

General Settings Panel

This section allows administrators to configure the current session (term and year), curriculum and supplementary set options, grading parameters (pass marks, subject units, minimum marks), system start date, comments on marks entry, base currency, bank charges, ledger account mapping, and student ledger display setting . However some may be one time and others are termly.

The screenshot displays the 'System Configurations' page in the CSMS application. The left sidebar contains a 'Settings' menu item (1). The main content area has a 'General' tab selected (2). The configuration fields are as follows:

Field	Value
Current session term	FIRST TERM
Current session year	2026
Curriculum Combined [new curriculum]	On
Supplementary Set [new curriculum]	Off
Supplementary Set Columns [new curriculum]	Average
Supplementary set title	AVG
Supplementary set passmark	80
Max subject units	10
Comments on marks entry	Off
Minimum Allowed Marks [new curriculum]	0
System Start Date	22/04/2026
Online Applications	Closed

A 'Save' button (3) is located at the bottom left of the configuration area.

After filling the appropriate info click here to save the changes

HOW TO CREATE A NEW EXAM SET

Exam Set Button:
"+ Create New Exam Set" allows users to add a new exam category.

Exam Sets Configuration
This section is used to manage and organize different types of examinations within the system. It allows administrators to create, view, edit, and export exam categories.

Pencil icon
This allows users to modify, update or customize content in the system

No	Set Name	Action
1	C2	
2	C1	
3	BOT	
4	MOCK	
5	EOT	
6	MOT	

New Exam Set

Name *

Create

It allows users to add a new exam category.

- CSIS

Dashboard

Settings

General Settings

Report Appearance Settings

Classes

Streams

Termly Settings

SMS Settings

Exam Settings

Promotion Activation

Promotion Settings

Staff

User Management

Students

Subjects

Timetable

Grading

Exams

Comments

CURRENTLY IN FIRST TERM

System Configurations

- General
- Exam Sets
- Report Appearance
- Departments
- Donors

School Details (Report Header)

Attach school badge:

Choose File

No file chosen

Attach Watermark:

Choose File

No file chosen



Upload a clear logo .

Attach HM Signature:

Choose File

No file chosen

Sign Directly

Upload a clear and professional signature .

School Name:

FAMITECH SOLUTIONS S S

School Motto:

INNOVATIONS AT ITS PEAK

P.OBOX 420948 MBARARA

Email:

info@famitechsolutions.com

First Phone No:

0760264586

Second Phone No:

0782787471

submit school information

This module manages the design, branding, and display options of report cards, including logos, signatures, titles, positioning, and other report presentation settings.

SCHOOL LOGO



FAMITECH SOLUTIONS SS

P.OBOX 420948 MBARARA

0760264586/0782787471 info@famitechsolutions.com

O'LEVEL PROGRESSIVE REPORT FOR TERM I 2026

REPORT HEADER



STUDENT PHOTO

Name: ABAASA LOUIS Form: S3 EAST Gender: M

CODE	SUBJECT	INFORMATION					SUMMATIVE		TOT	AGG	Descriptor	TR
		C1	C2	C3	AVG	/20	AVG/60	AVG/60				
112	ENGLISH LANGUAGE	1.6	2.7	3	2.4	16.1		20.6	36.8	E	ELEMENTARY	NE
208	LIT.IN ENGLISH											
336	LUGHA YA KISWAHILI											
223	C.R.E	1.4	2.4	2.7	2.2	14.3		66.6	81	A	EXCEPTIONAL	AM
241	HISTORY	2.1	2.1	2.4	2.2	14.7		49.8	64.4	C	SATISFACTORY	MY
273	GEOGRAPHY	2.5	2.7	2.4	2.5	17		39	56	D	BASIC	KD
456	MATHEMATICS	1.8	3	3	2.6	17.3		61	78.3	B	OUTSTANDING	AA
535	PHYSICS	2.7	2.7	2.7	2.7	18		50	68	C	SATISFACTORY	BE
545	CHEMISTRY	2.4	2.4	2.4	2.4	16		72	88	A	EXCEPTIONAL	OT
553	BIOLOGY	1.7	2.4	2.4	2.2	14.4		44	58.4	D	BASIC	AO
527	AGRICULTURE											
612	IPS-ART AND CRAFT											
800	COMMERCE											
840	ICT	2.4	2.4	2.6	2.5	16.4		52	68.4	C	SATISFACTORY	NI
850	ENTREPRENEURSHIP											
345	RUNYANKORE-RUKIGA											
815	PHYSICAL EDUCATION											
397	UGANDAN SIGN LANGUAGE											
Total					21.7	144.2	455		599.2			
Average					2.4	16	50.6		66.6		Moderate	
AVERAGE:		TERM I:		TERM II:		53.6		TERM III:		66.6		ANNUAL AVERAGE: 60.1

