Smart Student Handbook User Manual

Welcome to the Smart Student Handbook, your all-in-one academic companion! The Smart Student Handbook is an AI-assisted workspace for creating notes, organising learning material, generating summaries and flashcards, and coordinating schedules with classmates and organisations. 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.
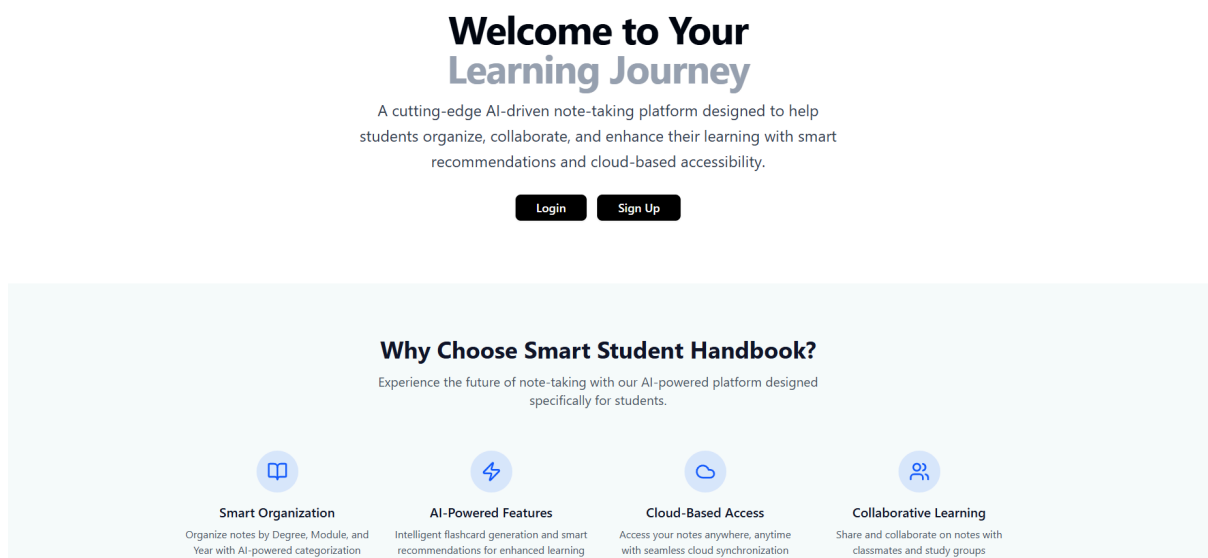

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1. Getting Started

1.1 Installing & Accessing the App
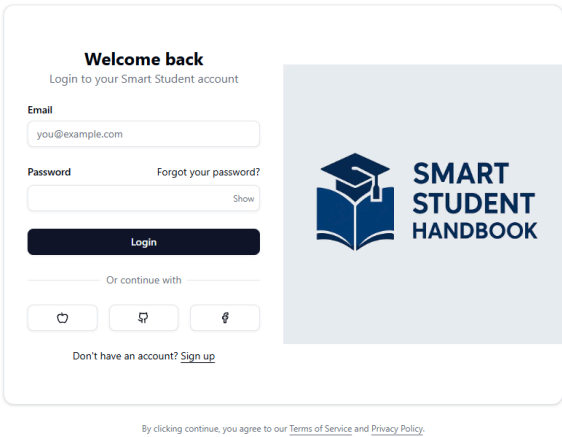
1. Open your browser and navigate to the application URL.

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.

