School Dynamics

THE SCHOOL DYNAMICS MANUAL · CHAPTER 5

Marks and report cards

Set up the term's reports, enter marks, make, check, release and print report cards.

1	15	18	Nov 2026
CHAPTER	LESSONS	SCREENS	EDITION

Edition of 11 November 2026. The latest version, with search and questions answered by the team, is at app.schooldynamics.ug/help.
Screens show the demo school: every name and figure is invented. © 2026 Newline Technologies Limited, Kampala.

Contents

05 **Marks and report cards**

The term at a glance
Set a term's report settings
Enter marks
Theology marks and report cards
Make the report cards
Write report card comments
Check, approve and release report cards
Print report cards
Choose how report cards look
What parents see, and when
Competency reports (new lower secondary curriculum)
Progressive tests
Analyse results
UNEB candidate lists and results files
Old results (2022–23)

05

Marks and report cards

Set up the term's reports, enter marks, make, check, release and print report cards.

A term's report cards, start to finish. Begin with **The term at a glance**: one page that says what to do next. Then the settings, marks, making the cards, comments, release and printing, in the order a term needs them, and what parents see. Teachers need only **Enter marks** and **Write report card comments**; the director of studies and head teacher read the whole chapter.

The last lessons cover the other kinds of results: competency reports for the new lower secondary curriculum, progressive tests, results analysis, the UNEB files and the old results kept from 2022–23.

The term at a glance	5 min
Set a term's report settings	5 min
Enter marks	4 min
Theology marks and report cards	3 min
Make the report cards	5 min
Write report card comments	5 min
Check, approve and release report cards	5 min
Print report cards	4 min
Choose how report cards look	2 min
What parents see, and when	4 min
Competency reports (new lower secondary curriculum)	5 min
Progressive tests	4 min
Analyse results	3 min
UNEB candidate lists and results files	2 min
Old results (2022–23)	3 min

The term at a glance

One page for a term's report cards, start to finish. It shows seven steps, how far each one is, and the one thing to do next.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/reports/the-term-at-a-glance

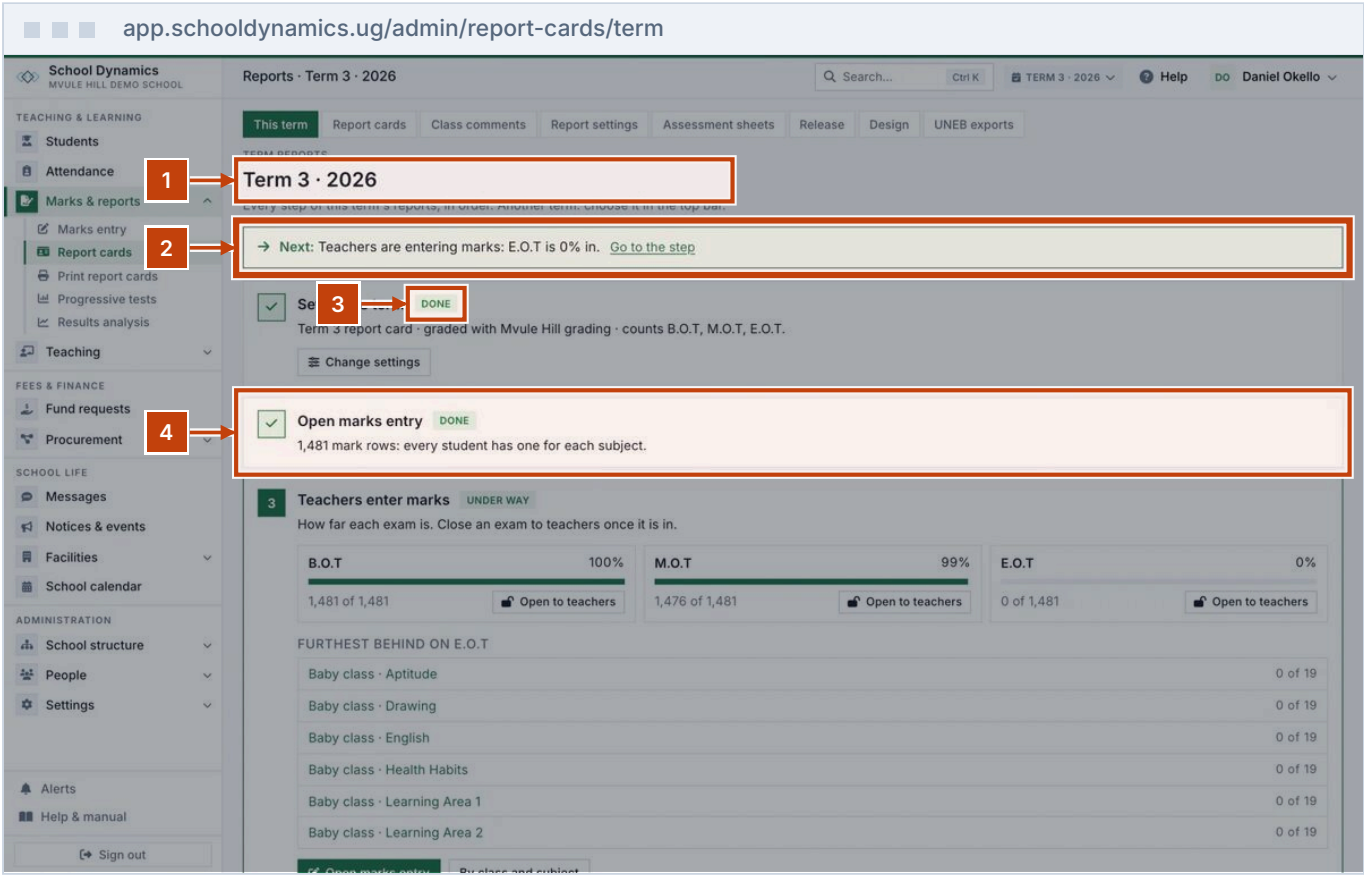
A term's report cards go through the same seven steps every term: set the term up, give every student a row for marks, let teachers enter them, make the cards, add comments, release them to parents, and print. **The term at a glance** puts all seven on one page. Each step says how far it is and has its one button. A line at the top says what to do next.

Open it from **Marks & reports › Report cards**. It is the first tab, **This term**.

Before you start

- The page works on the term chosen in the top bar, which is the school's **active** term unless you chose another. If the page says *This school has no active term*, set one under › **Academic years**.
- The director of studies, head teacher, deputy and school administrator can use the buttons. Teachers can see the page, but cannot change anything on it; a class teacher can print their own class's cards from step 7.

Reading the page



The demo school · invented names and figures

1 The term you are working on. To work on another term, choose it in the top bar.

2 **Next:** the one thing to do now, with a link to its step.

3 Each step's state: Done, Under way, To do or Needs attention.

4 A step that is done says what it did.

The term's name is at the top 1. The page always shows the term chosen in the top bar. Choose another term there to look back at an old one.

The **Next:** line 2 is the one thing to do now. Its link scrolls down to that step. While a long job runs (making cards for every class), the line becomes a progress bar instead, and you can leave the page: the job carries on.

Each step carries its state 3:

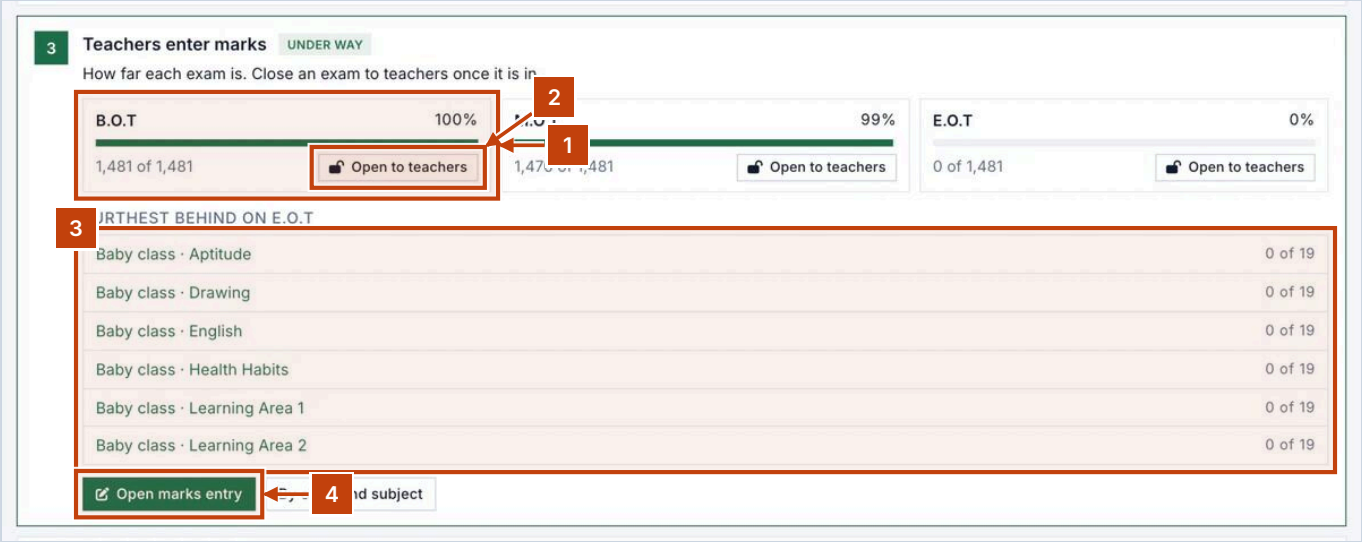
State	Means
Done	Nothing left to do here.
Under way	Started: teachers are still entering marks.
To do	Ready for you now.
Needs attention	Something changed after the step was done (new students, or marks changed after the cards were made). Do it again.
After the steps above	Waiting for an earlier step.

A step that is done tells you what it did 4, for example *1,214 mark rows: every student has one for each subject*.

The seven steps

1. **Set up the term.** Type the report title (*End of Term 2 report*) and choose the grading scale, then press **Set up** (the button names the term, for example **Set up Term 2 · 2026**). Everything else is copied from last term: which exams count, who may enter them, how positions are worked out and what the cards show. The head teacher's message and the note at the bottom are not copied, because they belong to one term. Write them under **Change settings**.
2. **Open marks entry.** Press **Create mark rows**. Every active student gets a mark row for each of their subjects, so teachers can type marks. If students or subjects are added later, the step says *Needs attention* and offers **Create the missing rows**. Marks already entered are never touched.
3. **Teachers enter marks.** Teachers enter marks under **Marks entry**. Follow their progress here (see below). When an exam is complete, close it to teachers so no one changes it by mistake.
4. **Make the report cards.** Press **Make the report cards**. This works out every subject's grade, then each student's totals, aggregates, division and position. Tick *Also write comments from the comment bank* to fill empty comments at the same time. If marks change afterwards, the step says *Needs attention*: press **Make them again**.
5. **Comments.** The step counts the cards that have no class teacher's or head teacher's comment. Press **Write the missing ones from the comment bank**, or **Write or change comments** to write them yourself.
6. **Check, approve and release.** Each class's cards are checked, then approved, then released. Parents see a class's cards only after it is released. The step counts how many classes are at each stage. Its button opens the release page.
7. **Print.** Print a class at a time (see below).

Following marks entry



The demo school · invented names and figures

1 How far each exam is: marks in, out of marks expected.

2 Open or close an exam to teachers.

3 The classes and subjects furthest behind. Click one to open its marks.

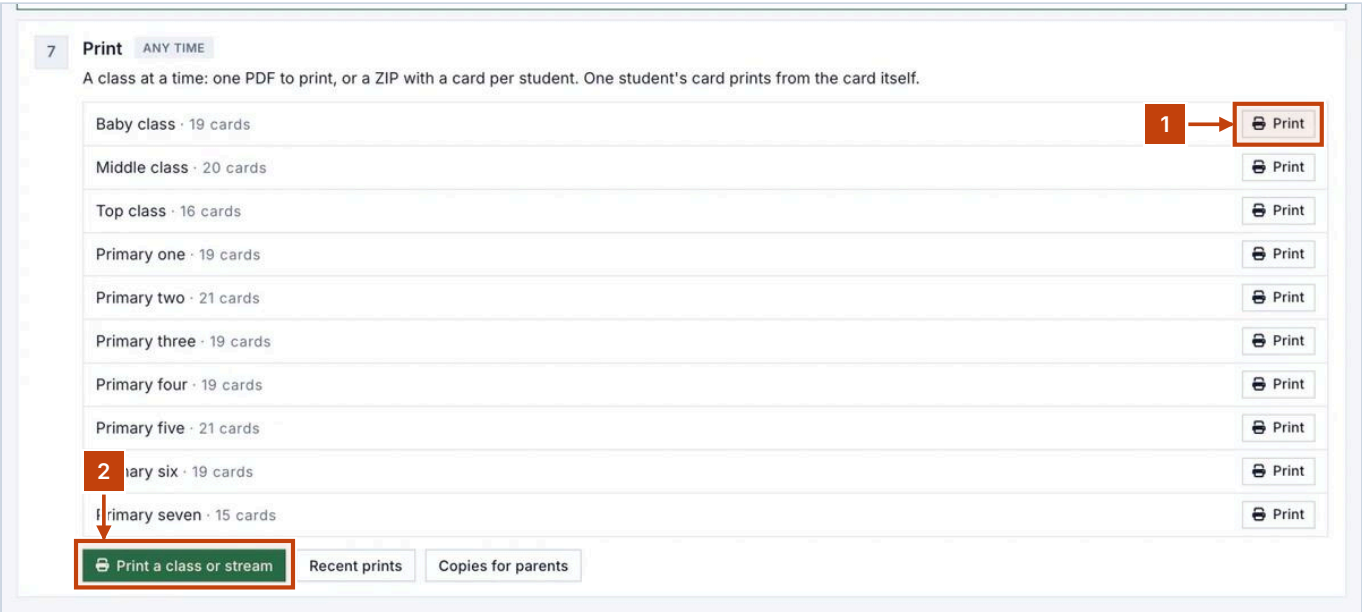
4 Marks entry, for every class and subject.

While teachers enter marks, step 3 shows each exam that counts this term 1: how many marks are in, out of how many are expected. A mark counts as *in* when the teacher has submitted it, or has recorded the student as absent. A mark of 0 that was never submitted does not count.

- **Open to teachers / Closed** 2 opens or closes an exam for marks entry. Close the beginning-of-term exam once it is complete, so marks entered by mistake go nowhere.
- **Furthest behind** 3 lists the classes and subjects with the fewest marks in for the last exam. Click one to open its marks directly, then remind the teacher or enter the marks yourself.
- **Open marks entry** 4 opens › **Marks entry** for every class and subject.

> **TIP**
>
> The teacher of each subject is shown on the marks page. Before the end-of-term meeting, open **Furthest behind** and follow up the top three.

Printing a class



The demo school · invented names and figures

1 Print one class's cards: the print window opens with that class chosen.

2 Choose any class or stream, and the kind of file.

Every class with report cards is listed with its number of cards. **Print** beside a class 1 opens the print window with that class already chosen: pick the layout and press print. **Print a class or stream** 2 lets you choose any class or stream, and whether you want one PDF to print or a ZIP with one file per student. To print one student's card, open that card and print it from there.

> GOOD TO KNOW
>
> Printing does not wait for release. You can print a class's cards to check them on paper before you approve them. Parents still see the cards only after release.

What happens next

- Teachers see the exams you opened under **Marks entry**, and can enter marks only while an exam is open.
- When a class is released, its parents can see the report cards in the parents' app and on the parents' pages, unless the student owes fees (see What parents see). The cards also show on the › **Report cards** list.
- Next term, the page starts again at step 1, with everything copied from this term.

QUESTIONS

Where do I go to start a new term's report cards?
Marks & reports › Report cards. The first step, **Set up the term**, asks only for the report title and the grading scale. Everything else is copied from last term.

Do I have to follow the steps in order?
Mostly yes, because each step needs the one before it. **Print** works at any time for classes that already have cards. You can make the cards again whenever marks change.

Can teachers see this page?
Yes. Teachers see how far every step is, but only the director of studies, the head teacher, the deputy and the school administrator can set up, make or release anything here. A class teacher can print their own class's cards from step 7.

What about theology report cards?
Schools with theology classes see a **Secular / Theology** switch at the top. The theology page has the same seven steps, for the theology classes.

