School Dynamics

THE SCHOOL DYNAMICS MANUAL · CHAPTER 2

Setting up your school

The school's profile, years and terms, classes, subjects, grading, licence and the settings that keep data safe.

1	12	12	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.

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02

Setting up your school

The school's profile, years and terms, classes, subjects, grading, licence and the settings that keep data safe.

What a school sets once and checks each term: the school's name and logo, the academic year and its terms, classes and streams, subjects and grading. Start with the first-week checklist; it puts the rest in order.

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Your first week, step by step

The order to set up a new school in School Dynamics, from the school's name and logo to its first fees and text messages, with a link to each lesson.

For: School owner, School administrator · app.schooldynamics.ug/help/setting-up/first-week-checklist

This page puts the setting-up lessons in order for a new school. The order matters: classes need a year, subjects need classes, fees need classes and students, and report cards need subjects, marks and a grading scale. Most steps take a few minutes.

Before you start

- You need to be the school's owner (usually the person who signed the school up) or a school administrator. Other staff can look at most settings but cannot change them.
- When your school signed up, School Dynamics already made the first academic year with its three terms, and one class for each level your school teaches, each with its usual subjects. Much of the first week is checking these and correcting them.

The dashboard checklist

A school that signed up sees **Getting your school ready** at the top of its dashboard. It lists most of the steps below and ticks each one by itself, from the school's real data: a step is done when the work is done, not when someone presses a button. Press **Show the steps** to open it, and **Do it** beside a step to go to its page. Only the owner and school administrators see it. **Hide** hides it for everyone at the school.

The first step on that card is **Confirm your email address**: the owner presses **Email me the link** and opens the link in the email.

The steps, in order

1. **Fill in the school profile.** Under **Settings › School profile**, give the school's name, motto, contacts and logo. They print on report cards, receipts and letters. See School profile.
2. **Set the term dates.** A new year's three terms all start with the whole year's dates. Under **School structure › Academic years**, give each term its real start and end, and check which one is the active term. See Academic years and terms.
3. **Check your classes.** Under **School structure › Classes**, check that the school has the classes it teaches this year, and add streams to the classes that have them. See Classes and streams.
4. **Check your subjects.** Under **School structure › Subjects**, check each class's subjects. Remove those your school does not teach and add the ones that are missing. See Subjects.
5. **Add your staff.** Add each member of staff and give them their role (head teacher, director of studies, bursar, teacher…), so they can sign in and see their own pages. See Staff and their accounts and Roles and permissions.
6. **Give classes and subjects their teachers.** Until your staff are in, the school's owner stands as every class teacher and subject teacher. Open each class and choose its class teacher, stream teachers and subject teachers. See Classes and streams.
7. **Add your students.** Add them one by one, or import a spreadsheet of the whole school. See Admitting a student and Importing students.
8. **Set this term's fees.** Set what each class pays, and the system bills every student. See Fee structure.
9. **Set up grading.** Under **School structure › Grading**, start from the default grading scale or make your own, and add the report comments. See Grading scales. The term's report cards then start from The term at a glance.
10. **Set up text messages.** Buy SMS credit and decide which messages the school sends. See How SMS works.
11. **Accept the data processing agreement.** The owner reads and accepts it once for the school, and the office prints the privacy notice for parents. See Data protection.
12. **Choose a package.** Before the free trial ends, choose a package and pay its invoice under **Settings › Licence & billing**. See Licence and billing.

> **TIP**
>
> Do steps 5 and 6 before teachers start entering marks. Teachers enter marks only for the subjects they are named on.

Schools with theology, and universities

- A school that teaches theology turns it on in the school profile (the **Theology** tab), then sets up its theology classes. See Theology classes.
- A university or tertiary school sets up its programmes and enrols students each semester. See Programmes and semester enrolment.

Later on

- Each new year, make the next academic year and promote students into its classes. See Academic years and terms and Changing class and promotion.
- Each term, make the next term active when it starts.
- The school's leaders can read the Audit log at any time, and the owner can take a full copy of the school's data from Data export.

QUESTIONS

Why does my school already have classes and subjects?
When a school signs up, School Dynamics makes its first academic year with its terms, and one class for each level the school teaches, each with the usual subjects. Check them and change what is different at your school.

Where is the checklist on the dashboard?
A school that signed up sees **Getting your school ready** at the top of its dashboard. Only the owner and the school administrators see it. It ticks each step by itself as the work is done.

Can I hide the dashboard checklist?
Yes. Press **Hide**. It is hidden for everyone at the school, and every step stays in the menu.

The school profile, logo and colours

The school's name, motto, contacts, logo and colours, and the names and signatures printed on report cards, receipts and ID cards.

For: School owner, School administrator · app.schooldynamics.ug/help/setting-up/school-profile

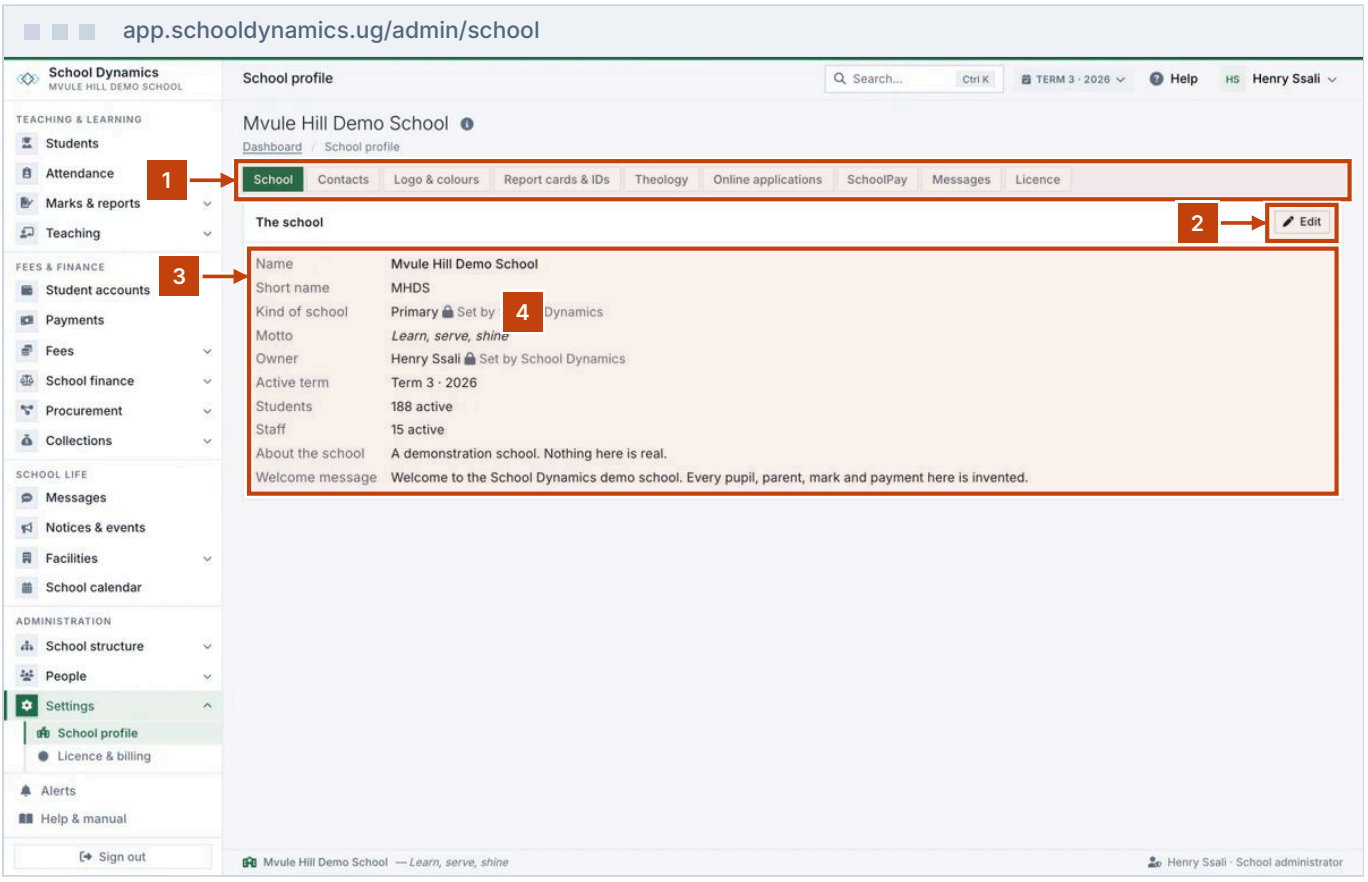
The school profile holds what every page and printed document says about your school: its name, motto, contacts, logo and colours, the head teacher's name and the signatures. Set it in the first week, and change it whenever something changes.

Open it from **Settings › School profile**.

Before you start

- Every member of staff can open the school profile and read it.
- Only the school's owner and the school administrators can change it. They see an **Edit** button on each tab.
- The **SchoolPay** and **Licence** tabs show only to those who can also see the school's money (the bursar, the head teacher and the deputy, among others). The **Messages** tab shows only to those who can send messages.

The tabs



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1 One tab for each group of settings. Some tabs show only to the people who deal with them.

2 **Edit** opens this tab's settings. Only the owner and school administrators see it.

3 What is set now. A dash means nothing is set yet.

4 Set by School Dynamics, not by the school.

Each tab 1 holds one group of settings. What is set now is listed under it 3; a dash means nothing is set yet.

Tab	What it holds
School	The name, short name, motto, a few lines about the school and a welcome message. It also shows the kind of school, the owner, the active term and how many students and staff are active.
Contacts	Address, P.O. box, phone, second phone, email and website.
Logo & colours	The logo, the school colour and the second colour.
Report cards & IDs	The head teacher's name, the head teacher's, director of studies' and bursar's signatures, and when ID cards expire.
Theology	Whether the school teaches theology. See Theology classes.
Online applications	Whether parents can apply online, the fee, the deadline and the documents to bring. See Online applications.
SchoolPay	Whether SchoolPay payments are imported by themselves, and from which date. See SchoolPay.
Messages	The school's switch for sending text messages, the SMS wallet and when credit was last bought. See How SMS works.
Licence	Where the school's licence stands. It only shows; the licence is managed by School Dynamics. See Licence and billing.

Some lines say **Set by School Dynamics** 4: the kind of school, the owner and the web address. The school cannot change them, because they decide the school's classes, terms, menus and sign-in. Ask School Dynamics support if one is wrong.

Change a setting

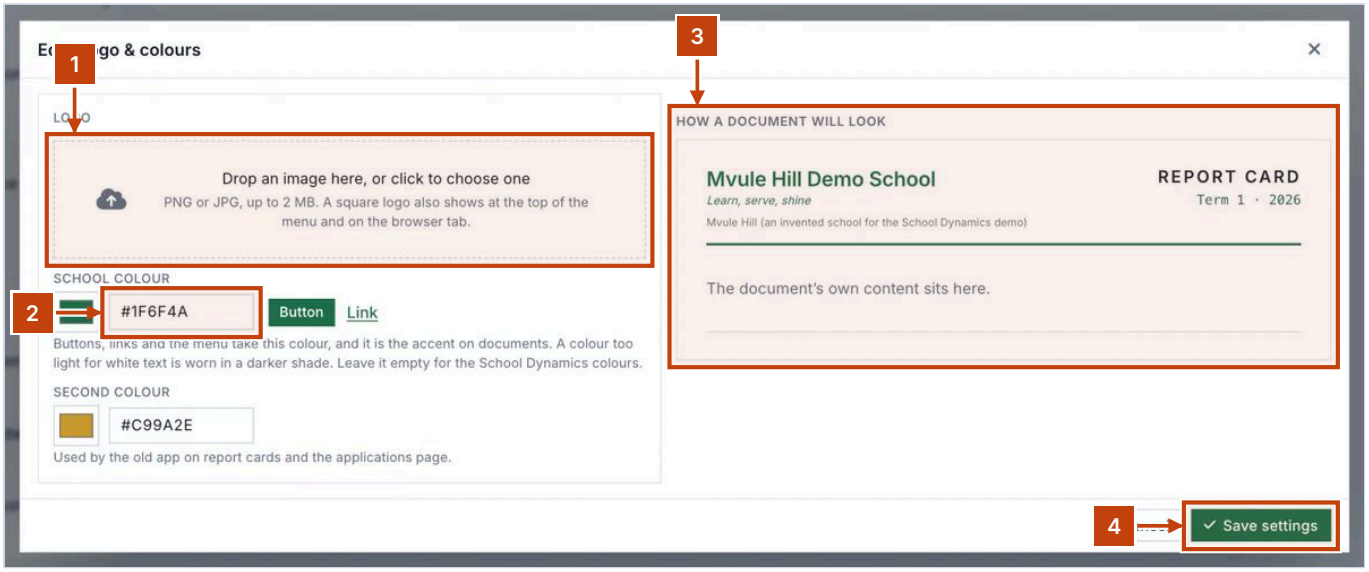
1. Open the tab, for example **Contacts**.
2. Press **Edit** 2. A dialog opens with that tab's settings.
3. Change what you need. Leave a field empty to clear it.
4. Press **Save settings**.

