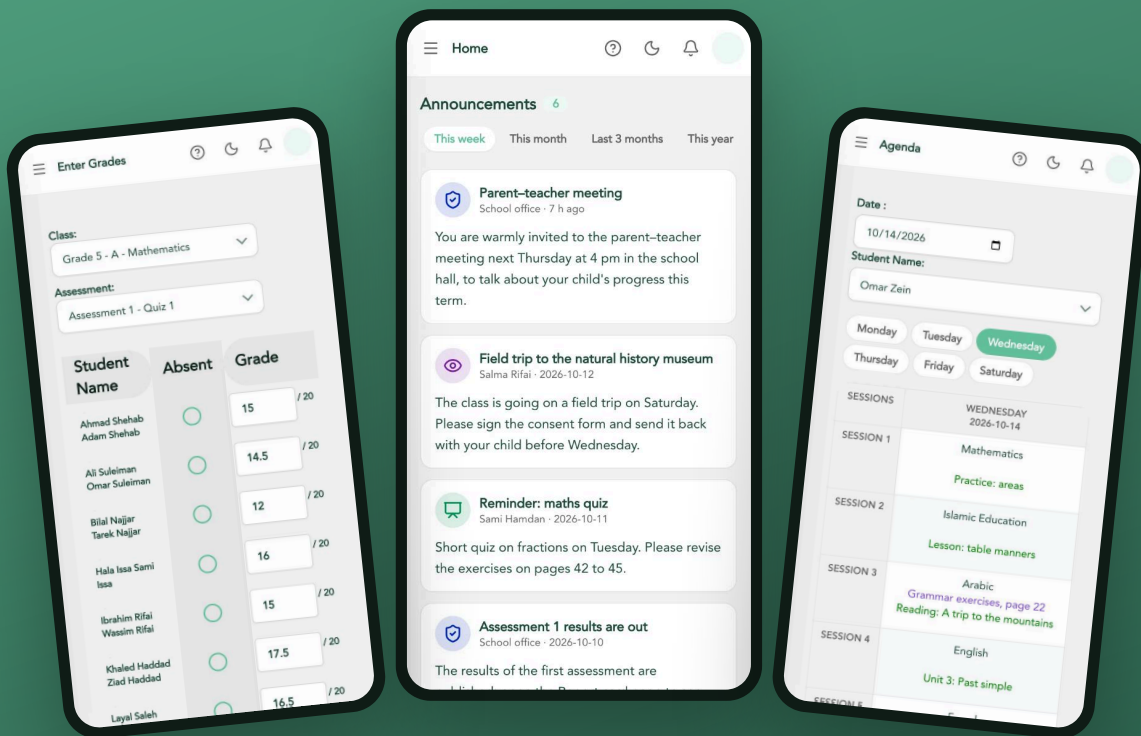




Guide for the Data administrator

User guide



Edition of October 14, 2026

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1 Welcome

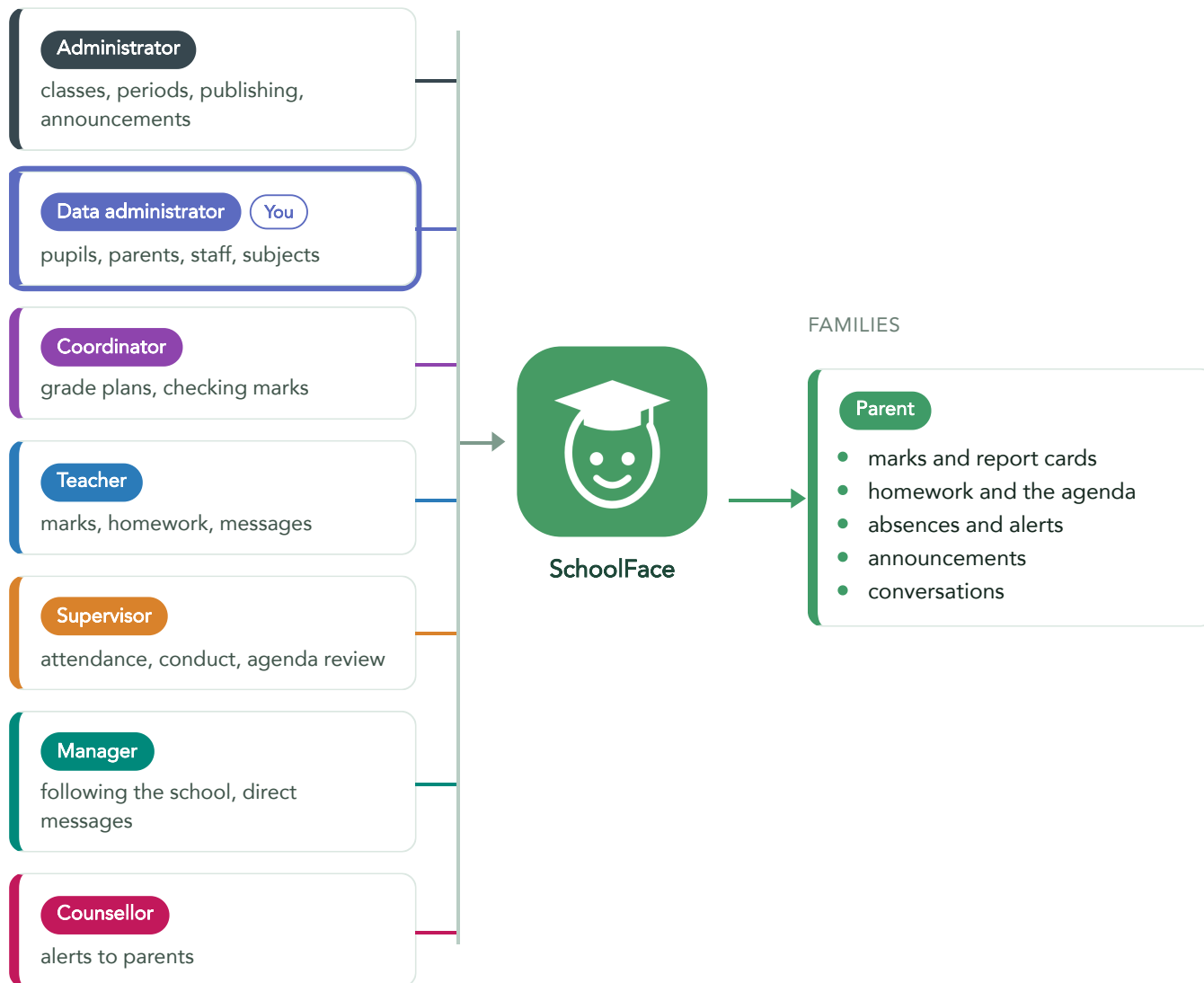
As the data administrator, you build the school's data in SchoolFace by hand, table by table: classes, subjects, sections, teachers, parents and their children, supervisors and their sections. It is the friendly alternative to the Excel import, and the place to correct one row without importing again.

Your account was created with the school; the administrator's account is separate.

