



USER GUIDE SERIES

STUDENT RECORDS, ADMISSIONS & PROMOTIONS

Practical instructions for student registration, bulk imports, online admissions, and end-of-session promotions.

SMART SCHOOLZ HUB

Administrative Reference & School Onboarding Manual



About This Guide

This document brings together Volume 2 of the Smart Schoolz Hub user guide series. It is designed for school administrators, admissions teams, front desk officers, ICT staff, and academic leaders.

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Guide 2.0: How to Register an Individual Student

Audience: Front Desk Officers, Admissions Secretaries, School Administrators

Menu location: Sidebar → Students → Add Student

Registering a student creates a central digital profile. This record can connect to report cards, parent portal access, fee invoices, and Smart student ID cards.

Step 1: Admission & Basic Biodata

1. From Student Module, select Add Student, usually located near the top-right of the page.
2. Admission Number: Enter the school's standard format, for example ADM/2026/0142. If left empty, the system automatically generate an admission number for such student.
3. Enter the student's first name and surname as shown on official records. Add a middle name if applicable.
4. Select the student's date of birth using the date picker.
5. Select the appropriate gender option available in the form.
6. Choose the admission status available for the student, such as Enrolled, Admitted, Applied, Enquiry or Withdrawn, if those options are provided.

Step 2: Class & Arm/Stream Placement

1. Select the student's assigned class, for example Primary 3 or JSS 1.
2. Select the appropriate class arm or stream, for example Gold, Diamond, A, or Science.
3. If the student's arm has not yet been created, leave the student unassigned, then assign the arm later through the relevant settings or student record.

Step 3: Medical & Health Information

Record health information only when necessary for student care and according to the school's privacy and safeguarding procedures.

1. Select the blood group if it is known.
2. Select the genotype if it is known.
3. Enter relevant medical notes or allergies, such as an asthma action consideration, a severe food allergy, or the need for reading glasses.

Privacy reminder: Restrict access to medical information to authorised personnel. Do not include unnecessary sensitive details.

Step 4: Parent / Guardian Contact Details

1. Enter the parent or guardian's full name.



2. Select the relationship option available in the form, such as Father, Mother, Grandparent, Legal Guardian, or Sponsor.
3. Enter a valid primary Nigerian mobile phone number and confirm every digit. This number may be used for gate alerts and fee reminders where those services are enabled.
4. Enter the guardian's email address if available, particularly if the school fee reminders by email.
5. Enter the home or residential address if required by the school's records policy.

Step 5: Upload a Passport Photograph & Supporting Documents

1. Select Choose Photo and upload a clear, front-facing student portrait. A plain background is recommended.
2. Upload relevant supporting documents, such as a birth certificate or transfer certificate, in an accepted format.
3. Review the details for accuracy, then select Add Student.
4. Reopen the saved profile or preview it to confirm that the student's information and photograph were saved correctly.

A student photograph may appear on report cards or Smart ID cards if these features are enabled and configured.

Guide 2.1: How to Bulk Import Students Using Excel / CSV

Audience: School Administrators, ICT Directors

Menu location: Sidebar → Students → Bulk Import

Bulk import can reduce repetitive data entry when onboarding many students. The exact number of rows and processing time depend on the file size, data quality, and platform configuration.

Step 1: Download the Official CSV Template

1. Open Students Directory from the left menu.
2. Select Bulk Import.
3. In the dialog, select Download Template CSV.
4. Save the downloaded file to your phone/computer, for example student-import-template.csv.

Step 2: Prepare Student Data in Excel or Google Sheets

Open the downloaded template in Microsoft Excel or Google Sheets. The following is the 12-column structure provided in this guide; always use the exact headers in the current platform template.



Column Name	Required?	Example Value	Notes
admission_number	Yes	ADM/2026/0001	Must be unique for each student.
first_name	Yes	Lateef	Student's first name.
middle_name	No	Susan	Optional middle name.
last_name	Yes	Amoke	Student's surname.
gender	Yes	Female or Male	Use an accepted value from the template.
date_of_birth	Optional	2014-05-18	Use YYYY-MM-DD if requested by the template.
class	Yes	JSS 1	Must match a class name recognised by the school workspace.
arm	Optional	Gold or A	Must match an existing arm if the importer requires it.
guardian_name	Recommended	Mrs. Kayode Lateef	Parent or guardian's full name.
guardian_phone	Recommended	09055239813	Check the number carefully.
guardian_email	Optional	parent@example.com	Email for digital communications, if used.
address	Optional	14 Palm Avenue, Lagos	Residential address, where collected.

Important Excel Formatting Tips

- Do not rename, reorder, or delete the template header row unless the current importer instructions explicitly allow it.
- Keep admission numbers and phone numbers as text where possible so Excel does not alter formatting or remove leading zeroes.
- Check for duplicate admission numbers, blank required fields, spelling differences in class names, and invalid dates before uploading.
- Save or export the file as CSV (Comma delimited) (*.csv), not as an .xlsx workbook, if the importer specifically requires CSV.

Step 3: Upload & Validate the File

1. In the Bulk Import dialog, select Choose File and choose the prepared .csv file.
2. Review the preview or validation summary. Confirm that the detected row count is consistent with your spreadsheet.