A short note confirms what was saved, for example *Contacts saved.* If nothing was different, it says *Nothing was changed.*

Only the school's name is required. A few rules are checked when you save:

- **Short name**: leave it blank and it becomes the initials of the name, up to five letters.
- **Phone** and **Second phone**: digits and the usual signs only (`+` , spaces, brackets, dashes).
- **Website**: a web address such as *www.school.ac.ug*.
- **Email**: a real email address.

Logo and colours



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1 Drop the logo here, or click to choose it: a PNG or JPG of up to 2 MB.

2 The school colour, as # and six letters or digits. The square beside it opens a colour picker.

3 How a document will look with this logo and colour, before you save.

4 Save. The page opens again in the new colours.

The sign-in page, the menu, the footer and every printed document wear the school's logo, colour and motto. Set them under **Logo & colours**:

- **Logo** 1 : drop a picture on the box, or click it to choose one. It must be a PNG or JPG of up to 2 MB. A square logo also shows at the top of the menu and on the browser tab.
- **School colour** 2 : buttons, links and the menu take this colour, and it is the accent on documents. Type it as `#` followed by six letters or digits (like `#1C4795`), or click the square to pick one. A colour too light for white text is worn on the screens in a darker shade; the dialog tells you which. Leave it empty to keep the School Dynamics colours.
- **Second colour**: kept for report cards and the applications page of School Dynamics classic.

The right side 3 shows how a document's heading will look with the logo, colour, name, motto and contacts, before you save. When you press **Save settings** 4 , the page opens again so the menu and footer show the change. The motto is set on the **School** tab.

Names and signatures on documents

Under **Report cards & IDs**:

- **Head teacher's name** is printed beside the head teacher's signature.

- Upload the **head teacher's**, **director of studies'** and **bursar's** signatures: a PNG with a clear background prints best, up to 2 MB. The head teacher's signature is printed on report cards and letters; the bursar's on receipts and finance reports.
- **Student ID cards expire** and **Staff ID cards expire**: the date printed on ID cards. Left blank, it is 31 December of the current year.

To take a signature off the documents, press **Remove** beside it on the tab. Only the owner and school administrators can.

> GOOD TO KNOW
>
> Signatures show as pictures only to the owner, the school administrators and those who run report cards (the head teacher, the deputy and the director of studies). Other staff see only that a signature is *Uploaded*.

What happens when you save

- Every change is written in the school's audit log: who changed which setting, from what to what.
- A new logo or signature is kept as a new file; the old file is not deleted.
- If the school has no academic year yet, saving the profile makes the first one, starting today, with its terms and classes, and the note says so.
- Changing the name, logo, colours or the theology setting opens the page again, so the menu shows the change at once.

QUESTIONS

Who can change the school profile?
The school's owner and the school administrators. Every other member of staff can read it, but sees no Edit buttons.

Can we change the kind of school (primary, secondary) ourselves?
No. The kind of school decides its classes, terms and menus, so only School Dynamics changes it. The same goes for the school's owner, its web address, the SchoolPay code and the licence. Ask School Dynamics support.

I uploaded a new logo. Where is the old one?
Each picture is kept as a new file and the profile points at it; the old file is not deleted. Upload the old one again to go back to it.

The colour I chose looks darker on the screens. Why?
A colour too light to carry white text is worn in a darker shade on the screens, so buttons stay readable. The dialog tells you when this happens and which shade is used.

Academic years and terms

Make the school year, set each term's dates, choose the active term the school works in, and look back at an old term from the top bar.

For: School owner, School administrator, Director of studies · app.schooldynamics.ug/help/setting-up/years-and-terms

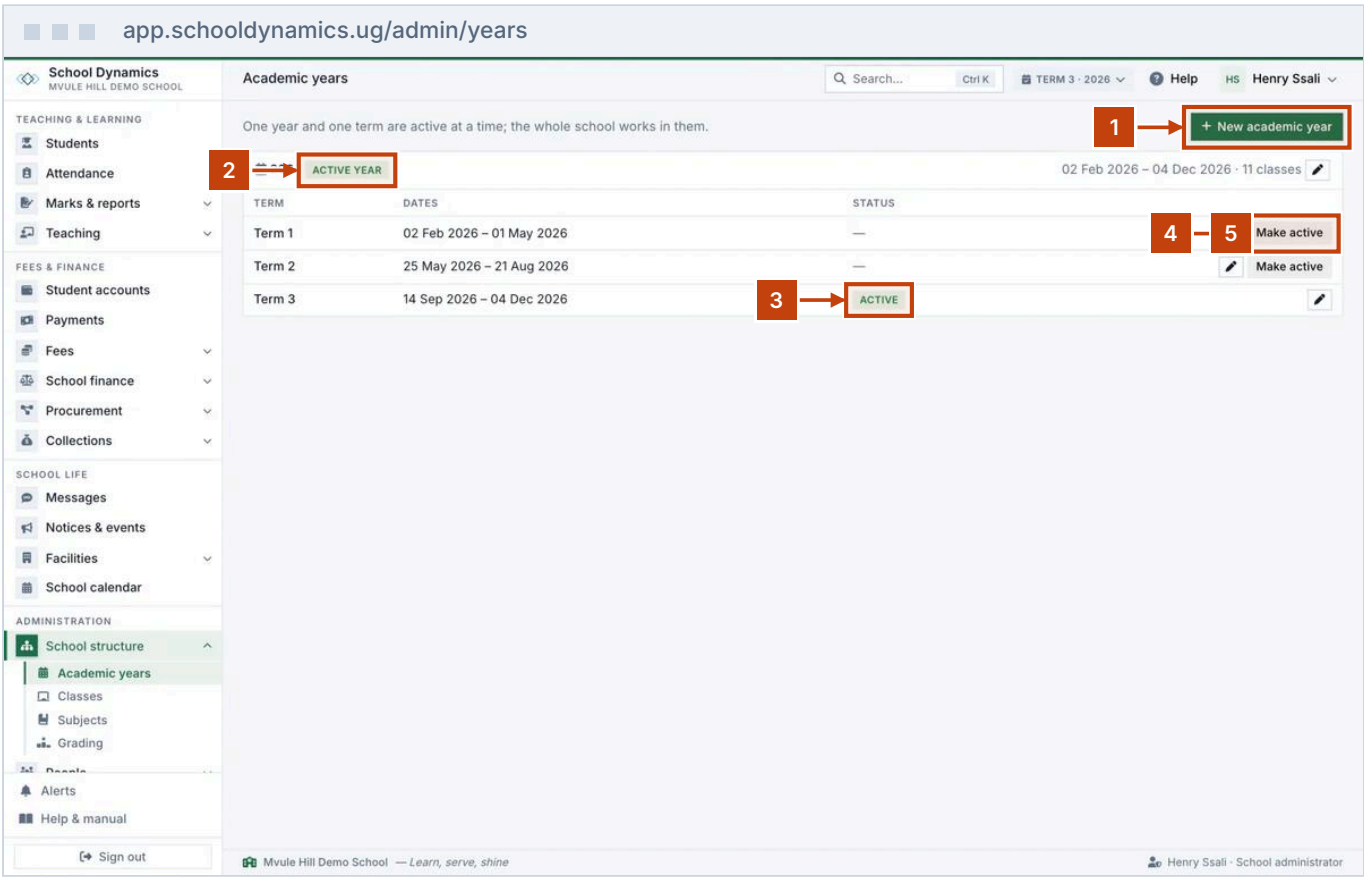
An academic year is the school year, with its own dates, its terms and its classes. One year and one term are active at a time, and the whole school works in them: new bills, payments, roll-calls and the term's report cards go to the active term. You make a new year once a year and change the active term three times a year.

Open it from **School structure › Academic years**.

Before you start

- The school administrator, the head teacher, the deputy, the director of studies, teachers and the secretary can open this page.
- Only the school administrator, the director of studies and the school's owner can make years, change dates or change the active term.

Reading the page



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1 Make the next academic year, with its terms and classes.

2 The active year.

3 The active term: the whole school works in it.

4 Make another term the active one.

5 Change a term's name or dates.

Each year is a box, newest first, with its dates and how many classes it has. The active year carries a badge 2, and so does the active term 3 in its table. **New academic year** 1 makes the next year. **Make active** 4 beside a term makes it the active one, and the pencil 5 changes a term's name or dates.

Start a new academic year

Do this before the new year's first term starts, so its classes are ready for promotion.

1. Press **New academic year**. The dialog suggests the next year's name and dates.
2. Check **Name** (for example *2027*), **Starts** and **Ends**. The end must be after the start.
3. Tick **Make it the active year now** only if the school moves into the new year today. Otherwise leave it, and make it active when its first term starts.
4. Type **Your password, to confirm**.
5. Press **Create year**.

The new year gets its three terms and one class for each level the school teaches, each with its usual subjects. The school's owner stands as class teacher until you change it. A university's year gets two semesters and no classes (its classes come from its programmes; see Programmes).

> **TIP**
> The new year's three terms all start with the whole year's dates. Give each term its real dates straight away (below).

Then move the students up into the new classes: see Changing class and promotion.

Set a term's dates

1. Press the pencil beside the term.
2. Give it a **Label** if you want one (for example *Second term*). Left as a number, it shows as *Term 2*.
3. Set **Starts** and **Ends**.
4. Press **Save term**.

Changing a term's label or dates does not change which term is active. To change a year's name, dates or details, press the pencil beside the year's name, then **Save changes**.

Change the active term

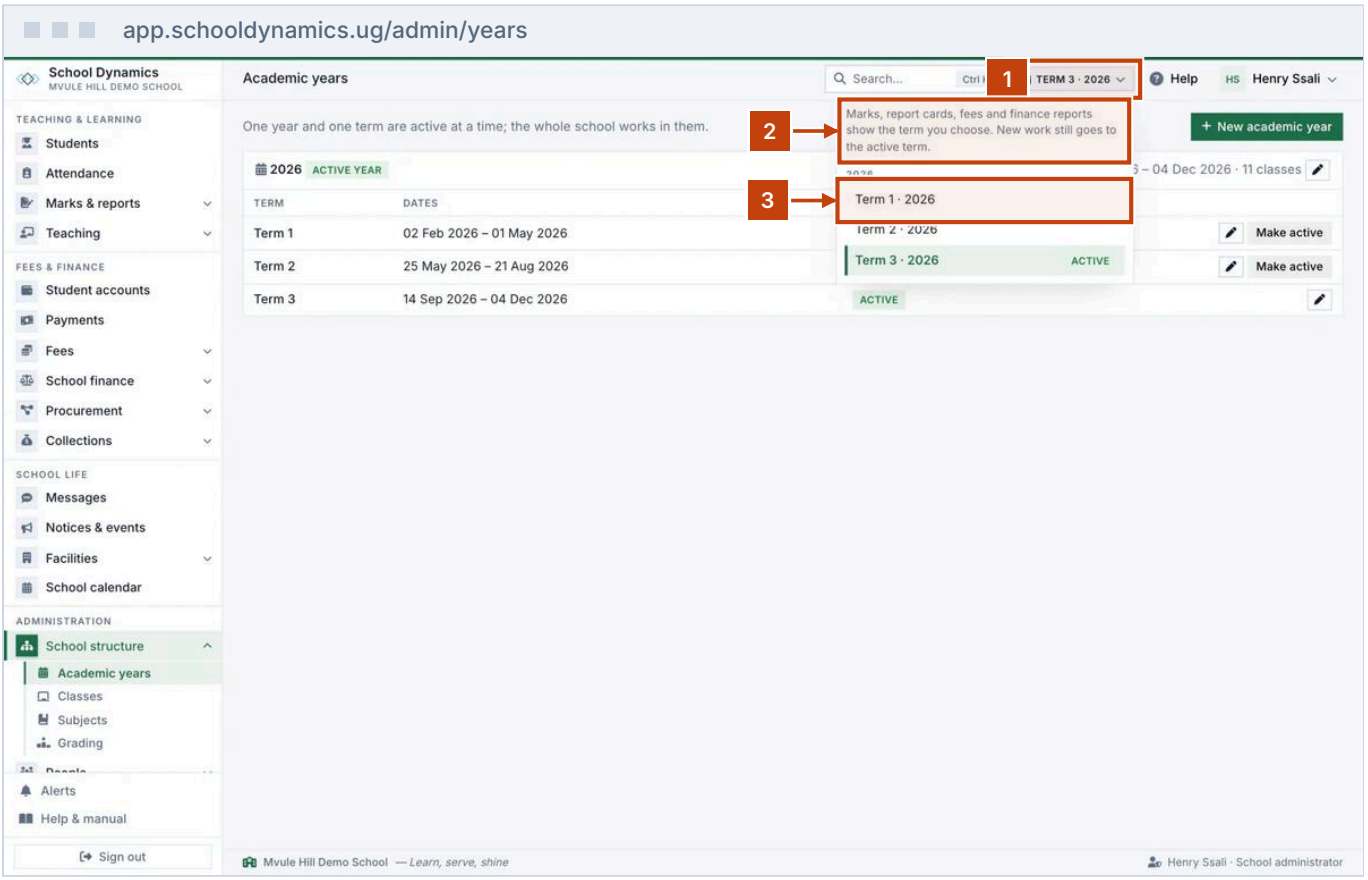
When a new term starts:

1. Find the new term in its year.
2. Press **Make active** beside it.
3. Confirm. The whole school now works in that term.

