

HANDBOOK

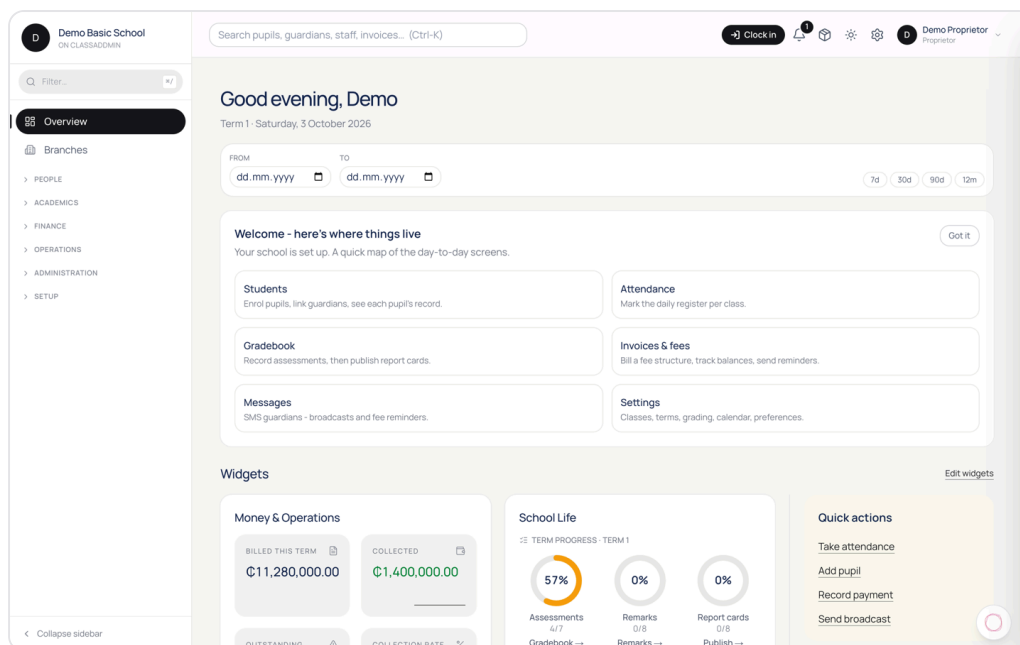
Subject Teacher Handbook

Teachers who teach a subject across several classes.

Getting started

Signing in and finding the classes you teach.

1. Welcome to ClassAddmin



ClassAddmin is your school's day-to-day operations cockpit. From a single dashboard you'll track admissions, mark attendance, send invoices, collect MoMo payments, message parents, and run payroll.

The first time you sign in, head to **Overview** - that's the home screen. It shows today's collections, this week's absences, anything that needs your attention, and shortcuts to the things you'll touch every day.

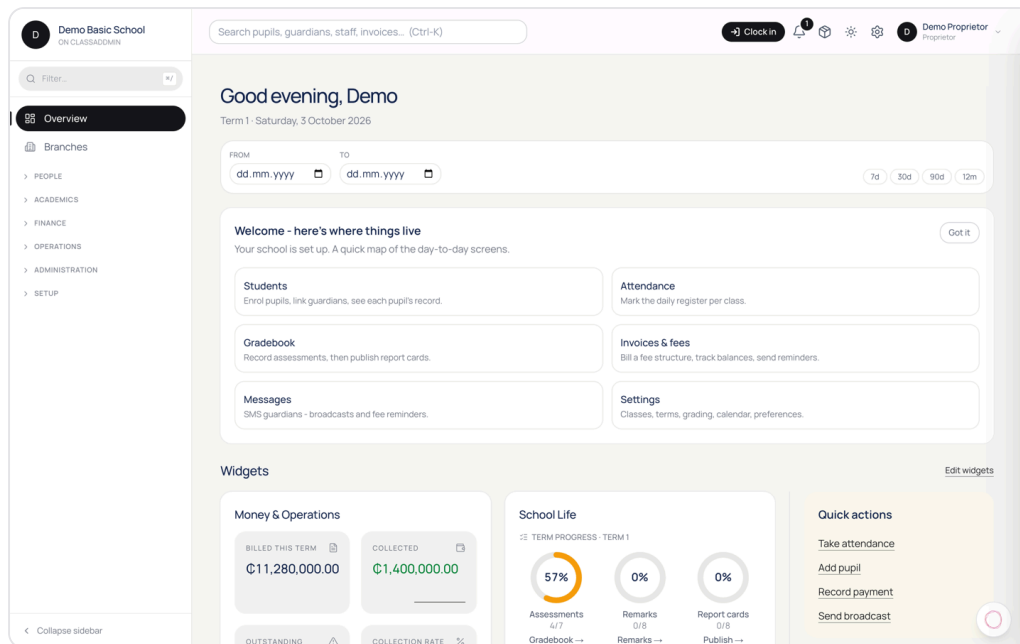
You don't need to be a computer expert. Everything lives in the **left sidebar**: People, Academics, Finance, Operations, Administration. If you can find the right section, you can do the task - every page is built around one job.

