

**Step-by-Step
User Guide
~ For Teachers**

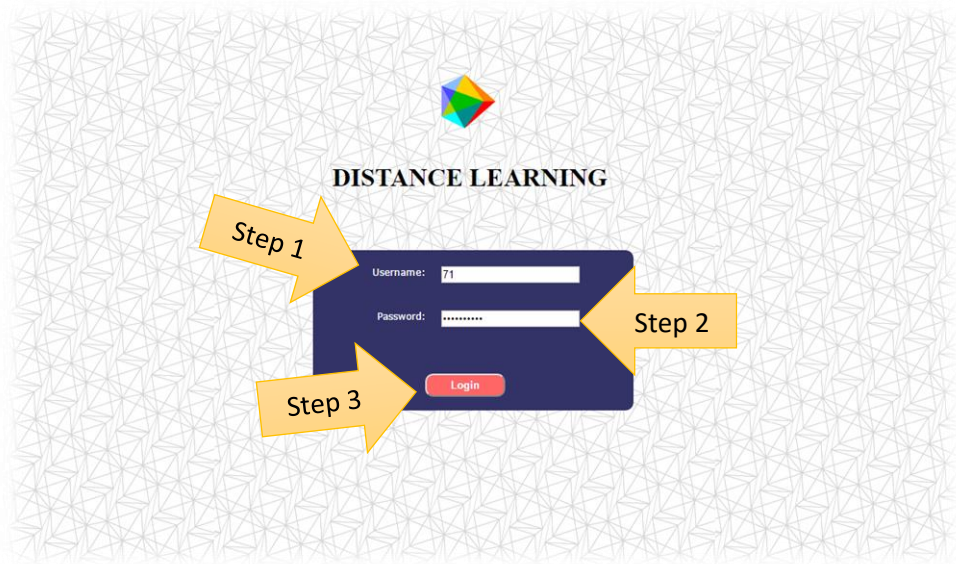
The following is a general tutorial for how to use the Web Application. This document assumes some familiarity with basic internet concepts; you may need to refer to your developer for specifics.

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:

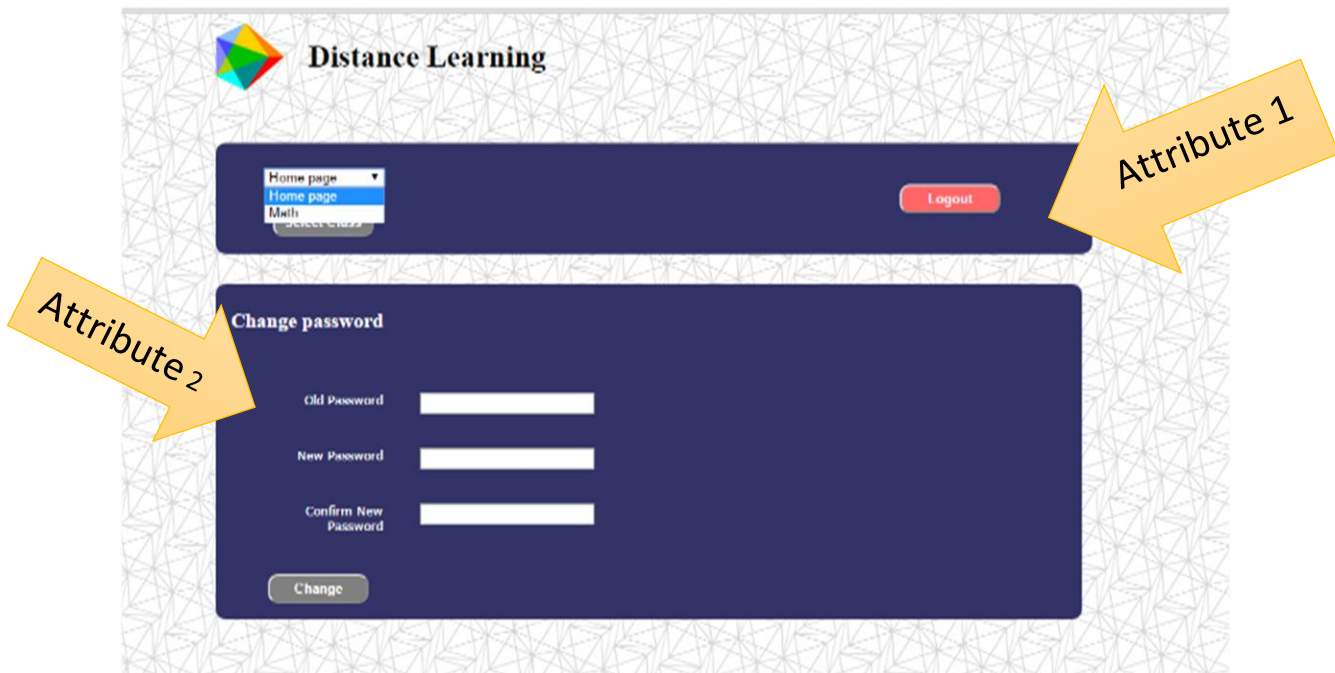
- *Step 1:* Type your email address into the **Username** field. (Note this is the e-mail that the school has assigned for you.)
- *Step 2:* Enter your password in the **Password** field.
- *Step 3:* Click on the **Login** button.

