

SchoolPixels

User Guide and Step-by-Step Handbook

A detailed, screenshot-led workflow reference for the included school staff roles, the Parent Portal, and the Student Portal. Includes real screenshots captured from the application.

Updated 30 August 2026 | 10 detailed workflows | 15 role guides | 33 actual app screenshots

How navigation and access work

Desktop: use the left sidebar. Select a group such as Students, Reports, Lesson Plans, Leave, or Communications before choosing its child item. Mobile: select the menu button to open the same role-filtered menu in a slide-out panel.

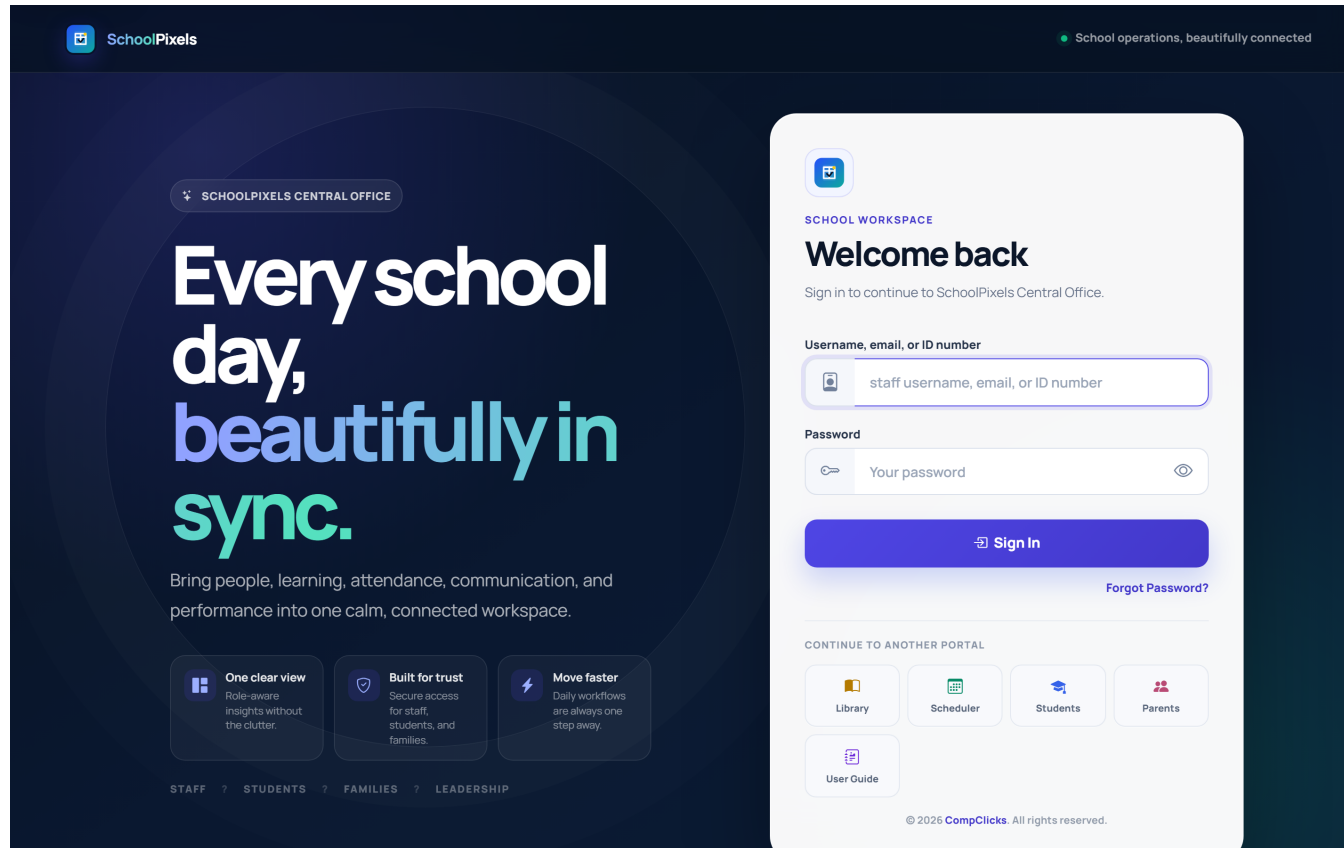
A missing item normally means a module is disabled, a role right is off, or the item requires an assignment such as a homeroom, teaching allocation, or dormitory. Ask the school Admin to review configuration; never use another person's account.

Role index

1	Admin	Full school setup, people management, academics, reporting, and governance.
2	School Head	School-wide oversight, approvals, academic monitoring, and final review.
3	Deputy School Head	Academic operations, school-wide review, deadlines, and delegated approvals.
4	Head of House	House-scoped learner welfare, discipline, attendance, and approvals.
5	Senior Teacher	Department-scoped curriculum leadership, teaching review, and academic monitoring.
6	Class Teacher	Homeroom attendance, learner records, teaching work, and class reporting.
7	Subject Teacher	Allocated classes and subjects: marks, lesson attendance, plans, work done, and materials.
8	Bursar	Fee definitions, payments, receipts, balances, and finance-desk reporting.
9	Admin Officer	School-wide leave tracking, staff welfare visibility, communications, and approved learner administration.
10	Guidance Teacher	Guidance communications, assigned teaching, profile, and targeted clearance work.
11	SDC	Department-scoped JCE/PMS work, teaching review, leave participation, and communications.
12	GnC	Learning support, disability-aware tracking, guidance analysis, department work, and communications.
13	Sports	Sports-department coordination, scoped reporting, lesson/leave processes, and communications.
14	Parent Portal	Follow one linked learner's results, attendance, fees, documents, notices, and account security.
15	Student Portal	Personal results, attendance, fees, assignments, documents, games, placement, and preferences.

Signing in and opening a menu

1. Open the SchoolPixels sign-in page. 2. Enter the username, email, or staff ID and password. 3. Select Sign In. 4. On desktop, use the left sidebar; on mobile, open the menu button. 5. Select a group once to reveal its child links. 6. Select the final menu item and confirm the page heading before entering data.



The main sign-in screen accepts a username, email address, or staff ID plus password. Use the role-specific Parent Portal and Student Portal links below the staff form; use Forgot Password only for an account with a registered recovery address.

Detailed workflow index

Use these procedures for the most important multi-step administration and reporting tasks. Each procedure starts with a real application screenshot and explains the visible controls before the numbered instructions.

No.	Workflow	Audience
1	Add, edit, transfer, deactivate, and restore students	Admin and other roles with Manage Students permission
2	Add and edit staff accounts	Admin or a role with Manage Staff permission
3	Open and use every academic analysis	Admin, school leadership, Head of House, Senior Teacher, GnC, and other roles with report rights
4	BEC setup, import, and official-results analysis	Roles with BEC Analysis/report access; import and publishing actions need additional permissions
5	Generate balanced Form 1 class allocations	Admin, School Head, Deputy School Head, and Head of House
6	Track performance across several exams	Roles with Reports access
7	Apply for, review, administer, and report on leave	Eligible applicants, reviewers, school leadership, and Admin Officer
8	Take the daily homeroom register	Class Teacher (their own assigned homeroom class only)
9	Enter marks for an allocated class and subject	Subject Teacher and any other role with a class-subject allocation (Senior Teacher, SDC, GnC, Sports, Class Teacher)
10	Record a fee payment	Bursar

Add, edit, transfer, deactivate, and restore students

Who uses this: Admin and other roles with Manage Students permission

SchoolPixels

Search or jump to... CTRL K

Deadline passed

SchoolPixels North Campus

PRIMARY

DASHBOARD

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

View Students

Class Lists

Deleted Students

Upload Students

REC Numbers

DASHBOARD / STUDENTS

Students

Manage student enrolment at SchoolPixels North Campus.

Export

Generate Student Logins

Add student

OVERVIEW

851 students in view

Use search, class, and status filters to narrow the list quickly.

ACTIVE

851 active records

These are the students currently eligible for normal workflow actions.

DELETED

0 archived records

Restore or permanently remove archived entries from this same page.

FILTER

Find students faster

Search

Name, number, guardian...

Class

All classes

Status

Active

Apply

Reset

851 students found

ENROLMENT

Showing 25 of 851 student(s)

STUDENT	NUMBER	CLASS	GENDER	BOARDING	STATUS	ACTIONS
	 MOW0552	3C	Female	No	Active	Edit ... Deactivate
	 MOW0336	2H	Male	No	Active	Edit ... Deactivate
	 MOW0780	1E	Male	No	Active	Edit ... Deactivate
	 MOW0494	2G	Female	No	Active	Edit ... Deactivate
	 MOW0280	2F	Female	No	Active	Edit ... Deactivate
	 MOW0653	1B	Female	No	Active	Edit ... Deactivate
	 MOW0501	2B	Male	No	Active	Edit ... Deactivate
	 MOW0220	3F	Male	No	Active	Edit ... Deactivate
	 MOW0397	2E	Male	No	Active	Edit ... Deactivate
	 MOW0550	3A	Male	No	Active	Edit ... Deactivate
	 MOW0159	3A	Female	No	Active	Edit ... Deactivate
	 MOW0773	1G	Female	No	Active	Edit ... Deactivate
	 MOW0066	3H	Female	No	Active	Edit ... Deactivate
	 MOW0811	1H	Female	No	Active	Edit ... Deactivate
	 MOW0691	1D	Male	No	Active	Edit ... Deactivate
	 MOW0260	3H	Male	No	Active	Edit ... Deactivate
	 MOW0360	2H	Male	No	Active	Edit ... Deactivate
	 MOW0803	1G	Female	No	Active	Edit ... Deactivate
	 MOW0568	2H	Male	No	Active	Edit ... Deactivate
	 MOW0348	3G	Male	No	Active	Edit ... Deactivate
	 MOW0270	2A	Female	No	Active	Edit ... Deactivate
	 MOW0843	1H	Male	No	Active	Edit ... Deactivate
	 MOW0277	2A	Male	No	Active	Edit ... Deactivate
	 MOW0658	1A	Male	No	Active	Edit ... Deactivate
	 MOW0227	3E	Male	No	Active	Edit ... Deactivate

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

The Students register provides Add student, export, and login-generation actions at the top; summary cards and search/class/status filters in the middle; and Edit, more actions, and recoverable Deactivate controls on every learner row.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- manage-students.mp4.

What this screenshot shows

1. Top-right actions: Export downloads the current result set; Generate Student Logins creates portal credentials; Add student opens the new-student form.
2. Overview cards show the current result count, active records, and archived/deleted records.
3. Find students faster searches name, number, or guardian and narrows the list by Class and Status.
4. Each learner row shows student number, class, gender, boarding, and status. Edit changes the record; the three-dot menu contains additional account and record actions; Deactivate performs a recoverable soft delete.
5. The Students sidebar group also opens Class Lists and Deleted Students, where archived records can be reviewed or restored.

Add a student

1. Open Students > View Students, then select Add student in the upper-right corner.
2. Enter the required First Name, Surname, Student Number, and Gender. Student Number must be unique within the school.
3. Complete Date of Birth, Enrolment Year, Status, Student type (Local/Foreign), and BEC Candidate No. when available.
4. Choose Class and House. If Boarding is Yes and the boarding module is enabled, also choose the correct Dormitory.
5. Enter Guardian Name, Relation to Student, Phone, Email, and Address. These details support parent communication and portal setup.
6. Complete entry information such as Village, Ward, Primary School, PSLE Grade, Disability, and optional subject choices where applicable.
7. Optionally upload a profile image, then save. If a possible duplicate-name warning appears, compare the existing record before confirming a second learner.
8. Return to the list and search by the new student number to verify the class, status, boarding value, and spelling.

SchoolPixels North C

PRIMARY

Dashboard

ACADEMICS & FINANCIAL

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

View Student

Class List

Deleted

Upload

BEC Num

Add Student

IDENTITY & ENROLMENT

First Name *

Surname *

Student Number *

Gender *

mm/dd/yyyy

2026

Active

Local

BEC Candidate No.

Assigned by BEC at JCE registration. Leave blank if not registered.

CLASS & PLACEMENT

Class

House

Boarding

Select class...

– None –

No

If class is selected, house is auto-synced from that class.

GUARDIAN & CONTACT

Guardian Name

Relation to Student

Guardian Phone

Guardian Email

Address

Profile Image

Choose File

No file chosen

Optional. JPG, PNG, WEBP, or GIF up to 5 MB.

The Add Student form, opened from the Students page. Required fields are marked with an asterisk: First Name, Surname, Student Number, and Gender. Complete Class, House, Boarding, guardian contact details, and BEC Candidate No. before saving.

Edit or transfer a student

- 1. Search for the learner and select Edit on the correct row.

- 2. Correct identity, contact, guardian, house, boarding, BEC, entry, disability, or subject information, then save.
- 3. Use the row's three-dot menu and Transfer Student for a genuine class move so the target class, reason, comment, and transfer history are recorded.
- 4. Use Generate Student Login or Generate Parent Login from the row menu only after the learner and guardian details are correct.

SchoolPixels North C

PRIMARY

Dashboard

ACADEMICS & FINAN

Subjects

Classes

Form 1 Allocat

Exam Tables

PEOPLE & STRUCTUR

School Settin

Departments

Staff

Houses

Students

View St

Class Li

Deleted

Upload

BEC Num

Edit Student

IDENTITY & ENROLMENT

First Name *

Edith

Surname *

Abueng

Student Number *

MOW0552

Gender *

Female

Date of Birth

04/22/2010

Enrolment Year

2024

Status

Active

Student type

Local

BEC Candidate No.

010

Assigned by BEC at JCE registration. Leave blank if not registered.

CLASS & PLACEMENT

Class

3C

House

Moremi

Boarding

No

If class is selected, house is auto-synced from that class.

GUARDIAN & CONTACT

Guardian Name

Kesaobaka

Relation to Student

Father

Guardian Phone

71234567

Guardian Email

mokgothut@gmail.com

Address

Plot 665

Profile Image

Choose File

No file chosen

Optional. Upload to replace current image.

The Edit Student form for an existing learner, pre-filled with the real record (identity, class, house, guardian, BEC number, and profile photo). Change only what needs correcting, then save; use Transfer Student instead of this form for a genuine class move.

Deactivate or restore

1. Select Deactivate, enter the required reason and an optional comment, then confirm. This archives the record instead of erasing it.
2. Open Students > Deleted Students, locate the learner, and select Restore. Enter the restore comment and verify the learner returns to Active records.
3. Permanent Delete is irreversible and should be restricted to duplicate/test records under the school's data-retention policy.

SchoolPixels

Search or jump to...

Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

View Students

Class Lists

Deleted Students

Upload Students

BFC Numbers

DASHBOARD / STUDENTS

Students

Manage student enrolment at SchoolPixels North Campus.

Export

Generate Student Logins

Add student

OVERVIEW

851 students in view

Use search, class, and status filters to narrow the list quickly.

ACTIVE

851 active records

These are the students currently eligible for normal workflow actions.

DELETED

0 archived records

Restore or permanently remove archived entries from this same page.

FILTER

Find students faster

Search

Class

Status

Name, number, guardian...

All classes

Active

Apply

Reset

851 students found

ENROLMENT

Showing 25 of 851 student(s)

STUDENT	NUMBER	CLASS	GENDER	BOARDING	S	ACTIONS
 Edith Abueng	 MOW0552	3C	Female	No	Active	Transfer Reset Photo Generate Student Login Generate Parent Login Email Report Card Soft Delete Edit Deactivate

The row-level “more actions” menu on a student record: Transfer, Reset Photo, Generate Student Login, Generate Parent Login, Email Report Card, and Soft Delete. Soft Delete is the recoverable action behind the Deactivate button — restore it later from Deleted Students.

Before you finish

- Use Transfer Student for class changes; do not create a second learner record.
- Verify guardian contact details before generating the parent login.

Page 11

Add and edit staff accounts

Who uses this: Admin or a role with Manage Staff permission

SchoolPixels

Search or jump to... Ctrl K

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Staff

Manage Staff

Upload Staff

Generate Staff Details

Departments

Houses

Students

COMMUNICATION

HOME / STAFF

School Staff Management

Create, update, and disable staff users in your school scope.

Export

New staff

Analytics

STAFF RECORDS

28

SUBJECTS

17

DEPARTMENTS / HOUSES

9 / 4

FILTER

Find staff faster

Search

Status

Role

Subject

Apply

28 staff members found

STAFF DIRECTORY

28 records

NAME	ROLE	HOUSE	TEACHING SUBJECTS	EMAIL	STATUS	ACTIONS
 Asha Bok Bok Komba - 4234424	Subject Teacher	Mathiba	Agriculture	classteacher06@schoolpixels.test	active	Edit Deactivate ...
 Tebogo Chanda Chanda - 54546546	Senior Teacher	Letsholathebe	-	-	active	Edit Deactivate ...
 Jane Doe jdoe - ID-2028-0001	Class Teacher	Letsholathebe	Art	jane.doe@example.com	active	Edit Deactivate ...
 Ezekiel Happy subjectteacher01 - SP-0008	Class Teacher	Mathiba	Mathematics	subjectteacher@schoolpixels.test	active	Edit Deactivate ...
 Martha Jacobs classteacher01 - SP-0007	Class Teacher	Letsholathebe	Commerce Accounting	classteacher@schoolpixels.test	active	Edit Deactivate ...
 David Kazuu Kazuu - 4234223	Senior Teacher	Letsholathebe	Art	-	active	Edit Deactivate ...
 Mox Kealotsw classteacher11 - SP-0021	Sports	Moremi	Agriculture	classteacher11@schoolpixels.test	active	Edit Deactivate ...
 Joseph Komba deputy01 - SP-0004	Examiner	-	-	deputy@schoolpixels.test	active	Edit Deactivate ...
 Kemmy Lubinda Lubinda - 42424	Senior Teacher	Letsholathebe	English	-	active	Edit Deactivate ...
 Alice Maruatona classteacher06 - TMP080-1780210799	Class Teacher	Tawana	Moral Education	classteacher02@schoolpixels.test	active	Edit Deactivate ...
 Thatsyaone Mokgothu TT-4635	Subject Teacher	Letsholathebe	-	-	active	Edit Deactivate ...
 Dennis Mollel classteacher09 - SP-0019	GnC	Letsholathebe	Guidance Counselling	classteacher09@schoolpixels.test	active	Edit Deactivate ...
 Stella Moshi classteacher08 - SP-0018	Class Teacher	Letsholathebe	Setswana	classteacher08@schoolpixels.test	active	Edit Deactivate ...
 Max Mothibi Max - 2342	Senior Teacher	Mathiba	Science	-	active	Edit Deactivate ...
 Neema Mrema guidance01 - SP-0011	Guidance Teacher	-	-	guidance@schoolpixels.test	active	Edit Deactivate ...
 Janeth Msuya bursar01 - SP-0009	Bursar	-	-	bursar@schoolpixels.test	active	Edit Deactivate ...
 Fredrick Mtui adminofficer01 - SP-0010	Admin Officer	-	-	adminofficer@schoolpixels.test	active	Edit Deactivate ...
 Moffat Museke Museke - 4324234	Head of House	-	-	-	active	Edit Deactivate ...
 Daniel Mushi admin01 - SP-0002	Admin	-	-	admin@schoolpixels.test	active	Edit Deactivate ...
 Rehema Mwita schoolhead01 - SP-0003	School Head	-	-	schoolhead@schoolpixels.test	active	Edit Deactivate ...

1 2

School Staff Management lists every staff account with role, house, teaching subjects, email, and status. Use Export, New staff, Search/Status/Role/Subject filters, and the Edit/Deactivate/more-actions buttons on each row.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- manage-staff.mp4.

What this screenshot shows

1. The Staff item is in People & Structure on the left sidebar. Select it to expand the group, then open Manage Staff.
2. The dashboard Staff statistic confirms the current active team size; the Staff workspace tile is another route to staff management.
3. The top navigation shows the marks deadline and communication/account shortcuts, useful when checking whether a new staff account has the expected school context.

Add staff

1. Open Staff > Manage Staff and select New staff. The creation panel expands above the staff list.
2. Set Username, a password with at least 8 characters including mixed case, a number, and a symbol, then choose Role and Status.
3. Enter First Name, Surname, Gender, Date of Birth, and the unique ID Number. Add TSM Number, Email, Contacts, and an optional profile image when available.
4. Confirm Current School and School Location. For teaching roles choose Department and House, then select one or two Teaching Subjects from that department.
5. Complete qualifications, scale, home village/ward, current region, previous school, and appointment/designation dates as required by the school.
6. Save, then search the staff list by name or username and verify Role, Status, Department, House, and Subjects.

HOME / STAFF

School Staff Management

Create, update, and disable staff users in your school scope.

Export

New staff

Analytics

STAFF RECORDS28

SUBJECTS17

DEPARTMENTS / HOUSES9 / 4

Skip to main content

SchoolPixels

Search or jump to...

