# NESATHKA ACADEMY

**CENTER FOR ADVANCED ACADEMIC EXCELLENCE**

*Classroom Operations & Attendance Scanning Specialist*

| | |
|---|---|
| **Assigned Role:** | **Assistant Tutor** |
| **Target User Group:** | Assistant Tutors & Teaching Support Specialists |
| **Core Functional Scope:** | Optical Barcode/QR Scanning, Audio Chimes, Automated Parent SMS & Student Badges |

## ROLE MISSION & OPERATIONAL RESPONSIBILITY

As an Assistant Tutor at Nesathka Academy, you are the operational engine of the classroom. You ensure rapid student check-in, operate optical and camera barcode/QR scanners with audio feedback, verify parent SMS dispatches, and assist with marks entry.

## STEP 1: OPERATING THE AUDIO-CHIME ATTENDANCE TERMINAL (ATTENDANCE_SCANNER.PH

* **Hardware Scanner Mode:** Plug in USB/Bluetooth barcode scanner -> select active batch -> scan ID cards upon entry.
* **Smartphone / Camera Mode:** Tap 'Scan with Device Camera' -> aim camera at student QR badge for auto check-in.
* **Instant Audio Chime:** System emits an audible success chime and green banner confirming student attendance in < 1 second.
* **Automated Parent SMS:** System automatically sends an arrival SMS to parents: 'Your child arrived at class at HH:MM'.

## STEP 2: DIGITAL BATCH SHEET ATTENDANCE

* **1-Click Bulk Mark:** Use 'Mark All Present' for fast recording, then toggle absent students manually.
* **Status Codes:** P (Present), A (Absent), L (Late), E (Excused with note).

## STEP 3: PRINTING STUDENT QR ID CARDS (STUDENT_CARDS.PHP)

When new students join or require replacement badges:

* **A4 Batch Printing:** Open student_cards.php -> select your batch -> press Ctrl + P to print 8 cards per sheet.
* **Issuing:** Cut along guidelines, laminate, and issue to students for entry scanning.

## STEP 4: ASSISTING WITH MARKS & STUDENT RECORDS

* **Entering Exam Scores:** Assist the Lead Tutor in marks.php by entering raw scores.
* **Student Lookup:** Search student profiles in students.php to answer parent queries.

**Official Institutional Authorization:**

*Mr. Ravindra Wijerathna | B.Sc - University of Ruhuna*

Managing Director & Biology Lead Tutor * Nesathka Academy