TermBook

INTRODUCING TERMBOOK

The complete guide to smarter school records

Scores, attendance and results—simple, accurate and available offline.

FOR TEACHERS & SCHOOLS

USER MANUAL • VERSION 1.0 • SEPTEMBER 2026

Contents

01 Welcome to TermBook **3**

1.1 About TermBook 3
1.2 What TermBook does 3
1.3 How a term moves through TermBook 4
1.4 Who this guide is for 4

02 Personal and School Mode **5**

2.1 Two workspaces 5
2.2 One account, several workspaces 6
2.3 Working offline and online 6

03 Roles in a School **7**

3.1 The three roles 7
3.2 Who can do what 8
3.3 Joining a school 8

04 A Tour of the App **9**

4.1 Home 9
4.2 Classes and the class page 10
4.3 Settings 11

05 Scores, Grades and Positions **12**

5.1 Assessment settings 12
5.2 What a score can be 13
5.3 How results are worked out 13
5.4 The life of a score sheet 13

06 Classes, Students and Attendance **15**

6.1 Adding students 15
6.2 Optional subjects 16
6.3 Attendance 16

07 **Report Sheets and Comments** 18

7.1 What a report sheet shows 18

7.2 Three report designs 19

7.3 Comments and assessment 20

7.4 Broadsheets and marksheets 20

08 **A New Session** 22

8.1 Promotion 22

8.2 Past sessions 23

09 **Privacy, Security and Backups** 24

9.1 How your data is protected 24

9.2 Backups 24

10 **Getting Help** 26

10.1 Common questions 26

10.2 Contact 26

A **Status Glossary** 27

B **Key Terms** 28

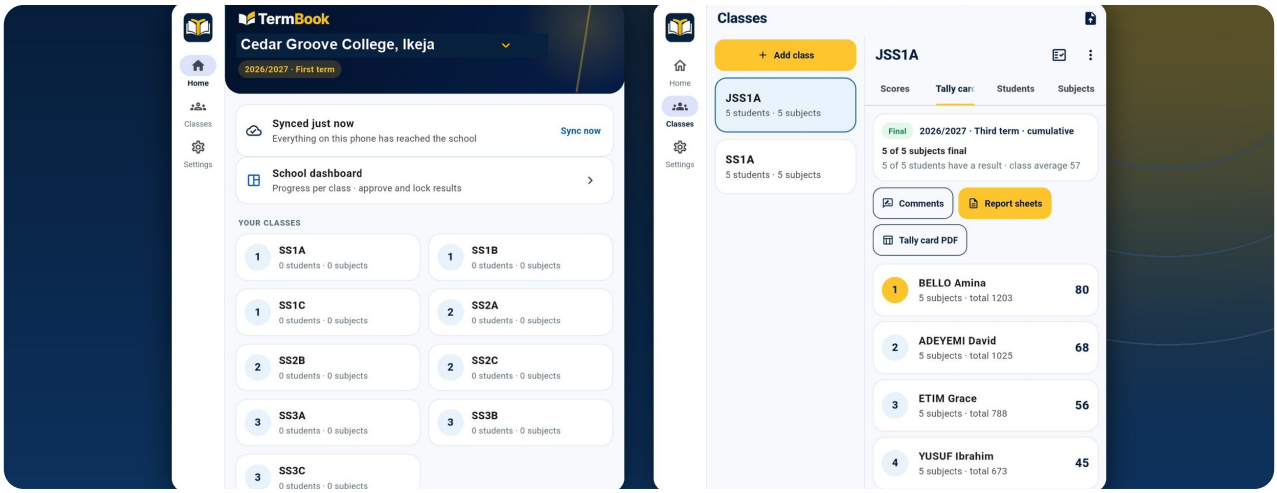
C **Important Notices** 29

01

WELCOME

Welcome to TermBook

TermBook keeps a teacher's whole term – scores, attendance, results and report sheets – in one app that works with or without internet.



1.1 About TermBook

TermBook is a record book for Nigerian teachers and schools. It replaces the paper score sheet, the register, the broadsheet and the hand-written report card with one app that does the arithmetic for you and prints clean, branded documents. It brings together:

Subject teachers

Enter continuous assessment and exam scores for the classes they teach.

Class teachers

Keep the class list, take the register, rate each student and write comments.

Principals and admins

Set up the school, invite staff, approve results and comments, print reports.

Private teachers

Keep their own classes on their own phone, with nobody else involved.

Students and parents

Receive clear report sheets with every figure explained.

The school

Keeps one accurate set of records, backed up and in sync.

1.2 What TermBook does

- ✓ Score sheets for every class and subject, with CA and exam columns set by your school.
- ✓ Totals, grades, subject positions, class positions and averages worked out exactly.

- Third-term cumulative results across the whole session.
- Daily attendance registers with a term summary for every student.
- Learner-development ratings and teacher and principal comments, with suggestions.
- Report sheets, broadsheets, marksheets and score sheets as PDF, in your school's chosen design.
- End-of-session promotion in one step, with last session kept for reference.
- Works offline. In a school, everyone's work comes together automatically when online.

3	120	0
report designs	ready-written comments	calculations by hand

1.3 How a term moves through TermBook

Set up → Enter scores → Take registers → Submit → Approve → Print reports

1. **Set up.** The school (or the teacher, in Personal mode) adds classes, subjects, students, term dates and grading rules.
2. **Enter scores.** Subject teachers fill their score sheets during the term.
3. **Take registers.** Class teachers mark attendance every school day.
4. **Submit.** When a sheet is complete, the subject teacher submits it.
5. **Approve.** The admin approves each sheet and the principal approves the comments.
6. **Print reports.** Report sheets, broadsheets and marksheets are printed or shared as PDF.

1.4 Who this guide is for

This guide explains what TermBook is and how it works. Step-by-step instructions for every task are in the companion manual, **TermBook How-To Guides**.

Accurate by design

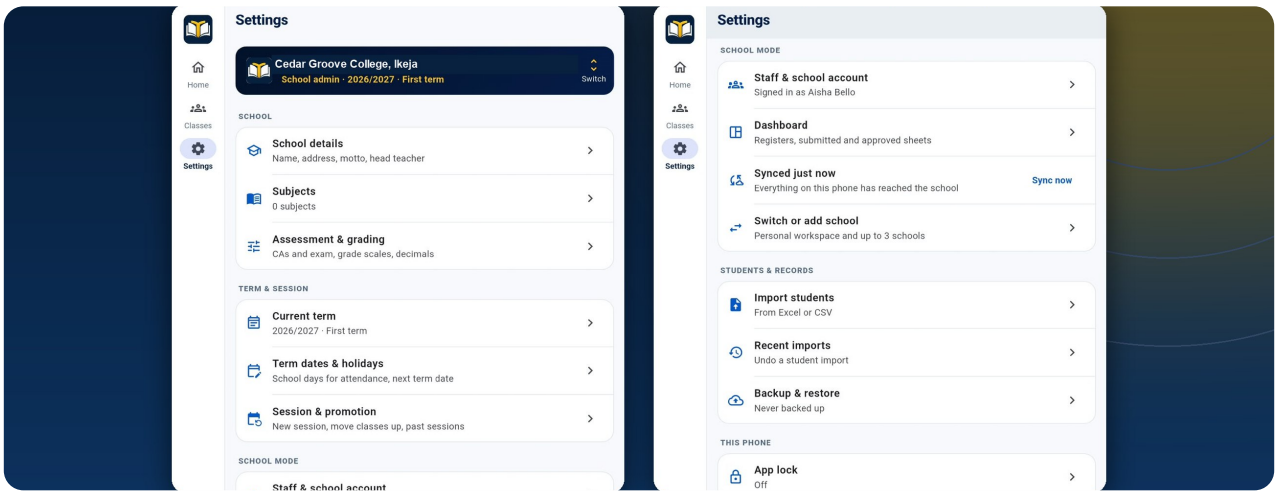
TermBook keeps half marks exactly, rounds only where the school's rules say so, and never changes a saved score, comment or approved result by itself.

