Akshar Manual for Teachers

30 Oct 2026 · @Teclusion

Take attendance and enter marks from your phone in a few taps, even without internet.

What you need

- An Android phone or a Windows computer.
- The Google account (Gmail) your Correspondent added for you.
- Your own 4-digit PIN, which you create the first time.

Where to get the app

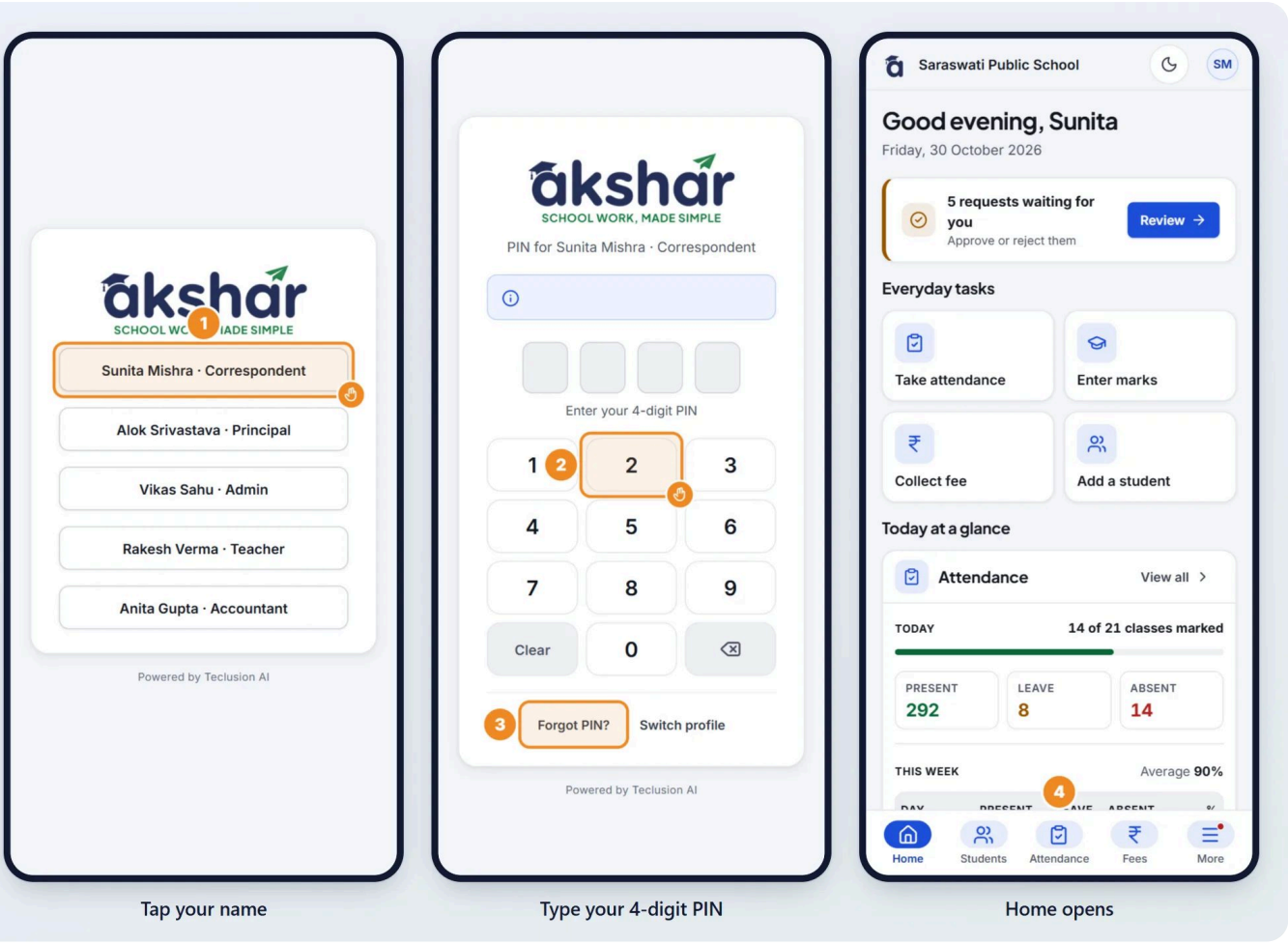
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

How to read this guide

- Each step has a picture of the screen.
- The **orange numbers** on the picture match the numbered instructions below it.
- Tap a picture to zoom in.

Step 1: Open Akshar and sign in

Every person has their own profile and a 4-digit PIN. No internet is needed to open the app.



