

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.