- Making a term active also makes its year the active year.
- Pressing **Make active** beside a year makes that year active, and its first term becomes the active term.

> ⚠ **CAREFUL**
>
> The active term is the school's, not yours: changing it changes it for everyone at the school. To look at an old term without changing anything, use the term in the top bar (below).

Look at another term from the top bar



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1. The term you are looking at. It says Viewing when it is not the active term.
2. Reports show the term you choose; new work still goes to the active term.
3. Choose a term to look at it.

The top bar shows a term 1. Choose another one there to look back at it: marks, report cards, fees and finance reports then show the term you chose 2. This changes nothing for the school, and nothing for anyone else. New work still goes to the active term.

1. Press the term in the top bar.
2. Choose a term under its year 3. The active one is marked **Active**.
3. To go back, open it again and press **Back to the active term**.

While you look at another term, the top bar says **Viewing** before its name, so you always know. See also Finding your way.

Good to know

- Years and terms are never deleted. A year made by mistake can be renamed, given other dates and left inactive.
- Changing the active term does not move students or bill fees by itself. Fees are set per term under Fees; see Fee structure.
- A school billed per term by School Dynamics: when its licence invoice for a term is paid, that term becomes the active term by itself. See Licence and billing.
- At a university, the active term is the active semester. Making a semester active marks as enrolled exactly the students who are enrolled for it.

QUESTIONS

How do I move the school to the next term?
Under **School structure › Academic years**, press **Make active** beside the next term and confirm. The whole school then works in that term.

I chose an old term in the top bar. Did I change the school's term?
No. The top bar changes only what you are looking at, and only for you. New payments, bills and roll-calls still go to the active term. Press **Back to the active term** to return.

Can I delete a year or a term made by mistake?
No. Years and terms are never deleted. Correct its name and dates instead, and leave it inactive.

Does making a new term active bill the students?
No. Changing the active term changes where new work goes. Fees for the term are set under Fees; see Fee structure.

Classes and streams

The school's classes for each year, their class teachers, and the streams inside a class, each with its stream teacher.

For: School administrator, Director of studies · app.schooldynamics.ug/help/setting-up/classes-and-streams

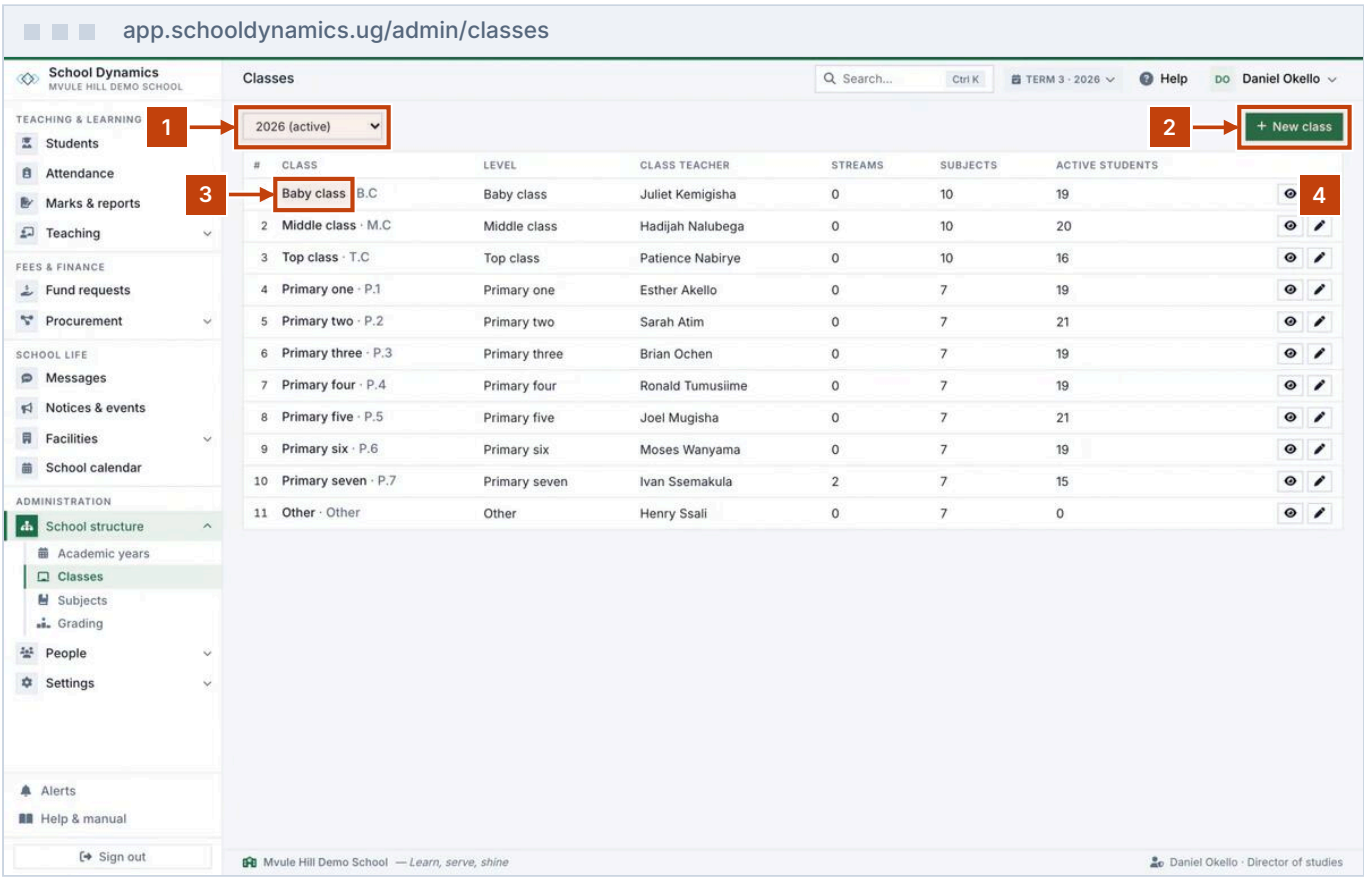
A class is one level in one academic year: P.4 in 2027, S.2 in 2027. It has a class teacher, its subjects and its students. A school has **one class per level each year**; when a level is split into groups (P.7 East and P.7 West), the groups are streams of that one class, each with its own stream teacher.

Open it from **School structure › Classes**.

Before you start

- The school administrator, the head teacher, the deputy, the director of studies, teachers and the secretary can see the classes.
- Only the school administrator, the director of studies and the school's owner can add or change classes and streams.
- The year must exist. A new academic year already gets one class for each level the school teaches, with its usual subjects; see Academic years and terms.

The list of classes



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1 The year whose classes are listed. It opens on the active year.

2 Add a class for a level the school does not have yet this year.

3 Click a class to see it at a glance.

4 Change the class's name, class teacher or year.

The list shows the classes of one year 1, with each class's level, class teacher, number of streams, subjects and active students. Click a class's name 3 for its quick view. The pencil 4 changes the class.

Add a class

Most schools never need this, because each new year comes with its classes. Add one when the school starts teaching a new level.

1. Choose the year 1.
2. Press **New class** 2.
3. Choose the **Class level**.
4. Choose the **Class teacher**.
5. Press **Create class**.

The class takes the level's name and short name, and gets the usual subjects for its level. A secondary class also gets the compulsory subjects of the new curriculum. If the year already has that level, the dialog says *This school already has that class in that academic year.*

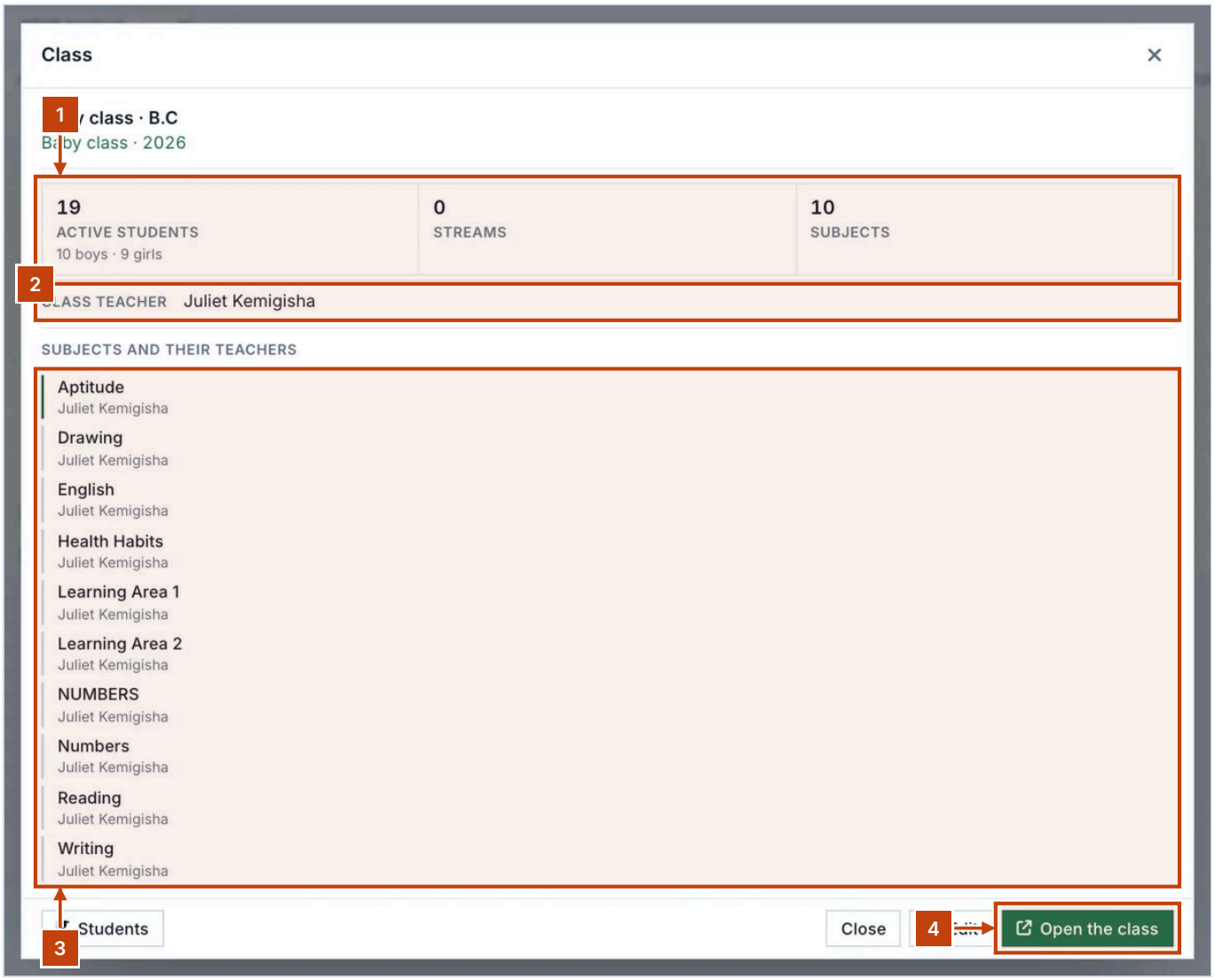
At a university, a class belongs to a programme instead of a level: choose the **Programme**. A programme has one class per academic year. See Programmes.

