

Principal/Manager Manual

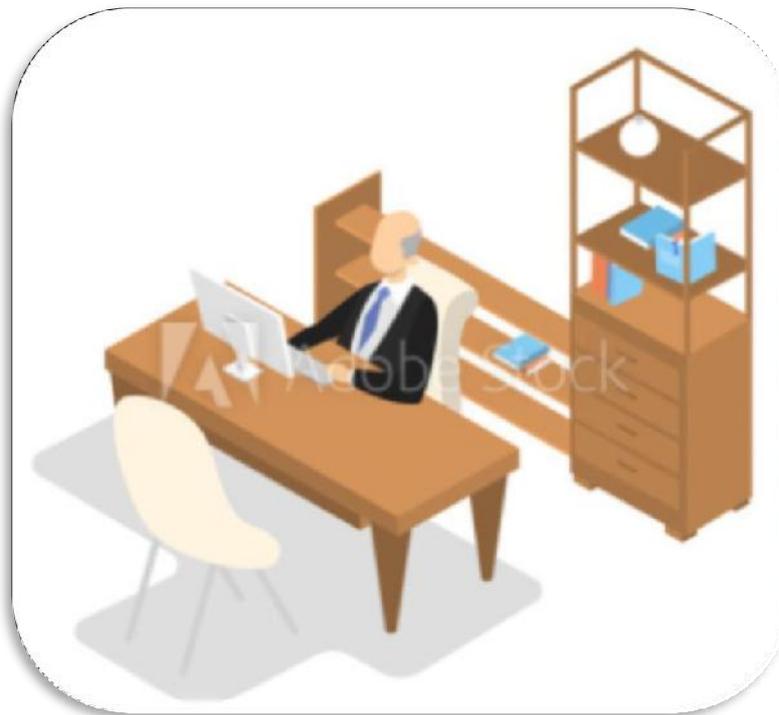


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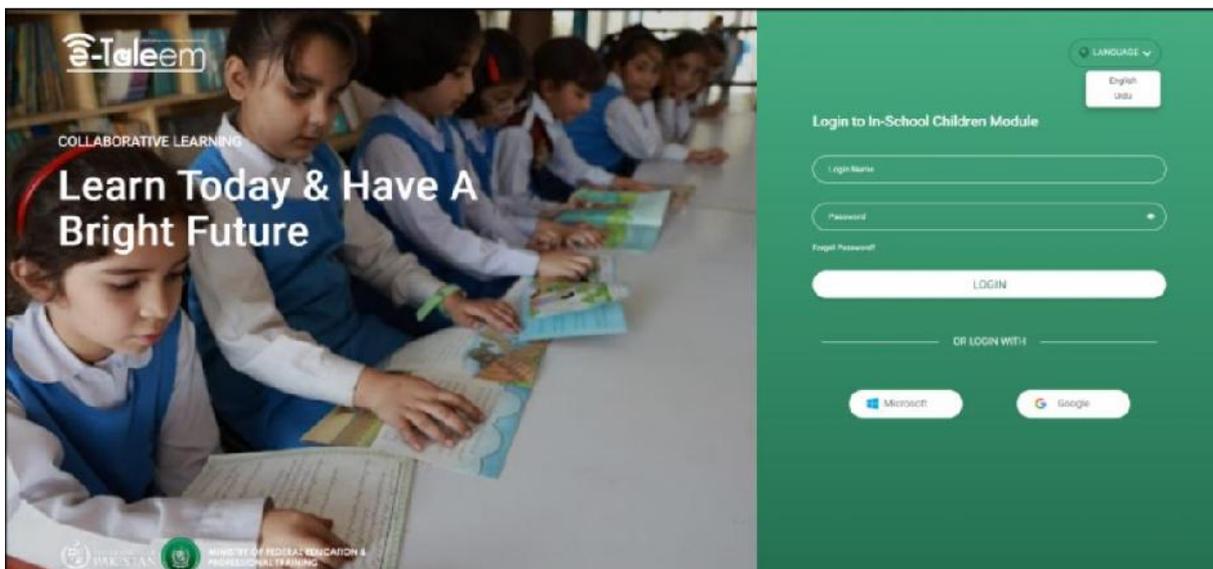
HOW TO LOGIN

Logging in is the process of accessing an online service or electronic device using a provided username and password. This is an important process to keep your information secure. Here, you will be shown how to log in using your computer or your smartphone and how to log into specific services provided by LMS.

Simply, Google for eTaleem to open the LMS and add your credentials.

To log into your eTaleem account:

1. Select your preferred interface language.
2. Insert your username and password. If you don't have them, ask your school or college administrators.



3. Click **Forgot Password** to receive an email to reset or change your password. This requires that you add your email to your profile earlier. If you didn't, ask your school administrator to reset it.

Note: The eye icon is to view your password in letters instead of stars.

4. You can log in using your Microsoft Office account or your Google account, but first, you need to add them and verify your email through your LMS profile.

5. Click **Login**.

HOMEPAGE

The **Home Page** is the page you typically encounter first on the LMS platform that usually contains links to the other pages of the site.

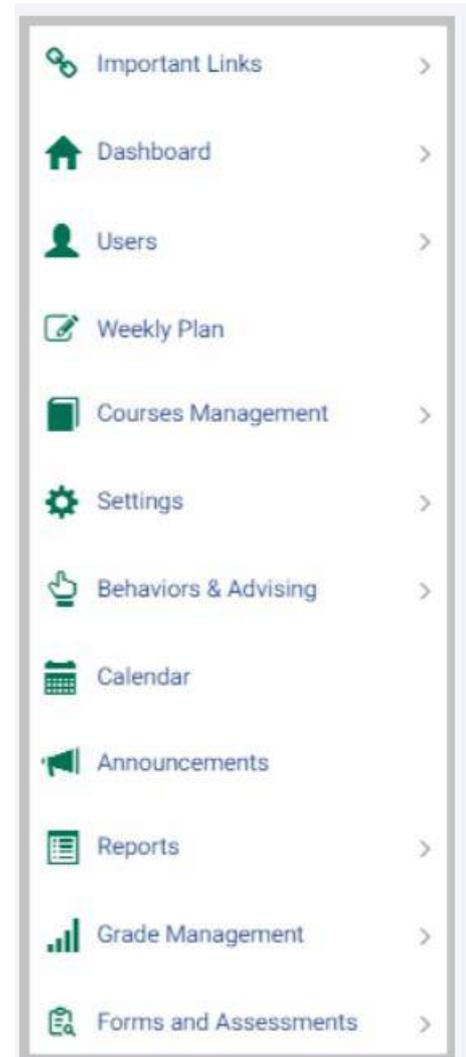
Home Page Contents:

- A top bar that includes your profile, notifications, emails, local time, and date. You can also navigate between schools.



Here, you will be notified about any e-mail sent to you through the LMS mailbox and you will receive notifications about everything in the system.

- Chat Icon
- A Side Menu that gives you direct access to any of the general tools.
- A Dashboard that contains a list of tabs to give you full control.

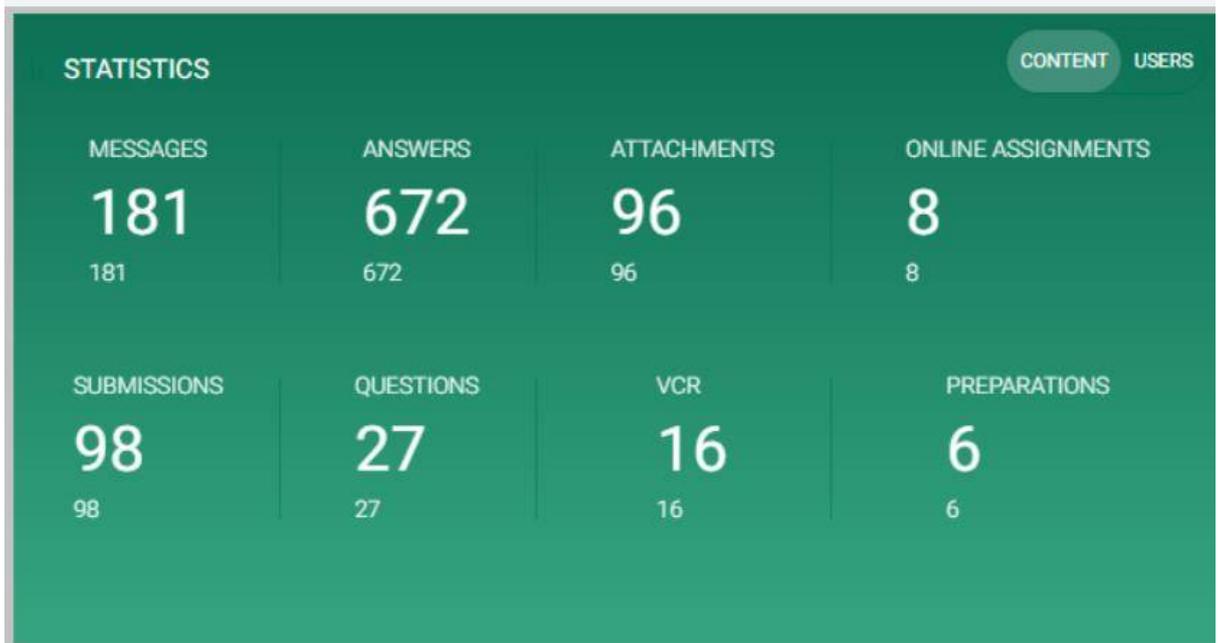


DASHBOARD/REALTIME OVERVIEW

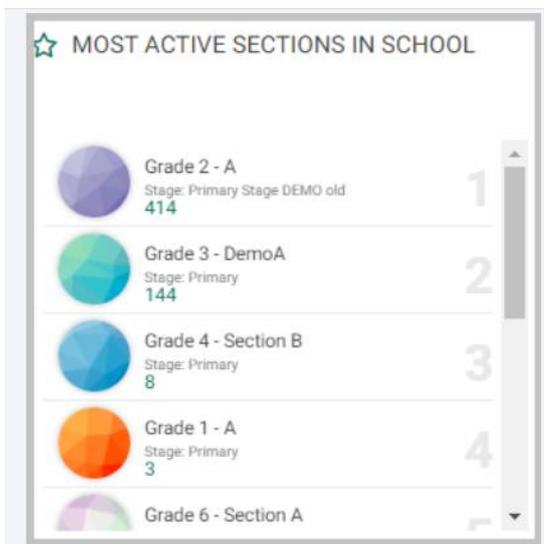
LMS offers various options on the **Realtime Overview** page to help you track recent figures.

On Realtime Overview Page:

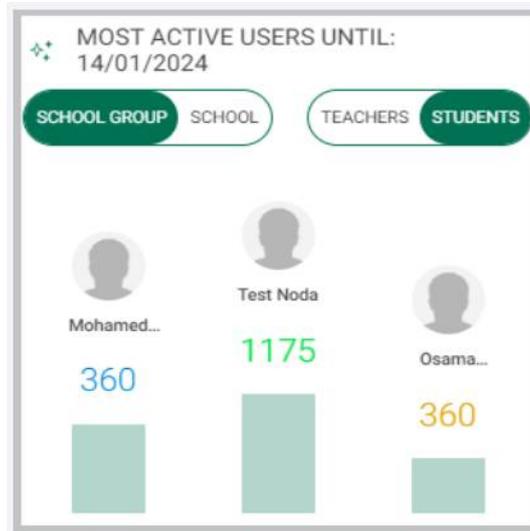
- You can view all the schools in your school group.
- You can see how many users are online right now.
- You can see all the content statistics in your school.
- You can see all users' statistics in your school.



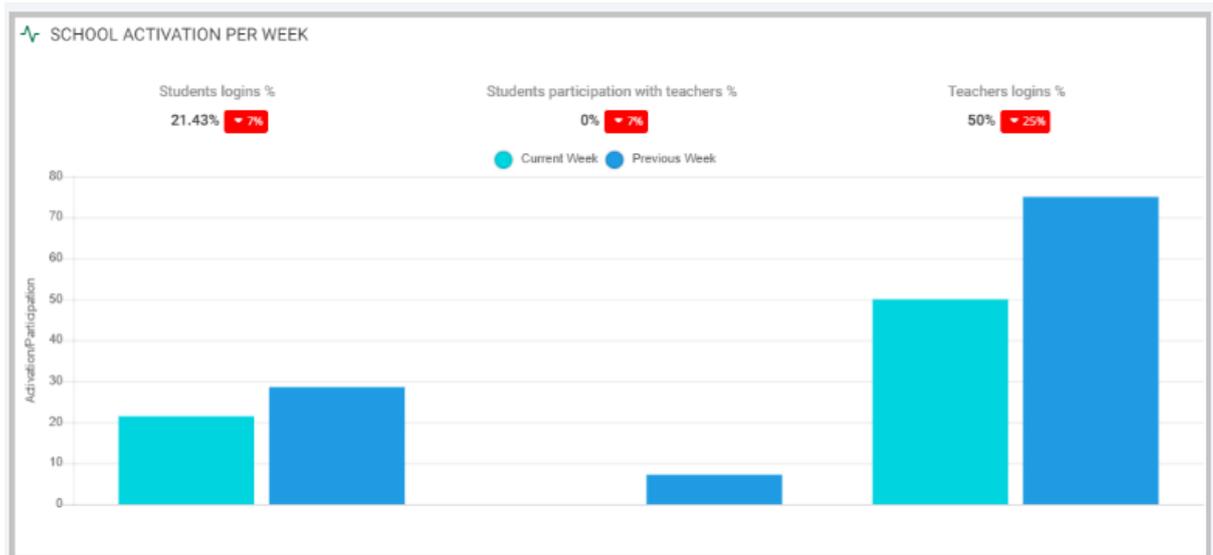
- You can view the absences chart for the current week.
- You can see the most active sections in your school.



- You can see the most active users in your school.
- You can see the most active users in your school group.



- You can view a chart that illustrates the school activation per week.



- You can view a chart that illustrates School Courses Activity per week.
- You can view a chart that illustrates the coordinators' activation.



ONLINE USERS

The **Online Users** page presents to you all online users of the schools you are registered in. To access the **Online Users** page, click the **Dashboard** drop-down button from the main menu, then choose **Online Users**.

On Online Users Page:

- Choose from the drop-down list the school you want to view its online users.
- You can search for connected users by their names or usernames.



The screenshot shows a web interface with a dropdown menu at the top containing the text "All schools in the group" and a search bar below it with the placeholder text "Search online users by name or username...".

- You can also view the connected users by category.



The screenshot shows a horizontal filter bar with three tabs: "Students (null)", "Teachers (null)", and "Parents (null)".

PERSONAL PROFILE

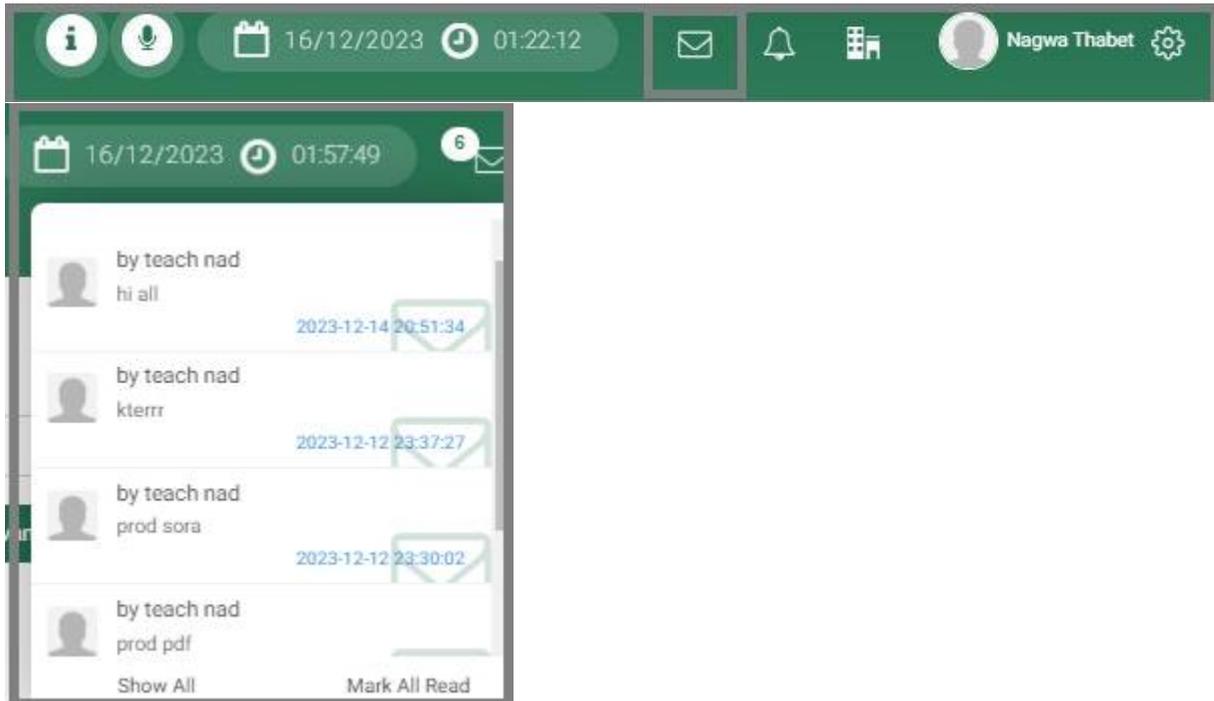
This is where you can find all your account personal information and settings. Click the image icon at the top right of your Home page to have a deeper look into your items.



