
SHKOLLA.APP GUIDE

School administration

Set up your school, manage people and classes, and keep every record in one place.

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

Updated October 2026

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Questions and answers

01 Getting started

Welcome

This guide is for whoever runs the school account — usually the school office or the principal. The school account is the master account: it sets everything up, adds every person and can see every record.

- **Getting started** — sign in, find your way around and set up your school in the right order.
- **People, Academics and Schedule** — everyone at your school, your classes and your timetable.
- **Records** — attendance, grades, exams, homework, behaviour notes and events.
- **Finance and School** — payments, invoices, documents, leave and settings.

Read Getting started first. After that, jump to any section from the contents — each one stands on its own.

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**.

Shkolla.app

The portal for your school's staff, teachers, students and parents.

Username

your-school

Password [Forgot password?](#)

Sign in

English

Trouble signing in? Contact your school administrator.

[How to use Shkolla.app](#)

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?

The school account can reset its own password by email:

- 1 On the sign-in page, click **Forgot password?**.
- 2 Enter the email address of your school account and click **Send reset link**.
- 3 Open the email from support@shkolla.app and click the button in it. The link works once and expires after one hour.
- 4 Type your new password twice (at least 8 characters) and save. Sign in with it straight away.

Shkolla.app

The portal for your school's staff, teachers, students and parents.

Reset your password

Enter your school account's email address and we'll send you a link to choose a new password.

Teachers, staff, parents and students: ask your school office to reset your password.

Email

info@school.com

Send reset link

Back to sign in

🇬🇧 English

Trouble signing in? Contact your school administrator.

[How to use Shkolla.app](#)

Asking for a reset link.

GOOD TO KNOW

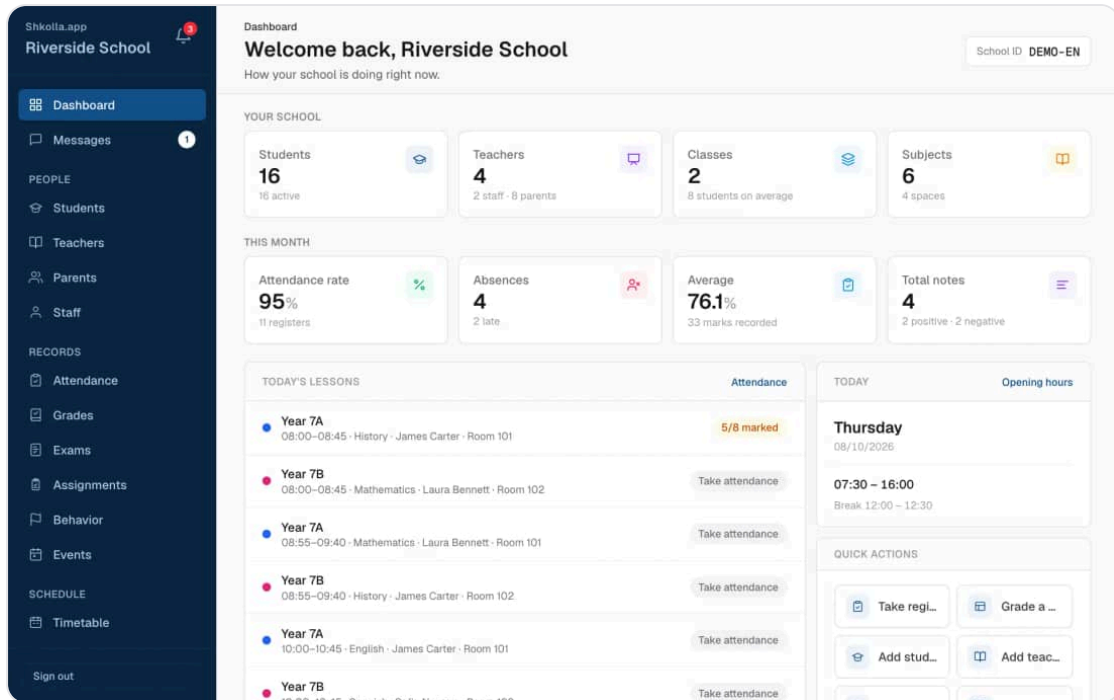
For your security, the page shows the same message whether or not the address belongs to a school. If nothing arrives within a few minutes, check your spam folder and make sure you used the email your school was registered with.

TIP

Teachers, staff, parents and students don't reset their password by email — you set a new one for them. See “Editing and removing people”.

Finding your way around

After signing in you land on the **Dashboard**. Everything else is one click away in the sidebar on the left.



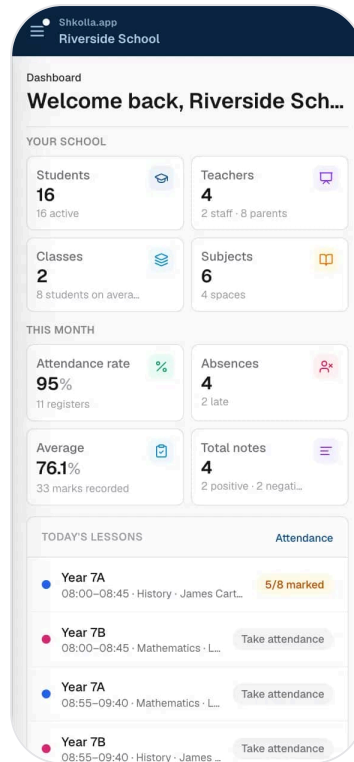
The school dashboard, with the sidebar on the left.

- **The sidebar** groups every page into People, Records, Schedule, Finance, Academics and School. 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 computer.

Most pages work the same way: totals at the top, then search and filters, then a table. The icons at the end of each row let you **View**, **Edit** or **Delete** an entry, and the main button at the top right adds a new one.

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.

Setting up your school

Set up in this order, and every list you need is already filled in when you reach the next step:

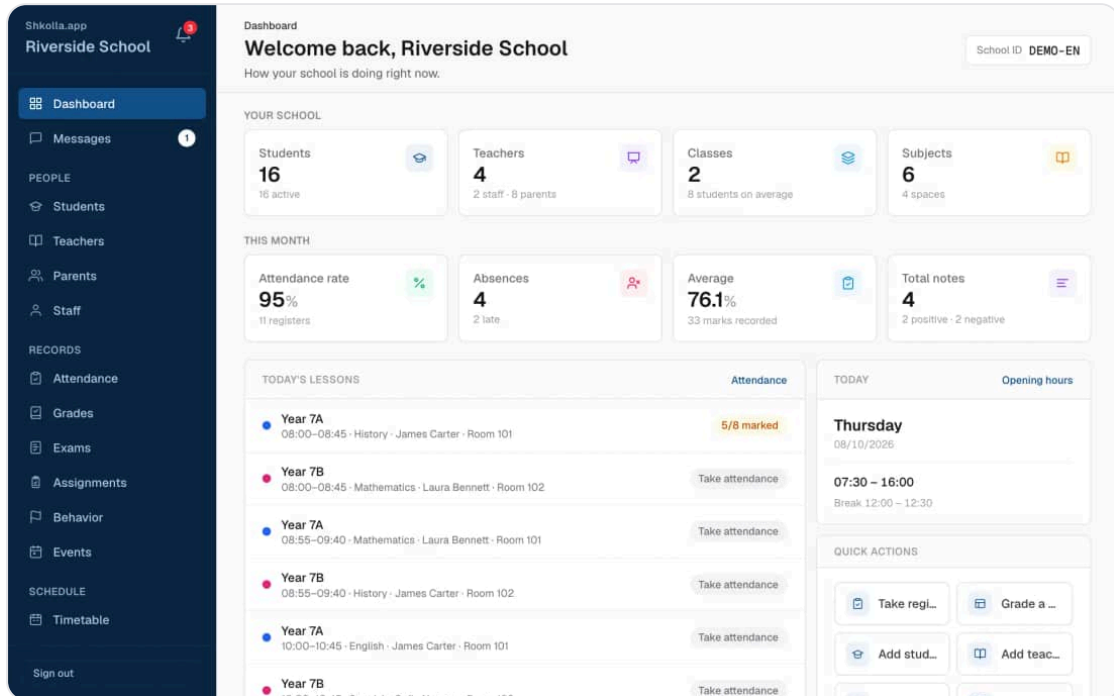
- 1 **Settings** — your language, currency, grading scale and colours.
- 2 **Global information** — your school's name, logo, address and contact details. They appear on invoices and report cards.
- 3 **Academic years** — this school year and its terms.
- 4 **Opening hours** and **Holidays** — when the school is open, and when it's closed.
- 5 **Subjects** and **Spaces** — what you teach, and where.
- 6 **Teachers, Students, Parents** and **Staff** — your people, typed in or imported from a spreadsheet.
- 7 **Classes** — teachers, students and subjects brought together.
- 8 **Timetable** — each class's week.

From then on, daily work — attendance, grades, homework, messages — happens on its own pages, and your dashboard keeps track of it all.

