LinkSkool

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Linkskool guide for school admins

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How do I add a student?

Add a student from the Students page with their class and a parent's phone number; they're on the roll for this term straight away.

1. Open **Students** and choose **Add student**.
2. Fill in the student's name and **Class this term**. The **Registration number** follows the school's numbering; you can change it.
3. Under **Parent or guardian**, add a parent with a phone number, so they can be invited to the portal and get messages. To link brothers and sisters, find a parent already on file.
4. Choose **Add student**. The student is on the roll for the current term in the class you chose.

Good to know

- To add many students at once, choose **Import** on the Students page, download the Excel template there, fill it in and upload it.
- Adding students needs permission to manage students.

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How do I give students and parents their sign-in?

Students and parents sign in with a one-time setup code, then choose their own password. Print the codes on slips, or send parents theirs by WhatsApp or SMS.

1. Open **Students**.
2. For students, choose **Access slips**, then **One class** (and the class) or **The whole school**, and **Make slips**. Print the sheet that opens.
3. For parents, choose **Invite parents**. Choose **WhatsApp or SMS** and **Send codes**, or **Print slips** and **Make slips** to hand them out.
4. Tick **Include people already signed up** only for someone who has forgotten their password: their new code lets them choose another.

Good to know

- Staff access slips are under **Access slips** on the **Staff** page.
- Parents with no phone number are left out; add one on the student's record first.
- Codes sent by WhatsApp or SMS use message units, and still go out when units have run out.

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How do I take the register?

Open today's register for your class or subject, mark who is absent, and save; everyone starts present.

1. Open **Attendance**. Today's registers for your form class and the subjects you teach are listed.
2. Open a register and mark who is absent.
3. Choose **Save register**. Parents of absent children are told, as the school has set in its notification settings.

Good to know

- To fill in a missed day, go back to it with the arrows or the date at the top. A register already taken on a past day is locked.
- A class register's **This term** view shows each student's days present and absent; a student's attendance is also on their record, under **Attendance**.

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How do I publish a class's result?

A class's result can be published once every subject's scores are in; families see it straight away, or at the time you choose.

1. Open **Results**. Each class shows whether it's ready to publish, not ready, or published.
2. Open the class. The bar at the foot says what is still needed: subjects still needing scores, subjects not approved yet, or nothing.
3. Fill in comments first if your report card has them (**Fill comments** gives each student the automatic comment for their average).
4. Choose **Publish**. If every score is in but some subjects aren't approved yet, the button is **Approve & publish** and does both.

Good to know

- To publish several classes at once, choose **Publish** on the Results page and tick the classes.
- Under **Families see it**, choose **At a time** to publish now and let families see it later. Change the time, or release it now, on the class's result.
- To keep one student's result from their family, open the class, choose ⋯ beside the student, then **Hide from parents** and give the reason.
- To correct a published result, change the scores and **Republish** with a note of what was corrected. It becomes a new version; earlier ones are kept under the versions button on the published card.
- Only people who manage scores can publish. Teachers see their own form classes' results and write the form teacher's comments there.
- Families whose results are held for fees see them once they pay.

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How do I send results to parents and see who has seen them?

Parents on the portal are told when a result is published; the class's Parents list shows who has seen it, and sends codes or reminders to the rest.

1. Open **Results**, then the published class.
2. On the published card, choose the line "N of M families have seen it" (or **Parents** at the top) to open the **Parents** list.
3. The list shows each family: seen, not seen, not on the portal, held for fees, or no phone.
4. **Send to … not on the portal** sends those parents a sign-in code by WhatsApp or SMS.
5. **Remind … who haven't seen it** reminds parents already on the portal.

Good to know

- You can remind a class once a day.
- Codes and reminders use message units.
- A family with no phone number needs one added on the student's record first.

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How do I promote students at the end of the session?

Set the promotion rules, then review and approve each class; students move up when the next session starts, and their history is kept.

1. Set the rules first in **Settings › Results › Promotion** (the year average or subjects needed to move up, and when promotion opens).

2. Open **Promotion**. Once it opens, every class is placed by your rules: **Promoted**, **On trial**, **Repeats**, **Graduates** or **Leaves the school**. **Close calls** shows who just missed.

3. Open a class and tap a student to change where they go.

4. Choose **Approve** with the class's name at the foot. When the next session starts, students move to their new classes.

Good to know

- Earlier classes and results are kept.
- Past sessions' promotions are under **History** on the Promotion page.

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How do I set up and publish the timetable?

Set the school day's periods, place each class's subjects in them, fix any clashes, then publish each class's timetable.

1. Set the school day first in **Settings › School › School day**: periods and breaks, with their times.
2. Open **Timetable** and choose a class. Tap a period to choose the subject; the teacher is whoever teaches it in that class, and you can choose a room.
3. Clashes (a teacher or room in two places at once) are counted and marked so you can fix them.
4. Choose **Publish** for the class. Students, parents and teachers then see it in their own timetable.

