

AKORIVA

USER MANUAL

Version 1.0 | School Administrator, Teacher & Family Portal Guide

A complete operational guide for running academic assessment and school workflows with Akoriva.

Who this manual is for

School administrators, teachers, staff responsible for academic records, and families using the approved Akoriva portal.

Product scope

This manual documents the Akoriva v1.0 web application. Features visible to each user depend on role, school configuration and subscription plan.

Document information

Item	Details
Product	Akoriva
Manual version	1.0
Product edition	Akoriva v1.0
Audience	School administrators, teachers and approved family portal users
Website	Akoriva.com
Support	support@akoriva.com
Last updated	October 2026

How to use this guide

New school administrators should read Chapters 1-5 first. Teachers can begin with Chapters 2, 6, 7 and 8. Families can go directly to Chapter 12.

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CHAPTER 1

Introducing Akoriva

Understand the platform, its roles and how the main school workflow fits together.

1.1 What Akoriva does

Akoriva is a school assessment and management platform that connects academic records and everyday school operations. Instead of keeping marks, results, attendance, staff records, finance documents and learner reports in disconnected files, Akoriva brings them into one school workspace.

1.2 Core workflow

Stage	Typical work in Akoriva
Prepare	Set up school details, academic year, classes, subjects, staff and assignments.
Teach & record	Manage attendance, assessments, examination papers and marks.
Process	Calculate results, review grades, prepare reports and finalize a term.
Communicate	Use notifications, announcements, family portal and printable documents.
Operate	Manage fees, payroll, library, promotion and administrative settings.

1.3 User roles

Role	What the role normally does
School administrator	School-wide setup, academic structure, staff, reporting, finance, subscriptions and portal administration.
Teacher / class teacher	Assigned teaching workspace, assessments, marks, attendance, examination content and notifications.
Family / guardian portal user	Views learner information made available by the school through approved portal access.
Platform support administrator	Internal Akoriva support and platform operations. This is not a normal school role.

Important

What you can see depends on your role. If a menu item described in this manual is not visible, your account may not have permission to use it.

1.4 Assessment model

Akoriva supports the standard term workflow used in the project: Class Score + End-of-Term Examination = Total Score. The configured standard scheme uses 30 marks for Class Score and 70 marks for the End-of-Term Examination, producing a total out of 100.

School configuration

Assessment schemes are configurable. Always confirm the active scheme before teachers begin entering marks.

CHAPTER 2

Accounts, sign-in and navigation

Learn how users enter Akoriva, move around the app and keep accounts secure.

2.1 Public homepage

Akoriva.com opens the public product homepage when the user is signed out. From there, new schools can start registration and existing users can sign in. Signed-in school users enter the authenticated dashboard at /dashboard.

2.2 Signing in

1. Open Akoriva and select Sign in.
2. Enter the email address associated with your Akoriva account.
3. Complete the available sign-in method. If Google sign-in is enabled for your account, you may use it instead of a password.
4. After successful authentication, Akoriva opens your role-appropriate workspace.

Account safety

Never share your password, one-time link or authentication code. School administrators should deactivate staff who no longer require access.

2.3 Password recovery

Use Forgot password on the sign-in screen if you cannot remember your password. Follow the reset link sent to the account email, then choose a new password.

2.4 Teacher invitations

Teachers can be invited through the school workflow. Invitation links identify the intended school and account setup flow. The teacher should open the invitation using the email account that will be used for Akoriva.

2.5 Main navigation

On desktop, Akoriva uses a sidebar. On smaller screens, the same modules are presented through a mobile-friendly navigation pattern. The visible modules change according to the user role.

Navigation area	Purpose
Dashboard	School or teacher overview and current activity.

People	Admissions, students, teachers and Staff & HR.
Academics	Classes, subjects, assignments, timetable and teacher workspace.
Assessment	Assessments, exams, question tools, marks, results and finalization.
Operations	Attendance, reports, report cards, analytics and communications.
Administration	Fees, payroll, settings, promotion, portal access, library and subscription.
About Akoriva	Product information and support details.

CHAPTER 3

First-time school setup

Configure the school correctly before entering operational data.

3.1 Recommended setup order

5. Confirm school profile and branding.
6. Create or confirm the academic year and terms.
7. Create classes for the levels the school uses.
8. Review the subject catalogue and activate the subjects taught by the school.
9. Create staff/teacher accounts and profiles.
10. Assign teachers to classes and subjects.
11. Configure the assessment scheme.
12. Add/admit students and enroll them into the correct class/year.
13. Test one teacher workflow before opening the system to all staff.