Account

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Staff

Manage Staff

Upload Staff

Generate Staff

Details

Departments

Houses

Students

COMMUNICATION

Feedback

ACCOUNT & ACCESS

Username

Password

Role

Status

8+ chars, mixed case, number & symbol

PERSONAL INFORMATION

First Name

Surname

Gender

Date of Birth

ID Number

TBM Number

Email

Contacts

Profile Image

Choose File

No file chosen

Optional: JPG, PNG, WEBP or GIF up to 5 MB

SCHOOL ASSIGNMENT

Current School

School Location

Department (Teachers)

House (Teachers)

SchoolPixels North Campus

Select location

Select department

Select house

Teaching Subjects

Non-teaching

QUALIFICATIONS

Highest Qualification

Other Qualification

Scale

BACKGROUND & SERVICE HISTORY

Home Village

Home Ward

Current Region

Previous School

Date Into Current School

Date Into Designation

First Appointment Date

mm/dd/yyyy

mm/dd/yyyy

mm/dd/yyyy

Create staff

FILTER

Find staff faster

Search

Status

Role

Subject

Name, username, email, ID

Active

All roles

All subjects

Apply

28 staff members found

STAFF DIRECTORY

28 records

NAME	ROLE	HOUSE	TEACHING SUBJECTS	EMAIL	STATUS	ACTIONS
Asha Boldok Koror - 423424	Subject Teacher	Mathiba	Agriculture	classteacher06@schoolpixels.test	Active	Edit Deactivate
Tobogo Chaimda Chaimda - 54343454	Senior Teacher	Letsholathebe	-	-	Active	Edit Deactivate
Jane Doe jane - ID 3234-0001	Class Teacher	Letsholathebe	Art	jane.doe@example.com	Active	Edit Deactivate
Ezekiel Huppy huppyteacher01@SP-0008	Class Teacher	Mathiba	Mathematics	subjectteacher@schoolpixels.test	Active	Edit Deactivate
Martha Jacobs classteacher01@SP-0007	Class Teacher	Letsholathebe	Commerce Accounting	classteacher@schoolpixels.test	Active	Edit Deactivate
David Kanau Kanau - 4234223	Senior Teacher	Letsholathebe	Art	-	Active	Edit Deactivate
Mox Kaalotwane classteacher01@SP-0021	Sports	Morem	Agriculture	classteacher01@schoolpixels.test	Active	Edit Deactivate
Joseph Kombe deputy01@SP-0004	Examiner	-	-	deputy@schoolpixels.test	Active	Edit Deactivate
Kemmy Lubinda Lubinda - 423424	Senior Teacher	Letsholathebe	English	-	Active	Edit Deactivate
Alice Maruatona classteacher05@TUM500-19632019	Class Teacher	Tawana	Moral Education	classteacher02@schoolpixels.test	Active	Edit Deactivate
Thatsiyone Molegwa TT - 4535	Subject Teacher	Letsholathebe	-	-	Active	Edit Deactivate
Dennis Mollet classteacher09@SP-0019	OnC	Letsholathebe	Guidance Counselling	classteacher09@schoolpixels.test	Active	Edit Deactivate
Stella Mophi classteacher08@SP-0018	Class Teacher	Letsholathebe	Setswana	classteacher08@schoolpixels.test	Active	Edit Deactivate
Max Muthibi Max - 2342	Senior Teacher	Mathiba	Science	-	Active	Edit Deactivate
Heema Mrema guidance01@SP-0011	Guidance Teacher	-	-	guidance01@schoolpixels.test	Active	Edit Deactivate
Janeth Muya bursar01@SP-0009	Bursar	-	-	bursar@schoolpixels.test	Active	Edit Deactivate
Fredrick Mtul adminoffice01@SP-0010	Admin Officer	-	-	adminoffice@schoolpixels.test	Active	Edit Deactivate
Mufet Musoke Musoke - 4234254	Head of House	-	-	-	Active	Edit Deactivate
Daniel Mushi admin01@SP-0002	Admin	-	-	admin@schoolpixels.test	Active	Edit Deactivate
Rahema Mwaia schoolhead01@SP-0003	School Head	-	-	schoolhead@schoolpixels.test	Active	Edit Deactivate

1

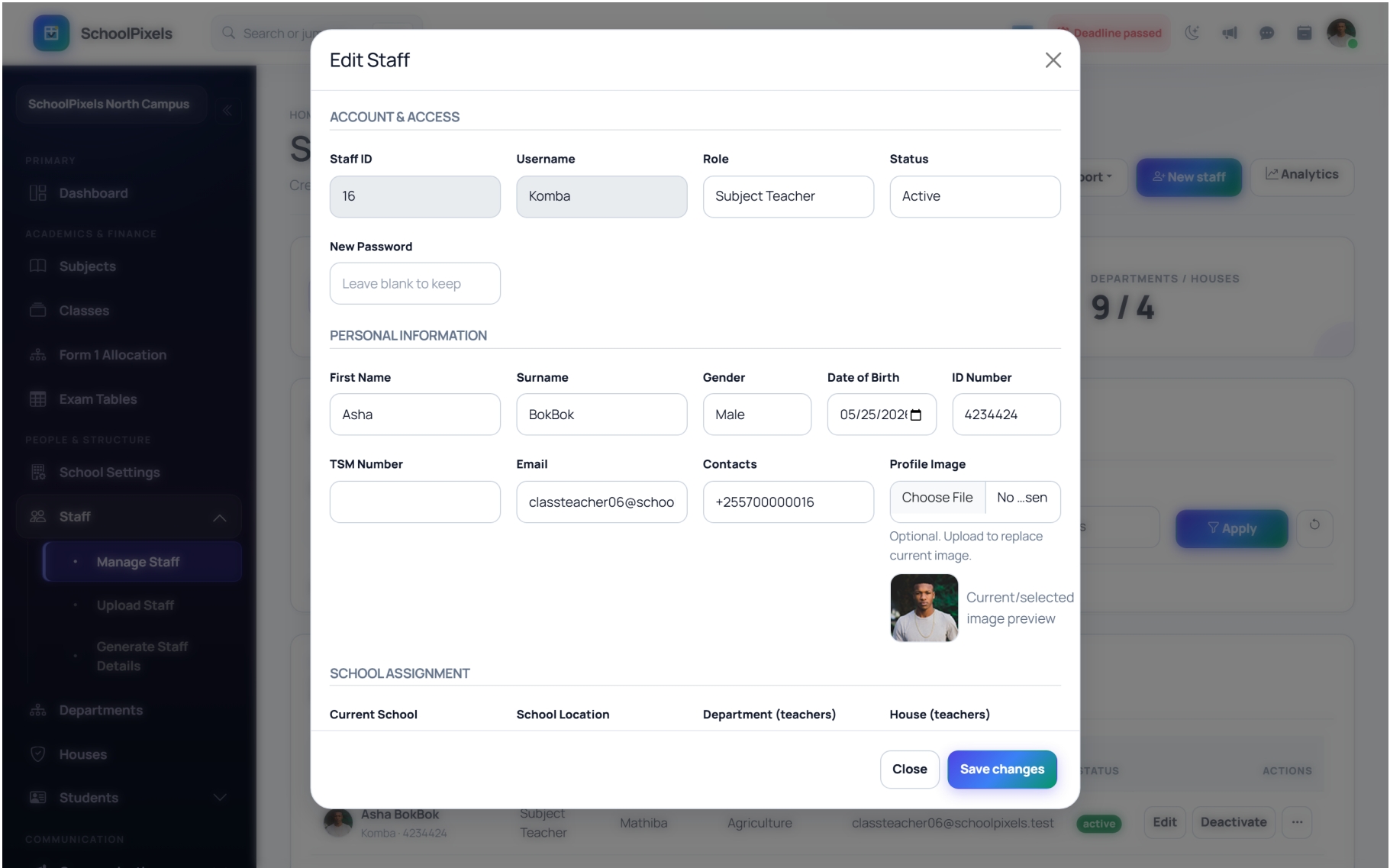
2

The New staff panel expands directly above the staff list (not a popup). Set Username/Password/Role/Status, personal details, School Assignment, and — for a teaching role — Department, House, and Teaching Subjects, then select Create staff.

Page 15

Edit staff

1. Use Search, Status, Role, and Subject filters to locate the person, then select Edit on the correct row.
2. Update Role or Status carefully because both affect dashboard and sidebar access. Username and internal Staff ID are displayed but not edited here.
3. Leave New Password blank to keep the current password. Enter a new compliant password only when an authorised reset is required.
4. Update identity, contact, school, department, house, subjects, qualifications, scale, location, and appointment dates, then save.
5. Use the row menu's Subjects action for a focused teaching-subject update. Teacher roles must have one or two subjects in the selected department.



The Edit Staff modal for an existing account, pre-filled with account, personal, and school-assignment details. Leave New Password blank to keep the current password; only set one to perform an authorised reset.

Before you finish

- After changing a role, sign in with a test account for that role and confirm the sidebar, rather than assuming every page is accessible.
- Use Inactive status instead of deleting a former staff account so historical actions remain attributable.

Open and use every academic analysis

Who uses this: Admin, school leadership, Head of House, Senior Teacher, GnC, and other roles with report rights

The screenshot displays the 'Analysis Reports' hub in the SchoolPixels application. The interface is divided into three main sections: a left sidebar, a top header, and a main content area.

Left Sidebar: Contains navigation links for 'Dashboard', 'Subjects', 'Classes', 'Form 1 Allocation', 'Exam Tables', 'School Settings', 'Departments', 'Staff', 'Houses', 'Students', 'Communications', 'Analytics', and 'Reports' (highlighted).

Top Header: Includes the 'SchoolPixels' logo, a search bar, and a 'Deadline passed' notification.

Main Content Area:

- REPORTS Section:** Titled 'Analysis Reports' with the subtitle 'School-wide subject and exam analysis reports.' It features three filters: 'ACTIVE EXAM' (Term1_2026), 'ACTIVE CLASSES' (24), and 'SCOPE' (School-wide).
- CLASS REPORTS Section:** Titled 'Browse by class' with a search bar. It displays a grid of class cards for various classes (1D, 1E, 1F, 1G, 1H, 2D, 2E, 2F). Each card contains links for 'Class Reports', 'Class Analysis', 'Gender Analysis', and 'Subject Analysis'.
- SCHOOL-WIDE Section:** Titled 'House & School Analysis'.

The Analysis Reports hub first confirms the active exam, active classes, and report scope. Each class card opens class, gender, and subject analysis; further down, school-wide tiles open form, overall gender, subjects, departmental, attendance-performance, house, and BEC analysis.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- analysis-reports.mp4.

What this screenshot shows

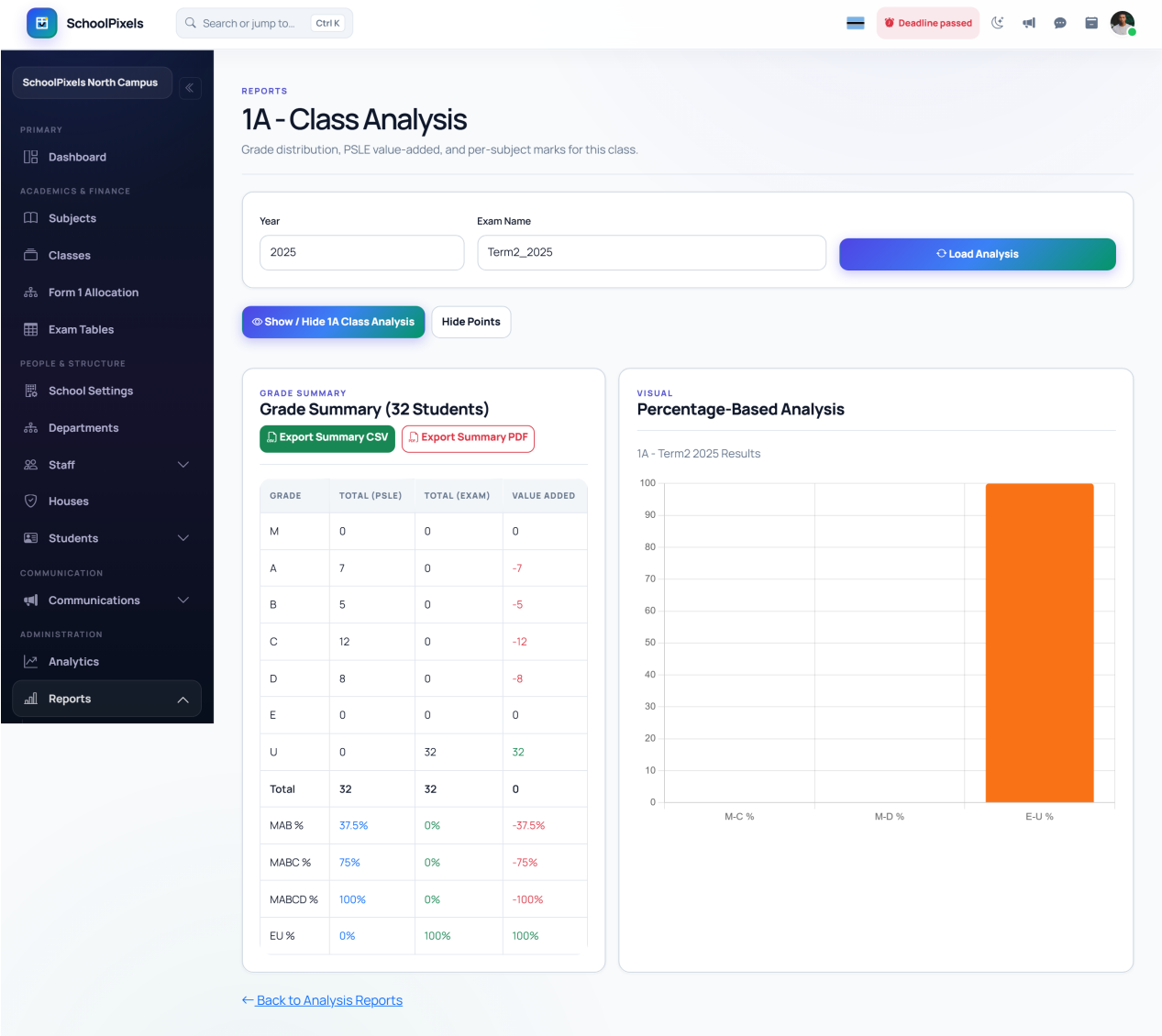
1. The three cards identify the active exam, number of active classes, and current scope. If the active exam is wrong, correct Exam Tables before interpreting results.
2. Browse by class contains one card per active class. Each card opens Class Reports, Class Analysis, Gender Analysis, or Subject Analysis for that exact class.
3. Filter classes by name is the quickest way to reach a large class list.
4. Scroll below the visible class cards to House & School Analysis for House Analysis, House Gender, House Subjects, Forms, Overall Gender, Overall Subjects, Departmental, Attendance x Performance, and BEC Analysis.

Open the hub

1. Open Reports > Analysis Reports from the sidebar. On some dashboards, the Analysis Reports workspace tile opens the same hub.
2. Confirm Active Exam and Scope at the top. Analysis uses the selected exam table and the current role's school, house, or department scope.

Class Analysis

1. Find the class card and select Class Analysis.
2. Choose Year and Exam Name, then select Load Analysis.
3. Review the per-subject marks matrix, total points, overall grade/position, PSLE value-added comparison, Grade Summary, and visual chart.
4. Use Hide Points or the matrix toggle to simplify the view. Export the full analysis to Excel/PDF or the Grade Summary to CSV/PDF.

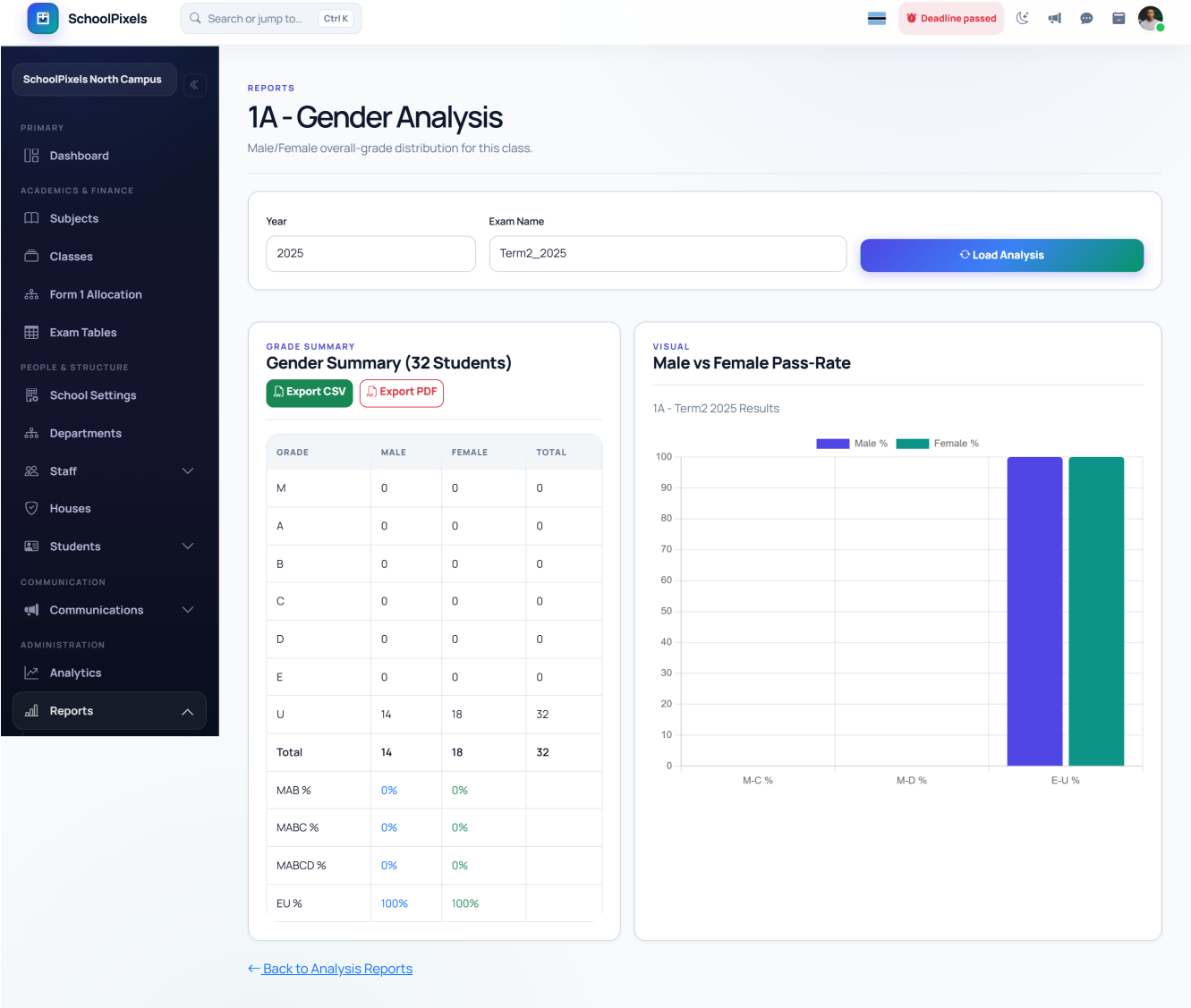


A generated Class Analysis after selecting Year and Exam Name and choosing Load Analysis: the Grade Summary (PSLE vs. Exam totals and Value Added) and the Percentage-Based Analysis chart. A subject or exam with no marks yet still shows here as U/0, not hidden — that is expected, not an error.

Class Gender Analysis

1. On the same class card select Gender Analysis, choose Year and Exam Name, then Load Analysis.

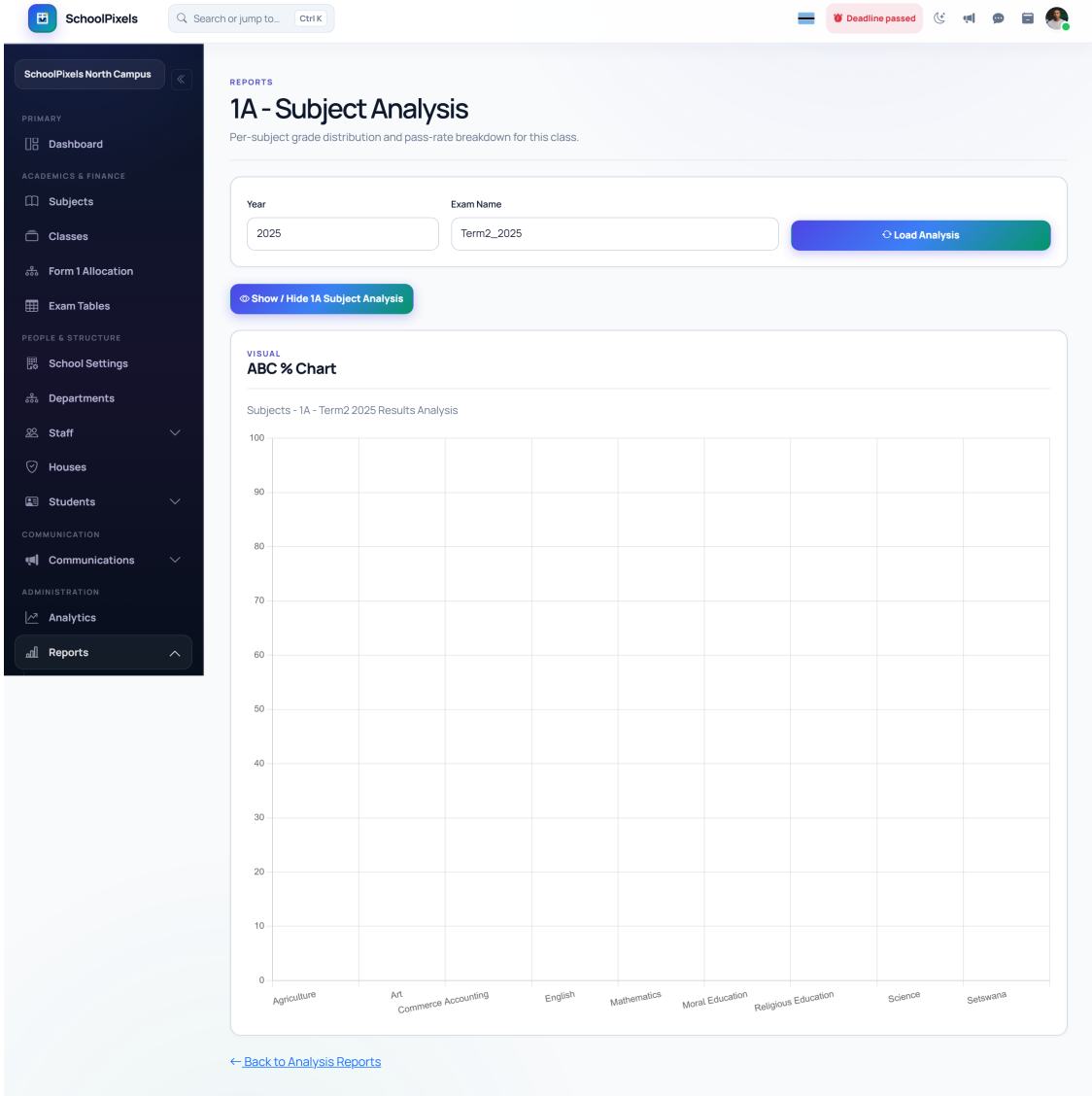
- 2. Compare male and female counts across the overall-grade bands and use the visual chart to identify a gap.
- 3. Export CSV for further work or PDF for a fixed report copy.



