

20

BEST TIPS FOR SCHOOL MANAGEMENT SOFTWARE USE



ONLINE

Choose a school management software that will be always online 24/7 for all users. Check for SAAS applications.



USERS

Choose a school management software that allows unlimited user licenses. This will help all the teachers, parents and students to use the software.



TEACHERS

Train your teachers efficiently and patiently to get the maximum benefit out of the software. Without the teachers, the software will stay idle.



VISION

The school leadership requires a clear vision for software implementation. Which operations are to be digitized first? How the school will operate once the software is live with all features?



CHANGE MANAGEMENT

A school management software implementation is a complex system involving various factors. The leaders will face resistance from the staff during the implementation phase. So a proper change management strategy need to be in place.



REWARD USERS

It will be also great if the leadership can reward the staff for proper usage of the software. This reward will motivate the users to get through the initial phase of resistance that all software implementation faces.



PARENTS

Another good strategy is to engage the parents in software usage. This will give enthusiasm to all the users in adopting the software faster.



MOBILE APP

Promote the mobile app of the school management software through Apple iTunes and Google Playstore. This will improve the software usage.



A-TEAM

Create an A-Team of skilled teachers and administrators to lead the software implementation and usage. And reward them properly. The A-Team should be of 5 to 6 people.



CAMPUS INTEGRATION

Integrate the school management software with the different other software and hardware within the campus. RFID, Biometric, SMS etc. are some examples.



CHECKLISTS

Distribute printed checklists of how to use each function of the software. The teachers and administrators can place this in front of their desk to refer in case of any doubts regarding software usage.



MISTAKES

Allow the users to make mistakes while using the software. Including teachers, administrators, and parents.



TIME

Allocate a fixed time every day for a software data update. This will give teachers and administrators a daily routine to plan software usage.



COMMUNITY

Make or join a community of the software administrators in your geography. Send your teachers to learn from others.



ACCEPT IDEAS

Once the users start using the software completely, they will start sharing suggestions and ideas on improvement. Accept and welcome those.



UPGRADE SKILLS

It is very important to keep the skills of teachers and administrators updated as the software will keep updating itself. Constantly watch for software updates.



NON-TEACHING EMPLOYEES

Train and motivate the non-teaching employees also to use the software in the module allocated to them. For example transportation management, security, visitor management etc.



ENGAGE STUDENTS

Since the students of a school will be very good with the latest technology trends, encouraging the students to use the software daily for activities like assignment submission can improve usage.



HIRE A PRO

Some times it is good to hire a professional consultant to guide and navigate the software implementation phase. The consultant will drive the teachers and administrators towards a goal set for software usage.



FUTURE TECHNOLOGY

Keep an eye on the latest trends in technology innovations. Now a days innovations are happening very fast and reaching schools directly. Integrate with these innovative solutions to improve the usage further.