
SHKOLLA.APP GUIDE

Teachers

Take attendance, give grades, schedule exams, post homework and talk with families.

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

Updated October 2026

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01 Getting started

Welcome

This guide is for teachers. It shows how to take attendance, give grades, schedule exams, post homework and keep in touch with students and families.

You see the classes your school has placed you in, and the students and parents of those classes. If a class or a student is missing, ask your school office — they manage classes.

Signing in

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

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

The sign-in page.

GOOD TO KNOW

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

TIP

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

Forgot your password?

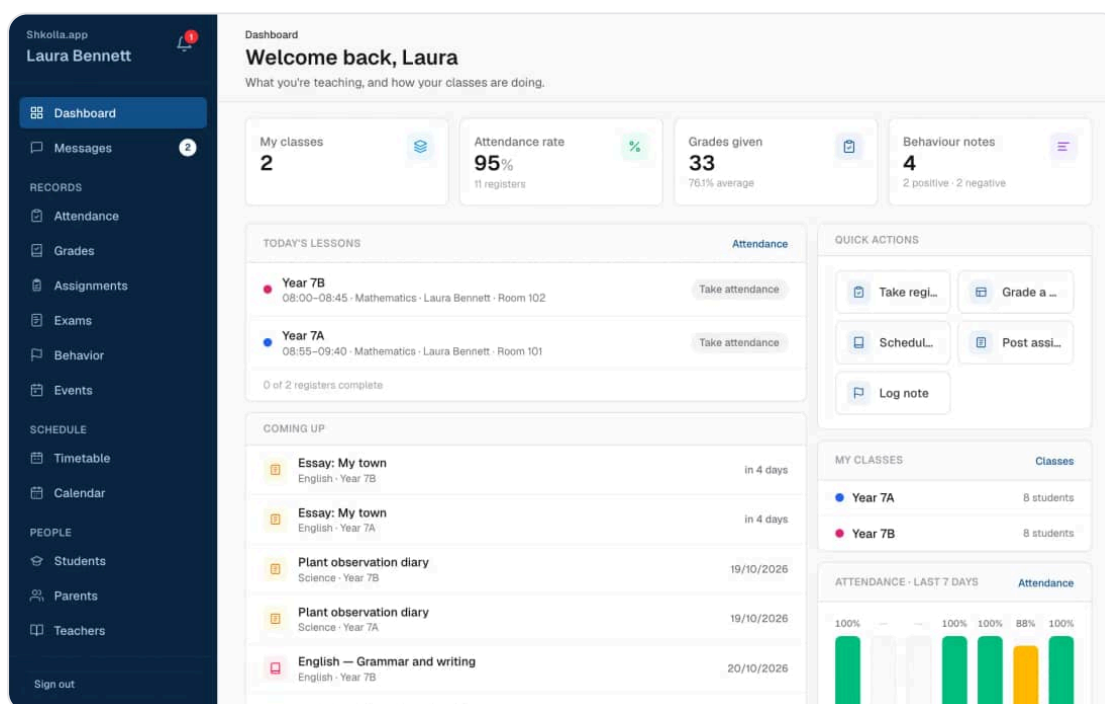
Contact your school office. They can set a new password for you in a moment. For your security, personal accounts can't be reset by email.

TIP

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

Finding your way around

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



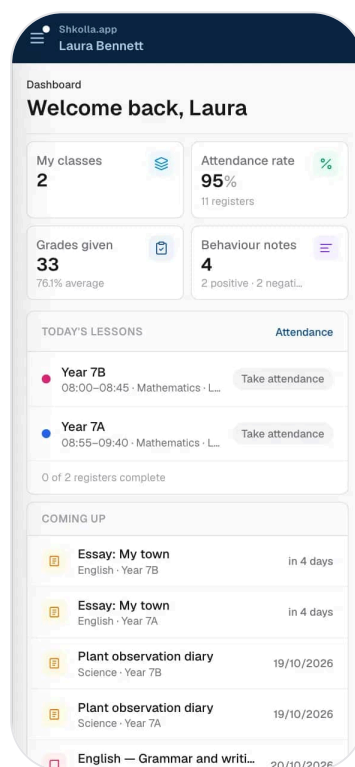
Your dashboard and sidebar.

