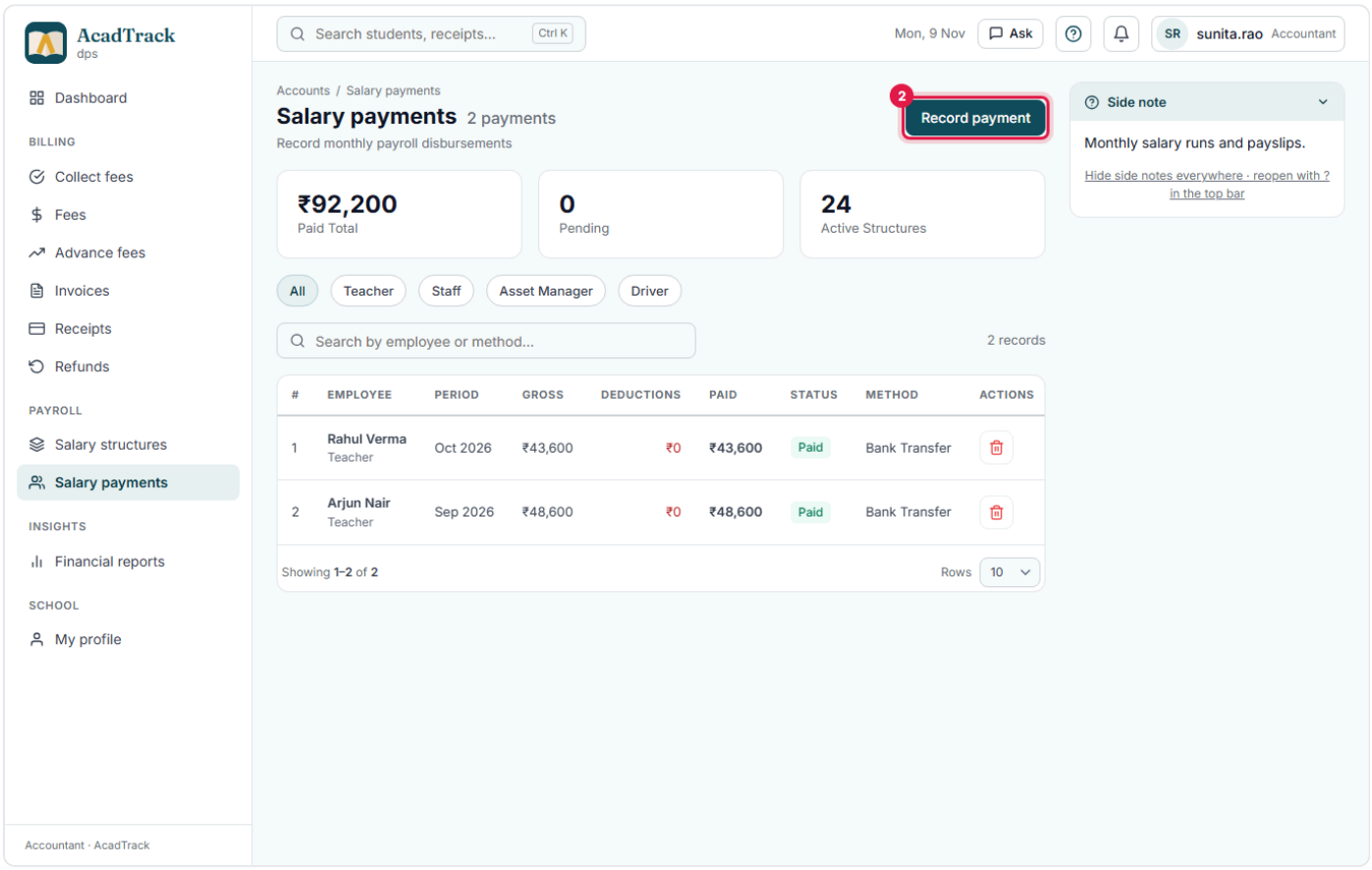
Pay a salary

> Record a month's salary against an employee's salary structure.

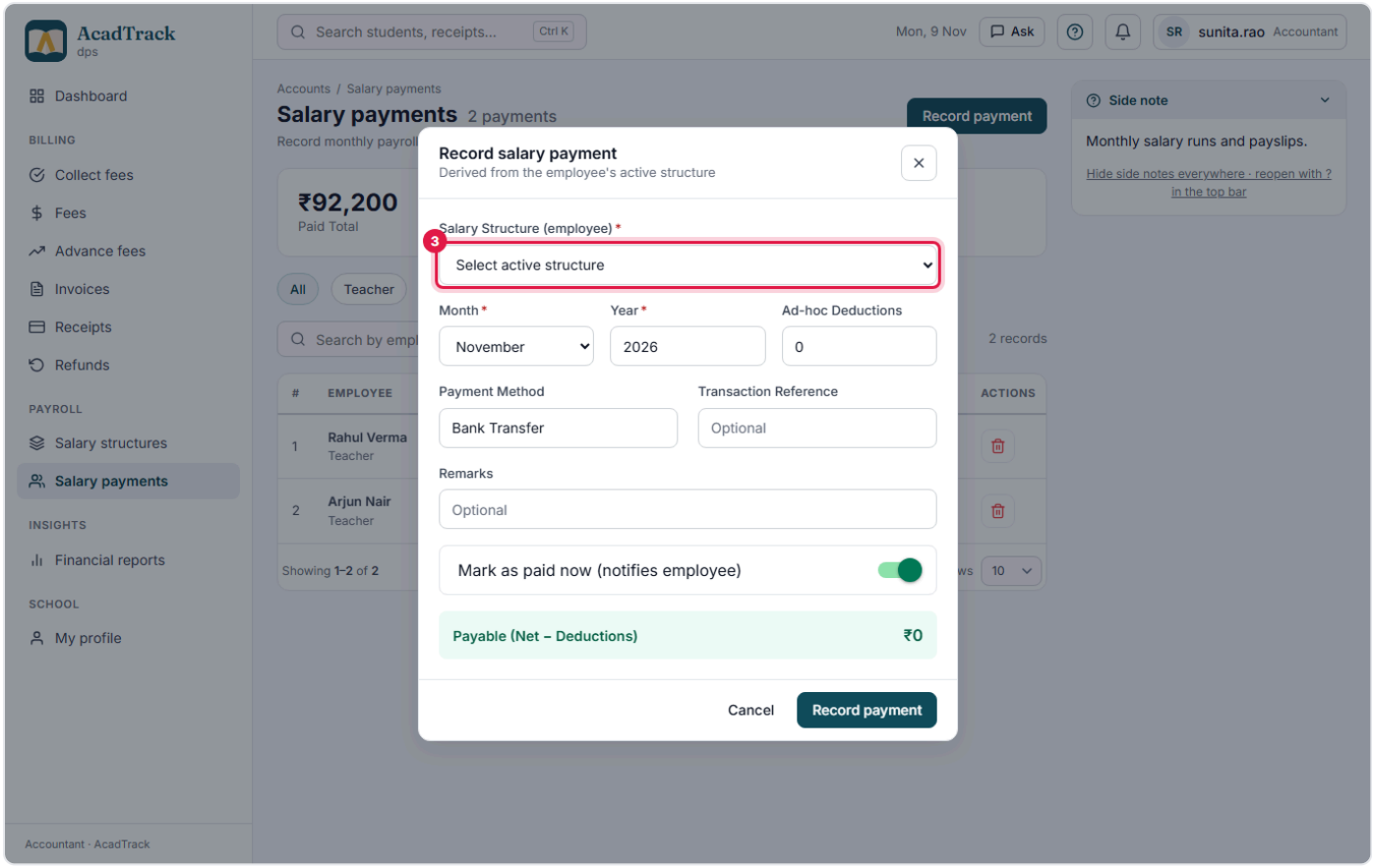
1. Salary structures hold basic pay, allowances and deductions for each teacher, staff member and driver. signed in as sunita.rao