MAILBOX: PRINCIPAL/VICE PRINCIPAL

The **Mailbox** allows you to communicate with any of your school members in LMS. Using mailboxes is an easy way to organize emails.

You can reach your emails through your mailbox icon on the top right menu on your homepage or through the **Mailbox** tab on your left-side menu.

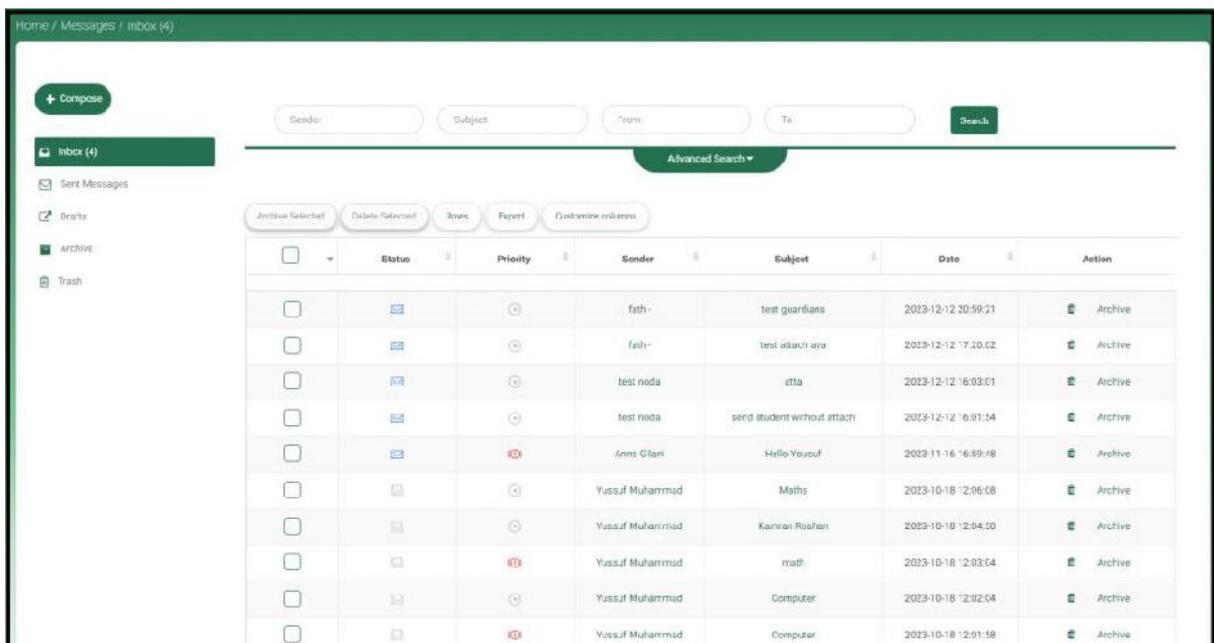


If you have more than one unread message, when you click on the mail icon, those messages are listed below:

1. Click on the message you want to preview.
2. Or click **Show All** to go to your inbox.

Inbox

The **Inbox** tab is used to read and manage received emails.



Search Emails

You can quickly find emails by searching using your own words in the corresponding fields to specify your search by categories like sender or subject. Type a word like “photo.” In Mail, click the **Search** button in the top-right corner, and Mail shows emails where the word appears. To narrow your search more, set the date range by selecting the period you expect the required message to fall within from the; From’ and ‘To’ date range fields.

Compose Messages

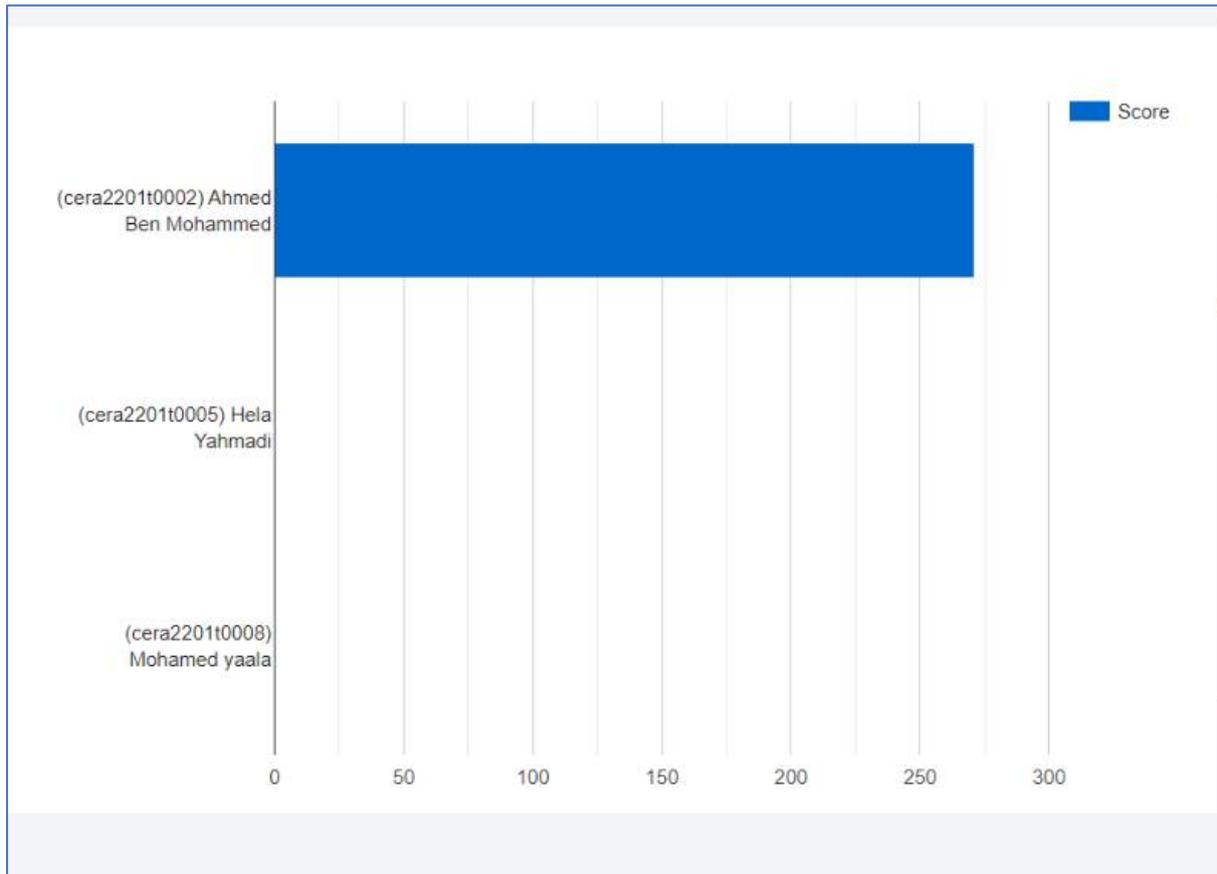
1. Enter the school name with the subject and add the recipient email in the **To** field, which are mandatory fields that you cannot skip.
2. Select the priority of the message from the corresponding drop-down list.
3. Type the body of the message in the editing section.
4. Click **Send**.

Note: The editing tools are the standard ones, which you can easily use to edit your messages.

MOST ACTIVE TEACHERS IN THE GROUP

The **Most Active Teachers in the Group** page in LMS allows you to:

- View a detailed report that illustrates all teachers' scores in the school.
- View different types of charts for the most active teacher in your school.



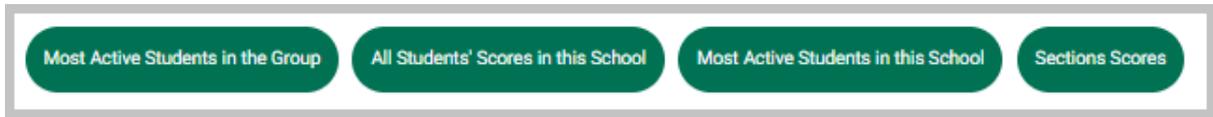
STUDENTS' SCORES

The **Students' Scores** page enables you to track, follow up, and search for the scores of your students. To access the **Students' Scores** page, click the **Dashboard** drop-down button from the main menu, then choose **Students' Scores**.

Students' Scores Page Buttons:

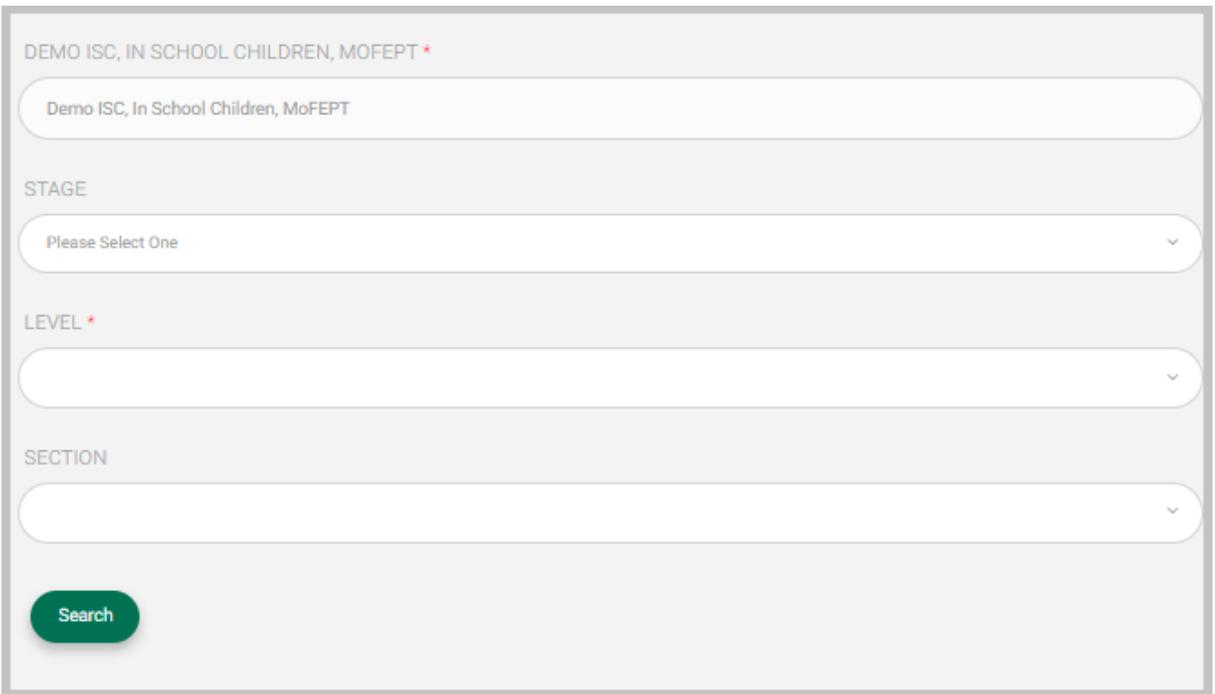
- Click the **Most Active Students in the Group** button to move to the chart that illustrates the most active students in your school group.
- Click the **All-Students' Scores in this School** button to view different types of charts for all students' scores in the current school.
- Click the **Most Active Students in this School** button to view different types of charts for the most active students in the current school.

- Click the **Sections Scores** button to view a detailed report about the average of students' scores per section.



To Search for Students' Scores:

1. Select the School.
2. Select the Stage.
3. Select the Level.
4. Select the Section.
5. Click **Search** to generate a list of the most active students in the level and section you have determined.

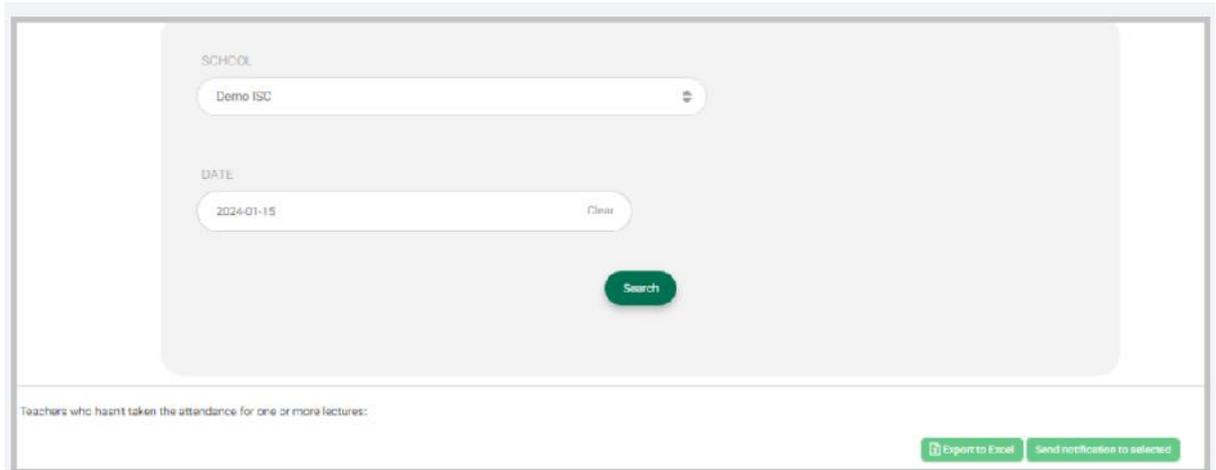
6. 

The form is a search interface for student scores. It features a header with the text "DEMO ISC, IN SCHOOL CHILDREN, MOFEPT *". Below this are four input fields: a text field containing "Demo ISC, In School Children, MoFEPT", a dropdown menu for "STAGE" with the placeholder "Please Select One", a dropdown menu for "LEVEL *", and a dropdown menu for "SECTION". At the bottom left of the form is a green "Search" button.

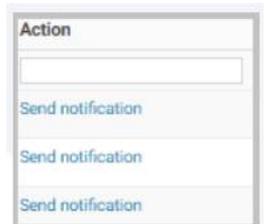
TEACHERS' ATTENDANCE REPORT

To Generate a Teachers' Attendance Report:

1. Select the school you want to view its teachers' attendance report.
2. Select the date of attendance you want.
3. Click **Search** to generate the report.
4. Click **Export to Excel** to export the report to Excel.



- A table of teachers who haven't taken attendance for one or more lectures will show. You can send a notification to any teacher of your choice from the **Action** section in the table below.



TEACHERS' PREPARATIONS REPORT

To Generate a Teachers' Preparations Report :

1. Select the school you want to view its teachers' preparations report.
 2. Set the date you want.
 3. Click **Search** to generate the report.
 4. Click **Export to Excel** Button to export the report to an Excel sheet.
- A table of preparations for the teachers' lectures is shown at the bottom of the page.



