

Easy School Management — User Manual

For Odoo 19 · Version 19.0.1.0.0

A step-by-step guide for the people who run the school office: registrars, class teachers, examination staff and the accounts desk.

How to use this manual

You do **not** need to read this from cover to cover.

- **Setting up a brand-new school?** Read Chapter 1, then Chapter 2. That is your first morning.
- **Doing one job today?** Jump to its chapter. Each one is self-contained.
- **Stuck?** Chapter 16 lists the questions people actually ask.

Throughout the manual:

Menu path is written like this: **School → Students → Students**. That means: click the **School** app, then the **Students** menu, then the **Students** item inside it.

Anything in **bold** is a button or a field you can see on screen.

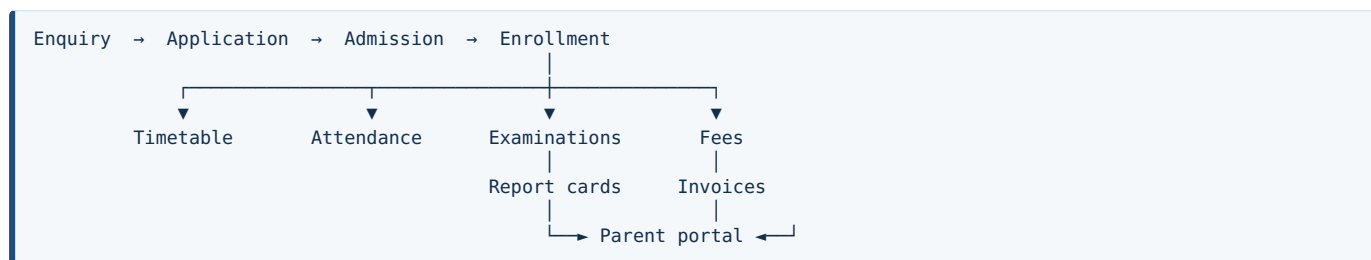
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1. Before you start

1.1 What this module does

It runs the whole life of a student in one place:



Three things are worth knowing before you touch anything:

1. **Fees are real invoices.** Every fee you charge is an ordinary Odoo customer invoice. Your accountant sees it in Accounting exactly like any other. Nothing is kept in a separate, private ledger.
2. **Teachers are ordinary employees.** They live in the Employees app, so contracts, leave and appraisals all keep working normally.
3. **Nothing is ever deleted.** A student who leaves is *archived*, so you can still print their transfer certificate three years later.

1.2 Who can do what

Your Odoo administrator gives each person one or more roles. **Settings → Users & Companies → Users**, open a person, and tick the roles they need under **School**.

You do not have to do this for yourself. Anyone who is an **Odoo Administrator** is automatically a **School Administrator**, from the moment the module is installed. So the person who installs it can start work straight away.

Role	What it lets them do
School User	Look things up. Sees students, classes and the timetable. Changes almost nothing.
Front Desk / Registrar	Applications, admissions, student and guardian records, circulars, receipts.
Teacher	Mark attendance and enter marks — for their own sections and subjects only . Set homework. Write behaviour notes.
Class Teacher	Everything a teacher can do, plus the full profile of their own section, and approving that section's leave.
Examination Controller	Build exams, approve and publish results.
School Accountant	Fee structures, concessions, invoicing, collections.
Principal	Sees every student, every register and every report. Can correct a locked register.
School Administrator	Everything, plus configuration and the yearly promotion. Given automatically to every Odoo Administrator.

Roles stack. Give one person "Class Teacher" and they automatically get everything "Teacher" and "School User" can do — you do not tick all three.

Tip for small schools. One person often does several jobs. Just tick several roles for them. That is what they are for.

1.3 Finding your way around

Click the **School** app. The menus along the top are, in the order you will use them:

Dashboard · Students · Admissions · Academics · Attendance · Examinations · Fees · Staff · School Life · Reporting · Configuration

If a menu is missing, you do not have the role for it. That is normal — ask your administrator.

1.4 Every menu, in one place

Use this as a map. The chapter that explains each one is on the right.

Menu	What it is for	Chapter
Dashboard	The whole school on one screen	14
Students → Students	The student master record	5
Students → Guardians	Every guardian, and which children they belong to	5.4
Students → Enrollments	Which child is in which class this year	6
Students → Documents	The document checklist across all students	5.5
Students → Alumni	Students who have left	5.7
Admissions → Applications	The admissions pipeline	4
Admissions → Waiting List	Applicants queued for a seat	4.7
Admissions → Promote Students	The end-of-year rollover	6.3
Academics → My Timetable	A teacher's own periods — grid or list	7.4
Academics → Timetable	Building the timetable — list or grid view	7.2
Academics → Subject Allocation	Who teaches what, where	3.2
Academics → Substitutions	Covering an absent teacher	7.5
Academics → Homework	Setting and tracking homework	12.3
Attendance → Mark Attendance	The daily register	8.1
Attendance → Attendance Records	Looking at what was marked	8.3
Attendance → Leave Requests	Approving absences	9
Attendance → Holidays	The school calendar	2.2
Examinations → Examinations	Exam sessions — board or list view	10.2
Examinations → Schedule	The datesheet — grid or list view	10.3
Examinations → Enter Marks	Marks for one paper, one class at a time	10.5
Examinations → Results	The marks sheet — grid, list, pivot or graph	10.5
Examinations → Report Cards	Totals, grades and ranks	10.8
Examinations → Print Report Cards	Printing them in bulk	10.8
Fees → Fee Structures	What a grade costs	11.2
Fees → Installments	When each share falls due	11.3
Fees → Fee Cards	What one child owes	11.4
Fees → Generate Invoices	Bulk invoicing	11.6
Fees → Fee Invoices	Every fee invoice	11.7
Fees → Payments	Money received	11.7
Fees → Concessions	Discounts and scholarships	11.5
Fees → Defaulters	Who owes money	11.8
Staff → Teachers	Teaching staff	3
School Life → Activities	Trips, sports day, PTA	12.1
School Life → Activity Consents	Consent replies	12.1
School Life → Circulars	Notices to families	12.2
School Life → Behaviour Notes	Conduct, good and bad	12.4
School Life → Complaints	The complaint register	12.5
Reporting → Enrollment Analysis	Roll numbers over time	15
Reporting → Admission Funnel	Where applicants come from	15
Reporting → Attendance Analysis	Attendance, sliced any way	8.3
Reporting → Results Analysis	Results, sliced any way	10.10

