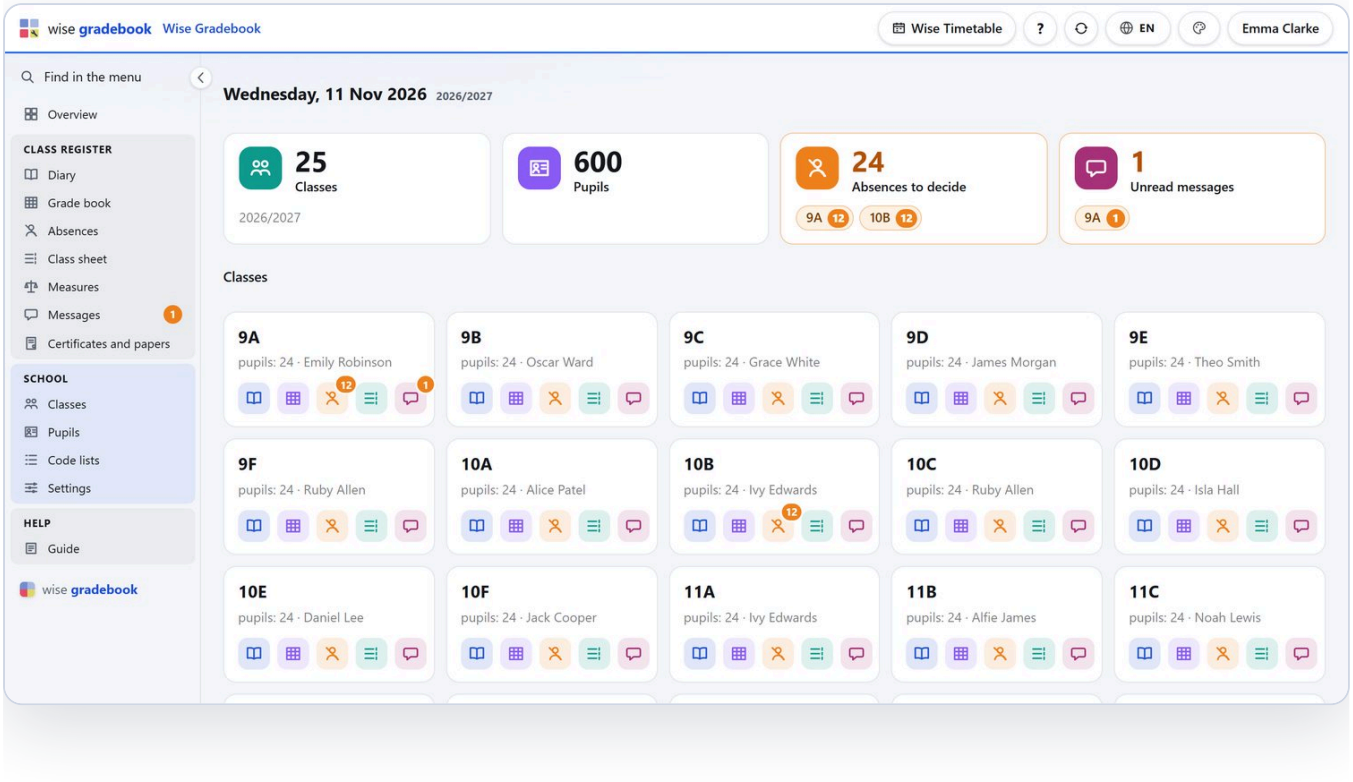
wise gradebook

User guide - for the school office



Wise Technologies · 11 Nov 2026 · The pictures show an invented school, Oakfield Grammar School.

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FOR THE SCHOOL OFFICE

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Getting started

Wise Gradebook is your class register beside the timetable: the diary, the grade book, absences, measures and the papers at the end of a period.

STEP BY STEP

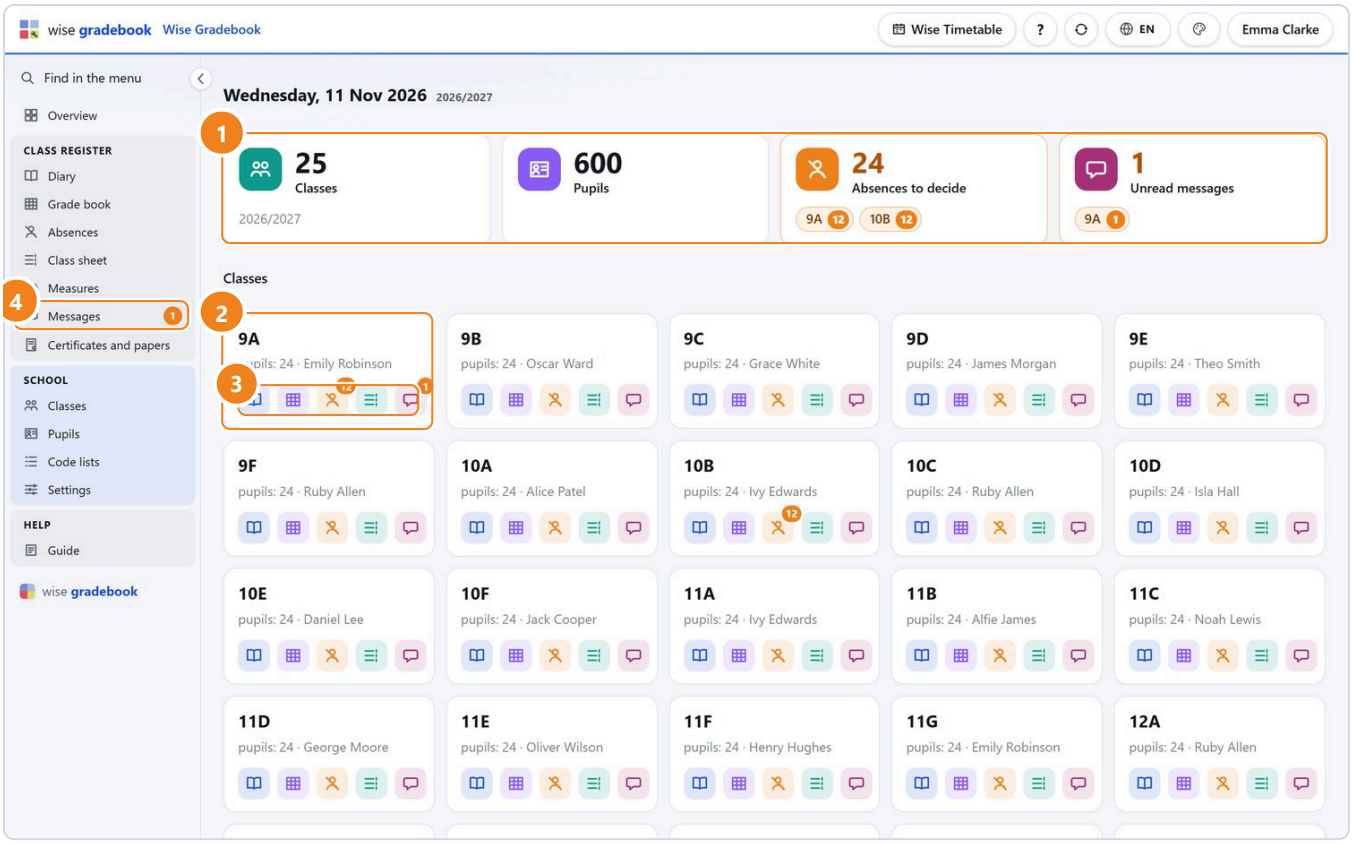
1. The start screen shows your lessons of today. Write opens the lesson: type the topic, click whoever is missing, Save the lesson.
2. Lessons that were on the timetable and have no entry yet are listed under "Lessons without a diary entry" - nothing is forgotten because nobody scrolled back.
3. Every class has the same tabs across the top: Diary, Grade book, Absences, Class sheet, Measures, Messages, Certificates and papers. Moving between them stays in the class.
4. The chip beside the class name says what you are there: office, class teacher or teacher. It decides what you can change.

GOOD TO KNOW

> Four numbers on top of the start screen say what waits: lessons today, lessons without an entry, absences to decide, unread messages. The last two name the classes - click a class to go there.

> A long list has a search field above it and pages under it. The search does not mind capitals or č, š, ž: "zupancic" finds Zupančič.

> The question mark at the top of every screen opens the guide to that screen.



1. What waits, as four numbers. The two that belong to classes name the classes.
2. Your classes; on a teacher's screen, today's lessons come first.
3. Every class with a picture for each of its screens.
4. The number beside Messages: conversations in which a family has written.

Diary

The week of a class, lesson by lesson, taken from its timetable. Each lesson waits for its entry.