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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.
- **Notifications:** Shows notifications from your friends, organisations and calendar.
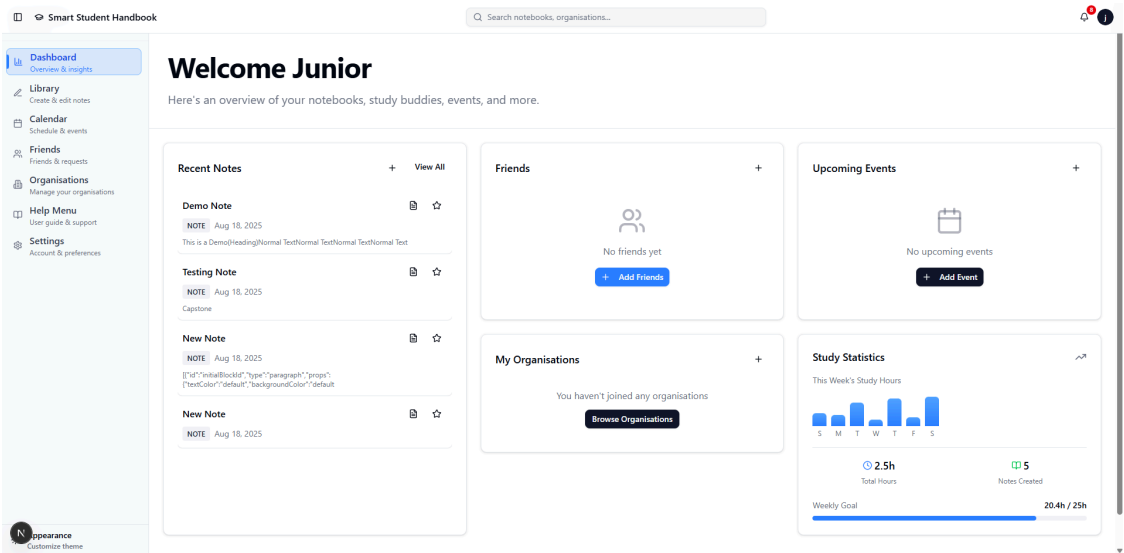
3. Navigation

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
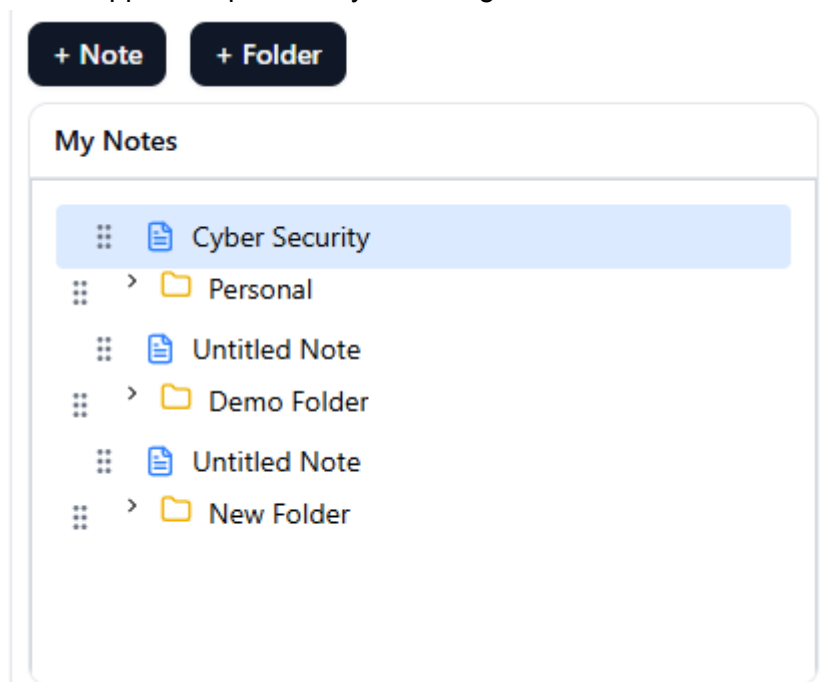- Library
- Calendar
- Settings
- Friends
- Organisations

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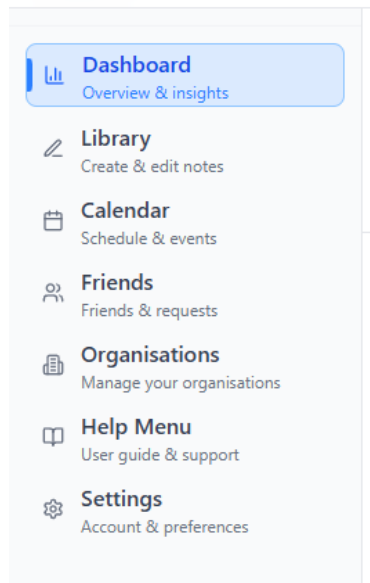
4. Notes

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.

4.3 Summaries

- Summaries your notes by one click of a button.

