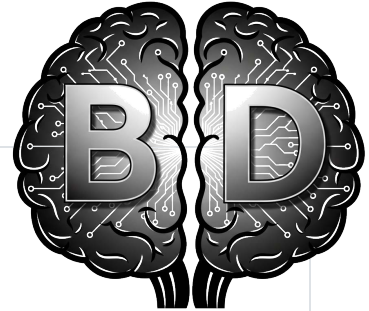


Administrator's Guide



For School Administrators

As a **School Administrator**, your primary role is to manage the staff, departments, and overall structure of your school within the platform. You have the highest level of control for your specific school.

Key Responsibilities & Features:

- **Managing Departments:** From the "Departments" tab in your navbar, you can create, rename, and delete the academic departments for your school (e.g., Math, Science, Arts). This is the first step to organizing your staff.
- **Managing Staff:** Your main dashboard lists all staff. From here, you can:
 - **Add New Staff:** Create accounts for new Teachers or Heads of Department.
 - **Edit Staff:** This is your most powerful tool. You can change a staff member's name, email, role (promote a Teacher to an HOD), assign them to a department, and assign a Teacher to a specific HOD as their supervisor.
 - **Reset Passwords:** On the "Edit Staff" page, you have a separate section to securely reset a password for any user who has forgotten theirs.
 - **Delete Staff:** Permanently remove a staff member from your school.

- **Accessing Your Teacher Dashboard:** If you also teach classes, the "My Teacher Dashboard" link in your navbar will take you to your personal dashboard where you can manage your own classes and students, just like any other teacher.

For Heads of Department (HODs)

As a **Head of Department**, you have a dual role. You are a teacher with your own classes and students, but you also have supervisory access to view the progress of the teachers on your team.

Key Responsibilities & Features:

- **Standard Teacher Functions:** You have access to all the standard teacher tools. You can create classes, add students, and manage game content from your main dashboard.
- **The "My Team's Progress" Panel:** This special panel appears on your dashboard and is unique to the HOD role.
 - It lists all the teachers that your School Administrator has assigned to you.
 - Clicking the "**View Progress**" button for a teacher takes you to a summary page showing all of that teacher's classes.
 - From the summary page, you can click "View Details" to see the full, detailed progress report for any specific class, just as if you were that teacher.

Note: You cannot create or edit other staff accounts. Staff and department management is the responsibility of the School Administrator.

Quick Reference: Role Differences

Feature	School Admin	Head of Department (HOD)
Create/Edit/Delete Staff	✓ Yes	✗ No
Create/Edit/Delete Departments	✓ Yes	✗ No
Assign Teachers to HODs	✓ Yes	✗ No
Reset Staff Passwords	✓ Yes	✗ No
Manage Own Classes/Students	✓ Yes (via "My Teacher Dashboard")	✓ Yes
View Team's Progress	✗ No (views progress at school level)	✓ Yes