Teacher's Manual

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HOW TO LOGIN

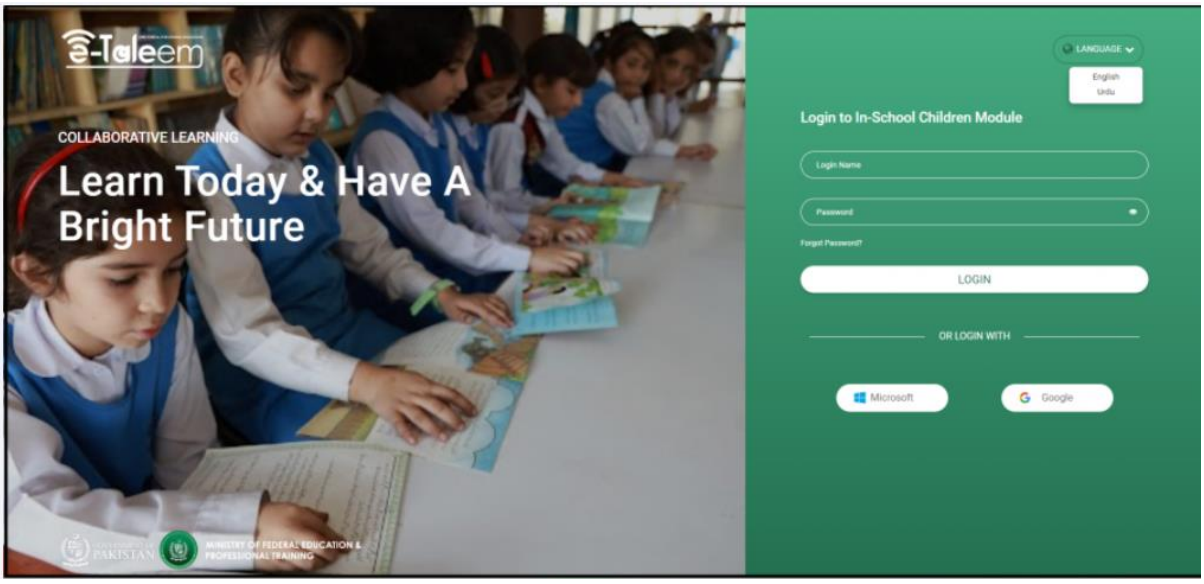
Logging in is the process of accessing an online service or electronic device using a provided username and password. This is an important process to keep your information secure. Here, you will be shown how to log in using your computer or smartphone and log into specific services provided by LMS.

Simply Google for eTaleem to open your 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 personal 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: TEACHER

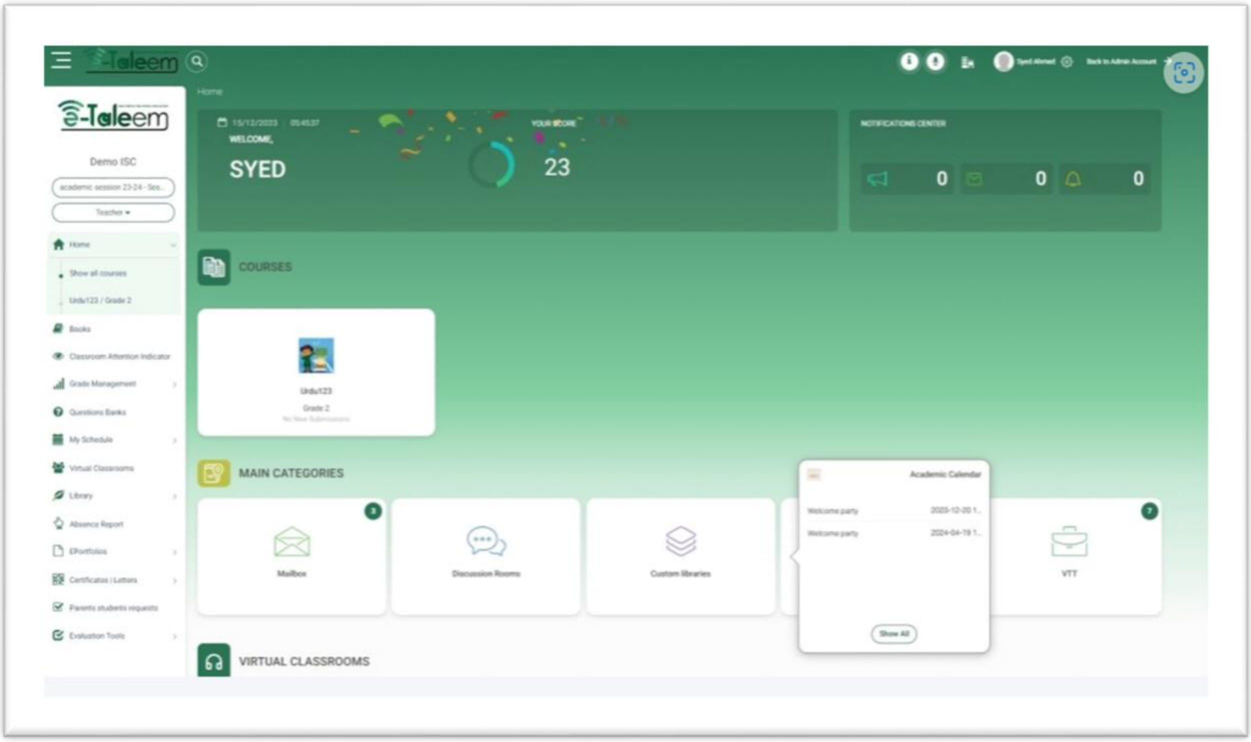
The **Home Page** is the page you typically encounter first on the LMS platform and usually contains links to the other site pages.

Home Page Contents:

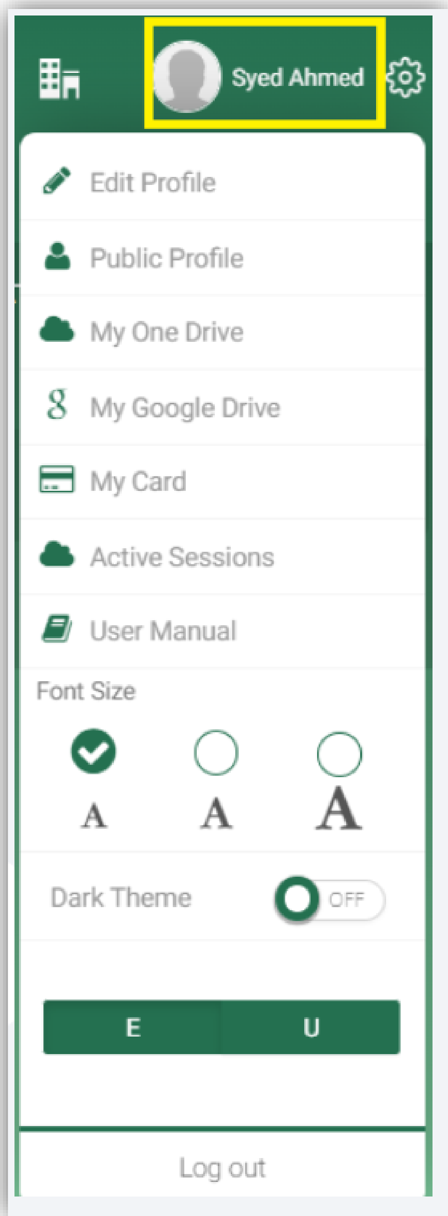
- A top bar that includes your personal profile, notifications, emails, local time, and date.

- A list of your smart classrooms today.
- A side menu that gives you direct access to any of the general tools. It contains all other entries for other parts of the system not included in the main categories.
- You can hover over any of the main categories with the mouse to see their contents.
- Your **scores** are also displayed on the top part of the page.
- All notifications, messages, or announcement counters are also displayed.

- The **Main Categories** are:
  - Mailbox
  - Discussion Rooms
  - Custom Libraries
  - Academic Calendar
  - VTT
  - Virtual Classrooms.



PERSONAL PROFILE MENU



- The **Personal Profile is where you can find all your account's** personal information and settings. Click the image icon at the top right of your Home page to have a deeper look at your items.
- 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:

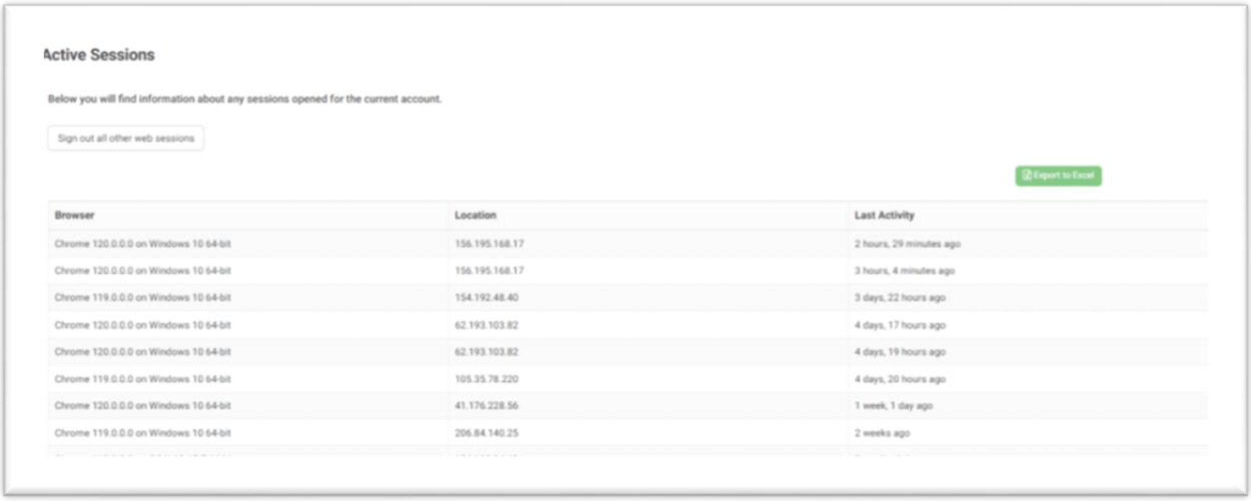
1. **Edit Profile** in which you will find all your profile settings.
2. **Public Profile** that shows you how others can view your profile. You can manage it from **Edit Profile**.
3. **My One Drive,** which allows you to use and share your One Drive files with your students, requires you to link your 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 with your students. 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** to switch between the *Urdu* and *English*.
10. **Log Out** button to log out of your account in LMS.

