CAMPUS SCHOOL MANAGEMENT

Overview & User Guide

For front office, teachers, and school leadership — with a section for the parent / student portal at the end.

Describes Campus 0.9.0 as built on 19 September 2026, including online payments, staff chat, universal search and the role-based dashboard. Revised October 11, 2026 (added a pointer to Campus Central, a separate product — see the Whitepaper).

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1. What Campus is, and who uses it

Campus is a single-school management system that runs entirely on your own server — enrolment, scheduling, attendance, grades and report cards, billing, communication, and a parent/student portal, all in one place, with nothing sent to a third-party cloud. Everything below describes the **staff console**; the last section covers the **parent/student portal** your families use.

Every person who logs in has one role, and the console only shows the sections that role is allowed to use:

Role	Typically	Sees
Superadmin	School director, whoever owns the system	Every section, including Remote access
Admin	School director, office manager	Every section except Remote access
Front desk	Registrar, office staff	Office work across the whole school: Students, Registration, Scheduling, Attendance, Grades, Booking, Messages, Billing
Teacher / Tutor	Classroom & activity staff	Students, Scheduling, Attendance, Lessons, Grades, IEPs, Booking, Messages — only for the groups they're assigned to teach
Parent / Guardian	Families	The portal only — their own linked children
Student	Older students, where enabled	The portal only — their own record

2. Signing in & the console layout

Open Campus in a browser (your office will have given you the address — typically `https://<server-name>/`). Staff accounts require a one-time code from an authenticator app (TOTP) in addition to a password; the first login walks you through setting that up. If you open a link to a specific page while signed out, Campus takes you there once you've signed in.

The left-hand navigation lists the sections your role can use, in this order: **Dashboard, Students, Registration, Scheduling, Attendance, Lessons, Grades, IEPs, Booking, Messages, Billing, Staff, Audit log, Backups, School settings, Remote access. Billing** disappears entirely if your school doesn't collect fees through Campus.

Search, and the chat bell

- **Search everything** — press **Ctrl K** (or ⌘ **K** on a Mac) anywhere in the console to search students, guardians, staff, groups, report cards and applications at once. A full name like "Jane Smith" works, not just a first or last name. Pick a result to jump straight to it.
- **Staff chat** — the bell in the left sidebar opens direct messages between any two staff accounts (see section 10).

Working with lists and records

Clicking a row in almost any list opens a **read-only view** of that record — its fields, and for records that have them, their lines, documents or history. Use the **Edit** button (in the row, or inside the view) when you want to change it. Most lists have a search box that understands full names, and filters for status, group or date where they help.

3. Dashboard

The landing page: a snapshot of the school right now, built from what your role is allowed to see — the header line tells you the scope. A teacher's dashboard reflects only their own groups; office staff see the whole school; an administrator also sees system health. Sections you may see:

- **Attendance** — attendance rate over the recent window, absences, lates, chronic absentees, and students not yet marked today.
- **Academics** — how much has been graded and released, average marks, and report-card progress (draft, finalized, released).
- **Wellbeing** — recent incidents by severity and category, and how many are still open.
- **Enrolment** — students by status and, for office staff, capacity, waitlist and the application funnel.

- **Billing** (office and administrators) — invoiced, collected and outstanding amounts, and overdue invoices.
- **Consent, booking & messages** (office and administrators) — consent coverage, booking capacity and open message threads.
- **Staffing & system** (administrators) — security events in the last 24 hours, staff by role, MFA coverage, and the state of your backups.

Today's sessions and open incidents are listed underneath. Clicking a section heading takes you to the matching list rather than just refreshing the number.

4. Students

The child record is the spine of Campus. Open a student to see tabs for their profile, guardians, emergency contacts and authorized pickups, observations, health information, documents, timetable, classes, attendance, and (where applicable) IEP and billing.

