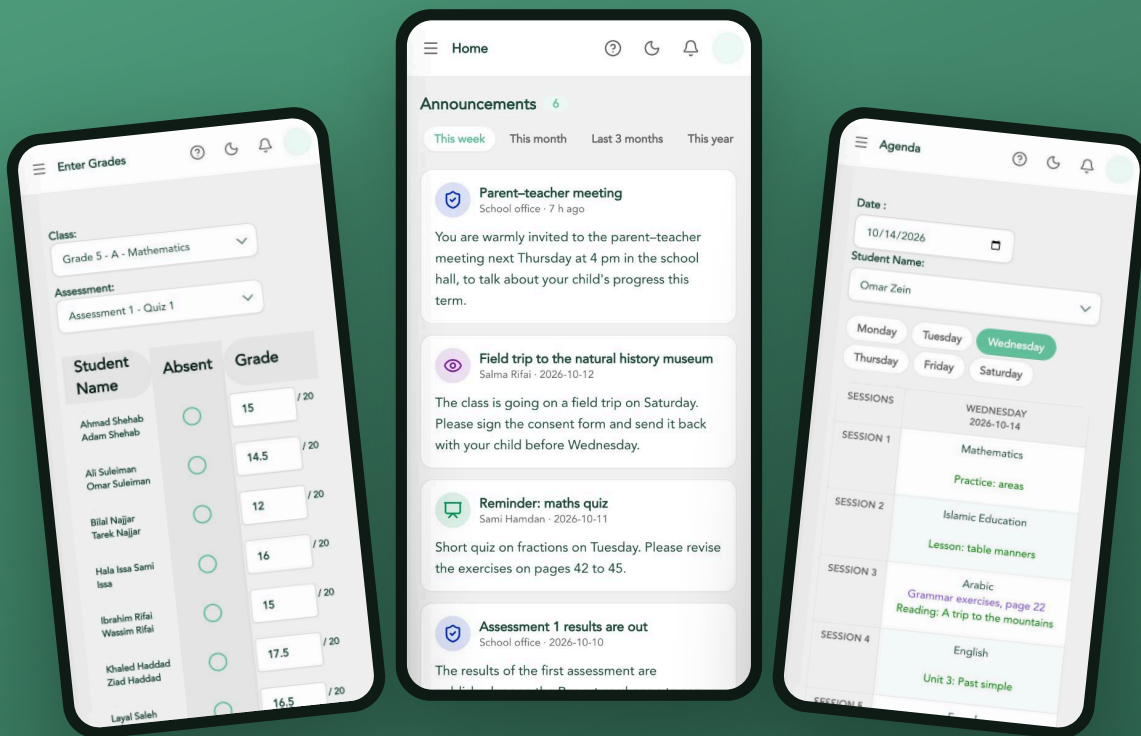




Guide for the Administrator

User guide



Edition of October 14, 2026

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1 Welcome

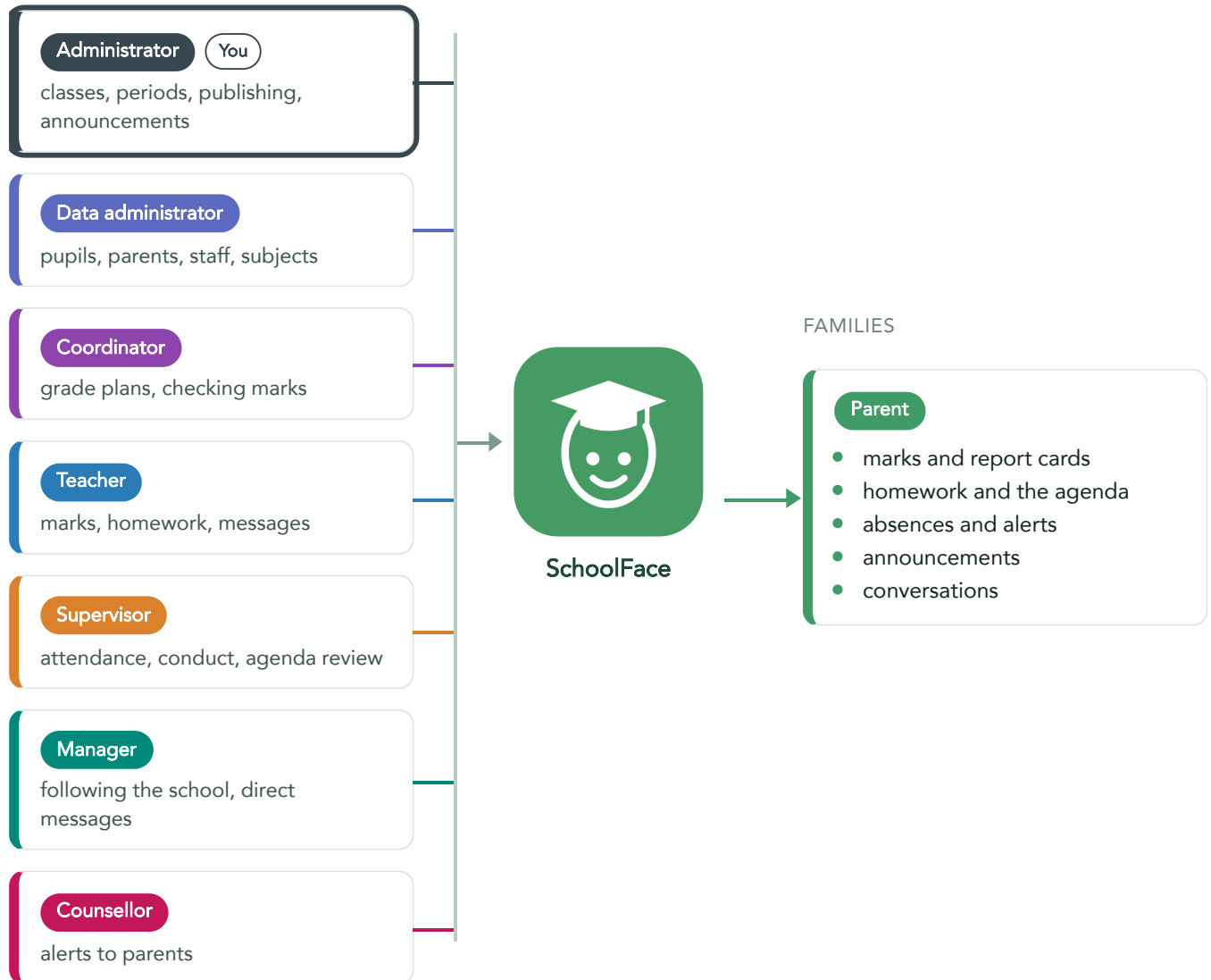
As the administrator, you run the school in SchoolFace: its staff accounts, its classes and sections, its data, its grading periods and what is published, and the messages to families. You can also open the app as any user to see what they see.

In a SchoolFace demo, the school's data comes in two ways: the Excel sheets of "Data Migration", or the data administrator's "Data Entry". Use whichever suits you — or both.

2 SchoolFace in one picture

Everyone enters their own part once; everyone else sees it at once.

