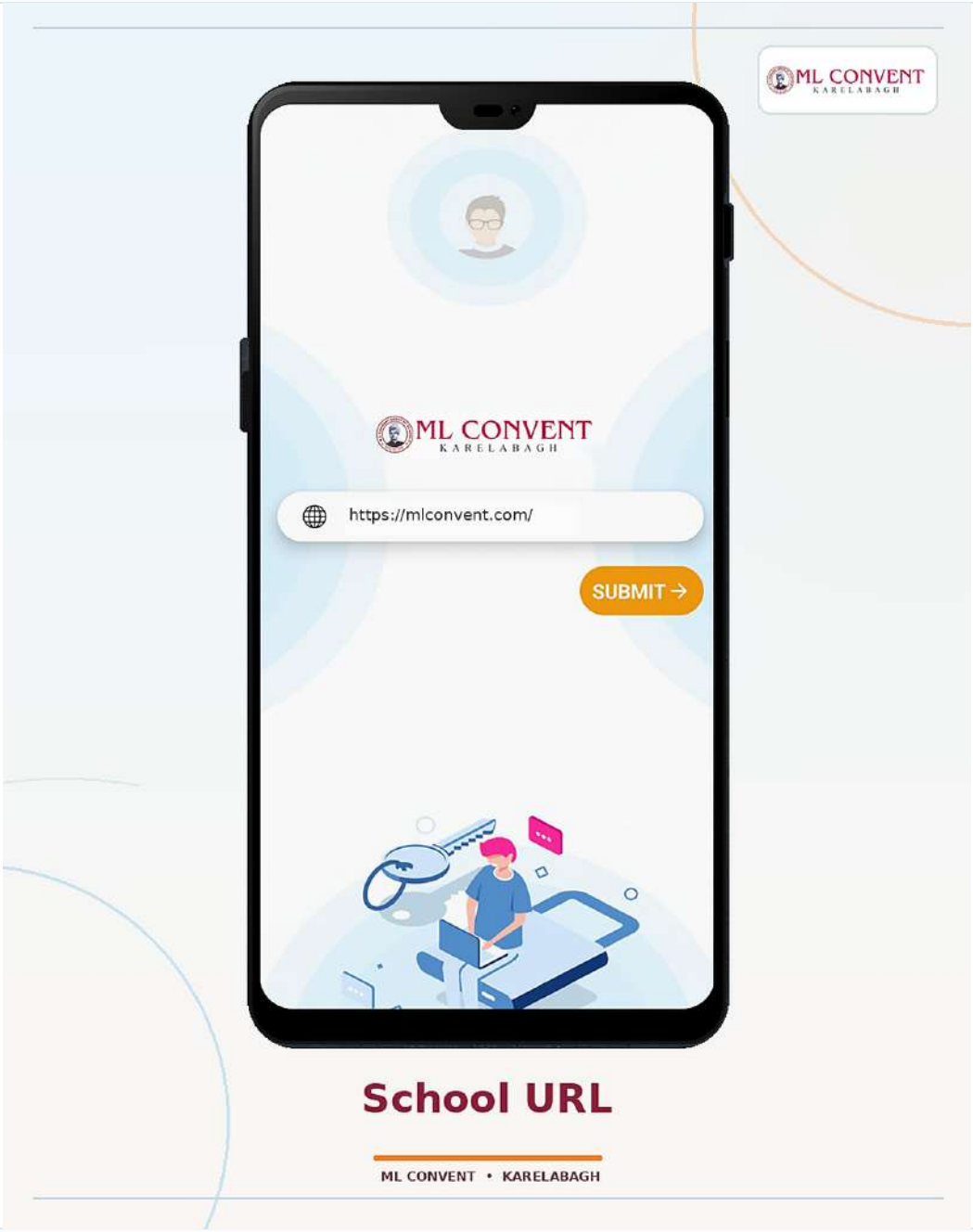
School URL



1 **Open Google Play Store**

Search for SchoolPlanet in Google Play Store.

2 **Download and install**

Tap Install to download and install the SchoolPlanet app.

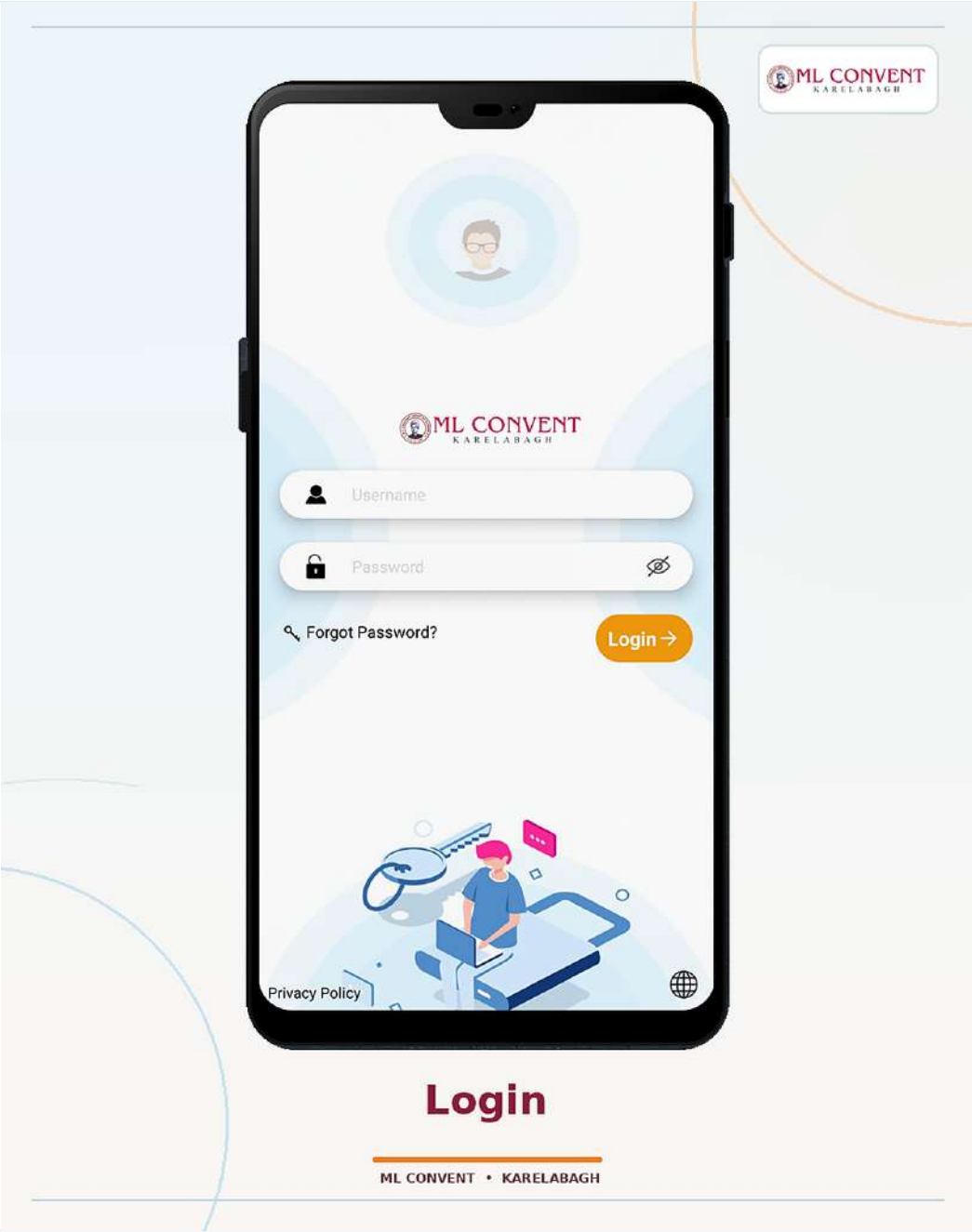
3 **Enter the School URL**

Type https://mlconvent.com/ in the School URL field.

4 **Submit and log in**

Tap SUBMIT, enter your credentials, then tap Login.

Login



1 Enter username

Use the username issued by ML Convent in the first field.

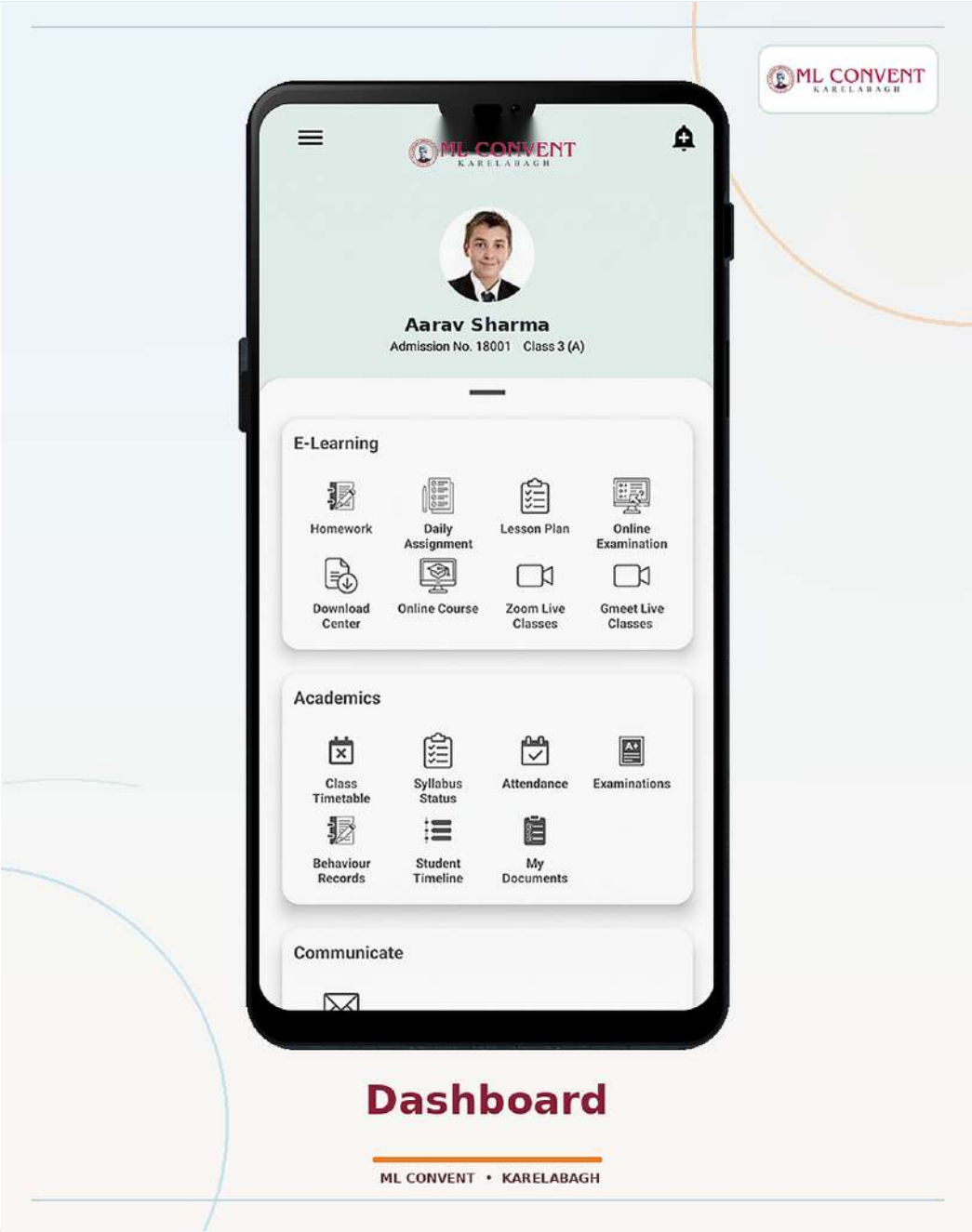
2 Enter password

Type your password; the eye icon reveals or hides your entry.

3 Sign in securely

Tap Login. Use Forgot Password? if your password needs recovery.

Dashboard



1 Confirm the student

Check the displayed student name, admission number and class after login.

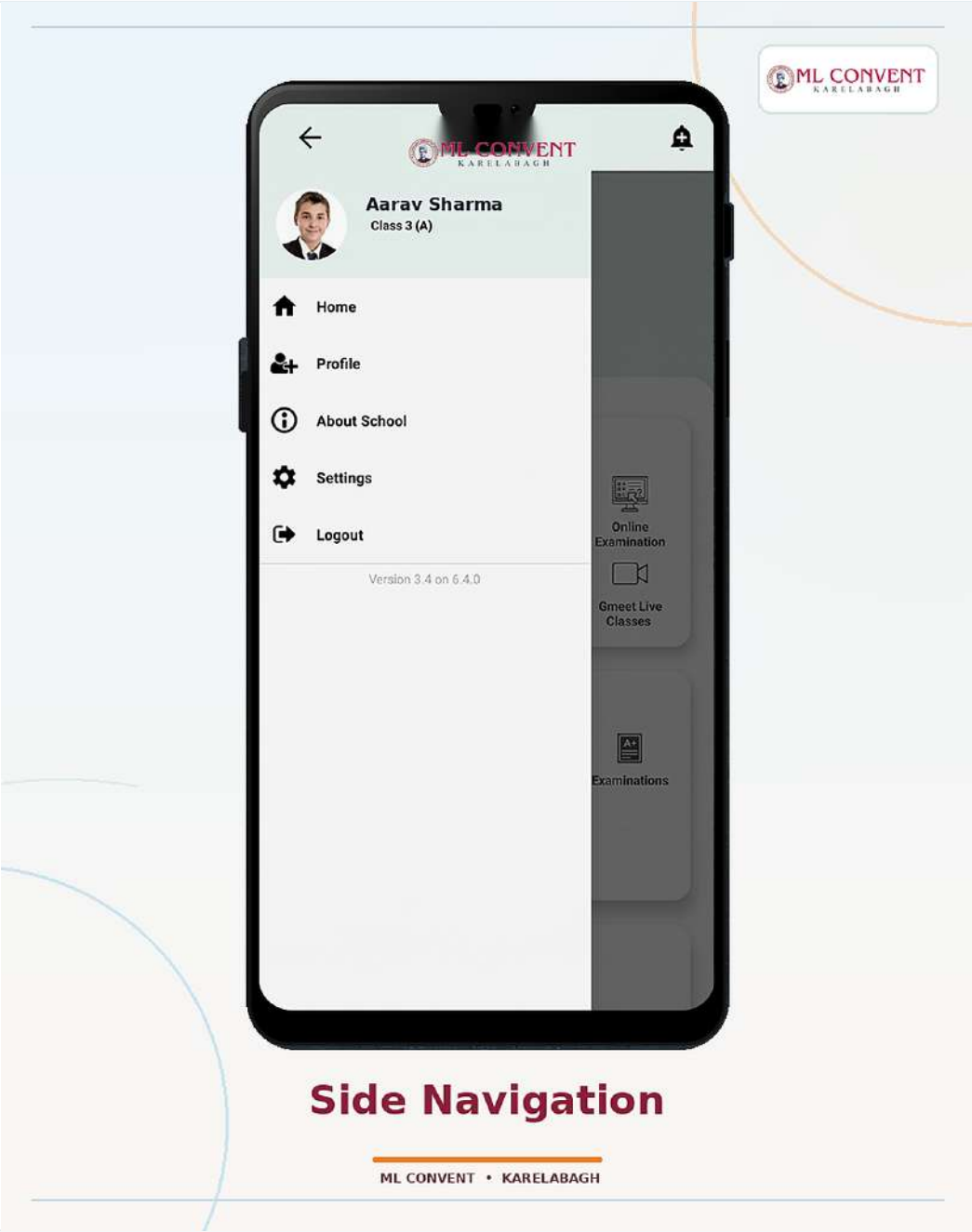
2 Choose a learning module

Use E-Learning for Homework, Daily Assignment, Lesson Plan and live classes.

3 Open other services

Use Academics and Communicate tiles for timetable, attendance, exams and notices.

Side Navigation



1 Open the menu

Tap the menu icon at the top-left of the dashboard.