EDIT PROFILE

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

To Edit Your Profile:

1. At the top of the page, you can see your profile picture and your username. Click on your user's name to open the menu.
2. Click **Public Profile** to check what your public profile looks like. You will be directed to your profile.
3. Click **My Google Drive** to set up your Google Drive and be able to use it for other activities on the platform.
4. Click **My One Drive** to set up your One Drive and be able to use it for other activities on the platform.
5. Click Active Sessions to view your current active sessions, along with the browser URL, its location, and the time of the last activity.



ACCOUNT SETTINGS:

eTaleem also allows you to add your Zoom account and reset your password. Be careful!! Do not disconnect or reset your account unless you have been asked to do so by your school administrator or have forgotten your password.

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

PERSONAL INFORMATION

The Personal Information tab enables you to add or update your personal information such as name and last name, date, and place of birth.

Contact Info & Social Media Accounts

The **Contact Information** tab contains all the personal information you must add, in addition to social media account data to complete your profile.

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

Social Media Data

1. Enter your social media data, such as Facebook, Instagram, etc., for more engagement with your students.

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

Skills and Interests

The **Skills and Interests** tab enables you to add your skills, your proficiency level to each, and your interests with a short description for each.

Note: You can export your skills and interests into an Excel sheet, each one separately.

1. Click on the *Export to Excel* button to export that data into an Excel sheet.

Education

The **Education** tab enables you to add your education history for further data on your professionalism.

1. Click the *Add Education button, and* the **Add Education** dialog box opens.
2. Enter the location where you got the degree that needs to be added by entering country, city, and school or college.
3. Select the duration of attendance to get this degree by selecting the years from the **Dates Attended** 'From and To'.
4. Enter the degree name, field of study, and a short description in the corresponding fields.
5. Click ***Save*** to add one degree at a time. You can add more and more by repeating the same actions.

Work Experience

The **Work Experience** tab enables you to add your work experience chronologically.

1. Click the **Add Experience** button to add one position that you occupied earlier, one position at a time.
2. Select the duration of this position by selecting the years from the **From Date** 'From and To'.
3. Select the To Date checkbox if you are currently working there.
4. Enter the job title and company name for the school or organization as well.
5. Select the type of job from the **Job Type** drop-down list, for example, full-time

6. Click ***Save*** to add one job at a time. You can add more and more by repeating the same actions.

Public Profile Settings

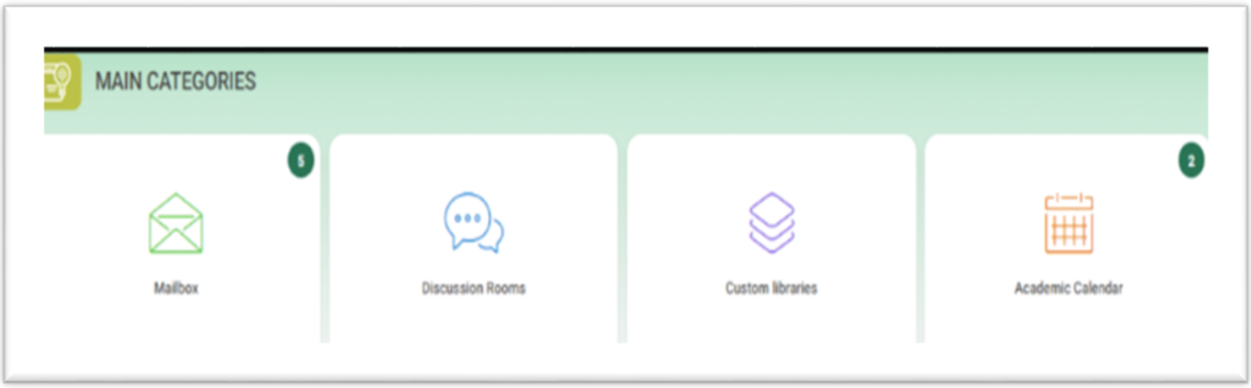
The **Public Personal Settings** tab enables you to choose what to show or hide on your public profile page.

Switch the toggle button to ***on*** next to the information you want to be displayed on your profile, such as email, Facebook, etc., and to ***Off*** for vice versa.

MAILBOX: TEACHER

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 in the **Main Categories** section on your homepage or through the **Mailbox** tab in your left-side menu.

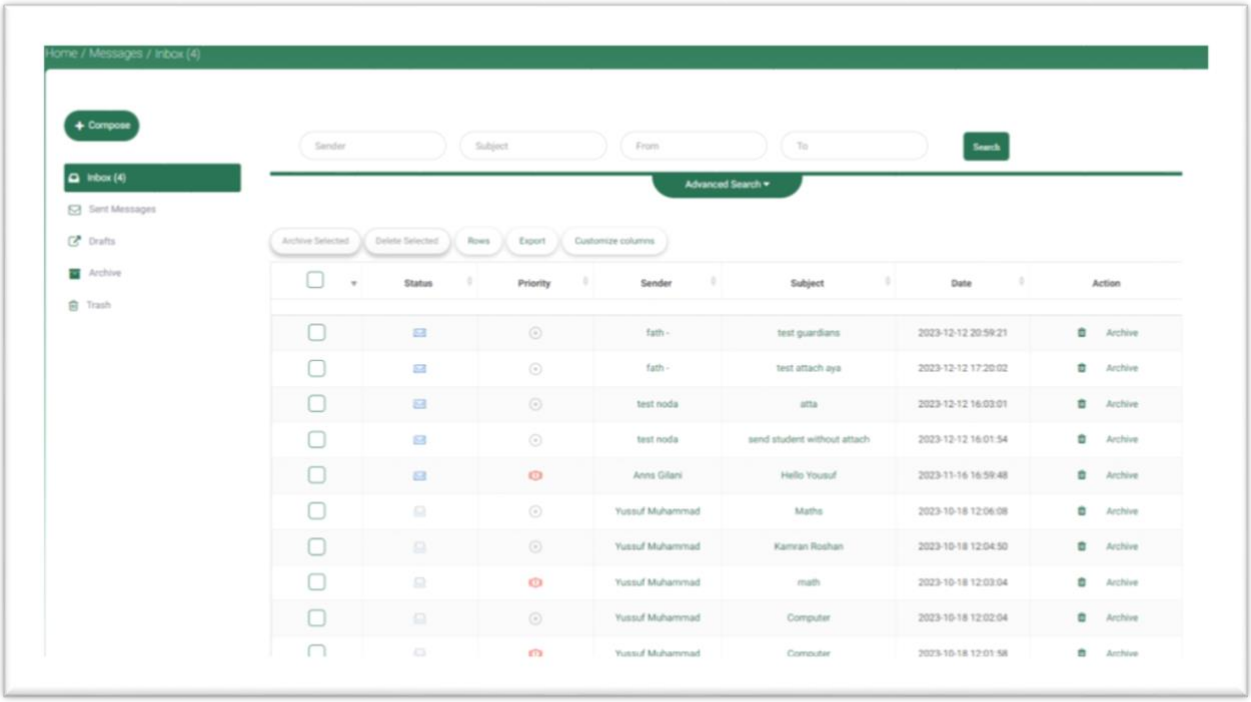


If you have more than one unread message, when you click on the mail icon, those messages are listed below:

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’s 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**.

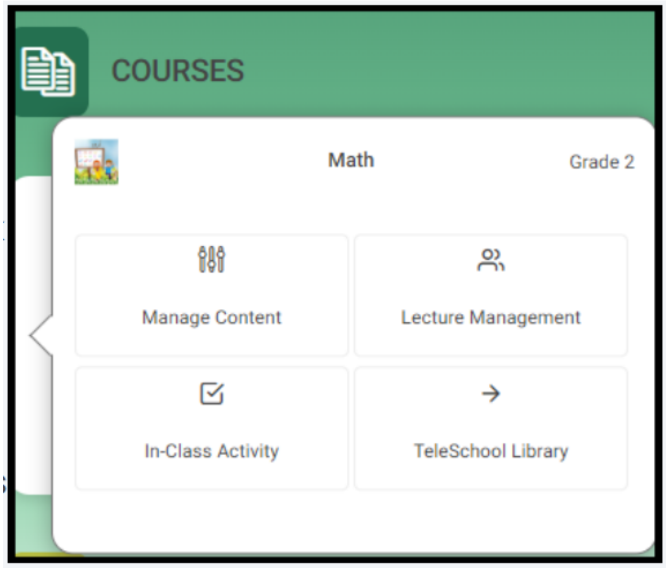
Note: The editing tools are the standard ones, which you can easily use to edit your messages.