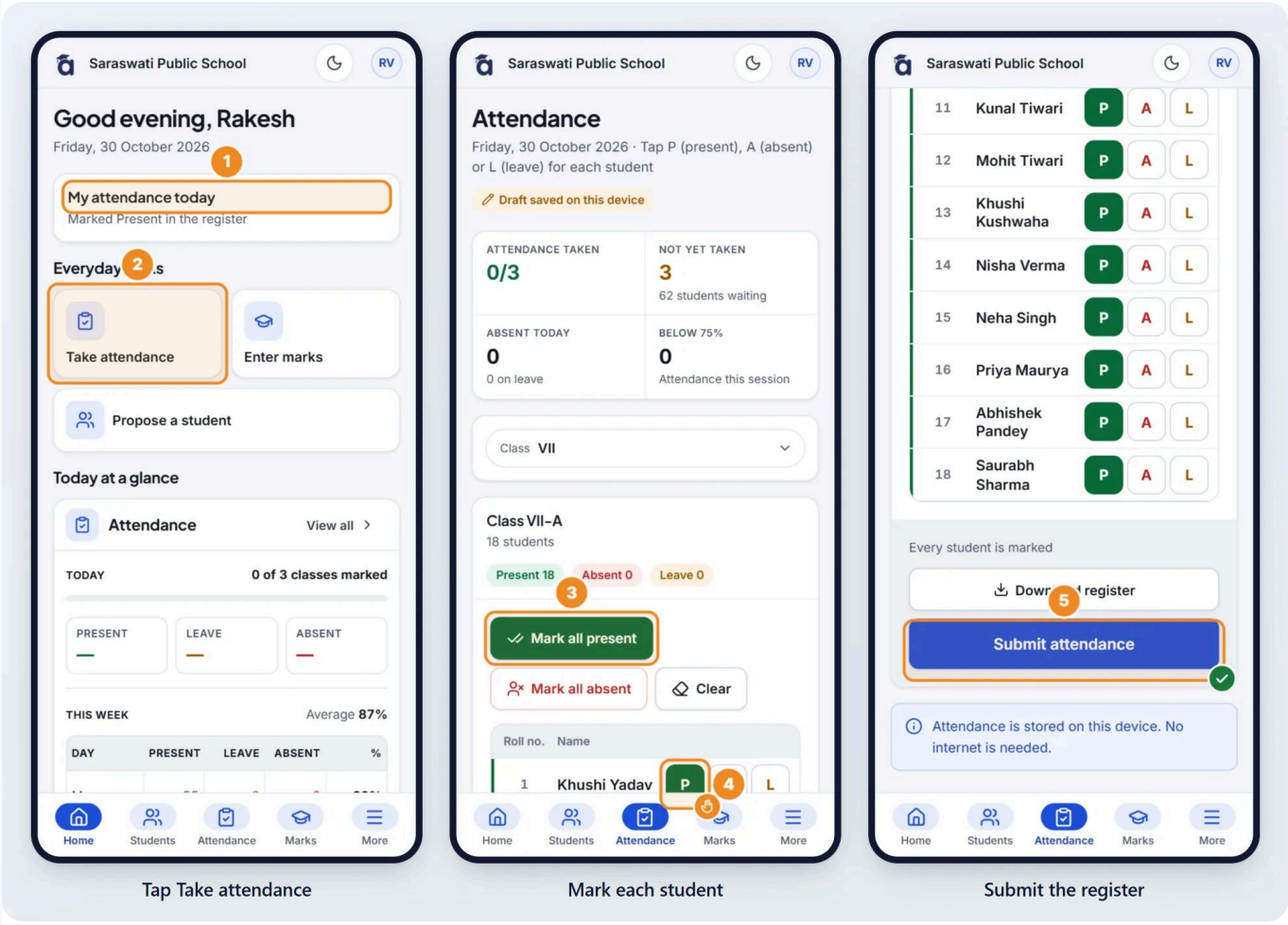
Tap your name | Type your 4-digit PIN | Home opens

1. Open Akshar and tap **your name**.
2. Type your **4-digit PIN** on the keypad. The very first time, Akshar asks you to create a PIN: type it twice and tap **Save and open**.
3. Forgot it? Tap **Forgot PIN?**, sign in with the Google account your profile was set up with, and set a new PIN.
4. **Home** opens. On a phone, the tabs at the bottom take you to your main screens.

Tip: Avoid easy PINs like 1234 or 1111. Akshar will not accept them.

Step 2: Take attendance on your phone

Your own class opens straight away. One tap per student, no internet needed.



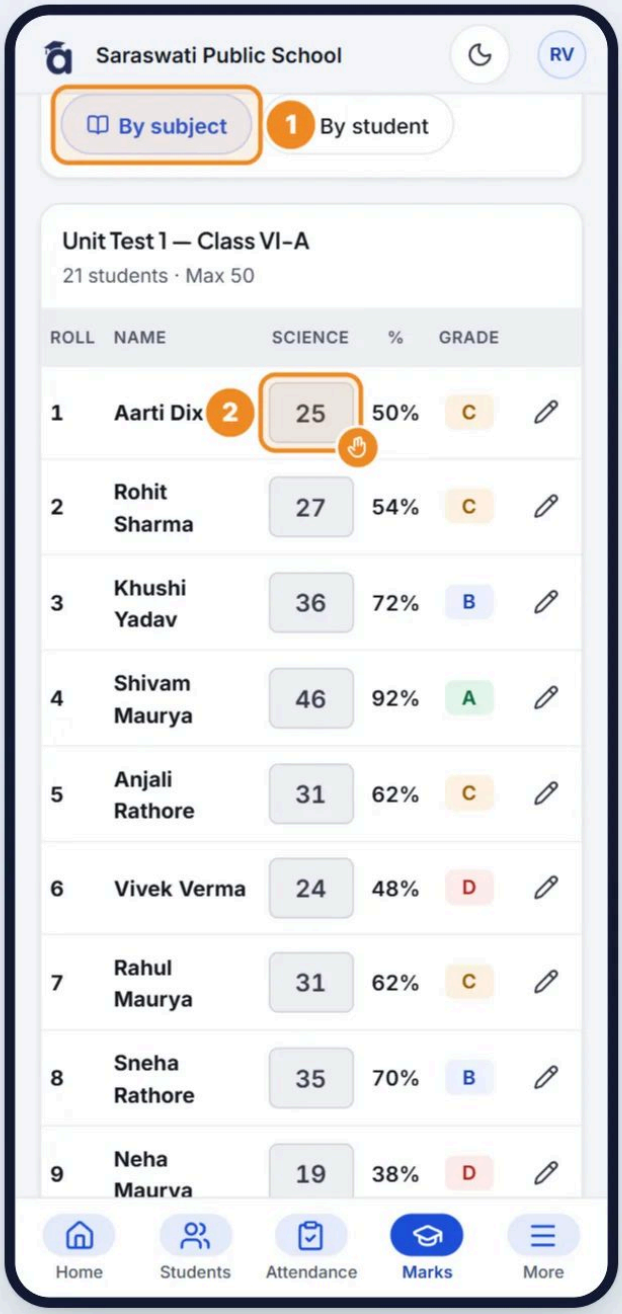
Tap Take attendance | Mark each student | Submit the register

