

Second: Export User Accounts



1- Click on the **Reports** tab then **Export User Accounts**

2- Click on the **Export User Accounts** tab

3- Choose the **type of the User**

4- Reset the **passwords for selected users together**

5- Send the **login information** by emails that you added before in the personal profile.

Export User Accounts

Full name	School	Level	Section	Username
Youssef Tasser	Demo ISC	Grade 2	A	pw206e9004
Osama abouRahman	Demo ISC	Grade 3	DemoA	pw206e9007
Mohamed Dehad	Demo ISC	Grade 3	DemoA	pw206e9009
Sabaq	Demo ISC	Grade 3	A	pw206e9012

6 - Export the users information accounts as Excel sheet

7- Reset the **password for one user**

Full name	School	Level	Section	Username	Login Name	Password	Number	Mobile	Email

etaleem.gov.pk says

Are you sure you want to reset user password? Note: User will not be able to login with current password.

OK Cancel

Export Users Cards



1- Click on the **Reports** tab then **Export User Cards**

2- Click on the **Export User Cards** tab

3- The Cards will appear depend on the **type of the User**

4- Right Click in the mouse – then choose **Print** to print out the Cards.

Export Students / Parents Cards

1- Click on the **Reports** tab then **Export User Cards**

2- Click on the **Export Students / Parents Cards** tab

Search By Name

Name: _____

Or By Level & Section

Level - Section: _____

Or Filter Card Types

Show Students Show Guardians Hide Cards of Non-existing Guardians Hide Cards for Guardians Pending Confirmation

Hide Empty Cards Hide Section Breaks

 Grade 2 - A Name: Youssef Yasser To login, go to: ataleem.gov.pk/ Username : pak206a0004 Login name : S000022 Password : Changed By User 	 Grade 2 - A Name : test node To login, go to: ataleem.gov.pk/ Username : pak206a0037 Password : Changed By User 	 Parent Card (Grade 2 - A) Name : fahd - To login, go to: ataleem.gov.pk/ Username : pak206g0010 Password : Changed By User 	 Grade 2 - A Name : Safoq - To login, go to: ataleem.gov.pk/ Username : pak206a0012 Password : _____
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Customize the Accounts

You can customize the Username and Passwords for all account according these steps:

The screenshot shows the 'Home / Students' page with a sidebar menu. A callout box labeled '1- Click on the Users tab then Students' points to the 'Users' tab in the sidebar. Another callout box labeled '2- Click on the Import Login Name' points to the 'Import Login Name' option in the 'More Actions' dropdown menu.

The dialog box shows an 'Import Login Name' section with a file upload area. A callout box labeled '3- Download the exact format Excel Sheet' points to the file upload area.

The code of user role

	A	B	C	D
1	User Role	Number	Login Name	Password
2	6	342434234234	342434234234	123456
3	6	43242342343	43242342343	123456
4	6	4324232443	4324232443	123456
5	6	342434234234	342434234234	123456
6	4	4324234244343	4324234244343	123456
7	4	4324232443	4324232443	123456
8	3	342434234234	342434234234	123456
9	3	442342343	442342343	123456
10	3	4324232443	4324232443	123456

The User ID number

Third: Users Management



View



1- Click on the Users tab

2- choose view / edit / delete

There are many options in the view page The important one is **Login as this user**, it means the Admin can enter without username and password.

Now you can open the account, then **Back to Admin Account** without Sign out from the user account.



1- Click on the **Users** tab

test school 1

Students without sections

School Admin

Important Links

Dashboard

Users

Students

Students without sections

Teachers

Students numbers report Add Student Data Import Advanced Student List Holders students status More Actions

Students Students without sections Teachers Teachers Teachers Management

Search Name Username Login Name

Advanced Search

Clear Search Filter Report Custom columns

ID Number	Name	Username	Mobile	Level	Section	Academic Status	Actions
9891218005	Student 7	stc18005		Grade 7	section1		[Edit] [Delete]
9891218009	Student 10	stc18009		Grade 10	sec1-010		[Edit] [Delete]

2- choose edit

3- You can edit any data for the user

Edit STATUS

4- You can edit the status of the user depend on his / her status in the school

EDIT STUDENT

PERSONAL DATA

NAME

MOBILE NUMBER

PHONE NUMBER

LEVEL

SECTION

STATUS

Gender

Transferred

Academic

Academic

Save

You can **Block report or restrict login** the user depends on his / her status in the school

