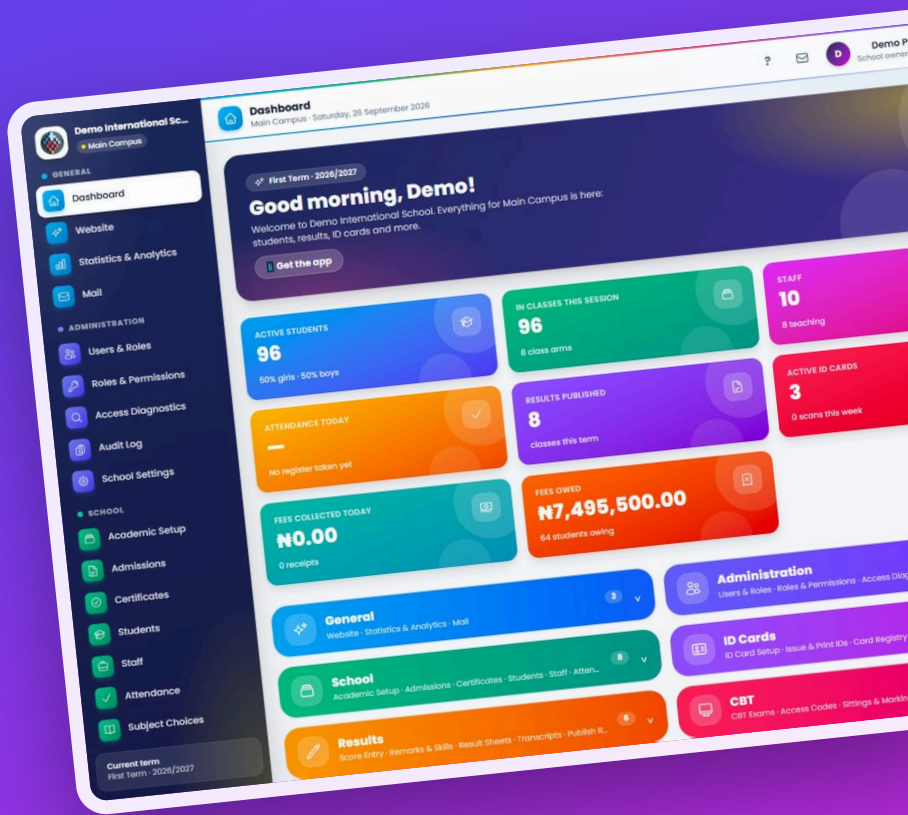
SkulPort
SCHOOL MANAGEMENT SYSTEM
For Nigeria & African School Systems

DOCUMENTATION

User & Administrator Guide

Every page of SkulPort explained step by step, with screens from a demo school.

75 pages explained



DataSwift Portal Services
SkulPort v3.6 · October 2026

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How cards are produced and ordered

1 Getting started

Signing in, finding your way and getting help

Your portal address

Every school has its own address, for example **yourschool.skulport.com.ng** or **skulport.yourschool.com.ng**. It works on phones, tablets and computers, and in the SkulPort Windows app.

WHO	WHERE	HOW THEY SIGN IN
Staff & administrators	`/login`	Email and password. The first password is 000000 and must be changed at the first sign-in.
Parents	`/parent`	Phone number and password (setup password 000000, changed at the first sign-in).
Students	`/student`	Admission number and the student's permanent PIN.
Result checker	`/results`	Admission number and PIN; no sign-in needed.
CBT hall	`/cbt`	Admission number and PIN, or a one-time access code.

The dashboard

After signing in you see the dashboard: every module you may use, grouped by category (School, Results, Accounting…). Open a category card to see its pages. The envelope at the top is your internal mail; your name opens My Profile.

Branches and the Super Admin

A school with several campuses has one branch for each. The **Super Admin** (school owner) works in every branch and switches branch from the top bar. Branch administrators and staff see only the branches their roles allow.

Roles

What a person can see and do comes from their roles (Teacher, Bursar, Results Officer…), given in Users & Roles. A person can hold several roles, in one branch or in all. Leadership titles are ready too: **Head of School** (every branch), **Principal** and **Head Teacher** (their own branch), each with full access.

Who works in which branch

Whenever someone is given a sign-in (Staff → their record → sign-in, or Users & Roles → New user) the portal asks **"Can this person work in all branches?"** Yes gives every branch. No keeps them to the branch or branches you tick: they never see the branch switcher or any other branch, on any page. Only the owner, or an administrator who works in every branch, can give "every branch".

Admission numbers across branches

Each branch can have its own format (VDA…, VDIC…). Branches that use the **same** format share one sequence, so the same number is never given twice in the school. A few numbers typed far out of line in an old system do not push new numbers up.

On a phone

Every page fits a phone. Lists (students, staff, fees, notices…) turn into **cards** on phones and upright tablets: one card per row, each value with its label, and the buttons at the bottom. Data-entry grids (score entry, registers, journal entries) stay as tables so you can type across a row.

Sorting lists

Click a column heading to sort A→Z; click it again for Z→A. Numbers, money and dates sort correctly (0009 before 0081). On a phone use the **Sort by** box and the A→Z / Z→A button above the cards. Students, Staff and Families sort the **whole** list (for example from the first admission number or from the last), not just the page on screen, and the order is kept if you refresh.

The SkulPort apps

Open your school's address followed by `/app` (for example skulport.yourschool.com.ng/app) to get the **Android app**, add the portal to an **iPhone** home screen, or download the **Windows app** and the **CBT exam app** for computer labs. All of them use the same sign-ins as the website.

Help on every page. Press the **Help** tab on the side of any page (drag it wherever it suits you) or **?** in the top bar: it explains the page, lists the steps, and plays a short video that shows each step on the real page. The User Manual (Help → Open the User Manual) collects every page in one place.

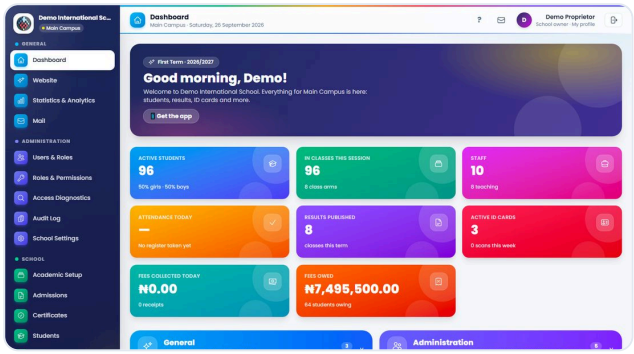
2 General

Everyday pages for everyone who signs in

Dashboard

Your starting point. Every module you may use is grouped by category; open a category card to see its pages.

1. Click a category card (School, Results, Accounting…) to open it.
2. Click a page inside it to go there.
3. Follow the "Getting started" checklist until every step is ticked.



💡 Cards you open stay open next time.

💡 You only see the modules your roles allow — ask the administrator if something is missing.

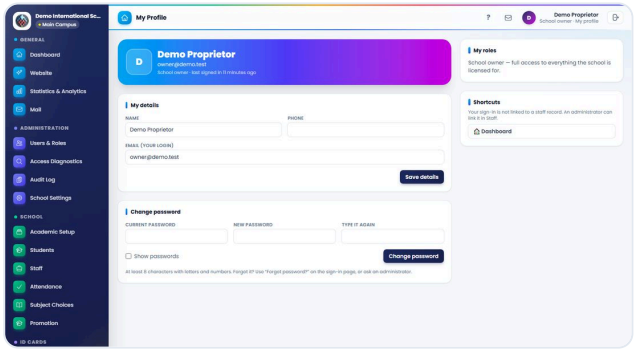
💡 The envelope at the top is your internal mail; your name opens My Profile.

▶ In the portal, press Help on this page to watch its short video.

My Profile

Change your name, phone, email and password, and see the roles you hold.

1. Edit your details and click Save details.
2. To change your password type the current one, then the new one twice.
3. Changing your email (your login) needs your current password.



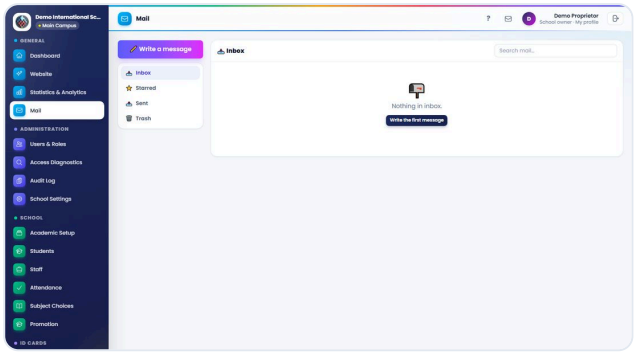
💡 Forgot your password? Use "Forgot password?" on the sign-in page, or ask an administrator.

▶ In the portal, press Help on this page to watch its short video.

Mail

Internal mail for everyone who signs in — HQ and every branch — with attachments, replies and groups.

1. Click Write a message.
2. In To, type a name or email, or a group such as "All Teachers" or "Everyone at Owerri".
3. Add Cc/Bcc if needed, a subject and your message; format it with the toolbar.
4. Attach files (up to 10, 10 MB each) and click Send.



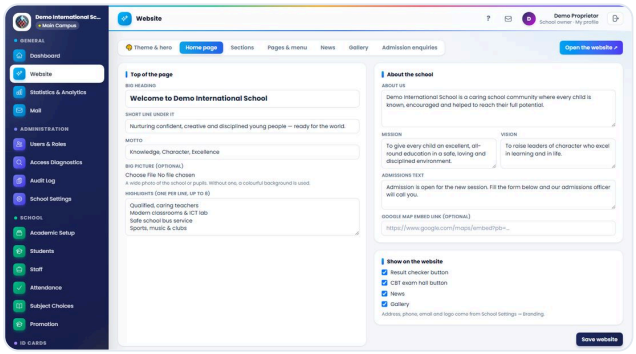
💡 Open a message to Reply, Reply all or Forward.
💡 Star important messages; deleted ones go to Trash where you can restore them.
💡 An outside email address receives a real email when the platform has email switched on.
💡 As sender you can see how many people have read your message.

▶ In the portal, press Help on this page to watch its short video.

Website

Your public website: theme, hero, pages, menu, news, gallery and admission enquiries.

1. Choose a theme and colours.
2. Write the home page, add pages to the menu, post news and photos.
3. Home page → Google map: type the school's address, or paste a Google Maps link or the embed code, and save. Check the preview.
4. Read and answer admission enquiries.



💡 The map shows in the Contact part of the home page with a Get directions button.

▶ In the portal, press Help on this page to watch its short video.