1. **My attendance today** shows your own attendance.
2. Tap **Take attendance**. Your class opens.
3. Tap **Mark all present**...
4. ...then tap **A** or **L** only for students who are absent or on leave.
5. Tap **Submit attendance**. Done.

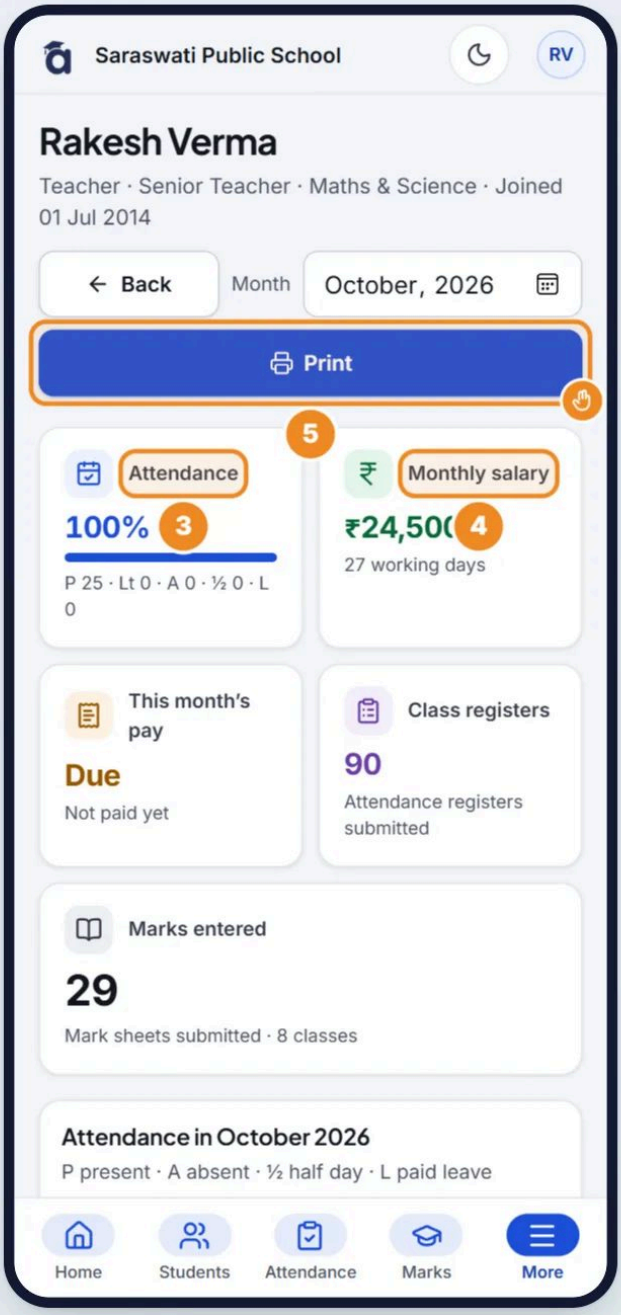
Tip: Submitted registers are locked. To fix one, tap the student and request a correction.

Step 3: Enter exam marks

Pick the exam, class and subject, then type each student's marks.