Reporting → Result Analysis	Results, sliced any way	10.10
Reporting → Fee Analysis	Money, sliced any way	11.10
Configuration → Setup Assistant	First-morning setup	2.1
Configuration → Settings	School-wide policy	17
Configuration → Calendar → Academic Years	Years and their terms	2.2
Configuration → Calendar → Terms	Terms on their own	2.2
Configuration → Calendar → Holidays	Non-teaching days	2.2
Configuration → Calendar → Periods	The bell schedule	7.1
Configuration → Structure → Stages	Primary / Middle / Secondary	2.2
Configuration → Structure → Classes	Your grades	2.2
Configuration → Structure → Sections	Divisions of a grade	2.2
Configuration → Structure → Subjects	What is taught	2.2
Configuration → Structure → Rooms	Classrooms, labs, halls	2.2
Configuration → Structure → Houses	Sports houses	2.2
Configuration → Assessment → Grade Scales	How marks become grades	10.7
Configuration → Assessment → Examination Types	Unit test, mid-term, final	10.1
Configuration → Records → Document Types	The admission checklist	5.5
Configuration → Records → Student Tags	Free labels for students	5.1

2. Setting up your school (first morning)

Do this **once**, before you enter a single child.

2.1 The quick way — the Setup Assistant

The assistant creates the academic year, its terms, the school stages, the grades, the sections, a bell schedule, a grading scale and a document checklist. About two minutes.

1. Go to **School → Configuration → Setup Assistant**.
2. Fill in the top box, **Academic Year**:
 - **Academic Year** — a name people recognise, e.g. 2026-2027 .
 - **Code** — a short version used in admission numbers, e.g. 2026 .
 - **Date Start / Date End** — when your school year opens and closes.
 - **Terms** — two, three or four.
3. Fill in **Structure**:
 - **Lowest Grade / Highest Grade** — e.g. 1 to 10.
 - **Sections per Grade** — type the letters separated by commas: A,B .
 - **Seats per Section** — your normal class size, e.g. 40.
4. Fill in **Timetable**:
 - **Periods per Day, First Period Starts, Period Length**.
 - Breaks after the third and sixth periods are added for you.
5. Leave **Create a Grade Scale** and **Create the Document Checklist** ticked unless you already have your own.
6. Click **Set Up the School**.

A green box lists everything that was created. Anything that already existed is left alone, so running it twice is harmless.

2.2 Check and adjust

The assistant makes sensible guesses. Spend ten minutes correcting them.

Classes

School → Configuration → Structure → Classes

Open each grade and check the **Stage** (Primary / Middle / Secondary) and the **Minimum Attendance %** required to sit an exam.

Sections

School → Configuration → Structure → Sections

Give every section a **Class Teacher** and a **Classroom**. A section with no class teacher cannot have its register marked, and the dashboard will nag you about it.

Subjects

School → Configuration → Structure → Subjects

The assistant creates none — add yours. For each subject set:

- **Code** — short, e.g. MATH . It appears on report cards.
- **Type** — Core, Elective, Co-curricular or Optional.
- **Maximum Marks** and **Pass Marks**.
- **Taught In** — tick every grade that studies it.
- For an elective, set an **Elective Group** (e.g. Second Language). Two subjects in the same group means "pick one of these", and the system will stop a child choosing both.

Holidays

School → Configuration → Calendar → Holidays

Add your term breaks and public holidays now. This matters more than it looks: holidays are excluded from every attendance percentage. Skip this and every child appears to have poor attendance.

2.3 Tell the system about your school

School → Configuration → Settings

Work down the page once. The important ones:

- **Government ID Label** — what the national ID is called where you are (Aadhaar, Emirates ID, NIN...).
- **Principal** — printed above the signature line on certificates.
- **Admission Number Format** — see 5.2.
- **Working Days** — comma-separated weekday numbers, **Monday = 0**. Monday-Friday is `0,1,2,3,4`. A Gulf school would use `6,0,1,2,3`.
- **Attendance Mode** — *Once a day* or *Period by period*. Start with once a day; you can change later.
- **Attendance Threshold** — the percentage below which a child appears on the defaulter list. 75% is typical.

Click **Save**.

3. Adding your teachers

A teacher is an ordinary Odoo employee with one box ticked.

1. Go to **School → Staff → Teachers**.
2. Click **New**.
3. Enter the **Employee's Name**.
4. Tick **Is a Teacher**. A **Teaching** tab appears.
5. In the **Teaching** tab, fill in what you know:
 - **Teacher Code**, **Qualification**, **Teaching Licence** and its expiry.
 - **Subjects** — the subjects this person is qualified to teach.
6. Click **Save**.

Repeat for each teacher. You do not have to fill everything in on day one.

3.1 Giving a teacher a login

A teacher only needs a login if they will mark attendance or enter marks themselves.

1. Ask your Odoo administrator to create a user for them (**Settings → Users & Companies → Users**, then **New**).
2. Tick the **Teacher** (or **Class Teacher**) role under **School**.
3. On the employee record, set the **Related User** field to that user.

That last step is what connects the person to their timetable and their sections. Without it, "My Timetable" will be empty.

3.2 Saying who teaches what

This is the single most important piece of setup, because it decides who is allowed to mark whose register.

1. Go to **School → Academics → Subject Allocation**.
2. Click **New** and fill the row:
 - **Section** — e.g. Grade 4-A.
 - **Subject** — e.g. Mathematics.
 - **Teacher**.
 - **Planned / Week** — how many periods a week it should get.
3. Press **Enter** to start the next row. Keep going until every section has every subject allocated.

Why it matters. A teacher can only mark attendance for a section they are the class teacher of, or have a subject allocation in. They can only enter marks for subjects they are allocated. Get this right and the permissions look after themselves.

4. Admissions — from enquiry to a confirmed place

4.1 Recording an enquiry

1. Go to **School → Admissions → Applications**.
2. Click **New**.
3. Fill in the essentials — the rest can wait:
 - **Applicant's full name**
 - **Guardian, Telephone** (both required)
 - **Applying For** — the grade
 - **Academic Year**
 - **Source** — walk-in, website, referral... Be honest here; it is the only way to find out later which advertising actually worked.
4. Click **Save**.

