Tishbehsoft

Academy *Plus*

User Guide

Examination Officer

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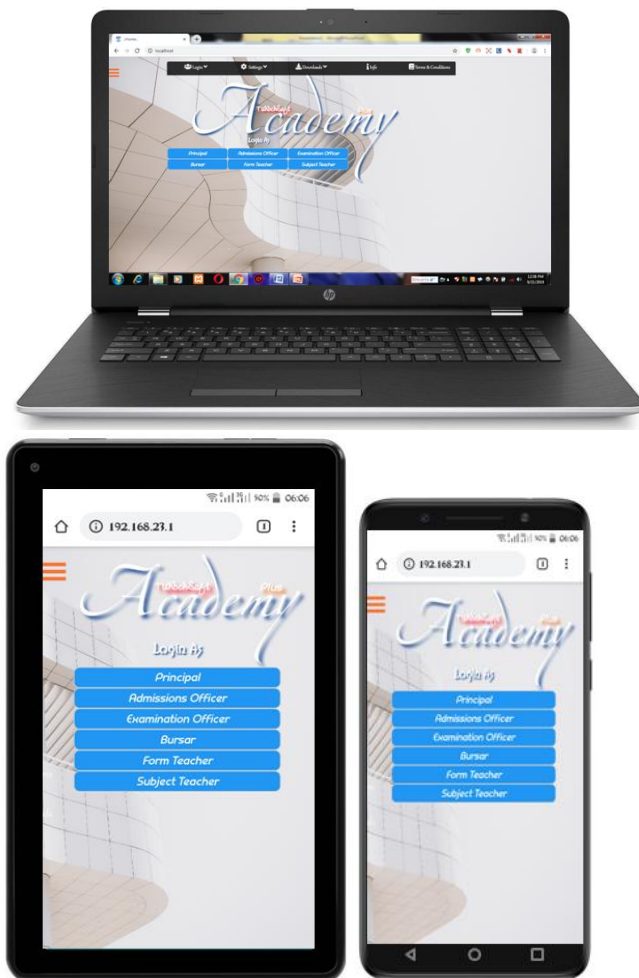
Please note that ***Tishbehsoft Academy+*** is **mobile responsive**. It will not look exactly the same on different devices, but will automatically resize to fit screen size. Some items may even not appear (e.g. the top navigation menu for desktops and laptops).

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:

Sorry, you need to set Username and Password for the following user(s) before you can login:
Principal
Admission Officer
Bursar
Examination Officer
You will be redirected shortly….!

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**.

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***.
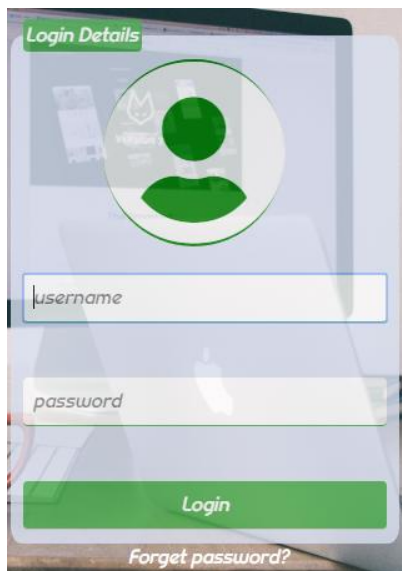
THE EXAMINATION OFFICER'S DOMAIN

The Examination Officer holds a vital position in relation to the result compilation aspect of *Tishbehsoft Academy+*. The Examination Officer sets the environment variables as well as grants **login access** to both **form** and **subject teachers**.

