SCHOOL

User guide

School management

Sign-in · Home and menu · Customize your school · Accounts
Records, student cards · Timetables · Grades and report cards
Absences and parent notices · General supervision · cpge.ac.ma and MASSAR
Boarding · Finance, payroll and transport · Teacher, parent and student areas

The names shown in the pictures are fictitious ("Example school").

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17	Frequently asked questions	Everyone

How to read this guide. Buttons are written like this: Save. Paths in the left menu are written like this: **Day school management › Schooling › Grades and report cards**. Each part has the colour of its area in the menu.

Where to find this guide. At any time, click Guide at the top of the screen: **Open the guide** or **Download the guide**, in the language chosen with Language.

1 Who does what?

SCHOOL brings together all the management of the school. Each person signs in with their own credentials and only sees what concerns them.

Person	Signs in with	Can…
Principal (owner)	the **school code**, the username **admin** and their password	do everything: school settings, accounts, schooling, boarding, finance.
Staff (supervisor, bursar, steward…)	a **username** and **password** created by the principal	open only the areas the principal has ticked for them.
Teacher	their **PPR** and **access code**	take attendance and enter grades for **their** classes and **their** subject.
Parent	a **username** and **password** given by the school	see the absences and published report cards of their children.
Student	their **student number** and **personal code**	book meals at the boarding house and see published report cards.

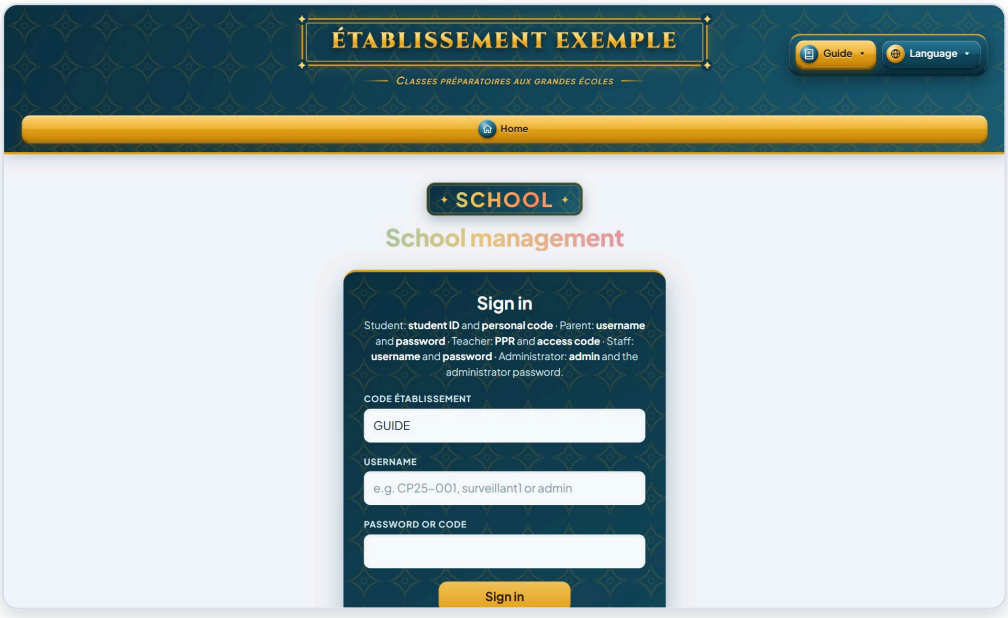
Opening the application

- **On the internet** (computer, tablet or phone): open the address your school gave you, in Chrome, Edge, Firefox or Safari.
- **As an app**: the school can give you an installation link. After the licence key, a SCHOOL icon is added to the desktop or phone screen.
- **Without internet**: the USB-key version is installed by double-clicking **Install**. Its data stays on the PC.

Important. The online version and the offline version are two separate copies: what is entered in one does not appear in the other.

2 Signing in and changing the language

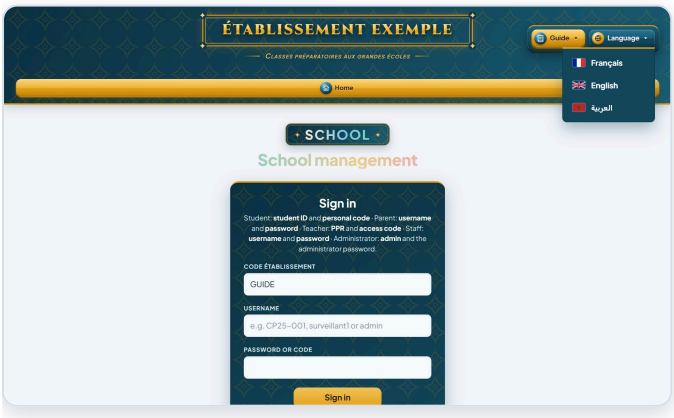
For whom? Everyone.



The sign-in screen: one form for everyone

1. **School code**: your school's code (already filled in if you opened the school's link).
2. **Username**: student number (student), PPR (teacher), username (staff, parent) or **admin** (principal).
3. **Password or code**, then Sign in. Your page opens automatically.

Principal's first sign-in: if the school has a licence key, a **Licence key** field appears. Type the key you received (dashes and capitals do not matter): the school is activated once and for all.



The Language menu

Changing the language

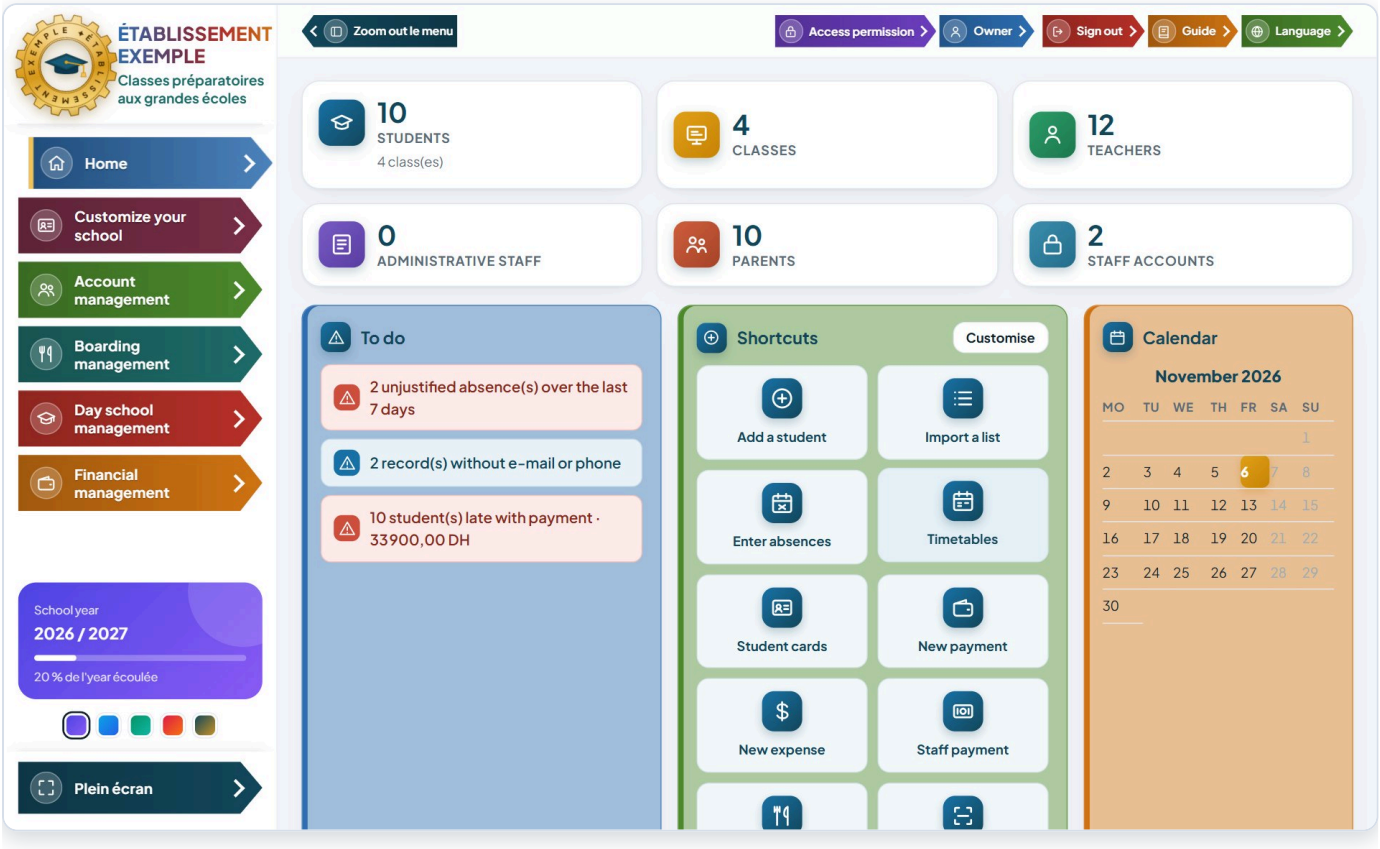
Click Language and choose **Français**, **English** or **العربية**. The whole screen and printed documents follow. In Arabic, the screen switches to right-to-left.

Signing out

Click Sign out at the top right. Always do so on a shared computer.

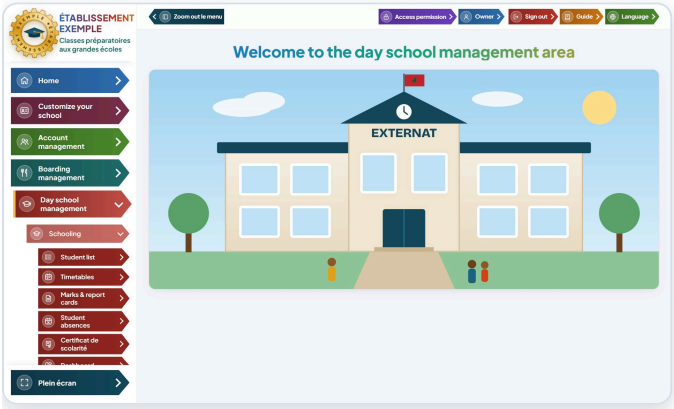
3 Home page and left menu

For whom? The principal and staff.



Home: key figures, "To do", shortcuts, calendar

- **At the top**: the school's figures (students, classes, teachers, parents…). A click opens the matching list.
- **To do**: unexcused absences of the last 7 days, records without contact details, students behind on payments.
- **Shortcuts**: **Customize** to add or remove tiles.



