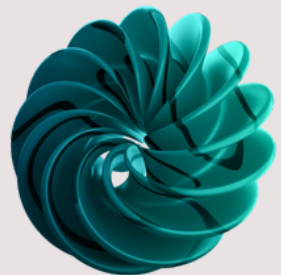


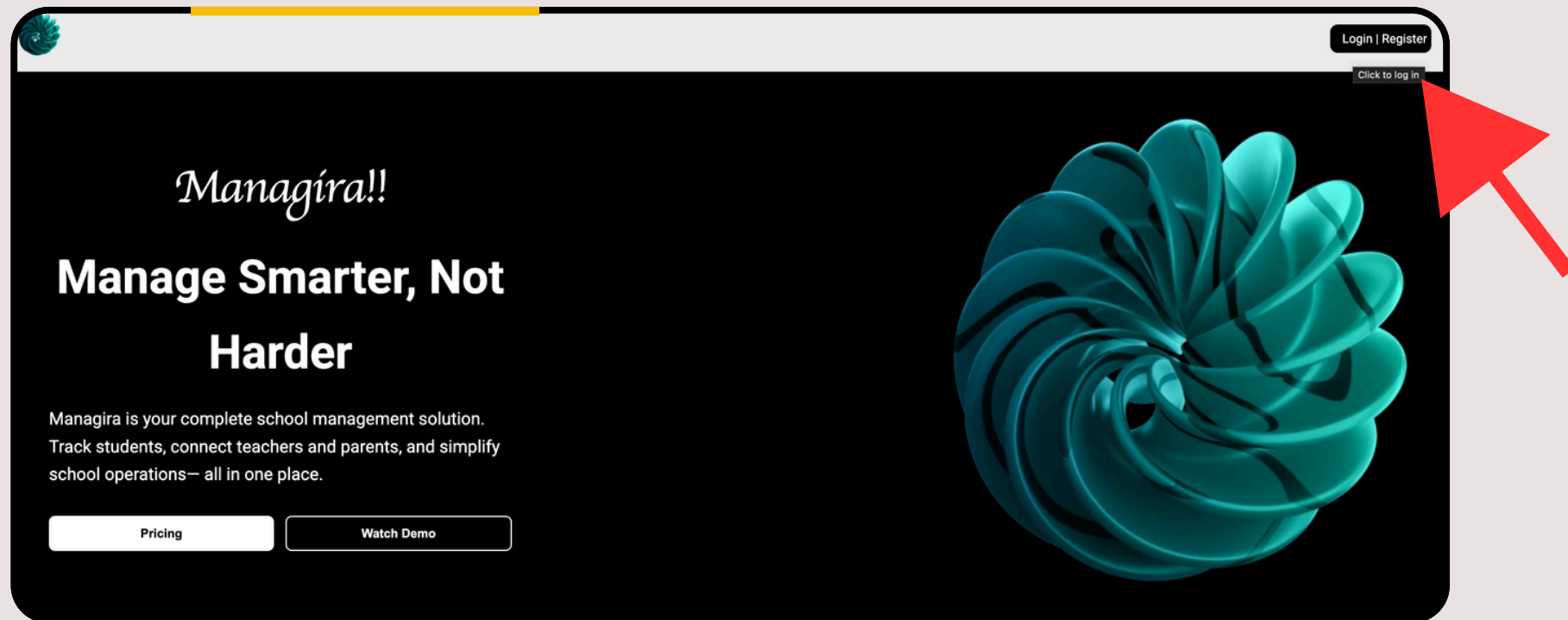
# Managira

## School Management System

Onboarding Starter Pack



# Step 1



- Visit “[Managira.com](https://Managira.com)”
- click on “Sing in | Sign Up” on the top right corner

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

A screenshot of the Managira login page. The page is white with a light gray border. At the top, it says "Welcome Back" in a bold font, followed by "Sign in to your organization account" in a smaller font. Below this, there are two input fields: "Email Address" with the placeholder text "you@example.com" and "Password" with the placeholder text "Enter your password". A "Sign In" button is located below the password field. Underneath the "Sign In" button, there is a link that says "Don't have an account? Register Now (Single School)". Below that, there is a link that says "Forgot Password?". At the bottom, there is a section titled "Quick Access" with two buttons: "Parent Login" and "Hub Login".

# Managira Logged in Welcome Page

## A. Organization Identity

Your organization name appears at the top left, confirming you are in the correct workspace.

