



Tishbehsobt Academy *Plus*

User Guide
Form 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

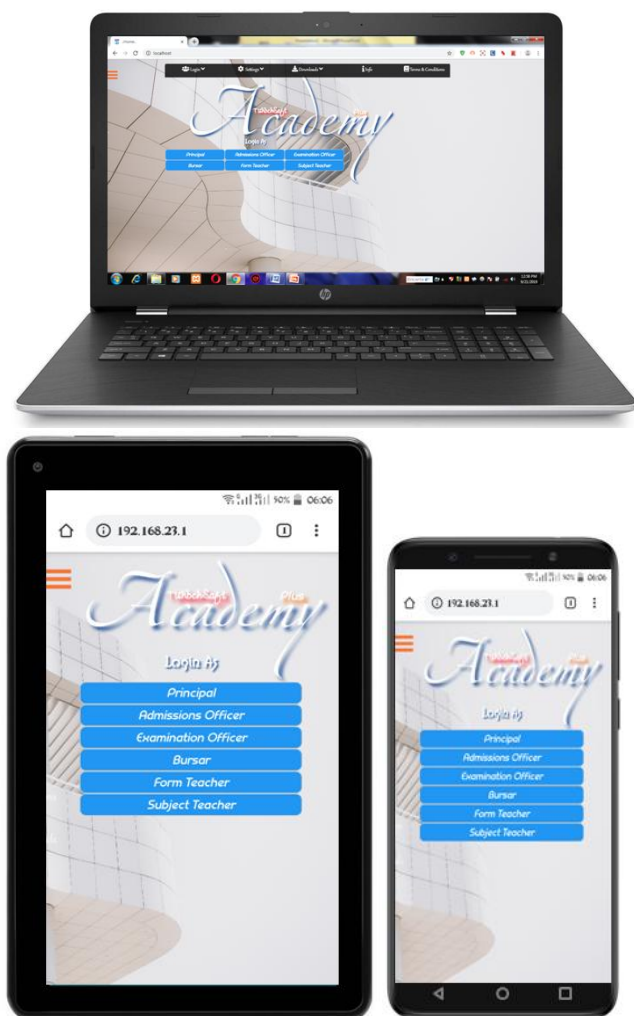
On Client PC

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.

FORM TEACHERS

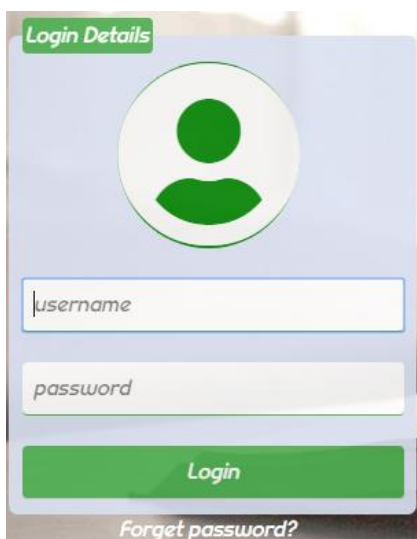
Form Teachers, as the name implies, basically perform the functions of a form teacher of a class. Each form teacher is usually assigned a class (or classes) by the school management. Form teachers have access rights to perform operations or actions such as **creating class members**, **commenting on student psychomotor/affective domains** and **reportsheet**, selecting **subjects offered by the class**, etc.

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


Form Teacher's Login

To login as the **Form Teacher**

1. From the **start page**, click on the **Form Teacher** button

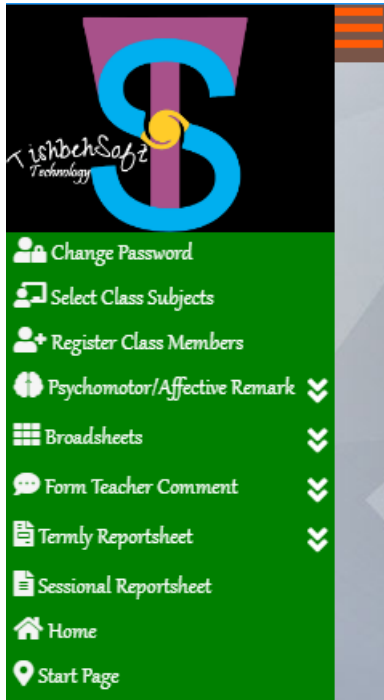
A login form titled "Login Details" with a green header. It features a circular profile icon placeholder with a green silhouette. Below the icon are two input fields: "username" and "password". A green "Login" button is positioned below the password field. At the bottom, there is a link that says "Forget password?".

