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Linkskool guide for school admins

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Getting started

Set up your school, add your people and give everyone their sign-in.

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

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Getting started

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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Getting started

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.

Teaching and results

Scores, results, report cards, promotion, timetables, learning and tests.

- How do I take the register?
- How do I publish a class's result?
- How do I send results to parents and see who has seen them?
- How do I promote students at the end of the session?
- How do I set up and publish the timetable?
- How do I set a test for students to take?

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Teaching and results

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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Teaching and results

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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Teaching and results

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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Teaching and results

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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Teaching and results

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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Teaching and results

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.

Money

Fees, bills, payments, spending, payroll and reports.

- How do I set fees and issue bills?
- How do I confirm bank transfers from parents?
- How do I hold results until fees are paid?

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Money

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.

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Money

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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Money

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.

Messages and notices

SMS, WhatsApp and email, notices, the Inbox and the calendar.

- How do message units work?

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Messages and notices

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.