

• USER MANUAL

School360^{NG}

Everything your school needs to get started and run day-to-day on School360 NG — fees, attendance, books, transport, boarding, report cards, and the parent app — explained one feature at a time, with a real screenshot for every step.

For: School administrators, staff, and parents

Covers: Every feature currently live

• WHAT IS THIS?

Nigeria's all-in-one school management platform

School360 NG replaces the notebooks, spreadsheets, and WhatsApp groups most schools use to keep track of fees, attendance, and pupil records — with one platform your whole team and every parent can use from a phone or computer.

In this manual, you'll learn how to:

- Set up your school and invite your staff
- Register pupils, set fees, and take payments
- Mark attendance, manage books, track your school bus, and run boarding houses
- Enter and publish report cards
- Give parents their own view of their child's fees, attendance, and progress

How to use this manual: Use the menu on the left to jump straight to any feature. Each section is self-contained, so you don't need to read this front-to-back — read what's relevant to your role, and come back whenever you need a refresher.

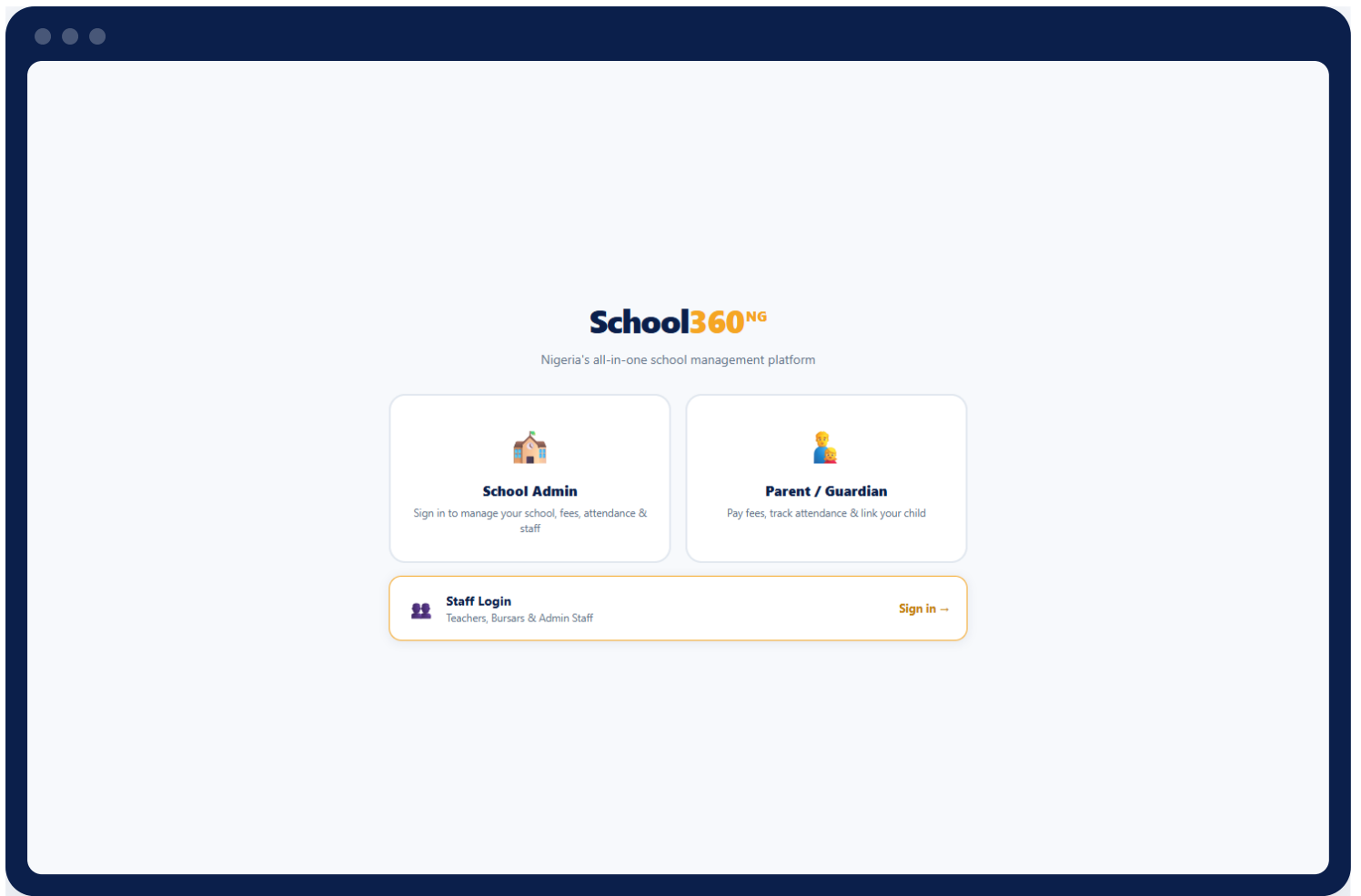
Getting Started & Activation

There are two ways to get your school onto School360 NG. Most schools today use the first one — it works instantly, with no waiting.

Option 1 — Set up your school directly in the app (recommended today)

This is the fastest way to get started: your account and your first branch are created the moment you submit the form.

- 1 Go to **school360ng-app.pages.dev** in your browser.
- 2 Choose **School Admin** from the two role cards on the landing page.
- 3 Choose **Set Up a New School Account** (not "Sign In" — that's for schools already on the platform).
- 4 Fill in your **school name**, the **location** of this branch, **your own name**, a **work email**, and a **password**, then select **Create School Account**.
- 5 You're in. This creates your organization, your first branch, and makes you its **Group Owner** — the account that can add more branches and create your Principal, staff, and everything else below.



The School360 NG landing page where a user picks School Admin, Parent/Guardian, or Staff Login.

← Back



The Vine Nursery & Primary School (Montessori)
School360™ - Admin Portal

Admin Portal

Sign in to your school account or set up a new school on School360 NG.

Sign In to Your School

Set Up a New School Account

The School Admin portal choice screen offering "Sign In to Your School" or "Set Up a New School Account".

The new-school signup form filled with placeholder values only -- not submitted, so no new organization was created.

Option 2 — Register through the School360 NG website

A newer path, for schools discovering School360 NG from the website rather than the app directly. You fill in a short interest form, and a secure setup link is emailed to you to finish creating your account.

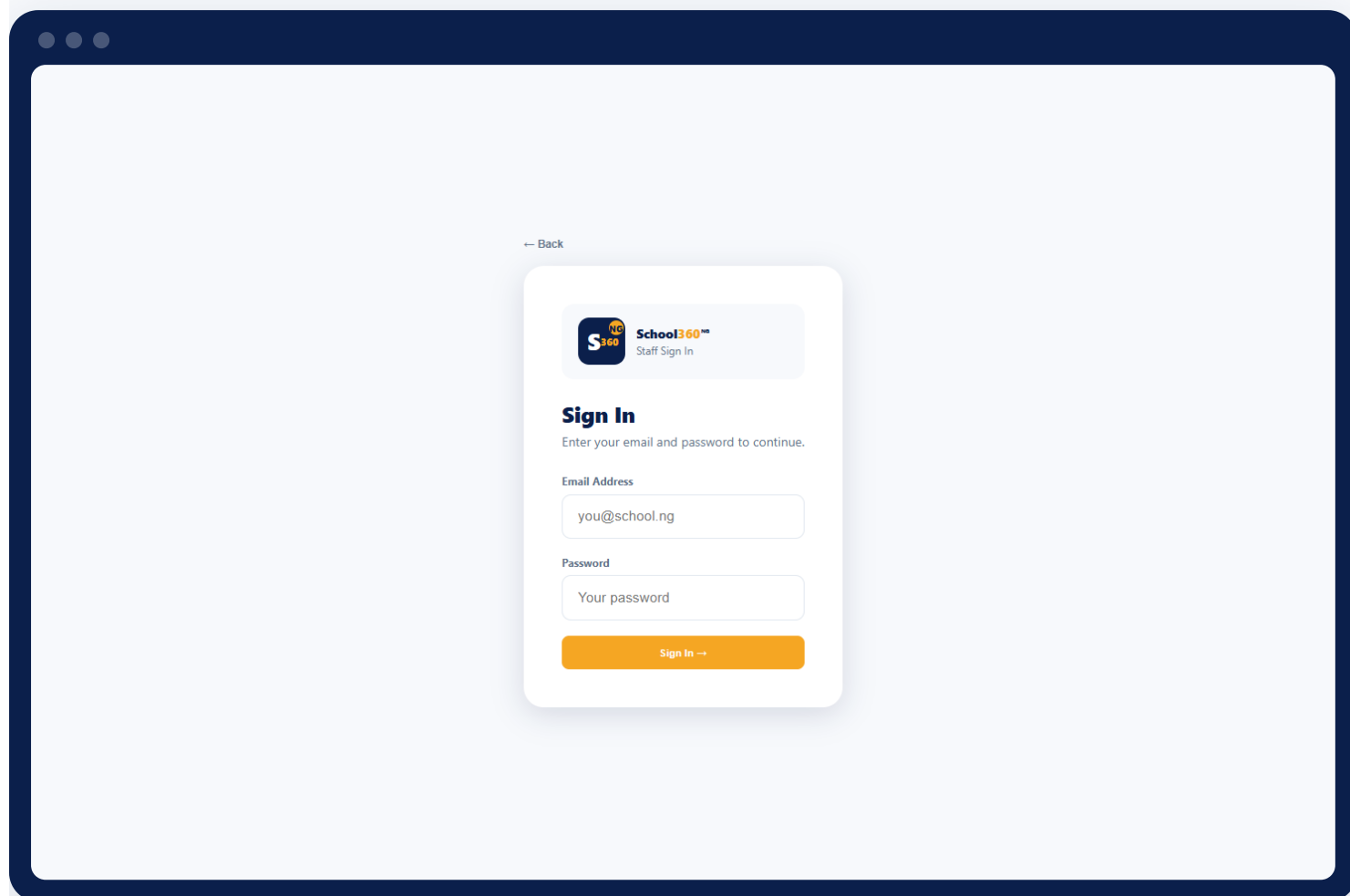
- 1 Visit the School360 NG website and select **Get Started**.
- 2 Enter your school name, your name, work email, and phone number.
- 3 Check your email for a setup link, then click it to finish creating your account (school location, your name, and a password).

A note on this path: Email delivery for this route is still being finalized on our end as we set up a verified sending domain — if your setup email doesn't arrive shortly, use Option 1 above instead, which works immediately with no email step at all.

Signing in after that

- 1 From the landing page, choose **School Admin** for school-owner and staff accounts, or **Parent / Guardian** if you're a parent.
- 2 Staff below the Group Owner (Principal, Bursar, Teacher, etc.) use the same School Admin door — there's a dedicated **Staff Login** shortcut on the landing page that skips straight to a plain email + password form.
- 3 Enter your email and password, and you'll land on the dashboard for your role.

Forgotten your password or PIN? Staff can select **Forgot password?** right on the Sign In screen for a reset link by email. Parents select **Forgot PIN?** on their own sign-in screen for a reset code by SMS. Neither needs to wait on anyone else.



The screenshot shows a web browser window with a dark blue header. Inside the browser, there is a white sign-in form titled "Sign In" with the subtitle "Enter your email and password to continue." The form includes a "Back" link at the top left. The "Email Address" field contains "you@school.ng" and the "Password" field contains "Your password". An orange "Sign In →" button is at the bottom. The form is part of the "School 360 Staff Sign In" interface, as indicated by the logo at the top of the form.

The bare Staff Sign In form (email + password) used by Teachers, Bursars and other admin staff.

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Parent / Guardian

Pay fees, receive alerts & track your child

Create an Account

Sign In

The Parent/Guardian entry screen offering "Create an Account" or "Sign In".

Understanding Your Team

School360 NG gives each person on your team exactly the access they need — nothing more. Here's who can do what.



Group Owner

Owns the whole organization. Adds branches, creates each branch's Principal, and sees finances across every branch.



Principal

Runs one branch day-to-day. Full access — pupils, fees, staff, classes, settings, and everything else in this manual.



Bursar

Fees, payments, and pupil records. No access to Settings or staff management.



Teacher

Pupils, attendance, books, and report cards — scoped to their own assigned class only.



Driver

Runs pickup/dropoff trips, checks pupils onto the bus stop by stop.



Canteen Manager

Marks the daily meal register for the whole school.



House Parent

Marks the nightly boarding presence register.



Nurse

Logs Health / Sick Bay visits — symptoms, treatment given, and whether a parent was notified.



Custom Role

A title you define yourself — pick exactly which features it can access, and whether it's limited to one class.

FEATURE	GROUP OWNER	PRINCIPAL	BURSAR	TEACHER	SPECIALIST ROLES*
Dashboard	✓	✓	—	✓	—
Pupils	✓	✓	✓	Own class	—
Fees & Payments	✓	✓	✓	—	—
Attendance	✓	✓	—	Own class	—
Books	✓	✓	✓	Own class	—
Report Cards	✓	Publish	—	Enter scores	—
Settings & Staff	✓	✓	—	—	—
Bus / Canteen / Boarding	✓	✓	—	—	Own module
Branches & Org Overview	✓	—	—	—	—

* Driver, Canteen Manager, and House Parent each only see their own module. Custom Roles can be given any combination of the capabilities above — see Staff & Custom Roles.

A Bursar's nav bar, for example, is deliberately narrow — just Pupils, Fees, and Books:

School360™
Rainbow Heights Academy

Pupils

Book Distribution

Fee Management

Ngozi Ade
Bursar
Sign out

Fee Management

Term 1

+ Register Pupil

+ Record Payment

TERM TARGET

N2,646,000

COLLECTED

N1,293,500

REMAINING

N1,352,500

Filter: All

KG 1

KG 2

Primary 1

Primary 2

Primary 3

Primary 4

Primary 5

Primary 6

All Status

Fully Paid

Partial

Unpaid

Send All Reminders

PUPIL	CLASS	TOTAL FEE	PAID	BALANCE	STATUS	ACTION
AM Aisha Mohammed 60efd0d-dfa6-41c3-91df-a9aca900e54a - 160914-2026-62Y	Primary 4	N180,500	N0	N180,500	Unpaid	Remind Mark Paid
AO Amara Obi efc2531f-1a4f-4700-86db-9e31f12ecba - 180512-2026-3EV	Primary 2	N177,000	N165,000	N12,000	Paid	
BA Blessing Adeyemi f79be2b6-cbcb-4fed-a888-b797482ca92c - 170822-2026-FJX	Primary 3	N176,500	N85,000	N91,500	Partial	Remind Mark Paid
CN Chidera Nwosu ace3d447-995a-4cde-a05b-47badc414132 - 180903-2026-MQN	Primary 2	N165,000	N165,000	Cleared	Paid	
CO Chukwuemeka Okoro d13168e5-5fb8-4398-8fa0-3d14175d9b36 - 160725-2026-BFR	Primary 4	N180,500	N90,000	N90,500	Partial	Remind Mark Paid
DA David Adeyinka 01d94563-489b-4fdf-92e3-ba55e57413ec - 170109-2026-VBR	Primary 4	N180,500	N180,500	Cleared	Paid	
EC Emeka Chukwu ebdc088-8771-45b2-bc2e-f30ac970b5b7 - 190120-2026-YEV	Primary 2	N165,000	N83,000	N82,000	Partial	Remind Mark Paid
FA Fatima Abdullahi b6500de9-3553-4d62-b03d-2b8c1958d237 - 160418-2026-PXH	Primary 4	N180,500	N180,500	Cleared	Paid	
HY Halima Yusuf fc5c4495-4a90-4fd6-8a16-2a7ea2e03af2 - 181130-2026-GK4	Primary 2	N165,000	N0	N165,000	Unpaid	Remind Mark Paid
IS Ibrahim Suleiman b9ad3559-3ade-4732-b09f-c76dc15d28d - 171201-2026-XH2	Primary 3	N214,500	N0	N214,500	Unpaid	Remind Mark Paid
KN Kelechi Nnamdi 470771fb-8942-4ad3-9f49-16b3680ef846 - 171005-2026-L25	Primary 3	N169,500	N0	N169,500	Unpaid	Remind Mark Paid

The Bursar's scoped view: a narrower nav (Fees / Books / Pupils only) with the Fees screen open.

BILLING

Plans & Upgrading

School360 NG has four plans — Bronze, Silver, Premium and Enterprise — each unlocking more modules and a higher pupil/branch limit than the one before it. Every plan includes Fees, Attendance, Pupils and the parent app.

The exact modules and limits on each plan are kept up to date on the **Pricing** page of the School360 NG website, rather than repeated here where they could go stale.

What a locked module looks like: if a feature isn't included in your current plan, its sidebar item shows a small lock badge, and opening it prompts you to upgrade instead of showing the feature itself. Nothing about your existing data changes on a lower plan — a module just isn't switched on yet.

To upgrade, contact your School360 NG representative — see [Getting Help](#).

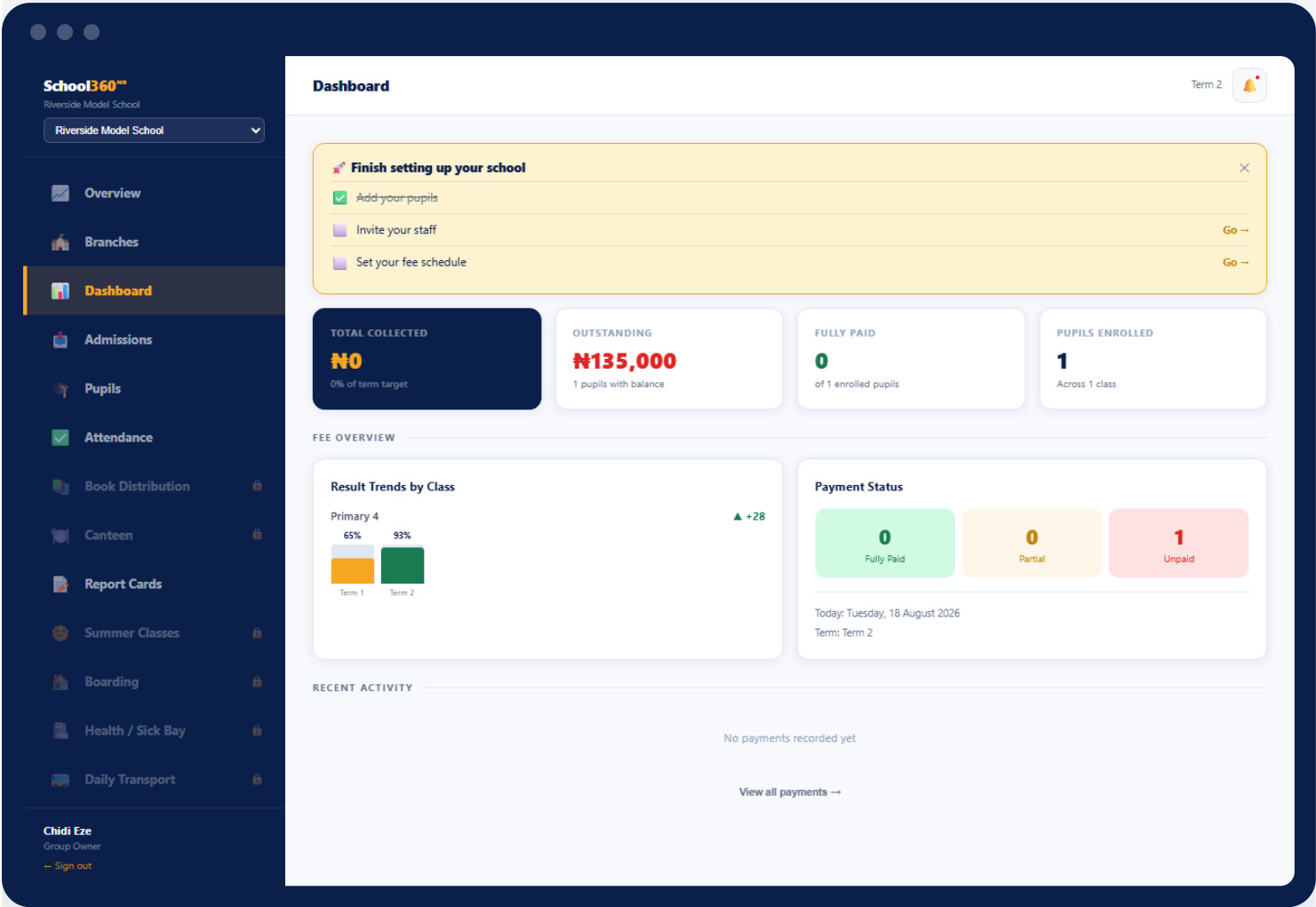
Dashboard

The first screen you see after signing in — a snapshot of your branch: pupil count, today's attendance, a Result Trends chart by class, and recent payment activity.

A new school sees a dismissible **Finish setting up your school** checklist here first — add your pupils, invite your staff, and set your fee schedule, each ticked off automatically as you complete it.

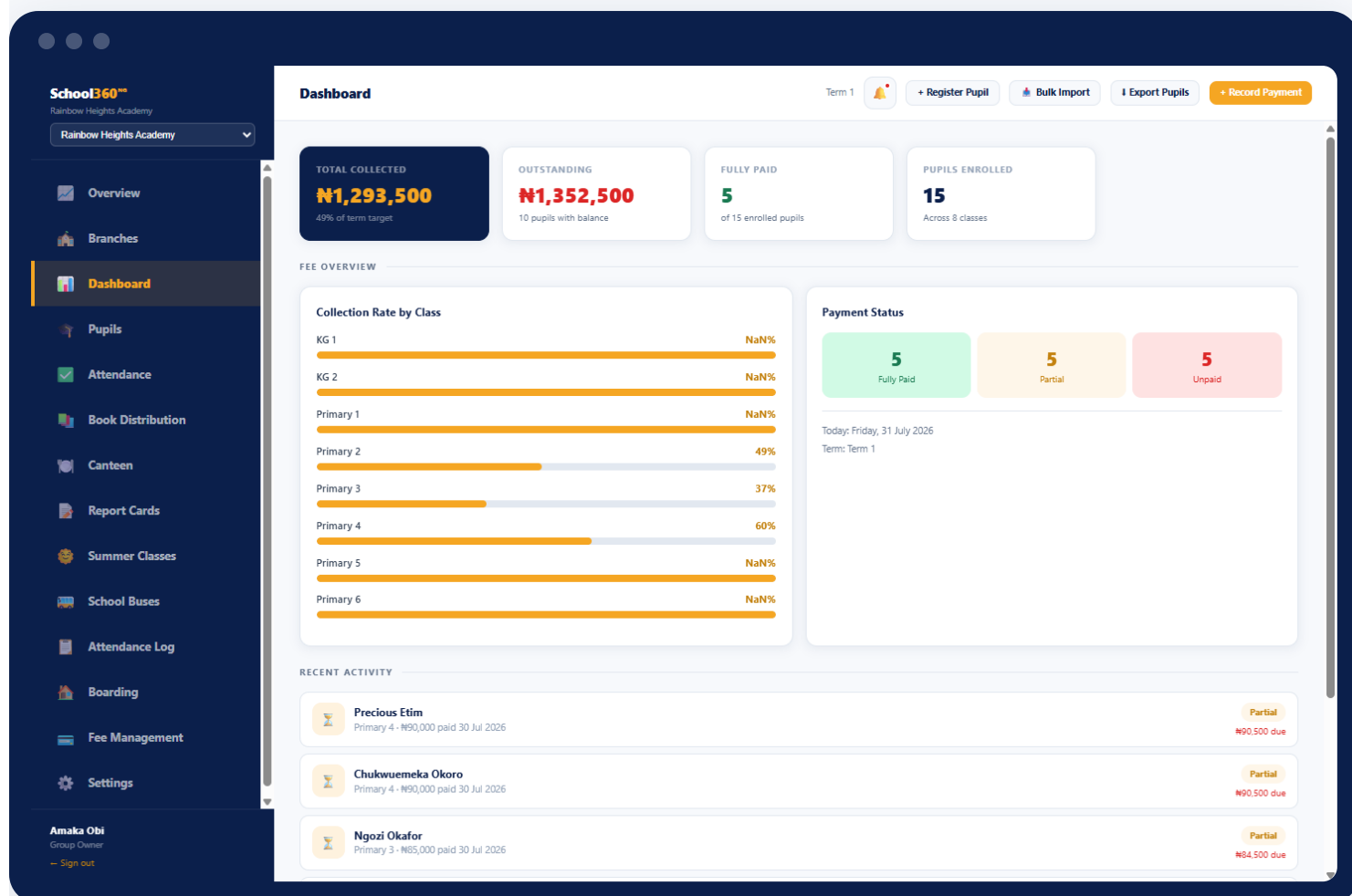
Result Trends

Once at least one term has report card scores entered, the Dashboard shows a small bar chart per class comparing its average across terms, with a ▲/▼ arrow showing the real point change — a Principal can spot a class quietly slipping (or genuinely improving) without opening every report card by hand.



Result Trends on the Dashboard — Primary 4 improved from 65% to 93% between terms.

This needs at least one term of scores to appear at all, and a second term before a trend arrow shows — a brand-new school won't see this until its first full term is entered.



The Group Owner dashboard for Rainbow Heights Academy after logging in as Amaka Obi.

The **Result Trends** card shows each class's average score moving term over term, once there's more than one term of report cards to compare — a quicker way to spot a class slipping than reading through report cards one by one. Nothing here needs separate setup — the Dashboard updates automatically as you use every other feature in this manual.

Branches & Overview

If your school has more than one location, the Group Owner account manages all of them from one login.

Adding a branch

- 1
- From the sidebar, open **Branches**.
- 2
- Select **+ Add Branch**.
- 3
- Enter the new branch's name and location, then confirm.
- 4
- Switch between branches at any time using the branch switcher in the sidebar — everything you see (pupils, fees, staff) updates to that branch.

School360™
Rainbow Heights Academy

Rainbow Heights Academy

Overview

Branches

Dashboard

Pupils

Attendance

Book Distribution

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Report Cards

Summer Classes

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Boarding

Fee Management

Settings

Amaka Obi
Group Owner
Sign out

Branches

Term 1

+ Register Pupil

Bulk Import

Export Pupils

+ Record Payment

BRANCHES
2
Overall, across your whole school

PUPILS ENROLLED
15
Across all branches

Your Branches

Enrollment shown per branch. Fee-collection and attendance rates will appear here once those modules move onto the same real backend as Pupils.

