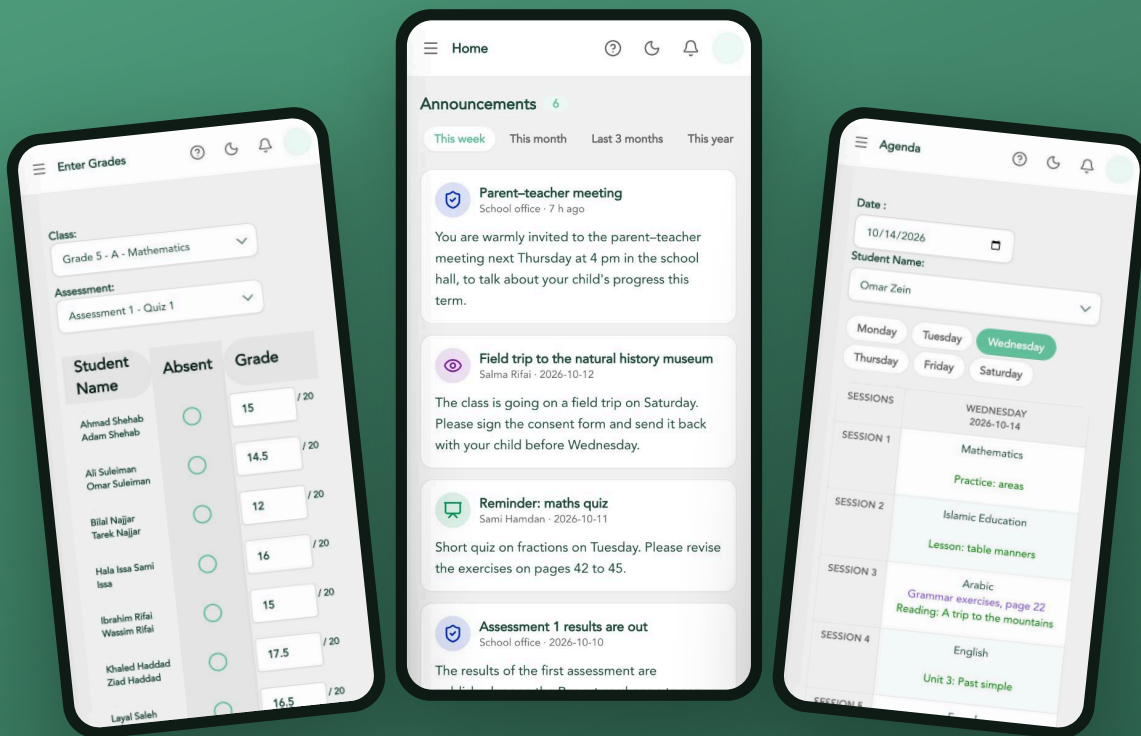




Guide for the Supervisor

User guide



Edition of October 14, 2026

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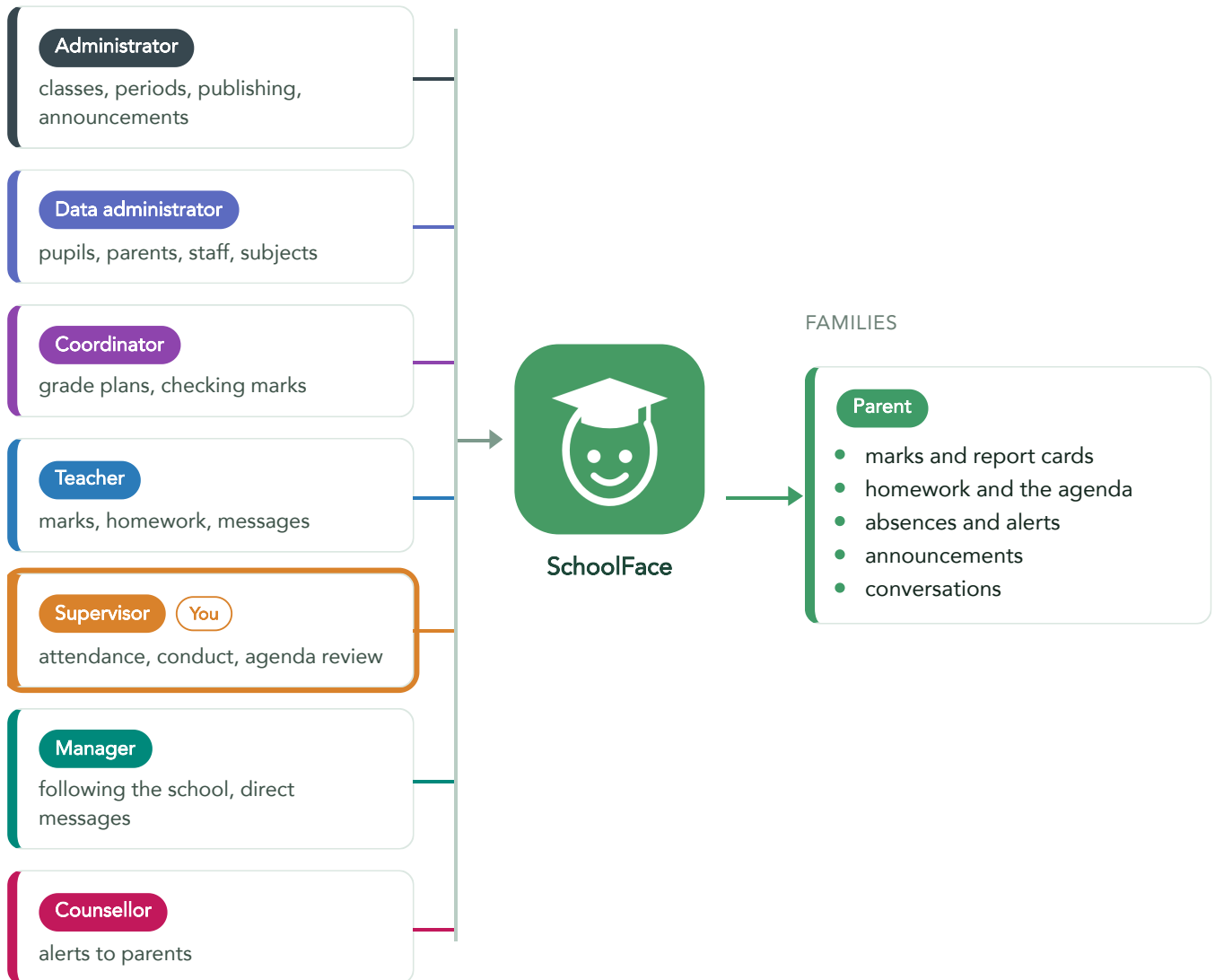
1 Welcome

As a supervisor, you follow the daily life of your sections: attendance, behaviour, the agenda, and the alerts sent to parents. You also see the grades of your sections and can publish them.

