

R

RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Class Teacher

Assigned-class learners, attendance, results and guardian communication.

smssecdemo.tech4three.com · Generated 06 July 2026

Class Teacher workspace

This guide reflects the live permissions and screens available to the Class Teacher test account.

Portal access

<https://smssecdemo.tech4three.com/login>

Test account

teacher@riverside.test

Before you begin

1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

Demonstration data only: Never enter real confidential learner or financial information in this public demo.

Sign in and understand your dashboard

Purpose: Enter the correct role workspace and identify the decisions requiring attention.

The screenshot displays the Riverside Management System dashboard for a Class Teacher. The interface includes a dark green sidebar with navigation options such as Dashboard, School Operations, Students, Teaching & Learning, Academics, Attendance, Examinations, Timetable, Services, Student welfare, Governance, Communication, and Reports. The main dashboard area features a search bar, user profile (Rudo Nyathi, Class Teacher), and a 'Good morning, Rudo.' greeting. Below the greeting are four summary cards: 'My learners' (4), 'Class attendance' (93.0%), 'Class average' (78.0%), and 'Marks needing entry' (12). A 'School overview' line chart shows attendance and fee collection trends over six weeks. A 'Frequent actions' section provides quick links to various workspace areas. An 'Admissions' section shows no current pipeline. An 'Academic Snapshot' table lists learner performance for Anesu Mtetwa, Anesu Moyo, Anesu Mpofo, and Anesu Mtetwa.

AM	Learner Name	Form	Attendance	Percentage
AM	Anesu Mtetwa	Form 3 Blue	93.00%	90.00%
AM	Anesu Moyo	Form 3 Blue	91.00%	82.00%
AM	Anesu Mpofo	Form 3 Blue	85.00%	74.00%
AM	Anesu Mtetwa	Form 3 Blue	89.00%	66.00%

Class Teacher dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `teacher@riverside.test` and the demonstration password.
3. Select **Sign in securely**.
4. Review the four summary cards, quick actions, notices and records visible to your role.

Expected result: The dashboard opens with only the navigation and data authorised for Class Teacher.

Work in the students module

Purpose: Find records, open command details and use the actions available to this role.

Dashboard > School operations

Students

Role-scoped records, actions and reporting for students.

Export CSV Print

ENROLLED: 4 AVERAGE ATTENDANCE: 93.0% BOARDERS: 3 OUTSTANDING BALANCE: US\$0

STUDENT INFORMATION SYSTEM

Learner register

4 records

ID entries per page
Search records...

LEARNER	ADMISSION NO.	CLASS	GUARDIAN	ATTENDANCE	BALANCE	STATUS	ACTION
AM Anesu Mmetwa Female 17 yrs	RS26005	Form 3 Blue Mugari House	Peter Mmetwa +263 77 2002895	93.00%	US\$0.00	Active	View
AM Anesu Moyo Female 13 yrs	RS26015	Form 3 Blue Day learner	Daniel Moyo +263 77 2003895	91.00%	US\$0.00	Active	View
AM Anesu Mpofo Female 16 yrs	RS26025	Form 3 Blue Mugari House	Peter Mpofo +263 77 2098175	89.00%	US\$0.00	Active	View
AM Anesu Mmetwa Female 13 yrs	RS26035	Form 3 Blue Mugari House	Daniel Mmetwa +263 77 2002895	99.00%	US\$0.00	Active	View

Showing 1 to 4 of 4 entries

View public website System operational

Role-scoped students workspace

Steps

1. Open **students** from the sidebar.
2. Use search and status indicators to find the required record.
3. Select a row or its visible action to open the record command modal.
4. Review all information before creating, updating, exporting or archiving.

Expected result: The record remains in the module and every allowed change is written to audit history.

Permission boundary: A hidden menu is not the security boundary. Direct routes and database queries enforce the same role scope.

Security and getting help

1. Sign out when leaving a shared device.
2. Do not share passwords, medical details, reports or finance documents through an unapproved channel.
3. Record the page name and exact error when requesting support.
4. Ask a School Administrator to review role access; do not work around permissions.

Riverside Secondary School · Class Teacher manual · <https://smssecdemo.tech4three.com>