THE SCHOOL'S STAFF

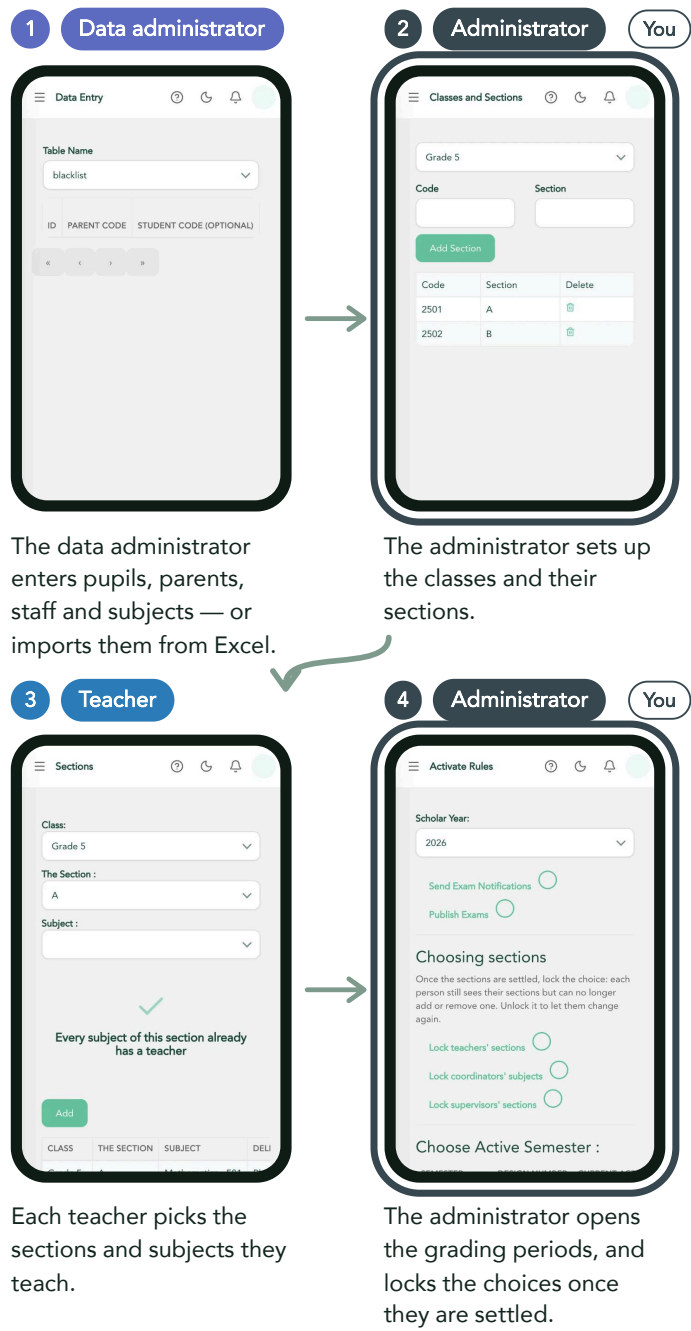


3 How information travels

Six journeys show the whole school: who enters what, and where it appears. Your steps are marked.

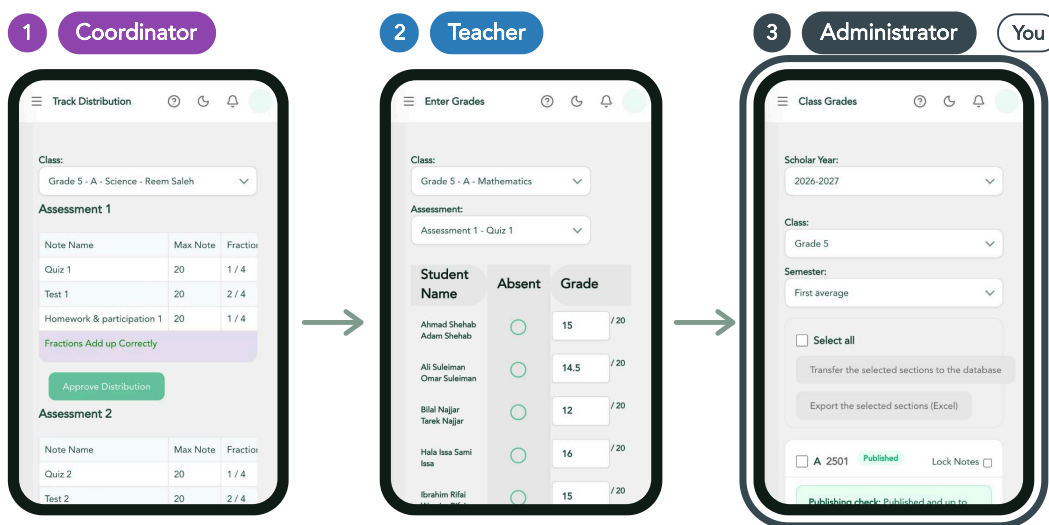
1 Setting up the school year

Before anyone signs in, the school's data goes in once — and every page fills itself from it.