Delete/Archive Messages

You can archive or delete some or all of your inbox messages by selecting them, and then clicking Archive or Delete. You can multi-select some messages by selecting the checkboxes next to each message.

MANAGING CONTENT

As a teacher, you need to add content for your students, mostly on a daily basis. Through the platform, you can easily do this in no time. You can see your courses on your home page; click the required course to add new content or to display the added ones.



The **Preparation list** to the left includes all the subjects the teacher instructs; he or she can select any of them and manage their content.

TELESCHOOL LIBRARY

Using this tab, the teacher can view all the available videos for each subject he or she teaches in the Teleschool library.

Note: It is a built-in library; teachers cannot modify or delete any of its videos.

TELESCHOOL LIBRARY

The **TeleSchool** library is a built-in library-rich source available for all our students and teachers to view and learn from a rich pool of resources covering various subjects. So they can find multiple resources from KG to 12 for all the students.

TeleSchool Library Content

The teacher can view the available videos for each subject he or she teaches on the Teleschool library by following the next steps:

1. On your **Home Page** >> **Courses**, click on any of the subjects you teach, hover over the subject with the mouse, and select the **TeleSchool library**.
2. You can also select Teleschool Library from the left menu under Library.
3. Or from **Manage Content**, from the **Preparation List**, select one of the subjects you teach to view its corresponding videos on the TeleSchool library.

All the videos related to this subject and available in the Teleschool library will be displayed.

Note: Students can take the assessment after finishing watching these videos; they are not required to take the assessment immediately, but it is a must-do assessment. However, the time is flexible for the students to take as an in-class activity or to take at home.

When the student hovers with the mouse over the video, he or she can view the duration of the video, its name, and what lesson it is related to, which makes it easier for them to select the required videos without opening them.

VIDEOS

The **Videos** tab is used to prepare interactive videos related to the courses you are teaching. These videos are directly linked to and related to the books, the courses, and the curriculum that students are studying in that specific course, according to their curriculum videos.

They will find their corresponding actual book in PDF format in the **Course Document** tab.

How to open the Videos tab:

1. From your courses on your home page, click the required course to add new content or to display the added ones.

Note: The **Preparation list** to the left of your home page includes all the subjects the teacher instructs; he or she can select any of them and manage their content.

2. Click on the Video tab to add/display/edit the videos related to the selected course.

1. "Click on **Videos** on the top path (highlighted in red in the path above). You will be directed to the whole library of videos. explained below.

Statistics and Questions

1. Click on the three-dot icon on top of the video to see video statistics and questions.
- **Statistics**: Displays the student number of views for the selected video. You can also search for other videos to see their stats.
- **Questions**: Displays questions assigned to this video; if there are no questions assigned, a message will display telling you this, with a button to create questions.

Statistics

The **statistics** page displays the student number of views for the selected video. You can also search for other videos to see their stats.

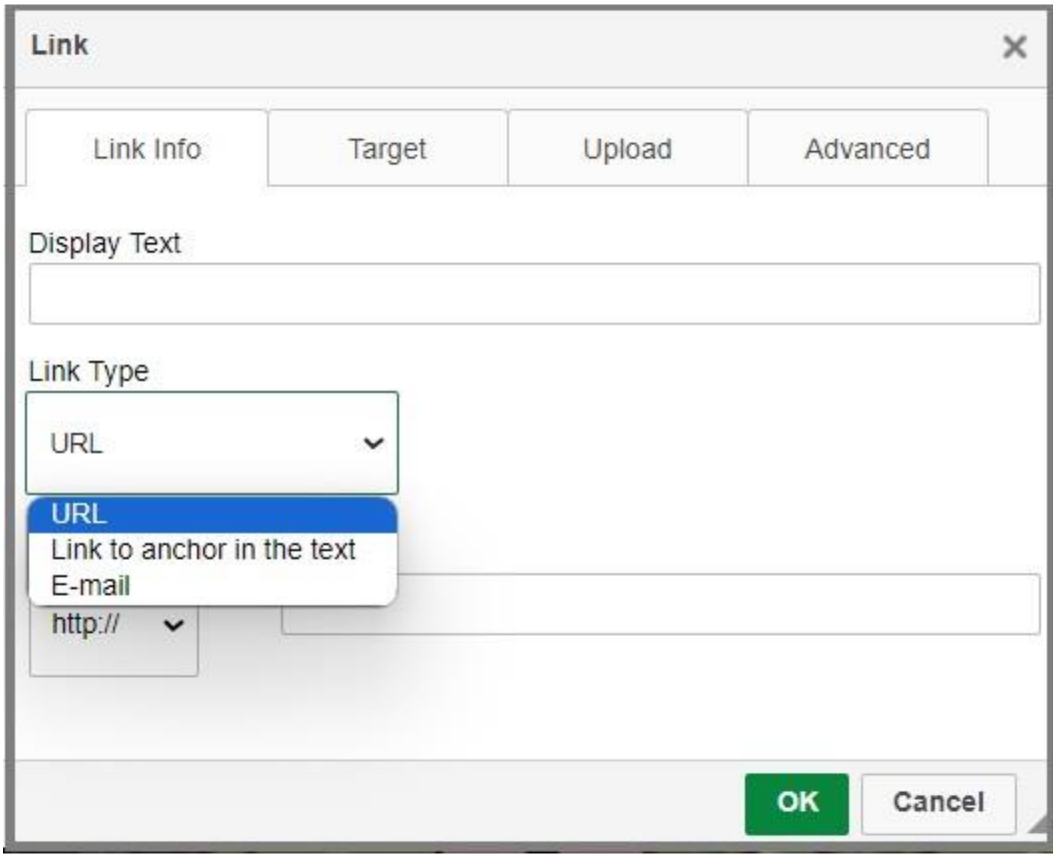
Questions

1. Click **Preview** to preview the question, or
2. Click **Publish** to publish it to your students.
3. Click **Add** Questions to add more questions. As shown below, you should enter the question in the text field, then the correct answer and up to four options in the corresponding fields, and then click **Save**.

Adding comments to your video:

1. Click on any of the videos to view and add your comments, so that you can help your students make the best use of the video.
2. Click **Source** to enable the keyboard.
3. For calculations to be added to your comments to the video, click on √ highlighted in the adjacent image with a red square; accordingly, the mathematical keyboard is enabled below. Enter the clarifying comments or actions to be taken by your students while watching the videos, and then click **OK**.
4. For the Chemistry keyboard, click **C** next to the √ highlighted. The Chemistry keyboard is opened.
5. Click the link icon highlighted in yellow to add any link to other videos or useful pages that you want your students to preview or watch.
6. Click the microphone icon to add a voice note accompanying your video.
7. Click the Record icon on the dialog that opens, click the **Record** button, and when finished, click **Stop**.
8. Click the image icon to add pictures.
9. Click the draw icon next to the microphone to draw yourself.
10. Click the table icon to insert a table. Click on Advanced Table Settings to format your table.
11. The other icons are for regular editing of the text, like MS Word.

ADDING LINKS TO YOUR VIDEO



1. After clicking the link icon, the Links dialog box is opened.
2. Add the text to be displayed for the students when they stand over the link.
3. You can add URLs and links to the anchors of the text (if there are any) or email addresses, according to your target.
4. Enter the corresponding link to what you selected in the above step.
5. Select the Internet protocol and the URL in the corresponding fields.
6. Click the **Target** tab to determine how the link is going to be displayed—in the same window, embedded, in another window, etc.
7. Click the Upload tab to choose the files you want to upload with the added link to be sent to the server.
8. Click the **Advanced** tab to enter some advanced details.
9. Give your link an ID, and then select the language direction from the corresponding fields.
10. Give it a name and an advisory to be indicative for the students.
11. Enter the style and stylesheet classes.

12. Enter the relationship and character set in the corresponding fields as well.
13. Select the **Force Download** check box in case you want the students to download it.
14. Click **OK** to save your entries.

