

■ EduKit SMS

Administrator Guide

Complete system setup, user management, and configuration guide

edukits.com.ng · Version 1.0 · 2025

1. Overview

The Administrator is the highest-level user in the EduKit SMS. You are responsible for setting up the school, configuring the system, managing all user accounts, and overseeing every module. This guide walks you through every administrative function.

2. First-Time Setup

2.1 School Registration

- Go to edukits.com.ng and click "Register School".
- Enter your school name, address, LGA, state, and school type (Primary / Secondary / Both).
- Enter the principal's name, email, and phone number.
- Choose a unique school code (used by staff and students to join).
- Select your preferred payment method: Paystack, Flutterwave, or Bank Transfer.
- Upload your school logo (optional but recommended).
- Click "Create School" — your Admin dashboard will open immediately.

■ *Keep your school code safe. Share it only with authorized staff and students.*

2.2 Configuring Academic Sessions

- Go to Settings → Academic Session.
- Create the current session (e.g. 2024/2025).
- Add terms: First Term, Second Term, Third Term with start and end dates.
- Set the current active term — this controls which term all modules operate on.

2.3 Creating Classes and Arms

- Go to Settings → Classes.
- Add classes for your school level: JSS 1, JSS 2, JSS 3, SS 1, SS 2, SS 3 (or Primary 1–6).
- Add class arms where needed: JSS 1A, JSS 1B, JSS 1C.
- Assign a class teacher to each arm.

3. User Management

3.1 Adding Staff

Step 1: Go to Staff → Add New Staff.

Step 2: Enter name, role (Principal / Teacher / Bursar / Other Staff), email, and phone.

Step 3: The staff member will receive a login email with their password.

Step 4: Assign subjects and classes to teachers from the Staff profile page.

■ Staff can reset their password from the login page using "Forgot Password".

3.2 Adding Students

Step 1: Go to Students → Add Student or use Bulk Upload (Excel template).

Step 2: Enter student name, admission number, date of birth, gender, class, and guardian details.

Step 3: The system generates a unique student PIN for CBT access.

Step 4: Parents receive a portal access link via SMS or email.

3.3 Managing Roles and Permissions

Each role has fixed permissions. You can view the permission matrix under Settings → Roles. Admins can grant or restrict specific modules per user if needed.

4. Payment Configuration

4.1 Paystack Setup

- Go to Settings → Payments → Paystack.
- Enter your Paystack Public Key and Secret Key from your Paystack dashboard.
- Set the school fees amount per term per class.
- Enable or disable online payments at any time.

4.2 Bank Transfer Setup

- Go to Settings → Payments → Bank Transfer.
- Enter your school's bank name, account number, and account name.
- Parents upload payment receipts which the Bursar approves manually.

■ You can enable multiple payment methods simultaneously so parents can choose.

5. Reports and System Overview

- Dashboard: live summary of enrolled students, staff count, fees collected this term.
- Reports → Enrollment: students per class, gender breakdown, new admissions.
- Reports → Finance: total fees billed, collected, and outstanding per class or student.
- Reports → Academic: average scores by class and subject for the current term.
- Export any report to PDF or Excel from the report page.

6. System Settings

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- Settings → School Profile: update school name, logo, address, contact.
 - Settings → Notifications: configure SMS and email alert triggers.
 - Settings → Backup: export a full data backup of all student and financial records.
 - Settings → API Keys: manage EduKit AI API keys for CBT and question generation.