The left menu, here with Schooling open

The left menu

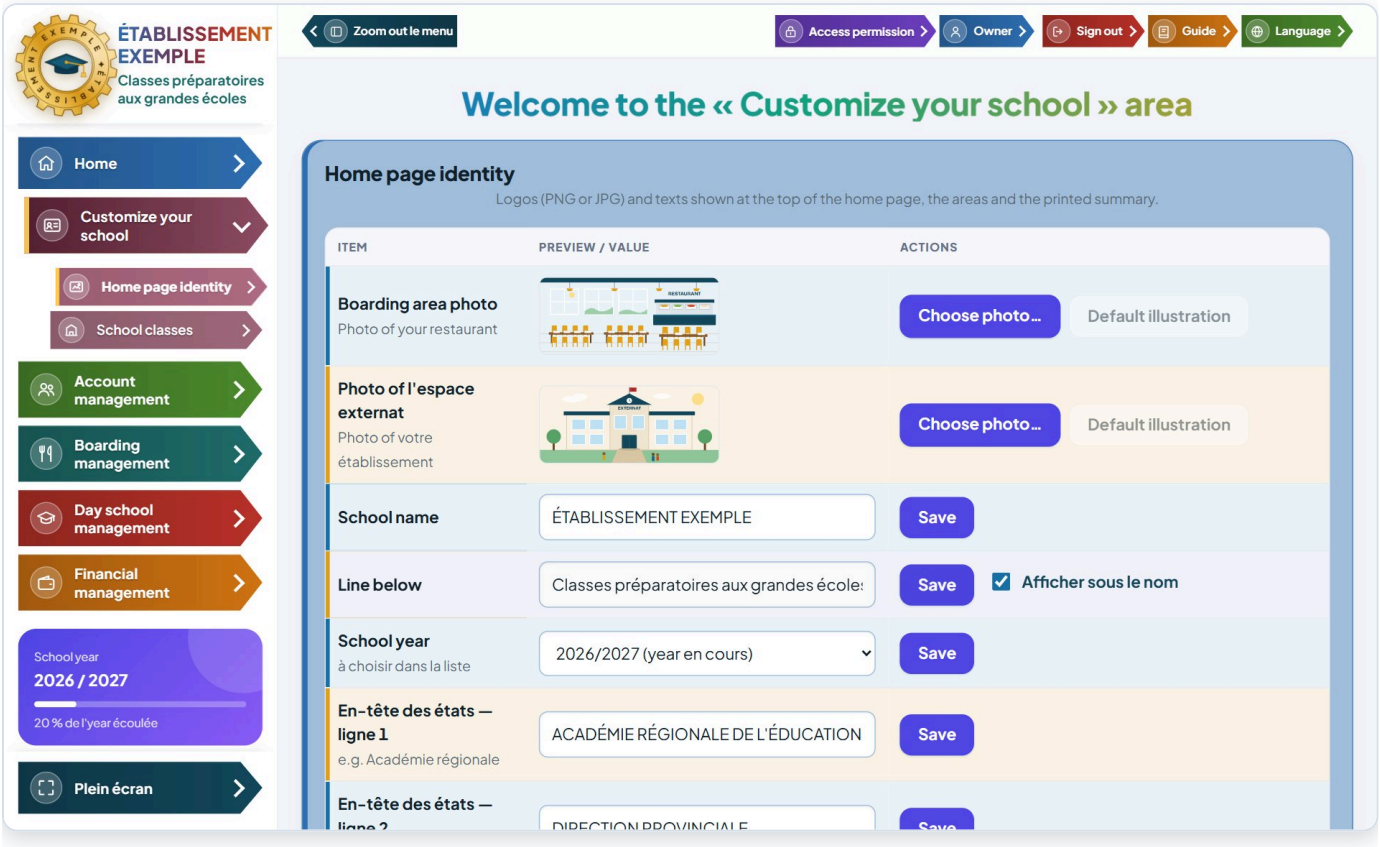
Each area has its colour: **Home**, **Customize your school**, **Account management**, **Boarding management**, **Day school management**, **Financial management**.

Click an area to unfold its list, then a section. The open section moves slightly so you can spot it.

Collapse the menu keeps only the icons; **Full screen** (at the bottom) hides the browser bar. On a phone, the menu opens from the button at the top.

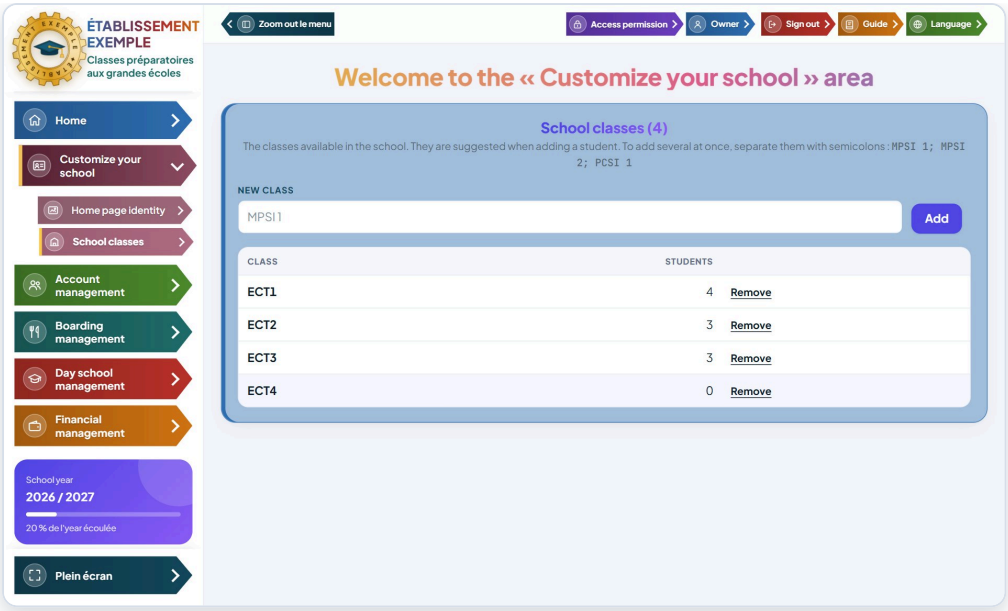
4 Customize your school

For whom? The principal, at the start of the year.



Customize your school › Home page identity

1. **School name** and **line below**: they appear at the top of the screen and on every document.
2. **School year**: it changes by itself on 1 September.
3. **Report headers** (lines 1 and 2): the Academy and the Provincial Directorate, printed on official reports.
4. Boarding and day-school photos: they decorate the home pages of these areas.

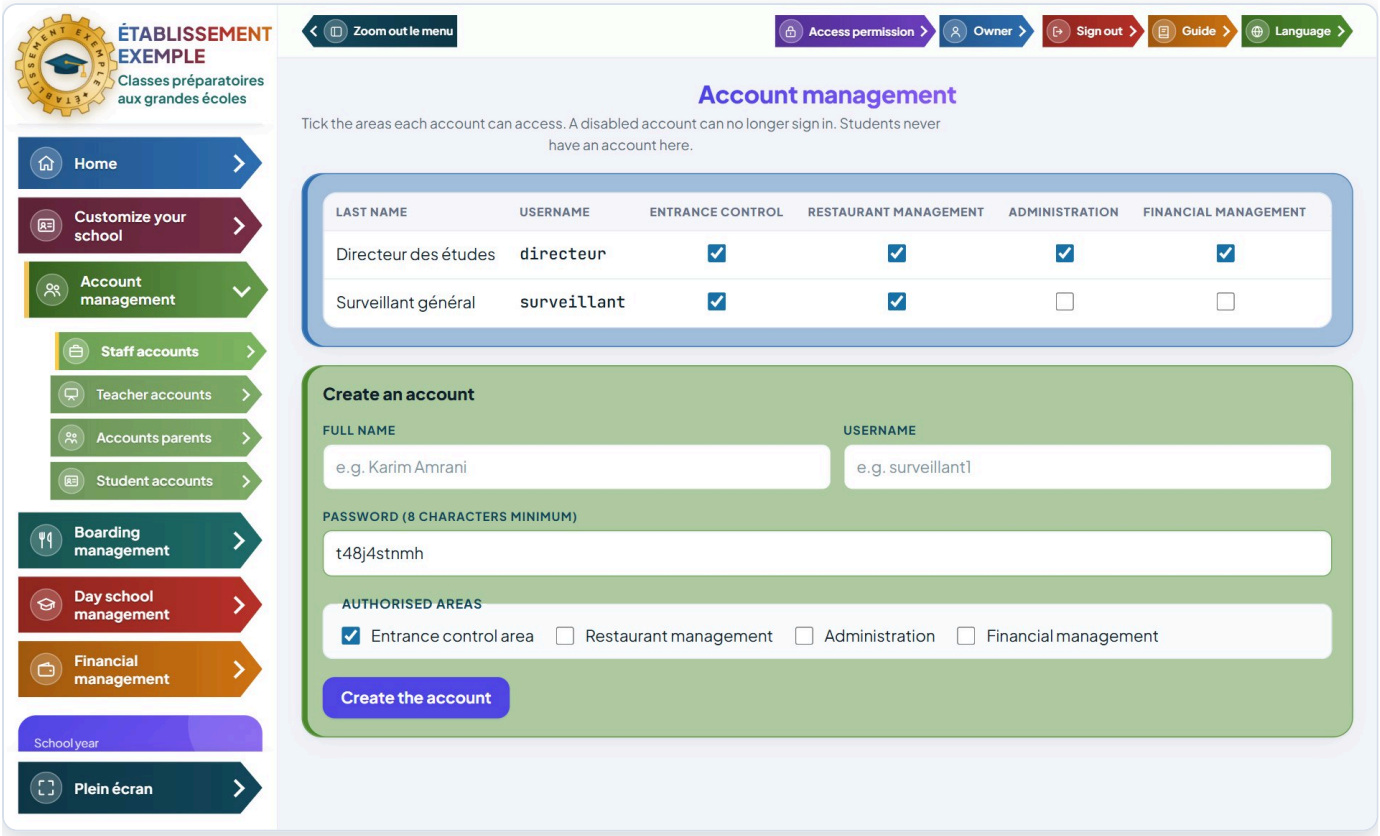


Customize your school › School classes

Type one or more classes separated by ";" then **Add**. Removing a class does not affect students.

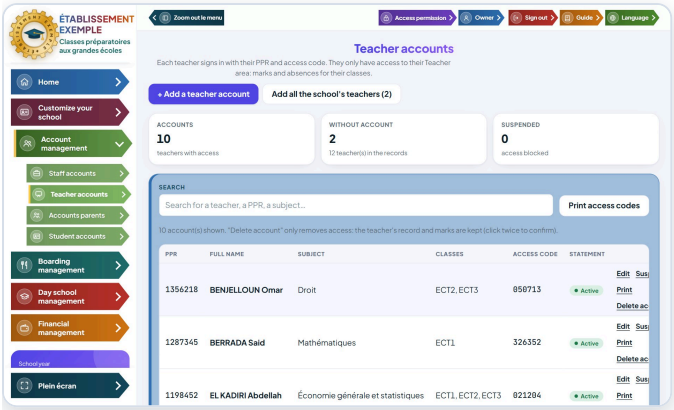
5 Account management

For whom? The principal.

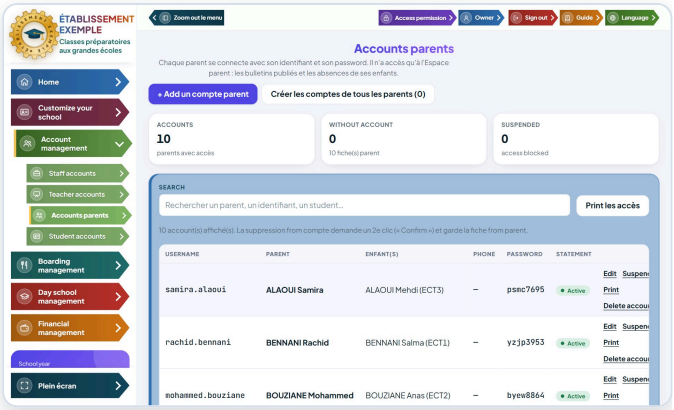


Account management › Staff accounts

1. **Staff accounts**: Create an account, name, username, password, then tick the allowed areas (boarding, restaurant, schooling, finance, administration).
2. **Teacher accounts**: one access code per teacher in the records. **Add all the school's teachers** creates them at once; **Print the access codes** to hand them out.
3. **Parent accounts**: **Create accounts for all parents** (username firstname.lastname, suggested password). A parent of several children has only one account.
4. **Student accounts**: student number and personal code of each student, suspension possible.