2 SchoolFace in one picture

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

THE SCHOOL'S STAFF



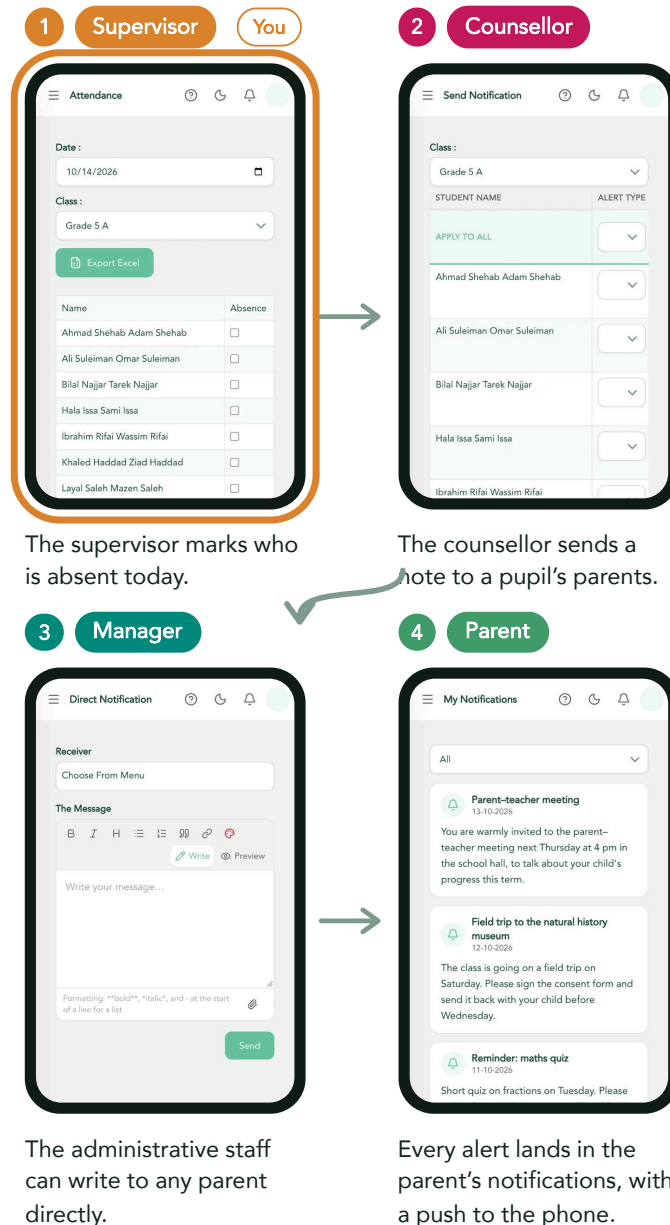
3

How information travels

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

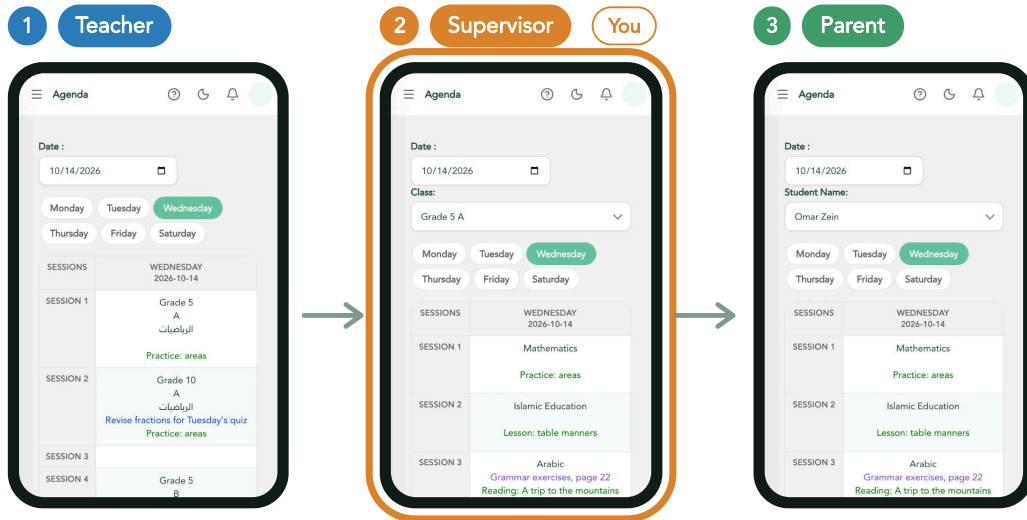
1 Absences and alerts

