

Chroniq

An All-in-One Operations Platform for Learning Centers

Introduction

Chroniq is an all-in-one operations platform built for tutoring and learning centers. It brings student scheduling, attendance tracking, staff management, parent self-service, automated communications, and real-time operational analytics into one streamlined system. From QR-based check-in and check-out to schedule changes, class capacity management, reminders, and performance dashboards, Chroniq helps center owners reduce repetitive administrative work and gain a clear view of their day-to-day operations. Designed and tested in real learning centers, Chroniq focuses on the workflows that actually matter—helping teams spend less time managing logistics and more time supporting students.

Roles of Users

Owner: The owner can see center setup, student management and team management.

Admin: Admin can see student management and team management.

Assistant: Assistant can only see staff self-serving portal.

Volunteer: Same as assistant.

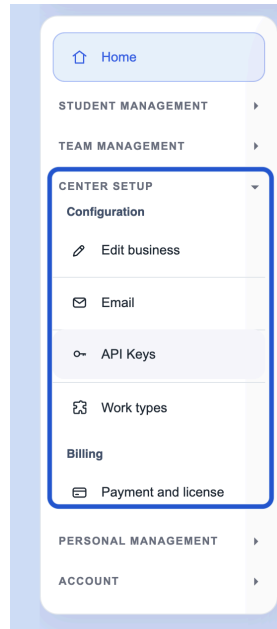
Student: Student can't sign into the system.

Parent: Parent can only see parent self-serving portal.

Kiosk: This is a virtual role to set up check-in / check-out kiosks. It can only see the check-in / check-out page.

Center Setup

This section is accessible to **center owners only**. Center owners can configure and update key center settings, including business hours, center layout, service types, and other basic attributes. To ensure consistency and prevent unintended changes, these settings can only be modified by the center owner. Other roles within the center do not have permission to change the center's core configuration.



You can find all center setup options by clicking “center setup” on the left side menu panel.

Edit Business

Business name																																				
Business address																																				
Coordinates																																				
Timezone	America/Toronto ▼																																			
Business email																																				
Business phone																																				
Service types	x x x Type a service and press Enter																																			
Business hours	<table><tr><td>☒ Monday</td><td> 03:30 PM </td><td>to</td><td> 07:30 PM </td><td>Color Pink </td></tr><tr><td>☒ Tuesday</td><td> 03:30 PM </td><td>to</td><td> 07:30 PM </td><td>Color Green </td></tr><tr><td>☐ Wednesday</td><td> 09:00 AM </td><td>to</td><td> 06:00 PM </td><td>Color Grey </td></tr><tr><td>☒ Thursday</td><td> 03:30 PM </td><td>to</td><td> 07:30 PM </td><td>Color Blue </td></tr><tr><td>☐ Friday</td><td> 09:00 AM </td><td>to</td><td> 06:00 PM </td><td>Color Grey </td></tr><tr><td>☒ Saturday</td><td> 10:00 AM </td><td>to</td><td> 01:00 PM </td><td>Color Orange </td></tr><tr><td>☐ Sunday</td><td> 10:00 AM </td><td>to</td><td> 02:00 PM </td><td>Color Grey </td></tr></table>	☒ Monday	03:30 PM	to	07:30 PM	Color Pink	☒ Tuesday	03:30 PM	to	07:30 PM	Color Green	☐ Wednesday	09:00 AM	to	06:00 PM	Color Grey	☒ Thursday	03:30 PM	to	07:30 PM	Color Blue	☐ Friday	09:00 AM	to	06:00 PM	Color Grey	☒ Saturday	10:00 AM	to	01:00 PM	Color Orange	☐ Sunday	10:00 AM	to	02:00 PM	Color Grey
☒ Monday	03:30 PM	to	07:30 PM	Color Pink																																
☒ Tuesday	03:30 PM	to	07:30 PM	Color Green																																
☐ Wednesday	09:00 AM	to	06:00 PM	Color Grey																																
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☐ Friday	09:00 AM	to	06:00 PM	Color Grey																																
☒ Saturday	10:00 AM	to	01:00 PM	Color Orange																																
☐ Sunday	10:00 AM	to	02:00 PM	Color Grey																																

You can manage your learning center's basic information here, including its name, address, contact information, service types, and business hours.

“Coordinates” refer to the latitude and longitude of your learning center. Chroniq can use this information to verify that students and staff are physically near the center when checking in, helping prevent unauthorized or remote check-ins.

Service Types define the different types of services your learning center provides. For example, if your center serves both early learners and independent learners, you can create two service types: **Early Learning** and **Independent Learning**.

Chroniq allows you to manage slot availability for each service type separately. For example, your center may have capacity for **8 Early Learning students** and **20 Independent Learning students** during the same time period. When scheduling students, Chroniq takes the availability of the corresponding service type into account, helping ensure that the center does not exceed its capacity for a particular type of service.

Service Types are flexible and can be configured based on how your center operates. You may use them to represent different programs, learning environments, student groups, or any other service categories that require separate scheduling capacity.

To add a service type, enter its name in the text field and press Enter. To remove a service type, click the × icon on the corresponding service type tag.

You can assign a different color to each day of the week. On the Schedule page, scheduled days will be displayed using their assigned colors, making it easier to identify and organize students by attendance day.

This color-coding system can also be used to organize physical student files. For example, if you keep a folder for each student, you can place matching color stickers on the folder to indicate which days the student attends the center. This creates a consistent visual system between Chroniq and your center's offline file organization.

Email

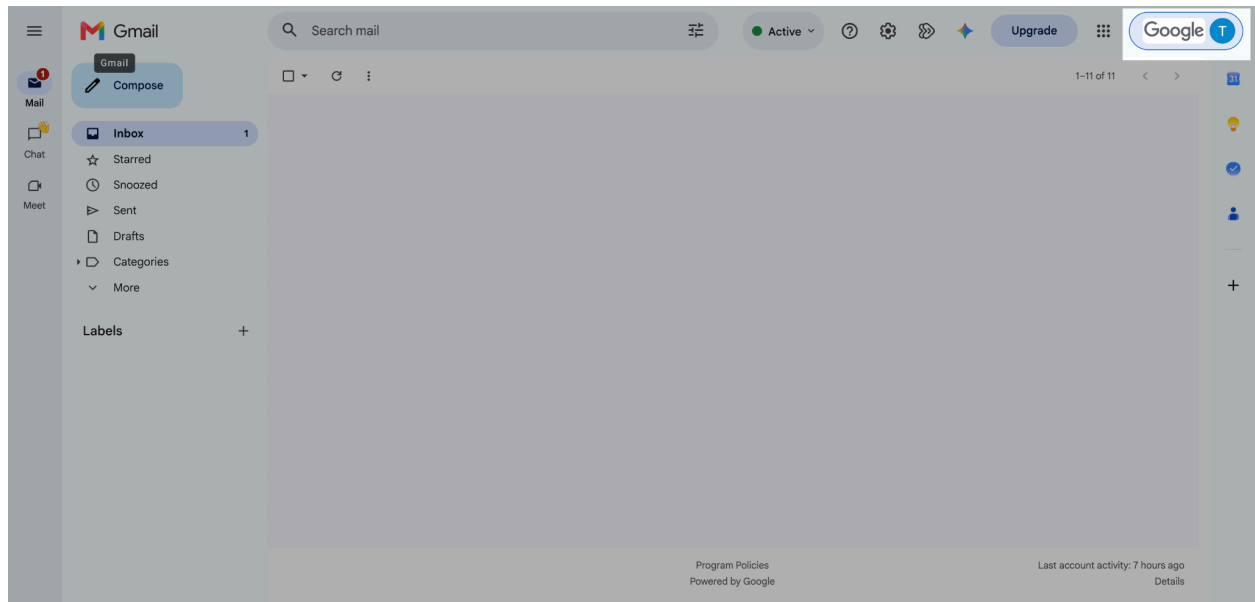
Sender email	
SMTP host	smtp.gmail.com
SMTP port	587
SMTP username	
SMTP password	 
Save	

On this page, you can connect your center's email account so that Chroniq can send emails from your own email address. For example, when sending announcements or mass emails to parents, using the same email address you normally use to communicate with them makes your messages more recognizable and helps maintain consistent communication with families.