02 Your dashboard

The dashboard

The dashboard is your school at a glance, always up to date.



The school dashboard.

- **Your school** — how many students, teachers, classes and subjects you have.
- **This month** — the attendance rate, absences, the average of all grades, and behaviour notes.
- **Today's lessons** — every lesson on today's timetable and whether its register is done. **Take attendance** opens it.
- **Today** — today's opening hours and breaks.
- **Quick actions** — shortcuts for what you do most: take a register, grade a class, add a student, teacher or class, log a behaviour note.

Further down you'll find attendance for the last seven days, marks this month, and what's coming up: exams, assignment due dates and events.

03 People

Who's who

Everyone at your school has one of four roles. The role decides what they see when they sign in:

- **Students** — their own timetable, homework, grades, exams, attendance and messages.
- **Teachers** — the classes they teach: registers, grades, exams, homework, behaviour notes and messages with students and families.
- **Parents** — everything about their own children, plus payments and school news.
- **Staff** — office staff. They see exactly the tabs you open for them and nothing more.

Each person gets their own username and password. Usernames are unique across Shkolla.app, so a simple pattern helps — for example name.surname.

TIP

Email and phone are optional, but worth adding: they let you reach people straight from their row, with WhatsApp and Viber shortcuts for phone numbers.

Students

Students lists everyone enrolled. The cards at the top count them. Search finds anyone by name, username or email; the filters narrow the list by enrolment date, gender and status.

Dashboard / Students

Students

Manage the students enrolled at your school.

Excel + Add student

Total
16

Active
16

Male
8

Female
8

Search name, username, or email 01/09/2026 08/10/2026 All genders All statuses

Sort: Name (A-Z)

STUDENT	CONTACT	ENROLLMENT	DETAILS	STATUS	AC
CB Chloe Bailey en.chloe.bailey	+383442543... chloe.bailey.en@example...	2026-113 Enrolled 01/09/2026	— —	Active 08/10/2026	👁️ ✎️
HC Harry Collins en.harry.collins	+38344175135 harry.collins.en@example...	2026-103 Enrolled 01/09/2026	— Parent: David Collins	Active 08/10/2026	👁️ ✎️
EC Ethan Cooper en.ethan.cooper	+383442305... ethan.cooper.en@examp...	2026-110 Enrolled 01/09/2026	— —	Active 08/10/2026	👁️ ✎️
JF Jack Foster en.jack.foster	+38344190973 jack.foster.en@example...	2026-105 Enrolled 01/09/2026	— Parent: Paul Foster	Active 08/10/2026	👁️ ✎️
LG Lily Grant en.lily.grant	+383442226... lily.grant.en@example.co...	2026-109 Enrolled 01/09/2026	— Parent: Michael Grant	Active 08/10/2026	👁️ ✎️

The student list.

Each row shows contact details, the student number and parent. The icons at the end let you view, edit or remove the student. Teachers, Parents and Staff work exactly the same way.

Adding a person

Adding a student, teacher, parent or staff member works the same way on each page:

- 1 Open the page — for example **Students** — and click **Add student**.
- 2 Enter the name and surname. Anything marked optional can wait.
- 3 Add a photo, email, phone and personal details if you have them. Students also have a student number and medical notes; teachers a qualification, employment type and subjects; staff a job title and department.
- 4 Under **Login Credentials**, choose a username and password.
- 5 Click the save button at the top right.

Dashboard / Students / Add student
Add student
Cancel
Create student

Create a new student for your school.

Add photo

JPG, PNG, WebP or GIF - max 5 MB

Personal Information

Name *

Surname *

Email (optional)

Phone Number (optional)

Personal Number (optional)

Date of Birth (optional)

Gender (optional)

Nationality (optional)

Enrollment Date (optional)

Status *

Adding a student.

Dashboard / Students / Add student
Add student
Cancel
Create student

Create a new student for your school.

Blood Group (optional)

Allergies (optional)

Medical Notes (optional)

Login Credentials

Username *

Password *

Address

Country (optional)

City (optional)

Zip (optional)

Street (optional)

Every person gets their own username and password.



TIP

Hand over the username and password straight away — for security, the password isn't shown again.

Importing from a spreadsheet

Already have your students in a spreadsheet? Import them all at once:

- 1 On **Students** (or Teachers, Parents, Staff), click **Excel** → **Import from CSV**.
- 2 Click **Download a template**. It has the right columns and one example row.
- 3 Fill in the template in Excel or Google Sheets and save it as CSV.
- 4 Choose the file and click **Import**.



GOOD TO KNOW

It has the right columns and one example row. Leave the password column blank to generate one automatically, and separate multiple subjects with a semicolon.

Passwords left blank are generated for you and shown once on screen — copy them before you close the window.



TIP

Export to CSV downloads the current list — useful for backups and reports.

Editing and removing people

Click the pencil icon on any row to change a person's details.

Dashboard / Students / Oliver Grant

Edit Oliver Grant

Update this student's details.

Cancel **Save Changes**



JPEG, PNG, WebP or GIF · max 5 MB

Personal Information

Name *	Surname *
Oliver	Grant
Email (optional)	Phone Number (optional)
oliver.grant.en@example.com	+383 44159297
Personal Number (optional)	Date of Birth (optional)
	01/01/2014
Gender (optional)	Nationality (optional)
Male	e.g. Albanian
Enrollment Date (optional)	Status *
01/09/2026	Active

Editing a student.

- **A new password** — under Login Credentials, type a new password and save. This is how you help someone who forgot theirs. They are signed out everywhere and use the new password from then on.
- **Status** — only active people can sign in. Choose inactive, suspended or pending to pause someone's access without deleting anything.
- **Removing** — the bin icon removes the person and takes them off every list. If they might come back, change their status instead.

Teachers

Teachers works just like Students. A teacher's form also has their qualification, employment type and the subjects they teach.

Dashboard / Teachers

Teachers

Manage the teachers at your school.

Excel + Add teacher

Total 4	Active 4	Male 2	Female 2
------------	-------------	-----------	-------------

Search name, username, or email 01/09/2019 08/10/2026 All genders All statuses

All employment Sort: Name (A-Z)

TEACHER	CONTACT	EMPLOYMENT	SUBJECTS	STATUS	AC
LB Laura Bennett en.laura.bennett	+383440009... laura.bennett.en@exampL	MSc Mathematics Full-time Joined 01/09/2019	Mathematics	Active 08/10/2026	
JC James Carter en.james.carter	+383440088... james.carter.en@exampL	MA English Literature Full-time Joined 01/09/2021	English History	Active 08/10/2026	
DH Daniel Hughes en.daniel.hughes	+383440246... daniel.hughes.en@exampL	MSc Biology Full-time Joined 01/09/2020	Physical education Science	Active 08/10/2026	
SN Sofia Navarro en.sofia.navarro	+38344016755... sofia.navarro.en@exampL	BA Modern Languages Part-time Joined 01/09/2023	Spanish	Active 08/10/2026	

The teacher list.

A teacher sees the classes they belong to — and the students and parents of those classes — but not the rest of the school. Put teachers into classes in **Classes**.

Parents and their children

Parents see only their own children, so linking them is the step that matters:

- 1 Open **Parents** and add the parent, or edit an existing one.
- 2 Scroll to **Children** and pick each of their children. A parent can have several children, in any classes.
- 3 Save.

Dashboard / Parents / Michael Grant

Edit Michael Grant

Update this parent's details.

Cancel Save Changes

Personal number (optional)

DD/MM/YYYY

Gender (optional)

Male

Nationality (optional)

e.g. Albanian

Date Joined (optional)

08/10/2026

Status *

Active

Bio (optional)

A few sentences about this parent

Children

2 students selected

Lily Grant × Oliver Grant ×

Login Credentials

Username *

en.michael.grant

New Password

Linking a parent to their children.



TIP

The link shows on the student too: their row names their parent.

Staff and their permissions

Staff members see only the tabs you allow. For each tab you decide whether they can view it, add to it, edit, delete, and see its statistics.

- 1 Open **Staff** and edit the staff member (or add a new one).
- 2 Scroll to **Permissions**.
- 3 Tick what they may do on each tab. Unticking **View** hides the tab completely.
- 4 Save. The change applies the next time they open a page.

Dashboard / Staff / Rachel Morgan

Edit Rachel Morgan

Cancel
Save Changes

Update this staff member's details.

Permissions

Choose what this staff member can see and do on each tab. Unchecking View hides the tab entirely.

Deny all
Grant full access to everything

TAB	VIEW	ADD	EDIT	DELETE	SHOW STATS
Messages					
Messages	☒	☒	☒	☒	☒
People					
Students	☒	☒	☒	☒	☒
Teachers	☒	☐	☐	☐	☒
Staff	☒	☐	☐	☐	☒
Parents	☒	☒	☒	☒	☒
Academics					
Subjects	☒	☐	☐	☐	☒
Classes	☒	☒	☒	☒	☒
Spaces	☒	☐	☐	☐	☒
Academic years	☒	☐	☐	☐	☒
Schedule					
Timetable	☒	☒	☒	☒	☒
Records					

A staff member's permissions.