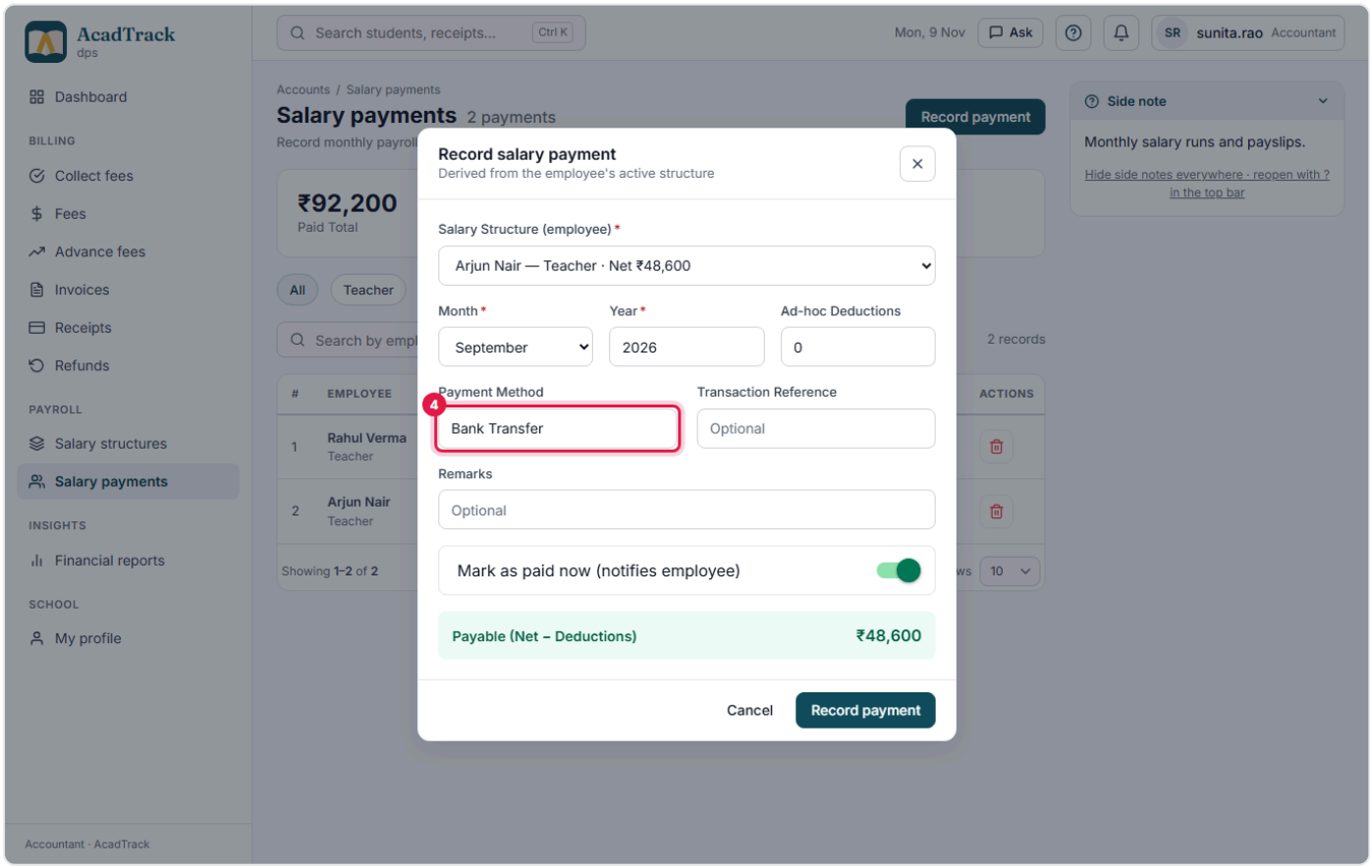
2. Salary payments: choose Record payment.



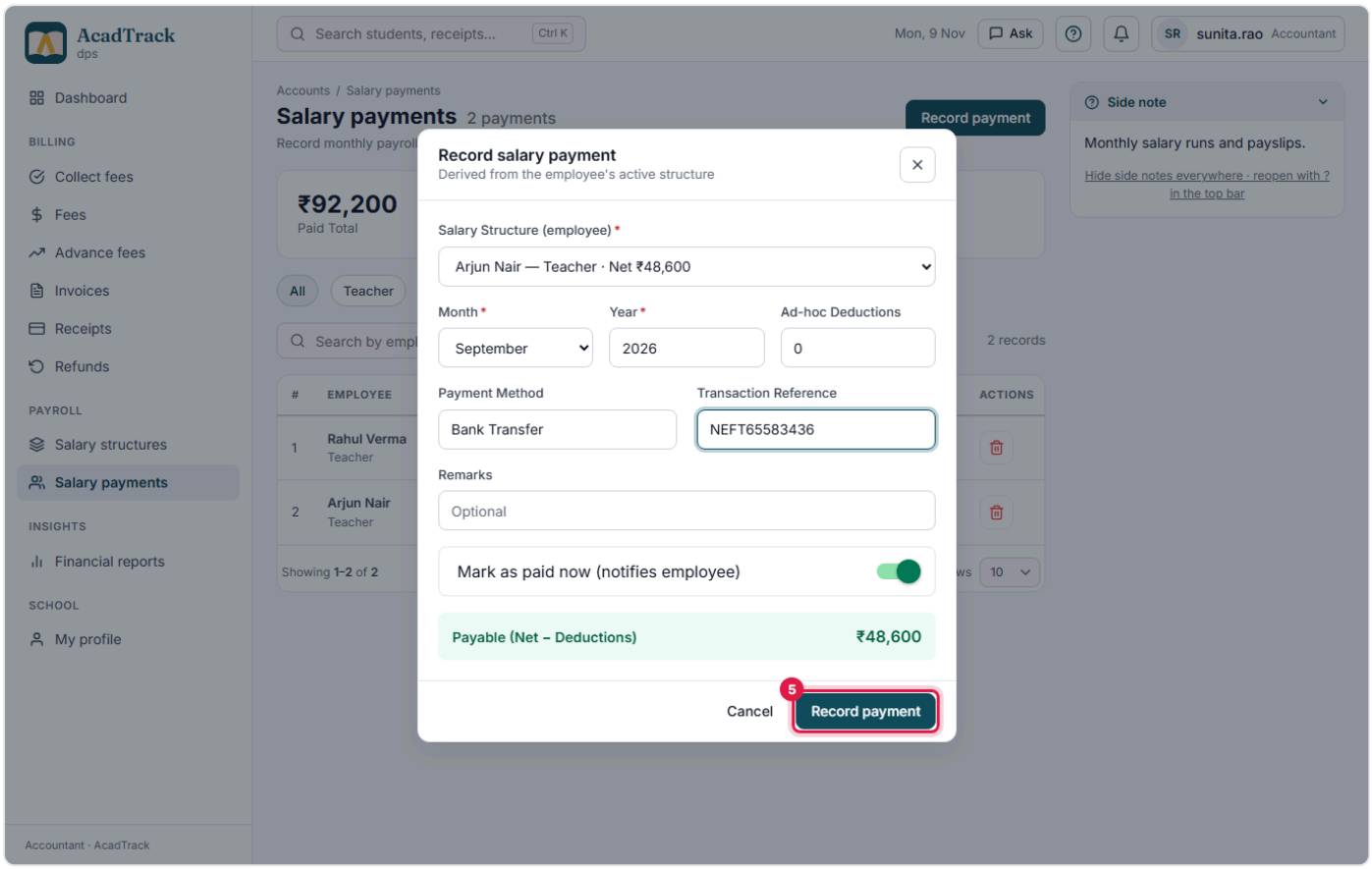
3 Pick the employee's structure, the month and year.



