OFFICIAL OPERATIONS MANUAL • COMPLETE PLATFORM EDITION

ShemAcad School Portal

Step-by-Step Illustrated Handbook for School Administrators, Teachers, Form Teachers, Students & Parents

Portal Link: schools.shemalabs.cloud
Active Term Context: All Active Sessions (1st / 2nd / 3rd Term)
Assessment Policy: 40% CA / 60% Exam • **ID Prefix:** SHEMA
Updated: November 2026

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5. Parent Result Portal & QR Verification
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7. Common Questions & Troubleshooting
8. Offline CBT Lab Node & Cloud Sync Guide

Who Uses Which Login?

Role	What They Use to Sign In	Main Tasks
School Admin	Admin Email + Password	Sessions, classes, staff, students, broadsheets & settings
Teacher	Teacher Email + Password	My Class, CBT quizzes, CA/Exam scores & comments
Student	Reg. No. (`SHEMA/SS1/001`) + Password	View Form Teacher, take timed CBT tests, view test history
Parent	Student Registration Number	Check & print verified term report cards online

Golden Setup Order for Every New Term or New School

Before teachers enter scores or students take tests, the School Administrator should always follow this simple 5-step order: **(1) Set Active Session & Term → (2) Verify Classes, Sub-Arms & Subject Allocations → (3) Confirm Teachers Are Assigned to Their Classes & Subjects → (4) Confirm Student Rosters → (5) Check Result Settings (Readiness 100%)**.

SECTION 1 • EVERYONE

Accessing Your School Portal & Signing In

Start from your school's Digital Portal Gateway page to choose the right door for your account.

Step 1.1 Opening the School Portal Gateway

All Users

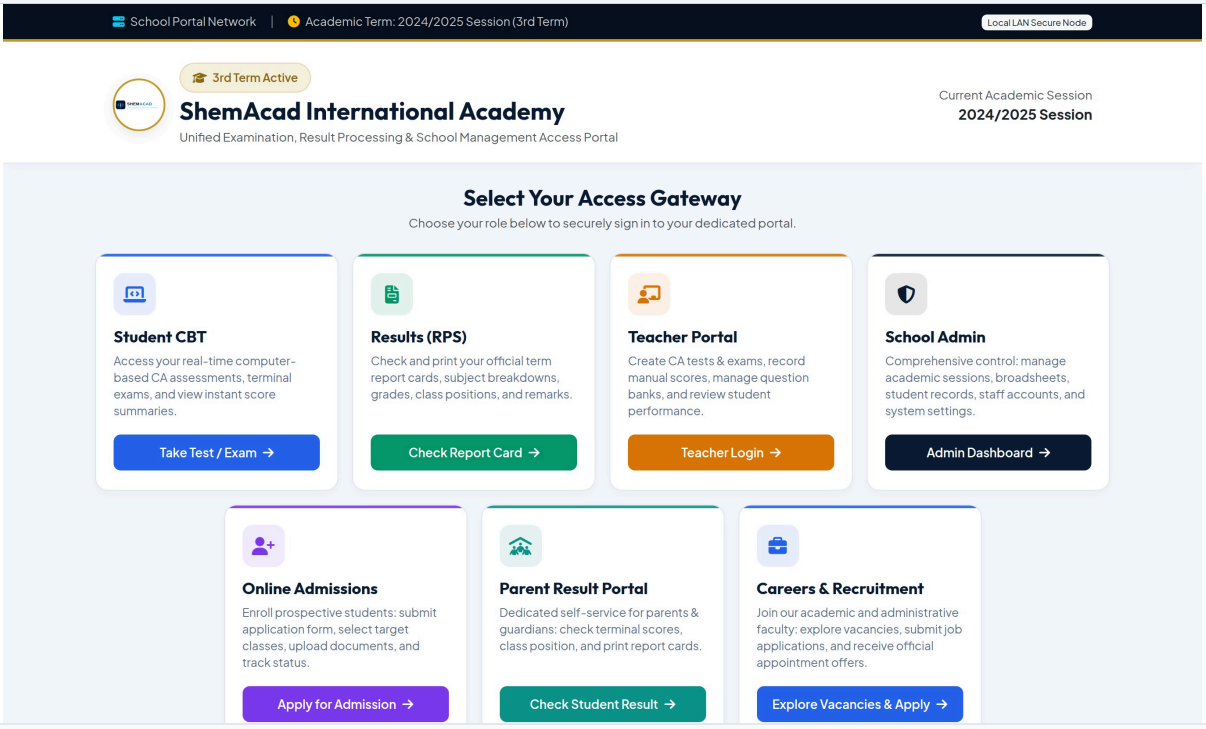
When you visit your school's portal address in Chrome, Edge, or your phone browser, you arrive at the **Access Gateway**. At the top banner you can always see the active academic session and current term.

1. Look at the role cards in the center of the screen.
2. Click **Take Test / Exam** if you are a **Student**.
3. Click **Teacher Login** if you are a **Subject Teacher or Form Teacher**.
4. Click **Admin Dashboard** if you are the **Principal, Exam Officer, or School Admin**.
5. Click **Check Student Result** on **Parent Result Portal** (or **Check Report Card** where shown) to check term report cards.

Helpful Tip

Ask your School Administrator to bookmark your school portal link on all school lab computers and share it on parent WhatsApp groups.

Opening the School Portal Gateway



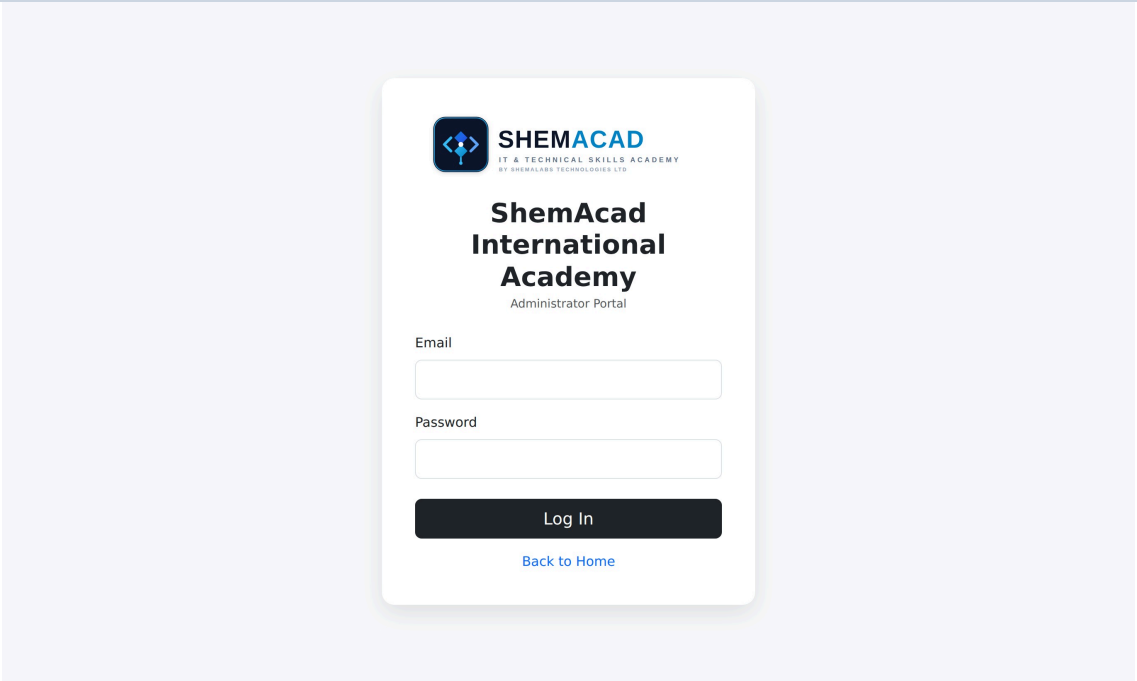
School Digital Portal Gateway showing all access cards and active term banner.

Step 1.2 Signing In With the Right Credentials

All Roles

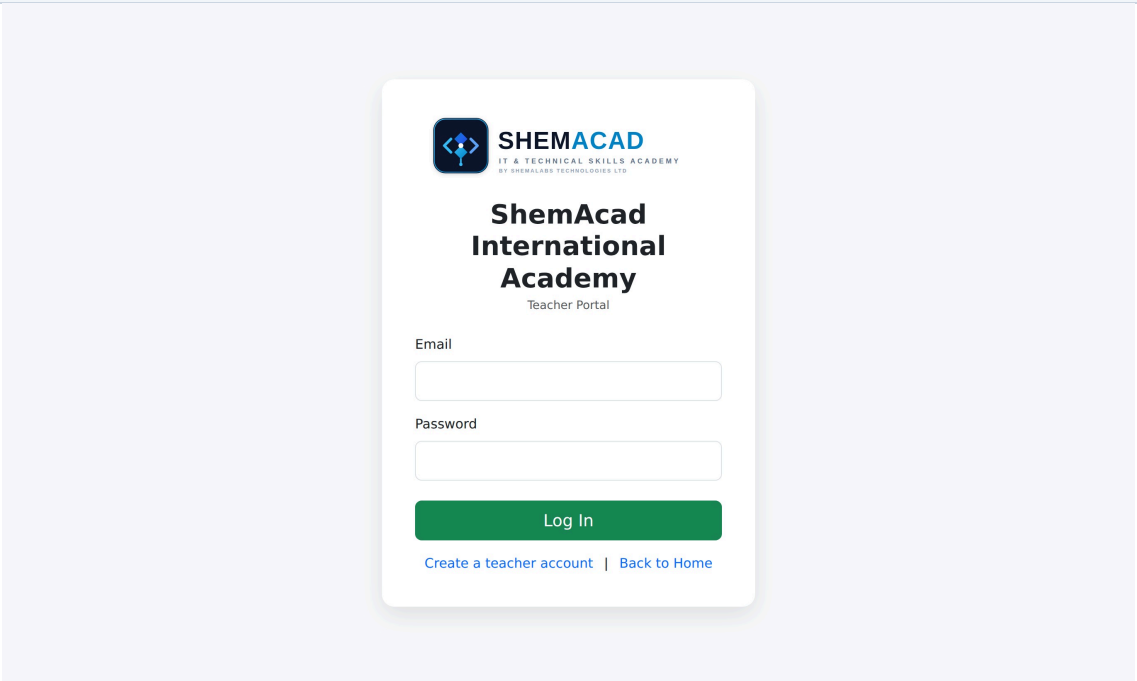
Each portal asks for a slightly different username so student, teacher, and administrator accounts stay strictly separated.

Administrator Login Screen



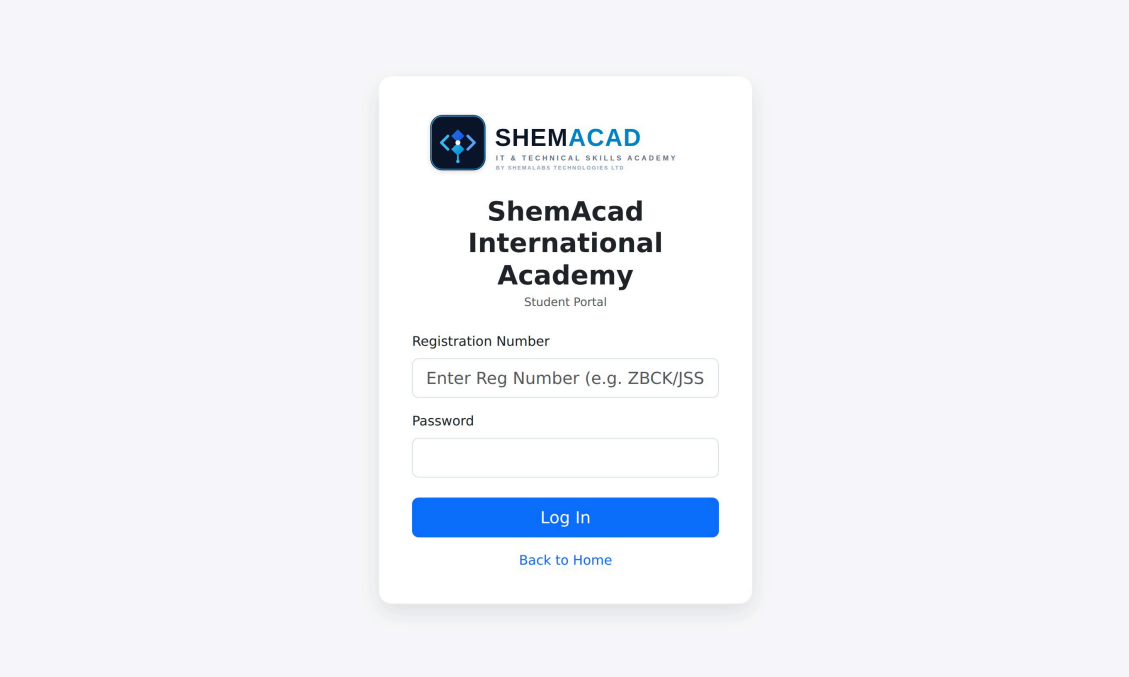
Admin Login: Enter your registered Admin **Email** & Password.

Teacher Login Screen



Teacher Login: Enter your Teacher **Email** & Password.

Student Login Screen



Student Login: Enter your exact **Registration Number** & Password.

Forgot Your Password?

New students and teachers typically start with the default password set by the school (commonly `123456`). If anyone forgets their password, the School Admin can reset it in one click from **Manage Students** or **Manage Teachers**.

SECTION 2 • SCHOOL ADMINISTRATOR, PRINCIPAL & EXAM OFFICER

School Administrator Step-by-Step Guide

Everything the school management team needs to set up terms, classes, staff, students, CBT tests, and report cards.

Step 2.1 Checking Your Admin Dashboard Overview

School Admin

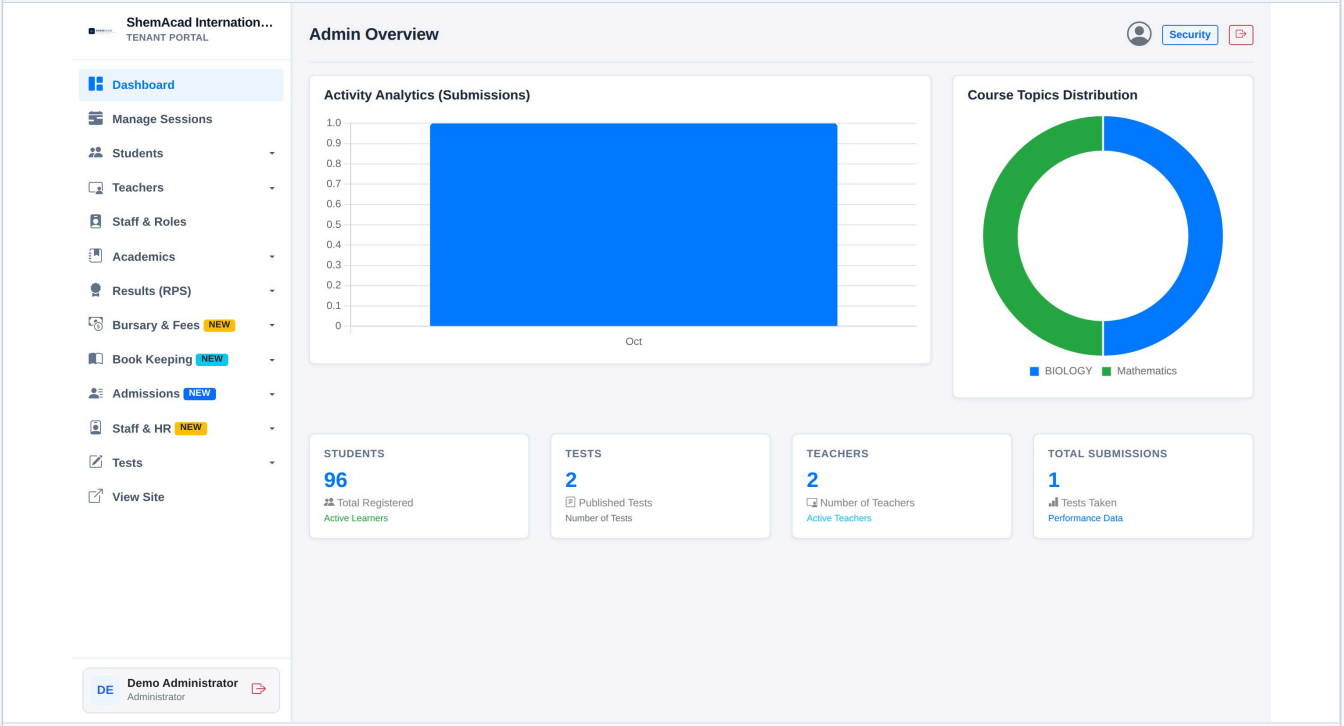
Right after signing in as an Administrator, you land on the **Admin Overview** screen. Use this page as your daily health check.

1. At the bottom, check the four live summary boxes: **Total Students**, **Published Tests**, **Active Teachers**, and **Total Submissions**.
2. At the top, the **Activity Analytics** chart shows test activity over time, and **Course Topics Distribution** shows which subjects have active CBT tests.
3. Use the left white navigation sidebar to jump to any tool. Items with small arrows expand when clicked.

Helpful Tip

Notice your name and role at the bottom-left corner of the sidebar, along with the red logout icon when you finish work on a shared computer.

Checking Your Admin Dashboard Overview



Admin Overview Dashboard showing analytics charts, KPI totals, and left navigation menu.

