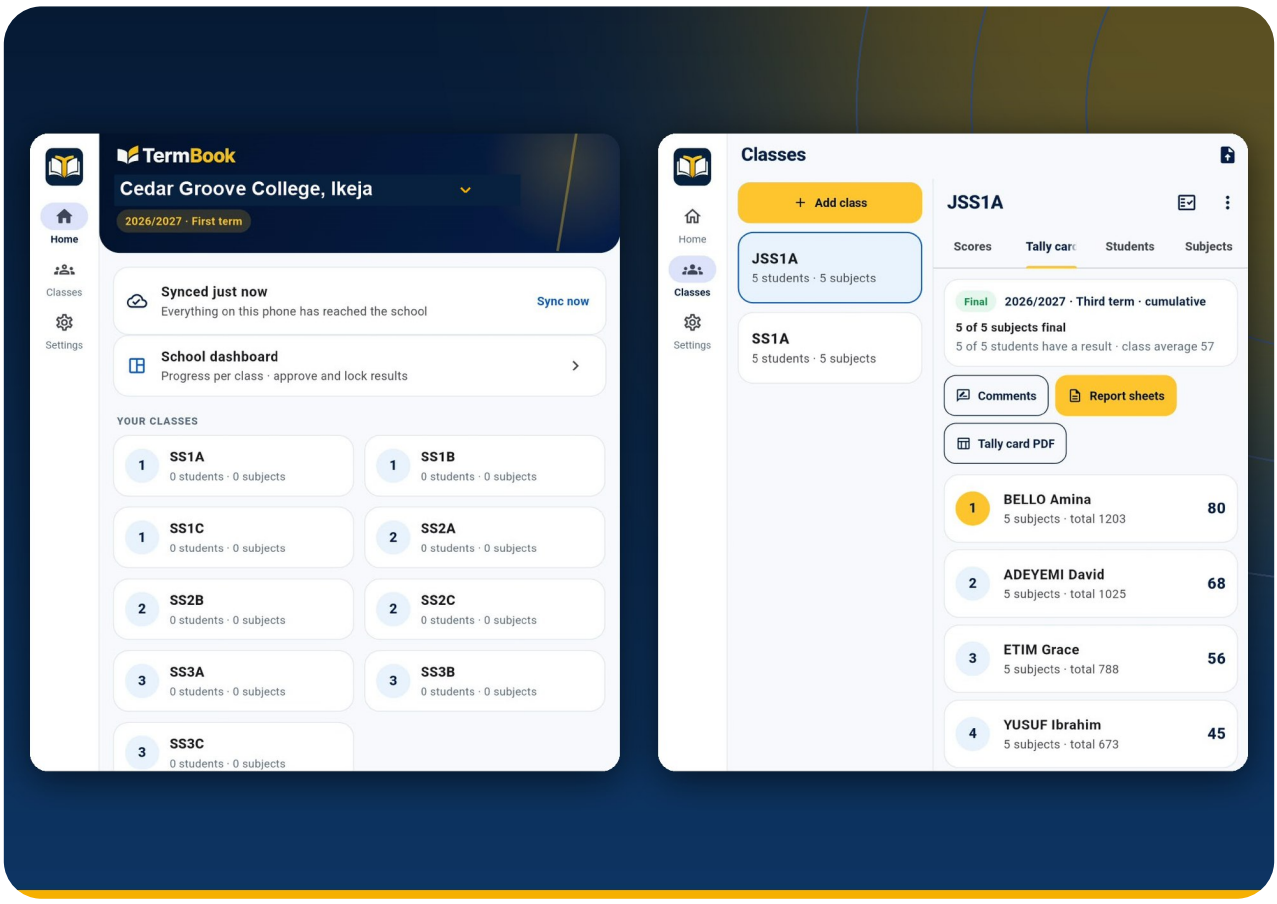
TermBook

TERMBOOK USER GUIDE

TermBook How-To Guides

Step-by-step instructions for every task in TermBook, from creating your account to printing report sheets and starting a new session.



Teachers, class teachers, principals and school admins

Version 1.0 • September 2026

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01

BEFORE YOU START

Using These Guides

How to use these guides, and the words they use.

1.1 How the guides are arranged

Each chapter covers one area of TermBook, and each section is one task with numbered steps. Tap the names in **bold** in the app exactly as written.

EVERYONE
Chapters 2, 11, 13
Getting started, keeping in sync, and your records and phone.

SCHOOL ADMIN
Chapters 3, 4, 10, 12
Setting up the school, staff, the dashboard and a new session.

TEACHERS
Chapters 5 to 9
Students, scores, attendance, comments and printing.

1.2 Words used in these guides

Word	Meaning
Tap	Touch the button or row once.
Press and hold	Keep your finger on it for about a second.
Settings	The **Settings** tab (the cog) on the left rail or bottom bar.
Class page	A class opened from the **Classes** tab: Scores, Tally card, Students, Subjects.
Admin	The school admin or principal in School mode. In Personal mode, that is you.

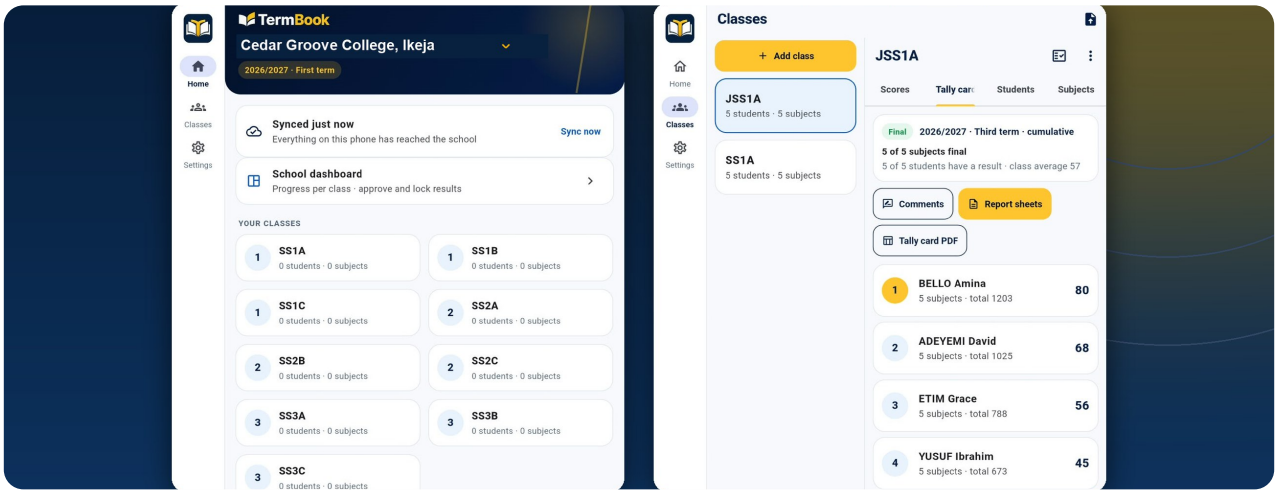
Personal mode
Working on your own? Every admin task in these guides is yours, and there is no submitting or approving – you mark sheets **Final** yourself.