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

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

On your phone

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



Shkolla.app on a phone.



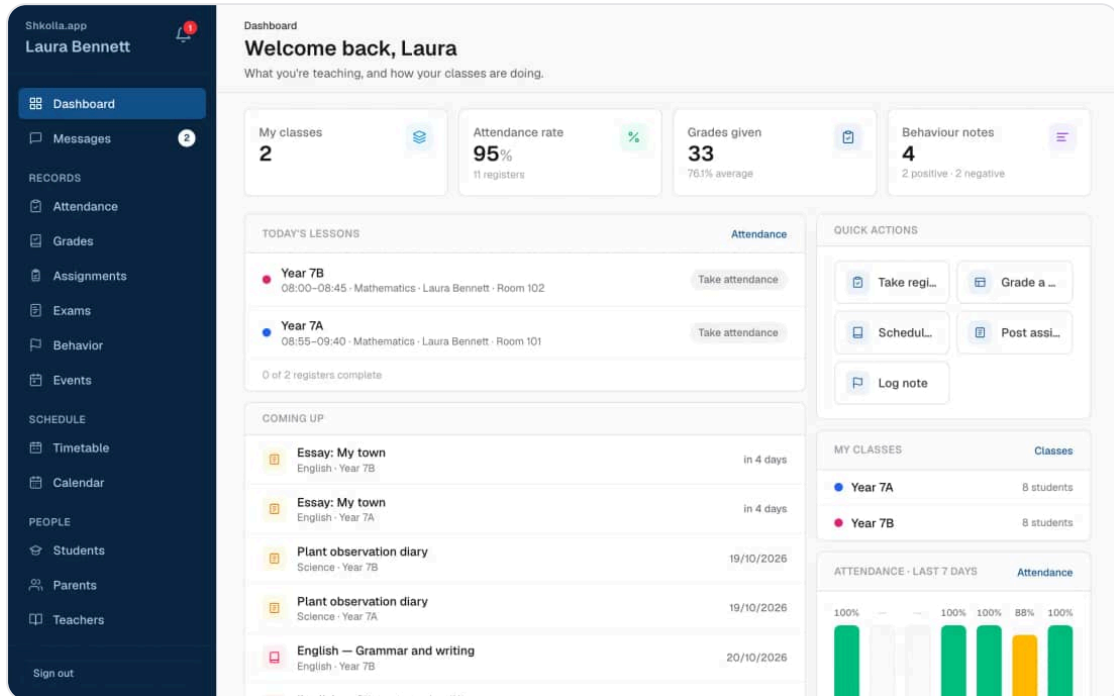
TIP

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

02 Your day

Your dashboard

Your dashboard is your day.



A teacher's dashboard.

- **The numbers at the top** — your classes, their attendance rate, grades you've given this month and behaviour notes.
- **Today's lessons** — your lessons today and whether each register is done. **Take attendance** opens it.
- **Coming up** — your next exams and assignment due dates.
- **Quick actions** — take a register, grade a class, schedule an exam, post an assignment or log a note in one click.
- **My classes** and **attendance over the last seven days**.

Taking attendance

Your lessons for today are waiting at the top of **Attendance** (and on your dashboard).

Dashboard / Attendance

Attendance

Take today's register, or pick a class manually.

[All registers](#)

Today's classes

Not today?

- Year 7B**
08:00-08:45 · Mathematics [Take attendance](#)
- Year 7A**
08:55-09:40 · Mathematics [Take attendance](#)

Need a specific period, a note, or a different teacher? [Use the full form](#).

Overview

05/10/2026 - 08/10/2026

This week This month This year All time

Registers 7

Attendance rate 96%
Excused absences not cou...

Absences 2
1 late

In progress 1
Not everyone is marked yet

By student

STUDENT	REGISTERS	BREAKDOWN	RATE
CB Chloe Bailey	3	3 Present	100%
HC Harry Collins	4	4 Present	100%

Today's lessons.

