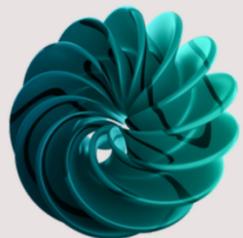


# Managira

## School Management System



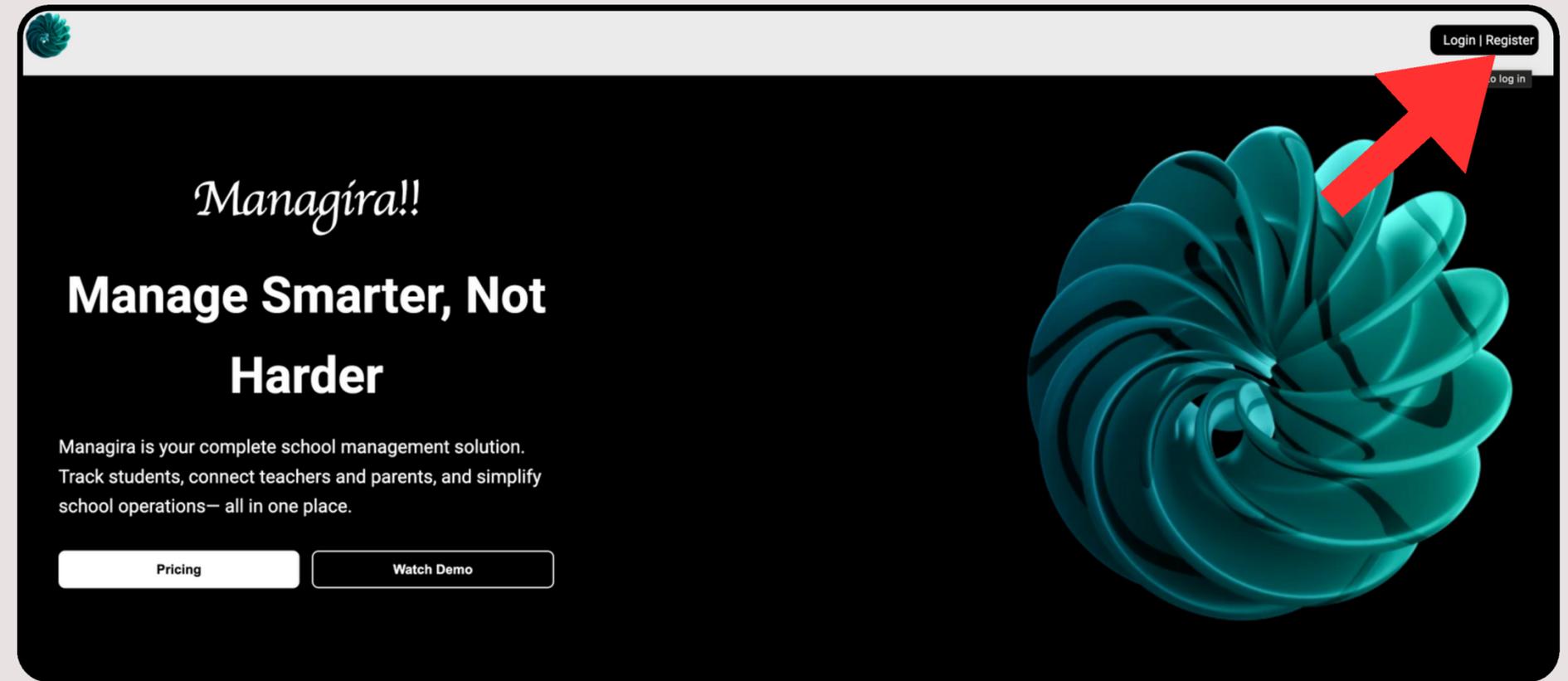
Onboarding Starter Pack



# Step 1

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- Visit “[Managira.com](https://Managira.com)”
- click on “login/register” on the top right corner



**Login**

**Email:**

**Password:**

Show Password

Don't have an account? [Register Now.](#)

[Forget Password?](#)

- Log in with the credential you created during registration. it will be an email and password you created
-

# Managira Logged in Welcome Page

A. At the top, you'll see your **institution's name**, confirming that you're logged in and in the right place.

B. A **welcome message** will appear each time you log in to make you feel at home.

C. You'll find a **search engine** to help you find students, teachers, and more. A **welcome note will display your name**, and there's a **navigation dropdown** for easy access to all major features.

