SkulPort

SCHOOL MANAGEMENT SYSTEM

For Nigeria & African School Systems

For school ICT staff

Installation Guide

How to install SkulPort and the SkulPort CBT exam kiosk on your school's Windows computers — office, staff and exam-room.

SkulPort Setup 3.6 · Windows 10 and 11

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The short version

1. Fill in **skulport-config.ini** with the school name and address (once per school).
2. On each computer, double-click **SkulPort-Setup.exe** and click **Install**.
3. On exam-room computers, tick **Start the CBT kiosk**, **Lock down this user** and set a **technician PIN**.

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What is in the installation kit

FILE	WHAT IT IS FOR
SkulPort-Setup.exe	The installer. It contains both programs, so this one file is all a computer needs. Run it again later to update.
skulport-config.ini	The school's settings (name, address, exam-room options). Fill it in once; every computer installed from the same folder is set up automatically.
Install-Exam-Room.bat	One-click, no-questions install for exam-room computers (uses the settings file).
SkulPort-Installation-Guide.pdf	This guide.
README.txt	A one-page summary.

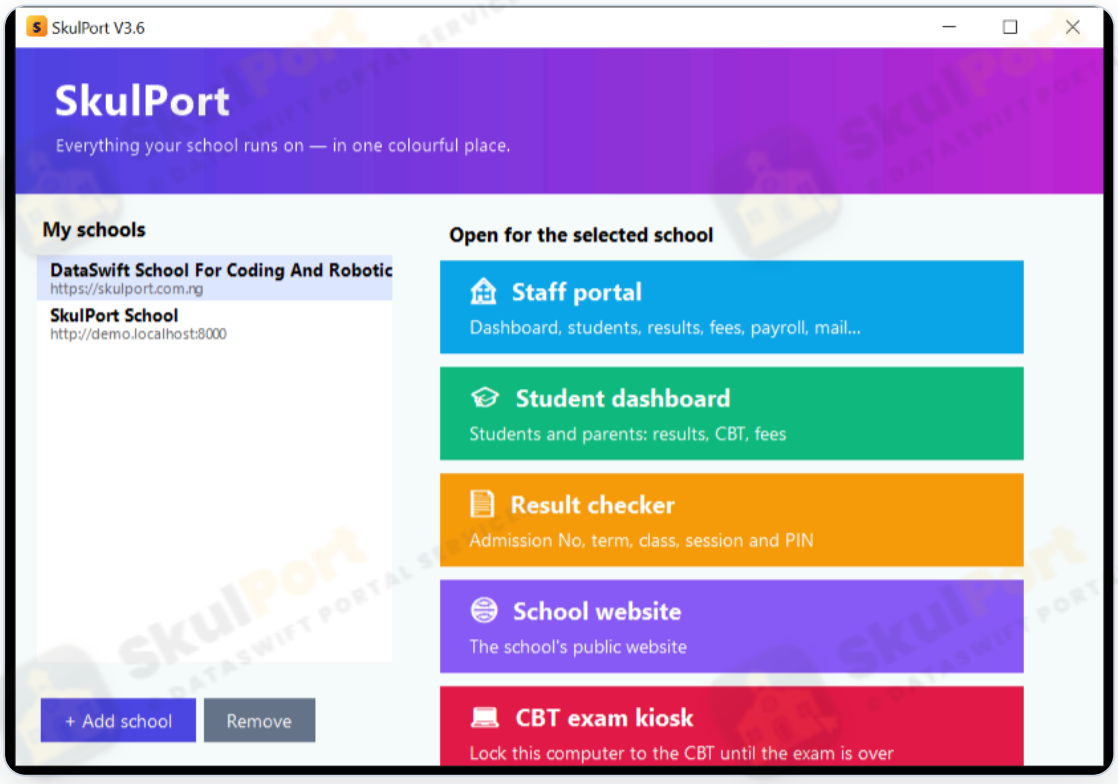
The two programs

SkulPort

Opens the school in its own app window — staff portal, student dashboard, result checker and website — without browser tabs or address bar. Each school keeps its own sign-in. Shows a notice when a new version is available.

SkulPort CBT

The exam kiosk. Locks the computer to the school's CBT until the paper is over: blocks the Windows key, Alt+Tab, Alt+F4, Task Manager keys and Print Screen, hides the taskbar and keeps the exam in front.