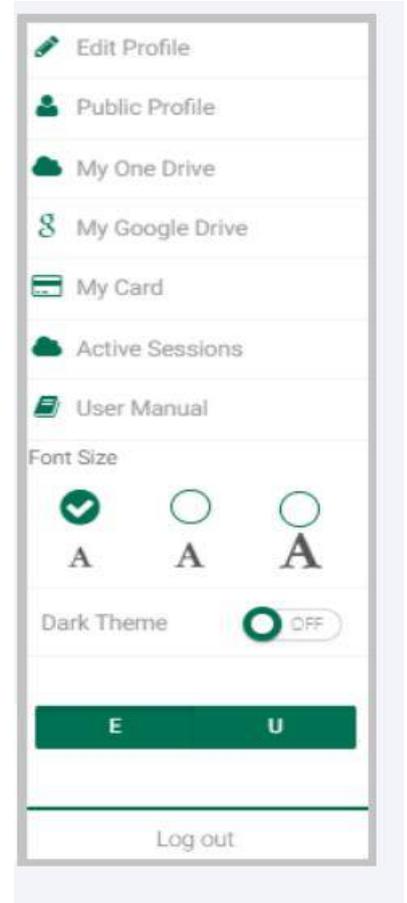
Full Name	Number of Timeslots	Number of Preparations	Percentage
Syedra Iraj Kazim	1	0	0.00

PERSONAL MENU

The **Personal menu** is a list of tabs that contains all information about the user which will help you access and edit any of your information.

Personal Menu Contents:

1. **Edit Profile** in which you will find all your profile settings.
2. **Public Profile** that shows you how others can view your profile. You can manage it from **Edit Profile**.
3. **My One Drive** which allows you to use and share your One Drive files. It requires you to link your account with your Microsoft account first. See how from **Edit Profile**.
4. **My Google Drive** allows you to use and share your Google Drive files. It requires you to link your account with your Microsoft account first. See how from **Edit Profile**.
5. **My Card** that shows your card points.
6. **Active Sessions** which help you know if your account is used on several devices.
7. **Font Size** by which you can enlarge the default interface font size.
8. **Dark Theme** to turn on the dark theme of the interface.
9. **Language Switcher**.
10. **Log Out** button to log out from your account in LMS.



EDIT PROFILE

This is the main page on which you can edit your profile.

At the top of the page, you can see your profile picture and your username. You can click your image to upload a new profile picture. You can also check what your public profile looks like, and manage what should be published here from the **Public Profile Settings** tab.



Then, you will find several tabs for you to choose from.

Account Settings:

LMS offers an advanced option. It can speak to, welcome, and talk to you via voice commands. You can allow/disallow a welcome message by checking the corresponding box.

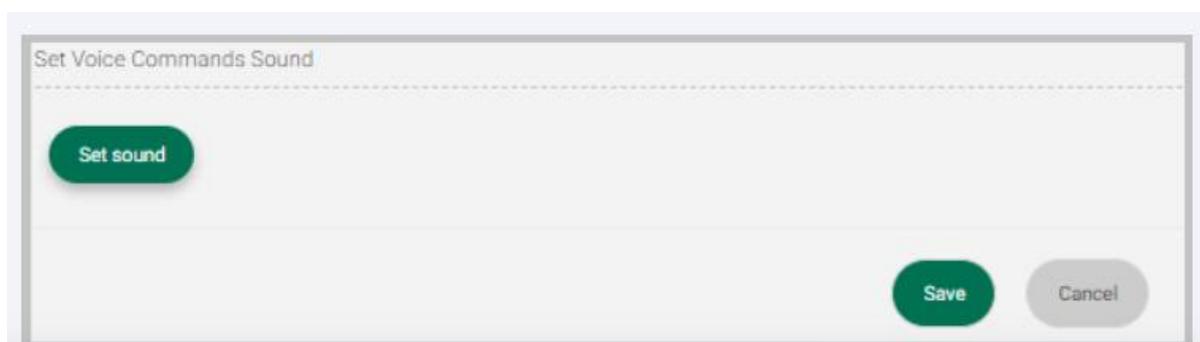
LMS also allows you to add your **Zoom** account and reset your password. **Be careful !!** Do not disconnect your account or reset it unless you have been asked to by your school admin, or you forgot your password.

In addition, LMS allows you to link your account with Google Drive.

Note: All your Google Drive files will be linked with your LMS account.

You also can set voice commands sound. You can orally order LMS to reach the required pages. All you need to do is click the **Set Sound** tab.

When you finish editing your account settings, click **Save** to update your edits.



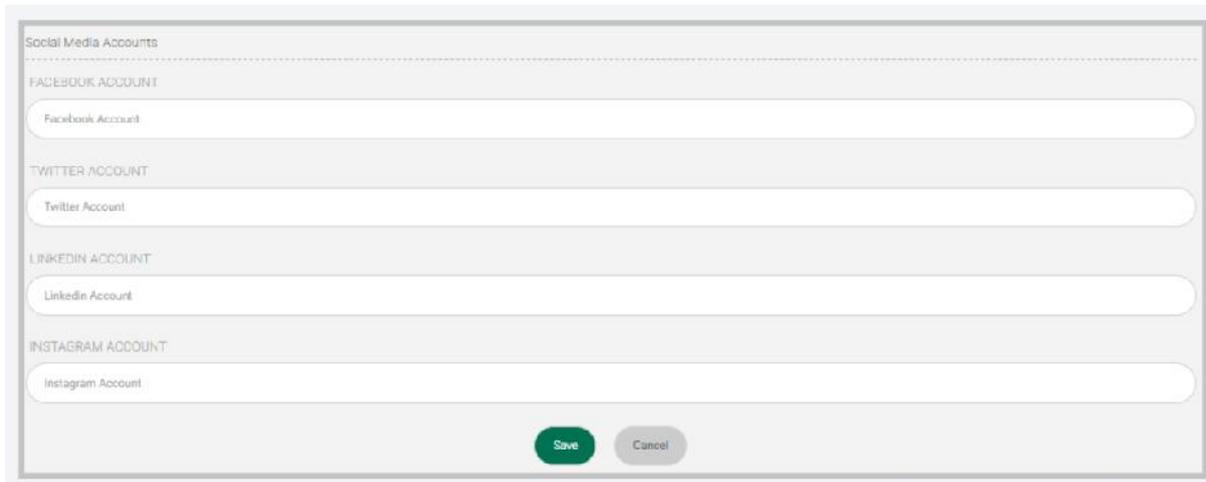
Contact Info:

The contact information tab contains all the personal information you need to add to complete your personal profile.

Type your address, phone number, mobile number, email, information about yourself you want to add, and social media accounts, each in its right box.

Note: You need to insert your Gmail or MS account to enable logging in using one of them. You will receive a red message later to verify your email.

When you are finished, click **Save**.

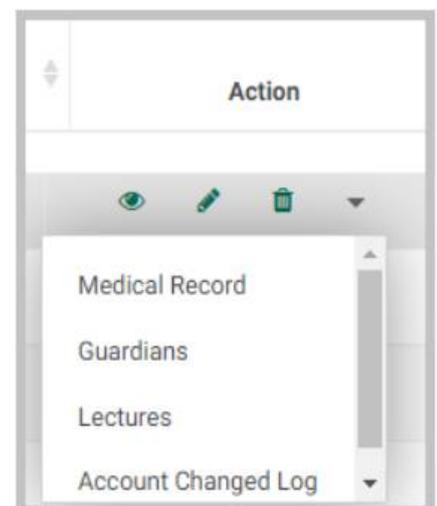


STUDENTS

As a manager, you can monitor students' numbers, registrations, absences, behaviors, etc. through the **Students** page.

Students Page Contents:

- The **Students Numbers Report** button: It displays a report for students' numbers.
- The **Add Student** button: It allows you to add new students to your school.
- The **Advanced Students List** button: It views the Students' documents and allows you to send a notification for a selected group of students to update their face ID.
- The **Update Students status** button: It allows you to properly import students.
- The **Search** fields to search for the required student by (ID number – Name – Stage – Class).
- A table that displays students and their information. Through the Action column:
 - Click **Student details** to view the student's data.
 - Click **Student Page** to display the student's home page.
 - Click **Student Behaviors** to view the student's positive/negative behaviors.



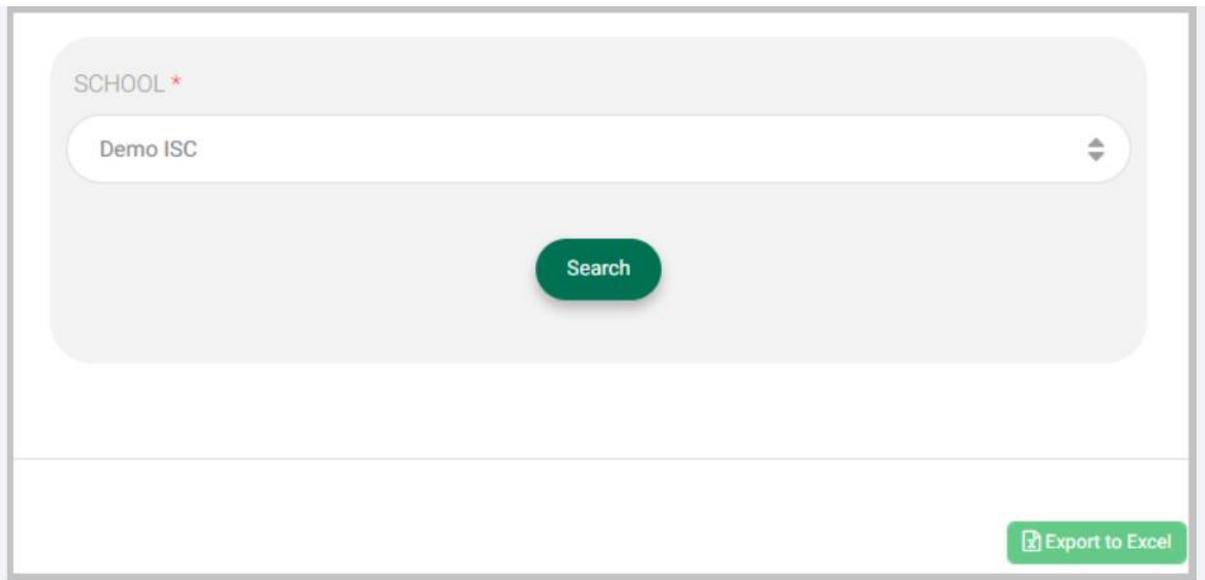
- Click the small arrow to view more options like (**Student Leaves – Medical Record – Account Changed Log**).



STUDENTS' NUMBERS REPORT

To Generate a Students' Numbers Report:

1. Select the school.
2. Click **Search** to view the report.
3. A table containing the number of students in each stage shows.
4. Click the **Export to Excel** button to export the report to an Excel sheet.



The screenshot shows a web interface for generating a report. At the top, there is a label 'SCHOOL *' in red. Below it is a search input field containing the text 'Demo ISC'. To the right of the input field is a small downward-pointing arrow icon. Below the input field is a green button with the text 'Search'. At the bottom right of the interface is another green button with a document icon and the text 'Export to Excel'.

REGISTRATION APPROVAL

Registration Approval Buttons:

- **Students numbers report** to generate a report about the number of registered students.
- **Registration Levels Vacancy & Capacity** to determine the levels of vacancy and capacity.

To Search for Students' Registration Approval:

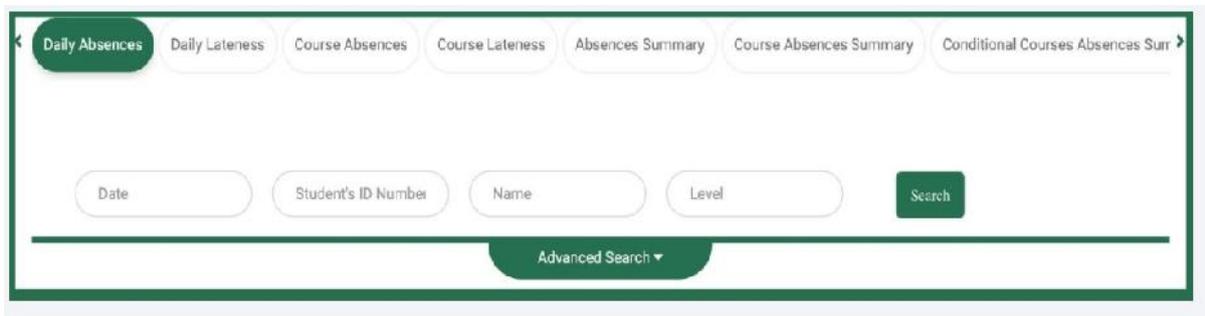
- Select the school.
- Select **Requests** if you want to view the list of new registration requests, and select **Archive** if you want to view the list of old registration requests.
- Click **Search** to view the list of students.
- You can change the status of the selected students.

ABSENCES AND BEHAVIORS REPORTS

LMS allows you to generate different kinds of reports and summaries through the **Absences and Behaviors Reports** page.

Absences and Behaviors Reports Page Contents:

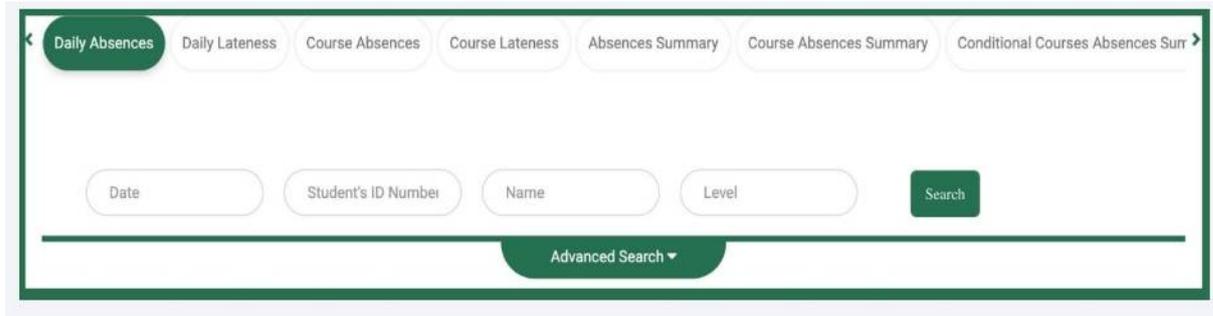
- Daily Absences Report
- Daily Lateness Report
- Course Absences Report
- Course Lateness Report
- Absences Summary
- Course Absences Summary
- Conditional Course Absences Summary
- Behaviors Report
- Students Leaves
- Student Affairs Summary
- Students Statistics



DAILY ABSENCES

You can view and monitor students' daily absences through the **Daily Absences** page to keep track of your school's students.

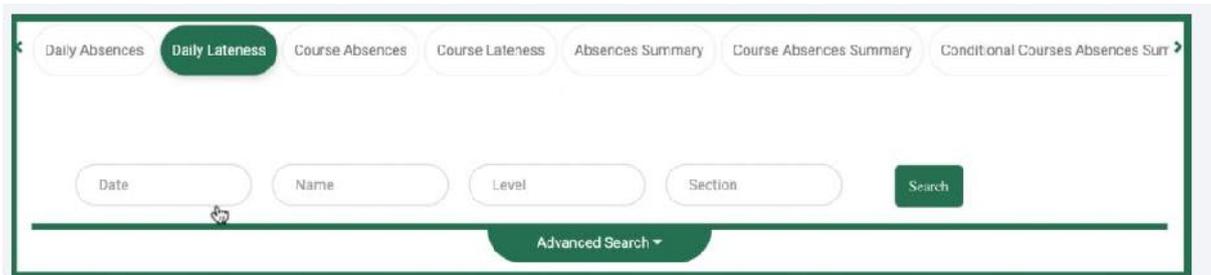
- To view the daily absences list, click **Daily Absences**. You can comment in the **Comments** field about any of the student's absences.
- You also can search for students' absences by date, name, level, or section.



DAILY LATENESS

You can view and monitor students' daily lateness through the **Daily Lateness** page to keep track of your school's students.