Set a term's report settings

Choose the exams that count, who may enter marks, how positions are worked out, what the cards show and the head teacher's message.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/reports/report-settings

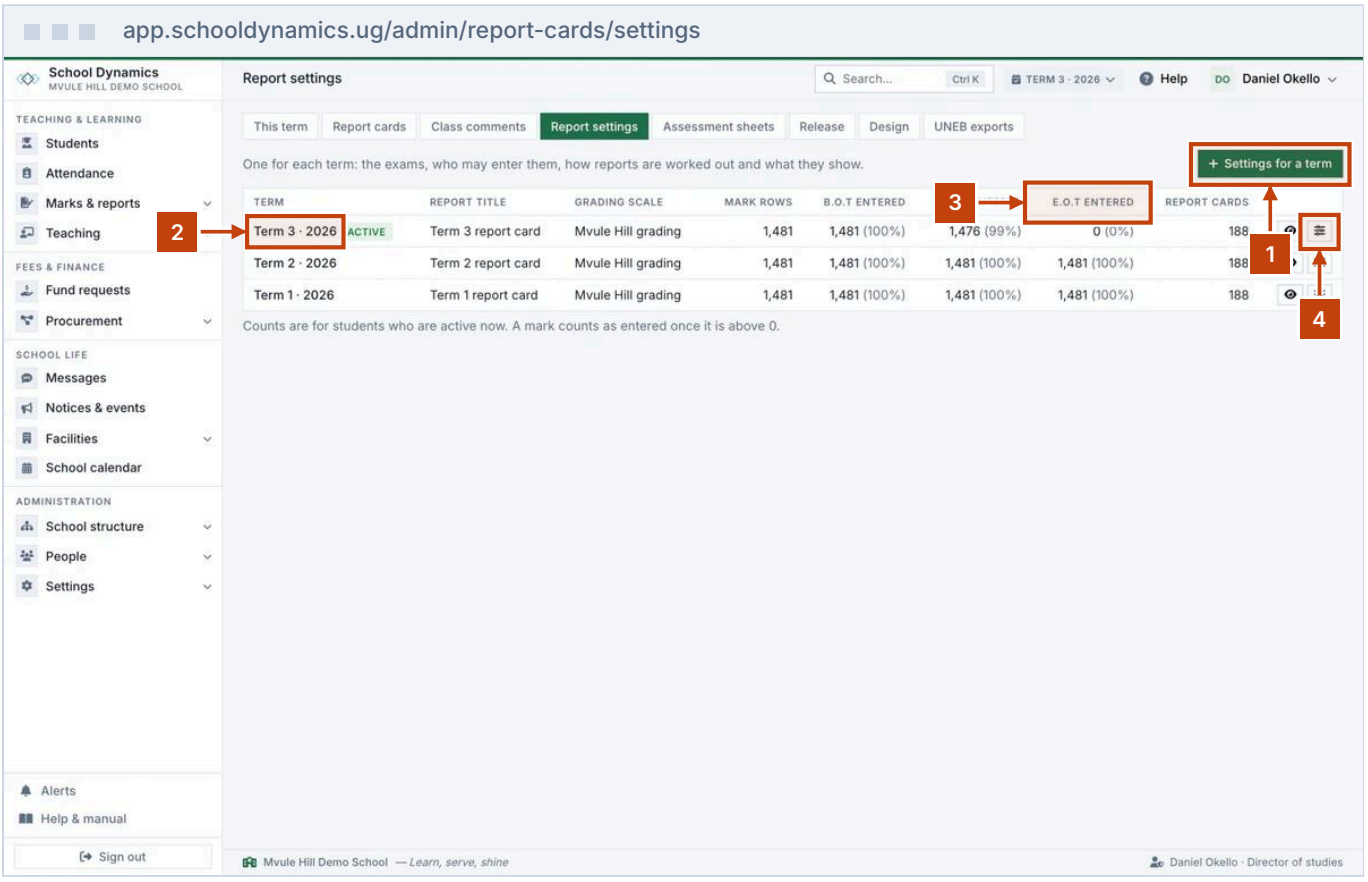
Every term has one set of **report settings**: the report's title and grading scale, which of the three exams count, who may enter their marks, how positions are worked out and what the printed card shows. The report settings are the first step of the term at a glance, which copies them from last term. This lesson explains each choice, so you can change them.

Open them from **Marks & reports › Report cards**, tab **Report settings**.

Before you start

- The director of studies, head teacher, deputy and school administrator can add and change settings. Teachers and the secretary can look at them.
- The school needs a grading scale of its own (see Grading scales).

The list of terms



The demo school · invented names and figures

1 Add the settings for a new term.

2 A term. Click it for a quick view: the exams, how far marking is and the classes furthest behind.

3 How many marks are in for each exam, out of the mark rows.

4 Open the term's settings page.

Each line is one term, newest first. **Settings for a term** 1 adds a term that has none yet. Click a term 2 for a quick view, with **Open the settings** at the bottom.

The figures 3 count marks of students who are active now. A mark counts as entered once it is above 0. The last column counts the report cards made. The settings icon 4 opens the term's page.

Add a term's settings

1. Press **Settings for a term**.
2. Choose the **Term**. Only terms without settings are offered.
3. Type the **Report title**, for example *END OF TERM TWO - 2026*. It is printed at the top of every report card.
4. Choose the **Grading scale**.
5. Press **Add settings**. The term's settings page opens, ready for the exams.

> **TIP**
>
> The quicker way is step 1 of the term at a glance: it copies everything else from last term.

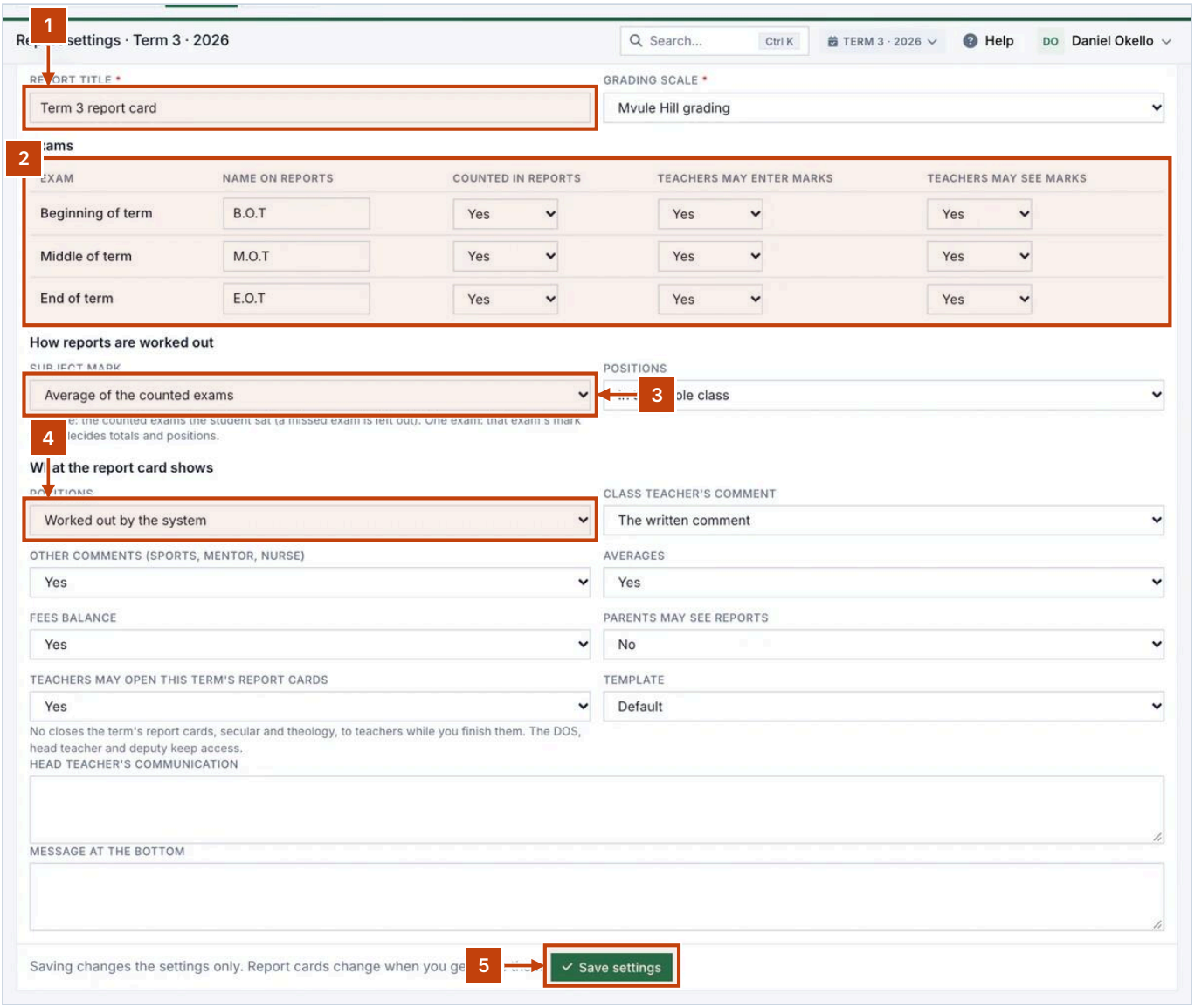
The term's settings page

The page has three tabs:

- **Mark entry progress**: marks entered, by class. Click a class to see its subjects. A class with fewer rows than students says *rows missing*.
- **Settings**: the form below.
- **Generate**: makes the mark rows and the report cards (see Make the report cards). Only those who manage reports see it.

At the top, **Enter marks** opens marks entry for this term, and **Report cards** opens its cards.

The settings, one by one



The demo school · invented names and figures

1 The title printed at the top of every card.

2 Each exam: its name, whether it counts, and whether teachers may enter or see it.

3 How a subject's mark is worked out: the average of the exams, or one exam.

4 What the printed card shows.

5 Save. Nothing is made again until you generate.

Report 1 : the title and the grading scale.

Exams 2 : one line each for the beginning, middle and end of term (B.O.T, M.O.T and E.O.T).

Column	Means
Name on reports	The exam's name on the cards, up to 30 characters (B.O.T unless you change it).
Counted in reports	Yes: the exam's marks count towards the subject's mark.
Teachers may enter marks	Yes: teachers can type this exam's marks. No closes it to them.
Teachers may see marks	When entry is closed, Yes still shows teachers the marks. No hides the exam from them.

The director of studies, head teacher, deputy and school administrator can enter any exam's marks, whether it is open to teachers or not.

How reports are worked out 3 :

- **Subject mark**: *Average of the counted exams* averages the counted exams the student sat; a missed exam is left out, so it does not pull the average down. *One exam's mark* uses one exam alone (choose it under **Which exam**) for the totals and positions.
- **Positions**: *In the whole class* or *Within each stream*.

What the report card shows 4 :

Choice	Options
Positions	*Worked out by the system*, *A space to write one* (written by hand on the printed card), or *No positions*.
Class teacher's comment	*The written comment*, *A space to write one*, or *No comment*.
Other comments (sports, mentor, nurse)	Yes or No.
Averages	Yes or No: the average column.
Fees balance	Yes or No.
Parents may see reports	Used when you save copies for the parents' app (see What parents see).
Teachers may open this term's report cards	*No, closed to teachers* hides the term's cards from teachers while you finish them. The DOS, head teacher and deputy keep access.
Template	A choice kept from the old app. How cards look is chosen under Card design.

Head teacher's communication prints on every card of the term, under the comments. **Message at the bottom** is a note at the foot of the card. Neither is copied to the next term.

Press **Save settings** 5 . *Report settings saved. Nothing was regenerated.*

> ⚠ CAREFUL
>
> Saving changes the settings only. If you change the exams counted, the subject mark or the grading scale after cards are made, the cards are marked **out of date** and cannot be released until you make them again.

When saving is refused

You see	Do this
Give the report a title, like END OF TERM TWO - 2026.	Type a title of 2 to 200 characters.
Choose the exam whose marks make the report.	You chose *One exam's mark*: pick the exam under **Which exam**.
Give each exam a name of up to 30 characters, like B.O.T.	Shorten the exam's name, or fill in a blank one.
Choose one of this school's grading scales (Administration › Grading).	Pick one of your own scales.

Theology settings

Schools with theology classes have a **Theology settings** tab with the same page for the theology report cards. It has no class teacher's comment choice, no other comments and no *Teachers may open* switch; the one on the secular settings closes both kinds of card to teachers. In theology, a blank or 0 counts as 0 in the average; only an exam entered as absent in the marks grid is left out. See Theology marks.

Good to know

- Warnings at the top of the page tell you when the grading scale is another school's, when the old app still has a step waiting on these settings (saving here clears it), and when the old app left two cards for one student (the newest is the one used).
- Next term, step 1 of the term at a glance copies these settings, except the head teacher's communication and the message at the bottom.

QUESTIONS

Can I change a term's settings after the report cards are made?
Yes. Saving never changes the cards by itself. If you changed the exams counted, the method or the grading scale, the cards say they are out of date: make them again.

Why are all exams out of 100?
Every exam is marked out of 100. The system always keeps the maximum at 100, so there is no maximum to set.

Can a term have two sets of settings?
No. A term has one set of report settings. The **Settings for a term** window lists only the terms that have none yet.

The page says the grading scale belongs to another school. What do I do?
Choose one of your own school's scales under **Settings** and save. The old app gave many schools a shared scale; if that school edits it, your grades would change.

Enter marks

Type your class's beginning, middle and end of term marks on a laptop or a phone. Each mark saves as you leave its box.

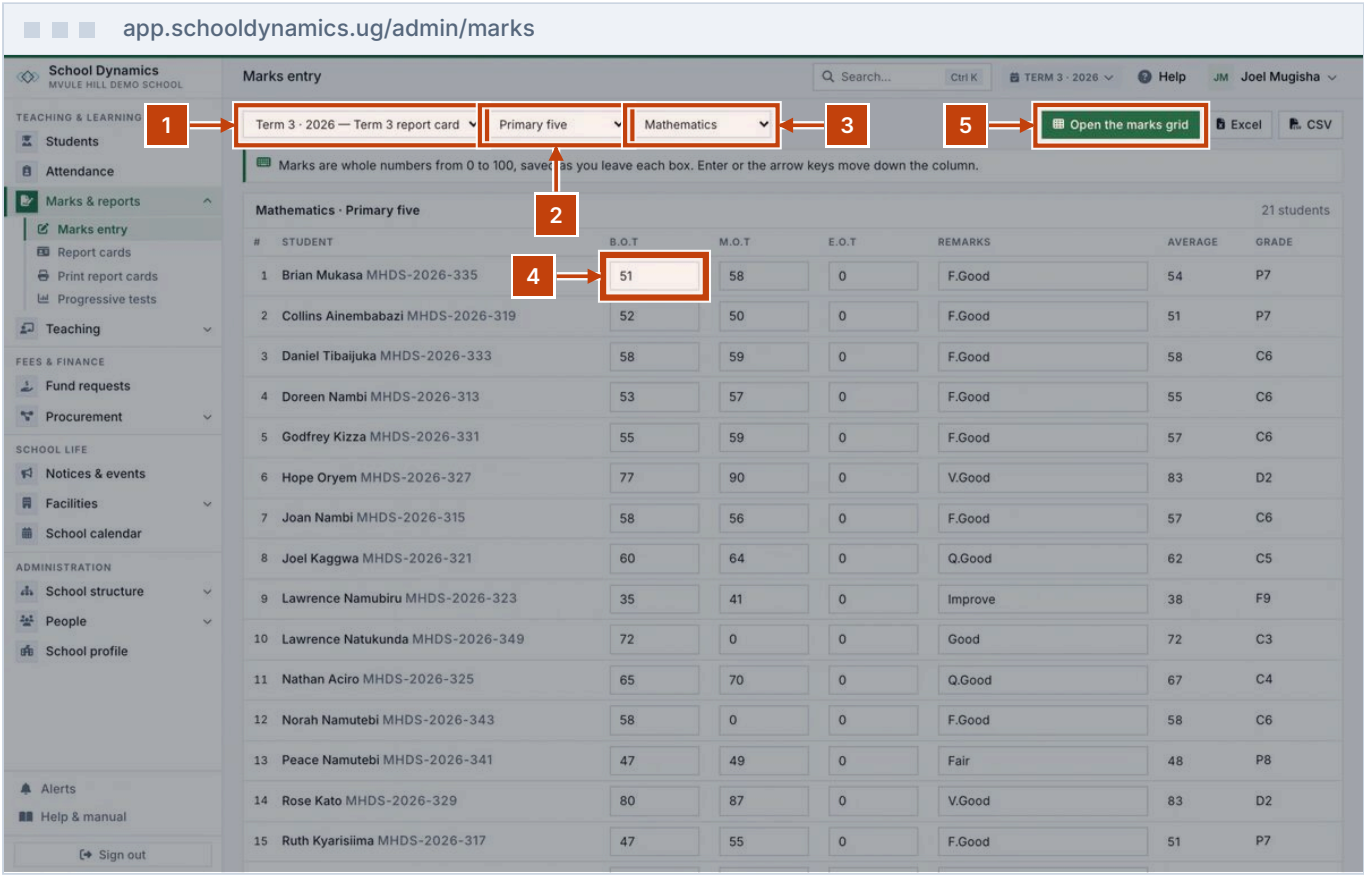
For: Teacher, Director of studies · app.schooldynamics.ug/help/reports/entering-marks

Teachers enter each exam's marks under **Marks & reports › Marks entry**. You choose your class and subject, and type each student's mark. There is no submit button: every mark saves as you leave its box. Use a laptop, or a phone through the marks grid.

