



STUDENT TRANSCRIPT PORTAL (STP) OPERATING MANUAL

for

SENIOR HIGH SCHOOLS IN GHANA

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STUDENT TRANSCRIPT PORTAL (STP) OPERATING MANUAL

Overview of the Portal:

*Effective data management is crucial for informed decision-making in today's dynamic educational system. The **Student Transcript Portal (STP)** is to achieve this purpose by offering Senior High Schools the platform to generate a comprehensive academic records and character qualities of learners. The student transcript portal is a centralised repository for learner information. It contains key details such as learner bio-data, semester information, learning areas, subject combinations, assigned classes, continuous assessments information, credits hours, grades, Grade Point Averages (GPAs) and Cumulative Grade Point Averages (CGPAs). Additionally, a dedicated qualitative information section captures brief descriptions of learners' character qualities over the period.*

The URL for the student transcript portal is:

<https://stpshs.waecgh.org>

The activities to be undertaken using the student transcript portal is grouped into the following modules:

1. System User Account, Roles & Privileges
2. Account Management
3. Class Setup and Configuration
4. Student Enrolment
5. Student Data Management
6. Assessment Score Capture
7. Qualitative Assessment
8. Transcript / Statement of Result.

1. SYSTEM USER ACCOUNT, ROLES & PRIVILEGES

1. Admin Account (Assistant Head, Academic):

a. Role: Full access to the student transcript portal.

b. Privileges:

- i. Access to administrative and management functionalities (e.g., Subject-teacher accounts management and student management).
- ii. View reports pertinent to the administrator's area of responsibility.

2. Subject-Teacher Account:

a. Role: Access to functionalities relevant to teaching duties.

b. Privileges:

- i. Capture assessment per subject.
- ii. Download student assessment scores.
- iii. View login activities.

Login:

Each school will be provided with an Administrator Account, to be used to create and manage user accounts.

1. **Username:** Each school's initial username is the seven-digit school code. All other accounts must use an email address as the username.
2. **Password:** The default password for the admin account is **CassMe123**. A change-password prompt appears upon first login, allowing users to set their preferred password.

Each Teacher Account will use:

3. **Username:** The Teacher account must use an email address as the username.

Password: The default password for a teacher account is **MySchool123@**. A change-password prompt appears upon first login, allowing users to set their preferred password.

STUDENT TRANSCRIPT PORTAL



Login



0051606



Password

Remember me

[Forgot Password?](#)

Login

2. ACCOUNT MANAGEMENT

This part of the system helps to:

1. Create user account.
2. Manage User.
3. Assign subjects and classes to individual teachers.
4. Edit user account.
5. Deactivate user account.
6. Update School Information.
7. View Login Activities.

Create User Account:

Purpose: This is where users are created on the system.

Steps to create a user account

- Click on SETTINGS under navigation menu
- Click on Add/Update User.
- Fill out the form (* all fields are required).
- Click on the submit button to add user.

NB: User successfully added is displayed after creating user.

NAVIGATION MENU

STUDENT TRANSCRIPT PORTAL

SETTINGS

- Update School Info
- Add/Update User**
- Manage Users
- Login Trace
- Add Class

REGISTER NEW USER ACCOUNT*

[Download_Template](#) No file chosen **Record Updated Successfully**

Full Name: *

Phone No.: *

This field is required

E-Mail: *

Password: *

Confirm Password: *

Manage Users

After accounts are created, privileges (what a user can do) have to be assigned for the account to work.

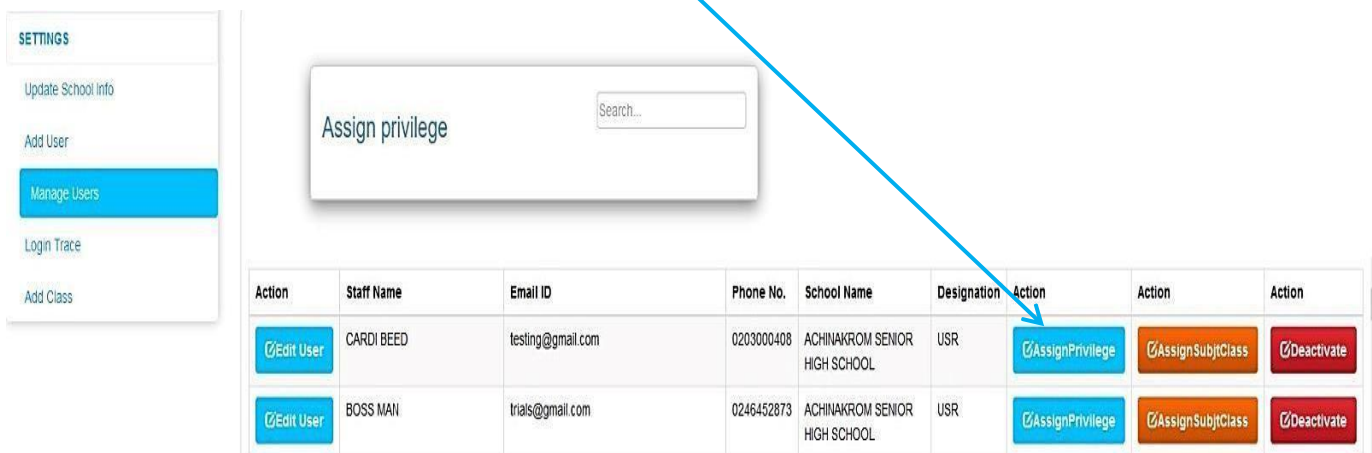
Purpose: Privileges are actions a user can perform on the portal.