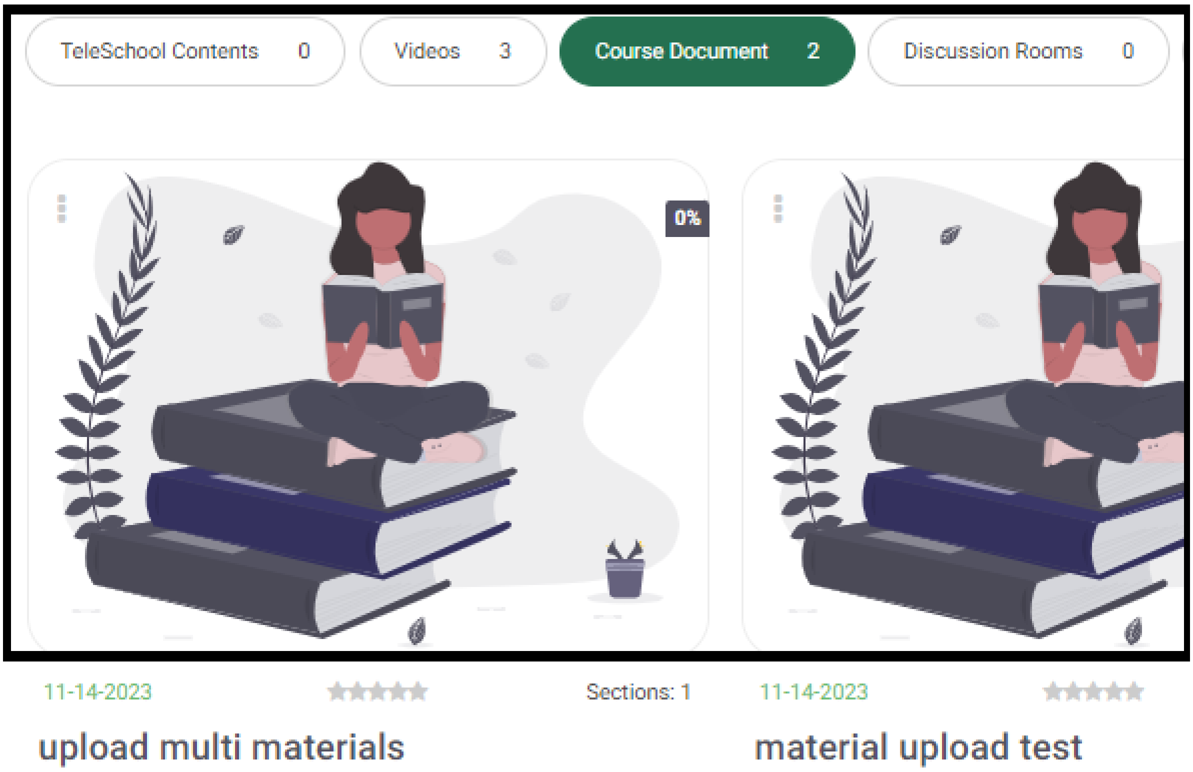
Note: To get back to the video main list, which includes all your public videos.

COURSE DOCUMENTS

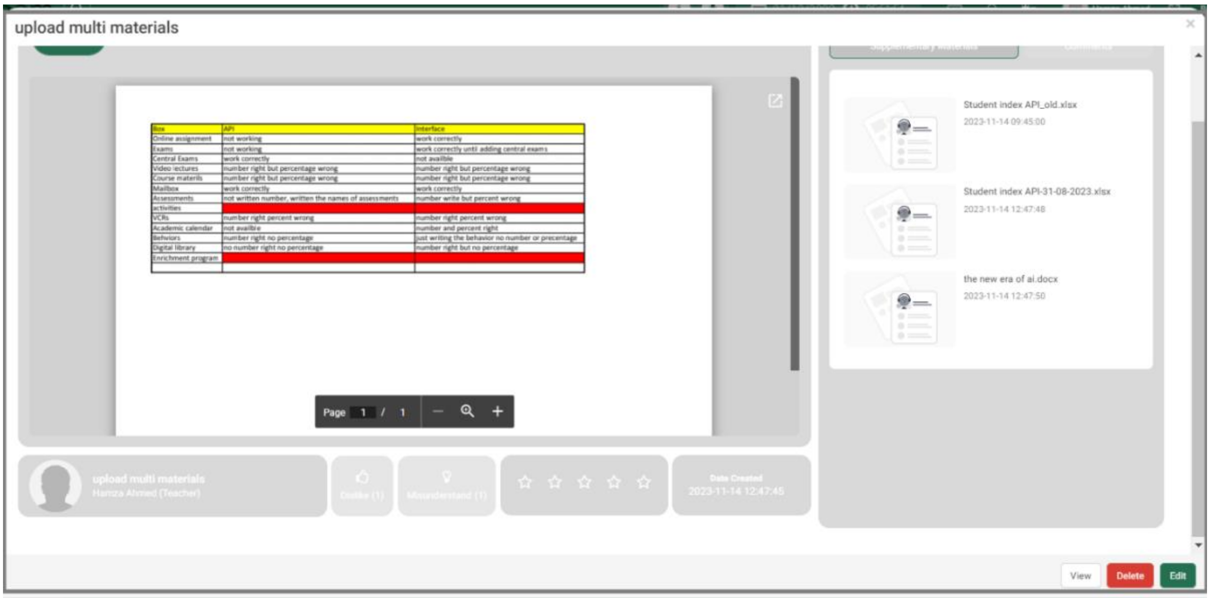
The **Course Documents** are the files teachers add for the students to access during the semester; they are related to the curriculum videos. Here are the steps on how to add such files:

To Add/Edit/View Course Materials:

1. From the teacher's home page, hover over any of the subjects.
2. Click **Manage Content**, and then click the **Course Documents** tab.



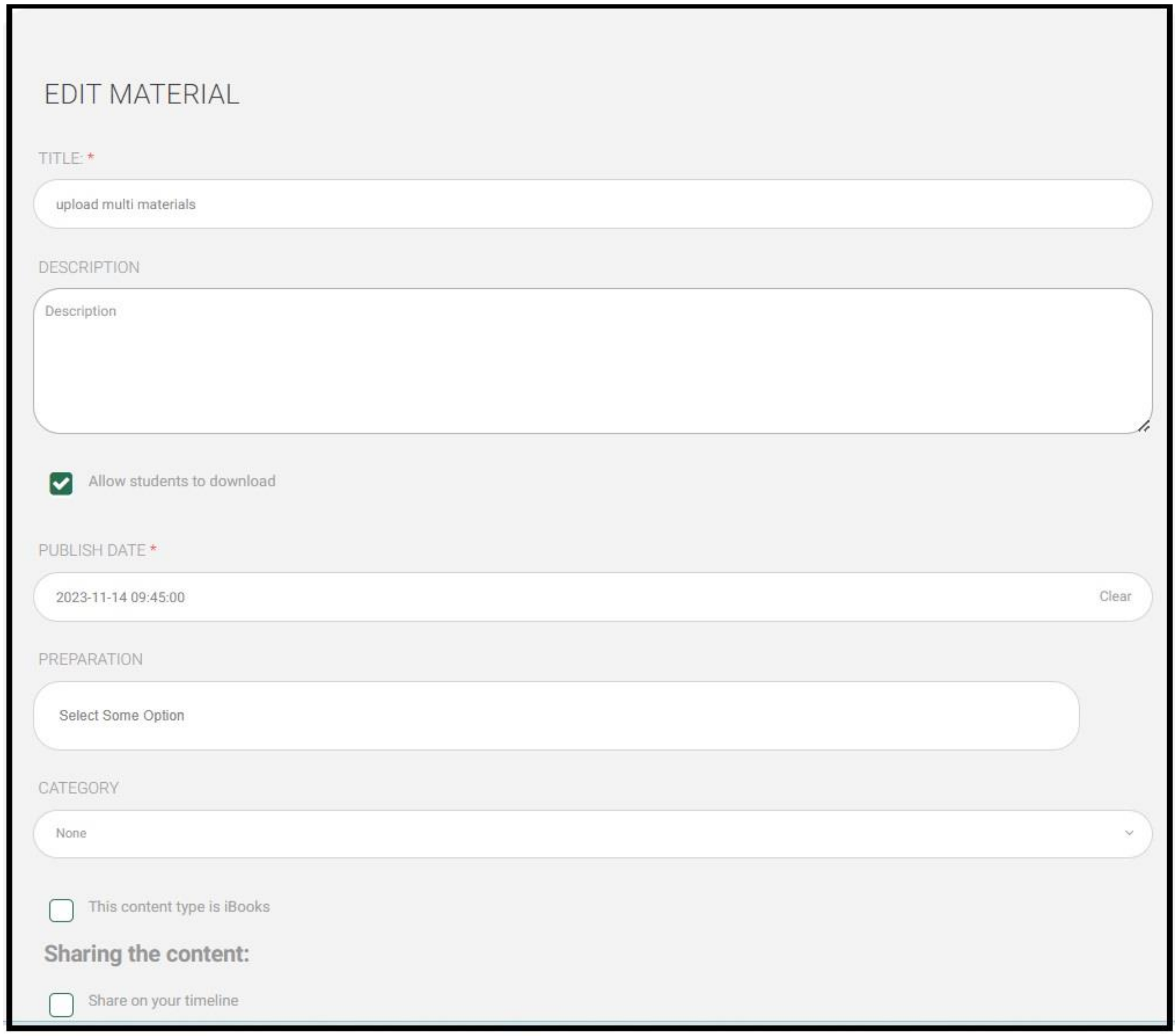
3. If you need to add different types of files related to the video, click the **Upload Multi Materials** option.