3.2 School Setup

Use School Setup to maintain school identity and academic controls. Keep the official school name, school code, contact details and logo accurate because these details can appear across reports and documents.

Branding check

Upload the school logo before printing final report cards or formal school documents. Always preview one document after changing branding.

3.3 Academic years

Create the academic year in the school setup workflow and mark the correct year as current. The current academic year determines which records are used by many operational screens.

Do not guess the year

Before entering marks or attendance, confirm the correct current academic year. Incorrect year selection can make records appear missing later.

CHAPTER 4

People and academic structure

Manage students, staff, classes, subjects and teacher responsibilities.

4.1 Admissions

Admissions is the preferred entry point for new learners. Capture the learner details required by the school, then complete the enrollment into the appropriate class and academic year.

4.2 Students

The Students area is used to review and maintain learners already in the school. Keep names, student codes, status and class enrollment accurate. Where enabled, a learner photo can be uploaded and used in school records.

4.3 Teachers and Staff & HR

Teachers manages teaching accounts and teacher-related school access. Staff & HR extends this with staff profile information such as staff code, job title, department, employment type, joining date, contract information and status.

Deactivate instead of deleting history

When a staff member leaves, use the appropriate inactive/status workflow where possible so historical academic records remain understandable.

4.4 Classes

Create only the classes the school actually operates. Akoriva supports Basic 2 through Basic 9 in the current school workflow. Avoid duplicate class names for the same academic structure.

4.5 Subjects

Use Subjects to maintain the subjects offered by the school. Review codes and names carefully so the same subject is not created under multiple spellings or codes.

4.6 Teacher assignments

Assignments connects a teacher to the class and subject they teach for an academic year. These assignments determine what appears in many teacher workflows.

14. Choose the teacher and academic year.
15. Select the class/subject combinations the teacher should handle.

16. Save the assignment set.
17. Ask the teacher to sign in and confirm the expected classes/subjects appear.

If a teacher cannot see a class

Check the teacher assignment first. A valid account without the correct class/subject assignment will not produce the expected teacher workspace.

CHAPTER 5

Academic-year and term preparation

Prepare a clean term before teachers begin recording academic work.

5.1 Term readiness checklist

- Correct academic year is current.
- Terms exist for the academic year.
- Classes and student enrollments are current.
- Teacher assignments are complete.
- Assessment scheme and components are correct.
- Required assessment periods are created/open.
- Exam schedule is prepared where applicable.
- Teachers can sign in successfully.

5.2 Assessment schemes

An assessment scheme defines the components used to build a result. The standard 3-term scheme in the current Akoriva configuration uses Class Score (30) and End-of-Term Examination (70).

5.3 Assessment periods

Assessment periods connect a term, class, subject and assessment scheme. A teacher can enter marks only when the relevant period and permissions are available.

Before opening a period

Verify class, subject, term and scheme. Correcting a wrongly created period after marks have been entered is more difficult than checking it first.

5.4 Timetable and exam schedule

Use Timetable for regular lesson scheduling and Exam Schedule for planned examination sessions. Keep dates, times and class/subject information consistent with the school calendar.

CHAPTER 6

Teacher workspace and daily work

A practical guide for teachers using Akoriva during the term.

6.1 Teacher dashboard

A teacher sees a reduced navigation set focused on teaching work. School-wide administration modules are intentionally restricted.

6.2 Teacher Workspace

Teacher Workspace is the central teaching view. It brings assigned classes, subjects and related academic actions closer together so teachers do not have to navigate school-wide administration areas.

6.3 Daily teacher routine

18. Open the Teacher Workspace and confirm the selected class/subject.
19. Record attendance when required.
20. Review active assessment periods or examination tasks.
21. Enter marks only for the correct assessment component and learner.
22. Save and verify the entered records before leaving the page.
23. Check notifications for school instructions or changes.

6.4 Good data-entry habits

- Confirm the learner before typing a score.
- Do not enter a score above the component maximum.
- Avoid entering marks from memory; use the marked script or approved record.
- Finish one class/subject at a time.
- After bulk entry, scan the list for blanks and unusually high/low values.

Marks are school records

Treat marks entry like an official record. Accuracy at entry prevents disputes and corrections during finalization.