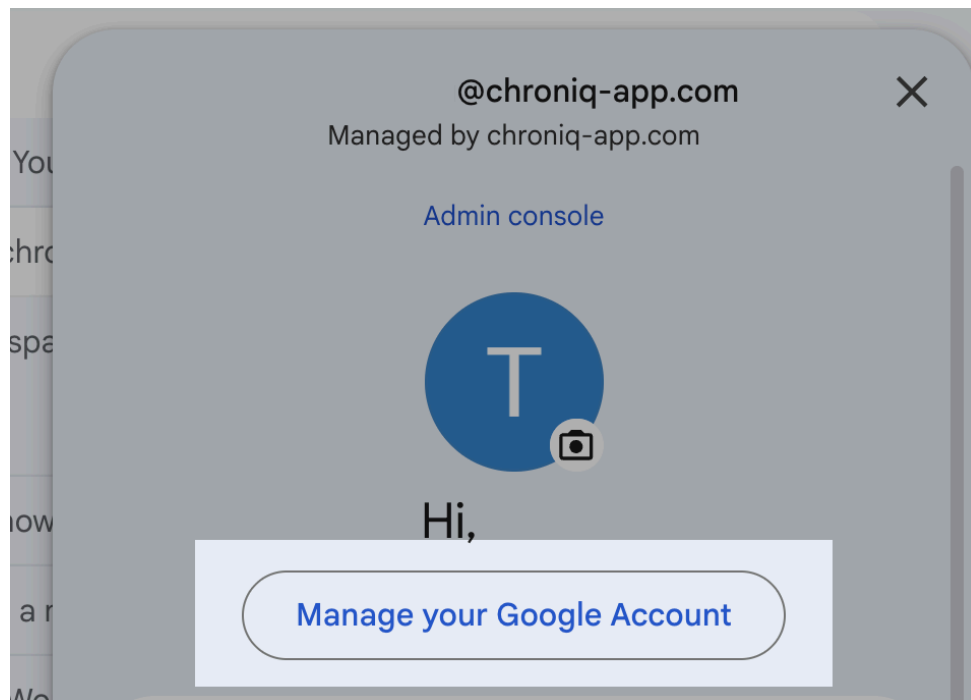
If you do not configure an email account, Chroniq will send emails using a Chroniq email address instead. For the best experience, we recommend connecting your center's email account so parents receive messages from an address they already know and trust.

The following example shows how to find the required email configuration information in Gmail.

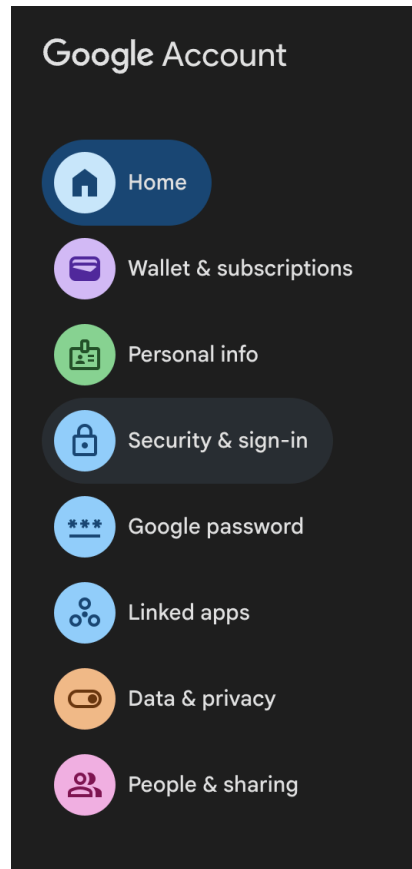
If you use a different email provider, please refer to your provider's documentation for the corresponding settings. If you need assistance, contact us at support@chroniq-app.com.



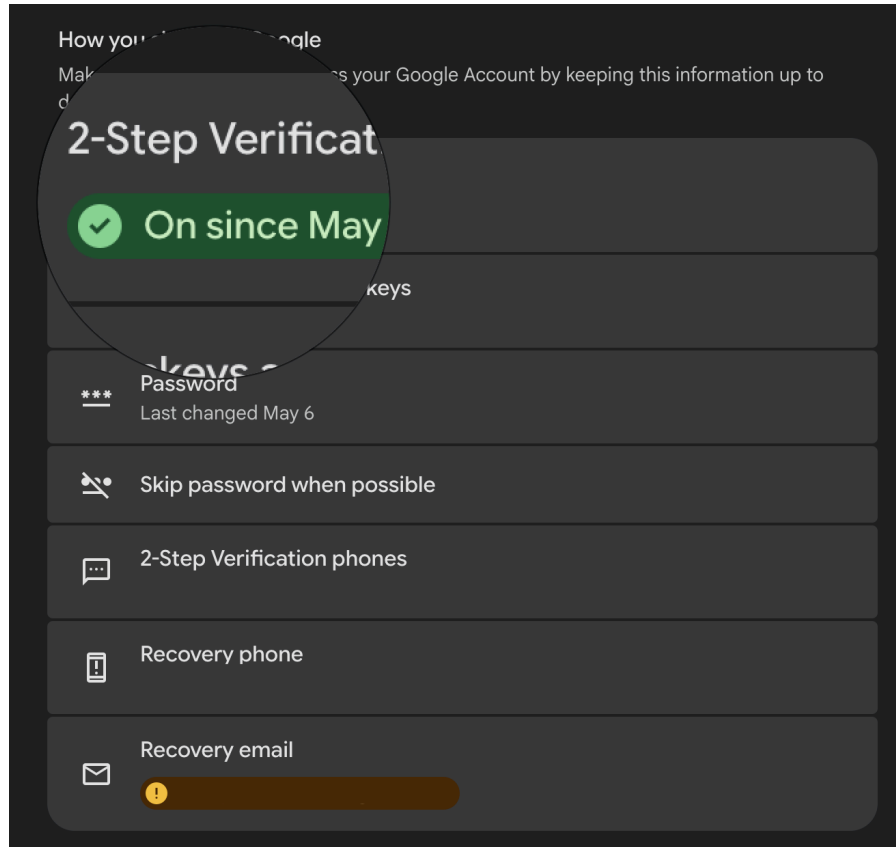
Go to your Gmail account by clicking the tag on the top right corner.



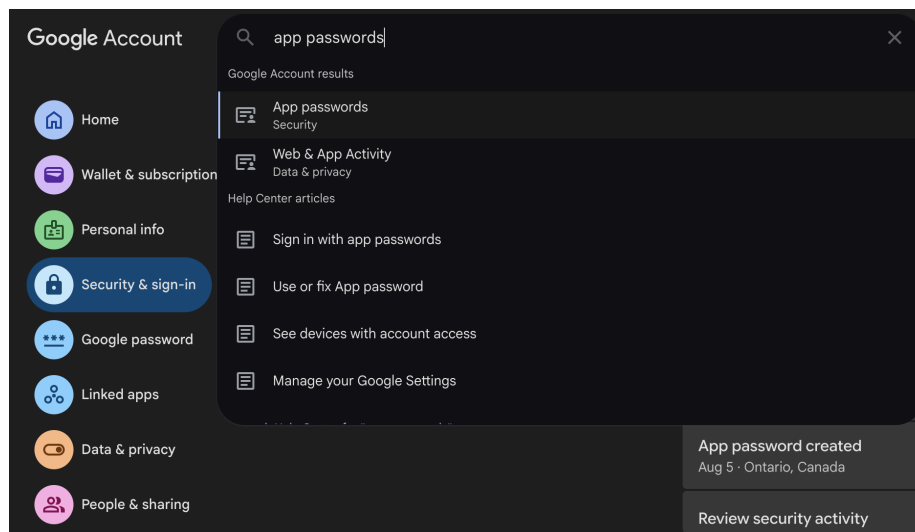
Click manage your Google Account.