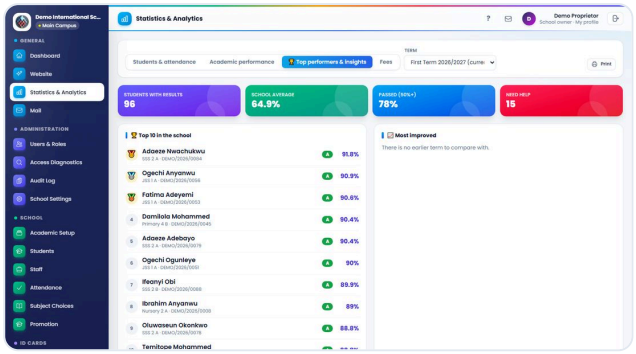
Statistics & Analytics

Enrolment, attendance, results, top performers, students at risk, fees, and branch comparison.

1. Choose a term.
2. Open "Top performers & insights" for the best students, most improved, subject pass rates, arms and gender compared, and attendance.

Everything is worked out live from your records.

▶ In the portal, press Help on this page to watch its short video.



Import Students

Bring in many students from Excel, and add many photos at once.

1. Download the template, fill one row per student and upload it.
2. Photos: name each picture after the admission number (e.g. HRIS000124.jpg), then Choose photos (or Choose a folder). Each face is centred and the background made white.
3. Tidy the photos already here: centres every face and whitens every background. The old pictures are kept and can be put back.

Keep the page open while photos are sent; you can stop at any time and what was sent stays saved.

▶ In the portal, press Help on this page to watch its short video.

Notifications

What SkulPort tells parents, students and staff automatically: results released, a child absent or late, suspended, promoted or given an award, holidays, timetable changes, new class and subject teachers, subjects added, payments received, homework and CBT papers.

1. Mine: your own notifications (your classes and subjects, timetable changes, holidays, staff notices).
2. Sent by SkulPort: everything sent to families, newest first (administrators).
3. What is sent: untick a kind to stop sending it (administrators).

SMS & WhatsApp: the kinds you tick there also go to the parent's phone (and staff). Use your own Termii, Africa's Talking or BulkSMSNigeria account, or SkulPort's. Start in test mode, send yourself a test, then switch it on.

Every text sent, waiting or failed (with the reason) is listed on the SMS & WhatsApp tab, with this month's count.

Parents and students see theirs at the top of their dashboard and in the SkulPort app, marked NEW until opened.

Correcting a register to present takes back the absent notice.

▶ In the portal, press Help on this page to watch its short video.

Messages from Parents

Messages that students and parents write from their dashboards, to you or to the school office.

1. Choose "To me" for messages written to you, or "School office" for the office inbox.
2. Click a conversation to read it.
3. Type your reply and click Send: it shows on their dashboard straight away.

- Families never see your phone number or email.
- Each conversation is about one child, so you always know who it concerns.

▶ In the portal, press Help on this page to watch its short video.

Help & Support

Ask SkulPort for help and follow your school's support tickets.

1. Click Ask for help, describe the problem and choose how urgent it is.
2. Attach a screenshot if you can, then click Send to SkulPort support.
3. Open a ticket to read the answer or add more details.

- Emergencies are answered within 4 hours, urgent issues within a day.
- The User Manual answers most how-to questions at once.

▶ In the portal, press Help on this page to watch its short video.

3 Administration

Users, roles, settings and the audit log

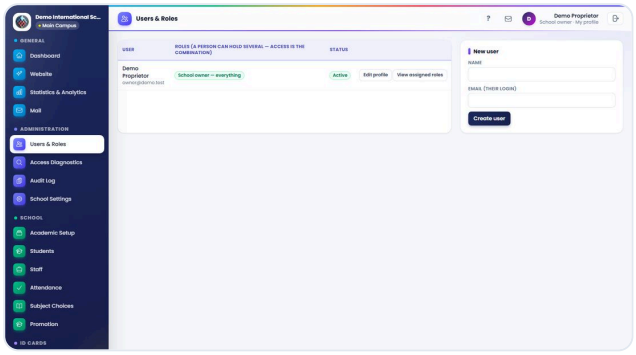
Users & Roles

Who can sign in and what they can do.

1. Add a user (a password is made and shown once).
2. Add roles — a person can hold several, per branch or all branches.
3. Edit profile to change name, email, phone or set a new password.

> "View assigned roles" shows exactly why someone can or cannot do something.

▶ In the portal, press Help on this page to watch its short video.

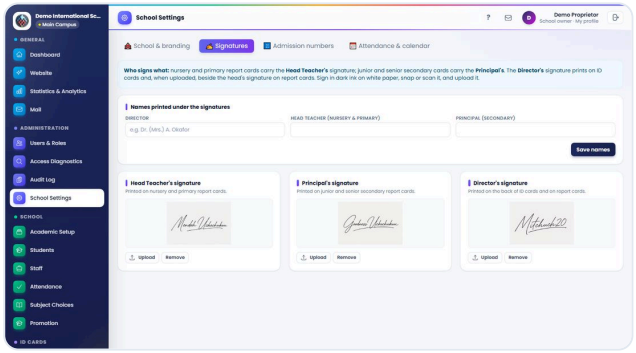


School Settings

School name, logo, colours, signatures, admission numbers, and attendance & calendar.

1. School & branding: details used everywhere (cards, report cards, receipts, website).
2. Signatures: names and signatures of the Director, Head Teacher and Principal.
3. Admission numbers: typed by hand or automatic from a pattern.
4. Attendance & calendar: once or twice a day, and weekend days.

▶ In the portal, press Help on this page to watch its short video.



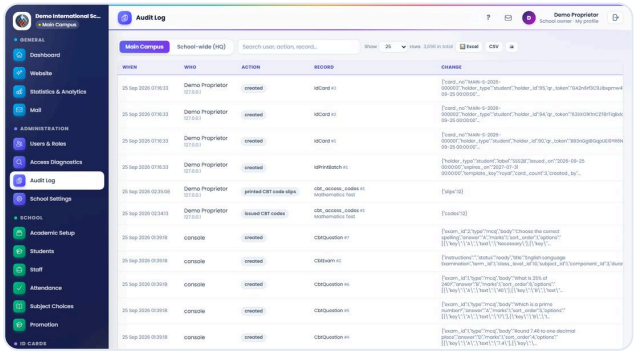
Audit Log

Who did what and when — for this branch or school-wide.

1. Search by user, action or record.
2. Download as Excel.

> Platform support sign-ins are recorded here too.

▶ In the portal, press Help on this page to watch its short video.

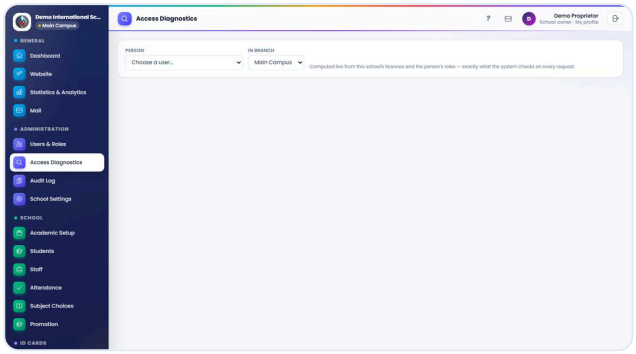


Access Diagnostics

Why a person can or cannot use each module, and which role gives it.

1. Choose a user.

▶ In the portal, press Help on this page to watch its short video.



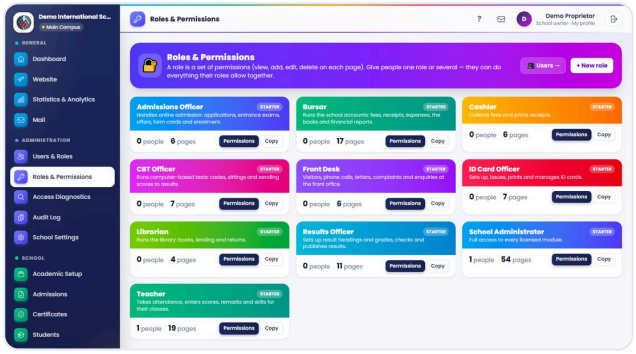
Roles & Permissions

What each role may see and do, page by page: view, add, edit, delete.

1. Open a starter role (Teacher, Bursar…) to see what it allows, or click + New role.
2. Tick the pages and actions the role may use; use Tick everything or Untick everything to speed up.
3. Click Save role, then give the role to people in Users & Roles.

💡 Starter roles keep their name, but you can change what they allow.
💡 Copy a role to make a similar one quickly.
💡 Pages outside your school's licence are shown but cannot be used.

▶ In the portal, press Help on this page to watch its short video.



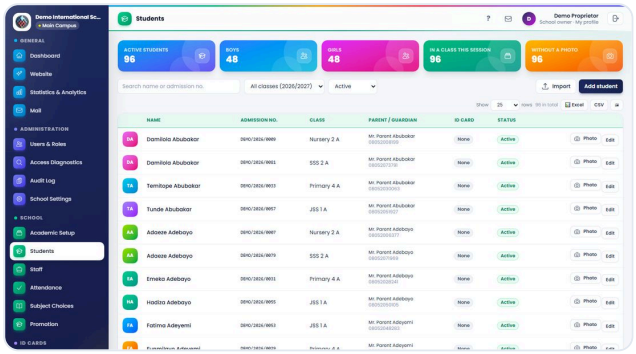
4 School

Students, staff, classes, attendance and admissions

Students

Register students, place them in classes, add photos and parents, and search the whole register.

1. Click Add student and fill in the details (admission number can be automatic — see School Settings).
2. Choose the class and arm, add a photo if you have one, and save.
3. Use search and filters to find students; click a name to edit.
4. Use Import to bring in many students from Excel.



💡 📄 Registration form (top right) prints a blank student form with your school's name and logo, to fill by hand and type in later.

💡 Choose how many rows to show and download the list as Excel or CSV.

💡 Every student gets a permanent 10-digit PIN for the result checker, CBT and the student dashboard.

💡 Photos: any clear picture will do. The face is centred and the background made white automatically before it is saved; in the Photo window you can still adjust it, or use the original.

💡 Leave Expected graduation empty: it is worked out from the class (primary ends at Grade/Basic 6, or 5) and moves by itself if the child repeats.

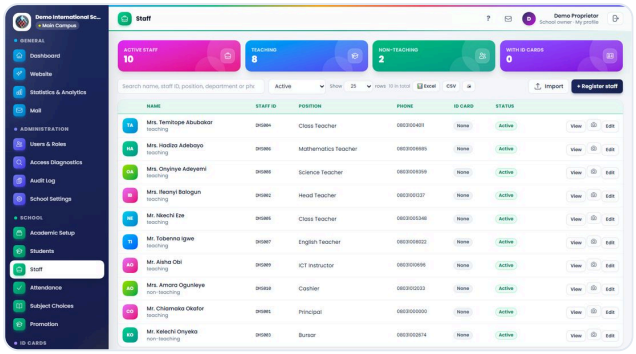
💡 To move many students between arms at once, use Transfer Students.