BRANCH	LOCATION	PUPILS ENROLLED
Rainbow Heights Academy	14 Broad Street, Ikeja, Lagos	15
Rainbow Heights Academy – Gwarinpa Campus	Plot 22 Gwarinpa Estate, Abuja	0

Switch to this branch

Staff — Every Branch

Rainbow Heights Academy (7 staff)

Chidi Eze	Principal	chidi.eze@rainbowheights-demo.ng	08011111111	Active
Funke Bello	Teacher	funke.bello@rainbowheights-demo.ng	08033333333	Active
Grace Okon	Canteen Manager	grace.okon@rainbowheights-demo.ng	08055555555	Active
Musa Ibrahim	Driver	musa.ibrahim@rainbowheights-demo.ng	08044444444	Active
Ngozi Ade	Bursar	ngozi.ade@rainbowheights-demo.ng	08022222222	Active
Peter Danjuma	House Parent	peter.danjuma@rainbowheights-demo.ng	08066666666	Active
Tunde Bakare	Assistant Teacher	tunde.bakare@rainbowheights-demo.ng	08077777777	Active

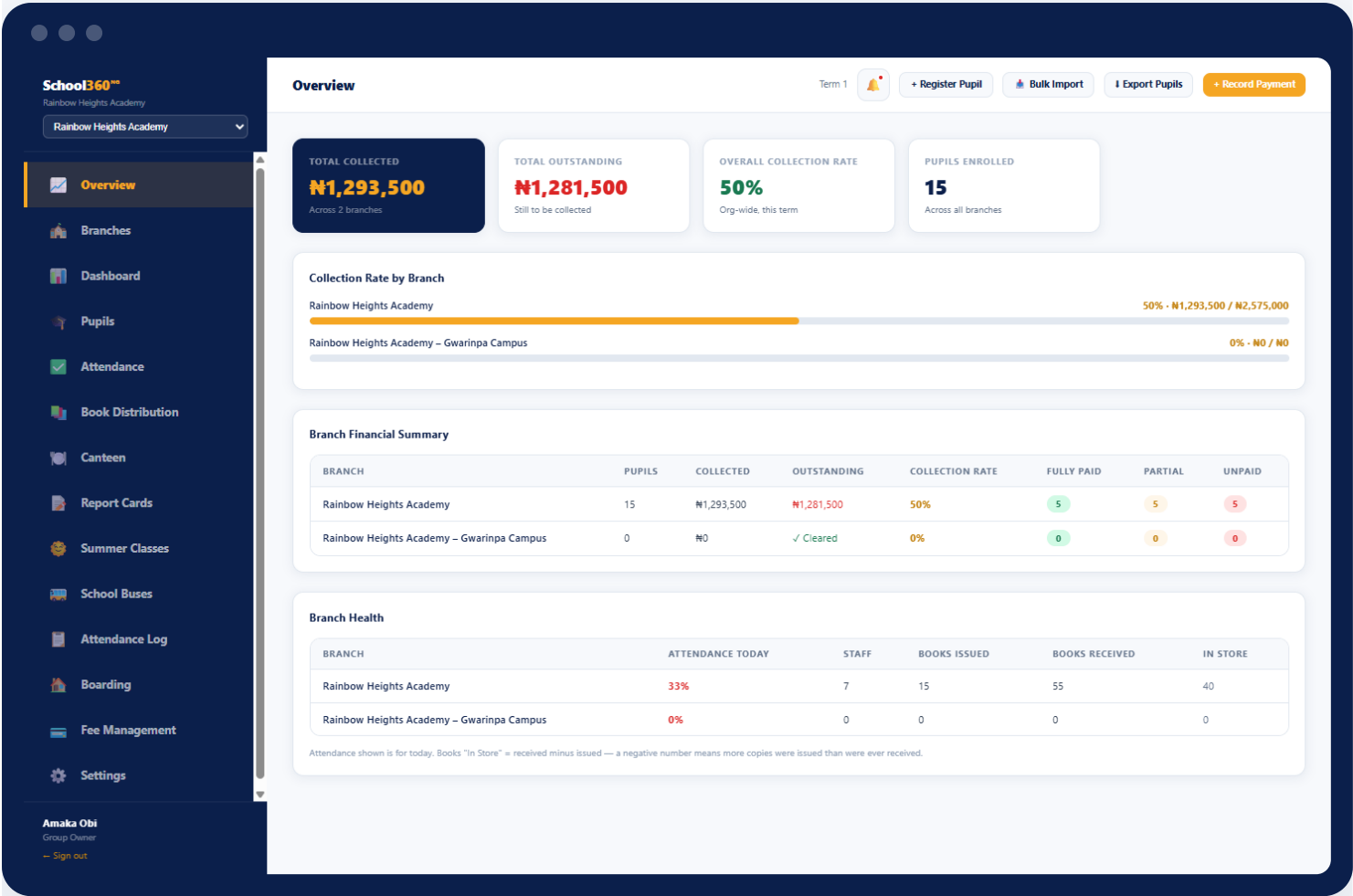
Rainbow Heights Academy – Gwarinpa Campus (0 staff)

No staff yet.

The org-wide Branches list showing both the main Rainbow Heights Academy branch and the empty Gwarinpa Campus branch.

Organization Overview

A single screen comparing every branch side-by-side: pupils, fees collected vs. expected, collection rate, today's attendance, staff headcount, and book stock — so you can spot which branch needs attention without switching into each one.



The org-wide financial overview showing collection rate by branch.

Attendance, Fees, Canteen, Boarding, School Buses, Daily Transport and Payroll all follow the same pattern for a Group Owner: an org-wide summary table across every branch, with a **Manage in [Branch]** link to open that branch’s own version of the screen. Branch-level staff (a Principal, Bursar, Teacher, etc.) go straight to their own branch’s screen — described in each module’s own section below.

• FEATURE

Admissions

Track a prospective family from first inquiry through to enrollment, instead of losing the trail in a notebook during admission season.

- 1 Open **Admissions** and select **+ New Applicant** — enter the child's name, desired class, and a parent contact.
- 2 Move each applicant through a **Stage** — Inquiry, Assessment, Offer, or Enrolled — as they progress, and add a note at any point.
- 3 Once a family is ready to join, register the pupil as normal from Pupils — Admissions tracks the lead-up, it doesn't replace registration itself.

The screenshot displays the School360 web application interface. On the left is a dark blue sidebar with a list of navigation items: Dashboard, Admissions (highlighted), Pupils, Attendance, Book Distribution, Canteen, Report Cards, Summer Classes, Boarding, Health / Sick Bay, Daily Transport, Announcements, Discipline Records, Attendance Log, and Fee Management. At the bottom of the sidebar, the user is identified as Adekunle Adebayo, Principal, with a Sign out link. The main content area is titled 'Admissions' and shows the date 'Friday, 7 August 2026' and 'Admissions (1)'. A '+ New Applicant' button is in the top right. Below is a table with columns: NAME, DESIRED CLASS, PARENT CONTACT, STAGE, and NOTES. One applicant is listed: Eze Ayo, Primary 6, Eze Toyin - 08105640641, with the STAGE set to 'Inquiry'. The NOTES column contains a text input field with the placeholder 'Add a note...'.

NAME	DESIRED CLASS	PARENT CONTACT	STAGE	NOTES
Eze Ayo	Primary 6	Eze Toyin - 08105640641	Inquiry	Add a note...

The Admissions list, with an applicant at the Inquiry stage.

Pupils

Your pupil roster — registration, records, and profile edits. Admission numbers are generated automatically; you never need to assign one yourself.

Registering a pupil

- 1 Open **Pupils** in the sidebar, then select **+ Register Pupil**.
- 2 Fill in the pupil's name, class, gender, and date of birth (required — it's used to generate their admission number).
- 3 Optionally add their home address and a parent/guardian's name and phone number.
- 4 Submit — you'll see a receipt-style confirmation with the pupil's new admission number and a **link code**. Give this link code to the parent; they'll use it to connect their own Parent App account to this child.

School360
Rainbow Heights Academy

Pupils

Term 1 + Register Pupil Bulk Import Export Pupils + Record Payment

TOTAL ENROLLED
15
Across 8 classes

MALE
7
47% of enrolled

FEMALE
8
53% of enrolled

CLASSES
8
2 avg per class

ENROLMENT BY GENDER

CLASS	M	F	TOTAL
KG 1	0	0	0
KG 2	0	0	0
Primary 1	0	0	0
Primary 2	2	3	5
Primary 3	3	2	5
Primary 4	2	3	5
Primary 5	0	0	0
Primary 6	0	0	0
Grand Total	7	8	15

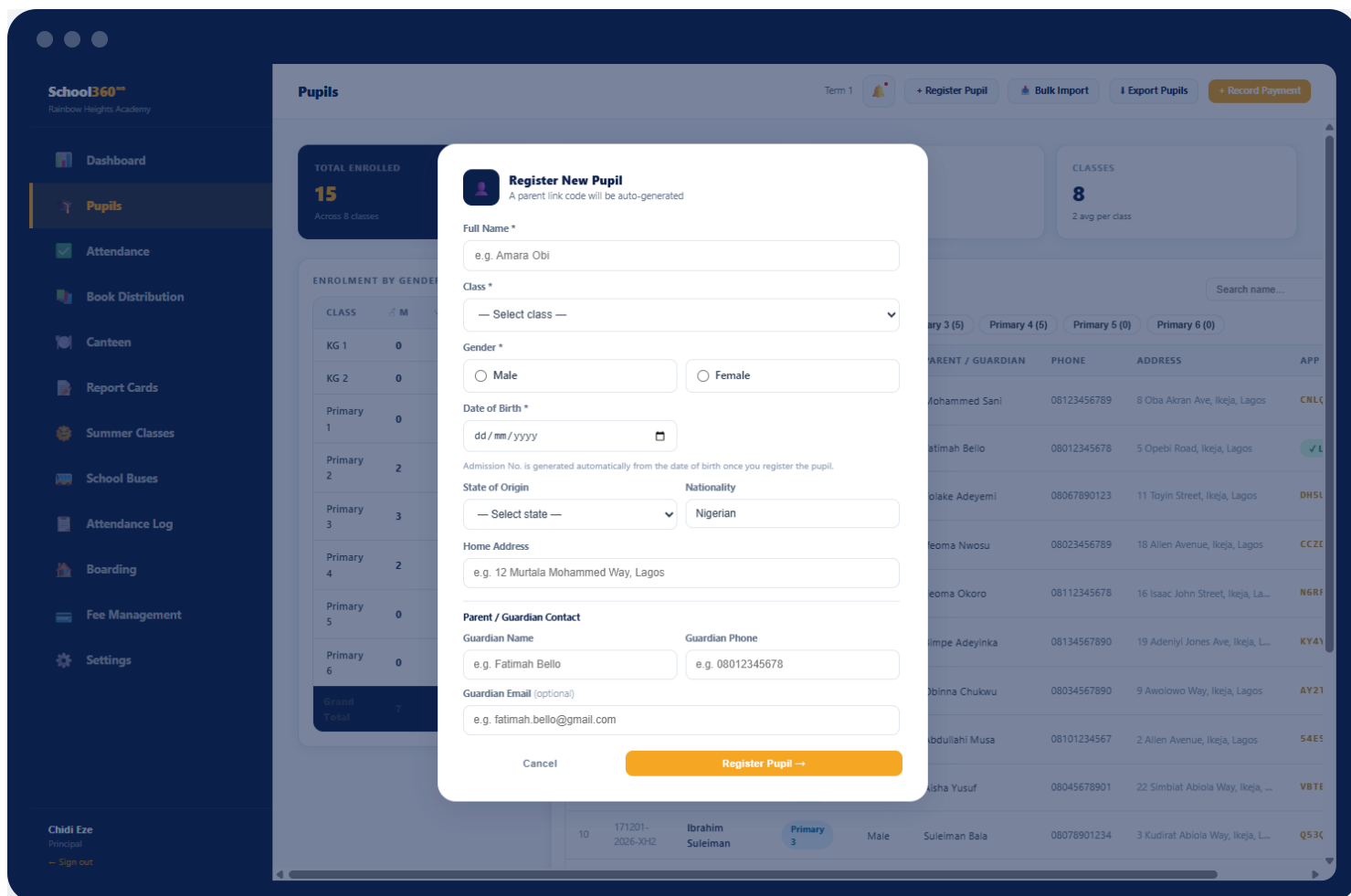
All Enrolled Pupils
15 of 15 shown

Search name...

#	ADM. NO.	FULL NAME	CLASS	GENDER	PARENT / GUARDIAN	PHONE	ADDRESS	APP
1	160914-2026-6ZY	Aisha Mohammed	Primary 4	Female	Mohammed Sani	08123456789	8 Oba Akran Ave, Ikeja, Lagos	CNLQ
2	180512-2026-3EV	Amara Obi	Primary 2	Female	Fatimah Bello	08012345678	5 Opebi Road, Ikeja, Lagos	✓ L
3	170822-2026-FIX	Blessing Adeyemi	Primary 3	Female	Folake Adeyemi	08067890123	11 Toyin Street, Ikeja, Lagos	DHSL
4	180903-2026-MQN	Chidera Nwosu	Primary 2	Female	Ifeoma Nwosu	08023456789	18 Allen Avenue, Ikeja, Lagos	CCZE
5	160725-2026-8FR	Chukwuemeka Okoro	Primary 4	Male	Ijeoma Okoro	08112345678	16 Isaac John Street, Ikeja, La...	N6RF
6	170109-2026-VBR	David Adeyinka	Primary 4	Male	Bimpe Adeyinka	08134567890	19 Adeniyi Jones Ave, Ikeja, L...	KY4Y
7	190120-2026-YEV	Emeka Chukwu	Primary 2	Male	Obinna Chukwu	08034567890	9 Awolowo Way, Ikeja, Lagos	AY21
8	160418-2026-PXH	Fatima Abdullahi	Primary 4	Female	Abdullahi Musa	08101234567	2 Allen Avenue, Ikeja, Lagos	SAES
9	181130-2026-GK4	Halima Yusuf	Primary 2	Female	Aisha Yusuf	08045678901	22 Simbiat Abiola Way, Ikeja, ...	VBTE
10	171201-2026-XH2	Ibrahim Suleiman	Primary 3	Male	Suleiman Bala	08078901234	3 Kudirat Abiola Way, Ikeja, L...	Q53K

Chidi Eze
Principal
Sign out

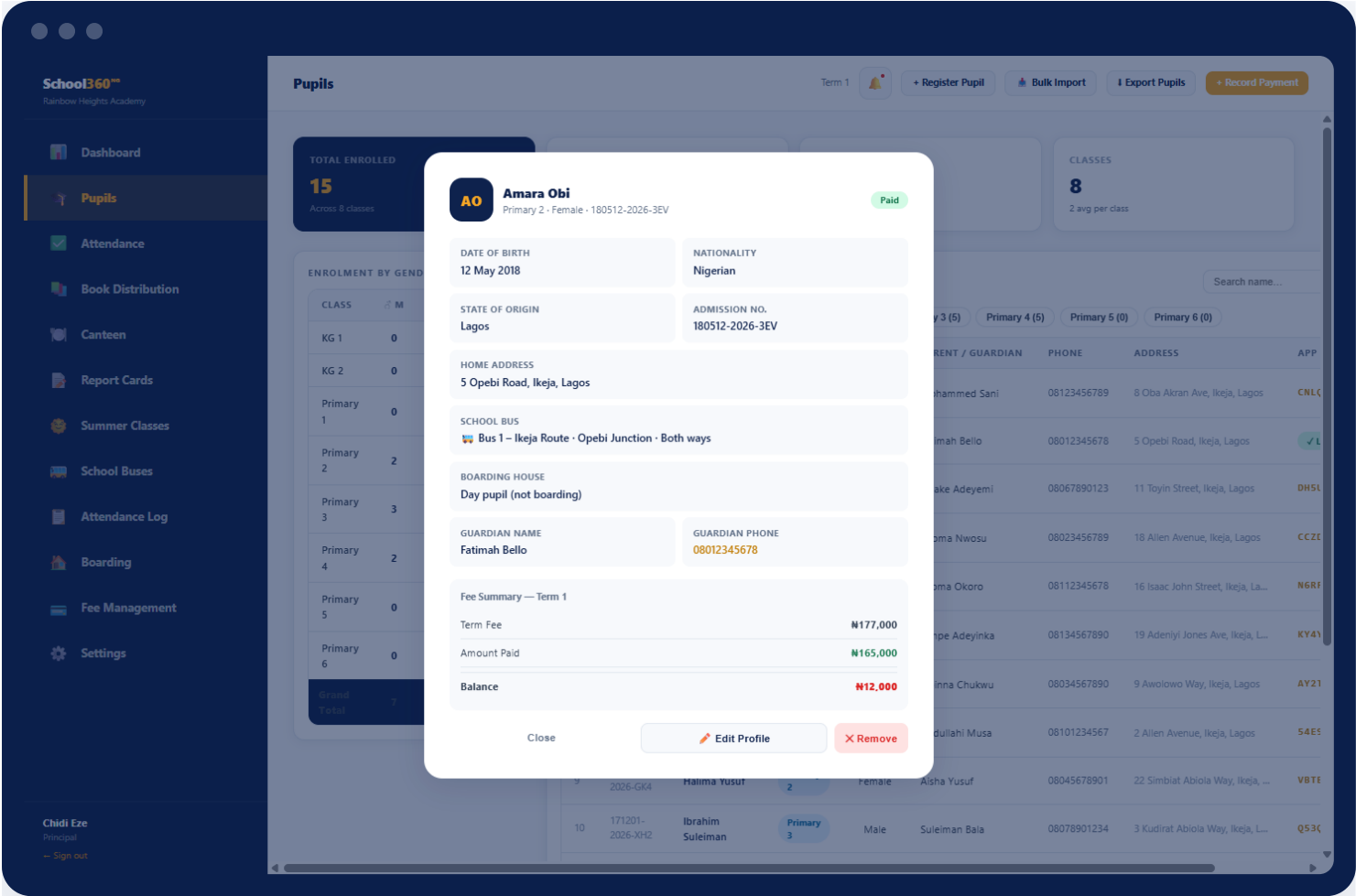
The Pupils list showing the full roster grouped across classes.



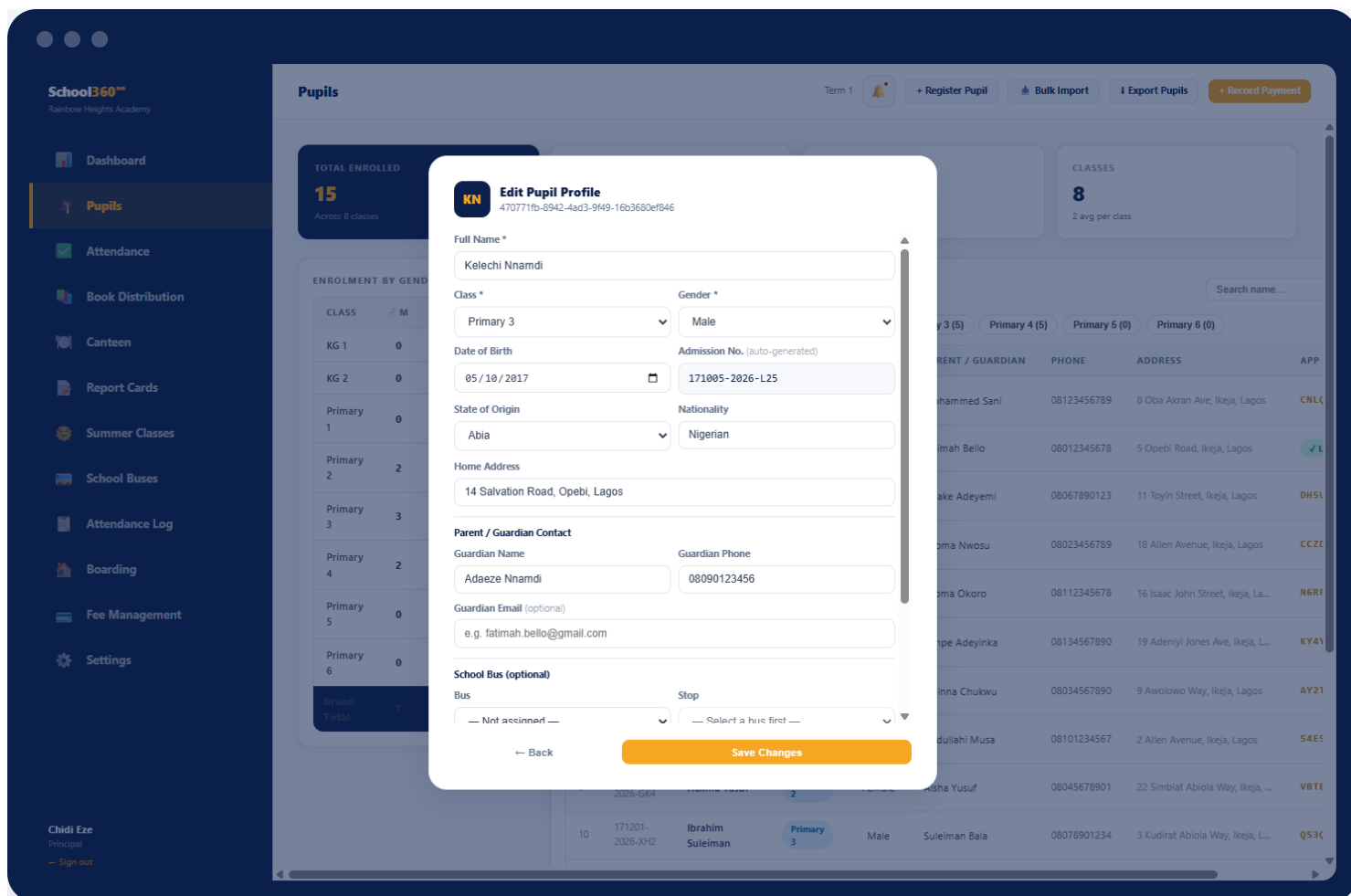
The blank Register Pupil form, opened but not submitted.

Viewing and editing a pupil

- 1 Select any pupil from the list to open their profile — class, fees, attendance, bus, and boarding all in one place.
- 2 Select **Edit Profile** to update any detail, including assigning a school bus (with a stop) or a boarding house.
- 3 Use the two checkboxes under School Bus to mark a pupil as one-way only (morning pickup or afternoon dropoff) if they don't ride both ways — their transport fee adjusts automatically.



Amara Obi's pupil detail view, showing her fee summary, bus and boarding status.



The Edit Pupil Profile modal for Kelechi Nnamdi, a pupil with no bus/boarding assignment -- the exact screen that previously triggered a server 500 error when saved.

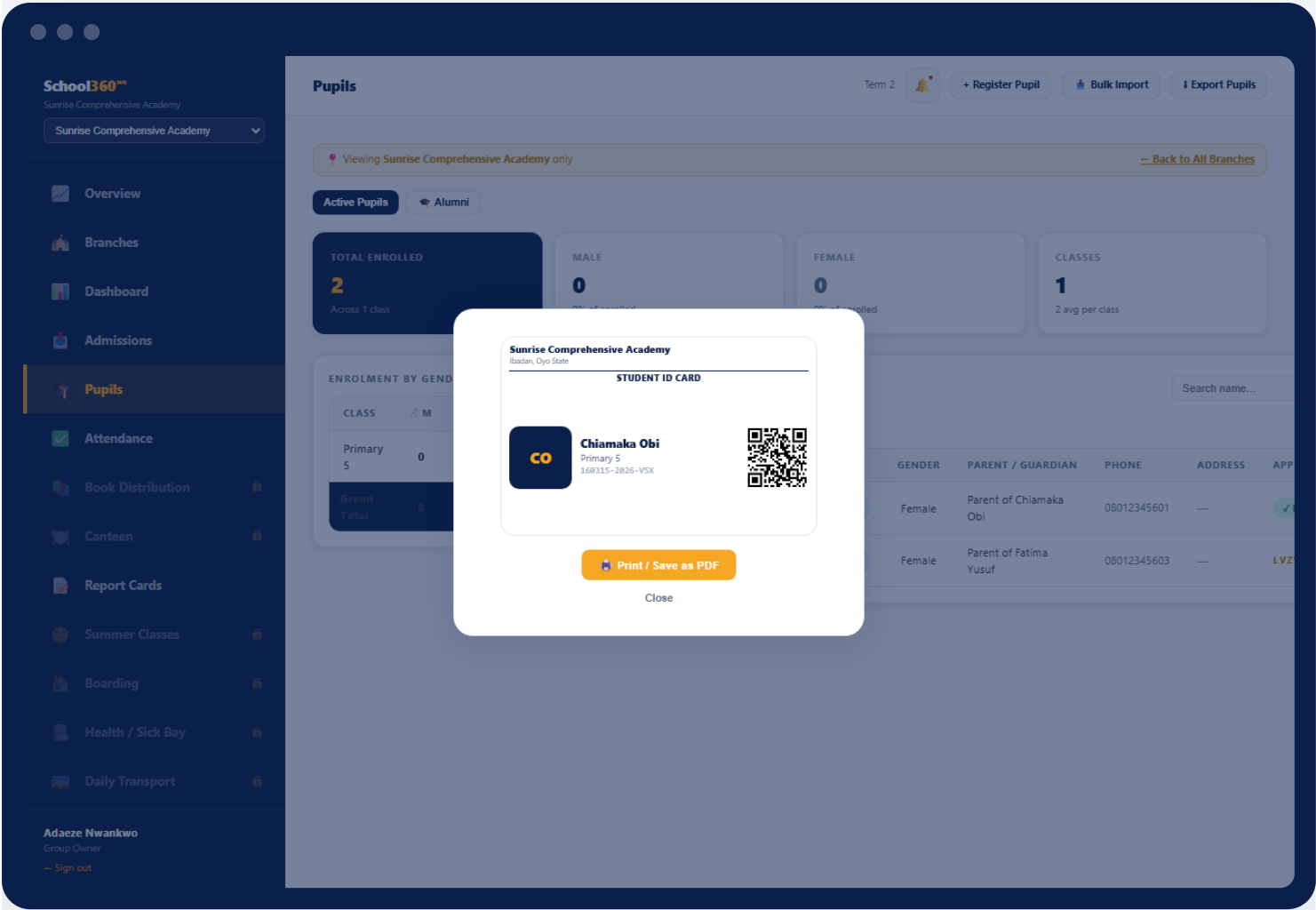
Registering many pupils at once

Use Bulk Import if you're moving a whole class or school onto School360 NG at the start of a term.

- 1 Open **Pupils** → **Bulk Import** and download the CSV template.
- 2 Fill it in — one row per pupil. You don't need an admission number column; it's generated automatically for every row.
- 3 Upload the file. You'll see a preview flagging any row missing a required field (like date of birth) before anything is saved.
- 4 Confirm the import — each valid row is registered exactly as if you'd added it one by one.

Pupil ID cards & Alumni

Open any pupil's profile and select  **ID Card** for a printable ID with a QR code and their uploaded photo, if one's on file. A pupil with no photo on file gets a colored-initials avatar instead — the ID card still works, it just won't have a real picture.



A pupil ID card — scannable QR code, printable straight from the browser.

Graduated pupils move to the **Alumni** tab at the top of Pupils, instead of disappearing — their full attendance, fee, and academic history stays available if you ever need to look back. Add their current school and occupation if you keep in touch.

