
SHKOLLA.APP GUIDE

Staff

Help run the school with the tabs your school has opened for you.

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

Updated October 2026

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Questions and answers

01 Getting started

Welcome

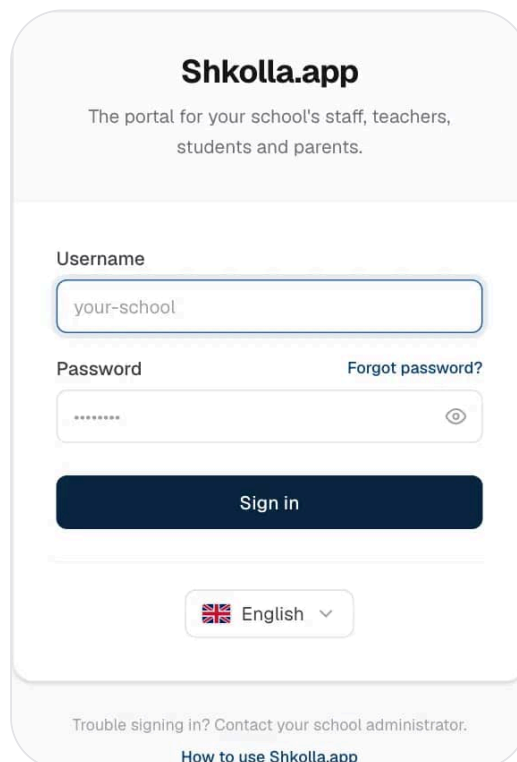
This guide is for staff members — secretaries, accountants, assistants and the rest of the office team. You help run the school using the tabs your school has opened for you.

Every staff member's access is different, so this guide describes every tab you might have. If a tab described here isn't in your sidebar, it simply isn't part of your job yet — ask the school if you need it.

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 screenshot shows a mobile-style sign-in interface for Shkolla.app. At the top, the title 'Shkolla.app' is centered, followed by the subtitle 'The portal for your school's staff, teachers, students and parents.' Below this, there are two input fields: 'Username' with the placeholder text 'your-school' and 'Password' with masked characters '*****'. A 'Forgot password?' link is positioned to the right of the password field. A dark blue 'Sign in' button is centered below the fields. At the bottom of the form, there is a language selector showing a UK flag and the word 'English' with a dropdown arrow. The footer contains the text 'Trouble signing in? Contact your school administrator.' and a link '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?

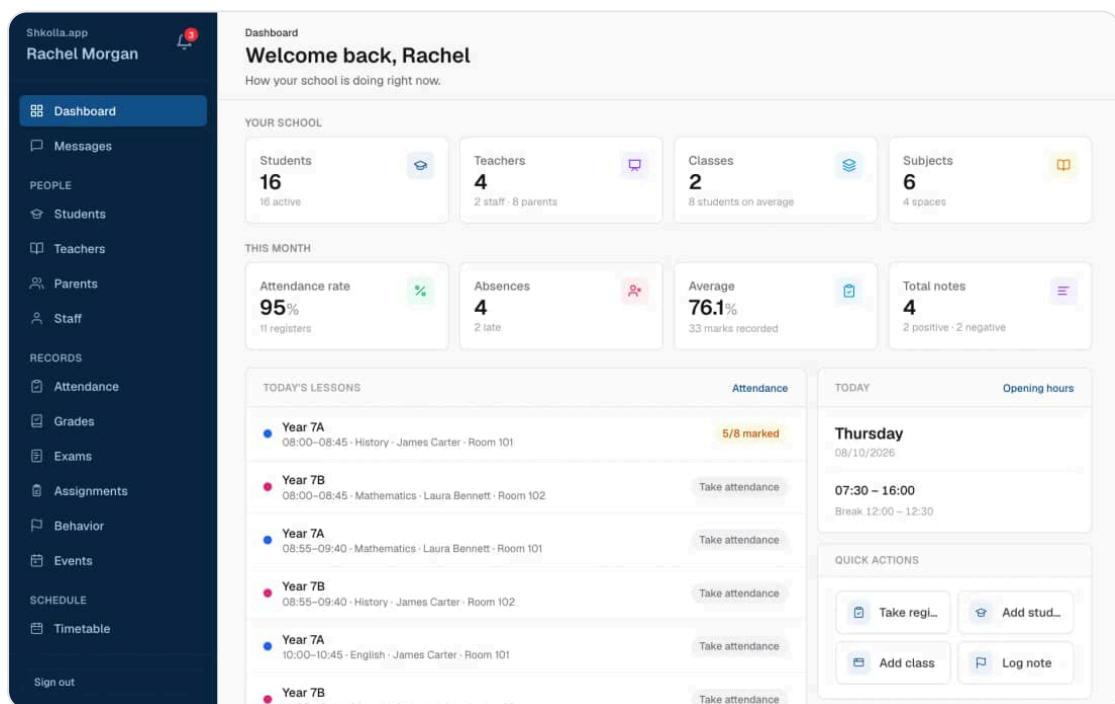
Contact your school office. They can set a new password for you in a moment. For your security, personal accounts can't be reset by email.

