ACADTRACK USER GUIDE

Teacher guide

Step-by-step tutorials for the teacher role in AcadTrack.

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

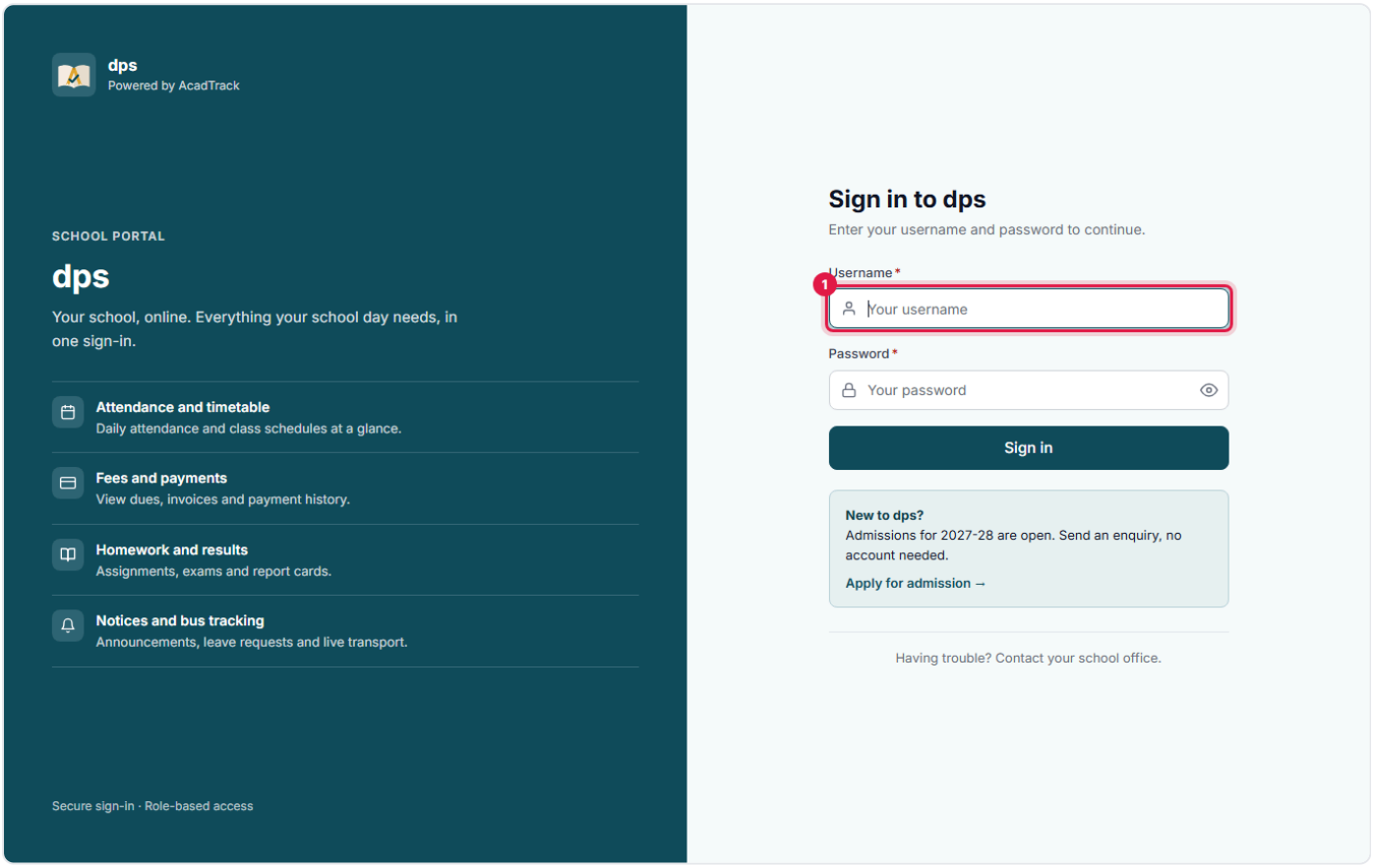
Everyone

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

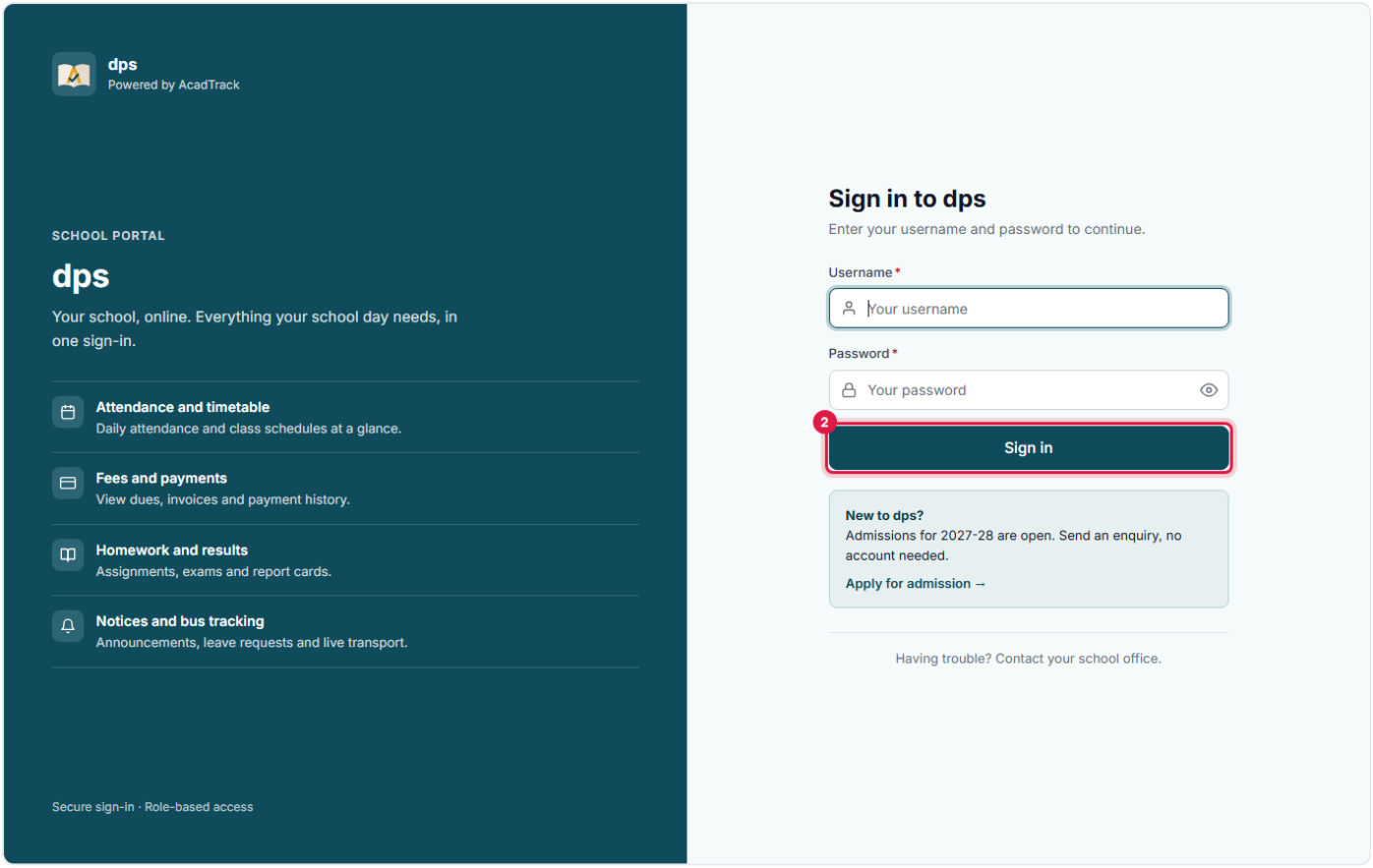
Sign in and find your way around

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

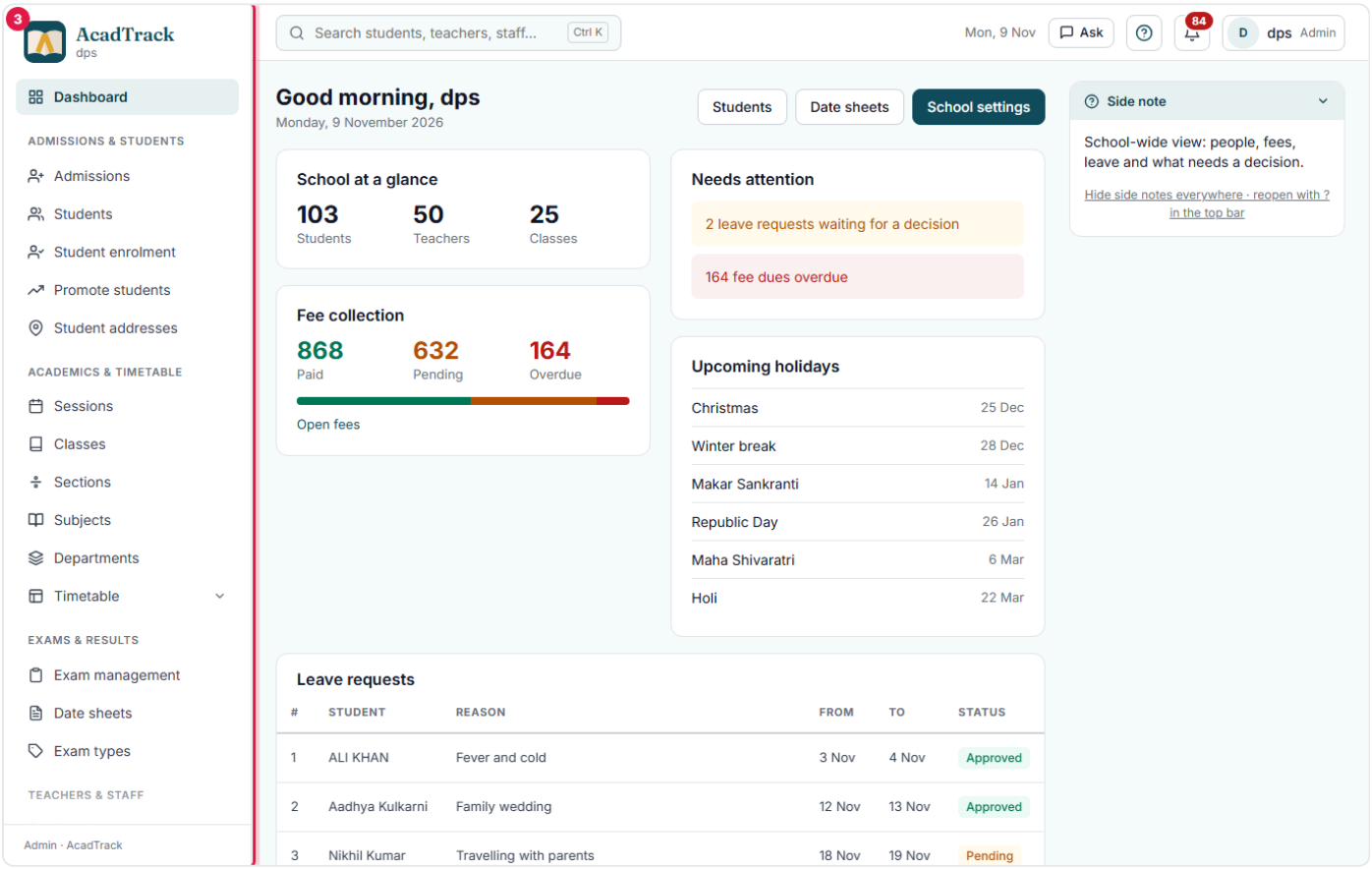
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



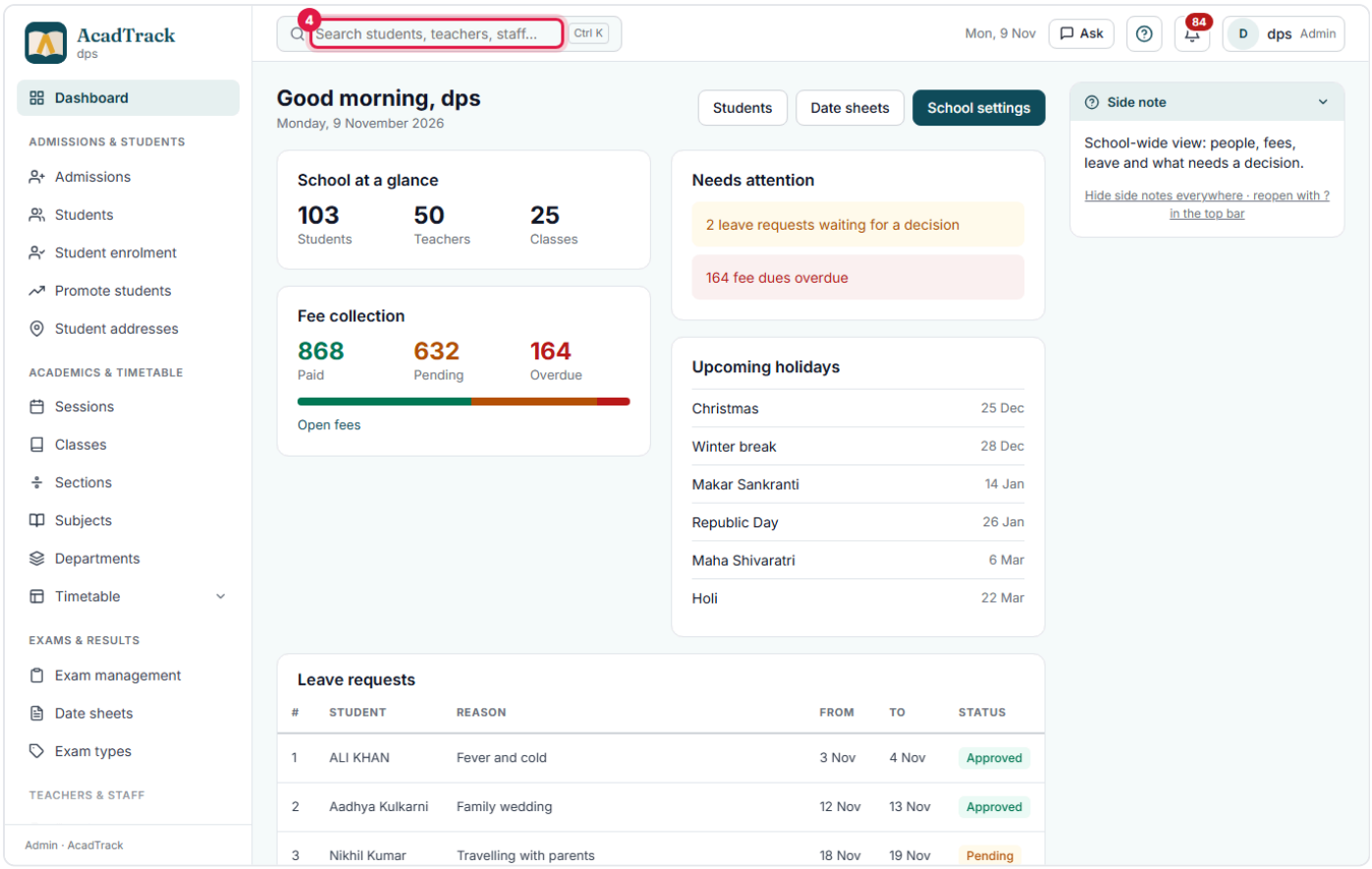
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



