

RAPHA-BETHEL BNPS

Staff User Guide — 2025/2026

Six Role Guides in One Document

Head Master / Head Mistress · Bursar · Admin / Secretary

Class Teacher / Teacher · Support Staff · Parent Portal

Login at: <https://raphabethel.org/portal/staff/login>

i Each role section begins on a new page. Tasks are ordered most frequent first.

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RAPHA BETHEL
BILINGUAL NURSERY & PRIMARY SCHOOL

HEAD MASTER / HEAD MISTRESS

Full operational access — English & French sections

Can do: Everything: students, staff, classes, attendance, reports, announcements, Backend admin

What You Can Access

Area	Can do	Cannot do
Students	View, add, edit, delete, import/export	—
Staff	View, add, edit, delete, import/export	—
Classes	Create, assign teachers, manage	—
Attendance	View all classes, generate reports	—
Finance	View invoices & payments (read)	Delete payments (Bursar only)
Reports	Academic, attendance, financial, custom	—
Communication	Announcements + SMS to all	—
Backend Admin	Full database access at /admin/	—

Daily Tasks

Check today's attendance summary [daily]

- Go to Reports → Attendance Report
<https://raphabethel.org/portal/reports/attendance/>
 - Set date range to today
 - Review the class-by-class summary table
 - Click Detail on any class to see the full grid
- ⚠ Classes with no attendance taken yet show ? (grey) — follow up with the class teacher.

Review a student's record [daily]


- Go to Students → All Students
<https://raphabethel.org/portal/students/>
- Use the search bar (name, student ID, or class)
- Click the student's name to open their full profile


Post a school-wide announcement [daily]

- Go to Communication → Announcements → + New
<https://raphabethel.org/portal/communication/announcements/create/>
- Write the title and body (both English and French if bilingual)
- Set Target Audience to "All Staff" or "All Parents"
- Click Save — it appears immediately on all dashboards


Weekly Tasks

Generate attendance report for a class [weekly]


1. Go to Reports → Attendance
 <https://raphabethel.org/portal/reports/attendance/>
3. Select the class and month, click Apply
4. Click Detail on a class row for the full monthly grid (P/A/L/E/?)

 Weekend columns show — and future dates show · so you can see exactly which school days have missing records.

Review academic reports [weekly]


1. Go to Reports → Academic
 <https://raphabethel.org/portal/reports/academic/>
3. Select a class to see class-level performance
4. Click a student name for their individual report

Approve or reject a staff leave request [weekly]



1. Go to Staff → Leave Management
 <https://raphabethel.org/portal/staff/leave/>
3. Open the pending request
4. Review dates and reason, then click Approve or Reject

Termly Tasks


Set up classes for new term [termly]

1. Go to Academics → Classes
 <https://raphabethel.org/portal/academics/classes/>
3. Click a class to open it
4. Assign the class teacher using the Assign Class Teacher button
5. Assign subject teachers via the modal in the Subject Teachers section


Add a new student [termly]

1. Go to Students → Add Student
 <https://raphabethel.org/portal/students/add/>
 3. Fill in the required fields: name, date of birth, class, admission date
 4. For bulk enrolment, use Students → Import (download the sample CSV first)
-  Student ID is auto-generated (format: RB-0001). Do not fill it manually.

Add a new staff member [termly]

1. Go to Staff → Add Staff
 <https://raphabethel.org/portal/staff/add/>
3. The system creates a login account automatically
4. Set the role carefully — it controls all permissions
5. Employee ID is auto-generated by role prefix (CT-0001, TCH-0001 etc.)

Access Backend admin (advanced) [termly]

1. Go to /admin/ — log in with your superuser account
 <https://raphabethel.org/portal/admin/>
3. Use for: bulk edits, password resets, data corrections

 Only superuser accounts and Head Master/Head Mistress can access /admin/.