- To view the daily lateness list, click **Daily Lateness**. You can comment in the **Comments** field about any of the students' lateness.
- You also can search for students' lateness by date, name, level, or section.



COURSE ABSENCES

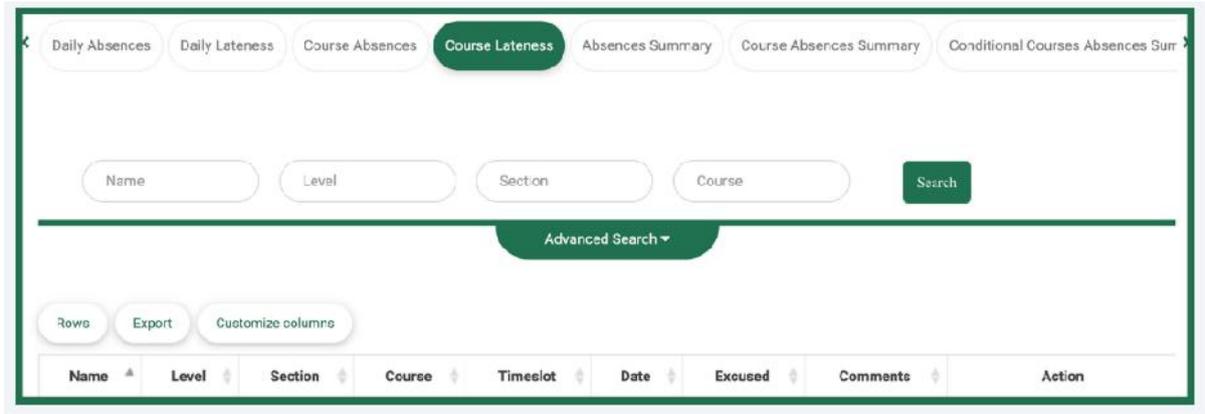
You can view and monitor students' course absences through the **Course Absences** page to keep track of your school's students.

- To view the course absences list, click **Course Absences**. You can comment in the **Comments** field about any of the student's absences.
- You also can search for students' absences by name, level, section, or course.

COURSE LATENESS

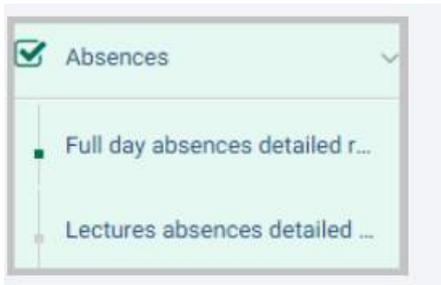
You can view and monitor students' course lateness through the **Course Lateness** page to keep track of your school's students.

- To view the course Lateness list, click **Course Lateness**. You can comment in the **Comments** field about any of the students' lateness.
- You also can search for students' lateness by name, level, section, or course.



ABSENCES

This feature allows you to generate students' full-day absences detailed report and student' lectures absences detailed report.

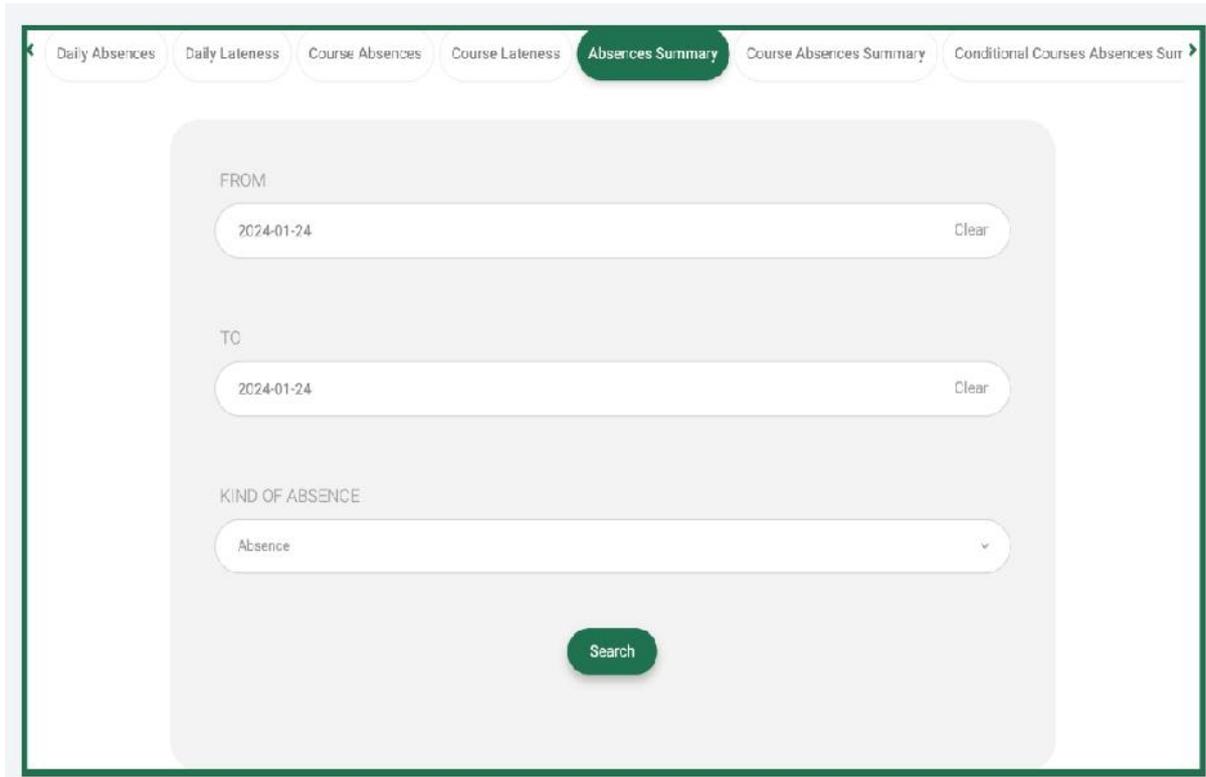


ABSENCES SUMMARY REPORT

Through this page, you can generate an absences summary report during a specific period.

To Generate an Absences Summary Report:

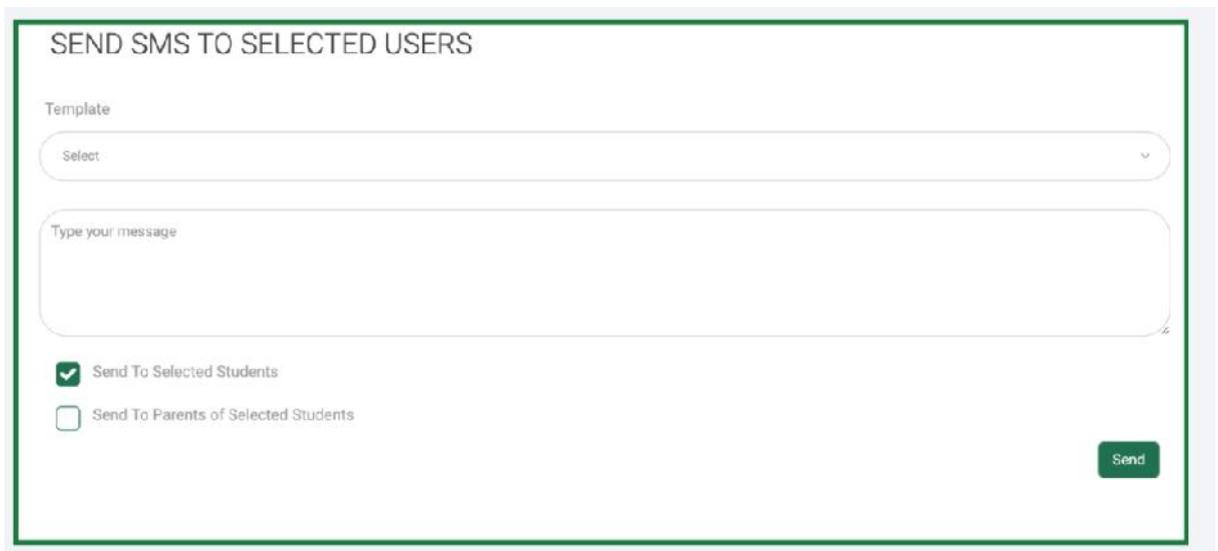
1. Click **Absences Summary**.
2. Set the starting date of your report in the **From** field.
3. Set the ending date for your report in the **To** field.
4. Select the type of absence.
5. Click **Search** to view the report.



After you generate the report, you can send an SMS to the students and their parents.

To Send an SMS to Selected Users:

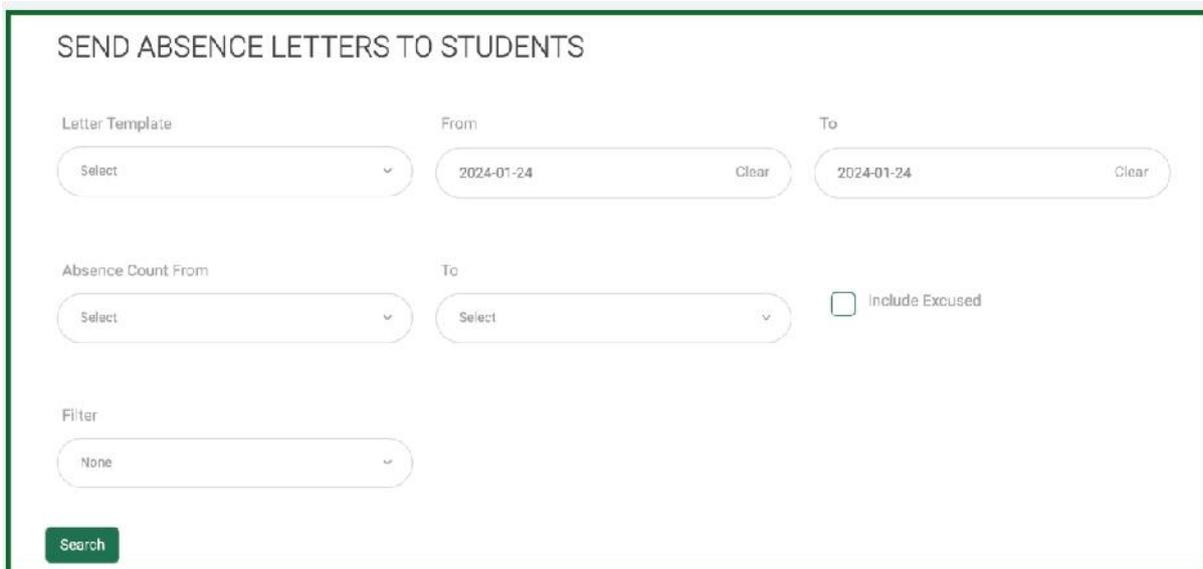
1. Select the template of the SMS that you want to send.
2. Type the SMS message content.
3. Choose whether to send the message to the selected students, or parents of the selected students in the list.
4. Click **Send** to send the message.



You also can send absence letters to students on this page.

To Send an Absence Letter to a Student:

1. Choose the letter template that you want to send to the student or their parents.
2. Set the starting and ending date in the From and To fields.
3. Specify the starting and ending limit for the number of absences in the Absence Count from and To fields.
4. Check the checkbox if you want to include the excused absence number in the number of recorded absences.
5. You can filter the students' absence using the options in the list such as (Stage, Level, and Section).
6. Click Search to send the absence letter based on the search filter.



SEND ABSENCE LETTERS TO STUDENTS

Letter Template: Select (dropdown)

From: 2024-01-24 (text) Clear (button)

To: 2024-01-24 (text) Clear (button)

Absence Count From: Select (dropdown)

To: Select (dropdown)

Include Excused

Filter: None (dropdown)

Search (button)

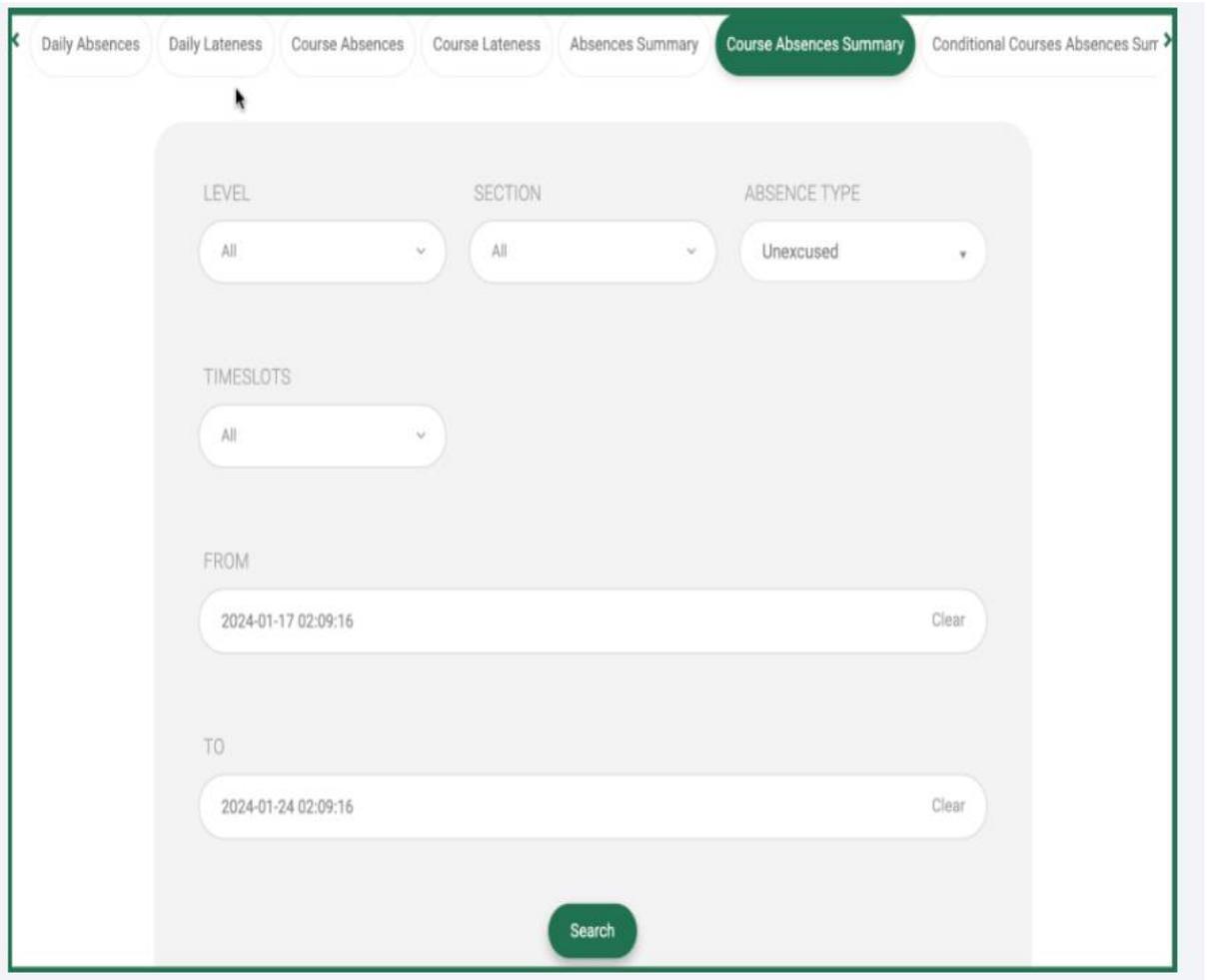
COURSE ABSENCES SUMMARY

Through this page, you can generate a course absences summary report during a specific period.

To Generate a Course Absences Summary Report:

1. Click **Course Absence Summary** on the **Absences and Behaviors Reports** page.
2. Select the **Level**.
3. Select the **Section**.
4. Select the **Absence Type**.
5. Select the **Timeslots**.
6. Set the starting date for your report in the **From** field.
7. Set the ending date for your report in the **To** field.

8. Click **Search** to view the report.



You also can send lecture absence letters to students on this page.