- 1 Click **Take attendance** beside the lesson.
- 2 Mark each student **Present**, **Late**, **Absent** or **Excused**. Mark remaining present marks everyone left in one click.
- 3 Done — every click is saved instantly. The register completes itself once everyone is marked.

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 Isla 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

Taking a register.

- The flag beside a student adds a behaviour note without leaving the register.
- **Not today?** opens a register for another day or lesson.
- **Show only unmarked** hides students you've already marked — handy in a big class.

 TIP

Students and parents see each mark straight away, so a late arrival or absence is never a surprise at home.

03 Grades, exams and homework

Giving grades

Grades lists the marks you've given, with search and filters by subject, class and type.

The screenshot shows the 'Grades' dashboard. At the top, there are buttons for 'Final grades', 'Grade a class', and '+ Add grade'. Below these are four summary cards: 'Total grades 113 across 16 students', 'Published 113', 'Drafts 0', and 'Average 76.1% from 16 scored'. A search bar and filters for 'From', 'To', 'All subjects', and 'All classes' are present. Below the filters is a table of grades.

STUDENT	GRADE	SUBJECT	ASSESSMENT TYPE	DESCRIPTION	DATE	STATUS	ACTIONS
Oliver Grant	A	Mathematics	Participation	—	08/10/2026	Published	
Sam Wright	C	History	Oral	The Romans	02/10/2026	Published	
Lily Grant	B	History	Oral	The Romans	02/10/2026	Published	
Ethan Cooper	C	History	Oral	The Romans	02/10/2026	Published	
Ava Mitchell	A	History	Oral	The Romans	02/10/2026	Published	
Leo Palmer	C	History	Oral	The Romans	02/10/2026	Published	

Your grades.

- 1 Click **Add grade** to grade one student.
- 2 Choose the student, subject, type and mark — and a score if you use points.
- 3 Choose **Published** (the student and parents see it at once) or **Draft** (private until you publish).
- 4 Save.

TIP

Marking a whole test? Use **Grade a class** instead — next section.

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 organized into two columns:

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

Student	Mark	Score
CB Chloe Bailey	—	Score
HC Harry Collins	—	Score

Grading a class in one go.

Final grades and report cards

At the end of a term, **Final grades** shows your students' averages per subject so you can give their final grades.

- 1 On Grades, click **Final grades**.
- 2 Choose your class and the period.
- 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.

Report cards for the class

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 for a class.

Each student's **Report card** — averages, final grades and attendance — is one click away, ready to print.

Exams

Schedule exams in advance so your students and their parents see them coming. The results you enter become grades automatically.

- 1 On **Exams**, click **Schedule exam**.
- 2 Choose the class and subject, then the title, type, date and time — and if you like a maximum and passing score.
- 3 Save. It appears for every student in the class.

Dashboard / Exams

Exams

Exams scheduled for the classes you teach.

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	

Your exams.

After the exam, open it and enter each student's score and/or mark — the percentage and pass or fail colour are calculated for you.