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



2 Homework and the agenda

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



The teacher fills in the agenda: the lesson, the homework, the next quiz.

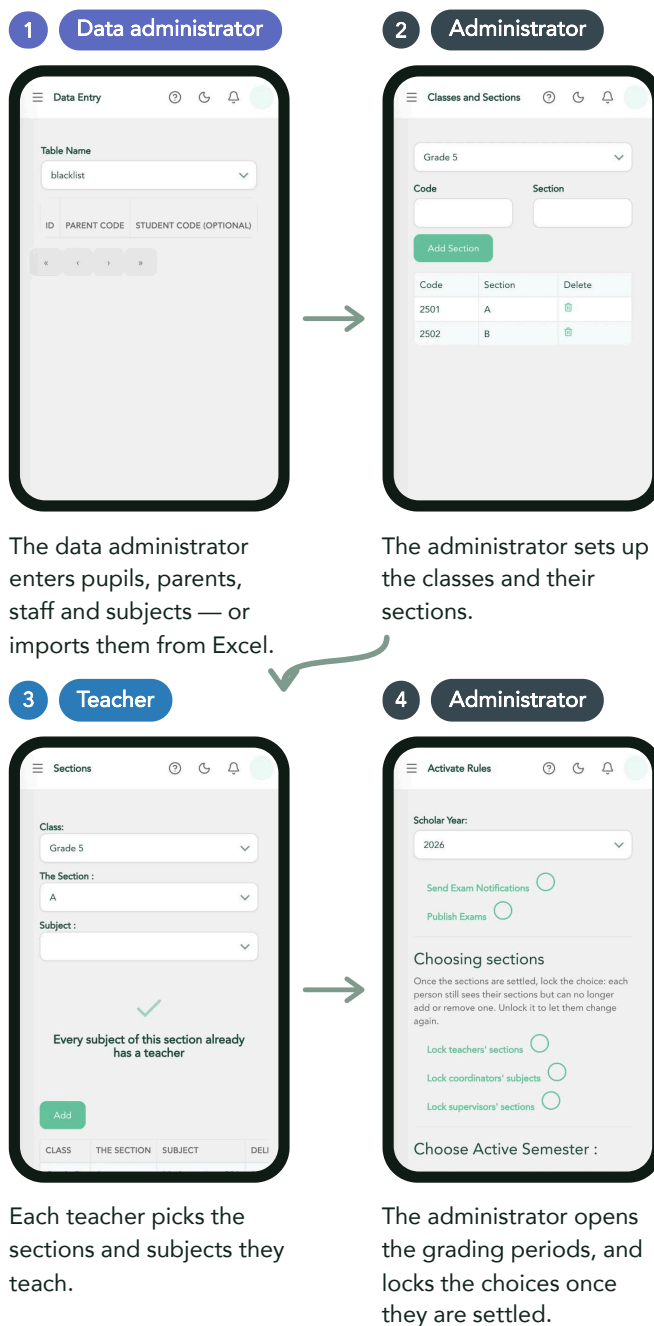
The supervisor reviews each class's agenda.