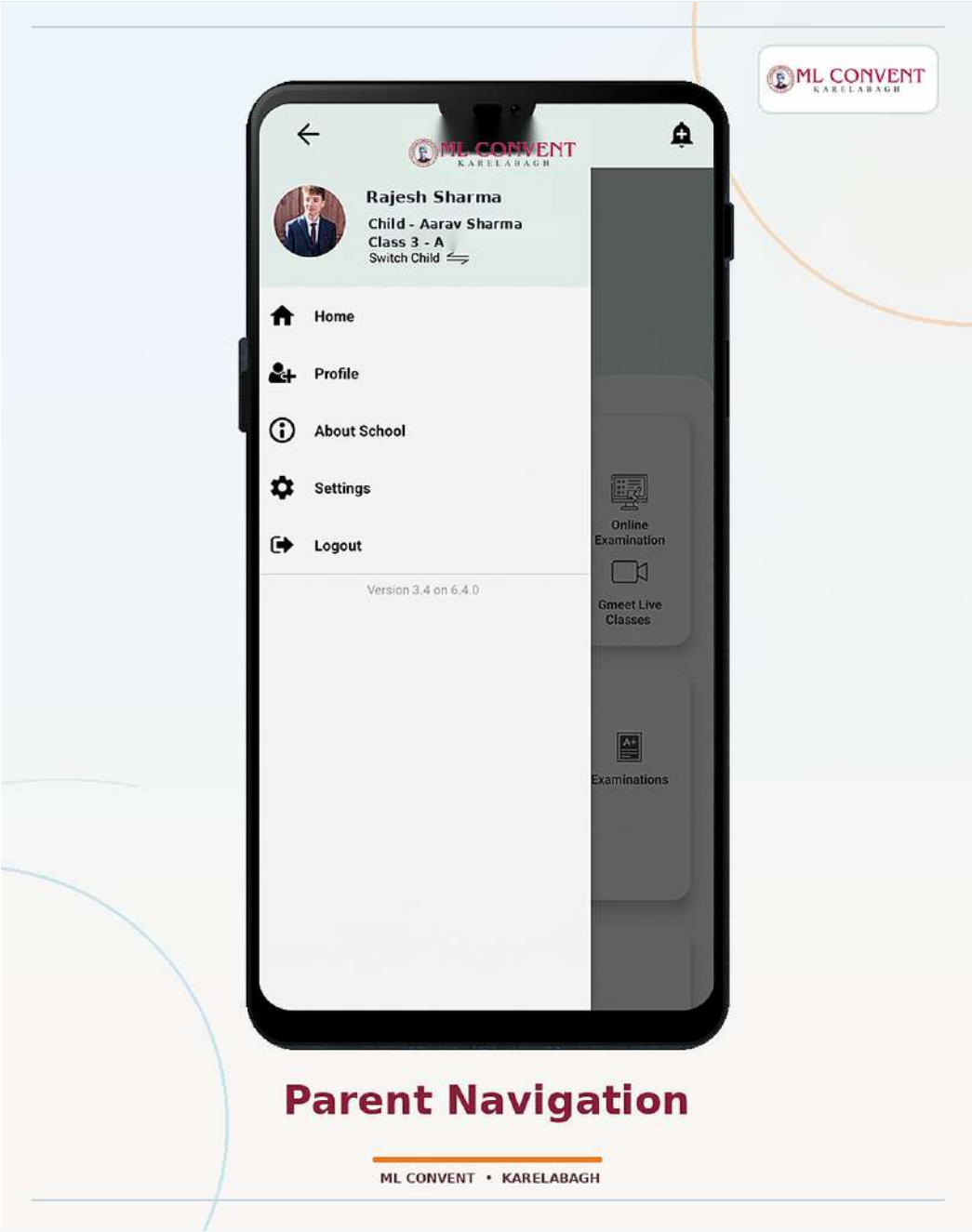
2 Move to another section

Choose Home, Profile, About School or Settings from the visible list.

3 Finish the session

Tap Logout when using a shared or public device.

Parent Navigation



1 Open the parent menu

Use the menu icon to see the parent profile and currently linked child.

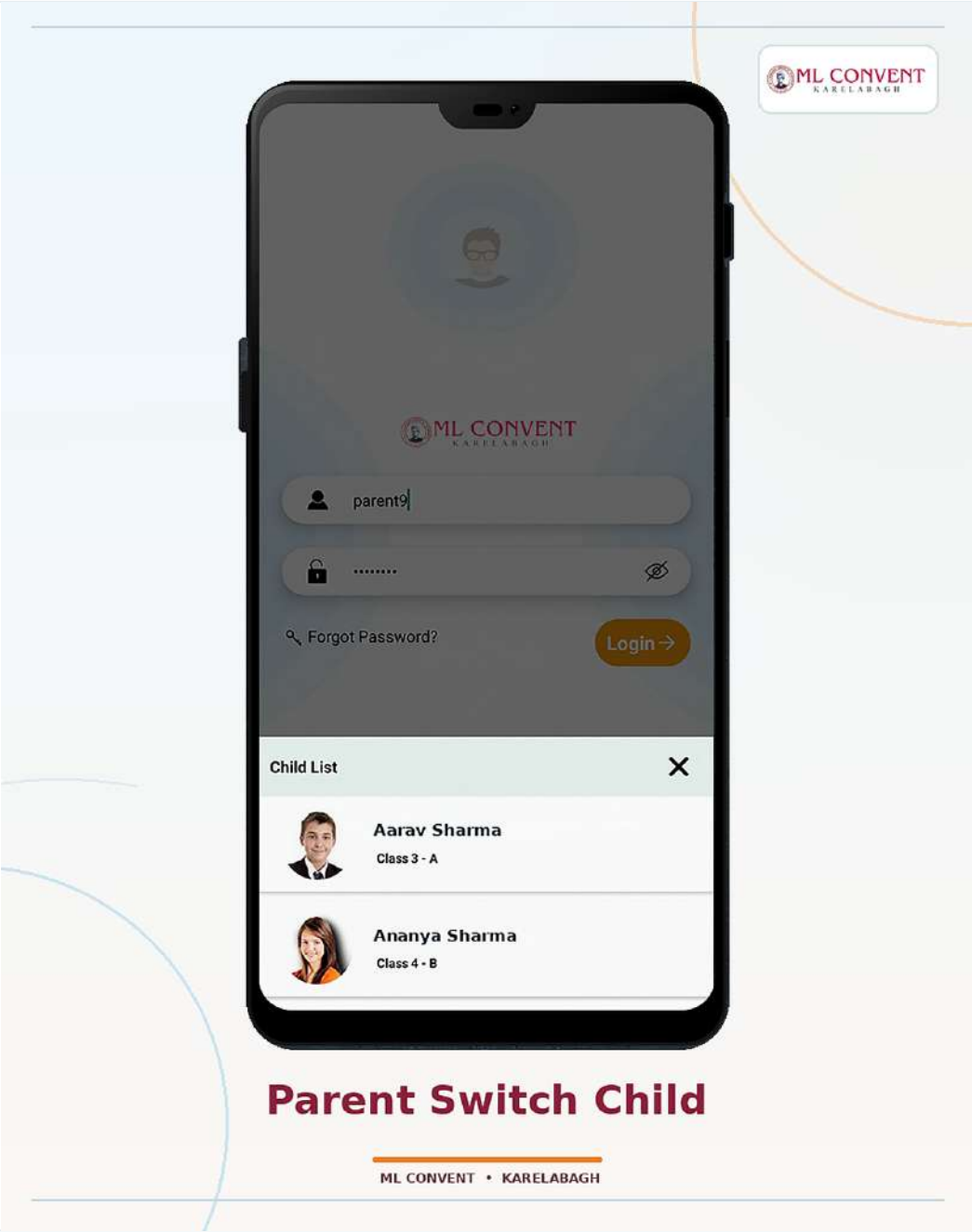
2 Switch linked child

Select Switch Child to change which student information is displayed.

3 Navigate safely

Use Home, Profile, About School or Settings; tap Logout when finished.

Parent Switch Child



1 Open the child list

Sign in as a parent to view the Child List selection panel.

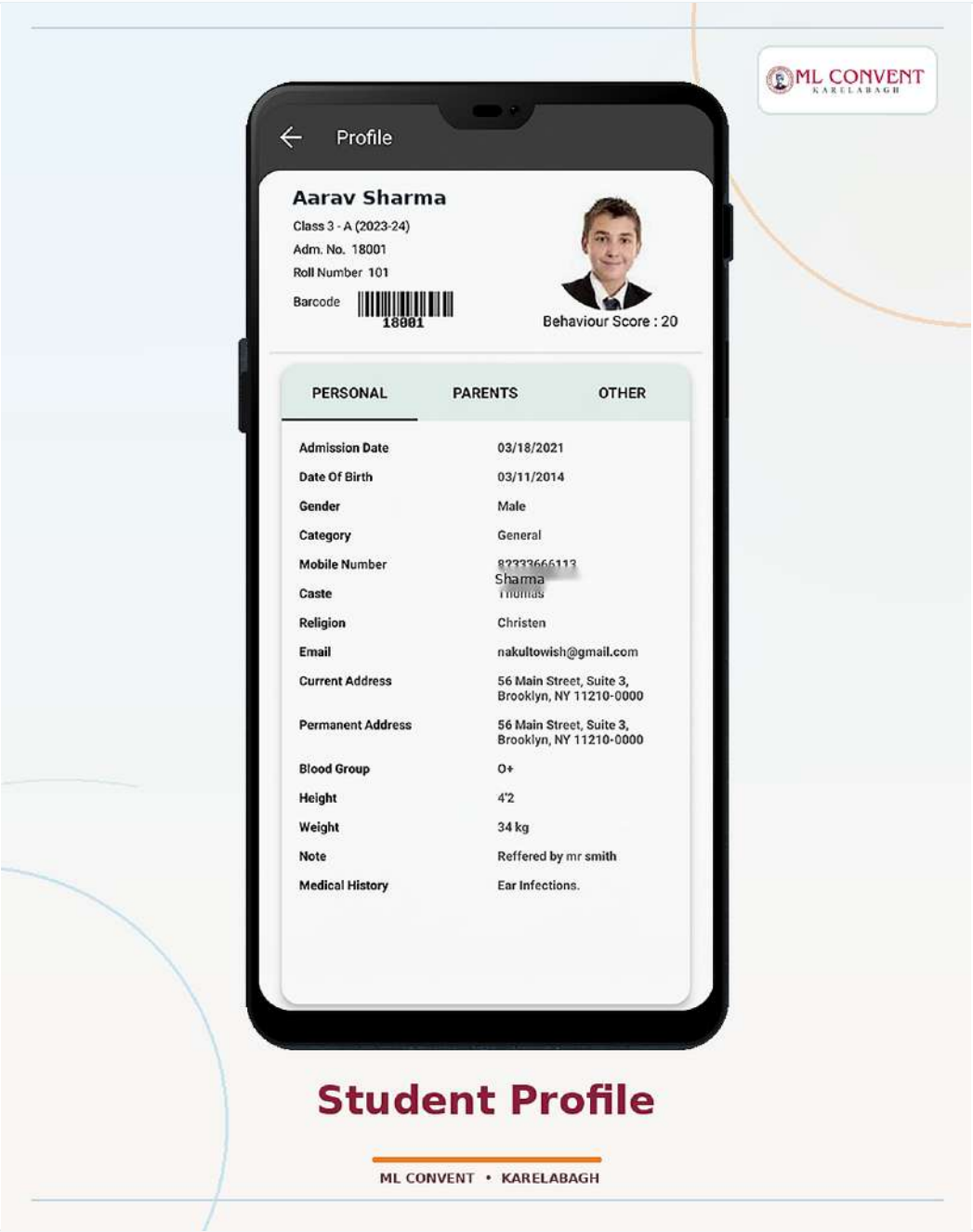
2 Choose the correct child

Select the child by name, photograph and class from the list.

3 Verify the new profile

Confirm the selected child before viewing attendance, homework or fees.

Student Profile



1 Identify the student

Review the student name, class, admission number, roll number and profile details.

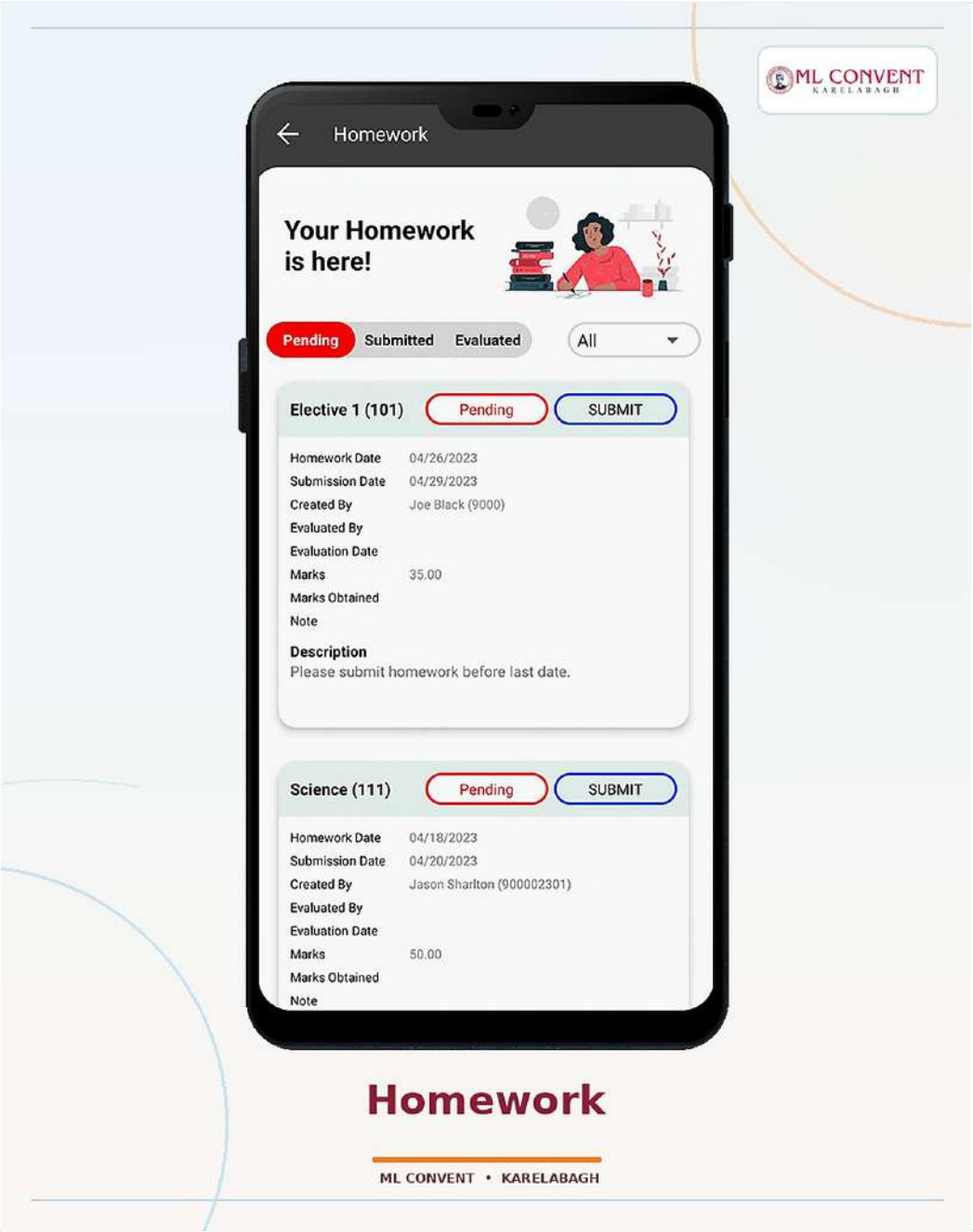
2 Explore the tabs

Switch between PERSONAL, PARENTS and OTHER to inspect categories of information.

3 Check record accuracy

Compare the shown details with school records and report errors if needed.

Homework



1 Filter by status

Use Pending, Submitted or Evaluated, and the subject filter where available.