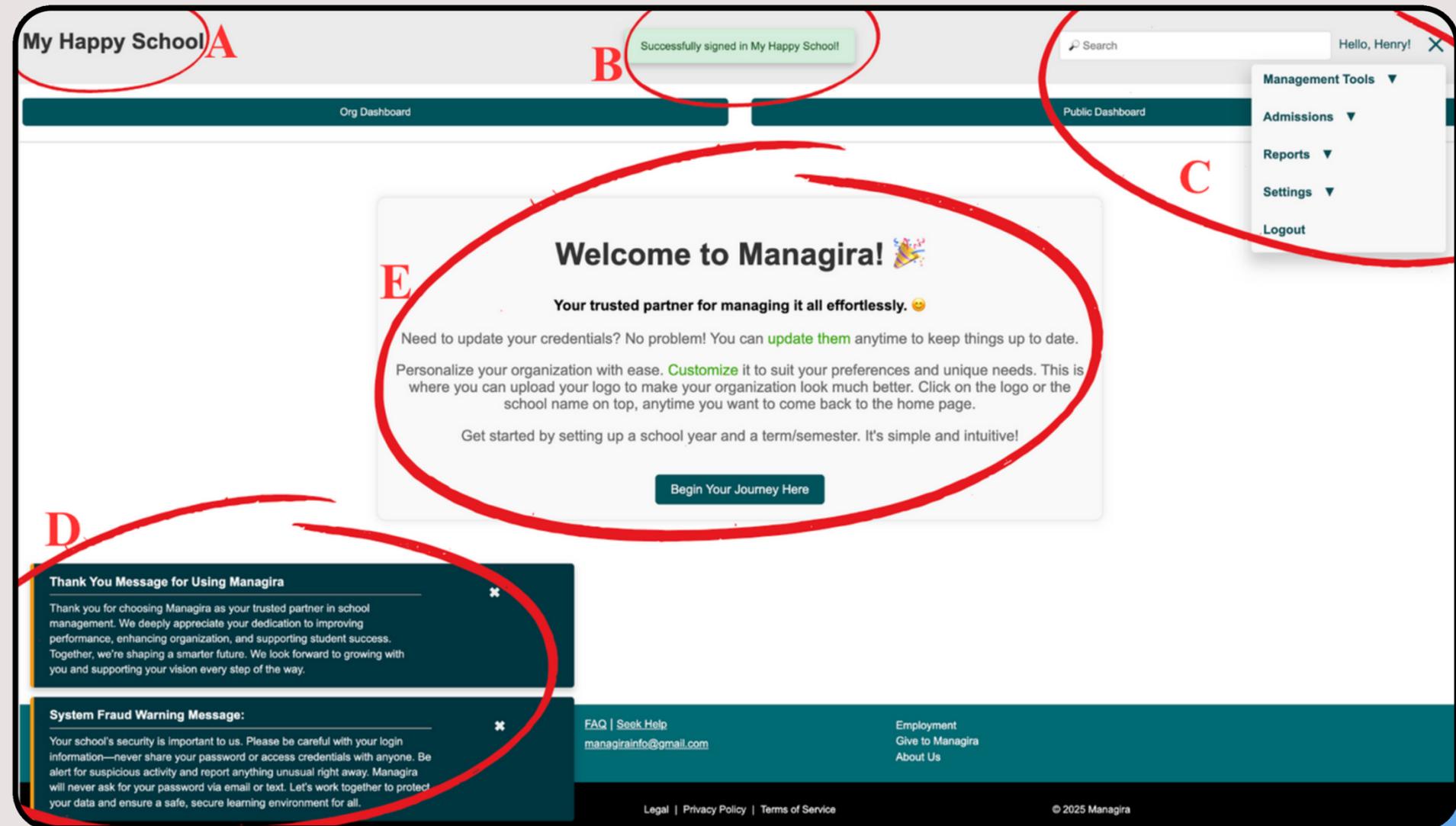
D. This area is where Managira will **communicate** with you about important updates—like **security alerts and thank-you messages**.

