
SHKOLLA.APP GUIDE

Parents

Follow your children's grades, attendance, homework and school news.

Sign in at **portal.shkolla.app**

Updated October 2026

Contents

01 Getting started

- Welcome
- Signing in
- Forgot your password?
- Finding your way around
- On your phone

02 Your children

- Your dashboard
- Grades
- Report card
- Attendance
- Homework and assignments
- Exams
- Behaviour notes

03 Schedule

- Your timetable
- Calendar
- Events
- Holidays and opening hours

04 School

- Payments
- Teachers and contacts
- Documents

05 Messages and notifications

- Messages
- Notifications

06 Your account

- Your profile
- Your settings

07 Questions and answers

- Questions and answers

01 Getting started

Welcome

This guide is for parents and guardians. Shkolla.app lets you follow your child's school life: grades, attendance, homework, exams, behaviour notes, the timetable, payments and school news — and message their teachers.

If you have more than one child at the school, you see all of them with one account.

Signing in

Shkolla.app runs in your web browser — there is nothing to install. It works on computers, tablets and phones.

- 1 Open **portal.shkolla.app** in your browser.
- 2 Choose your language at the bottom of the sign-in card. The app remembers it next time.
- 3 Enter your **Username** and **Password**.
- 4 Click **Sign in**.

The sign-in page.

GOOD TO KNOW

Your school gives you your username and password. The school's own account receives its login from Shkolla.app when the school is created.

TIP

Bookmark the page — or on a phone, add it to your home screen — so it opens with one tap.

Forgot your password?

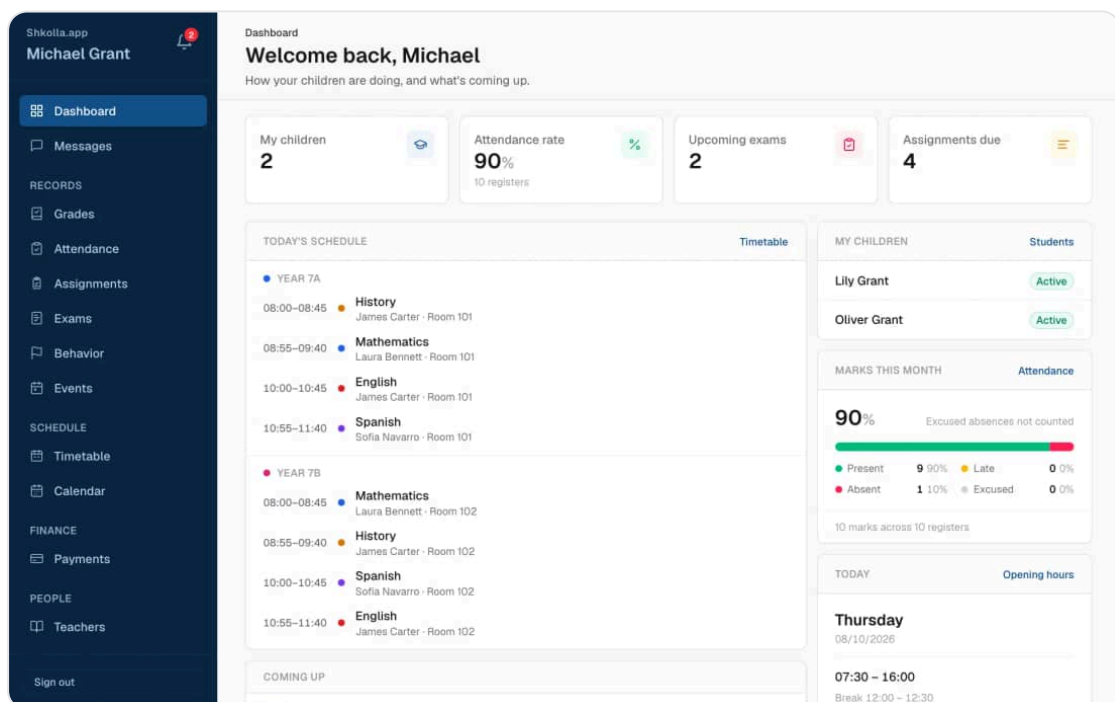
Contact your school office. They can set a new password for you in a moment. For your security, personal accounts can't be reset by email.