Step 2.2 Setting the Active Session & Switching Terms

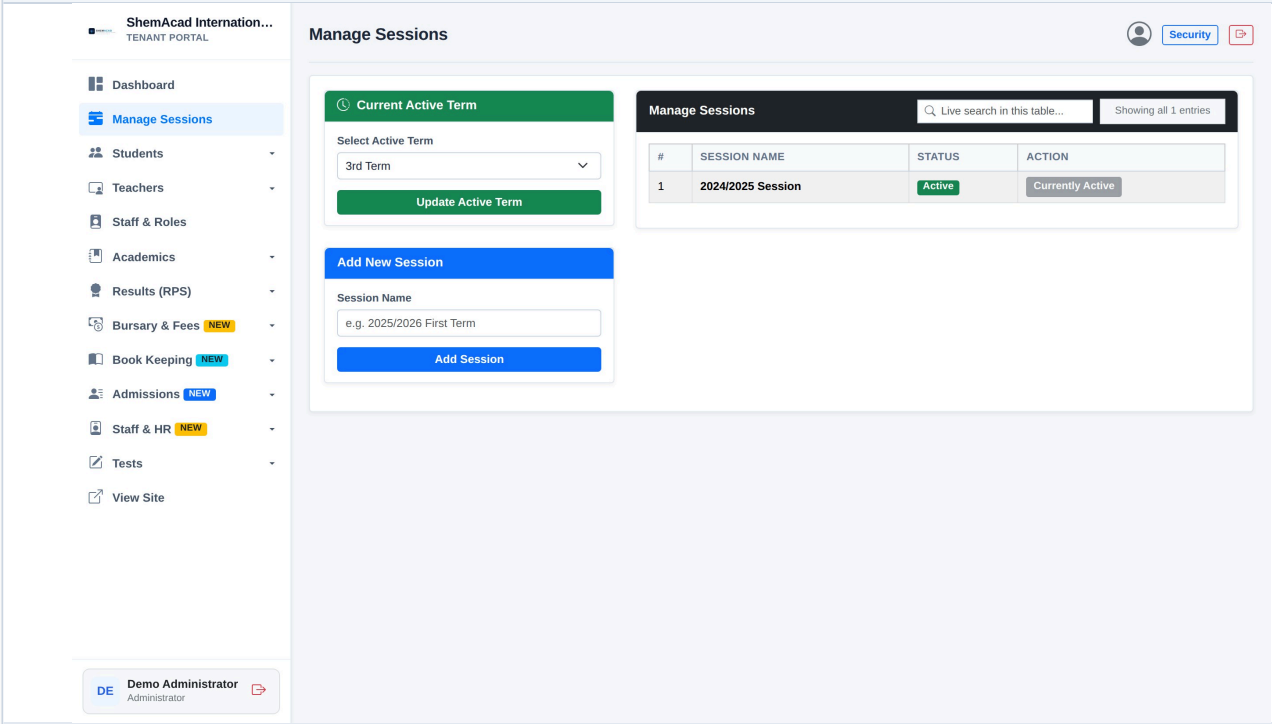
Start Here Every Term

Your entire school operates inside whichever **Session** and **Term** is marked Active. All new tests, score entries, and report cards automatically save under the active session and term.

1. In the left sidebar, click **Manage Sessions**.
2. To start a brand-new school year, type the name under **Add New Session** (for example `2026/2027 Session`) and click **Add Session**.
3. In the **Manage Sessions** table on the right, click **Set as Active** next to the current school year.
4. At the start of 1st Term, 2nd Term, or 3rd Term, use the **Select Active Term** dropdown at top-left, choose the term, and click **Update Active Term**.

> **Helpful Tip**
> Never delete old academic sessions! Past sessions remain safely archived so you or parents can reprint historical report cards anytime.

Setting the Active Session & Switching Terms



Manage Sessions page showing active term selector and session activation table.

Step 2.3 Activating Sections, Managing Classes & Assigning Form Teachers

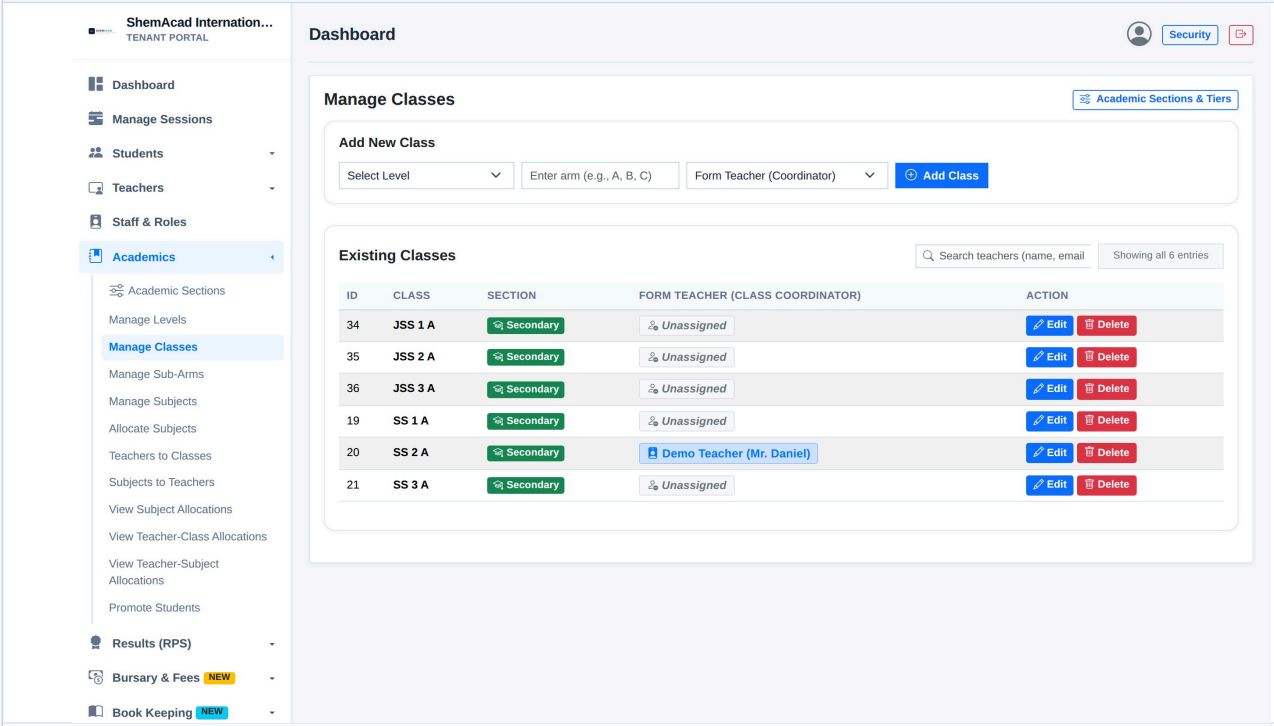
Academics Setup

Before adding students, verify that your school's educational sections, classes, and Form Teachers are properly linked.

1. Go to **Academics** → **Academic Sections** to switch ON **Nursery**, **Primary**, or **Secondary Education** for your school, then click **Save Academic Structure**.
2. Go to **Academics** → **Manage Classes** to create class arms (such as `JSS 1 A`, `SS 1 A`, `Primary 3 Gold`).
3. Choose the **Level**, type the **Arm** name (e.g. `A`), pick the **Form Teacher (Coordinator)** from the dropdown, and click **Add Class**.
4. To assign or change a Form Teacher on an existing class, click **Edit** beside that class row in the table.

> **Helpful Tip**
> Assigning a Form Teacher here unlocks two key features immediately: the teacher sees **My Class** on their portal, and every student in that class sees their Form Teacher's name bold at the top of their Student Portal.

Activating Sections, Managing Classes & Assigning Form Teachers



Manage Classes screen showing class arms and assigned Form Teachers.

Step 2.4 Setting Up Sub-Arms (Science / Arts / Commercial Streams)

Senior Classes

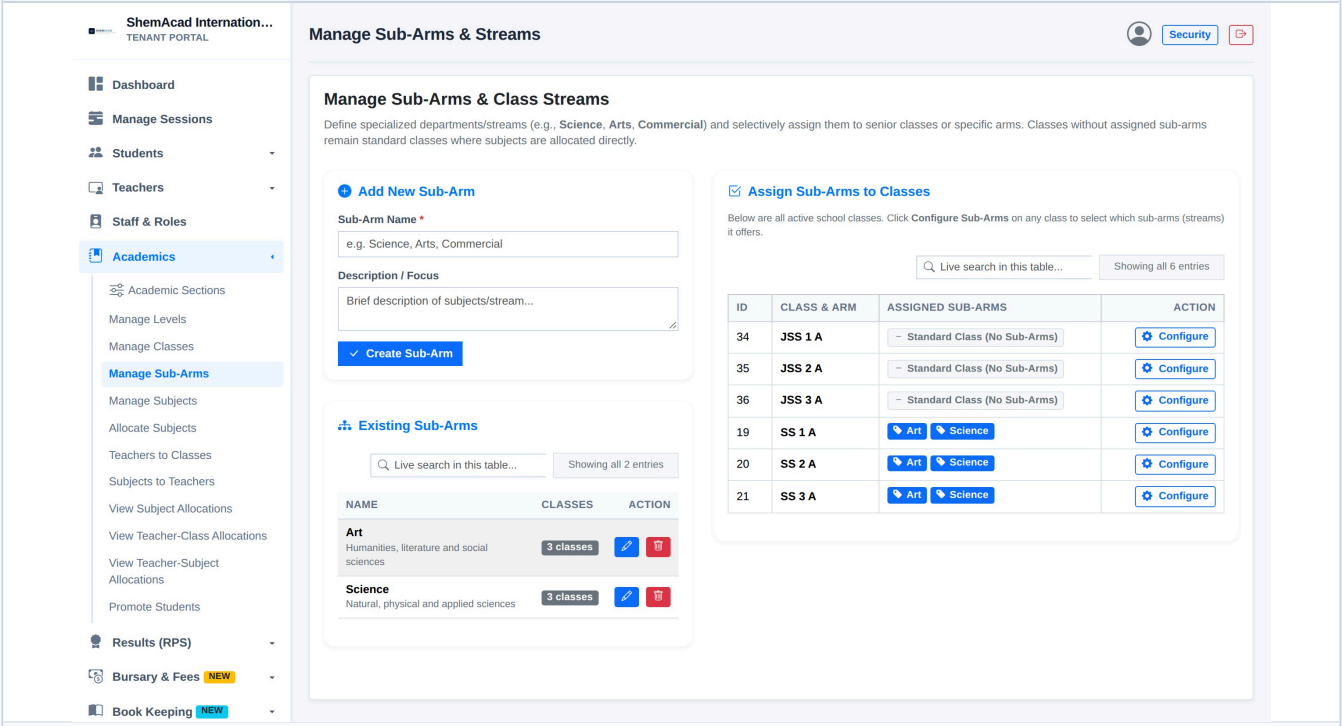
If your senior classes (such as SS 1–SS 3) split students into departments like **Science**, **Art**, or **Commercial**, configure Sub-Arms so students only see and take tests for their own department.

1. Go to **Academics** → **Manage Sub-Arms**.
2. To create a stream, type its name under **Add New Sub-Arm** (e.g. `Science`, `Art`, `Commercial`) and click **Create Sub-Arm**.
3. In the right-hand table **Assign Sub-Arms to Classes**, click **Configure** on each senior class (like `SS 1 A`) and tick the streams offered in that class.
4. Junior classes like `JSS 1 A` stay as *Standard Class (No Sub-Arms)* so every junior student shares the full subject list.

Helpful Tip

Once a class has streams assigned, you can filter broadsheets and class rosters by stream with one click.

Setting Up Sub-Arms (Science / Arts / Commercial Streams)



Manage Sub-Arms screen mapping Science and Art streams to Senior Secondary classes.

Step 2.5 Allocating Subjects to Classes & Streams

Curriculum Setup

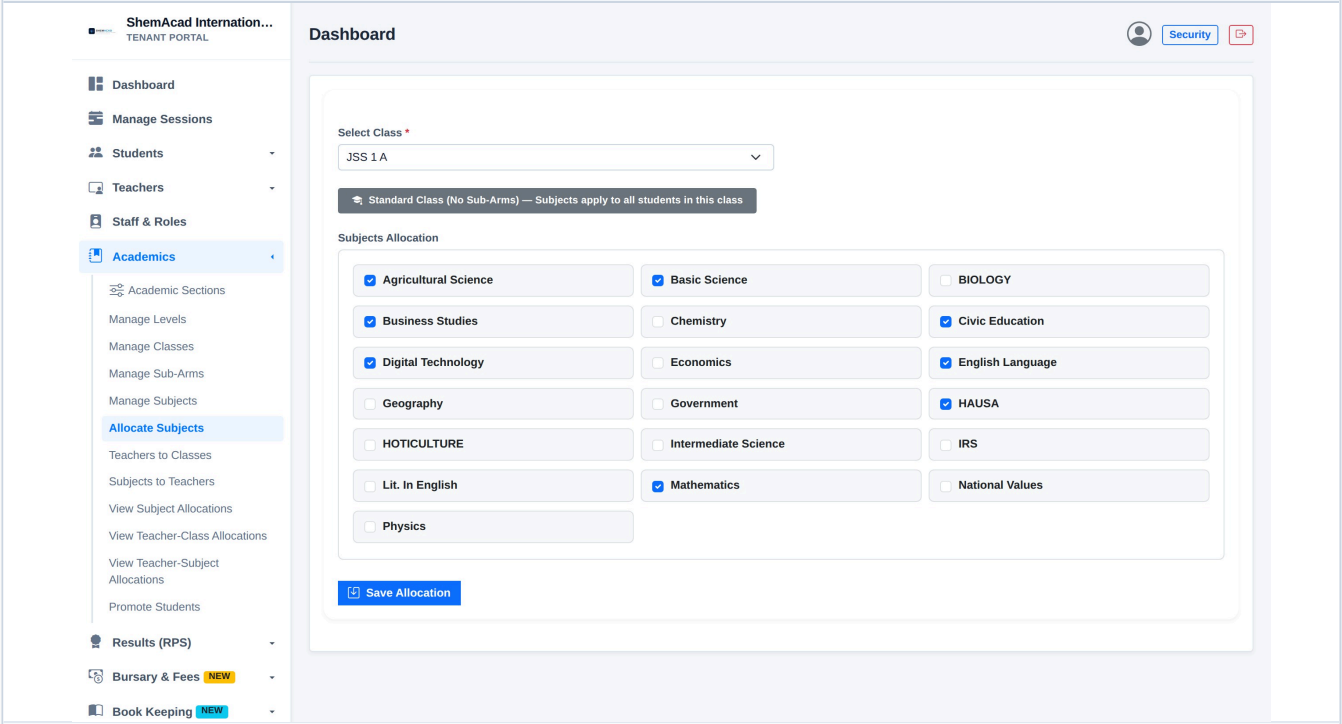
Students and result broadsheets only display subjects officially allocated to their class.

1. First ensure all your subjects exist under **Academics** → **Manage Subjects**.
2. Next open **Academics** → **Allocate Subjects**.
3. Select a class from **Select Class** (for example `JSS 1 A` or `SS 1 A`). If the class has streams, also pick the target stream (or General/Core).
4. Tick the checkboxes next to every subject offered in that class and click **Save Allocation**.

Helpful Tip

To review or remove mistakes later, open **View Subject Allocations** under Academics.

Allocating Subjects to Classes & Streams



Allocate Subjects screen with checked class subjects and Save Allocation button.

Step 2.6 Adding Teachers, Assigning Subjects & Staff Roles

Staff Setup

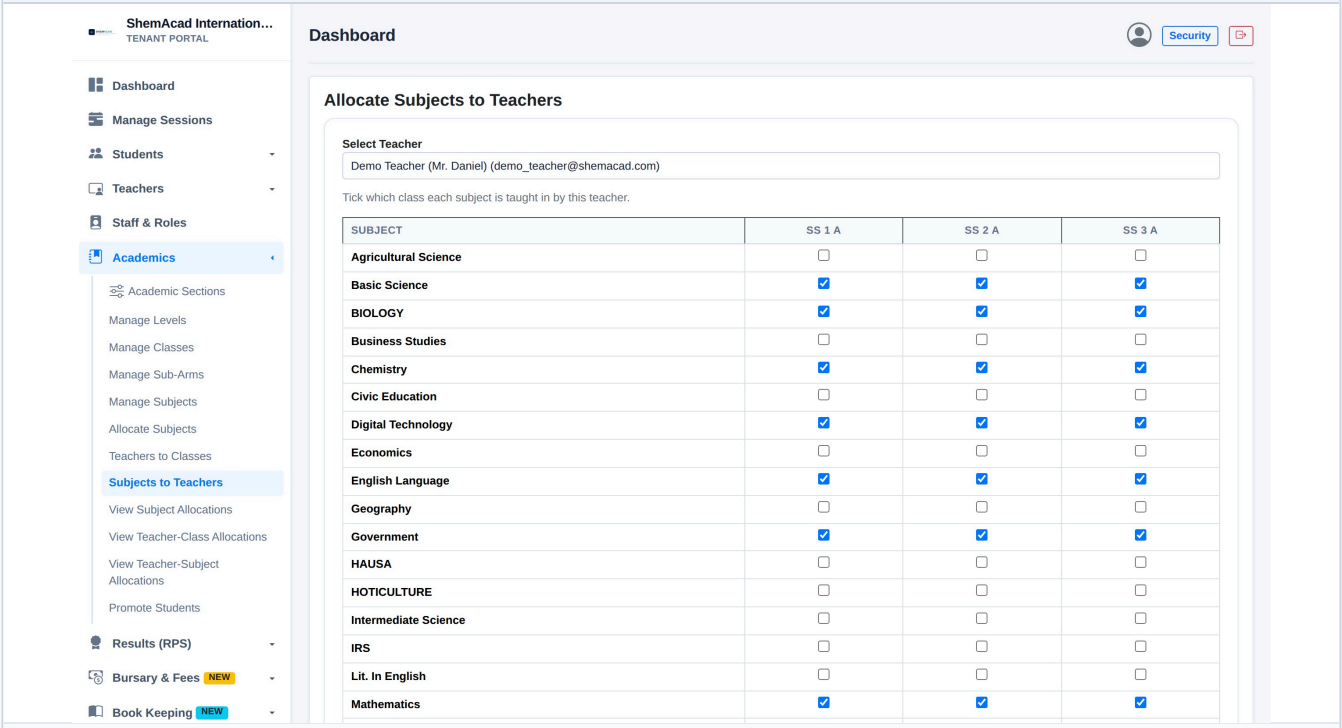
Every subject teacher needs an account and must be assigned to the exact classes and subjects they teach before they can create tests or enter scores.

