



Tishbehsobt Academy ^{Plus}

User Guide
Subject Teachers

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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

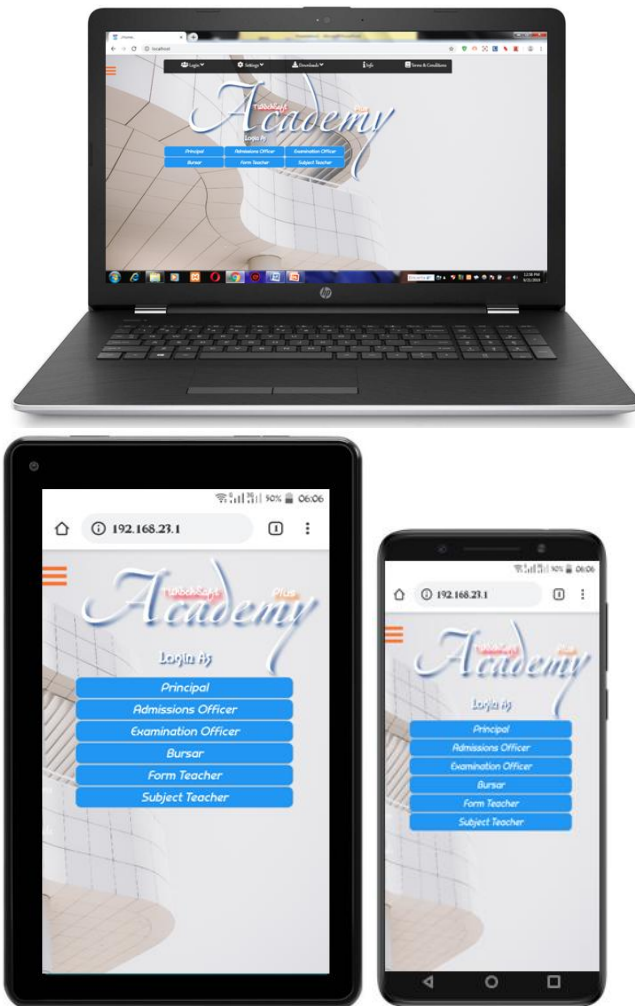
On Client PC

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.

SUBJECT TEACHERS

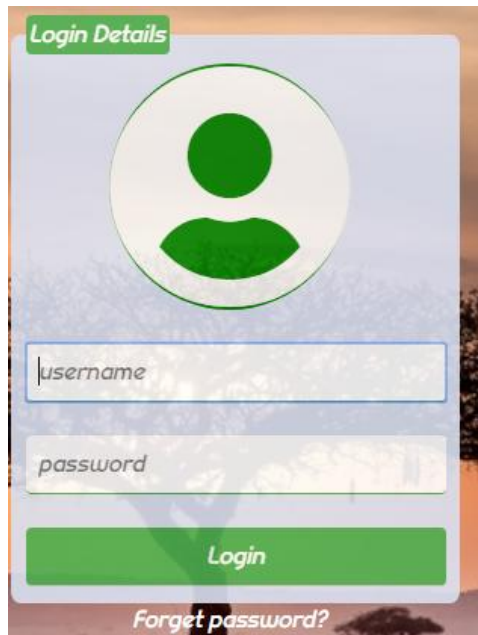
This section relates to subject teachers and the various responsibilities assigned to them. Subject teachers have access rights to basically enter subject scores (CA and Exam scores).

Your login details as a form teacher would be given to you by the Examination officer.

Form Teacher's Login

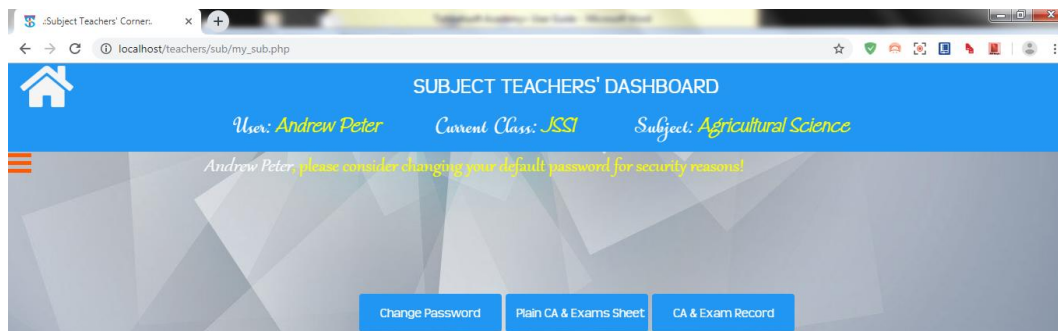
To login as the **subject Teacher**

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

A screenshot of a login form titled "Login Details" in a green box. The form has a light blue background with a faint image of a person. It features a circular profile picture placeholder with a green silhouette. Below the placeholder are two input fields: "username" and "password", both with placeholder text. At the bottom is a green "Login" button and a link that says "Forget password?" in red text.