Assigning Privileges

This action is used to grant or modify access rights for a staff member. Administrators can assign specific roles or permissions, such as Teacher, or Viewer, depending on the user's responsibilities within the school.

Steps to assigning privileges

- Click on **SETTINGS** under navigation menu.
- Click on **Manage Users**.
- Click on the **Action** button **AssignPrivilege**.



The screenshot shows the 'Manage Users' interface. On the left is a 'SETTINGS' sidebar with options: Update School Info, Add User, Manage Users (highlighted), Login Trace, and Add Class. The main area features a 'Assign privilege' dialog box with a search field. Below it is a table of users with columns: Action, Staff Name, Email ID, Phone No., School Name, Designation, Action, Action, and Action. A blue arrow points from the third step in the list above to the 'AssignPrivilege' button in the table.

Action	Staff Name	Email ID	Phone No.	School Name	Designation	Action	Action	Action
Edit User	CARDI BEED	testing@gmail.com	0203000408	ACHINAKROM SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate
Edit User	BOSS MAN	trials@gmail.com	0246452873	ACHINAKROM SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate

- Check the box next to **STUDENT TRANSCRIPT PORTAL**.
- Click on the plus button (+) to expand.
- Select the preferred privilege(s) for the user.
- Click on the Save button.

Web Pages	
⊖ <input checked="" type="checkbox"/>	STUDENT TRANSCRIPT PORTAL
⊖ <input type="checkbox"/>	Register School
⊖ <input type="checkbox"/>	Register Student
⊖ <input checked="" type="checkbox"/>	Capture Assessment Per Subject
⊖ <input type="checkbox"/>	Capture Assessment Per Student
⊖ <input type="checkbox"/>	Ass't Score Update
⊖ <input type="checkbox"/>	Manage Students(Per Learning Area)
⊖ <input checked="" type="checkbox"/>	Download Assessment
⊖ <input type="checkbox"/>	Admin Panel
⊖ <input type="checkbox"/>	Transcript

Assign subjects and classes to individual teachers.

A subject teacher logs into the portal and sees learners in their assigned classes.

AssignSubjtClass

Purpose:

This action allows administrators to assign specific subjects and classes to a teacher. It ensures that teachers are linked to the appropriate subjects offered by a class and student groups they are responsible for.

Example:

A teacher assigned subject "Mathematics" for class "1ARTSB", has access to capture assessment scores for learners offering Mathematics in that class only.

Steps to Assign Subject/Class to a Teacher

- Click on **SETTINGS** under the navigation menu.
- Click on **Manage Users**.

Click on AssignSubjClass

MANAGE USERS

Manage Users

Action	Action	Staff Name	Email ID	Phone No.	School Name	Designation	Action	Action	Action
Edit User	ViewSubjClasses	osie akofo	nana@yahoo.com	0999999	ACHINAKROM SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate
Edit User	ViewSubjClasses	KWAKU MANU	mo@gmail.com	0243567876	ACHINAKROM SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate
Edit User	ViewSubjClasses	YAW MANU	aw@gmail.com	0244526532	ACHINAKROM SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate

Assign Subject & Classes to Teacher:

Business Studies – Business Management

SELECT SUBJECT

- Business Studies – Business Management
- Business Studies – Accounting
- Religious Studies
- Economics
- Geography

[Save](#) [Close](#)

- Select subject.
- Check classes applicable.
- Click on the save button.

Deactivate user account.

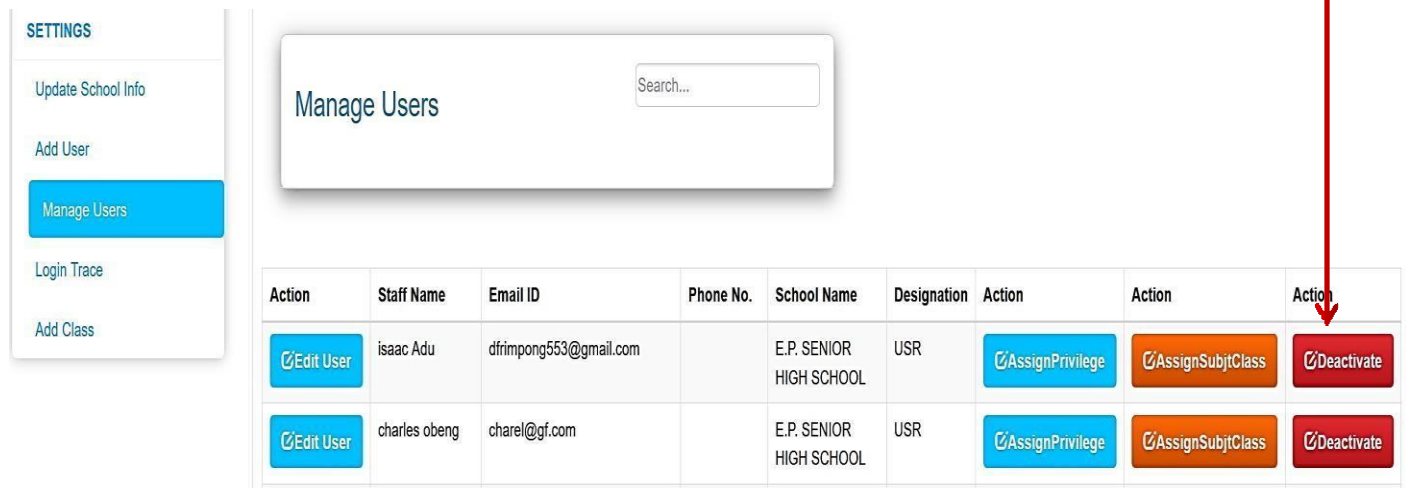
Purpose: The **Deactivate** action disables a staff member's access to the portal.

