How to Use SchoolHubNG – For Schools

Step-by-step guide for administrators and staff

For Schools (Administrators & Staff)

1. Register your school

Go to the homepage and click "Register your school". Enter your school name, email, and create a password. Submit the form.

2. Verify your email

Check your email for a 6-digit verification code. Enter it on the verification page to activate your account.

3. Sign in

Use your school subdomain (e.g. yourschool.schoolhubng.com) or the main site and sign in with your email and password. Enable two-factor authentication under Admin → Two-factor authentication if you want extra protection.

4. Update school information

Go to School → School Information to view details, or Edit School Info to update name, address, logo, and payout settings. Super-admins can set Academic results mode (structured marks vs upload-only slips) under Results & grading when your plan includes grading results.

5. Complete institution setup

If prompted, add at least one institution (campus/site). Choose one institution type that best matches that site: Creche/Montessori only → Creche/Montessori; Creche and Nursery → Nursery only; Creche, Nursery and Primary → Primary School or Nursery and Primary School. Then enter the institution name. Add more institutions later if you run multiple campuses.

6. Select the active institution

On the dashboard, use the institution switcher to choose which campus you are working in. Most data (classes, students, fees, staff teaching assignments) is per institution. Switch before editing staff assignments or class data for another site.

7. Configure class levels

Go to Class → Configure Class (or All Class Configurations). Set level names (e.g. JSS 1, JSS 2, SS 1) and sections (A, B, C) if you use them.

8. Create classes

Go to Class → All Classes. Add classes (e.g. JSS 1A, JSS 2B) by selecting level and section.

9. Add subjects

Go to Subjects → All Subjects. Add subjects (e.g. Mathematics, English). Use Subject Categories to group them. A subject with class level "all levels" applies to every class in that institution. Subjects are used for results, attendance (optional), scheme of work, and teaching assignments. Standard subject names can be synced from Subjects → Standard subject names.

10. Set up academic sessions and terms

Go to Academic Terms → Academic Sessions to create a session (e.g. 2024/2025), then Academic Terms to add First, Second, and Third Term. Set one term as current. Or use Use default (Nigerian calendar) on Academic Sessions to create a session with three terms at once.

11. Add fees

Go to Fees & Payments → All Fees. Add fees for the current term (e.g. Tuition, Bus). Assign each fee to a specific class or all classes. Use Standard fee names to reuse labels across terms. Debt & Arrears helps track carry-forward between terms when enabled.

12. Add bank account

Go to Bank Account → Add Account for payout details. Use View Account to see or edit. Online parent/student card payments use Paystack; manual cash or transfer is recorded under Income. Access depends on role permissions.

13. Add students

Go to Students → All Students. Add students one by one or Bulk Import: download the CSV template, fill names and class; leave AIN empty (auto-generated). Enter parent/guardian email and phone on each record so parents can sign up and link automatically. Use Create transfer or Bulk transfer when students move between institutions.

14. Add staff and teaching assignments

Go to Staff → Add Staff (or edit an existing member). For teaching staff, use the Teaching assignments builder: add each class → subject pair (e.g. Basic 1 → English). Only subjects that apply to that class can be selected. Save the form to store pairs for the currently selected institution—switch institution on the dashboard to manage another campus. These pairs control what teachers see for scheme of work and result draft entry. Give teachers dashboard access via Admin → All Admins if they should sign in as admins; otherwise they use the Teacher sign-in link on your school subdomain.

15. Record salary payment

Go to Fees & Payments → Record Salary Payment. Select staff, amount, and payment details.

16. Add dashboard admins and set permissions

Go to Admin → All Admins to add users (bursar, principal, etc.). Use Admin → Configure Permissions to control fees, results, curriculum, attendance (view vs record), promotion, installments, and more. Review Subscription plan for enabled features.

17. Mark and view class attendance

Go to Class → Class Attendance to record present, absent, late, or excused by class, date, and optionally subject. Use View Attendance to review records. Teachers with permission can also mark attendance in the teacher portal. Students and parents see attendance in their portals.

18. Record manual income

Go to Income & Expenses → All Income → Add Income. Select student and fees paid, enter amount and method (cash, transfer, etc.). Appears in All Income and Fee Report.

19. Record expenses

Go to Income & Expenses → All Expenses. Add amount, category, and date. Shown in Reports and Analytics.

20. Set academic results mode

Go to School → Edit School Info → Results & grading (when your plan includes grading results). Choose Structured for score entry, grade-level scales, rankings, and digital report cards, or Upload-only if you only distribute PDF/image slips. This controls which menus appear under Students.

21. Upload result slips (upload-only mode)

When mode is Upload-only: go to Students → All Results → Add Result. Upload one slip (PDF or image) per student per term. Students and parents view documents in their portals.

22. Manage structured results

When mode is Structured: teachers enter scores under Result draft entry in the teacher portal. Admins review Students → Teacher result drafts, then publish or reject. Set up components under Students → Grade level grading per class/level; use Principal comments for report-card remarks; refresh rankings and download broadsheets as needed. Lock or unlock a term under grade level grading when results must be final. Use Missing prior results to backfill earlier terms. Published scores appear as digital report cards in student and parent portals.

23. Review scheme of work and lesson notes

When your plan includes curriculum planning: open Scheme of Work to filter by term, class, subject, teacher, and status. Approve or request revision on teacher submissions. Under School settings on that page: turn on Require admin approval to lock submissions after submit, and optionally Show scheme of work on parent and student portals (read-only; lesson notes stay internal). Open Lesson Notes to review weekly lesson plans linked to schemes.

24. Review e-learning materials

When your plan includes e-learning: go to Students → Learning materials. Review teacher uploads (PDF or video links), publish or reject so students and parents can access approved items. Super-admins can connect Vimeo under School → Vimeo e-learning.

25. Set timetables and exam schedules

Go to Class → Class Schedule (and Timetable by class) to add regular periods—class, subject, day, and time. Staff, students, and parents see these in their portals. If enabled, use Examination → Exam Timetable and Test Timetable for exam and test dates.

26. Installment plans for parents

When your plan includes installments: record a plan per student per term from Students → Installment setup (Parents list) or Fees & Payments → Installment Plans. Turn on Allowed to pay in installments for the parent. Parents pay installments only for children with an active plan. A detailed PDF guide is available on the Installment setup page.

27. Run student promotion

At end of session, go to Students → Student Promotion when the current term is Third Term. Select session, click Load Students, then for each student check Promote or leave unchecked to repeat. Choose target class in Promote to if needed. Click Apply Promotion; download the promotion report PDF. Undo is available for a limited time (e.g. 48 hours) if you need to correct mistakes.

28. Send announcements and optional apps

Announcements: send school-wide messages when enabled. Weekly assessments and Duty roster: manage under Apps & pages when on your plan. Teacher weekly reports: review submissions in the inbox. Campus gate: under Students or Staff for QR check-in and ID cards when enabled.

29. View reports and analytics

Fees & Payments → Fee Report (per student/fee; export CSV/Excel), Payment History, Installment Plans. Income & Expenses → Reports (monthly, by calendar year) and Analytics (collection rate, charts; filter by session/term).

30. Get help

Super-admins: Help and Support on the dashboard for contact and escalations.