Before you start

- The term needs report settings and mark rows. The director of studies makes them (see The term at a glance). If there are none, the page says *No mark rows for this subject yet*.
- You can enter marks for the subjects you teach, and for every subject of a class you are class teacher of. The director of studies, head teacher, deputy and school administrator can enter any subject.
- An exam must be open to teachers. The director of studies opens and closes each exam.

Enter marks on a laptop



The demo school · invented names and figures

1 The term. It starts on the term in the top bar.

2 Choose your class

3 Choose the subject. Only yours are listed.

4 Type the mark and move on: it saves itself.

5 The grid: pasting, absent marks, and work without internet.

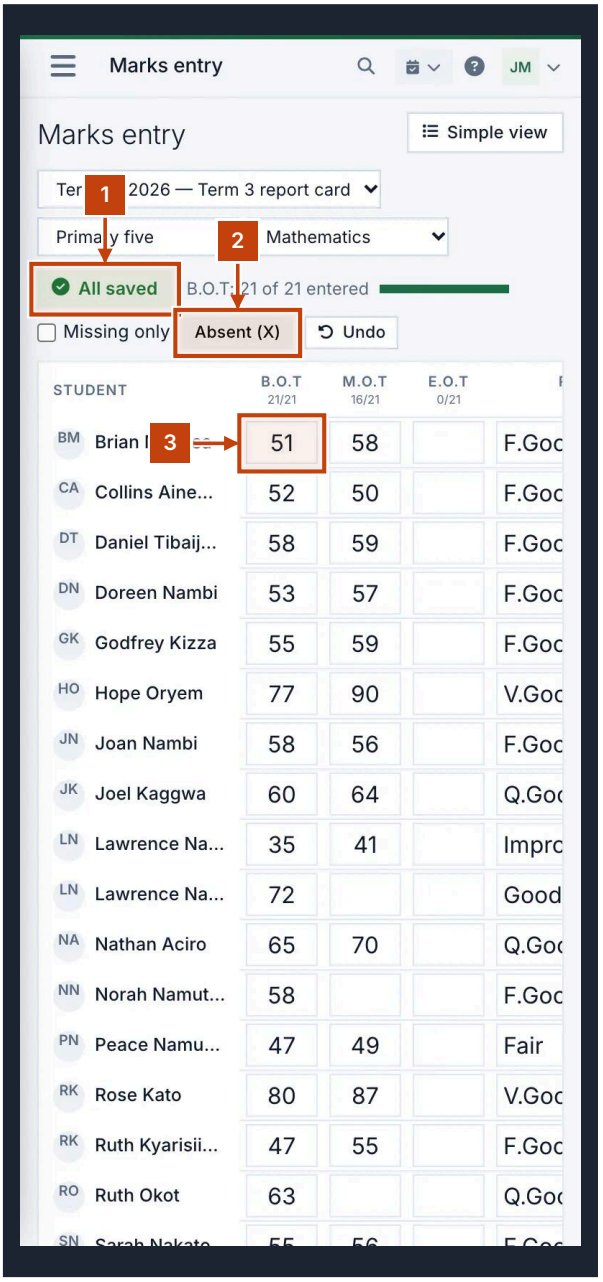
1. Check the term 1. It starts on the term chosen in the top bar.
2. Choose your class 2. If the class has streams, you can also choose one stream, or keep *All streams*.
3. Choose the subject 3.
4. Type the first student's mark 4 and press Enter. The cursor moves down the column, and *Saved* shows on the line.
5. Carry on down the column. ↑ and ↓ also move up and down.

Marks are whole numbers from 0 to 100. A blank box counts as 0. The **Remarks** box takes a short note, but making the report cards replaces remarks with the automatic ones (*Good*, *V.Good* ...).

The **Average** and **Grade** columns fill in when the director of studies makes the report cards. They do not change as you type here.

Excel and **CSV** download this subject's marks for the class. **Open the marks grid** 5 opens the same marks as a spreadsheet.

Enter marks on a phone: the marks grid



The demo school · invented names and figures

1 All saved, or how many marks are waiting to be sent.

2 Mark the box you are in as absent.

3 Tap a box and type. Enter goes down the column.

The marks grid works on a phone, a tablet or a laptop. Choose the class and subject as above, then:

- Tap a box and type. **Enter** goes down, **Tab** goes across, the arrow keys move, **Esc** puts a box back as it was, and **Undo** (or **Ctrl** + **Z**) takes back the last change.
- The status 1 says *All saved*, or how many marks are still being sent. If the internet goes off, your marks wait on the device and are sent when it comes back.

- **Missing only** hides the students whose mark is in.
- On a laptop, you can paste a column or a block copied from Excel or Google Sheets.
- The last columns (average, grade, aggregates) are worked out as you type, as a preview.
- **Simple view** goes back to the plain marks page.

A student who was absent

Press **Absent** 2 while you are in the student's box, or type the absent mark (**X**, unless your school chose **-**). The box stays blank and the mark counts as *in*, so the class is not shown as behind. On the secular report card, a missed exam is left out of the student's average. The director of studies or head teacher chooses X or - with **Absent is typed as**, at the top of the grid.

When someone else changed the same mark

If another person saved a different mark in the same box while you were typing, the box says *Changed by someone else* and shows both marks. Press **Keep ...** to keep theirs, or **Keep yours: ...** to keep yours.

When a mark is refused

You see	Why, and what to do
Marks are whole numbers from 0 to 100.	Type a whole number. Decimals and letters are refused.
... is closed for entry.	The exam is closed to teachers. Ask the director of studies.
Term 2 · 2026 is closed: the school is now in Term 3 · 2026 ...	The term is over. Teachers can no longer change its marks; the director of studies or head teacher can.
Released to parents: this class's report cards for the term are out ...	The class's cards are released. To correct a mark, the director of studies or head teacher reopens the class (see Check, approve and release).
Released: this student's report card is ready for parents ...	That one card is visible to parents. It must be marked not ready first (see What parents see).

Good to know

- Every change to a mark is kept in the school's audit log, with who made it and the mark before and after.
- The director of studies follows how far each class is on the term at a glance. A mark counts as *in* once it is above 0, or entered as absent in the grid.
- When the term's report cards are made, the marks you entered become each subject's average, grade and aggregates. If you change a mark after that, the class's cards are marked out of date until they are made again.

QUESTIONS

Do I have to press a Submit button?
No. Each mark saves when you leave its box, and *Saved* shows on the line. A mark above 0 counts as submitted.

Why is my subject missing from the list?
You see only the subjects you teach and, if you are a class teacher, every subject of your class. A subject's teachers are set on the class page: ask the director of studies.

Why can I not type in a column?
The director of studies has closed that exam to teachers. The page says *... is closed for entry*. Ask them to open it if marks are still missing.

A new student is not on my list.
The page says how many students joined after the mark rows were made. Press **Add them** (or **Add them all**) and they appear.

What if a student missed the exam?
In the marks grid, type the absent mark (X unless your school chose -). The box stays blank, the mark counts as in, and the student's average leaves that exam out.

Theology marks and report cards

Enter theology marks and make theology report cards. The steps are the secular ones; a few rules differ, and this lesson lists them.

For: Teacher, Director of studies · With theology · app.schooldynamics.ug/help/reports/theology-marks

Schools with theology classes keep a second set of marks and report cards for them, beside the secular ones. Everything works the way the secular track does, on its own pages: **Marks & reports › Theology marks** for teachers, and the theology tabs under **Marks & reports › Report cards** for the director of studies. This lesson covers what is different. Read Enter marks first.

Before you start

- The school has theology classes, with their subjects and each subject's teachers set on the theology class's page (see Theology classes).
- The term has **theology** report settings and theology mark rows. Use the **Theology** side of the term at a glance: the **Secular / Theology** switch at the top.

Enter theology marks

Open **Marks & reports › Theology marks**. Choose the term, the theology class (and stream), then the subject, and type the marks, exactly as in Enter marks. **Open the marks grid** opens the theology marks grid, which works on a phone and keeps marks while the internet is off.

You can enter marks for the theology subjects you teach (as subject teacher or second, third or fourth teacher), and for every subject of a theology class you are class teacher of.

> ⚠ **CAREFUL**
>
> In theology, a blank or a 0 is a mark of 0 and pulls the average down. For a student who missed an exam, use **Absent** in the marks grid (or type X, or - if your school chose it). An exam entered as absent is left out of the student's average.

How theology report cards differ

Theology cards are made, commented, checked and released with the same buttons as secular cards. The rules of the sums differ:

	Secular	Theology
A missed exam (0 or blank)	Left out of the average	Counts as 0, unless entered as absent
An exam mark of 0	Graded X	Graded on the scale, usually F9
Subjects that count	Only subjects marked as graded	Every subject
Divisions	4–12 Division 1, 13–24 Division 2, 25–29 Division 3, 30–35 Division 4, then U; below 4 is X	1–12 Division 1, 13–24 Division 2, 25–29 Division 3, 30–34 Division 4, then U
A student with no marks at all	X	X

The theology report settings have no class teacher's comment choice, no sports, mentor or nurse comments and no *Teachers may open* switch. Theology cards carry the class teacher's and head teacher's comments only.

The theology report cards

Under **Marks & reports › Report cards**, the **Theology report cards** tab lists the theology cards, with the same filters as the secular list. Click a student to read the card. **Primary report card** on a theology card (and **Theology report card** on a secular one) moves between the two cards of the same student.

A class teacher of a theology class can write the class teacher's comment. Everything else on the card is for the director of studies, head teacher, deputy and school administrator.

Good to know

- Theology cards print with the secular card. In the print window, the designs *Secular and theology on one page* and *Secular and theology side by side* put both on one card; *Theology only* prints the theology card alone (see Print report cards).
- When a theology class is released, its marks lock. The **Send to parents** button belongs to the secular class: parents get the theology results inside the secular card.
- A secular card that parents can already see also locks the student's theology marks, because the parents' copy prints both.

QUESTIONS

Why do I not see Theology marks in my menu?
It shows only in schools that have theology classes, and only to staff who enter marks. A school turns theology on in its school profile (**Does the school teach theology?**), then sets up its theology classes.

Do parents get a separate theology report card?

No. The theology results print on the student's secular report card (the *Secular and theology on one page* design). Releasing a theology class locks its marks, but messages to parents go from the secular class.

A student missed a theology exam. Does a 0 count against them?

Yes, unless you enter them as absent in the marks grid. In theology a blank or 0 counts as 0 in the average; an exam entered as absent is left out.

Make the report cards

Work out every student's grades, aggregates, division and position from the marks, then read and correct the cards.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/reports/making-report-cards

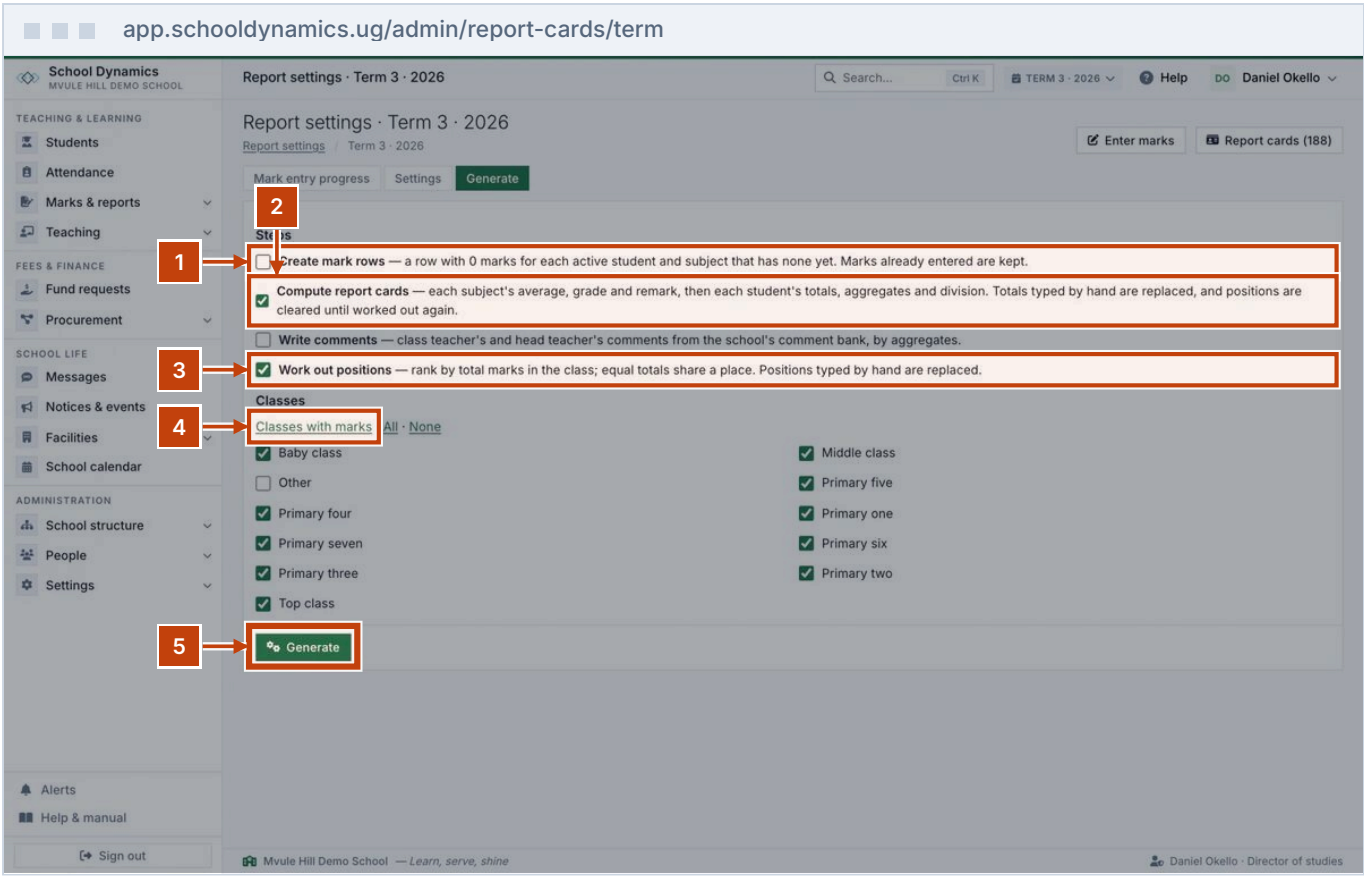
Once marks are in, the director of studies **makes the report cards**: the system works out each subject's average and grade, then each student's totals, aggregates, division and position. You can make them as often as you like. Make them again whenever marks change.

Before you start

- The director of studies, head teacher, deputy and school administrator make the cards. Teachers can read the cards of the term (unless the term is closed to teachers).
- The term has report settings with at least one exam counted and a grading scale (see Report settings), and its mark rows exist.

Make the cards

The quickest way is step 4 of the term at a glance: **Make the report cards** works out the cards and the positions of every class with marks, and the missing comments if you tick it. To choose the steps and classes yourself, use the **Generate** tab of the term's settings.



The demo school · invented names and figures

1 Rows for students and subjects that have none. Marks entered are kept.

2 Grades, totals, aggregates and divisions, from the marks.

3 Rank the students by total marks.

4 Choose the classes: those with marks, all, or none.

5 Run the chosen steps.

1. Open **Marks & reports › Report cards**, then **Change settings** on step 1 (or the **Report settings** tab, then the term).
2. Open the **Generate** tab.
3. Tick the steps 1 2 3. **Write comments** also fills comments from the comment bank (see Comments).
4. Choose the classes 4: **Classes with marks**, **All** or **None**, then tick or untick single classes.
5. Press **Generate** 5 and confirm. The confirmation says what will be replaced.

A progress bar shows while it runs. You can leave the page: the job carries on, and its progress follows you on other pages. When it ends, the page says *Last run* and what was done, for example *1,214 report cards computed; 1,214 students ranked*.

> ⚠ CAREFUL
>
> **Compute report cards** replaces totals typed by hand and clears positions until **Work out positions** runs again. **Work out positions** replaces positions typed by hand. Tick both together.

What the system works out

For each subject of each student:

- **Each exam's grade** from the grading scale. A score below 1 is graded X.
- **The subject's mark**: with *Average of the counted exams*, the average of the counted exams the student sat, cut to a whole mark. A missed exam (0) is left out. With *One exam's mark*, that exam's score.
- **Grade and aggregates** from the grading scale for that mark. A mark below 1 has no grade.
- **Remark**: below 39 *Improve*, below 49 *Fair*, below 59 *F.Good*, below 69 *Q.Good*, below 79 *Good*, below 90 *V.Good*, otherwise *Excellent*; a mark below 1 gets -. This replaces remarks typed during marks entry.