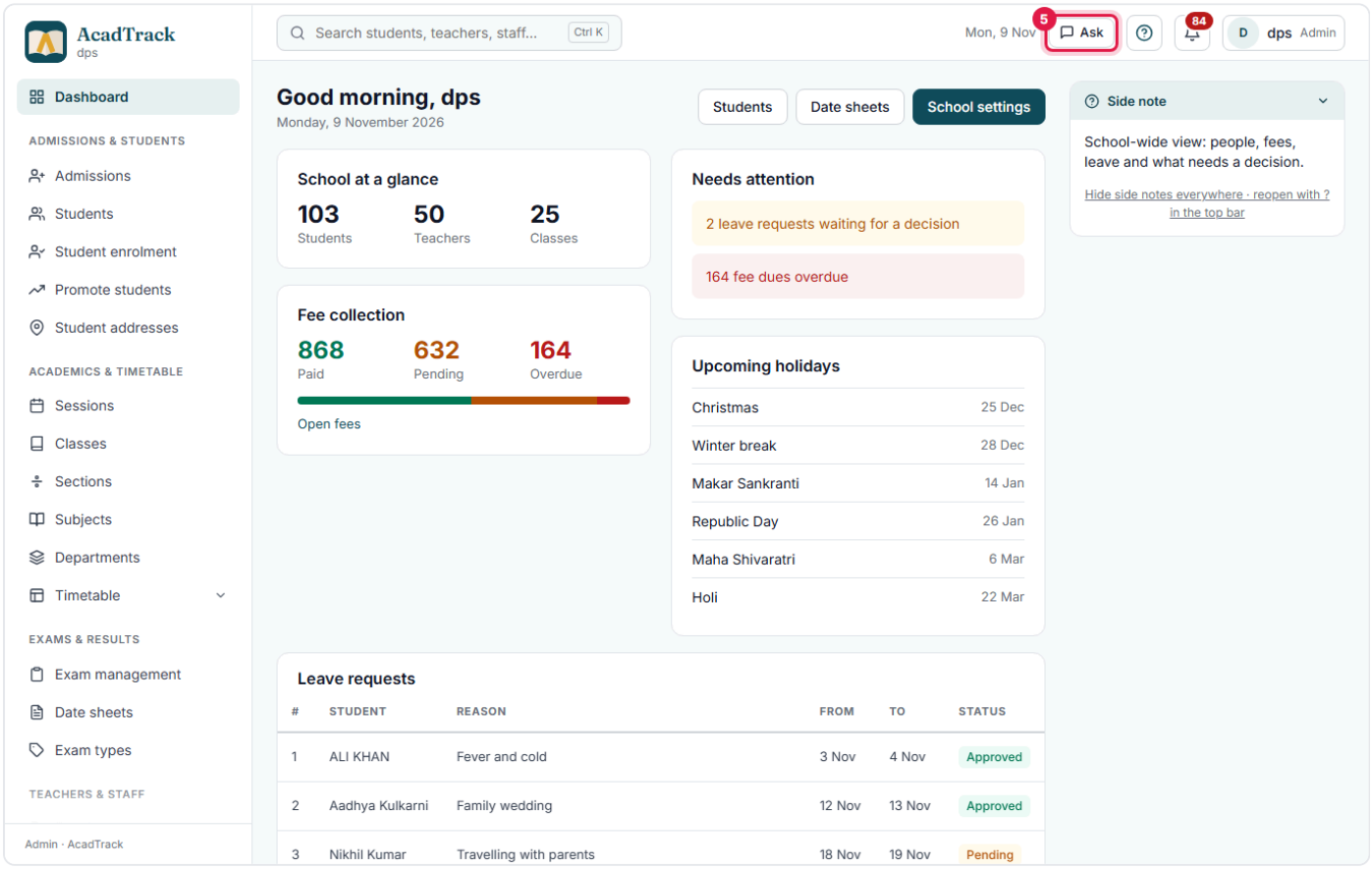
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



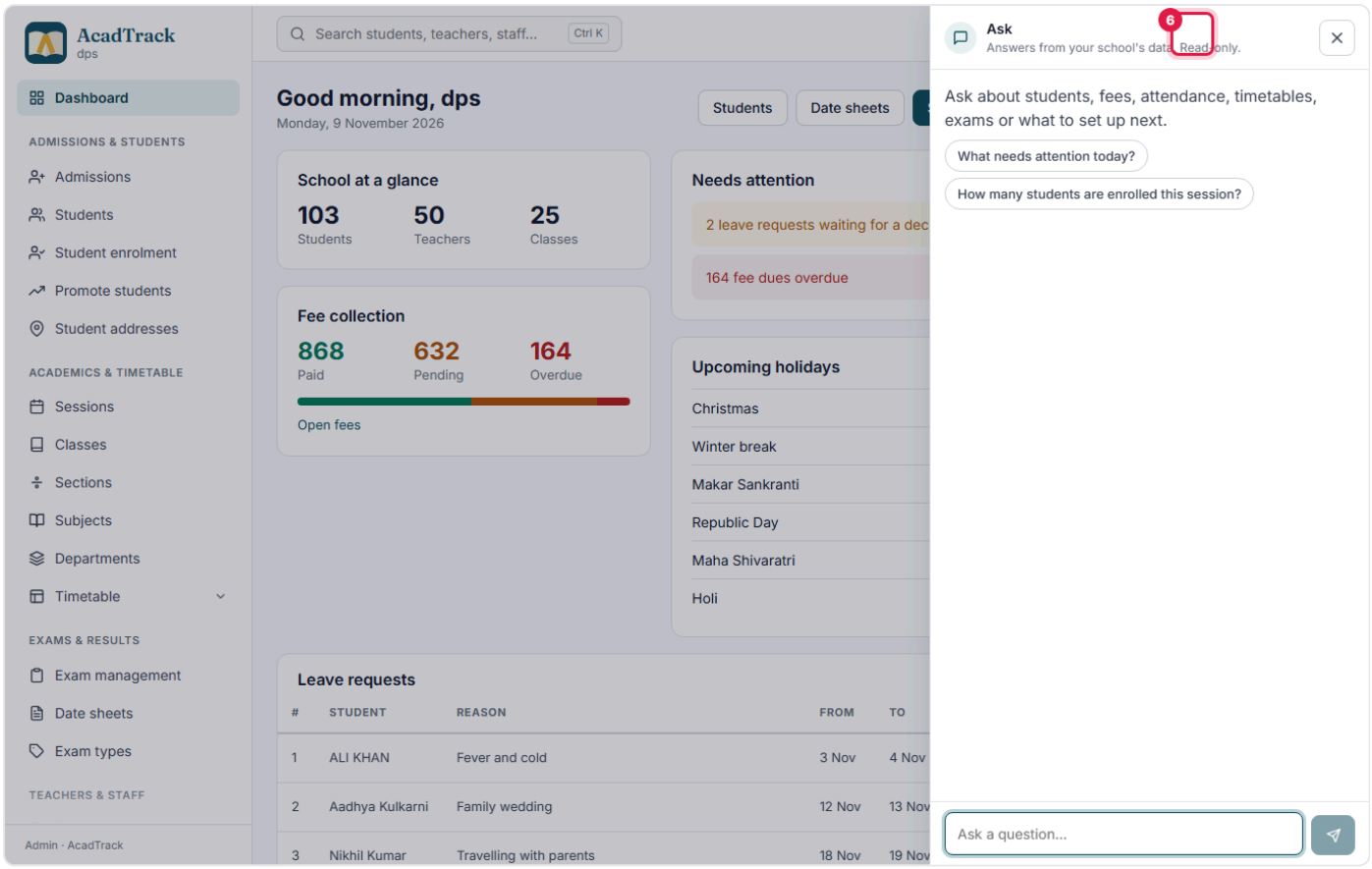
4 Search (or press Ctrl K) finds people and pages from anywhere.



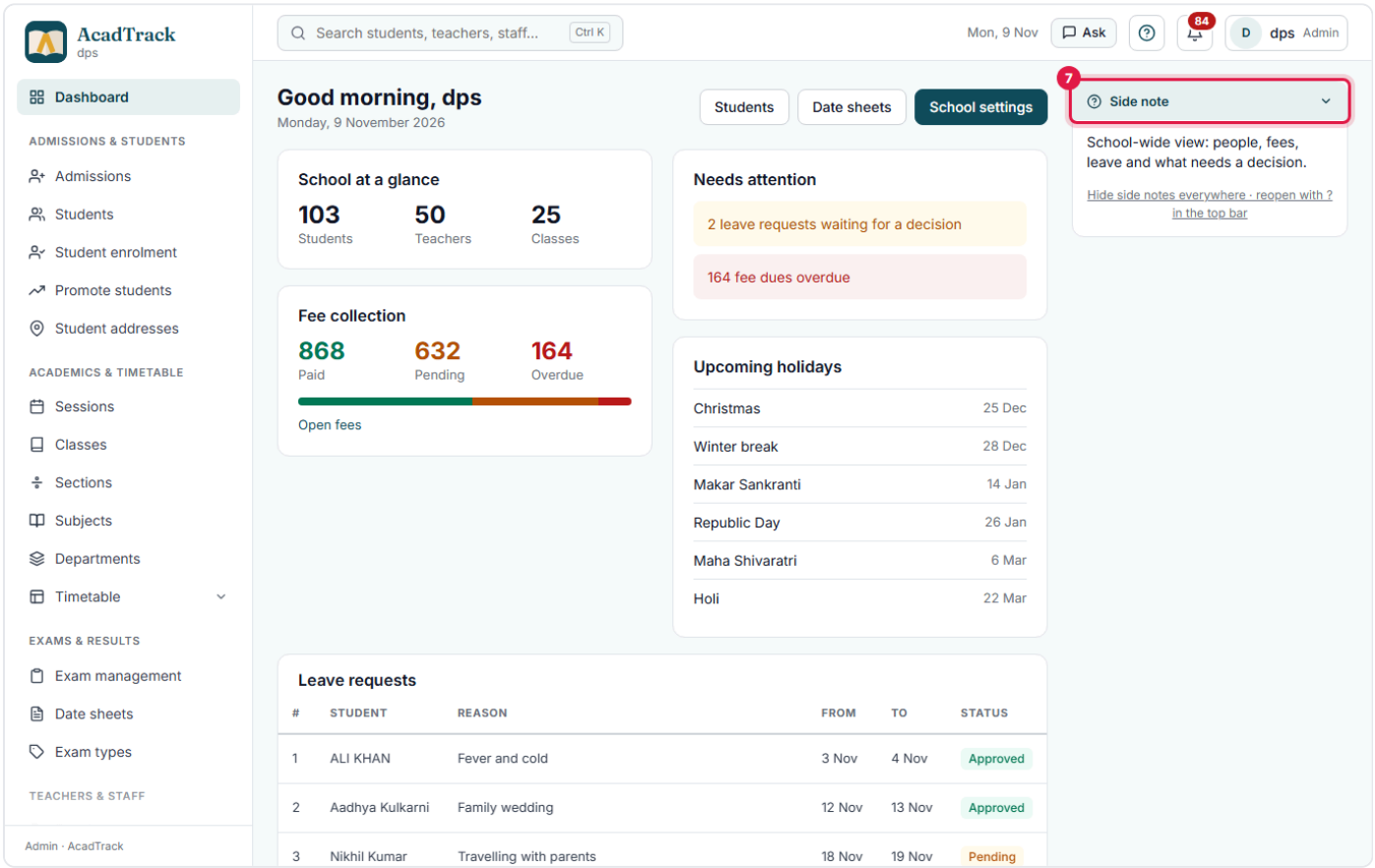
5 Ask answers questions about your school in plain words, from the school's own data.



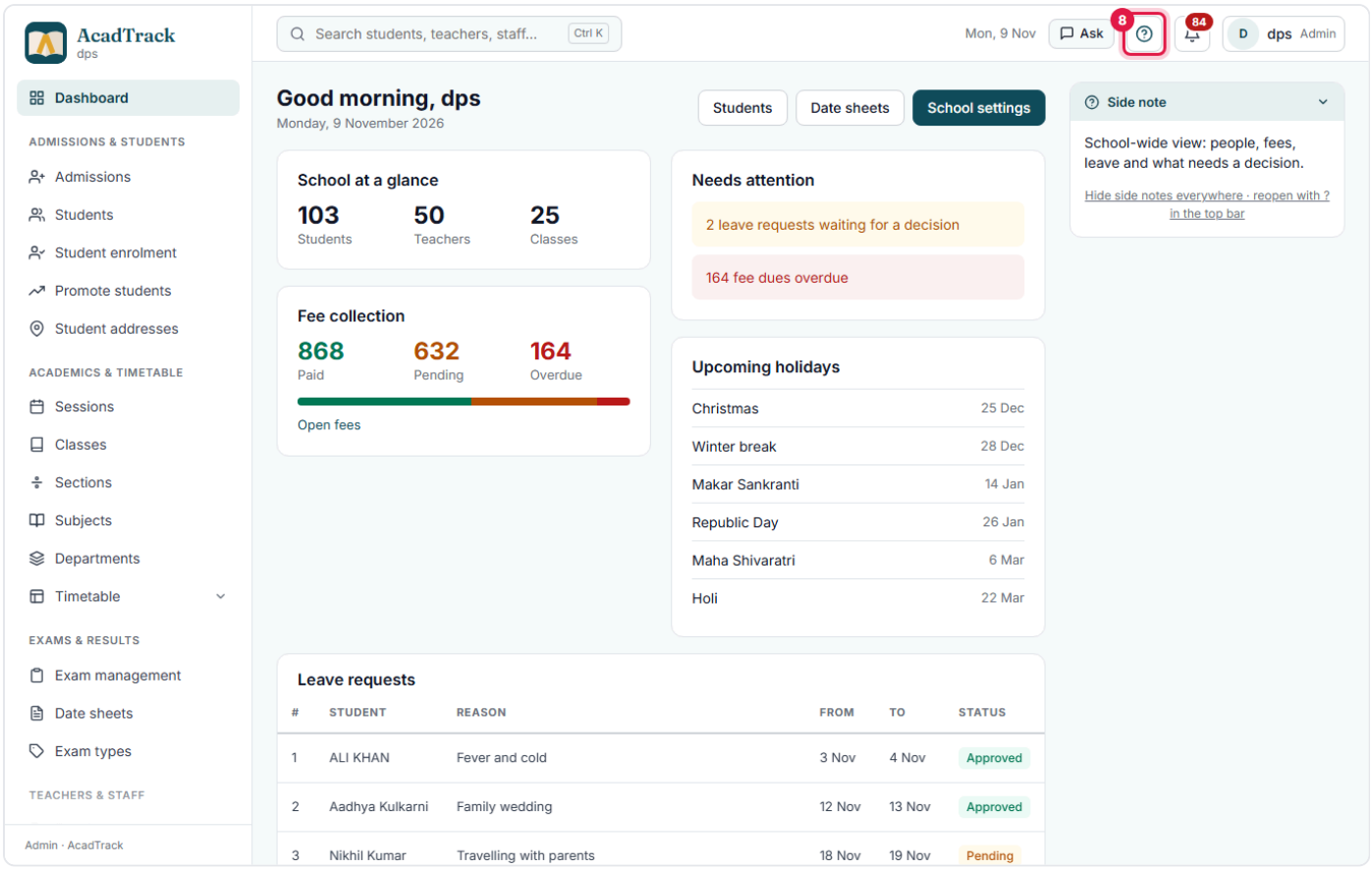
6 The bell shows notices and alerts meant for you.



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.