▶ In the portal, press Help on this page to watch its short video.

Staff

Register staff with photo, contact, job, bank & salary, and give them a sign-in.

1. Click Register staff. The staff ID is suggested automatically (you can change it).
2. Go through the steps: Personal & photo → Contact → Job → Bank & salary → Sign-in.
3. Only first name, surname, staff ID and position are required.
4. Click a name or View to see the full profile.



💡 📄 Registration form (top right) prints a blank staff form with your school's name and logo, to fill by hand and type in later.

💡 Marking a staff member as "Left" revokes their ID card immediately.

💡 The sign-in password is shown once after saving — give it to them privately.

💡 Photos are centred and given a white background automatically.

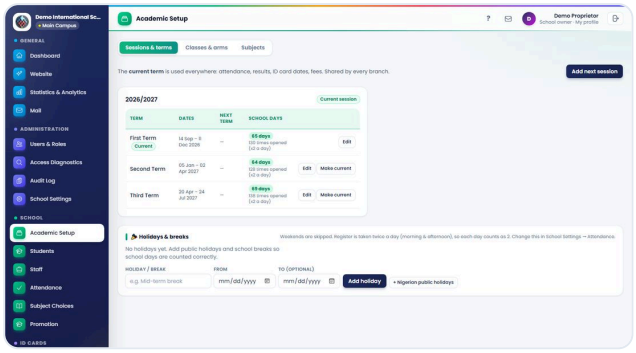
💡 Give teachers their classes and subjects in Academic Setup → Teachers.

▶ In the portal, press Help on this page to watch its short video.

Academic Setup

Sessions and terms (with dates, school days and holidays), classes and arms, subjects and what each class takes, and which teacher teaches what.

1. Sessions & terms: set each term's start, end and next-term dates. School days are counted for you (weekends and holidays left out).
2. Add holidays and breaks at the bottom (or add the fixed Nigerian public holidays in one click).
3. Classes & arms: add arms (A, B, Gold…) to each class. Click ✎ to rename a class, an arm or a subject.
4. Subjects: add subjects, then tick what each class takes.
5. Teachers: choose each arm's class teacher and subject teachers, and whether teachers are kept to them.



💡 "Times opened" on report cards = school days × registers per day (School Settings → Attendance).

💡 You can still type a figure for a term to override the count.

💡 A one-day holiday on a Saturday or Sunday also adds the next weekday as the holiday (observed), as Nigerian public holidays are.

💡 A branch lists only its own classes (those it has arms for). "Show the other classes" shows the rest; add arms to a class to start it in this branch.

💡 Removing an arm that still has students: SkulPort shows which sessions they are in and moves them to another arm of the same class (or a new one) before removing it. Or just switch the arm off.

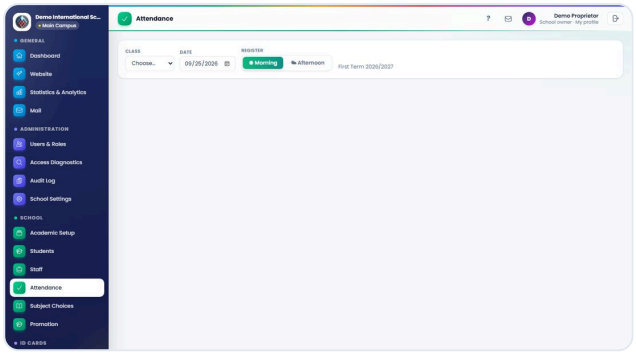
💡 Restrict teachers (Teachers tab): when ticked, teachers see only their own classes and subjects in Score Entry, Attendance and Remarks & Skills. In the sections you tick (usually Nursery and Primary) a class teacher teaches every subject of their class.

▶ In the portal, press Help on this page to watch its short video.

Attendance

Take the class register for any day. Schools that register twice a day get a Morning / Afternoon switch.

1. Choose the class and the date.
2. If your school registers twice a day, choose Morning or Afternoon.
3. Tap each student to mark present, absent, late or excused (all start as present).
4. Click Save — a message confirms how many were present and absent.



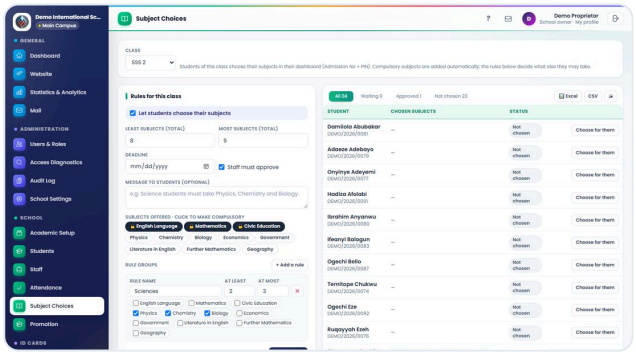
💡 A warning shows if the date is a weekend or holiday.
💡 Set once or twice a day in School Settings → Attendance & calendar.
💡 When teachers are restricted (Academic Setup → Teachers), a teacher sees only the class they are class teacher of.

▶ In the portal, press Help on this page to watch its short video.

Subject Choices

Let senior students choose their subjects under your rules, then approve their choices.

1. Choose the class (e.g. SSS 1).
2. Click subjects to make them compulsory (🔒); the rest are choices.
3. Set the least and most subjects, a deadline, and rules such as "Sciences: at least 2 of Physics, Chemistry, Biology".
4. Tick "Let students choose" and save. Students choose in their dashboard.
5. Approve choices one by one, or "Approve all valid".



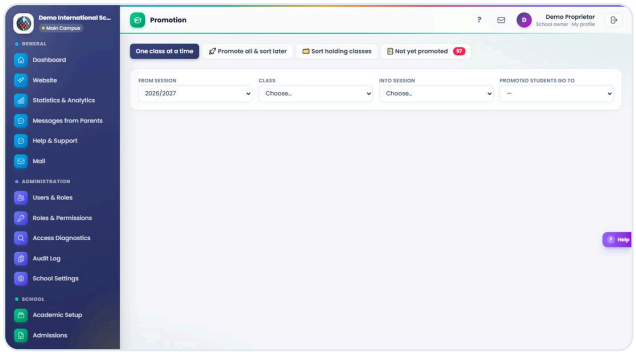
💡 "Choose for them" lets staff pick for a student.
💡 Approved choices decide which students appear in score entry for each subject.

▶ In the portal, press Help on this page to watch its short video.

Promotion

Move a class into the next session: promote, repeat, graduate or mark as left — and split a class across arms.

1. Choose the session you are leaving and the class.
2. Choose the session to promote into (create it first in Academic Setup).
3. Pick where promoted students go, or give each student their own arm ("Spread across arms" shares them out).
4. Set each decision and click Apply promotion.



- Repeating students can move to another arm of the same class.
- The old session's records are never changed.
- In a hurry? "Promote all & sort later" moves every ticked class up in one push, into a holding class per level (e.g. Grade 4 HOLDING); final classes graduate. Then "Sort holding classes" gives each child an arm. A holding class removes itself when it is empty.
- A Promote all can be taken back while students are still in holding classes.
- "Not yet promoted" lists everybody still waiting for a decision, with a count on the button: tick them, choose Promote, Repeat, Graduate or Left, and apply. Download the list for the class teachers.
- Primary ends at Grade/Basic 6 (or 5): those children graduate, and are registered afresh in secondary.

▶ In the portal, press Help on this page to watch its short video.

Recall & Undo

Put right a graduation, withdrawal or promotion made in error: find the students and bring them back.

1. Graduated & left: choose who (graduated or withdrawn), the session and class they left from, the dates, or search a name.
2. Tick the students, choose how to bring them back and click "Bring back".
3. "To the class they left" undoes the graduation: they are undecided in that class again, and you promote or graduate them properly from Promotion → Not yet promoted.
4. "Into a class this session" puts them straight into the class you choose.
5. Undo a promotion: choose the two sessions, find the students (by old class, class now or name), tick them and click "Undo their promotion".

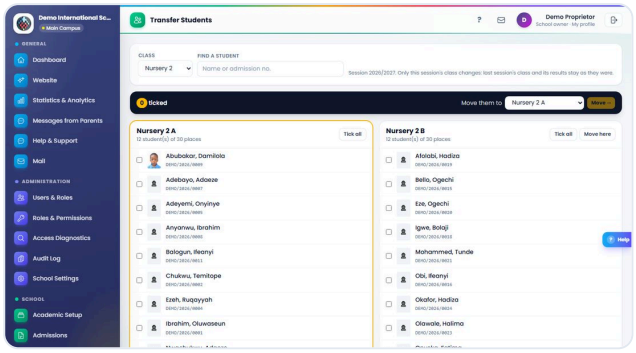
- Graduated students are never deleted: their records, results and payments stay, so nothing is lost when they come back.
- Parents are not sent any message: it is a correction.
- A holding class emptied by an undo removes itself.

▶ In the portal, press Help on this page to watch its short video.

Transfer Students

Move students between arms (or classes) during the session: all the arms of a class side by side, tick any students in any of them and move them together.

1. Choose the class: its arms appear side by side.
2. Tick the students to move, in any arm (Tick all ticks a whole arm; search finds one child).
3. Choose where they go in the dark bar (or click "Move here" on an arm) and click Move.
4. Made a mistake? Click "Undo last move".



💡 Only this session changes: last session's class and its results stay as they were.

💡 You can also move students into another class (for example a child moved down or up); you are asked to confirm.

💡 Holding classes from "Promote all & sort later" appear here too, so you can sort them on this page.

▶ In the portal, press Help on this page to watch its short video.

Move to Another Branch

A student changing campus: move them, with every record that is theirs, to another branch of the school.

1. Choose the class (or search a name) and tick the students who are moving: one, a few, or Tick all for a whole class.
2. Choose the branch they go to and the class there (the same class and arm there is chosen for you).
3. Choose whether to keep the admission number, and whether fees still owed move with them.
4. Check the summary of what will move and click Move.

💡 Everything moves: profile and photo, parents, every session's class, every score, report card remark and attendance mark, subjects, certificates, health, sickbay and other records, scholarships, and the result-check PIN.

💡 Parents keep the same portal sign-in; the child now shows under the new branch.

💡 Fee receipts stay in the old branch's books, where the money was paid. What is still owed (and fees paid in advance) can move: the branches settle it between themselves (Due from / Due to Other Branches).

💡 The money in the student's own wallet moves too; family wallets stay with the parent.

💡 The old record is kept, marked "Moved to ...": the old branch's class history and books stay complete. Its ID card is revoked, so issue a new card in the new branch.

💡 A student who comes back gets their old record there back, brought up to date.