02

GETTING STARTED

Personal and School Mode

One app, two ways of working: on your own in Personal mode, or together with your school in School mode.



2.1 Two workspaces

ON YOUR OWN

Personal mode

Your own classes, subjects and students, kept on your phone. Nothing is shared. Ideal for private teachers and for trying TermBook out.

WITH YOUR SCHOOL

School mode

The school's classes, staff and results, shared through the school's TermBook account. The admin sets things up; each teacher sees what they teach.

	Personal mode	School mode
Who sets up classes	You	The school admin
Who enters scores	You	Each subject teacher, for their subjects
Where records live	Your phone (and your backup file)	Your phone and the school's account
Approval of results	Mark a sheet **Final**	Teacher **submits**, admin **approves**
Backup	A backup file you keep	Automatic – sign in again to get it back
Account needed	No	Yes, confirmed by email

2.2 One account, several workspaces

- One TermBook account, confirmed by a 6-digit code sent to your email.
- Any number of Personal workspaces and up to **three schools**.
- Switch between them from the workspace card at the top of **Settings**.
- Workspaces never share data: a school's records stay in that school.

2.3 Working offline and online

NO INTERNET NEEDED

Offline

Entering scores, taking registers, rating students, writing comments, printing PDFs, backups – everything you do day to day.

INTERNET NEEDED

Online

Creating an account, joining or creating a school, sending your work to the school, receiving changes, approving from the server.

Never blocked by the network

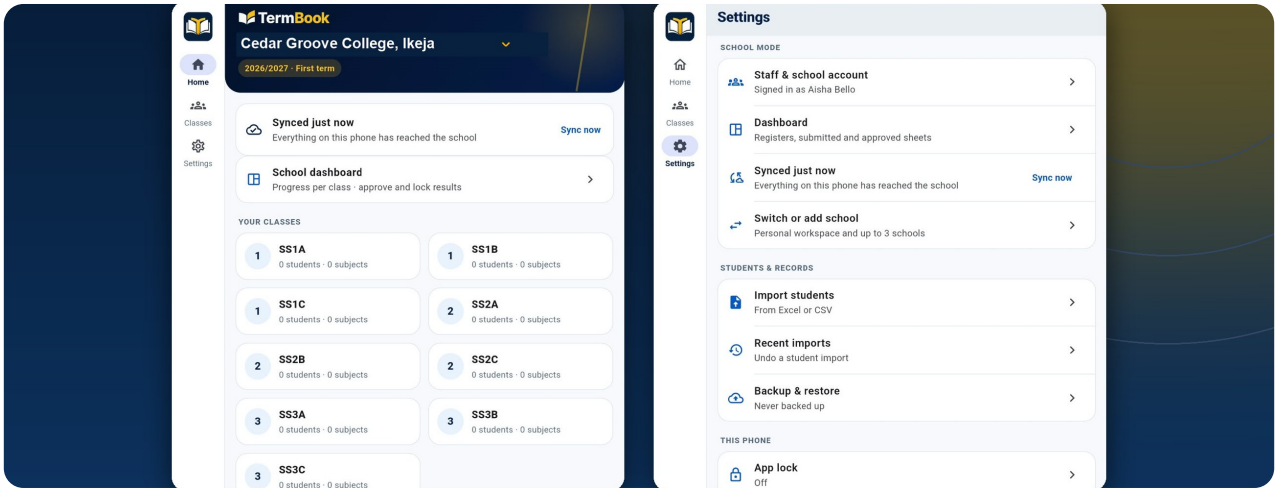
Every change is saved on your phone first. In School mode TermBook sends it to the school about 30 seconds after you stop editing, whenever you are online, and keeps trying on a bad network. **Sync now** on the Home screen sends it at once.

03

SCHOOL MODE

Roles in a School

In a school, each person sees and changes only what their role allows. The server checks every change as well as the app.



3.1 The three roles

PRINCIPAL / ADMIN

School admin

Sets up the school, invites staff, approves score sheets and the principal's comments, and prints for the whole school.

FORM TEACHER

Class teacher

Owns the class list and register, rates each student and writes the class teacher's comment.

SUBJECT TEACHER

Subject teacher

Enters the scores for their subjects in the classes they are assigned, and chooses who takes an elective.

One person can hold several roles – for example, class teacher of JSS1A and Mathematics teacher in JSS1A and JSS1B.

3.2 Who can do what

Task	Admin	Class teacher	Subject teacher
School details, logo, principal's signature	Yes	–	–
Classes, subjects, grading, term dates	Yes	–	–
Invite and manage staff	Yes	–	–
Add, import and edit students	Yes	Own class	–
Enter scores	–	Primary: own class	Own subjects
Submit a score sheet	–	Primary: own class	Own subjects
Approve or unlock a score sheet	Yes	–	–
Take the register	–	Own class	–
Rate students; class teacher's comment	Yes	Own class	–
Principal's comment and approval	Yes	–	–
Start a new session and promote	Yes	–	–
See the tally card	All classes	Classes taught	Classes taught

3.3 Joining a school

1. **The admin invites you by email**, naming the classes and subjects you take.
2. **You create a TermBook account** with that email address, if you do not have one.
3. **The invitation appears** under **School mode**. Tap **Accept**.
4. **Set the school up on your phone.** Your classes and score sheets arrive.

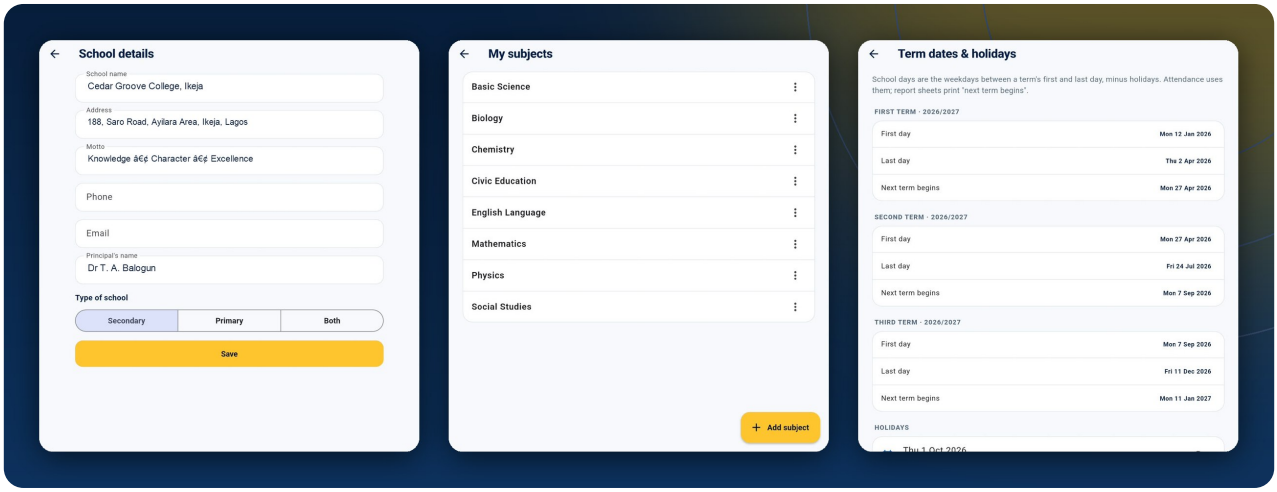
Invitations expire after 14 days; the admin can send them again.