Profile

Name, date of birth, grade/stage, primary group (homeroom), and — where a government ID is on file — both the ID itself (encrypted at rest) and its **type** (national ID, passport, birth certificate, social insurance / security number, voter ID, or other), picked from a dropdown rather than typed freehand.

Guardians

Search guardians by name, email or phone from the student's Guardians tab or the school-wide guardian search. Each guardian link records the relationship, custody notes, whether they can pick the child up, and whether they receive communications. From here you can also manage a guardian's **portal login** — reset their password or delete their login entirely (for example, after a custody change) — without touching the guardian record itself.

Consents

Request a consent decision (photo, media, field trip, data sharing, medical treatment, technology use, sunscreen) directly from the student — it emails the guardian a prompt and the decision is recorded, versioned, the moment they respond on the portal.

Timetable

> This is the student's own, real, class-by-class day — not a single all-day "homeroom" block. It shows exactly the periods they're actually in: their homeroom's compulsory subjects, plus every course-of-study section they're enrolled in for older grades, each in its own time slot, never overlapping. Use this tab (not the Scheduling section) whenever you need to know what a specific student is doing at a given time.

Switch between month, week and day views. Week is the default. Click any class for its time, room, and status.

Classes

Every group this student belongs to — homeroom and every course-of-study section — not just their homeroom, along with any after-school booking they hold.

Attendance

A running total (present / late / absent / excused) plus the full history, filterable by date range and status — not just the most recent handful of records.

5. Scheduling

> **The Scheduling section's calendar is not a timetable.** With hundreds of students across dozens of groups, listing every class period on one whole-school calendar would be unreadable, and that isn't what this view is for. It shows only **whole-school exceptions** — closures (no school) and early dismissals (school runs, just shorter) — shaded amber and sky-blue respectively. Click either for its full reason, date range and scope, with a shortcut into the matching tab to edit it. For a specific student's actual class-by-class day, use their **Timetable** tab under Students instead.

The other tabs here are where the timetable itself comes from:

- **Sessions** — every dated meeting of a group, generated from a template. Open one for its roster (who was actually enrolled that day) and to cancel a single meeting.
- **Templates** — the recurring pattern (group, weekday, time, room, term) that Sessions are generated from. Press **Generate** with a date range to expand a template into dated sessions; safe to re-run.
- **Closures** — a day or span with no sessions, site-wide or for one group.
- **Early dismissals** — a shorter day; **Notify guardians** sends a one-click email to the affected families.
- **Terms** and **Academic years** — the calendar's own top-level structure; mark exactly one year current.
- **Rooms** — the physical spaces templates and bookings point at.

6. Attendance

Pick a group and date to check students in and out. Check-out is only permitted to an authorized pickup for that child or a guardian cleared for pickup — anyone else is refused, on purpose. Search by student name and filter by status to find a specific record quickly rather than scrolling a whole day's roster.

7. Lessons

Curriculum units group a term's learning into blocks; lesson plans are the individual sessions inside them, draft through published, each with its own objectives, plan and linked resources. Open a plan or a unit to read it in full and edit it in a roomy view; both lists can be filtered by group, unit, status and term. A resource (a reading list, a permission-slip template) can be attached to a whole group without belonging to one dated lesson.

8. Grades & report cards

Assessment schemes (marks, rubric, narrative, or a mix), assessments, per-student results, and report cards, searchable by student name and subject rather than hunting through a flat list.

Report card grading

A dedicated tab lets front office define and activate a **grading scheme** for report cards — the letter/level bands a mark falls into, and whether the school uses a GPA. Four ready-made presets ship with Campus (Bahamas 4.0 GPA, Ontario elementary 4-level, South Africa NCS 7-point, Botswana letter bands); pick one, adjust it, or build your own. Only one scheme is active at a time.

When a scheme uses a GPA, every generated report card shows each subject's grade letter/level *and* the student's cumulative GPA for the term. When it doesn't, the card just shows the appropriate grade labels — no GPA line is fabricated where the school's own system doesn't use one. Whichever scheme was active *at generation time* is locked to that card permanently, so changing the school's grading policy later never silently rewrites a report card that already went home.

