



# SCHOOPIA

School operating system

**Stop running the school from WhatsApp, a notebook, and  
.”“we'll check and call you**

.See the money, the class, and the teacher — tonight, not at month-end

## **What UTOPIA actually is**

*In plain words*

Most schools run on Excel, paper, and WhatsApp groups. Every department has its own version of the truth. UTOPIA puts the whole school on one system: from the first application to the certificate, from the lesson to payroll, the bus, and the clinic

### **One platform, not ten programs**

Student affairs, collections, HR, supervision, timetables, exams, bus, stores, and portals  
.— same login, same data

**Open this screen in this school**<https://shams.schoopia.org/admin/adminHome.php>

### **Works for one school or many**

Each school keeps its own students, money, and permissions. The owner still sees the full picture

**Open this screen in this school**[https://shams.schoopia.org/admin/platform/schools\\_manage.php](https://shams.schoopia.org/admin/platform/schools_manage.php)

### **Arabic and English**

.The interface is bilingual. Language schools and Arabic schools both run on it

**Open this screen in this school**<https://shams.schoopia.org/admin/adminHome.php>

### **Everyone sees only their job**

The cashier does not need the control room. The supervisor does not need payroll. Roles are set page by page

**Open this screen in this school**[https://shams.schoopia.org/admin/permissions/manage\\_permissions.php](https://shams.schoopia.org/admin/permissions/manage_permissions.php)

**Daily work and top management look at the same numbers — in the same moment, not at month-end**

**Open this screen in this school**<https://shams.schoopia.org/admin/adminHome.php>

## **Why it feels different**

*Everything is linked*

The point is not “many screens”. The point is that a payment, an absence, a grade, and a bus ride are the same student — not four files

### **Money talks to the till and the reports**

A collection hits the till and the reports in the same moment. The owner and the cashier look at the same number. Not an Excel file at month-end

**Open this screen in this**

**school**[https://shams.schoopia.org/admin/account/finance\\_collections\\_dashboard.php](https://shams.schoopia.org/admin/account/finance_collections_dashboard.php)

### **Attendance talks to class and bus**

QR in class, supervisor on duty, or the bus supervisor on the road. Management sees absence immediately

**Open this screen in this school**[https://shams.schoopia.org/admin/students\\_panel/attendance.php](https://shams.schoopia.org/admin/students_panel/attendance.php)

### **Control talks to the parent**

.Once a grade is approved, it shows on the student portal. No photocopying mark sheets

**Open this screen in this**

**school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=results>

### **The timetable talks to teachers**

Load, availability, and substitutions sit on the same grid. A teacher off sick does not break the week by hand

**Open this screen in this school**<https://shams.schoopia.org/admin/schedule/dashboard.php>

**.Faster operations. Fewer mistakes. A clearer picture for the owner**

**Open this screen in this school**<https://shams.schoopia.org/admin/adminHome.php>

## The dashboard

*One screen for the owner*

You do not chase departments for a summary. The home screen already has collections, debts, attendance, supervision visits, clinic, and pending requests

### Money this month

What came in, what is still outstanding, collection rates — plus statistics and monthly goals. No waiting for Excel

[Open this screen in this school](https://shams.schoopia.org/admin/dashboard.php) <https://shams.schoopia.org/admin/dashboard.php>

### Who is in school today

.Students and staff. Absence and delay in one glance

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/attendance_report.php) [https://shams.schoopia.org/admin/teachers/attendance\\_report.php](https://shams.schoopia.org/admin/teachers/attendance_report.php)

### What is stuck

Pending requests, clinic cases, supervision visits, and a pulse of the teacher and student portals: who is active and who is silent

[Open this screen in this school](https://shams.schoopia.org/admin/reception/portal_pulse.php) [https://shams.schoopia.org/admin/reception/portal\\_pulse.php](https://shams.schoopia.org/admin/reception/portal_pulse.php)

**.If it matters to running the school, it should be on this screen**

[Open this screen in this school](https://shams.schoopia.org/admin/adminHome.php) <https://shams.schoopia.org/admin/adminHome.php>

## Permissions — who sees what

*Who sees the money, who sees the marks*

The most dangerous thing in a private school: someone opens what is not their job. The cashier opens payroll? The supervisor opens the till? Control edits after lock? Here every .”page has a lock. Not “give them admin and that's that

### Every page locks on its own

Permissions dashboard + role permissions. A page in the menu opens or closes from .here. No second map, and nobody “sees everything” by accident

[Open this screen in this school](https://shams.schoopia.org/admin/permissions/dashboard.php)<https://shams.schoopia.org/admin/permissions/dashboard.php>

### Roles sized to the job

Create the role from the roles screen: cashier, supervisor, control, clinic, bus, stage .manager. Each role sees a different school

[Open this screen in this school](https://shams.schoopia.org/admin/permissions/create_roles.php)[https://shams.schoopia.org/admin/permissions/create\\_roles.php](https://shams.schoopia.org/admin/permissions/create_roles.php)

### Add an admin — not a copy of the director

Add wizard + admins list. Account, role, school. A page you did not give them — they .cannot open

[Open this screen in this school](https://shams.schoopia.org/admin/permissions/add_admin_wizard.php)[https://shams.schoopia.org/admin/permissions/add\\_admin\\_wizard.php](https://shams.schoopia.org/admin/permissions/add_admin_wizard.php)

### Student and teacher portal accounts

Who may log in, and who is locked out. Management opens and closes without .programming, and without a shared login between people