Teacher

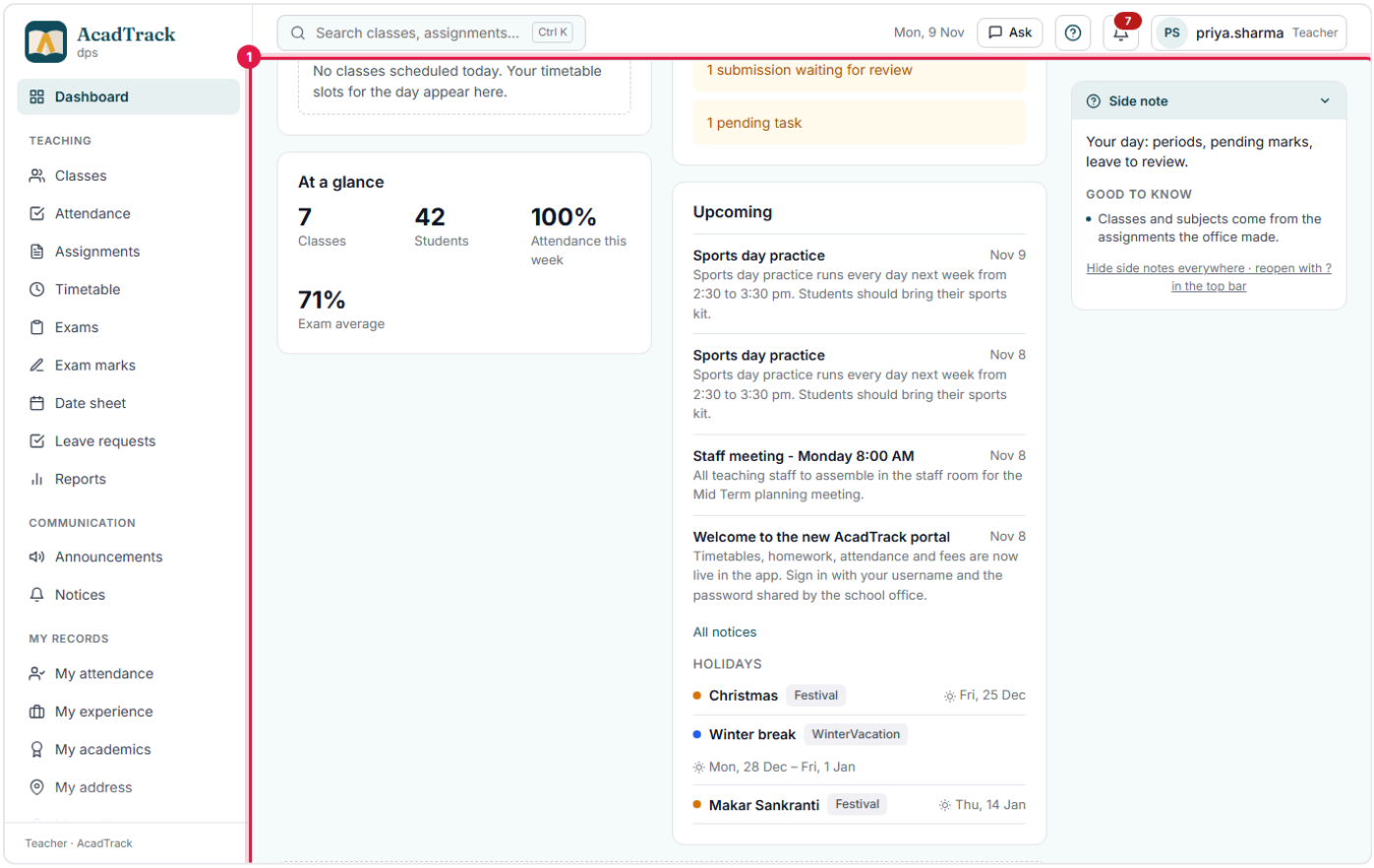
`priya.sharma`

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

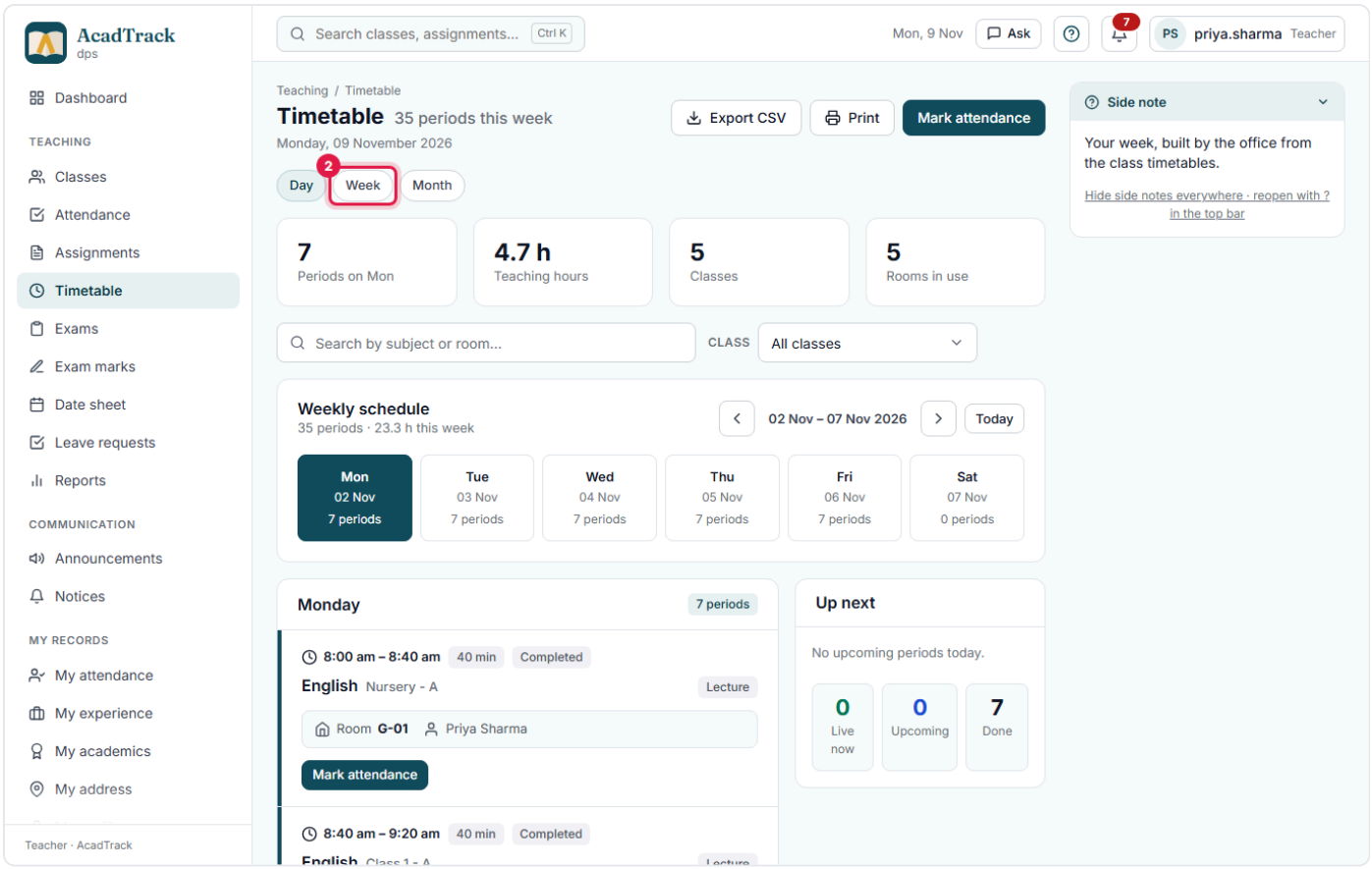
See today's timetable

> Know where to be and what to teach.

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



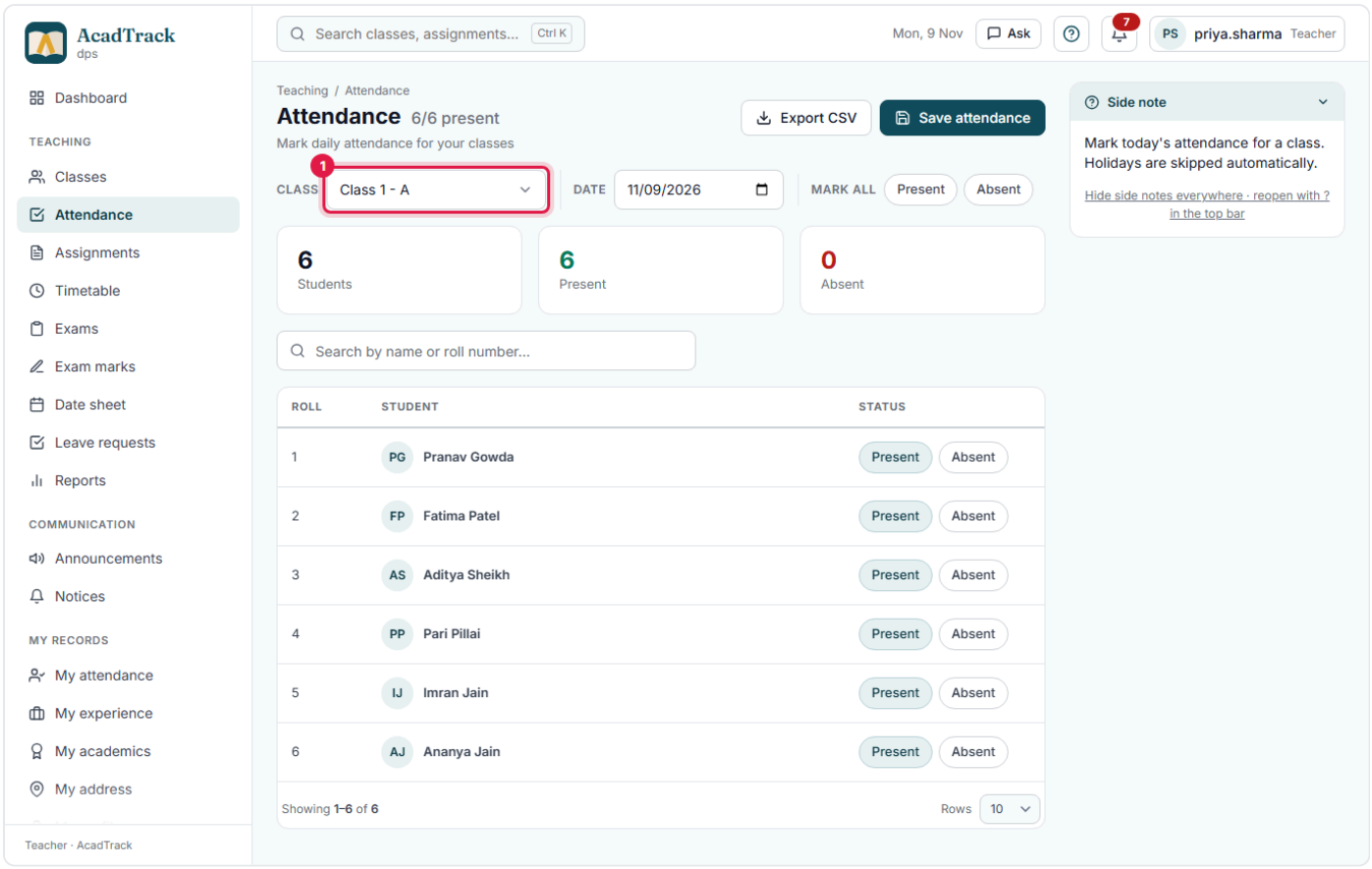
2 Timetable shows your week, built by the office. Day, Week and Month views; each period lists class, room and subject.



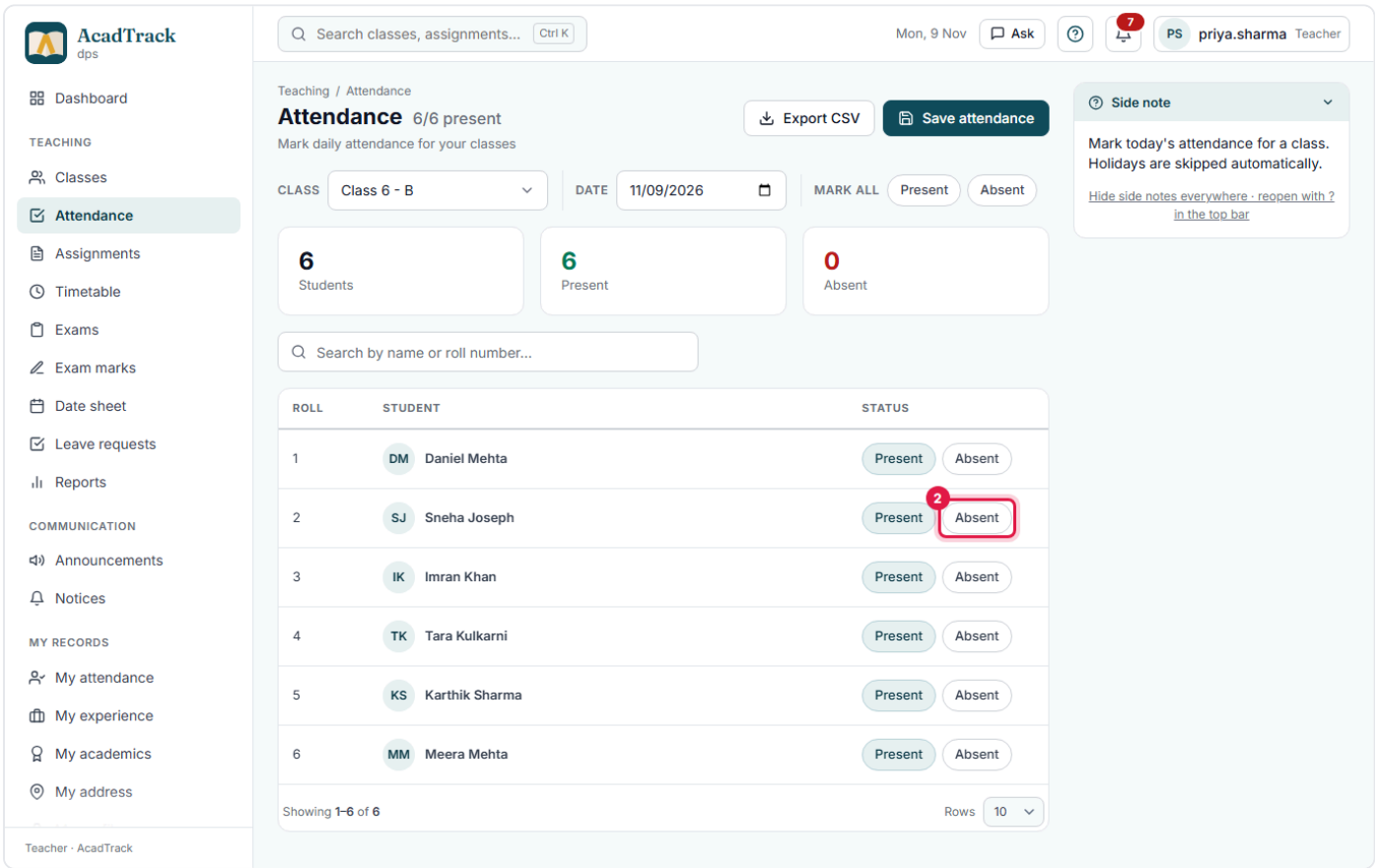
Mark attendance for a class

> Mark who is present, then save.