E. Finally, you'll see a welcome message with **instructions on what to do next**. It's highly recommended to start here:

- Update your credentials if you suspect they may have been exposed during setup.
- Customize your organization by **uploading a logo**. This enhances the look and makes navigation easier, especially on smaller screens like smartphones.

**Tip:** You can always click your logo to return to the home page or the organization dashboard from anywhere in the app.

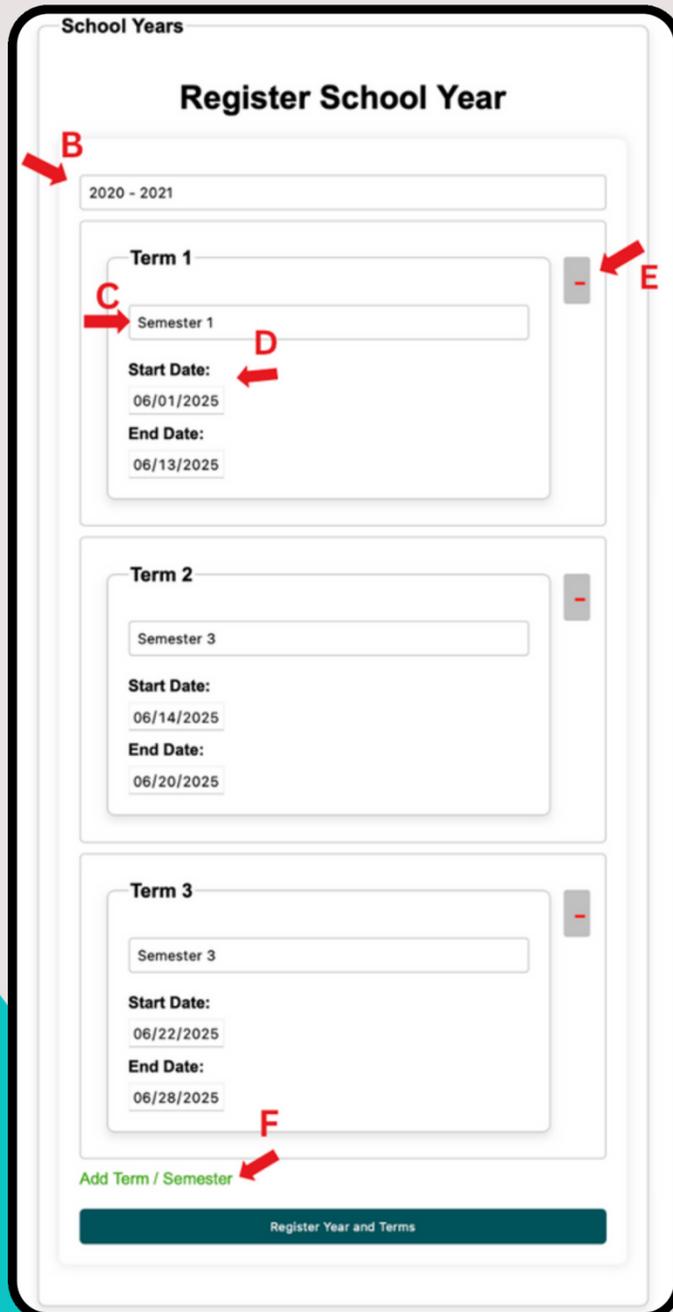
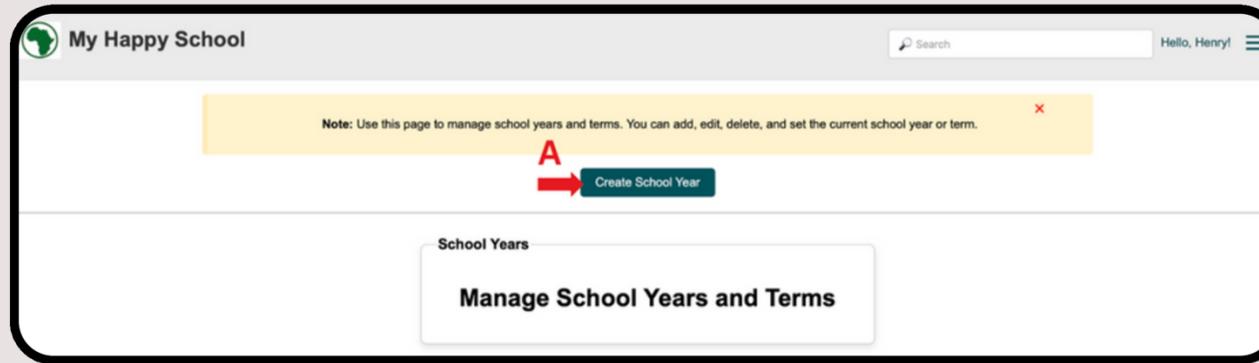
Now go ahead and click “**Begin your journey here**” button.



