

General User Guide to

Sabonay Education

A software package for the management of educational institutions



Sabonay

Postal Address 247 Pankrono Estate Road,
P. O. Box KS 1632,
Kumasi.

Phone Numbers: 024-6169754,
027-4621334,
024-3163824,
027 711 5150,
032-2072797.

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This document is addressed to

“ ”
and as such should remain within the confines of the institution, and be seen by people only directly linked to the acceptance and implementation of the system.

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Introduction

General Overview

Sabonay Education is a software package that aims to computerise all aspect of record keeping activities of a school.

It has evolved over the years and it is constantly evolving to incorporate new ideas and features which will ultimately make Sabonay Education a better school software.

One remarkable thing about Sabonay Education is that, the development process has always been done with close collaboration with school administrators and all potential system users such as class teachers and IT administrators. This collaboration has made Sabonay Education one of the most trusted school management systems in the country.

Sabonay Education is NOT FOR SALE. It is only given out to school on subscription bases. Usually an initial token amount is paid ONLY once for the installation, configuration and training of staff to use the software. Then for subsequent academic terms, the school pays a termly subscription and support fees, subject to change every academic year, depending on changes in national economic factors.

Services and support to schools that have signed on to Sabonay Education is second to none and can be confirmed with schools that have signed on to the product. Support is usually given in the form of e-mails, phone call, and physical presence of Sabonay Technologies personnel depending on the nature of support and services requested.

New features and recommendation about the software functionality are always welcomed from client since we believe it is the best and only way to develop a product that would best suites the needs of our cherished customers. As a matter of fact, well over fifty percent (50%) of all features and functionality have come from client suggestions and we are always grateful for their contribution on their input and suggestions.

Current Functionalities

As stated earlier, the development of Sabonay Education is continuous and thus, new features and functionalities are always incorporated. Below are some of the features and functionalities

1. Every actions or work done on with the system is grouped by the academic year and academic term (academic calendar), and as such, most reports generated are based on the selected academic year and term. However, some report and queries are performed across multiple academic calendars'.
2. Functionalities to manage school classes, subject, programme offering and other system configuration parameters.
3. A basic staff information system
4. A comprehensive student information system.
5. There is also a detail and comprehensive module for the preparation of terminal examination report.

6. The student financial module has all it takes to handle student financial information. This includes preparation of student bill, student ledger and various student related financial report.

Summary of Various Report available

1. **Class student detail Information.** This shows the admission information of student on class by class bases.
2. **Class Membership Report.** It is a report that gives some information student on class by class bases. It shows the name, student id, current subject combination, boarding status, and the student boarding status.
3. **Student Sign Sheet:** this is an upgrade/extension of the class membership report with an extra column for student signature. It may be used whenever student signature on a particular information or item is required. The title of the student sign sheet can be customized to indicate for example "Collection of Social Studies Books from Bookstore"
4. **Examination Signs Sheet.** This sign sheet is passed around for student to sign indicating that they took part in a particular examination. It is a reduced version of the student sign sheet, but has other columns for recording the examination scores and class marks of the student. It chiefly facilitates the entering of student marks in the software.
5. **Examination Terminal Report.** As the name suggest, it is the printout for the student examination report on a class by class bases.
6. **Examination Broadsheet.** This is a summary of student examination report on a single or multiple sheets depending on the size of the class. Schools have found it useful as they use it at academic board meetings to evaluate exam performance and decide on pass marks for promotions. Some school administrators also paste the broadsheet on notice board for student to see their performance.
7. **Student without marks.** Very often, examination reports are prepared even though some student marks may not be available. This is often the case because it is extremely cumbersome to go through and identify student whose marks are not available. This report at the click of a button gives you all the information about students whose marks are not set, in order to double check the availabilities of the marks from their respective teachers.
8. **House membership Report.** The report shows the membership of each boarding house in the school.
9. **Class Teachers' Report.** This gives a print out of the various class teachers class by class, grouped by the various educational levels.
10. **Staff List.** It is a brief print out basic staff information.
11. **Student Bill.** This report is the print out of the prepared student bill.
12. **Student Ledger.** This shows all the various financial commitments the student has transacted whiles in school.
13. **Class Bill Summaries.** This is a summary report of each student financial records for any particular term. It shows how much money he/she is supposed to pay for that particular term, how much have been paid, and the outstanding balance. It also indicates how many students have paid in full and as well as other information. It is on class by class bases.
14. **School Bill Summaries.** This is a summary report of each school class financial records for any particular term. It shows the total bills to be paid by all the members of a class, how much has

been paid by the class and the amount outstanding for that particular class. The report also shows the total receivable amount by the school as well as other information.

