



Tishbehsobt Academy *Plus*

User Guide
Principal

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GENERAL INTRODUCTION

Tishbehsoft Academy Plus (Academy+ for short) is **web-base**, **customisable** and **easy-to-use** school management software. By '**web-base**', it simply means you use web browsers like Chrome, UC browser, Opera, etc. By '**customisable**', it means you set the software to suit your school's specific requirements, needs or template. Its user interface is user-friendly. **Academy+** DOES NOT NEED **INTERNET** TO FUNCTION.

Academy+ has been created to address the challenges confronted in student-database management in schools typical to Nigeria.

Academy+ has been designed for basically four categories users; namely: The **Principal/School Administrator**, the **Admission Officer**, the school **Bursar** and **Teachers** (*Form and Subject teachers*).

One peculiar feature of **Tishbehsoft Academy+** is that it can be **Networked** and **Shared** over multiple computer platforms such as **desktops**, **laptops**, **tablets** (tab) and **Mobile (Smart) Phones** (as the commonest hand-held device) over a computer network. This encourages **teamwork** and **division of labour**. How to do this is fully discussed in the **Installation Guide** (see **Installation Guide under Download from the menu**)

The computer system on which **Tishbehsoft Academy+** is installed is referred to as the **host computer**. Other computers connected to the host computer are referred to as **clients**. A client may be a PC or smart phone (Android).

To launch **Tishbehsoft Academy+** after proper setup (*refer to the installation guide*):

On Host PC

1. Open a web browser like Google Chrome browser.
2. For PC, if the PC is the host (the computer containing the software setup) type '**localhost**' in the address bar and press the Enter Key. You may also use the host **computer's name** (see *Installation Guide on how to check host computer name and IP address*), the **host computer's IP address** or the **unique IP address** 127.0.0.1

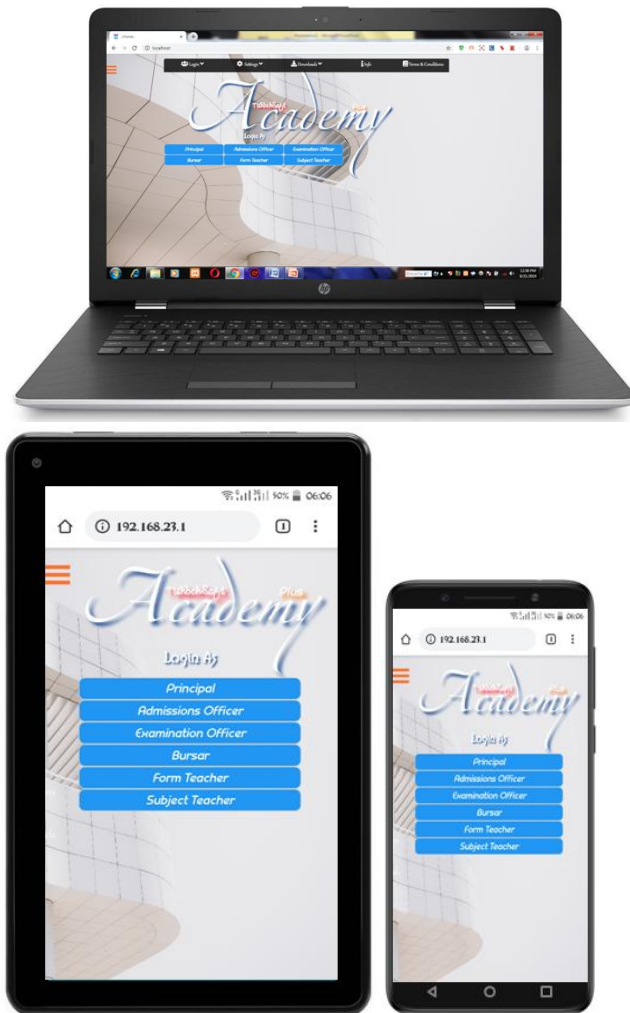
On Client PC

1. If the PC is not the host but a client (the computer receiving the shared software resource), turn on the Wi-Fi on both the host and client (it is assumed that password and other necessary security has been implemented – see **Installation Guide on how to create network using Wireless Routers (MiFi) or MyWifi Router software**).
2. Open a web browser and type the IP address of the host computer into the address bar of the client and press the **Enter key**. The IP address may look something like this '**192.168.23.1**'

