SkoolTime

SCHOOL OPERATING SYSTEM

Every role.
Every school day.

The illustrated school and family user manual

Private / faith-based • Public / government

65 step-by-step procedures • 10 role guides

School workspaces + Companion Staff Hub + Parents Hub

Edition 1.0 | 8 September 2026 | Illustrated review draft

Start with your role. Follow the task.

This manual covers the school-facing web workspaces, public admission and payment journeys, and both hubs in SkoolTime Companion. Use the role guide first, then follow the numbered procedure for your task.

Read each procedure in order
The purpose explains the outcome. Numbered steps show what to do. The confirmation box explains how to recognise completion. The companion screenshot page shows the actual workspace.

Navigate the PDF
Use the clickable contents, the PDF bookmarks or search for a module name. Chapter links in role guides take you directly to the relevant task. Enlarge screenshots to inspect small form labels.

Permissions and enabled modules
Your school decides which modules are active and assigns your role. A screenshot may show controls available to a school administrator that are not available to a teacher or parent.

About the screenshots

The images are real captures of the SkoolTime interface in an isolated demonstration school, including the native Android Companion app. Names, emails, amounts and learners in these examples are fictional.

Web screens were captured from the current working application. Companion screenshots use version 1.0.47. Screen size, school configuration, enabled modules and future releases can change the arrangement or labels.

Some demonstration screens deliberately show an empty list or a pending setup. Such a screen illustrates where work is managed; it does not indicate that your school must have the same data or status.

Review edition
This is a user-facing documentation draft for school review. Screens and procedures were inspected; this document is not a certification that every live-school configuration or payment has been tested.

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School Administrator

Keep the school ready for everyone else to work. Start with accurate people, classes, dates and responsibilities.

Before the term

Confirm the active session and term; review classes, arms, assessment components and teacher assignments.

Every day

Use the dashboard and Notifications to locate unfinished work. Resolve records and access issues in the correct school.

At key deadlines

Check admissions, payments, result readiness and progression exceptions with the responsible officers.

Your procedure shortcuts

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07 Register teachers and allocate responsibilities **p. 33**

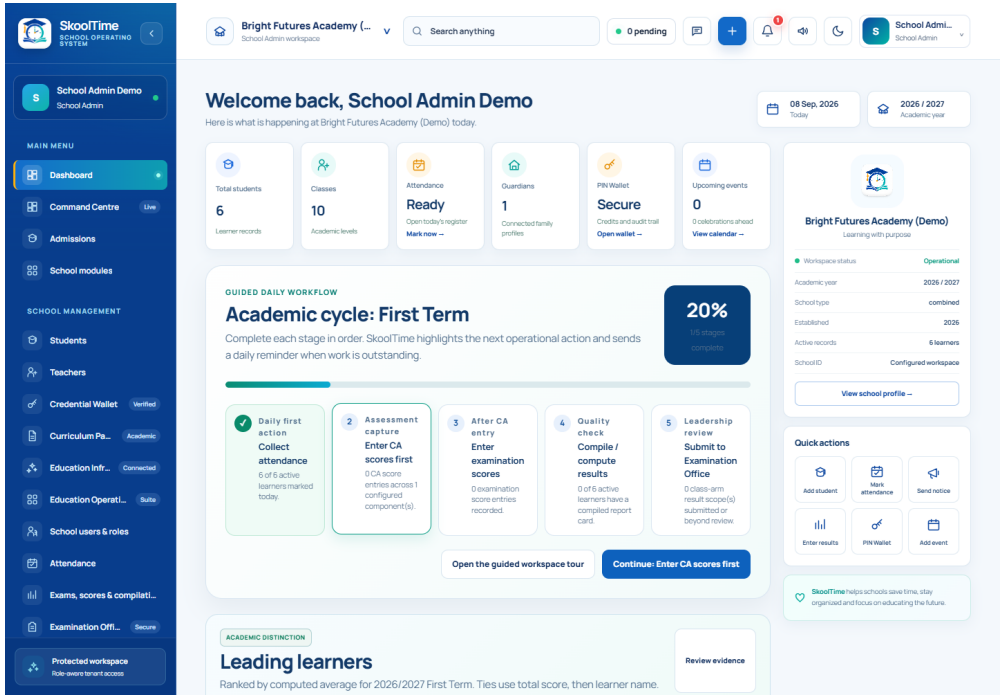
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16 Promotion, repetition and graduation **p. 51**



Actual role workspace in the demonstration school.

> Use your own account. Ask the school administrator to correct missing access or assignments.

Principal / Head Teacher

Lead academic quality, school decisions and the transition between teaching, review and publication.

Before work is released

Agree assessment, review, remark and progression expectations with teachers and examination staff.

During the term

Review submitted work in your authorised scope. Return items with actionable feedback instead of approving incomplete records.

At term and session close

Confirm official remarks, publication readiness and prepared promotion or graduation decisions before the next cycle opens.

Your procedure shortcuts

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12 Write personalised report remarks **p. 43**

16 Promotion, repetition and graduation **p. 51**

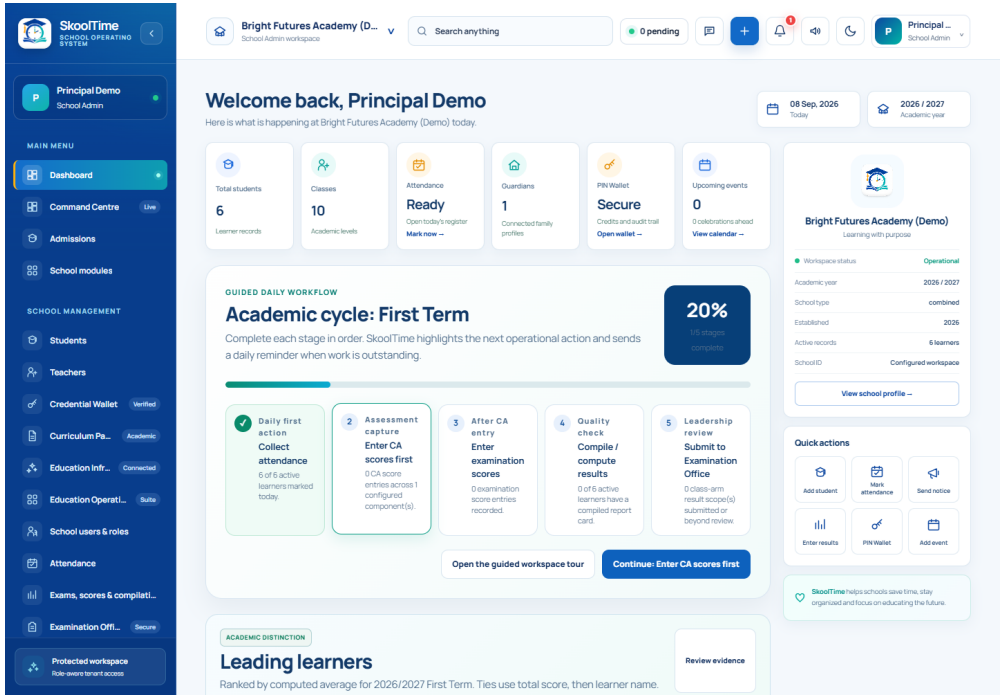
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44 Investigate academic signals **p. 107**

45 Track operational interventions **p. 109**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Proprietor

Oversee the school through its operational and financial records while assigning day-to-day work to named staff.

Set the foundation

Confirm authorised leadership, school identity and the services the school will operate.

Monitor performance

Use the dashboard, Command Centre, Fees and school subscription records. Open the source record when a figure needs explanation.

Review exceptions

Coordinate with school officers on admissions, unpaid bills and academic risks. Keep decisions traceable in the relevant workspace.

Your procedure shortcuts

06 Create staff accounts and assign roles **p. 31**

04 School identity and official assets **p. 27**

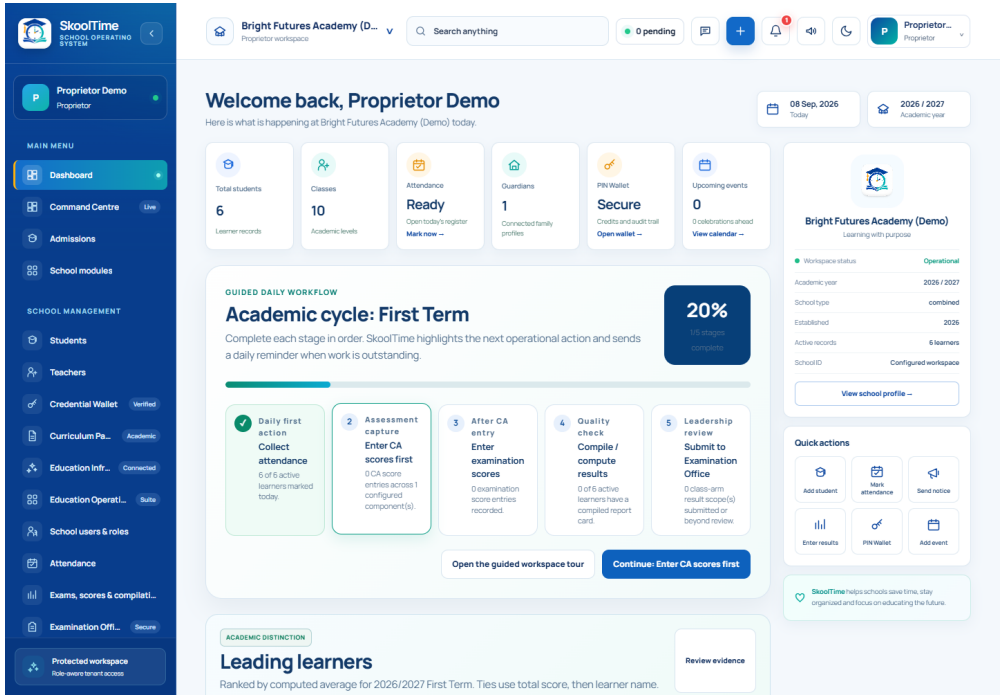
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32 Renew the school subscription **p. 83**

44 Investigate academic signals **p. 107**

27 Review an application and make an offer **p. 73**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Teacher: class, form and subject duties

Your assignments determine the classes and subjects you can work with. A class/form teacher and a subject teacher may have different responsibilities.

Class / form responsibility

Complete the daily register for the assigned class and arm. Maintain appropriate learner observations and family follow-up.

Subject responsibility

Plan lessons, enter the correct assessment component and review scores in each assigned subject.

Before leaving or going offline

Save work, check the success state and synchronise Companion. Complete the required academic hand-off at the deadline.

Your procedure shortcuts

09 Take and review attendance **p. 37**

10 Enter scores and compute results **p. 39**

19 Plan lessons, submit and respond to review **p. 57**

20 Create and apply curriculum packs **p. 59**

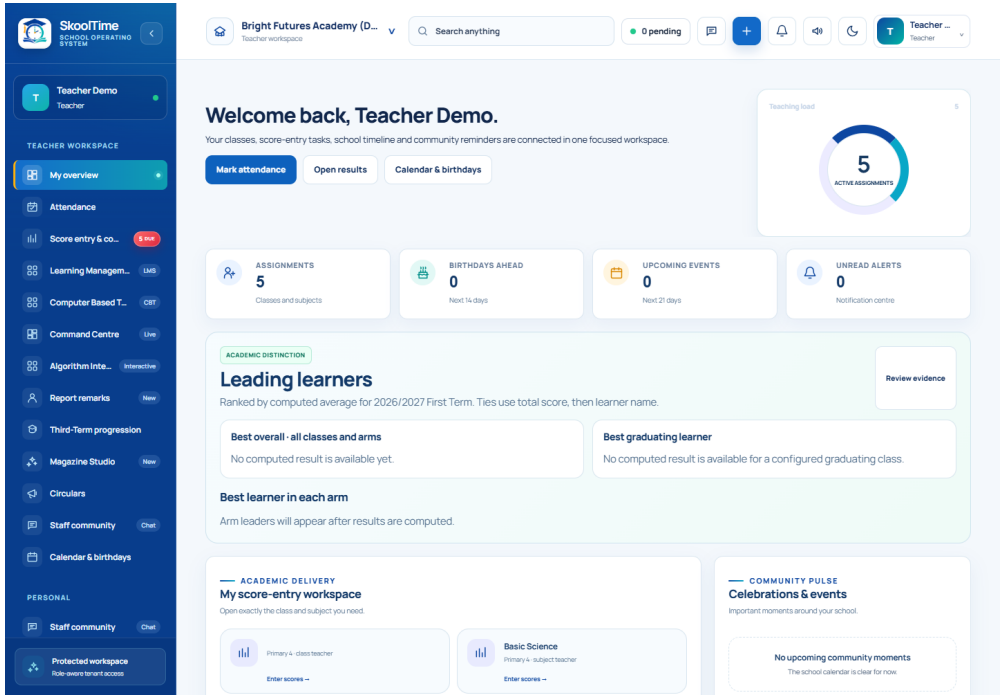
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42 Reply to a guardian privately **p. 103**

43 Release a Virtual Open Day update **p. 105**

54 Use Staff Home and synchronisation **p. 127**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Bursary / Finance

Keep bills, received payments, outstanding balances and receipts consistent for the correct learner.

Prepare collections

Review the fee items and invoice details. Confirm the school's online collection setup before directing parents to payment.

Reconcile every payment

Match the original reference and amount to the invoice. Investigate a pending debit before requesting another payment.

Report and resolve

Review paid and unpaid learner lists, issue receipts and follow up on exceptions with the family and leadership.

Your procedure shortcuts

30 Bill learners and reconcile school fees **p. 79**

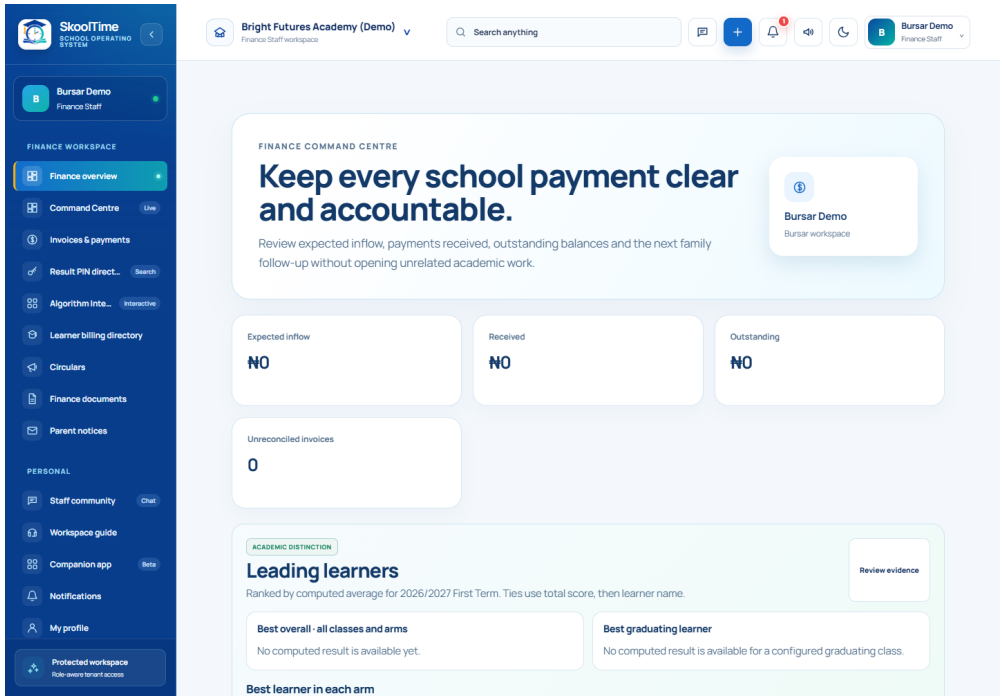
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50 Get help with a school issue **p. 119**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Examination Officer

Coordinate completeness, review and publication of the school's assessment records.

Before score entry

Confirm the term, class/subject coverage and assessment structure with school leadership.

At the review deadline

Open Examination Office. Inspect submitted records and omissions; return incomplete work with a clear reason.

Before publication

Confirm all required approval states, computations, remarks and report previews. Use only the release controls granted to your role.

Your procedure shortcuts

10 Enter scores and compute results **p. 39**

11 Review results in Examination Office **p. 41**

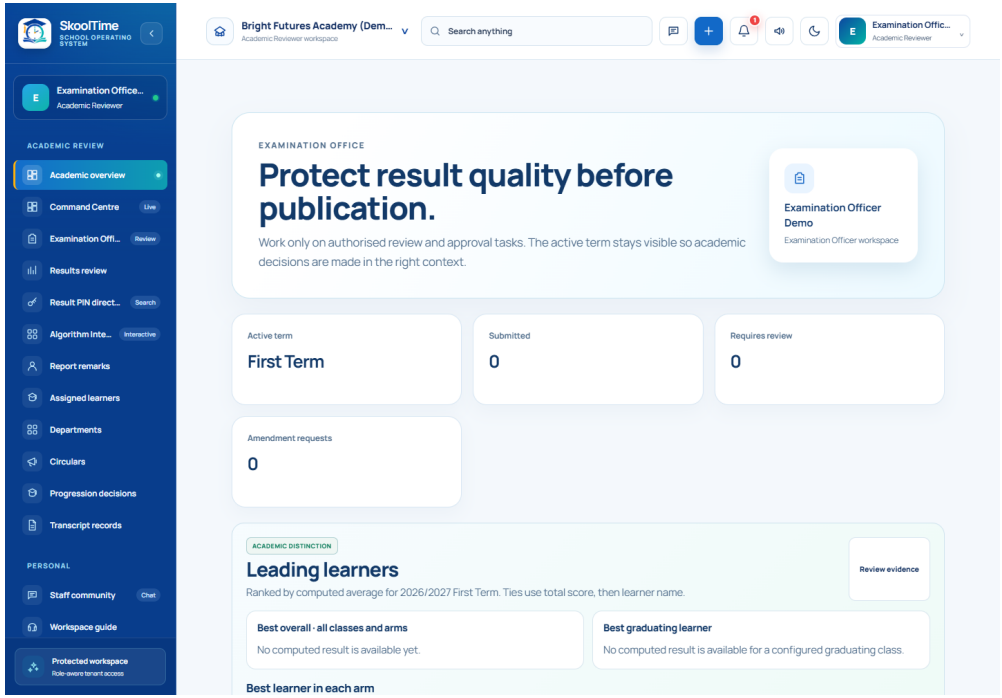
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Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Head of Department

Support subject quality and the departmental part of the academic review process.

Plan

Check the subjects, teacher responsibilities, curriculum expectations and lesson preparation relevant to the department.

Review

Inspect the submissions made available to your role. Record specific correction requests and follow the return-and-resubmit cycle.

Hand over

Complete your review stage and notify the next school officer through the defined process. A departmental review is not the final release by itself.

Your procedure shortcuts

11 Review results in Examination Office **p. 41**

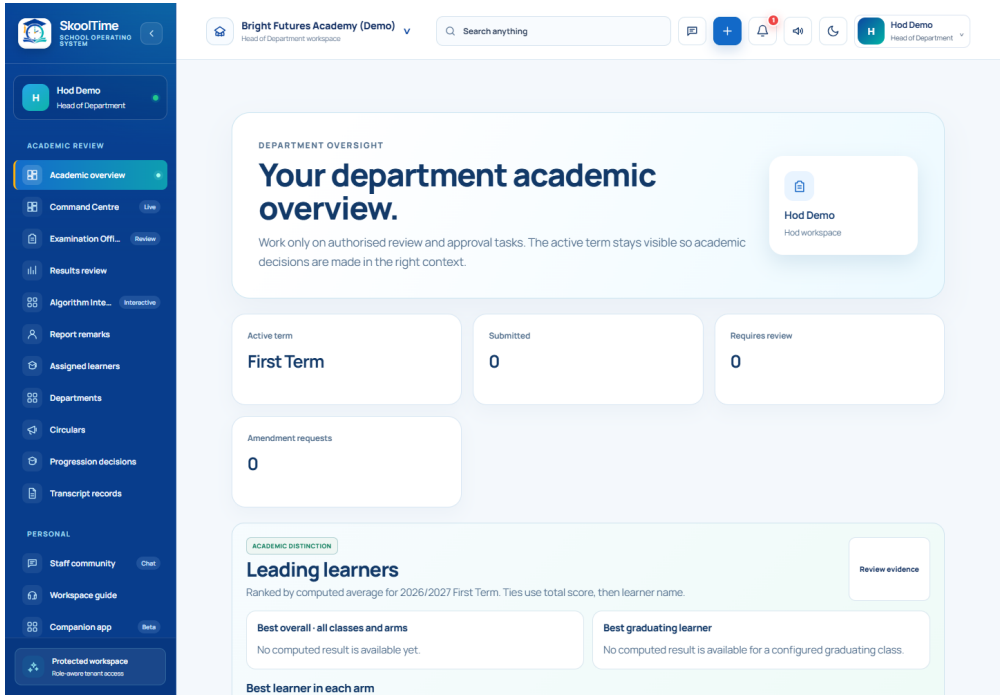
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36 Use the private staff community **p. 91**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Academic Approver

Carry out the academic approval stage assigned by the school, with a clear decision on each reviewed item.

Open your queue

Check Notifications and Examination Office for records awaiting your action.

Review evidence

Check completeness, marks, calculations and any earlier reviewer comments within your permitted scope.

Decide and confirm

Approve satisfactory work or return it with a reason. Reopen the queue to verify the state changed and the next hand-off is clear.

Your procedure shortcuts

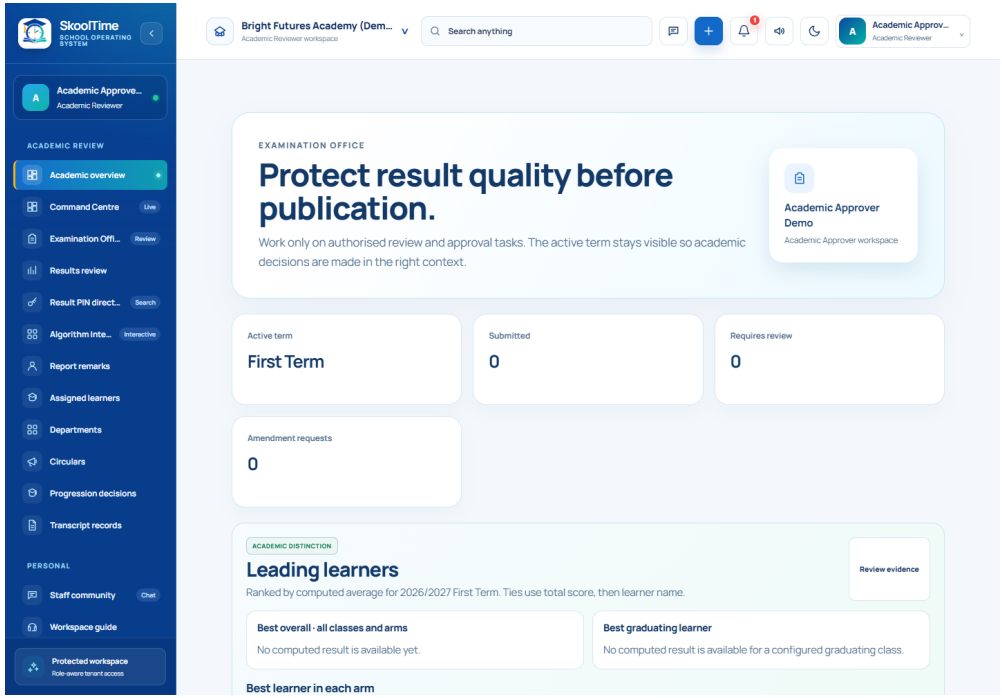
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49 Use notifications and maintain your profile **p. 117**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Front Desk / Records

Keep learner, guardian and contact records accurate so admissions and family access connect to the right people.

Before adding a record

Search by name, admission number and guardian email. Reuse an existing person where appropriate.

When details change

Correct authorised identity and contact fields; confirm each guardian is linked to the intended child.

When a request needs another officer

Direct payment issues to Finance and academic decisions to the responsible school officer. Do not promise a decision before it is recorded.

Your procedure shortcuts

08 Learners, guardians and family links **p. 35**

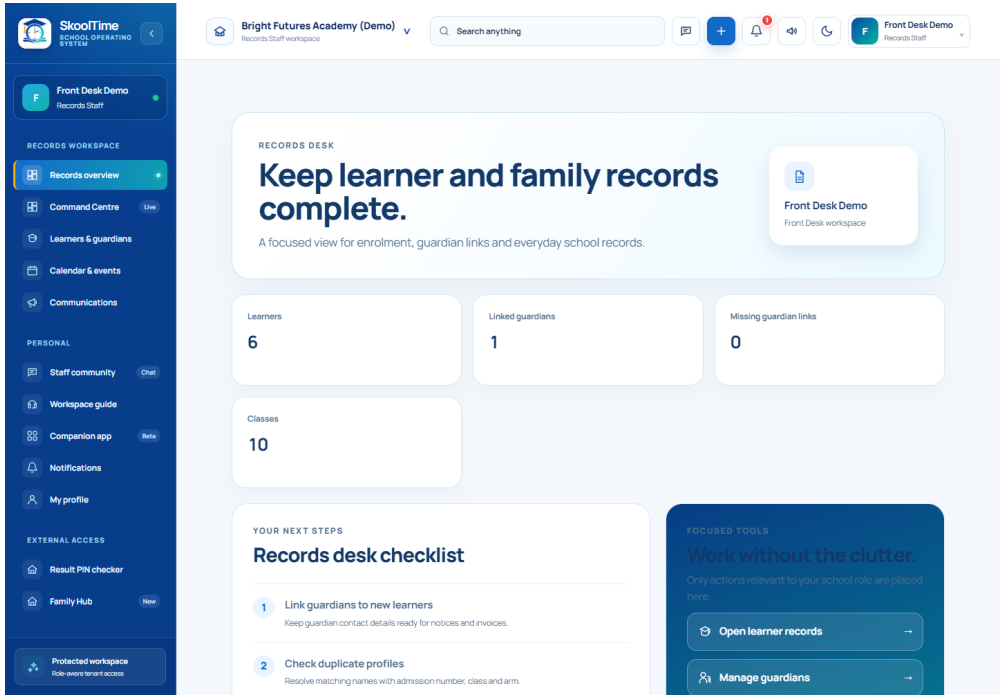
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50 Get help with a school issue **p. 119**



Actual role workspace in the demonstration school.

Use your own account. Ask the school administrator to correct missing access or assignments.

Parents and Guardians

Use your own registered contact details to follow admissions, pay school bills and stay connected to each child.

Applying for a place

Use one verified admission account, pay the applicable form charge, complete the steps and retain the application number.

Already enrolled

Ask the school to link your correct guardian email to every child. Use that email for the Companion Parents Hub magic link.

Staying informed

Select the child before reading progress or messaging a teacher. Use the fee payment and Result PIN pages for their separate purposes.

Your procedure shortcuts

28 Apply for admission as a parent **p. 75**

29 Track status, accept an offer and print the letter **p. 77**

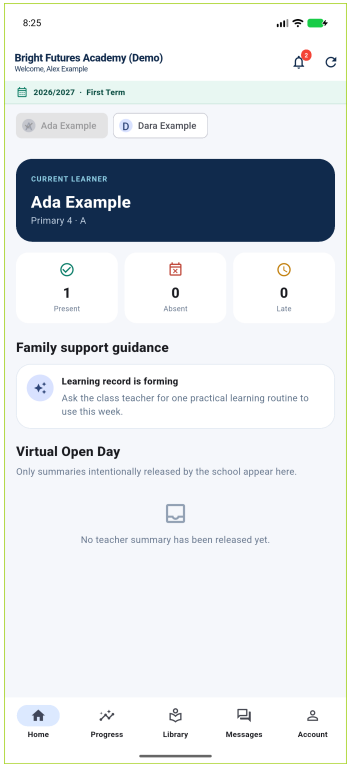
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64 Message the school privately **p. 147**

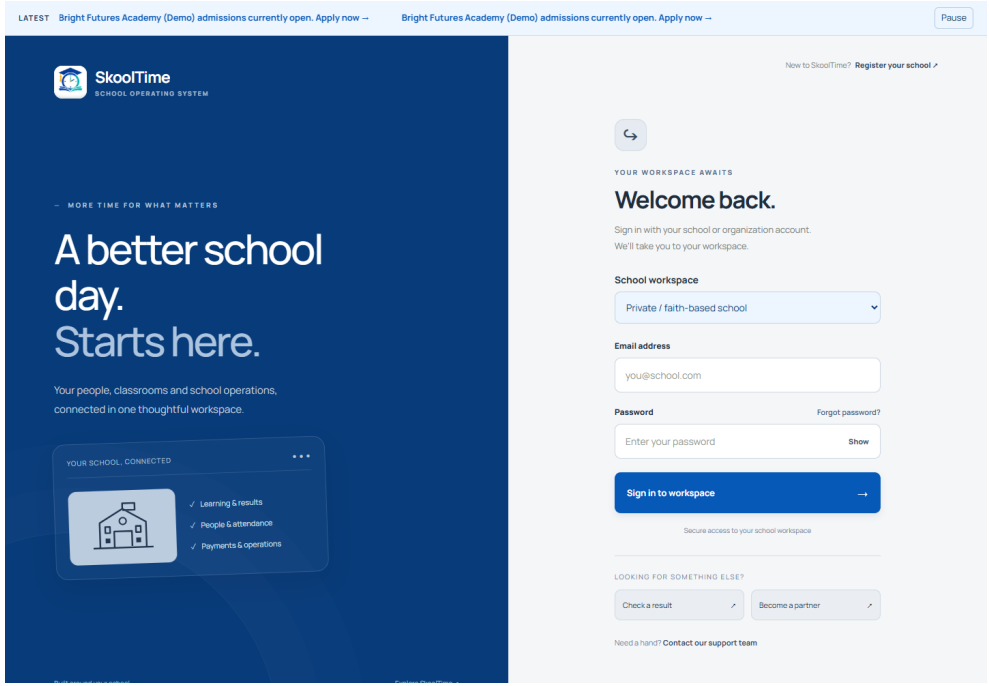


Actual Parents Hub in the demonstration school.

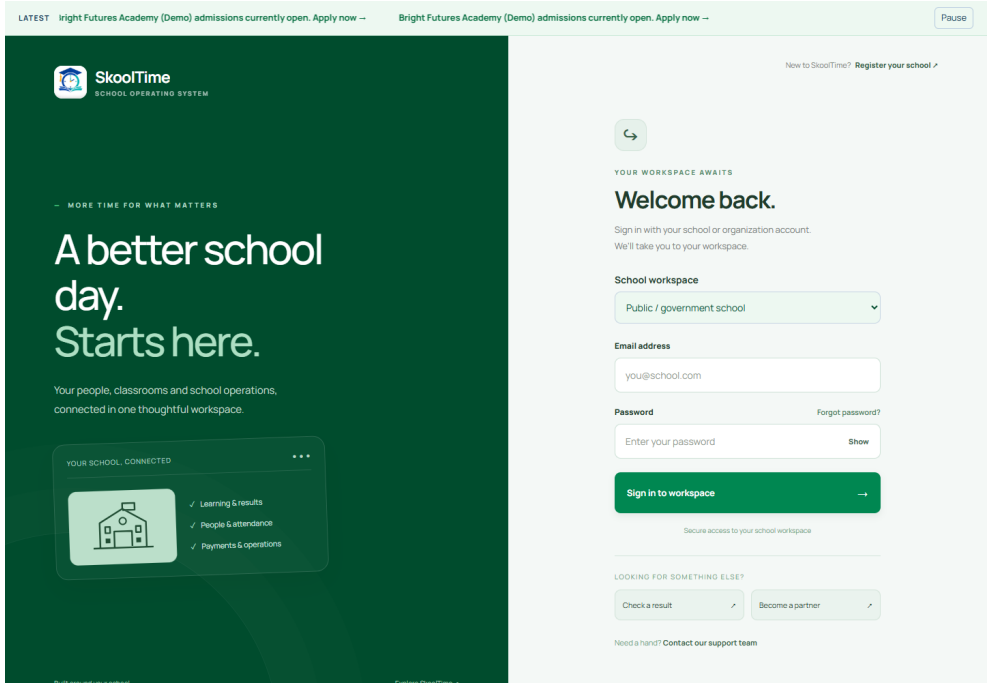
Use your own account. Ask the school administrator to correct missing access or assignments.

One workflow. The right school identity.

Private and faith-based schools use blue. Public/government schools use Nigerian green. Always confirm the school name and selected school type before signing in or changing a record.



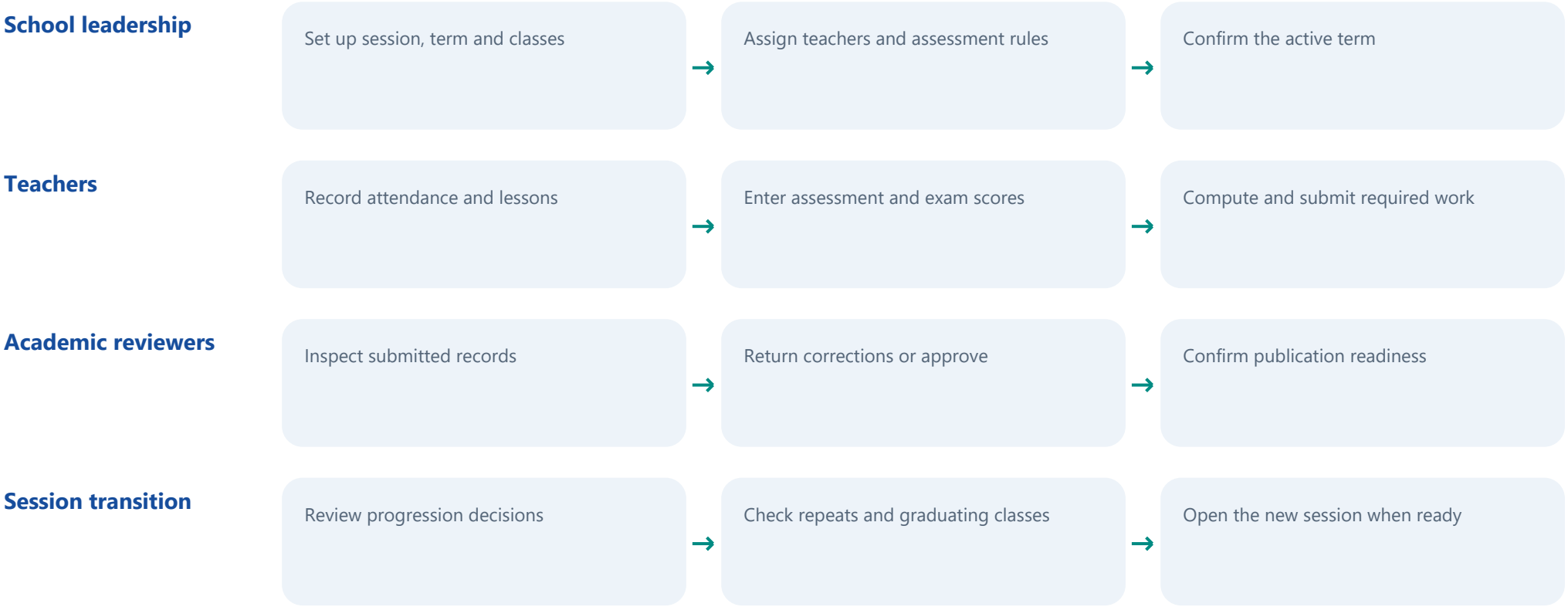
Private / faith-based
Select the appropriate school workspace on the sign-in page.



Public / government
The green theme identifies the government-school route. Your assigned role still governs access.

The school year: prepare, teach, review, progress

Use the current session and term consistently. A saved record is only one part of the cycle.



Completion checkpoint
Keep future sessions Planned until the school is ready. Confirm repeat and graduation exceptions before the new-session transition.

Admissions: from discovery to enrolment

Hosted forms stay in SkoolTime. An external admission advert sends the applicant to the school's configured website.

School setup	Select receiving classes and capacity →	Set prices, form fields and documents →	Publish the opening
Parent / guardian	Create account and verify email →	Pay if required, then complete form →	Review and submit application
School review	Review documents and notes →	Assess or waitlist where needed →	Offer admission or reject with reason
Parent response	Read decision and offered class →	Accept or decline the offer →	Download letter after acceptance

Completion checkpoint
The accepted offer links the admitted learner to the school record. Reuse the parent identity and verify class placement; do not create a second child or guardian record to complete the hand-off.

Payments: distinguish the three purposes

Always confirm what the payment is buying before checkout. A bank debit alone does not prove that the intended application or invoice is reconciled.

Admission form

Choose the intake and receiving class → Review form charge and transaction fee → Confirmed payment unlocks the form

School fees

Select school and learner admission number → Find and review the learner invoice → Confirmed payment updates invoice/receipt

Result access

Obtain the correct Result PIN → Choose school and enter learner details → Open the published report

Completion checkpoint
If a payment is pending after a debit, retain its original reference and ask the appropriate school team to reconcile it before paying again. Free admission forms do not need a form payment.

Companion: save locally, then confirm sync

Prepare the device online before relying on offline work. School permissions, assignments and the selected term still apply.

First setup

Sign in online with staff account → Download assigned school setup → Create the device PIN

During the day

Select class, arm and subject → Save attendance, scores or lesson work → Check the local saved state

Back online

Open Sync / Offline Intelligence → Send pending changes and refresh setup → Confirm pending count and any errors

If something is missing

Check account, school and active term → Ask school admin to correct assignment → Sync again and recheck the workspace

Completion checkpoint
Do not clear app storage, uninstall the app or replace the device while unsynchronised work remains. A local save and a confirmed server synchronisation are separate checkpoints.

01 Sign in, recover access and register a school

Who uses this: All school staff; school registration administrator

Use the correct account route without creating unnecessary duplicate records.

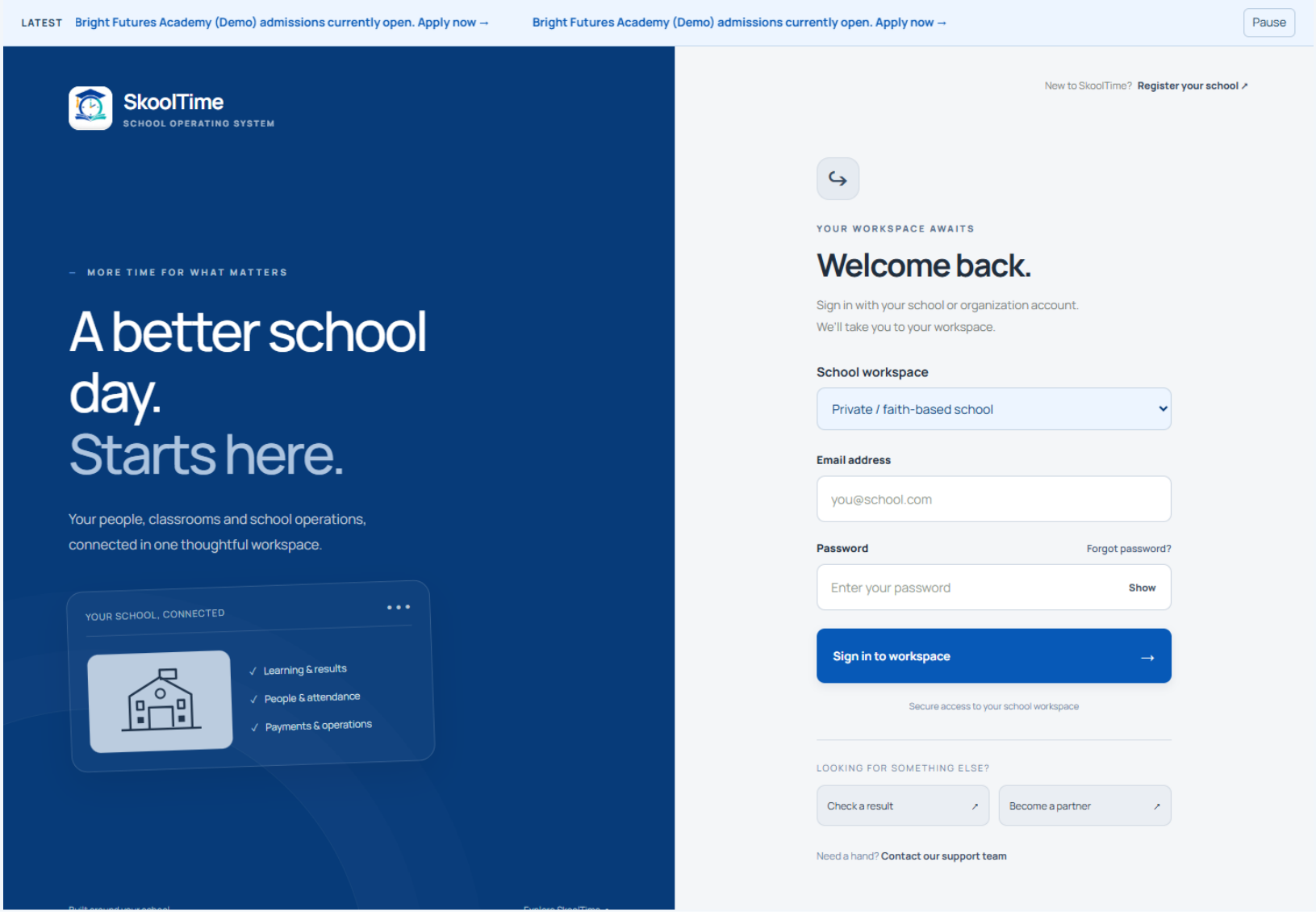
1. Open app.skooltime.ng. Choose Private / faith-based school or Public / government school in School workspace.
2. Enter your school-account email and password, then Sign in to workspace. The application opens the workspace permitted by your role.
3. If you cannot remember the password, choose Forgot password and follow the email recovery instructions. Use the latest valid link.
4. For a new school, choose Register your school and complete the school type, institution details and authorised administrator information.
5. If an introducing partner supplied a code such as SKP-26-XXXXXXX, enter it in the optional partner field. Read the prompt before continuing without a code.
6. Submit the registration and follow the displayed verification, subscription and onboarding steps. Existing staff should be invited into the existing school rather than registering it again.

Confirm it worked
The user enters the correct role workspace, or the new school registration has a traceable next step.

Practical note: An admission-parent account, a staff login and a Companion Parent Hub magic link serve different purposes. Choose the route that matches your task.

01 Screen guide

Sign in, recover access and register a school



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

02 Find your way around

Who uses this: All school staff

Start each day in the correct school, role and academic term.

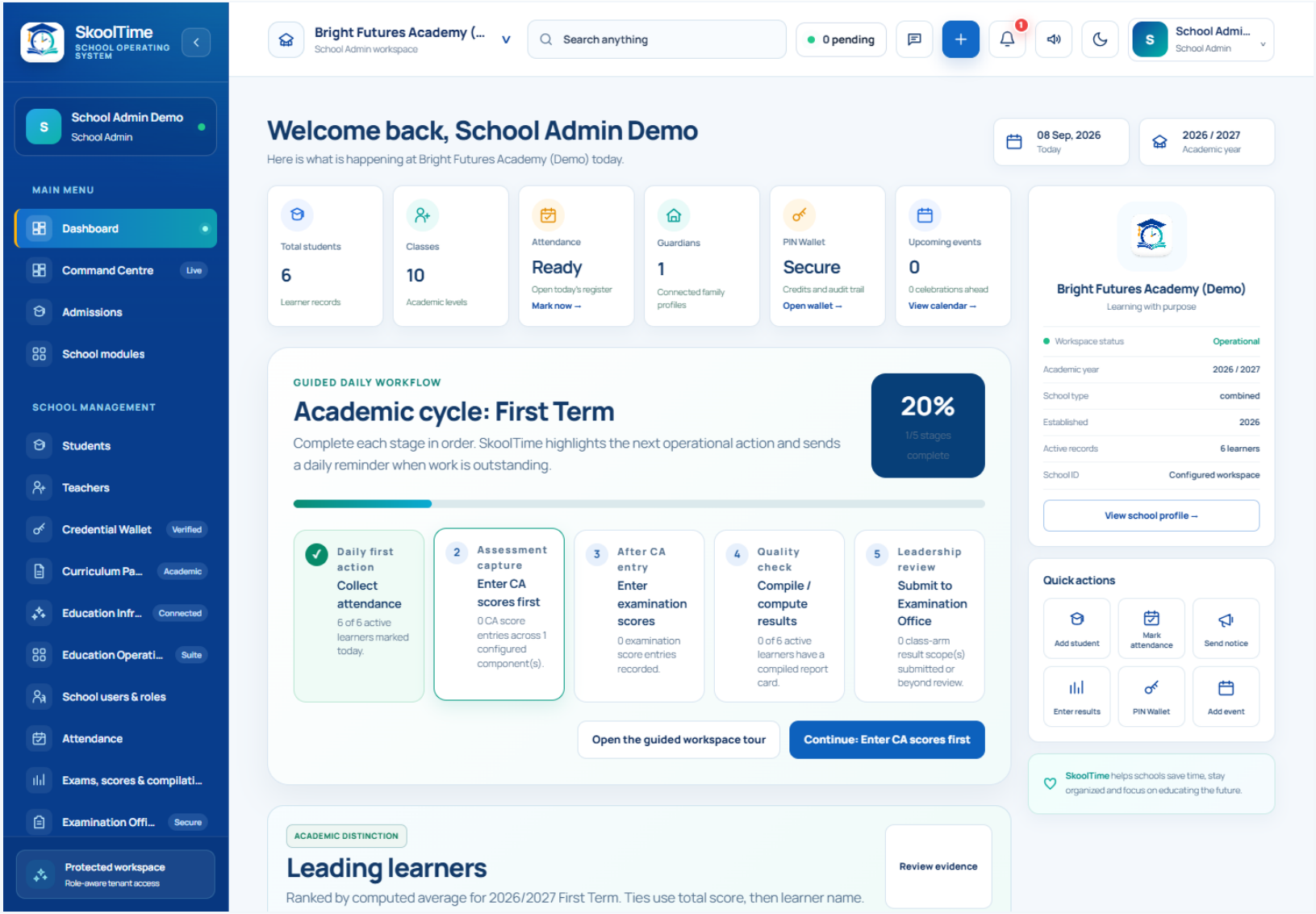
1. Open app.skooltime.ng and sign in with the account issued to you. Complete any first-sign-in password change before continuing.
2. Check the school name and your role in the header. A teacher-only account opens the Teacher workspace; other roles receive their permitted dashboard.
3. Use the left menu to open a module. On a narrow screen, open the menu first. The header search helps locate records and workspaces.
4. Read the academic-cycle card in order: attendance, continuous assessment, examination scores, computation and Examination Office submission.
5. Open an outstanding action to work in its exact class or subject scope. Use Notifications for the underlying alert.
6. Return to the dashboard to review progress. Saving a record and completing an entire academic stage are different actions.

Confirm it worked
The correct school is shown and the next outstanding task has a clear destination.

Practical note: Menu visibility depends on your role and the modules enabled by your school. Do not use another person's login to obtain a missing control.

02 Screen guide

Find your way around



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

03 Enable the school modules

Who uses this: School administrator; Principal; Proprietor

Choose which optional workspaces the school will use.

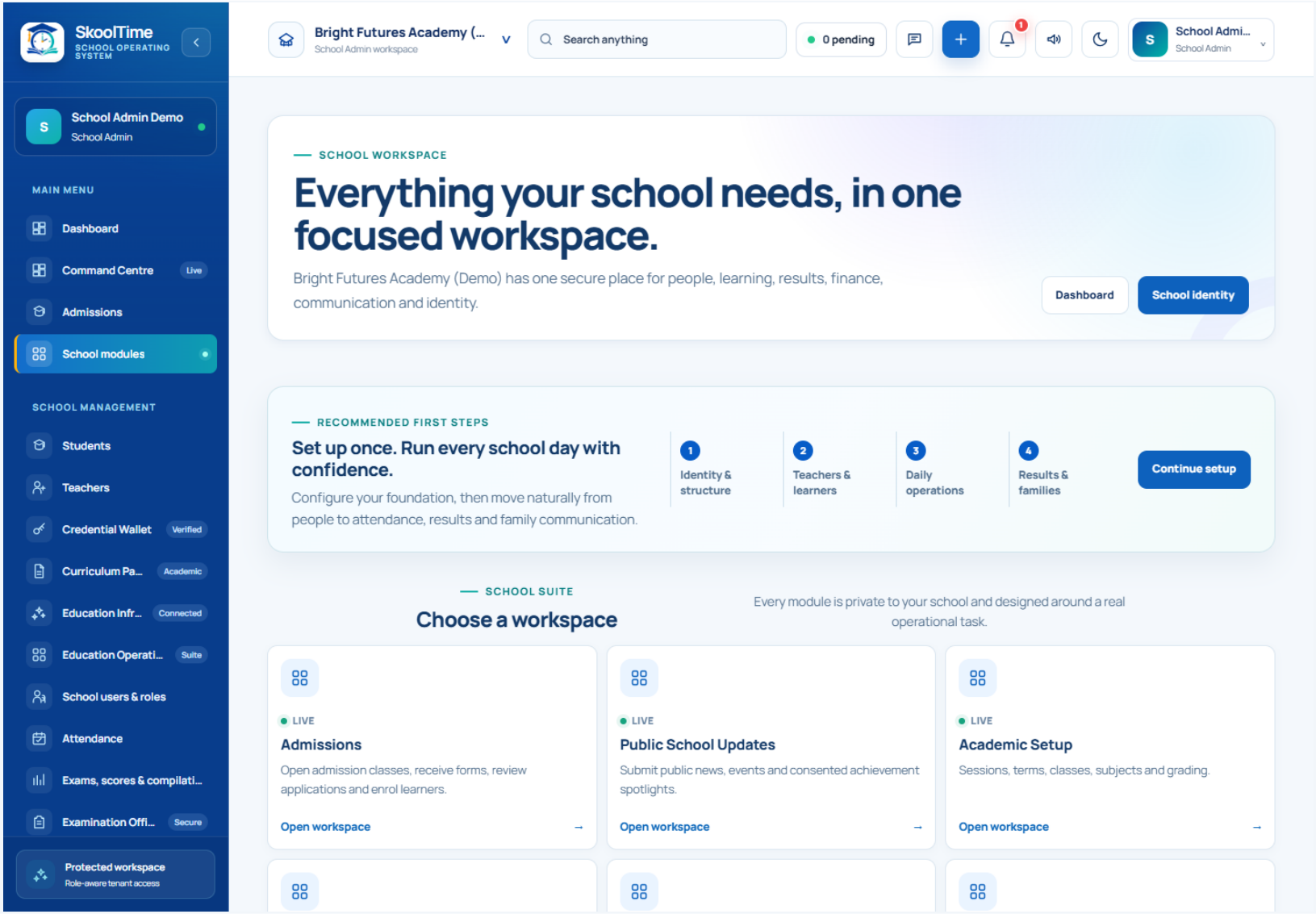
1. Open School modules from the main menu. Review the available workspace cards.
2. Scroll to Choose active modules. Read the description beside each switch or checkbox.
3. Select the modules your subscribed school intends to operate. For admissions, also prepare classes, an academic session and the collection account before selling forms.
4. Choose Save active modules and wait for the confirmation.
5. Open the enabled workspace from its card or the menu. Revisit Choose active modules to confirm the saved selection.
6. If a colleague cannot see the workspace, check both their role and the module setting; enabling a module does not grant every staff member administrative powers.

Confirm it worked
The selected modules remain enabled when the page is reopened.

Practical note: Identity, users, learner records and academic setup form the core foundation. Plan operational hand-offs before disabling a module with ongoing work.

03 Screen guide

Enable the school modules



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

04 School identity and official assets

Who uses this: School administrator; Principal; Proprietor

Apply the school identity to its workspace, family access and official documents.

