



MANZOLWANDLE PRIMARY SCHOOL

# MySchool User Manual

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Complete navigation and feature guide

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## **Built for role-based access**

This guide covers Management, Teacher, Learner, Parent/Guardian, Alumni and Admin access. A user only sees modules and actions permitted for that account, role, assignment, class, committee, club or leadership responsibility.

**Use the User Manual button on the Login Hub at any time.**

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## Fastest way to find anything

Use the portal search box and type a module name OR an action/button/form name. For example, Management can type “revoke” and MySchool returns Delegated Duties because that module contains the Revoke action. Search also recognises terms such as receipts, seating, payments, marks, consent, chat, RCL and reports.

## First login

1. Open the school Login Hub and choose Teacher, Learner, Parent, Alumni or Admin.
2. Enter the credentials assigned to that account. Teacher accounts use the school teacher username/email and password; learner accounts use the learner admission-number username.
3. After login, use Search this portal instead of browsing long menus when you know the task you want to perform.
4. Click the school badge in a portal header to return to the main school website. Click a profile photo to open a larger preview.
5. Log out when using a shared computer.

## Login Hub & Account Types

| Account                  | What it is used for                                                                                                      | How to open it                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Teacher</b>           | Teaching, class administration, assessments, attendance, curriculum, communication and role-specific school duties.      | Login Hub > Search "Teacher" (or choose Teacher from the menu).                     |
| <b>Management</b>        | School-wide oversight, approvals, reports, finance, staff responsibilities and strategic/operational tools.              | Login Hub > Search "Management" (or choose Management from the menu).               |
| <b>Learner</b>           | Personal results, learning resources, Quiz Me, clubs, elections, notices, achievements and learner chat.                 | Login Hub > Search "Learner" (or choose Learner from the menu).                     |
| <b>Parent / Guardian</b> | Child attendance, results, invoices/payments, teacher chat, consent forms, observations, notices and family information. | Login Hub > Search "Parent / Guardian" (or choose Parent / Guardian from the menu). |
| <b>Alumni</b>            | Frozen historic learner records plus alumni profile, notices, invitations and permitted alumni finance functions.        | Login Hub > Search "Alumni" (or choose Alumni from the menu).                       |
| <b>Admin</b>             | System administration, account/security management, school settings and assignments that require administrator access.   | Login Hub > Search "Admin" (or choose Admin from the menu).                         |

### Privacy rule

Search only reveals destinations already available to the logged-in user. It does not unlock a restricted module or expose hidden records. Management-only and confidential functions keep their existing permission checks.

# Global Navigation & Search

## Using deep search

1. Click or tap the Search this portal field.
2. Type part of a module name, a button/action name, or a form concept. Partial typing is supported.
3. Review the matching destinations. Examples: “revoke” -> Delegated Duties; “change” -> Payments/receipts; “seating” -> Exam Center; “manifesto” -> Elections; “invoice” -> Finance/Payment History/Targeted Invoices.
4. Click a result. MySchool opens the same module workspace you would reach by normal navigation.
5. If a role does not have access to a module, it will not be available through search.

## Common header actions

1. Click the school badge to open the main school website home page.
2. Click the profile photo to enlarge it. Close the preview with the X, outside the image, or Escape.
3. Use notification/unread badges to identify items requiring attention.
4. On Teacher and Management workspaces, use Full screen when a module needs more room.

# Management Portal Reference

## Navigation

Login Hub > Management. Use Find a module to search module names, buttons, form concepts and actions. Frequently Used keeps up to five personalised shortcuts for the logged-in management user.

| Management module                   | What it is used for                                                                                       | How to open it                                                                                                    |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Dashboard</b>                    | Your starting page with summaries, alerts, shortcuts and the most important information for your account. | Management Portal > Search "Dashboard" (or choose Dashboard from the menu).                                       |
| <b>Approvals</b>                    | Exam schedules, awards, elections, marks, inventory and submissions wait here before reaching portals.    | Management Portal > Search "Approvals" (or choose Approvals from the menu).                                       |
| <b>Bulk Approval</b>                | Provides tools for bulk, approve, reject, many, items, background, approval.                              | Management Portal > Search "Bulk Approval" (or choose Bulk Approval from the menu).                               |
| <b>Approval History</b>             | Provides tools for approval, history, audit, approved, rejected, notes.                                   | Management Portal > Search "Approval History" (or choose Approval History from the menu).                         |
| <b>Notification Centre</b>          | Send broadcasts and browse the same alert stream used by teacher, parent, learner and alumni portals.     | Management Portal > Search "Notification Centre" (or choose Notification Centre from the menu).                   |
| <b>Activity Log</b>                 | Review teacher and management portal usage, audit rows and monthly usage email status.                    | Management Portal > Search "Activity Log" (or choose Activity Log from the menu).                                 |
| <b>Export Centre</b>                | Download core CSV exports and jump into styled PDF reports.                                               | Management Portal > Search "Export Centre" (or choose Export Centre from the menu).                               |
| <b>Learner Support</b>              | Track learner interventions, at-risk patterns, class dashboards and parent communication history.         | Management Portal > Search "Learner Support" (or choose Learner Support from the menu).                           |
| <b>Confidential Learner Records</b> | Complete learner profiles, SNA 1 and SNA 2 forms with form-teacher confidentiality.                       | Management Portal > Search "Confidential Learner Records" (or choose Confidential Learner Records from the menu). |
| <b>Teacher Performance</b>          | Manage top teachers, efficacy, task submissions and performance visibility.                               | Management Portal > Search "Teacher Performance" (or choose Teacher Performance from the menu).                   |
| <b>Teacher Attendance</b>           | Capture the staff attendance register for performance and accountability reports.                         | Management Portal > Search "Teacher Attendance" (or choose Teacher Attendance from the menu).                     |
| <b>Leave Profiles</b>               | Manage educator leave entitlement, absence days, reset intervals and PDF profiles.                        | Management Portal > Search "Leave Profiles" (or choose Leave Profiles from the menu).                             |
| <b>Class Visits</b>                 | Record confidential staff observations and follow-up notes.                                               | Management Portal > Search "Class Visits" (or choose Class Visits from the menu).                                 |

