

SYO Education

User Guide

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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:
support@syoeducation.com