



Classmate User Documentation

INSIGHT
TODAY
BRIGHTER
TOMORROW

A practical guide for school setup, marks capture, analysis and reporting

This brochure introduces the key Classmate workspaces used by schools to manage setup, academic controls, performance intelligence and school reports.

For school heads, deputies, heads of department and teaching teams.

Dashboard
School-wide reporting overview.

School Head
school_admin • Donga CJSS

Cloud Online

ACCESS ROLE
School Head

OVERVIEW

- Dashboard
- My Profile

SCHOOL CONFIGURATION

- School Setup
- Subject Setup
- Academic Con...
- Timetable
- Users & Roles
- Bulk Upload
- Students

ACADEMIC PERFORMANCE INTELLIGENCE
Your intelligence centre is ready for completed marks.
Complete registered-subject marks to activate school-wide performance intelligence.

Performance Intelligence | Teacher Intelligence | Learner Profiles

PERFORMANCE HEALTH
0% CURRENT
0% Composite management signal from pass, credit, completion and intervention indicators.

SCHOOL AVERAGE
Term 1

PASS RATE
Complete learners

CREDIT RATE
Grades A-C

ACADEMIC RISK
885
Learners needing follow-up

Form performance
Compare complete learner averages across forms.
Explore Analysis

Top learners
Current ranking-eligible results.
No complete ranking-eligible results are available yet.

School Setup
School-wide reporting overview.

School Institutional Setup Centre
manage setup, workflow, reports, performance workspaces used by schools to
100% setup complete

- School profile (review)
- Classroom (review)
- Subjects (review)
- Staff accounts (review)
- Learner register (review)
- Teacher assignments (review)

Academic Reporting
Sign in with your assigned school account.

LOGIN ID
Full login email address

PASSWORD
Password Show

Sign In

Performance Intelligence
School-wide reporting overview.

SCHOOL AVERAGE
-

PASS RATE
-

CREDIT RATE
-

PERFORMANCE ELIGIBLE
0/885

X RESULTS
0

HIGH / MEDIUM RISK
885

TOP LEARNER
-

Term Report Cards
Preview, bulk print and A4 reports.