1. Go to **Teachers** → **Add Teacher** (or click **Import Staff** inside Manage Teachers to upload/paste a spreadsheet list).
2. Inside **Teachers** → **Manage Teachers**, use the search bar or filters, click the **blue Edit button** to update details, or click the **yellow Key button** to reset a forgotten teacher password back to `123456`.
3. Next go to **Academics** → **Teachers to Classes**, pick a teacher, check the classes they teach, and save.
4. Then go to **Academics** → **Subjects to Teachers**, select the teacher, tick the grid checkboxes where each subject meets each class, and click **Save Subject Allocations**.

Helpful Tip

If your school uses Bursary or Library add-ons, open **Staff & Roles** in the sidebar to create dedicated **Accountant**, **Librarian**, or additional **Co-Administrator** logins.

Adding Teachers, Assigning Subjects & Staff Roles

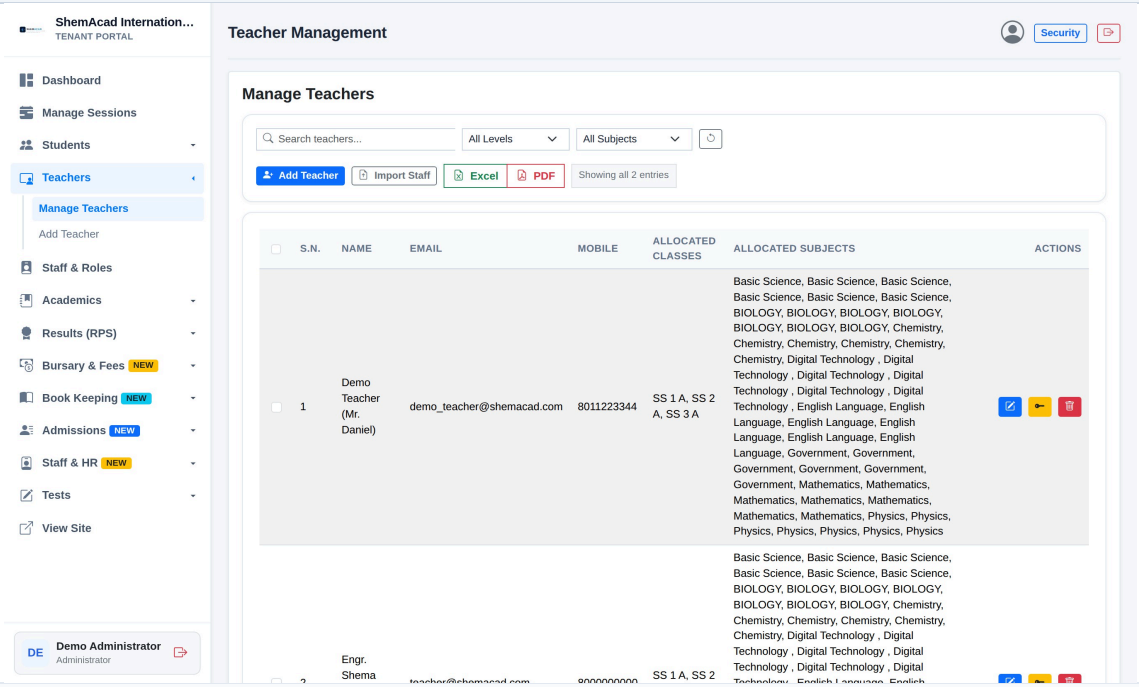


Allocate Subjects to Teachers grid mapping subjects to specific classes for each teacher.

Step 2.6b Manage Teachers Directory & Staff Roles Reference

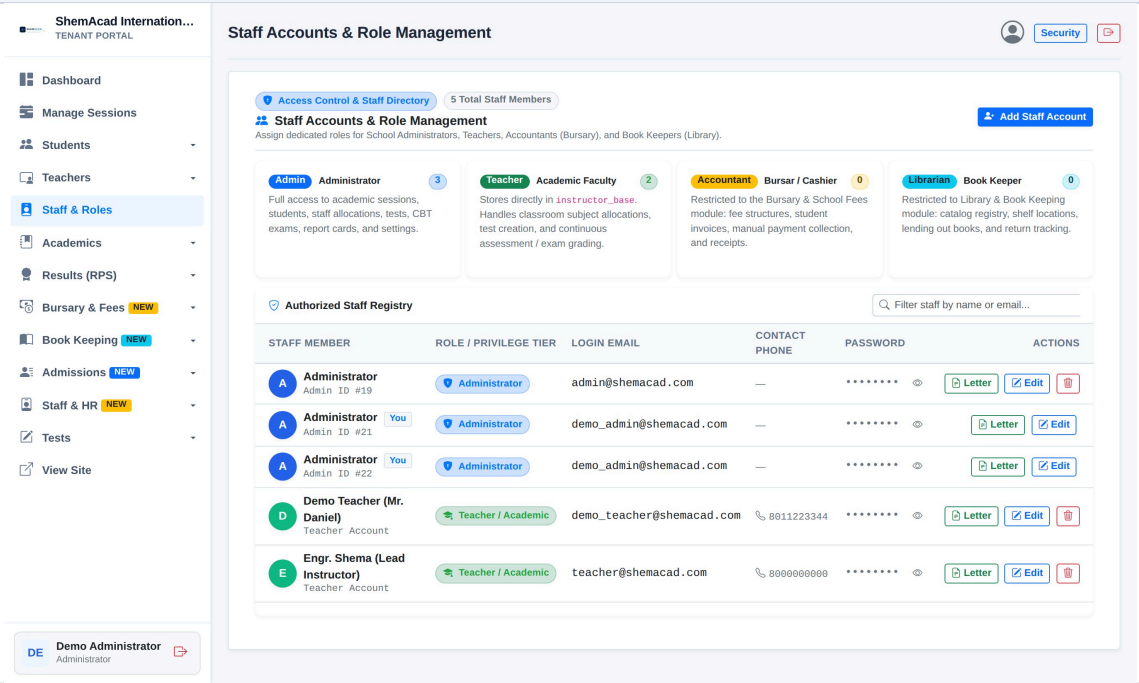
Reference

Manage Teachers Directory



Manage Teachers: Search teachers, bulk import staff spreadsheets, export Excel/PDF, or reset passwords (yellow key button).

Staff Accounts & Role Management



Staff & Roles: Manage Administrators, Teachers, Accountants, and Librarians in one directory.

Step 2.7 Enrolling Students (Single Form & Bulk Spreadsheet Upload)

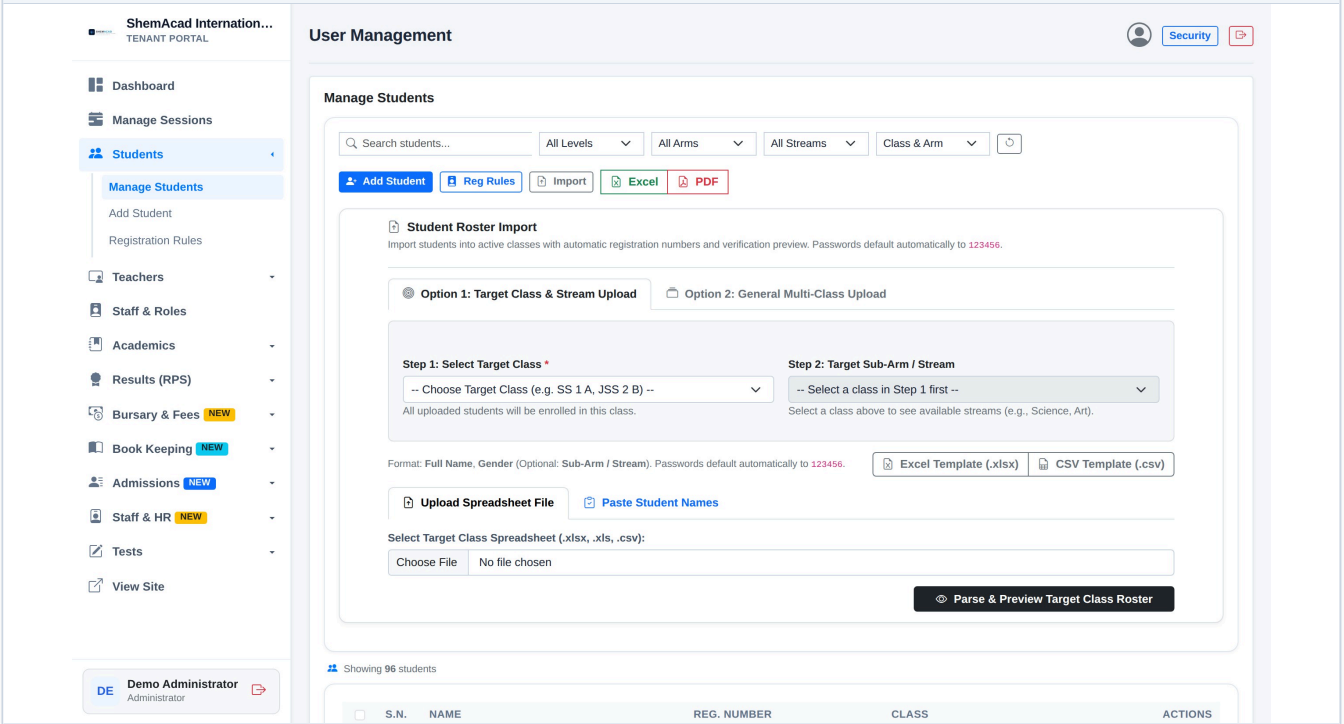
Student Roster

You can register students one-by-one or upload an entire class list from Microsoft Excel or Google Sheets in seconds.

1. **One Student at a Time:** Go to **Students** → **Add Student**. Type Full Name, pick Class (and Sub-Arm stream if Senior Secondary). The Registration Number is generated automatically according to your school's pattern! Click **Enroll Student**.
2. **Bulk Upload Whole Class:** Go to **Students** → **Manage Students** and click **Import** at the top toolbar.
3. Pick the Target Class (and stream), download the template or paste student names directly from Excel, then click **Parse & Preview Target Class Roster** to inspect every row before saving.
4. **Managing Passwords & Reg Rules:** In **Manage Students** click the yellow key icon to reset any student password to `123456`. Open **Registration Rules** to customize your school acronym (e.g. `SHEMA/SS1/001`).

> **Helpful Tip**
> Always use the **Preview** step before confirming bulk imports so you can catch spelling errors or wrong classes immediately.

Enrolling Students (Single Form & Bulk Spreadsheet Upload)

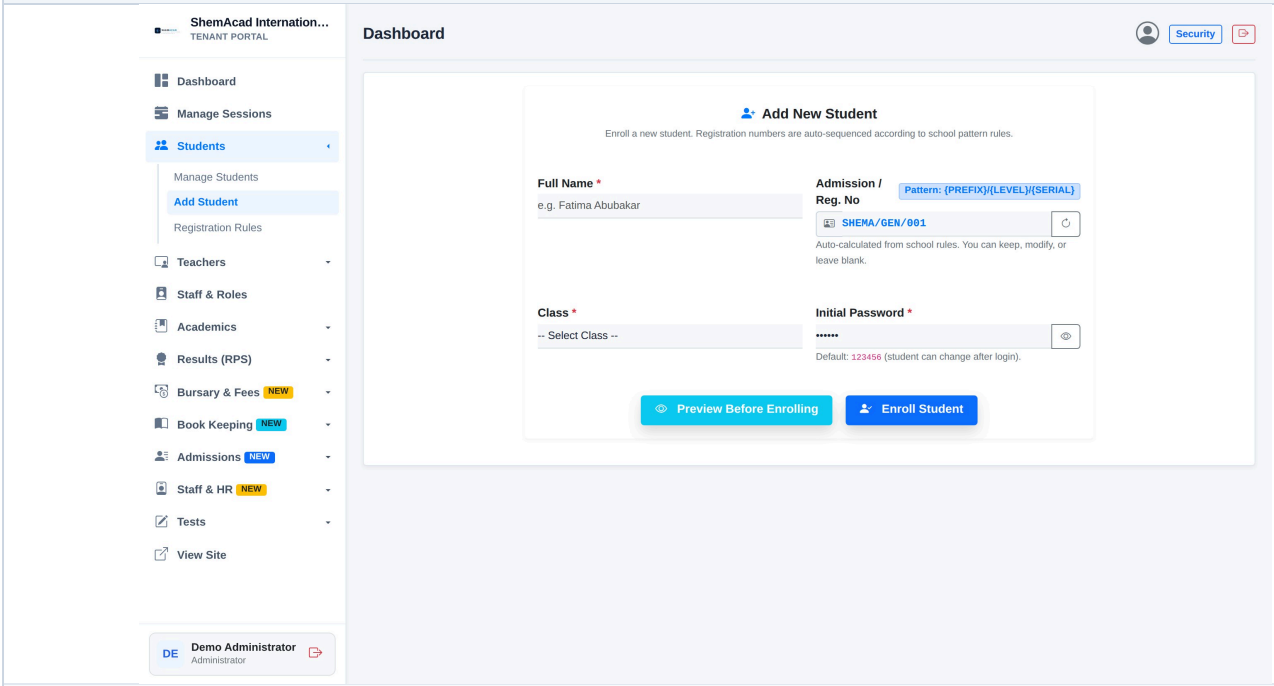


Student Roster Import panel inside Manage Students supporting Excel, CSV, and direct copy-paste.