CHAPTER 7

Assessments, examinations and AI tools

Create assessment structures, examination materials and AI-assisted question content.

7.1 Assessments

The Assessments module is where authorized users manage schemes and assessment periods. Teachers normally work with the periods already assigned to their classes and subjects.

7.2 Examination Papers

The Examination Papers area supports preparation of printable examination content. Before printing, review the school, subject, class, instructions, marks allocation and page layout.

7.3 Exam Schedule

Exam Schedule provides the structured examination calendar. Use consistent subject naming and avoid overlapping sessions for the same class.

7.4 AI Question Generator

Akoriva includes an AI-assisted question generation workflow. Use it as a drafting aid: specify the subject, class level and the intended assessment need, then review generated content before using it with learners.

Teacher review is required

AI-generated questions are drafts. A qualified teacher should confirm curriculum relevance, wording, difficulty, correctness and marks before publication or printing.

7.5 Question Bank Review

Use Question Bank Review to inspect generated or saved questions before they become part of an assessment. Remove duplicates, correct unclear wording and ensure the final set matches the learning objective.

CHAPTER 8

Marks, results and term finalization

Move safely from raw scores to official term results.

8.1 Marks Entry

Marks Entry is where scores are recorded against students and assessment components. The page validates component limits and is tied to the selected assessment period.

24. Select or open the correct assessment period.
25. Confirm the component maximum shown on screen.
26. Enter each learner score carefully.
27. Save the marks.
28. Re-open or review the list to confirm the saved values.

8.2 Results

Results combines the available score components into a total and applies the configured grading logic. Review the class list before using results in reports or term finalization.

8.3 Result review

Check	Why it matters
Missing score	May create an incomplete or misleading total.
Score above component maximum	Usually indicates entry or configuration error.
Unexpected grade	Check the total and grading boundaries.
Wrong class/subject	Confirm the assessment period and teacher assignment.
Duplicate learner record	Check enrollment and period setup before finalization.

8.4 Term Finalization

Term Finalization is the control point for closing an academic term after results are complete. Closing a term is intended to protect completed records from routine changes.

Before closing a term

Confirm all expected marks, results, attendance and report-card information first. Finalization should be the last academic step, not a way to hide incomplete work.

8.5 Reopening a term

Authorized administrators can reopen a closed term when a genuine correction is necessary. Record the reason within the school's administrative process, make the minimum required correction, then review and close the term again.

CHAPTER 9

Attendance, reports and analytics

Use recorded school data to monitor learners and produce useful outputs.

9.1 Attendance

Attendance records daily learner presence/absence information. Use a consistent school process for when attendance is taken and who is responsible for correcting errors.

9.2 Reports

Reports provides school and academic summaries based on the data already stored in Akoriva. Select the correct class, term and academic year before relying on a report.

9.3 Report Card

Report Card produces learner-level academic reporting. The output depends on student enrollment, result records, school branding and the selected term/year.

Print preview

Generate one report card and inspect it before producing a full class set. Check school logo, learner name, scores, grade, remarks and page layout.

9.4 Analytics

Analytics provides summarized indicators such as academic performance and attendance trends. Analytics is most useful when the underlying marks, enrollments and attendance records are complete.

Interpretation matters

Analytics should support professional judgement, not replace it. Investigate unusual values before making decisions from a single indicator.

CHAPTER 10

Fees, payroll and finance documents

Operate the school finance features without mixing financial and academic records.

10.1 Fees & Finance

Fees & Finance supports school fee workflows and related financial records. Use the school's approved fee structure and ensure payments are attributed to the correct learner/account.

10.2 Fee Statements

Fee Statements provides printable or reviewable fee information. Check learner identity, period, charges, payments and balance before issuing a statement.

10.3 Payroll

Payroll supports staff pay records and payslip generation. Review staff identity, pay period and figures before generating or distributing a payslip.

Financial privacy

Fee and payroll information should be accessed only by authorized staff. Avoid sharing financial documents in open groups or on shared public devices.

10.4 Subscription & Billing

Subscription & Billing shows the school's Akoriva plan and billing state. The available plans in the current product foundation are Starter, Growth, Professional and School Plus.

Plan	Term price	Annual price	Student limit
Starter	GHS 500	GHS 1,350	150
Growth	GHS 900	GHS 2,430	400
Professional	GHS 1,500	GHS 4,050	800
School Plus	GHS 2,500	GHS 6,750	1,500

Billing status

Trial, active, grace-period, read-only and other billing states may affect what a school can do. Payment activation should only occur through trusted server/payment processes.