4.4 Flash Cards

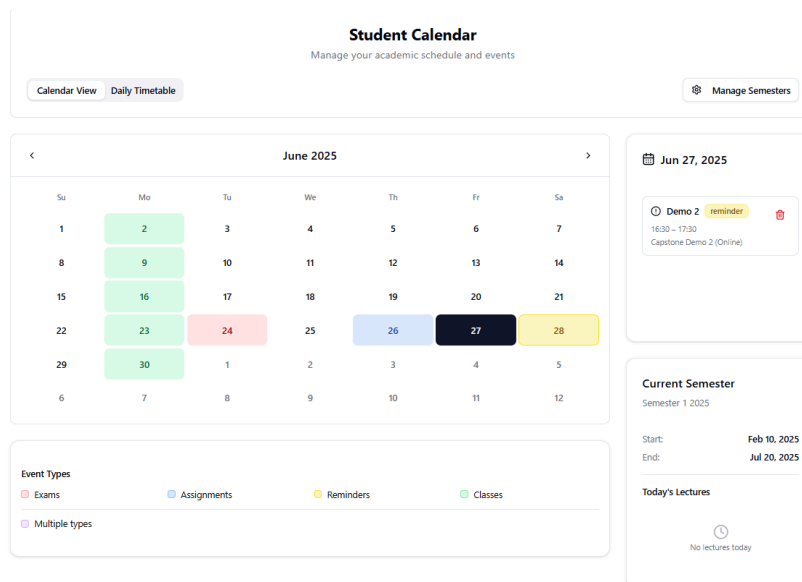- Generate flash cards based on your notes.
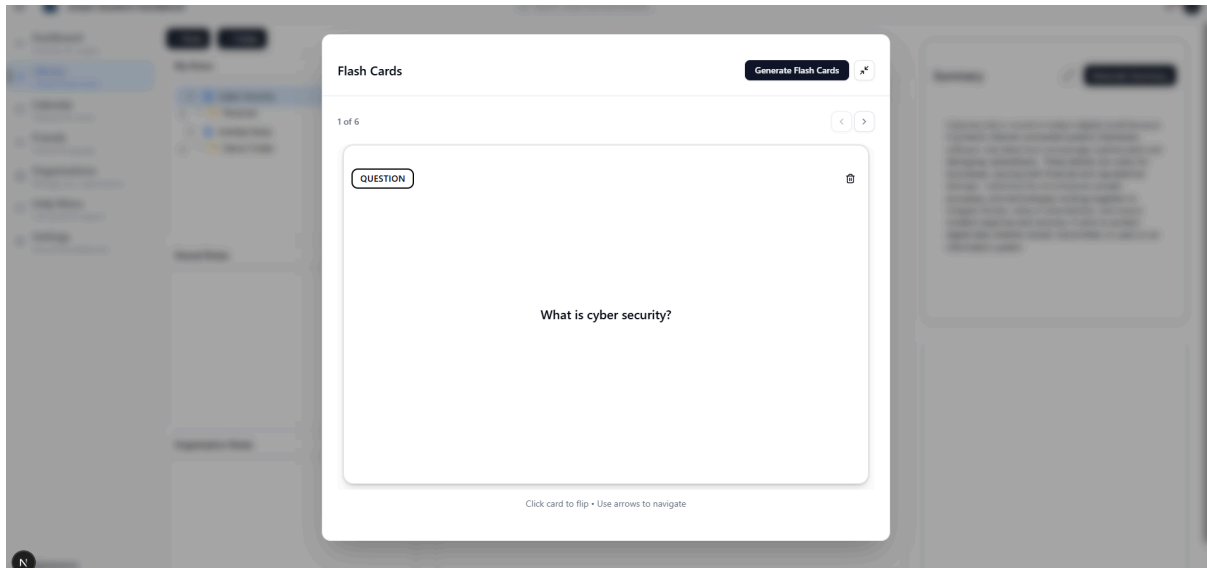