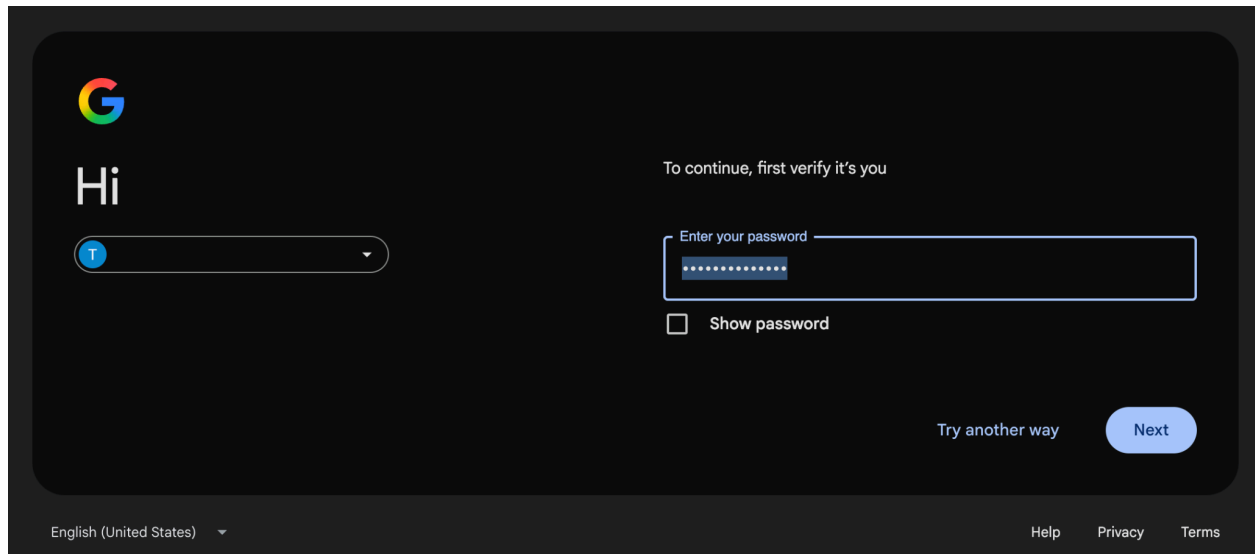
Click the “Security & sign-in” on the left menu panel.



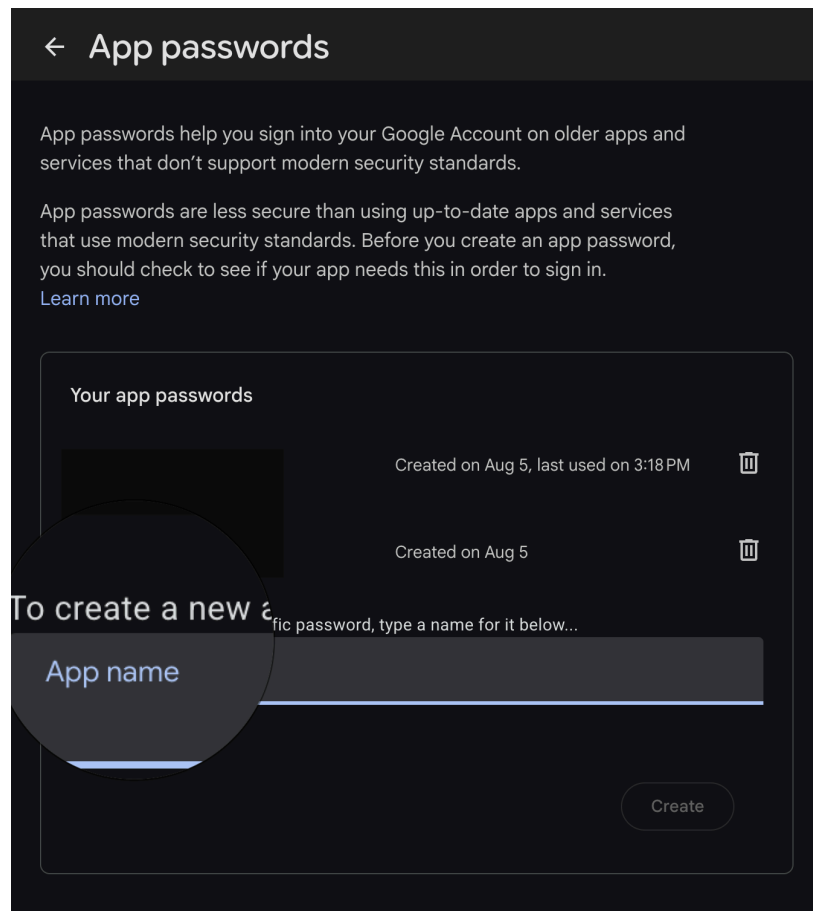
Enable 2-Step Verification and add other verification methods. We recommend “Passkeys and security keys”. They are secure and easy to use.



Search “app passwords” in the top search bar and go to “App passwords” page.



Authenticate yourself.



Enter “Chroniq” in the App name. You may pick other names you prefer. Then click Create.

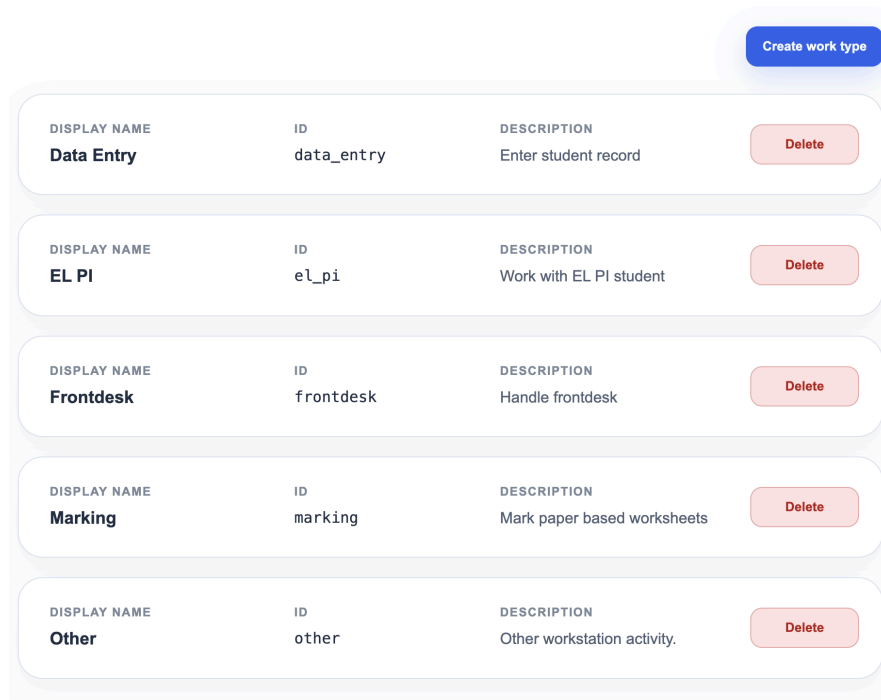
After the App password is shown on the screen, copy it to Chroniq “SMTP Password”. Please note that the App password will be displayed only once. If you fail to copy and save it, you may

need to delete the original one and create a new one. **Security note: please keep this password safe.**

API Keys

API keys are used by other services that have a partnership with Chroniq. If you are not using those services, please don't create any API keys.

Work Types



DISPLAY NAME	ID	DESCRIPTION	
Data Entry	data_entry	Enter student record	Delete
EL PI	el_pi	Work with EL PI student	Delete
Frontdesk	frontdesk	Handle frontdesk	Delete
Marking	marking	Mark paper based worksheets	Delete
Other	other	Other workstation activity.	Delete

Work types define the works of your staff. You will be able to assign different types of work to your staff. Also you can schedule staff for different work types separately.

Payment and License

On this page you will be able to choose the license. For different license, please contact support@chroniq-app.com.

Student Management

The screenshot displays the 'Student Management' interface. At the top, there is a search bar labeled 'Type a student name for se:', a 'Status' dropdown set to 'All', a 'Label' section with 'Math' and 'Reading' tabs, and a selection indicator showing '0 selected'. Below this, four student cards are visible in a 2x2 grid. Each card includes a checkbox, an 'Active' toggle, a 'Delete' button, an 'Add email' button, a schedule, a 'SERVICE' dropdown, a 'VISITS / WEEK' input, and tags for 'Math' and 'Reading'. The cards represent different students with varying services and visit frequencies.

Student	Status	Service	Visits / Week	Labels
Student 1	Active	EL	2	Math, Reading
Student 2	Inactive	MC	2	Math, Reading
Student 3	Active	EL	4	Math, Reading
Student 4	Active	PI	1	Reading

In this Chapter you will see how to check and manage all your students.