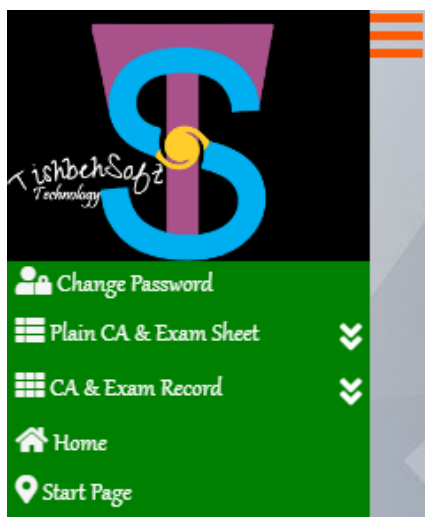
2. Supply your **username** and **password** (case-sensitive)
3. Select your **assigned class/subject**

*Please note that if you have been assigned a subject for one or more classes, you will **select class** (3 above). If, however, you have been assigned all subjects for one class, you will **select subject** (3 above).*



From the **Form Teachers' Dashboard**, **Tishbehsoft Academy+**, in the **notification area**, notifies you to change your **default password**.

Please learn to utilize your **side 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.

Changing Default Password

If you login as a subject teacher for the first time or you have not changed your default password, a banner, in the notification area, moves from right to left reminding you to change your default password with this message, ***"...Please consider changing your default password for security reasons!"***

To change you default password:

1. From **subject Teachers' Dashboard** (or **'side menu'**) click the **change password** button

2. Edit the **new password field** and **retype new password field** the new password. Type a **secret question** (don't add ?) for **password recovery** and supply the **answer** to your secret question.
3. Click **submit**

Please not that you can use this means to change your password anytime and as many times as possible.

Password Recovery

Should you forget your password, **Tishbehsoft Academy+** is equipped to help you recover your password. To recover a forgotten password:

1. From the **Subject Teachers Login** page, click the **"Forget password?"** link below the login form.
2. From the Select **User list**, select your **name** from the list.
3. Supply the **answer** to your **secret question** and your **password** will be displayed.

Please note that the answer is case-sensitive (small letters are not the same as capital letters).

Printing Plain CA and Exam sheet

After administering CA and Examination, the plain CA is a good option to make the entry of CA and Examination scores **easier**.

To print CA and Exam sheet:

1. From the **Subject Teacher's Dashboard**, click the Plain **CA and Exam sheet** button
2. From the CA and Exam sheet page, Select a **term** (1st, 2nd or 3rd)
3. Select a **class**
4. Click **Print** (before printing, disable the **background graphic** checkbox from the print dialog box – if you are printing from PC)

Note: The CA and Exam Sheet has no **TOTAL** for the 'CA' or 'EXAM' because **Tishbehsoft Academy +** has been equipped to **auto-sum** these aspects.

Entering CA and Exam Record

After collating students CAs and Exam scores, this section helps to handle score entry to the various broadsheets of the classes. To enter CA and Exam Scores:

1. From the **Subject Teacher's Dashboard**, click the **CA & Exam Record** button
2. Select a **term**
3. From the table, input the CAs and Exam scores against student names

Note:

- i. As you enter CA scores **Tishbehsoft Academy + auto-sums** them under the CA **Total** column. Likewise, when you enter Exam score, it also auto-sums the CA **Total** with the Exam score and display them under the **Total** column.

- ii. The **CA_Total**, the **Total** and **Grade** columns are in **Blue** – you cannot enter values into these fields.
- iii. ***If a particular student do not offer that subject, all the columns (CAs and Exam) SHOULD BE LEFT EMPTY.***
- iv. If a student offer your subject, **ON NO ACCOUNT SHOULD ALL OF THE COLUMNS BE LEFT EMPTY .**

As you enter scores, something similar to the following is displayed:

Change Subject ▼

| S/N | Full Name | CA1 | CA2 | CA3 | CA4 | CA_Total | Exam | Total | Grade |
|-----|------------------------|-----|-----|-----|-----|----------|------|-------|-------|
| 1. | Abel Norah | 8 | 9 | 9 | 8 | 34 | 56 | 92 | A1 |
| 2. | Ade Titilayo | | | | | | | | |
| 3. | Aisha Ahmad | | | | | | | | |
| 4. | Alex Ngozi | | | | | | | | |
| 5. | Egbeneke Christopher | | | | | | | | |
| 6. | Haruna Dauda | | | | | | | | |
| 7. | Ikechi Ogechi | | | | | | | | |
| 8. | Oluyinka Adeleke Peter | | | | | | | | |
| 9. | Onoja Philip | | | | | | | | |
| 10. | Segun Dimeji | | | | | | | | |
| 11. | Silas Joshua | | | | | | | | |
| 12. | Sunday Olivia | | | | | | | | |
| 13. | Timothy Rosemary | | | | | | | | |
| 14. | Victor Jane | | | | | | | | |
| 15. | Yakubu Musa | | | | | | | | |