15. **Student Class Distribution.** This gives a detail break down information about the composition of a class. It shows the number of male boarders, male day student, female boarders and female day students in each class. This report also indicates among other things the male population, female population, boarders and day's student for each gender on the bases of the various year groups as well as the entire school.
16. **Student Subject Distribution.** This comprehensive report indicates the number of student who offers a particular subject on the bases of gender, year group, class and the entire school.
17. **Student Age Distribution.** This is a very customizable report for which we can extract the age distribution of student based several parameters and age grouping.
18. **Summary Continuous Assessment.** This very import report produces the summary continuous assessment of student based on the year group by their current subject combination. There is the option to go for the student best mark or average mark of the various subject he or she did. School administrators have seen it as one of the most time saving feature of the software. This has enabled them fill the WAEC continuous assessment form for final year student in a very short time.

Getting Started

Typically, different functions to be performed demands different data set being available before commencement.

However, before any activity can be performed, first and foremost the academic year and term should be available. This is because, every activity performed one way or the other belongs to a particular academic year and term.

To get things started,

1. You create academic Year
2. Create academic term
3. Select the academic term, it would appear in the current academic term button, and then click on it to set it as the current term.
4. Create the various educational level, ie. SHS 1, SHS 2, JHS 1, Primary 1 etc.
5. Create programmes offered in the school i.e. General Science, Visual Art etc.
6. Create the various subject being taught in the school
7. Group subjects to form subject combination. (Subject combination is a group of school subjects that a particular student is examined on)
8. Create the school classes. In doing that, we specify the educational level and class programme.
9. Create the various boarding houses, under the school house.
10. Then you can add the student information and load their pictures.
11. Assign student their classes and subject combination at the class membership page.

Academic Calendar

The academic calendar management includes Academic Year setup, Academic Term Setup, and Academic Term Activities Setup.

Academic Year Setup

This is functionality to keep track of which academic year the school is currently running. Every school administrative activity occurs within an academic year. So that we can identify which activity happened within an academic year.

Data required to create an academic year includes

Data	Description
Start Date	Date the academic Year is supposed to start
End Date	Date the Academic Year is supposed to end

Caveat

1. an academic year should always have a start and end date
2. all dates consist of day, month and year
3. If there exist other academic year, then start date should be such that no other academic year has the same start date
4. If there is no academic year, then the rule 3 is not required
5. the duration between the start and end date should be more than 10 months and less than 11 months
6. If there exist other academic year, then the end date should be such that no other academic year has the same end date
7. If there is no academic year, then rule 6 is not required
8. the start date of academic year should not be more than 4 months from now
9. A valid academic year once created cannot be deleted.

Sample Page Picture

Begin Date End Date

Search Text Academic Year Id

Academic Year Id	Begin Date	End Date	
2009/2010	Tue Sep 01 00:00:00 GMT 2009	Thu Aug 26 00:00:00 GMT 2010	Select
2010/2011	Mon Sep 13 00:00:00 GMT 2010	Tue Aug 30 00:00:00 GMT 2011	Select

Academic Term Setup

This is used to keep track of the terms in which school management activities happens.