TIP

Grant full access to everything and **Deny all** set the whole table at once — a quick start before fine-tuning.



GOOD TO KNOW

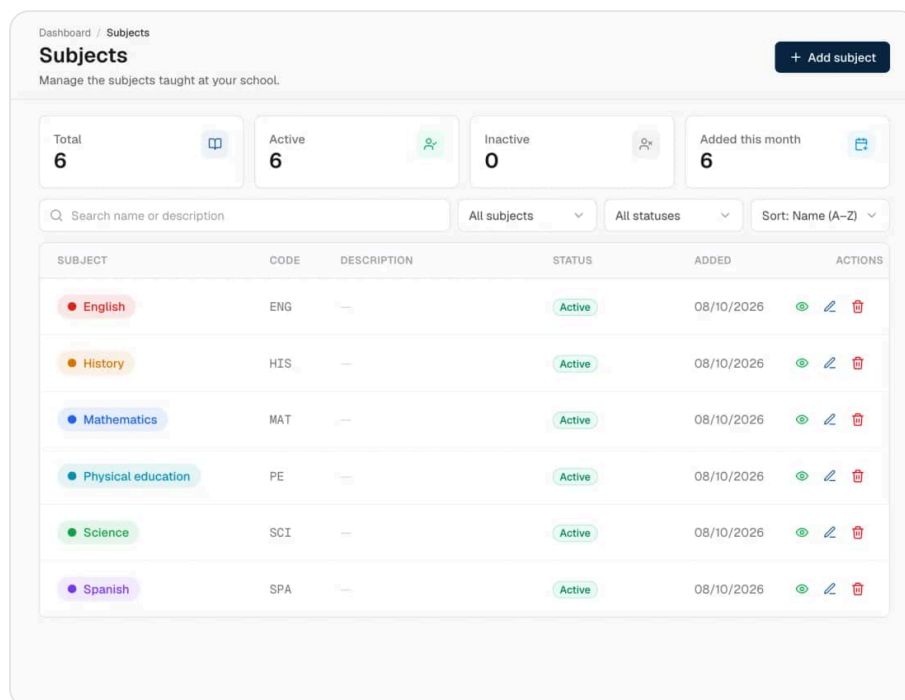
Some things always stay with the school account: staff permissions themselves, the audit log, and the school's settings.

04 Academics

Subjects

Subjects is the list of what your school teaches. Each subject has a name, an optional short code and a colour — the colour follows the subject everywhere: the timetable, grades and report cards.

- 1 Click **Add subject**.
- 2 Enter the name, code and colour.
- 3 Save.

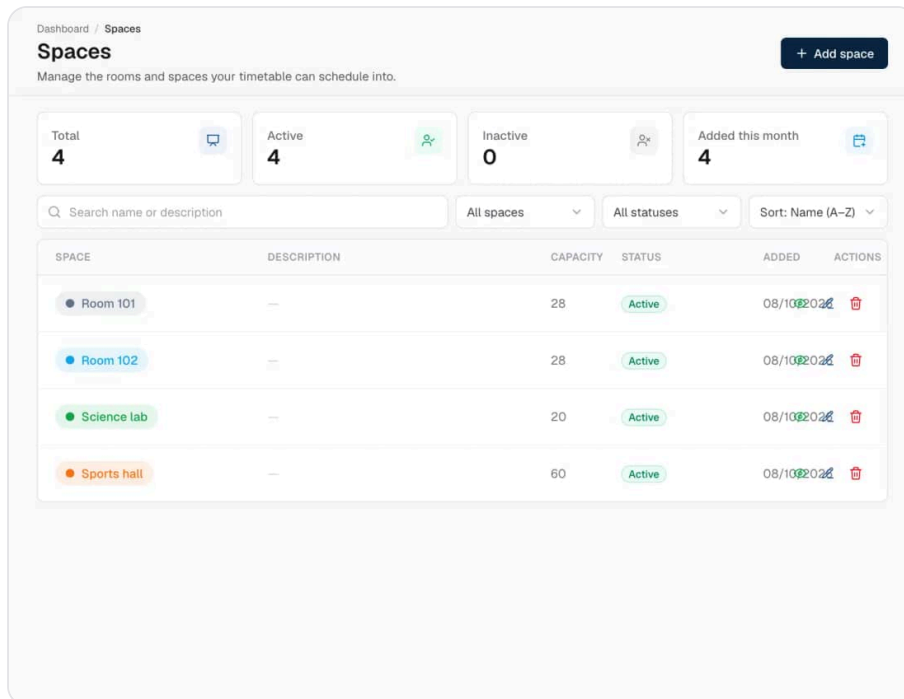


Subjects.

Spaces

Spaces are the places lessons happen — classrooms, labs, the gym. Add a capacity if it helps. You pick a space for each lesson in the timetable, and the timetable can show everything booked in a space.

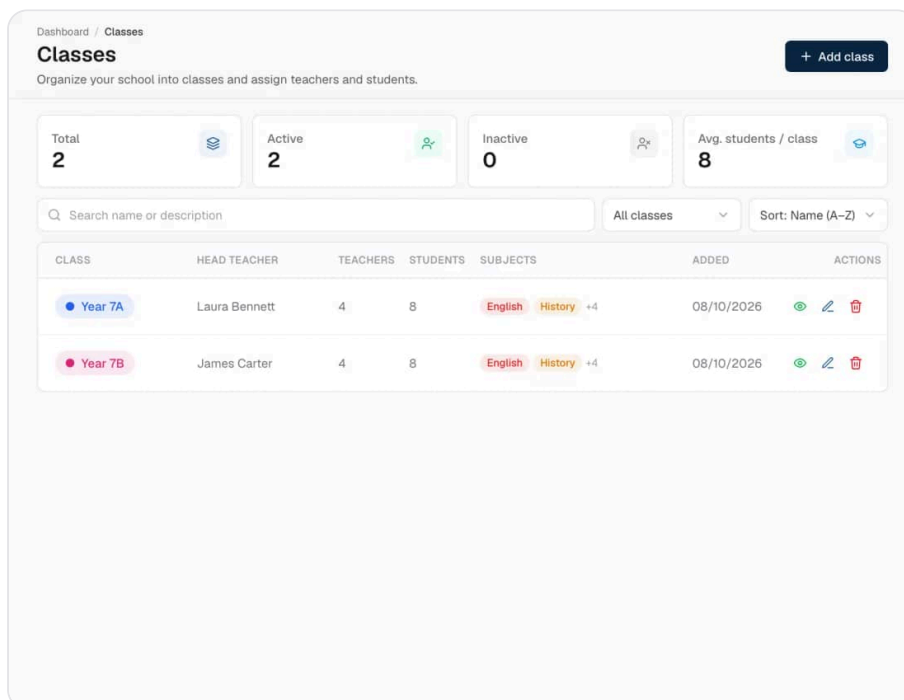
- 1 Click **Add space**.
- 2 Enter the name, colour and capacity.
- 3 Save.



Spaces.

Classes

A class brings together a head teacher, the teachers who teach it, its students and its subjects. Teachers, students and parents see what belongs to their classes, so classes are the heart of the app.



Classes.

1 Click **Add class**.

- 2 Give the class a name, a colour and, if you like, a description.
- 3 Choose the head teacher, then the other teachers.
- 4 Pick the students and the subjects.
- 5 Click **Create class**.

The screenshot shows the 'Edit Year 7A' form in the portal.shkolla.app interface. The form is titled 'Edit Year 7A' and has a subtitle 'Update this class's details and members.' There are 'Cancel' and 'Save Changes' buttons at the top right. The form is divided into sections: 'Details' and 'People'. In the 'Details' section, there is a 'Name' field with the value 'Year 7A', a 'Description (optional)' field with the value 'Ms Bennett's form group', a 'Tag color' field with a color picker showing '#2563EB' and a row of color swatches, and a 'Status' dropdown menu set to 'Active'. In the 'People' section, there is a subtitle 'Assign a head teacher, other teachers, and students from your school.' and a list of people to be assigned.

A class's teachers, students and subjects.



TIP

Click the eye icon on a class to see its full list of teachers and students.

Academic years and terms

The school year and its terms (semesters, trimesters...) are what term averages, final grades and report cards are calculated over.

- 1 Click **Add academic year**.
- 2 Enter the year's name and its first and last day.
- 3 Add each term with its dates.
- 4 Save.

Dashboard / Academic years / School year 2026/2027

Edit School year 2026/2027

Cancel

Save Changes

Change the dates or terms. Report cards follow the new dates at once.

Details

Name *

School year 2026/2027

Start date *

01/09/2026

End date *

30/06/2027

Terms

Split evenly: 2 3 4

Inside the year, without overlapping. Leave empty to report on the whole year only.