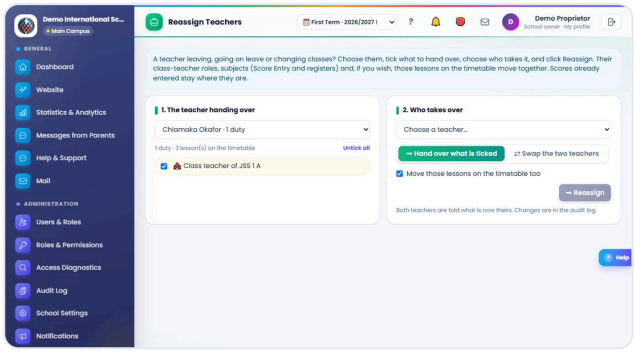
💡 Bus and hostel places, and library books not returned, stay with the old branch: you are reminded before moving.

▶ In the portal, press Help on this page to watch its short video.

Reassign Teachers

Hand a teacher's classes and subjects to another teacher in one go, or swap two teachers: for a teacher who leaves, goes on leave or changes classes.

1. Choose the teacher handing over: everything they have in this branch is listed (class teacher of arms, and each subject in each arm).
2. Tick what to hand over (Tick all for everything).
3. Choose who takes over. To exchange everything between two teachers, choose "Swap the two teachers".
4. Leave "Move those lessons on the timetable too" ticked so the timetable follows, and click Reassign.
5. Made a mistake? Click "Undo last change".



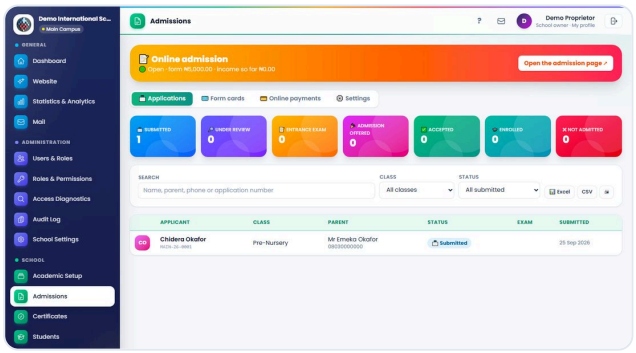
💡 Scores already entered stay with the class and subject: the new teacher simply carries on in Score Entry.
💡 Both teachers get a message saying what is now theirs.
💡 Every change is in the audit log.
💡 One arm at a time is still done in Academic Setup → Teachers.

▶ In the portal, press Help on this page to watch its short video.

Admissions

Online applications from parents: review, entrance exam, offer and enrol.

1. Share the admission page link with parents (it is also on your website).
2. Open an application to see the child, parents, health details and brothers or sisters already in the school.
3. Invite the applicant to the entrance CBT, then offer admission or decline.
4. Enrol an accepted applicant: the student record is made and linked to the family.



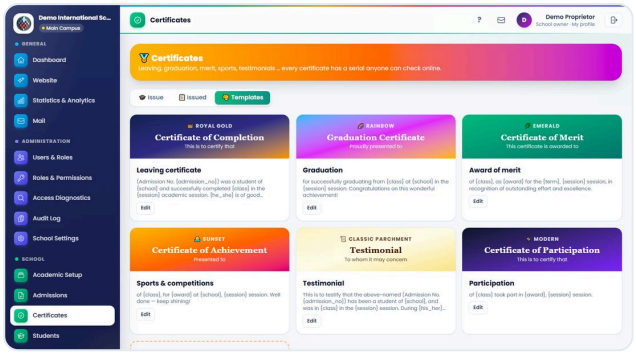
💡 Form fees can be paid online or with a form PIN (Form cards tab).
💡 Filter by class and status, and download the list as Excel.

▶ In the portal, press Help on this page to watch its short video.

Certificates

Award, testimonial, graduation and completion certificates with serial numbers.

1. Templates: choose a design and write the title, wording and signatures.
2. Issue: pick the certificate, the date and the class, tick the students and click Issue certificates.
3. Print the batch, or print any single certificate from the Issued tab.



Every certificate has a serial number that can be checked.
Revoke a certificate issued by mistake; it then shows as not valid.

▶ In the portal, press Help on this page to watch its short video.

Inventory & Materials

Things used up (tissue, chalk) and things lent and returned (hoes, shovels, projectors).

1. Add an item as "used up" or "lent & returned", with its category and reorder level.
2. Receive stock when it arrives; Issue used-up items to a person or department.
3. Check out returnable items with a due date and an on-screen signature; Return them when they come back.

Low stock, items out on loan and overdue returns are counted at the top.
Usage and history reports show who took what and when.

▶ In the portal, press Help on this page to watch its short video.

Families & Parents

Parent sign-ins and the children linked to each parent.

1. Click Make sign-ins for all parents: each parent signs in with their phone number and the setup password 000000, changed at the first sign-in.
2. Find a parent to see their children; use + Child to link a child whose surname differs.
3. Watch who has signed in and who is still on the setup password.

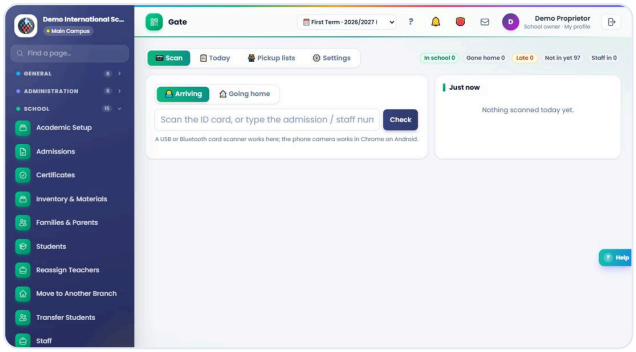
Brothers and sisters are found by the parent's phone number.
Students with no parent phone are listed so you can complete them.

▶ In the portal, press Help on this page to watch its short video.

Gate & Pickup

Scan ID cards at the gate as children arrive and go home: the register is marked, parents are told, and only the right people collect a child.

1. Choose Arriving (morning) or Going home (closing).
2. Scan the card with the phone camera (📷), a USB or Bluetooth card scanner, or type the admission number and press Enter.
3. Arriving: the child is in, the register marked (late after the time in Settings) and the parents told.
4. Going home: tick who is collecting (parents marked "can pick up", the pickup list, or a one-day pass code from the parent), then Let them go.
5. Someone not on the list: type their name and why. It is flagged and the parents are told at once.
6. Staff cards: the first scan signs them in, the next signs them out.



💡 Pickup lists: add the people who collect each child (aunt, driver…). Parents can do it themselves in their portal, and make one-day passes with a 6-digit code.

💡 Today shows everybody in and out, who collected whom and anything flagged.

💡 A card that is revoked or disabled is refused at the gate.

💡 Settings: late time, marking the register, telling parents, and from which class children may go home alone.

💡 To send gate messages by SMS too, tick it in Notifications → SMS & WhatsApp.

▶ In the portal, press Help on this page to watch its short video.

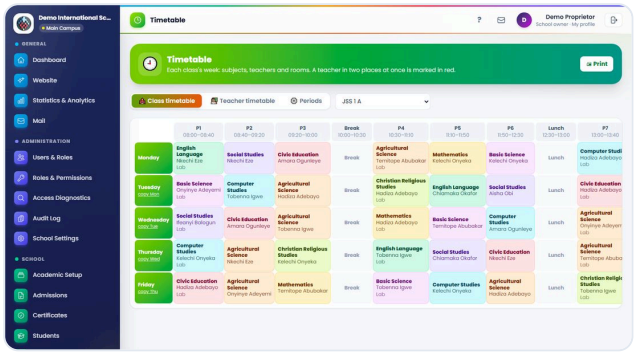
5 School Life

Front office, homework, library, transport and more

Timetable

Class and teacher timetables with clash checks.

1. Setup: choose the school days and add the periods and breaks, then Save periods.
2. Class view: choose a class and click a period to set the subject, teacher and room.
3. Teacher view: choose a teacher to see their week; Print either view.



A teacher booked in two classes at once is marked as a clash.

Students and parents see their class timetable on their dashboards.

▶ In the portal, press Help on this page to watch its short video.

Front Office

Visitors book, phone calls, letters in and out, and complaints.

1. Choose a tab: Visitors, Phone calls, Letters in & out or Complaints.
2. Click Add, fill in the details and save.
3. Update an entry when the visitor leaves or the complaint is resolved.

Search and download any list as Excel.

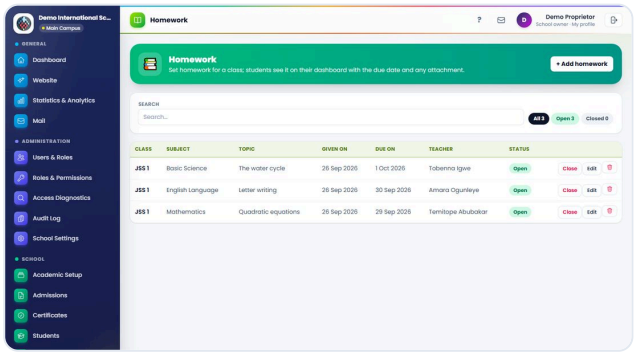
▶ In the portal, press Help on this page to watch its short video.

Homework

Homework, assignments and holiday projects for a class, on the student and parent dashboards.

1. Choose Homework, Assignments or Holiday projects.
2. Click Add, choose the class and subject, write the task, set the due date and attach a file if needed.
3. Close it when the due date has passed.

Students and parents see it on their dashboards straight away.



▶ In the portal, press Help on this page to watch its short video.

Lesson Plans

Plan each week's topics per subject and class, and share lesson notes.

1. Lesson plans: add the week, class, subject, topic and objectives.
2. Mark a plan as taught (or moved) when the lesson is done.
3. Lesson notes: write or attach notes to share with the class.

Heads of department can see how far each syllabus has gone.

▶ In the portal, press Help on this page to watch its short video.

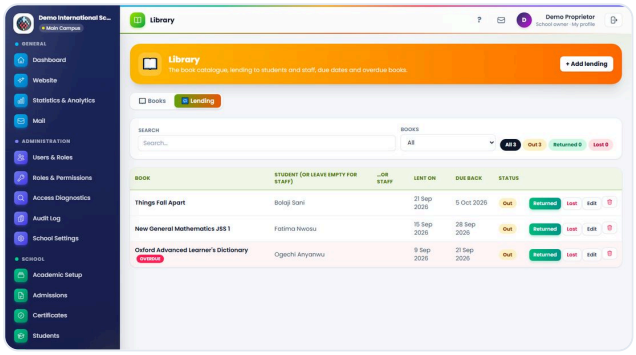
Library

The book catalogue, lending, due dates and overdue books.

1. Books: add each title with its author and number of copies.
2. Lending: record who borrowed a book and when it is due back.
3. Mark it returned when it comes back.

The overdue list shows books not returned in time.

▶ In the portal, press Help on this page to watch its short video.



Transport

School bus routes, vehicles, drivers and the students who ride.

1. Routes: add each route and its stops.
2. Vehicles: add each bus with its driver and phone number.
3. Riders: add students to a route and stop.

