# Mjisomee

The explanation was created in Stonly

# Introduction

This guide will help you through the process of utilizing the mJisomee Learning Platform to give a comprehensive learning solution.
The platform was divided into interdependent components that are at different stages of development. This action enabled the platform to be published online and made available via the internet.
You can log in and access the functions that the system administrator has authorized you access to if you have the necessary login credentials. If you require additional support, please contact this individual.
To access the app, launch your browser and type the access URL into the address bar. You will be taken to the application's login page, where you'll need to enter your username and password.

# Login Page

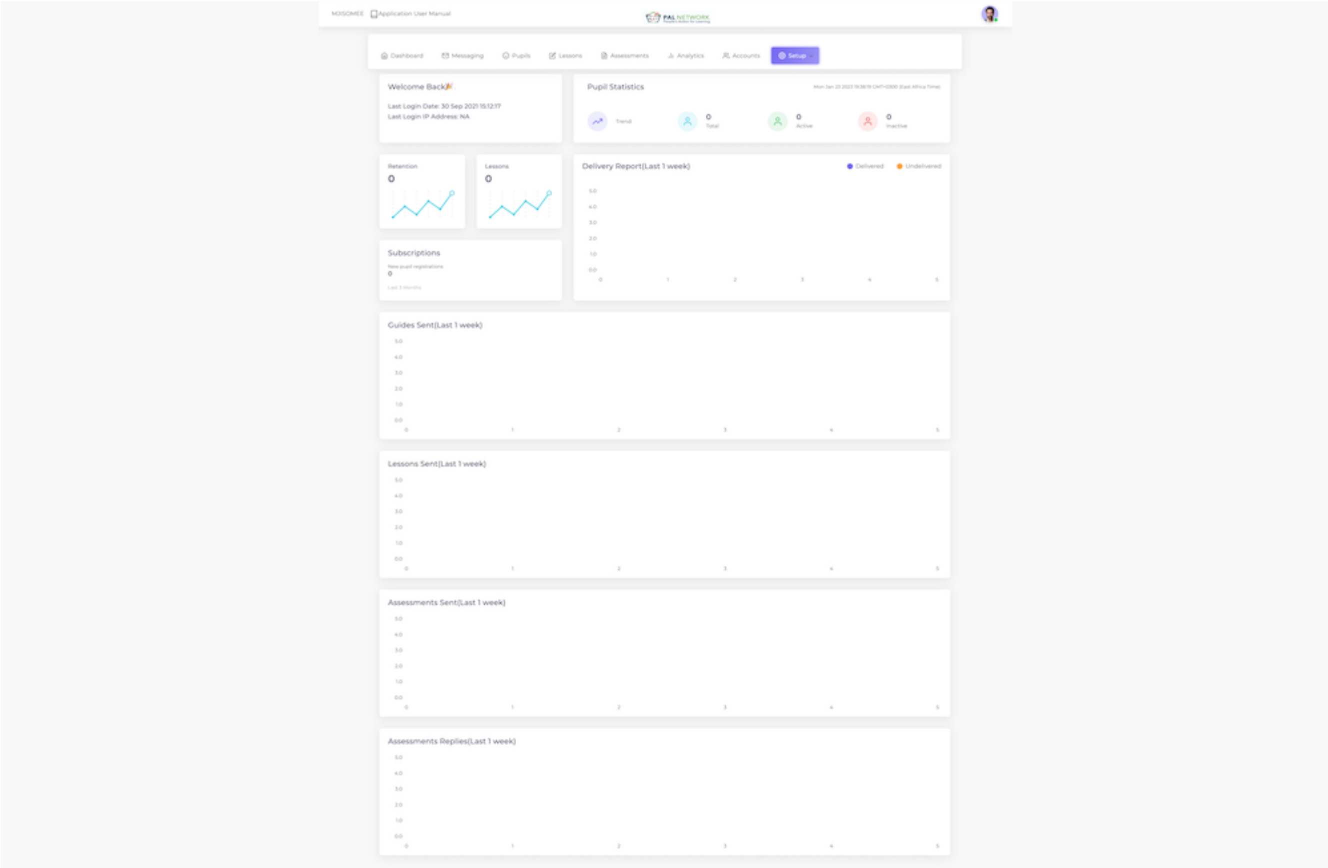

This is the page that appears when you successfully open the application URL. You will be granted access to the functions assigned to you in the learning application if you successfully login through this page. The username to use on this page is the one issued by the system administrator.

You can conduct a variety of actions on the login screen, including *Selecting Your Preferred Language*, *Logging into the Application*, and *Resetting Your Account Password*.

Language
Go to **Page 19**

Signing-in
Go to **Page 20**

# Dashboard




On successful login, you will be greeted with the dashboard page. The page features various charts and a summary of statistics. The page is divided into separate sections as follows:

1. **Section 1**: The uppermost section of the page commonly known as the *Header*. It features the application's name on the far left side, followed by the user manual, the application logo in the middle, and an avatar on the far right-hand side.

1. **Manual**: This is a link that allows you to download the user manual in PDF form. The user manual guides you through the application in a step-by-step manner.

2. **Avatar**: When you are done utilizing the functions of the application, the avatar gives you the option to log out. You simply need to click it and an option to log out will be presented to you.

2. **Section 2**: This is the second section of the page that highlights the different pages within the application. This section is mostly known as the *Navigation* section. Most of the utilities of the application will be accessed through this section.

3. **Section 3**: This section is divided into two columns. On the left-hand side, you are presented with

a *Greeting* and on the right-hand side, there are *Pupil Statistics*.

1. **Greetings**: This section welcomes you to the page using your username and provides you with a summary of when you last logged in and the IP address that you used.

2. **Pupil Statistics**: This section provides a summary of the total number of pupils within the application with their active or inactive status and a trend line of their count.

4. **Section 4**: From a global perspective, this section summarizes a number of key stats that are helpful with decision-making. These stats include *Pupil Retention, Lessons Sent, New Subscriptions*, and *Delivery Stats*:

1. **Retention**: This is a number arrived at by calculating Active versus Inactive Pupils within a given time frame. The retention rate helps the leadership understand if the program is making the desired impact.

2. **Lessons**: This is a summary of all the lessons that have been sent through the application.

3. **Subscriptions**: When a new pupil is added to the program, they are counted as a subscription. This feature summarised active pupils over the last 3 months.

4. **Delivery Report**: As messages leave the application to the subscribers, the application provides a summary of their delivery over the last week. Delivery is subject to whether a mobile device is active or inactive and whether at the time of sending the message, the phone was online.

5. **Section 5**: This section highlights a summary of the *Guides* that were sent last week. Guides are a set of special instructions that are sent to learners to prepare for the next lessons.

6. **Section 6**: This section showcases a summary of *Lessons* that were sent the previous week. Lessons are a bite-sized set of instructions that are geared to pass knowledge to learn to master specific subject areas.

7. **Section 7**: This section summarises the number of *Assessments* that were sent in the previous week. Assessments are used to measure the learning impact made after a pupil has been taken through a series of instructions.

4. **Delivery Report**: As messages leave the application to the subscribers, the application provides a summary of their delivery over the last week. Delivery is subject to whether a mobile device is active or inactive and whether at the time of sending the message, the phone was online.

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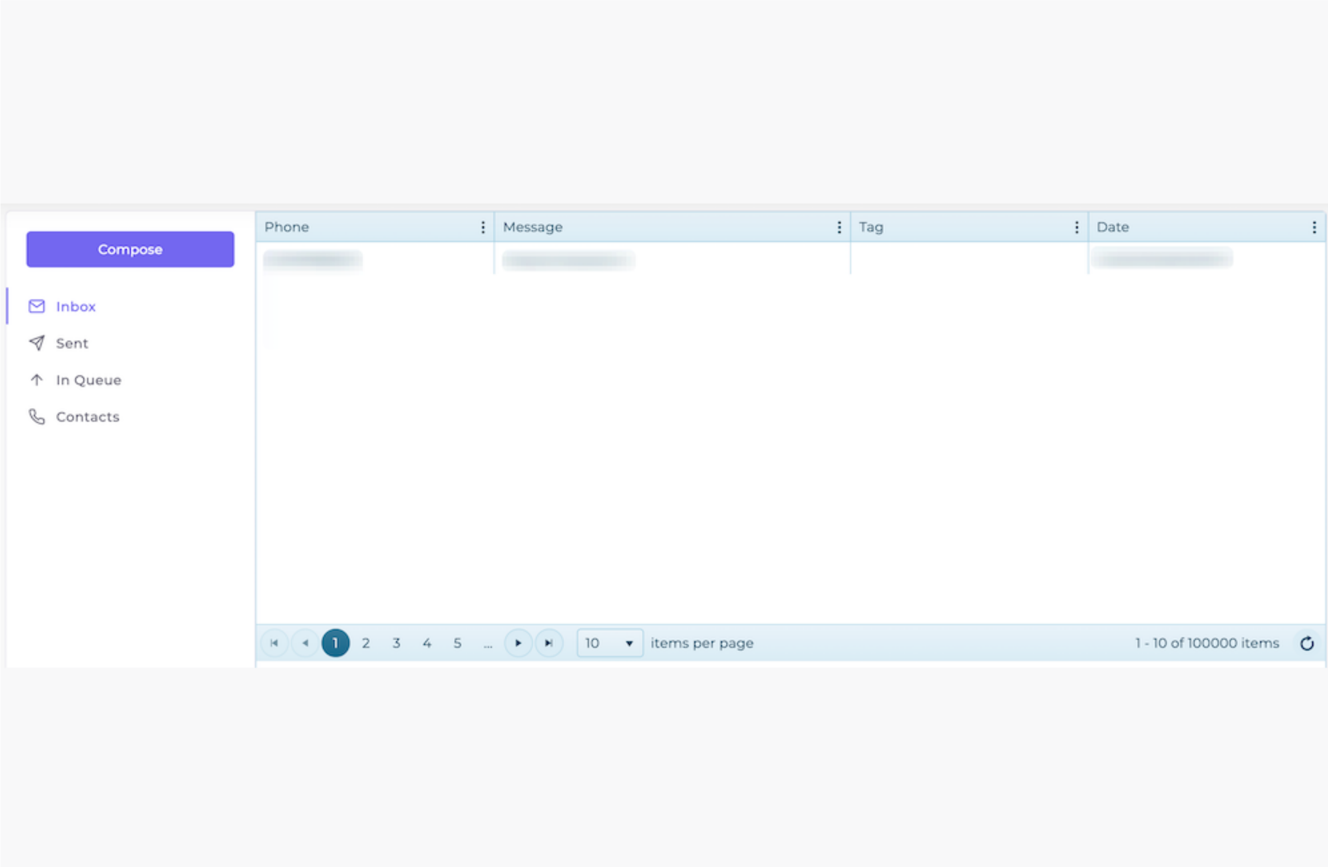
7. **Section 7**: This section summarises the number of *Assessments* that were sent in the previous week. Assessments are used to measure the learning impact made after a pupil has been taken through a series of instructions.

8. **Section 8**: This section summarises the *Assessment Replies* received from the learners in the previous week. For each assessment sent out to a learner, a specific response is expected from them hence this

# Messaging




This component of the service can be used for general communications needs that are not related to guides, lessons, or assessments. You can utilize this page to compose a message, view the messages you've sent and received, and manage your contacts.

Compose Message
Go to **Page 28**

Inbound Messages
Go to **Page 30**

Sent Messages
Go to **Page 31**

Scheduled Messages
Go to **Page 32**

Contacts
Go to **Page 33**

# Setup

This is the application's configuration engine. Some of the application's capabilities are inaccessible without these settings. As a result, it is critical to follow each step offered for a successful deployment. The setup procedure is broken into seven categories, which are as follows: *Country Structure Levels, Country Structure, Learning Center, Subject, Classes, Subject Levels,* and *System Roles*.
The first exercise that you need to undertake is to create your country also known as the *Country Structure Level*. You can do this by clicking **Setup** in the navigation panel and selecting **Country Structure Level**.


