



USER GUIDE SERIES

STAFF MANAGEMENT & CLASSROOM OPERATIONS

*Practical instructions for staff onboarding, teacher assignments,
classroom attendance, and digital classwork.*

SMART SCHOOLZ HUB

Administrative Reference & School Operations Manual



About This Guide

This document contains Volume 3 of the Smart Schoolz Hub user guide series. It is intended for school proprietors, HR leads, school administrators, academic leaders, teachers, and other authorized staff.

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Guide 3.0: How to Add Staff, Assign Roles & Grant Access

Audience: School Proprietors, Head of Human Resources, School Administrators

Menu location: Sidebar → Staff (/s/[slug]/staff)

Smart Schoolz Hub can use role-based permissions to limit what staff members can view or change. Assign each person the least level of access needed for their duties, and review permissions regularly.

1. Understanding Platform Staff Roles

Role	Typical Access (verify in platform)	Typical Staff Positions
School Admin	Broad administrative access to school modules and settings, depending on assigned permissions.	Proprietor, Head of School, Vice Principal, ICT Director
Teacher	Access to assigned classes/subjects and permitted teaching tasks such as attendance, scores, and classwork.	Subject Teachers, Class Teachers, Assistant Teachers
Bursar	Financial workflows such as fee collection, receipts, payment approvals, and SMS wallet, where enabled.	Bursar, School Accountant, Cashier
Front Desk	Student directory and admissions or visitor workflows where permission is granted.	Receptionist, Admissions Secretary, Admin Assistant
Security / Gate	Gate scanner and visitor check-in workflows where enabled.	Gatekeeper, Security Supervisor, Duty Staff

2. How to Add a Staff Member

1. Select Staff from the left navigation menu.
2. Select Add Staff.
3. Complete the profile fields available in the form. These may include full name, staff ID/reference, role, job title/designation, phone number, work email, qualifications, and employment date.
4. Select the appropriate staff role from the Role drop-down list.
5. Create the login details by checking the Create button, uncheck if you want to invite them later. If you use this tab, you will not need to invite the staff.
6. Copy the generated login password.
7. Click Add Staff member.
8. Click Close.
9. Hand them their login details.



3. How to Invite Staff

1. Select Users & Access from the left side bar.
2. Under Invite Staff table, enter the staff email address, full name, role from the drop-down.
3. Click Send invite.
4. With this invite link, ask the staff to create an account on the sign in page.
5. To manage every invited staff, properly add each to the Staff Directory using step 2 above.

4. How to Add Salary

1. Select Staff Module from the left side bar.
2. Under the Staff Directory, locate the staff you want to add salary.
3. Click Salary from the buttons at the far right of the staff row.
4. Set the Salary as approved by the management.
5. Click Save salary structure.

5. How to Send Messages to Staff

1. Select Staff Module from the left side bar.
2. Click on Messages.
3. Select All staff to send message to all staff.
4. Select a Staff from the staff list to send a personal message to the staff.
5. Select Email to send mail, SMS to send SMS or Both to send both Email and SMS.
6. Enter the Email subject and message.
7. Click on Send to Staff.

Staff Departure Policy

When a staff member leaves the school, promptly revoke their login access or delete their account using the available Delete button at the front of their row. Follow school policy for retaining HR and payroll records, and verify that historical records remain available as required. Do not share or reuse the departing staff member's password.

Guide 3.1: How to Assign Class Teachers & Subject Teachers

Audience: Vice Principal (Academics), Head of School

Menu location: Sidebar → Users & Access → Teacher Class Assignments

Assign teachers to the correct classes, arms, and subjects before they begin taking attendance or entering assessment scores.



1. The Three Teacher Assignment Types

- **Class Teacher:** Oversees a specific class and arm, such as JSS 1 Gold. Duties may include attendance, behavioural ratings, and general term remarks.
- **Assistant Class Teacher:** Supports the main class teacher and may cover attendance or other tasks when assigned.
- **Subject Teacher:** Teaches specific subject(s) across one or more classes, such as Mathematics for JSS 1, JSS 2, and JSS 3 or Basic Tech for same classes or different classes.