## B. Search and Navigation

The top bar includes search, your user greeting, and the main menu for quick access to core features.

## C. Quick Actions

Use the Org Dashboard and School Website buttons to move directly to key areas of the platform.

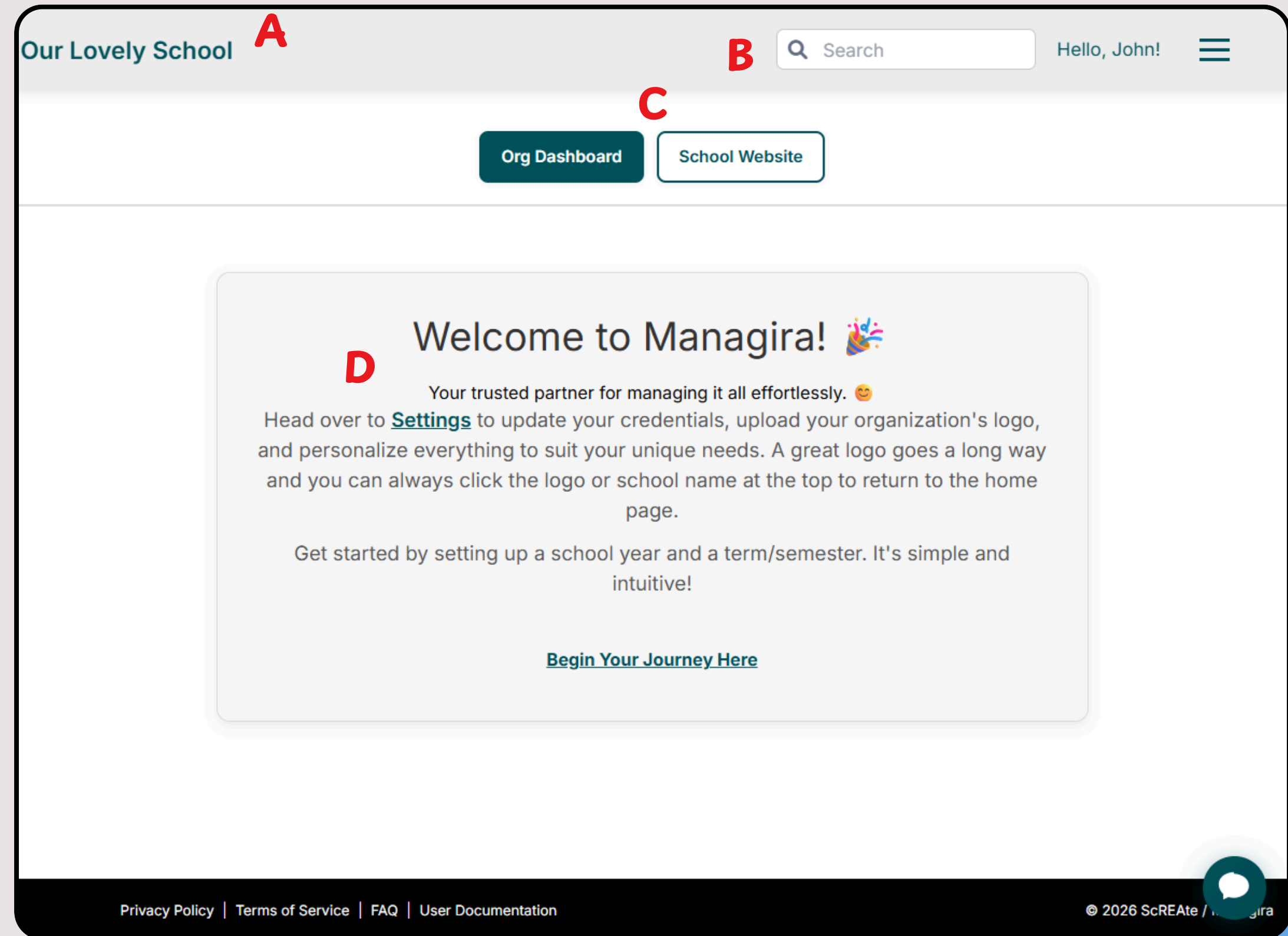
## D. Guided Setup

The main panel highlights your recommended next steps, including updating credentials, personalizing your workspace, and setting up your academic term.