The order in which the items are outlined should be duly followed. For instance, classes should be created before subject.
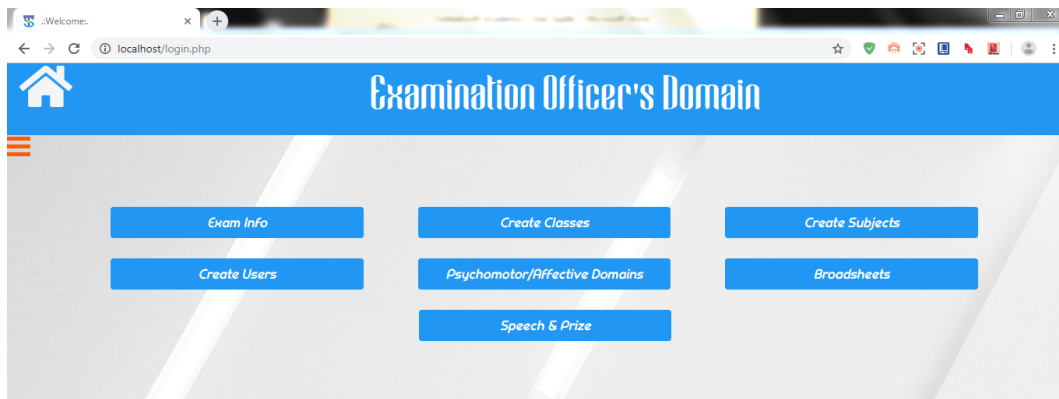
Login

To login as the **Examination Officer**

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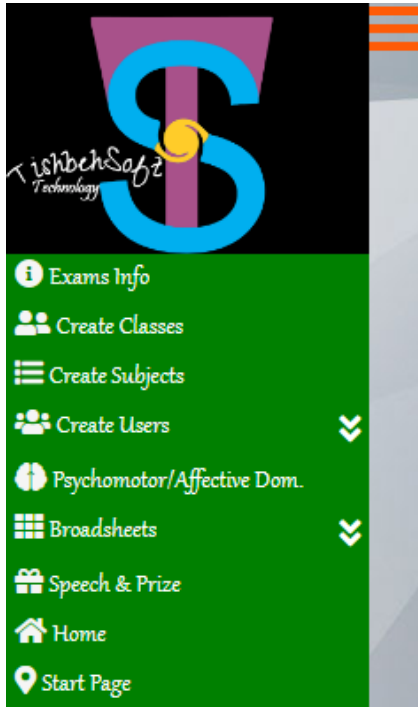

2. Supply your **username** and **password** (case-sensitive)

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.

Basic Info

This page supply the variables needed to run form teacher and subject teacher domain. This should be the first information to be supplied.

1. From the **domain page** (or menu), click **Exam Info** button
2. Fill out the **form**
3. Click **submit** button

The information contained in the form include:

Reportsheet Grade System Type

Used this to set the grade type on students' reportsheet. They are:

1. **Alphabetic Grade System:** a non-competitive and non-comparative grade system in which a student's overall performance is set to an alphabetic grade on the broadsheet and reportsheet. e.g. A, B, C, D or F
2. **Positional Grade System:** a competitive and comparative grade system in which a student's overall performance is set to a numeric position on the broadsheet and reportsheet. e.g. 1st, 2nd, 3rd, 4th, etc

CA & Exams Grade System Type

Use this to set performance grade type for subject teachers. They are:

1. **Simple Alphabetic Grade:** a student's **subject** performance is set to a simple alphabetic grade. e.g. A, B, C, D or F
2. **Alphanumberic Grade:** a student's **subject** performance is set to an alphanumeric grade. e.g. A1, B2, B3, C4, C5, C6, D7 or F9

Psychomotor/Affective Domains Grade System

Use this to set psychomotor/Affective domain grading. They are:

1. **Alphabetic Grade:** this uses alphabetic grades. Neatness, for instance, could have A = Excellent, B = Very good, C = Good, D = fair or F = Poor
2. **Numeric Grade:** this uses number grades. Neatness, for instance, could have   5 = Excellent, 4 = Very good, 3 = Good, 2 = fair or 1 = Poor

Number of CAs Offered by your school

Use this to set the maximum and minimum number of CAs that subject teachers will record for each student. They are:

1. **2:** use this if your school offer 2 CAs
2. **3:** use this if your school offer 3 CAs
3. **4:** use this if your school offer 4 CAs

School Contact (phone number)

This number is either the school contact or a dedicated phone number that parents or guardians may call to forward **complaints** about their ward's result. Though this is optional, but it is important to provide this contact phone number.