2 A mark, from the classroom to home

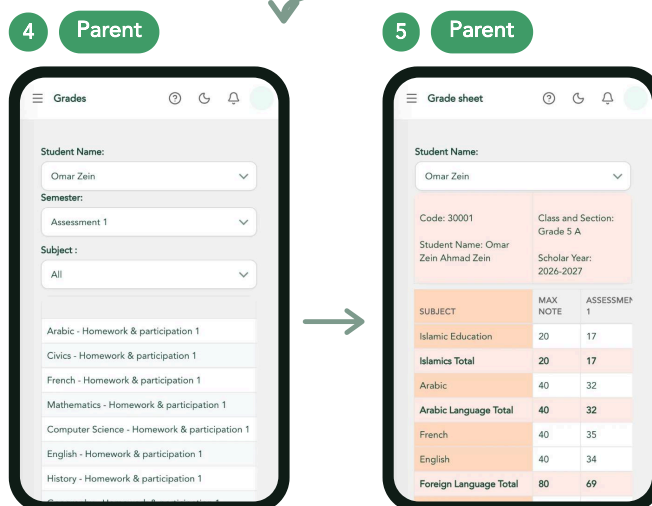
Every mark is entered once, checked, and reaches the family the moment it is published.



The coordinator agrees each subject's grade plan: the tests, and how much each one counts.

The teacher enters the class's marks and publishes them.

The administrator checks the averages and moves them to the report card.

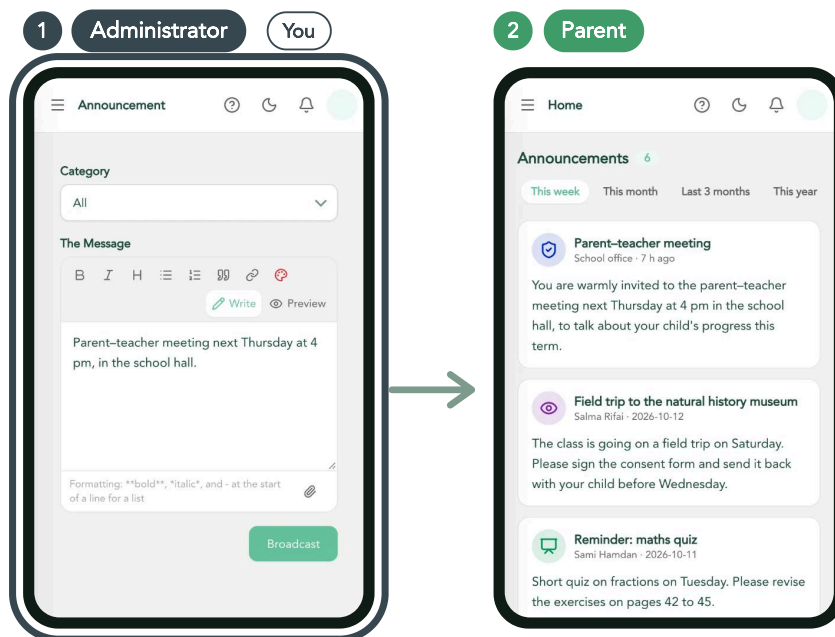


The parent sees each new mark...

...and the report card, period after period.

3 Announcements

One message from the school, to the people it concerns.