GRD	RANGE	DESCRIPTOR
A	80 - 100	EXCEPTIONAL
B	70 - 79	OUTSTANDING
C	60 - 69	SATISFACTORY
D	50 - 59	BASIC
E	0 - 49	ELEMENTARY

Identifier: 2		Descriptor: Moderate	
Identifier	Score Range	Descriptor	
-	0 - 0.89	Learner was absent: No learning outcomes achieved (Learner was absent)	
1	0.5 - 1.49	Basic: Some LOs achieved but not sufficient for overall achievement (Basic)	
2	1.5 - 2.49	Moderate: Most LOs achieved, enough for overall learning achievement (Moderate)	
3	2.5 - 3	Accomplished: All LOs achieved with ease (Accomplished)	

LO = Learning Outcome AOI = Activity of Integration CT = Unit Assessment,

Form teacher's Remarks: Improve in all your weakly done areas.

Signature:

Head Teacher's Remarks: You can do better. Work harder.

Signature:

SCHOOL HEAD TITLE

INNOVATIONS AT ITS PEAK

Printed on: Tuesday 21st April 2026 11:31:51 AM

invalid without school stamp

SCHOOL MOTTO

This section is used to configure additional report card display and behavior settings. It allows administrators to define the report card title, school head title, student address title, enable or disable headed paper, configure class and stream positioning, activate detailed report card format, link generic skills, and set how class teacher and head teacher comments are presented on the report card. These settings help control the structure, content, and presentation of student reports.

Other Settings

Reportcard Title (Keys: {level},{term},{year})

{level} PROGRESSIVE REPORT FOR {term} {year}

School Head Title

Head Teacher

Student Address Title

where to pick report from

Use headed paper

Off

Class Positioning

Off

Stream Positioning

Off

Use detailed report card [New curriculum]

Off

Link Generic skills to

Enrollment

Comment

Remarks

Classteacher comments based on

Total (/100)

Headteacher comments based on

Total (/100)

Subject comments based on

Total (/100)

Show subject comments

Off

Descriptor grade based on

Out of 100 (converted to 3)

/20 column display

On

Display summative results on reportcard [New curriculum]

On

Subject Annual Average column (New curriculum)

Off

Show new curriculum grade key

On

Display co curricular activities [New curriculum]

Off

Display sports and clubs [New curriculum]

Off

Fees Balance on Reportcards

On

Subject Positioning

Off

On

Student Position based on

Totals

Aggregates

Made of School (Male or Female)

Male

Female

Schooling type (Day or Boarders)

Day Scholar

Boarder

Motto Position on report

Bottom

General Rounding Off (Decimal Places)

1

Activities Decimal Places (New curriculum)

1

Education Levels

O'LEVEL

A'LEVEL

Display House Master's comment

Yes

No

Display Bursar's comment

Yes

No

Promotion configurations

Class	Based on
S1	Average
S2	Average
S3	Average
S5	Points

Save Changes

After filling the required updates click here and submit the changes

HOW TO REGISTER A CLASS AND STREAM

After filling the class name and new curriculum year click here to submit the registered class and year to the system.

CSMS

Dashboard

Settings

General Settings

Report Appearance Settings

Classes

Streams

SMS Settings

Staff

User Management

Students

Message Center

Reports

Logout

CURRENTLY IN FIRST TERM 2026

NEW NEW SUPER ADMIN

Class Name: (Enter only digits)

New curriculum year

Class Teacher (FIRST TERM 2026 - optional)

Choose

Register Class

Classes

Show 10 entries

Export Show

Class Name	Class Teacher (FIRST TERM 2026)	New curriculum year	Level	Maximum Subjects Done	Student Subjects Done	Action
S1		2021	OLEVEL	MATHEMATICS, ENGLISH, PHYSICS, BIOLOGY, CHEMISTRY, GEOGRAPHY, HISTORY, AGRICULTURE, IRE, CRE, ENTERPRENUERSHIP, COMPUTER, KISWAHILI, PE, ARABIC	12	
S2		2022	OLEVEL	MATHEMATICS, ENGLISH, PHYSICS, BIOLOGY, CHEMISTRY, GEOGRAPHY, HISTORY, AGRICULTURE, IRE, CRE, ENTERPRENUERSHIP, COMPUTER, KISWAHILI, PE	12	
S3		2023	OLEVEL	9	9	
S4		2024	OLEVEL	9	1	

Showing 1 to 4 of 4 entries

Show 10 entries

Previous 1 Next

Indicate the name of the stream and choose the class for which the stream is to be registered

CSMS

Dashboard

Settings

General Settings

Report Appearance Settings

Classes

Streams

SMS Settings

Staff

User Management

Students

CURRENTLY IN FIRST TERM 2026

NEW NEW SUPER ADMIN

Stream Name:

Class:

Stream Teacher: (FIRST TERM 2026 - optional)

Select Stream Teacher

Register Stream

Streams

Show 10 entries

Export Show

NO.	Stream Name	Stream Teacher (FIRST TERM 2026)	Action
1	S1 A		
2	S1 B		

TERMLY SETTINGS

Termly Settings → Entry Form section of a school management system (CSMS), used to configure academic term timelines and reporting.

