Admin Guide: BASE Platform

Welcome to the official guide for the BASE Platform Admin Dashboard. This document will walk you through all the features you need to manage your students and the platform effectively.

1. Getting Started: Logging In

To begin, go to the website's landing page and click the **"Student Portal"** or **"Login"** button. This will take you to the login screen.

- **Email:** Enter your admin email address.
- **Password:** Enter your admin password.

Upon successful login, you will be taken to your main dashboard.

2. The Main Dashboard View

The first screen you see is your main dashboard. It gives you a quick overview of the tuition center:

- **Total Students:** A live count of all students currently enrolled on the platform.
- **Batches:** The number of unique batches you have created.
- **Recent Activity:** A list of the last 5 actions performed, such as adding a mark or sending feedback.

3. Using the Sidebar Menu

On the left side of the screen, you will see a menu with all the actions you can perform. Simply click on an option to open its view in the main content area.

4. Managing Students

Viewing the Student Roster

- Click on **"Student Roster"** in the sidebar.
- You will see a table of all your students.
- You can use the **search bar** at the top to find a student by name or use the **dropdown menu** to filter the list by a specific batch.

Adding a New Student

1. Click on **"Add Student"** in the sidebar.
2. Fill in the student's **Name**, **Email**, **Password**, and **Batch** (e.g., "10th A", "12th Science").
3. Click the **"Add Student"** button.
4. **Important:** When you add a new student, a parent account is automatically

created for them.
- **Parent's Email:** parent.[student's email]
- **Parent's Password:** password123
- You should provide these details to the parent so they can log in. They will be able to change their password later.

Editing or Deleting a Student

1. Go to the **"Student Roster"**.
2. Find the student you wish to manage.
3. In the "Actions" column, you can:
   - Click **"Edit"** to open a pop-up where you can change the student's name or batch.
   - Click **"Delete"** to permanently remove the student and their linked parent account from the system. You will be asked to confirm this action.

5. Managing Academic Records

Marking Attendance (for a whole batch)

1. Click on **"Bulk Attendance"** in the sidebar.
2. Select a **Batch** from the dropdown menu.
3. A list of all students in that batch will appear.
4. For each student, click **"Present"** or **"Absent"**.
5. Once you are done, click the **"Submit Attendance"** button at the bottom.

Adding Marks

1. Click on **"Add Mark"** in the sidebar.
2. Select the student from the dropdown list.
3. Enter the **Subject**, **Score**, and **Date**.
4. Click the **"Add Mark"** button.

Updating Chapter Completion

1. Click on **"Chapter Completion"** in the sidebar.
2. Choose whether you want to update for a **Specific Student** or an **Entire Batch**.
3. Select the student or batch.
4. Enter the **Subject** and the **Chapter Name**.
5. Click the **"Mark as Completed"** button.

Sending Feedback and Notes

1. Click on **"Send Feedback / Note"** in the sidebar.
2. Choose whether to send to a **Specific Student** or an **Entire Batch**.
3. Select the student or batch.

4. Type your message in the text box.
    - **To share notes (like a PDF):** You can upload your file to a service like Google Drive, get a shareable link, and simply paste that link into the message box. The link will be clickable for students and parents.
5. Click the **"Send Message"** button.

6. Settings & Account Management

Click on **"Settings"** in the sidebar to manage your account.

Changing Your Password

1. Enter your new password in the "New Password" field.
2. Enter it again in the "Confirm New Password" field.
3. Click **"Update Password"**.

Creating a New Teacher/Admin

1. In the "Manage Admins / Teachers" section, fill in the **Name**, **Email**, and **Password** for the new admin.
2. Click the **"Create Admin"** button. The new user will now be able to log in with admin privileges.