Data required to create and manage an academic term are

Data	Description
Academic Year	This is the academic year to which the academic term belongs to. It is selected from the already existing academic years
School Term	This tells whether the academic term is a first term, second term or third term
Begin Date	This is the date on which the academic term begins
End Date	This is the date on which the academic term ends
*Exam Begin Date	This tells the date on which the examination starts for the term
*Exam End Date	This tells the date on which the examination ends for the term

**Exam Begin Date and end Date are not relevant now as the uses functionality have not been completed yet*

Caveat

1. There cannot be an academic term if no academic year exist(in other words, an academic term should always belong to an academic year)
2. The term number can only be 3, i.e "First Term", "Second Term" and "Third Term"
3. There can only be one of the three term numbers in any particular academic year
4. There can only be 3 academic terms for any particular academic year
5. The academic year must be between 85 and 100 days

Sample Page Picture

Academic Year
2009/2010
School Term
FIRST_TERM
Begin Date
Sep 3, 2009
End Date
Dec 21, 2009
Exam Begin Date
Aug 28, 2009
Exam End Date
Aug 28, 2009

Edit
Clear
Delete

Current Term

Set Selected Term [2009/2010/FT]As Current Term

Search Text
Academic Term Id
Search..

Academic Term Id	Academic Year	School Term	Begin Date	End Date	Exam Begin Date	Exam End Date	
2009/2010/FT	2009/2010	FIRST_TERM	Thu Sep 03 00:00:00 GMT 2009	Mon Dec 21 00:00:00 GMT 2009	Fri Aug 28 00:00:00 GMT 2009	Fri Aug 28 00:00:00 GMT 2009	Select
2009/2010/TT	2009/2010	THIRD_TERM	Mon May 03 00:00:00 GMT 2010	Wed Jul 29 00:00:00 GMT 2009	Sun Jul 19 00:00:00 GMT 2009	Wed Jul 29 00:00:00 GMT 2009	Select
2009/2010/ST	2009/2010	SECOND_TERM	Mon Jan 11 00:00:00 GMT 2010	Wed Mar 31 00:00:00 GMT 2010	Fri Aug 28 00:00:00 GMT 2009	Fri Aug 28 00:00:00 GMT 2009	Select
2010/2011/FT	2010/2011	FIRST_TERM	Mon Sep 13 00:00:00	Fri Dec 17 00:00:00 GMT	Tue Aug 10 00:00:00	Tue Aug 10 00:00:00 GMT	Select

Setting Current Term

Apart from the initial setup and configuration, nothing can be done without setting the current academic term. This is because management activity to be performed is tracked by the academic term.

To set the current academic term, select any of the created academic term from the table list below. This displays the ID of the selected academic term in square brackets in the current term panel. Click on the Set selected term button to set selected academic term as the current academic term. When everything goes well, the message is “Current academic term has been set”.

School Programme

School Programme captures the programme that is taught in the educational institution. For a second cycle institution, this would be General Science, Visual Art etc. In the case of a first cycle, there would typically be only one programme and this would be Basic Education.

DATA REQUIREMENT

Data	Description
Programme Code	This is the identifier for the School Programme.
Programme Name	This is the name of the School Programme

CAVEAT

1. No two school programme can have the same programme code.
2. A successfully created school programme cannot be permanently deleted.

SAMPLE PAGE PICTURE

Program Code

Program Name

Save

Clear

Delete

Search Text

Program Code

Search...

Program Code	Program Name	
HE	Home Economics	Select
GS	General Science	Select
BS	Business	Select
GA	General Arts	Select
VA	Visual Arts	Select
GC	First Year Student Programme	Select
TC	Technical	Select
AGSci	Agric Science	Select

School Classes Management

This section talks about school class management. Like others described above, the school must enter all the classes in the school before classes can be selected and used, i.e assign students to a class. That is to say, any time the school creates a new class; it must be captured by the system.

