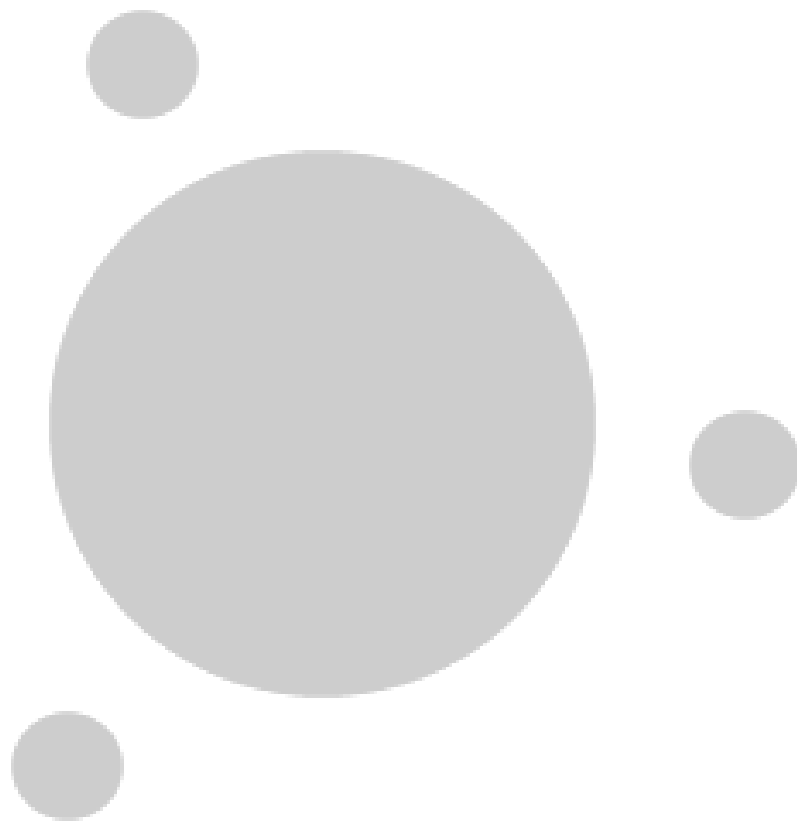

MySchool360™:

Frequently Asked Questions



Childville Schools

Lagos, Nigeria

Table of Contents

Q1. How do I ... log on to the Childville Portal?	3
Q2. How do I ... enrol new Students?	3
Q3. How do I ... edit previously-enrolled Students?	3
Q4. How do I ... send Bulk SMS?	3
Q5. How do I ... input/upload Student Results (as a teacher)?	4
Q6. How do I ... edit Subject Syllabuses (as a teacher)?	4
Q7. How do I ... set up Users (as an administrator)?	4
Q8. How do I ... edit Staff Profiles (as an administrator)?	5
Q9. How do I ... edit Timetable Allocations (as an administrator)?	6
Q10. How do I ... edit Calendar Entries (as an administrator)?	6
Q11. How do I ... edit general System Parameters (as an administrator)?	7
Q12. How do I ... edit Childville-specific System Settings (as an administrator)?	7

FREQUENTLY ASKED QUESTIONS (FAQS) FOR MYSCHOOL360**Q1. How do I ... log on to the Childville Portal?**

- A.
- Type in www.childville.myschool360.info into your web browser.
 - Enter your username and password in the spaces provided.
 - Select your role i.e. Parent/Teacher/Administrator.
 - Click "Login".

Q2. How do I ... enrol new Students?

- A.
- Log on to the portal with your username and password.
 - Click Enrol Students (under "School Administration") from the navigation menu on the left side of the portal screen.
 - Click "Enrol New Student".
 - Fill in the spaces provided with the appropriate information.
 - Click "Add New Student".

Q3. How do I ... edit previously-enrolled Students?

- A.
- Log on to the portal with your username and password.
 - Click Enrol Students (under "School Administration") from the navigation menu on the left side of the portal screen.
 - Click the name of the student whose profile you wish to edit.
 - Make the desired changes as appropriate.
 - Click "Save Changes" to save your changes.

Q4. How do I ... send Bulk SMS?

- A.
- Log on to the portal with your username and password.
 - Click Send Bulk SMS (under "School Administration") from the navigation menu on the left side of the portal screen.
 - Verify that the default suggested "Sender Alias" is appropriate.

- Fill in the spaces provided with the appropriate information.
- Click “Send Message” to send your Bulk SMS. The recipients will instantly receive your Bulk SMS on their phones.

Q5. How do I ... input/upload Student Results (as a teacher)?

- A.
- Log on to the portal with your username and password.
 - Click Data-Entry (under “School Administration”) from the navigation menu on the left side of the portal screen.
 - Click the appropriate class.
 - Click the student name.
 - Fill the form that appears and click Submit.
- OR-
- Log on to the portal with your username and password.
 - Click Data-Entry (under “School Administration”) from the navigation menu on the left side of the portal screen.
 - Click “Upload an Excel file”.
 - Select an afore-prepared Microsoft Excel scores file from your computer.