For each student:

- **Total marks** and **aggregates** add up the subjects that count (subjects set as graded). Other subjects print but do not count.
- **Division** from the aggregates: below 4 is X, 4–12 Division 1, 13–24 Division 2, 25–29 Division 3, 30–35 Division 4, above 35 U.
- **Position** by total marks, in the class or in each stream (the settings say which). Equal totals share a place and the next place is skipped (1, 1, 3). Only students who are active now are ranked.

> ⓘ GOOD TO KNOW
>
> These division bands are the ones School Dynamics has always used. They are not exactly the PLE bands. Results analysis shows each upper class's divisions by the PLE rule beside them.

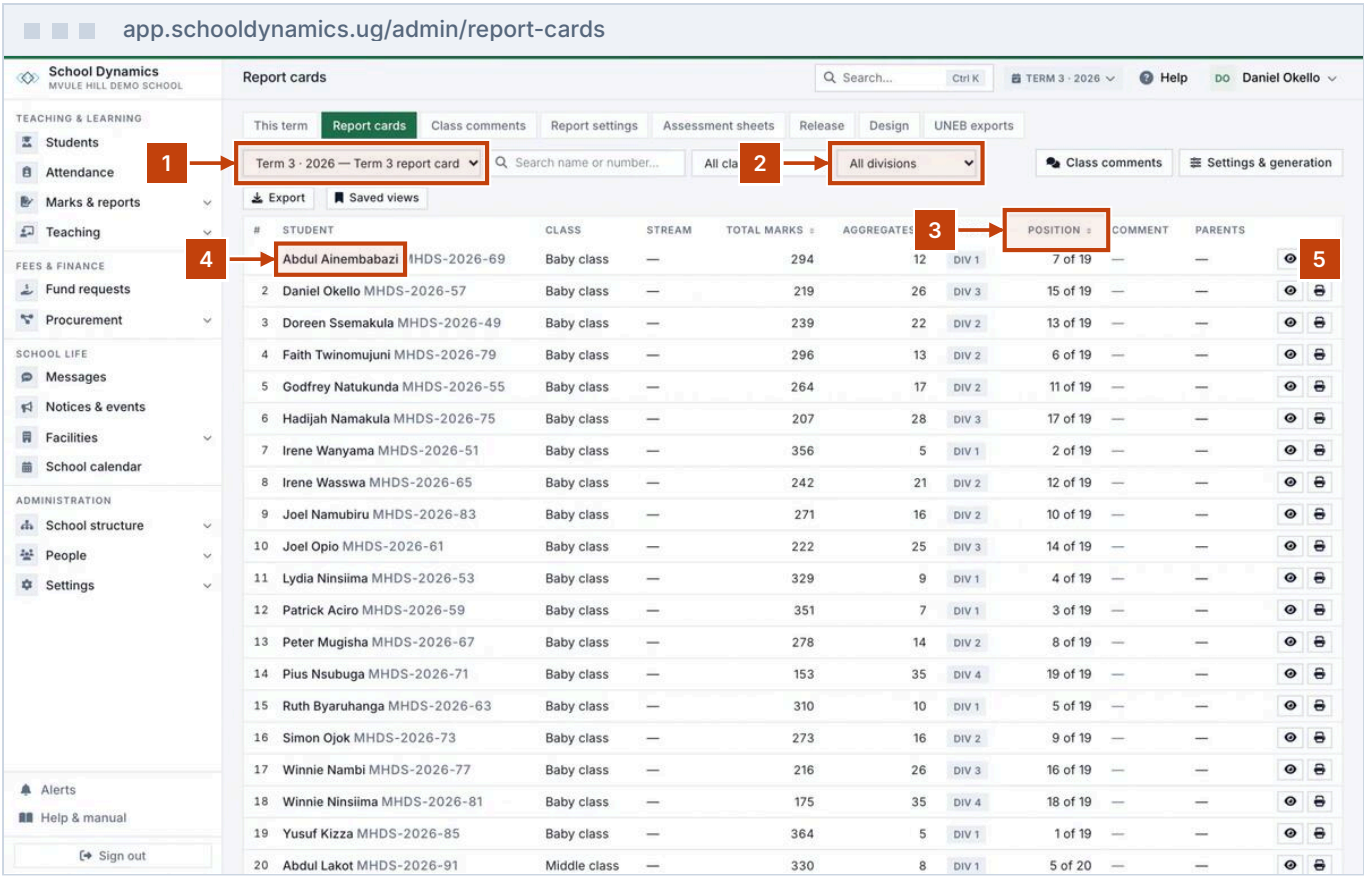
Classes already released to parents are left as they are: the job says so. To change one, reopen it first (see Check, approve and release).

When cards are out of date

A card is out of date when a mark of its student changed after it was made, or when the exams counted, the method or the grading scale changed. The report cards list, the settings page and the print window then say *... report cards are out of date* and name the classes. Press **Make them again**: only those classes are computed and ranked again, and their comments stay. An out-of-date class cannot be checked or released.

The report cards list

Open **Marks & reports › Report cards**, tab **Report cards**.



The demo school · invented names and figures

1 The term's report.

2 Show one division, or the cards missing a subject.

3 Sort by total marks, aggregates or position.

4 Open the card in a quick view.

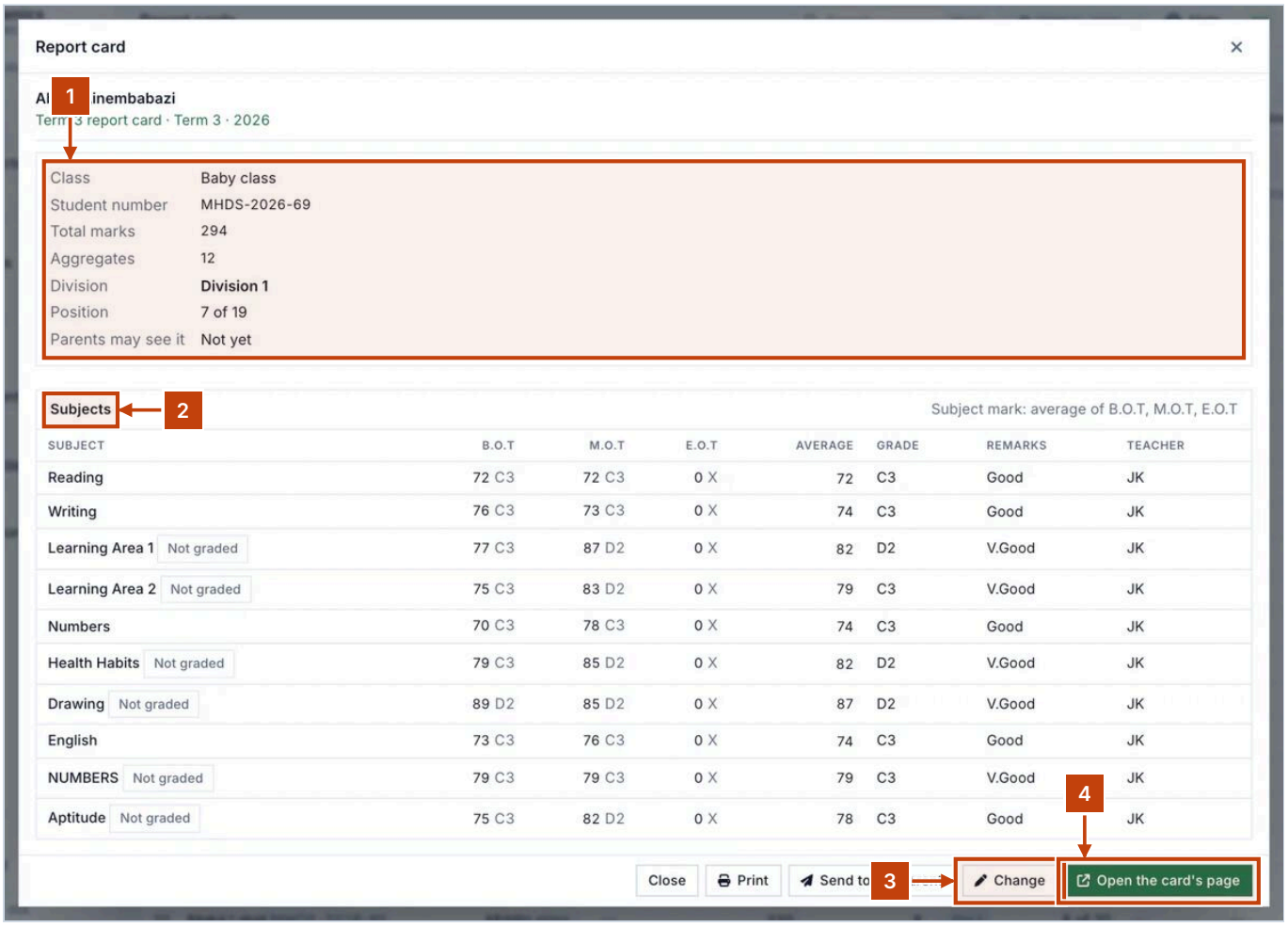
5 Print one card.

Choose the term's report 1, then search by name or number, or choose a class, stream or division 2. *Missing a subject* shows the cards with a counted subject that has no mark. Click a column heading 3 to sort. Each line shows the total marks, aggregates, division, position (*3 of 41*), whether a class teacher's comment is written, and **Ready** when the card is marked ready for parents.

Export downloads every line the filters show, to Excel or CSV. **Saved views** keeps a set of filters under a name. **Class comments** and **Settings & generation** open those pages for the term.

Click a student 4 for a quick view of the card, or the print icon 5 to see it as it prints.

Read and correct one card



The demo school · invented names and figures

1 Totals, aggregates, division and position.

2 Each subject: the exams, the average, the grade and the remark.

3 Correct the card or write its comments.

4 The card on a page of its own.

The quick view shows the card as parents read it 1 2: the class, totals, aggregates, division, position, each subject's exams, average, grade, remark and teacher's initials, then the comments, the head teacher's message and the note.

- **Change** 3 opens *Change the report card*: **Total marks**, **Aggregates**, **Division**, **Parents may see it**, **Position**, **Out of** and the five comments. Press **Save report card**. A division is 1, 2, 3, 4, U or X; numbers cannot be below 0.
- **Print** opens the card as it prints, with **Download**.
- **Send to the parent** sends this one card's link again (see Check, approve and release).
- **Open the card's page** 4 shows the same card on its own page.

Teachers do not see **Change**. Any teacher can write the sports and mentor comments, and the class teacher also writes the class teacher's and nurse's comments, so they see **Write comments** instead (see Comments).

Good to know

- Every change made by hand to a card is kept in the school's audit log, with the value before and after.
- If the old app left two cards for one student in a term, the newest is the one shown, printed and updated. An older copy says so and links to the card in use.
- When the director of studies closes the term's cards to teachers (in the report settings), teachers see *Report cards for this term are closed to teachers by the school administrator* instead of the list.

QUESTIONS

Teachers changed marks after I made the cards. What now?
The cards of that class are marked out of date. Press **Make them again** on the warning (or on the term at a glance). Only the classes out of date are made again; comments stay.

Can I type a position or a total by hand?
Yes, with **Change** on the card. But making the cards again, or working out positions again, replaces what you typed.

Why does a student who left have no position?
Only students who are active now are ranked and counted in the class size. A student who left keeps their card and marks, without a position.

Why is a card's division better than its marks suggest?
A subject that counts has no mark, so the aggregates add up the other subjects only. The list warns *... cards have a counted subject with no mark*. Enter the missing marks and make the cards again.

Write report card comments

Write the class teacher's and head teacher's comments for a whole class on one page, fill blanks from the comment bank, and keep the bank up to date.

For: Teacher, Director of studies, Head teacher · app.schooldynamics.ug/help/reports/comments

Each report card carries a class teacher's comment and a head teacher's comment, and can carry sports, mentor and nurse comments. You can write them one card at a time, a whole class on one page, or let the system fill blanks from the school's comment bank.

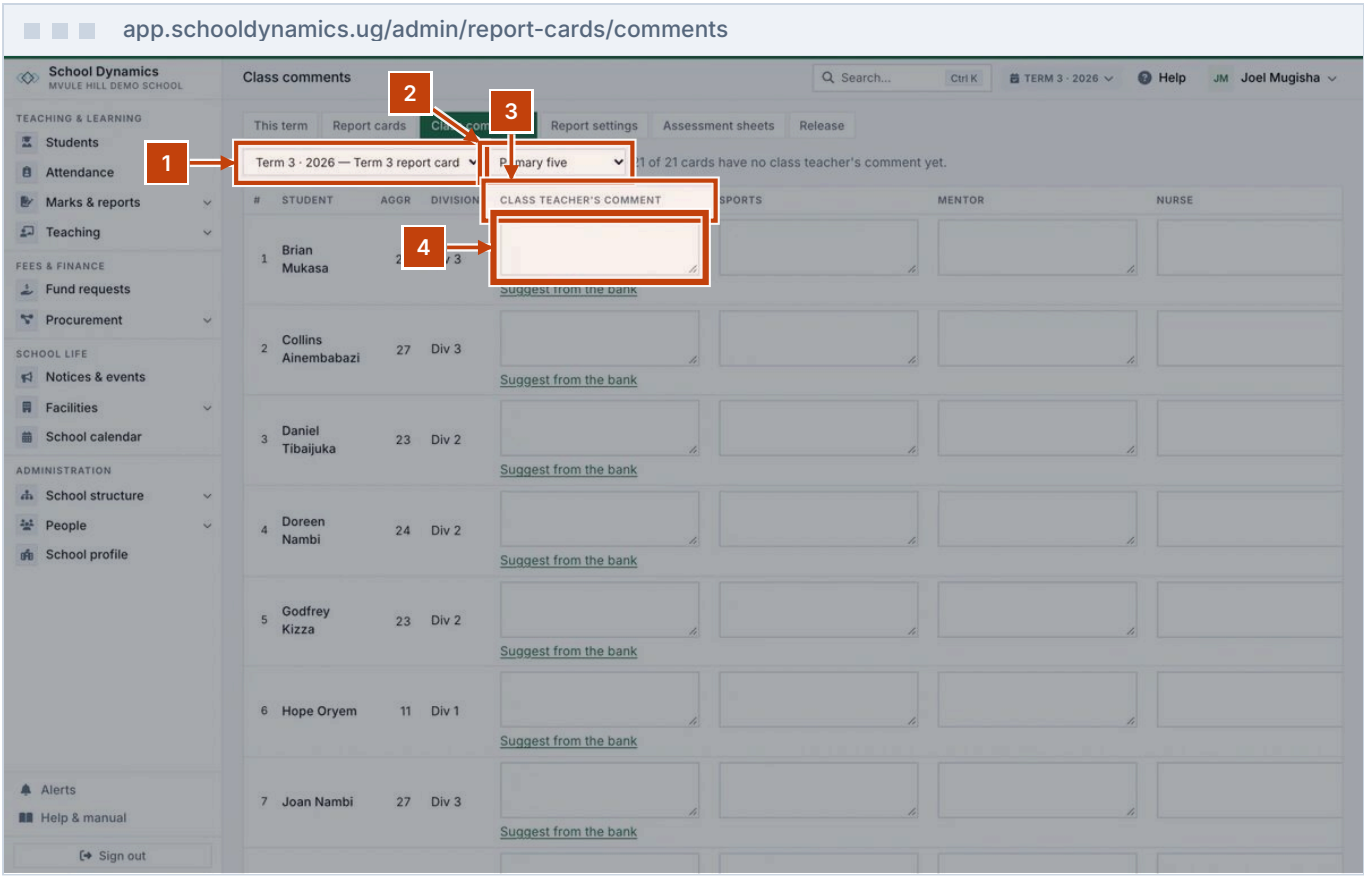
Who writes which comment

Comment	Who may write it
Class teacher's comment	The class teacher (or the stream's teacher), and those who manage reports
Head teacher's comment	The director of studies, head teacher, deputy and school administrator
Sports and mentor comments	Any teacher, and those who manage reports
Nurse's comment	The class teacher, and those who manage reports

Theology cards have the class teacher's and head teacher's comments only.

Write a class's comments on one page

Open **Marks & reports › Report cards**, tab **Class comments**.



The demo school · invented names and figures

1 The term's report.

2 Your class. Only classes you are class teacher of are listed.

3 The comments you may write, one column each.

4 Type, then click away: it saves.

1. Check the term's report 1.
2. Choose the class 2. Teachers see only the classes they are class teacher of; the director of studies sees every class.
3. Type the first student's comment 4, then click or tab away. *Saved* shows under the box.
4. Carry on down the list.

Each line shows the student's aggregates and division, so the comment can match the results. There is one column 3 for each comment you may write. A line at the top counts the cards that still have no class teacher's comment.

Under an empty class teacher's or head teacher's box, **Suggest from the bank** fills it with a comment from the bank for that student's aggregates, and saves it. Change the words if you wish; the box saves again when you leave it.