02

EVERYONE

Getting Started

Install TermBook, create your account and choose how you will work.



2.1 Create your account

1. **Open TermBook** and tap **Create account**.
2. **Enter your name, email, phone number and a password**, then tap **Create my account**.
3. **Check your email** for a 6-digit code and type it in. Your account is ready.

> **No code?**
> Check your spam folder, wait a minute and tap **Resend**, or go back and correct your email.

2.2 Start without internet

On the first screen tap **No internet? Set up offline, register later**. You work in Personal mode straight away and can create your account whenever you are online (Settings > School mode).

2.3 Set up your own (Personal) records

1. **Enter your school's name**, address, motto and principal's name (all but the name are optional).
2. **Choose the session and current term**, e.g. 2026/2027, First term.

3. **Tap Next: your subjects** and tick the subjects you teach (search, or add one not listed).
4. **Tap Done.** Home opens with your workspace.

2.4 Sign in on another phone, or reset your password

1. **Tap I have an account – sign in** and enter your email and password.
2. **Forgot it?** Tap **Forgot password?**, enter your email, type the code you receive and choose a new password.

2.5 Switch between workspaces

1. **Open Settings** and tap the dark workspace card at the top (**Switch**).
2. **Choose a Personal workspace or a school.** You can belong to up to three schools.
3. **Add a personal school** or **Invitations and School mode** are at the bottom of the list.

2.6 Turn on the app lock

1. **Settings > App lock > Turn on app lock.**
2. **Enter a PIN twice.** Turn on fingerprint unlock if your phone has it.

TermBook then asks for your PIN when it opens and after two minutes away.

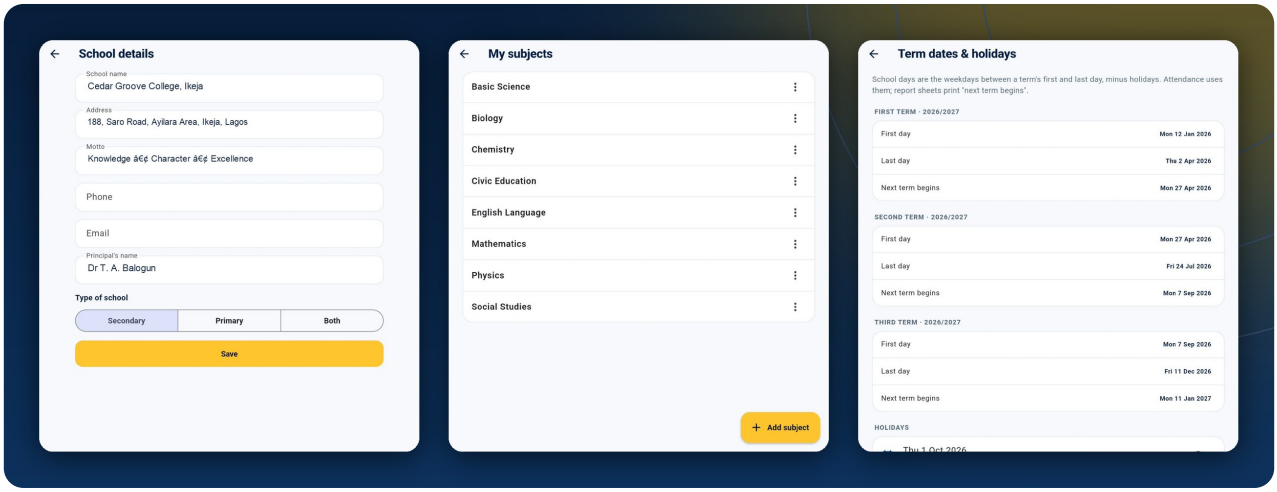
> ! A forgotten PIN cannot be reset. You would reinstall TermBook and restore your latest backup, so keep backups up to date.

03

SCHOOL ADMIN

Setting Up a School

Create the school, then give TermBook the details it prints and the rules it calculates by.

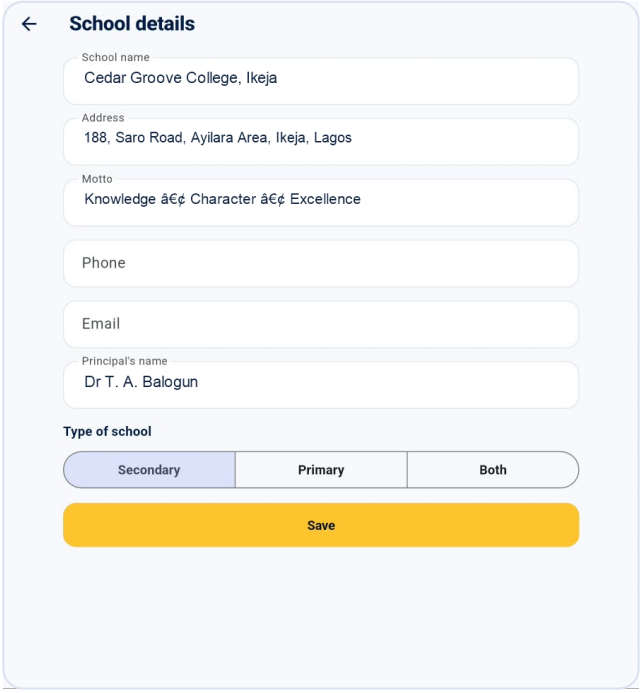


3.1 Create the school

1. **Settings > School mode.** Sign in if asked.
2. **Tap Create a school**, enter its name, address, motto and type (Secondary, Primary or Both), and tap **Create school**.
3. **Tap Set up on this phone.** The school becomes a workspace on your phone.

3.2 School details, logo and principal's signature

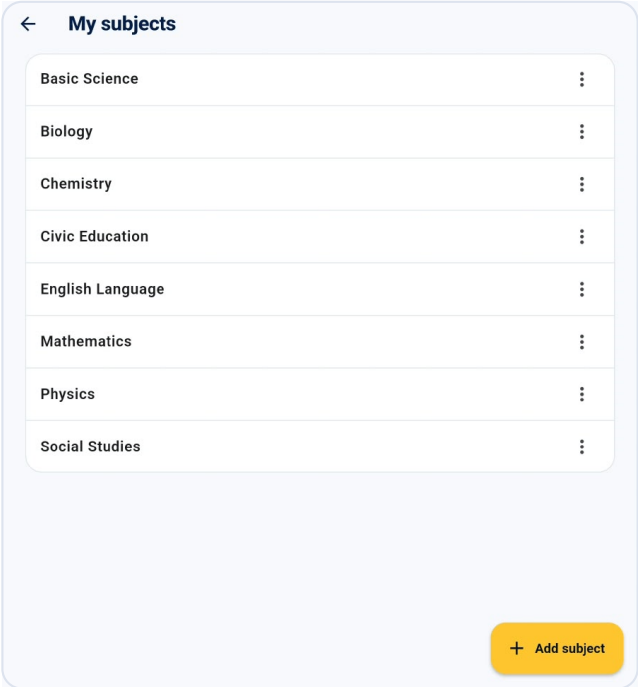
1. **Settings > School details.** Check the name, address, motto, phone, email and principal's name.
2. **School logo: tap Add** and pick an image. TermBook shrinks it to print size.
3. **Principal's signature: tap Sign**, then sign with your finger, or tap **Use a photo of my signature**.
4. **Tap Save.** In School mode every teacher's report sheets show the logo and signature after their next sync.