The application gets a reference like `APP/2026/0001` automatically.

4.2 Moving it along

The buttons across the top follow the real process. Click them in order as things happen:

Button	When you click it
Start Review	You have the papers and are looking at them
Schedule the Entrance Test	A test date is agreed
Schedule the Interview	An interview is agreed
Offer a Place	You are offering the child a seat
Confirm Admission	The family has accepted

You can also **Waitlist**, **Refuse** or **Withdraw** at any point.

The coloured board at **School → Admissions → Applications** (the squares icon) shows every application as a card in a column per stage. Drag a card to a new column to move it along.

4.3 The entrance test

1. Open the application and go to the **Assessment** tab.
2. Set the **Entrance Test** date and the **Test Venue**.
3. After the test, enter the **Test Score** and the **Out Of** figure.

The **Test %** and the **Merit Rank** are worked out for you. The rank is the child's position among everyone applying for the same grade in the same year.

To print the whole merit list: **Dashboard → Reports → Admissions → Entrance Merit List**.

4.4 Charging an admission fee

1. On the application, open the **Admission Fee** tab.
2. Choose the **Admission Fee** product and the **Amount**.
3. Click **Offer a Place**. An invoice is raised automatically.
4. When the family pays, register the payment on that invoice as normal.

If you want the system to *insist* the fee is paid before the place is confirmed, turn on **Require the Admission Fee Before Confirming** in Settings.

4.5 Confirming the admission

1. Choose the **Offered Section** on the application. This is required.
2. Click **Confirm Admission**.

In one step this creates:

- the guardian's contact (or reuses the existing one if the family is already known to you),
- the **student** record with an admission number,
- the **enrollment** in the chosen section,
- the **document checklist**,
- the **fee card**, if the grade has a fee structure.

You land on the new student record.

4.6 Refusing an application

Click **Refuse**. You *must* pick a **Reason** — no seats, did not meet the standard, documents not provided, and so on.

This is not bureaucracy. The refusal analysis report is only useful if the reasons are recorded, and "why do we lose applicants?" is a question every principal asks in the summer.

4.7 The waiting list

Click **Waitlist** on an application. It is given a position number. See the queue at **School → Admissions → Waiting List**.

5. Students — the master record

5.1 Finding a student

School → Students → Students.

Type in the search box at the top. It searches the **name**, the **admission number** and the **guardian's name** all at once — so if a parent telephones and gives their own name, you will still find the child.

The buttons above the list switch between: * **cards** (with photographs — good for a new class teacher), * **list** (good for scanning and exporting), * **graph / pivot** (good for counting).

Down the left are ready-made filters: **Fee Defaulters**, **Low Attendance**, **Documents Outstanding**, **My Section**, and more.

5.2 Admission numbers

These are allocated automatically, once, when a student is admitted. You never type one.

The format comes from the **Admission Number Format** setting at **School → Configuration → Settings**. The default gives 2026/0001, 2026/0002 ... and the counter restarts each academic year, which is how most schools quote them.

5.3 Adding a student by hand

Most students arrive through Admissions (Chapter 4). To add one directly:

1. **School → Students → Students**, then click **New**.
2. Enter the **Full Name**. Add a photograph if you have one.
3. Fill the **Personal** tab — date of birth, gender, contact details.
4. Go to the **Guardians** tab and add at least one guardian (see 5.4).
5. Click **Admit**. The admission number is allocated and the document checklist is created.
6. Create the enrollment (Chapter 6).

5.4 Guardians

In the **Guardians** tab, click **Add a line** for each parent or guardian:

- **Guardian** — pick an existing contact or type a new name.
- **Relationship** — father, mother, legal guardian...
- **Primary Contact** — the person you telephone first. Gets absence notices. **One per child.**
- **Billing Contact** — the person the fee invoices are addressed to. **One per child.**
- **May Collect the Child** — the gate staff are asked this daily.
- **Portal Access** — tick to let them see the parent portal.

The first guardian you add is made primary and billing automatically. You only have to think about it when there are two.

Siblings are found for you: two children sharing a guardian are shown as siblings on each other's record. That is what a sibling fee concession is based on.

5.5 The document checklist

The **Documents** tab lists what you need from the family.

For each row: set the **Status** to *Received*, attach the scan, then click the ✓ button to mark it *Verified*.

Students with anything outstanding appear under the filter **Documents Outstanding**, and on the dashboard.

5.6 Certificates and cards

With a student open, or with several ticked in the list, use the **Print** menu (or the buttons on the form):

Document	Notes
Student ID Card	Several to an A4 sheet, with a QR code. Tick many students and print them all at once.
Bonafide Certificate	The "is a student here" letter families need for banks and passports.
Transfer Certificate	Click Issue Transfer Certificate on the form. A permanent, never-reused number is allocated.

5.7 When a student leaves

Open the student and click the right button:

- **Graduated** — completed their schooling. Becomes an *alumnus*.
- **Transferred Out** — moved to another school.
- **Terminate** — administrators only.

The leaving date is recorded. The record is kept, not deleted, so you can still print their certificate years later.

6. Enrollments — putting a child in a class

An **enrollment** is one student, in one class and section, for one academic year. It is what makes history readable: next year the same child gets a new enrollment, and last year's is still there.

6.1 Enrolling a student

1. **School → Students → Enrollments**, then click **New**.
2. Choose the **Student**, the **Academic Year**, the **Class** and the **Section**.
3. The **Roll No.** fills in automatically. Change it if you number differently.
4. If the grade has electives, tick the child's choices under **Electives**.
5. Click **Confirm**.

6.2 Moving a child to another section

Open the enrollment and change the **Section**. That is all.

6.3 The end-of-year promotion

Once a year, move a whole grade up.

1. **School → Admissions → Promote Students**.
2. Set **From Year**, **Class**, **To Year** and **Promote To**.
3. Set a **Default Section Next Year**.
4. The list fills with every child, and each row shows you the evidence: their **Year %**, their **Result**, their **Attendance %** and their **Balance**.
5. The **Decision** column is filled in from their published result — but it is a *proposal*. Change any row to **Retain**, **Promote with Condition** or **Leaving**.
6. Click **Apply the Promotion**.