First time login view of managira

# Step 2

A – You will be directed to the “**Manage School Year and Term**” page. At the top of this page, you will see the “**Create School Year**” button. Click on it to begin setting up a new school year and a term.



## Register school year

B – Set up the school year by simply entering the ‘start and end years’ (e.g., 2020–2021).

C – Choose how to name the term (e.g., “Semester”).

D – Set the school term’s start and end dates.

E – You can always **delete** the term before saving by clicking on the red “-” icon.

F – This option allows you to **add more term fields** to the school year. Typically, you’ll only need **three terms**, but you can add more based on your school’s needs.

*Be sure to save once you’ve confirmed that everything looks correct.*

## Manage School Year

G – Click on the “**Current**” radio button for the school year to activate it (it will turn blue). The remaining information will then be displayed. **If not, click on the arrow to expand.**

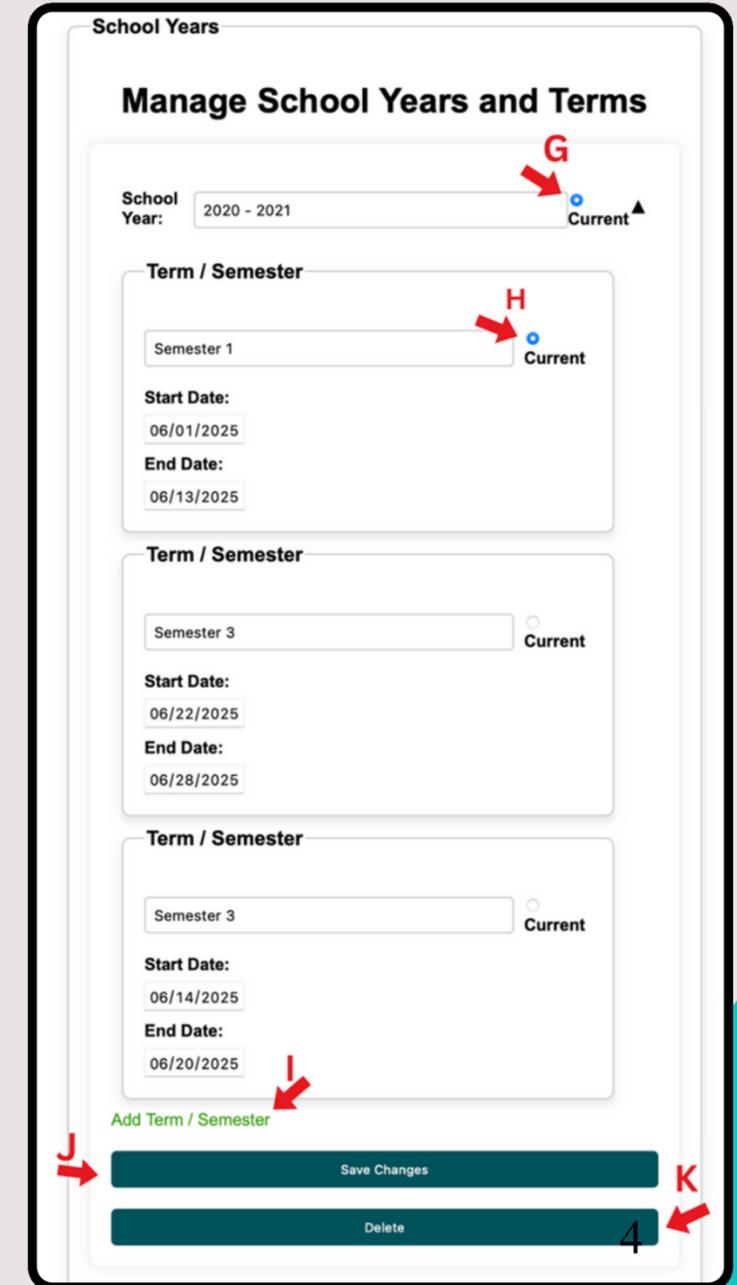
H – Next, click the “**Current**” radio button beside the term name to activate it as well.