Change a class

1. Press the pencil beside the class.
2. Change the **Class name**, **Short name**, **Class teacher** or **Details**.
3. Press **Save changes**.

The class's level cannot change once it is made. Its **Academic year** can change only while no student is in the class; otherwise the dialog says *Students are enrolled in this class, so its year stays. Create the class in the other year instead.* When a class moves to another year, its subjects move with it.

A class at a glance



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1. Active students (boys and girls), streams and subjects.
2. The class teacher, and each stream with its teacher and number of students.
3. Every subject of the class and its teacher.
4. The class's own page: subjects, streams and students.

Click a class's name for its quick view. It shows the active students, boys and girls 1, and each stream with its stream teacher and number of students 2. If some students of a streamed class are in no stream, it says how many. Below are the subjects and their teachers 3. **Students** opens the Students list for that class, **Edit** changes the class, and **Open the class** 4 opens its own page.

The class page

A class's own page shows its year, level and class teacher, and has these tabs:

Tab	What it holds
Subjects	The subjects the class takes, their teachers, and whether each is on report cards and graded. See Subjects.
New curriculum	Secondary classes only: the new curriculum subjects and their teachers.
Streams	The class's streams and their stream teachers.
Students	The class's active and pending students, with their stream.

Add a stream

1. Open the class and choose the **Streams** tab.
2. Press **Add stream**.
3. Type the **Stream name** (for example *East*).
4. Choose the **Stream teacher**, if it has one.
5. Press **Add stream**.

To rename a stream or change its teacher, press the pencil beside it, then **Save stream**.

Then put the students in their streams: on the Students list, tick them, press **Stream** and choose the stream. See Finding students.

Good to know

- Classes and streams are not deleted from these pages.
- Each year has its own classes. At the end of the year, students are promoted from this year's classes into next year's; see Changing class and promotion.
- Teachers must be members of the school's staff. Until your staff are added, the school's owner stands as class teacher; see Staff and their accounts.
- Class fees are set per class, not per stream; see Fee structure.

QUESTIONS

Our P.5 has two groups. Are they two classes?
No. A school has one class per level each year. Make the two groups **streams** of that class: open the class, choose the **Streams** tab and press **Add stream**.

I made a class in the wrong year. Can I move it?
Yes, while no student is in the class. Edit the class and choose the right **Academic year**. Once students are in it, its year stays; make the class in the other year instead.

Can I delete a class or a stream?
There is no button to delete a class or a stream on these pages.

How do students get into a stream?
From the Students list: tick the students, press **Stream** and choose it. Or set the stream in each student's details.

Subjects and their teachers

The subjects each class takes, who teaches them, and whether each is printed on report cards and counted in grades.

For: Director of studies, School administrator, Teacher · app.schooldynamics.ug/help/setting-up/subjects

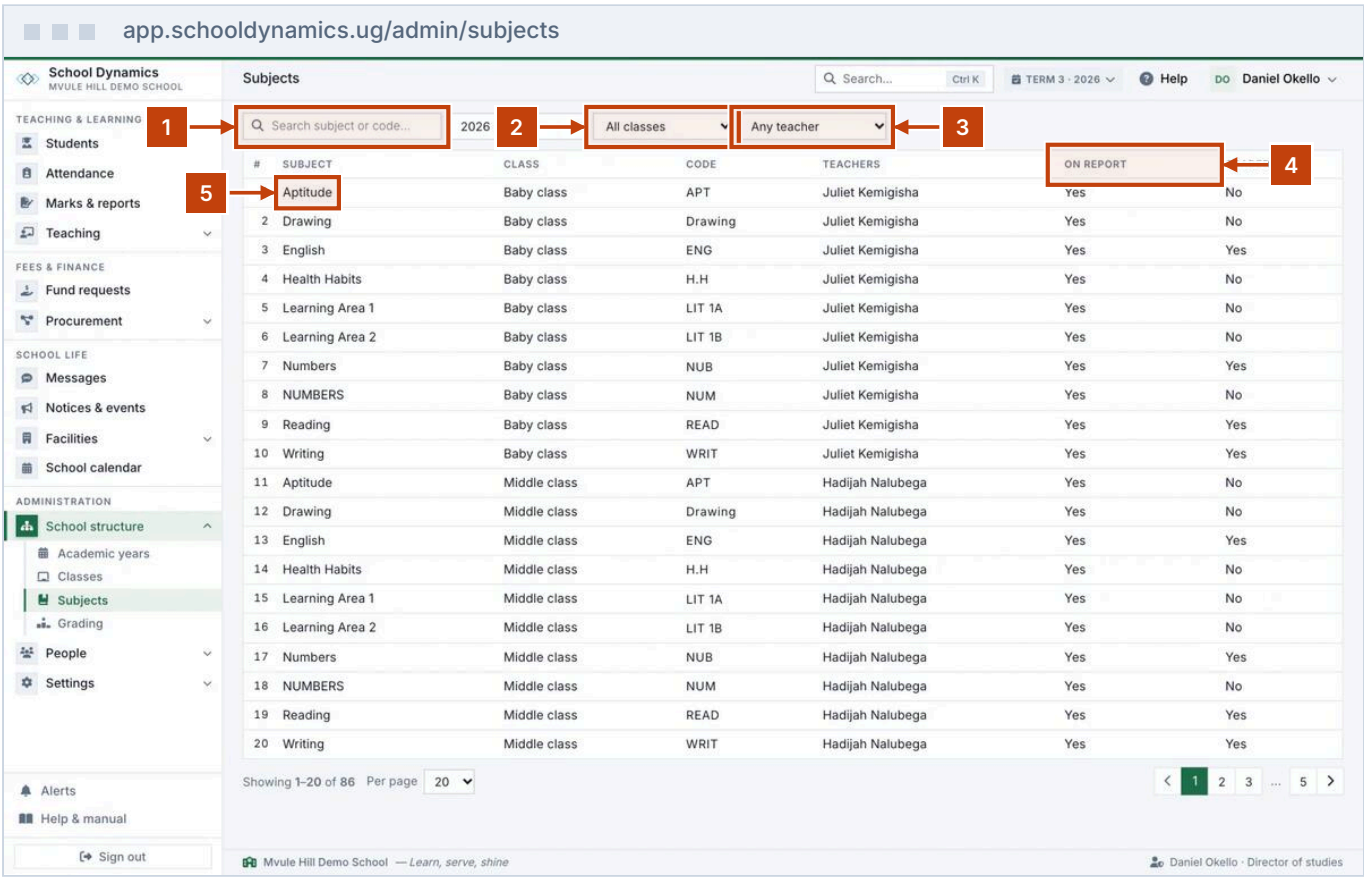
A subject here is a subject as one class takes it: English in P.4 and English in P.5 are two subjects, each with its own teachers. A new class already has the usual subjects for its level, so the work is mostly checking them, naming the teachers, and adding or removing a few.

Open the list from **School structure › Subjects**. Subjects are added and changed on each class's own page.

Before you start

- The school administrator, the head teacher, the deputy and the director of studies see every subject. Everyone else (teachers, mostly) sees only the subjects they teach, with the note *Subjects you teach*.
- Only the school administrator, the director of studies and the school's owner can add, change or remove subjects.
- Add your staff first, so you can name them as teachers; see Staff and their accounts.

The list of subjects



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1 Find a subject by its name or code.

2 One class's subjects, or every class.

3 The subjects one teacher teaches.

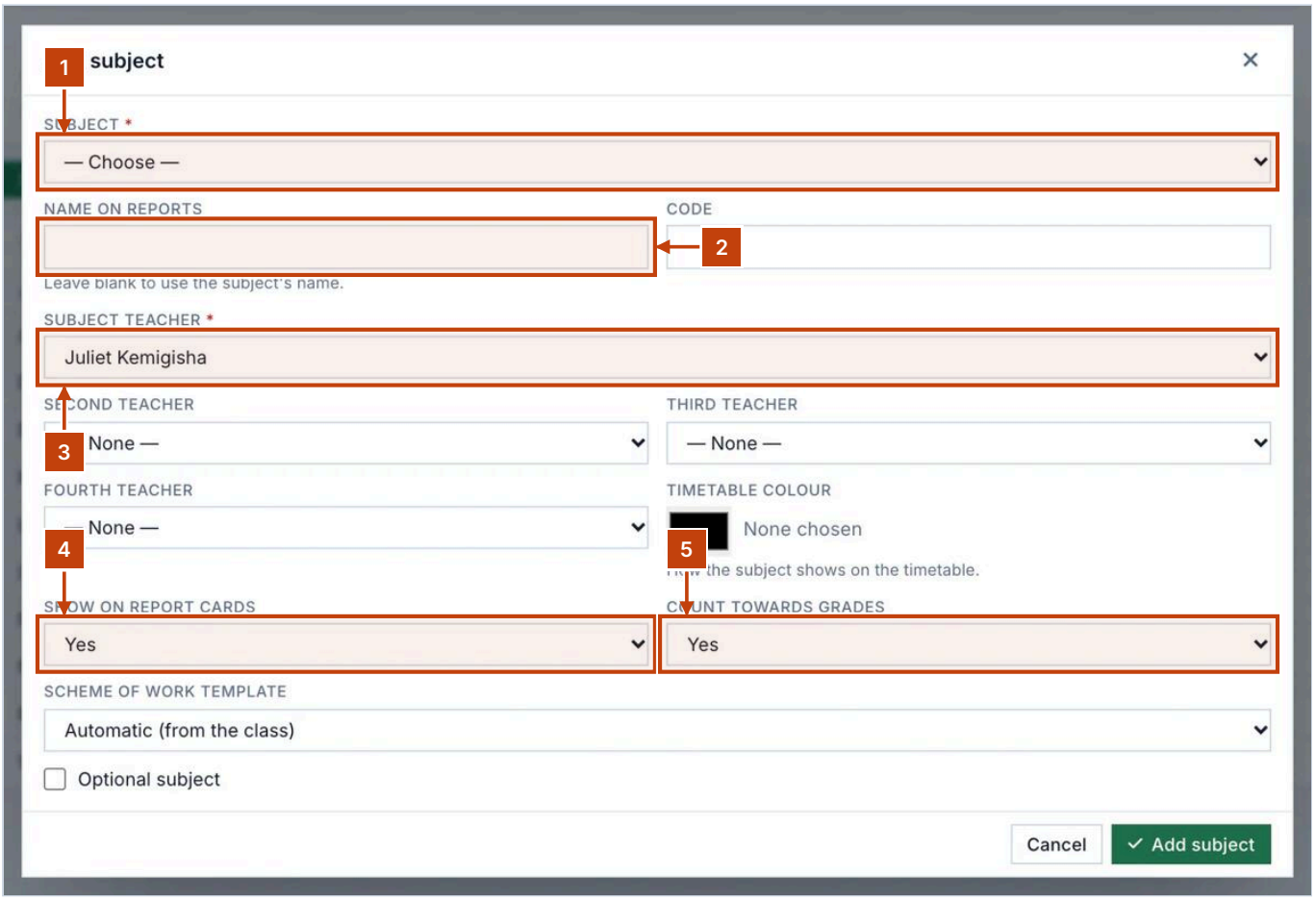
4 Whether the subject is printed on report cards, and whether it counts towards grades.

5 Click a subject to see how far its marks, scheme of work and lesson plans are.

The list shows every subject of the year, class by class, with its code and teachers. Search by name or code 1, or narrow it to one class 2 or one teacher 3. **On report** and **Graded** 4 say whether the subject is printed on report cards and counted in grades. Click a class's name to open the class.

Click a subject's name 5 for its quick view: how many of the term's marks are entered for the last two exams, how many lines its scheme of work has this term, and its lesson plans (how many, how many approved, and how many wait for review). From there, **Scheme of work** and **Marks** open those pages.

Add a subject to a class



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1. The subject, from the list for this kind of class.
2. The name printed on report cards. Leave it blank to use the subject's own name.
3. The subject teacher. Up to three more teachers can share the subject.
4. **No** hides the subject from report cards.
5. **No** leaves the subject out of the totals and aggregates.