| Management module               | What it is used for                                                              | How to open it                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Educator File Checklists</b> | Provides tools for teacher, files, checklist, moderation, evidence, file, check. | Management Portal > Search "Educator File Checklists" (or choose Educator File Checklists from the menu). |
| <b>Portfolio Profiles</b>       | Open and use the Portfolio Profiles functions available to your role.            | Management Portal > Search "Portfolio Profiles" (or choose Portfolio Profiles from the menu).             |
| <b>QMS</b>                      | Capture confidential QMS scores out of 152 and feed teacher efficacy.            | Management Portal > Search "QMS" (or choose QMS from the menu).                                           |
| <b>Submissions</b>              | Track what was submitted on time, late, or not yet submitted.                    | Management Portal > Search "Submissions" (or choose Submissions from the menu).                           |
| <b>Tasks</b>                    | Assign tasks with due dates and monitor completion.                              | Management Portal > Search "Tasks" (or choose Tasks from the menu).                                       |
| <b>Rosters</b>                  | Create duty rosters and assign teachers.                                         | Management Portal > Search "Rosters" (or choose Rosters from the menu).                                   |
| <b>Reports</b>                  | Print finance, library, attendance, inventory, club and academic reports.        | Management Portal > Search "Reports" (or choose Reports from the menu).                                   |
| <b>Grade Targets</b>            | Compare grade targets with achieved DBE progression percentages.                 | Management Portal > Search "Grade Targets" (or choose Grade Targets from the menu).                       |
| <b>Progression</b>              | Capture progressed and retained learners for annual promotion analysis.          | Management Portal > Search "Progression" (or choose Progression from the menu).                           |

## Management Portal Reference - continued

| Management module                   | What it is used for                                                                                      | How to open it                                                                                            |
|-------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Results Analysis</b>             | Analyse captured marks by learner group, level, target, grade, class, term and phase.                    | Management Portal > Search "Results Analysis" (or choose Results Analysis from the menu).                 |
| <b>Class Timetabling</b>            | Capture school periods, teaching loads and constraints, then generate and publish clash-free timetables. | Management Portal > Search "Class Timetabling" (or choose Class Timetabling from the menu).               |
| <b>Assessment Plan</b>              | Import, edit and publish assessment plans that update assessment and exam schedules.                     | Management Portal > Search "Assessment Plan" (or choose Assessment Plan from the menu).                   |
| <b>Moderation Plan</b>              | Link every formal task to pre- and post-moderation, with CSV and PDF exports.                            | Management Portal > Search "Moderation Plan" (or choose Moderation Plan from the menu).                   |
| <b>Management Plan</b>              | Role-based DH, deputy and principal plans with automatic submission tasks.                               | Management Portal > Search "Management Plan" (or choose Management Plan from the menu).                   |
| <b>Educator Supervision</b>         | Open and use the Educator Supervision functions available to your role.                                  | Management Portal > Search "Educator Supervision" (or choose Educator Supervision from the menu).         |
| <b>Phase Development Plan</b>       | Provides tools for phase, development, improvement, plan, targets, activities.                           | Management Portal > Search "Phase Development Plan" (or choose Phase Development Plan from the menu).     |
| <b>Staff Development Plan</b>       | Provides tools for staff, development, professional, development, training, workshop, plan.              | Management Portal > Search "Staff Development Plan" (or choose Staff Development Plan from the menu).     |
| <b>Monitoring Plan</b>              | Open and use the Monitoring Plan functions available to your role.                                       | Management Portal > Search "Monitoring Plan" (or choose Monitoring Plan from the menu).                   |
| <b>School Terms</b>                 | Provides tools for school, terms, dates, term, start, end, calendar.                                     | Management Portal > Search "School Terms" (or choose School Terms from the menu).                         |
| <b>Term Leaders</b>                 | Provides tools for term, leaders, class, leaders, posters, prefect, leadership.                          | Management Portal > Search "Term Leaders" (or choose Term Leaders from the menu).                         |
| <b>Progress Report Covers</b>       | Provides tools for progress, report, covers, print, report, card, cover.                                 | Management Portal > Search "Progress Report Covers" (or choose Progress Report Covers from the menu).     |
| <b>Pass &amp; Risk Requirements</b> | Review DBE-aligned pass rules that drive family academic status, support queues and risk reports.        | Management Portal > Search "Pass & Risk Requirements" (or choose Pass & Risk Requirements from the menu). |
| <b>Subjects &amp; Languages</b>     | Provides tools for subjects, languages, home, language, fal, additional, active.                         | Management Portal > Search "Subjects & Languages" (or choose Subjects & Languages from the menu).         |

| Management module              | What it is used for                                                                          | How to open it                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Exams</b>                   | Generate seating plans and balanced invigilation timetables from the approved exam schedule. | Management Portal > Search "Exams" (or choose Exams from the menu).                                     |
| <b>Policies</b>                | Publish learner and staff policies for the correct portals.                                  | Management Portal > Search "Policies" (or choose Policies from the menu).                               |
| <b>School Store</b>            | Manage shop items, stock, orders, banking details and collection alerts.                     | Management Portal > Search "School Store" (or choose School Store from the menu).                       |
| <b>Year Planner</b>            | Capture terms, holidays, literacy days, birthdays and school events.                         | Management Portal > Search "Year Planner" (or choose Year Planner from the menu).                       |
| <b>Period Register</b>         | Monitor every class period, teacher attendance, missed lessons and cancellations.            | Management Portal > Search "Period Register" (or choose Period Register from the menu).                 |
| <b>Relief Register</b>         | Allocate fair relief periods and print the official weekly relief register.                  | Management Portal > Search "Relief Register" (or choose Relief Register from the menu).                 |
| <b>Minutes &amp; Circulars</b> | Capture official records, filter by year and notify teachers about circulars.                | Management Portal > Search "Minutes & Circulars" (or choose Minutes & Circulars from the menu).         |
| <b>School Development Plan</b> | Edit and print the school vision, reviews, priorities and three-year action plan.            | Management Portal > Search "School Development Plan" (or choose School Development Plan from the menu). |