A generated Gender Analysis for the same class: male and female counts across every overall-grade band, with cumulative percentages and a comparison chart, once Year, Exam Name, and Load Analysis are set.

Class Subject Analysis

- 1. Select Subject Analysis on the class card, choose Year and Exam Name, and Load Analysis.
- 2. Review each subject's grade distribution and visual comparison. Use the CSV or landscape PDF export for the complete subject table.



A generated Subject Analysis for the class: a grade-distribution matrix with one column per allocated subject, once Year, Exam Name, and Load Analysis are set. Export the full matrix to CSV or landscape PDF.

Forms Analysis

1. Scroll to School Analysis and select Forms Analysis.
2. Set View By to Class, Class Level, or All Forms Combined. Choose the class/level when requested, then choose Year and Exam and select Load Analysis.
3. Review the Full Student List, Grade Summary, and Percentage-Based Analysis. GnC may also use the disability filter within its permitted scope.
4. Export the full list to CSV/landscape PDF or the grade summary to CSV/PDF.

Overall Gender, Overall Subjects, and Departmental

1. From School Analysis select Gender Analysis, Subjects Analysis, or Departmental Analysis.
2. Choose Form Level, Year, and Exam Name, then Load Analysis.
3. Gender compares male/female overall grades; Subjects compares per-subject grade distributions; Departmental groups subjects under their departments.
4. Use the page's CSV and PDF buttons to preserve the exact filtered result.

House and attendance-performance analysis

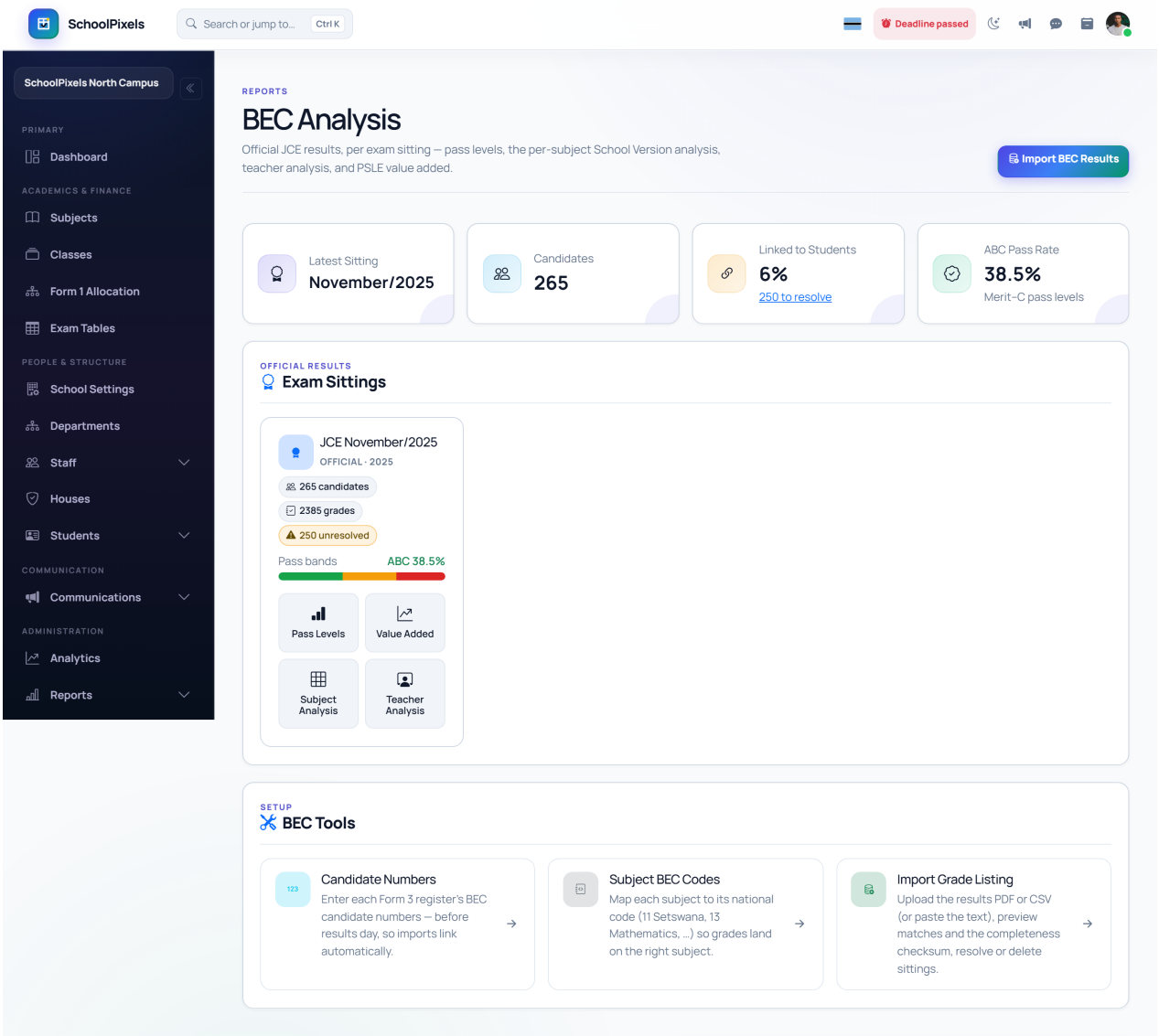
1. For a house, choose House Analysis, Gender Analysis, or Subjects Analysis under the named house card.
2. For attendance correlation select Attendance x Performance, choose Level, Year, Exam, Attendance From/To dates, and Load Analysis.
3. Interpret the scatter/summary together with the Full Student List; correlation does not by itself prove that absence caused a result.

Before you finish

- Always verify Year, Exam, class/level, and scope before exporting.
- A blank analysis usually means marks, enrollment, or the selected exam table is incomplete.

BEC setup, import, and official-results analysis

Who uses this: Roles with BEC Analysis/report access; import and publishing actions need additional permissions



The BEC Analysis hub summarises every imported official exam sitting — candidates, linked-to-student rate, and ABC pass rate — with direct links into Pass Levels, Value Added, Subject Analysis, and Teacher Analysis, plus the BEC Tools (Candidate Numbers, Subject BEC Codes, Import Grade Listing).

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- bec-analysis.mp4.

What this screenshot shows

1. BEC Analysis appears in the School Analysis area and as a top-level sidebar item when either BEC module is enabled.
2. The hub is organised by imported exam sitting; each sitting links directly to Pass Levels, Value Added, Subject Analysis, and Teacher Analysis.
3. BEC results come from the official imported grade listing and are not recalculated from internal marks.

Prepare and import

1. Open Students > BEC Numbers and ensure each candidate has the official BEC candidate number.
2. Open BEC Analysis. Complete the subject-code map so imported BEC codes match SchoolPixels subjects.
3. Use the import step to upload the official grade listing for the correct sitting/series. Resolve unmatched candidates or subjects before relying on totals.
4. Return to the BEC Analysis hub and open the correct imported sitting.

Analyse the sitting

1. Choose Exam Series at the top of BEC Results Analysis.
2. Pass Levels shows the official result-level distribution. Gender Split covers linked candidates only.
3. PSLE Value Added compares PSLE entry grade to the official BEC outcome for linked learners.
4. School Version shows the official per-subject grade distribution; Teacher Analysis groups official results by teacher/class allocation.
5. Internal vs BEC requires selecting an Internal Exam. Use it to compare school marking with the official outcome and inspect subject gaps.
6. Use CSV/PDF beside each panel for that panel's data. Candidate export provides every imported result.

Publish teacher ABC% to JCE

1. Review candidate links, subject mapping, teacher allocation, and the selected series first.
2. Use Publish to JCE Marks only when authorised. It writes each teacher's official ABC% into JCE Marks for dashboards and the JCE leaderboard.
3. After publishing, open JCE/PMS > JCE Marks and verify the sitting and department totals.

Before you finish

- Never compare different sittings or years as if they were the same cohort.
- Fix unmatched candidates and subject codes before publishing or exporting final figures.

Generate balanced Form 1 class allocations

Who uses this: Admin, School Head, Deputy School Head, and Head of House

SchoolPixels

Search or jump to... Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

COMMUNICATION

Communications

ADMINISTRATION

Analytics

Reports

ENROLLMENT

Form 1 Class Allocation

Upload student records, preview and configure weighting, then generate balanced class allocations.

STEP 1

Upload

IMPORT CSV/TSV DATA AND VALIDATE HEADERS.

STEP 2

Configure

SET WEIGHTED SUBJECTS AND BALANCING OPTIONS.

STEP 3

Download

EXPORT ALLOCATIONS AS SECURED CSV DOWNLOADS.

Form 1 Class Allocation's three-step workflow: Upload the incoming learner CSV/TSV, Configure weighted subjects and balancing options, then Download the generated, balanced class lists. Start from Download CSV Template if the source data is not ready yet.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- form1-allocation.mp4.

What this screenshot shows

1. Form 1 Allocation is visible in Academics & Finance in the screenshot's left sidebar.
2. The page uses a three-step workflow: Upload, Configure, and Download. It does not silently overwrite the source file.

Prepare and upload

1. Open Form 1 Allocation and select Download CSV Template. Enter the incoming learner data in the official columns.
2. Select the .csv, .tsv, or .txt file and choose Upload & Preview. Maximum size is 10 MB and maximum row count is 5,000.
3. Review the preview and every data-quality warning: unknown gender, unknown PSLE grade, unrecognised subject grade, and possible duplicate names affect balancing.

Configure and run

1. Choose the Secondary weighted subject (x2). Agriculture is selected by default but can be changed.
2. Tick any Extra weighted subjects (x1 each). Use weights only when the school intentionally wants those grades to influence balancing.
3. If the source includes house information, optionally enter preferred house names separated by commas or new lines.
4. Select Run Allocation. Review warnings rather than downloading immediately.

Review and download

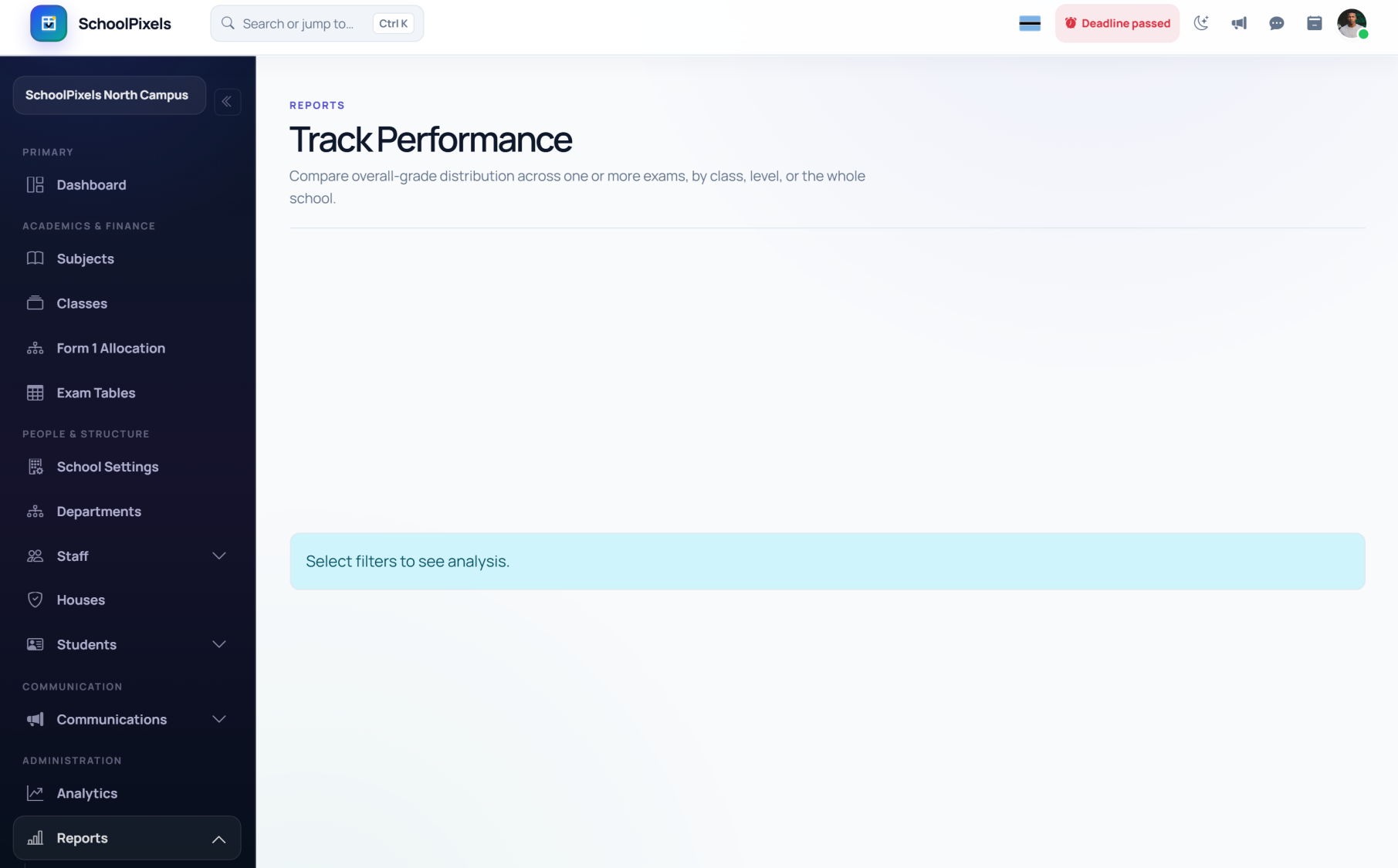
1. Check every generated class card: capacity, allocated count, gender split, PSLE distribution, and weighted subject distribution.
2. Download an individual class CSV for spot checking or Download All for the full secured set.
3. If the balance is unsatisfactory, select New Allocation/Start Over, correct source data or weights, and run again before importing or acting on the files.

Before you finish

- Keep the original source file and the final run ID for auditability.
- Resolve duplicate learners before using the allocation output.

Track performance across several exams

Who uses this: Roles with Reports access



Track Performance compares overall-grade distribution across exams. Choose View By (Class, Class Level, or All Classes/Forms), Year, and one or more Exams in the multiselect, then the page loads the comparison chart and table.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- form-tracking.mp4.

What this screenshot shows

1. Form Tracking is reached from Reports > Form Tracking. It compares overall-grade distributions over time rather than analysing one exam only.
2. The Analysis Reports screenshot establishes the active exam context; Form Tracking can compare that exam with other exams in the same year.

Load a comparison

1. Open Reports > Form Tracking. The page heading is Track Performance.
2. Set View By to Class, Class Level, or All Classes/Forms. Choose the matching Class or Level when that field appears.
3. Choose Year, then select one or more Exams in the multiselect. Use Ctrl-click on Windows or Command-click on macOS to select separated items.
4. The analysis refreshes to show each selected exam's grade distribution, cumulative totals, student count, and Performance Chart.

Interpret and export

1. Compare the same scope across exams. A change in class membership or exam structure can make a raw percentage comparison misleading.
2. Use Export CSV for data work or Export PDF for a fixed portrait report. The export retains the selected scope, year, and exams.
3. If no result appears, verify that the selected exams contain marks for active learners in the chosen class or level.

Before you finish

- Select at least two comparable exams to analyse a trend.
- Use Forms Analysis for a deep view of one exam; use Form Tracking for change across exams.

Apply for, review, administer, and report on leave

Who uses this: Eligible applicants, reviewers, school leadership, and Admin Officer

SchoolPixels

Search or jump to... Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

COMMUNICATION

Communications

ADMINISTRATION

Analytics

Reports

HOME / LEAVE

Leave Management

Apply for leave and track its progress through your review chain.

Who's Out

Apply for leave

COVERAGE

My Review Delegates (0)

Manage delegates

While a delegate period is active, that colleague can see and act on everything in your "Pending My Review" queue – useful while you're away.

MY LEAVE

My Applications (0)

Annual/Vacation: 3 Sick: On demand Balance Ledger

Search my applications by type, dates, or status...

TYPE	DATES	DAYS	STATUS	COMMENTS	ACTIONS
No leave applications yet.					

ADMIN

Leave Blackout Dates (0)

Run accrual now Add blackout period Policy settings

DATES	REASON	ACTIONS
No blackout periods – leave can be applied for on any date.		

COVERAGE

Needs Cover Teacher (2)

Only leave overlapping a configured school term (see Report Settings) is listed here – leave falling entirely within a school holiday doesn't need a substitute.

TEACHER	DATES	TYPE	ASSIGN
Ezekiel Happy Class Teacher	2026-07-02 – 2026-07-02	Annual/Vacation	Assign
Ezekiel Happy Class Teacher	2026-07-02 – 2026-07-03	Annual/Vacation	Assign

The Leave workspace shows Who's Out and Apply for leave actions, review delegates, personal applications, administrative blackout/accrual controls, and the approved absences that still need a cover teacher assigned.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- leave-management.mp4.

What this screenshot shows

1. Who's Out opens the approved-absence view; Apply for leave opens the application form.
2. My Review Delegates lets a reviewer assign a temporary colleague who can act on the Pending My Review queue while the reviewer is away.
3. My Applications shows balances, status, comments, and editable pending applications.
4. Leave Blackout Dates, Run accrual now, and Policy settings are administrative controls and appear only to authorised users.
5. Needs Cover Teacher lists approved leave overlapping a configured school term and provides Assign actions for substitute coverage.

Apply for leave

1. Open Leave and select Apply for leave.
2. Choose Annual/Vacation or Sick leave, then enter Start Date and End Date. Working days exclude weekends and Botswana public holidays.
3. Enter a clear Reason. Sick leave requires a doctor's note (JPG, PNG, WEBP, GIF, or PDF up to 20 MB).
4. If dates overlap a blackout or the annual balance is short, complete Emergency Justification; the request may require an admin waiver before normal review.
5. Submit, then check My Applications for the calculated days, status, next reviewer, and reviewer comments. Edit only while the first reviewer has not acted.

Review an application

1. Open Pending My Review and search by applicant, type, dates, or reason.
2. Open the application and verify balance, working days, reason, attachments, blackout warning, overlap/frequent-leave flags, and review history.
3. Stage 1 normally recommends or rejects; Stage 2 gives final approval or rejection. Enter a useful comment, especially when rejecting or returning a request.
4. Use Reassign only when the designated reviewer cannot act. Use Manage delegates in advance for planned absence.

Administer and report

1. Review waiver requests for balance shortfalls or blackout emergencies. Approval sends the application into the normal review chain; rejection ends it.
2. Use Leave Blackout Dates for periods when applications require an emergency waiver. Use Policy settings for minimum notice and maximum consecutive days.
3. Use Run accrual now for the monthly annual/vacation credit; the operation is designed to skip staff already credited for that month.
4. Assign a Cover Teacher for approved leave that overlaps the active term.
5. Open Leave > Leave Reports for filtered/exportable records and Leave > Who's Out for the current absence list.

SchoolPixels

Search or jump to...Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

ACADEMICS & FINANCE

Subjects

Classes

Form 1 Allocation

Exam Tables

PEOPLE & STRUCTURE

School Settings

Departments

Staff

Houses

Students

COMMUNICATION

Communications

ADMINISTRATION

Analytics

Reports

HOME / LEAVE

Who's Out

Scope: Whole School | 2026-08-30 to 2026-09-28

← Back to Leave

TEAM CALENDAR

Who's Out (0 applications)

08/30/2026

to

09/28/2026

Search by name or role

Apply

No approved leave in this date range and scope.

Who's Out lists every staff member currently on approved leave for the selected period — useful before assigning cover or planning ahead. reached from the Leave page's own Who's Out button.

Before you finish

- Admin Officer has school-wide reporting visibility but does not inherit approval powers from the leadership chain.
- Leave during a school holiday does not appear in Needs Cover Teacher.

Take the daily homeroom register

Who uses this: Class Teacher (their own assigned homeroom class only)

SchoolPixels

Search or jump to...

Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Workspace

My Classes

ACADEMICS & FINANCE

Exam Tables

PEOPLE & STRUCTURE

Students

COMMUNICATION

Communications

ACCOUNT

Profile

MORE

Attendance

Daily Attendance

Term Attendance

Class Documents

Assignments

Class Reports

Student Testimonials

ATTENDANCE

Daily Attendance

Whole-day Present/Absent/Late/Excused register, one entry per student per day.

Class

1A

Date

08/30/2026

This date falls on a weekend.