Good to know

- Before publishing, **Copy from…** fills a class from another class or from last term's.
- Rooms are in **Settings › School › Rooms**.
- Exam timetables are on the **Exams** tab of the Timetable page.

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How do I set a test for students to take?

Create the test with its subject, classes and times, add the questions, and publish it; students see it under My tests when it opens.

1. Open **Tests** and choose **New test**.
2. Give it a title, choose the subject and classes, the part of the score it goes to, when it opens and closes, and the time limit. Choose **Save and add questions**.
3. Add questions: **Question** to type one, **Paste**, **Import** from a spreadsheet, or **From an earlier test**.
4. Choose **Publish** (or **Send for approval** where the school approves tests first).

Good to know

- On the test's **Students** tab you see who has taken it and who hasn't. Short answers wait there under **To mark**.
- Once the test has closed and marking is done, **Release scores** lets students see them, and **Put on score sheets** adds them to the score sheet.

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How do I set fees and issue bills?

Add each fee and how much it is for each section, level or class, then issue the term's bills; parents see them under Fees.

1. Open **Money › Fees** and choose **Add fee** for each item (tuition, books, bus...).
2. On **Fees by class**, set how much each fee is for each section, and change it only where a level or class differs.
3. Optional items are billed only to students who take them: on **Fee list**, choose an optional fee's **take it** to choose who. Discounts are on the **Discounts** tab.
4. Open **Money › Bills** and choose **Issue bills**.
5. Choose the term and **Who to bill**. The button shows how many bills and the total before you issue them.

Good to know

- Parents on the portal see the bill under **Fees** and can pay online where the school takes online payments.
- To record money paid at the office, open **Money › Payments** and choose **Record payment**.
- Who owes what is in **Money › Reports › Debtors**.
- A fee charged **Every month** (creche, bus) gets its own bill each month of a term, on the day set in **Settings › Money › Billing**. → /settings/money/billing
- To let a family pay in parts, open the bill and choose **Instalments › Split**, or tick several bills and choose **Instalments**. Reminders follow each part.
- A late fee and what students who join mid-term pay are set in **Settings › Money › Billing**.
- To print bills, choose **Print bills** for a class or level, or **Print** on one bill. They show how to pay.
- One payment for several children: **Money › Payments › Family payment**. Each child gets a receipt.

How do I confirm bank transfers from parents?

Parents can tell the school they paid by bank transfer, with a receipt or screenshot. The school checks it against the bank statement and confirms it before it counts.

1. Turn it on in **Settings › Money › Bank transfer**: switch on **Let parents pay by bank transfer**, tick the **Accounts shown to parents**, and choose **Save**.
2. Open **Money › Payments** and the **Waiting to confirm** tab. Each transfer shows the children, amount, date paid, reference and who sent it.
3. Choose **View proof** and check it against your bank statement.
4. Choose **Confirm**, then the account it went **Into** and the **Date received**; a receipt is issued. Or choose **Decline...** and give the reason.

Good to know

- The parent is told either way, and can send a declined transfer again.
- If you've brought your bank statement into **Accounts**, a transfer that matches a statement line says so.

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How do I hold results until fees are paid?

Turn on the fee hold in Settings and set how much a family can owe; families owing more see what to pay instead of the result.

1. Open **Settings › Money › Fee hold**.

2. Switch on **Hold results until fees are paid** and set **When the family owes more than** an amount (₦0 holds for any amount; brothers and sisters count together).

3. Choose **Save**. Families owing more than that see "Held until fees are paid", with **Pay**; the result opens as soon as they pay.

Good to know

- To lift the hold for one student, open their record, the **Fees** tab, and choose **Lift for this term**.
- On a published class result, the **Parents** list shows held families with what they owe.

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How do message units work?

WhatsApp and SMS messages, and questions answered by Gist, are paid for in message units; in-app, push and email messages are free.

1. Open **Settings › Notifications** to choose what goes out by push, email, WhatsApp or SMS, and set quiet hours.

2. The units card at the top shows the balance, about how many you use a month, and what a WhatsApp message and an SMS page cost.

3. To buy more, choose **Buy units** on that card, enter how many and pay by card or transfer. They arrive as soon as the payment is confirmed.

4. To never run out, turn on **Automatic top-up** in the same place: below the level you choose, the card you kept from a purchase buys the units you chose. Without a kept card you get a reminder to buy instead.

Good to know

- When units run out, WhatsApp, SMS and Gist stop until a top-up. Sign-in codes still go, and come off the next top-up.
- **Messages sent** in Settings lists every WhatsApp, SMS and email with its units.

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