Data Requirement

Data	Description
Class Name	The name of the class, this would appear on all class related print out. Please note that, it cannot be changed after it has been created
Educational Level	This shows the educational level for which the class belongs to
Class Programme	This indicates the programme, that majority of the class membership offers

Caveat

1. Once a class is created, the class name cannot be modified.
2. All created school classes deletion is logical.

Sample Page

Class Name

Educational Level

Class Programme

Search Text Class Name

Select	Class Name	Educational Level	Class Programme	
<input type="checkbox"/>	1A	SHS 1	General Arts	Select
<input type="checkbox"/>	1B	SHS 1	General Arts	Select
<input type="checkbox"/>	1C	SHS 1	General Arts	Select
<input type="checkbox"/>	1D	SHS 1	First Year Student Programme	Select
<input type="checkbox"/>	1E	SHS 1	First Year Student Programme	Select
<input type="checkbox"/>	1F	SHS 1	First Year Student Programme	Select
<input type="checkbox"/>	1G	SHS 1	First Year Student Programme	Select
<input type="checkbox"/>	1H	SHS 1	First Year Student Programme	Select
<input type="checkbox"/>	2A	SHS 2	General Arts	Select
<input type="checkbox"/>	2B	SHS 2	General Arts	Select

Academic Year Active Classes

As the system is used over time, new classes may be created and old classes will not be used any more.

School Subject

School subject indicates all subject taught in the school. Unless a subject is registered here, it cannot be assigned to a student. In other words, a student cannot be examined on a subject, unless the subject has been captured over here.

Data Requirement

Data	Description
Subject Code	This acts as the subject Unique Identifier. Typically is the WAEC subject code.
Subject Name	The name given to the subject
Subject initials	This is usually used if the printable area of the subject name is too small and an alternative name is required. It is also used by the SMS client to save cost when a subject name is required in an SMS response
Subject Category	This tells whether the subject is a CORE_SUBJECT or an ELECTIVE_SUBJECT

Caveat

1. No two subject should have the same subject code.
2. Every data is required except Subject Initials.

Sample Page Picture

Subject Code	<input type="text"/>	Subject Name	<input type="text"/>	
Subject Initials	<input type="text"/>	Subject Category	--Select One-- <input type="button" value="v"/>	
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>				
Search Text	<input type="text"/>	Subject Code	<input type="button" value="v"/> <input type="button" value="Search.."/>	
Subject Code	Subject Name	Subject Initials	Subject Category	
511	Physical Education	PE	CORE_SUBJECT	Select
517	Integrated Science		CORE_SUBJECT	Select
402	Mathematics (Core)		CORE_SUBJECT	Select
302	English Language	E.Maths	CORE_SUBJECT	Select
002	ICT	ICT	CORE_SUBJECT	Select
214	Social Studies		CORE_SUBJECT	Select
003	Religious & Moral Education		CORE_SUBJECT	Select
505	Chemistry		ELECTIVE_SUBJECT	Select

Subject Combination

Concept:

This is the means by which the system identifies which subject a student can be examined for. One common situation in almost all second cycle institution is that, there are instances when student in the same class take different subject, even though they offer the same programme.

Typically for a JHS, student in the same class may offer different Ghanaian languages or different vocational skills programme i.e Catering, Sewing, Basketry etc. Similarly for SHS, General Art student in the save class might have some differences in their elective as in General Arts with Geography option or History Option.

For the above stated reason, student examinable subjects are not assigned to the class in which they reside. The subjects offered by a particular student in a class is grouped, given a name, and shared with other student in the class who study the subjects.

Data Requirement is

Data	Description
Combination Programme	This indicates the primary targeted Course/ School Programme the subject combination goes for. The options for the school programme comes from the school programme created already
Subject Combination Name	This is the full qualified name of the subject combination. The name should be chosen carefully since that would reflect throughout the application usage. A typically example for the second cycle institutions would be like <u>“General Art (Geography) for 2,3”</u> . This combination would likely be for all General Art Student with Geography options who are in SHS 2 and 3.
Combination Short Name	The combination short name would typically be used on student subject combination related report to save printing space. This is because the subject combination name is usually long to fit into a normal printable area.
Combination Status	This is an option of either Active or Inactive. Usually at the creation on a subject combination, the subject combination would have an active status. When the subject combination become obsolete, it status should be set to inactive. This would take it out from the options list when assigning a student his or her subject combination.

Effect of editing A subject combination

One may be attempted to edit a subject combination and take out a particular subject or add a particular subject. If that subject combination have been used before, then the repercussion is that, when the student terminal exam report is reproduced from the system, the subject that was taken out would not appear on the report even though the marks is still in the system. Consequently, if a subject was added to an already existing subject combination, then the new subject would appear on the student report and would appear as if the student did not partake in that particular subject.