Teacher accounts

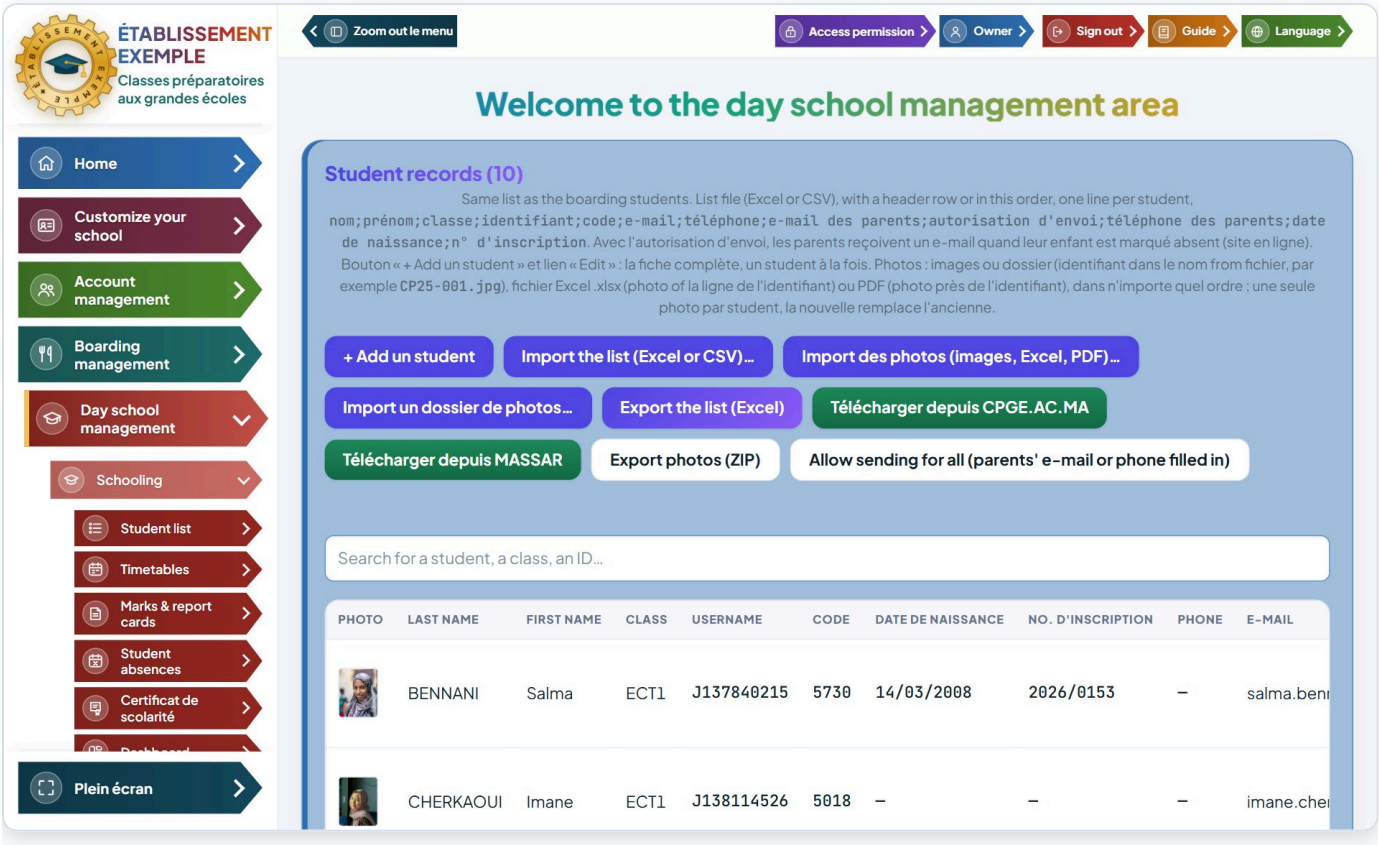


Parent accounts

> **Suspend** blocks sign-in without deleting anything; **Restore** reopens it. **Access permission** (at the top) lets the principal hide sections from other accounts.

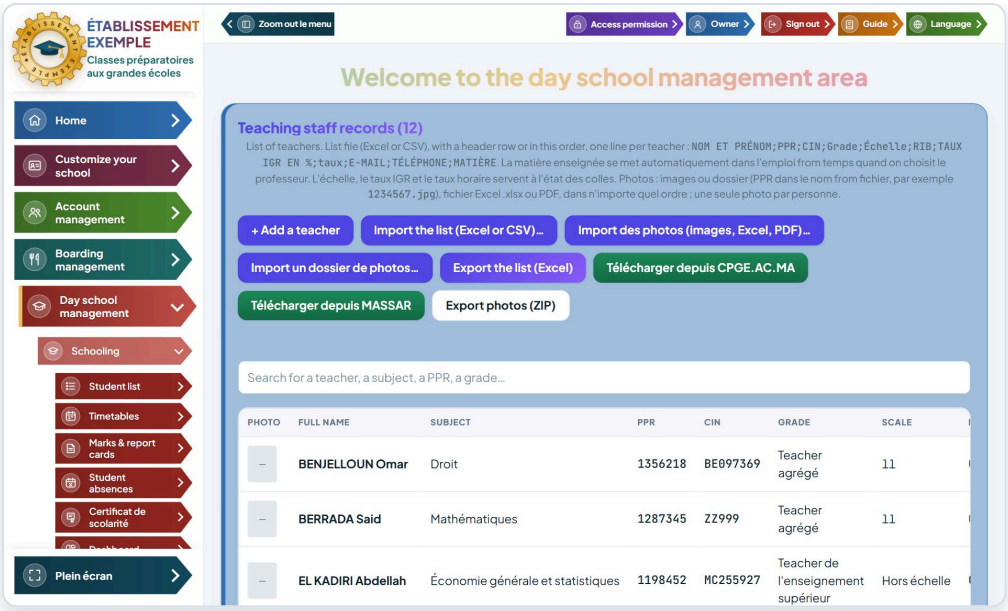
6 Student, teacher and parent records, student cards

For whom? The administration.



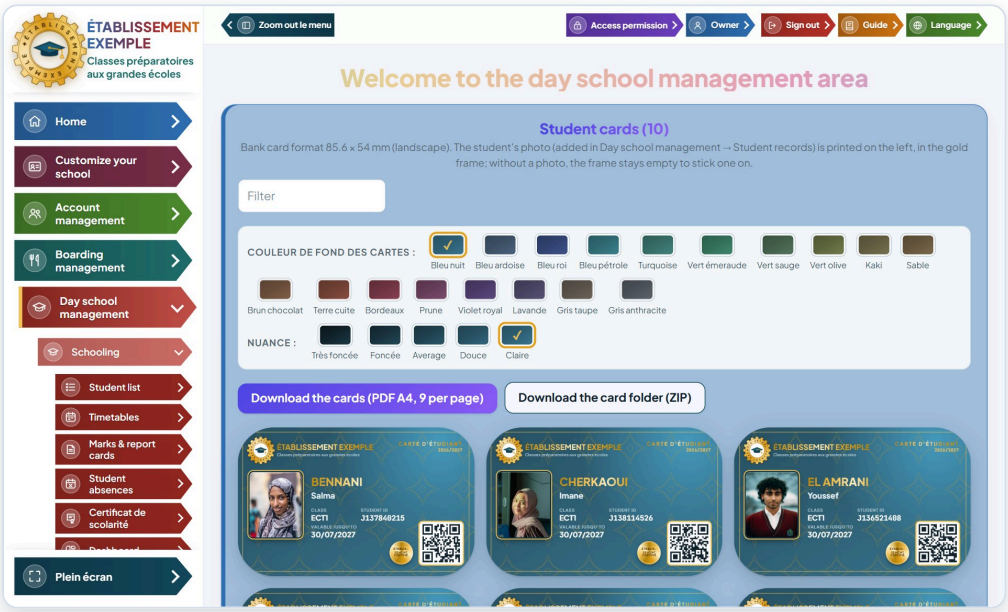
Day school management › Student records

1. **One by one**: **+ Add a student** (photo, name, class, ID, date of birth, parents' phone and e-mail…). The **Edit** link opens the same form.
2. **From Excel**: **Import** your file as it is. Columns are recognised by their title, in any order.
3. **From the portals**: Download from CPGE.AC.MA or Download from MASSAR (see part 12).
4. **Photos in bulk**: **Import photos** accepts images, a folder, an Excel file or a PDF. Each photo goes to the record with the closest ID.



Teaching staff records: PPR, ID card, grade, scale, RIB, rate

Student cards

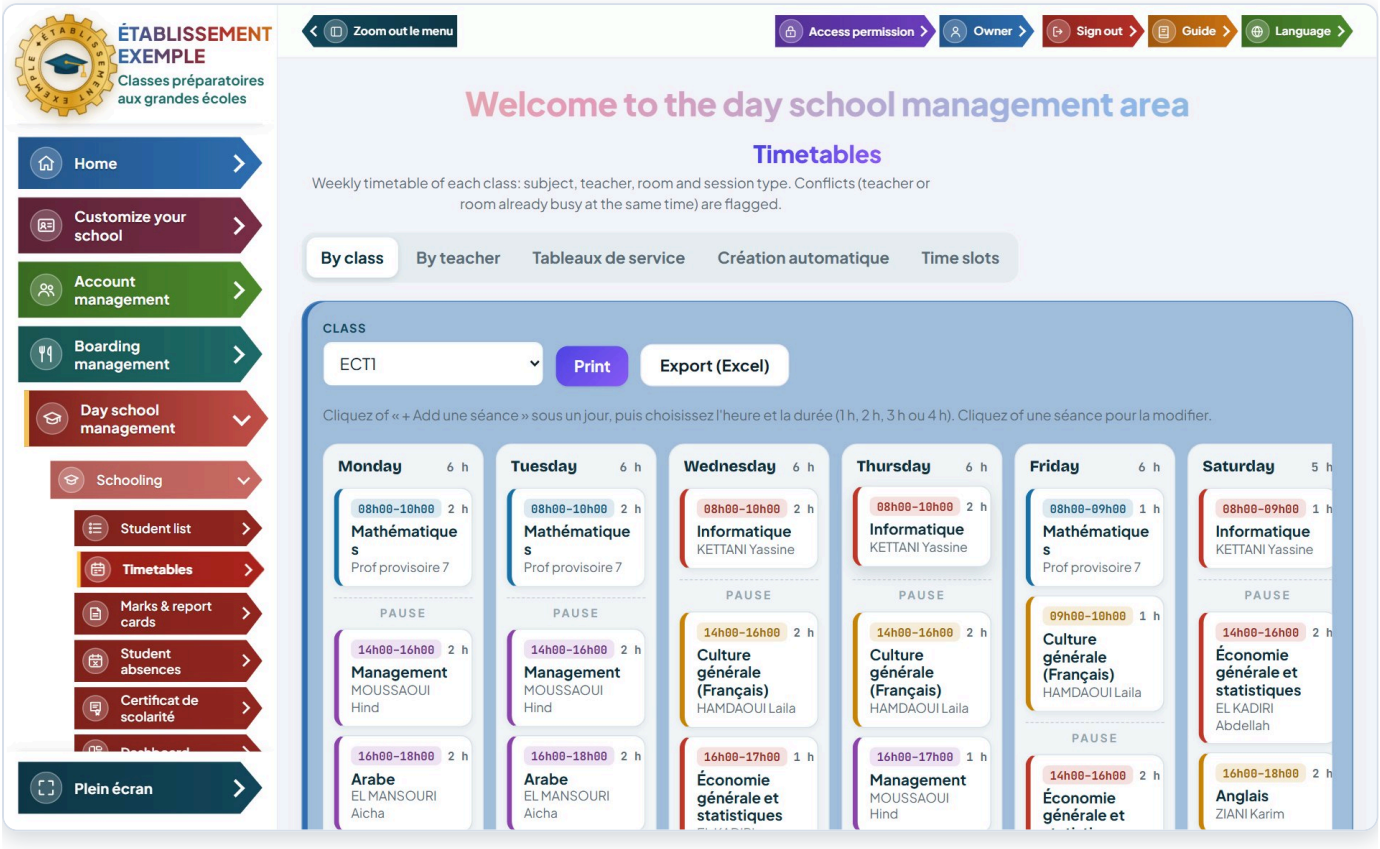


Day school management › Student cards

All cards are created automatically: photo, name, class, number, QR code, school gear logo, year. Choose the background **colour** and **shade**, then export as **PDF** (9 cards per page) or **ZIP**. A lost card is replaced by a new one: the old card no longer passes the check.

