

SDV SMS

School Management System Quick Start Guide

SDV

Empowering Education Through Technology

System Overview

About SDV SMS

SDV School Management System is a comprehensive solution designed to streamline educational administration, enhance productivity, and modernize school operations. Available in both Online and Offline versions, SDV SMS adapts to your institution's specific needs.

Version Comparison

Feature	Online Version	Offline Version
Internet Requirement	Required	Not required
Mobile App	✓ Available	✗ Not available
Multi-Computer Installation	✓ Yes	Single computer only
Communication	Bulk SMS & Email	Email only
Backup Management	Managed by SDV	User-managed
Software Updates	Over-the-air (OTA)	On-site by agent
Custom Domains	✓ Supported	✗ Not supported

💡 Recommendation

We strongly recommend the **Online Version** for maximum flexibility, automatic backups, and access to mobile applications for parents and staff.

Getting Started

System Requirements

Email Client Setup

For email functionality, we recommend installing

eM Client

(free) and setting it as your default email application. If you already have an email client, ensure it's configured to handle mailto: links.

Authentication Setup

Online Version

Domain Initialization (Optional):

Configure your official domain (e.g., yourschool.edu) to restrict signups to authorized email addresses only. This adds an extra layer of security.

Account Activation:

New users receive an email with an activation link. They must click this link to activate their account before accessing the system.

Offline Version

Administrator Setup:

During installation, create an administrator account. This account will be used to create additional users and assign roles.

Student & Staff Management

Admission Number Prefixes

Set up prefixes for student and staff identification numbers for better organization. Example: With prefix "SDV", student numbers will be SDV1, SDV2, SDV3, etc.

⚠️ Best Practice

Always use prefixes for student admission numbers.

Complete all unique fields (ID Number, Assessment Number, Birth Certificate) to prevent duplicate entries when former students or staff return.

Archiving

Students and staff who are no longer active can be archived, maintaining a complete historical record.

Core Features

Classes & Labels

Manage classes and labels from the School Settings section. The system prevents duplicates and protects classes with enrolled students from accidental deletion.

Fee Management

Invoicing

Students are invoiced once per term and academic year. If adjustments are needed, use the adjustment option on individual student profiles.

Fee Structures

- ▶ Verify you're editing the correct category (Day or Boarding)
- ▶ Confirm the class before making changes
- ▶ Use the copy feature to duplicate structures across classes
- ▶ Export structures for printing or sharing

Payment Processing

Payment Recording

PayBill and bank account payments require unique codes to prevent duplicates. For urgent situations, record payments as "pending" for later verification and receipt printing.

Transport Management

For schools offering transport services, billing occurs monthly with automatic safeguards against double-invoicing. Keep location lists and fees updated in the drawer settings.

Assessments & Reporting

Assessment Entry

Data Entry Process

Assessments are saved locally before syncing to the cloud. Once synced, parents can access marks through the mobile app (Online version only).

⚠️ Important

Marks exceeding 100 are automatically scaled to 0. Use grid filters to track entries when dealing with many students and subjects, or reference verification sheets.

Mark Sheets

- ▶ **Empty Mark Sheets:** Print blank templates for manual data entry
- ▶ **Verification Sheets:** Include rankings, totals, and average marks for review

Analytics Dashboard

Access comprehensive analytics including:

- ▶ Subject rankings and performance trends
- ▶ Standard deviation analysis
- ▶ Student participation rates
- ▶ Teacher assignments per subject

💡 Tip

Update teacher assignments for each class from the dashboard to avoid N/A values in analytics reports.

Report Cards

Comprehensive report cards include:

- ▶ Class and stream positions
- ▶ Term opening dates and student details
- ▶ Subject-wise assessment results and rankings
- ▶ Class teacher comments and signatures
- ▶ Official school stamp

Historical Records: Access complete student transcripts from the Student Transcripts section for year-end or historical data.

Student Promotions

Setting Up Promotions

Configure student promotions from the School Settings section using promotion maps.

Promotion Maps

Define the transition path for students (e.g., Grade 1 → Grade 2, Grade 2 → Grade 3). This configuration is set once and saved for future use.

⚠️ Important Notice

When promotions are executed, all current marks are cleared and archived. These archived marks remain accessible through the Student Transcripts module for future reference.

Support & Resources

Technical Support

Our technical team is available to assist with installation, setup, and troubleshooting. Contact us for on-site support or remote assistance.

Training

Comprehensive training sessions are available for administrators, teachers, and staff to ensure smooth adoption and optimal use of the system.

Updates & Maintenance

Online Version:

Automatic updates including database migrations

Offline Version:

Scheduled on-site updates by SDV agents

Contact Us

SECURE DIGITAL VENTURES (SDV)

Tel: +254 715 598 801

Email: support@sdven.com

Website: www.sdven.com

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