Three things to do on day one

1. **Add your school's logo and contact details** under Settings → School. They appear on invoices, receipts and report cards.
2. **Invite your team** under Settings → Staff. Each person gets a sign-in link by email, SMS or shareable URL.
3. **Open the Help button** (bottom-right corner of every page) any time you're stuck. It searches our guides and can answer questions in plain English.

That's it - explore the sidebar at your own pace. If you ever get lost, the back button works the same as in any browser, and clicking the ClassAdmin logo (top-left) takes you home.

2. A tour of the sidebar



The sidebar on the left is split into six sections. You only see the items your role gives you access to - a class teacher's sidebar looks shorter than a proprietor's.

People

- **Admissions** - applications from new pupils. Review, accept, reject.
- **Students** - every enrolled pupil. Profile, fees, attendance history.
- **Guardians** - parents and caregivers, with their pupils and contact details.

Academics

- **Attendance** - mark today's register. One tap per pupil.
- **Gradebook** - assessments, scores, comments, report cards.
- **Discipline** - log incidents and follow-ups.
- **Timetable** - period schedule per class.
- **My Teaching** - for teachers: just your classes and lessons.

Finance

- **Finance** - overview of money in and out.
- **Fee Structures** - what fees each class pays per term.
- **Invoices** - what you've billed.
- **Payments** - what's been collected (cash, MoMo, bank).
- **Payroll** - staff salaries.
- **Books** - accounting reports (proprietors and bursars only).
- **Expenses** - what the school spends.

Operations

- **Transport** - vehicles, routes, who rides which bus.
- **Messages** - broadcast SMS to guardians.
- **Parent threads** - two-way chat with each pupil's parents.

Administration

- **Reports** - exportable PDFs and dashboards.
- **Staff** - invite, edit, remove.
- **Promotion** - end-of-year class promotion.
- **Audit log** - who changed what.
- **Support** - open a ticket with us.
- **Subscription** - your plan and billing.
- **Settings** - everything else.

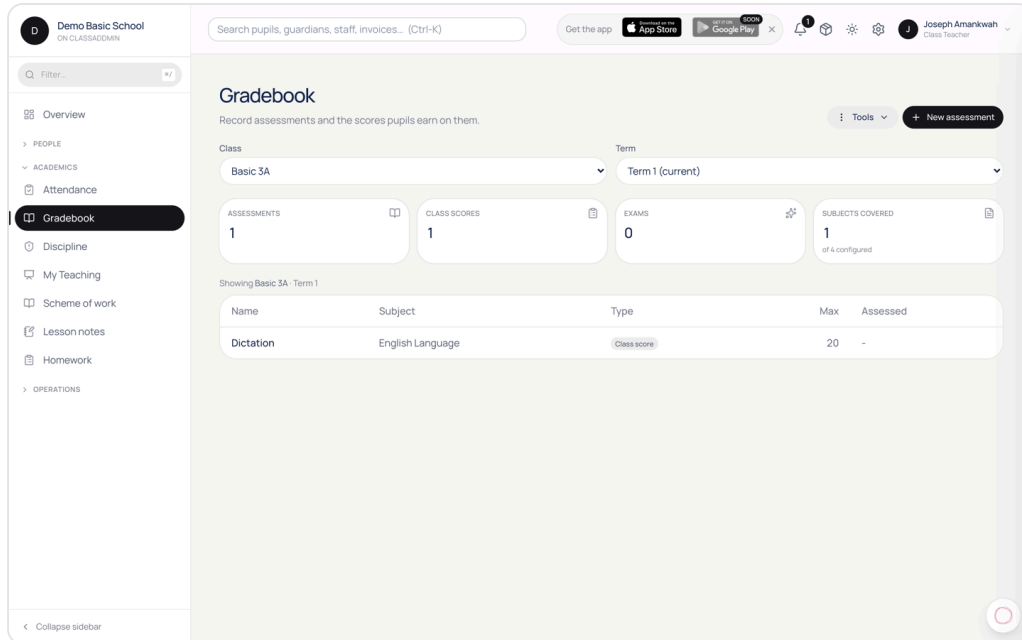
Search and help

The **search bar** at the top finds pupils, guardians, invoices and staff instantly. The **bell icon** shows alerts that need attention. The **profile menu** (top-right) is where you sign out.