Name *

Autumn term

Start date *

01/09/2026

End date *

31/01/2027

Name *

Spring term

Start date *

01/02/2027

End date *

30/06/2027

+ Add term

Cancel

Save Changes

A school year with two terms.

05 Schedule

Opening hours

Set when the school opens and closes each day, and any breaks such as lunch. Lessons in the timetable fit inside these hours, and everyone's dashboard shows today's hours.

Dashboard / Opening hours

Opening hours

Set when your school is open each day, including any breaks.

Monday

Opens: 07:30 Closes: 16:00

Breaks

Break 1 starts: 12:00 Break 1 ends: 12:30

Tuesday

Opens: 07:30 Closes: 16:00

Breaks

Break 1 starts: 12:00 Break 1 ends: 12:30

Wednesday

Opens: 07:30 Closes: 16:00

Breaks

Break 1 starts: 12:00 Break 1 ends: 12:30

[+ Add a break](#)

[Save changes](#)

Opening hours and breaks.

Holidays

Holidays are the days the school is closed: public and religious holidays, school holidays and vacations. They appear on everyone's calendar.

- 1 Click **Add holiday**.
- 2 Enter the name, choose the type and colour, and pick the first and last day.
- 3 Turn on **Repeats every year** for holidays that fall on the same date each year.
- 4 Save.

Dashboard / Holidays

Holidays

+ Add holiday

Manage the holidays and vacations your school closes for.

Total
4

Upcoming
4

Repeats yearly
0

Days off
34

Search name or description

From

To

All kinds

Any time

One-off & repeating

All statuses

Sort: Soonest first

HOLIDAY	KIND	WHEN	REPEATS	STATUS	ACTIONS
Half-term break	Vacation	26/10/2026 – 30/10/2026 5 days	Once	Active	
Christmas holidays	Vacation	21/12/2026 – 01/01/2027 12 days	Once	Active	
February half-term	Vacation	15/02/2027 – 19/02/2027 5 days	Once	Active	
Easter holidays	Vacation	29/03/2027 – 09/04/2027 12 days	Once	Active	

Holidays.

Timetable

The timetable is each class's week, lesson by lesson.

Dashboard / Timetable

Timetable

+ Add period

Build each class's weekly schedule across your opening hours, breaks included — or check what's booked in a space.

Filter by

By class
By space
By teacher
Class
Year 7A

Click anywhere in an open day to add a period there. Striped areas are breaks — you can still schedule a period through one if you need to.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00						Closed	Closed
08:00	Mathematics 08:00–08:45 · Room...	English 08:00–08:45 · Room...	Mathematics 08:00–08:45 · Room...	History 08:00–08:45 · Room...	Science 08:00–08:45 · Room...		
09:00	English 08:55–09:40 · Room...	Mathematics 08:55–09:40 · Room...	Spanish 08:55–09:40 · Room...	Mathematics 08:55–09:40 · Room...	English 08:55–09:40 · Room...		
10:00	Spanish 10:00–10:45 · Room...	History 10:00–10:45 · Room...	Science 10:00–10:45 · Room...	English 10:00–10:45 · Room...	Mathematics 10:00–10:45 · Room...		
11:00	Science 10:55–11:40 · Room...	Physical education 10:55–11:40 · Sports...	English 10:55–11:40 · Room...	Spanish 10:55–11:40 · Room...	Physical education 10:55–11:40 · Sports...		
12:00	Break	Break	Break	Break	Break		
13:00				13:25			
14:00							
15:00							
16:00							

A class's week.

- Choose the class at the top.
- Click an empty spot on the grid — or **Add period** — to add a lesson.

- 3 Pick the subject, the teacher (only the class's own teachers are offered), the room, the day and the times.
- 4 Save. The lesson appears on the grid and on its teacher's and students' timetables.

Dashboard / Timetable / Add period

Add period

Cancel Add period

Schedule a period on a class's weekly timetable.

When

Class * Day *

Year 7A Monday

Starts * Ends *

07:30 08:15

Subject, teacher & space

Subject * Teacher

English Laura Bennett

Picked from this class's head teacher and teachers.

Space

No space assigned

Optional — can be assigned later

Cancel Add period

Adding a lesson.

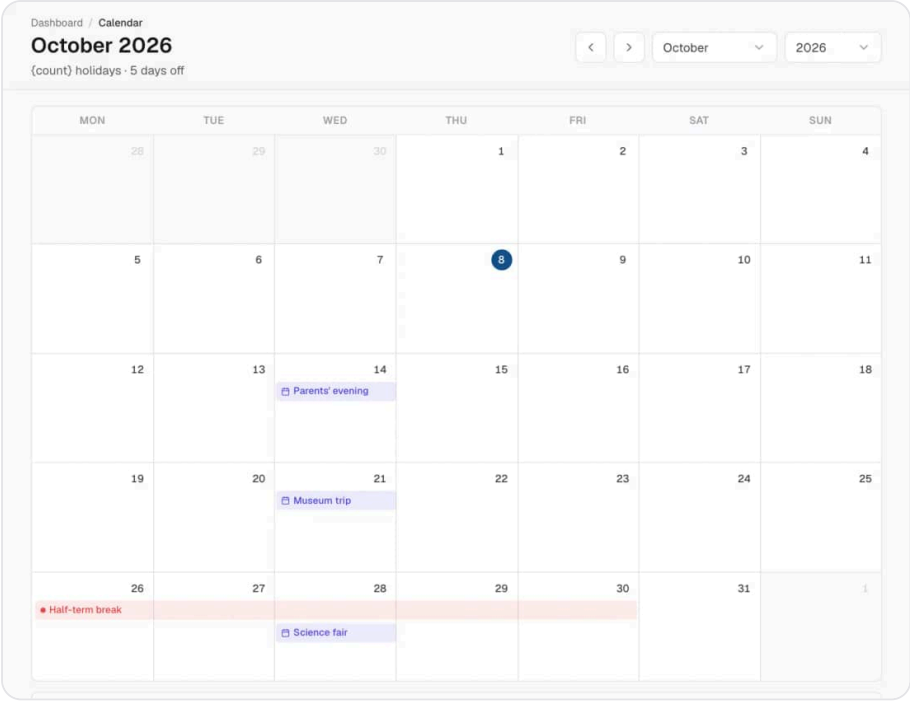
Switch between **By class**, **By space** and **By teacher** to check a room's bookings or a teacher's week. Striped areas are breaks and closed days.

TIP

The timetable powers the rest of the app: today's lessons on the dashboard and the attendance registers are built from it.

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.

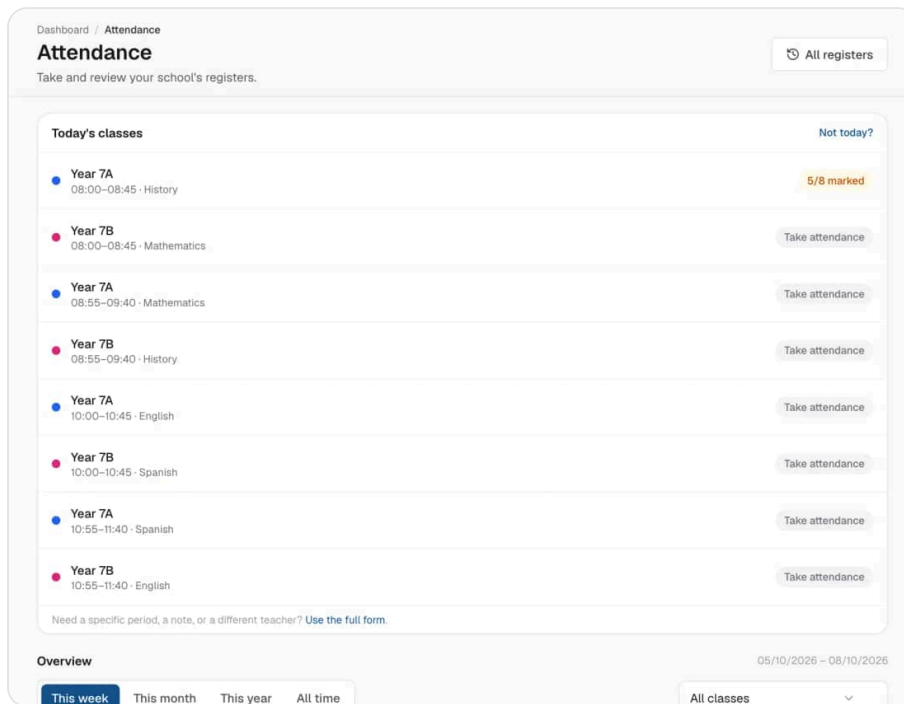


The month calendar.

06 Records

Attendance

Attendance is taken with registers: one per lesson (or per day), listing every student in the class.



Today's lessons and the attendance overview.