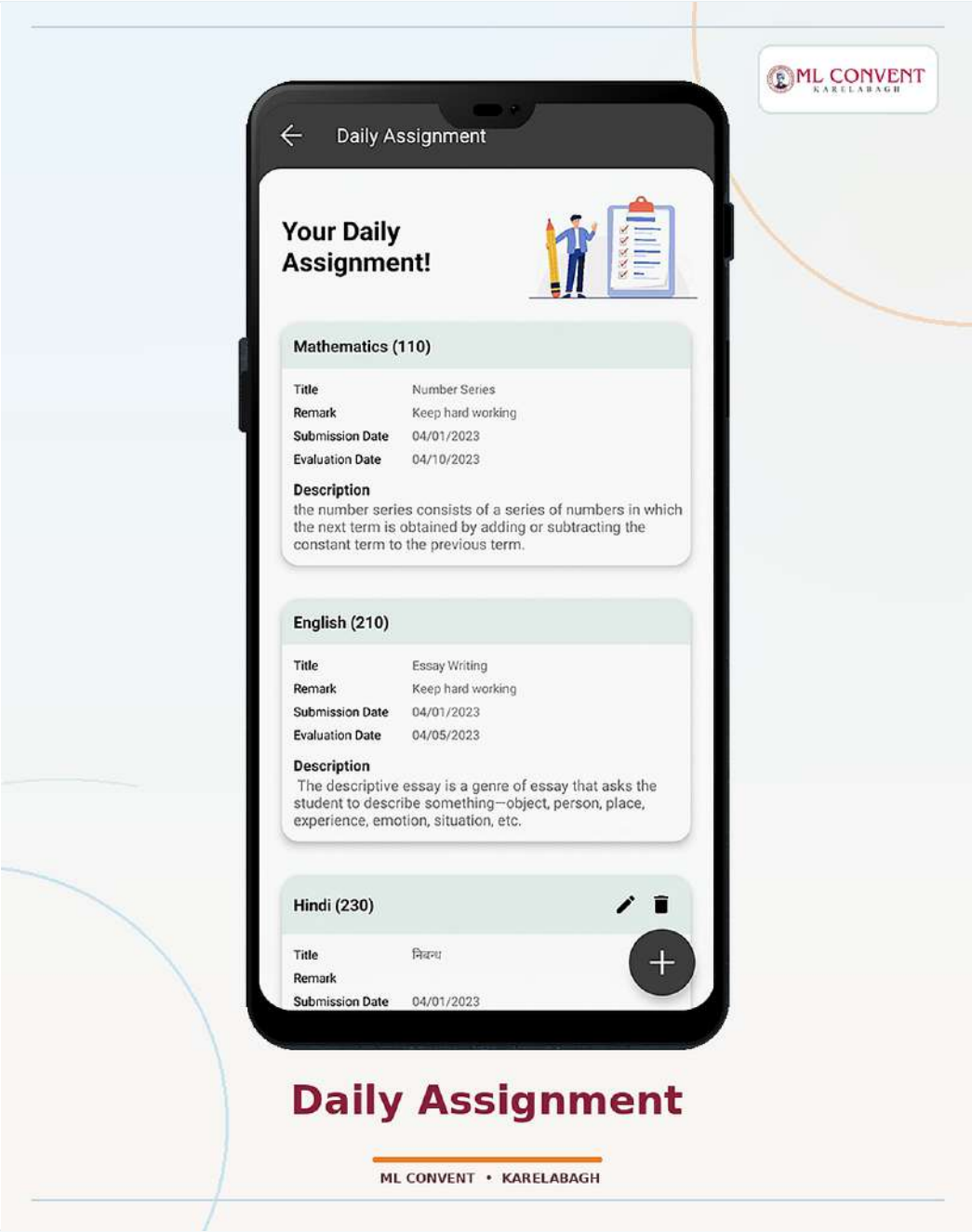
2 Read the homework card

Check date, submission deadline, teacher, description and marks.

3 Submit pending work

Tap SUBMIT for an eligible item and verify the status afterward.

Daily Assignment



1 Choose a subject

Read the subject name and assignment title on the card.

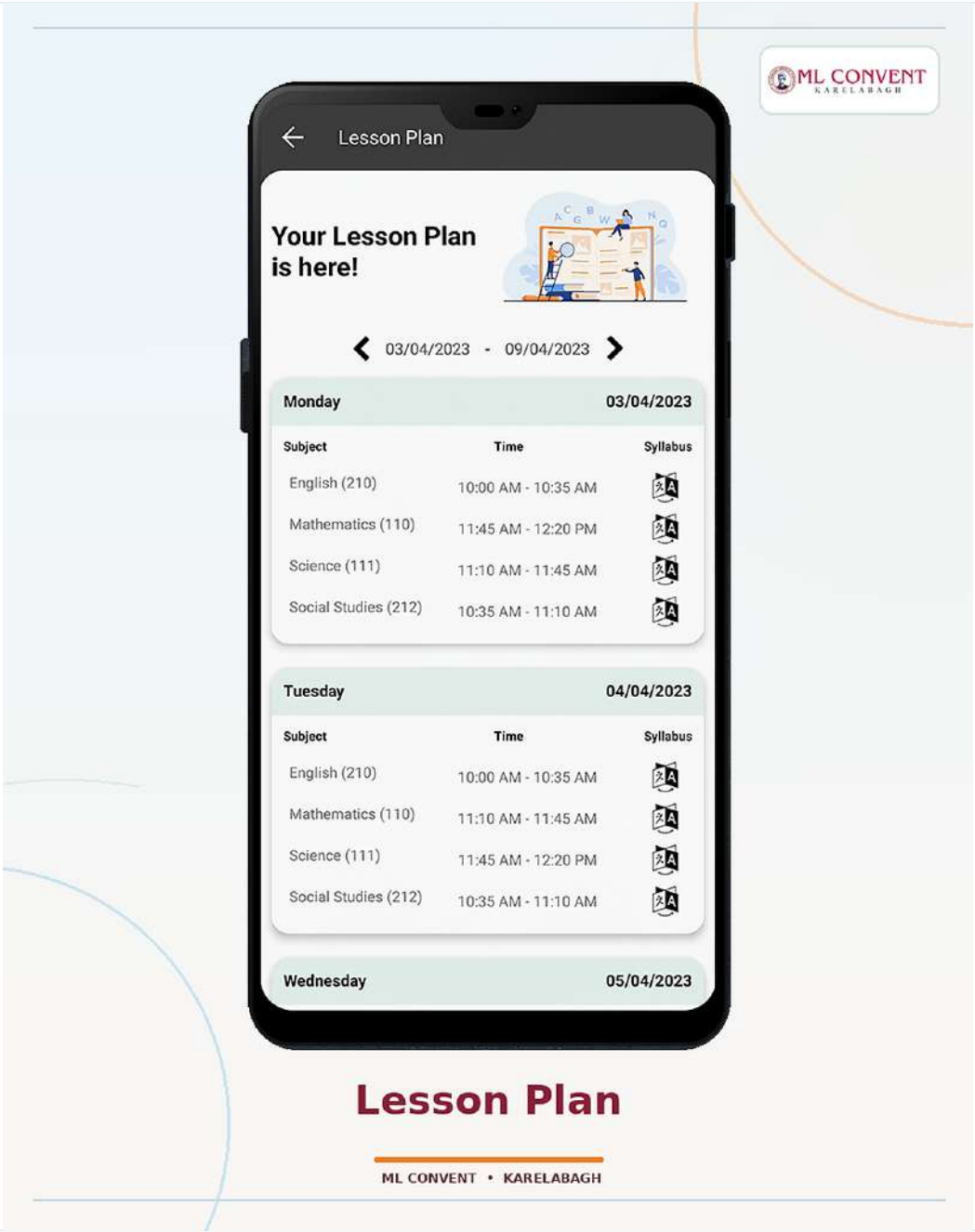
2 Check important dates

Note the submission and evaluation dates before beginning work.

3 Read the instructions

Follow the remarks and description shown for the assignment.

Lesson Plan



1 Choose the week

Use the left and right arrows to change the displayed weekly date range.

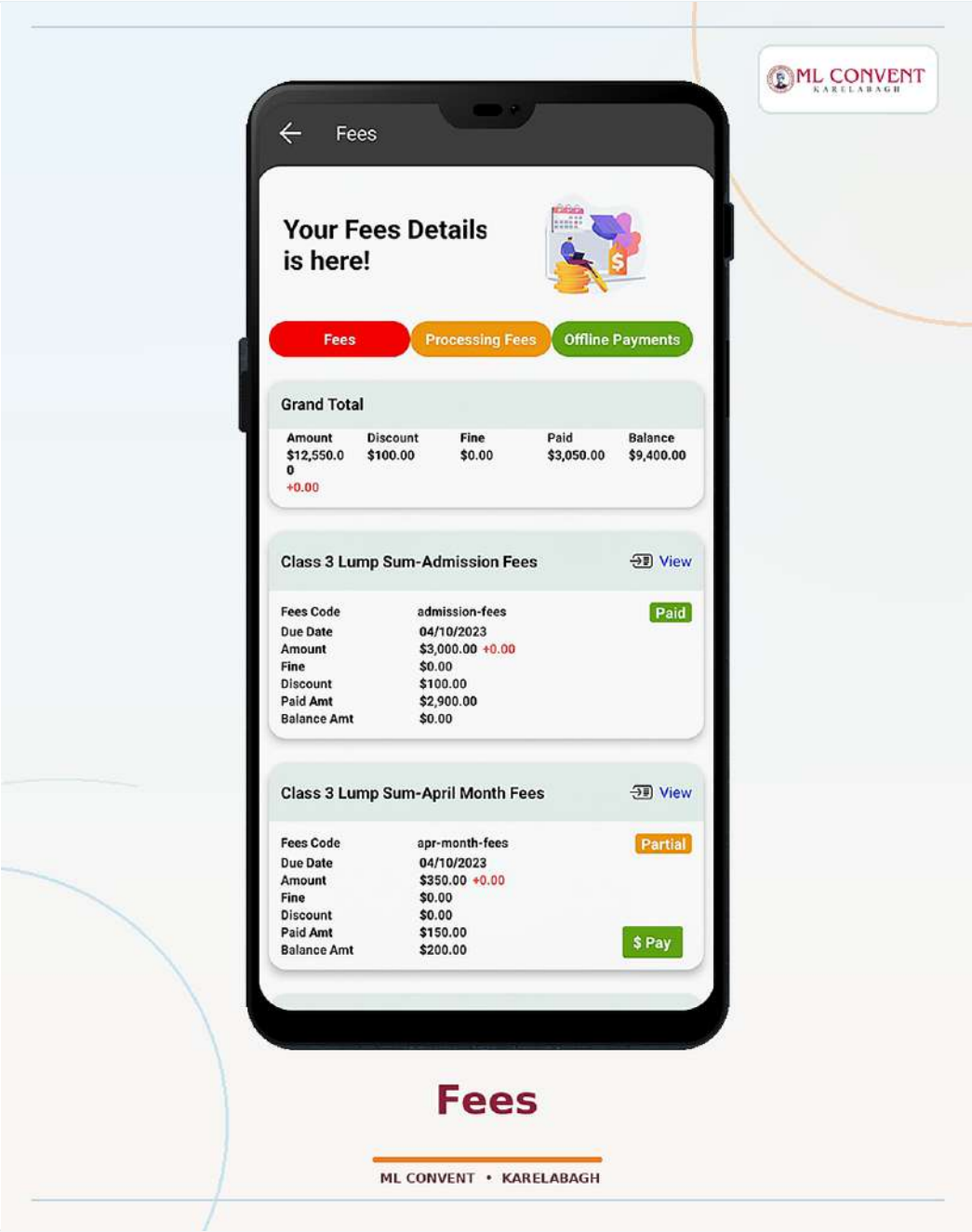
2 Find a subject

Each daily card lists subjects and their scheduled class times.

3 View syllabus detail

Use the Syllabus icon in the relevant row to access topic information.

Fees



1 Review the fee summary

Check Grand Total, Amount, Discount, Fine, Paid and Balance.

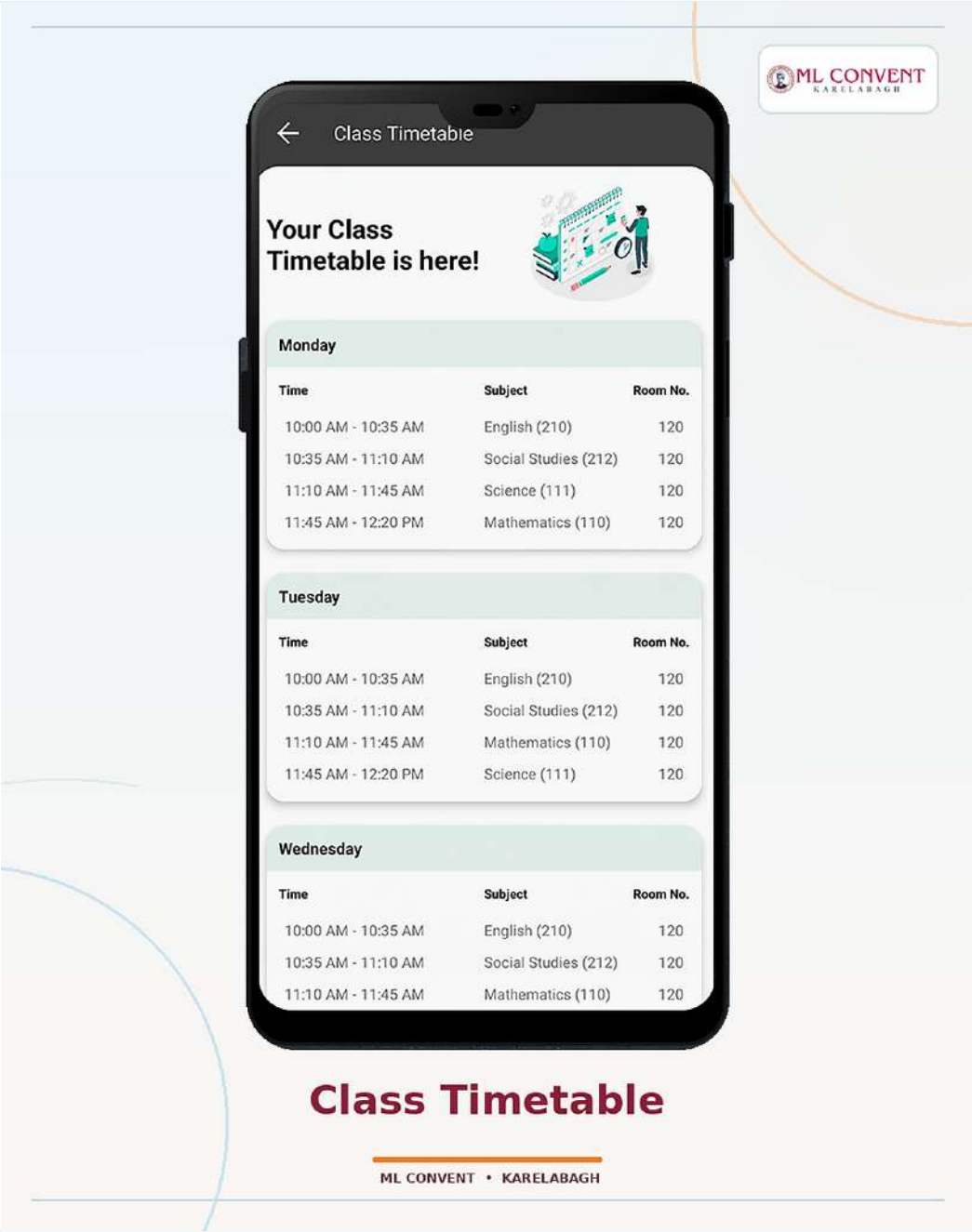
2 Inspect each fee head

Open a fee card to verify due date, paid amount and outstanding balance.

3 Make or verify payment

Use Pay where offered and review the status before making payment.

Class Timetable



1 **Select the weekday**

Scroll the timetable cards to Monday, Tuesday or another day.