[Open this screen in this school](https://shams.schoopia.org/admin/permissions/portal_accounts.php)[https://shams.schoopia.org/admin/permissions/portal\\_accounts.php](https://shams.schoopia.org/admin/permissions/portal_accounts.php)

### Each school in its own box

This school's permissions do not open another school. Data does not mix. The group has .an owner who sees all — the school sees only itself

[Open this screen in this school](https://shams.schoopia.org/admin/platform/schools_manage.php)[https://shams.schoopia.org/admin/platform/schools\\_manage.php](https://shams.schoopia.org/admin/platform/schools_manage.php)

### **(Approve the school location (GPS**

Phone and face attendance are tied to an approved geofence. The location does not .change on its own. Request, then approval. The stamp runs at school — not from home

**[Open this screen in this school](https://shams.schoopia.org/admin/school_location_requests.php)**[https://shams.schoopia.org/admin/school\\_location\\_requests.php](https://shams.schoopia.org/admin/school_location_requests.php)

**The owner decides who sees the money, who sees the marks, and who sees  
.the files. The rest is closed**

**[Open this screen in this school](https://shams.schoopia.org/admin/permissions/dashboard.php)**<https://shams.schoopia.org/admin/permissions/dashboard.php>

## Student affairs

### Student Affairs

This is the daily work of the secretary and the stage manager. We built it so a click does the job — and the system blocks the usual mistakes

#### Add a student — the system checks everything

Age (1 October), national ID, duplicates, siblings, class. The secretary cannot save a wrong file

[Open this screen in this school](https://shams.schoopia.org/admin/student/add.php) <https://shams.schoopia.org/admin/student/add.php>

#### Lists and classes

Registered list, withdrawn, add a class, class-distribution plan, print class lists with one button. Not a morning Excel

[Open this screen in this school](https://shams.schoopia.org/admin/student/students_list.php) [https://shams.schoopia.org/admin/student/students\\_list.php](https://shams.schoopia.org/admin/student/students_list.php)

#### Admin register and grades budget

Educational-admin register, prep enrolment print, grades budget, school-wide stats. Not two files for the same year

[Open this screen in this school](https://shams.schoopia.org/admin/student/student_filter_form.php) [https://shams.schoopia.org/admin/student/student\\_filter\\_form.php](https://shams.schoopia.org/admin/student/student_filter_form.php)

#### Detailed register and enrolment year

Full filters, and students by enrolment year. A register in seconds — not a week of typing

[Open this screen in this school](https://shams.schoopia.org/admin/student/filters.php) <https://shams.schoopia.org/admin/student/filters.php>

#### Student attendance from student affairs

Clock-in from the student-affairs screen, not only from class. Search by phone, and a call log — the file is in front of you while you call the parent

[Open this screen in this school](https://shams.schoopia.org/admin/students_panel/attendance.php) [https://shams.schoopia.org/admin/students\\_panel/attendance.php](https://shams.schoopia.org/admin/students_panel/attendance.php)

#### Promotion, conduct, and update requests

Grade promotion, enrolment status, conduct log and class comparison, parent data-

update requests, monthly activity groups, school-community review, and an activity log  
.of who changed what

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/student/promote_students_grades.php)[https://shams.schoopia.org/admin/student/promote\\_students\\_grades.php](https://shams.schoopia.org/admin/student/promote_students_grades.php)

**From the first application to graduation: one digital file. Attendance,  
.behaviour, fees, and results stay on it**

[Open this screen in this school](#)<https://shams.schoopia.org/admin/student/dashboard.php>

## Collections

### Finance & Collections

This is the cashier's day. The student is in front of you: tuition, books, uniform, bus. You collect, a receipt prints, the till moves. Not a notebook, and not "we'll check and call ."

#### The student file — everything owed on one screen

Tuition, books, uniform, bus, other items. Paid and remaining, collect, receipt. Plus the .student payments report and dues summary

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/account/pay_school_fees_updated.php)

#### Discounts are recorded — not spoken

Discount type, items by school, recording a discount, and a discounts report. Not a .verbal deal that vanishes with the staff member

[Open this screen in this school](#)

#### Books and uniform — price, package, installments

Book and uniform prices, kit packages, sizes, uniform installments, supplier pricing, book exceptions, and a receipt. Book stock: add, log, post-issue summary, and allowed .students

[Open this screen in this school](#)

#### Tills — who collected, which drawer

Every payment hits a till. Deposits, movement sheet, operations log. If something .doesn't add up, you go back to the log

[Open this screen in this school](#)

#### Add an amount to a whole grade... and reminders

Put an amount on a grade in one go. Reminders for due dates. Not student-by-student .by hand

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/account/bulk_add_amount_by_grade.php)

## Arrears — in seconds

Who still owes, on which item, how much. The remaining report is ready — not a week of .Excel

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/account/student_dues_summary.php)[https://shams.schoopia.org/admin/account/student\\_dues\\_summary.php](https://shams.schoopia.org/admin/account/student_dues_summary.php)

**Cash inside the school becomes visible, auditable, and printable. No second .set of books**

[Open this screen in this school](https://shams.schoopia.org/admin/account/dashboard.php)<https://shams.schoopia.org/admin/account/dashboard.php>

## Collections dashboard and reports

*Oversight of the money*

Collection is not only a receipt. Management needs the picture: today, this year, and who took the cash. If someone deleted, edited, or refunded — their name and the time .are on the record

### Collections dashboard

One screen: today's in, out, remaining, and items (tuition, bus, uniform, books). You do .not wait until month-end to know where the school stands