Report cards open in a review view first: you can adjust the summary and each subject's entries, **Preview** the finished card at any stage, then **Generate**, and finally **Release** it to families. A released card can't be regenerated, and a card must be finalized before it can be released. Cards carry your school's letterhead and the principal's signature (section 15).

9. IEPs

Individual Education Plans — goals, accommodations, services and review history for a student, searchable by name. Content is encrypted at rest and every read is logged. Any teacher of the student can read and update the plan; a formatted document with your letterhead can be generated from it. Guardians see their child's active plan on the portal.

10. Messages, announcements, incidents & staff chat

Announcements go to all staff, all parents, one group, or the whole site. Message threads are a private staff↔parent conversation, participant-scoped. Incident reports move draft → sent → acknowledged, with a per-guardian acknowledgement the portal tracks automatically; use the search box to filter incidents by student rather than paging through everything. Email templates support merge fields (student/guardian name,

etc.) chosen from a palette that only offers the fields that make sense for that kind of message; every send is logged (subject and recipients — never the message body).

Staff chat

The bell in the left sidebar is a private chat between staff accounts: direct messages between any two staff members, and — for front office and administrators — broadcasts to all teachers, all tutors or all staff. The bell shows unread messages and the conversation refreshes every few seconds; you can delete a message you sent. Parents and students can never see or reach staff chat.

11. Billing & online payments

Per-family invoices built from your fee schedules. Every invoice carries a real, human-readable **invoice number** (`INV-000123`-style) and shows amounts in the school's currency. Payments show the student's name, and search works across invoices, payments, and families. Click an invoice for its lines, its payments and its running balance. If your school doesn't collect fees through Campus, the Billing section is hidden altogether.

A payment reaches an invoice in one of three ways:

- **Record it yourself** — **Mark paid** on an invoice records a payment you took outside Campus: cash, cheque, e-transfer, card (terminal) or other, with a reference. This is always available.
- **The family pays online from the portal** — see section 16. Nothing for staff to do; the payment appears on the invoice on its own.
- **You send a payment link** — for a family without a portal login, use **Payment link** on an invoice (front office, administrators and superadmin). Campus generates a link to the payment provider's secure checkout page for that invoice's full balance; copy it and send it to the family.

> **How online payments work.** Your school connects its own Stripe, Paystack or Flutterwave merchant account (an administrator does this once, on the server — see the Technical & Troubleshooting Guide). Families pay on the provider's own hosted page, so **Campus never sees or stores a card number**, and the money goes straight to your school's account. The provider emails the family their receipt. When the family returns to Campus, Campus checks with the provider that the payment really went through and, only if the amount and currency match, records it. An online payment shows the provider and its reference in the Payments list instead of a cash/cheque method. Where no supported provider serves your country, use **Mark paid**.

Currency. A Campus install bills in one currency, set under **School settings** → **Region & fees**; every amount is shown with it. Once invoices exist the currency is locked, and changing it after that is a deliberate step for technical staff. **Refunds** are handled manually: record a **Credit** in Campus and return the money through your payment provider's own account.

12. Booking

Tutoring and extra-curricular offerings, their recurring availability, the dated capacity-limited slots that availability expands into, and bookings — confirmed while seats last, then waitlisted in order with automatic promotion when a seat frees up. Search by student name to find their bookings directly.

13. Registration

An enquiry becomes an application, an application becomes an offer (or a waitlist place), and an accepted offer converts into a real student record with an enrolment. Open an application to see the applicant, uploaded documents, offers and the whole lifecycle in one place. Consent decisions along the way are versioned, never overwritten. Note that the registration waitlist is a manual list — it does not offer places automatically; the booking waitlist, by contrast, does promote automatically (section 12).