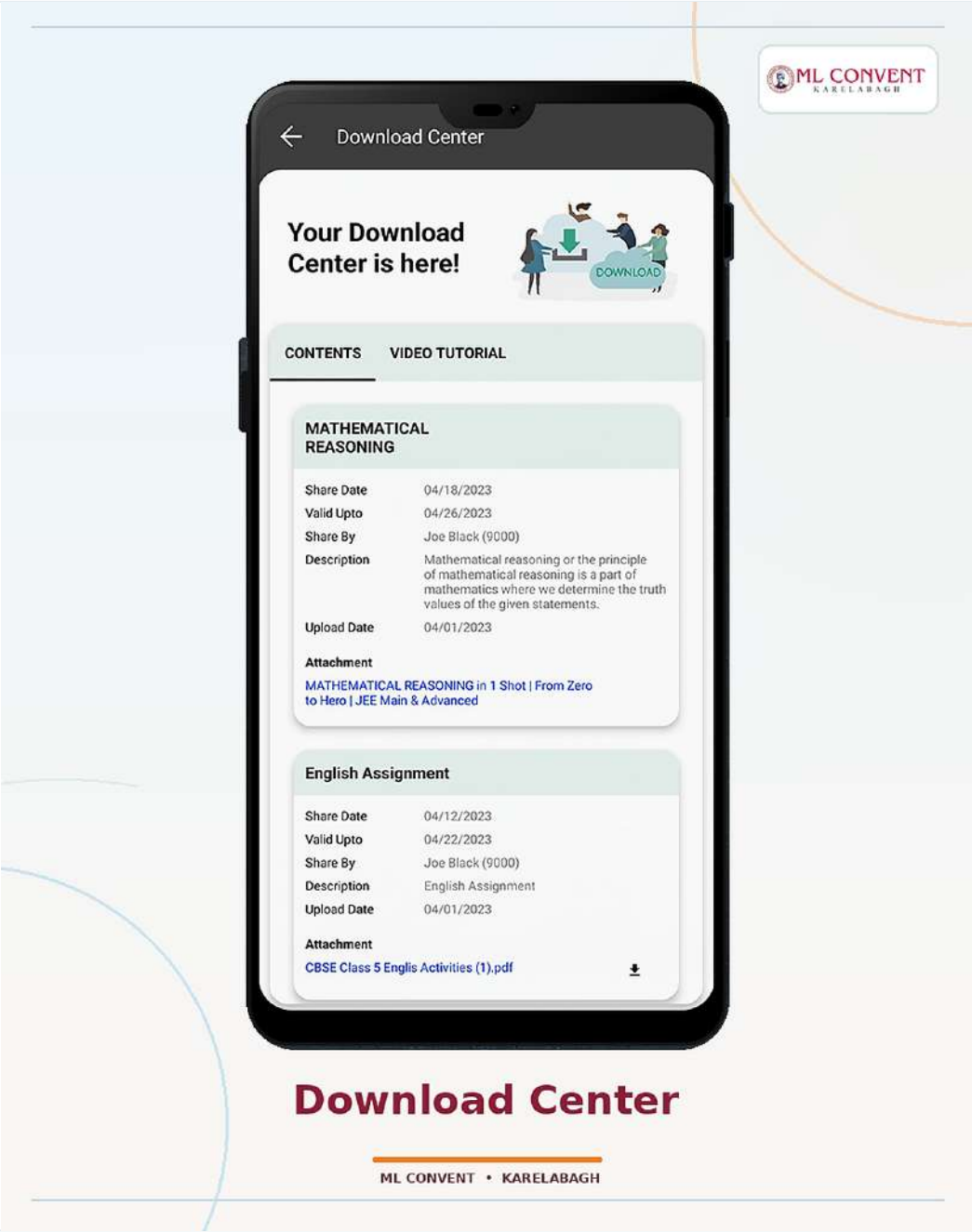
2 **Read class periods**

Match the period time with the subject shown in the same row.

3 **Check the room**

Refer to Room No. alongside each lesson, where displayed.

Download Center



1 Choose content type

Open Download Center and select CONTENTS or VIDEO TUTORIAL.

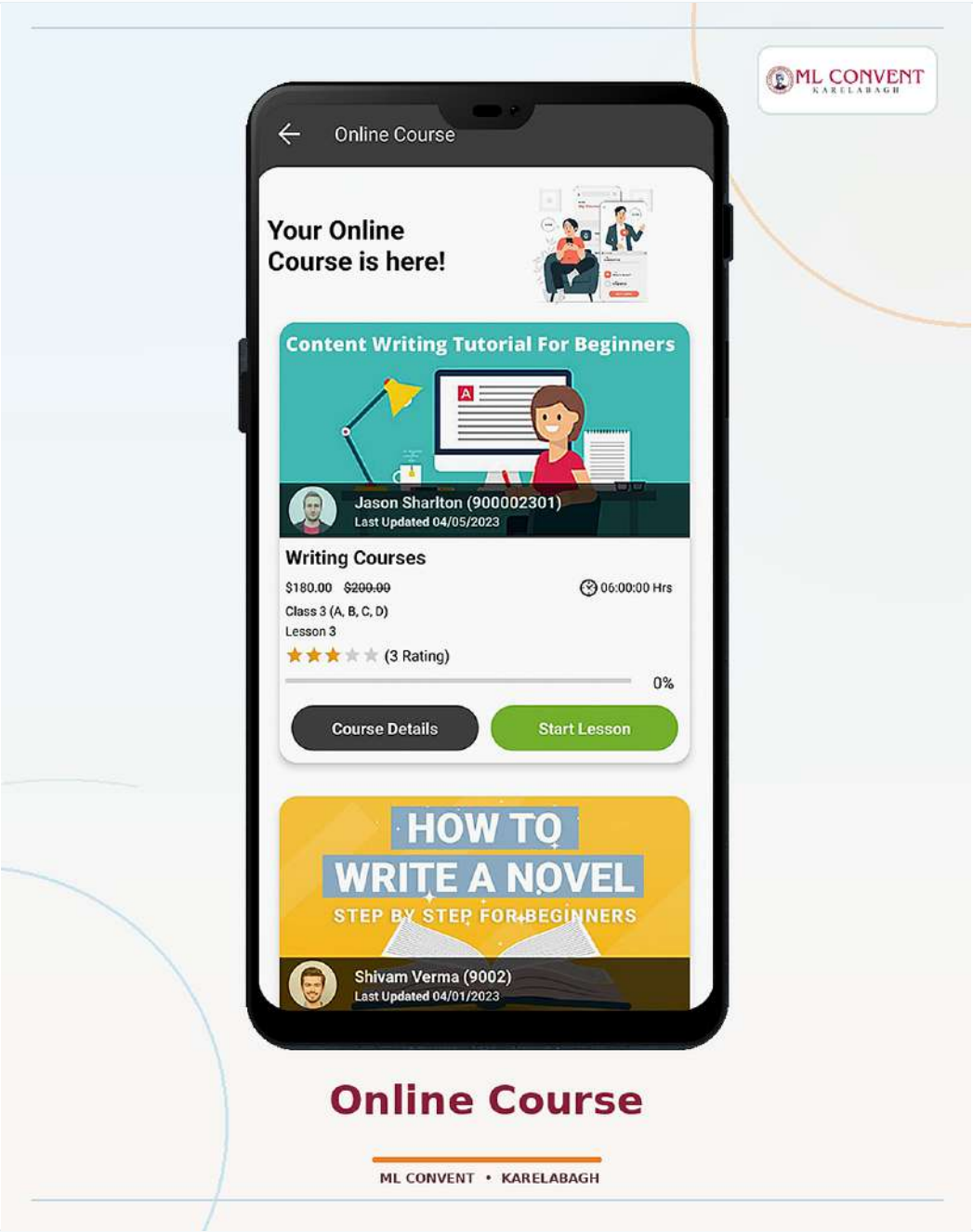
2 Review available material

Read the title, description, shared date and validity period for each resource.

3 Open the attachment

Tap the blue attachment link or download icon for the required file.

Online Course



1 Browse course cards

Review the course banner, title and teacher information.

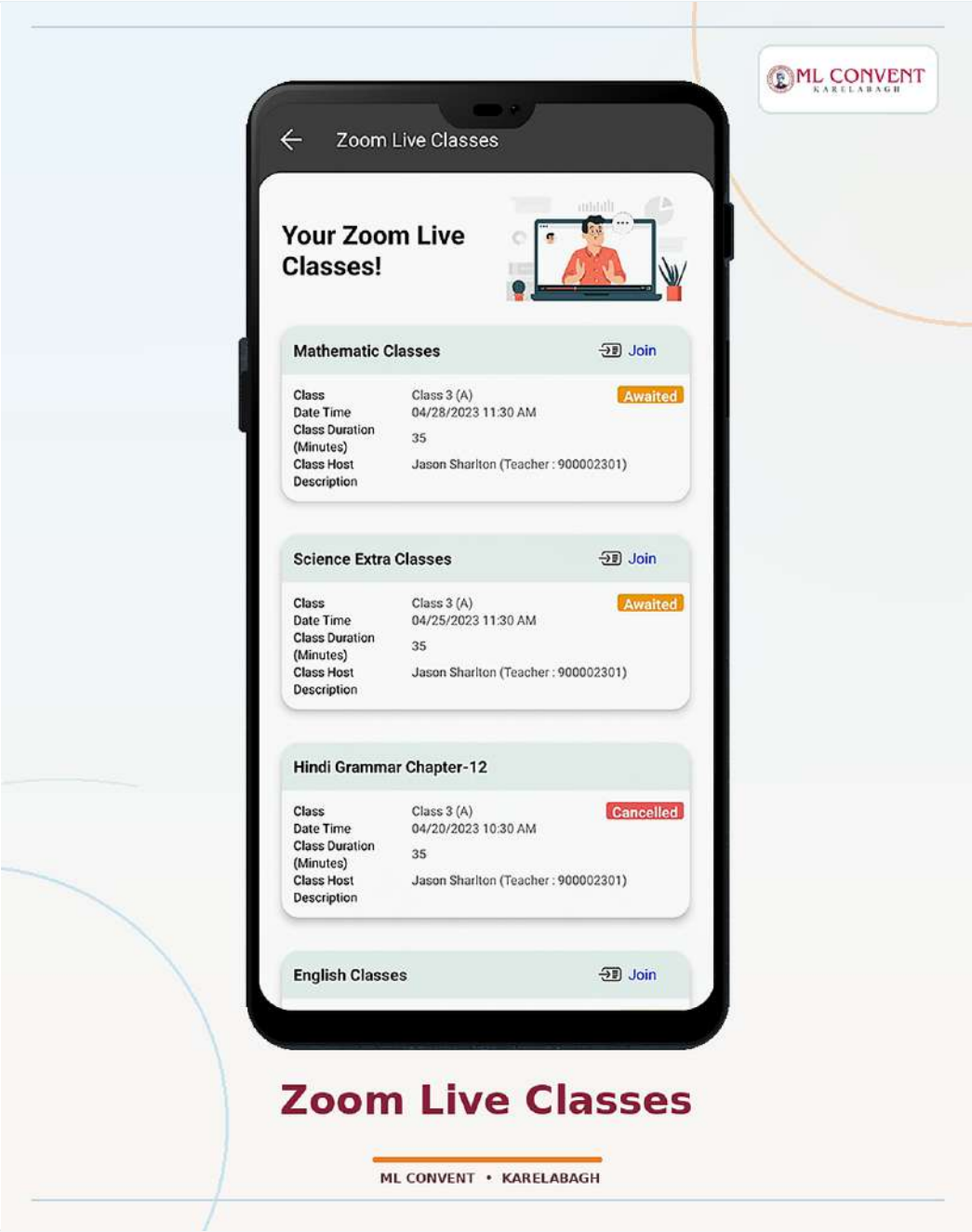
2 Check course details

Read duration, class, lesson count, price if any, rating and progress.

3 Open or resume learning

Tap Course Details or Start Lesson as appropriate.

Zoom Live Classes



1 Identify the session

Browse the Mathematics, Science, Hindi or other Zoom class cards.

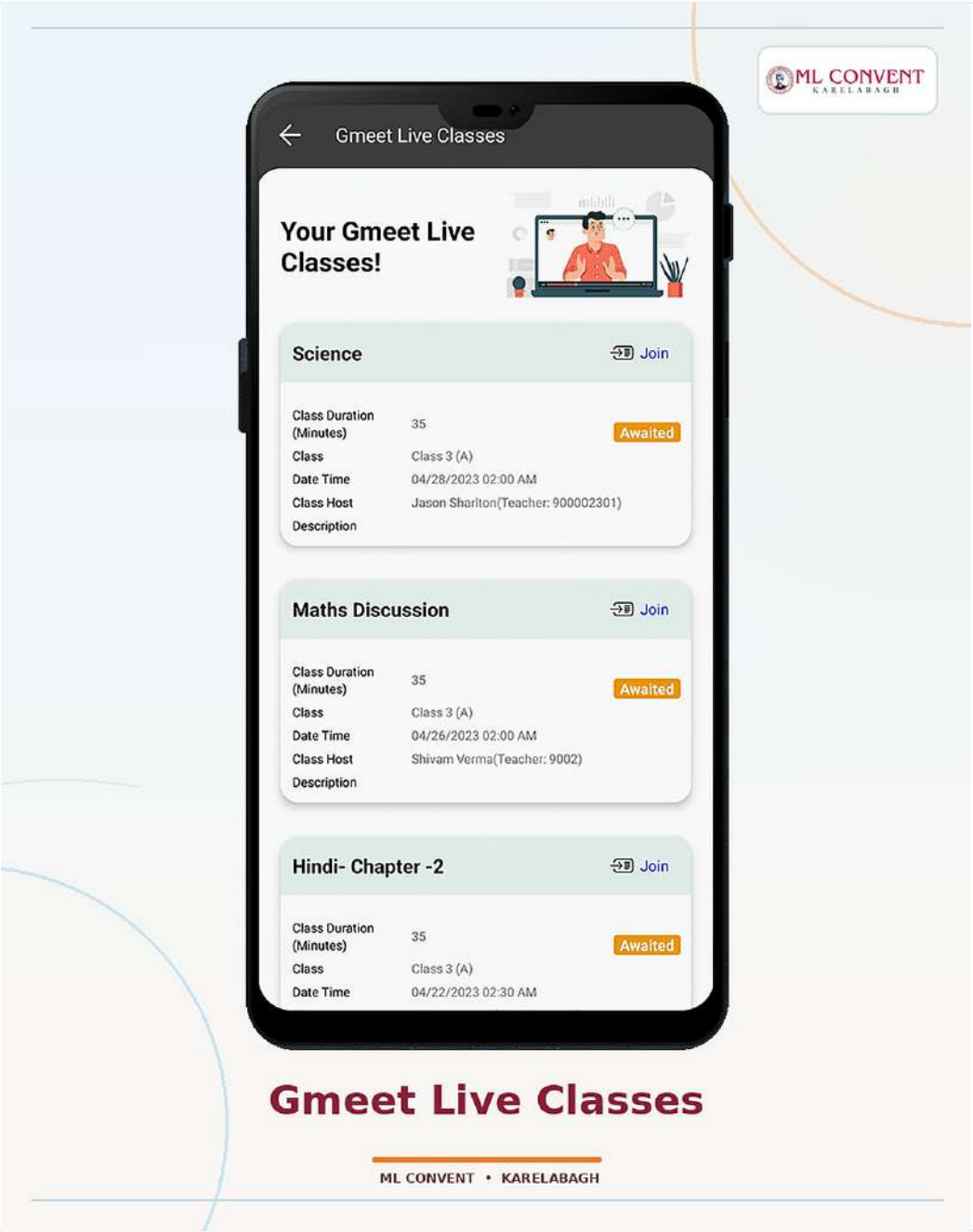
2 Read the status

Check the scheduled date or time, duration and Awaited or Cancelled label.

3 Join an active class

Use Join only for a valid class and follow the school joining instructions.