04

THE APP

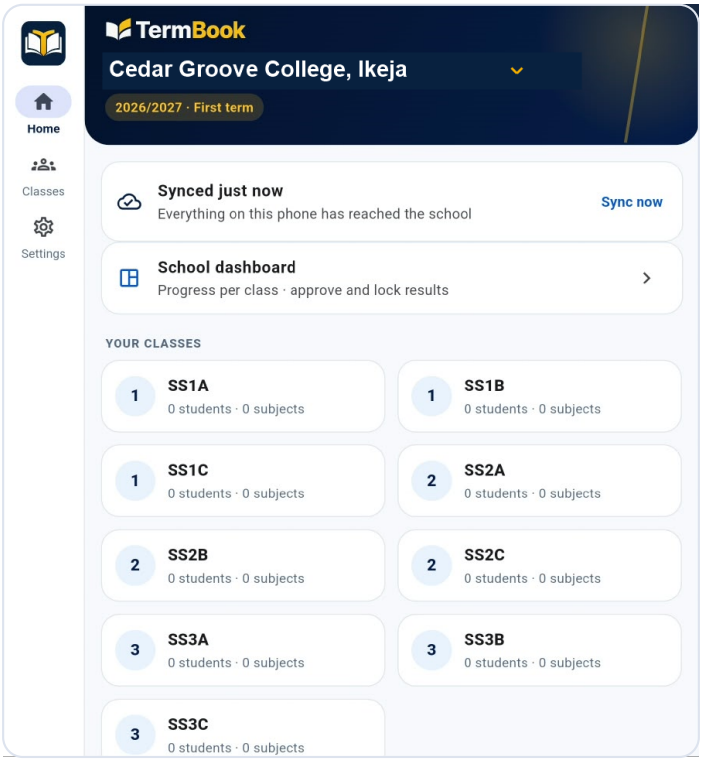
A Tour of the App

Three tabs hold everything: Home for today's work, Classes for records, and Settings for the school and your phone.



4.1 Home

Home shows the school you are working in, the term, the sync status and your classes. Subject teachers see **My subjects**; class teachers see **My class**; admins see the **School dashboard** card.

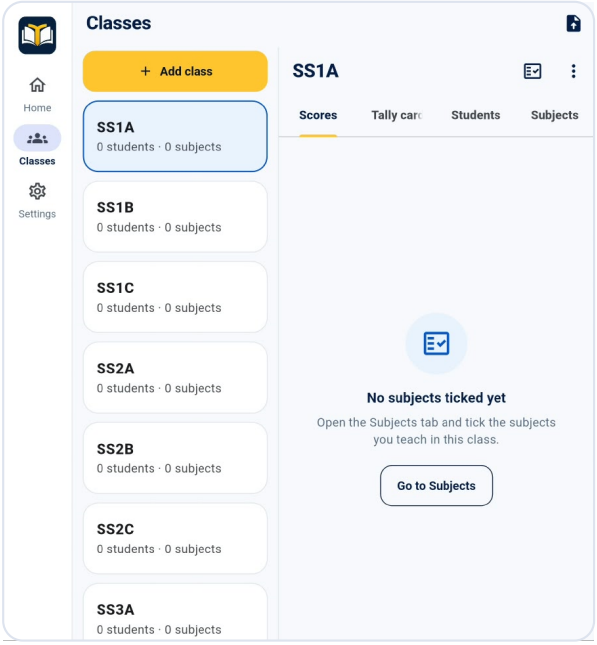


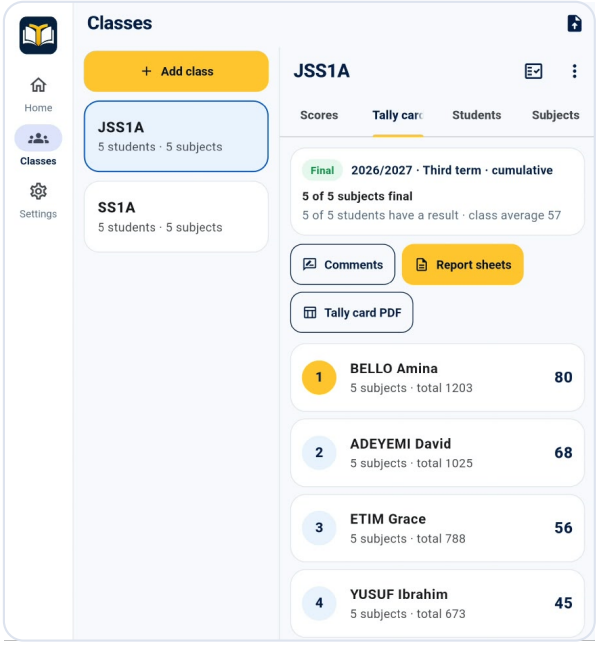
Home in School mode.

4.2 Classes and the class page

Open a class to reach its four tabs:

Tab	What it holds
Scores	A score sheet for every subject the class takes this term, with progress.
Tally card	Every student's results across all subjects, positions, and the report tools.
Students	The class list, with gender counts.
Subjects	The subjects the class takes, and which are optional.

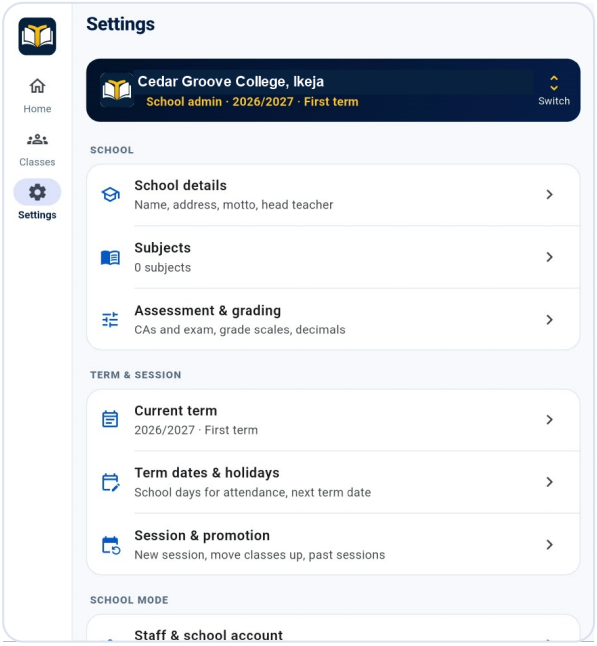


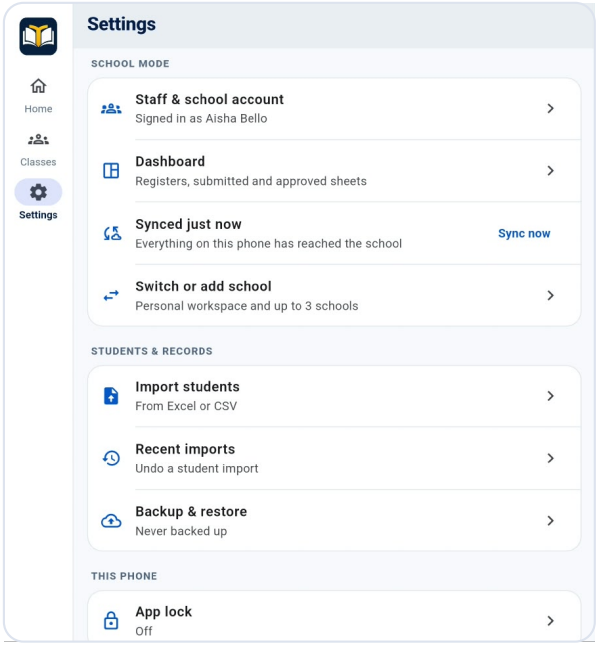


The class list and a class's Tally card.

4.3 Settings

Settings is the one place for everything else, grouped as School, Term & session, School mode, Students & records, This phone and About. Rows you cannot change show a lock and the reason.