[Open this screen in this](#)

[school](#)[https://shams.schoopia.org/admin/account/finance\\_collections\\_dashboard.php](https://shams.schoopia.org/admin/account/finance_collections_dashboard.php)

### Financial analysis

Indicators and charts: collected versus due, and the trend. The owner reads the situation .without opening ten reports

[Open this screen in this](#)

[school](#)[https://shams.schoopia.org/admin/account/financial\\_dashboard.php](https://shams.schoopia.org/admin/account/financial_dashboard.php)

### Payments report

.Every payment: student, item, amount, date, till. Filter it, print it. Review takes minutes

[Open this screen in this](#)

[school](#)[https://shams.schoopia.org/admin/account/student\\_payments\\_report.php](https://shams.schoopia.org/admin/account/student_payments_report.php)

### Payments by year

A matrix of items across academic years. Compare this year to the last without .assembling Excel

[Open this screen in this](#)

[school](#)[https://shams.schoopia.org/admin/account/payments\\_matrix\\_by\\_year.php](https://shams.schoopia.org/admin/account/payments_matrix_by_year.php)

### Payments by cashier

Each collector: how much, when, on which items. If a till is short, you know where — not .a guess

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/account/student_payments_report.php)[https://shams.schoopia.org/admin/account/student\\_payments\\_report.php](https://shams.schoopia.org/admin/account/student_payments_report.php)

### Deletes, edits, refunds

Anyone who deleted a payment, changed an amount, or refunded money: name, time, old value and new value, in one log. Deleted payments stay in the archive. Nobody can .play with the money with no trace

[Open this screen in this school](https://shams.schoopia.org/admin/account/payment_edits_log.php)[https://shams.schoopia.org/admin/account/payment\\_edits\\_log.php](https://shams.schoopia.org/admin/account/payment_edits_log.php)

### .Money leaves a trace. And whoever touched it is visible

[Open this screen in this school](https://shams.schoopia.org/admin/account/finance_collections_dashboard.php)[https://shams.schoopia.org/admin/account/finance\\_collections\\_dashboard.php](https://shams.schoopia.org/admin/account/finance_collections_dashboard.php)

## Expenses and cash custody

*Operating spend, not only income*

Money does not only come in. There is spend every day: utilities, maintenance, stationery, bus fuel, and cash in an employee's hand. All of it is recorded against an item and a till — and a voucher prints. Not an envelope with no paper

### Add an expense — payment voucher

Expense item, amount, till, operation date. Filter before you add. Save, and a voucher prints

[Open this screen in this school](https://shams.schoopia.org/admin/account/add_expense.php)

### Expenses report

.Every expense: item, amount, date, till. Filter and print. Expense items are set once

[Open this screen in this school](https://shams.schoopia.org/admin/account/list_expenses.php)

### Expense analysis

Where did the money go? By item, period, and till. The owner sees spend without assembling Excel

[Open this screen in this school](https://shams.schoopia.org/admin/account/expenses_analysis.php)

### Bus expenses

Fuel, maintenance, hire — separate from school spend. A bus financial report: subscription income versus running the route

[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_add_expense.php)

### Cash custody

Cash went out with a staff member? It is recorded as custody and cleared when it comes back or is spent. No more “take it and that's that

[Open this screen in this school](https://shams.schoopia.org/admin/account/cash_custody.php)

### Suppliers and receipts

Book and uniform suppliers. Incoming stock is recorded. Price and store move together

.— not an invoice in a drawer

[Open this screen in this school](https://shams.schoopia.org/admin/account/supplier_add.php)

.Spend has a voucher. Custody has a clearance. The till knows what left it

[Open this screen in this school](https://shams.schoopia.org/admin/account/add_expense.php)

## Staff affairs

### Staff Affairs

This is daily HR work — not month-end. A new employee, the list, attendance, leave, permission, penalty. Same idea as student affairs: a click does the job, and the system blocks the usual mistakes

#### Add an employee — the data is checked

Name, job, department (department settings), mobile, national ID, insurance, photo, documents, face print. Face update has its own screen

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/add_employee.php)

#### Staff list — one button

.All staff or teachers only. Export, archive, ID-card PDFs. Not a staff Excel

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/employees_list.php)

#### The detailed register — in seconds

Filter by department, job, and status. A full register like the student register — not an old attendance notebook

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/filters.php)

#### QR: they register themselves and update their data

Two fixed school links: new employee, and update data plus face. The staff member scans from the phone. HR is not retyping every paper by hand

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/employee_self_service_qr.php)

#### Clock in / out — GPS or face

Fingerprint or location when enabled. Absence and lateness reports are ready. Management sees who came today — not a sheet counted at the end of the day

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/school_attendance.php)

### **Leave, permission, penalty — one screen**

These records are tied to payroll. Leave and penalty are not a paper on the principal's desk that goes missing, and not a deduction entered “from memory” at month-end

**[Open this screen in this school](https://shams.schoopia.org/admin/teachers/staff_hr_records.php)**

**One digital employee file. Attendance, leave, and penalties sit on it — before  
the salary is generated**

**[Open this screen in this school](https://shams.schoopia.org/admin/teachers/dashboard.php)**

## **Staff and payroll**

*HR & Payroll*

This is HR and accounts at month-end. Employee file, attendance, leave, penalty, then a pay run: generate, review, pay. The employee sees their salary. If they dispute it, it comes in through the portal — not a paper on a desk

### **Employee pay profile**

Basic, allowances, and standing deductions in a profile. Not a number in an Excel cell that changes when the staff member changes