## Management Portal Reference - continued

| Management module                            | What it is used for                                                                                                 | How to open it                                                                                                              |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum</b>                            | Track curriculum implementation by grade, subject, term and week.                                                   | Management Portal > Search "Curriculum" (or choose Curriculum from the menu).                                               |
| <b>Lesson Planner</b>                        | Browse ATP-linked lesson plans captured by teachers.                                                                | Management Portal > Search "Lesson Planner" (or choose Lesson Planner from the menu).                                       |
| <b>Quiz Me</b>                               | Practise curriculum-aligned quizzes and educational games, including milestones, badges and multiplayer challenges. | Management Portal > Search "Quiz Me" (or choose Quiz Me from the menu).                                                     |
| <b>Repository</b>                            | Manage learning materials for learners and teachers.                                                                | Management Portal > Search "Repository" (or choose Repository from the menu).                                               |
| <b>Teacher Invoices</b>                      | Create teacher event invoices and staff payment records.                                                            | Management Portal > Search "Teacher Invoices" (or choose Teacher Invoices from the menu).                                   |
| <b>Targeted Invoices</b>                     | Create learner-specific invoices for selected grades, classes, learners or all RCL leaders.                         | Management Portal > Search "Targeted Invoices" (or choose Targeted Invoices from the menu).                                 |
| <b>Teacher Money</b>                         | Record money submitted by teachers against invoices, with paid learner counts and totals.                           | Management Portal > Search "Teacher Money" (or choose Teacher Money from the menu).                                         |
| <b>Bereavements</b>                          | Capture teacher and learner bereavement payments, filter collections and accept handovers.                          | Management Portal > Search "Bereavements" (or choose Bereavements from the menu).                                           |
| <b>Delegated Duties</b>                      | Assign or revoke exact management modules for selected teachers.                                                    | Management Portal > Search "Delegated Duties" (or choose Delegated Duties from the menu).                                   |
| <b>School Budget</b>                         | Capture DBE funds, planned items, expenditure, unbudgeted costs and balances.                                       | Management Portal > Search "School Budget" (or choose School Budget from the menu).                                         |
| <b>Fundraising</b>                           | Track fundraising targets, events, income, expenses, sources and balances.                                          | Management Portal > Search "Fundraising" (or choose Fundraising from the menu).                                             |
| <b>Clubs</b>                                 | Create clubs, assign coordinators, manage members and record club achievements.                                     | Management Portal > Search "Clubs" (or choose Clubs from the menu).                                                         |
| <b>RCL Operations</b>                        | Coordinate RCL tasks, rosters, grade controllers and term reports.                                                  | Management Portal > Search "RCL Operations" (or choose RCL Operations from the menu).                                       |
| <b>Staff Settings &amp; Responsibilities</b> | Assign RCL coordinators, committee duties and club controllers.                                                     | Management Portal > Search "Staff Settings & Responsibilities" (or choose Staff Settings & Responsibilities from the menu). |
| <b>Academic</b>                              | Subject averages, latest term performance, mark uploads and exam schedules.                                         | Management Portal > Search "Academic" (or choose Academic from the menu).                                                   |
| <b>Operations</b>                            | Inventory, books, transport, clubs and operational learner records.                                                 | Management Portal > Search "Operations" (or choose Operations from the menu).                                               |

| Management module        | What it is used for                                                                                             | How to open it                                                                              |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Communication</b>     | Notices, invitations, consent forms and parent-facing communication.                                            | Management Portal > Search "Communication" (or choose Communication from the menu).         |
| <b>Ask Parents</b>       | Create radio-button opinion polls for parents, target grades, set a closing time and follow the majority view.  | Management Portal > Search "Ask Parents" (or choose Ask Parents from the menu).             |
| <b>Ask Learners</b>      | Ask learners a structured question through their notifications and view live response graphs.                   | Management Portal > Search "Ask Learners" (or choose Ask Learners from the menu).           |
| <b>Parent Voice</b>      | Run official parent decision polls for selected grades with results released automatically after voting closes. | Management Portal > Search "Parent Voice" (or choose Parent Voice from the menu).           |
| <b>Chalkboard Review</b> | Provides tools for chalkboard, learner, posts, review, moderate.                                                | Management Portal > Search "Chalkboard Review" (or choose Chalkboard Review from the menu). |
| <b>Settings</b>          | Change account preferences, password, portal appearance and permitted personal settings.                        | Management Portal > Search "Settings" (or choose Settings from the menu).                   |

# Teacher Portal Reference

## Teacher access

The Teacher Workspace is for ordinary educators as well as Departmental Heads. Management status may add extra tools, but ordinary teachers can open all teacher modules assigned/permitted to them. A 403 on every module is an authentication fault, not an indication that ordinary teachers need management rights.

| Teacher module                   | What it is used for                                                                                       | How to open it                                                                                                               |
|----------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Dashboard</b>                 | Your starting page with summaries, alerts, shortcuts and the most important information for your account. | Teacher Portal > Teacher Workspace > Search "Dashboard" (or choose Dashboard from the menu).                                 |
| <b>Settings</b>                  | Change account preferences, password, portal appearance and permitted personal settings.                  | Teacher Portal > Teacher Workspace > Search "Settings" (or choose Settings from the menu).                                   |
| <b>Results Analysis</b>          | Analyse captured marks by learner group, level, target, grade, class, term and phase.                     | Teacher Portal > Teacher Workspace > Search "Results Analysis" (or choose Results Analysis from the menu).                   |
| <b>Analytics</b>                 | Provides tools for charts, graphs, trends, performance, statistics, subject, grade.                       | Teacher Portal > Teacher Workspace > Search "Analytics" (or choose Analytics from the menu).                                 |
| <b>Attendance</b>                | Provides tools for register, present, absent, late, absenteeism, daily, attendance.                       | Teacher Portal > Teacher Workspace > Search "Attendance" (or choose Attendance from the menu).                               |
| <b>Awards</b>                    | Provides tools for top, 10, subject, best, special, awards, achievements.                                 | Teacher Portal > Teacher Workspace > Search "Awards" (or choose Awards from the menu).                                       |
| <b>Term Leaders</b>              | Provides tools for term, leaders, class, leaders, posters, prefect, leadership.                           | Teacher Portal > Teacher Workspace > Search "Term Leaders" (or choose Term Leaders from the menu).                           |
| <b>My Portfolio Profile</b>      | Maintain and review the educator portfolio profile, professional information, evidence and achievements.  | Teacher Portal > Teacher Workspace > Search "My Portfolio Profile" (or choose My Portfolio Profile from the menu).           |
| <b>My File Checklists</b>        | Provides tools for teacher, files, checklist, moderation, evidence, file, check.                          | Teacher Portal > Teacher Workspace > Search "My File Checklists" (or choose My File Checklists from the menu).               |
| <b>My Phase Management Plans</b> | Provides tools for phase, management, plan, departmental, head, hod, plan.                                | Teacher Portal > Teacher Workspace > Search "My Phase Management Plans" (or choose My Phase Management Plans from the menu). |
| <b>Phase Development Plan</b>    | Provides tools for phase, development, improvement, plan, targets, activities.                            | Teacher Portal > Teacher Workspace > Search "Phase Development Plan" (or choose Phase Development Plan from the menu).       |
| <b>Staff Development Plan</b>    | Provides tools for staff, development, professional, development, training, workshop, plan.               | Teacher Portal > Teacher Workspace > Search "Staff Development Plan" (or choose Staff Development Plan from the menu).       |
| <b>Progress Report Covers</b>    | Provides tools for progress, report, covers, print, report, card, cover.                                  | Teacher Portal > Teacher Workspace > Search "Progress Report Covers" (or choose Progress Report Covers from the menu).       |