Assessment

Creating assessments and entering marks for your subject.

3. Create an assessment in the gradebook



An assessment is anything you give a pupil a score for - a class quiz, an end-of-term exam, a worksheet. You create the assessment once, then enter scores against it.

Steps

1. **Gradebook** in the sidebar (or **My Teaching** → **Gradebook** for subject teachers).
2. Pick the **class** and the **subject**.
3. Click **New assessment** (top right).
4. Fill:
 - **Name** - what teachers and parents see. "Mid-Term Test", "Week 4 Quiz", "End-of-Term Exam".
 - **Component** - which slot on the report card this assessment feeds. Most schools use *Classwork*, *Tests*, *Exam*. The component decides how it's weighted on the final report card.
 - **Total marks** - what scoring out of. 10, 20, 50, 100 - whatever you use.
 - **Date** - when the assessment was given. Used for sorting + the gradebook history view.
5. (Optional) Tick **Lock after publish** - once you publish report cards for the term, this assessment becomes read-only for everyone except the head teacher.
6. Click **Save**.

The assessment appears on the gradebook's score sheet for that class+subject. Every enrolled pupil shows as a blank row, ready for scores.

Components and weighting

Components are set up under **Settings** → **Grading**:

- **Classwork** - usually 30% of the report card mark.
- **Tests** - usually 30%.
- **Exam** - usually 40%.

Add as many assessments to a component as you like; the report card averages them per pupil within the component, then applies the component weight to compute the final.

Common gotchas

- **"Component is required"** - Settings → Grading → make sure you've set up at least one component for the current academic year.
- **Assessment doesn't show in My Teaching** - you're not assigned to teach this subject in this class. Settings → Class Subjects → assign yourself or ask the head teacher.
- **Wrong total marks** - edit the assessment from the gradebook header (pencil icon) and change `total` . Scores you've already entered are NOT rescaled - you'd need to re-enter them. Be careful.

4. Enter scores for an assessment

Pupil	Type	Maximum Score	Assessed On	Scored
Boateng, Akua DEMO/2826/082	Class score	20	-	4 / 4
Darko, Esi DEMO/2826/084				9 / 20
Mensah, Kojo DEMO/2826/081				14 / 20
Owusu, Yaw DEMO/2826/083				9 / 20

You've created the assessment. Now enter the scores - there are three ways, pick whichever matches how you graded.

Option A - Type them in

Use this for short quizzes.

1. **Gradebook** → **pick class** → **pick subject** → **click the assessment**.
2. Click into each pupil's score cell and type the mark.
3. Press **Tab** to move to the next pupil, or **Enter** to drop down a row.
4. Scores auto-save as you go - there's no save button. A small grey check appears next to each saved cell.

Option B - Paste from Excel

Use this for end-of-term exams when you marked on paper and tallied in Excel.

1. In Excel, sort by the same order ClassAddmin uses (alphabetical by last name) or by admission number - whichever matches.
2. Select the column of scores. **Copy**.
3. In ClassAddmin, click the **first pupil's cell**.
4. Press **Cmd-V / Ctrl-V**.
5. Scores fill down the column. Review the orange-highlighted cells - those didn't match (wrong format, score above total, etc).

Option C - CSV upload (advanced)

For large assessments or when you graded centrally:

1. Gradebook → assessment → **Import scores**.
2. Download the template - it has admission numbers pre-filled.
3. Fill the **score** column in Excel.
4. Save as CSV. Upload.
5. Review the preview (any conflicts shown). Click **Import**.

Out-of-total or absent

- **Score above total** - the system stops you. Either correct the score or raise the assessment total.
- **Pupil absent for the test** - type **A** (or click the absent toggle). The assessment won't count toward their report card.
- **Pupil exempt** - type **E** . Same treatment as absent but printed differently on the report.

