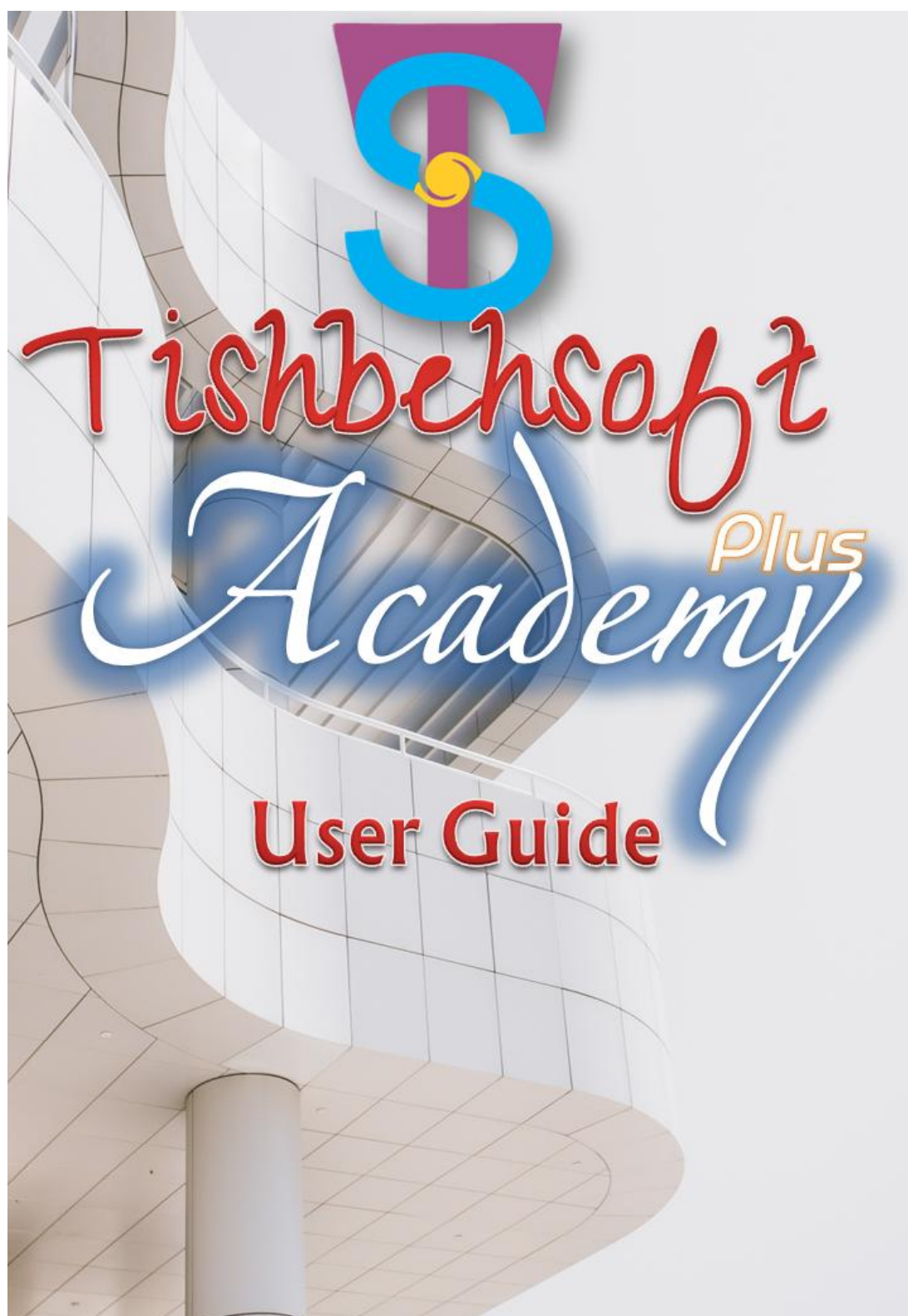




Tishbehsobt *Academy* ^{Plus}

User Guide
General



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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

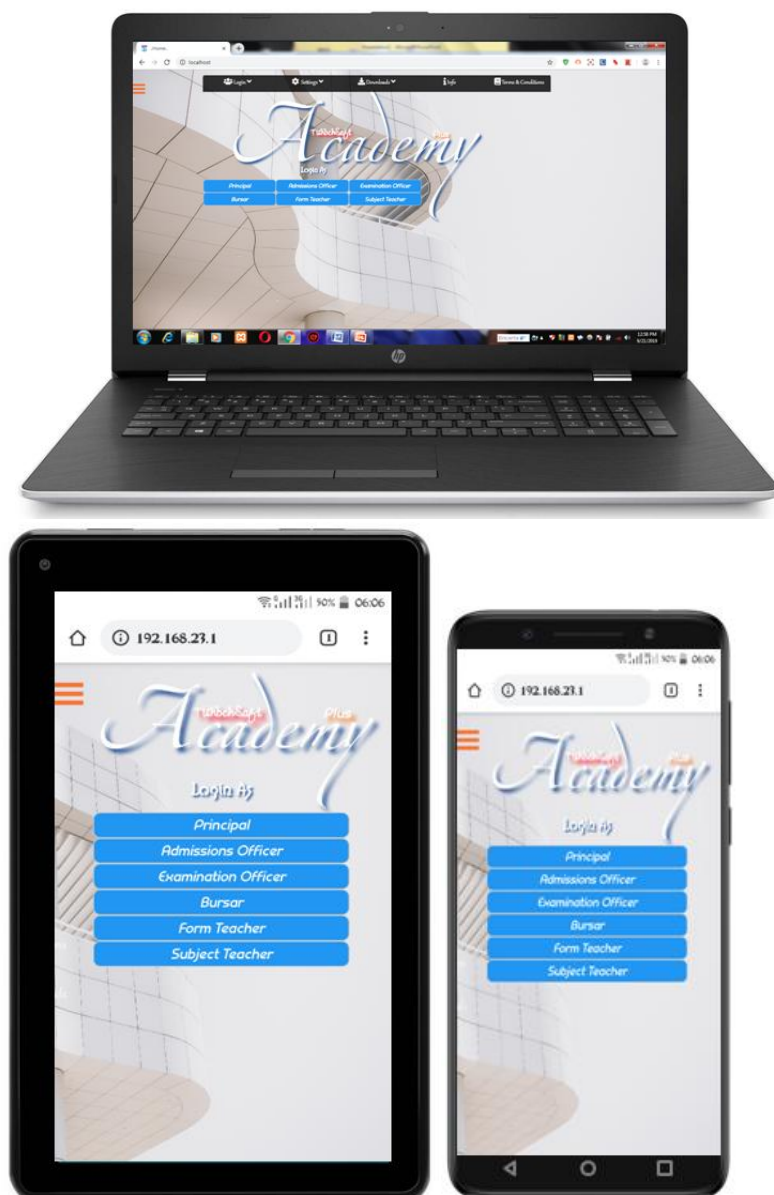
On Client PC

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**.