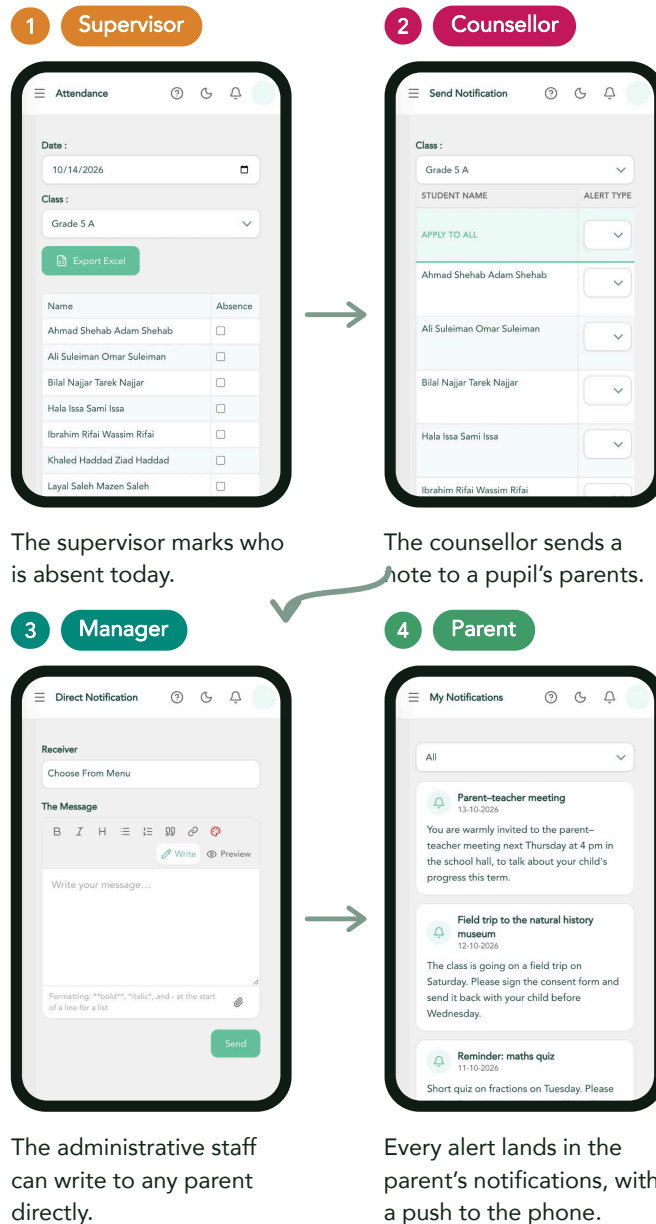
The administrator writes an announcement and chooses who receives it.

It appears at the top of each recipient's home page.

4 Absences and alerts

When something needs a parent's attention, they hear about it the same day.

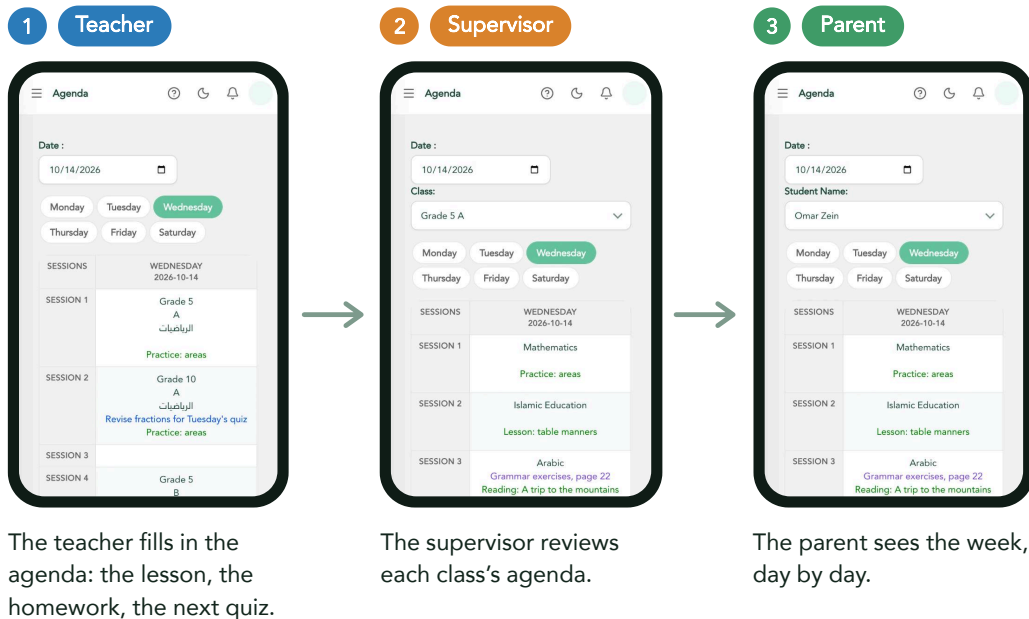
You take no step in this one, but it helps to know it.