The parent sees the week, day by day.

3 Setting up the school year

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

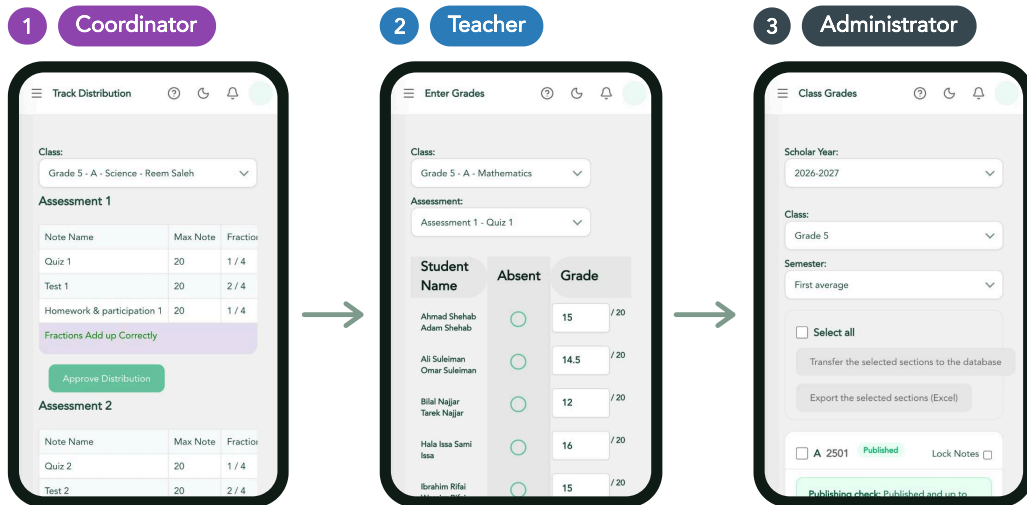
You take no step in this one, but it helps to know it.



4 A mark, from the classroom to home

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

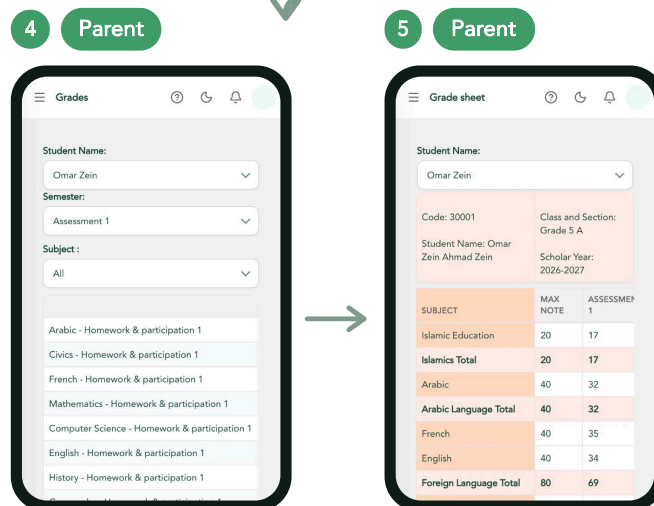
You take no step in this one, but it helps to know it.



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.