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**.

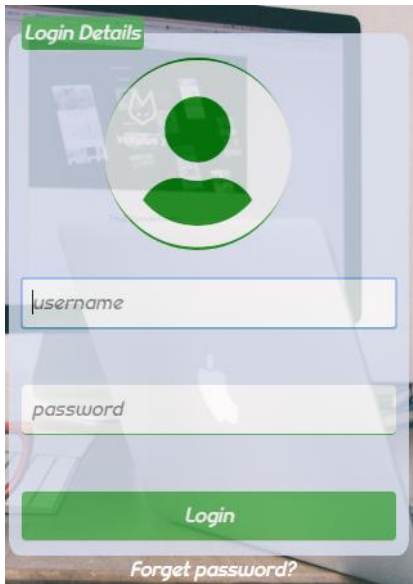
ADMISSION OFFICER'S DOMAIN

The Admission Officer's Domain holds an integral place. It is saddled with the responsibility of student data entry.

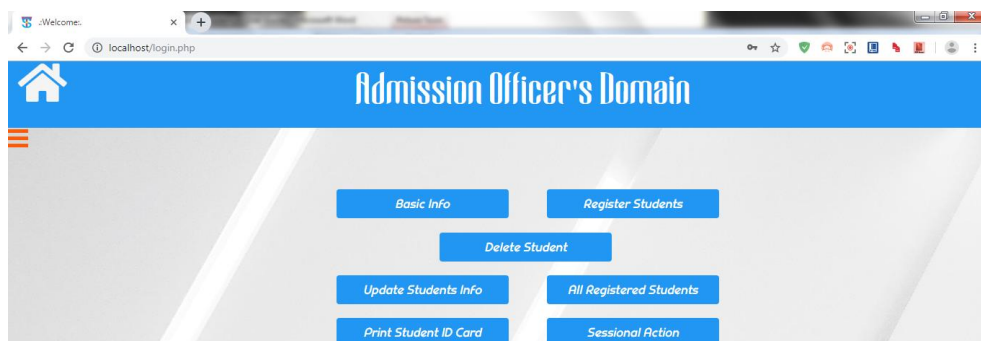
Login

To login as the Admission Officer

1. From the **start page**, click on the **Admission Officer** button



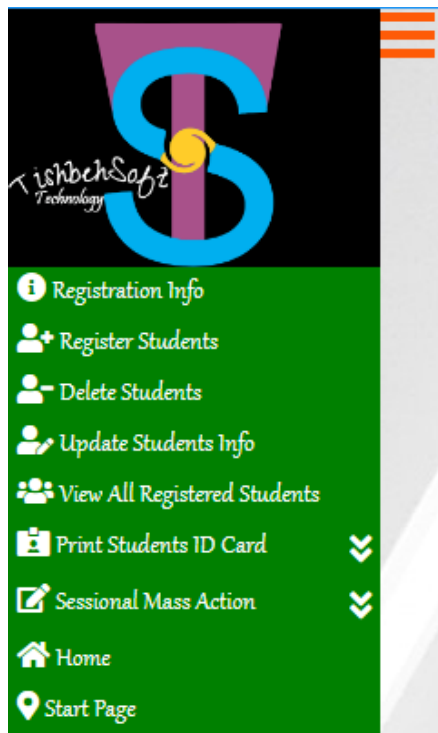
2. Supply your **username** and **password** (case-sensitive)



There are basically six things that can be done here:

1. Basic Registration Information (Basic Info)
2. Student Registration
3. Registered Student Deregistration (Delete)
4. Update of student information (for registered students)
5. Printing of auto-generated student ID card (single and multiple)
6. Sessional actions (such as entire class upgrade or delete)

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

The Basic Info page collects information about registration items needed in filling out registration forms. The required information should be supplied first before commencing registration.

To supply the needed registration information:

1. Click the **Basic Info button** from the Admission Officer's Domain.

Basic Info:

Classes:
type in classes and separate by comma. e.g. SS1, SS2, SS3

Sports Houses:
type in all items and separate by comma. e.g. Blue House, Red House, Green House

Admission Number Format/Initials:
e.g. TSA for Tishbeh Soft Academy

Submit

2. Supply the **Classes** in the school, **SEPERATED BY COMMAS (,)**
 3. Supply the **Sports Houses** in the school **SEPERATED BY COMMAS (,)**
 4. Next, supply the **school initial** or **general format** for admission numbers (e.g. TSA for **Tishbehsoft Academy**. Do not end your school initial information with a forward or backward slash. E.g. ESA/Gombe/)
- A well-completed basic info should look like this:

Basic Info:

Classes:
JSS1, JSS2, JSS3, SS1, SS2, SS3

Sports Houses:
Blue House, Pink House, Yellow House, Brown House, Green House

Admission Number Format/Initials:
TSA/GM

Submit

5. Click **submit**
Please note that **NO COMMA** should be added after the last item in the list.

Editing Basic Info

If any mistake is made at the time of data entry or the need arises to make changes to Basic Info:

1. Click the **Edit button** in front of any of the basic info items (Classes, Sports Houses or School Initial) from the table containing **Registration Info**.

| Registration Info | | |
|-------------------|--|------|
| Info | Supplied Value | Edit |
| Classes: | JSS1, JSS2, JSS3, SS1, SS2, SS3 | Edit |
| Sports Houses: | Blue House, Pink House, Yellow House, Brown House, Green House | Edit |
| School Initials: | TSA/GM | Edit |

2. Make changes by adding information to the previous one or delete and create new one entirely
3. Click **Submit** after the changes

Registering Students

To Register a Student:

1. Click **Register Student** (from **menu** or **home**).
2. Fill out the form displayed

A well-completed form looks like this:

Register Students

Total Registered Students: 0

Please note that fields marked * must be supplied.

