

Smart Student Handbook User Manual

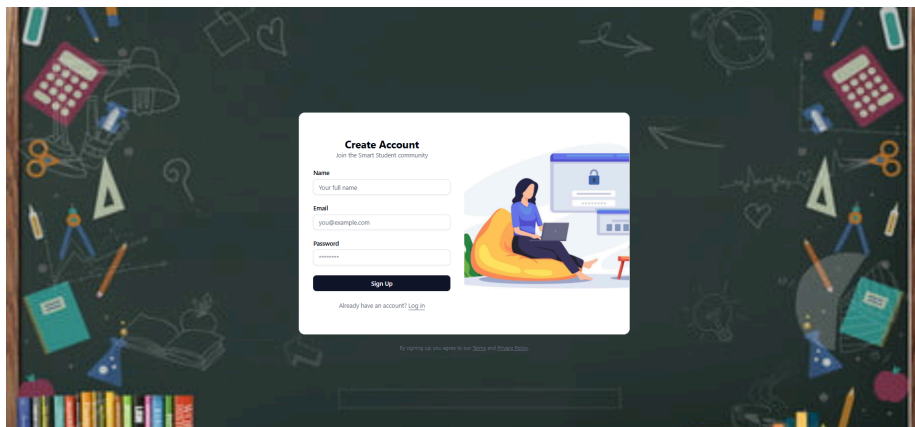
Welcome to the Smart Student Handbook, your all-in-one academic companion! This user manual will guide you through the main features of the application in simple, step-by-step language. Screenshots will help you visualize each screen and action.

1. Getting Started

1.1 Installing & Accessing the App

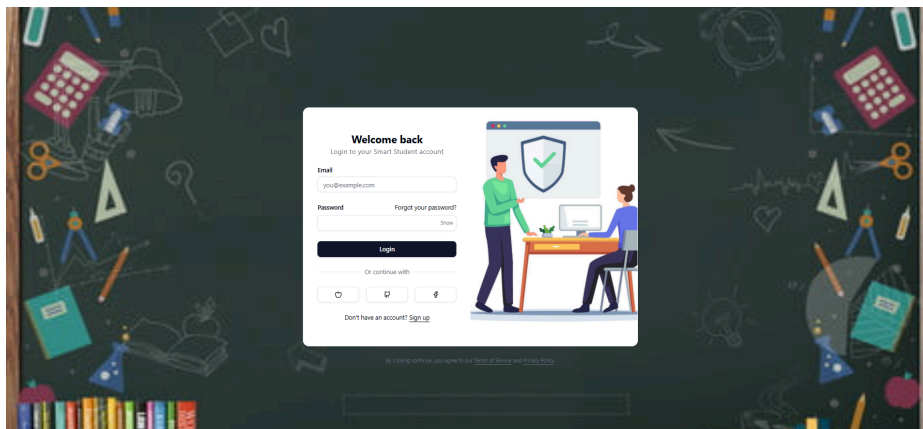
1. Open your browser and navigate to the application URL.
2. If you don't have an account yet, click **Sign Up** to register.

Sign Up



1.2 Logging In

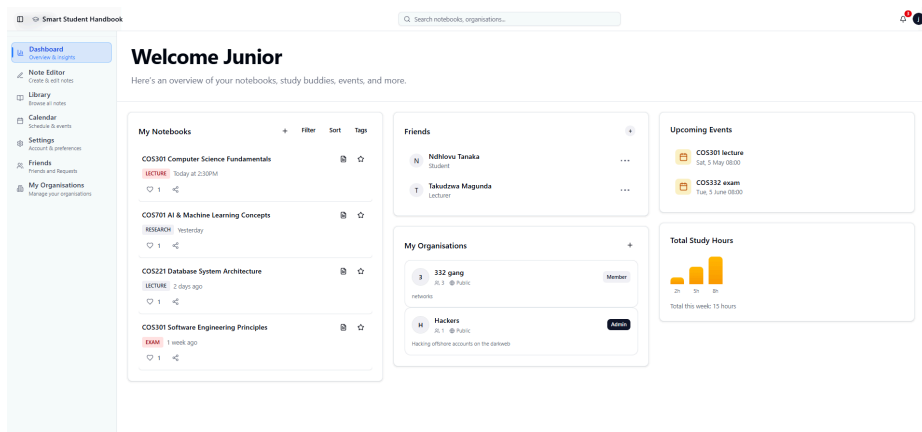
1. Enter your email address and password.
2. Click **Login**.
3. If you forget your password, click **Forgot Password?** and follow the instructions.



2. Dashboard Overview

After logging in, you land on the **Dashboard**—your central overview.