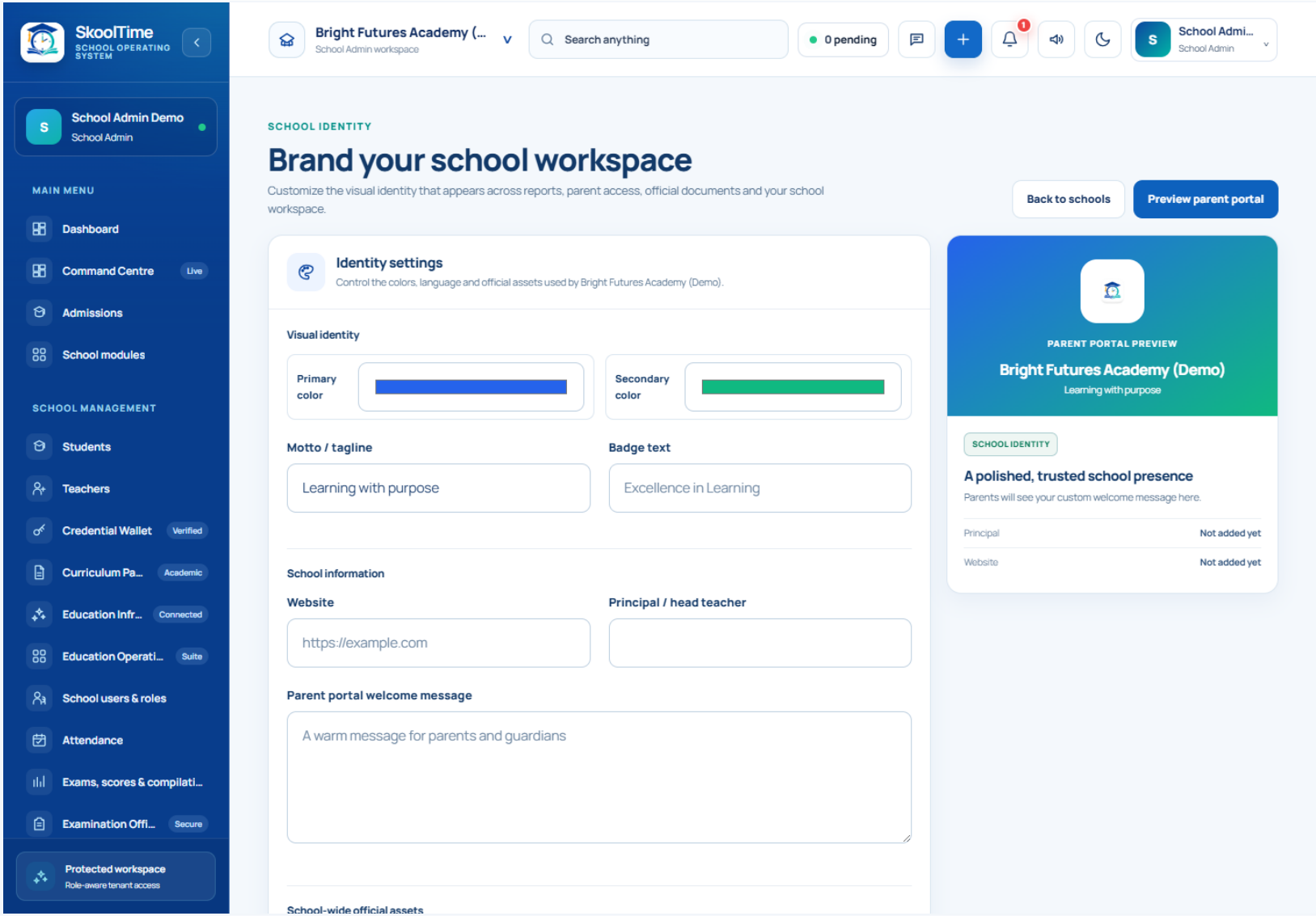
1. Open School identity. Check that the heading names the intended school.
2. Set the primary and secondary colours, motto, badge text, website, principal name and parent welcome message.
3. Upload the school logo and letterhead. Use a clear, correctly oriented image with enough resolution for printing.
4. Add the principal signature and school stamp where authorised. Staff signatures belong to individual staff profiles and require approval before official use.
5. Choose Save school identity. Inspect the parent preview and reopen the page to check that the selected files and values remain.
6. Use Section authorities & official stamps to choose a school section, authority title, staff member or external officer, signature and stamp. Choose Save section authority for each section.

Confirm it worked
The school identity and the appropriate section authority appear in subsequent previews.

Practical note: Private and faith-based workspaces use blue; public/government workspaces use Nigerian green. Admission-specific letter assets are configured in the admission designer.

04 Screen guide

School identity and official assets



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

05 Set up the academic structure

Who uses this: School administrator; Principal; Proprietor

Create the sessions, terms, classes, arms, subjects and assessment rules used everywhere else.

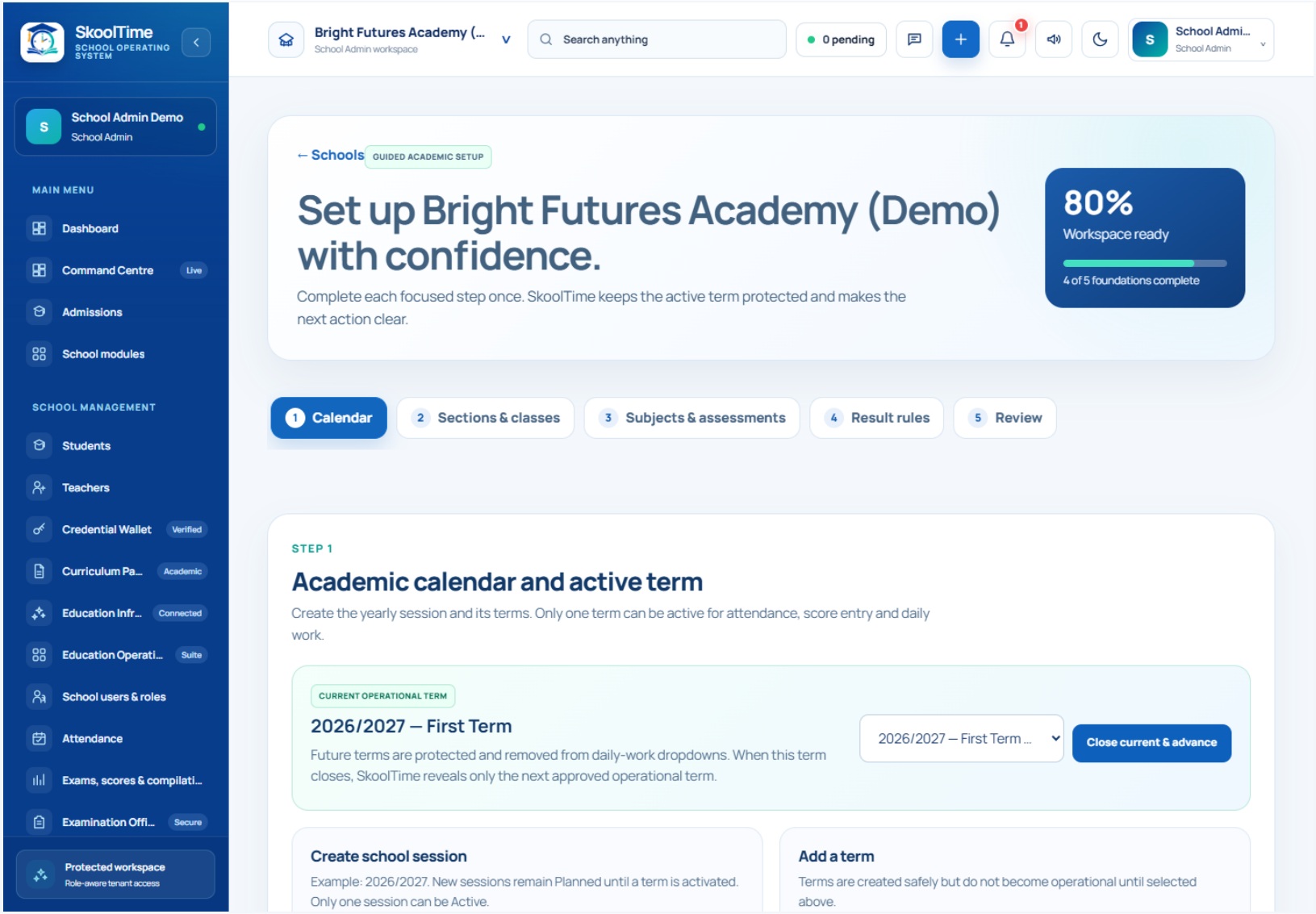
1. Open School setup and work through its tabs in order. Create or review the session name, dates and the three terms before assigning learners.
2. New sessions begin as Planned. Use Edit to correct a session label or dates; editing the label does not promote learners or change their class.
3. Configure each class under the correct school section and in its intended progression order. Add arms such as A or B under the class.
4. Create subjects, connect them to classes, and define assessment components with their maximum scores. Check that the intended total is correct.
5. Configure grading scales and section policies. Under Progression configuration, save the promotion and optional trial threshold for each relevant section.
6. Select all graduating classes, grouped by section, and save the selection. Review the saved threshold cards; use their Edit or Delete action when a policy changes.
7. Activate the intended term only when ready. Only one session is Active; a new-session First Term is also the controlled point at which prepared progression is applied.

Confirm it worked
The correct session and term are active; class order, graduating classes and separate section thresholds are visible.

Practical note: A future session should remain Planned. Check progression exceptions before opening its First Term. Deleting a section policy removes that saved override; review the displayed defaults before confirming.

05 Screen guide

Set up the academic structure



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

06 Create staff accounts and assign roles

Who uses this: School administrator; Principal; Proprietor

Give each person an individual account with the appropriate responsibilities.

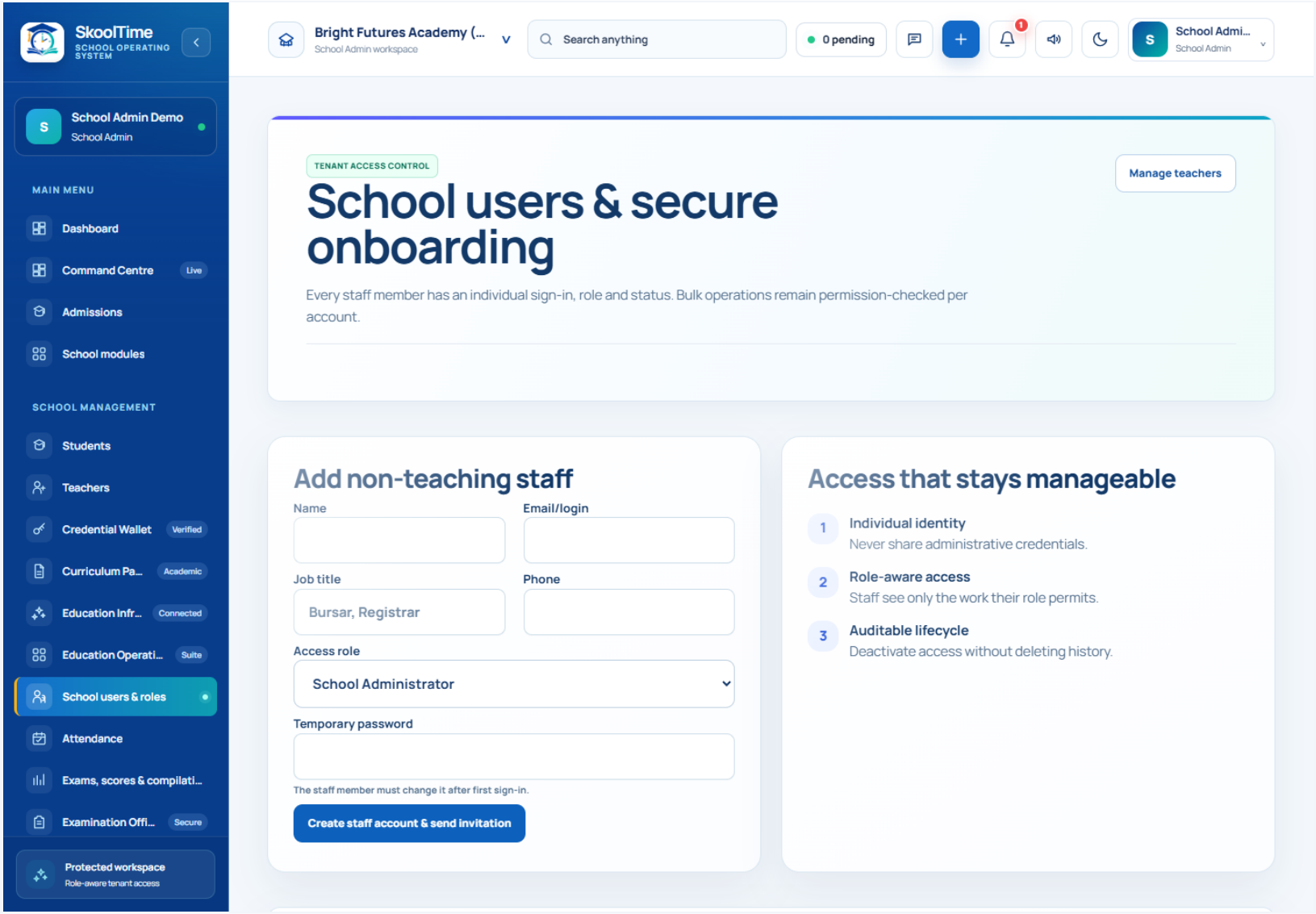
1. Open School users & roles. Search the existing directory before adding a new person.
2. Enter the staff name, email, phone and job title, then choose the intended role. Use an email the staff member can access.
3. Create the account using the form action. The staff member follows the invitation or password-setup instructions and changes any temporary password.
4. Use Edit beside an existing user to correct their details or assigned role. Review the effect on access before saving.
5. Use Resend invite when the person needs a new onboarding email. Confirm the email address first.
6. Use Deactivate to stop access for a departing or suspended user while preserving records. For bulk work, select the intended rows, choose the displayed action and review the selection before Apply safely.

Confirm it worked
The staff directory shows the correct role and Active status for people who should be able to sign in.

Practical note: A user account is not the same as a teacher assignment. Teachers also need their class/form and subject responsibilities in Teachers.

06 Screen guide

Create staff accounts and assign roles



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

07 Register teachers and allocate responsibilities

Who uses this: School administrator; Principal; Proprietor

Connect each teacher to the exact classes, arms and subjects they teach.

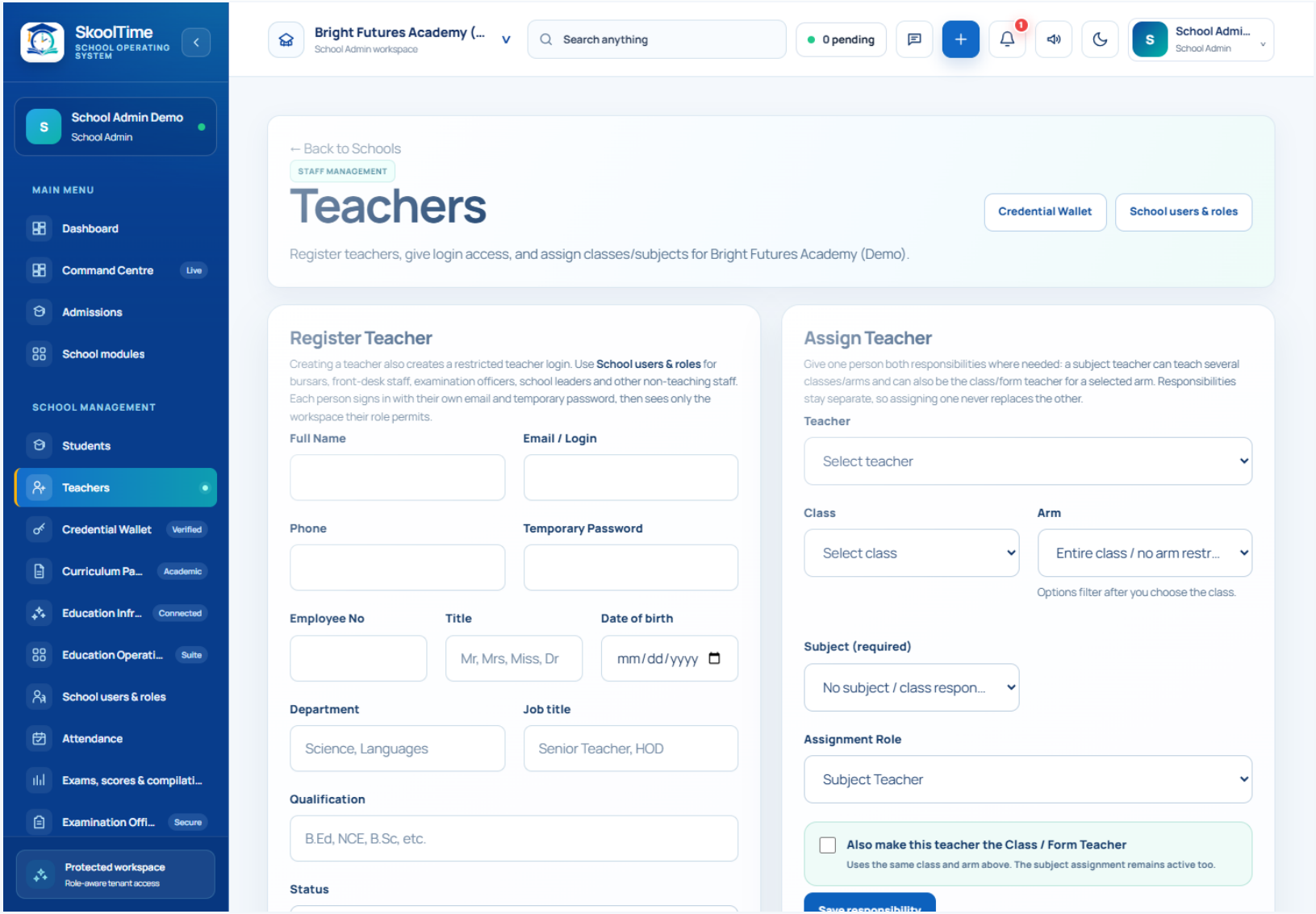
1. Open Teachers. Search the staff list before creating a teacher record. Enter the identity, contact, employee number, qualification and department required by the form.
2. Set the correct employment/access status and save the teacher. Check the staff record in the directory.
3. In the responsibility form, select the teacher and class. Select an arm, or deliberately choose the whole-class scope.
4. For subject teaching, select the subject and Subject Teacher. For register responsibility, choose Class Teacher or Form Teacher.
5. Use Also make this teacher the Class / Form Teacher when the same person holds both duties in that class and arm. Choose Save responsibility.
6. Review Current Assignments. Use Modify to correct a scope or Remove to end a responsibility. Ask the teacher to synchronise their Companion after changes.

Confirm it worked
The teacher has separate, correct subject and class/form assignments.

Practical note: A subject assignment alone does not make someone the class-register owner. Statuses such as resigned or retired preserve history but should not provide ongoing school access.

07 Screen guide

Register teachers and allocate responsibilities



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

08 Learners, guardians and family links

Who uses this: Administrator; Front Desk/Records; authorised staff viewers

Maintain one accurate learner record and connect the correct adults to it.

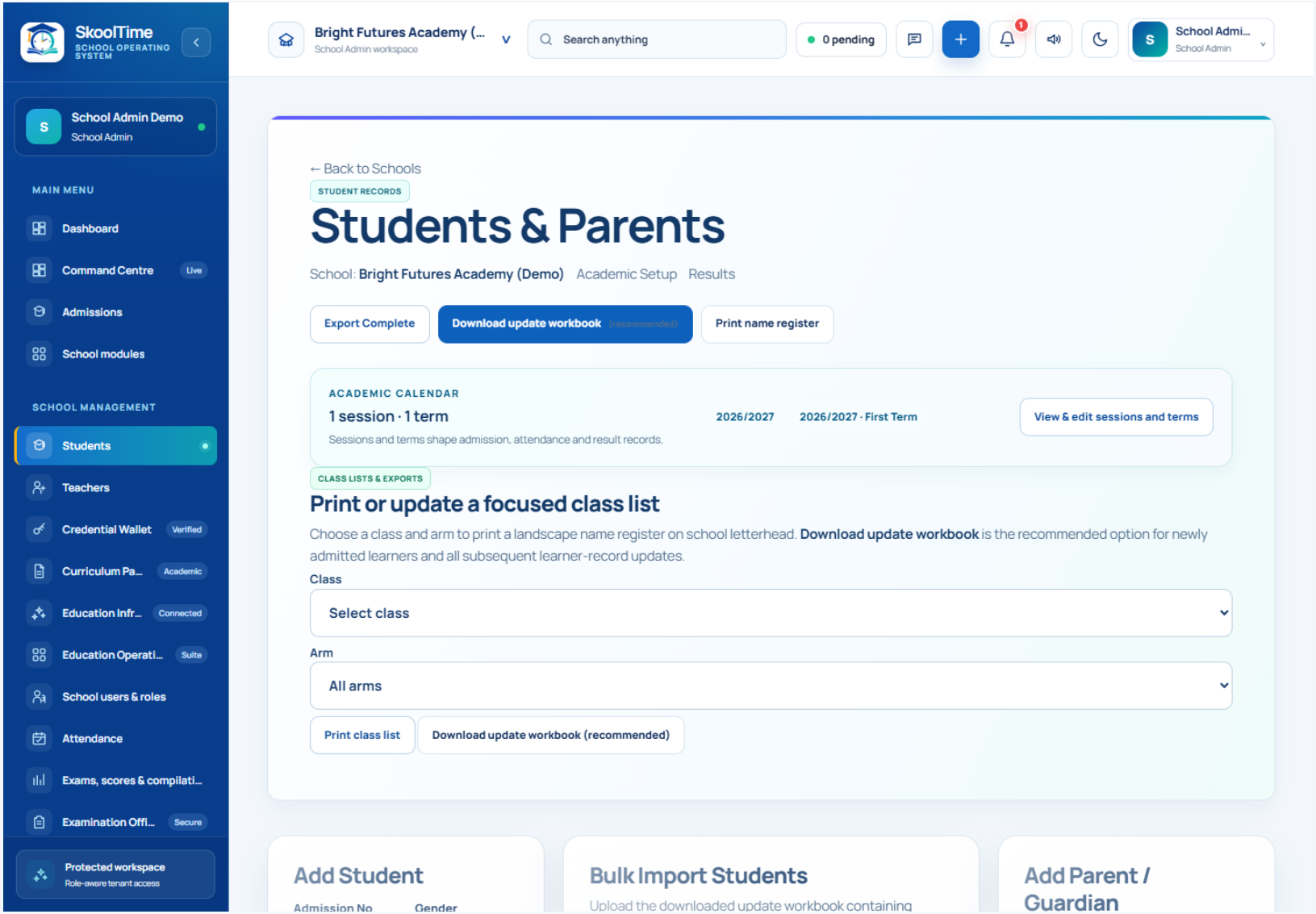
1. Open Students. Search by admission number, learner name or guardian before creating a record.
2. Use Add Student to enter the learner identity, admission number, class, arm and status. Save and verify the new row.
3. For bulk work, download the current update workbook. Keep its headings and enter admission details plus guardian contact fields. Use a default class only for a genuinely single-class batch.
4. Import Students and review the result. Admission numbers identify existing learners; the workbook guidance explains how guardian matching works. Correct rejected rows before retrying.
5. Use Add Parent / Guardian only after searching existing guardians. Keep the email used for family access accurate.
6. In Link Guardian to Student, select both people, relationship and the result/notification permissions, then choose Link Guardian. Link siblings to the existing guardian rather than creating duplicate adults.
7. Use Edit to correct a record; use the appropriate learner status or Archive when a learner leaves. Inspect Guardian Links and use Unlink only for an incorrect relationship.

Confirm it worked
The learner has the correct class and arm, and the intended guardian can be found under the same family connection.

Practical note: The parent email used during admissions must remain consistent with the guardian record. A missing family link is an access issue; creating a second learner or parent account is not the remedy.

08 Screen guide

Learners, guardians and family links



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

09 Take and review attendance

Who uses this: Class/Form teacher; school leadership

Record the register for the correct class, arm and school day.

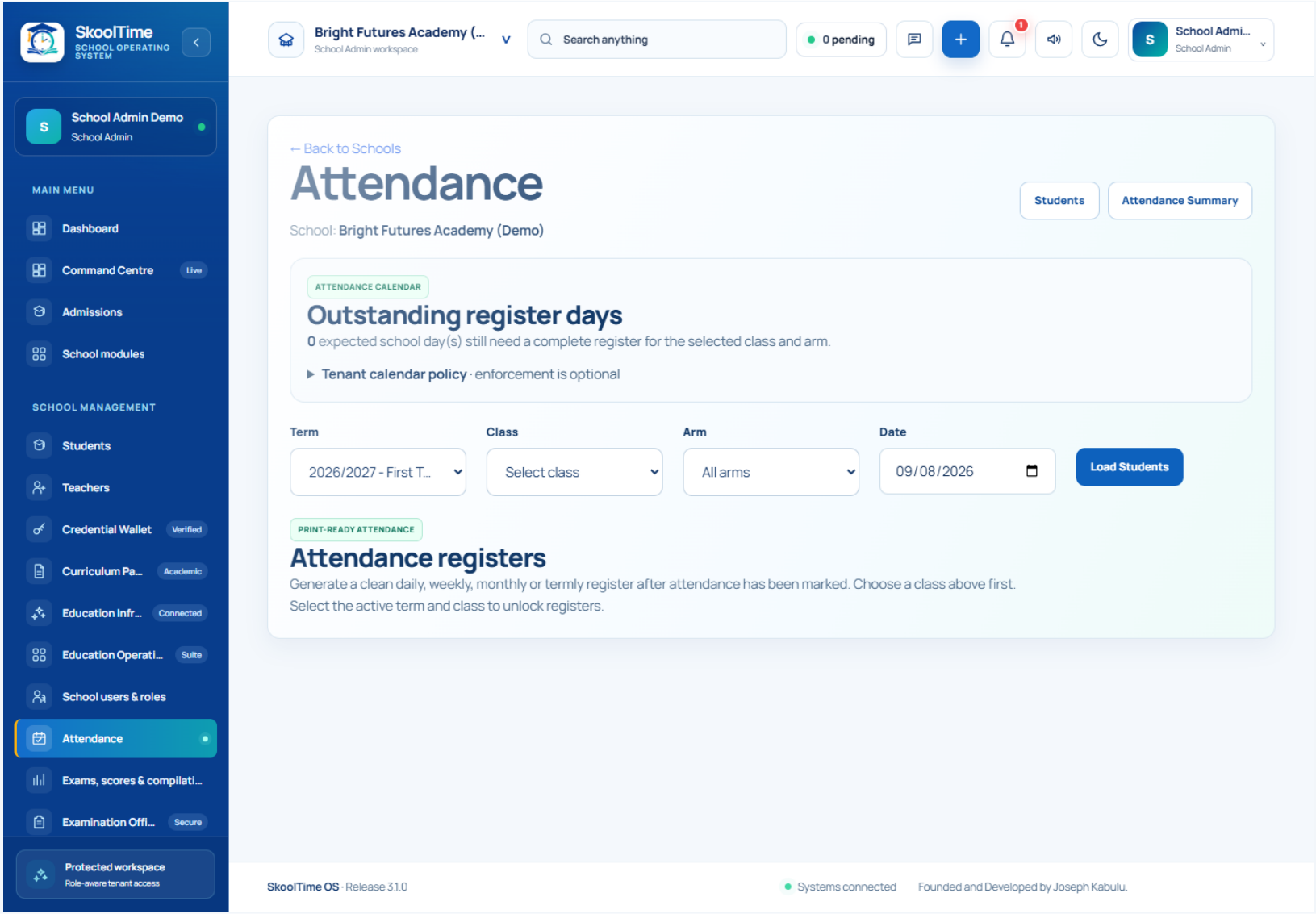
1. Open Attendance. Check the active term and choose the class and arm you are responsible for.
2. Choose the school date. Confirm that the learner list matches the class before entering marks.
3. Mark each learner using the available attendance statuses. Review individual exceptions rather than assuming all learners are present.
4. Add a remark where needed, then use the register save action. Wait for the saved acknowledgement.
5. Reopen the same date to confirm the register. Review outstanding dates and follow-up items from the attendance workspace.
6. If the register is already complete or locked, use the authorised correction route; do not create a duplicate register. Mobile users should synchronise pending local changes before checking the web view.

Confirm it worked
The correct date has a complete, saved register and outstanding work reduces accordingly.

Practical note: A saved offline register is pending until synchronisation succeeds. Holidays, term dates and permissions can restrict the dates available for entry.

09 Screen guide

Take and review attendance



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

10 Enter scores and compute results

Who uses this: Subject teacher; class teacher; school leadership

Capture assessment marks in their correct scope and prepare results for review.

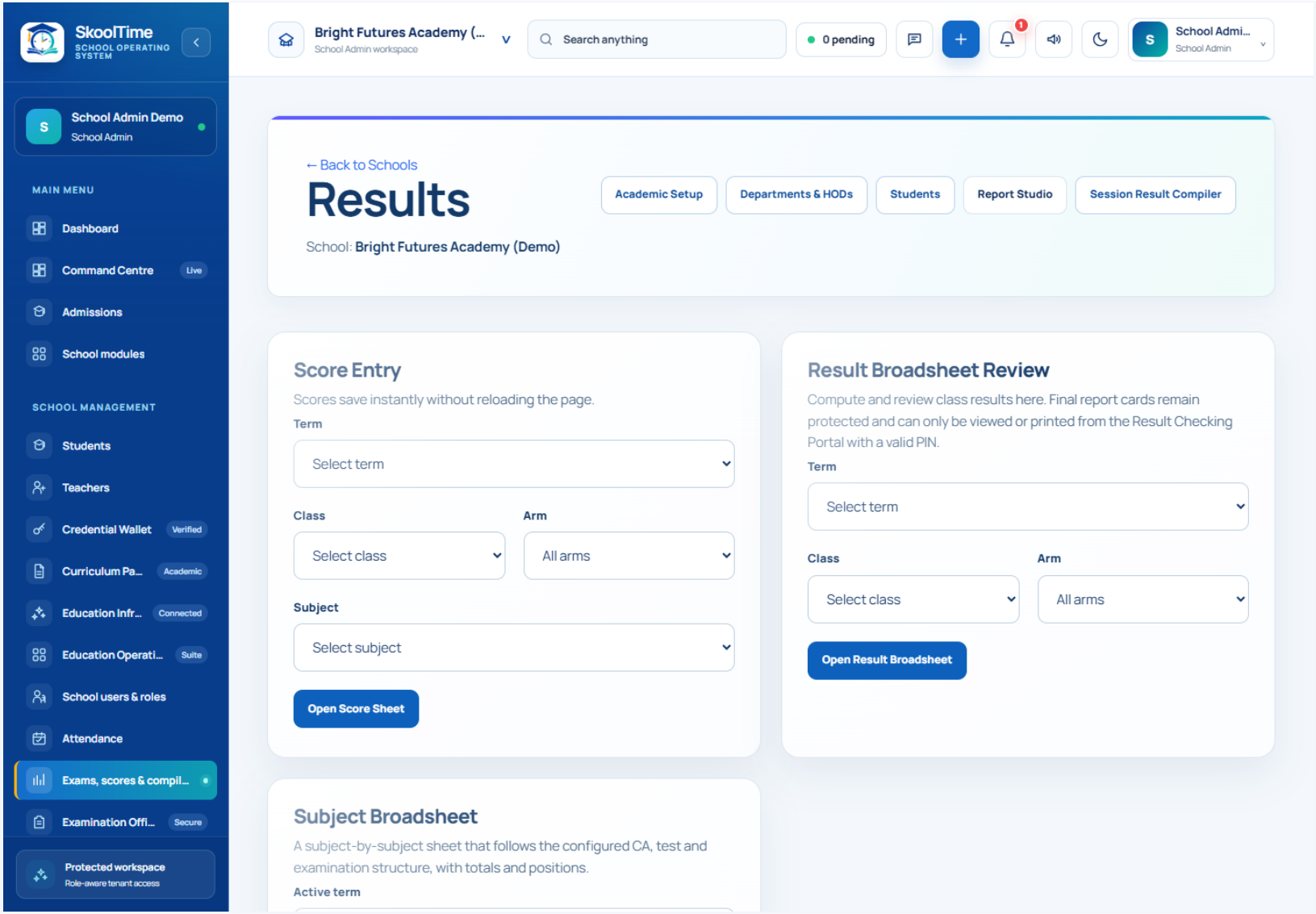
1. Open Exams, scores & compilation. Choose the exact active term, class, arm and subject before opening score entry.
2. Choose the assessment component, such as Continuous Assessment or Examination. Enter marks within the configured maximum; leave an unassessed learner unresolved rather than inventing a zero.
3. Save the scores and reopen the same scope to verify the values. Continue until every required component and subject is complete.
4. For Excel entry, set the exact subject scope first and choose Download Selected Broadsheet. Keep the downloaded roster, identifiers and headings intact; import the completed workbook with the matching defaults.
5. Open the subject broadsheet to inspect component totals. Use the class computation/compilation action once the required scores are ready.
6. Review the computed class broadsheet, remarks and missing-data warnings. Submit the exact class-arm scope to the Examination Office when ready for leadership review.

Confirm it worked
The marks are saved under the intended assessment; computed report cards and a review submission exist for the class scope.

Practical note: Saving scores does not publish results. After submission or locking, follow the amendment process instead of silently replacing reviewed marks.

10 Screen guide

Enter scores and compute results



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

11 Review results in Examination Office

Who uses this: Examination Officer; HOD; Academic Approver; school leadership

Review the submitted evidence and record the next authorised decision.

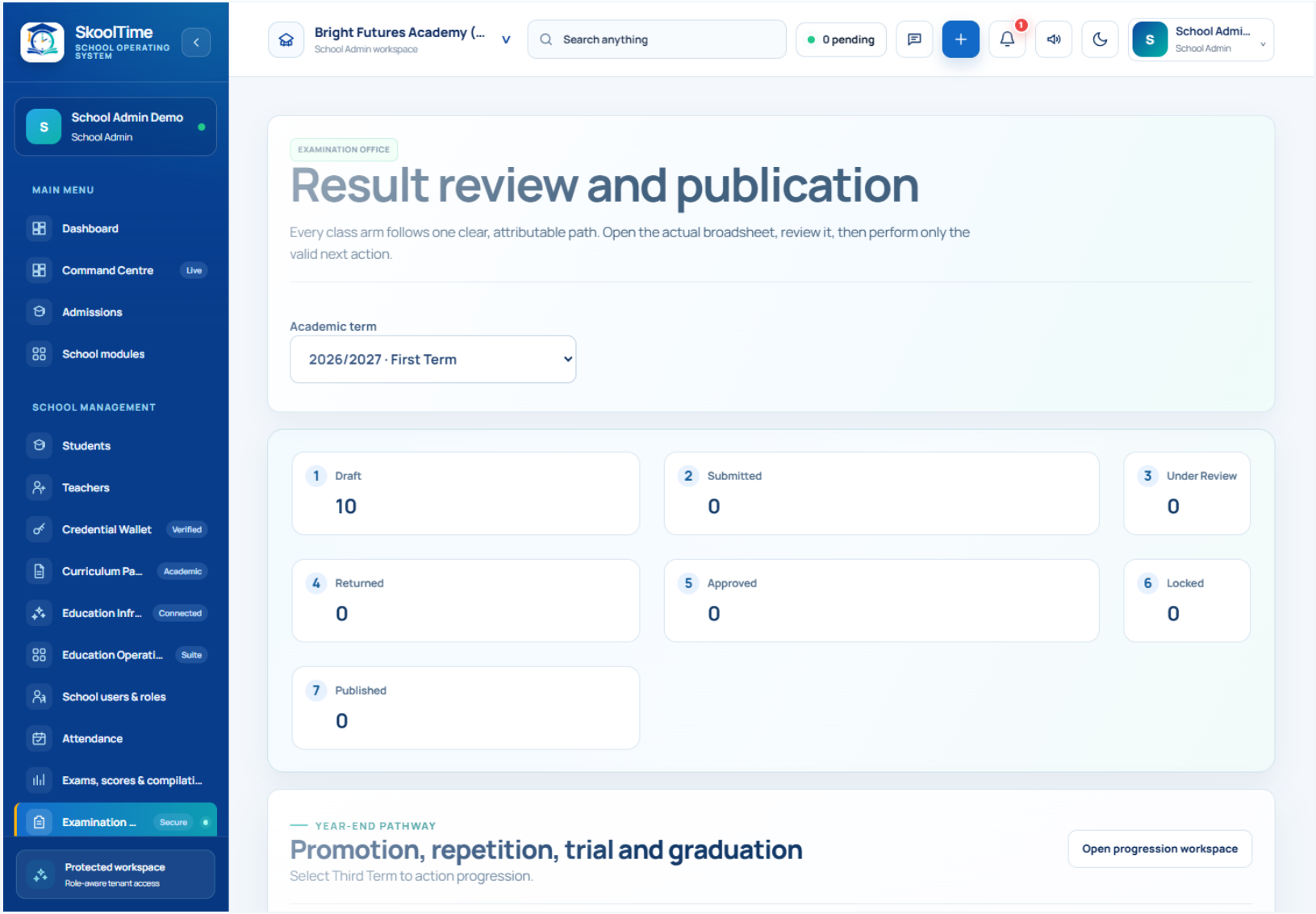
1. Open Examination Office and choose the relevant term. Find the submitted class and arm in the review queue.
2. Choose Review result or Open class workspace for that row. Confirm the learner roster, subject coverage, score totals and compiled report cards.
3. Read the submission evidence and any previous return notes. Record the review findings in the class workflow.
4. Return incomplete work with a precise correction reason, or use the approval action available to your assigned role.
5. The next authorised approver checks the same scope before locking or publishing. Follow the workflow state shown; a review action is not automatically the final publication action.
6. For a correction after submission or locking, inspect the amendment request, learner, subject and proposed change. Record an explicit decision and verify the updated workflow history.

Confirm it worked
The queue and class workflow show the correct status, named hand-off and time.

Practical note: HOD review can be department-scoped. A role may inspect evidence without being permitted to publish. Use the available authorised action rather than assuming all reviewer roles are interchangeable.

11 Screen guide

Review results in Examination Office



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

12 Write personalised report remarks

Who uses this: Class/Form teacher; Principal/Head Teacher; authorised leadership

Give each learner an individual, useful comment.

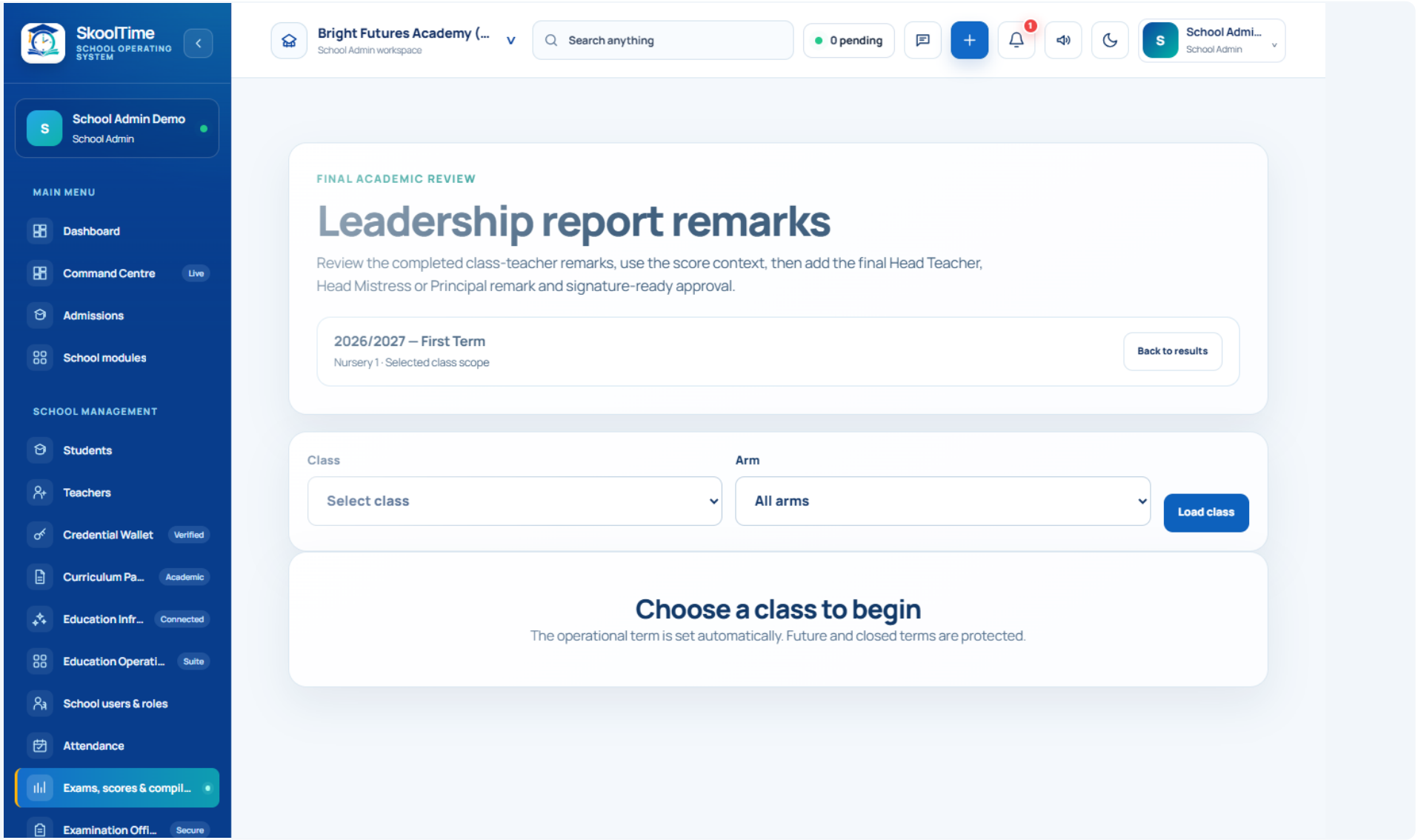
1. Open Report remarks or Open Remarks Workspace from Results.
2. Select the active term, class and arm, then load the learner list.
3. Enter the class-teacher comment separately for each learner. Describe observed strengths and a practical next step.
4. The authorised Head Teacher or Principal adds the separate leadership remark. Check that the two roles' comments are not confused.
5. Save the remarks using the workspace action and wait for confirmation.
6. Reopen the class and inspect a report preview to confirm that the correct learner receives the correct remarks.

Confirm it worked
Individual comments remain saved and appear in the intended report sections.

Practical note: The workspace protects future and closed terms. Resolve term selection or review locks before requesting an authorised correction.

12 Screen guide

Write personalised report remarks



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

13 Design report cards

Who uses this: School administrator; authorised academic leadership

Choose a clear, consistent report design for each school section.

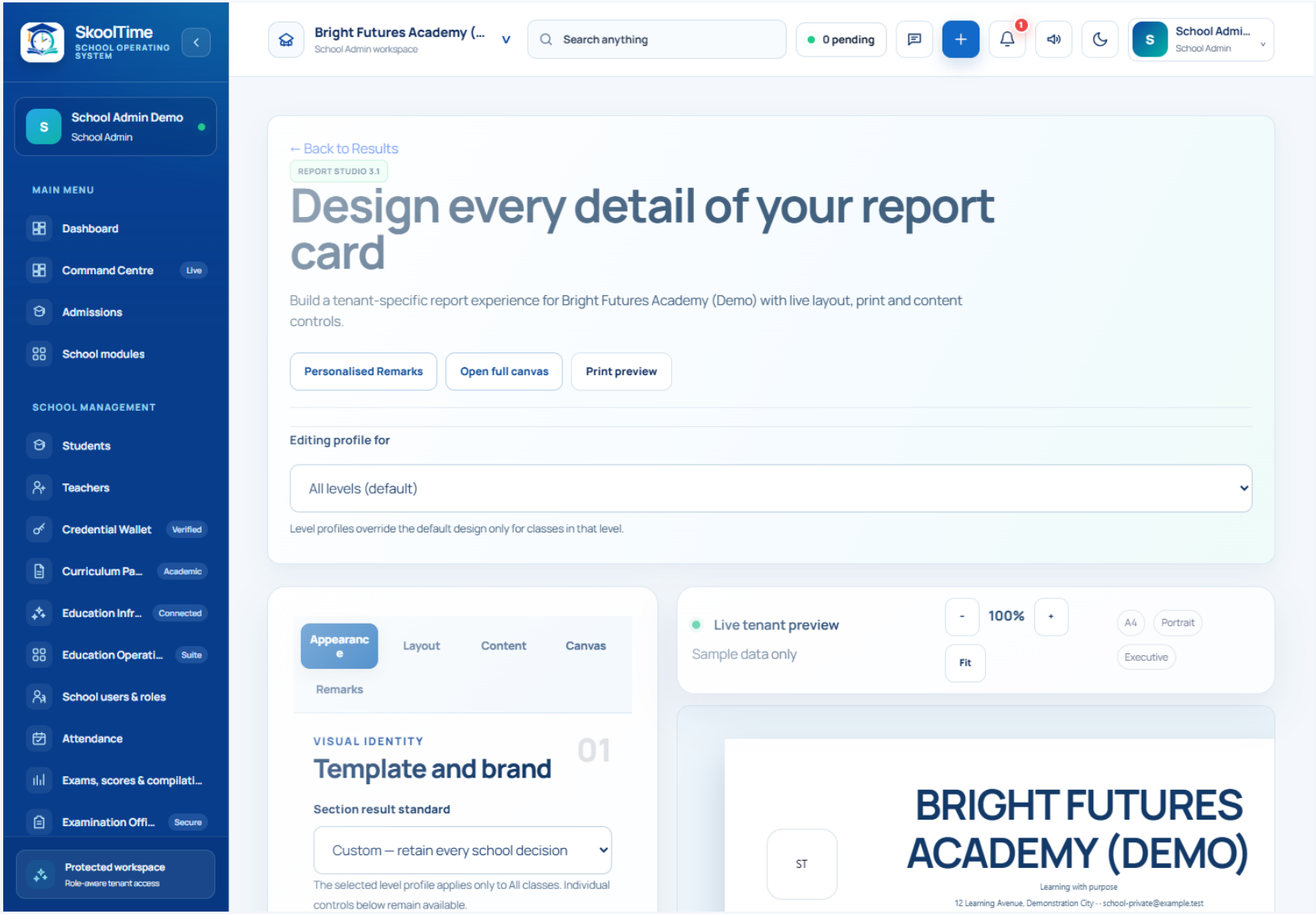
1. Open Report Studio. Choose All levels (default) or the particular level profile you want to edit.
2. Select the section result standard and a template or design quick start. Set the report title, colours, typography and text scale.
3. Use Layout and Content to choose the information, paper format and density. Use Canvas for available fine layout controls.
4. Configure the remarks and signature sections. Ensure the official school and section assets have been saved separately.
5. Inspect the live preview, use Fit or zoom for detail, and open Print preview to check page breaks.
6. Choose Save Report Design. Reopen the same level profile and verify the saved result before printing a real learner report.

Confirm it worked
The selected default or level profile retains the design and its printed preview is legible.

Practical note: The studio uses sample data in its preview. Its display is not evidence that a learner's result has been computed, approved or published.

13 Screen guide

Design report cards



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

14 Generate and locate Result PINs

Who uses this: Authorised school administrator; Examination Office

Issue access for published learner results and retain the allocation record.

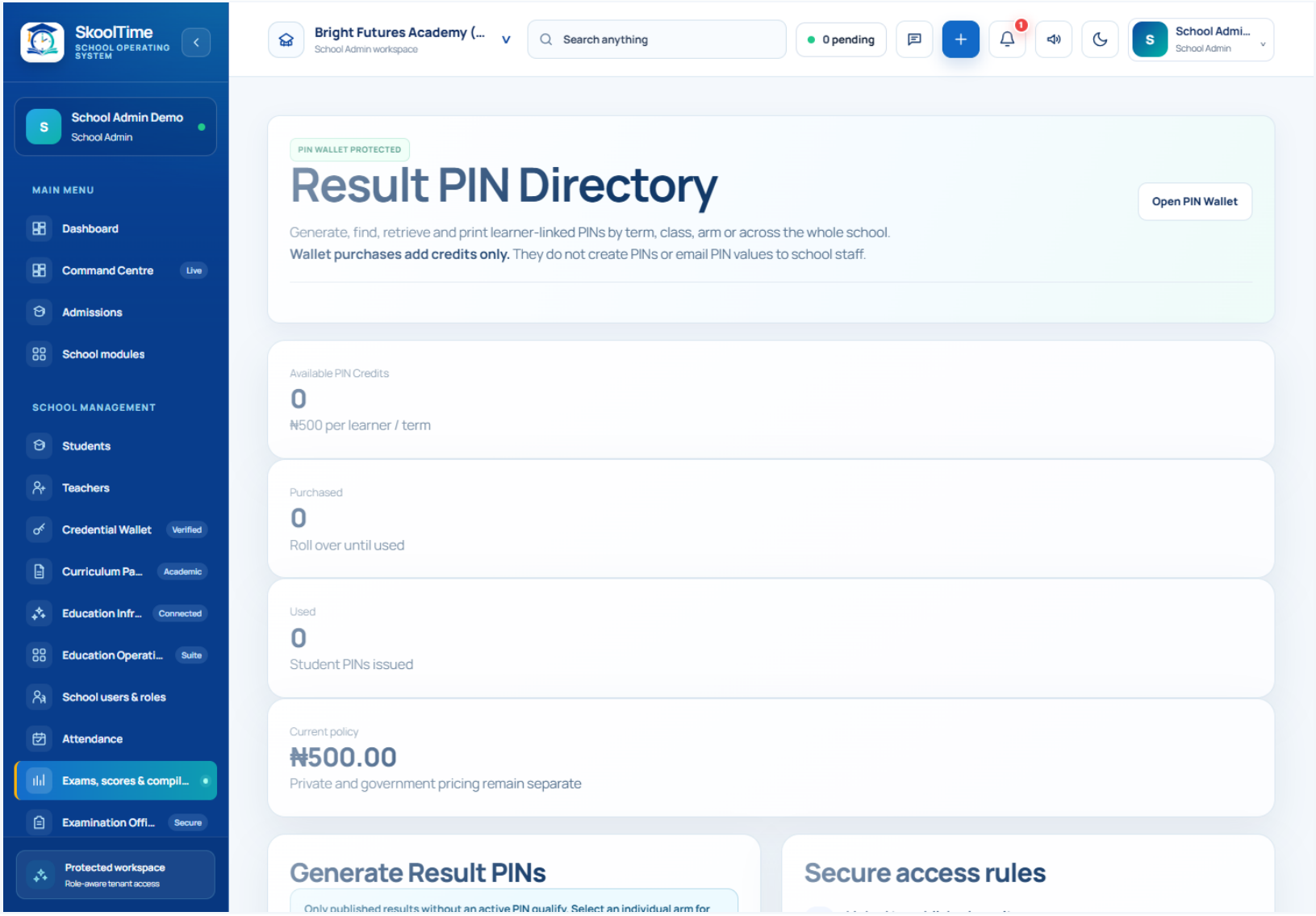
1. Confirm that the correct learner results are published and that the PIN Wallet has sufficient credits.
2. Open Result PIN directory. Select the intended term, class and arm for generation.
3. Review the selected scope and choose Generate Result PINs from Wallet. This consumes the required credits only for the authorised batch.
4. Retain the official class/arm allocation PDF and distribute it through the school's approved channel. Linked guardians receive the delivery supported by the workflow.
5. Use the directory filters to find an existing learner, admission number or serial. Search before generating another batch.
6. Use the retained batch download or Print current directory when an authorised replacement copy is needed.

Confirm it worked
Each issued PIN is tied to its learner and term, and the official batch record remains available.

Practical note: PINs are confidential access details. Do not put a real allocation list in a public circular or share one learner's PIN with another family.

14 Screen guide

Generate and locate Result PINs



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

15 Buy school PIN credits

Who uses this: Administrator; authorised finance staff

Maintain the school's prepaid stock for result access.