School details.

3.3 Add subjects

1. **Settings > Subjects.**
2. **Tap Add from WAEC list**, choose JSS or SS (and Primary for primary schools), and tick the subjects.
3. **Tap Select all compulsory** for the core subjects of that level.
4. **Tap Add.** Compulsory subjects are ticked on every class of their level automatically.
5. **For anything not listed**, tap **Add subject** and type it.



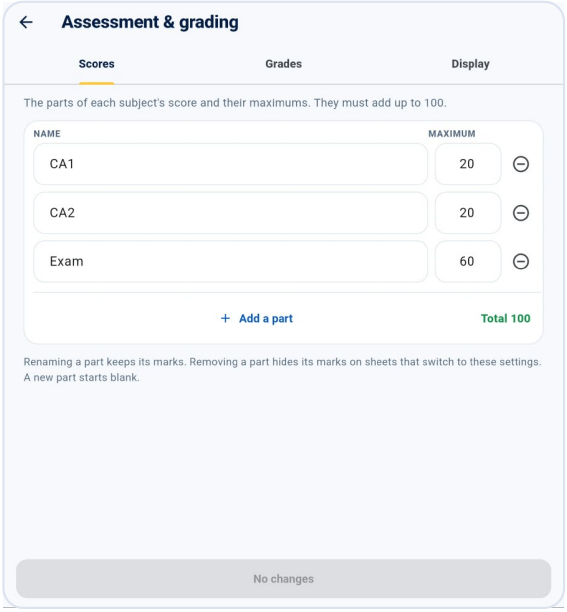
The subject list.

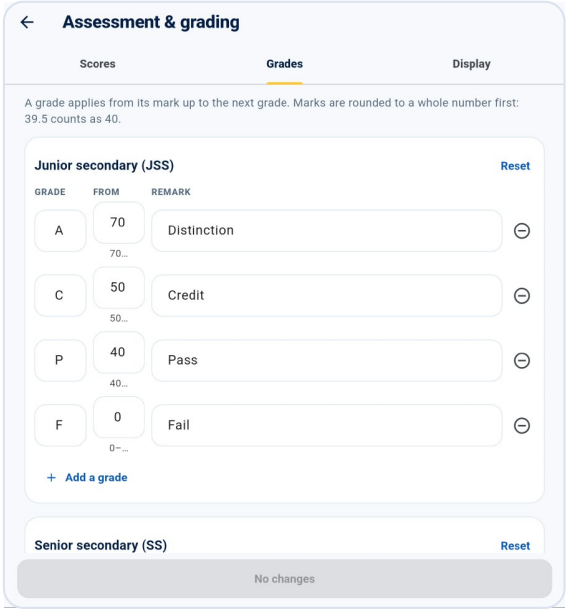
3.4 Add classes

1. **Open the Classes tab** and tap **Add class**.
2. **Choose the level** (e.g. JSS1) and type the arm (e.g. A). Save.
3. **Open the class > Subjects tab** and tick any extra subjects it takes.
4. **Switch Optional on** for subjects only some students take (e.g. French, CRS).

3.5 Set the scores and grades

1. **Settings > Assessment & grading > Scores.** Name each part and its maximum, e.g. CA1 20, CA2 20, Exam 60. They must add up to 100.
2. **Grades tab.** Check each level's scale: letter, lowest mark and remark. Tap **Reset** to go back to the default.
3. **Display tab.** Choose decimals, how ties rank, how absence counts, and the number of registers a day.
4. **Tap Save settings.** If some sheets are already started, choose whether they move to the new settings.





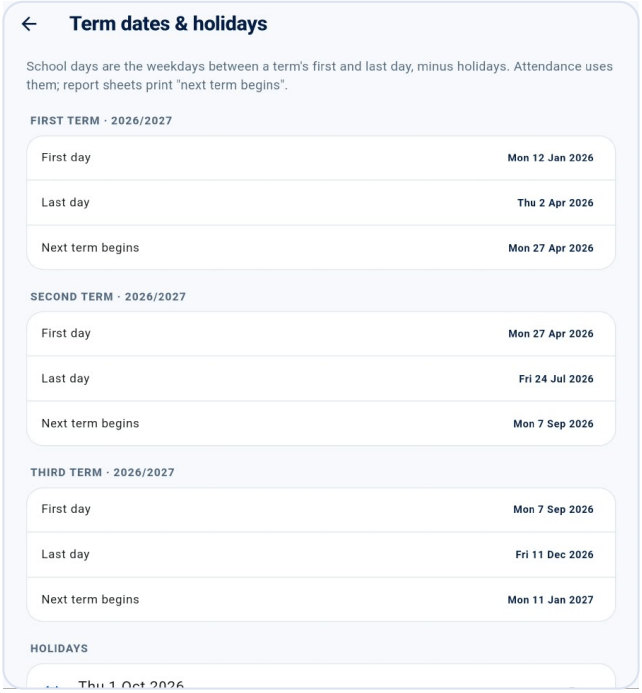
Scores and grade scales.

3.6 Choose the report design and report options

1. **Settings > Assessment & grading > Report sheet.**
2. **Report design:** tap Navy, Light or Print-friendly. **Preview PDF** shows a sample report in that design.
3. **Show position in class:** on or off.
4. **Affective traits and psychomotor skills:** rename, add or remove items (up to six each).
5. **Tap Save settings.** The design is used for report sheets, broadsheets, marksheets and score sheets.

3.7 Set term dates, holidays and the current term

1. **Settings > Term dates & holidays.** Set each term's first day, last day and the date the next term begins.
2. **Add holidays** so they are not counted as school days.
3. **Settings > Current term** to move the school to the next term.