Enter marks



My attendance & pay

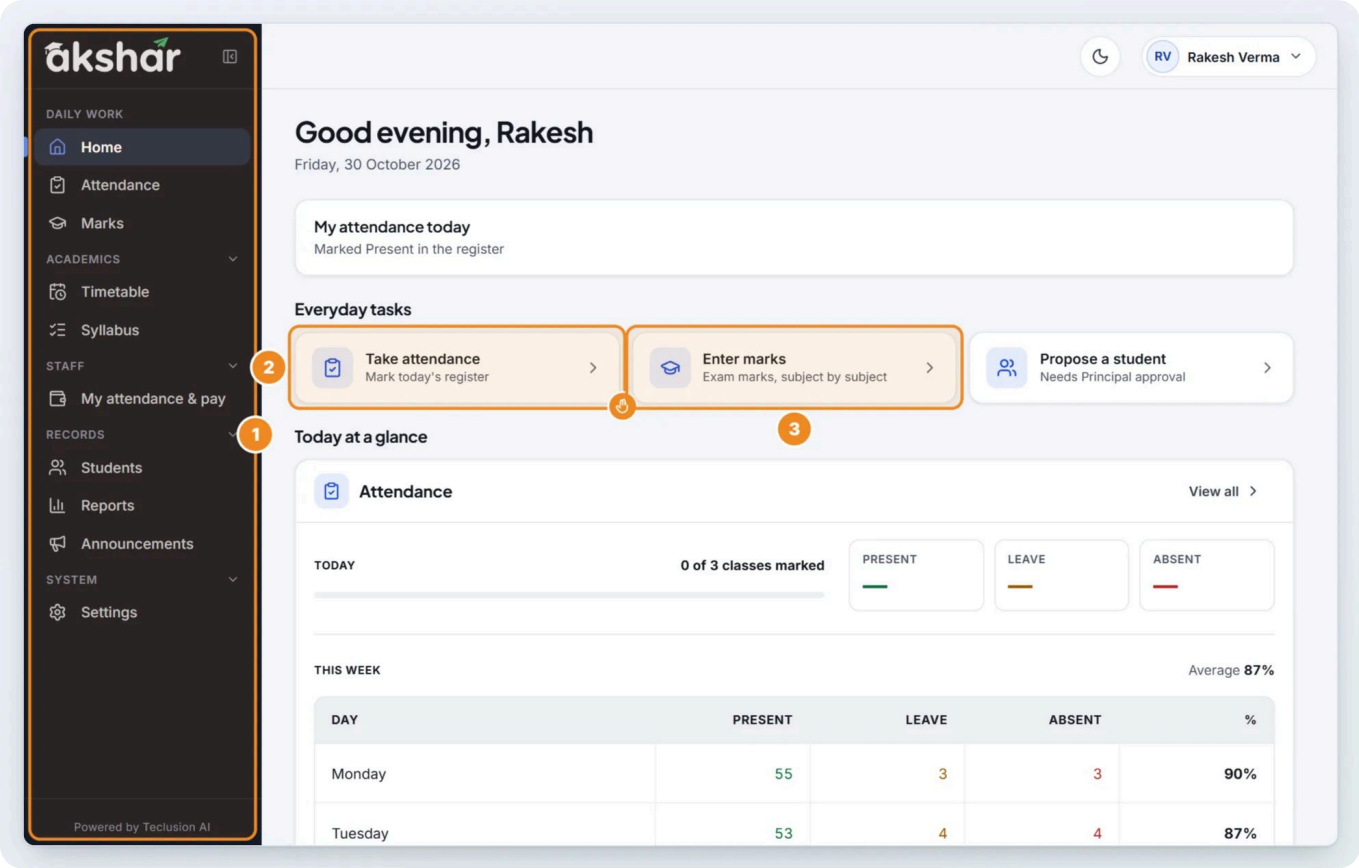
1. Open **Marks**, pick the exam, class and subject at the top, and keep **By subject** to fill one subject for the whole class.
2. Type each student's marks. The percentage and grade fill in by themselves. When the class is done, tap **Submit & lock**.

Tip: Marks save as you type, so you can stop and continue later. A locked subject can be

changed only through a correction request.

Step 4: Use Akshar on a computer

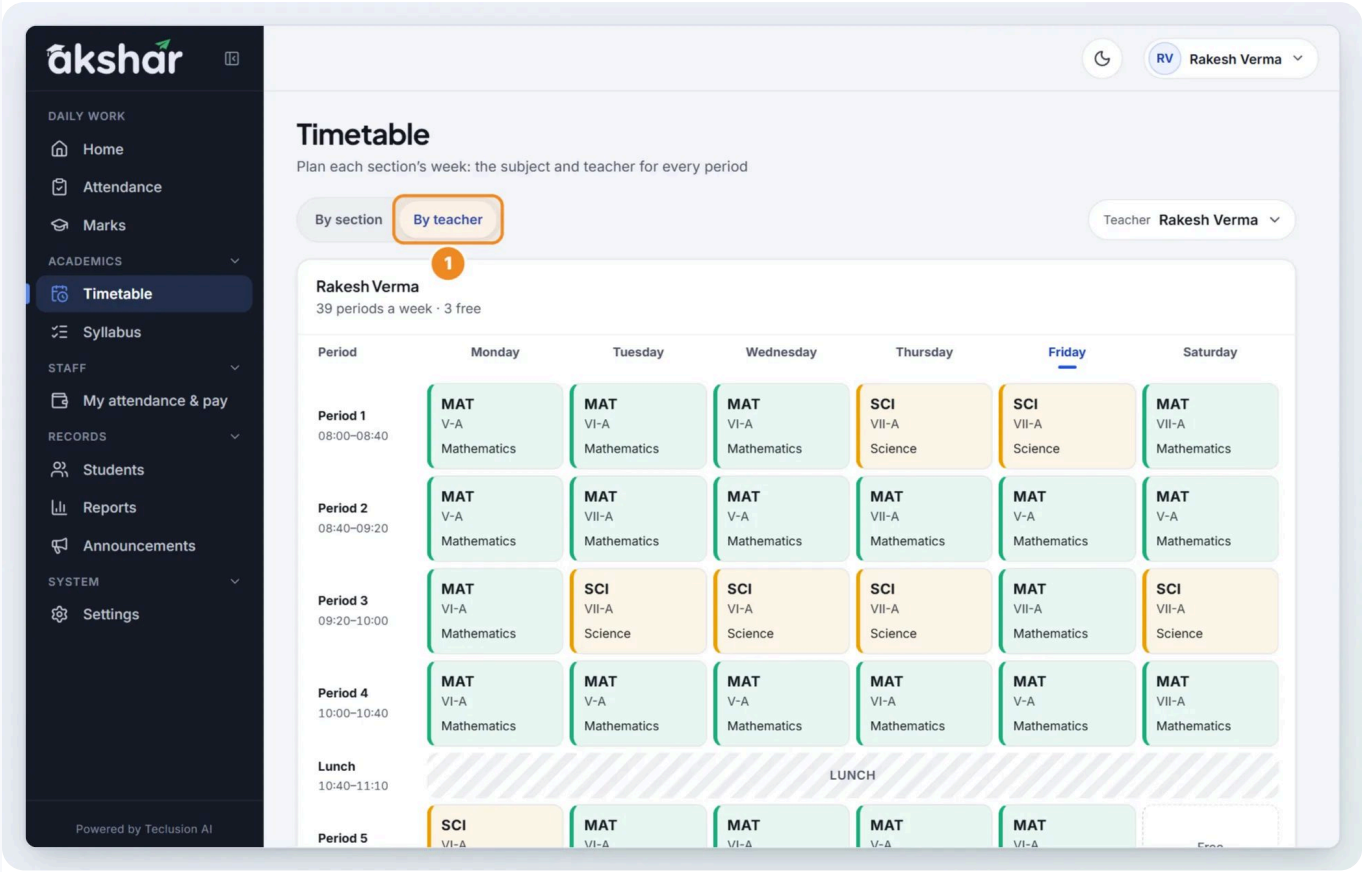
The same screens, with the menu on the left. Everything you do on the phone works here too.