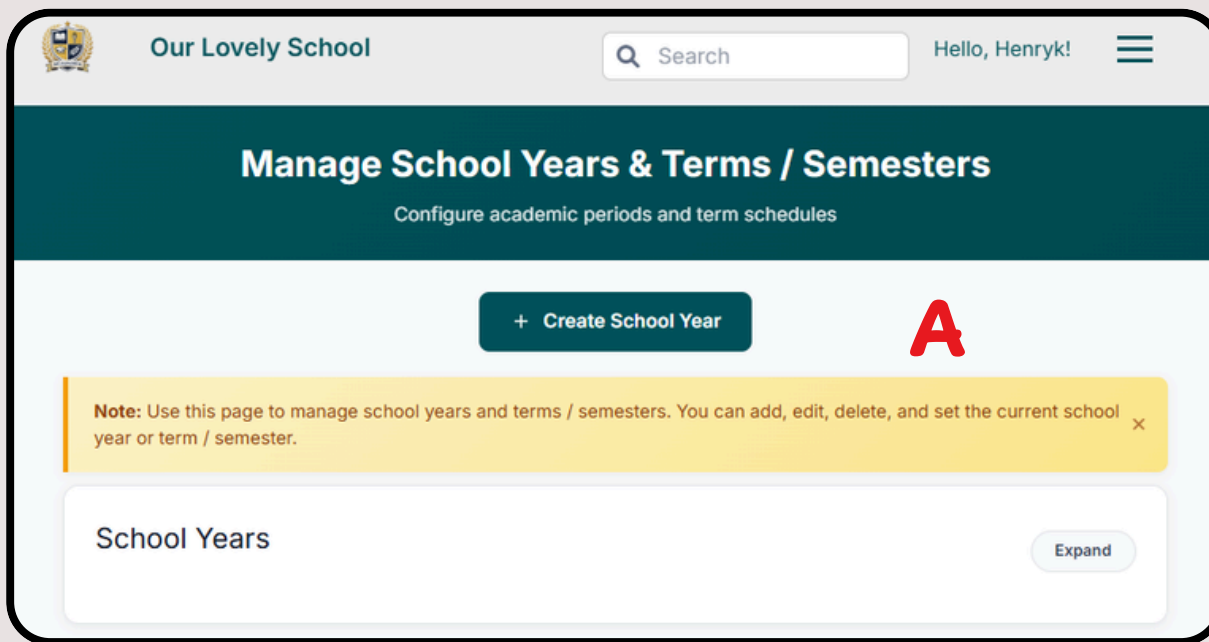
**Tip:** Your organization name or logo can be used as a quick path back to the home dashboard.

## Next Step

Select **Begin Your Journey Here** to continue setup.