If the class is released, a notice says so and the boxes cannot be changed.

Write one card's comments

Open the card from the report cards list and press **Write comments** in its quick view. On the card's own page, and for those who manage reports, the button is **Change**; a theology class teacher sees **Write the class teacher's comment**. Under the class teacher's and head teacher's boxes are three helpers:

- **From the comment bank (...)**: the bank's comments for this card's band. Pick one to put it in the box.
- **Add a behaviour sentence**: sentences about behaviour, grouped (for example *Discipline*), marked praise or concern. Pick one to add it to the end of the comment.
- **AI draft**: shows only when the school has switched AI suggestions on. It writes a draft from the student's marks and attendance. Read it and change it before saving.

Nothing is saved until you press **Save comments** (or **Save comment**, or **Save report card**).

Fill every blank comment at once

The director of studies can fill the blanks for the whole term:

- On the term at a glance, step 5: **Write the missing ones from the comment bank**.
- When making the cards: tick *Also write comments from the comment bank, where none is written yet*.
- On the **Generate** tab: tick **Write comments**. With *Only where no comment is written yet* ticked (the default), typed comments are kept. Untick it to write every card's comments again.

For each card, the system picks one comment at random from the bank's band that holds the student's total aggregates, and writes both the class teacher's and head teacher's comments from it. Cards below 3 aggregates, and cards whose band has no comment, are left as they are.

The comment bank

The bank is under **School structure › Grading**, tab **Report comments**. The director of studies, head teacher, deputy and school administrator can change it.

- **Add the standard comments** adds 40 ready-made comments in five bands (0–12, 13–24, 25–28, 29–32 and 33–36 aggregates). A school's own comments are not added twice.
- **New comment** opens a form: **From (aggregates)**, **To (aggregates)**, the **Class teacher's comment** and the **Head teacher's comment** (both needed, 5 to 500 characters). Press **Add comment**.
- The pen and bin icons edit and remove a comment.

In a comment, these words are filled in for each student: **[NAME]** (the student's name), **[HE_OR_SHE]**, **[HIS_OR_HER]** and **[HIM_OR_HER]** (He, His, Him for a boy; She, Her, Her for a girl; He/She, His/Her, Him/Her when the sex is not recorded). The form shows how the comment reads for a girl and for a boy. Any other word in square brackets is refused, so a misspelt word is caught before it prints.

The **Behaviour comments** tab holds the behaviour sentences. **Add the standard sentences** adds a ready-made set; **New sentence** asks for the **Behaviour**, whether it is *Praise* or *Concern*, and the sentence. Behaviour sentences are never written onto cards by themselves: a teacher adds them.

AI comment drafts for a class

When the school has AI suggestions switched on, the dashboard offers **Draft report-card comments with AI**. Its page lists a class's cards with their comments. **Draft** asks for one draft; **Draft the ones without a comment** asks for drafts for the cards that have none, up to ten at a time, within the school's daily allowance. **Read and approve** opens the draft: change it, then press **Approve and save** to write it on the card, or **Discard the draft**. Only figures are sent to make a draft, never a student's name. If the page says *AI suggestions are switched off for your school*, the head teacher or school administrator can switch them on from **Alerts**.

Good to know

- Every saved comment is kept in the school's audit log.
- A comment is at most 1,000 characters.
- Before a class is checked, the release page counts the cards without a class teacher's or head teacher's comment.

QUESTIONS

Who writes the head teacher's comment?
The director of studies, head teacher, deputy or school administrator. Class teachers write the class teacher's comment.

Making the cards again, does it wipe the comments I typed?
No. Computing the cards leaves comments alone. Only **Write comments** with *Only where no comment is written yet* unticked writes over typed comments.

Why did a student get no comment from the bank?
No comment is written below 3 aggregates, and none when the bank has no comment for the student's aggregates. Add one under **Grading › Report comments**.

Can I change a comment after the class is released?
No. Released cards are locked. The director of studies or head teacher reopens the class first, giving a reason.

Check, approve and release report cards

Each class's cards are checked by the class teacher, approved by the DOS or head teacher, then released to parents and sent to them.

For: Director of studies, Head teacher, Teacher · app.schooldynamics.ug/help/reports/checking-approving-releasing

Parents see a class's report cards only after the class is released. Before that, the cards go through two checks: the class teacher checks them, and the director of studies or head teacher approves them. Each class moves on its own, so a finished class can go out while another is still being corrected.

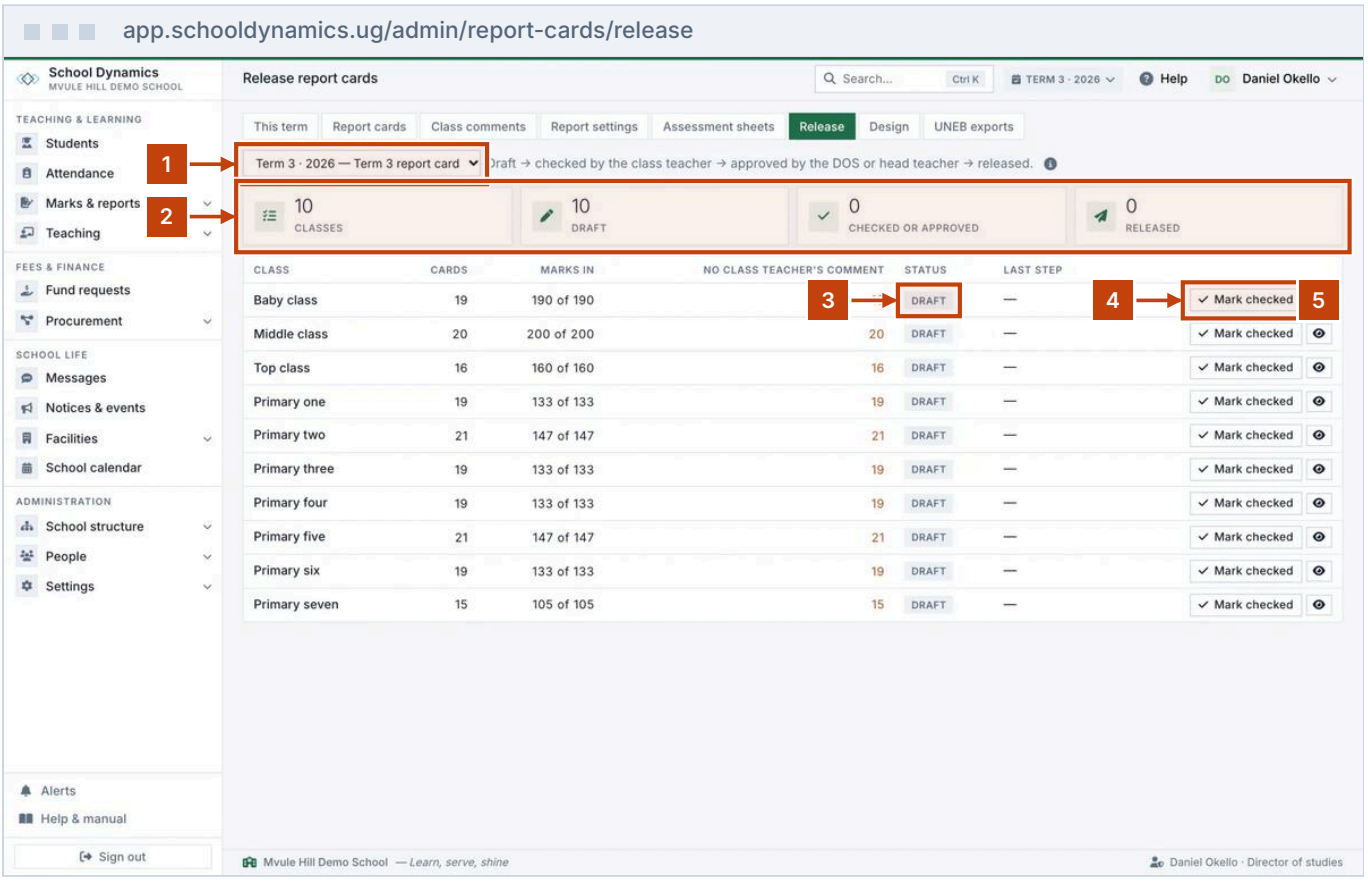
Draft → checked by the class teacher → approved by the DOS or head teacher → released.

Open **Marks & reports › Report cards**, tab **Release**.

Before you start

- The class has report cards, and none is out of date (see Make the report cards).
- Write the comments first (see Comments). The page counts the cards without them.
- Who does what: the class teacher (or a stream's teacher) checks. The director of studies, head teacher, deputy and school administrator can check, approve, release and reopen. Teachers see only the classes they are class teacher of.

The release page



The demo school · invented names and figures

1 The term's report.

2 How many classes are at each stage.

3 Where each class is: Draft, Checked by the class teacher, Approved or Released to parents.

4 The next step you may take for that class.

5 Open the class: its figures, history, print and sending.

Choose the term's report 1. Schools that also have theology or new-curriculum cards choose which kind first. The figures 2 count the classes at each stage.

Each line is a class with marks or cards: how many cards, how many marks are in, how many cards have no class teacher's comment, its stage 3 and the date of its last step. The button 4 is the next step you may take. The eye 5 opens the class.

The steps

1. **Check.** The class teacher reads the class's cards (print them, or open them from the report cards list), then presses **Mark checked**. *Checked: the DOS or head teacher can approve it now.*
2. **Approve.** The director of studies or head teacher presses **Approve**. *Approved: it can be released to parents.*
3. **Release.** They press **Release to parents** and confirm. The class's marks and comments lock.
4. **Send.** Open the class and press **Send to parents...** (see below).

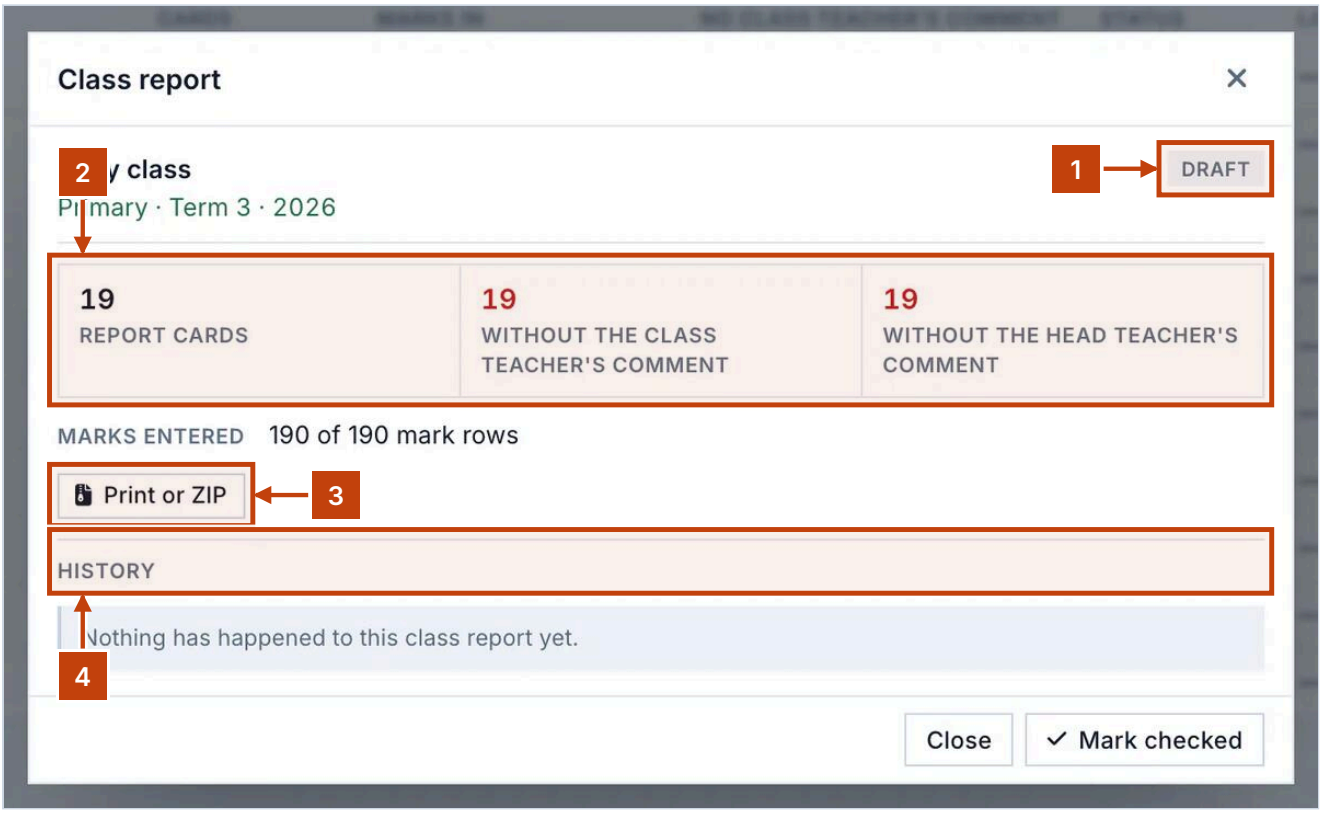
When a class is released:

- Parents can see its cards in the parents' app, on the parents' pages and through their links, unless the fees gate withholds a card (see What parents see).
- Its marks and comments cannot change on any screen or in the phone app. Making the cards again leaves the class as it is.
- A fresh parents' copy of each secular card is saved for the parents' app.

When a step is refused

You see	Why
There are no report cards for this class yet. Generate them first.	Make the cards.
... of this class's report cards are out of date: marks changed after they were made. Make them again first.	Make them again, then check.
The marks or comments changed after the class teacher checked them. It went back to draft: the class teacher checks it again.	Something changed after the check, in this app or the old one.
The class teacher checks the report cards before they are approved.	Approve comes after check.
Approve the report cards before releasing them.	Release comes after approve.
Only the DOS or head teacher approves and releases report cards.	Class teachers only check.

Open a class



The demo school · invented names and figures

1 The class's stage.

2 Cards, and how many still lack a comment.

3 Print the class, or a ZIP with one file per student.

4 Every step, who took it and when.

Click a class's name (or the eye) for its window: the stage 1, the number of cards and how many lack the class teacher's or head teacher's comment 2, the marks entered, and the dates it was checked, approved and released. **Print or ZIP** 3 opens the print window for this class (see Print report cards). **History** 4 lists every step with who took it and when.

The window's buttons are the steps you may take now, and **Reopen...**.

Reopen a class to correct it

Press **Reopen...** in the class's window, type **What needs correcting** (at least 5 characters), and press **Reopen for correction**. The class goes back to draft and the marks unlock. If it was released, parents stop seeing its cards, and the codes printed on them are marked as replaced: anyone who checks an old printed card is told a corrected card was issued.

The director of studies, head teacher, deputy and school administrator can reopen any class. The class teacher, or whoever checked it, can take back a check that is not yet approved.

Send the cards to parents

After release, open the class and press **Send to parents...**. The window shows, before anything is sent:

- **Messages**: how many parents get the *Report card ready* message, each with a private link to their own child's card.
- **Withheld for fees**: students who owe fees. Their parents are left out unless you tick *Tell the parents of withheld cards too*; they then see the fees message when they open the link.
- **Cost** and the wallet, and how many go by app notification, WhatsApp and SMS.
- Two sample messages.

Press **Send ... messages**. Pressing it again later sends nothing new to parents who already have their link; a class released again after a correction is announced again. The class's window then shows how many links were sent and opened. **Send to the parent** on a single card sends that card's link again.

> ⚠ CAREFUL
>
> Sending costs money from the school's message wallet. It is refused when the wallet is short, when the *Report card ready* message is switched off, or when it has no [LINK] in it: fix those under the messages settings (see Automatic messages).

Theology classes are released the same way, but nothing is sent from them: parents get the theology results inside the secular card.

Good to know

- Every step, with who took it and any reason, is kept in the class's history and the school's audit log.
- A parent's link works for 60 days. Each time it is opened it checks again that the class is still released and the fees are cleared.

QUESTIONS

Can I release one student's card on its own?
Not through this page: a class is released as a whole. After release, one card can still be held back with **Mark not ready** under **Print report cards › Parents & fees**.

We found a mistake after release. What do we do?
Open the class and press **Reopen...**, saying what needs correcting. Parents stop seeing the cards, the marks unlock, and the class goes back to draft. Correct, make the cards again, then check, approve and release again.

Why did my approval send the class back to draft?
Marks or comments changed after the class teacher checked the cards. The class teacher checks them again, then you approve.

Does releasing send text messages?
No. Releasing only lets parents see the cards. Messages go when you press **Send to parents...** and confirm.

Print report cards

Print a whole class or stream as one PDF, or a ZIP with a PDF per student, in the school's design. Print one card from the card itself.

