



USER GUIDE

Teacher Guide

For teachers

Everything you do day to day, in clear steps: sign in, take attendance, enter scores, write report card remarks, and print your class report cards. Written for Ghanaian schools.

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1 Before you begin

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

You need just two things to start:

- Your school's ScholaGH web address. Your head teacher or administrator will give it to you.
- Your **username** and a first-time **password** from your administrator.

Tip: ScholaGH is built for modest phones and slow networks, so pages load quickly even when the connection is weak.

2 Signing in for the first time

1. Open your browser and go to your school's ScholaGH address.
2. Type your **username** and **password**, then tap **Log in**.
3. On your very first sign-in, you will be asked to **set a new password**. Choose one only you know and keep it safe.
4. If your school uses extra security (two-factor), enter the 6-digit code from your authenticator app.

Note: Forgot your password? Use **Forgot password** on the login page, or ask your administrator to reset it.

3 Your account and staying safe

Your account is personal to you. It shows only your own classes and subjects, so everything you save is recorded under your name.

- Change your **password** whenever you like from your profile, and pick one only you know.
- On a shared school phone or computer, always tap **Sign out** when you finish so no one else can use your account.
- If your school turns on **two-factor** security, keep your authenticator app on your own phone.

Important: Never share your password. Attendance, scores, and remarks are all saved in your name.

4 Finding your way around

After you sign in you land on your **Dashboard**, a quick summary of your day. The menu (or the menu button on a phone) takes you to the tasks you need:

- **Attendance:** take the daily register for your classes.
- **Scores:** enter class test and exam marks for your subjects.
- **Report cards:** write remarks, then view and print them.
- **Your students:** the pupils in the classes assigned to you.

Tip: You only ever see the classes and subjects assigned to you, which keeps your screens simple.

5 Your classes and pupils

Everything you do is limited to the classes and subjects your administrator assigned to you. You will not see other teachers' classes.

- Your pupils appear automatically in the **daily register** and on your **score sheets**.
- New admissions and class transfers are handled by your **administrator**, and new pupils show up on your lists once they are added.

Tip: If a pupil or a whole class is missing, ask your administrator rather than waiting. It is usually a quick fix on their side.

6 Taking daily attendance

This is the task you will do most often, and it takes under a minute once you know the steps.

1. Open **Attendance** from the menu.
2. Pick **today's class**. The register opens on today's date.
3. Every pupil starts as **Present**. Go down the list and tap only the pupils who are **Absent**, **Late**, or **Excused**. Leave everyone else as Present.
4. Glance at the running totals at the top to make sure the numbers look right.
5. When you are happy, tap **Finalise** to save the day's register.

Important: Finalising locks that day so it cannot be changed by accident. Only finalise once you are finished.

Note: Mark a pupil **Excused** when they are away with permission (for example, sick with a note). Use **Late** for a pupil who arrived after the register.

7 Fixing attendance after you finalise

Before you finalise, change any pupil's status freely by tapping them again.

Once you finalise, the day is locked. If you finalised the wrong day or need to fix something:

1. Ask your **head teacher or administrator** to **Reopen** that day's register.
2. When it is reopened, make your corrections and **Finalise** again.

Why it works this way: Locking finalised registers keeps your school's attendance record trustworthy. Because reopening is a supervisor action, every change leaves a clear trail.

8 Entering assessment scores

You enter marks for the subjects assigned to you, and ScholaGH does the arithmetic.

1. Open **Scores** from the menu.
2. Choose the **subject, class, and term** you want to score.
3. Enter each pupil's marks for **class tests** (continuous assessment) and for the **end of term exam**. ScholaGH works out the totals, grades, and class positions for you.
4. Tap **Save**. You can leave and come back later; nothing is lost.

Note: Once your head teacher **publishes** the term's report cards, scores lock. If a mark must change after that, ask your administrator, who can reopen it or approve a correction.

Tip: There is no counting by hand. Grades and positions update on their own each time you save.

9 Writing report card remarks

A report card is more than marks. Your written remarks give it a human voice for the parent who reads it.

There are two kinds of remark, depending on your role for that pupil:

- As a **subject teacher**, add a short remark for your subject on each pupil's card.
- As a **class teacher**, write the **overall class teacher remark** and set the pupil's **conduct, interest**, and personal qualities such as punctuality and neatness.

1. Open **Report cards** and choose your class and term.
2. Open a pupil's card and type your remarks in the boxes provided.
3. Tap **Save**. Do this **before** the head teacher publishes.

Tip: Short and specific reads best. "Works hard and asks good questions" tells a parent more than "Good".

Note: The head teacher adds the head's remark and then publishes. After a card is published, the remarks lock along with the scores.

10 Viewing and printing report cards

You can open and print the report cards for the classes assigned to you.

1. Open **Report cards** and pick your class and term.
2. Open a pupil's card to review it on screen.
3. Tap **Print**, or download the **PDF**, to save or print a copy.

Note: Report cards are generated by your **head teacher or administrator**. Once they are generated for your class, you can open, complete, and print them.

Tip: ScholaGH ranks the class and fills in every pupil's position for you, so there is nothing to total by hand.

11 Signing in and out with the QR code

If your school uses ScholaGH for staff attendance, you sign yourself in and out each day by scanning a QR poster displayed at the school.

1. Point your phone camera at the school's **sign-in QR poster**.
2. Your browser opens ScholaGH. If you are not already signed in, log in once, and it remembers you for the day.
3. Confirm on the screen to record your **sign-in**. Do the same at the **sign-out** poster when you leave.

Note: If your school has turned on the location check, sign in while you are at the school so your device's location matches.

12 Getting help

If something does not look right, start with your school's **head teacher or administrator**. They manage staff accounts, class and subject assignments, admissions, and settings.

For anything the school cannot solve, ScholaGH support is a message away on **WhatsApp**, and the team replies quickly.