Submit
Clear

4. **Enter scores for all students offering that subject** and click the **submit** button at the bottom of the table. Something similar to the following is displayed after you submit the scores:



 **print**

| S/N | Full Name | CA1 | CA2 | CA3 | CA4 | CA_Total | Exam | Total | Grade | Position | Edit |
|-----|------------------------|-----|-----|-----|-----|----------|------|-------|-------|----------|------|
| 1. | Abel Norah | 8 | 9 | 9 | 8 | 34 | 58 | 92 | A1 | 1st | Edit |
| 2. | Ade Titilayo | 8 | 6 | 5 | 5 | 24 | 45 | 69 | B3 | 5th | Edit |
| 3. | Aisha Ahmad | 7 | 7 | 7 | 5 | 26 | 44 | 70 | B2 | 4th | Edit |
| 4. | Alex Ngozi | 5 | 8 | 9 | 4 | 26 | 34 | 60 | C4 | 10th | Edit |
| 5. | Egbeneke Christopher | 8 | 5 | 7 | 6 | 26 | 47 | 73 | B2 | 3rd | Edit |
| 6. | Haruna Dauda | 5 | 8 | 9 | 4 | 26 | 40 | 66 | B3 | 7th | Edit |
| 7. | Ikechi Ogechi | 3 | 5 | 5 | 4 | 17 | 28 | 45 | D7 | 12th | Edit |
| 8. | Olayinka Adeleke Peter | 8 | 8 | 8 | 7 | 31 | 37 | 68 | B3 | 6th | Edit |
| 9. | Onoja Philip | 5 | 7 | 3 | 8 | 23 | 43 | 66 | B3 | 7th | Edit |
| 10. | Segun Dimeji | 8 | 4 | 5 | 7 | 24 | 33 | 57 | C5 | 11th | Edit |
| 11. | Silas Joshua | 8 | 5 | 7 | 3 | 23 | 40 | 63 | C4 | 9th | Edit |
| 12. | Sunday Olivia | 2 | 3 | 2 | 2 | 9 | 10 | 19 | F9 | 15th | Edit |
| 13. | Timothy Rosemary | 8 | 5 | 4 | 7 | 24 | 20 | 44 | E8 | 13th | Edit |
| 14. | Victor Jane | 8 | 8 | 7 | 8 | 31 | 49 | 80 | A1 | 2nd | Edit |
| 15. | Yakubu Musa | 5 | 4 | 6 | 2 | 17 | 24 | 41 | E8 | 14th | Edit |

For Internal Examination Office Use

Subject Bests (Positions 1st, 2nd & 3rd)

| Name | Score | Position |
|----------------------|-------|----------|
| Abel Norah | 92 | 1st |
| Victor Jane | 80 | 2nd |
| Egbeneke Christopher | 73 | 3rd |

Clear Record

Notice: **Subject bests** for positions 1st, 2nd and 3rd are displayed for Exam office use (during Speech & Prize or other such purposes)

- Click the **Print button** to print (this printout should be handed over to the form teacher for that class – it is always attached to the broadsheet and documented).

Switching (Changing) Class/subject

This option enables you as a **Subject Teacher** to **switch between classes** or **subjects** (if you teach more than one class or you have been assigned to enter all subjects) after entering the scores for a particular class or subject. To change class:

- From the **CA and Exam Record page**, at the top-left-hand side of the page, you will this:

Change Subject ▼

or

Change Class ▼

2. Select a **new or different Class or subject** from the list of classes/subjects (**only classes assigned to you by the Examination Officer or class registered subjects will be displayed in the list**)
3. From the new class or subject, make another score entry.

Editing Student Scores

If mistakes have been made at the point of entry of scores or **that a Form Teacher reports that your subject scores for a particular student is missing** or some other related cases that require editing student scores:

1. Login as **Subject Teacher**
2. Select the **class or subject** you are to edit
3. From the **Subject Teacher's Dashboard**, click the **Enter CA and Exam Record** button
4. Select a **term**
5. **Scroll down** to locate the table containing student's scores
6. From the table click the **Edit button**, under the **Edit column**, for the student whose scores are to be edited or updated
7. Make the required changes
8. Click the **submit**

*If a particular student's name gets **edited** or **added** after you must have entered scores for a particular subject, simply click the **edit** button to enter the student's scores. Note, however, that the CA and Exam fields will appear **empty**!*

Clearing Scores

If there are too many error from a previously entered student scores and you wish to **start afresh**, you can just **clear the ENTIRE scores** and start afresh.

To do this:

1. Login as a **Subject Teacher**
2. Select the **class/subject** you are to clear its record
3. From the **Subject Teacher's Dashboard**, click the **Enter CA and Exam Record** button
4. Select a **term**
5. **Scroll down** to locate the table containing student's scores
6. Below the table, locate and click the **Clear Record** button

Note: Anytime you want to print your CA and Exam record sheet, be careful you **DO NOT CLICK THE CLEAR RECORD BUTTON!**