



MySentinel

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# Class teacher guide

*Daily roll & pickup approvals*

100% Cloudflare

POPIA-aligned

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MySentinel — NFC-badge learner check-in & school-safety for South African schools. · Chain-owner doc suite · 2026-06-27

Class teacher guide

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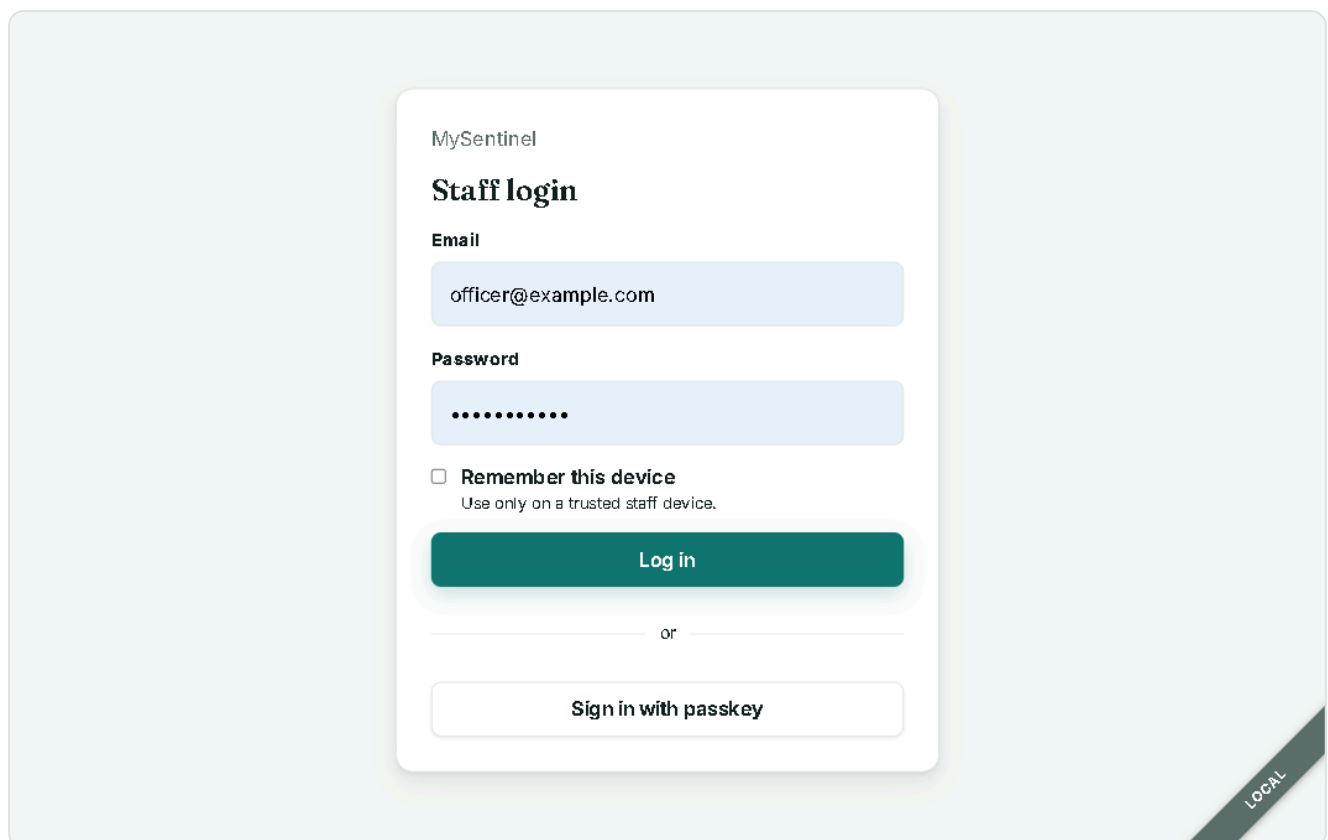
# Class teacher guide

You are a **class teacher**. In MySentinel you own a focused workspace for the classes assigned to you: a live view of who is on-site, the daily roll, a report digest, and the pickup requests that need your approval. You do **not** manage the whole school — that is the admin's job, and the system keeps your view scoped to your classes only.

