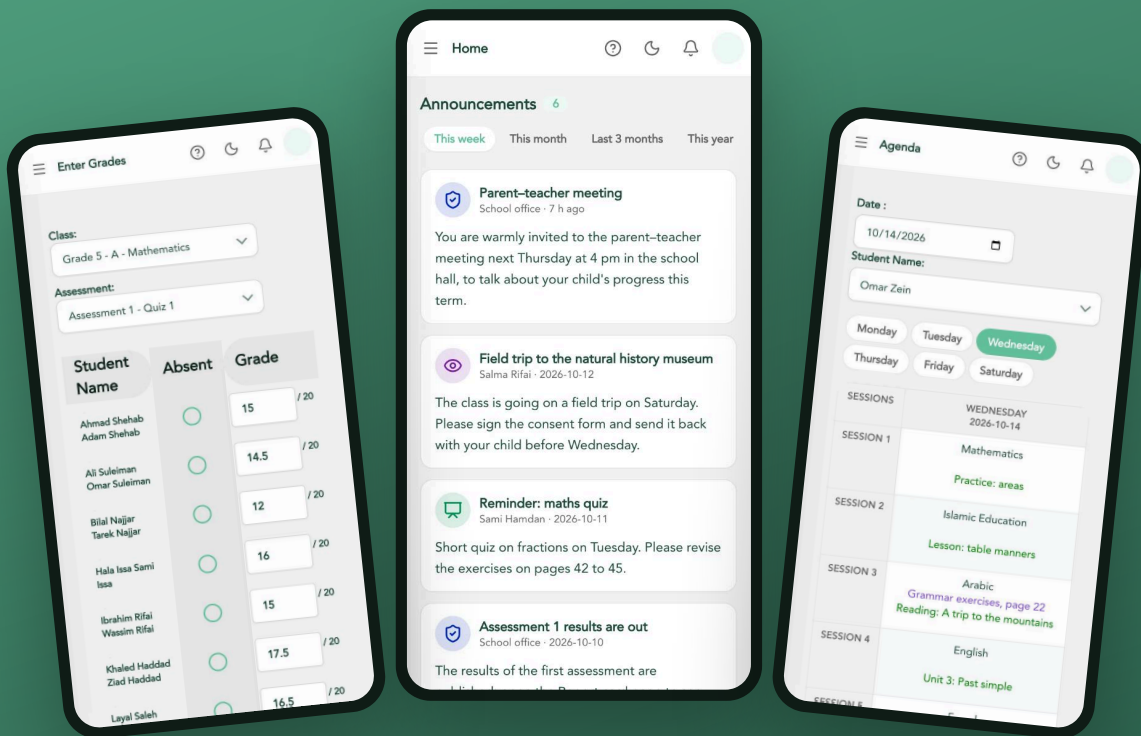




Guide for the Teacher

User guide



Edition of October 14, 2026

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1 Welcome

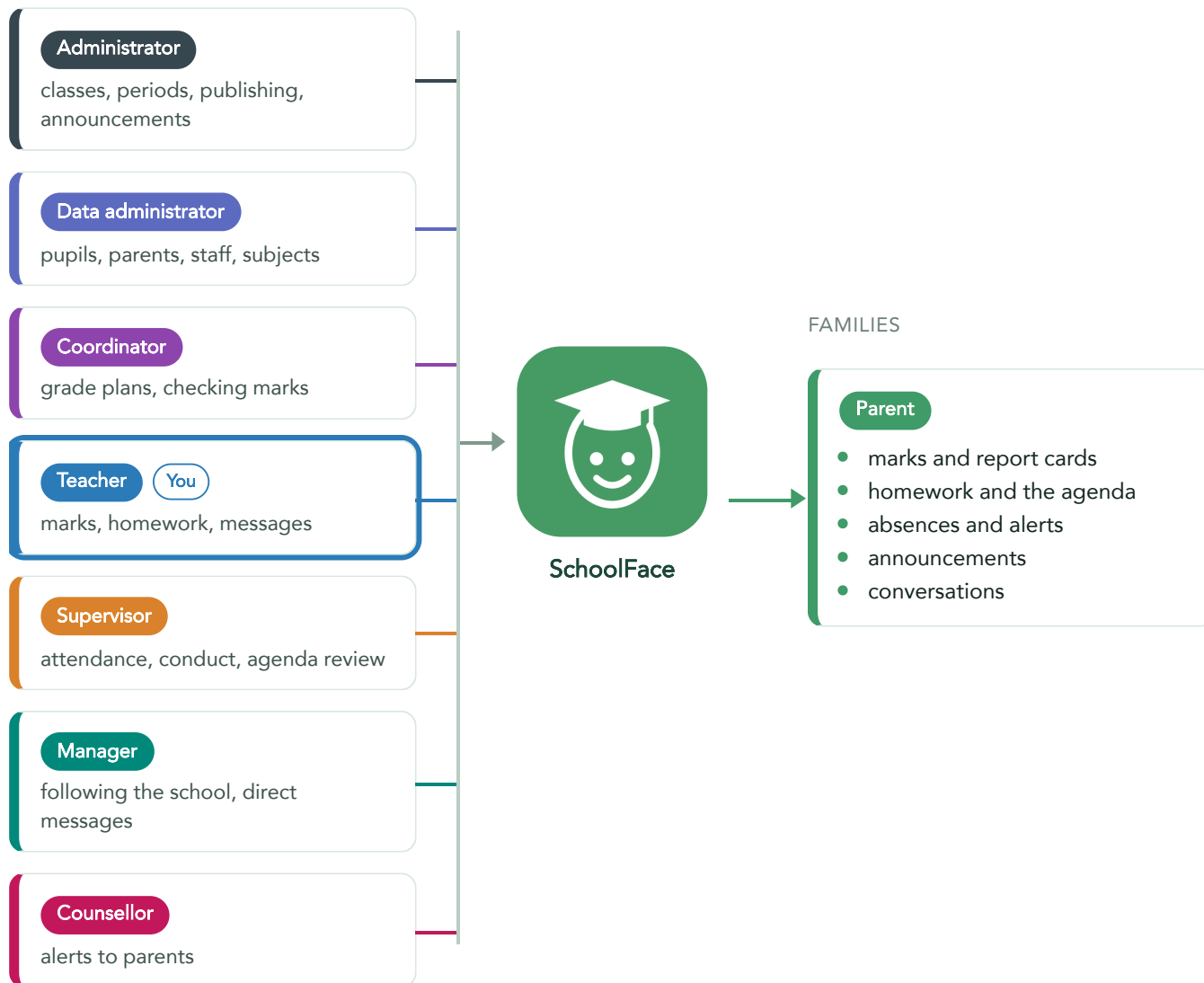
As a teacher, SchoolFace is where your classes meet the families. You fill in the agenda — homework and the day's lesson — for each session, set up how each subject is graded, enter the marks, and publish them. Parents see what you publish at once, on their phones.

Your pages follow your work: first your classes (your timetable, the sections you teach, the agenda), then your grades (the grading layout, the marks, the reports and the publishing).

