

# School Management System: Setup Guide

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This guide outlines the essential steps for setting up your school management system, ensuring a smooth and efficient academic year.

## Step 1: Core System Setup

These are the fundamental prerequisites for all academic operations within the system.

- **Create Academic Session:** Define the overarching academic year (e.g., "2024/2025").
- **Create School Term:** Establish individual terms or semesters within the academic session (e.g., "First Term 2024").

## Step 2: Academic Structure Setup

This section lays the foundation for accurate student placement and subject management.

- **Create Class Level:** Define the various classes or grades within your school (e.g., "Primary 1 Alpha").
- **(Optional) Create Subjects:** If applicable, list and categorize the subjects taught (e.g., "Mathematics").

## Step 3: Staff Setup

These steps are essential for managing your teaching staff and assigning them to classes.

- **Create Teacher User Account:** Set up login credentials for each teacher.
- **Create Teacher Profile:** Add detailed information for each teacher, including their qualifications and staff ID.
- **Assign Class Teacher:** Link teachers to specific classes for the current academic session.

## Step 4: Student Registration

This is the core process for onboarding new and returning students.

- **Create Student User Account:** Generate login credentials for each student.
- **Create Student Profile:** Input essential student details such as student ID, date of birth, and gender.

- **Assign to Class:** Allocate each student to their designated current class.

## Step 5: Parent Linkage

This step connects guardians to their respective students, enabling communication and access.

- **Create Parent User Account:** Set up login credentials for parents or guardians.
- **Create Parent Profile:** Add contact information and details about their relationship to the student.
- **Link Parent to Student:** Establish the relationship between parents and students within the system.

## Step 6: Financial Setup (Optional)

This section is for schools that manage fees and payments through the system.

- **Create Fee Category:** Define broad categories for fees (e.g., "Tuition Fees").
- **Add Fee Items:** Specify individual fee components within each category (e.g., "Term Tuition Fee").
- **Build Fee Structure:** Assign relevant fees to specific classes and terms.