Click on **update** to save the updates

PERSONAL DATA

NAME

MOBILE NUMBER

PHONE NUMBER

LEVEL

SECTION

STATUS

Gender

Transferred

Academic

Academic

Save

Update

Delete



1- Click on the **Users** tab

test school 1
Academic session 23-24 - 202...
School Admin
Important Links
Dashboard
Users
Students
Students without sections
Sections
Teachers

Students numbers report Add Student Excel Import Advanced Student List Update students status More Actions

Students Students without sections Sections Teachers Coordinators Management

Search Name Username Login Name Search

Advanced Search

ID Number	Name	Username	Middle	Level	Section	Academic Status	Action
987123456	Student 1	stu12345		Grade 1	section1		[edit] [delete]
987123457	Student 10	stu10000		Grade 10	sec1-010		[edit] [delete]

2- Choose **delete**

3- A message confirming the **deletion** process appears

4- The user has been **deleted**

etaleem.gov.pk says
Are you sure you want to delete Student 1?
OK Cancel

Student deleted successfully

You can search and view the deleted users from the **advanced search**.

Students numbers report Add Student Excel Import Advanced Student List Update students status More Actions

Students Students without sections Sections Teachers Coordinators Management

Name Middle Academic Status Academic Section Level Gender Search in group Search in schools

Advanced Search

ID Number	Name	Username	Middle	Level	Section	Academic Status	Action
987123456	Student 1	stu12345		Grade 1	section1		[edit] [delete]

The deleted users still in the system and you can back them by change status from **edit**

Assigning Teachers to the Coordinator

START

1- Click on the **Users** tab

2- Click on the **Coordinators** tab

3- choose **Manage lectures** to link the teachers to the Coordinator

ID Number	Name	School	Role	Job Title	Last Activity	Action
20240711025423	Sherif Ali Karam	Demro GC	Teacher		20240711 10:54:23	Manage lectures Permissions Calendar Permissions Settings
20240718102719	Sherif Ali Karam	Demro GC	School Admin		20240718 10:27:19	

4- To add teachers to the specified coordinator account, choose the **Add Teachers** button

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ID Number	Name	School	Role	Job Title	Last Activity	Action
20240711025423	Sherif Ali Karam	Demro GC	Teacher		20240711 10:54:23	
20240718102719	Sherif Ali Karam	Demro GC	School Admin		20240718 10:27:19	

5- Select the search options for the teachers to be added

6- Select the teachers who appear according to the search result – then **Submit**

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6- Select the teachers who appear according to the search result – then **Submit**

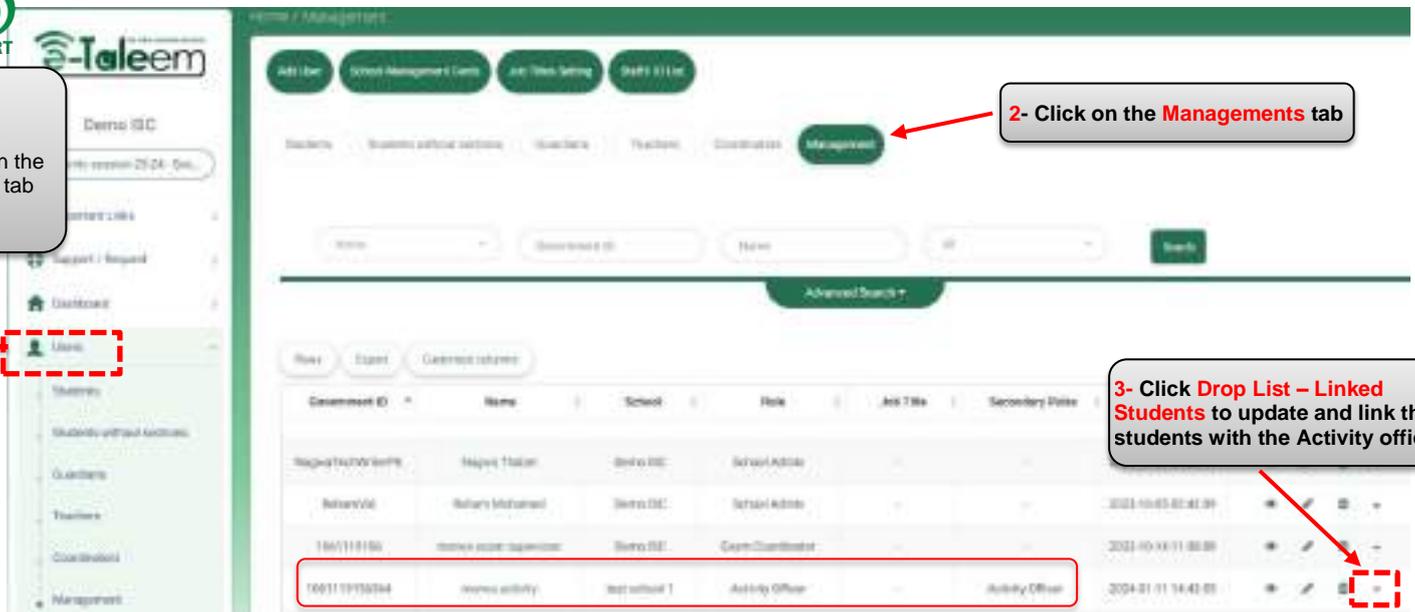
ID Number	Name	School	Role	Job Title	Last Activity	Action
20240711025423	Sherif Ali Karam	Demro GC	Teacher		20240711 10:54:23	
20240718102719	Sherif Ali Karam	Demro GC	School Admin		20240718 10:27:19	