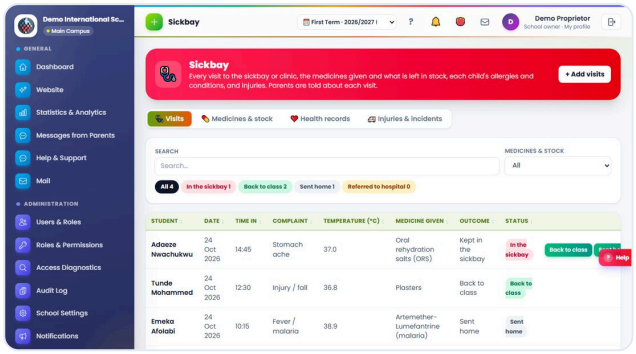
Download the riders list per route for the driver.

▶ In the portal, press Help on this page to watch its short video.

Sickbay

The school clinic: visits, medicines and stock, health records and injuries. Parents are told about each visit.

1. Medicines & stock: add each medicine with the quantity in stock and the expiry date.
2. Visits: record who came, the complaint, temperature, the medicine and quantity given, the treatment and the outcome. The stock goes down by itself.
3. Use the buttons to mark a visit Back to class, Sent home or Referred to hospital.
4. Health records: each child's allergies, conditions (asthma, sickle cell…), regular medication and what to do in an emergency.
5. Injuries & incidents: what happened, where, the first aid given and whether the parent was told.



Parents get a notification of each visit (it can be switched off on Notifications).

Only administrators open the Sickbay at first; give the school nurse access on Roles & Permissions.

Check Health records before giving medicine.

▶ In the portal, press Help on this page to watch its short video.

Hostel

Boarding houses, rooms and beds, and which boarder sleeps where.

1. Hostels: add each boarding house and its house parent.
2. Rooms: add rooms with the number of beds.
3. Boarders: put each boarder in a room and bed.

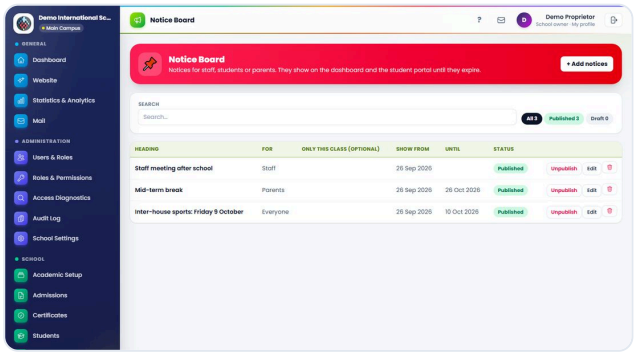
Inventory & Materials can track items issued to the hostel.

▶ In the portal, press Help on this page to watch its short video.

Notice Board

Notices for staff, students or parents, on their dashboards until they expire.

1. Click Add notice, write it and choose who it is for (and the class, if only one).
2. Set the dates it shows and publish it.
3. Edit or unpublish it at any time.



A notice can ask readers to confirm they have read it, and you can see who has not.

▶ In the portal, press Help on this page to watch its short video.

Download Centre

Notes, past questions, e-learning links and recommended textbooks for students.

1. Materials: upload notes, past questions or forms for a class and subject.
2. e-Learning: add YouTube, Zoom or Google Meet links.
3. Recommended textbooks: list the books with their prices.

💡 Everything shows on the student dashboard for that class.

▶ In the portal, press Help on this page to watch its short video.

Staff Leave

Leave types and days allowed, leave requests and approvals.

1. Leave types: set each type (annual, sick, maternity…) and the days allowed.
2. Requests: record a request with its dates and reason.
3. Approve or decline it.

💡 Days taken are counted against the days allowed.

▶ In the portal, press Help on this page to watch its short video.

Alumni

Keep in touch with old students and plan alumni events.

1. Old students: add each with their set, contact and where they are now.
2. Events: plan reunions and other events.

💡 Graduates join the alumni by themselves, with the year they left and their parent's phone and email: add where they are now (university, work) as you hear.
💡 Graduates from before, or imported, are added the first time this page is opened.
💡 A graduation taken back in Promotion → Recall & Undo takes them out again (unless you have filled in their details).

▶ In the portal, press Help on this page to watch its short video.

Houses

Sports and inter-house groups, their masters, members and points.

1. Houses: add each house with its colour and house master.
2. Members: put students and staff in houses.
3. Record points to keep the standings.

▶ In the portal, press Help on this page to watch its short video.

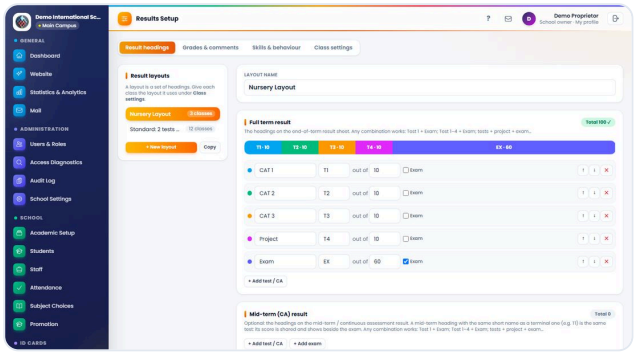
6 Results

From result setup to report cards and transcripts

Results Setup

Design your result: headings (Test 1, Test 2, Exam…), grade scales, skills, and which class uses which.

1. Create a scheme with its headings and maximum marks (they must add up to what you want, e.g. 100).
2. Create a grade scale (A1, B2… or A, B, C with remarks).
3. Assign scheme, scale and skills to each class.



💡 A mid-term heading with the same short name as a terminal one (e.g. T1) is the same test — the score is shared, so tests show beside the exam.

💡 Edit the layout your classes use: the green line says which classes it reaches. A red notice means no class uses that layout, so changing it changes nothing in Score Entry or CBT.

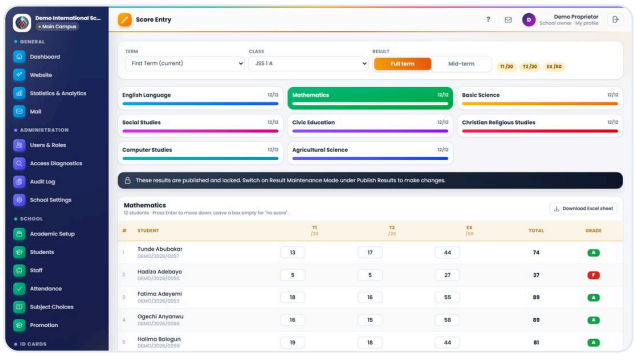
💡 A class with no layout (marked red in Class settings) shows no columns in Score Entry: choose one for it.

▶ In the portal, press Help on this page to watch its short video.

Score Entry

Type scores for a class and subject, or download the Excel sheet, fill it and upload it back.

1. Choose the term, class arm and subject.
2. Type scores into the grid — totals and grades update as you type — and click Save.
3. Or: Download sheet → fill it in Excel → Upload filled sheet → Import scores.



💡 You can save with empty boxes: they are simply left empty. ABS, A, - or nil also count as empty.

💡 A box with a wrong score (not a number, or above the maximum) is not saved and stays red with a message; the rest of the sheet is saved.

💡 Blank cells in an uploaded sheet keep the scores already saved; only the columns in the sheet are read.

💡 Test scores entered at mid-term show automatically when you enter the exam.

💡 Published results are locked; ask the results officer to unpublish if a change is needed.

💡 When teachers are restricted, a teacher sees only their own classes and subjects here.

▶ In the portal, press Help on this page to watch its short video.

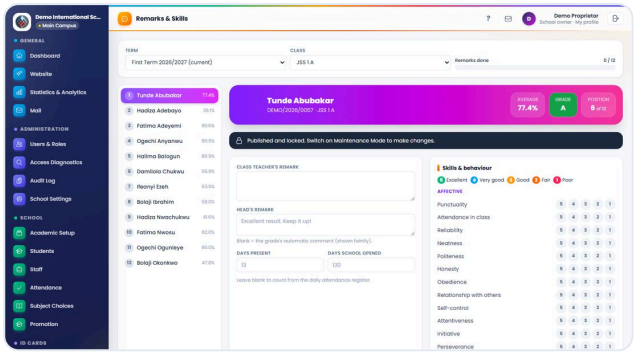
Remarks & Skills

Class teacher and head remarks, skills/behaviour ratings and attendance for each student.

1. Choose the term and class.
2. Type remarks (or use the suggested ones) and rate skills.
3. Save.

> 💡 "Times opened" fills in from the school calendar unless you type a figure.
> 💡 When teachers are restricted, a teacher sees only the class they are class teacher of.

▶ In the portal, press Help on this page to watch its short video.



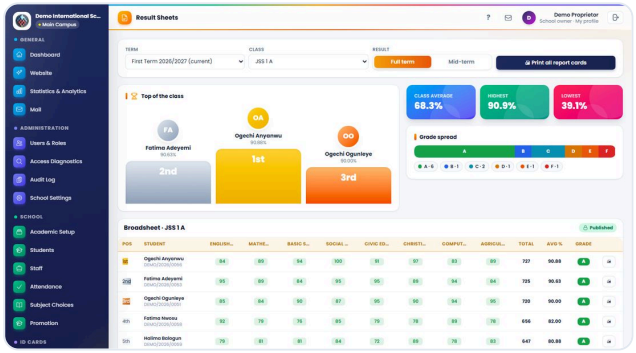
Result Sheets

Broadsheets and report cards for a class, ready to print.

1. Choose the term and class.
2. Check the broadsheet, then print report cards.

> 💡 Report cards are signed by the Head Teacher (nursery & primary) or Principal (secondary) — upload signatures in School Settings.

▶ In the portal, press Help on this page to watch its short video.



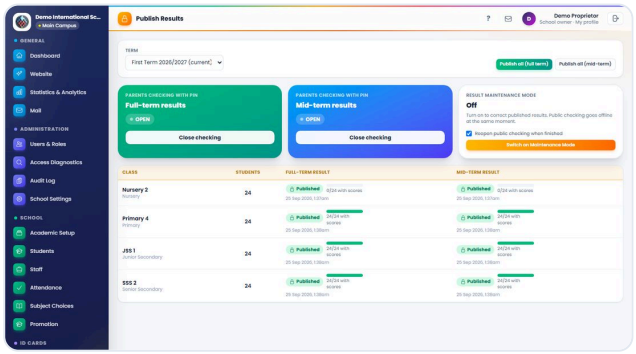
Publish Results

Lock and release results, open the parents' result checker, and use Maintenance Mode.

1. Check each class is complete.
2. Publish the class — its result is frozen.
3. Open public checking so parents can check with Admission No + PIN.

> 💡 Students also see released results in their dashboard without a PIN.

▶ In the portal, press Help on this page to watch its short video.