1. Open the class: click its name on the list, or open it from **School structure › Classes**.
2. On the **Subjects** tab, press **Add subject**.
3. Choose the **Subject** 1. A nursery or primary class can choose from the nursery and primary subjects and the others (such as Luganda, IRE and CRE); other classes from their own kind.
4. Change **Name on reports** 2 if the cards should say something else. Leave it blank to use the subject's own name. Add a **Code** if you use one.
5. Choose the **Subject teacher** 3. If others share the subject, choose them as **Second teacher**, **Third teacher** and **Fourth teacher**.
6. Set **Show on report cards** 4 and **Count towards grades** 5.
7. Press **Add subject**.

The other fields:

- **Timetable colour**: how the subject shows on the timetable. **No colour** clears it. See Timetable.
- **Scheme of work template**: the layout of the subject's scheme of work. **Automatic (from the class)** suits most subjects. See Schemes of work.
- **Optional subject**: tick it for a subject only some students take.

A class takes each subject once: choosing one it already has says *That subject is already in this class.* Every teacher must be a member of the school's staff.

Change or remove a subject

- To change a subject, open its class and press the pencil beside it, then **Save changes**. The subject itself cannot change; add the other subject and remove this one.
- To remove a subject, press the bin beside it and confirm. A subject that already has marks stays: the page says *This subject already has marks, so it stays. Hide it from reports instead.* Set **Show on report cards** to **No**.

> TIP
>
> Name the right teachers before marks entry opens. Teachers enter marks only for the subjects they are named on, so a subject with the wrong teacher shows up in the wrong teacher's marks entry.

New curriculum subjects (secondary schools)

A secondary class has a second tab, **New curriculum**, for the subjects of the new curriculum. A new secondary class already has its compulsory subjects. To add one, press **Add subject** on that tab, choose

the **Subject**, its teachers (up to four) and whether it is optional, and press **Add subject**. New curriculum subjects can be changed with the pencil, but not removed from this page.

When a school has new curriculum subjects, the Subjects page has two tabs, **Report-card subjects** and **New curriculum**. The second lists each subject with how many of its mark rows have a score this term. See Competency reports.

Good to know

- A subject always belongs to its class's year. When a class moves to another year, its subjects move with it.
- A subject's marks, scheme of work and lesson plans belong to it, so the same subject next year is a new subject in next year's class.

QUESTIONS

Where do I add a subject?
On the class's own page. Open **School structure › Classes**, open the class, and press **Add subject** on its **Subjects** tab. The Subjects page lists subjects but does not add them.

A teacher cannot see a subject in marks entry. Why?
Teachers enter marks only for the subjects they are named on. Edit the subject and choose them as the subject teacher or one of the other teachers.

Why can't I remove a subject?
A subject that already has marks stays, so its marks are not lost. Set **Show on report cards** to **No** to hide it from the cards instead.

Why does a teacher see only some subjects on this page?
Teachers see only the subjects they teach. The head teacher, the deputy, the director of studies and the school administrator see every subject.

Grading scales and the comment banks

Set how marks become grades and aggregates, and keep the banks of report comments and behaviour sentences that report cards draw on.

For: Director of studies, Head teacher · app.schooldynamics.ug/help/setting-up/grading-scales

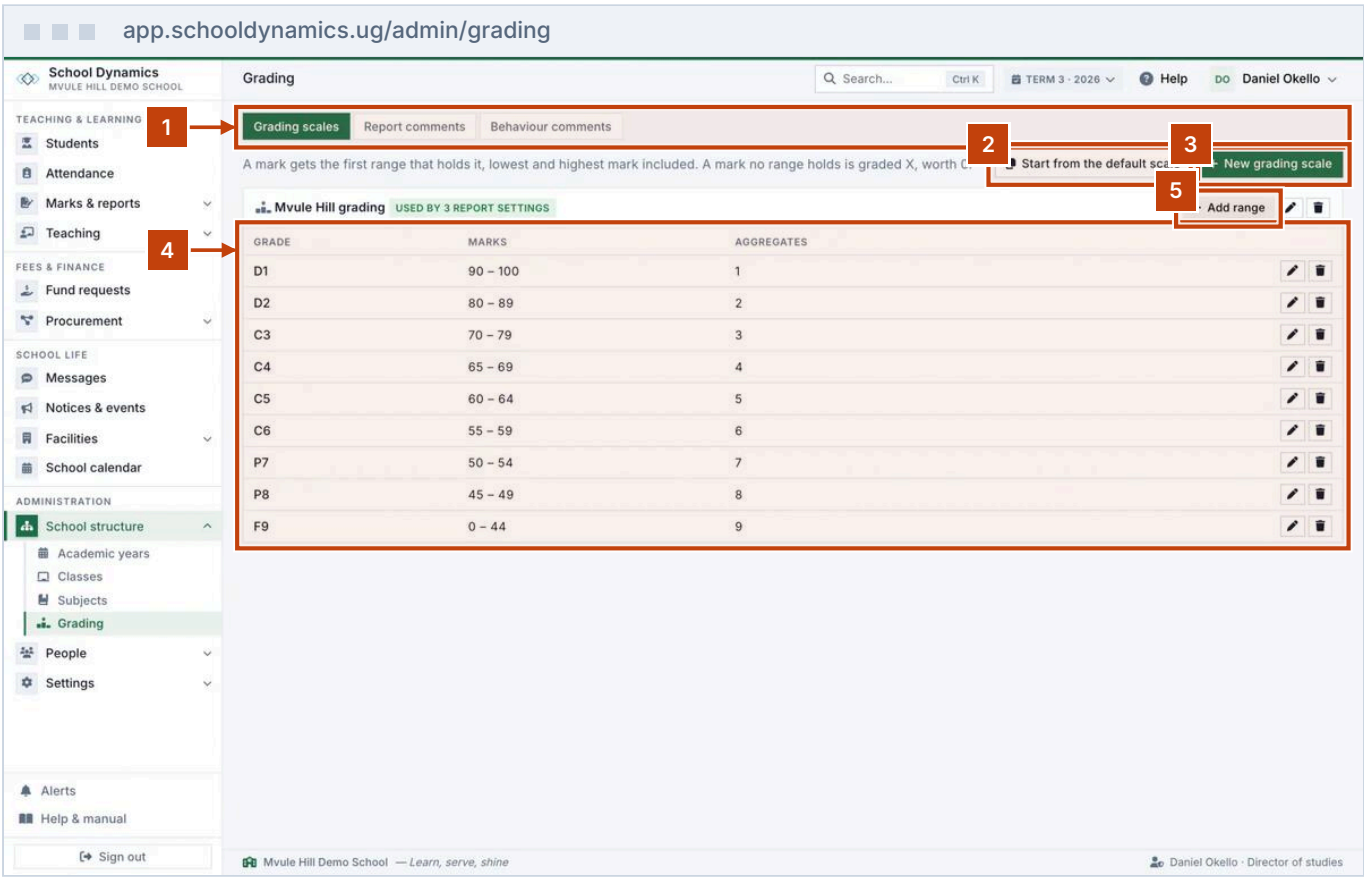
A grading scale turns a mark into a grade and its aggregates: for example, marks from 80 to 100 might be D1, worth 1 aggregate. Report cards add up the aggregates of the graded subjects. This page holds the school's scales, and two banks that report cards draw on: report comments and behaviour comments.

Open it from **School structure › Grading**.

Before you start

- The school administrator, the head teacher, the deputy, the director of studies and the school's owner can open and change this page.
- A scale is used once a term's report settings choose it; see Report settings.

The grading scales



The demo school · invented names and figures

1 Grading scales, report comments and behaviour comments: three pages of one menu entry.

2 Add a copy of the standard scale, D1 to F9, to change as you need.

3 Make a scale of your own.

4 The scale's ranges: the grade, its lowest and highest mark, and its aggregates.

5 Add a range to the scale.

The page has three tabs 1: **Grading scales**, **Report comments** and **Behaviour comments**. Each scale is a box with its ranges 4, highest first. A scale that report settings use says so in its heading (*Used by 3 report settings*).

Start from the default scale

Most schools start here.

1. Press **Start from the default scale** 2.
2. Confirm. A copy of the standard scale, D1 to F9, is added to the school with its ranges.
3. Change any range that is different at your school: press its pencil, change it, and press **Save changes**.

Make a scale of your own

1. Press **New grading scale** 3 .
2. Give it a **Name**, for example *Primary grading*, and press **Create scale**.
3. Press **Add range** 5 on the new scale.
4. Type the **Grade** (up to 15 characters, such as *D1*), the **Lowest mark**, the **Highest mark** and the **Aggregates** (what the grade adds to a student's total, such as 1 for D1).
5. Press **Add range**.
6. Add the other ranges the same way. Each time, the lowest mark is suggested: one above the highest mark so far.

The rules for a range:

- Marks run from 0 to 100, and both the lowest and the highest mark are included.
- Ranges in one scale cannot overlap. If they would, the dialog says which marks are already in which grade.
- A scale cannot have two ranges with the same grade.
- Two scales of the school cannot have the same name.

How a mark gets its grade

A mark gets the first range that holds it. A mark that no range holds is graded **X**, worth 0 aggregates. Under each scale, the page warns you in words when some marks are in no range (*Marks 35 to 39 are in no range, so they are graded X*) or in two ranges at once. Fix the ranges, then make the term's report cards again so the grades follow.

Rename, delete or copy a scale

- The pencil in a scale's heading renames it.
- The bin deletes the scale and its ranges. A scale that report settings use stays: the page says how many settings use it.
- If report settings in **other schools** also grade with a scale, its ranges cannot change here and the box says so; the scale shows **Copy this scale** instead of **Add range**. Copy it, change the copy, and choose the copy in your report settings.
- If one of your report settings grades with another school's scale (as old settings sometimes did), a note at the top says so. Choose one of your own scales in those report settings instead.

Report comments

The **Report comments** tab is the bank of comments for the class teacher and the head teacher. Each comment belongs to a band of total aggregates (for example 4 to 12). When cards are made with comments

from the bank, each card gets one comment, picked at random from the band that holds the student's total. None is written below 3 aggregates.

- **Add the standard comments** adds 40 ready-made comments in five bands (0–12, 13–24, 25–28, 29–32 and 33–36). Comments the school already has are not added twice.
- **New comment** adds one: type the band (**From (aggregates)** and **To (aggregates)**), the **Class teacher's comment** and the **Head teacher's comment** (each 5 to 500 characters), then press **Add comment**.
- Write `[NAME]` for the student's name, and `[HE_OR_SHE]`, `[HIS_OR_HER]` and `[HIM_OR_HER]` for He or She, His or Her, Him or Her. The dialog shows how the comment reads for a girl and for a boy.

How the comments get onto the cards is in Comments.

Behaviour comments

The **Behaviour comments** tab holds short sentences about how a child behaves, grouped by behaviour (Discipline, Punctuality, Participation…), each marked **Praise** or **Concern**. Teachers add them to a report card's comment with a tap; they are never written onto cards by themselves.

- **Add the standard sentences** adds the ready-made ones the school does not have yet.
- **New sentence** adds one: type the **Behaviour**, choose **Praise** or **Concern**, write the **Sentence**, and press **Add sentence**.
- Removing a sentence from the bank does not change cards that already use it.

QUESTIONS

Which grading scale do the report cards use?
The one chosen in the term's report settings. You choose it when you set up the term; see Report settings.

A student's mark shows the grade X. Why?
No range of the scale holds that mark, so it is graded X, worth 0 aggregates. The scale's box on the Grading page lists the marks no range covers. Add or widen a range, then make the report cards again.

Why can't I change the ranges of our scale?
Report settings in other schools also grade with it, so a change would change their grades. Press **Copy this scale**, change the copy, and choose the copy in your report settings.

Do behaviour sentences go on report cards by themselves?
No. Teachers add them to a card's comment themselves. Report comments are different: they can be written onto cards from the bank when the cards are made.

Theology classes

Turn theology on, generate the theology classes from the secular ones, and keep their subjects, streams and students.

For: Director of studies, School administrator · With theology · app.schooldynamics.ug/help/setting-up/theology-classes

A school that teaches theology runs a second track beside its secular classes: theology classes, with their own subjects (such as Quran and Fiqh), streams, marks and report cards. A student is in one secular class and, usually, one theology class of the same year.

Open it from **School structure › Theology classes**. The menu shows it only to schools that teach theology.

Before you start

- The school's owner or a school administrator turns theology on (below).
- The school administrator, the head teacher, the deputy, the director of studies, teachers and the secretary can see the theology classes.
- Only the school administrator, the director of studies and the school's owner can make or change them.
- The year's secular classes and their students should be in place, because the generator copies students from them.

