

GOLDEN STARS ACADEMY

God is Able

Managing Golden Stars Academy portal

2025/2026 Academic Session

1. Getting Started

The Admin Portal is the control centre for the entire school platform. Every student, staff member, result, fee, and piece of content is managed from here.

1.1 Logging In

1	<p>Open your browser</p> <p>Go to http://localhost:8000 or your school domain gsa.com.ng</p>
2	<p>Click Admin Portal</p> <p>Navbar → Admin, or go directly to /admin/login</p>
3	<p>Enter credentials</p> <p>Email: admin@gsa.com.ng Password: GoldenStars@2026</p>
4	<p>Change your password</p> <p>Admin → Admin Users → Edit account — do this immediately</p>

■ ■ Important: Change the default password immediately after first login.

■ Tip: Sessions stay active for 8 hours. Always log out when leaving a shared computer.

1.2 Dashboard Overview

Students	Total enrolled students
Staff	Total active staff accounts
Results Pending	Results awaiting your approval
Fees Due	Outstanding fee records
Notifications	Alerts sent via SMS

2. Class Arms

Structure: Level → Class Number → Arm. Example: Primary → Pry 1 → A, B, C. Each arm has its own capacity and class teacher.

Creche	Single arm A — add more as needed
Nursery	KG 1 and KG 2, arms A, B, etc.
Primary	Classes Pry 1–6, arms A, B, C, D, E, F
JSS	Classes JSS 1–3, arms A, B, C, D, E, F
SSS	Classes SSS 1–3, arms A, B, C, D, E, F

■ **Tip:** Run `seed_classes.py` once after first server start. Add more arms via Admin → Class Arms → Add Arm.

3. Students

3.1 Bulk Enrolment

1	Download template Admin → Templates → Student Enrolment Template
2	Fill in Excel One student per row from row 6
3	Save as CSV File → Save As → CSV format (.csv)
4	Upload Admin → Bulk Import → Choose file → Import
5	Check results System shows: added, skipped, errors

■ ■ **Important:** Admission number becomes the student's login username AND password for the Student Portal. Use a consistent format like GSA/2026/001.

4. Results

Flow: Staff upload → Pending → Admin approves → Visible to parents and students. SMS sent on approval.

Approving Results

1	Admin → Results Pending results appear highlighted
2	Review each result Check student, class, subject, CA1+CA2+Exam scores
3	Approve or Reject ✓ Approve to publish, ✗ Reject returns to teacher
4	Approve All 'Approve All Pending' button for bulk approval
5	Broadsheet Admin → Result Sheet → select class and term

5. Fees & Payments

1	Admin → Fees → Add Fee Schedule Set title, amount, level, term, session
2	Parents see it Appears in Parent Portal under Pay Fees
3	Online payment Parents pay via Paystack (card, transfer, USSD)
4	Cash payment Admin → Payments → Record Payment
5	Bulk payments Download Fee Payments Template → fill → upload

6. Calendar

6.1 AI Import from File

1	Admin → Calendar → AI Import from File
2	Upload calendar file Photo (JPG/PNG), Word doc, PDF, or text file
3	Select term and year e.g. Third Term, 2025/2026
4	Click Extract with AI AI reads file and extracts all events automatically
5	Review preview table Check extracted events are correct
6	Replace or Append Replace clears existing events; Append adds to them
7	Click Save to Calendar Events appear on public calendar page and news ticker

6.2 Manual Management

Click Add Event for single entries. Each event has an Edit (pencil) button and a Delete button.

■ **Tip:** Calendar events feed the scrolling news ticker on every public page. Keep it updated.

7. Gallery

1	Admin → Gallery → Upload Photo
2	Choose image JPG, PNG, WebP — min 800x600px recommended
3	Fill details Title, Category, Sort Order, Caption
4	Upload Photo appears on public /gallery page immediately
5	Edit Click pencil icon to change title, category, or caption

8. Leadership Team

Admin → Leadership Team manages the team profiles shown on the public About Us page.

Add member	Name, role/title, bio, photo, sort order
Edit	Update any field, replace photo
Show/Hide	Toggle visibility without deleting
Sort order	0 = shown first. Lower numbers appear first

9. CBT Tests

Exact arm (JSS 1B)	Only JSS 1B students see the test
Year group (JSS 1)	All arms: JSS 1A, 1B, 1C...
Level (JSS)	Every JSS student across all classes

Three ways to add questions: type manually, AI generate from notes, or import from CSV.

10. Quick Reference — Key URLs

Admin Login	/admin/login
Dashboard	/admin
Class Arms	/admin/classes
Bulk Import	/admin/students/bulk-import
Staff	/admin/staff
Parents	/admin/parents
Results	/admin/results
Fees	/admin/fees
Calendar	/admin/calendar
Gallery	/admin/gallery
Leadership Team	/admin/leadership
CBT Tests	/admin/cbt
Timetable	/admin/timetable-builder
Templates	/admin/templates
Site Info	/admin/siteinfo
Logos	/admin/logos

Need Help? Contact RESCAIVA: festusolowo1@gmail.com | +2348161303336