Observations

Nursery and Pre-Nursery observation reports: teacher statements rated A–E or by score.

1. Choose the term and class.
2. Rate each child against each statement, for example "Able to count 1 to 100".
3. Click Save ratings, then Print report cards.

> 💡 Statements and the rating key are set in Results Setup → Report card design.
> 💡 Once the term's result is published, ratings are locked.

▶ In the portal, press Help on this page to watch its short video.

Result Analysis

Ten analyses of results: subjects, grades, ranking, best per subject, students at risk, gender, arms, progress and teachers.

1. Open an analysis card.
2. Choose the term, result and class (and the arm, gender, subject or pass mark where asked).
3. Read the table, then Print if needed.

> 💡 "Students at risk" lists those failing at least the number of subjects you choose.
> 💡 Everything is worked out live from the scores entered.

▶ In the portal, press Help on this page to watch its short video.

Promotion Status

Who is promoted, on trial or repeating, worked out from the class's promotion rules.

1. Choose the session and class.
2. Check each student's average, position, status and the reason (for example the subjects failed).
3. Click Promote this class to move on to Promotion.

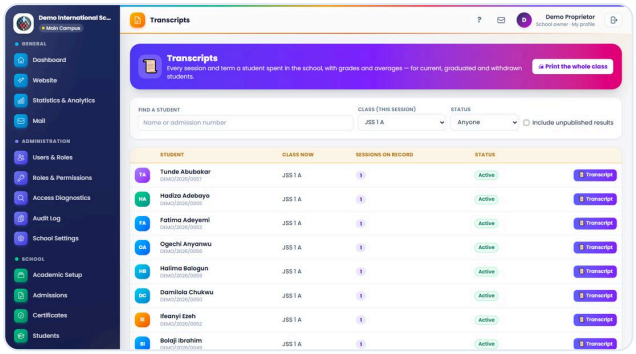
> 💡 Form teachers see their own classes.
> 💡 The owner can change the rules for the class.

▶ In the portal, press Help on this page to watch its short video.

Transcripts

Every session and term of a student on one signed page.

1. Find a student by name or admission number, or choose a class.
2. Click Transcript to open and print it.
3. Print the whole class at once with the button at the top.



Include unpublished results only for internal checking.

Graduated and withdrawn students can be found with the Status filter.

▶ In the portal, press Help on this page to watch its short video.

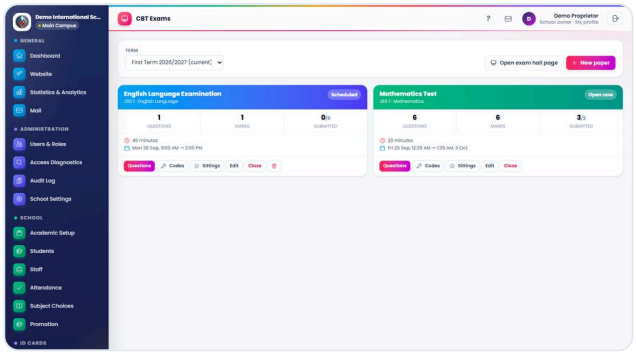
7 CBT

Computer-based tests and the question bank

CBT Exams

Create computer-based tests and exams, add questions, and schedule them.

1. Create a paper: class, subject, duration, open and close time.
2. Link it to a result heading (e.g. Test 2 or Exam) so scores flow into results.
3. Add questions (type them or paste many at once).
4. Mark it Ready.



💡 Students sign in at /cbt with Admission No + class + term + session + PIN and see only their own subjects.

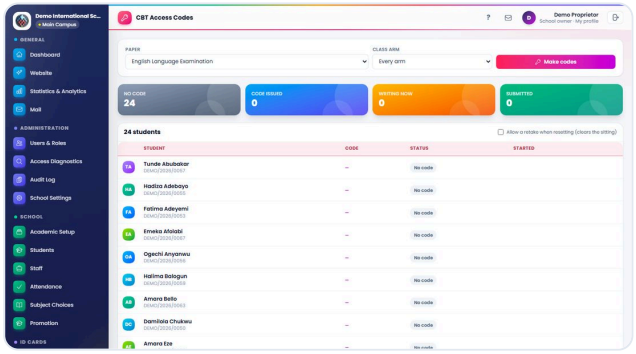
💡 Each paper shows where its score goes (e.g. Test 2 /20). A red warning means its heading is no longer in the class's layout: click “Use … instead” to fix it.

▶ In the portal, press Help on this page to watch its short video.

Access Codes

One-time slip codes for a paper, if you prefer slips to PIN sign-in.

1. Choose the paper and class arm.
2. Issue codes and print the slips.



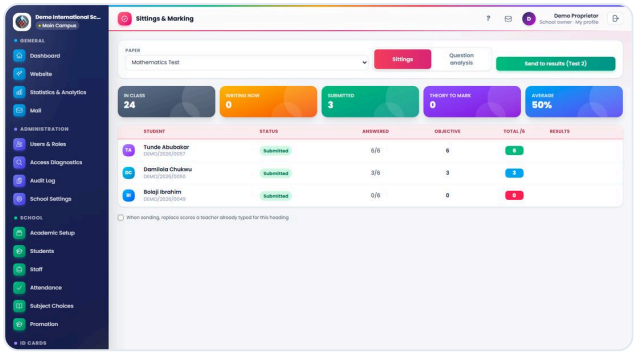
💡 A code resumes the same sitting after a power cut; the deadline never moves.

▶ In the portal, press Help on this page to watch its short video.

Sittings & Marking

Watch sittings live, mark theory answers, see question analysis, and send scores to results.

1. Choose the paper.
2. Mark theory answers if any.
3. Click "Send this paper to results…": choose the result heading (the paper's own is chosen for you), the term, every arm or one arm, and whether to send only sittings not sent before. Scores are scaled to the heading's maximum.
4. To send everything at once, click "Send all to results" at the top: every class paper of the term goes into the heading it fills, whatever the class, subject or kind of assessment.



"Send all" shows how many papers and sittings will go before you confirm, and afterwards lists each paper: what was sent, what was left out and why.

A paper whose results are published, or whose heading is not on the class's score sheet, is reported and the others still go.

Scores a teacher already typed are kept unless a results officer ticks "Replace".

Question analysis shows which options students picked.

▶ In the portal, press Help on this page to watch its short video.

Question Bank

Every question the school owns, by class, subject and topic, to reuse on any paper.

1. Choose the class and subject (and topic).
2. Add an Objective or Theory question, or Paste many at once.
3. Tick questions that share a passage or diagram and click Group the ticked questions.
4. From a paper, tick questions here and click Add to the paper.

A question in a group brings its whole group onto the paper.

Questions for entrance or recruitment exams are kept apart from school questions.

▶ In the portal, press Help on this page to watch its short video.

8 ID Cards

Card setup, issuing and the card registry

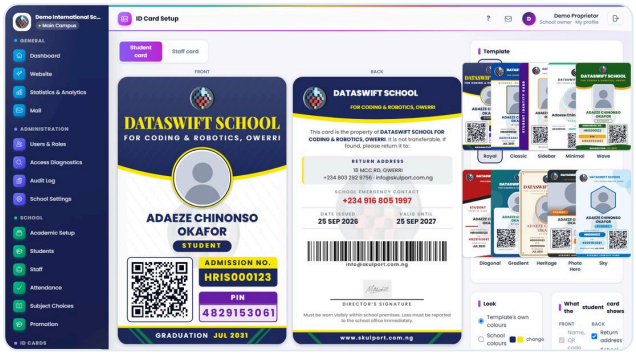
ID Card Setup

Choose card templates, colours and what appears on student and staff cards.

1. Pick a template for students and one for staff.
2. Check the preview and save.

> The school logo, colours and Director's signature come from School Settings.

▶ In the portal, press Help on this page to watch its short video.



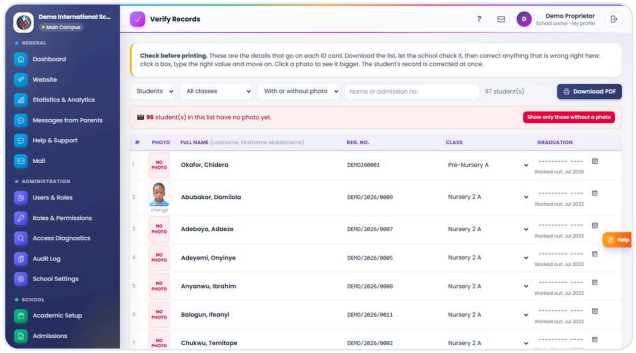
Verify Records

The list the school checks before ID cards are printed: names, registration number, class and graduation for every student, and names, staff ID and position for staff.

1. Choose Students (one class or all) or Staff.
2. Click Download PDF and give the list to the school to check and sign.
3. Correct anything wrong in the list: click the box, type the right value and move on. The box turns green when it is saved.
4. When the list is right, go to Issue & Print IDs.

> A correction here changes the person's record everywhere, not only on the card.
>
> Type the name as: Lastname, Firstname Middlename (with the comma).
>
> Graduation is worked out from the class. Type a month only for a special case; clear it to go back to the worked-out date.
>
> Changing the class moves the student to that class for the current session.
>
> Click a photo to see it bigger. NO PHOTO means none yet: click it to add one. “Show only those without a photo” gives the list of pictures to look for.
>
> Download PDF for several classes asks: Sorted in classes (each class on its own pages, to hand to each class teacher) or All straight (A–Z).

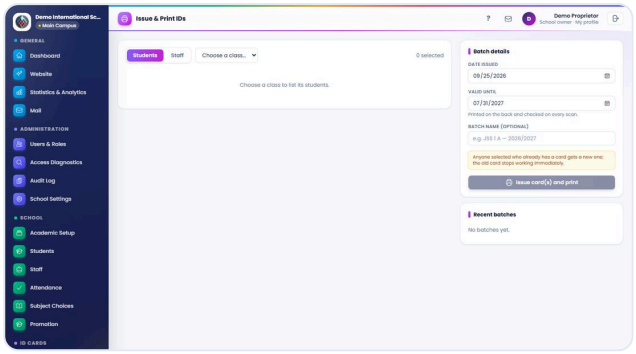
▶ In the portal, press Help on this page to watch its short video.



Issue & Print IDs

Issue cards to a class or to staff, and view each batch. SkulPort prints the cards for your school.

1. Choose students (by class) or staff.
2. Tick who needs a card and click Issue.
3. Open the batch to check names, photos and classes.
4. Contact SkulPort support to have the batch printed.



💡 Under your SkulPort agreement, ID cards are produced by SkulPort only: cards on screen are stamped DO NOT PRINT and cannot be printed or downloaded, unless SkulPort has switched on "Can Print IDs" for your school.

💡 Each card has a QR code that shows whether it is still valid.

💡 Valid until: one date for everyone, or “until each student finishes school” (each card runs to that student's graduation month).

