The East African University

HOD / LECTURER USER MANUAL



SCHOOL MANAGEMENT SYSTEM

SchoolTry

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The East African University

HOD / LECTURER USER MANUAL

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1. Introduction

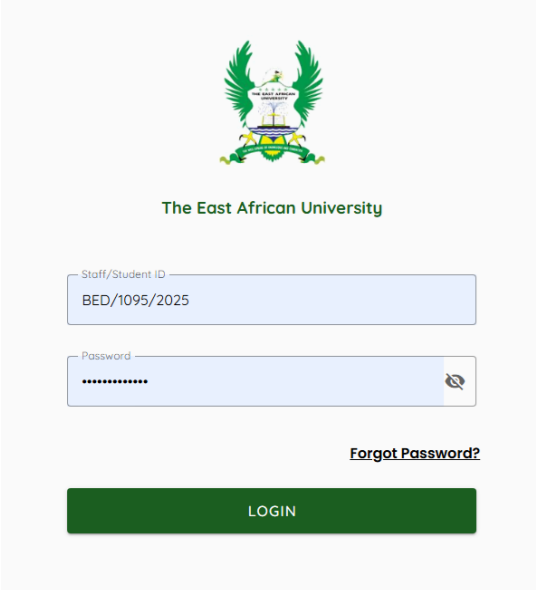
Welcome to the School Management System. SchoolTry is a simple and reliable tool that helps lecturers manage teaching and academic tasks. With it, you can upload results, share announcements, track course registrations, view class schedules, and support students more efficiently.

The system will allow you to:
- Manage courses and student registrations
- Upload and validate assessment scores
- View results and progression reports
- Act as an adviser or examination officer
- Communicate with students and colleagues

2. Getting Started

Logging In

1. Open your web browser and go to school Portal.
2. Enter your Lecturer ID and Password.
3. Click Login.

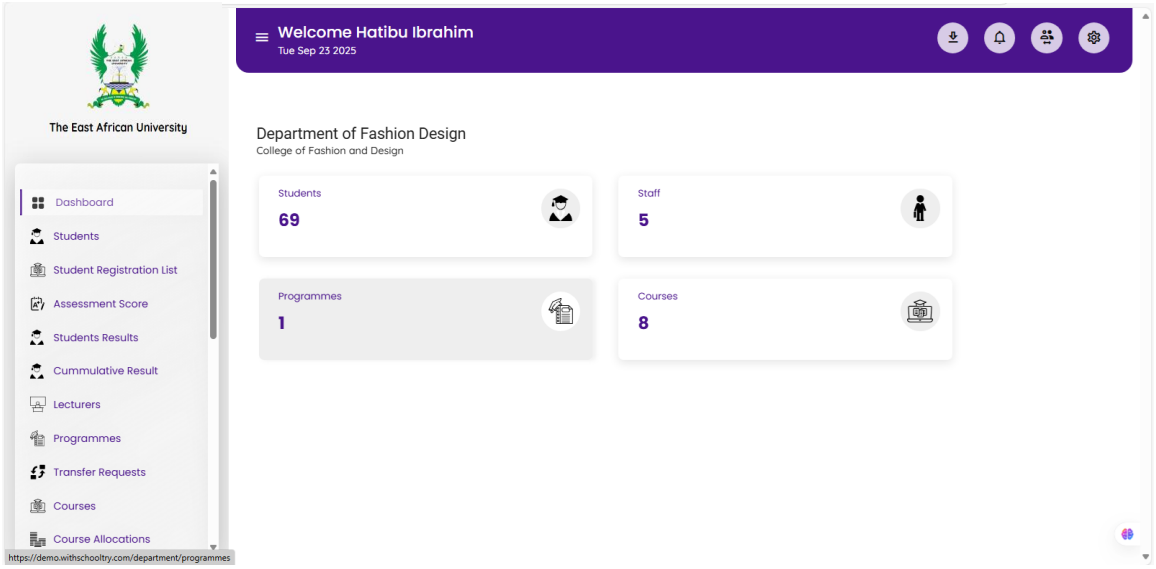


Resetting Password

1. On the login page, click Forgot Password.
2. Enter your registered email or Lecturer ID.
3. Follow the instructions sent to your email.

Navigating the Dashboard

After login, the dashboard shows quick links to Courses, Results, and Notifications.



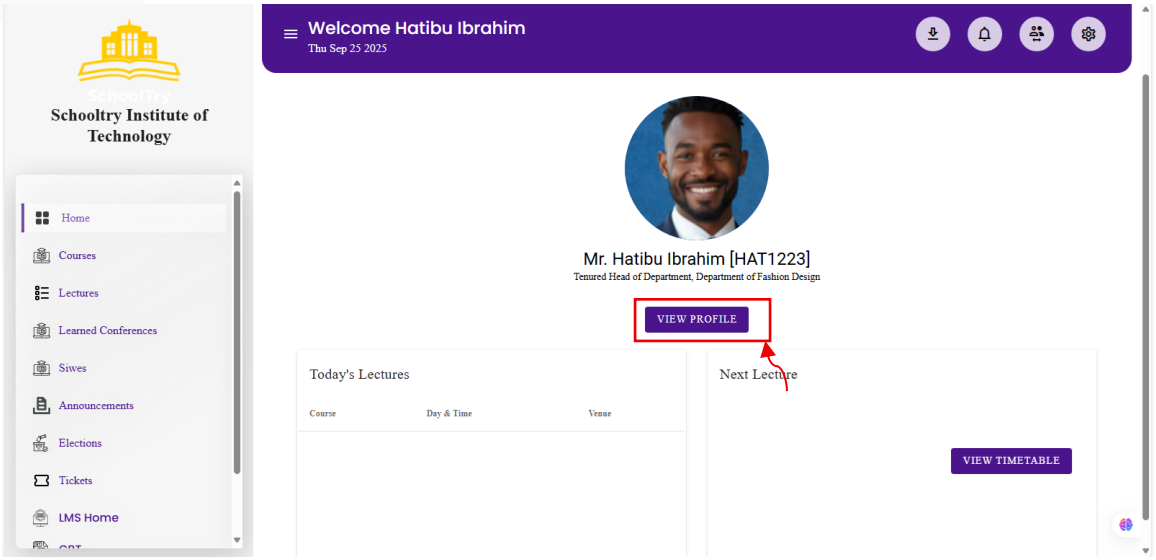
3. Using the System

Profile Management

- Click View Profile on the menu.
- Update your contact details (phone, email, office location).
- Click Save Changes.