School360™
Sunrise Comprehensive Academy

Sunrise Comprehensive Academy

Overview

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Health / Sick Bay

Daily Transport

Adaeze Nwankwo
Group Owner
Sign out

Pupils

Term 2

+ Register Pupil

Bulk Import

Export Pupils

Viewing Sunrise Comprehensive Academy only

Back to All Branches

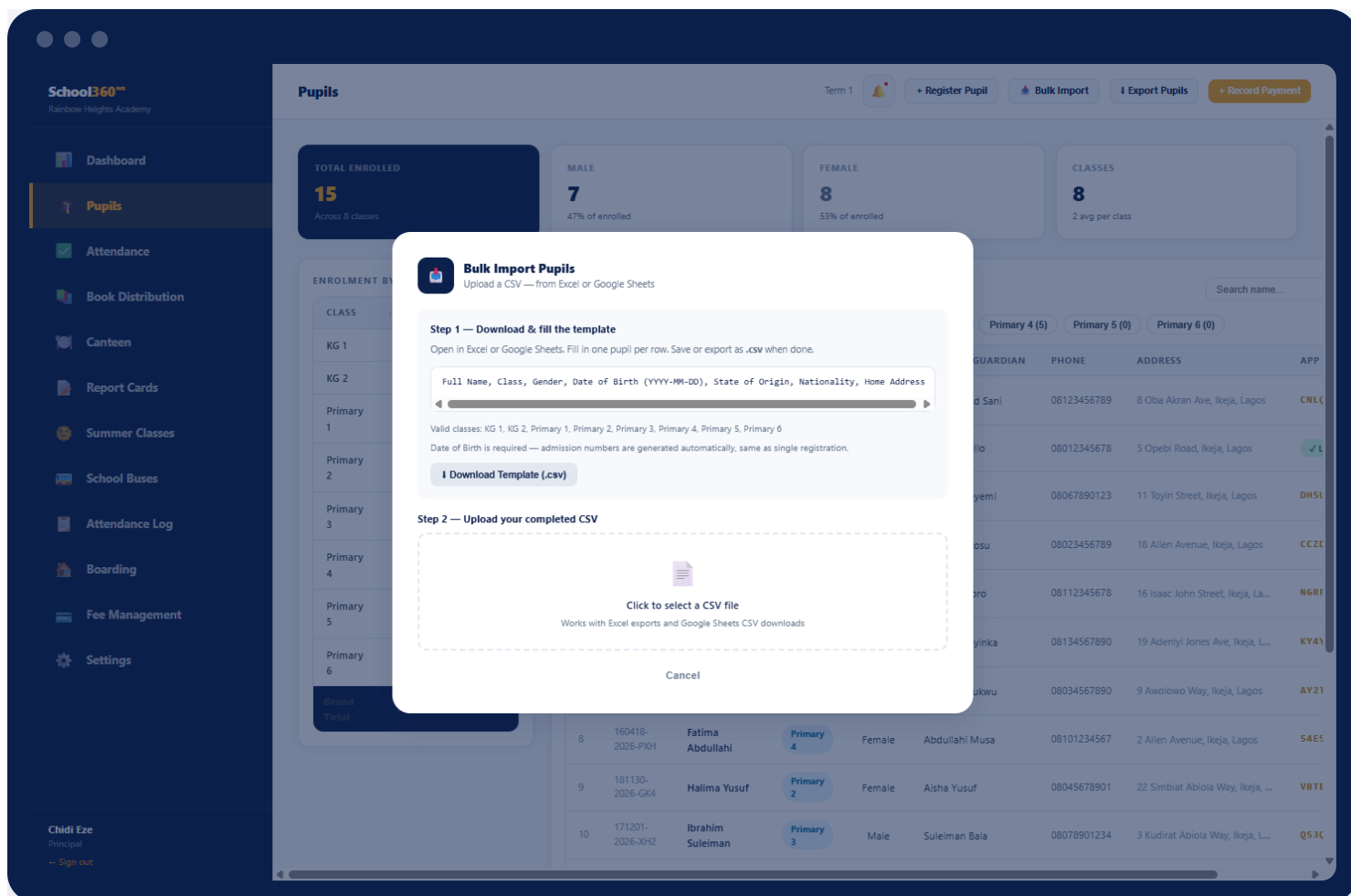
Active Pupils

Alumni

NAME	LAST CLASS	GRADUATED	CURRENT SCHOOL	OCCUPATION	
Emeka Balogun	Primary 5	18/08/2026	Federal Government College, Ibadan	SS1 Student	Edit

The Alumni tab — a graduated pupil's record stays on file, not deleted.

Staff get a printable ID card the same way — open **Settings** → **Staff & Users** and select  **ID** next to a staff member's Edit button.



The Bulk Import modal for uploading multiple pupils at once.

Classes & Fee Schedule

Set up once at the start of a term, then adjust as needed — your class list and what each class is charged.

Both live under **Settings**, alongside your school's basic profile (name, location, phone, current term, and a school logo) under the **General** tab. The same tab also holds your **school calendar** (term dates, PTA meetings, sports day — visible to parents), an **Export All School Data** button for a full backup of your own records, and the **This branch offers JSS1–SSS3** toggle that turns on Exam Registrations for secondary schools:

School360™
Rainbow Heights Academy

Rainbow Heights Academy

- Overview
- Branches
- Dashboard
- Pupils
- Attendance
- Book Distribution
- Canteen
- Report Cards
- Summer Classes
- School Buses
- Attendance Log
- Boarding
- Fee Management
- Settings**

Amaka Obi
Group Owner
→ Sign out

School Settings

Term 1

+ Register Pupil | Bulk Import | Export Pupils | Record Payment

General | Fee Schedule | Classes | Promotion | Staff & Users | Custom Roles

Term & School Info

School Name
Rainbow Heights Academy

Location
14 Broad Street, Ikeja, Lagos

Phone Number (shown on report cards)
e.g. 080XXXXXXX

Staff Sign-In Location (flags off-site sign-ins, doesn't block them)
Not set — sign-ins will show as unknown location
Use My Current Location | 150

Current Term
Term 1

Include the academic year (e.g. "2026/2027 Term 1") — Term Cycling below needs this exact format to auto-advance correctly.

Save Info

Term Cycling
Advance to the next term, Term 3 → new academic year (triggers Promotion Review).

→ Start Next Term

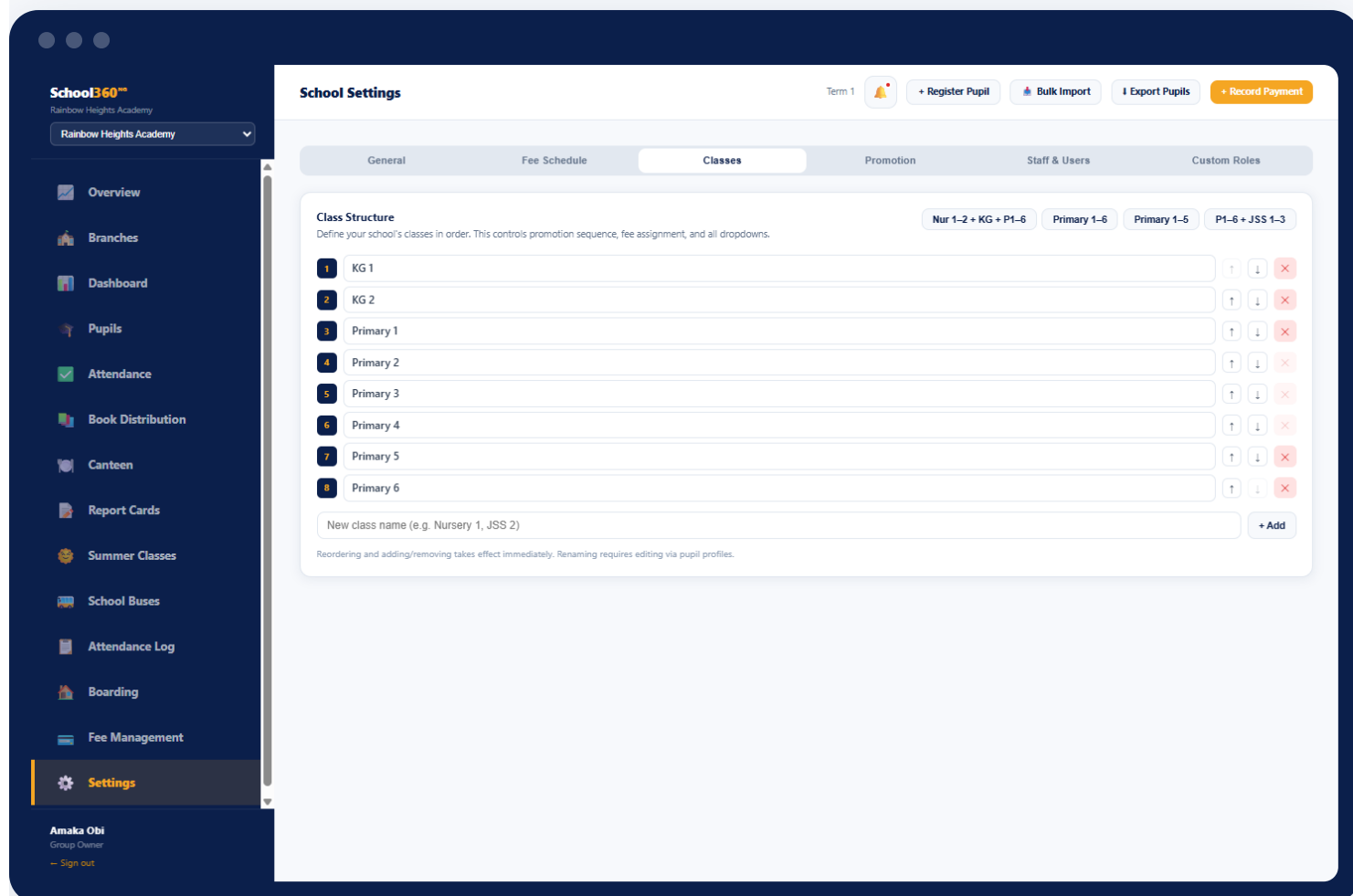
The Settings > General tab showing the school's basic profile information.

The General tab also has a **School Logo** upload (shown in the sidebar, the parent app, and on report cards) and a **Session Setup** block — set each term's start date once, and the app switches your Current Term automatically as soon as today's date reaches it, instead of you updating it by hand every term.

Managing classes

1 Open **Settings** → **Classes**.

- 2 Add, rename, reorder, or remove a class. A class with pupils still enrolled can't be deleted until they're moved or graduated.
- 3 Choose a class preset (e.g. Nursery-through-Primary-6) to quickly set up a standard structure, or build your own from scratch.



The Settings > Classes tab listing the school's classes.

Setting fees

- 1 Open **Settings** → **Fee Schedule**.
- 2 Enter an amount per class for each fee item — Tuition, Feeding, Uniform, and Development come by default.
- 3 Select **+ Add Fee Item** to charge for anything else specific to your school (an ICT levy, an excursion fee, PTA dues) — it appears as its own column, per class.
- 4 Select **Save Changes**. A pupil's total fee (shown on their profile and to their parent) always reflects the current schedule for their class, plus their own transport or boarding fee if assigned.

School360™
Rainbow Heights Academy

Rainbow Heights Academy

Overview

Branches

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School Settings

Term 1

+ Register Pupil

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General

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Classes

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Staff & Users

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Fee Schedule — Term 1

+ Add Fee Item

Save Changes

Edit term fees per class. Changes are applied immediately after saving.

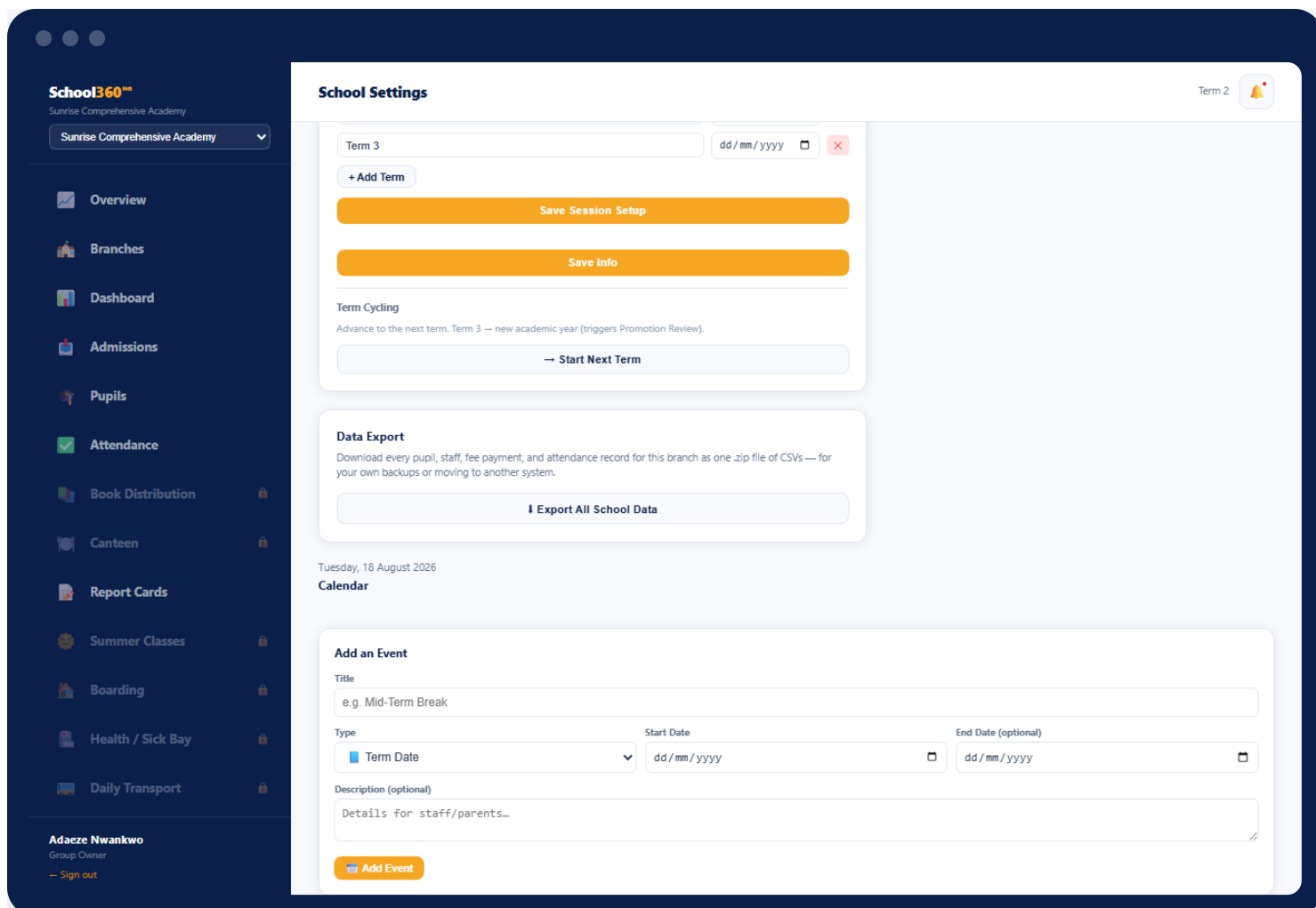
CLASS	TUITION (N)	FEEDING (N)	UNIFORM (N)	DEVELOPMENT (N)	ICT LEVY (N)	TOTAL
KG 1	75000	38000	8500	5500	8000	N135,000
KG 2	85000	42000	9500	6000	8000	N150,500
Primary 1	88000	43000	9500	6500	8000	N155,000
Primary 2	95000	45000	10000	7000	8000	N165,000
Primary 3	98000	46000	10000	7500	8000	N169,500
Primary 4	105000	48000	11500	8000	8000	N180,500
Primary 5	110000	50000	12000	8500	8000	N188,500
Primary 6	115000	52000	12000	9000	8000	N196,000

After saving, the Term Target in Fee Management will update automatically for all classes.

The Settings > Fee Schedule tab showing per-class term fees, including the custom "ICT Levy" item.

Exporting your data

Select ↓ **Export All School Data** in Settings → General for a single .zip file containing four CSVs — Pupils, Staff, Fee Payments, and Attendance — for your own backups or moving to another system. Nothing is capped or paginated; it's everything on file for this branch.



The Data Export section in Settings — one click, one .zip file.

Fees & Payments

Record payments, track who still owes, and let parents pay directly from their own app.

Recording a payment

- 1
- Open **Fees**, find the pupil, and select **Mark Paid** (or open their profile and do the same from there).
- 2
- Enter the amount received and how it was paid — cash, transfer, or another method.
- 3
- A partial payment sets the pupil's status to **Partial**; paying the full balance sets it to **Fully Paid** automatically.

Remind on a single pupil, or **Send All Reminders** for every unpaid balance, sends a real SMS and email to that pupil's parent — not just a note to yourself.

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Rainbow Heights Academy

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Term 1

+ Register Pupil

Bulk Import

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+ Record Payment

TERM TARGET

COLLECTED

REMAINING

Filter: All

KG 1

KG 2

Primary 1

Primary 2

Primary 3

Primary 4

Primary 5

Primary 6

All Status

Fully Paid

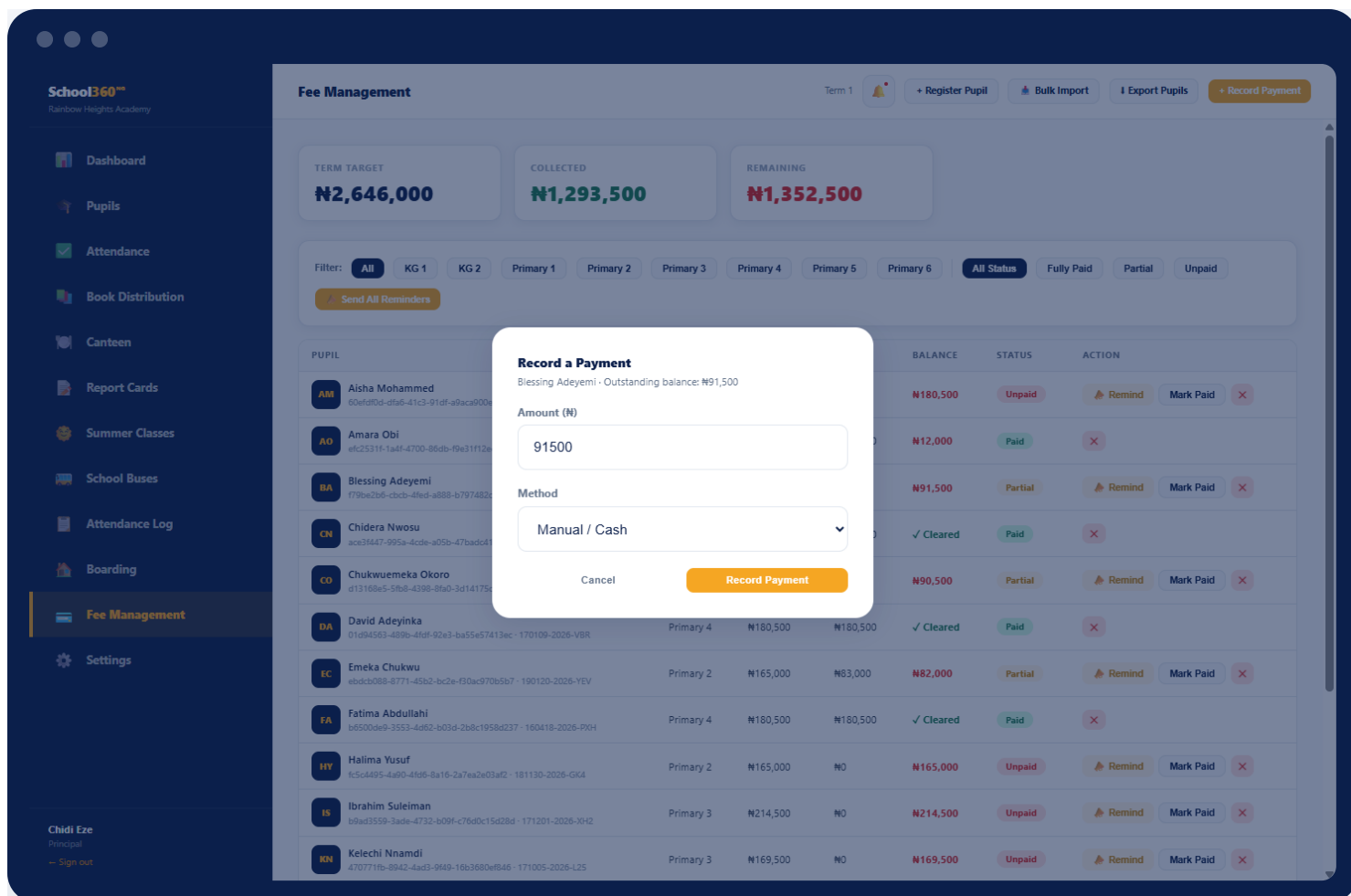
Partial

Unpaid

Send All Reminders

PUPIL	CLASS	TOTAL FEE	PAID	BALANCE	STATUS	ACTION
AM Aisha Mohammed 60efdf0d-dfa6-41c3-91df-a9aca900e54a - 160914-2026-62Y	Primary 4	₦180,500	₦0	₦180,500	Unpaid	Remind Mark Paid
AO Amara Obi efc2531f-1a4f-4700-86db-f9e31f12ecba - 180512-2026-3EV	Primary 2	₦177,000	₦165,000	₦12,000	Paid	
BA Blessing Adeyemi f79be2b6-cbcb-4fed-a888-b797482ca92c - 170822-2026-FIX	Primary 3	₦176,500	₦85,000	₦91,500	Partial	Remind Mark Paid
CN Chidera Nwosu ace34447-995a-4cde-a05b-47badc414132 - 180903-2026-MQN	Primary 2	₦165,000	₦165,000	Cleared	Paid	
CO Chukwuemeka Okoro d13168e5-5fb8-4398-8fa0-3d14175d8b36 - 160725-2026-BFR	Primary 4	₦180,500	₦90,000	₦90,500	Partial	Remind Mark Paid
DA David Adeyinka 01d94563-489b-4f4f-92a3-ba55e57413ec - 170109-2026-VBR	Primary 4	₦180,500	₦180,500	Cleared	Paid	
EC Emeka Chukwu ebdc088-8771-45b2-bc2e-f30ac970b5b7 - 190120-2026-YEV	Primary 2	₦165,000	₦83,000	₦82,000	Partial	Remind Mark Paid
FA Fatima Abdullahi b6500de9-3553-4d62-b03d-2b8c1958d237 - 160418-2026-PX4	Primary 4	₦180,500	₦180,500	Cleared	Paid	
HY Halima Yusuf fc5c4495-4a90-4fd6-8a16-2a7ea2e03af2 - 181130-2026-GK4	Primary 2	₦165,000	₦0	₦165,000	Unpaid	Remind Mark Paid
IS Ibrahim Suleiman b19ad3559-3ade-4732-b09f-c76d0c15d28d - 171201-2026-X42	Primary 3	₦214,500	₦0	₦214,500	Unpaid	Remind Mark Paid
KN Kelechi Nnamdi 470771fb-8942-4ad3-9f49-16b3680e8446 - 171005-2026-L25	Primary 3	₦169,500	₦0	₦169,500	Unpaid	Remind Mark Paid

The Fees view showing the fee schedule and collection stats.



The "Mark Paid" / Record Payment modal opened for Blessing Adeyemi, a partially-paid pupil.

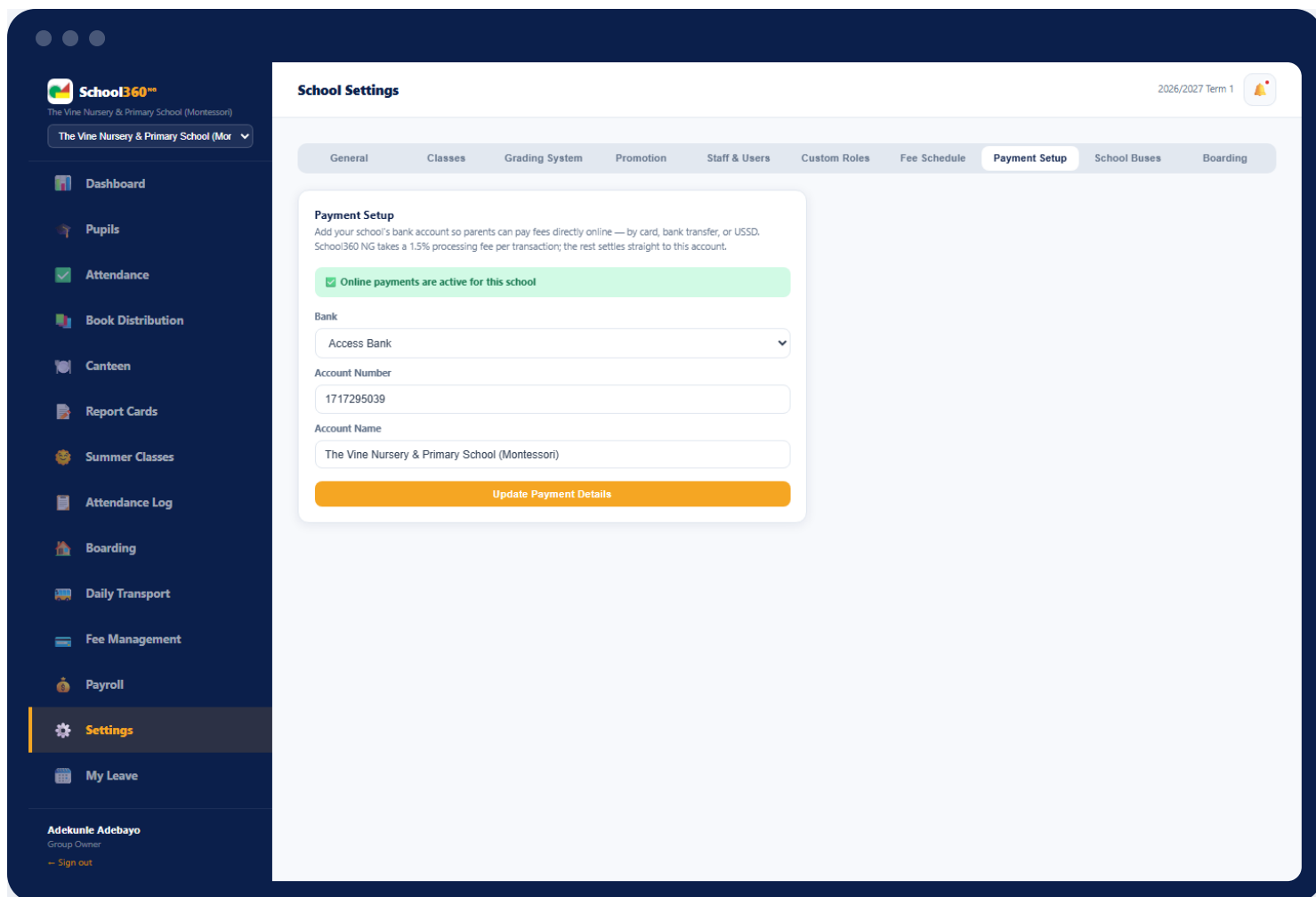
The **Fees** view also shows your collection rate and a full paid/partial/unpaid breakdown at a glance — the same numbers feed the Dashboard.

Parents can pay too. A linked parent sees the exact same fee schedule from their own Parent App and can pay online by card, bank transfer or USSD — in full or by instalment — see The Parent App.

Getting paid online

School360 NG uses Paystack to accept real online payments — by card, bank transfer, or USSD — straight into your school's own bank account.

- 1 Open **Settings** → **Payment Setup**.
- 2 Enter your school's bank, account number and account name, then select **Update Payment Details**.
- 3 Once "Online payments are active for this school" shows, every linked parent can pay directly from their own app.



The Settings > Payment Setup tab — bank details and online-payment status.

School360 NG takes a 1.5% processing fee on each online payment; the rest settles straight to your school's account. There's no fee on a payment you record manually (cash, or a transfer made directly to your bank).

Bank-transfer proof of payment

For a parent who transfers money directly to your school's bank account rather than paying through Paystack, they can upload a photo of the transfer receipt from their own app — for a regular fee or a Summer Classes payment. It shows up for staff to review and approve or reject, so a real transfer still gets credited without a bursar needing to take anyone's word for it.

- 1 A 🏠 **Pending Transfer Proofs** panel appears directly on the Fees page whenever there's one to review — it stays out of the way otherwise.
- 2 Open the uploaded photo, check it against your bank statement, then select **Approve** (credits the pupil's balance exactly like a manual cash payment) or **Reject** with a reason.
- 3 The parent is notified by SMS and email either way, so they're never left wondering.

School360™
Sunrise Comprehensive Academy

Sunrise Comprehensive Academy

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Adaeze Nwankwo
Group Owner
Sign out

Fee Management

Term 2

Record Payment

Viewing Sunrise Comprehensive Academy only

Back to All Branches

TERM TARGET

COLLECTED

REMAINING

N270,000

N0

N270,000

Pending Transfer Proofs (1)

Chiamaka Obi - Primary 5
N45,000 · 18/08/2026 · "Paid via GTBank transfer, ref 240818XYZ"

ApproveReject

Filter:

All

Primary 5

All Status

Fully Paid

Partial

Unpaid

Search name...