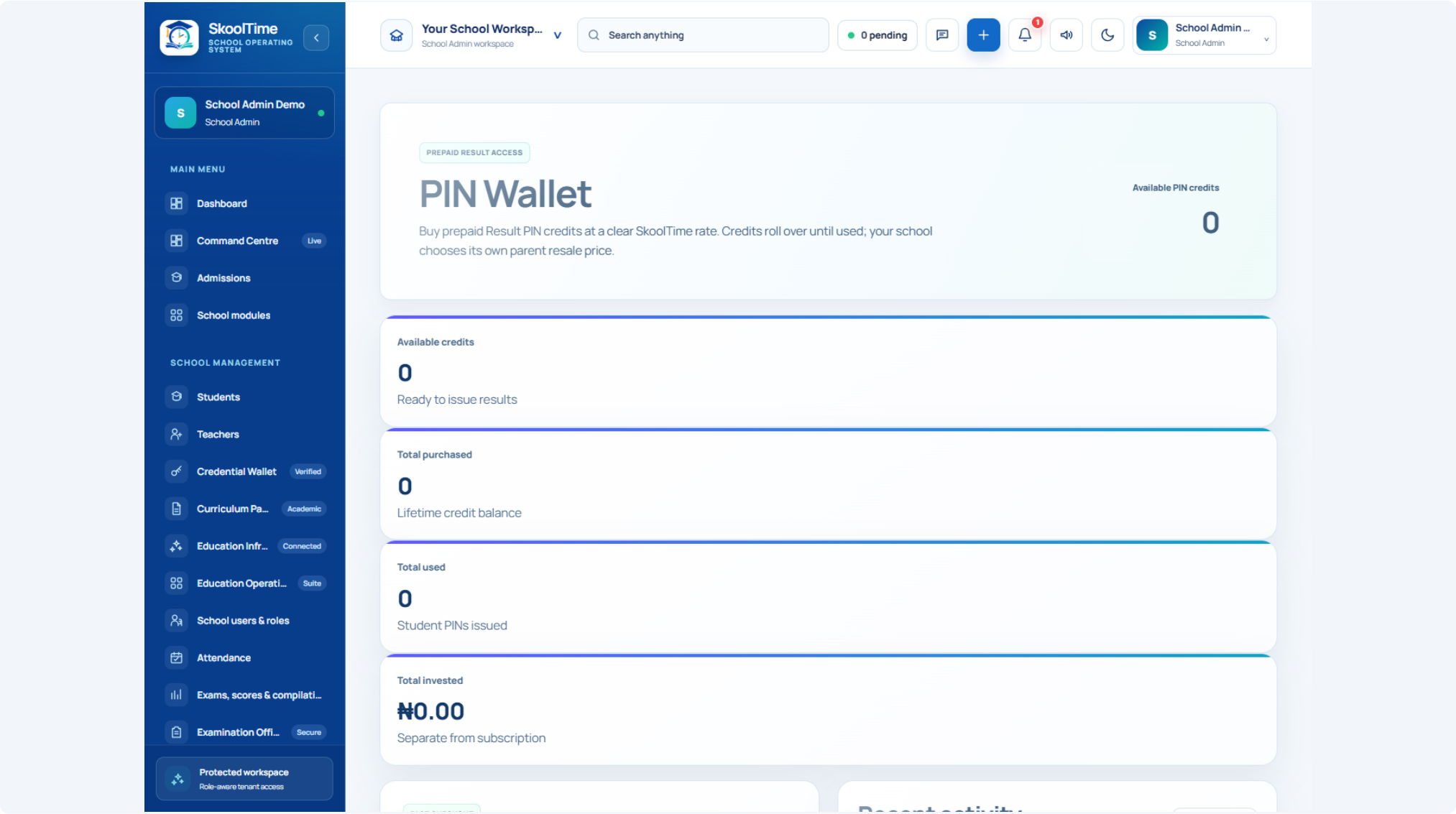
1. Open PIN Wallet from the school menu or account shortcuts. Check available, purchased and used credits.
2. Choose a displayed pack or enter the custom quantity. Review the current unit price and total before proceeding.
3. Choose Pay with Paystack and complete checkout in the secure payment page.
4. Return to SkoolTime and wait for verification. Confirm the payment state and the new wallet balance.
5. If payment remains unresolved, retain its reference and check the history before attempting another purchase.
6. Generate learner PINs from the authorised Result PIN workflow when published results are ready.

Confirm it worked
A verified payment appears in the history and the credit balance increases by the purchased quantity.

Practical note: Wallet credits and the school subscription are separate. Prices in demonstration screenshots are examples; the current checkout quotation is the amount to review.

15 Screen guide

Buy school PIN credits



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

16 Promotion, repetition and graduation

Who uses this: School administrator; Principal; authorised academic leadership

Prepare end-of-session decisions without losing exceptions or historical records.

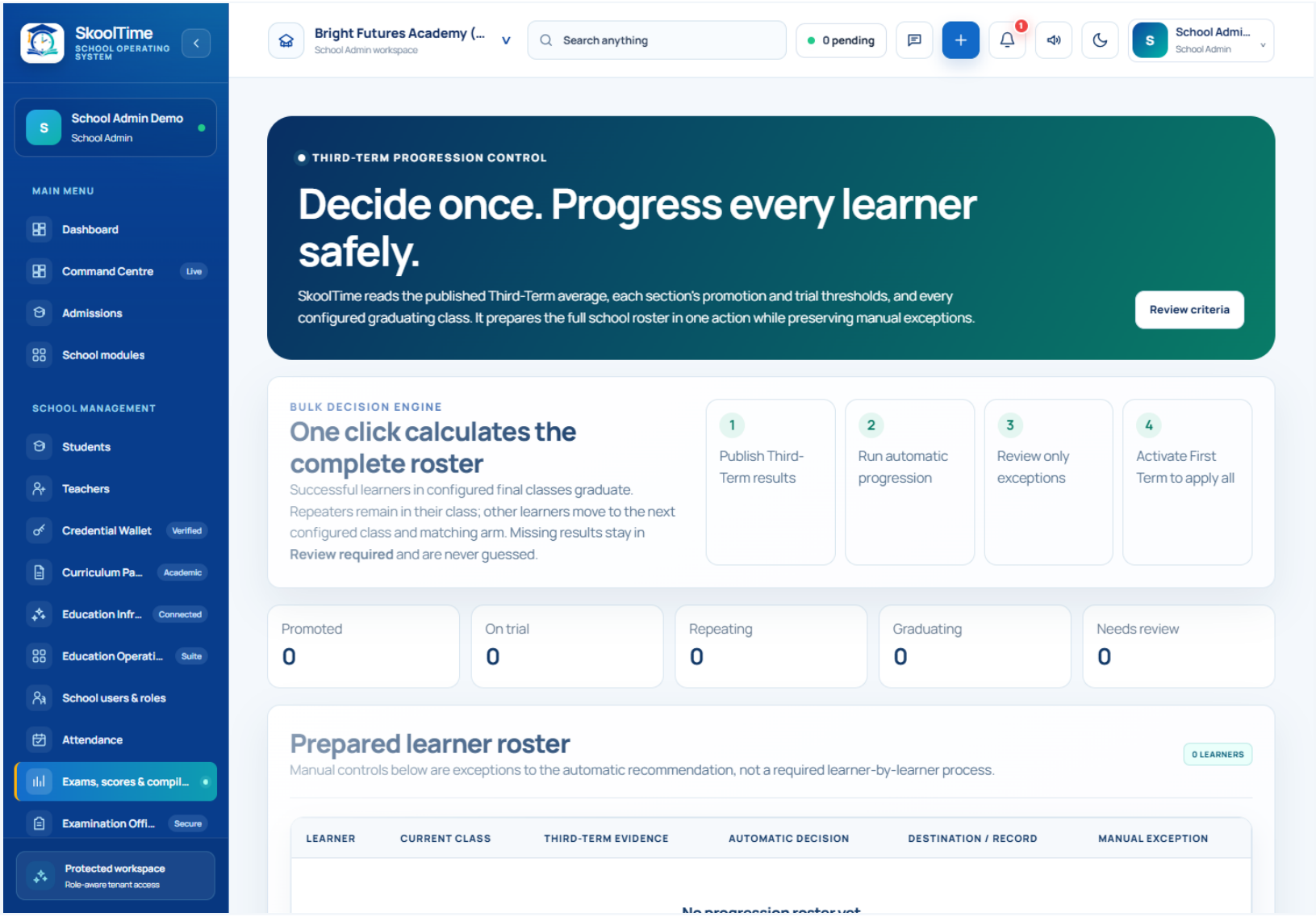
1. Confirm class order, section promotion/trial thresholds and every graduating class in School setup.
2. Complete and publish Third-Term results. Open Third-Term progression and prepare the next-session roster if no roster exists.
3. Run the automatic progression calculation. Review promoted, trial, repeating, graduating and Review required counts.
4. Inspect missing-result cases and manual exceptions. Record the correct destination or repetition decision with a reason; do not infer a pass where evidence is absent.
5. Review the full roster before activating the next session's First Term. This activation applies prepared placements; a session-name edit alone does not.
6. After activation, verify representative learners in their new classes. Graduates leave active class lists, while their completion records and academic history remain available.

Confirm it worked
Repeaters stay in their class, promoted learners move to the intended next class, and graduates appear in the appropriate historical status.

Practical note: Graduating classes can differ by section. Resolve Review required cases before treating the entire school as transitioned.

16 Screen guide

Promotion, repetition and graduation



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

17 Build a learner transcript

Who uses this: Authorised academic staff

Prepare a dated academic dossier from eligible published records.

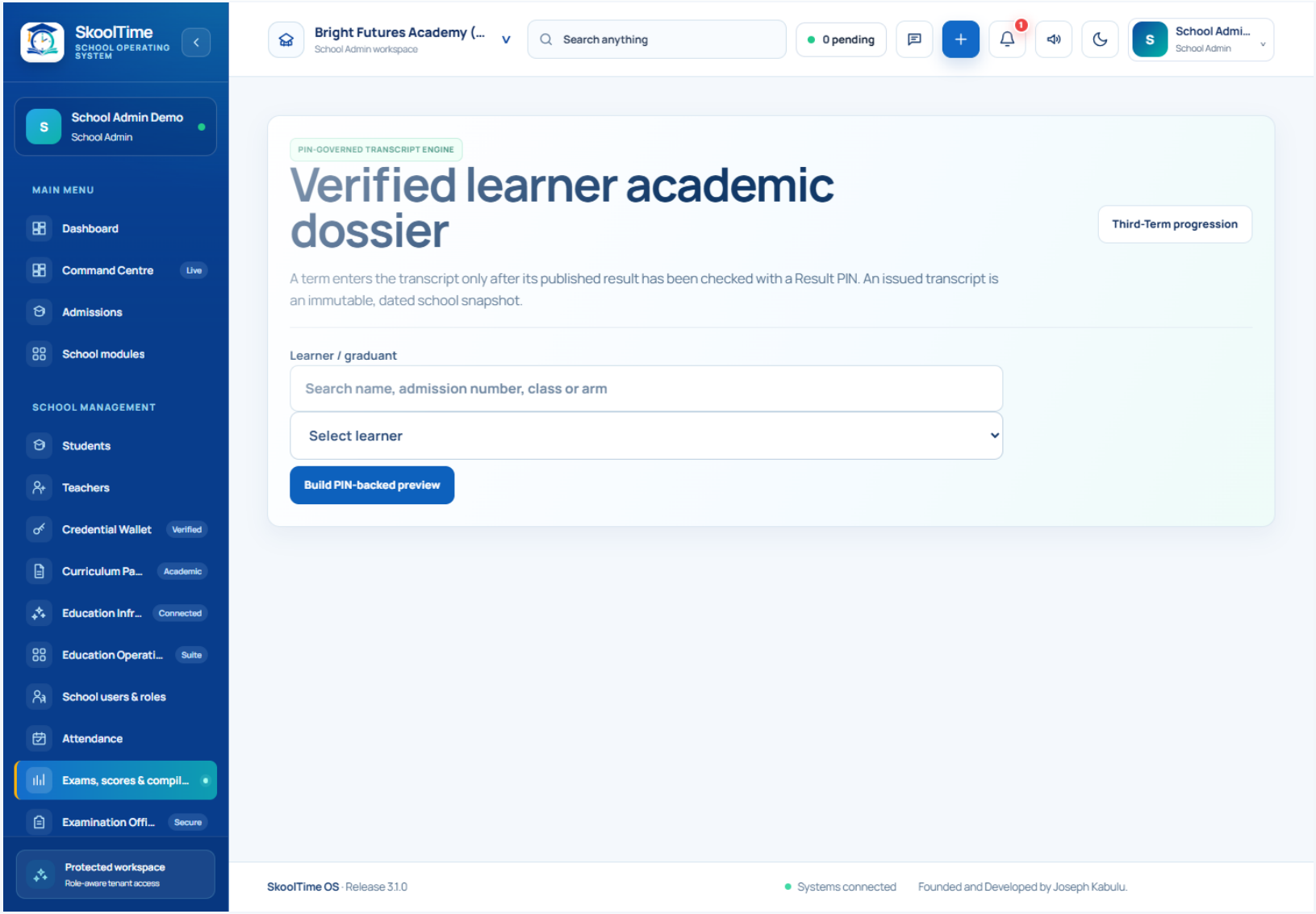
1. Open Transcript Engine and select the learner or graduant by admission number and name.
2. Choose Build PIN-backed preview. Inspect which terms are eligible for inclusion.
3. Review the learner identity, school details and included academic history.
4. Where a term is missing, check that its result is published and has passed the required Result PIN access step.
5. Use the available issue/download action after the preview is correct. Retain the issued document reference.
6. For a later correction, follow the authorised record process and issue the appropriate new snapshot rather than editing a previously issued file outside the system.

Confirm it worked
The preview contains the eligible terms and the issued transcript is a dated school snapshot.

Practical note: A transcript is not the same as a current term report. The PIN-backed eligibility rule can exclude a term even when marks exist.

17 Screen guide

Build a learner transcript



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

18 Build the weekly timetable

Who uses this: Administrator; authorised academic staff; teacher viewer

Coordinate class periods and staff coverage.

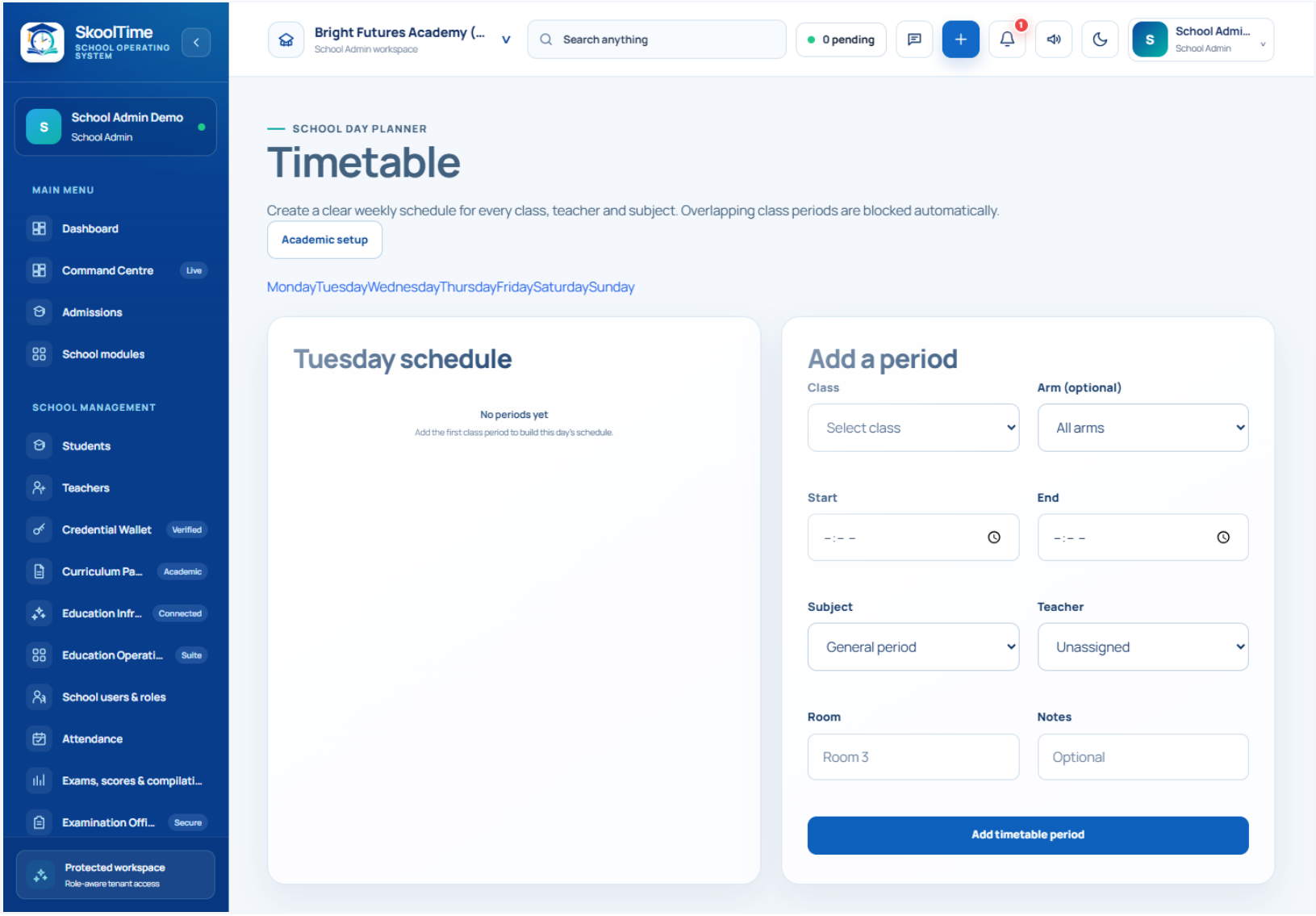
1. Open Timetable and choose the day of the week you want to plan.
2. In Add a period, select the class and optional arm. Choose the intended scope deliberately.
3. Enter the start and end times, subject, teacher and room. Use General period for a non-subject activity where appropriate.
4. Add any useful notes, then choose Add timetable period.
5. Review the day's schedule and resolve any overlap warning before continuing.
6. Repeat for the remaining school days. Check the resulting schedule with the relevant teacher and class views.

Confirm it worked
The intended class and teacher periods appear on the correct days without conflicting class times.

Practical note: Academic classes and teacher records should exist before timetable construction. A timetable assignment does not replace the teacher's academic responsibility record.

18 Screen guide

Build the weekly timetable



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

19 Plan lessons, submit and respond to review

Who uses this: Teacher; HOD; academic reviewer; school leadership

Move from a teaching draft to a reviewed weekly record.

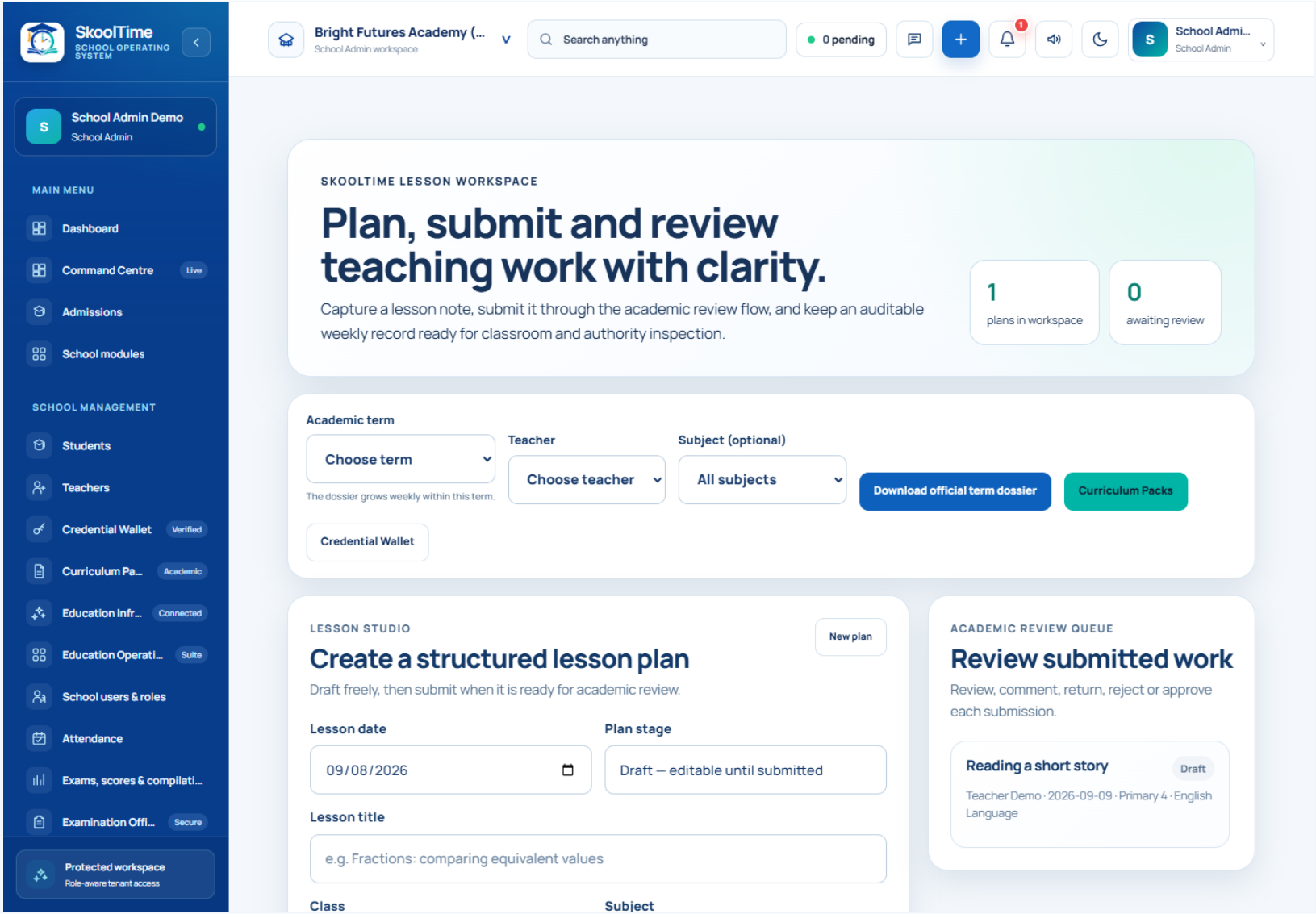
1. Open Lesson plans and choose New plan. Enter the lesson date, title, class, subject and objectives.
2. Write the lesson note or record a voice draft. Wait for transcription, then read and correct the text before using it.
3. Choose Save lesson plan to retain a draft. Reopen and refine it before submission.
4. Submit completed work for academic review. Check the status in the plan list; a saved draft is not a review submission.
5. Reviewers open submitted work, record specific comments and approve, return or reject as appropriate. Teachers correct returned work and resubmit.
6. For the official record, select the academic term, teacher and optional subject, then choose Download official term dossier. Check that the intended weeks are included.

Confirm it worked
The plan retains its content, status and review comments, and the dossier contains the selected work.

Practical note: Voice transcription needs processing and may need connectivity. Never submit unchecked transcription. Scheme topics and curriculum packs are editable starting points, not a substitute for the teacher's preparation.

19 Screen guide

Plan lessons, submit and respond to review



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

20 Create and apply curriculum packs

Who uses this: School leadership; authorised curriculum staff; teachers using published packs

Reuse an approved weekly plan while retaining teacher flexibility.

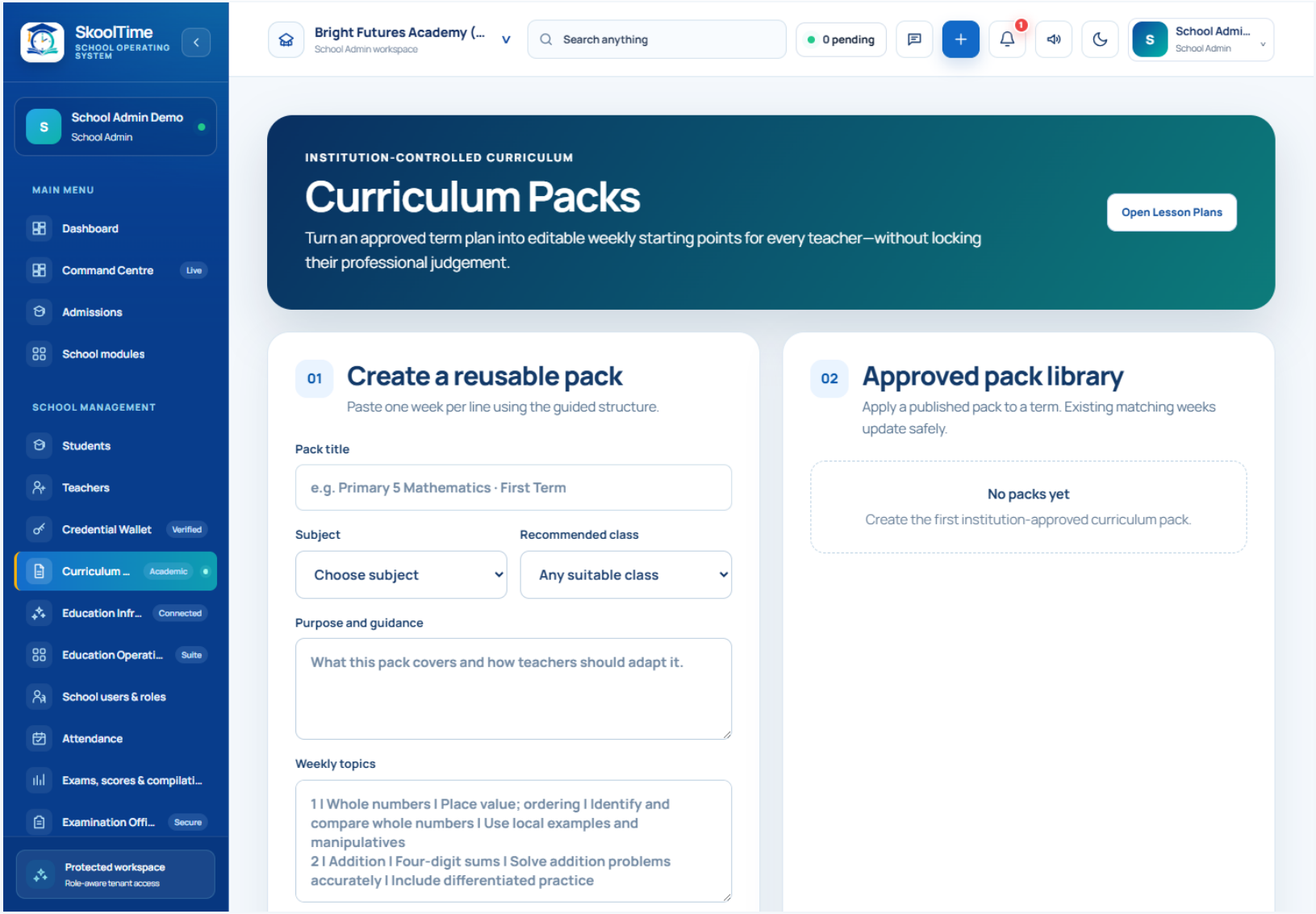
1. Open Curriculum Packs. Enter a pack title, subject and recommended class.
2. Describe the purpose and guidance for teachers.
3. Enter one week per line in this order: Week, Topic, Subtopics, Objectives, Teacher guidance. Separate the five values with the vertical bar character shown beside the field.
4. Choose whether to publish for authorised use immediately, then Save curriculum pack.
5. Find the published pack in the approved library and apply it to the intended term. Review existing matching weeks before updating them.
6. Open Lesson Plans and inspect the weekly topics. Teachers can adapt their lesson notes to learner needs.

Confirm it worked
The pack is available at the intended publication state and the selected term has the expected weekly starting points.

Practical note: Keep the weekly line structure intact. Applying a pack to the wrong term can replace matching planned weeks.

20 Screen guide

Create and apply curriculum packs



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

21 Maintain the Credential Wallet

Who uses this: Teacher; authorised school credential reviewer

Keep professional qualifications and development evidence organised.

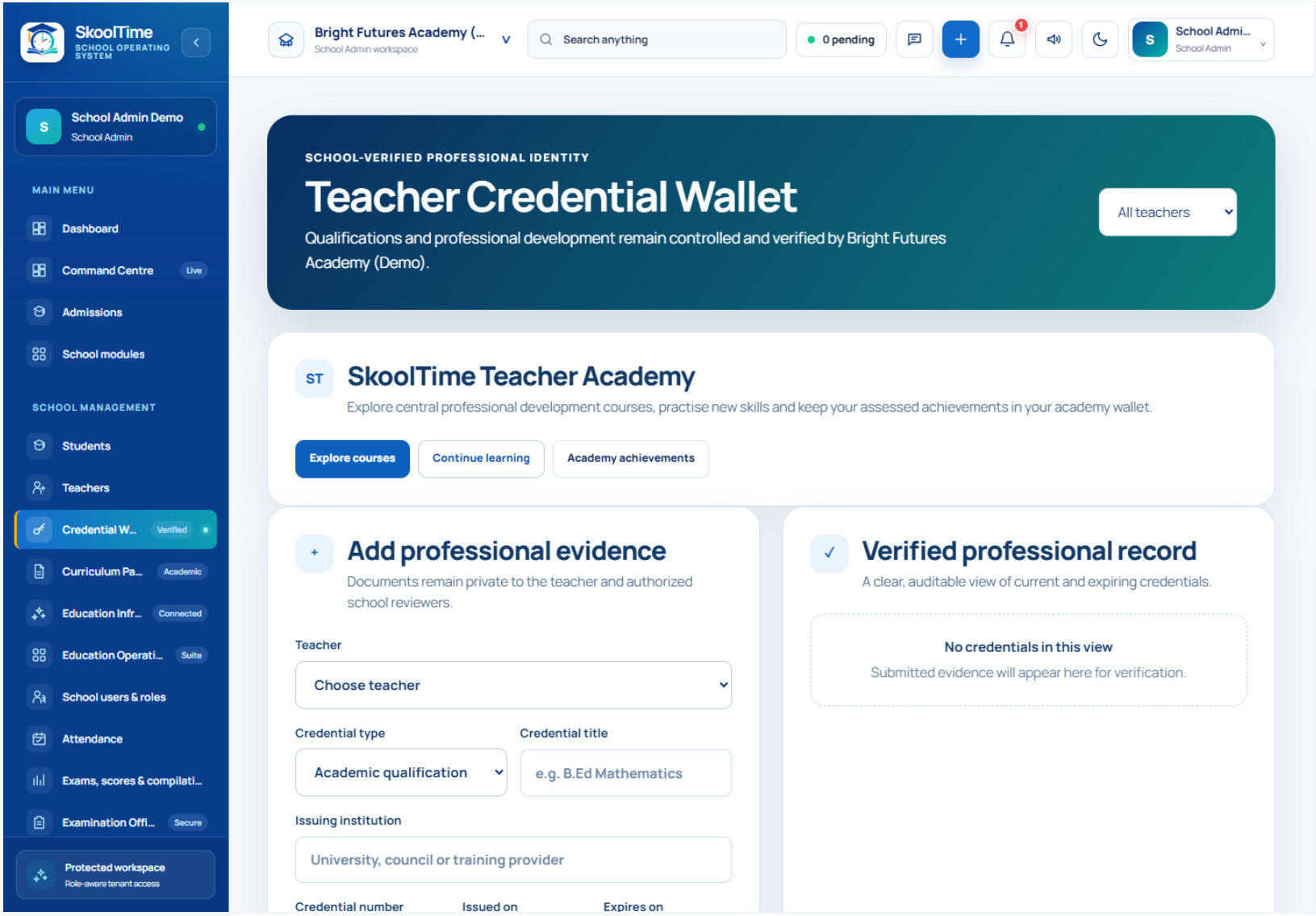
1. Open Credential Wallet. A teacher works with their own evidence; an authorised school reviewer can choose the teacher in the filter.
2. Under Add professional evidence, choose the credential type and enter its title, issuing institution and credential number.
3. Enter the issue and expiry dates where applicable. Attach the supporting PDF, JPG or PNG.
4. Choose Submit for verification. Check the new item in the professional record and its status.
5. Reviewers inspect the evidence and use the available verification decision. If returned or incomplete, correct the evidence before resubmitting.
6. Use Explore courses, Continue learning or Academy achievements to open the Teacher Academy learning and achievement areas.

Confirm it worked
The evidence is attached to the intended teacher and its verification state is visible.

Practical note: Uploading a document does not itself certify it. Academy course completion and an assessed credential are separate milestones; use the status actually shown.

21 Screen guide

Maintain the Credential Wallet



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

22 Start and complete an Academy course

Who uses this: Teacher; school CPD coordinator

Move from the course overview into lessons, practice and assessed evidence.

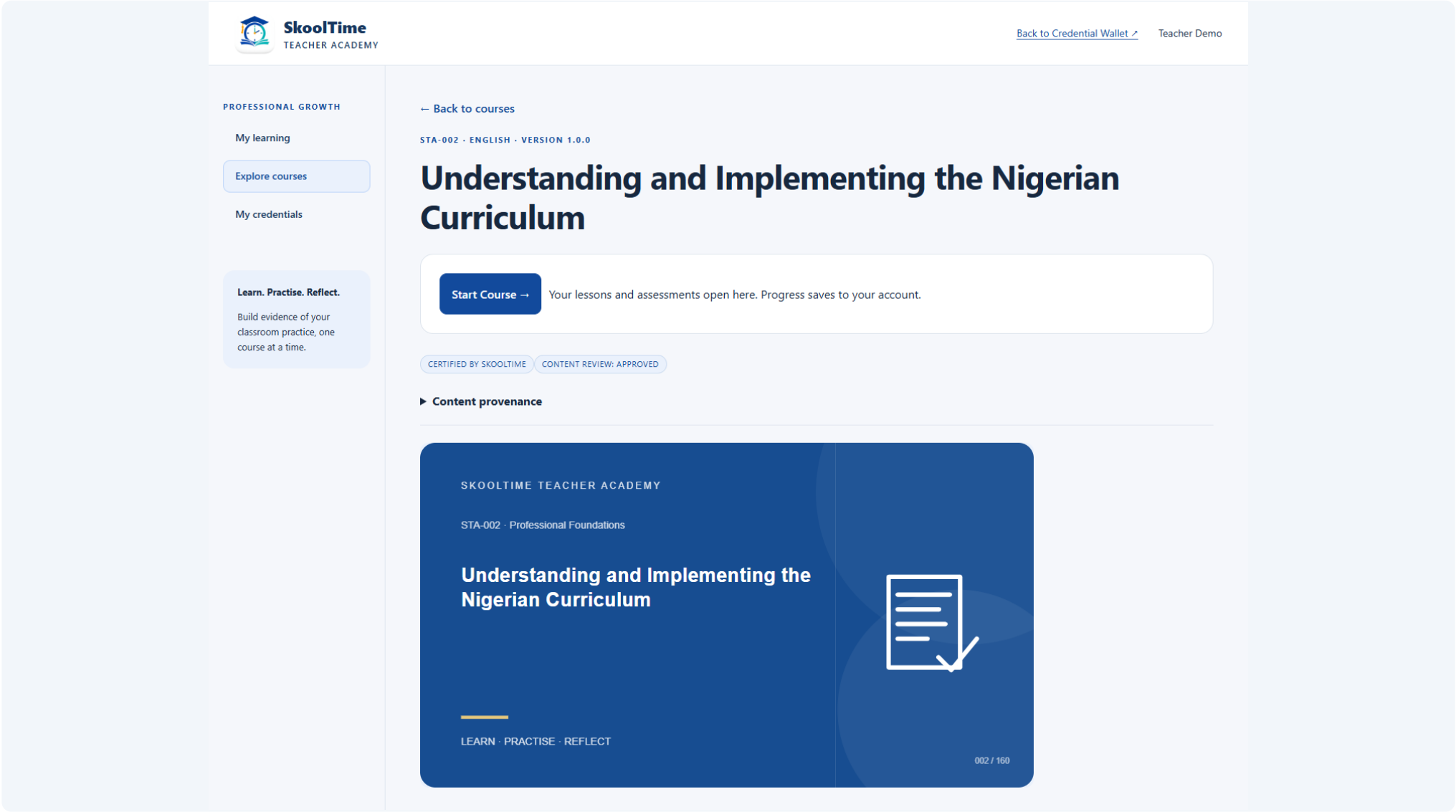
1. From Credential Wallet, choose Explore courses. Search the catalogue or filter by teaching phase.
2. Open a course and review its objectives, outline, assessment requirements and certification status.
3. Choose Start Course or Start this course. On the learning workspace, choose Start first lesson, Continue learning or the next lesson shown.
4. Set a development goal, read the lesson, use its visual guides and complete the required lesson activity. Save each response through the activity control.
5. Complete the available diagnostic and practice checks. The final assessment opens only after its prerequisites are met.
6. Submit practical evidence and reflection using anonymised or clearly fictional material. Review feedback and revise when requested.
7. Return to My learning to continue the saved course. Use My credentials to inspect awards actually earned; share a credential only through its authorised sharing control.

Confirm it worked
The course appears in My learning and its lesson/activity progress is retained.

Practical note: Certified by SkoolTime describes the applicable certification status. Starting a course or completing a quiz alone does not establish that the assessed credential has been earned.

22 Screen guide

Start and complete an Academy course



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

23 Create a learning space in the LMS

Who uses this: School leadership; authorised teacher/course manager

Organise structured learning for the appropriate age group.

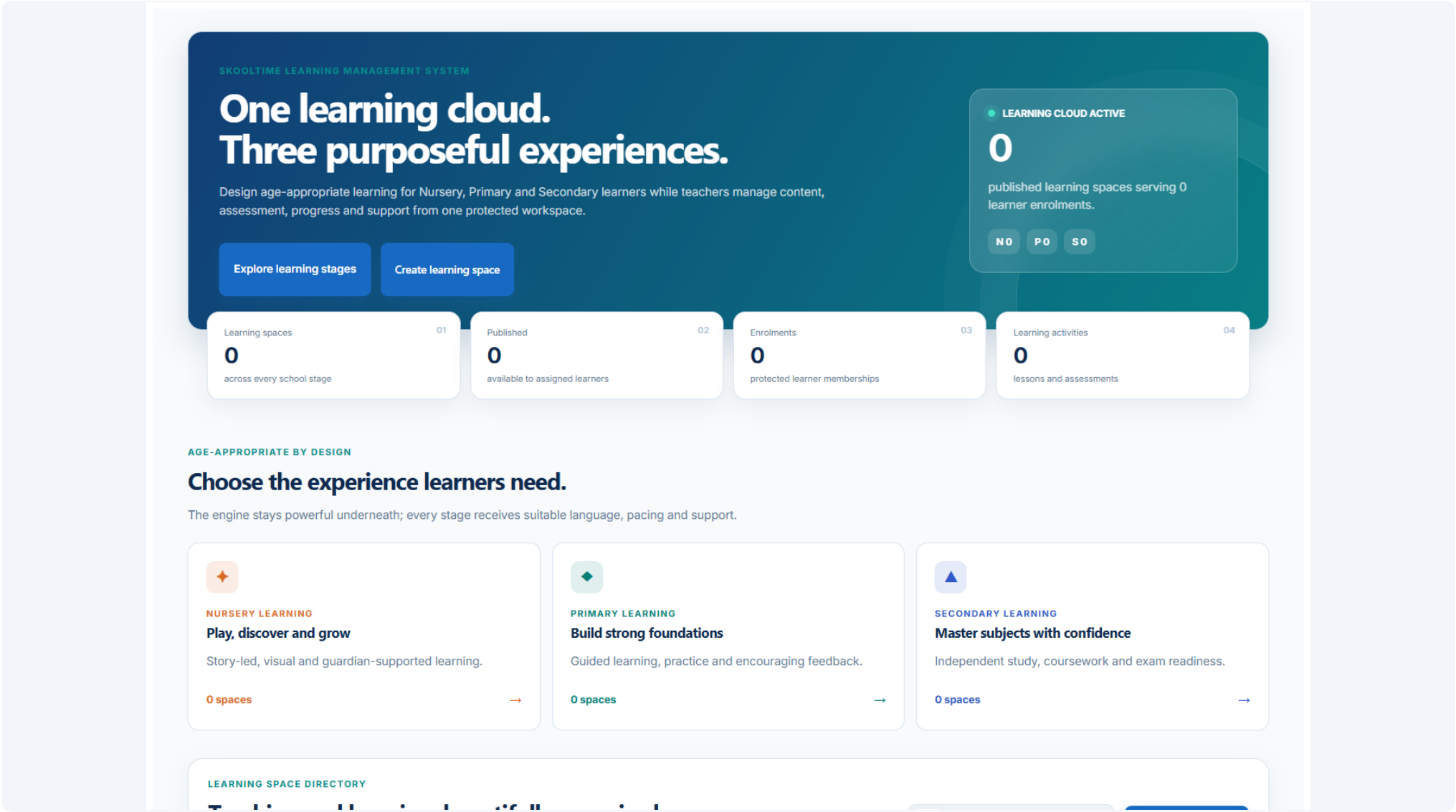
1. Open Learning Management and choose Nursery, Primary or Secondary to inspect that stage.
2. Choose Create learning space or New learning space. Enter the title, stage and other required course settings.
3. Build the learning sequence with the available units, resources and activities. Use age-appropriate language and manageable lesson sizes.
4. Add assignments or quizzes where required and check their instructions, deadlines and grading settings.
5. Enrol or assign the intended learners using the course controls. Preview the learning space before publishing it.
6. Publish only when ready, then monitor learner submissions and progress. Record feedback and grades through the course activity rather than in an unrelated result field.

Confirm it worked
The learning space is at the intended publication state and assigned learners can access the appropriate activities.

Practical note: LMS coursework, CBT and official examination results are related but distinct. Use an explicit supported score-transfer workflow where one is provided; do not assume every learning activity changes a report card.

23 Screen guide

Create a learning space in the LMS



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

24 Set up and administer a CBT

Who uses this: Teacher/test author; Examination Officer; authorised leadership

Run a timed assessment and move verified marks into the correct score component.

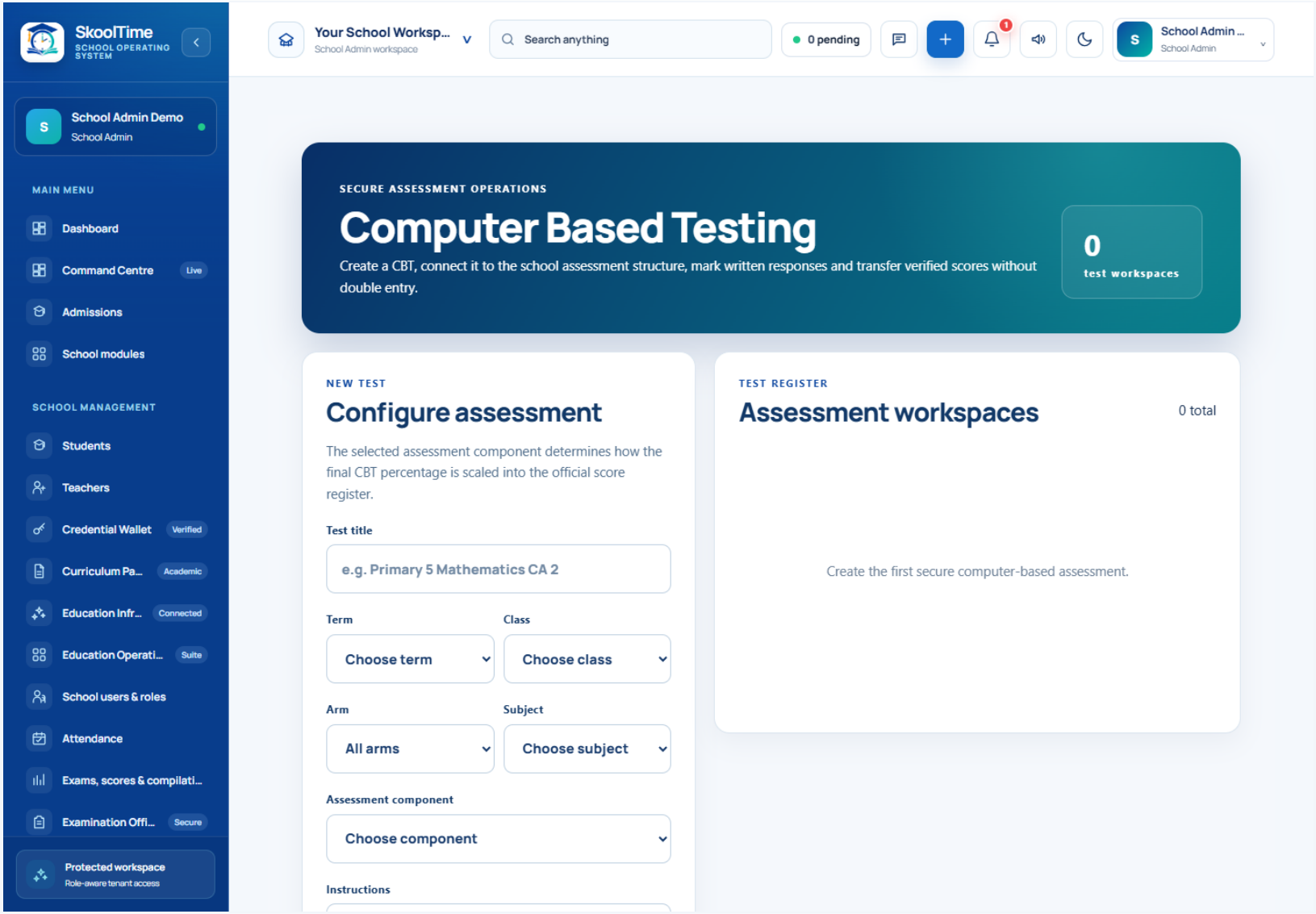
1. Open Computer Based Testing. Enter the test title and choose its term, class, arm, subject and assessment component.
2. Set the duration and access/availability options shown, then create the test workspace.
3. Open its question bank. Add or import questions with the correct answer, marks and any required options; review the complete test before opening access.
4. Assign the intended candidates and distribute their authorised access details. Learners use the public CBT entry page for their test.
5. Monitor attempts. Review and mark written responses where automatic marking cannot decide the answer.
6. Inspect the completed scores and use the verified score-transfer action for the configured component. Check the official score register afterwards.

Confirm it worked
The correct candidates have completed attempts and approved marks appear in the intended assessment component.

Practical note: The component maximum determines how the CBT percentage is scaled. Test publication is not the same as publication of the term report.

24 Screen guide

Set up and administer a CBT



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

25 Open an admission intake

Who uses this: School administrator; Principal; Proprietor

Publish the classes receiving applications and choose the application route.

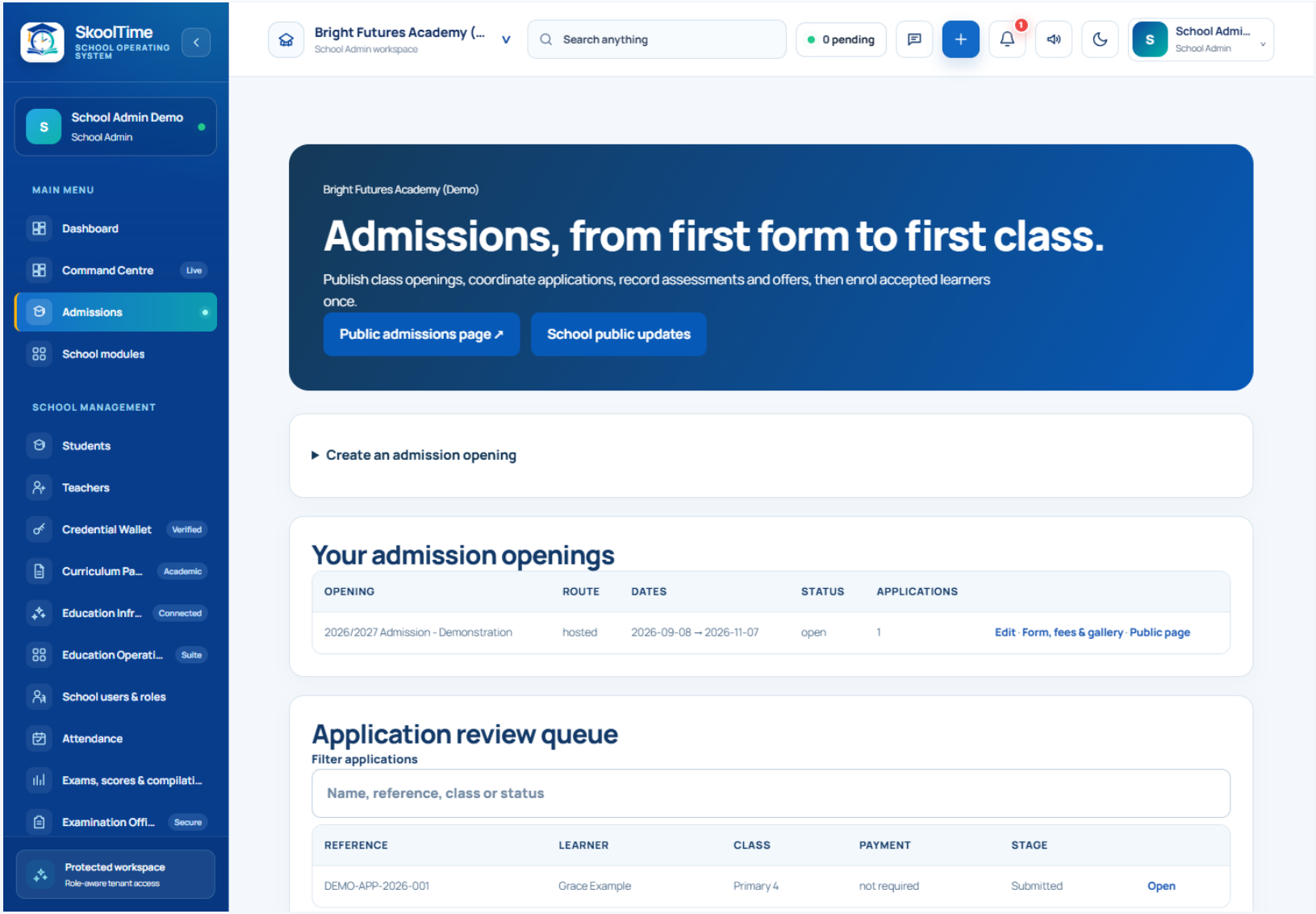
1. Enable Admissions in School modules. Configure the academic session and the receiving classes first.
2. Open Admissions and expand Create an admission opening. Enter the opening title, public description and admission requirements.
3. Choose the academic session, opening/closing dates and application route: SkoolTime manages admissions or the school's own admission website.
4. Select the classes receiving admissions and enter available places. Zero means no configured capacity limit, not zero available places.
5. Set the form fee and publication state. For an external route, enter the school's HTTPS admission address. For a paid hosted route, complete the school Paystack collection setup.
6. Choose Save opening. Continue to Form, fees & gallery to configure class prices, form steps, photographs and the letter.
7. Inspect the public listing and application page before sharing it. Reopen the opening when dates or publication state need changing.

Confirm it worked
The opening appears in the school list with the intended route, dates, status and receiving classes.

Practical note: Use the school's collection account for admission-form sales. Existing purchased forms retain their quoted fee and form design.

25 Screen guide

Open an admission intake



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

26 Design the admission form, gallery and letter

Who uses this: School administrator; Principal; Proprietor

Collect the information the school actually needs in a clear, multi-step application.

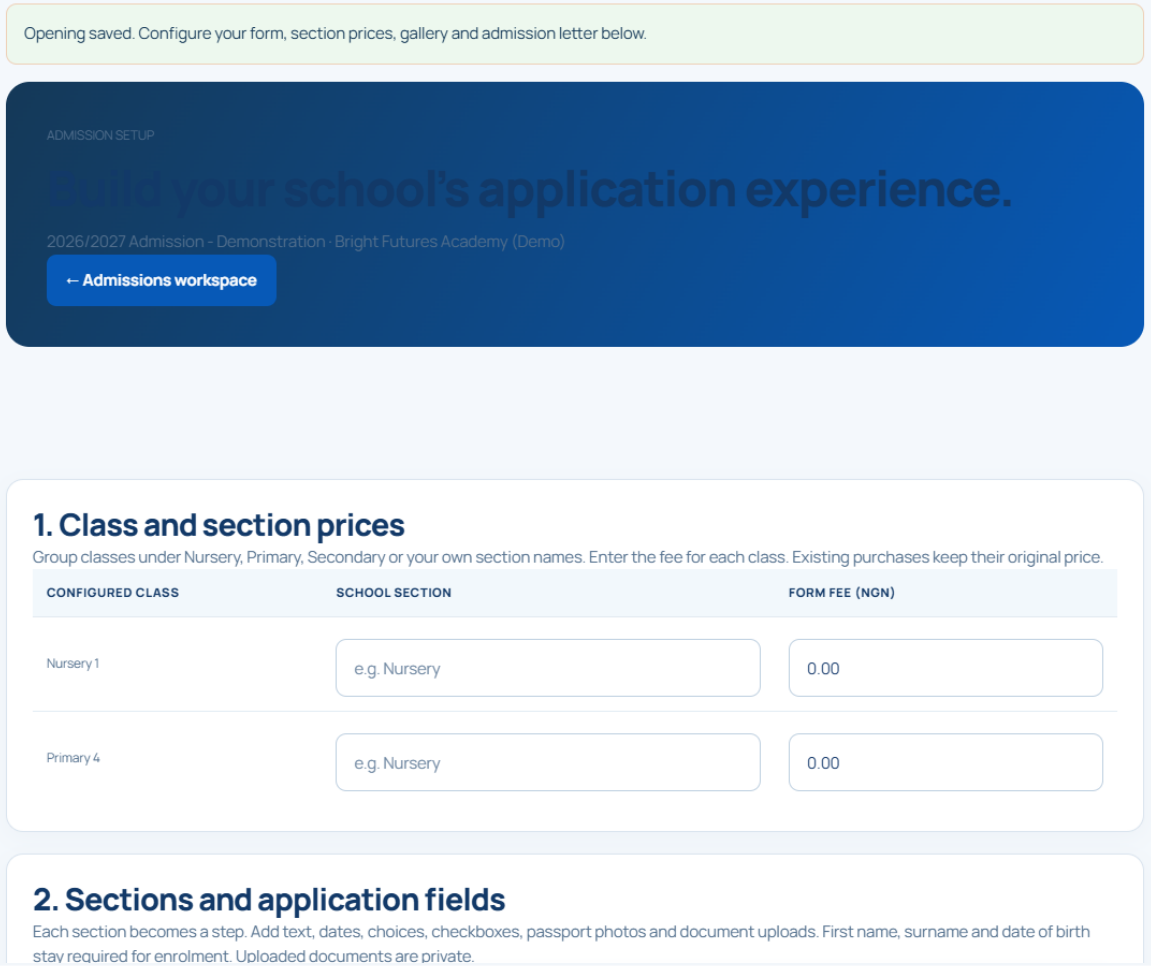
1. Open Form, fees & gallery for the admission opening. Under Class and section prices, set the section label and fee for each receiving class.
2. Under Sections and application fields, name each step. Use Add section and Add field to build the sequence.
3. Choose each field type: text, email, phone, number, date, choice, checkbox, passport/photo or document upload. Set required fields deliberately and enter choice options one per line.
4. Use Move up and Remove controls to organise the form. The core learner fields remain required for enrolment. Keep the form proportionate to the school's admission requirements.
5. Configure the admission number pattern and starting sequence. Enter resumption date/time/location, required documents, payment instructions, contacts and the complete admission letter text.
6. Enter the principal and other officer names/titles. Choose Save admission setup or Save form, prices & letter settings and wait for the acknowledgement.
7. In the image section, choose the image purpose, caption and file. Confirm publication consent, then Upload image. Set a featured gallery image and use the visible removal action for unwanted images.
8. Preview the public advert and the application. Check the school logo overlay, cycling gallery, step order and saved prices. Test the letter preview with a demonstration offer before use.