TIP

Once you're back in, change it to a password only you know in **Settings**.

Finding your way around

After signing in you land on your **Dashboard** — a summary made just for you. Everything else is in the sidebar on the left.



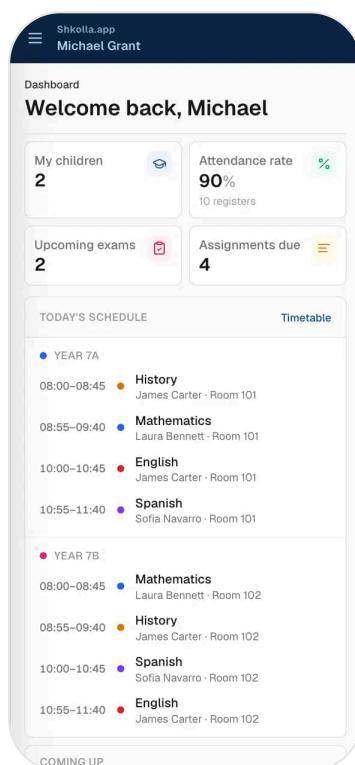
Your dashboard and sidebar.

- **The sidebar** lists the pages meant for you, in groups. The page you're on is highlighted.
- **The bell** at the top shows your notifications. A red number counts the unread ones.
- **Messages** opens your conversations. The number beside it counts unread messages.
- **Sign out** is at the bottom. Always sign out on a shared device.

You only ever see what you're allowed to see — your own records, your children's or your classes'. Pages you can only read have no add or edit buttons.

On your phone

On a phone the sidebar folds away. Tap the menu button (≡) at the top left to open it, then tap a page.



Shkolla.app on a phone.



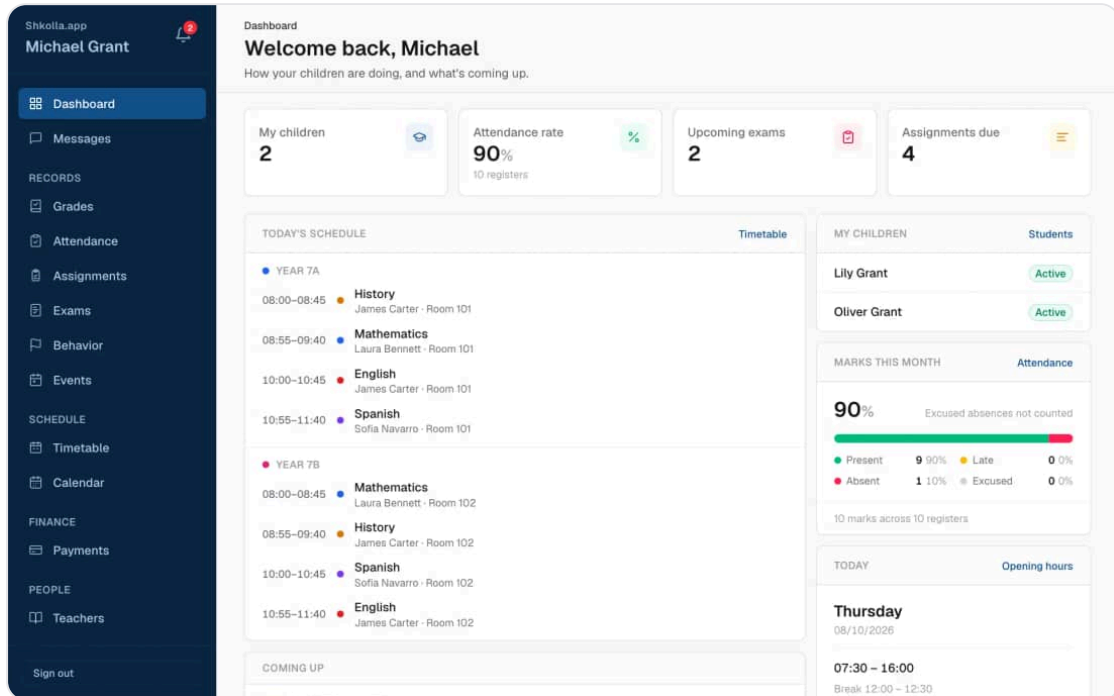
TIP

Add it to your home screen so it opens like an app: in Safari tap Share → Add to Home Screen; in Chrome tap : → Add to Home screen.

