

## **ADMIN PORTAL-**

### **1. MANAGEMENT-**

- Total no. of Students
- Total Number of teachers
- Active users(students/teachers)
- A graph representing the average classes being conducted everyday/weekly/monthly/annually
- Students
  - Each course
    - Their current level
    - Their past history of modules and levels completed
  - Attendance
    - Each class's joining and completing time stamp
    - Each Month's attendance
  - Classes purchased
  - Classes left
  - Number of renewal cycles
  - Reschedules
- Teachers
  - Their students
  - Attendance
    - Each class's joining and completing time stamp
    - Each Month's attendance
  - Class frequency
  - Reschedules
  - Salary(monthly and annually)
  - Total number of classes taken
  - Date of contract sent by the academy
  - Duration of training period

- Date of teacher signing the contract
- Salary Account details
  - date of joining the academy
  - email ids
  - address
  - phone numbers
  - state
  - CVs

## 2. ANALYTICS-

- Country-wise expansion
- Task list
- Upcoming events
- Website engagement- integration of google Analytics

## 3. HELP/SUPPORT-

- Total tickets raised
- Total tickets resolved
- Total tickets pending
- Categorisation of tickets(student/teacher/other)
- Statistical analysis of increase/decrease in tickets

## 4. COURSES-

- Most popular course, as per number of enrolments in that course
- Least popular course
- Most profitable course - statistical analysis

## 5. ACCOUNTS-

- Logins
- Total number of accounts
- New password/forgot password

- New registration

## 6. CLASSES

- On the first enrolments, number of classes to be assigned on each day with the mutually agreed time slots
- Same has to be done for renewals
- The existing google form of Student contact information needs to be shared with Websoft
- Students will fill the form, accordingly database should understand which teacher to be assigned for that course
- Students should be given ID and password of their log in portal. Teachers should be given the details of the new enrolment and the access to the student's music journey
- Students also should be given access to the teacher's professional profile containing a link of them teaching(recurring)
- Embedding Google meet link with Join class button for both student and teacher
- Link should be as per each student batch

## **SUPPORT/HR/TECH. PORTAL-**

### 1. DASHBOARD

- List of classes on a per day, per week and per month basis along with the join, reschedule and complete class buttons
  - Calendar view(day-to-day, weekly, monthly), list view

### 2. TICKETS RAISED

- Students
- Teachers
- Others such as people visiting the website
- Resolved Tickets
- Unresolved Tickets

### 3. PENDING TASK LIST

- Checking if classes are being held regularly

- Checking for tickets
- Access to check the teacher's login time
- Upload audit reports
- Upload class recordings
- Upload cwa/coa/certificates reports
- Check the class recordings
- Birthday Reminders

## **STUDENT PORTAL-**

Features that should be available:

### **1. DASHBOARD**

- Current events (eg. current discounts, current activities) (Instagram reels have to be put here directly)
- Today's Schedule
  - Class number
  - Time of the class
  - Current module (VCB1.1)
  - Join and Reschedule Button
- Renewal Reminder
  - Graphic indication and text indication of classes left

### **2. CLASSES**

- Scheduled class
  - Date Selection
  - List view (by default)
    - Class number
    - Time of the class
    - Current module (CCVB 1.1)
    - Join and Reschedule Button

- Under reschedule- available slots of the teacher assigned
- Calendar View
  - Day, Week, Month Format (refer to the pdf sent)
- Summary
  - Course name
  - Level
    - Apply button (after selection)
  - Detailed summary of enrolment and renewals

### 3. COURSE/ COURSE MATERIAL(FOR DETAILS REFER TO THE PDF)

- This is after the academy sends out the log in credentials to students

### 4. Assignments (for details refer to the pdf)

- Performance reports
- Homework
  - Upload option of audio should be available
- Teacher note

### 5. Abhyas Audio Archive (A3)

- Has to be linked with homework
- All the files uploaded under homework should be visible here as an archive
- Automatically delete the audios after 30 days of the upload

### 6. Teacher Profile

- Name
- Picture
- Achievements (3 max)
- Concerts (3 max)
- Link to one of the class recording (embed Instagram or fb link)

### 7. Referral

- If a student brings in a student/teacher referral, the student who is referring will get a 10% discount on the next renewal (min 10, max any no.)
- voucher reminder for the support

8. Home, About Academy, About professors, etc tabs that are put in public website should also reflect at the top of the page

## **TEACHER PORTAL-**

Features that should be available:

### **1. DASHBOARD**

- Current events (eg. current discounts, current activities) (Instagram reels have to be put here directly)
- Today's Schedule
  - Class number
  - Time of the class
  - Current module (CCVB 1.1)
  - Type of session
  - Name of the student
  - Join and Reschedule Button
- Cookie and Cut-Nip (refer to the pdf for further details)
  - Re-enrolment
  - Attendance
  - Log-in Time
  - SVP Virtual Background
  - Reschedule

### **2. CLASSES**

- Scheduled class and Completed Class
  - Date Selection

- List view (by default)
  - Class number
  - Time of the class
  - Current module (CCVB 1.1)
  - Join and Reschedule Button
  - Type of session
  - Name of the student
    - Under reschedule- day, date, time and reason
- Calendar View
  - Day, Week, Month Format (refer to the pdf sent)
- Summary
  - Course name
  - Level
    - Apply button (after selection)
- Detailed summary

### 3. COURSE/COURSE MATERIAL

### 4. ASSIGNMENTS (for details refer to the pdf)

- Performance reports
  - Student name
  - Course name
  - Level
  - Apply button
- Homework & Teacher Notes

### 5. ABHYAS AUDIO ARCHIVE

- Has to be linked with homework
- All the files uploaded under homework should be visible here as an archive

### 6. STUDENT PROFILE

## 7. REFERRAL

8. Home, About Academy, About professors, etc tabs that are put in public website should also reflect at the top of the page

# DATABASE

1. Details of visitors visiting the website
  - Answers to the questionnaire provided by the academy
2. Details of enrolments
3. Details of the payment made by the students
4. Copy of the payment receipt sent to the student
5. List of the courses enrolled by the students
6. Details of the student
  - Name
  - Pronouns (He/Him, She/Her, Them/They)
  - Contact number
  - Email id
  - Address
  - Country
  - Age
  - Course enrolled
  - Course details
    - Name of the course
    - Module
    - Teacher
  - Payment details



- Assignment/homework details
- CwA/CoA schedules, tests, reports

## 7. Details of the teachers

- date of joining the academy
- email ids
- address
- phone numbers
- state
- CVs
- Signatures
- Cookie and cut-nip track

8. Salary details of the teachers/support/HR team-a common system to be built to maintain records

9. Students' payment details

10. Availability of time slots for both teachers and students

11. Course material

12. Course Structure

- Name of the course
- No. Of Modules
- Levels
- CoA/CwA question papers
- Course fee

13. Course Code- Will be provided by SVP

14. Links to classes (New link to be formed for each batch)

14. Class timings and schedules

15. Batch code generator & class code generator

16. Birthdays of everyone

17. Contracts signed

18. Images of the academy (logo, background etc)

19. Recordings

- Classes Link
- Assignments
- Assessments

## 20. Audit Reports

# **PUBLIC WEBSITE-**

1. Design/idea sent in a different pdf