Turn theology on

1. Open **Settings › School profile** and choose the **Theology** tab.
2. Press **Edit**.
3. Set **Does the school teach theology?** to **Yes, theology is taught**.
4. Press **Save settings**. The page opens again, and the menu now has **Theology classes**.

Turning it off later hides the theology classes, marks and report cards. Nothing is deleted. If it is off, the Theology classes page says so, and still lists the classes made earlier.

Generate the theology classes

The quickest way to set up a year is the generator. For each class you tick, it makes the theology class for the year (if the school does not have it yet), gives it every theology subject, and puts in every student of the secular class of the same level.

1. On **Theology classes**, press **Generate classes**.
2. Choose the **Academic year**: the active year, or a later one.
3. Under **Classes to generate**, tick the classes you want, from Primary one to Primary seven and Baby, Middle and Top class. Untick the ones the school does not need.
4. Press **See what will be created**. A table shows, for each class: whether it is new or already there, the subjects it will get, which secular class its students come from, and how many students will be added. Nothing is saved yet.
5. Press **Generate** and confirm.

A line then says how many classes, subjects and students were added. New classes have the school's owner as class teacher and subject teacher: change them on each class's page. **Earlier runs** lists the years already generated and which classes.

> GOOD TO KNOW
>
> Running the generator again only adds what is missing. Classes, subjects and students already there are left as they are, and a class you renamed keeps its name.

Add a theology class by hand

1. Press **New theology class**.
2. Choose the **Academic year** (the active year, or a later one).
3. Type the **Class name** (*Primary one*) and **Short name** (*P.1*). A year has one theology class per short name.
4. Choose the **Class teacher**.
5. Leave **Add every theology subject, taught by the class teacher** ticked to give the class all the subjects now.
6. Press **Create class**.

Short names are compared without caring about capitals, spaces or dots: *P1* and *P.1* are the same class. If the year already has it, the dialog says *This year already has a theology class with the short name P.1.*

To change a class's name, short name, class teacher or details, press its pencil and then **Save changes**. Its year cannot change.

A theology class's page

Click a class's name for its quick view (students, streams and subjects with their teachers), then **Open the class** for its page. It has three tabs:

- **Subjects**: the theology subjects and their teachers. **Add subject** adds one the class does not have yet, with a **Subject teacher** and up to three more teachers. The pencil changes the teachers; the bin removes a subject, unless it already has marks (*This subject already has marks, so it stays.*).
- **Streams**: **Add stream** makes one (for example *Blue*), with a **Stream teacher**. The pencil renames it.
- **Students**: the class's active and pending students, or **Everyone, including those who left**.

Students in a theology class

- **Add student**: type at least two letters of the student's name or registration number, choose the student, choose a **Stream** if you want, and press **Add student**. A student already in another theology class of the same year moves here; they do not get a second place.
- **Change stream or class** (the arrows beside a student): choose another **Theology class** of the year or another **Stream**, and press **Move student**.
- **Take out** (the person-minus button): takes the student out of this theology class.

Students are added and moved only in the active year or a later one. In a past year the page says so: streams can still change, but students cannot be added or moved.

On the Students list, the **Theology stream** button puts several ticked students in a theology stream at once.

Theology subjects

Theology subjects (on the Theology classes page) lists the theology subjects every school shares, and how many of your classes take each. Only School Dynamics changes this list. A generated theology class gets one subject for each.

Marks and report cards

Theology marks and report cards have their own pages, beside the secular ones. See Theology marks and The term at a glance: schools with theology classes see a **Secular / Theology** switch there.

QUESTIONS

I cannot see Theology classes in the menu.
The school must teach theology. The owner or a school administrator turns it on under **Settings › School profile**, on the **Theology** tab.

If we turn theology off, is anything lost?
No. Turning it off hides the theology classes, marks and report cards from the menu. Nothing is deleted, and turning it on again brings them back.

We generated the classes, then admitted more students. Do I generate again?
Yes, if you want. Running the generator again only adds what is missing, including students now in the secular class who are not yet in its theology class.

Can I add a theology subject that is not on the list?

The theology subjects are shared by every school and only School Dynamics changes the list. Ask School Dynamics support.

Programmes and semester enrolment

Set up a university's programmes with their semesters and tuition, then enrol students each semester so they are billed.

For: School administrator, Director of studies, Secretary · Colleges · app.schooldynamics.ug/help/setting-up/programmes

A university or tertiary school teaches programmes (a diploma, a degree) instead of class levels. Each programme offers some of eight semesters, each with its tuition. Each semester, students are enrolled, and enrolling them bills their tuition and the semester's services.

Open it from **School structure › Programmes**. The page has two tabs: **Programmes** and **Semester enrolment**. Other kinds of school do not have these pages.

Before you start

- The school administrator, the head teacher, the deputy, the director of studies, teachers and the secretary can see the programmes. Only the school administrator, the director of studies and the owner can add or change them.
- Enrolling students is for those who manage students: the school administrator, the director of studies and the secretary.
- A university's academic year has two semesters. One must be active to enrol students into it; see Academic years and terms.

Add a programme

1. On the **Programmes** tab, press **New programme**.
2. Type the **Name** (*Diploma in Clinical Medicine*) and the **Code** (*DCM*). Both must be unique in the school; a new class of this programme takes the code as its short name.
3. Add a **Description** if you want, and leave the **Status** on **Active**.
4. Under **Semesters and tuition (UGX)**, tick each semester the programme offers and type its tuition. Beside *Quick:*, **4 semesters**, **6 semesters** or **8 semesters** ticks the first ones at once and fills them with the first tuition you typed.
5. Press **Create programme**.

Tuition below UGX 500 is not billed. A semester that is not offered keeps no tuition.

Then give the programme a class in each academic year: under **School structure › Classes**, press **New class** and choose the **Programme**. See Classes and streams.

The list and a programme's quick view

The list shows each programme's code, semesters, tuition for all semesters, classes, active students and status. Search by name or code, or show only active or inactive ones. **All fees structures** downloads one PDF with every active programme's fees structure.

Click a programme for its quick view:

- the tuition for all semesters, the total with compulsory services, and how many are enrolled this semester;
- each semester with its tuition, compulsory services, total and number enrolled;
- its classes, year by year;
- the optional services students may choose.

From there, **Fees structure** downloads its PDF, **Enrolled** opens its students on the Semester enrolment tab, and **Edit** changes it. **Delete** shows only while nothing uses the programme.

> ⚠ CAREFUL
>
> A change of tuition does not reach students already enrolled by itself. When some enrolments of this semester are out of step with the programme, the quick view says how many and why. Press **Bring in line**: each tuition line is corrected in place and missing compulsory services are added; nothing else changes. Tuition lines someone corrected by hand are left as they are.

Enrol students for a semester

The **Semester enrolment** tab shows, for the active semester, how many are enrolled, how many active and pending students are not, and what was billed. **Enrolled** lists the enrolments; **Not enrolled yet** lists the students still to enrol, each with **Enrol** beside them.

To enrol one student:

1. Press **Enrol a student** (or **Enrol** beside a student on **Not enrolled yet**).
2. Choose the **Student**.
3. Choose the **Year of study** and the **Semester of study**. The programme bills the tuition of that semester.
4. Check the **Registration number**, **SchoolPay code** and **PegPay code**. They are copied onto the student.
5. If the student owed money from before that is not in this system yet, tick **Record a balance owed from before** and type it. A balance already in this system is carried by itself; recording it here would count it twice.
6. Tick any **Optional services** they take. Compulsory services are added by themselves.
7. Read **Enrolling will**: it lists exactly what will be billed. Press **Enrol**.

To enrol a whole class, press **Enrol a class**, choose the **Class**, the **Year of study** and the **Semester of study**, check the list, and press the **Enrol ... students** button, which says how many. Each student keeps their own codes; balances from before are set on each enrolment.

What enrolling does

In one go, enrolling a student:

- makes the student active, if they were pending;
- marks them enrolled for the semester;
- bills their class's fees for the term, the semester's tuition and the compulsory services, and any optional services chosen;
- records the balance from before, when you typed one;
- then imports any SchoolPay payments waiting under their code.

A student has one enrolment per semester. Processing it again never bills twice: each step checks what is already on the student's account first.

Change or withdraw an enrolment

Open an enrolment from the **Enrolled** tab for its quick view: its bills, services and codes, and what processing it again would change.

- **Edit** changes it, then **Save and process** applies the change.
- **Re-process** processes it again with the programme's current tuition and services.
- **Withdraw...** takes the student out of the semester. The dialog lists exactly what is taken back, each bill by its own reversal, and what stays: payments, the class fees of the semester and the student's status. Write the **Reason** and press **Withdraw and reverse**.

Recount enrolled marks as enrolled exactly the students enrolled for the active semester. Enrolments of a past semester can be read and withdrawn, but enrolling and processing happen only in the active semester.

QUESTIONS

I cannot see Programmes in the menu.
Programmes are for University schools only. The kind of school is set by School Dynamics; ask support if yours is wrong.

I changed a programme's tuition. Are enrolled students billed the new amount?
Not by themselves. The programme's quick view lists the enrolments now out of step; press **Bring in line** to correct their tuition and add missing compulsory services.

Can I delete a programme?
Only one that nothing uses yet. A programme with classes or compulsory services stays; set it **Inactive** instead.

Does enrolling a student twice bill them twice?
No. A student has one enrolment per semester, and processing an enrolment again never bills twice.

Licence and billing

Pay School Dynamics' invoices, choose or renew a package, buy SMS credit, and what happens when a licence bill goes unpaid and the system locks.

For: School owner, Bursar, School administrator, Head teacher · app.schooldynamics.ug/help/setting-up/licence-and-billing

School Dynamics is provided by Newline Technologies, which sends the school its invoices and receipts. **Licence & billing** is the school's own page for them: where the licence stands, the bill to pay now, the packages, SMS credit, and every invoice and receipt.

Open it from **Settings › Licence & billing**.

Before you start

- The school's owner, the school administrator, the head teacher, the deputy, the bursar and the finance officer can open this page and pay from it.
- The demo school is never billed, so this page cannot be tried there.

Reading the page

- **At the top right**, a badge says where the licence stands, for example *Active* or *Free trial*.
- **The bill to pay now**, when there is one, is at the top: *Payment due* or *Overdue*, the amount, what it is for, its number and due date. **Invoice** opens the PDF, **Details** opens the invoice page.
- **Four figures**: the **Licence** status, **Access until** (the end date, and how many days are left), the school's **Active students** (and the package that fits them), and the **SMS wallet** (with about how many messages it pays for).
- **Invoices to pay** lists every unpaid invoice. One you said you paid shows *Paid · being confirmed*.
- **Choose a package** (or **Renew or change your package**) shows the packages. A school billed per term by Newline sees *Your school is licensed* instead: it has no package to choose, and its next licence invoice appears on this page.
- **SMS credit** and **How to pay** sit side by side.
- **Billing history** lists the paid and cancelled invoices, each with its **Invoice** and, once paid, its **Receipt**.

Pay an invoice

When paying online is switched on for School Dynamics, the bill shows **Pay now** (and each invoice **Pay**):

1. Press **Pay now**.
2. Pay on the payment page with Mobile Money, Visa or Mastercard.
3. Wait for the confirmation. Access returns as soon as the payment is confirmed, usually within a minute.

Otherwise, pay by bank or mobile money and then tell Newline:

1. Press **How to pay**. The dialog shows how to pay by bank or mobile money, and the invoice number to quote as the reference.
2. Pay, quoting the invoice number.
3. Press **I have paid**.
4. Choose how you paid (**Bank transfer**, **Mobile Money** or **Cash**), type the **Reference** from your slip or message and the **Date paid**, and add a note if Newline should know something.
5. Press **Send to Newline**.

The invoice then shows *Paid · being confirmed*. Nothing else changes until Newline confirms the payment; then the invoice shows as paid and its receipt is in **Billing history**.

> TIP
>
> **How to pay** also gives a **Payment link** to copy. It opens the invoice without signing in, so you can send it to whoever pays, such as the school's director or chairman.

If the page says paying online is still done in School Dynamics classic, follow its link to pay there; the invoice is the same.

Choose or renew a package

Packages are priced by the number of active students. The package that fits your school is marked **Recommended for you**; one too small says *Too small for … students* and cannot be chosen.