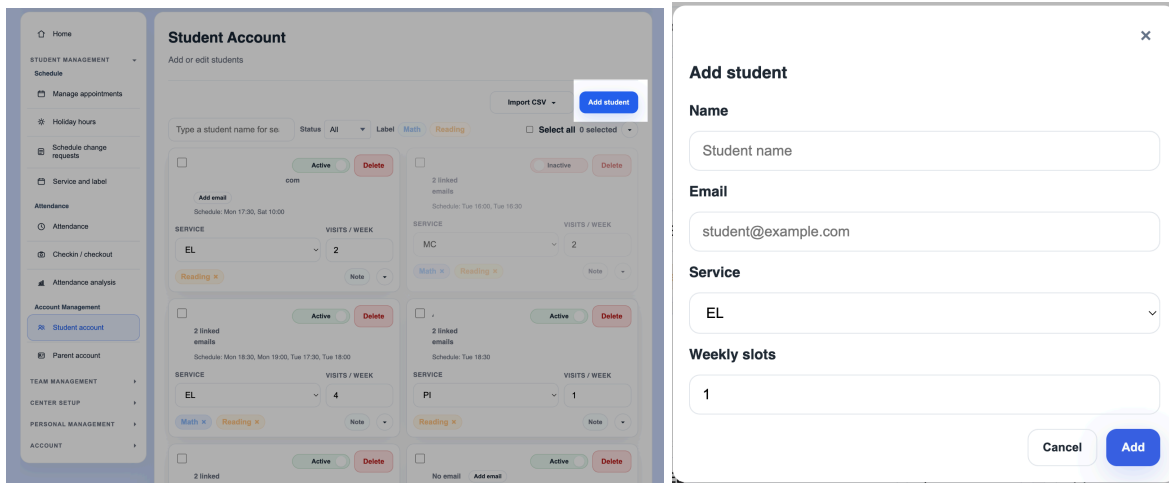
Manage Student Accounts

Adding One or Multiple Students

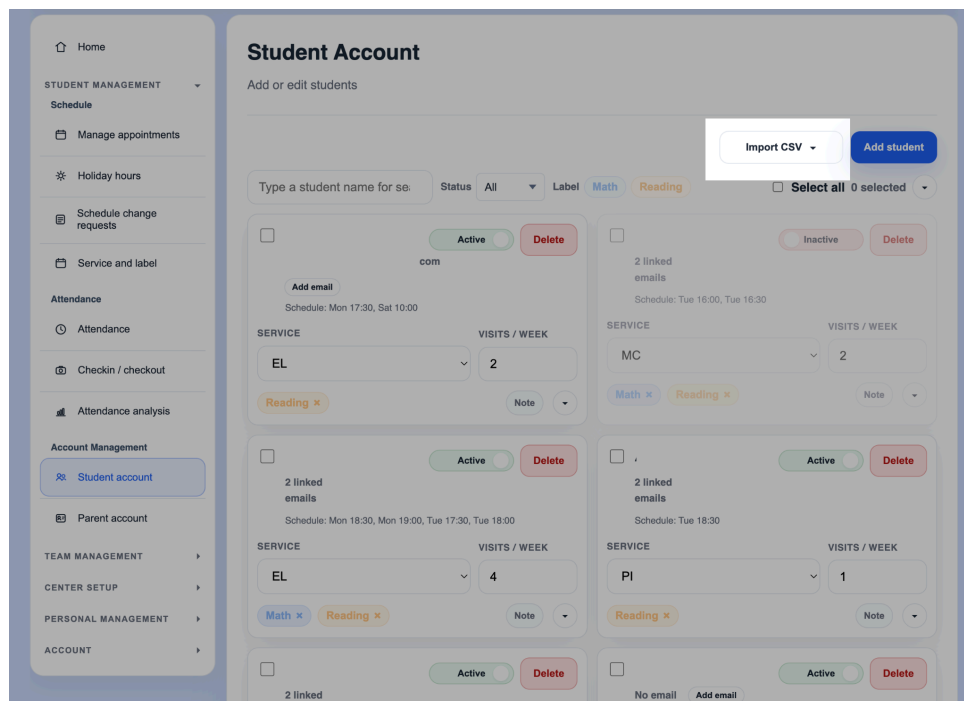
This screenshot shows the 'Student Account' management interface. On the left is a sidebar with navigation options: Home, Student Management (with sub-items like Schedule, Manage appointments, etc.), Attendance, and Account Management (with 'Student account' highlighted). The main area is titled 'Student Account' and includes an 'Add or edit students' section. It features the same search, status, and label controls as the first screenshot, along with an 'Import CSV' button and an 'Add student' button. Below these controls, a grid of student cards is shown, similar to the first screenshot but with a different layout and additional options like 'Add email' and 'No email' buttons.

Student	Status	Service	Visits / Week	Labels
Student 1	Active	EL	2	Math, Reading
Student 2	Inactive	MC	2	Math, Reading
Student 3	Active	EL	4	Math, Reading
Student 4	Active	PI	1	Reading

Go to “STUDENT MANAGEMENT” -> “Student account”.



Click Add student then fill in the information. You finished adding one new student.

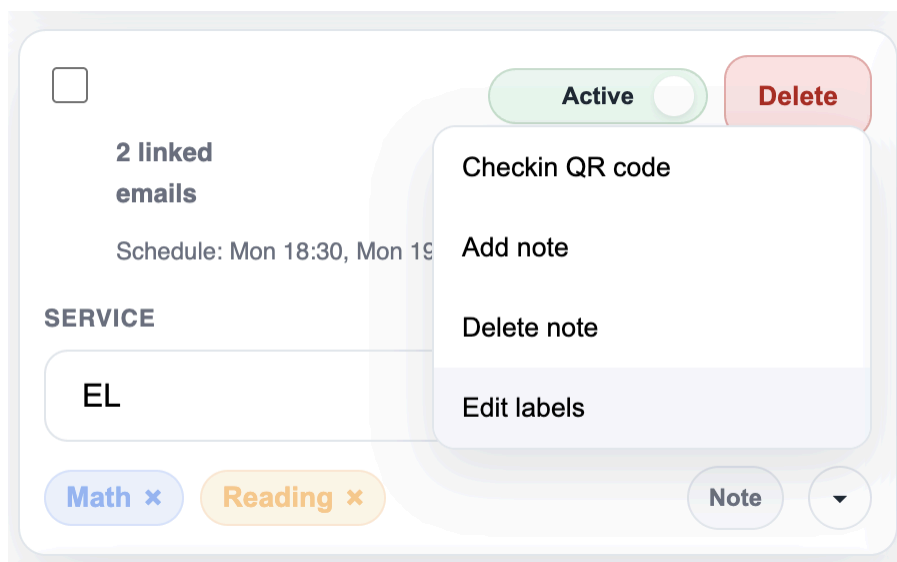


To add multiple students, click Import CSV.



Download template first; fill in the template and then click upload CSV.

Add Time Sensitive Notes to Students

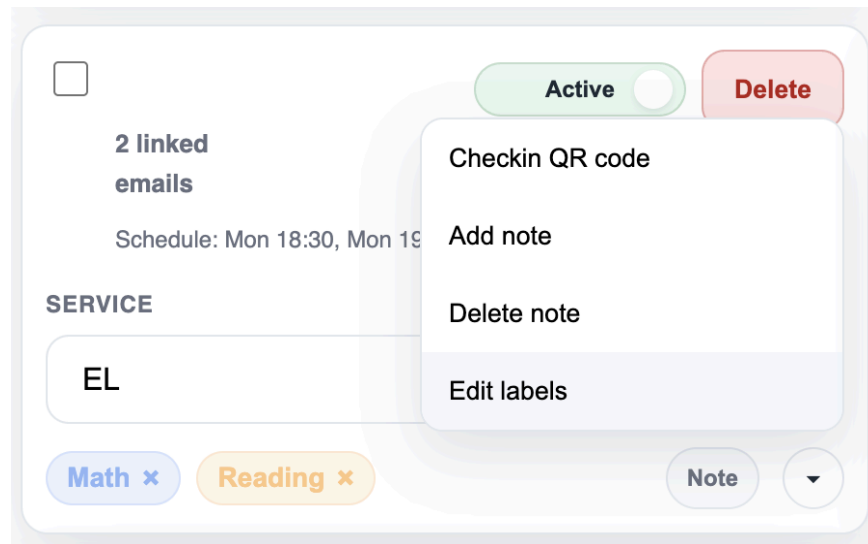


Click the dropdown button beside “Note”.

A form for creating a note. It has a 'Note date' section with a date input field showing '2026-08-11' and a calendar icon. Below is a 'Next class' button. The 'Content' section has a text area with the placeholder 'Add a reminder or note for this student'. At the bottom are 'Cancel' and 'Save note' buttons.