Step 2.7b Add Student Form, Roster Filters & End-of-Session Promotion

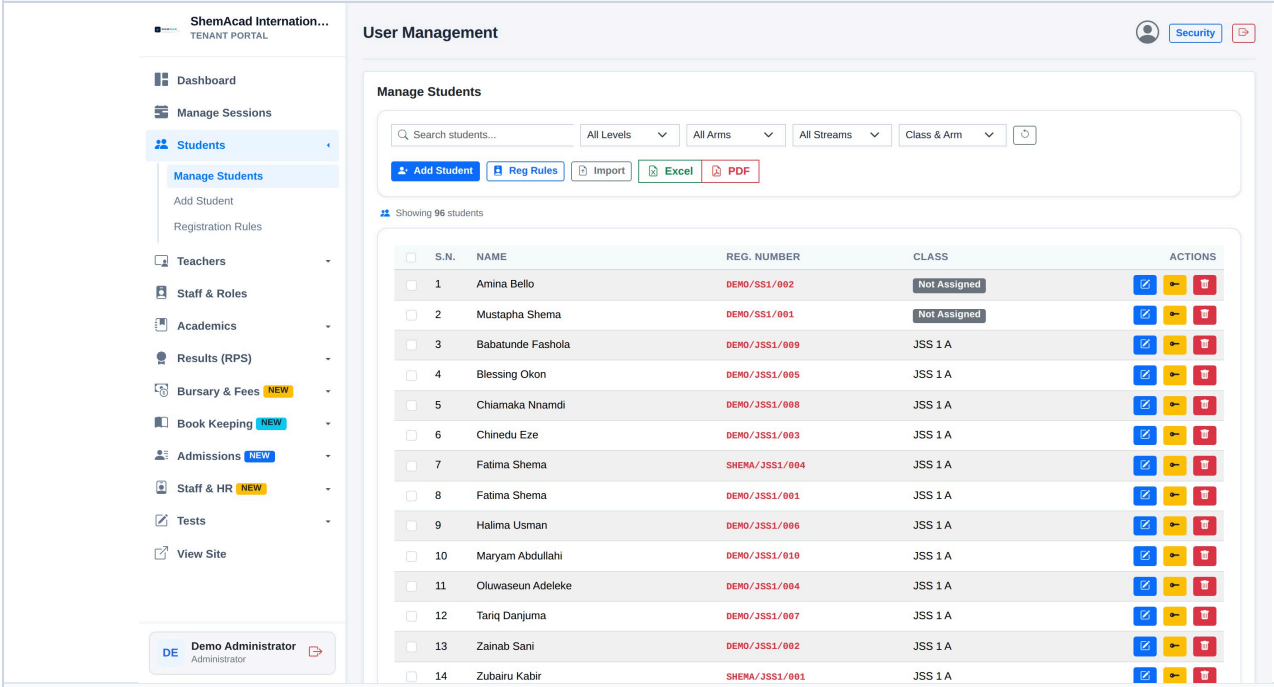
Student Lifecycle

Add New Student Form



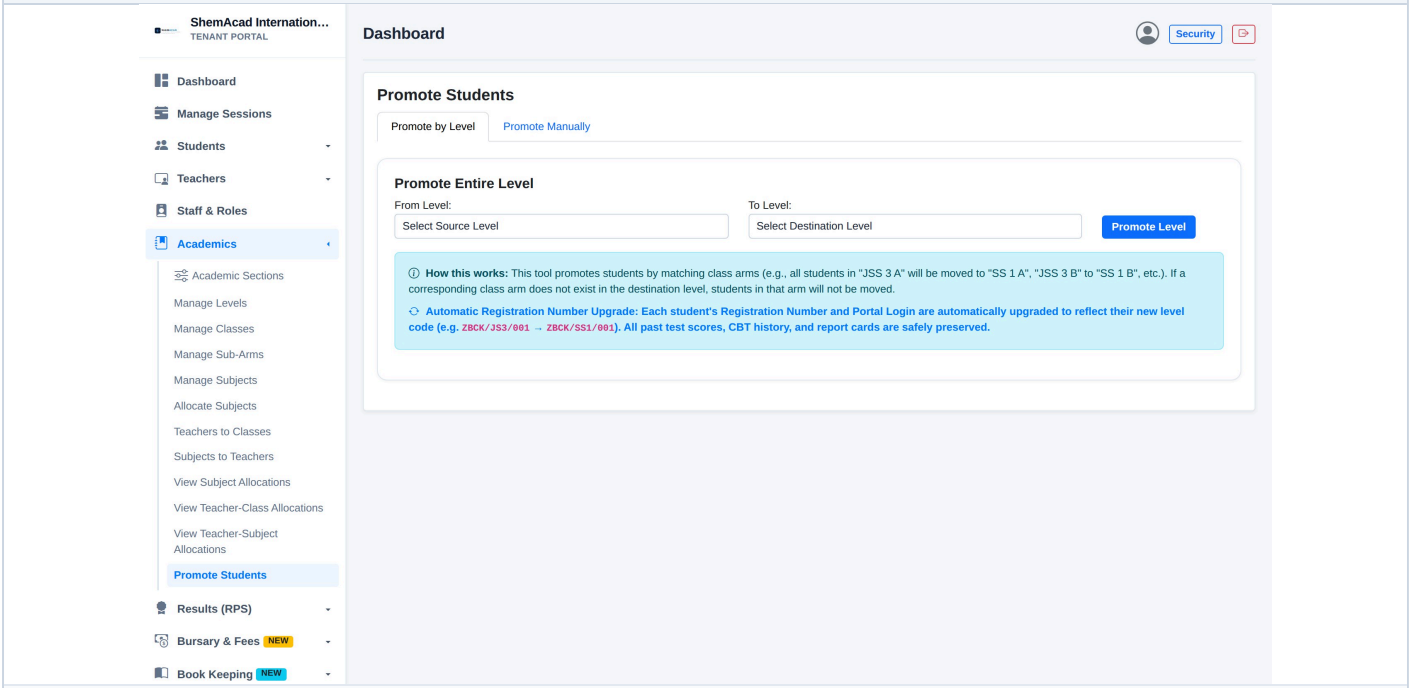
Add Student: Auto-generates next Registration Number and lets you preview before saving.

Manage Students Table



Manage Students: Filter by Level, Arm, or Stream; export Excel/PDF; edit or reset passwords.

Promote Students Tool



Promote Students: Move a whole level up (e.g. JSS 1 → JSS 2) cleanly at session end.

How End-of-Year Promotion Works (Academics → Promote Students)

Promote top classes **downwards** (first graduate/move SS 3, then SS 2 → SS 3, then SS 1 → SS 2, etc.) so two levels do not mix together! All past report cards and CBT history stay safely preserved, and student Registration Numbers upgrade automatically if enabled in **Registration Rules**.

Step 2.8 Configuring School Assessment Limits & CBT Policy

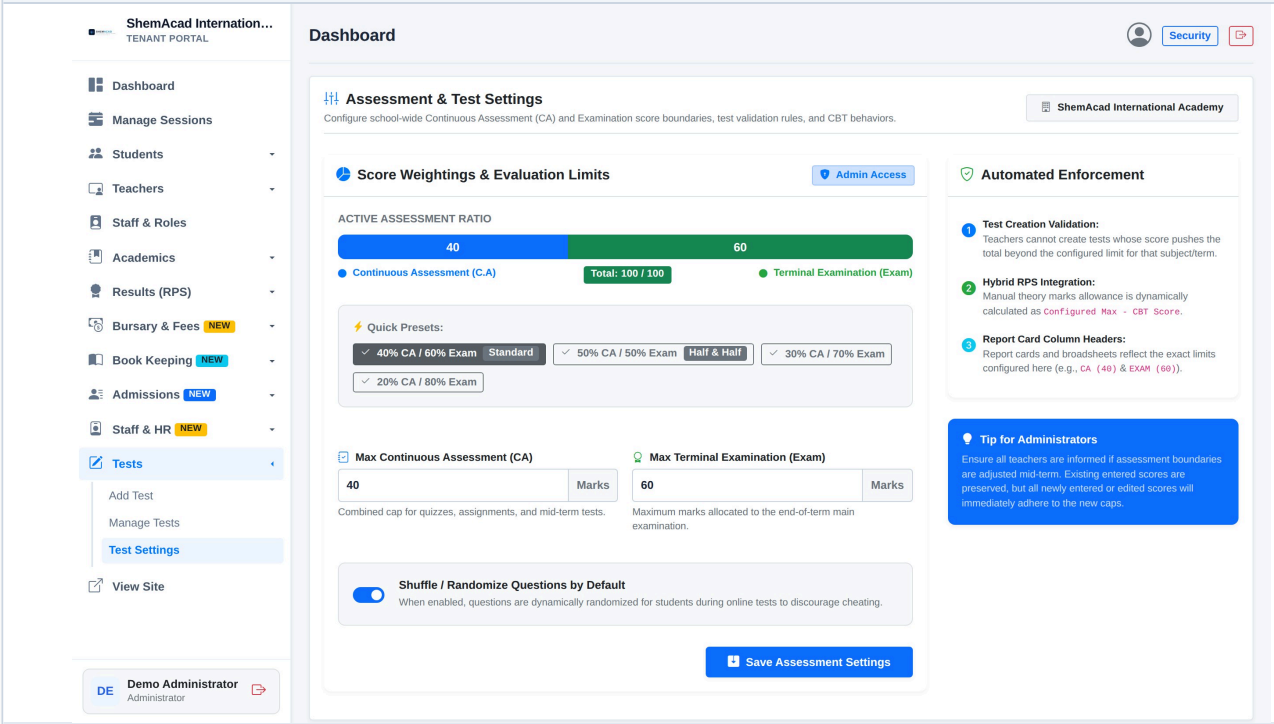
Before Exams

Decide how many marks belong to Continuous Assessment (CA) versus Terminal Exams (your school setting: **40% CA / 60% Exam**). The system automatically protects teachers from exceeding these limits.

1. Go to **Tests** → **Test Settings**.
2. Click a quick preset button (such as **40% CA / 60% Exam** or **50% CA / 50% Exam**) or type your custom split totaling **100 marks**.
3. Leave **Shuffle / Randomize Questions by Default** switched ON so students sitting next to each other see questions in different order.
4. Click **Save Assessment Settings**.

> **Helpful Tip**
>
> If a teacher sets a 20-mark CBT CA test, the Result System automatically locks that 20 and only allows up to 20 more manual CA marks (out of 40) during score entry.

Configuring School Assessment Limits & CBT Policy



Assessment & Test Settings controlling CA/Exam split and automatic question shuffling.

Step 2.9 Configuring Result Settings & Pre-Flight Inspection

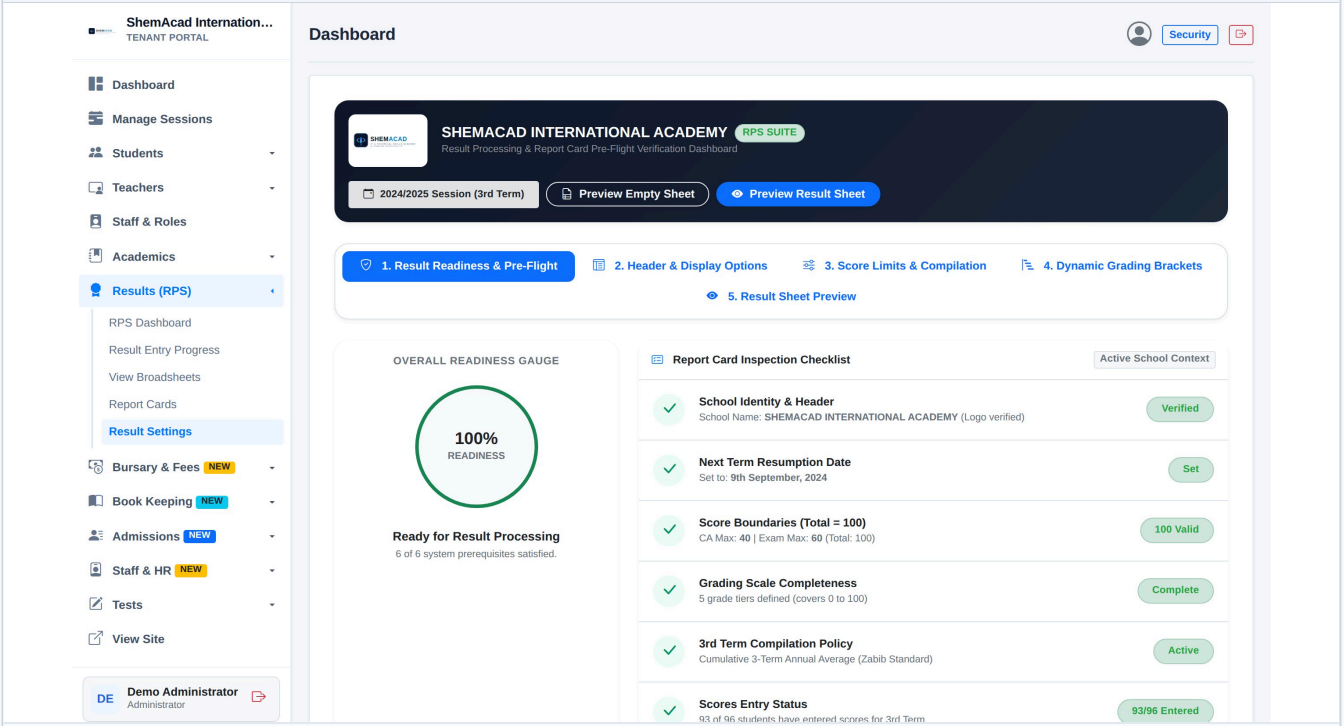
Results Setup (RPS)

Open **Results (RPS)** → **Result Settings** to make sure report cards look exact and pass 100% of checks before compiling.

1. **Tab 1 — Result Readiness & Pre-Flight:** Check that the green gauge reads **100% READINESS** and all 6 checklist items (Logo, Resumption Date, 100-mark limits, Grading Scale, Compilation Policy, Score Entry) show green badges.
2. **Tab 2 — Header & Display Options:** Upload your official school crest, confirm your school name, motto, campus address, and set **Next Term Resumption Date**. Toggle visibility of Position, Class Max, Traits, and Signatures.
3. **Tab 3 — Score Limits & Compilation:** Enable or disable **3rd Term Cumulative Evaluation** (combines 1st + 2nd + 3rd Term averages on 3rd term report cards).
4. **Tab 4 — Dynamic Grading Brackets:** Click **Load Preset Scale** (Standard A–F, Nigerian WAEC A1–F9, or Cambridge) or add custom grade brackets and remarks.
5. **Tab 5 — Result Sheet Preview:** Inspect a live preview or print an Empty Blank Result Sheet template.

> **Helpful Tip**
> Every change in Result Settings updates all broadsheets and report cards across your school immediately — no developer help required.

Configuring Result Settings & Pre-Flight Inspection



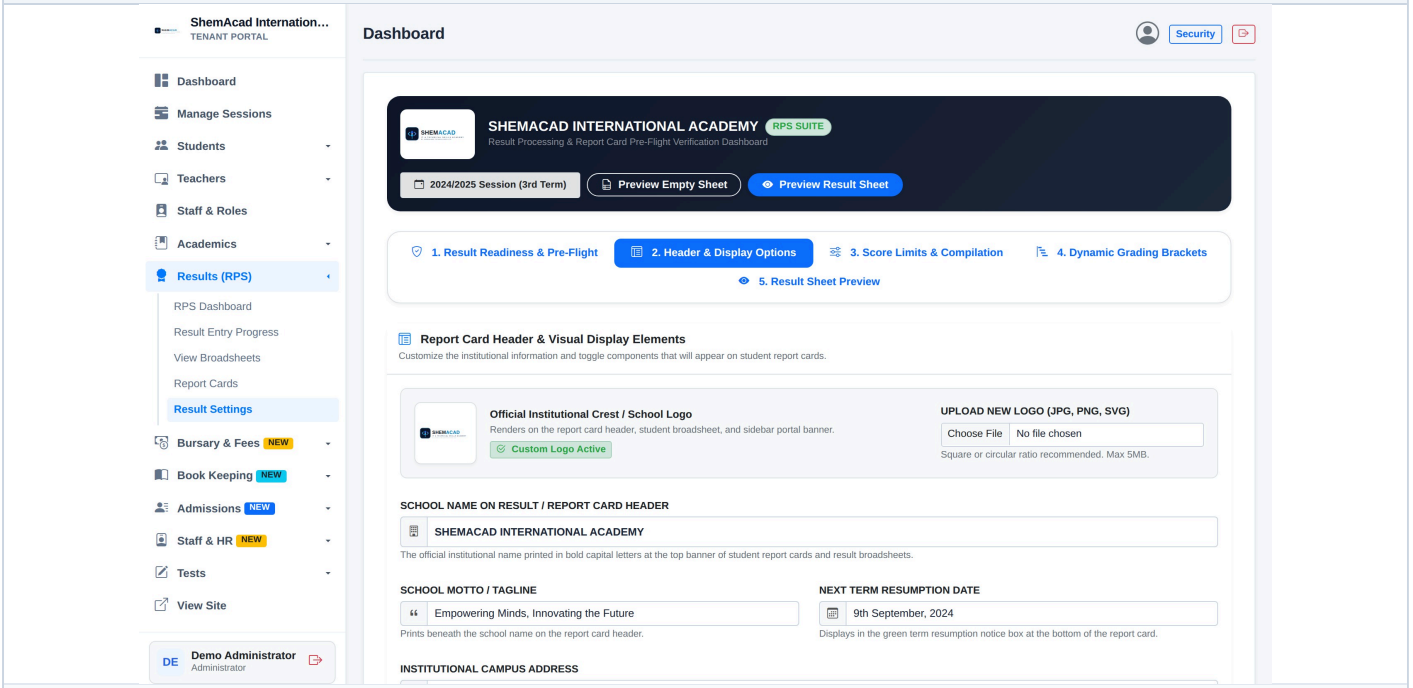
Result Settings Pre-Flight Verification dashboard confirming 100% readiness before processing.