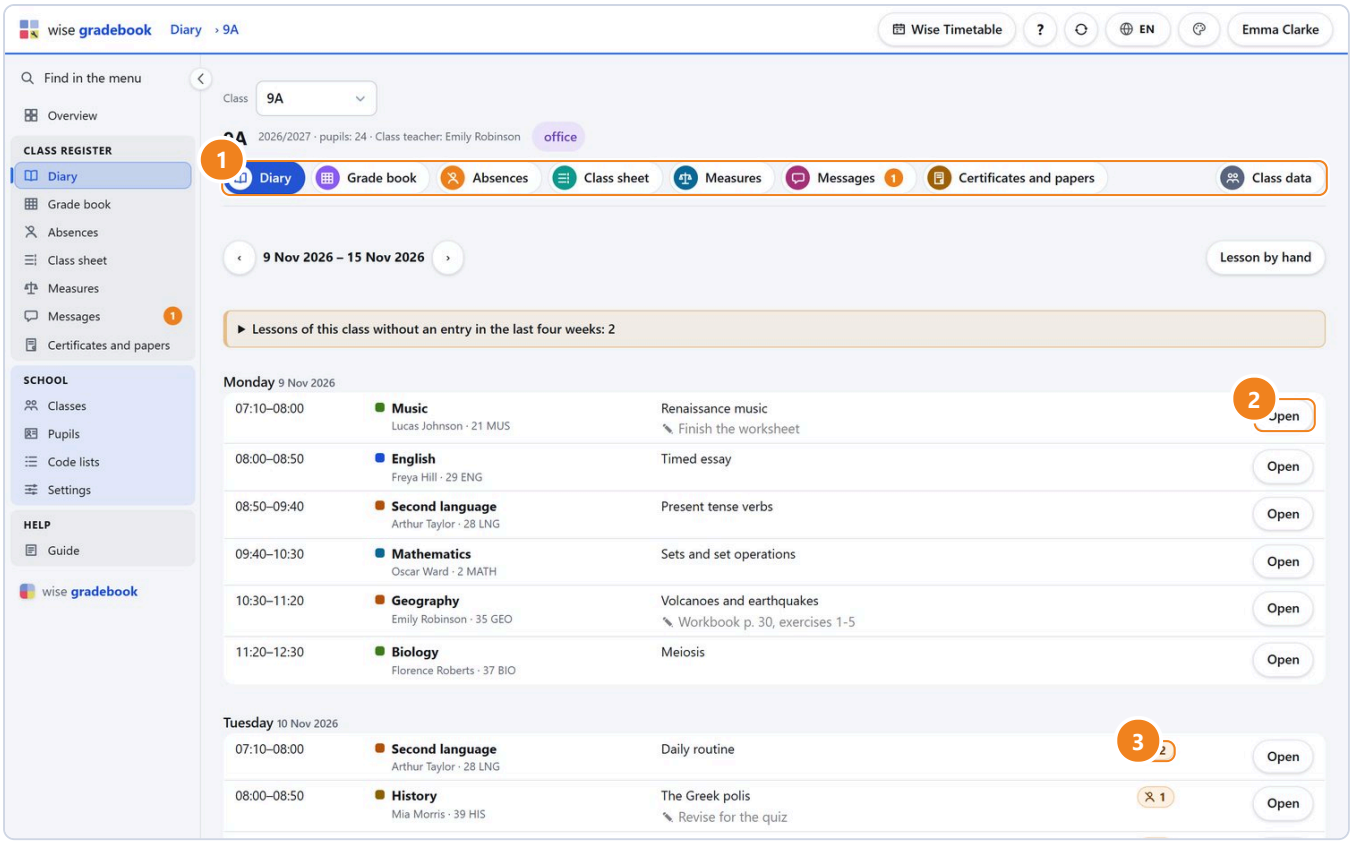
STEP BY STEP

1. Open Diary and choose the class (with one class there is nothing to choose).
2. Write on a lesson opens it. The cursor is already in Topic taught.
3. On the right is the class list. Everybody is present; click a pupil to mark them absent, click again for the next kind (late, left early ...).
4. Save the lesson. The row in the week now shows the topic and how many were missing.
5. A lesson the timetable does not know - a swap, an extra lesson - is written with Lesson by hand: its own day, time and subject.

GOOD TO KNOW

> A cancelled lesson is not deleted: set Kind to cancelled. It stays in the diary, marked, and does not count as held.

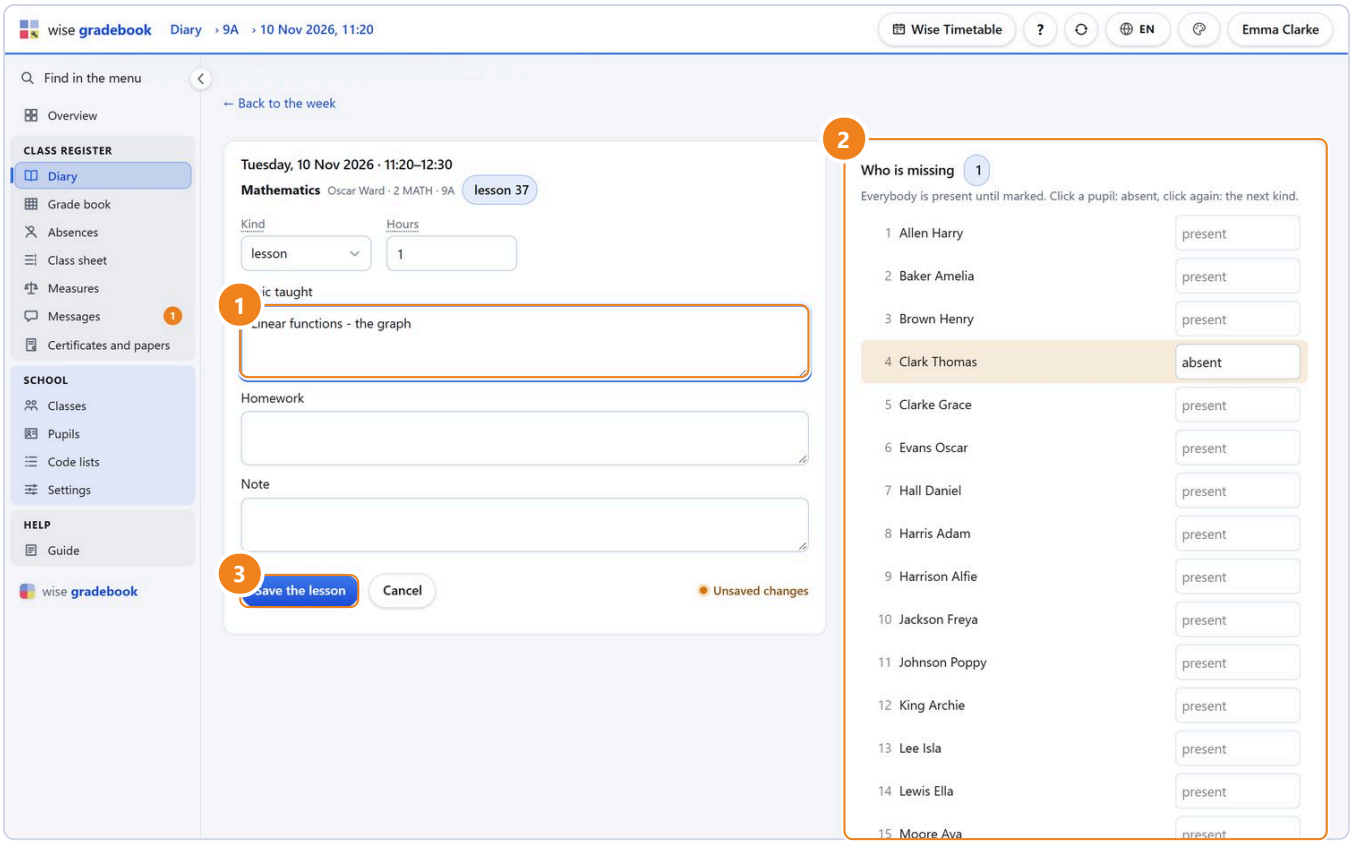
> You write the lessons of your own subjects. The class teacher and the office can write any lesson of the class.



1 The class's tabs. The one you are on is filled.

2 Open shows what was written; Write opens a lesson that has no entry.

3 How many pupils were missing at that lesson.



1. The topic taught - the cursor is already here.
2. The class: everybody is present until a click says otherwise.
3. Save the lesson.

Grade book

One subject of one class as a grid: the marks of each assessment period, their average, the closing grade.