4 Add the method and reference, then Record payment.



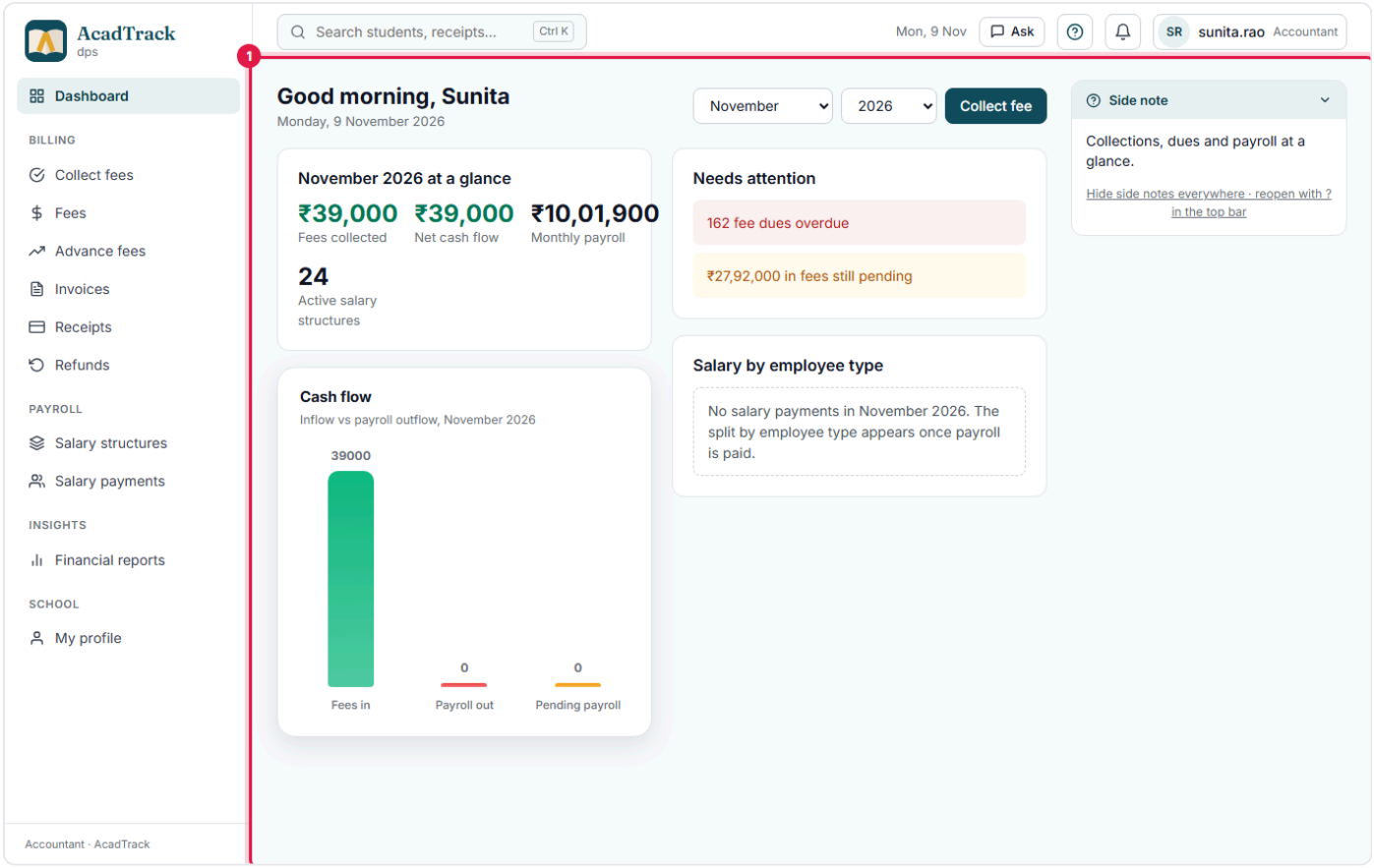
5 The payment is listed for the month.



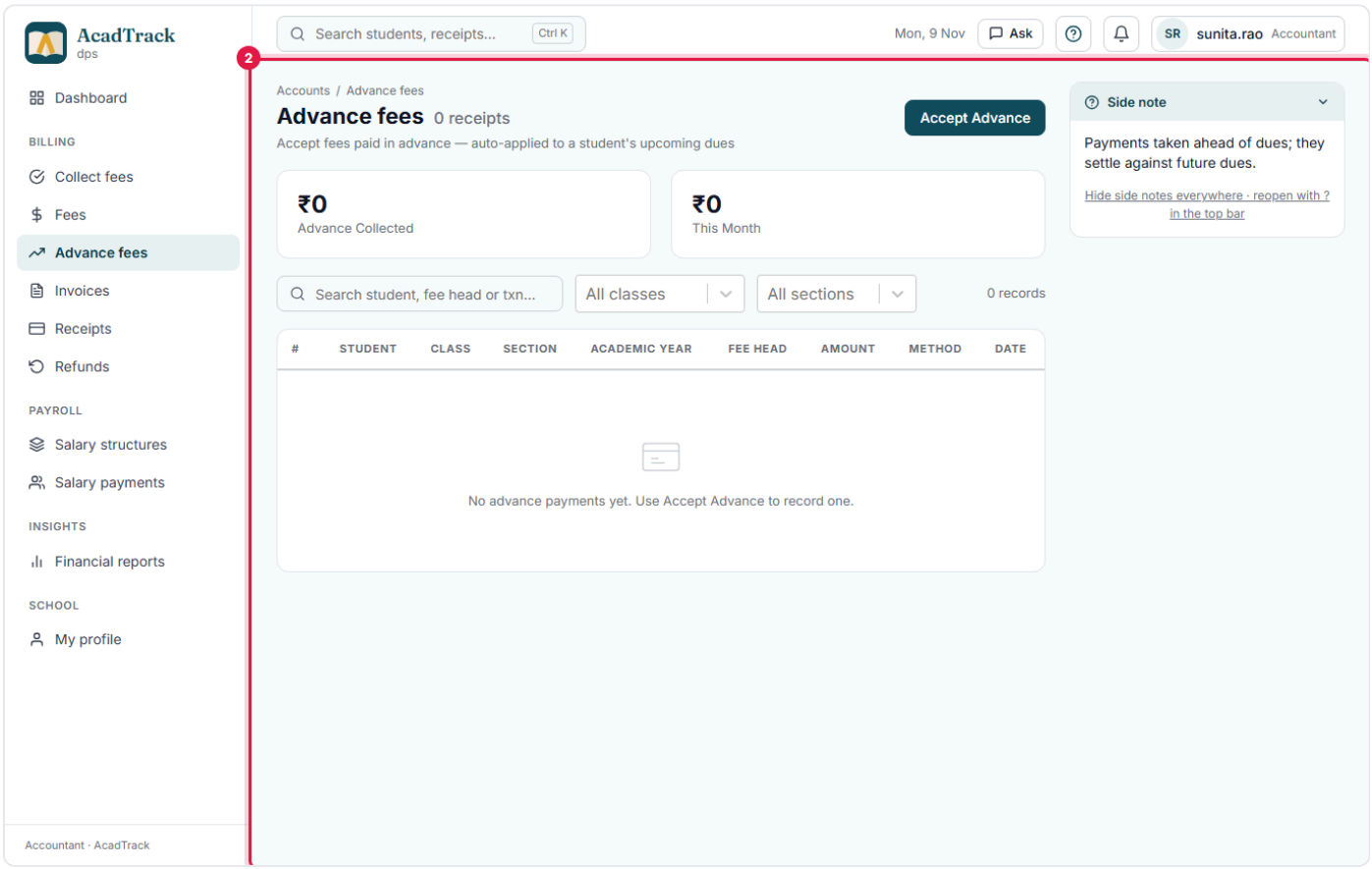
Read the financial reports

> Collections and dues over time.

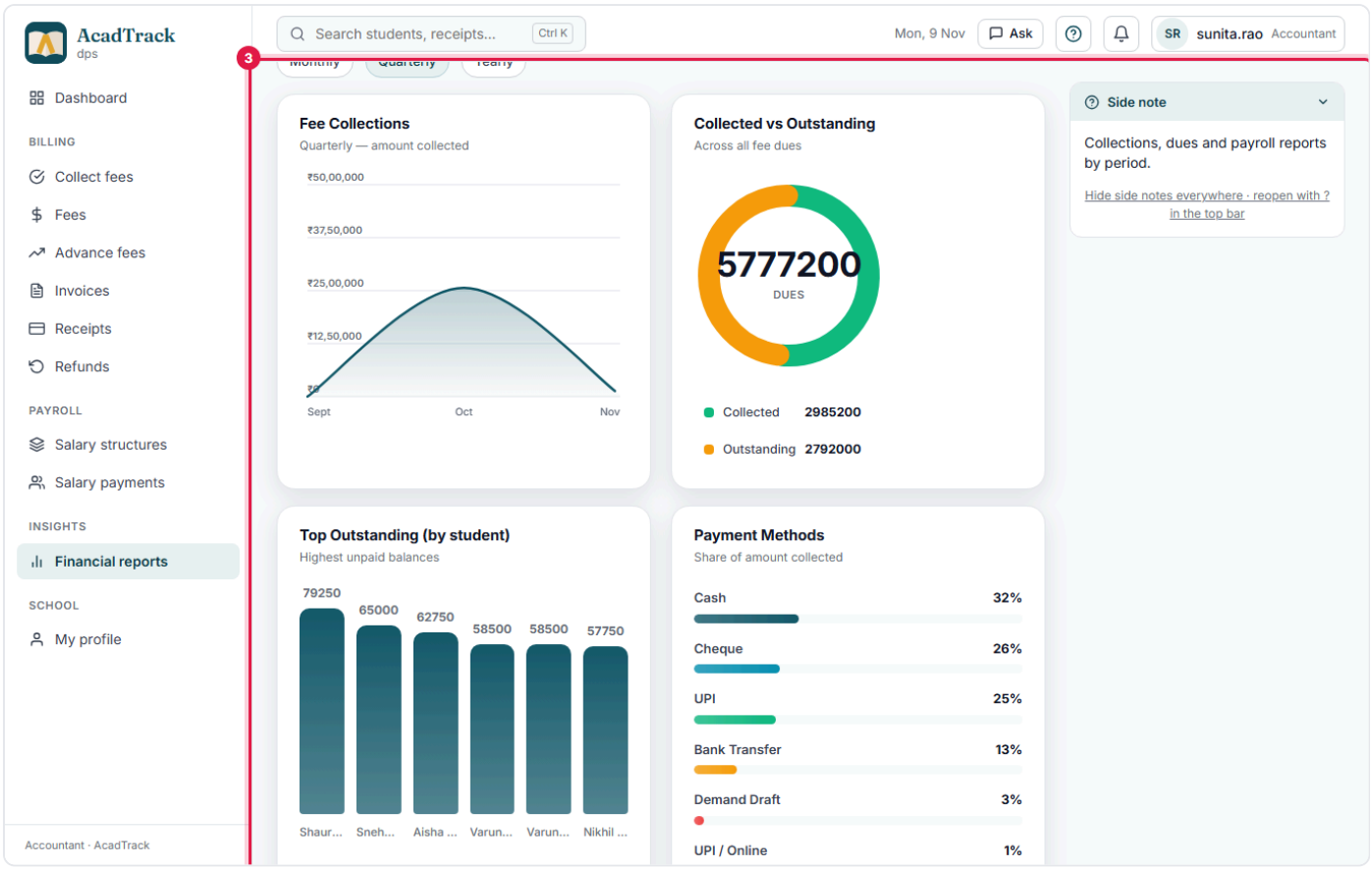
1 The accountant dashboard: collections, outstanding and today's receipts. signed in as sunita.rao