| Teacher module          | What it is used for                                                                                            | How to open it                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Bereavements</b>     | Capture teacher and learner bereavement payments, filter collections and accept handovers.                     | Teacher Portal > Teacher Workspace > Search "Bereavements" (or choose Bereavements from the menu).         |
| <b>Classmates</b>       | Browse classmates and permitted public achievement information.                                                | Teacher Portal > Teacher Workspace > Search "Classmates" (or choose Classmates from the menu).             |
| <b>Class Timetable</b>  | Capture school periods, teaching loads and constraints, then generate and publish clash-free timetables.       | Teacher Portal > Teacher Workspace > Search "Class Timetable" (or choose Class Timetable from the menu).   |
| <b>Clubs</b>            | Create clubs, assign coordinators, manage members and record club achievements.                                | Teacher Portal > Teacher Workspace > Search "Clubs" (or choose Clubs from the menu).                       |
| <b>Committees</b>       | Provides tools for committee, members, meetings, roles, budgets, responsibilities.                             | Teacher Portal > Teacher Workspace > Search "Committees" (or choose Committees from the menu).             |
| <b>Consent Forms</b>    | Provides tools for consent, forms, permission, slips, parent, approval, signatures.                            | Teacher Portal > Teacher Workspace > Search "Consent Forms" (or choose Consent Forms from the menu).       |
| <b>Elections Studio</b> | View school elections, candidates, campaign pages and voting/results when enabled.                             | Teacher Portal > Teacher Workspace > Search "Elections Studio" (or choose Elections Studio from the menu). |
| <b>Ask Parents</b>      | Create radio-button opinion polls for parents, target grades, set a closing time and follow the majority view. | Teacher Portal > Teacher Workspace > Search "Ask Parents" (or choose Ask Parents from the menu).           |
| <b>Ask Learners</b>     | Ask learners a structured question through their notifications and view live response graphs.                  | Teacher Portal > Teacher Workspace > Search "Ask Learners" (or choose Ask Learners from the menu).         |

## Teacher Portal Reference - continued

| Teacher module                 | What it is used for                                                                        | How to open it                                                                                                   |
|--------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum</b>              | Track curriculum implementation by grade, subject, term and week.                          | Teacher Portal > Teacher Workspace > Search "Curriculum" (or choose Curriculum from the menu).                   |
| <b>Early Dismissal</b>         | Provides tools for early, dismissal, leave, school, pickup, permission, learner.           | Teacher Portal > Teacher Workspace > Search "Early Dismissal" (or choose Early Dismissal from the menu).         |
| <b>Exam Center</b>             | Provides tools for exam, centre, center, schedule, timetable, seating, invigilation.       | Teacher Portal > Teacher Workspace > Search "Exam Center" (or choose Exam Center from the menu).                 |
| <b>Homework</b>                | Provides tools for homework, assignment, task, due, date, learner, parent.                 | Teacher Portal > Teacher Workspace > Search "Homework" (or choose Homework from the menu).                       |
| <b>Important Dates</b>         | Provides tools for calendar, dates, events, birthdays, holidays, terms, literacy.          | Teacher Portal > Teacher Workspace > Search "Important Dates" (or choose Important Dates from the menu).         |
| <b>Inventory</b>               | Provides tools for inventory, assets, stock, issue, return, equipment, barcode.            | Teacher Portal > Teacher Workspace > Search "Inventory" (or choose Inventory from the menu).                     |
| <b>Invigilation</b>            | Provides tools for invigilation, roster, timetable, invigilators, exam, supervision.       | Teacher Portal > Teacher Workspace > Search "Invigilation" (or choose Invigilation from the menu).               |
| <b>Leave Profile</b>           | Provides tools for teacher, leave, absence, entitlement, sick, family, responsibility.     | Teacher Portal > Teacher Workspace > Search "Leave Profile" (or choose Leave Profile from the menu).             |
| <b>Lesson Planner</b>          | Browse ATP-linked lesson plans captured by teachers.                                       | Teacher Portal > Teacher Workspace > Search "Lesson Planner" (or choose Lesson Planner from the menu).           |
| <b>Library</b>                 | Provides tools for books, library, borrow, return, reserve, catalogue, labels.             | Teacher Portal > Teacher Workspace > Search "Library" (or choose Library from the menu).                         |
| <b>Marks Upload</b>            | Provides tools for marks, upload, csv, mega, upload, manual, marks.                        | Teacher Portal > Teacher Workspace > Search "Marks Upload" (or choose Marks Upload from the menu).               |
| <b>Minutes &amp; Circulars</b> | Provides tools for minutes, circulars, agendas, meetings, signatures, attendance, notify.  | Teacher Portal > Teacher Workspace > Search "Minutes & Circulars" (or choose Minutes & Circulars from the menu). |
| <b>Notices</b>                 | Provides tools for notices, announcements, broadcast, target, grade, class, publish.       | Teacher Portal > Teacher Workspace > Search "Notices" (or choose Notices from the menu).                         |
| <b>Observation</b>             | Provides tools for observation, teacher, observation, learner, observation, notes, follow. | Teacher Portal > Teacher Workspace > Search "Observation" (or choose Observation from the menu).                 |

| Teacher module         | What it is used for                                                                                                               | How to open it                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Parent Accounts</b> | Provides tools for parent, accounts, create, link, child, reset, parent.                                                          | Teacher Portal > Teacher Workspace > Search "Parent Accounts" (or choose Parent Accounts from the menu). |
| <b>Payment History</b> | Provides tools for payment, history, receipts, learner, payment, report, invoice.                                                 | Teacher Portal > Teacher Workspace > Search "Payment History" (or choose Payment History from the menu). |
| <b>Payments</b>        | Provides tools for capture, payment, cash, received, change, issued, receipt.                                                     | Teacher Portal > Teacher Workspace > Search "Payments" (or choose Payments from the menu).               |
| <b>Policies</b>        | Publish learner and staff policies for the correct portals.                                                                       | Teacher Portal > Teacher Workspace > Search "Policies" (or choose Policies from the menu).               |
| <b>Progression</b>     | Capture progressed and retained learners for annual promotion analysis.                                                           | Teacher Portal > Teacher Workspace > Search "Progression" (or choose Progression from the menu).         |
| <b>QMS</b>             | Capture confidential QMS scores out of 152 and feed teacher efficacy.                                                             | Teacher Portal > Teacher Workspace > Search "QMS" (or choose QMS from the menu).                         |
| <b>RCL</b>             | Use RCL functions available to the learner/teacher role, including leadership records and private RCL documents where authorised. | Teacher Portal > Teacher Workspace > Search "RCL" (or choose RCL from the menu).                         |
| <b>Reading Cards</b>   | Capture and review learner reading-card information.                                                                              | Teacher Portal > Teacher Workspace > Search "Reading Cards" (or choose Reading Cards from the menu).     |

