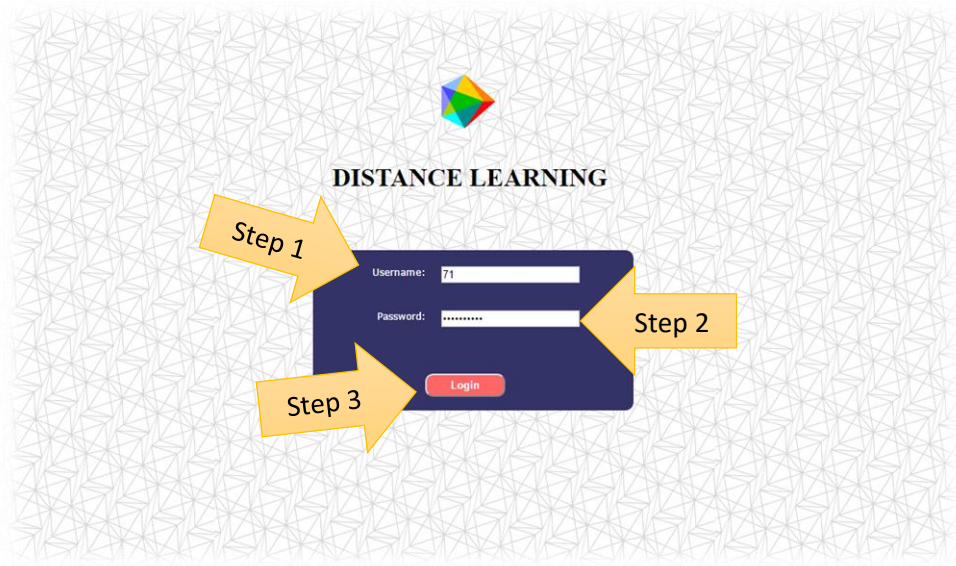# Step-by-Step User Guide

~ For Students

The following is a general tutorial for how to use the Web Application. This document assumes some familiarity with basic internet concepts; you may need to refer to your developer for specifics.

Prerequisites

- Internet access, if you do not have internet connection then you will not be able to access your account;
- Student e-mail and password.

Login

The first screen asks you for important information which is your personal student e-mail and password. The e-mail used for the Web Application will be the one assigned by the school.

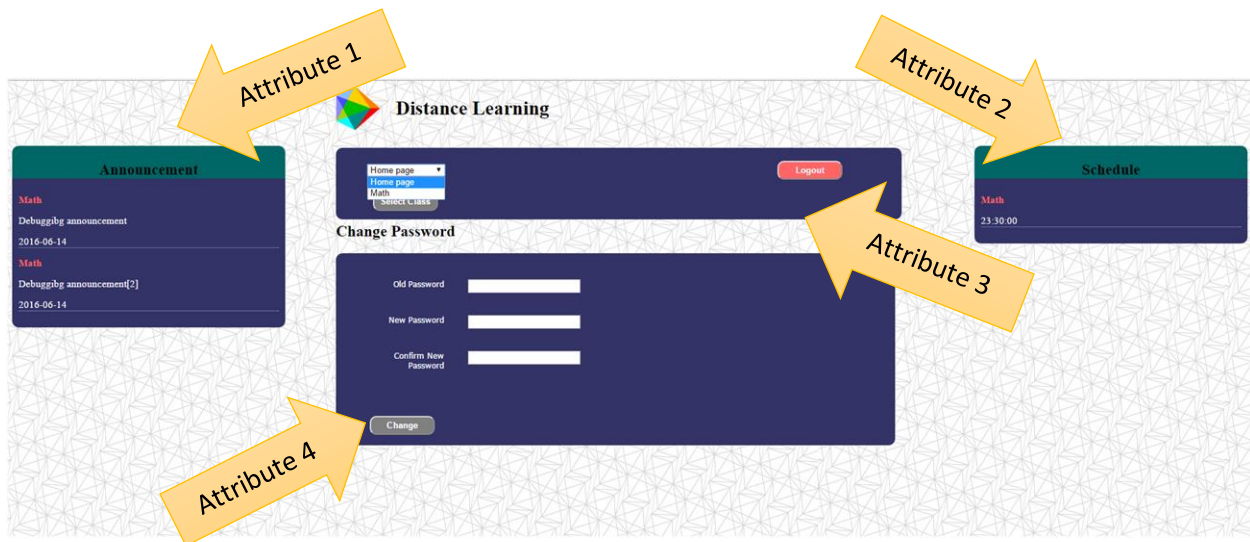The opening section creates your administrative account for the system:

- *Step 1*: Type your email address into the **Username** field. (Note this is the e-mail that the school has assigned for you.)
- *Step 2*: Enter your password in the **Password** field.
- *Step 3*: Click on the **Login** button.

