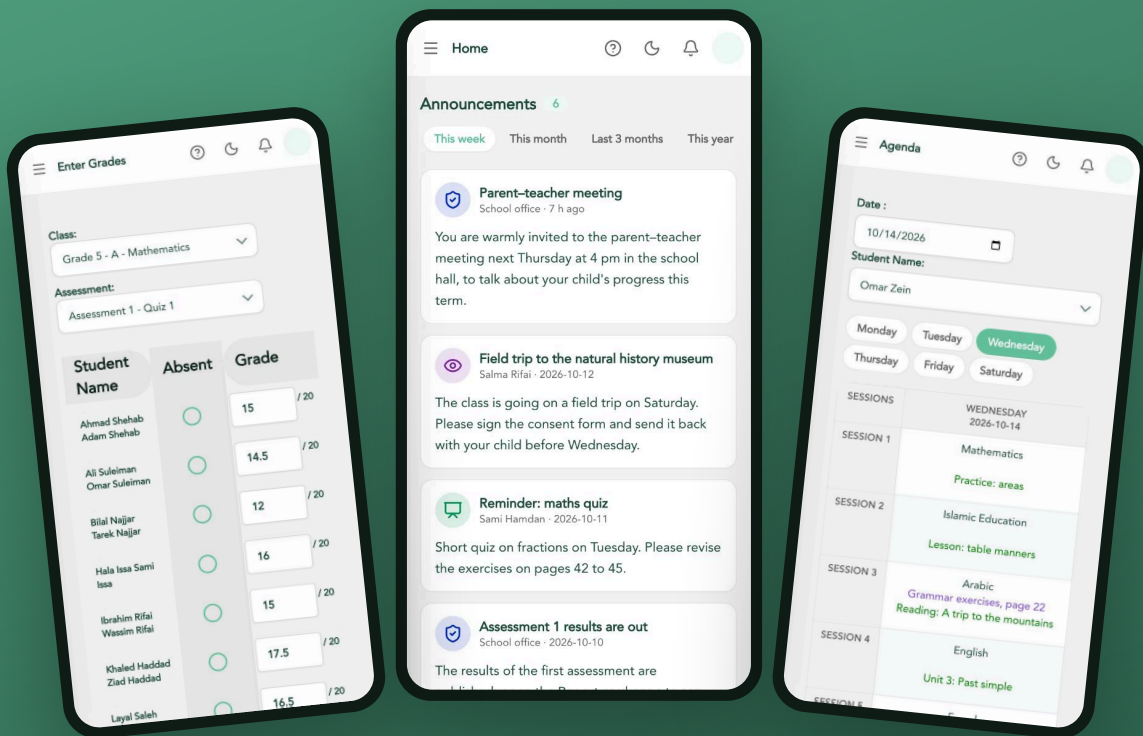




Guide for the Coordinator

User guide



Edition of October 14, 2026

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1 Welcome

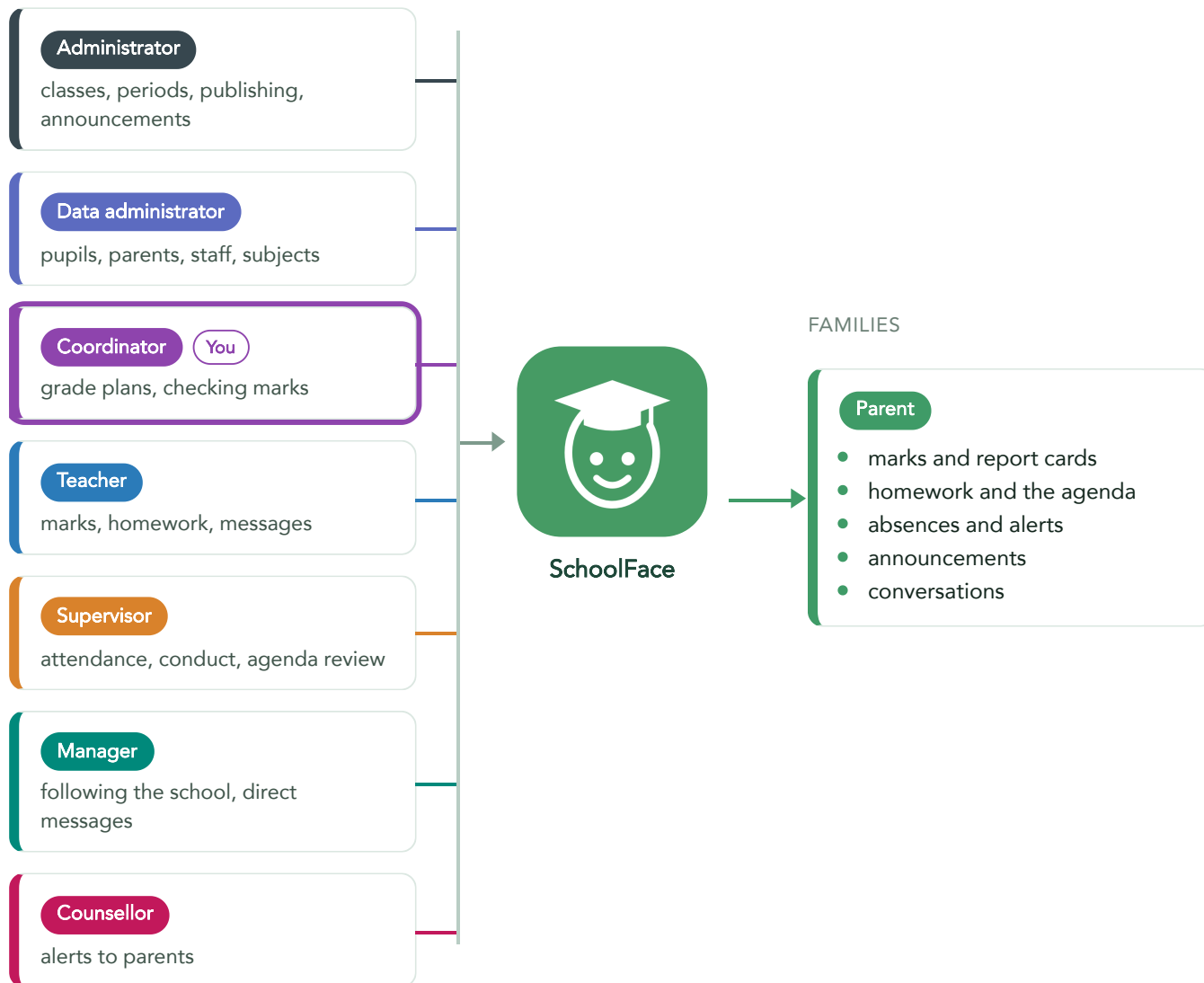
As a coordinator, you look after one or more subjects across classes. You follow what teachers write in the agenda, set up or approve how each subject is graded, enter marks when needed, compare results between sections, and publish.

You are usually also a teacher: your coordinator account is separate from your teacher account, and the app remembers both on your phone.