CSMS

Settings 1

- General Settings
- Report Appearance Settings
- Classes
- Streams
- Termly Settings** 2
- SMS Settings
- Exam Settings
- Promotion Activation
- Promotion Settings

Staff >

User Management >

Students >

Subjects >

Timetable >

CURRENTLY IN FIRST TERM 2026

ENTRY FORM

Select Class(es):

Base/this Term: FIRST TERM

Next Term Begins On: dd/mm/yyyy

Next Term Ends On: dd/mm/yyyy

Marks Entry Begins On: dd/mm/yyyy

Marks Entry Ends On: dd/mm/yyyy

Submit 3

After making the appropriate updates click submit button to save the changes

HOW TO IMPORT A STAFF → STAFF → STAFF LIST → IMPORT STAFF

CSMS

Dashboard

Settings

Staff

Staff List

User Management

Students

Message Center

Reports

Logout

CURRENTLY IN FIRST TERM 2026

NEW NEW SUPER ADMIN

Import Staff

Register Staff

Print Teachers list

Search

Staff List

Show 10 entries

Export

Show

Staff Id:	Names:	Gender	Phone	Profile Pic	Signature	Staff Type	Initials	Actions
2026/FA/003	FORMULAR AID	Female	0751020178			Teaching	FA	 
2026/NN/002	NEW NEW	Male	0787716927			Teaching	NN	 
2026/TT/001	TEST TEST	Female	0787716927			Teaching	TT	 

Showing 1 to 3 of 3 entries

Show 10 entries

Previous 1 Next

This field contains the already registered staff or imported staff list file in the system

Import Staff

Choose CSV File

Choose File

No file chosen

Please ensure the CSV file has the correct format: Fname,Lname,Gender,Phone,Staff_Type,Username,Password

Validate

Close

Save

submits the form and creates the staff record

HOW TO REGISTER A STAFF **STAFF** → **STAFF LIST** → **ADD NEW**

New Staff

Staff Biography

First Name *

Last Name *

Staff Type *

Choose..

Gender *

Choose..

Signature:

Choose File

No file chosen

Sign Directly

Phone:

Profile Picture:

Choose File

No f...sen

Subjects Assignment (Optional)

Class	Stream(s)	Subject(s)	
			+ add row

Year(s):

* 2026

Term(s):

* FIRST TERM

Login Credentials (Optional)

Username:

kosa

User Group:

SELECT..

Password:

.....

Confirm Password:

Password must contain at least one uppercase letter.

Cancel

Save

The Login Credentials section

This allows the creation of a system account for the staff member. It includes fields for username, user group, password, and password confirmation, with validation rules to ensure password strength and accuracy.

Click save to complete staff registration

ASSIGNING SUBJECTS TO THE STAFF

The screenshot shows the CMS interface for assigning subjects to staff. The left sidebar contains a navigation menu with the following items: Dashboard, Settings, Staff, Staff List, Assign subjects, User Management, Students, Subjects, Add Subject, View Subjects, Papers, Units, Assign Subjects to Students, Assign subjects to Teachers, Timetable, Grading, and Exams. The main content area is titled 'Entry Form' and contains the following fields: 'Select Teacher:' (a dropdown menu with 'Choose..' selected), 'Class' (a dropdown menu), 'Stream(s)' (a text input field), 'Subject(s)' (a text input field), 'Year(s):' (a text input field with '* 2026' selected), and 'Term(s):' (a text input field with '* FIRST TERM' selected). At the bottom of the form is a blue button labeled 'Assign teacher'. Four numbered callouts are present: 1 points to the 'Staff' menu item, 2 points to the 'Assign subjects' menu item, 3 points to the 'Assign subjects to Teachers' menu item, and 4 points to the 'Assign teacher' button. Two text boxes provide additional instructions: one for the 'Select Teacher' dropdown and another for the class and subject input fields.

1 Staff

2 Assign subjects

3 Assign subjects to Teachers

4 Assign teacher

Select Teacher: Drop-down to choose a teacher from the staff list.