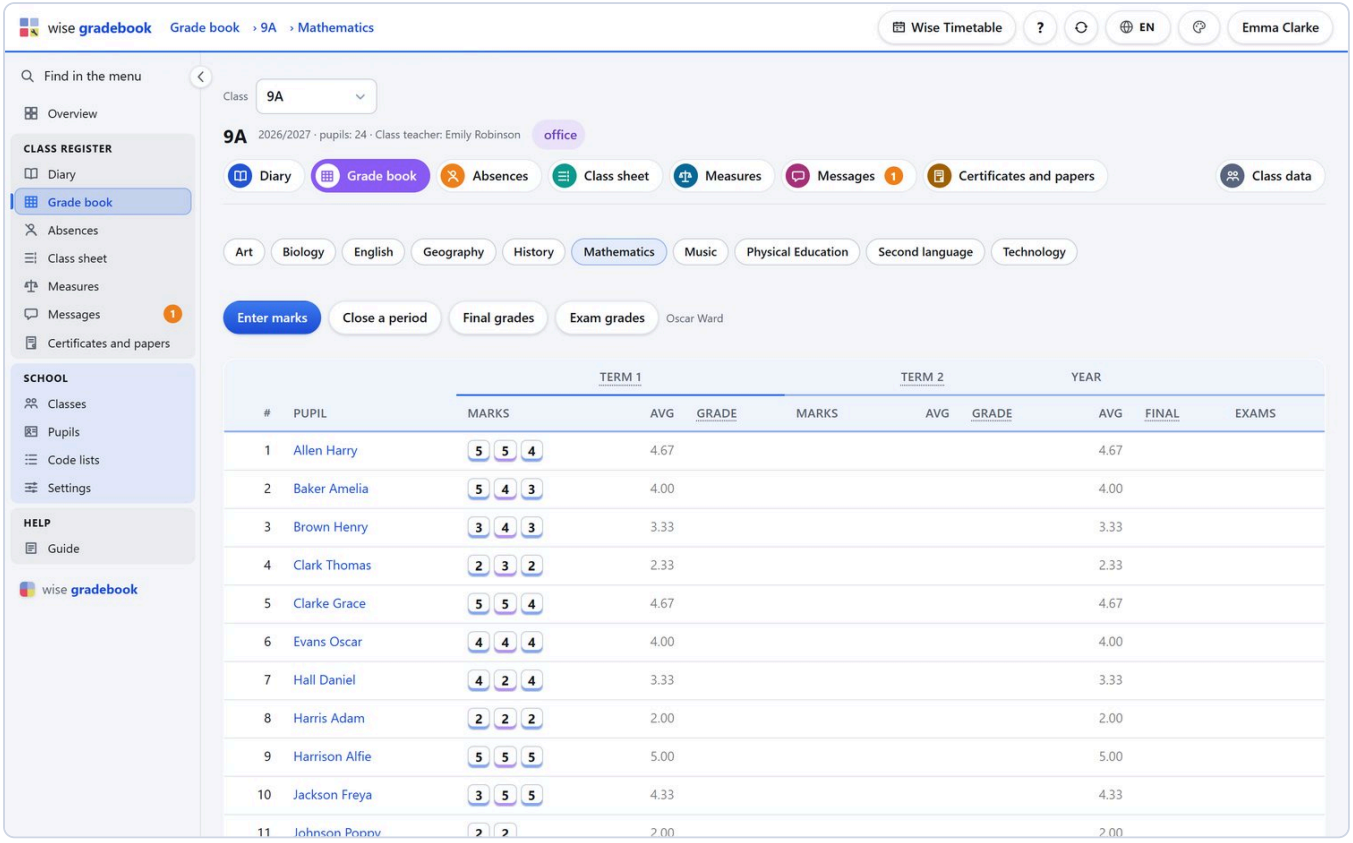
STEP BY STEP

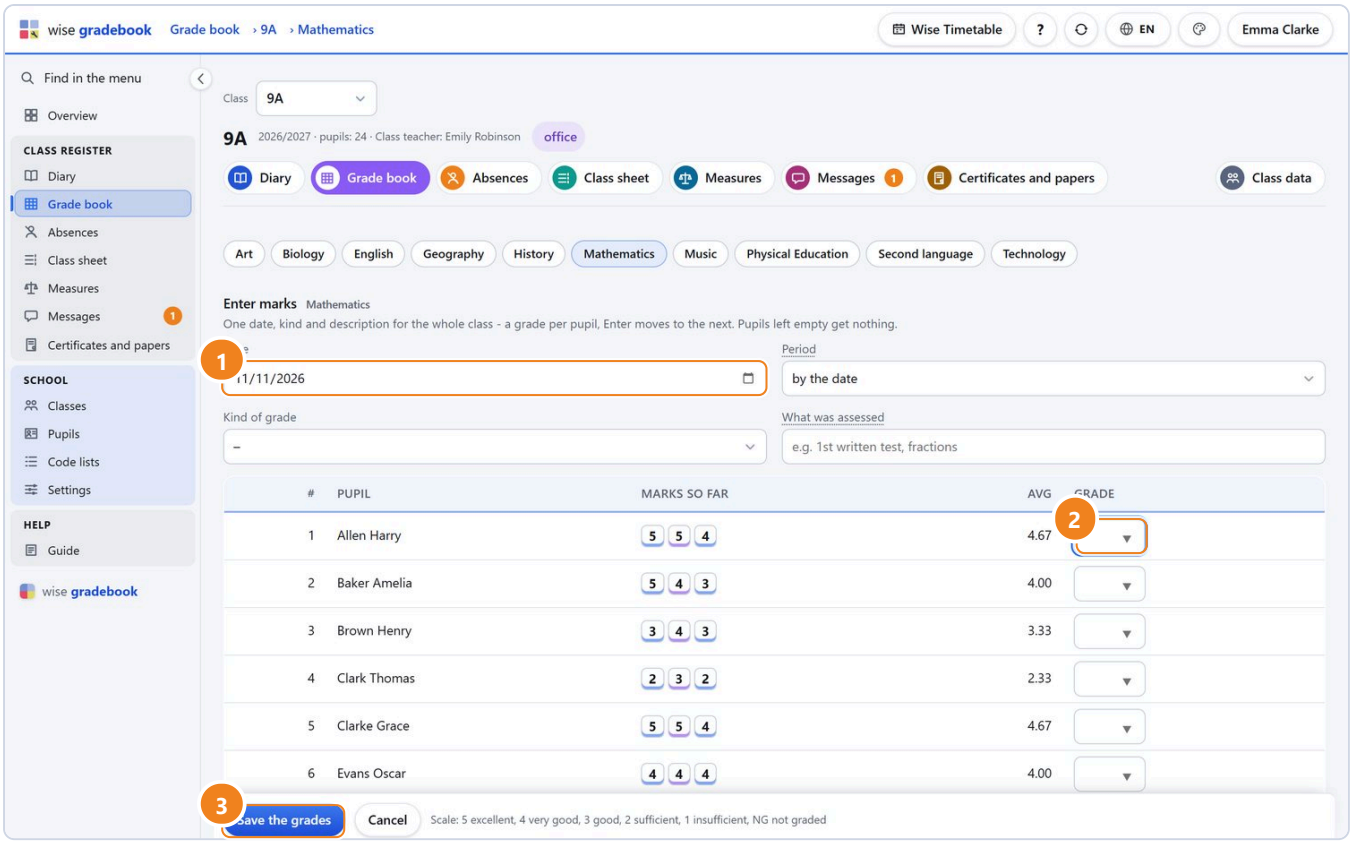
1. Open Grade book. Your own subject is already chosen; the others are the chips above the grid.
2. Enter marks: one date, kind and description for the whole class, then a grade per pupil. Enter moves to the next pupil. Save the grades once.
3. Close a period and Final grades work the same way and show each pupil's average beside the field.
4. A pupil's name opens every grade they have in the subject, with its history. Take back removes a grade from the count - with a reason, kept for good.

GOOD TO KNOW

> A grade is never overwritten. A changed closing grade keeps the old one in the history, with who changed it and why.

> The grades you can type are your school's own scale (Code lists - Grade scale).





1 One date, kind and description for the whole class.

2 A grade per pupil; Enter moves to the next.

3 Save the grades once.

Absences

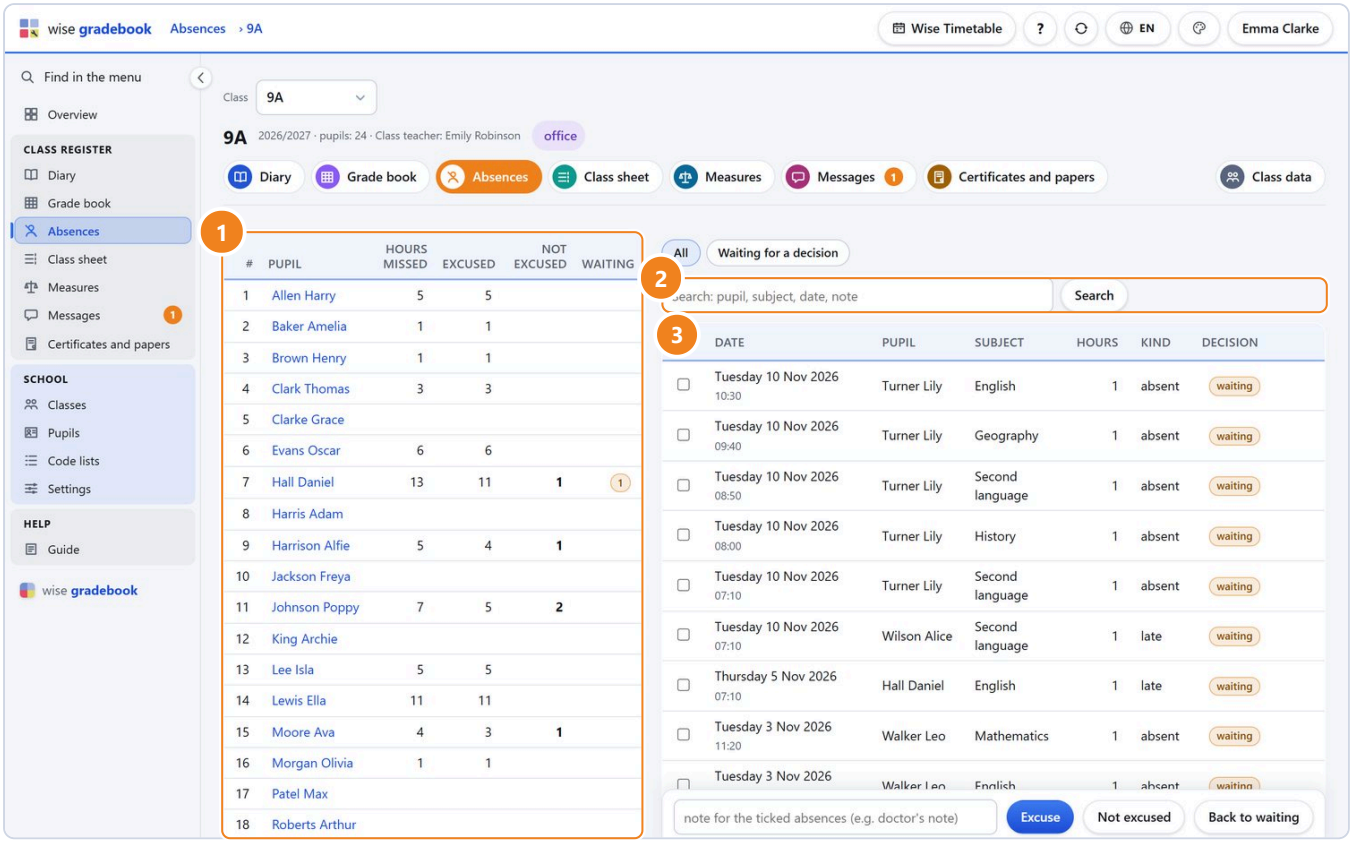
Who missed how much, and the class teacher's decision on each absence.