2 SchoolFace in one picture

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

THE SCHOOL'S STAFF

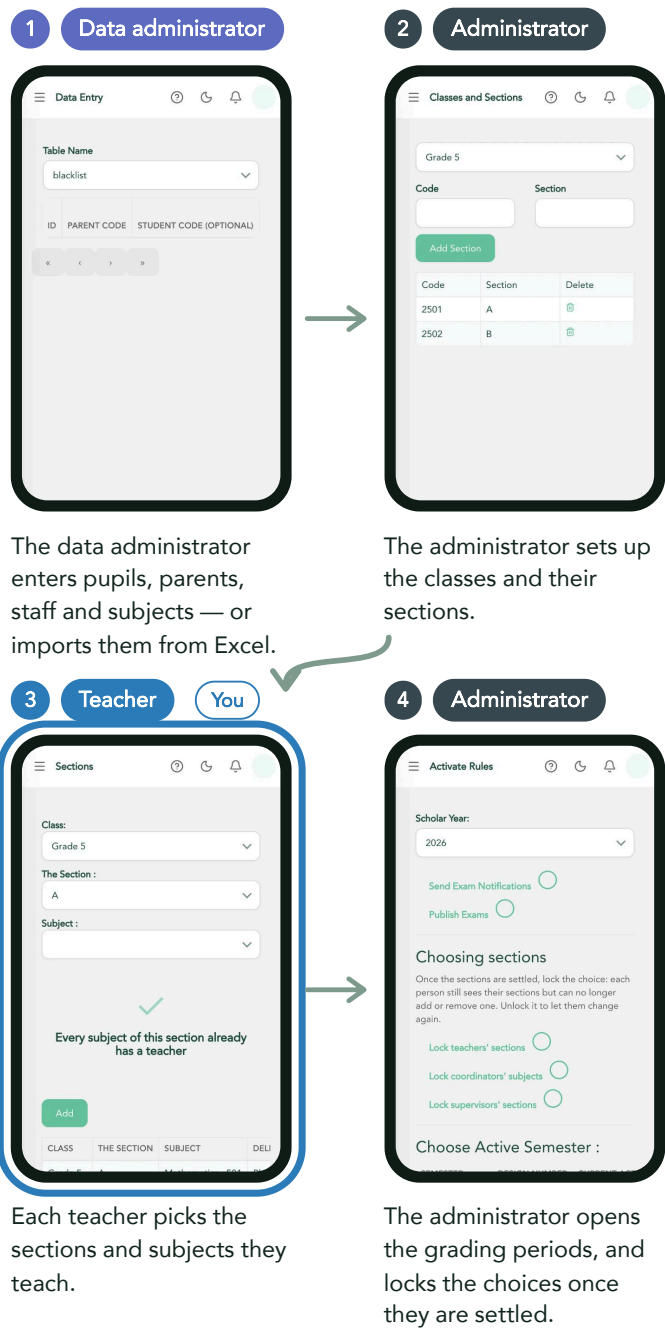


3 How information travels

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

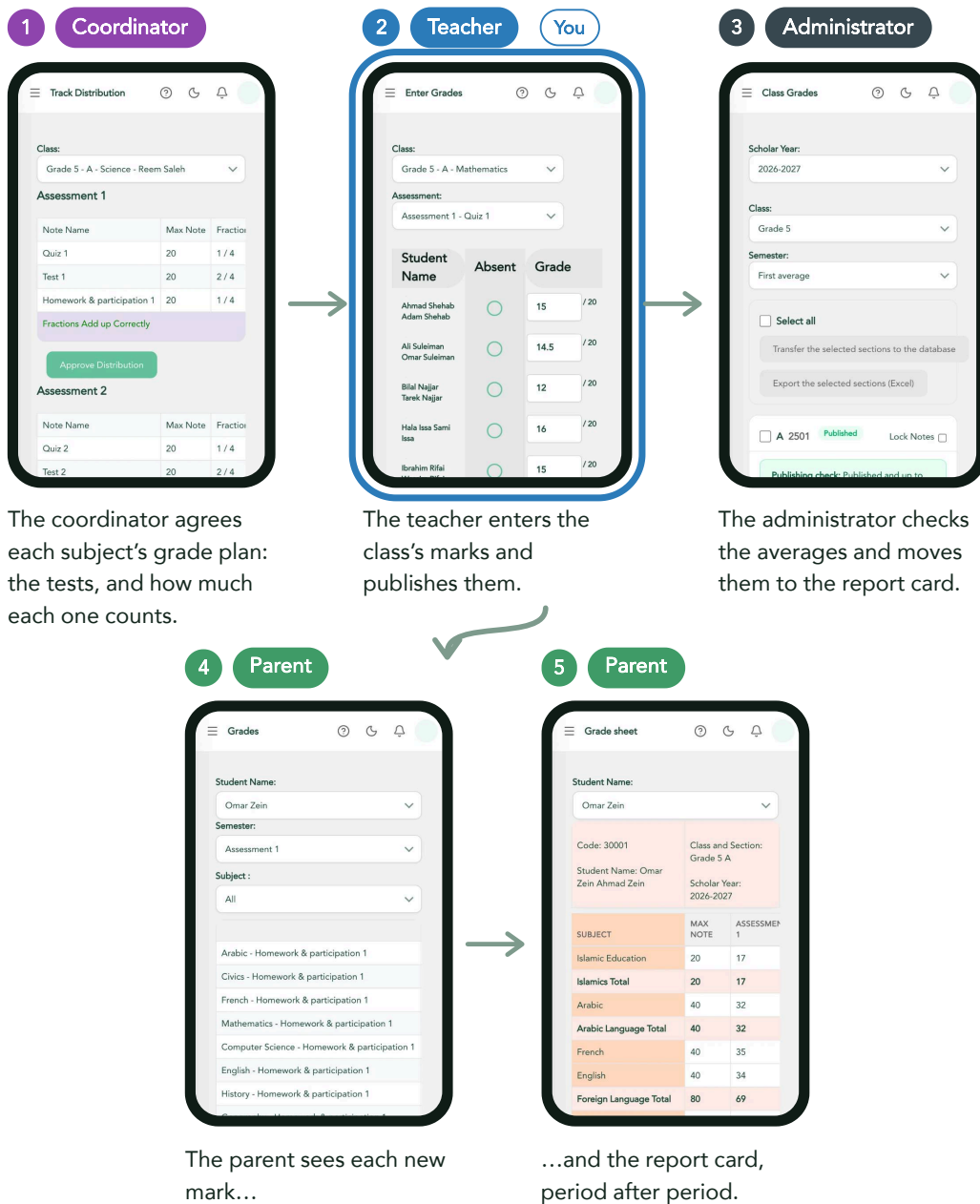