14. Staff

Invite colleagues, browse the directory, and assign teachers/assistants to the groups that control what they can see elsewhere in Campus. Beyond simply active/inactive, each staff member carries a **status** — active, sick leave, on leave, sedentary duty, transferred, suspended, or terminated — so the directory can say *why* someone isn't in class without disabling their account. The directory can be searched and filtered by role.

15. School settings, backups, remote access & the audit log

School settings (administrators) — your school's name, address, contact details, logo, and the principal's name, title and signature. These appear on generated report cards, IEP documents and the Campus header. A superadmin designates who the principal is, and only that person (or a superadmin) can upload or replace the signature that appears on every report card.

Region & fees (administrators, on the same page) — the school's country, currency and locale, and a switch for whether the school collects tuition or fees through Campus at all. Turning it off hides the whole Billing area, in the console and the portal. The currency can't be changed here once invoices exist.

Backups (administrators) — a health summary and every backup and restore-verification run, with success or failure and the last error. **Run backup now** starts an on-demand backup; you enter the backup passphrase for that run and Campus never stores it. **Backups are not scheduled automatically** — ask whoever looks after your server to set up a recurring backup (the Technical & Troubleshooting Guide explains how), and to move copies off the machine. The summary turns amber when your newest successful backup is more than two days old or the latest run failed.

Remote access (superadmin) — read-only status of off-premises access; it is switched on or off from the server itself, not the console.

Audit log (administrators) — every create, update and delete, and every read of a sensitive record. Append-only; nothing here can be edited or removed from the app.

16. The parent / student portal

Families sign in with the same login system, but see a different, simplified view: no staff navigation, only their own children.

- **Who you're viewing** — every page shows a persistent line naming the child whose data is on screen, with their student number. Families with more than one child at the school get a switcher (an avatar chip per child) above that.
- **Upcoming schedule** — a real, interactive calendar, defaulting to a week view, with day and month views available — not a static list. It shows exactly the same class-by-class day the console's Timetable tab does for that child, and nothing about any other family's schedule.
- **Attendance** — a 14-day colour-coded strip plus recent detail.
- **Report cards** — released cards only, opened right in the browser.
- **Billing** — each invoice's status, total, balance and due date, in the invoice's own currency, plus a **Pay** button when something is owing (see below). Never any card or payment-method detail.
- **Messages** — the same private threads staff use, read and reply from the portal.
- **Announcements, consents, incident reports, IEP summary, after-school bookings** — all visible where they apply to that child.
- **Requesting a change** — a guardian can propose an update to their own email, phone, address, or a per-child communication/custody flag; staff approve or reject it. Guardians never edit their own record directly.

Paying online

Press **Pay** on a child's billing card. The window lists every unpaid invoice you are the billing guardian for — across all of your children — with the child you clicked from already ticked. Tick the invoices to pay together (they must be in the same currency; if not, the window says so and asks you to choose one currency at a time), and change the amount if you want to pay only part of the balance. Campus then sends you to the payment provider's secure page. After you pay you land back in Campus, which confirms the payment with the provider for up to a couple of minutes and shows the result: paid, failed, or — if the amount didn't match — a message to contact the school office and **not** pay again. The provider emails your receipt. If your school hasn't set up online payments yet, Campus shows a message saying it isn't available and you pay at the office instead.

17. Getting help

For anything install-, configuration-, or troubleshooting-related, see the companion *Campus — Technical & Troubleshooting Guide*. For a question about a specific record or workflow, your school's own Campus administrator (front office/admin role) is the first point of contact.

> **If your school is part of a district or Ministry that uses Campus Central**, your own Campus install can optionally be linked to it — a server-side setup your technical staff does once, covered in the Technical & Troubleshooting Guide, never something you do from this console. Central only ever receives a curated summary (never health data, custody notes, government IDs, or any family's own invoice or

> application detail), and a Ministry user can see an individual student's detail only on demand, never held in bulk. See the *Campus Product Whitepaper* for the full picture of what Central is and how the two products relate.