- 1 Open **Attendance**. Today's lessons are listed at the top.
- 2 Click **Take attendance** beside the lesson.
- 3 Mark each student **Present**, **Late**, **Absent** or **Excused**. **Mark remaining present** fills in everyone you haven't marked yet.
- 4 That's it — every click is saved instantly.

Dashboard / Attendance / Year 7A

Year 7A

08/10/2026 - 08:00-08:45 - History

Edit details Done

Present 5 Late 0 Absent 0 Excused 0 5 of 8 marked

In progress Changes save automatically. The register completes itself once everyone is marked.

Mark remaining present ☐ Show only unmarked

HC	Harry Collins	Present	Late	Absent	Excused	Behaviour note
JF	Jack Foster	Present	Late	Absent	Excused	Behaviour note
OG	Oliver Grant	Present	Late	Absent	Excused	Behaviour note
GH	Grace Hall	Present	Late	Absent	Excused	Behaviour note
IM	Isia Murphy	Present	Late	Absent	Excused	Behaviour note
NP	Noah Price	Present	Late	Absent	Excused	Behaviour note
MR	Mia Richardson	Present	Late	Absent	Excused	Behaviour note
AW	Amelia Ward	Present	Late	Absent	Excused	Behaviour note

A register in progress.

- **In progress** means some students are still unmarked; the register becomes **Complete** once everyone is marked.
- The flag beside a student adds a behaviour note without leaving the register.
- **Not today?** opens a register for another day, lesson or teacher.
- **All registers** lists every register ever taken, with filters.

Dashboard / Attendance / All registers

All registers

Search and filter every register, then open one to see or change its marks.

+ Take register

Registers 17

Attendance rate 95%
Excused absences not cou...

Absences 6
4 late

In progress 1
Not everyone is marked yet

Search class, subject or note From To All classes Periods & whole days

All statuses Sort: Most recent

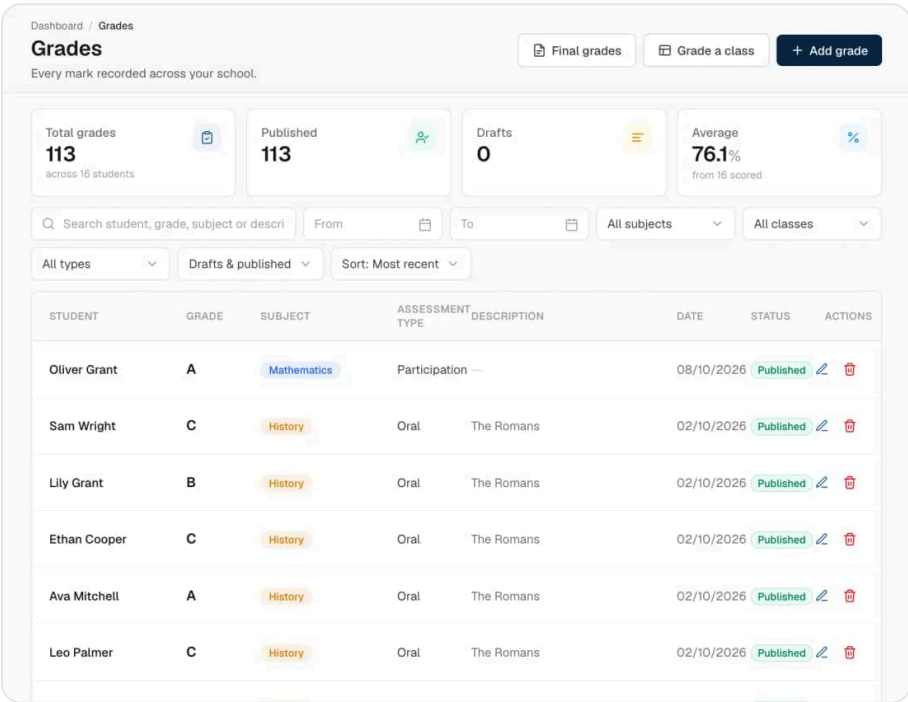
WHEN	CLASS	LESSON	MARKED	RATE	STATUS	ACTIONS
08/10/2026 08:00-08:45 Today	Year 7A	History James Carter	5 of 8 marked	100% 0 absent	In progress	
07/10/2026 08:00-08:45	Year 7A	Mathematics Laura Bennett	8 of 8 marked	88% 1 absent	Complete	
07/10/2026 08:00-08:45	Year 7B	Spanish Sofia Navarro	8 of 8 marked	88% 1 absent	Complete	
06/10/2026 08:00-08:45	Year 7A	English James Carter	8 of 8 marked	100% 0 absent	Complete	
06/10/2026 08:00-08:45	Year 7B	Mathematics Laura Bennett	8 of 8 marked	100% 0 absent	Complete	
05/10/2026 08:00-08:45	Year 7A	Mathematics Laura Bennett	8 of 8 marked	100% 0 absent	Complete	

Every register, with filters.

Below today's lessons, the overview shows attendance for this week, month or year: the rate, absences and registers still in progress.

Grades

Grades holds every mark given at your school. Marks follow your school's grading scale (chosen in Settings).



All grades, with filters.

- 1 Click **Add grade**.
- 2 Choose the student, subject, type (exam, quiz, homework, oral...) and the mark. Add a score too if you like — for example 18 out of 20.
- 3 Choose **Published** to show it to the student and their parents straight away, or **Draft** to keep it private for now.
- 4 Save.

i **GOOD TO KNOW**
Students and parents only ever see published grades.

Grading a whole class

Grade a class is the fastest way to mark a test: describe it once, then go down the list.

- 1 Click **Grade a class** (on Grades or on the dashboard).
- 2 Choose the class, subject, date and type — and the maximum score if you use points.
- 3 Enter each student's mark and/or score.
- 4 Click **Save grades**.

The screenshot shows the 'Grade a class' form in the portal.shkolla.app interface. The form is titled 'Grade a class' and has a subtitle 'Set what the assessment was once, then go down the register.' There are 'Cancel' and 'Save grades' buttons at the top right. The form fields are as follows:

- Class (optional):** A dropdown menu with 'All my students' selected.
- Date ***: A date input field with '08/10/2026' entered.
- Subject (optional):** A dropdown menu with 'No particular subject' selected.
- Out of (optional):** A text input field with '50' entered.
- Assessment type ***: A dropdown menu with 'Exam' selected.
- Status ***: A dropdown menu with 'Published' selected.
- Description (optional):**: A text input field with 'What the work was — e.g. Chapter 3 test' entered.

Below the form fields, there is a section titled 'Students' with a sub-header '0 of 16 graded'. It shows a list of students with their initials and names, and a 'Score' input field for each:

Initials	Name	Score
CB	Chloe Bailey	Score
HC	Harry Collins	Score
EC	Ethan Cooper	Score

Grading a class in one go.

Final grades

At the end of a term, **Final grades** shows each student's average in every subject so you can give their final grade.

- 1 On Grades, click **Final grades**.
- 2 Choose the class and the period — a term or the whole year.
- 3 Enter each final grade. The average under each box is only a guide.
- 4 Click **Save final grades**.

Dashboard / Grades / Final grades

Final grades

Enter each student's final grade per subject, with their average as a guide.

Class: Year 7A Period: School year 2026/2027 - Autumn ter...

Enter each final grade yourself. The average under each box is only a guide.

Save final grades

STUDENT	ENGLISH	HISTORY	MATHEMATICS	PHYSICAL EDUCATION	SCIENCE	SPANISH	OVERALL	
Harry Collins	A avg 5	— avg 5	B avg 4.7	— —	— avg 5	A avg 4	A avg 4.7	Report card
Jack Foster	— avg 4	— avg 5	— avg 4.3	— —	— avg 4	— avg 4	— avg 4.3	Report card
Oliver Grant	A avg 5	— avg 4	A avg 4.8	— —	— avg 5	A avg 5	A avg 4.8	Report card
Grace Hall	— avg 4	— avg 4	— avg 3.7	— —	— avg 4	— avg 3	— avg 3.7	Report card
Isla Murphy	C avg 4	— avg 3	C avg 3	— —	— avg 3	C avg 3	C avg 3.2	Report card
Noah Price	— avg 5	— avg 5	— avg 5	— —	— avg 5	— avg 4	— avg 4.8	Report card

Final grades, with each student's averages.

Report cards

A report card collects a student's subject averages, final grades and attendance for a term or a year, under your school's letterhead.

- 1 Open **Report card** from Grades (or from Final grades).
- 2 Pick the student and the period.
- 3 Click **Print** to print it or save it as a PDF.

Dashboard / Grades / Report card

Report card

Final grades

Print

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

Student

Oliver 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
Oliver Grant	Year 7A	2026-101

SUBJECTS

Subject	Marks	Average	%	Grade
English	1	5	—	A
History	1	4	—	—

A report card.



TIP

Report cards for the class on the Final grades page prints the whole class's report cards in one go.

Exams

Exams are scheduled in advance, so students and parents see them coming. The results you enter become grades automatically.