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



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.

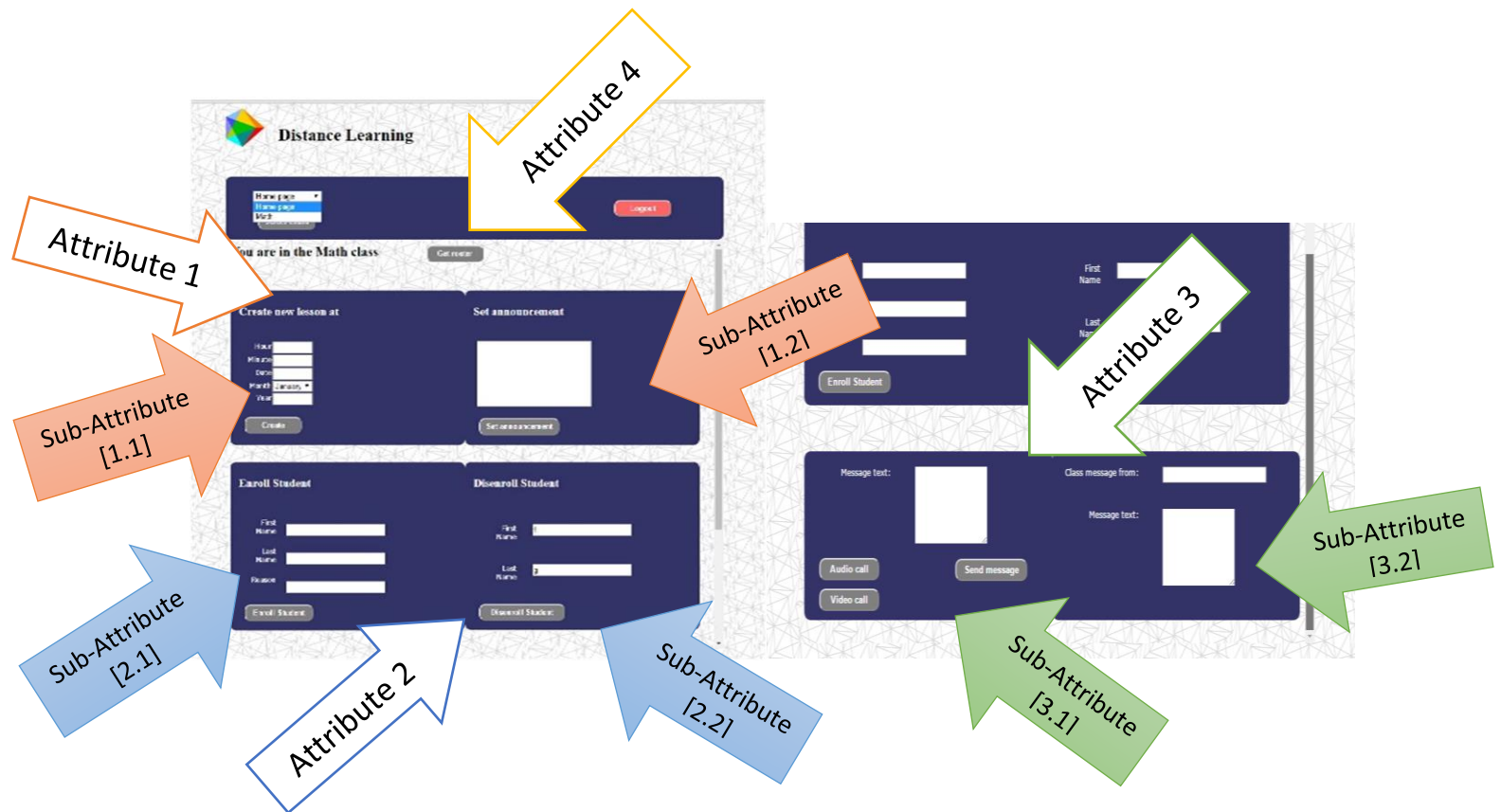


The Home Section gives you a quick access to many attributes:

- *Attribute 1:* The 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 2:* 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.