CLASS
Form 1.5

LEARNER
PRINCESS KGALALETSO MOOKETSII

REPORT TEMPLATE
Official School Report Template

ACTION
Print / Save Official Report



Set up your school
with confidence



Manage academic
workflow clearly



Turn results into
useful insight



Produce professional
school reports

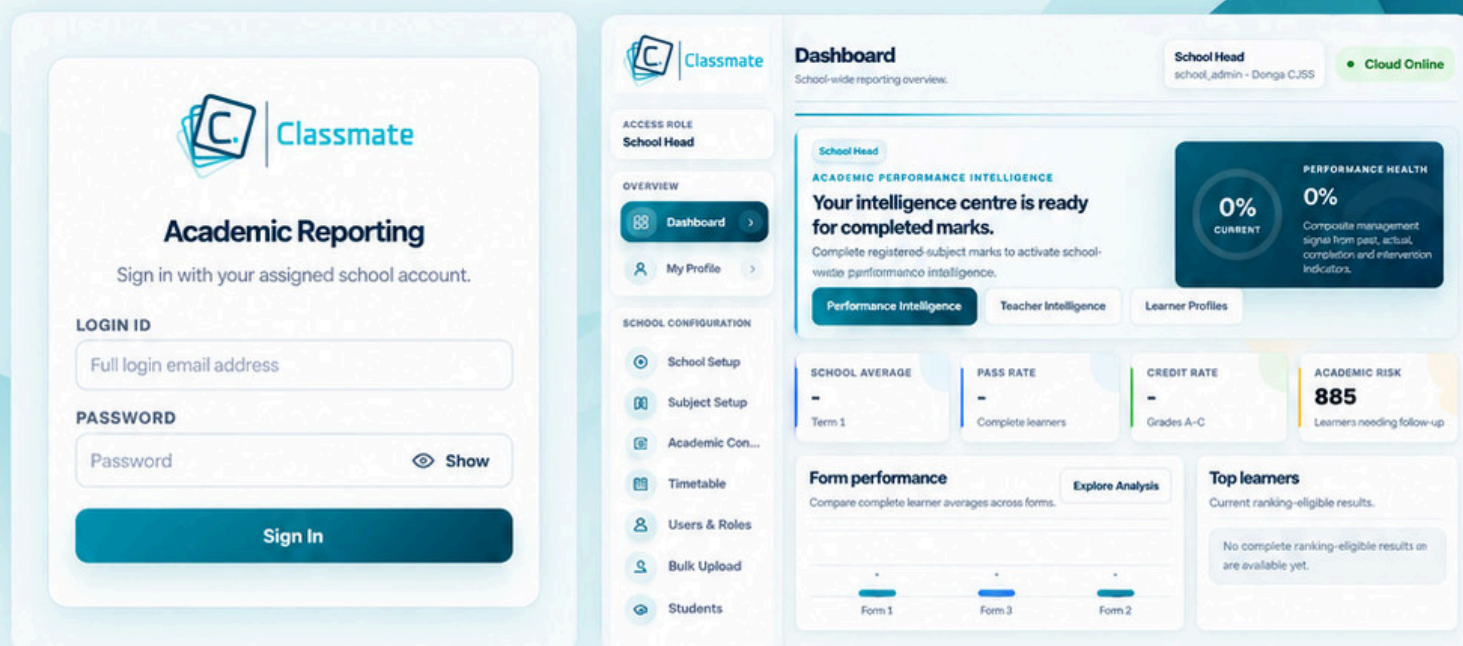


Designed to help schools understand and adopt Classmate quickly

01 / GETTING STARTED

Get started and find your way around

Classmate opens with secure login and a school-wide dashboard. Once signed in, users can move between profile, configuration and reporting workspaces from the main menu.

**Classmate login**

Sign in with your assigned school account.

Classmate dashboard

Your school-wide starting point after login.

Quick start

Follow these steps to get started in Classmate.

- 1 Sign in with your assigned school login details.
- 2 Confirm your access role and school name after login.
- 3 Open the Dashboard to review school-wide status cards.
- 4 Use the left menu to reach School Setup, Academic Controls, Performance Intelligence and Reports.

Main navigation

Key areas available from the main menu.

- Dashboard overview**
View school-wide status and key information.
- My Profile**
Manage your profile and contact details.
- School Configuration**
Access school setup, subjects, timetables and users.
- Marks & Reporting workspaces**
Access academic controls and reporting workspaces.

02 / SCHOOL SETUP

Set up your school foundation

Before reporting begins, Classmate helps the school confirm its profile, classes, subjects, staff, learners and teacher assignments from one connected workspace.

Classmate

Dashboard
School-wide reporting overview.

School Head
school_admin - Donga C.JSS

Cloud Online

ACCESS ROLE
School Head

OVERVIEW

- Dashboard
- My Profile

SCHOOL CONFIGURATION

- School Setup
- Subject Setup
- Academic Con...
- Timetable
- Users & Roles
- Bulk Upload
- Students

ACADEMIC PERFORMANCE INTELLIGENCE

Your intelligence centre is ready for completed marks.
Complete registered-subject marks to activate school-wide performance intelligence.

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SCHOOL AVERAGE
Term 1

PASS RATE
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CREDIT RATE
Grades A-C

ACADEMIC RISK
885
Learners needing follow-up

Form performance
Compare complete learner averages across forms.
Explore Analysis

Form 1 | Form 3 | Form 2

Top learners
Current ranking-eligible results.
No complete ranking-eligible results are available yet.

What to confirm

School profile	School identity and reporting details
Classes	Class streams and structure
Subjects	Approved school subject list
Staff accounts	Authorised user access
Learner register	Active learners
Teacher assignments	Class-subject responsibility



Good practice

Complete setup first so marks capture, reporting and analysis use the correct school structure.



Manage the academic workflow

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Academic Controls helps schools define the reporting period, track readiness and manage core stages of the academic cycle from one control centre.

School Setup
School profile, classes and grading.

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Cloud Online

School Institutional Setup Centre
100% SETUP READINESS

Complete school setup through Classmate itself. Complete the school profile, academic structure, staff, learners and teacher assignments from one place.

- School profile** (Identity and contact details saved) [Review](#)
- Classes** (24 class streams configured) [Review](#)
- Subjects** (18 subjects configured) [Review](#)
- Staff accounts** (56 active staff accounts) [Review](#)
- Learner register** (885 active learners) [Review](#)
- Teacher assignments** (315 class-subject assignments) [Review](#)

Operating model: Classmate provisions the school tenant and first School Head. The school then maintains its institutional setup and routine staff onboarding from these workspaces. H.O.D retains learner-entry authority; academic marks remain owned by the assigned teacher.

School Profile & Institutional Identity
Maintain the school identity, reporting period and contact information used throughout Classmate.

SCHOOL NAME: Donga CJSS
HEAD / PRINCIPAL: Mr Mphuthe

TERM:
YEAR:

Class Streams
Create the school class structure here. Subjects are maintained independently in Subject Setup.

