



USER GUIDE SERIES

SETUP & SCHOOL SETTINGS

*Practical onboarding instructions for school proprietors,
administrators, academic officers, bursars, and ICT staff.*

SMART SCHOOLZ HUB

Administrative Reference & School Onboarding Manual



About This Guide

This document brings together the Volume 1 of Smart Schoolz Hub setup guides. It is intended to help a newly onboarded school configure its workspace, school profile, academic calendar, class structure, grading rules, bank details, and fee templates.

Contents

- Guide 1.0 — Activate Your School Workspace & Log In
- Guide 1.1 — Set Up School Profile & Report Card Branding
- Guide 1.2 — Configure the Academic Calendar & Terms
- Guide 1.3 — Set Up Classes, Arms & Subjects
- Guide 1.4 — Configure Grading Scales, Assessment Limits, Bank Details & Fee Templates
- Newly Onboarded School — Summary Checklist



Guide 1.0: How to Activate Your School Workspace & Log In

Audience: School Proprietors, Headteachers, Administrative Officers

Access level required: Platform Registration Code or School Admin account

1. Understanding Your School Workspace

Smart Schoolz Hub is designed as a multi-school platform. Each school has its own workspace for managing its records, such as students, fees, staff salaries, examination scores, and gate logs. The intended setup keeps each school's records separate from those of other schools.