Gmeet Live Classes



1 Choose a subject

Find the Science, Maths Discussion or relevant Gmeet class card.

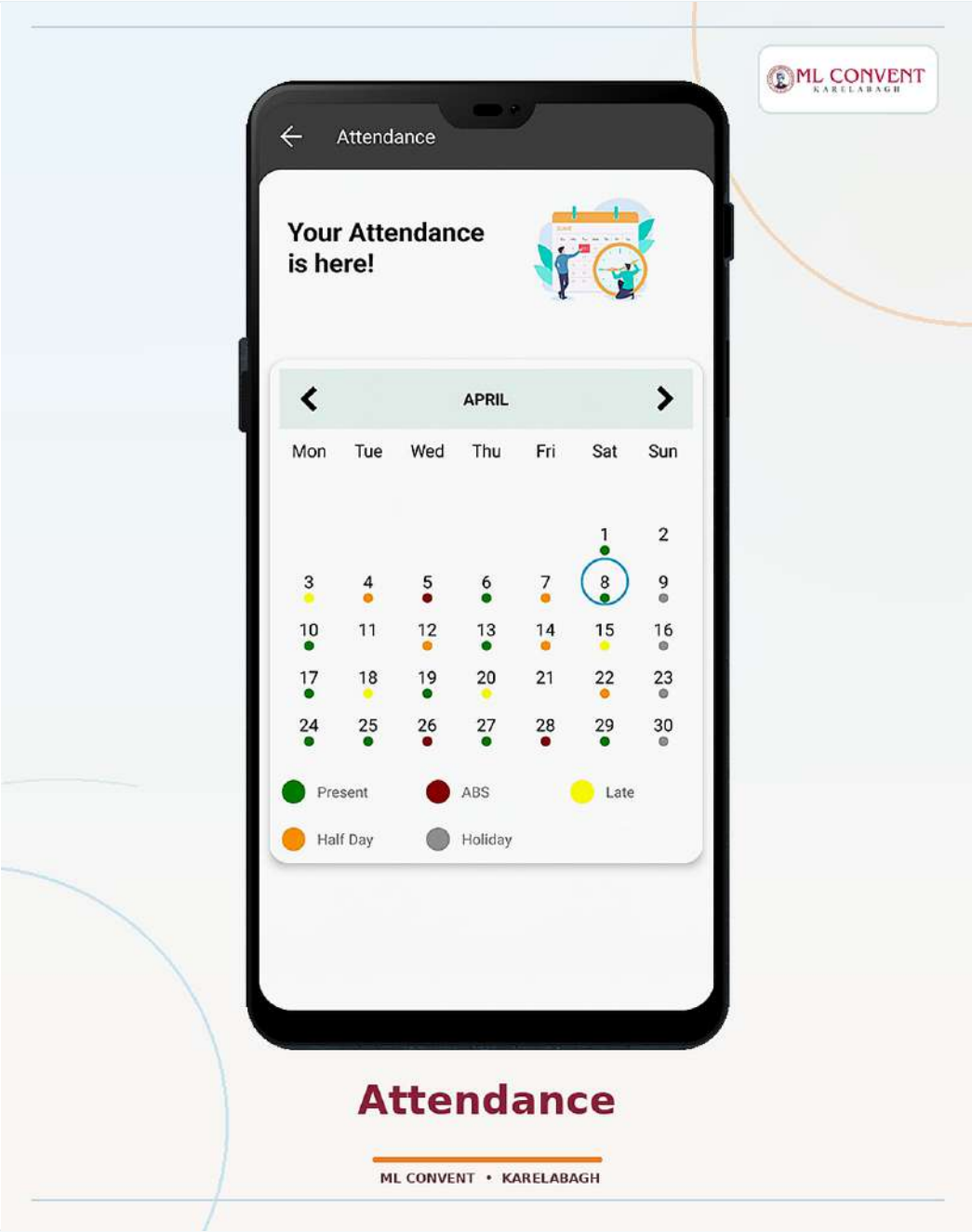
2 Check the session

Read class, scheduled time, duration, host and current status.

3 Join when ready

Use Join for an available session at the scheduled time.

Attendance



1 Select a month

Use the left and right arrows above the calendar to switch months.

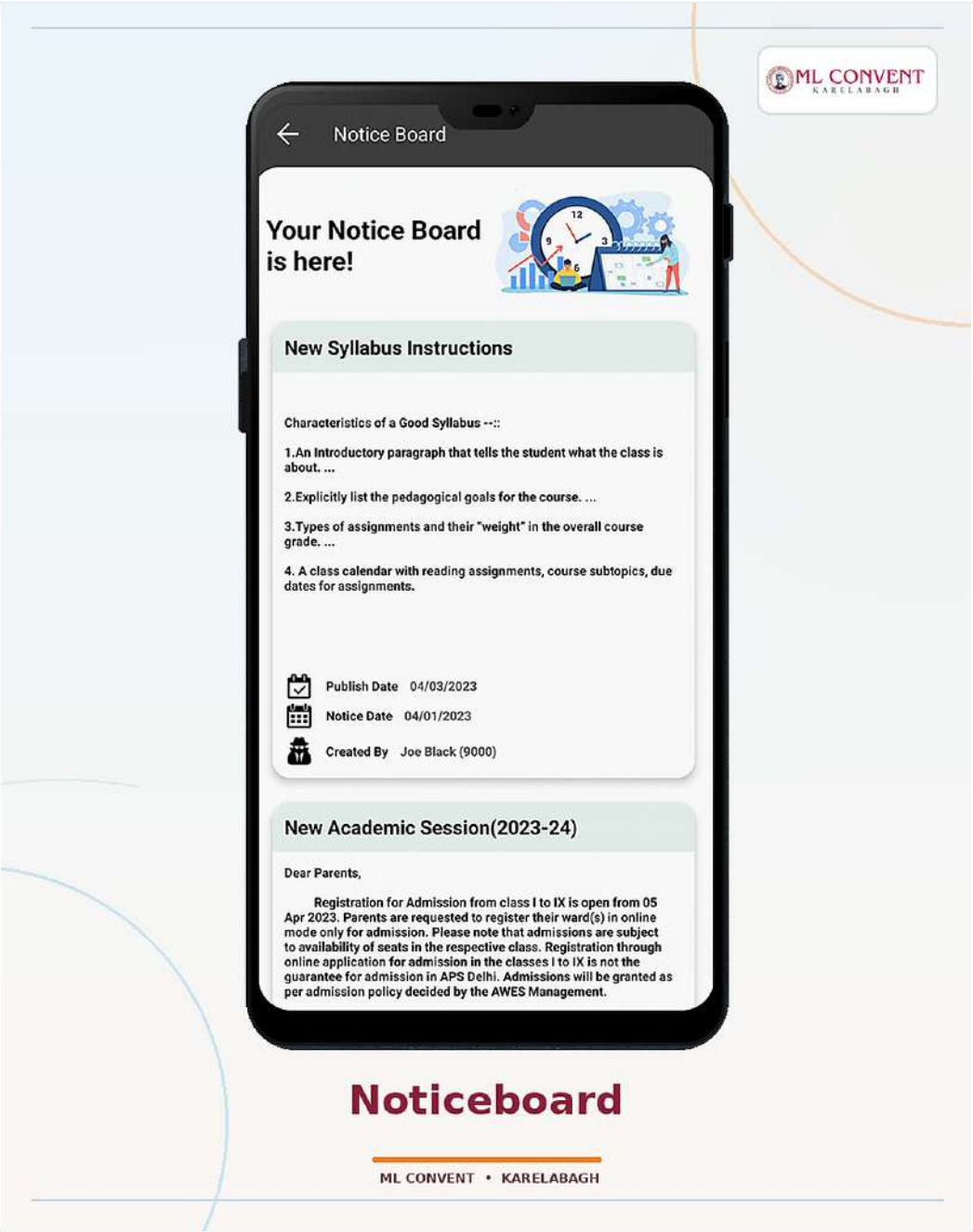
2 Check each day

Read the colored marker below each date for its attendance status.

3 Use the legend

Green = Present, red = Absent, yellow = Late, orange = Half Day, grey = Holiday.

Noticeboard



1 Find the notice

Read each notice heading to identify the relevant school announcement.

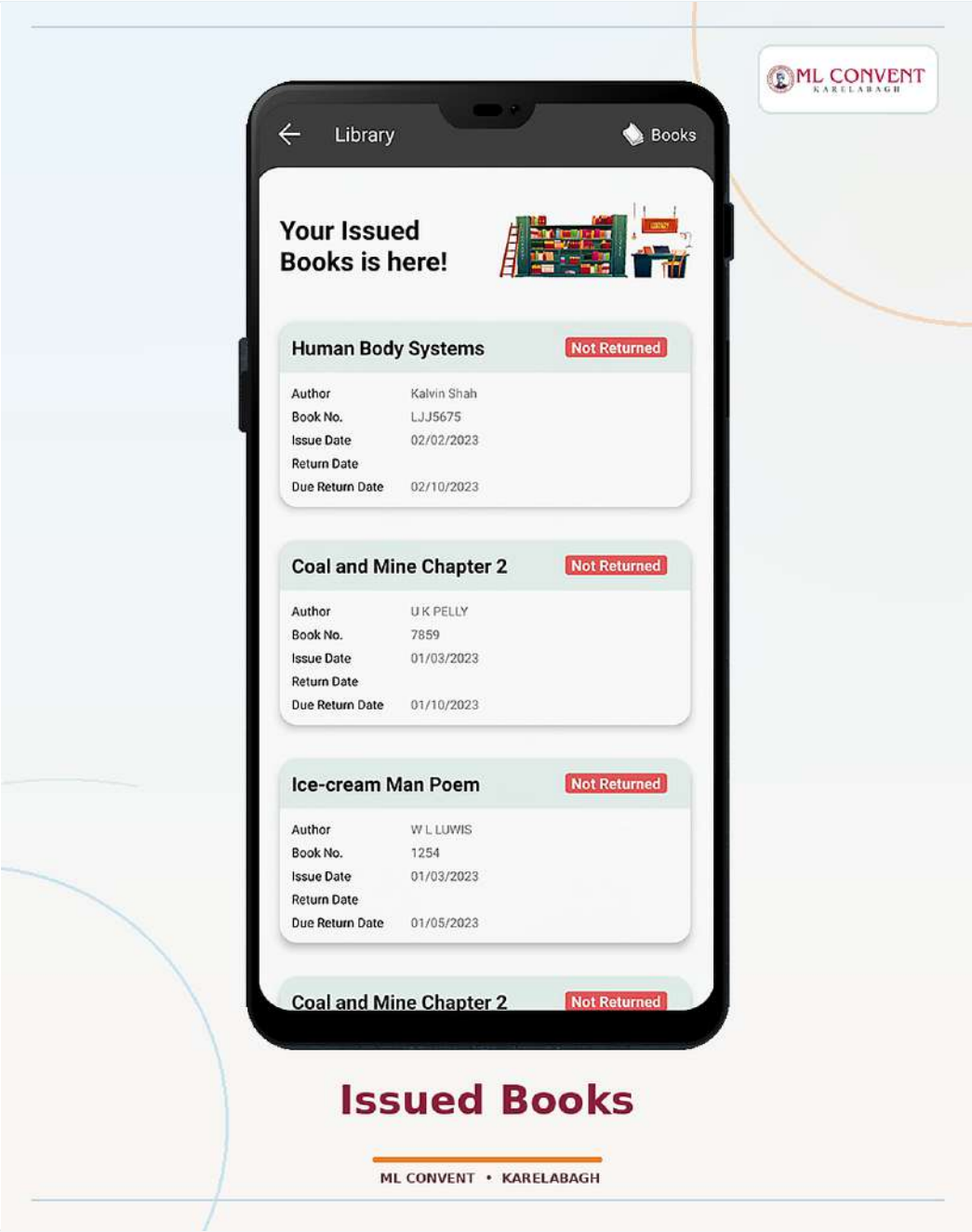
2 Read the full message

Review instructions, dates and attached details carefully.

3 Note publication dates

Check Publish Date and Notice Date before acting on a notice.

Issued Books



1 Review borrowed books

Open Library to see the books currently listed against the student.

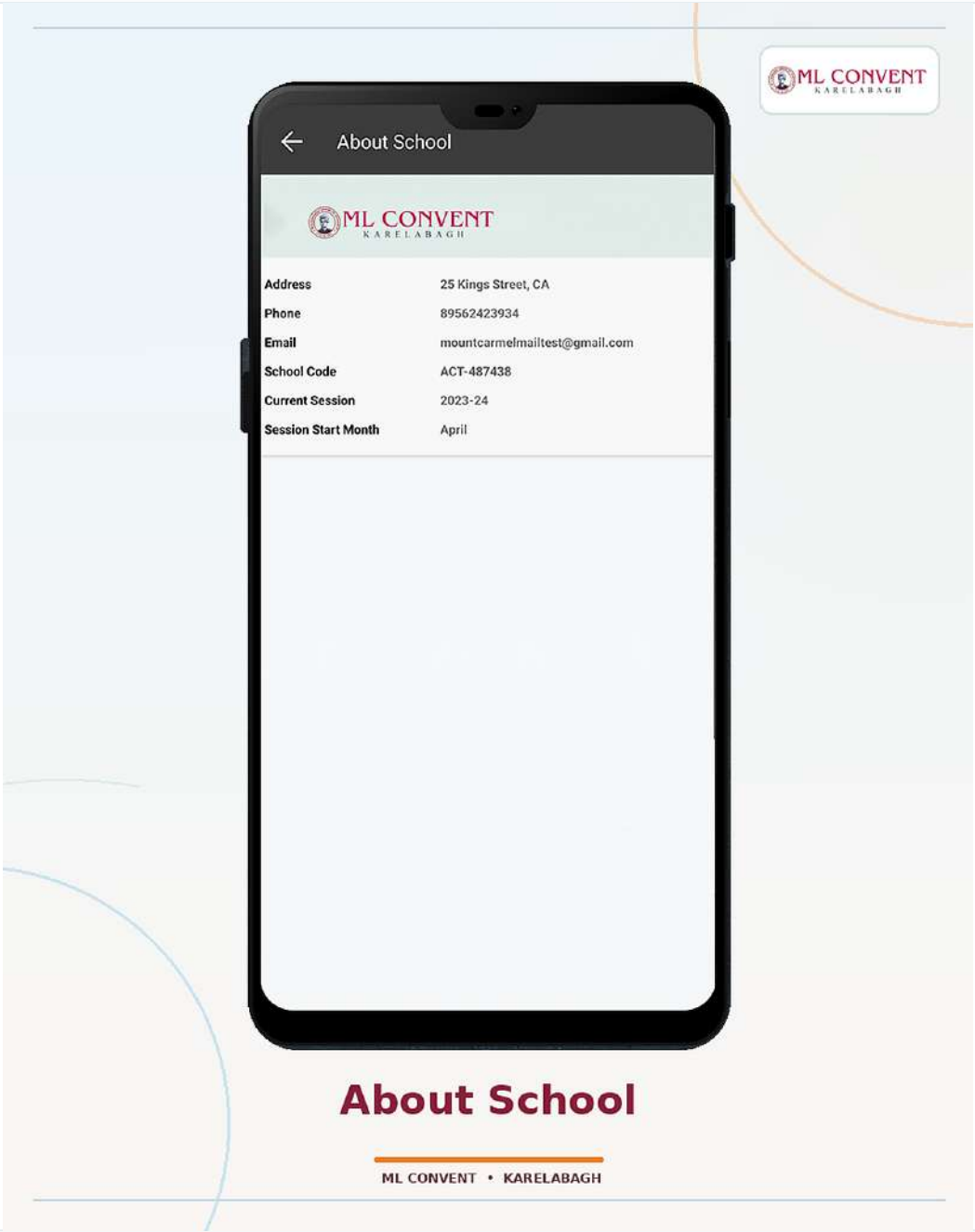
2 Check the due date

Read the issue date, due return date, book number and author.

3 Check return status

Not Returned indicates a book still outstanding in the displayed record.

About School



1 View school information

Open About School to see the displayed school details.