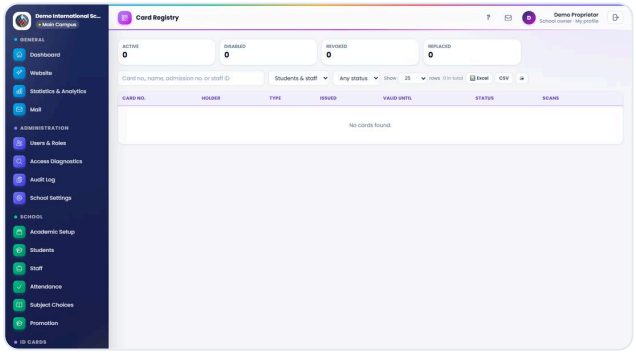
💡 Check the records first in ID Cards → Verify Records.

▶ In the portal, press Help on this page to watch its short video.

Card Registry

Every card ever issued, with its status. Disable, revoke or replace lost cards.

1. Search by card number, name or admission number.
2. Open a card to change its status or replace it.



💡 Download the list as Excel from the tools bar.

▶ In the portal, press Help on this page to watch its short video.

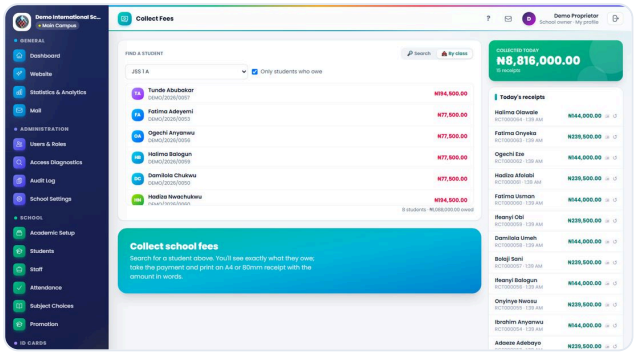
9 Accounting

Fees, expenses, payroll and the books

Collect Fees

Receive fees, give counter discounts and print receipts.

1. Find the student: search by name, admission number, parent's name or phone, or receipt number — or browse By class (with what each owes).
2. Type the amount (or click All), how it was paid and into which account.
3. To give a discount, open "Give a discount", enter the amount and the reason.
4. Click Receive & issue receipt, then print A4 or 80mm.



Money beyond what is owed is kept as credit.

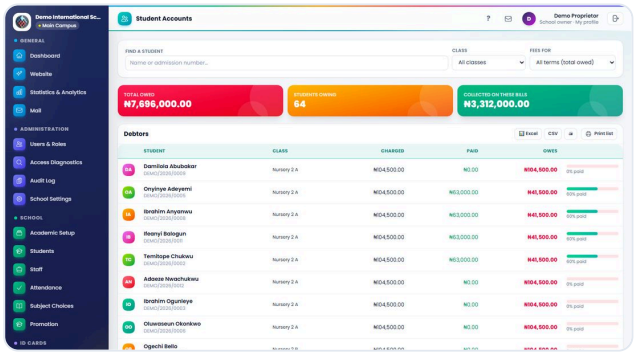
A receipt cannot be deleted — reverse it with a reason.

▶ In the portal, press Help on this page to watch its short video.

Student Accounts

Debtors list, each student's statement, bills and discounts.

1. Filter debtors by term and class; download as Excel.
2. Click a student to see the statement, add a bill or a discount.



Print a statement or the debtors list to send home.

▶ In the portal, press Help on this page to watch its short video.

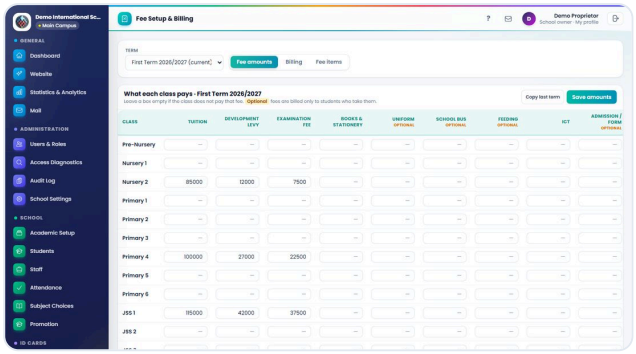
Fee Setup & Billing

Fee items, the amount per class and term, and billing whole classes.

1. Create fee items (Tuition, Books…).
2. Set the amount for each class for the term.
3. Bill a class — every student in it is charged.

Optional items are billed only to students you choose.

▶ In the portal, press Help on this page to watch its short video.



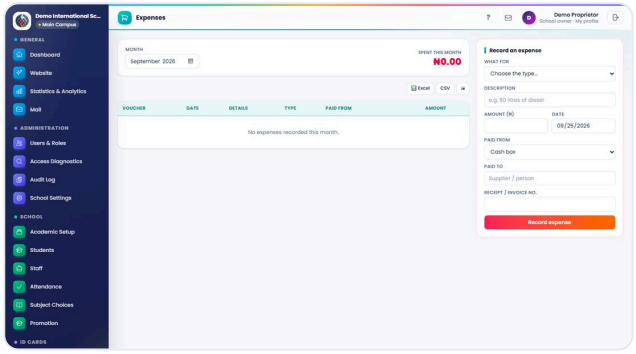
Expenses

Record spending with a payment voucher.

1. Choose the type of expense and where the money came from.
2. Enter payee, amount and details, and save.
3. Print the voucher.

Download the month's expenses as Excel.

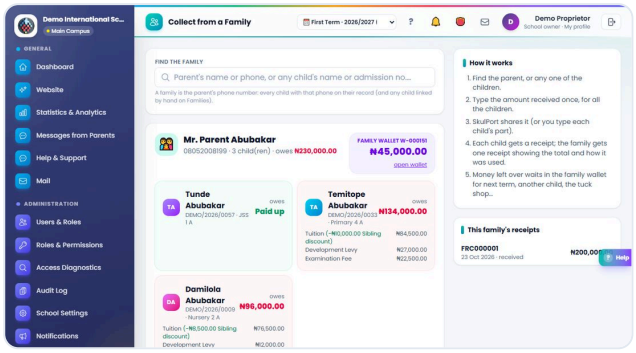
▶ In the portal, press Help on this page to watch its short video.



Collect from a Family

One payment from a parent for all their children: shared among the children's fees, a receipt for each child and one family receipt showing how it was used.

1. Find the family: the parent's name or phone, or any child's name or admission number.
2. See every child with what they owe, and the family wallet.
3. Type the amount received once. SkulPort shares it (oldest fees first, eldest child first in the same term), or choose "I'll type each child's amount".
4. Click Receive & issue receipts. Print the family receipt; each child's own receipt is ready too.



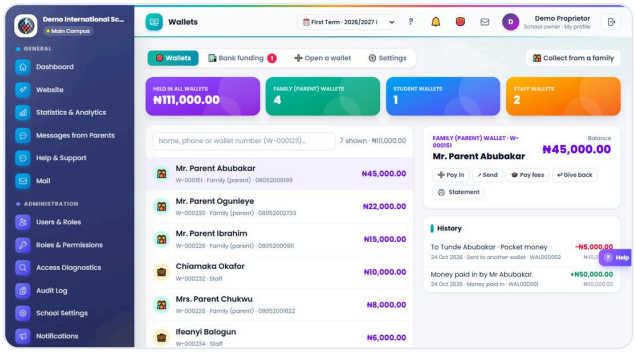
> 💡 Money left over goes into the family wallet for later: next term, another child, the tuck shop.
>
> 💡 "Pay from the family wallet" uses money already in the wallet.
>
> 💡 Discounts and scholarships are already taken off the fees shown.
>
> 💡 On Collect Fees, a child with brothers or sisters shows "Collect for the whole family".

▶ In the portal, press Help on this page to watch its short video.

Wallets

Money families, students and staff keep with the school: paid in, kept until needed, sent to others, used for fees and the store, or given back.

1. Every wallet has a number (W-000123), for bank transfers.
2. Open a wallet and click Pay in (cash, POS, transfer, cheque), Send (to a parent, student, staff or wallet number), Pay fees, or Give back.
3. Bank funding tab: people who paid into the school's account with "Wallet Funding W-…" tell the school on their portal; check each against the bank statement and confirm it.
4. From the bank statement: add a Wallet Funding transfer nobody told you about.
5. Settings: transfers on or off, students sending to students, a student's daily limit, the smallest online top-up and the school's bank details shown to parents.



Every new student, member of staff and parent account gets a wallet automatically. For those made before wallets (or imported), click "Open the missing wallets": only those without one get a wallet.

Parents, students and staff also fund their own wallets online (Paystack / Flutterwave) from their portal.

Boarders' pocket money: parents send it to the child's wallet; the child spends it at the store or tuck shop with the wallet.

In the books the money sits in "Wallets (Families, Students & Staff)", a liability, until it is used.

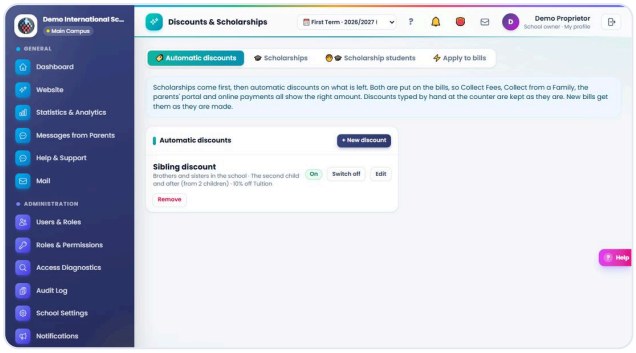
The statement prints every movement with the balance after each.

▶ In the portal, press Help on this page to watch its short video.

Discounts & Scholarships

Automatic discounts and scholarships, worked out on the bills so every payment page shows them. Hand-given discounts still work.

1. Scholarships: full, half and tuition-only are ready; add your own (a percentage or a fixed amount per term, of every fee or chosen fees).
2. Scholarship students: choose students, the scholarship, the terms and the sponsor. Their bills change at once; a full scholarship leaves nothing to pay.
3. Automatic discounts: siblings (which child: second and after, third and after, youngest…), children of staff, a group you choose, whole classes, or paying everything by a date. A percentage or a fixed amount, off every fee or chosen fees (e.g. Tuition only).
4. Apply to bills: after a change, bring the term's bills up to date.



💡 Order: scholarships first, then discounts on what is left, then any hand-given discount.

💡 New bills get the discounts and scholarships as they are made.

💡 The early-payment discount is given when a payment by the date clears everything owed, at the counter, by family payment or online.

💡 Bills already paid are never changed.