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

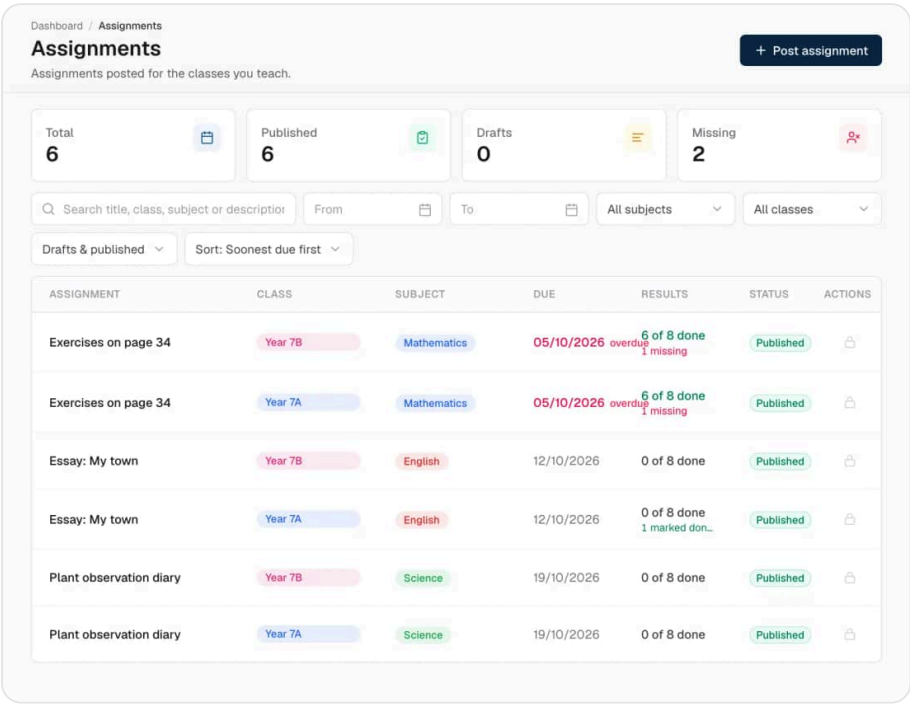
Hide results Save results

Entering results.

- **Save results** saves the results privately.
- **Save & release results** shows them to students and parents (and sends them a notification).
- **Hide results** hides released results again.

Homework and assignments

- 1 On **Assignments**, click **Post assignment**.
- 2 Choose the class and subject, write the title and instructions, and set the due date.
- 3 Choose **Whole class** or **Specific students** — handy for catch-up work.
- 4 Click **Post assignment**. Your students and their parents see it at once.



Your assignments.

After the due date, open it and mark each student **Submitted**, **Late**, **Missing** or **Excused**. **Mark remaining submitted** handles everyone left in one click.

Dashboard / Assignments / Exercises on page 34

Exercises on page 34

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

Submitted: 5 Late: 1 Missing: 1 Excused: 1 Marked done by students: 0 8 of 8 marked

Mark remaining submitted ☐ Show only unmarked

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

Checking an assignment off.



TIP

Students (or their parents) can tick **Mark as done** — you see how many did at the top, before you check the work.

Behaviour notes

Log a note when something is worth remembering — a great presentation, help for a classmate, or repeated missing homework. The student and their parents see it.

- 1 Click **Log note** on **Behavior** — or the flag beside a student while taking a register.
- 2 Choose the student, **Positive** or **Negative**, and a category.
- 3 Write what happened and save.

Dashboard / Behavior

Behavior

+ Log note

Notes logged for the students you teach.

Total notes

6

Positive

4

Negative

2

Q

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

Behaviour notes for your students.