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.



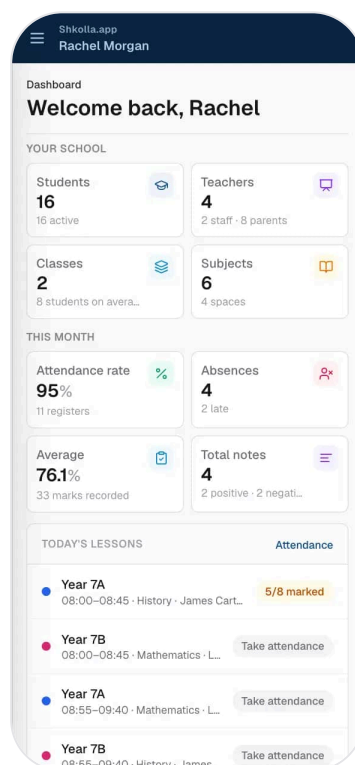
Your dashboard and sidebar.

- **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 access

What you can see and do

Your school decides, tab by tab, what you may do: view it, add to it, edit, delete, and see its statistics. Tabs you can't view don't appear in your sidebar, and buttons you can't use don't appear on the 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					

What the school sets for each staff member (the school's view).

The chapters that follow describe every tab the school can share with you. They work the same for you as for the school office, within your permissions.

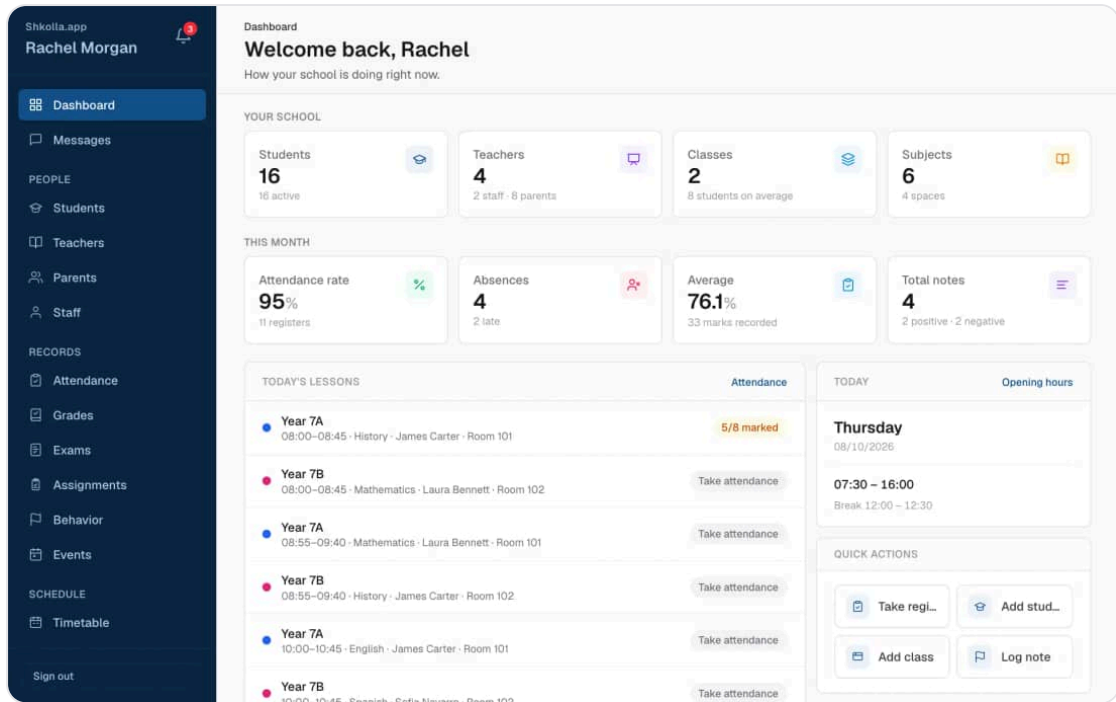
💡

TIP

Need access to something new? Ask the school office — they can switch it on in a moment.

Your dashboard

Your dashboard shows the school's numbers and today's lessons for the tabs you have access to. Panels for tabs you can't see are left out.



A staff member's dashboard.

03 People

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.

The screenshot shows the 'Students' management page. At the top, there's a header with 'Dashboard / Students' and 'Students' title. Below the title is a sub-header 'Manage the students enrolled at your school.' and buttons for 'Excel' and '+ Add student'. A summary section contains four cards: 'Total 16', 'Active 16', 'Male 8', and 'Female 8'. Below these are search and filter options: a search bar for 'Search name, username, or email', date filters for '01/09/2026' and '08/10/2026', a gender filter set to 'All genders', and a status filter set to 'All statuses'. A sort dropdown is set to 'Sort: Name (A-Z)'. The main table lists students with columns: STUDENT, CONTACT, ENROLLMENT, DETAILS, STATUS, and Actions. Five students are listed: Chloe Bailey, Harry Collins, Ethan Cooper, Jack Foster, and Lily Grant, each with their contact info, enrollment date, and status (Active).

