

# GOLDEN STARS ACADEMY

*God is Able*

for teachers and non-teaching staff

2025/2026 Academic Session

# 1. Getting Started

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**1** **Open browser**

Go to [gsa.com.ng](http://gsa.com.ng) or <http://localhost:8000>

**2** **Click Staff Portal**

Navbar → Staff, or go to </staff/login>

**3** **Enter credentials**

Email and password given to you by Admin

**4** **You are in**

Dashboard shows your students, results, assignments, messages

■■ **Important:** If you forget your password, contact Admin to reset it. Staff cannot reset passwords from the portal.

## 2. Students

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Staff → Students shows all students. Search by name or admission number. Filter by class.

### Enrolling a Student

1	<b>Staff → Students → Enrol Student</b>
2	<b>Fill the form</b> Full name, admission number (unique — e.g. GSA/2026/001), class arm
3	<b>Select class arm</b> Grouped dropdown — Level auto-fills automatically
4	<b>Add details</b> Gender, date of birth, parent phone, address, photo (optional)
5	<b>Click Enrol</b> Student saved. Admission Number is their login to Student Portal

■■ **Important:** Admission Number = Student's username AND password for the Student Portal.  
Choose a consistent format.

### 3. Results

<b>1</b>	<b>Staff → Results → Upload Result</b>
<b>2</b>	<b>Select student</b> Search by name or admission number
<b>3</b>	<b>Enter scores</b> CA1 (max 20), CA2 (max 20), Exam (max 60)
<b>4</b>	<b>Select subject and term</b>
<b>5</b>	<b>Click Save</b> Result saved as Pending — Admin must approve first

<b>Pending (orange)</b>	Uploaded but not yet approved by Admin
<b>Approved (green)</b>	Visible to student and parent
<b>Rejected (red)</b>	Admin sent back — edit and re-upload

■ **Tip:** Notify Admin after uploading results so they can approve promptly.

#### Bulk Results Upload

Staff portal → Results Template button (gold, top bar) → fill Excel → save as CSV → Staff → Results → Bulk Upload.

## 4. Assignments

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<b>1</b>	<b>Staff → Assignments → New Assignment</b>
<b>2</b>	<b>Write instructions</b> Full assignment text in the Instructions field — students see every word
<b>3</b>	<b>Attach file (optional)</b> PDF, Word doc, image, diagram
<b>4</b>	<b>Set due date and marks</b>
<b>5</b>	<b>Click Create &amp; Publish</b> Students see it immediately on their Assignments page
<b>6</b>	<b>View Submissions</b> Each assignment card → View Submissions button
<b>7</b>	<b>Mark each submission</b> Enter score and written feedback — visible to student

■ Students see the full instructions, can submit typed answers or file uploads, and see their score and feedback once marked.

## 5. Lesson Plans

### 5.1 AI-Assisted Generation (Recommended)

1	<b>Staff → Lesson Plans</b> Green AI panel at the top of the page
2	<b>Enter Subject, Class, Duration</b> e.g. Biology, JSS 2B, 40 minutes
3	<b>Describe the topic</b> Write what you want to teach — the more detail, the better
4	<b>Click Generate Lesson Plan</b> AI writes the full plan in ~15 seconds
5	<b>Review</b> The form fills automatically — edit anything you want
6	<b>Save Lesson Plan</b> Plan is saved and printable

■ **Tip:** The AI uses the Nigerian curriculum context. Mention students' prior knowledge for a better result.

### 5.2 Manual Entry

Click New Lesson Plan and fill the form manually: objectives, content, activities, resources, evaluation, assignment. Plans are printable via View / Print.

## 6. CBT Tests

### 6.1 Creating a Test

1	<b>Staff → CBT Tests → New Test</b>
2	<b>Fill details</b> Title, subject, target class, duration, passing mark
3	<b>Click Questions</b> Add questions using any method below
4	<b>Publish</b> Students can see and start the test

### 6.2 Adding Questions

<b>Manual</b>	Type each question, set options, select correct answer, optionally upload an image
<b>AI Generate</b>	Upload a study note → set MCQ/T-F/Short Answer counts → AI generates automatically
<b>CSV Import</b>	Download CBT Questions Template → fill → save as CSV → import
<b>JSS 1B only</b>	Exact arm — only that class sees the test
<b>JSS 1</b>	All arms: JSS 1A, 1B, 1C...
<b>JSS</b>	Every JSS student across all classes

## 7. Attendance

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<b>1</b>	<b>Staff → Attendance → Select class and date</b>
<b>2</b>	<b>Mark each student</b> Present, Absent, or Late
<b>3</b>	<b>Click Save Attendance</b> Recorded immediately
<b>4</b>	<b>Automatic SMS</b> Parents of absent students notified automatically

## 8. Download Templates

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<b>Enrolment Template</b>	Students page → gold button in top bar
<b>Results Template</b>	Results page → gold button in top bar
<b>CBT Questions Template</b>	CBT Tests page → gold button in top bar
<b>All templates</b>	Also at: <a href="https://gsa.com.ng/templates">gsa.com.ng/templates</a> (no login needed)

## 9. Quick Reference

<b>Staff Login</b>	/staff/login
<b>Dashboard</b>	/staff/dashboard
<b>Students</b>	/staff/students
<b>Results</b>	/staff/results
<b>Assignments</b>	/staff/assignments
<b>Lesson Plans</b>	/staff/lessons
<b>Attendance</b>	/staff/attendance
<b>Messages</b>	/staff/messages
<b>CBT Tests</b>	/staff/cbt
<b>Templates (public)</b>	/templates

**Need Help? Contact RESCAIVA: festusolowo1@gmail.com | +234816130336**