Editing Info Items

Any of the above items can be edited (changed) after submission.

1. From the Basic Info page, simply click the **appropriate Edit button** under the form
2. Select or supply the **new** value
3. Click the **submit** button

Creating Classes

Here, create classes (and their arms)

1. From the **domain page**, click the **Create Classes** button
2. Type in a **class** e.g. JSS1 or JSS1A
3. Click **submit**
4. Repeat the following to create more classes.

Editing Created Classes

If mistakes have been made or the need to edit a class arise:

1. From the **domain page**, click the **Create Classes** button
2. From the table on the page, click the **edit** button by the class you want to edit (under the edit column).

3. Make the required changes and click the **Edit** button (you will be redirected to the Create Class Page).

Deleting Created Classes

If a class is no longer needed, then delete the class. To delete a class:
1. From the domain page, click the **Create Classes** button
2. From the table in the page, under the delete column, click the **Delete button** by the class you want to delete.
3. Confirm by clicking the **Yes** button (you will be redirected to the create classes page).

Creating Subjects

After creating classes, the next thing to do is to **create subjects** offered by the school. You are to list out the subjects offered by the school **without *repetition*** (e.g. Mathematics – whether nursery, primary or secondary – is still Mathematics). To create subjects:

1. From the **domain page**, click the **Create Subjects** button
2. Type in a **subject** (e.g. English Language) and its **abbreviation** (e.g. ENG). **You are to make up the abbreviation, they are not prefixed**!
3. Click the **submit** button
4. Repeat the process to register other subjects

Please note that the abbreviation is restricted to three (3) letters only.

Editing Subjects or subject abbreviations

If the need arises to edit created subjects, such as misspellings, etc:

1. From the **domain page**, click the **Create Subjects** button
2. From the table displayed, click the **edit** button by the subject you want to edit (under the Edit subject column)
3. Make the required changes and click the **submit** button

Deleting Created Subjects

If a subject is no longer needed, delete it. To delete a subject:
1. From the **domain page**, click the **Create Subject** button
2. From the table on the page, click the **delete button** by the subject you want to delete
3. Confirm the subject delete by clicking **Yes**

Creating Users

Here the Examination officer creates users who will have access rights as **form teachers or subject teacher**. To create users:
1. From the **domain page** (or from the menu), click the **Create Users button**
2. Select either **Form Teacher** or **Subject Teacher** button

Creating Form Teachers

To create Form Teachers:

1. From the **Create Users' page** (above) click the **Form Teacher button**.
2. Type in the **full name** of the **form teacher**
3. Assign the **class** or **classes** to the form teacher
4. Click the **submit** button and repeat the process for other form teachers

Note: Username and password are **auto-generated** for each form teacher. The username and default password should be **securely** communicated to the respective form teachers with **security consciousness** in mind.

Editing Form Teacher's Detail

To edit a Form Teacher's details:

1. From the domain page (or from the menu) click the **Create Users** button
2. Click the **Form Teacher's** button
3. From the table displayed, locate the form teacher you want to **edit** and click the **edit button** close to the name.
4. Make the required changes and lick the **submit** button.

Deleting Form Teacher

To delete a Form Teacher:

1. From the domain page (or from the menu), click the **Create Users** button
2. Click the **Form Teacher** button
3. From the table displayed on the page, click the **delete** button close to the form teacher you want to delete.
4. Confirm by clicking the **Yes** button

Creating Subject Teachers

Subject teachers are those given the rights to **access** and **record** their respective subject's **Continuous Assessment (CA)** and **Examination scores**.

There are basically two (2) types of subject teachers:

(A) By subject – this type of subject teacher is assigned **one subject** and one or more classes. This subject teacher type is ideal for secondary schools where a subject teacher takes one subject for one or several classes.