Fetch Students

DAILY REGISTER

2026-08-30 – 32 student(s)

Mark All Present

STUDENT	GENDER	PRESENT	ABSENT	LATE	EXCUSED	ABSENCE REASON	REMARK
Lefa Baosinyi	Male	☒	☐	☐	☐	Select reason...	optional
Hiranyo Erika Barrows	Female	☒	☐	☐	☐	Select reason...	optional
Thapelo Bonolo	Male	☒	☐	☐	☐	Select reason...	optional
Mpho Butale	Male	☒	☐	☐	☐	Select reason...	optional
Abigail Diane	Female	☒	☐	☐	☐	Select reason...	optional
Chedu Peo Dikepu	Female	☒	☐	☐	☐	Select reason...	optional
Thabo Ditsko	Male	☒	☐	☐	☐	Select reason...	optional
Lindah Fane	Female	☒	☐	☐	☐	Select reason...	optional
Sheron Gabetotane	Female	☒	☐	☐	☐	Select reason...	optional
Lefa Gaele	Male	☒	☐	☐	☐	Select reason...	optional
Thuto Oatlang	Female	☒	☐	☐	☐	Select reason...	optional
Trinity Tavonga Owengo	Female	☒	☐	☐	☐	Select reason...	optional
Charlotte Joshua	Female	☒	☐	☐	☐	Select reason...	optional
Andre Kashiba	Male	☒	☐	☐	☐	Select reason...	optional
Karabo Kealebale	Male	☒	☐	☐	☐	Select reason...	optional
Tumelo keetshabe	Male	☒	☐	☐	☐	Select reason...	optional
Loulish Ketsesope	Female	☒	☐	☐	☐	Select reason...	optional
Nonofu Koogotsitse	Female	☒	☐	☐	☐	Select reason...	optional
Temo Leina	Male	☒	☐	☐	☐	Select reason...	optional
Nigel Mahora	Male	☒	☐	☐	☐	Select reason...	optional
Gorwa Helen Majuta	Female	☒	☐	☐	☐	Select reason...	optional
Phenyo Mokibelo	Male	☒	☐	☐	☐	Select reason...	optional
Gaone Moleele	Female	☒	☐	☐	☐	Select reason...	optional
Naledi Moleele	Female	☒	☐	☐	☐	Select reason...	optional
Lawson Motlatsote	Male	☒	☐	☐	☐	Select reason...	optional
John Ntshingane	Male	☒	☐	☐	☐	Select reason...	optional
Victoria Reoagile	Female	☒	☐	☐	☐	Select reason...	optional
Masedi Sebolayaphuti	Female	☒	☐	☐	☐	Select reason...	optional
Precious Seitshiro	Female	☒	☐	☐	☐	Select reason...	optional
Kago Sejatsie	Male	☒	☐	☐	☐	Select reason...	optional
Oorabile Tathogo	Female	☒	☐	☐	☐	Select reason...	optional
Gese Wairi	Female	☒	☐	☐	☐	Select reason...	optional

Save Attendance

The loaded daily register lists every active learner and exposes the allowed attendance states. Mark each learner, add a reason or note where required, save once, and verify the confirmation/counts before leaving the page.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- daily-attendance.mp4.

What this screenshot shows

1. Class and Date sit above the register; the roster stays hidden until both are set and Fetch Students is selected.
2. Once loaded, every active learner in the class gets one row with Present/Absent/Late/Excused options, an Absence Reason select, and an optional Remark.
3. Mark All Present fills every row at once so the common case -- a fully present class -- takes one click instead of thirty.
4. A weekend or Botswana public holiday shows an inline warning next to the Date field; it does not block saving, since a school occasionally does need to record a Saturday class or backfill a missed entry.

Take the register

1. Open Daily Attendance. The Class field is normally fixed to the teacher's own homeroom.
2. Set Date (it cannot be later than today) and select Fetch Students.
3. Select Mark All Present, then correct the exceptions individually -- switch just those learners to Absent, Late, or Excused.
4. Choose an Absence Reason for any non-Present learner where one is expected, and add a Remark where useful context matters.
5. Select Save Attendance and confirm the success message and the updated counts before leaving the page.

Before you finish

- One entry per student per day -- saving again for the same class and date updates the existing register rather than duplicating it.
- This is the whole-day register (attendance_records), a separate concept from any subject/period attendance the same class may also have.

Enter marks for an allocated class and subject

Who uses this: Subject Teacher and any other role with a class-subject allocation (Senior Teacher, SDC, GnC, Sports, Class Teacher)

SchoolPixels

Search or jump to...

CRK

SchoolPixels North Campus

PRIMARY

Workspace

My Classes

COMMUNICATION

Communications

ACCOUNT

Profile

MORE

Attendance

Attendance Report for Agriculture

Class Documents

Assignments

Leave

Who's Out

Lesson Plans

Clearance Form

User Guide

MY CLASSES / (AGRICULTURE) 1A - TERM1_2026

(Agriculture) 1A - Term1_2026

Enter marks for every student below, then save all at once.

MARK ENTRY

Agriculture – 1A

Active table: Term1_2026

EXPIRED

My Classes

The marks entry deadline has passed. Contact an admin if you need to make changes.

MARKS

Export PDF

FIRSTNAME	SURNAME	GENDER	PSLE	MARKS (AGRICULTURE)	GRADE
Lefa	Bacsiyi	Male	C		
Hiranya Erika	Barrows	Female	A	64	C
Thapelo	Bonolo	Male	D		
Mpho	Butale	Male	B		
Abigail	Diane	Female	C		
Chedu Peo	Dikepu	Female	A		
Thabo	Ditoko	Male	D		
Lindah	Fane	Female	D		
Sharon	Gabototane	Female	A		
Lefa	Gaele	Male	B		
Thuto	Gatang	Female	B		
Trinity Tavonga	Owengo	Female	A		
Charlotte	Joshua	Female	B		
Andre	Kashiba	Male	C		
Karabo	Kealebale	Male	C		
Tumelo	keetshabe	Male	C		
Loufah	Ketseope	Female	C		
Nonofo	Koogotsitse	Female	C		
Temo	Leina	Male	D		
Nigel	Mahora	Male	C		
Gofwa Hellen	Majuta	Female	B		
Phenyo	Mokibelo	Male	A		
Gaone	Moleele	Female	C		
Naledi	Moleele	Female	D		
Lawson	Motalaote	Male	C		
John	Ntshingane	Male	D		
Victoria	Reoagile	Female	C		
Masedi	Sebolayaphuti	Female	A		
Precious	Seitshiro	Female	D		
Kago	Sejatsie	Male	C		
Olarabile	Tathego	Female	D		
Gase	Wari	Female	A		

Save Marks

ANALYSIS

(Agriculture) 1A - Term1_2026

Export Subject Analysis

Export PDF

GRADES	TOTALS	MALE	FEMALE
A	0	0	0
B	0	0	0
C	1	0	1
D	0	0	0
E	0	0	0
U	0	0	0
Total	1	0	1
AB	0%	0%	0%
ABC	100%	0%	100%
ABCD	100%	0%	100%
EU	0%	0%	0%

The mark-entry grid pairs a learner roster with assessment controls and live grade analysis. Confirm class, subject, exam, and maximum mark, enter only valid scores or permitted absence codes, save, and use the summary to spot omissions or outliers.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- mark-entry.mp4.

What this screenshot shows

1. My Classes lists every class-subject combination allocated to the signed-in teacher; selecting one opens its mark-entry grid for the currently active exam table.
2. The grid pairs one row per learner with a numeric mark field (0-100) and, alongside it, a live grade/points preview and a summary analysis panel.
3. A red deadline countdown in the top bar shows how much time remains before marks-entry closes for the active exam; once it passes, the fields render read-only.
4. A learner with no mark yet shows an empty field, not a zero -- zero is only assigned once entered, or automatically at report-card time for a subject with nothing recorded.

Enter and save marks

1. Open My Classes and select the correct class-subject allocation. If an expected allocation is missing, it must be corrected on Class Allocations by an authorised administrator first.
2. Confirm the class, subject, and active exam shown at the top of the grid before entering anything.
3. Enter each learner's mark as a plain percentage (0-100); leave a field blank only if that learner genuinely has no result yet.
4. Select Save Marks. Review the confirmation count and the analysis panel for outliers or an unexpectedly low class average before moving to the next allocation.

Before you finish

- Marks cannot be entered after the school's configured deadline passes -- contact an administrator if a genuine correction is needed after that point.
- The same grid also autosaves per-row in some views; Save Marks is still the action that confirms the whole class is complete.

Record a fee payment

Who uses this: Bursar

SchoolPixels

Search or jump to...

Ctrl K

Deadline passed

SchoolPixels North Campus

PRIMARY

Dashboard

Fees Desk

ACADEMICS & FINANCE

Fee Definitions

Payments

COMMUNICATION

Communications

ACCOUNT

Profile

MORE

Clearance Form

User Guide

FINANCE TRACKING

Payments

Fees desk

Export paid fees

TOTAL PAYMENTS

4

TOTAL COLLECTED

80,054.00

TODAY'S PAYMENTS

0

Student

Type a student name to filter

Select a student by name

Selected student

No student selected yet.

Fee definition

General / no fee definition

Choose a fee definition, or leave as General.

Amount paid

Amount

Payment date

08/30/2026

Payment method

Cash

Record payment

Notes (optional)

Notes (optional)

DATE	FEE	STUDENT	CLASS	AMOUNT	METHOD	REFERENCE	RECEIVED BY	STATUS	ACTIONS
2026-06-06	Tuition Fee	-	-	10.00	cash	SPP-20260606-5TXEVD	Janeth Msuya	Active	Receipt Void
2026-06-06	General	-	-	44.00	cash		Janeth Msuya	Active	Receipt Void
2026-02-03	Development Levy	-	-	30,000.00	mobile	MOBILE-1002	Janeth Msuya	Active	Receipt Void
2026-02-01	Tuition Fee	-	-	50,000.00	cash	RCPT-0001	Janeth Msuya	Active	Receipt Void

The Payments page supports receipt search/filtering and recording a payment against the correct learner/invoice. Verify payer, amount, method, reference, and allocation before saving; use the authorised void workflow rather than deleting an incorrect receipt.

Watch it happen: the HTML guide's copy of this page (assets/guide/role-*.html) embeds a short, silent screen recording of this exact workflow -- bursar-payment.mp4.

What this screenshot shows

1. The KPI row (Total Payments, Total Collected, Today's Payments) reflects the school's full payment history, not just what is visible on screen.
2. The Student field is a type-to-filter search rather than a long dropdown, since a school's roll can run into the hundreds.
3. Fee definition is optional -- leaving it as General records a payment not tied to one specific defined fee.
4. The payments table beneath the form lists Date, Fee, Student, Class, Amount, Method, Reference, Received By, and Status, with a receipt and an authorised Void action on each row.

Record a payment

1. Open Payments and type into the Student field to find the correct learner; select them from the filtered results.
2. Choose the Fee definition being paid, or leave it as General if it is not tied to one specific defined fee.
3. Enter Amount paid, confirm Payment date, and choose the Payment method (Cash, Bank, Mobile, or Card).
4. Add a note if useful, then select Record payment.
5. Confirm the new row appears at the top of the payments table with the correct amount and reference, then print or share the receipt.

Before you finish

- Never delete an incorrect payment -- use the authorised Void action and enter a clear reason so the audit trail stays intact.
- Fee Definitions must exist before they can be selected here; create them on Fee Definitions first if the correct one is missing.

Admin

Full school setup, people management, academics, reporting, and governance.

Access note: Optional modules and role rights determine whether some items appear. A missing menu is usually configuration, not a page error.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	Monitor school totals, alerts, performance summaries, and workspace shortcuts.
School Settings	Update school identity, active modules, dates, and operating preferences.
Analytics	Review school performance, attendance, and operational trends.
Subjects	Maintain curriculum subjects and their departments.
Grading	Maintain grade scales, points, result bands, and grading rules.
Testimonial Remarks	Maintain reusable approved testimonial wording.
Departments	Create departments and assign their leadership/subjects.
Classes	Maintain classes, capacities, levels, and class teachers.
Class Allocations	Assign teachers to class subjects; these allocations control marks, attendance, and teaching tools.
Teacher Attendance	Record staff attendance when the module is enabled.
Class Documents	Publish learning resources to selected classes and subjects.
Assignments	Create, publish, and review assignments for classes and subjects.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Subject Syllabus	Maintain the subject syllabus used by lesson plans and coverage reporting.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Student Cases > Add Case	Create a learner discipline or welfare case and record the initial incident/action.
Student Cases > Cases Reports	Search, review, escalate, resolve, and report existing learner cases.
Form 4 Placement	Prepare and print senior secondary placement applications.

Menu path	What it is for
Staff > Manage Staff	Add, edit, activate, deactivate, and manage individual staff accounts.
Staff > Upload Staff	Bulk-import staff from the supported spreadsheet template.
Staff > Generate Staff Details	Export detailed staff records.
Houses	Maintain school houses and house leadership.
Boarding	Manage dormitories, masters, capacity, and learner boarding assignments when enabled.
My Dormitory	Open the signed-in staff member's assigned dormitory view when they are a dormitory master.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Deleted Students	Review and restore soft-deleted learner records.
Students > Upload Students	Bulk-import learners from the supported spreadsheet template.
Students > BEC Numbers	Assign and validate official BEC candidate numbers.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Generate Student Logins	Create and review Student Portal credentials.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.
Form 1 Allocation	Allocate incoming learners to Form 1 classes.
Student Testimonials	Prepare, review, and publish learner testimonials when enabled.
Exam Tables	Create exam structures, set active assessments, and manage marks-entry context.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.

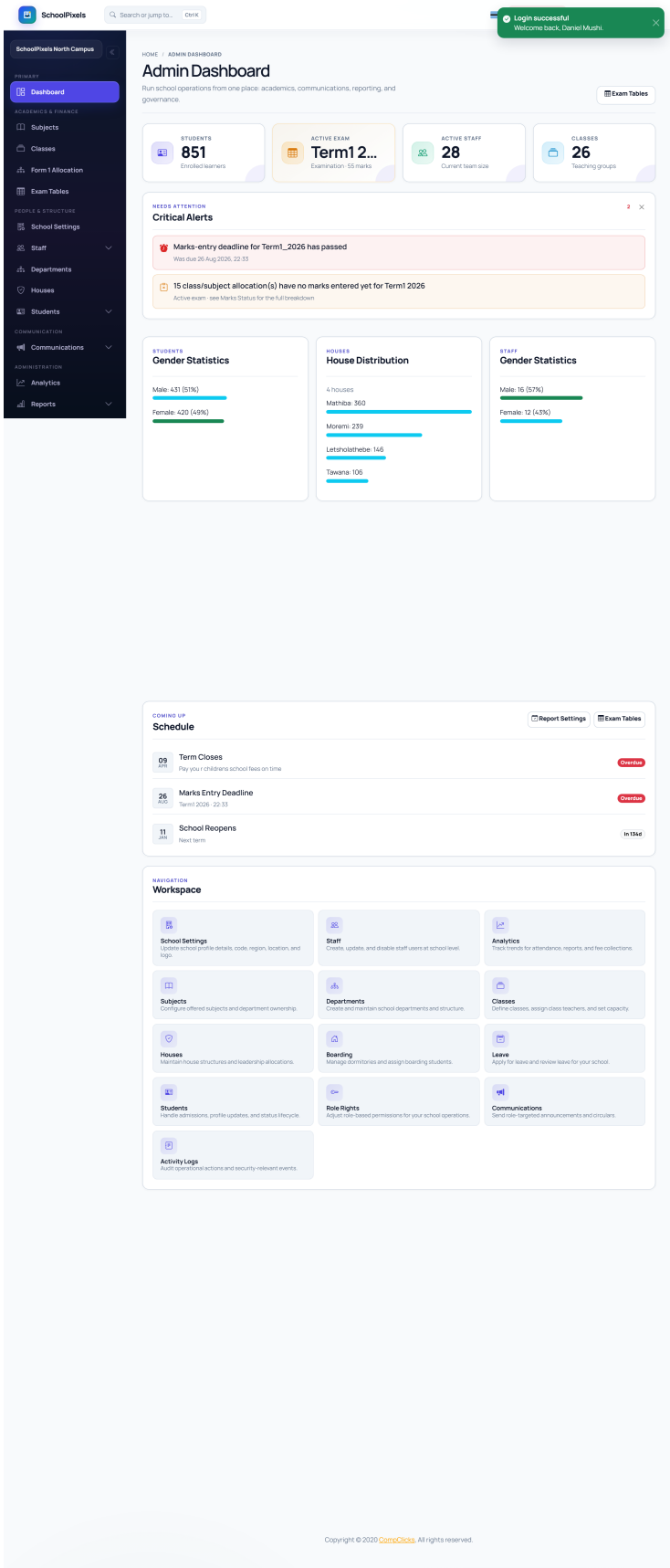
Menu path	What it is for
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Marks Status	Find incomplete or missing mark entry by class, subject, and teacher.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Documents Overview	Review uploaded class documents across the school when the module is enabled.
Reports > Attendance Per Day	Review subject/period attendance records by date.
Reports > Daily Attendance	Review the daily homeroom register across classes.
Reports > Attendance Report	Run detailed learner attendance reports.
Reports > Attendance Alerts	Review configured absence/attendance warnings when enabled.
Reports > Attendance Reconciliation	Compare attendance sources and resolve missing or conflicting records when enabled.
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Import and analyse BEC results when either BEC module is enabled.
Role Rights	Control role access to supported application features.
Activity Logs	Audit system and user actions.
Clearance Form	Start and track a leaving or graduating learner's clearance workflow.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Set up School Settings, Subjects, Grading, Classes, Staff, and Class Allocations before staff begin academic work.
2. Open Students to add or import learners; check class, house, guardian, status, and BEC information before saving.
3. Open Reports > Report Settings and activate the correct term before generating report cards or analysis.
4. Use Role Rights only after confirming the role's operational need; rights can hide sidebar entries immediately.

Admin: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

School Head

School-wide oversight, approvals, academic monitoring, and final review.

Access note: Staff, Departments, Houses, School Settings, and Role Rights appear only if those rights are explicitly granted.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	Review school-wide alerts, attendance, marks, and performance summaries.
Analytics	Open the school analytics dashboard.
Subjects	Oversee curriculum subjects.
Grading	Oversee grade scales and result bands.
Classes	Oversee classes, capacities, levels, and class teachers.
Class Allocations	Oversee teacher-to-class-subject allocations.
Teacher Attendance	Review or record staff attendance when enabled.
Class Documents	Review school learning resources.
Assignments	Review school assignments.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Subject Syllabus	Maintain the subject syllabus used by lesson plans and coverage reporting.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Student Cases > Add Case	Create a learner discipline or welfare case and record the initial incident/action.
Student Cases > Cases Reports	Search, review, escalate, resolve, and report existing learner cases.
Form 4 Placement	Review senior secondary placement applications.
Boarding	Oversee dormitories and boarding assignments when enabled.
My Dormitory	Open the assigned dormitory view when the School Head is also a dormitory master.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.

Menu path	What it is for
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Deleted Students	Review and restore soft-deleted learner records.
Students > BEC Numbers	Assign and validate official BEC candidate numbers.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.
Form 1 Allocation	Oversee incoming learner class placement.
Exam Tables	Oversee active exam structures and marks-entry context.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Marks Status	Find incomplete or missing mark entry by class, subject, and teacher.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Documents Overview	Review uploaded class documents across the school when the module is enabled.
Reports > Attendance Per Day	Review subject/period attendance records by date.
Reports > Daily Attendance	Review the daily homeroom register across classes.
Reports > Attendance Report	Run detailed learner attendance reports.
Reports > Attendance Alerts	Review configured absence/attendance warnings when enabled.
Reports > Attendance Reconciliation	Compare attendance sources and resolve missing or conflicting records when enabled.

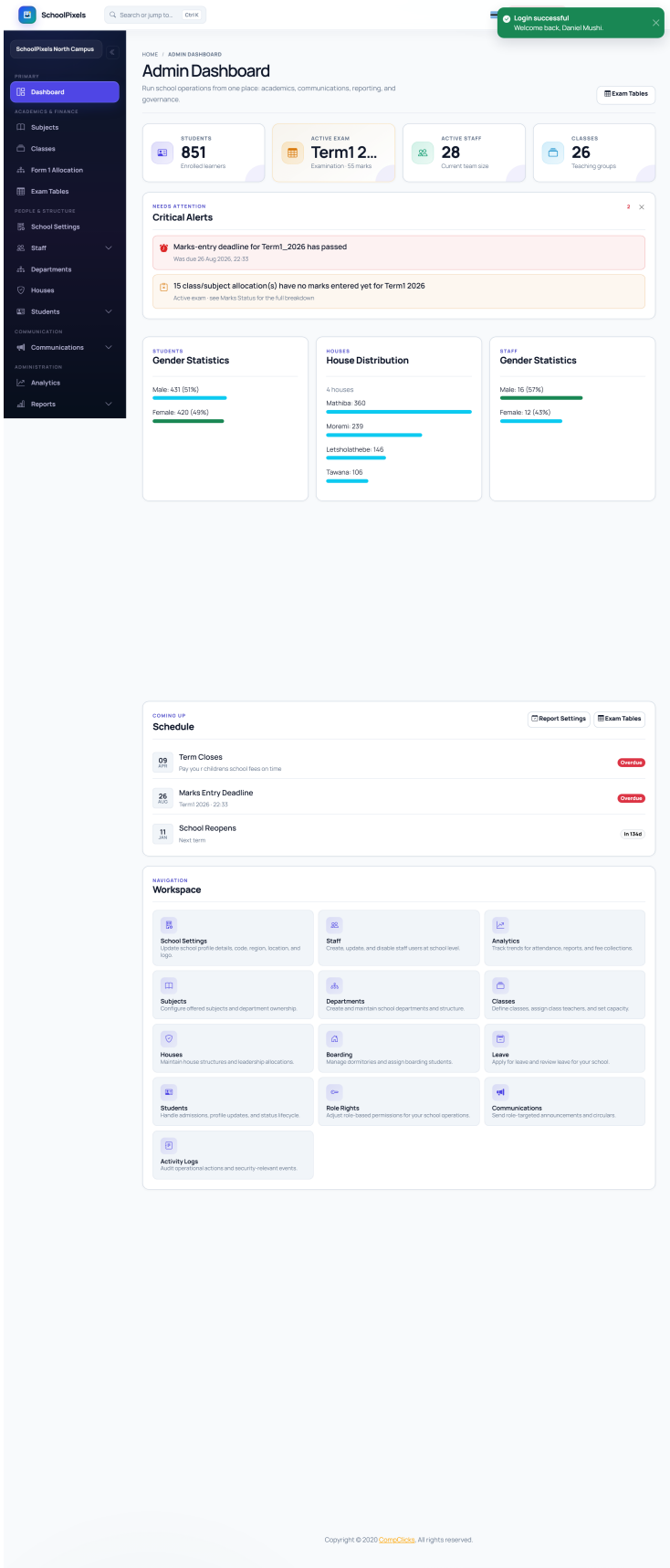
Menu path	What it is for
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC import/result analysis when enabled.
Activity Logs	Review audited application actions when the right is granted.
Clearance Form	Review and complete eligible clearance stages.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Start on Dashboard and open the alert or report that needs attention.
2. For leave, open Leave > Leave and use Pending My Review; inspect dates, reason, and balance before deciding.
3. Use Reports > Marks Status before report-card deadlines to identify incomplete class-subject entries.