7 Timetables

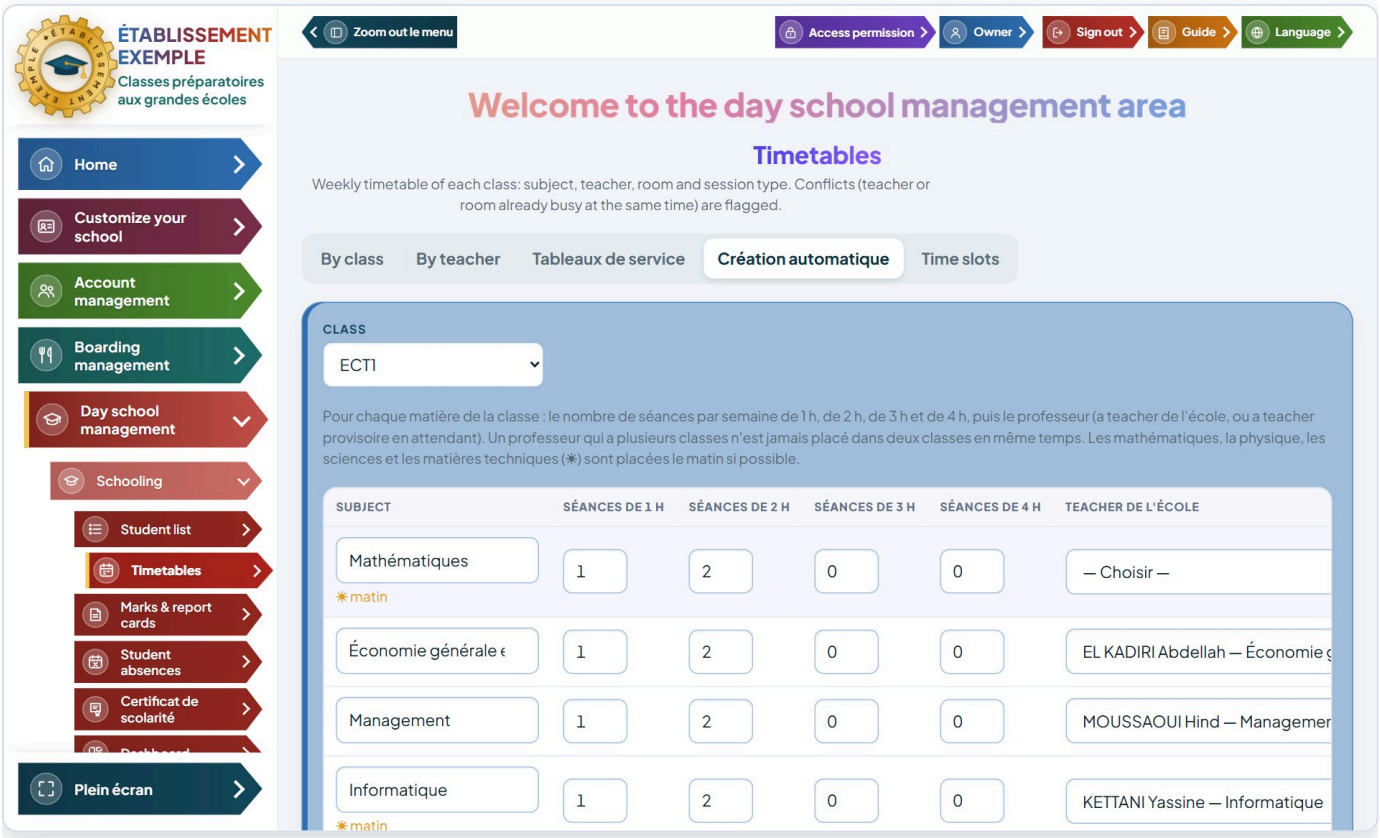
For whom? The head of studies.



Schooling › Timetables › By class: one column per day, one card per session

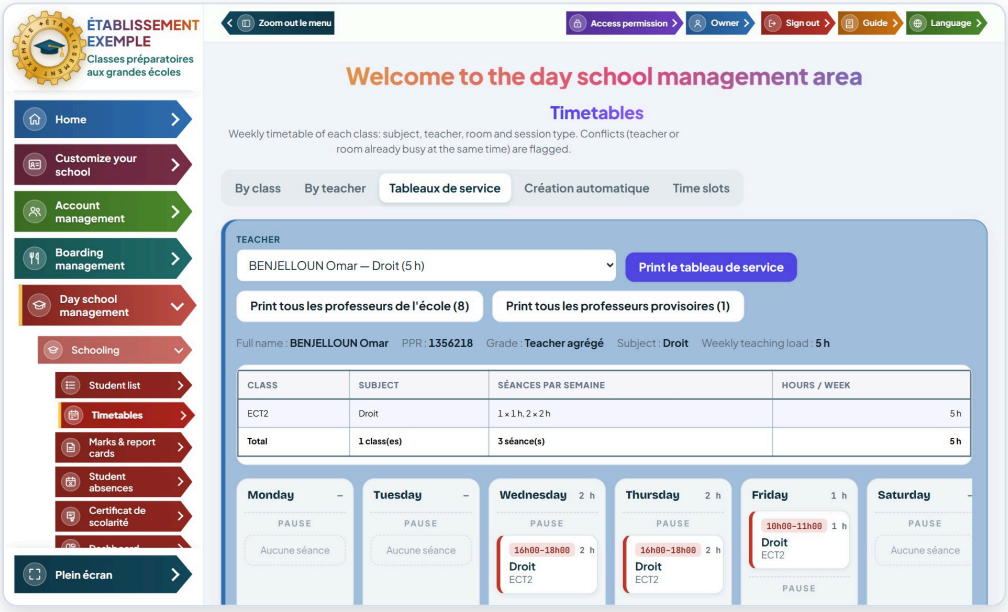
Click a session to change it (subject, teacher, room, type, length of 1 to 4 h) or **+ Add a session**. A teacher or room clash is flagged. On the right: hours per subject and teachers.

Automatic creation



Automatic creation tab

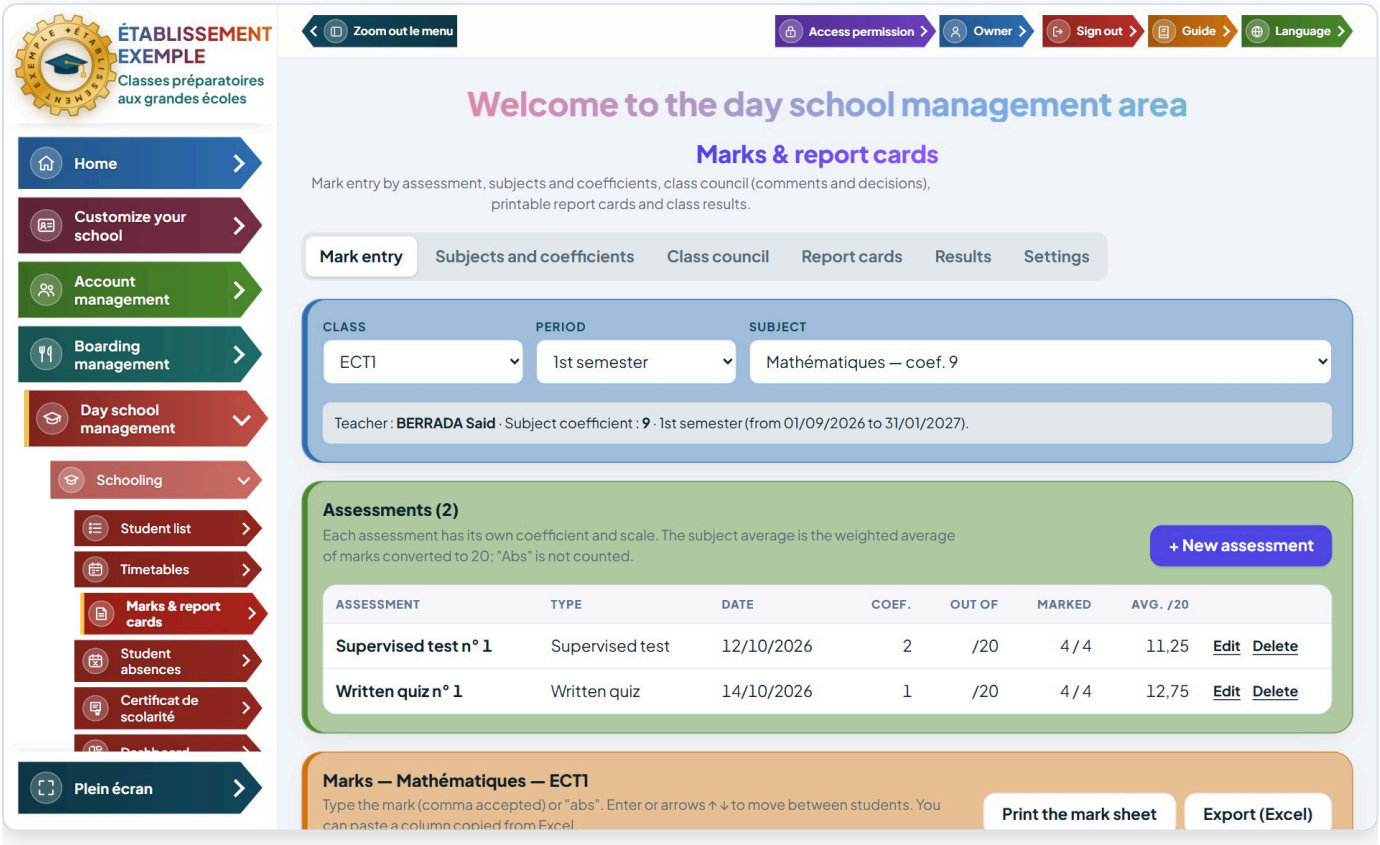
1. For each class and subject: the number of 1, 2, 3 and 4-hour sessions, then the teacher (or a "temporary teacher" until one is appointed).
2. **Create now**: all classes are placed together, with no class, teacher or room overlap. Mathematics, physics and science subjects go in the morning.
3. **Another proposal** if the grid does not suit you, then Save.