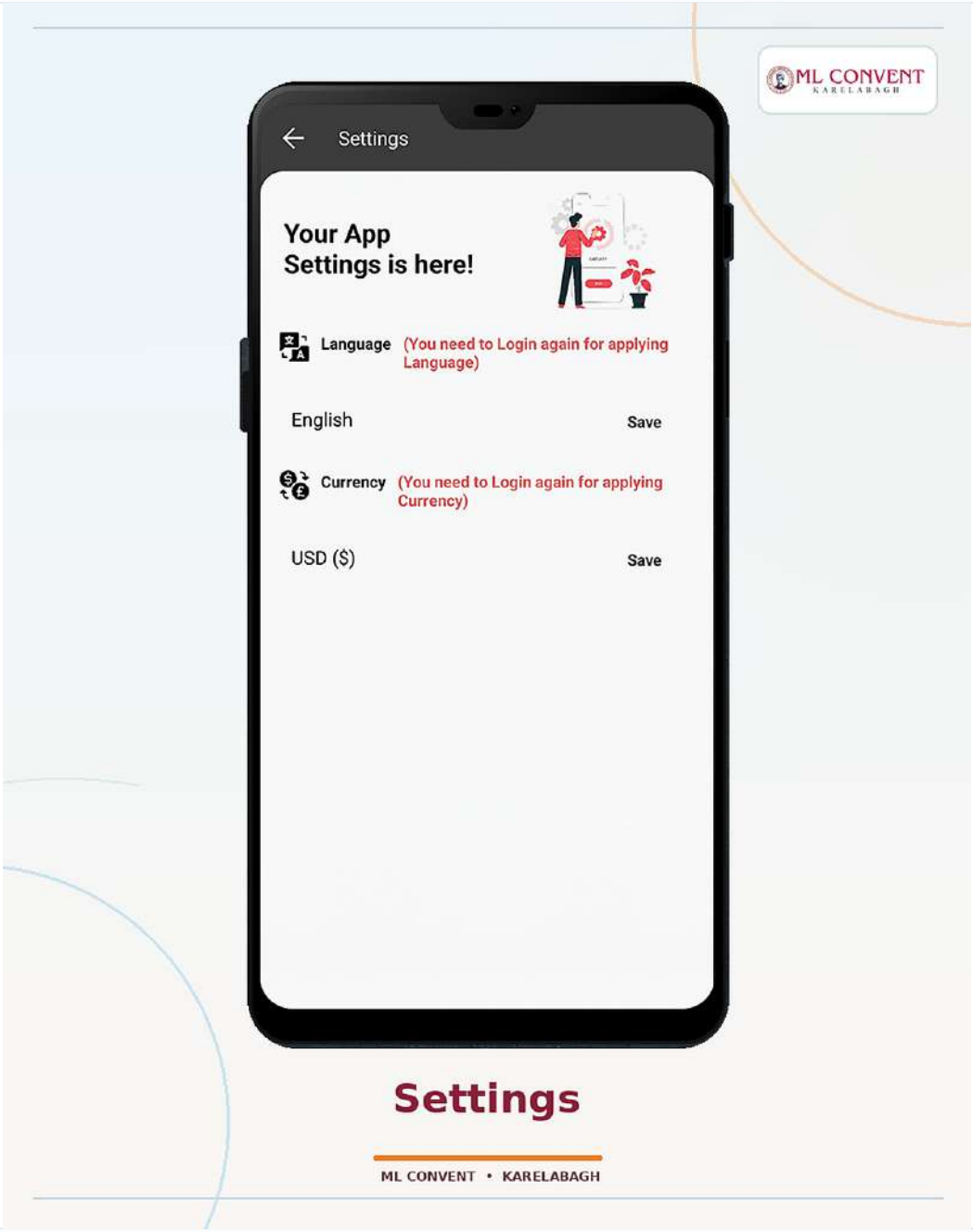
2 Review administrative details

Check school code, current session and session start month.

3 Confirm official information

Use the official school records if any sample values appear on screen.

Settings



1 Select language

Choose the preferred language in the Language section and tap Save.

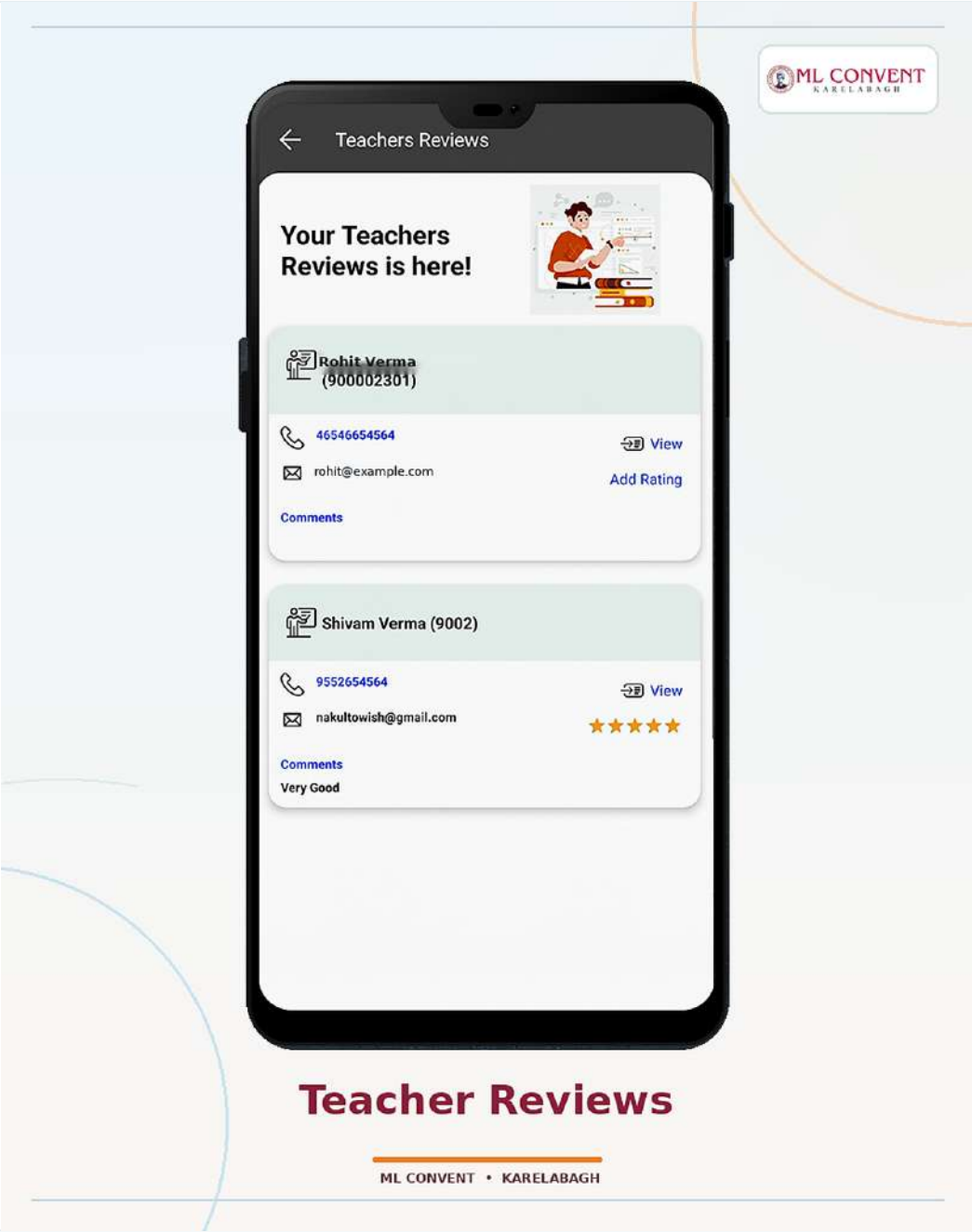
2 Select currency

Choose the displayed currency in the Currency section and tap Save.

3 Apply updated settings

Log in again if the app says a fresh login is needed for changes to take effect.

Teacher Reviews



1 Find your teacher

Scroll to the teacher card showing the name and staff identifier.

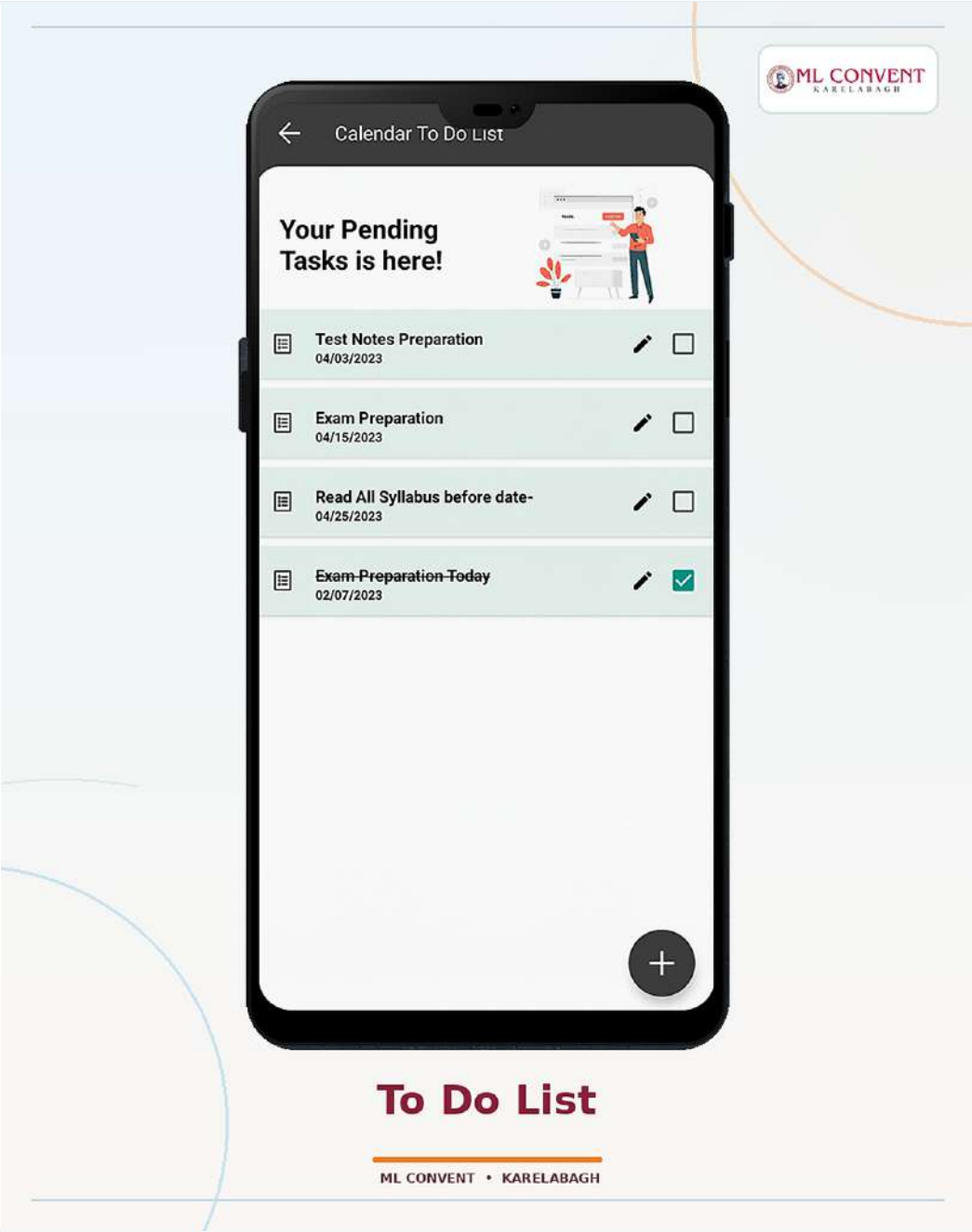
2 Review contact and feedback

Use View for details and read any displayed comments or star rating.

3 Add a rating

Tap Add Rating where available and submit feedback respectfully.

To Do List



1 Review pending tasks

Read the task title and scheduled date on each row.

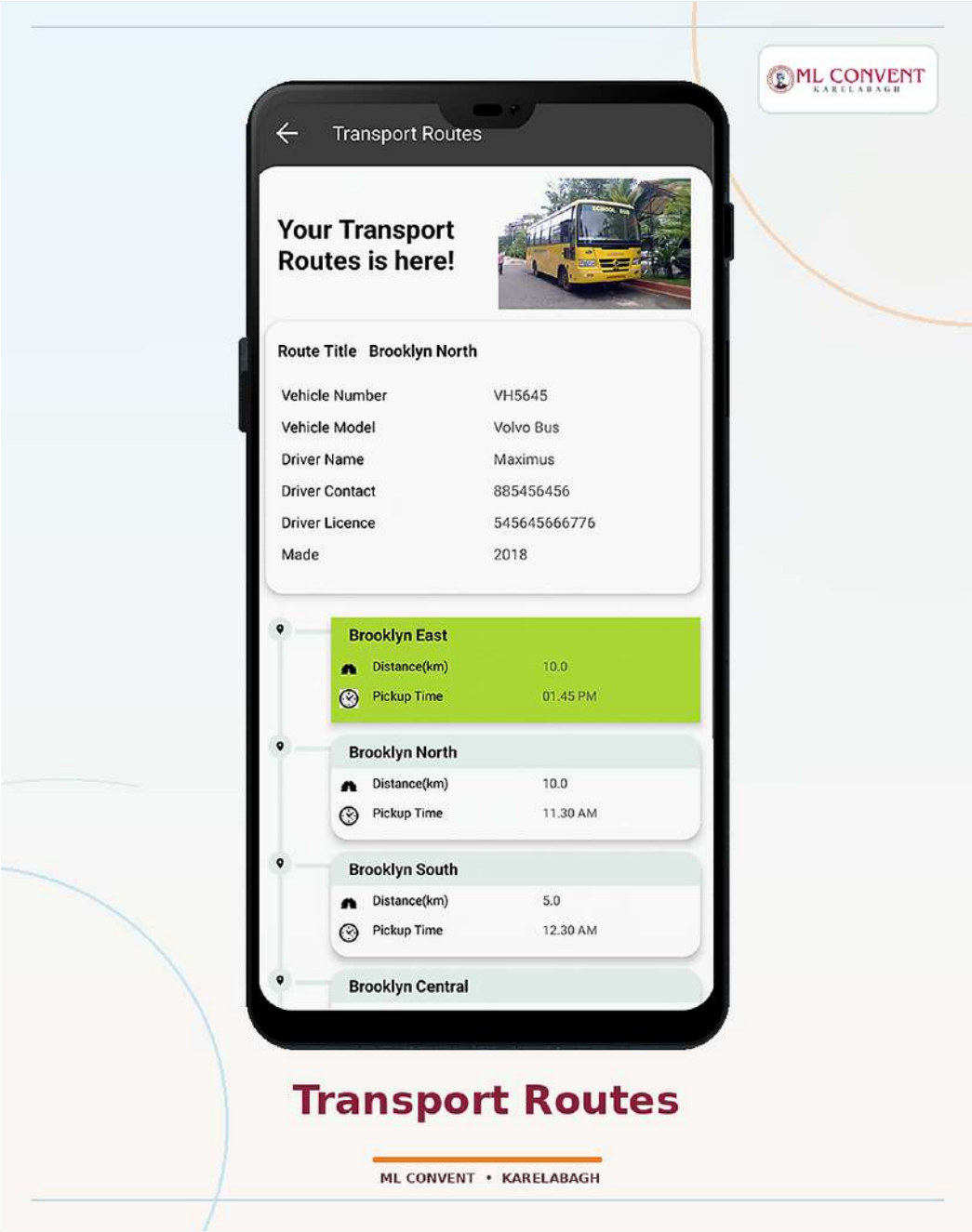
2 Update a task

Use the pencil icon to edit a task when permitted.

3 Mark as completed

Select the checkbox after finishing; use the + icon to add a new task.

Transport Routes



1 Identify the route

Read the route title, assigned vehicle number and model.