Confirm it worked
The saved form, section fees, gallery and letter settings remain when reopened.

Practical note: Each gallery upload saves separately from the form settings. Offer letters and admission numbers are fixed when an offer is issued; use the authorised refresh/reissue action if an existing offer needs updated settings.

26 Screen guide

Design the admission form, gallery and letter



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

27 Review an application and make an offer

Who uses this: Admissions staff; school leadership for final decisions

Record the assessment and communicate a clear admission decision.

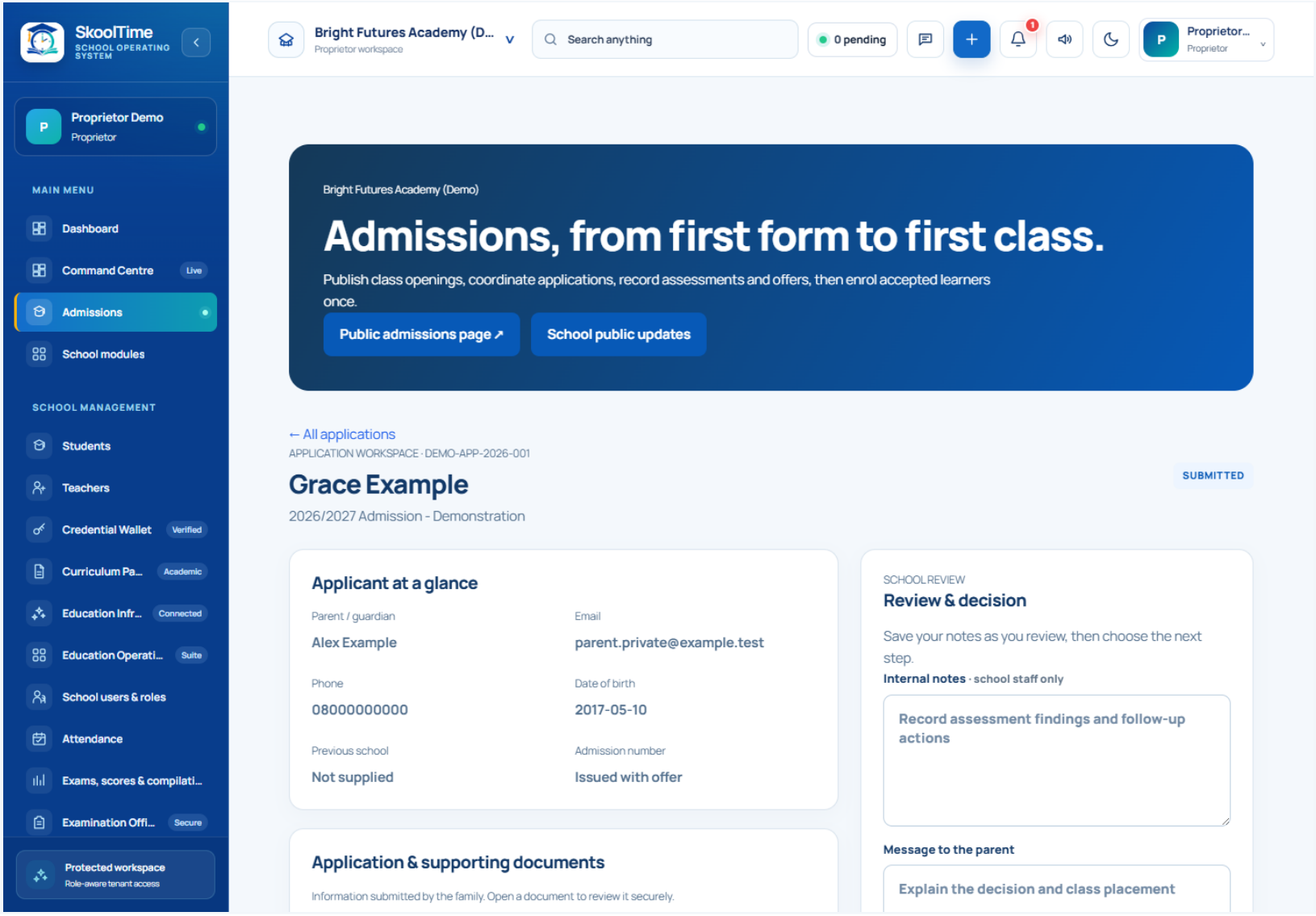
1. Open Admissions and find the learner in Application review queue. Open the application by its reference.
2. Review all submitted sections and permitted attachments. Check the payment state and the requested class before assessment.
3. Write the internal review note for school colleagues and the separate message intended for the parent. Choose Save review notes and confirm that the notes remain after reopening the application.
4. Use Begin review or Schedule assessment as appropriate. For an assessment, complete the date, venue and available score fields. These stages do not make an admission offer.
5. For a successful application, select the offered class and arm, then choose Offer admission. Use Place on waiting list or Reject application for the corresponding decision, with a clear parent-facing explanation.
6. Check the offer details, generated number and admission letter. Parents accept or decline from their private admission account.
7. After acceptance, verify that the learner was enrolled once, assigned to the offered class and linked to the verified parent contact. Review the event history if a transition appears incomplete.

Confirm it worked
The application shows the intended decision, saved notes and a traceable event history; accepted learners appear in Students.

Practical note: Only school leadership can take the final restricted decisions. An offer is different from acceptance and enrolment. Do not add the same accepted learner manually a second time.

27 Screen guide

Review an application and make an offer



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

28 Apply for admission as a parent

Who uses this: Parent or guardian

Start one application, pay the quoted fee and complete the school's required information.

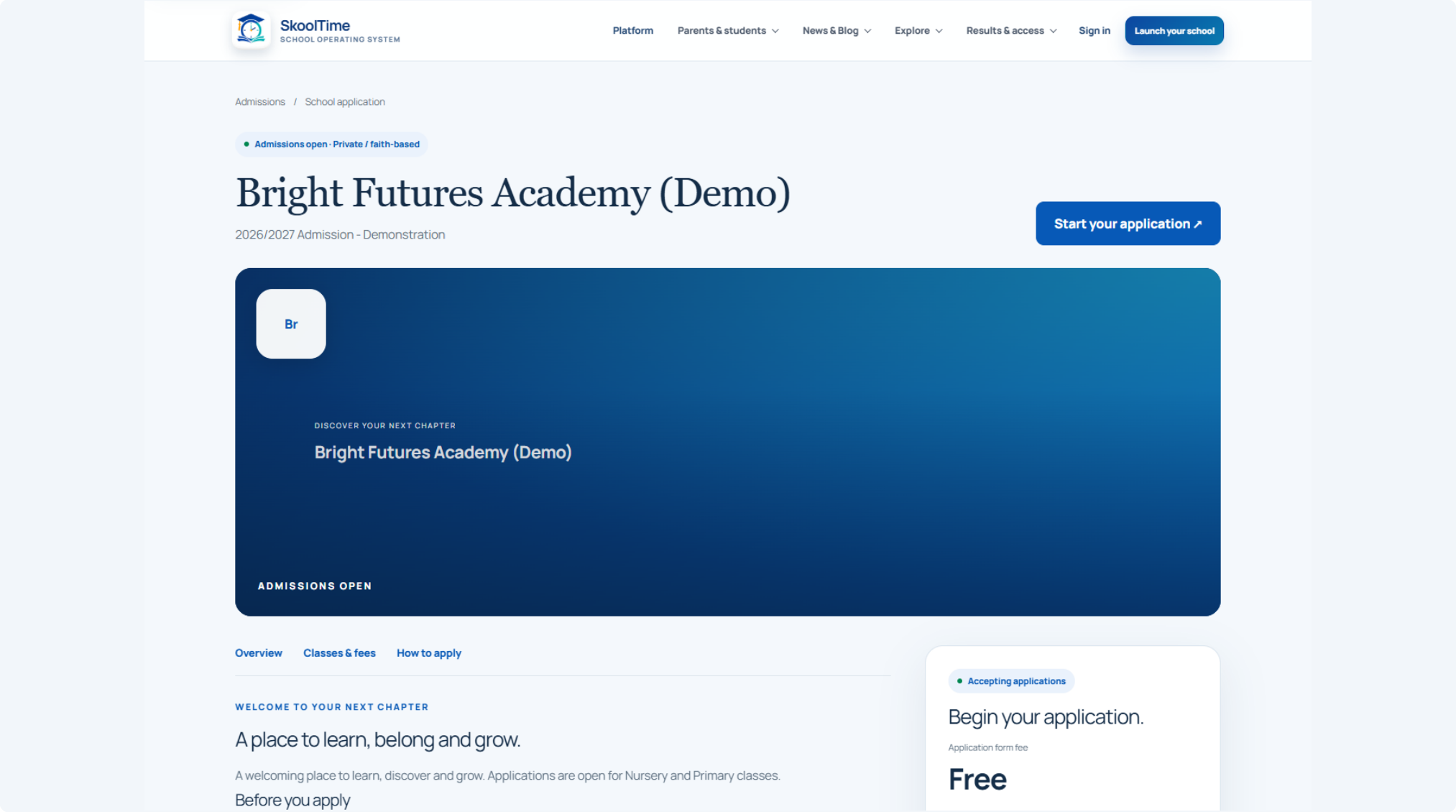
1. Open Admissions from the public website and choose the school's advert. Read the dates, requirements, available classes and school contact details.
2. If the school uses its own website, follow its admission link and instructions. For a SkoolTime-managed opening, continue to the private application account.
3. Register with the parent/guardian name, email, phone and password, or sign in to the existing admission account. Use the email already held by the school if you are an existing parent.
4. Open the verification email before starting the form. Select the class/section and review the school form fee plus any displayed transaction charge.
5. Complete payment in the secure checkout and return to SkoolTime. Continue only when the application shows the verified payment or a valid no-payment-required state.
6. Complete each form step, including required passport photographs and documents. Save progress as you work and return using the same account and application.
7. Review all answers and uploads, then submit once. Keep the acknowledgement and application number for later status checks.

Confirm it worked
The application appears as submitted and its acknowledgement includes the application reference.

Practical note: A bank debit alone is not the app's payment confirmation. If verification is pending, keep the payment reference and reopen the same application; avoid a duplicate purchase. Offline drafts need later online synchronisation, and uploads/payment/submission require connectivity.

28 Screen guide

Apply for admission as a parent



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

29 Track status, accept an offer and print the letter

Who uses this: Parent or guardian

Respond to the school's admission decision and retain joining instructions.

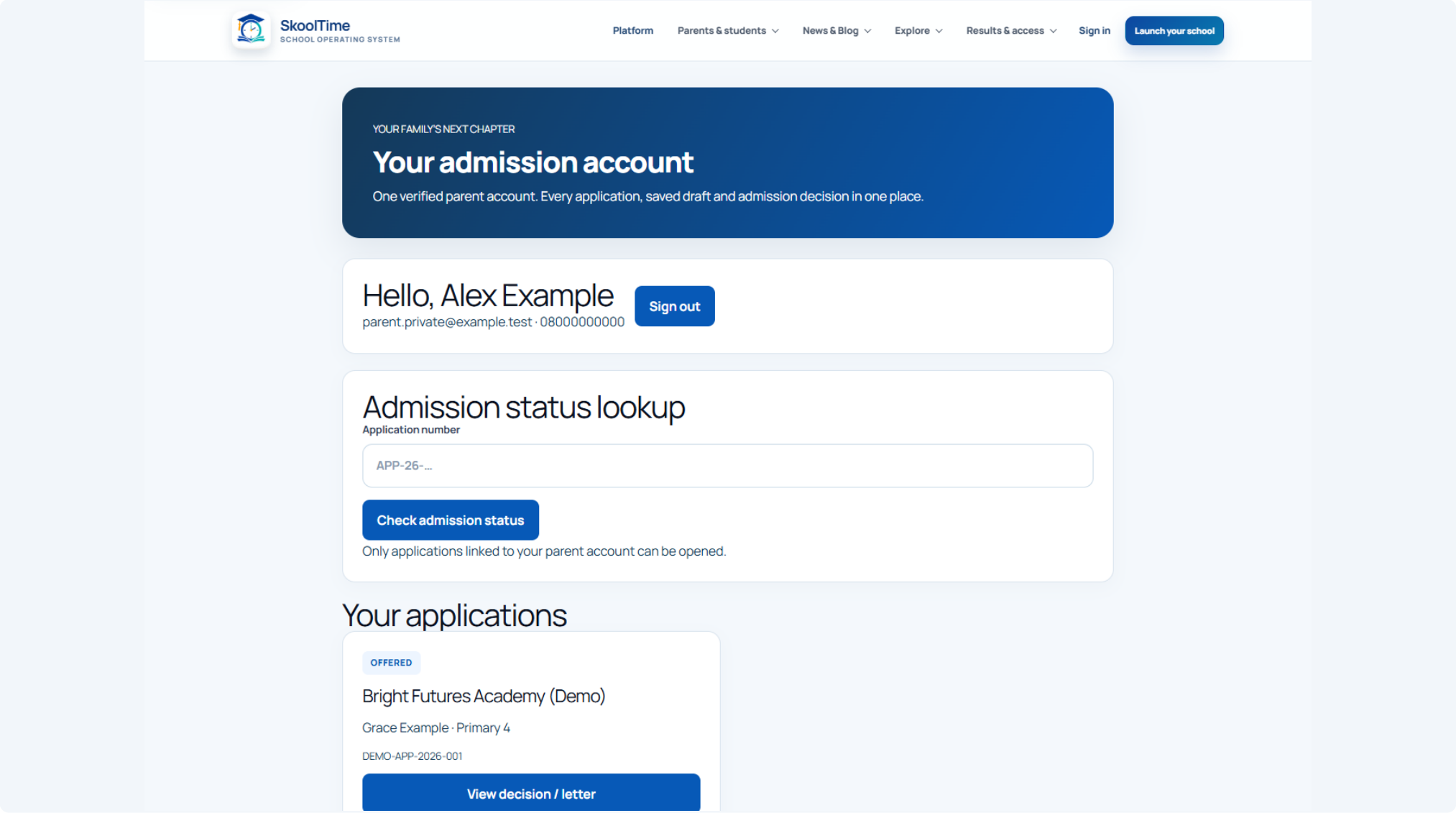
1. Open My applications or Admission Status from the admissions area. Sign in using the verified admission account.
2. Choose the application or enter its application number where requested. Confirm the learner and school.
3. Read the current stage. If assessment is requested, note the date, venue and instructions. If rejected, read the school's reason.
4. For an offer, check the offered class, explanation, admission number and joining requirements.
5. Choose Accept only when ready to take the place, or Decline if you do not wish to proceed. Read the confirmation before leaving.
6. After acceptance, open and print/download the admission letter. Check the school letterhead, authorised signatures, resumption date and documents to bring.
7. For subsequent school access, use the guardian contact linked to the learner. Ask the school to correct a missing relationship rather than creating another parent record.

Confirm it worked
The acceptance or decline is recorded. An accepted offer has the school's joining instructions and linked learner record.

Practical note: The application number tracks the admission request; the admission number identifies the enrolled learner. Keep both references.

29 Screen guide

Track status, accept an offer and print the letter



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

30 Bill learners and reconcile school fees

Who uses this: Bursary/Finance; authorised school leadership

Issue accurate bills and recognise only confirmed receipts.

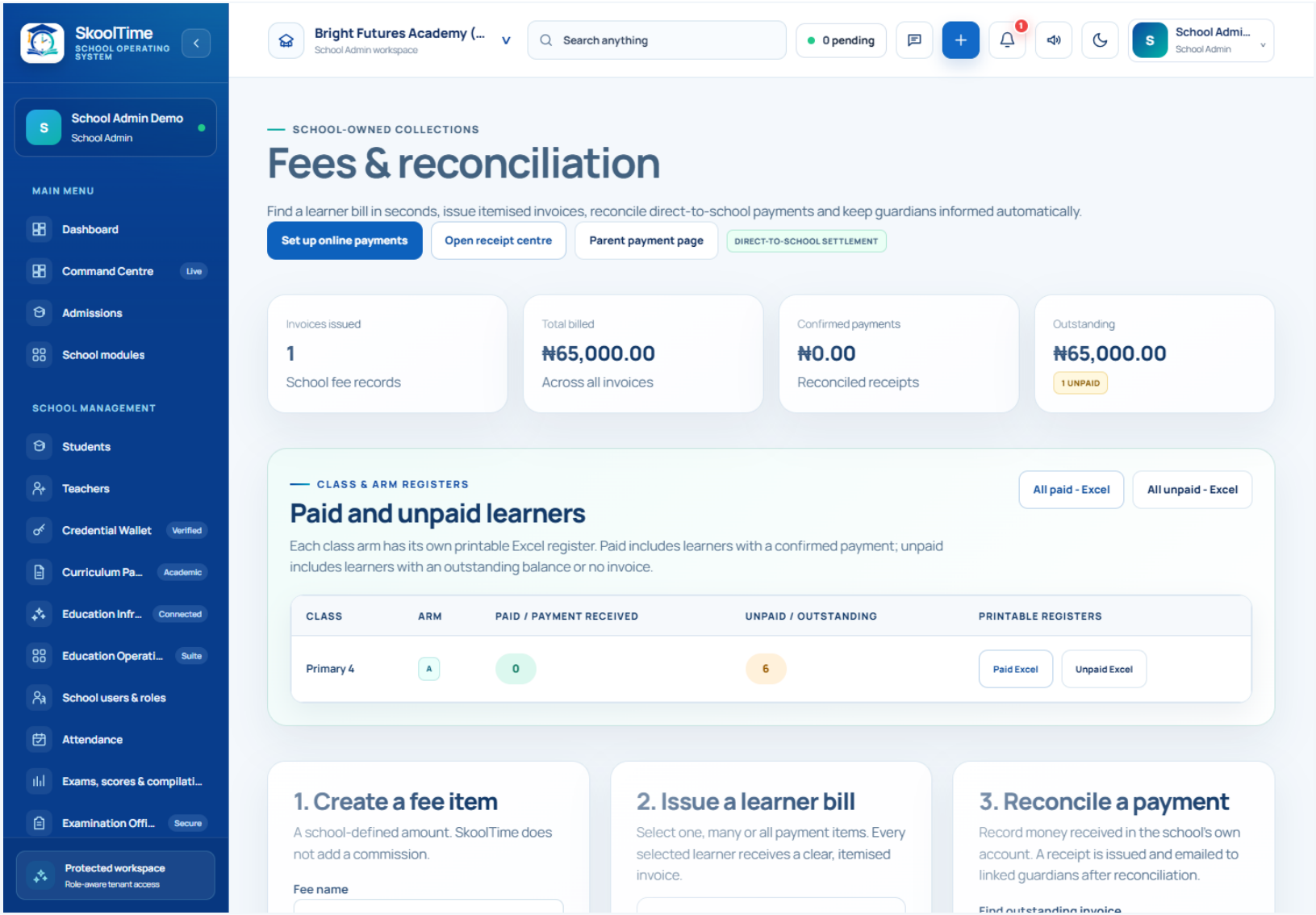
1. Open Fees & reconciliation. Review the billed, confirmed-payment and outstanding totals.
2. Under Create a fee item, enter the name, amount and applicable scope, then Save fee item.
3. Under Issue a learner bill, select the payment items. Select a learner for an individual bill, or deliberately leave the learner selection at all active learners for a school-wide batch.
4. Choose the term and due date, review the scope and choose Issue learner bill(s). Check the resulting invoices before sending reminders.
5. For money actually received outside online checkout, find the outstanding invoice under Reconcile a payment. Enter the amount, date, method, reference and payer name.
6. Choose Reconcile & send receipt. Confirm the receipt and the invoice's new Paid or Part paid state.
7. Use the invoice filters, receipt centre and paid/unpaid class-arm Excel registers for follow-up and daily reconciliation. Reuse the original reference when investigating a payment; do not record the same receipt twice.

Confirm it worked
The invoice balance matches the confirmed receipts and the appropriate receipt is retained.

Practical note: School fees, admission form sales, subscription payments and Result PIN credits are separate workflows. A blank learner selection can issue bills to all active learners; review it carefully.

30 Screen guide

Bill learners and reconcile school fees



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

31 Pay a school fee as a parent

Who uses this: Parent or guardian

Pay the correct learner invoice through the school's payment route.

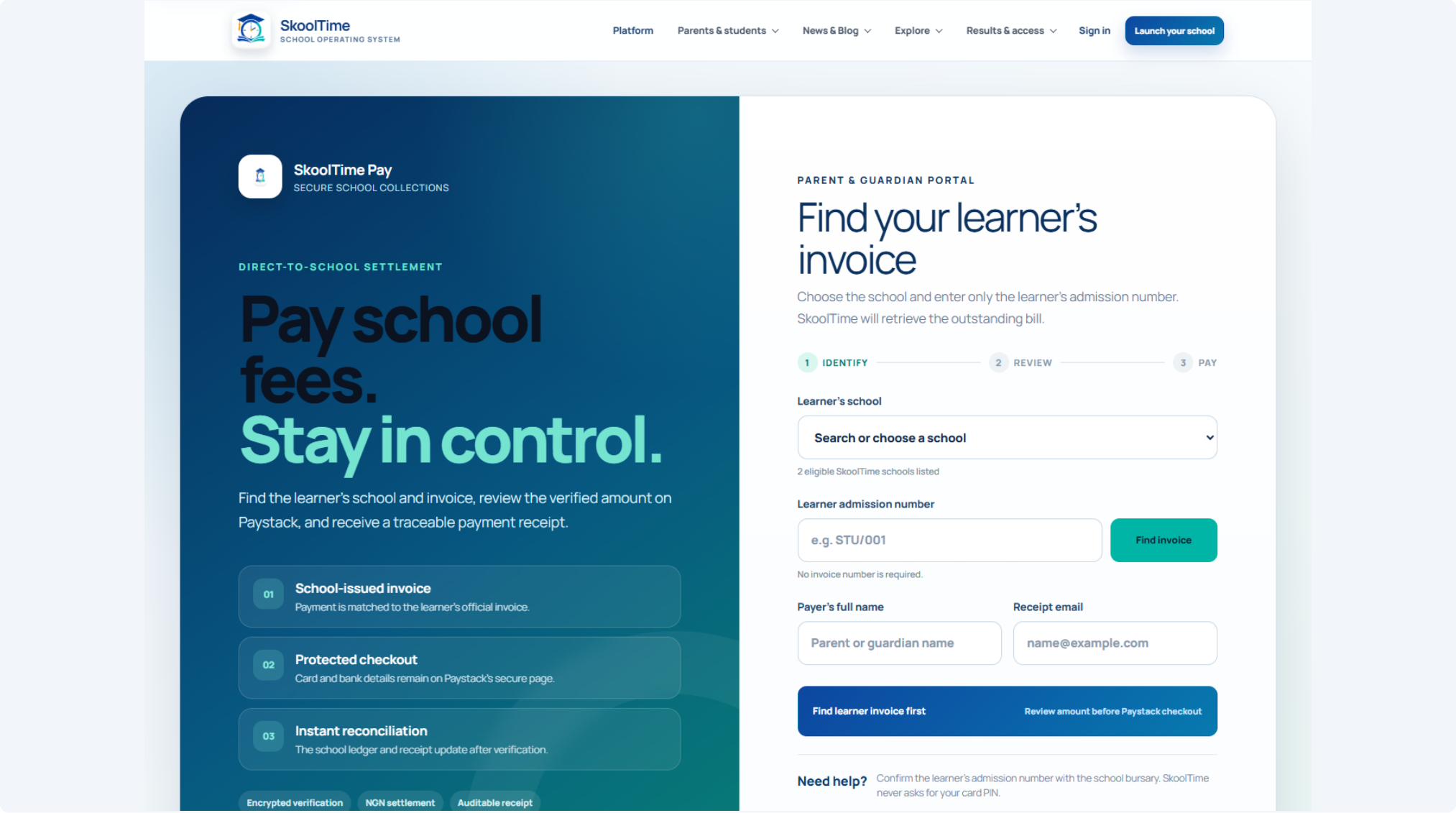
1. Open School fee payment from the relevant public menu link or the invoice link supplied by the school.
2. Choose the learner's school and enter the learner admission number, then choose Find invoice. The page does not require you to know the invoice number.
3. Review the learner name, bill items, outstanding amount and intended payment before checkout.
4. Continue to the school's secure payment page and complete the payment once.
5. Return to SkoolTime and confirm the invoice/receipt state. Retain the payment reference and receipt.
6. If the bank reports a debit but the invoice is still pending, ask the school finance team to reconcile the original reference before paying again.

Confirm it worked
The intended learner invoice reflects the confirmed payment and the receipt can be retained.

Practical note: An admission form payment does not automatically settle tuition. Use the school's specific fee invoice.

31 Screen guide

Pay a school fee as a parent



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

32 Renew the school subscription

Who uses this: School administrator; authorised finance staff

Keep the selected term subscription current.

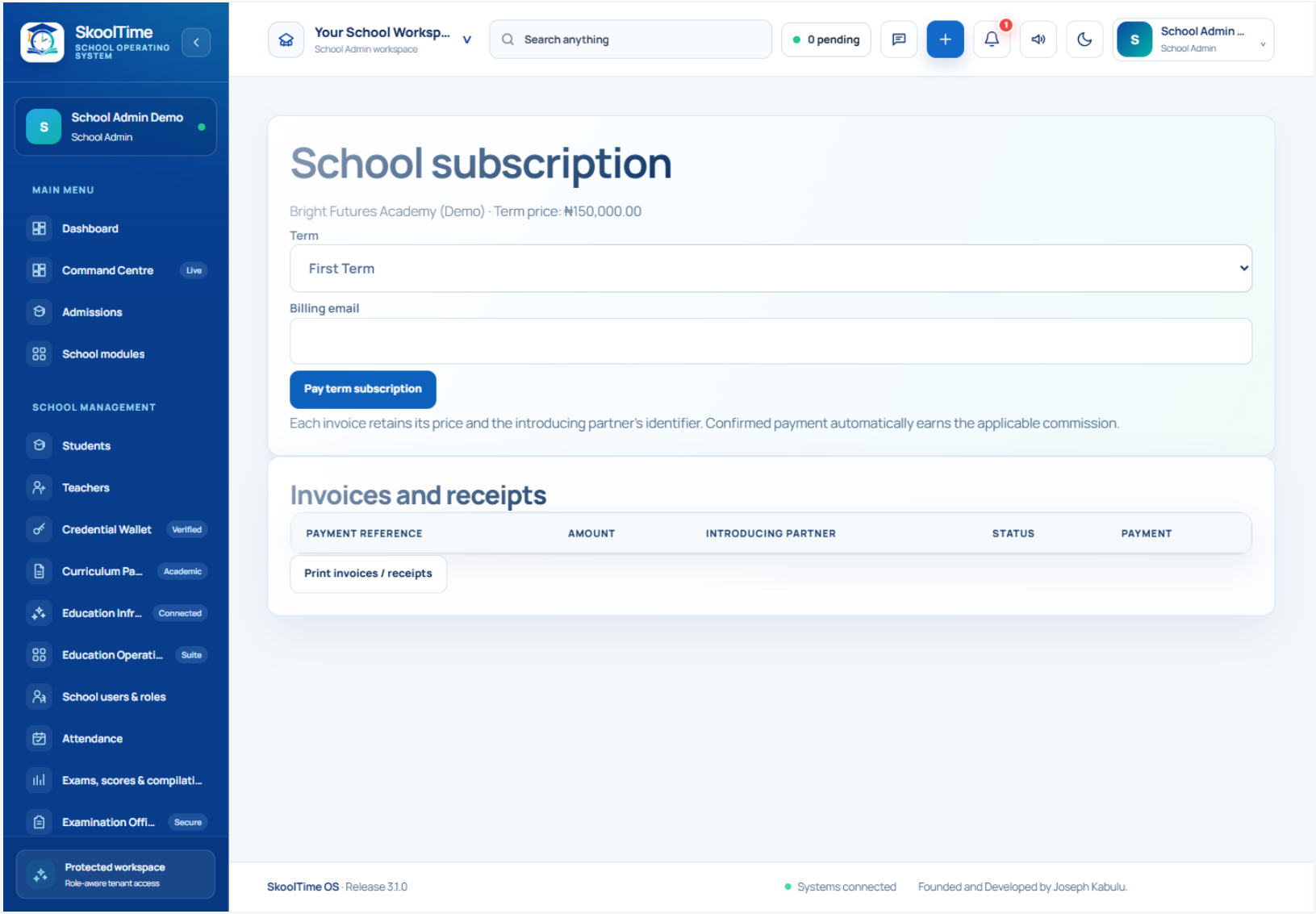
1. Open School subscription from the school account/menu shortcuts.
2. Choose the term and verify the billing email.
3. Review the displayed term price and invoice details.
4. Choose Pay term subscription and complete the secure checkout.
5. Return to SkoolTime and verify the payment state in Invoices and receipts.
6. Print the invoice or receipt as needed. If confirmation is pending, retain the reference and resolve that checkout before creating another payment.

Confirm it worked
The intended term invoice is confirmed and the school subscription status is current.

Practical note: Subscription prices may change. Use the quoted amount on the current invoice; an older screenshot is not a price promise.

32 Screen guide

Renew the school subscription



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

33 Publish school news and public updates

Who uses this: Authorised school leadership or communications staff

Share school information publicly with appropriate consent.

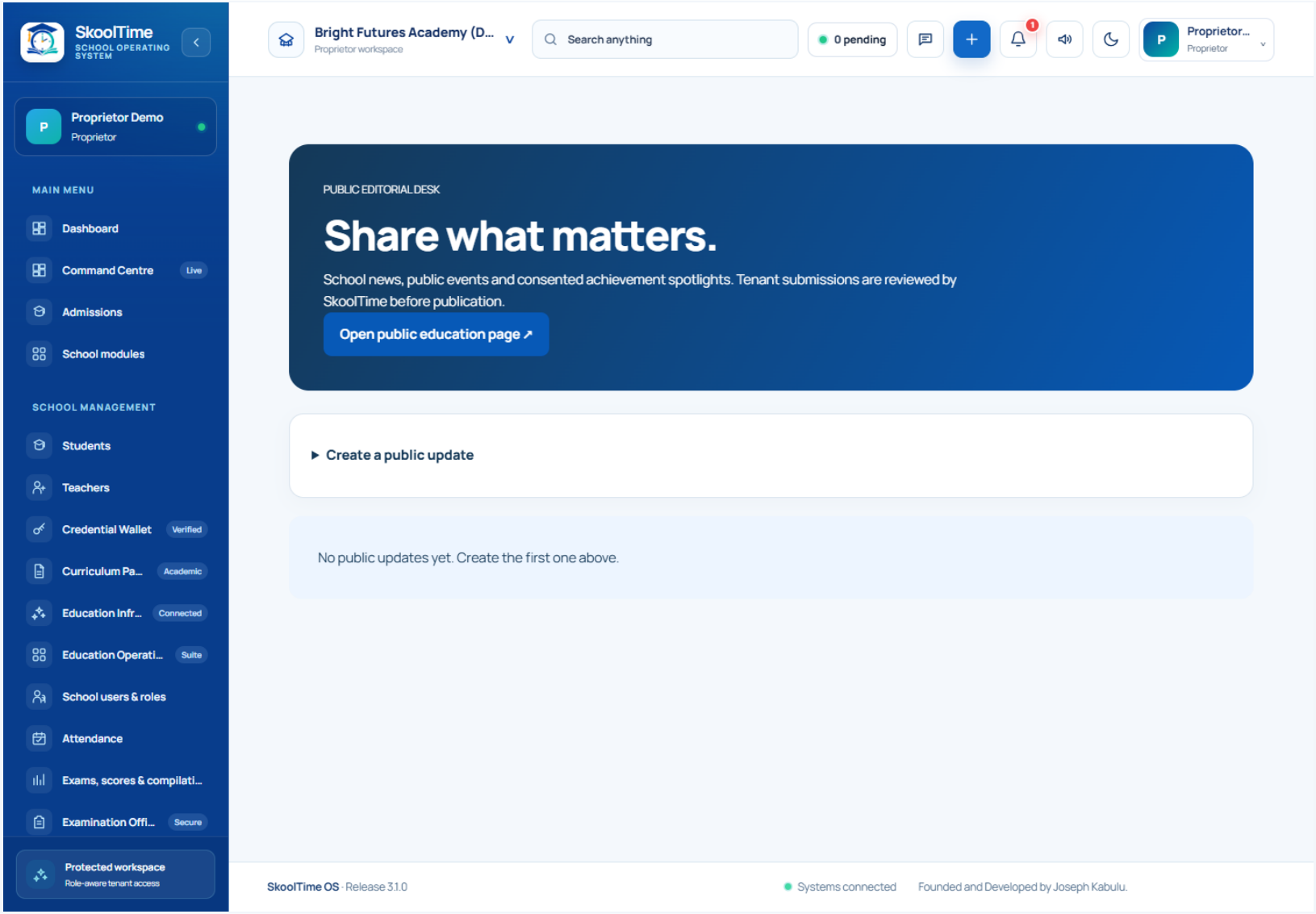
1. From Admissions or School modules, open School public updates.
2. Create the update using the form: choose the type, title, public summary/body, dates and link where applicable.
3. Upload an appropriate featured image if the form provides one. Check image rights and consent before publication.
4. Choose the intended audience/publication state and save or submit the update using the available action.
5. Review its status in the school list. A submitted item may still require the publishing review shown by the platform.
6. After publication, inspect the public news/admissions page and any linked banner. Correct expired dates or broken destinations through the school record.

Confirm it worked
The update has a saved status and its public destination is correct once published.

Practical note: Only approved public material belongs here. Keep individual learner issues and private parent messages out of news cards and banners.

33 Screen guide

Publish school news and public updates



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

34 Prepare the school magazine

Who uses this: School administrator; authorised publication team

Organise an annual publication with appropriate consent.

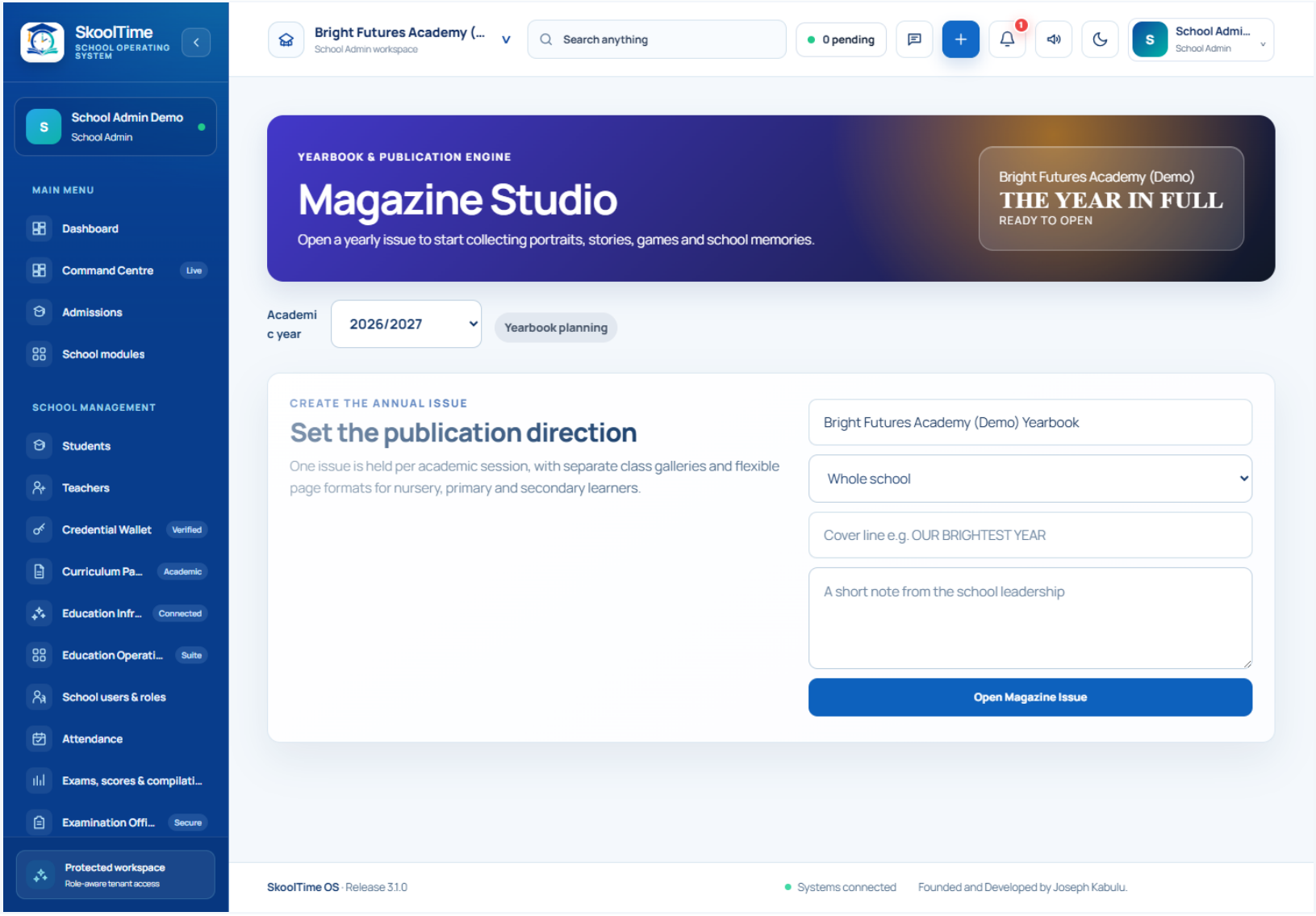
1. Open Magazine Studio and choose the academic year.
2. Choose the school scope, such as Whole school, Nursery & Primary or Secondary, and Open Magazine Issue.
3. Use the issue workspace to organise class galleries, portraits, stories and other supported sections.
4. Upload only approved material and check names, captions and publication consent before inclusion.
5. Choose the available design and page-format controls, then inspect the full preview for missing images and awkward page breaks.
6. Save the issue and use the available export/print action when the school has approved the content.

Confirm it worked
The annual issue retains its content and the final preview matches the selected school scope.

Practical note: There is one issue per academic session. Do not create a second session merely to obtain another magazine issue.

34 Screen guide

Prepare the school magazine



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

35 Publish announcements and circulars

Who uses this: Authorised school communicator; leadership

Send the right notice to the right school audience.

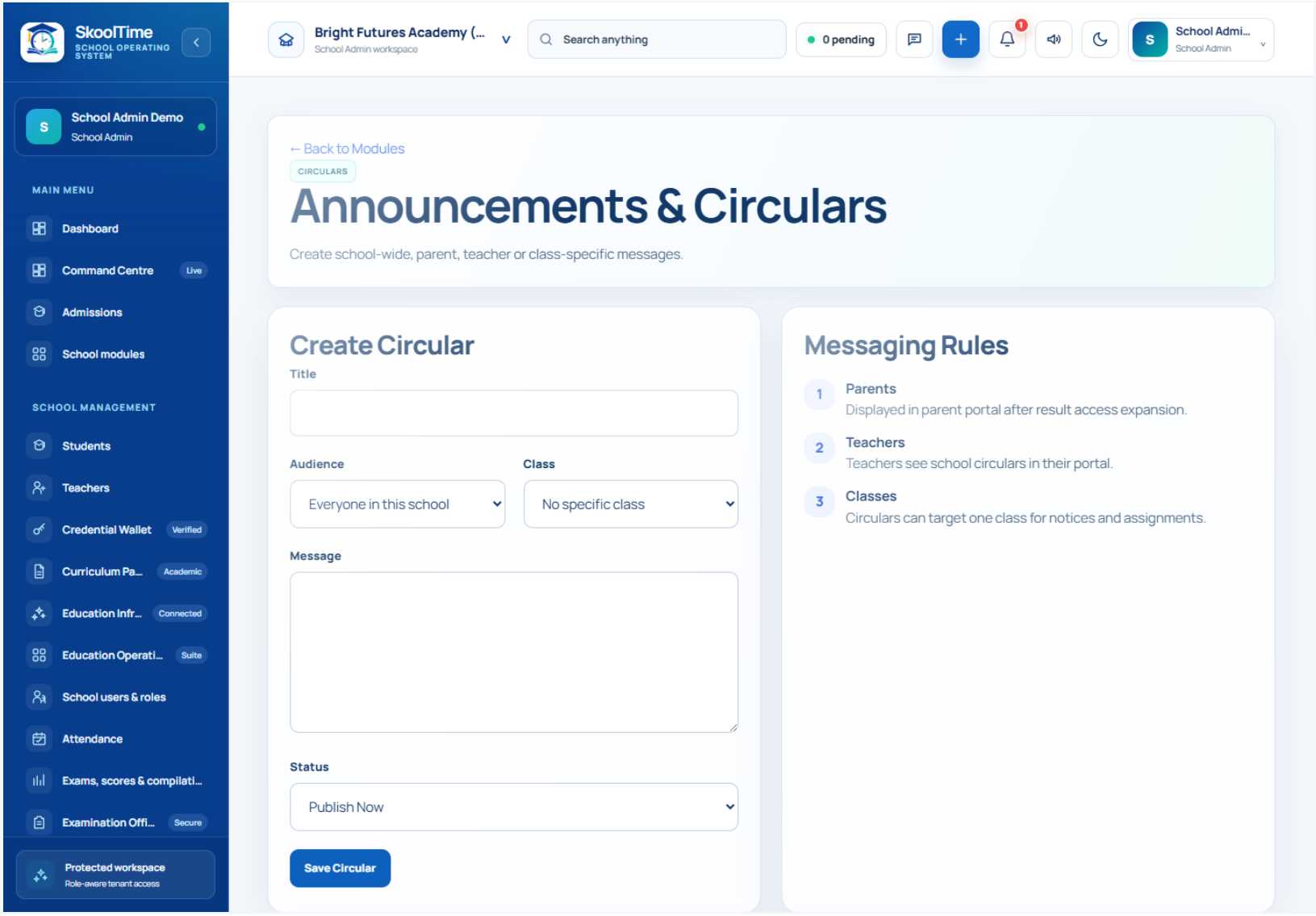
1. Open Communications / Announcements & Circulars.
2. Enter a clear title and choose the audience: school-wide, staff, leadership, parents, academic team, students or a specific class.
3. If targeting a class, choose the class explicitly. Write the message and check dates, links and contact details.
4. Choose Save Draft while preparing the notice, or Publish Now when it is ready.
5. Choose Save Circular and inspect Circular History for the audience and status.
6. Open the relevant reader view to confirm the notice. Correct or withdraw it through the available history action if necessary.

Confirm it worked
The circular is recorded with its intended audience and publication state.

Practical note: A circular saved as Draft is not a published notice. Avoid exposing learner-specific issues in a school-wide message.

35 Screen guide

Publish announcements and circulars



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

36 Use the private staff community

Who uses this: Authorised school staff

Discuss school work in the correct private conversation.

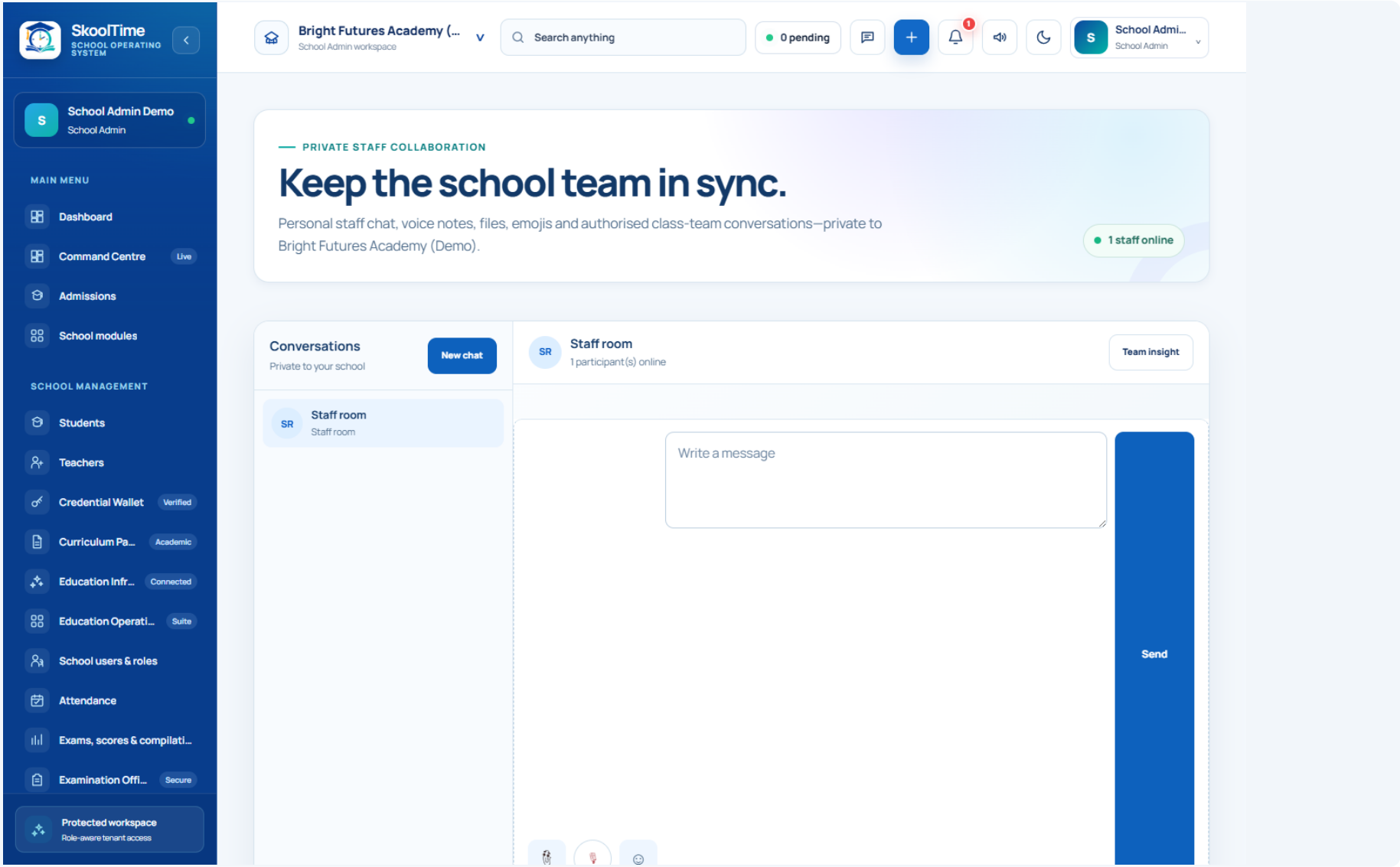
1. Open Staff community. Review the school name and current conversation.
2. Use New chat to select the intended colleague or authorised team, or open an existing conversation.
3. Write the message. Use the attachment, voice-note or emoji controls only where appropriate for the conversation.
4. Review the recipient and any attachment, then choose Send.
5. Check the conversation for the sent message and subsequent reply.
6. Use the relevant team conversation for class work and the dedicated guardian channel for family communication.

Confirm it worked
The message appears in the intended school conversation.

Practical note: A private staff chat is not a public announcement and is not the same as a parent conversation.

36 Screen guide

Use the private staff community



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

37 Send a school email

Who uses this: Authorised school communicator; leadership

Queue an email and check its delivery record.

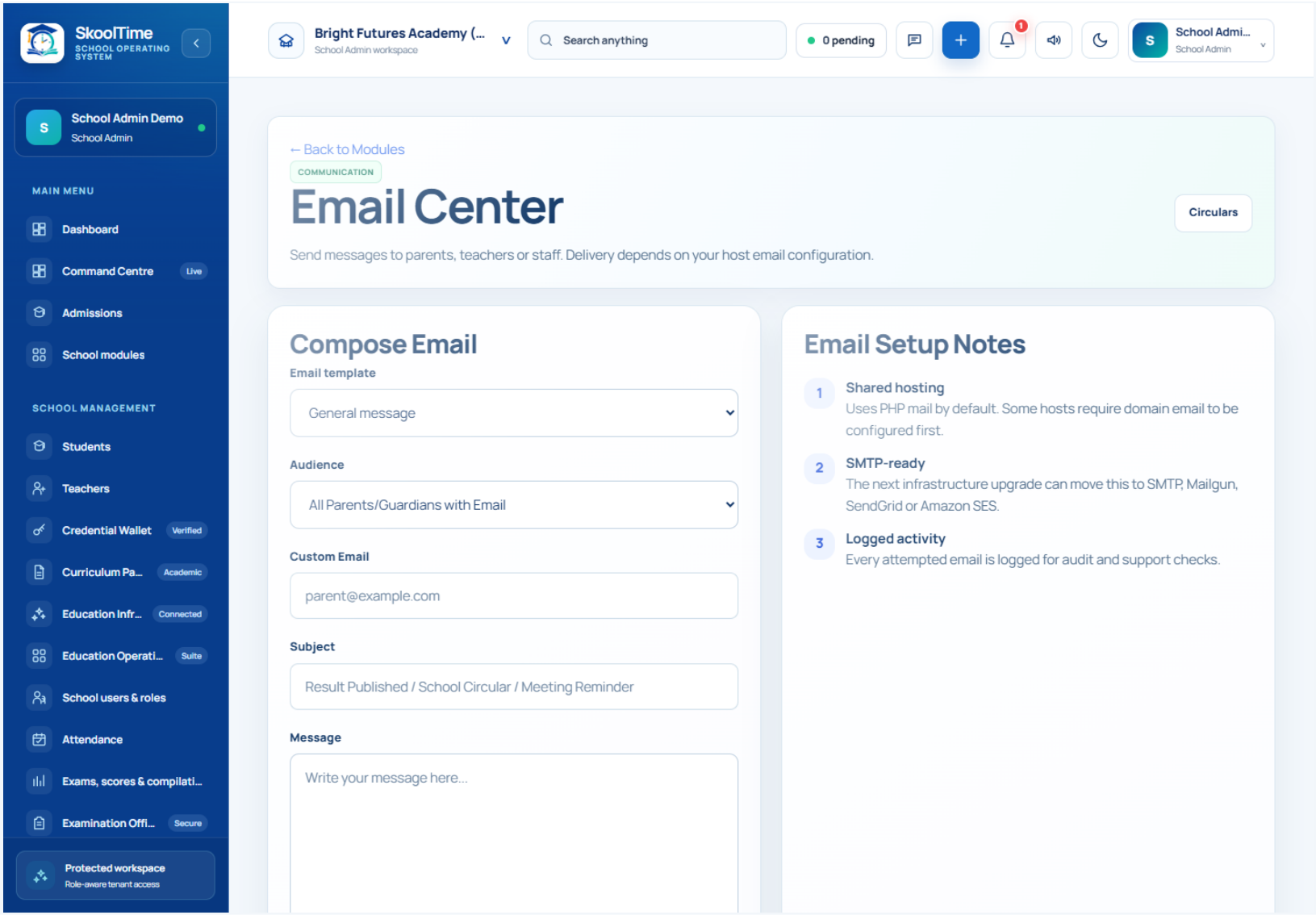
1. Open Email center and choose a template such as General message, Newsletter or Term update.
2. Select the intended audience, or choose Custom Email and enter the exact recipient.
3. Write the subject and message. Check that the content is appropriate for every person in the selected audience.
4. Choose Queue and send email only when the message is ready.
5. Inspect Recent Email Logs for the recipient, subject and status.
6. If delivery is not confirmed, check the recipient address and ask the school's authorised support contact to investigate using the logged reference and time.