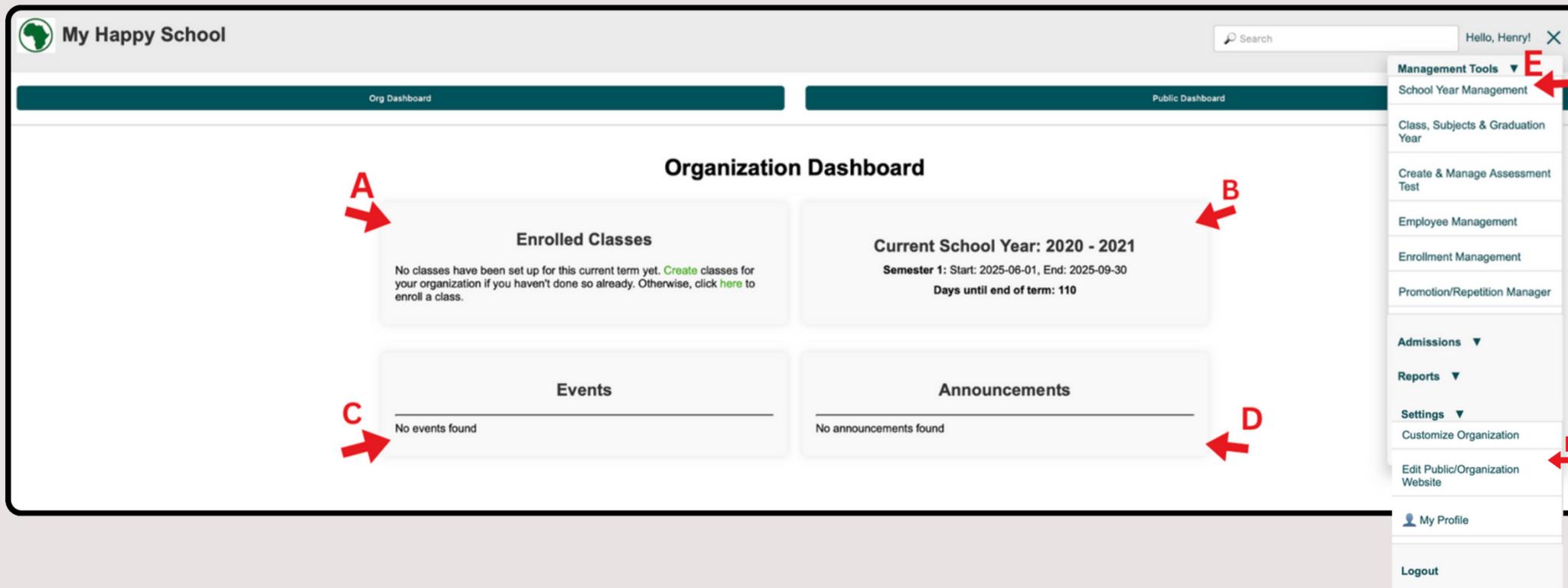
I – You can add additional terms if needed.

J – Save the changes once you’re satisfied with the setup.

K – A “**Delete**” button is available if you need to *remove the school year and all associated data. Please exercise caution when using this option, as it will permanently delete all data for that school year.*

*Note: This page also functions as an edit page, allowing you to make changes to term names, dates, and other details to ensure everything is accurate.*





The Organization dashboard will show as in the picture after a school year and term is added and selected.

**A** – Displays all enrolled classes along with their assigned teachers once they have been added.

**B** – Shows the current school year configured for the organization, including the start and end dates of the term or semester, as well as the number of days remaining until the term ends.

**C** – Lists all upcoming events and their scheduled dates.

**D** – Displays announcements specific to this organization. Public announcements are shown separately on a dedicated page accessible to all users.