- **Welcome Banner:** Greets you by name.
- **Quick Stats:** Shows total study hours, notes created, and your study streak.
- **My Notebooks:** Lists your recent notebooks with quick actions.
- **Friends:** See and manage your study buddies.
- **Upcoming Events:** Displays your next lectures and exams.



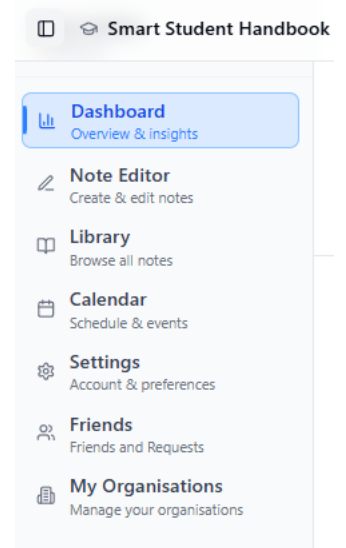
3. Navigation

At the top, you'll find the **header** with:

- **Sidebar Toggle:** Show/hide the sidebar menu.
- **Search Bar:** Quickly search your notes, modules, or flashcards.
- **Notifications:** Your handy schedule reminders.
- **User Menu:** Access your profile, settings, or sign out.

On the left, the **Sidebar** gives you quick links to:

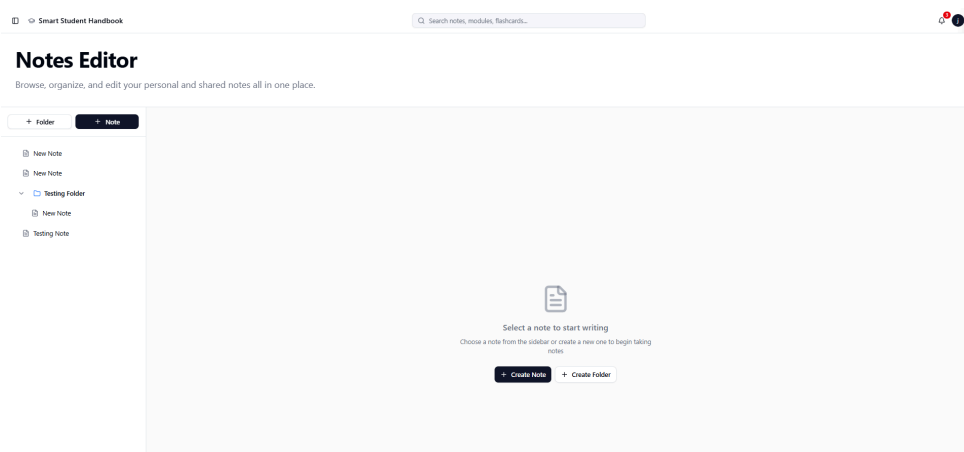
- Dashboard
- Note Editor
- Library
- Calendar
- Settings
- Friends
- Organisations



4. Notes

4.1 Creating a New Note

1. Click **Note Editor** in the sidebar.
2. Click **+ Note** or **+ Folder** to organize.
3. Enter a title and start typing in the rich-text editor.
4. **AutoSave** is applied to preserve your changes.

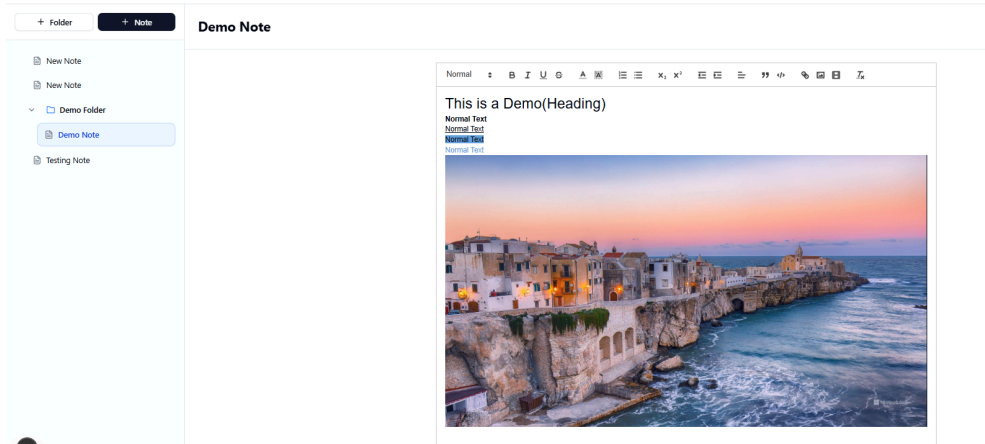


4.2 Organizing & Managing Notes

- **Folders:** Group related notes—click the folder icon to expand or collapse.
- **Editing:** Click a note's title to rename; click the trash icon to delete.
- **Sharing:** Use the share button to invite collaborators by their email.