Export

Send All Reminders

PUPIL	CLASS	TOTAL FEE	PAID	BALANCE	STATUS	ACTION
CO Chiamaka Obi 3d04ae8d-654e-4cf2-9381-2ce4ed97cf89 · 160315-2026-V5X	Primary 5	N135,000	N0	N135,000	Unpaid	Remind Mark Paid
FY Fatima Yusuf 0a803410-82dc-4b84-8f02-4b96c3e8f0e7 · 160315-2026-VY5	Primary 5	N135,000	N0	N135,000	Unpaid	Remind Mark Paid

Showing 2 of 2 pupils

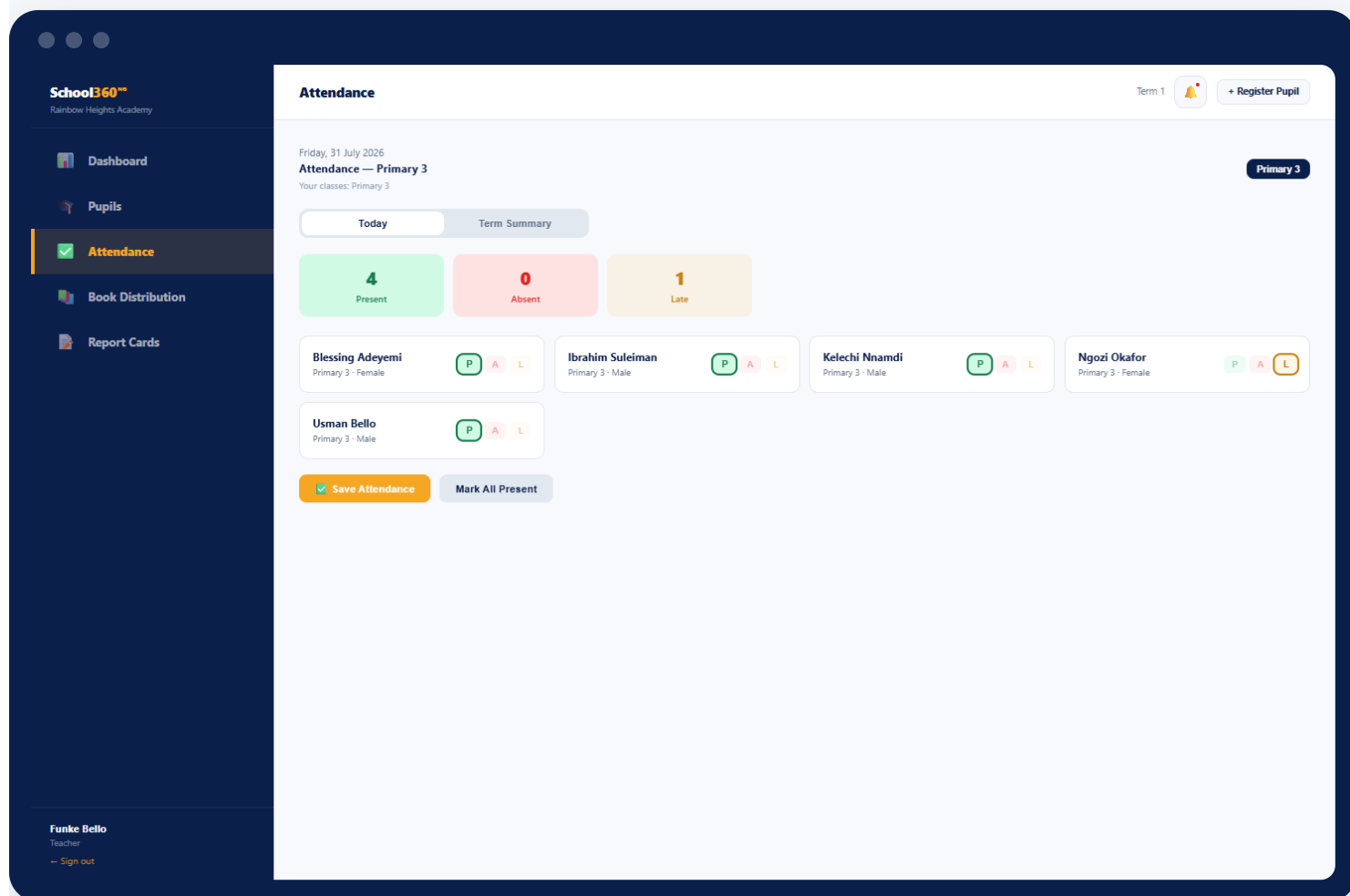
A submitted bank-transfer proof waiting for staff review, right on the Fees page.

Attendance

A Teacher marks their own class each day; Principals see every class.

Taking the daily register

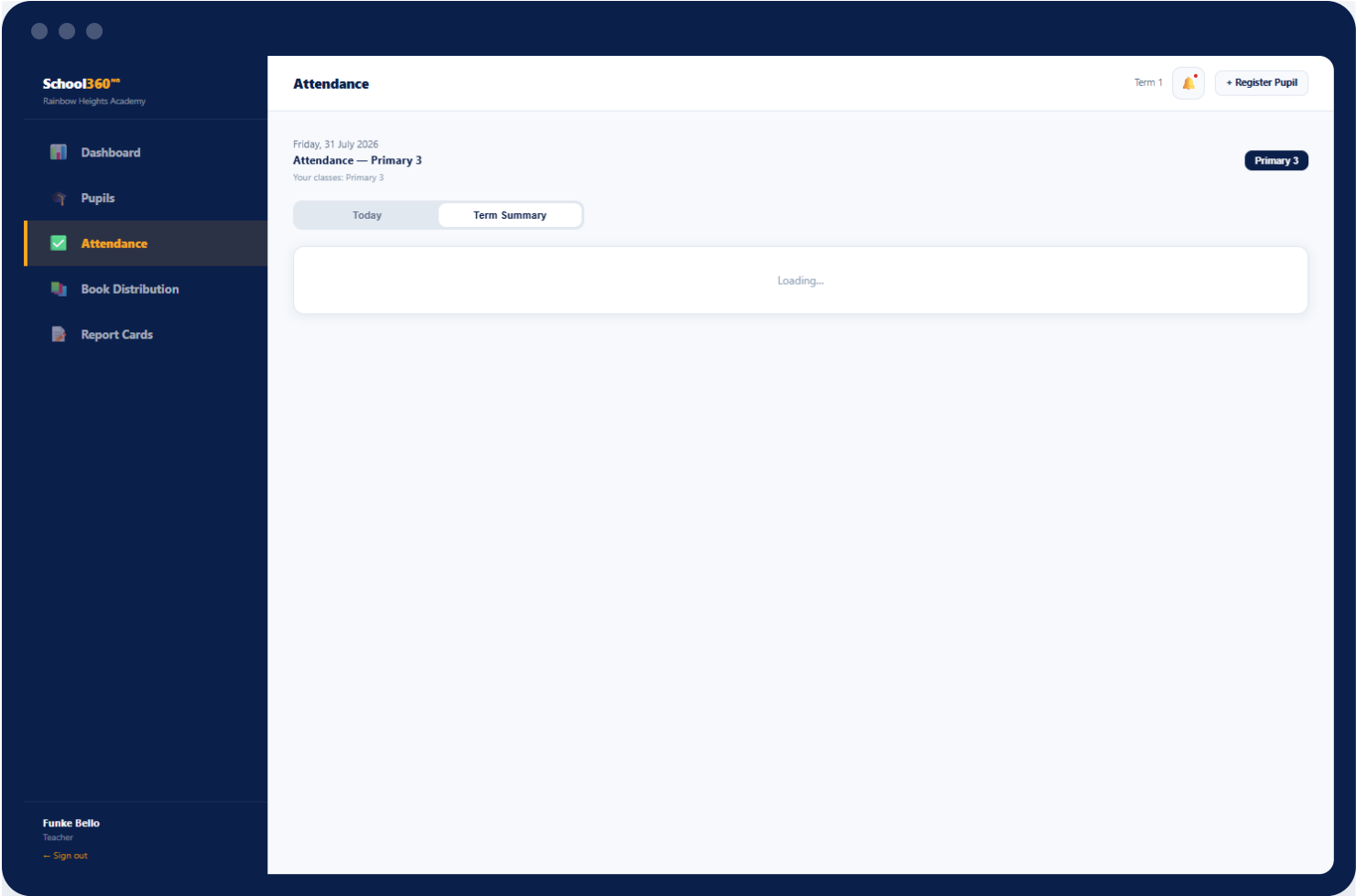
- 1 Open **Attendance** — your class's roster is listed for today.
- 2 Tap each pupil to cycle between Present, Absent, and Late, or use **Mark All Present** as a starting point and adjust the exceptions.



The Teacher's Attendance > Today tab: the Primary 3 daily register.

Term Summary & export

- 1 Switch to the **Term Summary** tab to see each pupil's total present/absent/late days and attendance percentage for the current term.
- 2 Select **Download CSV** to export the same table — useful for a PTA meeting or an inspection file.



The Attendance > Term Summary tab for Primary 3, with the CSV download button visible.

• FEATURE

Announcements

Post a notice to the whole school or a single class, and every parent sees it in their own app — the feature that finally lets you retire the WhatsApp broadcast group instead of running both side by side.

- 1 Open **Announcements** and fill in a **Title** and **Message**.
- 2 Choose an **Audience** — Whole School, or a specific class.
- 3 Tick **Urgent** for anything that can't wait, like an early closure — it's flagged differently so it never gets lost among routine notices.
- 4 Select **Post Announcement**. Parents see it in their own app, with an unread dot on the bell icon until they open it.

The screenshot displays the 'Announcements' section of the School360 web application. On the left is a dark blue sidebar with a list of navigation items: Dashboard, Admissions, Pupils, Attendance, Book Distribution, Canteen, Report Cards, Summer Classes, Boarding, Health / Sick Bay, Daily Transport, **Announcements** (highlighted with an orange bar), Discipline Records, Attendance Log, and Fee Management. At the bottom of the sidebar, the user is identified as 'Adekunle Adebayo, Principal' with a 'Sign out' link. The main content area has a white background. At the top, it says 'Announcements' on the left and '2026/2027 Term 1' with a bell icon on the right. Below this, the date 'Friday, 7 August 2026' is shown. The 'Announcements' section contains a 'Post an Announcement' form with fields for 'Title' (with a placeholder 'e.g. School closed tomorrow'), 'Message' (with a placeholder 'Details for parents...'), and 'Audience' (a dropdown menu currently set to 'Whole School'). To the right of the 'Audience' dropdown is an 'Urgent' checkbox. Below the form is an orange 'Post Announcement' button. Underneath the form is a 'Recent Announcements (0)' section with the text 'No announcements posted yet.'

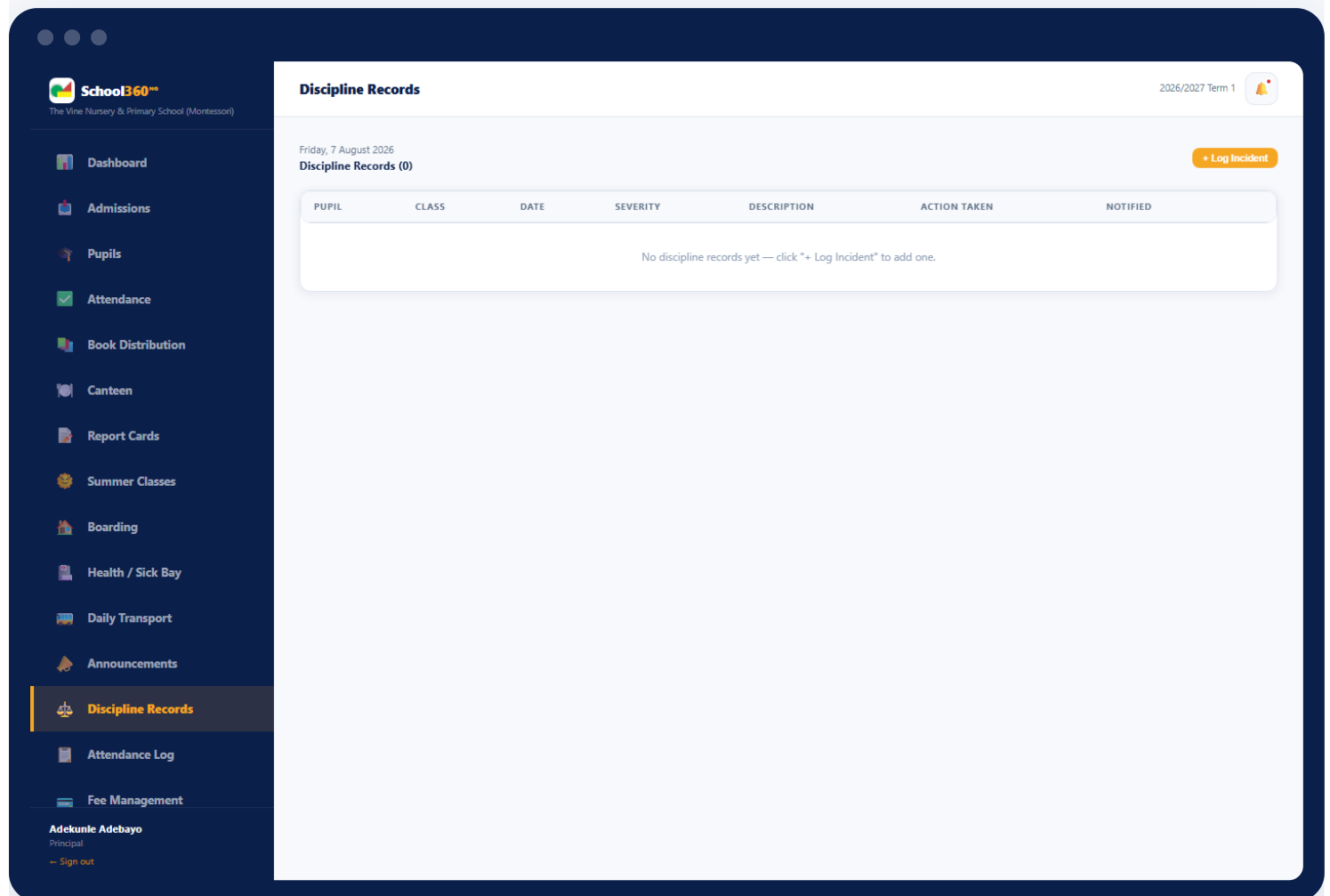
Posting a Whole School announcement — the Urgent checkbox sits next to Post Announcement.

• FEATURE

Discipline Records

A formal, parent-visible incident log, in place of a private mental tally of who did what.

- 1 Open **Discipline Records** and select **+ Log Incident**.
- 2 Record the pupil, class, date, severity, a description of what happened, and any action taken.
- 3 The parent linked to that pupil can see the record from their own app, alongside whether the school has notified them directly.

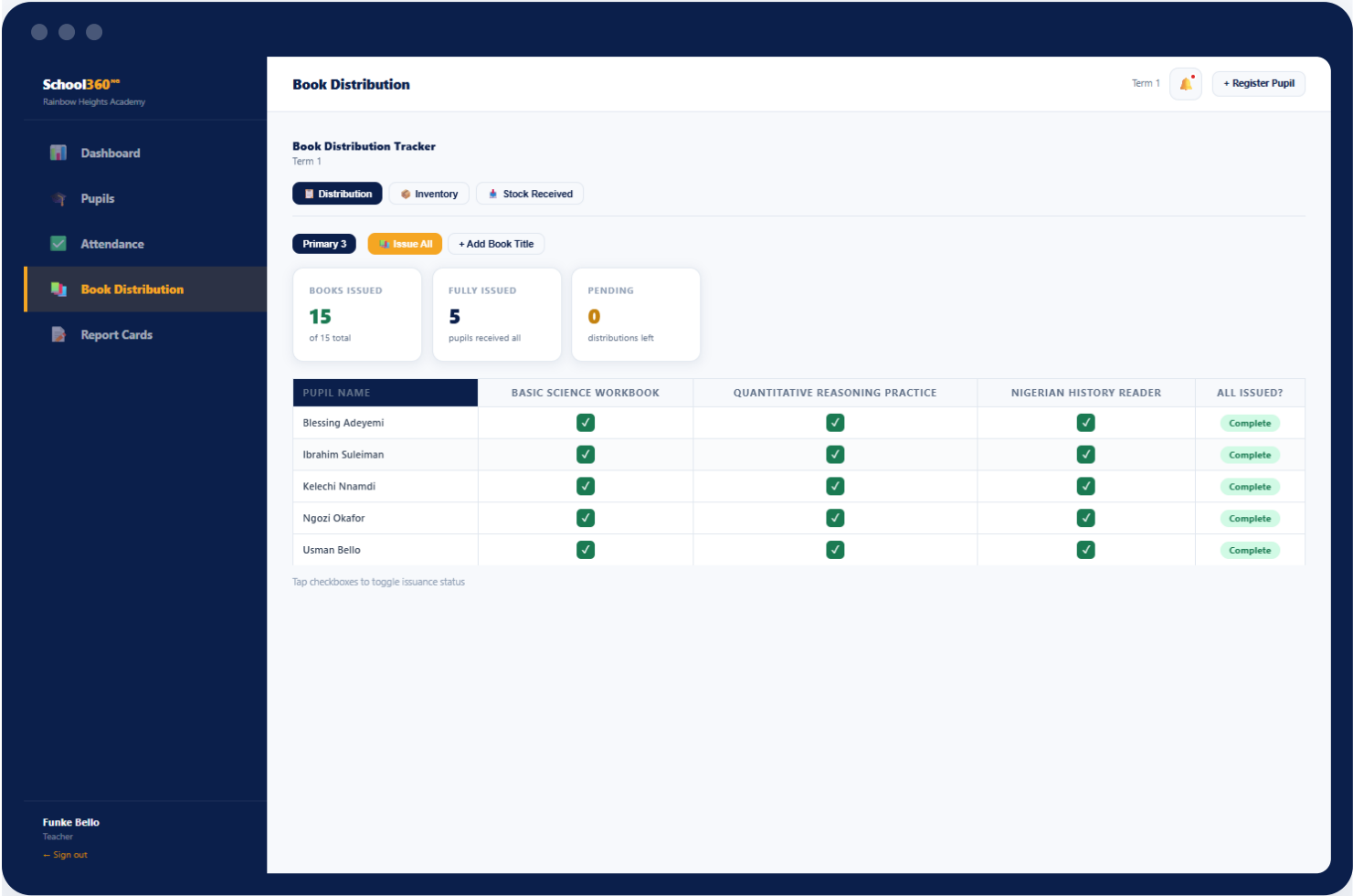


The Discipline Records list — Pupil, Class, Date, Severity, Description, Action Taken and Notified, at a glance.

Books

Track textbook stock and who has been given which title.

- 1
- Open **Books** and select **+ Add Book Title** for each textbook your class uses this term.
- 2
- Under **Stock Received**, record how many copies came in.
- 3
- Under **Distribution**, tick off each pupil as they receive their copy — every staff member for that class sees the same up-to-date list, so a Teacher and Principal never lose track of who still needs a book.



The Books screen showing distribution/inventory for the Teacher's class.

Bus Tracking

No GPS box to install — a Driver checks pupils on and off at each stop from their phone, and parents see it live.

Setting up a bus route

Bus setup lives under **Settings** → **School Buses** — the sidebar's own **Daily Transport** and driver-only **My Route** stay separate (see Daily Transport below).

- 1 Open **Settings** → **School Buses** and select **+ Add Bus**.
- 2 Name the bus, note its plate number, and add its stops, in the order the bus visits them.
- 3 Assign a Driver, and set a transport fee — either one flat "both ways" amount, or separate morning-only/afternoon-only amounts if your school prices those differently.
- 4 Assign pupils to the bus from their profile (see Pupils), choosing their stop and whether they ride one way or both.

The screenshot displays the 'School Buses' management interface. On the left is a dark sidebar with navigation links: Dashboard, Pupils, Attendance, Book Distribution, Canteen, Report Cards, Summer Classes, **School Buses** (highlighted), Attendance Log, Boarding, Fee Management, and Settings. The main content area has a header with 'School Buses', 'Term 1', and action buttons: '+ Register Pupil', 'Bulk Import', 'Export Pupils', and '+ Record Payment'. Below the header, a 'School Buses' section contains instructions and a form to add a new bus. The form includes a 'New bus name' field, an '+ Add Bus' button, and a section for 'Bus 1 - Ikeja Route'. This section shows a driver assignment (Musa Ibrahim) and a 'Remove Bus' button. Below this, there are input fields for transport fees: 'Both ways (₦/term): 12000', 'Morning only (₦): 7000', and 'Afternoon only (₦): 7000', followed by a 'Save Fees' button. A list of stops is shown with numbered buttons (1, 2, 3) and input fields: 'Opebi Junction', 'Allen Avenue', and 'Awolowo Way'. Each stop has up/down arrows and a delete button. At the bottom of the stop list is a 'New stop name' field and an '+ Add Stop' button. The bottom of the sidebar shows the user 'Chidi Eze, Principal' with a 'Sign out' link.

The admin-side School Buses screen: bus/stop list, driver assignment and transport fees.

School360™
The Vine Nursery & Primary School (Montessori)

The Vine Nursery & Primary School (Mor) ▾

- Dashboard
- Pupils
- Attendance
- Book Distribution
- Canteen
- Report Cards
- Summer Classes
- Attendance Log
- Boarding
- Daily Transport
- Fee Management
- Payroll
- Settings**
- My Leave

Adekunle Adebayo
Group Owner
— Sign out

School Settings 2026/2027 Term 1

General Classes Grading System Promotion Staff & Users Custom Roles Fee Schedule Payment Setup **School Buses** Boarding

School Buses — Every Branch
2 rows across 2 branches

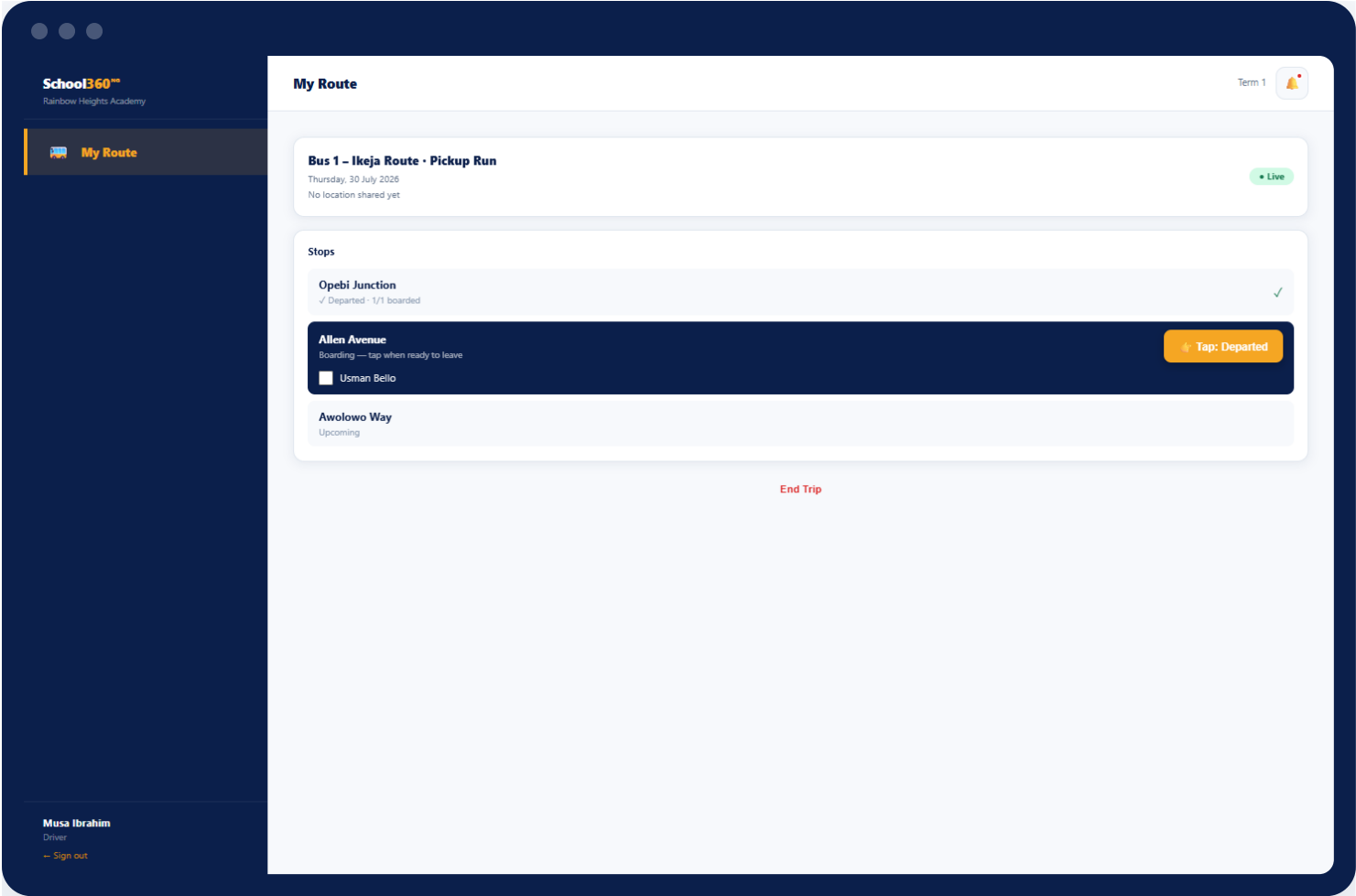
Search... | Export

BUS	PLATE NO.	DRIVER	STOPS	FEE (N)	BRANCH	
Bus001		Segun Abe	3	0	The Vine Nursery & Primary School (Montessori)	Manage in The Vine Nursery & Primary School (Montessori) →
Bus002		— Unassigned —	3	0	The Vine Nursery & Primary School (Montessori)	Manage in The Vine Nursery & Primary School (Montessori) →

The Settings > School Buses tab — an org-wide view for a Group Owner, including each bus's plate number.

Running a trip (Driver)

- 1 The Driver logs in and starts a **Pickup** or **Dropoff** trip for their bus.
- 2 At each stop, tap **Arrived**, tick off which assigned pupils actually boarded, then tap **Departed** before moving to the next stop.
- 3 A best-effort location ping keeps a rough "last seen" position visible while the trip is active — this isn't a live GPS map, just an honest last-known point.



The Driver's live trip screen mid-route: Opebi Junction departed with Amara Obi boarded, the bus arrived at Allen Avenue with Usman Bello pending, and Awolowo Way still pending.

Parents watching from their own app see exactly this progress — which stop the bus is at, and whether their own child has boarded — see The Parent App.

Daily Transport

A simple day-by-day register of who actually rode the bus, morning and afternoon — separate from setting up routes and stops (see Bus Tracking above).

Every pupil assigned to a bus gets a row, with a tick for each day showing whether they were checked on for the morning (AM) and afternoon (PM) run. A Group Owner sees this across every branch at once; a Principal sees their own branch directly.

School360™
The Vine Nursery & Primary School (Montessori)

The Vine Nursery & Primary School (Mor

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Fee Management

Payroll

Adekunle Adebayo
Group Owner

Sign out

Daily Transport

2026/2027 Term 1

Daily Transport — Every Branch

1 pupil on a school bus across every branch - 2 days recorded

Download CSV

PUPIL	BRANCH	BUS	28 JUL	31 JUL	
Adekunle Benjamin Oluwadarasimi	The Vine Nursery & Primary School (Montessori)	Bus001	AM ☒ - PM ☐	AM ☒ - PM ☒	Manage in The Vine Nursery & Primary School (Montessori) →

The org-wide Daily Transport register, showing AM/PM check marks per pupil per day.