First time login view of managira

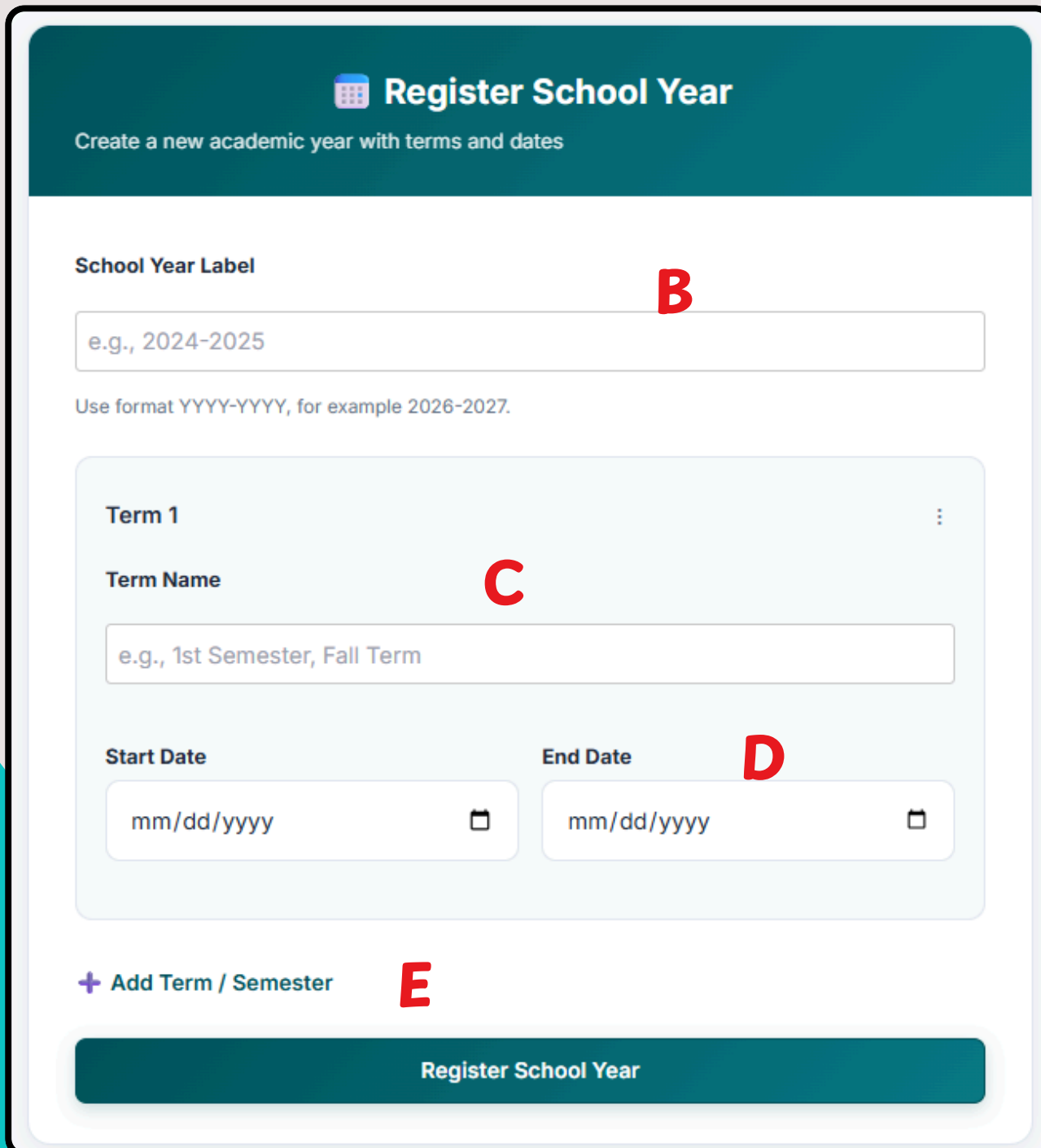


## A. Start Setup

Clicking **Begin Your Journey Here** brings you to the **Manage School Year and Term page**.

Select **Create School Year** at the top to begin setting up your academic year and term.

# Step 2



## Register school year

### B. Define School Year

Enter the academic year using the format (e.g., 2024–2025).

### C. Name the Term

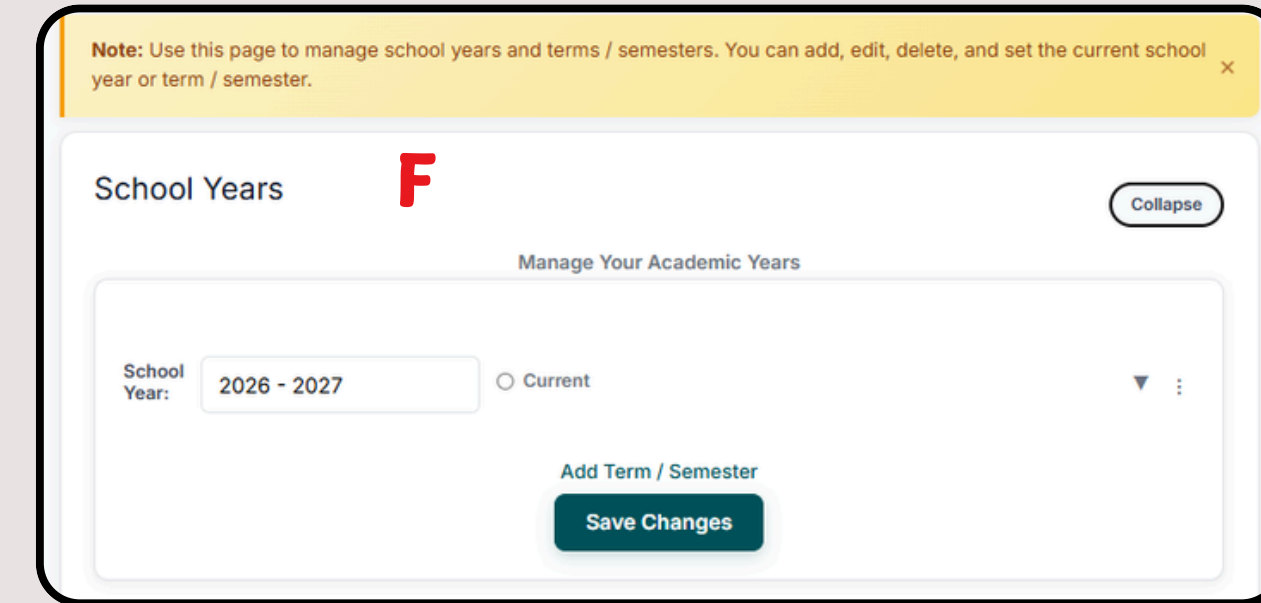
Provide a clear term name (e.g., 1st Semester or Fall Term).

