How to Use SchoolHubNG – For Teachers

Step-by-step guide for teaching staff

For Teachers

1. Get your teacher sign-in link

Your school provides the Teacher sign-in page on its subdomain (e.g. yourschool.schoolhubng.com). Use that link—not the parent or student sign-in—for the teacher portal.

2. Sign in to the teacher portal

Enter the staff email address on file. First-time users may verify with Staff ID, then set a portal password. Returning users enter email and password. You may be asked for a verification code (email or SMS) for security.

3. Select your campus

If you work at more than one institution, use the campus/institution selector in the header to switch which site you are working in. Teaching assignments and class lists follow the selected campus.

4. View your dashboard

The dashboard summarizes quick links and recent activity for your role. Switch campus before opening attendance, results, or curriculum tools for another site.

5. Update your profile

Go to My Profile to view your details and change your portal password.

6. View my assignments

My Assignments lists each class and subject your school assigned to you on your staff profile (class → subject pairs). You can only use scheme of work, result drafts, and related tools for pairs shown here. If a class or subject is missing, ask an admin to update Teaching assignments on your staff record for that campus.

7. Record class attendance

When enabled, Record Attendance lets you mark students present, absent, late, or excused for classes you are allowed to record. Pick class, date, and subject if required, then save.

8. Enter result drafts

When your school uses structured results, Result Drafts is where you enter scores per class, subject, and term. Save drafts; admins publish approved scores to student and parent portals. You cannot enter drafts for class/subject pairs not on your assignments.

9. Write report card comments

When you are the class teacher, Report Comments lets you enter term remarks on students' report cards for your class. Other subjects use scores from result drafts.

10. Upload learning materials

When e-learning is enabled, add PDF files or YouTube/Vimeo links per class and subject. Materials stay pending until an admin publishes them; students and parents then see approved items.

11. Create and manage scheme of work

When curriculum planning is enabled, open Scheme of Work, choose term, class, and subject (from your assignments), then create or edit weekly topics. Save as draft, then Submit when ready. If the school requires approval, submitted schemes lock until an admin approves or requests revision; approved schemes are locked. You can copy a scheme from a previous term when allowed.

12. Write lesson notes

Lesson Notes link to scheme weeks. Fill objectives, content, procedure, materials, evaluation, and optional attachment; save draft and Submit. The same approval rules apply as scheme of work. Lesson notes are not shown on parent or student portals.

13. View my duties

When enabled, My duties shows your duty roster assignments from the school.

14. Use campus gate

When enabled, Campus gate supports gate check workflows and downloading your staff ID card PDF if provided.

15. Record weekly assessments

When enabled, Weekly assessments lets you record per-student assessment feedback for your classes; parents and students may view published records.

16. Send weekly class report

When enabled, Weekly class report lets you submit a summary to school administrators for your class each week.