Assigning Students to the Activity Officer



1- Click on the **Users** tab

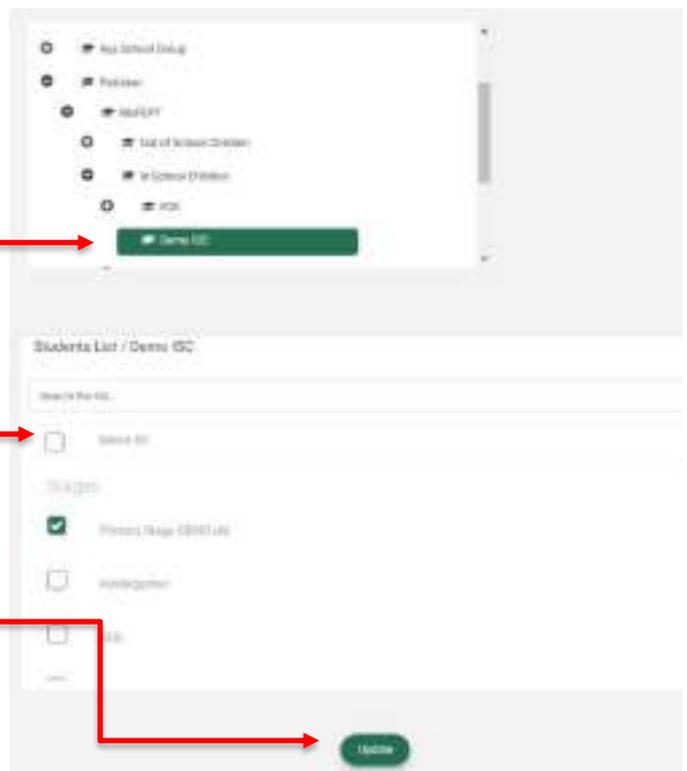


3- Click **Drop List - Linked Students** to update and link the students with the Activity officer

4 -Determine the **School** that you will add students from it

5 -Determine the **Stage - level - sections** that you will add students from it

6 -Update the linking



Multi Permission

It is possible for the same user to have more than one role in the school, and instead of creating more than one user account, the system allows the School Admin to grant other important permissions to the same user in the same school or within the school group.

1- Click on the **Users** tab then the exact user

2- choose **Permission** to give more than one role to the user

3- Select the additional tasks for the user, whether in his current school or in schools that fall within the scope of the general School Admin – then **save** the action

