



EduKit SMS

Complete User Guide

Every role, one document — Admin, Principal, Teacher, Bursar, Student & Parent
edukits.com.ng · Version 1.0 · 2025

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■ EduKit SMS

Quick Start Guide

Set up EduKit SMS for your school in 10 minutes

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Get EduKit SMS Running in 10 Minutes

Follow these steps to set up EduKit SMS for your school from scratch. This guide is for the Admin or whoever is setting up the system for the first time.

■ Step 1: Register Your School (2 min)

- Go to edukits.com.ng → Register School.
- Fill in school name, state, LGA, type, and principal details.
- Choose a short school code (e.g. GRAMS2024) — staff and students will use this to join.
- Click Create School.

■ Step 2: Configure Your Session and Classes (2 min)

- Settings → Academic Session → Create session (e.g. 2024/2025) → Add terms.
- Settings → Classes → Add all your classes and arms.
- Set the current active session and term.

■ Step 3: Add Staff (2 min)

- Staff → Add Staff → Enter name, role, email.
- Staff receive login credentials by email automatically.
- Assign subjects to teachers from their profile.

■ Step 4: Add Students (2 min)

- Students → Add Student (one by one) or Bulk Upload (Excel).
- Each student gets a unique PIN for CBT access.
- Parent portal links are sent automatically if parent email/phone is provided.

■ Step 5: Set Up Fees (1 min)

- Finance → Fee Structure → Add Fee Items with amounts per class.
- Configure Paystack or Flutterwave keys if using online payments.
- Activate the fee structure for the current term.

■ Step 6: Generate Your First CBT (1 min)

- Open EduKit CBT (edukit-CBT.html or from the dashboard).
- Select exam type, subject, class, and number of questions.
- Click Generate — share the link or PIN with students.

■ **Your school is live on
EduKit!**

Visit edukits.com.ng for full guides, or email
support@edukits.com.ng for help.

■ EduKit SMS

Administrator Guide

Complete system setup, user management, and configuration guide

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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.

■ EduKit SMS

Principal Guide

School oversight, academic approvals, and performance reports

edukits.com.ng · Version 1.0 · 2025

1. Overview

As Principal, you have a high-level view of your entire school — student performance, staff activity, fee collection status, and academic progress. You can approve key actions, generate reports for proprietors and SUBEB, and oversee all departments without editing sensitive system settings.

2. Dashboard

- Open your browser and go to edukits.com.ng → Login with your email and password.
- The Principal Dashboard shows: total students, staff, term fees status, upcoming events, and a quick academic performance overview.
- Click any card on the dashboard to drill down into the full report.

3. Academic Oversight

3.1 Viewing Results

- Go to Academics → Results.
- Filter by session, term, class, or subject.
- View individual student results or class averages.
- Identify students at risk (below 40% average) with the automatic flag.

3.2 Approving Report Cards

- Go to Academics → Report Cards.
- Review report cards submitted by class teachers.
- Add your principal comment and digital signature.
- Approve for printing or parent portal release.

■ Report cards are only visible to parents after the Principal approves them.

4. Staff Management

- Go to Staff → Directory to view all staff records.
- Check attendance logs and late-coming reports per staff member.

- View subject assignment: who teaches what, in which class.
- Flag underperforming staff for Admin review.

5. CBT and Examination Management

- Go to Examinations → CBT Sessions to see all exams scheduled or taken.
- View class performance on any CBT: average score, highest, lowest, pass rate.
- Download CBT results as PDF or Excel for official records.
- Approve or disable CBT sessions created by teachers.

6. Finance Overview

- Go to Finance → Summary for the full term financial picture.
- See total fees billed, collected, and defaulters per class.
- Access the Bursar's payment log and approval history.
- Generate a term-end finance report for the proprietor.

7. Communication

- Go to Communicate → Broadcast to send a message to all parents, all staff, or a specific class.
- Messages can be sent via the parent portal, SMS (if SMS credits are loaded), or email.
- View message delivery reports.

1. Overview

Teachers use EduKit SMS to manage their assigned classes, enter student scores, generate CBT exams using AI, create lesson notes, and communicate with parents. This guide covers all the tools available to you as a teacher.

2. Logging In

- Go to edukits.com.ng and click "Staff Login".
- Enter the email and password sent to you by the Admin.
- On first login, change your password under Profile → Change Password.

3. My Classes

- From your dashboard, click "My Classes" to see all classes and subjects you teach.
- Click any class to open the class register with the full list of students.
- Mark attendance daily: click a student's name and select Present, Absent, or Late.

4. Entering Scores and Results

4.1 Continuous Assessment (CA)

Step 1: Go to My Classes → [Class Name] → Scores.

Step 2: Select the term and subject.

Step 3: Enter CA1, CA2, and CA3 scores for each student (maximum as set by Admin).

Step 4: Click Save. Scores are auto-totalled.