Creating A subject Combination

Creating a subject combination is in two parts. i.e. the creation of the subject combination and adding and removing subject from the combination list.

1. Creating Subject Combination

This follows the normal entering of a new data. We select the combination programme, combination name and short name, select the combination status and save it.

2. Adding and Removing Subject

Once the subject combination name has been created, it appears in the dropdown menu in front of "Combination Subject For" label. Once the subject combination we which to modify it subject list is selected, we can select and deselect the subject we want to add and or remove from the list. After which we click on the **Update Combination Subject** button.

Sample Picture

Combination Programme
--Select One--

Subject Combination Name
[Text Field]

Combination Short Name
[Text Field]

Combination Status
--Select One--

Save Clear Delete

Combination Subject for --Select One--

Selected	Subject Code	Subject Name
<input type="checkbox"/>	511	Physical Education
<input type="checkbox"/>	517	Integrated Science
<input type="checkbox"/>	402	Mathematics (Core)
<input type="checkbox"/>	302	English Language
<input type="checkbox"/>	002	ICT
<input type="checkbox"/>	214	Social Studies
<input type="checkbox"/>	003	Religious & Moral Education

Update Combination Subject

Search Text [Text Field] Subject Combination Programme [Dropdown] Search..

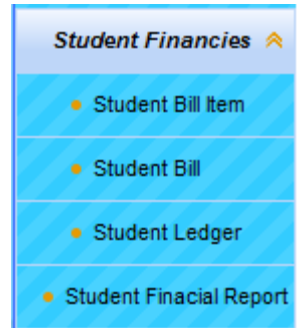
Subject Combination Programme	Subject Combination Name	Combination Short Name	Status	subjectsIds	
General Arts	General Arts(Government) (2,3)	Government	ACTIVE	203/205/202/326/214/002/302/402/517/	Select
General Arts	General Arts(History)	History	ACTIVE	206/203/202/326/214/002/302/402/517/	Select
General Arts	General Arts(Geography)	Geography	ACTIVE	203/205/204/401/214/002/302/402/517/	Select
Business	Business E. Maths	E. Maths	ACTIVE	104/101/203/401/214/002/302/402/517/	Select
Business	Business Costing	Costing	ACTIVE	105/104/101/203/214/002/302/402/517/	Select
General Science	Pure Science	Science	ACTIVE	401/504/512/505/214/002/302/402/517/	Select

Student Finances Management

One key feature of school management activities and of course of Sabonay Education is the management of student school finances. By Student finances management we refer to the cycle of preparing student bill, distributing the bill, payment of student bill, and the preparation of various bill payment reports.

Student Bill Item

These are the Items that appear on the student bill.



DATA REQUIREMENT

Data	Description
Item Name	Name of Billing Item
Item Description	Description of the billing Item

SAMPLE PAGE PICTURE.

Item Name	<input type="text"/>	Item Description	<input type="text"/>
<div>Save Clear Delete</div>			
Search Text	<input type="text"/>	Item Name	<input type="text"/> Search..
Item Name	Item Description		
Boarding Fees	Feeding Fees to be paid for staying in the boarding House	Select	
Bed User Fees	Amount Charge for Bed maintaince	Select	
SRC	Student contribution to their representative council	Select	

Student Bill

The student bill functionality would allow account personnel to prepare individual student bill with just the click of a button. The student bill is prepared by the iterative selection of student bill item, student bill type, and entering the day and boarding student amount.

DATA REQUIREMENT

Date	Description
School Bill Type	This indicates the category under which the student bill item falls.
Bill Item	This indicates what the student would be paying for.
Day Student Amt	The sum of money to be paid by day student for that particular student bill item
Boarding Student Amt	The sum of money to be paid by boarding student for that particular bill item
Apply to all classes	Tick/Select this option if the above parameters and actions to be executed applies to all classes of the school

CAVEAT

CREATING A STUDENT BILL

Student bill is created at two levels. The common student bill is created first, and for all those who for some reason are to pay more than the common student bill, the additional bill is done for that particular student alone.