How the User switch between Schools or Roles

Switch between Roles

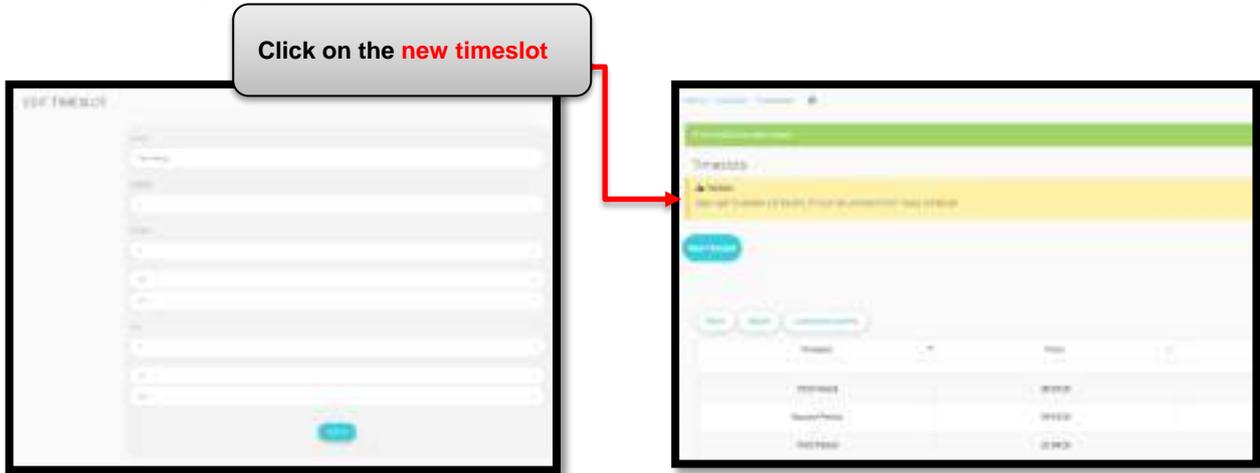
Switch between Schools

Fifth Step: The settings of the School Schedule

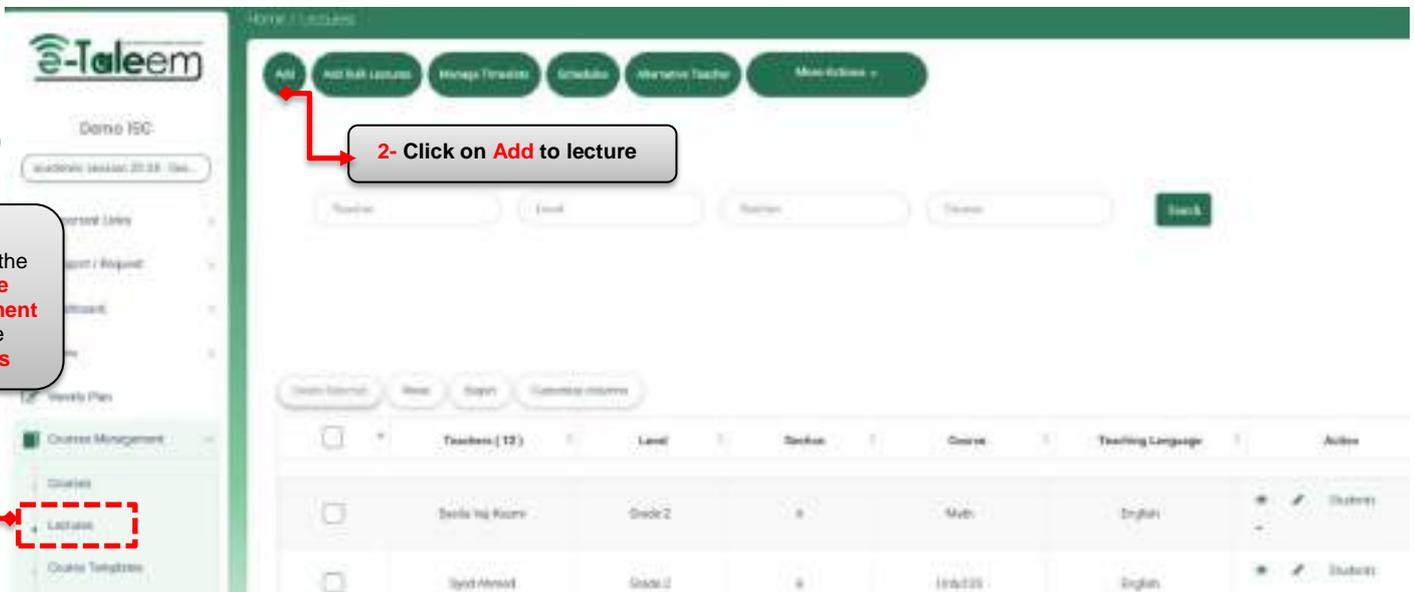
Ways to add the school schedule: the platform offers two ways to add the schedule: **1- Manage Timeslots:** (the timing of each period and the order)

According these steps: courses managements – lectures – Manage Timeslots

Caution: The benefits from adding timeslots for the teachers are: 1- Monitoring absence and daily attendance to the session. 2- Preparing lessons. 3- Adding the weekly plan.