School Head: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

Deputy School Head

Academic operations, school-wide review, deadlines, and delegated approvals.

Access note: This role can set the marks-entry deadline when the corresponding right is enabled.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	Monitor school academic and attendance performance.
Analytics	Open school analytics and operational trends.
Subjects	Maintain curriculum subject definitions.
Grading	Maintain grading scales and result bands.
Testimonial Remarks	Maintain approved reusable testimonial wording.
Classes	Maintain classes, capacities, levels, and class teachers.
Class Allocations	Maintain teacher-to-class-subject allocations.
Teacher Attendance	Oversee staff attendance.
Class Documents	Review school learning resources.
Assignments	Review school assignments.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Subject Syllabus	Maintain the subject syllabus used by lesson plans and coverage reporting.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Student Cases > Add Case	Create a learner discipline or welfare case and record the initial incident/action.
Student Cases > Cases Reports	Search, review, escalate, resolve, and report existing learner cases.
Form 4 Placement	Review senior secondary placement applications.
Boarding	Manage boarding when the module is enabled.
My Dormitory	Open the assigned dormitory view when also appointed as a dormitory master.

Menu path	What it is for
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Deleted Students	Review and restore soft-deleted learner records.
Students > BEC Numbers	Assign and validate official BEC candidate numbers.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.
Form 1 Allocation	Manage incoming learner class placement.
Student Testimonials	Prepare and review learner testimonials when enabled.
Exam Tables	Maintain active exam structures and marks-entry context.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Marks Status	Find incomplete or missing mark entry by class, subject, and teacher.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Documents Overview	Review uploaded class documents across the school when the module is enabled.
Reports > Attendance Per Day	Review subject/period attendance records by date.
Reports > Daily Attendance	Review the daily homeroom register across classes.
Reports > Attendance Report	Run detailed learner attendance reports.

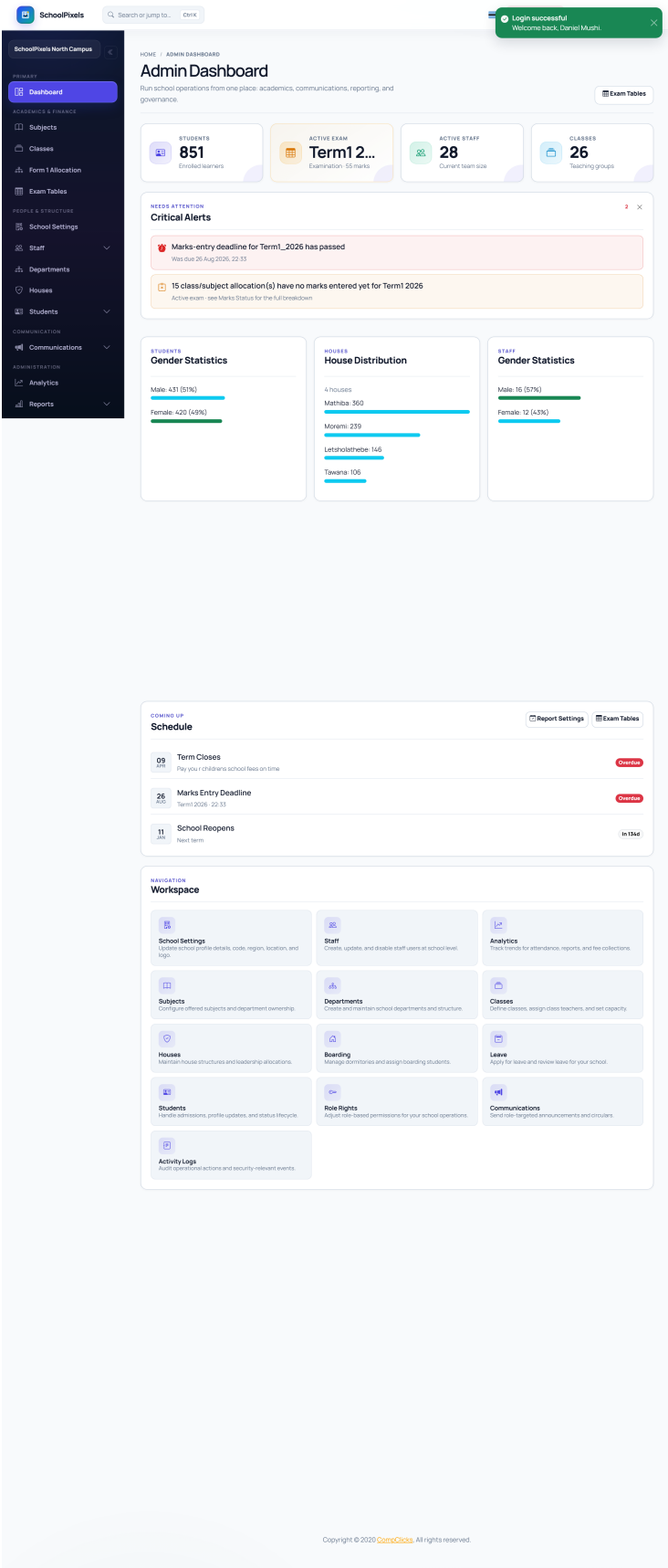
Menu path	What it is for
Reports > Attendance Alerts	Review configured absence/attendance warnings when enabled.
Reports > Attendance Reconciliation	Compare attendance sources and resolve missing or conflicting records when enabled.
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC import/result analysis when enabled.
Activity Logs	Review audited application actions when the right is granted.
Clearance Form	Review eligible clearance stages.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Use Marks Status and Attendance reports to follow up incomplete records before deadlines.
2. Use Testimonial Remarks to maintain approved reusable phrases, then Student Testimonials to produce individual documents.
3. Check the review history before approving leave, lesson plans, or escalated student cases.

Deputy School Head: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

Head of House

House-scoped learner welfare, discipline, attendance, and approvals.

Access note: House scope is enforced by assignment; changing the sidebar cannot broaden access to another house.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	View house-focused alerts, student distribution, and review work.
Analytics	Open school/house analytics within the granted scope.
Subjects	Open curriculum subjects when permitted.
Grading	Open grading scales and result bands when permitted.
Classes	Open classes and class-teacher information.
Class Allocations	Review teacher-to-class-subject allocations.
Teacher Attendance	Monitor staff attendance when permitted.
Class Documents	Review school learning resources.
Assignments	Review school assignments.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Student Cases > Add Case	Create a learner discipline or welfare case and record the initial incident/action.
Student Cases > Cases Reports	Search, review, escalate, resolve, and report existing learner cases.
Form 4 Placement	Prepare placement applications for eligible Form 3 learners.
Boarding	Manage boarding when enabled and authorised.
My Dormitory	Open the assigned dormitory view when appointed as a dormitory master.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.

Menu path	What it is for
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Deleted Students	Review and restore soft-deleted learner records.
Students > BEC Numbers	Assign and validate official BEC candidate numbers.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.
Form 1 Allocation	Manage incoming learner class placement.
Student Testimonials	Prepare eligible learner testimonials when enabled.
Exam Tables	Review active exam structures and marks-entry context.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Marks Status	Find incomplete or missing mark entry by class, subject, and teacher.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Documents Overview	Review uploaded class documents across the school when the module is enabled.
Reports > Attendance Per Day	Review subject/period attendance records by date.
Reports > Daily Attendance	Review the daily homeroom register across classes.
Reports > Attendance Report	Run detailed learner attendance reports.
Reports > Attendance Alerts	Review configured absence/attendance warnings when enabled.
Reports > Attendance Reconciliation	Compare attendance sources and resolve missing or conflicting records when enabled.

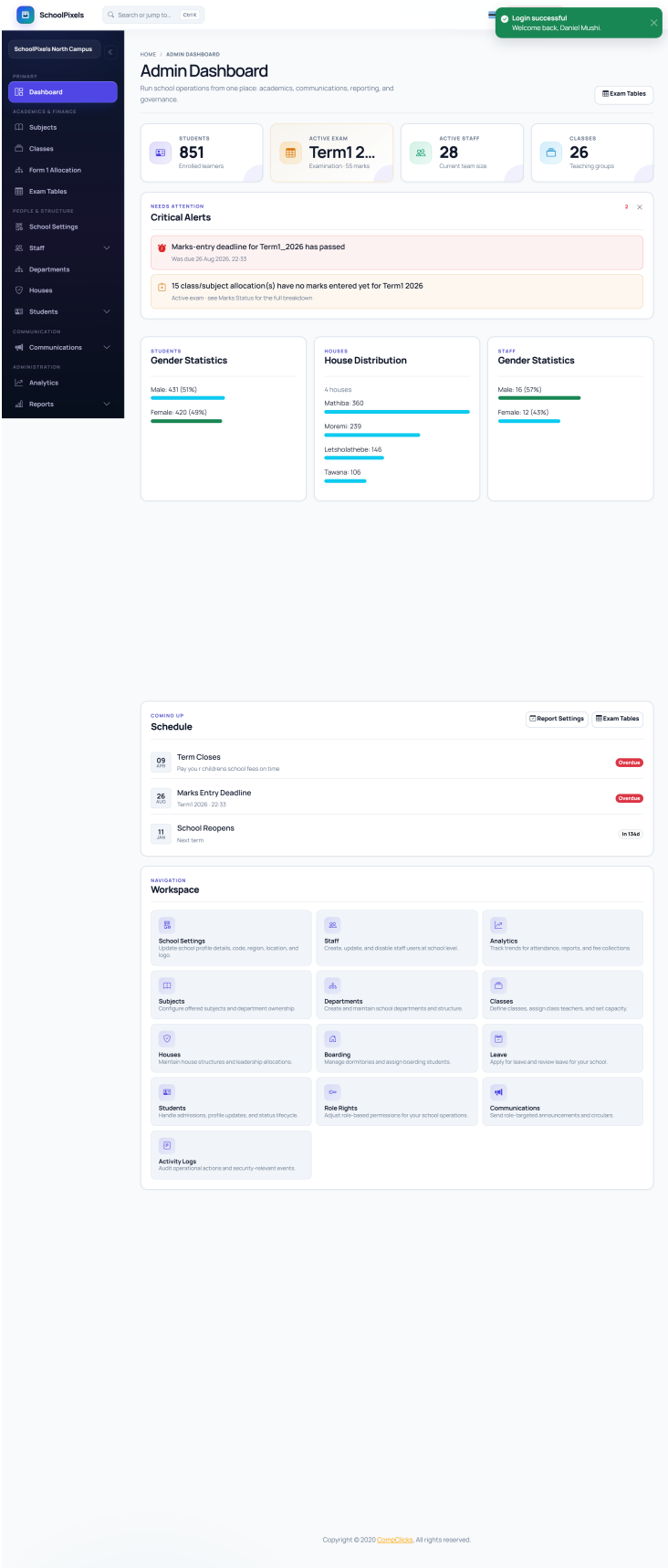
Menu path	What it is for
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC analysis when enabled.
Activity Logs	Review audited actions when the right is granted.
Clearance Form	Complete the Head of House or assigned checklist stages.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Open Student Cases > Cases Reports and filter by status; prioritise escalated cases.
2. For Form 4 Placement, verify candidate and guardian details, enter school preferences, save, and print only after review.
3. For leave, read the full application and review trail before recommending it to the next stage.

Head of House: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

Senior Teacher

Department-scoped curriculum leadership, teaching review, and academic monitoring.

Access note: Department assignment determines the records and reviewers visible to this role.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	Review department measures and alerts.
My Classes	Enter marks for personal class-subject allocations.
Analytics	Open academic and operational analytics within scope.
Teacher Attendance	Monitor staff attendance when permitted.
Class Documents	Review department/school learning resources.
Assignments	Review department/school assignments.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Subject Syllabus	Maintain the subject syllabus used by lesson plans and coverage reporting.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Boarding	Use boarding tools when enabled and authorised.
My Dormitory	Open the assigned dormitory view when appointed as a dormitory master.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.

Menu path	What it is for
Students > Generate Student Details	Export detailed learner records.
Exam Tables	Review active exam structures and marks-entry context.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Marks Status	Find incomplete or missing mark entry by class, subject, and teacher.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Documents Overview	Review uploaded class documents across the school when the module is enabled.
Reports > Attendance Per Day	Review subject/period attendance records by date.
Reports > Daily Attendance	Review the daily homeroom register across classes.
Reports > Attendance Report	Run detailed learner attendance reports.
Reports > Attendance Alerts	Review configured absence/attendance warnings when enabled.
Reports > Attendance Reconciliation	Compare attendance sources and resolve missing or conflicting records when enabled.
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC analysis when enabled.
Clearance Form	Complete HOD/department checklist and sign-off stages where assigned.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

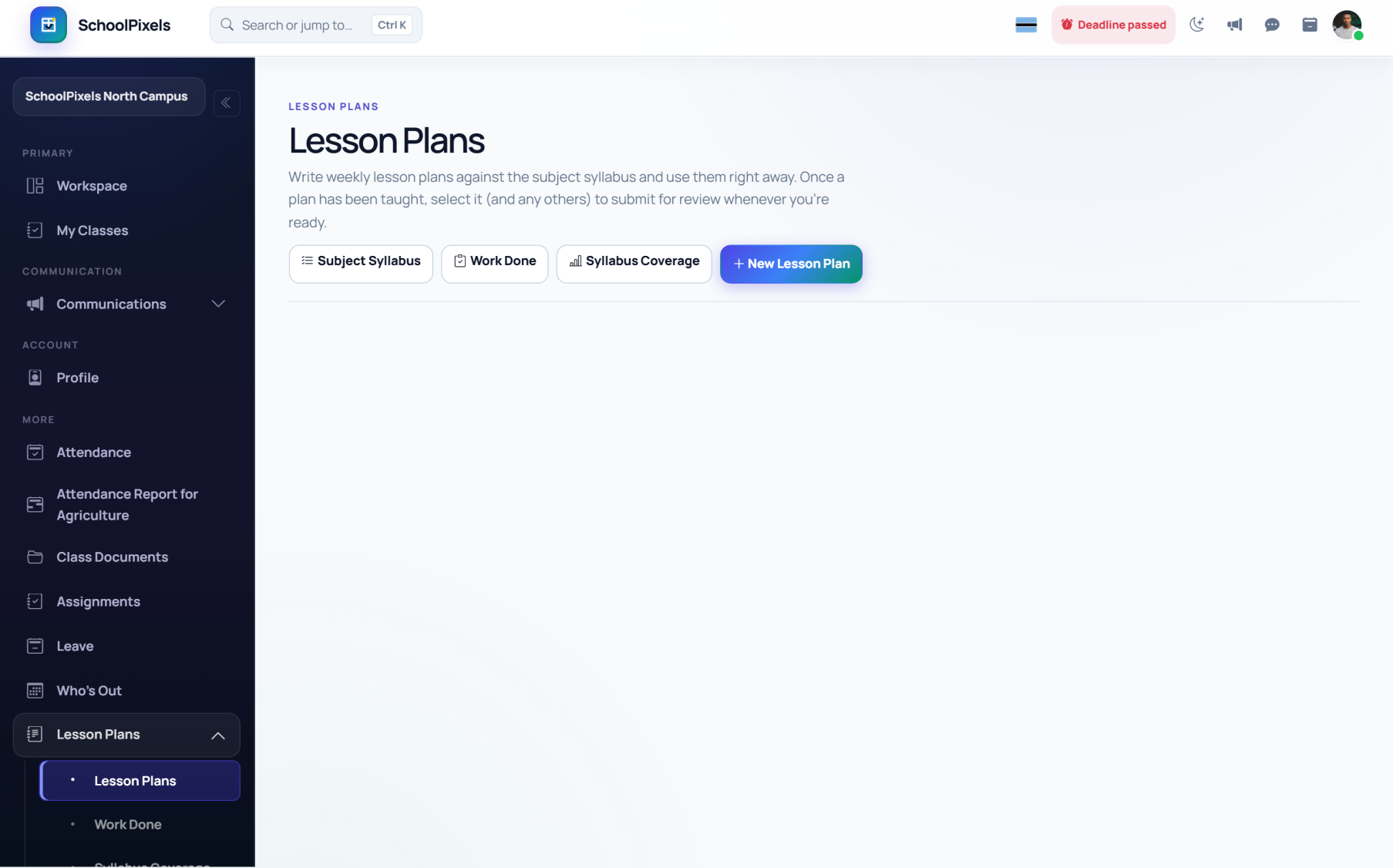
Recommended workflows

1. Open Lesson Plans > Lesson Plans and filter to Pending Review; open, comment, evaluate, or return the plan.

2. Open Lesson Plans > Syllabus Coverage to compare planned and covered topics by subject/class.
3. Use Reports > Marks Status to follow up teachers before the marks-entry deadline.

Senior Teacher: actual app screenshots

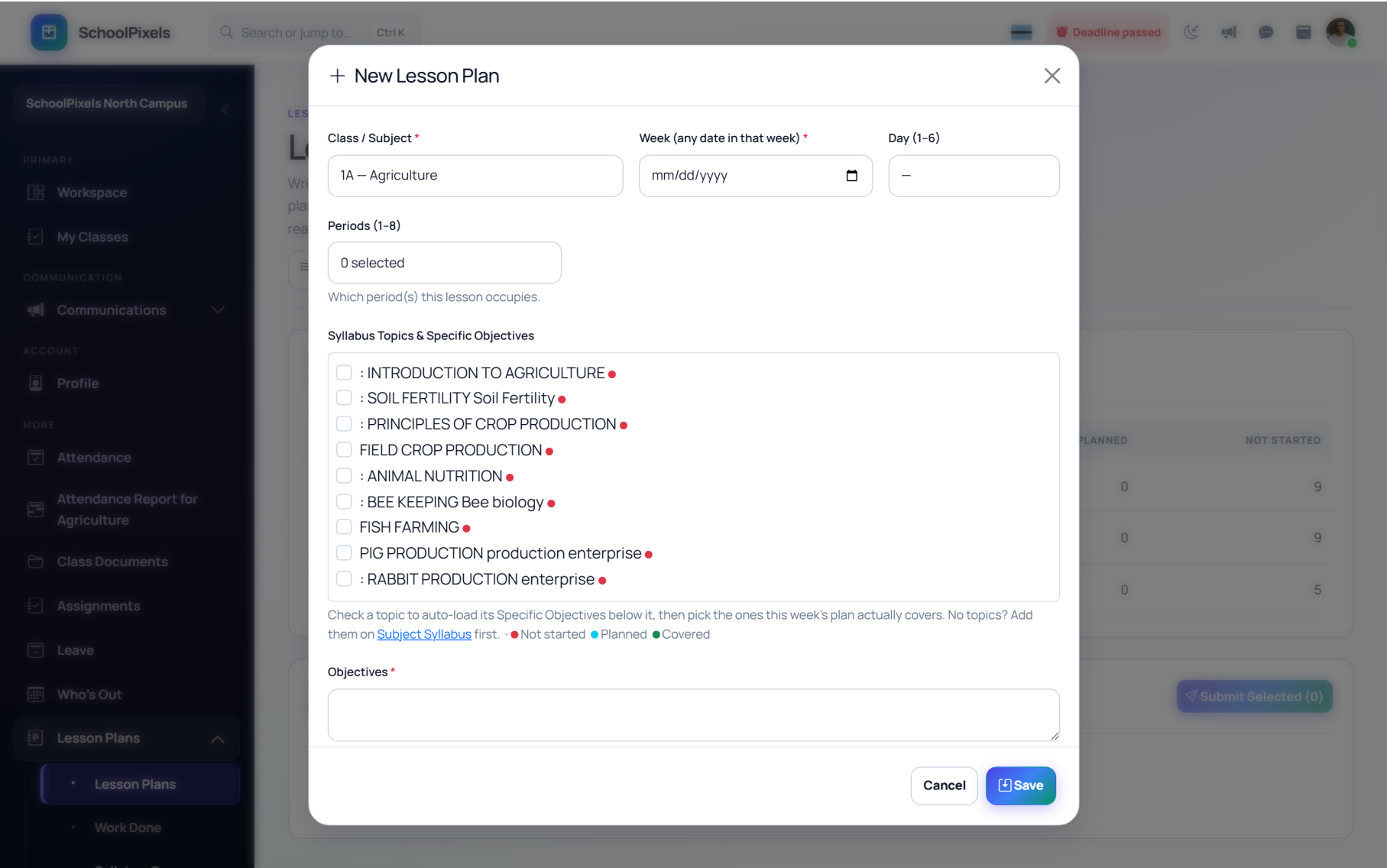
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Lesson Plans register shows filters, creation actions, dates, topics, classes, and workflow status. Use row actions to view, edit an eligible draft/returned plan, submit it for review, or inspect reviewer feedback.

Senior Teacher: actual app screenshots (continued)

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The New Lesson Plan form captures class, subject, teaching dates, topic, objectives, resources, activities, assessment, reflection, and attachments. Complete the required instructional fields before saving a draft or submitting for review.

Class Teacher

Homeroom attendance, learner records, teaching work, and class reporting.

