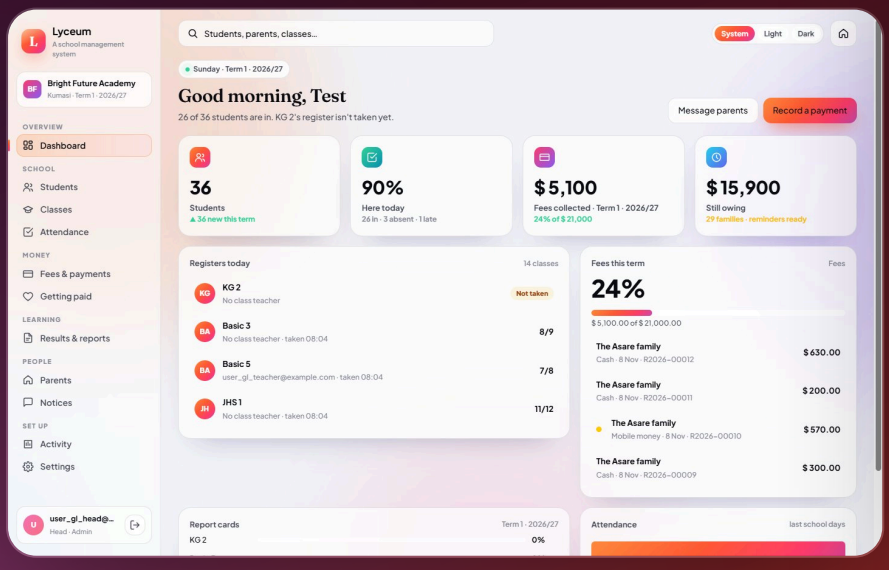
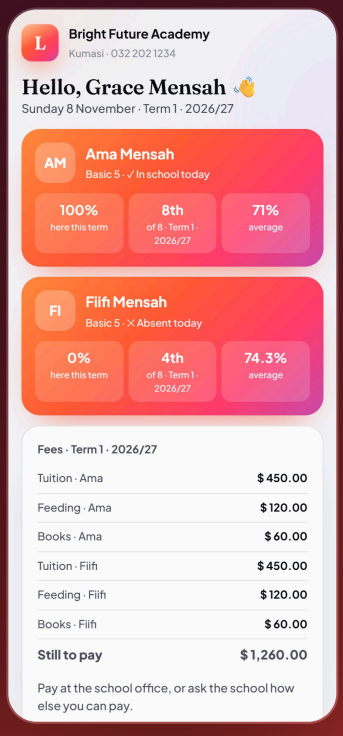
Streamboth

STANDALONE APP · GUIDE

Lyceum

A school management system: students and families, the register on a phone, fees and receipts, report cards, and a page for every family.





streamboth.com/lyceum

Edition: November 2026

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1 Welcome

Lyceum keeps a school's records in one place — classes, students and their families, the daily register, fees and receipts, scores and report cards — and gives every family its own page with their children's attendance, fees, reports and the school's notices.

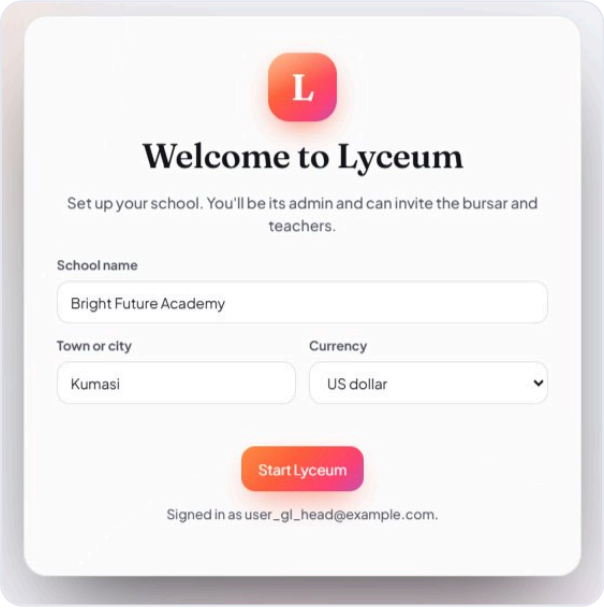
What you need

- **A computer, tablet or phone** with a modern browser. Teachers take the register on their phones.
- Start with a **7-day free trial** (no card needed). The school's owner keeps it going with one subscription that covers the whole staff.
- For parents to pay fees online, a **Stripe** account of the school's (chapter 11). Fees paid at the office need nothing.

Where to find it

On streamboth.com, open **Standalone Apps** → **Lyceum**, or go to **streamboth.com/lyceum**.