**Open this screen in this**

**school** [https://shams.schoopia.org/admin/payroll/employee\\_pay\\_profile.php](https://shams.schoopia.org/admin/payroll/employee_pay_profile.php)

### **Monthly pay run — once**

Generate salaries for everyone. Attendance feeds the deduction. Review, approve, pay. Not a new spreadsheet every month by hand

**Open this screen in this school** [https://shams.schoopia.org/admin/payroll/payroll\\_run\\_create.php](https://shams.schoopia.org/admin/payroll/payroll_run_create.php)

### **Payroll dashboard and department report**

Who was paid, who is still waiting, and the top attendance deductions — plus salaries by department. Management sees the month from a screen — not from the accountant's laptop

**Open this screen in this school** <https://shams.schoopia.org/admin/payroll/dashboard.php>

### **Adjustments and incentives**

This month's bonus, an exceptional deduction, and rules you set. The change is recorded on this month — it does not get lost in chat

**Open this screen in this**

**school** [https://shams.schoopia.org/admin/payroll/payroll\\_adjustments.php](https://shams.schoopia.org/admin/payroll/payroll_adjustments.php)

### **Payslip on the staff portal... and grievances**

The teacher opens their salary after pay. If something is wrong, they file a grievance. Accounts and the principal reply in the same cycle. No envelope that goes missing

**Open this screen in this**

[school](https://shams.schoopia.org/admin/payroll/salary_grievances_admin.php)[https://shams.schoopia.org/admin/payroll/salary\\_grievances\\_admin.php](https://shams.schoopia.org/admin/payroll/salary_grievances_admin.php)

### Attendance tied to pay

GPS or face when enabled. Absence and lateness show, and deduct in the run. Leave, permission, and penalties sit in the HR record — not a notebook

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/teachers/school_attendance.php)[https://shams.schoopia.org/admin/teachers/school\\_attendance.php](https://shams.schoopia.org/admin/teachers/school_attendance.php)

**.Salary is not Excel on someone's laptop. A cycle, a trace, and a visible payout**

[Open this screen in this school](https://shams.schoopia.org/admin/payroll/dashboard.php)<https://shams.schoopia.org/admin/payroll/dashboard.php>

## Supervision

*Classroom quality, on the record*

This is the coordinator and the stage manager inside the classroom and in the yard. A visit is not a comment after the lesson. Check-in, check-out, a note, marking, homework, and behaviour — all leave a trace on the system

### Classroom visit — in and out

The supervisor checks in to the lesson and checks out. The visits report says who was seen and who was not. No more “I passed by” with no time on the record

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/visit_log.php)

### A coordinator visit... scored

The coordinator visits the teacher. A scored lesson evaluation, and a KPI board. Quality is not a feeling at the end of term

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/coordinator_teacher_visit.php)

### Notes on teachers

A note is recorded, and it has a report. The supervisor is not writing in a notebook that vanishes after a week

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/teacher_infractions.php)

### Marking follow-up

Were the books marked? Follow-up has a screen and a report. Marking is no longer a promise with no oversight

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/teacher_correction_review.php)

### Class attendance... and yard duty

A class session: everyone is absent until marked present. Yard zones and their supervisors. Attendance is not a sheet counted by hand

[Open this screen in this school](#)

[school](https://shams.schoopia.org/admin/supervision/class_attendance.php)[https://shams.schoopia.org/admin/supervision/class\\_attendance.php](https://shams.schoopia.org/admin/supervision/class_attendance.php)

### Homework inspection and student conduct

Inspect class homework with a report. A behaviour incident is recorded on the student —  
not a story that changes by who you ask

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/supervision/homework_class_check.php)[https://shams.schoopia.org/admin/supervision/homework\\_class\\_check.php](https://shams.schoopia.org/admin/supervision/homework_class_check.php)

**.Teaching quality becomes visible daily work — not a report at month-end**

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/dashboard.php)<https://shams.schoopia.org/admin/supervision/dashboard.php>

## Timetables

*The weekly grid, not a wall poster*

The timetable is not a sheet pinned to the wall and corrected in pen. Subjects, periods, time, teachers, then generate. If there is a clash or a teacher is out, the grid is edited — and the edit has a log

### Subjects and period load

Each grade: its subjects, and how many periods a week. Load is not “about this many” in .Excel

**Open this screen in this school** [https://shams.schoopia.org/admin/schedule/grade\\_subjects\\_setup.php](https://shams.schoopia.org/admin/schedule/grade_subjects_setup.php)

### Time — periods and breaks

Time templates per stage or class. The grid knows what time a period is — not an empty .cell

**Open this screen in this school** [https://shams.schoopia.org/admin/schedule/time\\_profiles.php](https://shams.schoopia.org/admin/schedule/time_profiles.php)

### Assign on a matrix

.Teacher ↔ subject ↔ classes. In one batch. Not ten little grids per teacher

**Open this screen in this school** [https://shams.schoopia.org/admin/schedule/matrix\\_assign.php](https://shams.schoopia.org/admin/schedule/matrix_assign.php)

### Generate the timetable — the engine runs

Auto-generate with constraints and clashes. The week is arranged in a short time — then .manual fixes on the grid

**Open this screen in this school** <https://shams.schoopia.org/admin/schedule/schedule2.php>

### Grid edit and a change log

Drag a period and drop it. If someone changes something: name and time in the log. No .more a printed grid and four different copies in drawers