To Send a Lectures Absence Letter to a Student:

1. Choose the letter template you want to send to the student or their parents.
2. Set the starting and ending date in the From and To fields.
3. Select the starting and ending limit for the number of absences in the Absence Count From and To fields.
4. Check the checkbox if you want to include the excused absence number in the number of recorded absences.
5. You can filter the students' absence using the options in the list such as (Stage, Level, and Section).
6. Click Search to send the lecture's absence letter based on the search filter.

SEND LECTURES ABSENCE LETTERS TO STUDENTS

Letter Template

Select

From To

2024-01-17 02:09:16 Clear

2024-01-24 02:09:16 Clear

Absence Count From To Include Excused

Select

Select

Filter

None

Search

LECTURES ABSENCES

This page allows you to view a list of teachers' absences based on lectures in detail, and you can delete any of these absences if you want.

- The **Search** fields allow you to search for any particular teacher's absences by his/her Name, Course, Date, or Level. Click the **Advanced Search** button to show these options.

Home / Teachers / Lectures Absences

Name

Course

Date

Level

Search

Rows

Export

Customize columns

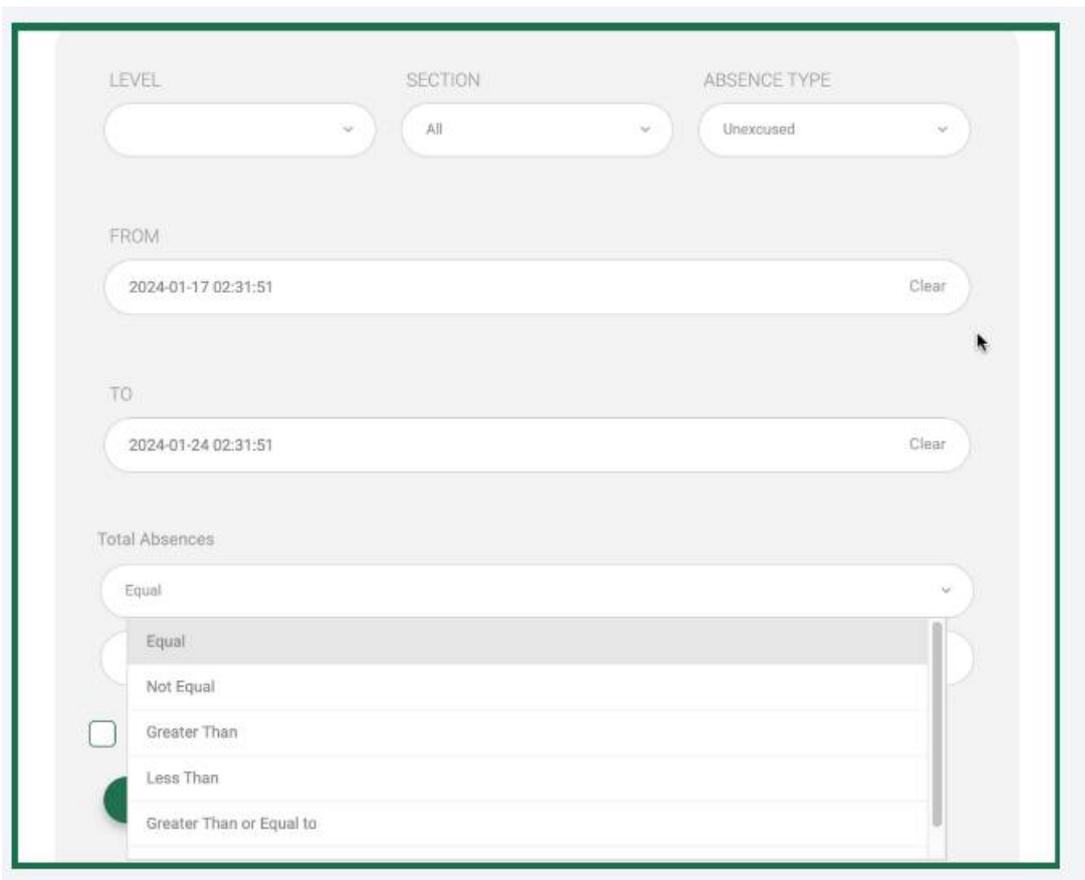
Name	Course	Timeslot	Level	Excused	Date	Action
------	--------	----------	-------	---------	------	--------

CONDITIONAL COURSE ABSENCES SUMMARY

On this page, you can specify your report by adding a condition to it. For example, you can generate a report for the course absences above 3 for a certain section.

To Generate a Conditional Course Absences Summary Report :

1. Click **Conditional Course Absences Summary** on the **Absences and Behaviors Report** page.
2. Select the **Level**.
3. Select the **Section**.
4. Select the **Absence Type**.
5. Set the starting date for your report in the **From** field.
6. Set the ending date for your report in the **To** field.
7. Select the **Total Absences** status.
8. Write the maximum number for the absence.
9. You can add one more condition related to the absence number by checking the **Add One More Condition** checkbox.
10. Click **Search** to view the report.



The screenshot shows a web form for generating a Conditional Course Absences Summary. It includes three dropdown menus for 'LEVEL', 'SECTION' (set to 'All'), and 'ABSENCE TYPE' (set to 'Unexcused'). Below these are two date input fields: 'FROM' (2024-01-17 02:31:51) and 'TO' (2024-01-24 02:31:51), each with a 'Clear' button. A 'Total Absences' dropdown menu is open, showing options: 'Equal' (selected), 'Not Equal', 'Greater Than' (with an unchecked checkbox), 'Less Than', and 'Greater Than or Equal to'.

BEHAVIORS REPORT

As a manager, LMS allows you to monitor student's behavior through the **Behaviors Report** page.

To Generate a Behaviors Report:

1. Click **Behaviors Report** on the **Absences and Behaviors Reports** page.

2. Set the starting date for your report in the **From** field.
3. Set the ending date for your report in the **To** field.
4. Select the **Level** or choose **All**.
5. Select the **Section** or choose **All**.
6. Click **Search** to view the report.
7. Click **Export to Excel** to export the report to an Excel file.



The screenshot shows a form for generating a report. It contains the following elements:

- FROM:** A text input field containing "2024-01-16 02:53:29" and a "Clear" button.
- TO:** A text input field containing "2024-01-23 02:53:29" and a "Clear" button.
- CHOOSE LEVEL:** A dropdown menu with "All" selected.
- CHOOSE SECTION:** A dropdown menu with "All" selected.
- Search:** A green button with the text "Search".

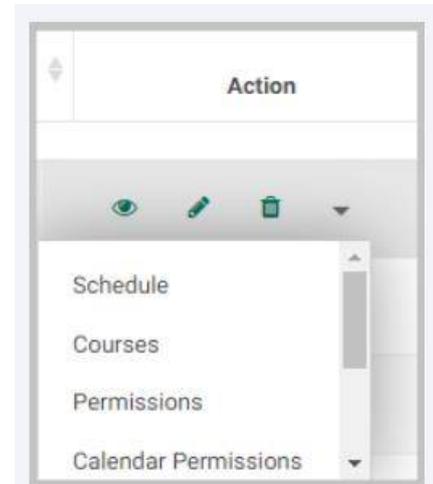
TEACHERS

Now, through LMS, you can monitor your school's teachers to follow up on them regularly.

Teachers Page Content:

- The **Workload Report** button to view all teachers' schedules.
- The **Teachers Timeslots** button to view the timeslot for each teacher.
- The **School Schedule** button to view the whole schedule for the school.
- The **Lectures Absences** button to see a list of teachers' absences based on lectures in detail.
- The **Daily Absences** button to see a list of teachers' daily absences in detail.

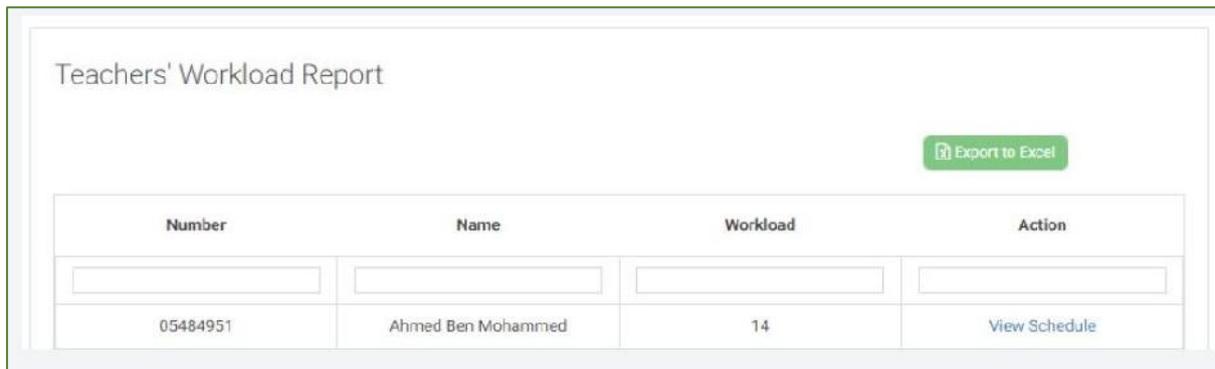
- A table of the teachers of the school where you can:
 - View all the information about each teacher by clicking **Teacher Details**.
 - View the class schedule for each teacher by clicking **Schedule**.
 - View more options by clicking the small arrow.



WORKLOAD REPORT

On the **Workload Report** page, you can see a table of your school's teachers and their workload. Click **View Schedule** to check the schedule of each teacher.

- Click **Export to Excel** to export the report to an Excel file.



The screenshot shows the "Teachers' Workload Report" page. At the top right, there is a green button labeled "Export to Excel". Below it is a table with the following data:

Number	Name	Workload	Action
05484951	Ahmed Ben Mohammed	14	View Schedule

TEACHERS TIMESLOTS

Through the **Teachers Timeslots** page, you can delete all lectures' timeslots or add new ones.

- Click **Manage Timeslots** from the **Action** column beside the required teacher and course in the table below to add new timeslots.

Course	Teaching Language	Action
Math	English	Manage Timeslots
Urdu123	English	Manage Timeslots
General Knowledge	English	Manage Timeslots
English	English	Manage Timeslots
urdu course	English	Manage Timeslots
Math	English	Manage Timeslots
Physics	English	Manage Timeslots
MATH 2	English	Manage Timeslots

SCHOOL SCHEDULE

On the **School Schedule** page, you can view the whole schedule of the school and print it.

School Schedule							
	Test Science Timeslot	period 1	2nd Period	3rd Period	slottt hader	Period 5	4th Period
Monday	Test Science Course Grade 1 - A teach nad	English Grade 2 - A Jalaliddin Ahmed	General Knowledge Grade 2 - A Shahla (Teacher)	English Grade 2 - A Jalaliddin Ahmed	khlood-Math Grade 2 - A teach nad		English Grade 2 - A Jalaliddin Ahmed
		test course icon Grade 2 - A Shahla (Teacher)					urdu course Grade 4 - A Shahla (Teacher)
		Math Grade 2 - A Syeda Iraj Kazmi					

PARENTS

The **Parents** page is used to view a table of all school's parents and their details.

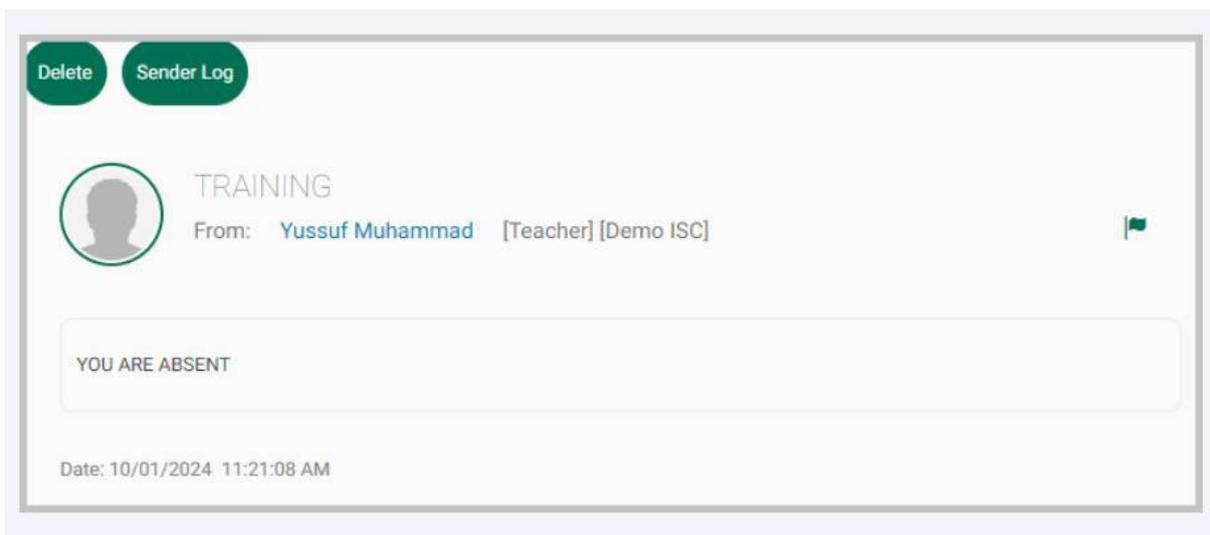
To Browse Parents' information:

1. Click **Guardians** from the main menu.
2. A table containing all parents shows.
3. Click **Details** from the **Action** column next to the required parent to view more information about them.

MESSAGES LOG

On the **Messages Log** page, a table appears containing all messages between users in LMS and their details; from the sender's name to the date of the message.

- Click the subject of the message you want, to view its content.



CLASS VISITS

Using the **Class Visits** feature, you can visit the teachers' virtual classrooms and after reviewing their content, you can evaluate their work.

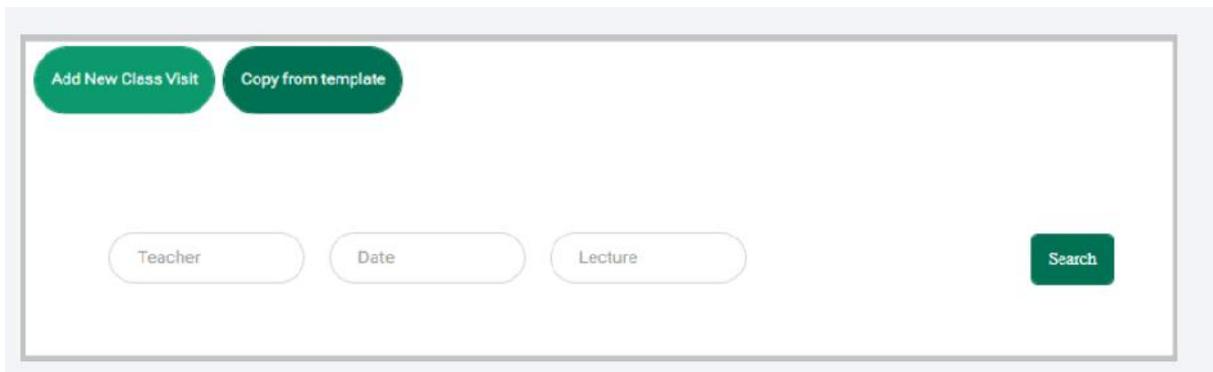
To Browse Class Visits:

1. Click **Class Visits** from the main menu.
2. Click the **Add New Class Visit** button to add a new class visit to a teacher.
3. Click the **Copy from Template** button to copy a class visit from previously used templates to reuse them more than once.
4. Use the **Search** fields to search for a specific class visit by the teacher's name or the date of the form.

5. From the Action column in the table, you can:

- Edit the form
- Delete the form
- Evaluate the form
- Click the small arrow to display the Class Visit Report which can be exported to an Excel file.

Note: If the mark in the private visit column is the sign X, it means that the visit is not private, but if it is a green tick sign, it means that the visit is private.