STUDENT	CONTACT	ENROLLMENT	DETAILS	STATUS	Actions
CB Chloe Bailey en.chloe.bailey	+383442543... chloe.bailey.en@example...	2026-113 Enrolled 01/09/2026	—	Active 08/10/2026	View Edit Remove
HC Harry Collins en.harry.collins	+38344175135 harry.collins.en@example...	2026-103 Enrolled 01/09/2026	Parent: David Collins	Active 08/10/2026	View Edit Remove
EC Ethan Cooper en.ethan.cooper	+383442305... ethan.cooper.en@examp...	2026-110 Enrolled 01/09/2026	—	Active 08/10/2026	View Edit Remove
JF Jack Foster en.jack.foster	+38344190973 jack.foster.en@example...	2026-105 Enrolled 01/09/2026	Parent: Paul Foster	Active 08/10/2026	View Edit Remove
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	View Edit Remove

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

Create a new student for your school.

Cancel **Create student**



JPEG, PNG, WebP or GIF - max 5 MB

Personal Information

Name *	Surname *
Email (optional)	Phone Number (optional)
	+383 44 123 456
Personal Number (optional)	Date of Birth (optional)
	DD/MM/YYYY 
Gender (optional)	Nationality (optional)
Select gender 	e.g. Albanian
Enrollment Date (optional)	Status *
08/10/2026 	Active 

Adding a student.

Dashboard / Students / Add student

Add student

Create a new student for your school.

Cancel **Create student**

Blood Group (optional)	Allergies (optional)
e.g. O+	e.g. Peanuts, penicillin
Medical Notes (optional)	
Any conditions or medication the school should be aware of	
Login Credentials	
Username *	Password *
	At least 8 characters
Address	
Country (optional)	City (optional)
Select a country 	Select a country first 
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)

Birthday (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

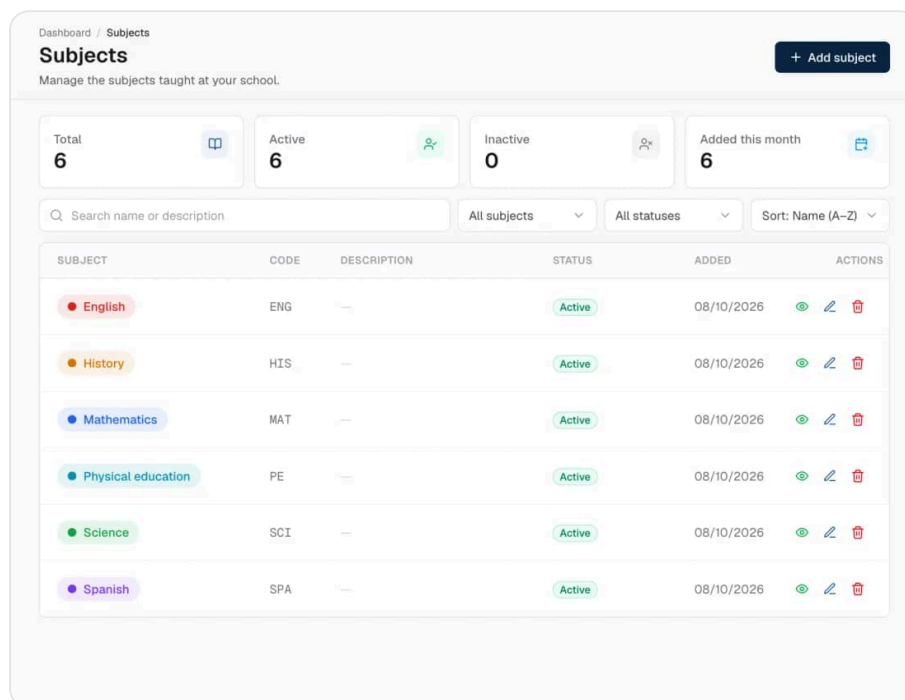
The link shows on the student too: their row names their parent.

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.