### D. Set Term Dates

Select the start and end dates for the term. (You can remove a term before saving using the delete (–) option.)

### E. Add Additional Terms

Use **Add Term / Semester** to include more terms as needed (typically up to three).

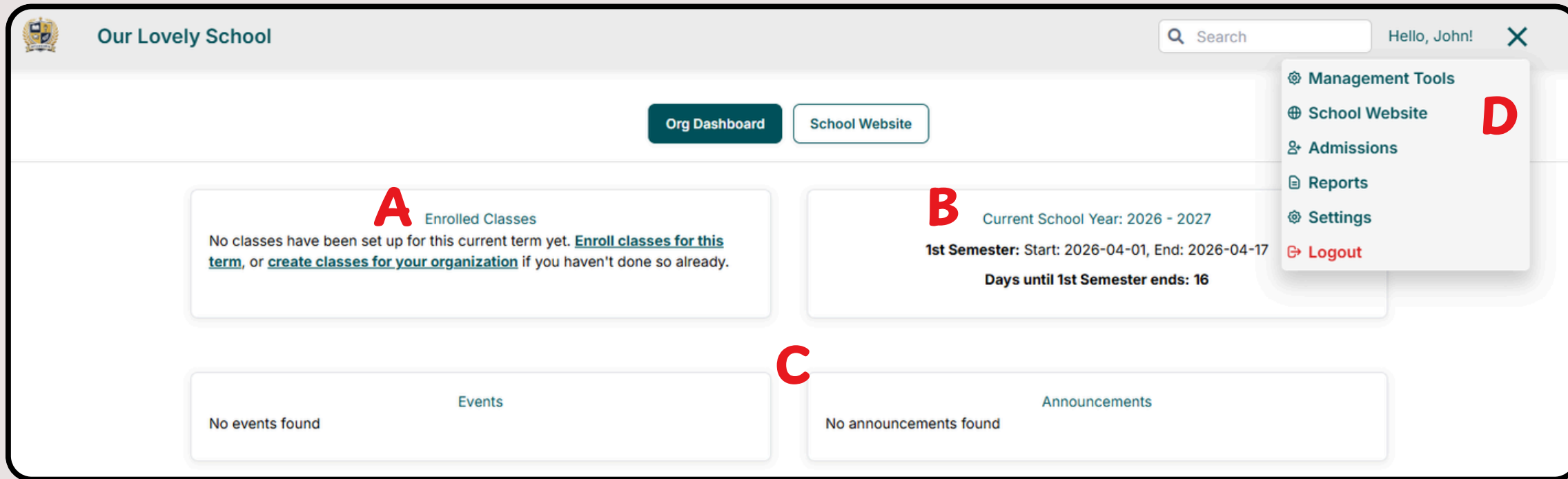


## Manage School Year

After creating the school year, you can manage it on this page.

F. Activate the school year and term by selecting **Current** beside each one. This makes them the active school year and term displayed on the dashboard.

**Note:** This page can also be used to edit or update created school years.



The Organization Dashboard is your main workspace once a school year and term is created and activated.

### A. Enrolled Classes

View classes assigned to the current term, including teacher assignments where available.