**Open this screen in this school** <https://shams.schoopia.org/admin/schedule/schedule3.php>

## Cover for absence, and load

A teacher is out? A substitute on the periods. Load analysis: how many periods each teacher has. Rooms can be linked if the school needs them

[Open this screen in this school](https://shams.schoopia.org/admin/schedule/substitutions.php) <https://shams.schoopia.org/admin/schedule/substitutions.php>

The week's grid comes from the system, is edited in the system, and the trace is visible

[Open this screen in this school](https://shams.schoopia.org/admin/schedule/dashboard.php) <https://shams.schoopia.org/admin/schedule/dashboard.php>

## Student and teacher entry

*The gate, the class, the phone*

At the door: a card or a face. In class: scan attendance. On the phone: the teacher from the school location. Management sees who came in — not a doorman's notebook

### School door — barcode gun

A device at the door. The staff member scans the card: in or out. It works online — and offline if the internet drops

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/barcode_scanner.php) [https://shams.schoopia.org/admin/teachers/barcode\\_scanner.php](https://shams.schoopia.org/admin/teachers/barcode_scanner.php)

### Face on a tablet

A tablet at the door, no login. The staff member stands in front of the camera. If the school has GPS on, the stamp is tied to the school geofence

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/attendance_face_public.php) [https://shams.schoopia.org/admin/teachers/attendance\\_face\\_public.php](https://shams.schoopia.org/admin/teachers/attendance_face_public.php)

### Printed card and digital ID

A printed barcode card, or the ID on the staff phone. Same scan. Not a paper badge with no system behind it

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/employee_id_cards_pdf.php?all=1) [https://shams.schoopia.org/admin/teachers/employee\\_id\\_cards\\_pdf.php?all=1](https://shams.schoopia.org/admin/teachers/employee_id_cards_pdf.php?all=1)

### The teacher from the phone

They clock in from the mobile: school location and a known IP. They do not have to queue at the fingerprint if management allows the phone

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/teacher_mobile_clock.php) [https://shams.schoopia.org/admin/teachers/teacher\\_mobile\\_clock.php](https://shams.schoopia.org/admin/teachers/teacher_mobile_clock.php)

### Student attendance in class

The teacher scans the student barcode or QR, or opens the class list. Attendance lands on the student — not on a paper that is photographed and sent on WhatsApp

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/class_attendance.php) [https://shams.schoopia.org/admin/supervision/class\\_attendance.php](https://shams.schoopia.org/admin/supervision/class_attendance.php)

### Who came — the report

Daily absence and lateness. HR and management see the picture without asking the doorman or the supervisor where the sheet is

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/attendance_report.php) [https://shams.schoopia.org/admin/teachers/attendance\\_report.php](https://shams.schoopia.org/admin/teachers/attendance_report.php)

**Entry leaves a trace on the file, attendance, and payroll. Not a signature in a .book**

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/dashboard.php) <https://shams.schoopia.org/admin/teachers/dashboard.php>

## **Control — committees and seating**

*Before exam week starts*

This work has to be finished before exam week: rooms, seat numbers, secret numbers, committees, invigilators. Not the night before

### **Exam rooms and mark rules**

Rooms, grade mark distribution, and subject rules (written and practical). Set once — committees run on it

**[Open this screen in this](#)**

**[school](#)**<https://shams.schoopia.org/admin/control/dashboard.php?sec=setup>

### **Seat numbers and secret numbers**

Generate seating, and secret numbers. No mixed notebooks, and no “whose number is this.”

**[Open this screen in this](#)**

**[school](#)**<https://shams.schoopia.org/admin/control/dashboard.php?sec=seating>

### **Seat cards**

.Cards print. The student knows their room and number. Not a list shouted in a queue

**[Open this screen in this](#)**

**[school](#)**<https://shams.schoopia.org/admin/control/dashboard.php?sec=seating>

### **Committees — seat allocation**

Manual allocation or a full committee list. A nameless committee guide if you need secrecy. The committee report is ready

**[Open this screen in this](#)**

**[school](#)**<https://shams.schoopia.org/admin/control/dashboard.php?sec=committees>

### **Invigilators**

Full or quick assignment. Each committee has an invigilator. The report says who is where — not Excel the night before

**[Open this screen in this](#)**

**[school](#)**<https://shams.schoopia.org/admin/control/dashboard.php?sec=invig>

### Exam absence is marked with the score

The student did not sit the exam? Absence is a flag in entry, and it shows on the .certificate. Not a pen strike on the sheet

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/control/dashboard.php?sec=written)<https://shams.schoopia.org/admin/control/dashboard.php?sec=written>

**.The committee is ready before the first student walks into the room**

[Open this screen in this school](#)<https://shams.schoopia.org/admin/control/dashboard.php?sec=committees>

## **Control — marks and certificates**

*After the exam, one lock*

Year work, monthly exams, written papers. Then lock and approve. After approval: a .certificate, the result on the portal, analysis, and an appeal if the parent objects

### **Year work — including oral**

Collect, enter, paper or secret sheet. Oral is not a number in the margin. Practical is set .in the subject rules

**Open this screen in this**

**school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=yearwork>

### **Monthly exams and written papers**

Enter monthly marks, term written marks, and the absence flag. View and review .without photographing mark sheets

**Open this screen in this**

**school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=monthly>

### **Lock, approve... then it shows**

Results lock. Approve once. Then the certificate prints, and the parent sees the result. .No leak before approval, and no retyping after it

**Open this screen in this**

**school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=results>

### **Certificates and top students**

Print in bulk or for one student, half-year, school background if you want. And a top- .students / honours board