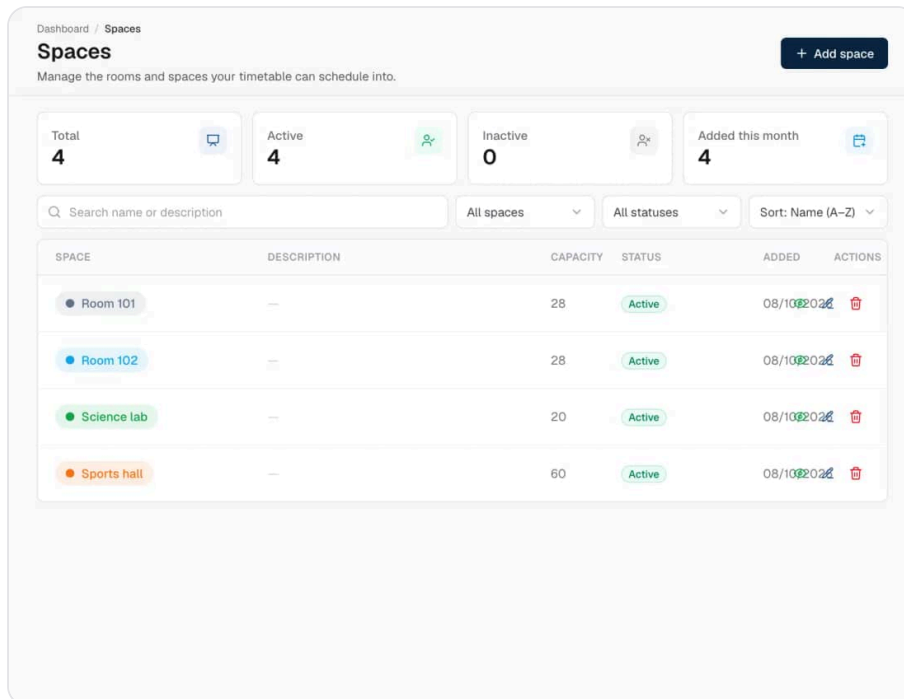


Subjects.

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.

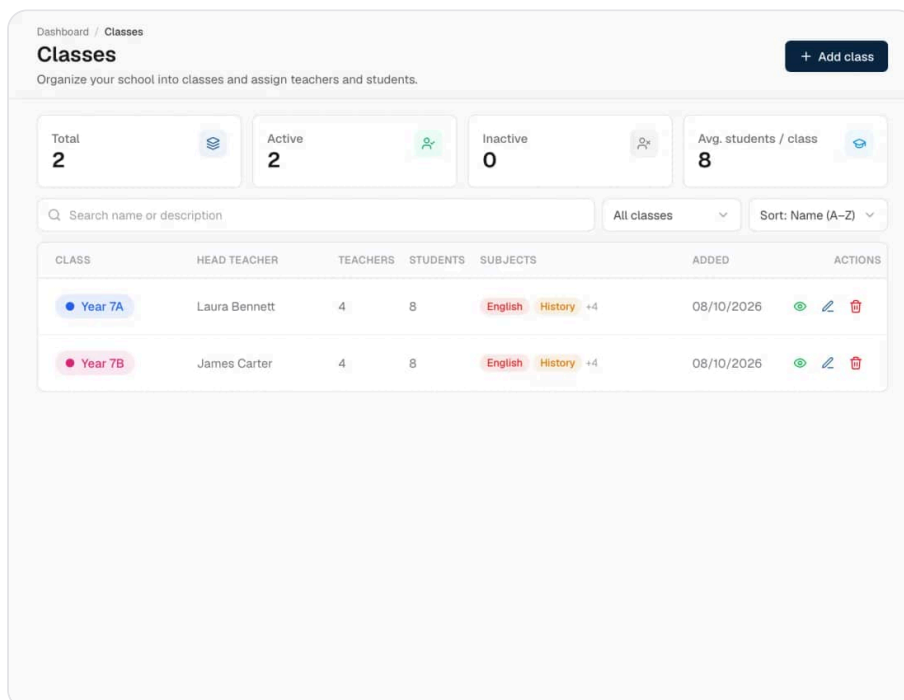
- 1 Click **Add space**.
- 2 Enter the name, colour and capacity.
- 3 Save.



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'. The 'Details' section includes a 'Name' field with 'Year 7A' entered, a 'Description (optional)' field with 'Ms Bennett's form group' entered, a 'Tag color' field with a color picker showing '#2563EB' and a row of color swatches, and a 'Status' dropdown menu set to 'Active'. The 'People' section is partially visible at the bottom.

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.

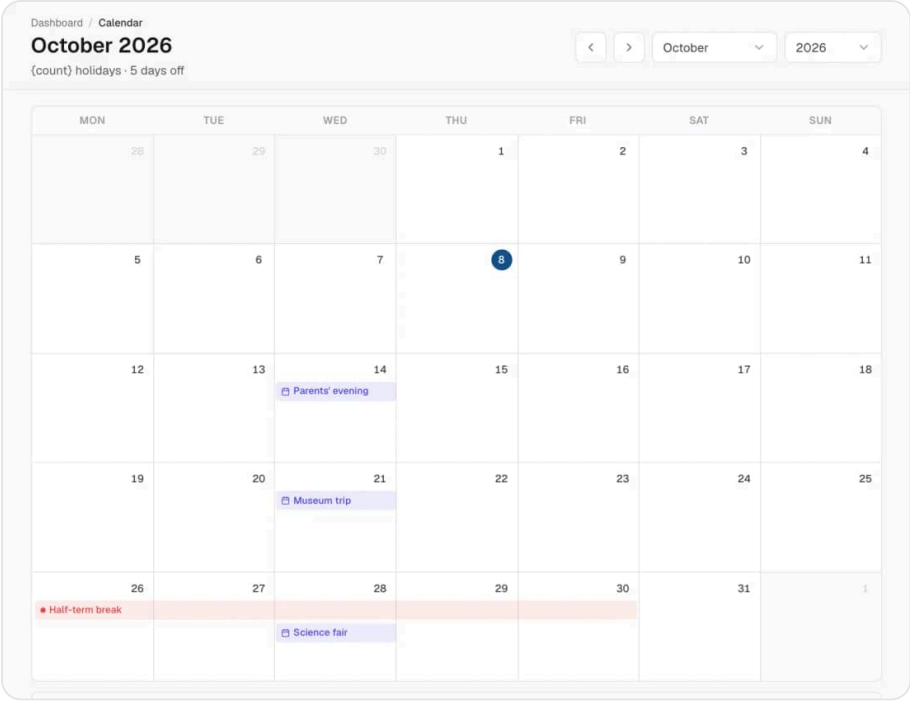
Switch between **By class**, **By space** and **By teacher** to check a room's bookings or a teacher's week. Striped areas are breaks and closed days.