Confirm it worked
The email is logged for the intended recipient(s); its status distinguishes queued work from delivery.

Practical note: Do not keep clicking Send while a batch is processing. A queued email is not proof that the recipient has received or read it.

37 Screen guide

Send a school email



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

38 Store school documents

Who uses this: Authorised school staff

Keep official files organised and retrievable.

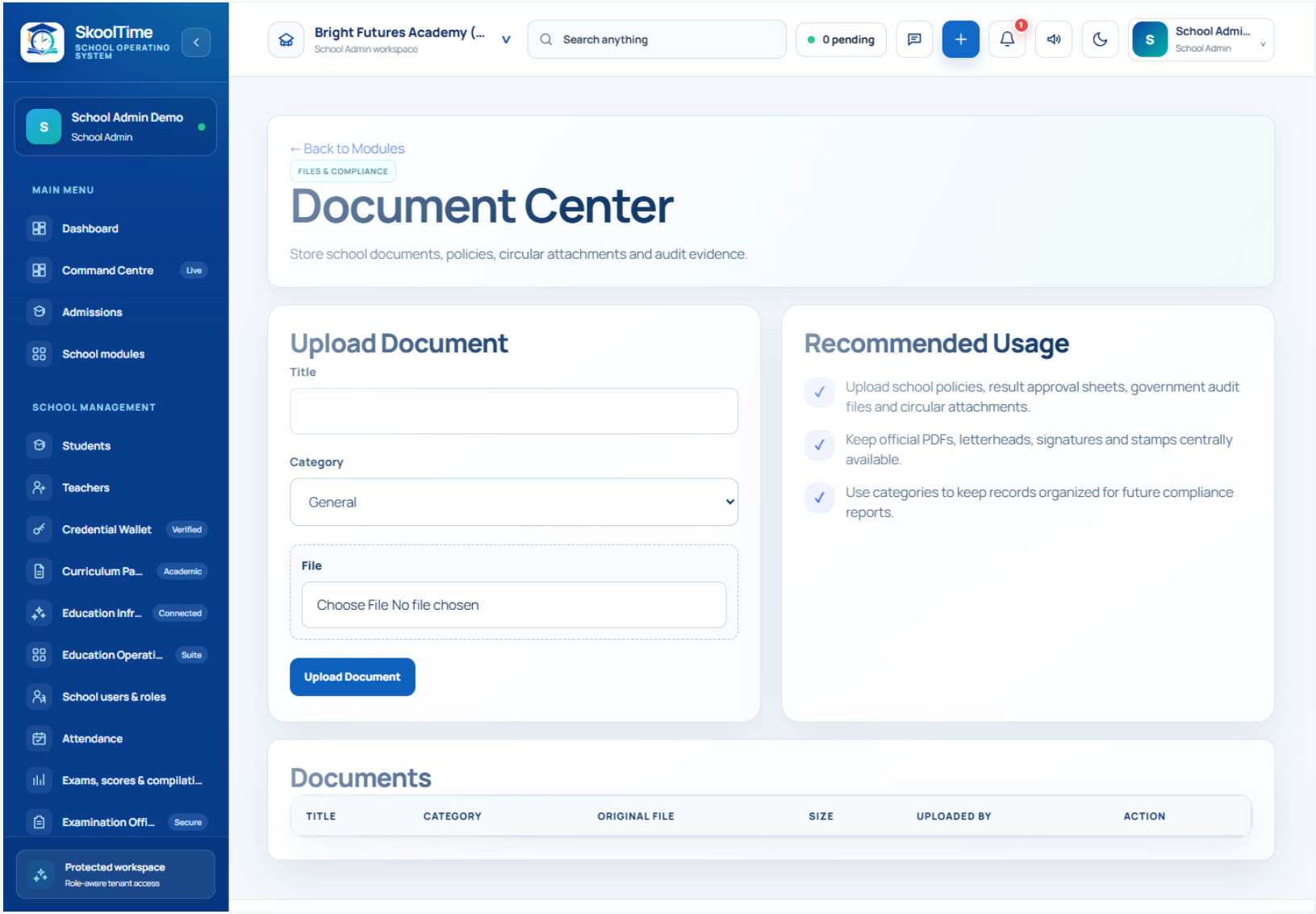
1. Open Documents / Document Center.
2. Enter a descriptive title and choose the appropriate category, such as Policy, Admission, Finance or Letterhead.
3. Select the correct file and check its filename and contents.
4. Choose Upload Document and wait for completion.
5. Find the item in Documents and open/download it to verify that the intended file was uploaded.
6. Use the available record action to replace or remove obsolete material according to the school's retention rules.

Confirm it worked
The correct document is listed under the intended category and can be retrieved.

Practical note: Uploading a letterhead in Document Center does not necessarily set it as the active school or admission letterhead. Use the corresponding identity/designer setting for that purpose.

38 Screen guide

Store school documents



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

39 Catalogue resources and manage loans

Who uses this: Authorised library staff; school leadership

Organise physical and digital learning resources.

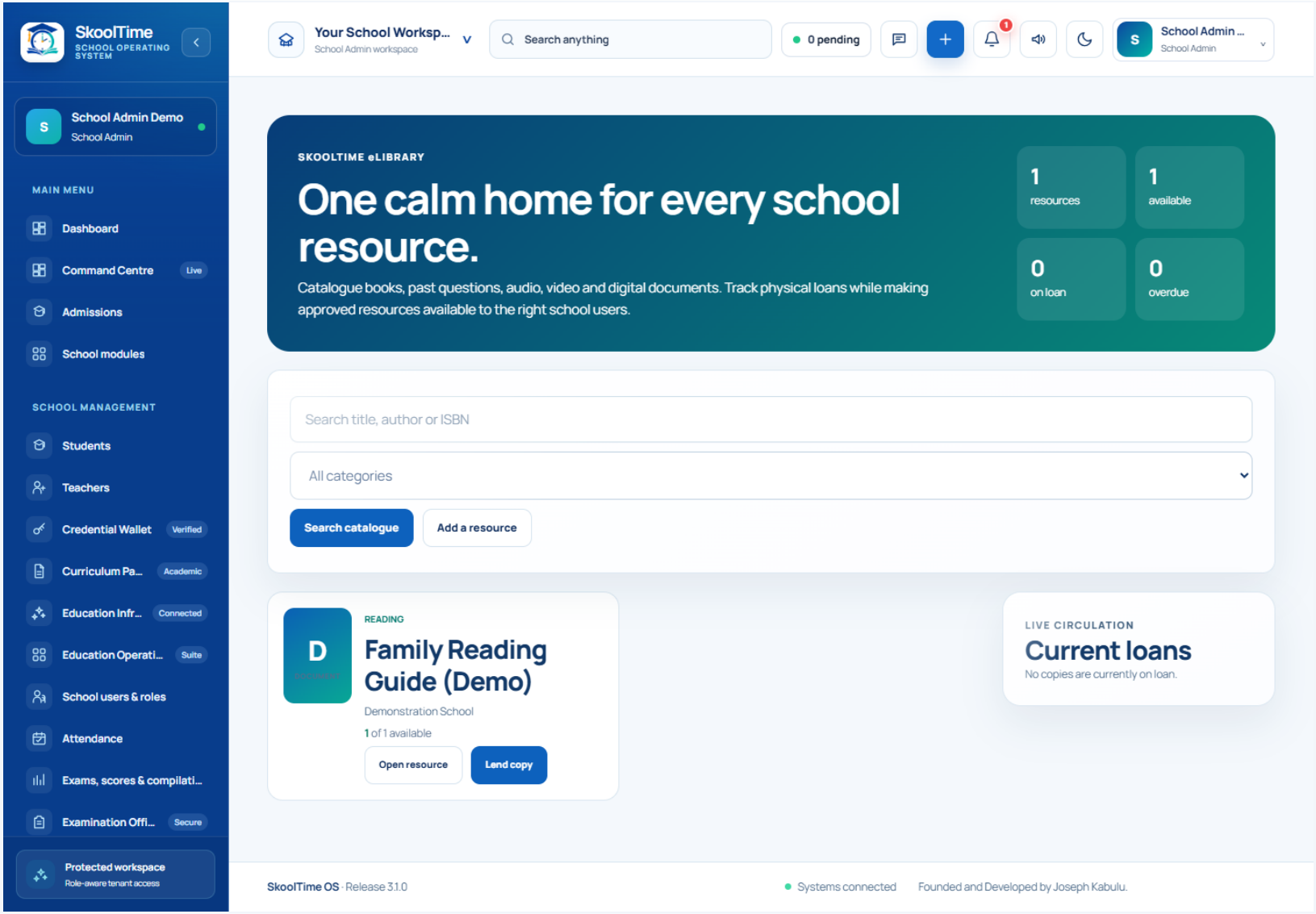
1. Open eLibrary and search the catalogue before adding a resource.
2. Choose Add a resource. Enter its title, author, category, type and any subject or level association.
3. For a digital item, attach the correct file and cover. Set the access mode and family/public permission deliberately.
4. Save the resource and reopen its catalogue entry to verify the details.
5. Use the resource's circulation controls to record physical borrowing and returns. Check available copies and current loans.
6. For restricted digital access, review the related request in Library permissions rather than making the resource public solely to satisfy one request.

Confirm it worked
The catalogue entry has the correct access settings and circulation counts reflect recorded loans/returns.

Practical note: Library-only, download and stream access are different. A listed resource is not automatically downloadable by every parent.

39 Screen guide

Catalogue resources and manage loans



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

40 Approve family library requests

Who uses this: Authorised library reviewer; school leadership

Grant or decline specific access without exposing restricted files publicly.

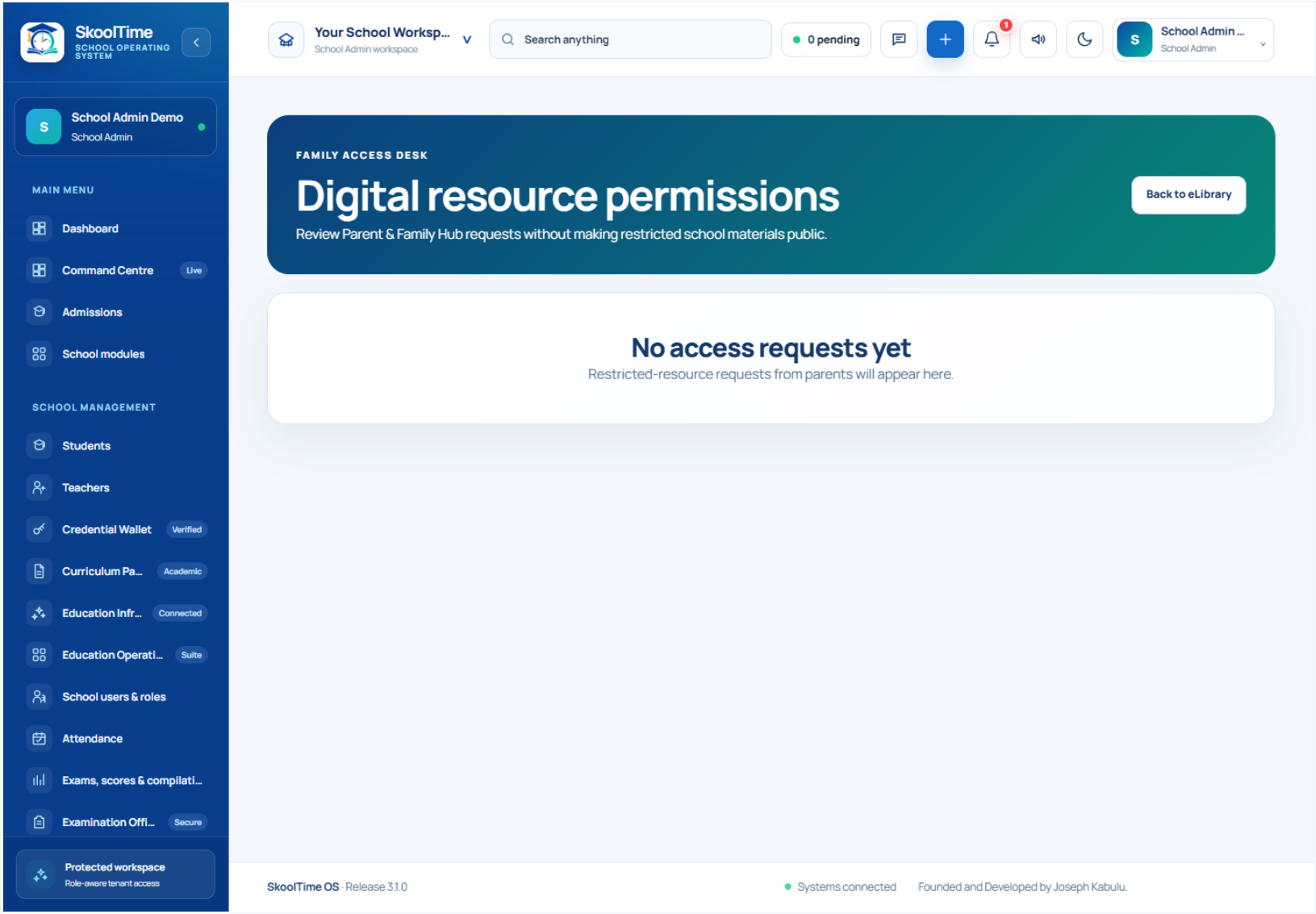
1. Open Library permissions from the school menu.
2. Find the requesting learner and resource. Confirm that the family is linked to the school record.
3. Review the school's permission policy and the intended use.
4. Use the available approval or decline action for that request.
5. Check that the request leaves the pending queue or displays its new state.
6. Ask the parent to refresh Library in the Companion and confirm the changed availability.

Confirm it worked
The request has a recorded decision and the parent sees the resulting permission state.

Practical note: Approving a request does not require changing a restricted resource to unrestricted public access.

40 Screen guide

Approve family library requests



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

41 Manage school dates and reminders

Who uses this: Authorised school administrator; staff readers

Maintain events, birthdays and school reminders.

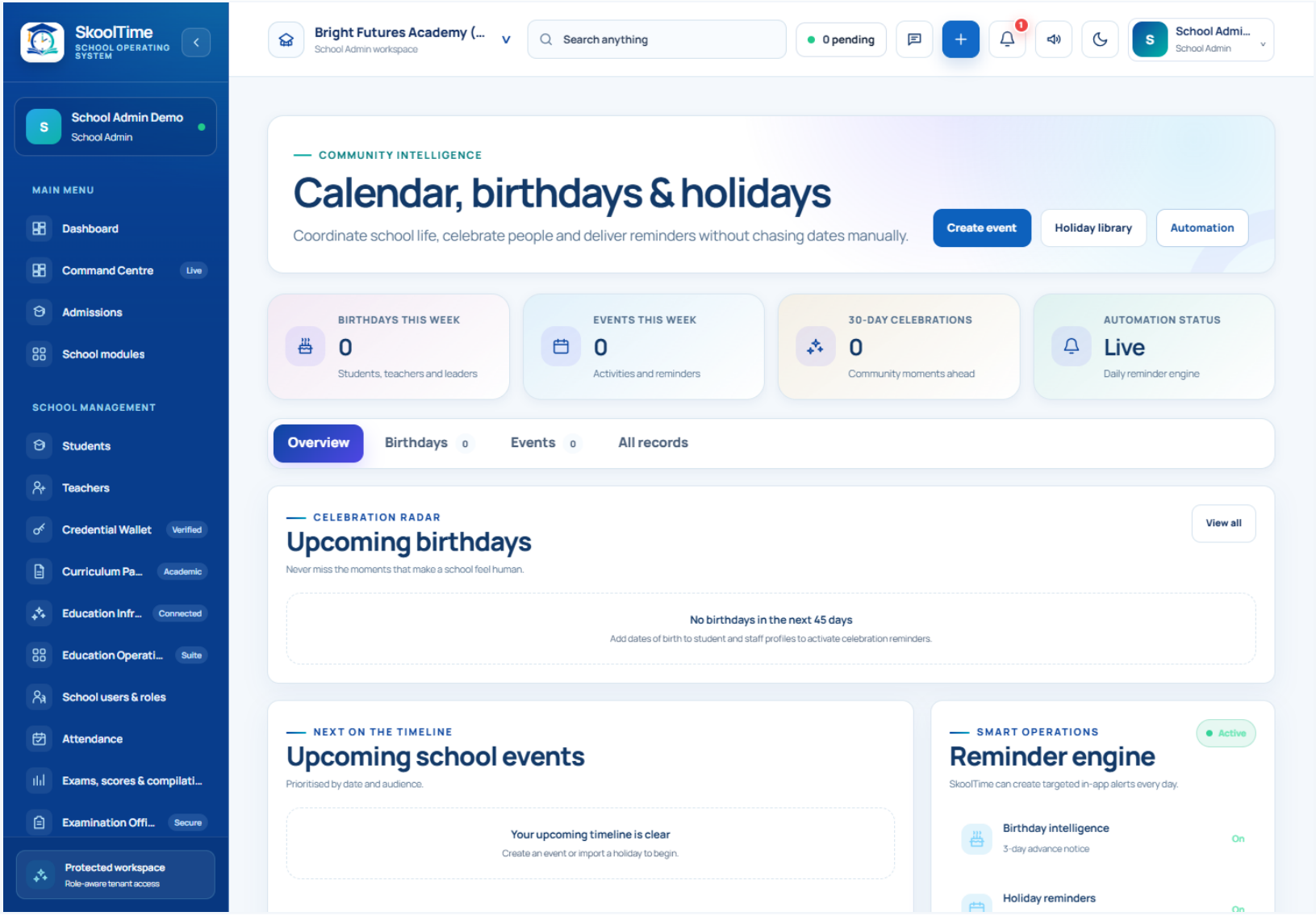
1. Open Calendar. Review the upcoming birthdays, events and reminder status.
2. Choose Create event. Enter its title, date/time, audience and reminder settings using the event form.
3. Save the event, then inspect Events or All records to verify it.
4. Use Holiday library to add the applicable school holidays. Check the school calendar before importing dates.
5. Maintain dates of birth in learner and staff profiles so birthday reminders have accurate source information.
6. Use the available edit/delete record actions when plans change. Review Notifications to confirm relevant reminders appear.

Confirm it worked
The calendar shows the correct dates and audiences.

Practical note: Calendar reminders do not correct academic term dates automatically. Keep the academic calendar and event calendar consistent.

41 Screen guide

Manage school dates and reminders



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

42 Reply to a guardian privately

Who uses this: Assigned teacher; authorised school staff

Discuss one learner with the adults authorised to support them.

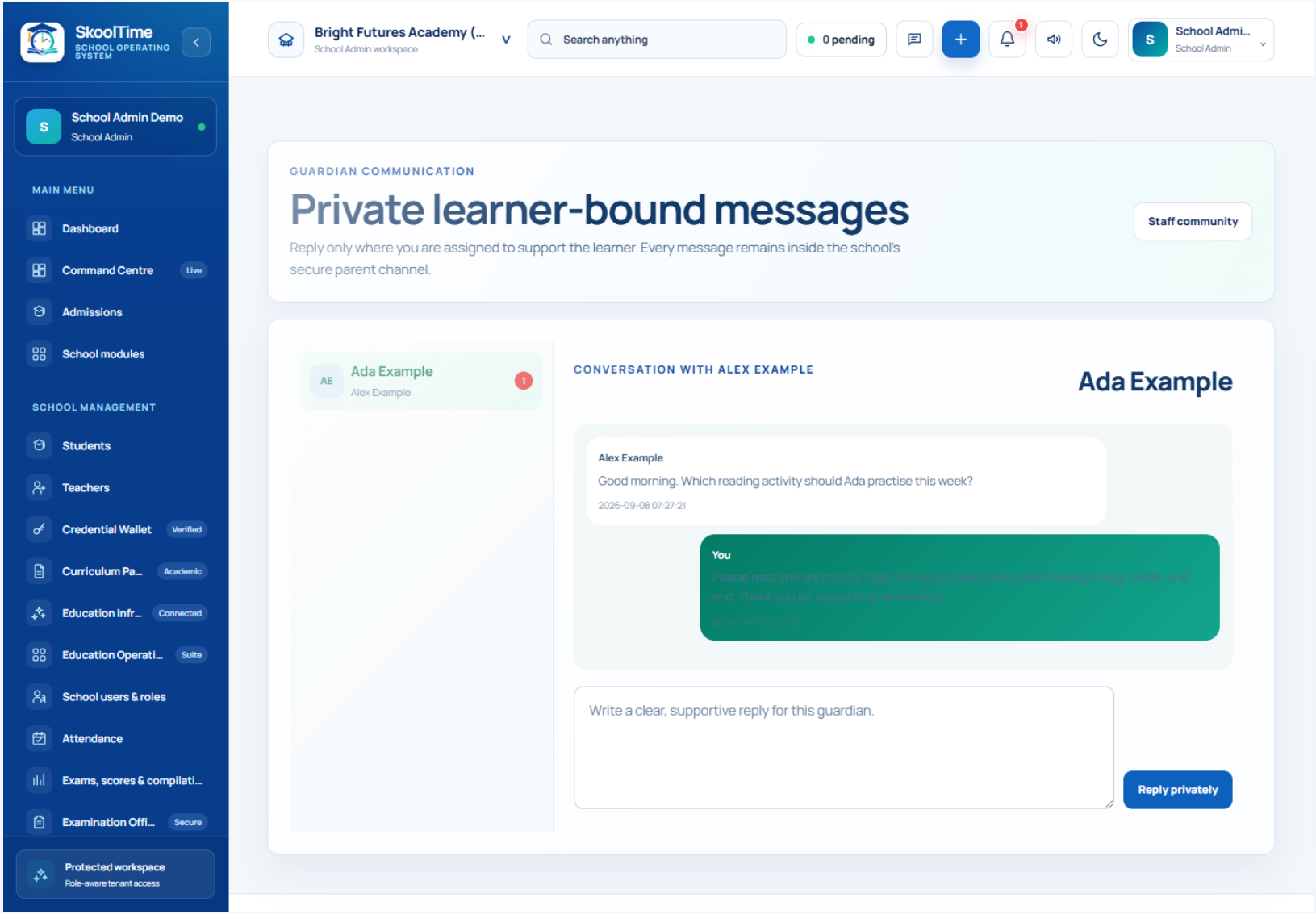
1. Open Guardian messages / Parent inbox.
2. Select the existing family conversation and confirm the learner, guardian and your assignment.
3. Read the earlier exchange before replying.
4. Write a concise, supportive response; attach only documents appropriate for this learner.
5. Send the reply and confirm it appears in the thread.
6. Use the same conversation for follow-up. If the parent or learner is missing, ask an administrator to review the guardian link and teacher assignment.

Confirm it worked
The response appears in the correct learner-bound conversation.

Practical note: Do not move a confidential family issue into a staff-wide or public channel. Messaging access follows the learner relationship.

42 Screen guide

Reply to a guardian privately



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

43 Release a Virtual Open Day update

Who uses this: Assigned teacher; authorised school staff

Share a useful progress summary with a linked guardian.

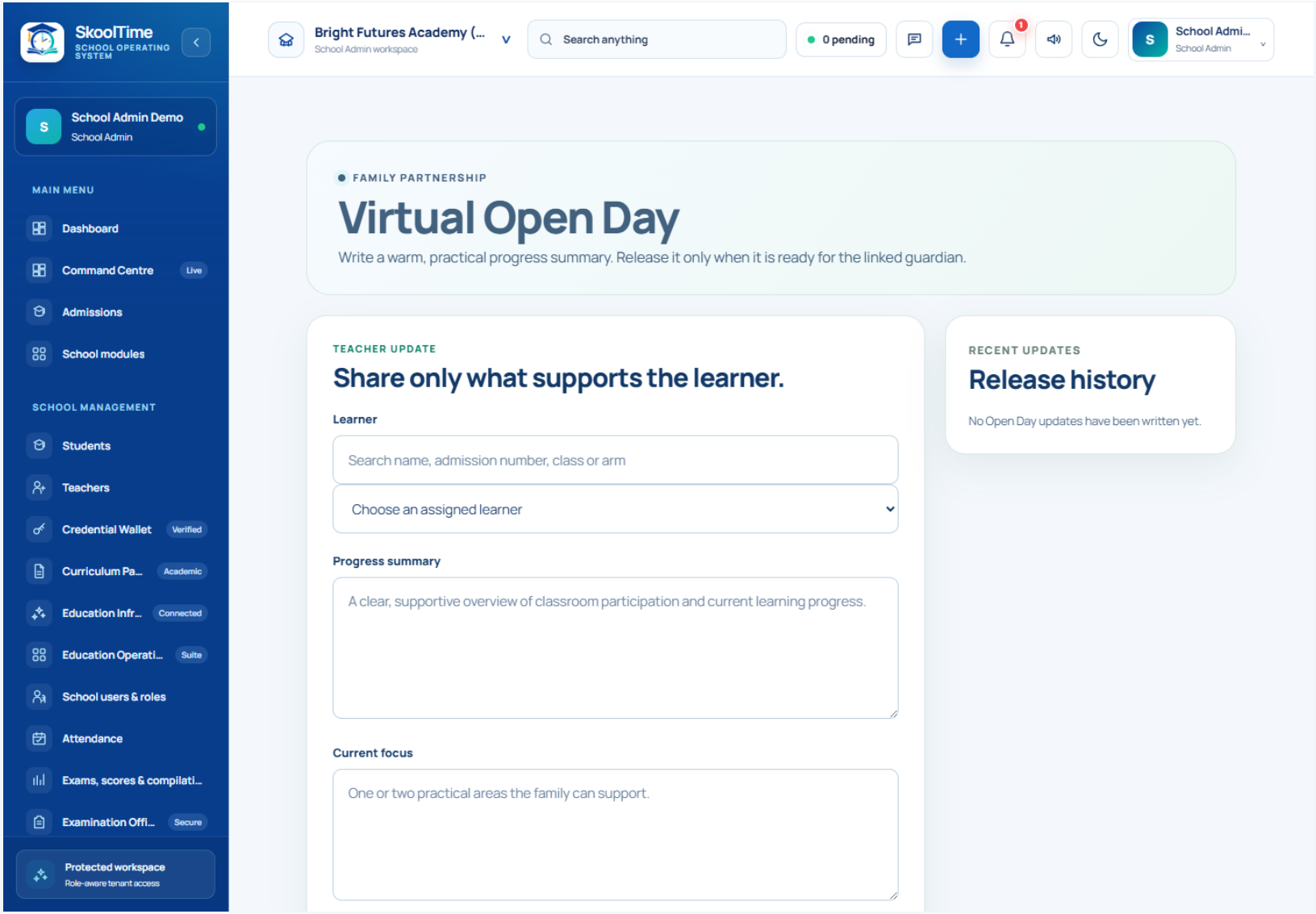
1. Open Virtual Open Day and choose an assigned learner.
2. Write the progress summary using specific, observed evidence.
3. Enter the current focus and suggested next steps for the family.
4. Leave Release to linked guardian off while the note is a draft.
5. When reviewed and ready, enable release and choose Save Open Day update.
6. Inspect the release history and confirm that the parent can see the released update in their family access.

Confirm it worked
The update is saved at the intended draft or released state.

Practical note: Drafts remain staff-only. A Virtual Open Day note is not the PIN-protected official report card.

43 Screen guide

Release a Virtual Open Day update



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

44 Investigate academic signals

Who uses this: Authorised school leadership and academic staff

Use school evidence to prioritise action without confusing a forecast with a decision.

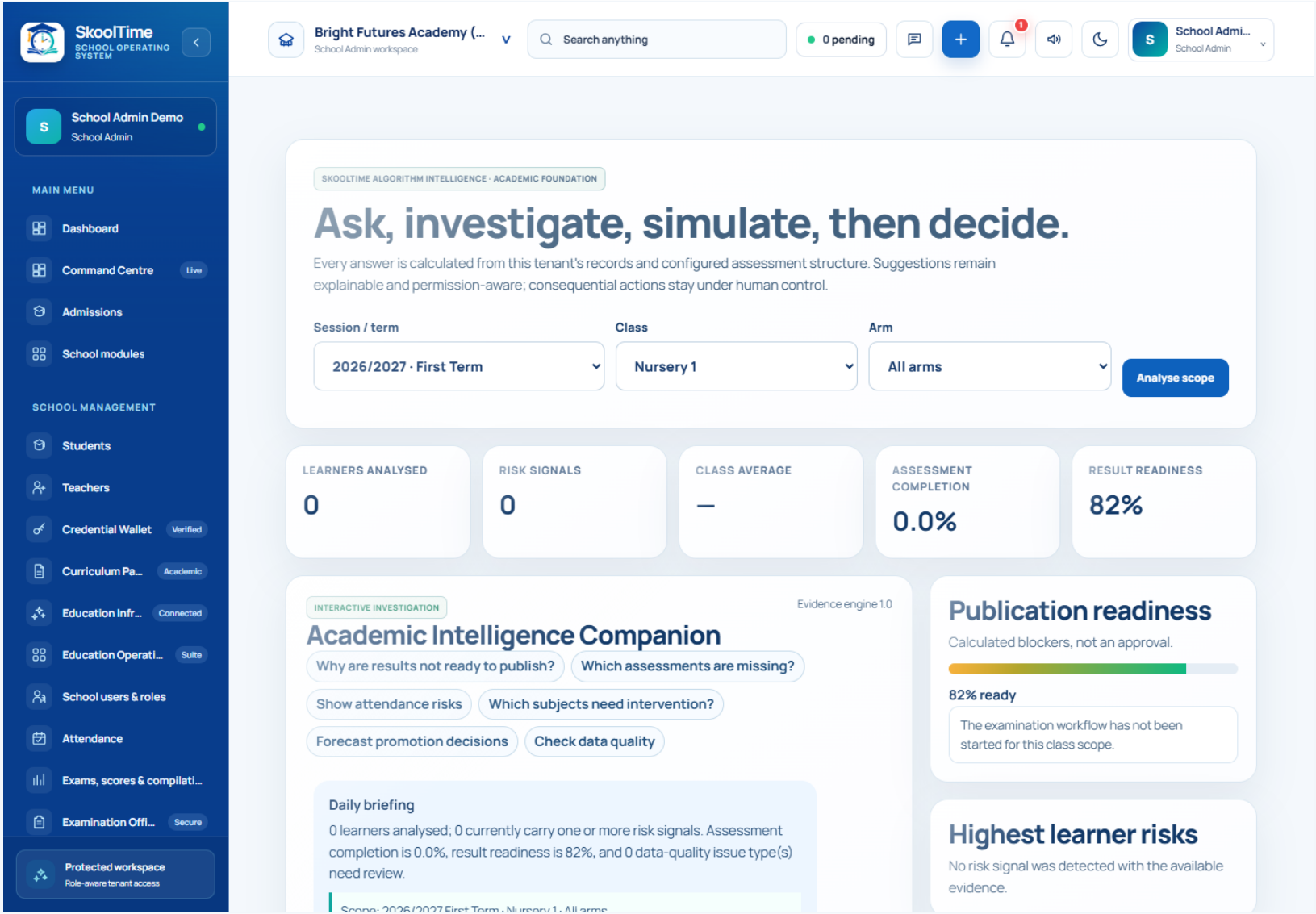
1. Open Algorithm Intelligence and choose the session/term, class and arm.
2. Choose Analyse scope and review the learner count, completion, risks and result-readiness indicators.
3. Use a suggested question or Investigate to inspect missing assessments, attendance issues or data quality.
4. Review the underlying scope and evidence before taking action. A low data count can mean missing records rather than good performance.
5. Use the promotion forecast controls to explore thresholds without changing live progression decisions.
6. Create a draft action proposal when follow-up is justified. Deliberately review and start any guardian communication; the analysis itself is not permission to send or publish.

Confirm it worked
The analysis is tied to the intended scope and any proposed action is explicitly reviewed.

Practical note: Forecasts do not promote learners, and readiness percentages do not approve results. Use the actual academic workflows for those decisions.

44 Screen guide

Investigate academic signals



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

45 Track operational interventions

Who uses this: School leadership; authorised action owners

Turn an evidence-based proposal into accountable school follow-up.

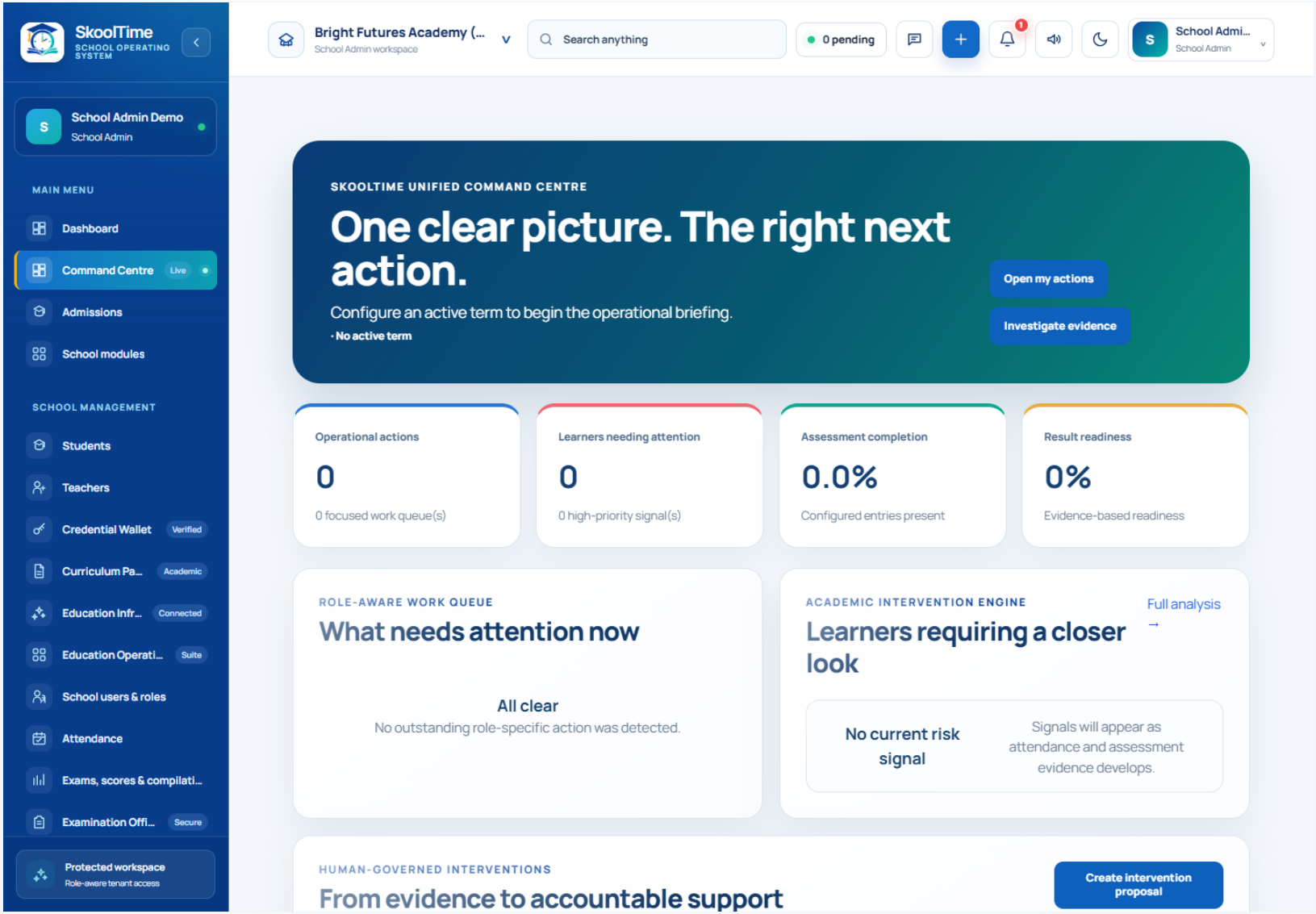
1. Open Command Centre and review the active intervention list.
2. Open the relevant item and read its source evidence and proposed action.
3. Confirm the intended owner, scope and next decision before acting.
4. Use the available authorised decision/update controls and record the work completed.
5. Return to the list to check its state and remaining next action.
6. Create a new proposal from Algorithm Intelligence only when the evidence justifies it.

Confirm it worked
The intervention has a clear state and next responsibility.

Practical note: An empty list means no active intervention is recorded; it does not prove that every operational issue has been resolved.

45 Screen guide

Track operational interventions



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

46 Share portable education records and resources

Who uses this: Authorised school leadership

Provide controlled access to the specific information the school intends to share.

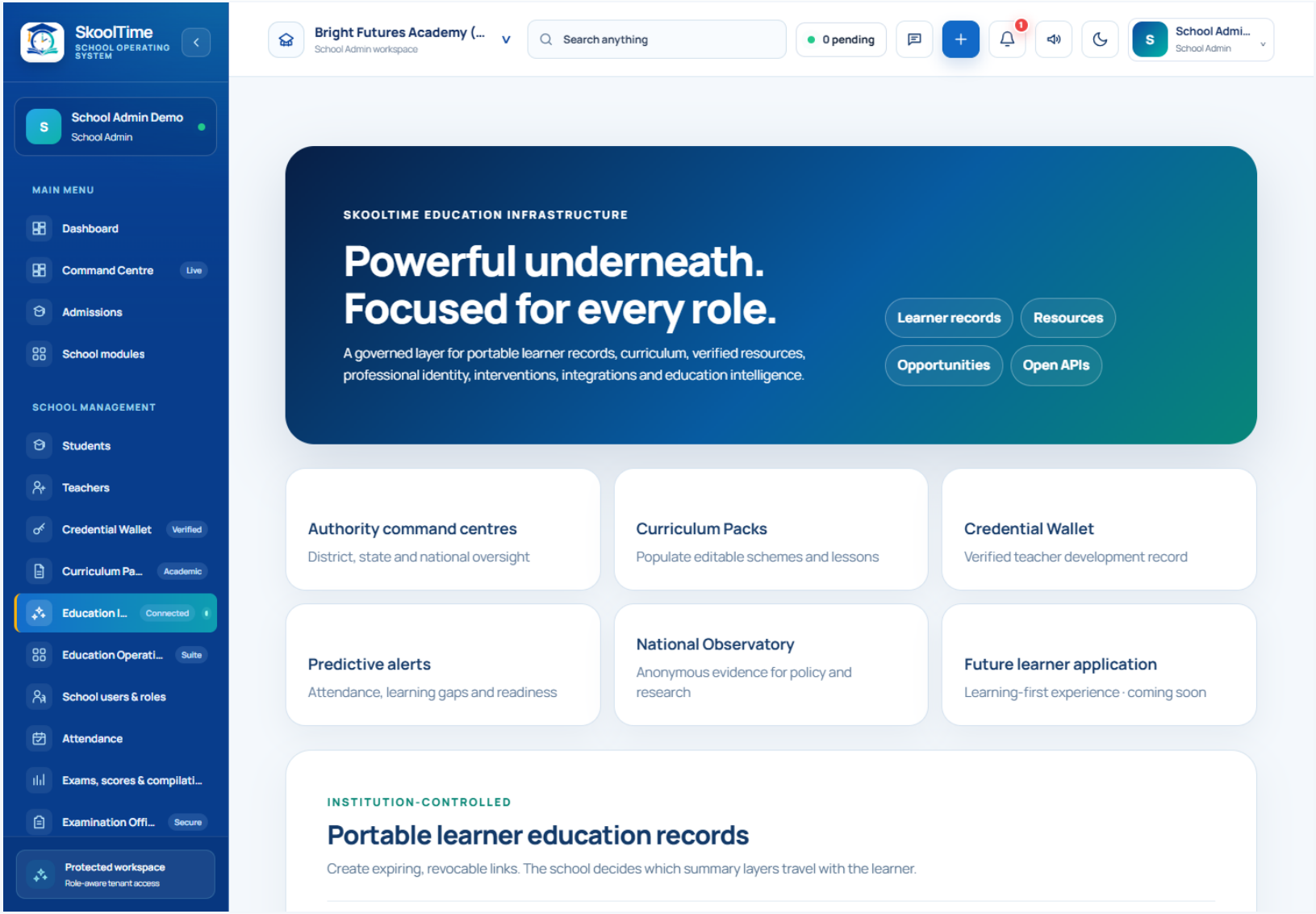
1. Open Education Infrastructure and select the learner when creating a portable record.
2. Choose the allowed information, such as attendance or approved academic summary, and the access duration.
3. Create the protected record link, review its scope and share it only with the intended recipient through an approved channel.
4. Use the verified resource catalogue for institutional materials. Controlled resources require their own permission request and review.
5. Review school-to-school requests and scholarship/intervention candidates before any external use.
6. Use the accessibility preferences to set language, contrast, text size or reduced motion for your own interface.

Confirm it worked
The created record or resource permission has the intended scope and duration.

Practical note: Integration keys and technical connection details are for authorised institutional integration staff only. They are not part of routine teacher or parent access.

46 Screen guide

Share portable education records and resources



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

47 Manage education operations

Who uses this: Authorised school leadership and designated operations staff

Keep school improvement, transport and data-rights work in one accountable place.

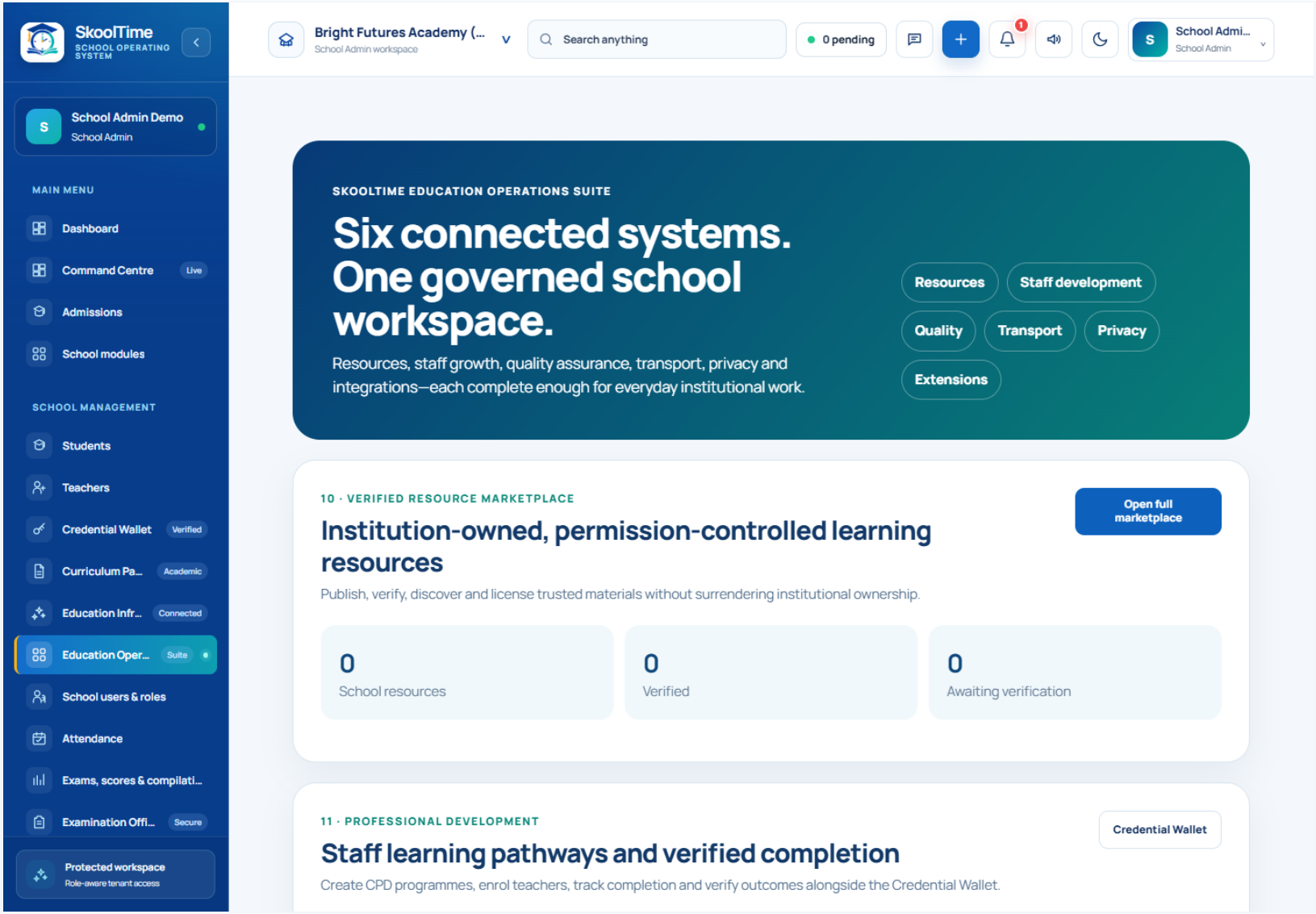
1. Open Education Operations and choose the relevant operational area.
2. For staff development or resources, record the programme/resource details and track the school's assigned participants or requests.
3. For Quality & Accreditation, record the framework, review type, date, reviewer, score and summary, then Save review. Track findings and corrective work to resolution.
4. For transport, create the route, register the vehicle and its safety dates, then assign the learner to the correct route/vehicle/pickup details.
5. For consent, select the learner or institution scope, purpose and granted/withdrawn decision, then Save consent.
6. For a data-rights request, record its type and details, log it and follow the available status controls through resolution. Only authorised integration staff should configure extensions.

Confirm it worked
The chosen operation has a saved record with the correct learner/staff scope and follow-up state.

Practical note: A recorded consent must reflect an actual permission decision. Do not treat a form checkbox as evidence that consent was obtained when it was not.

47 Screen guide

Manage education operations



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

48 Prepare a browser for offline work

Who uses this: Authorised staff on a school-approved device

Keep permitted classroom tasks available during connectivity gaps.

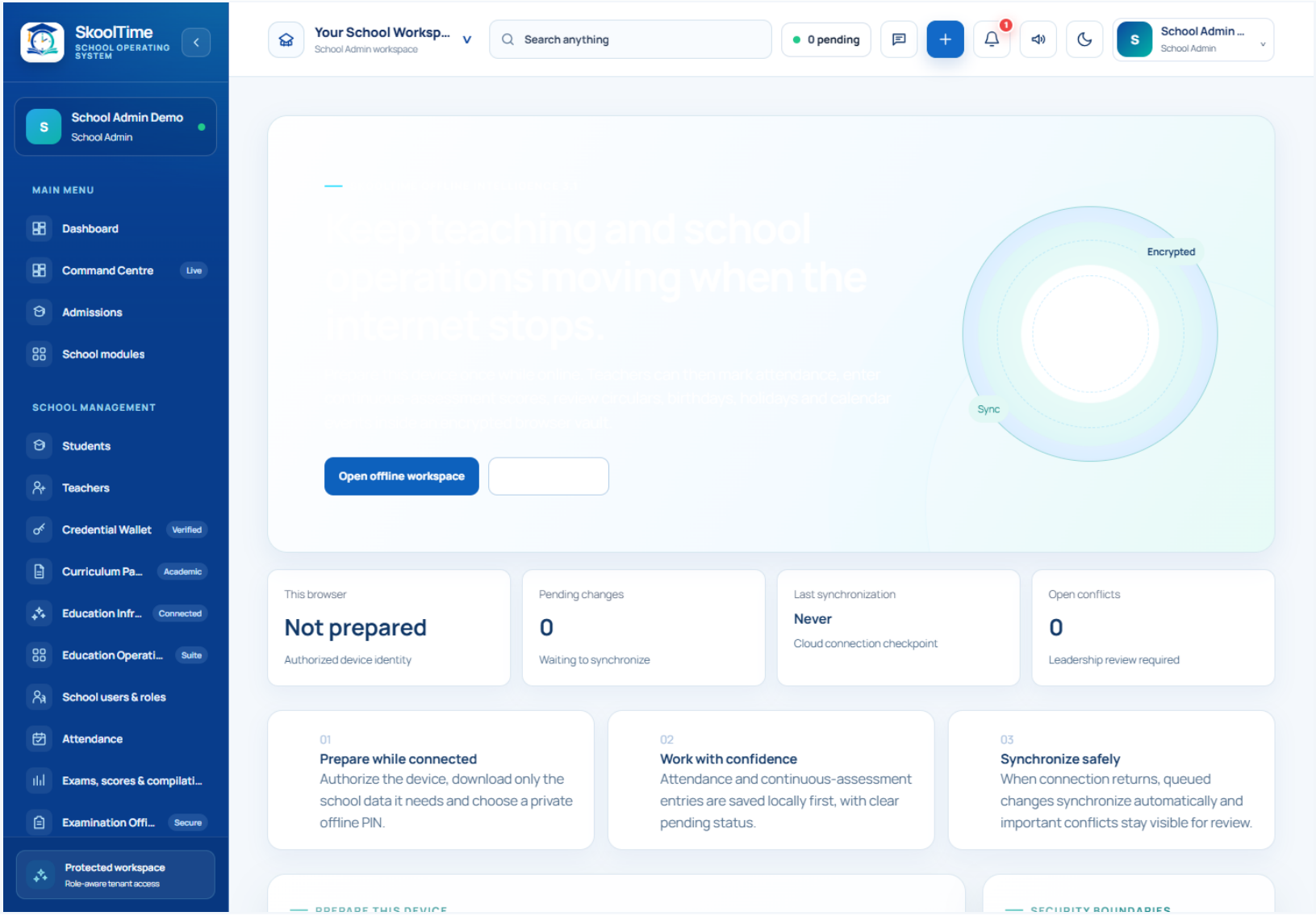
1. While online, open Offline Intelligence and choose a recognisable device name.
2. Create and confirm a private six-digit offline PIN, then choose Prepare and download data.
3. Check that the device shows prepared status and a successful last synchronisation.
4. Open the offline workspace and verify the assigned classes and subjects before travelling or losing connectivity.
5. Save permitted attendance or assessment work locally. Watch the Pending changes count.
6. Reconnect and choose Synchronize now. Inspect rejected items or conflicts and resolve them through the authorised review route.
7. Confirm the pending count clears and the web workspace contains the saved records before removing the device data or changing devices.

Confirm it worked
The device is prepared, saved changes synchronise successfully and unresolved conflicts remain visible.

Practical note: Do not clear browser storage while unsynchronised work remains. Payments, publication, licensing and role changes require online access.

48 Screen guide

Prepare a browser for offline work



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

49 Use notifications and maintain your profile

Who uses this: All school staff

Keep account details current and respond to actionable alerts.