2 SchoolFace in one picture

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

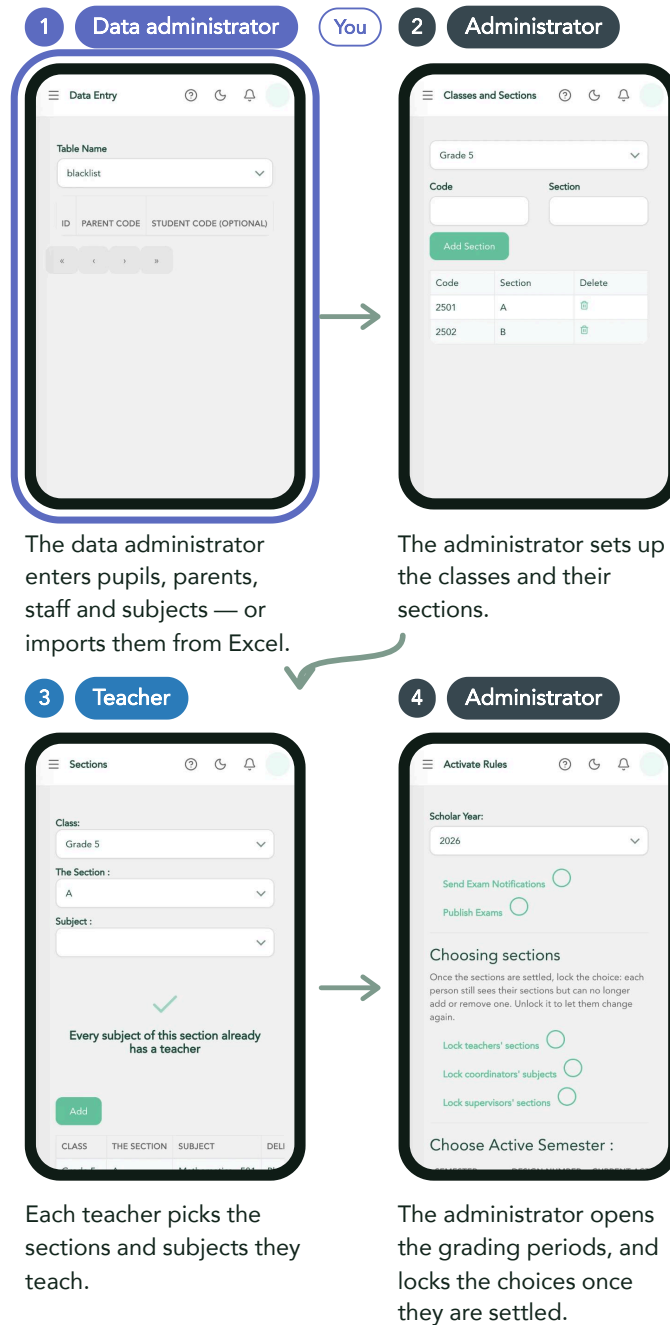
THE SCHOOL'S STAFF



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

1 Setting up the school year

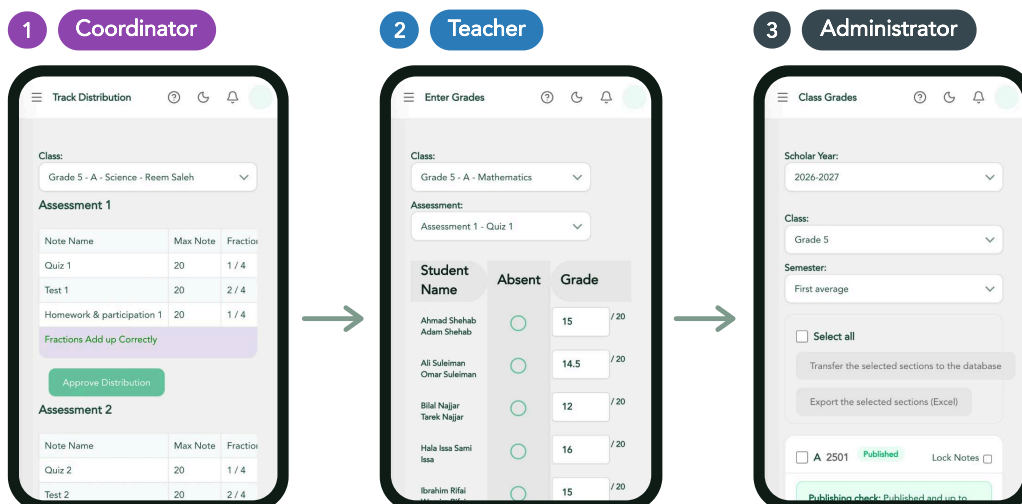
Before anyone signs in, the school's data goes in once — and every page fills itself from it.



2 A mark, from the classroom to home

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

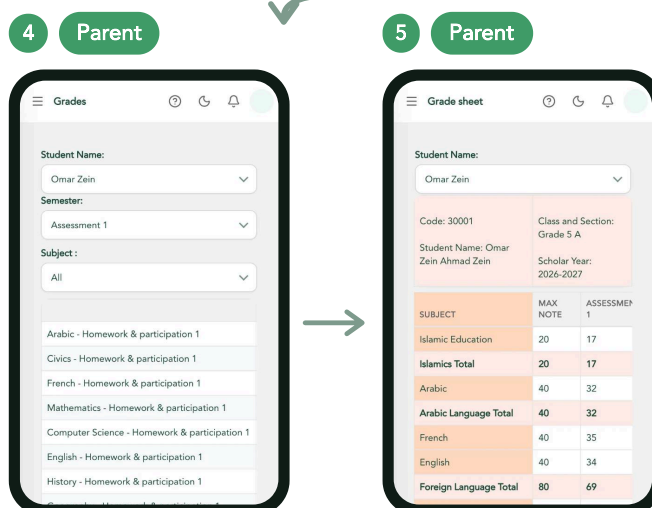
You take no step in this one, but it helps to know it.



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.