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

The dashboard has a blue header with a home icon on the left. The title "FORM TEACHERS' DASHBOARD" is centered. Below the title, it shows "User: Tim Aiken" and "Current Class: JSS1". A brown notification bar contains the message: "Tim Aiken, please consider changing your default password for security reasons!". The main content area has a grey geometric background and contains eight blue buttons arranged in two rows: "Change Password", "Select Class Subjects", "Register Class Members", "Psychomotor-Affective", "Broadsheets", "Form Teacher Comment", "Termly Reportsheet", and "Sessional Reportsheet".

From the **Form Teachers' Dashboard**, *Tishbehsoft Academy+*, in the **notification area**, notifies you to change your **default password**. The notification area also display your registered student who have birthdays in the current month (if there is any).

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 form 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 **Form 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 **Form 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 your answer is ‘case-sensitive’ (capital letters are **NOT** the same as small letters)!*

Registering Class Subjects

Each form teacher is saddled with the responsibility of **picking** or **registering** all the subjects his/her class offers.

To register class subjects:

1. From the Form **Teachers’ Dashboard**, Click the **Register Subject** button
2. Select the subjects offered by your class (click on the check boxes)
3. Click **submit**

Editing Registered Class Subjects

Should the need arise to add or drop already registered class subject:

1. From the **Form Teacher’s Dashboard**, click the **Register Class Subjects** button
2. From the table below the subjects, click the **edit** button in the Edit column.
3. From the list of pre-selected subjects, **select** or **deselect** a subject or subjects
4. Click **submit**

Registering Class Members

Form Teachers need to register their class members **before** any subject teacher can perform any student-related operation (such as printing plain CA & Exam record).

To register class members:

1. From the **Form Teachers’ Dashboard**, click the Register Class Members button.
2. Fill out the form and click the **Register** button

Repeat the process for more students.

Editing Registered Class Members

To edit the details of a registered class member:

1. From the **Teachers' Dashboard**, click the **Register Class Members** button
2. From the table listing class members, click the **edit** button close to the student's name whose details are to be edited.
3. Make the required changes and click **submit**

Deleting Registered Class Member

If a previously registered student leaves the school, his or her details should be deleted from the class. To delete a registered student:

1. From the **Form Teachers' Dashboard**, click the **Register Class Members** button
2. From the table listing registered students, click the **delete** button close to the name of the student who is about to be deleted.
3. Click the **Yes** button to confirm delete action

Psychomotor-Affective Domain Remark

This section is used to remark on the student's psychomotor-affective domain items such as neatness, handwriting, etc. To remark on these domains:

1. From the **Form Teachers' Dashboard**, Click the **Psychomotor-Affective** button.
2. Select a **term** (1st, 2nd or 3rd)
3. From the class list displayed, click on a **class member's name** to begin comment.
4. Use the key at the bottom to grade the students. The exam officer set this grade either to **alphabetic grade** (A = Excellent, B = Very Good, etc) or **numeric grade** (5 = Excellent, 4 = Very Good, etc).
5. Click **submit**
6. Click **Next** to comment on the next student

Note: the comment status for students whose psychomotor-affective comments have been made appear in green, otherwise the comment status is red.

Broadsheets

Broadsheet, as the name implies, displays in a tabular form students and their subject scores. This section is submitted by **subject teachers**. The essence of this section is to view and know if all subject teachers have submitted your class student scores or not. It can also be used to detect if a particular student's scores are missing (that is, if the subject teacher mistakenly **skipped** the student during score entry).