> Create a Country
> Go to **Page 42**

> Manage County Level
> Go to **Page 46**

> Create a Class
> Go to **Page 49**

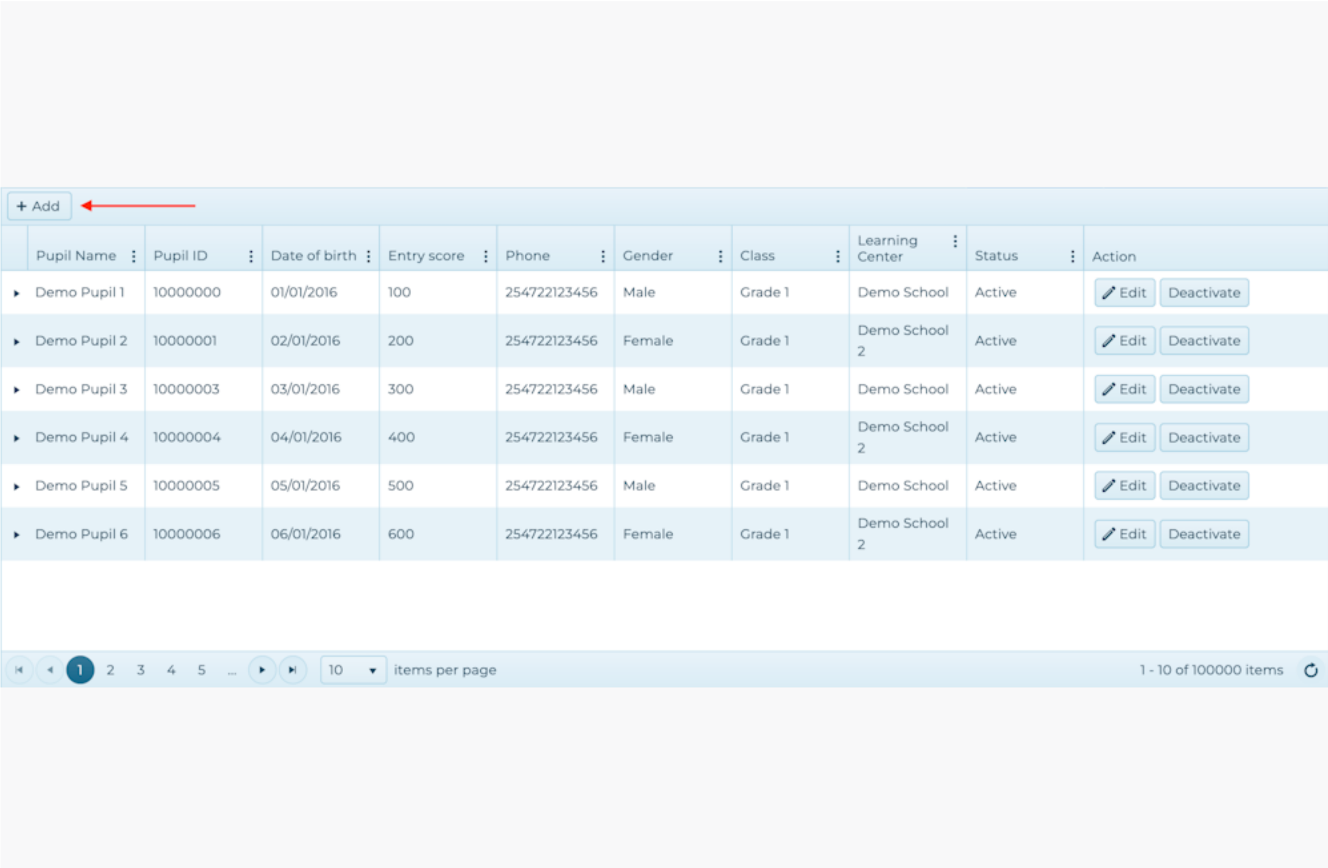
> Create a Subject
> Go to **Page 52**

> Subject Level
> Go to **Page 54**

> Create a Center
> Go to **Page 55**

> Manage Roles
> Go to **Page 57**

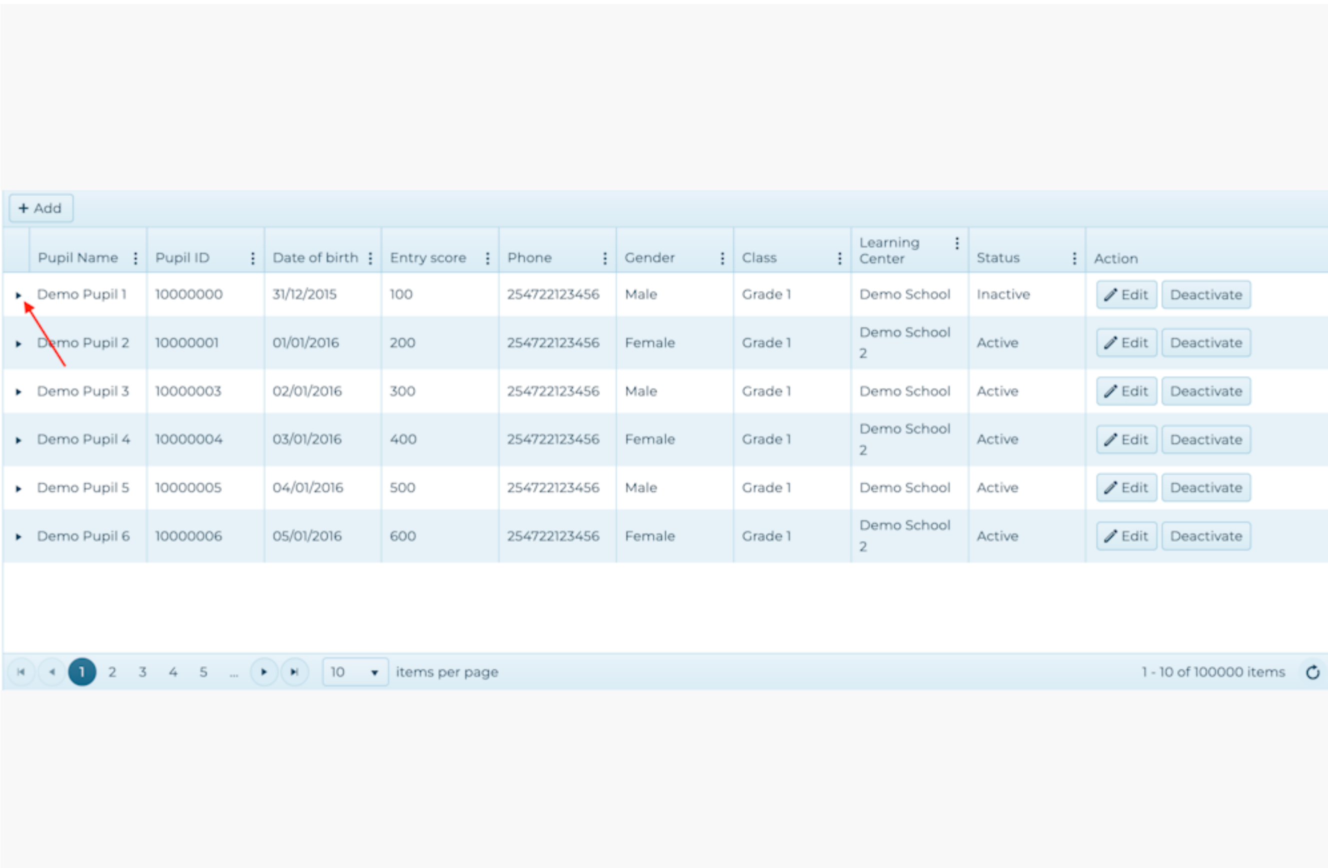
# Pupils



+ Add

| Pupil Name | Pupil ID | Date of birth | Entry score | Phone | Gender | Class | Learning Center | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| Demo Pupil 1 | 10000000 | 01/01/2016 | 100 | 254722123456 | Male | Grade 1 | Demo School | Active | Edit Deactivate |
| Demo Pupil 2 | 10000001 | 02/01/2016 | 200 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |
| Demo Pupil 3 | 10000003 | 03/01/2016 | 300 | 254722123456 | Male | Grade 1 | Demo School | Active | Edit Deactivate |
| Demo Pupil 4 | 10000004 | 04/01/2016 | 400 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |
| Demo Pupil 5 | 10000005 | 05/01/2016 | 500 | 254722123456 | Male | Grade 1 | Demo School | Active | Edit Deactivate |
| Demo Pupil 6 | 10000006 | 06/01/2016 | 600 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |

1 2 3 4 5 ... 10 items per page 1 - 10 of 100000 items



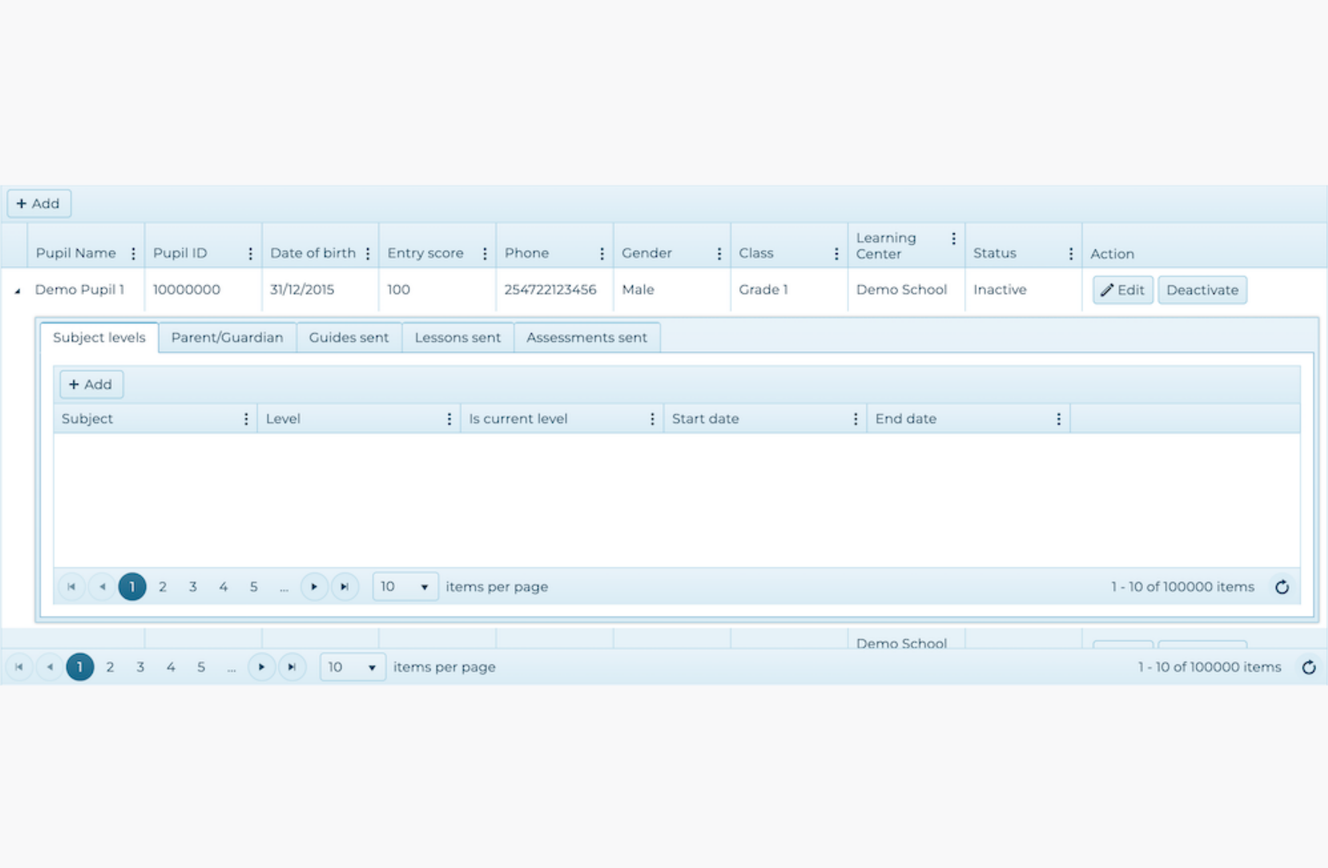
+ Add

| Pupil Name | Pupil ID | Date of birth | Entry score | Phone | Gender | Class | Learning Center | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| Demo Pupil 1 | 10000000 | 31/12/2015 | 100 | 254722123456 | Male | Grade 1 | Demo School | Inactive | Edit Deactivate |
| Demo Pupil 2 | 10000001 | 01/01/2016 | 200 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |
| Demo Pupil 3 | 10000003 | 02/01/2016 | 300 | 254722123456 | Male | Grade 1 | Demo School | Active | Edit Deactivate |
| Demo Pupil 4 | 10000004 | 03/01/2016 | 400 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |
| Demo Pupil 5 | 10000005 | 04/01/2016 | 500 | 254722123456 | Male | Grade 1 | Demo School | Active | Edit Deactivate |
| Demo Pupil 6 | 10000006 | 05/01/2016 | 600 | 254722123456 | Female | Grade 1 | Demo School 2 | Active | Edit Deactivate |

1 2 3 4 5 ... 10 items per page 1 - 10 of 100000 items

## Pupils

# Pupils




This is the administration interface for student information. They are students who have been enrolled in various learning centers. Their information is organized in columns and paginated. Their Name, ID, Date of Birth, Entry Score, Phone, Gender, Class, Learning Center, and Status are displayed in the columns. Pupil information can be entered one at a time or imported from an excel spreadsheet. Click the **Add** button in the upper left-hand corner of the screen to add a pupil. A popup window will appear, asking for the following information:

1. **Pupil Name** - This is the given name of a pupil e.g. John Doe

2. **Pupil ID** - This is a unique identification number of the pupil.

3. **Date of Birth** - This is the date on which the pupil was born.

4. **Entry Score** - This is the score the pupil has attained during admission.

5. **Phone** - This is the phone number that will be used for learning.

6. **Gender** - This is the gender of the pupil.

7. **Class** - This is the class or grade in which the pupil is enrolled.

8. **Learning Center** - This is the name of the pupil's learning center.

9. **Status** - This is the status of the pupil i.e. true or false (active or inactive)

*The default status of the pupil when inserting the details is "true"*

Enter all of the required information, then click the SAVE button that would save it in the application. The application will process the request and then display the pupil details in a minimized manner across the columns, with the final column listing the actions that you can take in terms of changing the pupil information.

- **Edit** - This button allows you to modify the pupil's information as needed.

- **Deactivate** - This button changes the pupil's status from *Active* to *Inactive*. Inactive students do not participate in learning.

When the pupil information is maximized, more options for adding more details about the pupil are presented, such as adding subject level, parent or guardian information, guides, lessons, and assessments.

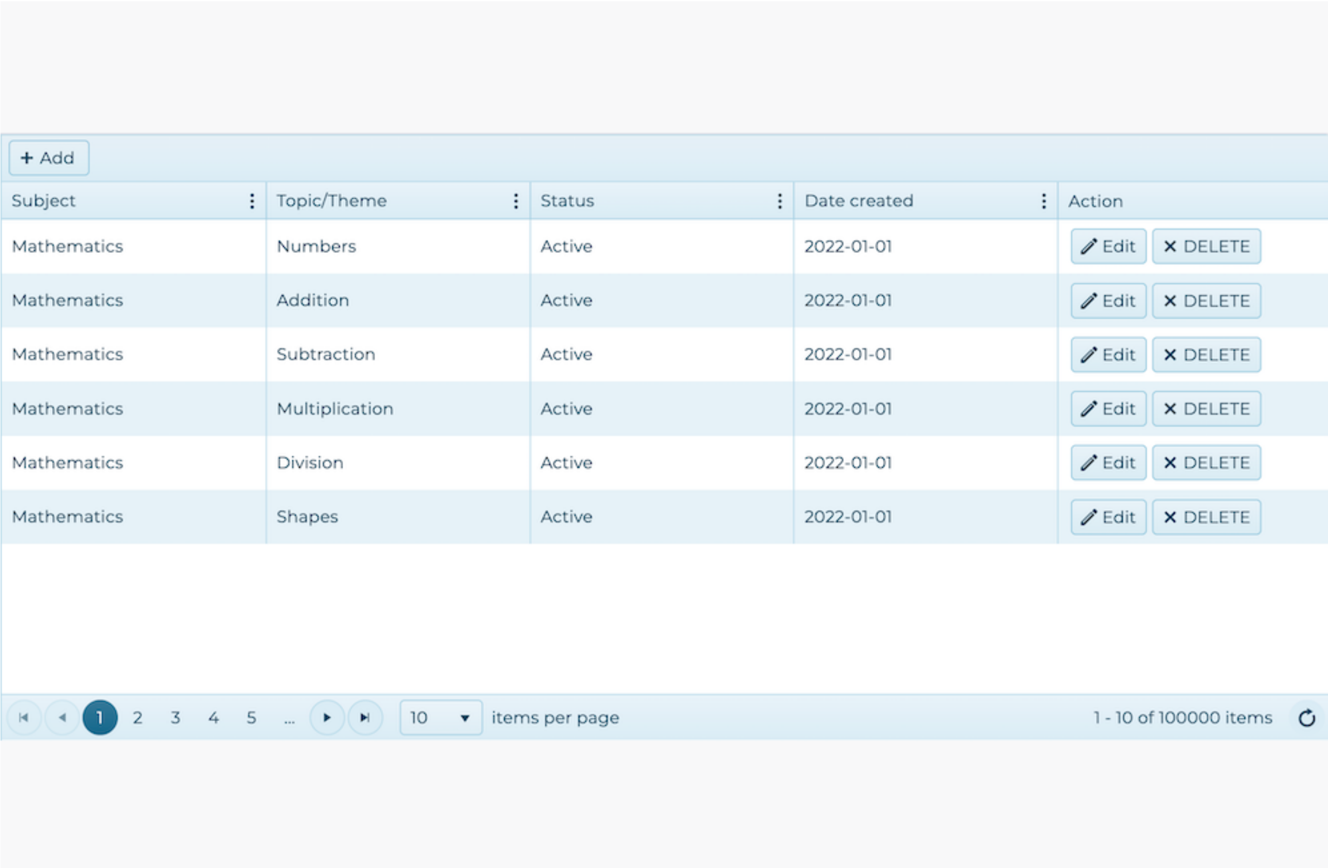
Subject Selection
Go to **Page 63**

Parent Information
Go to **Page 66**

Shared Content
Go to **Page 68**

Import Pupils
Go to **Page 69**

# Lessons




| Subject | Topic/Theme | Status | Date created | Action |
|---|---|---|---|---|
| Mathematics | Numbers | Active | 2022-01-01 | Edit DELETE |
| Mathematics | Addition | Active | 2022-01-01 | Edit DELETE |
| Mathematics | Subtraction | Active | 2022-01-01 | Edit DELETE |
| Mathematics | Multiplication | Active | 2022-01-01 | Edit DELETE |
| Mathematics | Division | Active | 2022-01-01 | Edit DELETE |
| Mathematics | Shapes | Active | 2022-01-01 | Edit DELETE |

The **Lessons** section is responsible for managing the learning resources. The section is organized into two groups: *Lessons and Guides* and *Subject Topic or Theme*.

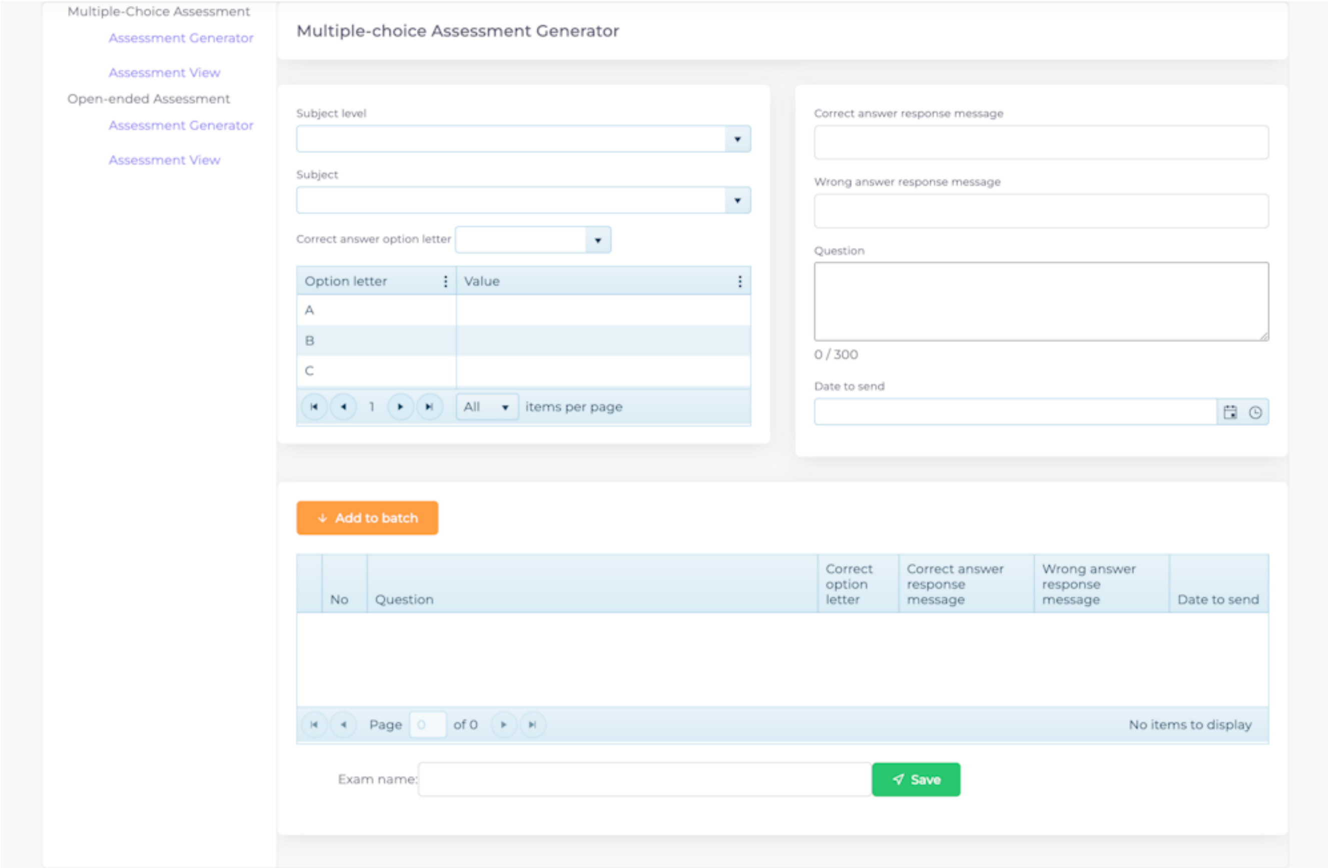
As soon as you select the *Lessons* option from the navigation. On the left side of the screen, there is a submenu. The Subject Topic or Theme is the first item on the submenu, followed by Lessons and Guides.