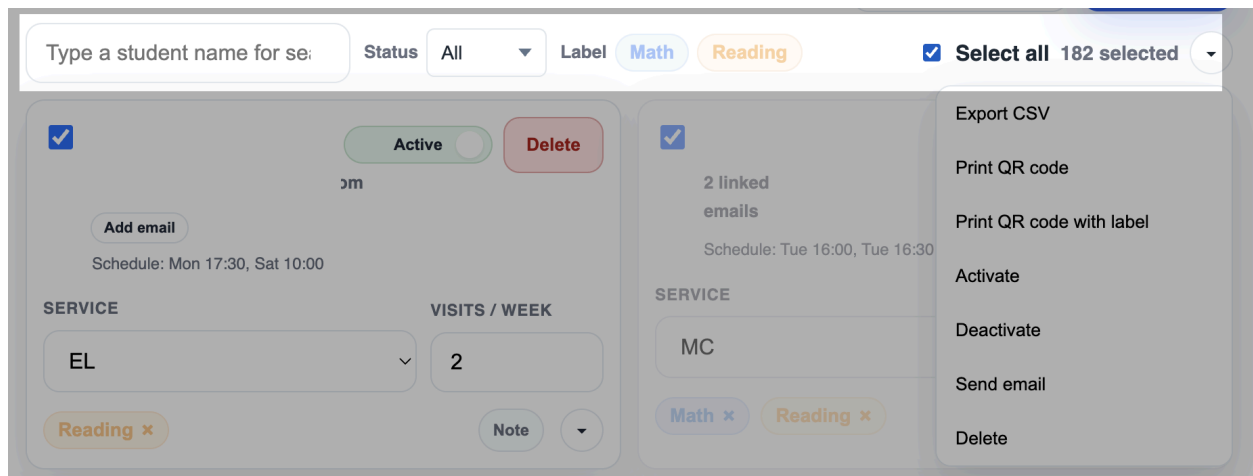
Select the date you want this note to be pushed and type your note. On the date you entered, when the student checks in, you will receive an email from Chroniq to remind you about this note.

Add Label to Students

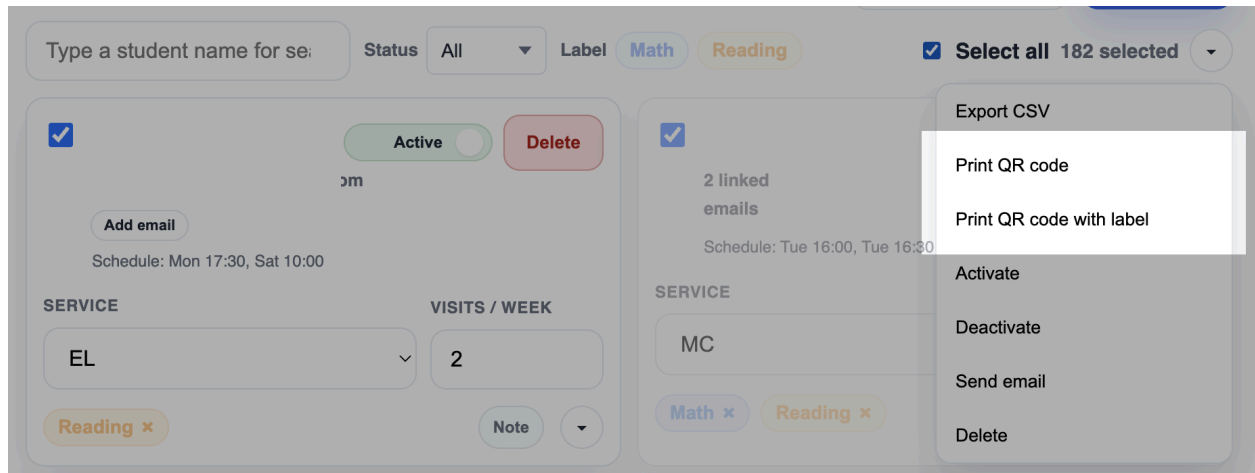


You can add or edit labels using the same dropdown menu. How to use the label is up to the owner. You will be able to print the labels on the students' name tags beside the QR code.

Print Name Tag and QR Code for Students



Filter out the students you want to print and select those students by clicking the checkbox of each student.



Click “Print QR code” or “Print QR code with label”. The difference is whether printing the label you assigned to the student beside the QR code.

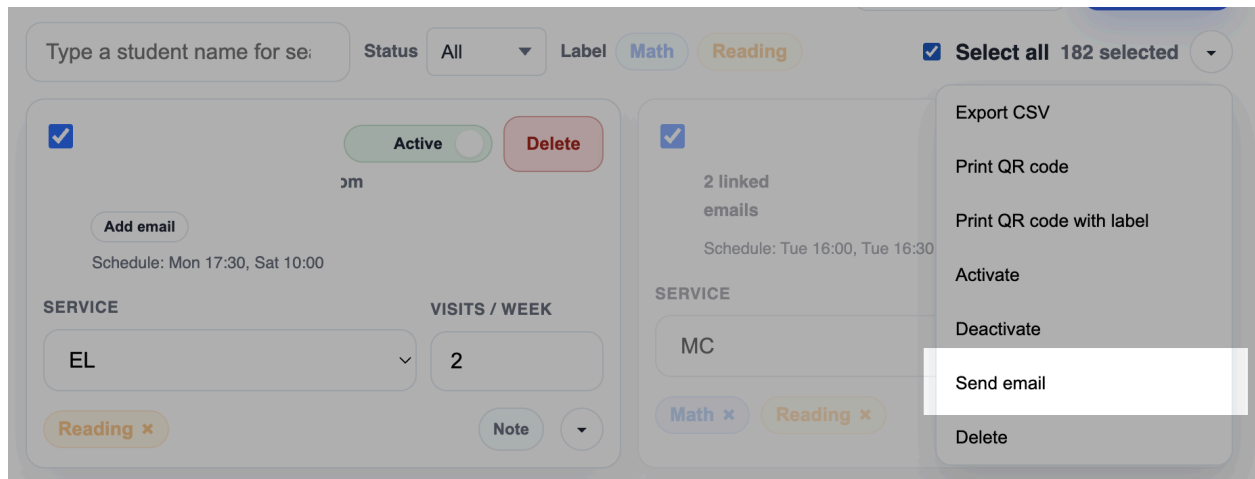
Choose Avery 5160 label positions

All students have positions. Deselect a label to change it.

1-1	1-2	1-3
2-1	2-2	2-3
3-1	3-2	3-3
4-1	4-2	4-3
5-1	5-2	5-3
6-1	6-2	6-3
7-1	7-2	7-3
8-1	8-2	8-3
9-1	9-2	9-3

If your name tags do not fill an entire page, you can choose the starting position for printing on the label template. This allows you to reuse partially used label sheets and avoid wasting unused labels. Note: we support “**Avery 5160**” label printing paper only.

Send Emails



Using the same filter and dropdown menu, you can send mass emails to the selected student parents.

A screenshot of a modal window titled 'Send Email To Selected Students'. It contains a close button (X) in the top right corner. Below the title, there's a note: 'This can take time. You can minimize this window and keep tracking progress.' followed by 'Available variables: {student first name}, {student last name}, {parent first name}, {parent last name}'. The form has two main sections: 'Email subject' with a text input field labeled 'Type email subject', and 'Email content' with a larger text area labeled 'Type email body'. At the bottom right, there are two buttons: 'Close' and 'Send now'.

Compose your email using the variables {student first name}, {student last name}, {parent first name}, {parent last name}. Those variables will be replaced with the correct names before sending out.

Schedule Management

Check Schedule

The screenshot shows the 'Manage Appointments' interface. On the left is a sidebar with navigation options: Home, STUDENT MANAGEMENT (Schedule, Manage appointments, Holiday hours, Schedule change requests, Service and label), Attendance (Attendance, Checkin / checkout, Attendance analysis), Account Management (Student account, Parent account), TEAM MANAGEMENT, CENTER SETUP, PERSONAL MANAGEMENT, and ACCOUNT. The main content area is titled 'Manage Appointments' and includes a subtitle 'Add and manage appointments by time slot.' Below this is a day selector (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and a 'Create override' button. The 'Mon summary' section shows 'Students coming: 66' and 'Booked time slots (all services): 86'. A table lists service types and their corresponding student counts and booked slots: EL (9 students, 13 slots), MC (44 students, 54 slots), and PI (14 students, 19 slots). The 'Available times on Mon' section shows a grid of time slots for each service type: EL (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 19:00), MC (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 18:30, 19:00), and PI (15:30, 16:30, 17:30, 18:00, 18:30, 19:00). The 'One-time overrides' section indicates 'No one-time overrides yet.'

Service type	Students	Booked slots
EL	9	13
MC	44	54
PI	14	19

Click “Manage appointment” and check the overall schedule.

Adding Schedule for Students

This section shows the 'Available times on Mon' for three service types: EL, MC, and PI. Each row displays a grid of time slots that are available for booking. The time slots are: EL (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 19:00), MC (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 18:30, 19:00), and PI (15:30, 16:30, 17:30, 18:00, 18:30, 19:00). The text 'Each row shows the open times for that service. Click one to start a new appointment.' is displayed above the grid.