STEP BY STEP

1. Open Absences. On the left the totals per pupil; a name narrows the rows to that pupil.
2. Waiting for a decision shows only what is still open.
3. Tick the rows (a pupil's sick week in one go), write a note, then Excuse or Not excused.
4. A parent's request from the family portal stands beside the absence it asks about. It decides nothing - you do.

GOOD TO KNOW

> Hours reported by phone, with no lesson in the diary, are written in at the bottom: Write in hours without a lesson.



1. Totals per pupil. A name narrows the list to that pupil.
2. Search: a pupil, a subject, a date, a note.
3. Tick the rows, then Excuse or Not excused at the bottom.

Class sheet

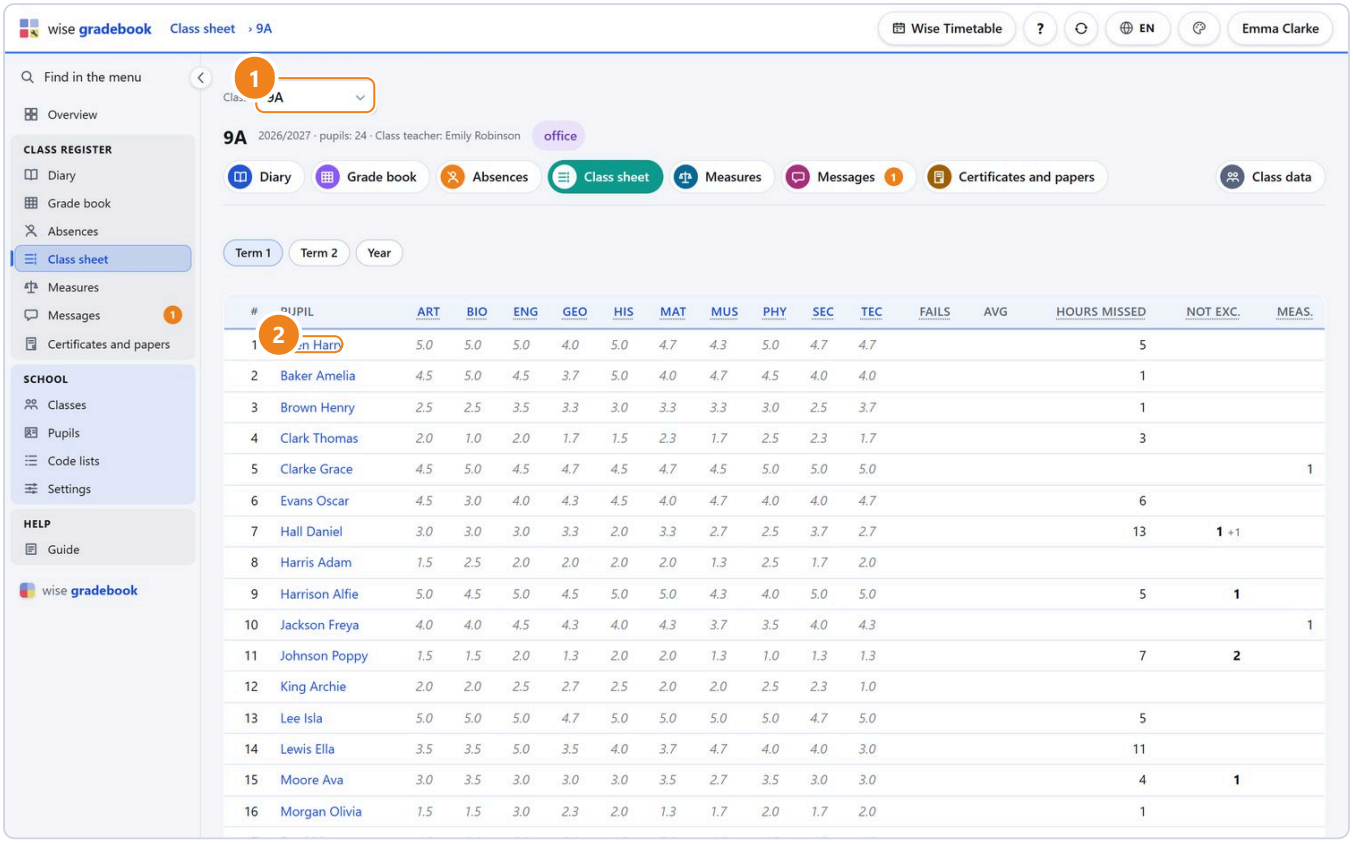
The whole class at a glance: pupils by subjects, with absences and measures.

STEP BY STEP

1. Choose the period or Year above the table.
2. A circled grade is a closing grade. Where there is none yet, the average of the marks so far is shown in a lighter hand.
3. A dot before a name marks a pupil for a look - the thresholds are in Settings.
4. A name opens that pupil on one page: the page for a talk with the parents.
5. For Year, the class teacher sets End of the year for each pupil in the last column and saves once.

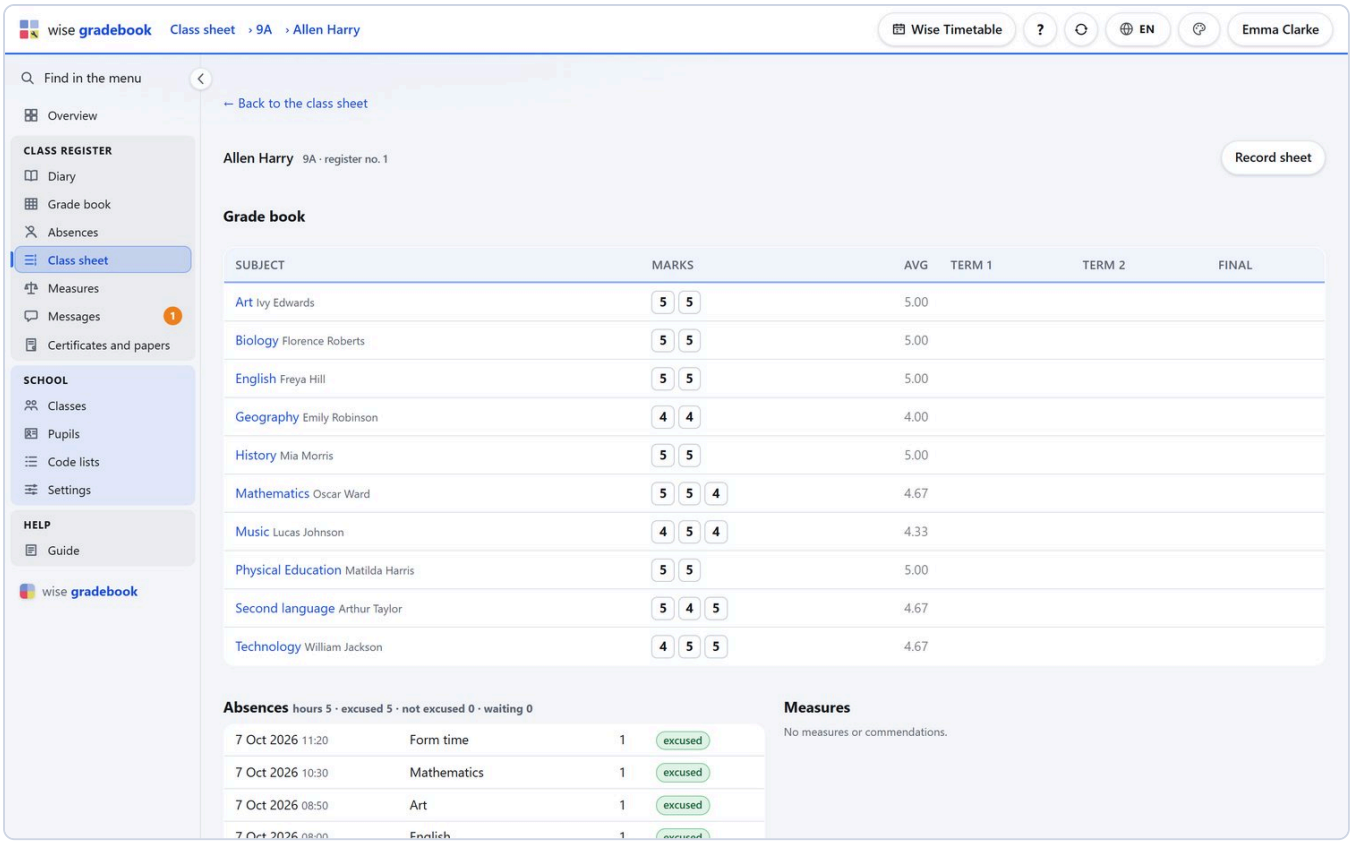
GOOD TO KNOW

> Under the sheet: hours held against hours planned, per subject, counted from the diary itself.



1 The period, or the whole year.

2 A name opens the pupil on one page.


wise gradebook
Class sheet › 9A › Allen Harry
Wise Timetable
EN
Emma Clarke
Find in the menu
Overview
CLASS REGISTER
Diary
Grade book
Absences
Class sheet
Measures
Messages
Certificates and papers
SCHOOL
Classes
Pupils
Code lists
Settings
HELP
Guide
wise gradebook
← Back to the class sheet
Allen Harry 9A · register no. 1
Record sheet
Grade book
SUBJECT MARKS AVG TERM 1 TERM 2 FINAL
Art Ivy Edwards 5 5 5.00
Biology Florence Roberts 5 5 5.00
English Freya Hill 5 5 5.00
Geography Emily Robinson 4 4 4.00
History Mia Morris 5 5 5.00
Mathematics Oscar Ward 5 5 4 4.67
Music Lucas Johnson 4 5 4 4.33
Physical Education Matilda Harris 5 5 5.00
Second language Arthur Taylor 5 4 5 4.67
Technology William Jackson 4 5 5 4.67
Absences hours 5 · excused 5 · not excused 0 · waiting 0
7 Oct 2026 11:20 Form time 1 excused
7 Oct 2026 10:30 Mathematics 1 excused
7 Oct 2026 08:50 Art 1 excused
Measures
No measures or commendations.