## Teacher Portal Reference - continued

| Teacher module                        | What it is used for                                                                 | How to open it                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Repository</b>                     | Manage learning materials for learners and teachers.                                | Teacher Portal > Teacher Workspace > Search "Repository" (or choose Repository from the menu).                                 |
| <b>Rosters</b>                        | Create duty rosters and assign teachers.                                            | Teacher Portal > Teacher Workspace > Search "Rosters" (or choose Rosters from the menu).                                       |
| <b>Seating Plan</b>                   | Provides tools for seating, plan, seats, venues, labels, registers, exam.           | Teacher Portal > Teacher Workspace > Search "Seating Plan" (or choose Seating Plan from the menu).                             |
| <b>Sports</b>                         | Provides tools for sports, fixtures, results, league, teams, district, external.    | Teacher Portal > Teacher Workspace > Search "Sports" (or choose Sports from the menu).                                         |
| <b>Store Pre-orders</b>               | Provides tools for school, store, preorder, orders, items, sales, learner.          | Teacher Portal > Teacher Workspace > Search "Store Pre-orders" (or choose Store Pre-orders from the menu).                     |
| <b>Support Centre</b>                 | Provides tools for learner, support, intervention, sna, forms, at, risk.            | Teacher Portal > Teacher Workspace > Search "Support Centre" (or choose Support Centre from the menu).                         |
| <b>Targets</b>                        | Compare grade targets with achieved DBE progression percentages.                    | Teacher Portal > Teacher Workspace > Search "Targets" (or choose Targets from the menu).                                       |
| <b>Teacher Invoices</b>               | Create teacher event invoices and staff payment records.                            | Teacher Portal > Teacher Workspace > Search "Teacher Invoices" (or choose Teacher Invoices from the menu).                     |
| <b>Teacher Profiles</b>               | Provides tools for teachers, profiles, staff, directory, educator, subjects, ranks. | Teacher Portal > Teacher Workspace > Search "Teacher Profiles" (or choose Teacher Profiles from the menu).                     |
| <b>High Fliers &amp; Hall of Fame</b> | Provides tools for high, fliers, hall, of, fame, top, learner.                      | Teacher Portal > Teacher Workspace > Search "High Fliers & Hall of Fame" (or choose High Fliers & Hall of Fame from the menu). |
| <b>Year Planner</b>                   | Capture terms, holidays, literacy days, birthdays and school events.                | Teacher Portal > Teacher Workspace > Search "Year Planner" (or choose Year Planner from the menu).                             |
| <b>Delegated Duties</b>               | Assign or revoke exact management modules for selected teachers.                    | Teacher Portal > Teacher Workspace > Search "Delegated Duties" (or choose Delegated Duties from the menu).                     |
| <b>Budget</b>                         | Provides tools for budget, income, expenses, statement, items, balance, committee.  | Teacher Portal > Teacher Workspace > Search "Budget" (or choose Budget from the menu).                                         |
| <b>SGB Minutes</b>                    | Provides tools for sgb, minutes, governing, body, meetings, documents.              | Teacher Portal > Teacher Workspace > Search "SGB Minutes" (or choose SGB Minutes from the menu).                               |

# Learner Portal Reference

| Portal module          | What it is used for                                                                                       | How to open it                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Analytics</b>       | Provides tools for charts, graphs, trends, performance, statistics, subject, grade.                       | Learner Portal > Search "Analytics" (or choose Analytics from the menu).             |
| <b>Assignments</b>     | Provides tools for assignments, homework, tasks, due, dates, submissions.                                 | Learner Portal > Search "Assignments" (or choose Assignments from the menu).         |
| <b>Attendance</b>      | Provides tools for register, present, absent, late, absenteeism, daily, attendance.                       | Learner Portal > Search "Attendance" (or choose Attendance from the menu).           |
| <b>Awards</b>          | Provides tools for top, 10, subject, best, special, awards, achievements.                                 | Learner Portal > Search "Awards" (or choose Awards from the menu).                   |
| <b>Badge Cabinet</b>   | Provides tools for badges, achievements, milestones, clubs, quiz, awards.                                 | Learner Portal > Search "Badge Cabinet" (or choose Badge Cabinet from the menu).     |
| <b>Behaviour</b>       | Provides tools for behaviour, discipline, incidents, conduct, merits, demerits, tracking.                 | Learner Portal > Search "Behaviour" (or choose Behaviour from the menu).             |
| <b>Bereavements</b>    | Capture teacher and learner bereavement payments, filter collections and accept handovers.                | Learner Portal > Search "Bereavements" (or choose Bereavements from the menu).       |
| <b>My Chalkboard</b>   | Provides tools for chalkboard, learner, posts, review, moderate.                                          | Learner Portal > Search "My Chalkboard" (or choose My Chalkboard from the menu).     |
| <b>My Classmates</b>   | Browse classmates and permitted public achievement information.                                           | Learner Portal > Search "My Classmates" (or choose My Classmates from the menu).     |
| <b>Class Timetable</b> | Capture school periods, teaching loads and constraints, then generate and publish clash-free timetables.  | Learner Portal > Search "Class Timetable" (or choose Class Timetable from the menu). |
| <b>Clubs</b>           | Create clubs, assign coordinators, manage members and record club achievements.                           | Learner Portal > Search "Clubs" (or choose Clubs from the menu).                     |
| <b>Dashboard</b>       | Your starting page with summaries, alerts, shortcuts and the most important information for your account. | Learner Portal > Search "Dashboard" (or choose Dashboard from the menu).             |
| <b>Download Centre</b> | Download core CSV exports and jump into styled PDF reports.                                               | Learner Portal > Search "Download Centre" (or choose Download Centre from the menu). |
| <b>Elections</b>       | View school elections, candidates, campaign pages and voting/results when enabled.                        | Learner Portal > Search "Elections" (or choose Elections from the menu).             |
| <b>Exam Schedule</b>   | Generate seating plans and balanced invigilation timetables from the approved exam schedule.              | Learner Portal > Search "Exam Schedule" (or choose Exam Schedule from the menu).     |
| <b>Homework</b>        | Provides tools for homework, assignment, task, due, date, learner, parent.                                | Learner Portal > Search "Homework" (or choose Homework from the menu).               |
| <b>Important Dates</b> | Provides tools for calendar, dates, events, birthdays, holidays, terms, literacy.                         | Learner Portal > Search "Important Dates" (or choose Important Dates from the menu). |
| <b>Invitations</b>     | Provides tools for invitations, events, rsvp, attendance, replies, parents.                               | Learner Portal > Search "Invitations" (or choose Invitations from the menu).         |