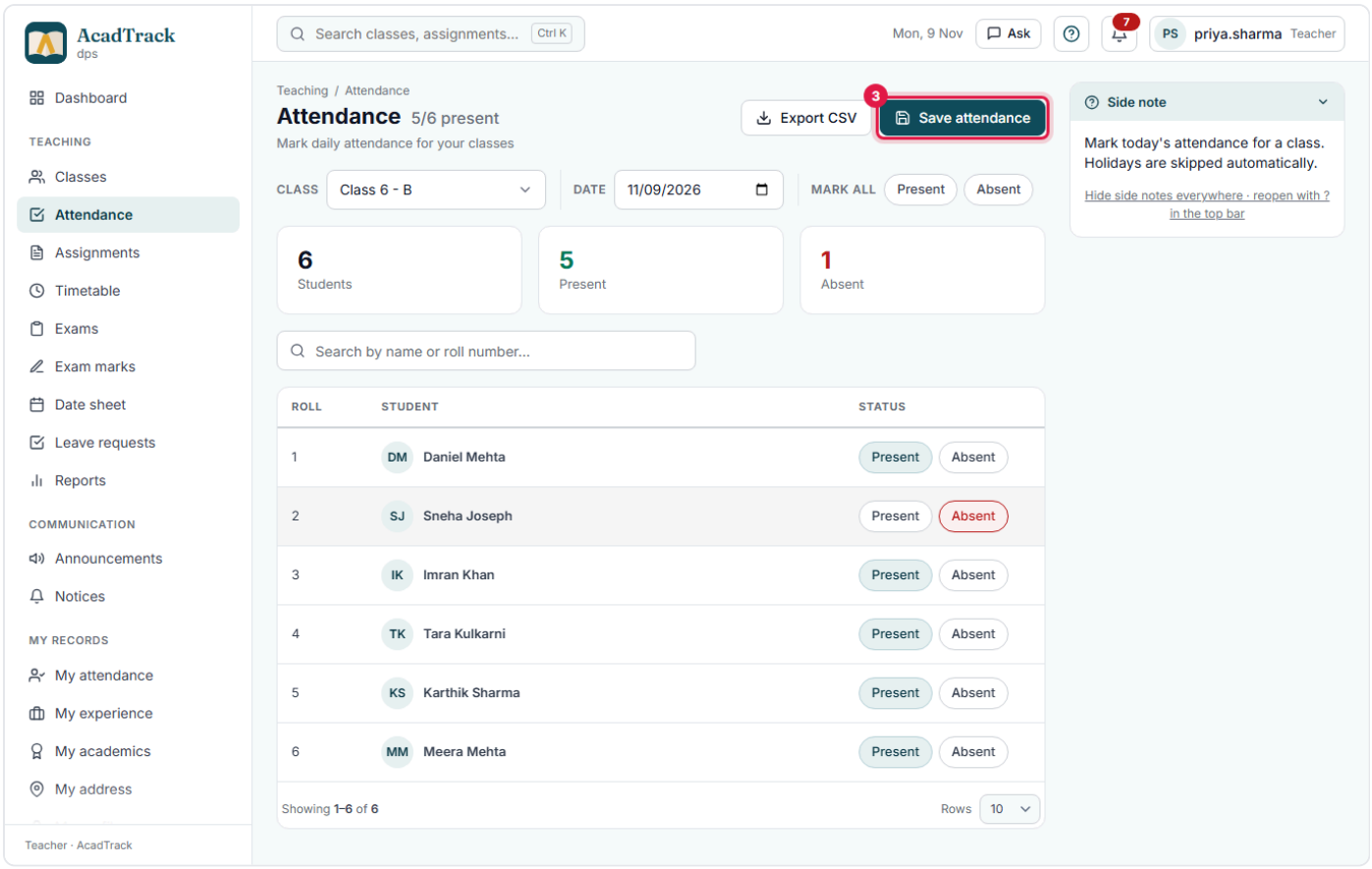
1 Open Attendance and choose the class. Today's date is filled in; holidays are skipped automatically. signed in as priya.sharma



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



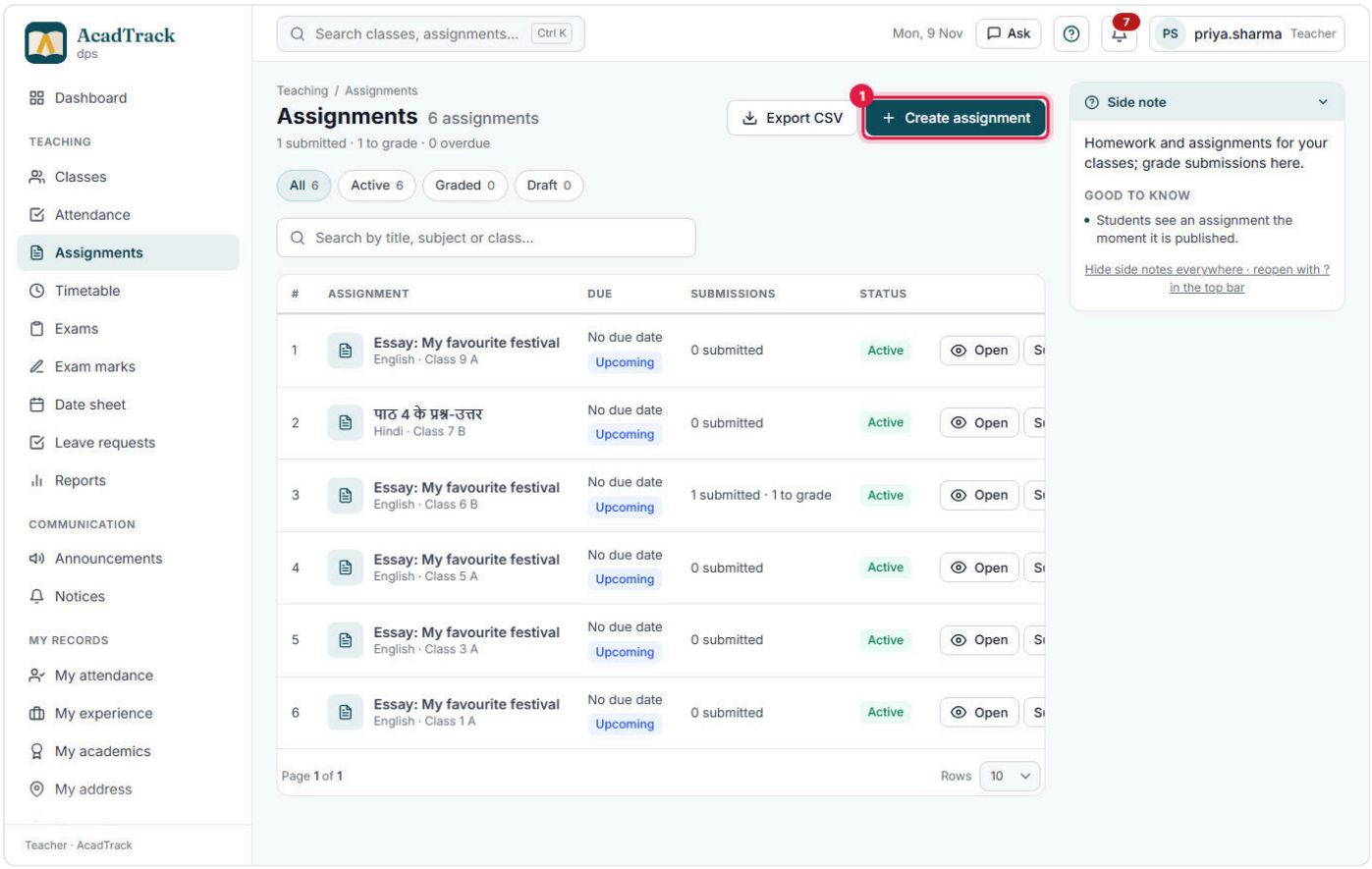
3 Choose Save attendance. Parents of absent students are notified.



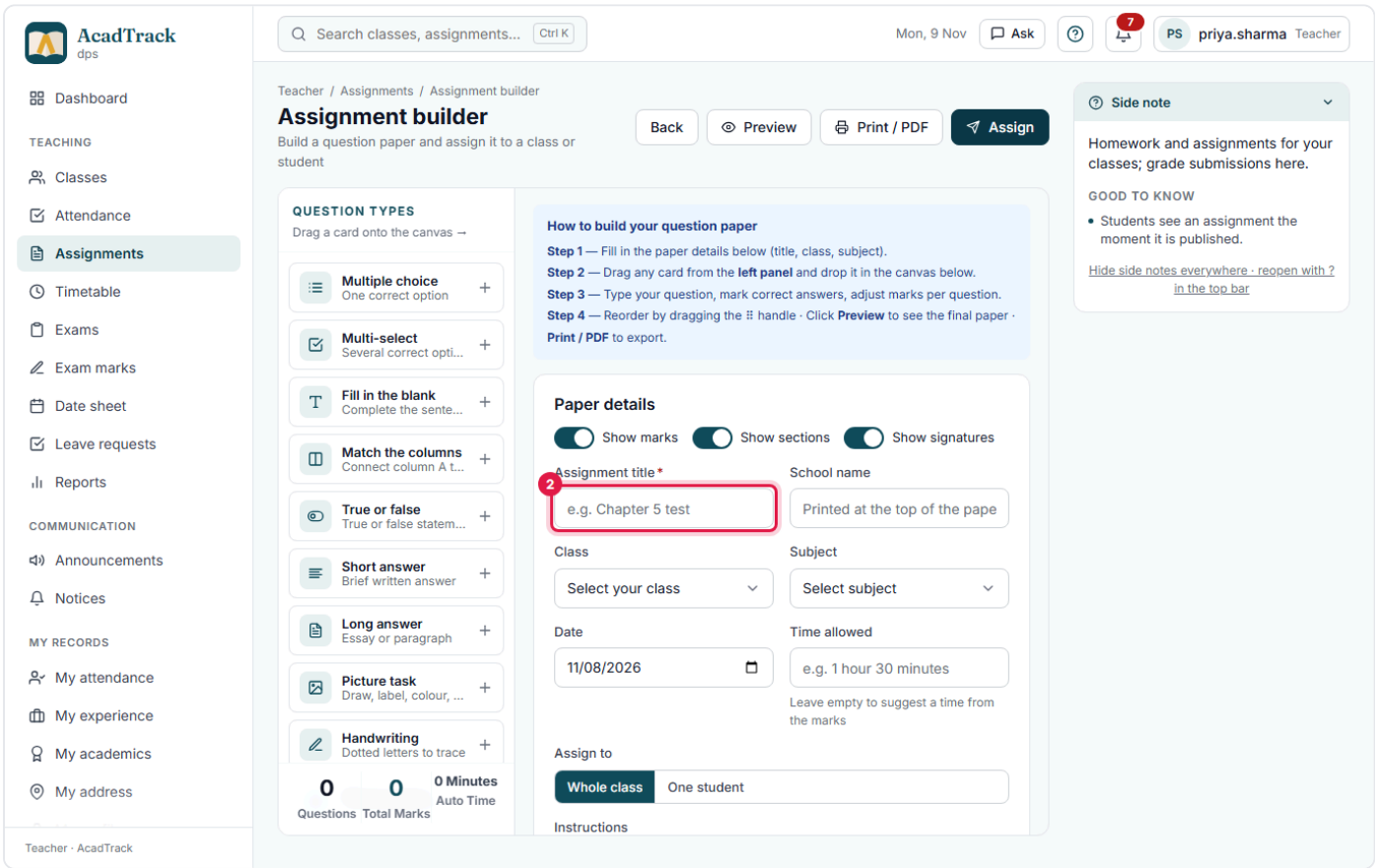
Set homework for a class

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

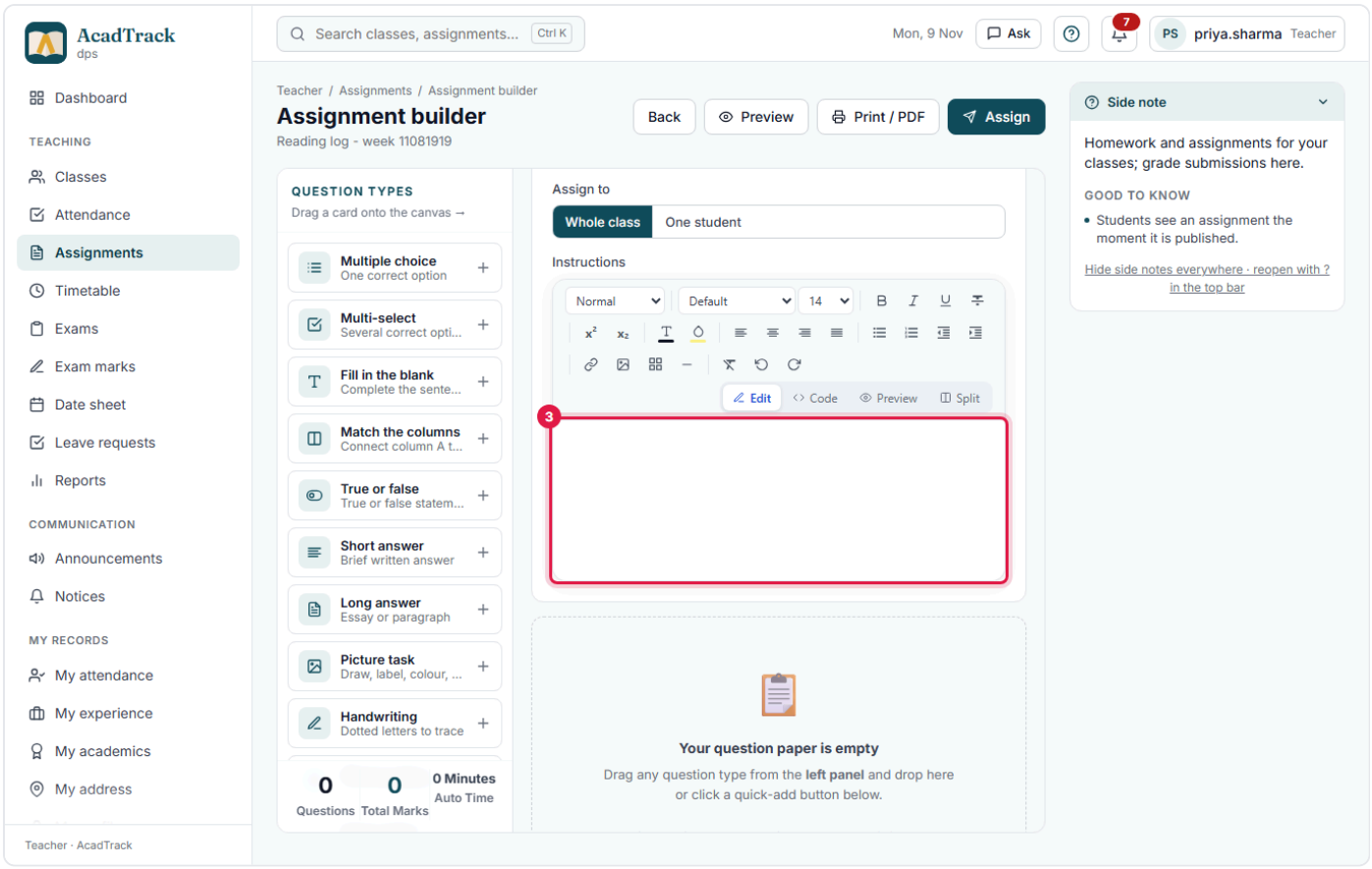
1. Assignments lists your homework with due dates and how many have submitted. Choose Create assignment. signed in as priya.sharma