02 Your children

Your dashboard

Your dashboard shows how your children are doing and what's coming up.



A parent's dashboard.

- **The numbers at the top** — your children, their attendance rate, upcoming exams and assignments due.
- **Today's schedule** — each child's lessons today, with teacher and room.
- **My children** — each child's name; click through for their details.
- **Marks this month** — attendance at a glance: present, late, absent and excused.
- **Coming up** — exams, homework due dates and school events.

Grades

Grades lists every published mark: the type of work, subject, date and grade — with the score and percentage when there is one. Use search and the filters to focus on one class or type.

Dashboard / Grades

Grades

Report card

Marks recorded for your children.

All classes

All types

Sort: Most recent

Participation Year 7A Participation Mathematics for Oliver Grant	08/10/2026	A
The Romans Year 7B Oral History for Lily Grant	02/10/2026	B
The Romans Year 7A Oral History for Oliver Grant	02/10/2026	B
Exam Year 7B Exam Mathematics for Lily Grant	01/10/2026	B 83% 83 / 100
Exam Year 7A Exam Mathematics for Oliver Grant	01/10/2026	A 92% 92 / 100
Vocabulary quiz Year 7B Quiz Spanish for Lily Grant	29/09/2026	A
Vocabulary quiz Year 7A Quiz Spanish for Oliver Grant	29/09/2026	A
Decimals quiz Year 7B Quiz Mathematics for Lily Grant	28/09/2026	A
Decimals quiz	28/09/2026	

Grades.



GOOD TO KNOW

Parents with more than one child see all their children's grades together; each grade says which child it's for.

Report card

Click **Report card** on the Grades page to see the averages per subject, the final grades and attendance for a term or the whole year. Click **Print** to print it or save it as a PDF.

Dashboard / Grades / Report card

Report card

Subject averages, final grades and attendance for a term or the whole year.

Child

Lily Grant

Period

School year 2026/2027 - Autumn ter...

Report card

School year 2026/2027 - Autumn term
01/09/2026 – 31/01/2027



Riverside School
12 Willow Lane
BS1 4DJ Bristol
United Kingdom
info.en@example.com
+441179460000
https://shkolla.app

STUDENT	CLASSES	STUDENT NUMBER
Lily Grant	Year 7B	2026-109

SUBJECTS				
Subject	Marks	Average	%	Grade
English	1	4	—	—
History	1	4	—	—

A report card.

Attendance

Attendance shows every register: present, late (with how many minutes), absent or excused, with totals at the top.

Dashboard / Attendance

Attendance

Your children's attendance record.

This weekThis monthThis yearAll time

All classes

Registers16

Attendance rate94%
Excused absences not counted

Absences1
0 late

07/10/2026
Year 7B Spanish for Lily GrantPresent

07/10/2026
Year 7A Mathematics for Oliver GrantPresent

06/10/2026
Year 7B Mathematics for Lily GrantPresent

06/10/2026
Year 7A English for Oliver GrantPresent

05/10/2026
Year 7B English for Lily GrantPresent

05/10/2026
Year 7A Mathematics for Oliver GrantPresent

02/10/2026
Year 7B English for Lily GrantPresent

02/10/2026Present

Attendance.