On Mobile (Smart) Phone

1. Simply turn on your phone's Wi-Fi.
2. Search and select the **network name**
3. Supply **password** if required
4. After correct Wi-Fi connection, open a mobile web browser (Chrome) and key in the **IP address of the host computer** (it may look something like this '192.168.23.1') and press the enter (fire, or go) key/button.

For more on this, refer to the **Tishbehsoft Academy+ Installation Guide** for details. A proper configuration should display any of the following, depending on the platform:



Please note that **Tishbehsoft Academy+** is **mobile responsive**. It will not look exactly the same on different devices, but will automatically resize to fit screen size. Some items may even not appear (e.g. the top navigation menu for desktops and laptops).

Also note that flipping your mobile device (from vertical to horizontal) may yield different looks. If you need larger display on mobile platforms, use the horizontal (landscape) view.

Tishbehsoft Academy+ can be used on any computer platform with Wi-Fi and a web browser like Chrome. **Networking these devices together allows multiple users at any given time for ease, flexibility to interact with the software and division of labour.** How to configure and use **Academy+** on any of these computer platforms is described fully in the **Installation Guide**.

In this **User Guide**, **Tishbehsoft Academy+** is a pseudonym for the school used for demonstration purpose only.

Tishbehsoft Academy+ User Interface

Tishbehsoft Academy+ is designed to be used on any platform. It is also specially enhanced for mobile platforms (mobile responsive). Take note of the following and what they mean:



This icon appears often at the top of a page. When clicked, it returns the user to the start page.



This icon appears at the top left hand side of the page. Clicking it displays menu items. Clicking it a second time collapses (hides) the menu.

Setting up Username and Password

Academy+ is divided into **two** major sections. The first section consists of four (4) users – the **Principal**, the **Admission Officer**, the **Examination Officer** and the **Bursar**. The second section is for **form** and **subject teachers**.

Begin by setting up username and password for **all** the users (for the first section). An attempt to login without setting up **all four** username and password will yield the following:



Note: All **four user account** has to be set before login permission will be granted.

To set up username and password:

1. From the **Start Page**, click the **menu** icon.



2. From the list of items click **Settings** to expand
3. From the expanded settings items, select **Set Password**

4. Enter **Username**, **Password**, **security Question** and **Answer to the security question** (when you forget password).
5. Click **Submit**.
6. Repeat the process for other users

Reset Username and/or Password

There may be times when the need will arise to reset username and/or password. To reset:

1. From the **start page**, click the **menu** icon.
2. From the list of items displayed, click **Settings** to expand
3. Select **Reset Password**.

The screenshot displays a 'RESET PASSWORD' interface with a green header bar containing a home icon and the title. Below the header, there are four distinct columns, each representing a different user role: Principal's, Admission Officer's, Examination Officer's, and Bursar's. Each column contains a set of input fields for 'Old Username', 'Old Password', 'New Username', and 'New Password', along with a green 'Submit' button at the bottom. The background features a blue and white geometric pattern.

4. Chose any of the user accounts you want to reset and supply the **Old Username** and **Password** as well as the **New Username** and **Password**.
5. Click **submit**

Please note that your input is **case-sensitive**. Capital letters are not the same as small letters. ***It will only accept the correct values that match exactly.***

Password Recovery

Should you forget your password, **Tishbehsoft Academy+** helps you recover your password. To recover your password:

1. From the **start page**, select **user (Principal, Admission Officer, Examination Officer, Bursar, Form teacher or Subject teacher)**.
2. Under the login form, click '**Forget Password?**'
3. Select the **user** you want to recover his/her password
4. Supply the **answer** to your secret question.
5. If the answer is correct, the **username** and **password** are displayed

Please note that your answer is case-sensitive.

