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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Teacher

Assigned teaching work, assessments, timetables and learning materials.

smssecdemo.tech4three.com · Generated 06 July 2026

Teacher workspace

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

Portal access

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

Test account

subjectteacher@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 Teacher Dashboard in the Riverside Management System. The interface includes a dark green sidebar with navigation options: Dashboard, School Operations, Students, Teaching & Learning (Academics, Attendance, Examinations, Timetable), and Governance (Communication, Documents). The main dashboard area features a search bar, user profile (Tatenda Mare, Teacher), and a greeting. Key metrics are shown in four cards: 4 My learners, 93.0% Class attendance, 78.0% Class average, and 12 Marks needing entry. A 'School overview' chart tracks Attendance and Fee collection from Week 1 to Week 6. A 'Frequent actions' grid provides quick access to various workspace areas. The 'Admissions Current pipeline' section indicates no applications, and the 'Academic Snapshot Learner performance' table lists student performance data.

Form	Student Name	Attendance
AM Form 3 Blue	Anesu Mtetwa	93.00%
AM Form 3 Blue	Anesu Moyo	82.00%
AM Form 3 Blue	Anesu Mpofo	74.00%
AM Form 3 Blue	Anesu Mtetwa	66.00%

Teacher dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `subjectteacher@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 Teacher.

Work in the academics module

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

Search this workspace...

Dashboard > Teaching & learning

Academics

Role-scoped records, actions and reporting for academics.

Export CSV Print + New record

TOTAL RECORDS: 2 ACTIVE / CURRENT: 2 UPDATED THIS MONTH: 2 ATTENTION NEEDED: 0

TEACHING & LEARNING

Academics register

10 entries per page

Search records...

REFERENCE	RECORD	DETAIL	DATE	AMOUNT / VALUE	STATUS	ACTION
CUR-ENG-03	Form 3 English curriculum	12 units - 8 assessed	21 Jun 2026	—	Active	Open
CUR-SCI-04	Form 4 Integrated Science	10 units - 6 practicals	16 Jun 2026	—	Active	Open

Showing 1 to 2 of 2 entries

View public website System operational

Role-scoped academics workspace

Steps

1. Open **academics** 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.

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