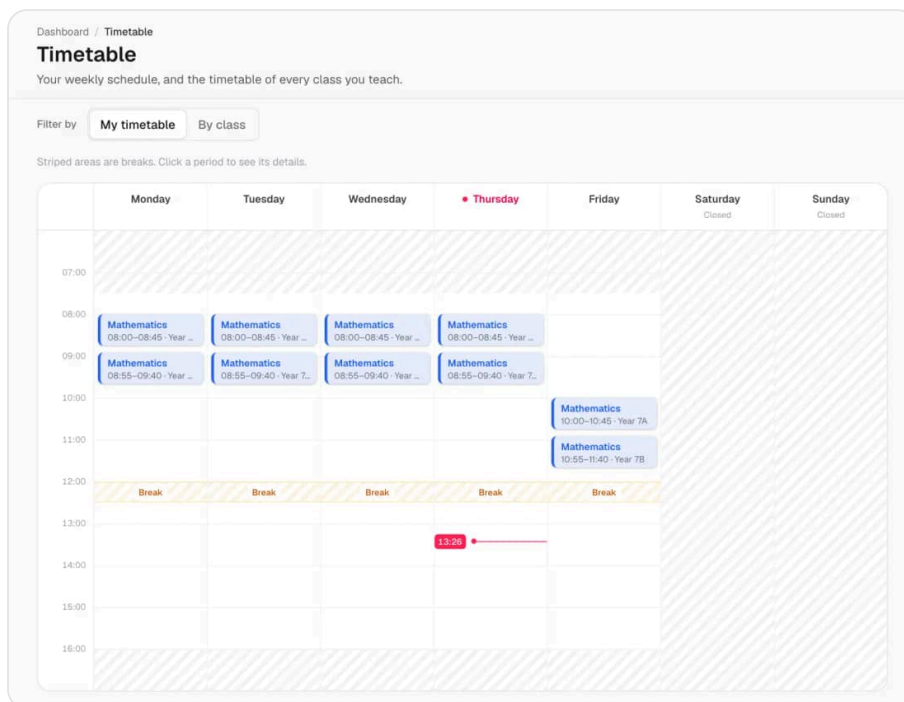
GOOD TO KNOW

You can edit and delete your own notes; colleagues' notes are read-only to you.

04 Schedule

Your timetable

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



The week at a glance.

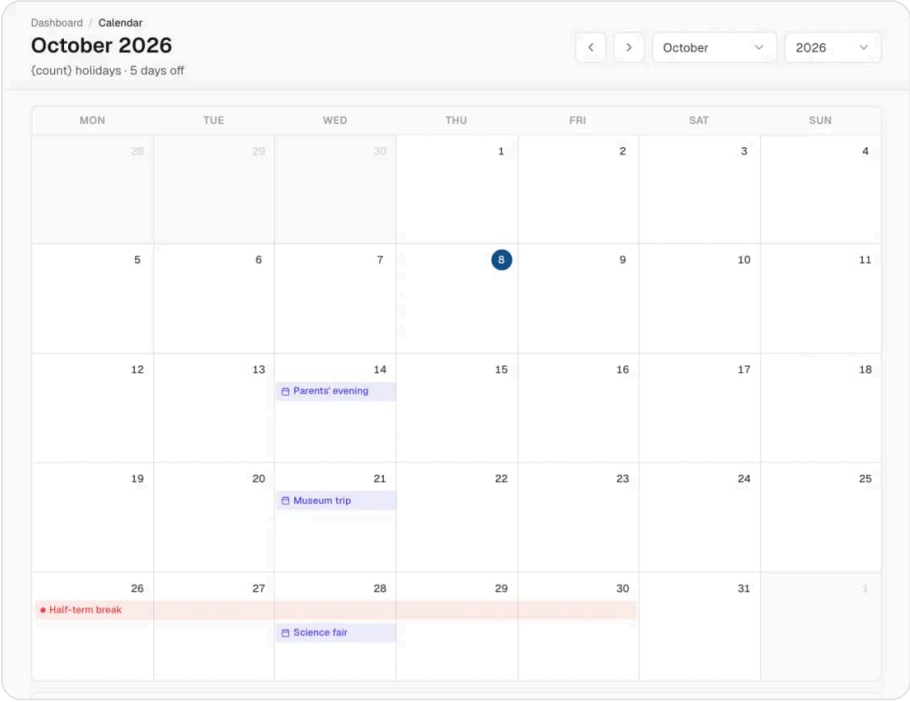


GOOD TO KNOW

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

Calendar

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



The month calendar.

Events

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

Dashboard / Events

Events

What's coming up at your school.