Service type	Available times
EL	15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 19:00
MC	15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 18:30, 19:00
PI	15:30, 16:30, 17:30, 18:00, 18:30, 19:00

Click the available time slot.

PI

0/4

4 spots left

Empty

[Add](#)

0/4 booked

Or click “Add” of the corresponding time slot.

×

Add appointment

Time slot
15:30

Service
PI (0/4)

Student
Aadvika Kajandan

4 spots left for PI.

CancelAdd

Fill in the right information.

Create Single Schedule Change

The screenshot displays the 'Manage Appointments' interface. On the left is a sidebar with navigation options: Home, STUDENT MANAGEMENT (Schedule, Manage appointments, Holiday hours, Schedule change requests, Service and label), Attendance (Attendance, Checkin / checkout, Attendance analysis), Account Management (Student account, Parent account), TEAM MANAGEMENT, CENTER SETUP, PERSONAL MANAGEMENT, and ACCOUNT. The main content area is titled 'Manage Appointments' with the subtitle 'Add and manage appointments by time slot.' Below this is a day selector (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and a 'Create override' button. The 'Mon summary' section shows 'Students coming: 66' and 'Booked time slots (all services): 86'. A table lists service types and their corresponding student and slot counts: EL (9 students, 13 slots), MC (44 students, 54 slots), and PI (14 students, 19 slots). The 'Available times on Mon' section shows open time slots for each service type: EL (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 19:00), MC (15:30, 16:00, 16:30, 17:00, 17:30, 18:00, 18:30, 19:00), and PI (15:30, 16:30, 17:30, 18:00, 18:30, 19:00). The 'One-time overrides' section states 'No one-time overrides yet.' At the bottom, a progress bar shows the current time slot (15:30) and the number of appointments booked for each service type (EL: 1/4, MC: 4/26, PI: 0/4).

Manage Appointments
Add and manage appointments by time slot.

Mon **Tue** Wed Thu Fri **Sat** Sun [Create override](#)

Mon summary

Students coming: **66** Booked time slots (all services): **86**

Service type	Students	Booked slots
EL	9	13
MC	44	54
PI	14	19

Available times on Mon Each row shows the open times for that service. Click one to start a new appointment.

EL: 15:30 16:00 16:30 17:00 17:30 18:00 19:00

MC: 15:30 16:00 16:30 17:00 17:30 18:00 18:30 19:00

PI: 15:30 16:30 17:30 18:00 18:30 19:00

One-time overrides
No one-time overrides yet.

15:30 EL 1/4 MC 4/26 PI 0/4

Click “Create override” button.

Create one-time override

X

Override type

✓ Skip scheduled visit
Extra visit

Student

Date

2026-08-11

Scheduled visit

No scheduled visit on this date

This student has no scheduled visit on the selected date.

Cancel

Create override

Select the override type.

Approve or Deny Schedule Change Request

Home

STUDENT MANAGEMENT

Schedule

Manage appointments

Holiday hours

Schedule change requests

Service and label

Schedule Change Requests

Review and approve parent schedule change requests.

APPROVED

Requested by

Remove recurring Tue 16:00 (MC)

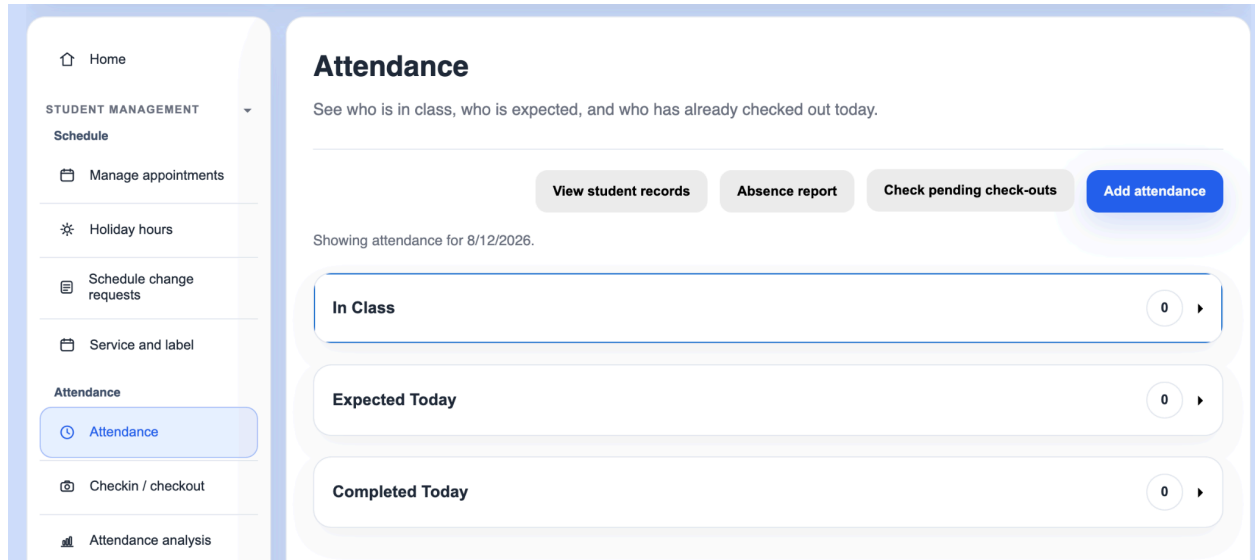
Parent note: Parent requested recurring schedule removal.

Reviewed by on 2026-05-25T16:01:05.626620.

Click “Schedule change requests”, you will see all the requests.

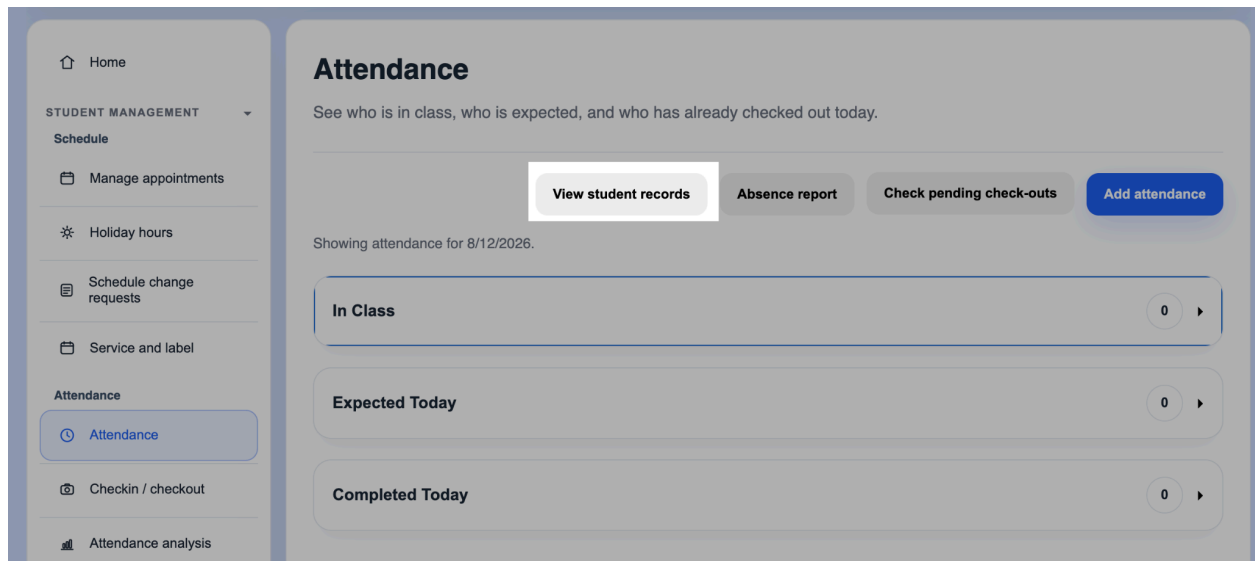
Attendance

Check Today's Attendance



Click “Attendance” and you will see the expected students and all the check-in check-out records. You will see the students marked as early or late, which means the student checks in before or after the scheduled time. If the student stays longer than the scheduled time, the card will be marked with yellow or red depending on how long the student stays.

Manage Student Attendance Records



Click “View student records”

Student

Date

Start date

2026-08-10

End date

2026-08-12

Apply

Al-Amin Fowosere total studied hours in this range: 2.42 h

Check-in

2026-08-11, 03:55 PM

Check-out

2026-08-11, 06:20 PM

Status

CHECKED_OUT

Delete

Status: CHECKED_OUT

Showing page 1 of 1 · 1 records

Previous

Next

Select the student and the time range, then you will be able to see or edit the records.