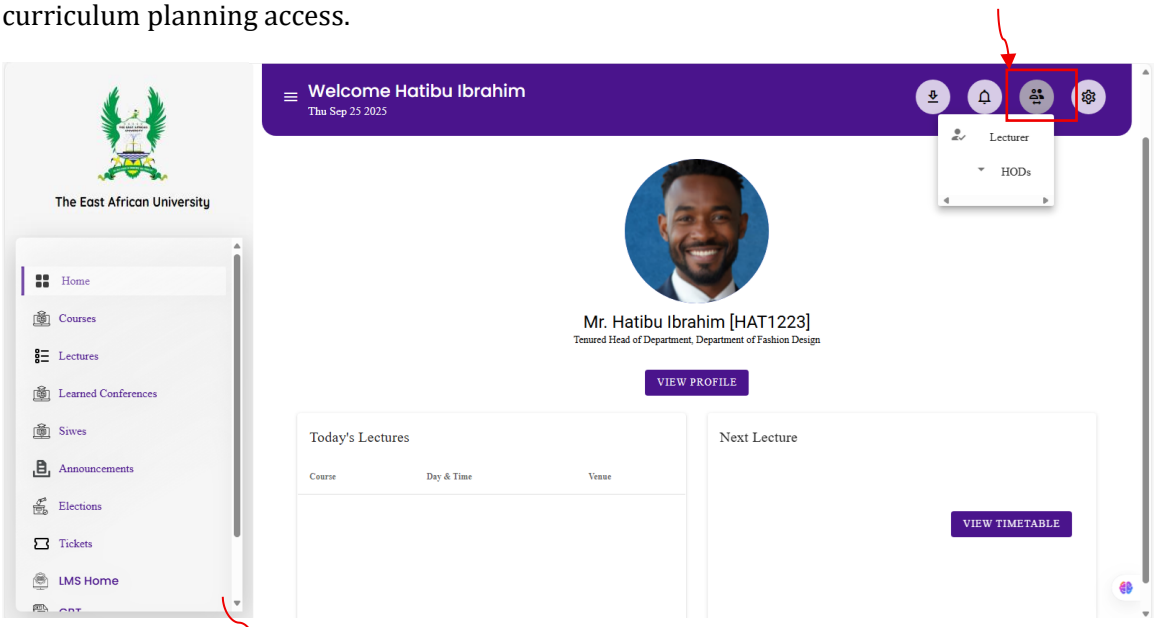


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Don't Forget:

The dashboard is role-sensitive. If you're a Head of Department, switching to the HOD view unlocks additional features like departmental oversight, staff coordination tools, and curriculum planning access.

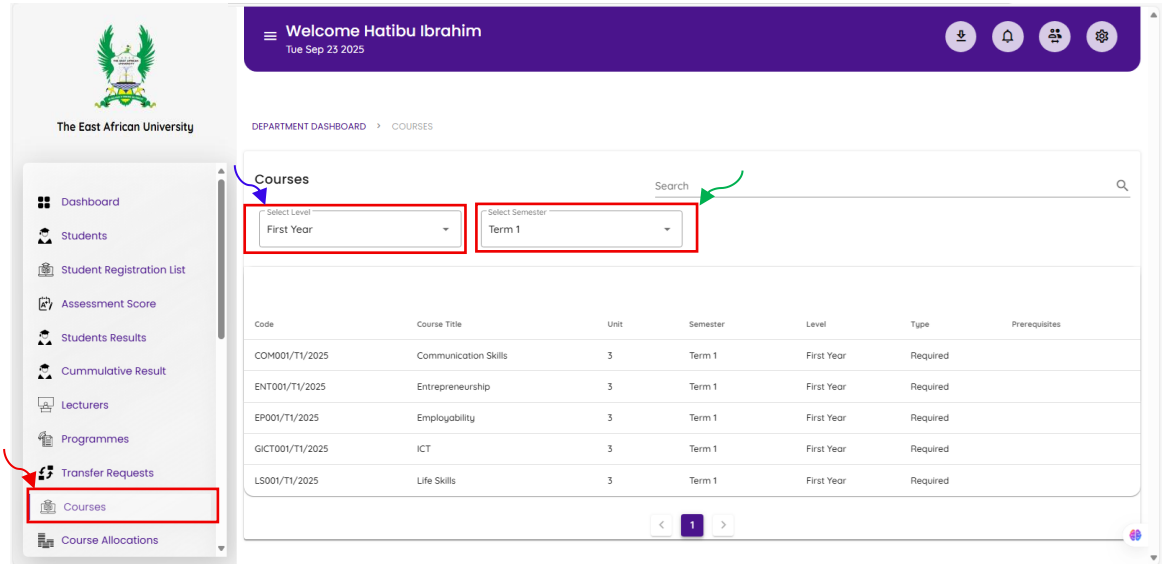


Icon		Functionality

Icon	Functionality
User Role	Switch between **Lecturer** and **HODs** view modes
Notifications	View alerts for new messages, updates, or schedule changes
Settings/Menu	Access account settings, preferences, and logout options

Course Management

- Go to Courses → View all courses assigned to you.
- Check Course Allocations for the current academic session and term.



Students

View and manage all students enrolled in your courses.

