

Teacher desk sheet

Keep this by your desk. Every step is in the Teacher manual at <https://www.shuleos.co.tz/docs/teacher>.

School: _____ Sign in at: _____ (your school's address + /teacher/login)

EVERY SCHOOL DAY

WHEN	WHAT TO DO	WHERE IN SHULEOS
Start of the day (class teachers)	Take the register. Click All present , then change the children who are not, and click Save attendance .	Attendance
Before a lesson	Plan it, or open the plan. After it, mark the plan Taught (or Needs another go).	My Week, Lesson Plans
After a lesson	Set homework with a due date. Mark it Completed when you have dealt with it.	Homework
Anything broken	Report it: what is wrong, where, how urgent.	Report a Problem

ATTENDANCE CHOICES

Present	The child is at school.
Absent	Not at school. The parents may be messaged the same day.
Late	Arrived after the start. Counts as attended.
Excused	Away with a reason the school accepts.

MARKS AND REPORT CARDS

Enter marks

- Choose *Class & Subject*, then the *Exam*.
- Type each mark. Choose **Marked**, **Absent** (did not sit) or **Exempt** (does not take it).
- Click **Save Marks**. You can save part-way.
- Or: *Download template*, fill it in, *Import from CSV*, check, save.
- "This exam is locked": ask the office to set it back to Active.

Class teachers, at report time

- **Report Comments**: pick the report, click *Comment* on each child, or *Automatic comments* for a start, then edit.
- **Assess Behavior**: choose the exam and class, rate each child 1 to 5, *Save Ratings*.
- The office releases the cards to parents. You cannot change a released card.

YOUR OWN THINGS

- **My Leave**: *Ask for leave*. Only approved leave is taken from your balance.
- **My Payslips** and **My Attendance**: your own pay and attendance record.
- **Message Parents** (class teachers): only the parents of your own class. Use {name}, {students} and {school} in the message.
- **Change password**: click your initials at the top right.

Need help? Office / IT contact: _____ Phone: _____