(B) All subjects – this type of subject teacher is assigned **one class** and all the subjects in that class. This subject teacher type is ideal for nursery and primary school where a single teacher takes all subjects for one class only!

To create subject teachers:

1. From the **domain page** (or from the menu), click **Create Users** button
2. Click the **Subject Teacher** button

3. Select the **subject teacher type**, by clicking the radio button, to reveal appropriate form

4. Fill the form accordingly
5. Click the **submit**

Repeat the process to create more subject teachers

Editing Subject Teachers

To edit a Subject Teacher's details:

1. From the domain page (or from the menu), click **Create Users** button
2. Click the **Subject Teacher's** button
3. From the table displayed, locate the **subject teacher** you want to edit and click the **edit button** close to the name
4. Make the required changes and lick **submit**.

Please note, you may also change the subject teacher type here!

Deleting Subject Teacher

To delete a Subject Teacher:

1. From the domain page (or from the menu), click **Create Users** button
2. Click the **Subject Teacher's** button
3. From the table displayed on the page, click the **delete** button close to the subject teacher you want to delete.
4. Confirm by clicking the **Yes** button

Psychomotor/Affective Domains

The psychomotor/affective domains, as the name implies, supplies the psychomotor and affective domain items (such as Attentiveness, Neatness, Handwriting, etc) that form teachers will use for the students' psychomotor/affective domain grading. ***Tishbehsoft Academy+*** does not **distinguish** (in separate forms or tables) psychomotor domain from affective domain since both are graded the same way.

To create psychomotor/affective domain items:
1. From the domain page (or from the menu), click **Psychomotor/Affective Domains** button
2. Fill the **Item** field (e.g. Attentiveness, Neatness, Handwriting, etc)
3. Click **submit**
Repeat this process for other items

Editing Psychomotor/Affective Domain Item

To edit psychomotor/affective domain item:
1. From the domain page (or from the menu), click the **Psychomotor/Affective Domains** button
2. From the table displayed, click the **edit button** close to the psychomotor/affective domain item you want to edit
3. Apply necessary changes
4. Click **submit**

Deleting Psychomotor/Affective Domain Item

To delete Psychomotor/Affective domain item:
1. From the domain page (or from the menu), click the **Psychomotor/Affective Domain** button
2. From the table displayed, click the **Delete button** close to the item you want to delete.
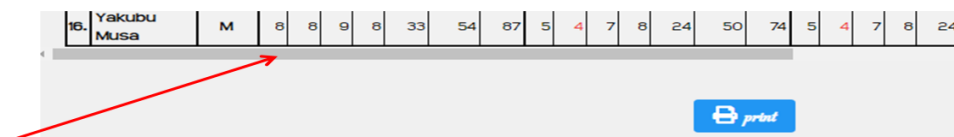3. Confirm by clicking the **Yes** button

Broadsheets

The Examination Officer is also saddled with the responsibility of **printing** class **Broadsheet** after each term's result compilation. A broadsheet is a table containing **subjects' CA** and **Exam record**, usually in one sheet, for a class. Each class broadsheet can be printed directly unto a printer (if the school has a printer that can print large paper sizes such as A1, A2 or A3) or **exported** as **PDF** files that can then be taken to business centres to print on large paper sizes (*see exporting files in the Installation Guide*).

To print any term's and any class' broadsheet:
1. From the **domain page** (or from the menu), click the **Broadsheet** button
2. Select a **term** (First, Second or Third term)
3. Select a **Class**
4. After the display, scroll down to the bottom of the page
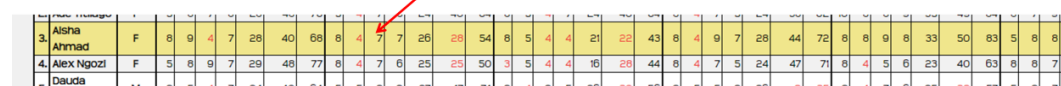5. Click the **Print** button

Note:
   i.   The **Calculate/Recalculate position** or **Calculate/Recalculate Grade button** (depending on your grade type) is to recalculate totals, averages and/or positions. Form teachers should do that before getting to you. But if for some reason there is need to recalculate or re-grade, then click this button, otherwise, that is not necessary.
   ii. *Tishbehsoft Academy+* notifies you of subjects not yet entered if there is any
   iii. The **Change Class** option at the far top right hand side of the page enables you to change class seamlessly.