### B. Active School Year

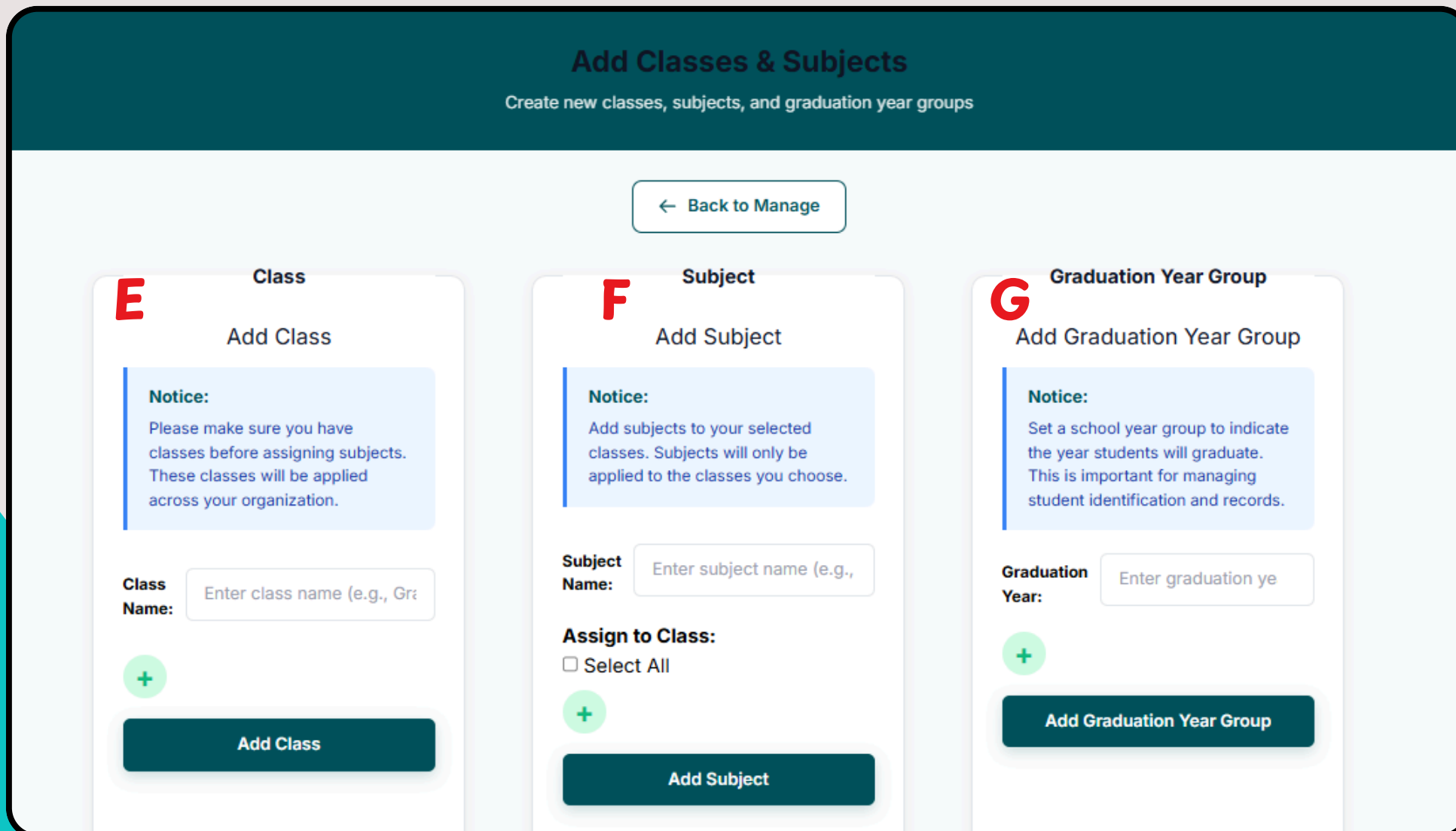
See the current school year and term, including start and end dates and the remaining days in the term.

### C. Events and Announcements

Track upcoming events and view announcements shared within your organization. Public announcements are managed separately on the public page.

### D. Navigation Tools

Use the navigation menu to access key areas such as school year management, admissions, reports, settings.



**Create Classes under Enrolled Classes lets you Create new classes, Subject & Graduation Year Group for your organization.**

### E. Add Class

Create one or more classes. Use the + button to add multiple classes at once.

### F. Add Subject

Add subjects and assign them to the created classes.

### G. Add Graduation Year Group

Add graduation year groups by entering the expected graduation year for students, if needed.

### Next Step

Click Back to view what you created, then return to the dashboard to enroll the classes.