Enter the class details and subject to assign

Click assign teacher button to save and submit the assignment



- Dashboard
- Settings
- Staff
- User Management**
- User Groups
- User List
- User Logs
- My Account
- Students
- Message Center
- Reports
- Logout

CURRENTLY IN FIRST TERM 2026

User Roles

Show 10 entries

Export Show

Search_

Name	Total Users	Total Permissions	Action
Admin	1	38	Edit
CLASS TEACHER	1	2	Edit
Subject Teacher		1	Edit
Super Admin	1 Me inclusive	52	Edit

Showing 1 to 4 of 4 entries

Show 10 entries

Previous 1 Next

This helps the administrators to manage user access ,assign responsibilities, and and control system security by organising users into roles with specific permissions



- Dashboard
- Settings
- Staff
- User Management**
- User Groups
- User List**
- User Logs
- My Account
- Students
- Message Center

CURRENTLY IN FIRST TERM 2026

User Accounts List

Show 10 entries

Export Show

Search_

	Name	Username	User Group	Action
☐	FORMULAR AID	AID	CLASS TEACHER	Edit Deactivate profile
☐	NEW NEW	Admin	Super Admin	Edit Deactivate profile
☐	TEST TEST	TEST	Admin	Edit Deactivate profile

Deactivate: Disable the account (prevents login without deleting data).

HOW TO REGISTER A STUDENT STUDENTS → REGISTER STUDENTS

CSMS

Dashboard

Settings

Staff

User Management

Students

Applicants List

Import Students

Register Student

View Students

Search Students

Add student bio

Restore Deleted

Enroll Students

Student Enrollment

Assign Subjects

Subjects

Timetable

Grading

Exams

CURRENTLY IN FIRST TERM 2026

Student Entry Form

Student Photo:

Upload a clear and professional photo .

Choose File

No file chosen

First Name:

Last Name:

Gender:

DOB

Select..

dd/mm/yyyy

Class:

Stream:

Select..

Term:

Year:

Choose...

2026

Former School

INDEX NUMBER

Village

Parish

Sub County

District

New Password*

Confirm Password*

LIN

Register Student

This section is used to capture and manage all required students' information for admissions in the system

After filling the required fields click register button to submit

→ IMPORT STUDENT

This section is an “Upload Students Data” interface used to bulk import student records into the system using an Excel file.

This button is used to upload multiple student records into the system using an excel file. Download the the import data templete and enter the information in the correct format .

After filling the required fields click **register student button** to submit

[illegible]

HOW TO ENTER MARKS → EXAMS → ADD MARKS

The screenshot shows the CMS interface with a sidebar on the left containing various navigation options. The 'Exams' menu is expanded, and 'Add Marks' is highlighted. The main content area displays the 'Marks Entry' form with filters for Class, Stream, Subject, Term, and Year. A 'Search students' button is present. Annotations 1 through 5 provide a step-by-step guide to the process.

Annotations:

1. Exams
2. Add Marks
3. Select a group of students (by class and stream) Choose a subject and term
4. After selecting all filters, click "Search students"
5. Fetch a list of students matching the selected criteria Display a marks entry table.

A SAMPLE OF A MARKS ENTRY FORM

The screenshot shows the 'Marks Entry' form for English S2T First Term 2026. The form includes filters for Class (S2), Stream (T), Subject (112 ENGLISH), Term (FIRST TERM), and Year (2026). A 'Search students' button is present. Below the filters, there is a table with columns for Reg Number, Student Names, and marks for EOT, C1, C2, C3, and Combined. The table contains three rows of data.

Table Data:

Reg Number	Student Names	EOT(80) ☐ Convert ☐ Combine 2	C1 ☐ Convert	C2 ☐ Convert	C3 ☐ Convert
2026/S2T/319	Test test	49	2.7	2.7	
2026/S2T/320	New new	41	2.1	2.4	
2026/S2T/321	New test	47	2.1	2.1	

HOW TO GENERATE A REPORTCARD

stgeraldsss.quickschool.net/index.php?page=SVoxekVDa3cxYWo2a2VyZIZlQldHZz09

CURRENTLY IN FIRST TERM 2026

academics DEVELOPER

STUDENT MARKS SHEET

Class: Choose Stream: Term: FIRST TERM Year: 2026 Search students

1 Exams

2 Reportcards

3 Select a group of students (by class and stream) and then Choose a term

4 After selecting all filters, click "Search students"

CURRENTLY IN FIRST TERM 2026

academics DEVELOPER

STUDENT MARKS SHEET

Class: S2 Stream: T Term: FIRST TERM Year: 2026 Exam Set: Combined Search students

5 **Report Generation Actions**
Produces report cards for the entire class at once or generate Individual Report

GENERAL MARKSHEET FOR S2T FIRST TERM 2026

Marksheets Grade Marksheets Mixed Marksheets Generate Reports

Show 10 entries Search:

Name	MATH (96%)	ENGL (100%)	PHYS (94%)	BIOL (98%)	CHEM (98%)	GEOG (100%)	HIST (96%)	AGRI (100%)	CRE (98%)	ENTE (98%)	COMP (100%)	LITE (100%)	F/ (100%)
AGABA TOMASI	71	67	74	67	78	61	94		54	86	62	90	Generate