A list of the created Subject Topics or Themes will also be displayed on the right. Using the action buttons in the last column of the page, these can be **Edited** or **Updated** as needed. Although there is an option to **Delete** subject topics, this cannot be done once students have been enrolled in the program.

Themes
Go to **Page 70**

Lessons and Guides
Go to **Page 72**

# Assessments




It is necessary to assess students on a regular basis in order to determine whether they are making progress in their learning. The **Assessment** section can assist you in this by allowing you to create both multiple-choice and open-ended assessments.

- **Multiple Choice Assessments** are questions in which the student chooses the correct answer from 4 alternatives, and the application marks whether the provided answer is correct or incorrect.

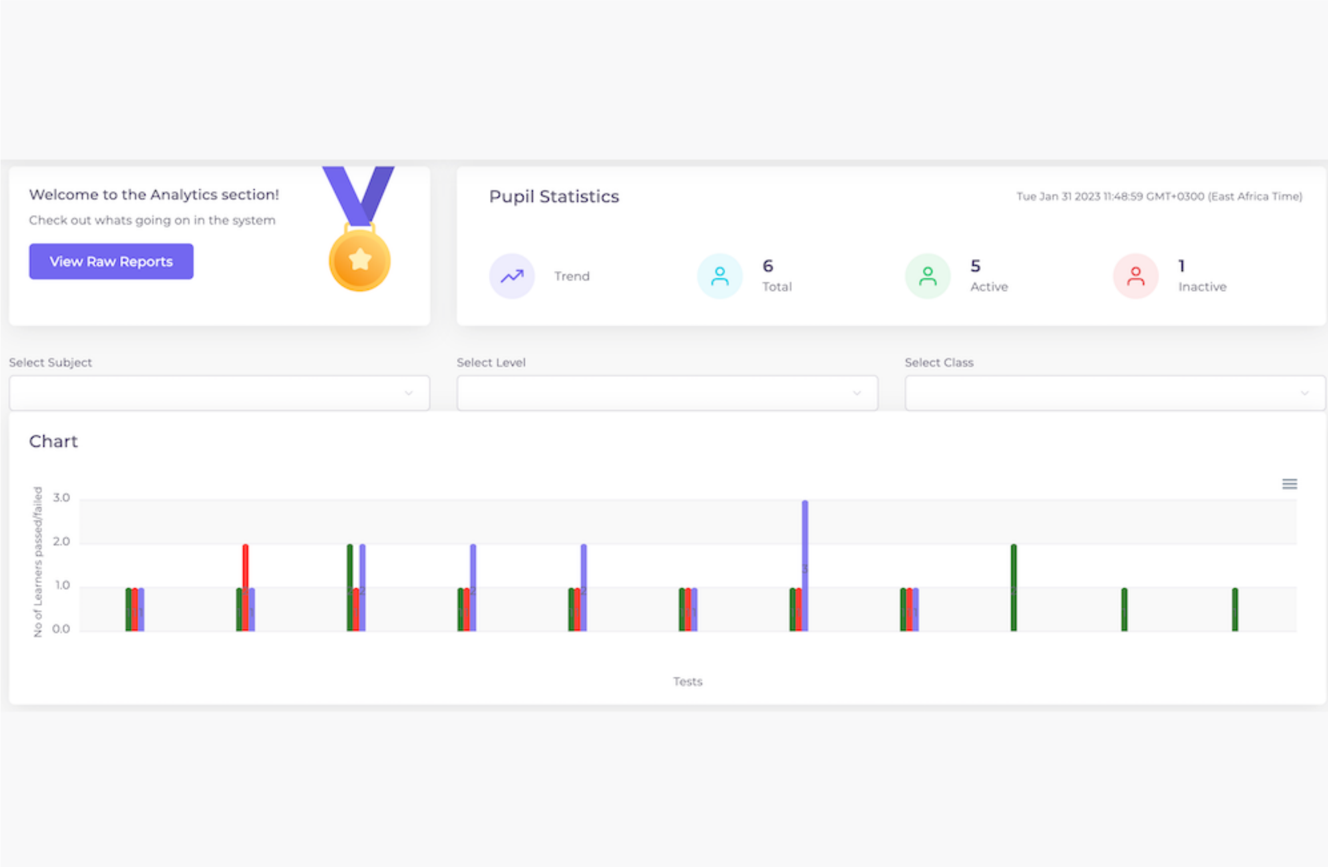
- **Open-ended Assessments** are questions with no multiple-choice answers. The student is expected to write their response as a text and send it. The answer to the questions is not marked by the application.

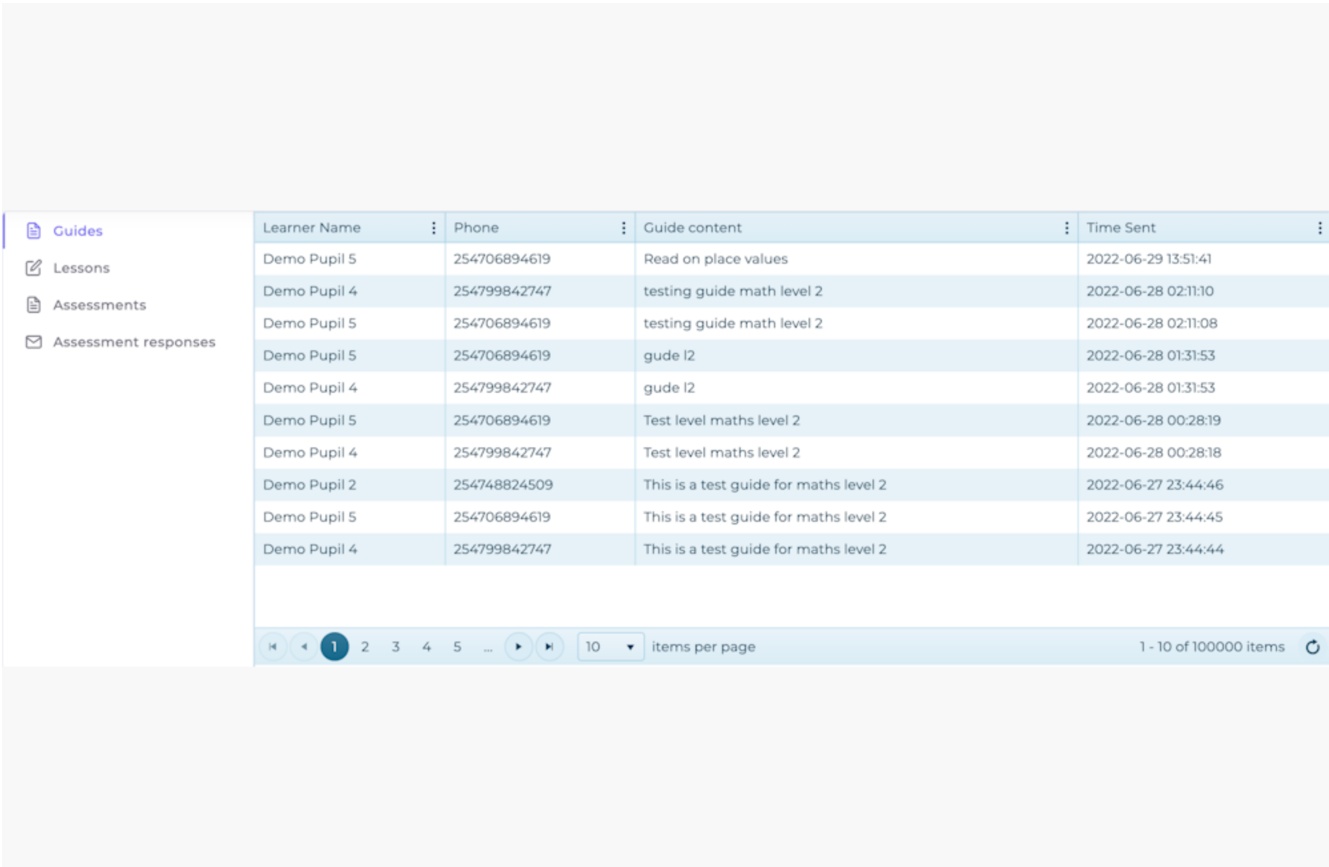
When you select the Assessment option from the main navigation panel. You will be taken to an assessment page.
There are submenus on the left panel for Multichoice Assessments and Open-ended Assessments. Each category has an Assessment Generator and an Assessment View option.
The multiple-choice assessment generator is displayed by default on the right panel. This, however, varies depending on the option you choose from the left navigation panel.

I

# Assessments

# Analytics




| Learner Name | Phone | Guide content | Time Sent |
|---|---|---|---|
| Demo Pupil 5 | 254706894619 | Read on place values | 2022-06-29 13:51:41 |
| Demo Pupil 4 | 254799842747 | testing guide math level 2 | 2022-06-28 02:11:10 |
| Demo Pupil 5 | 254706894619 | testing guide math level 2 | 2022-06-28 02:11:08 |
| Demo Pupil 5 | 254706894619 | gude l2 | 2022-06-28 01:31:53 |
| Demo Pupil 4 | 254799842747 | gude l2 | 2022-06-28 01:31:53 |
| Demo Pupil 5 | 254706894619 | Test level maths level 2 | 2022-06-28 00:28:19 |
| Demo Pupil 4 | 254799842747 | Test level maths level 2 | 2022-06-28 00:28:18 |
| Demo Pupil 2 | 254748824509 | This is a test guide for maths level 2 | 2022-06-27 23:44:46 |
| Demo Pupil 5 | 254706894619 | This is a test guide for maths level 2 | 2022-06-27 23:44:45 |
| Demo Pupil 4 | 254799842747 | This is a test guide for maths level 2 | 2022-06-27 23:44:44 |

1 2 3 4 5 ... 10 items per page 1 - 10 of 100000 items

# Analytics

The analytics section displays summarized bars and graphs to provide a visual overview of what is going on in the application. A page will be loaded when you click the "Analytics" button. The page is divided into two parts.
**Section 1**: On the left, there is a welcome message, and on the right, there is a summary of pupil status.

- The welcome section provides an option to "**View Raw Reports**" that are in the application. When you click on the button, you will be presented with raw data on information that has been sent to the pupils e.g. guides, lessons, assessments, and assessment responses.

- The pupil section displays the trend of pupils in the application, the total number of pupils, and the number of active and inactive pupils.

**Section 2**: The second section summarizes the assessment sent to students by Subject, Subject Level, and Grade. To see the statistic, you need to select the corresponding field.

# Accounts

The accounts section contains an interface through which the administrator can manage the users who have access to the application. We will not display the images from this section for security reasons. Users can be added to the application either through a file upload or one at a time. Navigate to the **Accounts** menu to add a user to the application. You will be directed to a page displaying the current users (if some have been created already)

When you click the **Add** button on the right side of the page, a popup window will appear for you to fill out. The *username* will be the first field in the popup window, followed by the user's *phone* number and *email* address. There is a *checkbox* at the bottom of the form to indicate whether the user is active or inactive.

Once you've completed the form, click the **SAVE** button to save the user's information. The stored date is displayed in a columnized format, and the user details can be **Edited** as needed.

**File Upload**

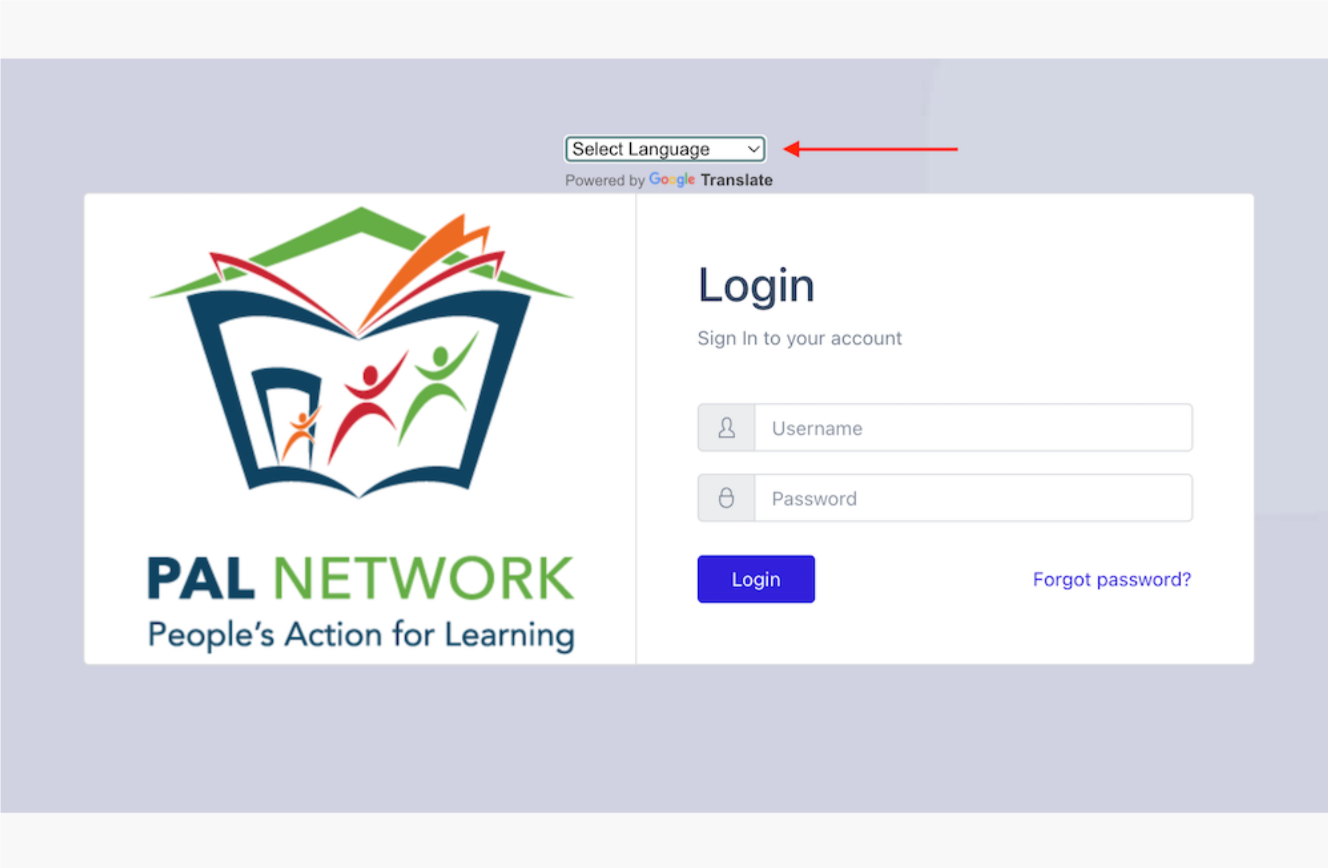
There is an option in the upper section of the page to upload a user using an Excel spreadsheet (XLSX). Make a spreadsheet with three columns labeled UserName, Phone, and Email. Then, as needed, enter the user information and save the file somewhere on your computer that you can access.