A school workspace URL follows this format:

```
https://smartschoolzhub.com/s/[your-school-shortname]
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Example: <https://smartschoolzhub.com/s/lovely-international>

2. How to Register with a Platform Registration Code

1. Visit <https://smartschoolzhub.com/request-code>, or select Get Started / Register School from the homepage.
2. Enter your school name, proprietor or administrator email, phone number, and the state where the school operates.
3. After payment or onboarding is confirmed, the platform management will issue a Registration Code. The example REG-LGT-2026 is illustrative only.
4. Open the registration link sent to your email, or visit <https://smartschoolzhub.com/auth?tab=register>.
5. Complete the setup form with your full name, work email address, a strong password, and the Registration Code.
6. Select Create School Workspace. The platform validates the code and create the school workspace with the appropriate administrator access.

3. How to Log In to Your School Workspace

1. Open your school-specific link or visit <https://smartschoolzhub.com/auth>.
2. Enter the registered email address and password.
3. Select Sign In.
4. After successful authentication, you should be taken to your school dashboard. The information displayed will depend on your school's setup and available records.

Proprietor Pro-Tip: Multi-Branch Schools

If your account has access to more than one school workspace or campus, look for the profile menu and the Switch Workspace option. Availability depends on how your account and school workspaces have been configured.



Guide 1.1: How to Set Up School Profile & Report Card Branding

Audience: School Administrators, ICT Officers

Menu location: Sidebar → Settings

School profile and branding information will be used on generated documents, such as receipts, report cards, and student ID cards, where those features are inputted.

Step 1: Update General School Information

1. Open Settings from the school dashboard.
2. Under School Profile, enter the official school name, school motto, physical address (street, city, LGA, and state), official phone number, and contact email address.
3. Select Save Profile Changes.

Step 2: Upload the School Crest or Logo

1. Under School Logo, select Upload Logo.
2. Choose the official light-weight school crest or logo from your computer or mobile device. PNG or JPG is suggested; a transparent background may work best for some logos.
3. Save the logo. Confirm that it appears correctly on the documents and pages supported by your platform setup.

Step 3: Configure Report Card Colours & Official Signatures

1. Scroll to Report Card Branding.
2. Choose a Primary Colour that matches your school identity, for example navy blue (#082350), forest green, or burgundy.
3. Choose an Accent (Secondary) Colour, for example warm brass (#EBA334), gold, or sky blue.
4. Prepare the headteacher's or principal's signature on plain white paper, then scan or photograph it clearly. Select Upload Signature and follow any file-size limit shown by the platform.
5. If the signature is not sharp, upload it to ChatGPT to refine it and then download.
6. Reduce the size of the downloaded signature.
7. Enter the signatory title (for example, Principal or Head of School) and the signatory's name.
8. Enter an official footer remark, such as the next term's resumption date or a tuition payment reminder.
9. Select Save Report Card Settings.



Guide 1.2: How to Configure the Academic Calendar & Terms

Audience: School Administrators, Vice Principals (Academics)

Menu location: Settings → Academic Calendar

The academic calendar defines the school session and terms used to organise attendance, assessment scores, fee schedules, and other term-based records.

Step 1: Create an Academic Session

1. In Settings, open the Academic Calendar tab.
2. In the New Session field, enter the session in Nigerian format, such as 2026/2027.
3. Select Add Session.
4. Check the session list and confirm which session is marked as current. If the platform does not set it automatically, use the available control to set it as current.

Step 2: Add Terms to the Session

1. Under Academic Terms, select the session you created.
2. Enter the term name: First Term, Second Term, or Third Term.
3. Select the term start date and end date using the date pickers.
4. Select Add Term and repeat for the remaining terms.

Step 3: Set the Active (Current) Term

1. Locate the term that should be active and select its Set as Current.
2. Confirm that the correct term is marked as current before entering attendance, scores, or term-based fees.

Important: Do not delete a completed term merely because a new term has started. Keep historical terms so the school can refer to previous records and reprint documents where supported.

Guide 1.3: Setting Up Classes, Arms & Subjects

Audience: Academic Coordinators, School Administrators

Menu location: Settings → Class Structure

Step 1: Add Classes

Smart Schoolz Hub may be configured for different school tiers, including early years, nursery, primary, junior secondary, and senior secondary.

1. In Class Structure, type the class name in the New Class field, for example Primary 1, JSS 1, or SSS 2.



2. Select the appropriate educational level, such as Primary, Junior Secondary (JSS), or Senior Secondary (SSS).
3. Select Add Class.

Step 2: Create Class Arms (Streams)

1. Under Class Arms, select the parent class, for example JSS 1.
2. Enter the arm name. Examples include A, B, C; Gold, Diamond, Silver; Science, Arts, and Commercial or specific locations for a school with several campuses.
3. Select Add Arm.
4. Assign students and class teachers to the appropriate class arm using the relevant student or staff assignment workflow.

Step 3: Add Subjects or Use the Pre-loaded Curriculum

Option A — Select from the Nigerian Curriculum

1. Select Add from Nigerian Curriculum.
2. Choose the relevant subjects offered by your school, such as English Language, Mathematics, Basic Science and Technology, Civic Education, Financial Accounting, Yoruba, Igbo, Hausa, Literature in English, CRS/IRS.

Option B — Add a Custom Subject

3. Enter the subject name, for example Diction & Phonetics, Coding & Robotics, or French.
4. Enter an optional short code, for example ROB-101.
5. Select Add Subject.

Step 4: Map Subjects to Classes

1. Under Class Subject Mapping, select the target class, for example Primary 4.
2. Tick the subjects taught in that class.
3. Select Save Class Subjects.
4. Check that teachers see only the relevant subjects when entering scores, according to the platform's configured permissions and mappings.

Guide 1.4: Grading Scales, Assessment Maximums, Bank Details & Fee Templates

Audience: Bursars, Vice Principals, School Administrators

Menu locations: Settings → Grading Scale, Assessment Maximums, Payment Details, and Fee Templates

Step 1: Configure CA and Exam Maximums

1. Open the Grading tab in Settings.
2. Enter the maximum Continuous Assessment (CA) mark, for example 40.



3. Enter the maximum examination mark, for example 60. The combined maximum should equal 100 if the school uses a 100-mark total.
4. Select Save maximums.
5. Test the score-entry screen with an authorised account to confirm that the configured limits are enforced.

Common examples include 30% CA + 70% examination or 40% CA + 60% examination. Use the split approved by your school.

Step 2: Set the Grading Scale & Remarks

1. Open the Grading Scale tab.
2. Review every grade boundary and remark before saving. The following is an example scale, not a universal requirement:

Grade	Score Range	Example Remark
A	70–100	Excellent
B	60–69	Very Good
C	50–59	Good
D	45–49	Pass
E	40–44	Weak Pass
F	0–39	Fail

Your school may customise boundaries, for example A1/B2/C4 grading, and adjust remarks to match its approved assessment policy.

3. Select Add Grade.

Step 3: Set Up School Bank Account Details

These details may appear in the parent portal, printed invoices, or receipts where the relevant features are enabled.

1. Open Payment Details for Parents.
2. Enter the account name, 10-digit account number, and bank name for the school's collection account.
3. If required, add a secondary collection account.
4. Enter clear payment instructions. Example: "Please use your child's admission number and full name as the transaction narration to support reconciliation. Receipts are issued after payment confirmation."
5. Verify the account details carefully, then select Save Payment Details.



Security reminder: Confirm bank details through the school's approved process before publishing them to parents.

Step 4: Set Up Termly Fee Templates

1. Open Fee Templates.
2. Select the target class, for example Primary 1 or JSS 3.
3. Select the relevant term, or choose All Terms only if the fee applies consistently across terms and the platform supports that option.
4. Enter each fee item and amount. Illustrative examples: Tuition — ₦45,000; Development Levy — ₦5,000; Books & Stationery — ₦15,000; PTA Levy — ₦2,000.
5. Select Add Fee Item and repeat for each item.
6. Before applying a template in bulk, review the class, term, fee items, and amounts to avoid incorrect student bills.

When a new term begins, the bursar can use the configured template to bill eligible students.

Newly Onboarded School: Summary Checklist

#	Task	Estimated Time	Responsible Role
1	Register workspace with Registration Code	About 2 min	School Owner / Admin
2	Upload school crest and set brand colours	About 3 min	ICT Officer / Admin
3	Upload headteacher signature and stamp, if supported	About 2 min	Head of School
4	Add academic session and active term	About 2 min	VP Academics / Admin
5	Create classes, arms, and map subjects	About 10 min	VP Academics
6	Set CA/exam split and grading scale	About 3 min	Exam Officer
7	Enter bank details and configure fee templates	About 5 min	Bursar / Accountant



Need Help?

Need assistance? Contact your Smart Schoolz Hub support through the contacts below or visit the platform's Help Centre.

Smart Schoolz Hub

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