2 SchoolFace in one picture

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

THE SCHOOL'S STAFF

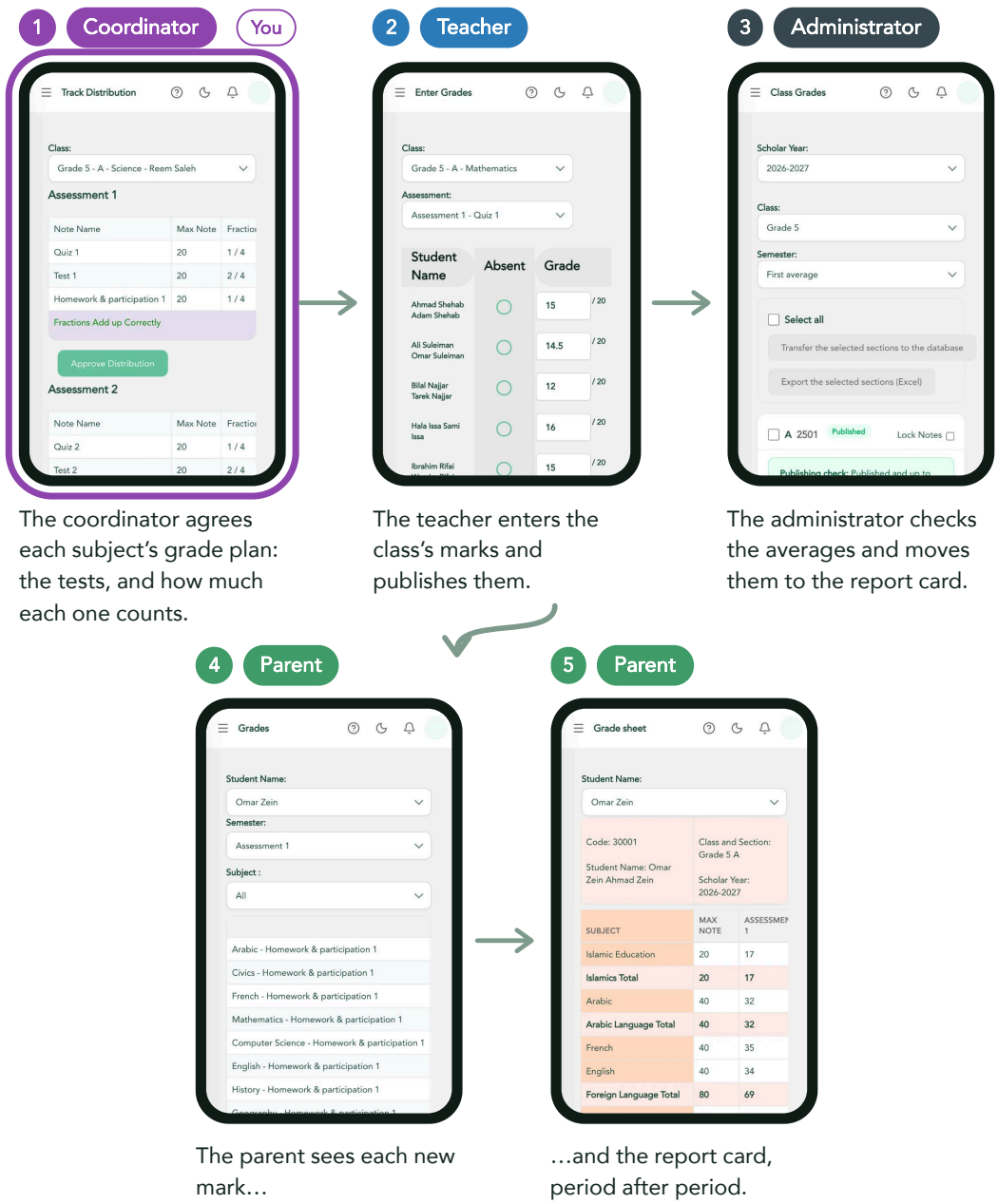


3 How information travels

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

1 A mark, from the classroom to home

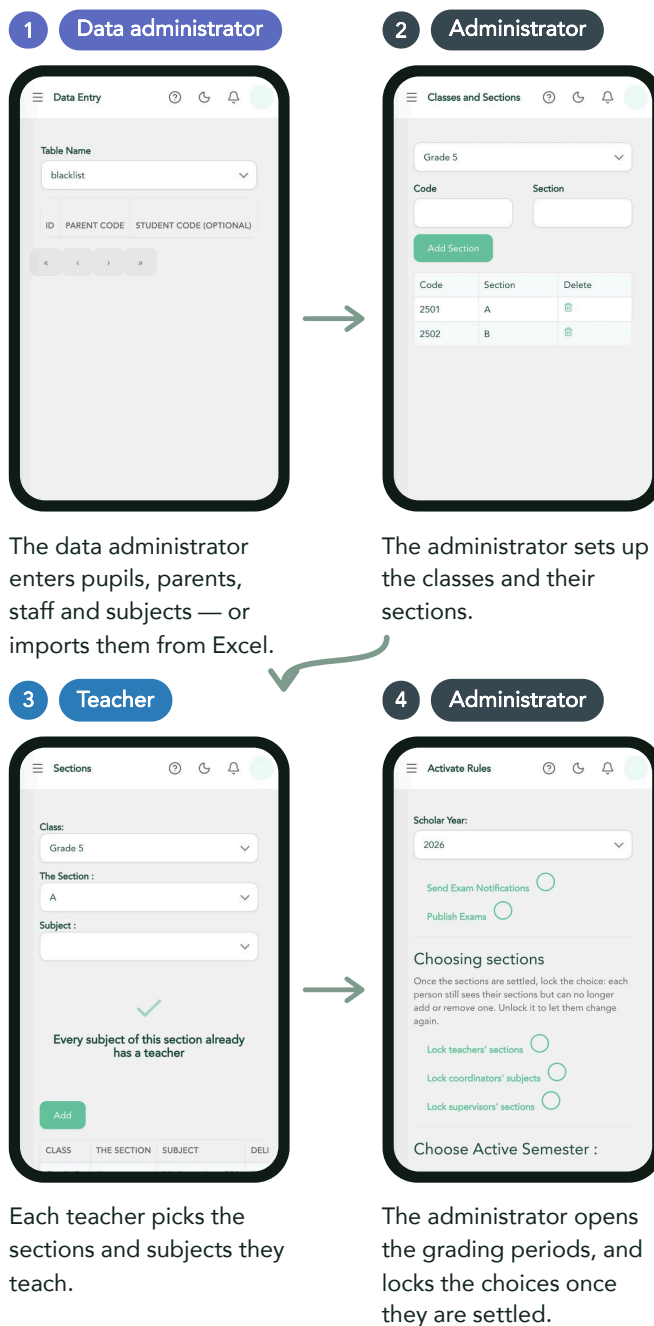