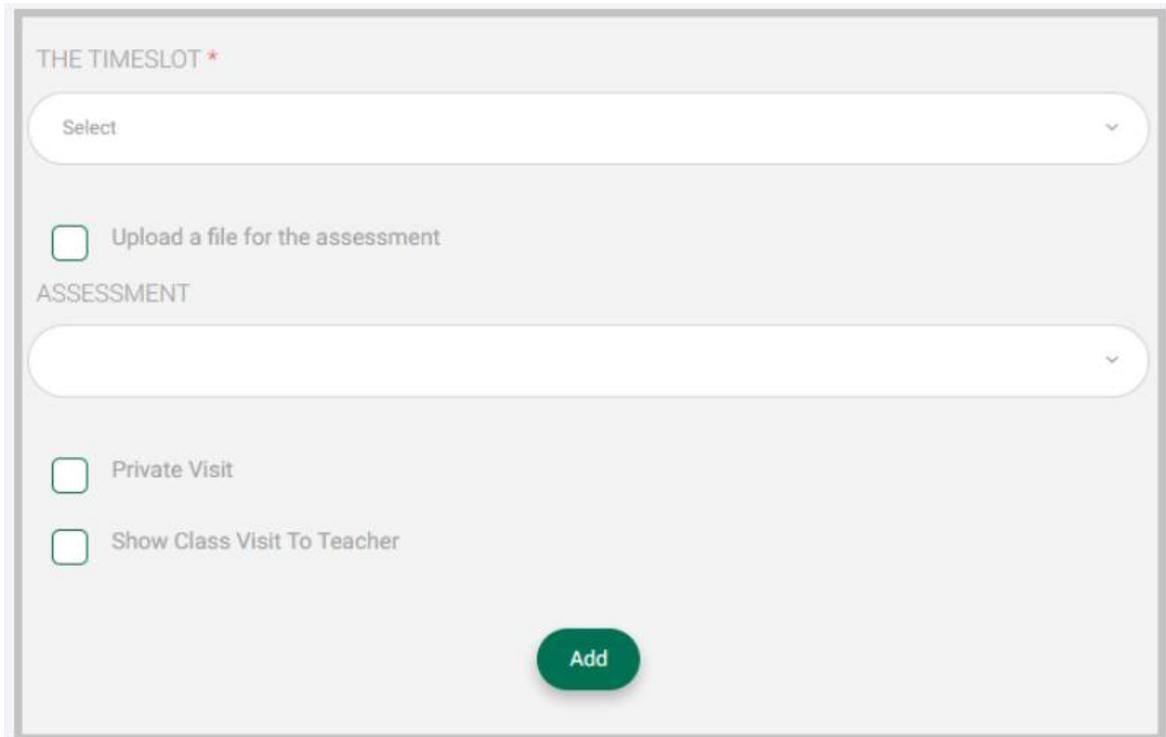


ADDING NEW CLASS VISITS

To Add a New Class Visit:

1. Click the **Add New Class Visit** button from the **Class Visits** page.
2. Choose the teacher you want to evaluate.
3. Choose the lecture you want to visit.
4. Set the date of the visit.
5. Choose the timeslot of the class.
6. Choose the template you will use to evaluate the teacher's class from the **Assessment** drop-down list.
7. Check the **Private Visit** checkbox if you want the visit to be private.
8. Check the **Show Class Visit To Teacher** checkbox if you want to notify the teacher of the class visit.

9. Click **Add** to add the class visit.

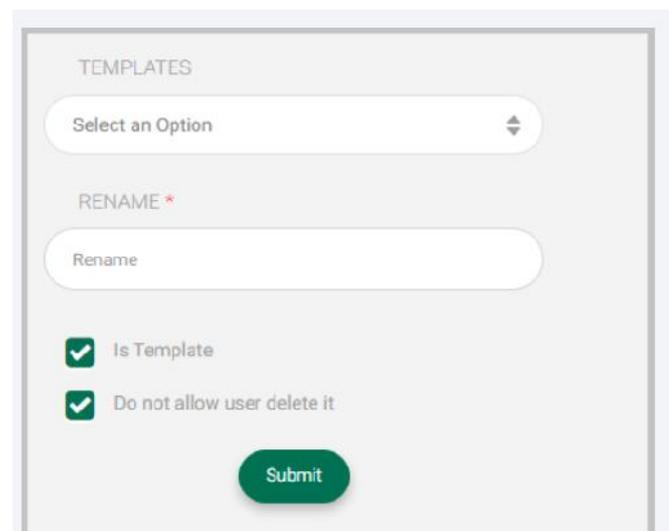


The screenshot shows a form titled "THE TIMESLOT *". It contains a dropdown menu with "Select" as the placeholder. Below this is a checkbox labeled "Upload a file for the assessment". Underneath is a section titled "ASSESSMENT" with another dropdown menu. At the bottom of the form are two checkboxes: "Private Visit" and "Show Class Visit To Teacher". A green "Add" button is centered at the bottom of the form.

COPY FROM TEMPLATE

To Copy a Class Visit from the Template:

1. Choose the type of template you are going to copy from.
2. Choose the school(s) to which you want to copy this template to be able to use it later in your class visits.
3. Choose the school you want to copy the template from.
4. Select the **Year**.
5. Select the **Semester**.
6. Select the **Template**.
7. Rename the template as you want.
8. Check the **IS Template** checkbox if you want the assessment template to be a template which means that you can use it later to copy more assessment templates.
9. Check the **Do not Allow User to Delete It** checkbox if you do not want any user to delete your template.
10. Click **Submit** to submit your new assessment template.

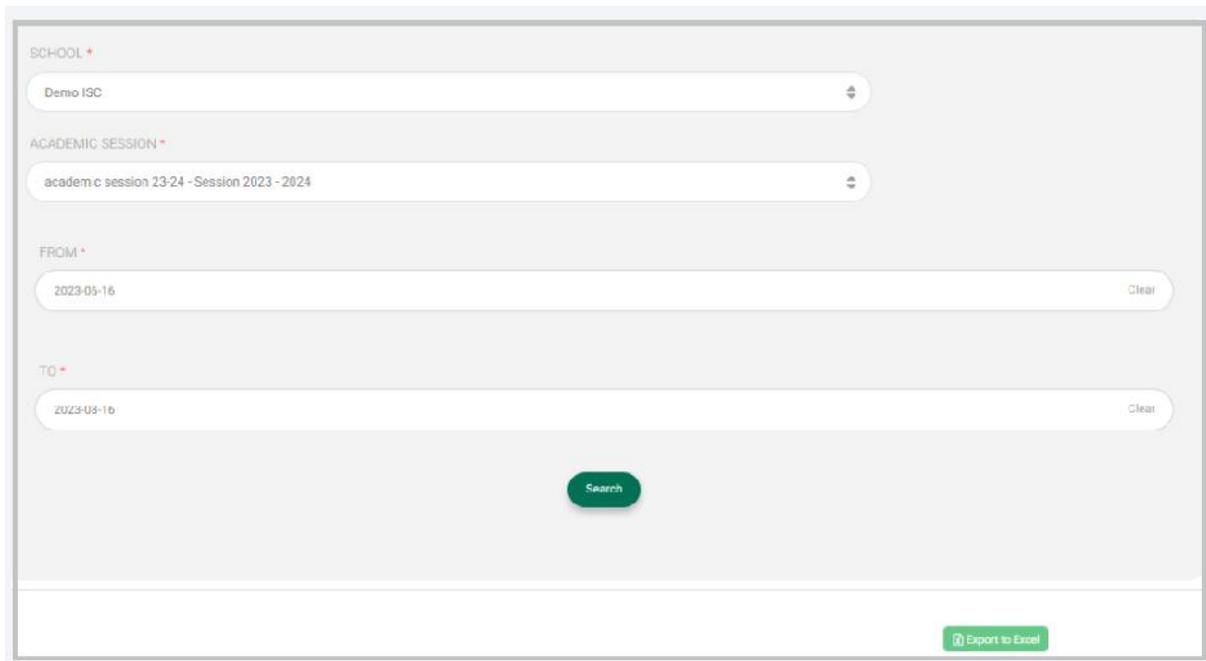


The screenshot shows a form titled "TEMPLATES". It features a dropdown menu with "Select an Option" as the placeholder. Below this is a section titled "RENAME *" with a text input field containing the word "Rename". There are two checked checkboxes: "Is Template" and "Do not allow user delete it". A green "Submit" button is located at the bottom right of the form.

FULL-DAY ABSENCES DETAILED REPORT

To Generate a Full-day Absences Detailed Report:

1. Click **Reports** from the main menu, then choose **Full Day Absences Detailed Report**.
2. Select the school you want to generate its absences report from the **School** drop-down list.
3. Select the semester you want from the **Semester** drop-down list.
4. Set the starting date in the **From** field.
5. Set the ending date in the **To** field.
6. Click **Search** to generate the report.
7. A table containing percentages about the students' absences is shown, so drag the scroll bar vertically and horizontally to browse the whole data in the general report.
8. Click **Export to Excel** to export the report to an Excel sheet.



The screenshot shows a web form for generating a Full Day Absences Detailed Report. It includes the following fields and buttons:

- SCHOOL ***: A dropdown menu with "Demo ISC" selected.
- ACADEMIC SESSION ***: A dropdown menu with "academic session 23-24 -Session 2023 - 2024" selected.
- FROM ***: A date input field with "2023-05-16" and a "Clear" button.
- TO ***: A date input field with "2023-08-16" and a "Clear" button.
- Search**: A green button to generate the report.
- Export to Excel**: A green button at the bottom right to export the report.

ANNOUNCEMENT

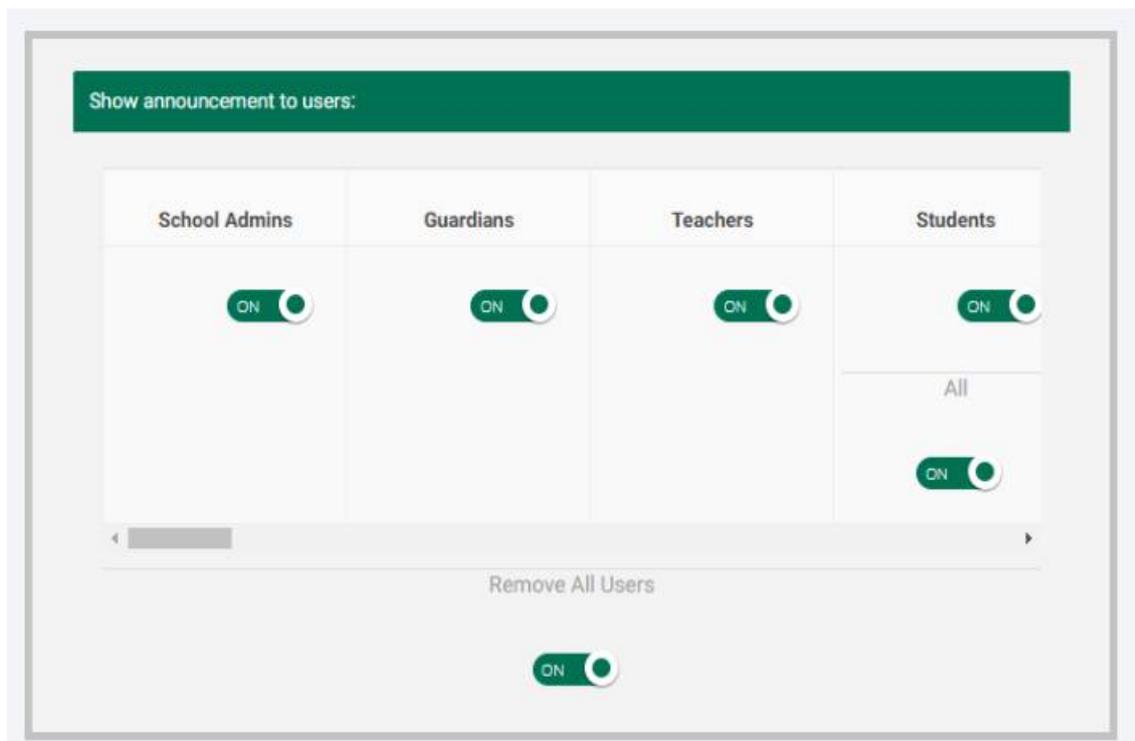
The **Announcements** page is used to post announcements for the school users to see once they log into their accounts.

- Click the Add Announcement button to add a new announcement, then you can:
 - View the announcement
 - Edit the announcement
 - Delete the announcement

ADD ANNOUNCEMENTS

To Add an Announcement:

1. Add a title for your announcement.
2. Add an Image, text, or video, or add a YouTube link using the editor.
3. Choose the users in whose account you want the announcement to show by turning on the toggle.
4. Turn on the toggle below the table to show the announcement to all users at once.
5. Set the announcement **Start** date.
6. Set the announcement **End** date.
7. Type the name of the school where you want your announcement to appear in the **List Schools** text field.
8. Click **Submit** to send your announcement.

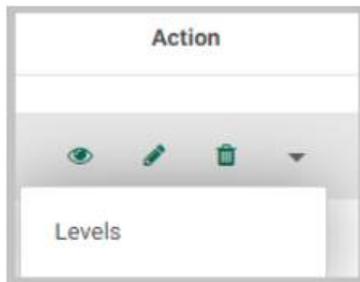


STAGES

The **Stages** page shows you a table of the school's academic stages and their levels and sections.

From the Action Column:

- Click the **eye** icon next to the stage required to start viewing its information.
- Click the **Levels** button to start viewing levels and sections of the chosen stage.

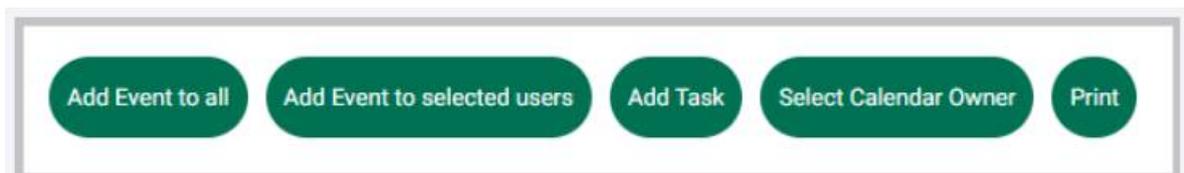


CALENDAR

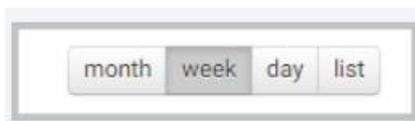
The **Calendar** helps you add events with specific times and dates to properly manage your arrangements.

To Browse Calendar:

1. Click the **Calendar** tab from the main menu.
2. Click **Add Event to all** to add an event to all users, or click **Add Event to selected users** to add events to specific users.



3. Navigate through Days\Weeks\Months by going **forward** and **backward** by clicking the small arrows. Click **Today** and the system will redirect you to the current date.
4. Choose how to view the calendar format (**Daily\Weekly\Monthly**) from the radio buttons below.

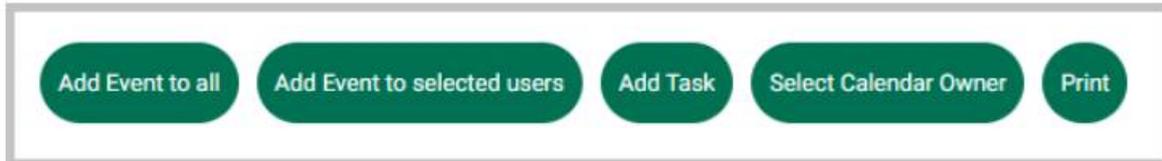


5. After adding an event, you can see it in the calendar as an added calendar item.
6. Use the **Print** button to print the calendar with the events created.

ADDING EVENTS

The first thing you need to do is click the **Add Event to All** button on the **Calendar** page.

Note: *If this event will be added to specific users, then choose the **Add Event to Selected Users** button.*



To Add an Event to All:

1. Add a **title** for your event.
2. Write a **description** to describe this event.
3. Set the **Start** date and time for this event.
4. Set the **End** date and time for this event.
5. Check the **All Day** checkbox if this event will last all day instead of setting a start and end time for it.
6. Click **Submit** to save your event settings.