Service sheets: one document per teacher, ready to print

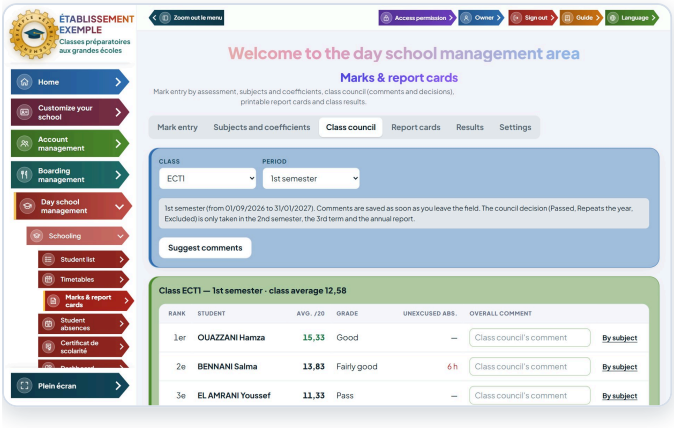
8 Grades and report cards

For whom? Teachers (entry) and management (class council, report cards).

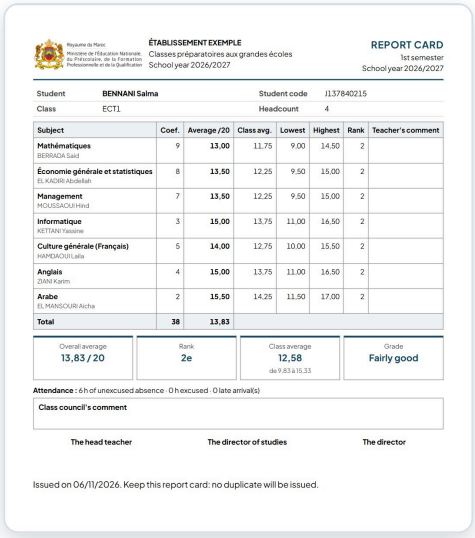


Schooling › Grades and report cards › Grade entry

1. **Subjects and coefficients**: once per class (can be copied to other classes).
2. **Grade entry**: choose the class and period, create the assessment (title, type, coefficient, scale) and type the grades. Enter and the arrow keys move to the next cell; you can paste a column from Excel. "ABS" for an absent student.
3. **Class council**: averages and ranks are calculated; **Suggest** fills in comments and decisions (Promoted, Repeats, Excluded at the end of the year), which you can freely correct.
4. **Report cards**: A4 preview, print one student or the whole class, then **Publish** for students and parents.
5. **Results**: statistics and printable minutes.



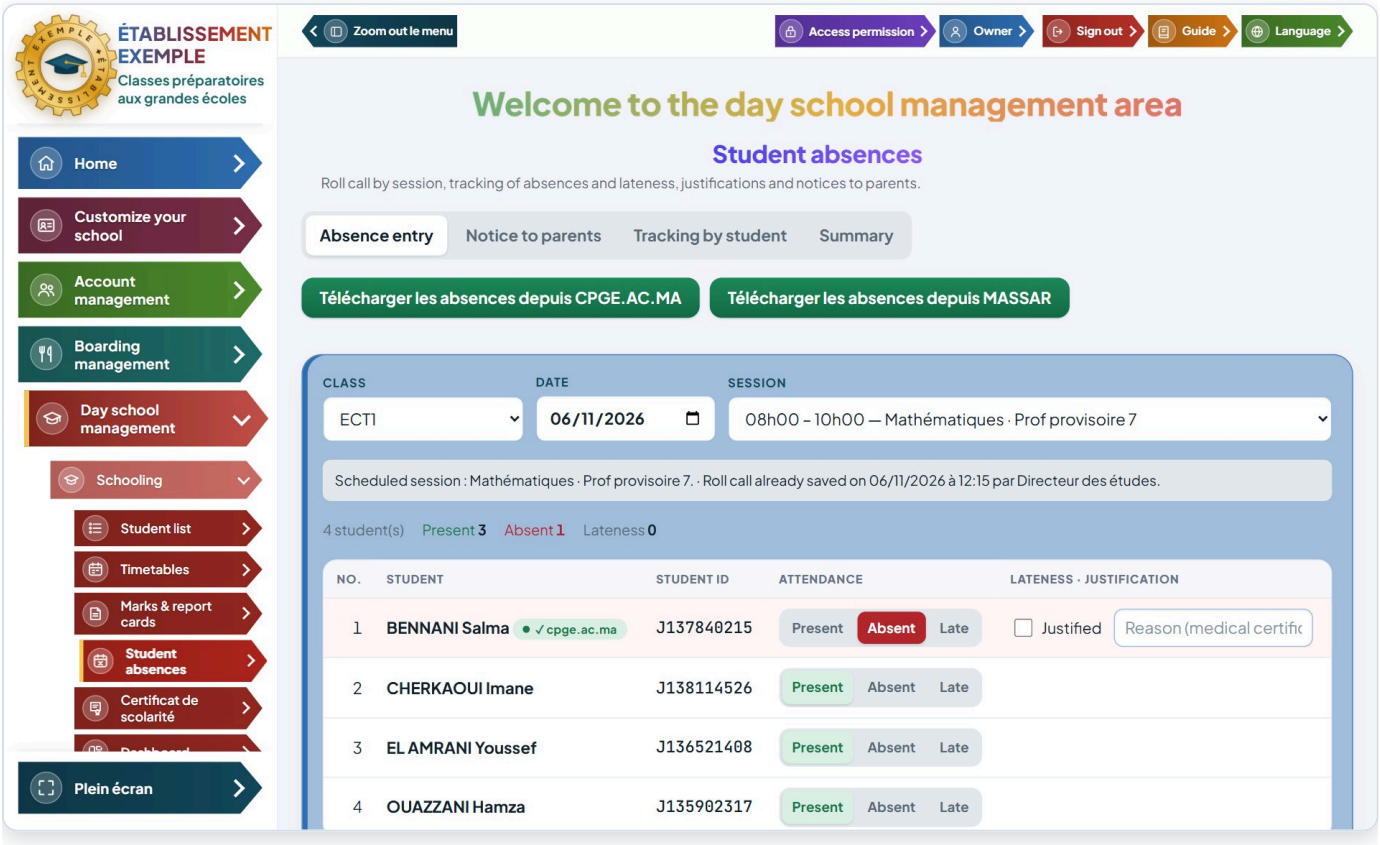
Class council



Report card

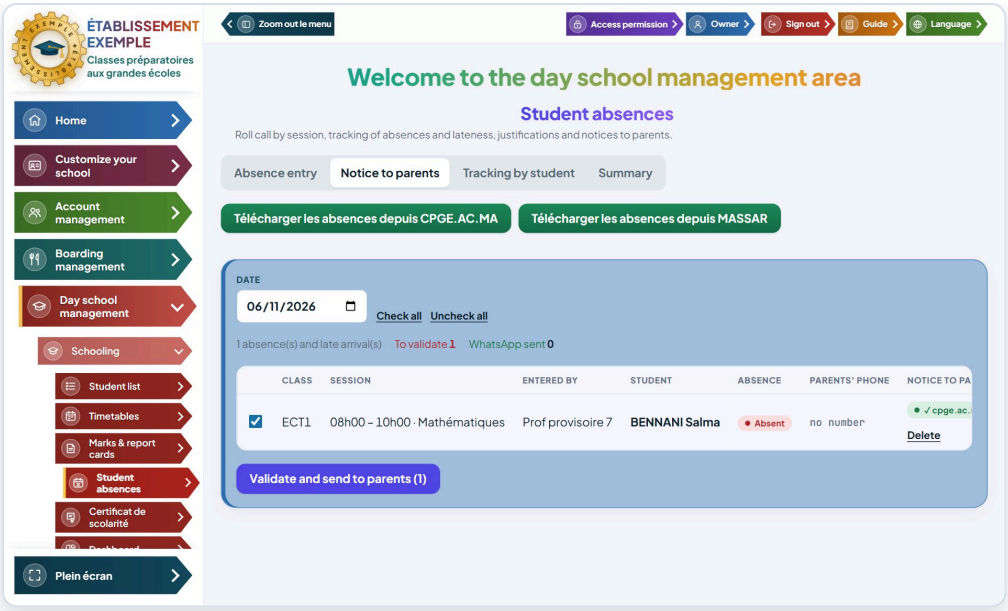
9 Absences and parent notices

For whom? Teachers and supervision (attendance), administration (approving notices).



Schooling › Student absences › Absence entry

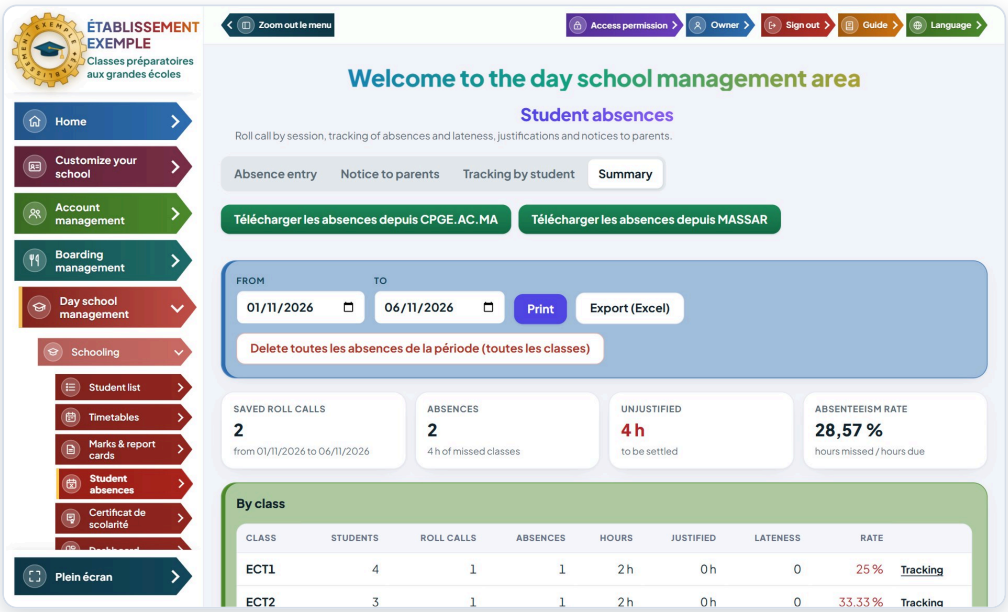
1. Choose the **class**, **date** and **session** (subject and teacher come from the timetable).
2. Mark each student **Present**, **Absent** or **Late** (minutes), tick **Excused** and type the reason if needed.
3. **Save the roll call**. Then the green button Prepare on CPGE.AC.MA copies the absences to the portal (part 12).



Parent notices tab

1. The administration opens **Parent notices**: absences and late arrivals of the day, all classes.
2. Tick the students, then **Approve and send to parents**: e-mail and WhatsApp, message in French then Arabic. The status ("✓ WhatsApp sent") stays visible.

> **Nothing is sent without the administration.** Teachers only enter data. Automatic WhatsApp sending needs the SCHOOL extension in Chrome; without it, a WhatsApp button per student opens the ready-to-send message.