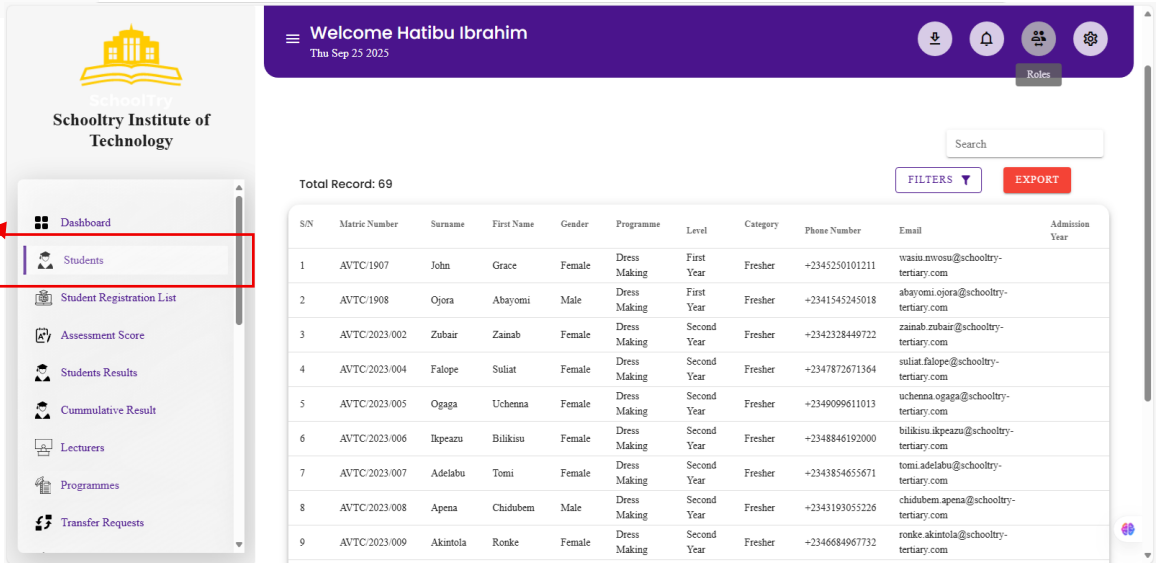
Steps:

1. Open Students from the sidebar.
2. View enrolled students with details (name, matric number, programme, level).
3. Search/filter by programme or session.
    - Search or Filter Students



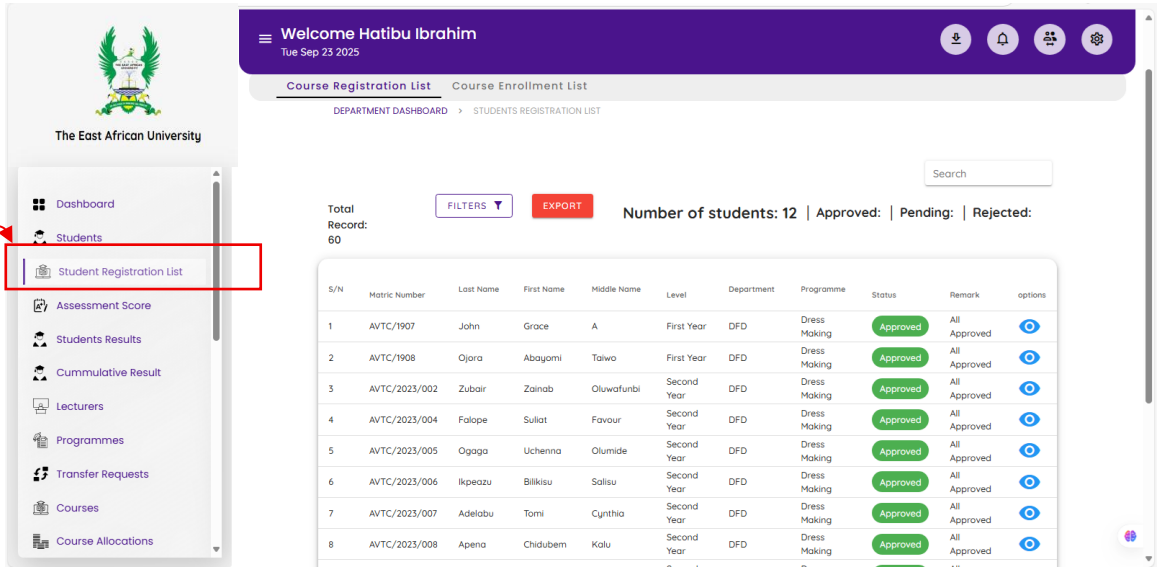
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Student Registration List

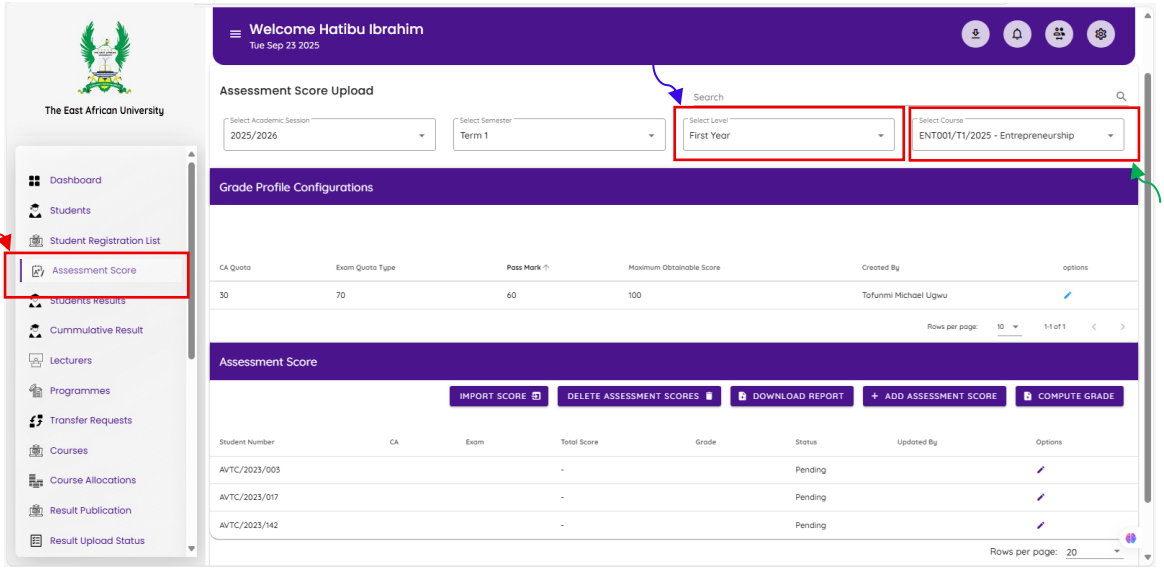
- Go to Student Registration List.
- Select Course Registration List.
- View students registered for your courses.