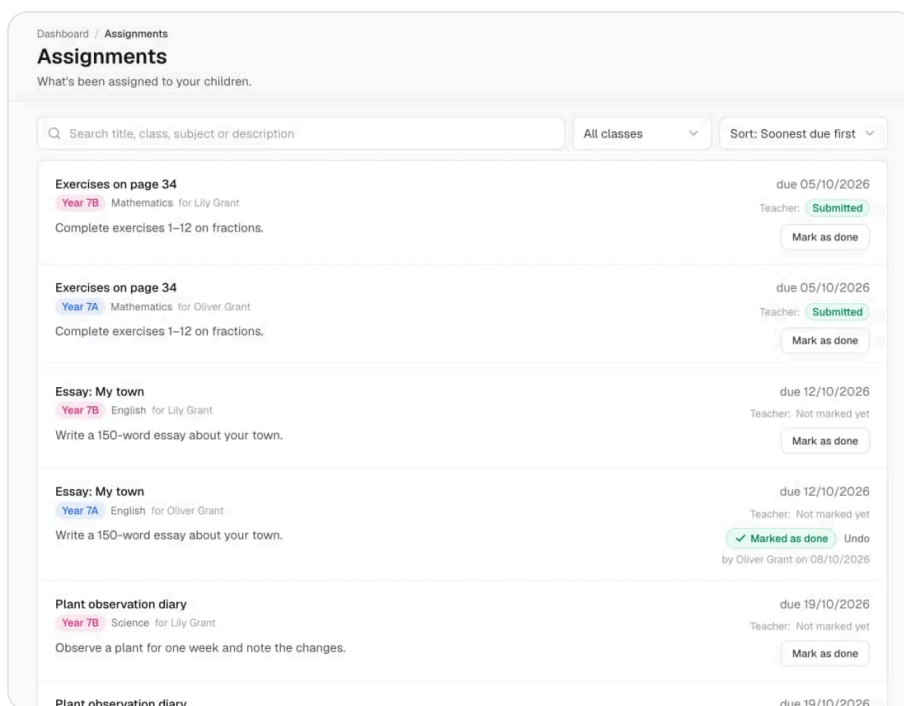


TIP

If an absence should be excused, message the teacher or the school office — they can change it.

Homework and assignments

Assignments lists homework and projects with their due dates, soonest first.



Assignments.

- **Mark as done** tells the teacher the work is finished. **Undo** takes it back if you clicked by mistake.
- Once the teacher has checked the work, their verdict appears: **Submitted**, **Late**, **Missing** or **Excused**.

Exams

Exams shows upcoming exams with date, time and subject, and past exams with their results. Results appear once the teacher releases them, coloured green for a pass and red for a fail.

Dashboard / Exams

Exams

Exams scheduled for your children's classes.

Q Search title, class, subject or description

All classes

Sort: Soonest first

Mathematics — Fractions and decimals Year 7B Written test Mathematics for Lily Grant Out of 100 points - Pass ≥ 50	01/10/2026 - 09:00 B - 83/100 Pass
Mathematics — Fractions and decimals Year 7A Written test Mathematics for Oliver Grant Out of 100 points - Pass ≥ 50	01/10/2026 - 09:00 A - 92/100 Pass
English — Grammar and writing Year 7B Mid-term exam English for Lily Grant Out of 100 points - Pass ≥ 50	20/10/2026 - 10:00 Upcoming
English — Grammar and writing Year 7A Mid-term exam English for Oliver Grant Out of 100 points - Pass ≥ 50	20/10/2026 - 10:00 Upcoming

Exams.

Behaviour notes

Behavior shows the positive and negative notes teachers have written, with the date and who wrote them.

Dashboard / Behavior

Behavior

Notes logged about your children.

Q Search student, category or note

From

To

Positive & negative

Sort: Name (A-Z)

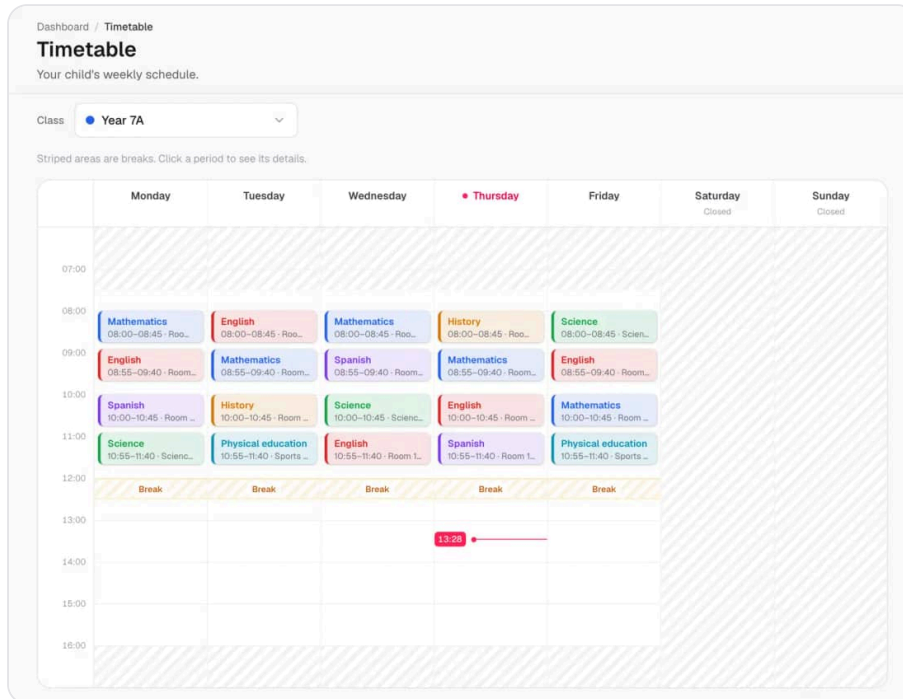
Positive Teamwork Year 7A for Oliver Grant Helped a classmate with their maths homework.	06/10/2026
--	------------