Access note: Homeroom tools come from the class-teacher assignment; marks and subject attendance come from class-subject allocations.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Workspace	View homeroom attendance, class totals, alerts, and teaching shortcuts.
My Classes	Enter marks for personally allocated class-subject combinations.
My Dormitory	Open the assigned dormitory view when appointed as a dormitory master.
Attendance	Take per-period subject attendance for allocated teaching.
Daily Attendance	Take the daily homeroom register.
Term Attendance	Record term attendance totals where daily records do not cover the period.
Attendance Report	Review attendance for the assigned homeroom/class scope when the right is enabled.
Attendance Alerts	Review configured absence warnings when the module/right is enabled.
Attendance Reconciliation	Compare attendance sources and resolve gaps when the module/right is enabled.
Class Documents	Publish resources to assigned classes when enabled.
Assignments	Publish and review work for assigned classes when enabled.
Students > View Students	Open learners within the permitted class scope.
Students > Class Lists	View and print assigned class lists.
Students > Student ID Cards	Generate ID cards for the assigned homeroom scope.
Students > Email Report Cards	Email report cards only when Manage Students is explicitly granted.
Students > Generate Student Details	Export learner details within the permitted scope.
Class Reports > [Class] Report Card	Open the generated homeroom report-card link for each assigned class.
Class Reports > [Class] Class Analysis	Open generated class analysis for each assigned homeroom.
Class Reports > [Class] Gender Analysis	Open generated gender analysis for each assigned homeroom.
Student Testimonials	Prepare eligible Form 3 learner testimonials when enabled.
Student Cases > Add Case	Create a learner discipline or welfare case and record the initial incident/action.

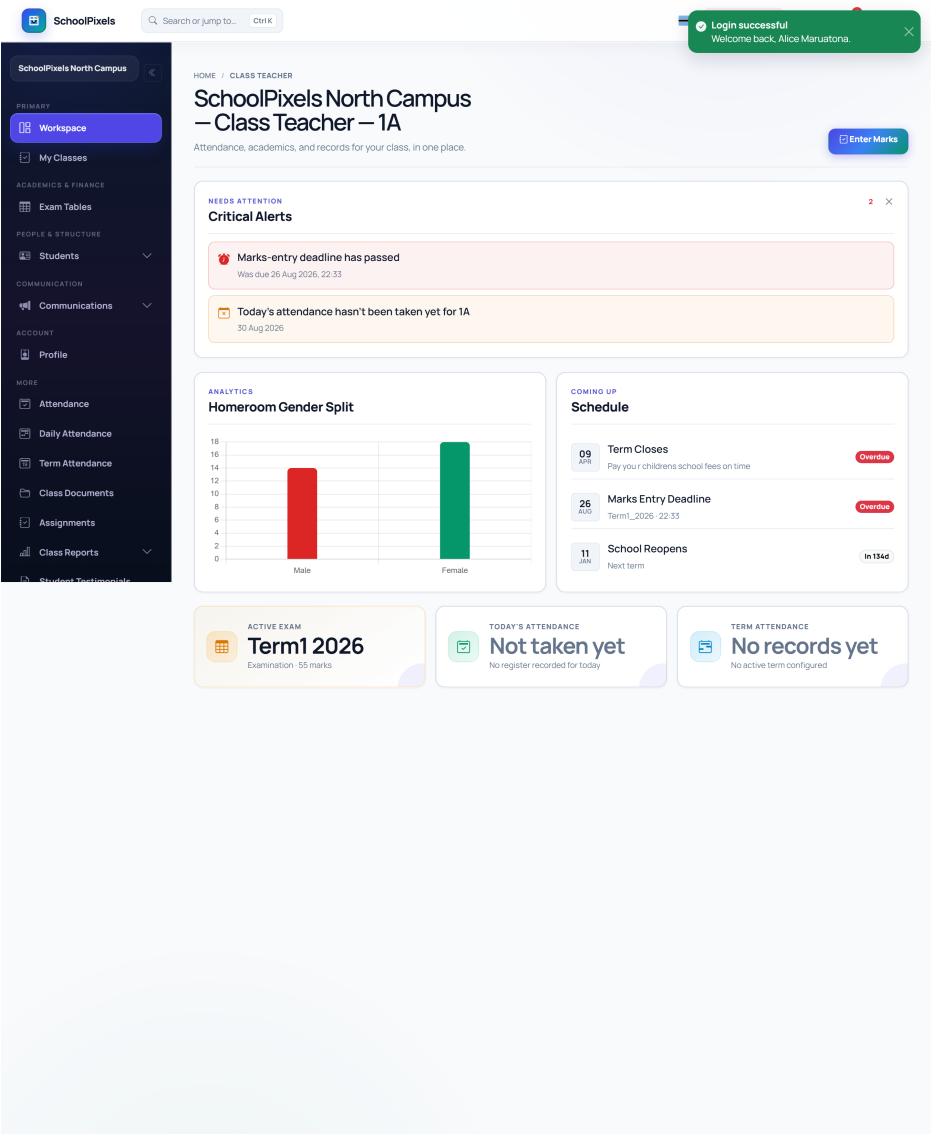
Menu path	What it is for
Student Cases > Cases Reports	Search, review, escalate, resolve, and report existing learner cases.
Exam Tables	Open active exam-table context when the role right is granted.
Leave	Apply for leave and follow personal applications when enabled.
Who's Out	Check approved staff absences when enabled.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Clearance Form	Complete class-teacher checklist/sign-off stages for assigned learners.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Daily Attendance: choose class and date, Fetch Students, Mark All Present, correct exceptions, add remarks, and Save.
2. Marks: open My Classes, choose an allocation, enter each mark, validate missing/out-of-range values, and Save.
3. Student Cases: open Student Cases > Add Case, select the learner, record the incident and action, then save or escalate as policy requires.
4. Class Reports: expand the generated Class Reports group and choose the exact class report or analysis required.

Class Teacher: actual app screenshots

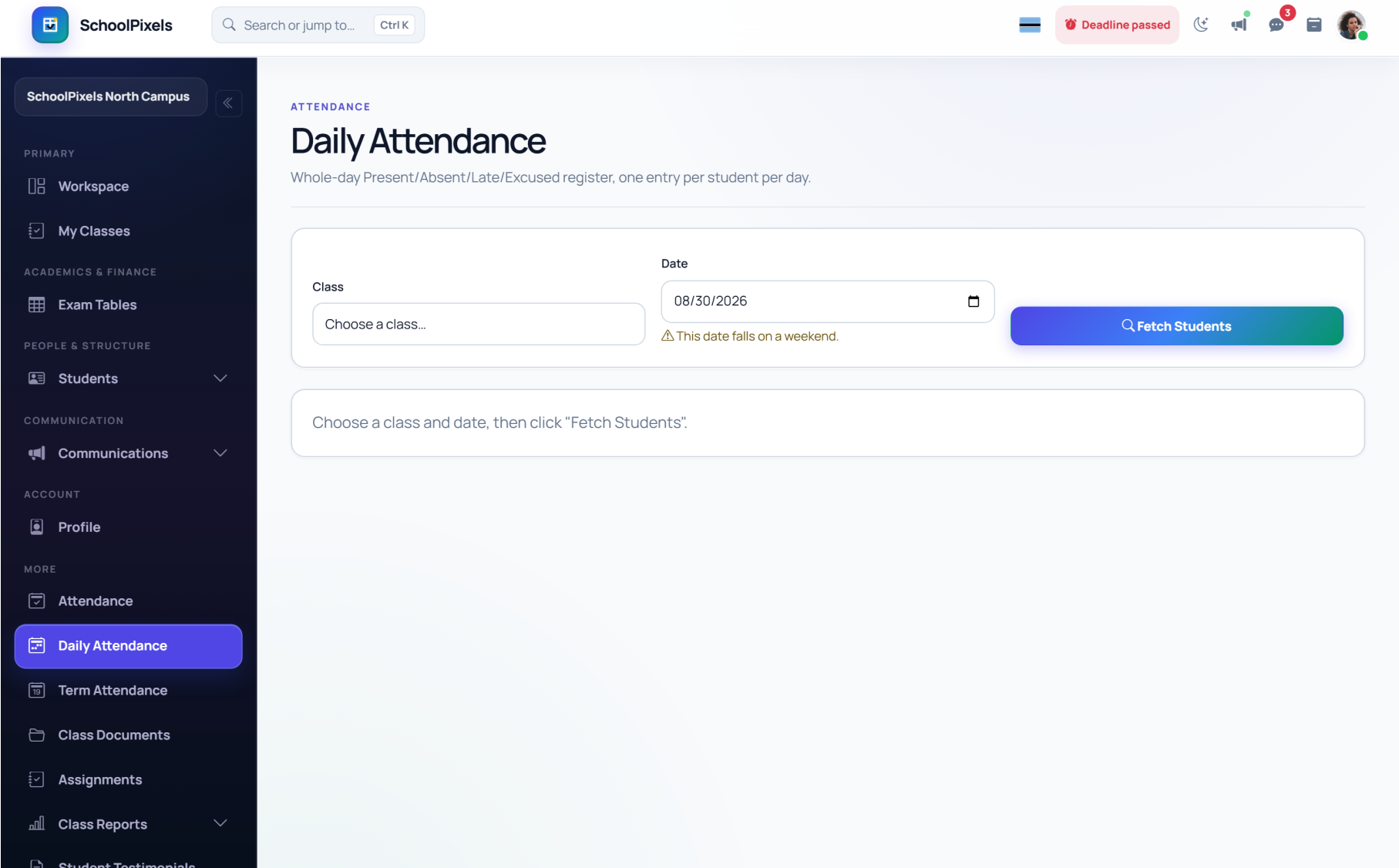
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Class Teacher dashboard restricts the sidebar and statistics to the assigned homeroom. Use the class workspace for learners, daily attendance, marks/reports, documents, and class communication without leaving the assigned scope.

Class Teacher: actual app screenshots (continued)

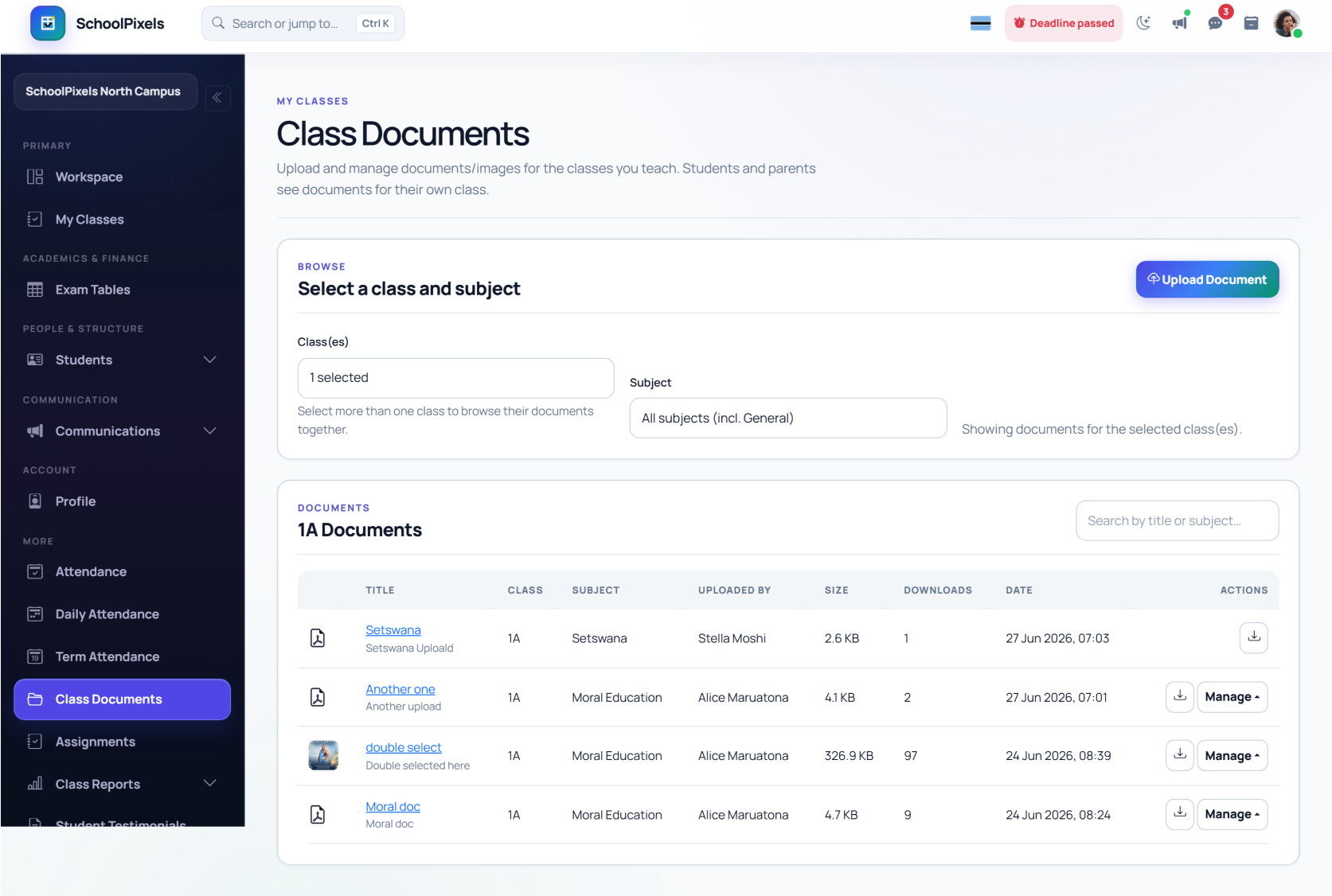
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



Daily Attendance begins with date and class controls. Confirm the correct teaching day and assigned class before loading learners; the register is intentionally hidden until the filters are valid.

Class Teacher: actual app screenshots (continued)

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



Class Documents lets the class teacher choose the assigned class, name and describe a resource, upload an allowed file, and review previously shared items. The learner/parent audience sees only successfully published documents for its class.

Subject Teacher

Allocated classes and subjects: marks, lesson attendance, plans, work done, and materials.

Access note: The attendance-report label and destination are generated from the teacher's current subject allocations.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Workspace	View teaching load, marks completion, today's registers, and plan status.
My Classes	Open an allocated class-subject roster and enter marks.
My Dormitory	Open the assigned dormitory view when appointed as a dormitory master.
Attendance	Take the subject/period register for allocated teaching.
Attendance Report for [Subject]	Open the subject-scoped attendance report; multiple subjects appear as a group.
Class Documents	Publish files for allocated classes/subjects when enabled.
Assignments	Publish and review assignments for allocated classes/subjects when enabled.
Leave	Apply for leave and follow personal applications when enabled.
Who's Out	Check approved staff absences when enabled.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Clearance Form	Complete specifically assigned clearance checklist items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

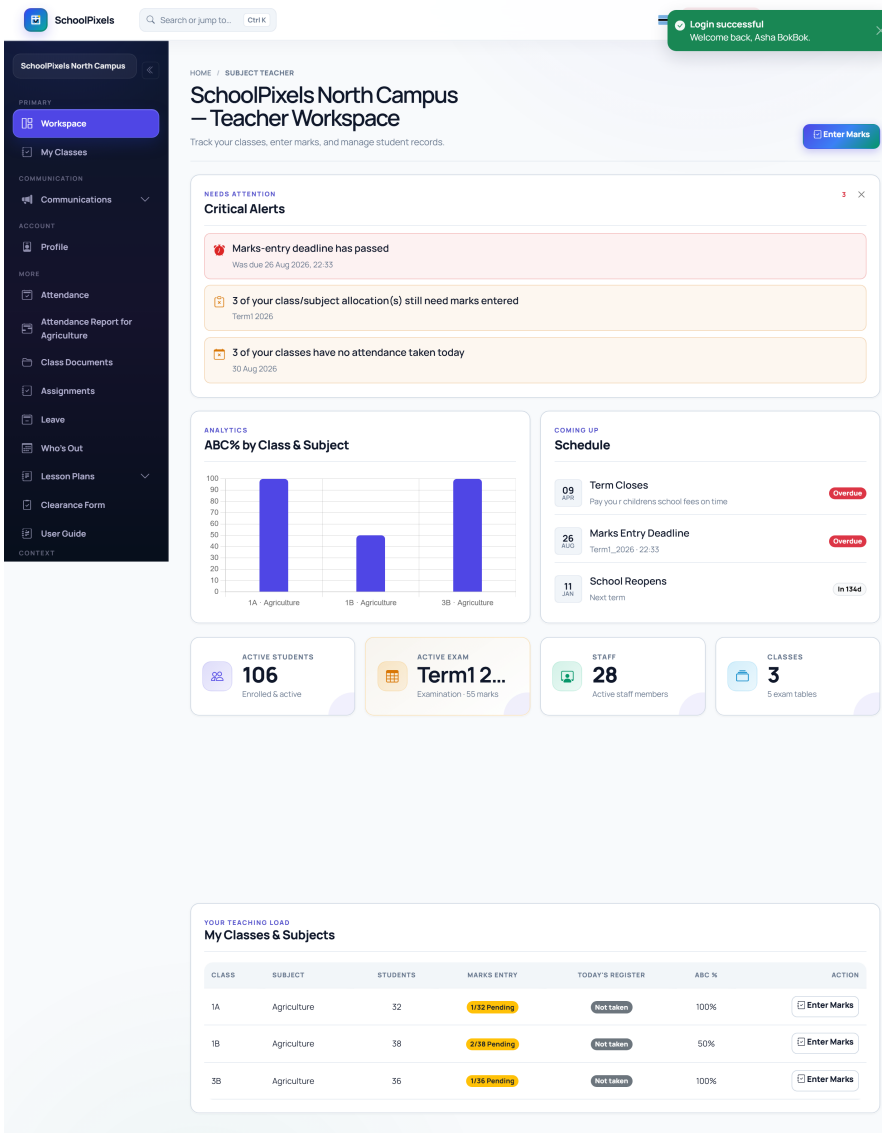
Recommended workflows

1. Marks: open My Classes, choose the class/subject, enter marks row by row, and Save; review the live analysis panel.
2. Subject Attendance: open Attendance, choose allocation/date/period, fetch learners, mark statuses, and save.

3. Lesson Plan: open Lesson Plans > Lesson Plans, select New Lesson Plan, choose class/subject/week/day/periods/topics, save draft, then submit for review.
4. Work Done: after teaching, open Lesson Plans > Work Done and record what was actually covered against the syllabus.

Subject Teacher: actual app screenshots

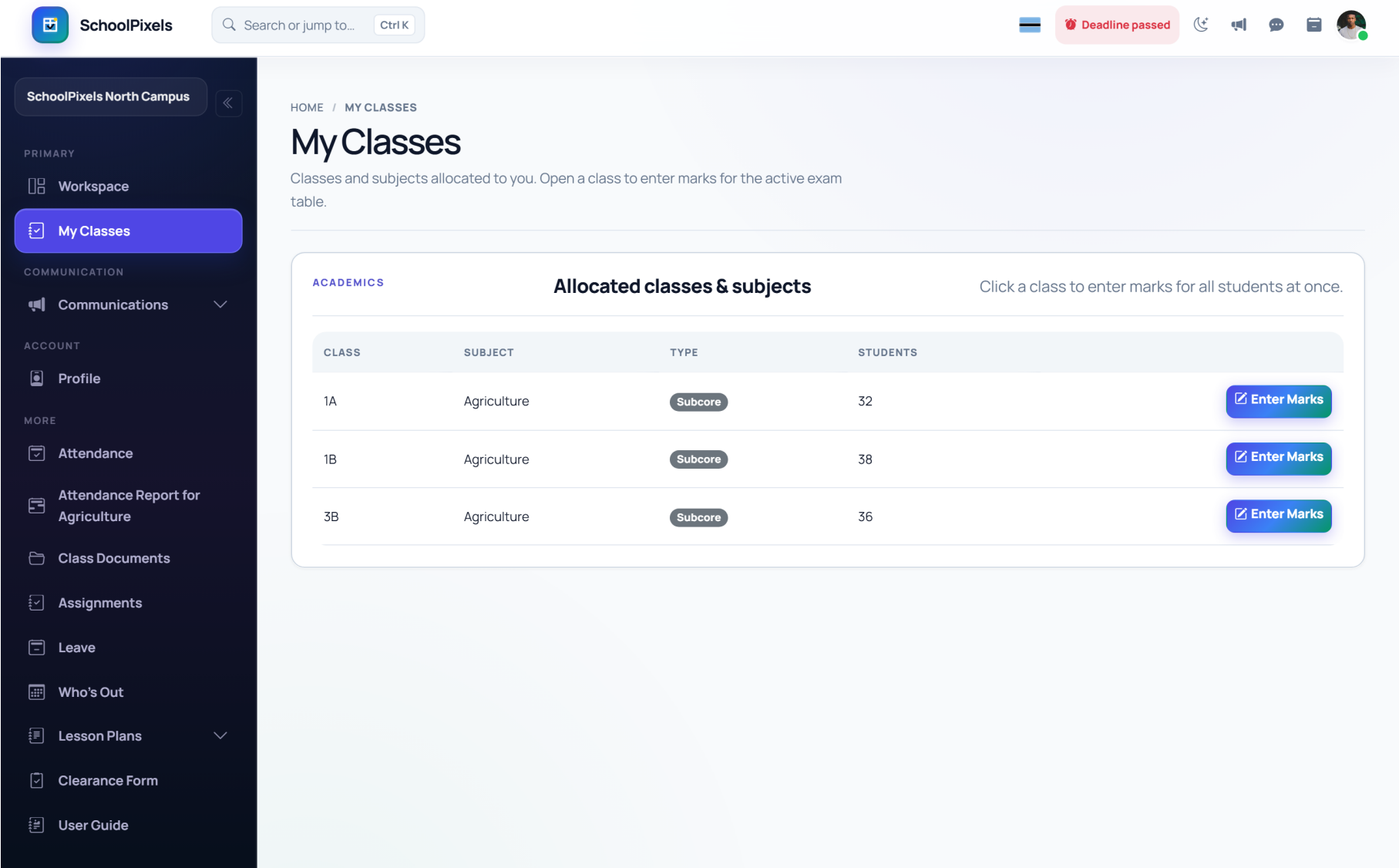
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Subject Teacher dashboard summarises allocated classes and subjects. Its role-scoped sidebar leads to My Classes, mark entry, subject attendance, lesson plans, resources, assignments, reports, and approved communication tools.