⚠ *The username should be in the format of Firstname.Lastname*

Click the "Choose File" button, then navigate to and select the spreadsheet file that you saved. After you've selected it, click on "Upload Accounts Excel List" to import the users.

On the right hand side of the upper section, a sample file is provided. If necessary, you can use the file to populate data.

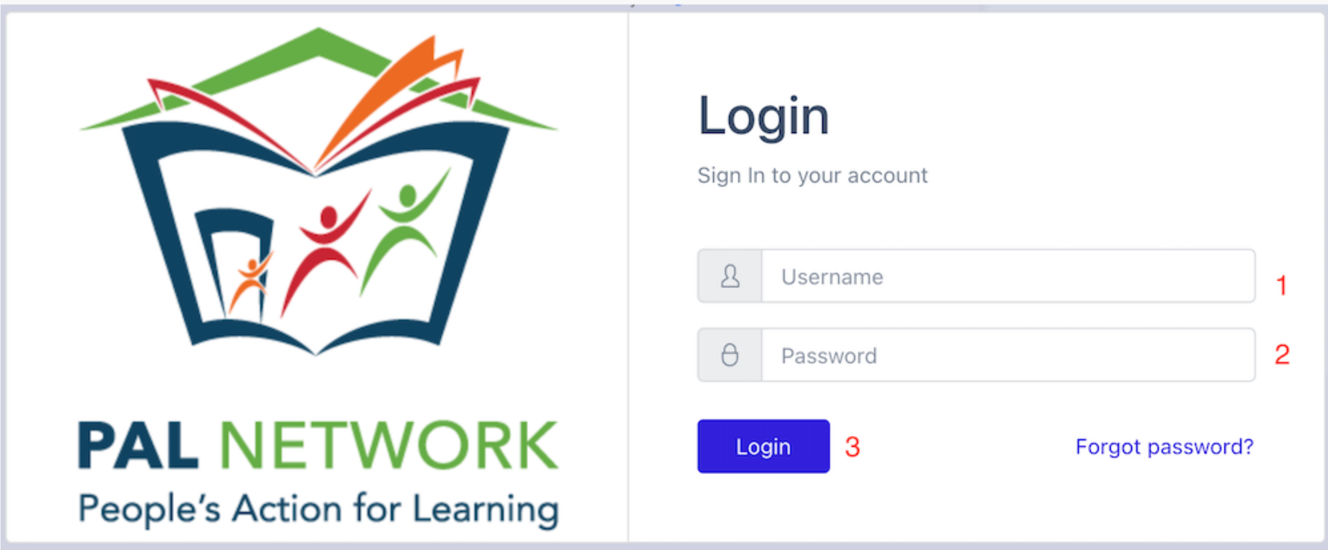
# Language




Because we recognize that not all users speak the same language, the application was created with a worldwide perspective. We have enabled the ability for you to select your chosen language at the login screen, depending on your preferred language, so that you can interact with the application smoothly.

*Language selection should be made before logging in, as changing the language after logging in is not feasible.*

# Signing-in




You need a **Username** and a **Password** to use the application's services. Your username was given to you by the system administrator when your account was set up, and your password is the one you created during the password renewal process.
To log in to your account, you need to enter your username in the username field and your password in the password field, then click the "**Login**" button.

ⓘ *We've included a graphical representation to walk you through the process.*

First Login
Go to **Page 21**

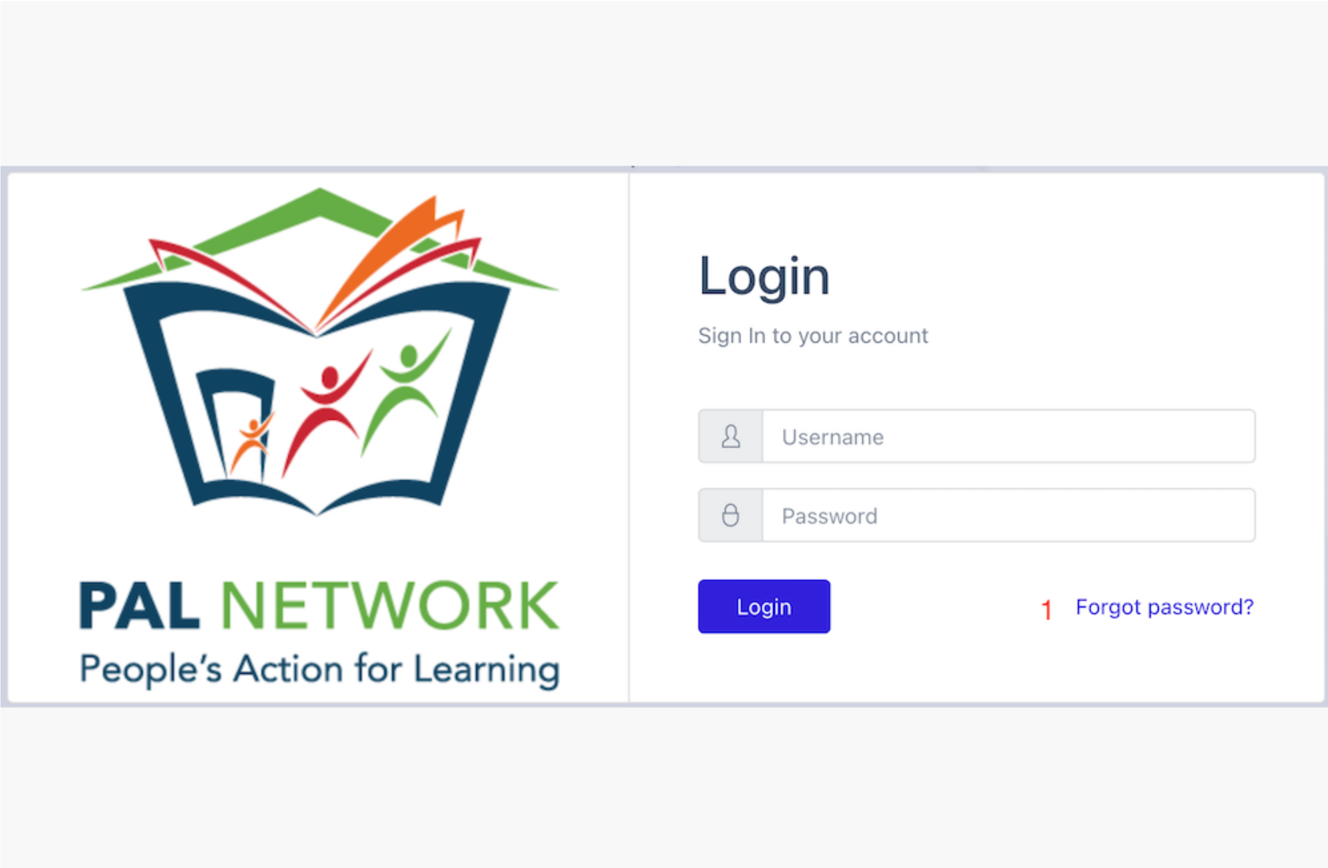
Forgot Password
Go to **Page 22**

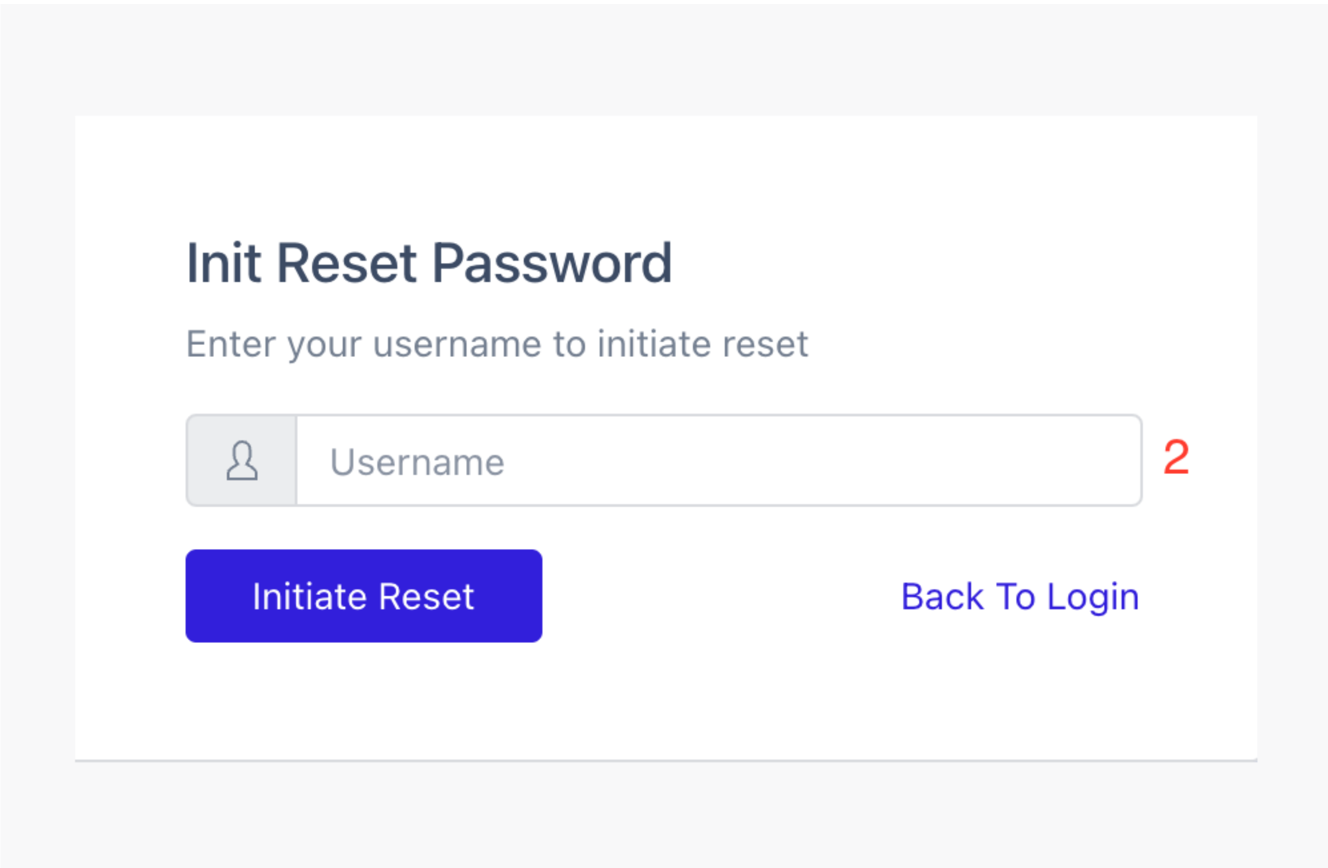
# First Login


If it is your first time accessing the application after the system administrator has provided you with a **username**, you simply need to enter your desired password in the password field and click on **Login** after which you will be taken through the steps needed to set your password.

> Renew Password
> Go to **Page 26**

# Forgot Password



# Forgot Password

# Forgot Password


It is difficult to remember every password that you have generated with hundreds of applications that we check in to on a daily basis. As a result, we built this page to assist you with changing your password whenever necessary. To reset your password, follow these steps:

1. Click on the *Forgot Password* option.

2. Enter your *Username* in the username field.

3. Click on the *Send OTP* button.

4. Enter the *OTP Code* received on your phone in the OTP Code field.

5. Enter your desired *Password* in the Password field.

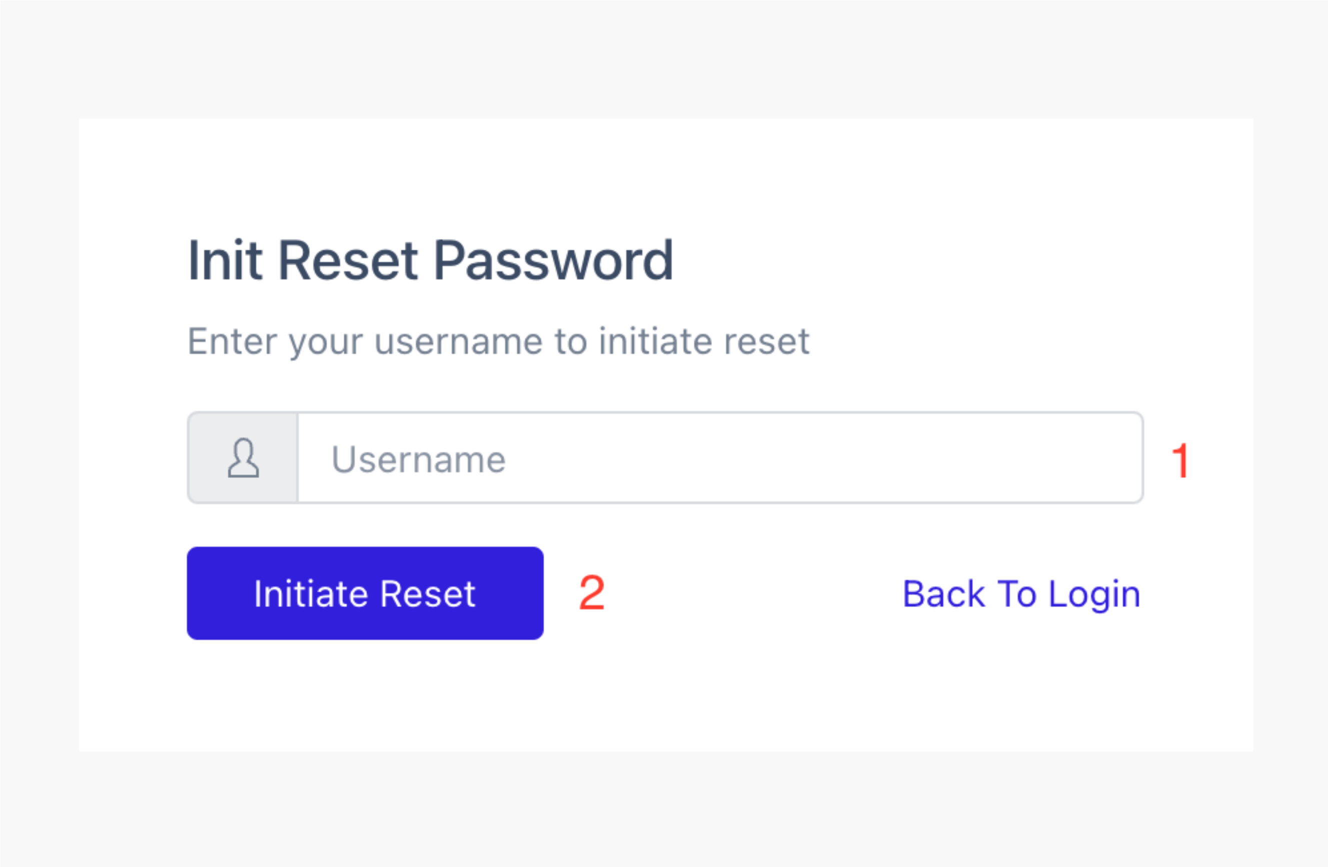
6. Reenter your desired *Password* in the Retype Password field.