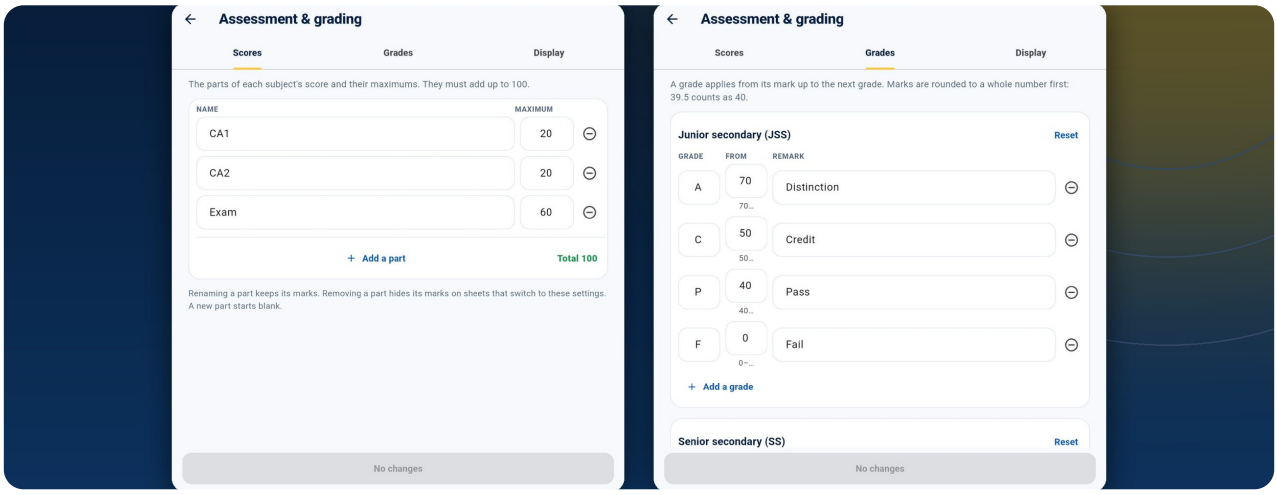
Settings: the school's set-up, and School mode, records and this phone.

05

SCORES

Scores, Grades and Positions

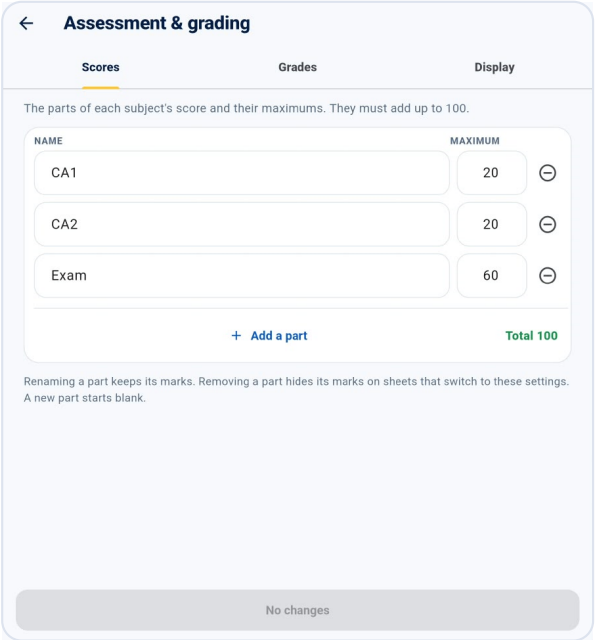
Your school's rules, applied the same way on every sheet, every time.

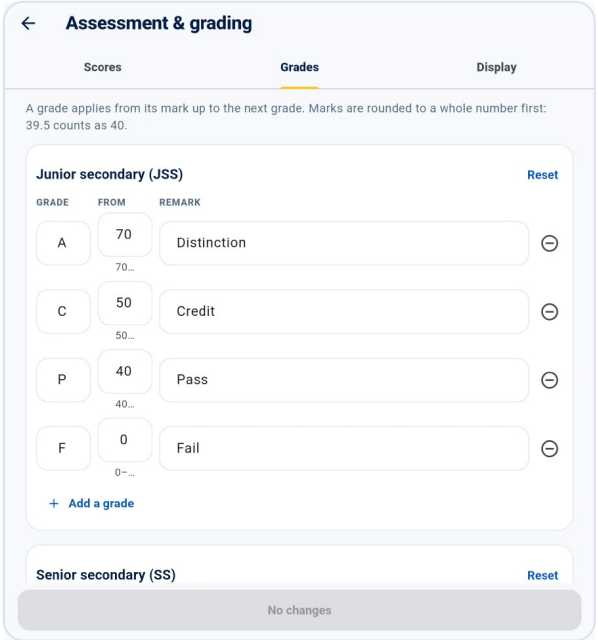


5.1 Assessment settings

The admin (or you, in Personal mode) sets these under **Settings > Assessment & grading**:

Setting	What it controls
Scores	The parts of each subject's score, e.g. CA1 20, CA2 20, Exam 60. They must add up to 100.
Grades	A grade scale per level: Primary, JSS and SS, e.g. A1–F9 or A / C / P / F.
Display	Decimals, how equal scores are ranked, how an absence counts, the third-term average.
Report sheet	Learner-development items, position in class, and the report design.





Setting the score parts and the grade scales.

Every change creates a new version of the settings. Sheets already started keep their own version until the teacher chooses to move them to the new one, so finished work never changes by surprise.

5.2 What a score can be

A mark

Any mark up to the part's maximum, including half marks such as 17.5.

ABS – absent

The student missed it. By default it counts as 0.

EXC – excused

The student was excused. The subject is not counted for them.

5.3 How results are worked out

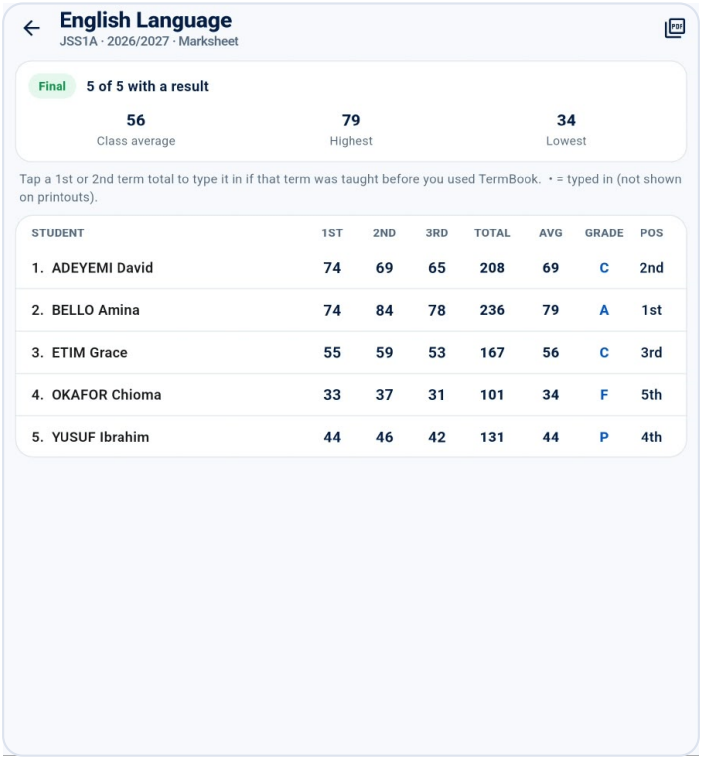
- **Total** = the sum of the parts, exact to the half mark.
- **Grade** comes from the total rounded to a whole number (39.5 becomes 40).
- **Subject position** ranks the class in that subject; equal totals share a place (1st, 2nd, 2nd, 4th).
- **Average** = total of all subjects taken ÷ number of subjects taken.
- **Class position** ranks students by their average.
- **Third term** adds the first and second term totals and shows a **cumulative average**.

5.4 The life of a score sheet

Draft → Submitted → Approved

Status	Meaning
Draft	Being filled in. The teacher can change anything.
Submitted	Complete and sent to the admin. It is locked for the teacher.
Approved	Accepted by the admin and locked. The school keeps this version.
Final	Personal mode: marked finished by you. Reopen it to change it.

An approved sheet can be **unlocked** by the admin with a reason. The teacher corrects it, submits again, and the admin approves a new version. Every version is kept, with what changed.