Every mark is entered once, checked, and reaches the family the moment it is published.



2 Setting up the school year

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

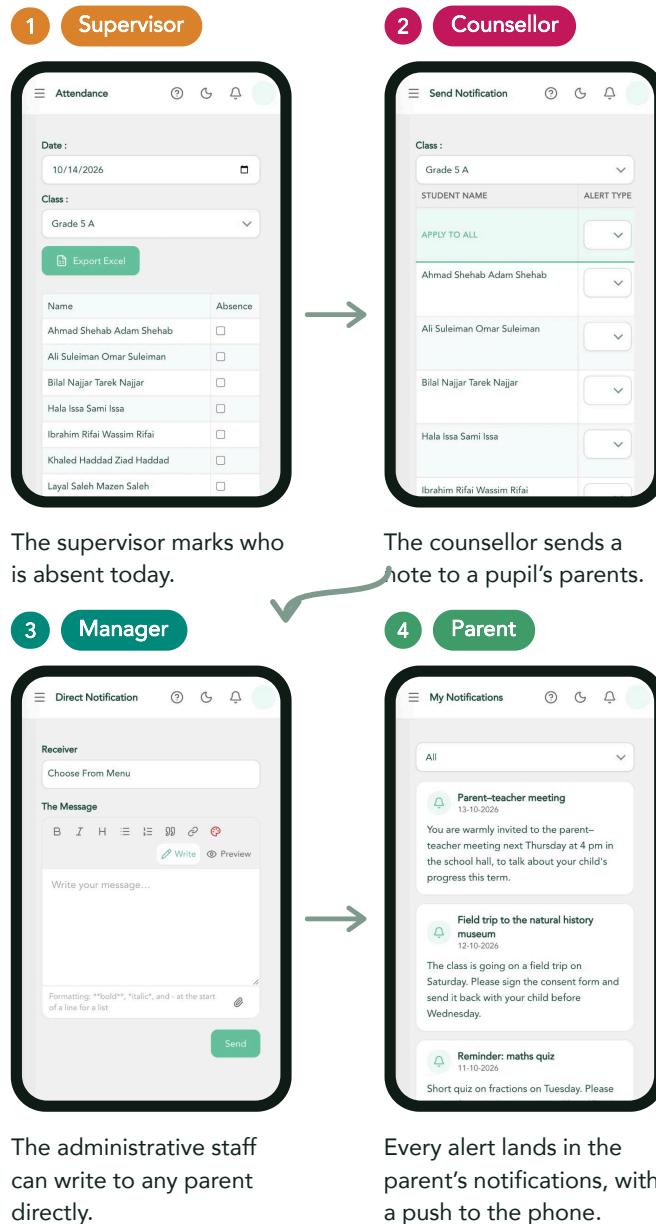
You take no step in this one, but it helps to know it.