7. Click on the *Reset Password* button.

# Forgot Password

*Detailed instructions on how to reset your password are depicted in the photos provided.*

# Renew Password



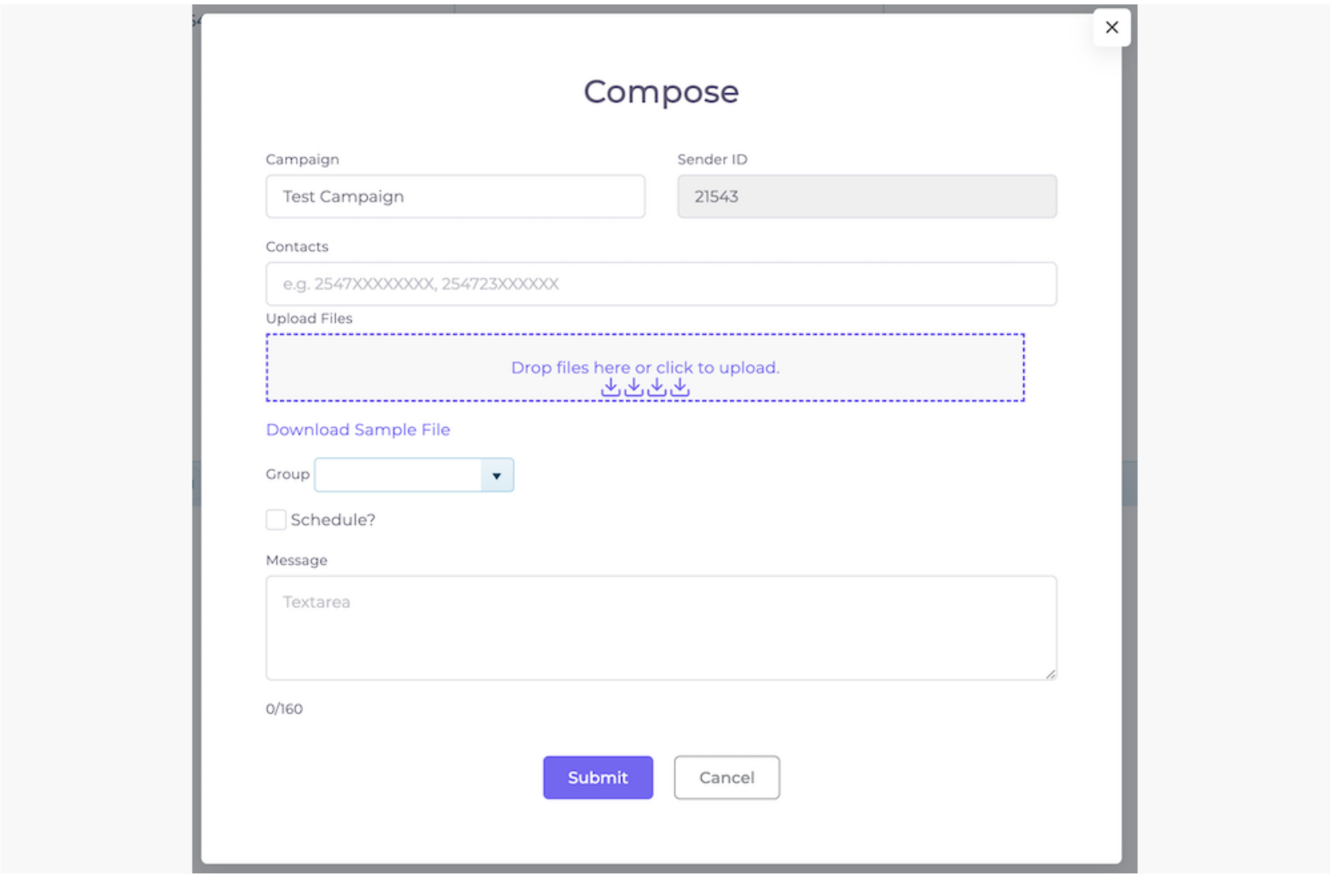

# Renew Password

Once you click the **Login** button, you will be presented with an option to Initiate a Password Reset. On this page, you will be required to enter your *Username* and then click on **Initiate Reset**. Follow these steps to complete the password renewal process:

1. Step 3: Click *Send OTP* button and a code will be sent to your phone.
2. Step 4: Enter the OTP code in the text box below the "Send OTP" button.
3. Step 5: Enter your desired password in the *Password* section.
4. Step 6: Enter your desired password in the *Retype Password* section.
5. Step 7: Click *Reset Password* button to complete the process.

*For detailed information, please see the images on the left.*

# Compose




When you're ready to send a message, go to the messaging page and click the Compose Button. You will be given a popup window in which to compose your message. The pop-up window contains the following elements:

1. **Campaign**: This is the name you give to your campaign so that you can remember what it was about in the future.

2. **Sender ID**: This is the number that will appear on the recipient's phone. In our case, we're using a shortcode that allows for two-way communication.

3. **Contacts**: You have three options for sending messages to a predetermined contact list.

1. *Listing*: Select this option. If you are sending a message to a small group of contacts, you can copy-paste their contact data into the "Contacts" box in the format 254722123456, 254722789101, and so on.

2. *Uploading*: If you have a large contact list to contact and the numbers are on a spreadsheet. You can use the application to upload a spreadsheet.

# Compose

3. *Grouping*: If you have created a group of contacts in the application, you can message the group by selecting the "*Group*" option.

4. **Schedule**: If you wish to send messages but have them delivered at a later date or time when you are not online, do so. You can queue up the messages for dispatch, and the application will handle the sending.

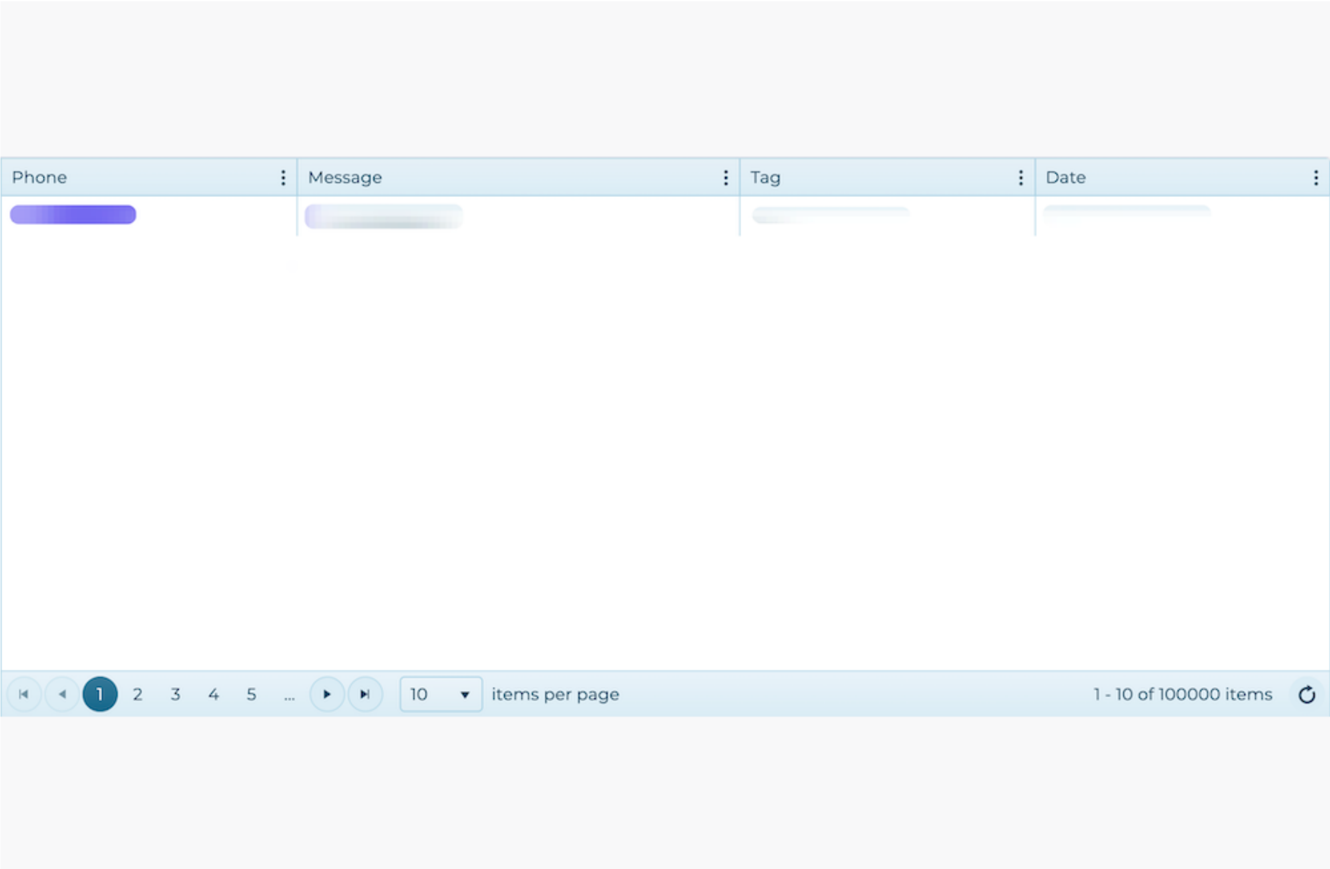
5. **Message**: This is where you enter the body of the message that you want the contact to see. The application has a messaging limit of 160 characters.
*The number of characters utilized is indicated by a character counter at the bottom of the page.*

6. Submit: When you are satisfied with everything and want to send the message immediately or schedule it for later delivery, click the "*Submit*" button.

Upload Files
Go to **Page 34**

Schedule Messages
Go to **Page 35**

# Inbox




All messages sent to the shortcode are paginated and appear on the inbox page. The material on this page demonstrates:

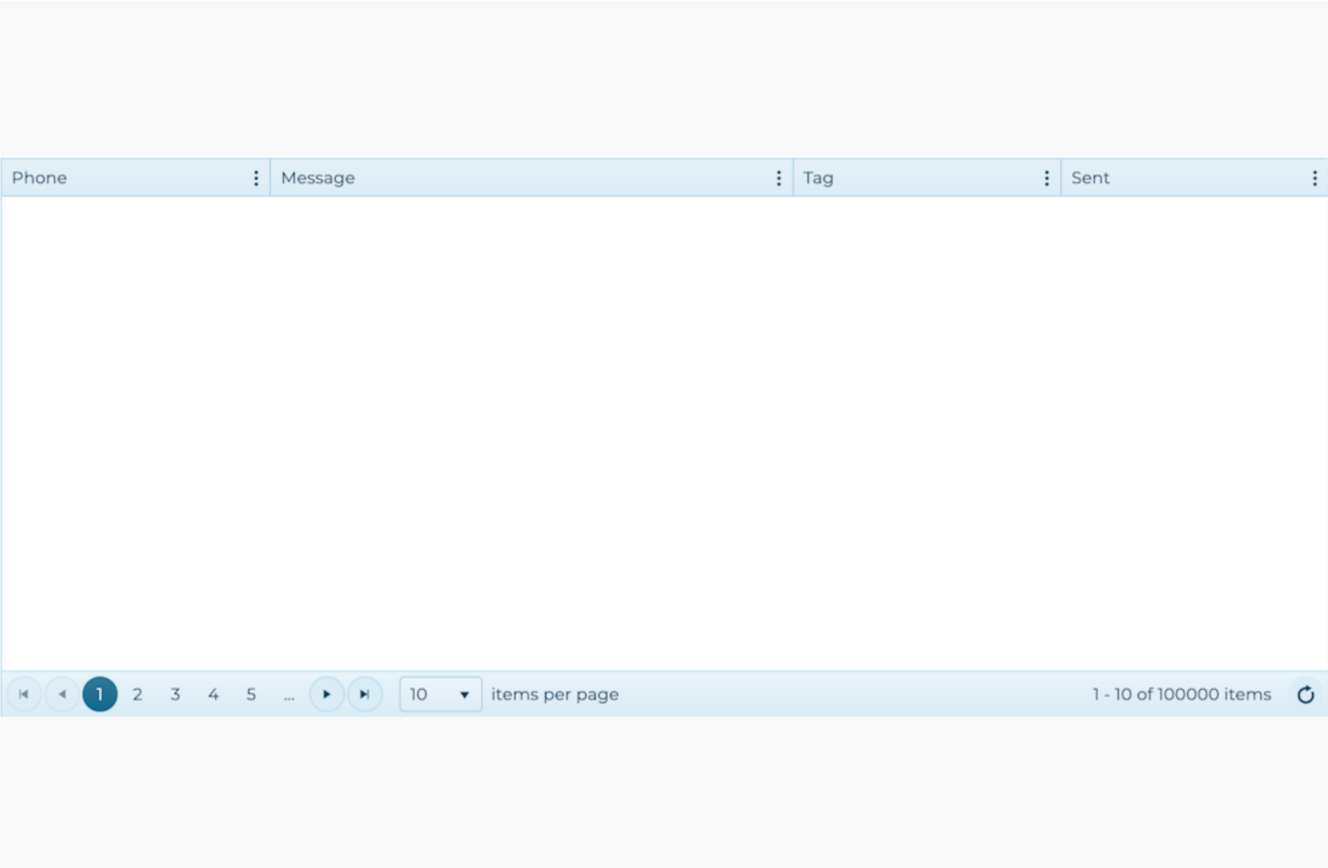
1. **Phone**: This is the phone number that relayed the message to the shortcode. It is expressed in the format 254722123456.

2. **Message**: This is the message's body content, which the sender is meant to communicate.

3. **Tag**: Tags are used to determine whether or not the person reaching out is a known contact. The tags are grouped as Pupil, Teacher, or Parent.

4. **Date**: This is the date and time the application got the message.

# Sent




All messages that have been sent from the application are aggregated here in a paginated manner. The content on this page highlights the following details:

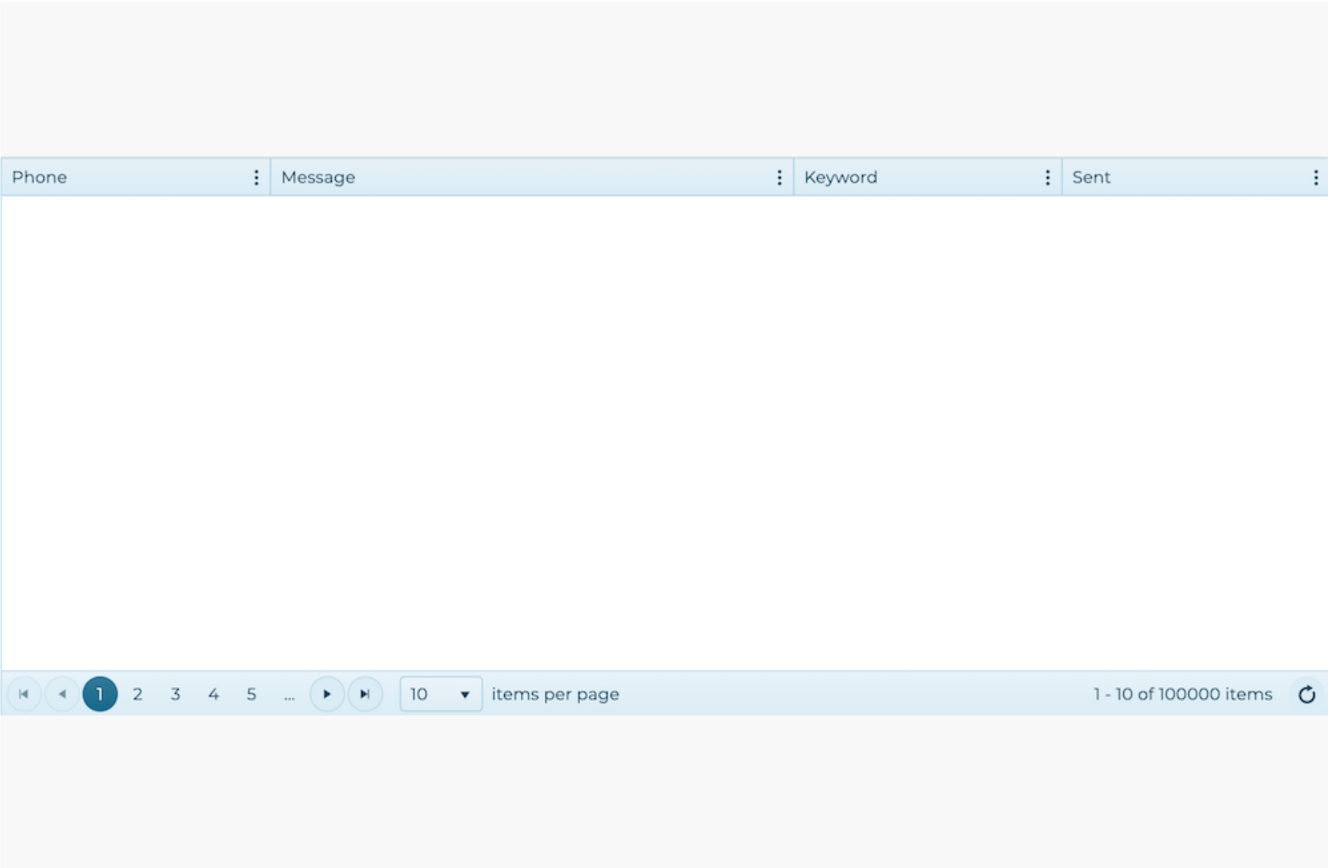
1. **Phone**: This is the phone number to which the message was sent.

2. **Message**: This is the body of the message that was sent.

3. **Tag**: This is the tag used to determine whether the person is known.

4. **Sent**: This is the date and time the application sent the message.