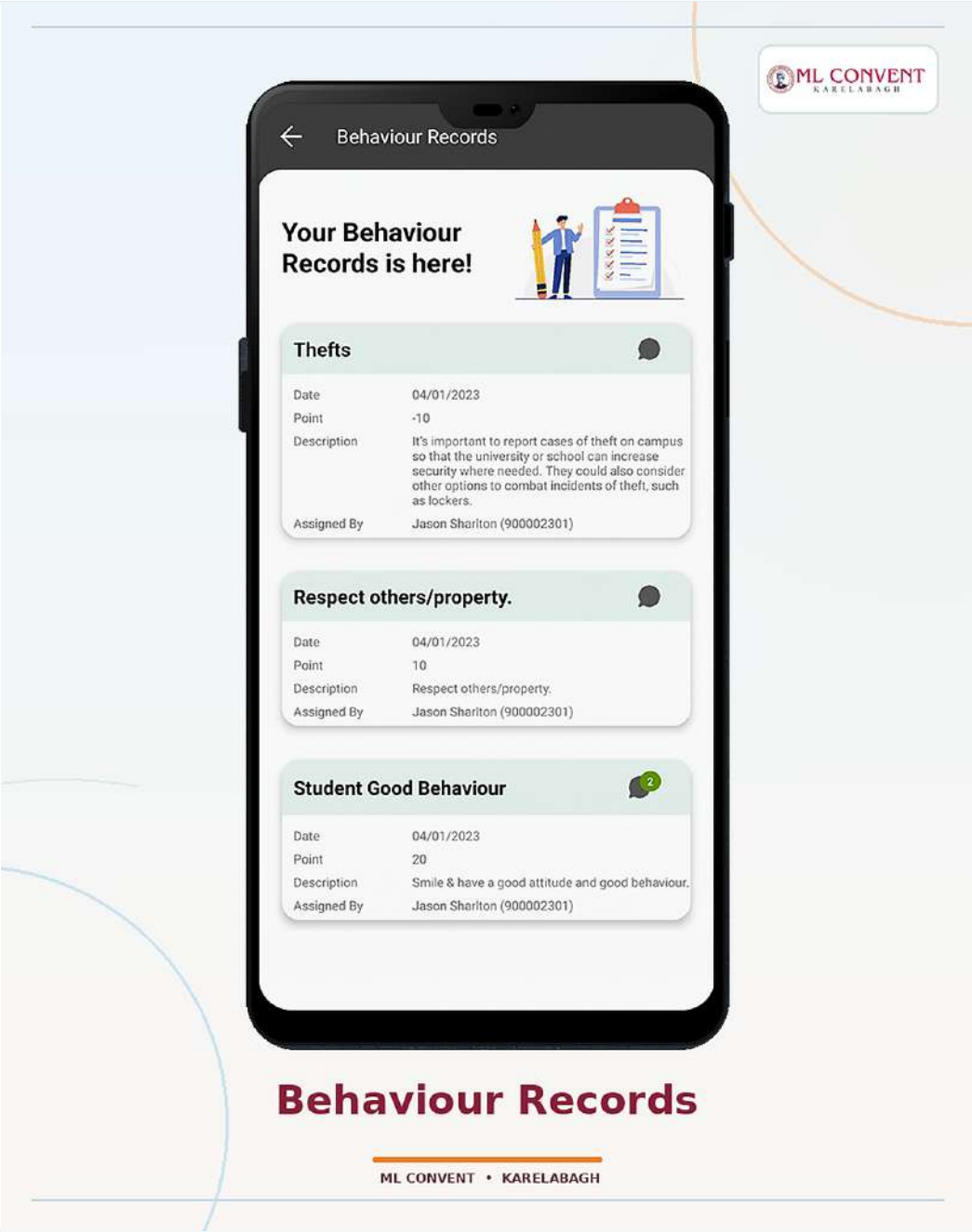
2 Check driver information

Review the driver name and contact number displayed on the screen.

3 Find your stop

Follow the route-stop cards for stop name, distance and pickup time.

Behaviour Records



1 Review the record

Read the behaviour title, date and assigned point value.

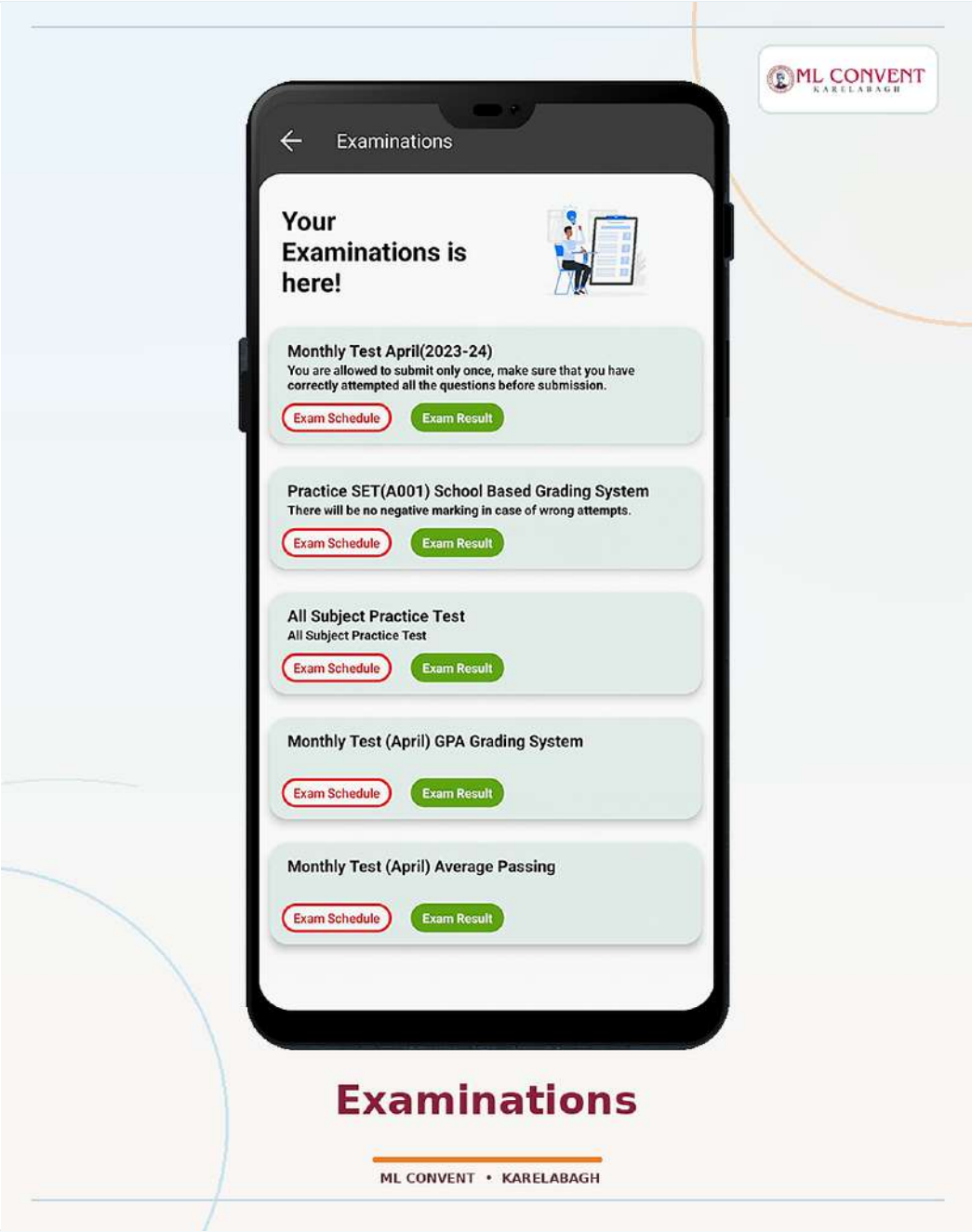
2 Understand the note

Read the description to understand the reason for the entry.

3 Check comments

Use the comment indicator, if shown, to view associated remarks.

Examinations



1 Choose the examination

Find the monthly test, practice test or grading-system entry.

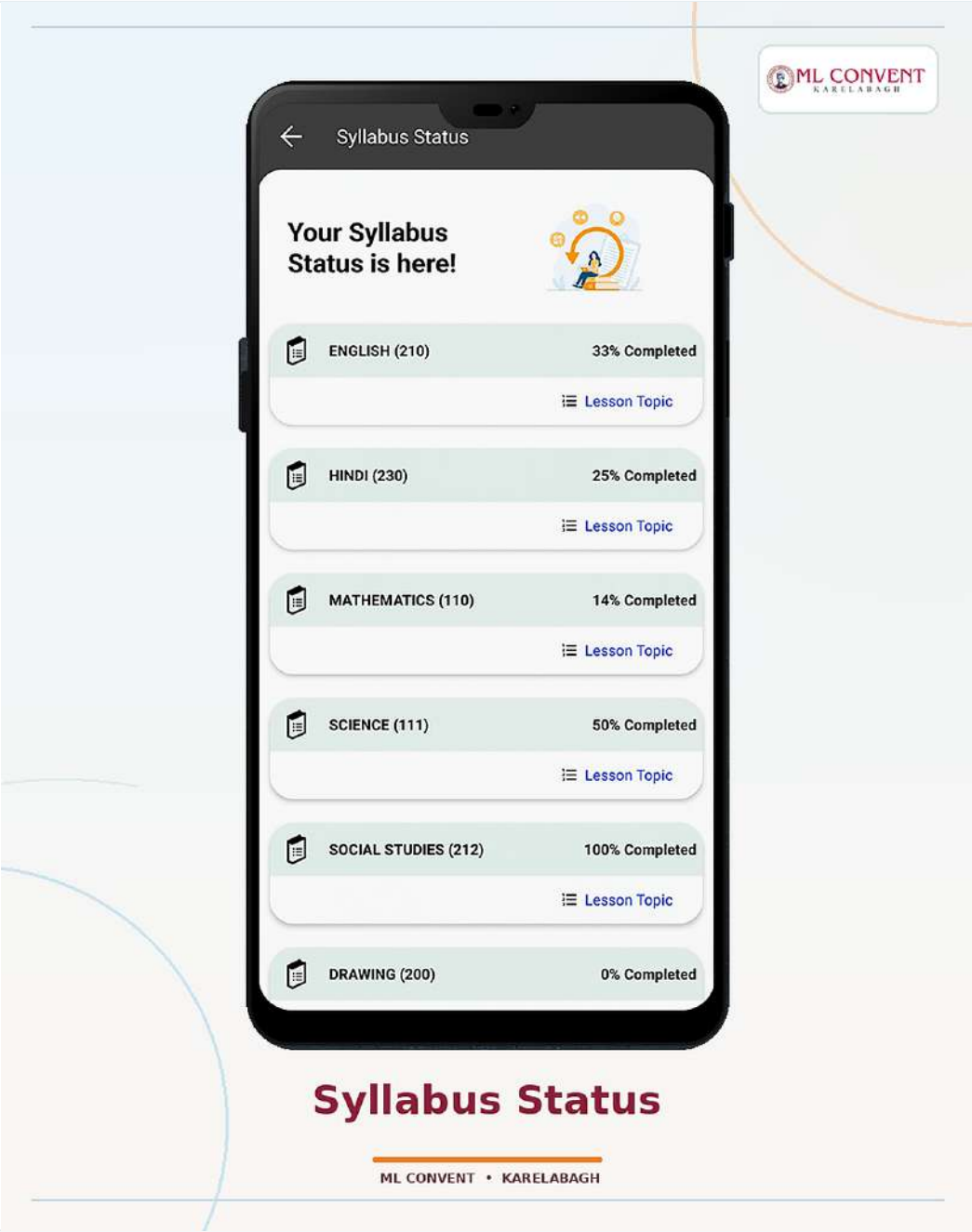
2 Review the timetable

Tap Exam Schedule for the available exam timetable.

3 Check results

Tap Exam Result to view published marks or results when available.

Syllabus Status



1 Find your subject

Locate English, Hindi, Mathematics, Science or the required subject.

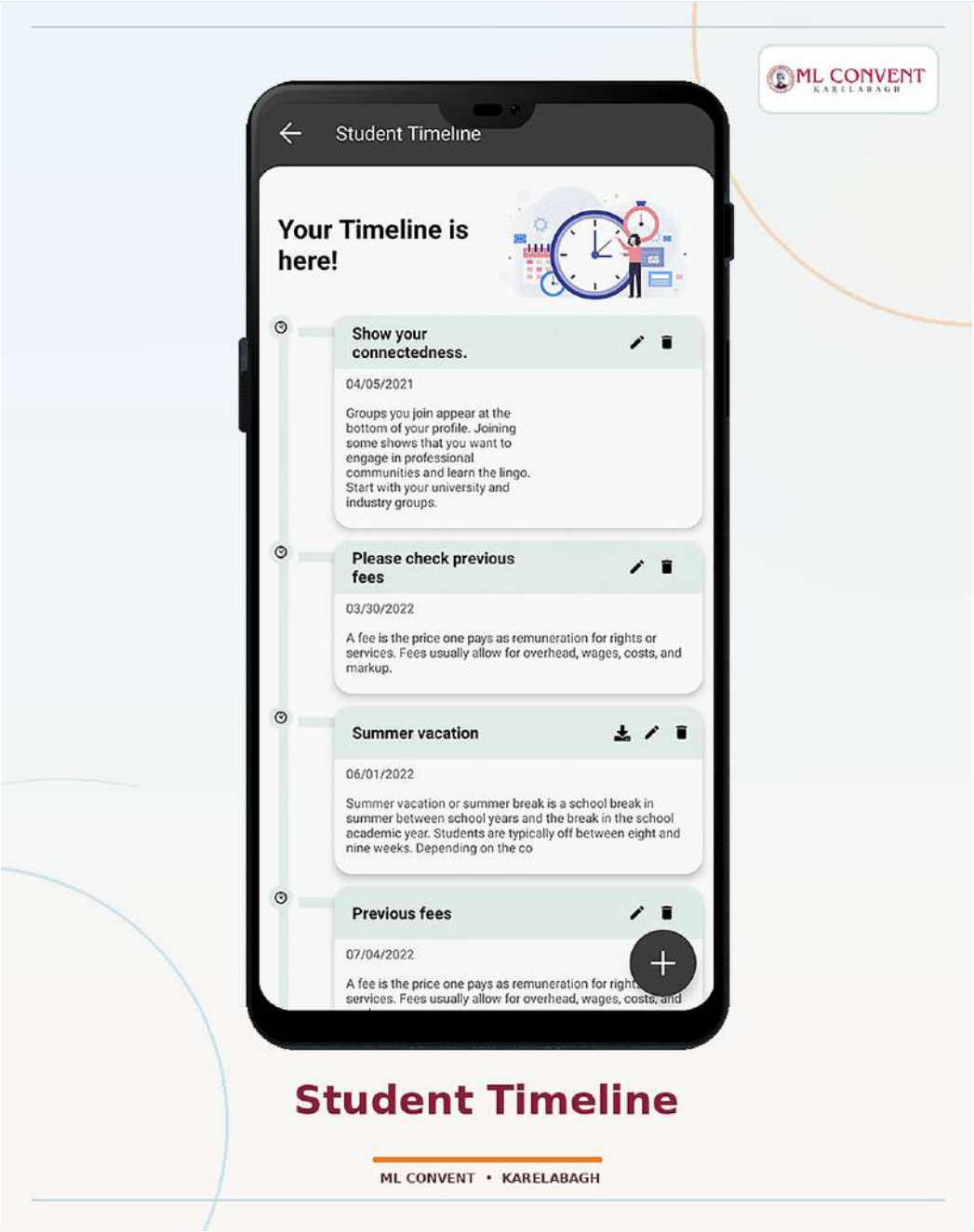
2 Review completion

Read the percentage completed shown alongside the subject name.

3 Open lesson topics

Tap Lesson Topic to inspect the syllabus entries for that subject.

Student Timeline



1 Read recent updates

Follow entries along the vertical date line.

