## **SYO Education**

# **User Guide**

**Version:** 1.0 • **Date:** September 2025

#### 1. Introduction

Welcome to **SYO Education**, a comprehensive school management system for administrators, teachers, students, and parents.

## 2. Getting Started

## Login

Visit https://your-school.edu/guide/download/ and log in with your credentials.

#### Roles:

• Admin: Full access to settings, users, and reports

• **Teacher**: Manage courses, grades, attendance, lesson plans

• Student: View grades, attendance, schedule

• Parent: Monitor child's progress

# 3. Key Features

## **Lesson Planning**

Create annual, term, monthly, weekly, or daily lesson plans:

```
Dashboard → Lesson Plans → + New Plan

Fill in objectives, activities, standards

Click "Submit" for admin review
```

## **Grading & Assessments**

Enter and manage student scores:

```
Grades → Select Assessment → Enter Scores
Scores are saved automatically
View reports and export to CSV
```

#### **Attendance**

Mark daily attendance:

```
Attendance → Select Section → Mark Present/Absent Bulk entry available for entire class
```

# 4. Support

For help, contact your system administrator or email: <a href="mailto:support@syoeducation.com">support@syoeducation.com</a>