1. Choose the length: **6 months** or **12 months**.
2. Choose **Pay in full** or **3 instalments**.
3. Press the **Choose …** button of the package you want (it carries the package's name).
4. Read the dialog: the price, and each payment with its due date.
5. Press **Order and pay** (or **Order — get the invoice** when paying online is off).

An invoice is raised for each payment. The package starts when its first invoice is paid. If you already have a package running, the new one starts after your current period, so no days are lost. An earlier order that was never paid is replaced.

> ⚠ CAREFUL
>
> With 3 instalments, access grows as each one is paid. A later instalment not paid by its date locks the system for everyone at the school until it is paid.

Buy SMS credit

1. Press **Buy SMS credit**.
2. Type the **Amount (UGX)**: between UGX 5,000 and UGX 5,000,000. UGX 50 buys one SMS part; the dialog shows about how many messages that is.
3. Press **Order and pay** (or **Order — get the invoice**), and pay the invoice as above.

The credit goes into the SMS wallet as soon as the payment is confirmed. See How SMS works.

When the system locks

The system locks for everyone at the school when:

- a licence invoice, or the second or third instalment of a package, passes its due date without being paid; or
- School Dynamics suspends or cancels the school's subscription.

While it is locked, every page gives way to a page that says *… licence has expired*. **My profile**, signing out and **Licence & billing** still open. The school's records are safe; nothing is lost.

What the locked page shows depends on who you are:

- **Those who can pay** (the owner, the school administrator, the head teacher, the deputy, the bursar and the finance officer) see the unpaid invoice: its number, due date, how many days overdue and the

amount. They can pay it from there in the same ways as above (**Pay**, or **How to pay** and **I have paid**), open the **Invoice PDF**, or copy the **Payment link**. With no invoice to pay, they see the packages to renew with (a school billed per term is asked to call Newline for its next invoice).

- **Everyone else** sees a short explanation and whom to speak to: the school's owner, with their phone and email.

Once the payment is confirmed, the system opens again by itself. If the school has just paid, it may take a few minutes.

Good to know

- Each invoice has its own page, from its number or **Details**: what is still to pay, the payments recorded against it, and the invoice itself. A binding invoice says that the system locks if it is not paid by its due date.
- A school billed per term: when its licence invoice for a term is paid, that term becomes the school's active term, and access runs to the end of the term plus a few days' grace.
- The **Licence** tab of the school profile shows the same status, read-only. The licence itself is managed by School Dynamics.

QUESTIONS

Our system says the licence has expired. Are our records lost?
No. The school's records are safe and nothing is lost. The system opens again by itself once the bill is paid; it can take a few minutes after the payment is confirmed.

Who can pay the bill?
The school's owner, the school administrator, the head teacher, the deputy, the bursar and the finance officer. Other staff are told whom to speak to.

We paid by bank. Why does the invoice still say it is due?
A bank, mobile money or cash payment shows as paid once Newline Technologies confirms it. Press **I have paid** and give the reference on your slip, so they can match it.

If we renew early, do we lose the days we have left?
No. Paying again extends the licence from your current end date.

Data protection and account deletions

Accept the data processing agreement, print the privacy notice for parents, record consent, decide how long former students' details are kept, and handle requests to delete accounts.

For: School owner, School administrator, Head teacher, Secretary · app.schooldynamics.ug/help/setting-up/data-protection

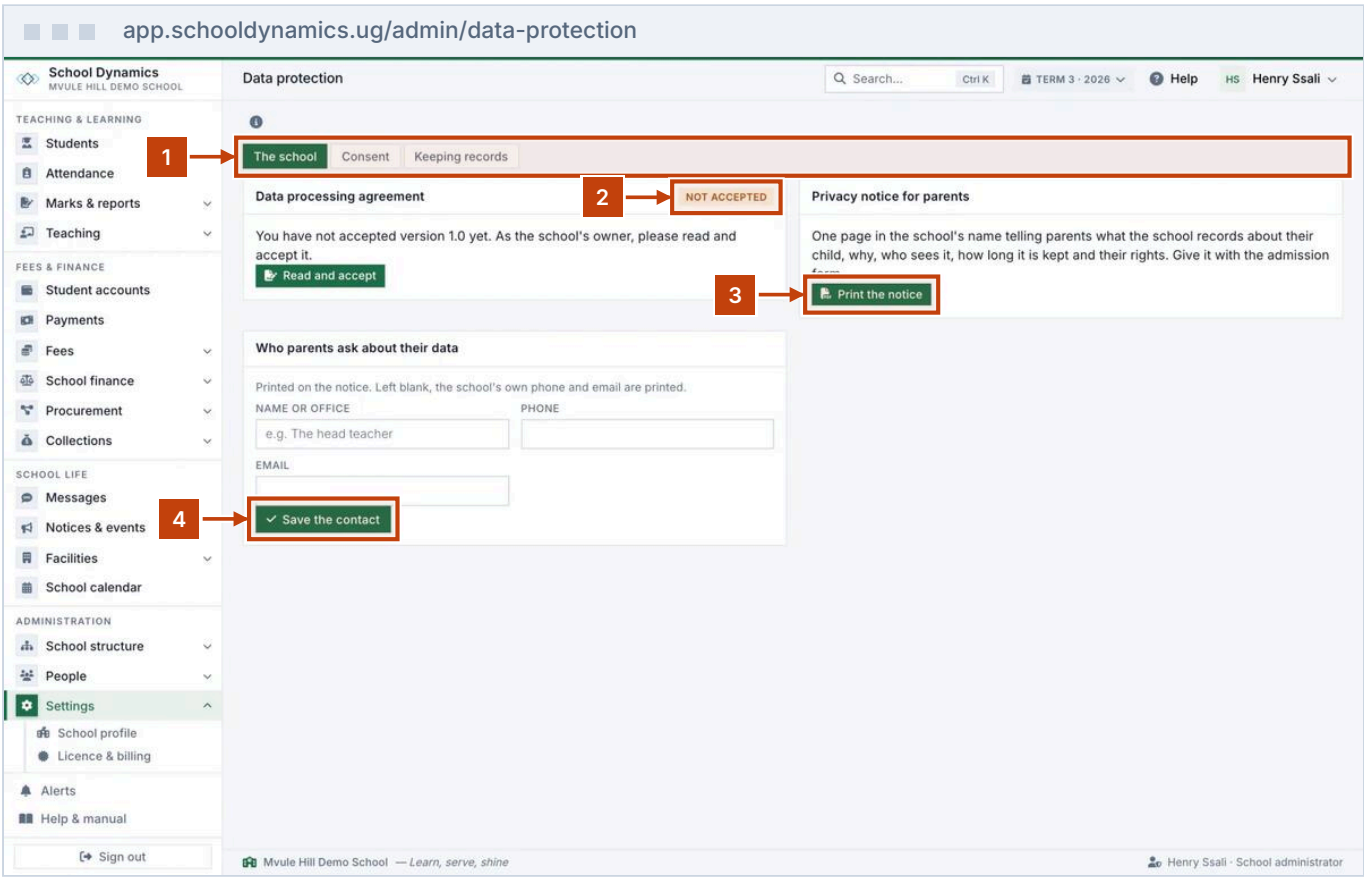
The school is in charge of its students', parents' and staff records; School Dynamics keeps them for the school. Uganda's Data Protection and Privacy Act asks the school to agree this with School Dynamics in writing, to tell parents what it records, to ask a parent before a child's photo is used in public, and to keep records no longer than it needs. **Data protection** holds all of that. Requests to delete an account are under **People › Account deletions**.

Open it from **Settings › Data protection**.

Before you start

- The school administrator, the head teacher, the deputy, the secretary and the school's owner can open **Data protection** and record consent.
- Only the owner and the school administrators can change the privacy contact, open the full agreement and use **Keeping records**.
- Only the school's owner can accept the agreement.

The school



The demo school · invented names and figures

1 The school, Consent, and Keeping records (for the owner and school administrators).

2 Whether the data processing agreement is accepted.

3 The one-page privacy notice for parents, as a PDF.

4 Whom parents ask about their data. It is printed on the notice.

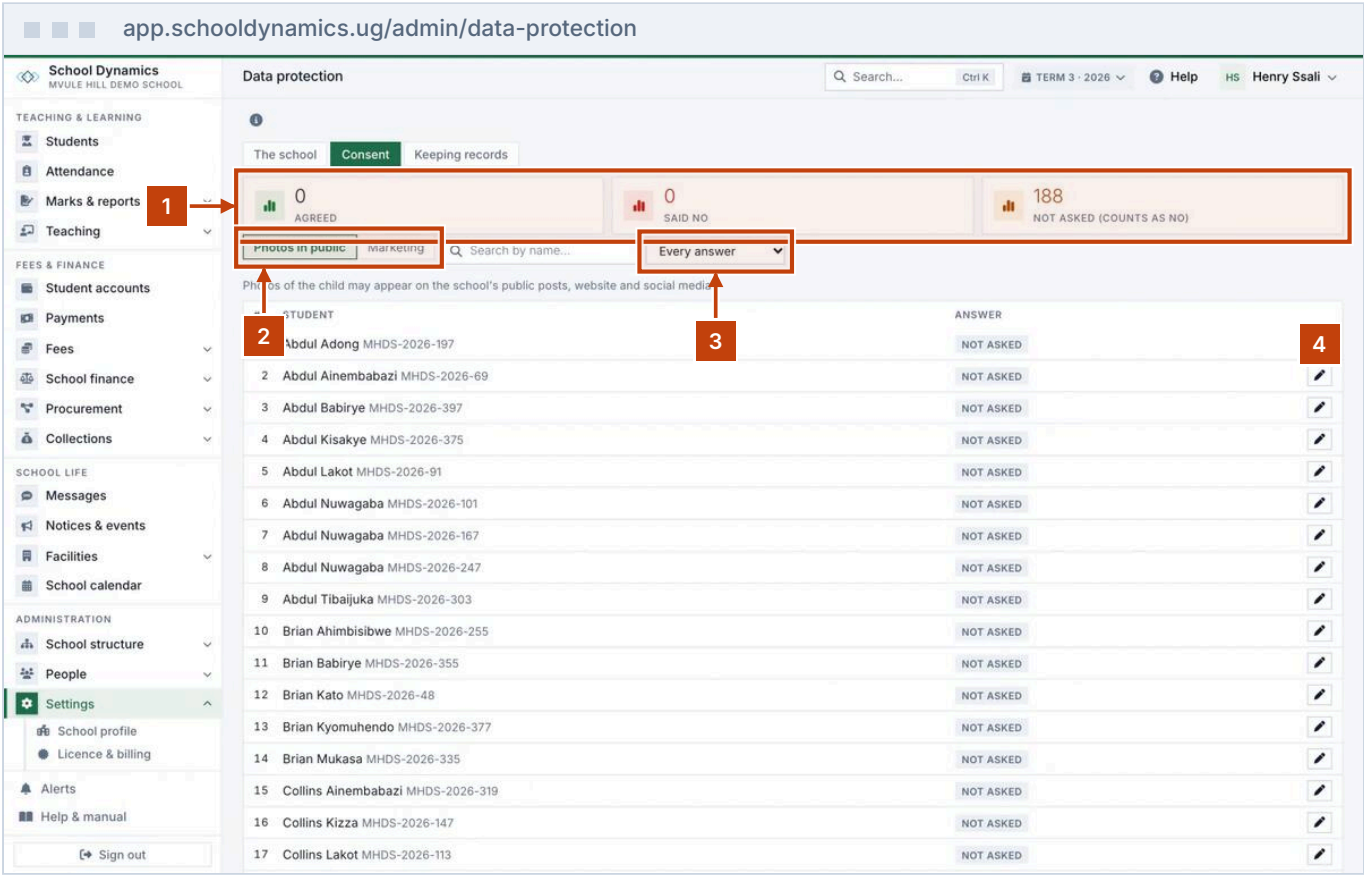
The first tab 1 has three boxes.

Data processing agreement. Its badge 2 says whether the agreement is accepted, and the box says by whom and when. While it is not accepted, the owner sees **Read and accept**: read it, tick *I accept this agreement on behalf of …* and press **Accept the agreement**. The owner can put it off for a while with **Ask me later**; the page says until when. Once accepted, or for anyone else, the button says **Read the agreement**. On the agreement, **Printable copy** opens a copy to print.

Privacy notice for parents. One page in the school's name telling parents what the school records about their child, why, who sees it, how long it is kept and their rights. Press **Print the notice** 3 for the PDF, and give it with the admission form.