Q Search title or description Any time Sort: Soonest first

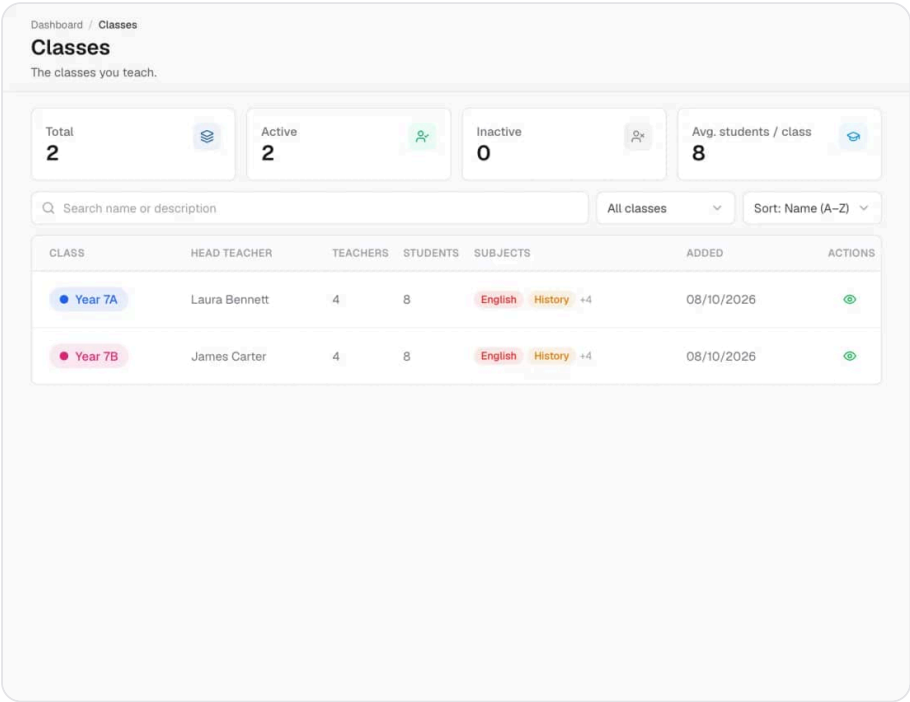
EVENT	WHEN	ACTIONS
Welcome assembly	03/09/2026 10:00 – 12:00 Passed	👁
Parents' evening	14/10/2026 17:00 – 18:30	👁
Museum trip	21/10/2026 09:00 – 13:00	👁
Science fair	28/10/2026 10:00 – 14:00	👁
Sports day	04/11/2026 – 05/11/2026	👁

Upcoming events.

05 Your classes and people

Your classes

Classes lists the classes you teach, with their head teacher, teachers, students and subjects. Click the eye icon to see the full roster.



Your classes.



GOOD TO KNOW

The school office manages classes. Ask them to add a student or a class.

Your students and colleagues

Under People you can look up your students and their parents, and your colleagues. It's read-only; phone numbers and emails let you get in touch straight away.

Dashboard / Students

Students

Students in the classes you teach.

Total16

Active16

Male8

Female8

Search by name

All statuses

All genders

All classes

Sort: Name (A-Z)

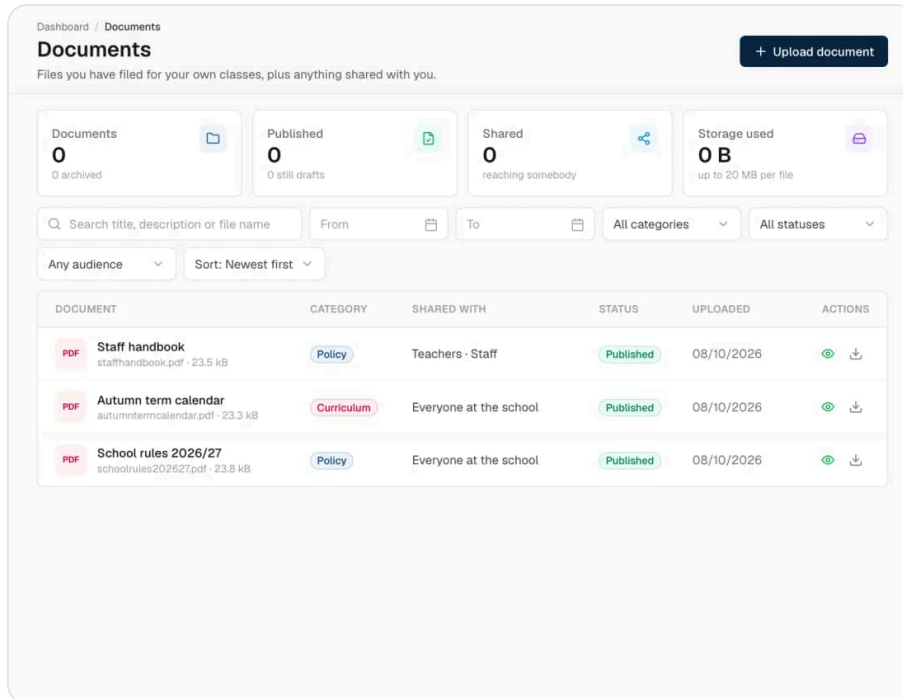
STUDENT	CONTACT	CLASSES	DETAILS	STATUS	AC
CB Chloe Bailey en.chloe.bailey	+383442543... chloe.bailey.en@example...	Year 7B	--- ---	Active	
HC Harry Collins en.harry.collins	+38344175135 harry.collins.en@example...	Year 7A	--- Parent: David Collins	Active	
EC Ethan Cooper en.ethan.cooper	+383442305... ethan.cooper.en@examp...	Year 7B	--- ---	Active	
JF Jack Foster en.jack.foster	+38344190973 jack.foster.en@example...	Year 7A	--- Parent: Paul Foster	Active	
LG Lily Grant en.lily.grant	+383442226... lily.grant.en@example.co...	Year 7B	--- Parent: Michael Grant	Active	
OG Oliver Grant en.oliver.grant	+38344159297 oliver.grant.en@example...	Year 7A	--- Parent: Michael Grant	Active	