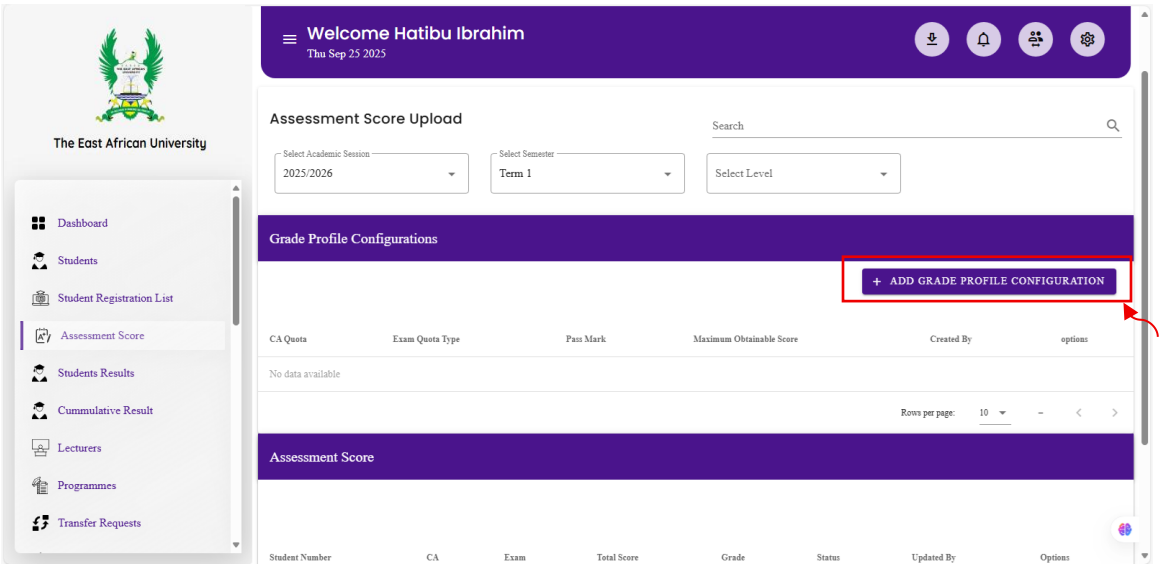


Uploading Assessment Scores

- 1. On the sidebar, click Assessment Score.
- 2. Select Level > Select Course
- 3. Add Grade profile configuration.
- 4. Click add Grade Profile configuration> fill required fields.
- 5. Enter scores for each student.

- 4. Click Save/Upload.





Viewing Student Results

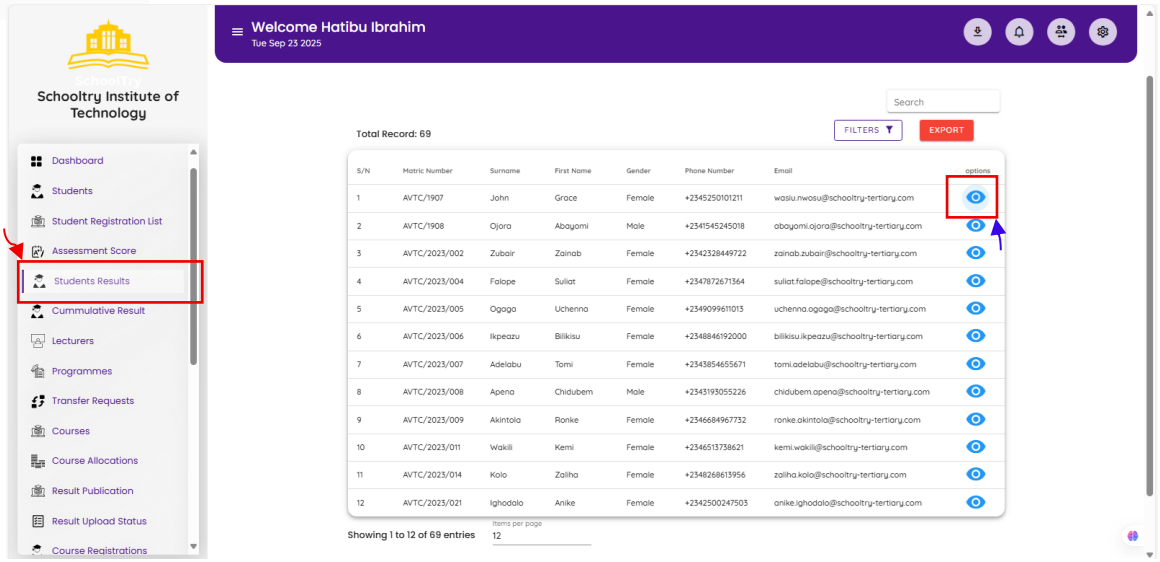
Monitor the status of results you or other lecturers have uploaded.