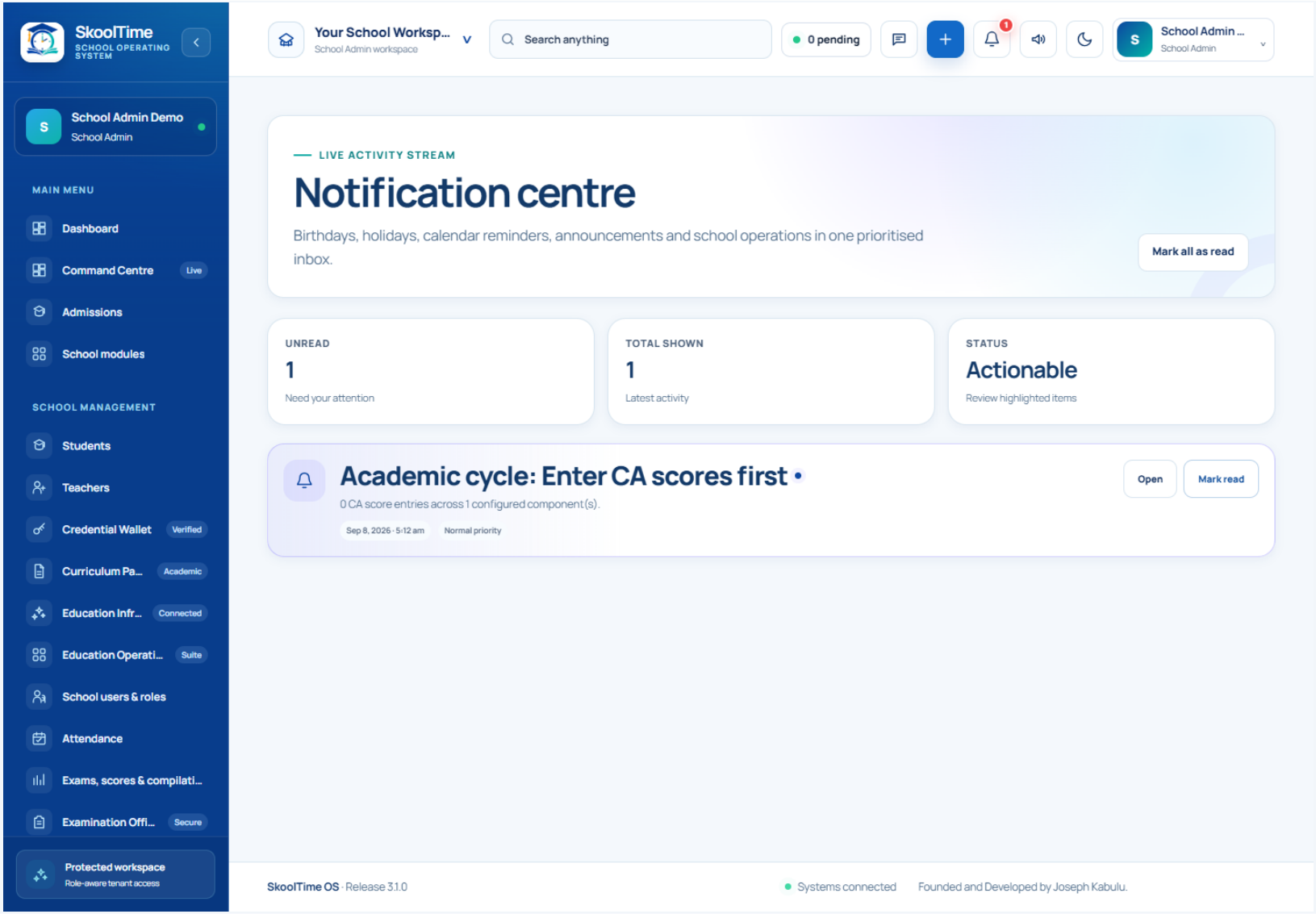
1. Open Notifications from the bell or menu. Review unread items and their priority.
2. Choose Open to go to the related record. Complete the underlying task in that workspace.
3. Mark the notification read when reviewed; reading an alert does not itself approve or complete its task.
4. Open My profile to update your name, phone, birthday, job title, timezone and permitted profile image.
5. Review notification preferences and choose Save profile. For an official signature, follow the upload guidance and await the required approval.
6. Use Change password with your current password and a new confirmed password. Sign out when leaving a shared device.

Confirm it worked
Profile changes remain saved and important alerts lead to the correct work item.

Practical note: An absence of alerts can reflect disabled preferences, connectivity, permissions or no new activity. Check the underlying queue when a known task is missing.

49 Screen guide

Use notifications and maintain your profile



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

50 Get help with a school issue

Who uses this: All authorised school staff

Provide enough information for a tracked support response.

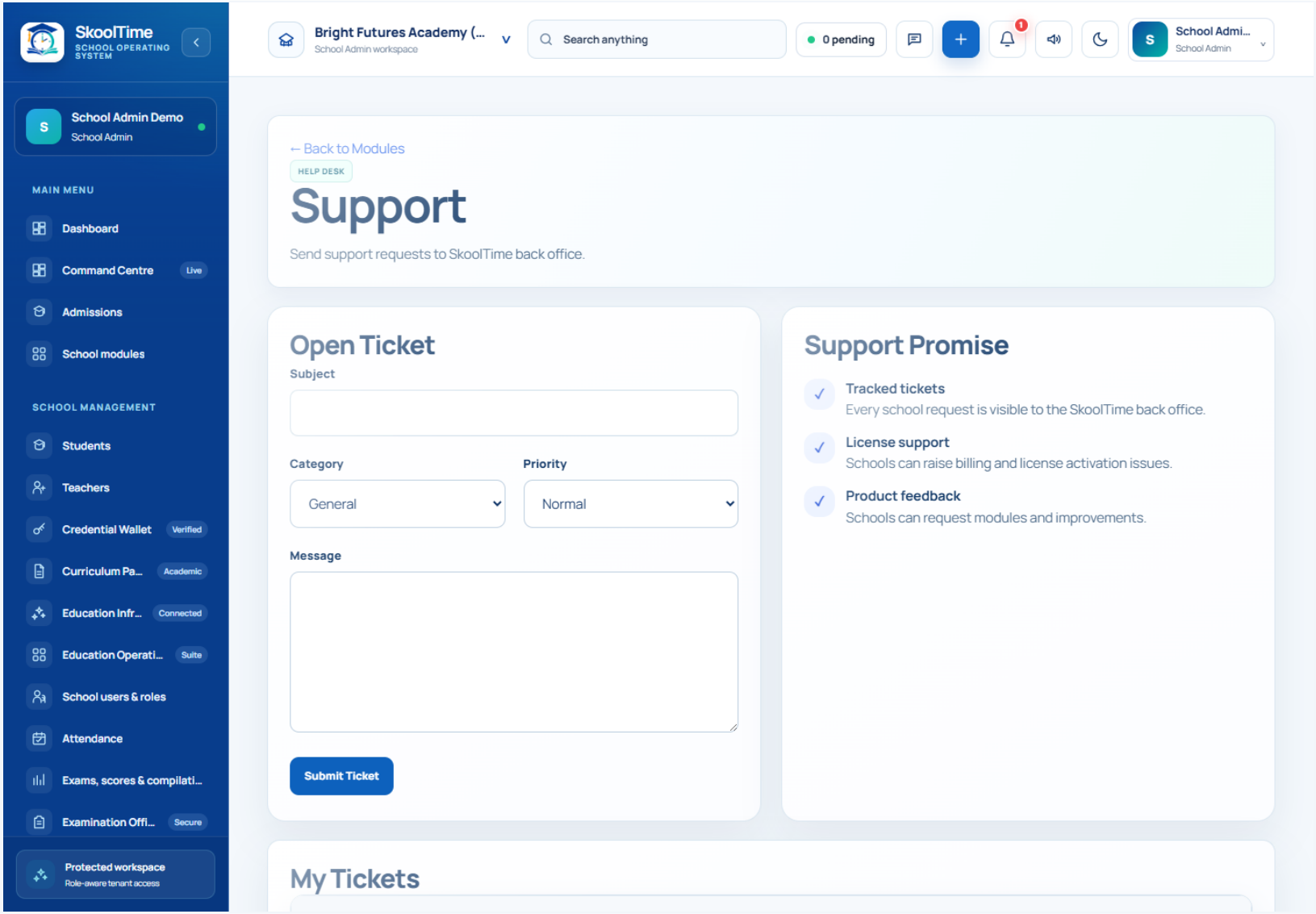
1. Open Support and choose the appropriate category.
2. Write a short subject identifying the affected module and problem.
3. Choose a proportionate priority. In the message, give the steps taken, expected result, actual result and time of the issue.
4. Include the relevant application/invoice/record reference where safe, but never a password or full payment-card details.
5. Choose Submit Ticket and confirm the item appears under My Tickets.
6. Return to My Tickets for the status and reply. Add the requested information through the supported follow-up channel.

Confirm it worked
The school has a tracked ticket with a clear issue description.

Practical note: For a payment concern, preserve the original payment reference and avoid repeatedly creating new checkouts while it is investigated.

50 Screen guide

Get help with a school issue



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

51 Check a published result

Who uses this: Parent/guardian; learner with authorised access

Open the correct official report using its school-issued access details.

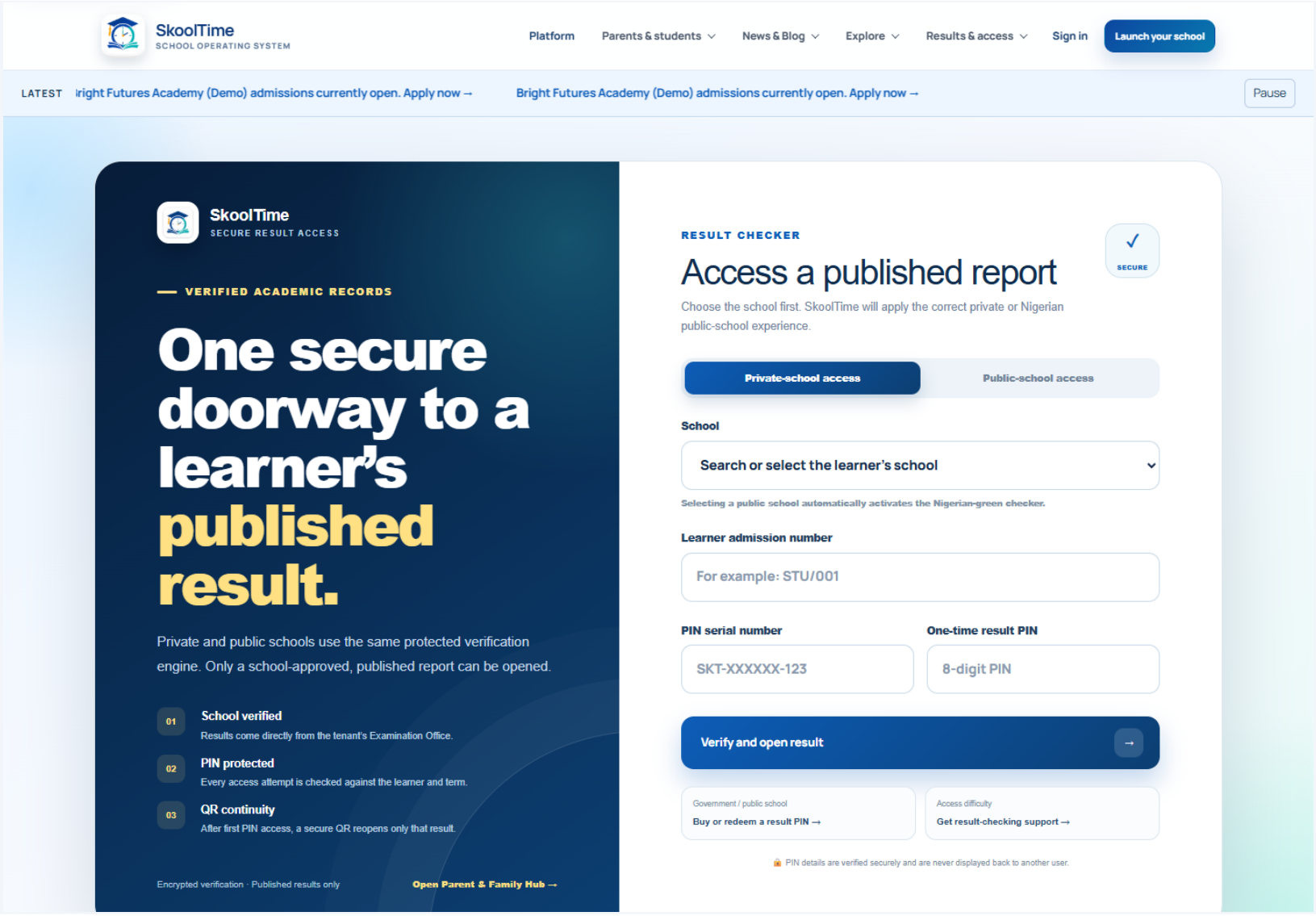
1. Open Result PIN checker from the public website.
2. Select the learner's school. The public-school selection applies the Nigerian-green experience.
3. Enter the learner admission number, PIN serial and one-time Result PIN exactly as issued.
4. Choose Verify and open result. Confirm the learner and term on the report.
5. Download or print the report using its available controls. Retain any secure re-access link or QR for that result privately.
6. If access fails, check the school, admission number, serial, PIN and publication status with the school before purchasing or requesting another PIN.

Confirm it worked
The correct published learner report opens; unrelated records remain inaccessible.

Practical note: A Family Hub sign-in does not remove the official report's Result PIN requirement.

51 Screen guide

Check a published result



Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

52 Install Companion and choose your hub

Who uses this: School staff; parents and guardians

Start in the appropriate mobile workspace.

1. Open the official SkoolTime Releases/Companion download page and choose the current Android Companion release.
2. Download the APK and install it following Android's prompts. If Android requests permission for that download source, allow only the intended installation source.
3. Open SkoolTime Companion. Choose Staff sign in for a staff account or Open Family Hub for parent access.
4. Use the relevant sign-in procedure on the following pages. The first setup needs internet connectivity.
5. Allow notifications if you want timely alerts. You can review the permission later in Android settings.
6. When updating, install the current official version over the existing app where supported. Synchronise outstanding staff work first.

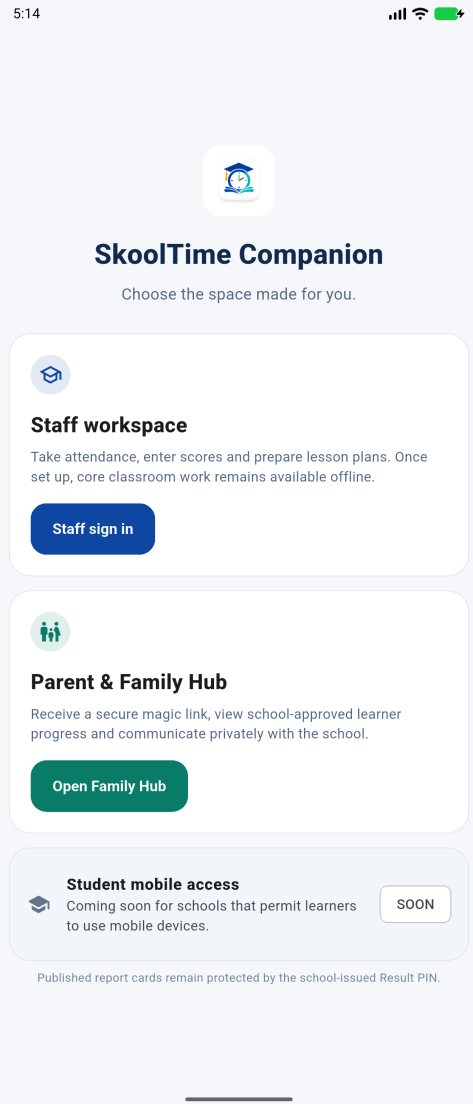
Confirm it worked
The app opens at the appropriate hub and uses the intended account.

Practical note: This guide illustrates Companion 1.0.47. The Student mobile access card is marked SOON; it is not an available learner sign-in route in this release.

52 Screen guide

Install Companion and choose your hub

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

53 Set up the Staff Hub

Who uses this: Teacher or other authorised staff user

Download the assigned workspace and protect it with a local PIN.

1. Tap Staff sign in. Read the One-time online device setup guidance.
2. Enter your SkoolTime staff email and password, then Securely sign in.
3. Complete any required account/password update through the school's supported sign-in process.
4. Create and confirm the six-digit offline PIN when prompted, then Enable offline access.
5. Allow the initial synchronisation to finish. Check the school, session, active term, class and subject counts on Home.
6. If assignments are missing, ask the administrator to correct Teachers responsibilities, then tap Synchronize workspace again.

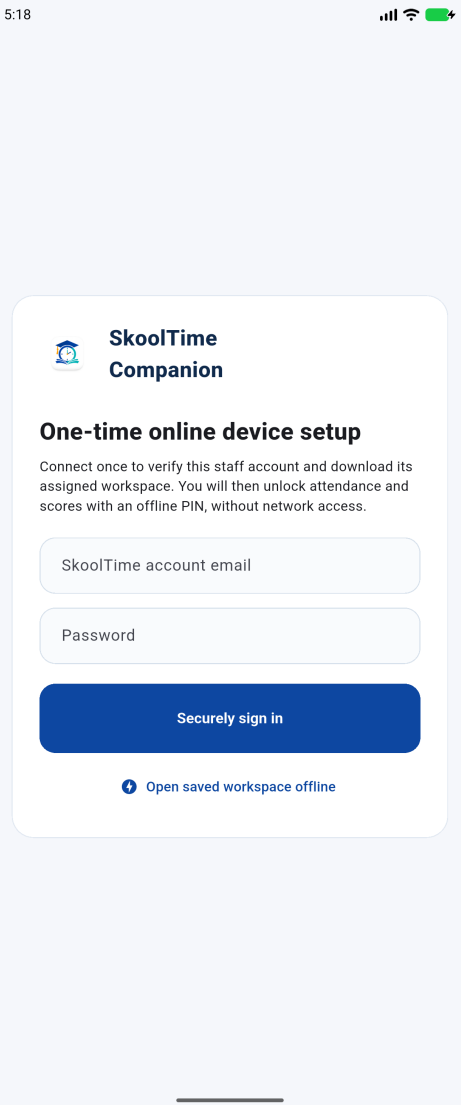
Confirm it worked
Home shows the correct school and downloaded academic setup.

Practical note: The offline PIN is device-specific and different from the account password. Save it privately; do not use a shared staff PIN.

53 Screen guide

Set up the Staff Hub

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

54 Use Staff Home and synchronisation

Who uses this: Teacher; authorised staff

Understand the active academic context and where each mobile task starts.

1. Open Home and check the session and term strip below the app title.
2. Read Synced academic setup. Confirm the expected class and subject counts.
3. Use Mark class attendance, Enter assessment scores or Lesson plans & notes to begin a task, or use the bottom navigation.
4. Tap the synchronise icon to fetch school changes and send saved work when online.
5. Use the bell for notifications and the menu for Parent conversations, Switch access or Sign out.
6. Before changing device or clearing app data, check Offline for pending changes and confirm they have synchronised.

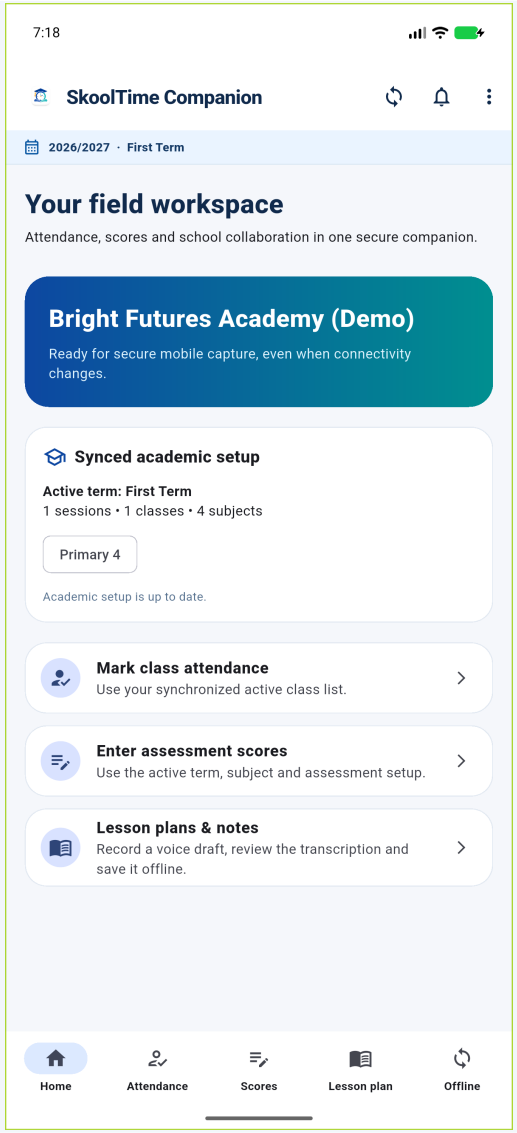
Confirm it worked
The school context is current and the required task opens from Home.

Practical note: A successful login with zero assigned classes usually needs assignment/setup checks. It is not a reason to create a duplicate teacher account.

54 Screen guide

Use Staff Home and synchronisation

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

55 Record attendance in Companion

Who uses this: Assigned class/form teacher

Take one complete register for the selected school date.

1. Tap Attendance in the bottom navigation.
2. Select the assigned class and arm. Check the displayed school date.
3. Use Choose another school date if working on an allowed outstanding day.
4. Mark the learners using the displayed statuses, review exceptions and save the register.
5. If Attendance complete is shown, the register for that date is already complete and cannot be collected twice.
6. Open Offline or tap synchronise when connected; confirm the web register reflects the saved day.

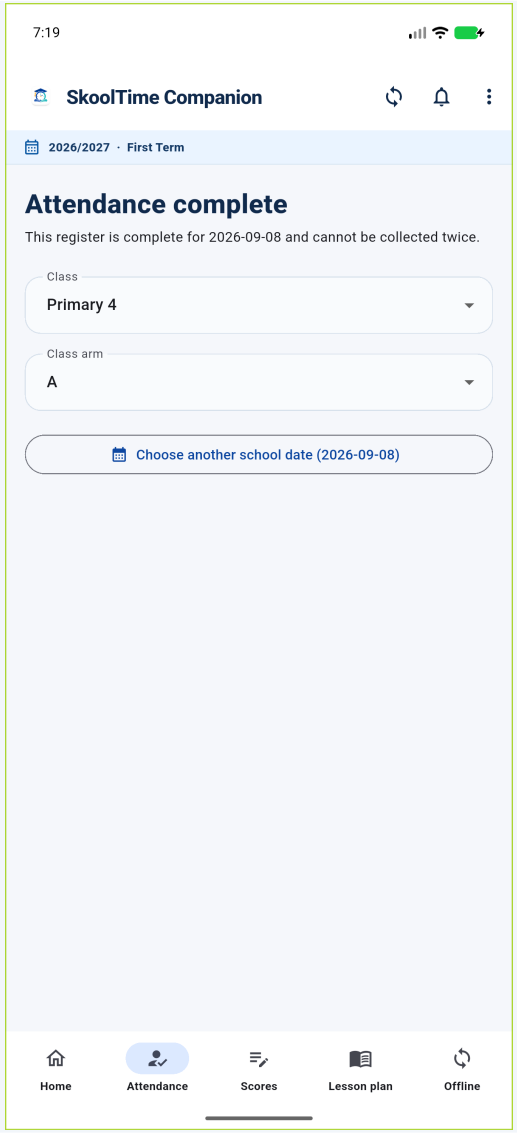
Confirm it worked
The date shows a complete register, with no unresolved local change for it.

Practical note: For an incorrect completed register, contact the authorised school reviewer. Repeating submission is not a correction method.

55 Screen guide

Record attendance in Companion

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

56 Enter assessment scores in Companion

Who uses this: Assigned subject teacher

Save one learner score at a time in the correct subject/component.

1. Tap Scores and choose Score entry.
2. Select the class, arm, subject and assessment type. Check the remaining-learner count.
3. Locate the learner using the displayed entry/selection control.
4. Enter a mark within the component maximum and choose Save score and next learner.
5. Continue through the remaining learners. Review saved marks before treating the assessment as complete.
6. Use the displayed assessment submission action when the scope is ready, then synchronise and verify the web score register.
7. Open Completion studio for the completion tools available to your role; use Open exact score-entry workspace where provided for detailed web work.

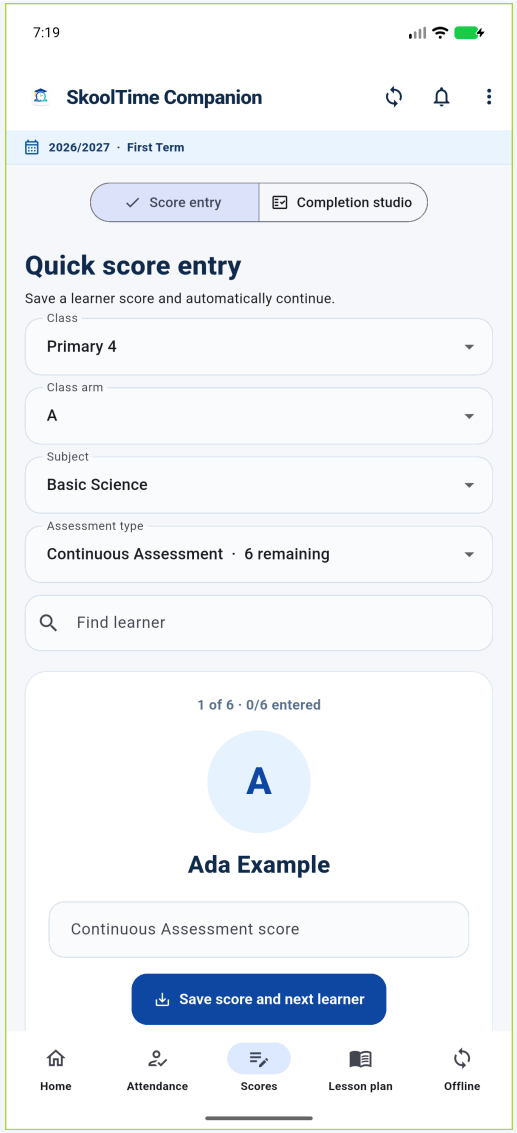
Confirm it worked
The correct component has the intended saved marks and its remaining count reduces.

Practical note: A local save, a cloud submission and published results are different states. Do not promise parents a published report merely because marks were entered.

56 Screen guide

Enter assessment scores in Companion

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

57 Prepare a lesson plan on the phone

Who uses this: Teacher

Draft a useful note and retain it for review.

1. Tap Lesson plan. Select the class and subject.
2. Choose Quick, Structured or Delivery according to the available planning mode.
3. Enter the lesson details, objectives and note. Use Record audio only after granting microphone permission when requested.
4. Finish the recording and wait for transcription/processing. Read and edit the resulting text.
5. Save the plan using the form action; scroll to the remaining fields and controls where necessary.
6. Synchronise when online. Continue the review/submission workflow in the lesson workspace, and use Download official term lesson dossier for the selected term when available.

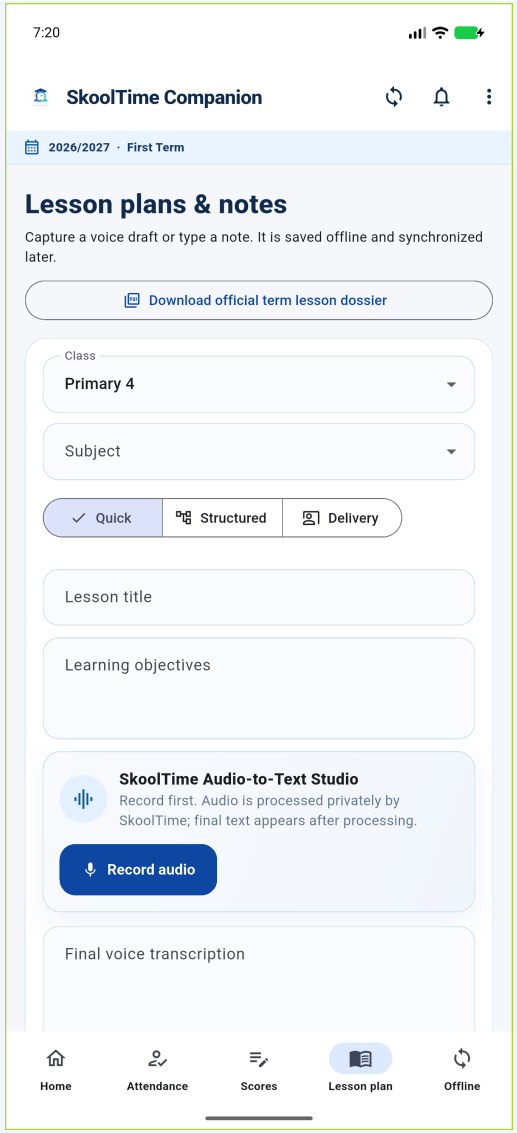
Confirm it worked
The saved note is retained and becomes available in the intended school lesson workflow.

Practical note: Audio processing and file downloads may need connectivity. A recorded voice note is not a reviewed lesson plan.

57 Screen guide

Prepare a lesson plan on the phone

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

58 Resolve pending mobile work

Who uses this: Authorised staff

Synchronise saved changes and recognise work that still needs attention.

1. Tap Offline and read the saved-change count.
2. Connect to the internet and tap Sync saved change(s) or the header synchronise action.
3. Wait for the response. Review any rejected change, permission issue or conflict rather than discarding it.
4. Check that the school setup has refreshed after administrative changes.
5. Confirm the pending count clears and inspect a representative record in the web workspace.
6. Only then sign out, reinstall, reset storage or move to another device if needed.

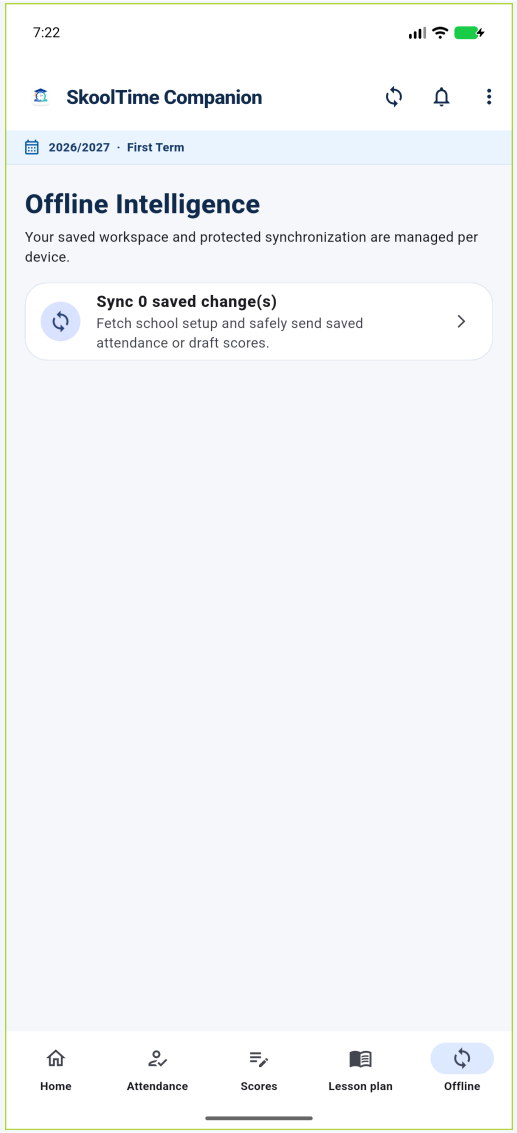
Confirm it worked
Saved changes are acknowledged and unresolved items have a clear follow-up.

Practical note: Offline availability depends on a previously downloaded authorised workspace. First-time sign-in and payment operations cannot be completed without connectivity.

58 Screen guide

Resolve pending mobile work

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

59 Respond to parents from Companion

Who uses this: Assigned teacher; authorised school staff

Keep the family conversation attached to the correct learner.

1. Open the top-right menu and choose Parent conversations.
2. Select the family conversation. It appears when a linked parent contacts an assigned teacher or administrator.
3. Confirm the learner and guardian before replying.
4. Write the response or use the supported voice, image or document attachment control.
5. Send and check that the message appears in the same thread.
6. Use the profile-photo action only for your own staff identity and the authorised family communication context.

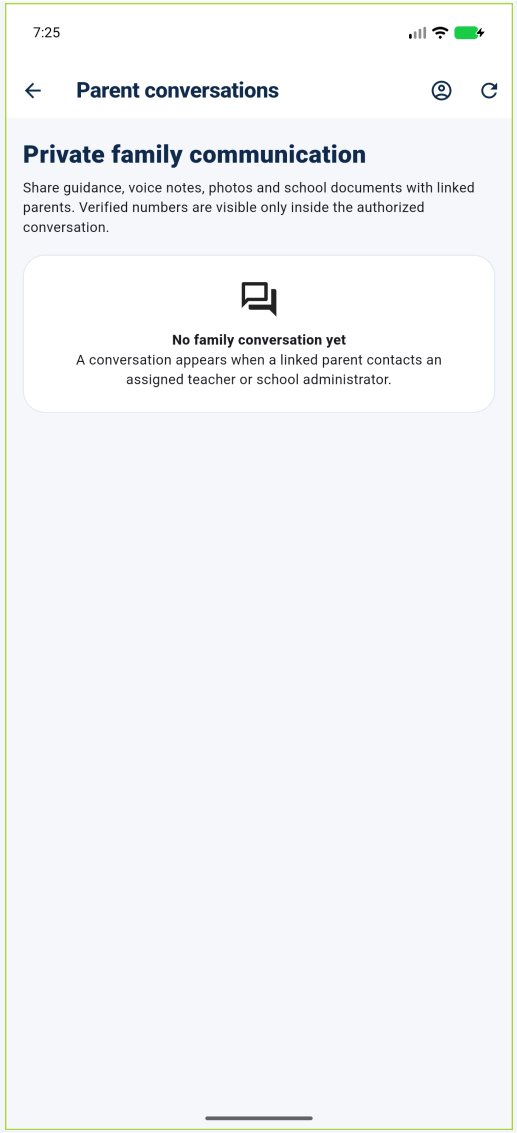
Confirm it worked
The family receives the response in the correct private conversation.

Practical note: If the list is empty, verify the family link and assignment. Do not create a public conversation to work around a missing private thread.

59 Screen guide

Respond to parents from Companion

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

60 Sign in to the Parents Hub

Who uses this: Parent or guardian

Verify the guardian email already linked by the school.

1. On Companion's opening screen, tap Open Family Hub.
2. Select the learner's school from Learner's school.
3. Enter the guardian email held by that school and tap Email my magic link.
4. Check your email, including junk/spam. Open the latest one-time link on the device with Companion installed.
5. If Android asks which app to use, continue in SkoolTime Companion.
6. Create and confirm a six-digit Parent Hub PIN when prompted, then Secure this Parent Hub.
7. On later visits, enter the device PIN and choose Open Parent Hub. Use a new magic link when the app requests renewed verification.

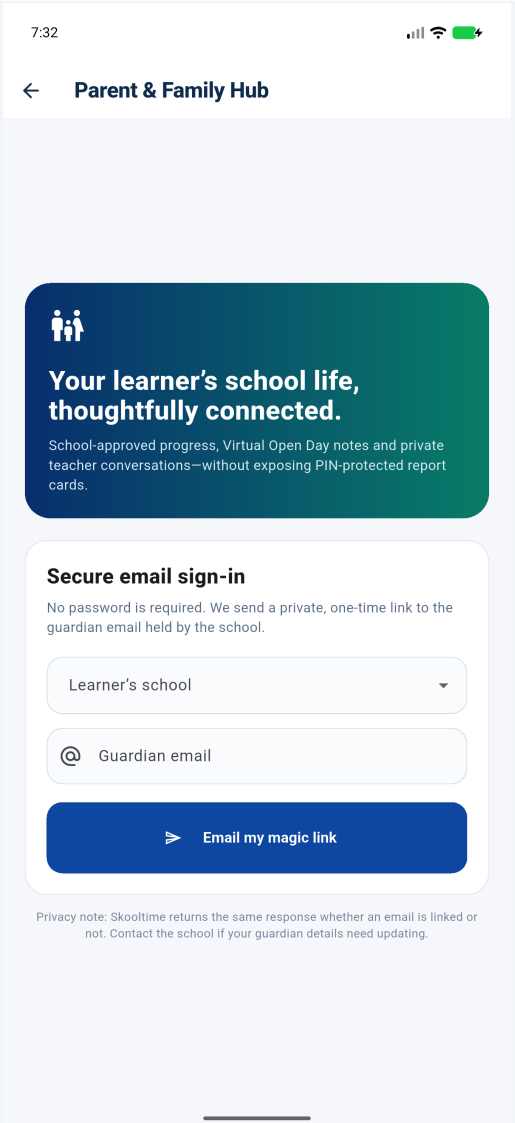
Confirm it worked
The Parent & Family Hub opens with the intended school and linked learner(s).

Practical note: The same request acknowledgement is shown whether an email is linked or not. If no link arrives, ask the school to verify the guardian email and learner connection. Do not register a second parent merely to retry.

60 Screen guide

Sign in to the Parents Hub

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

61 Select a learner and read the family overview

Who uses this: Parent or guardian

Keep siblings' records separate within one family access.

1. Open Home in Parent & Family Hub and check the school shown.
2. Use the learner selector/chips to choose the child whose information you need.
3. If your account has more than one school workspace, select the correct school before the learner.
4. Read the school-approved overview and released Virtual Open Day updates.
5. Use Progress, Library, Messages and Account in the bottom navigation for the selected child.
6. Refresh when online to obtain new school updates. Check the learner name again before sending a message or opening a document.

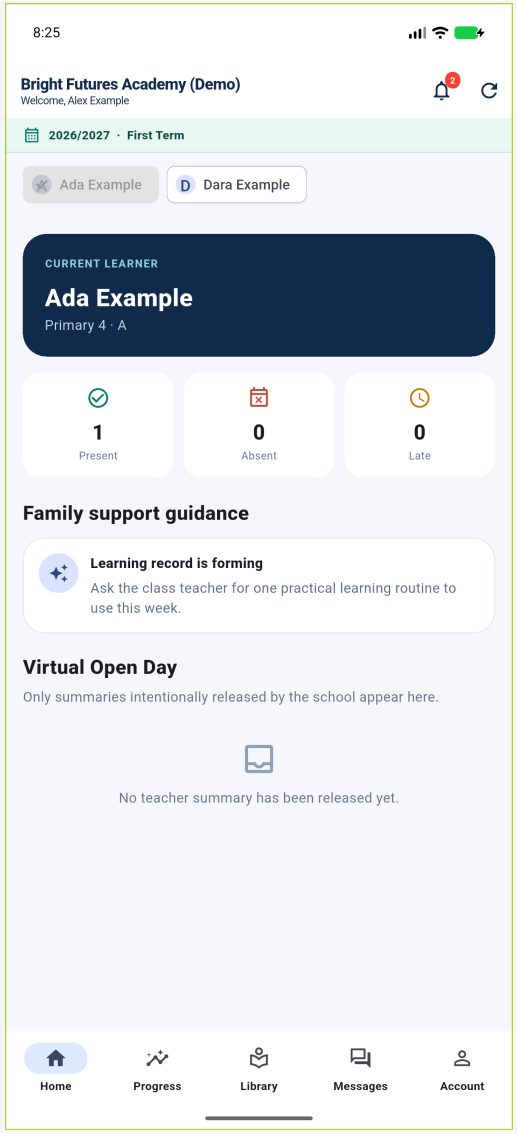
Confirm it worked
The overview and subsequent actions refer to the intended learner.

Practical note: A missing child normally requires the school to correct the guardian link or contact details. Do not assume siblings automatically appear without a school record link.

61 Screen guide

Select a learner and read the family overview

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

62 Review progress and academic documents

Who uses this: Parent or guardian

Read the information the school has released and understand protected reports.

1. Select the learner, then tap Progress.
2. Read the available school-approved progress information and released notes.
3. Check the term and dates associated with each item.
4. Use the PIN-protected report route when you need the official published result; enter the school-issued details in the result checker.
5. Use Open PIN-unlocked dossier for eligible academic history when the app offers it.
6. If a record is absent, ask the school whether it is published, released and linked to your child before requesting another account.

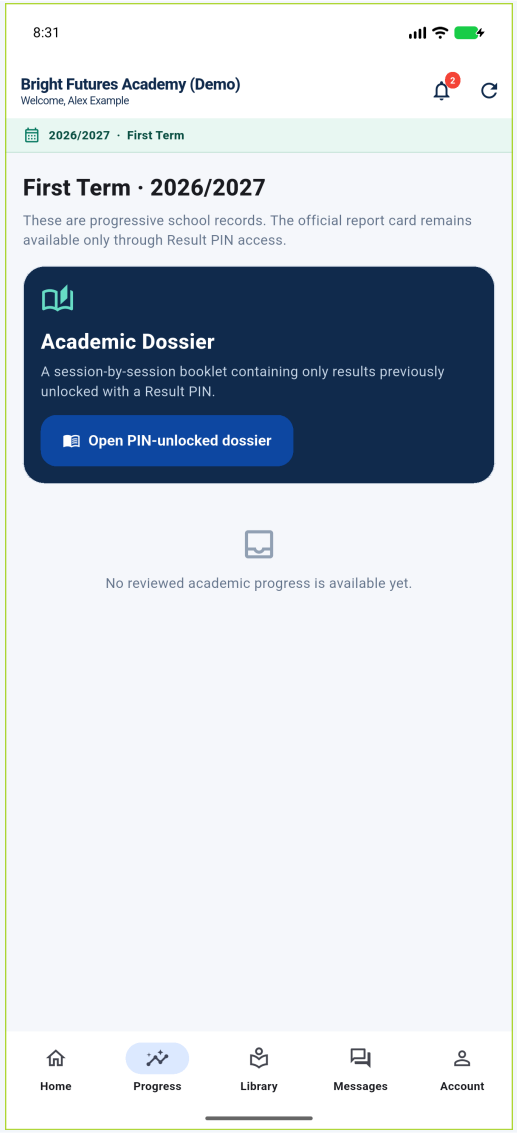
Confirm it worked
The parent can identify the learner, term and release status of the information shown.

Practical note: Routine family progress, a Virtual Open Day note and a published Result PIN report are not interchangeable. A listed future feature marked COMING SOON is not yet an active service.

62 Screen guide

Review progress and academic documents

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

63 Use the family library

Who uses this: Parent or guardian

Open approved resources or request access to restricted ones.

1. Select the learner and tap Library.
2. Browse or search the resources made available by the school.
3. Read the resource's access label before trying to open it.
4. Open an available download/stream using the displayed action.
5. For a restricted resource, choose the permission-request action once. Awaiting school permission means the request is still under review.
6. Refresh after the school decision. An item labelled for use inside the school library cannot be downloaded through the family app.

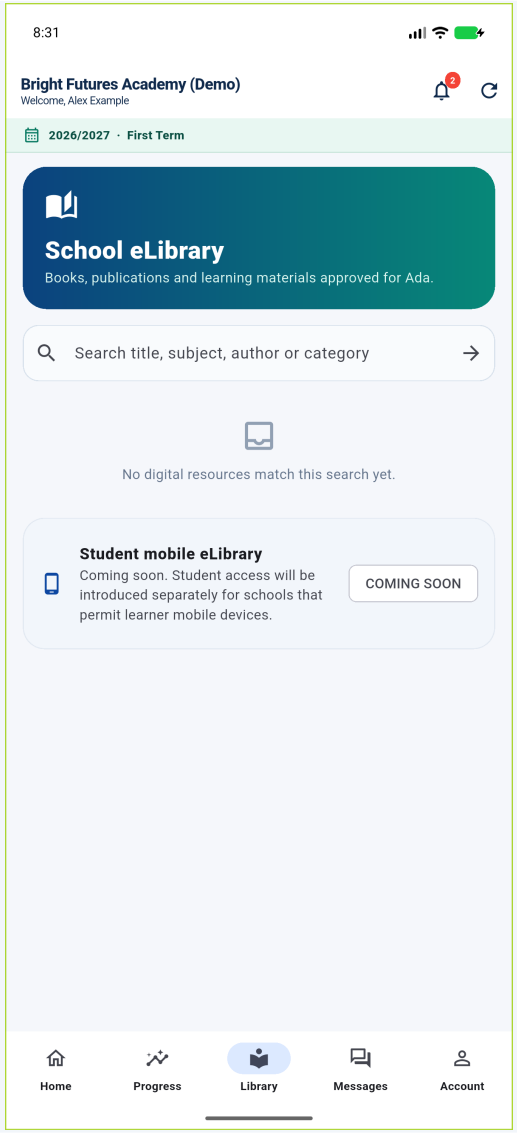
Confirm it worked
The resource opens when permitted, or one access request is visible in its pending state.

Practical note: Library availability follows school permissions and the selected learner. Repeated requests do not replace school approval.

63 Screen guide

Use the family library

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

64 Message the school privately

Who uses this: Parent or guardian

Ask the appropriate staff member about the selected learner.

1. Select your child and tap Messages.
2. Choose the assigned teacher or school contact offered in the conversation selector.
3. Read the existing thread and write a clear, learner-specific message.
4. Attach a photo, document or voice note using the available controls if it helps the question. Check the selected file before sending.
5. Send the message and confirm it appears in the thread.
6. Return to Messages or open a notification to read the reply. Keep unrelated children's conversations in their own learner context.

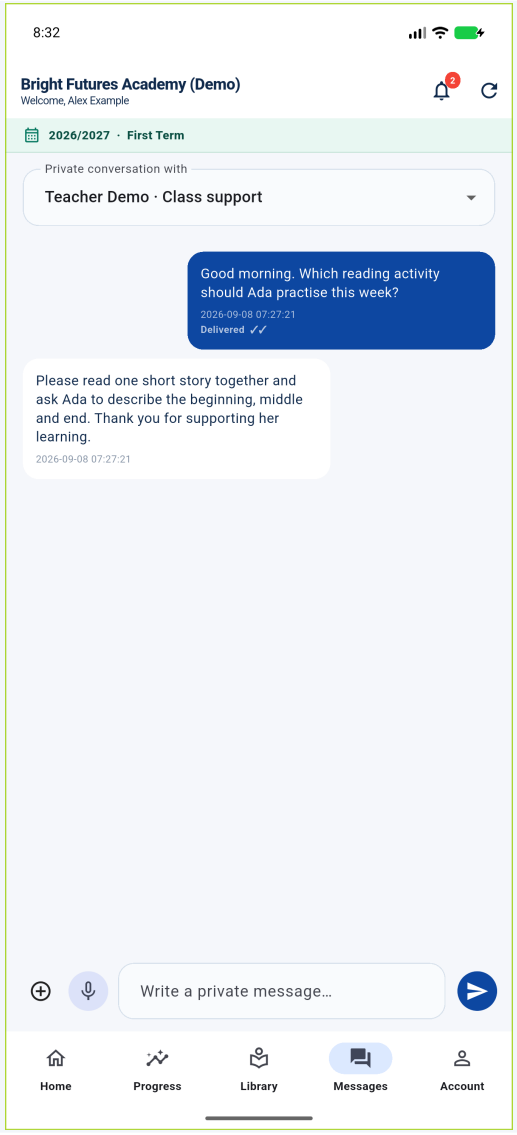
Confirm it worked
The message and reply appear under the intended learner and school contact.

Practical note: Only the contacts made available for that learner should be used. For urgent matters, follow the school's stated urgent-contact procedure rather than relying on an unread app message.

64 Screen guide

Message the school privately

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.



Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

65 Manage family access and notifications

Who uses this: Parent or guardian

Keep the family account usable and protected on this device.

1. Tap Account in the Parents Hub.
2. Review the guardian identity and linked school/learner information shown.
3. Use the available profile-photo or account actions for your own information. Ask the school to correct contact details controlled by its guardian record.
4. Use the bell to review notifications and open the related item. Mark or clear reviewed alerts using the available actions.
5. Review Android notification permission if important alerts are silent, and refresh the hub when online.
6. Use the supported sign-out or new-link route when changing access. Protect the Parent Hub PIN and avoid sharing a device while another family can open your account.

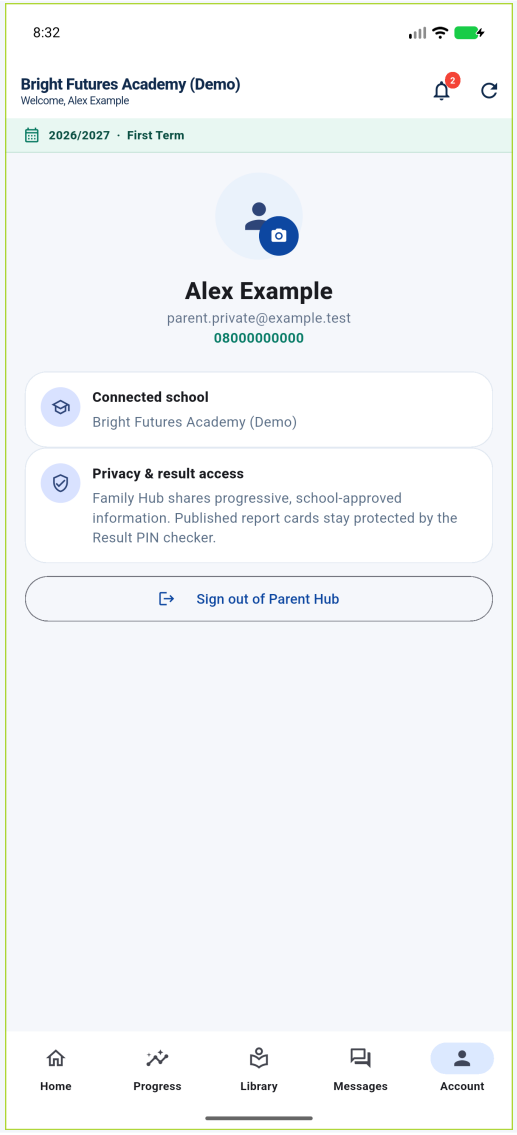
Confirm it worked
The account shows the correct family identity and notifications can be reviewed.

Practical note: Changing the school's guardian email can affect access. Coordinate corrections with the school and reuse the existing family record.

65 Screen guide

Manage family access and notifications

Native Android screen
Use the bottom tabs to move between areas. Scroll within a form to reach lower fields and save controls.

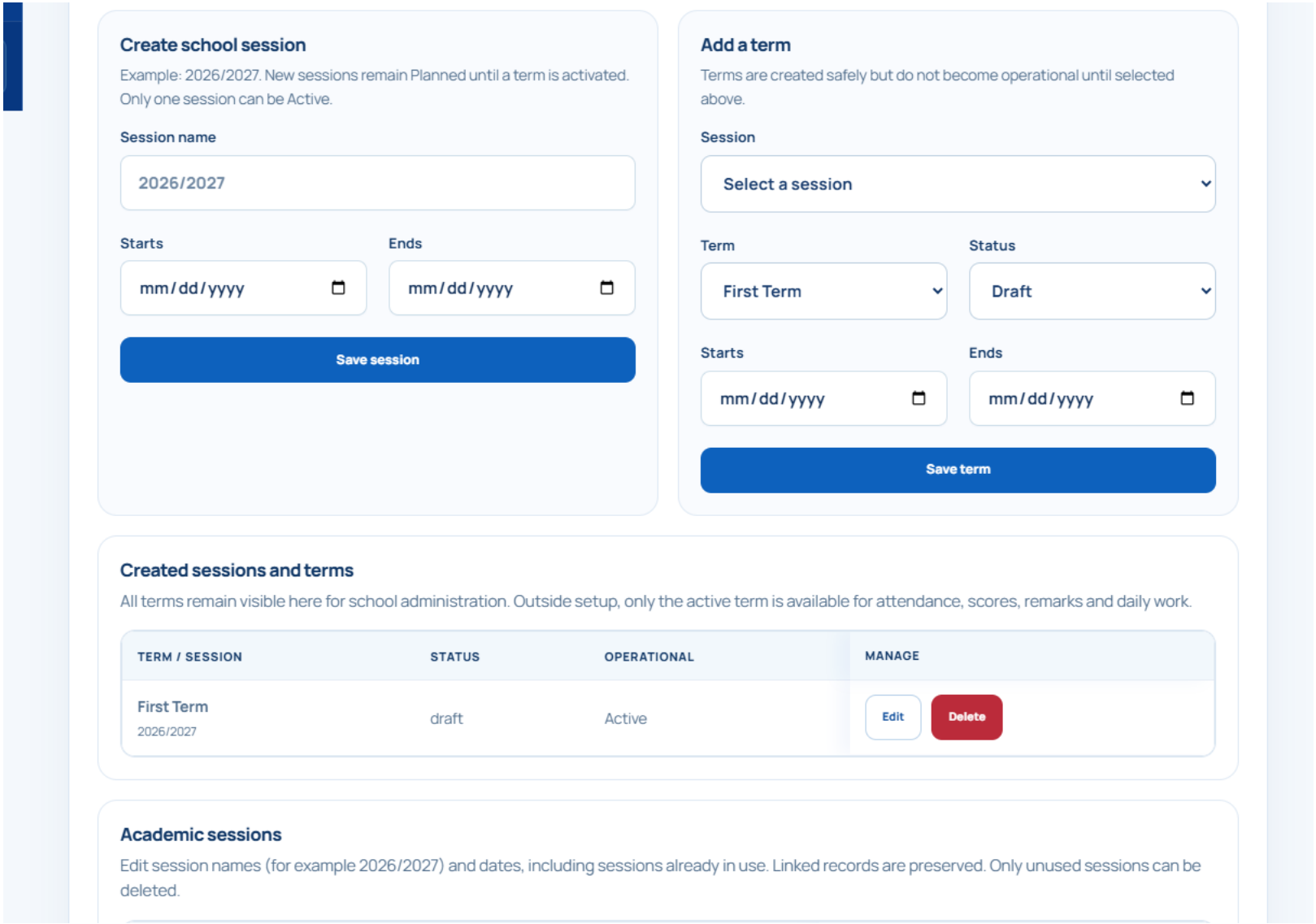


Check the context
School, learner, class and term selections determine the record you are working on.