If however, your username and password (for **form and subject teachers**) have not been changed, **Tishbehsoft Academy+** asks you to request your username and password from the Examination Officer ***who creates username and password or form and Subject Teachers.***

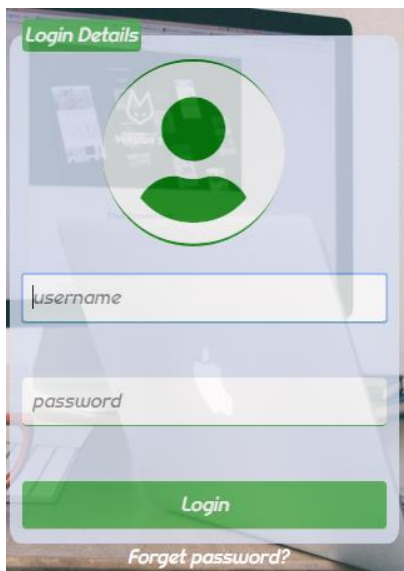
THE PRINCIPAL'S DOMAIN

The Principal's domain is basically for setting up **school details**, **comments** on student results, getting **phone contacts** in text format for **bulk SMS**, viewing **Admission status** as well **report of accounts** from the Bursar's domain.

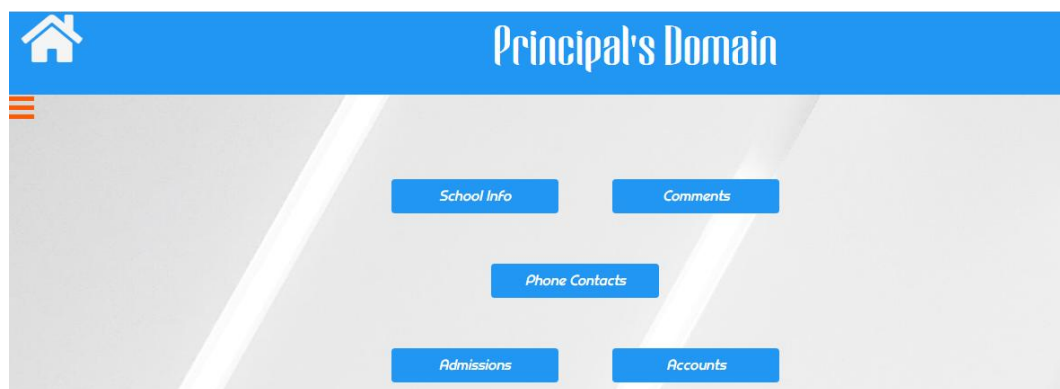
Login

To login as the Principal

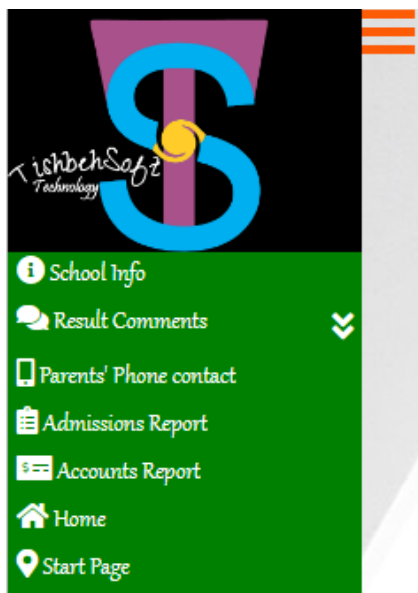
1. From the **start page**, click on the **Principal's button**



2. Supply your **username** and **password** (case-sensitive)



Please learn to utilize your **menu** (≡) in navigating around your domain. Click the symbol ≡ to expand or hide the menu. The menu looks like this:



Items with ▼ arrows contain more items that are hidden. Simply click to expand them.