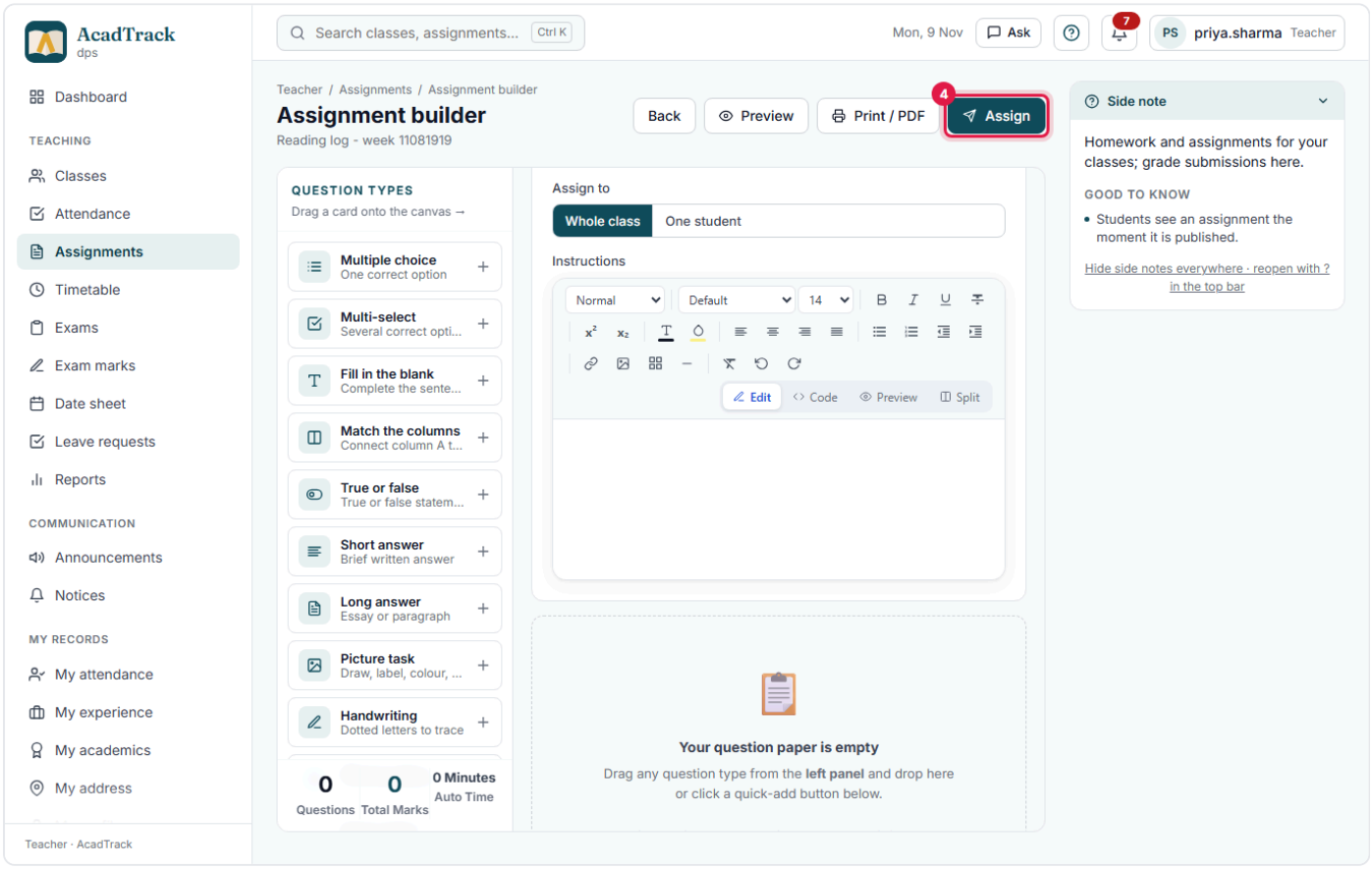
2. Give it a title, then pick the class and subject.



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

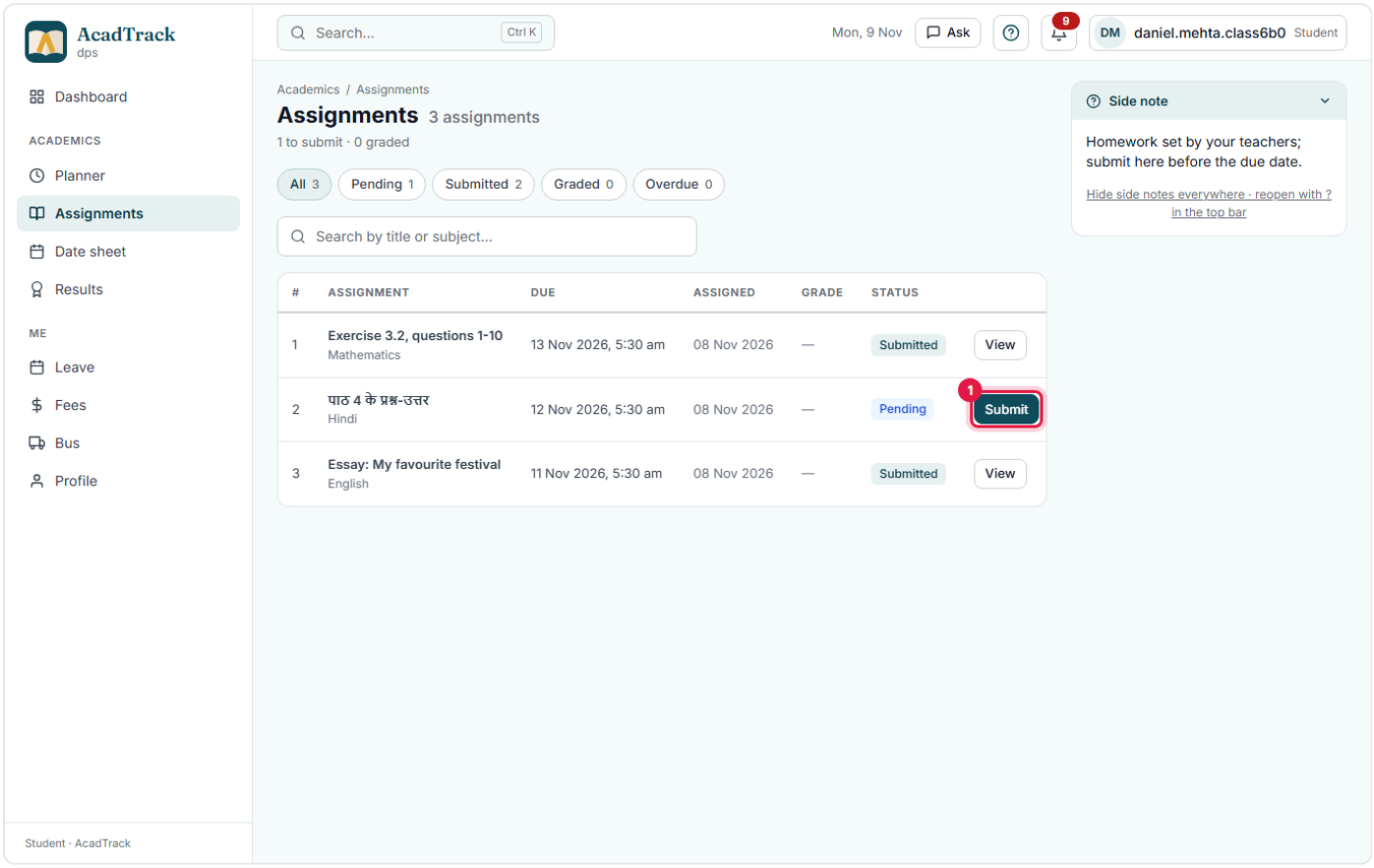
`several`

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

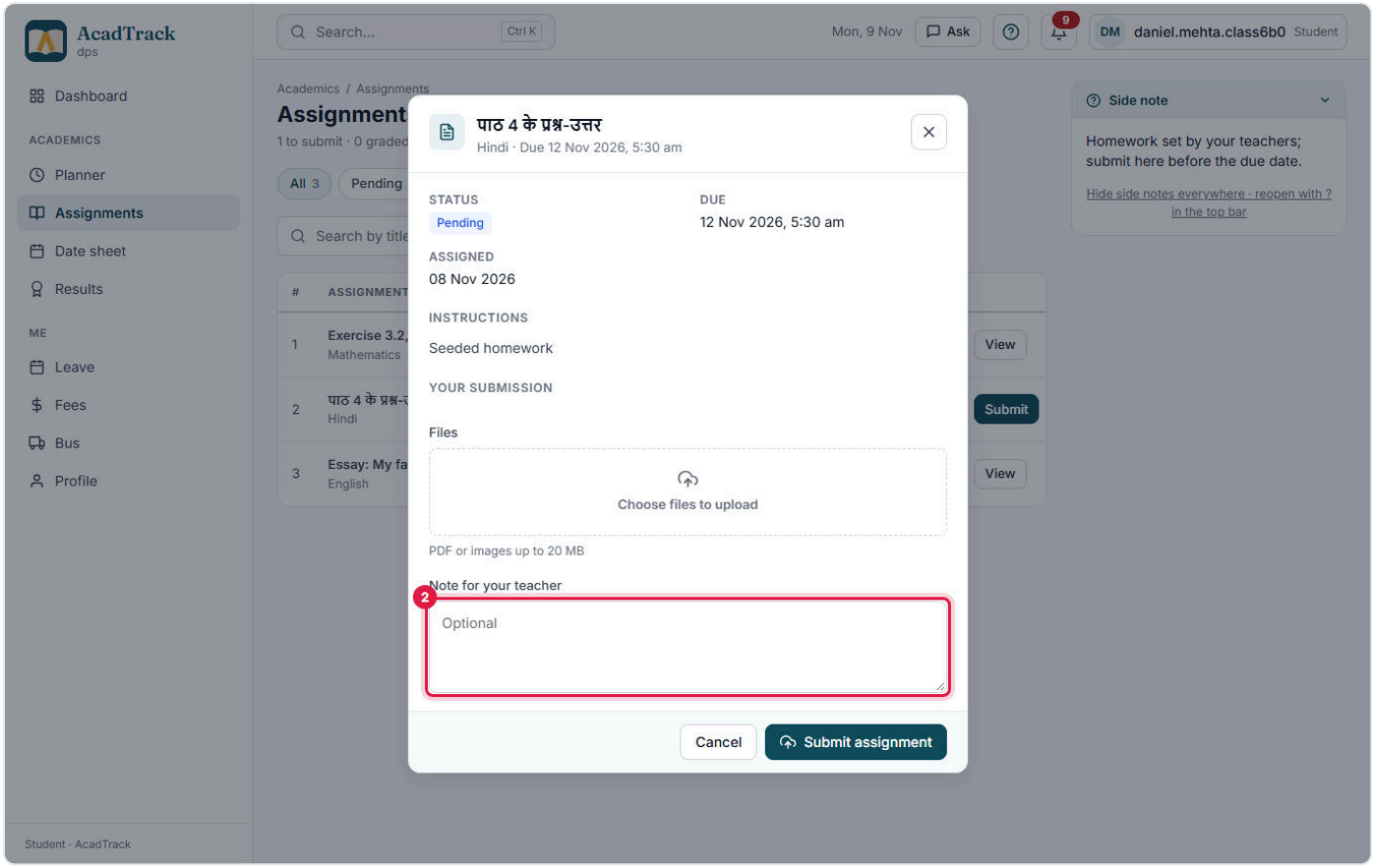
Homework: student submits, teacher grades

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

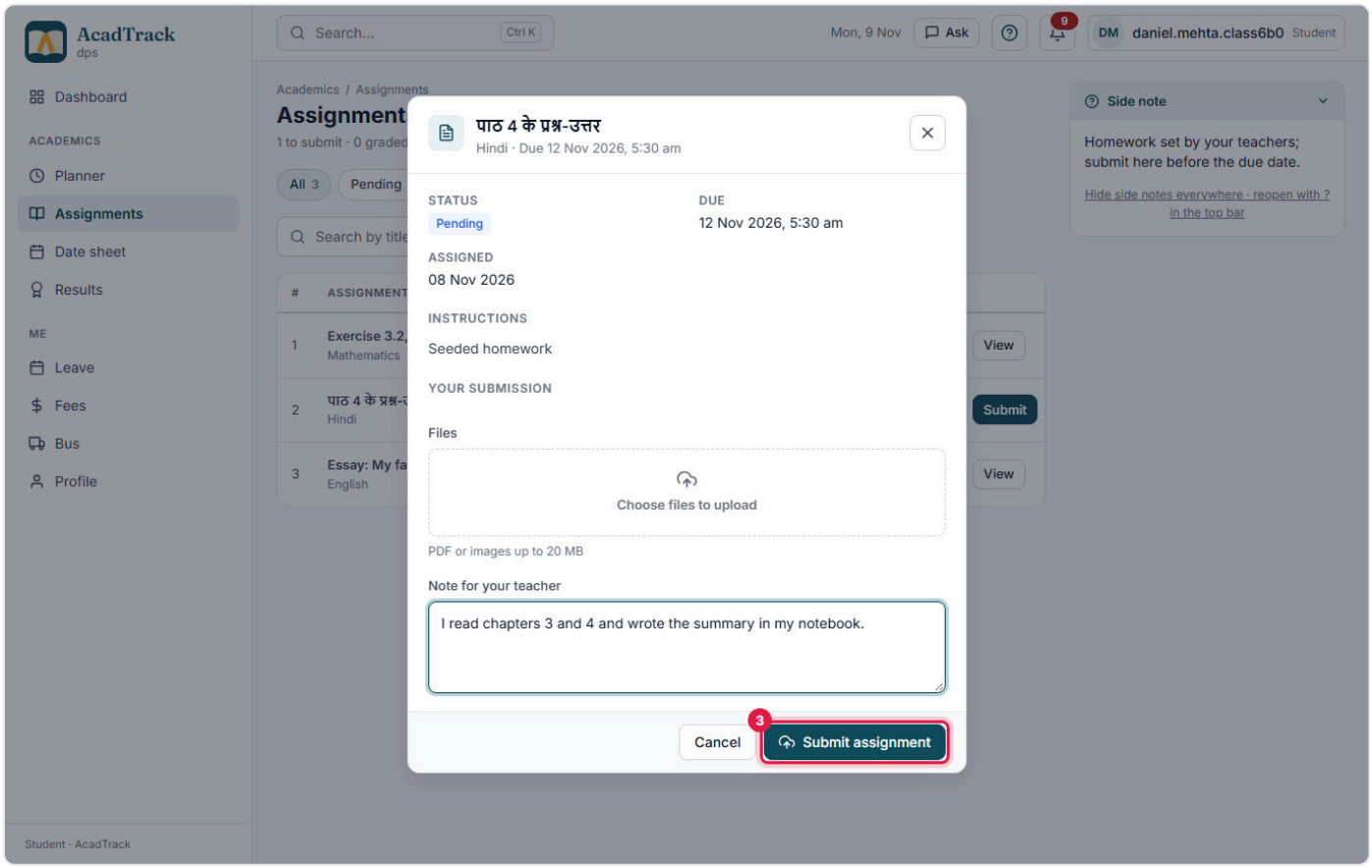
1. Student: Assignments lists homework from every subject with its due date. Pending ones show Submit. signed in as daniel.mehta.class6b0