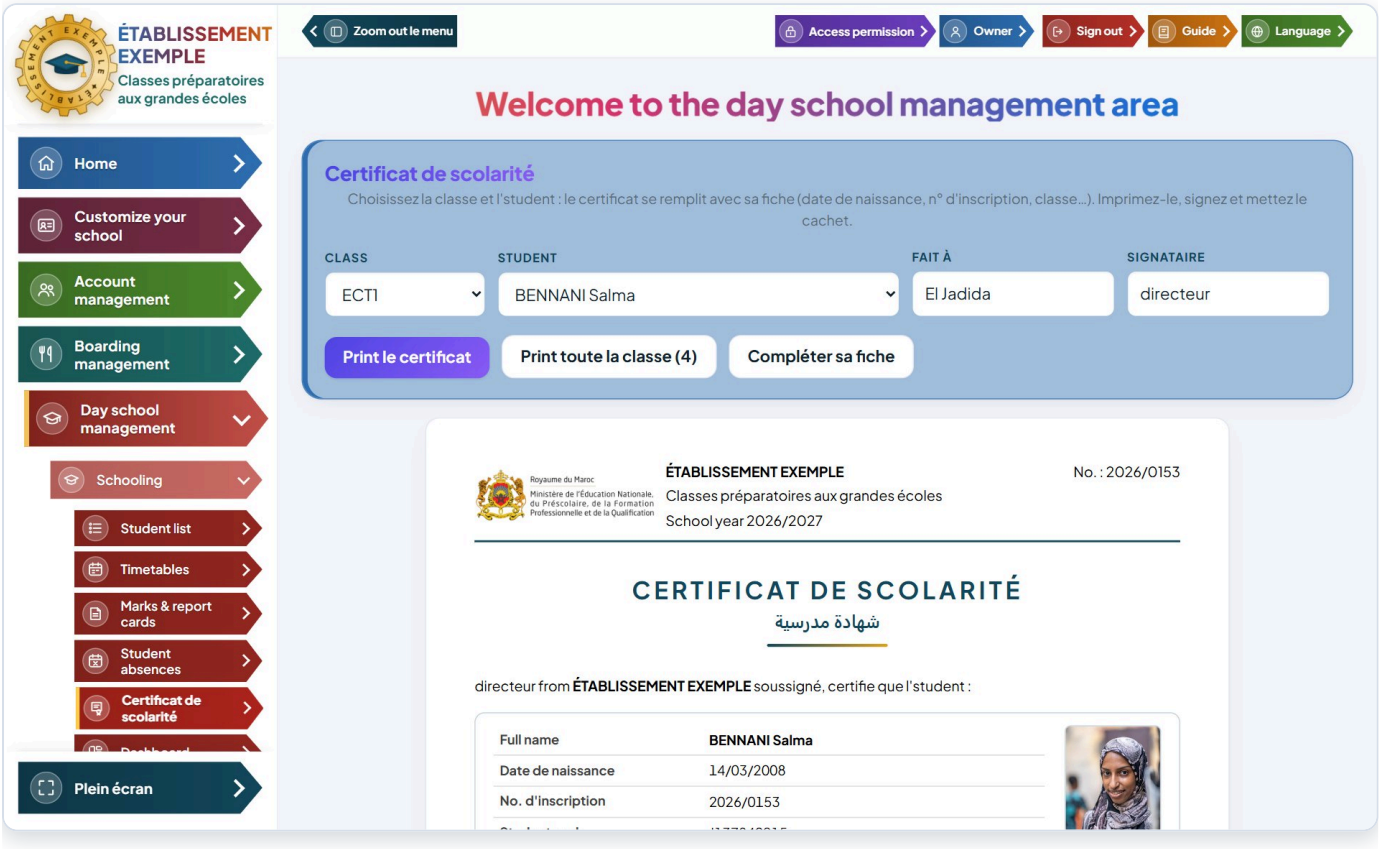


Summary: absence rate by class, subject or level

Follow-up per student: excused and unexcused hours over a period, editable details, printed notice. The **Delete** link removes an absence entered by mistake (two clicks to confirm).

10 School certificate

For whom? The administration.

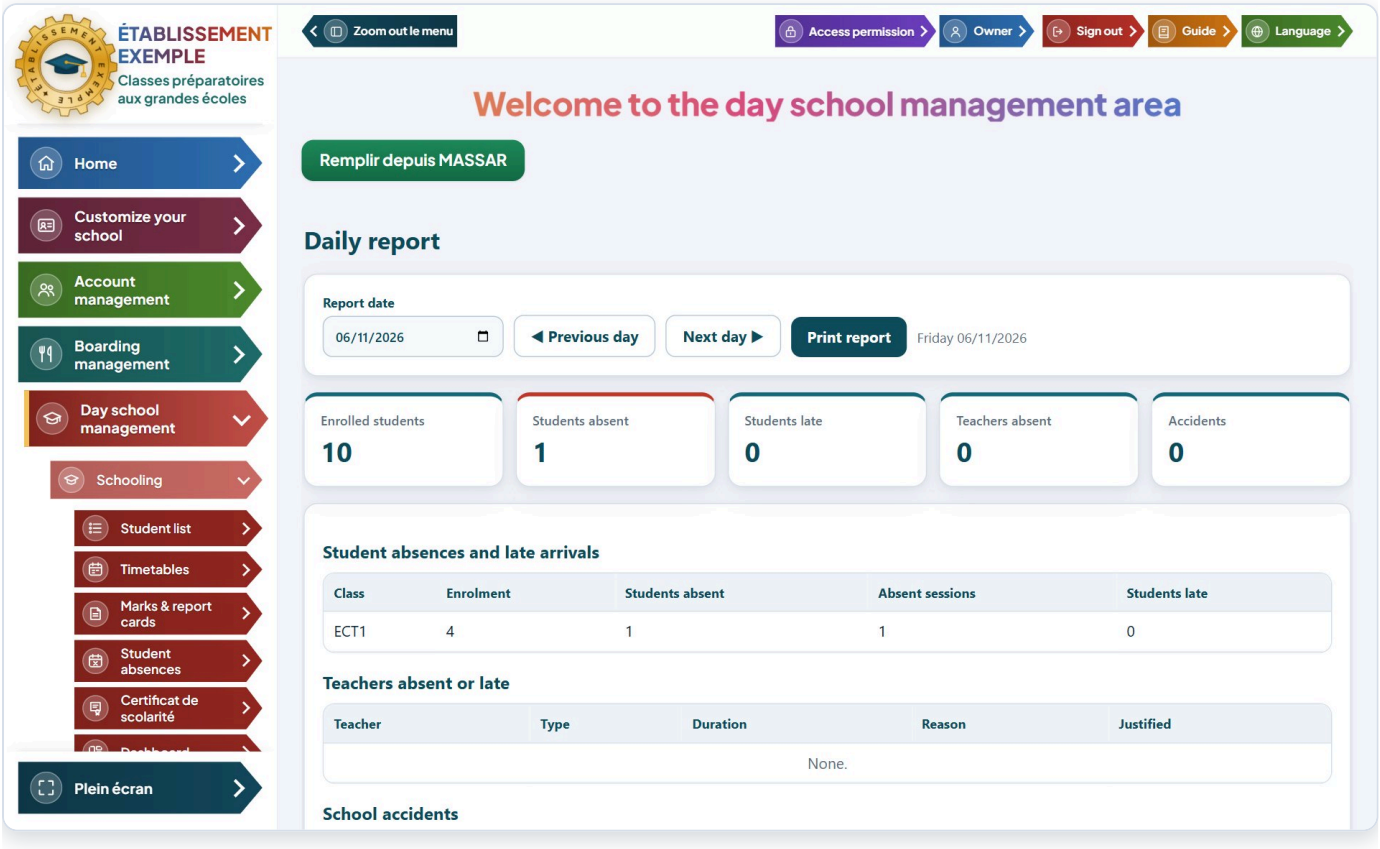


Schooling › School certificate

1. Choose the class then the student: name, date of birth, enrolment number, student code, class and photo come from the student's record.
2. Check "Done at" and the signatory (kept for next time).
3. **Print the certificate**, or **Print the whole class** (one certificate per page).

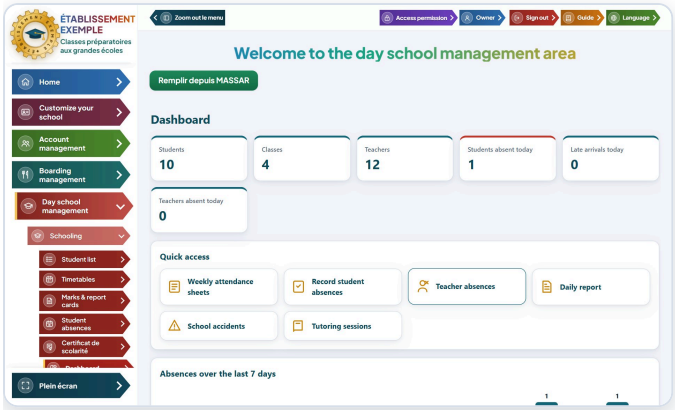
11 General supervision

For whom? The general supervisor. The pages are at the end of the Day school management › Schooling list.

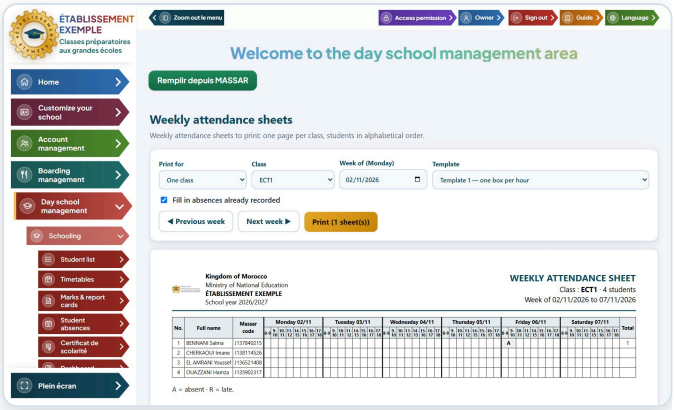


Daily report: the day's absences are already filled in

Page	What it is for
Dashboard	The day at a glance: absent and late students, absent teachers, accidents.
Daily report	Prepared automatically with student and teacher absences; add your remarks, **Print the report**.
Teacher absences	Entry and summary per teacher.
Weekly absence lists	Lists for teachers: per class, per level or all classes, 3 templates.
School accidents	Printable accident report.
Inspections and visits, **Tutoring**	Registers and attendance sheets.



Dashboard



Weekly absence lists

Automatic filling: when the page is open and the SCHOOL extension is installed, absences from cpge.ac.ma are fetched every 10 minutes. **Update now** does it immediately; Fill from MASSAR reads a file exported from MASSAR.

12 Exchanges with cpge.ac.ma and MASSAR

For whom? The administration. You need the **SCHOOL extension** in Chrome, installed once per PC (the file and instructions are provided by your supplier).

Importing from cpge.ac.ma

1. In **Student records**, **Teaching staff records** or **Student absences**, click the green button Download from CPGE.AC.MA.
2. The first time, a small window asks for your portal username and password. The password is never kept.
3. SCHOOL shows a preview: new, updated, new classes. Check, then Save.

Exporting absences to cpge.ac.ma

1. After the roll call, click Prepare on CPGE.AC.MA.
2. The portal tab opens and the absence form fills itself in (date, hours, duration, reason, students).
3. Check, then click **Save** in the portal yourself. The student gets the "✓ cpge.ac.ma" mark.

