

Clasyo Documentation

Comprehensive Guide for School Management System

Getting Started

System Requirements

- Modern web browser (Chrome, Firefox, Safari, Edge)
- Stable internet connection
- Minimum screen resolution: 1024x768
- JavaScript enabled
- Cookies enabled for session management

Account Setup

1. **Register Your School** - Visit the registration page and provide your school details including name, contact information, and administrator credentials.
2. **Configure School Profile** - Complete your school profile with address, academic calendar, and grading system preferences.
3. **Set Up Academic Structure** - Create academic years, terms, classes, and subjects according to your school's curriculum.
4. **Add Users** - Create accounts for teachers, students, and parents with appropriate roles and permissions.

System Modules

Multi-tenant Architecture

Each school gets its own isolated environment with separate database schema, ensuring complete data isolation and security while optimizing resource utilization.

- Comprehensive management tools

- Real-time data synchronization
- Advanced reporting capabilities
- Mobile-responsive interface
- Secure data storage

Role-based Access Control

Comprehensive permission system with granular access control for different user roles including administrators, teachers, students, and parents.

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Academic Management

Complete academic structure management with Classes, Sections, Subjects, and Timetables

- Academic year and term management
- Class and section creation
- Subject allocation
- Timetable generation
- CBC competency tracking

Student Information System

Comprehensive student profiles with admission, attendance, and performance tracking

- Student registration and enrollment
- Attendance tracking
- Academic performance records
- Disciplinary records
- Medical information

Examination System

Comprehensive exam management with online exams, grading, and report cards

- Exam creation and scheduling
- Grade entry and calculation
- Report card generation
- Transcript management
- Performance analytics

Fee Management

Complete fee structure management with payment tracking and multiple payment methods

- Fee structure setup
- Invoice generation
- Payment tracking
- M-Pesa integration
- Financial reporting

Library Management

Complete library system with book catalog, issue tracking, and fine management

- Book catalog management
- Issue and return tracking
- Fine calculation
- Inventory management
- Digital library support

Communication Tools

Messaging system, notices, announcements, and real-time chat

- Messaging system

- Notice board
- Parent-teacher communication
- SMS notifications
- Email integration

Human Resource & Payroll

Staff management, attendance, and payroll processing

- Comprehensive management tools
- Real-time data synchronization
- Advanced reporting capabilities
- Mobile-responsive interface
- Secure data storage

Reports & Analytics

Comprehensive reporting system with PDF generation and data analytics

- Comprehensive management tools
- Real-time data synchronization
- Advanced reporting capabilities
- Mobile-responsive interface
- Secure data storage

Finance & Accounting

Full double-entry accounting: Chart of Accounts, Journal Entries, General Ledger, Trial Balance and financial summaries with real-time postings.

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Inventory Management

Items, suppliers, purchases/receipts, issues and stock reports to manage school inventory.

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AI Assistant

Context-aware assistant to answer questions and generate insights across modules.

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User Guides

Super Administrator

Complete system administration guide for managing multiple schools and platform configuration

- {'title': 'Platform Overview', 'steps': ['Access the super admin dashboard at admin.clasyo.com', 'Monitor all school tenants from central dashboard', 'View system performance metrics and analytics', 'Manage platform-wide settings and configurations']}
- {'title': 'School Management', 'steps': ['Create new school tenants with custom domains', 'Configure school-specific settings and branding', 'Manage subscription plans and billing', 'Monitor school usage and performance', 'Handle school support requests']}
- {'title': 'System Configuration', 'steps': ['Configure global system settings', 'Manage payment gateways and integrations', 'Set up email and SMS gateways', 'Configure backup and disaster recovery', 'Monitor system health and performance']}
- {'title': 'User Management', 'steps': ['Create and manage super admin accounts', 'Configure role-based permissions', 'Monitor user activity across schools', 'Handle security']}

incidents and breaches', 'Manage API access and integrations']}]}

- {'title': 'Billing Management', 'steps': ['Configure subscription plans and pricing', 'Manage invoicing and payments', 'Monitor revenue and financial metrics', 'Handle billing disputes and refunds', 'Generate financial reports']}]}