Select **Download CSV** to export the same register — useful for reconciling with a transport contractor’s invoice, or for a parent query about a specific day.

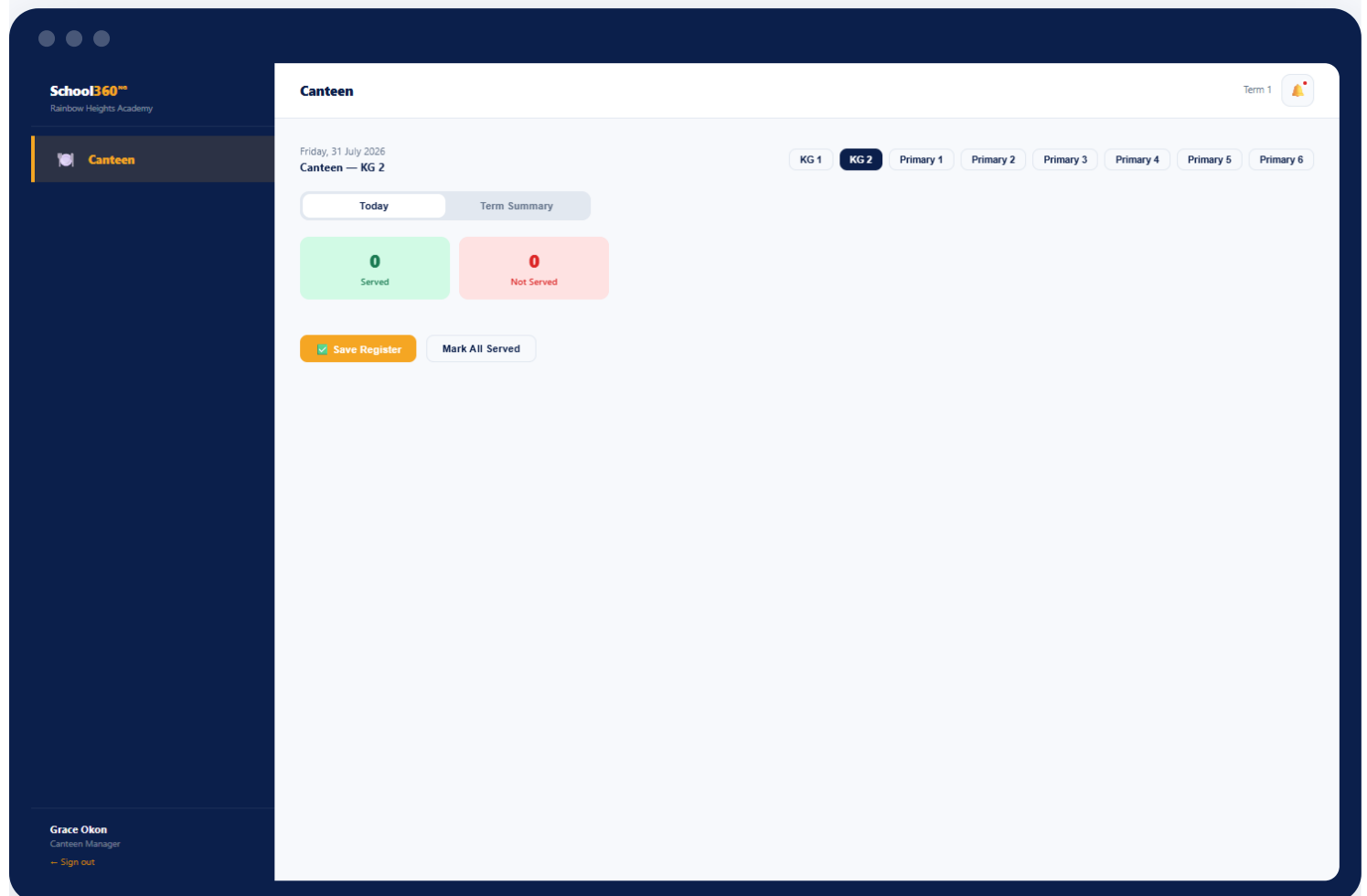
Canteen

A daily meal register, plus an optional prepaid wallet per pupil if your school collects canteen money through the app rather than folding it into the termly Feeding fee.

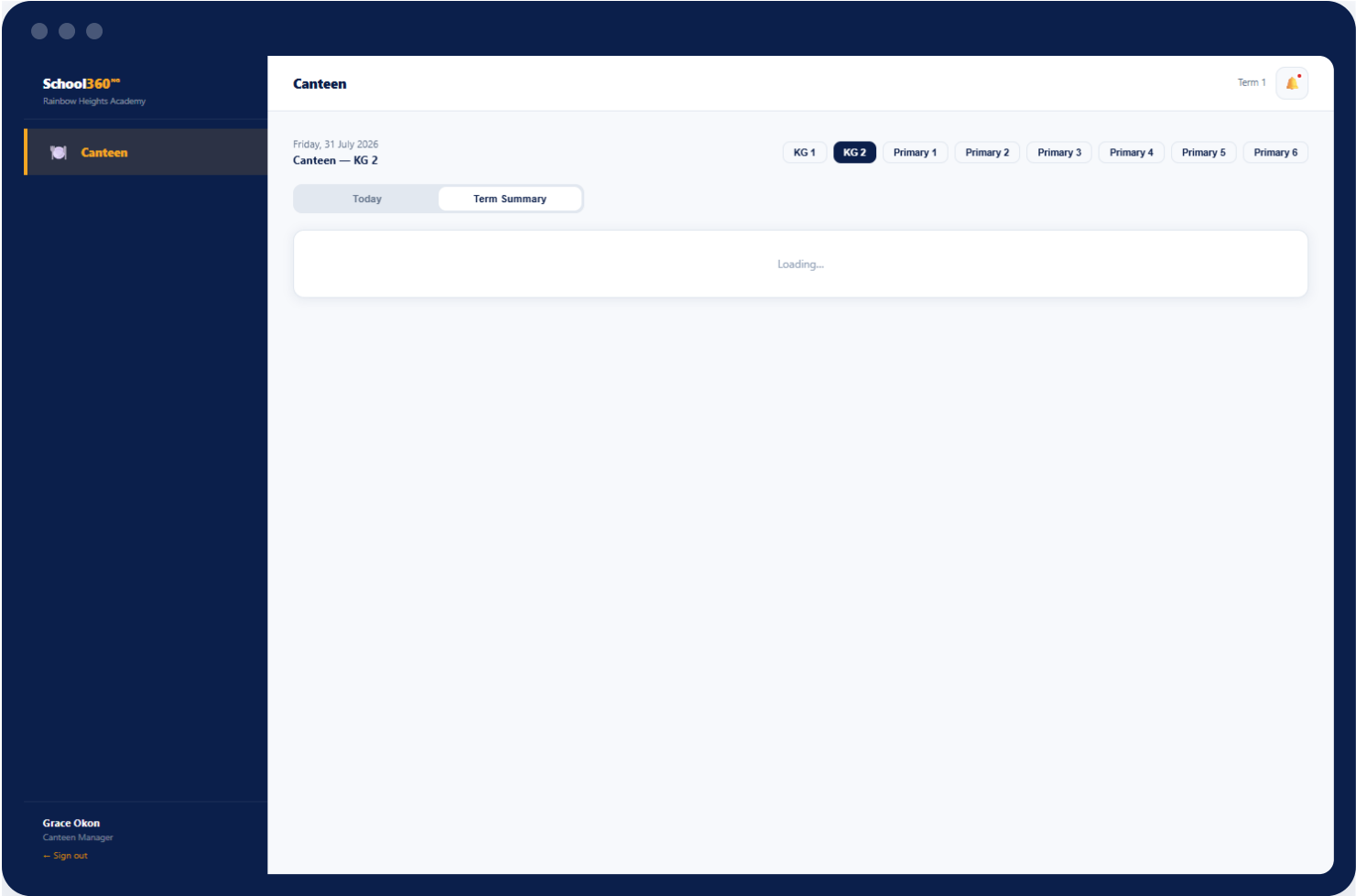
- 1 The Canteen Manager opens 🍽️ **Canteen** each day and marks which pupils were served, across the whole school.
- 2 Switch to **Term Summary** for each pupil's total meals served this term, with the same CSV export as Attendance.

Canteen Wallets

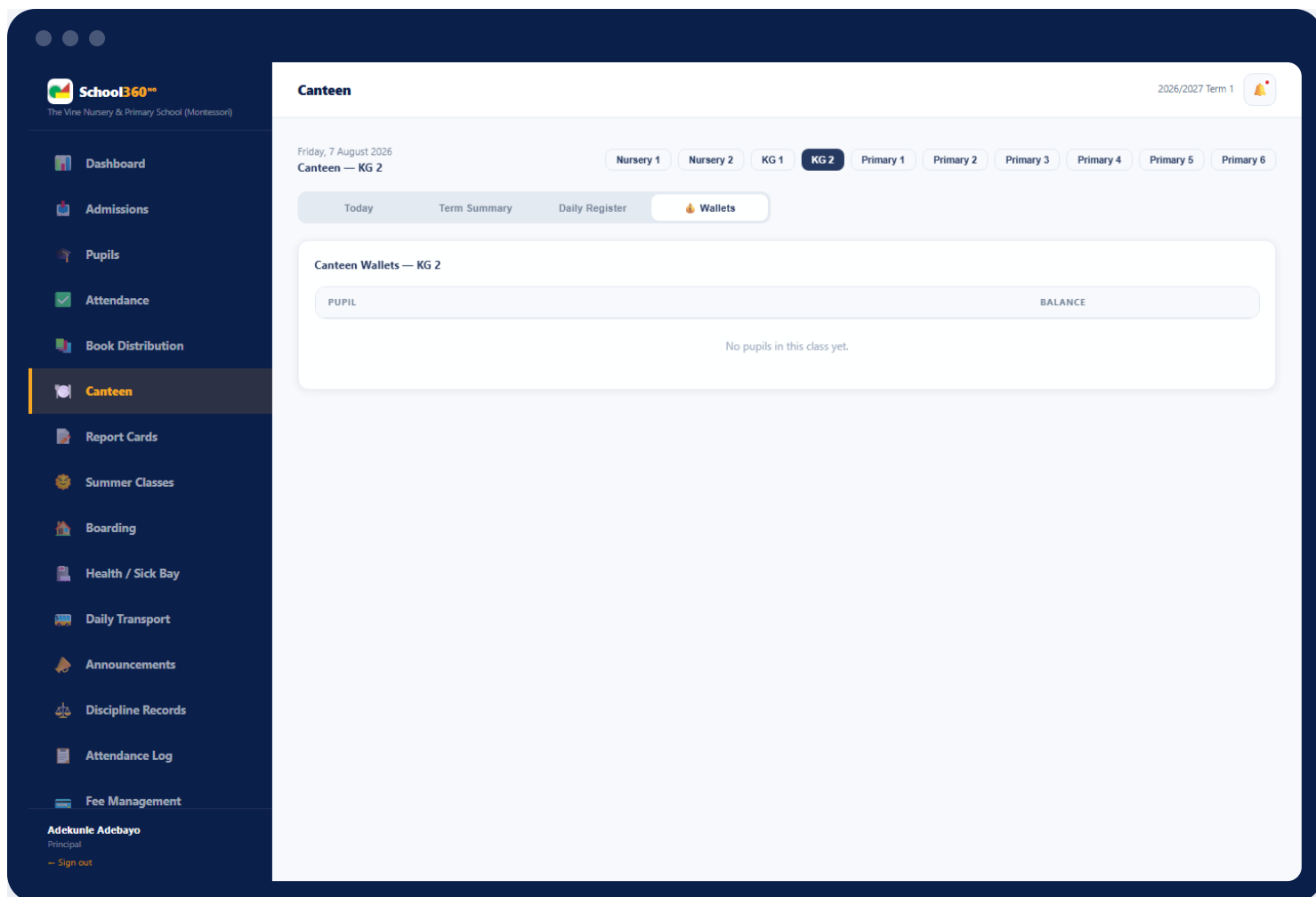
Switch to the **Wallets** tab to top up a pupil's prepaid balance — either recorded as Cash/Manual by staff, or paid online by the parent through Paystack from their own app. Meals get deducted from this balance as they're served.



The Canteen Manager's Today tab.

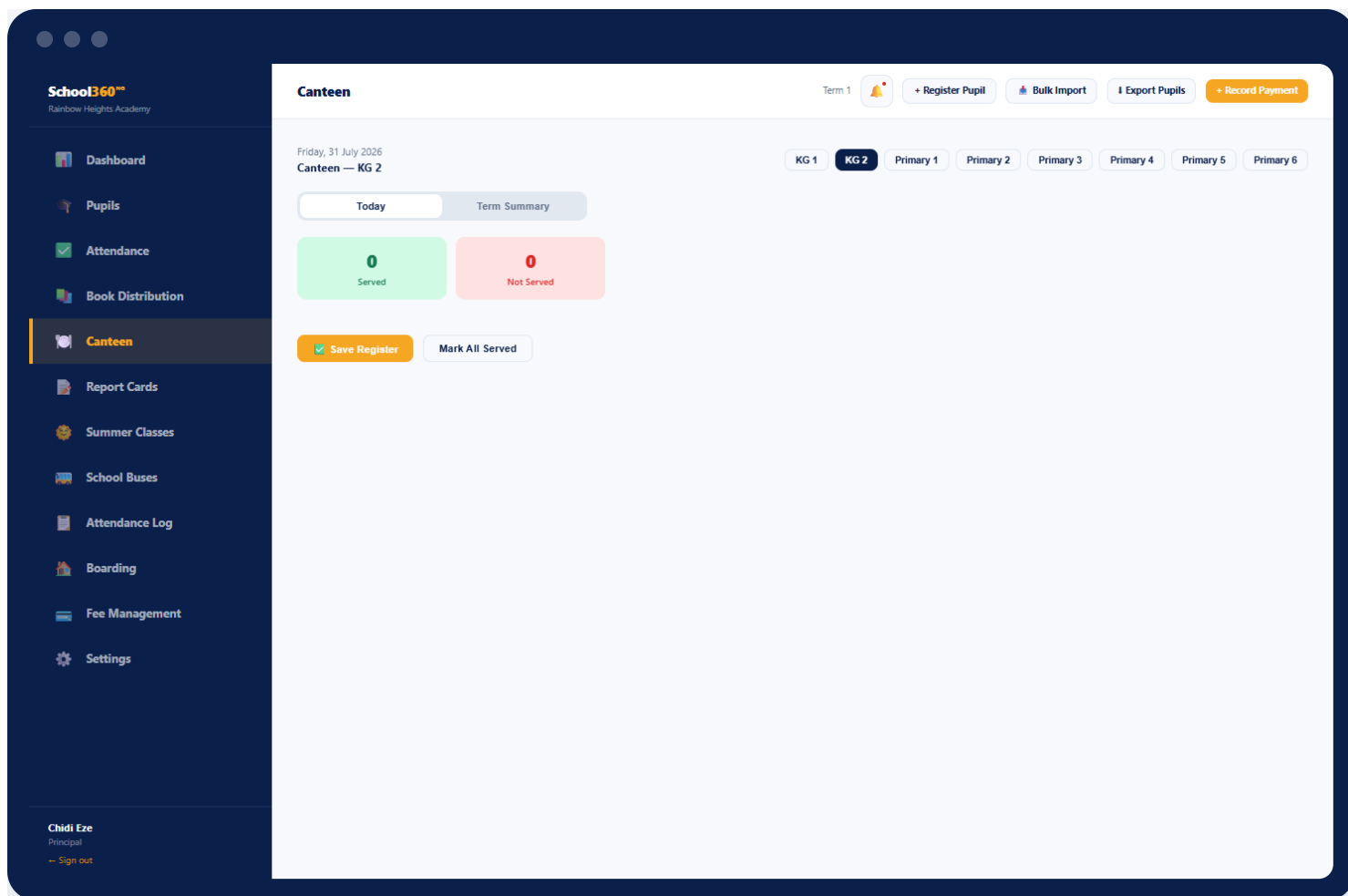


The Canteen Manager's Term Summary tab.



The Canteen Walleys tab — top up a pupil's balance by cash or Paystack.

Principals and Group Owners can open the same screen too, to check in on any class:

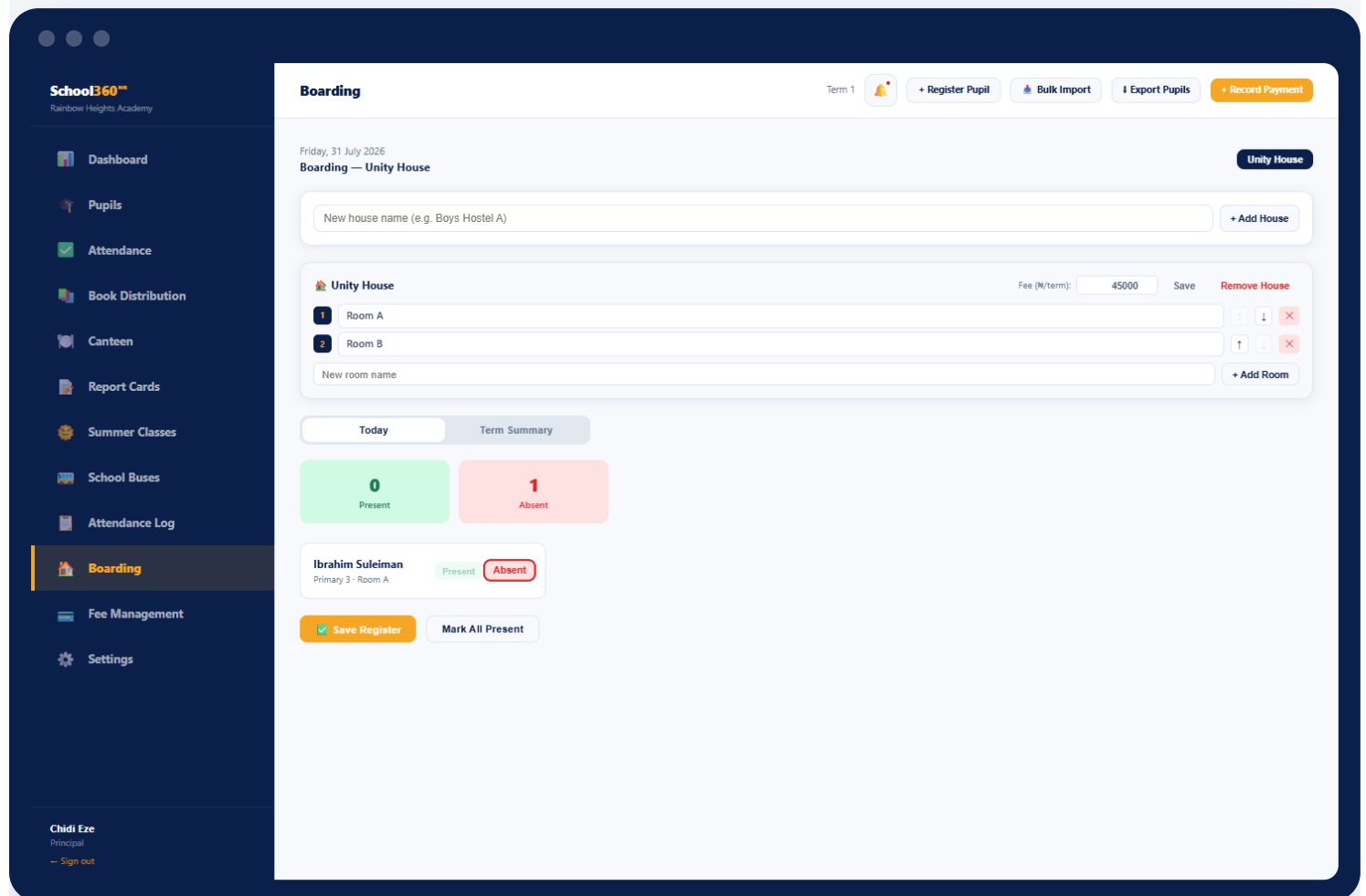


The Canteen screen as seen by the Principal.

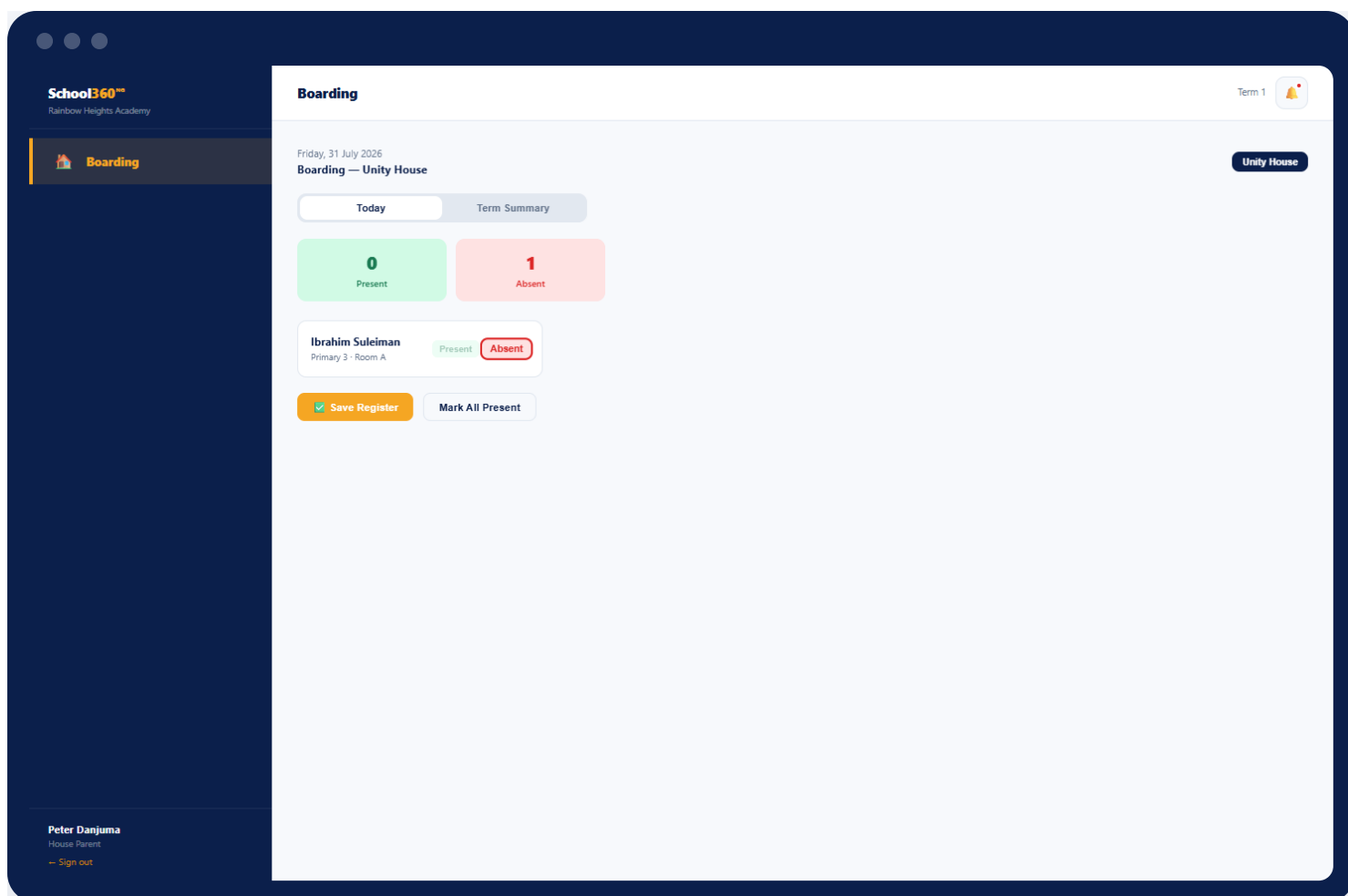
Boarding

House and room assignment, a flat boarding fee, and a nightly presence register.

- 1 A Principal/Group Owner opens 🏠 **Boarding** and adds a house, its rooms, and its termly fee.
- 2 Assign a boarding pupil to a house and room from their profile.
- 3 The House Parent marks the nightly presence register for every boarder, the same way Attendance works for classes — including marking a boarder **On Exeat** rather than simply absent, when they've been signed out for the day.



The admin-side Boarding screen: house/room list and boarding fee setup.



The House Parent's Boarding register screen for nightly presence marking.

A parent can ask for boarding too. If a parent's child isn't assigned a house yet, their app shows a **Request Boarding** button — it doesn't assign anything automatically, it just adds the child to a pending-requests list on this screen for you to place.

• FEATURE

Health & Sick Bay

A simple clinic log — who's currently in the sick bay, and a history of past visits.

- 1 A Nurse (or any staff with access) opens **Health / Sick Bay** and selects the pupil under **Log a New Visit**.
- 2 Record their temperature, symptoms, and any treatment given.
- 3 Tick **Sent Home** if the pupil was sent home, and **Parent Notified** once you've told the parent directly.
- 4 Select **+ Log Visit** — the pupil appears under **Currently in Sick Bay** until the visit is closed, and every past visit stays in **Recent History**.

The screenshot displays the 'Health / Sick Bay' interface within the School360 application. The left sidebar contains a navigation menu with options: Dashboard, Admissions, Pupils, Attendance, Book Distribution, Canteen, Report Cards, Summer Classes, Boarding, Health / Sick Bay (highlighted), Daily Transport, Announcements, Discipline Records, Attendance Log, and Fee Management. The user is identified as Adekunle Adebayo, Principal, with a 'Sign out' link.

The main content area is titled 'Health / Sick Bay' and shows the date 'Friday, 7 August 2026'. It features three sections:

- Log a New Visit:** A form with a 'Pupil' dropdown menu (selected: Adekunle Benjamin Oluwadarasimi — Primary 3), a 'Temperature (°C)' input field (placeholder: e.g. 37.5), a 'Symptoms' text area (placeholder: e.g. Headache, mild fever), and a 'Treatment Given' text area (placeholder: e.g. Paracetamol, rested in sick bay). Below these are checkboxes for 'Sent Home' and 'Parent Notified', and a '+ Log Visit' button.
- Currently in Sick Bay (0):** A section indicating 'No pupils currently in the sick bay.'
- Recent History:** A section indicating 'No past visits recorded yet.'

Logging a new Health / Sick Bay visit, with Sent Home and Parent Notified checkboxes.

A linked parent sees their own child's most recent visit from their own app.

• FEATURE

Summer Classes

An optional holiday session with its own fee, kept completely separate from regular term fees.

- 1 Open 🌞 **Summer Classes** and select **+ New Session** — name it and set its fee.
- 2 Enroll pupils from the roster. A parent can also self-enroll their child from their own app.
- 3 Payments for a summer session are tracked completely separately from a pupil's regular term fees — one never affects the other.

School360™
Rainbow Heights Academy

Dashboard
Pupils
Attendance
Book Distribution
Canteen
Report Cards
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School Buses
Attendance Log
Boarding
Fee Management
Settings

Summer Classes

Term 1 [+ Register Pupil](#) [Bulk Import](#) [Export Pupils](#) [+ Record Payment](#)

Summer Classes
Opt-in holiday sessions with their own fee, separate from regular term fees. No attendance, scores, or report card.