CHAPTER 11

Communications, library and administration

Manage school-wide operational tools beyond assessment.

11.1 Notifications

Notifications surfaces important system or school events for the signed-in user. Review notifications regularly, especially around assessment deadlines, school announcements and administrative changes.

11.2 School Communications

School Communications supports school announcements and staff-facing messages. Keep announcements clear, dated and relevant. Avoid publishing sensitive learner information through broad announcements.

11.3 School Library

School Library supports library records and loan workflows. Use the correct borrower and item record when issuing or returning a resource. Review overdue items regularly.

11.4 Student Promotion

Promotion moves eligible students forward in the school structure for the next academic period. Complete term results and review class lists before promotion.

Promotion is a major operation

Verify the destination class and academic year before confirming promotion. Keep a school-approved list of exceptions such as repeaters or transfers.

11.5 Administration

Administration contains higher-level school controls. Access should be limited to staff who are responsible for school configuration and user management.

11.6 About Akoriva

The About Akoriva page identifies the product version, website and support contact. Use it when you need to confirm the product or find the official support address.

11.7 Ask Akoriva and Support

Akoriva includes built-in assistance tools. Ask Akoriva is intended for contextual product help, while Support can be used to raise a tracked issue that needs Akoriva support staff.

When reporting a problem

Describe what you were doing, the page name, what you expected, what happened instead, and any visible error message. Do not include passwords or authentication codes.

CHAPTER 12

Family portal and portal access

Give families controlled access without exposing the school administration workspace.

12.1 Portal Access for school administrators

Portal Access is the school-admin area used to create or manage approved family access. Access should be linked to the correct learner and guardian account.

12.2 Guardian sign-in

A guardian uses the portal login flow rather than the staff dashboard. Once access is claimed/approved, the portal shows learner information permitted by the school.

12.3 What families should expect

- A separate portal experience from the staff application.
- Access only to linked learner information.
- School-controlled visibility of available data.
- No access to staff administration, marks-entry controls or school setup.

School responsibility

Before giving portal access, verify the guardian identity and the learner relationship according to the school's policy.

CHAPTER 13

Subscription, security and data practices

Protect school accounts and understand the main access controls.

13.1 Role-based access

Akoriva separates capabilities by role. Teachers have a narrower workspace than school administrators. Family users enter the portal rather than the staff application.

13.2 School-scoped data

The application is designed so school users work with records belonging to their school. Database row-level security and school membership checks are part of the access model.

13.3 Student photos and school branding

Student photos and school logos should be treated as school data. Upload only appropriate files and do not expose storage links publicly. Modification rights are restricted to authorized school roles in the current security setup.

13.4 Account hygiene

- Use an individual account for each staff member.
- Deactivate accounts when staff leave or no longer need access.
- Use strong passwords and secure email accounts.
- Never send passwords or reset links through public groups.
- Sign out when using a shared computer.
- Do not leave printed learner/financial documents unattended.

13.5 Subscription states

A school may be in trial, active, grace period, read-only, expired or cancelled billing states. Some states may limit write access until the subscription is restored.

Data protection

Security is shared between the platform and the school. Correct permissions cannot protect information that staff intentionally copy into unsafe channels.

CHAPTER 14

Troubleshooting and support

Resolve common problems quickly and know when to contact Akoriva Support.

14.1 Quick troubleshooting table

Problem	What to check first
Page not found	Confirm the route/link and refresh after a new application build.
Teacher cannot see class/subject	Check teacher assignment, academic year and teacher account status.
Student missing from class	Check student enrollment and academic year.
Cannot enter marks	Check assessment period, term status, assignment and component configuration.
Results look wrong	Check raw component scores, total and grading boundary.
Report card missing information	Check enrollment, results, term/year selection and school branding.
Portal user cannot see learner	Check portal access link, learner relationship and portal status.
Sign-in problem	Confirm email, account status and password/reset flow.
Subscription limits work	Check Subscription & Billing state and plan.
Mobile layout problem	Refresh, rotate once if needed, or try current Chrome/Edge while reporting the screen name.

14.2 Before contacting support

- Refresh the page once.
- Sign out and sign in again if the problem is account-related.
- Confirm the correct academic year/term/class.
- Write down the exact error message.
- Note which user role is affected.
- Check whether another authorized user can reproduce the problem.