LEVEL: Form 1
STREAM: 1.1

[Add Class Stream](#) [Add Form 1-3 Streams](#) [Open Subject Setup](#)

Core work areas

Setup define term and assessment settings	Completion monitor marks readiness	Submissions follow teacher submissions	Attendance subject attendance context
Missing Marks identify follow-up items	Publishing manage approval and release	Promotion support academic year movement	

Recommended workflow

1 Configure > 2 Capture > 3 Validate > 4 Review > 5 Publish

Use the control centre to keep responsibilities visible before reports are prepared.

Turn marks into usable insight

Performance Intelligence helps schools move from raw marks to evidence-based review by combining filters, summaries and analysis views in one workspace.

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Performance Intelligence
 Student, class, form, subject, gender, house, ranking, risk and JCE intelligence.

School Head
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Cloud Online

Performance Intelligence Centre
 Decision intelligence for Donga CJSS — from learner-level evidence to whole-school performance.

Export Analysis CSV

Print / Save PDF

Executive Overview

Performance Explorer

Student 360°

Classes

Forms

Subjects

Gender

Houses

Rankings

Risk

JCE Readiness

Executive Performance Intelligence

ASSESSMENT
 Term 1 • Term 1 • 100%

ACADEMIC YEAR
 2026

MONTH
 Not separately tracked

FORM
 All forms

CLASS
 All classes

GENDER
 All genders

HOUSE
 All houses

SUBJECT
 All subjects

COMPLETION
 All statuses

TEACHER
 All teachers

School Performance Intelligence
 Capture complete numeric results to activate school intelligence.

SCHOOL AVERAGE
 -

PASS RATE
 -

CREDIT RATE
 -

PERFORMANCE ELIGIBLE
 0/885

X RESULTS
 0

HIGH / MEDIUM RISK
 885

TOP LEARNER
 -

0%
 Performance Intelligence Score
 Composite management indicator

Grade Distribution
 Overall JCE result distribution for aggregate-eligible learners; X and incomplete results are excluded.

Merit	Count
A	0
B	0
C	0
D	0
E	0
U	0
X	0

Top 10 Learners
 Only ranking-eligible complete results are included.

No ranking-eligible learner results are available.

Executive Exceptions
 Management attention areas generated from the same official analysis engine.

STRONGEST SUBJECT
 -

WEAKEST SUBJECT
 -

INCOMPLETE LEARNERS
 885

LEARNERS NEEDING INTERVENTION
 -

Exception Type	Item	Value	Details
No executive exceptions to display.			

How to use this workspace

- ✓ Choose the assessment period and academic year.
- ✓ Filter by form, class, subject, teacher and completion status.
- ✓ Review school averages, pass rate, credit rate and academic risk.
- ✓ Use analysis panels to compare classes, forms, subjects and learner groups.

Main views



Executive Overview



Performance Explorer



Student 360°

Prepare, review and publish reports

Term Report Cards combines learner details, subject results and teacher comments into a clean printable school report workflow.


Classmate

- Academic Con... >
- Timetable >
- Users & Roles >
- Bulk Upload >
- Students >
- Teacher Assig... >

MARKS & REPORTING

- Marks Entry >
- Class Results >
- Performance I... >
- Student Asse... >
- Learner Progr... >
- Term Report ... >**

[Logout](#)

Term Report Cards
 Preview, bulk print and A4 reports.

School Head
 school_admin - Donga CJSS

Cloud Online

Term Report Cards
 Reports now pull live learner names, marks, grades, points, comments and teacher names from Marks Entry and setup data.

CLASS

Form 1.6

LEARNER

PRINCESS KGALLETSO MOOKETSI

TERM / ASSESSMENT

Term 1

REPORT TEMPLATE

Official School Report Template

ACTION

Print / Save Official Report

MARKS SOURCE

Open Marks Entry

Current report school name: Donga CJSS. This report pulls from the student register, student subject metadata, marks captured, grading scale, grade points, teacher assignment and report comments. [Edit School Profile](#)

Report Data Check: Incomplete report • 1 registered subjects • 0/1 marks captured • Assessment: Term 1

Missing marks: English

Subject registration rule: expected marks are calculated dynamically from the selected learner's registered subjects only.

Teacher Comments & Report Publishing
 Add comments before printing or publishing the report. Current status: **Draft**

SUBJECT TEACHER COMMENT

Subject performance comment

CLASS TEACHER COMMENT

Class teacher general comment

Publish Student Report

Basic reporting flow

- 1 Select the class, learner and term or assessment.
- 2 Choose the report template to use.
- 3 Print or save the official report.
- 4 Add subject and class teacher comments where required.
- 5 Publish the student report when all information is ready.



Before publishing

Check the report data status and resolve missing marks before releasing the final report.



Combine results and comments

Pull learner details, subject results and teacher comments into one official school report.



Flexible templates

Use your school's report templates for a consistent and professional format.



Share with confidence

Review all information and publish the student report when it is complete.