

1.	Getting Started	3
2.	For Students	4
3.	For Teachers	5
4.	For Administrators	6
5.	For DOS (Director of Studies)	7
6.	Common Features	8
7.	Frequently Asked Questions	9

Welcome to TSSANYWHERE, Rwanda's premier TVET/TSS learning platform. This guide will help you navigate and make the most of our platform.

System Requirements:

- Web browser (Chrome, Firefox, Safari, Edge)
- Internet connection
- Account credentials

Creating Your Account:

1. Visit the TSSANYWHERE homepage
2. Click 'Get Started' or 'Sign Up'
3. Select your role (Student, Teacher, Admin, DOS)
4. Fill in your details
5. Verify your email
6. Start learning!

Dashboard Overview:

Your dashboard displays enrolled courses, recent activities, and learning progress.

Key Features:

- **Browse Courses:** Explore available courses from 165 TVET schools
- **Enroll:** Join courses that match your interests
- **Access Materials:** Download study resources and videos
- **Join Live Sessions:** Participate in real-time classes
- **Submit Assignments:** Complete and submit coursework
- **Track Progress:** Monitor your learning achievements

Tips for Success:

- Set a regular learning schedule
- Participate in live sessions
- Communicate with teachers and peers
- Download resources for offline learning
- Review your progress regularly

Dashboard Overview:

Manage your courses, students, and teaching materials from your teacher dashboard.

Key Features:

- **Create Courses:** Design and publish new courses
- **Upload Materials:** Share videos, documents, and resources
- **Schedule Sessions:** Plan live classes and sessions
- **Manage Students:** View enrolled students and their progress
- **Grade Assignments:** Review and grade student work
- **Communicate:** Send messages and announcements

Best Practices:

- Provide clear course descriptions
- Update materials regularly
- Respond to student inquiries promptly
- Schedule consistent live sessions
- Give constructive feedback on assignments

Admin Dashboard:

Manage school operations, users, and platform settings.

Key Responsibilities:

- **User Management:** Create and manage user accounts
- **Course Oversight:** Monitor all courses and content
- **Reports:** Generate analytics and performance reports
- **Settings:** Configure school-specific settings
- **Support:** Assist users with technical issues

Administrative Tasks:

- Approve new teacher accounts
- Monitor platform usage
- Ensure data security and privacy
- Maintain system performance
- Provide user training and support

DOS Dashboard:

Oversee academic programs, curriculum, and educational quality.

Key Responsibilities:

- **Curriculum Management:** Oversee course content and standards
- **Academic Reports:** Review student performance analytics
- **Teacher Oversight:** Monitor teaching quality and engagement
- **Quality Assurance:** Ensure educational standards
- **Planning:** Develop academic strategies

Strategic Functions:

- Review course effectiveness
- Identify training needs
- Plan curriculum improvements
- Analyze learning outcomes
- Support teacher development

Real-Time Communication:

Connect instantly with teachers and classmates. Share ideas, ask questions, and collaborate on projects through our advanced messaging system.

Rich Learning Resources:

Access comprehensive study materials, videos, and documents. Download resources for offline learning and stay ahead in your trade.

Live Video Sessions:

Join interactive live classes with end-to-end encryption. Participate in real-time discussions and practical demonstrations.

Inter-School Network:

Connect with students and teachers from 165 TVET schools. Build your professional network across Rwanda.

Security & Privacy:

Your data is protected by enterprise-level security. Role-based access ensures safe and appropriate interactions.

Progress Tracking:

Monitor your learning journey with detailed analytics. Stay motivated with achievement tracking and milestones.

Q: How do I reset my password?

A: Click 'Forgot Password' on the login page, enter your email, and follow the reset instructions sent to your inbox.

Q: Can I access the platform offline?

A: You can download resources for offline access. Live sessions require an internet connection.

Q: How do I contact support?

A: Use the 'Contact' link in the footer or email support@tssanywhere.rw

Q: Is my data secure?

A: Yes, we use enterprise-level security with encryption and role-based access controls.

Q: Can I switch between roles?

A: Contact your administrator to change your role or account type.

Q: How do I enroll in a course?

A: Browse available courses and click 'Enroll'. You'll be added to the course immediately.

Q: What browsers are supported?

A: Chrome, Firefox, Safari, and Edge are fully supported.

Q: How do I download course materials?

A: Click the download icon next to any resource in the course materials section.