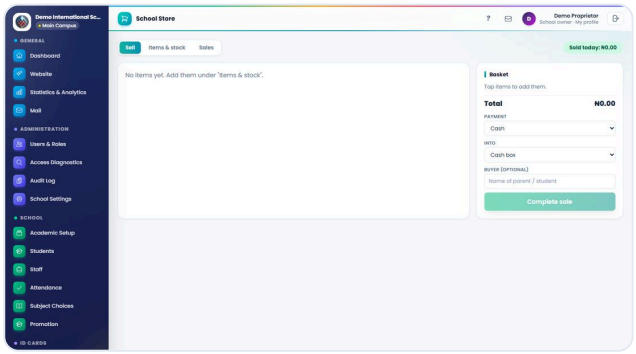
💡 On Student Accounts, the discount you edit is the hand-given part; the automatic parts are shown beside it.

▶ In the portal, press Help on this page to watch its short video.

School Store

Books, uniforms and other items: stock, sales (cash or to a student's account) and receipts.

1. Add items with cost and selling price, then receive stock.
2. Sell: add items to the cart, choose the buyer and payment, and save.



💡 The Sales tab can be downloaded as Excel.

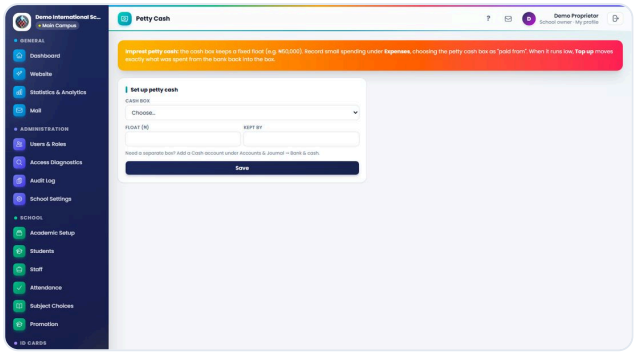
▶ In the portal, press Help on this page to watch its short video.

Petty Cash

Small cash floats kept by a custodian, spent and topped up.

1. Set up a float and its custodian.
2. Record small spends; top it up when low.

▶ In the portal, press Help on this page to watch its short video.

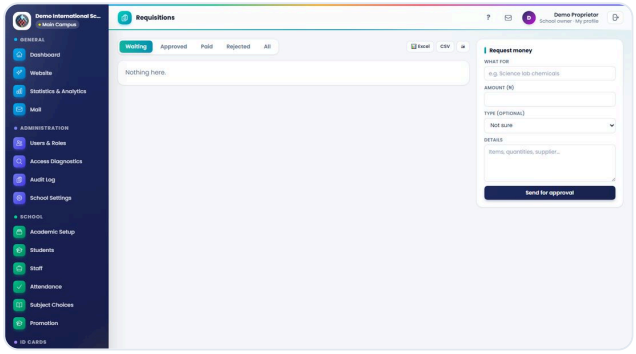


Requisitions

Staff request money; managers approve; the bursar pays.

1. Click New requisition, describe what and how much.
2. The approver approves or rejects with a comment.
3. Approved requests are paid as an expense.

▶ In the portal, press Help on this page to watch its short video.

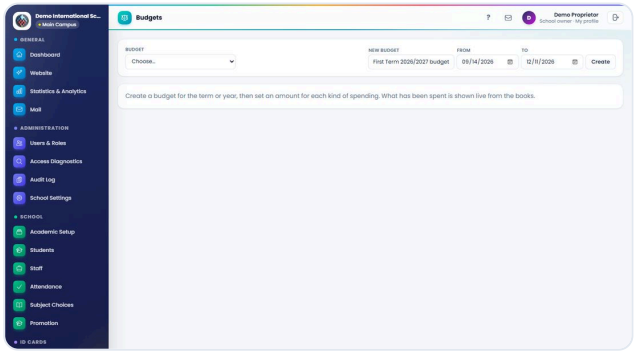


Budgets

Plan spending per account and compare with what was actually spent.

1. Create a budget for the term or year.
2. Enter the amount per account.
3. Watch the budget-vs-actual bars.

▶ In the portal, press Help on this page to watch its short video.



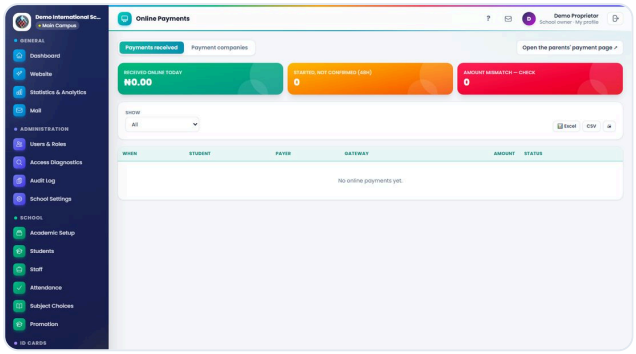
Online Payments

Let parents pay online (Paystack, Flutterwave, Monnify, Squad, Remita) and see what came in.

1. Settings: switch on a gateway and paste its keys.
2. Parents pay at /pay with the student's PIN; receipts are issued only after the gateway confirms.

Mismatched amounts are flagged for checking.

▶ In the portal, press Help on this page to watch its short video.



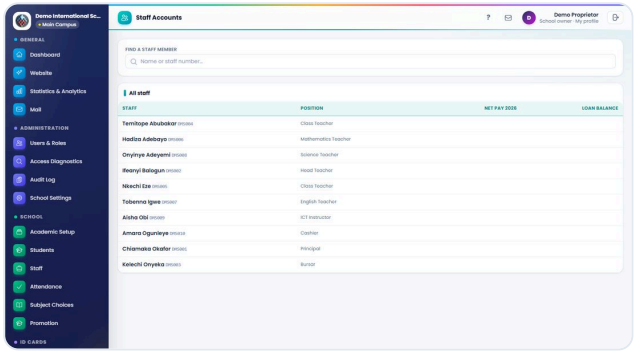
Staff Accounts

Each staff member's salaries, deductions, loans and requisitions on one page.

1. Accounts staff: pick a staff member (or see everyone's loan balance).
2. Click a salary month to see its make-up.

Every staff member can open their own account from My Profile.

▶ In the portal, press Help on this page to watch its short video.

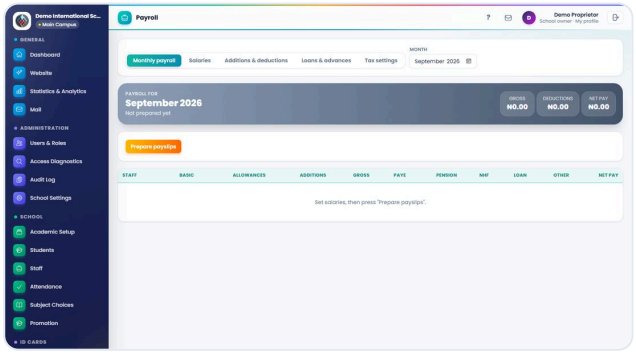


Payroll

Salaries, allowances, PAYE (NTA 2025), pension, NHF, loans and the monthly payroll run.

1. Set each staff member's salary (opens in a window).
2. Prepare the month, check payslips, approve (posts to the books), then mark paid.
3. Download the bank schedule and print payslips.

▶ In the portal, press Help on this page to watch its short video.



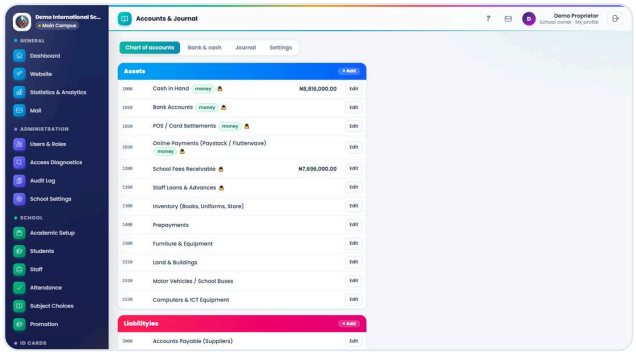
Accounts & Journal

Chart of accounts, bank and cash accounts (with opening balances) and manual journals.

1. Add bank/cash accounts with their opening balance.
2. Use a manual journal only for corrections — fees, expenses and payroll post themselves.

💡 Every entry must balance; entries are reversed, never deleted.

▶ In the portal, press Help on this page to watch its short video.



Financial Reports

Account balances, income statement, balance sheet, trial balance, ledgers, fee collections and discounts — for any dates.

1. Pick the dates (or a preset: today, month, term, year).
2. Account balances: every account with brought forward, debits, credits and balance. Click a balance to open its ledger.
3. In a ledger, click a line to see the whole entry behind it.
4. Download any report as Excel or CSV.

💡 Bank and cash balances are split per account under their ledger.

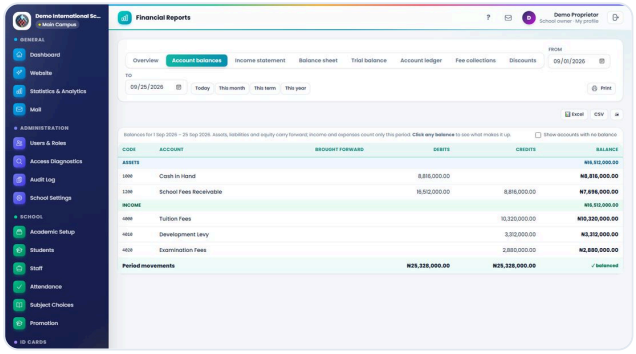
💡 The Discounts tab lists every discount with the student, fee, reason and who gave it.

💡 More than one branch? Choose Branches → All branches together for the whole business: every report adds up all the branches, and the Overview shows them branch by branch.

💡 Branches that are really one school (e.g. Nursery/Primary and Secondary): click "Report branches as one school", tick them and give the group a name. Tick "Open … already put together" and the reports open that way.

💡 What branches owe each other for students who moved (Due from / Due to Other Branches) is set off when they are reported together.

▶ In the portal, press Help on this page to watch its short video.



! ID cards: SkulPort produces them

Please read

Under each school's SkulPort agreement, student and staff ID cards are produced and printed by SkulPort (DataSwift Portal Services), not by the school.

The portal lets the school issue and **view** its cards to check names, photos and classes. On screen every card is stamped **DO NOT PRINT**, and the portal will not print or download it. Printing, copying or otherwise reproducing ID cards from the portal, or producing cards from SkulPort data in any other way, is not part of the agreement: it is unauthorised and a breach of the agreement.

Where SkulPort agrees in writing that a school may print its own cards, SkulPort switches on "Can Print IDs" for that school and the stamp is removed.

Ordering cards

1. Issue the cards for a class or for staff (ID Cards → Issue & Print IDs).
2. Check each card on screen.
3. Contact SkulPort support to have the batch printed and delivered.
4. Lost or damaged card? Disable or replace it in the Card Registry, then order the replacement.

SkulPort
SCHOOL MANAGEMENT SYSTEM
For Nigeria & African School Systems

We are here to help

SkulPort is built and supported in Nigeria by DataSwift Portal Services.

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