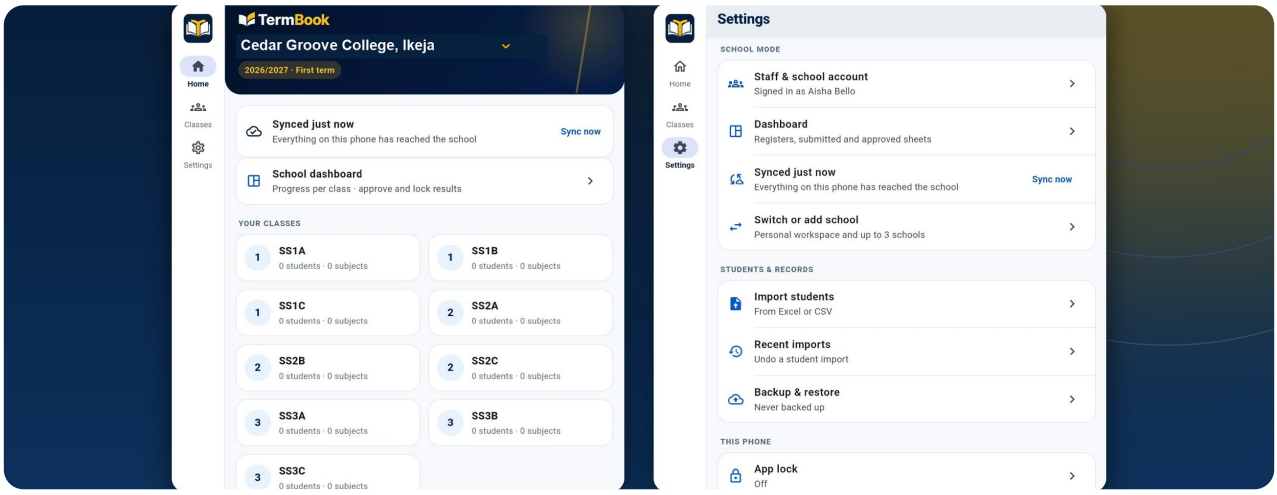
Term dates and holidays.

04

SCHOOL ADMIN

Staff and Invitations

Invite teachers by email and give each one their classes and subjects.



4.1 Invite a teacher

1. **Settings > Staff & school account > Add staff.**
2. **Enter the teacher's email.**
3. **Class teacher of:** choose their class, if any.
4. **Subjects:** tick each class and subject they teach.
5. **Also a school admin:** tick only for people who help run the school.
6. **Tap Send invite.** They get an email and the invite appears in their TermBook.

> i One class teacher per class, and one teacher per subject in each class. An invitation lasts 14 days; you can resend or cancel it from the Staff list.

4.2 Accept an invitation (teacher)

1. **Create your TermBook account** with the email the invite was sent to.
2. **Settings > School mode.** The invitation is listed. Tap **Accept**.

3. **Tap Set up on this phone.** Your classes and score sheets arrive.

4.3 Change a teacher's classes or role

1. **Staff & school account > Staff**, then tap the teacher.
2. **Classes & subjects:** add or remove assignments.
3. **Make school admin / Remove admin role** as needed.

4.4 Remove a teacher

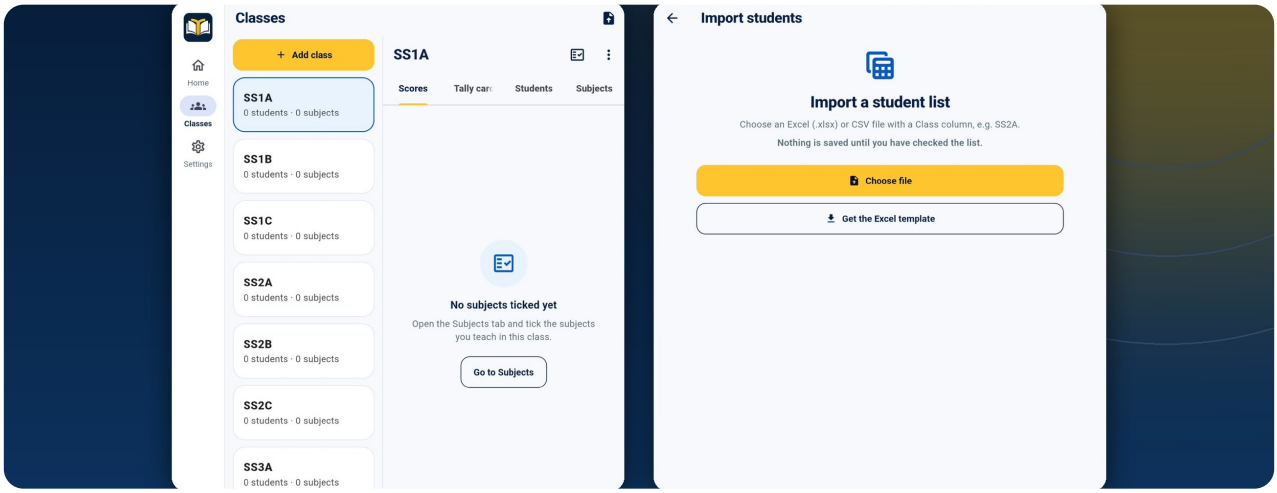
Tap the teacher > **Remove from school**. They lose access at once and the school's records leave their phone. Their past work stays in the school.

05

CLASS TEACHERS

Students

Build and keep the class list. In School mode the class teacher owns it.



5.1 Add one student

1. **Open the class > Students > Add students > Add one student.**
2. **Enter the surname, first name, gender** and, if you have them, admission number, date of birth and a parent's phone.
3. **Save.**

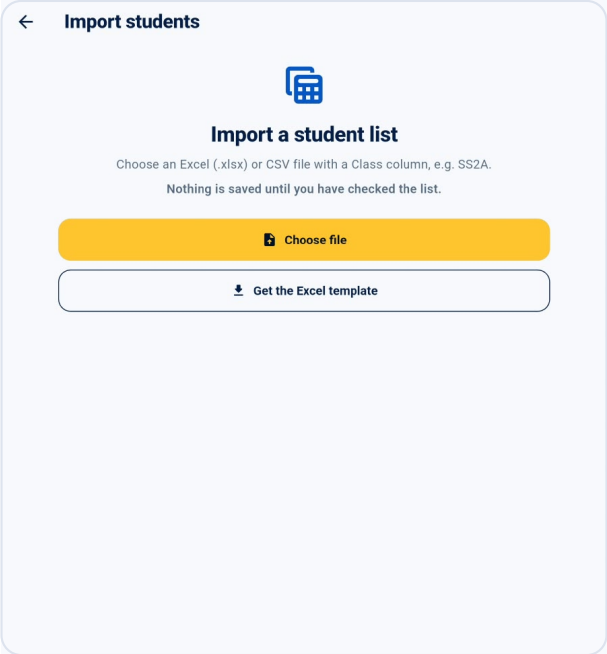
5.2 Paste a list of names

1. **Add students > Paste a list of names.**
2. **Paste** names from WhatsApp, notes or a register, one student per line (surname first).
3. **Check the preview** and tap **Add**.

5.3 Import from Excel or CSV

1. **Add students > Import from Excel or CSV** (or Settings > Import students).
2. **Tap Get the Excel template** if you need one, fill it in, then **Choose file**.

3. **Check the list.** Rows that need fixing are shown in red: tap a row to fix it here.
4. **Tap Import.** Or **Send the file back with errors marked** to whoever made it.



Import students.

Undo an import
Within 24 hours, Settings > Recent imports > **Undo** removes every student that import added.

5.4 Edit, move or remove a student

1. **Students tab > tap the student** to edit their details.
2. **Move to another class** (app bar) moves them, keeping earlier results with the old class.
3. **Remove from class** takes them off the list; a student with scores keeps their records.