2. How to Assign a Teacher to a Class

1. Open Users & Access and go to Teacher Class Assignments section.
2. Select the teacher from the available list.
3. Select the assignment appropriate role: Class teacher, Assistant class teacher, or/and Subject teacher.
4. Select the class, for example Primary 4.
5. Select the arm, for example A or Emerald, or choose All Arms only if that option is available and appropriate.
6. If assigning a Subject Teacher, check the relevant subject(s) and check relevant and applicable class(es).
7. Choose All Subjects for Class teacher and Assistant class teacher.
8. Select Assign Class and verify that the assignment appears in the list under the Teacher Class assignments.

3. Student Privacy & Access Checks

- Use the least-privilege approach: give teachers access only to the classes, arms, subjects, and records required for their duties.
- After assignment, test the teacher account or review the permission summary to confirm the correct scope of access.
- Do not assume that a role automatically hides all unrelated student data; verify actual access restrictions in the live platform.
- Limit access to student biodata, guardian contacts, and medical notes to authorised personnel.

Guide 3.2: How to Mark Daily Classroom Attendance

Audience: Class Teachers, Assistant Teachers, Administrators

Menu location: Sidebar → Attendance (/s/[slug]/data/attendance)

Classroom attendance records whether students are present during roll-call and may contribute to attendance summaries on termly report cards.

Step 1: Open the Class Register

1. Select Attendance from the Dashboard menu.



2. Choose the class and arm.
3. Check the displayed date. Use the date picker to select another date only when you are authorised to record or correct attendance for that day.
4. Confirm the school's local date and attendance policy before saving.
5. Select the appropriate attendance status such as Present, Absent, Late or Excused for each student.
6. Use the Mark all 'status' is applicable for all the students.
7. Click Save register.

Step 2: Mark the Roll Call

Use the status options shown in the live register. The following meanings are common examples:

Code	Meaning	Example Use
P	Present	Student is in class.
A	Absent	Student is not present.
L	Late	Student arrived after the school's accepted arrival time.
E	Excused	Absence has been approved or excused under school policy.

Step 3: Print the Attendance Register

1. On the Attendance Module, move down to Class attendance register.
2. Select the Monthly or Termly Register period.
3. For Monthly period, select the actual month from the Set Month picker.
4. For Termly period, select the actual term from the Terms saved on the platform.
5. Select the Class and the Arm if applicable.
6. Click on Print Attendance if you want to print the attendance sheet.
7. Click Download PDF to download the Attendance sheet in PDF format.

Gate Scanner vs. Classroom Register

The Gate Scanner records physical entry or exit at the school gate and may trigger parent notifications. The classroom register records attendance during academic roll-call. They serve different purposes and should be reviewed separately.



Guide 3.3: How to Post Classwork, Homework & Term Projects

Audience: Subject Teachers, Class Teachers, Assistant Class Teachers, Academic Coordinators

Menu location: Sidebar → Class Work (/s/[slug]/classwork)

The Class Work module lets teachers share assignments, project instructions, and learning resources with students and parents digitally.

Step 1: Create a New Assignment

1. Select Class Work from the sidebar.
2. Select New class work button.
3. Choose the category available in the form, such as Homework, Classwork or Project.
4. Enter a clear assignment title, for example “Basic Science: Types and Sources of Energy.”
5. Select the target class and arm, then choose the subject.
6. Enter the maximum score if grading is supported, for example 20 marks.
7. Select the due date and confirm it is realistic for students and parents.

Step 2: Add Instructions & Attachments

1. Write clear, age-appropriate instructions. Example: “Answer Questions 1–5 on page 42 of your textbook. Show all workings clearly.”
2. To attach documents, select Choose File and upload relevant resources in an accepted format.
3. Review the target class, subject, due date, and instructions.
4. Select Save button.
5. Check whether the assignment appears in the expected teacher and parent/student views.



Summary Checklist: Staff & Classroom Workflows

Task	Frequency	Responsible Staff
New staff onboarding and role assignment	As employees join	School Admin / HR
Class and subject teacher assignments	At the start of each academic session and when changes occur	VP Academics
Daily morning classroom attendance	Every school day, according to school timetable	Class Teachers / Assistants
Attendance register printing	Monthly or at the end of term	Administrative Officer
Homework and project publication	Weekly or as scheduled	Subject / Class Teachers
Homework review and grading	Weekly or according to due dates	Subject Teachers

Need Help?

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

Smart Schoolz Hub

The School Operating System for Nigerian Schools.

Website: <https://smartschoolzhub.com>

Email: info@smartschoolzhub.com

Phone: +234 814 926 9597 | +234 805 366 5232