2 Setting up your school



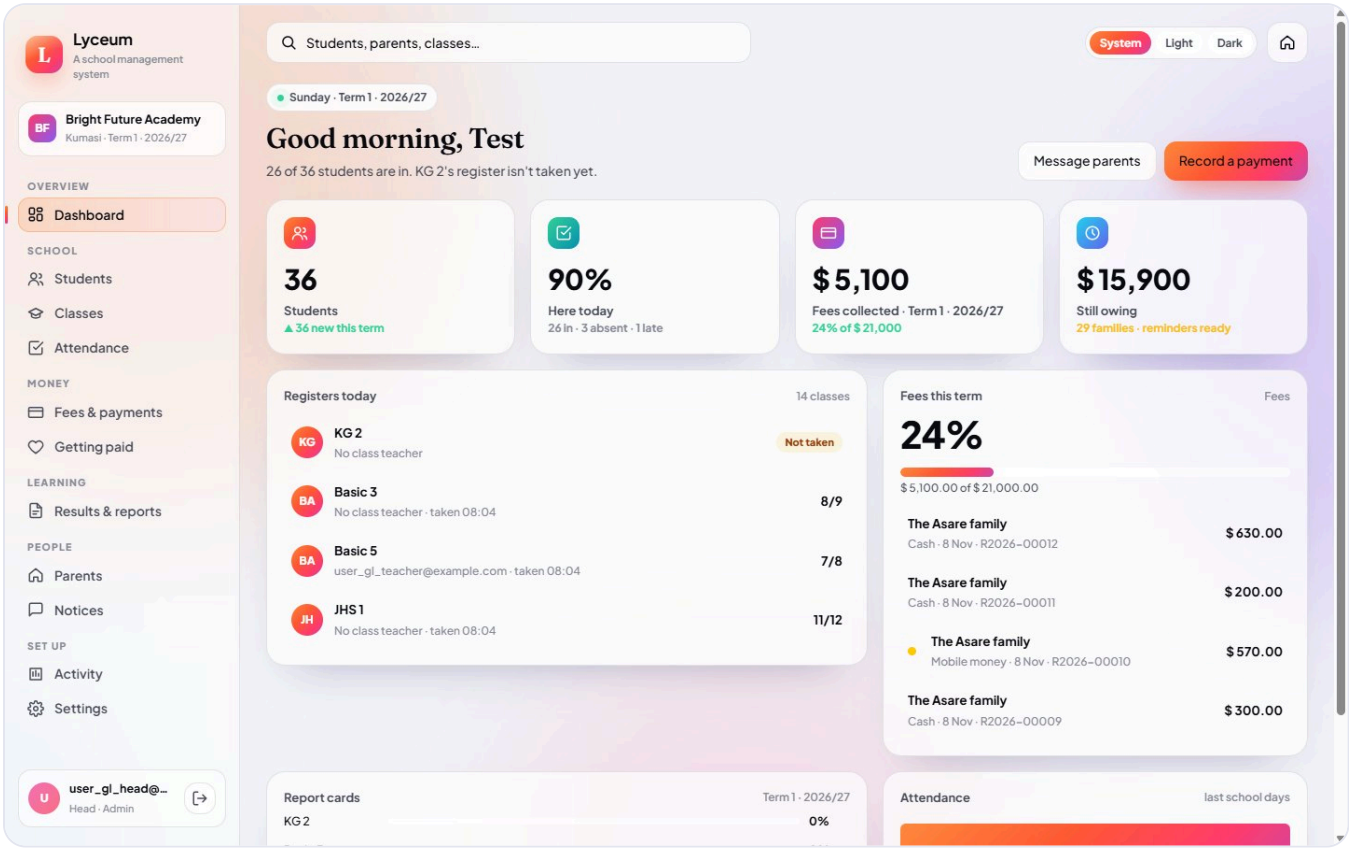
1. Open Lyceum. The first time, you're asked for the school's **name**, **town** and **currency** (US dollars to start with; you can choose another).
2. Press **Start Lyceum**. A first **term** (from today) and the usual **subjects** are made for you — change them in Settings.
3. In **Settings**, add the school's address, phone, motto and crest (they go on report cards), and invite your staff.

Staff roles

Role	What they see and do
Admin	Everything: students, classes, fees, results, parents, notices, payments, settings, the activity log.
Bursar	Students, fees and payments, parents and their pages, getting paid.
Teacher	Their own classes: the register, scores and remarks, report cards, notices to their class's families.

A teacher is matched to a class by the **class teacher's email** set on the class. Staff join the first time they open Lyceum with that email address.

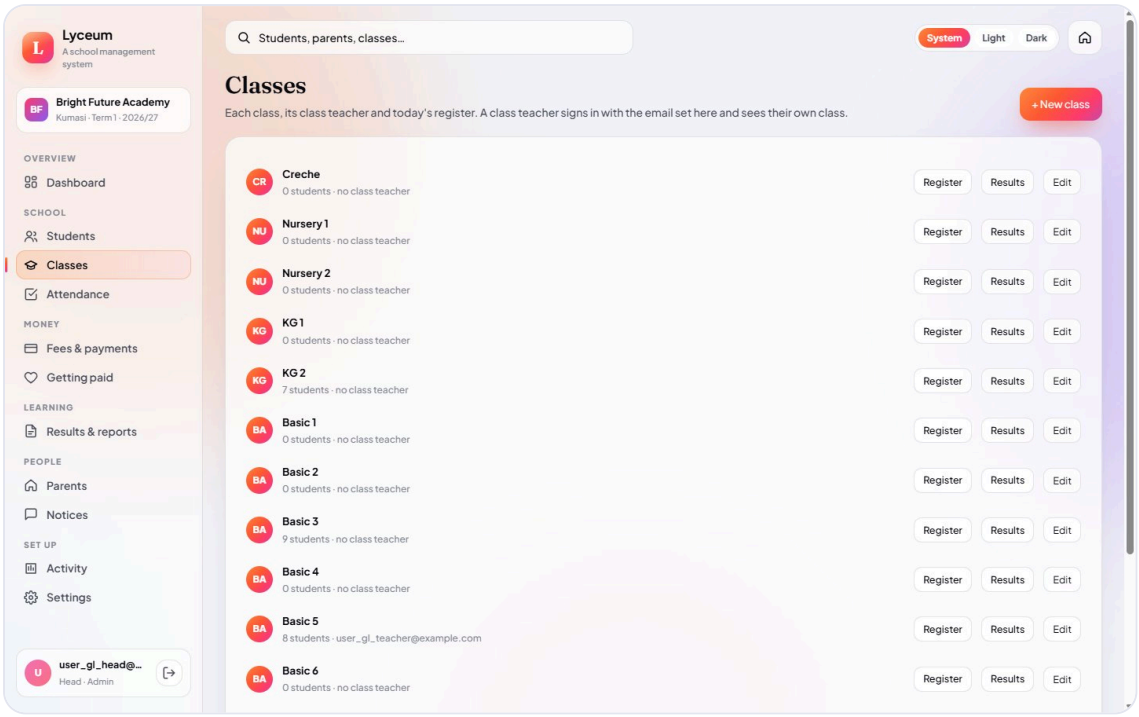
3 A tour



The dashboard: students, who's here today, fees collected and still owing, each class's register, recent payments, report-card progress and attendance.