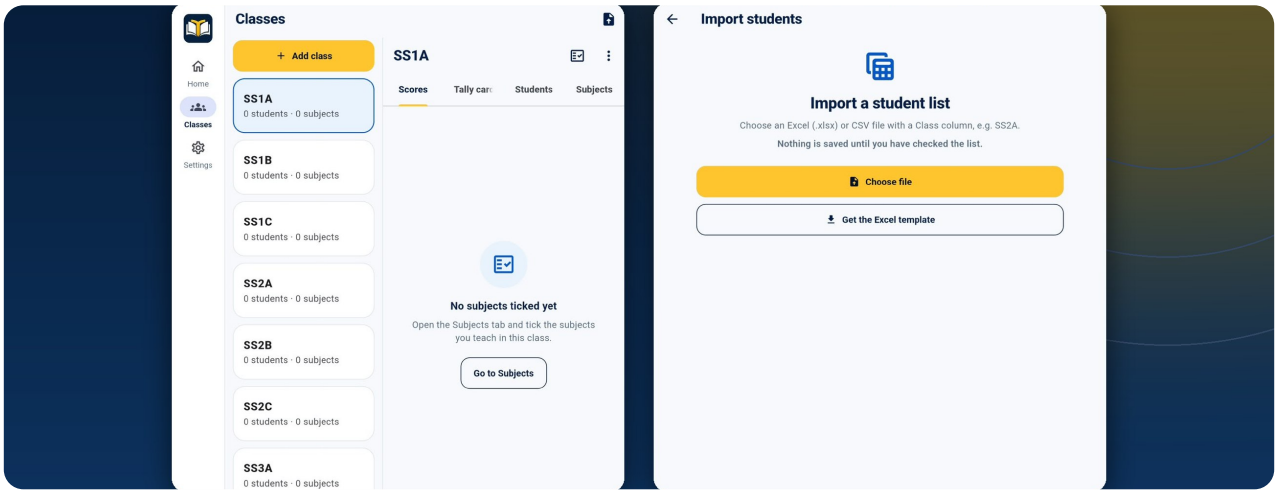
The marksheet: one subject across the whole session.

06

STUDENTS

Classes, Students and Attendance

Class lists that are quick to build and hard to get wrong.



6.1 Adding students

One at a time

Name, gender, admission number, date of birth and a parent's phone.

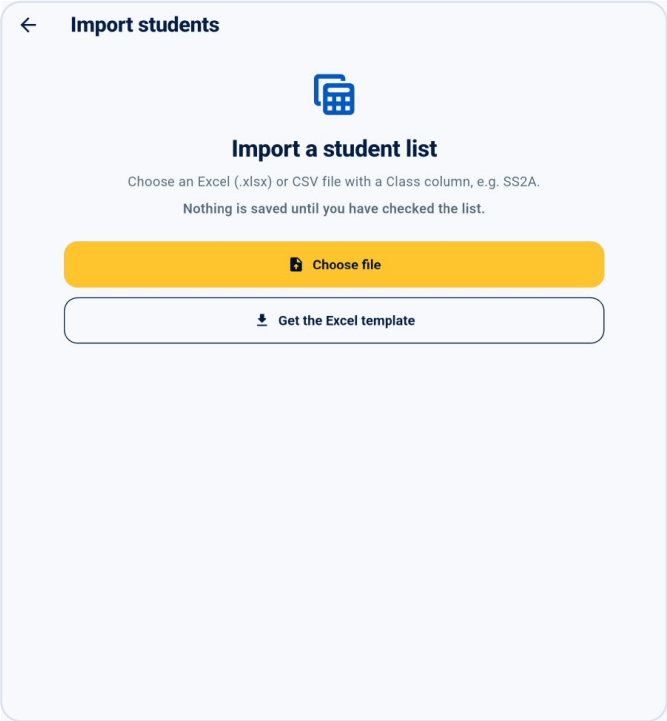
Paste a list

Paste names from WhatsApp, notes or a register – one per line.

Excel or CSV

Every row is checked before anything is saved. Fix problems in the app.

An import can be undone for 24 hours from **Settings > Recent imports**.



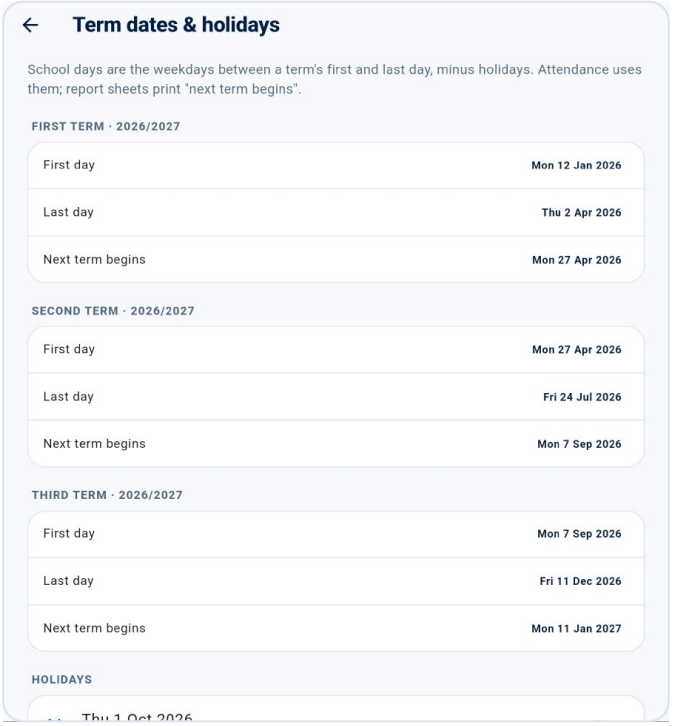
Importing a student list from Excel or CSV.

6.2 Optional subjects

Mark a subject **optional** for a class and its subject teacher chooses the students who take it. Only those students appear on its score sheet and have it counted in their results.

6.3 Attendance

- Set the term's first and last day and any holidays first; TermBook works out the school days.
- The class teacher opens the day's register. **Everyone starts present** – tap the students who are absent, press and hold for **late**, then save.
- Schools can take one register a day, or two (morning and afternoon).
- Each student's term summary – days present, absent and late – prints on the report sheet.
- Students absent three or more days in a row are shown at the top of the register.



Term dates and holidays decide the school days.