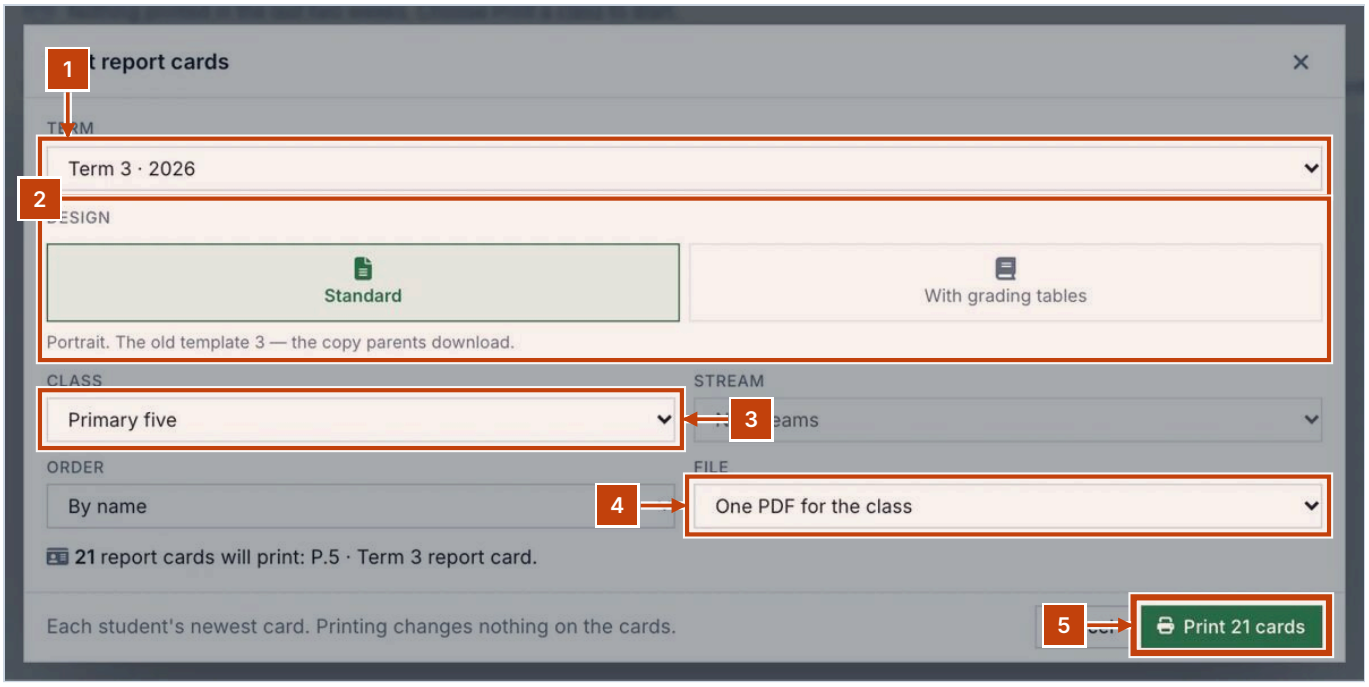
For: Director of studies, Head teacher, Teacher · app.schooldynamics.ug/help/reports/printing

Print a class at a time from **Marks & reports › Print report cards**. You get one PDF to print, or a ZIP file with one PDF per student (to email or share). Single cards print from the card itself.

Before you start

- The term's report cards are made (see Make the report cards).
- The director of studies, head teacher, deputy and school administrator print any class. A class teacher (or stream teacher) prints the term's cards of their own class, unless the term is closed to teachers.

Print a class



The demo school · invented names and figures

1. The term whose cards you print.
2. The design of the card.
3. The class, then a stream if you want one.
4. One PDF for the class, or a ZIP with one PDF per student.
5. Print. The button says how many cards.

1. Press **Print a class**. The *Print report cards* window opens.
2. Choose the **Term** 1. It starts on the term in the top bar.
3. Choose the **Design** 2 (see the table below).
4. Choose the **Class** 3. Keep **Whole class**, or choose one **Stream**.
5. Choose the **Order**: *By name* or *By position*.
6. Choose the **File** 4: *One PDF for the class* or *A ZIP file: one PDF per student*.
7. Check the line *... report cards will print*, then press **Print ... cards** 5.

A progress bar shows while the cards are drawn. You may close the window: the print carries on and appears under **Recent prints** when it is ready. When it is done, press **Download PDF** (or **Download ZIP**), or **Preview** to look at a PDF first. **Print another class** starts again.

If some cards are out of date, the window says how many before you print, with **Make them again**.

Designs

Design	What you get
Standard	Portrait. The card parents download.
With grading tables	Portrait, with the grading tables printed on it.

Schools with theology classes see four designs instead: *Secular and theology on one page* (the card parents download), *Secular only*, *Theology only* (choose a theology class) and *Secular and theology side by side* (landscape, marks and aggregates only).

When the school has saved a design under **Report cards › Design**, the window starts on it (see Card design).

For those who manage reports, **Report cards** at the top of the window also offers *New curriculum* and *Progressive tests* when the school has them. Those print in their own design, and *By position* is not offered for new-curriculum cards.

Recent prints

The **Print a class** tab lists the prints of the last two weeks: what was printed, the design and file kind, how many cards, by whom and when. Use the eye to preview a PDF, or the download icon. Prints are kept for two weeks. Class teachers see only their own prints.

Print one card

Open a student's card (from the report cards list, or **Parents & fees**) and press **Print**, or press the print icon on the list. The card opens in a window as it prints:

- **Design** changes the design of this one card.
- **PDF** or **Page view**: if the PDF does not show on your device, choose **Page view**.
- **New tab** and **Download**.

What is on a printed card

A printed card is drawn from what the cards and marks hold when you print; nothing is worked out again. It shows the student's class and stream, the class teacher and the head teacher, the student's LIN, SchoolPay code and photo when they are recorded, and the subjects that appear on reports, with a column for each exam the term counts. A score below 1 prints as "–". The term's settings decide the rest: the position (or a blank to write one in), the class teacher's comment (or a blank), the other comments, and the fees balance (*NIL BALANCE*, the amount, or a blank when the student's account is not shown to parents). The message at the bottom closes the card.

Every card also carries a **QR code**. Anyone can scan it to check the card is genuine: the check shows the school, the student's initials, the class, the term and the day it was issued, never the marks. If a released class is reopened and corrected, scanning an old printed card says a corrected card was issued.

When printing is refused

You see	Do this
There are no report cards to print for ... Generate them first.	Make the class's cards.
That is ... report cards; print up to 400 at a time (choose a stream).	Choose one stream.
You can print the report cards of your own class only.	Ask the director of studies to print other classes.
This print is already running. Wait for it to finish.	The same print is being drawn. Wait, then look under **Recent prints**.

Good to know

- Each print uses each student's newest card. Printing never changes a card.
- To give parents the cards on their phones, save the parents' copies instead (see What parents see).

QUESTIONS

Do I have to release the cards before printing?

No. You can print at any time, for example to check a class on paper before approving it. Printing changes nothing on the cards.

The print says there are too many cards.
A print takes up to 400 cards. Choose one stream at a time.

Can a class teacher print?
Yes: the term's report cards of their own class (or stream), unless the term is closed to teachers. They see only their own prints.

How do I print one student's card?
Open the card from the report cards list and press **Print**. The card opens as it prints, with **Download**.

Choose how report cards look

Pick the page, the style, the colour and whether the photo prints, with a live preview drawn on one of your own cards.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/reports/card-design

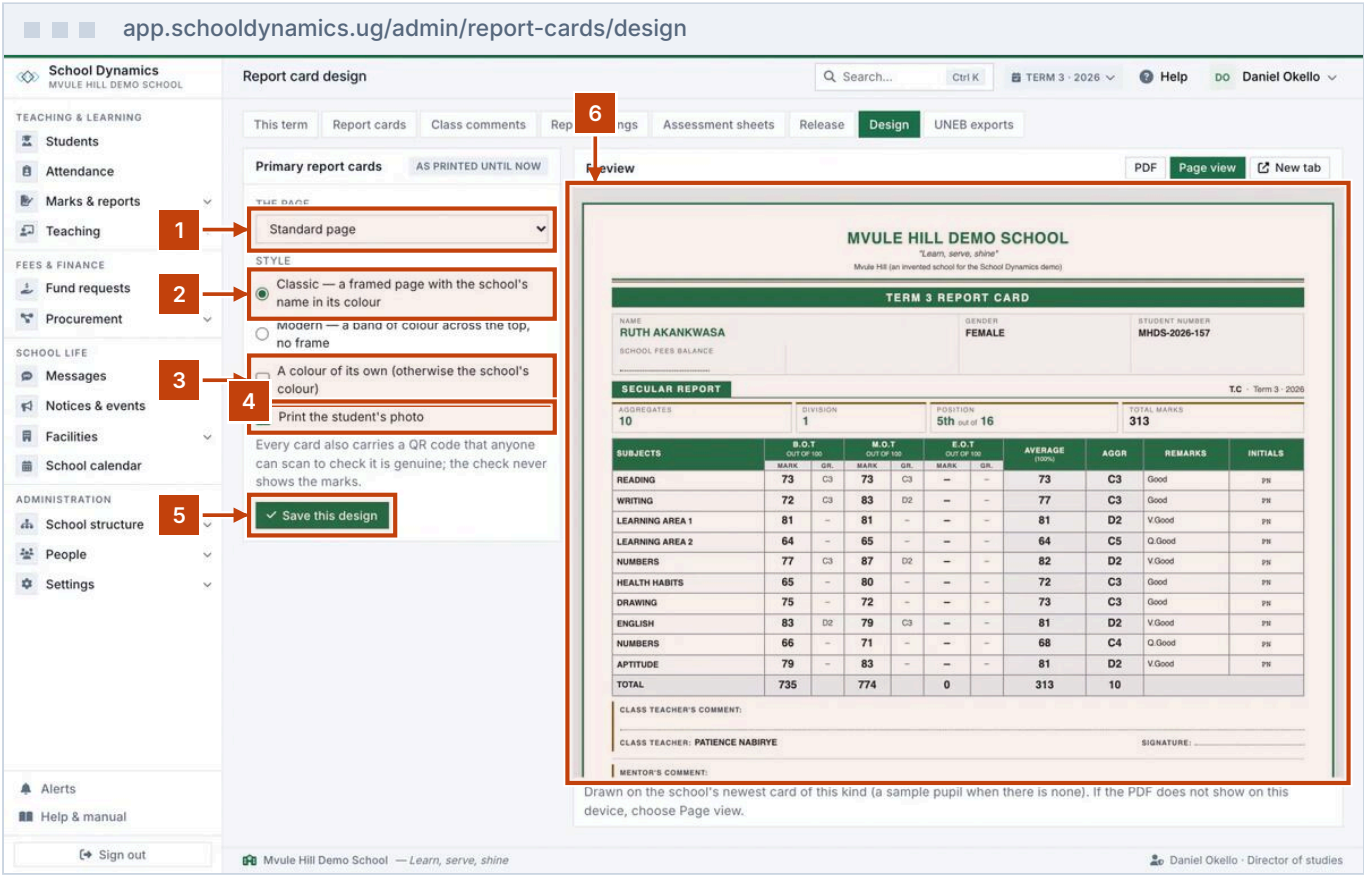
The **Design** tab decides how your school's report cards look when they are printed and when parents download them. You choose once; every card of that kind then prints the same way. A preview beside the choices shows the result on one of your own cards.

Open **Marks & reports › Report cards**, tab **Design**.

Before you start

- The director of studies, head teacher, deputy and school administrator can open this tab.
- Put the school's logo and colour in the school profile first (see School profile).

Choose the design



The demo school · invented names and figures

1. The page: standard, or with the grading tables.
2. The style: Classic or Modern.
3. A colour for the cards, or the school's colour.
4. Print the photo, or not.
5. Save: every card of this kind prints this way.
6. The preview, drawn on one of your cards.

1. If your school has more than one kind of card (primary, theology, new lower secondary, A-level), choose the kind at the top.
2. Choose **The page** 1 (primary cards only).
3. Choose the **Style** 2: *Classic* (a framed page with the school's name in its colour) or *Modern* (a band of colour across the top, no frame).
4. Tick **A colour of its own** 3 to choose a colour for the cards. Otherwise they use the school's colour. A colour that is too light is darkened so white writing reads on it.
5. Tick or untick **Print the student's photo** 4.
6. Look at the preview 6. Every change redraws it.
7. Press **Save this design** 5.

Design saved. Every primary report card prints this way now. Until a design is saved, the card says *As printed until now*.

The page for primary cards

The page	What you get
Standard page	Portrait: the card parents download.
With the grading tables	Portrait, with the grading tables printed on it.

Schools with theology classes see *Secular and theology on one page*, *Secular only, with the grading tables* and *Secular and theology side by side (landscape)*.

The preview

The preview is drawn on the school's newest card of that kind, or on a sample pupil when there is none. If the PDF does not show on your device, press **Page view**. **New tab** opens the preview on its own.

Good to know

- Every card carries a QR code that anyone can scan to check it is genuine. The check never shows the marks.
- The print window starts on the saved design, and you can still choose another design for one print (see Print report cards).
- The parents' copies saved from now on use the saved primary design (see What parents see).

QUESTIONS

Does a new design change cards already printed?

No. It changes how cards print from now on, and the parents' copies saved from now on. Cards already printed or saved stay as they were.

Where does the logo come from?
From the school profile. The colour is the school's colour unless you give the cards a colour of their own.

What parents see, and when

When a report card reaches parents, why one may be held back for fees, and how to hold back or show a single card and save the copies for the parents' app.

For: Director of studies, Head teacher, Bursar · app.schooldynamics.ug/help/reports/what-parents-see

Parents see a report card in the parents' app, on the parents' pages and through the link sent to them. Two things decide whether they can: the card must be **ready for parents**, and the student's **fees must be cleared**. This lesson explains both, and the page where you can see them for every card: **Marks & reports › Print report cards**, tab **Parents & fees**.

Before you start

- Anyone who reads report cards can open the **Parents & fees** page. Only the director of studies, head teacher, deputy and school administrator can mark cards ready or not, and save copies.
- The rules below are for secular (primary) cards. Theology and new-curriculum cards are covered at the end of the next section.

When a card reaches parents

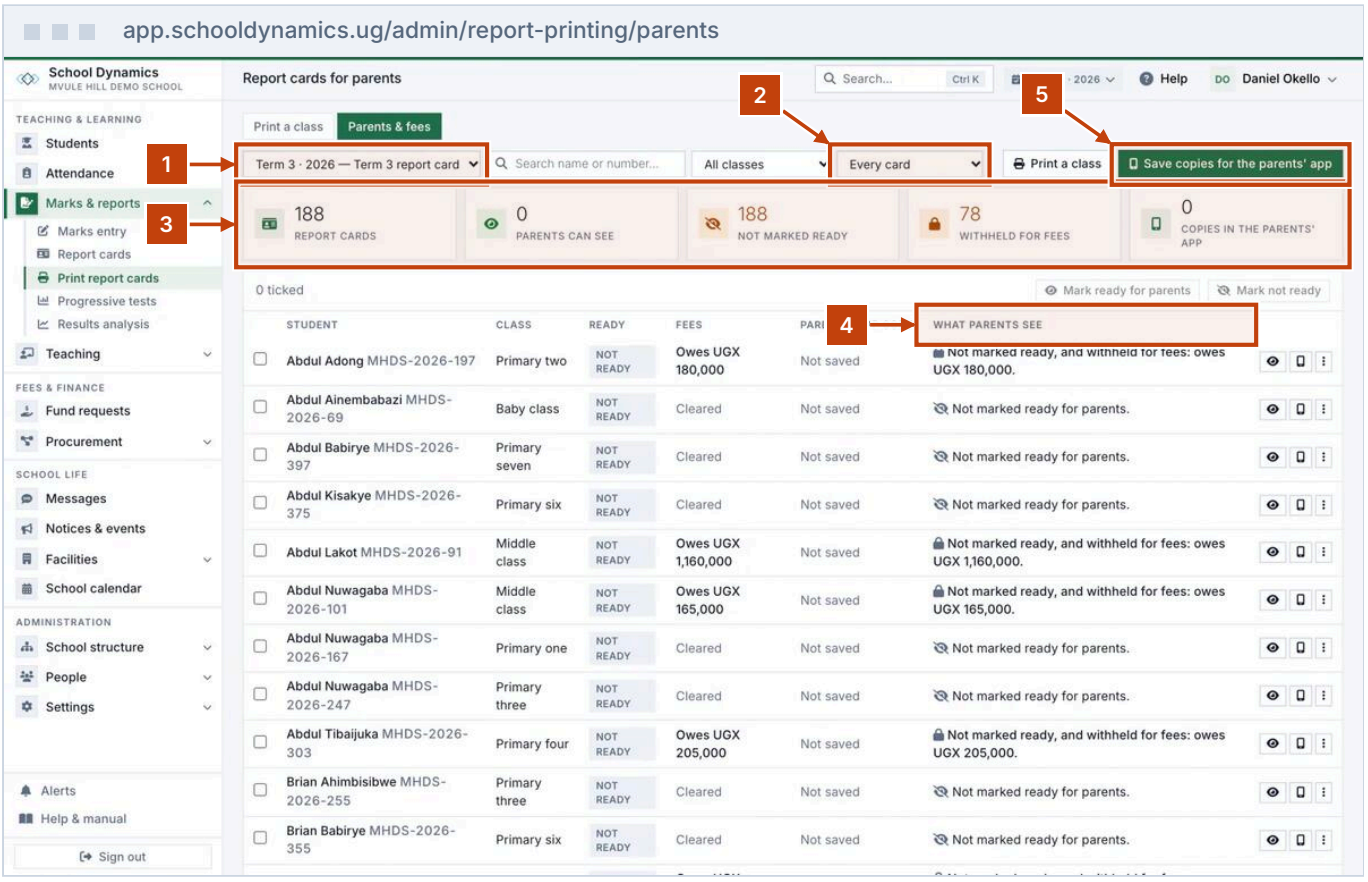
Ready for parents. A secular card becomes ready when its class is released (see Check, approve and release). Reopening the class makes its cards not ready again. A class that has never entered the release steps can also be marked ready card by card on this page.