Student Info

Upload Passport: * Choose Files person.JPG

Admission Number: * TSA/GM/1920/001

Surname: * Jonnes

First Name: * Sandy

Other Names:

Gender: * ☐ Male ☒ Female

Date of Birth: * 09/21/2000

Nationality: * Nigerian

State of Origin: * Bauchi

LGA: * Toro

Class: * SS1

Sports House: * Blue House

Parent/Guardian Info

Parent/Guardian's Name: * Jonnes Amos

Phone Number: * 08044987612

E-mail: jonnesamos21@hotmail.com

Residential Address: * House No.4, Behind Tizra Shopping Mall, Toro.

Register Clear

3. Click the **Register** button at the bottom

Please note that fields marked * **must be supplied**. The picture type that must be supplied at the course of the registration must be .JPEG or .jpg and must be less than 30kb.

Features of this Registration page include:

1. **Total Number of registered students** (it will **0** if no student is registered)
2. Auto-generated **Admission Number** (the format is this: School Initial/Academic Session/ Serial Number – e.g. **TSA/GM/1920/001**)
3. Preview of student **photo** before registering
4. Preventing multiple registration (for the same student)
5. Clear demarcation between student info and parent/guardian info

Repeat the process to register more students.

Updating Student Info

To Update a student's record (correct or add information):

1. Login as **Admission Officer**
2. Select **Update Student's Info**.
3. Select a **class**
4. From the list displayed in tabular form, click on an **Admission Number** to display student registration info.
5. From the form displayed, **edit** all or part of the student's details and click **Update**.

Deleting Registered Students

If a registered student leaves the school and needs to be deregistered, the delete option is available to do just that. To delete a student:

1. Log in as the **Admission Officer**
2. Click **Delete Student** button.
3. Select a **Class**
4. From the class list, click on the **Admission Number** of the student to delete.
5. A Delete-confirmation page opens asking you to confirm if you want to delete that particular student.
6. Click the **Yes** button to delete the student

Viewing All Registered Students

To view all registered student and their entire details:

1. Login as **Admission Officer**
2. Click **View All Registered Students** button. The following will be displayed:

Printing Student Identity (ID) Card

Student ID card can be printed in singles or multiples.

Single Student ID Card

To print a single student's ID card:

1. Login as **Admission Officer**
2. Click the **Print Student ID Card**
3. Select **Single Student**
4. Select a **Class**
5. From the class list displayed, click on an **Admission Number**
6. Click **Print** to print Student ID Card

If you are using PC to print, something similar to the image below will be displayed:



7. Select more **settings**, scroll down and enable Background graphics
8. Click the **save/print button**

Note: Please remember to check **background graphics** for enhanced (better) printout.

Multiple Students ID Card

To print a Multiple students' ID card:

1. Login as **Admission Officer**
2. Click the **Print Student ID Card**
3. Select **Multiple Students**
4. Select a **Class**
5. Click **Print** to print Students ID Card

Note: If part of a student's ID card overflows into the next page, simply select custom (close to margin) from the print dialog box. The margin broken line appears. Simply drag up or down to adjust the margin to take more or move the last ID on that page to the next page.

Sessional Action

Sessional Action, as the name implies, is used to perform actions at the end or beginning of every academic session. At the beginning of every session, students usually move to another class or leave the school entirely (e.g. SS 3 grandaunts). Such students' classes can be updated all at once (for those promoted to the next class) or deleted (for those who are no longer students).

Sessional Mass Edit

To perform sessional mass edit action:

1. Login as the **Admission Officer**
2. Click **Sessional Action**
3. Click the **Mass Class Edit** button
4. Under **Check/Un-check** column in the table, select (by clicking) the students whose class is to be updated

5. At the far-top-left hand side of the page, select the class the students are to be updated to
6. Click **Change Class** button

A successful class upgrade will redirect you to the **Mass Class Edit** page showing various students whose class has just been upgraded.

Sessional Mass Edit

To delete students en masse:

1. Login as the **Admission Officer**
2. Click the **Sessional Action** button
3. Click **Mass Delete**
4. Under **Check/Un-check** column from the table, select the students to delete
5. At the far-top-left hand side of the page, click the **Delete Student(s)** button

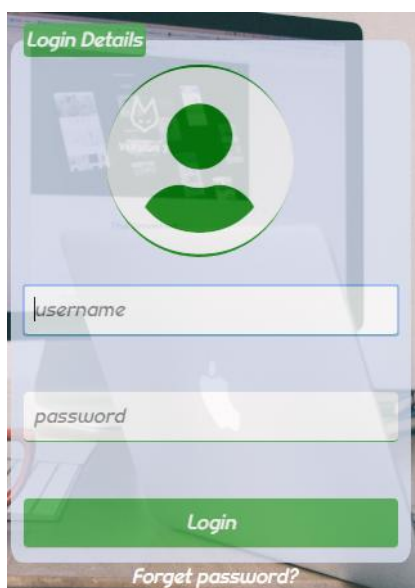
THE BURSAR'S DOMAIN

The **Bursar's Domain** basically deals with managing a school's financial account record and auto-generating reports. **Tishbehsoft Academy+ IS NOT INTEGRATED WITH ANY ONLINE OR FINANCIAL INSTITUTIONS LIKE BANKS.** This section of the software simply keeps records and automatically prepares reports. Data entry is made by the bursar only when evidences of payments are presented.