Behaviour notes.

03 Schedule

Your timetable

Timetable shows your week: a teacher's own lessons, or a student's class lessons, with subject, teacher, room and time. Today is highlighted and a line marks the current time.



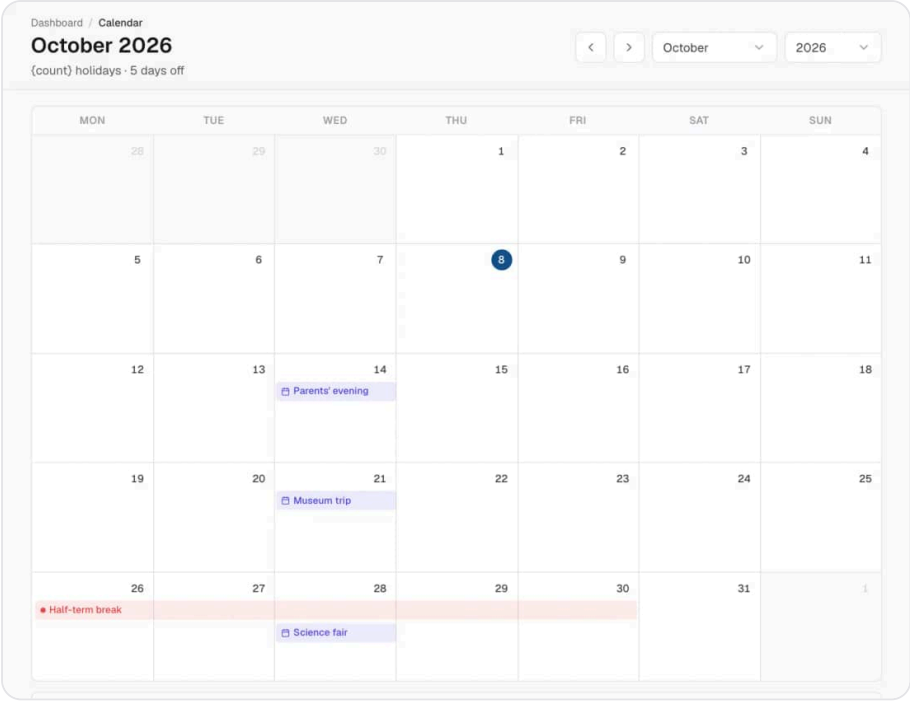
The week at a glance.

GOOD TO KNOW

Only the school office changes the timetable. If something looks wrong, let them know.