2- Add the lecture: At the school level, adding the class schedule is adding lectures one by one in the system, so that the teacher is linked to the subject with the lecture in which he/she is studying the subject



ASSIGN TEACHER TO LECTURE

LEVEL: **3- Choose the Level**

SCHOOL: **4- Choose the School that the teacher will take lectures in it**

TEACHER: **5- Choose the Teacher name**

COURSE: **6- Choose the subject**

TEACHING LANGUAGE:

Allow Students To Take Lecture

Sections:

Select All

A

7- Select the Sections

8- Submit

3- Add Bulk Lectures:

You can add bulk lectures at the school level or at the level of the teacher himself

Home / Lectures:

Click on Add Bulk Lectures

Home / Lectures / Add Bulk Lectures

Note: You can add up to 100 lectures each time.
Note: Fields starting with (*) are required.

Number	*Teacher	*Level	*Course	*Sections	*Teaching Language	Teacher Coordinators	Actions
1	<input type="text" value="Shahin Teacher"/>	<input type="text" value="Grade 5"/>	<input type="text" value="MATH"/>	<input type="text" value="Socrt"/>	<input type="text" value="Urdu"/>	<input type="text" value="Ayubing Akram"/>	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>
2	<input type="text" value="Sahab Teacher"/>	<input type="text" value="Grade 7"/>	<input type="text" value="Test Science Course"/>	<input type="text" value="A"/>	<input type="text" value="Urdu"/>	<input type="text" value="Sara Akram"/>	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>

4- Add lecture: (for each level)

You can add a list of lectures at the level of each Grade

Go to the following path: Settings - Stages – levels – from the drop list (Add Lectures)

The screenshot shows the 'Levels' management interface. At the top, there are buttons for 'Add New Level' and 'Registration Levels Capacity & Capacity'. Below this is a table with columns for 'Title', 'Stage', and 'Action'. The table lists levels from Grade 1 to Grade 5, all under the 'Primary' stage. A dropdown menu is open for the 'Add Lectures' option, which is highlighted with a red dashed box. A callout box labeled 'Choose Add Lectures' points to this option.

The 'ADD LECTURES' form is shown below. It has three dropdown menus: 'COURSE' (with 'English' selected), 'TEACHER' (with 'Nayla bin Khatir' selected), and 'SECTION' (with 'A' selected). Callout boxes point to each dropdown: 'Choose the Course', 'Choose the Teacher', and 'Select the Section'. There is also an 'Add' button with a callout box labeled 'Click on Add'.

Below the form is a table showing the added lectures:

Course	Teacher	Section
Course		Section
Urdu	A	
Mathematics	A	

5- Generating an electronic schedule

From Course Management ► Schedules ► Create Schedule, you will go through Five consecutive steps, each step includes a home page and a custom settings page; School Settings►Teachers Settings►Level Settings►Courses Settings►Lectures Settings.

The screenshot displays the 'Full Schedule' page in the e-Taleem system. On the left sidebar, 'Full Schedule' is highlighted with a red dashed box. A red arrow points from this link to the 'Full Schedule' button at the top of the main content area. The main area shows a grid of courses for different days of the week (Monday to Friday). The grid includes course details such as 'Test Science Course', 'Math', 'English', 'General Knowledge', and 'Physics' for various grades (e.g., Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6).

After Finishing, you can click Generate. In the margin, you can preview, drag and drop any lectures and edit. Finally, you can publish the Schedule.

The dialog box asks: "Are you sure you want to generate schedule?". Below the question is a table showing the selected courses and their total lectures per week.

Courses/Subjects	Total Lectures/week (80)
Grade 1 - 1A	5
Grade 1 - 1B	5
Grade 2 - 2A	5
Grade 2 - 2B	5
Grade 3 - 3A	5
Grade 3 - 3B	5
Grade 4 - 4A	5
Grade 4 - 4B	5
Grade 5 - 5A	5
Grade 5 - 5B	5
Grade 6 - 6A	5
Grade 6 - 6B	5

At the bottom of the dialog, there are two buttons: "Yes" (highlighted in blue) and "No".