Comments

Some assessments allow per-pupil comments (e.g. end-of-term exam):

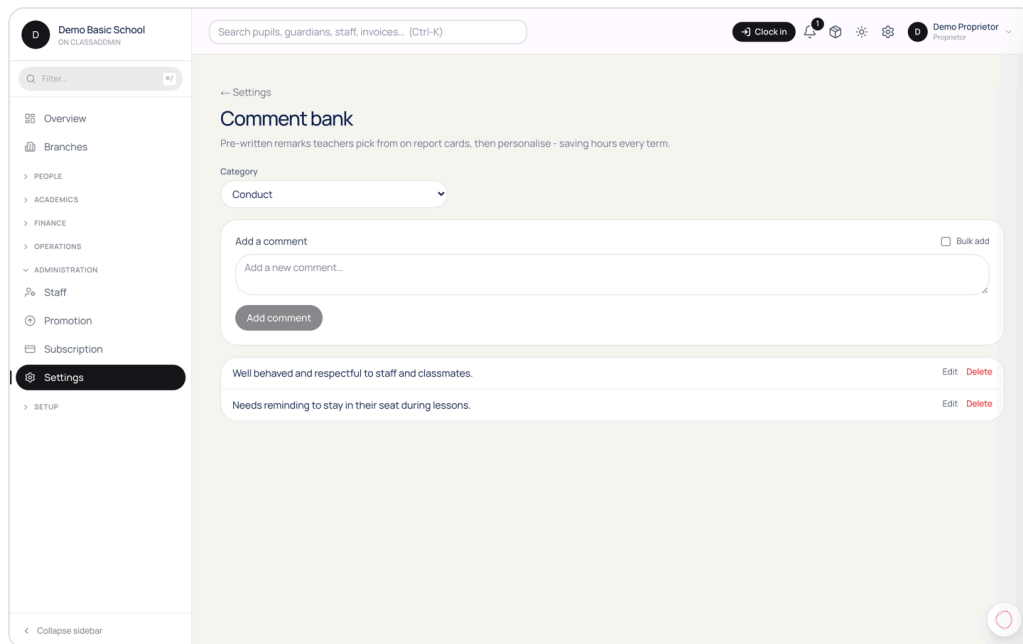
1. Click the speech-bubble icon next to a pupil's row.
2. Pick from the **comment bank** or type free-form.
3. Save.

Comments show on the report card next to the subject mark.

Common gotchas

- **Scores don't save** - check your internet connection. The small grey check next to each cell goes red if a save fails; the cell will retry every few seconds.
- **"Locked"** - the head teacher has published the report cards; further changes need them to unlock first.
- **Wrong total** - see Create an assessment about changing total after entry. The short version: don't.

5. Use the comments bank for report cards



End-of-term comments are a tax on every class teacher. ClassAddmin gives you a **comments bank** - a library of reusable phrases tagged by subject + performance band - so teachers can compose a personalised paragraph from drop-ins instead of starting from scratch for each of 40 pupils.

How it works

Each comment has:

- **Subject** (optional) - Maths, English, "any subject".
- **Band** - excellent / good / average / weak / concern .
- **Body** - the actual phrase. Use {name} and {he_she} as placeholders.

Example body:

{name} continues to demonstrate strong problem-solving skills and a willingness to take on challenging exercises. {he_she_cap} should be encouraged to attempt the extension problems each week.

When the teacher writes a pupil's report card and clicks **Insert from bank**, the system filters the bank by the pupil's subject and performance band, replaces the placeholders with the right values, and drops the phrase into the comment field. The teacher edits if needed.

Add a comment to the bank

1. **Settings** → **Comments** (under Academics).
2. Click **New comment**.
3. Fill:
 - **Subject** - pick or "Any subject" for general phrases.
 - **Band** - pick the performance band this phrase suits.
 - **Body** - the comment text with placeholders.
4. Click **Save**.

Repeat. Aim for at least 5 comments per band, per subject - that gives variety so every pupil's report doesn't read identical.

Placeholders

- `{name}` → pupil's first name. → "Adwoa"
- `{he_she}` → lowercase pronoun. → "she"
- `{he_she_cap}` → capitalised pronoun. → "She"
- `{his_her}` → possessive. → "her"
- `{his_her_cap}` → capitalised possessive. → "Her"

The pronouns come from the pupil's sex field; pupils with `other` default to "they/them".