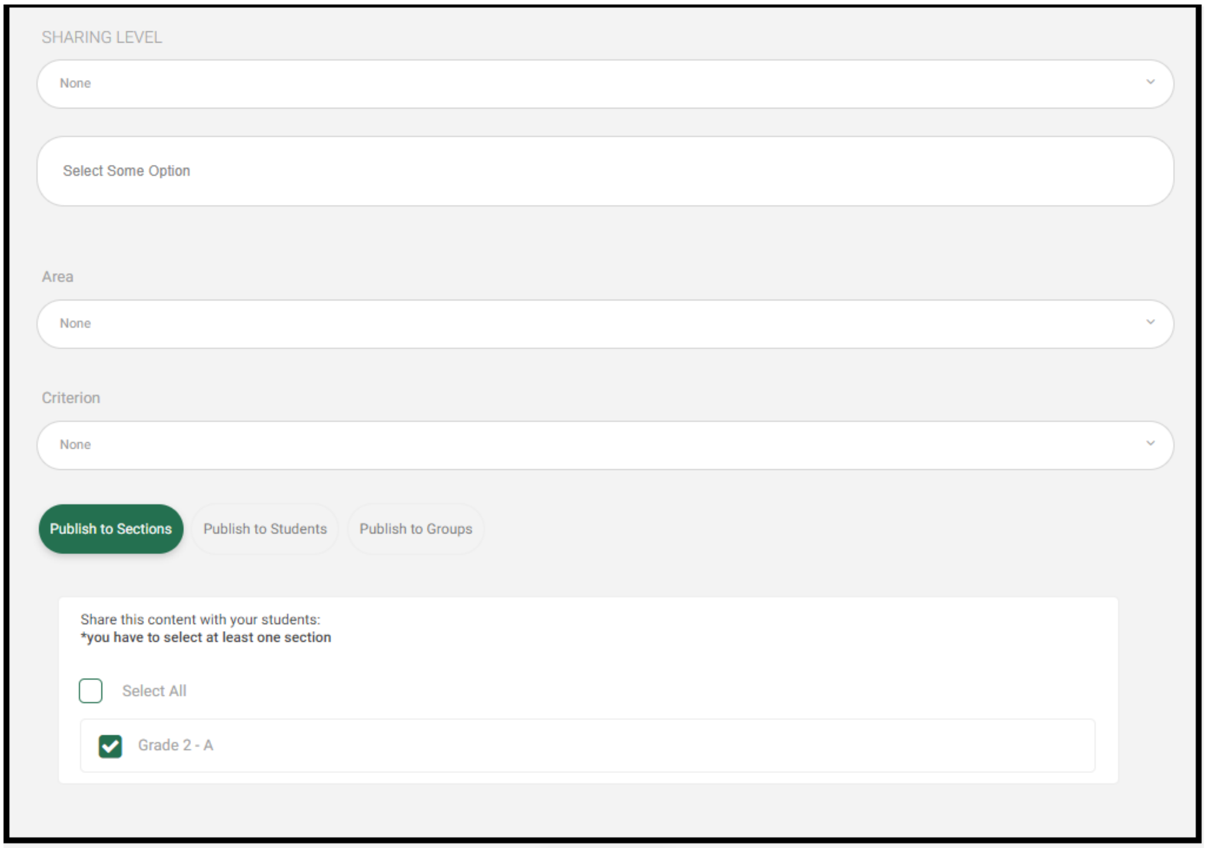


Note: *The bar below the dialog box includes five indicators: (1) the name of the publisher and his position; (2) the like option with a* *counter; (3) an understanding indicator, usually used by students; (4) the star rating indicator; and (5) the date of creation of the material.*

Edit Material

4. Click the ***Edit*** button to edit the details of the material for the selected content. The **Edit Material** dialog box opens.





- The title is set by default; however, you can change it, and the same is true for the description of the material (optional).
- Select the **Allow Students to Download** checkbox to enable the downloading option for your students, and vice versa.
- When you click the **Publish Date** field, the default calendar pops up. Select the targeted publishing date.
- Select your preparation related to this content. It will be selected by default if you are already adding it to your lesson preparation.
- If this content is an IBook, check its box to insert the IBook link.
- Define the categories. This is useful if you would like to classify the contents into different types.

***Note**: You have to select one of the available sharing options.*

- Select the **Share on Your Timeline** checkbox to publish this material on your timeline.
- Select the sharing level from the corresponding two drop-down lists.
- Define the area and criteria in the corresponding fields.
- Click on **Publish to** either **sections**, **students**, or **groups** according to preferences.

- Otherwise, select the **Select All** checkbox to select all the grades you are teaching
  to share this material with, or select one of the grades below.
- Click the **Approve All Changes** button to apply all the changes you entered.
- You will be directed to the main course documents page to view all your document's status.

Viewing Documents

1. Click on any of the files to the right to preview and see highlights.

2. Click on the icons to the right: either to open the annotation sidebar, to see the highlights, or for a new page note.

DISCUSSION ROOMS

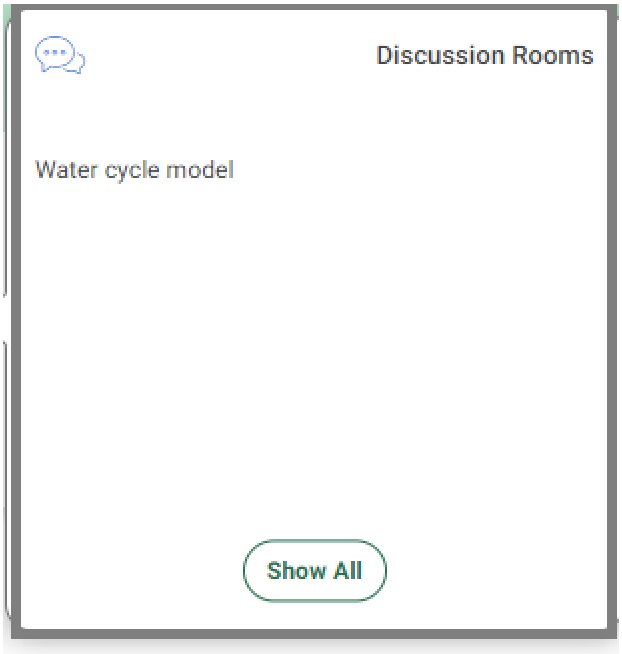
Discussion rooms enable you, as a teacher, to be able to communicate with your students outside the lectures to enhance the teaching process and establish clear communication norms and guidelines.

There are two ways to get into the discussion rooms:

1. You can find the **Discussions** tab in your left-side menu.
2. You can find the **Discussion Rooms** tab on your home page.

3. Hover over the **Discussion Room** section using the mouse.

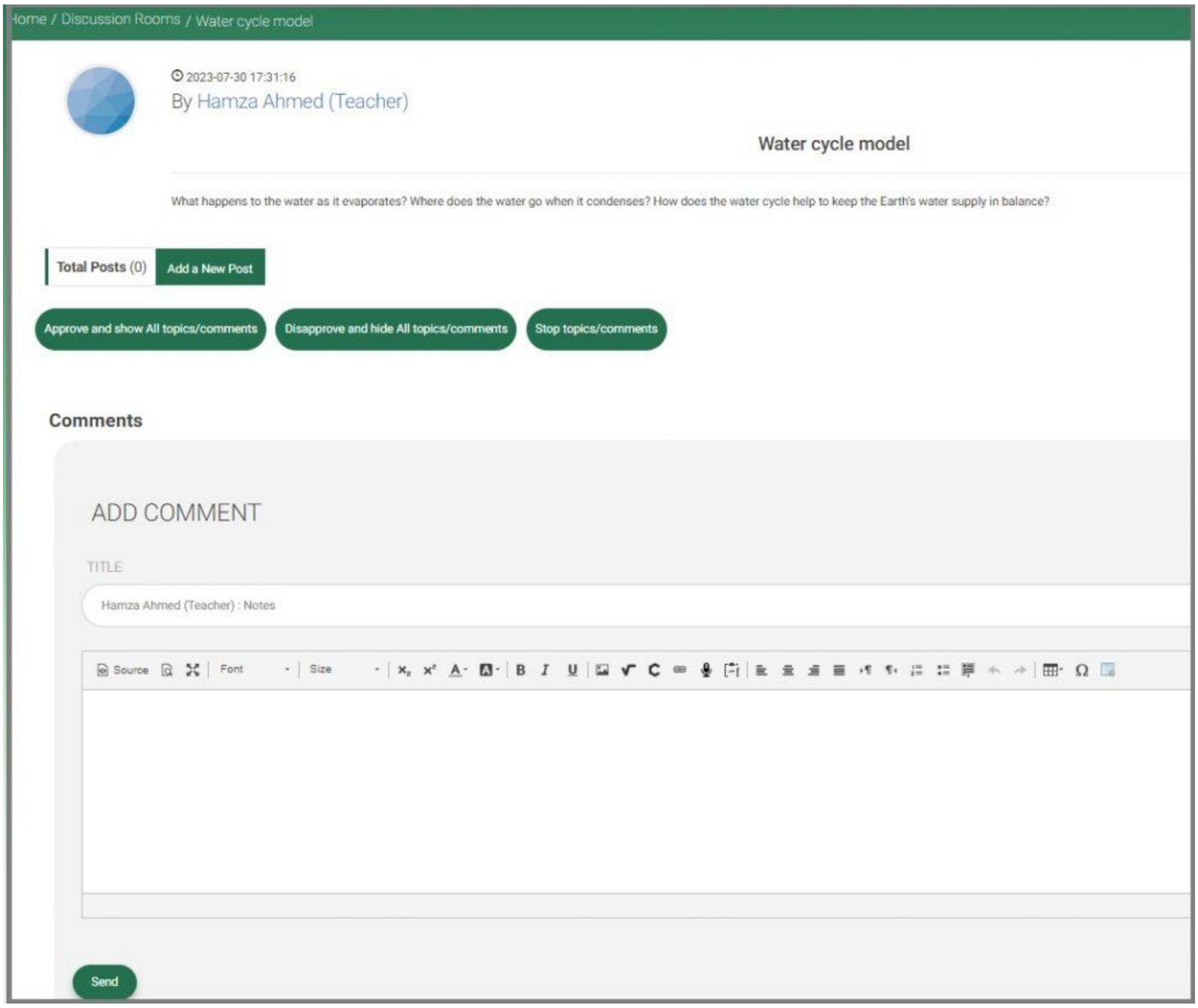
4. Click on the name of the discussion room to view it, or ***Show All*** to go to the main page of the discussion rooms.



