LinkSkool

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Linkskool guide for teachers

Updated 28 November 2026

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How do I enter scores and send them for approval?

Type each student's scores on the sheet for your class and subject, then hand it in for approval when it's complete.

1. Open **Scores**, choose a class, then a subject.
2. Type each student's scores (A for absent, E for exempt). They save as you go.
3. When every score is in, choose **Submit for approval**. If your department has a head who reviews sheets, the button is **Submit for review**, and the sheet goes to them first.

Good to know

- To fill scores offline, choose ⋯ › **Scores from a file** on the sheet (or **Scores from a file** on the class), download the template, fill it in and upload it. You see what changes before anything is saved.
- A sheet sent back shows the note saying what to change.
- Once every subject in a class is approved, its result can be published.

Updated 28 November 2026 · linkskool.com/help/scores

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**.

Updated 28 November 2026 · linkskool.com/help/attendance

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.

Updated 28 November 2026 · linkskool.com/help/tests

How do I see my timetable?

Open My timetable to see your week's lessons and your exam papers.

1. Open **My timetable**. **Week** shows your lessons, today first on a phone.
2. Choose **Exams** to see your exam papers coming up.

Good to know

- Your Home also shows today's lessons and what's next.
- Parents see a child's timetable on the child's page, under **Timetable**.

Updated 28 November 2026 · linkskool.com/help/my-timetable