| Portal module                  | What it is used for                                                                                                 | How to open it                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Invoices &amp; Payments</b> | View invoices, balances, payments and available payment/receipt information.                                        | Learner Portal > Search "Invoices & Payments" (or choose Invoices & Payments from the menu). |
| <b>Learning Materials</b>      | Manage learning materials for learners and teachers.                                                                | Learner Portal > Search "Learning Materials" (or choose Learning Materials from the menu).   |
| <b>Library</b>                 | Provides tools for books, library, borrow, return, reserve, catalogue, labels.                                      | Learner Portal > Search "Library" (or choose Library from the menu).                         |
| <b>Learner Profile</b>         | View the learner consolidated profile, personal information and achievements.                                       | Learner Portal > Search "Learner Profile" (or choose Learner Profile from the menu).         |
| <b>My Teachers</b>             | Provides tools for teachers, profiles, staff, directory, educator, subjects, ranks.                                 | Learner Portal > Search "My Teachers" (or choose My Teachers from the menu).                 |
| <b>Notices</b>                 | Provides tools for notices, announcements, broadcast, target, grade, class, publish.                                | Learner Portal > Search "Notices" (or choose Notices from the menu).                         |
| <b>Notifications</b>           | Provides tools for notifications, alerts, unread, tasks, messages.                                                  | Learner Portal > Search "Notifications" (or choose Notifications from the menu).             |
| <b>Policies</b>                | Publish learner and staff policies for the correct portals.                                                         | Learner Portal > Search "Policies" (or choose Policies from the menu).                       |
| <b>Quiz Me</b>                 | Practise curriculum-aligned quizzes and educational games, including milestones, badges and multiplayer challenges. | Learner Portal > Search "Quiz Me" (or choose Quiz Me from the menu).                         |
| <b>Reading Card</b>            | View the learner reading card and captured reading progress.                                                        | Learner Portal > Search "Reading Card" (or choose Reading Card from the menu).               |
| <b>Results</b>                 | View captured academic results and subject performance.                                                             | Learner Portal > Search "Results" (or choose Results from the menu).                         |
| <b>School Store</b>            | Manage shop items, stock, orders, banking details and collection alerts.                                            | Learner Portal > Search "School Store" (or choose School Store from the menu).               |
| <b>Settings</b>                | Change account preferences, password, portal appearance and permitted personal settings.                            | Learner Portal > Search "Settings" (or choose Settings from the menu).                       |
| <b>Sports</b>                  | View school sports information, fixtures, competitions and results.                                                 | Learner Portal > Search "Sports" (or choose Sports from the menu).                           |
| <b>Year Planner</b>            | Capture terms, holidays, literacy days, birthdays and school events.                                                | Learner Portal > Search "Year Planner" (or choose Year Planner from the menu).               |

## Parent / Guardian Portal Reference

| Portal module                    | What it is used for                                                                                       | How to open it                                                                                  |
|----------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Attendance</b>                | Provides tools for register, present, absent, late, absenteeism, daily, attendance.                       | Parent Portal > Search "Attendance" (or choose Attendance from the menu).                       |
| <b>Awards Won</b>                | Provides tools for top, 10, subject, best, special, awards, achievements.                                 | Parent Portal > Search "Awards Won" (or choose Awards Won from the menu).                       |
| <b>Bereavements</b>              | Capture teacher and learner bereavement payments, filter collections and accept handovers.                | Parent Portal > Search "Bereavements" (or choose Bereavements from the menu).                   |
| <b>Chat to Teacher</b>           | Use the permitted private chat relationship for the portal: learner-to-learner or parent-to-teacher.      | Parent Portal > Search "Chat to Teacher" (or choose Chat to Teacher from the menu).             |
| <b>Clubs Joined</b>              | Create clubs, assign coordinators, manage members and record club achievements.                           | Parent Portal > Search "Clubs Joined" (or choose Clubs Joined from the menu).                   |
| <b>Class Timetable</b>           | Capture school periods, teaching loads and constraints, then generate and publish clash-free timetables.  | Parent Portal > Search "Class Timetable" (or choose Class Timetable from the menu).             |
| <b>Consent Forms</b>             | Provides tools for consent, forms, permission, slips, parent, approval, signatures.                       | Parent Portal > Search "Consent Forms" (or choose Consent Forms from the menu).                 |
| <b>Dashboard</b>                 | Your starting page with summaries, alerts, shortcuts and the most important information for your account. | Parent Portal > Search "Dashboard" (or choose Dashboard from the menu).                         |
| <b>Download Centre</b>           | Download core CSV exports and jump into styled PDF reports.                                               | Parent Portal > Search "Download Centre" (or choose Download Centre from the menu).             |
| <b>Exam Results</b>              | View captured academic results and subject performance.                                                   | Parent Portal > Search "Exam Results" (or choose Exam Results from the menu).                   |
| <b>Exam Schedule</b>             | Generate seating plans and balanced invigilation timetables from the approved exam schedule.              | Parent Portal > Search "Exam Schedule" (or choose Exam Schedule from the menu).                 |
| <b>Family &amp; Medical Info</b> | Provides tools for family, profile, medical, contacts, emergency, allergies, parent.                      | Parent Portal > Search "Family & Medical Info" (or choose Family & Medical Info from the menu). |
| <b>Important Dates</b>           | Provides tools for calendar, dates, events, birthdays, holidays, terms, literacy.                         | Parent Portal > Search "Important Dates" (or choose Important Dates from the menu).             |
| <b>Invitations</b>               | Provides tools for invitations, events, rsvp, attendance, replies, parents.                               | Parent Portal > Search "Invitations" (or choose Invitations from the menu).                     |
| <b>Invoices &amp; Payments</b>   | View invoices, balances, payments and available payment/receipt information.                              | Parent Portal > Search "Invoices & Payments" (or choose Invoices & Payments from the menu).     |
| <b>Learning Materials</b>        | Manage learning materials for learners and teachers.                                                      | Parent Portal > Search "Learning Materials" (or choose Learning Materials from the menu).       |