**Open this screen in this school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=top>

### **Appeals and analysis**

The parent appeals, the mark is reviewed. An analytics board, fail lists, admin reports. ."Control is not "we printed the certificates and we're done

**Open this screen in this**

**school**<https://shams.schoopia.org/admin/control/dashboard.php?sec=appeals>

## Online exams and the question bank

An electronic exam from the question bank and the same curriculum (units and lessons).  
The mark enters the system — not a Google Form outside it

[Open this screen in this school](https://shams.schoopia.org/admin/online_exams/index.php)

**Control becomes an operation from the room to the certificate — not a crisis  
.every term**

[Open this screen in this school](https://shams.schoopia.org/admin/control/dashboard.php)

**Bus**

*A route, a fee, and attendance on the road*

The bus is not “a line and that's that”. A student on a route, a price by grade and area, a subscription collected, and attendance on the road. If they have not paid — the system .knows before they board

**Routes, areas, and prices**

Add a bus, an area, a price by grade. Link the student from one screen. Not the .supervisor's notebook in a pocket

**[Open this screen in this school](https://shams.schoopia.org/admin/account/add_bus.php)**

**Collect the subscription**

Month, term, or year. On the student file like tuition. A receipt, a till, remaining balance .visible

**[Open this screen in this school](https://shams.schoopia.org/admin/account/pay_bus_updated.php)**

**Road attendance tied to payment**

Boarding and alighting check the subscription — unless management allows an .exception. No free ride by accident

**[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_attendance.php)**

**A phone for one bus supervisor**

Their own login. They see their bus only. Attendance from the road, not a paper .photographed after return

**[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_attendance_supervisor.php)**

**Bus operating expenses**

Fuel, maintenance, parts. Separate from school spend. A financial report: subscription .income versus running the route

**[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_add_expense.php)**

## Bus dashboard

Who is on which route, who still owes, who rode today. The owner sees transport the .way they see collections

[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_dashboard.php)[https://shams.schoopia.org/admin/account/bus\\_dashboard.php](https://shams.schoopia.org/admin/account/bus_dashboard.php)

**Transport is system work: a route, money, and attendance. Not a verbal deal .with the supervisor**

[Open this screen in this school](https://shams.schoopia.org/admin/account/bus_dashboard.php)[https://shams.schoopia.org/admin/account/bus\\_dashboard.php](https://shams.schoopia.org/admin/account/bus_dashboard.php)

## Teacher portal — the working day

*The teacher's day, on the phone*

The owner pays a teacher — then the work disappears into WhatsApp. Here the teacher opens the phone in the morning: classes, prep, attendance, homework. The parent sees it on the child's portal. No group with eighty messages and nobody knows if the homework was set

### Today's board

Today's classes, prep status, homework due today. A weekly summary: KPI, visits, and this week's prep. And the class timetable from the scheduling system

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/teacher_today.php)

### Class attendance from the lesson

.Barcode, QR, or the class list. Attendance hits the student file at once

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/teacher_monthly_scores.php)

### Homework reaches home

Homework, PDF/video attachments, curriculum videos, and a “what I uploaded” screen by class. The parent sees it on the portal

[Open this screen in this school](https://shams.schoopia.org/admin/supervision/class_attendance.php)

### A live class inside the system

.Video and screen share with the classes. No Zoom and no lost link

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/homework_upload.php)

### Online exam... and a quiz from the lesson

Electronic exam, quick quiz, question bank, units-and-lessons catalog. The mark enters the system

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/teacher_live_class.php)

### Lesson prep... and the coordinator reviews it

Lesson prep, an explanation helper, and a calendar hub. The coordinator reviews prep: .rating and comment. No more "where is the prep book

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/teachers/teacher_online_exams.php)[https://shams.schoopia.org/admin/teachers/teacher\\_online\\_exams.php](https://shams.schoopia.org/admin/teachers/teacher_online_exams.php)

**The teacher's work is visible. To the parent, to the coordinator, and to the .owner**

[Open this screen in this school](https://shams.schoopia.org/maalem.php)<https://shams.schoopia.org/maalem.php>

## Teacher portal — coordinator and chat

*Follow-up, chat, and the teacher's file*

The coordinator does not wait until month-end to ask. The visit reaches the teacher and they sign that they saw it. And the student messages their teacher inside the system — .not a private text on a personal phone

### **The coordinator visit arrives... they sign they saw it**

The visit form, marking notes, and supervision notices in the same portal. The teacher .”cannot say “it never reached me

**Open this screen in this**

**school**[https://shams.schoopia.org/admin/teachers/teacher\\_coordinator\\_visits.php](https://shams.schoopia.org/admin/teachers/teacher_coordinator_visits.php)

### **A monthly score that shows**

KPI, the mark, the rating. Quality is not talk in a meeting. Teacher and management look .at the same number

**Open this screen in this school**[https://shams.schoopia.org/admin/teachers/teacher\\_kpi\\_my.php](https://shams.schoopia.org/admin/teachers/teacher_kpi_my.php)

### **Student chat — inside the school**

The teacher finds a student in their classes and messages them. Full history, like Messenger. Official contact is not on the teacher's personal number, and not in the .parents' group

**Open this screen in this**

**school**[https://shams.schoopia.org/admin/teachers/teacher\\_student\\_requests.php](https://shams.schoopia.org/admin/teachers/teacher_student_requests.php)

### **Study groups... and a specialist referral**

A student group with the teacher's approval. If a student needs a specialist: a structured .referral hits the inbox. No more “call so-and-so” with no trace

**Open this screen in this**

**school**[https://shams.schoopia.org/admin/teachers/teacher\\_study\\_groups.php](https://shams.schoopia.org/admin/teachers/teacher_study_groups.php)

### **Their entry and their card, same place**

Clock in from the phone or the card. A digital ID on the screen. Leave and permission. .Pay after it is issued. Work life is not five apps

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/teachers/teacher_mobile_clock.php)

### Reward, penalty... and a portfolio

Student behaviour is recorded by the teacher. An electronic portfolio for strong work.