2 Advance fees: money paid ahead is held as credit and applied to the next dues automatically.



3 Financial reports: collections and dues by month, class and fee head.



Asset manager

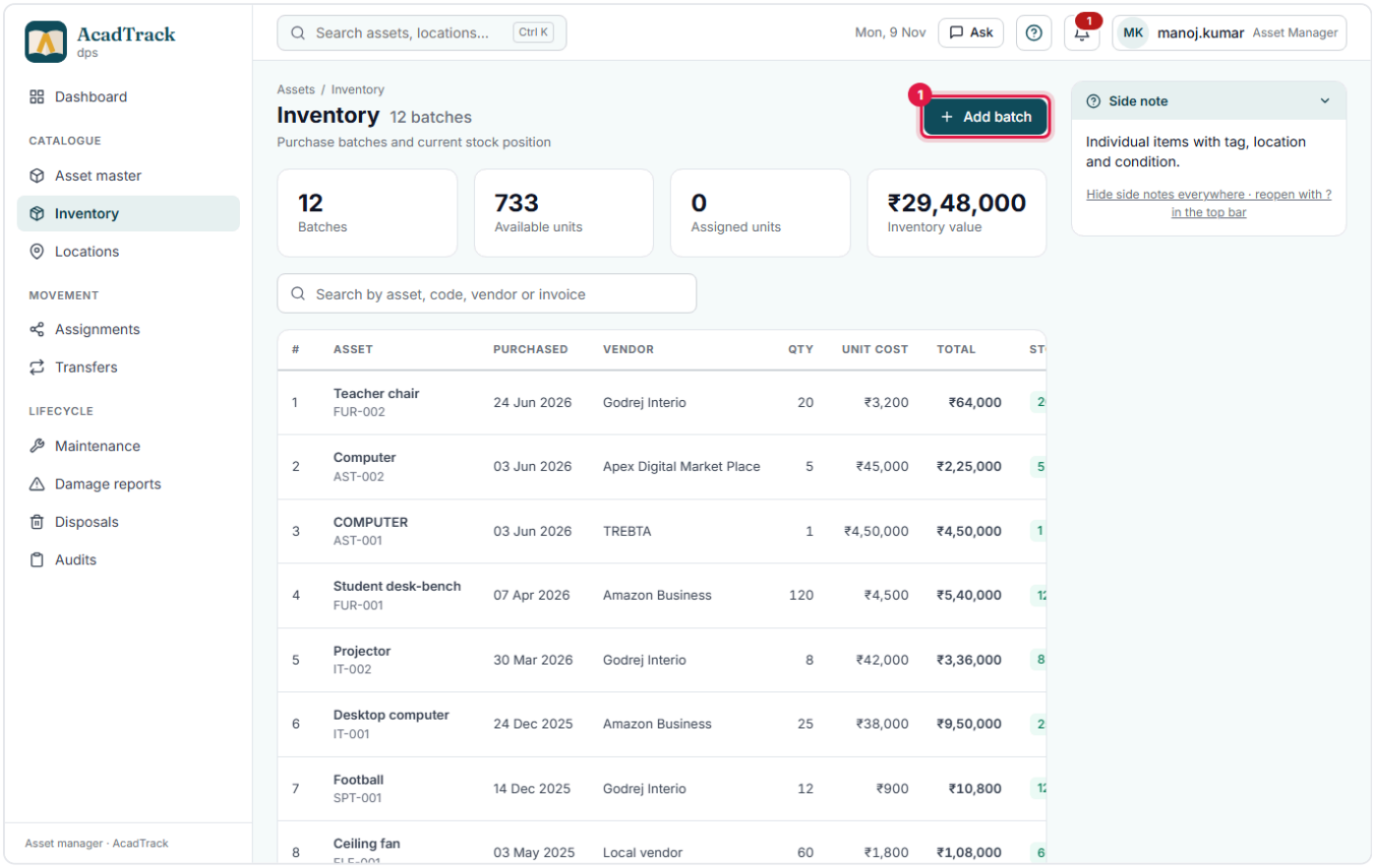
`manoj.kumar`

The school's things: what exists, where it is, who holds it, and its condition.

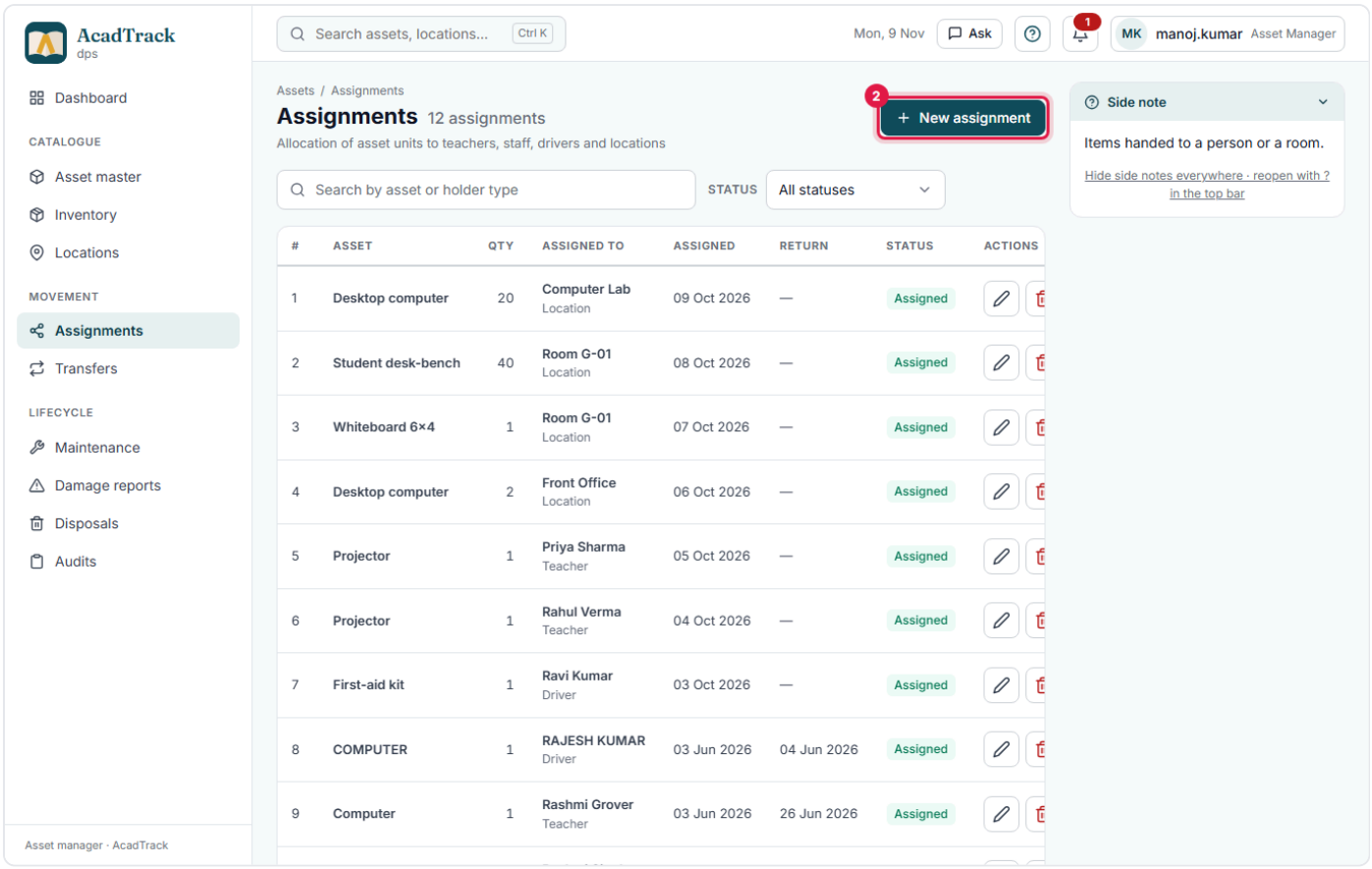
Hand an item to a teacher

> Record that a projector now sits with a teacher.