| Portal module               | What it is used for                                                                        | How to open it                                                                                |
|-----------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Learner Profile</b>      | View the learner consolidated profile, personal information and achievements.              | Parent Portal > Search "Learner Profile" (or choose Learner Profile from the menu).           |
| <b>Library Books</b>        | Provides tools for books, library, borrow, return, reserve, catalogue, labels.             | Parent Portal > Search "Library Books" (or choose Library Books from the menu).               |
| <b>Link Child</b>           | Link another child to the same parent account where the school records permit it.          | Parent Portal > Search "Link Child" (or choose Link Child from the menu).                     |
| <b>Minutes of Meetings</b>  | View parent meeting minutes made available to parents.                                     | Parent Portal > Search "Minutes of Meetings" (or choose Minutes of Meetings from the menu).   |
| <b>Notifications</b>        | Provides tools for notifications, alerts, unread, tasks, messages.                         | Parent Portal > Search "Notifications" (or choose Notifications from the menu).               |
| <b>Observation Book</b>     | Provides tools for observation, teacher, observation, learner, observation, notes, follow. | Parent Portal > Search "Observation Book" (or choose Observation Book from the menu).         |
| <b>Policies</b>             | Publish learner and staff policies for the correct portals.                                | Parent Portal > Search "Policies" (or choose Policies from the menu).                         |
| <b>Reading Card</b>         | View the learner reading card and captured reading progress.                               | Parent Portal > Search "Reading Card" (or choose Reading Card from the menu).                 |
| <b>School Store</b>         | Manage shop items, stock, orders, banking details and collection alerts.                   | Parent Portal > Search "School Store" (or choose School Store from the menu).                 |
| <b>Settings</b>             | Change account preferences, password, portal appearance and permitted personal settings.   | Parent Portal > Search "Settings" (or choose Settings from the menu).                         |
| <b>Teachers</b>             | Provides tools for teachers, profiles, staff, directory, educator, subjects, ranks.        | Parent Portal > Search "Teachers" (or choose Teachers from the menu).                         |
| <b>Upcoming Assignments</b> | Provides tools for assignments, homework, tasks, due, dates, submissions.                  | Parent Portal > Search "Upcoming Assignments" (or choose Upcoming Assignments from the menu). |
| <b>Year Planner</b>         | Capture terms, holidays, literacy days, birthdays and school events.                       | Parent Portal > Search "Year Planner" (or choose Year Planner from the menu).                 |

# Alumni Portal Reference

## Historic mode

Alumni school records are frozen historic records. Alumni can update only the fields/functions specifically allowed for alumni; old learner records are not reopened for general editing.

| Portal module                 | What it is used for                                                                                       | How to open it                                                                                    |
|-------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Alumni Home</b>            | Your starting page with summaries, alerts, shortcuts and the most important information for your account. | Alumni Portal > Search "Alumni Home" (or choose Alumni Home from the menu).                       |
| <b>Alumni Profile</b>         | Maintain the permitted alumni profile while historic learner records remain frozen.                       | Alumni Portal > Search "Alumni Profile" (or choose Alumni Profile from the menu).                 |
| <b>Awards Archive</b>         | Provides tools for top, 10, subject, best, special, awards, achievements.                                 | Alumni Portal > Search "Awards Archive" (or choose Awards Archive from the menu).                 |
| <b>Bereavements</b>           | Capture teacher and learner bereavement payments, filter collections and accept handovers.                | Alumni Portal > Search "Bereavements" (or choose Bereavements from the menu).                     |
| <b>Download Centre</b>        | Download core CSV exports and jump into styled PDF reports.                                               | Alumni Portal > Search "Download Centre" (or choose Download Centre from the menu).               |
| <b>Former Classmates</b>      | Browse classmates and permitted public achievement information.                                           | Alumni Portal > Search "Former Classmates" (or choose Former Classmates from the menu).           |
| <b>Former Teachers</b>        | Provides tools for teachers, profiles, staff, directory, educator, subjects, ranks.                       | Alumni Portal > Search "Former Teachers" (or choose Former Teachers from the menu).               |
| <b>Historic Analytics</b>     | Provides tools for charts, graphs, trends, performance, statistics, subject, grade.                       | Alumni Portal > Search "Historic Analytics" (or choose Historic Analytics from the menu).         |
| <b>Historic Attendance</b>    | Provides tools for register, present, absent, late, absenteeism, daily, attendance.                       | Alumni Portal > Search "Historic Attendance" (or choose Historic Attendance from the menu).       |
| <b>Historic Exam Results</b>  | View captured academic results and subject performance.                                                   | Alumni Portal > Search "Historic Exam Results" (or choose Historic Exam Results from the menu).   |
| <b>Historic Exam Schedule</b> | Generate seating plans and balanced invigilation timetables from the approved exam schedule.              | Alumni Portal > Search "Historic Exam Schedule" (or choose Historic Exam Schedule from the menu). |
| <b>Historic Library</b>       | Provides tools for books, library, borrow, return, reserve, catalogue, labels.                            | Alumni Portal > Search "Historic Library" (or choose Historic Library from the menu).             |
| <b>Historic Sports</b>        | View school sports information, fixtures, competitions and results.                                       | Alumni Portal > Search "Historic Sports" (or choose Historic Sports from the menu).               |
| <b>Important Dates</b>        | Provides tools for calendar, dates, events, birthdays, holidays, terms, literacy.                         | Alumni Portal > Search "Important Dates" (or choose Important Dates from the menu).               |
| <b>Invitations</b>            | Provides tools for invitations, events, rsvp, attendance, replies, parents.                               | Alumni Portal > Search "Invitations" (or choose Invitations from the menu).                       |

| Portal module                         | What it is used for                                                                      | How to open it                                                                                            |
|---------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Alumni Invoices &amp; Payments</b> | View invoices, balances, payments and available payment/receipt information.             | Alumni Portal > Search "Alumni Invoices & Payments" (or choose Alumni Invoices & Payments from the menu). |
| <b>My Chalkboard</b>                  | Provides tools for chalkboard, learner, posts, review, moderate.                         | Alumni Portal > Search "My Chalkboard" (or choose My Chalkboard from the menu).                           |
| <b>Notifications</b>                  | Provides tools for notifications, alerts, unread, tasks, messages.                       | Alumni Portal > Search "Notifications" (or choose Notifications from the menu).                           |
| <b>Policies</b>                       | Publish learner and staff policies for the correct portals.                              | Alumni Portal > Search "Policies" (or choose Policies from the menu).                                     |
| <b>School Store</b>                   | Manage shop items, stock, orders, banking details and collection alerts.                 | Alumni Portal > Search "School Store" (or choose School Store from the menu).                             |
| <b>Settings</b>                       | Change account preferences, password, portal appearance and permitted personal settings. | Alumni Portal > Search "Settings" (or choose Settings from the menu).                                     |

# Core Academic Workflows

## Capture and review marks

1. Teacher Portal > Marks Upload. Select year, term, grade/class, subject and assessment.
2. Use the appropriate upload/manual capture option and preview before saving.
3. Open Results Analysis / Analytics to review subject, grade and learner performance.
4. Use Targets, Progression and Support Centre to identify learners who require intervention.
5. Management uses Unified Approvals/academic oversight where approval is required before data becomes visible elsewhere.