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.

The screenshot shows the 'Attendance' page in a web application. At the top, there's a breadcrumb 'Dashboard / Attendance' and a title 'Attendance' with a subtitle 'Take and review your school's registers.' A button 'All registers' is in the top right. The main section is titled 'Today's classes' and lists seven lessons. Each lesson entry includes a colored dot (blue for Year 7A, pink for Year 7B), the lesson name, time, and subject, and a 'Take attendance' button. The first lesson, 'Year 7A 08:00-08:45 - History', has a '5/8 marked' status. A 'Not today?' link is in the top right of the list. Below the list is a link 'Use the full form.' for specific periods. At the bottom, there's an 'Overview' section with tabs for 'This week', 'This month', 'This year', and 'All time'. A date range '05/10/2025 - 08/10/2025' and a dropdown 'All classes' are also present.

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

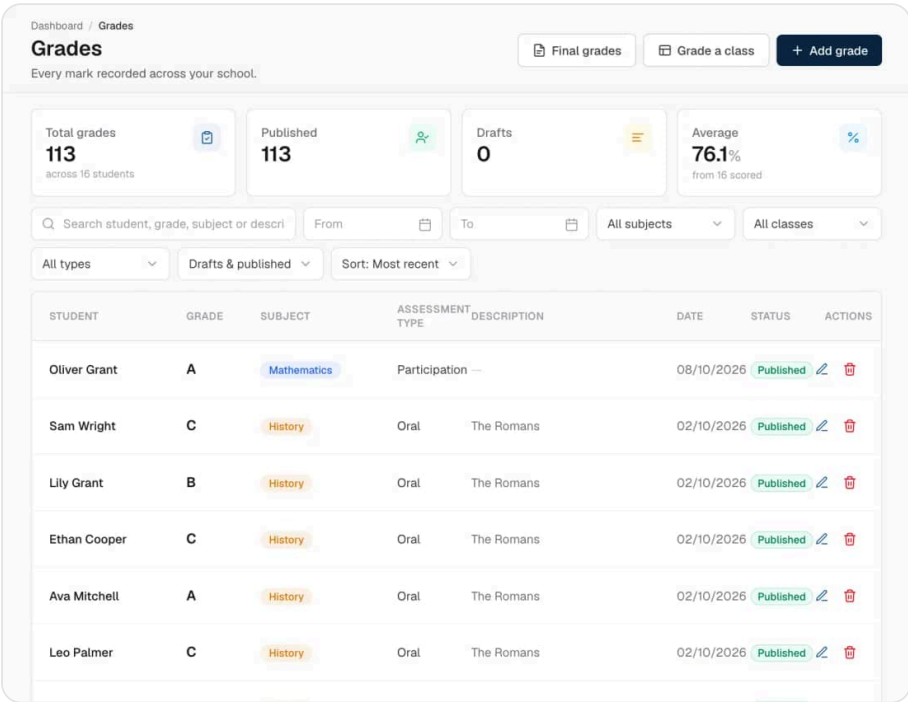
WHEN	CLASS	LESSON	MARKED	RATE	STATUS	ACTIONS
08/10/2026 08:00-08:45 Today	Year 7A	History James Carter	5 of 8 marked	100% 0 absent	In progress	
07/10/2026 08:00-08:45	Year 7A	Mathematics Laura Bennett	8 of 8 marked	88% 1 absent	Complete	
07/10/2026 08:00-08:45	Year 7B	Spanish Sofia Navarro	8 of 8 marked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

 **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 two buttons at the top right: 'Cancel' and 'Save grades'. The form contains several fields:

- 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 is a table titled 'Students' with a subtitle '0 of 16 graded'. The table has three columns: 'Students', 'Score', and 'Score'. The first two rows are visible:

Students	Score	Score
CB Chloe Bailey	—	Score
HC Harry Collins	—	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

Oliver Grant

CLASSES

Year 7A

STUDENT NUMBER

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

Exams

Every exam scheduled across your school.