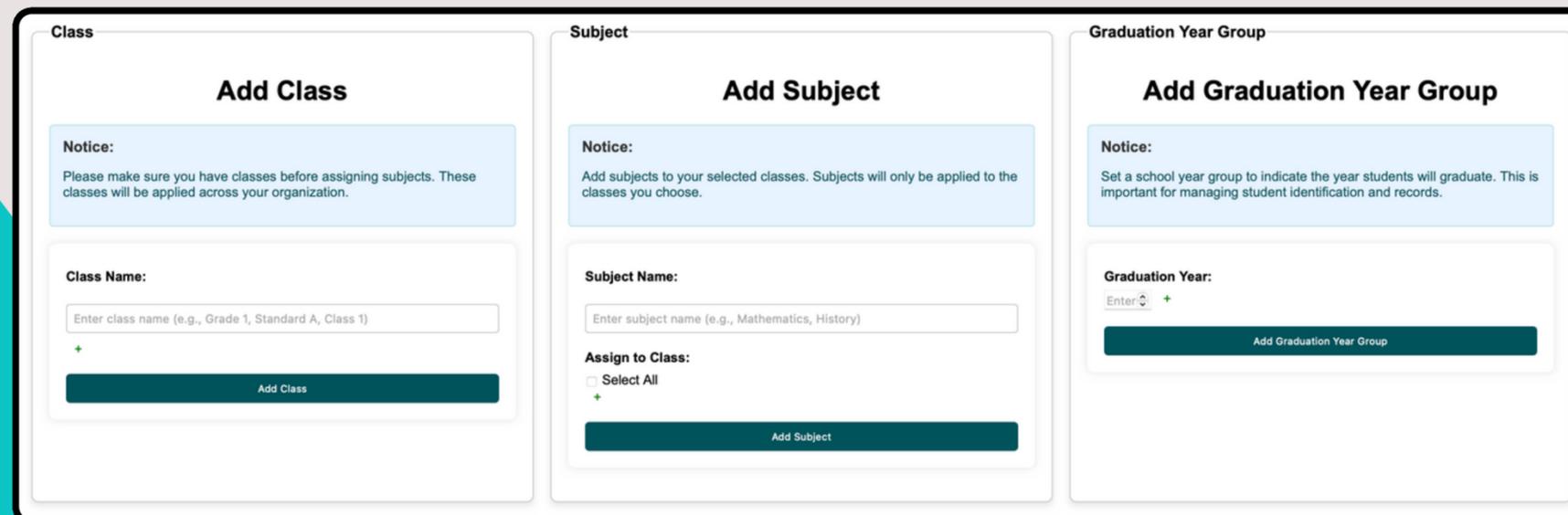
**E** – Allows you to navigate back to the School Year Management section to add or modify existing school year and term details.

**F** – Provides tools to create events and announcements. You can specify whether each item is intended for organization members only, the public, or both.

To get started, click the **Create** link inside the **Enrolled Classes** box on the organization dashboard to add classes, subjects, and graduation year groups.

**Graduation year groups** represent the expected year students in each class will graduate from your school. Creating them is optional.

*When you're done, return to the organization dashboard to enroll the classes.*



**Add Class** – Add multiple classes at once by clicking the ‘+’ button below the class name field.

**Add Subject** – Make sure you've added classes before adding subjects. You can add multiple subjects and assign them to different classes at the same time.

**Add Graduation Year Group** – Add as many graduation year groups as needed by simply entering the year (e.g., 2024).

Click **‘Back’** on the page to view everything you’ve created.

# Step 3

## Adding Students & Employees

### Adding Student

Select the admission on the nav menu and then create test to get to this page.

A. Select the term in which you want to enroll the student.

B. Fill out the student registration form. You can upload a photo—this helps with easier student identification.

C. Add a guardian for the student. This will save the guardian's contact information, making it easily accessible for teachers when needed.

D. You can add multiple forms to register several students at once.

E. Save the student data. Each student will be created and assigned to the correct class you've selected.

### Adding Employee

Select the management tools on the nav menu and then employee management.

F. Complete the form to create a new employee.

G. Select a role for the employee. This can be Manager, Supervisor, or Teacher.

H. Assign a class and subject if the employee will be teaching. For non-teaching roles (e.g., administrative staff), leave these fields blank. They won't have class access unless assigned as a Supervisor or Manager.