Step 2.9b

Inside Result Settings: Header Branding, Grading Scale & Live Sheet Preview

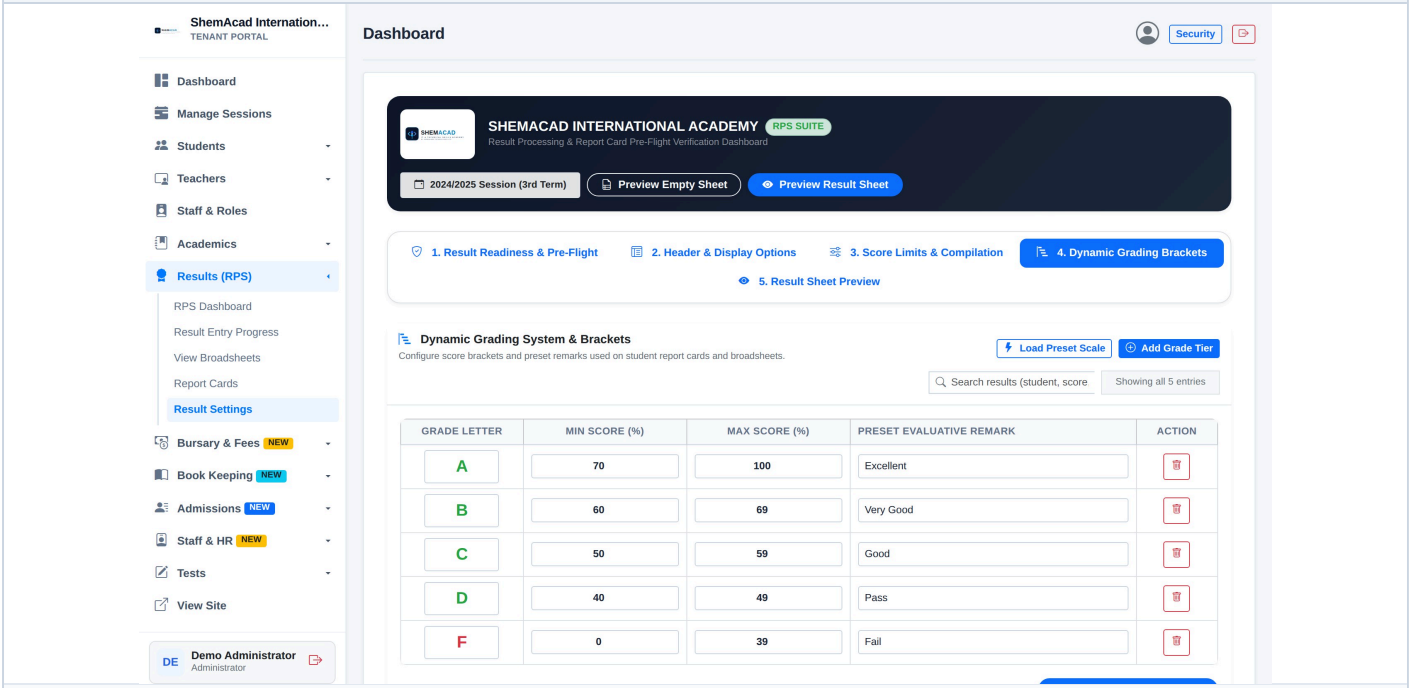
RPS Customization

Tab 2: Report Card Header & Display Options



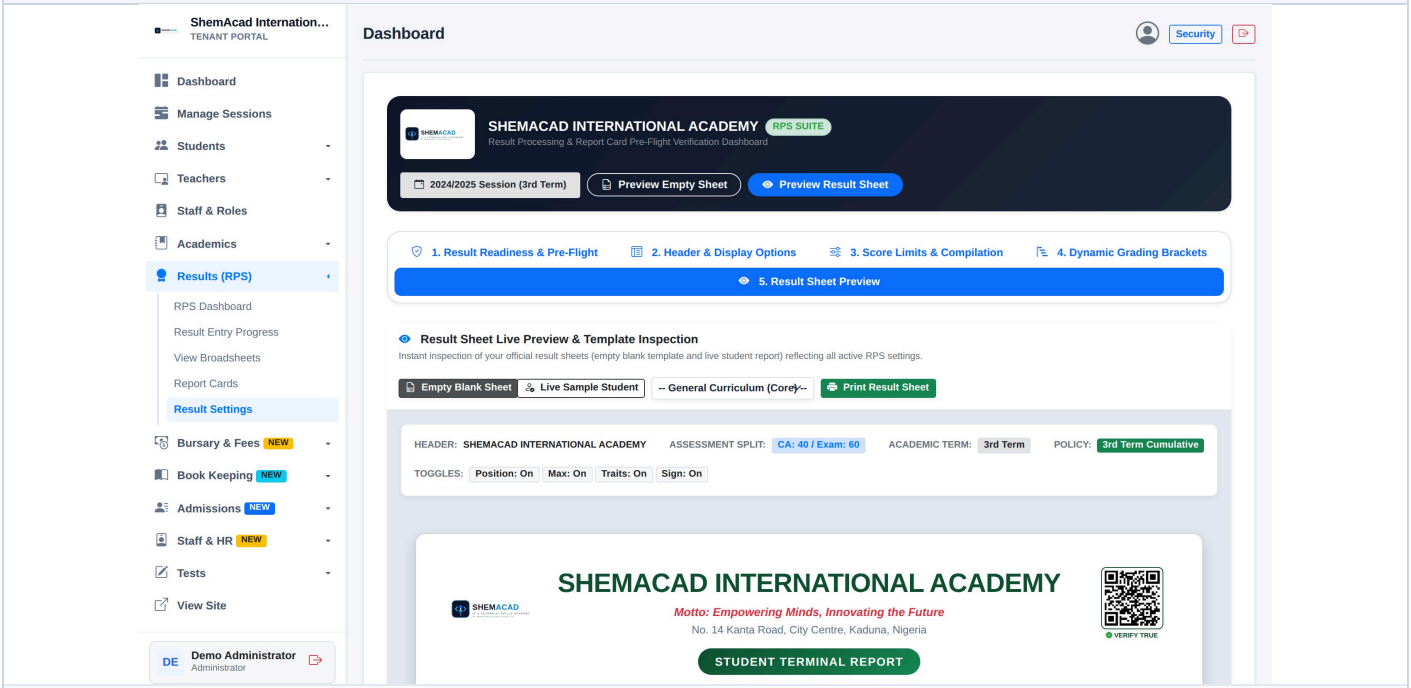
Header & Display (Tab 2): Upload crest, motto, address, and next resumption date.

Tab 4: Dynamic Grading Scale



Dynamic Grading (Tab 4): Edit min/max score brackets or load WAEC / Cambridge presets.

Tab 5: Live Report Card Preview



Live Sheet Preview (Tab 5): Inspect Empty Blank Sheet or Sample Student Report before printing.

Step 2.10

Processing Class Results, Viewing Broadsheets & Printing Report Cards

End of Term Processing

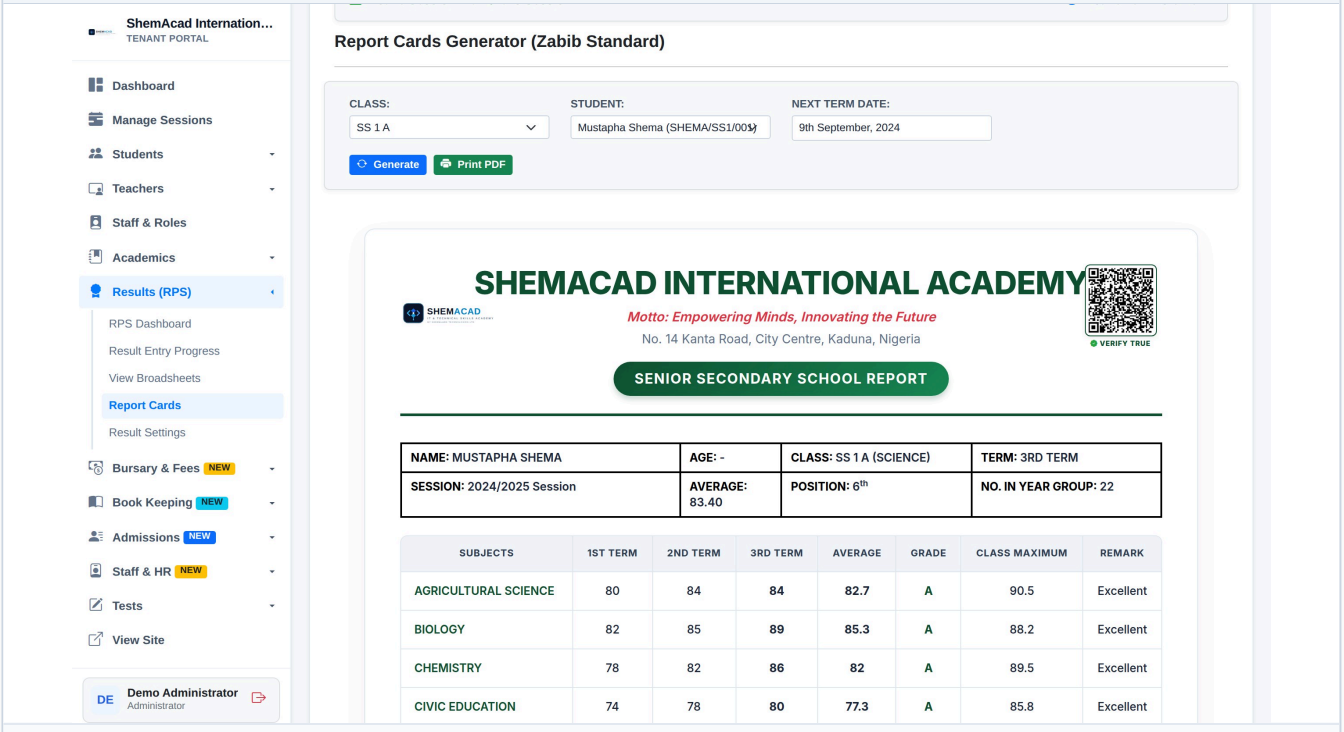
Once teachers finish entering scores and Form Teachers finish comments, the Exam Officer or Admin runs final compilation in three quick steps.

1. **Process Class Results:** Open **Results (RPS)** → **Result Entry Progress**. Watch each class progress bar reach completion, then click **Process** (or **Force Process** if some optional subjects were omitted) so overall averages and **1st, 2nd, 3rd Positions** are computed.
2. **Check Master Broadsheet:** Open **View Broadsheets**, pick a class, optionally filter by stream (Art / Science), review every student's subject scores side-by-side, or click **Export CSV / Excel** or **Print Broadsheet**.
3. **Generate & Print Report Cards:** Open **Report Cards**, select Class and Student (or leave Student on *All Students — Batch Print*), confirm Next Term Date, click **Generate**, and click **Print PDF**.

Helpful Tip

Any time a teacher edits or adds a score after results were already processed, always return to **Result Entry Progress** and click **Process / Force Process** again so class averages and positions recalculate.

Processing Class Results, Viewing Broadsheets & Printing Report Cards

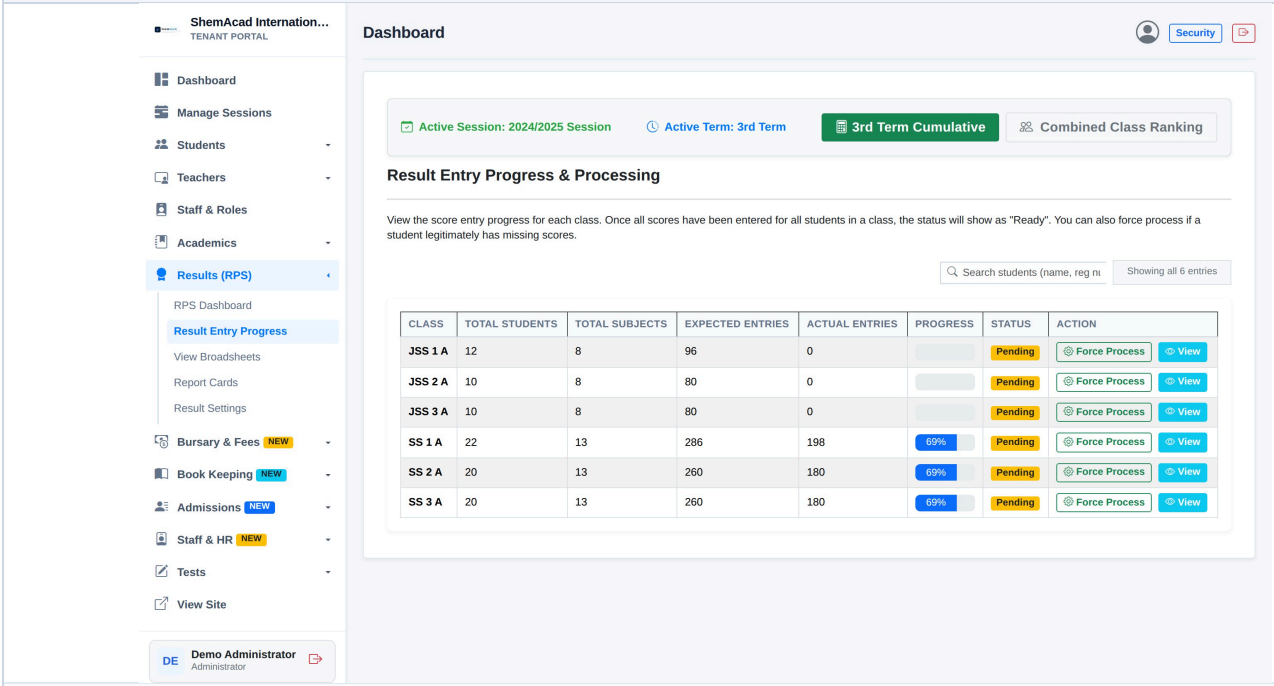


Official QR-verified Report Card printout generated directly from the RPS module.

Step 2.10b Result Entry Progress & Master Class Broadsheet Screens

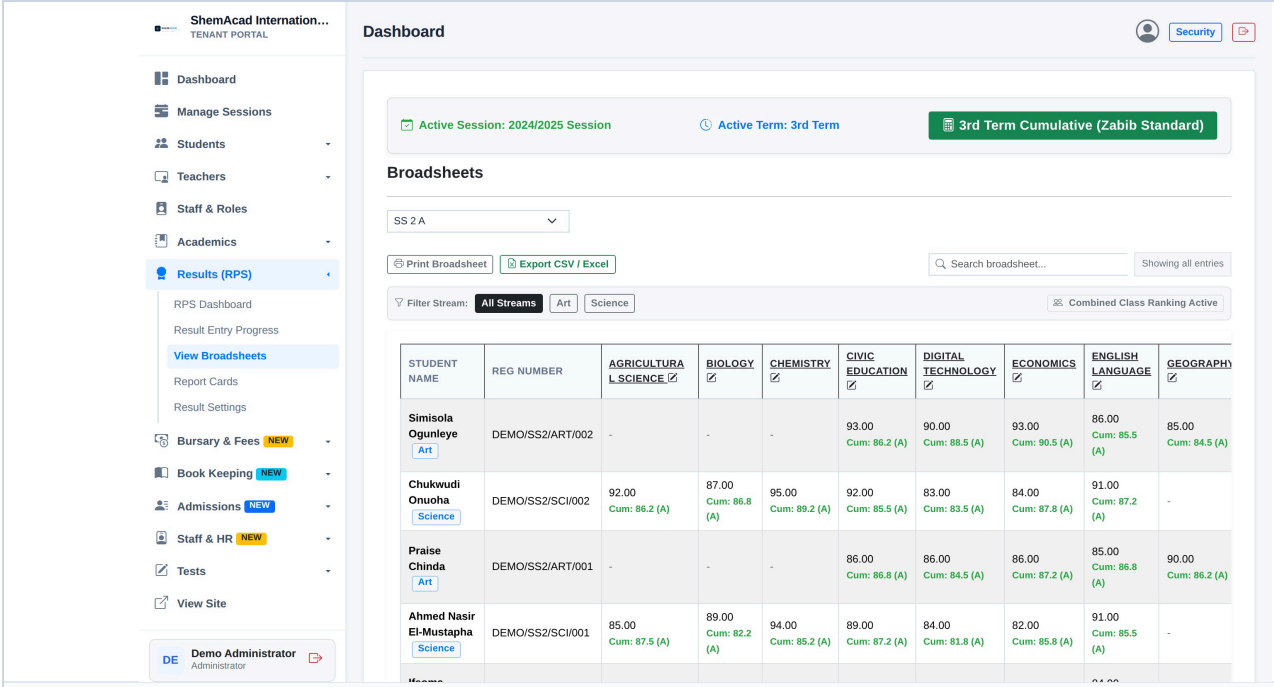
RPS Compilation

Result Entry Progress & Processing



Result Entry Progress: Track how many subject scores are entered per class and click Process / Force Process.

Master Class Broadsheet



View Broadsheets: Compare all subjects in one table, filter by stream, click any subject header to jump straight to edits, or export Excel.

SECTION 3 • SUBJECT TEACHERS & FORM TEACHERS

Teacher & Form Teacher Step-by-Step Guide

How teachers view their classes, create timed CBT tests, enter manual & hybrid scores, and write terminal remarks.

Step 3.1 Teacher Dashboard Overview & Quick Shortcuts

Teacher Portal

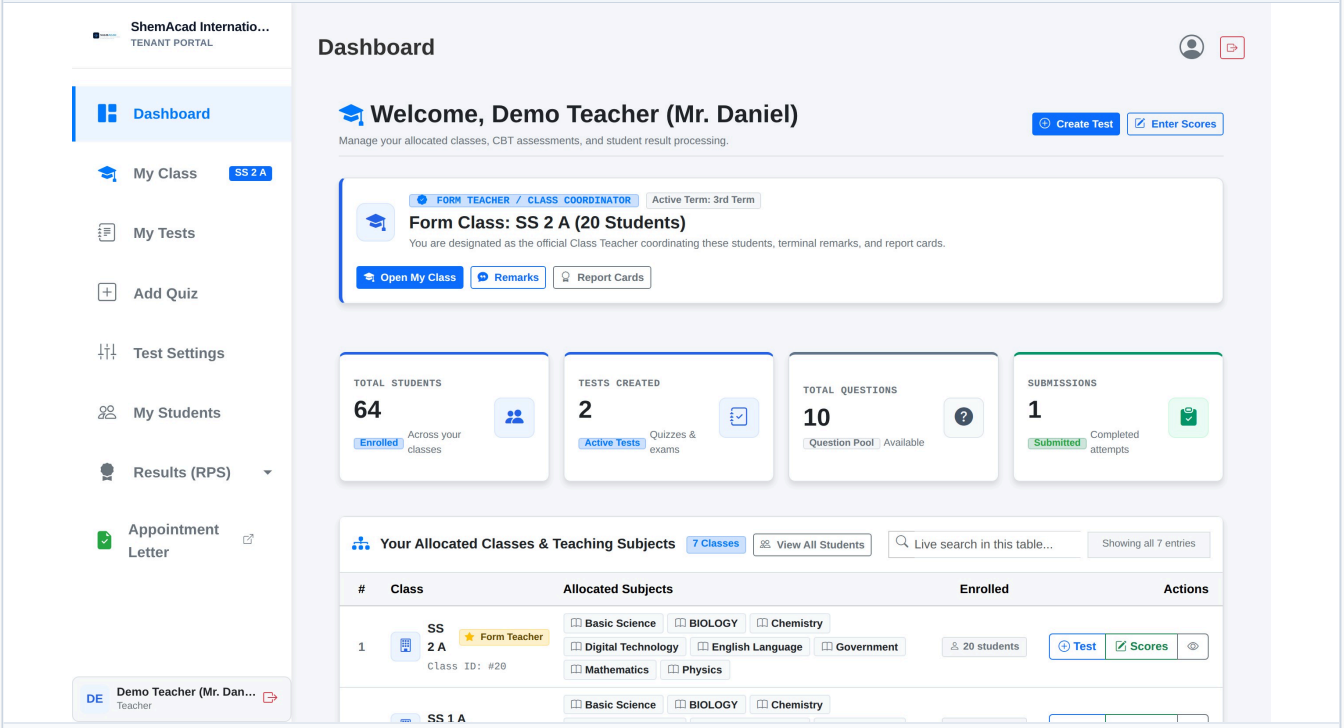
After signing in on **Teacher Login** with your staff email and password, your dashboard shows every class and subject assigned to you.