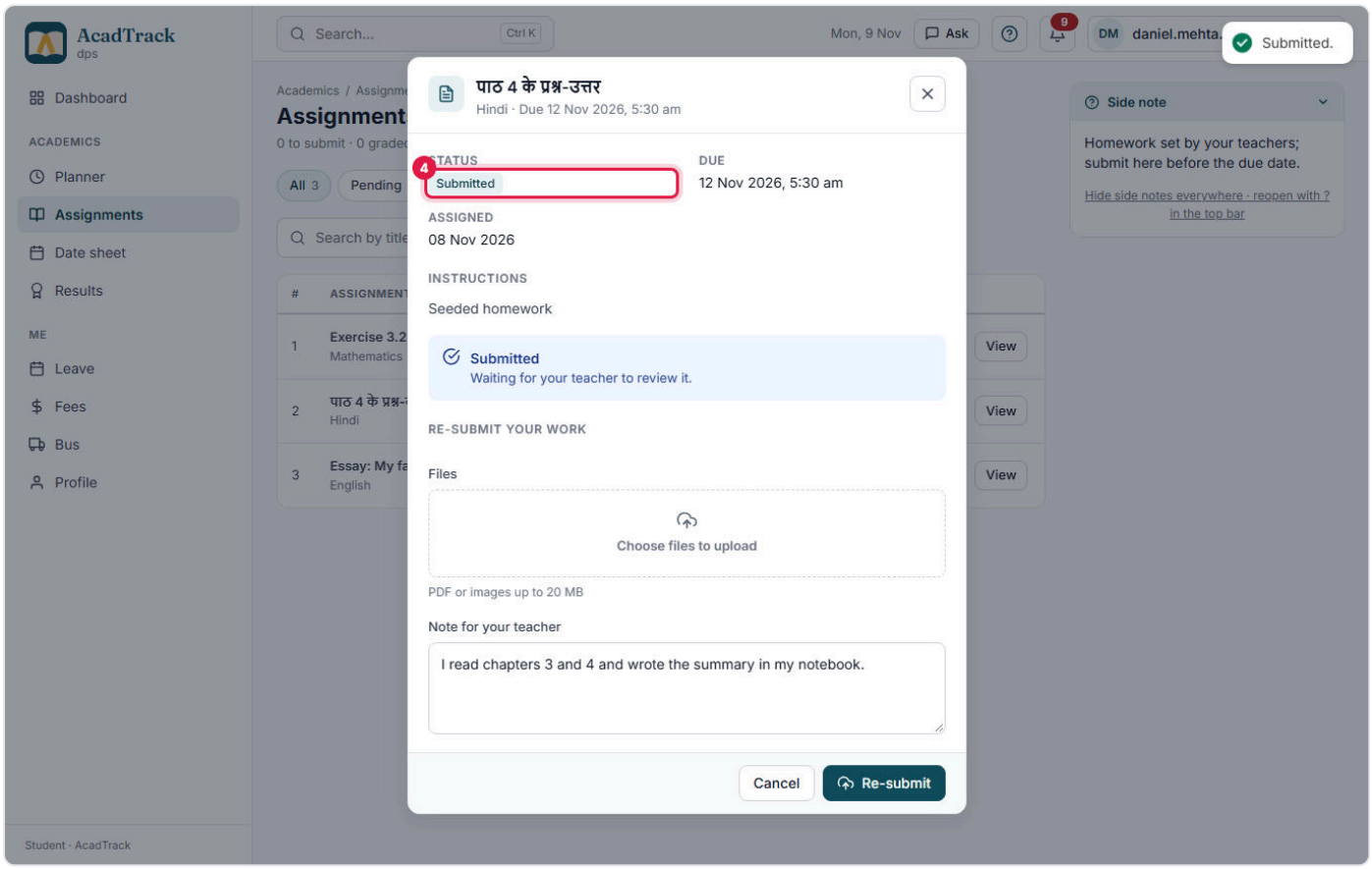
2 Write the answer (and attach photos or files if needed), then Submit.



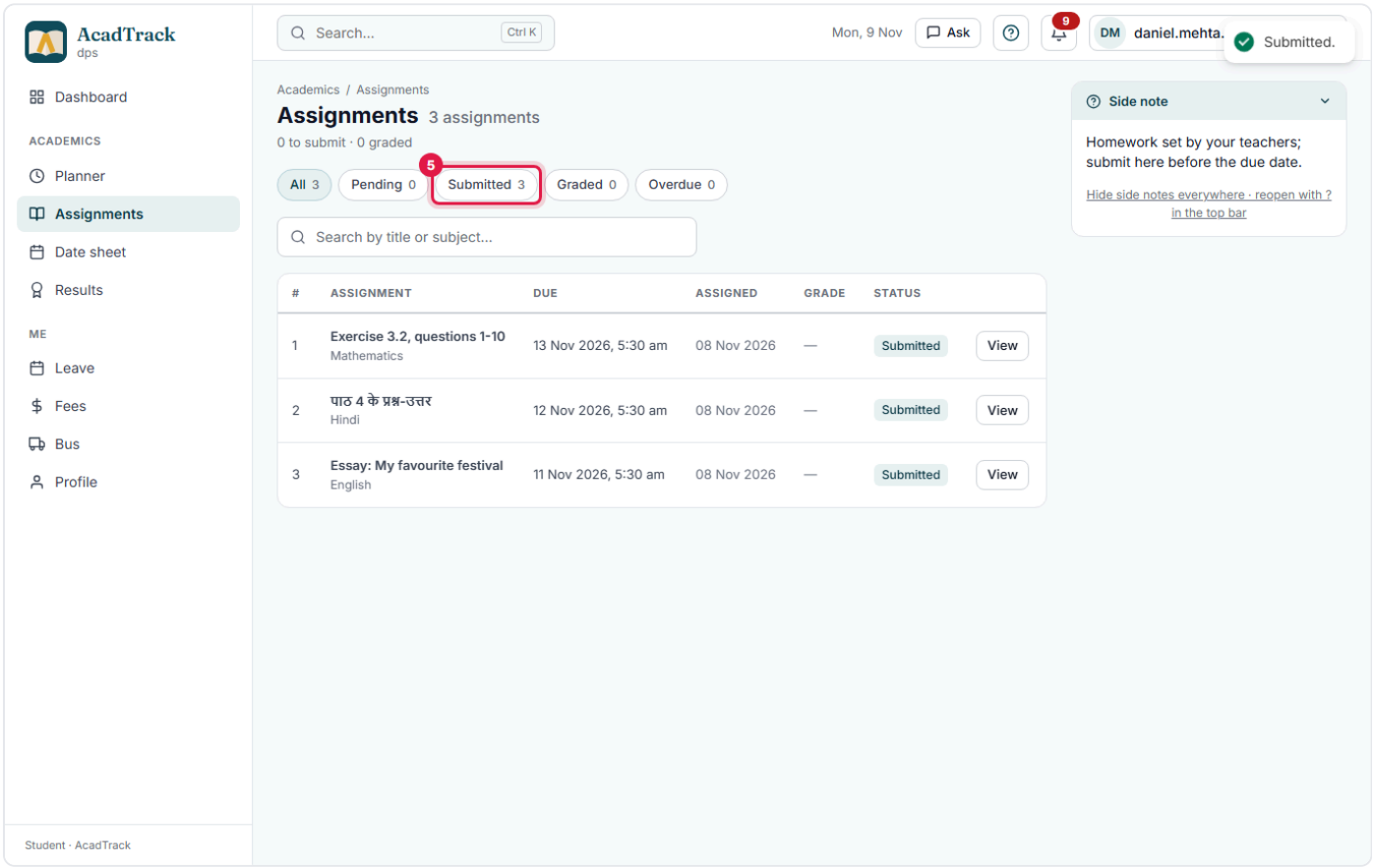
3 Choose Submit assignment.



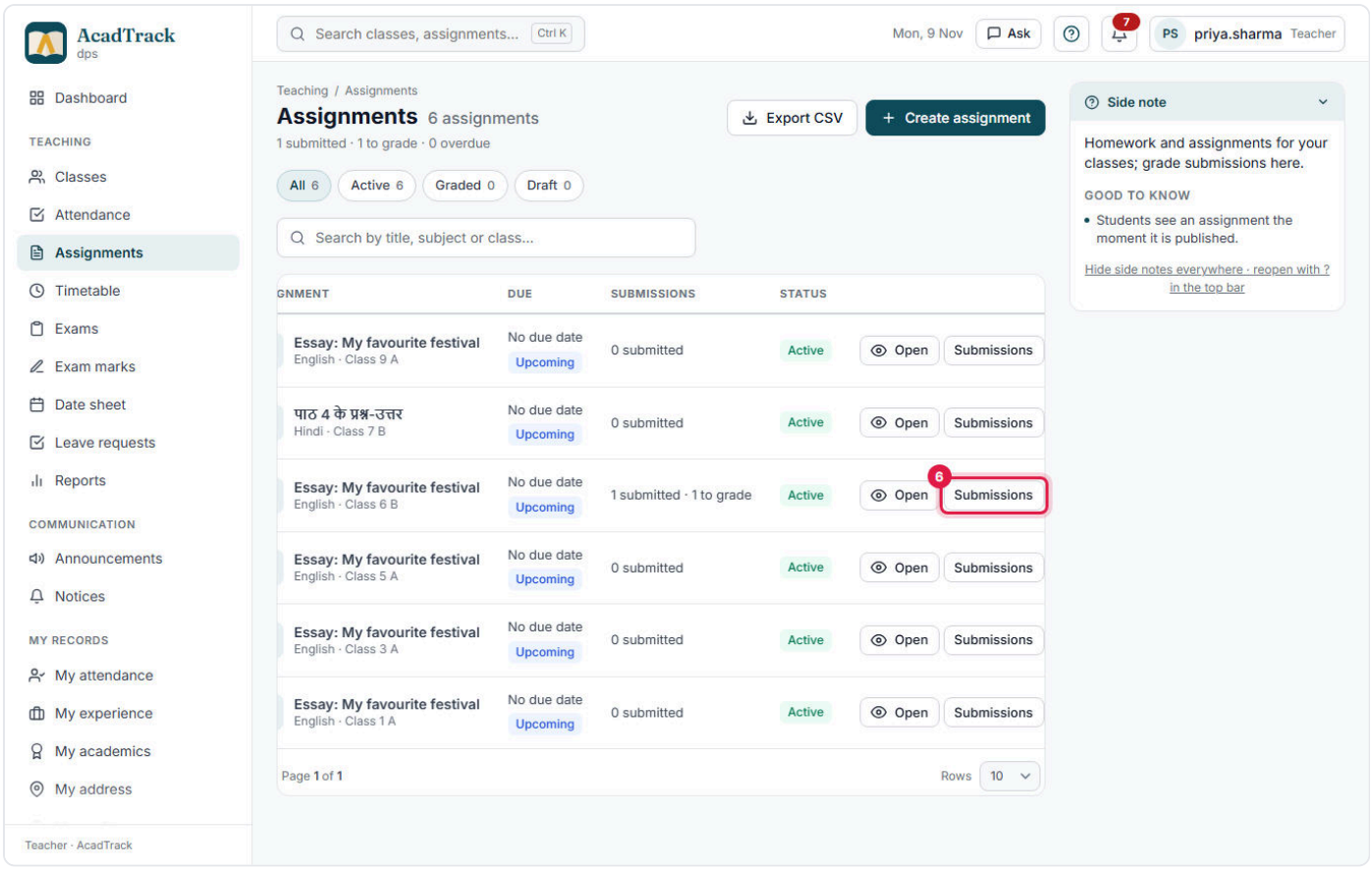
4 The status changes to Submitted, waiting for the teacher. You can re-submit until it is graded.



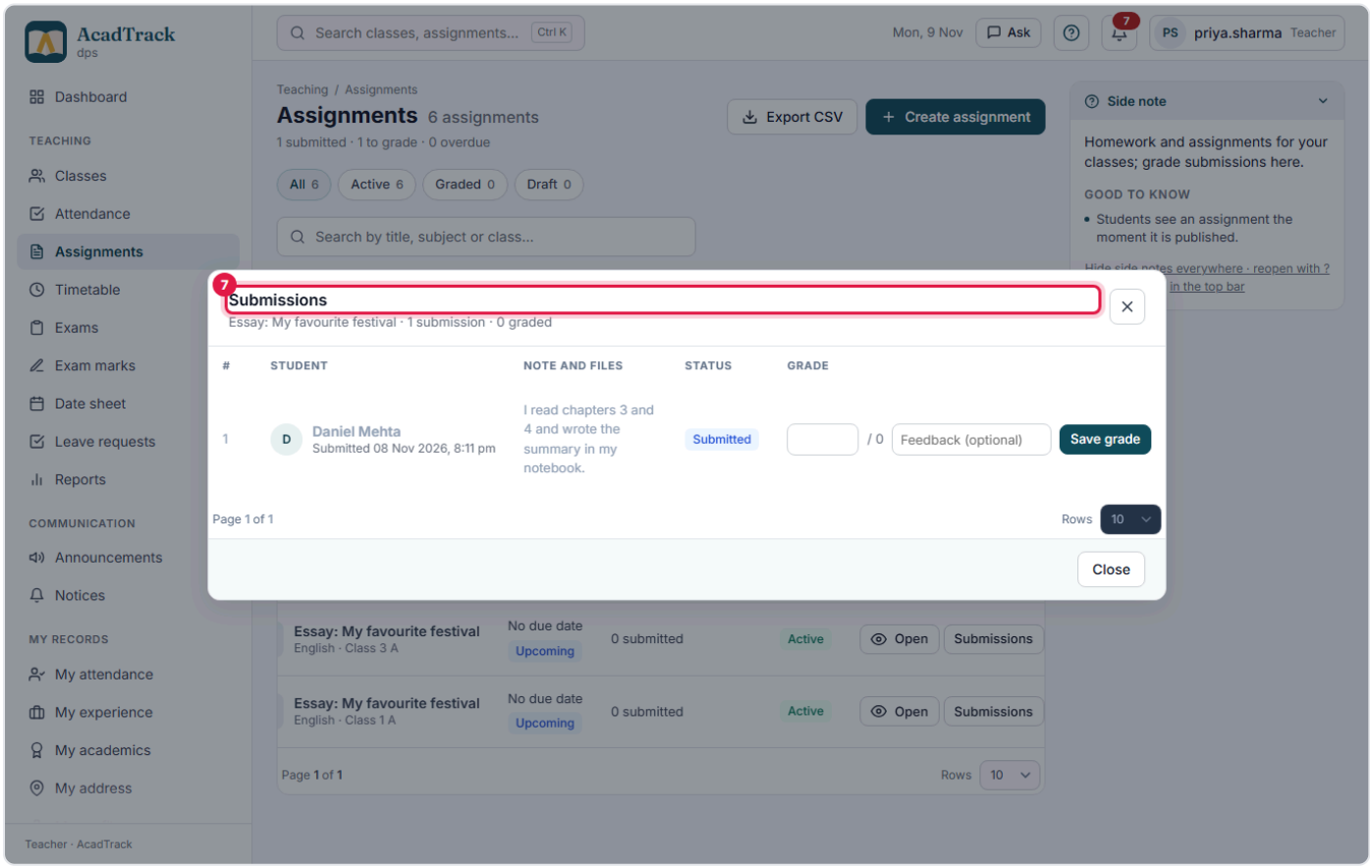
5 Back on the list, the homework sits under Submitted.