Your students.

06 School

Documents

Documents holds the files shared with you — policies, forms, newsletters. You can also upload your own, for example a reading list for your class, and choose who sees it.



Documents.

- 1 Click **Upload document**.
- 2 Drag in the file and give it a title.
- 3 Under **Audience**, choose your classes or specific people.
- 4 Set it to **Published** and save.

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

Your vacation and sick days for the year, and the leave you asked for.

◀ 2026 ▶

VACATION DAYS LEFT

15 / 20

0 taken - 5 pending

CARRIED OVER FROM 2025

0 / 0

Nothing carried over from 2025

SICK DAYS LEFT

10 / 10

0 taken - 0 pending

TYPE	DATES	STATUS	REPLY	ACTIONS
Vacation	17/11/2026 – 23/11/2026 5 days	Pending	—	View Cancel

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.

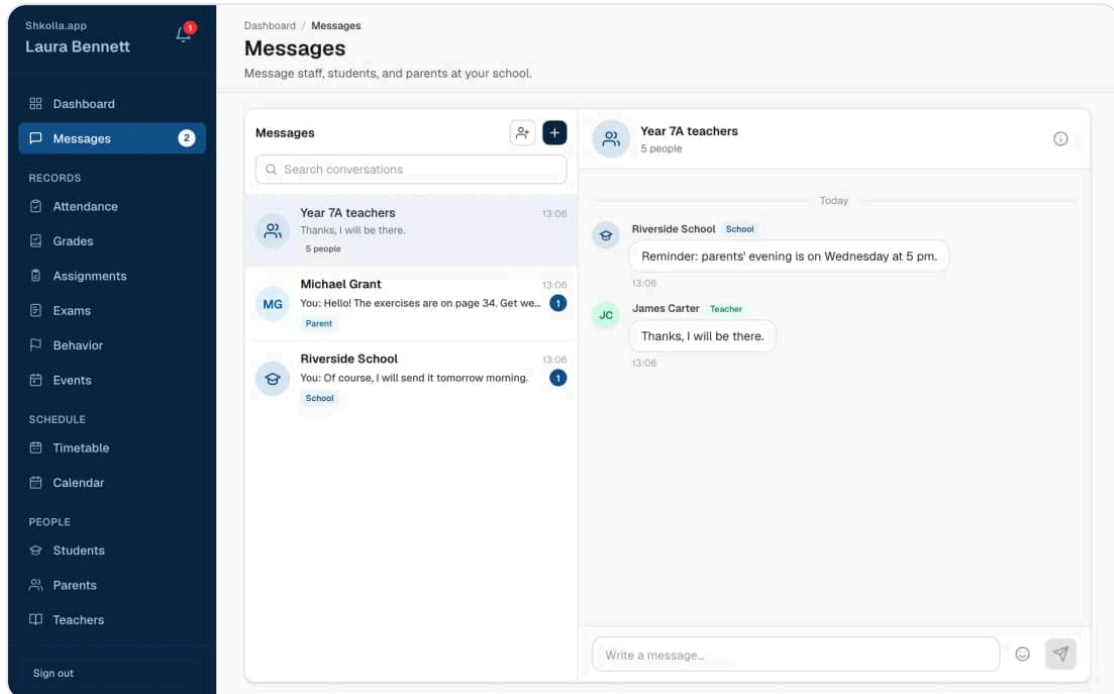
Holidays and opening hours

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

07 Messages and notifications

Messages

Messages is a private chat for your school community.