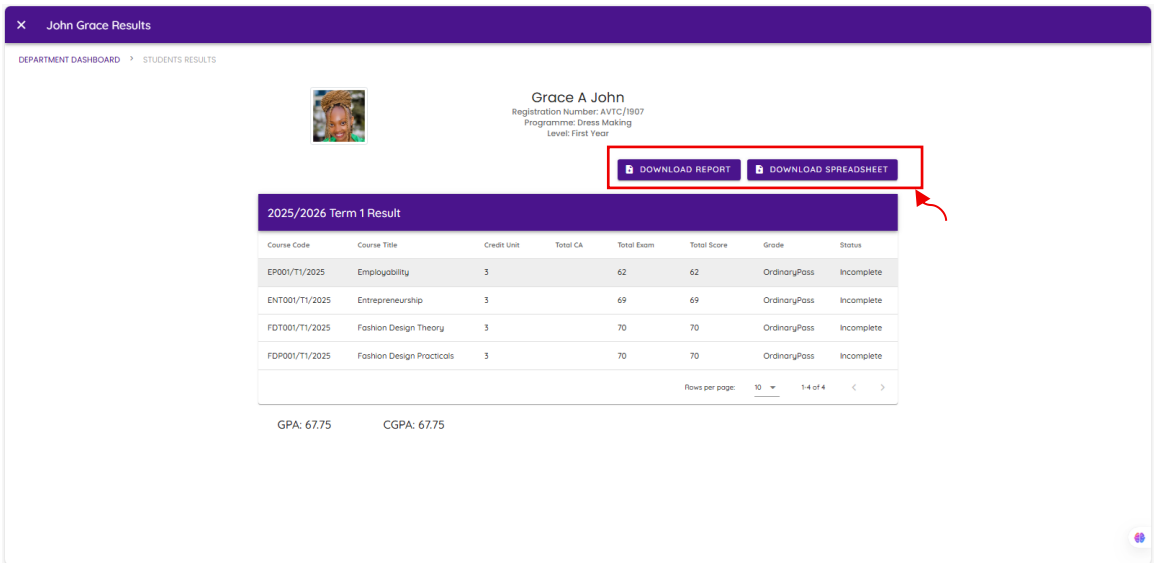
Steps:

- Go to **Student Result**.
- List will display automatically
- Click **View icon** to see individual results



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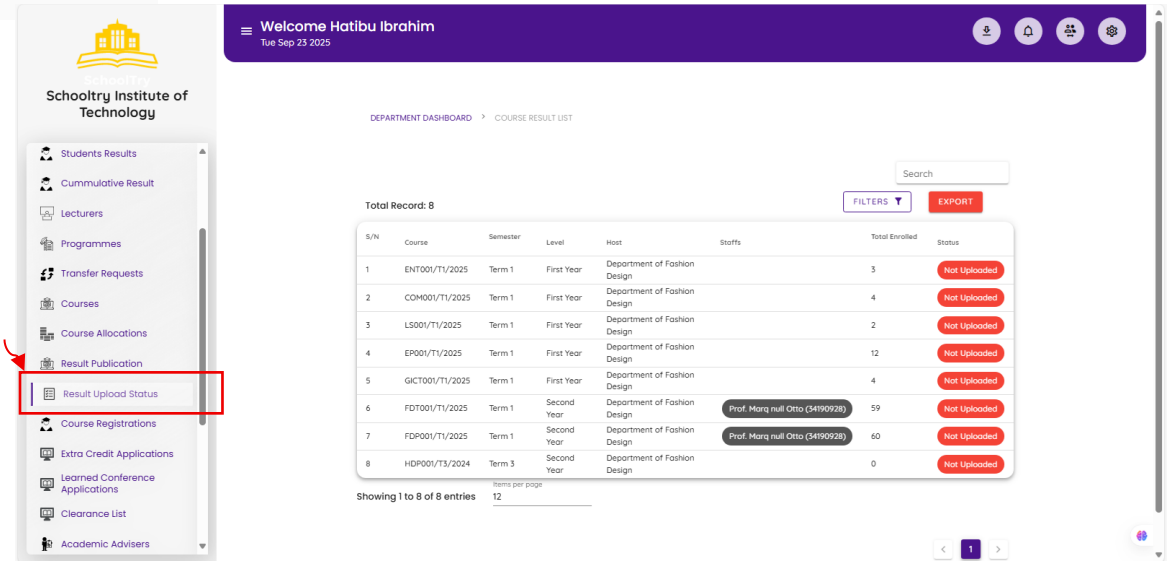




Here you can download reports

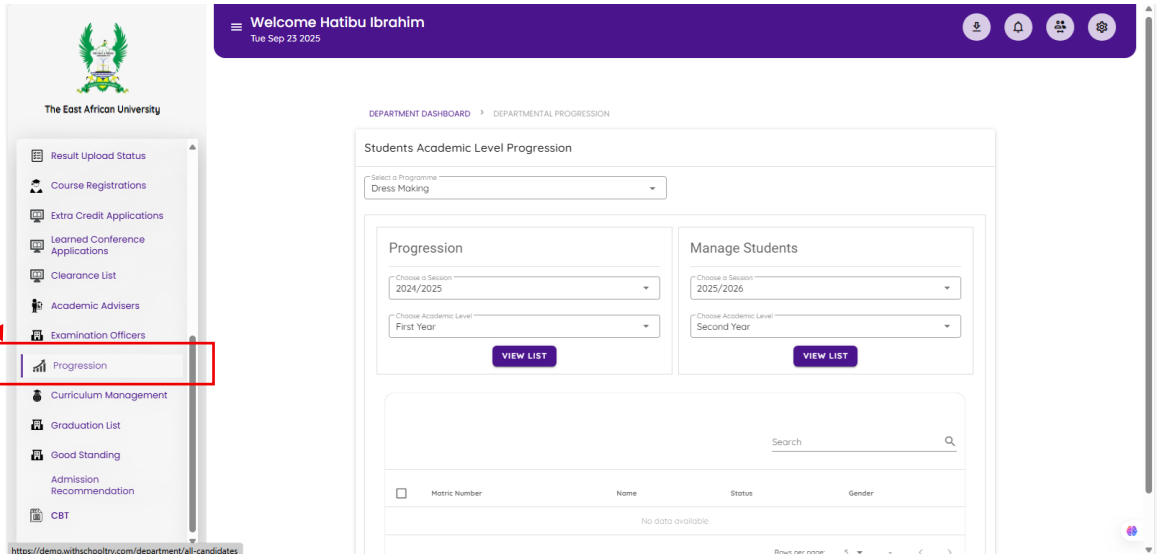
Result Upload Status

- Go to **Result Upload Status.**
- Check if your uploaded results have been successfully submitted.



Progression & Graduation

- Go to Progression → See student status (promoted, probation, withdrawn).