Student attendance records

Student

Date

Date

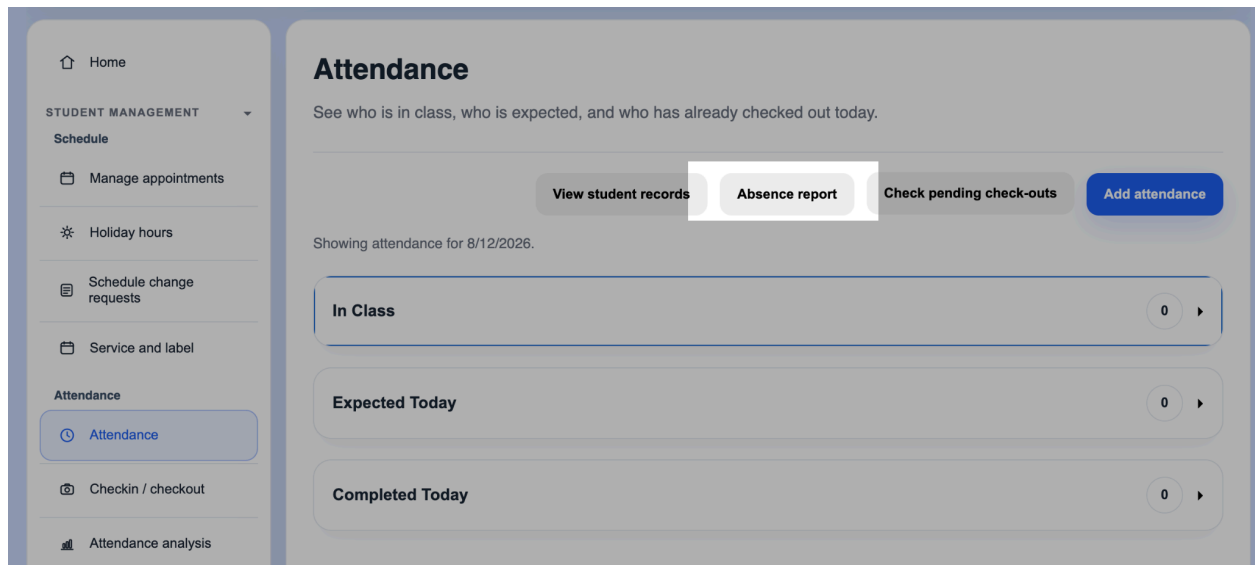
2026-08-11

Apply

FIRST NAME	LAST NAME	CHECK-IN	CHECK-OUT	TYPE	ACTIONS
		6:02 PM	7:30 PM		Delete
		6:17 PM	7:30 PM		Delete
		6:22 PM	7:15 PM		Delete
		3:51 PM	4:04 PM		Delete
		4:55 PM	5:51 PM		Delete
		4:38 PM	5:03 PM		Delete

Change to date mode, and you will see all the student checked in on that day.

Generate Monthly Absence Report



Click “Absence report”

Absence Report

Month

June 2026

☐ Select all

1 selected

Student	June 2026	May 2026	April 2026
☐ [redacted]	Absent	Attend	Attend
☐ [redacted]	Absent	Absent	Absent
☐ [redacted]	Absent	Attend	Attend
☒ [redacted]	Absent	Absent	Absent
☐ [redacted]	Absent	Attend	Absent
☐ [redacted]	Absent	Absent	Absent

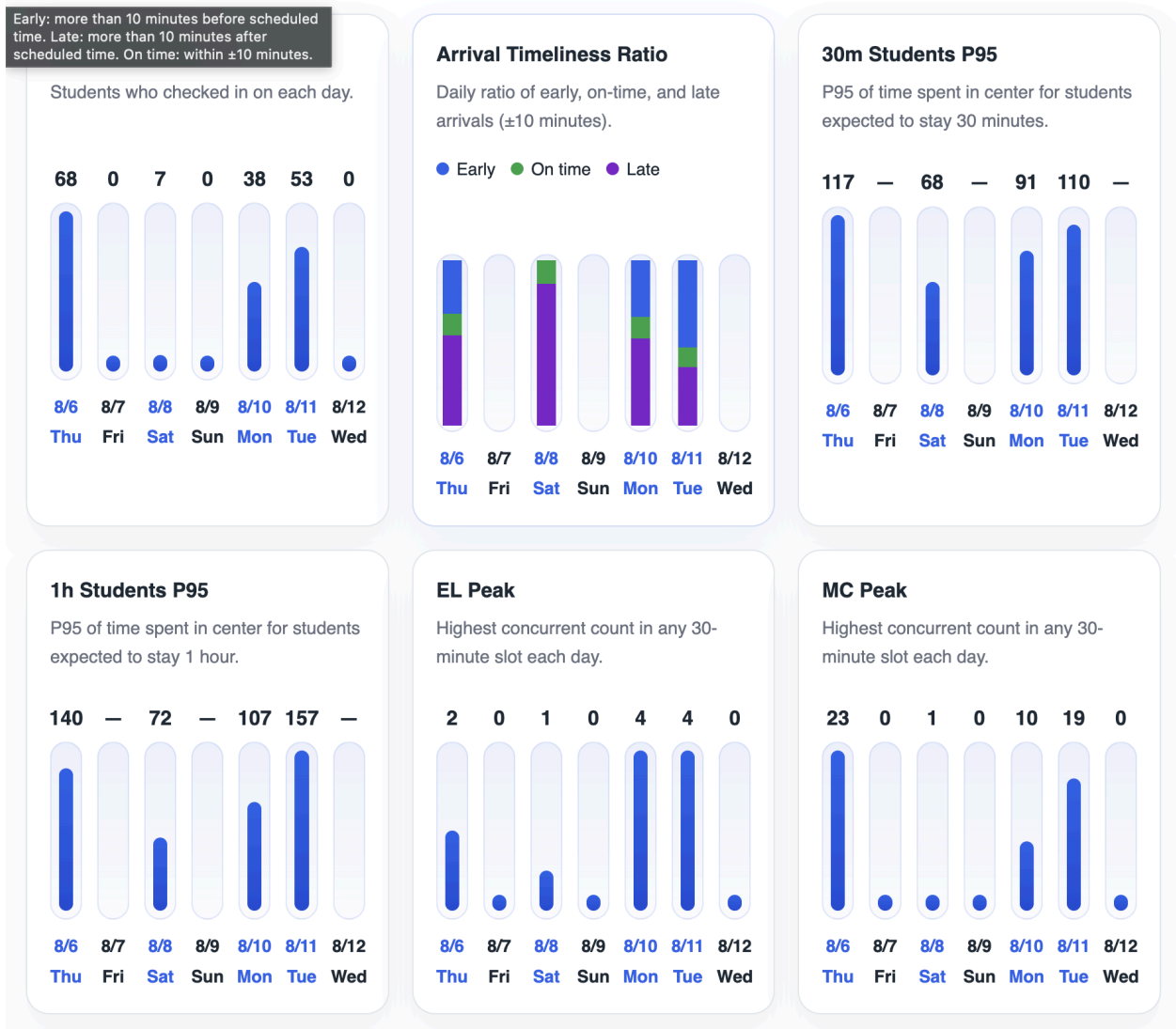
Cancel

Generate report

Email selected

You will see all the students that don't have a check-in record in that month. You are able to generate the report or email selected students to check.

Students Attendance Analysis



Staff Team Management

The screenshot displays the 'Team Management' interface. On the left is a sidebar with a navigation menu. The main area is titled 'Team Management' and includes a subtitle 'Invite team members, delete team members'. Below the title is a search bar and several filters. Two team member cards are shown, each with a list of details and a table of shifts.