Measures

Measures and commendations of a class, written by the class teacher or the office.

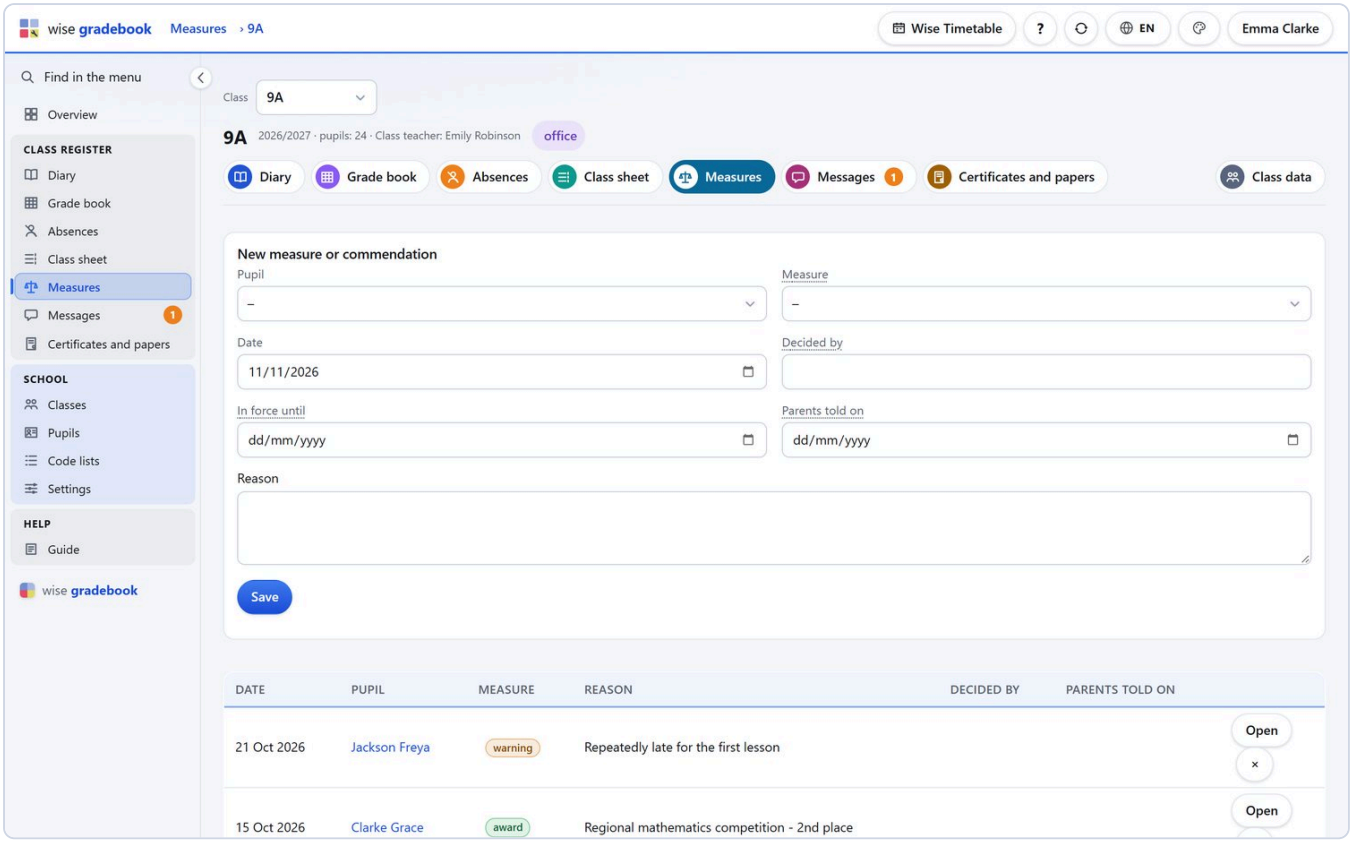
STEP BY STEP

1. Choose the pupil, the measure and the date, write the reason, Save.
2. Open on a row to note that the parents were told, or to withdraw the measure.

GOOD TO KNOW

> An issued measure is withdrawn, not deleted: it stays on the list, struck through. Delete is for an entry made by mistake.

> The kinds are your school's own list. The program records what was decided; which measure may follow which is your school's rules.



Messages

The class and its families write to each other: an announcement to every family of the class, or a conversation about one pupil.

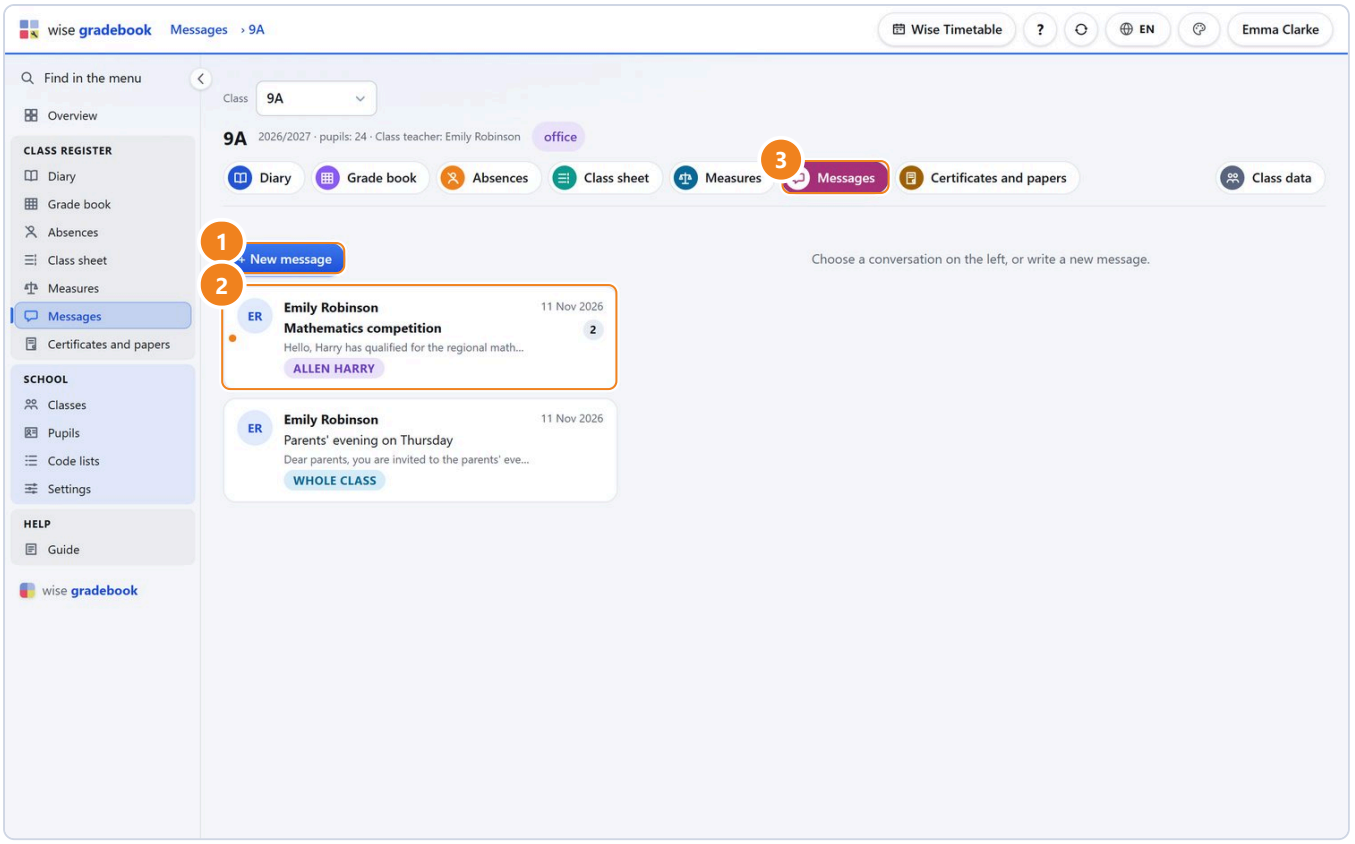
STEP BY STEP

1. Open Messages in the class. New message: under To choose All families of the class or one pupil's family, write the subject and the message, Send.
2. A message to the whole class is an announcement: every family of the class reads it, nobody answers it to all.
3. A message about one pupil is a conversation: the parent answers from the family portal or the phone, and the answer arrives in the same conversation.
4. An orange dot marks a conversation in which a family has written since you last looked. The number beside Messages - in the menu, on the tab, on the start screen - counts them.

GOOD TO KNOW

> What is sent is not edited or deleted afterwards: what a school wrote to a parent is a record.

> A parent writes; a pupil signed in with their own code reads.



1. New message: to all families of the class, or to one.
2. A conversation. An orange dot: the family has written.
3. The number on the tab counts the conversations that wait.

Certificates and papers

Notices of results, certificates, extracts and record sheets - previewed first, then issued with a number.