1 Setting up the school year

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



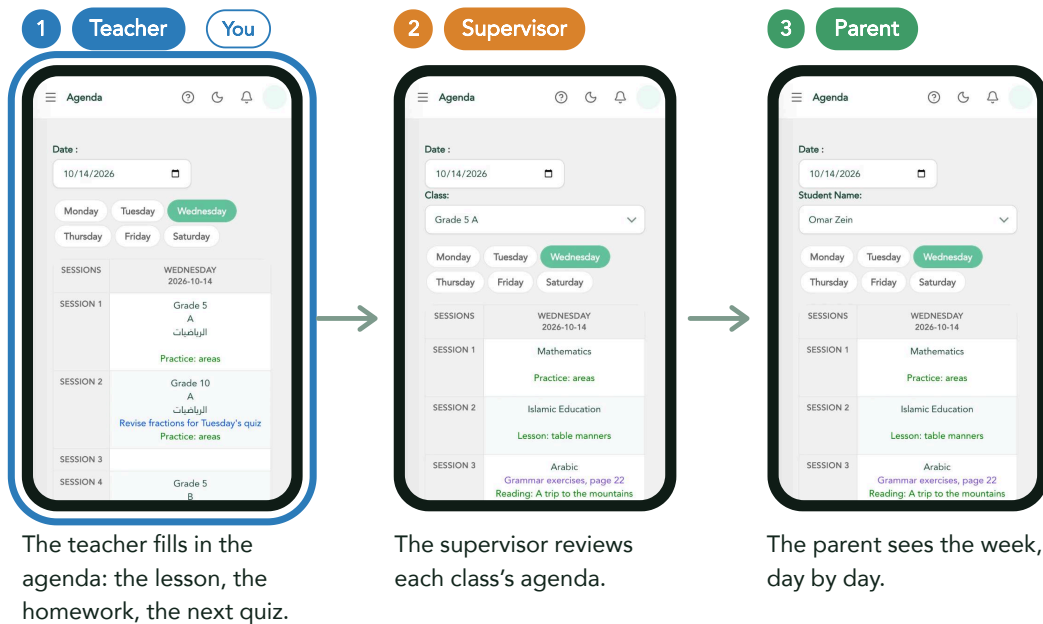
2 A mark, from the classroom to home

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