# Step 3

## Adding Students & Employees

### Adding Student

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

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

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

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

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

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

The screenshot shows the 'Add New Students' form. At the top, there are two radio buttons: 'Current Term Enrollment' (selected) and 'Future Term Enrollment'. Below this is a red-bordered box containing several input fields: 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'Gender' (a dropdown menu), 'Hometown', 'Class' (a dropdown menu), and 'Graduation Year Group' (a dropdown menu). Below these fields is a 'Subjects' section with a dropdown menu labeled 'Select class to load subjects'. At the bottom of the red-bordered box is a 'Student Image' section with a 'Choose File' button and 'No file chosen' text. Below the red-bordered box is a 'Guardians' section with an 'Add Guardian' button. At the bottom of the form, there are two buttons: '+ Add Another Form' and 'Save'. A red arrow labeled 'A' points to the radio buttons, 'B' points to the red-bordered box, 'C' points to the 'Add Guardian' button, 'D' points to the '+ Add Another Form' button, and 'E' points to the 'Save' button.

### Add Employee

Go to Management Tools → Employee Management to add a new staff member.

### F. Complete Employee Details

Fill in the employee's name and email address.

### G. Select Role

Choose a role: Manager, Supervisor, or Teacher.

### H. Assign Responsibilities

Assign classes and subjects for teaching staff. Leave blank for non-teaching roles.

### I. Submit & Access

After submission, the employee will receive an email to set their password and can then sign in to access their assigned features.

The screenshot shows the 'Create Employee' form. At the top, there are two input fields: 'First Name' (with a red 'F' above it) and 'Last Name'. Below these is an 'Email Address' input field. Below the email field is a 'Role' dropdown menu (with a red 'G' above it). Below the role dropdown is a section titled 'Optional Extra Permissions' (with a red 'H' above it) containing a grid of checkboxes for various permissions: 'Manage Employees', 'Manage Students', 'Manage Guardians', 'Manage Assessments & Scores', 'Mark Attendance', 'Manage Reports/Printing', 'Manage School Records', 'Manage Promotions', 'Approve Promotions', 'Approve Admissions', 'Publish Events & Announcements', 'Manage School Years & Terms', 'Manage Classes & Subjects', 'Generate Transcripts', and 'Manage Billing', 'Manage Organization Settings'. Below the permissions section is a section titled 'Assign Classes & Subjects' (with a red 'I' above it) containing a 'Show/Hide Classes' button. At the bottom of the form is a 'Create Employee' button.

The screenshot shows the 'Students Enrolled in Class 1 for 1st Semester' page. At the top, there are two radio buttons: 'Teacher No. 1' and 'Teacher No. 2'. Below these is an 'Attendance' button. Below the attendance button is a 'Subjects' section with three buttons: 'English', 'Mathematic', and 'Sciene'. At the bottom of the page is a section titled 'Students Enrolled in Class 1 for 1st Semester'. A red arrow points to the radio buttons.

After teachers are added, they will show inside their respective classes. To set a Main Teacher, open the class from the Organization Dashboard and select the radio button beside the teacher's name. A green dot will show once assigned. Main teachers can access all class subjects and mark attendance.

## Enrolling Classes & Students

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

### A. Select School Year and Term

Choose the school year and term for the enrollment.

### B. Choose Classes

Select the classes you want to enroll for that term.