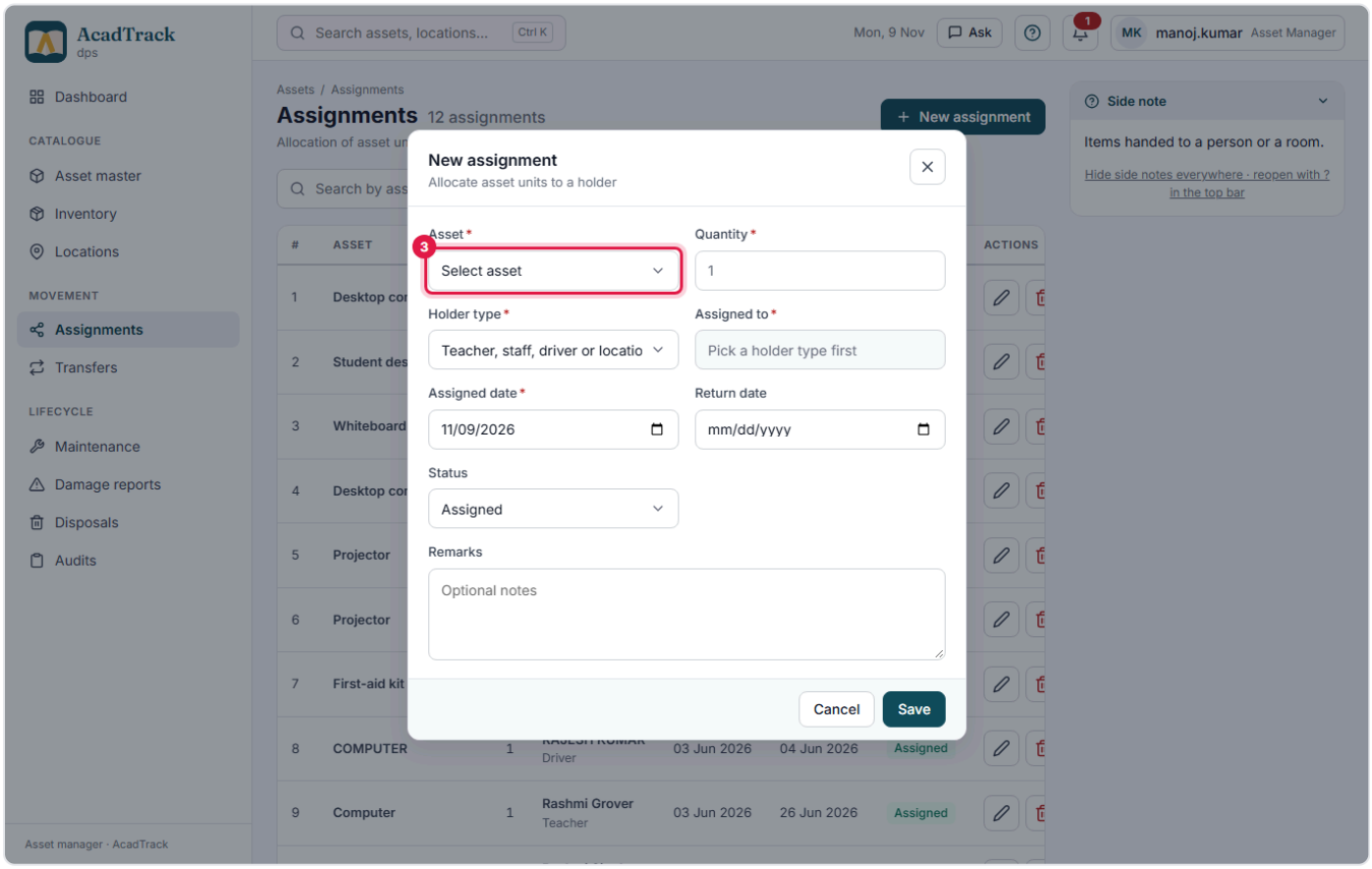
1 Inventory shows purchase batches with vendor, cost and stock. Add batch records a purchase. signed in as manoj.kumar



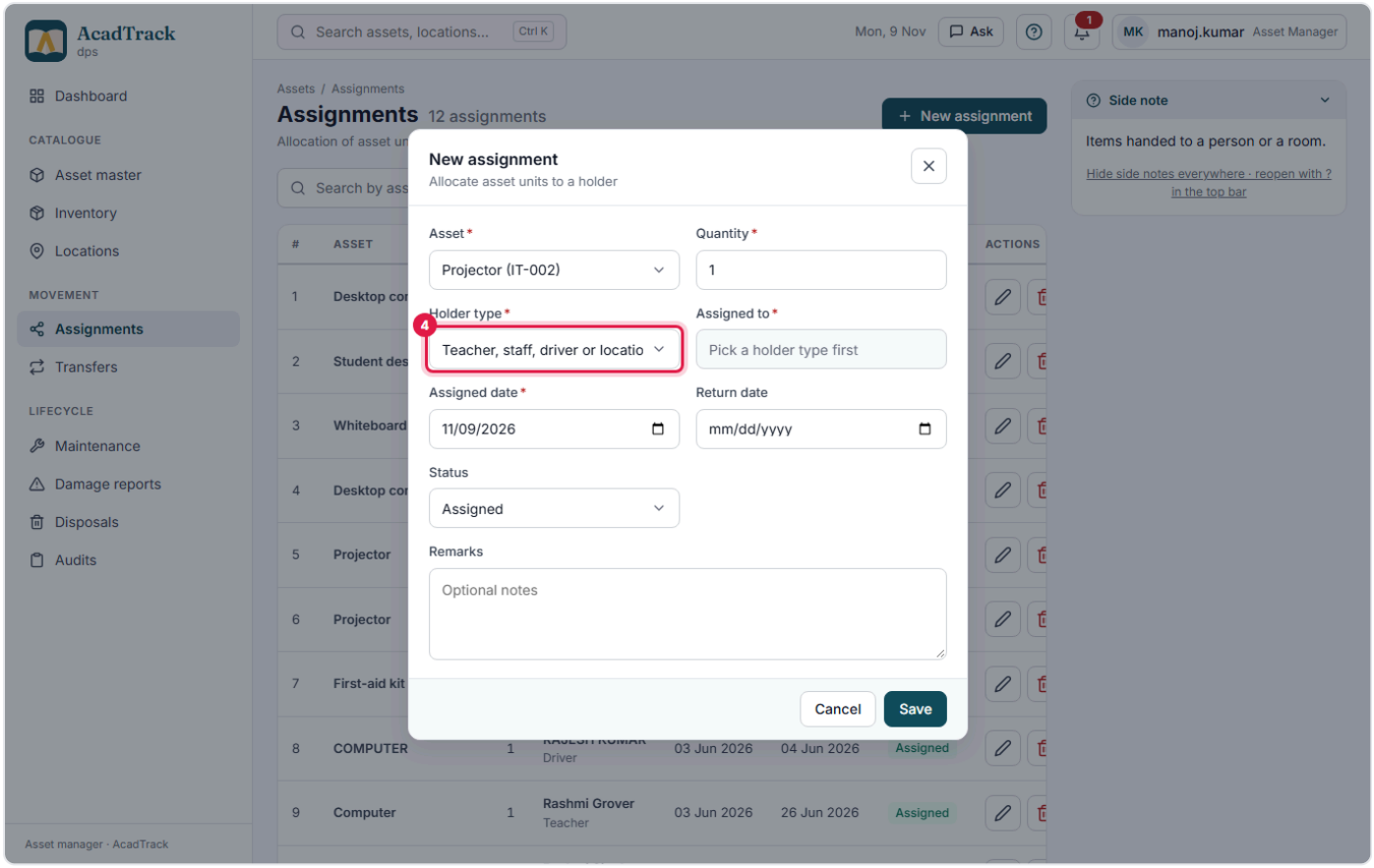
2 Assignments: choose New assignment.