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



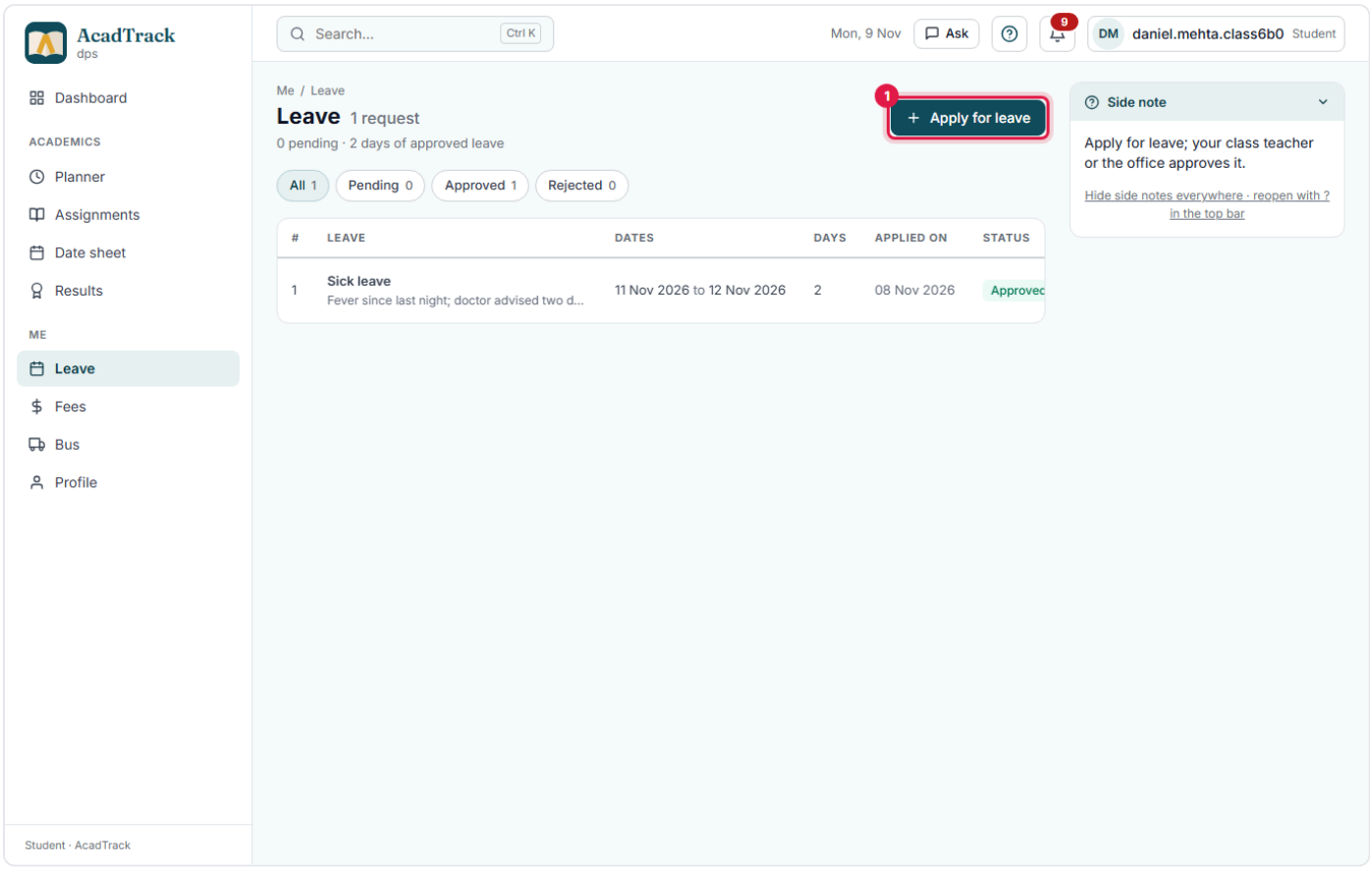
7 Each student's answer is listed with their note and files. Give marks and a comment, then save; the student sees the grade.



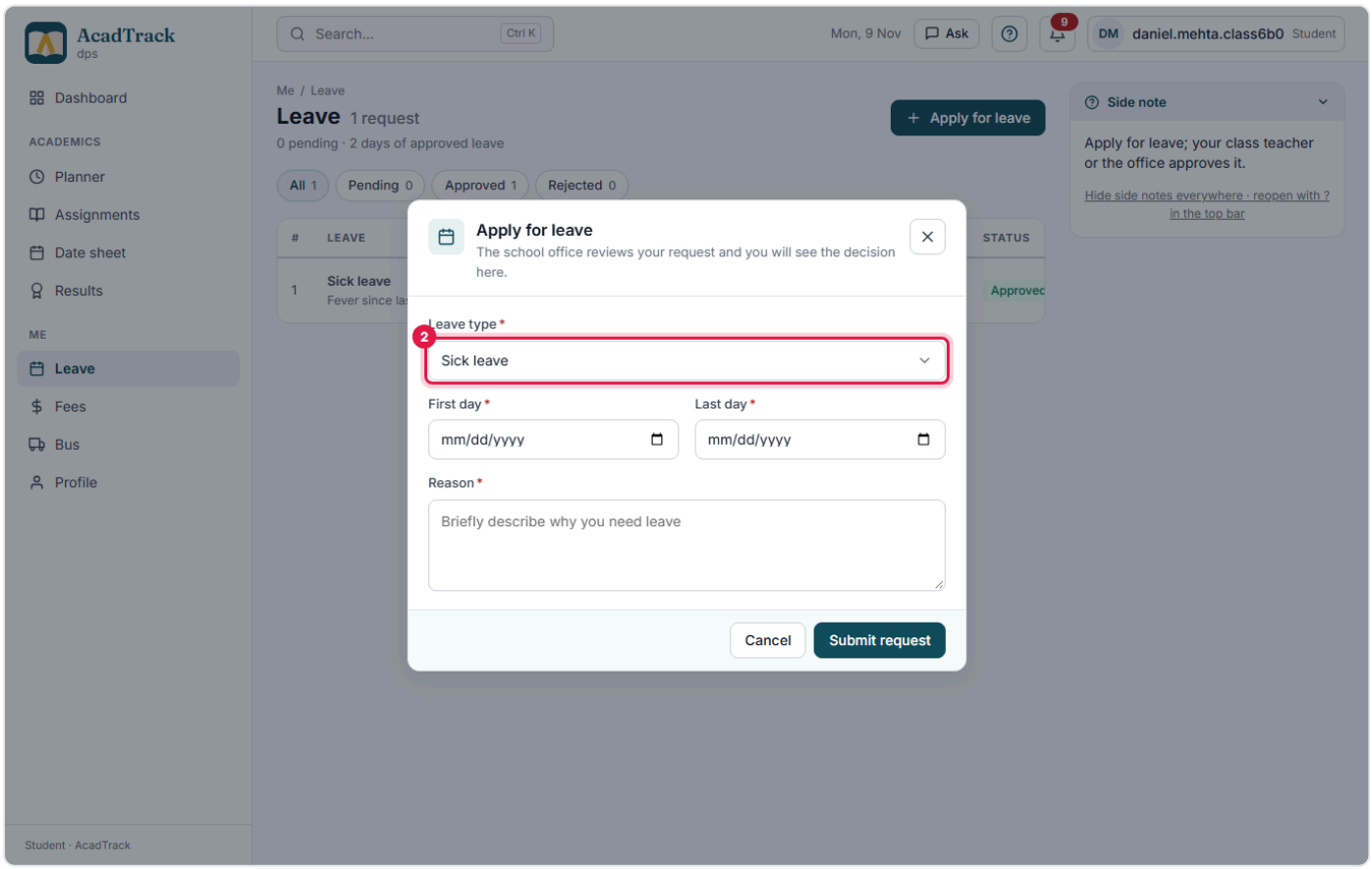
Leave: student applies, class teacher approves

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

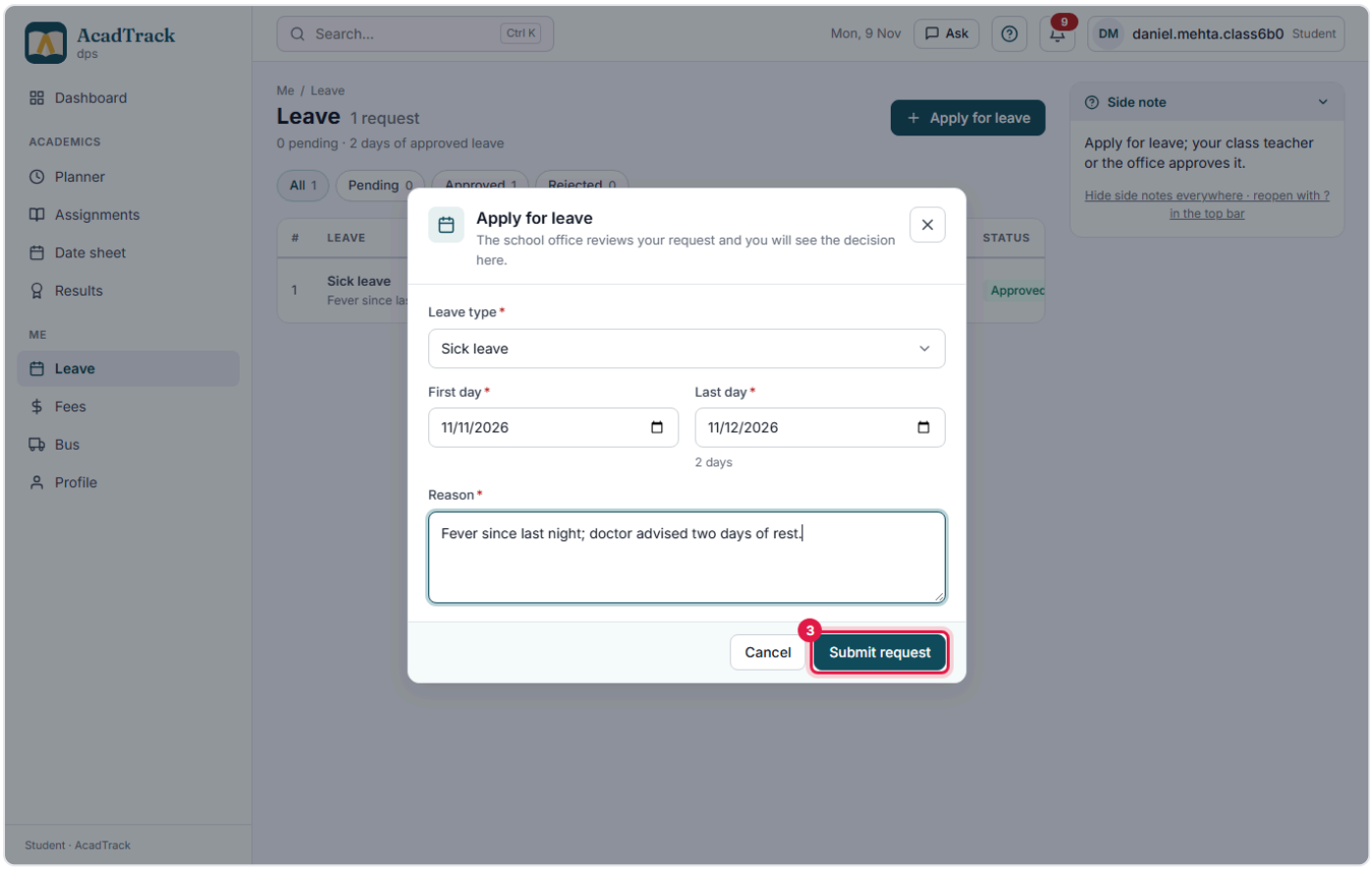
1 Student or parent: open Leave and choose Apply for leave. signed in as daniel.mehta.class6b0



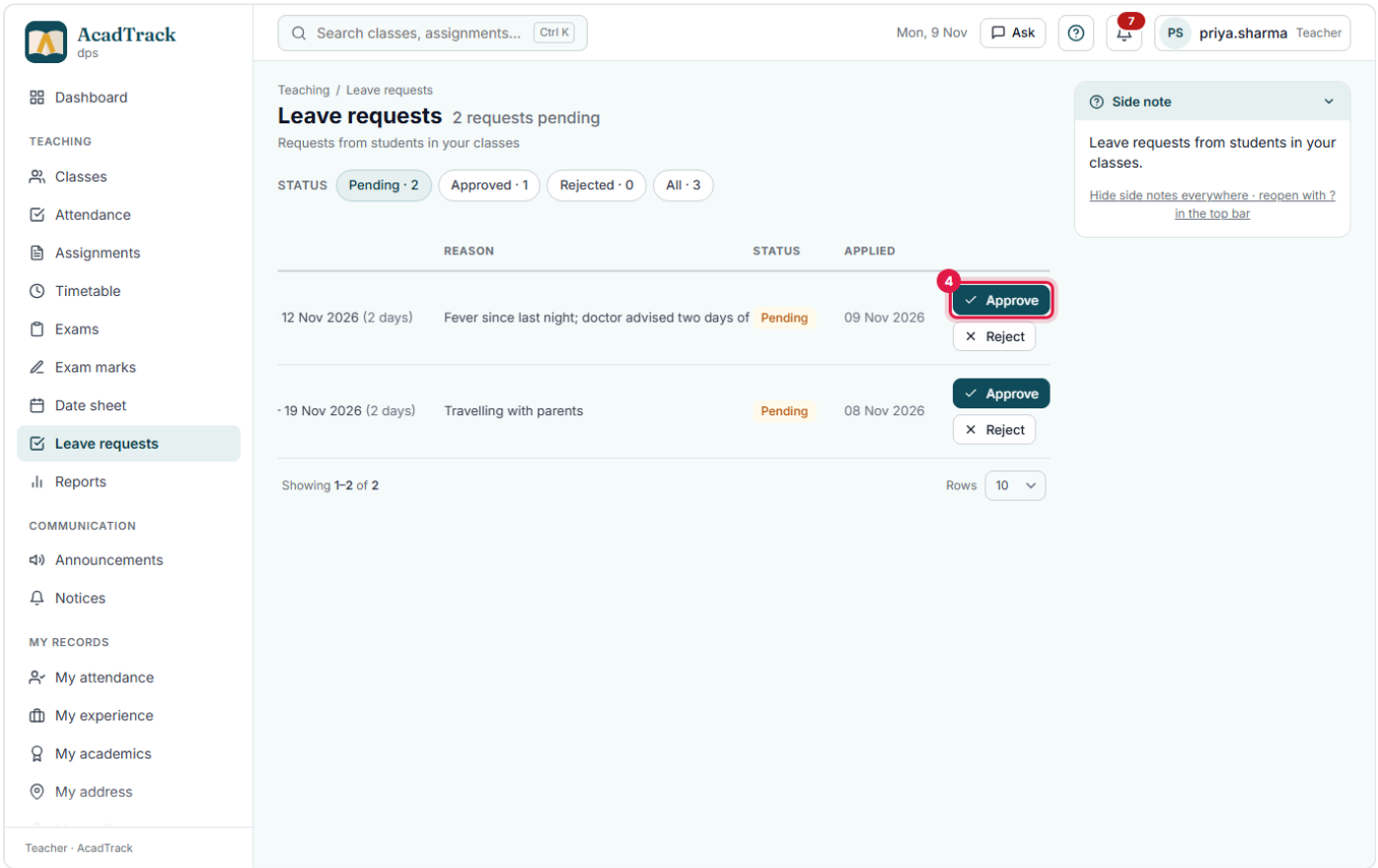
2 Pick the type, the first and last day, and give a reason.