School Administrator

Complete school management guide for administrators to configure and manage their institution

- {'title': 'School Profile Setup', 'steps': ['Navigate to Settings → School Profile', 'Enter basic school information (name, address, contact)', 'Upload school logo and branding materials', 'Configure academic calendar and terms', 'Set up grading system and assessment criteria', 'Configure fee structures and payment methods']}]}
- {'title': 'Academic Configuration', 'steps': ['Create academic years and terms', 'Set up classes, sections, and divisions', 'Configure subjects and curriculum', 'Assign teachers to classes and subjects', 'Generate timetables automatically', 'Configure examination schedules']}]}
- {'title': 'User Management', 'steps': ['Create user accounts for staff and students', 'Assign appropriate roles and permissions', 'Configure parent accounts and access', 'Manage user permissions and access control', 'Monitor user activity and login logs', 'Handle password resets and account issues']}]}
- {'title': 'Student Management', 'steps': ['Register new students and assign admission numbers', 'Manage student records and personal information', 'Assign students to classes and sections', 'Track student attendance and performance', 'Manage student promotions and transfers', 'Generate student reports and certificates']}]}
- {'title': 'Financial Management', 'steps': ['Configure fee structures and payment plans', 'Generate invoices and fee statements', 'Monitor fee payments and outstanding balances', 'Manage scholarships and discounts', 'Generate financial reports', 'Reconcile bank transactions']}]}

Teacher

Comprehensive guide for teachers to manage classes, track student progress, and communicate with parents

- {'title': 'Class Management', 'steps': ['Access assigned classes from dashboard', 'View class timetables and schedules', 'Manage student attendance daily', 'Record student behavior and conduct', 'Update class information and announcements', 'Monitor class performance metrics']}]}
- {'title': 'Gradebook Management', 'steps': ['Access gradebook for assigned subjects', 'Create assignments and assessments', 'Enter student grades and scores', 'Calculate final grades and GPAs', 'Generate progress reports', 'Export grade data for analysis']}]}
- {'title': 'Lesson Planning', 'steps': ['Create lesson plans and schedules', 'Upload teaching materials and resources', 'Share lesson plans with students', 'Track lesson completion and coverage', 'Collaborate with other teachers', 'Access curriculum guidelines and standards']}]}

- {'title': 'Assessment Management', 'steps': ['Create tests and examinations', 'Configure grading rubrics and criteria', 'Schedule assessment periods', 'Monitor student submissions', 'Provide feedback and comments', 'Analyze assessment results']}
- {'title': 'Communication Tools', 'steps': ['Send messages to students and parents', 'Post class announcements and notices', 'Schedule parent-teacher meetings', 'Share student progress updates', 'Respond to parent inquiries', 'Maintain communication logs']}

Student

Student guide for accessing academic information, submitting assignments, and staying connected with school activities

- {'title': 'Dashboard Navigation', 'steps': ['Login to student portal using credentials', 'View personalized dashboard with upcoming events', 'Check announcements and notices', 'Access quick links to common tasks', 'View unread messages and notifications', 'Monitor academic progress at a glance']}
- {'title': 'Academic Information', 'steps': ['View class timetable and schedule', 'Check current grades and GPA', 'Access assignment deadlines and submissions', 'Download study materials and resources', 'View attendance records', 'Check exam schedules and results']}
- {'title': 'Assignment Management', 'steps': ['View assigned tasks and deadlines', 'Download assignment requirements', 'Submit completed assignments online', 'Track submission status and feedback', 'View graded assignments and comments', 'Manage assignment drafts and files']}
- {'title': 'Communication', 'steps': ['Send messages to teachers and administrators', 'Participate in class discussions', 'Join study groups and forums', 'Respond to teacher inquiries', 'Access school announcements', 'Manage notification preferences']}
- {'title': 'Personal Information', 'steps': ['Update personal profile information', 'Manage account security settings', 'View fee statements and payment history', 'Download academic transcripts', 'Access library resources', 'Manage extracurricular activities']}