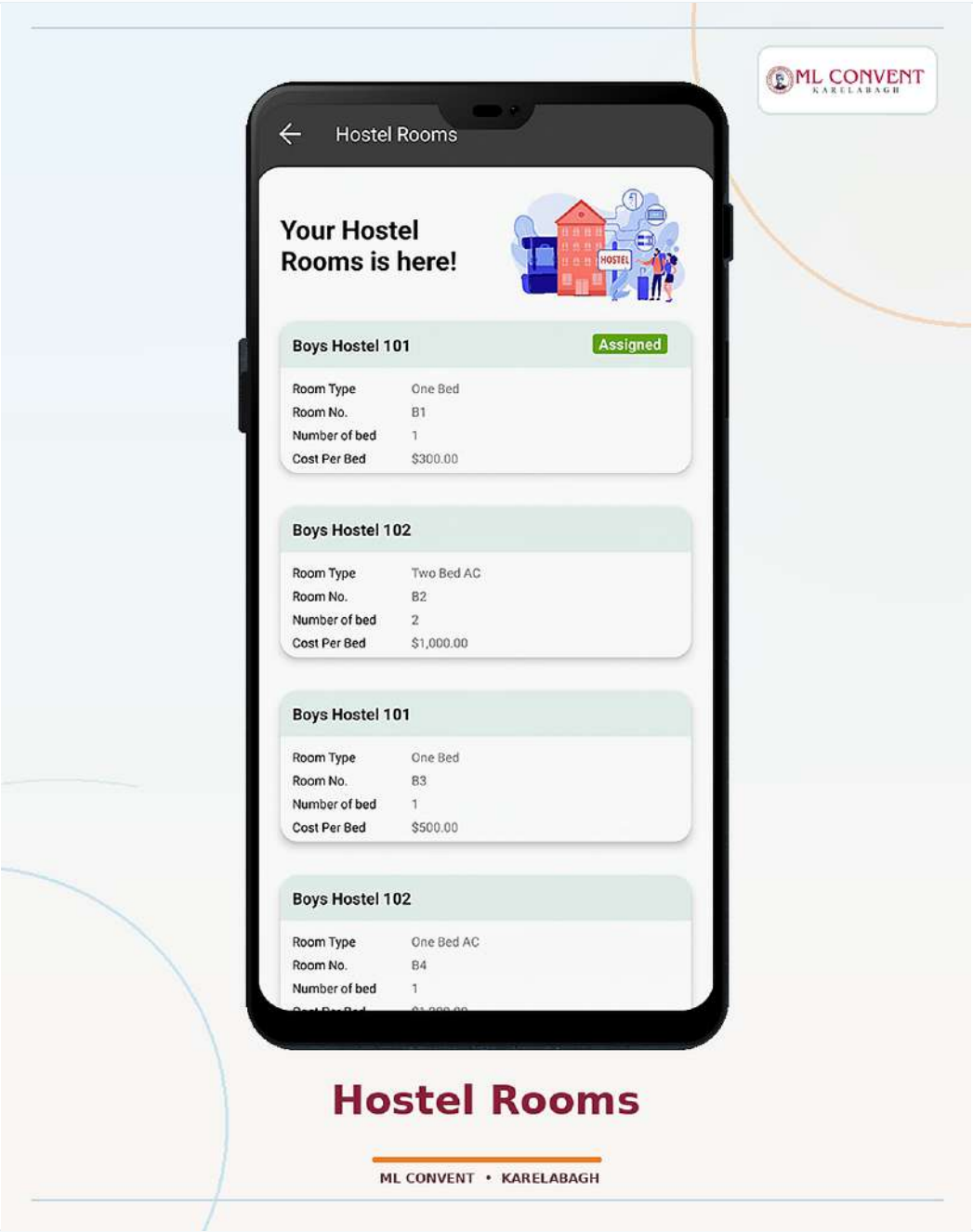
2 Open each record

Read the event title, posting date and full description.

3 Review available controls

Where shown, use attachment, edit or delete according to permissions.

Hostel Rooms



1 Find the allotted room

Look for the green Assigned indicator.

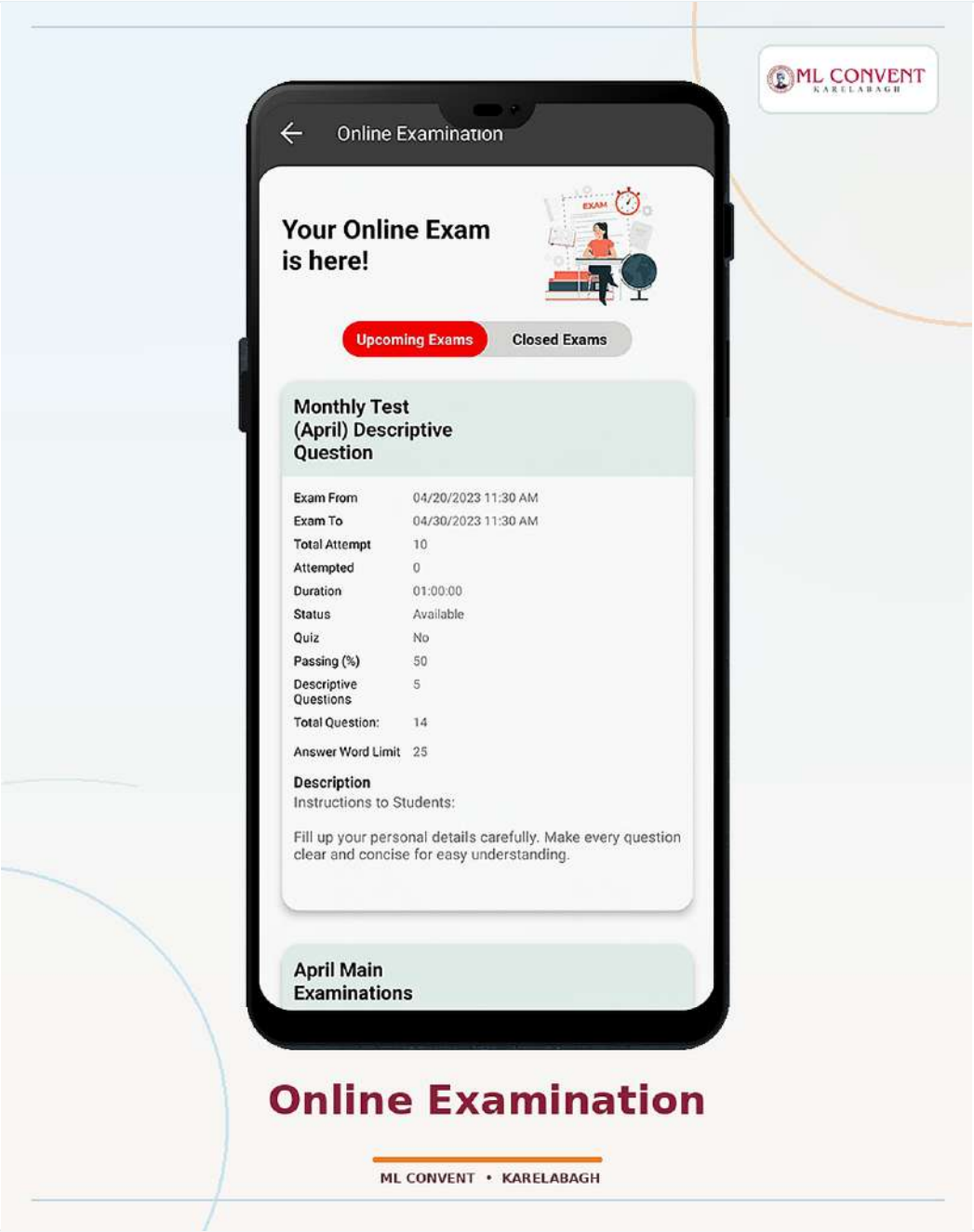
2 Verify room details

Check hostel name, room type, room number and number of beds.

3 Review charges

Read Cost Per Bed and confirm the applicable room with the hostel office.

Online Examination



1 Choose exam category

Switch between Upcoming Exams and Closed Exams at the top.

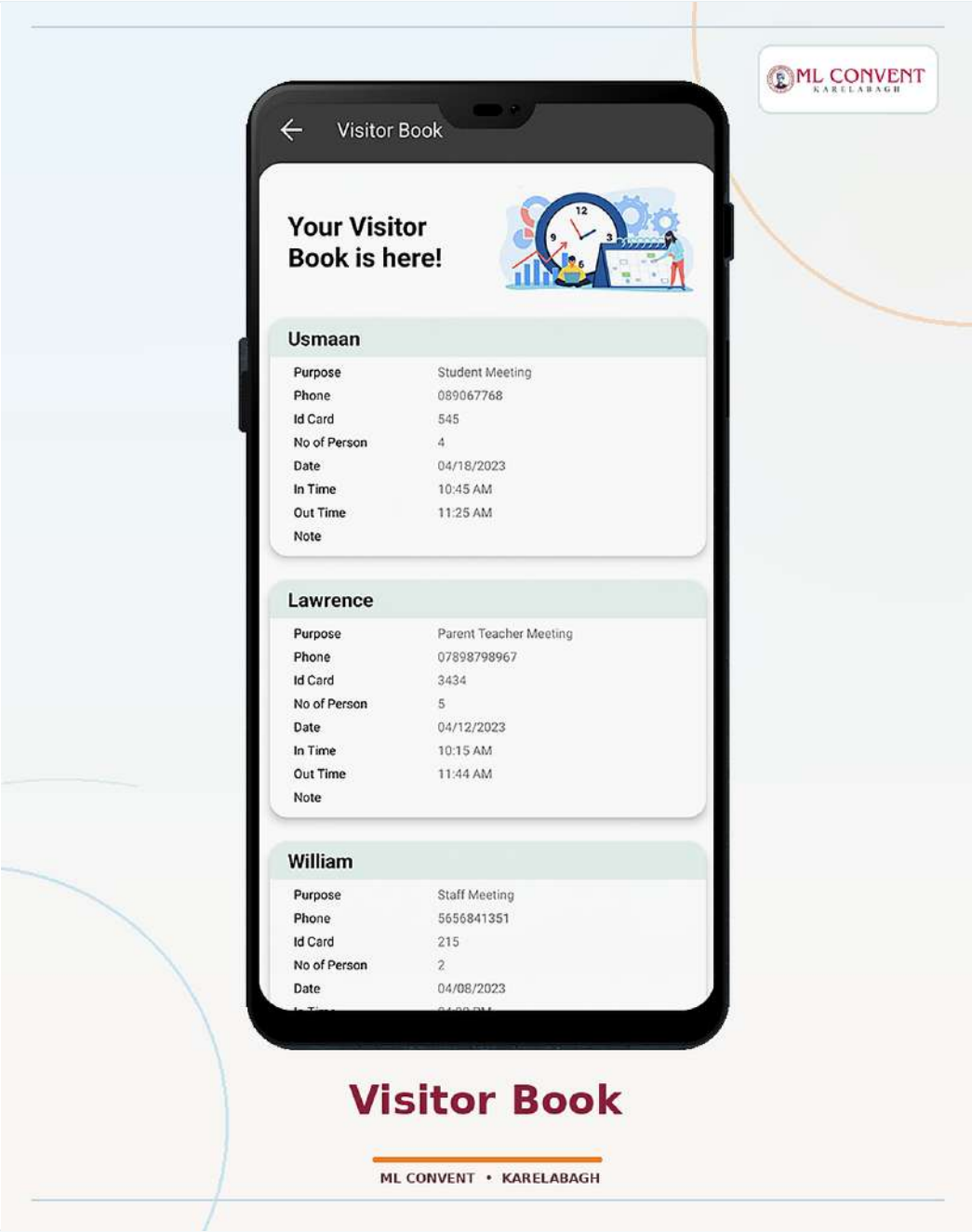
2 Read examination rules

Review start or end dates, duration, attempt limit and question count.

3 Prepare before starting

Read the instructions and confirm availability before entering the exam.

Visitor Book



1 Find a visitor

Select the relevant visitor entry by name.

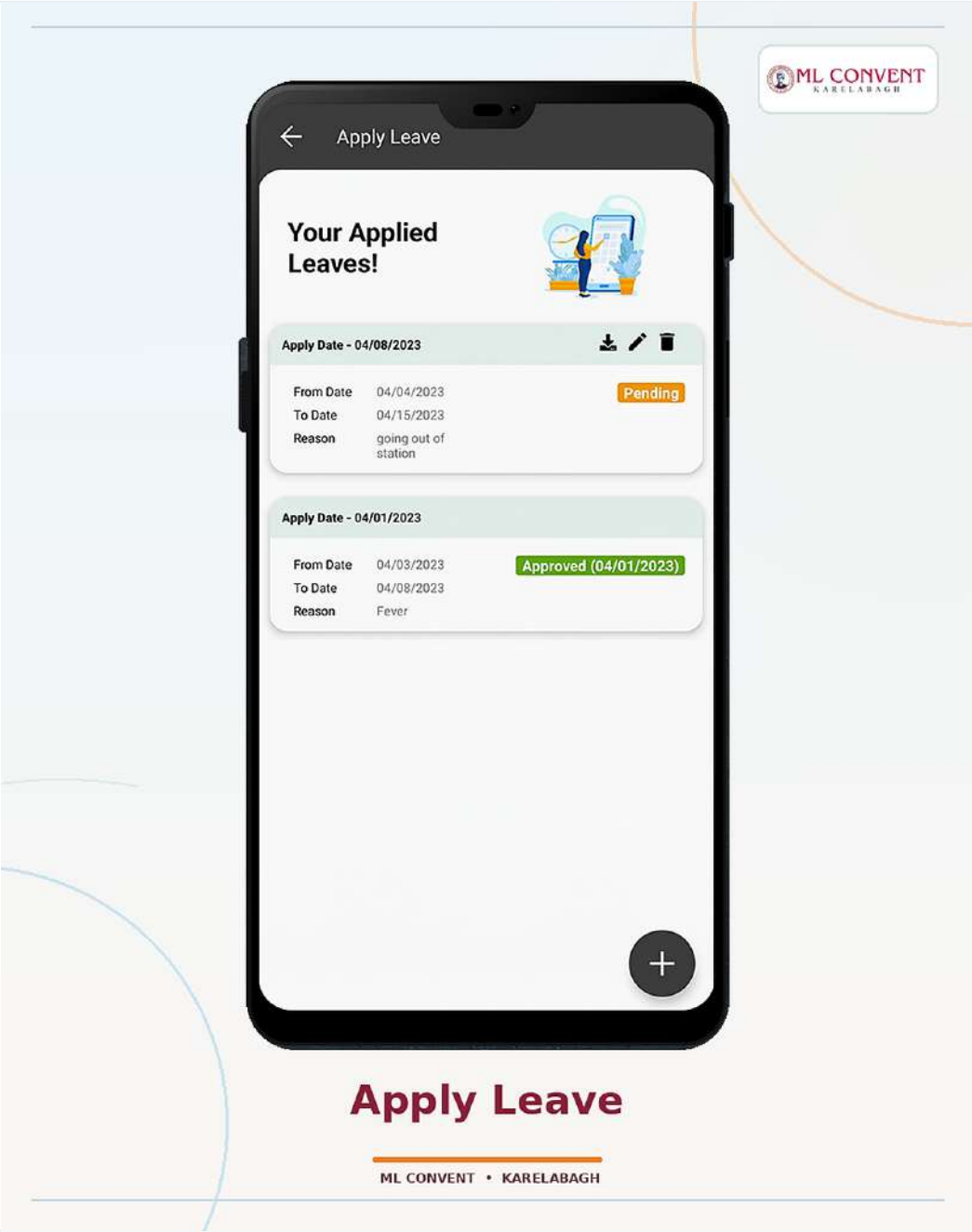
2 Verify visit details

Read purpose, phone number, ID card, number of persons and visit date.

3 Check timings

Review In Time and Out Time as recorded by the school.

Apply Leave



1 Review past requests

See date ranges, reasons and leave status.

2 Submit a new request

Tap the + button to start a new application and enter the required details.

3 Track approval

Look for Pending or Approved; use edit or delete only where permitted.