Also note that at the bottom of your table is a **horizontal bar** that helps you move from right to lift and vice versa.


The table and rows in the broadsheet are **customised** such that by hovering over a row, a **khaki yellow highlighter** appears. To trace student scores across the table, simply point to the student's row and use your keyboard **arrow key** (left or right) to scroll across the broadsheet table. On smart phone, simply click on a row and scroll across (the yellow highlighter will still remain).

Resizing and Printing Broadsheets

Broadsheets are quite large and fitting it into a single page can quite be challenging. Below is a simple guide to help you do that.

1. Click the **print** button at the bottom of the **Broadsheet page**
2. From the print dialog box, set your print destination to **save as PDF**
3. Set your page layout to **landscape**
4. Click **more settings**
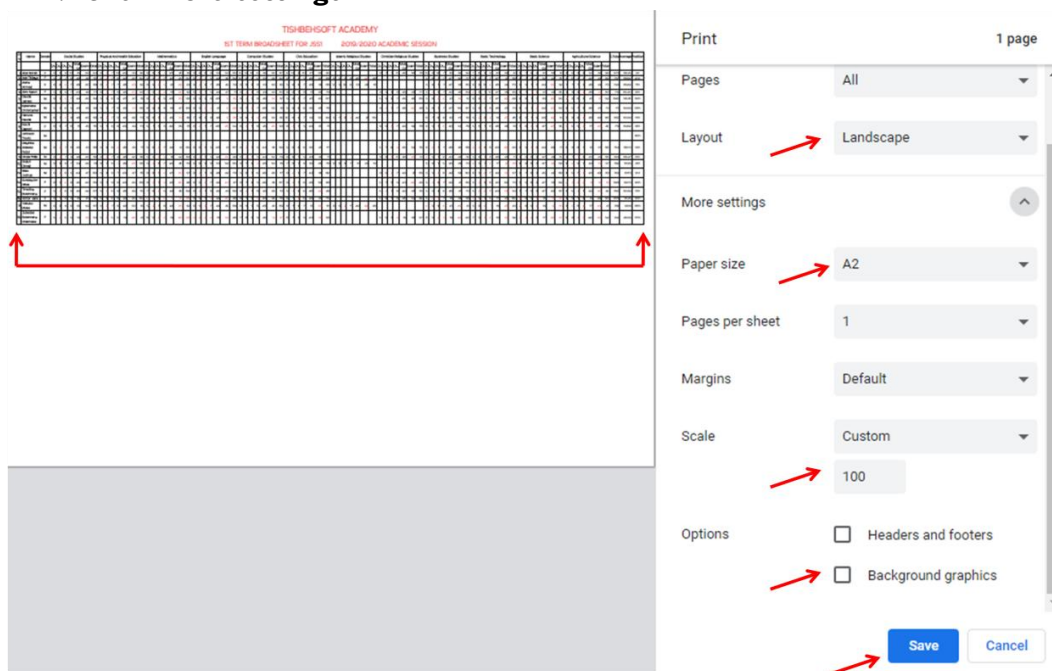
5. Change the **page size** to A3, A2, A1 or A0. Move from one paper size to another until the table fits into the print window (start with A3 and proceed to A0). **Stop** when the table fits into the print window. If however, after getting to A0 the table has not fit in, then **scale** down from 100 until the table fits in.