To view the broadsheet:

1. From the **Form Teachers' Dashboard**, click the **Broadsheet button**.
2. Select a **term** (1st, 2nd or 3rd term)

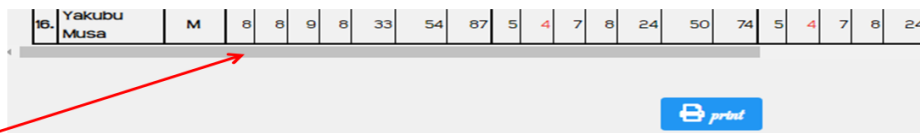
Compute Grand Totals, Averages & Position

or

Compute Grand Totals, Averages & Grade

- Click the **Compute Grand Totals, Averages & Position** or **Compute Grand Totals, Averages & Grades**

Note: **Tishbehsoft Academy+** notifies you subjects yet to be entered. **WAIT** until all the subjects are entered before clicking **Compute Grand Totals, Averages & position** or **Compute Grand Totals, Averages/Grade** button



16.	Yakubu Musa	M	8	8	9	8	33	54	87	5	4	7	8	24	50	74	5	4	7	8	24
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Also note that at the bottom of your table is a **horizontal bar** that helps you move from right to left and vice versa.

3.	Aisha Ahmad	F	8	9	4	7	28	40	68	8	4	7	26	28	54	8	5	4	4	21	22	43	8	4	9	7	28	44	72	8	8	9	8	33	50	83	5	8	8	
4.	Alex Ngozi	F	5	8	9	7	29	48	77	8	4	7	6	25	25	50	3	5	4	4	18	28	44	8	4	7	5	24	47	71	8	4	5	6	23	40	63	8	8	7
5.	Daouda	M	8	8	4	7	24	40	64	8	4	7	6	25	25	50	3	5	4	4	18	28	44	8	4	7	5	24	47	71	8	4	5	6	23	40	63	8	8	7

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).

Form Teacher's Comment

This section, as the name implies, is where you make comment on students' results that will appear on the reportsheet. **Note that you can only comment if and only if all subjects have been entered into your broadsheet by subject teachers.**

To make comments:

- From the **Form Teacher's Dashboard**, click **Form Teacher Comment** button.
- Select a **term** (1st, 2nd or 3rd term)
- Click on any of the student's **name** (you should begin with first student on the list)
- Based on subject performance, enter a comment.

Please note that Tishbehsoft Academy+ comes with a myriad of comments to help quicken comments. As you begin to type a comment, suggestions are given. You may pick the one that applies or modify existing ones.

- Click the **submit** button
- Click the **Next Student** button to proceed to the next student on the list. If a student is the last on the list, **Tishbehsoft Academy+** notifies you.
- Click the **Back To Comment** button

Editing Reportsheet Comments

Should the need arise to make changes to an earlier submitted comment for a particular student:

1. From the **Form Teacher's Dashboard**, click the **Form Teacher Comment** button
2. Select a **term** (1st, 2nd or 3rd)
3. From the list of students displayed, click on the **name of the student** whose comment is to be edited. The **initial comment** appears below.
4. **Clear** the initial comment and **enter the new one**
5. Click the **Comment button**
6. From the Comment Entry Successful page, Click **Back To Comment Page**

Reportsheet Printing

After all said and done, this is the section that deals with the printing of the students' reportsheet that is to be handed over to the students or their parents/guardians. **Before printing students' broadsheet, please verify that the principal had made his/her comment also.**

Reportsheets can be printed in **singles** or **multiples**. Single reportsheet, as the name suggests, displays **one** reportsheet at a time for printing. Multiple reportsheet, however, displays **all** of a class' reportsheet for printing.

To print a student's reportsheet:

1. From the **Form Teacher's Dashboard**, click the **Print Reportsheet** Button.
2. Select a **Term** (1st, 2nd or 3rd term).
3. Select the **single Reportsheet** or **Multiple Reportsheet** button (*if you choose Multiple Reportsheet, skip to step 5*)
4. Click on a **student's name** to print broadsheet (you should begin with the first on the list).
5. Click the **Print** button

6. Select your printer **destination**, number of copies and **most importantly, check (click) the Background graphics** option (click **More settings** and scroll down to **options**, then check **background graphics**)
7. Click **Print**
8. After sending for a print, click the **Next Student** button to proceed to the next student (this step is not required if you are printing multiple reportsheet).

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3. From the list of students displayed, click on a **student's name**
 4. Proceeded to **print** as before