2

What each computer needs

ITEM	NEEDED	NOTES
Windows	Windows 10 or Windows 11 (32- or 64-bit)	Windows 7 and 8.1 are not supported (they no longer get Microsoft Edge updates).
Microsoft Edge	Yes	Already installed on Windows 10 and 11. Setup checks for it.
.NET Framework 4	Yes	Built into Windows 10 and 11 — nothing to install.
Disk space	About 1 MB for the programs	Plus about 100 MB for Edge's temporary files during use.
Network	Internet, or the school network	Online schools use their SkulPort address (e.g. hris.skulport.com.ng). Offline schools use the school's SkulPort server on the network — see chapter 9.
Administrator rights	Only for "all users" installs	A normal install needs no administrator password.

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Before you start: a 5-minute checklist

- ☐ The school's **SkulPort address** (from SkulPort or your ICT provider).
- ☐ A **technician PIN** for exam-room computers (6 or more characters). Write it down and keep it safe — it is the ICT staff's emergency exit from the kiosk.
- ☐ A list of which computers are **staff/office** and which are **exam-room**.
- ☐ For exam rooms: a separate Windows user for exams, e.g. **Exam**, without administrator rights (Settings → Accounts → Other users → Add account).
- ☐ Fill in **skulport-config.ini** (open it with Notepad):

```
school_name=Henzy Royal Int'l Schools
school_address=hris.skulport.com.ng
install_app=yes
install_cbt=yes
exam_room=no
harden=no
technician_pin=
```

Tip: make two copies of the kit folder — one with `exam_room=no` for staff computers, one with `exam_room=yes`, `harden=yes` and a PIN for exam rooms. Keep the exam-room copy private.

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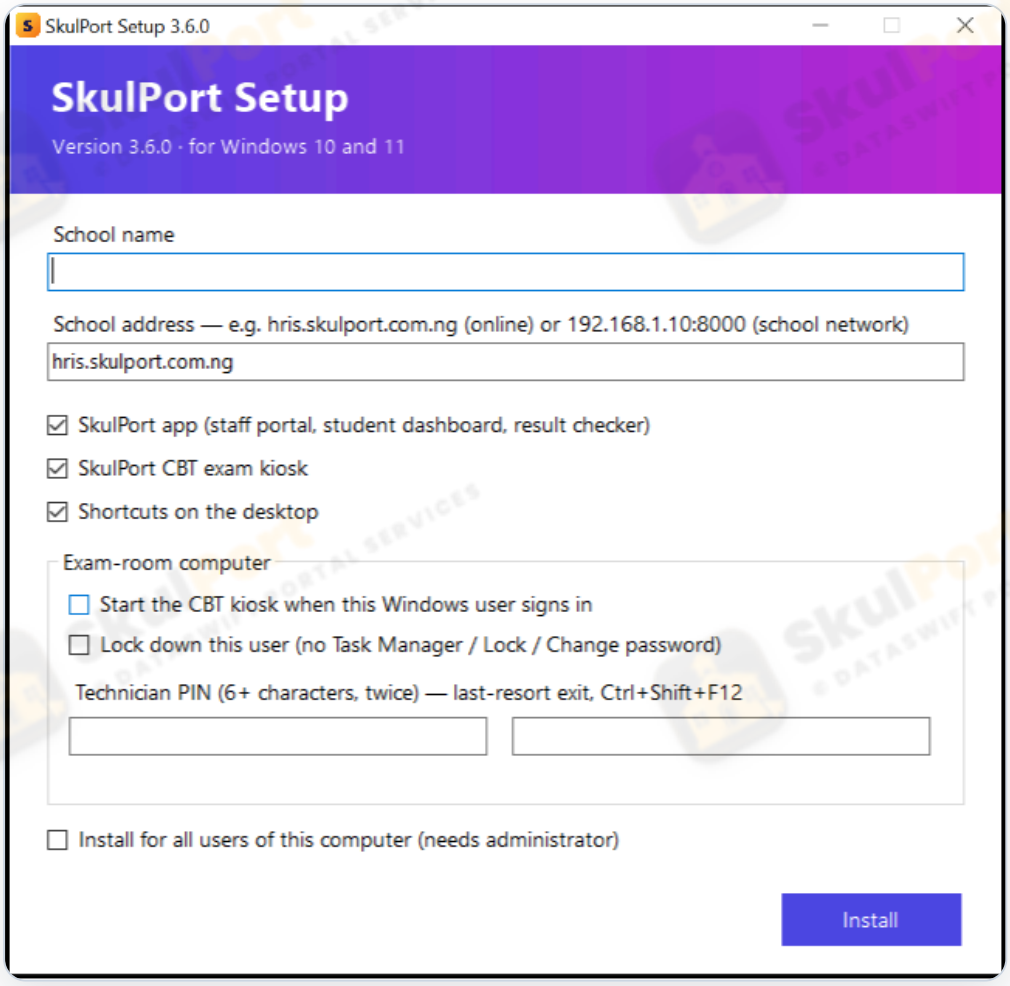
Install on staff and office computers