- **The sidebar**: Students, Classes, Attendance; Fees and Getting paid; Results; Parents and Notices; Activity and Settings. Teachers see only what their role includes.
- **Registers today** shows which classes are done and which aren't yet.
- **System · Light · Dark** at the top right: System follows your device.

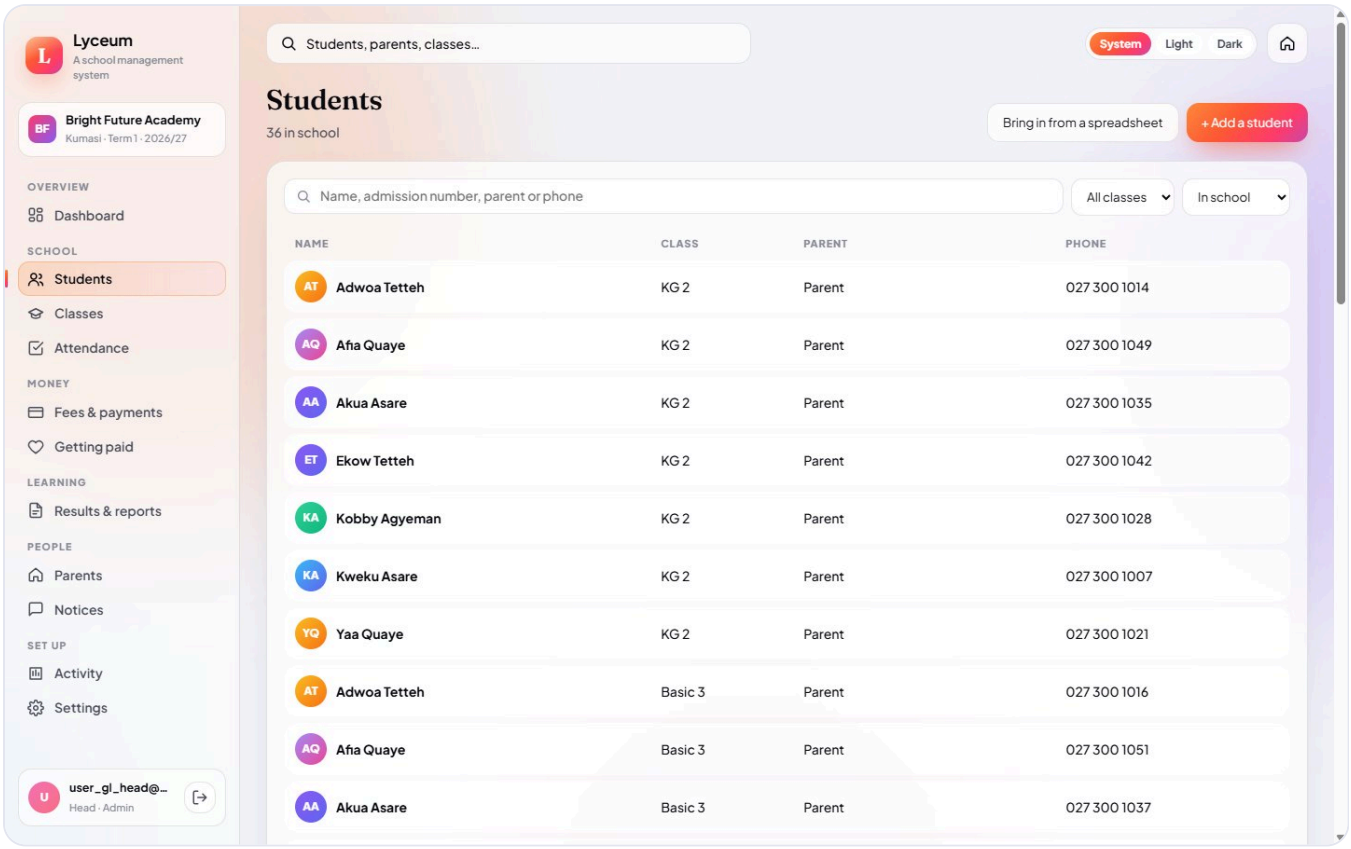
4 Classes



Classes: each with its students and class teacher, and quick links to its register and results.