1. At the top, if you have been assigned as a **Form Teacher / Class Coordinator**, a prominent card shows your Form Class student count with 1-click buttons: Open My Class, Remarks, and Report Cards.
2. Review your 4 summary tiles: Total Students across your classes, Tests Created, Total Questions, and Student Submissions.
3. In the **Your Allocated Classes & Teaching Subjects** table below, click + Test on any class row to create a CBT quiz, or click Scores to enter subject marks directly.

Helpful Tip

If a class or subject you teach is missing from your dashboard, ask your School Admin to tick it under Academics → Subjects to Teachers.

Teacher Dashboard Overview & Quick Shortcuts



Teacher Dashboard showing Form Class coordinator banner, class allocations, and quick action buttons.

Step 3.2 Viewing Your Form Class Roster ("My Class" Tab)

Form Teachers

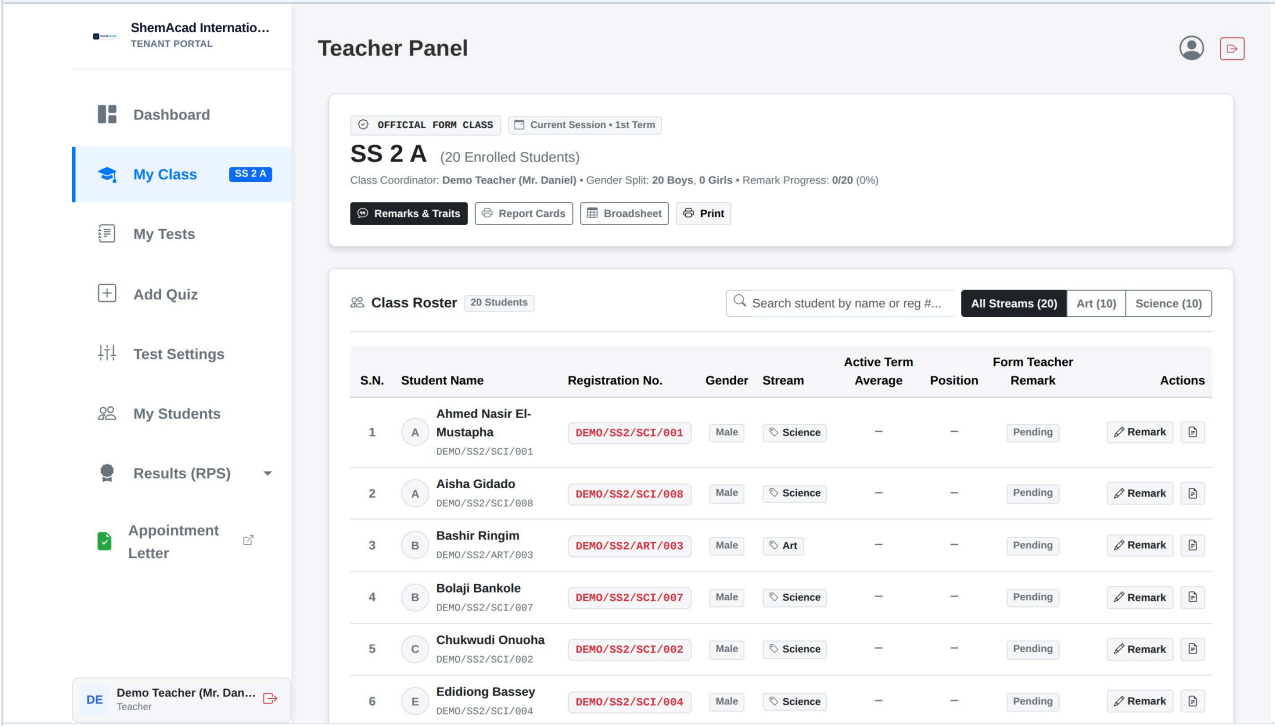
Form Teachers have a dedicated **My Class** tab in the left sidebar (with their class badge) to inspect all students under their care.

1. Click **My Class** in the left sidebar.
2. See every enrolled student's Full Name, Registration Number, Gender, Stream (e.g., Science / Art), Active Term Average, Class Position, and whether their Form Teacher Remark is saved.
3. Use the search box or stream buttons (e.g., **All Streams**, **Art**, **Science**) to narrow down the list.
4. Use the quick buttons at the top (**Remarks & Traits**, **Report Cards**, **Broadsheet**, **Print**) or click **Remark** on any student row.

Helpful Tip

Only the teacher assigned as Form Teacher for a class sees this roster under My Class. Subject-only teachers use My Students or Enter Scores.

Viewing Your Form Class Roster ("My Class" Tab)



Form Teacher My Class hub displaying full student list, stream filters, and remark status.

Step 3.3 Creating an Online CBT Test & Adding Questions

CBT Assessments

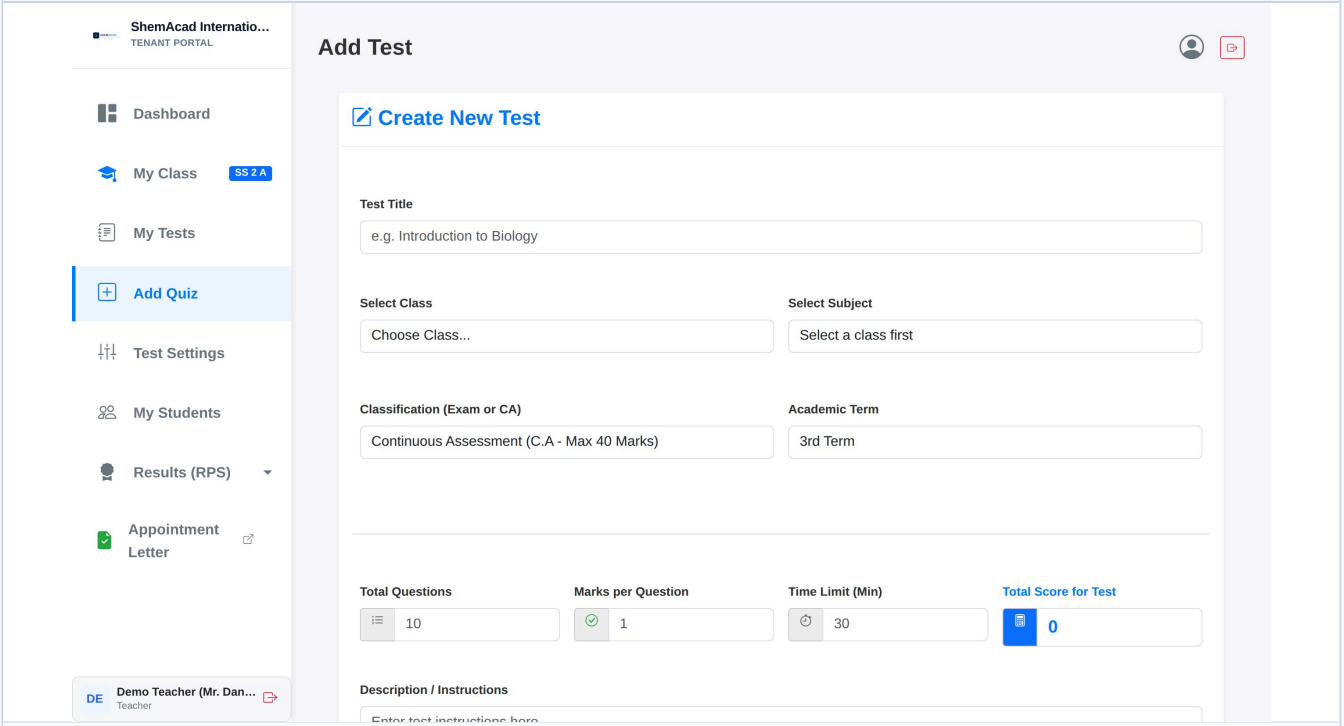
You can run computerized Continuous Assessments (CA) or full terminal Examinations with automatic grading.

1. Click **Add Quiz** in the left sidebar.
2. Enter a clear **Test Title** (e.g. *Mathematics 3rd Term CA 1*), choose **Class** and **Subject**.
3. Choose **Classification (Exam or CA)** and confirm the **Academic Term** matches the school's active term. The form automatically checks how many CA or Exam marks remain available for that subject.
4. Enter **Total Questions**, **Marks per Question** (Total Score updates automatically), **Time Limit (Min)**, and instructions, then click submit to move to Question Entry.
5. In Question Entry, type questions one-by-one (with optional uploaded diagrams/images) OR click **Import / Paste Questions** to paste a whole list of questions at once, then click **Save All Questions**.
6. Open **My Tests** anytime to view scores (**green chart icon**), preview questions (**eye icon**), toggle a test Enabled/Disabled, or delete old drafts.

Helpful Tip

Important: Students only see tests whose Status is **enabled** and whose Term matches the school's current active term.

Creating an Online CBT Test & Adding Questions



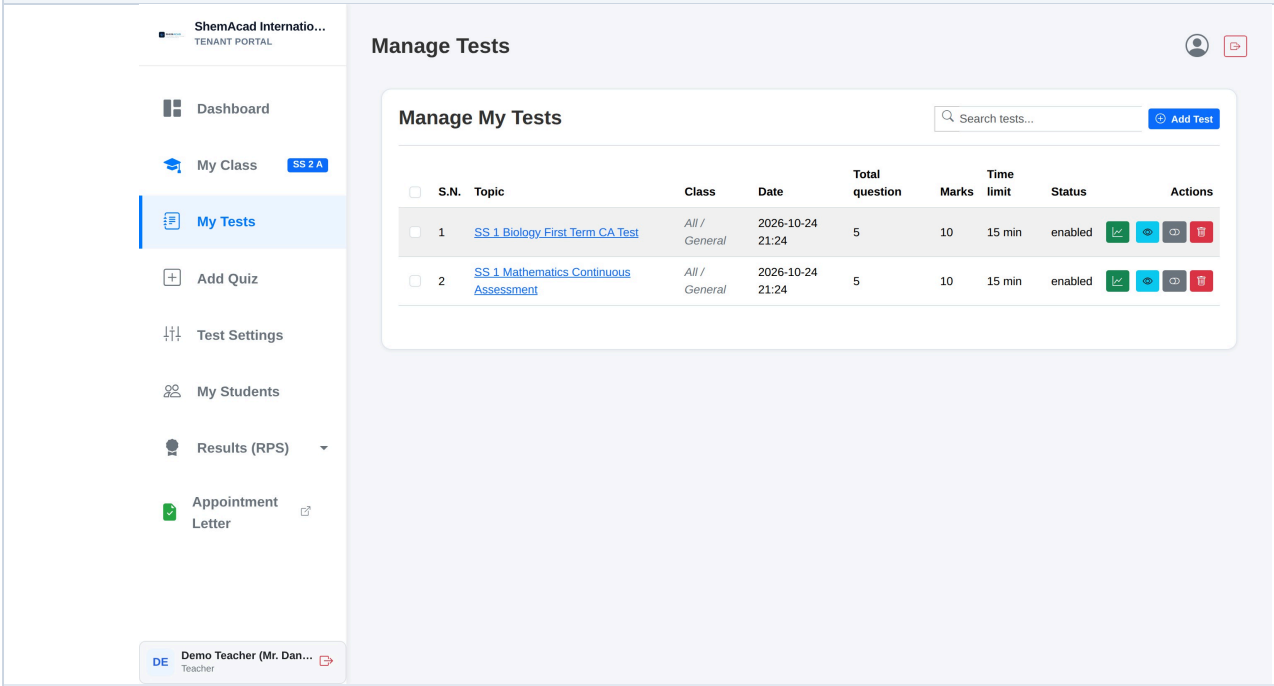
Create New Test screen with automatic CA/Exam mark quota enforcement.

Step 3.3b Managing Existing Tests, Question Banks & Student Attempts

Manage My Tests

1. Open **My Tests** from your Teacher sidebar.
2. Click the **Topic title** to open test details or print/preview the test paper.
3. Click the **green graph icon** to view student scores or grant a retake if a student's computer lost power mid-exam.
4. Click the **grey/green toggle button** to hide or publish the test for students immediately.

Teacher Manage My Tests Table



Manage My Tests table showing status controls and action icons.

Step 3.4 Entering Hybrid CA & Exam Subject Scores

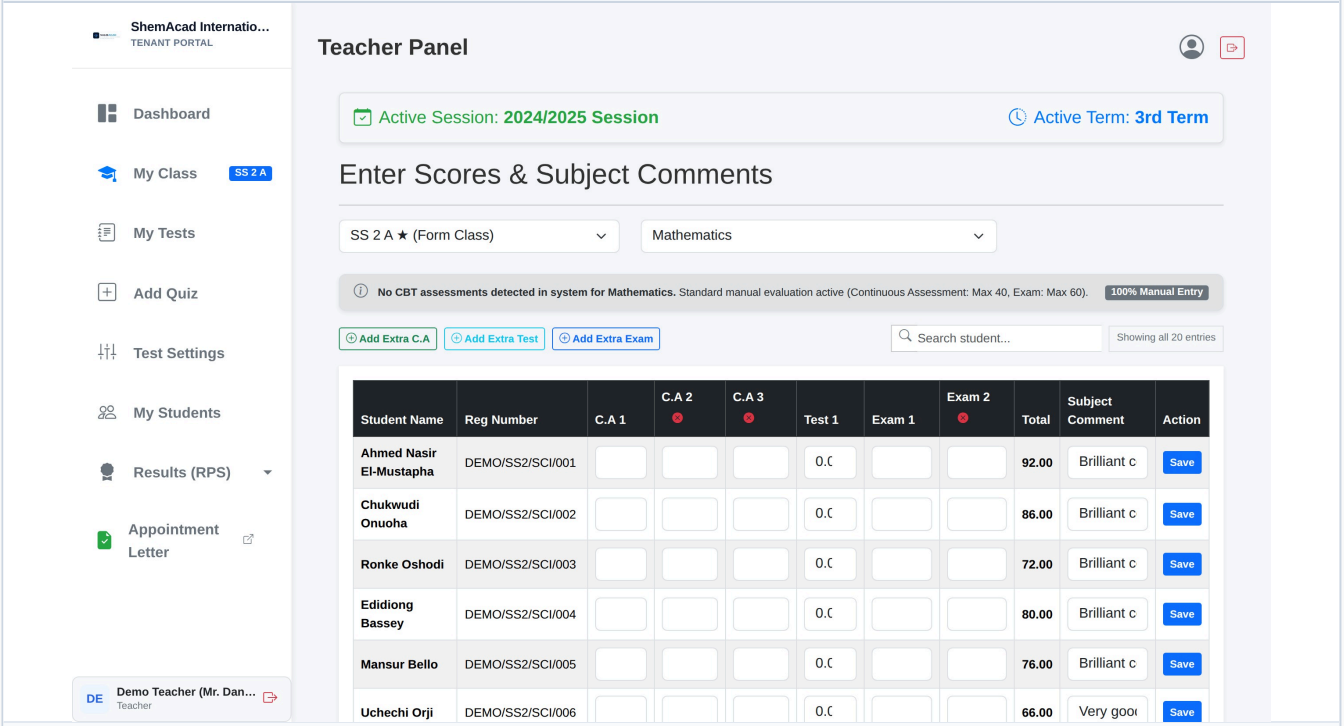
Results (RPS)

Whether students took online CBT tests, wrote paper exams, or did both, all scores combine seamlessly on the **Enter Scores** sheet.

1. Go to **Results (RPS)** → **Enter Scores**.
2. Select your **Class** (your Form Class is marked with a star ★) and select your **Subject**.
3. If students already took an online CBT quiz or exam for that subject this term, their **CBT score appears locked/protected automatically** — you do not need to re-type it! Simply type any remaining paper CA or Exam theory marks in the open columns.
4. Need extra columns (like CA 2, Test 1, Exam 2)? Click **+ Add Extra C.A**, **+ Add Extra Test**, or **+ Add Extra Exam**.
5. The **Total** column adds up out of 100 automatically. Type an optional short **Subject Comment**, then click **Save** on the row or **Save All Scores** at the bottom.

> **Helpful Tip**
> If a student took a Senior stream subject (like Chemistry for Science only), the screen automatically filters to show only students registered in that stream.

Entering Hybrid CA & Exam Subject Scores



Enter Scores & Subject Comments sheet with dynamic columns, live totals, and per-row Save buttons.