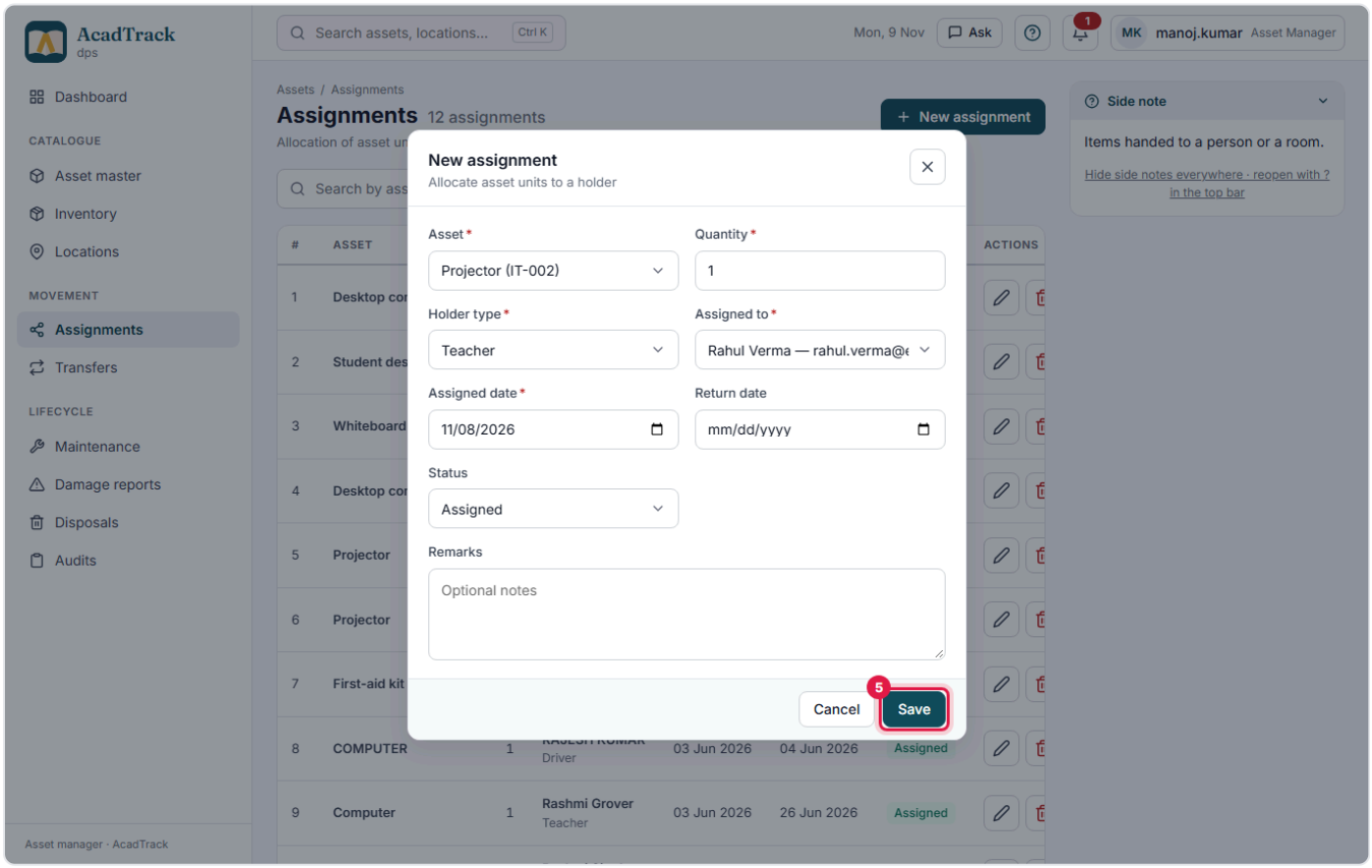
3 Pick the asset and quantity.



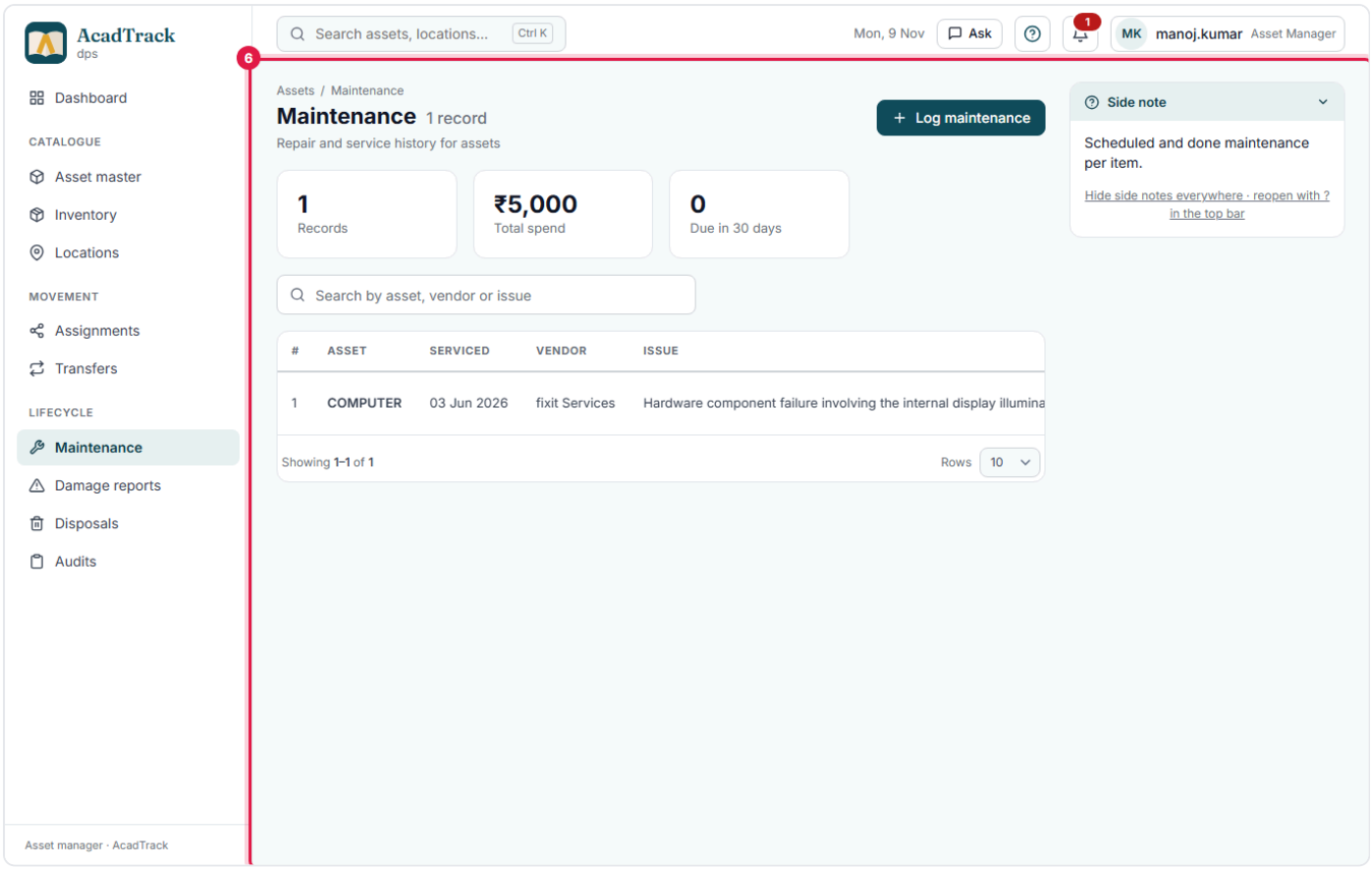
4 Choose who holds it: a teacher, staff member, driver or a location.