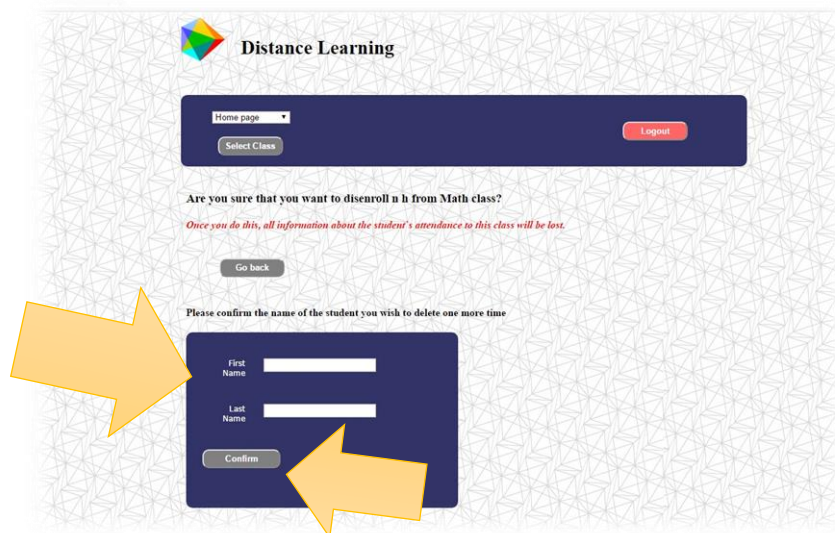


The Subject Section gives you a quick access to several attributes, each of which is divided into sub-attributes.

- *Attribute 1*: The first attribute is divided into two Sub-Attributes. The first Sub-Attribute [1.1], allows you to simply **Create a New Lesson** by filling in the blank fields. The in the second Sub-Attribute [1.2] you can write announcements which will be then posted on the student's **Announcements**.
- *Attribute 2*: The second attribute is also divided into two Sub-Attributes. The first Sub-Attribute [2.1] **Enrol Student** allows you to enrol a student in a subject class, by filling in the blank spaces and then clicking **Create**. The

second Sub-Attribute [2.2] allows you to **Disenroll Student** from the subject class, once you filled in the information about the student and clicked the **Disenroll Student** button you will be redirected to the second check.

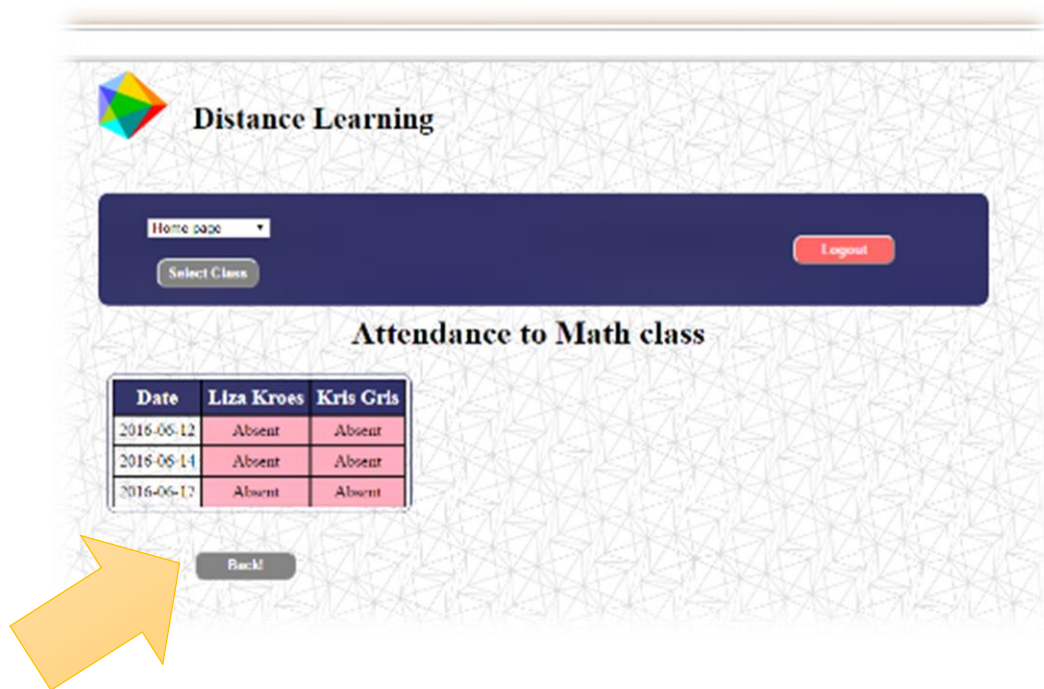
- The second check for disenrolling a student from a class is found on a redirected page, **Disenroll Student Check**^{2-2.2}. Here you will be asked to enter the student information again and click **Confirm**. (NOTICE: Once you have Disenrolled a student you cannot find their information anymore in the database).



2-2.2 Disenroll Student Check Screen

- *Attribute 3:* The third attribute is for communication. The first sub-attribute, Sub-Attribute [3.1], allows you to type a message in the **Message Box** and by clicking the **Send Message** your message will be sent to the group. As well here you can start a **Video** or an **Audio** call. The second sub-attribute, Sub-Attribute [3.2], 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.

- *Attribute 4:* When you click on the **Get Rooster** button, you will be redirected to the **Attendance Screen** ^{4-1.1} where you can see the dates you were present or absent. If you click on the **Back** button, you will be redirected to the **Subject Screen**.



4-1.1 Attendance Screen