Calendar

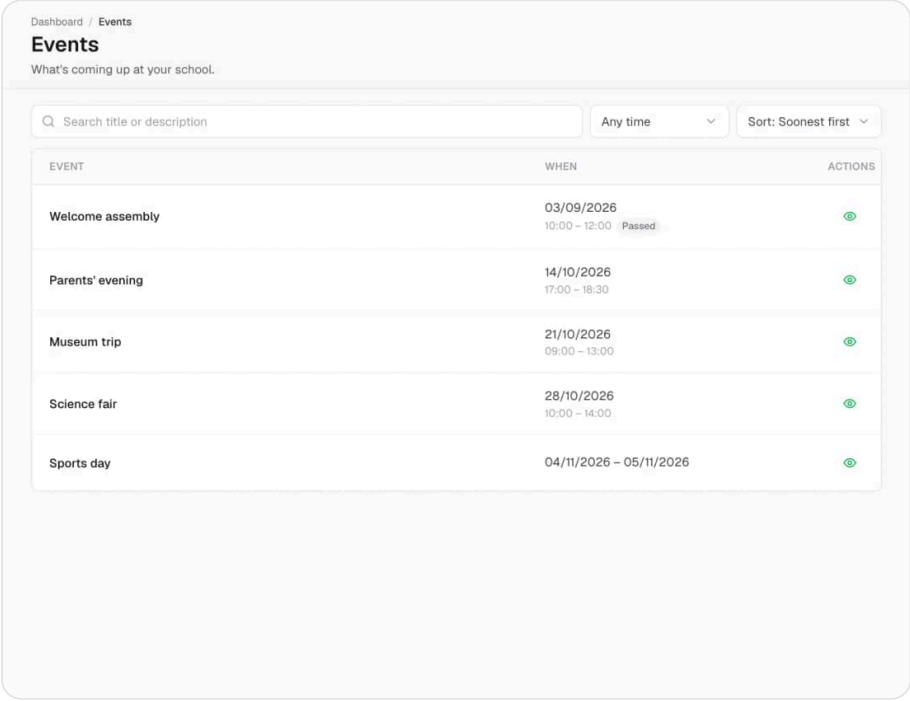
Calendar shows the whole month at a glance: holidays, school events and, for those who manage leave, who is away. Use the arrows to change month and click an entry for its details.



The month calendar.

Events

Events lists what's happening at school — parents' evenings, trips, sports days — with dates and times. New events also arrive as a notification.



Upcoming events.

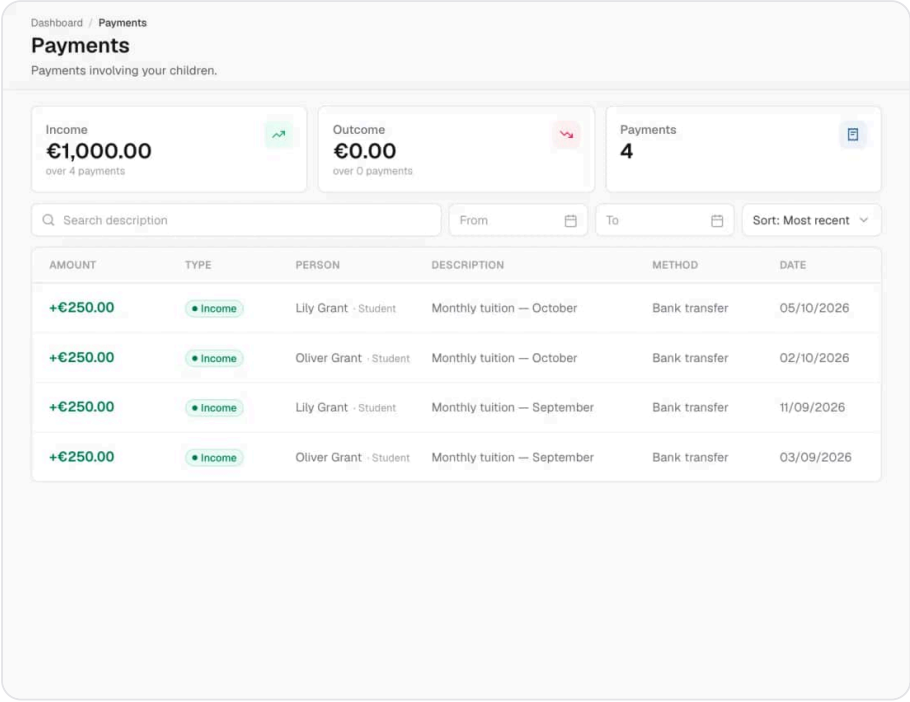
Holidays and opening hours

Holidays lists the days the school is closed, and **Opening hours** when it's open each day. Holidays also appear on the calendar.

04 School

Payments

Payments lists the payments the school has recorded in your name (or your children's) — fees paid, dates and methods.



Payments.

💡 TIP

Need an invoice or think something is missing? Message the school office.

Teachers and contacts

Under People you'll find your teachers — for parents, your children's teachers — and the school's staff, with contact details. Click the eye icon to see more.

Dashboard / Teachers

Teachers

The teachers who teach your children's classes.