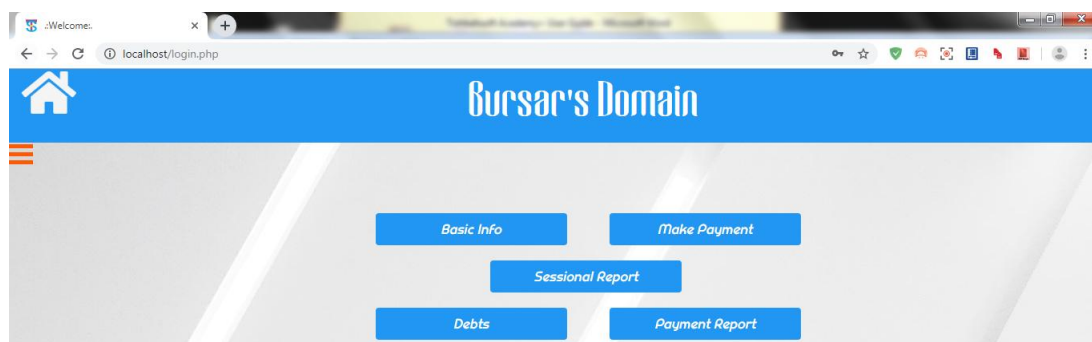
Login

To login as the **bursar**

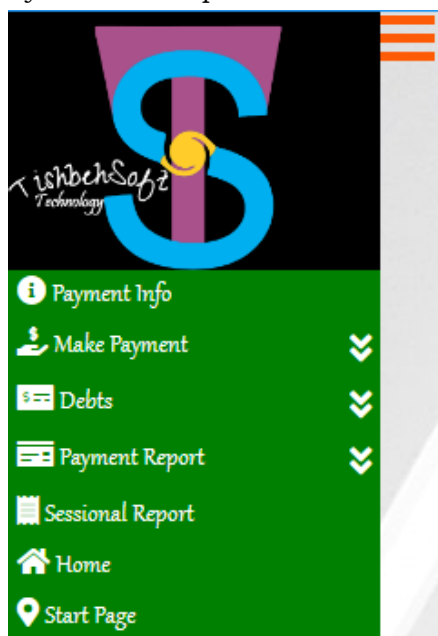
1. From the start page, click on the **Bursar's** button




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.

If your school type is boarding (as set by the principal), you will be prompted to supply boarding fee first before, continuing.

A screenshot of a web form titled 'Please set Boarding Fee First before continuing!'. The form has a green header with the text 'Boarding Fee'. Below the header is a light blue input field containing the text 'e.g. 31000'. At the bottom of the form is a green 'Submit' button.

Type in the **Amount** and click the **Submit** button

Basic Info

The Basic Info page simply requests for information relating to the various payments students are expected to make – such as school fee, development fee, library fee, trade fee, PTA levy, etc.

To supply this payment information:

1. Login as the **Bursar**
2. Click **Basic Info**
3. Type in a **Payment Item** (e.g. School Fee) and also input the **Amount** (e.g. 27000).
4. Click **Submit**

Repeat the same process for other payment items.

Making Payment

At the Bursar's Domain, there is no need for fresh registration. All the students registered by the **Admission Officer** are available and accessible to the Bursar (Admission Number, Surname, First name and Class). The Bursar, here, keeps an up-to-date payment information about the students.

To keep record of payment:

1. Login as the **Bursar**
2. Click the **Make Payment** button
3. Choose a **term** (1st term, 2nd term or 3rd term)
4. Select the student's **class** to make payment
5. Click on the student's **Admission Number** to make payment
6. Fill out the field under **New Payment** for which the student is making payment for. An auto-sum is generated under **Total Payment**. The payment may be full or part payment.
7. If there are other payments for that same student, then enter them, else click **Update Payment**

Updating Payment

If part payments have been made by a student, subsequent payment will require update on the previous payment. The procedure is much the same as making payment.

To update student payment:

1. Repeat the process of **making payment** for the same student. This will display previous payments.
2. Type in **new** values in the appropriate fields under **New Payment** (an auto-sum is generated)
3. Click **Update Payment**

Correcting Incorrect Amounts

Say, for instance, a student made a payment ₦5000 and ₦7000 was mistakenly recorded for him/her. To correct this error, the deficit ($7000 - 5000 = 2000$) will be entered as a negative value (that is -2000) in the New Payment field. To do this:

1. Repeat the process of **Making Payment**:
2. In the **New Payment** field for the payment item, enter the value to be deducted as a **negative** number (e.g. -2000).
3. Click **Update Payment**

Debts

Tishbehsoft Academy+ helps to quickly generate a list of debts or debtors if the need arises. To do this:

1. Login as the **Bursar**
2. Click on the **Debts** button.
3. Select a **term** to view list of debtors, part-payment as well as remaining balance

Payment Report

To print termly report:

1. **Login** as **Bursar**
2. Click the **Payment Report button**
3. Select a **Term**. Something similar to this is displayed:

Sessional Report

The Sessional Report presents a summary of all the payment made in 1st, 2nd and 3rd terms. To view this:

1. Login as **Bursar**
2. Click on **Sessional Report** button

Clearing Sessional Record

At the end of a session, there is always need to start afresh. This is where Clearing Sessional Record comes in. To clear a session's record:

1. Login as **Bursar**
2. Click Sessional **Report button**
3. Under the displayed button, click **Clear Sessional Record**
4. Click **Yes** to confirm you want to clear all records

THE EXAMINATION OFFICER'S DOMAIN

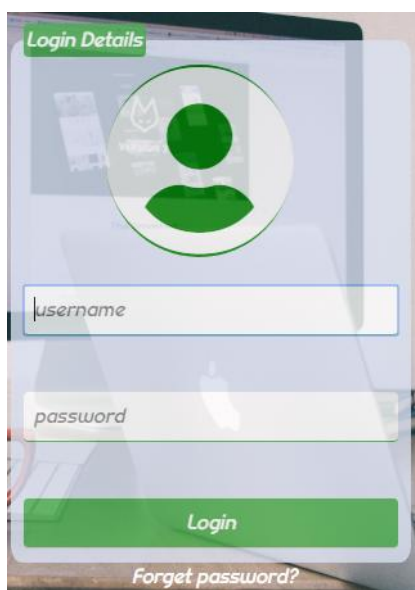
The Examination Officer holds a vital position in relation to the result compilation aspect of **Tishbehsoft Academy+**. The Examination Officer sets the environment variables as well as grants **login access** to both **form** and **subject teachers**.