3 Absences and alerts

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

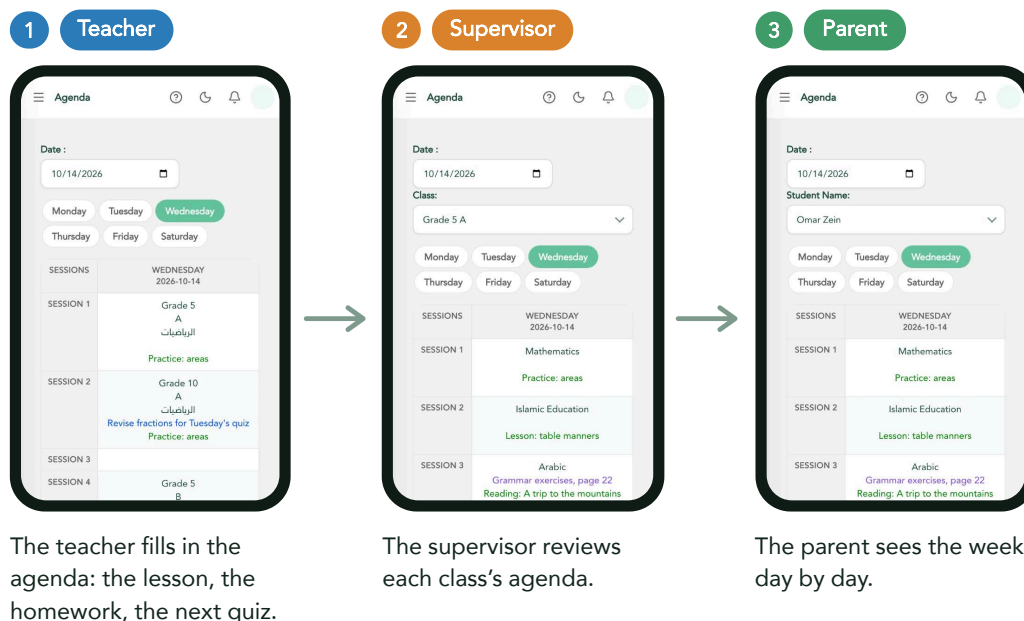
You take no step in this one, but it helps to know it.



4 Homework and the agenda

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

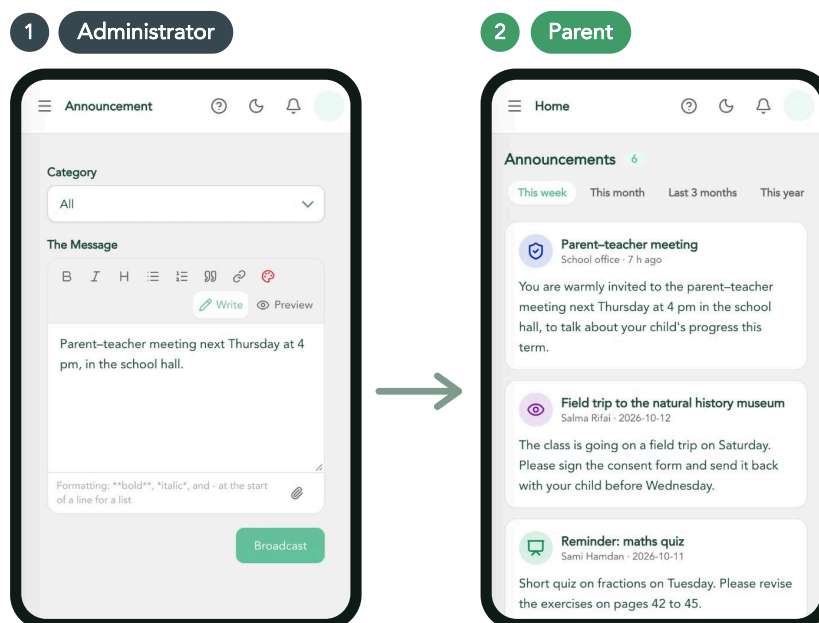
You take no step in this one, but it helps to know it.