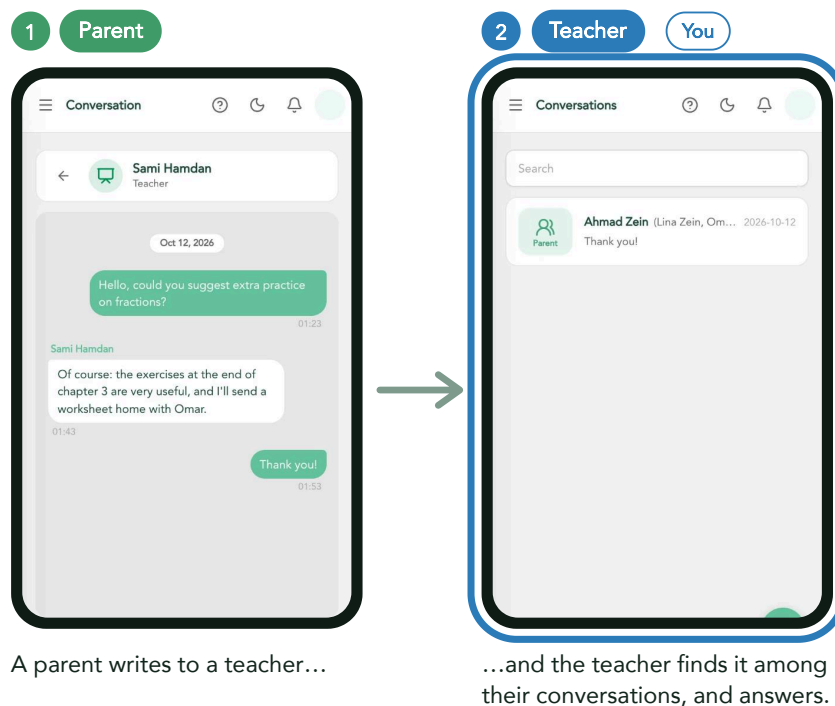
3 Homework and the agenda

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



4 Conversations

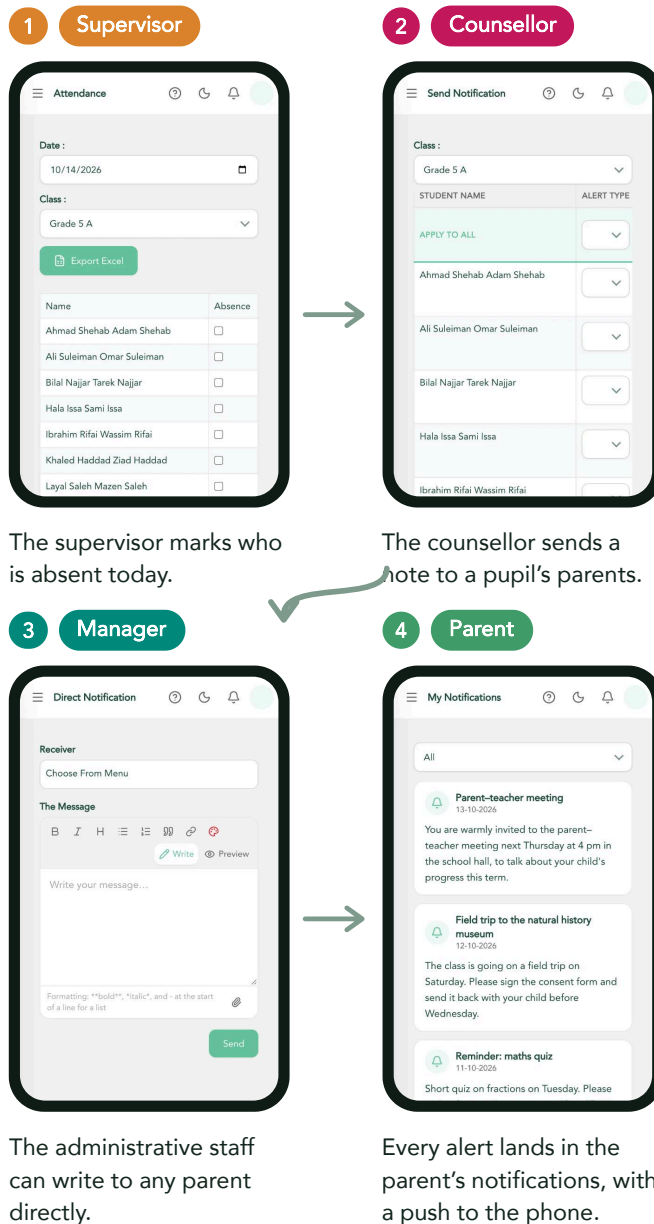
Parents and staff write to each other directly, with photos and files.