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

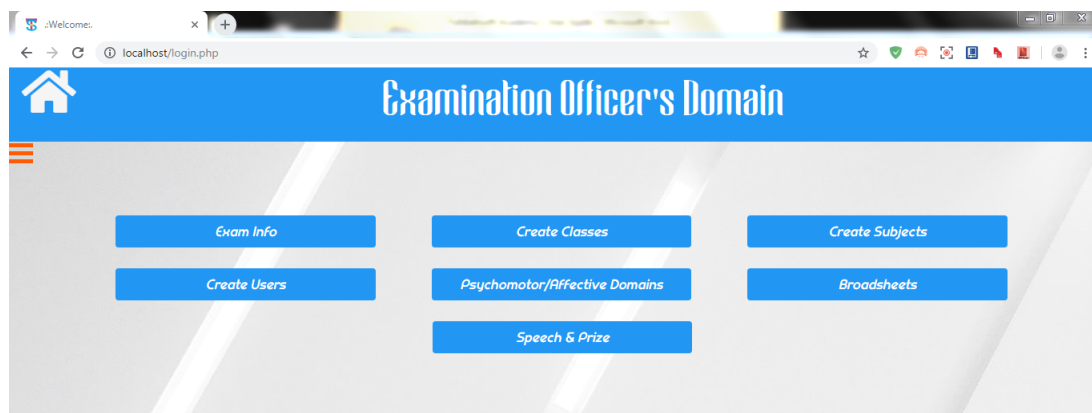
Login

To login as the **Examination Officer**

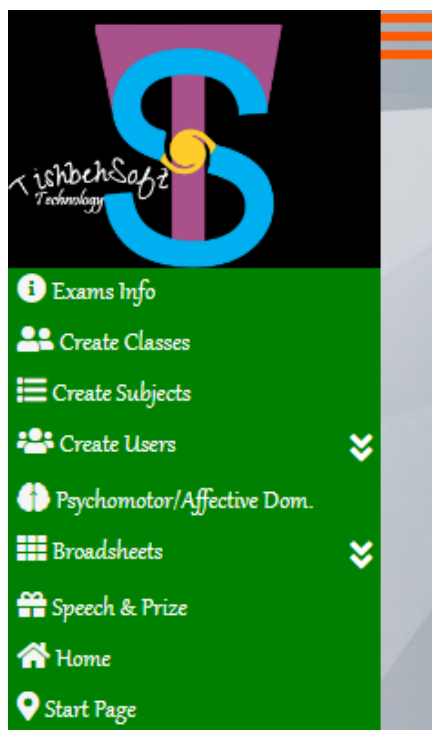
1. From the **start page**, click on the **Examination Officer's** button




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. **Alphanumeric 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 click 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

Subject Teacher Type

Please specify if the user have access right to enter a subject or all subjects!

☒ By subject ☐ All subjects

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

Subject Teacher Type

Please specify if the user have access right to enter a subject or all subjects!

☒ By subject ☐ All subjects

Create User - By subject

Full Name:
Type full name e.g. Azriel John

Select Class(es)

☐ JSS1
☐ JSS2
☐ JSS3
☐ SS1
☐ SS2
☐ SS3

Select Subject
Select Subject

Submit

Subject Teacher Type

Please specify if the user have access right to enter a subject or all subjects!

☐ By subject ☒ All subjects

Create User - All subjects

Full Name:
Type full name e.g. Azriel John

Select Class(es)
Select Class

Submit

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

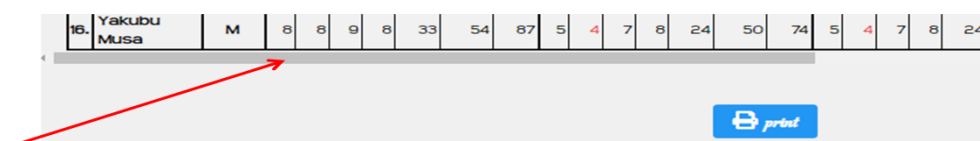
The Examination Officer is also saddled with the responsibility of **printing** class **Broadsheet** after each term's result compilation. A broadsheet is a table containing **subjects' CA** and **Exam record**, usually in one sheet, for a class. Each class broadsheet can be printed directly unto a printer (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:

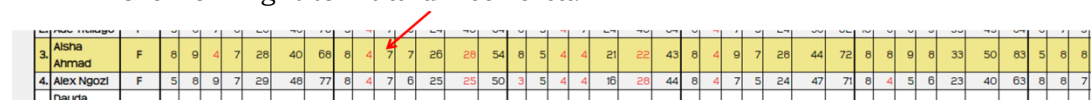
- i. The **Calculate/Recalculate position** or **Calculate/Recalculate Grade button** (depending on your grade type) is to recalculate totals, averages and/or positions. Form teachers should do that before getting to you. But if for some reason there is need to recalculate or re-grade, then click this 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.



| | | | | | | | | | | | | | | | | | | | | | |
|-----|-------------|---|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|
| 16. | Yakubu Musa | M | 8 | 8 | 9 | 8 | 33 | 54 | 87 | 5 | 4 | 7 | 8 | 24 | 50 | 74 | 5 | 4 | 7 | 8 | 24 |
|-----|-------------|---|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|