Example:

If a teacher leaves the school, their account can be deactivated to prevent unauthorized access.

Steps to deactivate user account

- Click on **SETTINGS** under the navigation menu.
- Click on **Manage Users**.
- Click on **Deactivate**.
- Click on **OK** to confirm account deactivation.



The screenshot shows the 'Manage Users' interface. On the left is a 'SETTINGS' sidebar with options: Update School Info, Add User, Manage Users (highlighted), Login Trace, and Add Class. The main area has a 'Manage Users' header with a search box. Below is a table with columns: Action, Staff Name, Email ID, Phone No., School Name, Designation, Action, Action, and Action. The table contains two rows of user data. A red arrow points to the 'Deactivate' button in the third 'Action' column of the first row.

Action	Staff Name	Email ID	Phone No.	School Name	Designation	Action	Action	Action
Edit User	isaac Adu	dfrimpong553@gmail.com		E.P. SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate
Edit User	charles obeng	charel@gf.com		E.P. SENIOR HIGH SCHOOL	USR	AssignPrivilege	AssignSubjtClass	Deactivate

NB: When an account is deactivated it **CANNOT** be undone.

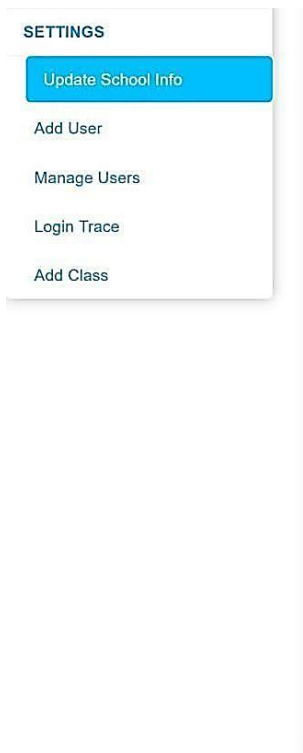
Update School Information

Purpose: This feature allows school administrators to update institutional details, such as the school’s name, logo, address, and contact information, ensuring that all records are current.

This should be done anytime there is a change in school information.

Steps to update school information

- Click on **SETTINGS** under the navigation menu
- Click on the **Update School Info** button
- Edit the School Information.
- Click on the **Update** button to save.



All Fields Marked * Are Mandatory.



Browse... No file selected.

LOCAL_GOV./DISTRICT_:	HOHOE
SCHOOL NAME : *	E.P. SENIOR HIGH SCHOOL
SCHOOL ADDRESS : *	Headmaster, Box 123, Hohoe.
CITY/TOWN : *	HOHOE
GPS ADDR./LOCATION : *	E.P. SNR. HIGH SCHOOL
PHONE NUMBER : *	0243467774
E-MAIL ADDRESS :*	test@school.com