Who parents ask about their data. Type a **Name or office** (*The head teacher*), a **Phone** and an **Email**, and press **Save the contact** 4. It is printed on the notice. Left blank, the school's own phone and email are printed.

Consent



The demo school · invented names and figures

1 How many agreed, said no, or were never asked (which counts as no).

2 Which consent: photos of the child in public, or marketing to the parent.

3 Show only those who agreed, said no or were not asked.

4 Record an answer.

The **Consent** tab records two answers:

Consent	About	The question
Photos in public	The child	Photos of the child may appear on the school's public posts, website and social media.
Marketing	The parent	The school may send the parent news of its own offers, events and fundraising that are not about the child.

Choose the consent 2. The figures 1 count who agreed, who said no and who was never asked. **No answer counts as no.** Search by name, or show one answer only 3.

To record an answer:

1. Press the pencil beside the child or parent 4.
2. Choose **Agreed** or **Said no**.
3. Choose **How was it given?**: the admission or consent form, the parent in person or by phone, or the parent in the app.
4. Type **Who answered, and when** (for example *Mother, on the admission form, 12 Oct*).
5. Press **Record the answer**.

Every answer is written in the school's audit log.

Keeping records

This tab is for the owner and school administrators. It sets how long a former student's personal details are kept after they leave.

1. Type **Years after a student leaves**.
2. Choose **After that**: **Keep everything (no policy)**, **Report who is past the period, change nothing**, or **Anonymise them, after I approve each report**.
3. Press **Save the policy**. Nothing changes yet.
4. Press **Make a report now**. The report lists every former student past the period, and what would happen to each.

A student counts as having left at the end of the last school year they were in a class. Anyone whose fees account is not settled is **kept back**, with the reason. Anonymising removes names, dates and places of birth, addresses, phones, email, nationality, religion, parents' and emergency contacts, ID numbers, the SchoolPay code and the photo. The admission number and sex stay, and marks, report cards and the fees ledger stay, linked to *Former student #....*

> ⚠ CAREFUL
>
> Anonymising cannot be undone. It happens only when the policy is **Anonymise them, after I approve each report**, the report is less than 30 days old, and someone reads it and presses **Anonymise ...** and confirms. Until School Dynamics switches anonymising on, the page says so, and reports only show what would happen.

The **Reports** list shows each report with its date, how many are past the period, and its state: *To read*, *Approved*, *Replaced* (a newer report took its place) or how many were anonymised.

Account deletions

Parents and staff can ask to delete their account, in the phone app or on the website. Their requests wait under **People › Account deletions** for the school to decide.

- The school administrator, the head teacher and the school's owner decide them.
- The list opens on **Waiting**; **Deleted**, **Declined** and **All** show the others. Each request shows who asked, from where, and their reason.

To decide one:

1. Press **Decide** beside the request.
2. Choose **Delete the account** or **Decline**.
3. To decline, write why; the reason is kept with the request, so the person can be told. To delete, a note is optional.
4. Press **Delete the account** or **Decline the request**.

> ⚠ **CAREFUL**
>
> Deleting closes the account and clears its personal details at once: phones, email, addresses, photo, family and ID details. It cannot be undone. A parent's name becomes *Deleted account*. Fees payments, receipts and payroll records are kept, as the law requires; staff keep their name, TIN and NSSF number on those records. The school's owner, and its last school administrator, stay active, so their requests cannot be completed this way.

Students' records belong to the school, so students cannot ask to delete them here. Every decision is written in the audit log.

QUESTIONS

Who accepts the data processing agreement?
Only the school's owner, once for the school. Others can read it, and see who accepted it and when.

A parent never answered about photos. Can we post their child's photo?
No answer counts as no. Record the parent's answer first, with who gave it and when.

Does setting how long records are kept delete anything?
No. Nothing changes until someone makes a report, reads it and approves it. Results, report cards and fees records are always kept, without the name.

A parent asked to delete their account. Do their payments disappear?
No. Completing the request closes the account and clears its personal details. Fees payments and receipts are kept, as the law requires.

Take a full copy of the school's data

Download everything your school has in School Dynamics as one ZIP file of spreadsheets, with the report-card PDFs and photos if you want them.

For: School owner, School administrator · app.schooldynamics.ug/help/setting-up/data-export

Data export gives the school a full copy of everything it has in School Dynamics, as one ZIP file the school keeps: every list (students, parents, staff, classes, marks, report cards, fees and payments, and the rest), one spreadsheet (CSV) per list, with your school's rows only. You can add the report-card PDFs and the photos.

Open it from **Settings › Data export**.

Before you start

- Only the school's owner and the school administrators can make and download an export.
- The demo school cannot make exports.

Make an export

1. Tick **Include the report-card PDFs and photos** if you want them. The file is then much larger.
2. Press **Make an export**. The button says **Being built…**.
3. Wait. The export is built in the background and the page checks on it by itself; you can leave the page and come back.
4. When the export shows **Ready until** a date, press **Download** beside it.

The list shows the last ten exports, with when each was made, what it holds (*Lists*, or *Lists, report cards and photos*, and how many rows in how many lists), its state and its size.

State	Means
Being built	Still being made. Only one export is built at a time.
Ready until …	Ready to download until that day.
Expired	Older than seven days: the file is deleted. Make a new one.
Failed	It could not be made. Try again, or ask School Dynamics support.

> ⚠ **CAREFUL**
>
> The file holds children's and parents' personal details. Keep it somewhere safe, and do not send it by email or WhatsApp.

Good to know

- Passwords, keys and codes used to sign in are never included, whatever the list.
- Making an export and downloading it are both written in the school's audit log, with who did it.
- The download link works for seven days; then the file is deleted from School Dynamics.

QUESTIONS

What is in the export?
Every list the school has in School Dynamics (students, parents, staff, classes, marks, report cards, fees and payments, and the rest), one spreadsheet (CSV) per list, with your school's rows only. Passwords and keys are never included.

How long does the download link work?
Seven days. After that the file is deleted and the export shows as expired; make a new one.

Can I make two exports at once?
No. While one is being built, the button waits. Make the next one when it is ready.

The audit log

Read who changed what in the system and who opened a child's sensitive records, search the log, and check that no line has been changed.

For: Head teacher, School administrator, School owner · app.schooldynamics.ug/help/setting-up/audit-log

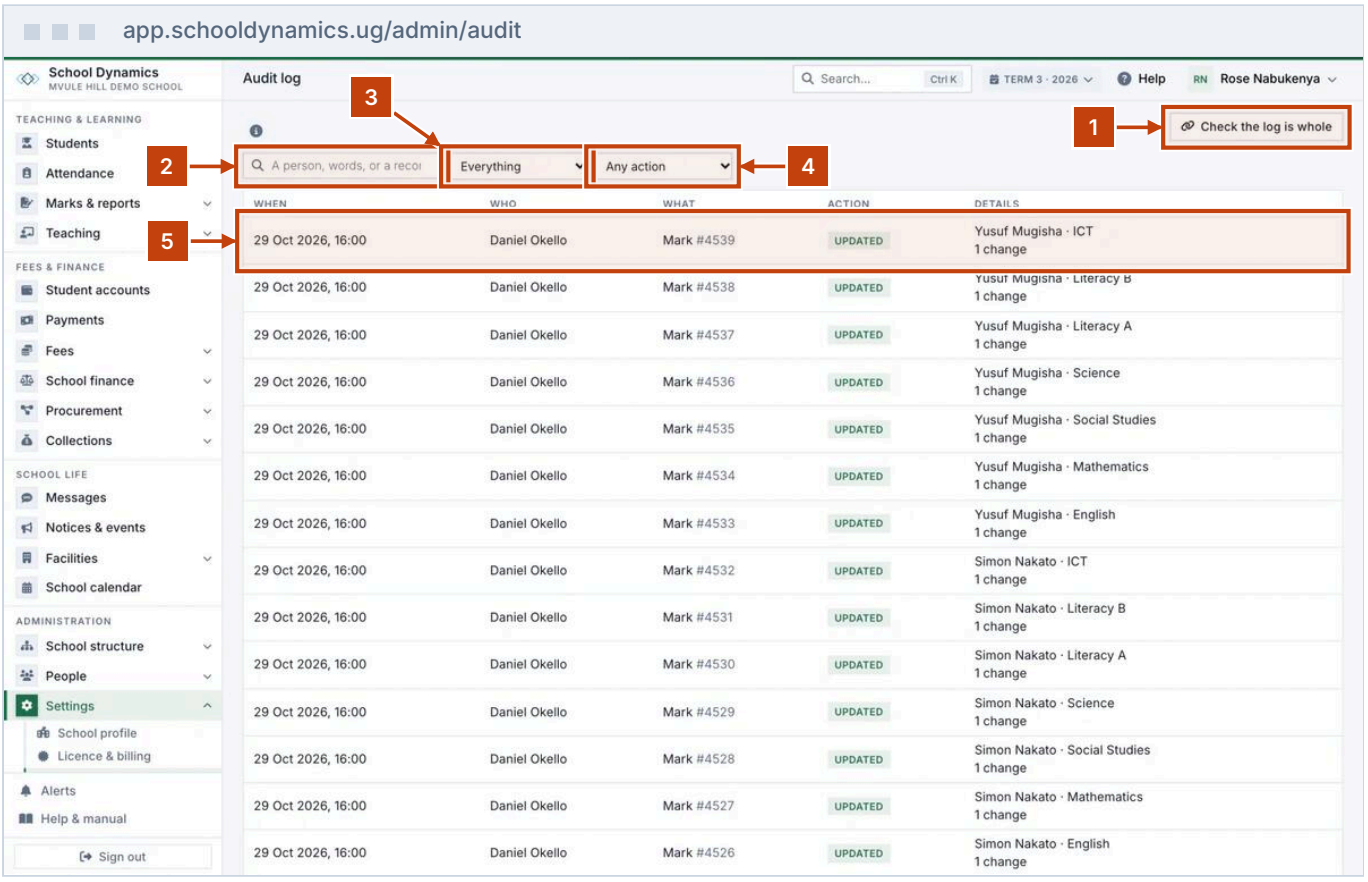
The audit log is the school's record of who changed what in the system: marks, payments, report-card releases, records and settings. It also records who opened a child's sensitive records, such as the sick bay, discipline, the full profile or an export. Read it when a figure changed and you need to know who changed it, and when.

Open it from **Settings › Audit log**.

Before you start

- The school administrator, the head teacher, the deputy and the school's owner can read the log.
- No one can change or delete a line from the system.

Reading the log



The demo school · invented names and figures

1. Check that no line has been edited or removed.
2. Search for a person, words, or a record's number.
3. Only one kind of record: payments, marks, settings…
4. Only one kind of action.
5. One line: when, who, which record, what was done, and the details.

The newest line is at the top. Each line 5 says:

- **When**: the day and time.
- **Who**: the person, or *The system* for work School Dynamics did by itself.
- **What**: the kind of record and its number, for example *Transaction #10234*.
- **Action**: what was done, such as *Updated*, *Viewed* or *Deleted*.
- **Details**: a sentence about it, the reason when one was given, and, when fields changed, a link such as *3 changes*. Click it to see each field, from what to what.

Only the fields that changed are kept, never passwords.

Find something

- Type in the search box 2: a person's name, words from the details, or a record's number.
- Choose **What it is about** 3 to see one kind of record only.
- Choose an **Action** 4 to see one kind of action only.

> **TIP**
>
> To see everything one person did, type their name. To see the history of one record, type its number and choose what it is about.

Check the log is whole

Each line is chained to the one before it, so a line edited or removed afterwards breaks the chain. Press **Check the log is whole** 1 :

- *The log is whole: no line has been edited or removed.* All is well.
- *The log does not fit together …: a line was edited or removed.* Tell School Dynamics support at once.

What is recorded

Among others:

- changes to the school's settings, and to staff members' roles;
- payments and other fees lines changed, reversed or deleted, and each term's fees billed;
- marks changed, and report cards released;
- parents' consent answers, requests to delete accounts and how they were decided;
- data exports made and downloaded;
- who opened a child's sensitive records.

QUESTIONS

Can someone delete a line from the log?
Not from School Dynamics: the log has no edit or delete. Each line is chained to the one before it, so **Check the log is whole** shows if a line was ever edited or removed.

Are passwords in the log?
No. Only the fields that changed are kept, never passwords.

Who is The system?
Work done by School Dynamics itself rather than by a person signed in, such as a scheduled job.

School Dynamics

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

app.schooldynamics.ug/help