5. Click on ***Add a New Post*** elaborated below, to add a new post to the selected discussion room.

6. You can approve or disapprove and show or hide all comments or topics for your discussion room by clicking on the corresponding buttons on the adjacent screen.

6. Click on the ***Stop Topics/Comments*** button to prevent the students from commenting or raising topics; however, you can turn it back on the same way.

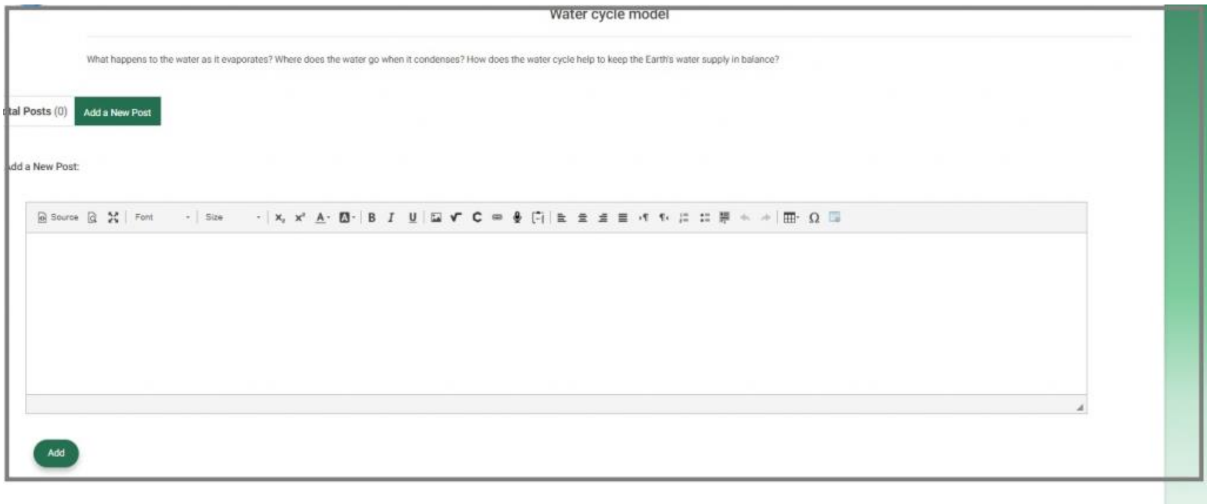


Adding a New Post

Creating a new discussion room earns you points to be added to your score after at least 24 hours, so your discussion room is ready to start adding posts.

To Add a New Post:

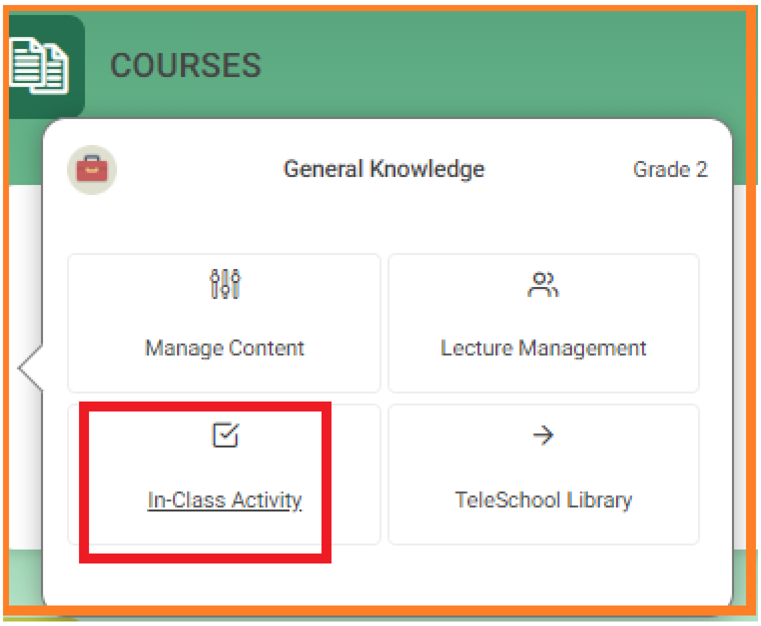
1. Click on the room to start adding posts.
2. Click **Add a new post**.
3. Use the editor to write your post.
4. Click **Add** to publish your post to the students.

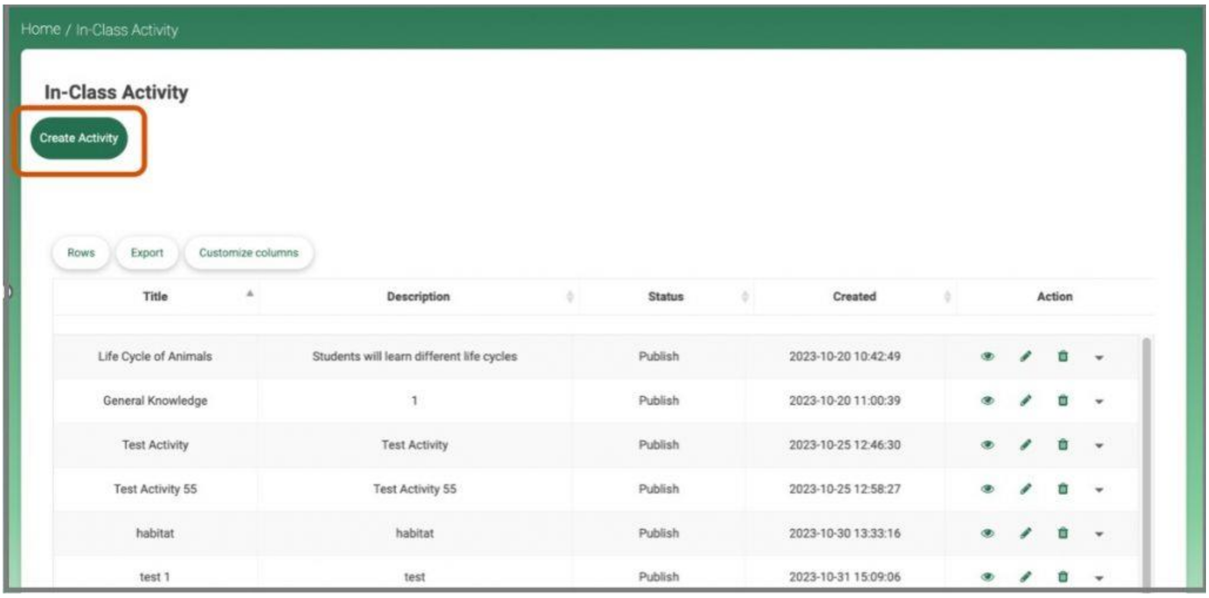


IN-CLASS ACTIVITY

1. On your teacher's home page, hover over the subject with the mouse and click on the **in-class activity** link.

On clicking, it will take you to the next screen: In-Class Activity.



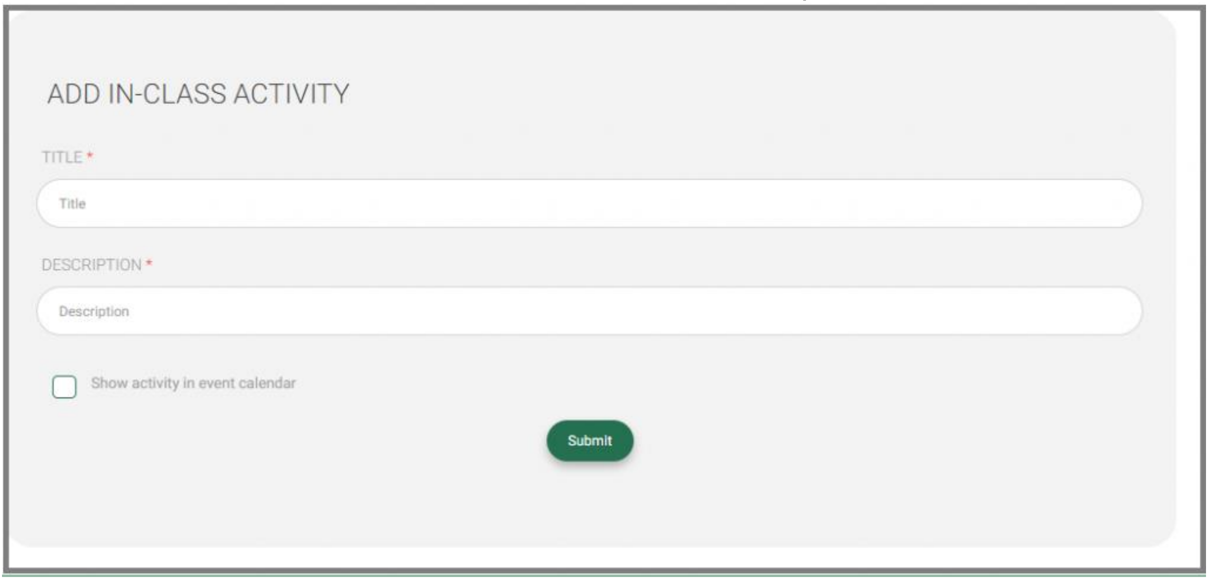


To create an activity:

1. Click on the ***Create an Activity*** button. The Add **In-Class Activity** dialog box opens.

Adding an Activity

1. Enter an indicating name for your activity in the **Title** field.
2. Add a description for it in the corresponding field.
3. Select the **Show Activity in the Event Calendar** checkbox to display it on the calendar for your students and other colleagues.
4. Click the ***Submit*** button to add the activity.