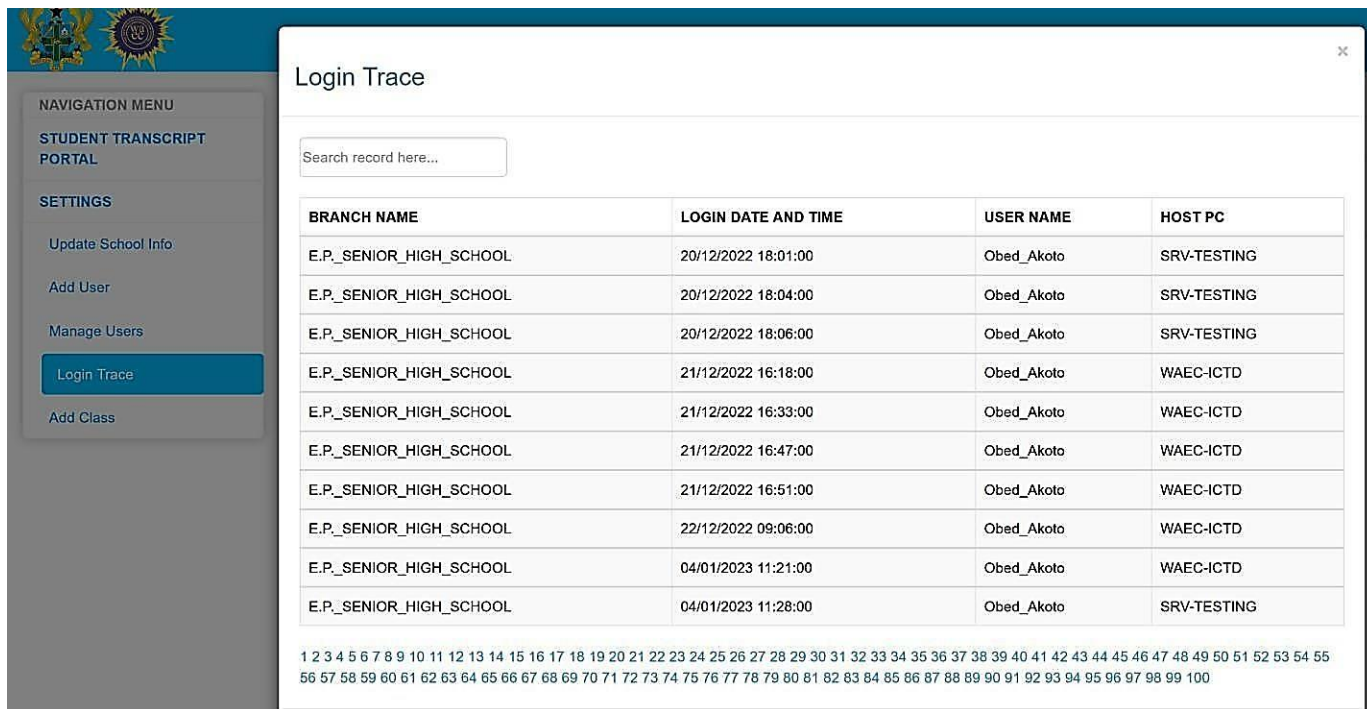
Update **Refresh**

Login Trace

Purpose: Any time a user logs into the system, a record of login activities is kept and can be viewed by the Administrator/user. Any suspicious logins are to be reported to the system administrator in a school for investigation.

Steps to view Login Activities

- Click on **SETTINGS** under the navigation menu
- Click on the **Login Trace** button.



Search record here...

BRANCH NAME	LOGIN DATE AND TIME	USER NAME	HOST PC
E.P._SENIOR_HIGH_SCHOOL	20/12/2022 18:01:00	Obed_Akoto	SRV-TESTING
E.P._SENIOR_HIGH_SCHOOL	20/12/2022 18:04:00	Obed_Akoto	SRV-TESTING
E.P._SENIOR_HIGH_SCHOOL	20/12/2022 18:06:00	Obed_Akoto	SRV-TESTING
E.P._SENIOR_HIGH_SCHOOL	21/12/2022 16:18:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	21/12/2022 16:33:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	21/12/2022 16:47:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	21/12/2022 16:51:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	22/12/2022 09:06:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	04/01/2023 11:21:00	Obed_Akoto	WAEC-ICTD
E.P._SENIOR_HIGH_SCHOOL	04/01/2023 11:28:00	Obed_Akoto	SRV-TESTING

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55
56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3. CLASS SETUP AND CONFIGURATION

This module helps to:

1. Create a Class,
2. Create subject options for each class.

Create Class

Purpose: The **Add Class** button enables the admin of a school to create classes which will be available to teachers and learners for selection.

Steps to create a Class

- Click on **SETTINGS** under the navigation menu.
- Click on the **Add Class** button.
- Fill out the form.
- Choose subject options peculiar to this class.

The screenshot shows the 'CREATE CLASS' interface. On the left is a 'NAVIGATION MENU' with 'STUDENT TRANSCRIPT PORTAL' and 'SETTINGS' sections. Under 'SETTINGS', 'Add Class' is highlighted in a blue button. The main 'CREATE CLASS' form contains the following fields:

- YEAR:** * **SELECT YEAR** (dropdown)
- LEARNING AREA:** * ***SELECT LEARNING AREA*** (dropdown)
- SUBJECTS:** * (multiple dropdowns, each with ***SELECT SUBJECT***)
- CLASS NAME:** * CLASS NAME... (text input)

At the bottom of the form are three blue buttons: **Submit**, **Refresh**, and **Update**.

4. STUDENT ENROLMENT

This module allows the admin to add students in Year 1.

Register Student

Purpose: This feature allows administrators to add new students to the portal. Essential student details such as name, date of birth, learning area and class would be captured once and used throughout the student's tenure in the school.

There are two functionalities available for student registration:

- A. Registration of a student.
- B. Bulk Upload of student's registration data.

Registration of a Student

- Enroll students in the first semester of the first year.
- Student bio-data should be captured once throughout the three-year study period.
- A unique assessment reference ID will be automatically assigned to each student.
- The approved student picture upload size is 200pixels in height and 150pixels in width on a white/off-white background. The picture must be in any of these formats; jpeg or jpg or png.
- Students should be guided to select their learning areas.
- Students can only select the minimum and maximum subjects prescribed in their learning areas.

Steps to registration of a student.

- Click on **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Register Student** button.
- Fill out the form.
- Click on the **Submit** button.

NB: A successful message would be displayed when a student is added.

The **Refresh** button beside the Submit button can be used to view students profile information.

NAVIGATION MENU

STUDENT TRANSCRIPT PORTAL

- Register Student
- Capture Assessment Per Subject
- Capture Assessment Per Student
- Score Update
- Manage Students(Per Program)
- Download Assessment
- Admin Panel

STUDENT PROFILE (BIO DATA)

[Download Template](#) No file chosen

All Fields Marked * Are Mandatory.