[+ Schedule exam](#)

Total exams
4

Published
4

Drafts
0

Average
76.1%

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

Drafts & published Sort: Soonest first

EXAM	CLASS	SUBJECT	DATE	RESULTS	STATUS	ACTIONS
Mathematics — Fractions and ... Written test	Year 7B	Mathematics	01/10/2026 · 09:00	8 of 8 avg 74.6% Results releas...	Published	✎ 🗑
Mathematics — Fractions and ... Written test	Year 7A	Mathematics	01/10/2026 · 09:00	8 of 8 avg 77.6% Results releas...	Published	✎ 🗑
English — Grammar and writing Mid-term exam	Year 7B	English	20/10/2026 · 10:00	0 of 8 Results not rel...	Published	✎ 🗑
English — Grammar and writing Mid-term exam	Year 7A	English	20/10/2026 · 10:00	0 of 8 Results not rel...	Published	✎ 🗑

Exams.

- 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

Cancel [Schedule exam](#)

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

What and for whom

Title *

e.g. Midterm Exam, Chapter 4 Test

Class *

Subject (optional)

Date *

Time (optional)

When the exam starts, if it matters

Type (optional)

e.g. Midterm, Quiz, Final Exam

Details

Out of (optional)

Applies to every result recorded on this exam

Passing score (optional)

The minimum score that counts as a pass

Status *

Scheduling an exam.

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

+ Post assignment

Assignments

Every assignment posted across your school.

Total6

Published6

Drafts0

Missing2

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	✎ 🗑
Exercises on page 34	Year 7A	Mathematics	05/10/2026	6 of 8 done 1 missing	Published	✎ 🗑
Essay: My town	Year 7B	English	12/10/2026	0 of 8 done	Published	✎ 🗑
Essay: My town	Year 7A	English	12/10/2026	0 of 8 done 1 marked don...	Published	✎ 🗑
Plant observation diary	Year 7B	Science	19/10/2026	0 of 8 done	Published	✎ 🗑
Plant observation diary	Year 7A	Science	19/10/2026	0 of 8 done	Published	✎ 🗑

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

Cancel
Post assignment

Post an assignment

Set what it is and when it's due.

What and for whom

Title *

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

Class *

Choose a class

Subject (optional)

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...	✕
Oliver Grant	Positive Teamwork	Year 7A	Helped a classmate with their maths homework.	06/10/2026	Laura Ben...	✕
Mia Richardson	Negative Homework	Year 7A	Did not hand in homework for the second time this week.	05/10/2026	Laura Ben...	✕
Harry Collins	Positive Participation	Year 7A	Gave an excellent presentation to the class.	05/10/2026	Laura Ben...	✕
Ethan Cooper	Positive Responsibility	Year 7B	Looks after the classroom plants every day.	30/09/2026	James Car...	✕
Noah Price	Positive Teamwork	Year 7A	Helped a classmate with their maths homework.	29/09/2026	Laura Ben...	✕

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.

Total

5

Upcoming

4

On now

0

Targeted

0

Q Search title or description

From

To

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 these 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. It lists several transactions, including monthly tuition payments and building rent.

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

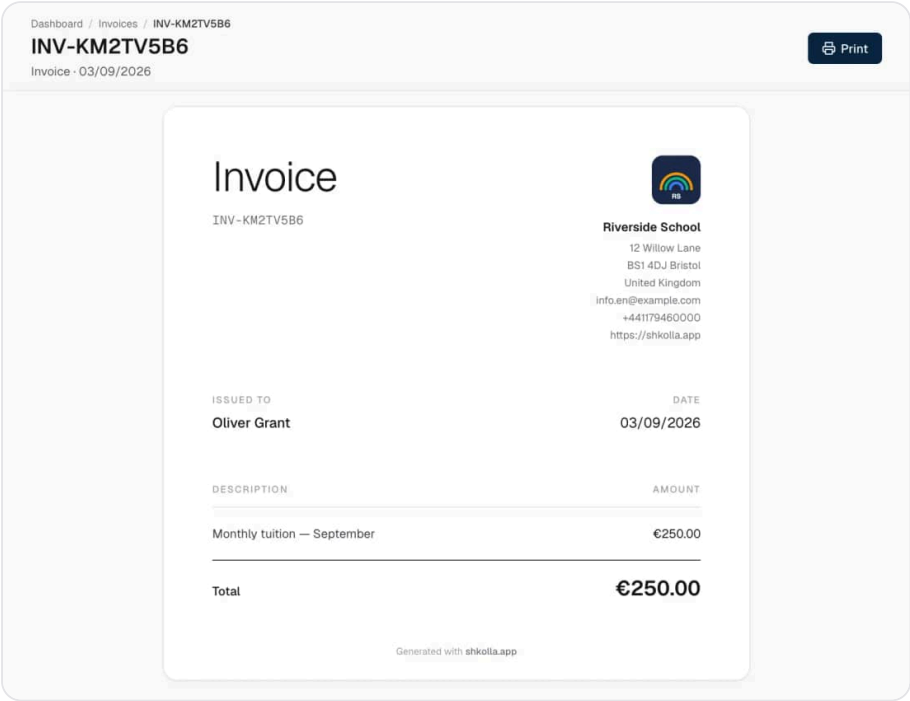
Excel imports payments from a spreadsheet, or exports them for your accountant.

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.