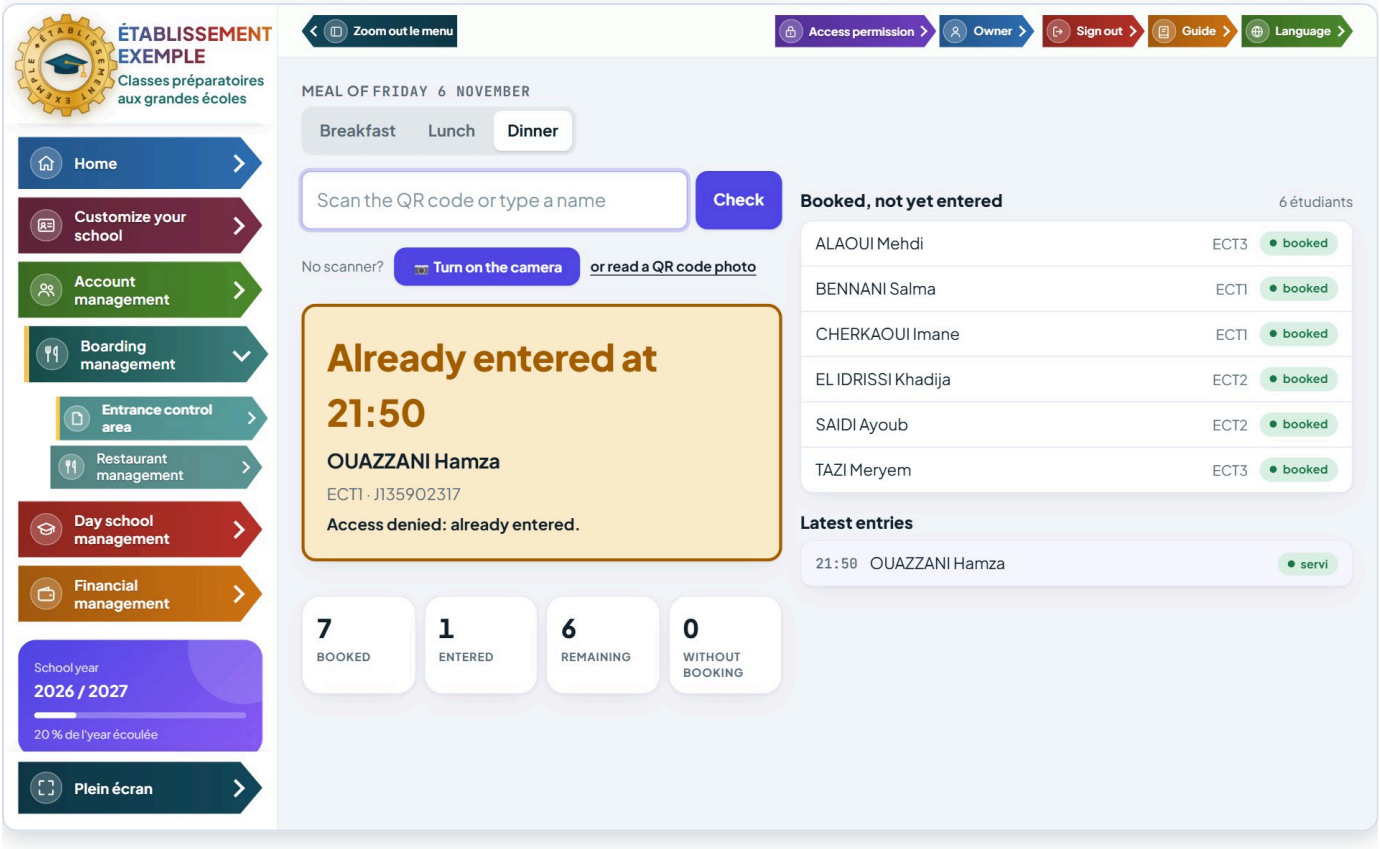
Importing from MASSAR

1. Click Download from MASSAR, then **Open MASSAR** and sign in.
2. Export the list to Excel from MASSAR, then **Choose the file** and **Read the list**.
3. Titles in French or Arabic are recognised, as well as the class written above the table.

If nothing happens: in Chrome, open **chrome://extensions**, check that the extension is enabled and its "Site access" switches are on, then press Ctrl + F5 in SCHOOL.

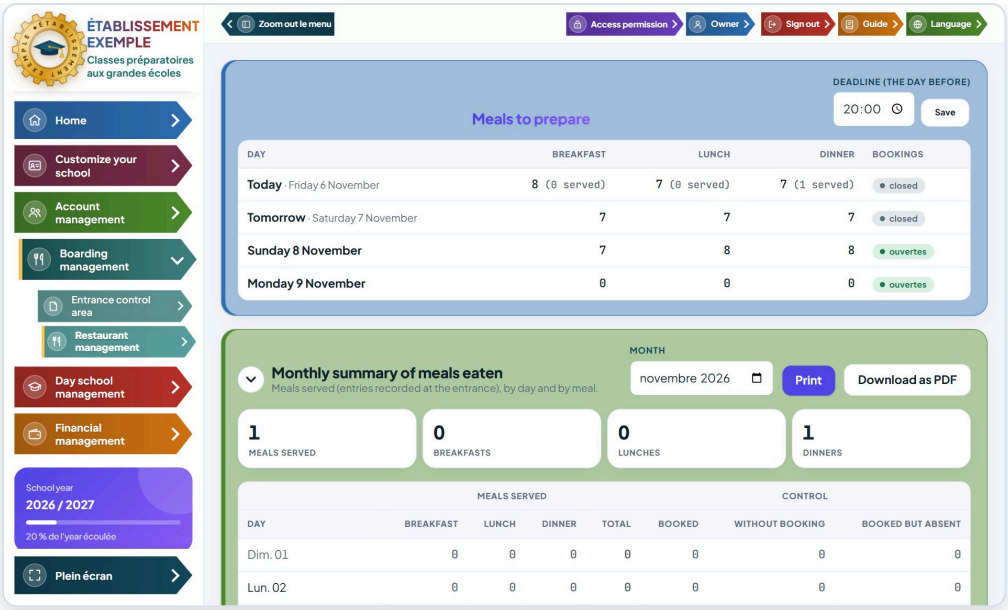
13 Boarding management

For whom? Restaurant supervisors and stewards.



Boarding management › Entrance check

1. Choose the meal (breakfast, lunch, dinner).
2. Scan the card with a reader, or **Turn on the camera** of the phone: each card is read automatically.
3. Immediate answer, shown and spoken aloud: **Access granted**, **Already passed**, **No booking** (exceptional entry possible) or **QR code not recognised**, with an alarm on refusal.

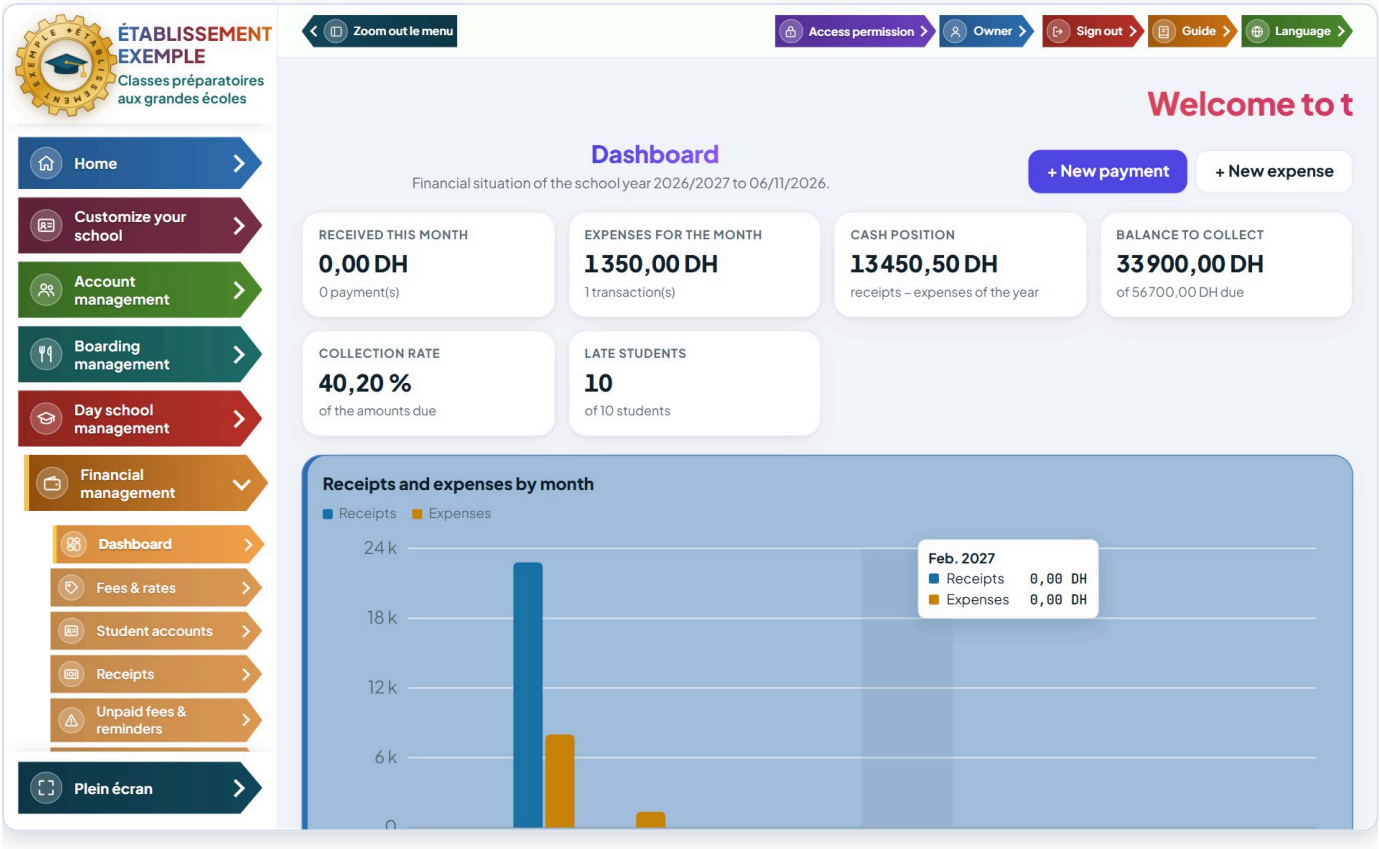


Boarding management › Restaurant management

Numbers to prepare for 4 days for the kitchen, booking **deadline** (the day before, 20:00 by default) and **meals served** for the month, printable with signatures.

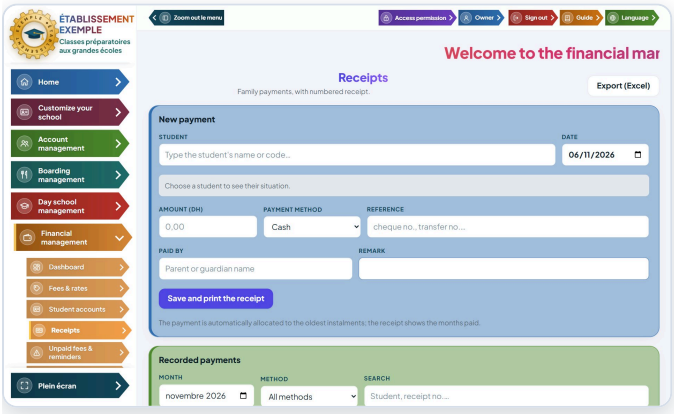
14 Finance and payroll

For whom? The bursar and accounts with the Financial management area.

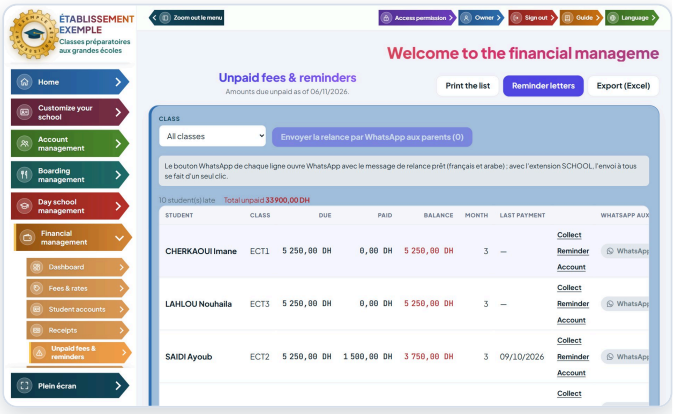


Financial management › Dashboard

1. **Fees & rates**: registration, monthly fees, insurance… per class or per student.
2. **Student accounts**: options, discount, exemption; each student's balance is calculated.
3. **Receipts**: numbered receipt printed as original and copy, amount in words.
4. **Unpaid fees & reminders**: printed letters, or WhatsApp reminder to parents ("✓ reminded on …").
5. **Expenses**, **Cash book**, **Reports** by month, category and class; CSV export everywhere.