Next year's enrollments — and their fee cards — are created in one go.

Read the warning line. It tells you if any child has no section to go to, or still owes fees. Promotion does not clear a balance.

7. The timetable

7.1 The bell schedule

School → Configuration → Calendar → Periods — one row per period, with its start and end time. Tick **Break** for breaks and lunch. The Setup Assistant creates these for you.

7.2 Building a section's timetable

Go to **School → Academics → Timetable**. There are two ways to work, and the buttons at the top right switch between them at any time:

View	Best for
List	Editing a few rows, searching, grouping, exporting
Grid	Building or reading a whole week

Use whichever suits the job. They are the same timetable — a change in one shows in the other.

The Grid is a general-purpose view, not a timetable-only screen. It is built the way the List and Pivot views are, and the same grid is used for **My Timetable** (\$7.4), the **examination datesheet** (\$10.3) and the **marks sheet** (\$10.5). Learn it once and you know all four.

The grid (building a whole week)

1. Click the **Grid** button at the top right.
2. Choose the **Section** from the box at the top left. The week appears with periods down the side and days across the top.
3. Click any empty cell.
4. Choose the **Subject**, the **Teacher** and the **Room**, then click **Save**.
5. Click a filled cell to change it. To empty a slot, click the **bin** button — or just set the subject back to — **free** — and save.

The counter at the top ("18 of 40 slots filled") tells you how much of the week is still blank.

Which days appear, and in what order

- The week runs from the day you set as **Week Starts On** in **School → Configuration → Settings**. It is **Saturday** to begin with, which suits most schools in South Asia and the Gulf; set it to **Monday** if that is your week.
- **All seven days are always shown**. The ones that are not in your **Working Days** setting appear greyed and hatched, labelled **Off**.

That is deliberate. A hidden Friday cannot tell you that Friday is *meant* to be free — an absent column looks exactly like a column nobody got round to filling in. * **Break** periods are greyed too, and cannot be filled, because a break holds no lesson.

The grid remembers the last section you looked at, so coming back to it tomorrow puts you where you left off. It has its own section box, so a filter you set on the list does not carry across.

The list (editing a few rows)

1. Click the **list** button at the top right.
2. Click **New** and fill the row:
 - **Section, Weekday, Period**
 - **Subject** — the **Teacher** fills in automatically from your subject allocation
 - **Room**
3. Press **Enter** for the next row.

Either way, clashes are refused

If you put a teacher in two rooms at once, or two lessons in one section's period, you get a clear message naming the conflict, and the change is not saved. In the grid the message appears above the week, with the cell left open so you can correct it. You cannot save a broken timetable.

7.3 Printing it

Open a section (**Configuration → Structure → Sections**) and use **Print → Timetable**. You get the week as a grid, ready for the noticeboard.

7.4 A teacher's own timetable

Teachers use **School → Academics → My Timetable**. It shows only their own periods, in the same two views as the main timetable — **Grid** and **List**, switched with the buttons at the top right.

The grid (your week at a glance)

It opens on the grid: **periods down the side, days across the top**, exactly like the section timetable in §7.2, but filled with *your* lessons instead of one class's. Each cell shows the subject, the class you are with, and the room.

- **It crosses sections.** If you teach three different classes, all three appear in the one week — which is the whole point of a personal timetable.
- **All seven days are shown**, in your school's week order, with the off days greyed and labelled *Off*, and breaks greyed.
- The counter at the top ("22 of 35 periods taught") is your load for the week.

The personal grid is read-only. A lesson belongs to a section, so moving it here would move it for thirty children who cannot see this screen. Changes are made on **Academics → Timetable** by whoever builds the timetable. If something is wrong, tell the office rather than looking for an edit button that is deliberately not there.

Nothing shows at all? Your login is probably not linked to your staff record. An administrator opens **Staff → Teachers**, finds you, and sets **Related User** — and ticks **Is a Teacher**. The grid says so on screen when that is the problem.

The list

The list is the same periods as rows, grouped by day, and is the better view when you want to search or export.

7.5 When a teacher is away

1. **School → Academics → Substitutions**, then click **New**.
2. Set the **Date** and pick the **Timetable Slot** — the section, period, subject and absent teacher all fill in.
3. Choose a **Substitute** and a **Reason**.
4. Click **Assign**. The substitute gets a to-do for that day.

The system refuses a substitute who is already teaching in that period.

Uncovered periods show on the dashboard under **Staff**, so nothing is forgotten on the morning.

8. Attendance

8.1 Marking a register (the daily job)

1. **School → Attendance → Mark Attendance.**
2. Choose the **Section** and the **Date**. *If you are a class teacher, your own section and today are already filled in.*
3. The whole roster appears, **everyone marked Present**.
4. Change only the exceptions. Click a child's status and pick **Absent**, **Late**, **Excused** or **Half Day**. Add a **Reason** if you want.
5. Click **Save the Register**.

That is the whole job. In a class of forty with two children away, it is two clicks and a save.

Buttons that save time. **All Present** and **All Absent** set everyone at once — useful on a trip day. **Save & Next Section** saves and jumps straight to the next section of the same grade.

Marking the same register twice is safe. It updates what is there; it never creates a second copy.

8.2 Period-by-period attendance

If **Attendance Mode** is set to *Period by period* in Settings, the marking screen also asks for a **Period** and a **Subject**. Everything else works the same way.

8.3 Looking at attendance

School → Attendance → Attendance Records shows every record. By default you see this month's *exceptions only* — a list of nine hundred "present" rows is not something anyone reads.

Useful filters: **Today**, **Absent**, **Late**, **My Sections**.

For counting rather than reading, use the **pivot** and **graph** buttons, or go to **School → Reporting → Attendance Analysis**.

8.4 A child's attendance percentage

Open the student. The **Attendance %** button at the top shows it, and clicking it opens their full record.

The percentage is for the **current academic year** and it excludes weekends and holidays. A half day counts as half. An excused absence is left out altogether — an authorised absence never counts against a child.

8.5 Who is below the line

School → Students → Students, then the filter **Low Attendance**. Or use the dashboard's **Attendance** tab, which also shows you the worst sections.

The threshold comes from **Settings → Attendance Threshold**.

8.6 Registers nobody marked

This is the one thing that hides from every other report, because *no data* looks exactly like *perfect attendance*.

