Sahel EDU · Turnkey digitalisation

Everything to put together on a USB stick

Your school online in 72 working hours, instead of weeks of data entry and sorting.

Tick each box as you go. Copy the files to a USB stick, or upload them from your “Subscription” space: both work equally well.

To put together

- [ ] **Student lists, class by class** · **Required**
  One list per class, with: surname, first name, sex, date and place of birth, student number if there is one, parents’ phone number.
  Example of a file name : `eleves-6eme-A.xlsx`

- [ ] **The staff list** · **Required**
  Teachers and administration: surname, first name, position, subjects taught, classes assigned, phone number.
  Example of a file name : `personnel.xlsx`

- [ ] **Classes, subjects and coefficients** · **Required**
  The list of this year’s classes, the subjects of each one and their coefficient.
  Example of a file name : `classes-matieres-coefficients.xlsx`

- [ ] **School fees and their instalments** · **Required**
  For each class: the amount of the fees, the instalments and their due dates, any reductions.
  Example of a file name : `frais-de-scolarite.xlsx`

- [ ] **The logo and the stamp, scanned** · **Required**
  The school’s logo and stamp: a clear photo or a scan, on a white background.
  Example of a file name : `logo.png`

- [ ] **The authorisation to open** · **Required**
  The order or authorisation to open the school, as a legible photo or a PDF.
  Example of a file name : `autorisation-ouverture.pdf`

- [ ] **The timetable, if there is one** · **Optional**
  The current timetable: days, hours, classes, subjects and teachers. Without it, we propose one to you.
  Example of a file name : `emploi-du-temps.xlsx`

Accepted formats

Excel preferably, but also CSV, PDF, or legible photos (JPG, PNG, WebP). 10 MB at most per file.

`XLSX, XLS, CSV, ODS, PDF, JPG, JPEG, PNG, WEBP`

How to name the files

One file per topic, with a short name, no accents or spaces (use hyphens instead). For students: one file per class, or a single file with a “class” column.

What Sahel EDU does next, in 72 working hours

1. **File received**
   Your files are here and legible: the countdown starts.

2. **Classes created**
   Your school’s classes, subjects and coefficients are in place.

3 **Students imported**
Your students are sorted into classes, with their student numbers and their parents’ phone numbers.

4 **Teachers assigned**
Each teacher has an account and their classes.

5 **Timetable ready**
The timetable is installed, or proposed if you did not have one.

6 **Report cards ready**
The report card layout, the logo and the stamp are in place: only the marks remain to be entered.

7 **Access handed over**
The head and each staff member receive their login: your school is online.

The deadline starts once the payment is received and the file is complete, Monday to Friday, public holidays excluded (3 working days). Your files are encrypted on arrival and are used only to set up your school.

A question? Write to us : contact@sahelavenir.com · +237 6 40 90 90 97 · Sahel Avenir SARL