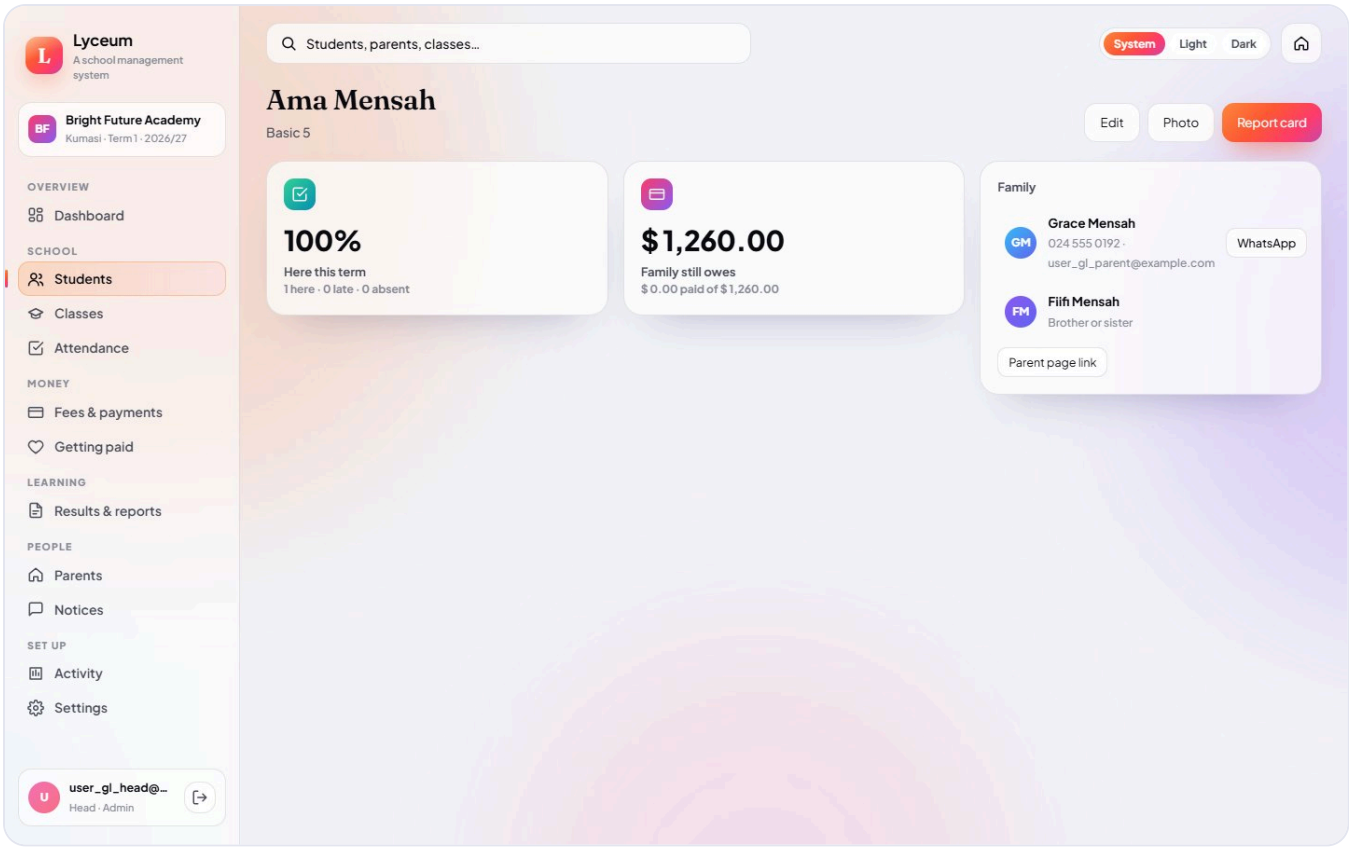
Add the usual classes makes Creche, Nursery 1–2, KG 1–2, Basic 1–6 and JHS 1–3 in one go. Or **+ New class** for your own (Form 1 Science, Basic 6B…). **Edit** sets its order and its **class teacher's email**.

5 Students and families



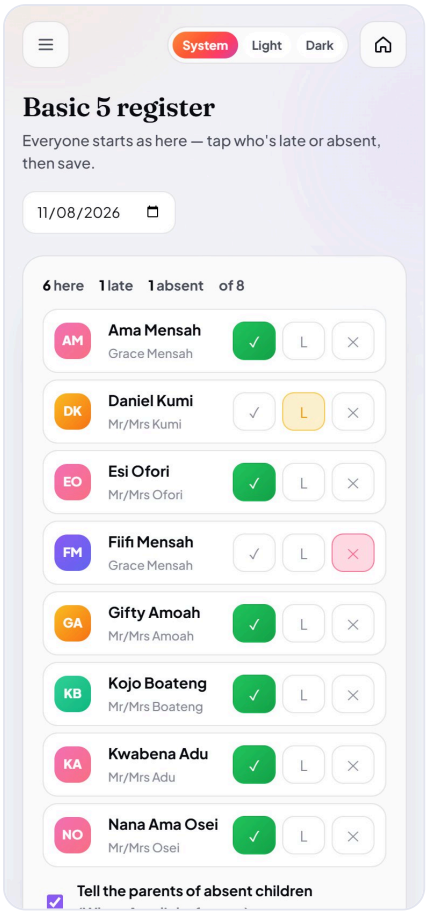
Students: search by name, admission number, parent or phone, and filter by class or status.

- **+ Add a student**: name, class, gender, birthday, admission number, the parent's name, phone and email, and allergies or medical notes.
- **Brothers and sisters** with the same parent phone number are put in one **family** — one family page, one fees account.
- **Bring in from a spreadsheet**: copy your list (first name, last name, class, gender, birthday, parent, phone, email, admission number) and paste it in. Classes that don't exist yet are made.

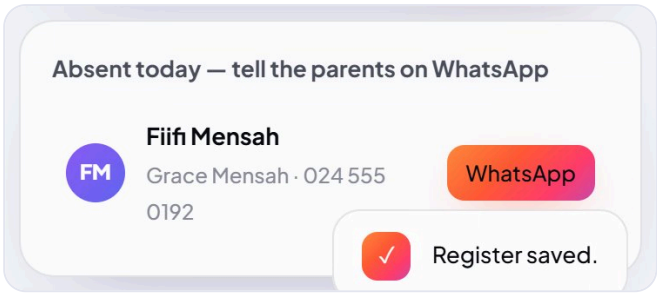


A student's page: attendance this term, what the family still owes, the family with WhatsApp, brothers and sisters, medical notes, and the report card.

6 The register



The register on a phone: everyone starts as here — tap ✓, L (late) or ✕ (absent).