1. Copy the kit folder to the computer (USB stick, shared folder or download), or open it straight from the USB stick.
2. Double-click **SkulPort-Setup.exe**. If Windows shows *"Windows protected your PC"*, click **More info → Run anyway**.
3. Check the **school name** and **address** (filled in from the settings file).
4. Leave **SkulPort app** and **SkulPort CBT** ticked (untick CBT if this computer is never used for exams). Leave the exam-room boxes empty.
5. Tick **Install for all users** only if several Windows users share the computer (it asks for an administrator password).
6. Click **Install**. Shortcuts appear on the desktop and in the Start menu.



SkulPort Setup

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Install on exam-room computers

Do this for each exam-room computer, **signed in as the exam Windows user** (not the administrator):

1. Sign in to Windows as the exam user.
2. Run **SkulPort-Setup.exe** (or **Install-Exam-Room.bat** from the exam-room copy of the kit).
3. Tick **Start the CBT kiosk when this Windows user signs in**.
4. Tick **Lock down this user** — removes Task Manager, Lock and Change password from the Ctrl+Alt+Del screen for this user.
5. Type the **technician PIN** twice, then click **Install**.
6. Sign out and sign in again as the exam user: the kiosk opens by itself.

Test before exam day (do this on one computer first)

1. The kiosk opens the school's CBT login. Try the Windows key, Alt+Tab and Alt+F4 — nothing should happen.
2. Sign in with a demo student and start a paper; press Esc or try to leave full screen — the paper locks.
3. Unlock it with the paper's **FullScreenDisable code** (Sittings page).
4. Press **Ctrl+Shift+F12** and type the technician PIN — the computer unlocks. Your exit works.

Stronger lock-down (optional, needs administrator)

- **Windows kiosk / Assigned Access**: Settings → Accounts → Other users → *Set up a kiosk*, for the exam user.
- **Group Policy** (Windows Pro): *gpedit.msc* → User Configuration → Administrative Templates → System → Ctrl+Alt+Del Options: remove Task Manager, Lock, Change password, Log off.
- Set the BIOS to boot only from the hard disk and add a BIOS password, so nobody starts another system from a USB stick.

Good to know: no program can block Ctrl+Alt+Delete — Windows reserves it. The lock-down options above take away what is on that screen. Inside the exam, leaving it in any way still locks the paper and flags the student.

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Install many computers at once

Setup can run without any questions. It reads **skulport-config.ini** from its folder, and you can add or override options on the command line:

```
SkulPort-Setup.exe /silent
SkulPort-Setup.exe /silent /url=hris.skulport.com.ng /name="Henzy Royal"
SkulPort-Setup.exe /silent /examroom /harden /pin=123456
SkulPort-Setup.exe /silent /allusers          (run as administrator)
SkulPort-Setup.exe /uninstall /silent
```

OPTION	MEANING
/silent	No windows, no questions (for scripts)
/url=… /name=…	School address and name
/examroom	Start the CBT kiosk when this user signs in
/harden	Lock down this Windows user
/pin=…	Technician PIN (6+ characters)
/allusers	Install in Program Files for everyone (administrator)
/nocbt · /noapp · /nodesktop	Leave out the kiosk, the app, or the desktop shortcuts
/uninstall	Remove SkulPort

Ways to roll out

- **USB stick:** copy the kit, then on each computer double-click **Install-Exam-Room.bat** (exam rooms) or **SkulPort-Setup.exe**.
- **Shared folder:** put the kit on a network share and run `\\server\share\SkulPort-Setup.exe /silent` on each computer.
- **Company tools:** Setup returns 0 when it succeeds, so it works with Intune, PDQ Deploy, Group Policy start-up scripts and similar.

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First start of the apps

SkulPort

1. Open **SkulPort** from the desktop.
2. The school from the settings file is already listed. Add more with **+ Add school**.
3. Click **Staff portal** and sign in with your SkulPort email and password. The app remembers you.

SkulPort CBT

1. Open **SkulPort CBT** (or sign in as the exam user if it starts by itself).
2. If no address was set by Setup, it asks for the school address and a technician PIN.
3. Students sign in with **Admission number, class, term, session and PIN** and see only their own papers.