5.5 Choose who takes an optional subject

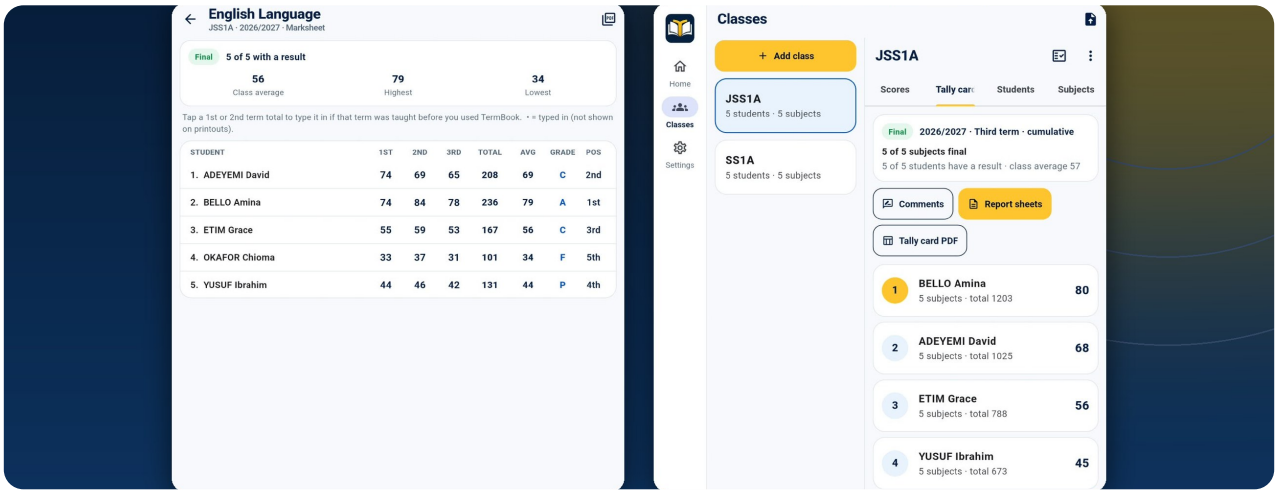
1. **Open the subject's score sheet** and tap **Choose students** in the menu.
2. **Tick the students** who take it and save.

06

SUBJECT TEACHERS

Scores

Enter scores quickly, check them, and hand them in.



6.1 Enter scores

1. **Open the class > Scores** and tap the subject.
2. **Tap a student's cell** (e.g. CA1). The keypad opens.
3. **Type the mark** (half marks allowed, e.g. 17.5). The next cell opens by itself.
4. **ABS** marks an absence, **EXC** an excused student, **Clear** empties the cell.

Totals, grades and positions update as you type. Marks above a part's maximum are shown in red and must be corrected.

6.2 Hand in a sheet

SCHOOL MODE

Submit

Menu > **Submit**. The sheet locks for you and goes to the admin with the next sync.

PERSONAL MODE

Mark as final

Menu > **Mark as final**. Reopen it any time to make changes.

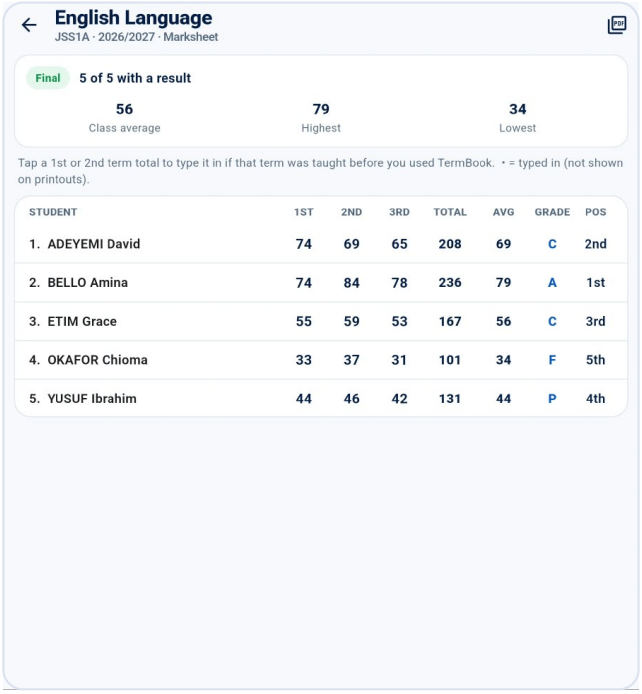
Draft | Submitted | Approved

6.3 Approve, unlock and versions (admin)

1. **Open a submitted sheet > Menu > Approve.** It locks; the school keeps this version.
2. **To correct an approved sheet**, Menu > **Unlock…**, and say why. The subject teacher is told and can change it.
3. **Menu > Versions** shows every approved version and what changed.

6.4 The marksheet and earlier-term totals

1. **Tap Marksheet** on a subject (or Σ on its score sheet) for the whole session.
2. **A student who joined late?** Tap their empty first- or second-term cell and type the total from their old school.



The marksheet.

6.5 Swap scores with a form teacher (Personal mode)

1. **Subject teacher:** open the sheet > Menu > **Send as score file** and share it.
2. **Form teacher:** open the class > Menu > **Import a score file** and choose it. Check the changes and import.

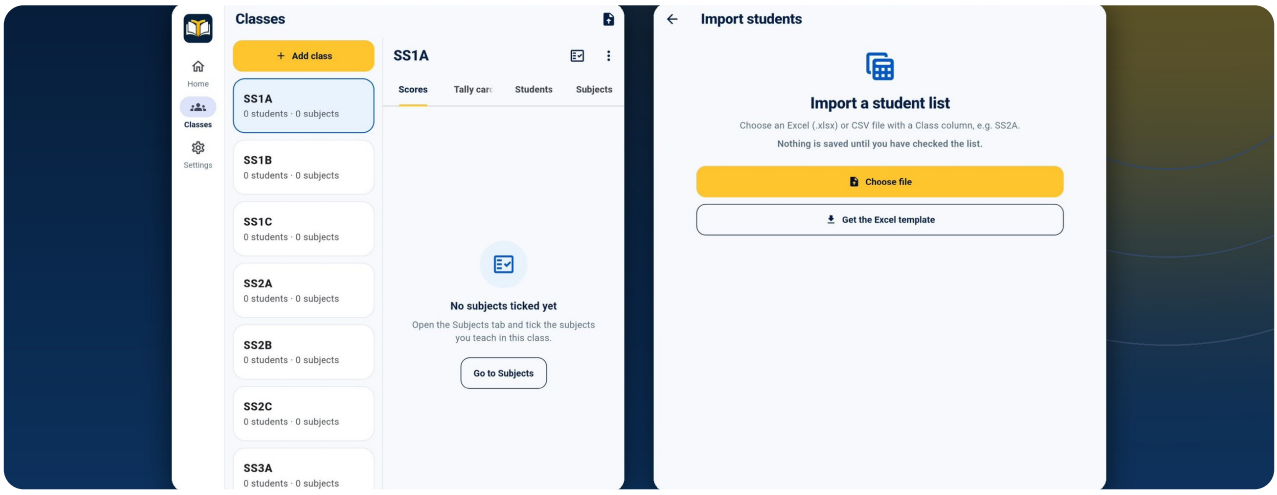
In School mode this is not needed: every teacher's scores reach the school by sync.