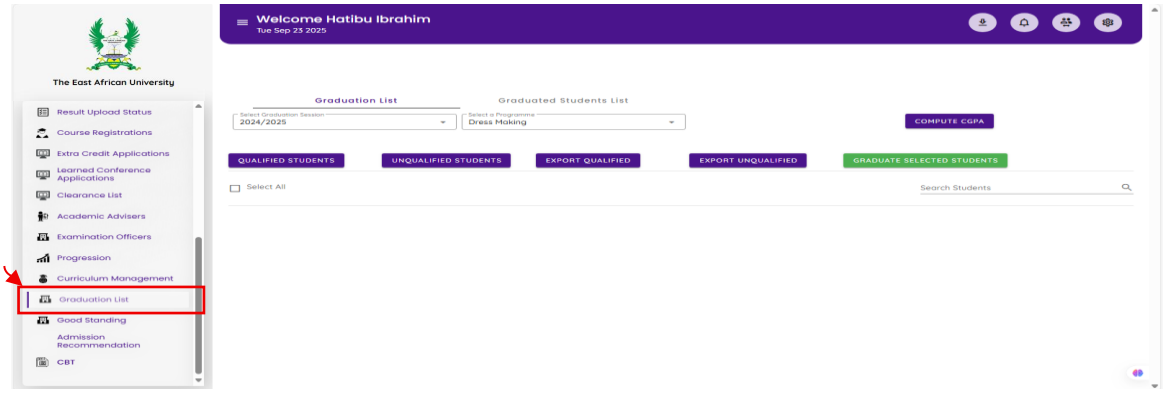
- Go to Graduation List → View eligible graduating students.

Managing Graduation List

Follow these steps to add or update the graduation list:

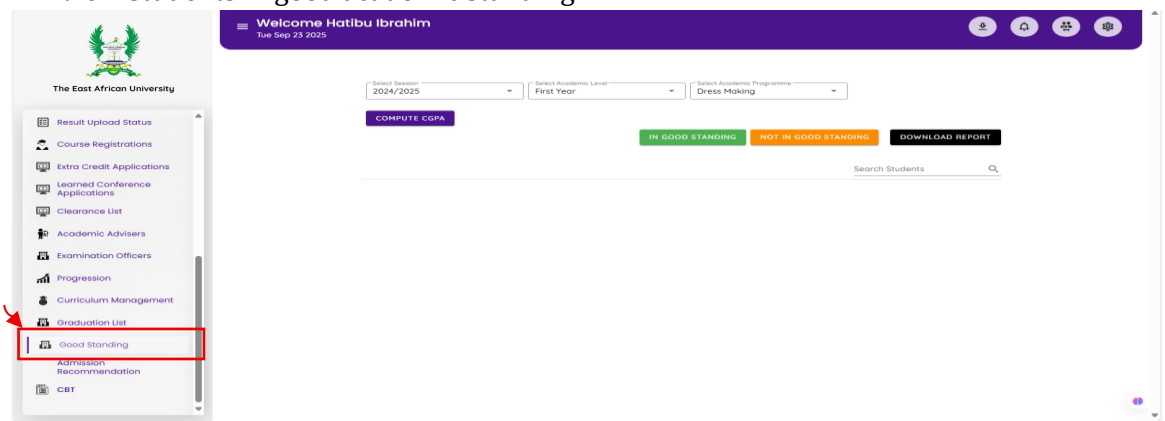
1. **Navigate to Graduation List**
   - From the sidebar menu, click on **Graduation List**.
2. **Select Graduation Session**
   - Choose the academic session from the dropdown (e.g., *2025/2026*).

3. **Select Programme**
    - Pick the relevant programme from the list (e.g., *Dress Making*).
4. **View Eligible Students**
    - The system will display students registered under the selected session and programme who meet graduation requirements.
5. **Confirm and Save**
    - Review the list carefully.
    - Click **Save** or **Confirm Graduation List** to finalize.
6. **Export (Optional)**
    - You may generate a printable copy or download the graduation list for departmental records.



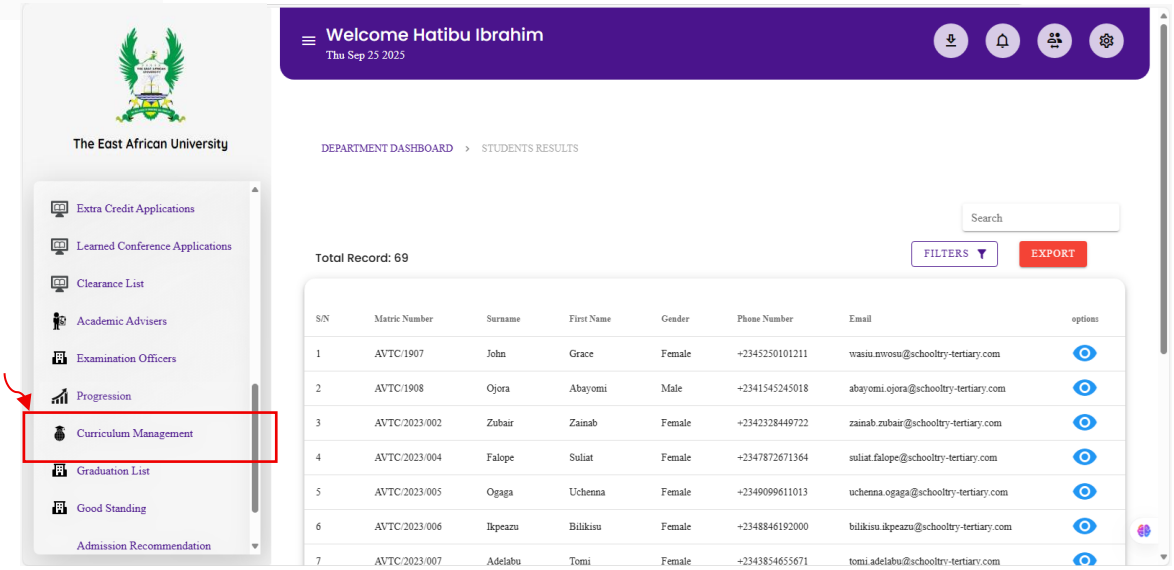
Good Standing Reports

- View students in good academic standing.