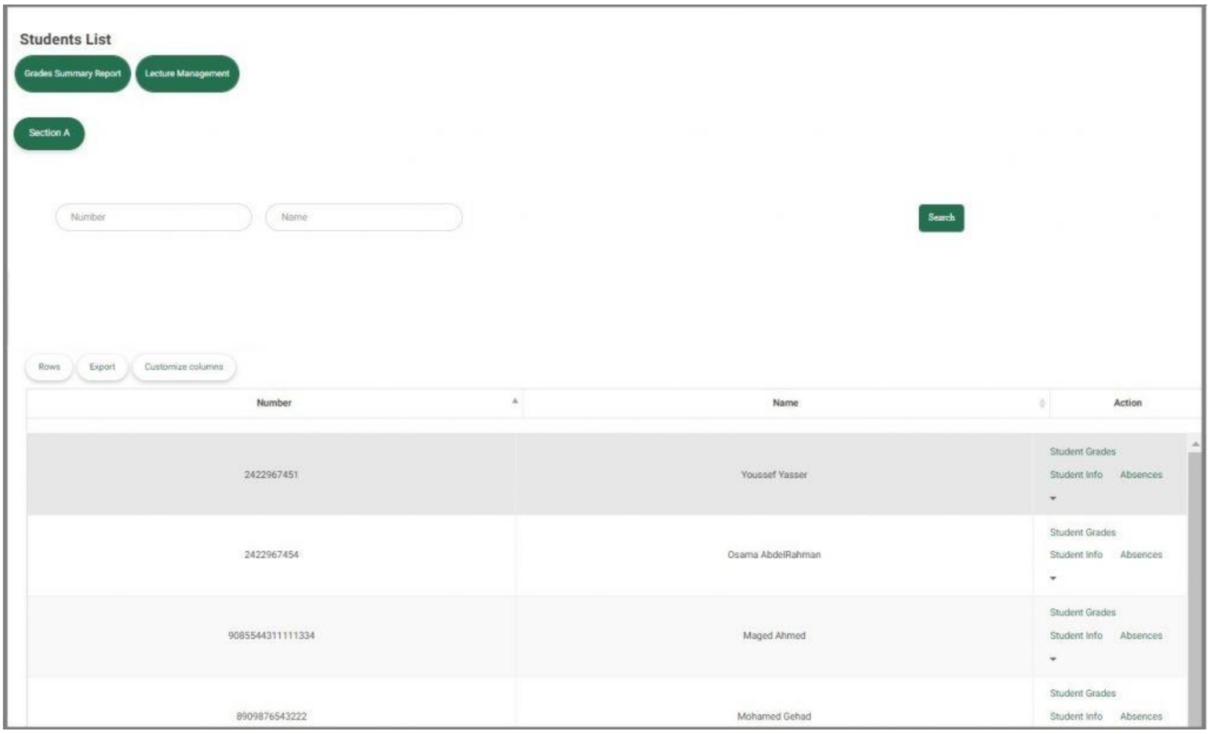


LECTURE MANAGEMENT/STUDENTS LIST

To Browse Student List Page:

1. From your homepage, hover over any of your courses and click on **Lecture Management**.

2. Click on the **Students list** button on the top bar.



3. From the **Action** column section, you can view; also, by clicking on the drop-down list, you can view

- Students' Information.
- Students' absences.
- Students' behaviors.
- Students' grades.

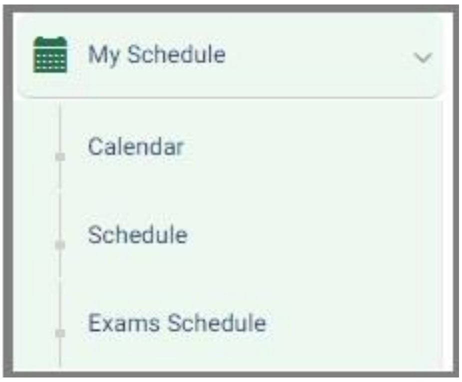
1. Use the search fields to search for a specific student by the student's name and number.
2. Click on the ***Search*** button to start searching for the student.
3. Click on **Absences** to view students' attendance and leave permissions.
4. Click on **Behaviors** to add or view students' behaviors.
5. Click on Students' Grades to add or view students' grades.

CALENDAR

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

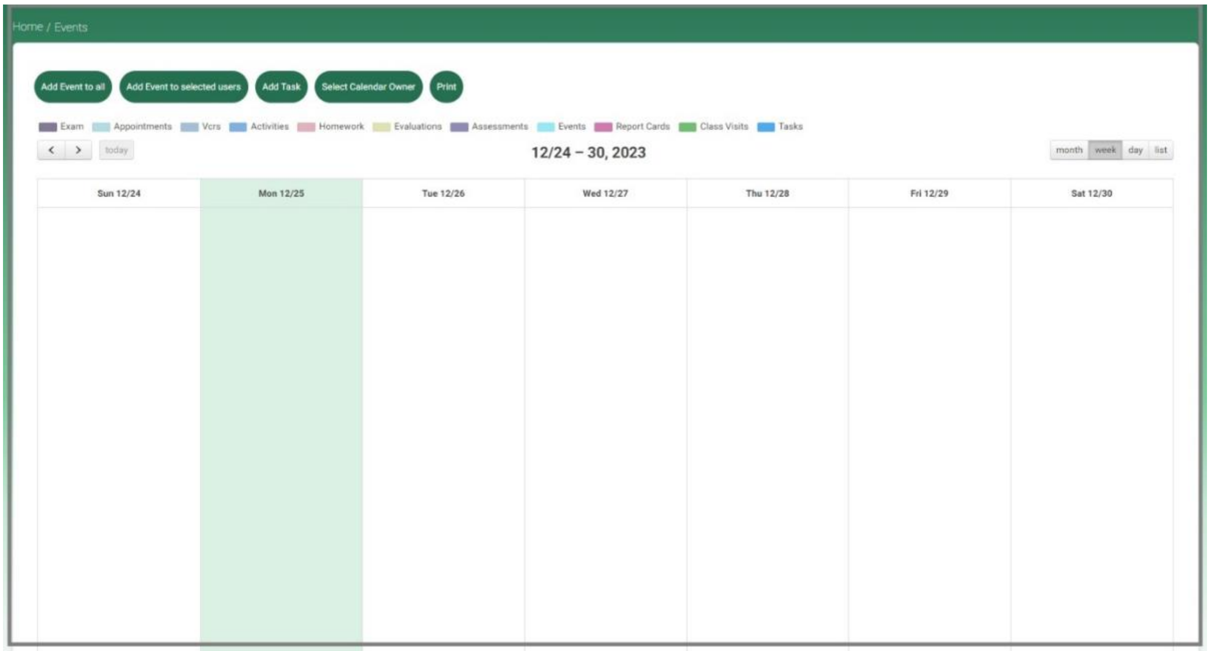
To Browse Calendar:

1. Click the **My Schedule** drop-down button from your left-side tools, then choose **Calendar**.



2. Or click the calendar icon on the teacher's home page. Hover over the event to edit it or ***Show All*** to open the calendar.

3. On the **Calendar** main page for events. 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.

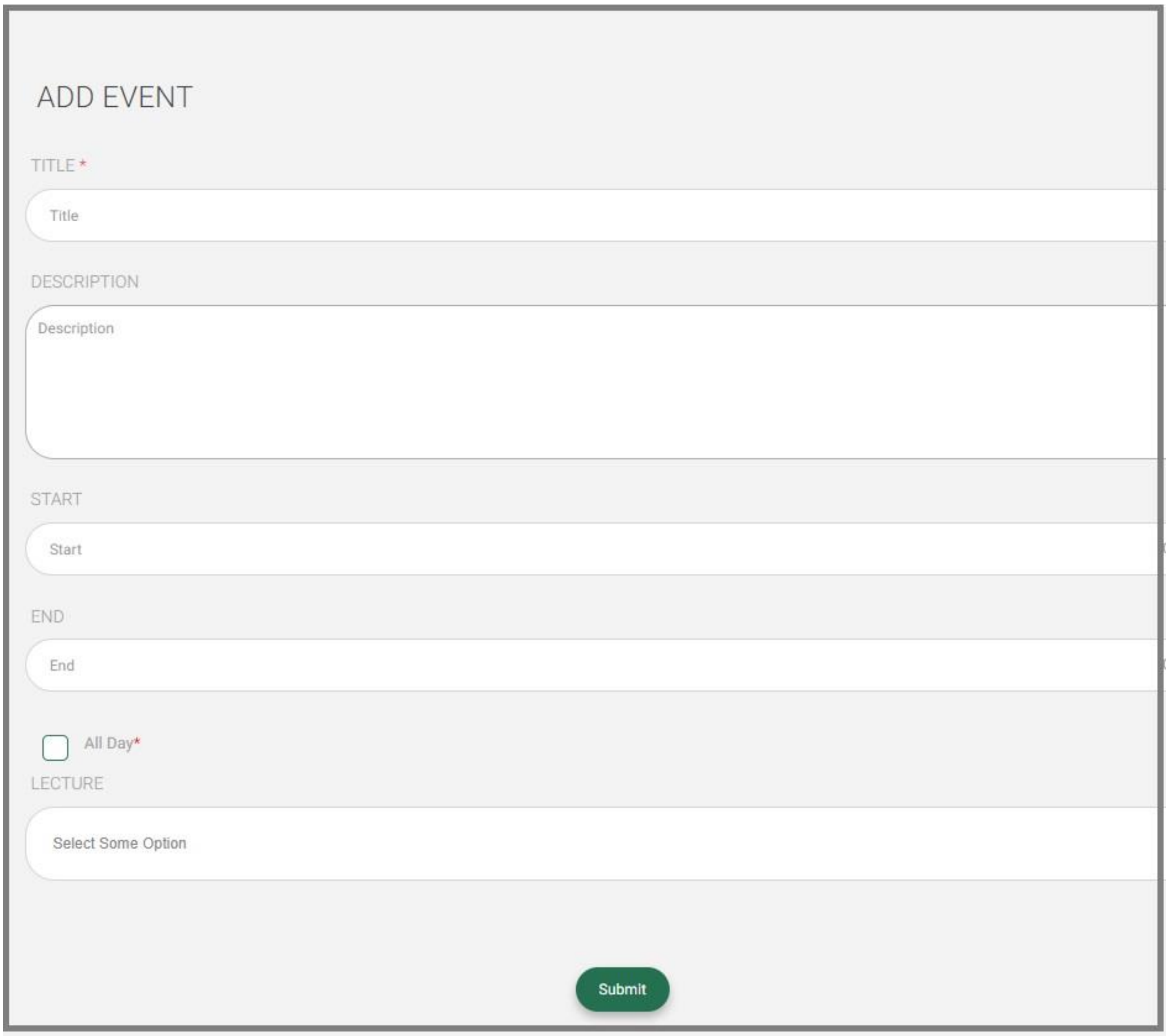
4. Choose how to view the calendar format (**Daily \ Weekly \ Monthly**) by toggling between the different time units; 