Notes Editor

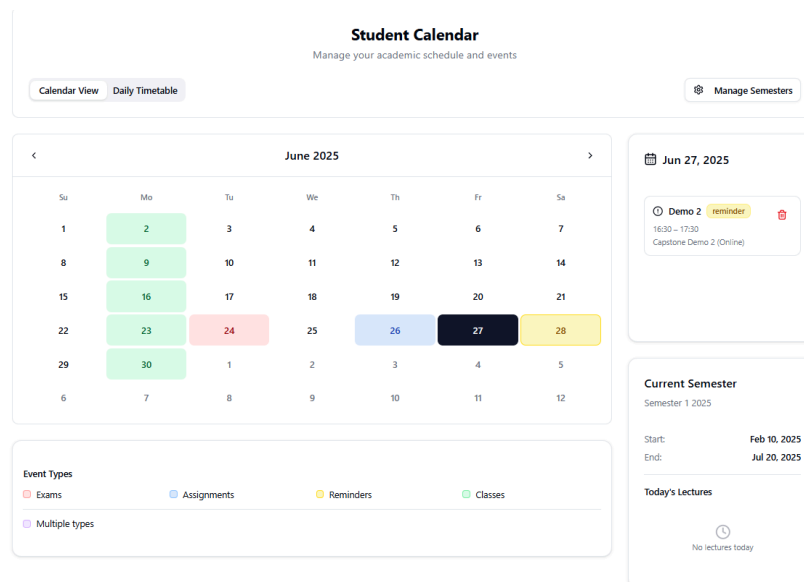
Browse, organize, and edit your personal and shared notes all in one place.



5. Calendar

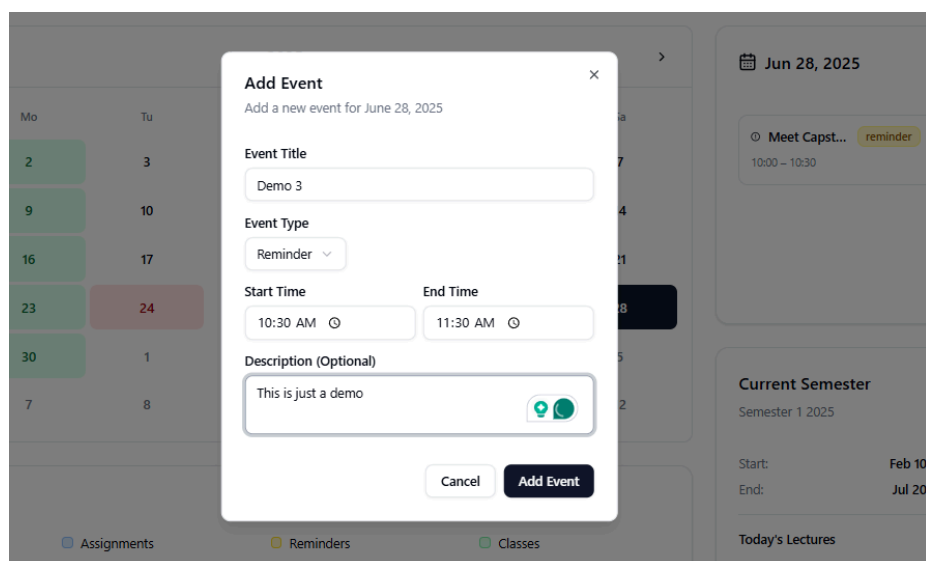
5.1 Viewing the Calendar

1. Click **Calendar** in the sidebar.
2. Navigate between months using the arrow buttons.
3. Click any date to see events or lectures scheduled.



5.2 Adding Events & Lectures

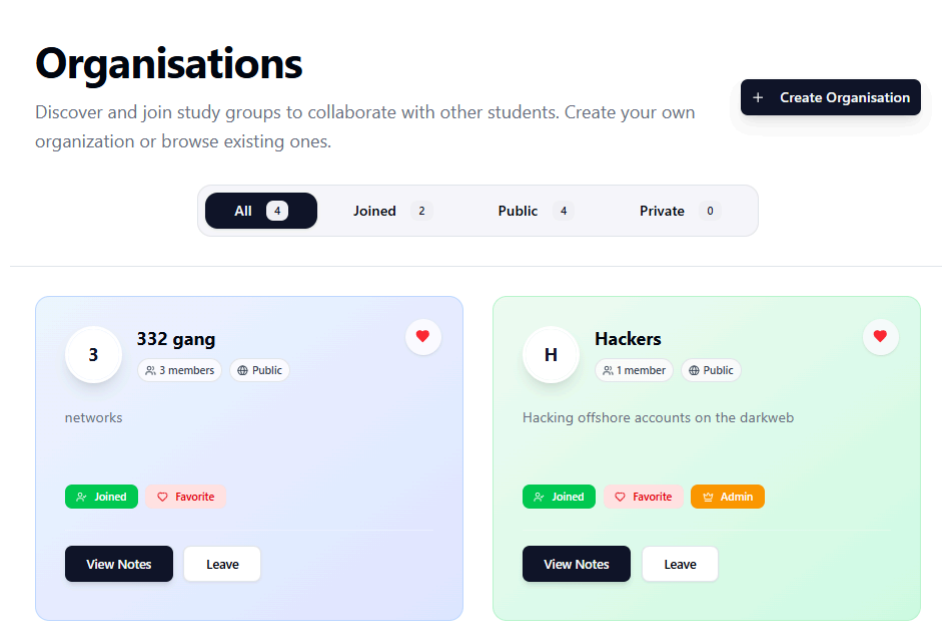
- **Events:** Click a date, then **Add Event**. Fill in title, type (lecture, assignment, etc.), time, and description.
- **Lectures:** Switch to **Daily Timetable** tab, then click **Add Lecture** to schedule classes.