1. Your **menu**: Attendance, Marks, Timetable, Syllabus, My attendance & pay, Students, Reports, Announcements and Settings.
2. **Take attendance** for your class.
3. **Enter marks** for the subjects you teach.

Step 5: See your timetable

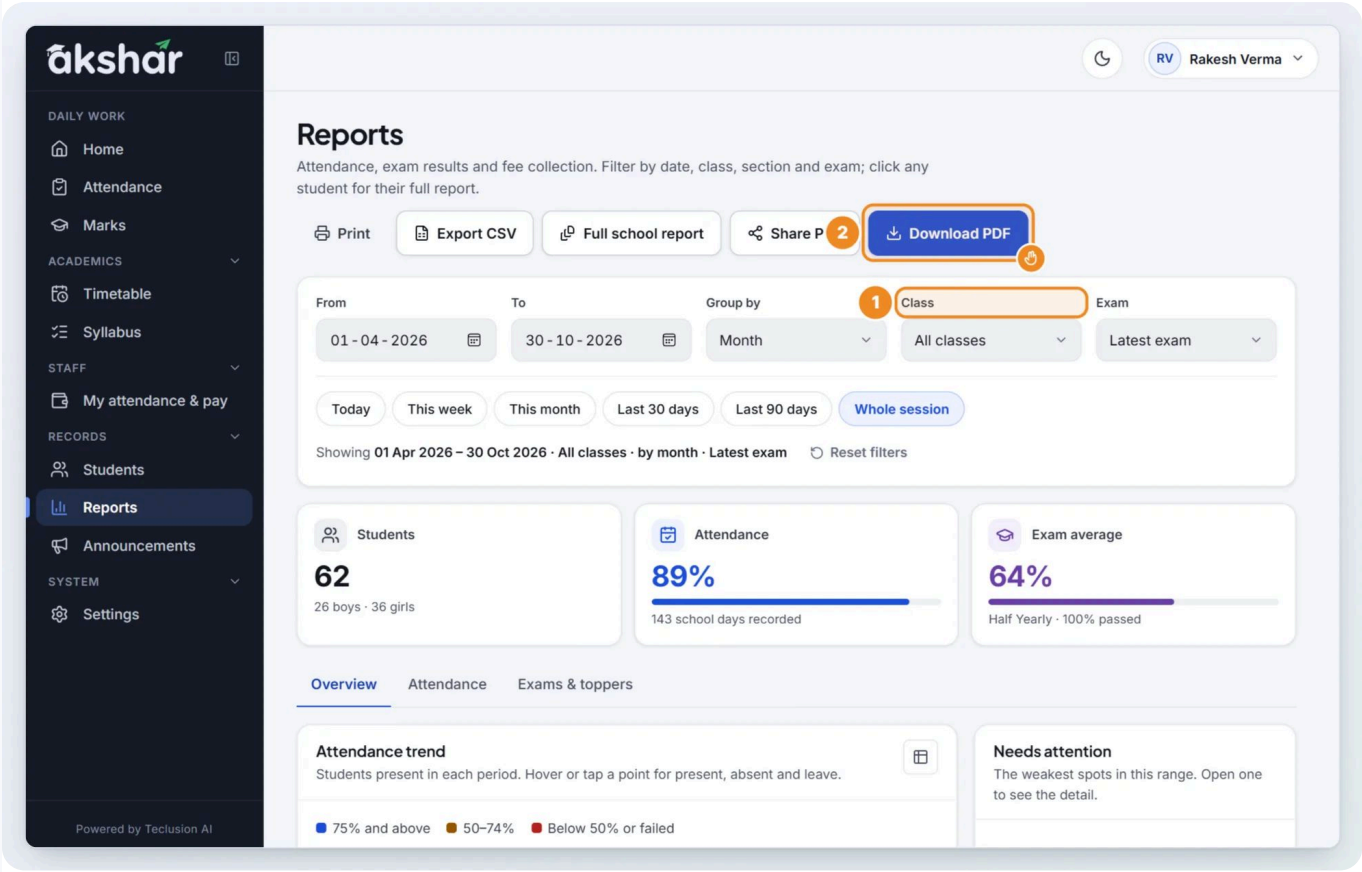
Your periods for the week, and your syllabus progress.