Everything here is task-oriented. Follow the short steps, and use the callouts to match what you see on screen.

## Before you start: signing in

Open the app and sign in with your work email and password. On the demo school ("Demo Primary School", `SCH_DEMO`) the class teacher account is `mrs.naidoo@example.com` / `password123`.



- The login screen shows the environment banner — for example **"Environment: Local. This is not production."** Always check you are on the right environment before you capture real attendance.
- After signing in, the **account menu** (top right) gives you: Profile, Passkeys, Sessions, **Appearance** (System / Light / Dark), **Language** (Use school default / English / Afrikaans / isiZulu), and Logout. Switch language at any time — your roll, digest, and pickup screens all follow your choice.

You land on your class workspace. The left navigation has two items: **Dashboard** (`/class-teacher`) and **Learners** (`/class-teacher/students`).

## "My classes" — your scoped workspace

The dashboard header reads **"My classes"** with the line:

"You see only your assigned classes. Reassignments are handled by the school admin."

This is the most important thing to understand about your role. **You cannot add yourself to a class, remove yourself, or move learners.** If you should be teaching a class you don't see — or you see one you no longer teach — ask your school admin to fix the assignment. The system takes your school and your role from your verified login, never from anything the browser can change, so what you see is exactly what you are authorised to see.

Class teacher

## My classes

You see only your assigned classes. Reassignments are handled by the school admin.

Right now

0

**0 of 4 of your learners are on-site**

Live across 2 classes you teach.

### Daily roll

Grade R - Sunbird

Capture roll

### Daily roll

Grade 1 - Marigold

Capture roll

LOCAL

Report digest

### Today and this term

#### Grade R - Sunbird

All assigned learners have a mark today

0 learners were late on 3 or more days

2 learners are chronically absent (below 90% attendance)

Average time on campus: Not enough completed days

#### Grade 1 - Marigold

All assigned learners have a mark today

0 learners were late on 3 or more days

2 learners are chronically absent (below 90% attendance)

Average time on campus: Not enough completed days

Pickup requests

### Pending pickup requests

2 pending

TD

**Thandi Dlamini**

Planned absence - 2026-06-27

Expected guardian: Not provided

Approve

Reason if not approved

e.g. guardian not authorised

Do not approve

LN

**Lerato Nkosi**

Early pickup - 13:30

Expected guardian: Thandiwe Nkosi

Reason if not approved

Approve

e.g. guardian not authorised

Do not approve

Pre-Grade R

### Grade R - Sunbird

2 learners

0 of 2 on-site now

Lerato Nkosi

Pre-Grade R

NO TAP YET

ENROLLED

Sipho Mokoena

Pre-Grade R

NO TAP YET

ENROLLED

Grade 1

### Grade 1 - Marigold

2 learners

0 of 2 on-site now

Aluwani Khumalo

Grade 1

NO TAP YET

ENROLLED

Thandi Dlamini

Grade 1

NO TAP YET

ENROLLED

## The on-site live count

At the top of the dashboard is your safety beat — a large green number and the line:

**Right now** — "{N} of {M} of your learners are on-site" "Live across {K} class you teach." (or "classes you teach.")

This count is **live**. As officers check learners in and out at the gate, the number updates on its own — you do not refresh the page. Use it as your at-a-glance answer to "how many of my children are physically here right now?"

Semantic colours are consistent across the app, so you can trust them: **green = confirmed on-site**, **amber = no tap yet today (worth a look)**, and a neutral tone for learners who have left for the day (expected, not an alarm). Red is reserved for emergencies only.

## Capturing the daily roll

Each class you teach has a **Daily roll** panel. To take the roll:

1. Find the class panel and press **Capture roll**. The roll opens inline (no page change).
2. The roll is **pre-filled from gate check-ins** — learners the officer already scanned in are set to **Present**, and learners with no tap are set to **Absent**. You are confirming and correcting, not starting from a blank list.