5 Announcements

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

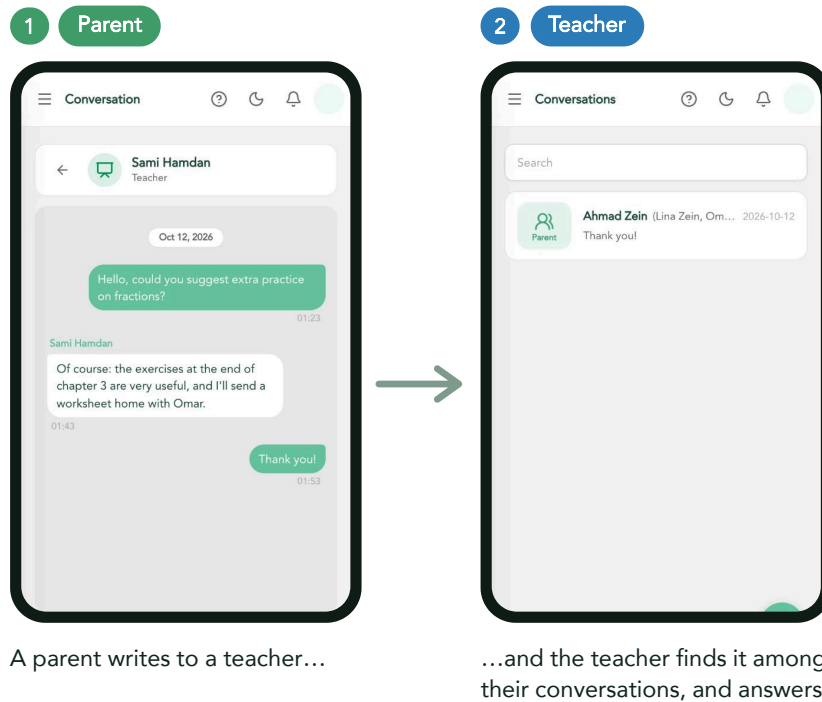
You take no step in this one, but it helps to know it.



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. In "Sections", tick the subjects you coordinate in each class and section.
2. In "Grade Distribution", set up the grade columns of your subjects for each period — or review the ones teachers made in "Track Distribution" and approve them.
3. Open "Daily Work" to see what each section did this week.

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: FOLLOW-UP

Daily Work

What the teachers of a subject wrote in the agenda this week, for every section.

Sections

The subjects you coordinate, section by section. Your other pages show only these.

IN THE MENU: GRADES

Grade Distribution

Set up how a subject is graded in a period, for all its sections at once: the columns, their maximum and their weight.

Opened from this page

Edit Distribution

One column of the subject's distribution: change its name, maximum or weight.

Track Distribution

The grade columns a teacher set up for a subject. Review them, correct one if needed, and approve the period's distribution.

Opened from this page

Edit Distribution

One of the teacher's columns: change its name, maximum or weight.

Enter Grades

Enter or correct the marks of a grade column, as a teacher would.

Grades Report

A section's marks in one of your subjects for a period, with the averages.

Compare Results

The same exam across sections: see at a glance which section did better.

Unpublished Results

The marks of your subjects that are not published yet. Publish them when they are final.

- Check "Daily Work": homework and lessons written by the teachers of your subjects.
- After exams: check the marks in "Grades Report" and compare sections in "Compare Results".
- When marks are ready: publish them in "Unpublished Results", with a notification to parents if you wish.

A teacher's columns don't add up.

Each period's weights must add up to the whole. Open the column from "Track Distribution" to correct its weight, then approve the distribution.

I can't remove a subject from my list.

A subject with a grade distribution linked to it cannot be removed; delete the distribution first.

Need help?

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