5 Absences and alerts

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

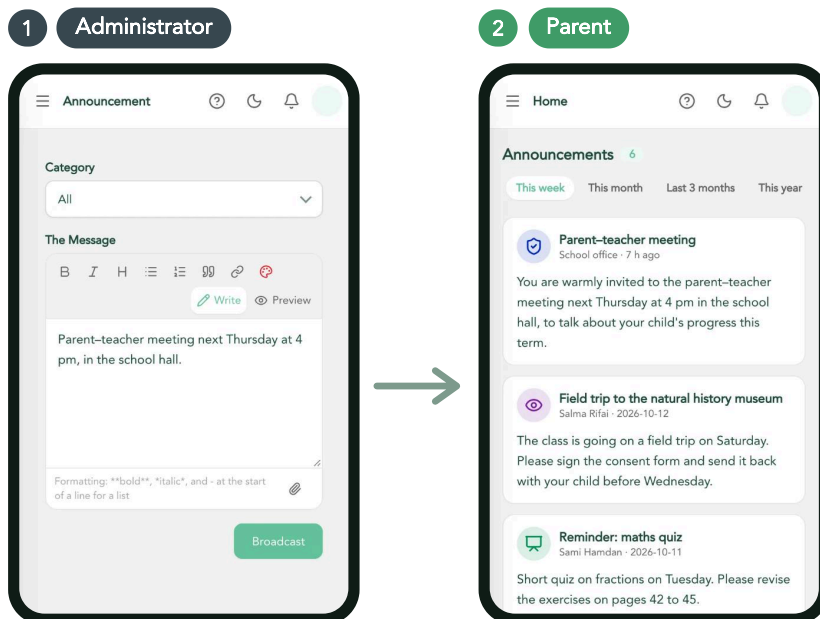
You take no step in this one, but it helps to know it.



6 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.

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”, register the class, section and subject you teach, for each one.
2. In “Schedule”, place each of them in its day and session.
3. In “Grade Setup”, set up the grade columns for each subject and period (quizzes, tests, homework), with their maximum and weight — unless the coordinator does it for you.
4. Open “Agenda”: your week appears, ready for homework.

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: CLASSES

Agenda

Your week, built from your timetable. Press a session to write its homework and lesson; parents see it as soon as you save.

Schedule

Your weekly timetable. Place each class you teach in its day and session; the agenda follows it.

Sections

The classes, sections and subjects you teach. Register each one here first: your other pages are built from this list.

IN THE MENU: GRADES

Grade Setup

How each subject is graded in each period: its columns (quizzes, tests, homework), each with a maximum and a weight in the average.

Opened from this page

Edit Distribution

One grade column: change its name, maximum or weight.

Enter Grades

Type your students' marks for one grade column. They stay private until you publish them.

Grades Report

A section's marks in one subject for a period, with each student's average — and the place to write each student's feedback for the report card.

Compare Results

Your exams side by side: how many passed, the pass rate and the average of each.

Unpublished Results

The marks you entered but have not published yet. Publish them when they are final, with a notification to the parents if you wish.

- After each session: write the homework and the lesson in “Agenda”; parents see it immediately.
- After a test: enter the marks in “Enter Grades”, then publish them in “Unpublished Results” when you are ready.
- At the end of a period: review “Grades Report”, write each student’s feedback, and compare your exams in “Compare Results”.
- Messages from parents arrive in “Conversations”, with a notification.

A class is missing from my agenda.

Add the section in "Sections", then place it in your "Schedule": the agenda is built from the timetable.

I cannot enter marks for a column.

The column may be locked by the coordinator or the administration, or the period may not be open for grading. Ask your coordinator.

Parents do not see the marks I entered.

Entered marks stay private until you publish them in "Unpublished Results".

I attached a big photo and it was refused.

Photos are made smaller automatically. Other files must stay under the size the school allows.

Need help?

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