Step 3.5 Writing Form Teacher Comments, Traits & Publishing Results

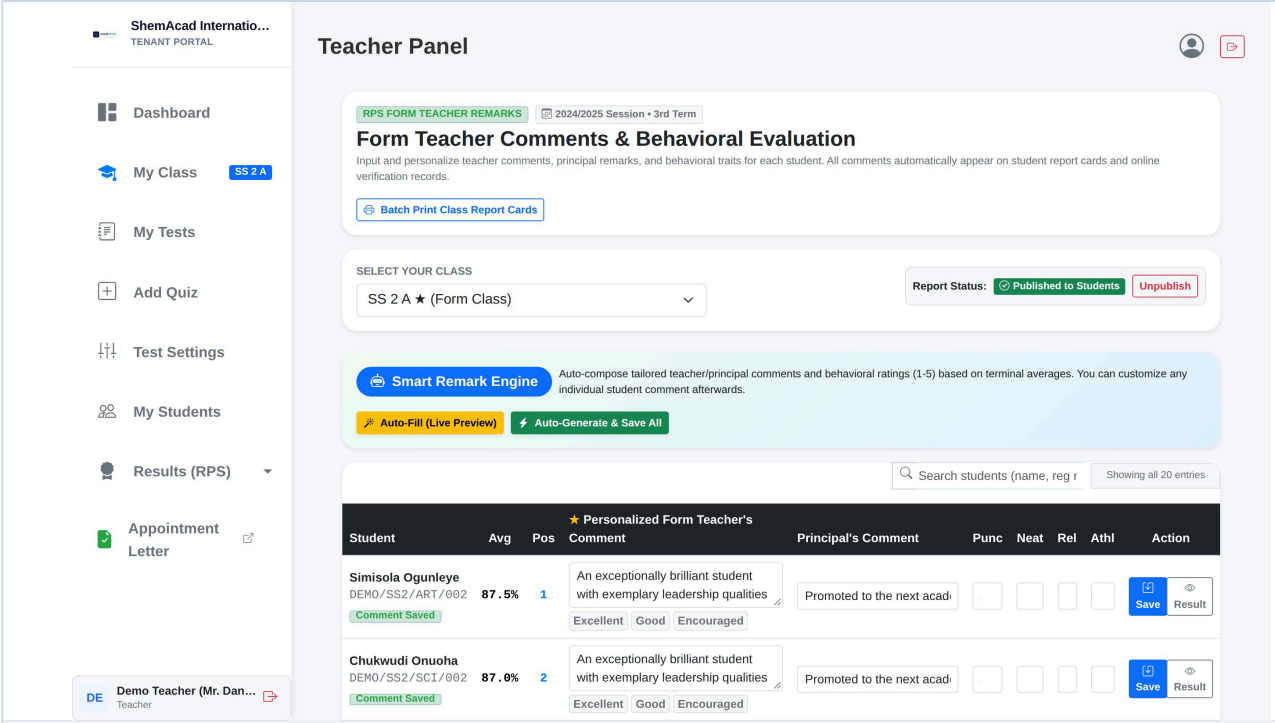
Form Teachers

Before Report Cards are finalized, Form Teachers add conduct ratings, personal remarks, and Principal remarks on the **Form Teacher Comments** screen.

1. Go to **Results (RPS)** → **Form Teacher Comments** and pick your Form Class.
2. Use the **Smart Remark Engine** at the top (**Auto-Fill (Live Preview)** or **Auto-Generate & Save All**) to draft smart remarks & behavioral ratings from each student's average, OR click quick tags (**Excellent**, **Good**, **Encouraged**) below any text box and customize freely.
3. Enter trait scores (1 to 5) under **Punc** (Punctuality), **Neat** (Neatness), **Rel** (Relationship), and **Athl** (Athletics).
4. Check the **Report Status** pill at top-right: ensure it reads **Published to Students** when management authorizes result release.

> **Helpful Tip**
> Always click **Save** on an individual row or **Save All** at the bottom after editing remarks manually.

Writing Form Teacher Comments, Traits & Publishing Results



Form Teacher Comments & Behavioral Evaluation screen with Smart Remark Engine and trait inputs.

SECTION 4 • STUDENTS & EXAM CANDIDATES

Student Portal & Online CBT Examination Guide

Simple guide for students to sign in, see their Form Teacher and subjects, complete online tests, and review scores.

Step 4.1 Signing In & Reading Your Student Dashboard

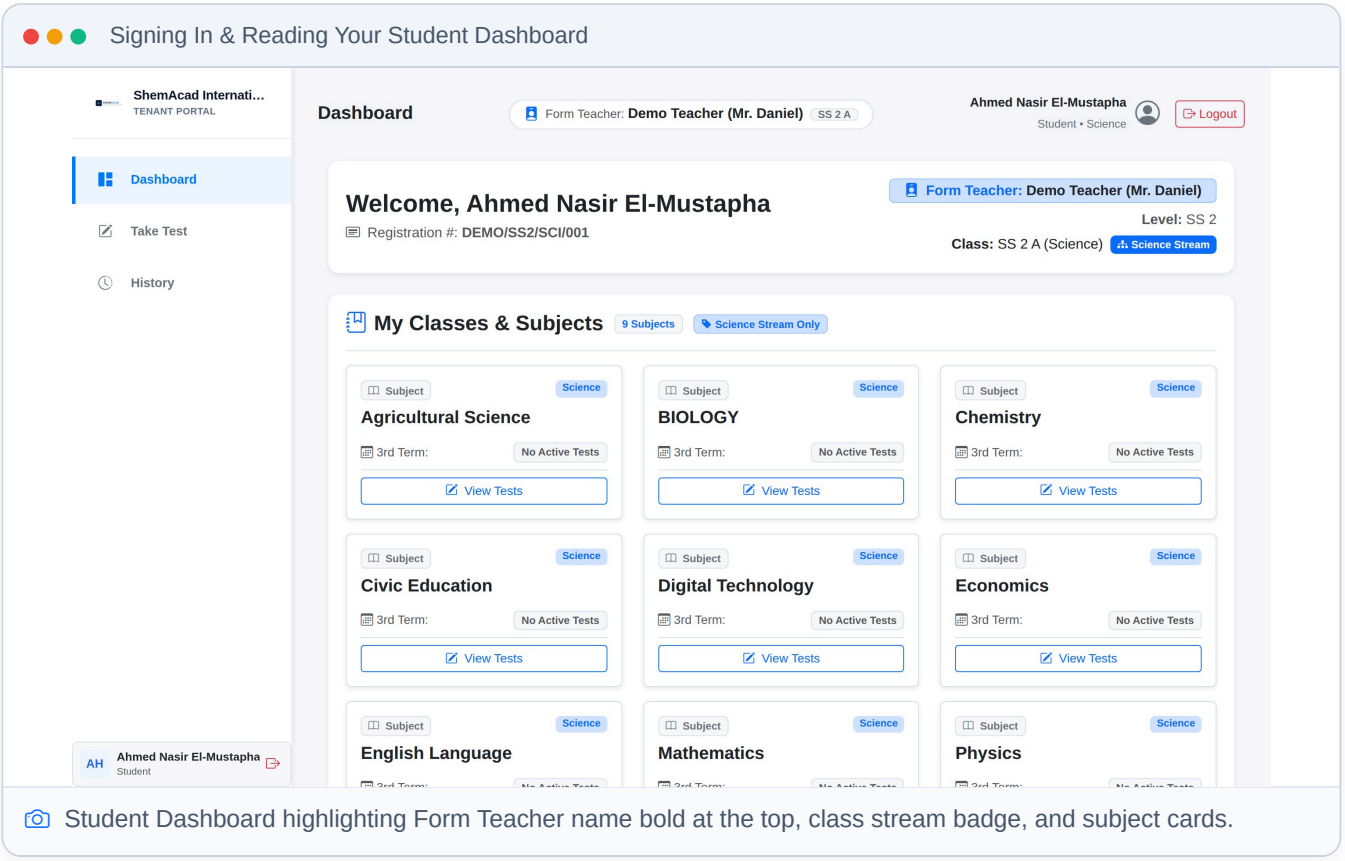
Student Home

When you sign in on **Student Login** using your Registration Number and Password, you see your personal Dashboard.

1. At the very top bar (and in your welcome banner), check your **Form Teacher's Name** printed boldly along with your **Class** and **Stream** (for example `SS 2 A (Science)`).
2. Verify your **Registration Number** under the welcome greeting.
3. Scroll down to **My Classes & Subjects** to see every subject assigned to your class (and your specific Science/Art/Commercial stream in Senior Secondary).
4. Each subject card shows whether any online test is active for the current term. Click **View Tests** on any subject or click **Take Test** in the left menu.

Helpful Tip

In Senior Secondary, Science students only see Science + general subjects, and Art students only see Art + general subjects — you will never be confused by another department's subjects.



Student Dashboard highlighting Form Teacher name bold at the top, class stream badge, and subject cards.

Step 4.2 Starting a Test & Taking an Online CBT Exam

CBT Exam Mode

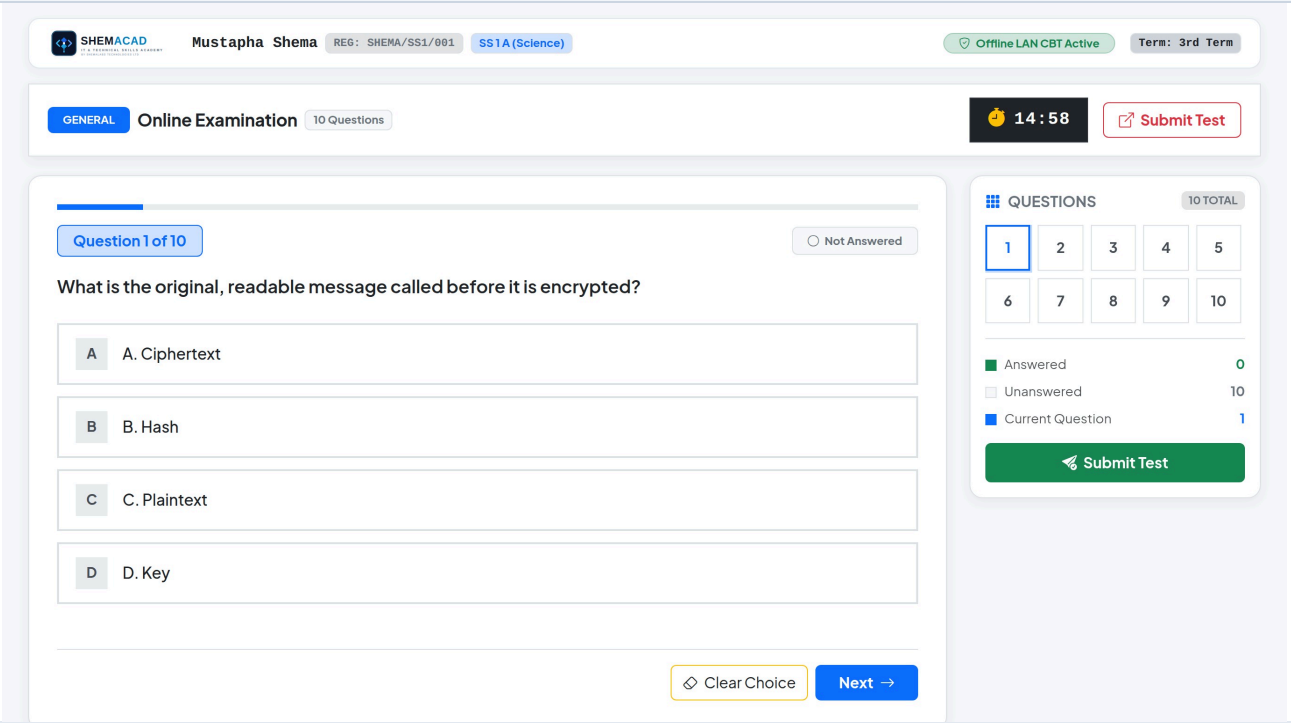
Follow these simple rules during an online Computer-Based Test or Examination:

1. Open **Take Test** in the left sidebar (or click **View Tests** on a subject card). Check the test topic, total questions, marks, and time limit, then click **Start**.
2. Once the exam opens, look at the **black countdown timer** at the top-right (for example `14:58`). Keep an eye on your remaining time.
3. Click option **A, B, C, or D** to choose your answer, then click **Next →** (or **Clear Choice** if you want to unselect an option).
4. Use the **QUESTIONS Palette** on the right side to jump straight to any question number. Green squares are questions you already answered; white squares still need an answer.
5. When you finish checking your answers, click the green **Submit Test** button once. If the timer reaches zero, the portal submits your work automatically.

Helpful Tip

Never refresh or close the browser tab during an active test. You only get one attempt unless your teacher or administrator grants a retake.

Starting a Test & Taking an Online CBT Exam



Live CBT Examination interface with countdown timer, A–D answer cards, and clickable Question Palette.

Step 4.3 Checking Completed Test Scores ("History")

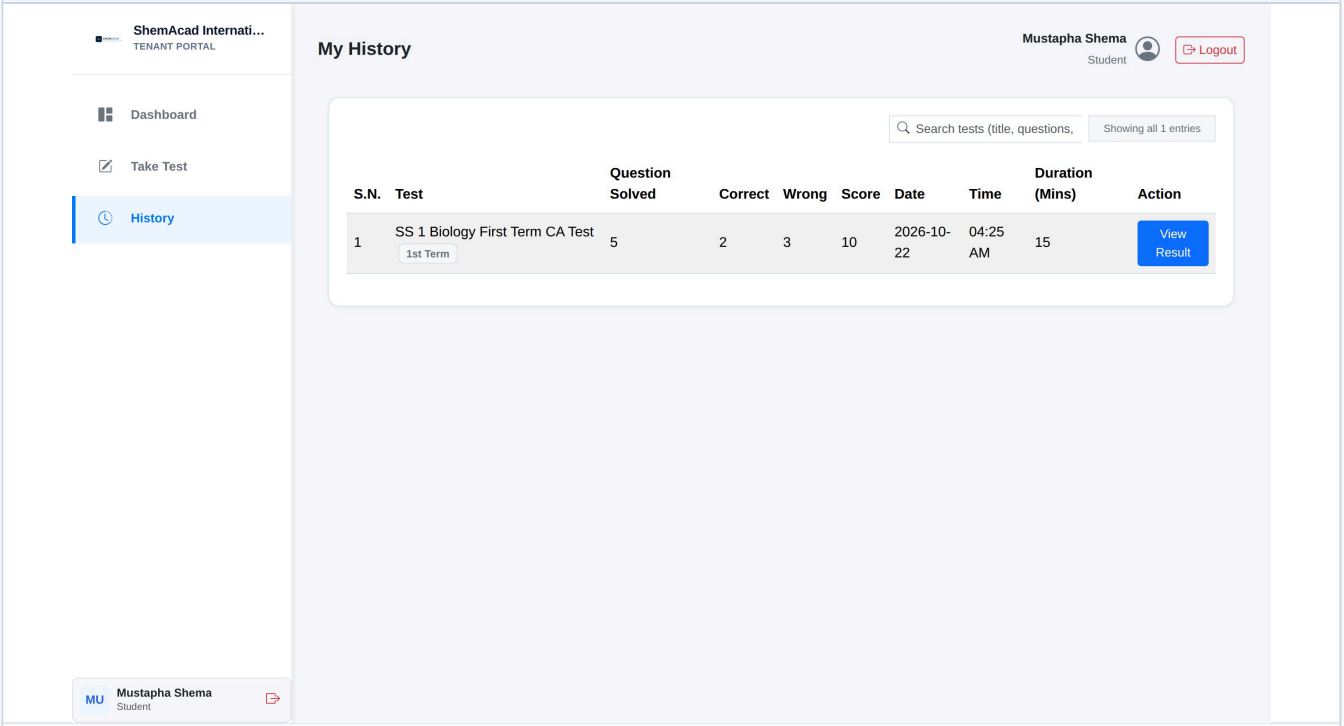
Student History

Every CBT test you complete is saved immediately so you can review your performance.

1. Click **History** in the left sidebar of your Student Portal.
2. Find your completed test in the table to see **Questions Solved**, **Correct** answers, **Wrong** answers, **Total Score**, and submission date/time.
3. Click the blue **View Result** button on any row to inspect the breakdown.

> **Helpful Tip**
> If your score does not show right after submitting an exam, ask your teacher if instant result viewing was held until the exam session ends.

Checking Completed Test Scores ("History")



Student History table showing completed CBT assessments and View Result button.

SECTION 5 • PARENTS & GUARDIANS

Checking & Printing Official Report Cards

How parents check verified terminal results online and verify QR authenticity seals.

Step 5.1 Checking Terminal Results & Printing Official Report Cards

Parent Result Portal

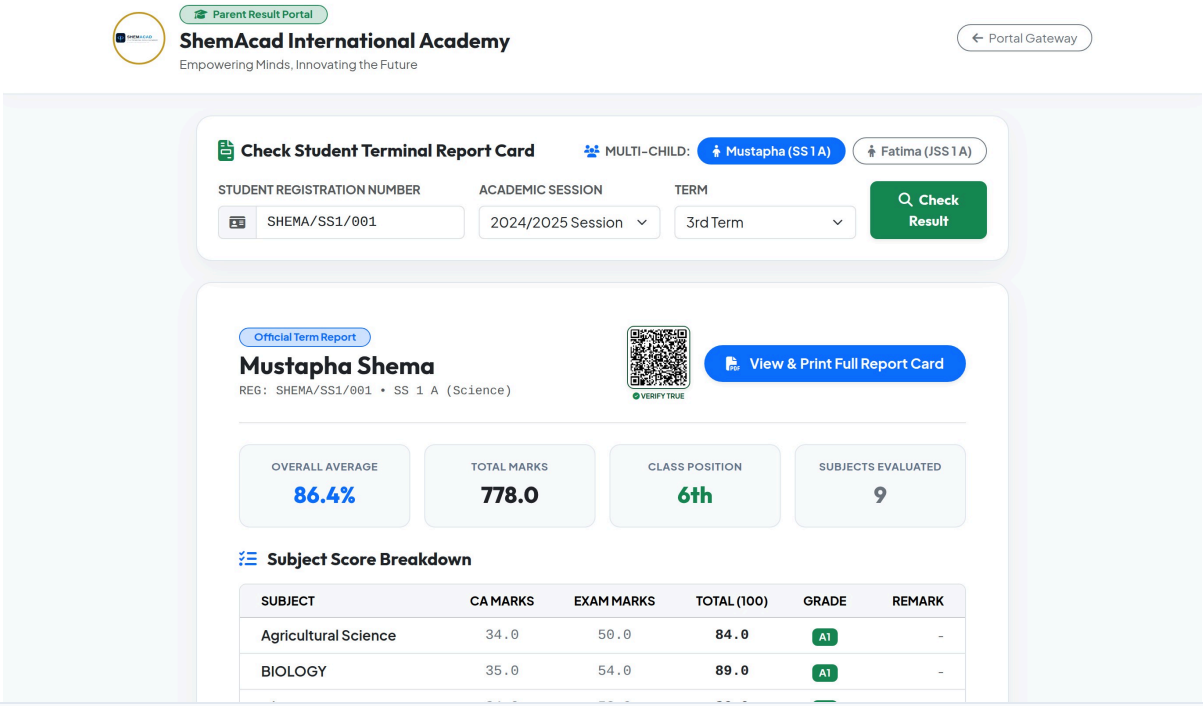
Parents and guardians can view published end-of-term report cards directly from home using their child's Student Registration Number.