14.3 Creating a useful support ticket

Use the built-in Support tool where available. A strong ticket includes a short title, clear category, what you were doing, the expected result, the actual result, and any error message. Do not include passwords, authentication tokens or private credentials.

Official support

Akoriva support email: support@akoriva.com

CHAPTER 15

Operational checklists and best practices

Use these checklists to keep the school workspace accurate throughout the year.

15.1 Start-of-year checklist

- Confirm school profile and logo.
- Create/activate the academic year.
- Create classes and subjects.
- Update staff and teacher accounts.
- Assign teachers.
- Admit/enroll students.
- Configure assessment scheme.
- Test reporting with sample data before the first assessment.

15.2 Start-of-term checklist

- Confirm term and current academic year.
- Review student enrollments.
- Review teacher assignments.
- Create/open assessment periods.
- Confirm timetable and exam schedule.
- Notify teachers of marks deadlines.

15.3 End-of-term checklist

- All expected marks entered.
- Missing scores investigated.
- Results reviewed.
- Attendance completed.
- Report cards previewed.
- Required reports generated.
- Corrections completed.
- Term finalized only after approval.
- Back-office promotion planning started where applicable.

15.4 Daily administrator habits

- Check dashboard and notifications.
- Resolve failed/incomplete staff access promptly.
- Keep class/subject/teacher assignments current.
- Review support tickets and important announcements.
- Avoid editing structural data during active marks entry unless necessary.

15.5 Daily teacher habits

- Check assigned workspace.
- Record attendance on time.
- Enter marks from approved source records.
- Review saved scores before leaving the page.
- Read school notifications.
- Report system issues early rather than waiting until finalization.

Appendix A - Grading reference

The current grading scale supplied for the Akoriva school workflow is:

Grade	Score range	Description
1	90-100	Excellent
2	80-89	Very Good
3	70-79	Good
4	60-69	Grade 4
5	55-59	Grade 5
6	50-54	Grade 6
7	40-49	Grade 7
8	35-39	Grade 8
9	0-34	Fail

School policy

If the school or authority changes its grading policy, update the configured grading logic before using the new scale for official results.

Appendix B - Glossary

Academic year: The school year used to group classes, enrollments, terms and academic records.

Assessment component: A scored part of an assessment scheme, such as Class Score or End-of-Term Examination.

Assessment period: The term/class/subject context in which marks are entered and results produced.

Class score: The continuous/school-based score component in the standard Akoriva scheme.

Enrollment: The link placing a student in a class for an academic year.

Finalization: Closing a term after academic records have been reviewed.

Guardian portal: The separate family-facing area for approved learner information.

RLS: Row Level Security - database rules used to restrict which records a user can read or change.

Teacher assignment: The link between a teacher, class, subject and academic year.

Read-only: A state where records can be viewed but changes may be restricted.

Report card: A learner-level term report generated from academic records.

Support ticket: A tracked request for help submitted to Akoriva Support.

Appendix C - Quick-reference workflows

C.1 Add a new teacher

29. Create/invite the teacher account.
30. Complete the Staff & HR/teacher profile as required.
31. Assign the teacher to the correct class and subject.
32. Ask the teacher to sign in and verify the workspace.

C.2 Add a new student

33. Open Admissions.
34. Enter learner details.
35. Create/confirm student code.
36. Enroll the learner into the correct class and academic year.
37. Upload a learner photo if the school uses photos.
38. Verify the learner appears in the class list.

C.3 Enter and verify marks

39. Open the correct assessment period.
40. Confirm class, subject and component maximum.
41. Enter scores.
42. Save.
43. Review for blanks/outliers.
44. Open Results and verify totals/grades.

C.4 Produce report cards

45. Confirm results are complete.
46. Confirm school logo/profile.
47. Open Report Card.
48. Select academic year, term, class and learner(s) as required.
49. Preview one report.
50. Correct any source data problem.
51. Generate the final set.

C.5 Close a term

52. Check marks completion.
53. Review results and grades.
54. Complete attendance.
55. Generate/preview report cards and required reports.
56. Obtain school approval.
57. Use Term Finalization to close the term.

Need help?

Use the built-in Support tool or contact support@akoriva.com

[Akoriva.com](https://akoriva.com)

Akoriva v1.0

School assessment and management, simplified.