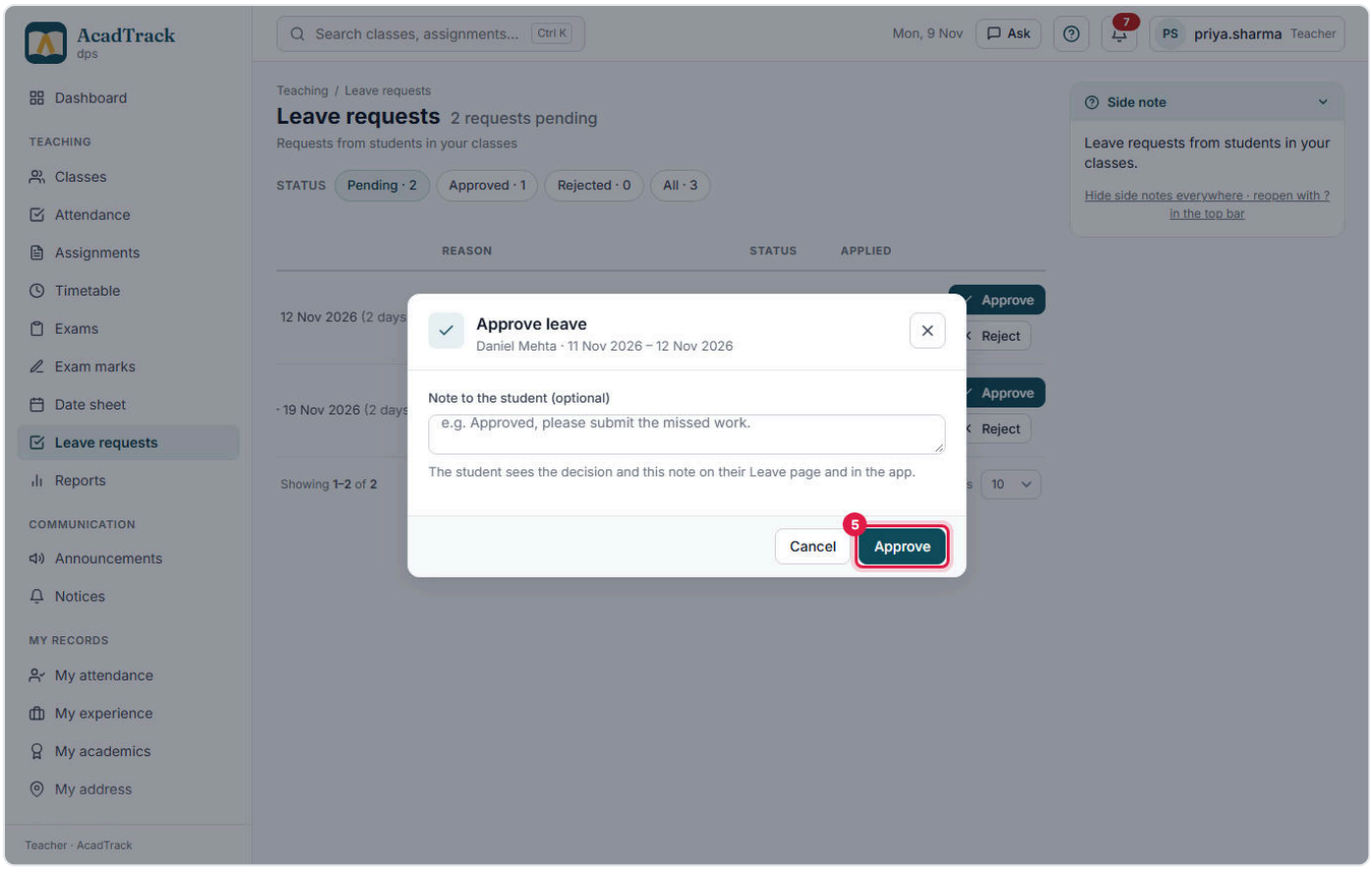
3 Choose Submit request. It shows as Pending.



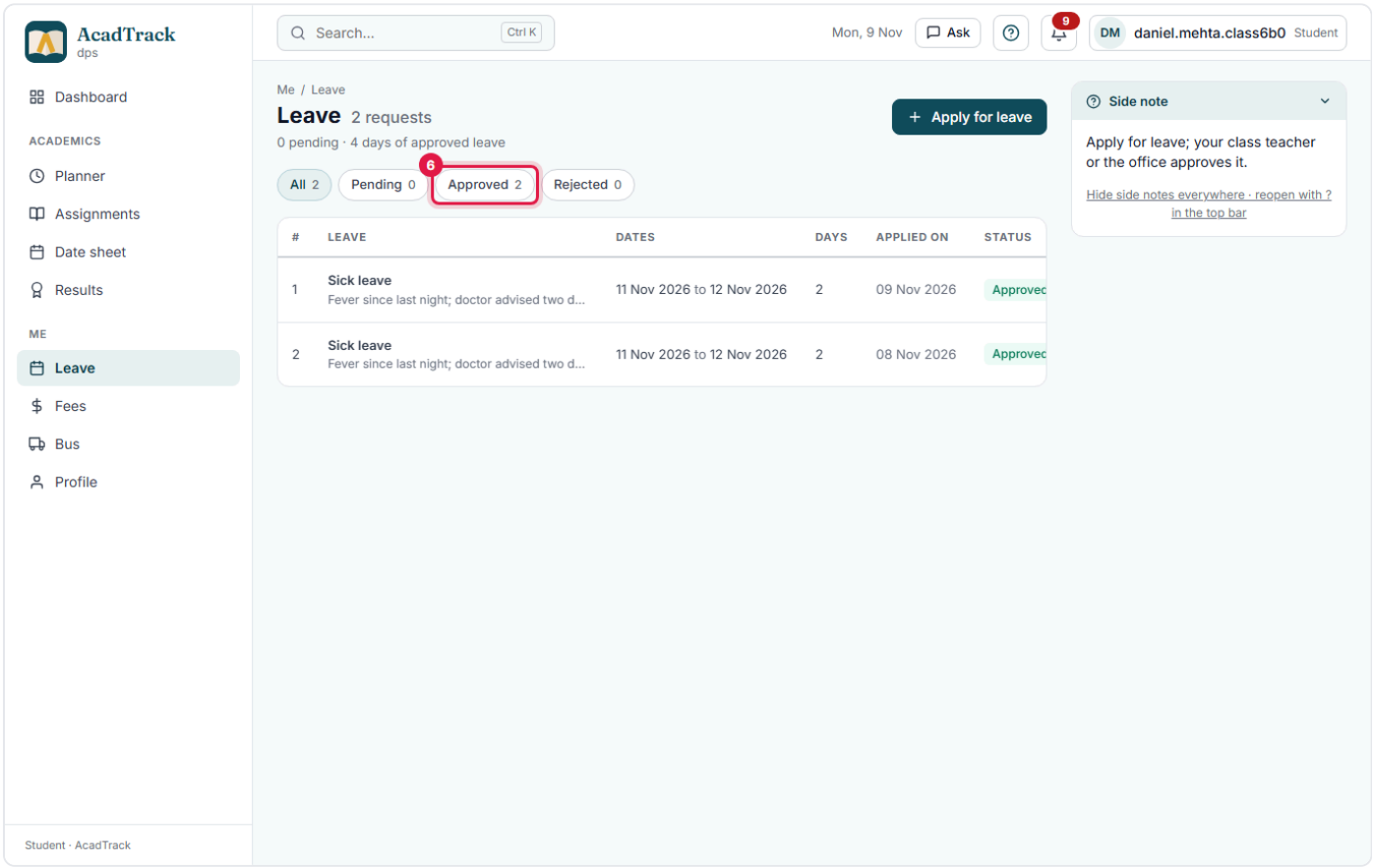
4 Class teacher: Leave requests shows requests from their class. Approve or Reject. signed in as priya.sharma



5 Confirm if asked. The parent is notified.



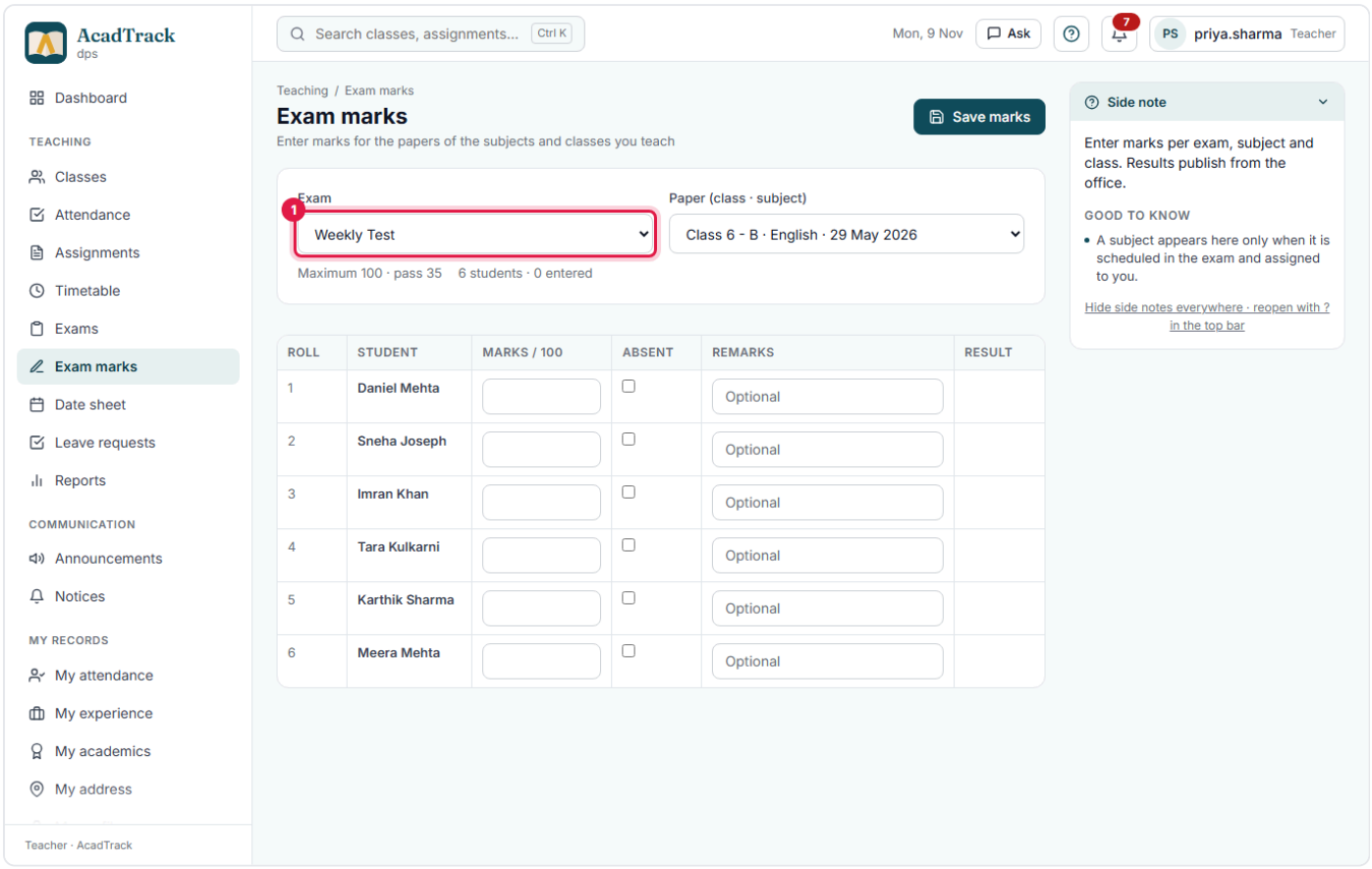
6 Student: the request now shows Approved. signed in as daniel.mehta.class6b0



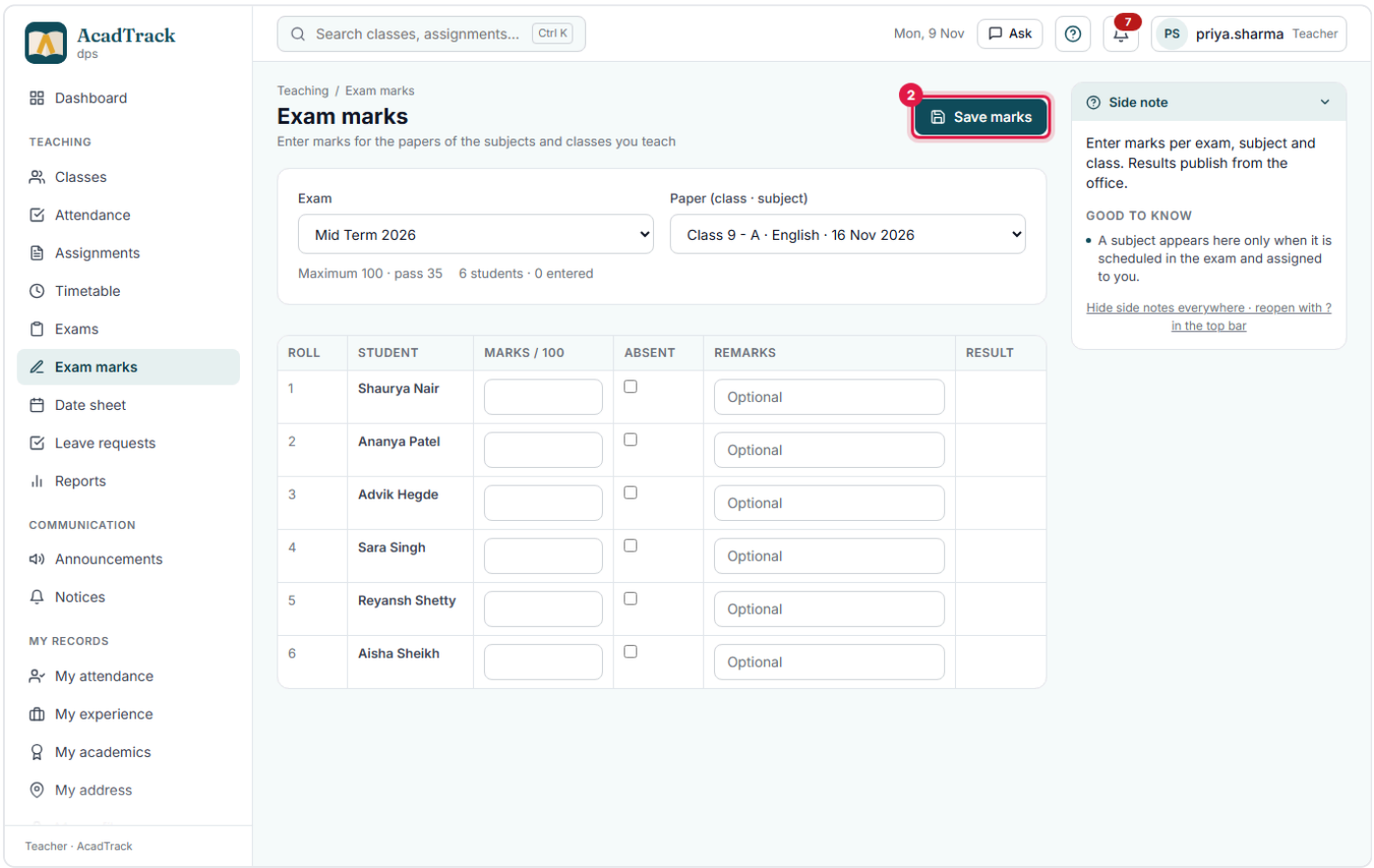
Exam marks: teacher enters, student sees the result

> 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