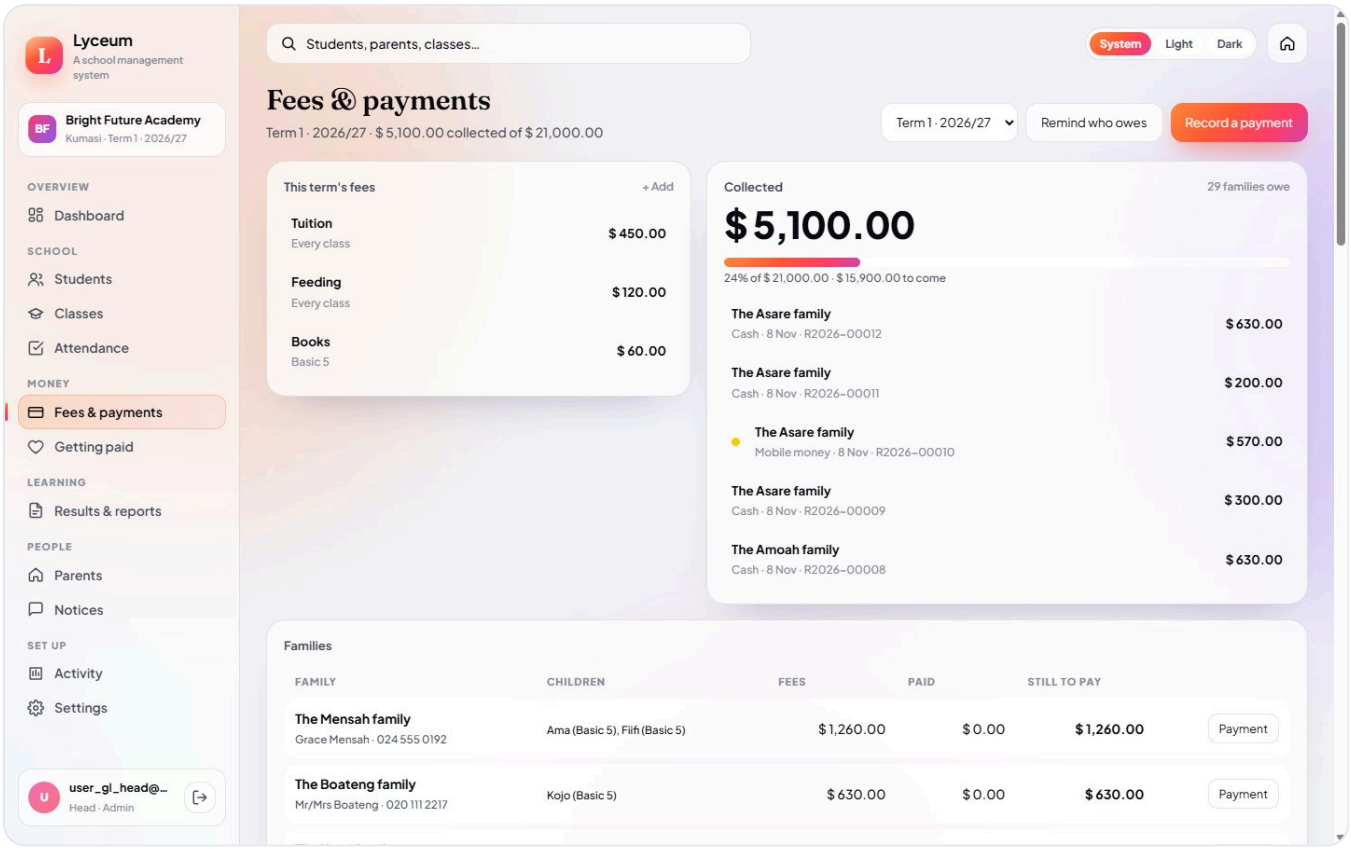


After saving: the parents of absent children, with a WhatsApp message ready.

1. Open **Attendance** (a class teacher goes straight to their class).
2. Tap who's **late** or **absent**; the count updates as you go.
3. Keep **Tell the parents of absent children** ticked and press **Save register**. Parents with an email get one; you get a WhatsApp message ready for each.

Pick another day to fill in a register you missed. A register can't be taken for a day that hasn't come.