The **Attendance** tab of the dashboard shows **Registers Not Taken Today**, naming each section and its class teacher. The **Staff** tab shows the same thing from the teachers' side.

8.7 Automatic messages

Two scheduled jobs run for you, if you turn them on in Settings:

- **Absence notices** — one email to the primary guardian of each child marked absent, late morning. One per child per day, never one per period.
- **Consecutive absence alerts** — after N days running (you choose N), a to-do is raised for the class teacher.

9. Leave requests

A guardian asks for a child to be excused. Approving it marks the register for you, so an authorised absence never damages the child's attendance.

9.1 From the school office

1. **School → Attendance → Leave Requests**, then click **New**.
2. Choose the **Student**, the dates, the **Type** and the **Reason**.
3. Click **Submit**, then **Approve**.

9.2 From the parent portal

Parents can submit their own (Chapter 13). They arrive in your list marked **Submitted**, and the class teacher gets a to-do.

9.3 Approving

1. **School → Attendance → Leave Requests** — the default filter is **To Approve**.
2. Open one, read it, click **Approve** or **Refuse**.

On approval, every working day of the leave is marked **Excused** on the register — including days already marked absent, because the note usually arrives after the register was taken.

If you cancel an approved leave, those days go back to **Absent**.

10. Examinations and results

The whole process is six steps, in order. Do not skip any.

Create session → Generate schedule → Open marks entry
→ Teachers enter marks → Controller approves → Publish

Results only reach parents at the very last step.

10.1 Set up your examination types (once)

School → Configuration → Assessment → Examination Types

Add the kinds of exam you run — Unit Test, Mid-Term, Final. Give each a **Weight**: how much it contributes to the term result. The weights of the types you use in a term should add up to 100.

10.2 Create the session

1. **School → Examinations → Examinations**, then click **New**.
2. Enter a **Name** people recognise, e.g. **Term 1 Mid-Term**.
3. Choose the **Type**, the **Academic Year**, the **Term**, and the start and end dates.
4. Under **Classes Sitting**, tick the grades taking it.
5. Click **Save**.

The board

The Examinations menu opens on a **board** — one card per examination, arranged in columns by stage: Draft, Scheduled, Ongoing, Marking, Approved, Published.

Each card shows the type and term, the dates, the grades sitting it, how many papers it has, and a **progress bar** of marks entered. That bar is the one number a controller checks daily, so it is on the card rather than a click away.

Drag a card to another column to move the examination on. The buttons on the form do the same thing, with their checks — approving is still refused while a teacher has marks in draft, wherever you click it from.

The buttons at the top right switch between the **Board** and the **List** at any time.

10.3 Generate the schedule

1. Click **Generate the Schedule**.
2. Check the **Classes** and the **Start Date**.
3. **Papers per Day** is usually 1. **Study Days Between Papers** adds clear days between them.
4. Choose the **Rooms**.
5. A grey box previews what will happen ("32 papers across 3 classes, running for about 14 days"). Click **Generate**.

Papers are laid out day by day, **skipping weekends and your holidays**.

Adjust any individual paper afterwards — dates, times, maximum marks, rooms — in the **Schedule** tab. Two papers for the same class at the same hour on the same day are refused.

The datesheet grid

School → Examinations → Schedule opens the datesheet the way it is drawn on a whiteboard: **grades across the top, subjects down the side**, one paper at each crossing.

1. Choose the **Session** from the box at the top left.
 2. Click any empty cell.
 3. Fill in the **Date**, the **From** and **To** times, the **Maximum** and the **Pass Mark**. Tick **Practical** if it is one.
 4. Click **Save**.
- Click a filled cell to change any of it.
 - To take a paper off the datesheet, open the cell and click the **bin** — or clear the date and save.
 - A subject a grade does not teach shows as a grey dash. There is nothing to schedule there, so the cell does not open.
 - A paper that already has marks entered **will not** be removed from the grid. Deleting it would take the results with it, so that has to be done deliberately on the paper's own form.

- The counter at the top ("18 of 24 papers scheduled") tells you how much of the datesheet is still blank.

Clashes are refused here exactly as they are on the form: two papers for one grade overlapping in time gives a message above the grid, with the cell left open so you can correct it.

Switch to the **List** with the buttons at the top right when you want to search, group or export instead.

10.4 Open marks entry

Click **Confirm Schedule**, then **Start**, then **Open Marks Entry**.

That last button creates a result row for every candidate, so teachers have a grid to type into. Candidates are worked out properly: an elective paper is only sat by the children who chose that elective.

10.5 Entering marks (the teacher's job)

1. **School → Examinations → Enter Marks.**
2. Choose the **Examination**, then the **Paper**. Optionally narrow to one **Section**.
3. The candidate list appears. Type into the **Marks** column and press **Enter** to move down.
4. For a child who did not sit it, tick **Absent**. For one who was not required to, tick **Exempt**.
5. Watch the badges along the top: how many are entered, the average, the highest, and how many are below the pass mark.
6. Click **Submit for Approval** — or **Save as Draft** to come back later.

A mark above the paper's maximum is refused as you type.

A blank is refused on submission. A blank is neither a zero nor an absence, and letting one through is how a child ends up with a total quietly missing a subject. Enter a mark, or tick Absent, or tick Exempt.

The marks grid (a whole section at once)

School → Examinations → Results opens the tabulation sheet a school already keeps on paper: **students down the side, papers across the top**, one mark at each crossing.

Use it when you are entering or checking a whole section's marks together — a class teacher reading across a row, or a controller reading down a column before approving.

1. Choose the **Examination** from the box at the top left. Each entry is one examination and one section, e.g. **Term 1 Mid-Term (2026-27) – Grade 4-A**.
 2. Click any cell.
 3. Type the **Marks**. Tick **Absent** or **Exempt** instead where it applies, and add a **Remark** if it should go on the report card.
 4. Click **Save**.
- A cell shows the mark, the grade and the percentage. **A failing mark is shown in red**; an absence or an exemption is shown greyed.
 - **An empty cell means "not marked yet" — never a zero.** A child who has not been marked and a child who scored nothing must not look the same.
 - Clicking the **bin** puts a cell back to unmarked. **The candidate is not removed** — they are still due to sit that paper, and approval still counts them.
 - A paper a child does not sit — an elective they did not choose — shows as a grey dash and does not open.
 - A mark above the paper's maximum is refused, with the message shown above the grid.
 - Entering a mark **submits** it. A mark typed and left in draft would block the controller's approval for a reason nobody can see.
 - The counter at the top ("34 of 40 marks entered") tells you how much is left.