# Inqueue




SMS messages that are currently being sent or that have been planned to be sent at a later time or date from the application are paginated here. The following information is highlighted on this page:

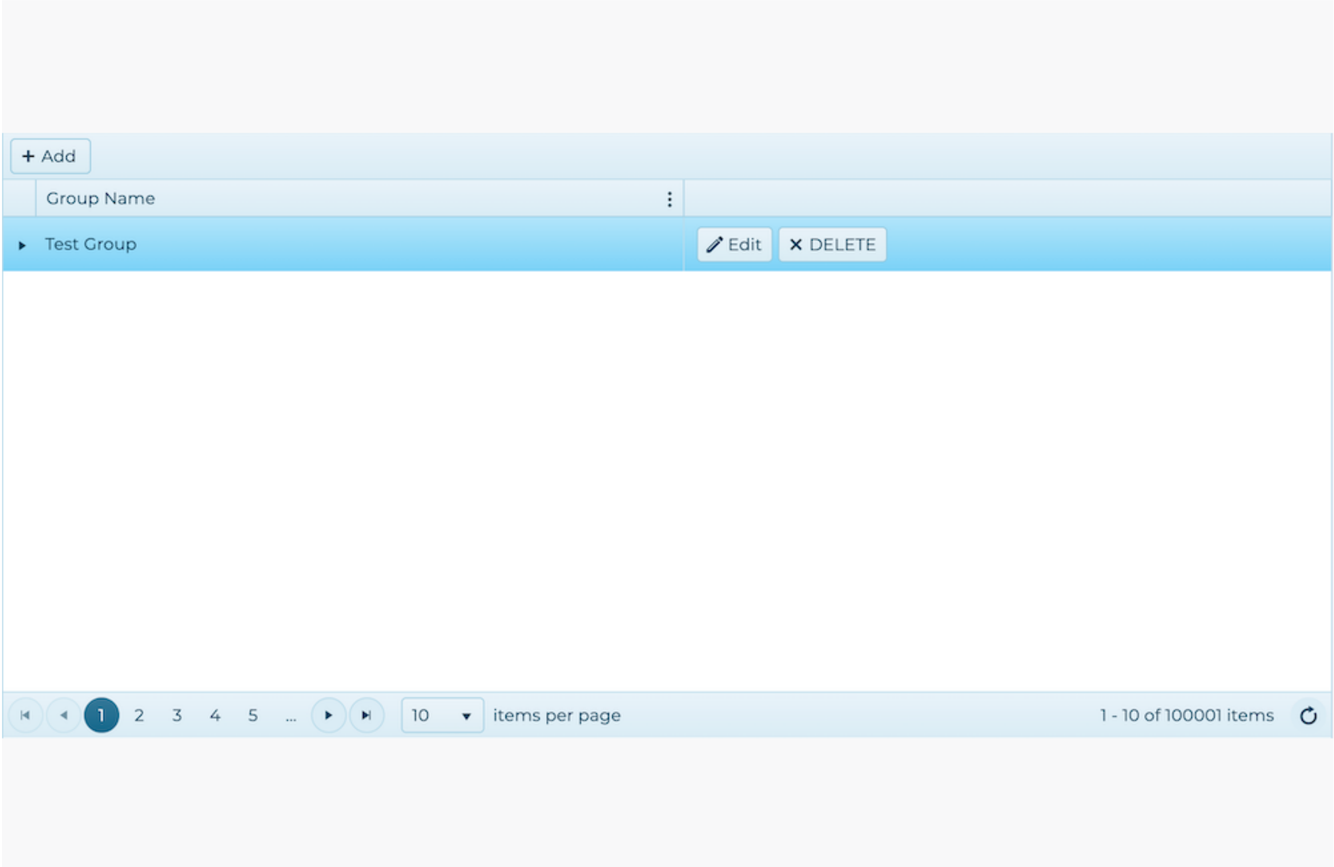
1. **Phone**: This is the phone number to which the message is going to be sent.

2. **Message**: This is the body of the message that has been scheduled to be sent.

3. **Keyword**: This is the tag used to determine whether the scheduled message is to a person known in the application.

4. **Sent**: This is the date and time the application has scheduled the message to be sent.

# Contacts

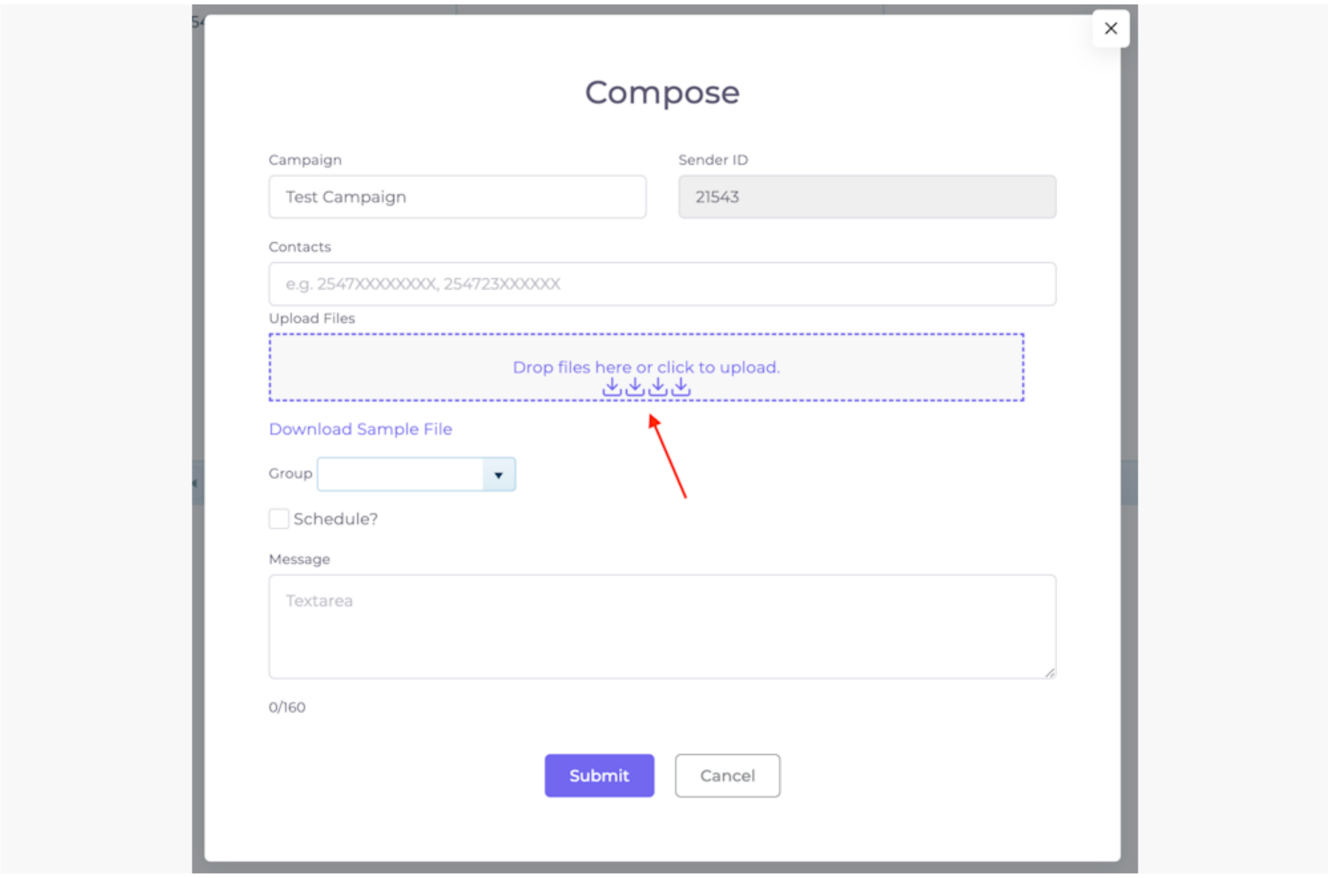



The *Contacts* tab lets you save your contacts for future use, eliminating the need to copy and paste numbers or upload files every time you wish to send a message. To be able to save your contacts for future usage, you should already have a group created.

On this page, you can **Add** a group, which can be used to upload contacts from an excel spreadsheet (XLXS) or manually add contacts one at a time. If desired, the groups that have been created here can be changed or deleted.

Creating a Group
Go to **Page 36**

# Excel File




The application permits the upload of XLXS files if you wish to send an Excel spreadsheet message to contacts. Your file must be formatted in columns with no borders and the following column headers: Number, First Name, Last Name, Email, and School. The table below illustrates how the columns should be organized.

Number

First Name

Last Name

Email

School

254722123456

John

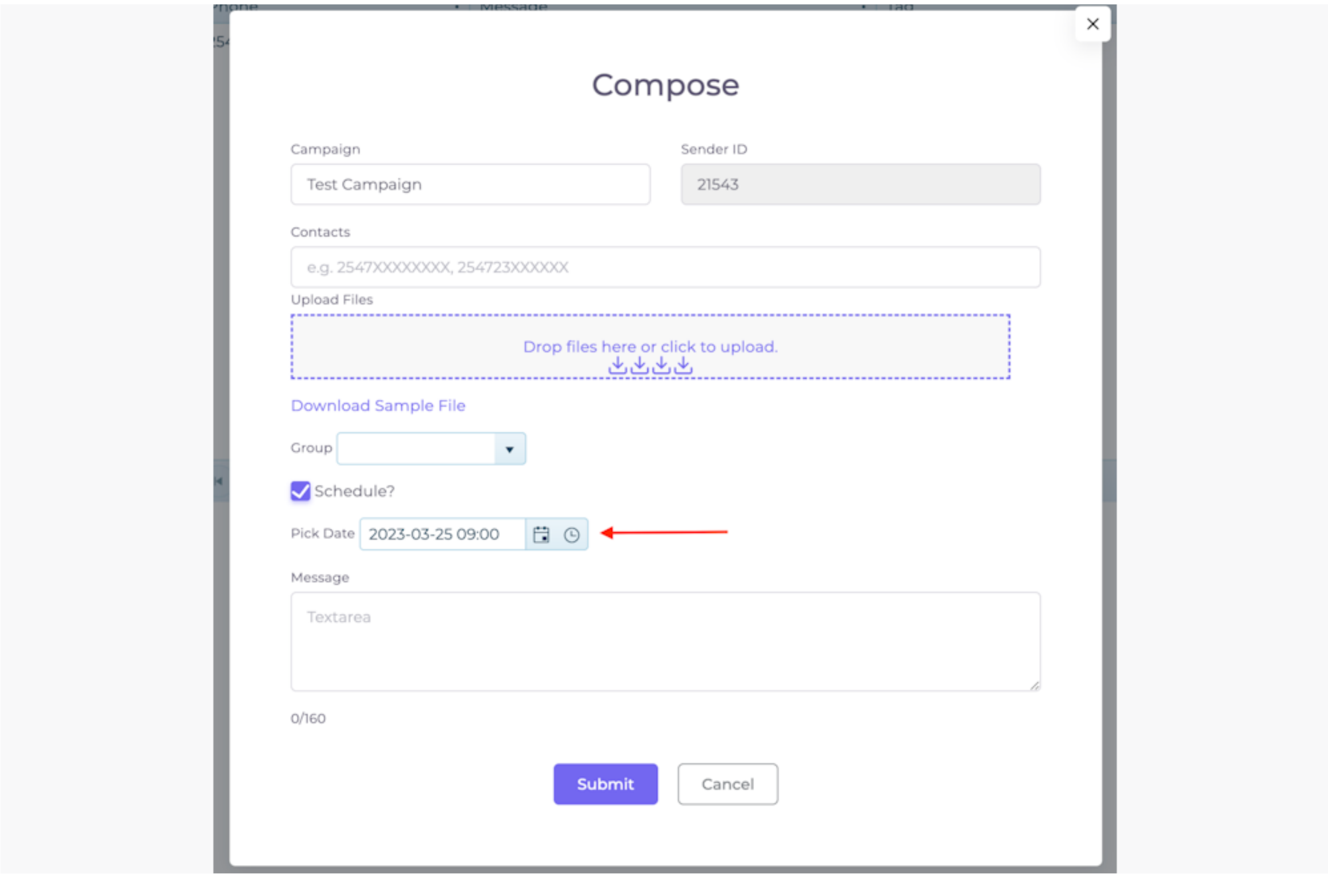
Doe

*****.com

ABC Academy

*The number column should be formatted as numbers without decimals*

# Schedule

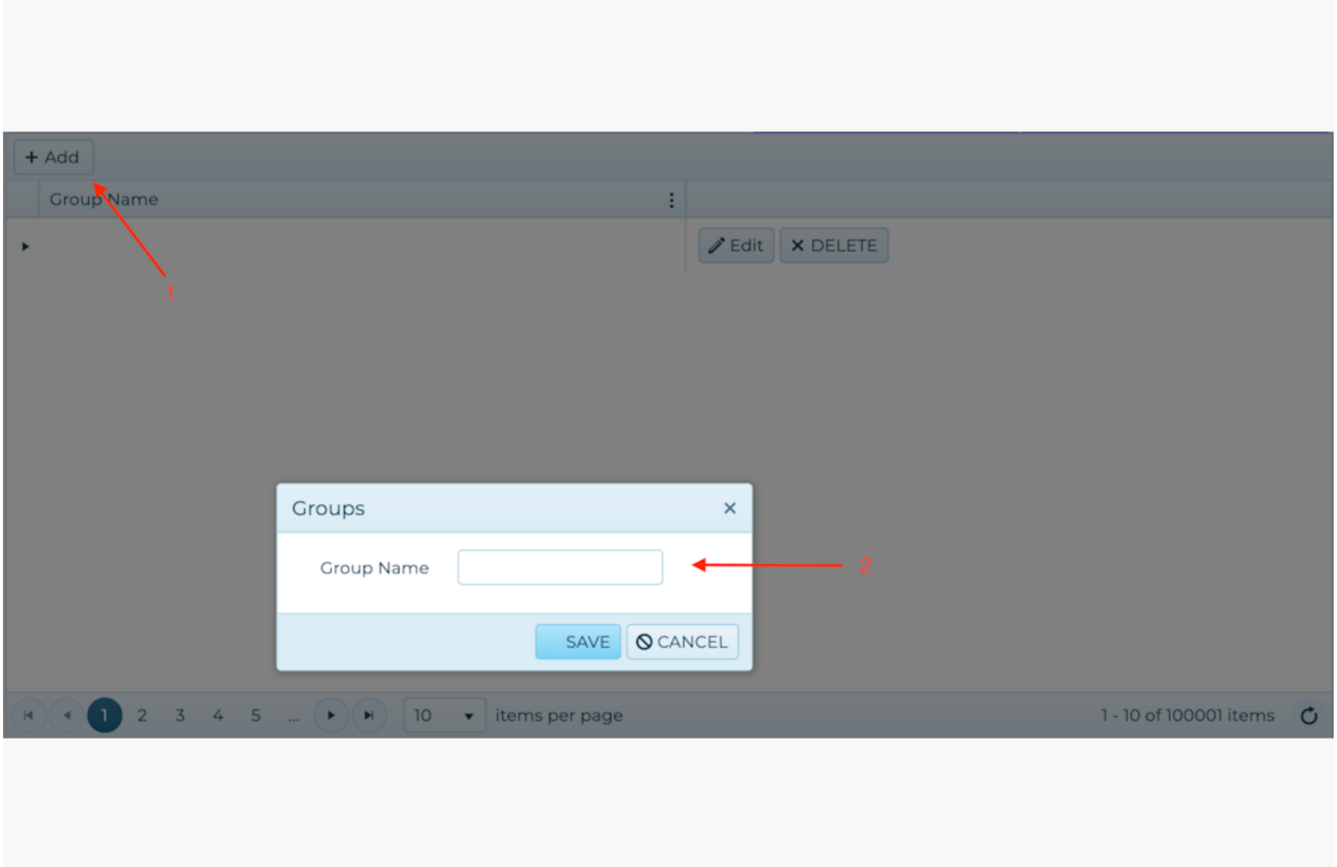



If you wish to plan messages to be sent at a later date or time when you are unable to send them personally, you can queue the messages on the application for later dispatch.
You should select the checkbox labeled "Schedule" on the compose pop-up screen. A new field will be introduced that will allow you to choose the day and time when the messages will be sent.