Bulk import

If you have a list of comments from your old system or your head teacher:

1. **Settings** → **Comments** → **Import**.
2. Download the template. Fill the columns: `subject` , `band` , `body` .
3. Upload.

Quicker than typing 60 phrases one-by-one.

Use in the gradebook

While writing report card comments:

1. Open a pupil → **Comments** field.
2. Click **Insert from bank** (the small library icon).
3. Filter by band - the pupil's average is shown to remind you.
4. Click a phrase to insert. You can stack multiple phrases.
5. Edit to personalise - name a specific test, mention a parent meeting, whatever.

Why this matters

40 pupils × 6 subjects × 100 words of comment = 24,000 words per term per class teacher. With the bank, that drops to ~4,000 words of true writing - the rest is choosing from your tested phrases.

Keep the phrases honest - generic, encouraging, specific to what the band actually means. Bland boilerplate makes parents stop reading the comments at all.

On your phone

Marking and checking on the go.

6. Sign in with your phone number

The ClassAdmin parent app uses your phone number to sign in - no password, no email. The school adds your number as a guardian; you enter it once, get a code by SMS, and you're in.

First sign-in

1. Open the app.
2. Tap **Sign in**.
3. Enter your **phone number** in the format your school has on file. Ghanaian numbers can be `0244XXXXXX` or `+233244XXXXXX` - both work; the app normalises.
4. Tap **Send code**.
5. Check your SMS. You should get a 6-digit code from `CLASSADMIN` (or your school's sender) within 30 seconds.
6. Type the code into the verification screen.
7. Tap **Verify**.

You're in. The app remembers your number on this phone - next time you open it, you go straight to the Children tab.

"No code arrived"

Three things to check:

1. **Wait a full 60 seconds** - Ghanaian SMS sometimes lags.
2. **Check spam / blocked numbers** - some Android phones filter unknown senders into a separate Other tab.
3. **Try the resend button** on the verification screen. Resend is free.

If you've waited 5 minutes and still nothing, your number might not be on file at your child's school:

1. Walk in to the school office.
2. Ask them to confirm your phone number is recorded as a guardian under your child's profile.
3. Try sign-in again with whichever number they have on file.

Sign out

1. **More** tab → **Sign out** at the bottom.
2. Confirm.

You'll need to sign in again with your phone number the next time you open the app.

Sign in on a new phone

1. Install the app on the new phone.
2. Sign in with your phone number as above.
3. You're in. Your old phone's session stays valid - you can be signed in on multiple phones at once.

Sign in on a borrowed phone

Don't, ideally. If you must:

1. Sign in.
2. Use the app for whatever you needed.
3. **Sign out before handing the phone back** - otherwise the next person sees your child's data.

For your own phone, enable **App lock** (see Lock the app with Face ID) so even if someone borrows your unlocked phone, they can't open ClassAdmin without your face/fingerprint.

Common gotchas

- **"This number isn't registered"** - the school doesn't have you as a guardian. Speak to the school office.
 - **Code expired** - codes are valid for 5 minutes. Resend.
 - **Wrong format error** - start with **0** (e.g. **0244...**) or **+233** (e.g. **+233244...**).
No spaces, no dashes.
-

7. Your teacher app at a glance

The ClassAdmin teacher app puts your class day on your phone - the register, your gradebook, and parent messages, wherever you are. Everything you do here syncs with the school's web dashboard instantly.

What each area is for

- **Today** - your timetable for the day, plus quick actions. Tap a lesson to take the register or jot a lesson note. It's the first screen you land on.
- **Gradebook** - create assessments and enter scores; class, mid-term and exam totals are worked out for you.
- **Messages** - chat with the parents of pupils you teach.
- **Calendar** - school events and term dates.
- **More** - your profile, notifications settings, and the Help you're reading now.

Good to know

- You only see the classes, pupils and periods you actually teach - nothing else from the school.
- Turn on Face ID / fingerprint under **More** → **Account** → **Security** so you're one tap away each morning.
- Anything you record (attendance, scores, remarks) reaches the office and parents in real time - no re-typing on the computer later.

8. Enter scores in the gradebook

Record class scores, mid-term and exam marks from the **Gradebook** - the term total and grade are worked out for you.

Create an assessment

1. Open **Gradebook**.
2. Tap **New assessment**.
3. Choose the **class** and **subject**, give it a name, set the **maximum score**, and pick the type (class score, mid-term, or exam).
4. Save it - the assessment opens as a score sheet.