Once results are **published**, cells are read-only to everyone but the Examination Controller — the same rule the form applies, shown before you type rather than after.

Switch to the **List**, **Pivot** or **Graph** with the buttons at the top right for searching, grouping and analysis.

10.6 Approving and publishing

The **Examination Controller** does these two.

1. Open the session. Click **Approve**. This is refused while any teacher still has marks in draft — and it tells you how many.
2. Click **Publish**.

Publishing does three things: it releases the results to parents on the portal, it works out every child's totals, grade, GPA and rank, and it locks the marks. After that, only the examination controller can change a mark, and the change is recorded on the record.

10.7 Grading scales

School → Configuration → Assessment → Grade Scales

A scale is a list of bands: **A+ 80–100**, **A 70–79.99**, and so on. Each band has grade points (for GPA) and a **Is a Pass** tick.

You can have several scales at once — a school running two curricula needs that. A subject uses the most specific scale it can find: the paper's, then the subject's, then the class's, then the stage's.

Bands must not overlap. The system refuses a scale where the same percentage could be two different grades.

10.8 Report cards

1. **School → Examinations → Print Report Cards.**
2. Choose the **Examination**, and the **Classes** or **Sections**.
3. Leave **Recompute Totals and Ranks First** ticked.
4. Optionally type a **Remark for Every Card** — it is applied only where a card has no remark of its own.
5. Click **Print**.

Always leave "Recompute" ticked. Rebuilding works out totals, grades and ranks together. Print without it after correcting a mark, and you can hand out a card whose rank disagrees with its own marks.

The card's look follows the **stage**: primary stages can print grades only, senior stages print marks, and either can print a GPA. Set the **Report Card Style** field on the stage, at **School → Configuration → Structure → Stages**.

10.9 Hall tickets

Open the session and use **Print → Hall Tickets**.

One page per candidate, listing their papers. Eligibility is checked for you — fees cleared and attendance met — and printed on the ticket as a warning or a block, according to your Settings. Those are the two things every school forgets to check until the morning of the first paper.

10.10 Looking at results

- **School → Examinations → Results** — every individual mark.
- **School → Examinations → Report Cards** — one row per child per exam, with totals, grade and rank.
- **School → Reporting → Result Analysis** — pivot and graph.
- The dashboard's **Academics** tab — averages, grade distribution, toppers, and the subjects with the most failures.

11. Fees

This chapter is for the accounts desk. Every fee here becomes a real invoice.

11.1 Fee heads (once)

A "fee head" is a thing you charge for: Tuition, Transport, Exam Fee, Lab Fee. Each one is an ordinary Odoo service product.

1. Go to the Sales or Accounting app → **Products** → **New**.
2. Set the **Name**, the **Product Type** to **Service**, and the price.
3. Make sure it has an **Income Account** (ask your accountant if unsure).

11.2 A fee structure (once a year, per grade)

1. **School** → **Fees** → **Fee Structures**, then click **New**.
2. Name it plainly, e.g. `Grade 4 – 2026-2027`.
3. Choose the **Academic Year** and the **Class**.
4. In the **Fee Heads** tab, add a line per charge:
 - **Fee Head** — the product.
 - **Amount per Charge**.
 - **Frequency** — One-time, Monthly, Quarterly, Per Term or Annual.
 - Tick **Optional** for things not everybody takes, like transport. An optional head is only charged to families who signed up for it.
5. The **Annual Total** is worked out for you.

11.3 Installments

1. On the structure, click **Generate Installments**.
2. Choose a **Scheme** — one payment, per term, quarterly or monthly.
3. Set the **First Due Date** and the **Day of the Month**.
4. A preview lists what will be created. Click **Generate**.

You can edit them afterwards in the **Installments** tab.

The percentages must add up to exactly 100. You can type them in one at a time — the form warns you as you go — but the structure cannot be activated until they total 100. A schedule adding to 90% under-bills every family in the grade, and nobody notices until the year-end.

Click **Activate** when you are done.

Finally, tell the grade to use it: **Configuration** → **Structure** → **Classes**, open the grade, set **Default Fee Structure**.

11.4 Fee cards

A **fee card** is what one child owes this year. It is created automatically when a student is admitted or promoted into a grade that has a fee structure.

School → **Fees** → **Fee Cards** shows them all: gross, concession, payable, invoiced, paid and balance.

Open one to see the installment schedule, which invoices were raised against it, and what is still due. Use **Print the Fee Card** to give the family a demand notice.

11.5 Concessions and scholarships

1. **School** → **Fees** → **Concessions**, then click **New**.
2. Choose the **Student** and the **Academic Year**.
3. Pick the **Reason** — sibling, staff ward, merit, need-based, government quota...
4. Choose **Percentage** or **Fixed Amount** and enter the **Value**.
5. Under **Applies To**, leave it empty to discount everything, or name specific fee heads. Most schools discount tuition only — transport and books are bought in, not waived.
6. Click **Submit**, then an administrator clicks **Approve**.

Then open the child's fee card and set the **Concession** field. The payable amount drops, and every invoice from then on reflects it — including installments not yet raised.

11.6 Raising the invoices

Once per installment, for a whole grade at a time.

1. **School → Fees → Generate Invoices.**
2. Choose the **Academic Year** and the **Installment**.
3. Choose the **Classes** (or narrow to **Sections**, or name **Specific Students**).
4. Check the preview: how many students, the total, and how many already have an invoice.
5. Decide whether to **Post the Invoices** now or leave them as drafts to review.
6. Click **Generate the Invoices**.

Running this twice is safe. Anyone who already has an invoice for that installment is skipped. "Did somebody already do this?" is a safe question.

11.7 Taking payment

Fee invoices are ordinary invoices, so payment works the ordinary Odoo way.

1. **School → Fees → Fee Invoices**, open the invoice.
2. Click **Register Payment**.
3. Choose the journal (Cash, Bank...), the date and the amount. Partial payments are fine.
4. Confirm.