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



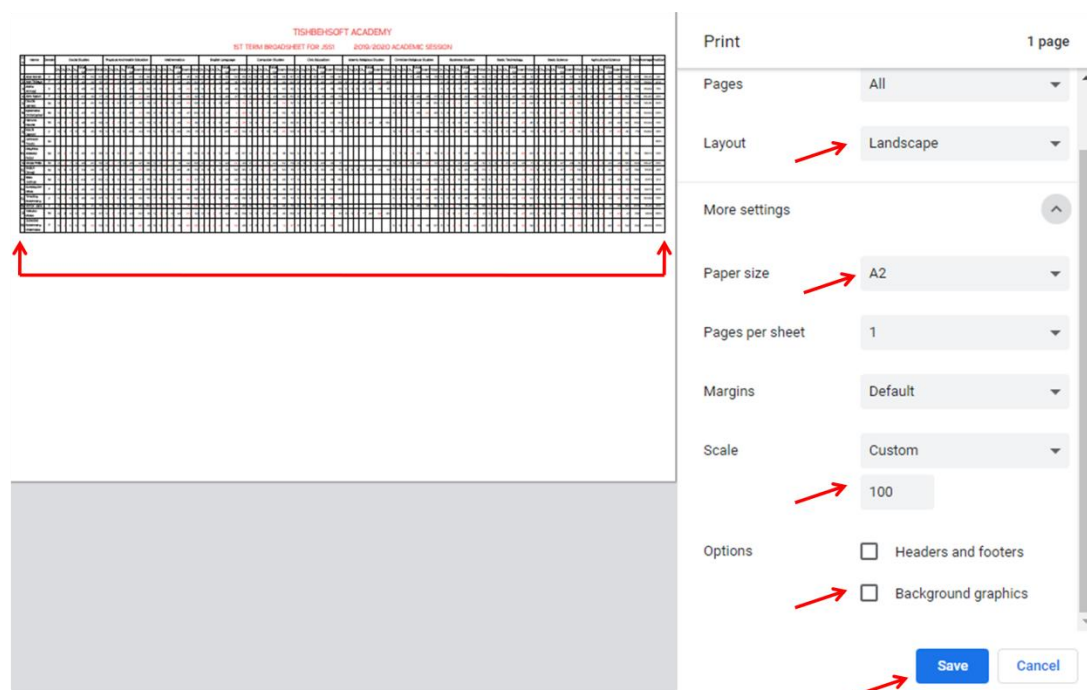
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|-------------|---|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|
| 3. | Aisha Ahmad | F | 8 | 9 | 4 | 7 | 28 | 40 | 68 | 8 | 4 | 7 | 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 | 10 | 28 | 44 | 8 | 4 | 7 | 5 | 24 | 47 | 71 | 8 | 4 | 5 | 6 | 23 | 40 | 63 | 8 | 8 | 7 |
| 5. | Dauda | M | 8 | 5 | 4 | 7 | 24 | 44 | 64 | 8 | 5 | 8 | 0 | 37 | 47 | 74 | 8 | 4 | 0 | 5 | 28 | 30 | 68 | 8 | 5 | 8 | 8 | 28 | 0 | 36 | 8 | 4 | 7 | 8 | 36 | 33 | 67 | 5 | 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).

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 Onoja Philip Egbeneke Christopher | 94 72 87 | 94 79 80 | 93 102 77 | 281 253 244 | 93.67 84.33 81.33 | 1st 2nd 3rd |
| 5. | Christian Religious Studies | Abel Norah Victor Jane Dauda James ,Ikechi Ogechi | 78 82 65,76 | 90 74 71,75 | 93 78 80,65 | 261 234 216 | 87.00 78.00 72.00 | 1st 2nd 3rd |
| 6. | Civic Education | Abel Norah Alex Ngozi ,Sunday De-Olivia | 95 79,86 | 90 82,72 | 92 76,79 | 277 237 | 92.33 79.00 | 1st 2nd |
| 7. | Computer Studies | Abel Norah Ade Titilayo Victor Jane | 97 84 76 | 92 85 86 | 93 78 77 | 282 247 239 | 94.00 82.33 79.67 | 1st 2nd 3rd |
| 8. | English Language | Abel Norah Segun Dimeji | 85 85 | 99 77 | 92 77 | 276 230 | 92.00 79.67 | 1st 2nd |

| CLASS OVERALL BEST FOR JSS1 | | | | | | | |
|-----------------------------|--------------|----------|----------|----------|--------------------|-------------------|----------|
| S/N | 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).

FORM TEACHERS

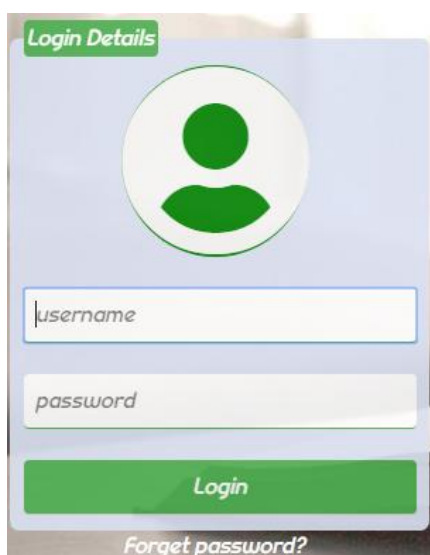
Form Teachers, as the name implies, basically perform the functions of a form teacher of a class. Each form teacher is usually assigned a class (or classes) by the school management. Form teachers have access rights to perform operations or actions such as **creating class members**, **commenting on 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

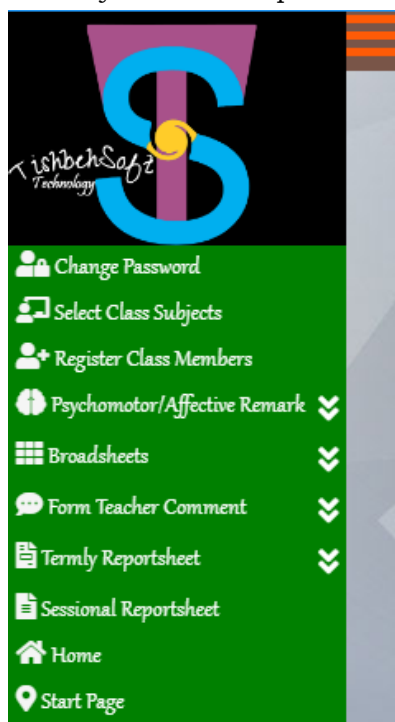
A login form titled "Login Details" with a green header. It features a circular profile icon placeholder with a green silhouette. Below the icon are two input fields: "username" and "password". A green "Login" button is positioned below the password field. At the bottom, there is a link that says "Forget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

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

The dashboard interface for Form Teachers. It has a blue header with a home icon, the title "FORM TEACHERS' DASHBOARD", and user information: "User: Tim Aiken" and "Current Class: JSS1". A brown notification bar below the header states: "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)