Q6. How do I ... edit Subject Syllabuses (as a teacher)?

- A.
- Log on to the portal with your username and password.
 - Click Subject Syllabuses (under “School Administration”) from the navigation menu on the left side of the portal screen.
 - Click “Add/Edit Lessons” on appropriate subjects.
 - Edit the syllabus contents as appropriate.
 - Click “Submit” to save your changes.

Q7. How do I ... set up Users (as an administrator)?

- A.
- Log on to the portal with your username and password.
 - Click Setup Users (under “Setups”) from the navigation menu on the left side of the portal screen.

- To add a new user;
 - Under “Create a New User”;
 - Fill in the spaces provided with the appropriate information.
 - Click “Add New User”.
- To make changes to pre-existing users;
 - Under “Edit Existing Users”;
 - Click “Edit” on the particular row you wish to edit.
 - Make the desired changes as appropriate.
 - Click “Update” to save your changes.

Q8. How do I ... edit Staff Profiles (as an administrator)?

- A.
- Log on to the portal with your username and password.
 - Click Staff Profiles (under “School Administration”) from the navigation menu on the left side of the portal screen.
 - Click “Select” on the particular row you wish to edit;
 - Further details related to the selected staff profile appear below the tabular list of all staff profiles.
 - To make changes to the staff’s profile;
 - Review the information in the spaces provided for “Profile of Staff Selected Above”.
 - Make the desired changes as appropriate.
 - Click “Update” to save your changes.
 - To make changes to the staff’s skill set;
 - Review the skills listed in the “Skill Set” table.
 - Click “Edit” on the particular skill you wish to edit, or “Delete” to remove that skill.
 - To make changes to the staff’s subject specializations;
 - Review the subjects listed in the “Subject Specializations” table.
 - Click “Edit” on the particular subject you wish to edit, or “Delete” to remove that subject.

- To make changes to the staff's notable awards;
 - Review the awards listed in the "Notable Awards" table.
 - Click "Edit" on the particular award you wish to edit, or "Delete" to remove that award.

Q9. How do I ... edit Timetable Allocations (as an administrator)?

- A.
- Log on to the portal with your username and password.
 - Click Setup Timetable (under "Setups") from the navigation menu on the left side of the portal screen.
 - To add a new timetable allocation;
 - Under "Add a New Timetable Period";
 - Fill in the spaces provided with the appropriate information.
 - Click "Add New Timetable Period".
 - To make changes to pre-existing timetable allocations;
 - Under "Edit Existing Timetable Periods";
 - Click "Edit" on the particular row you wish to edit.
 - Make the desired changes as appropriate.
 - Click "Update" to save your changes.

Q10. How do I ... edit Calendar Entries (as an administrator)?

- A.
- Log on to the portal with your username and password.
 - Click Setup Calendar (under "Setups") from the navigation menu on the left side of the portal screen.
 - To add a new calendar entry;
 - Under "Add a New Calendar Event";
 - Fill in the spaces provided with the appropriate information.
 - Click "Add New Calendar Event".
 - Note:** Be sure to consciously specify whether your new calendar entry is an "event" or a "holiday". The system automatically presents events in colour red and holidays in colour green.

- To make changes to pre-existing calendar entries;
 - Under “Edit Existing Calendar Events”;
 - Click “Edit” on the particular row you wish to edit.
 - Make the desired changes as appropriate.
 - Click “Update” to save your changes.

Q11. How do I ... edit general System Parameters (as an administrator)?

- A. -Log on to the portal with your username and password.
- Click the appropriate Setup link from the navigation menu on the left side of the portal screen, e.g.:
1. Setup Roles,
 2. Setup Users & Roles,
 3. Setup Religions,
 4. Setup Exams,
 5. Setup Roles & Menus,
 6. Setup Departments,
 7. Setup Programmes,
 8. Setup Subjects,
 9. Setup Teaching Locations,
 10. Setup Countries/States/LGAs, etc...
- To add a new system parameter;
- Under “Add a New <<Parameter>>”;
 - Fill in the spaces provided with the appropriate information.
 - Click “Add New <<Parameter>>”.
- To make changes to pre-existing system parameters;
- Under “Edit Existing <<Parameters>>”;
 - Click “Edit” on the particular row you wish to edit.
 - Make the desired changes as appropriate.
 - Click “Update” to save your changes.

Q12. How do I ... edit Childville-specific System Settings (as an administrator)?

- A. -Log on to the portal with your username and password.

-Click Setup System Settings (under “Setups”) from the navigation menu on the left side of the portal screen.

-Make the desired changes as appropriate.

-Please note: Where a “Save” button appears next to your modified system setting, click it to save your changes. Where no “Save” button appears next to your modified system setting, the system will automatically save your setting as soon as you change the option.