BURSAR

Full finance access · read access to students and attendance

Can do: Invoices, payments, fee structures, financial reports, staff leave approval

What You Can Access

Area	Can do	Cannot do
Finance — Invoices	Create, view, edit, export CSV	Delete (Head only)
Finance — Payments	Record, view, export CSV	—
Finance — Fee Setup	Create and edit fee structures	—
Financial Reports	Term & annual reports, export	—
Students	View all (read only)	Add/edit/delete
Attendance	View all reports (read only)	Mark attendance
Staff Leave	Approve / reject requests	—
Communication	View announcements	Create/send SMS

Daily Tasks

Record a fee payment [daily]

1. Go to Finance → Payments → + Add Payment
<https://raphabethel.org/portal/finance/payments/add/>
3. Select the student — their open invoices load automatically
4. Enter amount, payment date, method (cash / AZZICUL / CCA Bank), reference
5. Save — invoice status updates automatically (Partial / Paid)

i AZZICUL account: N° 02-7215 in name of child. CCA Bank: 10006-0024876980126

Check a student's fee balance [daily]

1. Go to Finance → Invoices
<https://raphabethel.org/portal/finance/invoices/>
3. Use search/filter to find the student
4. The invoice shows: total, amount paid, balance, and status

View today's payment activity [daily]

1. Go to Finance → Payments
<https://raphabethel.org/portal/finance/payments/>
3. Payments are listed most recent first
4. Use the date filter to see only today

Weekly Tasks

Create an invoice for a student [weekly]

1. Go to Finance → Invoices → + Create Invoice
<https://raphabethel.org/portal/finance/invoices/create/>
3. Select the student — their class auto-fills the correct fee structure
4. Select the term (1, 2, or 3)
5. The system fills in the correct amount based on the fee structure
6. Set due date and save

⚠ Run `seed_school_data.py` first so fee structures are in the system. Without fee structures, amounts must be entered manually.

Export payment records to CSV [weekly]

1. Go to Finance → Payments
<https://raphabethel.org/portal/finance/payments/>
3. Click Export CSV — downloads all visible records
4. Open in Excel for bank reconciliation

Termly Tasks

Generate term financial report [termly]

1. Go to Reports → Financial
<https://raphabethel.org/portal/reports/financial/>
3. Select the term number and click Generate
4. Report shows: total expected, total collected, outstanding, by class breakdown
5. Export to Excel for the end-of-term accounts

Review and update fee structures [termly]

1. Go to Finance → Fee Structures
<https://raphabethel.org/portal/finance/fees/>
3. Check that all three terms are set up for Nursery, Primary Class 1–5, and Class 6
4. To adjust an amount: click the fee → Edit

💡 Fee structures for 2025–2026 are pre-loaded by the seed script. For 2026–2027, clone each structure and update the academic year and amounts.

Approve staff leave requests [termly]

1. Go to Staff → Leave
<https://raphabethel.org/portal/staff/leave/>
3. Filter by status: Pending
4. Open each request and approve or reject with a note

ADMIN / SECRETARY

Office operations — students, staff, academics, communication

Can do: Students (add/edit), staff (view), classes, announcements, imports/exports

What You Can Access

Area	Can do	Cannot do
Students	Add, edit, import, export, view all	Delete students
Staff	View all staff profiles	Add/edit/delete staff
Classes	Assign teachers, manage classes	—
Attendance	View all reports	Mark attendance
Communication	Create announcements, send SMS	—
Finance	View invoices only (read)	Add/edit payments
Reports	Academic and attendance reports	Financial reports

Daily Tasks

Register a new student [daily]

- Go to Students → Add Student
<https://raphabethel.org/portal/students/add/>
- Required: first name, last name, date of birth, gender, current class
- Optional at registration: photo, birth certificate scan, parent/guardian info
- Student ID is auto-assigned on save (format: RB-0052)

i For new nursery pupils: a copy of the birth certificate and vaccination card is required. Collect these before confirming enrollment.

