



Myschools System Set up Check list

Refer system manual for specific procedures.

1. Identify a school that is willing to take up Myschools on testing purposes for a period of 2 months.
2. Open an account for the School. The system will subscribe the school account with 3 months free of System use.
3. Let the school head sign our user agreement and privacy policy
4. Enter Class Information (Class Names, Streams)
5. Enter Subject Names (Biology, History, Mathematics,.. etc for O level. Science, Social Studies, Mathematics, English for Primary School).
6. Fees structure Names e.g Day, Boarding, Scholarship
7. Grading range e.g 80 to 100 D1,75 to 80 D2, 65 to 75 C3, Ect
8. Examination sets e.g Holiday work (HOL),End of Term (EOT), Beginning of Term (BOT), Test One (Test1), Test two (Test2), Test three (Test3), Test four (Test4).
9. Staff Bio data and all relevant Information. Refer Staff data page
- 10.Students data
- 11.Sample receipts and Marks for Testing purposes.
- 12.Run sample reports
- 13.Do necessary corrections
- 14.Discuss reports with management.