Dashboard / Exams

+ Schedule exam

Every exam scheduled across your school.

Total exams
4

Published
4

Drafts
0

Average
76.1%

EXAM	CLASS	SUBJECT	DATE	RESULTS	STATUS	ACTIONS
Mathematics — Fractions and ... Written test	Year 7B	Mathematics	10/10/2026 - 09:00	8 of 8 avg 74.6% Results releas...	Published	
Mathematics — Fractions and ... Written test	Year 7A	Mathematics	10/10/2026 - 09:00	8 of 8 avg 77.6% Results releas...	Published	
English — Grammar and writing Mid-term exam	Year 7B	English	10/10/2026 - 10:00	0 of 8 Results not rel...	Published	
English — Grammar and writing Mid-term exam	Year 7A	English	10/10/2026 - 10:00	0 of 8 Results not rel...	Published	

- 1 Click **Schedule exam**.
- 2 Choose the class and subject, then give it a title, type, date and time — and if you like a maximum and a passing score.
- 3 Save. It appears on the exam list of every student in the class.

Dashboard / Exams / Schedule exam

Schedule an exam

CancelSchedule exam

Set what it is and when — you can enter results once it exists.

What and for whom

Title *

Midterm Exam

e.g. Midterm Exam, Chapter 4 Test

Class *

Choose a class

Subject (optional)

No particular subject

Date *

08/10/2026

Time (optional)

--:--

When the exam starts, if it matters

Type (optional)

Midterm

e.g. Midterm, Quiz, Final Exam

Details

Out of (optional)

100

Applies to every result recorded on this exam

Passing score (optional)

60

The minimum score that counts as a pass

Status *

After the exam, open it to enter the results:

- 1 Enter each student's score and/or mark. The percentage and the pass or fail colour are worked out for you.
- 2 Click **Save results** to save them privately, or **Save & release results** to show them to students and parents.
- 3 Changed your mind? **Hide results** hides released results again.

Dashboard / Exams / Mathematics — Fractions and decimals

Mathematics — Fractions and decimals

Year 7A - Mathematics - Written test - 01/10/2026 09:00

Published 8 of 8 marked avg 77.6% Pass ≥ 50

Results released

☐ Show only unmarked

HC	Harry Collins	A	90	90%
JF	Jack Foster	B	82	82%
OG	Oliver Grant	A	92	92%
GH	Grace Hall	B	70	70%
IM	Isla Murphy	C	62	62%
NP	Noah Price	A	89	89%
MR	Mia Richardson	C	57	57%
AW	Amelia Ward	B	79	79%

Hide results Save results

Results, released to students and parents.

Assignments

Assignments are homework and projects with a due date. Students and parents see them on their own Assignments page.

Dashboard / Assignments

Assignments

Every assignment posted across your school.

Total 6 **Published 6** **Drafts 0** **Missing 2**

Search title, class, subject or description From To All subjects All classes

Drafts & published Sort: Soonest due first

ASSIGNMENT	CLASS	SUBJECT	DUE	RESULTS	STATUS	ACTIONS
Exercises on page 34	Year 7B	Mathematics	05/10/2026	6 of 8 done 1 missing	Published	Edit Delete
Exercises on page 34	Year 7A	Mathematics	05/10/2026	6 of 8 done 1 missing	Published	Edit Delete
Essay: My town	Year 7B	English	12/10/2026	0 of 8 done	Published	Edit Delete
Essay: My town	Year 7A	English	12/10/2026	0 of 8 done 1 marked don...	Published	Edit Delete
Plant observation diary	Year 7B	Science	19/10/2026	0 of 8 done	Published	Edit Delete
Plant observation diary	Year 7A	Science	19/10/2026	0 of 8 done	Published	Edit Delete

Assignments.

- 1 Click **Post assignment**.
- 2 Choose the class and subject, write the title and instructions, and set the due date.
- 3 Choose who it's for: **Whole class** or **Specific students**.
- 4 Click **Post assignment**.

Dashboard / Assignments / Post assignment

Post an assignment

Set what it is and when it's due.

Cancel **Post assignment**

What and for whom

Title *

Chapter 5 worksheet

e.g. Chapter 5 worksheet, Read Act II Scene 1

Class * Subject (optional)

Choose a class No particular subject

Due *

08/10/2026

Who it's for *

Whole class Every student currently in this class.

Specific students Only the students you choose below.

Details

Status *

Published

Instructions (optional)

What students need to do

Posting an assignment.

After the due date, open the assignment to check it off: mark each student **Submitted**, **Late**, **Missing** or **Excused**. Students can also tick **Mark as done** themselves — the count is shown at the top.

Dashboard / Assignments / Exercises on page 34

Exercises on page 34

Edit detailsDone

Year 7A · Mathematics · due 05/10/2026

Submitted 5Late 1Missing 1Excused 1Marked done by students 08 of 8 marked

Mark remaining submitted☐ Show only unmarked

HC	Harry Collins	☒	L	X	E
JF	Jack Foster	☒	L	X	E
OG	Oliver Grant	☒	L	X	E
GH	Grace Hall	☒	L	X	E
IM	Isla Murphy	☒	L	X	E
NP	Noah Price	☒	L	X	E
MR	Mia Richardson	☒	L	X	E
AW	Amelia Ward	☒	L	X	E

Checking an assignment off.

GOOD TO KNOW

Assignments are separate from grades. If the work earns a mark, add it in Grades.

Behaviour notes

Behaviour notes record what's worth remembering about a student — the good and the not so good. Students and their parents see the notes about them.

Dashboard / Behavior

Behavior

Notes logged about your students, positive and negative.

+ Log note

Total notes
6

Positive
4

Negative
2

Search student, category or note

From To All classes Positive & negative

Sort: Most recent

STUDENT	CATEGORY	CLASS	NOTE	DATE	LOGGED BY	ACTIONS
Leo Palmer	Negative Conduct	Year 7B	Disrupted the lesson by talking with classmates.	07/10/2026	James Car	2r
Oliver Grant	Positive Teamwork	Year 7A	Helped a classmate with their maths homework.	06/10/2026	Laura Ben	2tt
Mia Richardson	Negative Homework	Year 7A	Did not hand in homework for the second time this week.	05/10/2026	Laura Ben	2tt
Harry Collins	Positive Participation	Year 7A	Gave an excellent presentation to the class.	05/10/2026	Laura Ben	2tt
Ethan Cooper	Positive Responsibility	Year 7B	Looks after the classroom plants every day.	30/09/2026	James Car	2r
Noah Price	Positive Teamwork	Year 7A	Helped a classmate with their maths homework.	29/09/2026	Laura Ben	2tt

Behaviour notes.

- 1 Click **Log note** (or the flag beside a student in a register).
- 2 Choose the student, **Positive** or **Negative**, and a short category such as Teamwork.
- 3 Write what happened and save.

Events

Events are what's happening at school: parents' evenings, trips, sports days. They appear on the calendar and on dashboards.

- 1 Click **Add event**.
- 2 Enter the title, description, dates and — if it has them — times.
- 3 Under **Audience**, choose **Everyone** or pick the people it's for.
- 4 Click **Create event**. Everyone in the audience gets a notification.

Dashboard / Events / Add event

Add event

Cancel

Create event

Add a new event to your school calendar.

Event preview

08/10/2026

Details

Title *

e.g. Sports day, Parent-teacher evening

Description (optional)

What it is, where it happens, what to bring

Up to 500 characters

When

Start date *

08/10/2026

End date *

08/10/2026

Same as the start date for a single-day event

Start time (optional)

-- : --

End time (optional)

-- : --

Adding an event.

Dashboard / Events

Events

+ Add event

Manage the events on your school calendar.

Total5

Upcoming4

On now0

Targeted0

Q Search title or description

FromTo

Everyone & targeted

Any time

Sort: Soonest first

EVENT	WHEN	WHO SEES IT	ACTIONS
Welcome assembly	03/09/2026 10:00 – 12:00 Passed	Everyone	  
Parents' evening	14/10/2026 17:00 – 18:30	Everyone	  
Museum trip	21/10/2026 09:00 – 13:00	Everyone	  
Science fair	28/10/2026 10:00 – 14:00	Everyone	  
Sports day	04/11/2026 – 05/11/2026	Everyone	  

Upcoming events.

07 Finance

Payments

Payments is your school's ledger: money in (**Income** — tuition, for example) and money out (**Outcome** — salaries, rent, supplies). The cards at the top show totals and the balance for the period you've filtered.

The screenshot shows the 'Payments' page with a header 'Dashboard / Payments' and a sub-header 'Payments' with the description 'Money in and money out, across your school.' There are buttons for 'Excel' and '+ Add payment'. Below the header are four summary cards: Income (€7,000.00 over 28 payments), Outcome (€4,986.50 over 7 payments), Balance (€2,013.50 Income minus outcome), and Payments (35 from 16 students). Below the cards is a search bar and filters for 'From', 'To', 'Income & outcome', and 'Sort: Most recent'. The main table has columns: AMOUNT, TYPE, DESCRIPTION, PERSON, METHOD, DATE, and ACTIONS. The table contains seven rows of transactions, including monthly tuition payments and a building rent payment.