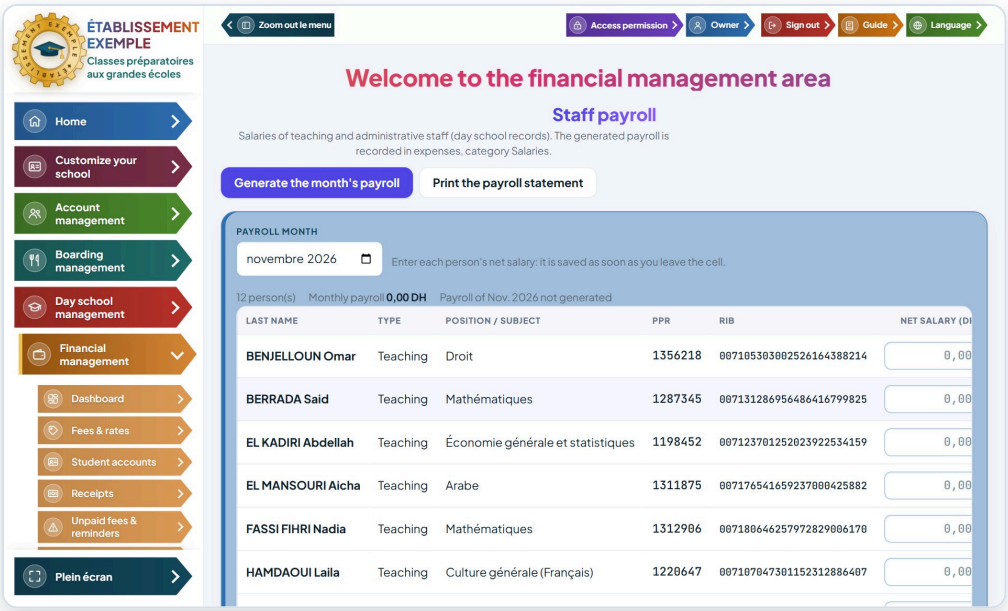


Receipts



Unpaid fees & reminders

Staff payroll and oral exams (colles)

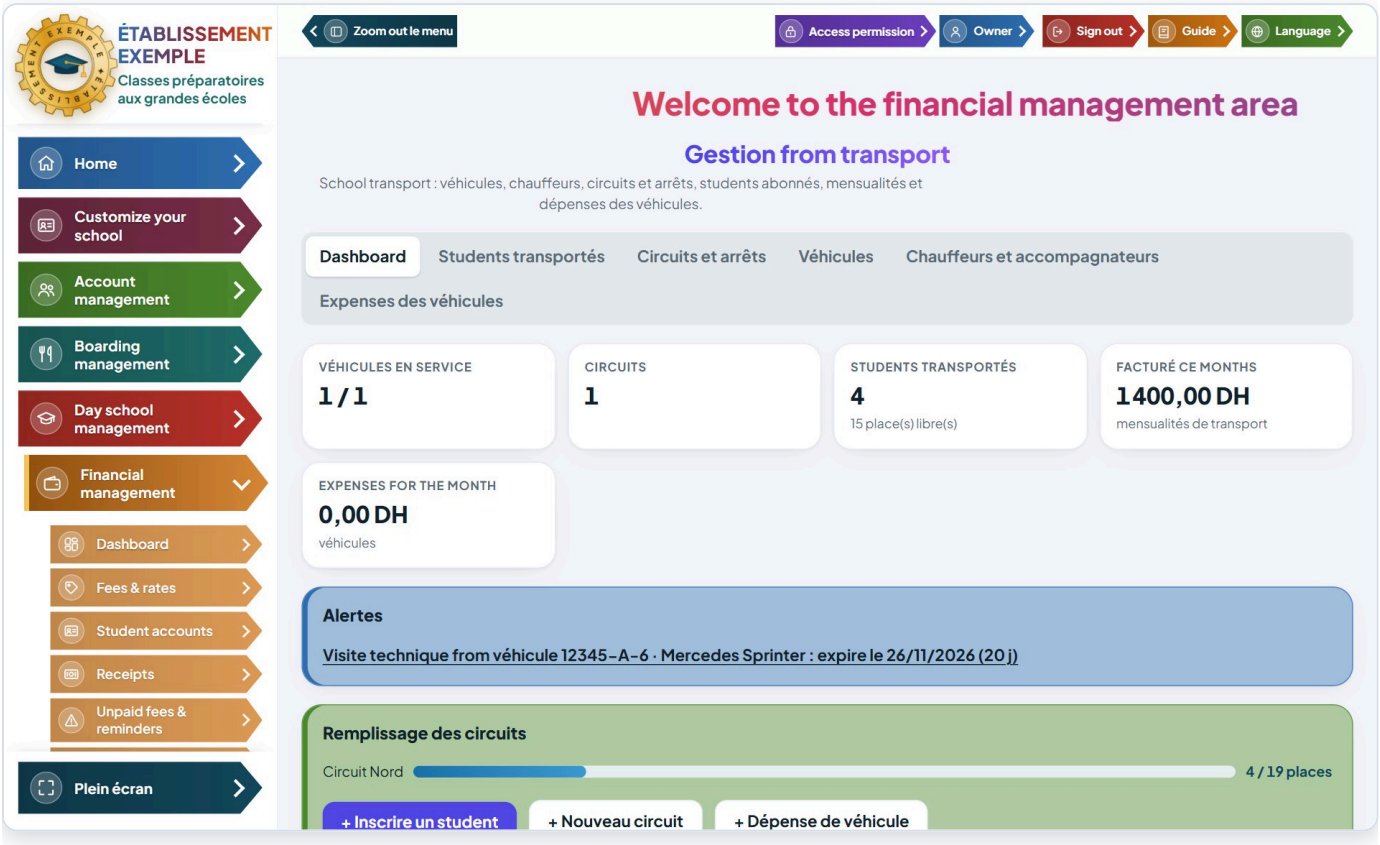


Financial management › Staff payroll

- **Staff payment**: payslips (CNSS, AMO, professional expenses, 2025 income tax scale), payroll book, transfer order, CNSS and income tax summary. **Record the month's payment** creates the expenses and locks the month.
- **Colles**: hours per week for each teacher, official-format statement, payment recorded.
- **Colles table**: one row per teacher for the period, A4 landscape print and Excel export.

15 Transport management

For whom? The bursar.

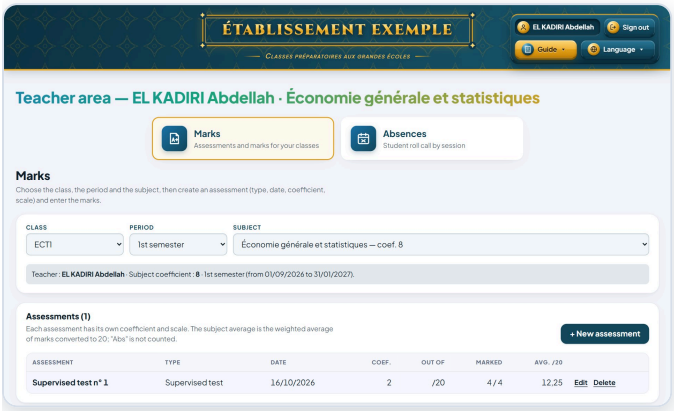


Financial management › Transport management

1. **Vehicles**: registration, seats, insurance, inspection, road tax and permit dates.
2. **Drivers and escorts**: licence and expiry date.
3. **Routes and stops**: outbound and return times, vehicle, driver, monthly fee.
4. **Transported students**: route, stop, trip; the monthly fee is added to the student's account.

Alerts: when Financial management opens, a window warns if an insurance, inspection, road tax or licence has expired. The transport dashboard also shows deadlines within 30 days. Each route's **route sheet** can be printed.

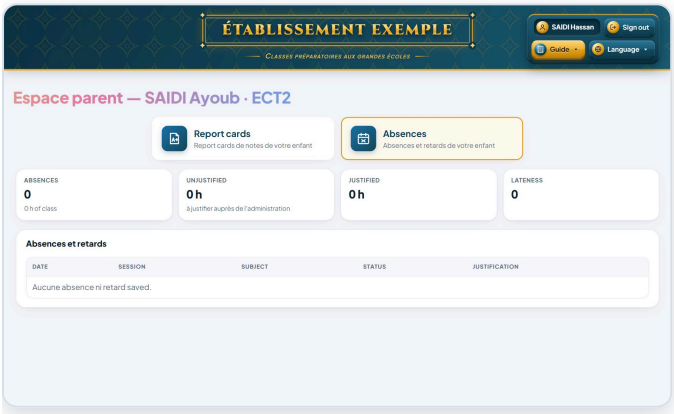
16 Teacher, parent and student areas



Teacher area

The teacher

Signs in with their PPR and access code. Two tiles: **Grades** (their classes and subject only) and **Absences** (roll call for their sessions). They see neither finance nor other classes.



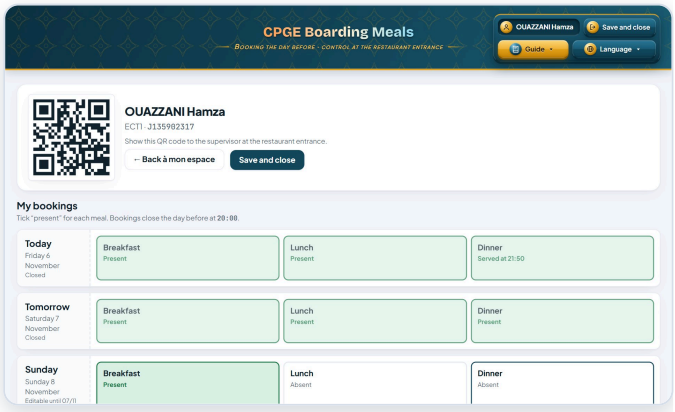
Parent area

The parent

Signs in with the username and password given by the school. **Report cards**: those the school has published. **Absences**: their child's absences and late arrivals. A parent of several children picks the child at the top.



Student area



Meal booking

The student signs in with their student number and code. **Book my meals**: one click per meal over the next 8 days, until the day before at the deadline; each click is saved at once. **My report card**: their published report cards.

17 Frequently asked questions

I forgot my password.

Staff, teacher, parent, student: ask the principal, who gives a new one in **Account management** (**New password** or **Edit**). Principal: contact your supplier.

A student lost their card.

Day school management › **Student cards**: replace the card. The old card is refused at the entrance check.

A parent did not receive the WhatsApp notice.

Check the **Parents' phone (WhatsApp)** in the student's record and the **Sending allowed** box. In **Parent notices**, the status of each sending is shown, with the reason if it failed.

I cannot see a section.

Your account does not have that area, or the principal has hidden it with **Access permission**. Ask them.

Is the data safe?

Each school's data is kept separate. Passwords are encrypted. Each account sees only its own areas. The principal can make a full backup at any time (**Account management** › **Backup**).

> **Good habits:** sign out on a shared PC; never give your password; check the list before saving an import; publish report cards only after the class council.