

■ EduKit SMS

Principal Guide

School oversight, academic approvals, and performance reports

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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.