- Flash cards are generated with questions and answers. Tap on the card to reveal the answer and move to the next question.
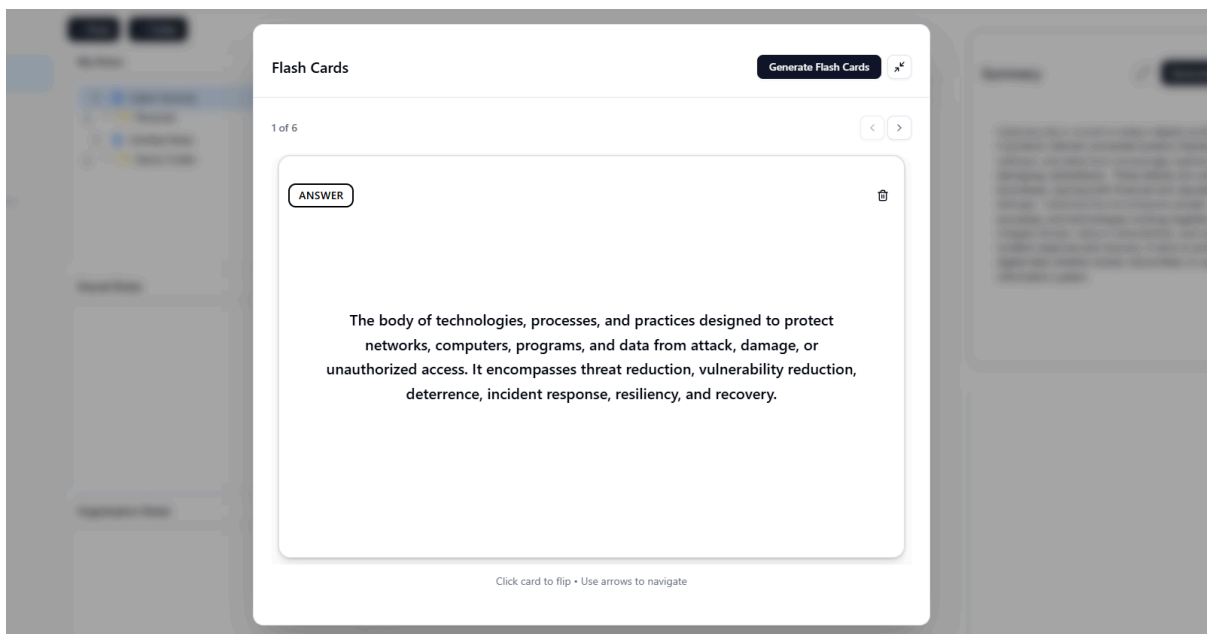
5. Calendar