7. A message indicating that the event has been successfully saved will show at the top of the calendar.

ADD EVENT

TITLE *

DESCRIPTION

START

 Clear

END

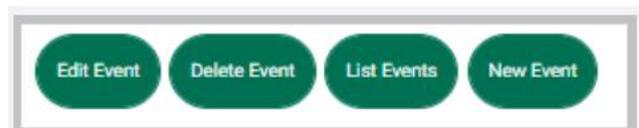
 Clear

All Day*

EDITING EVENTS

To Edit an Event:

1. Click the name of the event you created from the calendar.
2. Click **Edit Event**.
3. Add the edits you want.
4. Click **Submit** to save your edits.
 - To delete an event, click **Delete Event**.
 - To view all events, click **List Events**.
 - To create a new event, click **New Event**.

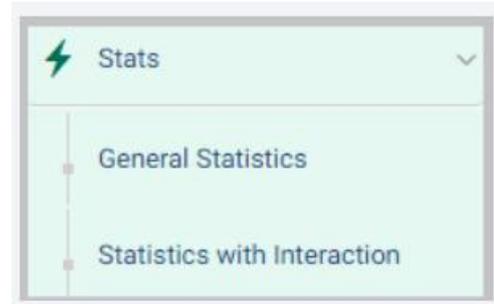


STATS

The **Stats** page helps you keep track of your school teachers' progress by viewing their statistics.

Stats Page Contents:

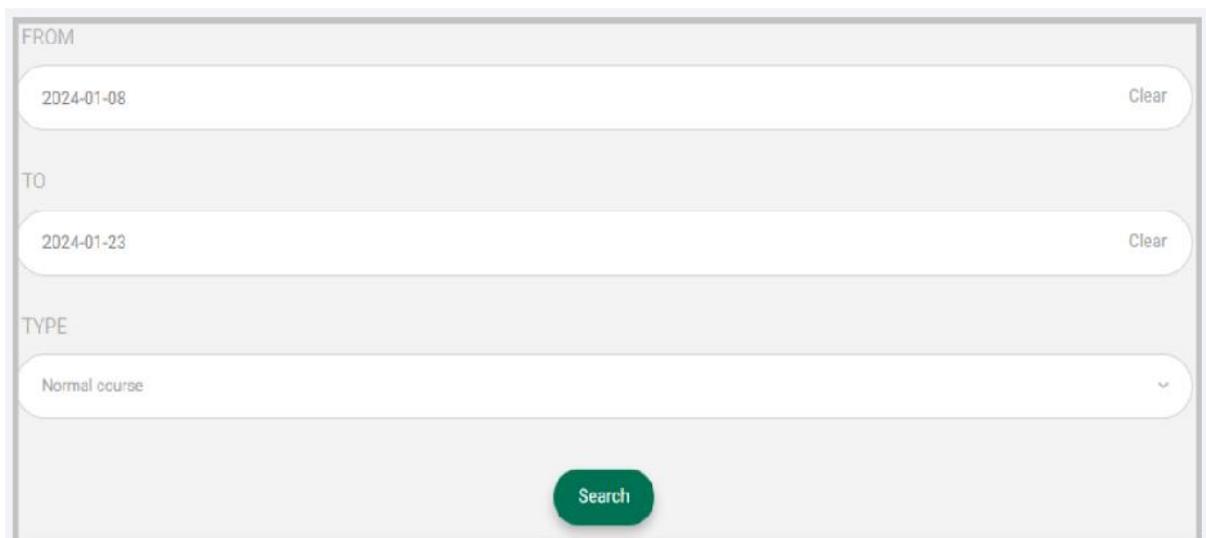
- The **Communication Statistic** button to view communication tools statistics.
- The **General Statistics** button to view a general statistics report about the teachers in your school.
- The **Statistics with Interaction** button to view a report about the interaction between the students and the teachers.



GENERAL STATISTICS

To Generate a General Statistics Report:

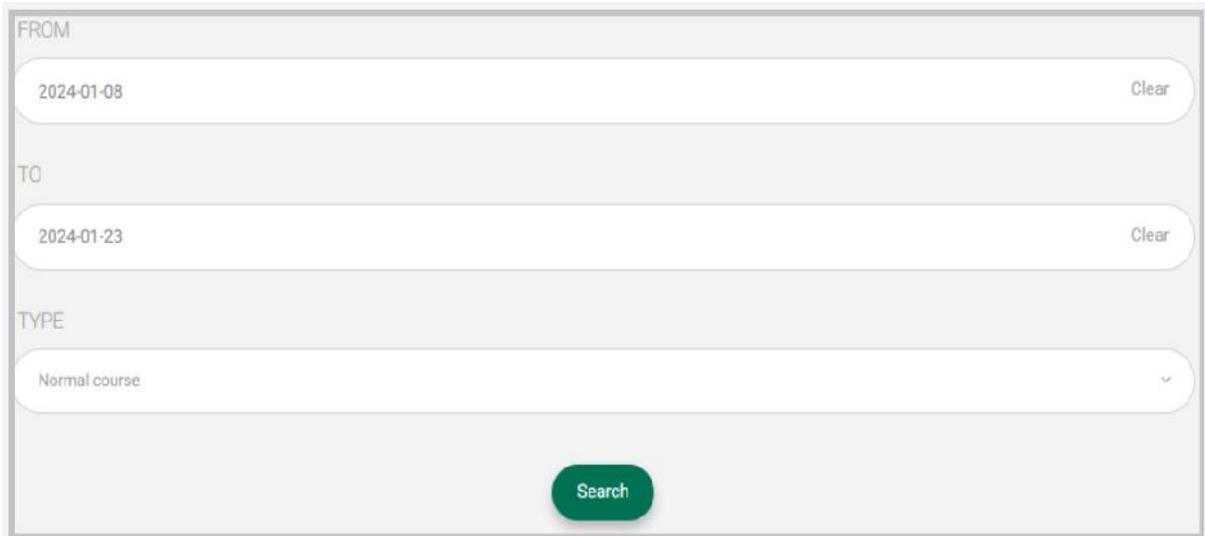
1. Click **Stats** from the main menu, then choose **General Statistics**.
2. Set the starting date for your teachers' general report in the **From** field.
3. Set the ending date for your teachers' general report in the **To** field.
4. Select the type of the general report; normal courses or training courses.
5. Click **Search** to generate the report.
6. A table containing figures about the teachers' statistics is shown, so drag the scroll bar vertically and horizontally to browse the whole data in the general report.
7. Click **Export to Excel** to export the report to an Excel sheet.

A screenshot of a form for generating a general statistics report. The form has three main sections: 'FROM', 'TO', and 'TYPE'. The 'FROM' section has a date input field with '2024-01-08' and a 'Clear' button. The 'TO' section has a date input field with '2024-01-23' and a 'Clear' button. The 'TYPE' section has a dropdown menu with 'Normal course' selected. At the bottom of the form is a green 'Search' button.

STATISTICS WITH INTERACTION

To Generate a Statistics with Interaction Report :

1. Click **Stats** from the main menu, then choose **Statistics with Interaction**.
2. Set the starting date for your report in the **From** field.
3. Set the ending date for your report in the **To** field.
4. Select the type of the report; normal courses or training courses.
5. Click **Search** to generate the report.
6. A table containing figures about the teachers' statistics with interaction shows, so drag the scroll bar vertically and horizontally to browse the whole data in the general report.
7. Click **Export to Excel** to export the report to an Excel sheet.

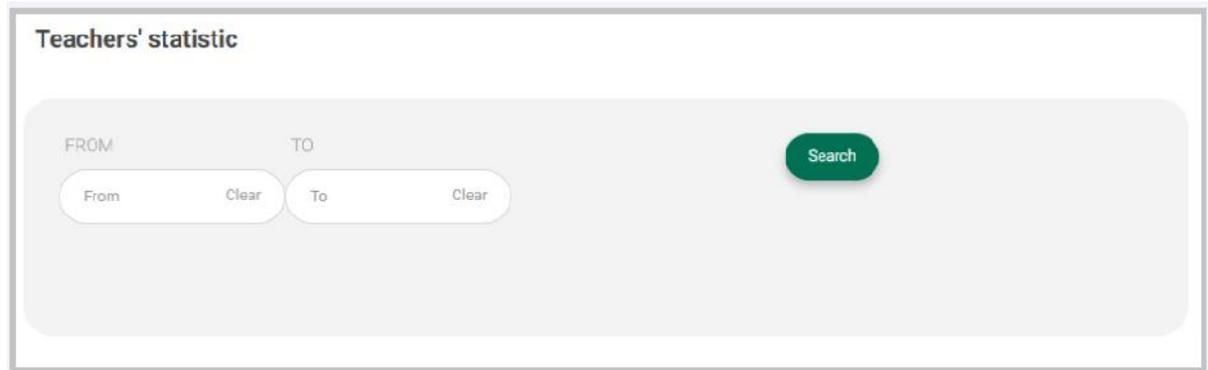


The screenshot shows a form for generating a report. It has three input fields: 'FROM' with the date '2024-01-08' and a 'Clear' button; 'TO' with the date '2024-01-23' and a 'Clear' button; and 'TYPE' with a dropdown menu showing 'Normal course'. A green 'Search' button is located at the bottom center of the form.

COMMUNICATION STATISTICS

To Generate a Communication Statistics Report:

1. Click **Stats** from the main menu, then click the **Communication Statistics** button.
2. Set the starting date in the **From** field.
3. Set the ending date in the **To** field.
4. Click **Search** to generate the report.
5. A table containing figures about the teachers' communication statistics, so drag the scroll bar vertically and horizontally to browse the whole data in the general report.
6. Click **Export to Excel** to export the report to an Excel sheet.



Teachers' statistic

FROM TO

From Clear To Clear

Search

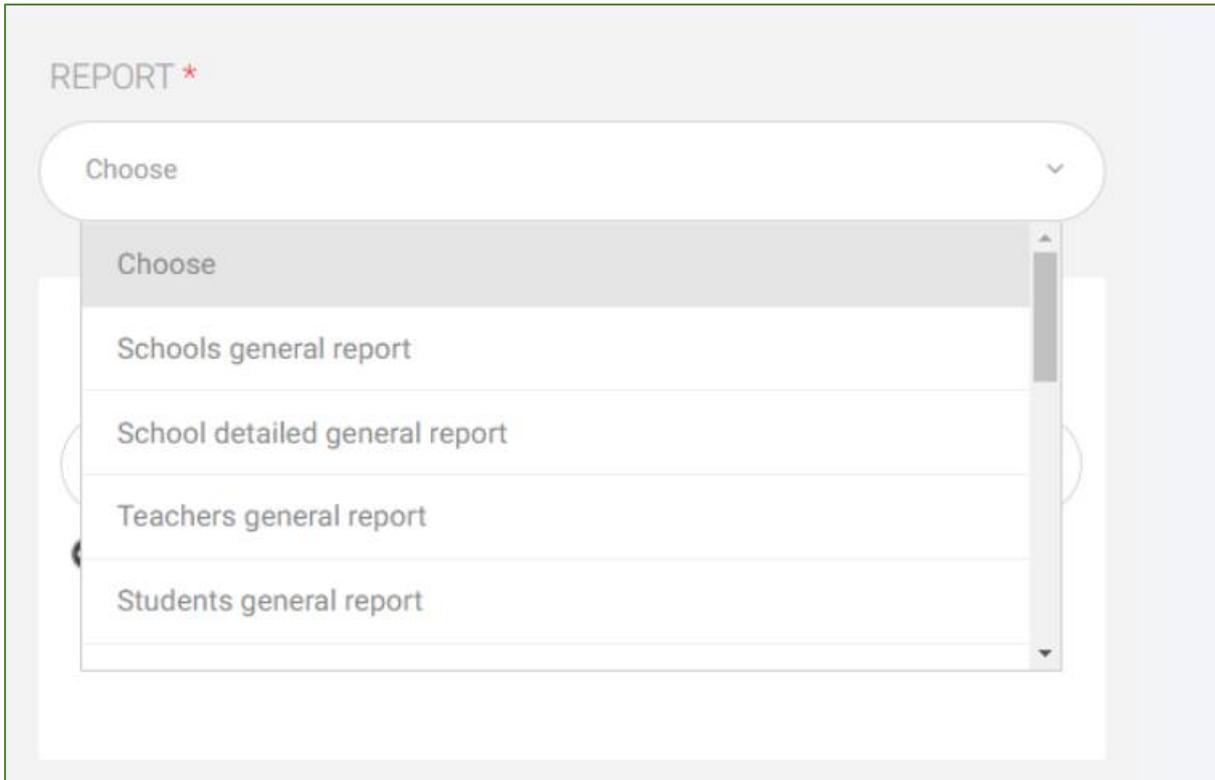
MANAGEMENT REPORTS

The **Management Reports** page is used to generate detailed management reports about the school, teachers, and students.

To Generate a Management Report:

1. Click **Management Reports** from the main menu.
2. Choose the type of report you want from the List:
 - School general report
 - School detailed general report
 - Teachers general report
 - Students' general report
 - School group general report
 - Managers' general report
 - School Manager's Activation report
 - Courses general report
 - Training courses general report
 - Teachers' login report
 - Students' login report
 - Guardians' logins report
 - Managers' login report
 - School group detailed report
3. Type the name of the school you want to generate its report in the **List School** text field.
4. Set the starting date in the **Start** field.
5. Set the ending date in the **End** field.

6. Click **Generate** to view your report.
7. Click **Export to Excel** to export the report to an Excel sheet.
8. Click **Export to PDF** to export the report to a PDF file.
9. Drag the scroll bars vertically and horizontally to browse the whole data in the general report.
10. A detailed chart for your report and a detailed chart based on the users' login appears.



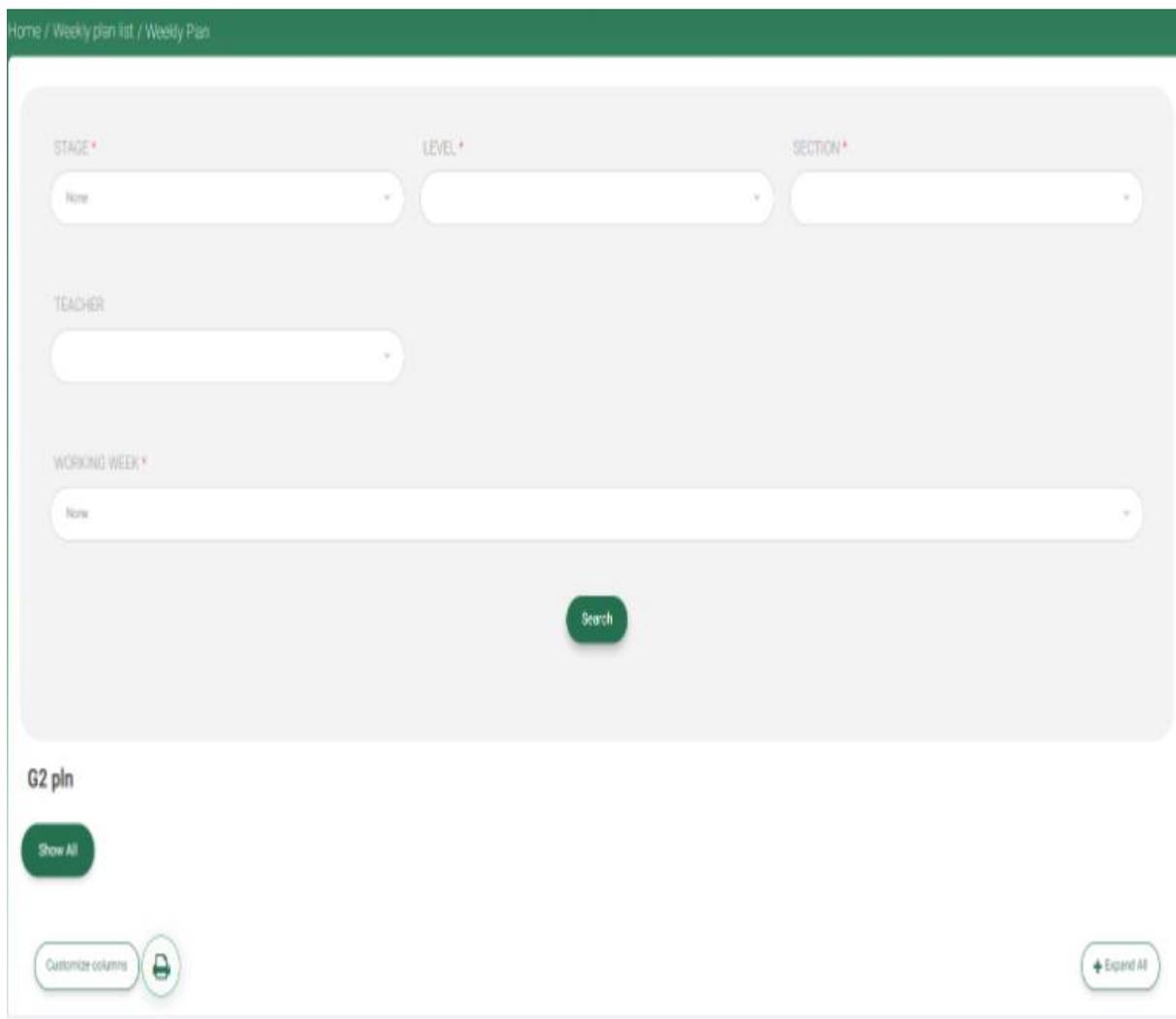
WEEKLY PLAN

Using the weekly plan, you can display the teachers' study plan during a specific period for a specific stage and class.