Actual interface - fictional demonstration data. Enlarge the PDF to inspect labels. Your role and school settings may change the available controls.

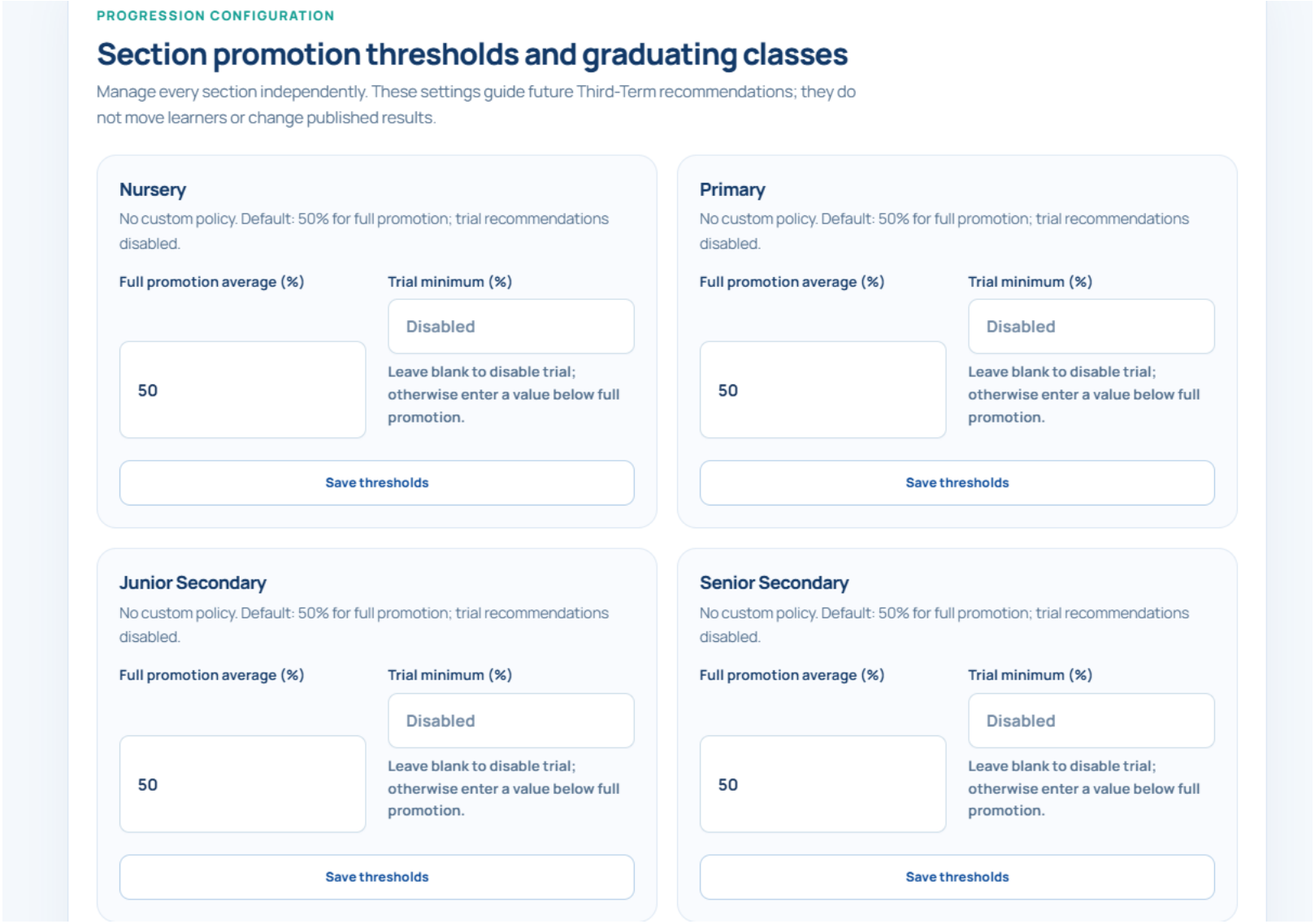
Academic setup: create sessions and terms

Read procedure 05 on page 29. This is a closer view of the original screen; scroll to this area in the workspace.



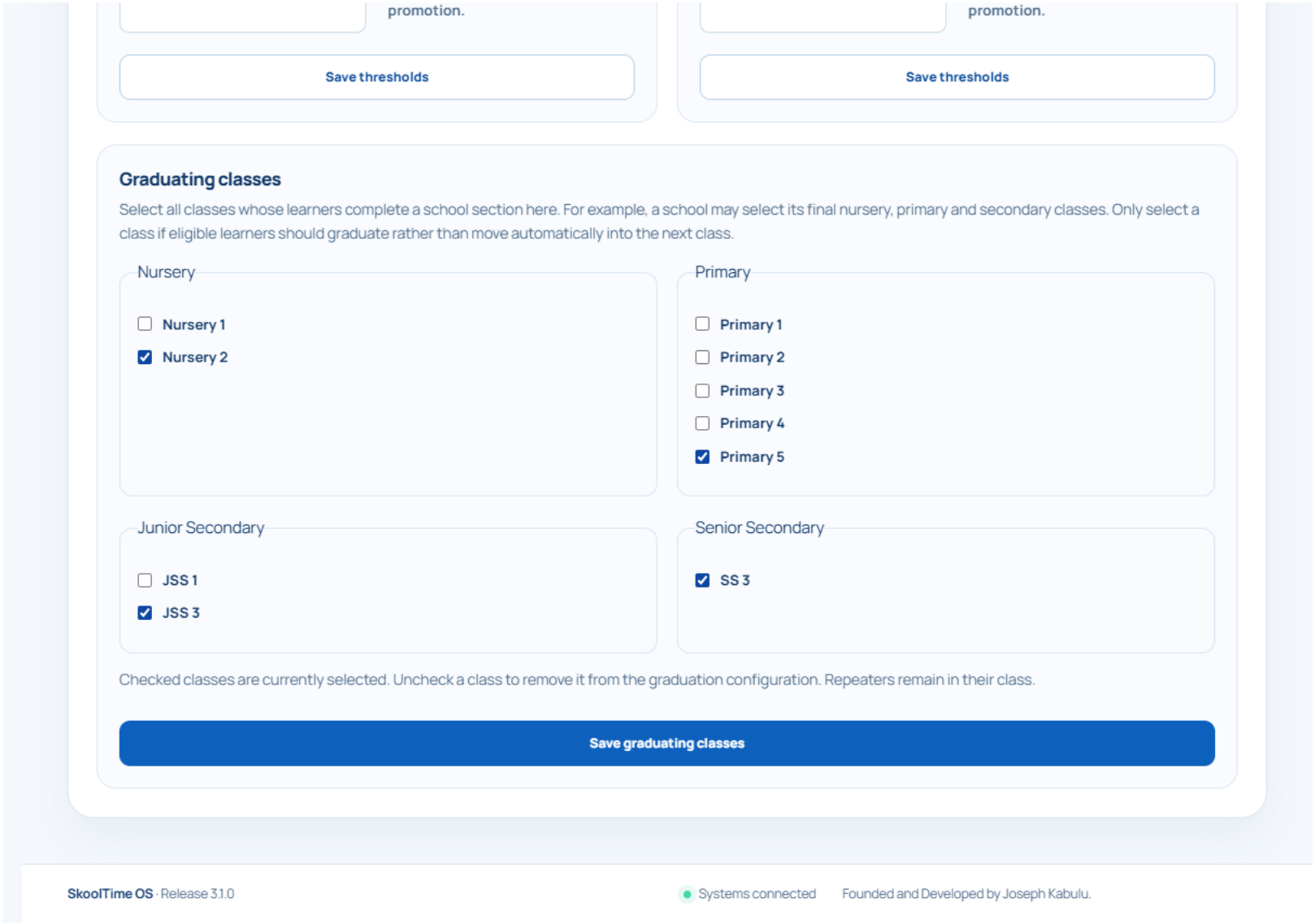
Academic setup: section promotion thresholds

Read procedure 05 on page 29. This is a closer view of the original screen; scroll to this area in the workspace.



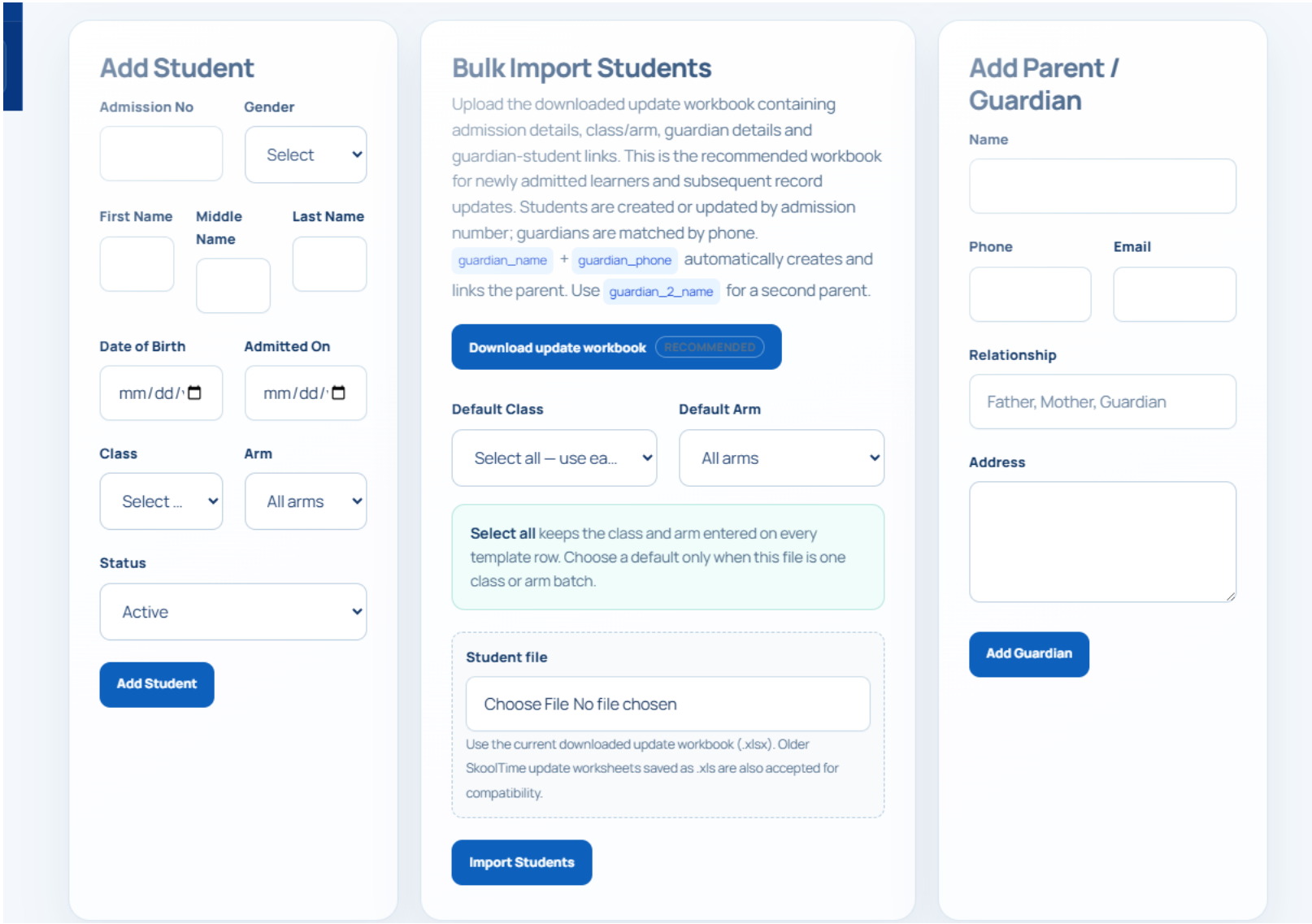
Academic setup: select graduating classes

Read procedure 05 on page 29. This is a closer view of the original screen; scroll to this area in the workspace.



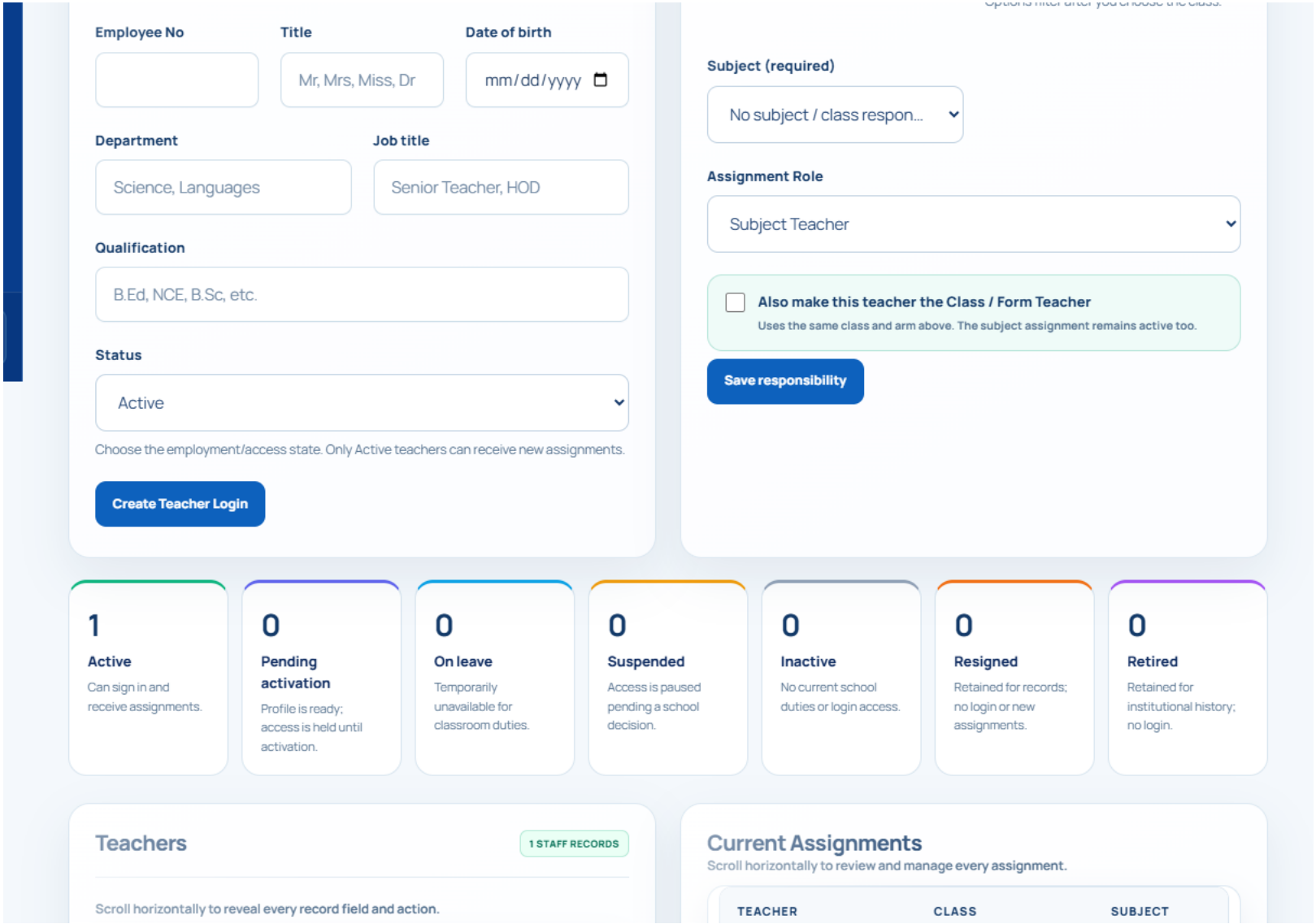
Learner and guardian entry forms

Read procedure 08 on page 35. This is a closer view of the original screen; scroll to this area in the workspace.



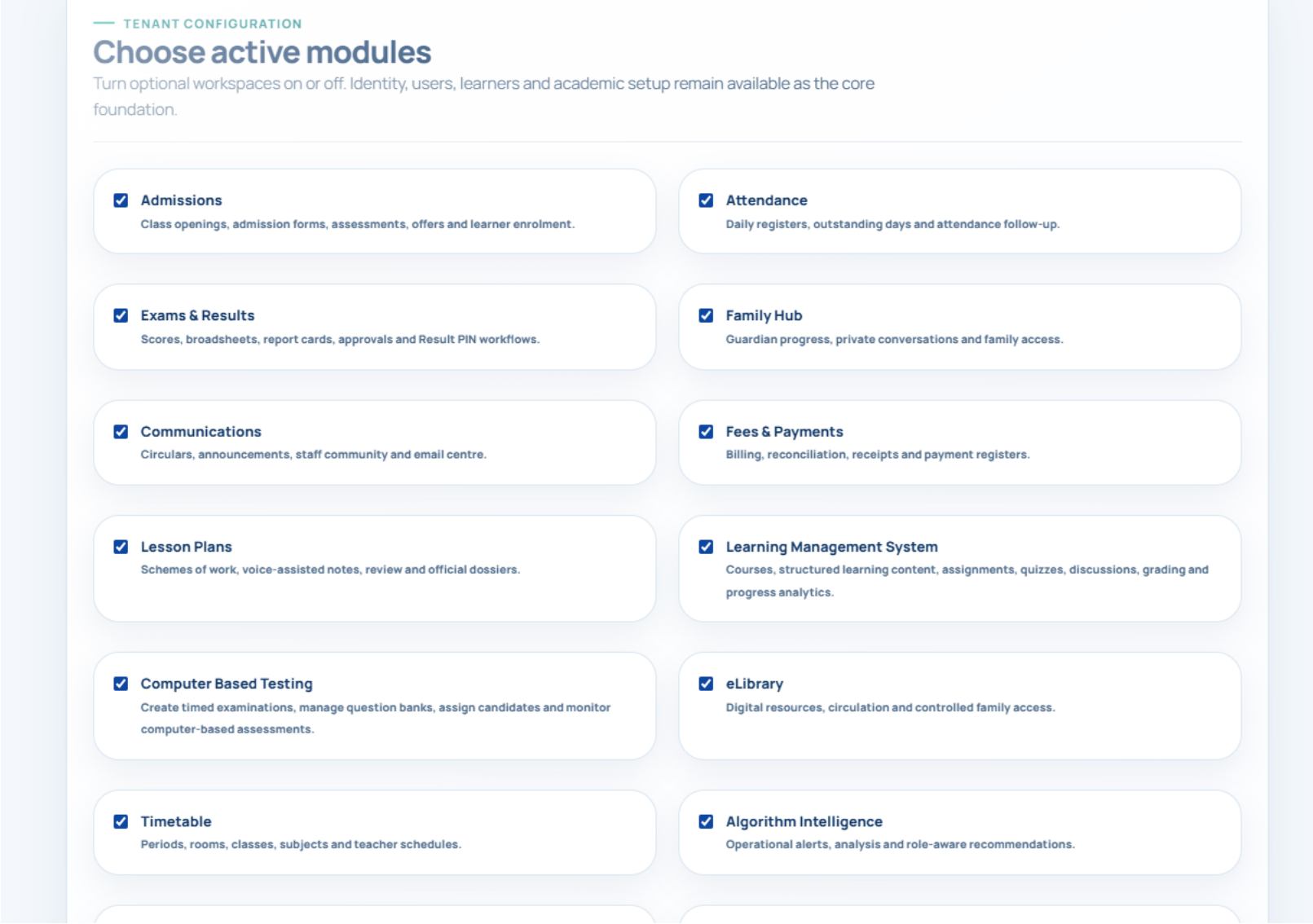
Teacher assignment and directory controls

Read procedure 07 on page 33. This is a closer view of the original screen; scroll to this area in the workspace.



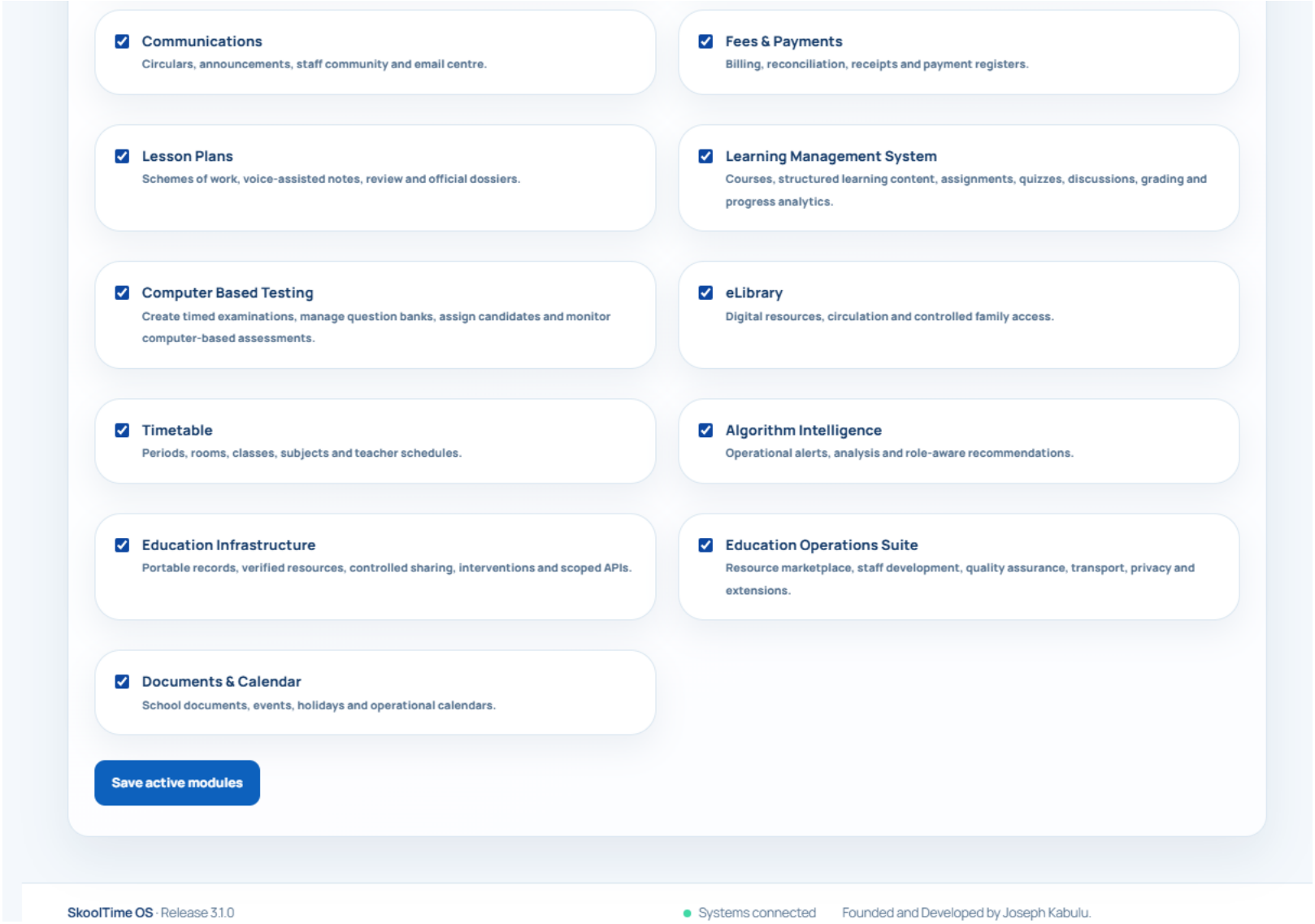
Select the active school modules

Read procedure 03 on page 25. This is a closer view of the original screen; scroll to this area in the workspace.



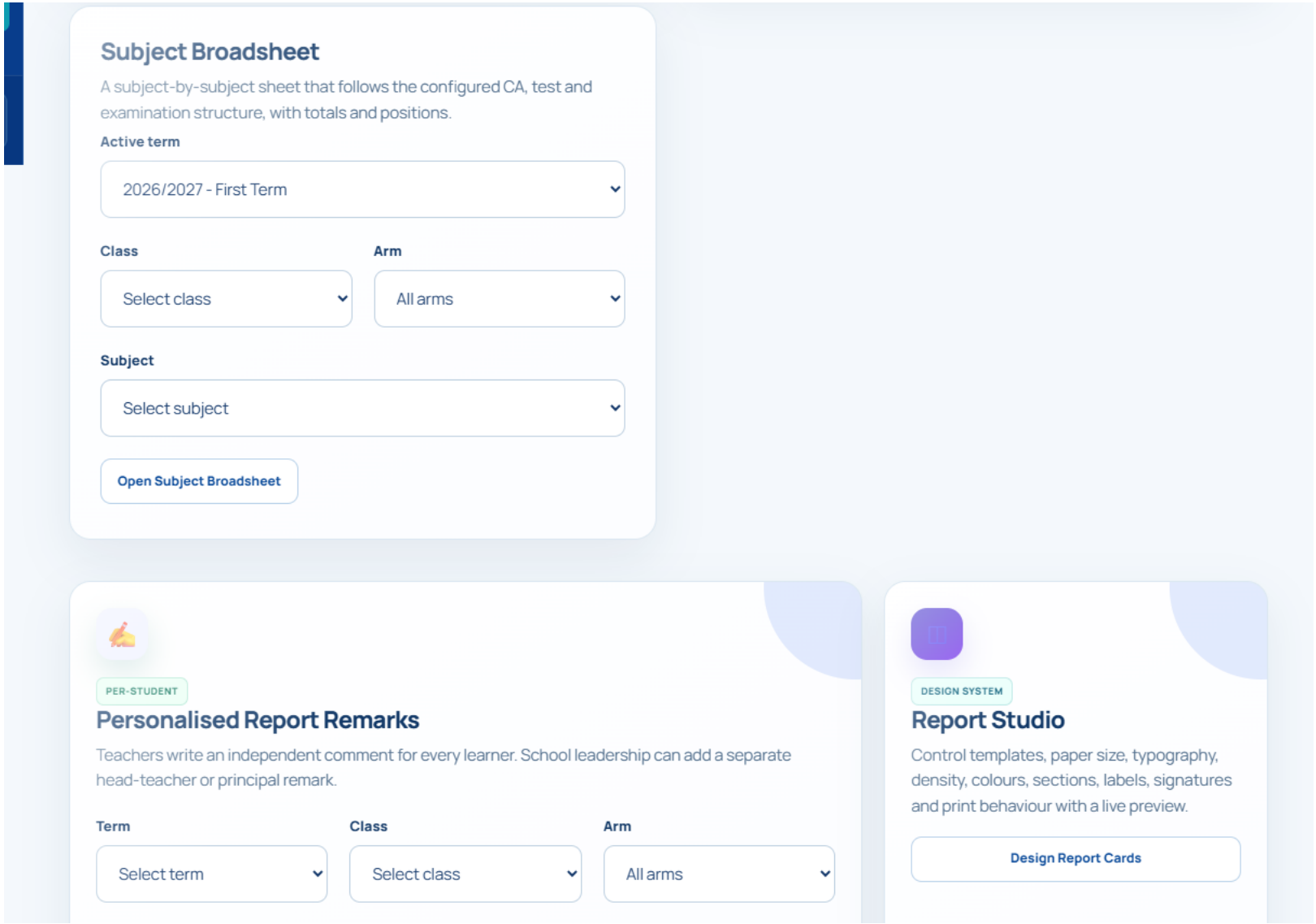
Save the active module selection

Read procedure 03 on page 25. This is a closer view of the original screen; scroll to this area in the workspace.



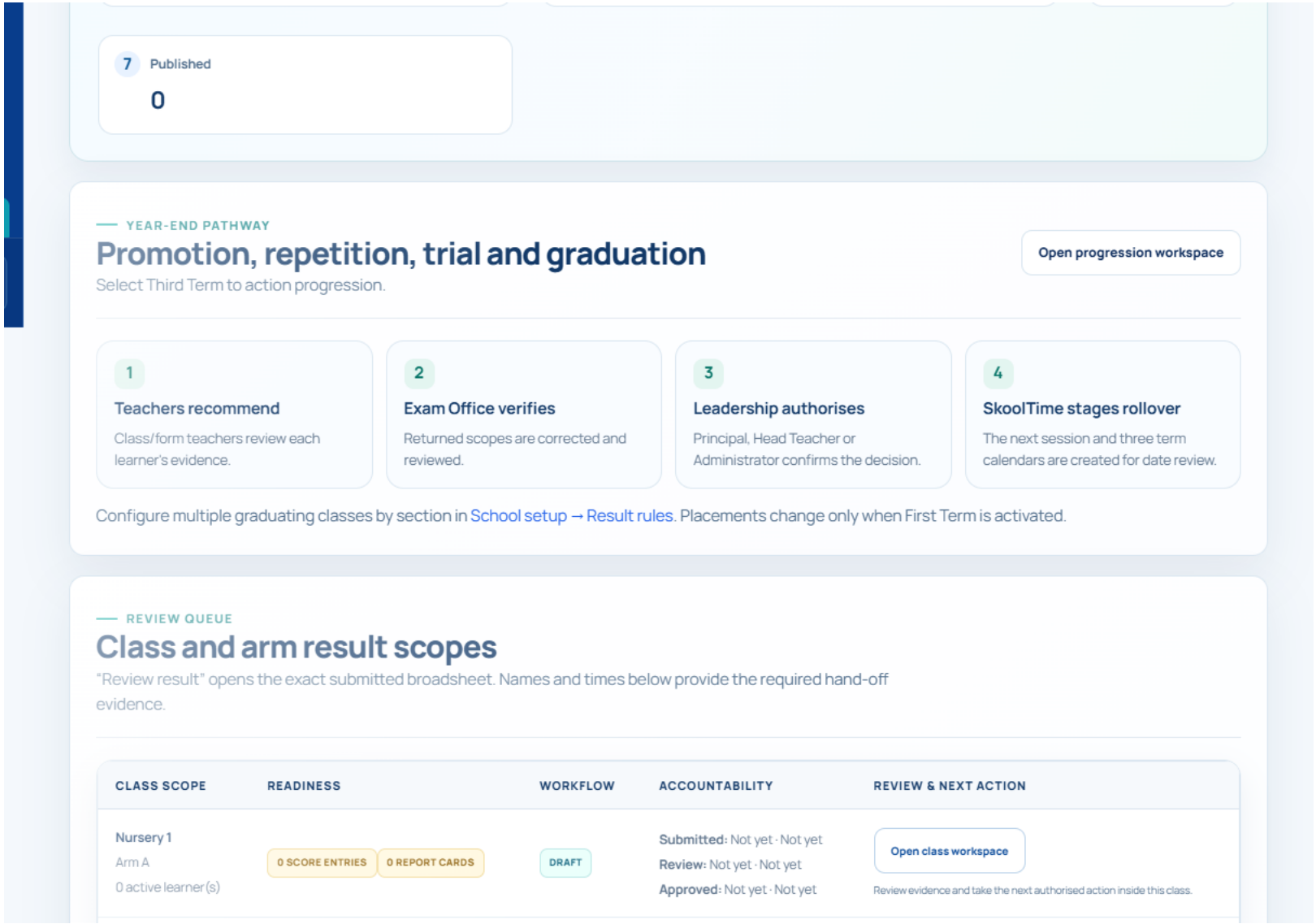
Subject broadsheet and report shortcuts

Read procedure 10 on page 39. This is a closer view of the original screen; scroll to this area in the workspace.



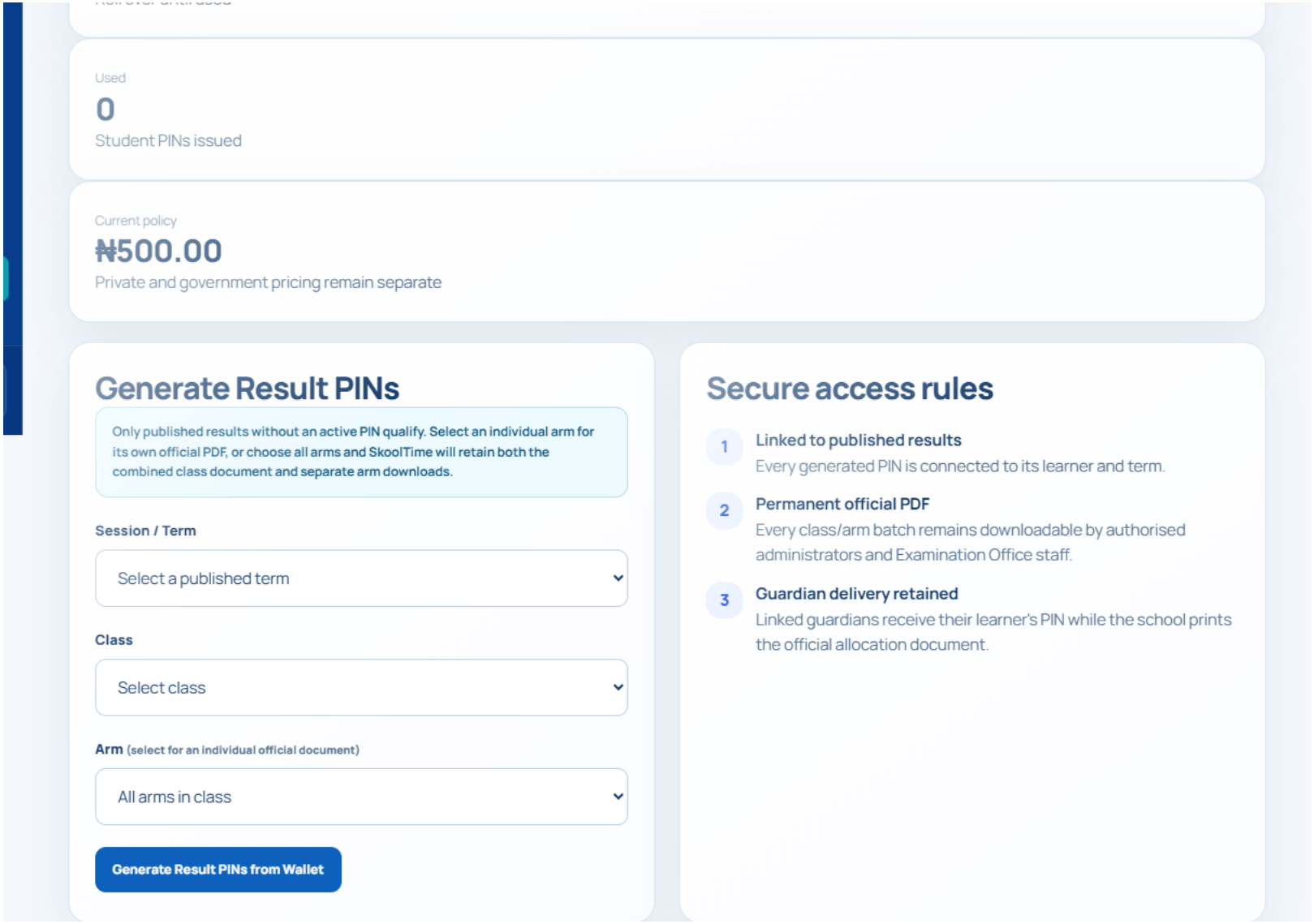
Academic review and publication controls

Read procedure 11 on page 41. This is a closer view of the original screen; scroll to this area in the workspace.



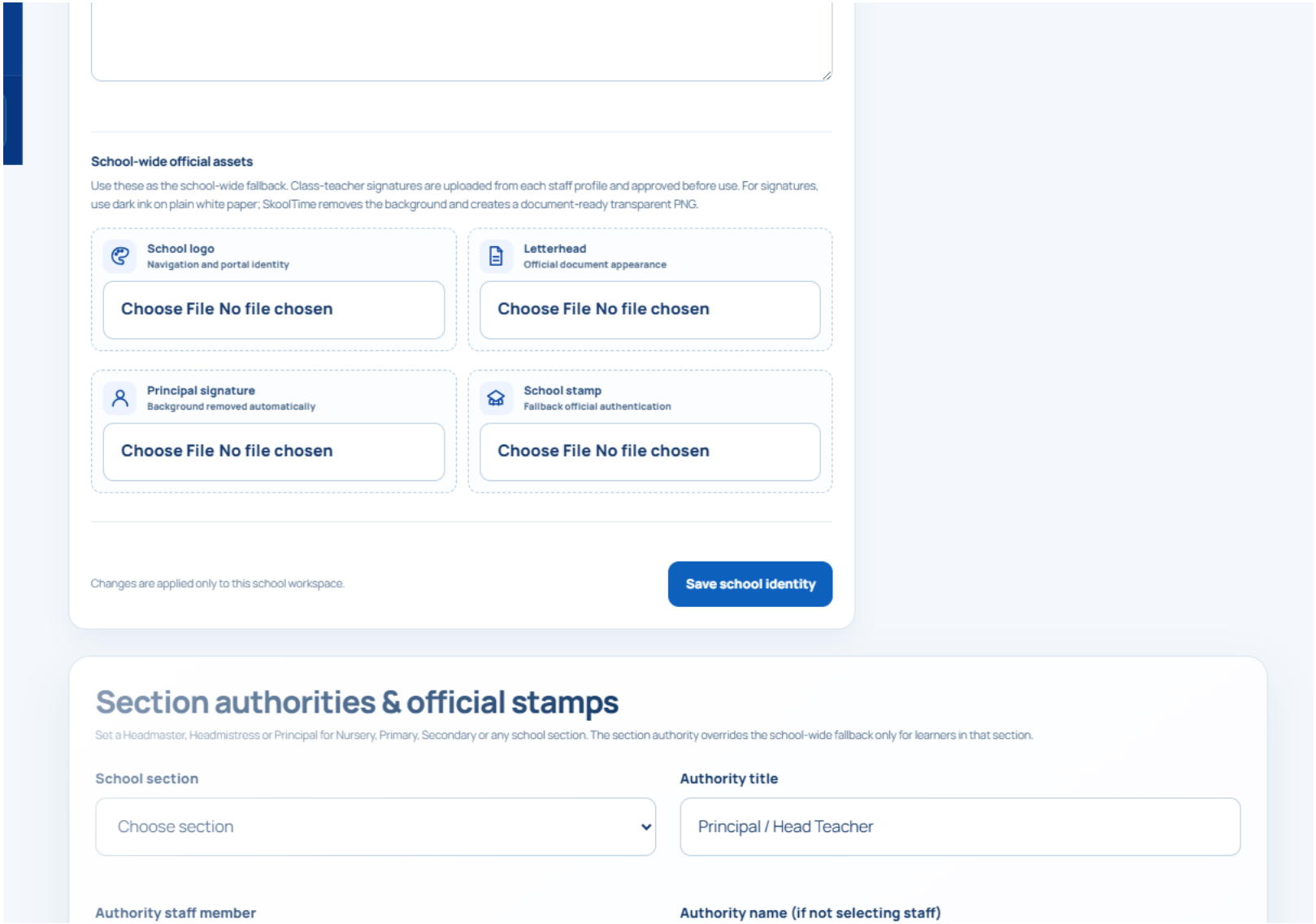
Result PIN generation controls

Read procedure 14 on page 47. This is a closer view of the original screen; scroll to this area in the workspace.



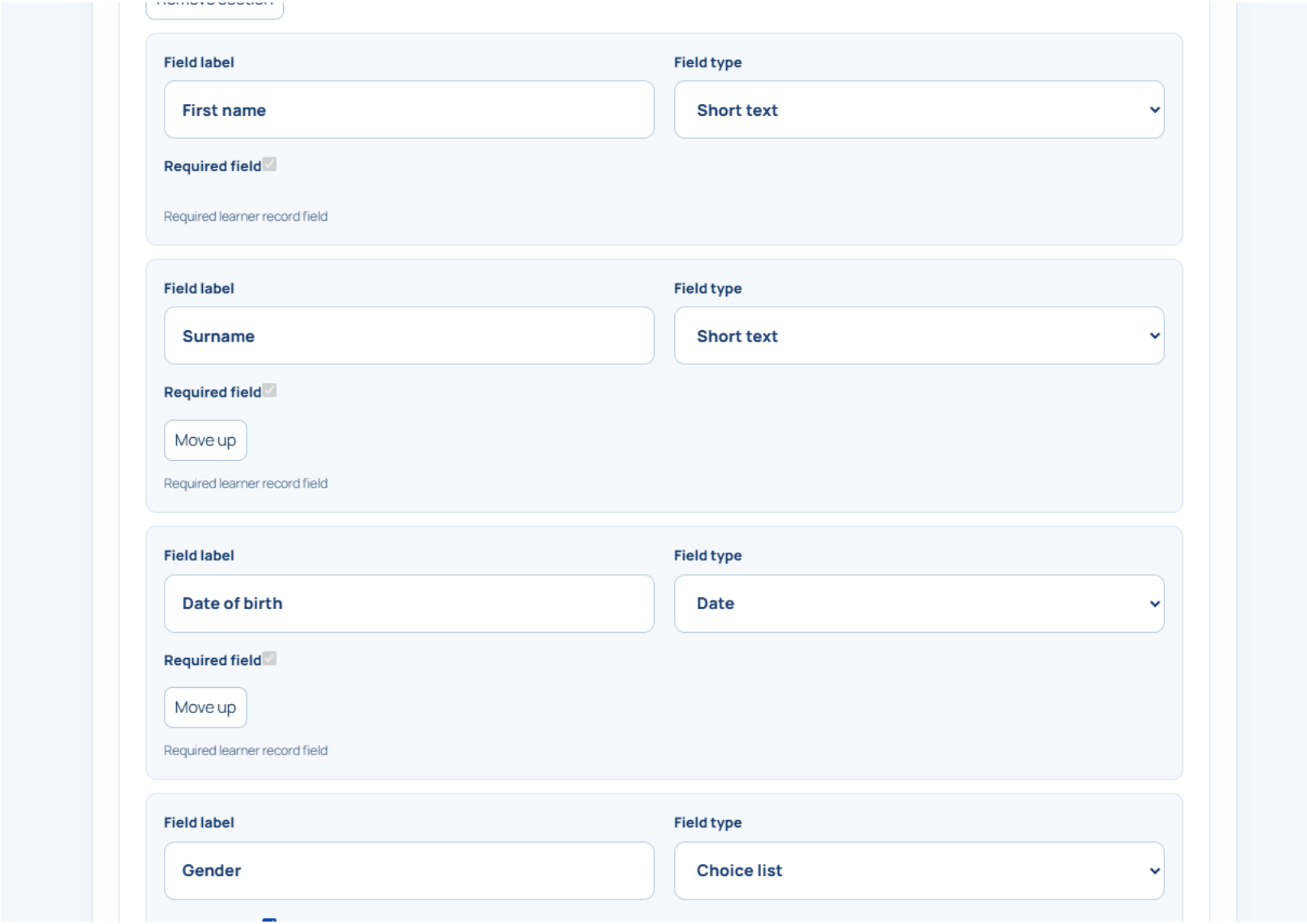
Official identity assets and section authorities

Read procedure 04 on page 27. This is a closer view of the original screen; scroll to this area in the workspace.



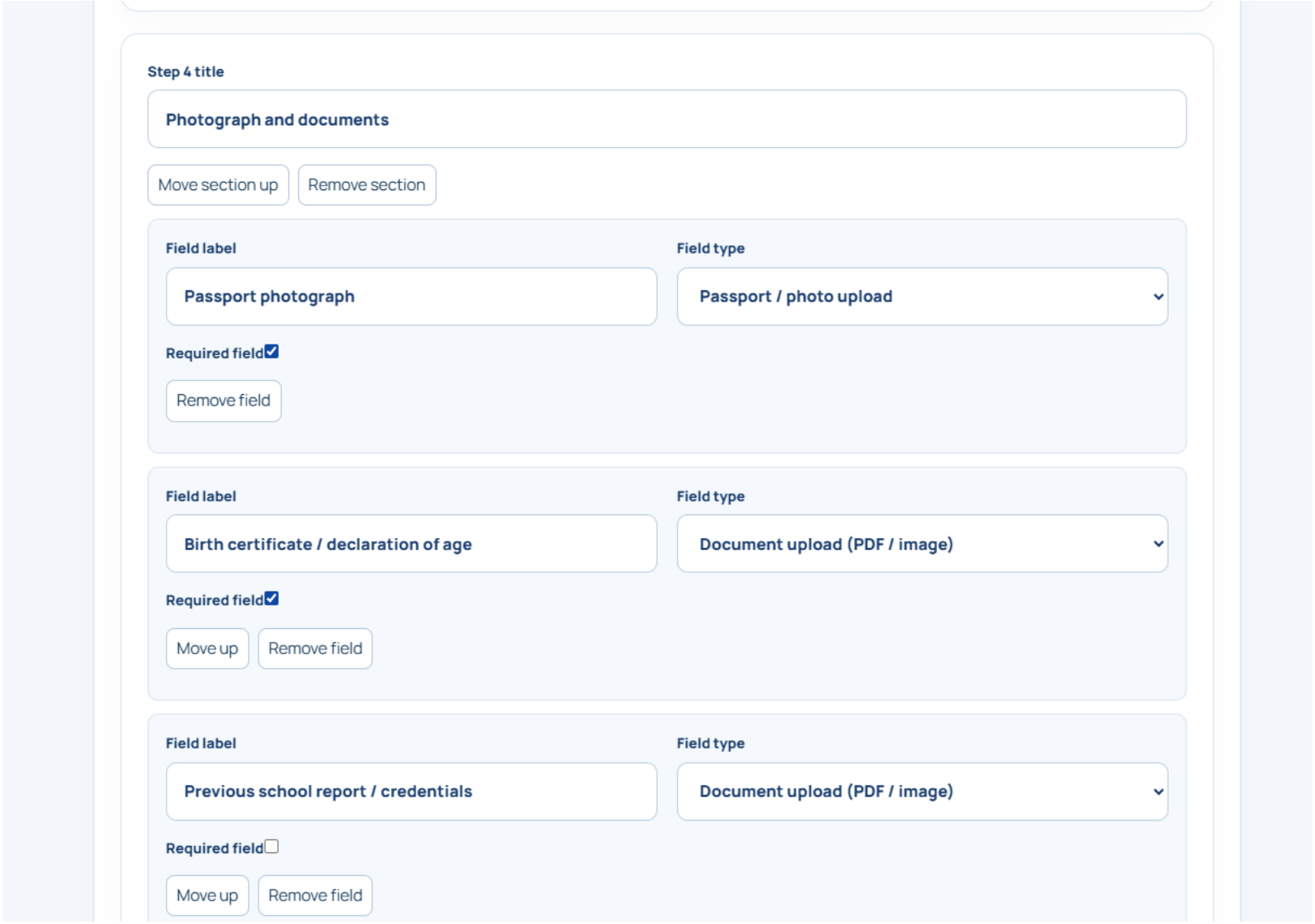
Admission form designer: sections and fields

Read procedure 26 on page 71. This is a closer view of the original screen; scroll to this area in the workspace.



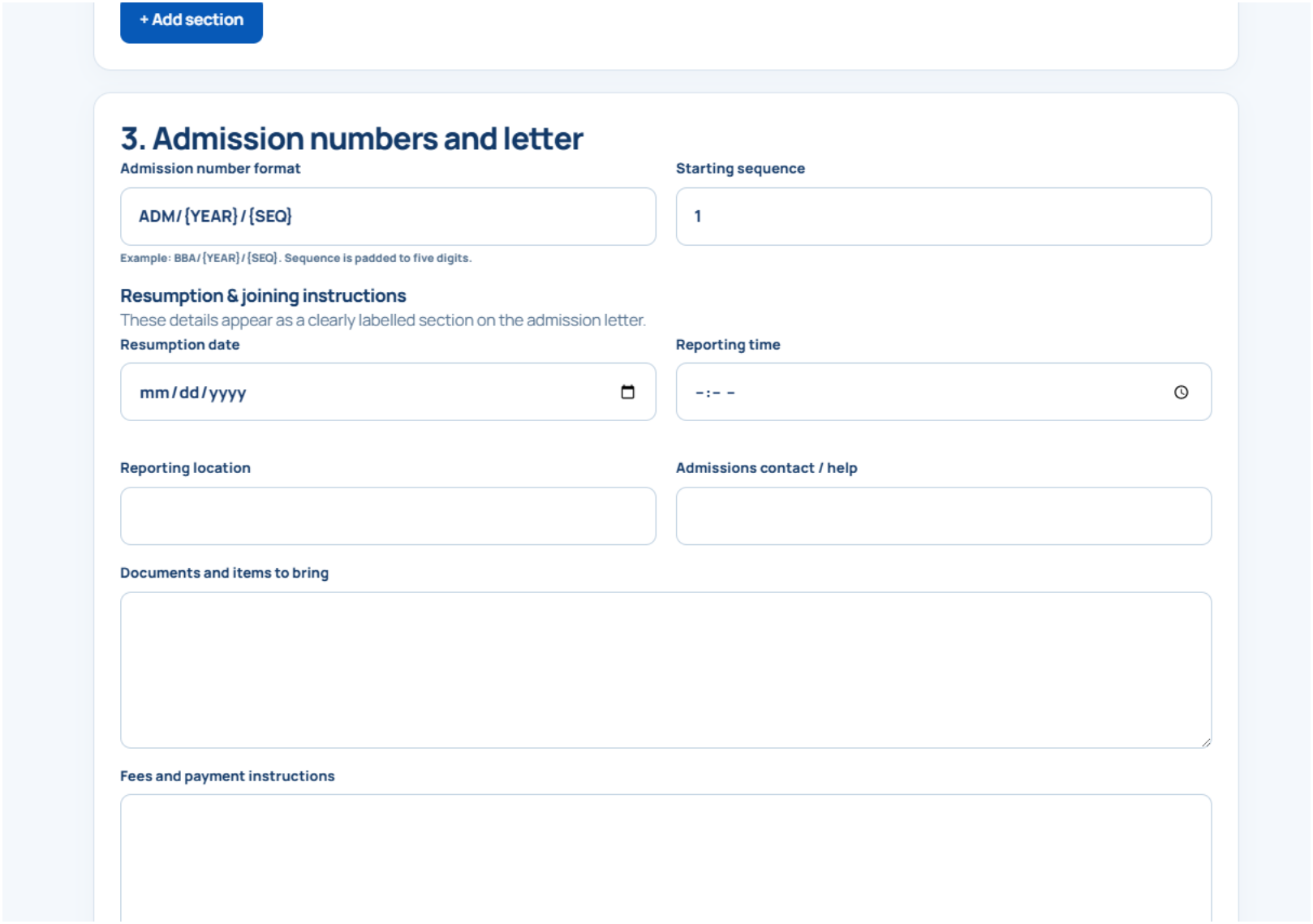
Admission form designer: image and document upload fields

Read procedure 26 on page 71. This is a closer view of the original screen; scroll to this area in the workspace.