4.2 Examination Scores

Step 1: After exams, go to Scores → Examination.

Step 2: Enter the exam score for each student (maximum as configured).

Step 3: Total score, grade, and position are calculated automatically.

Step 4: Submit for Principal approval before report cards are generated.

■ You cannot edit scores once the Principal has approved them. Contact the Admin to unlock.

5. CBT — Generating and Managing Exams

5.1 Creating a CBT Exam

Step 1: Go to CBT → Create New Exam.

Step 2: Select exam type (WAEC, NECO, BECE, Common Entrance, or Custom).

Step 3: Select your subject, class, number of questions, and difficulty.

Step 4: Click Generate — the AI will produce the questions in seconds.

Step 5: Review and edit any questions, then click Publish.

Step 6: Share the exam link or PIN with students.

5.2 Monitoring a Live CBT

- Go to CBT → Active Exams to see who has joined and is currently taking the exam.
- You can see how many questions each student has answered in real time.
- End the exam early or extend the timer if needed.

5.3 CBT Results

- Results are available immediately after each student submits.
- Go to CBT → Results to see scores, time taken, and question-level analysis.
- Download results as PDF or Excel.

6. EduKit AI Tools for Teachers

- Lesson Notes: generate detailed, NERDC-aligned lesson notes for any topic.
- Lesson Plans: create structured 5-E lesson plans with activities and assessments.
- Scheme of Work: generate a full-term scheme of work for your subject and class.
- Question Bank: generate printable MCQ and theory questions for tests and exams.
- All tools are accessible from your dashboard under "AI Tools".

7. Communication

- Go to Communication → My Class Messages to send a message to all parents in your class.
- You can message individual parents about a specific student's performance or behaviour.
- View parent responses in the message thread.

■ EduKit SMS

Bursar Guide

Fees, payments, receipts, and financial reports

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1. Overview

The Bursar manages all financial transactions in EduKit SMS — setting fees, confirming payments, managing defaulters, and generating financial reports for the principal and proprietor.

2. Setting School Fees

- Go to Finance → Fee Structure.
- Click "Add Fee Item" to add a new fee component (e.g. Tuition, Development Levy, PTA).
- Set the amount per class level (fees can differ by class).
- Set the due date for each term.
- Activate the fee structure for the current term.

■ *Fee structures must be approved by the Admin before they become visible to parents.*

3. Confirming Payments

3.1 Online Payments (Paystack / Flutterwave)

- Go to Finance → Payments → Online.
- Payments made via Paystack or Flutterwave are automatically confirmed.
- You will receive a notification for each successful payment.
- Click any payment to see the receipt details and student record.

3.2 Bank Transfer Payments

- Go to Finance → Payments → Bank Transfer.
- Parents upload a payment receipt when making a bank transfer.
- Review the receipt image and confirm the bank's actual credit.
- Click "Approve" to mark the payment as confirmed, or "Reject" with a reason.

3.3 Cash Payments

- Go to Finance → Payments → Record Cash.
- Enter the student name or admission number.
- Enter amount received, date, and receipt number.

- Print a receipt for the parent.

4. Managing Defaulters

- Go to Finance → Defaulters to see all students with outstanding fees.
- Filter by class, amount owed, or number of days overdue.
- Send a payment reminder to the parent directly from this page.
- Generate a defaulters list PDF for the principal.

5. Financial Reports

- Finance → Term Summary: total billed, total collected, outstanding balance.
- Finance → Per-Class Report: breakdown of payments and defaulters by class.
- Finance → Student Ledger: full payment history for any individual student.
- Finance → Daily Receipts: all payments recorded today.
- Export any report to PDF or Excel.

6. Receipts and Invoices

- Go to Finance → Receipts to print or email any payment receipt.
- Go to Finance → Invoices to generate a fee invoice for any student.
- Receipts include school logo, date, amount, and payment method.

1. Overview

As a student, EduKit gives you access to your CBT exams, your results and report cards, your fee payment status, and AI-powered study tools. This guide shows you how to use the student portal.

2. Logging In

- Go to edukits.com.ng on your phone, tablet, or computer.
- Click "Student Login".
- Enter your Admission Number and your PIN (given to you by your school).
- Your dashboard will open showing your class, your recent results, and any active exams.

■ If you forget your PIN, ask your class teacher or visit the school office.

3. Taking a CBT Exam

Step 1: Your teacher will give you an exam link or a 6-digit exam code.

Step 2: Click the link or go to edukits.com.ng/cbt and enter the code.

Step 3: Enter your student PIN to verify your identity.

Step 4: Read the instructions, then click "Start Exam".

Step 5: Answer each question by clicking your chosen option (A, B, C, or D).

Step 6: Use the question panel on the right to jump to any question.

Step 7: Flag questions you want to review later using the Flag button.