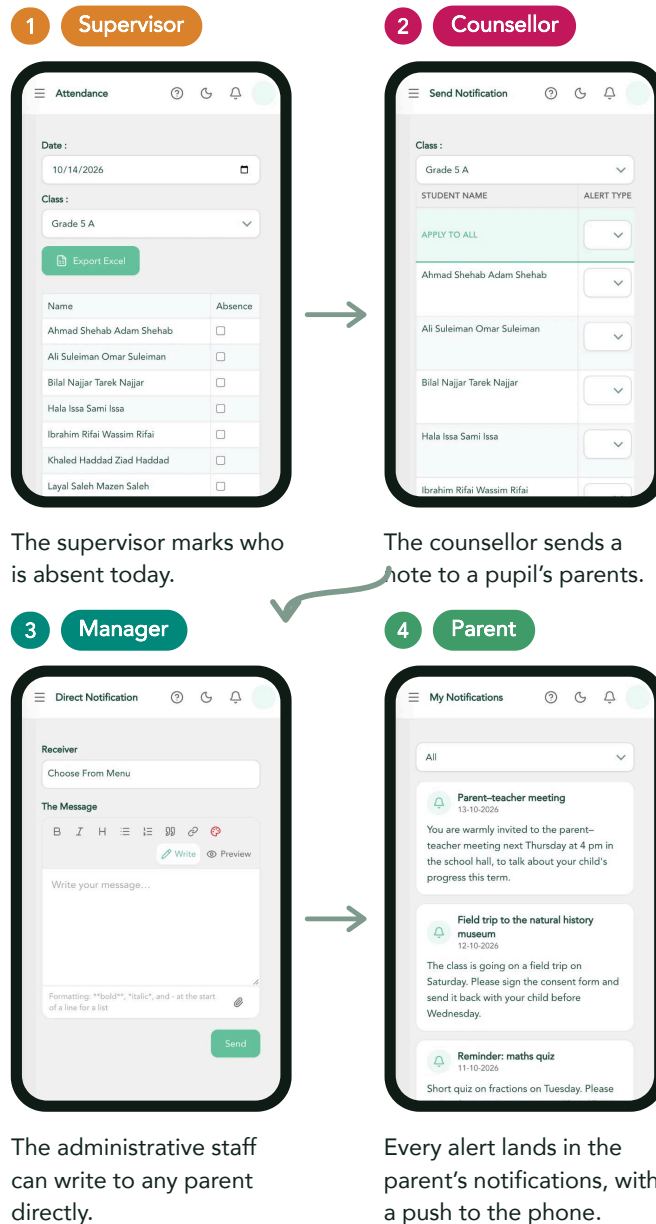
The parent sees each new mark...

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

3 Absences and alerts

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

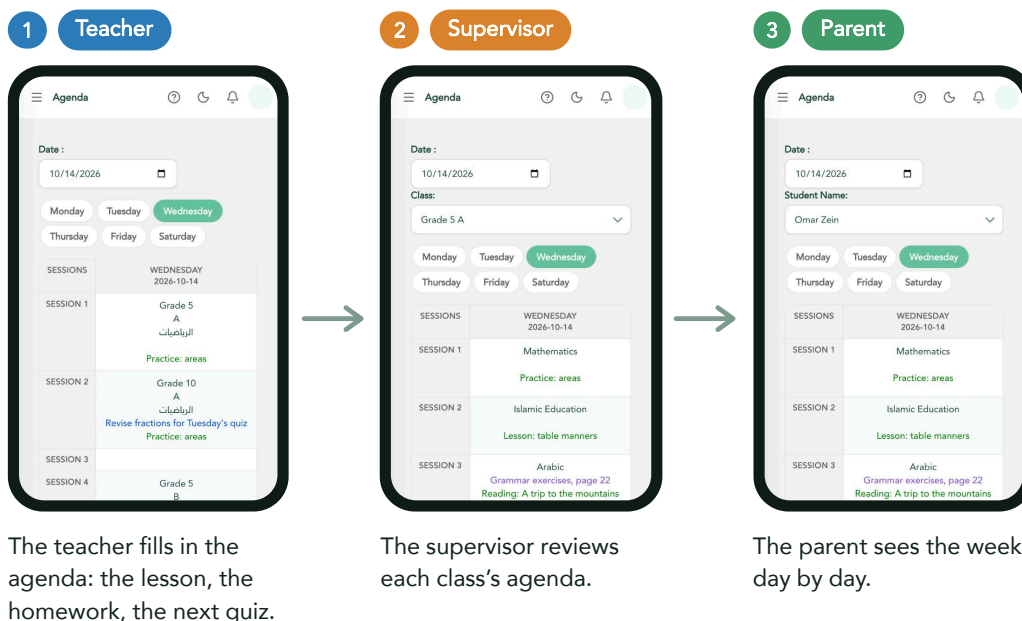
You take no step in this one, but it helps to know it.