5 Homework and the agenda

What happened in class and what is due, lesson by lesson, in every parent's pocket.

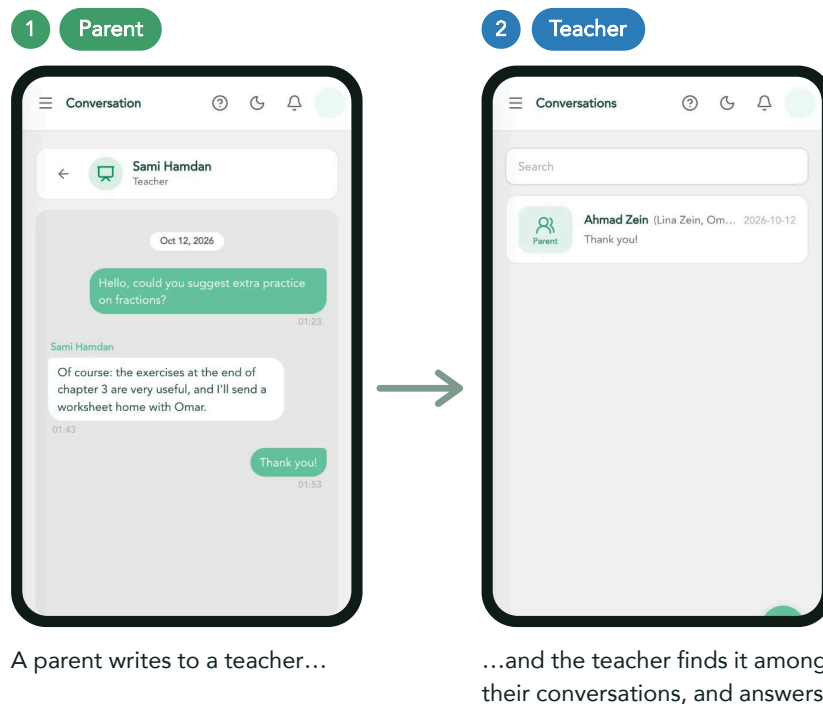
You take no step in this one, but it helps to know it.



6 Conversations

Parents and staff write to each other directly, with photos and files.

You take no step in this one, but it helps to know it.



What SchoolFace is

SchoolFace brings a school and its families into one app. The school enters things once — a grade, a homework, an absence, an announcement — and everyone concerned sees it on their phone at once, in their own language: Arabic, English or French.

Every person signs in with their own account, and each account has a role: administrator, data administrator, manager, coordinator, teacher, supervisor, counsellor or parent. The role decides which pages you see. This guide describes yours.

Opening the app

Use SchoolFace on a phone, a tablet or a computer: open the link your school sent you in your browser, or the SchoolFace app on your phone. It is the same app everywhere, and your data follows you from one device to the other.

Signing in

You need three things, all given by your school: the school code, your username and your password. Type the school code exactly as you received it — it tells the app which school you belong to.

The first time you sign in with a password the school made for you, the app asks you to choose your own. Choose one only you know; the school will not know it any more.

Forgot your password? On the sign-in screen, type the school code and your username, then press “Forgot your password?” and send the request. The school resets it and gives you a new one.

On your own phone the app remembers your accounts. A parent with an account in two schools, or a teacher who is also a parent, can switch between them from the sign-in screen without typing the password again.

The screen

At the top of every page: the menu button ($\equiv$), the page’s name, the “?” that opens the page’s picture guide, the button that switches between the light and the dark look, and the bell with your unread notifications.

The menu lists the pages of your role, grouped by what they are for. On a large screen it stays open on the side. At its bottom, for everyone: your notifications, the settings, and “About”.

The home page

Home is the first page after signing in. It shows the announcements sent to you by the school and the teachers, newest first. Choose the period above them to see older ones.

Notifications

When something concerns you — a published grade, an absence, a message, an announcement — SchoolFace sends a notification to your phone and keeps it in “My Notifications”. The bell at the top shows how many you

have not read yet.

Messages

Conversations are direct messages between a family and the school: parents, teachers, supervisors and the administration. Open “Conversations” in the menu to see yours, or press “+” to start one. You can send a picture or a file with a message; a photo taken with the phone is made smaller automatically before it is sent.