Subject Teacher: actual app screenshots (continued)

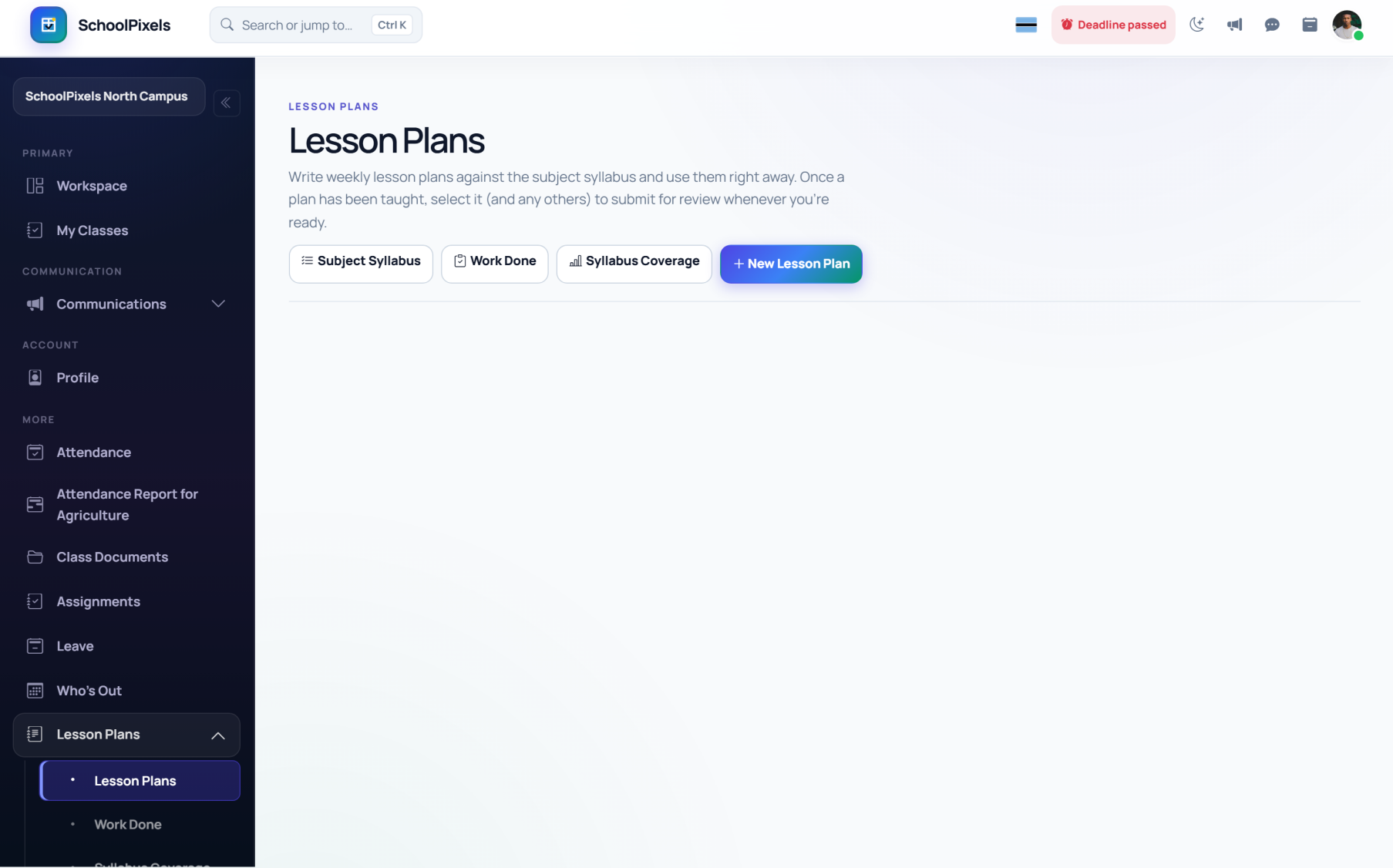
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



My Classes lists the teacher's valid class-subject allocations. Choose the exact class and subject row to open mark entry; if an expected allocation is absent, it must be corrected by an authorised administrator before marks are entered.

Subject Teacher: actual app screenshots (continued)

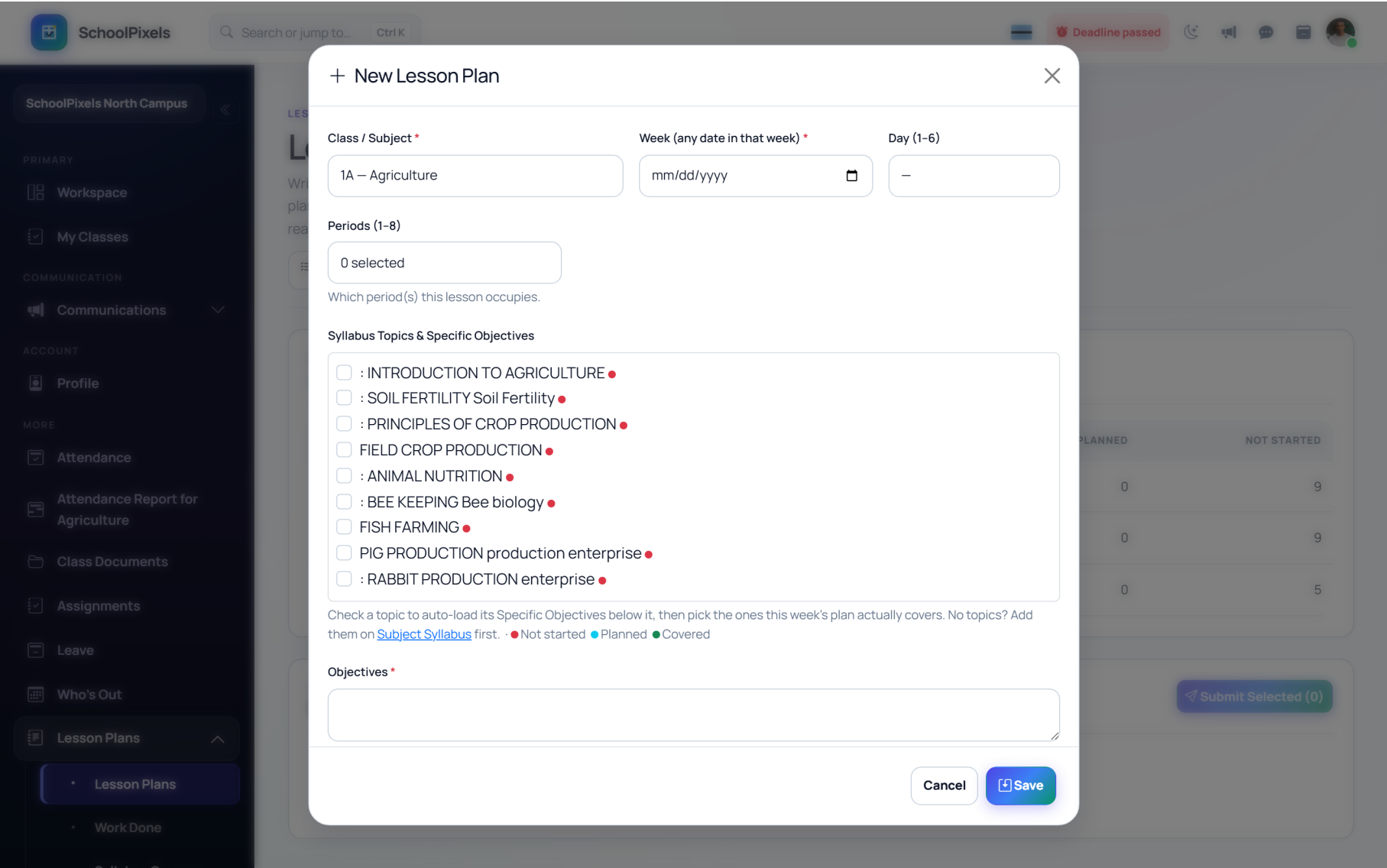
A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Lesson Plans register shows filters, creation actions, dates, topics, classes, and workflow status. Use row actions to view, edit an eligible draft/returned plan, submit it for review, or inspect reviewer feedback.

Subject Teacher: actual app screenshots (continued)

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The New Lesson Plan form captures class, subject, teaching dates, topic, objectives, resources, activities, assessment, reflection, and attachments. Complete the required instructional fields before saving a draft or submitting for review.

Bursar

Fee definitions, payments, receipts, balances, and finance-desk reporting.

Access note: The Students menu is normally hidden for Bursar; the Payments screen provides the scoped learner search needed for fee work.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	Open the Bursar landing page and collection summary.
Fees Desk	View collection totals, recent payments, definitions, and finance shortcuts.
Fee Definitions	Create term/year fee items and optional Local/Foreign scoping.
Payments	Record, search, export, reprint, or void payments according to policy.
My Dormitory	Open the assigned dormitory view when the Bursar is also appointed as a dormitory master.
Clearance Form	Mark the finance clearance item after checking the learner's balance.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Define fees first: open Fee Definitions, add name/amount/term/year/scope, and save.
2. Record payment: open Payments, select the learner and fee, enter amount/date/method/reference, review, and save.
3. Print the receipt immediately or reopen the payment and use Print Receipt.
4. Void rather than delete an incorrect payment; enter a clear reason so the audit trail remains complete.

Bursar: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.

SchoolPixels

Search or jump to... Ctrl K

SchoolPixels North Campus

PRIMARY

Dashboard

Fees Desk

ACADEMICS & FINANCE

Fee Definitions

Payments

COMMUNICATION

Communications

ACCOUNT

Profile

MORE

Clearance Form

User Guide

RoleBursar

SchoolSchoolPixels North Campus

HOME / BURSAR

SchoolPixels North Campus – Finance Desk

Capture school fees, monitor balances, and reconcile payments.

Manage fees

All payments

FEE TYPES

2

Configured fee items

RECENT COLLECTED

80,054.00

Last 4 payments

STUDENTS

851

Enrolled & active

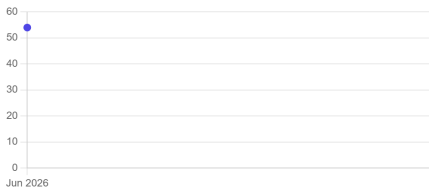
NEEDS ATTENTION

Critical Alerts

851 active student(s) have no fee payment recorded for 2026
Against fee items configured for 2026

ANALYTICS

Fee Collections by Month



COMING UP

Schedule

09 APR

Term Closes

Pay your children's school fees on time

Overdue

11 JAN

School Reopens

Next term

In 134d

NAVIGATION

Quick Actions

Fee Definitions

All Payments

Class Lists

Communications

Broadcasts

CIRCULARS

Recent Broadcasts

A new Bursar

2026-06-07 11:47:21

A new Bursar message for

Fee Desk Open

2026-05-30 12:21:26

Bursar office will be open from 8:00 AM to 4:00 PM.

School Year Opening

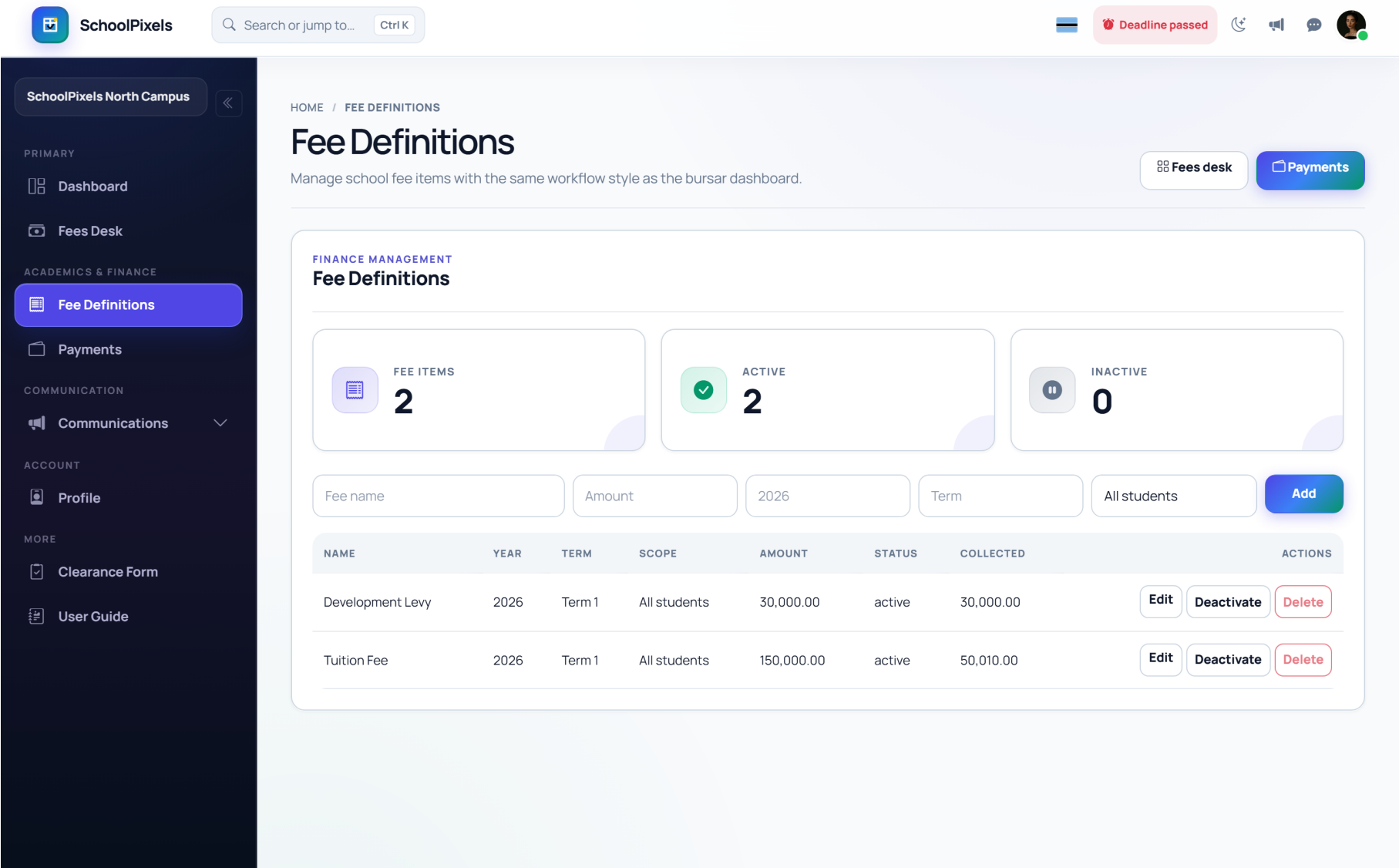
2026-05-30 12:21:26

All staff should report for the opening assembly.

The Bursar dashboard is a finance-only workspace with balances, collections, outstanding fees, and shortcuts. The sidebar opens fee definitions, invoices, payments, expenses, reports, and other finance functions allowed by Role Rights.

Bursar: actual app screenshots (continued)

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



Fee Definitions is where charge names, amounts, academic scope, due dates, and status are maintained. Create or edit a definition only after checking that it will not duplicate an existing charge or misapply to the wrong class/form.

Admin Officer

School-wide leave tracking, staff welfare visibility, communications, and approved learner administration.

Access note: Admin Officer can report on leave but cannot assume approval powers that belong to the configured leadership chain.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	View leave-focused alerts, schedules, and operational summaries.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Clearance Form	Complete assigned administrative clearance items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Open Leave > Leave Reports, set the date/status filters, and export or print the required view.
2. Open Leave > Who's Out for the current absence list before planning cover or staff welfare follow-up.
3. Use Broadcasts for approved staff notices; use DM for private staff communication.

Guidance Teacher

Guidance communications, assigned teaching, profile, and targeted clearance work.

Access note: Academic, attendance, and student-management menus are absent unless separately granted and supported by the target page.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

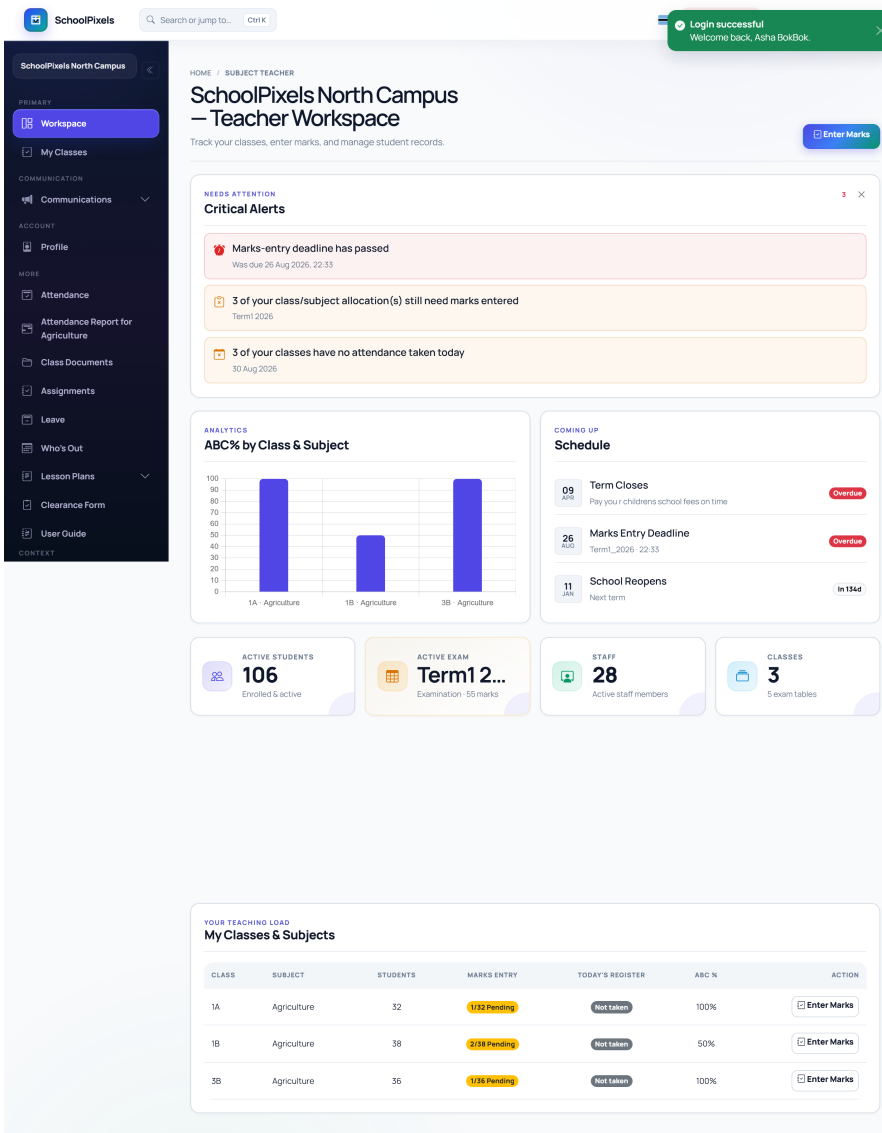
Menu path	What it is for
Workspace	Open the role workspace and available shortcuts.
My Classes	Open class-subject allocations if teaching work has been assigned.
My Dormitory	Open the assigned dormitory view when appointed as a dormitory master.
Clearance Form	Complete guidance or specifically assigned checklist items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Open Communications > Broadcasts to publish or acknowledge approved guidance notices.
2. Use DM for confidential staff-to-staff coordination; do not place sensitive counselling detail in general broadcasts.
3. Open Clearance Form and work only the checklist items assigned to your function.

Guidance Teacher: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Subject Teacher dashboard summarises allocated classes and subjects. Its role-scoped sidebar leads to My Classes, mark entry, subject attendance, lesson plans, resources, assignments, reports, and approved communication tools.

SDC

Department-scoped JCE/PMS work, teaching review, leave participation, and communications.