SURNAME : * Musk

FIRST NAME : * Harry

OTHER NAMES : Selorm manualstudent.png

NATIONAL_IDENTITY_NUMBER: GH10000000001

GENDER : * MALE DISABILITY STATUS : * LOW VISION

DATE-OF-BIRTH : * 2012-11-06

NAME OF GUARDIAN : * Prince Musk

RELATIONSHIP : * Father

PHONE NUMBER : * 0200130145

PROFESSION : * Teacher

ADDRESS : * Accra

YEAR OF ENTRY : * 2024-12-02

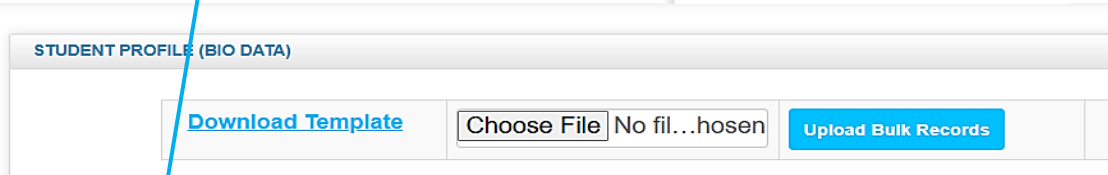
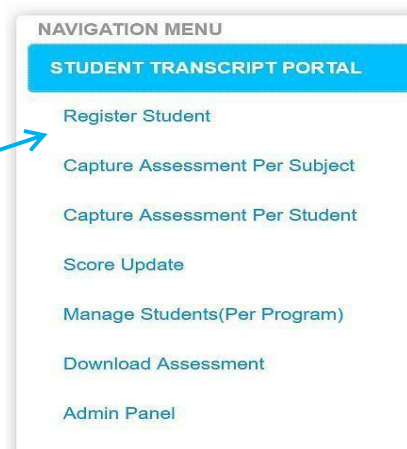
LEARNING AREA : * SCIENCE

SELECT CLASS : * SCIENCE 1

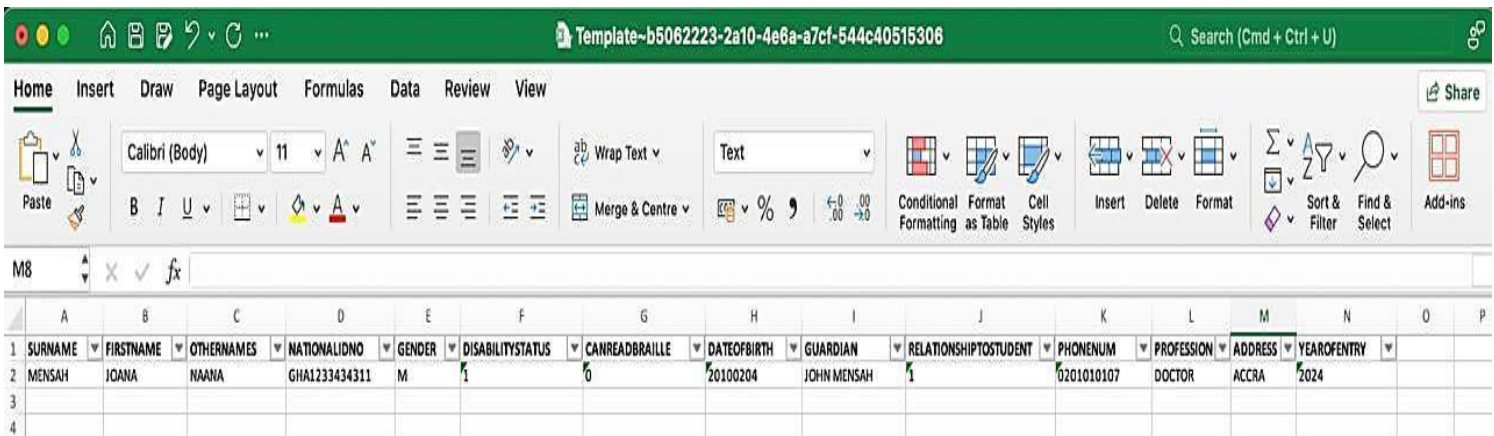
Bulk Upload of student registration data.

Steps to bulk upload of student data

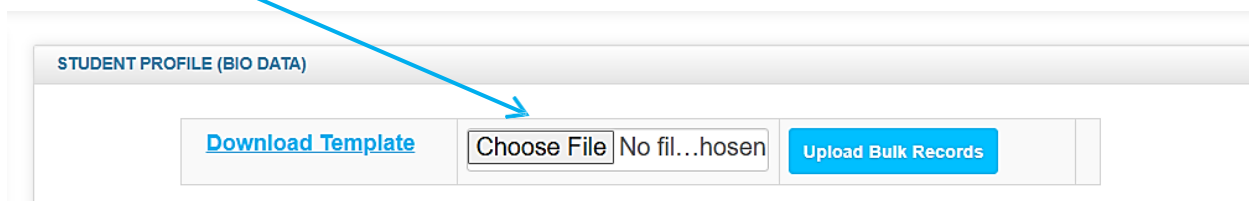
- Click on **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Register Student** button.
- Click on the **Download Template** link.



- Check the Downloads folder of your computer.
- Double Click the downloaded excel template.



- Click on the **Enable Editing** button on the excel if it is available.
- Fill out the excel file based on the validations on the various columns.
- Save the excel file after populating it with student's data.
- Click on **Choose File** button to select the excel file with the populated data.



- Click on the **Upload Bulk Records** button.

STUDENT PROFILE (BIO DATA)


[Download Template](#)

NB: When student excel records is uploaded successfully, the administrator will have to **complete** the student registration process by going through the following steps;

- Click on the **Manage Students (Per Learning Area)** button under the **SETTINGS** main menu..
- Select **INCOMPLETE** under the learning area drop-down.
- Select **Year 1** at the Year drop-down.
- Click on the **Filter** button.
- Click on the **Edit** button and complete the other required fields.

MANAGE STUDENTS

LEARNING AREA : INCOMPLETE YEAR : Year 1 <<Filter>> ASS'T REF. ID...

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REF.ID	CANDIDATE_NAME	NAT'L_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATED_J
<input type="button" value="EDIT"/>	<input type="button" value="VIEW"/>		E.P. SENIOR HIGH SCHOOL	2400710060DB	KOFI ABANGA	GHA1234567895	MALE	NORMAL	False	2012-05-12	2024-11-

5. STUDENT DATA MANAGEMENT

This part of the system helps you to:

1. Edit student profile information.
2. Drop subject for a student.
3. Transfer a student.
4. Progress a student to the next class.
5. Download assessment.
6. View student information.