Session name (e.g. Summer Camp 2026) Fee (N) [+ Add Session](#)

August Holiday Coding Camp
1 enrolled Fee (N): 20000 [Save](#) [Hide Roster](#) [Remove](#)

— Select a pupil to enroll — [+ Enroll](#)

PUPIL	CLASS	PAID	STATUS
Amara Obi	Primary 2	₦20,000	full

[Un-enroll](#)

Chidi Eze
Principal
[Sign out](#)

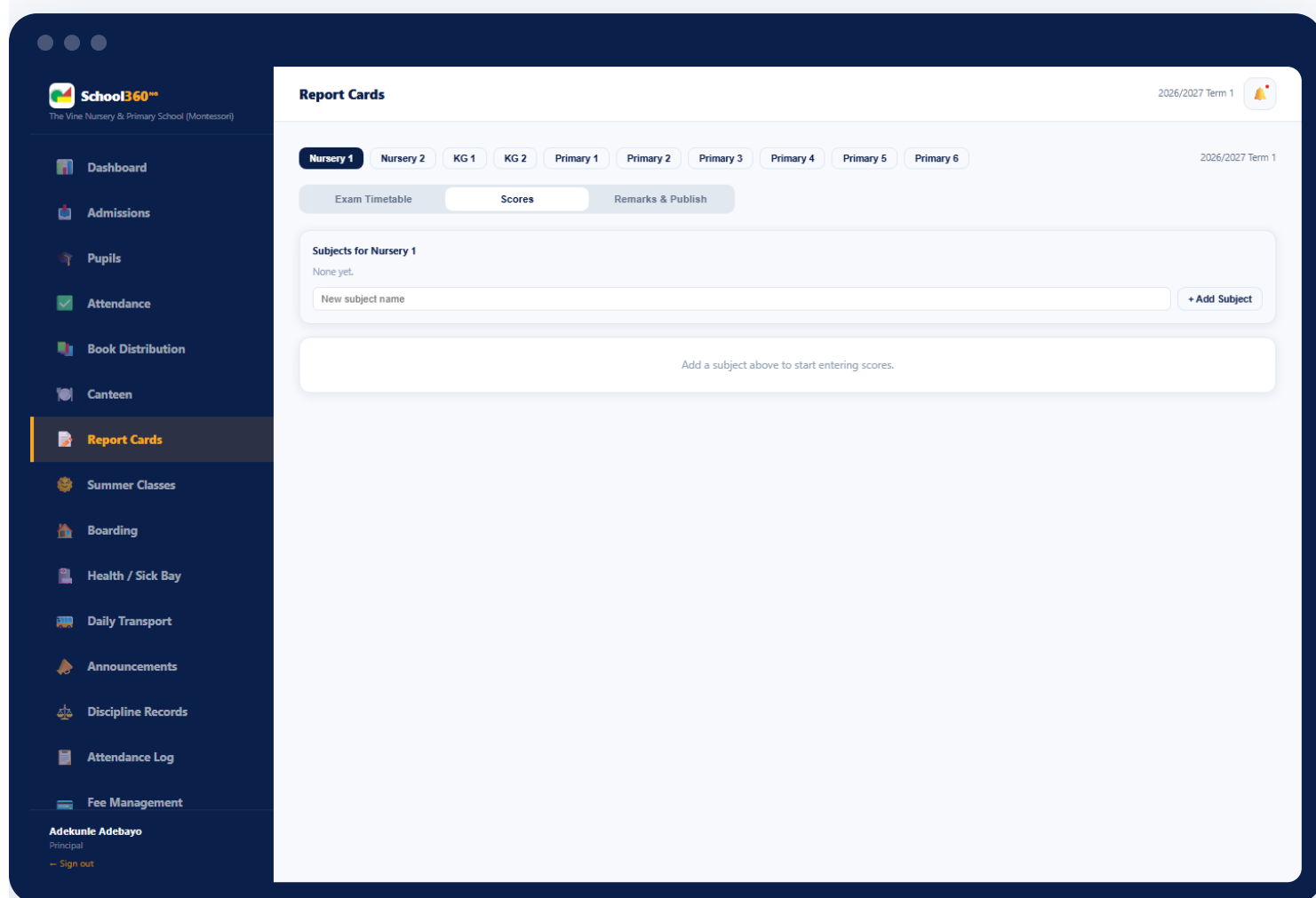
The Summer Classes screen with the "August Holiday Coding Camp" session list and its enrollment roster expanded.

• FEATURE

Report Cards

CA1 + CA2 + Exam scores, computed totals and grades, teacher and Principal remarks, and a printable card — kept as a private draft until you're ready for parents to see it. The scoring and grades below are School360 NG's defaults — see **Customizing the grading system** further down to change them.

Report Cards has three tabs: **Exam Timetable**, **Scores**, and **Remarks & Publish** — set the schedule that produces the scores in the same place you enter and publish them.



The Report Cards tab bar — Exam Timetable now sits alongside Scores and Remarks & Publish.

Setting the exam timetable

Open the **Exam Timetable** tab for your class and add each subject's exam date and time — this is the schedule your Scores are entered against, kept in the same place instead of a separate paper timetable.

Entering scores

- 1
- Open  **Report Cards** and choose your class.
- 2
- Under the **Scores** tab, make sure the subject list for this class is right (Settings-level staff can add/edit subjects — a Nursery class and a Primary class usually teach different things).
- 3
- Enter each pupil's CA1 (out of 20), CA2 (out of 20), and Exam (out of 60) score per subject. The total, grade, and class position are calculated for you as you go.

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Report Cards

Term 1

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Export Pupils

+ Record Payment

KG 1

KG 2

Primary 1

Primary 2

Primary 3

Primary 4

Primary 5

Primary 6

Term 1

Scores

Remarks & Publish

Subjects for Primary 3

Mathematics ✕ English Studies ✕ Basic Science ✕ Social Studies ✕

New subject name

+ Add Subject

Mathematics

English Studies

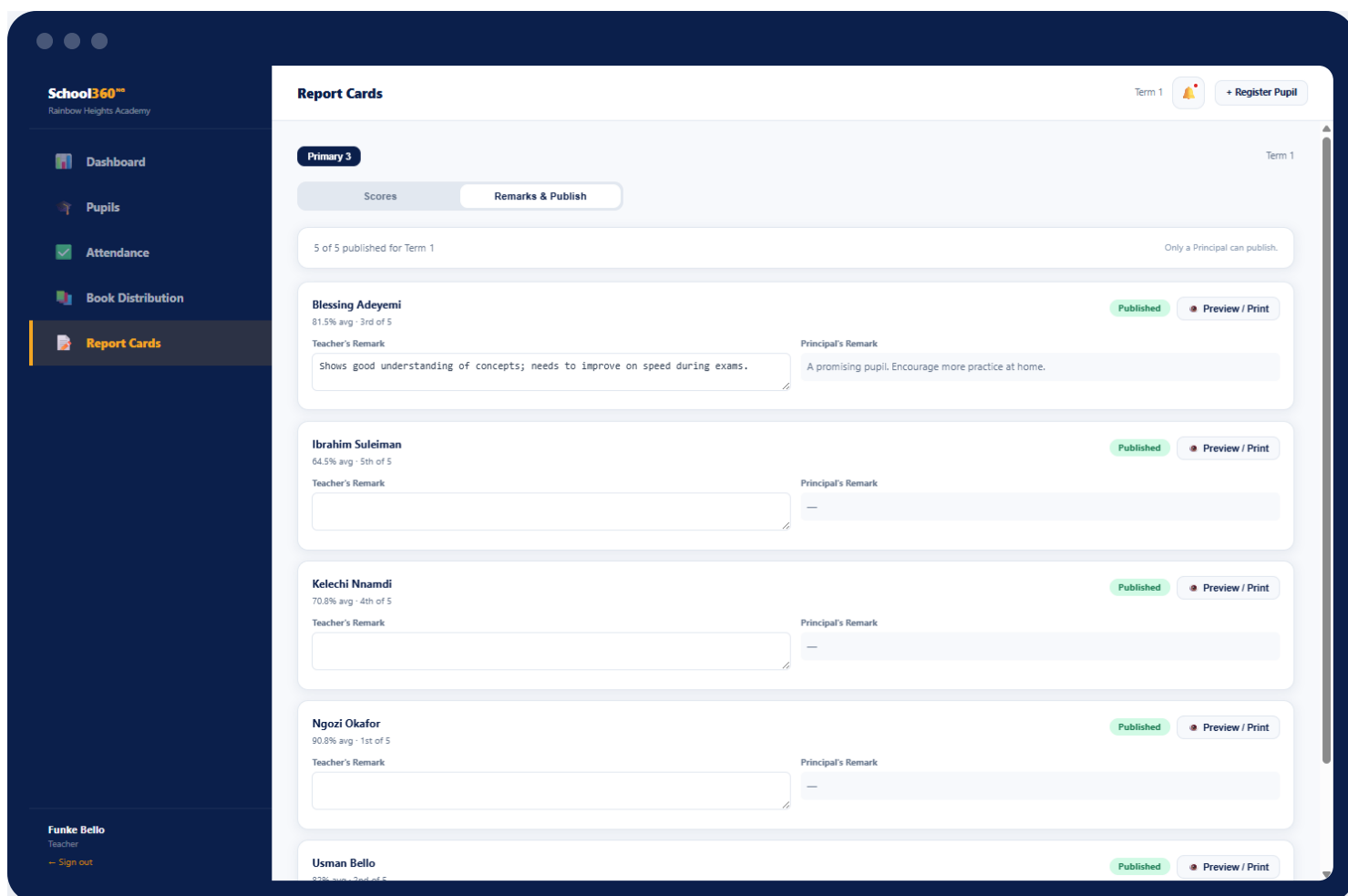
Basic Science

Social Studies

PUPIL	CA1 (20)	CA2 (20)	EXAM (60)	TOTAL	GRADE
Blessing Adeyemi	15	17	48	80	A
Ibrahim Suleiman	12	14	40	66	B
Kelechi Nnamdi	14	13	45	72	A
Ngozi Okafor	19	18	55	92	A
Usman Bello	18	16	52	86	A

The Report Cards > Scores tab for Primary 3, showing entered CA1/CA2/Exam marks.

A Teacher sees the same Scores tab for their own class only — with no Publish button, since only a Principal can publish:



The Teacher's own Report Cards > Scores tab -- narrower than the Principal's, with no Publish button.

Remarks & publishing

- 1 Switch to the **Remarks & Publish** tab.
- 2 The class Teacher adds a remark for each pupil; the Principal adds their own remark alongside it.
- 3 Reports stay a private draft — invisible to parents — until a Principal selects **Publish** for the whole class and term.
- 4 Use  **Print / Save as PDF** to produce a clean, printable copy of any pupil's report card, staff-side or parent-side, using your browser's own print dialog.

School360™
Rainbow Heights Academy

Dashboard

Pupils

Attendance

Book Distribution

Canteen

Report Cards

Summer Classes

School Buses

Attendance Log

Boarding

Fee Management

Settings

Chidi Eze
Principal
Sign out

Report Cards

Term 1

Register Pupil

Bulk Import

Export Pupils

Record Payment

KG 1

KG 2

Primary 1

Primary 2

Primary 3

Primary 4

Primary 5

Primary 6

Term 1

Scores

Remarks & Publish

5 of 5 published for Term 1

Unpublish Class

Publish Class

Blessing Adeyemi

81.5% avg · 3rd of 5

Published

Preview / Print

Teacher's Remark

Shows good understanding of concepts; needs to improve on speed during exams.

Principal's Remark

A promising pupil. Encourage more practice at home.

Ibrahim Suleiman

64.5% avg · 5th of 5

Published

Preview / Print

Teacher's Remark

Principal's Remark

Kelechi Nnamdi

70.8% avg · 4th of 5

Published

Preview / Print

Teacher's Remark

Principal's Remark

Ngozi Okafor

90.6% avg · 1st of 5

Published

Preview / Print

Teacher's Remark

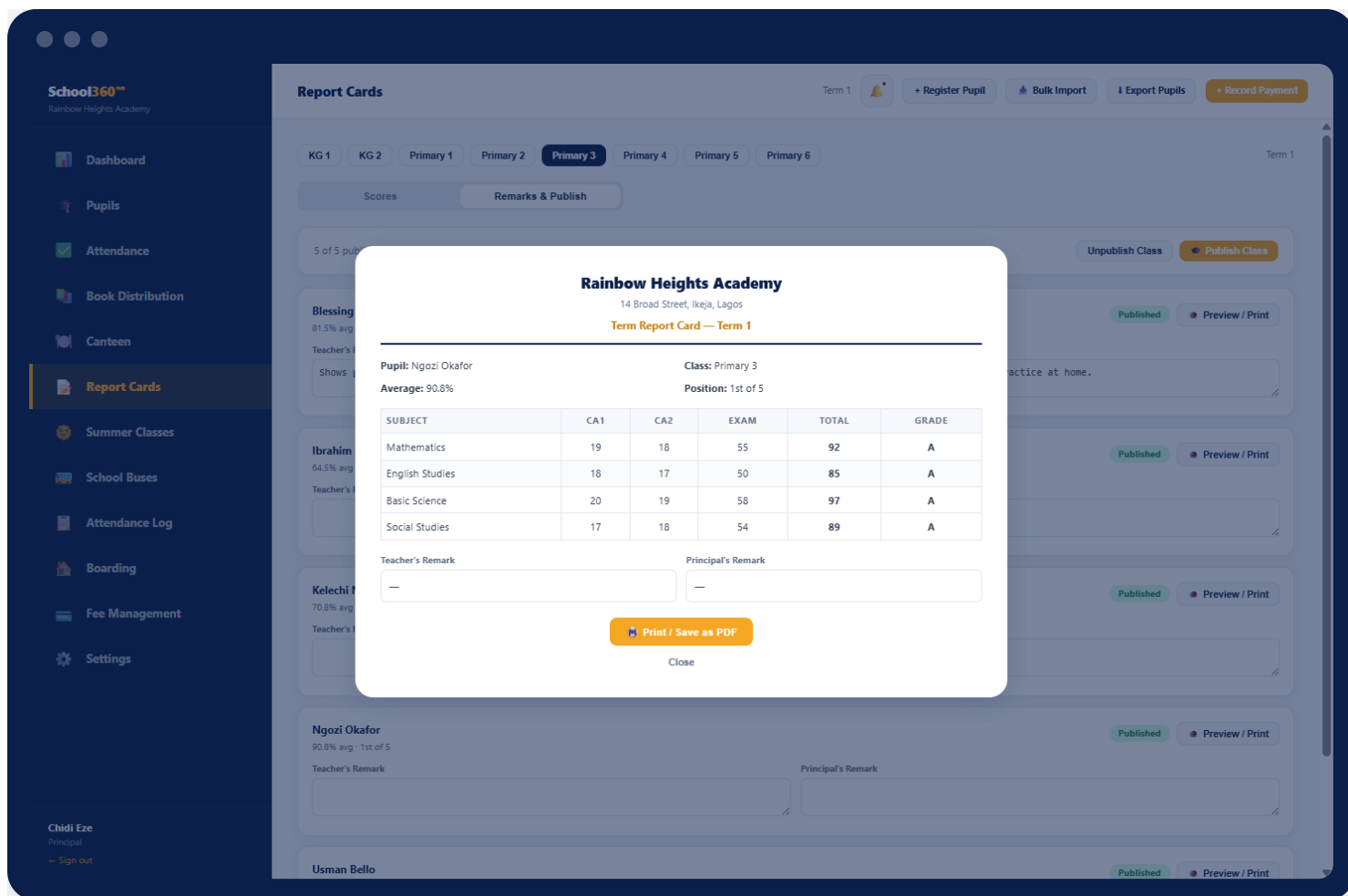
Principal's Remark

Usman Bello

Published

Preview / Print

The Report Cards > Remarks & Publish tab, showing published status and teacher remarks for Primary 3.



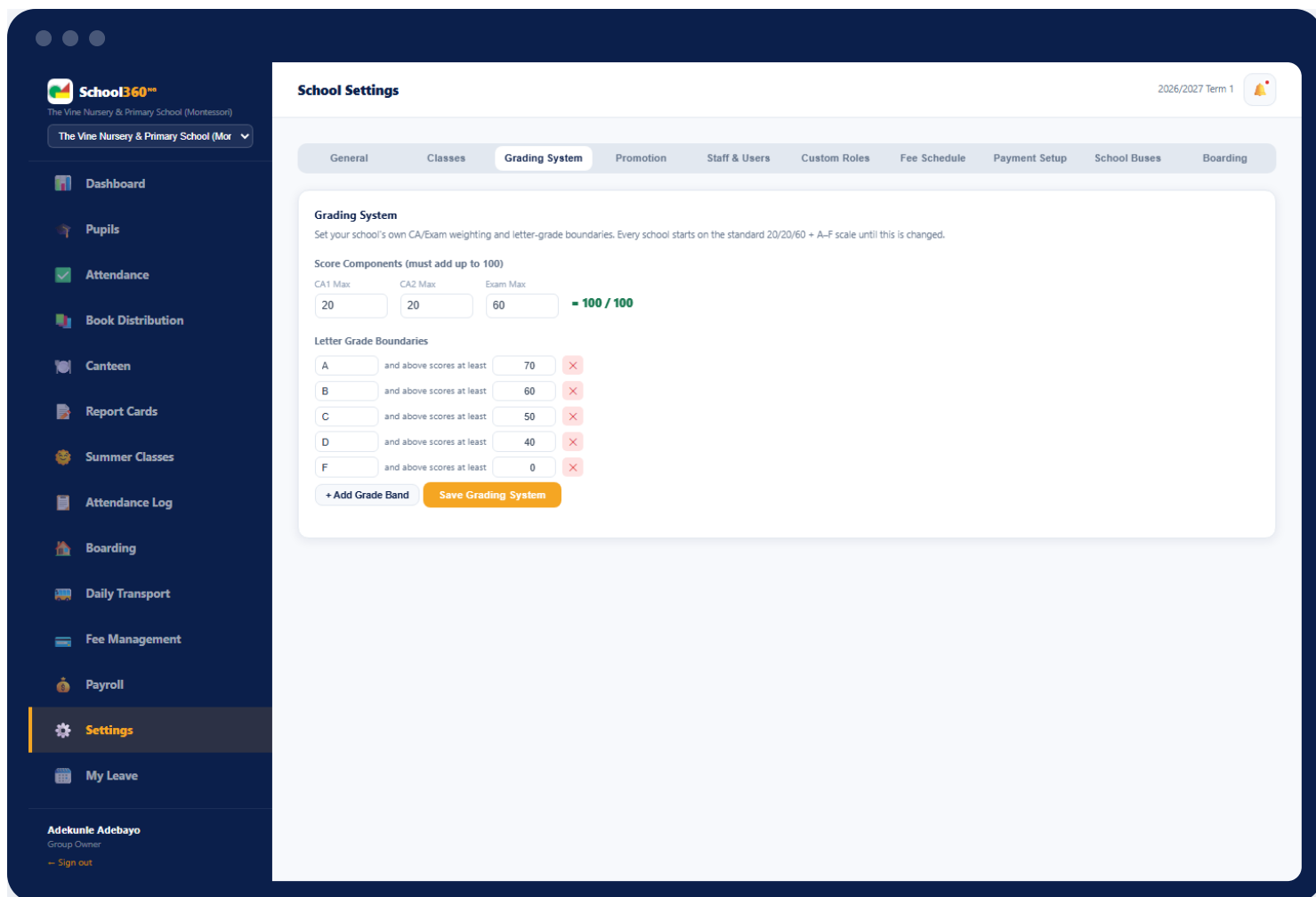
The printable Report Card preview modal for a Primary 3 pupil.

Only a Principal can publish or edit a report after it's published — this stays true even for a Teacher with otherwise broad Custom Role access, so a class's grades can't go out to parents without a final sign-off.

Customizing the grading system

Every school starts on the standard $20 + 20 + 60 = 100$ scale with an A–F letter grade. If your school scores differently, change it once for the whole school:

- 1 Open **Settings** → **Grading System**.
- 2 Set your own CA1, CA2 and Exam maximums — they must add up to 100.
- 3 Add, remove or adjust the letter-grade boundaries (e.g. what score counts as an "A").
- 4 Select **Save Grading System** — report cards use the new scale from then on.



The Settings > Grading System tab, showing the standard 20/20/60 scale and A–F grade boundaries.

• SECONDARY SCHOOLS

Exam Registrations

Track which SS3 candidates are registered for WAEC, NECO, or JAMB — a real, recurring workflow for Nigerian secondary schools that otherwise lives entirely outside any system.

- 1 Open **Settings** → **General** and tick **This branch offers JSS1–SSS3 (Secondary)** — this turns on Exam Registrations for the branch.
- 2 Open **Exam Registrations** and record each candidate's registration status per exam body.

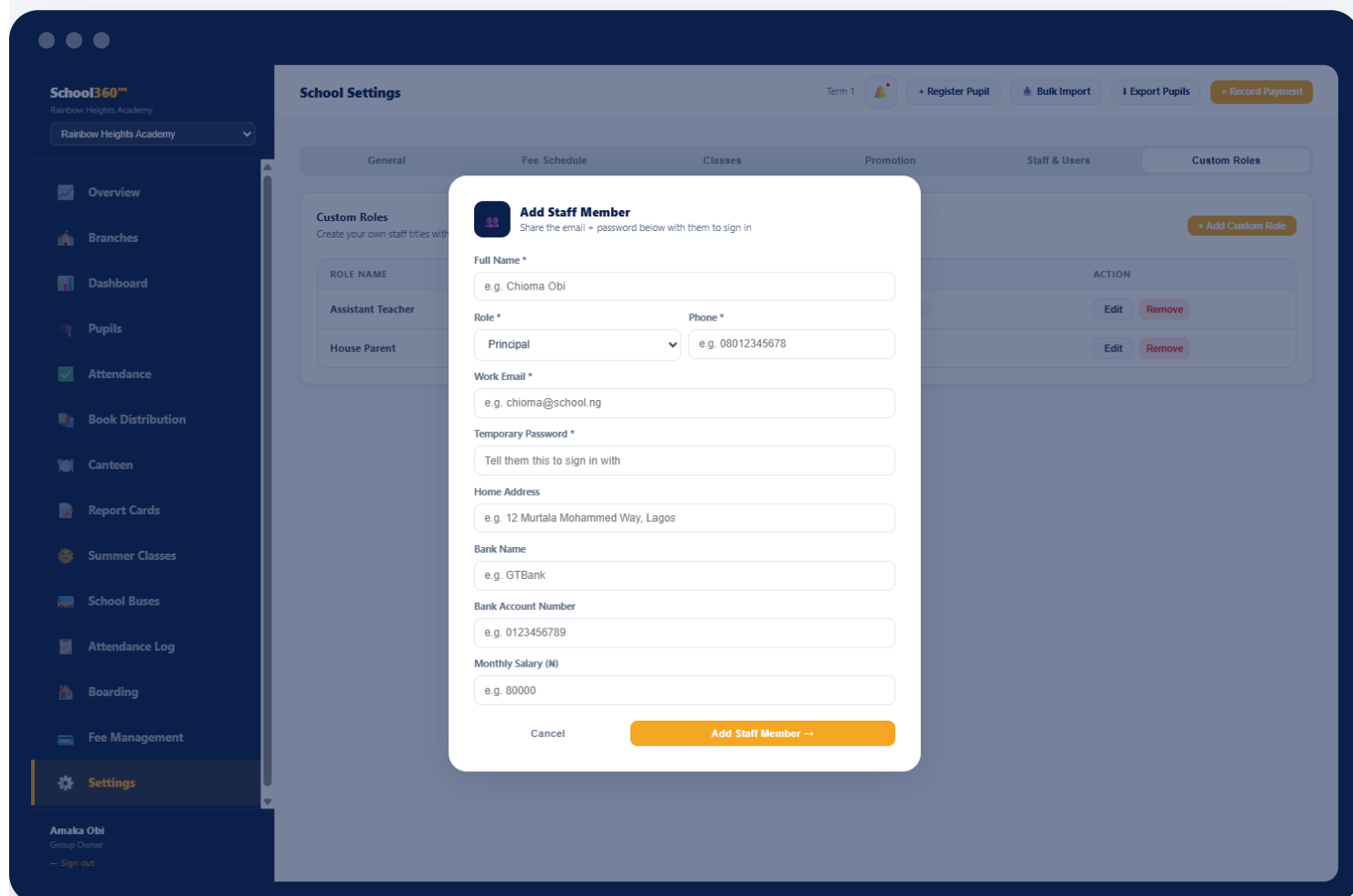
This item only appears in the sidebar once a branch is marked as offering JSS1–SSS3 in Settings — a primary-only branch won't see it.

Staff & Custom Roles

Add your team, and — if the built-in roles don't quite fit — design your own.

Adding a staff member

- 1 Open **Settings** → **Staff & Users** → **+ Add Staff**.
- 2 Enter their name, email, and a password. An email with a direct sign-in link is sent to them automatically, so a new hire can get straight in without going through the landing-page role chooser.
- 3 Choose a built-in role (Principal, Bursar, Teacher, Driver, Canteen Manager) or a Custom Role you've already created.
- 4 If they're a Teacher (or a class-restricted Custom Role), assign the class(es) they'll manage.



The Add Staff Member modal with its Role dropdown, which includes a Custom Roles optgroup for "Assistant Teacher" and "House Parent".

School360™
Rainbow Heights Academy

Rainbow Heights Academy

Overview
Branches
Dashboard
Pupils
Attendance
Book Distribution
Canteen
Report Cards
Summer Classes
School Buses
Attendance Log
Boarding
Fee Management
Settings

Amaka Obi
Group Owner
— Sign out

School Settings

Term 1

+ Register Pupil Bulk Import Export Pupils + Record Payment

General Fee Schedule Classes Promotion **Staff & Users** Custom Roles

Staff & Users — Every Branch

To add, edit, or deactivate a staff member, switch to their branch first (sidebar branch switcher).