Enter the scores

1. Open the assessment (from the Gradebook list, or straight after creating it).
2. Type each pupil's **score** in their row. Scores can't go above the maximum you set.
3. Entries **save automatically** as you go - you'll see a saved confirmation. There's no separate Save button to remember.

How totals work

- Each subject's term result combines your assessments using the school's weighting (for example **Class 30% · Mid 20% · Exam 50%**).
- Totals and letter grades recalculate the moment you enter a score - no manual maths.
- When every subject is scored, you're ready to add remarks and publish report cards.

9. Understand the This-week charts

Every child's page has a **This week** widget at the top. Tap it and you land on the This-week screen: three quick cards for **Attendance**, **Homework** and the **Latest score**. Each card can show its data in a few different chart shapes - pick whichever helps you read it fastest.

The four chart shapes

At the top of the This-week screen is a small toggle: **Spark / Line / Bar / Pie**. Every card flips shape at once.

Spark - the quick glance

A tiny line with no numbers on the sides. Left is oldest, right is newest. The dot at the far right is *this* week. Use it when you just want a rough "is it going up or down?" read.

Line - the trend, spelt out

The same shape as the spark, but bigger, with a **25 / 50 / 75%** reference grid in the background. The dot on the far right is highlighted. Best when you want to see whether a big drop or jump is real, or just a wobble.

Bar - one bar per week

Each bar is one week's percentage - oldest on the left, this week on the right. Older bars are faded; the current-week bar is solid so your eye finds it first. Use it when you want to compare individual weeks.

Pie - this week's share

The pie only shows *this week*, not the trend. It splits the week into slices:

- **Attendance:** how many days present vs absent.
- **Homework:** how many pieces are done, overdue, or still to do.

Under each pie is a small legend telling you exactly what each slice means. The number in the middle is the same ratio spelt out ("4/5" for attendance, "2/3" for homework).

Reading the labels

Alongside each chart the card shows two small labels:

- **The value** - a plain-language sentence: "*Present 4 of 5 days*", "*2 of 3 done*".
- **The trend word** - one of *improving*, *steady*, *slipping*, *falling behind*, or *new*. It's picked automatically from the numbers: small week-to-week wobble counts as **steady** so a one-off blip doesn't panic the app.

If your child has an overdue homework, a red **overdue** pill sits under the homework value with the count.

Latest score

The Latest score card is a bit different. It's not a trend - it's the most recent graded assessment your child's teacher has published: subject, assessment name, and score out of the total. Tap it to open **Live progress** where every subject's mark for the term is laid out with the actual trend line.

Tap to dig deeper

Every card is tappable. Attendance opens the Attendance screen for the term; Homework opens the homework list where you can tick items done; Latest score opens Live progress.

The charts are the summary. The screens they open are the whole story.

10. Lock the app with Face ID or fingerprint

App lock asks for your face or fingerprint every time you open ClassAddmin from the background - so a borrowed phone can't see your child's fees or messages.

Turn it on

1. Tap **More** (bottom tab).
2. Under **Security**, tap the **App lock** toggle.
3. Approve the biometric prompt (Face ID, Touch ID, or fingerprint depending on your phone). This confirms biometrics actually work on your device.

That's it - next time you switch to another app and come back, ClassAddmin will ask you to authenticate before showing anything.

Turn it off

Same toggle. The app will ask you to authenticate again before letting you switch it off - to stop a stolen phone from disabling protection while it's unlocked.

If biometrics fail

- The OS lets you fall back to your phone's **passcode** automatically.
- If neither works, sign out from **More** and sign back in with your phone number.

What's NOT locked

- **Push notifications** still display their content unless you turn off lock-screen previews in your phone's settings.
- **The Paystack payment page** uses its own session - but you'd already be inside the app to start a payment.