Edit Student profile information

Purpose: This feature allows the administrator to modify a student’s profile information such as name, guardian information and address.

Steps to edit student profile information

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Manage Student (Per Learning Area)** menu.
- Select the **Learning Area**.
- Select the **Year of Entry**.
- Click on the **Filter** button.
- Click on the **Edit** button.

The screenshot shows the 'MANAGE STUDENTS' interface. At the top, there are filters for 'LEARNING AREA' (GENERAL ARTS), 'YEAR' (Year 1), and a '<<Filter>>' button. Below the filters is a table with columns: ACTION, ACTION, PPT_PIC, SCHOOL_NAME, ASS_REF.ID, CANDIDATE_NAME, NATL_ID, GENDER, DISSABILITY, C.R.B, DOB, CREATED_DATE, INSERTED_BY, STATUS, and a REPEAT button. The first row of data shows a student named MALTITI MUHAZ MOHAMMED from E.P. SENIOR HIGH SCHOOL. A blue arrow points from the 'EDIT' button in the table to the 'Edit' button in the steps list above.

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REF.ID	CANDIDATE_NAME	NATL_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATED_DATE	INSERTED_BY	STATUS	
EDIT	VIEW		E.P. SENIOR HIGH SCHOOL	210071006004	MALTITI MUHAZ MOHAMMED		MALE	NORMAL	False	2006-03-03	2024-11-04	Obed Akoto	A	REPEAT

Drop Subject for a student.

Purpose: This feature allows the administrator to drop subject(s) for a student .

Students can only drop subjects after registering for it in the first year provided they have not reached the minimum number of 7 subjects.

Steps to drop subject for a student.

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Manage Student (Per Learning Area)** menu.
- Select the **Learning Area**.
- Select the **Year of Entry**.
- Click on the **Filter** button.
- Click on the **Edit** button.
- Scroll to the button of the page.
- Click on the **Drop Subject** button to drop it.

SUB_CODE	SUB_NAME	ACTION
424	Arabic	
422	English Language	
423	French	
222	Geography	
431	Dagbani	
223	Government	
225	History	
425	Literature in English	
404	Mathematics	

Transfer student

Purpose: This feature allows the administrator to transfer a student from one school to another.


***NB:** Schools are required to authorize transfers sanctioned by GES before students are released for other schools to accept them.*

No school is to accept students transfer without prior authorization and receipt of student information from their previous school.

Steps to transfer a student.

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Manage Students (Per Learning Area) menu
- Type the student's full **Assessment Reference ID** in the Ass't Ref ID text area.
- The student record is filtered solely on the page.

- Click on the **Accept Transfer** button at the bottom of the page.

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REFID	CANDIDATE_NAME	NAT'L_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATED_D
EDIT	VIEW		E.P. SENIOR HIGH SCHOOL	2400710060D2	KALLESI CONRADO		MALE	NORMAL	False	2012-11-06	2024-11-2

TOTAL NUMBER OF STUDENTS	16	Download Students Data	Accept Transfer
--------------------------	----	--	---------------------------------

Progress Student to the next class.

Purpose: This feature allows the administrator to promote students to the next class.


The system allows the school to promote eligible students and generate entries for the subsequent years.

Steps to progress student to the next class.

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Manage Student (Per Learning Area)** menu.
- Select the **Learning Area**.
- Select the **Year of Entry**.
- Click on the **Filter** button.
- Click on the **Progress All** button.

MANAGE STUDENTS

LEARNING AREA :	GENERAL ARTS	YEAR OF ENTRY :	Year 1	<<Filter>>	ASS'T REF. ID...	Progress All
-----------------	--------------	-----------------	--------	--	------------------	------------------------------

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REFID	CANDIDATE_NAME	NAT'L_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATE
EDIT	VIEW		E.P. SENIOR HIGH SCHOOL	2400710060D3	ISSAH SALIFU		MALE	NORMAL	False	2012-11-01	2024-

Download Assessment Scores

Purpose: This feature allows the administrator and the teacher to download captured assessment scores of students.

Steps to download assessment scores.

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Download Assessment** menu.
- Select the **Year of Exam**
- Select the **Semester**
- **Select the mode of Assessment**
- Select the **Learning Area**.
- Click on the **Submit** button.
- Click on the **Download Students Data** at the bottom of the page.

MANAGE STUDENTS

LEARNING AREA : GENERAL ARTS YEAR : Year 1 <<Filter>> ASS'T REF. ID... Progress All

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REFID	CANDIDATE_NAME	NATL_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATED_DATE	INSERTED_BY	STATUS	
			E.P. SENIOR HIGH SCHOOL	210071006004	MALITTI MUHAZ MOHAMMED		MALE	NORMAL	False	2006-03-03	2024-11-04	Obed Akoto	A	

TOTAL NUMBER OF STUDENTS 1 [Download Students Data](#) ←

6. ASSESSMENT SCORE CAPTURE

Purpose: This feature allows the user to capture assessment scores of the students.

There are two modules for capturing assessment scores;

1. Capture Per Subject.
2. Capture Per Student.

Per Subject:

Purpose: This function allows the subject account user to enter assessment scores for all the candidates registered for a particular subject based on the assessment year.