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.
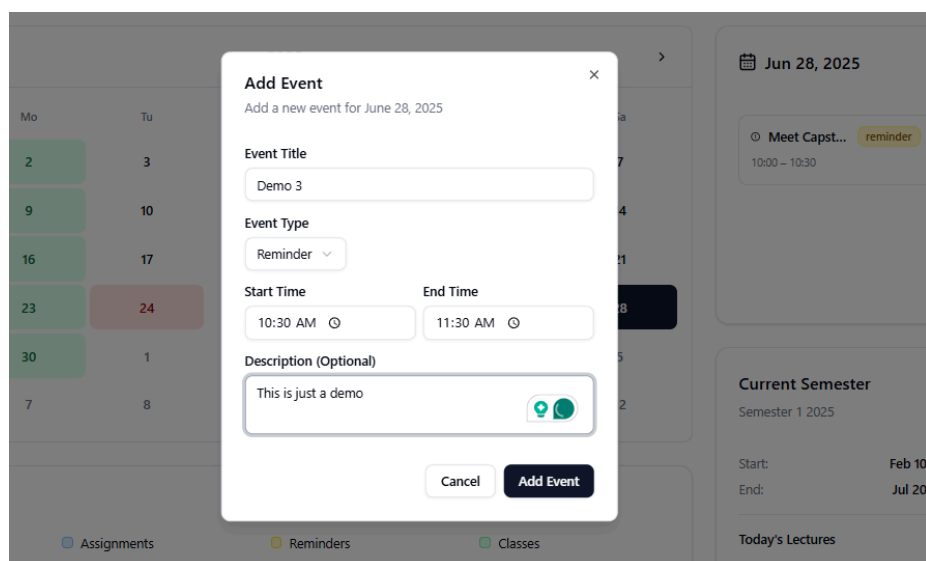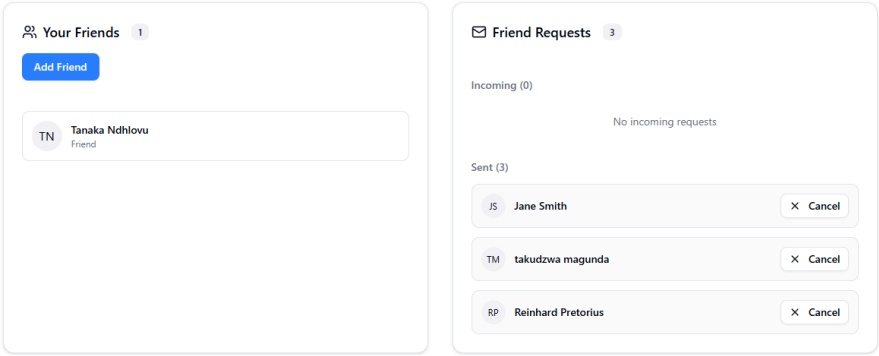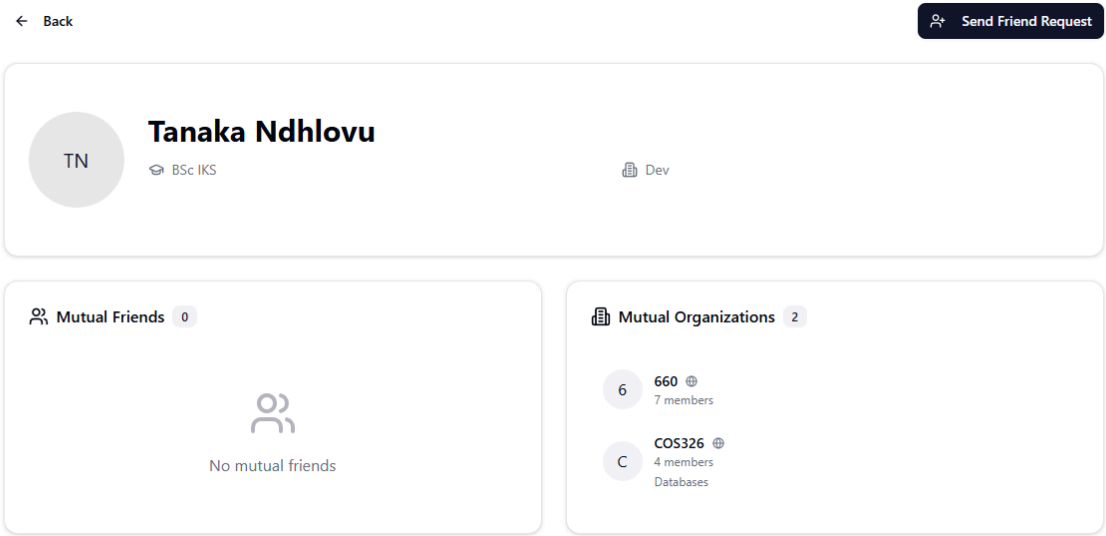
6. Friends