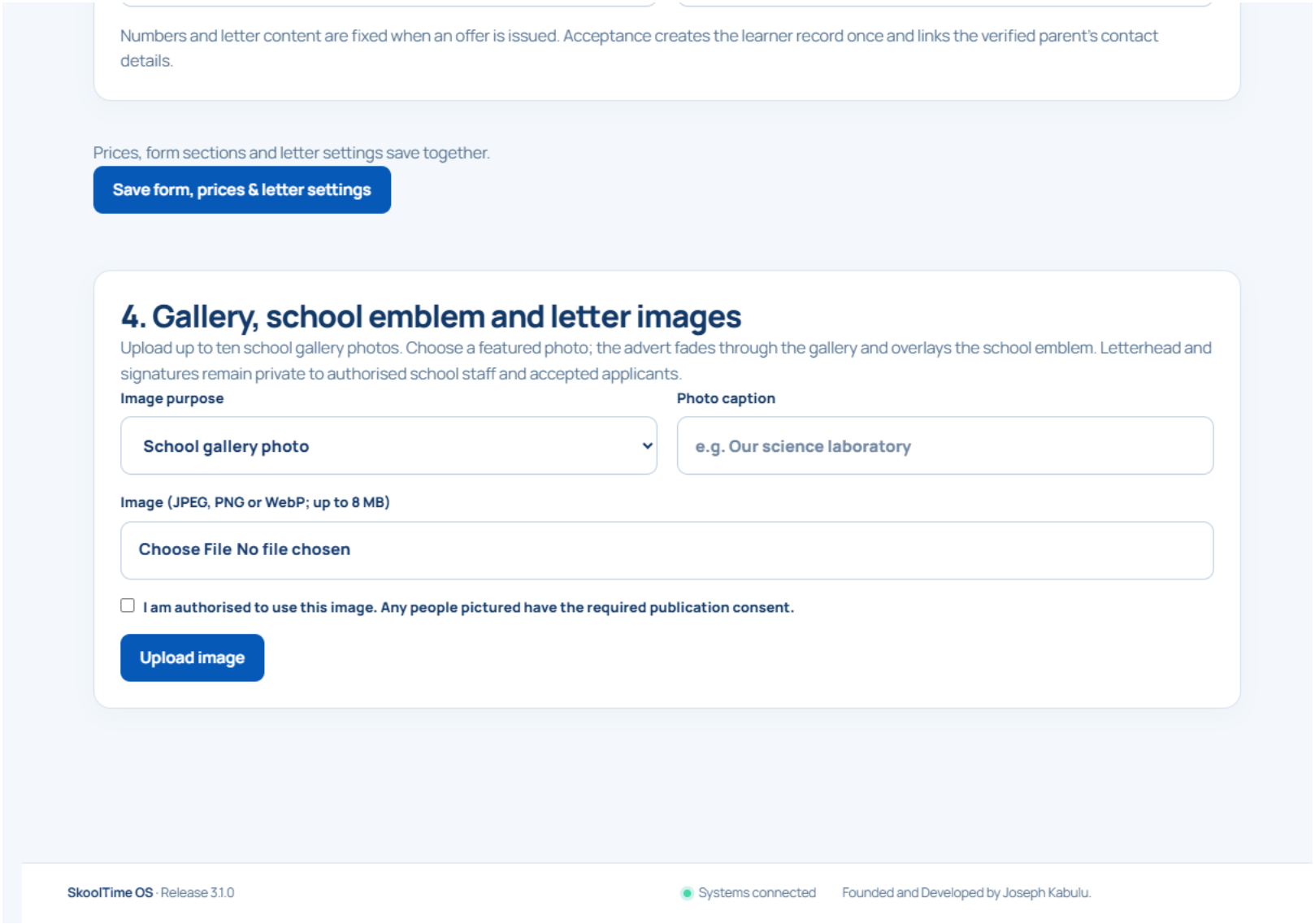
Admission form designer: letter and resumption settings

Read procedure 26 on page 71. This is a closer view of the original screen; scroll to this area in the workspace.



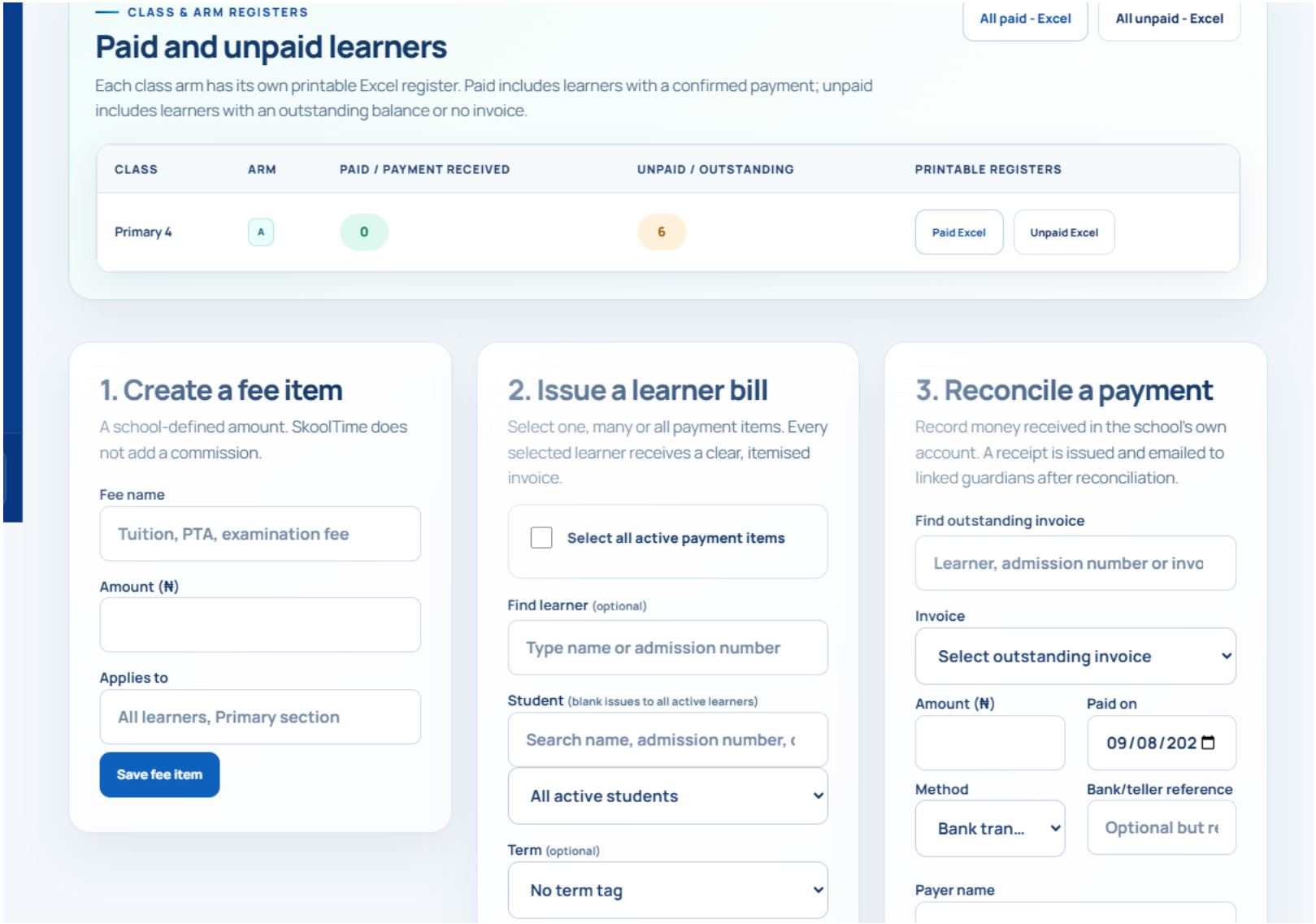
Admission form designer: gallery and official letter images

Read procedure 26 on page 71. This is a closer view of the original screen; scroll to this area in the workspace.



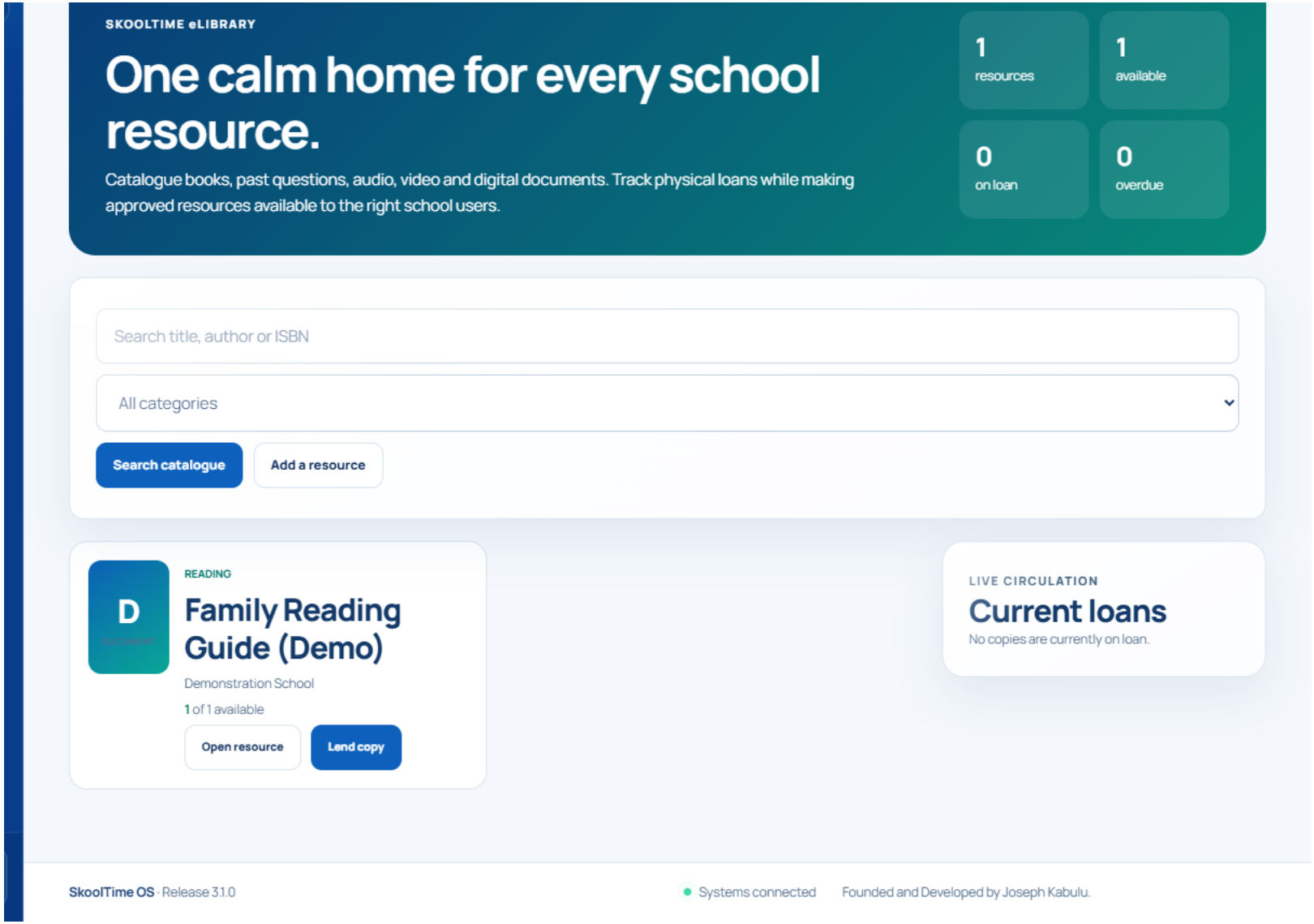
Fees: invoice and payment entry

Read procedure 30 on page 79. This is a closer view of the original screen; scroll to this area in the workspace.



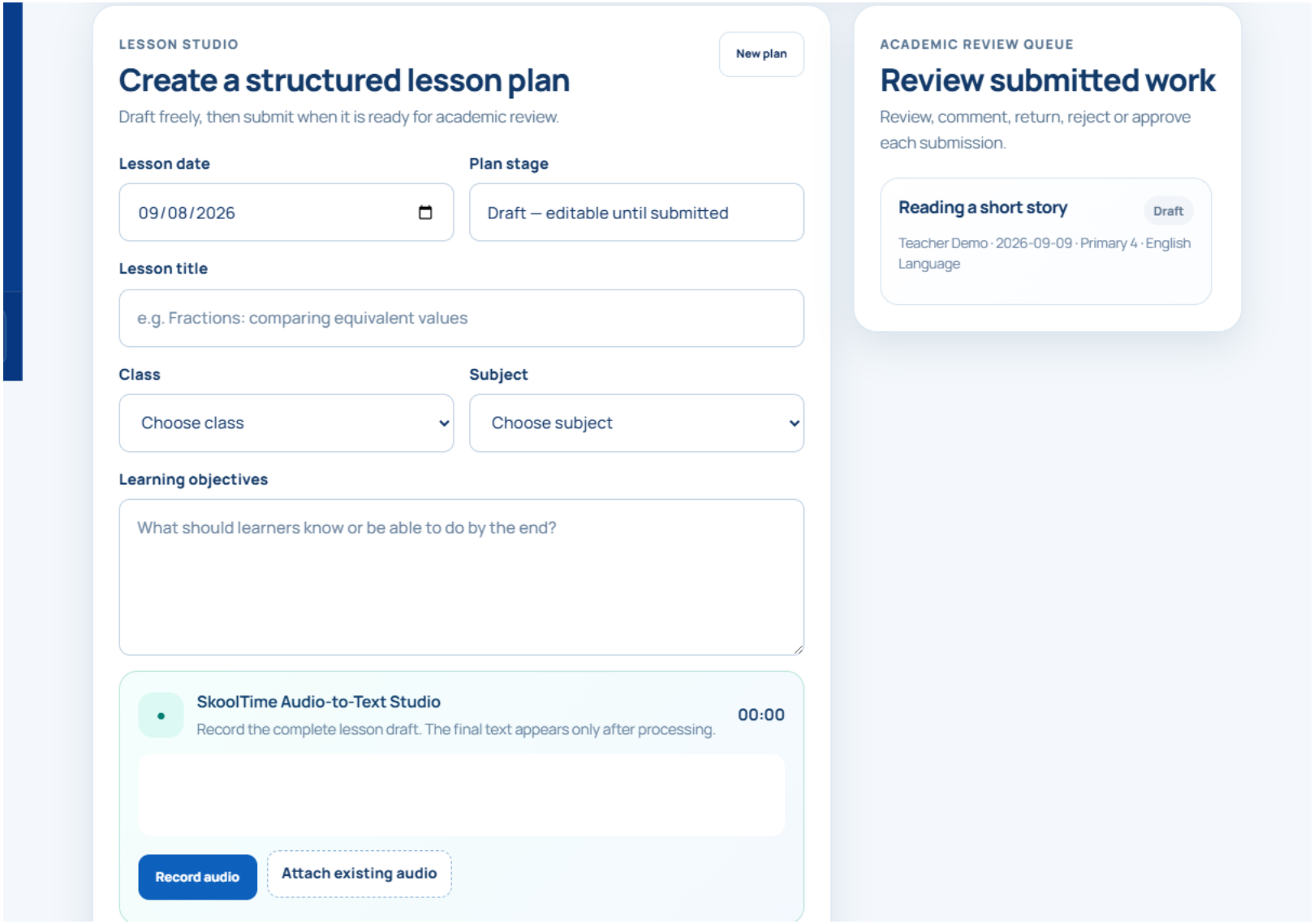
Library catalogue and loan entry points

Read procedure 39 on page 97. This is a closer view of the original screen; scroll to this area in the workspace.



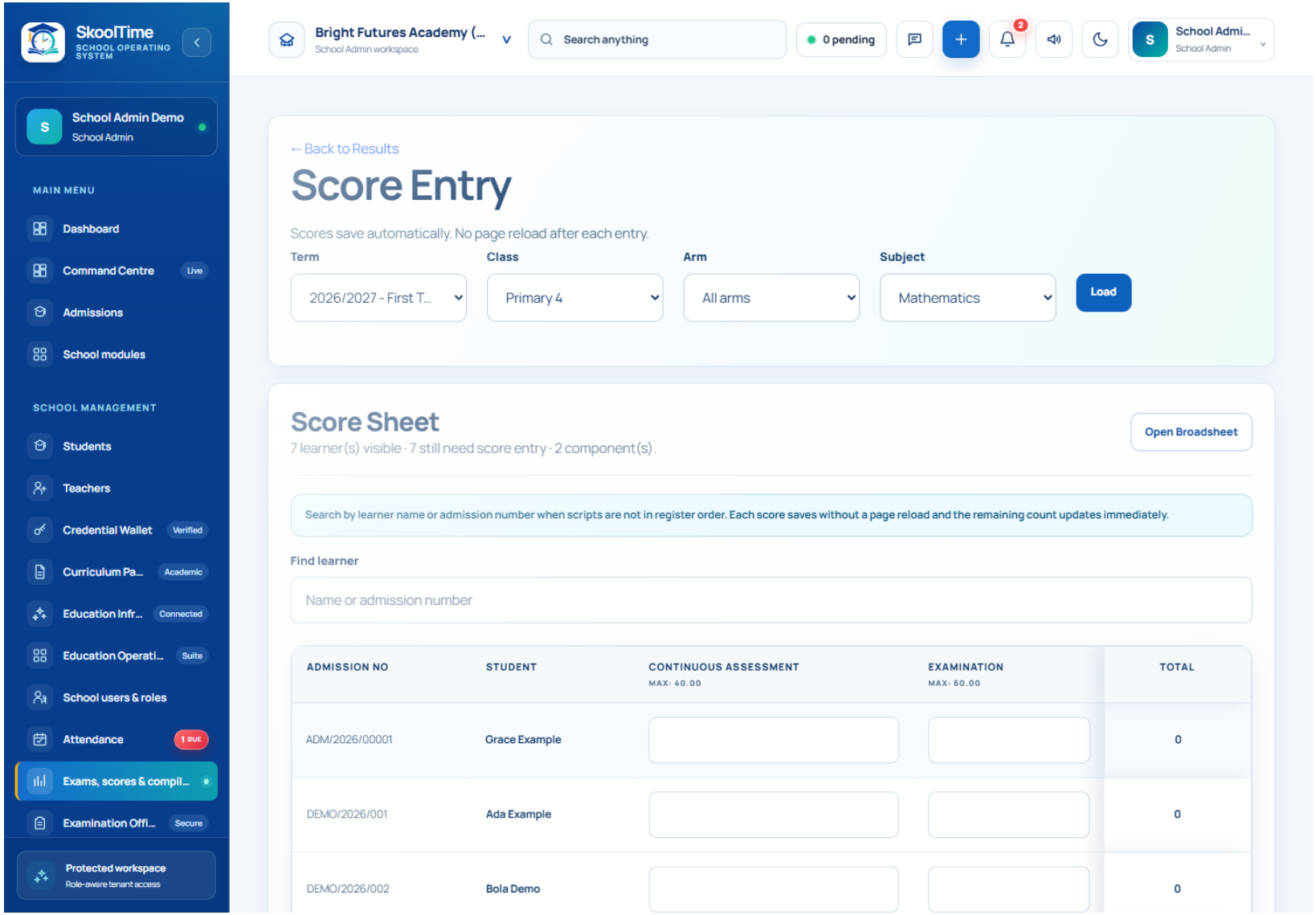
Lesson structure and review controls

Read procedure 19 on page 57. This is a closer view of the original screen; scroll to this area in the workspace.



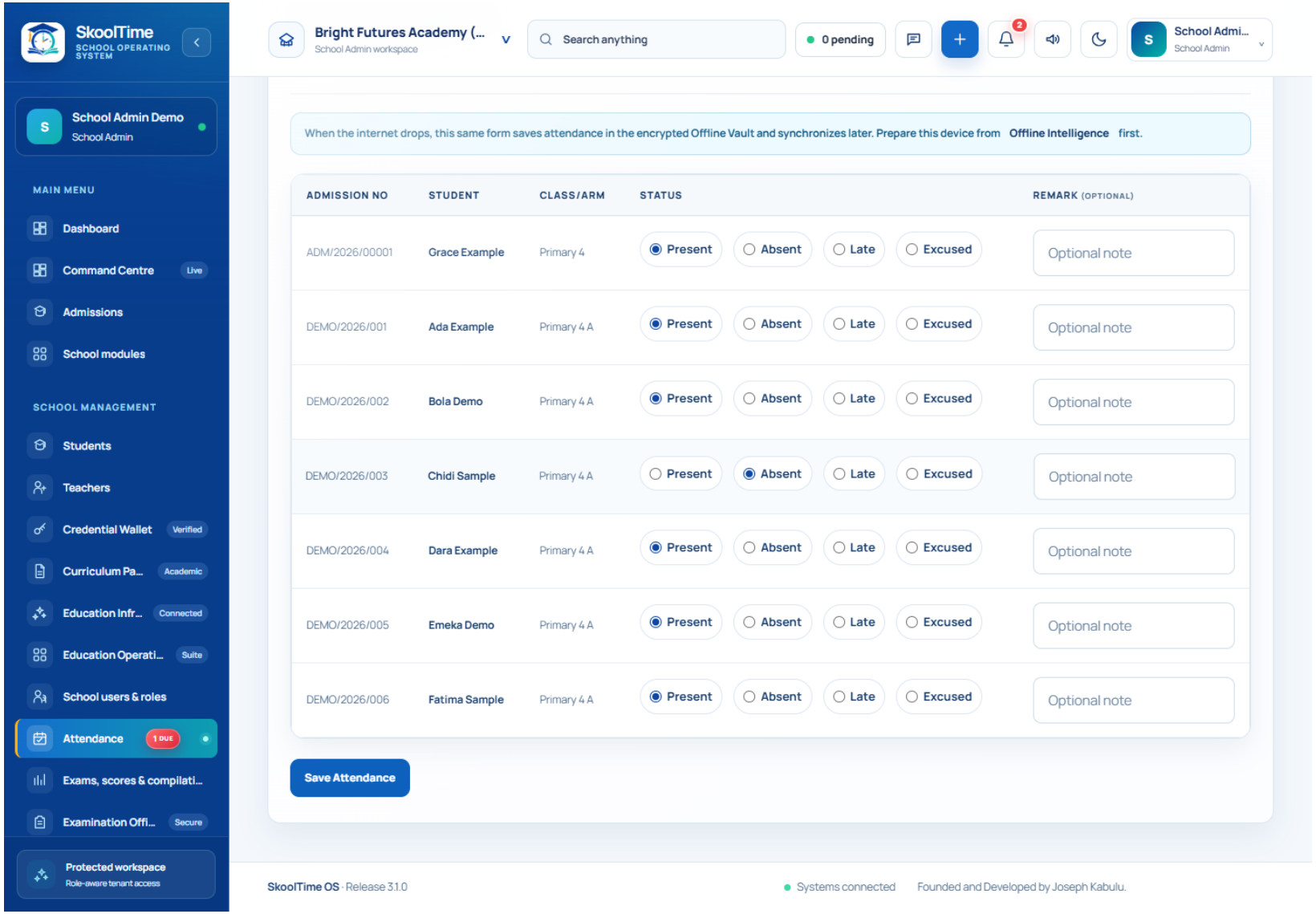
The selected class and subject score sheet

Return to procedure 10, page 39.



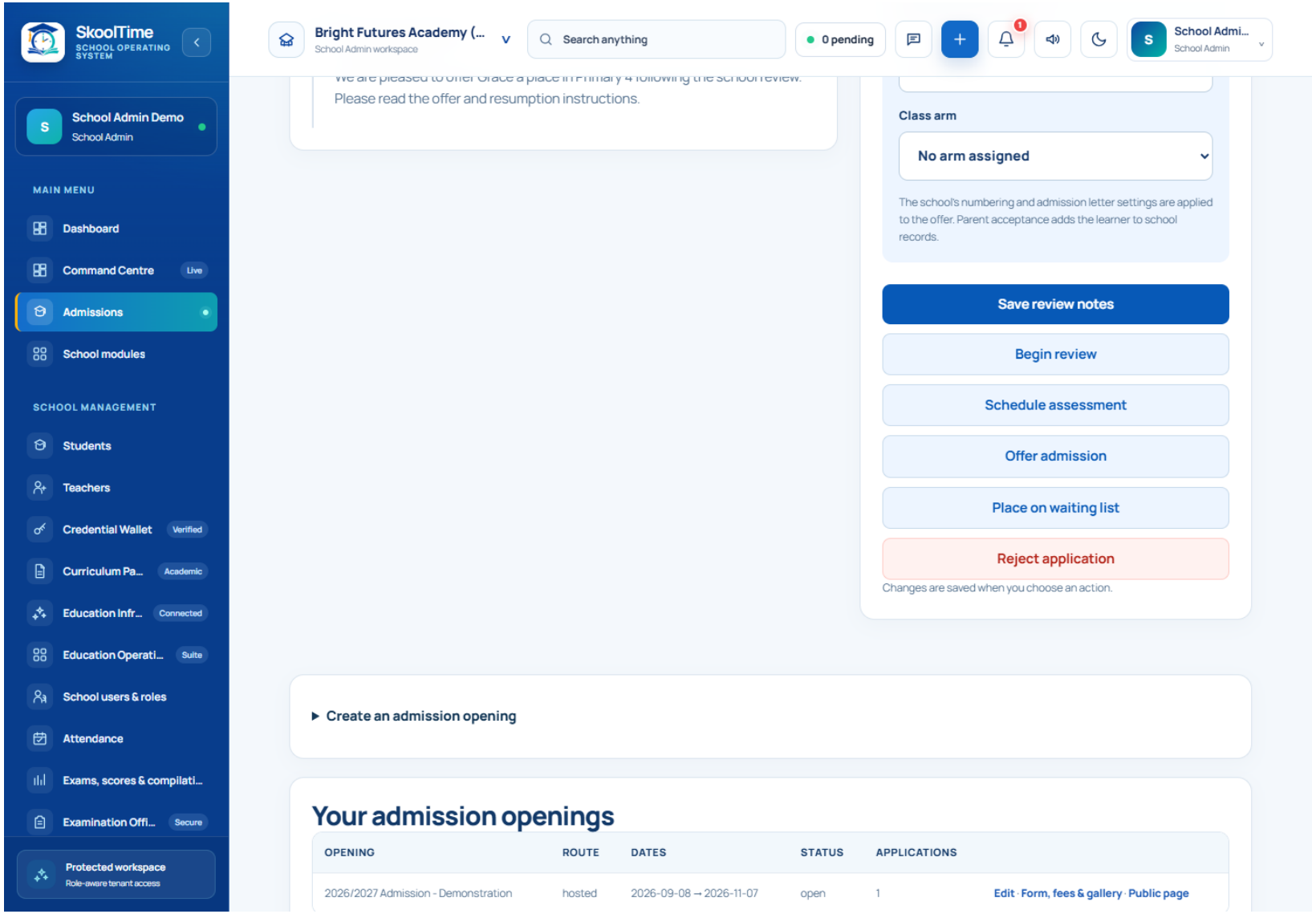
The selected class attendance register

Return to procedure 09, page 37.



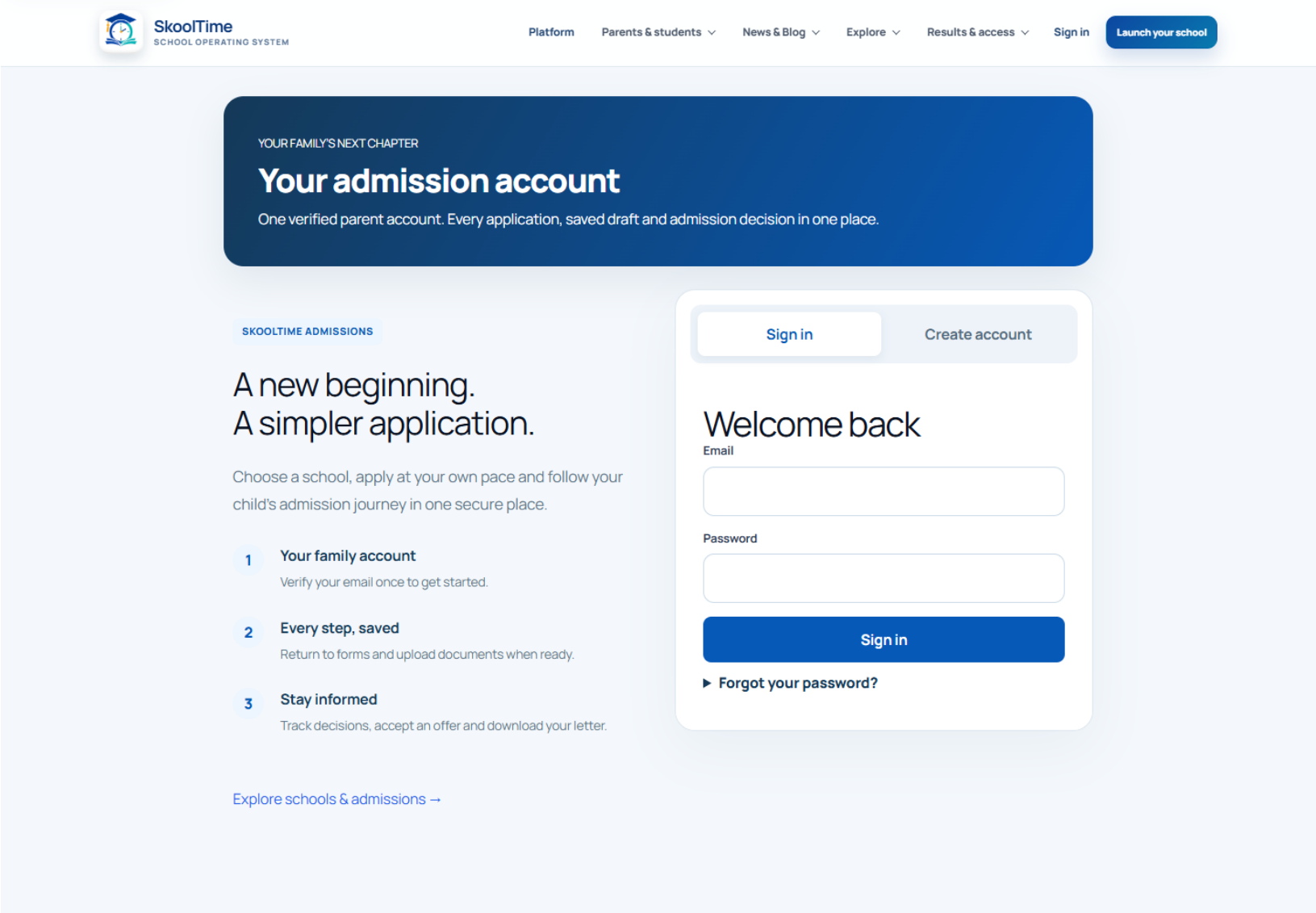
Admission review: notes and decision buttons

Return to procedure 27, page 73.



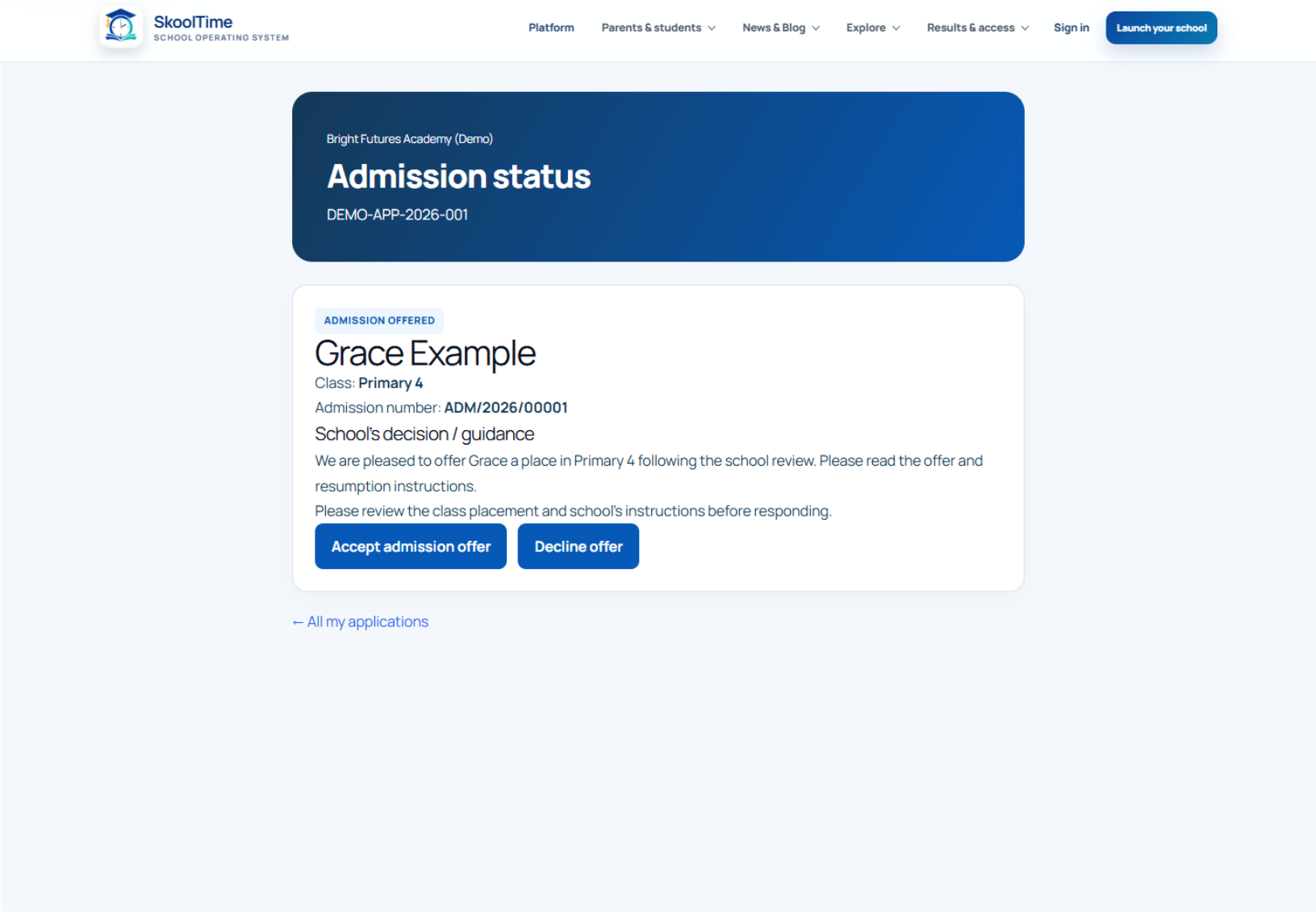
Parent admission account sign-in

Return to procedure 28, page 75.



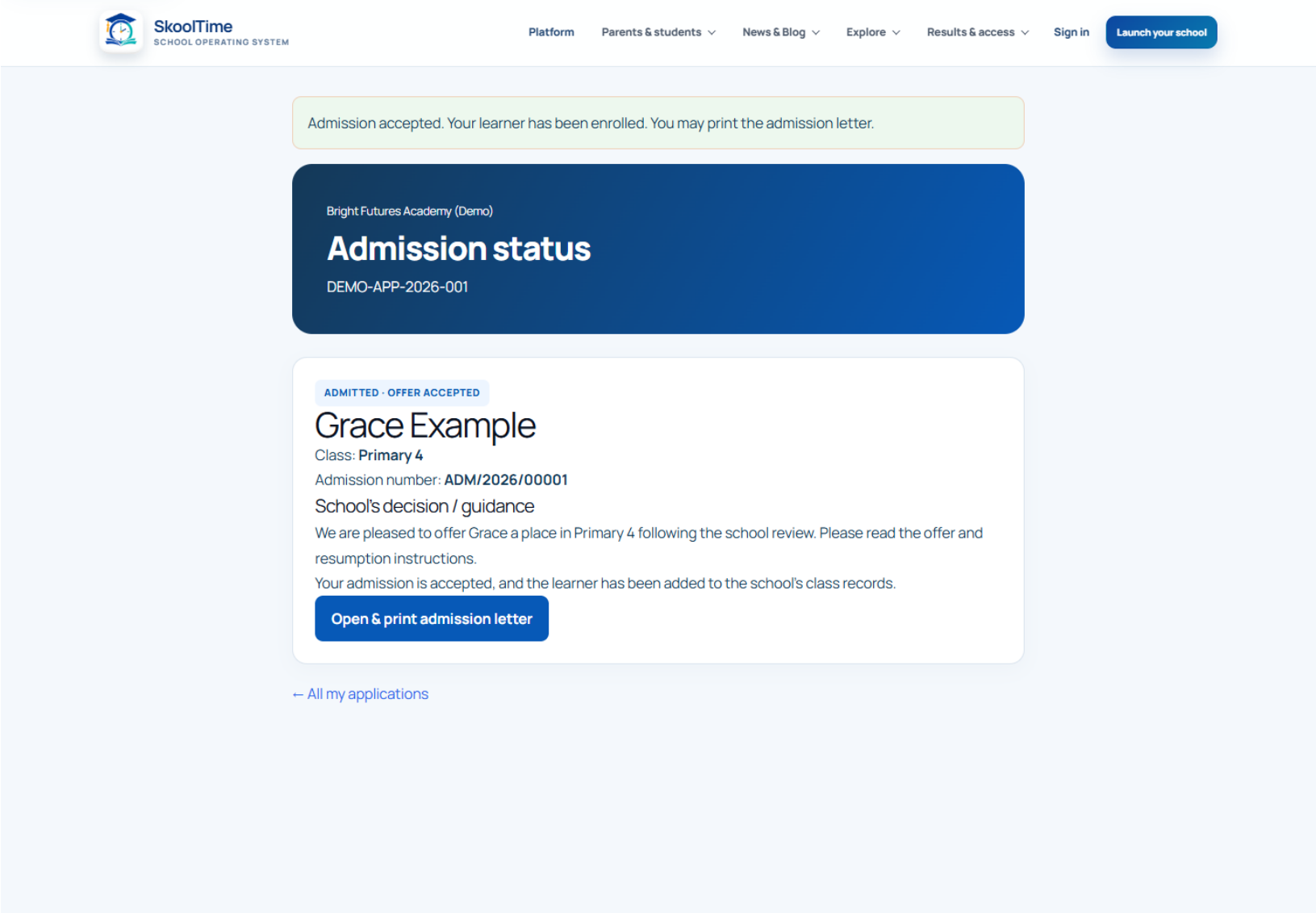
Parent view: respond to an admission offer

Return to procedure 29, page 77.



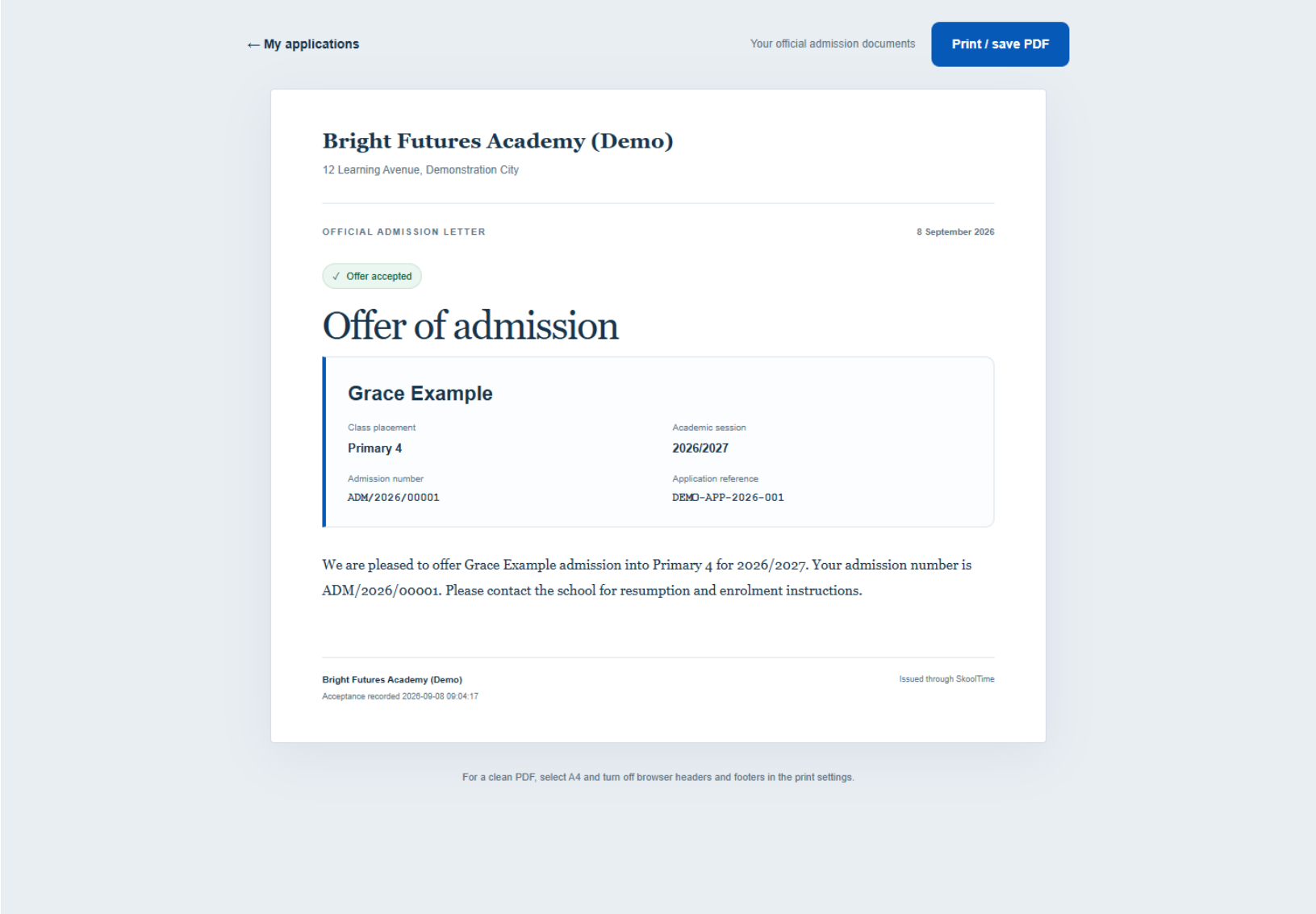
Parent view: acceptance and enrolment confirmed

Return to procedure 29, page 77.



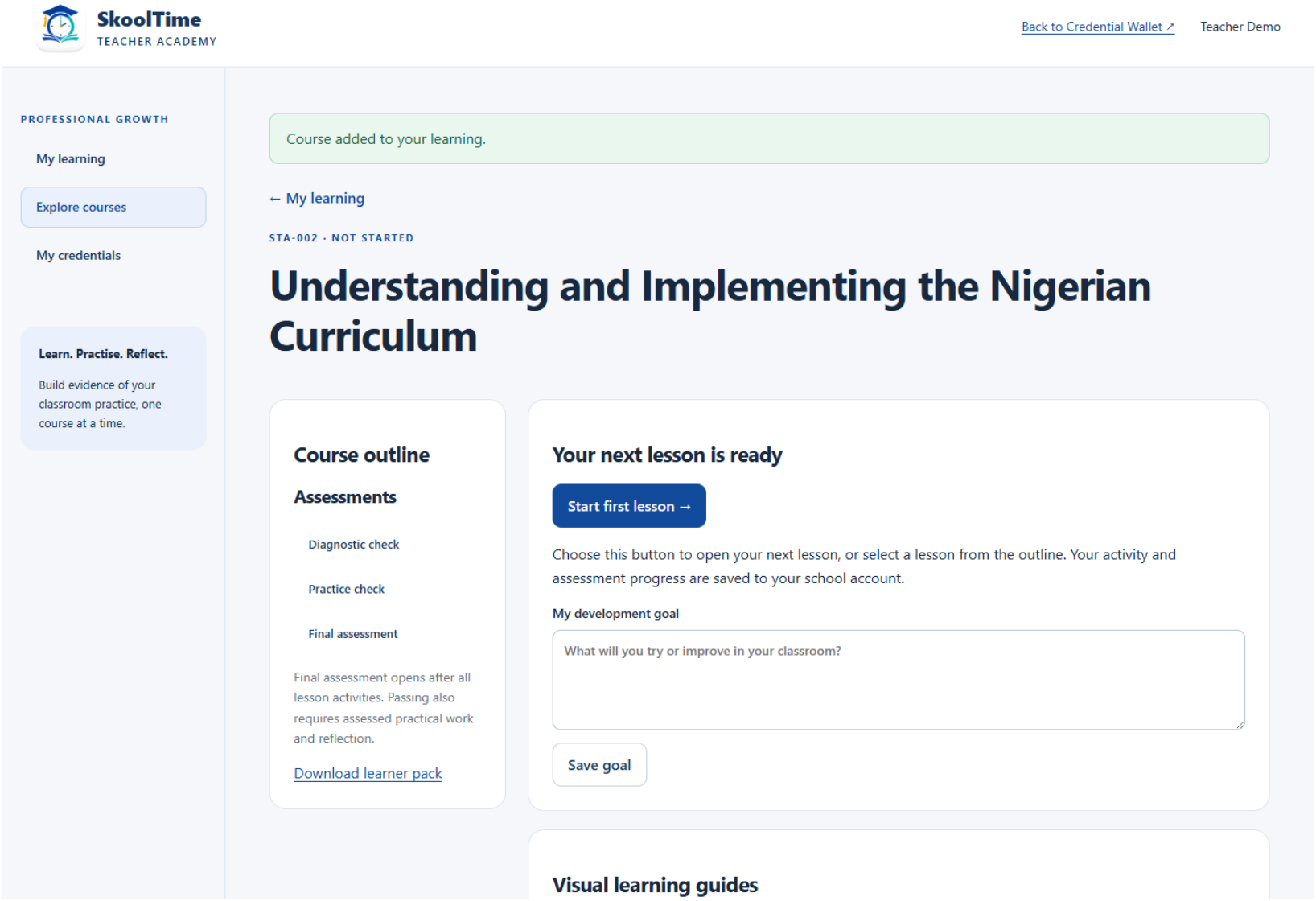
Print or save the admission letter

Return to procedure 29, page 77.



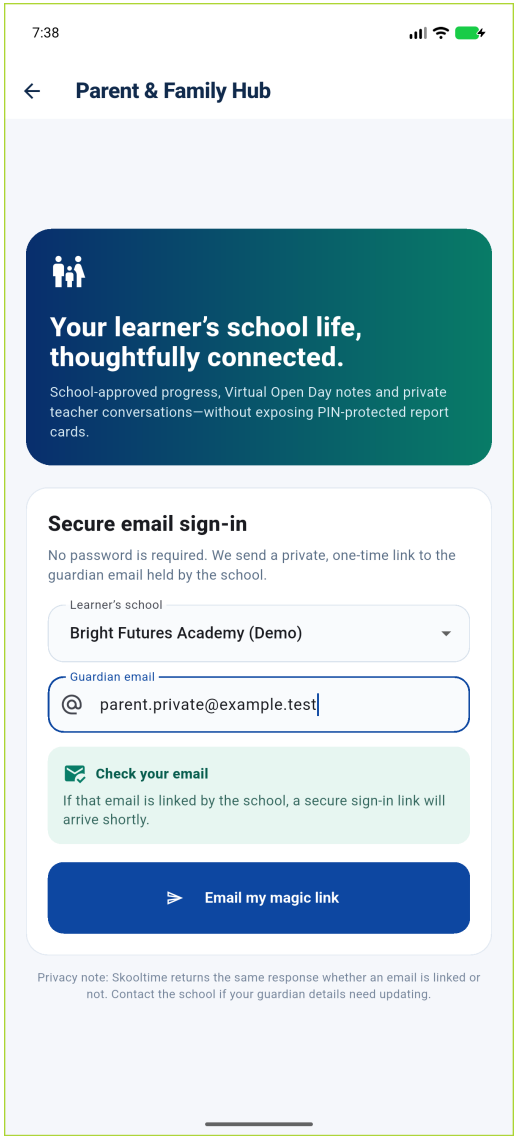
Academy: the learning workspace

Return to procedure 22, page 63.



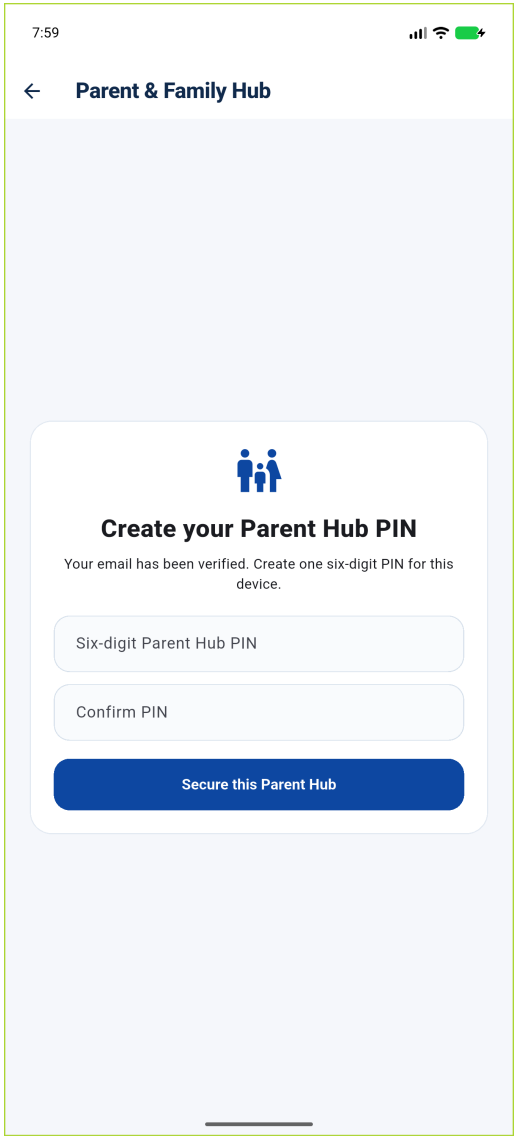
Parents Hub: email request acknowledgement

Return to procedure 60, page 139.



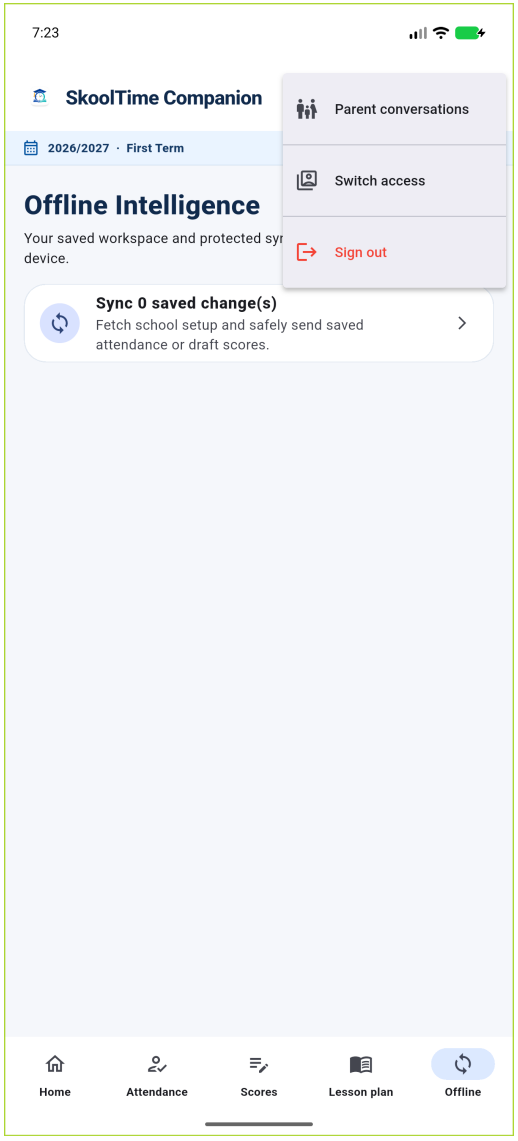
Parents Hub: device PIN setup

Return to procedure 60, page 139.



Staff Hub: additional workspaces

Return to procedure 59, page 137.



When something needs attention

I cannot see a module or button

Check the school, role and enabled modules. Ask the school administrator to inspect your account and assignments. Menu access does not imply approval authority.

The school or term is wrong

Stop before editing. Return to the school/term selector or ask the administrator to confirm the active academic cycle; synchronise Companion after changes.

A teacher cannot see a class or subject

The administrator should check Teachers > Current Assignments, including the arm and assignment type. Sign in with the linked staff account and synchronise again.

Save does not appear to work

Read validation messages, required fields and network state. Keep the entered content safe, retry once after correcting the issue and reopen the saved record. Report repeat failures with the module and time.

When something needs attention

A payment was debited but is still pending

Retain the original reference, amount and time. Contact the school Finance team for an invoice, or the admission support contact for a form. Do not pay again until the first attempt is reconciled.

A parent cannot find a child

Confirm the selected school and guardian email. Ask Records to inspect the existing guardian-to-learner links. Avoid registering duplicate guardian or learner records.

An email or magic link did not arrive

Confirm the address, check spam/junk, then request a fresh link. Use the latest valid message. A different email will not access the existing guardian record.

The Parents Hub has no progress yet

Select the intended learner and term. Progressive information appears only when available to the family; official reports still use Result PIN access.

When something needs attention

A library screen is empty

Check search filters and the school's permission/release state. An empty catalogue is not a download error. A label marked Coming soon is not an active feature.

A Result PIN does not open a report

Check school, learner admission number, PIN details and publication status. Ask the school to inspect the intended report and the PIN record.

A completed register will not accept another entry

Check the selected school date and register-complete message. Use the authorised correction route rather than duplicating the register on another day.

An offline item remains pending

Reconnect, open the sync screen and read the returned error. Correct any rejected term, assignment or record issue through the school. Keep local data until the queue is safely resolved.

Terms you will see

Session / term

The school year and its teaching periods. Confirm both before entering data.

Class / arm

The learning level and its division, such as Primary 4 / A.

Guardian link

The relationship connecting an existing guardian record to a child.

Draft / submitted

Saved work versus work handed over for the next review stage.

Offered / accepted

A school admission decision versus the parent's response to that offer.

Published / PIN access

A released official result and the protected route used to view it.

Pending sync

Work saved on the device that still needs server acknowledgement.

Credential Wallet

The teacher's professional evidence and verified learning record.

Useful destinations

School workspace
app.skooltime.ng

School fee payment
skooltime.ng/fees/pay

Open admissions
skooltime.ng/education

Published result checker
skooltime.ng/portal

Admission account
skooltime.ng/admissions/parent

Official app downloads
skooltime.ng/releases