Settings

In “Settings”: your details, your password, the app’s language — saved with your account, so it follows you to every device — and the look: light, dark or like your device. “Log out” ends your session on this device.

1. Sign in with the school code and the administrator account from your welcome email, and choose your password.
2. Bring in your school's data, in this order: classes and subjects, sections, then teachers, parents and students. With Excel: download each template in "Data Migration", fill it in, upload it and migrate. Or have the data administrator type them in "Data Entry".
3. In "Class subjects", say which subject each class takes and out of how much.
4. Create the staff accounts: managers ("Administrative Staff") and coordinators ("Coordinators"). Teachers, supervisors and parents get theirs from the import, with their passwords shown once for you to hand out.
5. In "Activate Rules", choose the period that is open for grading and what parents may see.
6. Send a first announcement to everyone with "Announcement".

Every page in your menu, in a line or two. In the app, the “?” at the top of a page walks you through it, picture by picture.

IN THE MENU: HOME

Announcement

An announcement to a whole group — everyone, the parents, the teachers... It reaches their phones and their home page.

Direct Notification

A private notification to the people you choose.

IN THE MENU: ADMINISTRATION

Administrative Staff

The managers' accounts: add one, reset a password, or choose which classes a manager sees.

Opened from this page

Administrator Permissions

The classes a manager may see. With none chosen, they see all.

Coordinators

Make a teacher a coordinator: they get a second account for coordinating.

Classes and Sections

The sections of each class (A, B...).

Multi Agenda

Teachers allowed to put more than one class in the same session — for a shared lesson, for example.

Login As User

Open the app as any user, to see exactly what they see or to help them.

Parent Year Linking

Link a parent's past school years to their account when their code changed between years, and answer their requests to do so.

Missing user data

The accounts the import left incomplete — a missing phone, name or username. Fill the gaps here.

Password requests

Users who asked for a new password from the sign-in screen. Reset each one; the new password is shown once, for you to give them.

IN THE MENU: DATA

Data Migration

Bring the school's data in from Excel: classes and subjects, sections, teachers, parents, students. Download each template, fill it in, upload it, then migrate, in the order the page shows.

Transfer Course

Hand a subject in a section over from one teacher to another, with its grades.

Transfer Sessions

Swap two sessions in a section's timetable. The colours tell you at once whether a swap would clash with a teacher's other classes.

Opened from this page

Conflicting Sessions

The timetable's clashes: a teacher booked in two sections at once. Move one, or mark it as intended.

Activate Rules

The grading periods: which one is open for entering marks, which ones are active, and which report cards parents may see.

Share Notifications

Send many personal notifications at once from an Excel file — one row per message and recipient.

IN THE MENU: REPORTS

Class Grades

A class's marks for a period, section by section — and where report cards are published to the parents.

Subject Grades

A section's marks in one subject, column by column, with the teacher's name.

Grade Setup

The grade columns of every class, section and subject, period by period. Confirm a period's layout here so teachers can enter marks.

Opened from this page

Edit Distribution

One grade column: its name, maximum, weight, and whether it is locked.

Notifications Report

Everything sent on a given day — announcements, alerts, grade notices — and whether it is still waiting to be delivered.

Unpublished Results

Every mark in the school that is not published yet, class by class.

- Answer password requests in "Password requests".
- Fill the gaps the import left in "Missing user data" (phones, names).
- Send announcements, and check delivery in "Notifications Report".
- At the end of a period: review "Class Grades", publish the report cards, and switch the next period on in "Activate Rules".

A user forgot their password.

Their request appears in "Password requests"; resetting it gives a new password, shown once.

The import refuses a sheet.

Each sheet must use its template's columns, and some need others first (classes before students): "Data Migration" shows what is missing in red.

The school reached the demo's limit.

The demo allows a set number of students and accounts and a file size per upload. Contact SchoolFace to go further.

I want to see the app as a teacher sees it.

Use "Login As User": you stay as them until you sign out.

Need help?

The "?" at the top of every page opens its picture guide inside the app.
For anything else, ask your school's administration.