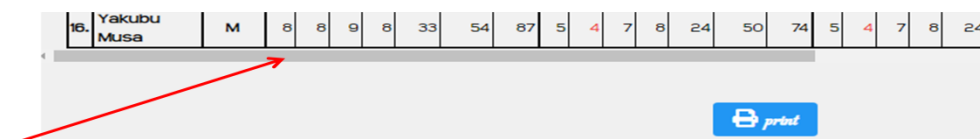
Compute Grand Totals, Averages & Position

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 |
|-----|-------------|---|---|---|---|---|----|----|----|---|---|---|---|----|----|----|---|---|---|---|----|

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

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|------------------|---|---|---|---|---|----|----|----|----|---|---|----|----|----|----|---|---|---|----|----|----|----|---|---|---|----|----|----|----|---|---|---|----|----|----|----|---|---|---|
| Elmer's message | | | 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 |
| 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 Dauda | F | 5 | 8 | 9 | 7 | 29 | 48 | 77 | 8 | 4 | 7 | 6 | 25 | 25 | 50 | 3 | 5 | 4 | 4 | 16 | 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

TISHBEHSOFT ACADEMY
Behind Zifitza plaza, GRA

STUDENT REPORT SHEET

Name: Abel Norah Class: JS51 Term: 1st Term Age: 11 years
No in Class: 18 Class Lowest Performance: 0.00 Class Highest Performance: 88.45

Positions list

| S/N | Subjects | CA | CA2 | CA3 | Total CA | Term | Total | Grade | Position | Psychomotor/Affective Domains |
|-----|-------------------------------|----|-----|-----|----------|------|-------|-------|----------|-------------------------------|
| 1 | Social Studies | 8 | 10 | 10 | 38 | 84 | 84 | A1 | 84 | 84 |
| 2 | Physical And Health Education | 8 | 7 | 10 | 35 | 84 | 84 | A1 | 84 | 84 |
| 3 | Mathematics | 8 | 8 | 8 | 24 | 48 | 72 | B2 | 80 | 80 |
| 4 | English Language | 8 | 8 | 8 | 24 | 85 | 85 | A1 | 85 | 85 |
| 5 | Computer Studies | 10 | 10 | 8 | 28 | 84 | 84 | A1 | 84 | 84 |
| 6 | Civic Education | 8 | 10 | 8 | 26 | 84 | 84 | A1 | 84 | 84 |
| 7 | Christian Religious Studies | 8 | 7 | 8 | 23 | 80 | 78 | A1 | 80 | 80 |
| 8 | Business Studies | 10 | 8 | 10 | 28 | 84 | 84 | A1 | 84 | 84 |
| 9 | Basic Technology | 7 | 8 | 8 | 23 | 84 | 84 | A1 | 84 | 84 |
| 10 | Basic Science | 8 | 7 | 8 | 23 | 84 | 84 | A1 | 84 | 84 |
| 11 | Agricultural Science | 8 | 8 | 8 | 24 | 88 | 88 | A1 | 88 | 88 |

KEY TO GRADES
5 = Excellent
4 = Very Good
3 = Average
2 = Fair
1 = Poor

Total: 973
Average: 88.45

Form Teacher's Comment: An excellent performance, keep it up! Sign: _____
Principal's Comment: Sign: _____
Next Term Begins: _____ Fees: _____

© Tishbehsaft, 2019 School Contact: 08106279274

Print 1 sheet of paper

More settings

Paper size: A4

Pages per sheet: 1

Margins: Default

Quality: 600 dpi

Scale: Custom
100

Two-sided: ☐ Print on both sides

Options: ☐ Headers and footers
☒ Background graphics

Print **Cancel**

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).

Should you not have a printer, the page can be saved as PDF file which can be copied to a flash drive and printed elsewhere.

Sessional Reportsheet

This is an **optional** section. It is used to print students' reportsheet summary for the three terms (1st, 2nd and 3rd terms). So **instead** of printing 3rd term reportsheet, the Sessional reportsheet is used.

Like termly reportsheets, Sessional reportsheets may be printed in **singles** or **multiple**.

To print a Sessional reportsheet:

1. From the **Form Teachers' Dashboard**, click the **Sessional Reportsheet** button.
2. Select **Single Sessional Reportsheet** or **Multiple Sessional Reportsheet** (if you choose Multiple Sessional reportsheet, proceed to step 4)

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

SUBJECT TEACHERS

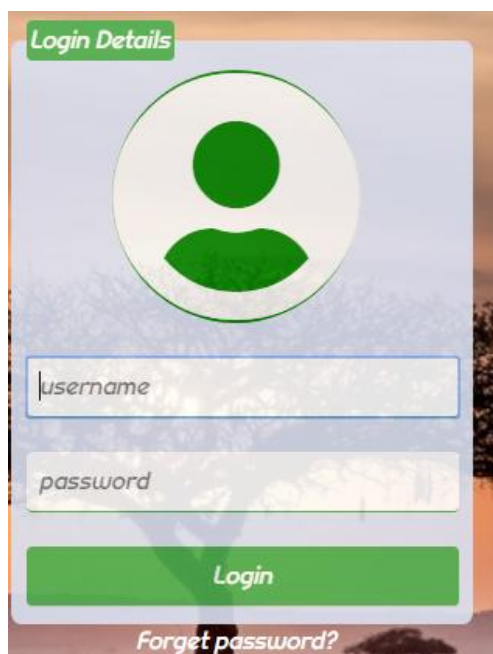
This section relates to subject teachers and the various responsibilities assigned to them. Subject teachers have access rights to basically enter subject scores (CA and Exam scores).