Total4

Active4

Male2

Female2

Search by name

All statuses

All genders

Sort: Name (A-Z)

TEACHER	CONTACT	SUBJECTS	STATUS	ACTIONS
LB Laura Bennett en.laura.bennett	+38344000917 laura.bennett.en@example.com	Mathematics	Active	
JC James Carter en.james.carter	+38344008836 james.carter.en@example.com	English History	Active	
DH Daniel Hughes en.daniel.hughes	+38344024674 daniel.hughes.en@example.com	Physical education Science	Active	
SN Sofia Navarro en.sofia.navarro	+38344016755 sofia.navarro.en@example.com	Spanish	Active	

Teachers.

Documents

Documents holds the files your school and teachers have shared with you — rules, forms, newsletters. Click a document to open or download it.

Dashboard / Documents

Documents

Files your school has shared with you.

Search documents

All categories

Sort: Newest first

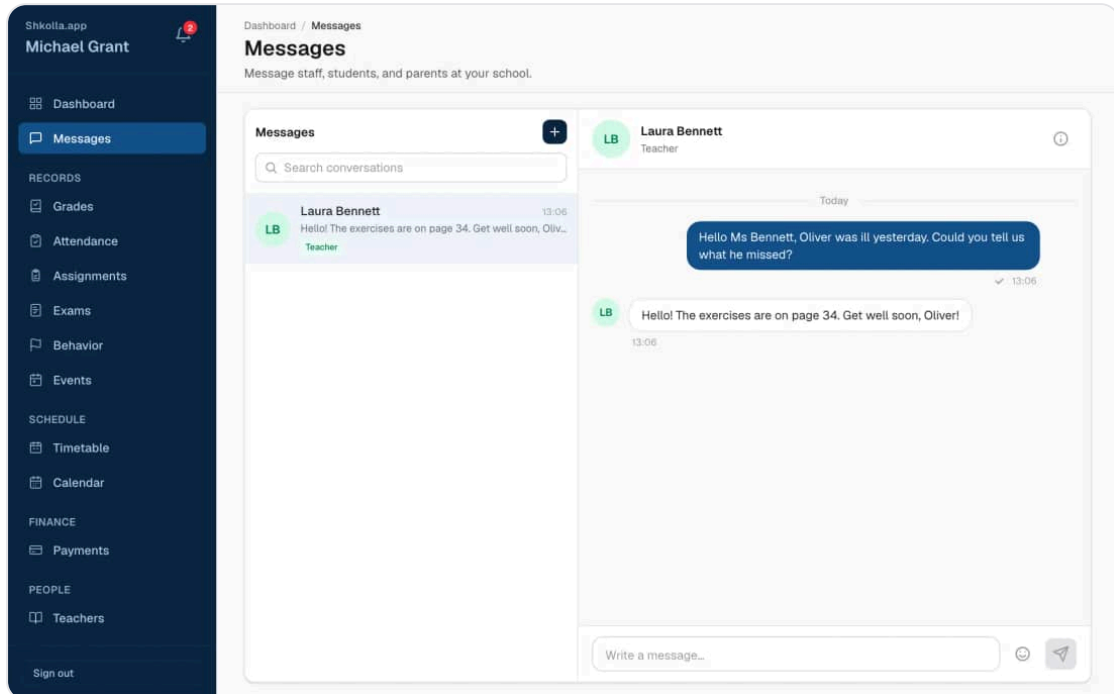
DOCUMENT	CATEGORY	UPLOADED	ACTIONS
PDF Autumn term calendar Key dates for tests, holidays and meetings.	Curriculum	08/10/2026	Download
PDF Trip permission form Please complete and sign by 15 October.	Form	08/10/2026	Download
PDF School rules 2026/27 Code of conduct, school hours and school policies.	Policy	08/10/2026	Download

Documents shared with you.

05 Messages and notifications

Messages

Messages is a private chat for your school community.