*Messages that have been scheduled can be found in the page's "Inqueue" section.*

*To set the date, click the date icon, and to set the time, click the time icon.*

# Groups

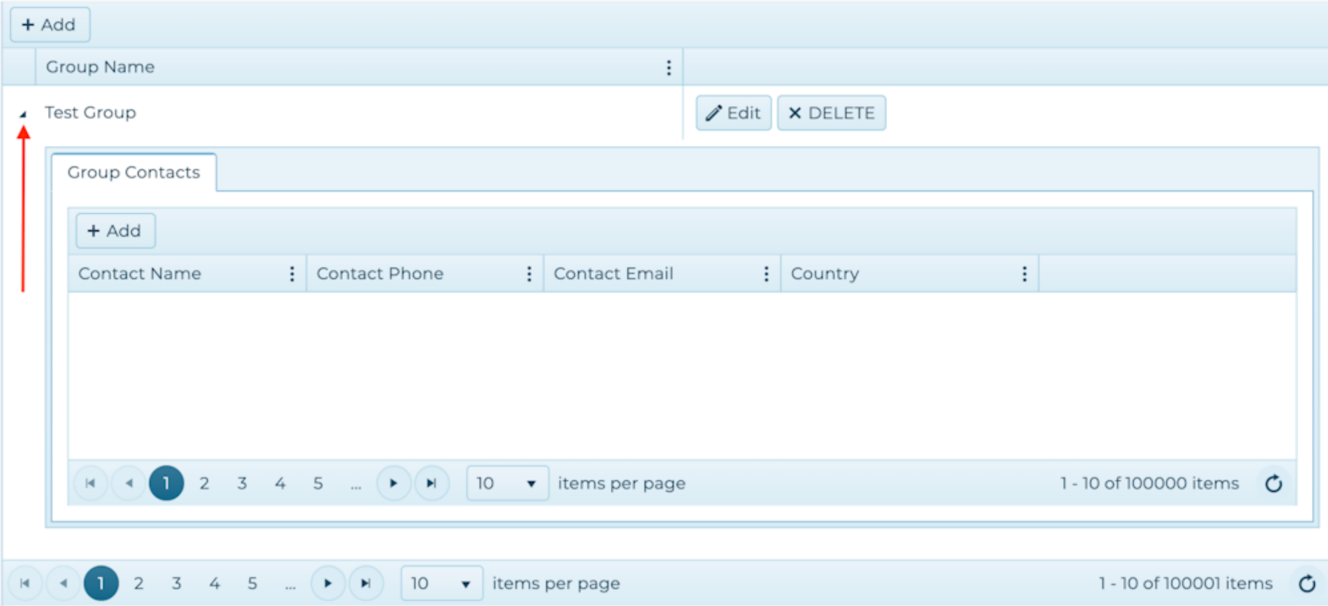


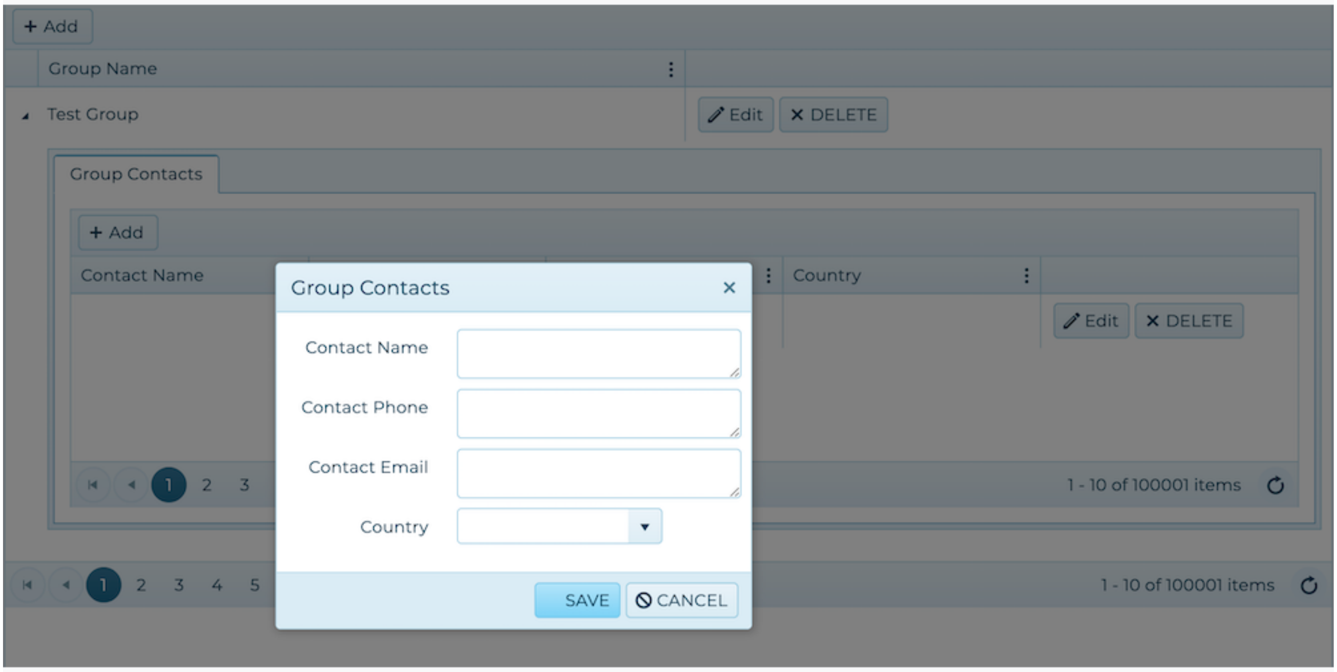

Contact management is done through groups. Within the *contact* page, click the **ADD** button to create a group. You will be prompted to enter your *Group Name* in a popup window.
To form the group, enter your group name, click **Save,** and then **YES** on the next popup window. This is the group in which you will keep a record of your contacts.


Single Addition
Go to **Page 37**

Multiple Contacts
Go to **Page 40**

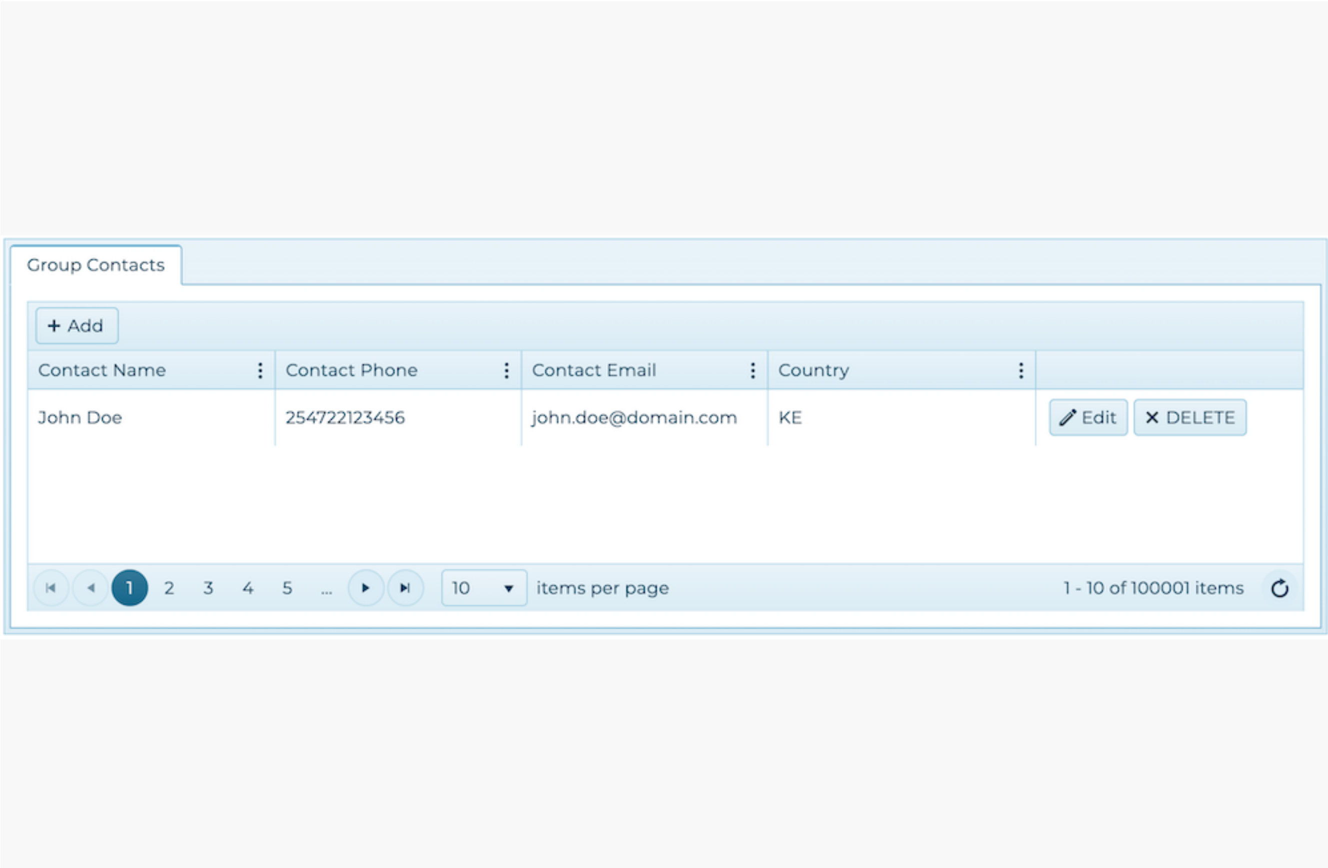
# Adding Contacts



# Adding Contacts

# Adding Contacts



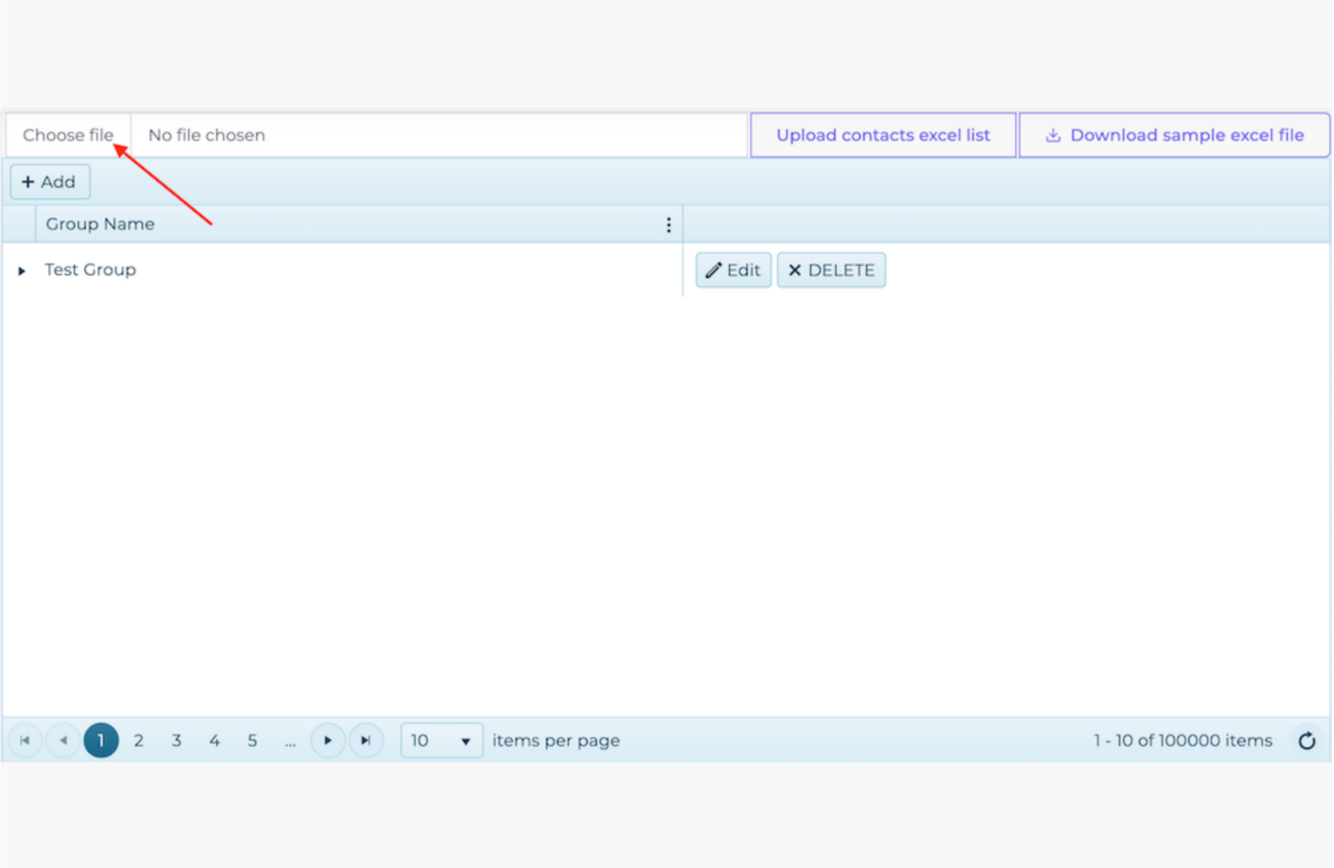

You will be presented with your *Group* as well as the options to Edit or Delete the group once it has been created.

1. **Edit**: You can change the name of the group using this option. When you click it, a popup window will appear, allowing you to alter the name and update it as needed.

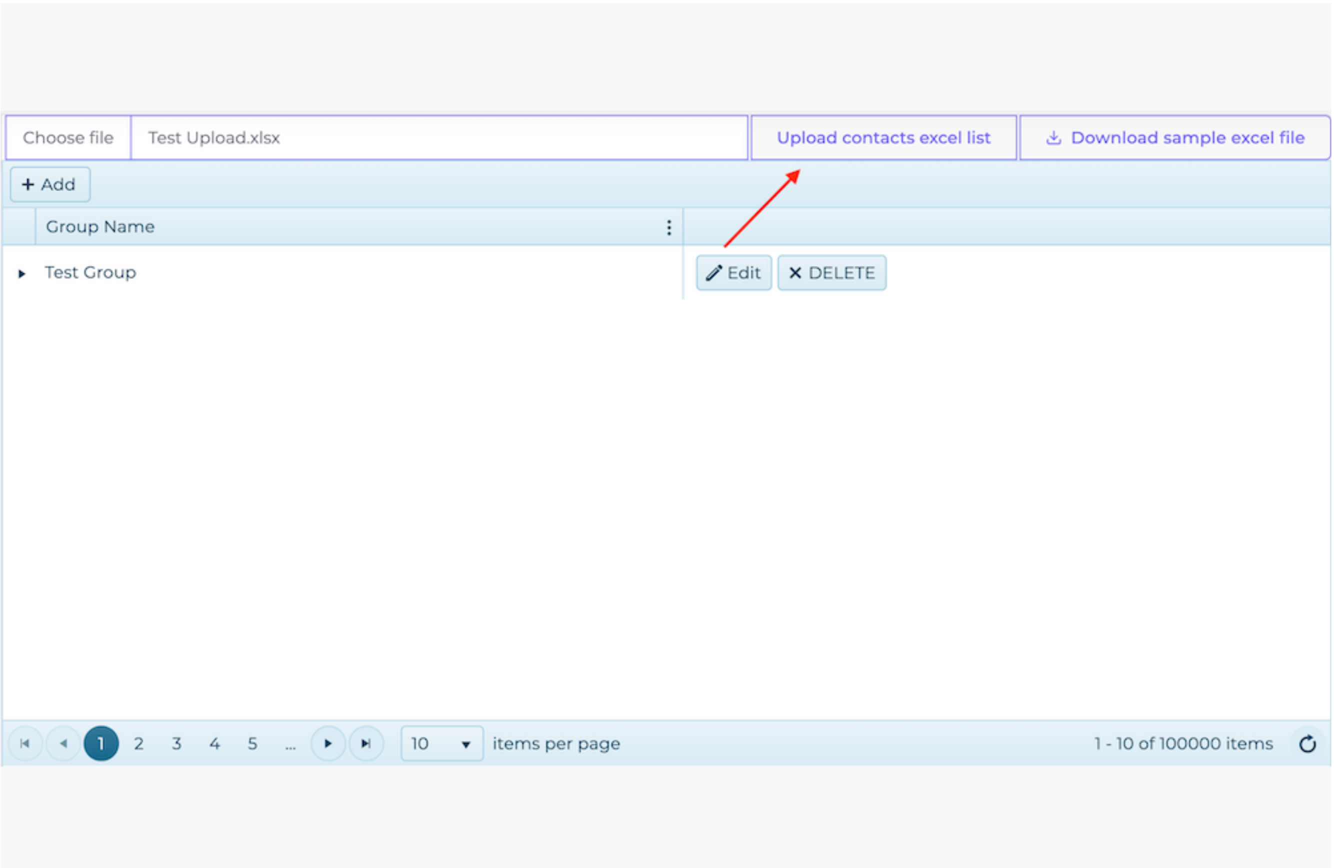
2. **Delete**: If you no longer require a group, you can delete it using this option. Please keep in mind that deleting a group is irreversible.

By default, the created group will be displayed in a minimized form. If you wish to manually add contacts to the group, you should maximize the group.
After you've maximized the group, another **ADD** button will appear. When you click the **ADD** button, a pop-up box will open in which you have to enter the required field, such as Name, Phone, Email, and Country.
When you're finished entering the information, click **Save** and then **Yes** on the next popup window to save the contact.
The newly created contact will then be presented, along with the option to Edit or Delete the contact. The functions operate in the same manner as those described above.