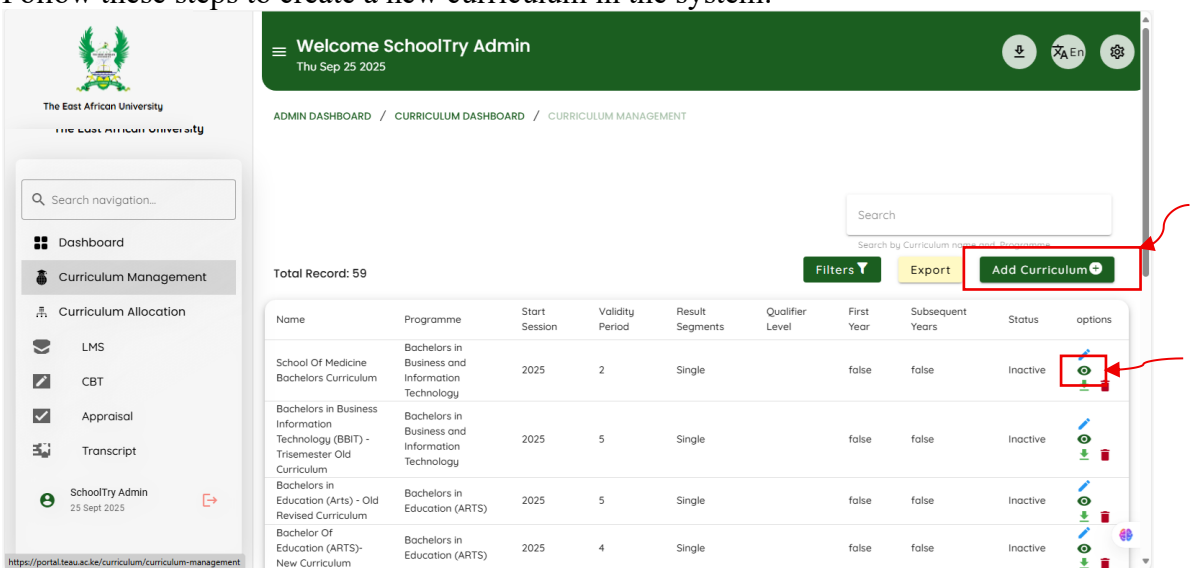
Curriculum Management

- Review programme curricula and course requirements.



Adding a Curriculum

Follow these steps to create a new curriculum in the system:



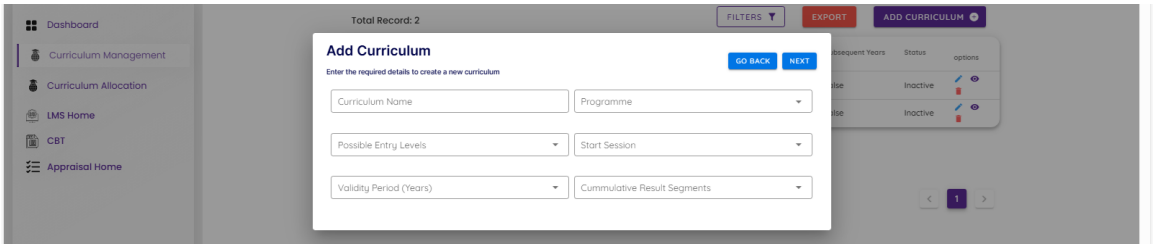
1. **Navigate to Curriculum Management**

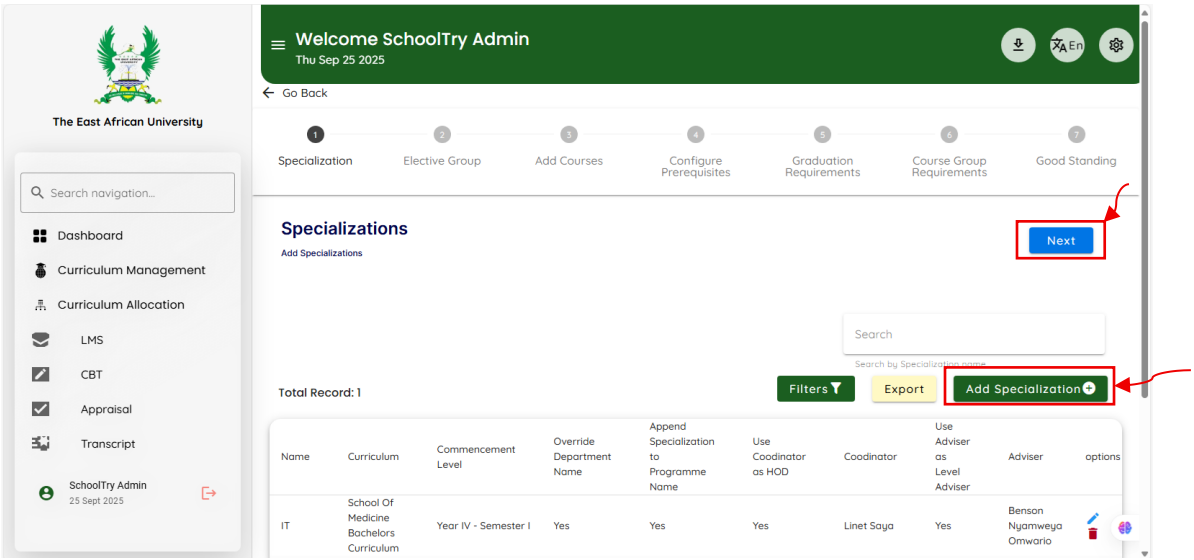
   - From the dashboard menu, click on **Curriculum Management**.
   - Select **Add Curriculum**.

2. **Enter Curriculum Details**

   - **Curriculum Name** – Type in the official name of the curriculum (e.g., *Bachelor of Science in Computer Science*).