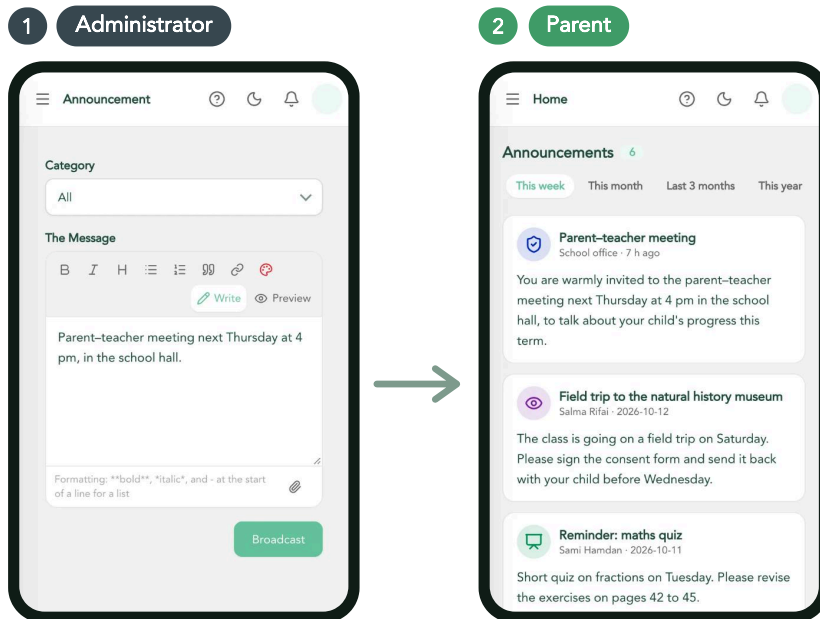
The parent sees each new mark...

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

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.



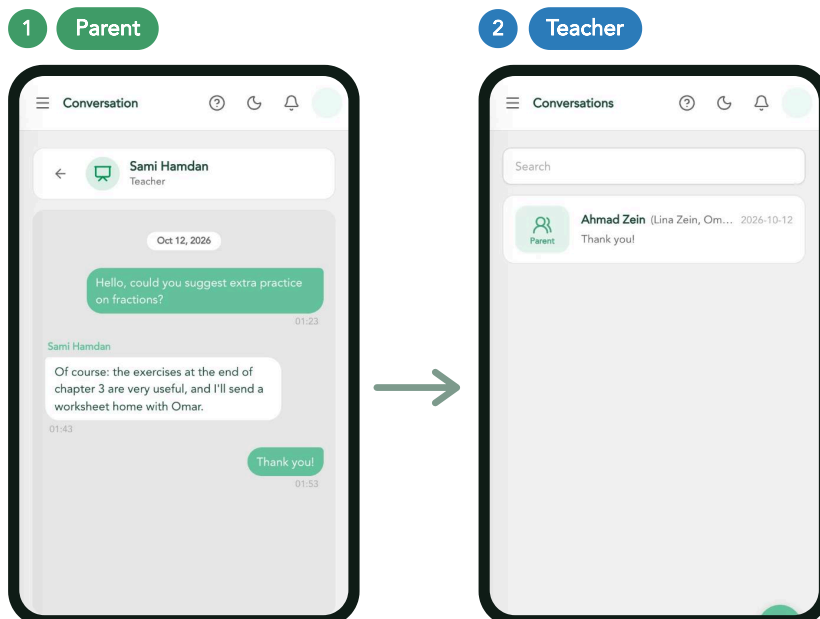
The administrator writes an announcement and chooses who receives it.

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

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.



A parent writes to a teacher...

...and the teacher finds it among their conversations, and answers.

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", add each section you supervise: every other page then lists them.
2. Open "Attendance", choose today and a section, and record the absences.

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

Send Notification

Write an alert to the parents of one student, several, or a whole section: lateness, behaviour, a reminder.

IN THE MENU: FOLLOW-UP

Agenda

A section's week. You can complete or correct a session's homework and lesson, for example when a teacher is absent.

Sections

The sections you supervise. Add each one here first: your other pages show only these.

Attendance

The day's attendance for a section. Tick who is absent and save; the parents are told.

IN THE MENU: REPORTS

Class Grades

A section's marks in every subject for a period, with the totals and averages.

Conduct Marks

The behaviour mark of each student of a section, for a period.

Subject Grades

A section's marks in one subject, column by column.

Notifications Report

The alerts sent on a given day, and to whom.

Unpublished Results

The marks of your sections that are not published yet.

- Every morning: record the day's absences in "Attendance"; parents are told.
- When needed: send an alert to the parents of one or more students in "Send Notification", and check what was sent in "Notifications Report".
- Keep the agenda complete in "Agenda" when a teacher is absent.
- At the end of a period: give behaviour marks in "Conduct Marks", and check grades in "Class Grades".

A section is missing from my pages.

Add it in "Sections": your pages only show the sections on your list.

I marked a student absent by mistake.

Untick them and save again the same day; the record is updated.

Need help?

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