> To change the CBT settings later, hold **Shift** while opening SkulPort CBT and type the technician PIN.

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Exam day: codes, unlocking and penalties

SITUATION	WHAT TO DO
Find a paper's **FullScreenDisable code**	Staff portal → CBT → **Sittings & Marking** → choose the paper → **show**. Change it any time with **new code**.
A student's paper is **locked** (red screen)	Type the paper's code on that computer and click **Unlock paper** — or click **Unlock** next to the student on the Sittings page.
A student must continue **without full screen** (e.g. faulty keyboard)	On the student's computer: **Invigilator** → type the code → **Release**. Or **Release** on the Sittings page.
Deduct marks for misconduct	Sittings page → **Penalize** → marks and reason. It comes off the paper total and the result.
Close the kiosk on the login screen	**Invigilator: close the exam app** → any paper's code.
No network / emergency	**Ctrl+Shift+F12** → technician PIN.

When a student submits, the result screen closes the kiosk after 30 seconds (or at once with **Close the exam app**).

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Using SkulPort without internet (school network)

Schools on the **Stand-alone** option run SkulPort on their own server (a computer in the school). Other computers reach it over the school network — no internet needed.

1. The SkulPort server is installed and started by SkulPort (or your ICT provider).
2. The server has a fixed network address, e.g. **192.168.1.10**. Ask for the school's SkulPort address on that network, e.g. **192.168.1.10:8000**.
3. Put that address in **skulport-config.ini** (school_address=192.168.1.10:8000) and install the computers as usual.
4. Keep the server switched on during school hours (and on exam days, on a UPS/inverter).

If computers cannot connect: check they are on the same network (ping the server address) and that the server's Windows firewall allows SkulPort.

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Updating to a new version

- When a new version is out, the **SkulPort** app shows *"Update available"* at the top. Click it to open the download page.
- Download the new kit and run the new **SkulPort-Setup.exe** on each computer, the same way as before (or `/silent`). It replaces the programs and **keeps all settings** (schools, addresses, technician PIN, exam-room options).
- Check the version in **Settings** → **Apps** → **SkulPort**.

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Removing SkulPort

- **Settings** → **Apps** → **SkulPort** → **Uninstall**, or Start menu → SkulPort → **Uninstall SkulPort**, or `SkulPort-Setup.exe /uninstall`.
- Removing also undoes the exam-room lock-down for that Windows user.

Troubleshooting

PROBLEM	WHAT TO DO
"Windows protected your PC"	The programs are new and not yet signed. Click **More info** → **Run anyway**.
"Microsoft Edge was not found"	Install Microsoft Edge from microsoft.com/edge, then run Setup again.
The app opens but shows "can't reach this page"	Check the school address (Setup, or **+ Add school**), the internet/school network, and that the SkulPort server is on.
The CBT kiosk opens the wrong school	Hold **Shift** while opening SkulPort CBT, type the technician PIN, correct the address.
Forgot the technician PIN	An administrator deletes `C:\ProgramData\SkulPort\cbt-kiosk.ini`; the kiosk then asks for a new address and PIN.
A student's paper keeps locking	Something is stealing the screen (pop-ups, notifications, another program starting). Turn on Windows Focus Assist / notifications off for the exam user and close other programs at start-up.
Kiosk did not start at sign-in	Re-run Setup as the exam user with **Start the CBT kiosk** ticked (it puts a shortcut in that user's Startup folder).
"Setup failed: … access denied"	Close SkulPort and SkulPort CBT and try again, or run Setup as administrator for "all users" installs.
Stuck in the kiosk, no network	Press **Ctrl+Shift+F12** and type the technician PIN. As a last resort press Ctrl+Alt+Delete → Sign out (if not locked down) or restart the computer.

Quick reference card

Print this page and keep it in the exam room (without the PIN!).

Invigilator

- Paper code: Sittings & Marking → show
- Locked paper: type code → Unlock paper
- No full screen: Invigilator → code → Release
- Deduct marks: Sittings → Penalize
- Close kiosk at login: "Invigilator: close the exam app"

ICT staff

- Emergency exit: **Ctrl+Shift+F12** + technician PIN
- Kiosk settings: hold **Shift** when opening SkulPort CBT
- Update: run the new SkulPort-Setup.exe
- Remove: Settings → Apps → SkulPort

Students

- Sign in: Admission No, class, term, session, PIN
- Stay in full screen — leaving locks your paper
- Answers save as you go; power cut? sign in again to continue

Support

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