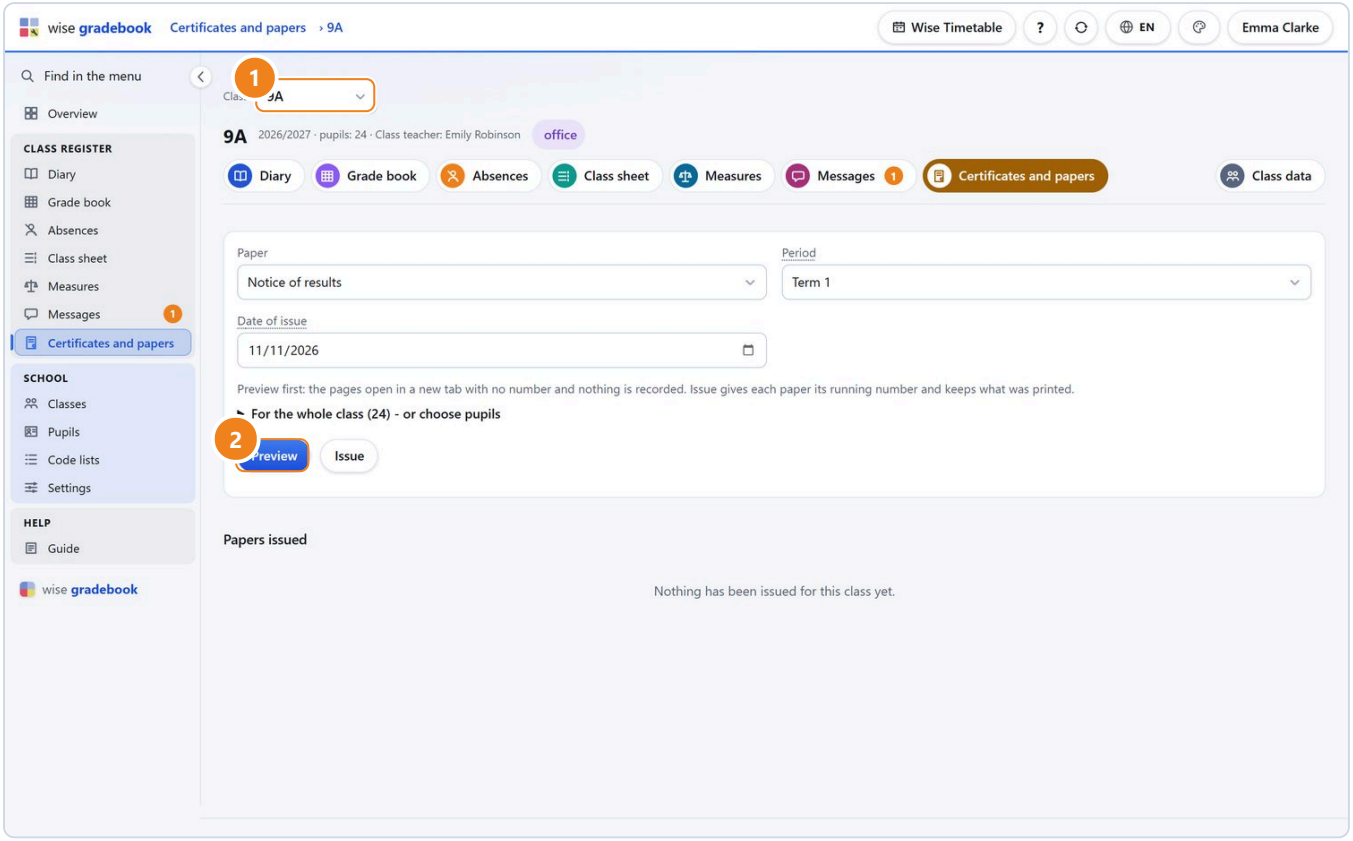
STEP BY STEP

1. Choose the paper, the period (for a notice) and the date of issue.
2. Preview opens the pages in a new tab. Nothing is numbered or recorded - look at the whole class.
3. Issue gives each paper its running number, keeps exactly what was printed, and opens the pages. Print with the browser's Print (or save as PDF).
4. Papers issued lists everything handed out. Reprint prints a paper exactly as it was issued, whatever the grade book says today.

GOOD TO KNOW

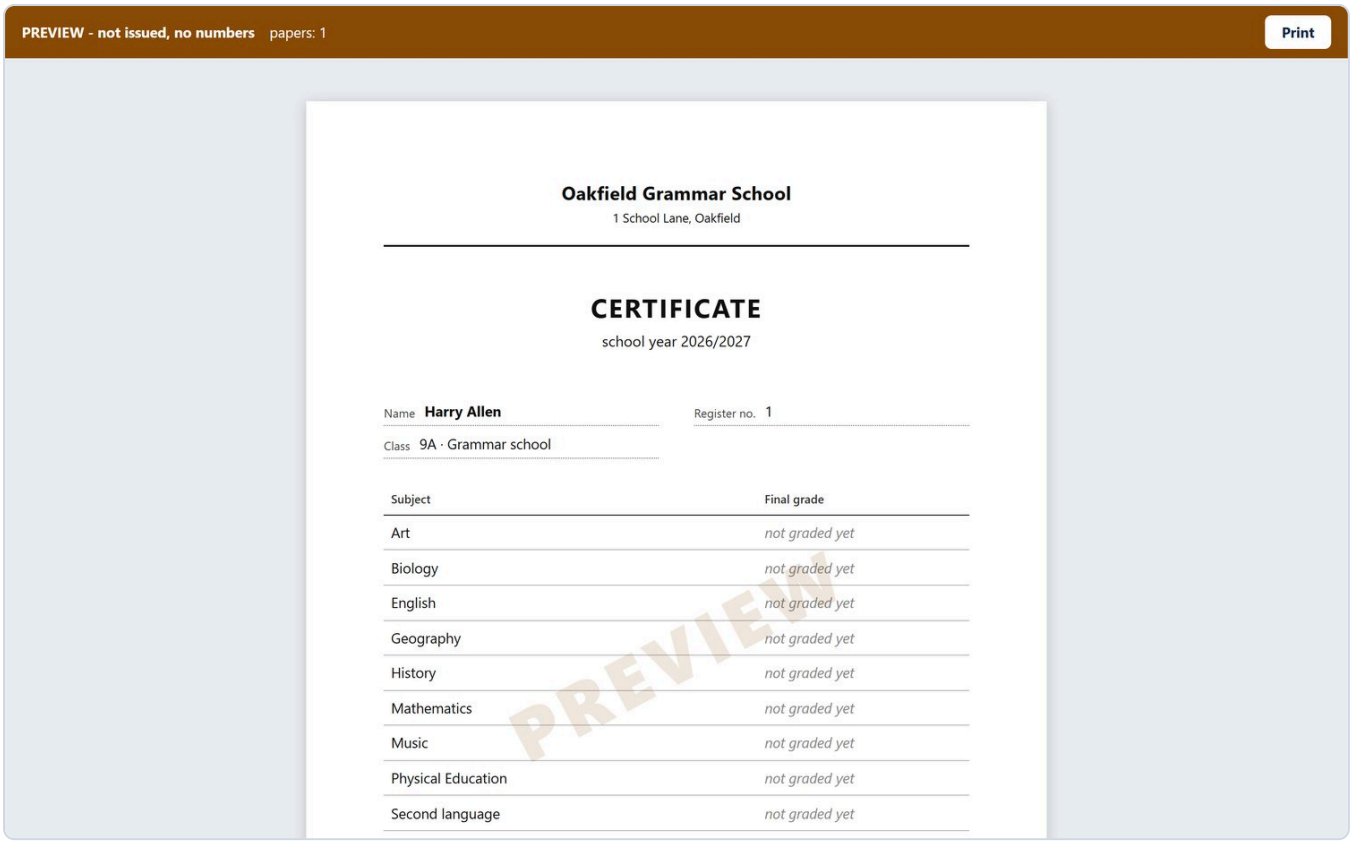
> Where your country prescribes its own form for a certificate, check this print against the form before the first real issue.

> A paper printed with a mistake is voided with a reason; its number is not given again.



1 Which paper, which period.

2 Preview first; Issue numbers the papers.


PREVIEW - not issued, no numbers papers: 1
Print
Oakfield Grammar School
1 School Lane, Oakfield
CERTIFICATE
school year 2026/2027
Name Harry Allen
Register no. 1
Class 9A · Grammar school
Subject
Final grade
Art not graded yet
Biology not graded yet
English not graded yet
Geography not graded yet
History not graded yet
Mathematics not graded yet
Music not graded yet
Physical Education not graded yet
Second language not graded yet
PREVIEW

Pupils and record sheets

The school's register of pupils and each pupil's record sheet.