07

CLASS TEACHERS

Attendance

A register that takes seconds: everyone starts present.



7.1 Take the day's register

1. **Open the class** and tap the **Attendance** icon (top right).
2. **Tap today.** Everyone starts **present**.
3. **Tap each absent student.** Press and hold a student to mark them **late**.
4. **Tap Save.** The register counts only once it is saved.

> i Term dates must be set first (Settings > Term dates & holidays). In School mode only the class teacher takes the register; the admin can view it.

7.2 Check a student's attendance

Switch the attendance page to **Students** to see each student's days present, absent and late. Students absent three or more days in a row are listed at the top.

08

CLASS TEACHERS

Comments and Assessment

Rate each student, approve a comment, and move through the class one student at a time.

8.1 Open the class list

1. **Open the class > Tally card > Comments & Assessment.**
2. **Check the counter**, e.g. **12 of 35 completed**. Filter by Not started, In progress or Completed.
3. **Set your name and signature** at the bottom, as they print on the report sheets.

8.2 Assess a student

1. **Tap a student.** The page shows their name, admission number, class, term and **Student 4 of 35**.
2. **Tap one box, 1 to 5, for each item.** Tapping another box replaces it. 1 = Needs attention, 2 = Fair, 3 = Good, 4 = Very good, 5 = Excellent.
3. **Read the suggested comment.** It appears once every item is rated and fits the ratings. Edit it, or tap **Suggest another**.
4. **Third term:** choose **Promoted** or **Repeat**.
5. **Tap Save & Next.** The student is marked completed and the next one opens.

Button	What it does
Save & Next	Saves and opens the next student. On the last student it reads **Save & Finish**.
Previous	Saves your changes and opens the previous student.
Save & Return to List	Saves and goes back to the list.

Missing ratings

If an item is not rated, TermBook saves the student as **In progress**, highlights what is missing in red, and stays on that student.

Ratings changed?

If you change ratings after a comment was written, TermBook tells you the comment may need review. It never replaces a comment you edited.

09

PRINCIPAL

Principal's Comments

Review each student's results and approve a comment that fits them.

9.1 Review and approve

1. **Open the class > Tally card > Principal's comments.**
2. **Tap a student.** Read the academic summary: average and grade, position, change since last term, strongest and failed subjects, promotion and the teacher's comment.
3. **Read the suggested comment.** Tap **Suggest another**, or edit it.
4. **Tap Approve & Next.** On the last student, **Approve & Finish** shows how many are approved.

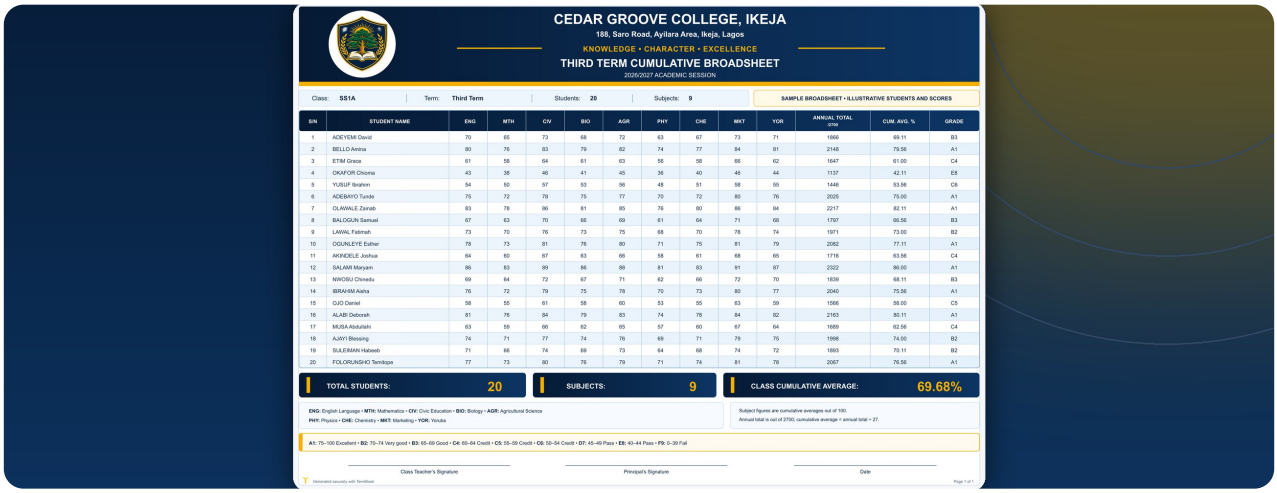
Status	Meaning
Pending	No comment yet.
Draft	Written or edited, not approved.
Approved	Prints on the report sheet.
Needs review	Approved, but the results changed afterwards. Check and approve again.

10

EVERYONE

Printing and Sharing

Print or share report sheets, broadsheets, marksheets and score sheets.



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KNOWLEDGE • CHARACTER • EXCELLENCE

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	48	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

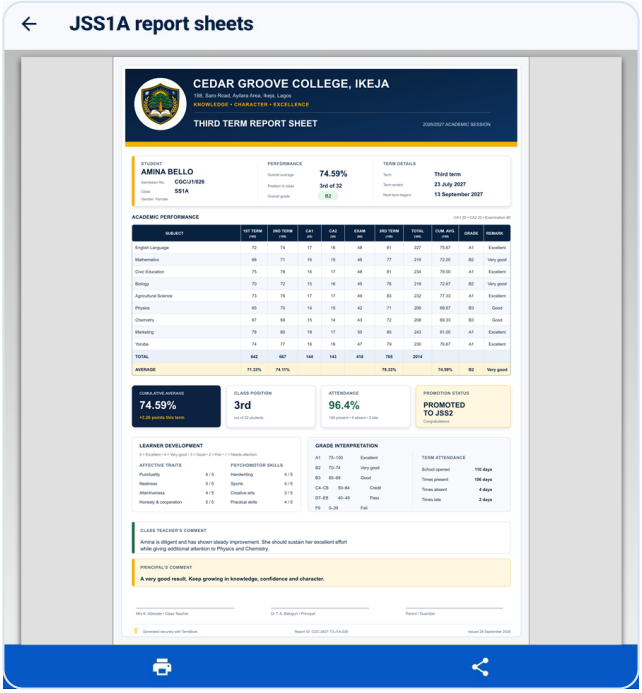
Generated securely with TermBook | Page 1 of 1

10.1 Before you print

The Tally card shows what is missing, e.g. **Before printing: 3 assessments not completed • 5 principal's comments not approved**. Missing items print blank; nothing is invented for them.

10.2 Report sheets

1. **Open the class > Tally card > Report sheets** for the whole class, or tap one student > **Report sheet**.
2. **Check the preview**, then tap the printer to print or the share button to send the PDF (WhatsApp, email, Drive).



A report sheet preview.