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. Select the lecture related to this event.
7. Click **Submit** to save your event settings.
8. A message indicating that the event has been successfully saved will show at the top of the calendar.

EDITING EVENTS

To Edit an Event:

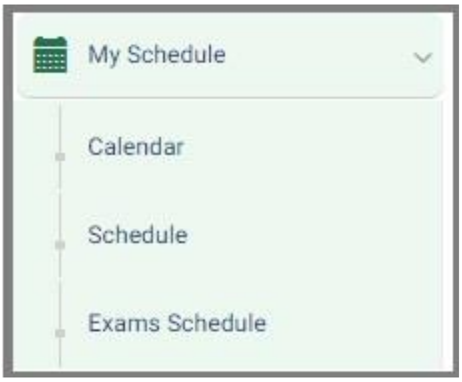
1. Click the name of the event you created from the calendar.
2. Click **Edit Event**. The **Edit Event** Dialog box opens.
3. Add the edits you want.
4. Click **Submit** to save your edits.

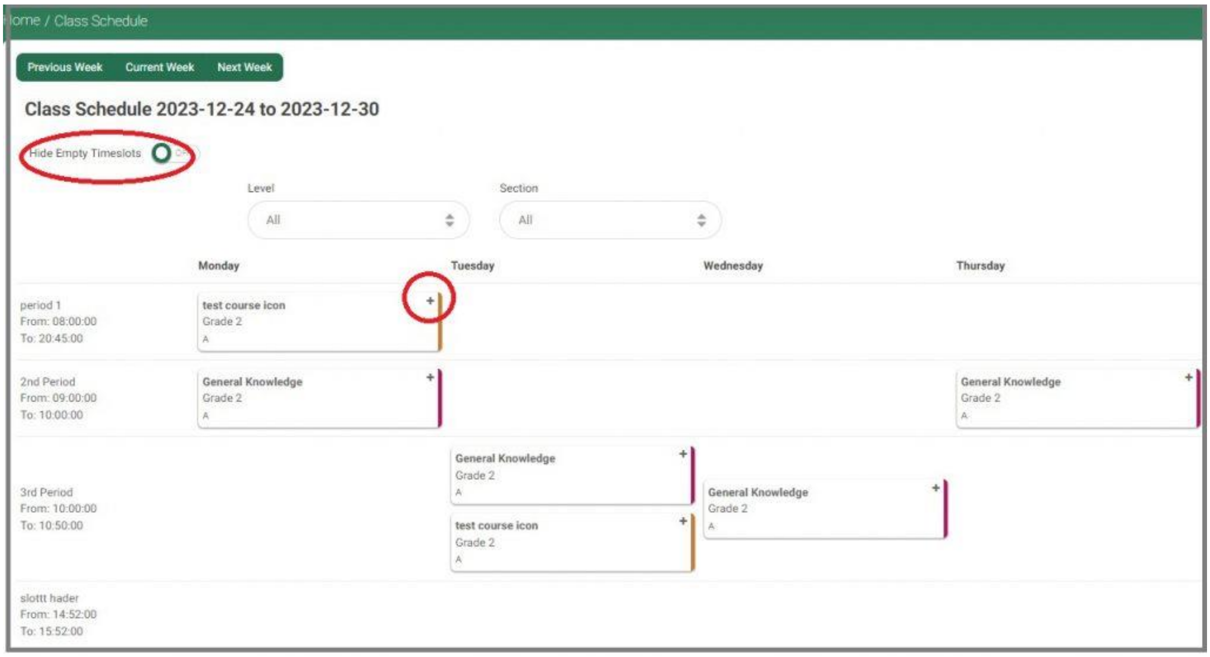
- To delete an event, click **Delete Event.**
- To view all events, click **List Events.**
- To create a new event, click **New Event.**

SCHEDULE

The **Schedule** page records your lectures' times and dates to make things more organized.

You can find the **Schedule** tab under the tab entitled **My Schedule** from your left-side menu.





- you can hide the empty time slots that include no courses by turning on the ***Hide Empty Slots*** toggle button or switch to off and vice versa.
- Click the + icon next to the time slot to add preparation to the required course that is booked in

VIRTUAL CLASSROOMS

Virtual Classrooms are online lectures created by the teacher to gather live with his students. LMS provides two virtual vendors; Microsoft Teams and Zoom.

When opening a Virtual Classroom using Microsoft Teams, for example, you can either:

- Click **Continue on this browser** to launch the virtual classroom using the MS Teams web application.
- Or, click **Open Microsoft Teams** to launch the virtual classroom using the MS Teams desktop application.

CERTIFICATES | LETTERS

The **Certificates | letters** page provides a distinct alternative to the meaning of certificates and paper letters. The teacher 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.

To Browse Certificates | Letters:

1. Click the **Certificates | Letters** tab on your left side tools.
2. Select one of the following tabs:
    - My Certificates
    - My Letters
    - Issue Certification

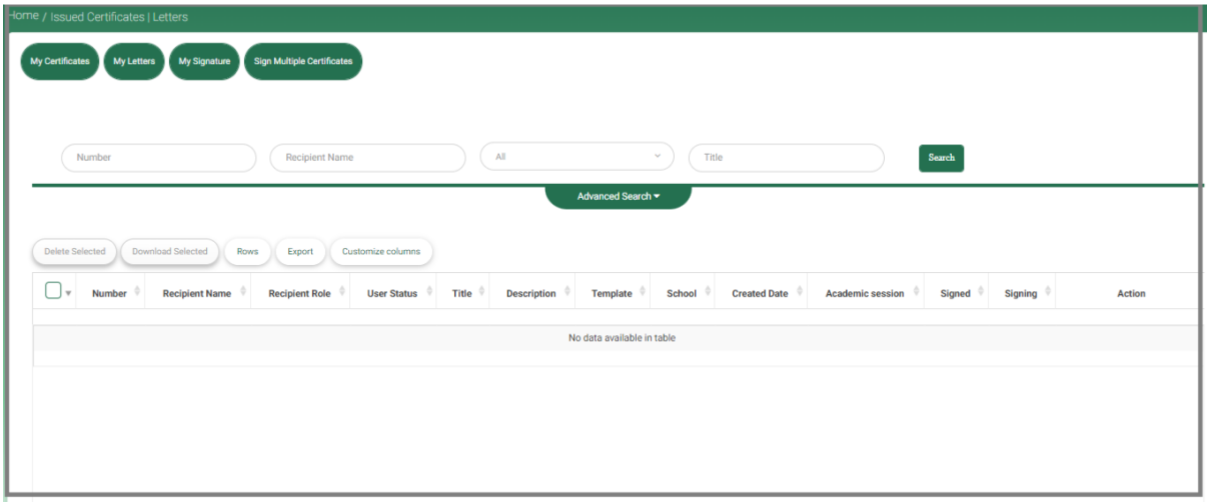
Certificates | Letters Page Options:

- You can view your certificates.
- You can view your letters.
- You can add your signature.
- You can sign a bulk of certificates.
- You can use the search bar to search for a specific certificate/Letter.

ISSUED CERTIFICATES | LETTERS

Issued certificates and letters are the ones issued by the user.

- You can search for the issued certificates or letters by recipient name or number.



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.

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.

ISSUE CERTIFICATES

To Issue a Certificate:

1. Click the **Certificates | Letters** tab from the main menu, then choose **Issue Certificates**.
2. Select a certificate template to use by clicking **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.

Note: *If the academic certificate needs the signature of the adviser or the manager, the certificate will not appear to the student until it is signed.*