+ Add Staff to Rainbow Heights Academy

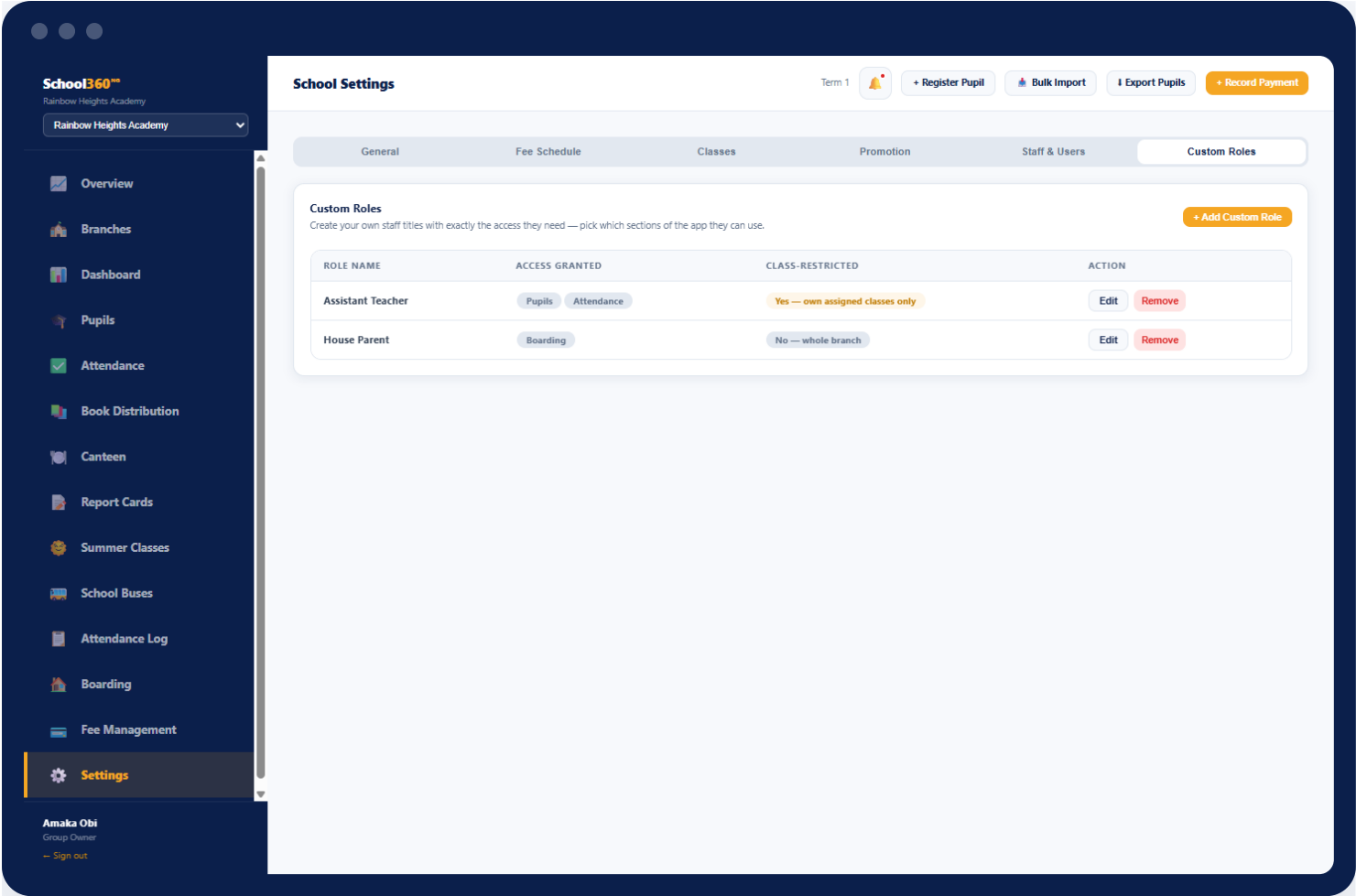
NAME	BRANCH	ROLE	EMAIL	PHONE	SALARY	STATUS
CE Chidi Eze	Rainbow Heights Academy	Principal	chidi.eze@rainbowheights-demo.ng	08011111111	—	Active
FB Funke Bello	Rainbow Heights Academy	Teacher	funke.bello@rainbowheights-demo.ng	08033333333	—	Active
GO Grace Okon	Rainbow Heights Academy	Canteen Manager	grace.okon@rainbowheights-demo.ng	08055555555	—	Active
MI Musa Ibrahim	Rainbow Heights Academy	Driver	musa.ibrahim@rainbowheights-demo.ng	08044444444	—	Active
NA Ngozi Ade	Rainbow Heights Academy	Bursar	ngozi.ade@rainbowheights-demo.ng	08022222222	—	Active
PD Peter Danjuma	Rainbow Heights Academy	House Parent	peter.danjuma@rainbowheights-demo.ng	08066666666	—	Active
TB Tunde Bakare	Rainbow Heights Academy	Assistant Teacher	tunde.bakare@rainbowheights-demo.ng	08077777777	—	Active

The Settings > Staff & Users tab, showing an org-wide view of staff across both branches.

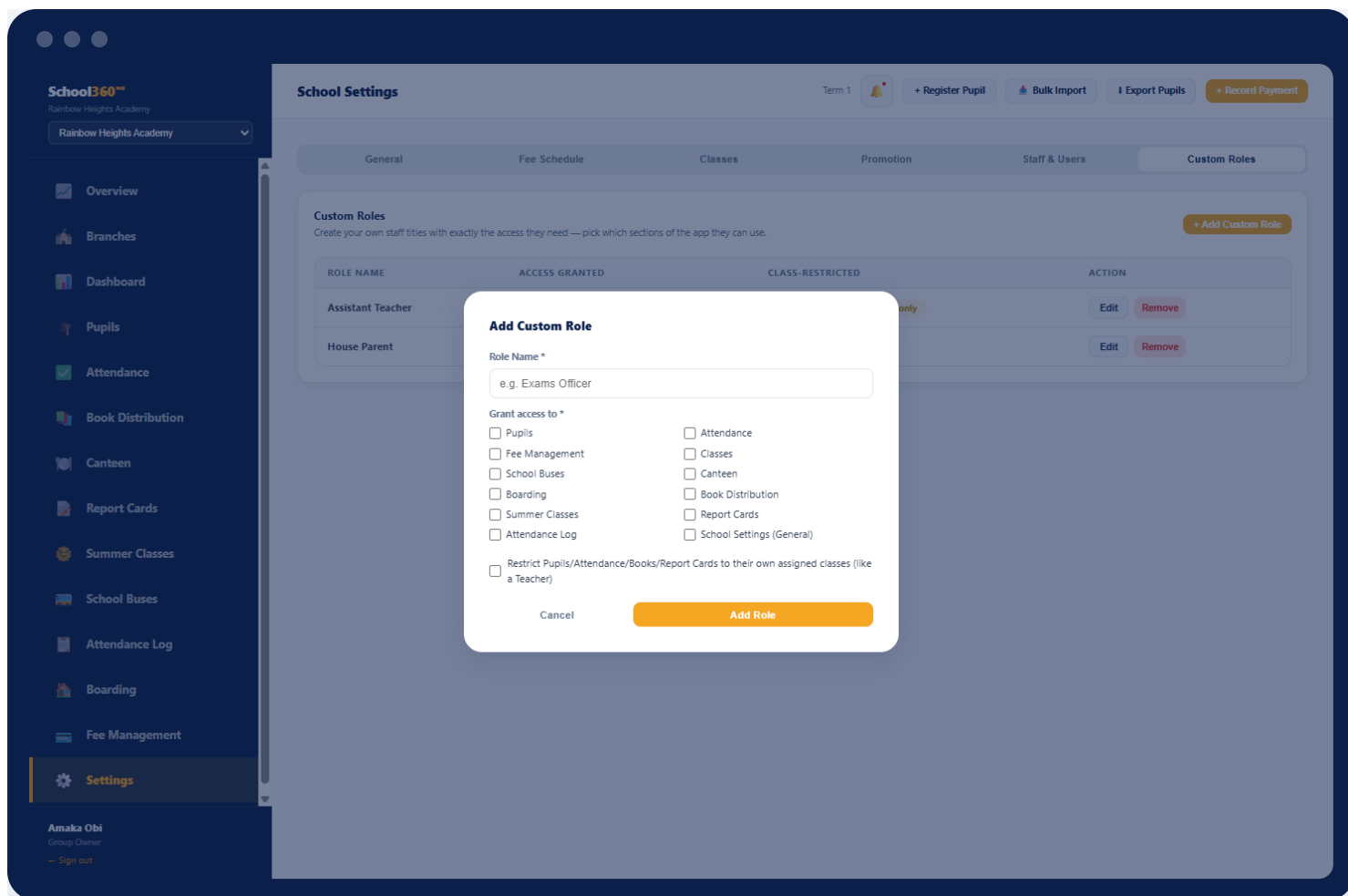
Creating a Custom Role

Use this when your school has a title that doesn't map cleanly onto Teacher/Bursar/Driver — a Librarian, an Exams Officer, an Assistant Teacher.

- 1 Open **Settings** → **Custom Roles** → **+ Add Custom Role**.
- 2 Name the role and tick exactly which features it should access (Pupils, Attendance, Fees, and so on).
- 3 Turn on **Restrict to assigned classes** if this role should only see their own class, the same way a Teacher does.
- 4 The new role now appears in the Add Staff dropdown, under its own "Custom Roles" group.



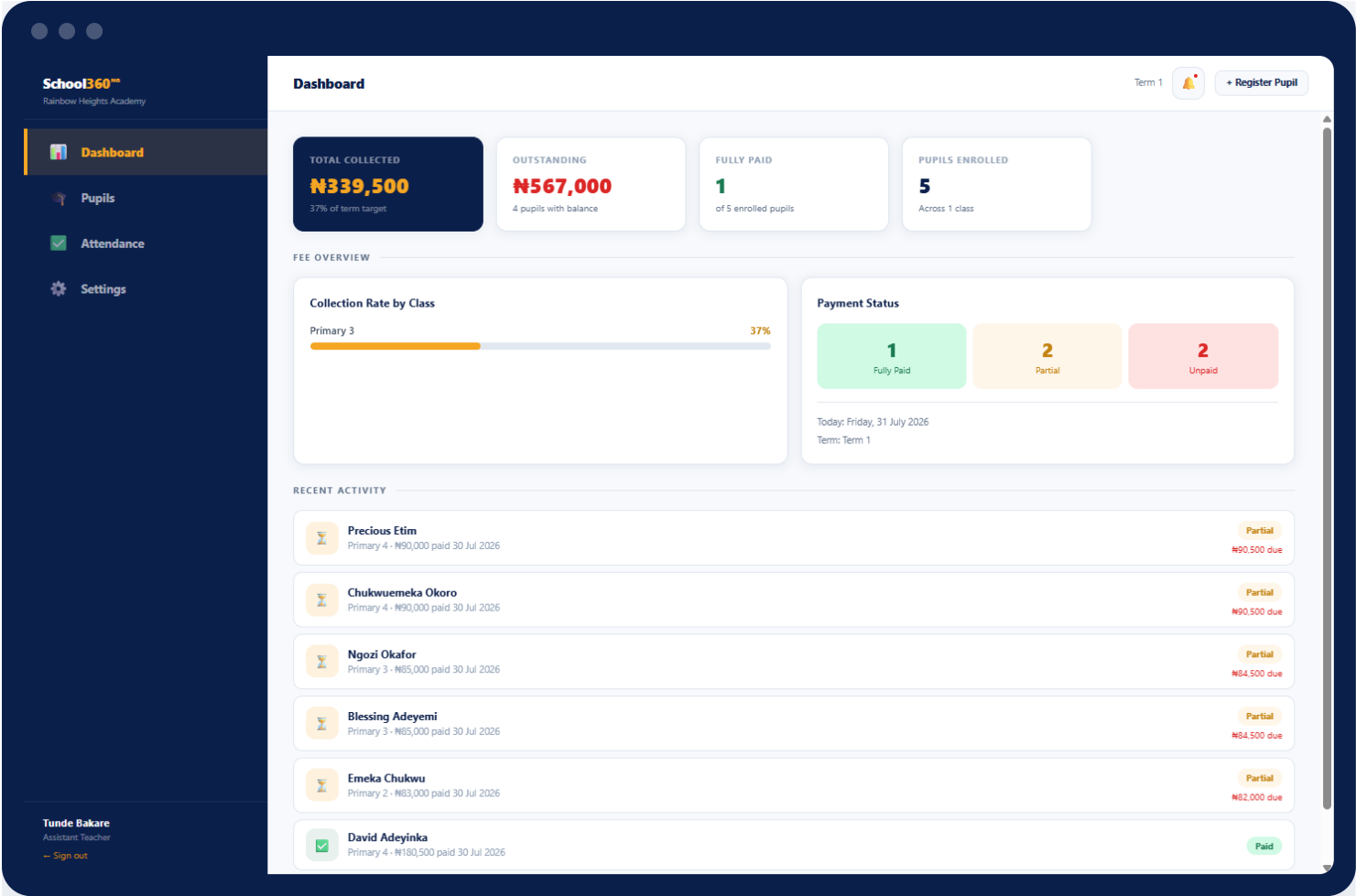
The Settings > Custom Roles tab listing the "Assistant Teacher" and "House Parent" custom roles with their capability badges.



The "+ Add Custom Role" builder modal, showing the role-name field and the full capability checkbox grid.

What Custom Roles can never do: create or edit other staff, define other custom roles, or publish report cards — those stay exclusive to Principal-tier accounts, regardless of which capabilities a custom role is given, to keep one clear line of accountability.

From that staff member's side, signing in shows only what their role was given — a class-restricted "Assistant Teacher" role, for example, sees just Pupils and Attendance, scoped to their one class:



The Assistant Teacher custom role's landing view, showing its restricted nav (Pupils + Attendance, class-restricted to Primary 3).

Group Owner: staff across every branch

A Group Owner sees every branch's staff in one read-only list from **Settings** → **Staff & Users** — no need to switch branches first.

Staff also get a printable ID card: open **Settings** → **Staff & Users** and select  **ID** next to a staff member's Edit button.

Payroll & Leave

A monthly salary ledger for every staff member, plus a self-service way for staff to request time off.

Running payroll

- 1
- Open 💰 **Payroll** and pick the month and year.
- 2
- Each staff member's salary (set when they were added — see Staff & Custom Roles) is listed with a paid/unpaid status.
- 3
- Tick a staff member (or several) and mark them paid once you've actually paid them — this is a record-keeping step, School360 NG doesn't move the money itself.
- 4
- Select ↓ **Export All** for a CSV of the whole month, across every branch if you're a Group Owner.

School360™

The Vine Nursery & Primary School (Montessori)

The Vine Nursery & Primary School (Mor)

Overview

Branches

Dashboard

Pupils

Attendance

Book Distribution

Canteen

Report Cards

Summer Classes

Attendance Log

Boarding

Daily Transport

Fee Management

Payroll

Adekunle Adebayo

Group Owner

— Sign out

Payroll

2026/2027 Term 1

Payroll — Every Branch — August 2026

0 of 5 staff paid - NO disbursed so far

August2026

Search staff...

Export All

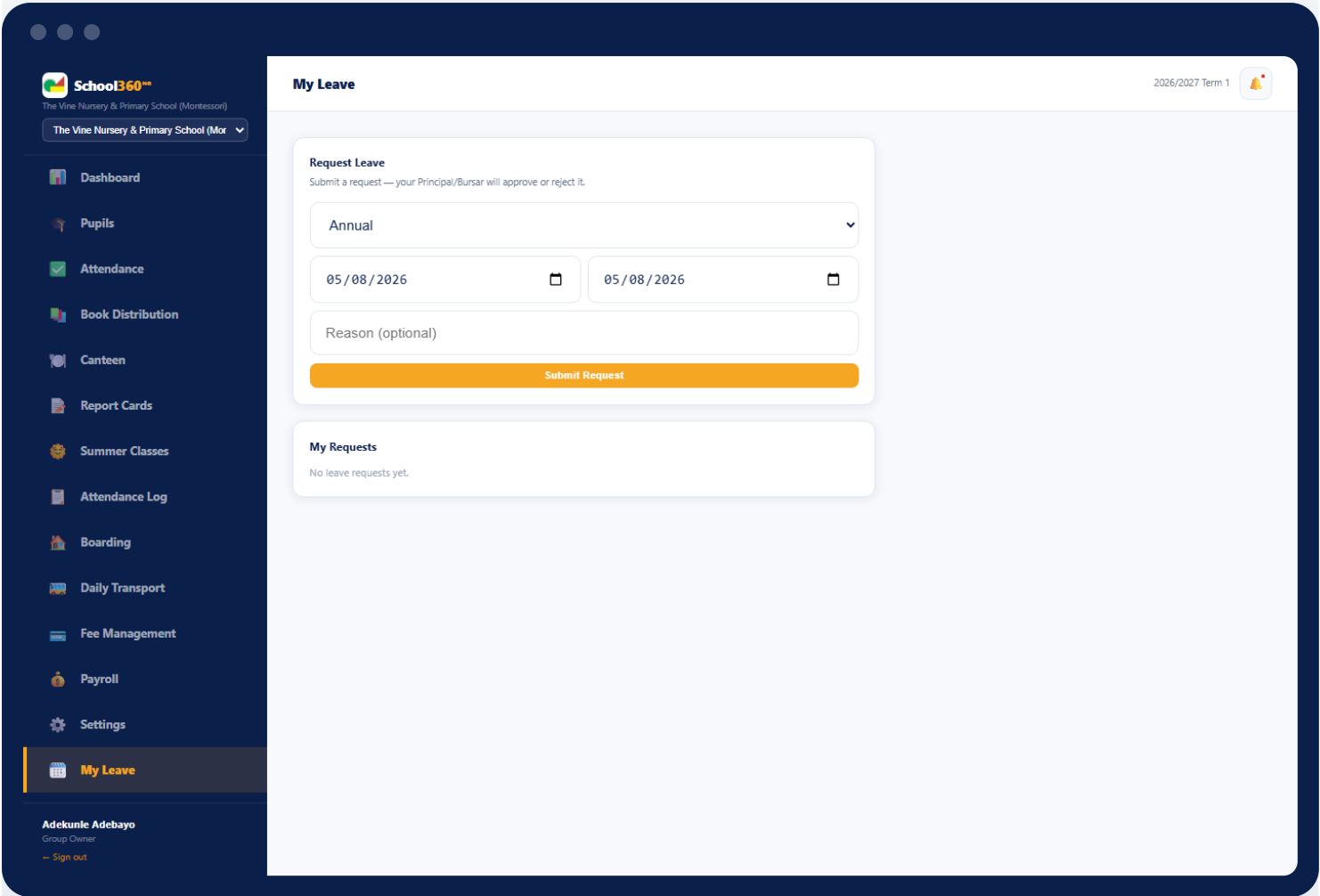
	NAME	ROLE	BRANCH	SALARY	STATUS	DATE PAID	
☐	Adekunle Adebayo	Principal	The Vine Nursery & Primary School (Montessori)	₦200,000	Unpaid	—	Manage in The Vine Nursery & Primary School (Montessori) →
☐	Elizabeth Adekunle	Teacher	The Vine Nursery & Primary School (Montessori)	₦100,000	Unpaid	—	Manage in The Vine Nursery & Primary School (Montessori) →
☐	Segun Abe	Driver	The Vine Nursery & Primary School (Montessori)	₦120,000	Unpaid	—	Manage in The Vine Nursery & Primary School (Montessori) →
☐	Ayodele Micheal	Teacher	The Vine Nursery & Primary School (Montessori) Abuleegba	₦70,000	Unpaid	—	Manage in The Vine Nursery & Primary School (Montessori) Abuleegba →
☐	Tolulope Hassan	Principal	The Vine Nursery & Primary School (Montessori) Abuleegba	₦120,000	Unpaid	—	Manage in The Vine Nursery & Primary School (Montessori) Abuleegba →

The org-wide Payroll view for August 2026, across both branches.

Staff leave requests

Every staff member has their own  **My Leave** tab to request time off — no separate paper form.

- 1
- Open **My Leave**, choose a leave type, a start and end date, and an optional reason.
- 2
- Select **Submit Request** — your Principal or Bursar approves or rejects it from their own side.

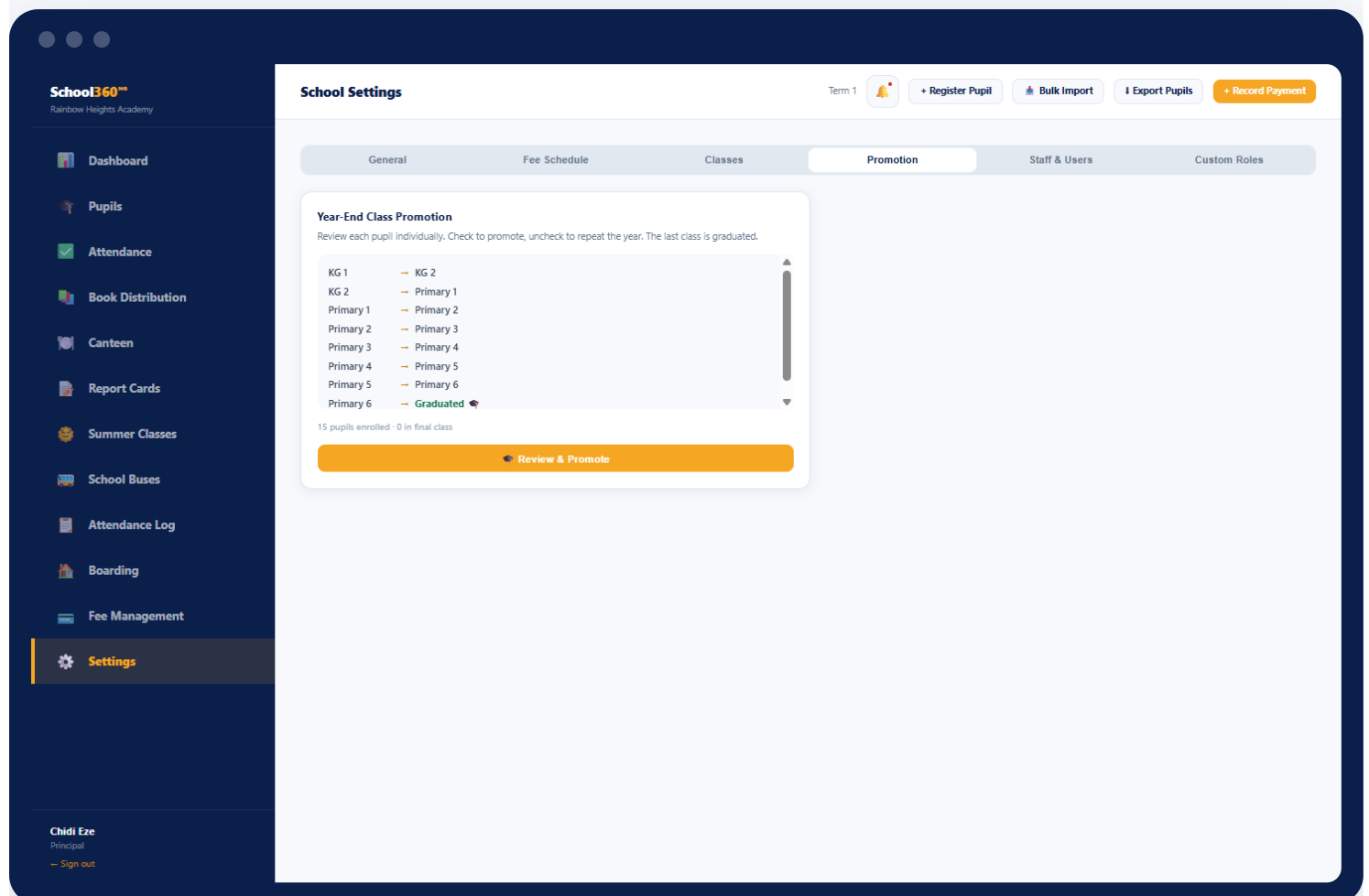


The My Leave screen — request a new leave, and track past requests.

Year-End Promotion

Move your whole school into the next class at the end of the year, in one guided pass.

- 1 Open **Settings** → **Promotion**.
- 2 For each pupil, choose **Promote** (moves up to the next class), **Repeat** (stays in the same class), or **Graduate** (leaves the active roster for good).
- 3 Confirm — promoted and repeating pupils start the new term with a fresh, unpaid fee balance; graduated pupils are archived, not deleted, so their full history stays available if you ever need to look back.



The Settings > Promotion tab used for end-of-year class promotion.

Streams (e.g. "Primary 3A" / "Primary 3B"): promotion moves everyone up a grade regardless of stream — sort pupils into their new stream afterward, the same way you would on paper.

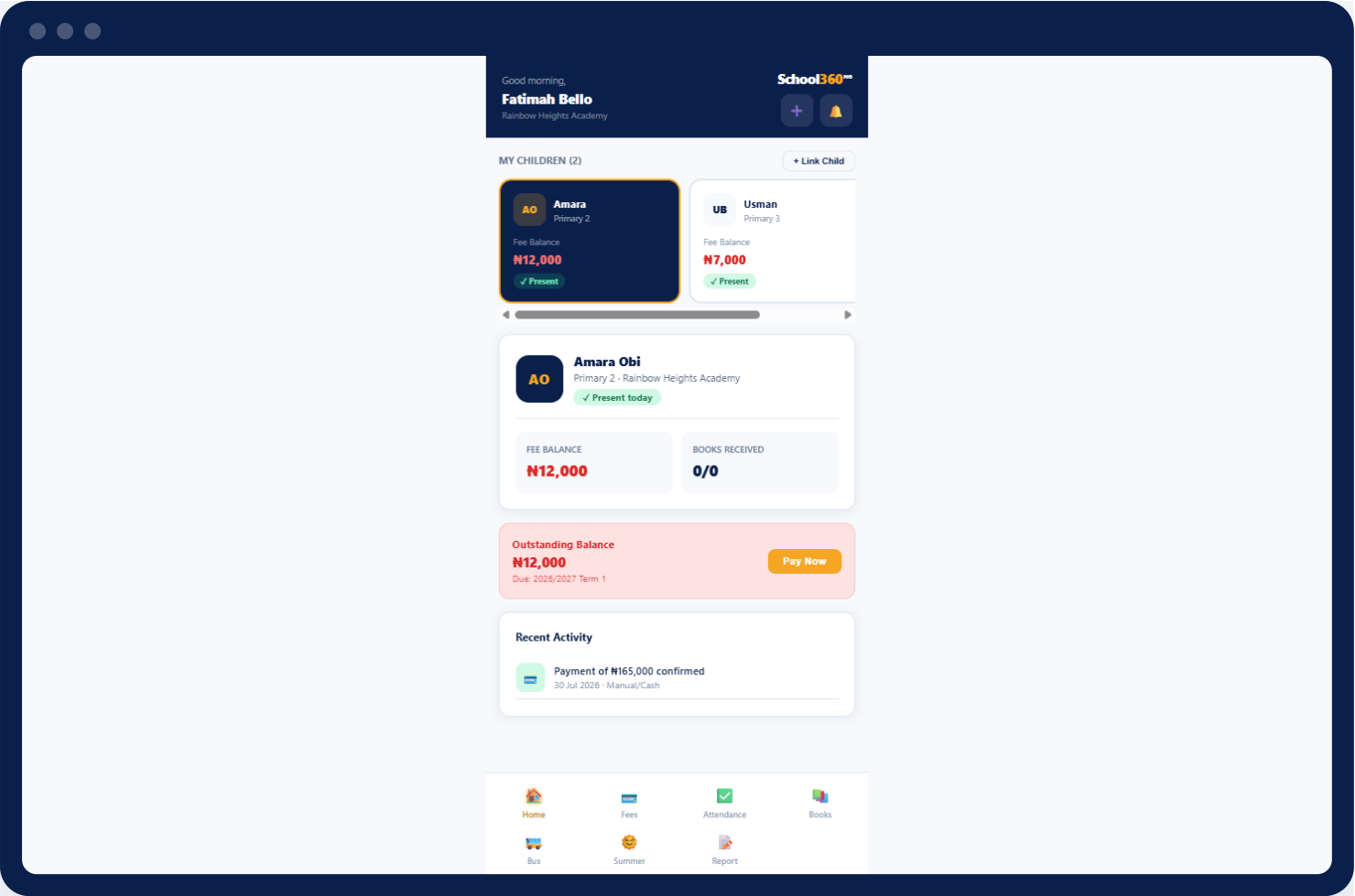
The Parent App

The same platform, from a parent's side — no separate app to install, just a different door in from the landing page.