Access note: General student, staff, and reports menus require additional rights; JCE/PMS remains the defining SDC function.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

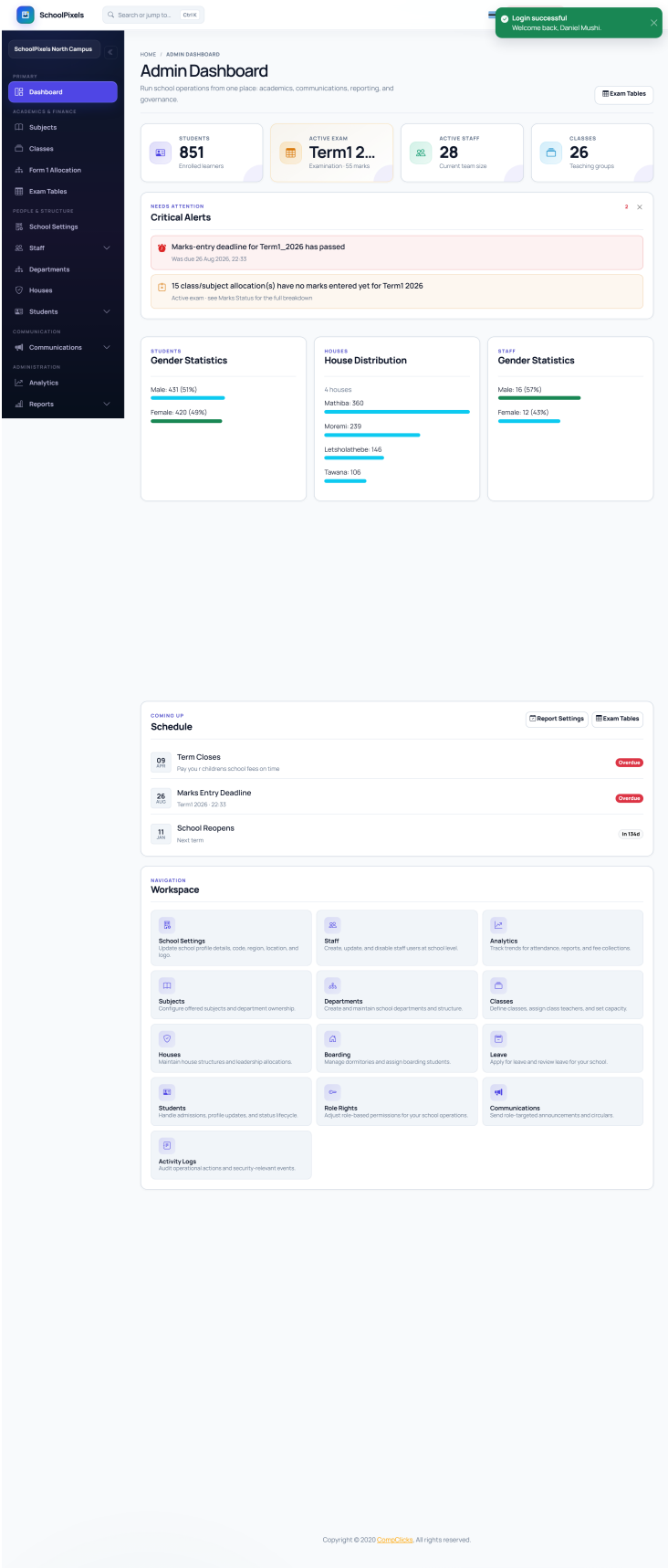
Menu path	What it is for
Dashboard	View the SDC workspace and department measures.
My Classes	Enter marks for personal class-subject allocations.
Analytics	Open department/school analytics within the granted scope.
Teacher Attendance	Open staff attendance when the right is granted.
Class Documents	Open learning resources when the module/right is enabled.
Assignments	Open assignments when the module/right is enabled.
JCE/PMS > JCE Marks	Record, review, and publish JCE measures within the role's school or department scope.
JCE/PMS > PMS Marks	Record and review Performance Management System measures within the permitted scope.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Activity Logs	Review audited actions when the right is granted.
Clearance Form	Complete specifically assigned checklist items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Open JCE/PMS > JCE Marks, select the sitting/year and department or class context, then add or review records.
2. Use the dashboard completion tracker before closing a sitting.
3. Use lesson-plan review and leave actions only within the SDC's configured department scope.

SDC: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

GnC

Learning support, disability-aware tracking, guidance analysis, department work, and communications.

Access note: Learning Support is intentionally GnC-specific; access rights do not remove its eligible-role check.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	View the GnC workspace and department-level summaries.
My Classes	Enter marks for personal class-subject allocations.
Analytics	Open academic and operational analytics within scope.
Subjects	Open curriculum subjects when permitted.
Grading	Open grading scales and result bands when permitted.
Classes	Open classes and class-teacher information.
Class Allocations	Review teacher-to-class-subject allocations.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Learning Support	Flag support needs and record interventions for eligible learners.
Analysis Report > Forms Analysis	Analyse results with guidance/disability filters.
Analysis Report > Student Tracking	Follow individual learner progress with relevant filters.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.

Menu path	What it is for
Exam Tables	Open active exam structures and marks-entry context when permitted.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC analysis when enabled and permitted.
Activity Logs	Review audited actions when the right is granted.
Clearance Form	Complete guidance/assigned checklist items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Open Learning Support, search the learner, review existing needs/interventions, and add a dated support record.
2. Use Analysis Report > Student Tracking and apply class, year, or disability filters before interpreting a trend.
3. Keep confidential welfare details out of Broadcasts; coordinate privately through approved channels.

Sports

Sports-department coordination, scoped reporting, lesson/leave processes, and communications.

Access note: Teacher Attendance, Marks Status, Documents Overview, and attendance-reporting pages are excluded from this role's default sidebar.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Dashboard	View the Sports workspace and department summaries.
My Classes	Enter marks for personal class-subject allocations.
Analytics	Open academic and operational analytics within scope.
Subjects	Open curriculum subjects when permitted.
Grading	Open grading scales and result bands when permitted.
Classes	Open classes and class-teacher information.
Class Allocations	Review teacher-to-class-subject allocations.
Lesson Plans > Lesson Plans	Create, submit, review, return, or approve lesson plans according to the role and workflow stage.
Lesson Plans > Work Done	Record and review what was actually taught against the planned work.
Lesson Plans > Syllabus Coverage	Compare planned syllabus topics with completed Work Done records.
Leave > Leave	Apply for leave, review applications, manage delegates, balances, blackouts, and cover where authorised.
Leave > Leave Reports	Filter, review, and export the school leave register.
Leave > Who's Out	See staff with an approved absence for the selected period.
Students > View Students	Search, add, edit, transfer, deactivate, and manage learner/account actions.
Students > Class Lists	View and print learners grouped by class.
Students > Student ID Cards	Generate printable learner identification cards.
Students > Email Report Cards	Send generated report cards to authorised learner/guardian addresses.
Students > Generate Student Details	Export detailed learner records.
Exam Tables	Open active exam structures and marks-entry context when permitted.
Reports > Reports Settings	Configure report-card text, visibility, and report-generation settings.
Reports > Analysis Reports	Open class, form, gender, subject, house, departmental, attendance-performance, and BEC analysis.

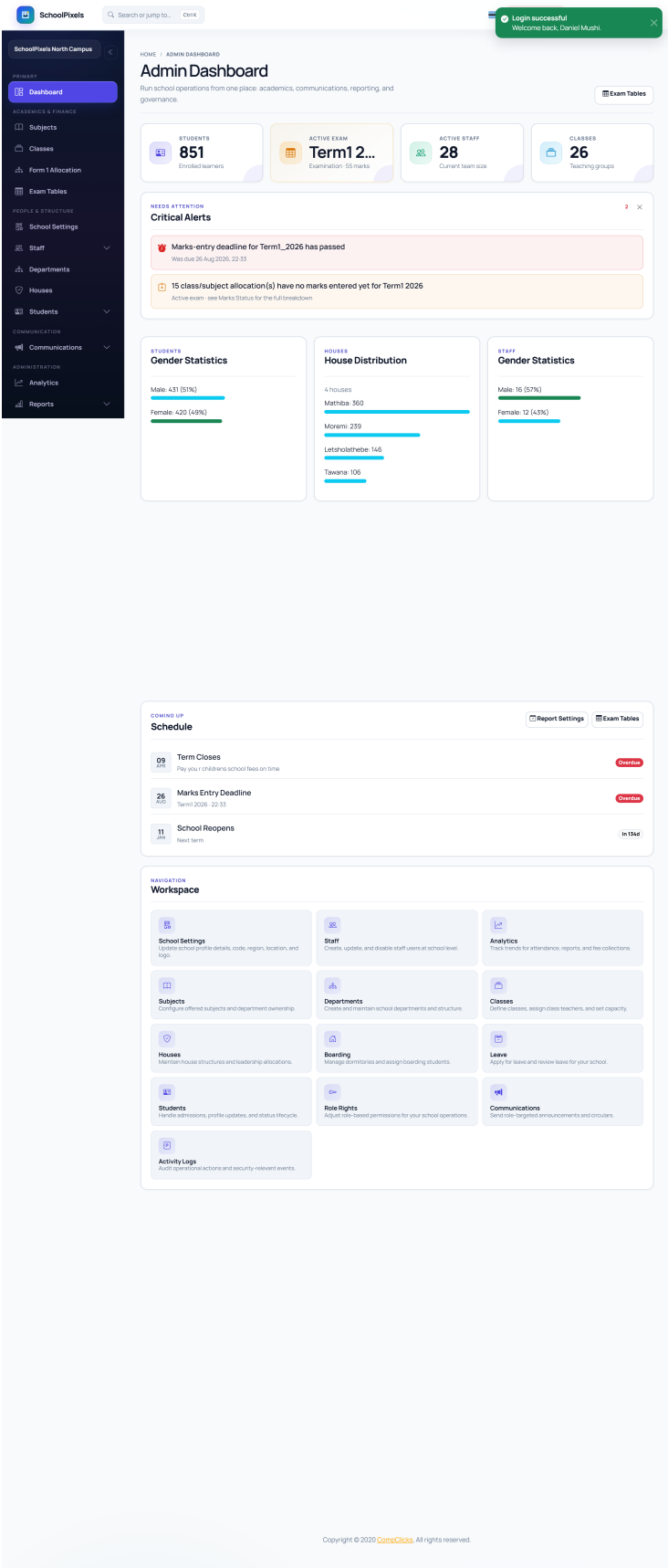
Menu path	What it is for
Reports > Departmental Analysis	Compare performance grouped by academic department.
Reports > Attendance x Performance	Compare attendance over a selected date range with examination performance.
Reports > Form Tracking	Compare overall-grade distributions across several exams for a class, level, or all forms.
Reports > Student Tracking	Follow an individual learner's results and progress across assessments.
Reports > Teacher Tracking	Review teacher-related academic completion and performance indicators.
Reports > Subj-teacher	Open the subject-teacher performance report.
Reports > Subject Enrollment	Review learner subject enrollment and subject-selection totals.
Reports > Student Attendance	Open the consolidated student attendance report.
BEC Analysis	Use official BEC analysis when enabled and permitted.
Activity Logs	Review audited actions when the right is granted.
Clearance Form	Complete sports-equipment or specifically assigned checklist items.
Communications > Broadcasts	Read school notices; eligible roles can create, schedule, edit, and acknowledge broadcasts.
Communications > DM	Send and receive one-to-one staff messages when Direct Messages is enabled.
Profile	Update personal details and photo, review security information, and access account actions.
User Guide	Open this guide in a new tab.

Recommended workflows

1. Start from Dashboard and use the department-scoped shortcuts for routine work.
2. For a leaving learner, open Clearance Form and mark only the sports/equipment items assigned to your role.
3. Use Broadcasts for approved team or school notices and DM for staff coordination.

Sports: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Admin dashboard combines school-wide totals with the complete role-filtered sidebar. Expand Students, Staff, Reports, Leave, or another group to reveal its child pages; the workspace cards and dashboard statistics provide shortcuts and current record counts.

Parent Portal

Follow one linked learner's results, attendance, fees, documents, notices, and account security.

Access note: Parents can view only the learner linked to their account; school staff maintain the underlying record.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

Menu path	What it is for
Overview	See learner identity, class, attendance rate, alerts, analytics, and upcoming dates.
Academic Results	Choose year and assessment; review marks, grades, points, position, and history.
Attendance	Review daily statuses and attendance by subject.
Fees	Review defined fees, payments, balance, method, and reference history.
Class Documents	Filter and download files shared with the learner's class.
Communications	Read notices and acknowledge messages that require confirmation.
Form 4 Placement	Review or help complete learner placement preferences when available.
Preferences	Set portal notification preferences.
Account Security	Change the Parent Portal password securely.

Recommended workflows

1. Open Parent Portal from the main sign-in page and sign in with the parent email and password.
2. Choose Academic Results, set Year and Exam/Assessment, then select View Results.
3. Open Fees to confirm the payment reference and balance before contacting the bursar.
4. Open Communications and acknowledge required notices after reading them.

Parent Portal: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.

SchoolPixels North Campus

Overview

Academic Results

Attendance

Fees

Class Documents

Communications

Form 4 Placement

Preferences

Account Security

Parent Portal

Sethunya Betshe

Welcome, Sethunya! Track attendance, report performance, and fee status in one place.

Student Number

MOW0023

Class

3C

Attendance Rate

0.00%

Critical Alerts

Outstanding fee balance: BWP 180,000.00

Defined BWP 180,000.00 - Paid BWP 0.00

Attendance % by Subject

No per-subject attendance recorded yet.

Schedule

Term Closes

Pay your child's school fees on time

Academic Results - Term1 2026

Year

2026

Exam / Assessment

Term1 2026

View Results

TOTAL POINTS

0

OVERALL GRADE

U

CLASS POSITION

1/32

SUBJECTS SAT

9

SUBJECT	EXAM MARK	GRADE	CA AVG	POINTS
Agriculture	—	—	—	0
Commerce Accounting	—	—	—	0
English	—	—	—	0
Mathematics	—	—	—	0
Moral Education	—	—	—	0
Music	—	—	—	0
Science	—	—	—	0
Setswana	—	—	—	0
Social Studies	—	—	—	0

Un satisfactory

Points Trend Across Terms & Years

Full History - Every Term & Year

Every examination recorded for your child, not just the one selected above - oldest results included, so you can track performance over time.

YEAR	EXAM / ASSESSMENT	TOTAL POINTS	OVERALL GRADE	CLASS POSITION	SUBJECTS
2026	Term1 2026	0	U	1/32	9
2026	Term2 2026	0	—	1/32	9
2025	Term4 2025	0	—	1/32	9

Attendance Summary

DATE

STATUS

REMARK

No attendance records are available yet.

Fee Summary

Outstanding balance detected. Please contact the bursar desk for payment guidance.

Payment History

No payments have been recorded yet.

Class Documents

No documents have been uploaded to 3C yet.

Communications from School

No school broadcasts are currently published for parents/guardians.

Form 4 Placement

Your child's school hasn't started their Form 4 (Senior Secondary) placement application yet. Once their Head of House prepares it, you'll be able to add preferred senior secondary schools here.

Notification Preferences

Control which types of updates you receive in this portal.

Receive school broadcasts

Notify when new report card is published

Notify about fee changes

Notify about new class documents

Preferred channel

Portal (this site)

Save preferences

Account Security

Change the password you use to sign in to this portal.

Current password

New password

Confirm new password

At least 8 characters

One uppercase letter (A-Z)

One lowercase letter (a-z)

One number (0-9)

One special character (e.g. ! @ # \$ %)

Change Password

The Parent Portal overview shows the linked learner selector and authorised academic, attendance, fee, document, and communication summaries. Switch learners deliberately when more than one child is linked and confirm the learner name before downloading or responding.

Page 104

Student Portal

Personal results, attendance, fees, assignments, documents, games, placement, and preferences.

Access note: Assignments, Class Documents, and Testimonial appear only when their school modules are enabled.

Full sidebar menu reference

Every parent group is expanded into its individual child links. Conditional entries appear only when the relevant module, Role Right, class/subject allocation, homeroom, or dormitory assignment applies.

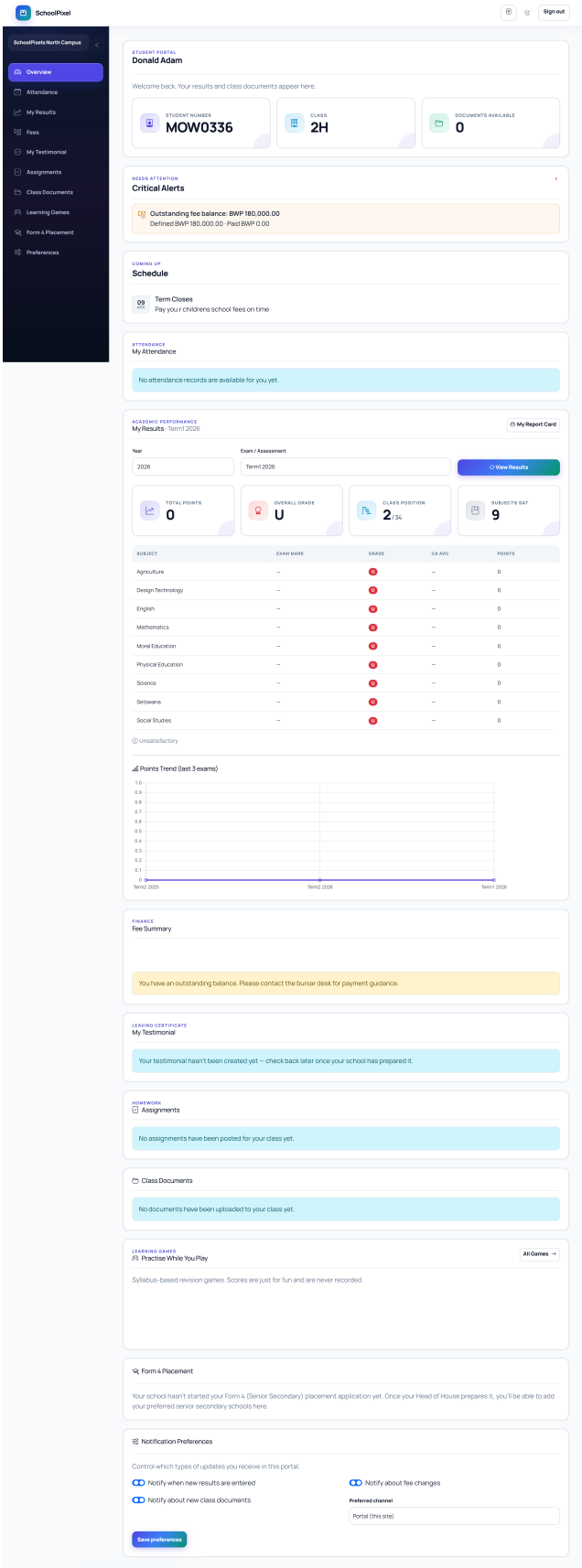
Menu path	What it is for
Overview	See student number, class, attendance, document count, and alerts.
Attendance	Review daily and subject attendance.
My Results	Choose year and assessment; review marks, grades, points, position, and trends.
Fees	Review fee definitions, payments, and balance.
My Testimonial	View the published testimonial when enabled and ready.
Assignments	Download instructions, upload work, add a note, and resubmit before review.
Class Documents	Search/filter shared class files and switch grid/list view.
Learning Games	Open the built-in revision games; game scores are not recorded.
Form 4 Placement	Choose up to three preferred schools and add previous examination details when applicable.
Preferences	Set portal notification preferences.

Recommended workflows

1. Open Student Portal from the main sign-in page and sign in with the student number/credentials.
2. Assignments: open the item, choose the work file, add an optional note, and Submit; verify the submitted state.
3. My Results: select the year and assessment before comparing totals or trends.
4. Form 4 Placement: review candidate/guardian details, select unique preferences in order, and Save My Details.

Student Portal: actual app screenshots

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.



The Student Portal dashboard gives the signed-in learner access to personal results, assignments, documents, attendance, placement preferences, and notifications enabled by the school. All records remain limited to that learner's account.

Student Portal: actual app screenshots (continued)

A real capture from the application. The HTML guide's own copy of this image is click-to-enlarge, up to full native resolution.

STUDENT PROFILE

Donald Adam

Welcome back. Your results and class documents appear here.

STUDENT NUMBER

MOW0336

CLASS

2H

DOCUMENTS AVAILABLE

0

NEEDS ATTENTION

Critical Alerts

Outstanding fee balance: BWP180,000.00

Defined BWP180,000.00 - Paid BWP 0.00

COMING UP

Schedule

Term Closes

Pay you + children's school fees on time

ATTENDANCE

My Attendance

No attendance records are available for you yet.

ACADEMIC PERFORMANCE

My Results Term 1 2025

Year 2025 Exam / Assessment Term 1 2025 View Results

TOTAL POINTS

0

OVERALL GRADE

U

CLASS POSITION

2.36

SUBJECTS SAT

9

SUBJECT	EXAM MARK	GRADE	EX AVG	POINTS
Agriculture	—	0	—	0
Design Technology	—	0	—	0
English	—	0	—	0
Mathematics	—	0	—	0
Moral Education	—	0	—	0
Physical Education	—	0	—	0
Science	—	0	—	0
Setswana	—	0	—	0
Social Studies	—	0	—	0

Unsatisfactory

Points Trend (last 3 exams)

1.0

0.9

0.8

0.7

0.6

0.5

0.4

0.3

0.2

0.1

0.0

Term 1 2025

Term 2 2025

Term 3 2025

FINANCIAL

Fee Summary

Defined total

BWP180,000.00

Paid total

BWP 0.00

Balance

BWP 180,000.00

You have an outstanding balance. Please contact the bursar desk for payment guidance.

LEARNING CERTIFICATE

My Testimonial

SchoolPixel

Overview

Attendance

My Results

Fees

My Testimonial

Assignments

Class Documents

Learning Games

Form & Placement

Preferences

COMING UP

Assignments

No assignments have been posted for your class yet.

CLASS DOCUMENTS

Class Documents

No documents have been uploaded to your class yet.

LEARNING GAMES

Practise While You Play

Syllabus-based revision games. Scores are just for fun and are never recorded.

FORM & PLACEMENT

Form & Placement

Your school hasn't started your Form 4 (Senior Secondary) placement application yet. Once your Head of House prepares it, you'll be able to add your preferred senior secondary schools here.

NOTIFICATION PREFERENCES

Notification Preferences

Control which types of updates you receive in this portal.

Notify when new results are entered

Notify about fee changes

Notify about new class documents

Preferred channel

Portal (this site)

Save preferences

Assignments lists work issued to the learner with subject, instructions, due date, attachment, and submission state. Open an item, attach the completed file, add an optional note, submit before the deadline, and verify that the state changes to submitted.

Quick troubleshooting

Issue	What to check
Menu is missing	Confirm the signed-in role, school module setting, Role Rights, and any required class/subject/dormitory assignment.
Page says access denied	Return to the dashboard and use the sidebar path. Ask the Admin to confirm the page's eligible role and right.
No learners load	Check class, date, term/year, status filters, and the role's class or subject allocation.
Marks or reports look incomplete	Confirm the active exam table, grading/report settings, marks-entry completion, and class enrollment.
Attendance differs between screens	Confirm daily versus subject/period attendance, date filters, and use Attendance Reconciliation when enabled.
Payment is wrong	Do not delete the audit trail. Use the authorised Void Payment action, enter the reason, and issue a corrected receipt.
File upload fails	Check file type/size, class/subject selection, module status, and write permissions. Retry once before reporting the error.
Account or password issue	Use Forgot Password where available, or contact an authorised administrator. Never share credentials.

End of guide

Updated 30 August 2026. The HTML guide is available at <http://localhost/27/assets/guide/> and this PDF is available from the same directory.