I. Once submitted, an email will be sent to the employee to set their password.

NB: After completing this step, they can sign in using their *email and password* to access their assigned classes.

After adding teachers, they'll appear next to the classes they're assigned to.

To set a main teacher, click a class from the organization dashboard. This opens the class dashboard, where each assigned teacher has a radio button. Select one to designate as the main teacher.

Main teachers can access all subjects in the class and help monitor them, even if not directly assigned. They are also the only ones, aside from managers and supervisors, allowed to mark attendance.

A green dot will appear beside their name once assigned, indicating their role as the main teacher for that class.

The screenshot shows a user interface for managing a class. At the top, there are two radio buttons labeled "Teacher No. 1" and "Teacher No. 2". A red box highlights these buttons, with a red arrow pointing to the "Teacher No. 2" button. Below the radio buttons is a dark green button labeled "Attendance". Underneath that is the heading "Subjects" followed by three buttons: "English", "Mathematic", and "Sciene". At the bottom of the interface, it says "Students Enrolled in Class 1 for 1st Semester".

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## Enrolling Classes & Student for a Term

### Enrolling Classes & Students

*Select Enrollment Management from the Management Tools menu to get to this page.*

- A. Select the school year and the specific term you want to enroll classes and students in.
- B. Choose the classes you want to enroll for the selected term.
- C. Select the students to be added to those classes.  
If there are no students in the system yet, you can still proceed with class enrollment and return later to add students.
- D. To move a student from one class to another, use the search function under any class to locate and assign them accordingly.
- E. After confirming all your selections, click Enroll to save the enrollment.

The screenshot shows the "Manage Enrollments" page. At the top, there's a dark green header with "Manage Enrollments" and a sub-header "Enrollment Page". Below this, there are two dropdown menus: "Select School Year:" with "2024 - 2025" selected, and "Select Term:" with "1st Semester" selected. The main section is titled "Select Classes and Students" and contains three class entries:
 

- Class 1:** Has a checked checkbox for "Select All Classes and Students" and a checked checkbox for "Select All Students in Class 1". Below it is a "Search and Add Students:" section with a text input field containing "Type name to search".
- Class 2:** Has a checked checkbox for "Select All Classes and Students" and a checked checkbox for "Select All Students in Class 2". Below it is a "Search and Add Students:" section with a text input field containing "Type name to search".
- Class 3:** Has a checked checkbox for "Select All Classes and Students" but an unchecked checkbox for "Select All Students in Class 3". Below it is a "Search and Add Students:" section with a text input field containing "Type name to search".

 At the bottom of the page is a dark green button labeled "Enroll".

# Step 4

## Adding Assessment Test & Grading

Complete the form as shown below:

- **Test Name:** Enter the name of the assessment, e.g., CAT 1, Class Test 1, Exams, etc.
- **Test Weight (%):** Specify the percentage weight of this test. For example, 50%, 20%, etc. It's recommended that the total weights for all assessments in a class sum up to 100%.
- **Score Out Of:** Indicate the maximum score for this test. For example, if set to 20, a student can be graded up to 20/20 and not more.
- **Category:** Select the type of assessment — Class Assessment, Exams Assessment, or Other.
- You can now assign this test to any class and subject you wish.
- You may also create multiple assessment tests at once.

Submit to create Assessments

### Grading Assessments

Assessment tests will appear under each subject on the assessment pages, allowing you to begin grading.

To grade a test:

- From the dashboard, click on the desired class.
- Then click on the subject (e.g., Maths, Science).

This will open the assessment test page, where you can input student scores and save them. Once saved, the data is securely stored in your school's database with Managira.

Transcripts and report cards will be generated for students based on the saved assessment data in your school's system.

You're all set for a great management session.

Thank you for choosing Managira! 😊

### Add New Test

You must enroll classes for this term before you can create assessment tests, as tests are applied to enrolled classes. If you haven't done so yet, [click here to enroll classes](#).

**Test Name:**

**Test Weight (%):**

**Score Out Of:**

**Category:**

**Assign Test to Classes and Subjects**

**Select All**

**Class 1**

**Class 2**

**Class 3**