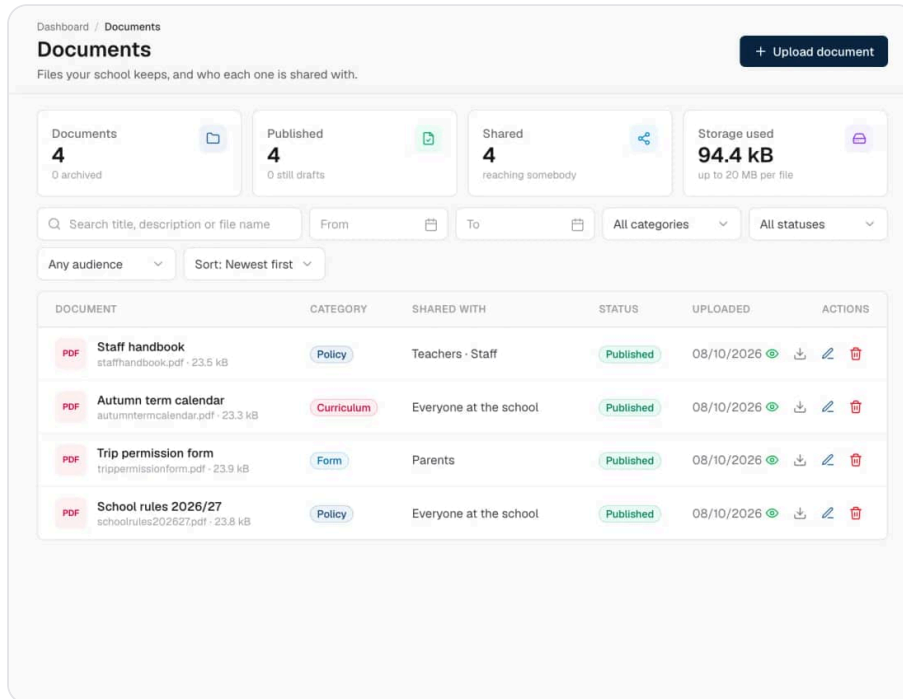


An invoice.

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

Cancel Save document

Add a file and choose who it is for.

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.

Vacation and sick leave

Vacations shows how many vacation and sick days you have left this year, and every request you've made.

Dashboard / Vacations

Vacations

Approve or reject leave requests from teachers and staff.

+ Request leave

My leave Requests Balances

Waiting for you 1 On leave today 0 Vacation days taken 0 Sick days taken 2

Search by name 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	

Your leave.

- 1 Click **Request leave**.
- 2 Choose vacation or sick leave, the first and last day, and add a note if you like.
- 3 Send it. The school gets a notification, and you get one when it's approved or rejected.

Dashboard / Vacations / Request leave

Request leave

Ask for vacation or sick days — the school approves them.

Cancel Send request

Vacation left: 15 Sick days left: 10

Type *

Vacation Sick leave

From * To *

DD/MM/YYYY DD/MM/YYYY

Note

e.g. Family trip

(optional)

Cancel Send request

Requesting leave.



TIP

Changed your plans? **Cancel request** withdraws a request that's still waiting.

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.

The screenshot shows the 'Global information' form in a dashboard. At the top, there's a breadcrumb 'Dashboard / Global information' and a 'Save changes' button. The main heading is 'Global information' with a subtitle 'Your school's public profile — the details, images and links shown on your website.' Below this, there are two image upload areas for 'Logo' and 'Invoice logo', both showing a placeholder with 'RS' and a rainbow. A note below says 'PNG, JPEG, WebP or GIF · max 5 MB'. The 'Details' section has two text inputs: 'Public name' (containing 'Riverside School') and 'Tagline' (containing 'Learning together, growing together.'). Below these are instructions: 'Leave blank to use your account name.' and 'One short line under the name.' The 'Description' section has language tabs: 'Shqip' (selected), 'English', 'Français', 'Deutsch', 'Italiano', and 'Türkçe'. Below the tabs is a rich text editor with buttons for bold, italic, link, unlink, list, and image. The text area contains the instruction: 'Tell families about your school. **Bold**, *italic*, [links] (https://example.com), ## headings and - lists all work.' A 'Preview' button is on the right.