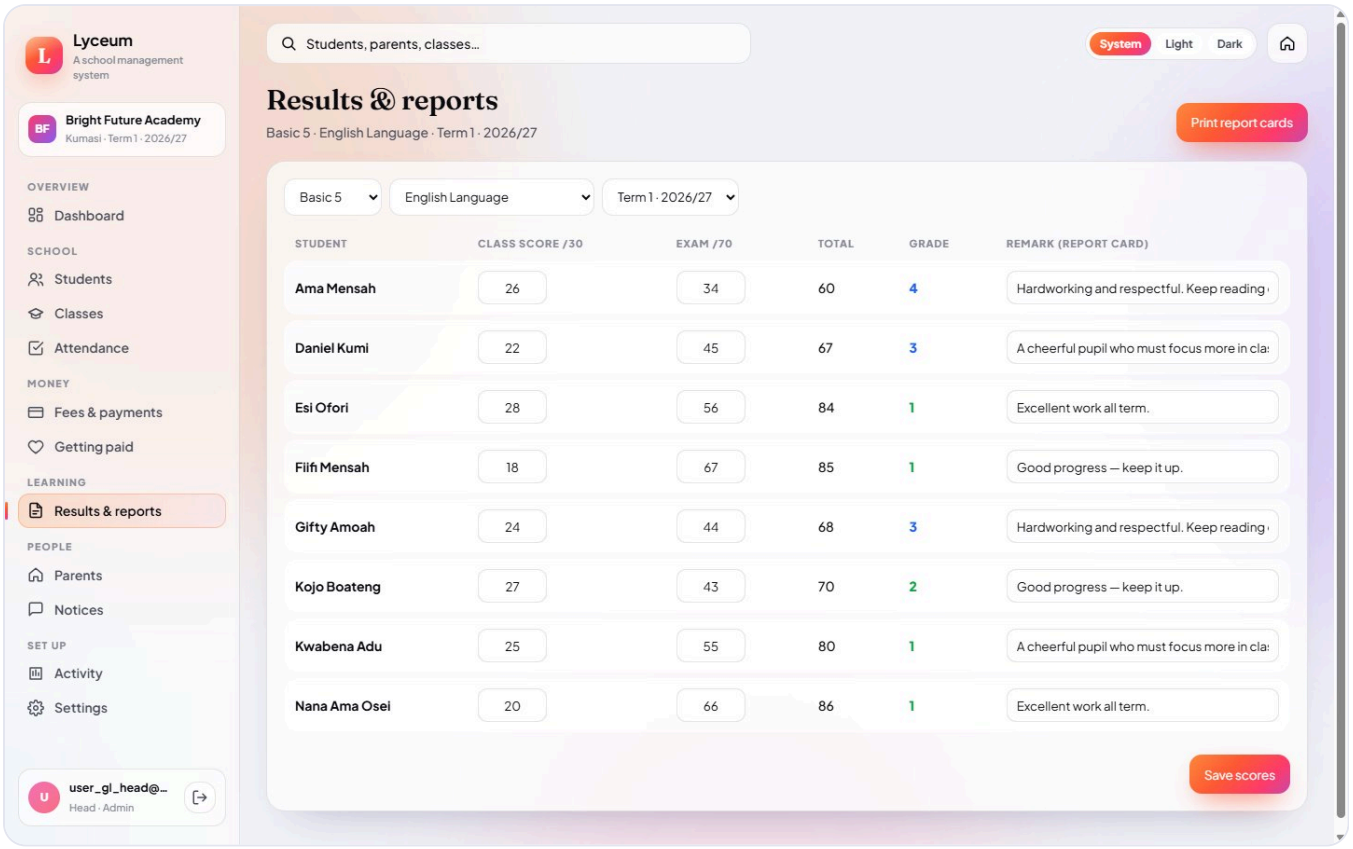
7 Fees and payments



Fees: this term's fees, what's been collected, recent payments, and every family with what they owe.

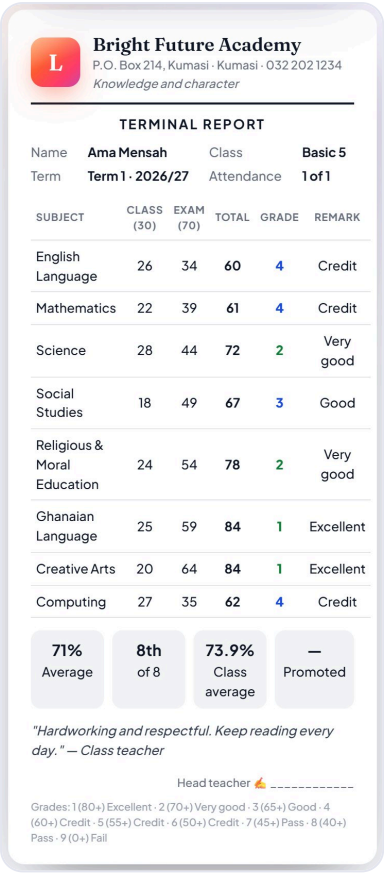
- **This term's fees** → **+ Add**: tuition, feeding, books, PTA dues… for **every class** or **one class**. Each family's bill is worked out from their children.
- **Record a payment** (or **Payment** on a family): cash, mobile money sent to the school's number, bank, card or cheque — with a reference. A **receipt number** is given straight away.
- **Remind who owes**: families with an email get a polite reminder with a link to their page; you get WhatsApp messages ready for the rest.
- Pick another term at the top to see its fees.

8 Results and report cards



Results: a class, a subject and a term — class score, exam, the total and grade worked out as you type, and the report-card remark.

1. Pick the **class**, **subject** and **term**.
2. Type each pupil's **class score** (out of 30) and **exam** (out of 70) — change the split in Settings — and a **remark**.
3. Press **Save scores**. Do each subject the same way.
4. **Print report cards** makes one card per pupil for the whole class — to print or save as PDF.



Bright Future Academy
P.O. Box 214, Kumasi · Kumasi · 032 202 1234
Knowledge and character

TERMINAL REPORT

Name **Ama Mensah** Class **Basic 5**
Term **Term 1 · 2026/27** Attendance **1 of 1**

SUBJECT	CLASS (30)	EXAM (70)	TOTAL	GRADE	REMARK
English Language	26	34	60	4	Credit
Mathematics	22	39	61	4	Credit
Science	28	44	72	2	Very good
Social Studies	18	49	67	3	Good
Religious & Moral Education	24	54	78	2	Very good
Ghanaian Language	25	59	84	1	Excellent
Creative Arts	20	64	84	1	Excellent
Computing	27	35	62	4	Credit