Update a student record [daily]


- Go to Students → find student → click name
<https://raphabethel.org/portal/students/>
- Click Edit (pencil icon)
- Update the field and click Save


Post an announcement [daily]

- Go to Communication → Announcements → + New
<https://raphabethel.org/portal/communication/announcements/create/>
- Write title and body — use both languages for bilingual notices
- Set audience (All Staff, All Parents, Specific Class)
- Click Save


Weekly Tasks

Import students from CSV (bulk enrolment) [weekly]


1. Go to Students → Import
 <https://raphabethel.org/portal/students/import/>
3. First download the sample CSV: Students → Import → Download Sample
4. Fill the CSV with student data (one row per student)
5. Upload the completed CSV


 The import skips duplicate student IDs. Safe to re-run if you add more rows.

Check student list for a class [weekly]

1. Go to Academics → Classes
 <https://raphabethel.org/portal/academics/classes/>
3. Click the class name
4. Click the Students tab to see all enrolled students and their status


Send SMS to parents of a class [weekly]

1. Go to Communication → Send SMS
 <https://raphabethel.org/portal/communication/sms/compose/>
3. Select recipient group (e.g. "Class 6 Parents")
4. Type the message (keep under 160 characters for single SMS cost)
5. Click Send


 SMS provider must be configured in Settings before messages are delivered. Contact your system administrator.

Termly Tasks

Export full student list [termly]

1. Go to Students → Export CSV
 <https://raphabethel.org/portal/students/export/>
3. Downloads all active students with class, ID, and contact info
4. Use for term-end reporting or parent contact lists

Assign a class teacher to a class [termly]

1. Go to Academics → Classes
 <https://raphabethel.org/portal/academics/classes/>
3. Click the class → click Assign Class Teacher
4. Select the teacher from the dropdown
5. Click Save Assignment

 The assigned class teacher will see this class in their attendance marking dropdown. Set this before the term begins.

CLASS TEACHER / TEACHER

Your class, your students, your attendance

Can do: Mark attendance, view own class students, view attendance report, send SMS to class parents, post announcements

What You Can Access

Area	Can do	Cannot do
Attendance	Mark attendance for your assigned class(es)	View other classes
Students	View students in your class(es)	Add/edit/delete students
Attendance Reports	Your class only	Other classes' reports
Academic Reports	Your class only	Financial reports
Communication	Post announcements, SMS to class parents	SMS to all school
Leave	Submit your own leave requests	Approve others' leave

⚠ You only see your assigned class(es) in attendance and reports. If a class is missing, ask the Admin to assign you as the class teacher at Academics → Classes → Assign Class Teacher.

Daily Tasks

Mark today's attendance [daily]

1. Go to Attendance → Mark Class Attendance
🔗 <https://raphabethel.org/portal/attendance/mark/>
3. Select your class from the dropdown
4. The student list loads with today's date
5. Click P (Present), A (Absent), L (Late), or E (Excused) for each student
6. Click Save Attendance


💡 Mark attendance every morning before 9:00 AM. The Head Master monitors daily completion.

Check who is absent today [daily]

1. Go to Attendance → Attendance List
🔗 <https://raphabethel.org/portal/attendance/>
3. Filter by your class and today's date
4. Absent students are highlighted in red

Weekly Tasks


View your class attendance report [weekly]

1. Go to Reports → Attendance
 <https://raphabethel.org/portal/reports/attendance/>
3. Your class appears in the summary table
4. Click Detail to see the full monthly grid
5. The grid shows: P=Present, A=Absent, L=Late, E=Excused, ?=Not yet marked, —=Weekend


View a student's profile [weekly]

1. Go to the Attendance marking page and click a student's name, OR
2. Use the Dashboard → Your Class section
3. Profile shows attendance history, class, and basic info

Post an announcement to your class parents [weekly]


1. Go to Communication → Announcements → + New
 <https://raphabethel.org/portal/communication/announcements/create/>
3. Set audience to your specific class
4. Write in both English and French where possible
5. Click Save

Send SMS to your class parents [weekly]

1. Go to Communication → Send SMS
 <https://raphabethel.org/portal/communication/sms/compose/>
3. Select "[Your Class] Parents" as recipient group
4. Keep message under 160 characters to avoid split-SMS charges
5. Click Send

Termly Tasks

Submit a leave request [termly]

1. Go to Staff → My Leave → + Request Leave
 <https://raphabethel.org/portal/staff/leave/add/>
3. Select leave type (sick, personal, official)
4. Enter start date, end date, and reason
5. Submit — the Bursar or Head will approve or reject

i If you are ill and cannot mark attendance, contact the Admin or Head Mistress — they can mark attendance on your behalf from the admin panel.