!! If your apssword or e-mail are incorrect an Error page will appear, please refresh the page and try again.

Password is incorrect

Home Screen

On the home screen you will find all the information to keep you up to date with all the events that have happened during a lecture.
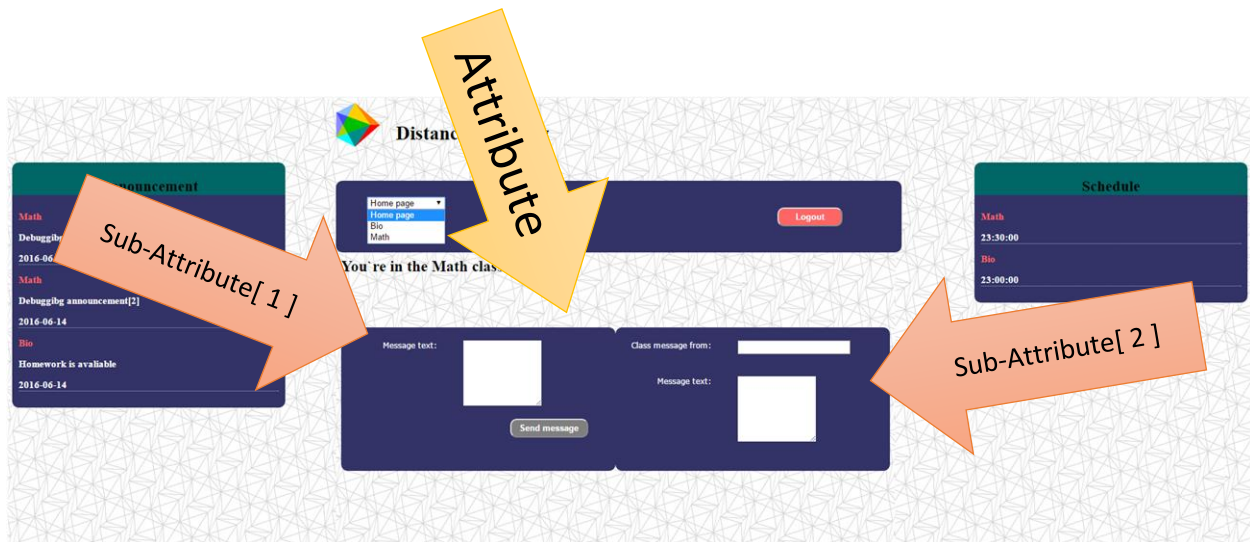

The Home Section gives you a quick access to many attributes:

- *Attribute 1*: The first attribute is the **Announcement** field. Here you will find all the updates about the class, such as due date for homework, uploaded assignments, et cetera.
- *Attribute 2*: The second attribute is the **Schedule** field, here you will find information of the past classes as well as the time for when the next class begins.
- *Attribute 3*: The third attribute is a **Task Bar** field. This field provides a **Logout** button, as well as a drop down menu from which you can choose to go to specific pages.
- *Attribute 4*: The forth attribute the **Change Password** field, allows you to change their password. This is done by entering the old password and then enter

the new password following by a confirmation and then clicking the **Change** button.

Subject Screen

The subject screen is where you can see all the events that have happened in a classroom.

The Subject Section gives you a quick access to an attribute which is divided into two sub-attributes.

- The first sub-attribute, Sub-Attribute [1], allows you to type a message in the **Message Box** and by clicking the **Send Message** your message will be sent to the group.
- The second sub-attribute, Sub-Attribute [2], is the **Inbox Message** where you see from which **Class** the message was sent from and the **Message Display Area** will display the messages that were sent by other participants to the conversation.