1. Tap **By teacher** to see only your periods. Open **Syllabus** to tick off chapters as you teach them.

Step 6: Reports and report cards for your classes

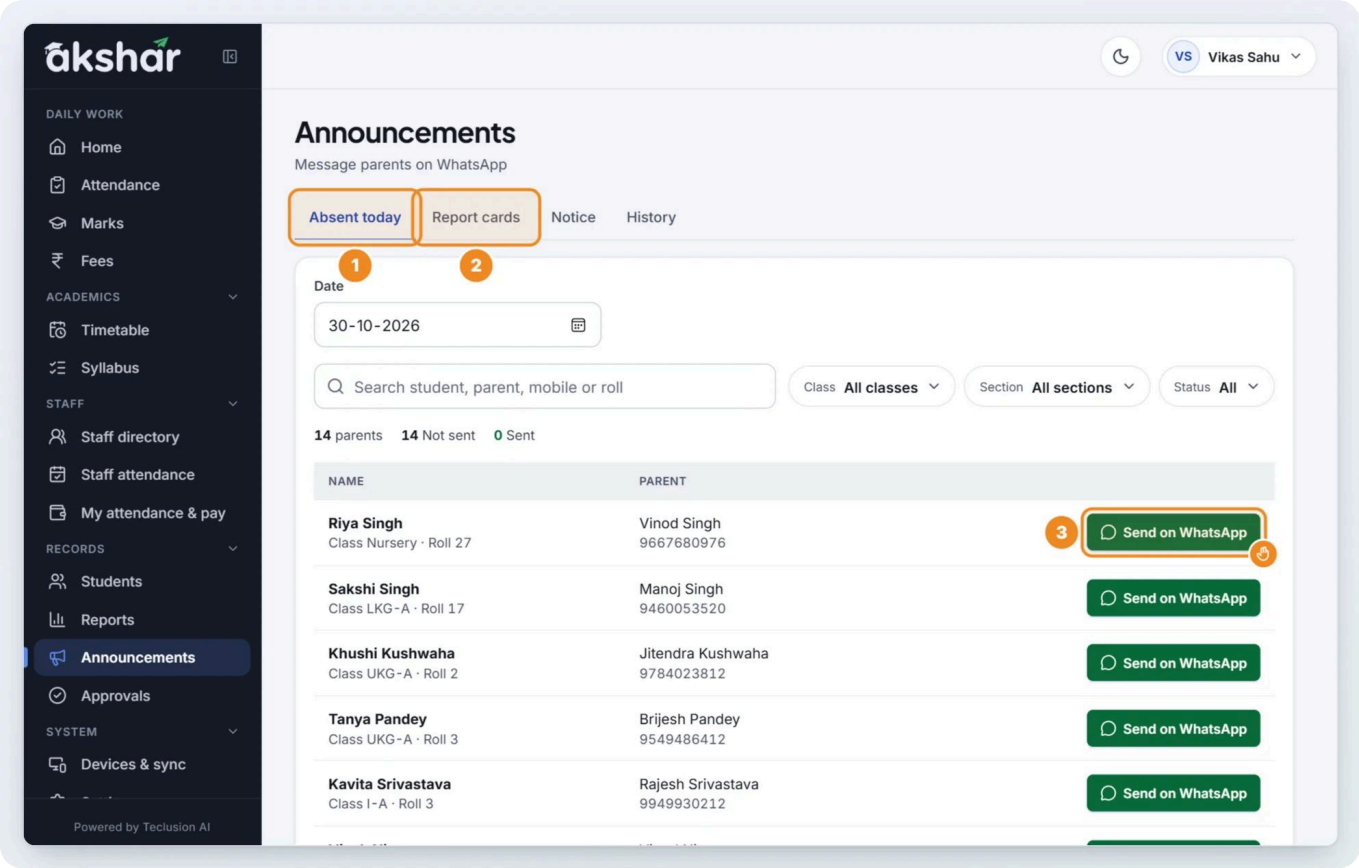
Attendance and results for the classes you teach.



1. Pick the **Class**, section and exam.
2. **Download PDF** or print. Tap a student to open and print their report card.