6. My Organisations

Keep track of your study groups and organisations right from the Dashboard.

1. In the **My Organisations** panel, view the list of groups you've joined.
2. Click **Create Organisation** to start a new group—enter the name, description, privacy setting, and invite friends.
3. Browse public organisations to find new study groups, then click **Join** to participate.
4. Use the **Favorite** (heart) icon to bookmark organisations for quick access.
5. Click **View Notes** in any organisation card to see shared notes within that group.



7. Profile & Settings

1. Click your avatar in the header to open **User Menu**.
2. Navigate to **Profile** to update your personal info.
3. Use **Settings** to change themes (Light/Dark/System).

Settings

Manage your account information, security, and preferences.

Account Settings

Security

Profile Information

Update your personal information and academic details

First Name

Last Name

Degree Program

Occupation

Interests & Hobbies

Separate with commas

Bio

Tell us about yourself...

Save Changes

Achievements

Your academic badges and milestones

Best Achiever

Fast Coder

Researcher

GitHub Enthusiast

Bookworm

Goal Setter

Study Buddies

Connect with your classmates and study partners

No study buddies yet. Start connecting with classmates!

Total Study Hours

127.5

+12.5 hours last month

Notes Created

89

+12 this week

Study Streak

23 days

Keep it up!

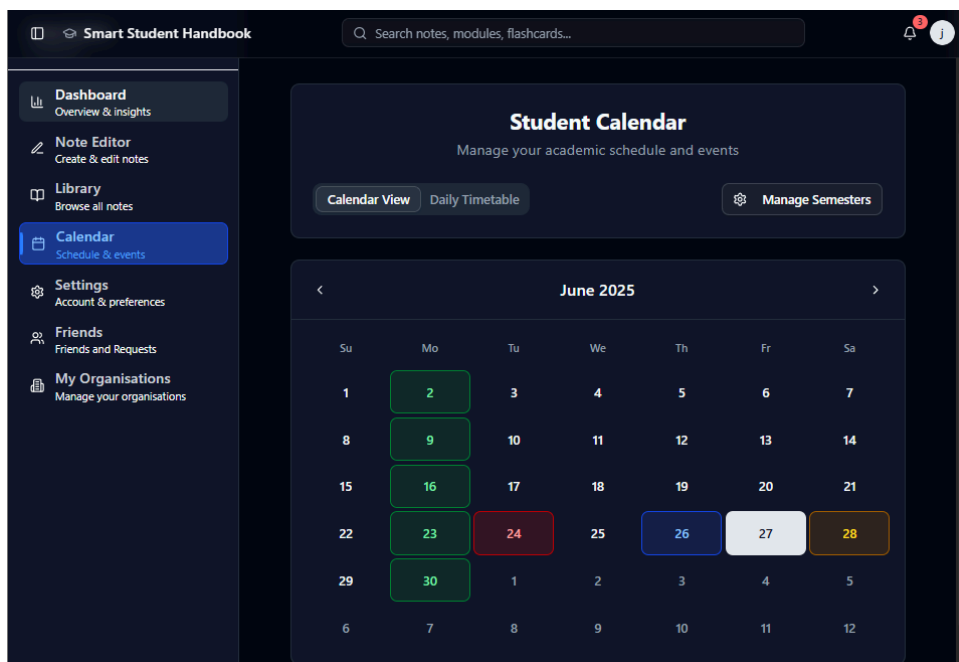
This Week

29.2h

4.2h daily average

8. Dark Mode Tips

- Toggle dark mode via the **Appearance** menu at the bottom of the sidebar.
- Dark mode will be applied to the whole program.



9. Troubleshooting & Support

- **Issues logging in?** Reset your password or contact support.

For more help, reach out at capstone30.f5@gmail.com.