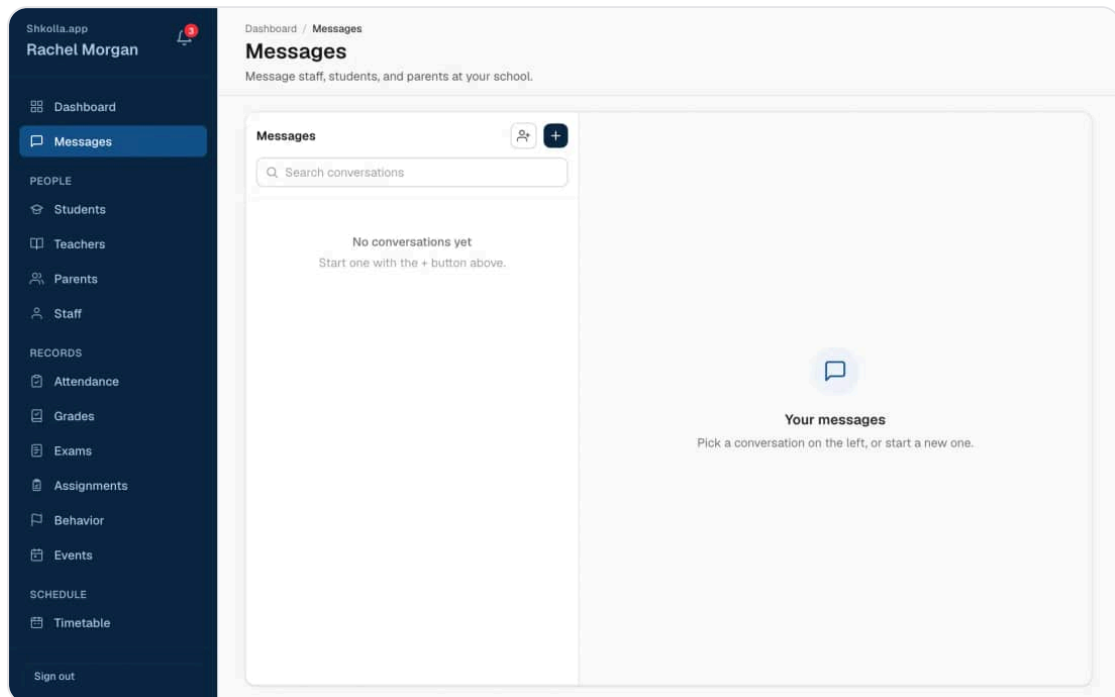
Your school's profile.

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

09 Messages and notifications

Messages

Messages is a private chat for your school community.

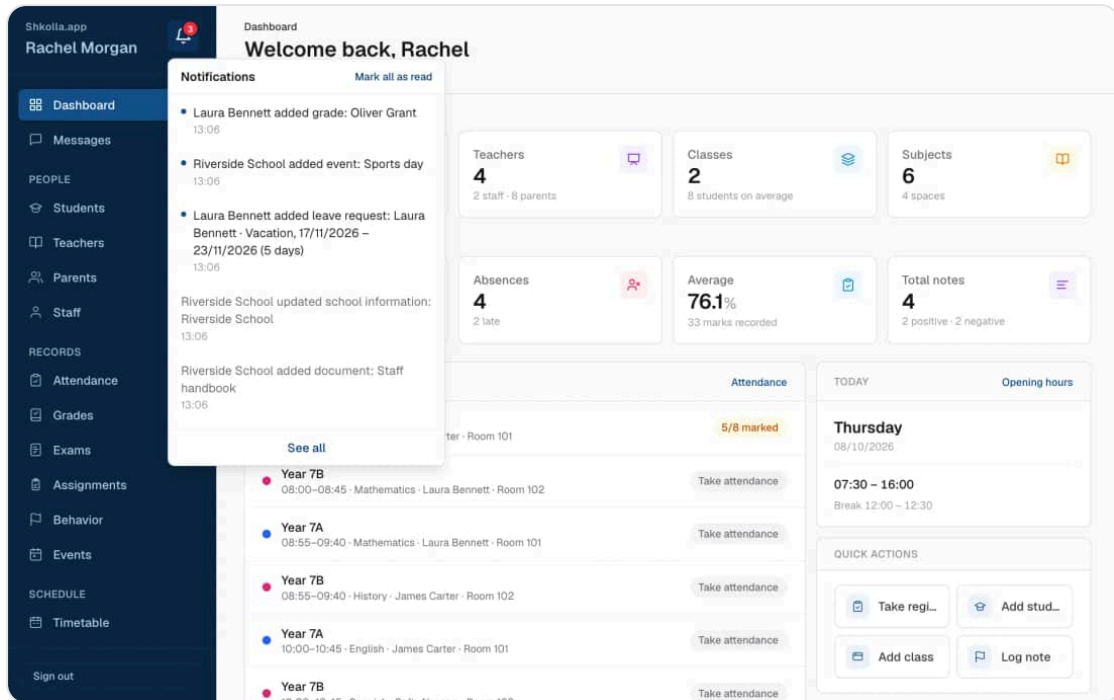


Messages.

- 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 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

Rachel

USERNAME

en.rachel.morgan

DATE JOINED

01/09/2018

QUALIFICATION / DEGREE

—

DEPARTMENT

Administration

SURNAME

Morgan

STATUS

Active

EMPLOYMENT TYPE

Full-time

JOB TITLE

School secretary

Add photo

JPEG, PNG, WebP or GIF · max 5 MB

Personal Information

Email (optional)

Phone Number (optional)

Your profile.

Your settings

Dashboard / Settings

Settings

[Save changes](#)

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

[Save changes](#)

Notification categories

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

PEOPLE

Students

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.

11 Questions and answers

Questions and answers

- **A tab I need isn't in my sidebar.** Ask the school to give you access in your permissions.
- **I can see a page but there's no add button.** You have view-only access to that tab.
- **I forgot my password.** Ask the school office to set a new one.