Fees cleared. The fees gate withholds a card while the student owes fees: a fees balance below zero. A balance of zero, or in credit, clears it. A withheld card is listed for the parent, with no results and this message: *Report card is locked. Outstanding school fees of UGX … must be cleared before the report card for … can be viewed. Please contact the school bursar.*

Ready?	Fees	The parent sees
Not ready	any	Nothing
Ready	Cleared	The card
Ready	Owes	The card listed, locked, with the fees message

Theology results reach parents inside the secular card. New-curriculum cards reach parents through the links sent after their class is released, and the link applies the same fees gate.

The Parents & fees page



The demo school · invented names and figures

1 The term's report.

2 Show the cards parents can see, those not ready, withheld for fees or with no app copy.

3 How many cards parents can see, and why the others are held back.

4 For each card, what parents see and why.

5 Save fresh copies for the parents' app.

Choose the term's report 1, then search, choose a class or stream, or show only some cards 2: *Parents can see it*, *Not marked ready*, *Withheld for fees* or *No copy for the app*. The figures 3 count the cards, those parents can see, those not marked ready, those withheld for fees and the copies saved for the app.

Each line shows the card's **Ready** state, the student's **Fees** (*Owes UGX …*, *Cleared* or *In credit*), whether the **Parents' app copy** is saved, and **What parents see** 4, in words: *Parents can see it.*, *Withheld for fees: owes UGX …*, *Not marked ready for parents.* Hover over an amount to read the message the parent gets.

Each row's menu has **Why it shows or not**, **Preview the report card** and **See the parents' copy**.

Hold back or show one card

The director of studies, head teacher, deputy and school administrator can tick cards and press **Mark ready for parents** or **Mark not ready**, or use the same words in a card's row menu.

- **Mark not ready** works on any card, even in a released class: use it to hold back one card while you look into it. In a class that never entered the release steps, this also unlocks the student's marks. In a

released class, the marks stay locked until the class is reopened.

- **Mark ready for parents** is refused for a class in the release steps (checked, approved, or reopened): *... report is in the release steps ...: parents get its cards when the class is released under Report cards › Release.* Release the class instead.

Save the copies for the parents' app

The parents' app opens a saved PDF of each card, the parents' copy. Releasing a class saves fresh copies of its cards by itself. To save them yourself, for example after changing a design:

1. Choose the term, and a class if you want only one.
2. Press **Save copies for the parents' app** 5.
3. Confirm. The confirmation says how many cards, and what *ready for parents* will be set to.

A progress bar shows while the copies are saved. One card's copy can be saved from its row (the phone icon), or from its preview with **Save copy for the parents' app**.

> ⚠ CAREFUL
>
> For a class that has never entered the release steps, saving copies sets each card's *ready for parents* from the term's **Parents may see reports** setting, replacing any change made by hand. A class in the release steps keeps what its release says.

Good to know

- The page's own note warns that today's parents' app applies the fees rule but also lists cards not marked ready, without the *Published* badge. The parents' pages list only cards that are ready.
- A link sent to a parent checks everything again each time it is opened: the class must still be released, the card ready, and the fees cleared.
- For what a parent does on their side, see Report cards for parents.

QUESTIONS

A parent says the card is locked. Why?
The student owes fees. The parent reads *Report card is locked. Outstanding school fees of UGX ... must be cleared before the report card for ... can be viewed. Please contact the school bursar.* Once the balance is zero or in credit, the card opens.

Do staff need fees cleared to see a card?
No. The fees gate applies to parents only. Staff always see every card.

Can I show one card to a parent whose child owes fees?
Not in the app or on the parents' pages: the fees gate decides. The card can still be printed and handed over.

Competency reports (new lower secondary curriculum)

Set up a term's new-curriculum report, enter unit, project and exam scores, set the descriptors and grades, and make the cards.

For: Director of studies, Teacher, Head teacher · Secondary · app.schooldynamics.ug/help/reports/competency-reports

Schools teaching the new lower secondary curriculum (S.1 to S.4) report each subject by units, a project and an exam, with a descriptor for the learner's level. These reports have their own pages under **Marks & reports › Competency reports**. The menu entry shows for secondary schools.

The pages are tabs: **Overview**, **Marks entry**, **Report cards**, **Settings and generation** and **Descriptors and grades**. Teachers see only the tabs they can use.

Before you start

- The term must be the school's active term to set it up.
- The classes of the year must have new-curriculum subjects, with each subject's teachers set.
- The director of studies, head teacher, deputy and school administrator set up the term, change the settings, make the cards and set the descriptors. Teachers enter scores for the subjects they teach.

> **GOOD TO KNOW**
>
> The demo school is a primary school, so it has no competency reports to try.

Set up the term

On **Overview**, press **Set up ...** (the button names the active term) and confirm. The term gets its own settings, ready to change:

- the title *Term ... - Termly Report Card*;
- units 1 to 3 on the report and open for entry, units 4 and 5 off;
- the project closed and the exam open;
- maximum scores of 3 for each unit, 10 for the project and 80 for the exam;
- the fees balance shown, and parents not yet allowed to see the report.

The **Overview** then shows the term, how many students have marks, how many scores are in for each part, and a table of scores entered by class and subject. Choose another term in the list at the top to look back.

The settings

Open **Settings and generation**. In **Settings**:

- **Report title**.
- A table of the parts: **Unit 1** to **Unit 5**, **Project** and **Exam**, each with its **Maximum score**, **Teachers may enter it** (Yes or No) and, for units, **Shown on the report**. The project and exam always show.
- Two switches: **Add the project score into the units total (out of 10)** and **Add the exam score into the units total (out of 10)**. With either on, the page warns that *out of 10* can go far past 10. Leave them off for *out of 10* to come from the units alone. Some schools see one switch instead, **Show the project on report cards**: their marks never add the project or the exam into the units total.
- **Show the fees balance on the report**, **Parents may see the report**, **Report template** (Template 1, 2 or 3), **General communication** and **Message at the bottom of the report**.

Press **Save settings**. *Settings saved. Nothing was generated.* A maximum is above 0, at most 999.9, with at most one decimal place.

> ⚠ CAREFUL
>
> **Parents may see the report** set to Yes also locks the term's marks: nobody can change them. Set it back to No to correct a mark.

Make the mark rows and the cards

In **Generate**, tick the **Classes**, then:

- **Check what is missing** says how many mark rows and report cards would be made.
- **Create mark rows** gives each active student a row for the class's compulsory subjects and the optional subjects they chose.
- **Recalculate marks** works out every mark row again with the settings and bands as they are now.
- **Create report cards** makes a card for each student who has none.

Each adds only what is missing and never removes anything. A progress bar shows while it runs, and *Last action* says what was done. Classes already released to parents are left out.

Enter scores

Open **Marks entry**, then choose the class, stream (if any) and subject. Type each score; it saves when you leave the box. `Enter` and the arrow keys move up and down. **Open the marks grid** opens the spreadsheet grid, which also works on a phone. **Excel** and **CSV** download the scores.

- A blank or 0 means not entered. A score may have one decimal place (2.5).
- A score cannot be above its part's maximum, and a closed part cannot be changed.
- Each line shows **Out of 10**, **Descriptor**, **Out of 20**, **Overall** and **Grade**.

How a line is worked out, with both switches off:

Figure	Is
Out of 10	The units entered, added, divided by their maximums added, times 10
Descriptor	The first descriptor whose range holds the units entered, added
Out of 20	The project plus out of 10
Overall	The exam plus out of 20
Grade	The first grade whose range holds the overall score; with none, the descriptor

Descriptors and grades

The **Descriptors and grades** tab holds the school's ranges.

- **Add descriptor**: **Lowest units total**, **Highest units total**, the **Descriptor** (for example *Basic*, *Moderate*, *Outstanding*), an **Identifier** (a whole number) and its **Meaning**, printed in the card's descriptor table.
- **Add grade**: **Lowest overall score**, **Highest overall score** and the **Grade**.

A mark gets the first range, in the order they were added, that holds its score. Where two ranges overlap, the page warns which one is used. Changing a range does not change marks already entered: press **Recalculate marks** for the term.

The report cards

Report cards lists the term's cards, with a search and a class filter. A warning says when students have marks but no card. Click a student for the card: name, LIN, class and term, each subject's units, out of 10, descriptor, project, out of 20, exam, total score, grade and teacher, then the descriptor table and the comments.

Write the **Class teacher's comment** and the **Head teacher's comment** with the pen beside each, then **Save comment**. The comment helpers (comment bank, behaviour sentences, AI draft when switched on) work as on other cards (see Comments). The head teacher's comment is for those who manage reports; the class teacher's for the class (or stream) teacher too.

Print one card with **Print**, or a class from **Print report cards** with *New curriculum* chosen (see Print report cards). Classes are checked, approved, released and sent to parents on the **Release** page, under *New curriculum* (see Check, approve and release).

Good to know

- Every score saved is kept in the school's audit log.
- Released classes, and terms whose report parents may see, lock their scores. The director of studies or head teacher can still correct a closed term's scores.

QUESTIONS

Why do I not see Competency reports in the menu?
It shows only for secondary schools. A primary school uses Report cards instead.

I changed the maximum scores. Why did the marks not change?
Saving the settings changes the settings only. Press **Recalculate marks** under **Settings and generation** to apply the new maximums and bands to marks already entered.

Why can I not lower a maximum?
Some scores are already above the new maximum. The page says how many. Correct those scores first.

A teacher cannot enter marks. Why?
They see only the new-curriculum subjects they teach. Add them as a teacher of the subject. The part they are entering must also be open (**Teachers may enter it** set to Yes).

Progressive tests

Run up to ten tests per subject in a term, with their own marks, reports, positions, class analysis sheets and PDF cards.

For: Director of studies, Teacher, Head teacher · app.schooldynamics.ug/help/reports/progressive-tests

Progressive tests are short tests through the term: up to ten (T1 to T10) for each subject, with their own marks, reports, positions and analysis, separate from the term's report card. Each term can have one set. Open **Marks & reports › Progressive tests**.

Before you start

- The director of studies, head teacher, deputy and school administrator create the tests and work out the results. Teachers enter marks for the subjects they teach. Everyone who reads academics can see the tests, reports and results.
- The school needs a grading scale with grades (see Grading scales).

> **GOOD TO KNOW**
>
> The demo school has no progressive tests yet, so this lesson has no pictures.

Create a term's tests

1. Press **New term's tests**.
2. Choose the **Term**. A term has one set of tests.
3. Type a **Title**, or leave it blank for *Progressive Assessment* – and the term.
4. Choose the **Grading scale** and the **Number of tests** (1 to 10).
5. Tick the **Classes**.
6. Under **Leave out subjects**, tick any subject that should have no marks or reports.
7. Choose **Marks entry**: *Open* or *Closed*. With *Open*, tick the **Tests open for entry** (none ticked: every test is open).
8. Choose **Rank students by** (*Whole class* or *Each stream*), whether **Parents can see the reports**, and whether **Positions on report cards** show.
9. Write the **Class teacher's comment on report cards**, the **Head teacher's message** and the **Footer** if you want them.
10. Press **Create**. *Progressive tests created. Next, create the mark lists.*

Settings on the tests' page reopens the same form; the term cannot change once the tests exist.

Work out results

The tests' **Overview** has a **Work out results** card. Each step runs only when you press it, in this order:

Step	Button	Does
1. Create mark lists	**Create**	A row for every active student and subject of the chosen classes that has none. Marks entered are kept.
2. Work out reports	**Work out**	Each subject's average of the tests above 0, its grade and remark; each student's total marks, aggregates and division.
3. Work out positions	**Rank**	Ranks students by total marks in each class or stream; equal totals share a place.
4. Write comments	**Write**	A comment from the comment bank for each report, by aggregates. It replaces comments written by hand.
Remove students who left	**Remove**	Deletes the mark rows of students no longer active, with their marks.
Remove left-out subjects	**Remove**	Deletes the mark rows and report lines of subjects left out in the settings.
Copies for the parents' app	**Save copies**	Saves each report as a PDF for the parents' app. Run it again after marks or comments change.

> ⚠ CAREFUL
>
> The two **Remove** steps delete marks, and cannot be undone. Read the number in the confirmation first.

Below the card, **Marks entered** shows each class and subject with how many marks are in for each test. **Open entry** and **Close entry** open or close marks entry for everyone.

Enter progressive marks

Open the **Marks entry** tab (or the marks icon on the list). Choose the class, stream, subject and test (**Every test**, or one). Type each mark: a whole number from 0 to 100, saved as you leave the box. **Open the marks grid** opens the spreadsheet grid, which works on a phone; **Export** downloads the marks.

The **Avg**, **Grade** and **Remarks** columns are a preview. The reports change only when the director of studies runs **Work out reports** again.

Teachers enter only the subjects they teach. Marks cannot be entered while entry is closed, for a closed test, or for a student whose report parents can already see.

Reports, results and sheets

- **Reports**: one line per student with total marks, aggregates, grade, position (*3rd / 41*), the class teacher's comment and whether parents can see it. Filter by class, stream or grade. Click a student to read the report; those who manage reports can change both comments and tick **Parents can see this report**, then **Save report**. **Report cards (PDF)** prints a chosen class's cards, in order of position.
- **Results**: each class's students, average marks, average aggregates, divisions and the top and bottom five; then each subject's average, highest and lowest.
- **Assessment sheets**: an analysis of one class or stream, test by test and subject by subject, with the most improved students and those needing attention. **Prepare every class** makes a sheet for each class that has none and brings all of them up to date; **New sheet** makes one for a class or a stream. Each sheet prints as a PDF with **Analysis sheet (PDF)**.

A class's progressive cards also print from **Print report cards** with *Progressive tests* chosen (see Print report cards).

How the results are worked out

- **A subject's average**: the tests with a mark above 0, averaged and rounded. A 0 is kept but not counted.
- **Grade**: from the tests' grading scale. **Remark**: below 39 *Improve*, below 49 *Fair*, below 59 *F.Good*, below 69 *Q.Good*, below 79 *Good*, below 90 *V.Good*, otherwise *Excellent*.
- **Total marks** and **aggregates**: the graded subjects added up.
- **Division**: below 4 aggregates X, up to 12 Division 1, up to 24 Division 2, up to 29 Division 3, up to 35 Division 4, otherwise U.

Good to know

- Every mark saved is kept in the school's audit log.
- Positions do not change when you work out reports again: run **Rank** after **Work out**.
- Progressive tests have their own *parents can see* switch on each report. They are not part of the release page.

QUESTIONS

Are progressive tests part of the term's report card?
No. They have their own marks, reports and cards. The term's report card uses the beginning, middle and end of term exams.

Why did saving the settings not change the reports?
Saving never works anything out. Run the steps under **Work out results**, in order.

Can parents see progressive reports?
Yes, when the settings allow it and the report itself is marked *Parents can see this report*. While parents can see a report, its marks are locked.

A teacher clicked Marks entry and got an error.
Only staff who enter marks can open the marks pages. A secretary can read the tests, reports and results, but not the marks.

Analyse results

See how subjects, classes, teachers and students did this term against last term, who to watch, and each class's division and grade counts.