To Generate a Weekly Plan Report:

1. Click the **Weekly Plan** tab from the main menu.
2. Choose the school stage from the **Stage** drop-down list.
3. Choose the school level from the **Level** drop-down list.
4. Choose the section from the **Section** drop-down list.
5. Choose the teacher you want to view his or her study plan from the **Teacher** drop-down list.
6. Set the **Start** date of the report.

7. Set the **End** date of the report.
8. Click **Search** to start generating the report.
9. A table containing details about the teacher's study plan is shown at the bottom of the page.
10. Click **Export to Excel** to export the report to an Excel sheet.
11. Click the **Print** icon to print the weekly plan.
12. Click **Customize Columns** to view the essential columns in the table, or click **Show All** to view the weekly plan in detail for all days.



The screenshot shows a web interface for filtering weekly plans. At the top, there is a breadcrumb trail: "Home / Weekly plan list / Weekly Plan". Below this is a search form with the following fields:

- STAGE***: A dropdown menu with "None" selected.
- LEVEL***: A dropdown menu.
- SECTION***: A dropdown menu.
- TEACHER**: A dropdown menu.
- WORKING WEEK***: A dropdown menu with "None" selected.

A green "Search" button is located below the filters. Below the search area, the text "G2 pin" is displayed. At the bottom of the form, there are three buttons: "Show All" (green), "Customize columns" (with a printer icon), and "Expand All" (with a plus icon).

CERTIFICATES | LETTERS

The **Certificates | Letters** page provides a distinct alternative to the meaning of certificates and paper letters. The manager can issue certificates and electronic letters to all users. Among its various uses is the issuance of certificates of appreciation and distinguished letters of introduction to users, etc.

Certificate | Letter Page Options:

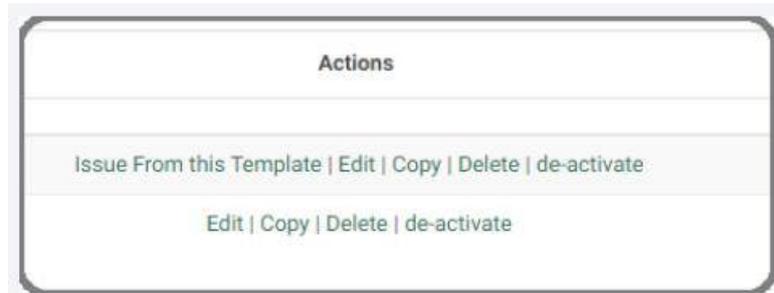
- Click the [Issue Certificate | Letter](#) button if you want to issue a pre-prepared certificate or letter to the users.
- Click the [Manage Templates](#) button to create new templates for your certificates and letters or to issue from a pre-made template.
- Click the [Manage Layouts](#) button to create a new layout for your certificates or letters.
- To view your certificates, click the **My Certificates** button.
- To view your letters, click the **My Letters** button.
- Click the More Actions drop-down button to view more options, such as:
 - **My Signature**
 - **Sign Multiple Certificates**
- A table with all your issued certificates and letters. Click the **eye** icon in the table to view the certificate, or click the **trash** icon to delete it.



ISSUE CERTIFICATES | LETTERS

To Issue a New Certificate | Letter:

1. Click the **Certificates | Letters** tab from the main menu, then choose **Issue Certificates | Letters**.
2. Choose a certificate template from the table to use and click **Issue from this template** from the **Action** column.
3. Choose either to issue the certificate to exams or users from the **Issue For** drop-down list.
4. Choose the category of users for whom the certificate will be issued from the **To** drop-down list.
5. Select users individually or all the category users by checking the corresponding checkbox.
6. Click the **Issue Certificate** button to issue the certificate to the users.



MY CERTIFICATES

The **My Certificates** page includes the certificates issued to the user. You can have access to them by clicking the **My Certificates** button.

- You can view, print, or export the certificate as a PDF.
- Any user can verify the authenticity of the certificate by scanning the QR code using a smartphone.
- You can either view, export it to PDF, or print it.

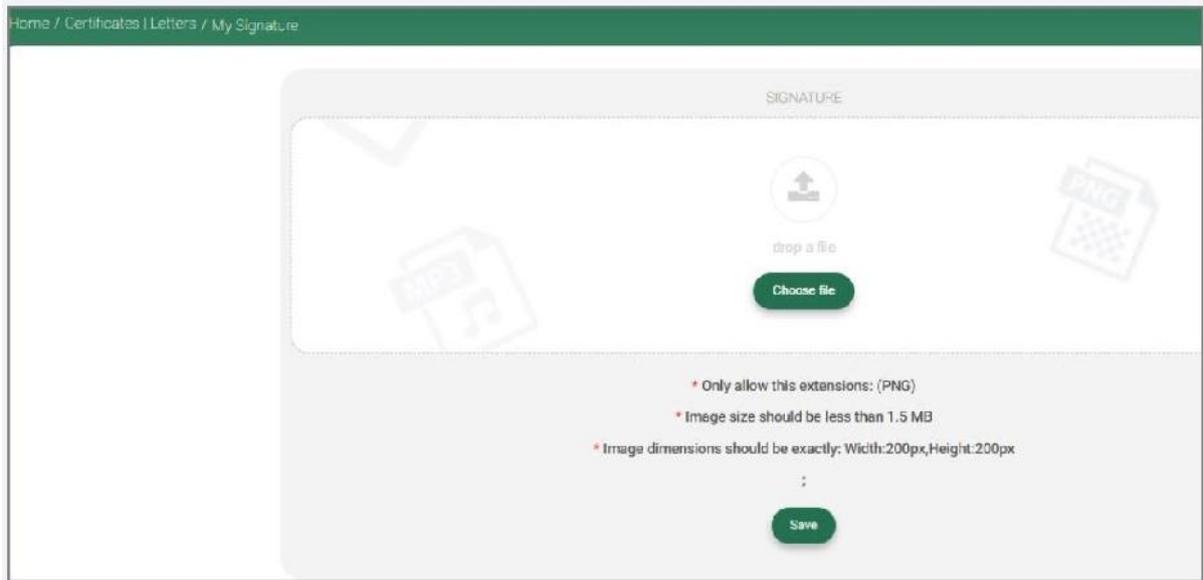
MY LETTERS

The **My Letters** page includes the letters issued to the user. You can have access to them by clicking the **My Letters** button.

- You can view, print, or export the letter as a PDF.
- Any user can verify the authenticity of the letter by scanning the QR code using a smartphone.
- You can either view, export it to PDF, or print it.

MY SIGNATURE

To upload your signature, click **My Signature** from the **More Actions** drop-down button on the **Certificates | Letters** page. Then, click the **Choose File** button to choose a signature file from your computer and click **Save** to save the signature.



SIGN MULTIPLE CERTIFICATES

This page helps you sign bulk certificates once and for all. No more redundant steps.

To Sign Multiple Certificates:

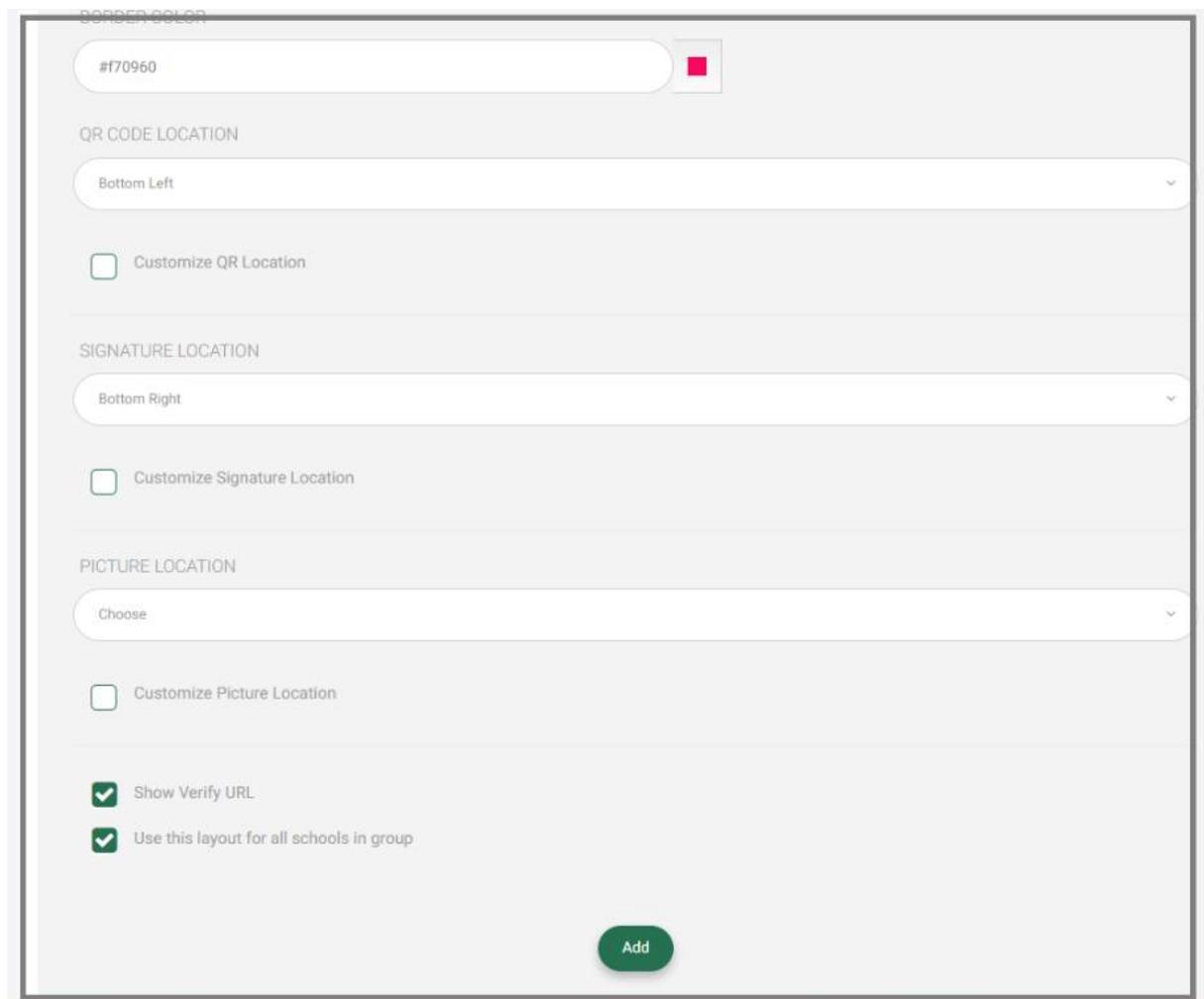
1. On the **Certificates | Letters** page, choose **Sign Multiple Certificates** from the **More Actions** drop-down button.
2. Select the certificates you want to sign from the table.
3. Click the **Sign Selected Certificates** button.

CREATING NEW LAYOUT

To Create a New Layout:

1. On the **Certificates | Letters** page, click the **Manage Layouts** button, then click the **Create New Layout** button.
2. Add a name for your layout.
3. Select the layout orientation: landscape or portrait.
4. Upload a background image from your computer.
5. Choose the color of your text, or simply type the name of the color you want in the corresponding field.
6. Choose the color of your body.
7. Check the **Have Border** checkbox if you want to add borders to your layout.
8. Choose the border color.
9. Specify the QR code location: Top Right, Top Left, Bottom Right, Bottom Left.

10. Check the **Customize QR Location** checkbox if you want to customize a place in your layout for the QR code, then customize it by clicking the up and down arrows or simply by typing the correct dimensions with your hand.
11. Specify the signature location: Top Right, Top Left, Bottom Right, Bottom Left.
12. Check the **Customize Signature Location** checkbox if you want to customize a place in your layout for the signature, then customize it by clicking the up and down arrows or simply by typing the correct dimensions with your hand.
13. Check the **Show Verify URL** checkbox to show the verification URL.
14. Check the **Use this layout for all schools in group** checkbox to make this layout usable for all schools in your school group.
15. Click the **Add** button to submit the layout.



The screenshot shows a configuration interface for creating a new template. It is divided into several sections:

- BORDER COLOR:** A text input field containing "#f70960" and a small red square color swatch.
- QR CODE LOCATION:** A dropdown menu currently showing "Bottom Left". Below it is a checkbox labeled "Customize QR Location" which is currently unchecked.
- SIGNATURE LOCATION:** A dropdown menu currently showing "Bottom Right". Below it is a checkbox labeled "Customize Signature Location" which is currently unchecked.
- PICTURE LOCATION:** A dropdown menu currently showing "Choose". Below it is a checkbox labeled "Customize Picture Location" which is currently unchecked.
- Global Settings:** Two checkboxes are checked: "Show Verify URL" and "Use this layout for all schools in group".
- Action:** A green circular button labeled "Add" is positioned at the bottom center.

CREATING NEW TEMPLATES

To Create a New Template:

1. On the **Certificates | Letters** page, click the **Manage Templates** button, then click the **Create New Template** button.
2. Choose the layout of the template.
3. Choose the type of certificate.
4. Write a title for your certificate.
5. Select the placeholders you want to include in your certificate.
6. Use the editor to write a structure for your certificate in two languages.
7. Write a short description of your certificate.
8. Select the users who can issue this certificate. (You may choose more than one option)
9. Select the users who can receive this certificate. (You may choose more than one option)
10. Select the signature that you want to appear on this certificate.
11. Check the **Hide title in the certificate** checkbox to hide the title of the certificate.
12. Check the **Manager can use this template** checkbox to allow the manager to use this template.
13. Check the **Adviser can use this template for absence letters** checkbox to allow the adviser to use this template in the absence letter.
14. Check the **Admission Officer can use this template** checkbox to allow the admission officer to use this template.
15. Check the **Accountant can use this template** checkbox to allow the accountant to use this template.
16. Check the **Issue of the certificate to the user without requiring the signature of the manager** checkbox to issue the certificate without including the manager's signature.
17. Check the **Notify users by email** checkbox if you want to notify the users by email when you send them the certificate.
18. Click the **Add** button to submit the template.

CERTIFICATE SIGNERS

Eman Alnaimat

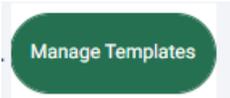
- Hide title in the certificate
- Manager can use this template
- Adviser can use this template for absences letters
- Admission Officer can use this template
- Accountant can use this template
- Issue the certificate to the user without requiring the signature of the manager
- Notify users by email

Add

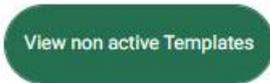
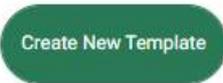
MANAGING TEMPLATES

To Manage Templates:

- From the main menu, click **Certificates | Letters**, then choose **Manage Templates**



- Click the **Create New Template** button to create a new template.
- Click the **View Non-Active Templates** button to see the list of templates that you have not activated yet.



Note: You can edit, delete, copy, and activate/deactivate the certificate from the **Action** column.