AMOUNT	TYPE	DESCRIPTION	PERSON	METHOD	DATE	ACTIONS
+€250.00	Income	Monthly tuition — October	Ruby Shaw - Student	Card	06/10/2026	edit delete
+€250.00	Income	Monthly tuition — October	Ethan Cooper - Student	Cash	06/10/2026	edit delete
+€250.00	Income	Monthly tuition — October	Jack Foster - Student	Bank transfer	06/10/2026	edit delete
-€1,200.00	Outcome	Building rent — October	—	Bank transfer	05/10/2026	edit delete
+€250.00	Income	Monthly tuition — October	Max Reed - Student	Cash	05/10/2026	edit delete
+€250.00	Income	Monthly tuition — October	Chloe Bailey - Student	Bank transfer	05/10/2026	edit delete
+€250.00	Income	Monthly tuition — October	Lily Grant - Student	Bank transfer	05/10/2026	edit delete

The payments ledger.

- 1 Click **Add payment**.
- 2 Choose income or outcome, then the amount, date, method and a description.
- 3 Optionally attach the person it's for — a student's fee, a teacher's salary.
- 4 Save. An invoice is created for it automatically.

Students and parents see the payments made in their name on their own Payments page.



TIP

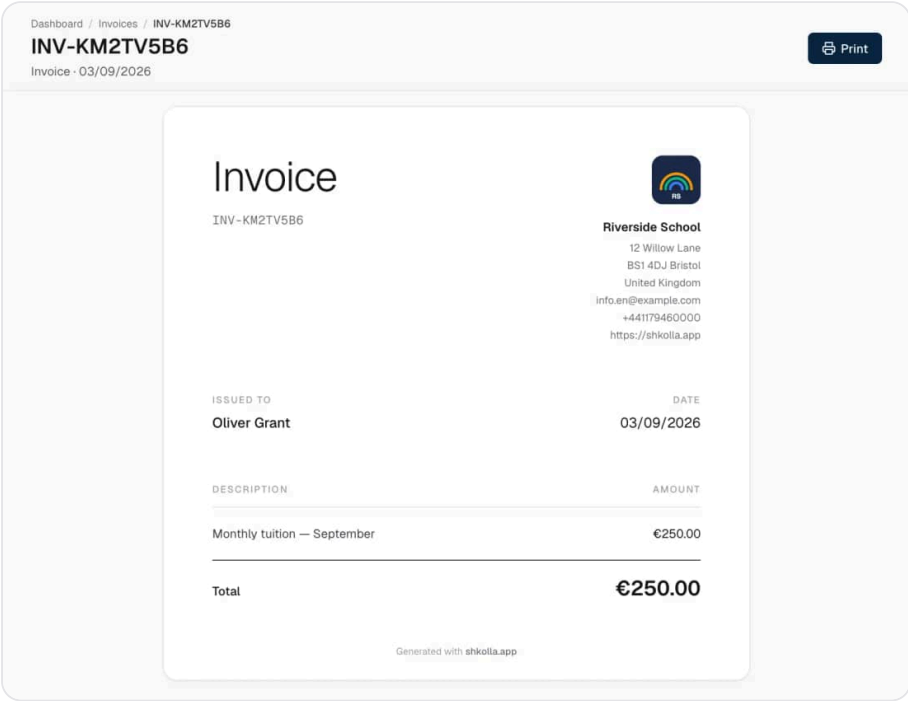
Excel imports payments from a spreadsheet, or exports them for your accountant.

Invoices

Every payment gets its own numbered invoice automatically. Invoices can't be edited — to correct one, edit its payment. Your logo, address and contact details come from Global

information.

- 1 Open **Invoices** and click an invoice.
- 2 Click **Print** to print it or save it as a PDF.

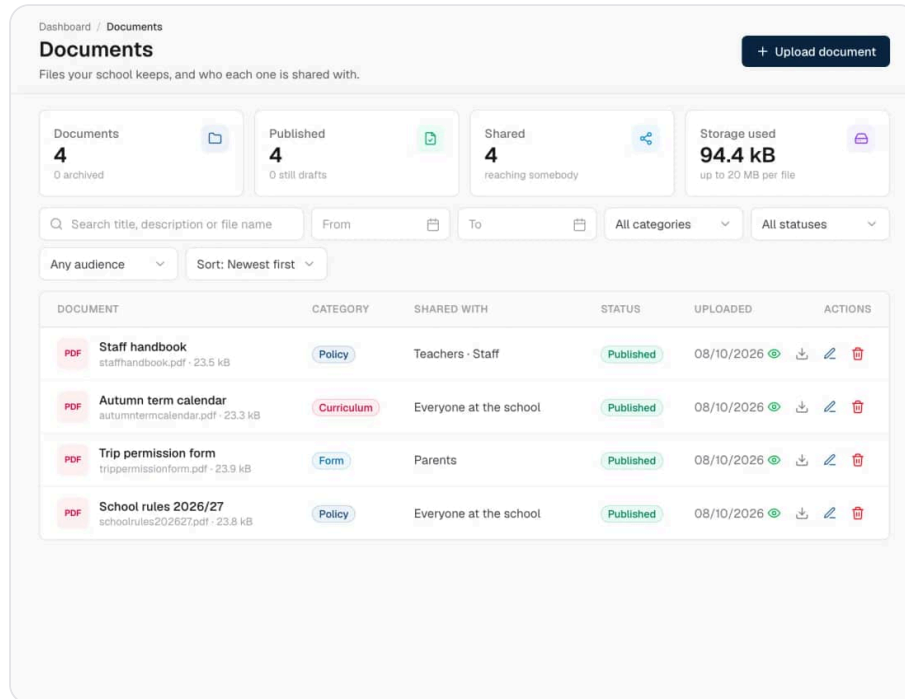


An invoice.

08 School

Documents

Documents is your school's filing cabinet: policies, forms, newsletters and reports. You decide who sees each file.



Documents.

- 1 Click **Upload document**.
- 2 Drag the file in — PDF, Word, Excel, images and more, up to 20 MB.
- 3 Give it a title, a category and a description.
- 4 Under **Audience**, choose who sees it: just the office, **Everyone**, or specific roles, classes or people.
- 5 Set it to **Published** and save.

Dashboard / Documents / Upload document

Upload a document

Add a file and choose who it is for.

CancelSave document

The file

File *

Drag a file here, or click to choose one

PDF, Word, Excel, PowerPoint, OpenDocument, RTF, text, CSV, an image or ZIP — up to 20 MB

Details

Title *

e.g. Safeguarding policy 2026

Category

Other

Status

Published

Open to everyone the audience below reaches.

Description (optional)

What is inside, and what people should do with it

Up to 1000 characters

Uploading a document.

GOOD TO KNOW

A **Draft** stays with the office, whatever audience it has.

Vacations

Teachers and staff request vacation and sick days in the app; you approve them here.

Dashboard / Vacations

Vacations

Record leave

Approve or reject leave requests from teachers and staff.

Requests

Balances

< 2026 >

Waiting for you 1

On leave today 0

Vacation days taken 0

Sick days taken 2

All statuses

Vacation & sick

Teachers & staff

Sort: Latest first

PERSON	TYPE	DATES	STATUS	ACTIONS
Laura Bennett teacher	Vacation	17/11/2026 – 23/11/2026 5 days	Pending	
Sofia Navarro teacher	Sick leave	23/09/2026 – 24/09/2026 2 days	Approved Recorded by the school	

- **Requests** — requests waiting for you come first. Use the tick to approve (**Approve**) or the cross to reject (**Reject**); you can add a reply either way.
- **Balances** — each person's allowance for the year: vacation and sick days, what's taken and what's carried over.
- **Record leave** — enter leave yourself, for example when someone phones in sick.

Approved leave shows on the calendar, and the person gets a notification either way.

Global information

Global information is your school's public profile: name, tagline, description (in several languages), contact details, address and map, social links, logo and photos.

Dashboard / Global information

Global information

Your school's public profile — the details, images and links shown on your website.

[Save changes](#)

Logo

PNG, JPEG, WebP or GIF · max 5 MB

Invoice logo

Details

Public name

Riverside School

Leave blank to use your account name.

Tagline

Learning together, growing together.

One short line under the name.

Description

[Shop](#) English Français Deutsch Italiano Türkçe

Preview

B *I*

Tell families about your school. ****Bold****, *_italic_*, [links]
 (https://example.com), ## headings and - lists all work.

Your school's profile.

Your logo and contact details are printed on invoices and report cards, so keep them current.

Audit log

The **Audit log** records who changed what, and when — every addition, change and deletion, by anyone at the school. Filter by person, type and date to find out what happened.

Dashboard / Audit log

Audit log

Every change made in the portal: who made it, what changed and when.