SUPPORT STAFF

Driver · Cleaner · Canteen · Security

Can do: View school announcements, submit and track your own leave requests

What You Can Access

Area	Can do	Cannot do
Announcements	Read all school announcements	Post announcements
Leave	Submit and track your own leave	Approve others' leave
Dashboard	View your personal dashboard	Student/finance/reports
Attendance	—	Mark or view attendance

i If you need anything outside your access (e.g. a pay slip or document), contact the Admin or Bursar directly.

Your Tasks

Submit a leave request [as needed]

1. Log in at /staff/login/
🔗 <https://raphabethel.org/portal/staff/login/>
3. Go to My Leave → + Request Leave
🔗 <https://raphabethel.org/portal/staff/leave/add/>
5. Select leave type, enter dates and reason
6. Click Submit — you will be notified when approved or rejected

Check your leave status [as needed]

1. Go to My Leave
🔗 <https://raphabethel.org/portal/staff/leave/>
3. Status shows: Pending, Approved, or Rejected

Read announcements [daily]

1. Log in — announcements appear on your dashboard automatically
2. Or go to Communication → Announcements
🔗 <https://raphabethel.org/portal/communication/announcements/>

PARENT / GUARDIAN PORTAL

Separate login — track your child's progress from home

Can do: View attendance, fees, reports, messages, and update your profile

⚠ The Parent Portal uses a DIFFERENT login page from staff. Go to /parents/login/ — not /staff/login/.

What You Can Access

Area	Can do	Cannot do
Dashboard	Overview of all your children	—
Attendance	Your child's monthly attendance grid	Other students
Fees	Invoice history and payment status	Make payments directly (pay at office)
Reports	Term reports for your child	Other students' reports
Messages	Receive messages from school	Initiate messages
Profile	Update your contact details	—

Getting Started

Log in to the Parent Portal [first time]

1. Open a browser and go to:
🔗 <https://raphabethel.org/portal/parents/login/>
 3. Enter the username and password given to you by the school office
 4. If you have forgotten your password, contact the Admin at the school office
- 💡 Your username is usually your child's student ID (e.g. RB-0012). The school office will confirm this at registration.

Update your contact details [first time]

1. Click your name at the top right → Profile
🔗 <https://raphabethel.org/portal/parents/profile/edit/>
3. Update your phone number, address, and emergency contact
4. Click Save — the school will use this for SMS and announcements

Regular Tasks

Check your child's attendance [weekly]

1. Log in → click your child's name on the dashboard
🔗 <https://raphabethel.org/portal/parents/>
 3. Click Attendance
 4. The monthly grid shows P (Present), A (Absent), L (Late), E (Excused)
- ⚠ If you see many absences that are incorrect, contact the class teacher or school office immediately.

Check fee balance and payment history [weekly]

1. Log in → click your child's name → Fees
🔗 <https://raphabethel.org/portal/parents/>
3. You can see: each term's invoice, amount paid, and remaining balance
4. Payments are made at the school office — cash, AZZICUL N°02-7215, or CCA Bank 10006-0024876980126

Read messages from the school [daily]

1. Log in → Messages (in the left sidebar)
🔗 <https://raphabethel.org/portal/parents/messages/>
3. New messages appear highlighted
4. Click a message to read the full text

View your child's term report [termly]

1. Log in → click your child's name → Reports
🔗 <https://raphabethel.org/portal/parents/>
3. Select the term from the dropdown
4. The report shows grades, attendance summary, and teacher comments

Sign out safely [as needed]

1. Click your name at the top right → Sign Out
2. A confirmation page appears — click Yes, Sign Out

⚠ Always sign out when using a shared device (phone, family computer). Do not close the browser tab without signing out.

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