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The School Management Software
that's Simple, Affordable and Flexible

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GENERATING ALL STUDENTS REPORT SHEET

Have you heard the new, easier way to generate students report sheets on SAFSMS?

No more having to wait for your browser to download results.

The results are processed in the background and sent to your email as soon as it's completed!

Here's what you need to do:



1

First make sure you've added an email you want your results to be sent to. You can do that under Report Configuration.

2

Just Go to Report Email Client > Send Generated Report to this email and enter your email. Put in an email for each section of your school, as different sections might need their results

3

Put in an email for each section of your school, as different sections might need their results sent to a separate email.

4

Hit save & you're ready to generate your report.

5

Now, go to View Results and you can generate any of these:

- a. Broadsheet Report - Per Class
- b. Class Level Broadsheet
- c. Cumulative Broadsheet
- d. Class Level Cumulative Broadsheet AND
- e. All Students Report Sheet under Comments Based Result



Sit Back & Give it a few minutes. Your results have been processed and sent to your email.

Oh... and you can also check the progress of your report.

‘How?’

Simply Go to View Generated Reports under the Admin role. You'll find a list of all reports and their status. Download directly from here or just check your email. It is that simple.

USING EXCEL FOR UPLOADING STUDENTS SCORES

So your students are done with their assessments and you'd like to upload their scores onto SAFSMS.

You're already familiar with inputting the scores directly onto SAFSMS but, are you aware there's another awesome way of doing that?

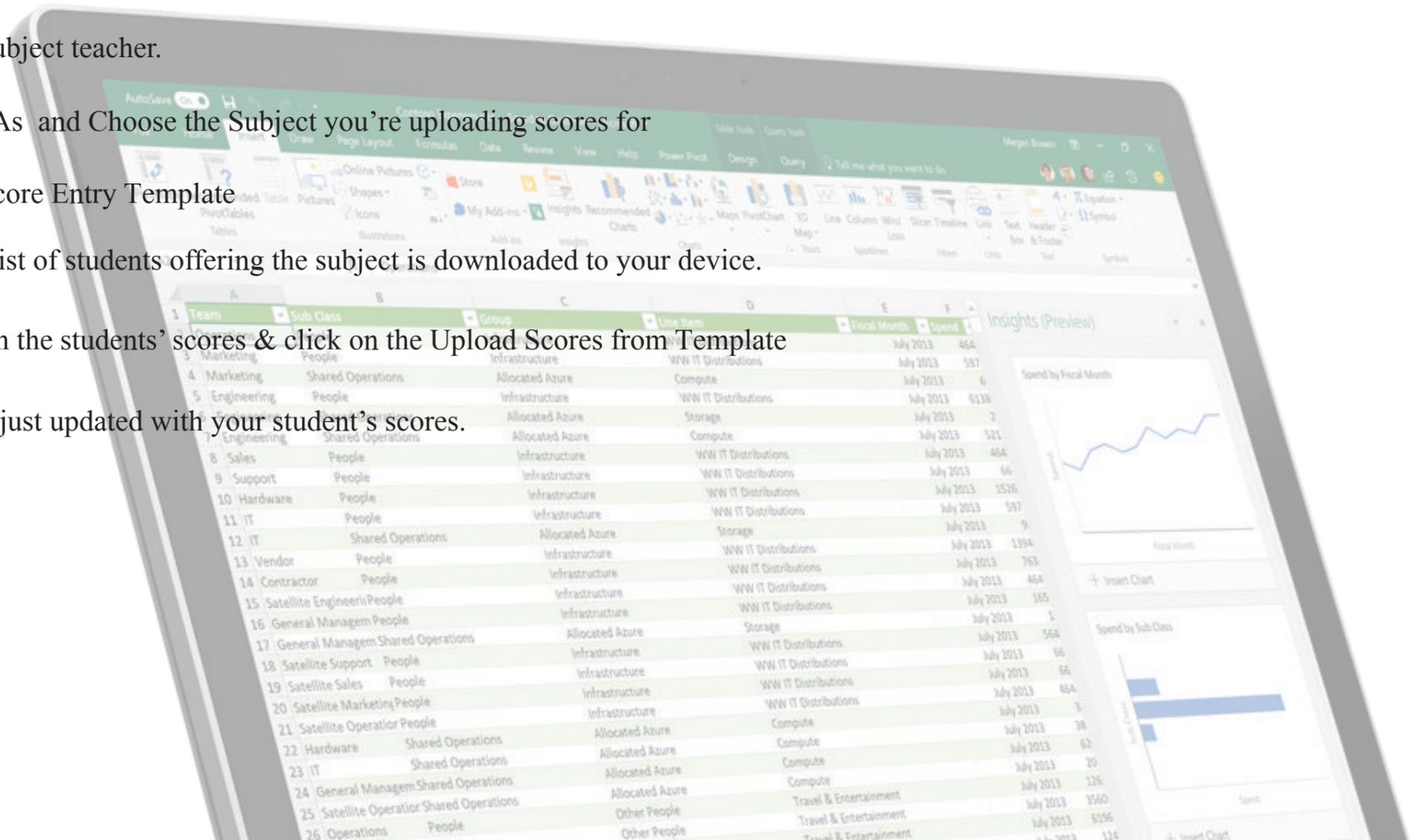
Simply download an excel sheet containing the list of all the students in a class from SAFSMS, insert the students' scores onto the sheet & upload.

You can do this for every subject.

Let's show you how.

- 👉 First, log onto SAFSMS as a subject teacher.
- 👉 Click on Input Score for All CAs and Choose the Subject you're uploading scores for
- 👉 Then click on the Download Score Entry Template
- 👉 An excel sheet containing the list of students offering the subject is downloaded to your device.
- 👉 Now, fill in the excel sheet with the students' scores & click on the Upload Scores from Template
- 👉 Choose the excel sheet you've just updated with your student's scores.

And you're done. It's that simple



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SAFSMS CLUB FEATURE

Our SAFSMS club feature allows you manage your various school clubs efficiently by monitoring and assigning clubs to each student. With this feature, all your extra curricular activities can be organized without fuss.

Students can be selected and assigned to one or more clubs per term. You can add, update and/or remove students as well as manage member's attendance which can be viewed as reports.

This allows you to identify the club(s) a particular student belongs to and track the history of extra curricular activities for any desired student . Clubs can also be added, edited or deleted from the menu based on your school's extra curricular calendar.



Use our awesome club feature and enjoy fuss free club management in your school.

QUIZ

Question:
How many sides does a circle have?

Submit your answers to newsletter.safsms@flexisaf.com
and the first 3 correct answers win a data bundle.
Answers will be published in the next issue. Goodluck!

Thanks for reading. We can't wait to see how many of you get the answers to the quiz right.
Your feedback is always welcome, so please contact us anytime. See you in our next issue.

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