10.3 Broadsheet, marksheet and score sheet

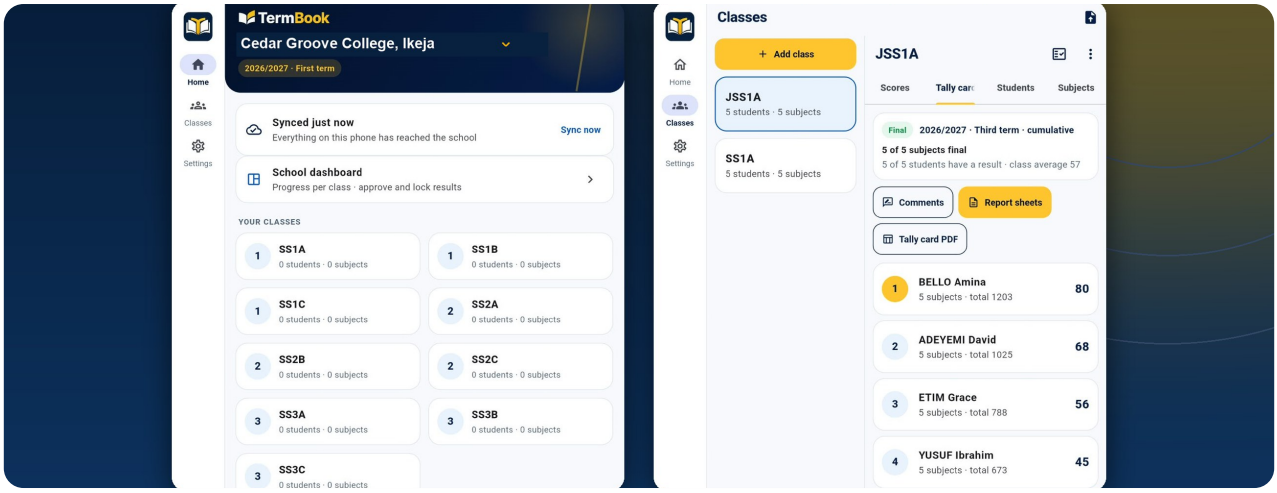
Document	Where
Broadsheet	Tally card > **Broadsheet PDF**.
Marksheet	Scores tab > **Marksheet** on a subject.
Score sheet	Open the sheet > PDF button.

11

SCHOOL ADMIN

The School Dashboard

See the whole school at a glance and approve in bulk.



11.1 Use the dashboard

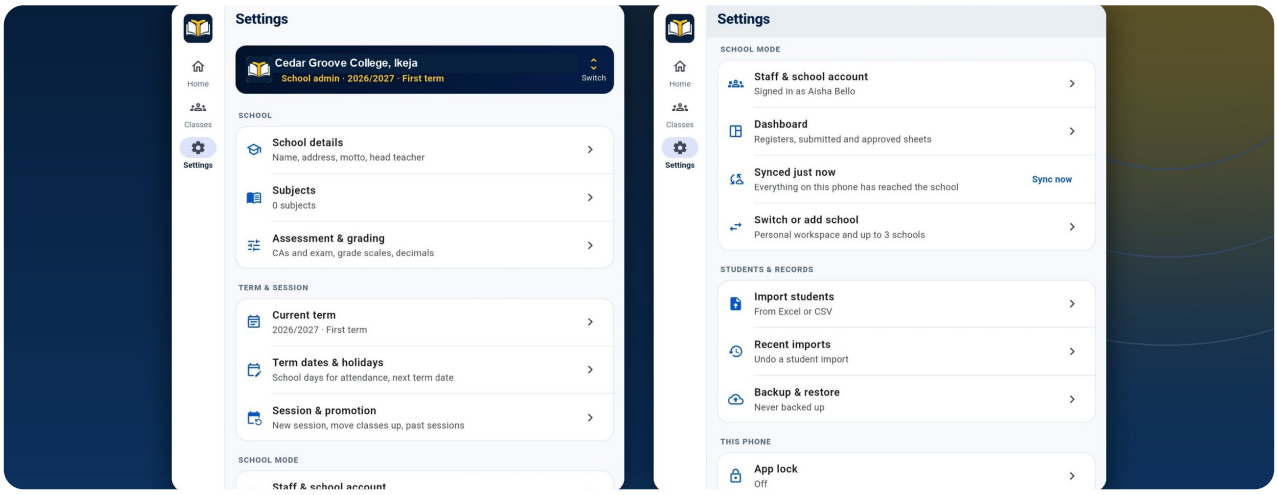
1. **Home > School dashboard** (or Settings > Dashboard).
2. **Each class shows** its students, whether today's register is taken, and every subject as not started, draft, submitted or approved.
3. **Tap a subject** to open its sheet, or a class to open its tally card.
4. **Approve all submitted** for one class, or for the whole school.

12

SCHOOL MODE

Keeping in Sync

Your work reaches the school by itself. Here is how to check it.



12.1 Check and sync

1. **Look at the sync card on Home: Synced just now**, or how many changes are waiting.
2. **Tap Sync now** to send and receive at once.
3. **Offline?** Keep working. Everything is saved on your phone and sends when you are back online.

12.2 Needs attention

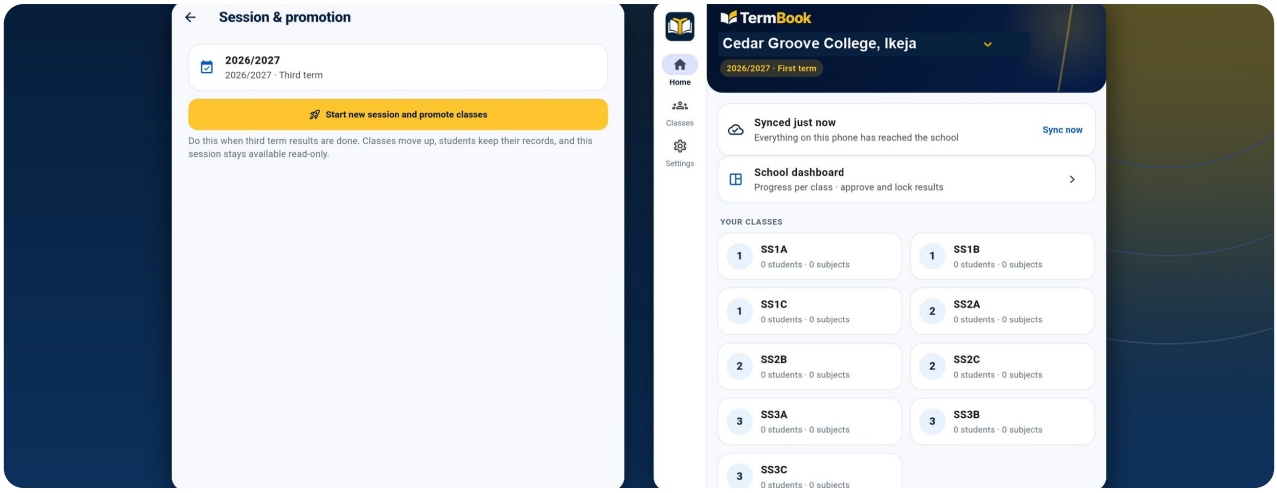
1. **Tap Needs attention** on the sync card.
2. **A clash** (two people changed the same record): choose **Keep mine** or **Use the school's**.
3. **A refusal** (the school did not accept a change, with the reason): tap **Undo** to go back to the school's version.