07

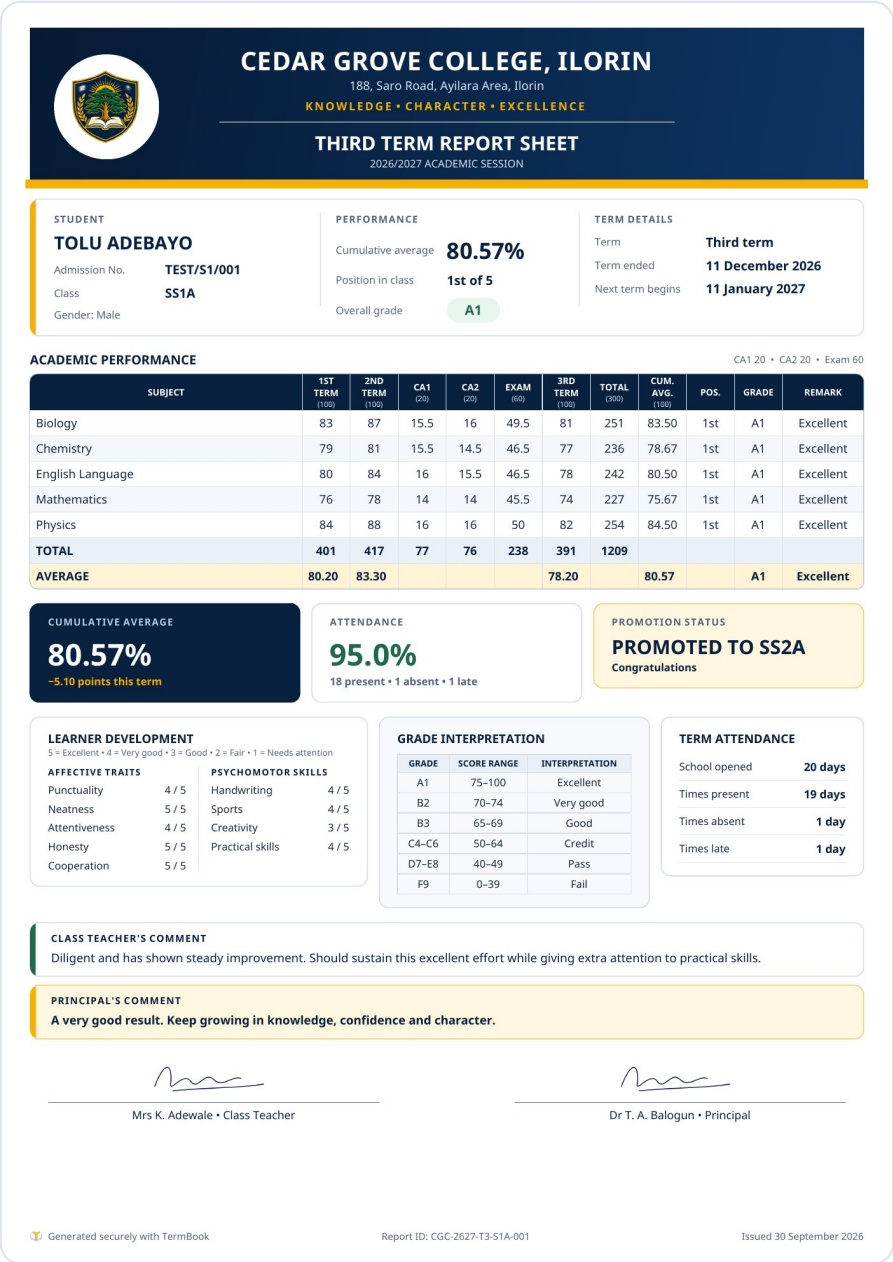
RESULTS

Report Sheets and Comments

From the last score to a printed report sheet, without retyping a thing.

7.1 What a report sheet shows

- The school's logo, name, address and motto, and the term and session.
- The student's details, overall average, grade and (if the school wants it) position.
- Every subject with its CAs, exam, total, grade and remark; in third term, all three terms and the cumulative average.
- Attendance, learner-development ratings and the promotion status.
- The class teacher's comment and the principal's approved comment.
- The class teacher's and principal's names and signatures, and a report ID.



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188, Saro Road, Ayilara Area, Ilorin
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THIRD TERM REPORT SHEET
2026/2027 ACADEMIC SESSION

STUDENT
TOLU ADEBAYO
Admission No. TEST/S1/001
Class SS1A
Gender: Male

PERFORMANCE
Cumulative average 80.57%
Position in class 1st of 5
Overall grade A1

TERM DETAILS
Term Third term
Term ended 11 December 2026
Next term begins 11 January 2027

ACADEMIC PERFORMANCE
CA1 20 • CA2 20 • Exam 60

SUBJECT	1ST TERM (100)	2ND TERM (100)	CA1 (20)	CA2 (20)	EXAM (60)	3RD TERM (100)	TOTAL (300)	CUM. AVG. (100)	POS.	GRADE	REMARK
Biology	83	87	15.5	16	49.5	81	251	83.50	1st	A1	Excellent
Chemistry	79	81	15.5	14.5	46.5	77	236	78.67	1st	A1	Excellent
English Language	80	84	16	15.5	46.5	78	242	80.50	1st	A1	Excellent
Mathematics	76	78	14	14	45.5	74	227	75.67	1st	A1	Excellent
Physics	84	88	16	16	50	82	254	84.50	1st	A1	Excellent
TOTAL	401	417	77	76	238	391	1209				
AVERAGE	80.20	83.30				78.20		80.57		A1	Excellent

CUMULATIVE AVERAGE
80.57%
−5.10 points this term

ATTENDANCE
95.0%
18 present • 1 absent • 1 late

PROMOTION STATUS
PROMOTED TO SS2A
Congratulations

LEARNER DEVELOPMENT
5 = Excellent • 4 = Very good • 3 = Good • 2 = Fair • 1 = Needs attention

AFFECTIVE TRAITS		PSYCHOMOTOR SKILLS	
Punctuality	4 / 5	Handwriting	4 / 5
Neatness	5 / 5	Sports	4 / 5
Attentiveness	4 / 5	Creativity	3 / 5
Honesty	5 / 5	Practical skills	4 / 5
Cooperation	5 / 5		

GRADE INTERPRETATION

GRADE	SCORE RANGE	INTERPRETATION
A1	75–100	Excellent
B2	70–74	Very good
B3	65–69	Good
C4–C6	50–64	Credit
D7–E8	40–49	Pass
F9	0–39	Fail

TERM ATTENDANCE

School opened	20 days
Times present	19 days
Times absent	1 day
Times late	1 day

CLASS TEACHER'S COMMENT
Diligent and has shown steady improvement. Should sustain this excellent effort while giving extra attention to practical skills.

PRINCIPAL'S COMMENT
A very good result. Keep growing in knowledge, confidence and character.

Mrs K. Adewale • Class Teacher
Dr T. A. Balogun • Principal

Generated securely with TermBook
Report ID: CGC-2627-T3-S1A-001
Issued 30 September 2026

A third-term report sheet in the Navy design, exactly as TermBook prints it.

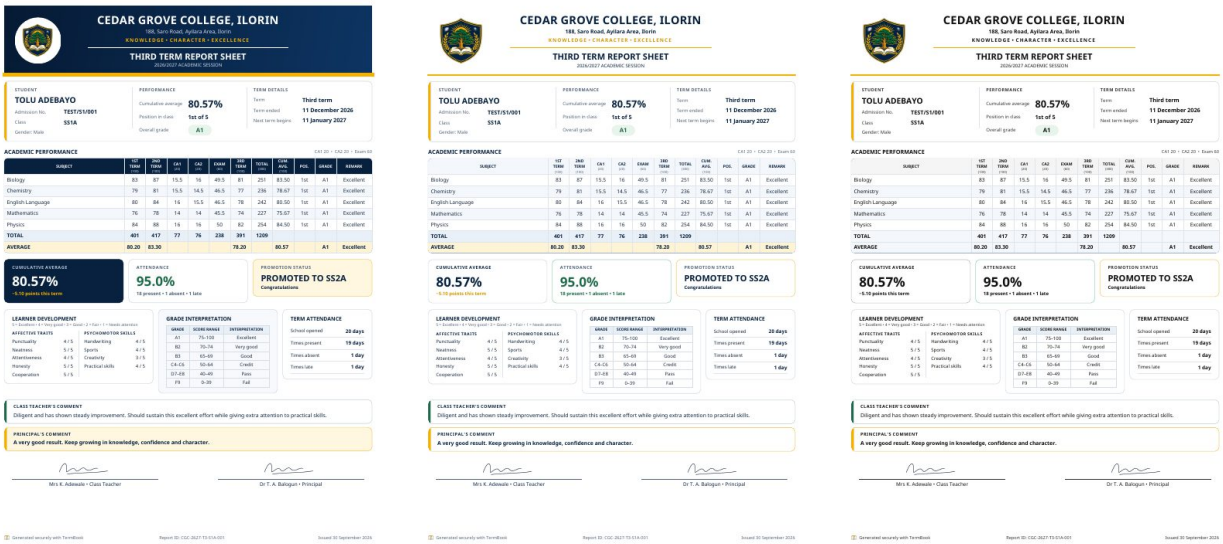
7.2 Three report designs

The admin chooses one design for the whole school. It is used for report sheets, broadsheets, mark-sheets and score sheets.

Navy
The full-colour design, with a navy header band.