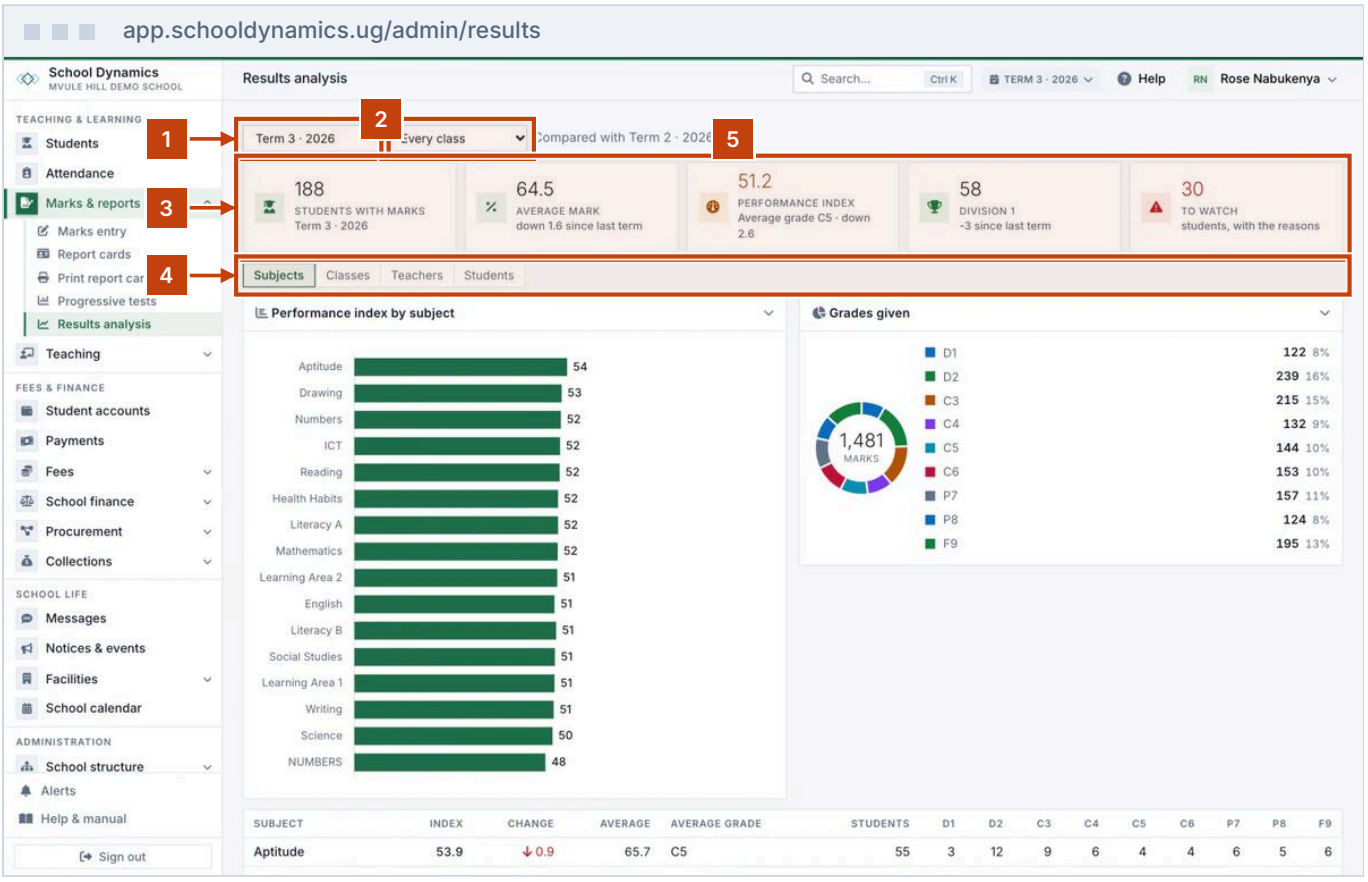
For: Head teacher, Director of studies · app.schooldynamics.ug/help/reports/results-analysis

Results analysis turns a term's report cards into a picture of the school: which subjects and classes did best, how each teacher's subjects did, which students did best and which to watch, all compared with the term before. Open **Marks & reports › Results analysis**. For one class's division and grade counts on a page to print, use an assessment sheet (below).

Before you start

- The head teacher, deputy, director of studies and school administrator can open it.
- It reads the report cards as last made, for students who are active now. Make the cards first (see Make the report cards).

Read the page



The demo school · invented names and figures

1. The term. It is compared with the term before.
2. The whole school, or one class.
3. Students with marks, average, performance index, Division 1 and who to watch.
4. By subject, class, teacher or student.
5. How each figure is worked out.

Choose the term 1. It starts on the school's active term (not the term in the top bar), and is compared with the term before it. Choose a class 2 to narrow everything to it; **Whole school** goes back.

The figures 3:

Figure	Means
Students with marks	Students with at least one mark this term.
Average mark	The average of every subject mark, out of 100, and its change since last term.
Performance index	100 when every mark is the best grade, 0 when every mark is the worst. It shows the average grade too. For new-curriculum classes, it is the average score.
Division 1	Students in Division 1 on their report cards.
To watch	Students who meet one of the rules below. Click it for the list.

Show the results by 4 :

- **Subjects**: a chart of each subject's performance index, a chart of the grades given, and a table with each subject's index, average, average grade, students and the count of each grade.
- **Classes**: a chart of divisions and a chart of each class's average, then each class and stream with its index, average, change and divisions. Click a class to narrow the page to it. For upper primary classes that sit the four PLE subjects, a card **Divisions by the PLE rule** shows the divisions the official bands would give (4–12 Division 1, 13–23 Division 2, 24–29 Division 3, 30–34 Division 4, 35–36 ungraded).
- **Teachers**: each teacher's index, average, number of marks and the subjects and classes they teach.
- **Students**: **Best results** (the top ten by average) and **To watch**, with the reason for each student. Click a student to open their report card.

The info button 5 explains every figure.

Who is on the To watch list

A primary student is listed when any of these is true:

- Division U, or no division (X) because a subject has no marks;
- two or more counted subjects at the worst grade;
- aggregates up by 5 or more since last term.

For new-curriculum classes: two or more subjects below 40, or an average down by 10 or more since last term. Without a class chosen, the list shows the first 25, most reasons first.

Assessment sheets

An assessment sheet counts, for one class or stream and one term, how many students got each division and how many marks got each grade (D1 to F9, and X) in each subject, with the class teacher's name.

Open **Marks & reports › Report cards**, tab **Assessment sheets**. The list shows each sheet's term, title, kind, class, students and Division 1 to 4 counts. Click one for a quick view, or open its page.

To make one (the director of studies, head teacher, deputy or school administrator):

1. Press **New assessment sheet**.
2. Choose the **Report** (the term's report settings).
3. Schools with theology choose **Marks**: *Secular* or *Theology*.
4. Choose **For**: *A whole class* or *One stream*, then the class or stream.
5. Press **Make the sheet**. *Assessment sheet made.*

A sheet counts what the cards and marks say when it is made. After the cards are made again, press **Count again** on the sheet. **Print** opens it as a PDF.

The grades are counted by aggregates 1 to 9, as the old sheet did; X is a mark worth 0 aggregates. U and X divisions are counted together.

Good to know

- Nothing on these pages can be changed. They read the report cards.
- Progressive tests have their own results and sheets (see Progressive tests).

QUESTIONS

Why are this term's figures empty?
The page reads the report cards as last made. Make the cards first; until then it says *No marks yet*.

Can teachers see this page?
No. It compares teachers and classes, so only the head teacher, deputy, director of studies and school administrator see it.

Why do the divisions here differ from the PLE rule card?
Report cards use the bands School Dynamics has always used. The **Divisions by the PLE rule** card shows what the official bands would give for the same students.

UNEB candidate lists and results files

Download a candidate list and photos for PLE, UCE or UACE registration, and a term's results as a spreadsheet for the district or a foundation body.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/reports/uneb-exports

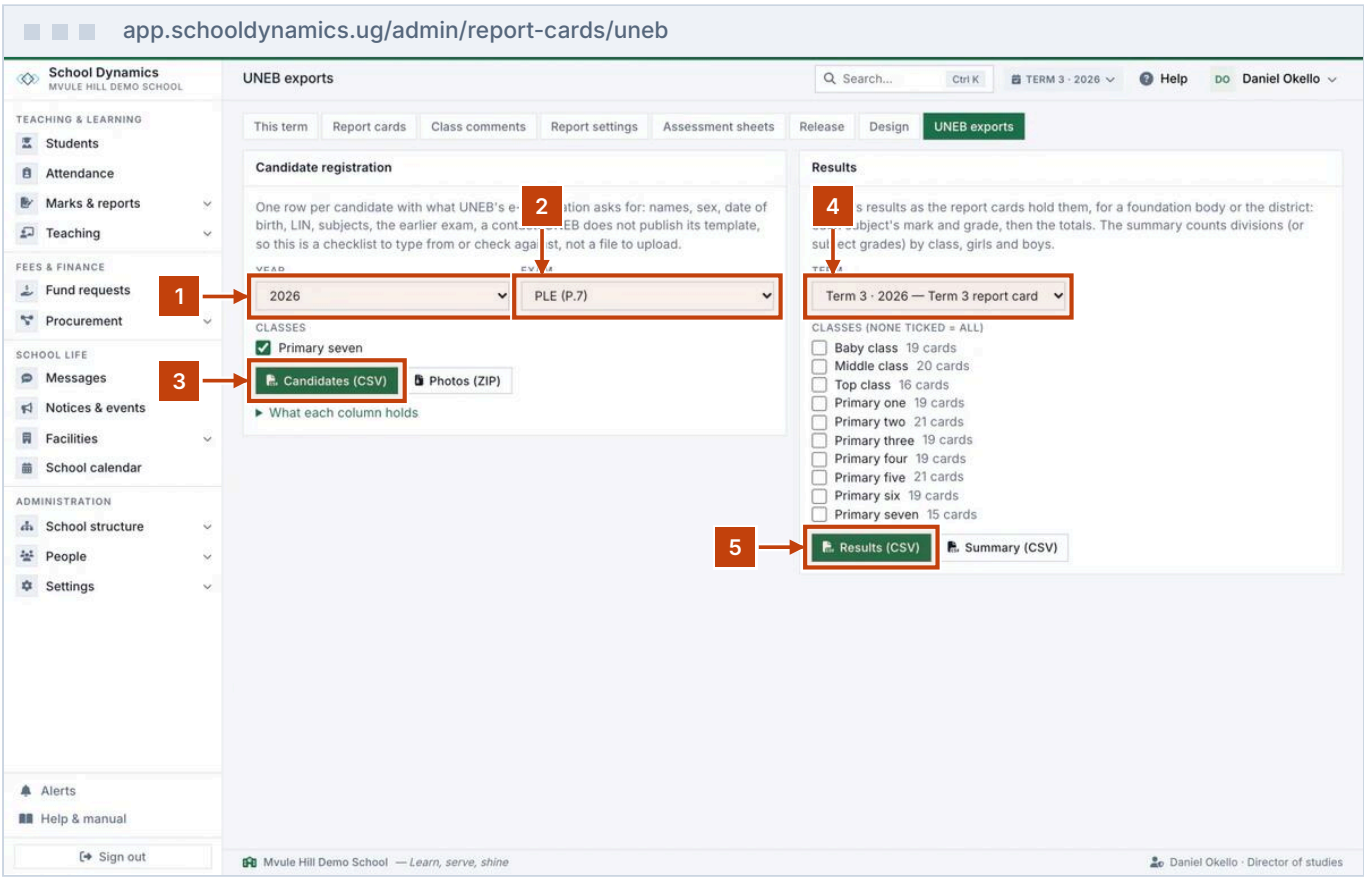
The **UNEB exports** tab gives you two kinds of file: a list of exam candidates with what UNEB's registration asks for, and a term's results as a spreadsheet for the district, a foundation body or your own records. Both are CSV files that open in Excel or Google Sheets.

Open **Marks & reports › Report cards**, tab **UNEB exports**.

Before you start

- The director of studies, head teacher, deputy and school administrator see this tab.
- For the candidate list, the year needs a candidate class: P.7 for PLE, S.4 for UCE, S.6 for UACE.
- For results, the term's report cards must be made.

The candidate list



The demo school · invented names and figures

1 The year of the candidates.

2 The exam: PLE, UCE or UACE, by the candidate class.

3 One row per candidate, for registration.

4 The term whose results you want.

5 Every student's marks and grades, and a summary.

1. Choose the **Year** 1.
2. Choose the **Exam** 2. Only exams whose candidate class exists that year are offered.
3. Tick the **Classes** (all are ticked to start with).
4. Press **Candidates (CSV)** 3 for the list, and **Photos (ZIP)** for the photos.

The list has one row per active student of the chosen classes, by name: number, surname and other names in capitals, sex (M or F), date of birth (DD/MM/YYYY), LIN, NIN, nationality, class, stream, subjects and subject codes, the previous exam (PLE for UCE, UCE for UACE), the parent or guardian with the relation and a telephone, the photo's file name and the school number. **What each column holds** on the page lists every column and where it comes from.

The photos ZIP names each photo to match the *Photo file* column, for example *001 SURNAME OTHERS.jpg*.

The results files

Under **Results**:

1. Schools with new-curriculum cards too choose **Report cards**: *Primary* or *New curriculum*.
2. Choose the **Term** 4. It starts on the term in the top bar.
3. Tick classes under **Classes (none ticked = all)**. Each shows how many cards it has.
4. Press **Results (CSV)** 5 or **Summary (CSV)**.

Results (CSV) has one row per student: number, name, LIN, sex, class and school number, then each subject's mark and grade, then the total marks, aggregates, division, position and class size (for new-curriculum cards: the average score and the number of subjects).

Summary (CSV) counts, for each class, the students in each division by girls and boys (for new-curriculum cards, the subject grades).

Good to know

- The files hold what the report cards hold when you download them. Make the cards again first if marks changed.
- A subject a primary student did not sit shows as 0 in the results file.
- Every download is written in the school's audit log.

QUESTIONS

Can I upload the candidates file to UNEB?
No. UNEB does not publish its template, so the file is a checklist to type from or to check against, not a file to upload.

Why are some columns empty?
The file fills only what the school has recorded: a student without a LIN, a photo or a parent's phone number has those cells blank. Previous index number, special needs and funding are always left for you to fill in.

I pressed Photos (ZIP) and got a page that was not found.
None of the chosen candidates has a photo on record. Add the students' photos first.

Old results (2022–23)

Read the report cards and exam marks kept from the old app's first marks system, by term, class or student. They are shown as printed and never change.

For: Director of studies, Head teacher, Secretary · app.schooldynamics.ug/help/reports/old-results

Some schools used the old app's first marks system in 2022 and 2023, before today's report cards. Their report cards and exam marks are kept, read-only, under **Marks & reports › Old results**. The menu entry shows only in those schools.

Every page says: *Kept as the old app's first marks system left them (2022–23). These results are read-only.*

Before you start

- Anyone who reads academics can open these pages: the director of studies, head teacher, deputy, school administrator, teachers and the secretary.
- Nothing here can be changed or deleted.

> **GOOD TO KNOW**
>
> The demo school never used the old marks system, so it has no old results to show.

Find a student's old results

On **Overview**, type in **Find a student's old results…**. Students who have left are found too. Choosing one opens a window with how many old report cards, theology report cards and theology exam marks they have, and **All old results**, which opens the student's page: every old card with its marks, aggregates, division and position, and every theology exam mark.

Overview

Four figures, each a link when it is above zero: **Old report cards**, **Old theology report cards**, **Theology exam marks** and **Exams set** (B.O.T, M.O.T and E.O.T).

- **Report cards by term** lists each old report with its term, how many cards and when they were made. Click a report to list its cards.
- **Theology exams** lists each theology exam with its marks and how many were submitted.
- **What was not kept, and why** explains what the old system had that is not shown: its exam mark sheets (no marks were kept in them), nursery report cards (never used), the first competency report cards (test entries only) and their comment lists.

Old report cards

The **Report cards** tab lists the old cards. Switch between **Primary** and **Theology** when the school has both, search by name, number or SchoolPay code, and choose a report and a class. Sort by total marks,

aggregates or position.

Click the eye on a line to read the card in a window: the student's details, the secular half and the theology half of the same term. **Full card** opens it on its own page, with the subjects, each exam's mark, the total, aggregates, remarks and the teacher's initials, then the division, position and comments. **Scales printed on these cards** shows the grading and division tables the old cards used.

Old exams and theology mark sheets

The **Exams and marks** tab lists:

- **Theology exams**: each exam with its kind (beginning, middle or end of term), term, maximum, classes, marks, how many were submitted and how many are missing. The list icon opens the exam's mark sheet: every mark, by student, class and subject, with filters for **Submitted** and **Missing**, and a summary by subject and class (averages of the submitted marks).
- **Exams set**: the old beginning, middle and end of term exams. No marks were kept against them; their results are on the old report cards of the same term.

QUESTIONS

Why is Old results not in my menu?
It shows only in schools that used the old app's first marks system in 2022–23. Every other school's results are under Report cards.

Can I correct an old card?
No. Old results are a record of what was printed. They are shown, never changed.

Can I print an old card?
These pages have no print button. They are for reading and looking things up.

School Dynamics

Questions? Ask under any lesson in the app, or write to the team.

app.schooldynamics.ug/help