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**

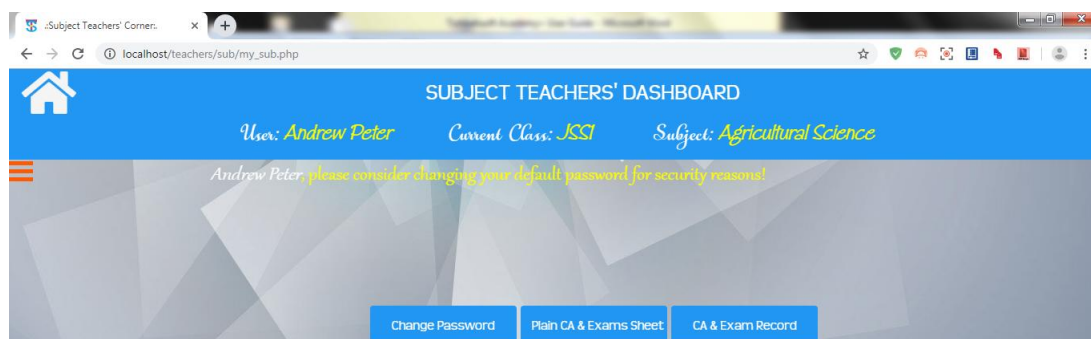
1. From the **start page**, click on the **subject Teacher's** button



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

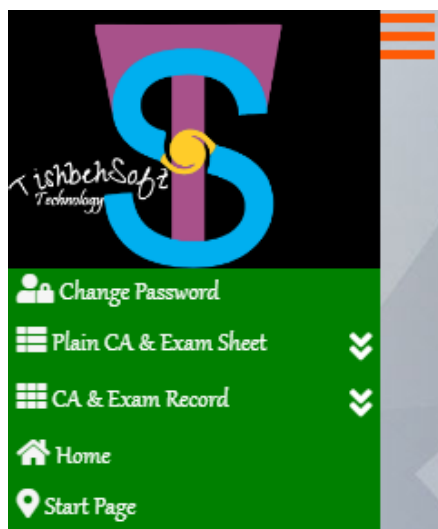
2. Supply your **username** and **password** (case-sensitive)
3. Select your **assigned class/subject**

*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 | 58 | 92 | A1 |
| 2. | Ade Titilayo | | | | | | | | |
| 3. | Aisha Ahmad | | | | | | | | |
| 4. | Alex Ngozi | | | | | | | | |
| 5. | Egbeneke Christopher | | | | | | | | |
| 6. | Haruna Dauda | | | | | | | | |
| 7. | Ikechi Ogechi | | | | | | | | |
| 8. | Olayinka 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 find this:

The image shows two dropdown menus side-by-side, separated by the word 'or'. The first dropdown menu is labeled 'Change Subject' and the second is labeled 'Change Class'. Both menus have a downward arrow icon on the right side, indicating they are expandable.

- 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**)
- 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:

- Login as **Subject Teacher**
- Select the **class** or **subject** you are to edit
- From the **Subject Teacher's Dashboard**, click the **Enter CA and Exam Record** button
- Select a **term**
- Scroll down** to locate the table containing student's scores
- From the table click the **Edit button**, under the **Edit column**, for the student whose scores are to be edited or updated
- Make the required changes
- 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:

- 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!**

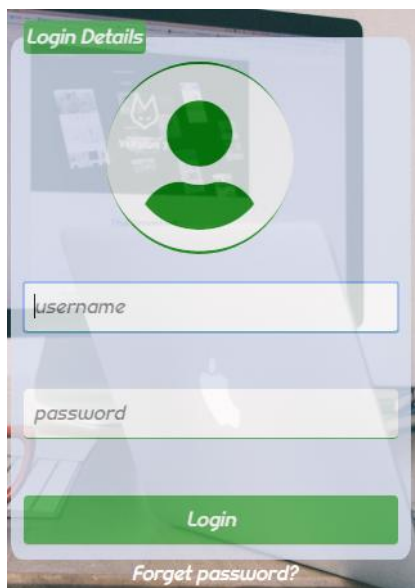
THE PRINCIPAL'S DOMAIN

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.

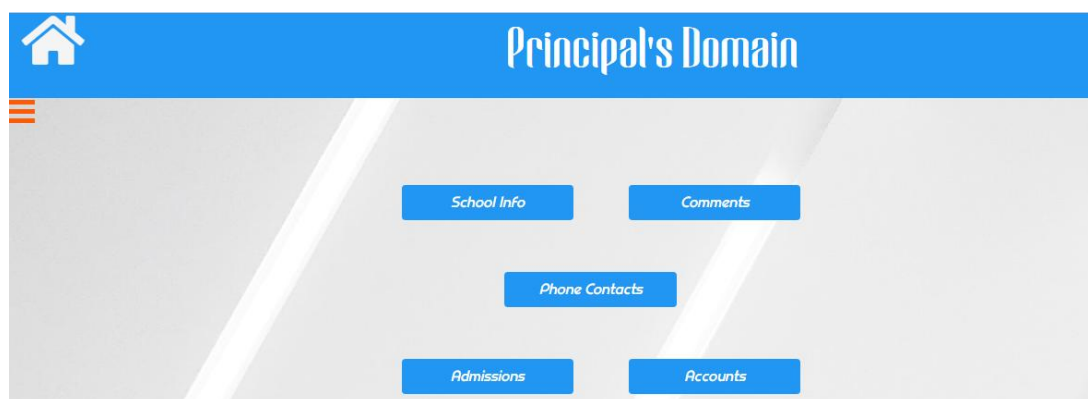
Login

To login as the Principal

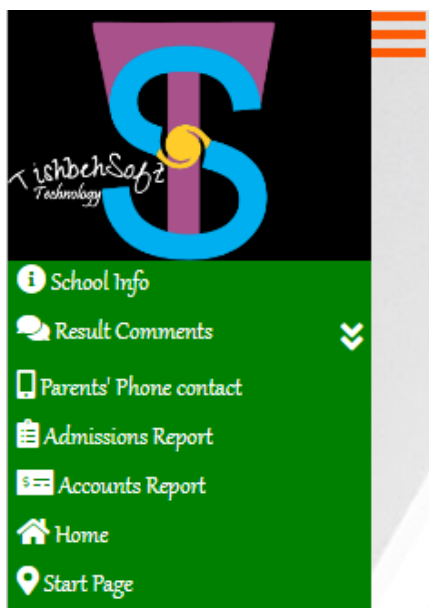
1. From the **start page**, click on the **Principal's button**




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:

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 Zlitz 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.

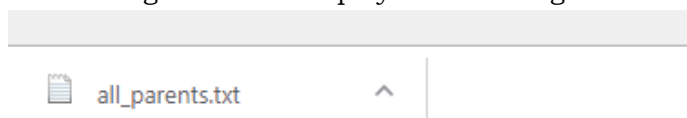
To generate these contact files:

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:



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