.”The parent sees behaviour from the system — not from “we were told

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/teachers/teacher_rewards_penalties.php)

**The teacher is on the system. The coordinator is on the system. The student  
.talks to them on the system. Not three WhatsApp worlds**

[Open this screen in this school](https://shams.schoopia.org/admin/teachers/teacher_panel.php)

## **Student and parent portal**

*What the parent opens on the phone*

The parent opens the phone to ask: homework? result? fees? did they attend? Here the answer is on one portal. The school is not answering a hundred messages every night

### **Timetable, homework, attachments**

The same work the teacher uploaded. And interactive lessons. The parent does not call to ask if homework was sent

**Open this screen in this school** [https://shams.schoopia.org/admin/students\\_panel/dashboard.php](https://shams.schoopia.org/admin/students_panel/dashboard.php)

### **Teacher chat and study groups**

.Class chat, a homework photo, a group with approval. Contact stays inside the school

**Open this screen in this school** [https://shams.schoopia.org/admin/students\\_panel/student\\_teacher\\_request.php](https://shams.schoopia.org/admin/students_panel/student_teacher_request.php)

### **Live class and online exam**

They join the class and sit the exam in the same place. The result after control approves .it

**Open this screen in this school** [https://shams.schoopia.org/admin/students\\_panel/live\\_class.php](https://shams.schoopia.org/admin/students_panel/live_class.php)

### **Fees and attendance**

.Fees: what is owed and what was paid. And their attendance record

**Open this screen in this school** [https://shams.schoopia.org/admin/students\\_panel/my\\_fees.php](https://shams.schoopia.org/admin/students_panel/my_fees.php)

### **Result and certificate**

After admin approval. And a rating of staff and teachers before results unlock, if the school turns that on

**Open this screen in this school** [https://shams.schoopia.org/admin/students\\_panel/my\\_exams.php](https://shams.schoopia.org/admin/students_panel/my_exams.php)

### **Behaviour, complaints, medical file, portfolio**

Reward and penalty, complaints and replies, health file, electronic portfolio. Supervision visits on their class show too

[Open this screen in this](#)

[school](https://shams.schoopia.org/admin/students_panel/student_portfolio.php)[https://shams.schoopia.org/admin/students\\_panel/student\\_portfolio.php](https://shams.schoopia.org/admin/students_panel/student_portfolio.php)

**.The parent sees their child — without calling the school every day**

[Open this screen in this school](#)[https://shams.schoopia.org/admin/students\\_panel/login.php](https://shams.schoopia.org/admin/students_panel/login.php)

## Reception, admissions, complaints

*The front door of the school*

This is the first door. A parent is standing there: an application, a test appointment, a call, or a complaint. Reception is not a visitors' book — a cycle that becomes a student, .or a visible admin reply

### Reception dashboard

One screen: today's appointments, open complaints, applications. Reception can work .without asking other departments where the file is

[Open this screen in this school](https://shams.schoopia.org/admin/reception/dashboard.php)<https://shams.schoopia.org/admin/reception/dashboard.php>

### Student application + test appointment

Data is filled in the system, and the admission-test time is set on the same screen. A .version for reception, and a version the parent submits from outside

[Open this screen in this school](https://shams.schoopia.org/admin/reception/apply_students_internal.php)[https://shams.schoopia.org/admin/reception/apply\\_students\\_internal.php](https://shams.schoopia.org/admin/reception/apply_students_internal.php)

### Appointment list and print

Who has a test today, attended or postponed. A list prints. Appointments no longer live .in a WhatsApp chat that disappears

[Open this screen in this school](https://shams.schoopia.org/admin/reception/admission_appointments_print.php)[https://shams.schoopia.org/admin/reception/admission\\_appointments\\_print.php](https://shams.schoopia.org/admin/reception/admission_appointments_print.php)

### From application... to a registered student

The stage manager accepts or rejects. Accepted names enter the student-affairs queue, .and registration opens with the data already there. No retyping from paper

[Open this screen in this school](https://shams.schoopia.org/admin/student/admission_queue.php)[https://shams.schoopia.org/admin/student/admission\\_queue.php](https://shams.schoopia.org/admin/student/admission_queue.php)

### Teacher applications

A job application enters the system and is reviewed. Not a CV in a message lost between .reception and HR

[Open this screen in this school](https://shams.schoopia.org/apply_teachers.php)[https://shams.schoopia.org/apply\\_teachers.php](https://shams.schoopia.org/apply_teachers.php)

### **A complaint has a cycle... and calls are logged**

Submit, tracking number, reply, admin board. The parent can follow. Call logs for .reception and specialists. A complaint no longer dies in a WhatsApp group

**[Open this screen in this school](https://shams.schoopia.org/admin/reception/complaint_new.php)**[https://shams.schoopia.org/admin/reception/complaint\\_new.php](https://shams.schoopia.org/admin/reception/complaint_new.php)

### **Specialists**

A login, a referral from the teacher, a follow-up board. A student who needs support is .not a WhatsApp message between reception and the coordinator