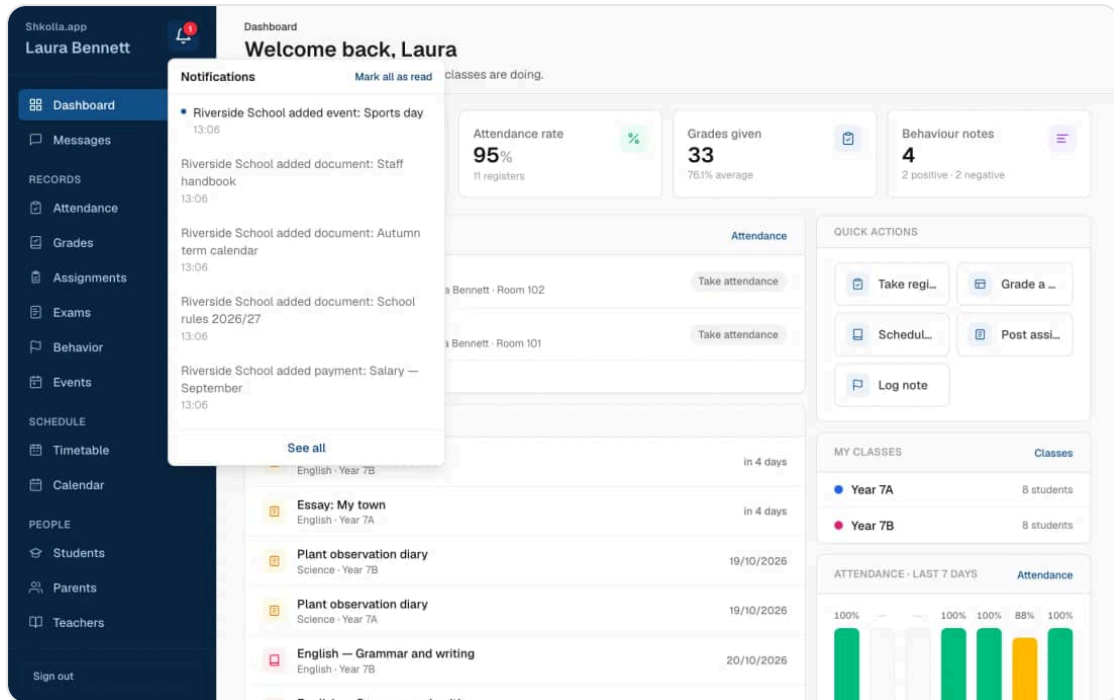


Messages.

- 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.

08 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

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	SURNAME
Laura	Bennett
USERNAME	STATUS
en.laura.bennett	Active
DATE JOINED	EMPLOYMENT TYPE
01/09/2019	Full-time
QUALIFICATION / DEGREE	
MSc Mathematics	
SUBJECTS	
Mathematics	

Add photo

JPEG, PNG, WebP or GIF - max 5 MB

Personal Information

Your profile.

Your settings

Dashboard / Settings

Settings

Language
What the dashboard shows to you personally.

Dashboard language
Use my school's language (English)

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

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

Show a desktop notification
School default (Off) On Off

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

SCHEDULE
Timetable

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.

09 Questions and answers

Questions and answers

- **A student is missing from my register.** The school office manages classes — ask them to add the student.
- **I marked the wrong student.** Just click the right mark; the register saves the change.
- **Can parents see my grades straight away?** Only published ones. Save as Draft to keep a grade private for now.
- **Do students see exam results immediately?** Only after you click Save & release results.
- **I forgot my password.** Ask the school office to set a new one.