

CAPABILITY OVERVIEW

What Else Can Notion Do?

A flexible workspace for operations, education, projects, knowledge, and AI-assisted work

Beyond creating databases and static pages, Notion can serve as a lightweight operating system for a school or business - combining structured data, documentation, collaboration, reporting, and automation in one workspace.

BUILD	MANAGE	AUTOMATE
Databases, forms, dashboards, websites and connected workspaces	Projects, classes, tasks, schedules, finances and knowledge	Triggered workflows, AI summaries, research and recurring agents

CORE CAPABILITIES

Relational databases Connect students, classes, payments and attendance.	School administration Maintain student, teacher, subject and class records.
Forms Collect registrations, enquiries, feedback and applications.	Finance tracking Record fees, expenses and outstanding balances.
Dashboards and charts Monitor enrolment, fees, tasks and performance.	Calendar and schedules Organize classes, events, content and meetings.
Project management Assign work, priorities, owners and deadlines.	Database automations Trigger assignments and notifications after changes.
CRM Manage leads, customers, follow-ups and quotations.	API and integrations Connect Notion with PHP, Next.js and external apps.
Knowledge base Store policies, tutorials, SOPs and teaching resources.	Templates and sites Standardize pages and publish selected content online.

NOTION AI CAN ALSO

Create and edit databases | Generate formulas | Summarize documents | Analyse PDFs and images | Translate content | Autofill properties | Search connected apps | Research topics | Transcribe meetings | Run multi-step and recurring agent workflows

BEST FIT Internal administration, prototypes, small-team workflows, documentation and reporting.	IMPORTANT LIMITS Not a full replacement for advanced authentication, payment processing, accounting, large transactional systems or highly customized applications.
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PRACTICAL GUIDE

Notion AI

Building school databases, finance trackers, forms, and static dashboards

Notion AI can turn a plain-language prompt into a working database, form, or dashboard. The examples below show three practical workflows for a school management system.

1 School Management Database

Create a structured student tracker from a simple prompt, then review the generated database and views.

EXAMPLE PROMPT

I would like to keep track on my School Students

- Name
- Date Of Birth
- Age (Calculated base on the Current)
- Year
- Phone Number
- Email
- Nationality

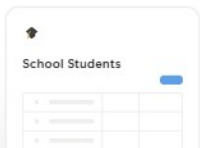
2:30 PM

8 steps >

All set — I made a student tracker database with the fields you listed, including an **Age** formula that calculates from **Date Of Birth** based on today's date. It also includes an **All Students** table view and a **By Year** board view.

Created School Students tracker

Open database



GENERATED RESULT

School Students

All Students

By Year



New



Name

Date Of Birth

Age

Year

Ahmad Zikri

19/06/2014

12

Year 6

Alya Tan

12/03/2015

11

Year 5

Arjun Kumar

27/02/2018

8

Year 2

Chloe Ng

08/10/2019

6

Year 1

RELATIONAL DATABASE WORKFLOW

2

Student Finance Report

Build a student payment tracker and connect it to the school student database through a relation field.

EXAMPLE PROMPT AND BUILD STEPS

Create app to track students payment start with

- Student ID

- Year Dropdown (2026-2040)

- Term (Term 1, Term2, Term 3)

- Payment

- Status (Paid/Pending)

Student ID should have relation with to  School Students

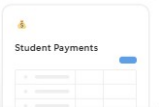
4 steps >

Done — I created a **Student Payments** tracker with:

- Student ID linked to  School Students
- Year dropdown from 2026–2040
- Term dropdown for Term 1, Term 2, Term 3
- Payment amount field
- Status with Paid/Pending

Created Student Payments tracker

Open database ↩



GENERATED PAYMENT TRACKER

 **Student Payments**

All Payments

By Status

1 more...



New

 Student ID ⓘ	 Year	 Term	 Payment
 Sophia Chen	2026	Term 1	MYR 485.00
 Priya Nair	2026	Term 1	MYR 365.00
 Muhammad Adam	2026	Term 1	MYR 290.00
 Lucas Lee	2026	Term 1	MYR 525.00
 Farah Nadia	2026	Term 1	MYR 275.00
 Chloe Ng	2026	Term 1	MYR 300.00
 Ahmad Zikri	2026	Term 1	MYR 420.00
 Daniel Lim	2026	Term 1	MYR 3,500.00
 Wei Jun Teo	2026	Term 2	MYR 395.00
 Ryan Goh	2026	Term 2	MYR 440.00

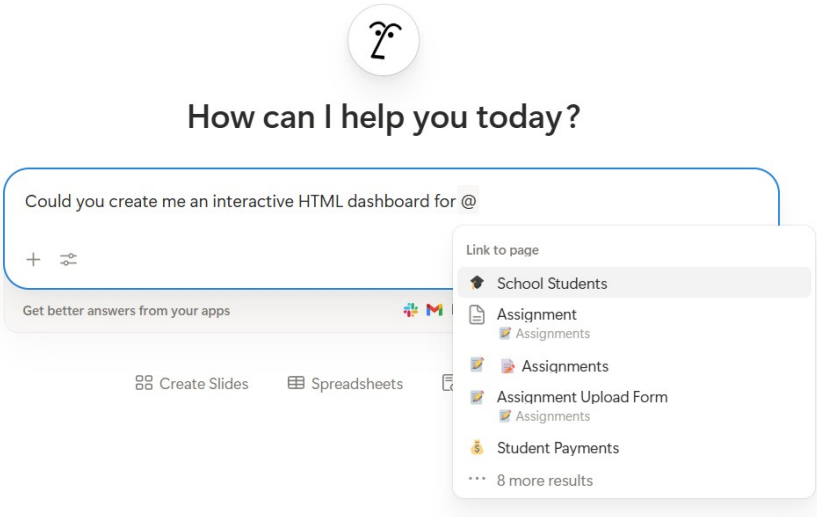
DASHBOARD WORKFLOW

3

HTML Static Site

Use Notion HTML Builder to create a static dashboard that presents school data in a clear, tabulated format for easier analysis.

HTML BUILDER PROMPT



GENERATED HTML DATA TABLE

School Dashboard

Live database snapshot

School Students

Student Payments

Subjects

NOTION DATABASE DASHBOARD

School Students

Loaded from your School Students database.

Total students

20

Year groups

6

With email

20

With phone

20

Search students

All years

Student ID	Name	Year	Date of birth	Phone	Email
STD00014	Ahmad Zikri	Year 6	2014-06-19	+60 12-345 1012	ahmad.zikri@student.example.com
STD00002	Alya Tan	Year 5	2015-03-12	+60 12-345 1001	alya.tan@student.example.com
STD00009	Arjun Kumar	Year 2	2018-02-27	+60 12-345 1010	arjun.kumar@student.example.com
STD00015	Chloe Ng	Year 1	2019-10-08	+60 12-345 1011	chloe.ng@student.example.com

KEY TAKEAWAY Notion AI is most useful when prompts clearly define the fields, relationships, views, and output format required.