Parent

Parent guide for monitoring child's academic progress, managing fees, and staying connected with school

- {'title': 'Child Progress Monitoring', 'steps': ['Login to parent portal using credentials', 'View children's academic performance', 'Check grades and subject-wise progress', 'Monitor attendance patterns', 'View teacher comments and feedback', 'Access progress reports and transcripts']}
- {'title': 'Fee Management', 'steps': ['View fee statements and breakdowns', 'Check payment history and receipts', 'Pay fees online using various methods', 'Set up automatic payment reminders', 'Apply for scholarships or discounts', 'Download fee receipts for tax purposes']}
- {'title': 'Communication with Teachers', 'steps': ['Send messages to teachers and staff', 'Request parent-teacher meetings', 'Respond to teacher communications', 'View school announcements and notices', 'Participate in parent forums', 'Provide feedback and suggestions']}

- {'title': 'School Activities', 'steps': ['View school calendar and events', 'Check exam schedules and results', 'Monitor homework and assignments', 'Access school policies and guidelines', 'Participate in school committees', 'Volunteer for school activities']}
- {'title': 'Account Management', 'steps': ['Manage multiple child accounts', 'Update contact information', 'Configure notification preferences', 'Set up payment methods', 'Access mobile app features', 'Manage security settings']}

API Documentation

Authentication

All API endpoints require authentication using JWT tokens. Include the token in the Authorization header:

Authorization: Bearer <your_jwt_token>

Base URL

<https://api.clasyo.com/v1>

Available Endpoints

Method	Endpoint	Description
GET	/api/v1/students/	List all students with pagination and filtering (requires
POST	/api/v1/students/	Create a new student record
GET	/api/v1/students/{id}/	Retrieve specific student details
PUT	/api/v1/students/{id}/	Update student information
POST	/api/v1/attendance/	Submit attendance data for students
GET	/api/v1/attendance/	Retrieve attendance records
GET	/api/v1/examinations/	Retrieve examination information and schedules
POST	/api/v1/examinations/	Create new examination
POST	/api/v1/grades/	Submit student grades and scores
GET	/api/v1/grades/	Retrieve grade information
GET	/api/v1/fees/	Retrieve fee information and payment status
POST	/api/v1/fees/payments/	Process fee payments
GET	/api/v1/academics/classes/	Retrieve class and section information
GET	/api/v1/academics/subjects/	Retrieve subject information and teacher assignments
GET	/api/v1/timetable/	Retrieve class timetables
POST	/api/v1/notifications/	Send notifications to users

GET	/api/v1/reports/performance/	Generate performance reports
POST	/api/v1/auth/login/	User authentication and token generation
POST	/api/v1/auth/refresh/	Refresh JWT token
GET	/api/v1/schools/profile/	Retrieve school profile information
GET	/api/v1/library/books/	Retrieve library book catalog and availability
GET	/api/v1/transport/routes/	Retrieve transport routes and vehicle assignments

Payment Gateway Configuration

Supported Payment Methods

- **M-Pesa STK Push** - Automatic payment prompts sent to parent phones
- **M-Pesa Manual Paybill** - Parents manually pay using paybill details
- **PayPal** - International payment processing
- **Bank Transfer** - Direct bank deposits

Integration Guide

Webhook Integration

- student.enrolled - New student registration
- fee.paid - Fee payment received
- attendance.marked - Attendance recorded
- grade.posted - Grades posted
- user.created - New user account created

Troubleshooting

Common Issues

- **Unable to Login** - Check your email and password. Use the 'Forgot Password' link to reset if needed.
- **Payment Not Reflecting** - Wait 5-10 minutes for M-Pesa processing. Check payment confirmation SMS.

- **Reports Not Generating** - Ensure you have the required permissions. Check that data exists for the selected period.
- **Slow Performance** - Clear browser cache, check internet connection, try a different browser.

Support

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