Step 8: When done, click "Submit Exam". Your score appears immediately.

■ The timer counts down from the top. Submit before time runs out — the exam auto-submits when time expires.

4. Viewing Your Results

- Go to My Results to see your scores for every subject this term.
- Click any subject to see your CA scores, exam score, total, and grade.
- Your class position is shown once all scores are entered by teachers.

5. Downloading Your Report Card

- Go to My Report Card and select the session and term.
- Your report card appears once the Principal has approved it.
- Click "Download PDF" to save or print your report card.

6. Checking Your Fee Status

- Go to My Fees to see the fees for the current term.
- A green tick means paid; a red mark means outstanding.
- If your parent paid online, the status updates automatically.
- For bank transfer payments, it updates after the Bursar confirms.

7. AI Study Tools

- Go to Study Tools → CBT Practice to take practice exams for WAEC, NECO, JAMB, BECE, or Common Entrance.
- Choose your subject and number of questions, then start immediately.
- Instant results and answer explanations help you learn from your mistakes.
- Question Bank: generate extra practice questions on any topic.



Parent Guide

Fees, results, report cards, attendance, and school communication

edukits.com.ng · Version 1.0 · 2025

1. Overview

EduKit gives parents a simple, clear window into their child's school life — fees, results, report cards, attendance, and direct communication with teachers and the school. No technical knowledge is needed.

2. Accessing the Parent Portal

- You will receive a link by SMS or email when the school sets up your child's account.
- Click the link or go to edukits.com.ng → Parent Login.
- Enter your phone number or email, and the password sent to you.
- If you have multiple children in the school, you will see all their profiles on one dashboard.

■ If you did not receive your login details, contact your child's school office.

3. Paying School Fees Online

3.1 Pay with Paystack or Flutterwave (Card / Transfer / USSD)

Step 1: Go to Fees → Pay Now.

Step 2: The outstanding fee amount for the current term is displayed.

Step 3: Click "Pay Online" and choose your payment method (card, bank transfer, or USSD).

Step 4: Complete the payment — your child's fee status updates immediately.

Step 5: A receipt is sent to your email automatically.

3.2 Pay via Bank Transfer

Step 1: Go to Fees → Bank Transfer.

Step 2: The school's bank account details are displayed.

Step 3: Transfer the exact amount and note your child's admission number as the reference.

Step 4: Upload a photo of your payment receipt in the portal.

Step 5: The Bursar will confirm within 24 hours and update your child's status.

4. Checking Your Child's Results

- Go to My Child → Results.
- Select the session and term.

- See your child's scores for every subject: CA, exam score, total, grade, and position.

5. Downloading the Report Card

- Go to My Child → Report Card.
- Select the term. The report card appears once the Principal has approved it.
- Click Download PDF to save or print a copy.

6. Attendance

- Go to My Child → Attendance to see your child's daily attendance record.
- Absences and late arrivals are marked by the class teacher.
- You will receive a notification on the day your child is marked absent (if notifications are enabled).

7. Communicating with the School

- Go to Messages to send a message to your child's class teacher.
- Messages are read and replied to by the teacher within the platform.
- For urgent matters, use the school's phone number shown in Contact Us.

8. Notifications

- Turn on browser notifications so you receive fee reminders, result releases, and school announcements.
- Go to Settings → Notifications to manage what alerts you receive.

■ EduKit SMS

Other Staff Guide

Staff portal access, profile management, and leave applications

edukits.com.ng · Version 1.0 · 2025

1. Overview

Other staff members (librarians, ICT officers, housemasters, security, support staff) have a basic EduKit SMS account. This guide explains what you can access and do with your staff login.

2. Logging In

- Go to edukits.com.ng → Staff Login.
- Enter the email and password sent by the Admin.
- Your dashboard shows only the modules you have been given access to.

3. What You Can Access

- Staff Directory: view contact information for all staff members.
- School Announcements: read notices and circulars from the principal.
- My Profile: update your photo, phone number, and next-of-kin details.
- Leave Application: submit and track leave requests.

■ If you need access to additional modules (e.g. library records, ICT inventory), ask the Admin to update your permissions.

4. Submitting a Leave Application

Step 1: Go to My Profile → Leave Application.

Step 2: Click "Apply for Leave" and select the leave type (Annual, Sick, Compassionate).

Step 3: Enter the start date, end date, and reason.

Step 4: Attach any supporting document if required (e.g. medical certificate).

Step 5: Submit. Your HOD or the Principal will approve or decline via the system.

5. Updating Your Profile

- Go to My Profile → Edit to update your phone number, address, or bank details.
- Upload a professional passport photograph.
- Your qualifications can be updated — upload certificates for Admin verification.

6. Getting Help

- Contact your school Admin if you are locked out or need access to more modules.
- For technical issues, email support@edukits.com.ng.
- Visit edukits.com.ng for the latest guides and updates.