71% Average	8th of 8	73.9% Class average	— Promoted

"Hardworking and respectful. Keep reading every day." — Class teacher

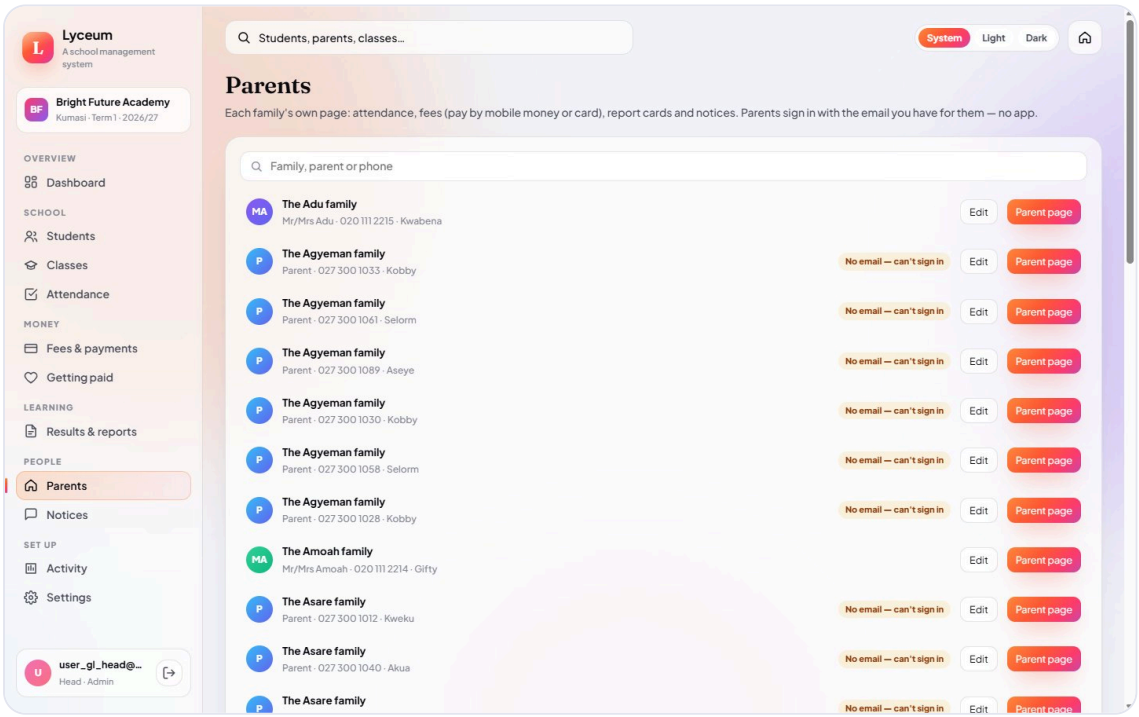
Head teacher ✍ _____

Grades: 1 (80+) Excellent · 2 (70+) Very good · 3 (65+) Good · 4 (60+) Credit · 5 (55+) Credit · 6 (50+) Credit · 7 (45+) Pass · 8 (40+) Pass · 9 (0+) Fail

On each report card

- Every subject: class score, exam, total, **grade** (1 for 80 and above … 9 below 40) and its remark.
- The **average**, the **position** in class, the class average and attendance.
- The teacher's remark, when the next term begins, and the school's crest, address and motto.

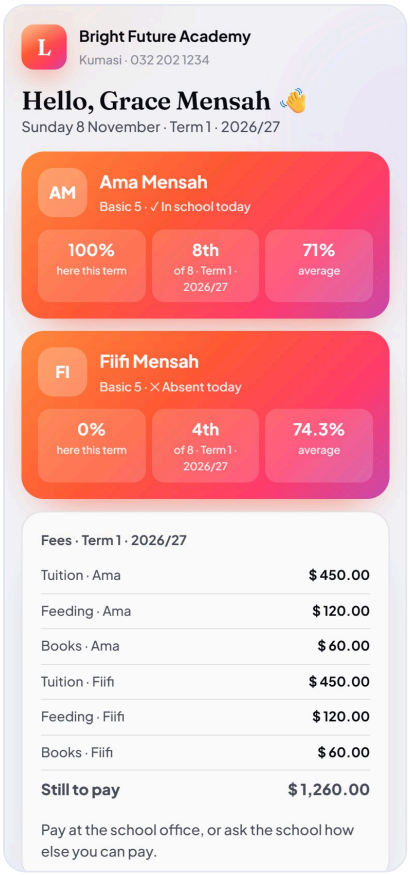
9 Parents and the family page



Parents: each family, its children and how to reach them.

- Each family has its own page. It opens only for the **parent emails the school keeps** for that family — **Edit** a family to add the **other parent's email** too.

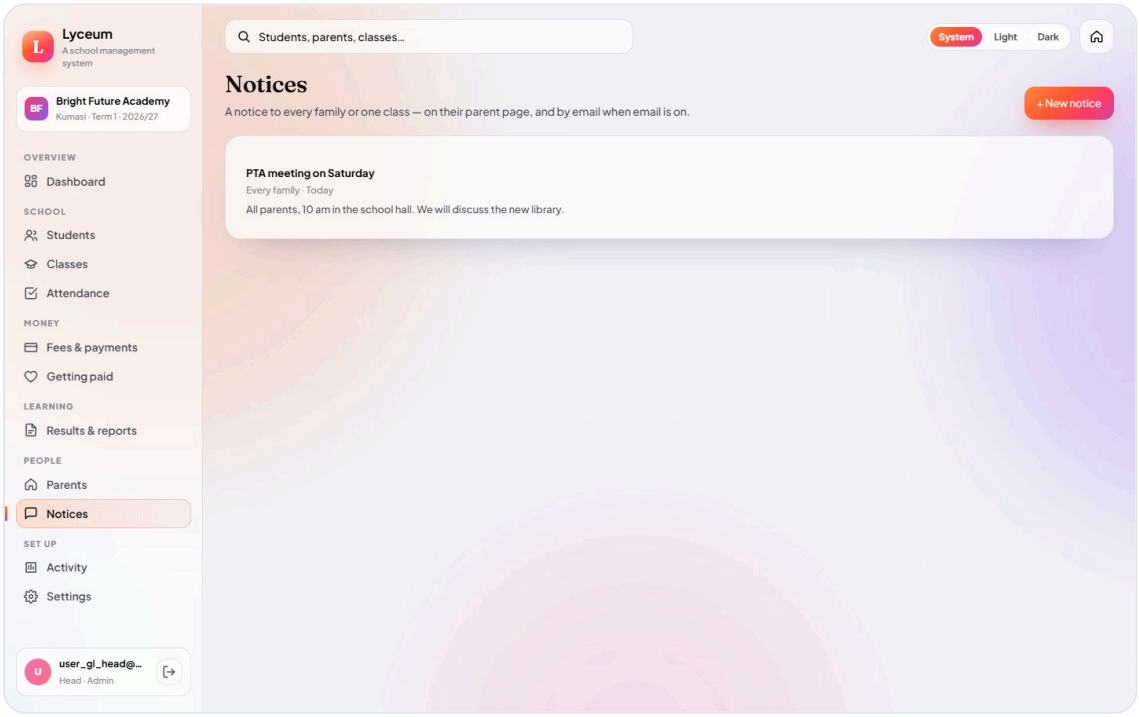
- **Parent page** gives the link, with a WhatsApp message ready. Parents can also go to **streamboth.com/l**.
- A family marked **No email** can't open its page yet — add a parent's email.