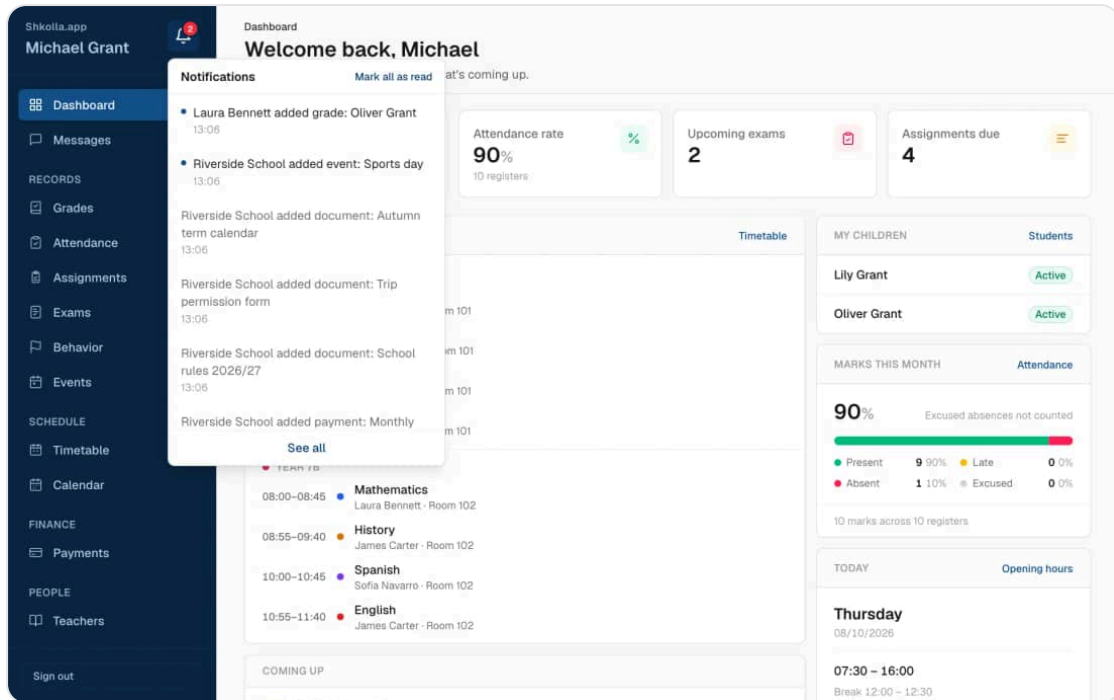


Messages.

- 1 Click **Messages** in the sidebar.
 - 2 Click **+** (**New message**) and choose who to write to.
 - 3 Type your message and press Enter.
- Your conversations are on the left; a blue number counts unread messages.
 - You can only message people you're connected to at school — for example your teachers, your classmates, your children's teachers and the school office.
 - The school, teachers and staff can also start a group with **New group chat** — handy for a class's teachers or a committee.

Notifications

The bell at the top of the sidebar tells you when something new happens — a grade, an assignment, an event, a leave request...



Your latest notifications.

- Click the bell to see the latest, and click one to open it.
- **Mark all as read** clears the red badge.
- **See all** opens the full history.

💡 TIP

In **Settings** you choose which notifications you get.

06 Your account

Your profile

Profile is your own record. Add a photo and keep your email, phone, birthday, nationality, address and short bio up to date. Your name, username and school details are managed by the school — ask the office if something's wrong.

Dashboard / My Profile

My Profile

Save changes

Update your own details below. What your school manages is shown read-only.

Account

Set by your school — you can't change these here.

NAME

Michael

SURNAME

Grant

USERNAME

en.michael.grant

STATUS

Active

DATE JOINED

08/10/2026

CHILDREN

Lily Grant

Oliver Grant

Add photo

JPEG, PNG, WebP or GIF · max 5 MB

Personal Information

Email (optional)

michael.grant.en@example.com

Phone Number (optional)

+383

44317546

Your profile.

Your settings

Dashboard / Settings

Settings

Language
What the dashboard shows to you personally.

Dashboard language
Use my school's language (English)

Notifications
A short in-tab sound, and a browser notification while you have chat open in another tab.

Play a sound for new messages
School default (On) On Off

Show a desktop notification
School default (Off) On Off

Notification categories
Choose which tabs notify you when something changes here. On by default — turn off anything you don't want to hear about.

SCHEDULE
Timetable

Save changes

Your settings.

- **Language** — the app's language, just for you.
- **Notifications** — switch notifications on or off for each tab.
- **Account** — change your password, or sign out of every other device if you forgot to sign out somewhere.

07 Questions and answers

Questions and answers

- **I don't see my child.** Ask the school office to link your child to your account.
- **A grade is missing.** Teachers publish grades when they're ready; drafts aren't shown.
- **An absence should be excused.** Message the teacher or the school office.
- **I forgot my password.** Ask the school office to set a new one.