Light
A white header with gold lines; uses less colour ink.

Print-friendly
Black text and gold rules; best for black-and-white printers.



7.3 Comments and assessment

1. **The class teacher rates each student** from 1 (needs attention) to 5 (excellent) on items such as punctuality, neatness, handwriting and sports.
2. **TermBook suggests a teacher's comment** that fits those ratings, from a bank of 63. The teacher keeps it, edits it, or asks for another.
3. **The principal reviews** each student's academic summary with a suggested comment from a bank of 57, edits it if needed, and approves it.
4. **Report sheets print** the saved teacher's comment and the approved principal's comment.

> **Comments never change by themselves**
> A saved comment stays exactly as written. If the ratings or results change later, TermBook flags the comment for review; it does not rewrite it.

7.4 Broadsheets and marksheets

WHOLE CLASS

Broadsheet

Every student and subject on landscape pages, with totals, averages, grades, the class average and signature lines.

ONE SUBJECT

Marksheet

One subject across the session: each term's CAs, exam and total, then the cumulative total, average, grade and position.

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THIRD TERM CUMULATIVE BROADSHEET

2026/2027 ACADEMIC SESSION

Class: **SS1A** | Term: **Third Term** | Students: **20** | Subjects: **9**

SAMPLE BROADSHEET • ILLUSTRATIVE STUDENTS AND SCORES

S/N	STUDENT NAME	ENG	MTH	CIV	BIO	AGR	PHY	CHE	MKT	YOR	ANNUAL TOTAL /2700	CUM. AVG. %	GRADE
1	ADEYEMI David	70	65	73	68	72	63	67	73	71	1866	69.11	B3
2	BELLO Amina	80	76	83	79	82	74	77	84	81	2148	79.56	A1
3	ETIM Grace	61	58	64	61	63	56	58	66	62	1647	61.00	C4
4	OKAFOR Chioma	43	38	46	41	45	36	40	46	44	1137	42.11	E8
5	YUSUF Ibrahim	54	50	57	53	56	48	51	58	55	1446	53.56	C6
6	ADEBAYO Tunde	75	72	78	75	77	70	72	80	76	2025	75.00	A1
7	OLAWALE Zainab	83	78	86	81	85	76	80	86	84	2217	82.11	A1
8	BALOGUN Samuel	67	63	70	66	69	61	64	71	68	1797	66.56	B3
9	LAWAL Fatimah	73	70	76	73	75	68	70	78	74	1971	73.00	B2
10	OGUNLEYE Esther	78	73	81	76	80	71	75	81	79	2082	77.11	A1
11	AKINDELE Joshua	64	60	67	63	66	58	61	68	65	1716	63.56	C4
12	SALAMI Maryam	86	83	89	86	88	81	83	91	87	2322	86.00	A1
13	NWOSU Chinedu	69	64	72	67	71	62	66	72	70	1839	68.11	B3
14	IBRAHIM Aisha	76	72	79	75	78	70	73	80	77	2040	75.56	A1
15	OJO Daniel	58	55	61	58	60	53	55	63	59	1566	58.00	C5
16	ALABI Deborah	81	76	84	79	83	74	78	84	82	2163	80.11	A1
17	MUSA Abdullahi	63	59	66	62	65	57	60	67	64	1689	62.56	C4
18	AJAYI Blessing	74	71	77	74	76	69	71	79	75	1998	74.00	B2
19	SULEIMAN Habeeb	71	66	74	69	73	64	68	74	72	1893	70.11	B2
20	FOLORUNSHO Temitope	77	73	80	76	79	71	74	81	78	2067	76.56	A1

TOTAL STUDENTS: **20** | SUBJECTS: **9** | CLASS CUMULATIVE AVERAGE: **69.68%**

ENG: English Language • **MTH:** Mathematics • **CIV:** Civic Education • **BIO:** Biology • **AGR:** Agricultural Science
PHY: Physics • **CHE:** Chemistry • **MKT:** Marketing • **YOR:** Yoruba

Subject figures are cumulative averages out of 100.
Annual total is out of 2700; cumulative average = annual total ÷ 27.

A1: 75–100 Excellent • **B2:** 70–74 Very good • **B3:** 65–69 Good • **C4:** 60–64 Credit • **C5:** 55–59 Credit • **C6:** 50–54 Credit • **D7:** 45–49 Pass • **E8:** 40–44 Pass • **F9:** 0–39 Fail

Class Teacher's Signature | Principal's Signature | Date

Generated securely with TermBook

Page 1 of 1

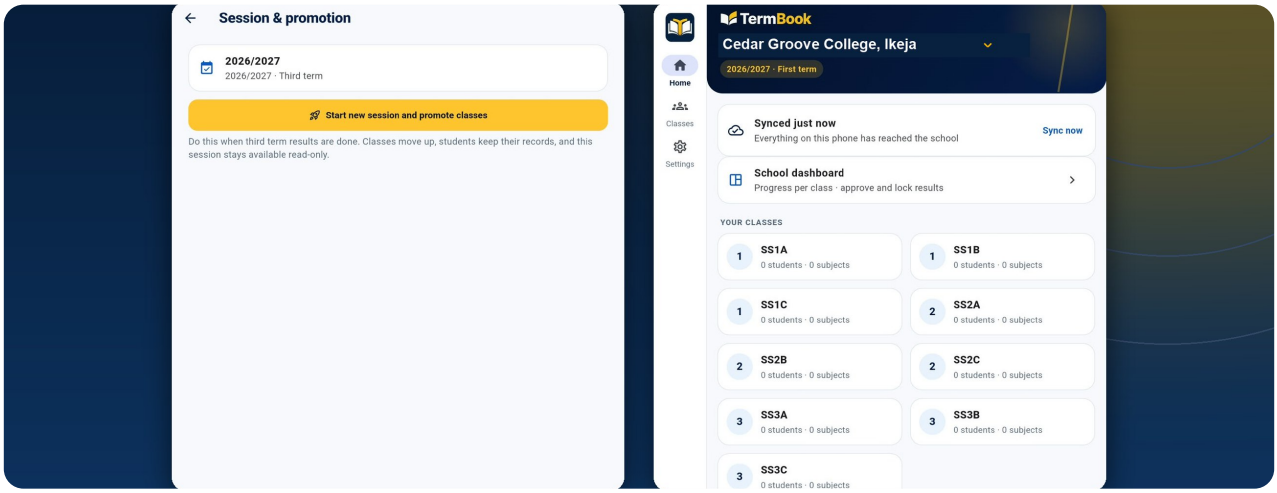
A third-term cumulative broadsheet.

08

END OF SESSION

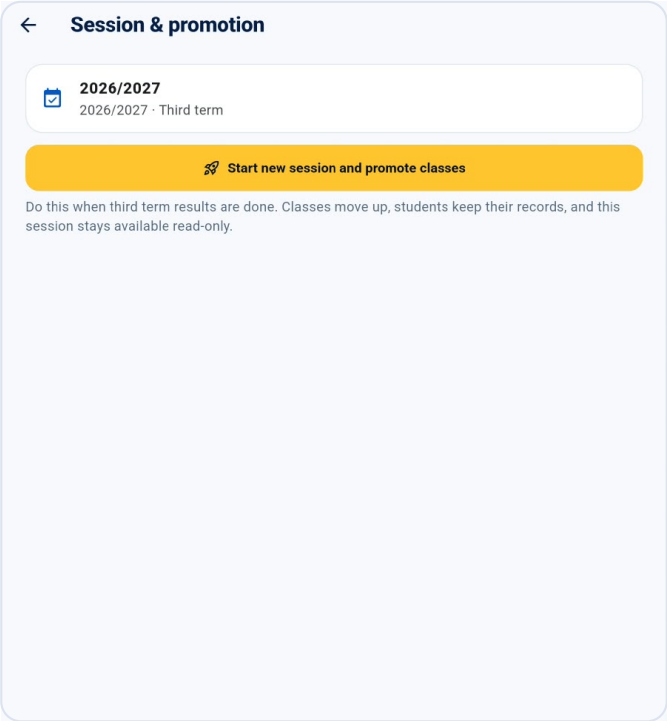
A New Session

When third term is done, the whole school moves up in one step.