13

SCHOOL ADMIN

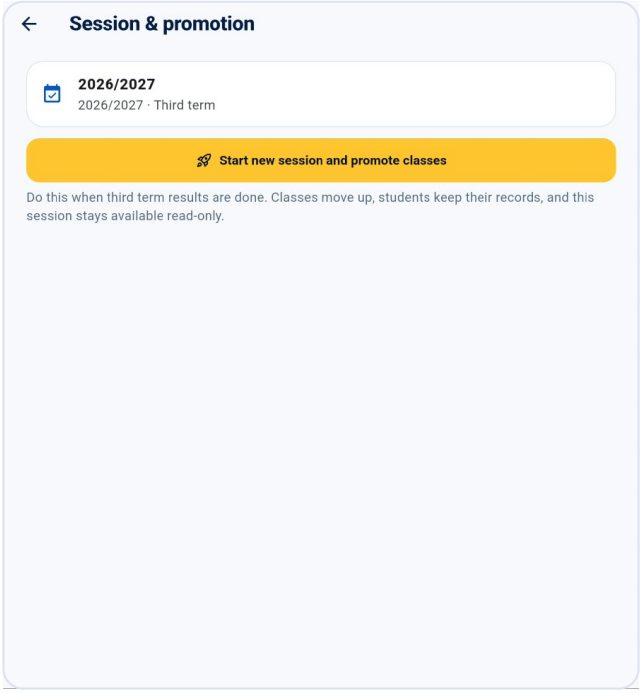
Starting a New Session

Close the session and move every class up in one step.



13.1 Start the new session and promote

1. **Finish third term first:** results approved, comments done, report sheets printed.
2. **Settings > Session & promotion > Start new session and promote classes.**
3. **Check the new session's name** (e.g. 2027/2028) and where each class goes.
4. **Open each class and mark only the exceptions: Repeat** or **Left**. Students marked Repeat on their report are already set.
5. **Tap Start** and confirm. The new session opens in first term.
6. **School mode:** choose **Copy teachers** to give the new classes last session's teachers.



Session & promotion.

13.2 Look at a past session

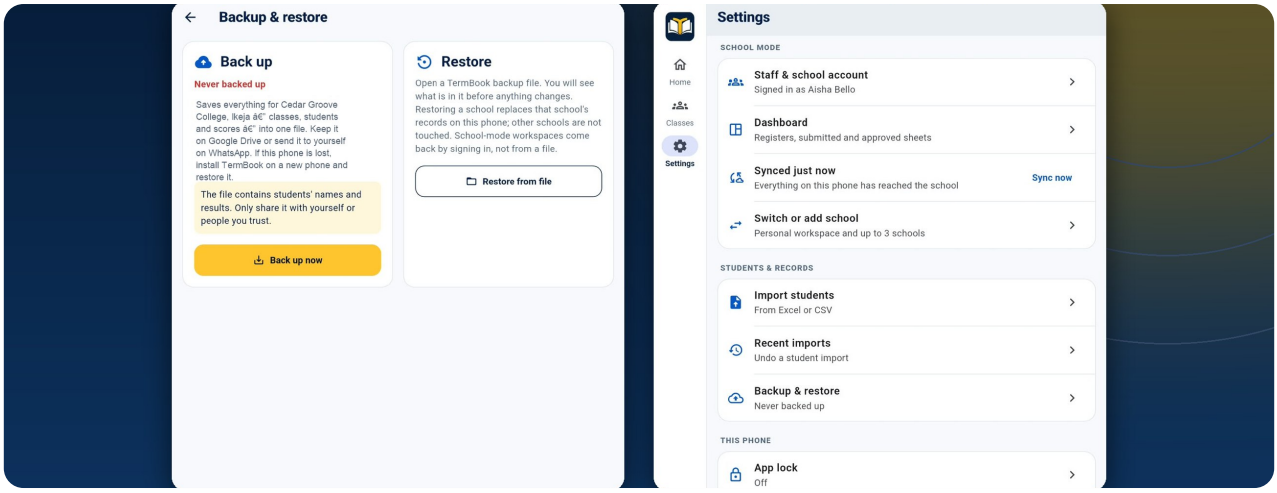
Settings > Session & promotion > tap the old session. Home shows **Viewing 2026/2027 – read-only**; tap **Back** to return. Nothing in a past session can be changed.

14

EVERYONE

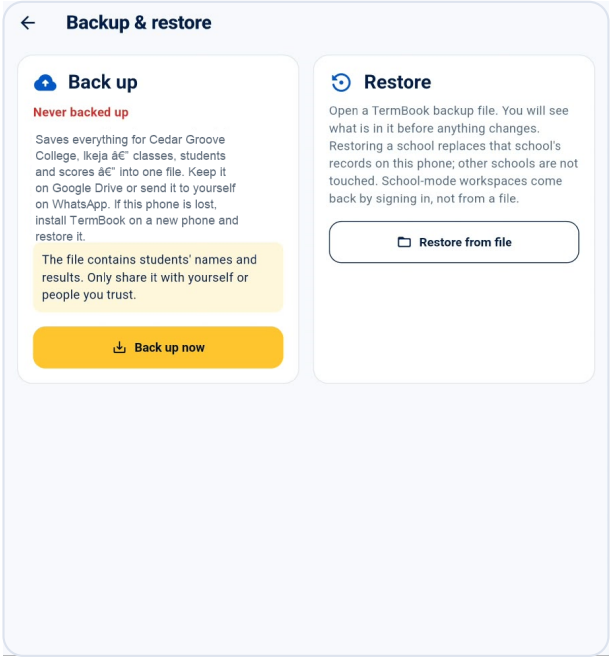
Your Records and Phone

Keep your records safe and your phone secure.



14.1 Back up (Personal mode)

1. **Settings > Backup & restore > Back up now.**
2. **Save the file** to Google Drive or send it to yourself on WhatsApp or email.



Backup & restore.

14.2 Restore on a new phone

1. **Install TermBook** and choose **Restore from a backup file**, or Settings > Backup & restore > **Restore from file**.
2. **Choose the file**, check what is in it, and confirm.

> **School mode**
> School records are not restored from a file. Sign in on the new phone and they download again. Sync before changing phones so nothing is left behind.

14.3 Change your email or password

1. **Settings > School mode > Change email**, enter the new address and the code sent to it.
2. **Forgot password?** on the sign-in screen resets it with a code.

14.4 Troubleshooting

Problem	What to do
A row in Settings shows a lock.	It belongs to the school admin, or you are viewing a past session.
A score sheet says View only.	It is another teacher's subject, it is submitted or approved, or it is a past session.
Attendance asks for term dates.	The admin sets them in Settings > Term dates & holidays.
The comment is not suggested.	Rate every item first; then tap **Suggest**.
A report prints without the principal's comment.	The comment is not approved yet.
My school does not appear.	Accept the invitation in Settings > School mode, then **Set up on this phone**.

TermBook

Scores. Attendance. Results. Offline and online.

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