# **Office Automation**

Better Data, Better Outcomes

### **Education Management Information System**



## **Delhi Public School Bhilai**

Open Compas is an Online Education Management Information System (EMIS) designed to collect and report data on education system of Delbi Public School Bhilai. It manages a broad range of information, including

Delhi Public School Bhilai. It manages a broad range of information, including data on:

- ✓ Classes
- ✓ Time Table
- ✓ Examination
- ✓ Transport
- ✓ Health
- ✓ Homework

- ✓ Enrollment
- ✓ Lesson Planning
- ✓ CCE
- ✓ Hostel
- ✓ Inventory
- ✓ News

- ✓ Finances
- ✓ Attendance
- ✓ Front Office
- ✓ Extra Curricular Activity
- ✓ Human Resource
- ✓ Library



#### **Minimum System Requirements**

For effective online operation of the system the following components should be installed in your system. If not installed, please use the links provided.

- A. Mozilla Firefox (Latest Version)
- Link: <u>https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-windows</u> (For step by step installation of Firefox for windows)
- B. Shockwave Flash Player (Latest Version)
- Link: https://www.adobe.com/shockwave/download/alternates/ (For installation of Shockwave Flash Player for windows)
- C. Adobe Reader (Latest Version)
- Link: <u>https://get.adobe.com/reader/</u> (For installation of Adobe Reader for windows)

Please make sure that all the above mentioned software/components are configured with your system. For any assistance please contact Mr A. H. Zunjani (7828247052) or Mr Soju Samuel (7509005544)

## **Online Login Process**

Please follow below mentioned steps for Quick Start of opencompas:

- 1. After downloading and installing Mozilla Firefox please click the Mozilla Firefox icon in your computer:
- 2. Mozilla Firefox Start Page will open as below. Please type the URL dpsbhilai.opencompas.com in *Search or enter address*.

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3. You will see the EMIS (Education Management Information System) Login page of Delhi Public School, Bhilai as shown below.

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<b>NOTIFICATION</b> School timings for all the teachers of Senior Wing (VI to XII), every Wednesday will be from 6:55 am to 3:00 pm (Short Break will be from 1.05 pm to 1:35 pm). Stay back time is to be utilized department wise, to generate material for students, using audio-isual aids, technology, discussing lesson plans, drafting model lessons etc. to enhance the teaching learning process.	PEN COMPAS Education Management Information System Please fill out the following form with your login cre Username Username Session 2017-2018 End-User License Agreement Login Forgot Password Helpline No : 7509005544 Compownload Android Compownload Apple	LOGII 1 dentials:	N			

4. Enter username ('here' your ward's admission number) and password, select session 2017-2018 (set as default) and tick ☑ End-User License Agreement and click on the Login button.

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5. If you have forgotten your ward's Admission Number, please contact Mr Soju Samuel (7509 00 55 44). If you are accessing the EMIS for the first time or have forgot your password, click Forgot Password adjacent to the Login button.

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	Download Android Download Apple	

6. After entering the User Name, your email which is registered with DPS Bhilai will automatically appear. If your email is incorrect kindly contact Mr Soju Samuel on his contact number given in Step 5. (Or go to Step 7). Please check your inbox and/or spam/junk folder of your email for the password that will be sent to you through email.

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7. If you wish to receive the password through sms, then after entering the User Name, click on the radio button ● before Mobile No. and your mobile number which is registered with DPS Bhilai will automatically appear. If your mobile number is incorrect kindly contact Mr Soju Samuel on his contact number given in Step 5.

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- 8. Click 'Back To Login' to login after entering the username and password received through email/sms.
- 9. You will be welcomed to your ward's Student Dashboard.

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10. Scroll down to find the Examination Module icon. Click on it.



11. On clicking you will see the following page. Then click on the CBSE Examination icon.

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12. On clicking you will see the following page. Then click on Report.

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13. On clicking you will see the following page.

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14. Select PRE MID TERM from the drop down menu of Select Exam and then click on Submit button.

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15. You will see your ward's result as the page below on a pdf (portable document format) which downloads as a new tab in your browser.

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