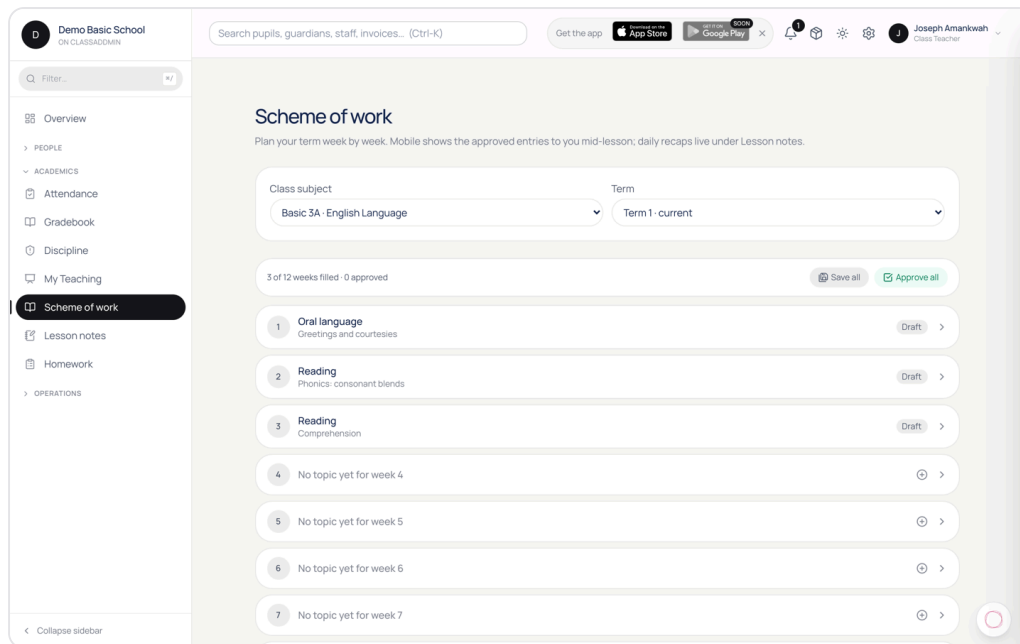
If you don't see the toggle

Your phone may not have a biometric sensor configured. On iOS, set up Face ID under System Settings → Face ID & Passcode. On Android, enable a fingerprint under Settings → Security → Fingerprint. Then come back to the ClassAdmin More tab - the toggle will be active.

Planning

Lesson notes, lesson plans and schemes of work.

11. Schemes of work, lesson plans, lesson notes and signing in



Four things a teacher keeps alongside the register. They're separate on purpose — they answer different questions, at different times.

	Question	When
Scheme of work	What will I cover this term?	Before term
Lesson plan	How will I teach this lesson?	Before the lesson
Lesson notes	What actually happened?	After the lesson
Staff attendance	Was I at school?	Daily

My Teaching

My Teaching is a teacher's own starting point — the classes and subjects you teach, today's lessons, and what's waiting for you. Start here rather than hunting through the sidebar.

Scheme of work

A term-long plan for one **class + subject + term**, written week by week.

1. **Scheme of work.**
2. Pick the class, subject and term.
3. Fill in the weeks — twelve rows, one per week of term.

The head teacher approves it. That's the point of doing it up front: agreeing the term's coverage before the term rather than discovering in week 9 that a topic was missed.

It's readable on the mobile app too, so you can check next week's topic without a computer.

Lesson plans

A plan for a single lesson, laid out in **GES phases**.

Plans go to the head for approval at **Lesson plans → Approvals**, where they can read a plan and either approve it or reopen it for changes. Approvals are for proprietors and head teachers.

Lesson notes

What actually happened in the lesson — written after, not before.

1. **Lesson notes.**
2. The date defaults to **today**; your lessons for that day are listed.
3. Write against the lesson.

Past dates work for catching up. **Future dates don't** — a note is a record of a lesson that has happened, and pre-writing them would make the record worthless.

This is also what feeds the "In class today" line a parent sees, so a note written the same day reaches the family while it's still relevant.

Signing in (staff attendance)

Staff attendance has a sign-in button for you, and your own history.

Location is **requested but never required**. If you refuse the permission, or your phone can't get a fix, you still sign in — it's simply recorded without a location. A sign-in that fails

because of a poor GPS signal would break on exactly the days it matters most: heavy rain, a power cut, a phone that won't settle.

There's a monthly export for whoever handles payroll.

Common gotchas

- **No lessons on the lesson-notes page.** No timetable for you that day — check the date, then the timetable.
- **You can't write a note for next week.** By design. Notes are a record, not a plan; use a lesson plan.
- **Your scheme of work isn't approved.** Approval is the head's. Submit it, then ask.
- **A lesson plan came back reopened.** The head wants changes. Edit it and it goes back for approval.
- **You signed in but it shows no location.** Expected if permission was denied. The sign-in still counts.
- **My Teaching is empty.** You aren't assigned to any class subjects yet — that's set in Settings → Class subjects.