ASSESSMENT CAPTURE

YEAR: Year 1	SEMESTER: 1st Sem	MODE_OF_ASSESSMENT: Individual Class Ass	CLASS: SC3	SUBJECT: Mathematics	<<Filter>>	SEARCH BY ASST
OVERALL_SCORE: OVER-ALL SCC		Download Students Data	Browse... No file selected.	Upload Bulk Scores		

SCORE	ACTION	ASST_REFID	CANDIDATE_NAME	GENDER	DOB
[Input]	Submit	2400710060B7	ABU GLORIA	FEMALE	2011-04-19

Per Student:

Purpose: This menu focuses on recording the overall assessment of individual students. It enables a holistic input of scores across multiple subjects of students.

NAVIGATION MENU

STUDENT TRANSCRIPT PORTAL

- Register School
- Register Student
- Capture Assessment Per Subject
- Capture Assessment Per Student
- Score Update
- Manage Students(Per Learning Area)
- Download Assessment
- Admin Panel
- Transcript

CASS CAPTURE

YEAR: Year 1	SEMESTER : 1st Sem	MODE_OF_ASSESSMENT: Individual Class Ass	LEARNING AREAS : GENERAL ARTS	<<Filter>>	SEARCH BY ASST RI
OVERALL SCORE: OVERALL SCC					

ACTION	ASST_REF.ID	CANDIDATE_NAME	GENDER	DOB
All Subj	2400710060E2	KOMBAT ELIAS BIKINANTIN	MALE	2012-11-14
All Subj	2400710060E7	DUUT EMMA GRACE	FEMALE	2012-02-02

Score Update

Purpose: Assessment Score Update allows users to modify or update previously entered scores for students. It ensures that errors in data entry can be corrected without going through the entire process again.



The student scores can only be updated provided it falls within the assessment period.

Steps to score update

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Score Update** menu.
- Select **Year of student**.
- Select **Semester**.
- Select **Mode of Assessment**.
- Select Subject
- Click on the **Filter** button.
- Enter the new score in the text field under the **Score** column.
- Click on the **Correct Mark** action button to save the score.

STUDENT RECORDS

YEAR:	SEMESTER :	MODE_OF_ASSESSMENT:	SUBJECT :		
Year 1	1st Sem	Individual Class Ass	Geography	<<Filter>>	SEARCH BY ASS'T REF. ID..

SCORE	ACTION	PPT_PIC	ASST_REFID	CANDIDATE_NAME	NATL_ID	GENDER	DISSABILITY	CAN_READ_BRILLE	DOB	STATUS	SUB_CODE	SCORE	CAPTURED_BY	CAPT
			240071006003	SALIFU ISSAH		MALE	NORMAL	False	2012-11-01	A	222	042	Kamil Seidu	20

7. QUALITATIVE ASSESSMENT

Purpose: This section provides teachers with the platform to input the qualitative attributes of students over a defined period.

Steps to enter Qualitative Assessment Information

- Click on the **QUALITATIVE ASSESSMENT** button under the navigation menu.

QUALITATIVE ASSESSMENT

Behavioural and Social Skills

- **Classroom Behaviour:**
Observations:
- **Interaction with Peers:**
Observations:
- **Respect for Authority:**
Observations:

Personal Development

- **Time Management:**
Observations:
- **Responsibility and Accountability:**
Observations:
- **Emotional Maturity:**
Observations:

Skills Assessment

- **Leadership Skills:**
Observations:
- **Problem-Solving Skills:**
Observations:
- **Creativity and Innovation:**
Observations:

General Comments

- Overall Strengths:
- Areas for Growth:
- Additional Notes:

Your Assessment Should Reflect the Above: *

Type Assessment Here

Submit Close

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- Proceed to enter the **QUALITATIVE ASSESSMENT** qualities in the space provided using the four categories provided as a guide.
- Click on the **Submit** button.

8. TRANSCRIPT / STATEMENT OF RESULTS

Purpose: This section generates student report detailing academic performance and character qualities over a defined period.

Transcript

This module will be activated when students complete all semesters required for the 3-year study period.

Steps to generate transcript

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Transcript** menu.
- Select the **Year of student**.
- Select the **Semester**.
- Select the **Mode of Assessment**.
- Select a **Learning Area**.
- Click on the **Submit** button.

The screenshot displays the 'STUDENT TRANSCRIPT PORTAL' interface. On the left is a 'NAVIGATION MENU' with options: Register Student, Capture Assessment Per Subject, Capture Assessment Per Student, and Score Update. The main area is titled 'DOWNLOAD TRANSCRIPT' and contains a form with the following fields:

YEAR:	SEMESTER :	MODE_OF_ASSESSMENT:	LEARNING AREAS :	Submit	SEARCH BY CASE
Year 1	1st Sem	Individual Class Ass	SCIENCE	Submit	SEARCH BY CASE

A blue arrow points from the 'Submit' button in the list above to the 'Submit' button in the form.