**[Open this screen in this school](https://shams.schoopia.org/admin/specialists/manage_specialists.php)**[https://shams.schoopia.org/admin/specialists/manage\\_specialists.php](https://shams.schoopia.org/admin/specialists/manage_specialists.php)

**The first impression of the school, with parents, becomes system work — not a .notebook on a desk**

**[Open this screen in this school](https://shams.schoopia.org/admin/reception/dashboard.php)**<https://shams.schoopia.org/admin/reception/dashboard.php>

## Stores

*Stock that moves like money*

Books, uniform, items. In, out, stocktake, issue to students, and custody. The store is not  
.a cupboard with no list

### Items and warehouses

Add an item, add a store. The school can have more than one warehouse. Not an Excel  
."sheet called "custody

[Open this screen in this school](https://shams.schoopia.org/admin/stores/add_item.php)

### In and out movements

Stock arrived? An in movement. Issued? An out movement. Every movement has a log.  
."No more "shortage and we don't know when

[Open this screen in this school](https://shams.schoopia.org/admin/stores/transaction_in.php)

### Stocktake and analytics

Inventory report, warehouse and book analytics, and a movement history per item.  
.Stock without a week of paper counting

[Open this screen in this school](https://shams.schoopia.org/admin/stores/inventory_report.php)

### Book issue by grade

Set books per grade, then issue to the student. Handover is tied to the store — not a  
.carton in the classroom with no list

[Open this screen in this school](https://shams.schoopia.org/admin/stores/book_distribution.php)

### Uniform issue

.Uniform leaves the store to the student. Same trace: who took what, and when

[Open this screen in this school](https://shams.schoopia.org/admin/stores/uniform_distribution.php)

### Item custody and suppliers

An item went out with a staff member? Custody, then return. The supplier is on record.  
."Custody is not "take it and that's that

[Open this screen in this school](https://shams.schoopia.org/admin/stores/item_custody.php) [https://shams.schoopia.org/admin/stores/item\\_custody.php](https://shams.schoopia.org/admin/stores/item_custody.php)

**.A book, a uniform, an item — they move with a visible trace, like money**

[Open this screen in this school](https://shams.schoopia.org/admin/stores/dashboard.php) <https://shams.schoopia.org/admin/stores/dashboard.php>

## School clinic

*On the student file, not a nurse's notebook*

The student is unwell. The visit sits on their file: complaint, action, medicine. Chronic .cases, vaccinations, sick leave — the clinic is not a notebook in a drawer

### A visit on the student file

Search the student, record the complaint and the action, and issue medicine. Critical .visits show on the board. The parent does not hear the story from memory

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/visit_new.php)

### Medicines — stock and expiry

Low stock shows, and near-expiry dates. Medicine issued from a visit comes off the .stock. No empty box at month-end as a surprise

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/medicines.php)

### Sick leave

Leave is recorded and can be exported. Not a paper with the student that vanishes .between the clinic and student affairs

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/sick_leaves.php)

### Vaccinations and campaigns

.A campaign, a register, print. The school knows who was vaccinated and who was not

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/vaccination_campaigns.php)

### Medical file and chronic cases

Chronic conditions, and a medical file that prints as PDF. Teacher and clinic are not .asking each other “what's wrong with them” every time

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/student_medical.php)

### Emergencies and reminders

An emergency is recorded. Follow-up has a date. The board shows today's visits and

.what medicine is short

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/emergency.php) <https://shams.schoopia.org/admin/clinic/emergency.php>

.The student's health sits on the same file — not a paper in the clinic drawer

[Open this screen in this school](https://shams.schoopia.org/admin/clinic/dashboard.php) <https://shams.schoopia.org/admin/clinic/dashboard.php>

## And the rest

*Question bank · more than one school*

The modules below are not add-ons that live outside. They use the same student and .the same permissions

### Question bank

Build items, import Word/PDF, organise units and lessons. The online exam draws from .here

[Open this screen in this school](https://shams.schoopia.org/admin/question_bank/dashboard.php) [https://shams.schoopia.org/admin/question\\_bank/dashboard.php](https://shams.schoopia.org/admin/question_bank/dashboard.php)

### Several schools, one platform

Turn on organisation context and each school stays in its own box — same product, no .mixed data

[Open this screen in this school](https://shams.schoopia.org/admin/platform/schools_manage.php) [https://shams.schoopia.org/admin/platform/schools\\_manage.php](https://shams.schoopia.org/admin/platform/schools_manage.php)

### .You grow without rebuilding the system from scratch

[Open this screen in this school](https://shams.schoopia.org/admin/question_bank/dashboard.php) [https://shams.schoopia.org/admin/question\\_bank/dashboard.php](https://shams.schoopia.org/admin/question_bank/dashboard.php)

## In one sentence

*UTOPIA in one sentence* **SCHOOPIA**

**.The school stops living in your pocket. It lives on one screen**

Parents stop calling at 11pm ✓

✓ Cash stops disappearing into a notebook

✓ You see who worked — and who didn't

## See it on your school

*.A free walkthrough. Your work. Not a slide deck*

هاتف: 01142553730

بريد: ahg.4ever11@gmail.com

Book a demo. We open student affairs, the till, the teacher's phone, and the parent portal — on your kind of day. If it does not fit how you run, you will know in one sitting.

[Request a demo](https://shams.schoopia.org/utopia-demo.php) <https://shams.schoopia.org/utopia-demo.php>

**.UTOPIA — run the school. Don't chase it**