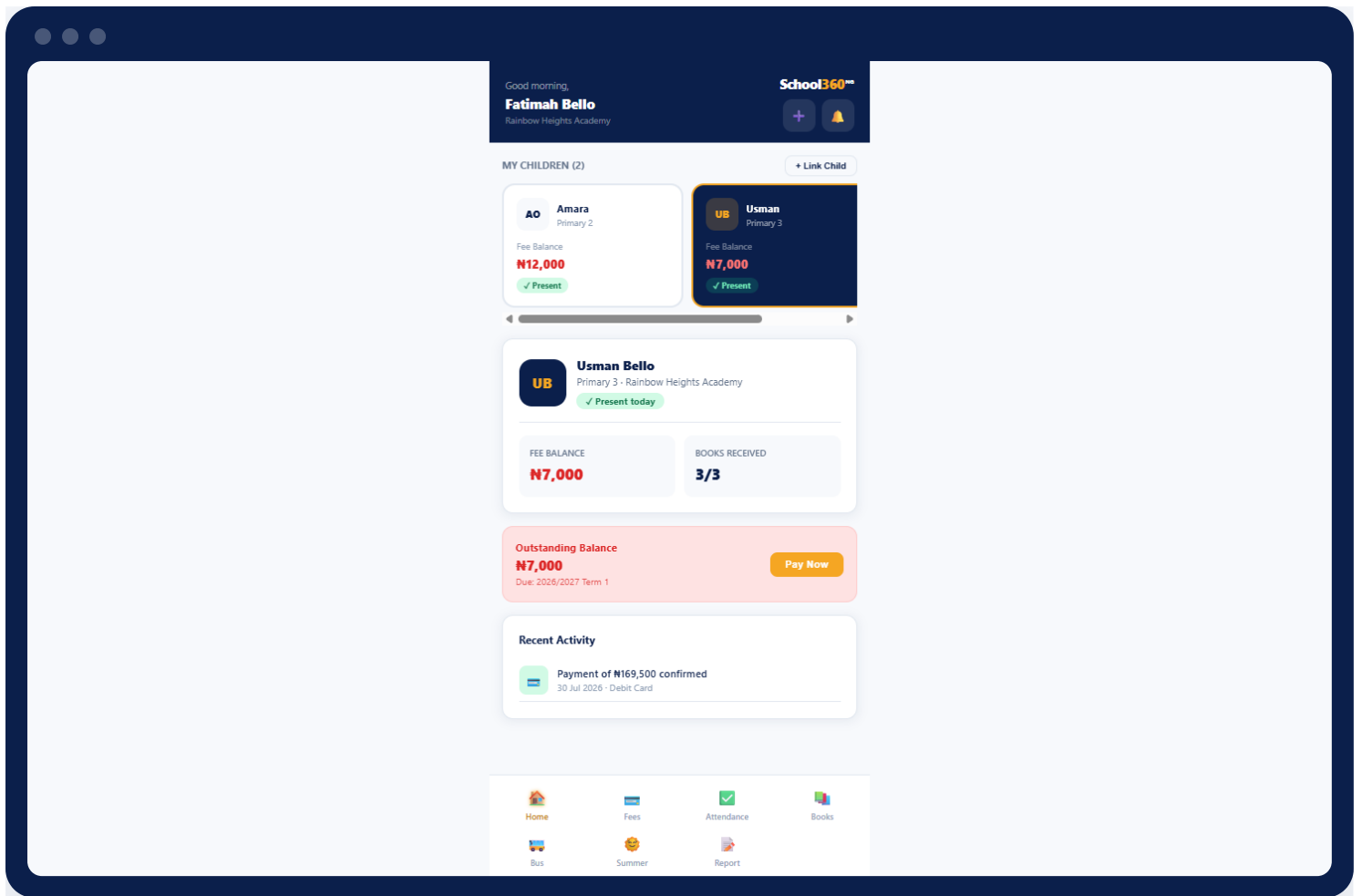
Creating an account & linking a child

- 1** From the landing page, choose **Parent / Guardian** → **Create an Account**, then enter a phone number. A first-time number sets its own PIN right there — there's no separate password to remember.
- 2** Enter the **link code** the school gave you when your child was registered (see Pupils) to connect your account to your child's record.
- 3** Have more than one child at the school? Select **+ Link Child** and enter their code too — one login covers every child, with a quick switcher between them.

Forgot your PIN? Select **Forgot PIN?** on the phone-entry screen for a reset code by SMS. Once signed in, you stay signed in — reloading the page or closing the browser no longer logs you out.



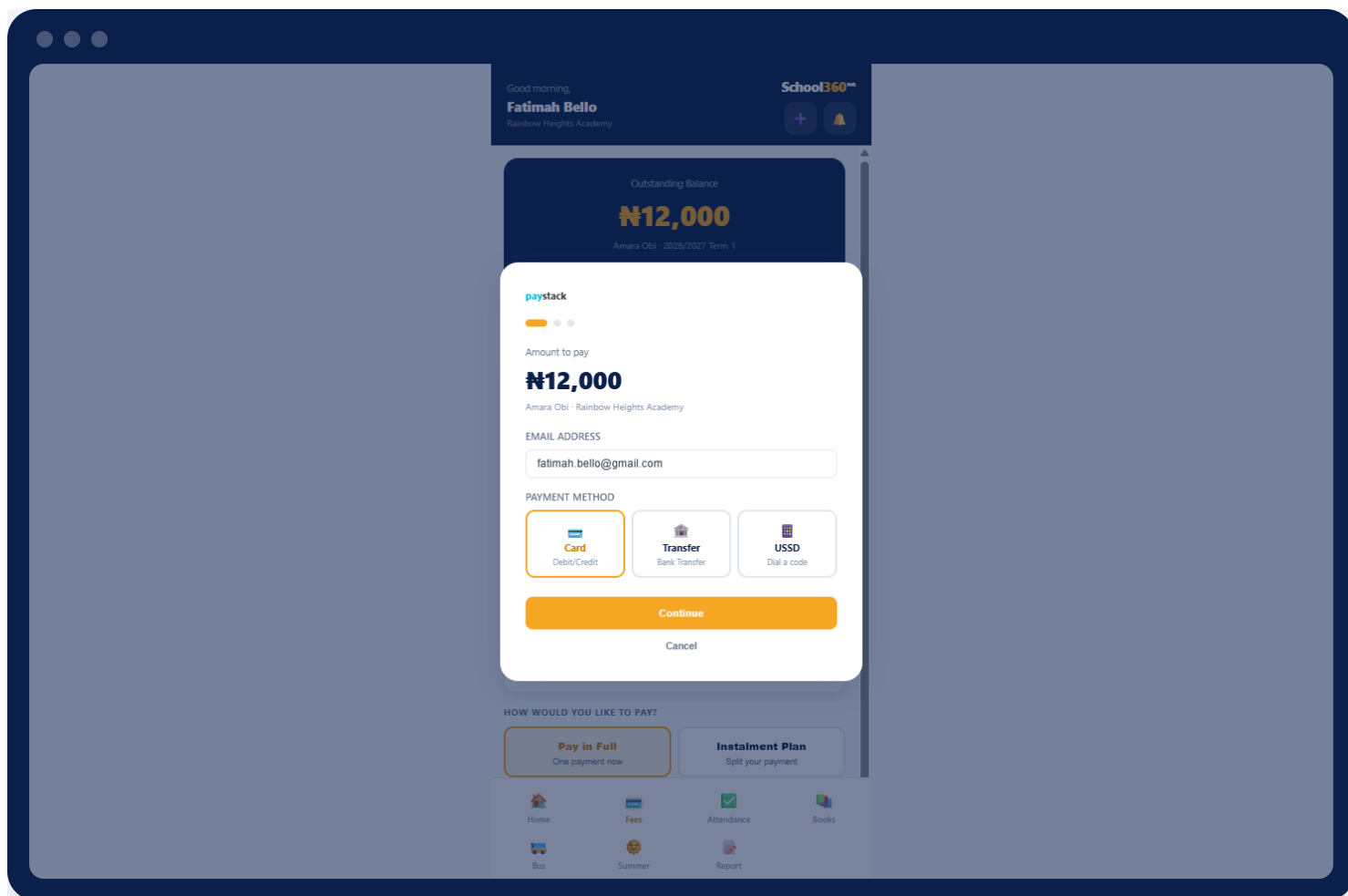
The Parent Home screen showing the "My Children" row with both linked kids.



The My Children row after switching the active child to Usman Bello, demonstrating multi-child switching.

Fees & paying online

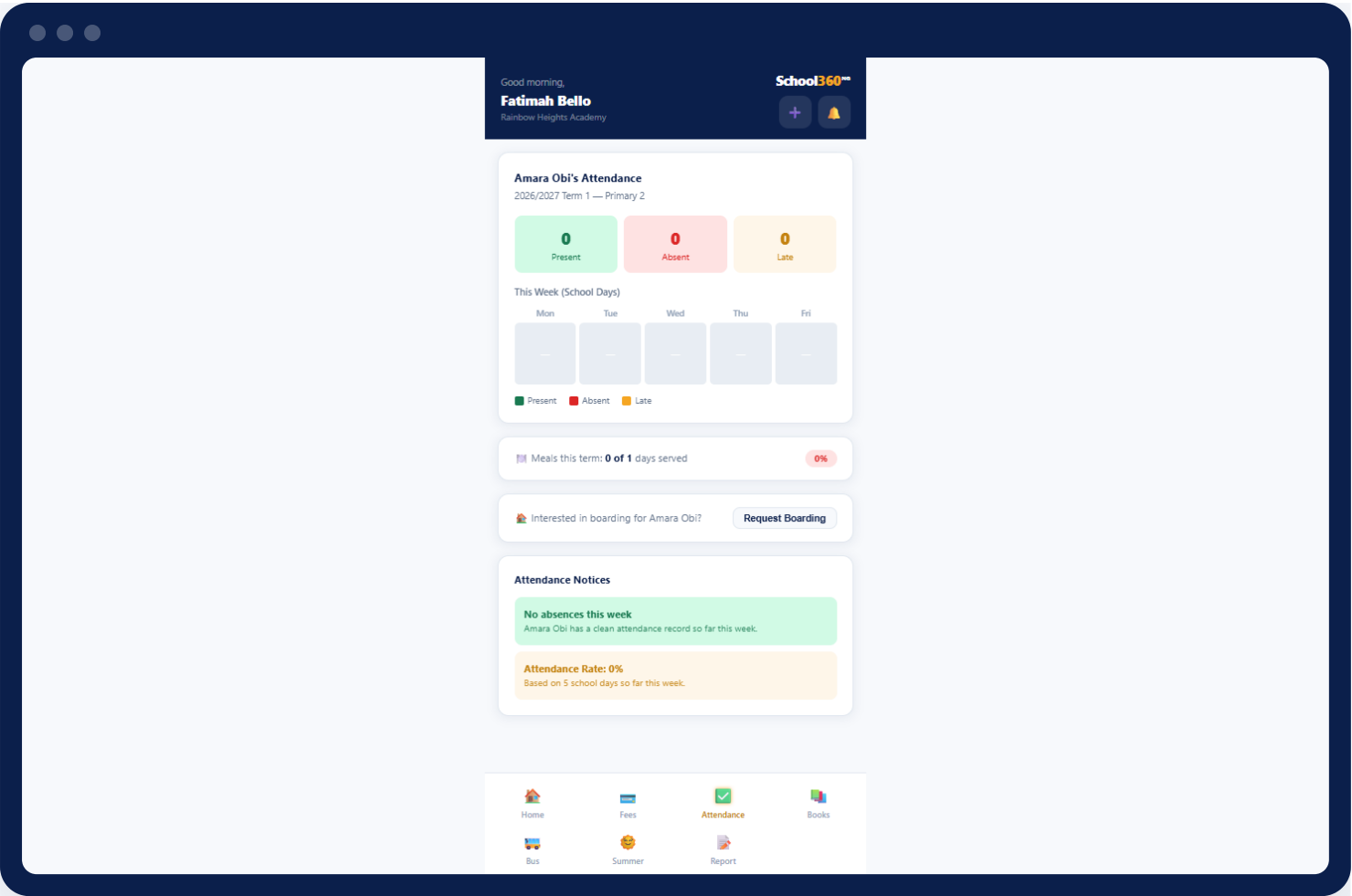
- 1 Open the **Fees** tab to see your child's full fee breakdown, including transport or boarding if assigned.
- 2 Pay in full, or choose an instalment plan — once you start one, it stays on the same fixed schedule as you pay, instead of re-splitting a shrinking balance.



The Fees tab showing the itemized fee breakdown (including the custom ICT Levy and transport fee items) with the Pay Now flow opened one step.

Attendance, meals & boarding

One tab covers all three, since they're all "how many days this term" at a glance: your child's attendance percentage, meals served (if your school uses Canteen), and boarding nights present (if your child boards).



The Attendance tab showing today's presence badge plus the canteen/boarding mini-cards.

Good morning,
Fatimah Bello
Rainbow Heights Academy

School360

Usman Bello's Attendance

2026/2027 Term 1 — Primary 3

3
Present

1
Absent

0
Late

This Week (School Days)

Mon

Tue

Wed

Thu

Fri

P

P

A

P

Present

Absent

Late

This term: 2 of 2 days present

100%

Meals this term: 1 of 1 days served

100%

Interested in boarding for Usman Bello?

Request Boarding

Attendance Notices

Absent Notice

Usman Bello was marked absent on Thu. Please provide medical note if unwell.

Attendance Rate: 60%

Based on 5 school days so far this week.

Home

Fees

Attendance

Books

Bus

Summer

Report

Usman Bello's Attendance tab showing the "Request Boarding" prompt since he has no boarding house assigned.

Books, Bus & Summer Classes

- 1 Books** — see which textbooks your child has received.
- 2 Bus** — if your child rides the school bus, this tab shows live progress on today's trip and whether they've boarded, whenever a trip is active.
- 3 Summer** — enroll your child in an open holiday session and pay directly from here.

Good morning,
Fatimah Bello
Rainbow Heights Academy

School360™



Textbooks — Amara Obi

Primary 2 - 2026/2027 Term 1

0 of 0 books received.

All books for this term have been received.



Home



Fees



Attendance



Books



Bus

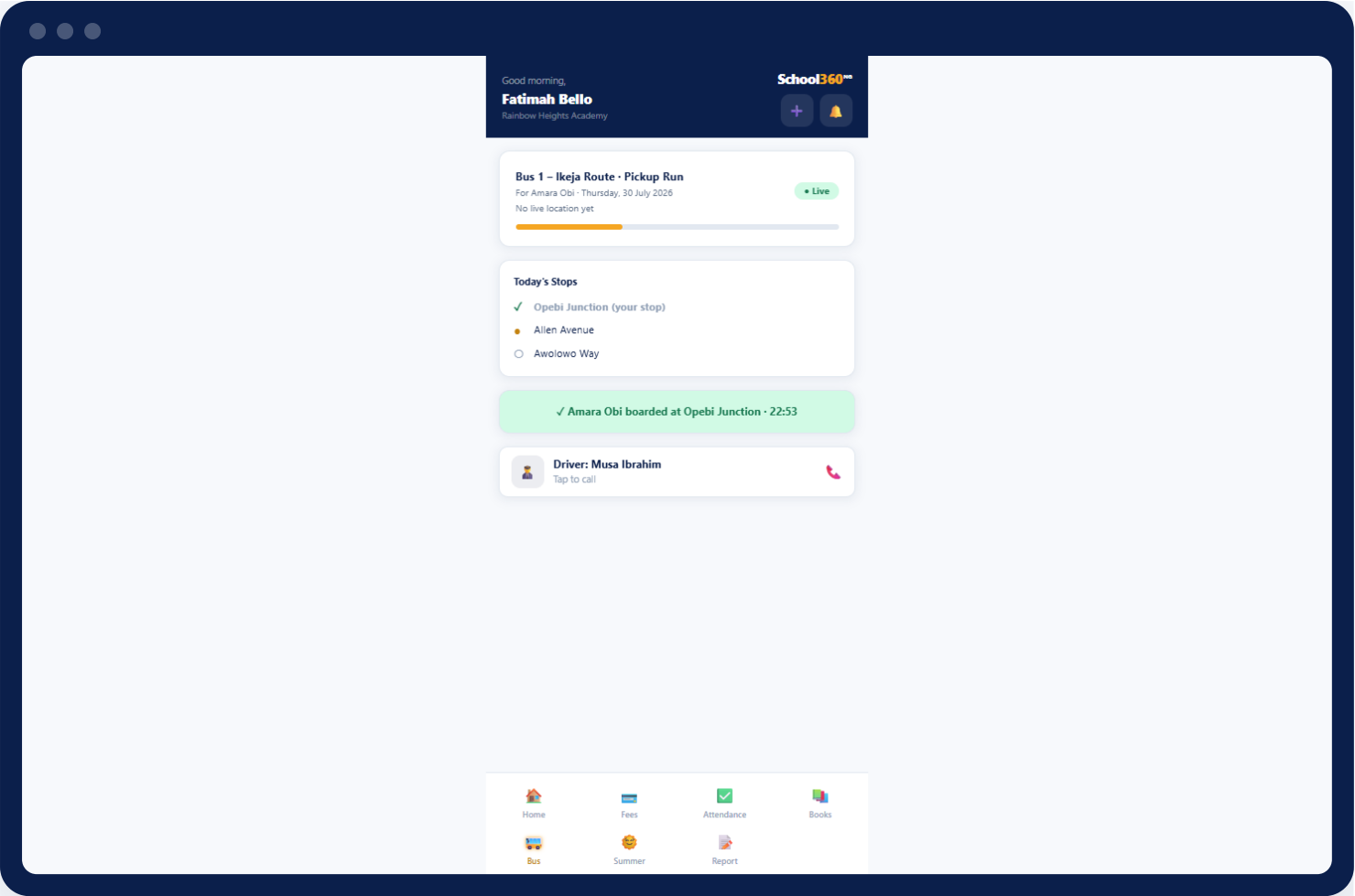


Summer

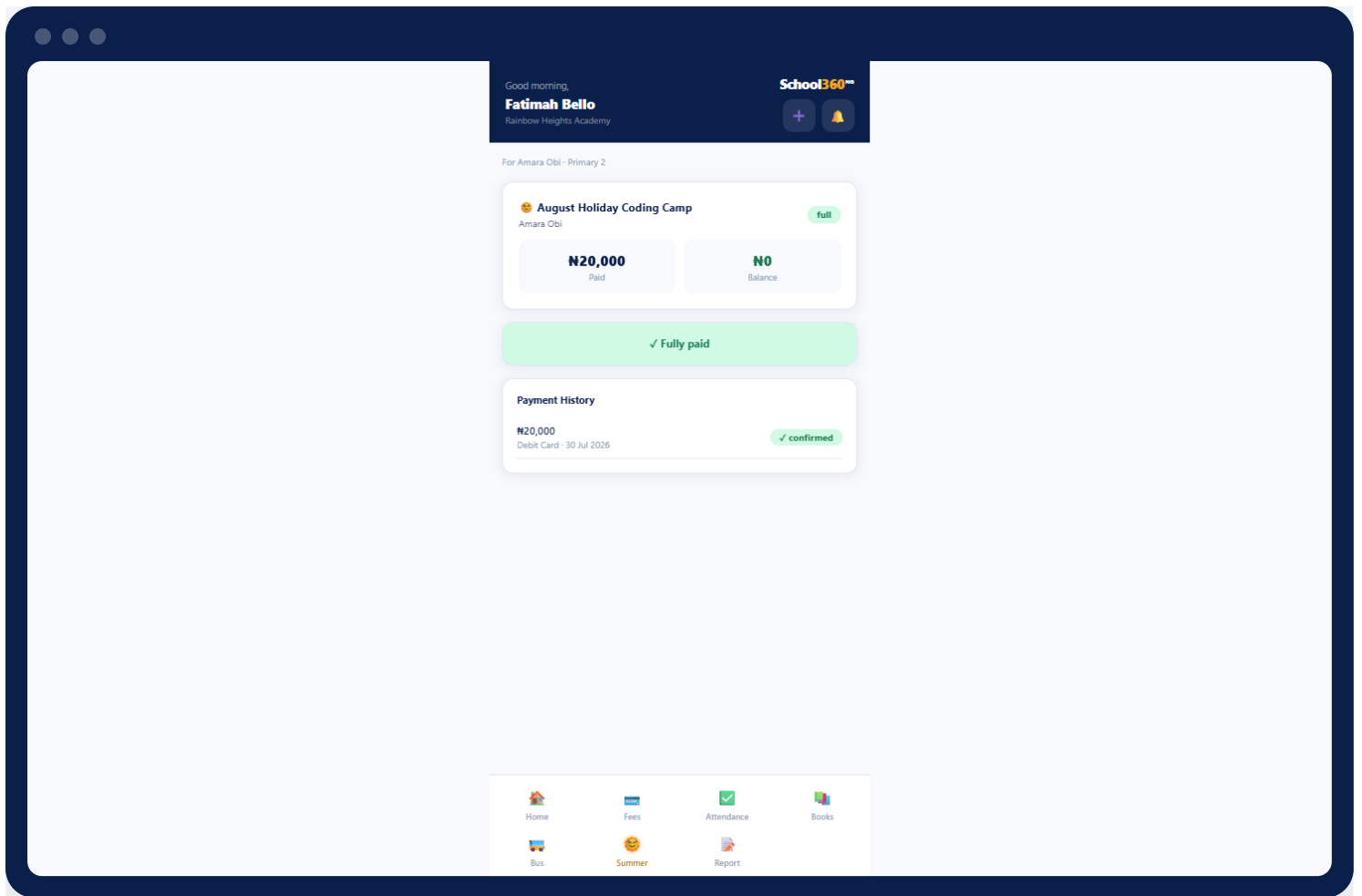


Report

The Books tab showing books issued vs. total for the active child.



The Bus tab for Amara Obi showing her live in-progress bus trip.



The Summer tab showing Amara Obi's paid Summer Classes enrollment.

Report Card

Once a Principal publishes your child's report for the term, it appears here — view it in-app or print/save it as a PDF, the exact same card the school itself sees.

Notifications & signing out

From the Home tab, select  **Get notified** to opt in to push alerts for things like the bus arriving, your child being marked absent, or a fee falling due — so you don't have to keep opening the app to check. A  sign-out icon sits in the header whenever you're ready to log out.

Good morning,
Fatimah Bello
Rainbow Heights Academy

School360™



Rainbow Heights Academy

14 Broad Street, Ikeja, Lagos

Term Report Card — Term 1

Pupil: Usman Bello

Class: Primary 3

Average: 82%

Position: 2nd of 5

SUBJECT	CA1	CA2	EXAM	TOTAL	GRADE
Mathematics	18	16	52	86	A
English Studies	16	15	47	78	A
Basic Science	17	17	50	84	A
Social Studies	15	16	49	80	A

Teacher's Remark

A hardworking pupil who participates actively in class discussions. Keep it up!

Principal's Remark

Impressive overall performance this term. Well done.

Print / Save as PDF



Home



Fees



Attendance



Books



Bus



Summer



Report

Usman Bello's published Primary 3 report card as seen by his parent.

FAQ & Troubleshooting

I forgot my password or PIN — how do I reset it?

Select **Forgot password?** (staff) or **Forgot PIN?** (parents) right on the sign-in screen — staff get a reset link by email, parents get a reset code by SMS. Neither needs to wait on a Principal or Group Owner to create a new one manually.

Can I use School360 NG on my phone?

Yes — the whole platform, staff and parent side, runs in your phone's browser. No app store install required today.

A parent lost their child's link code — what now?

Open the pupil's profile (Pupils → select the pupil) — their link code is shown there for staff at any time.

Can two parents (e.g. both mother and father) link the same child?

Yes — a link code isn't single-use. Each parent creates their own phone+PIN account and enters the same child's code.

What happens if my internet drops while I'm marking attendance?

Attendance, Canteen, Boarding and Book marks are saved on your device first and sync automatically once you're back online — a small " ⌚ N unsynced" badge in the top bar shows if anything is still waiting to sync. Nothing is lost to a dropped connection.

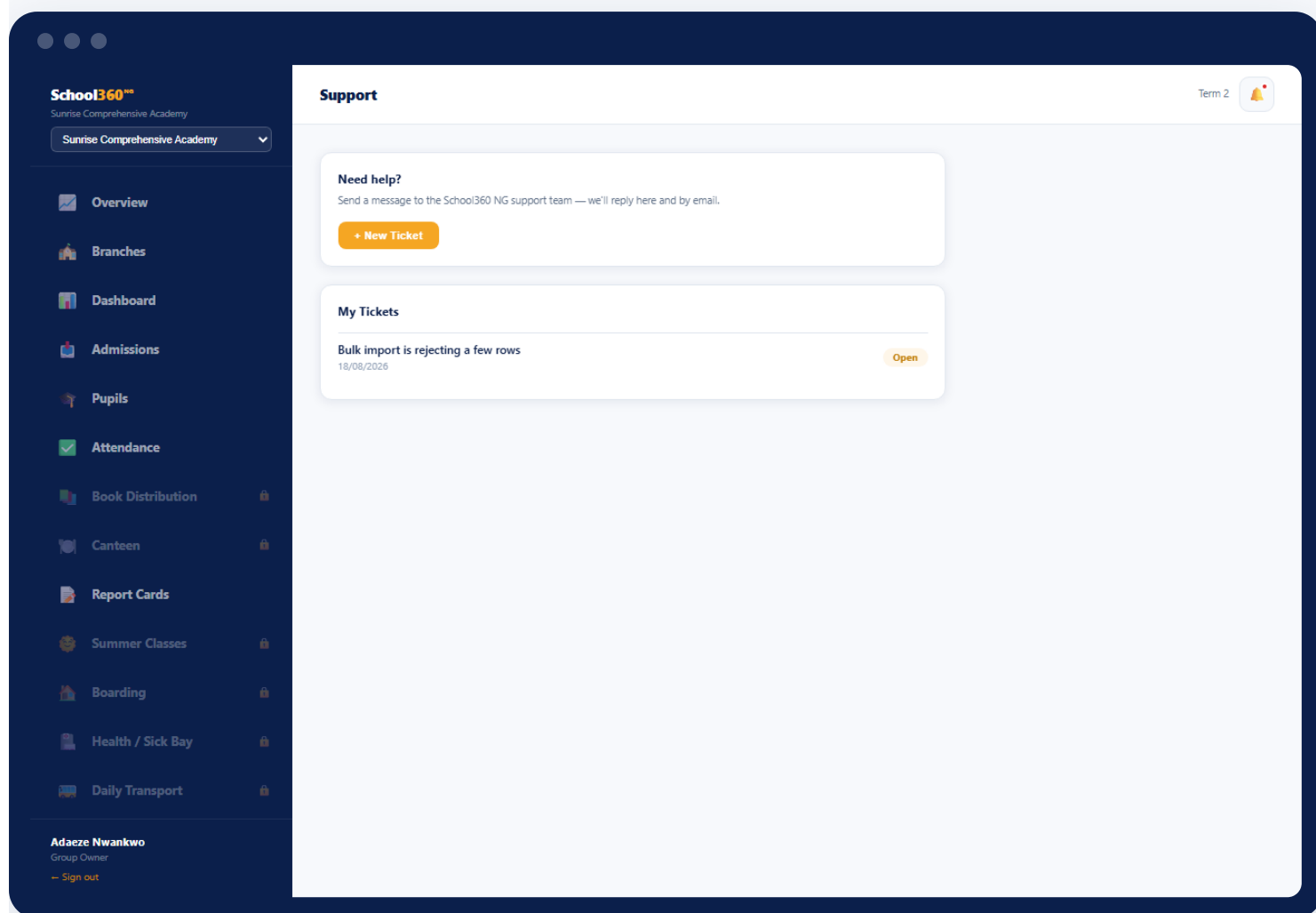
What happens if we stop our subscription?

Your data isn't locked away — an inactive account moves to read-only. Everyone can still view existing records; new entries (a new payment, a new pupil) pause until the subscription is reactivated.

Getting Help

Can't find what you're looking for, or something looks wrong? Reach out — School360 NG is actively supported and improved.

- 1 Open  **Support** in the sidebar and describe what's wrong — staff and parents can both file a ticket without leaving the app.
- 2 Prefer email or a call? Reach your School360 NG representative directly, or use the contact details on the School360 NG website.



Filing and tracking a support ticket, without ever leaving the app.

A reply from the School360 NG team shows up right in the same ticket thread, and by email. Replying to an already-resolved ticket automatically reopens it.