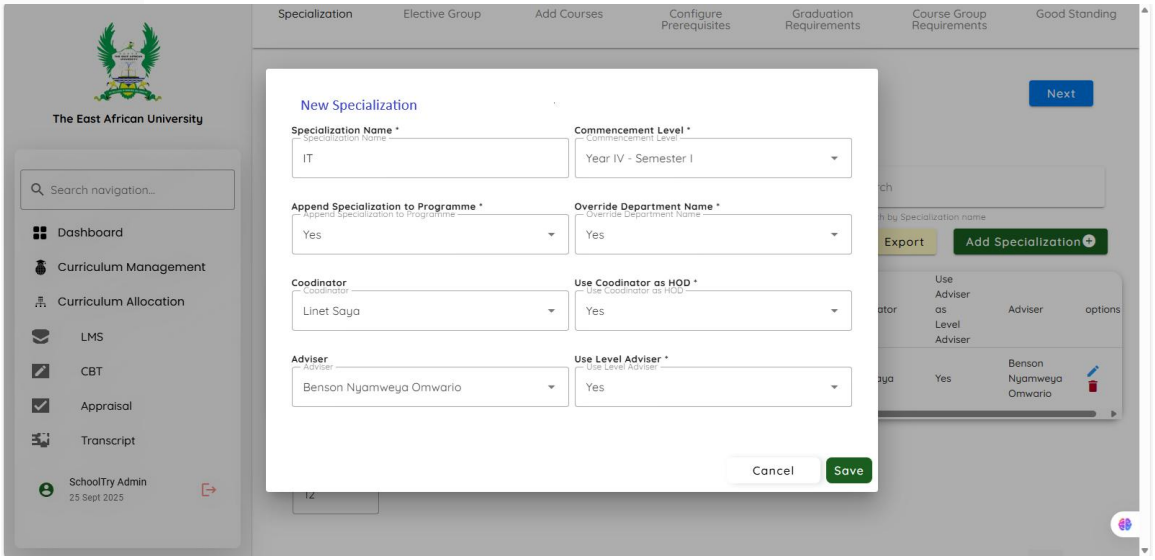
- **Programme** – Select the associated programme from the dropdown list.
- **Possible Entry Levels** – Indicate the entry levels (e.g., 100 Level, 200 Level Direct Entry).
- **Start Session** – Choose the academic session when the curriculum becomes active.
- **Validity Period (Years)** – Set how many years the curriculum will remain valid.
- **Cumulative Result Segments** – Define result calculation segments as required (e.g., Yearly, Per Semester).





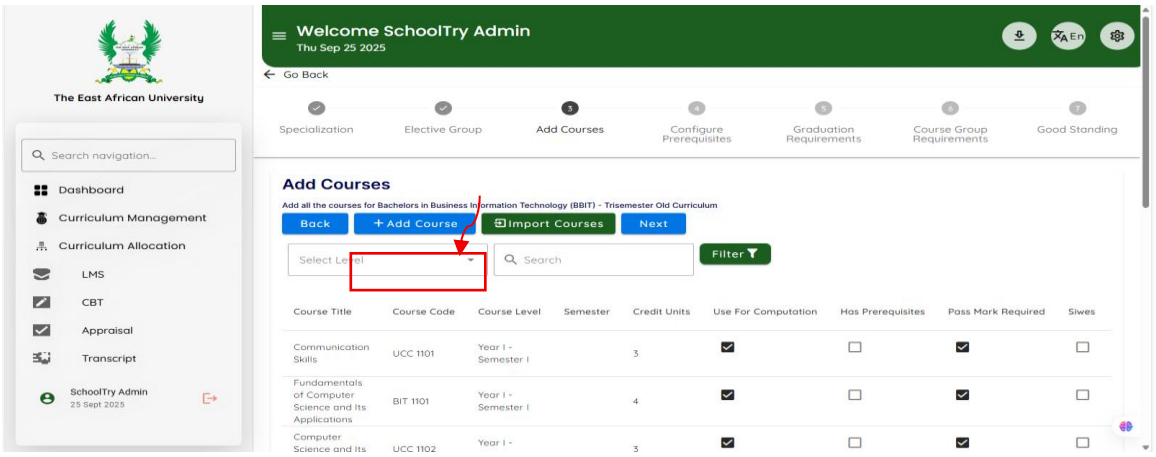
3. **Adding Specialisation**

- After filling in all the required details, click **Save**.

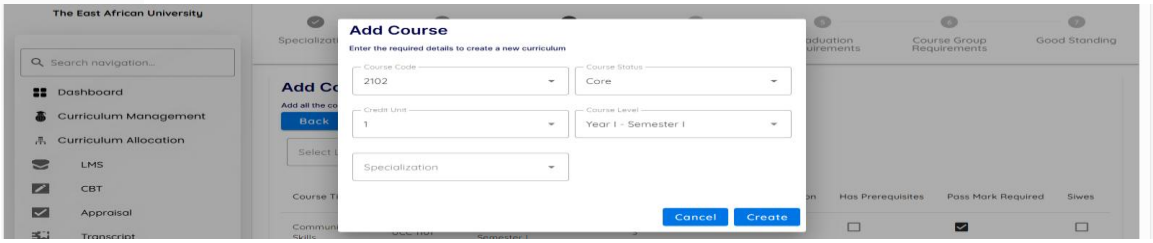


4. **Add Course**

- Fill in course title, code, level, semester, and units
- Check relevant boxes for computation, prerequisites, or requirements
- Click **Create**



Button	Functionality
Add Course	Manually add a new course to the curriculum
Import Courses	Upload multiple courses from a file or external source
Filter	Narrow down course list by level, semester, or other criteria
Next	Proceed to the next step in curriculum setup or allocation



5. **Verify Curriculum**

- Go back to **Curriculum Management → View Icon**.
- Ensure your newly added curriculum is listed and all details are correct.

5. FAQs & Troubleshooting

Q: I cannot upload results.
A: Check your internet connection, confirm correct academic session/term, then retry.

Q: Students are missing from my registration list.
A: Ask students to confirm registration or contact the admin.

Q: My password is not working.
A: Use the Forgot Password option or contact IT support.