4 Homework and the agenda

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

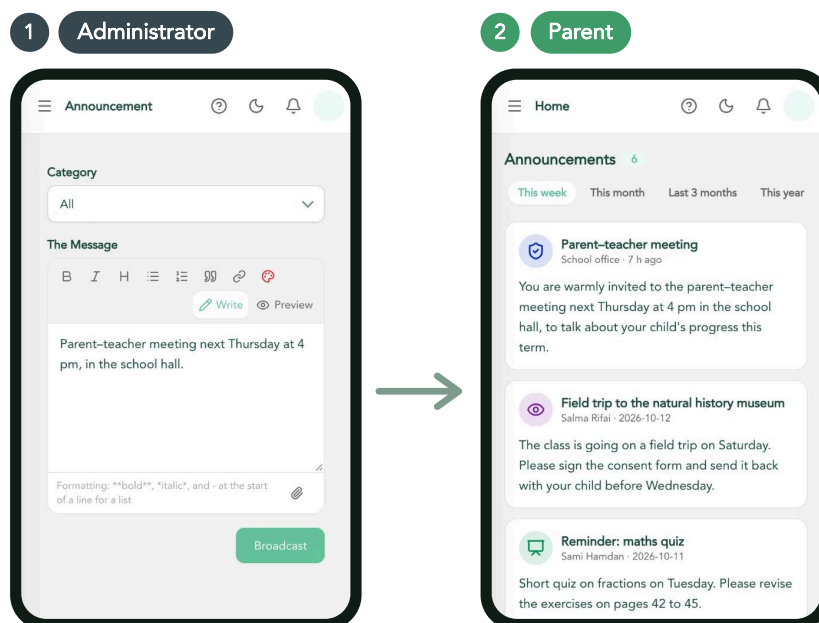
You take no step in this one, but it helps to know it.



5 Announcements

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

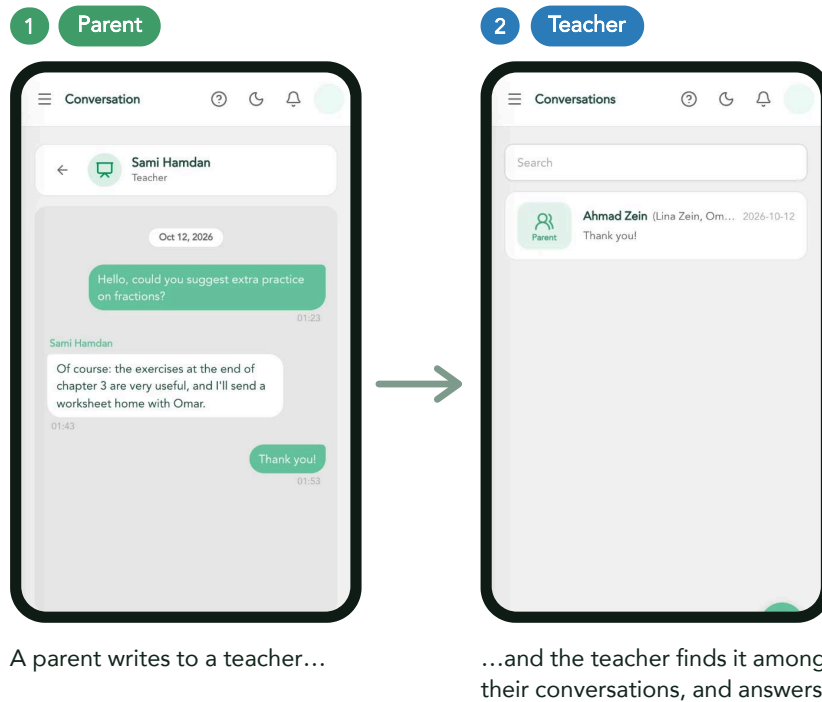
You take no step in this one, but it helps to know it.



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. Open "Data Entry" and choose the "class" table: add each class, giving it the grading design number from your welcome email.
2. Choose "course": add every subject taught in the school, once, with its names in the other languages.
3. From each class, open its sections and add them (A, B...).
4. In "Class subjects", say which subject each class takes and out of how much.
5. Add the people: teachers, parents (and from each parent, their children), supervisors and their sections.



Your pages

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

Data Entry

The school’s data, table by table. Choose a table at the top; add a row with “Add”, open a row’s linked table with its buttons (a class’s sections, a parent’s children), delete with the bin.

7 A typical week

- Correct a name, a phone or a link when the school asks.
- Reset a password from a person's row: the new one is shown once.

My grading design can't be changed.

In the demo, the grading periods are fixed to the design chosen at sign-up. The full version adapts to the school's own rules.

A row can't be deleted.

Rows used elsewhere (a class with students, a subject with grades) are kept so nothing is lost; remove what uses them 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.