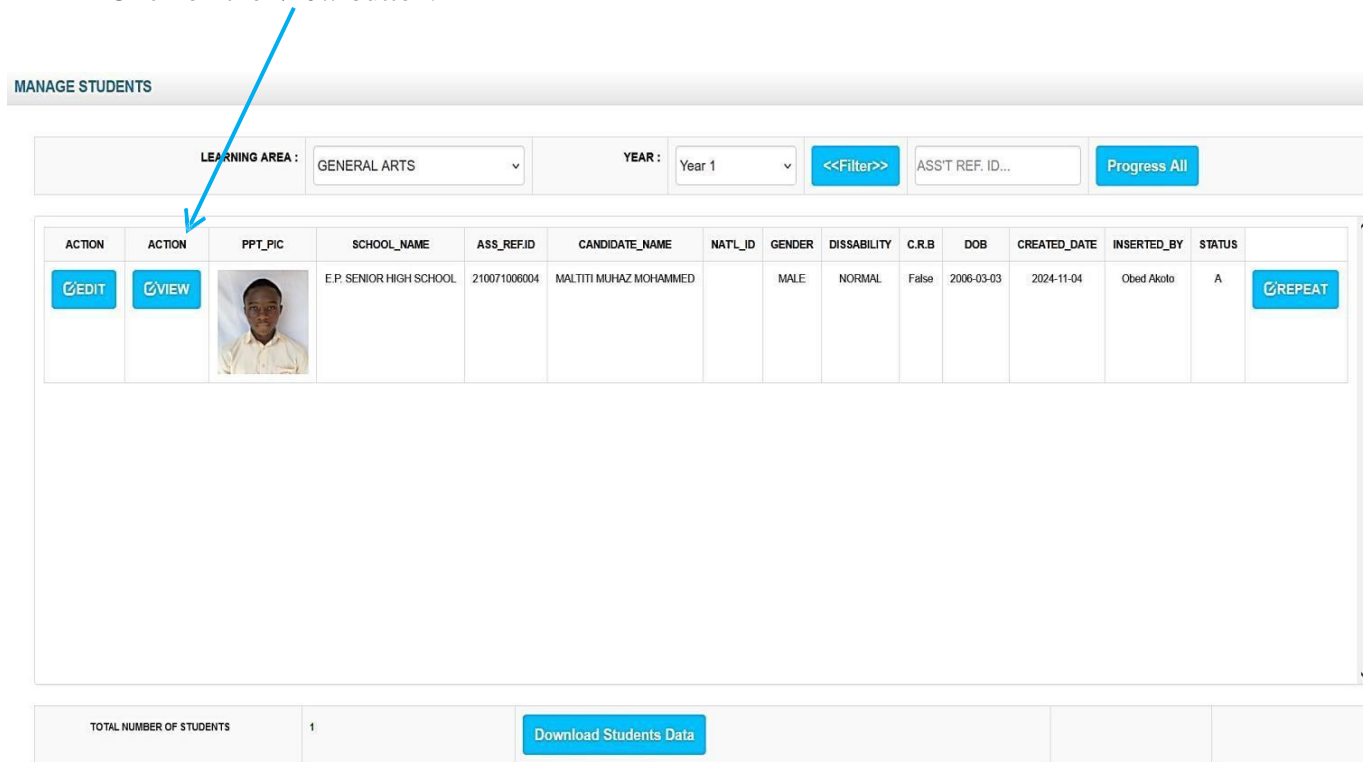
NB: This will provide the administrator with the transcripts of students for a particular learning area.

Statement of Results per Student

This feature is accessed when a student completes all the required subjects for the semester.

Steps to generate Statement of Results

- Click on the **STUDENT TRANSCRIPT PORTAL** under the navigation menu.
- Click on the **Manage Student (Per Learning Area)** menu.
- Select the **Learning Area**.
- Select the **Year of Entry**.
- Click on the **Filter** button.
- Click on the **View** button.



The screenshot displays the 'MANAGE STUDENTS' interface. At the top, there are filters for 'LEARNING AREA' (GENERAL ARTS) and 'YEAR' (Year 1), along with a '<<Filter>>' button and a 'Progress All' button. Below the filters is a table with the following columns: ACTION, ACTION, PPT_PIC, SCHOOL_NAME, ASS_REFID, CANDIDATE_NAME, NATL_ID, GENDER, DISSABILITY, C.R.B, DOB, CREATED_DATE, INSERTED_BY, STATUS, and a REPEAT button. The first row contains the following data: [EDIT], [VIEW], [PPT_PIC], E.P. SENIOR HIGH SCHOOL, 210071006004, MALITI MUHAZ MOHAMMED, [NATL_ID], MALE, NORMAL, False, 2006-03-03, 2024-11-04, Obed Akoto, A, and [REPEAT]. A blue arrow points to the [VIEW] button in the first row. At the bottom, there is a summary row with 'TOTAL NUMBER OF STUDENTS' set to 1 and a 'Download Students Data' button.

ACTION	ACTION	PPT_PIC	SCHOOL_NAME	ASS_REFID	CANDIDATE_NAME	NATL_ID	GENDER	DISSABILITY	C.R.B	DOB	CREATED_DATE	INSERTED_BY	STATUS	
[EDIT]	[VIEW]	[PPT_PIC]	E.P. SENIOR HIGH SCHOOL	210071006004	MALITI MUHAZ MOHAMMED	[NATL_ID]	MALE	NORMAL	False	2006-03-03	2024-11-04	Obed Akoto	A	[REPEAT]

TOTAL NUMBER OF STUDENTS: 1

[Download Students Data]

NB: This feature enables the administrator to access an individual learner's transcript or statement of results.

SAMPLE TRANSCRIPT



E.P. SENIOR HIGH SCHOOL

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 E-Mail: info@hepss.edu.gh

JOHN DOE AFORDOFE

Age: 16
 Study Area: Science
 Year of Admission: 2023
 Ass't Ref ID: 24007100601E



***** OFFICIAL TRANSCRIPT *****

Year 1 Academic Record				
Course Title	Semester 1		Semester 2	
	Credit Earned	Final Grade	Credit Earned	Final Grade
English	3.0	B2	0.0	-
Social Studies	2.0	A1	0.0	-
Core Elective Subjects				
Mathematics	4.0	A1	0.0	-
Chemistry	3.0	B3	0.0	-

Remarks by Head of School:

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NB: A sample copy of the Transcript / Statement of Results document.