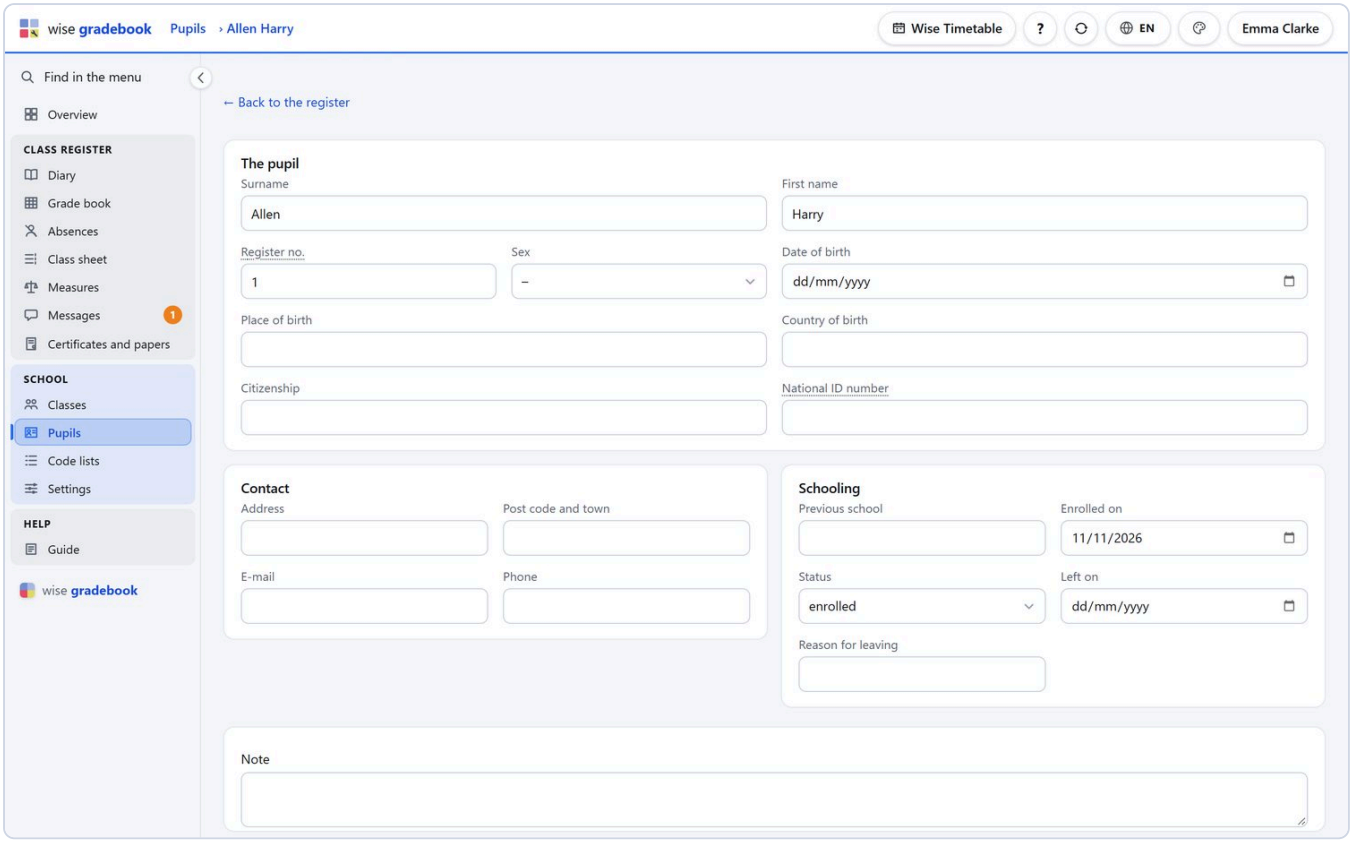
STEP BY STEP

1. Search by name or register number. A name opens the record sheet.
2. The record sheet holds the pupil's data, parents and guardians, and every class with how the year ended.
3. Family portal, at the bottom: Make a code for the pupil and for each parent. The code is shown once - copy it onto the paper for the family.

GOOD TO KNOW

> A register number is given once and never reused.

> A new code replaces the old one and signs out every device that used it.



Families: the portal and the phone app

What a parent and a pupil see with the code you printed - in a browser, and in the Wise Gradebook app.

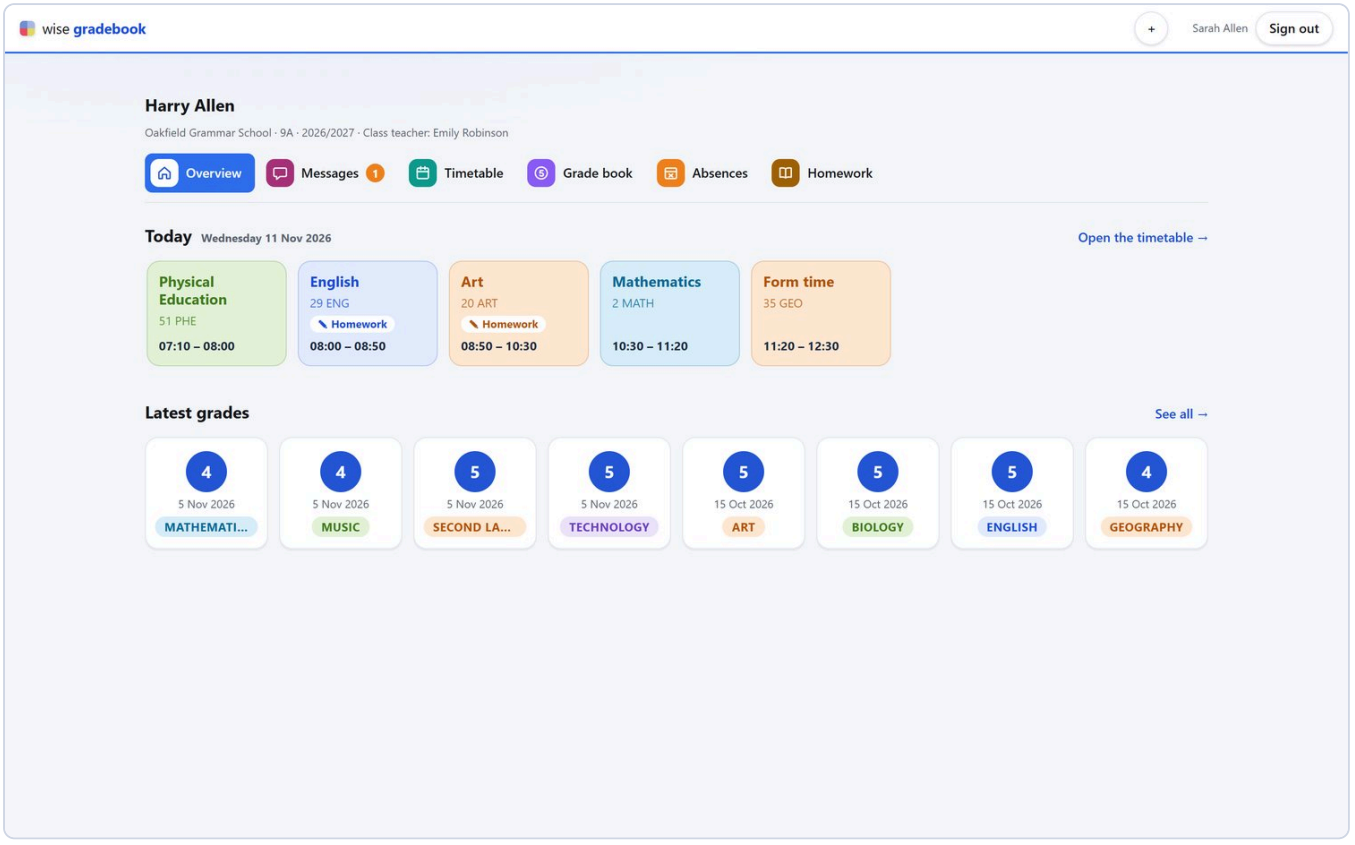
STEP BY STEP

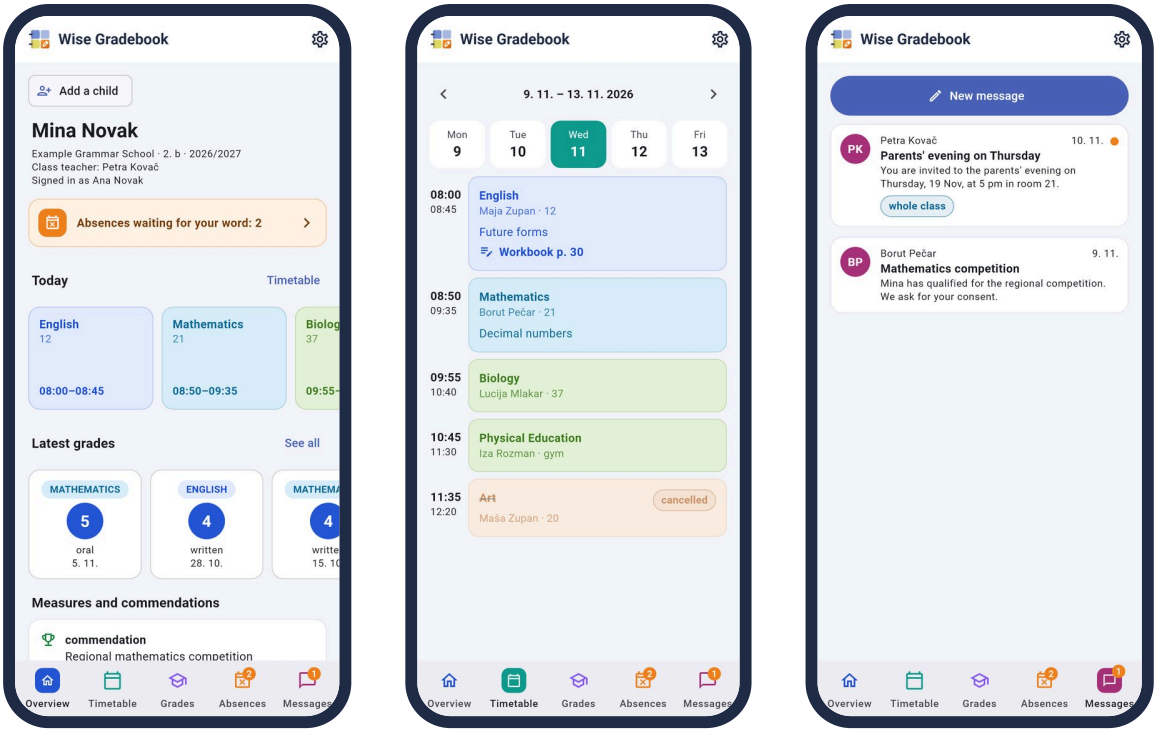
1. The code comes from the pupil's record sheet (Pupils - Family portal - Make a code): one for the pupil, one for each parent. Hand it over on paper.
2. The family opens the school's address or the app and types the code once. The device stays signed in.
3. They see: the overview with today's lessons and the newest grades, the timetable week by week, the grade book, absences, homework, measures and messages.
4. A parent can ask for absences to be excused: the request stands beside the absence in your Absences, and you decide.
5. A parent of two children adds the second child's code on the same device and switches between them with one tap.