## Exam workflow

1. Teachers/management capture or publish the assessment/exam schedule.
2. Open Exam Center for schedules, seating plans, invigilation and report-collection registers.
3. Generate seating or invigilation only after the approved schedule is correct.
4. Use filtered or whole-school PDFs for operational printing.

## Curriculum and planning

1. Open Curriculum to capture/import ATP topics and monitor coverage.
2. Use Lesson Planner for ATP-linked lesson planning and reflections.
3. Use Assessment Plan and Moderation Plan to connect formal assessment tasks with pre/post moderation.
4. Management Plans, Phase Development Plan, Staff Development Plan and SDP support planning and monitoring at different leadership levels.

# Finance, Invoices, Receipts & Budgets

## Capture an invoice payment and receipt

1. Open Payments and select the correct learner/invoice.
2. Capture the cash received. If cash exceeds the amount applied, MySchool records the difference as Change Issued and states that it was returned to the payer.
3. Only Amount Applied counts as invoice income. Change Issued is not income and is not added to a linked budget.
4. Use Payment History to filter invoice, year, grade and class, then view/download the learner payment report with balances and payment dates.
5. Use the quick PDF periods (This Week, This Month, This Year, Last 3 Months, Last 6 Months or Custom Range) when available.

## Link an invoice to a budget

1. When creating/editing an invoice, select the relevant budget if it already exists.
2. If the invoice was created first, create/edit the budget later and link the invoice from the budget side.
3. If both exist but were not linked, edit either the invoice or the budget and add the relationship.
4. Historical applied payments are back-filled into the budget statement when the link is created; future applied payments flow automatically.
5. If the invoice is moved to another budget, its automatic income entries move with it.

## Targeted invoices

1. Management/Admin can target selected learners, a grade, a class, all RCL leaders, or an individual club/sports team.
2. Club invoices snapshot active membership when issued so later joiners are not incorrectly charged.
3. Each targeted learner receives an individual ledger, allowing normal payment/balance/receipt handling.
4. RCL-targeted invoices are visible to the RCL Treasurer in the RCL finance view, including unpaid/partial/paid lists.

# Elections, Community Voice & RCL

## School elections

1. Teacher/Management > Elections Studio: create/publish an election, add candidates and configure voting/interview rules.
2. Published elections remain visible publicly even before voting opens; the voting action remains locked until the correct time.
3. Clicking a candidate photo/poster opens the candidate page with poster, manifesto, slogan and permitted public-profile/achievement information.
4. Candidates control privacy for their own election page and can edit only elections in which they are candidates.
5. Finalised results identify the top two boys and girls as Head/Deputy Head Boy and Head/Deputy Head Girl according to the configured result process.

## Ask Parents / Ask Learners / Parent Voice

1. Teachers or Management type a question, define radio-button response choices, select the audience and set a closing date/time.
2. The target audience receives the poll through Notifications and can answer from their own portal.
3. Ask Parents/Ask Learners can show response graphs according to the poll design. Parent Voice hides official decision results until the voting period closes, then publishes them automatically.
4. Use these tools for school opinion gathering; they are separate from learner leadership elections.

## RCL operations

1. Admin/Management assigns the RCL Coordinator and other staff responsibilities in Staff Settings & Responsibilities.
2. The coordinator creates RCL duties; RCL heads assign tasks to individual RCL/co-opted leaders and create rosters.
3. Lower-grade leaders can be supported by assigned Grade 7 controllers.
4. RCL heads/secretary prepare the term report, submit it to the coordinator, and the coordinator reviews then submits it to Management.
5. Eligible RCL officers can create/view private RCL minutes, circulars, agendas and activity budgets. Historic years freeze when service ends.



# Clubs, Sports, Communication & Learner Engagement

## Sports and club competitions

1. Sports teachers use Sports > School & External to capture inter-school, circuit/cluster/district/provincial and other external fixtures/competitions.
2. Club controllers capture their own club competitions/events and results.
3. Only records marked Publish publicly appear in the public Upcoming Fixtures & Results card.
4. Each club has a unique deterministic badge displayed on member achievements/classmate views where permitted.

## Messaging

1. Learners may chat with other learners. Parent-to-teacher and teacher-to-parent are the permitted family/staff chat relationship.
2. Learner chat supports browse learners, online/offline indicators, unread badges, past conversations and new conversations.
3. Parents can disable chat for their child and monitor the child chat record according to the parent controls.
4. Opening an unread conversation clears its unread badge.

## Quiz Me

1. Learners choose Quiz or Games & Puzzles.
2. Games include Crossword Challenge, Maths Tic-Tac-Toe, Umlabalaba Lite, Memory Match and Maths Island, with multiplayer options where enabled.
3. Quiz Battles can use time or question limits and a steal mechanic: if one player answers incorrectly, the opponent can attempt that question before receiving their own.
4. Correct answers add to player score and Quiz Me milestone progress. Milestone badges appear in Achievements and classmate views.

# Security, Privacy & Troubleshooting

## Role boundaries

Search, shortcuts and direct URLs do not override permissions. Management-only functions remain management-only; confidential learner/staff/RCL information remains limited to the authorised role and year.

### If a Teacher Workspace module shows HTTP 403

1. Refresh the portal once. v1.1.20260810.75 carries the authenticated teacher session token directly into module AJAX requests to avoid hosts that strip custom cookies from admin-ajax.php.
2. If the session has expired, log out and log in again.
3. If one specific module is denied while others work, that may be the correct role/assignment restriction. If every module is denied, treat it as an authentication/session problem rather than a management-role requirement.
4. The module loader now displays the server error message when available instead of only showing a generic HTTP number.

### If a module is hard to find

1. Use Search this portal and type the action you remember, not necessarily the module name.
2. Try a partial word: “revok”, “seat”, “receipt”, “manifest”, “budget”, “consent” or “chat”.
3. On Management, use Frequently Used for the five personalised module shortcuts built from actual usage.

### Good operational practice

1. Use filters before exporting or printing to avoid mixing grades, terms, classes, invoices or years.
2. Check approval/release status before assuming a record should be public.
3. Keep learner admission numbers and teacher assignments accurate because many workflows resolve permissions and imports from them.
4. Use MySchool-generated reports for operational checks, but retain the school's normal finance/records controls and approval procedures.



# END OF USER MANUAL

Manzolwandle Primary School  
MySchool v1.1.20260810.75

For the latest available functions, use the portal search and role-appropriate workspace.