- Connect with friends or classmates by searching for their names using the add friend button.

Friends

Connect with classmates and study partners to collaborate on your academic journey.

👥 Your Friends 1	✉ Friend Requests 3
Add Friend	Incoming (0)
TN Tanaka Ndhlovu / Friend	No incoming requests
	Sent (3)
	JS Jane Smith ✕ Cancel
	TM takudzwa magunda ✕ Cancel
	RP Reinhard Pretorius ✕ Cancel

- **Sending friend requests:** You can send a friend request to another user to enable sharing and collaboration of notes.

← Back   👤 Send Friend Request

Tanaka Ndhlovu

TN   🎓 BSc IKS   🏢 Dev

👥 Mutual Friends 0	🏢 Mutual Organizations 2
	6 660 ⊕ / 7 members
No mutual friends	C COS326 ⊕ / 4 members / Databases

6. 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.
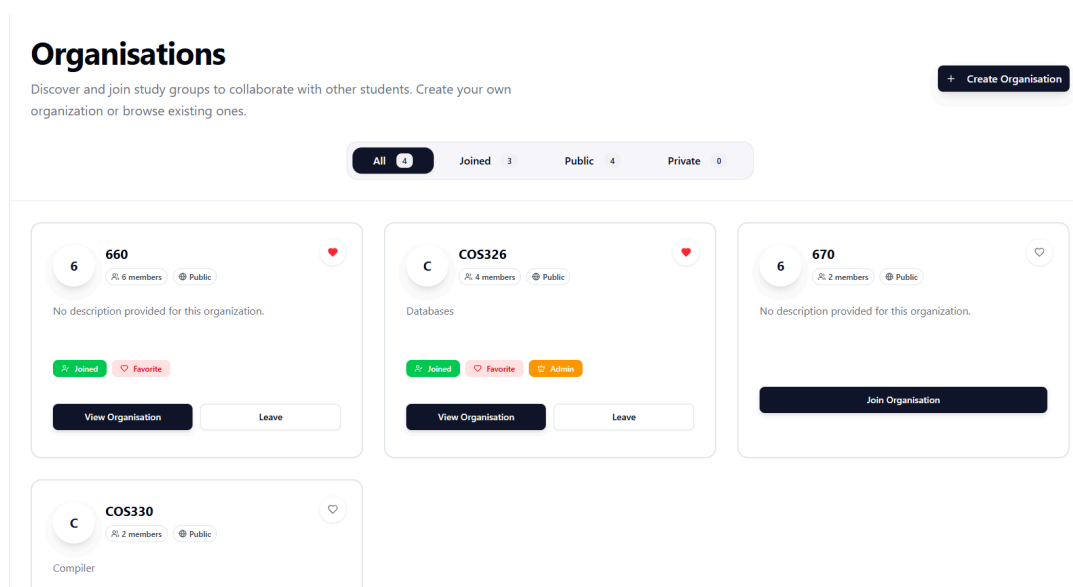
Organisation Shared Notes: Access the Organisation's shared notes by pressing the "View Organisation" button and navigating to the "notes" tab.

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).
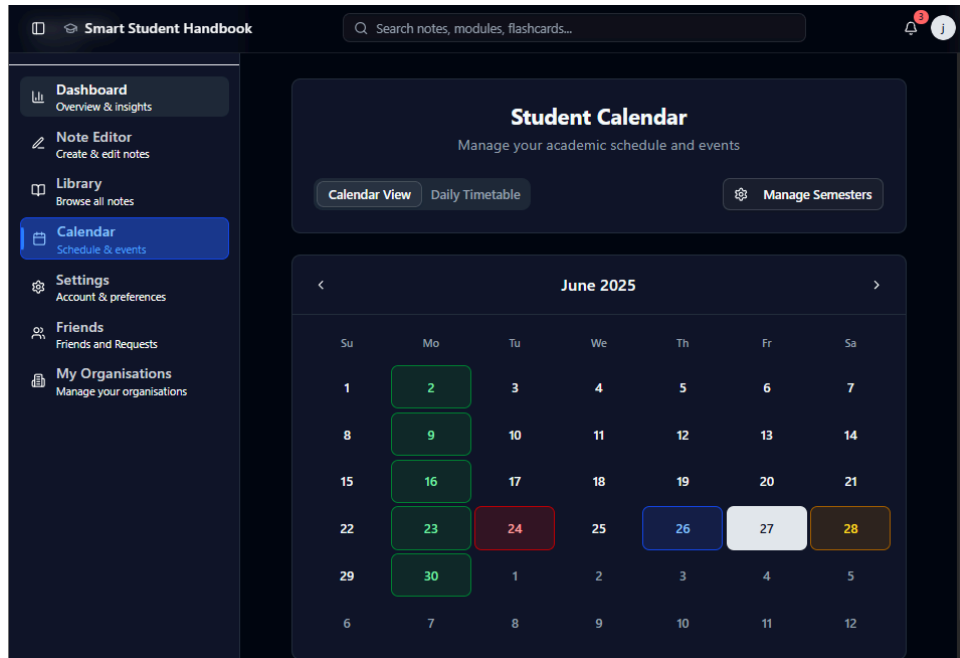
8. Dark Mode Tips

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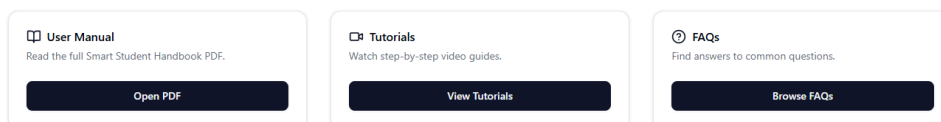- Dark mode will be applied to the whole program.

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9. Troubleshooting & Support

- **Issues navigating the app?** Browse to the "Help Menu", where you will find the User Manual, Tutorial and FAQs.

- **FAQs (Frequently Asked Questions) :** Browse through the FAQs to see if any questions you have may been answered.

FAQs

Find quick answers to common questions.

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