3. If an option to create missing classes or arms automatically is available, review the consequences before enabling it. Creating classes during import may affect the school's class structure.
4. Select Import only after reviewing the preview and confirming the data is correct.
5. Review the import report for successful rows, skipped duplicates, and any errors. Correct rejected rows and re-import only as needed.
6. Select Close and check Student Directory and the relevant class registers to confirm the import results.

Guide 2.2: How to Manage Online Admissions & Application Inquiries

Audience: Admissions Officers, Front Desk, Head of School

Menu location: Sidebar → Admissions Records (/s/[slug]/admissions)

A public admission link may be formatted as follows, depending on the school's configured slug and live platform routing:

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https://smartschoolzhub.com/apply/[your-school-slug]
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Example: <https://smartschoolzhub.com/apply/lovely-international>

Step 1: Share Your Public Admission Form

1. Click Admissions Records, select Open the pipeline tab.
2. Click on Open Public enquiry form.
3. Copy the school's public admission link from the platform.
4. Share the link through school flyers, WhatsApp catalog, WhatsApp broadcasts, social media pages, and the school website.
5. Prospective parents may be asked to provide the child's biodata, previous school, guardian contacts, and the class being sought.
6. Check the submitted application workflow to understand whether parents need an account and which fields are required.

Step 2: Review Inquiries in the Admissions Pipeline

1. Open Admissions from the administrative menu.
2. Use the available search or filters to find applicants by name, guardian phone, or class applied for.
3. Track each applicant through the stages configured by your school. The example stages below may be used if available:
 - Enquiry — parent or guardian has expressed initial interest.
 - Application — an application has been submitted and is ready for review.
 - Assessment / Interview — the applicant is invited for an entrance assessment or interview.



- Offered — the school has offered admission.
- Accepted / Enrolled — the offer has been accepted and the school's enrolment requirements are being completed.

Step 3: Convert an Applicant to an Enrolled Student

1. Open the applicant's record in the Admissions list.
2. If the Convert to Enrolled Student action is available, select it once the school has approved admission and completed its required checks.
3. Confirm the assigned class and arm, and verify or assign the official admission number.
4. Select the final enrollment action and review the result.
5. Check the Student Directory to confirm the student record was created. Verify which parent, medical, and other fields were transferred; complete any missing information.

Guide 2.3: End-of-Session Student Promotions & Class Migration

Audience: School Administrators, Vice Principals (Academics)

Menu location: Sidebar → Promotions (/s/[slug]/promotions)

At the end of the academic session, schools review student progression, promote eligible students, retain students who will repeat a class, and archive graduating students where the platform supports this workflow.

Step 1: Select Source and Destination Classes

1. Open Promotions from the sidebar.
2. Promote From: select the current class being evaluated, for example JSS 1.
3. From Arm: select a specific arm, such as Gold, or select All Arms if available.
4. Result Term: select the relevant term. If the school evaluates cumulative annual performance, confirm that the platform uses the intended session and term data.
5. Promote To: select the destination class, for example JSS 2.
6. New Arm: select the destination arm or leave it unassigned if permitted.
7. Result Term: select the relevant term. If the school evaluates cumulative annual performance, confirm that the platform uses the intended session and term data.

Step 2: Review Pass-Mark Recommendations

If automated recommendations are available, review the threshold configured by the school. A 50% threshold is only an example and should not replace the school's approved promotion policy.

- Check each student's displayed result and any pass/promote or repeat/review recommendation.
- Confirm that the result data is complete and belongs to the correct session and term.
- Do not rely solely on an automated recommendation where attendance, special circumstances, board decisions, or school policy require human review.



Step 3: Make Administrative Adjustments

1. Review the proposed promotion list with the appropriate academic authority.
2. Where the platform uses selection checkboxes, select only the students approved for promotion.
3. Leave students who are repeating in the current class only if that is how the live promotion workflow handles unselected students; verify the result before executing.

Step 4: Handle Graduating Classes (Leavers / Alumni)

1. Select the final class, such as Primary 6 or SSS 3, as the source class.
2. Select the appropriate destination/status: Left the school (Graduated).
3. Review the graduating student list carefully and confirm that each student is eligible to be archived.
4. Use the platform's archive or graduation action, if available.
5. After the operation, verify that graduating students are no longer in active class registers while historical records remain available according to the platform's retention and archive behaviour.

Important: Test the graduation workflow with a suitable test record or confirm the process with platform support before archiving an entire graduating class.

Step 5: Execute Promotions

1. Review the confirmation summary, including source class, destination class, number of students selected, and number remaining.
2. Confirm the session, term, class, arm, and student list before proceeding.
3. Select Promote Selected only after the review is complete.
4. Check the destination class registers and a sample of student profiles to verify that the changes were applied correctly.



Summary Checklist: Student Management Operations

Task	Frequency	Recommended Role
Single student registration	As new students are admitted	Front Desk / Admissions
Bulk CSV student import	At the start of a session or large intake	ICT Officer / Admin
Admission inquiries and follow-up	Daily or weekly	Admissions Officer
Online application review	Weekly, or as applications arrive	Head of Admissions
End-of-year class promotions	End of Third Term / session	School Admin & VP Academics
Graduating class archiving	End of Third Term / session	School Admin

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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