Search person, record or change From To All areas All actions

Everyone Sort: Newest

WHEN	WHO	ACTION	RECORD
08/10/2026 13:06	Laura Bennett Teacher	Created Grades	Oliver Grant · Mathematics · A
08/10/2026 13:06	Riverside School School	Created Events	Sports day · 04/11/2026
08/10/2026 13:06	Laura Bennett Teacher	Created Vacations	Laura Bennett · 17/11/2026 – 23/11/2026 · pending
08/10/2026 13:06	Riverside School School	Updated Global information · Invoice logo	—
08/10/2026 13:06	Riverside School School	Updated Global information · Logo	—
08/10/2026 13:06	Riverside School School	Updated Global information	—
08/10/2026 13:06	Oliver Grant Student	Updated Assignments · Done	Essay: My town · 12/10/2026 · published
08/10/2026 13:06	Riverside School School	Created Documents	Staff handbook · published

The audit log.

Settings

Settings holds your school-wide choices. Change what you need and click **Save changes**.

Dashboard / Settings

Settings

Manage your school's branding, language, notifications and account security.

Save changes

Branding
Sidebar, button and page colors — with live contrast checks.

LIVE PREVIEW

Students
Manage the students enrolled at your school.

Primary button

Sidebar background
#0A2540
The navigation rail's own background

Sidebar active link
#14508A
Highlights whichever page you're currently on

Sidebar text
#B3CDE6
Contrast against the sidebar background — WCAG AA wants at least 4.5:1 for text this size

Button color
#0A2540
Used for every primary button across your dashboard — its text switches automatically between white and black, whichever reads better

Page background
#FAFAFA
The open area behind your cards and tables, and the header bar above them — not the cards themselves

Page text
#181818
Page titles, descriptions and breadcrumbs — not the text inside your cards and tables
Contrast against the page background — WCAG AA wants at least 4.5:1 for text this size

Branding, with a live preview.

- **Branding** — the colours of the sidebar, buttons and pages, with a live preview and a readability check.
- **Regional** — the app's language for everyone at your school, and your currency.

- **Grading** — your grading scale: 1–5, 4–10, 1–10, A–F, or free marks.
- **Notifications** — sounds and desktop notifications.
- **Security** — change your password, or sign out of every other device.

Dashboard / Settings

Settings

Manage your school's branding, language, notifications and account security.

Page background
The open area behind your cards and tables, and the header bar above them — not the cards themselves

#FAFAFA

Page text
Page titles, descriptions and breadcrumbs — not the text inside your cards and tables

#181818

✓ 170:1 Contrast against the page background — WCAG AA wants at least 4.5:1 for text this size

Reset to default

Regional
Language and the currency your ledger shows.

Dashboard language
The language your whole school sees by default. Each person can pick their own in their Settings.

English

Currency
Every amount on your Payments and Invoices tabs is shown in this currency.

Euro (€)

Grading
The marks teachers can give.

Grading scale
Teachers pick each mark from this scale in grades and exam results. Marks already given stay as they are.

A–F

Language, currency and grading scale.



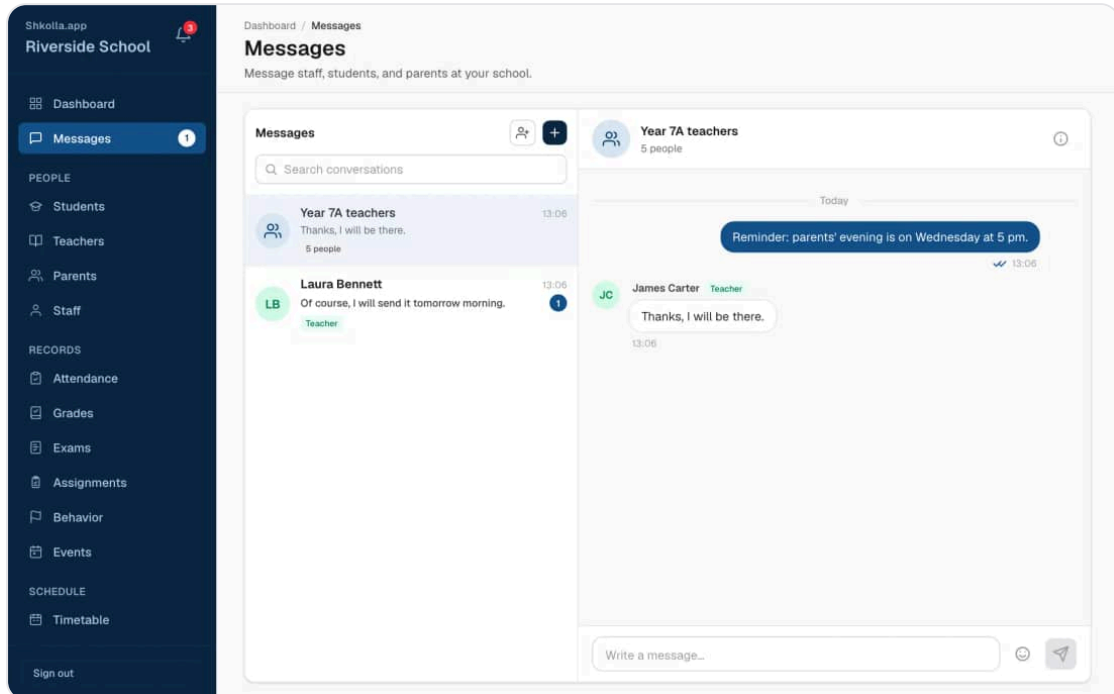
GOOD TO KNOW

The language you choose here is everyone's default. Each person can still pick their own in their settings.

09 Messages and notifications

Messages

Messages is a private chat for your school community.

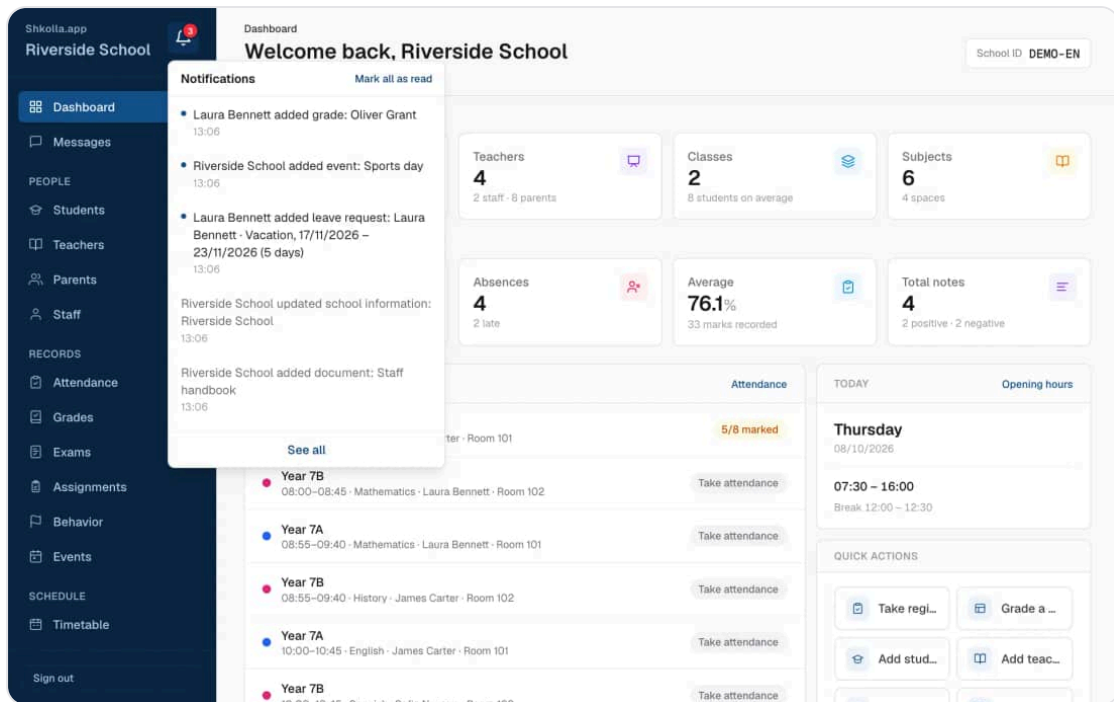


Messages.

- 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.

10 Questions and answers

Questions and answers

- **Someone forgot their password.** Edit them on their page and type a new password under Login Credentials.
- **A teacher can't see a class.** Add them to the class's teachers in Classes.
- **A parent can't see their child.** Link the child under Children on the parent's page.
- **A staff member is missing a tab.** Open their page in Staff and tick View for that tab.
- **Someone can't sign in.** Check their status is active and that the school isn't using an old password.
- **How do I change the language?** Settings → Regional for the whole school; everyone can also choose their own.
- **Where are our invoices?** Every payment creates one automatically — see Invoices.
- **More help?** Write to support@shkolla.app.