Step 7: Message parents on WhatsApp

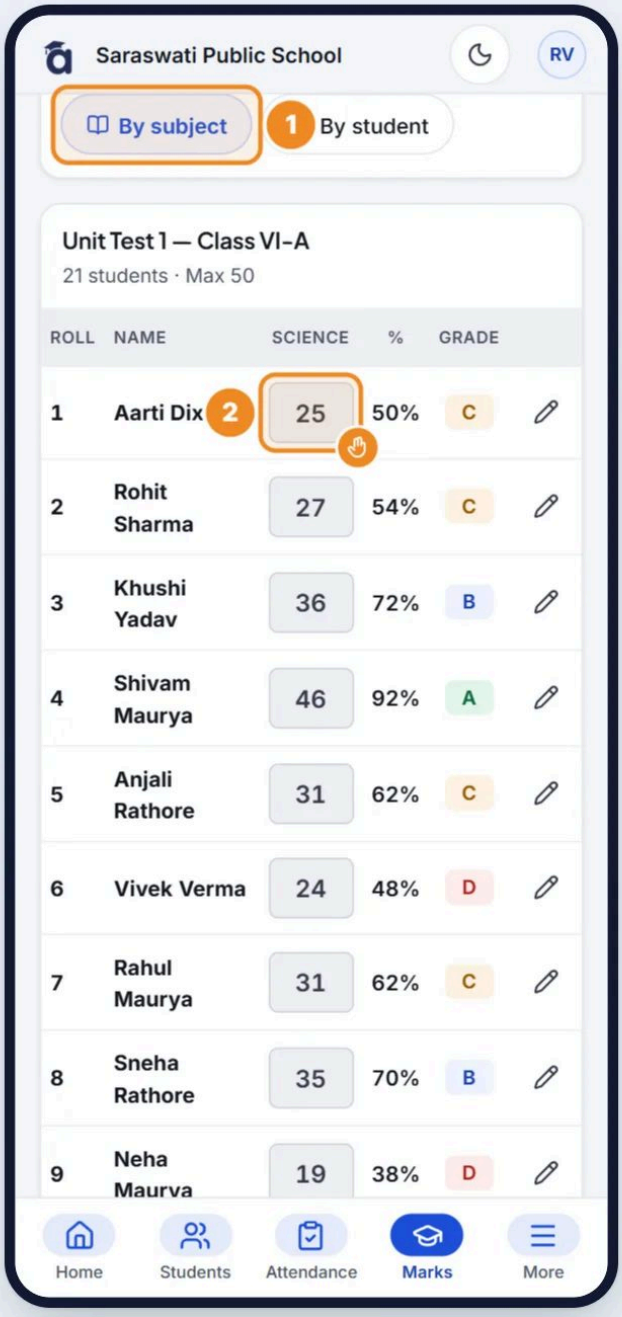
Absence alerts, report cards and notices, ready to send.



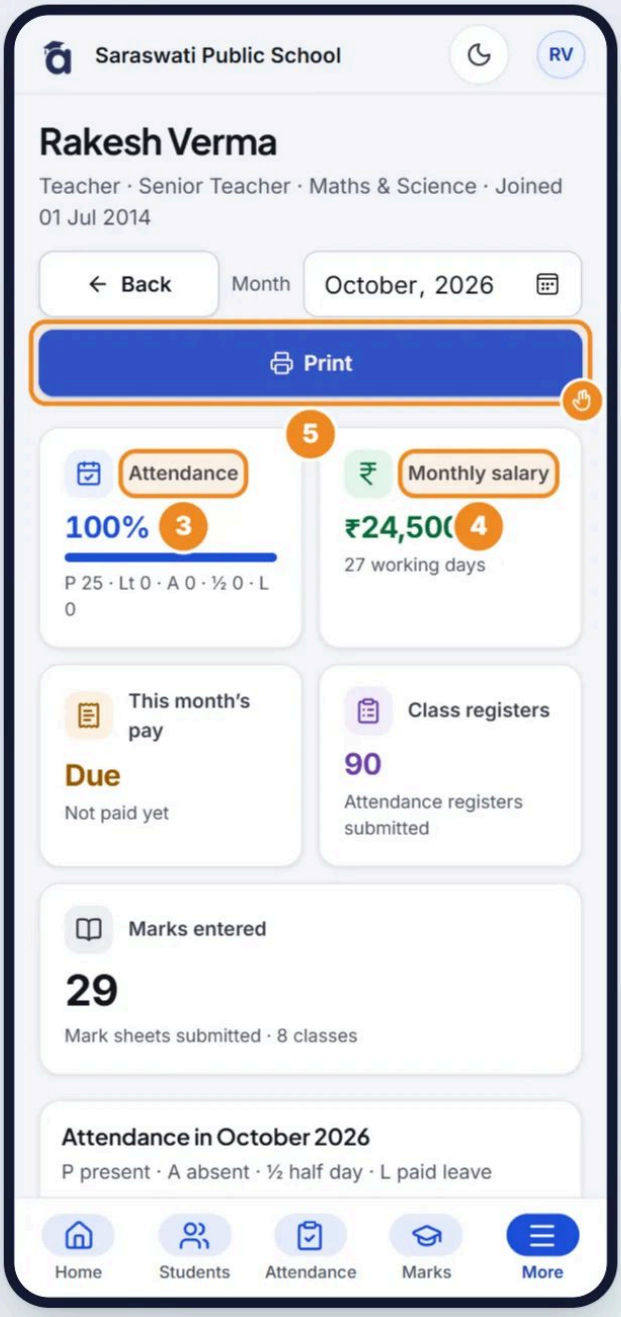
1. **Absent today** lists the parents of every absent child.
2. **Report cards** and **Notice** send results and school notices. **History** shows what was sent.
3. Tap **Send on WhatsApp**. WhatsApp opens with the message ready; press Send there.