To print a receipt: open the **payment** and use **Print → Fee Receipt**. It names every child the payment covers — a guardian paying for three children gets one receipt listing all three.

11.8 Chasing money

- **School → Fees → Defaulters** — every child with an overdue invoice.
- The dashboard's **Fees** tab — an ageing chart (0-30, 31-60, 61-90, 90+) and a **Families to call** table with telephone numbers.
- **Dashboard → Reports → Fees & Collections** — the defaulter list, the ageing, the day book and collection-versus-expected, as PDF or Excel.

11.9 Late fees and reminders

Both are off until you switch them on.

Settings → Fees → Late Fee: choose a flat amount, an amount per day, or a percentage. Set a **Grace Days** figure and a **Cap**, and choose the **Late Fee Product**. A nightly job then raises a separate fine invoice for each overdue invoice — once, never twice.

Settings → Fees → Reminder Schedule: days relative to the due date, as a comma-separated list. `-3,0,7,15` means three days before, on the day, then a week and a fortnight after. A school that emails daily gets ignored; one that emails at four sensible moments gets paid.

11.10 Fee analysis

School → Reporting → Fee Analysis — a pivot table of every fee invoice line. Drag class, section, fee head, installment or month onto the rows and columns to answer almost any question about money.

12. School life

12.1 Activities

Sports day, a field trip, a PTA meeting.

1. **School → School Life → Activities**, then click **New**.
2. Enter the **Name**, the **Type**, the dates, the **Venue** and the person **In Charge**.
3. Choose the **Audience** — whole school, stages, classes, sections or named students — then click **Load Participants**.
4. Trim the participant list by hand if not everyone is going.
5. If you need parental consent, tick **Requires Consent** and click **Request Consent**. A row appears per child for you to record the answer.
6. Click **Plan**. The activity is published to the staff calendar.

12.2 Circulars

1. **School → School Life → Circulars**, then click **New**.
2. Enter the **Title**, a one-line **Summary**, and the body.
3. Choose the **Audience** — whole school, staff only, stages, classes, sections or named students.
4. Set a **Publish Date** and, if it stops being relevant, an **Expiry Date**.
5. Click **Preview Recipients** to see exactly who will get it.
6. Click **Publish**.

It appears on the parent portal and, if **Send by Email** is ticked, goes out by email. A parent with three children gets one copy, not three.

12.3 Homework

1. **School → Academics → Homework**, then click **New**.
2. Choose the **Section** and **Subject**, set the **Due** date, and write the task.
3. Fill in **Estimated Time (minutes)**. This is what lets a head of year see that four teachers each set "twenty minutes" for the same night.
4. Click **Publish**.

12.4 Behaviour notes

Positive as well as negative — a register that only records misconduct produces a picture of a child no teacher would recognise.

1. **School → School Life → Behaviour Notes**, then click **New**.
2. Choose the **Student** and the **Date**.
3. Tick **Positive** for a commendation. Leave it clear for an incident.
4. Choose the **Category**, the **Severity** and the **Points** (positive or negative).
5. Describe what happened and what was done about it.
6. Click **Open**. Use **Notify the Guardian** to email them, and **Escalate** to raise it with the principal.

Teachers see only the notes they wrote, or notes about their own section. The principal and the front desk see them all.

12.5 Complaints

1. **School → School Life → Complaints**, then click **New**.
2. Enter the **Subject**, the **Type**, the **Priority**, and who raised it.
3. Assign an **Owner** and click **Start**.
4. When it is settled, write the **Resolution** and click **Resolve**.

The time taken is recorded, so "how long do we take to resolve complaints?" — the question an inspector asks — has an answer.

13. The parent portal

13.1 Inviting a family

1. Open the student.
2. In the **Guardians** tab, tick **Portal Access** for the right guardian, and make sure they have an **Email**.
3. Click **Invite Guardians to the Portal** at the top.
4. Confirm the invitation. They get an email with a link to set a password.

13.2 What a parent sees

They sign in and click **My Children**.

- If they have more than one child, buttons across the top switch between them.
- **Overview** — the child's class, roll number, class teacher, attendance and fee balance, plus recent circulars and homework.
- **Attendance** — every absence, late arrival and authorised leave. Not a list of "present" rows.
- **Results** — published results only, with a **Download the report card** button.
- **Fees** — the fee card, every invoice, and a **View & pay** button that uses your normal Odoo online payment.
- **Timetable** — the week as a grid.
- **Homework** — what has been set, with due dates.
- **Circulars** — the notices addressed to their child.
- **Leave** — a form to request leave, and the status of past requests.

13.3 What a parent cannot see

A guardian can only ever see **their own children**. This is enforced on the server for every page: the system works out which children belong to the signed-in person and refuses anything else. Editing the address bar does not help.

Unpublished results are invisible. So is anything on the Fees or Attendance pages if you have switched those off in **Settings → Parent Portal**.

14. The dashboard

School → Dashboard. This is the screen a principal keeps open.

14.1 The filter bar

Everything you set here applies to **every tab at once**.

- **Period** — today, this week, this month, **this term**, **this academic year**, last 30 days, or a custom range.
- **Academic Year**.
- **Classes, Sections, Stages** — type to pick, add as many as you like.
- **Gender**.
- **Look up one student** — type a name or admission number. The screen adds a panel showing that child's attendance, fees, documents and recent results.
- **Clear** removes the scope filters and goes back to the whole school.
- **Auto refresh** — leave off unless the screen is on a wall.

14.2 The tabs

Tab	What it answers
Overview	How is the school doing? Roll, admissions, attendance, money, birthdays.
Students	Who is here? Gender, stage, section, house, age, status.
Admissions	Is the pipeline healthy? The funnel, sources, refusal reasons, seats left.
Attendance	Who is missing, which sections are worst, and whose register was not taken today .
Academics	How are they doing? Averages, grade distribution, toppers, subjects with the most failures.
Fees	Invoiced against collected, ageing, revenue by fee head, and families to call.
Staff	Workload per teacher, uncovered periods, registers still to mark.
School Life	Activities, consents, homework, behaviour, complaints.
Alerts	Everything needing attention, worst first.
Reports	The Report Centre (Chapter 15).

You will only see the tabs your role allows. A class teacher does not see Fees.

