



USER GUIDE

School Admin Guide

For school administrators

Set up and run your whole school on ScholaGH: your calendar, classes, staff, and students, then billing, report cards, messaging, and the reports that keep you in control. Written for Ghanaian schools.

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1 Before you begin

There is nothing to install. ScholaGH opens in the web browser on your computer, tablet, or phone.

You will do most of your set-up on a **computer**, where the wider screens are easiest to work with.

- Your school's ScholaGH web address and your **administrator login** from ScholaGH.
- A little information to start: your term dates, class list, staff names, and fee amounts.

Tip: You do not need everything at once. Set up the calendar and classes first, then add staff and students as you go.

2 Signing in and staying secure

1. Go to your school's ScholaGH address and log in with your **username** and **password**.
2. On your first sign-in, **set a new password** that only you know.
3. Set up **two-factor security**: scan the QR code with an authenticator app and enter the 6-digit code.

Important: As an administrator you hold the keys to the whole school, so two-factor security is **required**. Keep the authenticator app on your own phone and never share your login.

3 Setting up your school

This is your first big task, and ScholaGH walks you through it with a setup wizard.

1. Set your **academic year and terms**. You can **load the GES calendar** to fill in the national term dates, then adjust them to match your school.
2. Add your **classes** (for example Basic 1 to JHS 3) and the **subjects** taught in each.
3. Choose a **grading scheme**: how class tests and exams combine into a total, and the grade for each mark range.

Tip: The setup wizard shows what is done and what is left, so you can stop and come back without losing your place.

4 Adding your staff

Give every member of staff their own account and the right level of access.

1. Open **Staff** and register each person with their name and details.
2. Give each one a **role**: teacher, accountant, or head teacher. The role decides what they can see and do.
3. For teachers, assign the **classes and subjects** they teach, and set a **class teacher** for each class.

Note: Each new staff member gets a first-time password and sets their own on first login. Finance and teaching accounts are guided to set up two-factor security.

5 Adding and managing students

You can admit pupils one at a time or bring a whole school across at once.

- **Admit** a pupil with their details and guardian, and ScholaGH assigns an admission number.
- **Import** a full list from a CSV or Excel file to register many pupils quickly.
- At the end of the year, **promote** a class to the next one, or **graduate** the leavers.
- Approve **parent link requests** so guardians can follow their child from the parent portal.

Tip: Once a pupil is admitted, they appear automatically on the right teacher's register and score sheets.

6 Fees and billing

You set the rules for billing; your bursar handles the daily collection.

1. Set the **fee structure** for each class and term, which is the list of fees and amounts.
2. In **Payment Settings**, add the school's **Mobile Money and bank details** so they appear on invoices and receipts.
3. Your bursar generates invoices and records payments day to day. See the **Bursar and Accountant Guide** for that side.

Note: Only an **administrator or accountant** can change the payment settings and approve fee **waivers**, which keeps discounts under your control.

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Report cards

Teachers enter the scores and remarks; you decide when a term's report cards are ready.

1. When scoring is done, **generate** the report cards for a class and term.
2. Review them, add the **head teacher's remark**, then **publish**.

Important: Publishing **locks** the scores so they cannot change, and it lets parents see the results. Only publish when you are sure the term is complete.

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Approvals and oversight

A few actions are held for a supervisor on purpose, so the record stays trustworthy. As an administrator, you are the one who:

- Approves or rejects **fee correction requests** from your bursar.
- **Reopens** a finalised attendance register when a teacher needs to fix it.
- Applies **fee waivers** for staff children or scholarships.

Why it works this way: Because these actions need your approval and every one is logged, your school's money and records cannot be quietly changed.

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Messaging parents

Reach guardians with a text message straight from ScholaGH.

1. Open **Communications** and write your message, or start from a **template**.
2. Choose who receives it: a whole class, a group, or the whole school.
3. Send a **test** to yourself first, then send the broadcast.

Note: Parents are also alerted automatically when an invoice is issued or a report card is published, so you only message for the extras.

Dashboard, analytics and reports

Your dashboard is the daily picture: pupils, staff, fees collected, and attendance at a glance.

- Open **Analytics** for charts of fee collection, attendance, and academic performance over time.
- Use **Reports & Exports** to download student, fee, payment, attendance, and staff data as files.
- Every change is written to an **audit trail** that cannot be edited.

Tip: Export the fees and arrears reports near the end of term for a clean reconciliation.

School settings

Keep your school's own details up to date under **Settings**.

- Edit your **school information**: name, motto, contact, and region.
- Upload your **school logo**, which then appears on receipts and report cards.
- See your **subscription** and trial status.

Getting help

You are the first point of contact for your own staff, for accounts, roles, and settings.

When you need ScholaGH itself, support is a message away on **WhatsApp**, and the team replies quickly.