Step 8: See your attendance and pay

Every staff member can see their own month.



Enter marks



My attendance & pay

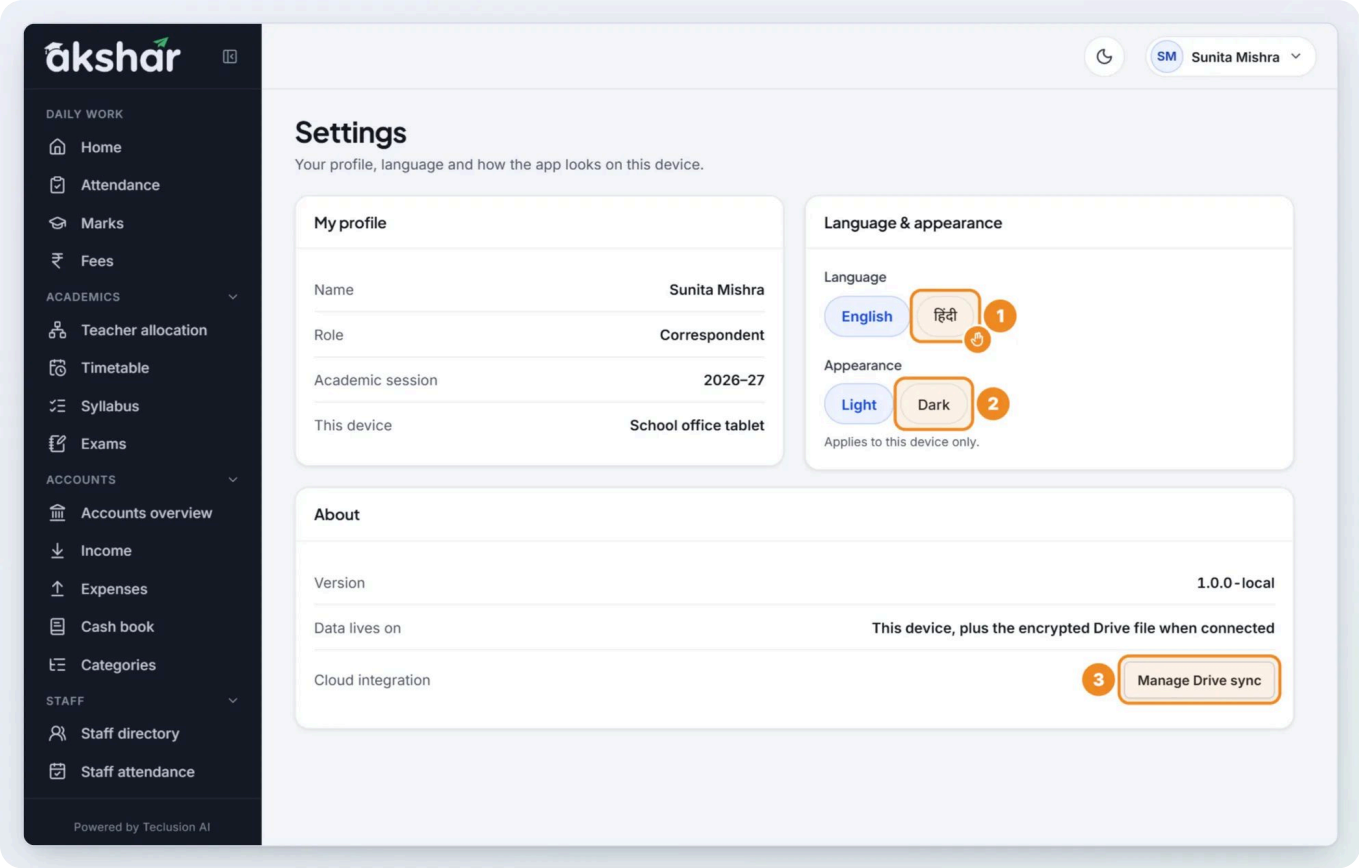
3 **Attendance**: your days present this month.

4 **Monthly salary** and whether this month is paid yet.

5 Tap **Print** for your payslip.

Step 9: Language, appearance and Drive

Change how Akshar looks on this device.



1. Language: **English** or **हिंदी**. You can switch any time.
2. Appearance: Light or **Dark**. This changes only this device.
3. **Manage Drive sync** connects the school's Google Drive for backup.

Quick tips

- Take attendance in the first period, every day.
- Use **Mark all present**, then fix only the absent students.
- Enter marks the same week as the exam, then **Submit & lock**.
- Send **Absent today** messages to parents of your class.

Common questions

Do I need internet?	No. Attendance, marks, fees and reports all work offline. Internet is needed only to sync with Google Drive.
Who can see our data?	Only your school. Records stay on your devices and in your school's own Google Drive. Each person sees only what their role allows.
Can I use Akshar in Hindi?	Yes. Open **Settings** → **Language** and choose हिंदी. You can switch back any time.
I can only see some classes. Why?	Teachers see the classes and subjects they are allocated to. Ask the Principal to update **Teacher allocation**.
Can I add a student?	You can **Propose a student** from Home. The Principal approves the admission.

Need help? Email sales@teclusion.ai or visit teclusion.ai/akshar.