The common student bill is any collection of student bill item that is to be paid by all members of a particular class, and in most cases, it is all that is needed to prepare the student bill.

The entire process for preparing and printing student bill is outlined below.

1. Select the class for which the student bill item is to be applied. This is done by selecting the educational level and the school programme.
2. Select the appropriate student bill type needed
3. Select the appropriate Bill item.
4. Enter the amount payable by day student and boarding student respectively
5. If the same entered for step 2, 3 and four applies to classes in the school, then to prevent repeating the steps for all other classes, check the checkbox with the label "Apply to All Classes". This would allow the system to automatically repeat the process to all the classes in the school.
6. Repeat the above steps till all bill items for that particular term have been entered.
7. Occasionally you can select a class from the dropdown menu and click on the "Load bill for selected class" button to see the bill items (common student bill) for the selected class.
8. When the common student bill preparation is complete, clicking on the "Report Bill for Selected Class" will generate the entire student bill for the selected class.

TRANSFERRING COMMON BILL TO STUDENT LEDGER

Aside the common bill being printed out to be given to student, the common bill is grouped and summed according to the student bill type and transferred into individual student ledgers. This is achieved by click on "Apply bill to student ledger account"

SAMPLE PAGE

Education Level	Senior High School 1 ▾					
School Programme	Business ▾					
School Class	1BUS A ▾					
Student Bill Type	--Select One-- ▾	Bill Item --Select One-- ▾				
Day Student Amt	<input type="text"/>	Boarding Student Amt <input type="text"/>				
Apply to All Classes	<input type="checkbox"/>					
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>						
Load Bill For Selected Class	2A ▾	Report Bill For Selected Class				
Student Bill Type	Bill Item	School Class	Day Student Amt	Boarding Student Amt	Academic Term	
PTA	Teachers Motivation	2A	4.0	4.0	2010/2011/FT	Select
PTA	PTA Dues/Project	2A	5.0	5.0	2010/2011/FT	Select
School Fees	Bed User Fees	2A	0.0	118.8	2010/2011/FT	Select
School Fees	Exams Stationery	2A	2.0	2.0	2010/2011/FT	Select
School Fees	Entertainment	2A	0.5	0.5	2010/2011/FT	Select
School Fees	SRC	2A	0.5	0.5	2010/2011/FT	Select
Apply Bill to Student Ledger Account						

Student Ledger

Any student related financial commitment is entered into his student ledger.

Data Requirement

Data	Description
Date of Payment	Date on which the payment is made. Typically, this would be the date on the receipt issued
Amount Involved	Amount involved in the ledger entry
Payment For	The student bill type the payment is being done for
Bill Settled By	The person who came in person to pay the fees. By default the student name is set as the payee of the fees
Medium of Payment	The medium of payment, being it check, cash, or bankers draft
Medium of Payment Number	The medium of payment number. It may be the cheque number, bankers draft number etc.

SAMPLE PAGE

Student Id 0050205-d310 [Load Student Ledger](#)

Date Of Payment

Amount Involved

Bill Settled By

Medium Of Payment Number

[Save](#)

[Clear](#)

[Delete](#)

[View Student Ledger Detail](#)

Type Of Entry

Payment For

Medium Of Payment

Receipt Number

Student Name



AGBEHIA Josephine

Programme of Study General Arts

Student Class 4A

Student Category Day Student

Prev Term Arreas 4.8000000000000001

Term Bills Payable 0.0

Total Bills Payable 4.8000000000000001

Amount Paid So far 0.0

Outstanding Bal 4.8000000000000001

Entry Term	Date Of Payment	Type	Amt Involved	Receipt No.	Student Bill	Bill Settled By	Recorded By	
2009/2010/TT	Tue Nov 09 00:00:00 GMT 2010	CREDIT	1.5	3245634	School Fees	AGBEHIA Josephine	SABONAY technologies	Select
2010/2011/FT	Tue Jan 18 09:13:07 GMT 2011	DEBIT	9.0	NONE	PTA	003215	SABONAY technologies	Select