What parents see

- Each child: attendance this term, whether they're in school today, and their last position and average.
- This term's **fees**, line by line, what's been paid and what's still to pay — and every receipt.
- Their **report cards**, to open, save or print.
- The school's **notices**.

10 Notices



Notices: to every family or one class — on their page, and by email.

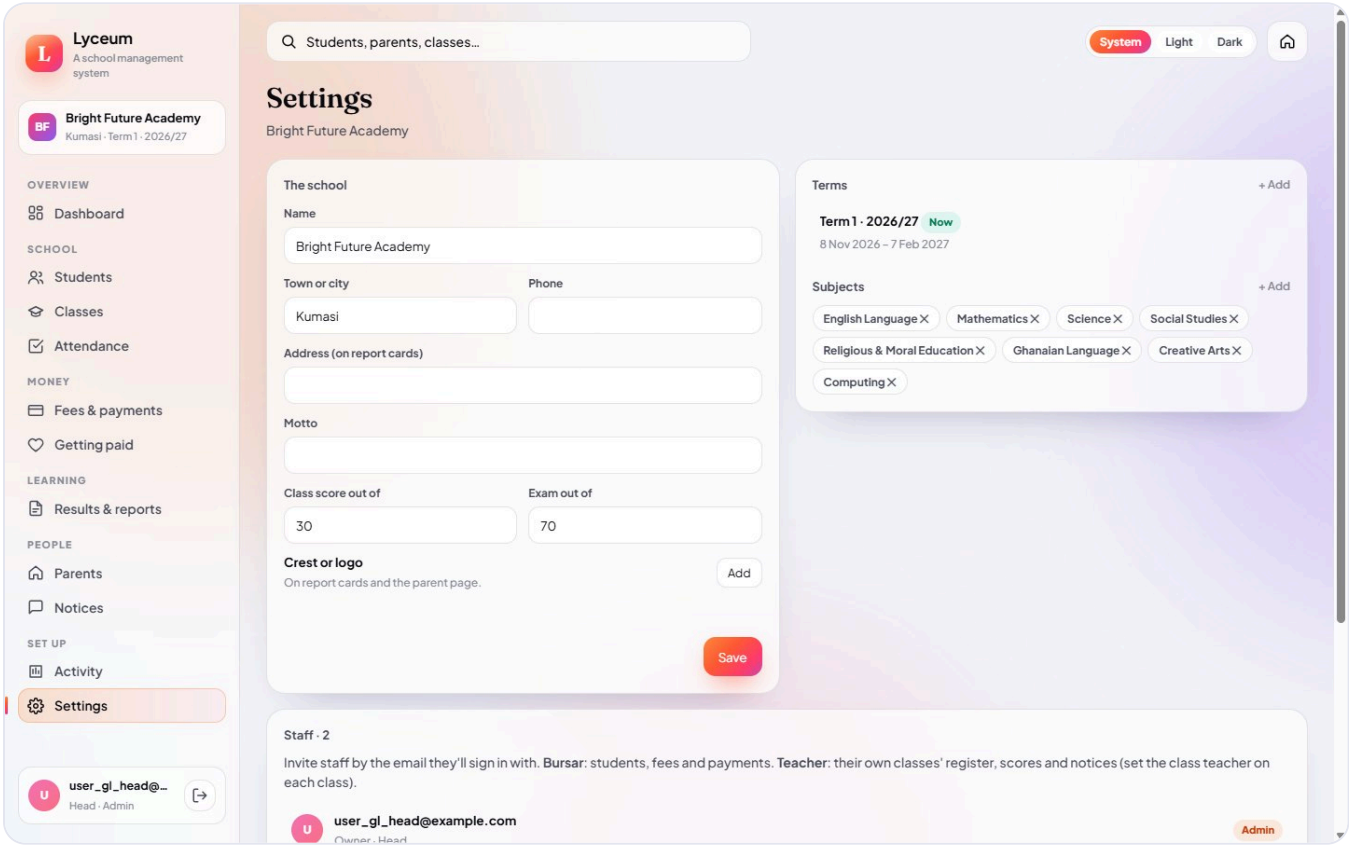
+ New notice: who it's for (every family, or one class's families), a title and the message — the PTA meeting, a holiday, the exam timetable. Teachers send notices to their own class.

11 Getting paid online

1. Open **Getting paid** and choose **Our own account**.
2. Paste the school's Stripe **secret key** (Stripe → Developers → API keys) and press **Connect**. It's kept locked away; only a short label is shown again.
3. Parents now see **Pay by card** on their page. They can pay all or part of what's owed; each payment is recorded in Fees with a receipt number, and the receipt is emailed.

Mobile money is coming soon. Payments made at the office are recorded in Fees as before.

12 Settings and activity



Settings: the school (address, phone, motto, crest, how scores are split), terms, subjects and staff.

- **Terms**: add each term's dates, and when the next one begins (it goes on report cards).
- **Subjects**: add your own or remove one (its scores go with it).
- **Activity** shows who did what: registers, payments, scores, notices, staff changes.

13 Privacy and safety

- Your school decides what it keeps and which staff see it. Teachers see only their own classes; fees are for the admin and bursar.
- A family's page opens only for the parent emails the school keeps for it — a forwarded link shows nothing to anyone else.
- Card details go only to Stripe — never to the school or Streamboth.
- Read more in Streamboth's Privacy policy (streamboth.com/privacy#lyceum).

14 Troubleshooting and help

If…	Try this
A teacher can't see their class	Set their email as the **class teacher's email** on the class.
A parent can't open their page	Check the family has their email (Parents → Edit); add the other parent's too.
A family's bill looks wrong	Check each child's class and this term's fees (every class or one class).
Two brothers are in different families	Give them the same parent phone number.
Report cards are empty	Pick the right term in Results, and save scores for each subject.

Questions? Write to **streambothlive@gmail.com** or use streamboth.com/contact.