School Info

This section deals with the details of the school such as the school logo, school name and address. These details are used throughout **Tishbehsoft Academy+**. To supply the school info:

1. Login as the **Principal**
2. From the **Principal Domain** page, click the Basic **Info button**.
3. Click the **Choose Files button** to select the school logo. Navigate to the directory containing your logo, select the logo and click open. The picture type used here must be **.jpg** or **.JPEG** format and must be **less than 30kb**.
4. Key in your **school name** (e.g. Tishbehsoft Academy)
5. Key in your **school address** (e.g. Behind Military Barracks, GRA) and lastly, the **school type** (Day, Boarding or Day and Boarding). Your complete form should look something like this:

Please note that the file type for school logo must be of type .jpg or .JPEG and must be less than 30kb

Choose Files tishj.jpg



Tishbehsoft Academy

Behind Zlitza plaza, GRA

Day & Boarding School

Submit

6. Click the **Submit** button

After submitting your school info, a table is displayed below the School Info page containing the details you just supplied; something similar to the following:

School Info			
Logo	School Name	School Address	School Type
	Tishbehsoft Academy	Behind Zlitza plaza, GRA	Day and Boarding

Editing School Info

Any of the school info items can be edited. To edit already supplied info is like a new info registration. Repeat the process for supplying school info above and the later info shall replace the former. **While editing school info, the logo option is optional, but the school name and address are required.**

Comments on Student Results

At the end of each term, it is expected that the principal should comment on each student results that will appear on the students' reportsheet.

To comment on Student's reportsheet:

1. Login as the **principal**
2. From the **Principal's Domain** page, click the **Comment** button
3. Select a **Term** (1st, 2nd or 3rd term)
4. Select a **class**
5. Enter comments based on students' performances.

*Tishbehsoft Academy + comes with a **myriad** of suggested comments. As you type in the comment's column, suggested comments will pop up. You can choose from the list, edit a comment or entirely create your own.*

The essence of the suggested comments is to make commenting quicker and easier. Something similar to the following will be displayed:

Note: If the selected current term is 3rd term, the comment page shows a summary student's performance for 1st, 2nd and 3rd terms, together with a cumulative average.

6. Type in the **comments** for each student
7. Click the **submit** button

Editing Comments

Editing comments is like entering new ones. When you access the **comment page** for any class you have earlier commented, **the comments earlier made are displayed**. If the need arises to edit comments:

1. From the **Principal's Domain page**, select the **Comment** button
2. Select a **term**
3. Proceed to select a **class** (this will display the previous comment for that class, if any)
4. **Erase** (delete) the earlier comment and make new comment as required
5. Click the **submit** button

Parents'/Guardians' Phone Contact

Tishbehsoft Academy + helps you generate parents'/guardians' **phone contacts** that are comma-separated (which is the usual format) for bulk SMS. The contacts are contained in text files (acceptable by most bulk SMS sites). The contact numbers are sourced from the Admission Officer's student registration.

To generate these contact files:

1. From the **Principal's Domain page**, click the **Phone Contact** button
2. From the list displayed **select** an option.

Note:

- i. The **All Parents Contact** contains the contact of all parents in the school. This option is used when the SMS to be sent involve all parents (such as invitation for PTA meetings).
 - ii. **Classes with contacts** are displayed in **green** colour.
 - iii. **Classes with no contacts** are displayed in **black** colour with the inscription "**No parent contact**"
3. Click on a contact link. What happens next depends on your browser type:

Google Chrome display the following:



all_parents.txt

The file download is shown in the status bar (at the bottom) of the browser. Just check your default download folder for the file

Click the **save** button and look up your file in your default download folder

Viewing Admission Report

This section shows you **registration summary** of students in your school.

To view registered students:

1. From the **Principal's Domain** page, click the **Admissions** button

Note: *this page gives you individual students' info as well as the total number of students in your school.*

Sessional School Financial Report

This section shows you, in summary, the total amount of money generated by the school (as recorded by the school bursar) for three terms: 1st, 2nd and 3rd terms. To view this summary of accounts:

1. From the **Principal's Domain** page, click the **Accounts** button