3. For each learner, the segmented control offers five marks:

Mark	Use it for
<b>Present</b>	Learner is in class
<b>Absent</b>	Not here, no reason given
<b>Late</b>	Arrived after the start
<b>Excused</b>	Authorised absence
<b>Medical</b>	Sick / medical reason

4. Use **Mark all present** to set the whole class at once, then change the exceptions.

5. The sticky bar shows a live tally — "**{present} of {total} present**" — so you can sanity-check before submitting.

6. Press **Submit roll**. On success you get an in-place green "**Roll submitted**" banner.

The note under the roll reads "**Editable until end of day**" — you can re-open and adjust the roll any time before the school's local day-end. After that the roll shows "**Roll is locked for this day**" and becomes read-only, so the day's record stays trustworthy.

### Sick notes awaiting you

If a guardian has sent a note for one of your learners, an amber "**Sick notes awaiting you**" card appears above the roll — it loads automatically, you don't have to open a roll to find it. Read the note, then press **Acknowledge**. The card settles to a quiet "**Acknowledged**" state (with the time it was received) rather than vanishing, so you have a visible record that you saw it.

## Reading the report digest

Below the roll is the **Report digest — "Today and this term"** panel. It is a read-only summary per class, mixing today's status with term-to-date patterns:

Line you'll see	What it means
"{count} not marked present today" / "All assigned learners have a mark today"	Today's gap — whose roll mark is still missing
"{count} learners were late on {threshold} or more days"	Late-arrival pattern this term
"{count} learners are chronically absent (below 90% attendance)"	Attendance risk this term
"Average time on campus: {value}"	Typical time learners spend on site ("Not enough completed days" if there isn't enough data yet)

Use it to spot the children who need a conversation — repeat late arrivals, chronic absence, or unusually short days. It is a glance-and-act summary, not a printable report. **Roadmap**: there is no exportable or cross-class academic report for class teachers yet; the digest is what's shipped today.

## Handling pending pickup requests

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The **Pending pickup requests** panel lists requests that need your decision — early pickups, late drop-offs, and planned absences for your learners. Each row shows the learner's photo (or initials), the request type and time, and the **expected guardian**. The count above the list tells you how many are waiting; when it's clear you'll see **"No pickup requests need your approval right now."**

For each request you have two choices:

### Approve

1. Press **Approve**. The button shows "Approving..." while it saves.
2. On success a banner confirms: **"Approved — {name} can be collected. The gate has been notified."** This is the important part — your approval flows straight to the officer at the gate, it isn't just a row that disappears.

### Do not approve (reason required)

1. Type a short reason in the **"Reason if not approved"** box (placeholder: *"e.g. guardian not authorised"*).
2. Press **Do not approve**.
3. The reason is **mandatory** — if you leave it blank you'll be told: *"Add a short reason before not approving this request."* This keeps an honest record of why a collection was declined.

## Per-class learner lists and the Learners page

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Under the digest, each class panel lists its learners with a live presence chip (on-site / off-site / no tap yet) and an enrolment chip (Enrolled / Inactive), plus a **"{on\_site} of {total} on-site now"** summary for that class.

The **Learners** page (</class-teacher/students>) gathers every learner across your classes into one searchable list — search by name or class status — and flags **"Planned absence today"** or **"Early pickup pending"** where relevant. Use it when you want to find one child quickly rather than scan class by class.

## Good to know (scope and honesty)

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- **Your view is class-scoped and read-mostly.** You capture rolls, acknowledge notes, and decide pickups — you don't edit rosters, settings, or other teachers' classes.
- **Reassignments are an admin action.** Wrong class list? That's a one-message fix to your admin.
- **Trilingual:** the whole workspace runs in English, Afrikaans, or isiZulu — switch in the account menu.
- **Roadmap / channel honesty:** guardians are notified push-first, then email; **WhatsApp and SMS are in preview** and only go live once your school's admin connects them, so until then those

messages quietly fall back to email. Nothing on your screen depends on those channels being live.