8.1 Promotion

- Each class moves up: JSS1 to JSS2, JSS3 to SS1, SS3 leaves; Primary 6 moves to JSS1 in a school with both.
- Every student starts as **Promote**. Mark only the few who **Repeat** or have **Left**.
- Students the class teacher marked **Repeat** on their third-term report are already marked.
- Subjects and elective choices carry over. Students keep all their records.
- In School mode the admin can copy last session's teachers to the new classes.



Session & promotion.

8.2 Past sessions

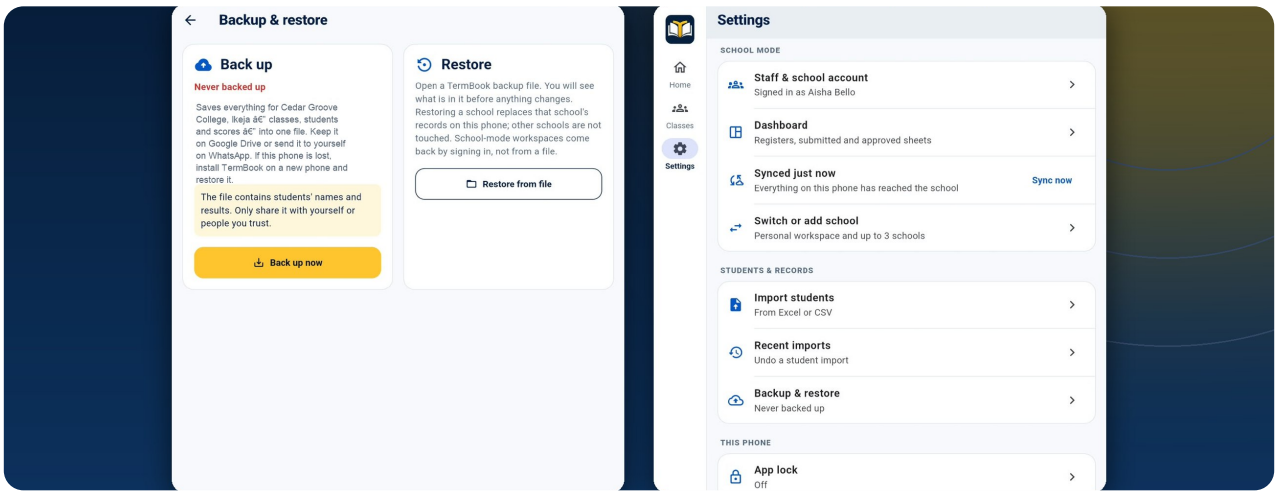
Last session stays exactly as it was. Open it from **Settings > Session & promotion** to read or print its records; nothing in it can be changed.

09

YOUR DATA

Privacy, Security and Backups

Children's records deserve care. TermBook protects them on the phone and in the school's account.



9.1 How your data is protected

- Records on your phone are stored in an encrypted database.
- An optional **app lock** asks for your PIN (or fingerprint) when TermBook opens.
- In School mode each person receives only what their role needs.
- A removed staff member loses access at once, and the school's records leave their phone.
- Nothing is sold or used for advertising.

9.2 Backups

PERSONAL MODE

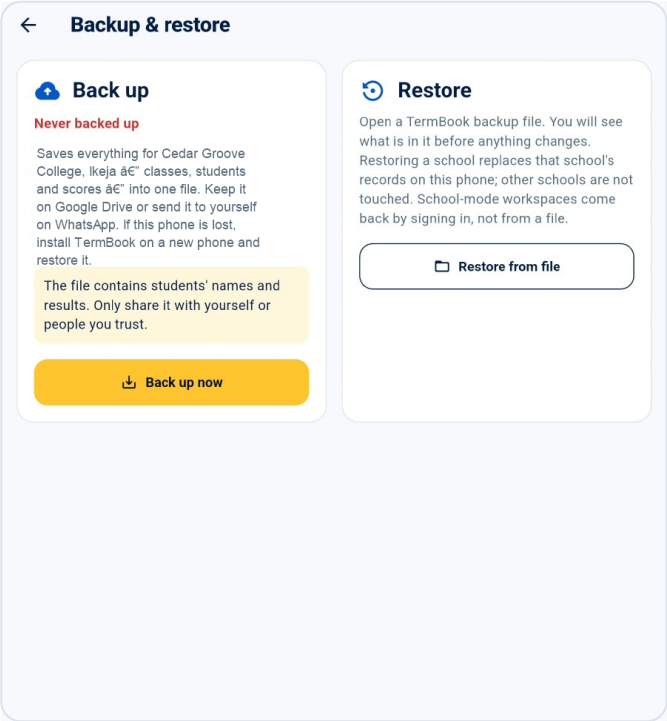
Backup file

Save a backup file to Google Drive or send it to yourself. Restore it on a new phone. TermBook reminds you when a backup is due.

SCHOOL MODE

Your school's account

The school's records are kept in its TermBook account. On a new phone, sign in and they download again.



Backup & restore.

Keep your PIN and backups safe

A forgotten app-lock PIN cannot be reset: you would reinstall TermBook and restore your latest backup. Changes not yet synced in School mode are only on your phone – sync before changing phones.

10

SUPPORT

Getting Help

Where to go when you need a hand.

10.1 Common questions

Question	Answer
I did not get my 6-digit code.	Check your spam folder, wait a minute and tap **Resend**, or correct your email.
I cannot change a setting.	The row shows a lock and why: it belongs to the school admin, or you are viewing a past session.
A score sheet will not open for entry.	It is another teacher's subject, or it has been submitted or approved.
My work is not reaching the school.	Check the sync card on Home. Your work is safe on the phone and sends when you are online.
Something is under Needs attention.	Someone changed the same record, or the school did not accept a change. Open it and choose which to keep.
I cannot see the test school.	It is only in test builds: Settings > Developer.

10.2 Contact

TermBook support

In a school, ask your school admin first. For anything else, contact TermBook support at **support@novaxion.ng** (or through **www.novaxion.ng**) with your name, your school and a screenshot of what you see. Never send your password or PIN.

A

REFERENCE

Status Glossary

Record	Status	Meaning
Score sheet	Draft	Being filled in.
	Submitted	Sent to the admin; locked for the teacher.
	Approved	Accepted and locked; a version is kept.
	Final	Personal mode: finished; can be reopened.
Assessment	Not started	No ratings or comment yet.
	In progress	Saved as a draft.
	Completed	Every item rated and a comment saved.
Principal's comment	Pending	Not written yet.
	Draft	Written, not yet approved.
	Approved	Prints on the report sheet.
	Needs review	Approved, but the results have changed since.
Sync	Waiting to send	Saved on the phone, not yet at the school.
	Needs attention	A clash or refusal to look at.

B

REFERENCE

Key Terms

Term	Meaning
CA	Continuous assessment: a test or piece of work that counts towards the term total.
ABS / EXC	Absent (counts as 0 by default) / excused (not counted).
Cumulative average	Third term: the average of the student's totals across the session's terms.
Tally card	The class's results: every student and subject, with positions.
Broadsheet	The tally card printed for the whole class.
Marksheet	One subject's scores for one class across the whole session.
Workspace	A Personal set of records or one school, switched from Settings.
Sync	Sending your changes to the school and receiving everyone else's.

C

REFERENCE

Important Notices

TermBook calculates results from the scores and settings entered. Schools remain responsible for checking results before they are issued. Report sheets show whether they are provisional. TermBook is a product of Novaxion Systems Ltd.

TermBook

Scores. Attendance. Results. Offline and online.

support@novaxion.ng • www.novaxion.ng

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