1. On ShemAcad School Portal's Portal Gateway, click **Check Student Result** on the **Parent Result Portal** card.
2. Type your child's exact **Student Registration Number** (for example `SHEMA/SS1/001`).
3. Choose the **Academic Session** and **Term**, then click **Check Result**.
4. Review your child's **Overall Average**, **Total Marks**, **Class Position**, and subject-by-subject grades.
5. Click the blue **View & Print Full Report Card** button to open the official printable A4 report sheet with school crest, teacher/principal remarks, traits, and next resumption date.
6. **Authenticity Verification:** Scan the printed **QR Code** on any report card with any smartphone camera — it opens the school's live verification page showing **VERIFY TRUE** to prove the result is genuine.

Helpful Tip

If a child's result says "No results published yet", contact your school office to confirm that result processing and publishing have been completed for the active term.

Checking Terminal Results & Printing Official Report Cards



Parent Result Portal showing instant student result lookup, QR verification badge, and full report card button.

SECTION 6 • ENABLED CAMPUS ADD-ON MODULES

Extended Campus Operations Guide

Step-by-step guide for the optional campus management modules enabled on ShemAcad School Portal.

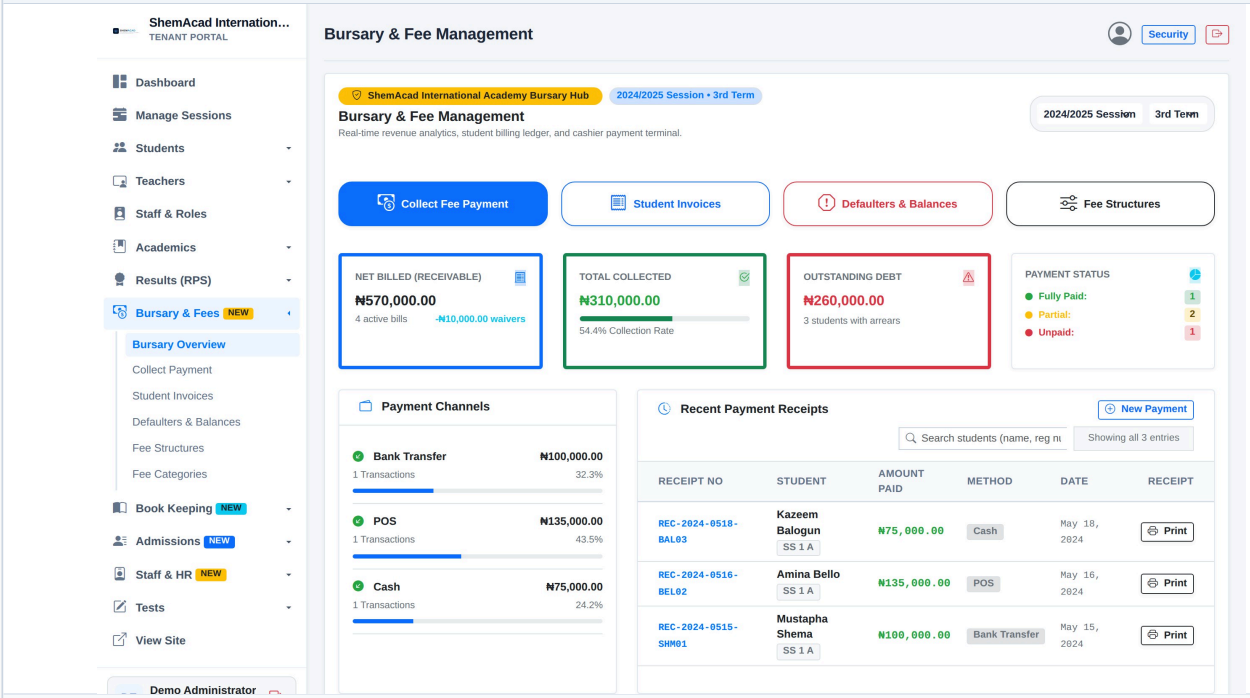
Bursary & Fees

Fee Billing, Payments & Receipts

Bursary Module

1. Create fee types under **Fee Categories** (Tuition, Lab, Uniform, PTA).
2. Set amounts per class under **Fee Structures** and generate **Student Invoices**.
3. Open **Collect Payment**, select student, pick method (Cash / POS / Bank Transfer), post payment, and click **Print Receipt**.
4. Track unpaid balances under **Defaulters & Balances**.

Bursary & Fee Management Overview



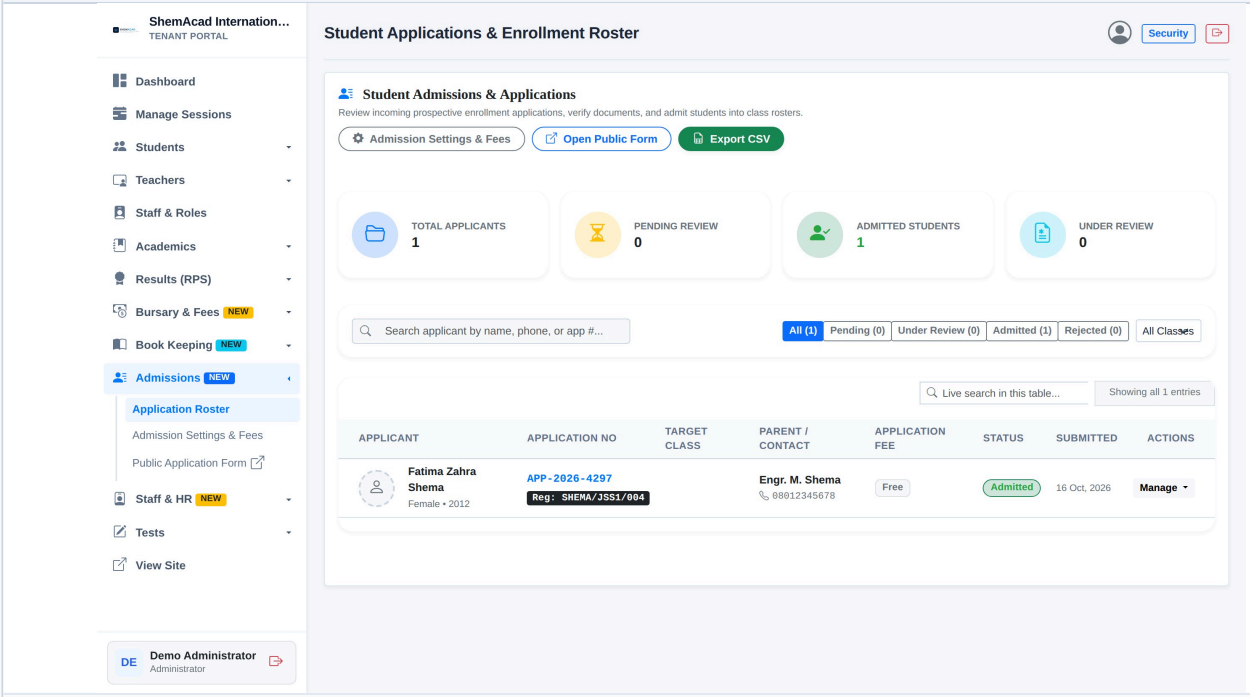
Bursary dashboard tracking billed, collected, and pending balances.

Online Admissions Prospective Applications & Enrollment

Admissions Module

1. Configure application fees and open sessions under **Admission Settings**.
2. Share the **Public Application Form** link (from the Portal Gateway) with prospective parents.
3. Open **Application Roster** to review submitted applicants and click **Manage**.
4. Click **Admit Student** to automatically convert the applicant into an active student with an official admission letter and Registration Number.

Student Admissions Roster



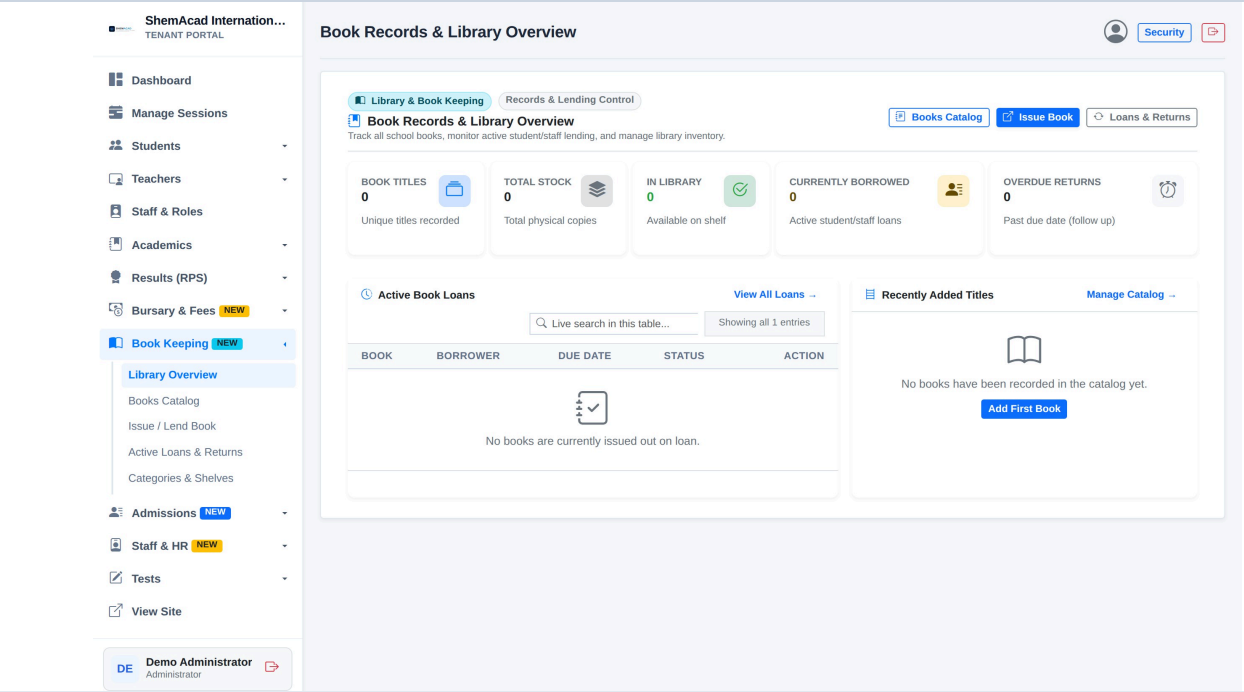
Admissions Roster managing applicants through review and admission.

Book Keeping & HR Library Lending & Staff Recruitment

Library & HR

1. Under **Book Keeping**, organize shelves (**Categories & Shelves**) and catalog textbooks (**Books Catalog**).
2. Use **Issue / Lend Book** to assign books to students or teachers with due dates and log returns in **Active Loans & Returns**.
3. Under **Staff & HR**, post vacancies, review job applicants, and issue printable Staff Appointment Letters directly to teachers.

Book Keeping & Library Overview



Library overview monitoring catalog stock, borrowed books, and overdue returns.

SECTION 7 • QUICK TROUBLESHOOTING CHECKLIST

Common Questions & Instant Solutions

Before calling technical support, check these six most common fixes inside your portal.

Problem / Question	Why It Usually Happens	Exact Step to Fix It
A student logged in but cannot see a CBT test.	Either the test Status is *disabled*, its Term doesn't match the active term, or the student belongs to a different Senior stream.	Teacher opens **My Tests** & clicks Enable; Admin verifies **Manage Sessions** active term and checks the student's class/stream in **Manage Students**.
Student sees *"You have already completed this test"*.	The student already submitted once or closed mid-test earlier.	Teacher or Admin opens the test results view and clicks **Allow Retake** for that student if a fresh sitting is approved.
Teacher cannot type a score above a certain number in Enter Scores.	An online CBT test already filled part of the CA or Exam quota (e.g., 20 out of 40 CA marks), so the remaining allowance is capped cleanly.	Check the blue notice bar at the top of **Enter Scores** to see locked CBT marks + remaining paper marks allowed, or verify **Test Settings**.
Report Card says *"Results Not Yet Processed"* or Position is blank.	Scores were saved, but the class results have not been compiled or published yet.	Admin opens **Results (RPS)** → **Result Entry Progress** and clicks **Process** / **Force Process**. Also ensure **Form Teacher Comments** shows *Published to Students*.
School Crest, Motto, or Next Term Date is missing on Report Cards.	Header details under Result Settings have not been updated for this term yet.	Admin opens **Results (RPS)** → **Result Settings** → **Tab 2 (Header & Display Options)**, updates fields, and clicks Save.
Student or Teacher forgot their password.	Self-service accounts can have passwords reset instantly by the school office.	Admin goes to **Manage Students** or **Manage Teachers** and clicks the **yellow Key button** (resets password to `123456`).

SECTION 8 • COMPUTER LAB SERVER & HYBRID CLOUD SYNC

Offline CBT Lab Node & Cloud Synchronization Guide

Step-by-step operations manual for ICT officers and administrators running a local offline CBT computer lab connected to the online portal.

Step 8.1 How the Hybrid Online + Offline Exam Lab Works

3-Stage Workflow

Your campus computer lab runs a fast local server (no internet required during exams) that safely exchanges tests, student lists, and scores with **schools.shemalabs.cloud** whenever internet is briefly connected.

Stage 1: Before Exams (Internet ON)

Connect the Lab Master PC to Wi-Fi/hotspot for 1 minute, open **System Settings**, and click **Get from Online Portal** so newly registered students, teachers, and CBT tests copy onto the lab server.

Stage 2: Exam Day (Zero Internet)

Turn off internet completely. Every lab workstation opens the local server over school Wi-Fi or Ethernet cables (e.g. `http://localhost/Localtestapp` or Lab Server LAN IP). Students log in and submit exams with zero network lag.

Stage 3: After Exams (Internet ON)

Reconnect the Lab Master PC briefly and click **Send to Online Portal** (or **Sync Everything**). All completed CBT scores merge straight into online broadsheets, result processing, and parent portals.

Step 8.2 Opening System Settings, Checking Changes & Running Sync Safely

Lab Server Admin

1. **Sign in on the Local Lab Server:** Open the Admin Dashboard on the lab server and click **System Settings** near the bottom of the left sidebar.
2. **Unlock Protected Controls:** Enter your Admin Password and click **Unlock Settings**. Always click **Lock Settings** when leaving the lab computer unattended.
3. **Review Changes (What's New):** Click **Check for Changes** in the comparison table to compare record counts between **This Computer** and **Online Portal** across *Student Accounts*, *Exam Results & Marks*, *Tests & Question Bank*, and *Academic Setup*.
4. **Run the Right Sync Button:**
   - Click **Get from Online Portal** when preparing tests/students before exams begin.
   - Click **Send to Online Portal** right after exam sittings end to push all student submissions and CA/Exam scores to the cloud.
   - Click **Sync Everything** for safe 2-way sync (the system automatically pushes offline exam results **first**, then pulls new cloud tests & students).
5. **Automatic Safety Backups & Rollback:** Before every pull or push, the node captures an automatic database backup under *Automatic Safety Backups (Restore Anytime)*. You can also click **Backup Now** anytime or **Restore** any prior timestamp in one click.

> **Built-in Protection Against Overwriting Unsaved Exam Scores**
>
> If students completed exams offline that have not yet been sent online, clicking **Get from Online Portal** triggers a warning dialog (*"Unuploaded Exam Results Found!"*) reminding you to click **Send to Online Portal** or **Sync Everything** first so no student marks are ever lost.

Step 8.3 Software Updates (OTA) & Offline Lab Quick Troubleshooting

Maintenance & Care

Scroll to the **System Updates** panel at the bottom of **System Settings** to keep your offline computer lab up to date with new features and bug fixes released from the Mothership.

1. When internet is connected, click **Check for Updates** to verify whether a newer software version is available.
2. If an update appears, click **Install Update**. Your database, local student records, exam scores, school identity (`client_identity.php`), and logos remain untouched while code files and schema migrations apply automatically.
3. If anything ever behaves unexpectedly after an update, use the **Rollback** button to restore the previous script snapshot safely.

Offline Issue	Likely Cause	Exact Fix
Lab student PCs cannot open the test page.	Apache/MySQL services stopped on the Lab Master PC, or PCs are on the wrong Wi-Fi network.	Restart WAMP/XAMPP Apache & MySQL on the server computer, connect student PCs to the lab LAN/Wi-Fi, and browse the server LAN IP (e.g. `http://192.168.1.x/Localtestapp`).
Sync shows "Connection Issue" or "Unauthorized".	Lab PC has no internet during sync, or the school API key was regenerated online.	Confirm internet is active temporarily on the Lab PC only for Sync/Updates; if API key was rotated in Mothership, update `client_identity.php` or re-download the installer.
Newly added online CBT test does not show in the lab.	Test was created on the cloud portal after the last Pull Sync, or status is disabled / wrong term.	Ensure the test is **enabled** in the active term, then run **Get from Online Portal** on the lab server.

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Official Production User Manual • Direct Link: `https://schools.shemalabs.cloud/portal-guide?school=master`