### C. Add Students

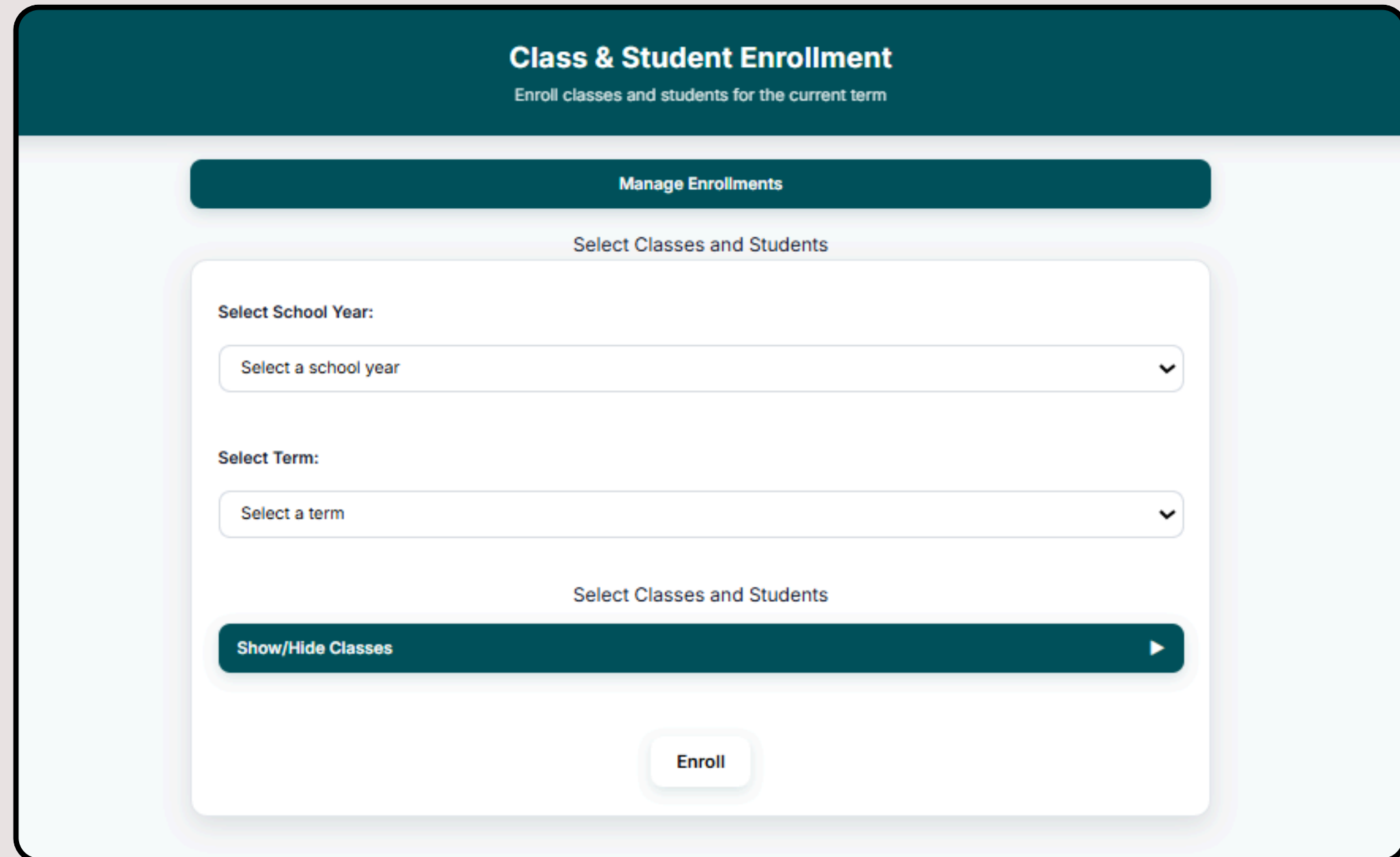
Select the students to place in those classes. You can enroll classes first and add students later if needed.

### D. Update Class Placement

Use the class search option to find and move students between classes when needed.

### E. Save Enrollment

Click **Enroll** to save your selections.



The screenshot shows a web interface titled "Class & Student Enrollment" with the subtitle "Enroll classes and students for the current term". The interface is divided into sections. At the top, there is a dark teal header with the title and subtitle. Below this is a section titled "Manage Enrollments" with a sub-section "Select Classes and Students". This section contains two dropdown menus: "Select School Year:" with the placeholder text "Select a school year" and "Select Term:" with the placeholder text "Select a term". Below these is another "Select Classes and Students" section containing a "Show/Hide Classes" button with a right-pointing arrow. At the bottom of the form is an "Enroll" button.

# Step 4

## Adding Assessment Test & Grading

Complete the form to create a new test: This could be found under Management tools

- **Test Name** – Enter the assessment name, such as CAT 1, Class Test 1, or Exams.
- **Test Weight (%)** – Enter the percentage value for the test. Assessment weights for a class should usually total 100%.
- **Score Out Of** – Set the maximum score, such as 20.
- **Category** – Choose the assessment type, such as Class Assessment, Exams Assessment, or Other.
- **Edit Window** – Set the start and end dates for when the assessment can be edited.
- **Options** – You can choose to lock the assessment, activate it immediately, or email affected class teachers.
- **Assign Test** – Select the classes and subjects the test should apply to. You may also create multiple assessments at once.
- Click **Submit** to create the assessment.



### Grading Assessments

Created assessments will appear under each subject on the assessment page Inside classes. To grade, open the class from the dashboard, select the subject, enter student scores, and save. Saved scores are securely stored and used to generate report cards and transcripts.

You're all set for a great management session.

Thank you for choosing Managira!

Manage Assessment

### Add New Test

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

Test Name:

Test Weight (%):

Score Out Of:

Category:

Edit Window Start:

Edit Window End:

Lock this assessment

Activate now

Email affected class teachers

Assign Test to Classes and Subjects

Show/Hide Classes ▶