Navigation Menu:

- Home
- STUDENT MANAGEMENT
- TEAM MANAGEMENT
 - Account Management
 - Team management
 - Schedule
 - Schedule
 - Assistant staffing forecast
 - Shift off requests
 - Attendance
 - Assistant attendance
 - Assistant performance analysis
- CENTER SETUP
- PERSONAL MANAGEMENT
- ACCOUNT

Team Management Header:

Invite team members, delete team members

Search: Type a team member name for search

Role: All roles

Import CSV

Invite member

Select all 0 selected Select active

Team Member 1:

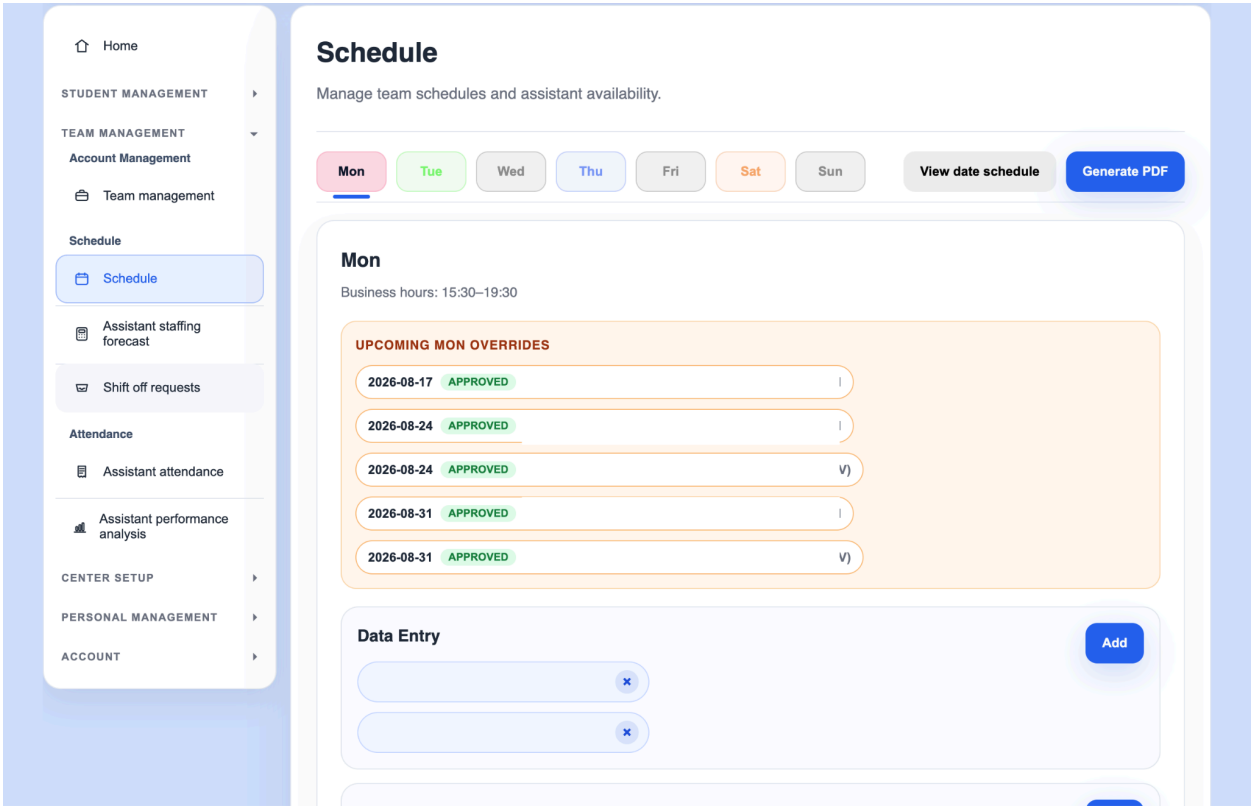
- Status: Verified
- ROLE: Assistant
- INVITE: Accepted
- WORK TYPES: EL PI, Marking
- SHIFTS: Thu 16:00-19:30 · EL PI
- AVAILABILITY: Mon 16:00-17:00, Tue 16:00-17:00, Thu 16:00-19:30

Team Member 2:

- Status: Verified
- ROLE: Volunteer
- INVITE: Accepted
- WORK TYPES: Marking
- SHIFTS: Tue 15:30-19:30 · Marking
- AVAILABILITY: Mon 15:00-19:30, Tue 15:00-19:30, Thu 15:00-19:30

Staff management is similar to student management.

Add Schedule



Go to “Schedule” and click “Add” to add a shift.

Add schedule assignment

Assistant

Select assistant

Work type

Data Entry

Time

03 : 30 PM



to

04 : 00 PM

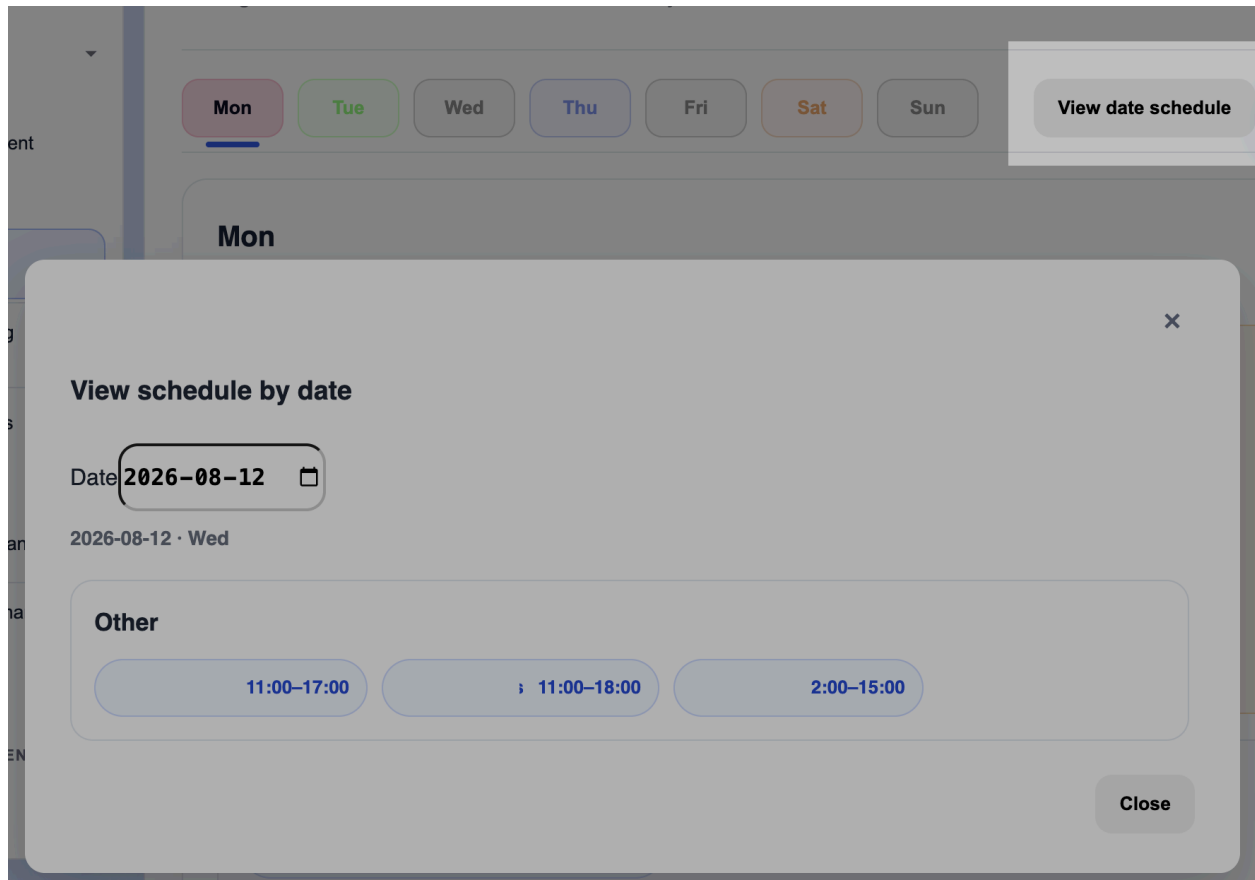


Cancel

Save

Select the staff and fill in the time.

Check Recurring Shifts and Shifts of One Day



Click “View date schedule” and you will see the schedule of a specific date. That takes one time shift change into consideration.

Setup Check-in / Check-out Kiosk

You can set up a check-in / check-out kiosk (a phone or tablet) at your front desk. Students and staff can scan QR code there. Please don't sign the kiosk in using your account or admin account. Those two account types have configuration permission. Anyone who touches the kiosk will be able to change your settings. Create a new account and assign the role “Kiosk” to the account instead.

☐ **Kiosk**

Active

Delete

No phone
Status: Verified

ROLE

INVITE

WORK TYPES
No work types

SHIFTS
No scheduled shifts

AVAILABILITY
No availability

Kiosk

The kiosk will show the check-in / check-out interface only.

Checkin / checkout
Scan a QR code or enter a student ID to check students in and out.

Checkin / checkout
Scan a Chroniq QR code to record attendance for the selected center.

Try camera again

Camera

QR Code

Manual

Camera access is required to scan QR codes.

Parent Self-Serving

Parents can request schedule change, check holiday closing hours through self-serving portal.

Staff Self-Serving

 Attendance

 Availability

 Shift

 Find more shifts

Staff can check attendance records, change availability, request shift off or find more shifts by covering others shifts.