   Alternatively, set paper size to A3 and scale down, until it fits into the print window.
6. Uncheck/disable the **Background graphics** check box
7. Click save
8. Type in a name for the PDF file you are about to create (eg. **1st term broadsheet for jss1**)
9. Select a storage location
10. Click save

Please note that the file just created above can be opened in any PDF reader (e.g. Foxit Reader, Adobe Reader, etc). These PDF readers can fit any paper size into A3, A2, etc. The file can then be printed.
If your printer can print large files, then you can simply print directly.

Speech and Prize

Here, ***Tishbehsoft Academy+*** help you generate a summary of students academic performances for the three terms in an academic session. It is useful when a school is preparing for its **annual Speech and Prize-Giving Day** where academic performances in the session are rewarded.

Tishbehsoft Academy+ gives you a class' subject bests for positions 1st, 2nd and 3rd in all the subjects, as well as the class' overall bests for positions 1st, 2nd and 3rd. It is highly recommended that this platform **should only be used after third term examinations**.

To view Sessional summary
1. From the domain page (or from the menu), click the **Speech & Prize** button
2. Select a **class**

There may be a little delay as ***Tishbehsoft Academy +*** performs some background computations. **Please wait patiently.**

4.	Business Studies	Abel Norah	94	94	93	281	93.67	1st
		Onoja Philip	72	79	102	253	84.33	2nd
		Egbeneke Christopher	87	80	77	244	81.33	3rd
5.	Christian Religious Studies	Abel Norah	78	90	93	261	87.00	1st
		Victor Jane	82	74	78	234	78.00	2nd
		Dauda James ,Ikechi Ogechi	65,76	71,75	80,65	216	72.00	3rd
6.	Civic Education	Abel Norah	95	90	92	277	92.33	1st
		Alex Ngozi ,Sunday De-Olivia	79,86	82,72	76,79	237	79.00	2nd
7.	Computer Studies	Abel Norah	97	92	93	282	94.00	1st
		Ade Titilayo	84	85	78	247	82.33	2nd
		Victor Jane	76	86	77	239	79.67	3rd
8.	English Language	Abel Norah	85	99	92	276	92.00	1st
		Segun Dimeji	85	77	77	239	79.67	2nd

CLASS OVERALL BEST FOR JSS1
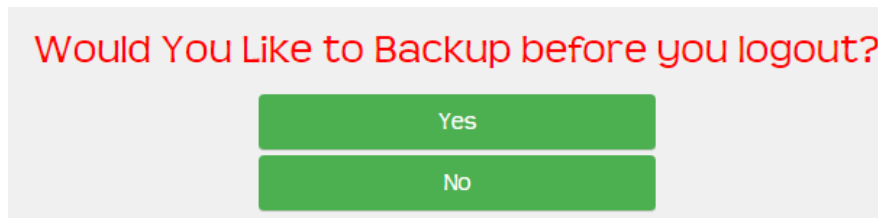
S/№	Names	Average			Cumulative Average	Sessional Average	Position
		1st Term	2nd Term	3rd Term			
1.	Abel Norah	88.45	91.45	90.64	270.54	90.18	1st
2.	Ade Titilayo	68.82	75.91	72.27	217.00	72.33	2nd
3.	Segun Dimeji	67.45	72.09	69.27	208.81	69.60	3rd

Please note that this analysis is based on created class (by the Examination officer). If a class has arms (e.g. JSS1A, JSS1B, etc) and the overall best for all the arms is needed, each class best should be printed out and compared with other arms.

Logging Out and Backup for Exam Officer

Because the Examination Officer is likely to be the highest frequency user, you are saddled with the responsibility of backing up data for the school. Each time you clicks the 🏠 from the **domain page**, you will be prompted to backup your data in case of system crash or similar scenario. It is strongly advised that you backup your data ***periodically*** (say weekly or monthly), but ***not regularly*** (everyday or each time you logout or when you have not made significant data input).

Clicking the logout button will display:

Would You Like to Backup before you logout?

| Yes |
| No |

Click **No** if you don't want to or **Yes** if you want to backup (click **yes** only when you have made significant data entry).