14.3 Everything is clickable

- Click a **KPI tile** to open the records behind the number.
- Click a **bar or a slice** of a chart to open that segment.
- Click an **alert row** to open its worklist.

If a chart says "CLICK TO OPEN", its segments drill through.

14.4 Quick Actions

The panel on the Overview and Alerts tabs launches any operation without leaving the dashboard — register a student, mark attendance, enter marks, generate invoices, issue a circular, promote a class.

You are only shown the actions your role can actually perform.

15. The Report Centre and printed documents

15.1 The Report Centre

Dashboard → Reports tab.

Fifty-one reports in seven groups. Each one covers **whatever the dashboard's filters are currently set to** — so set the period and the class first, then come here.

For every report, three buttons:

-  **Preview** — see it on screen first.
- **PDF** — download it.
- **Excel** — download it as a spreadsheet.

The preview and both downloads are the same figures, so what you check on screen is what you hand to an auditor.

The groups are:

Group	Examples
Students & Enrollment	Student register, class strength, demographics, enrollment trend, document status, siblings, leavers, guardian directory, birthdays
Admissions	Application register, funnel by source, merit list, refusal analysis, waiting list, seat availability
Attendance	Daily register, monthly sheet, defaulter list, attendance by class, absence analysis, leave register, register-marking compliance
Examinations	Tabulation sheet, result summary, toppers, failure list, grade distribution, subject analysis, marks entry status, exam schedule
Fees & Collections	Collection summary, day book, outstanding by class, ageing, defaulters, collection vs expected, revenue by fee head, concessions, installment status, fee cards
Staff & Timetable	Staff directory, workload, allocation matrix, substitution log, section timetable
Activities & Conduct	Activity register, consent status, homework log, behaviour register, complaint register, circular log

15.2 Printed documents

These come from the record itself, not the Report Centre. Open the record (or tick several in a list) and use the **Print** menu.

Document	From
Report card	A report card record, or the Print Report Cards wizard
Student ID card	One or many students
Transfer certificate	A student
Bonafide certificate	A student
Application form	An application
Hall tickets	An examination session
Section timetable	A section
Fee receipt	A payment
Fee card	A fee card

Printing in bulk. Tick many rows in a list, then **Print**. Three hundred ID cards come out as one PDF.

16. Common questions

A menu is missing. You do not have the role for it. Ask your administrator to tick the role under **Settings → Users & Companies → Users**, open the person, then the **School** section.

If you are an Odoo Administrator and the School app is missing entirely, refresh the page once — the role is granted automatically, but a browser tab opened before the module was installed still has the old menu.

Everyone's attendance looks terrible. You have probably not entered your holidays. Add them at **Configuration → Calendar → Holidays** — they are excluded from every percentage.

A teacher cannot mark a register. Three things to check: (1) their employee record has **Is a Teacher** ticked; (2) it has a **Related User**; (3) they are the section's class teacher, or have a **Subject Allocation** in it.

"Attendance for ... is locked." Registers lock after the number of days set in **Settings → Lock the Register After**. A principal or an administrator can still correct it. Set the figure to 0 to switch the lock off.

I cannot approve an examination. Some teacher still has marks in draft. The message tells you how many. They must click **Submit for Approval**.

A report card's rank looks wrong. Reprint it with **Recompute Totals and Ranks First** ticked. Ranks are worked out from the marks as they stand; correcting a mark without rebuilding leaves the old rank behind.

I cannot activate a fee structure. The installments do not add up to 100%. The banner at the top of the form tells you what they do add up to.

I ran the invoice wizard twice. Nothing bad happened. Anyone who already had an invoice for that installment was skipped.

A parent says they cannot see results. Results appear only after the examination controller clicks **Publish**. Check the session's status.

A parent cannot sign in. Check the guardian has **Portal Access** ticked and an **Email**, then click **Invite Guardians to the Portal** on the student.

Can I delete a student? No — not once they have been admitted. Their fees, register and certificates depend on the record. Use **Transferred Out** or **Graduated** instead; the record is archived, not lost.

The Excel button does nothing. The `xlswriter` package is not installed on your server. Ask your administrator, or use the PDF instead.

17. Settings reference

School → Configuration → Settings

School Identity

Setting	What it does
Government ID Label	Renames the ID field on the student form (Aadhaar, Emirates ID, NIN...)
Board / Affiliation	Printed on certificates
Registration Number	Printed on certificates
Principal	Printed above the signature line
Motto	Printed on report cards and certificates

Admissions

Setting	What it does
Admission Number Format	The prefix pattern. Placeholders are shown in the help text
Admission Number Digits	How many digits after the prefix
Block Over-capacity Admissions	On: a full section refuses another child. Off: it warns and you decide
Require the Admission Fee Before Confirming	Blocks confirmation until the fee invoice is paid

Attendance

Setting	What it does
Attendance Mode	Once a day, or period by period
Week Starts On	The first column of the timetable grid. Saturday by default
Working Days	Comma-separated weekday numbers, Monday = 0 . Days left out are shown on the grid as Off , not hidden
Lock the Register After	Days, after which only a supervisor can correct it. 0 = no lock
Attendance Threshold	The percentage below which a child is a defaulter
Consecutive Absence Alert	Days running before the class teacher gets a to-do. 0 = off
Notify Guardians of Absence	Turns the daily absence email on

Examinations

Setting	What it does
Hall Ticket with Fees Outstanding	Allow, Warn or Block
Hall Ticket below the Attendance Threshold	Allow, Warn or Block
Publish Results to the Portal	Turns the portal Results page on

Fees

Setting	What it does
Fee Journal	Which journal fee invoices are posted to
Late Fee	None, flat, per day overdue, or a percentage
Grace Days / Cap / Late Fee Product	The rest of the late fee rule
Reminder Schedule	Days relative to the due date, comma-separated

Parent Portal

Setting	What it does
Show Fees / Attendance / Homework	Turns each portal page on or off

Where things are stored

Nothing here is hidden in a private ledger:

- Students and guardians are **Contacts**.
- Teachers are **Employees**.
- Fees are **Customer Invoices**, settled with ordinary **Payments**.

So your accountant's receivables ageing, your P&L and your cash flow all come from standard Odoo, with nothing extra to reconcile.

Easy School Management · Odoo 19 · This manual covers version 19.0.1.0.0.