5 Save. Stock goes down by one and the item shows against the teacher.



6 Maintenance, damage reports, disposals and audits keep each item's history.



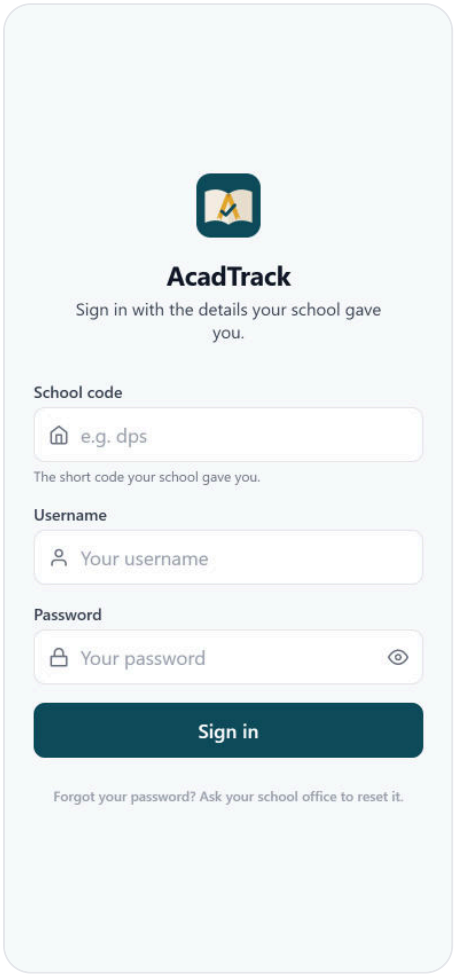
Mobile apps

`student / parent app and driver app`

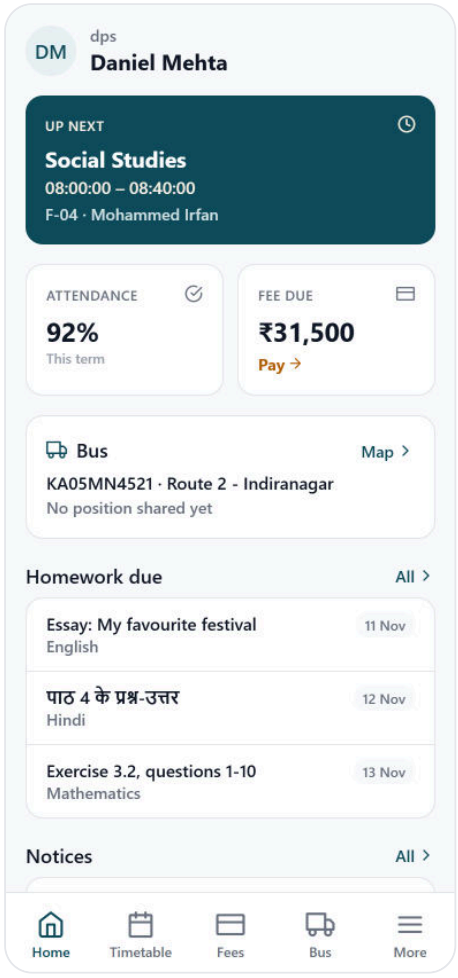
Parents and students use the AcadTrack app on their phones; drivers use the AcadTrack Driver app. Both sign in with the school code and the same username and password as the portal.

Student and parent app

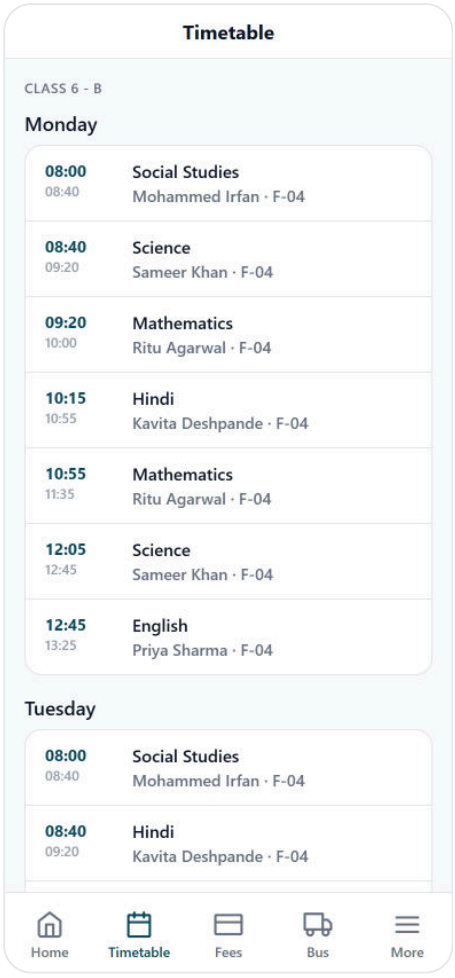
1. Open the app. Enter the school code (dps), your username and password, then Sign in.



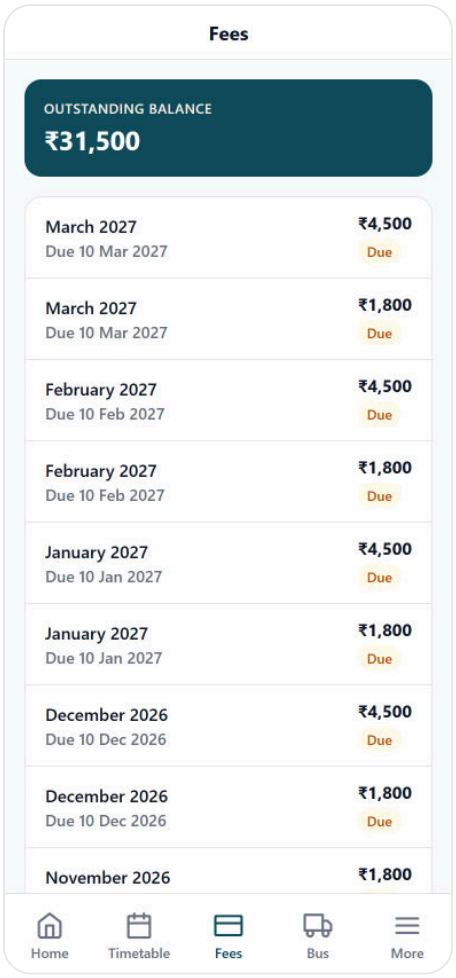
2. Home: today's classes, homework due, fees due and the latest notices.



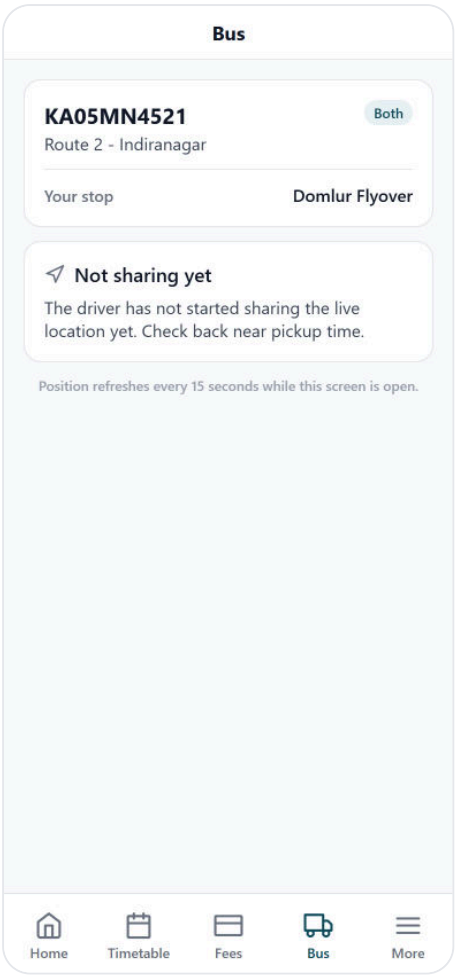
3. Timetable: the week by day, with subjects, teachers and rooms.



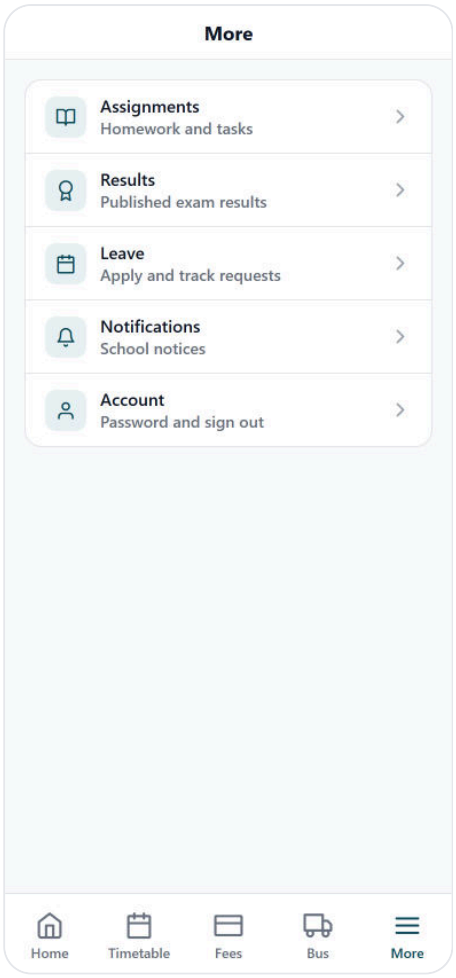
4 Fees: what is due, what is paid, and receipts.