GOOD TO KNOW

> A family sees only its own child. A pupil reads; only a parent asks for an excuse and writes messages.

> A lost paper: make a new code. It replaces the old one and signs out every device that used it.





The Wise Gradebook app on a phone: overview, timetable, messages.

FOR THE SCHOOL OFFICE

Classes (office)

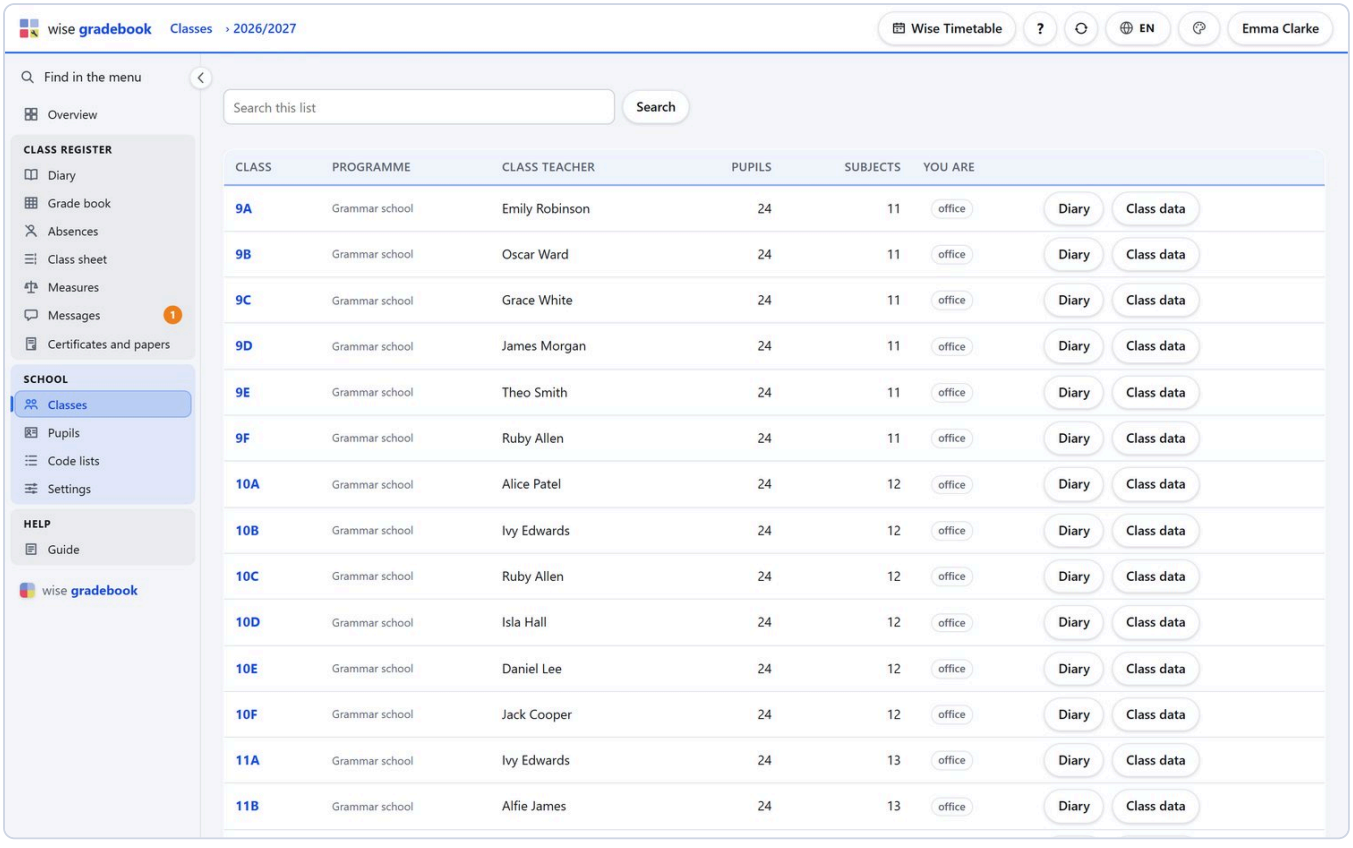
Set the school up from its timetable, by ticking boxes.

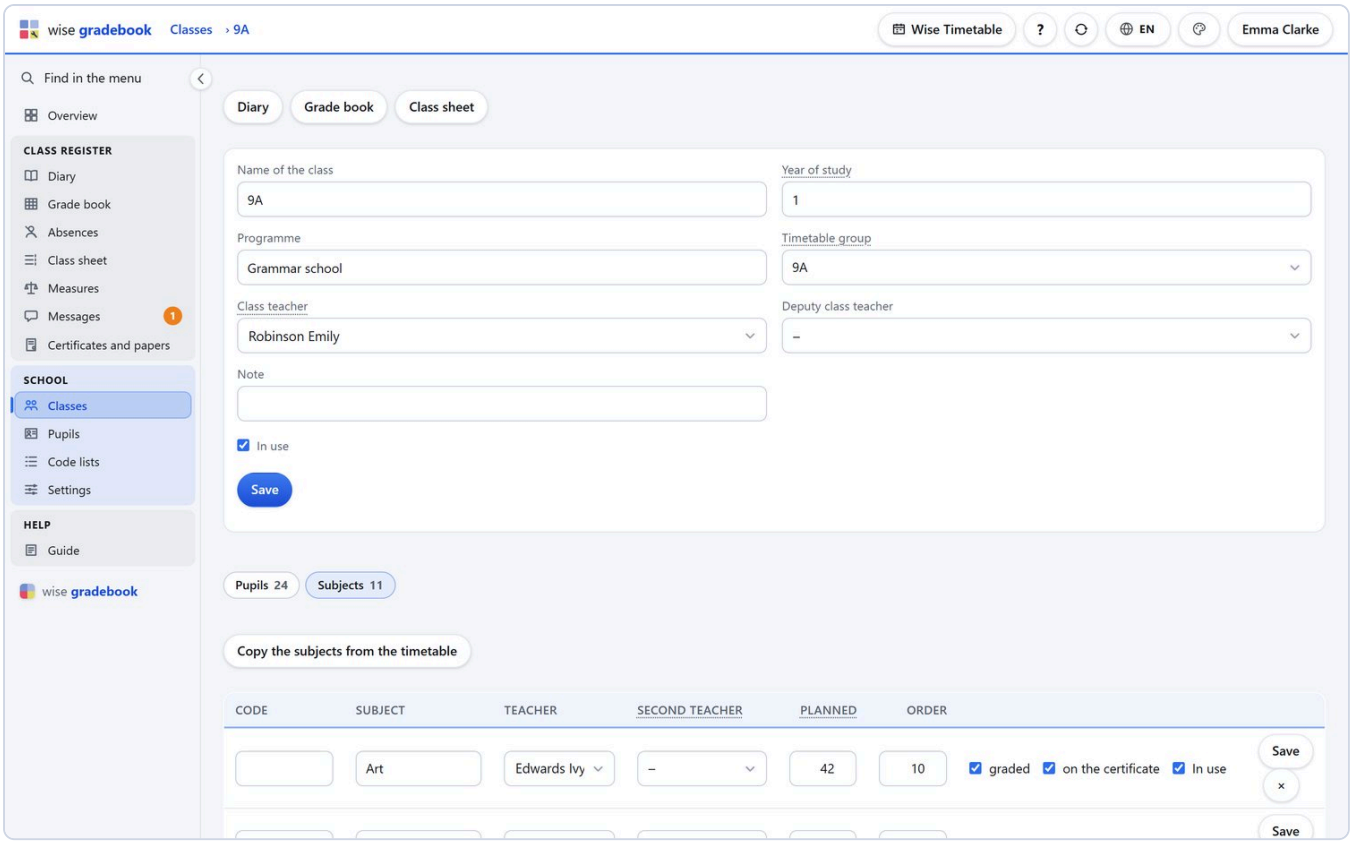
STEP BY STEP

1. Classes - Classes from the timetable: tick the groups, leave both switches on, Make the classes. Each group becomes a class with its pupils, subjects and teachers.
2. Open Class data on a class and choose its Class teacher. Until then only the office can excuse absences and issue papers there.
3. Subjects: check who teaches what, the planned hours, and which subjects are on the certificate.
4. Both copy buttons can be run again later: they add what is new and never overwrite your edits.

GOOD TO KNOW

> A class that follows no timetable group still works - its lessons are written by hand.




wise gradebook
Classes › 9A
Wise Timetable
EN
Emma Clarke
Find in the menu
Overview
CLASS REGISTER
Diary
Grade book
Absences
Class sheet
Measures
Messages
Certificates and papers
SCHOOL
Classes
Pupils
Code lists
Settings
HELP
Guide
wise gradebook
Diary
Grade book
Class sheet
Name of the class
9A
Year of study
1
Programme
Grammar school
Timetable group
9A
Class teacher
Robinson Emily
Deputy class teacher
–
Note
In use
Save
Pupils 24
Subjects 11
Copy the subjects from the timetable
CODE
SUBJECT
TEACHER
SECOND TEACHER
PLANNED
ORDER
Art
Edwards Ivy
–
42
10
graded
on the certificate
In use
Save
Save

Code lists and settings (office)

The grade scale, kinds of grade, assessment periods, kinds of absence, measures and ends of the year are your school's own lists.

STEP BY STEP

1. Code lists - Load the starting lists of your country. They add what is missing and never overwrite.
2. Assessment periods are per school year: check their dates - they decide which period a mark falls in.
3. Settings: the school's name and the head's name for the papers, and the thresholds of the class sheet.

GOOD TO KNOW

> A code does not change once made; change its name. A value in use is switched off, not deleted.