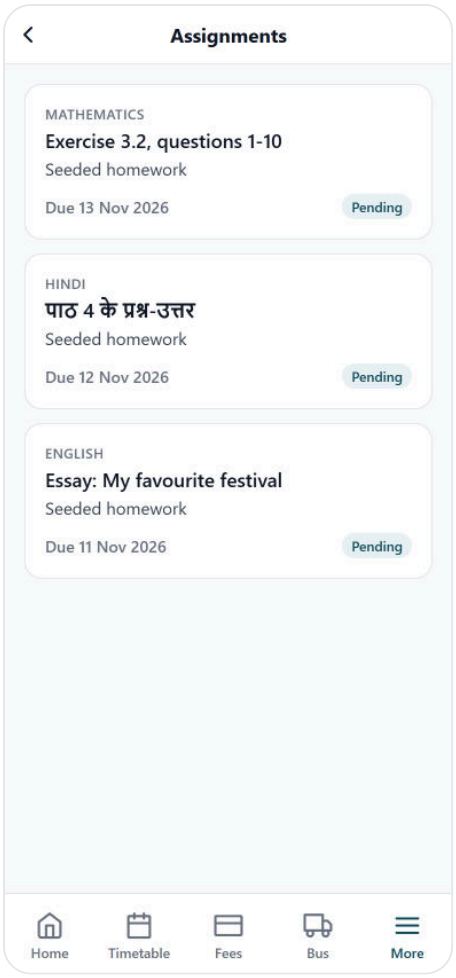
5 Bus: the route, stop, pickup time and the bus on a live map when a trip is running.



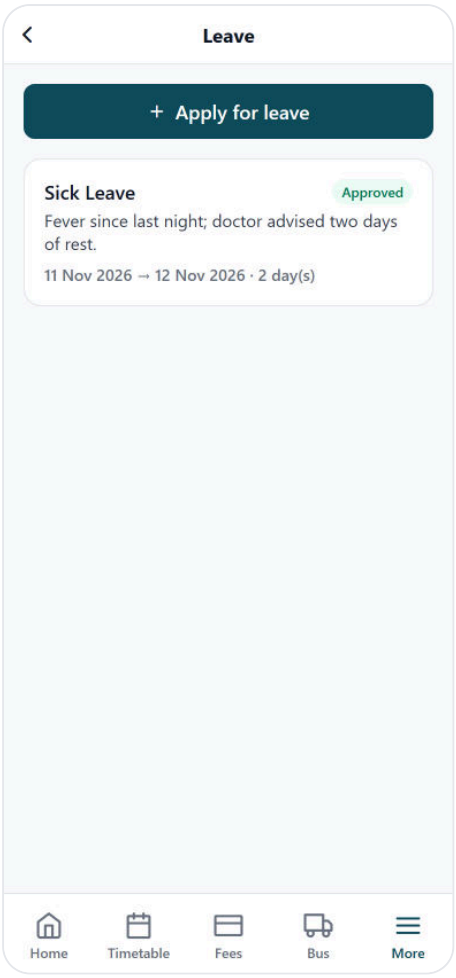
6 More: assignments, leave, notifications and the account.



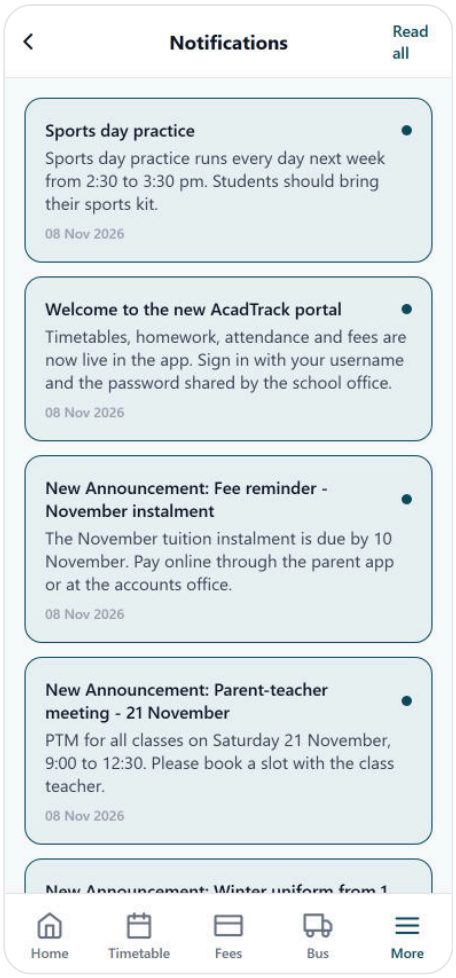
7 Assignments: homework with due dates; submit from the phone, with photos.



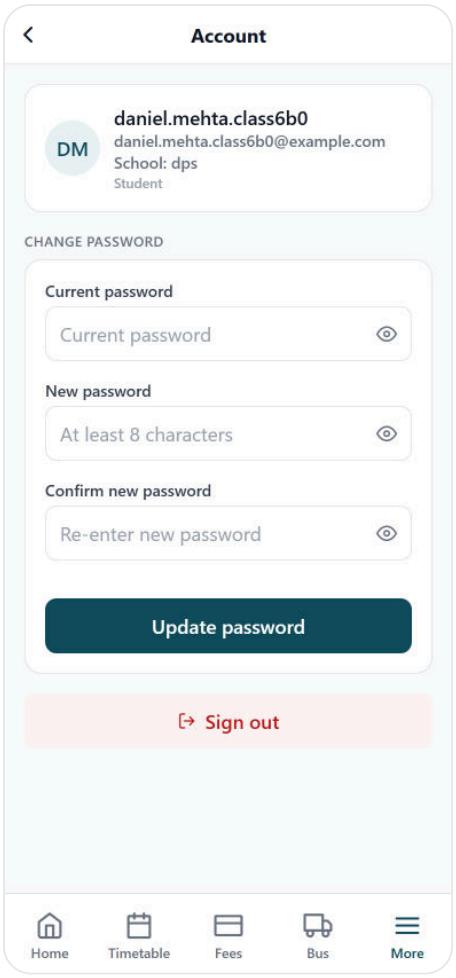
8 Leave: apply for leave and see the decision.



9 Notifications: notices from the school and teachers.

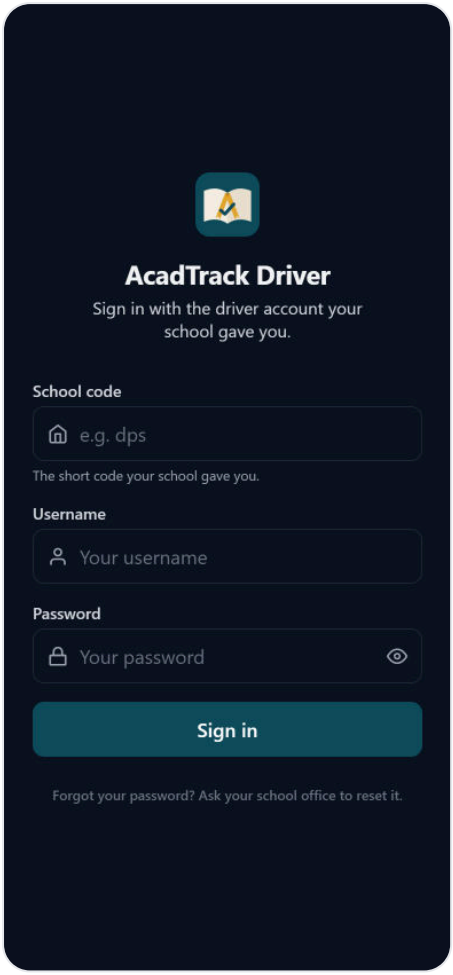


10 Account: profile, password and sign-out.

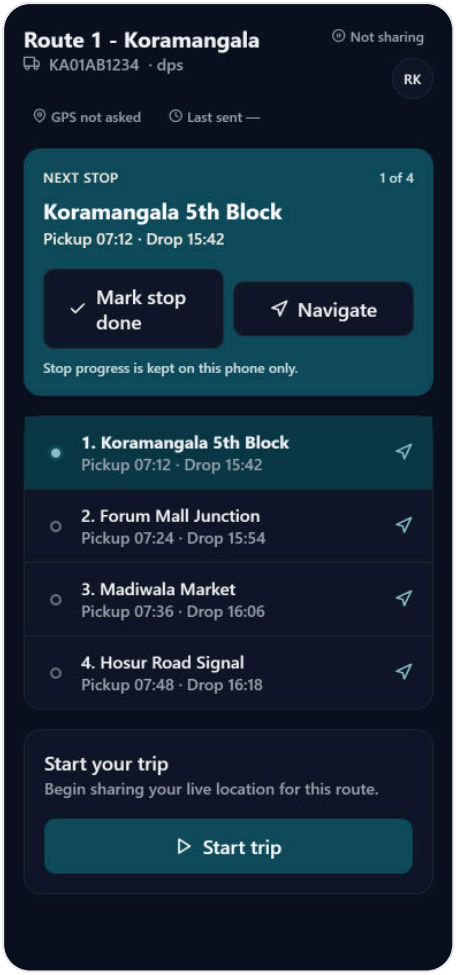


Driver app

1 Open the app. Enter the school code (dps), your username and password, then Sign in.



2 Driver home: today's vehicle and route, the stops in order, and Start trip. While a trip runs, the bus position is shared with the school and parents.



3 Account: the driver's profile, licence and sign-out.