# Uploading



Choose file
No file chosen
Upload contacts excel list
Download sample excel file
+ Add
Group Name
Test Group
Edit
DELETE
1
2
3
4
5
...
10
items per page
1 - 10 of 100000 items

Choose file
Test Upload.xlsx
Upload contacts excel list
Download sample excel file
+ Add
Group Name
Test Group
Edit
DELETE
1
2
3
4
5
...
10
items per page
1 - 10 of 100000 items

# Uploading

In the event, you have multiple contacts in an excel spreadsheet (XLSX) you can add the contacts to the created group with ease. Follow these steps to upload your file.

1. Create a spreadsheet with the following headers noting that the file should not have any sort of formatting such as boarders etc:

   Contact Name
   Contact Phone
   Contact Email
   Country Name
   Group Name
   Mary Doe
   254722234567
   *****.com
   Kenya
   Test Group

   *Please keep in mind that the phone format should always begin with the country code, for example, 254722123456.*

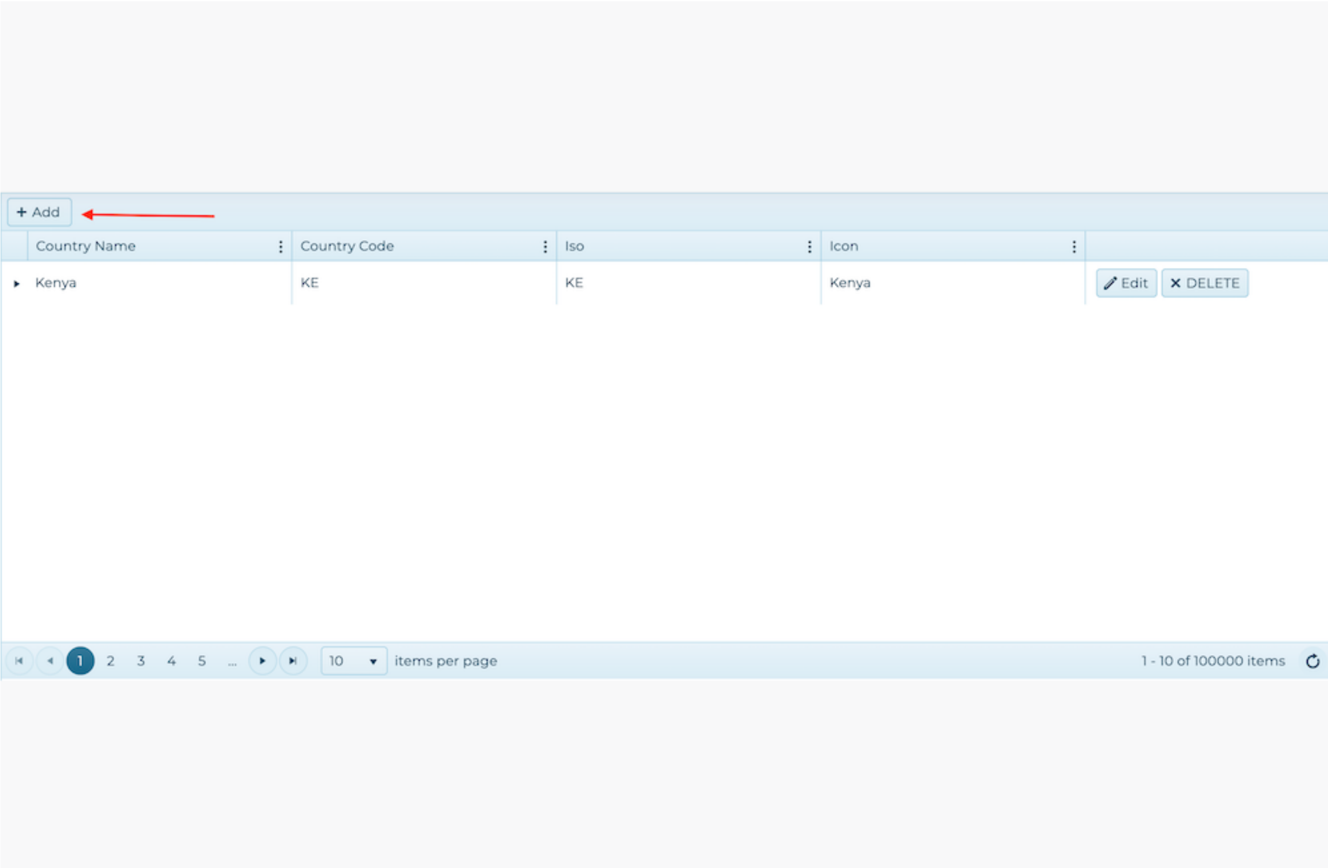
2. Save the spreadsheet in a spot on your computer where it will be simple to find for upload.

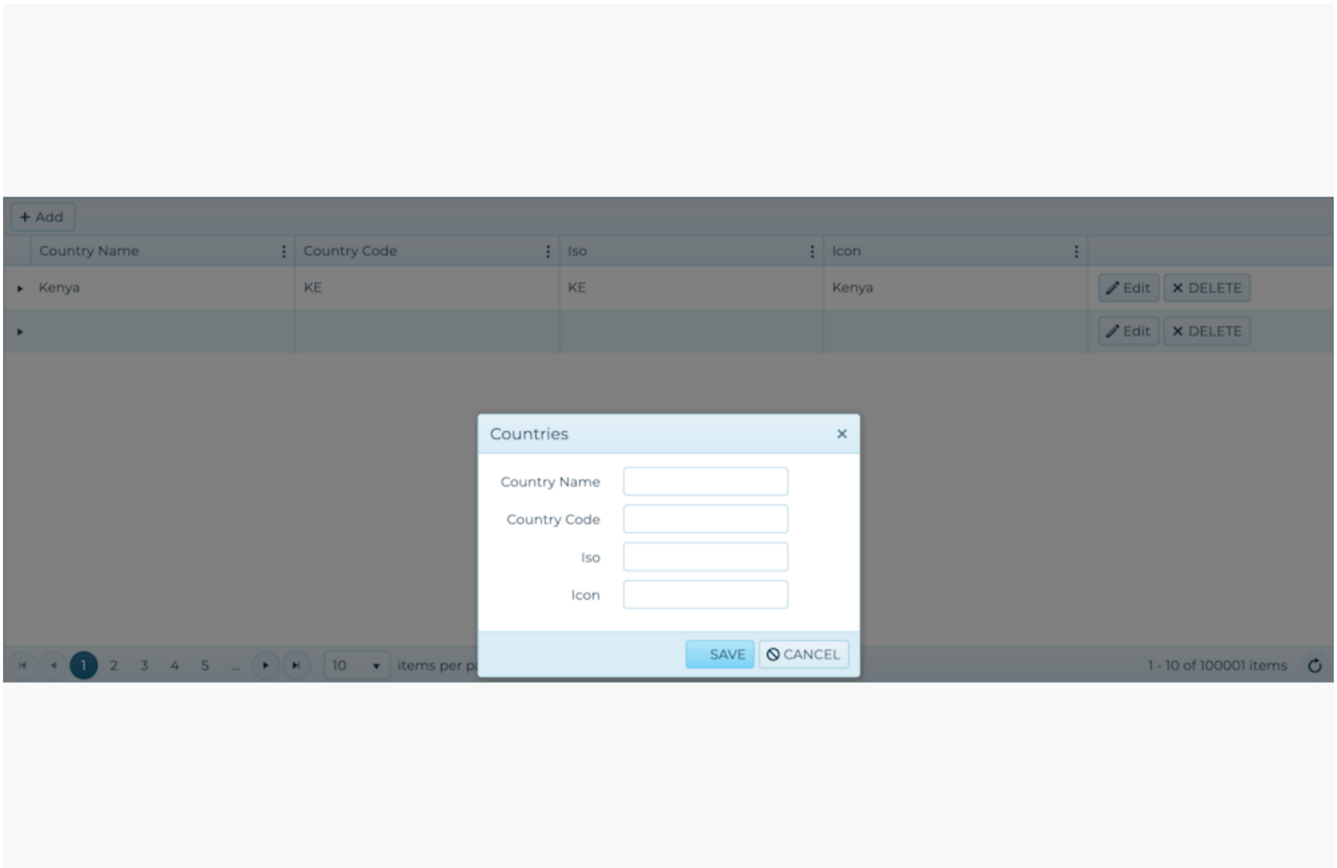
3. Go to the Contacts Page and click the ***Choose File*** button in the upper right corner. Your window browser will then open, allowing you to locate and upload the file.

4. When you select a file for upload, you will receive a notification asking you to confirm your decision. Click **OK**, then click the ***Upload Contacts Excel List*** button.

5. You will receive a message confirming that the contacts have been saved.

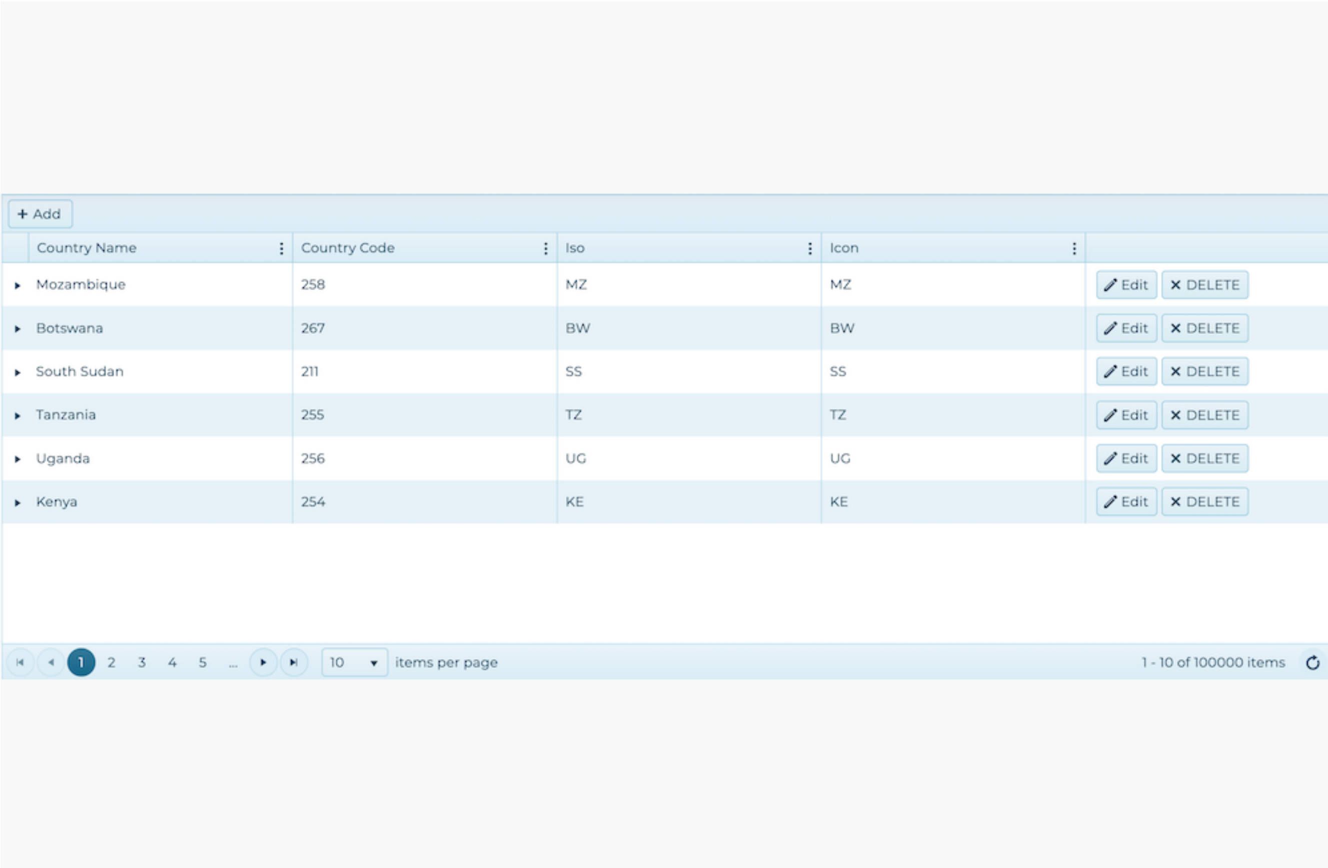
# Country Creation



# Country Creation

# Country Creation




This is the first step in creating a country because it helps map a country's learning framework. Countries that have been registered will be accessible here, and the data can be changed or deleted. The instructions below demonstrate setting up a county or *country structure level*.

1. On the *country structure level* page, click **Add**. There will be a popup window displayed, requesting the following information:

1. **Country Name**: The name of the country in which the program will be implemented, for example, *Kenya*.

2. **Country Code**: The country's international dialing code, such as *254* for Kenya.

3. **ISO**: This is a two or three-letter code for a country. It is assigned to a county when it becomes a member of the United Nations, such as *KE* for Kenya.

4. **Icon**: An icon of the flag of the country in which the program will be implemented. It should be similar to the ISO code, for example, *KE* for Kenya.

# Country Creation

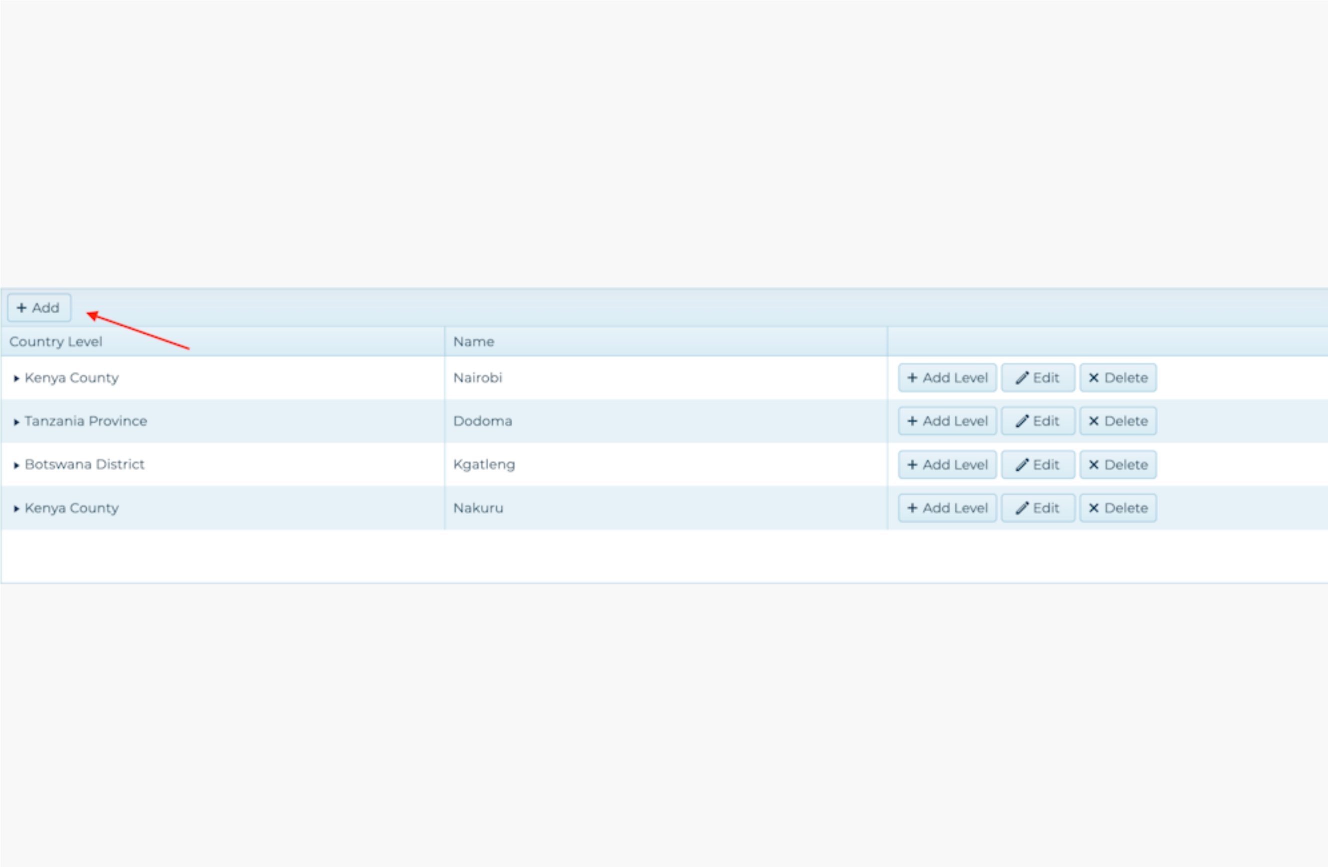
2. After inputting the given information, click **Save** to establish the country in the application.

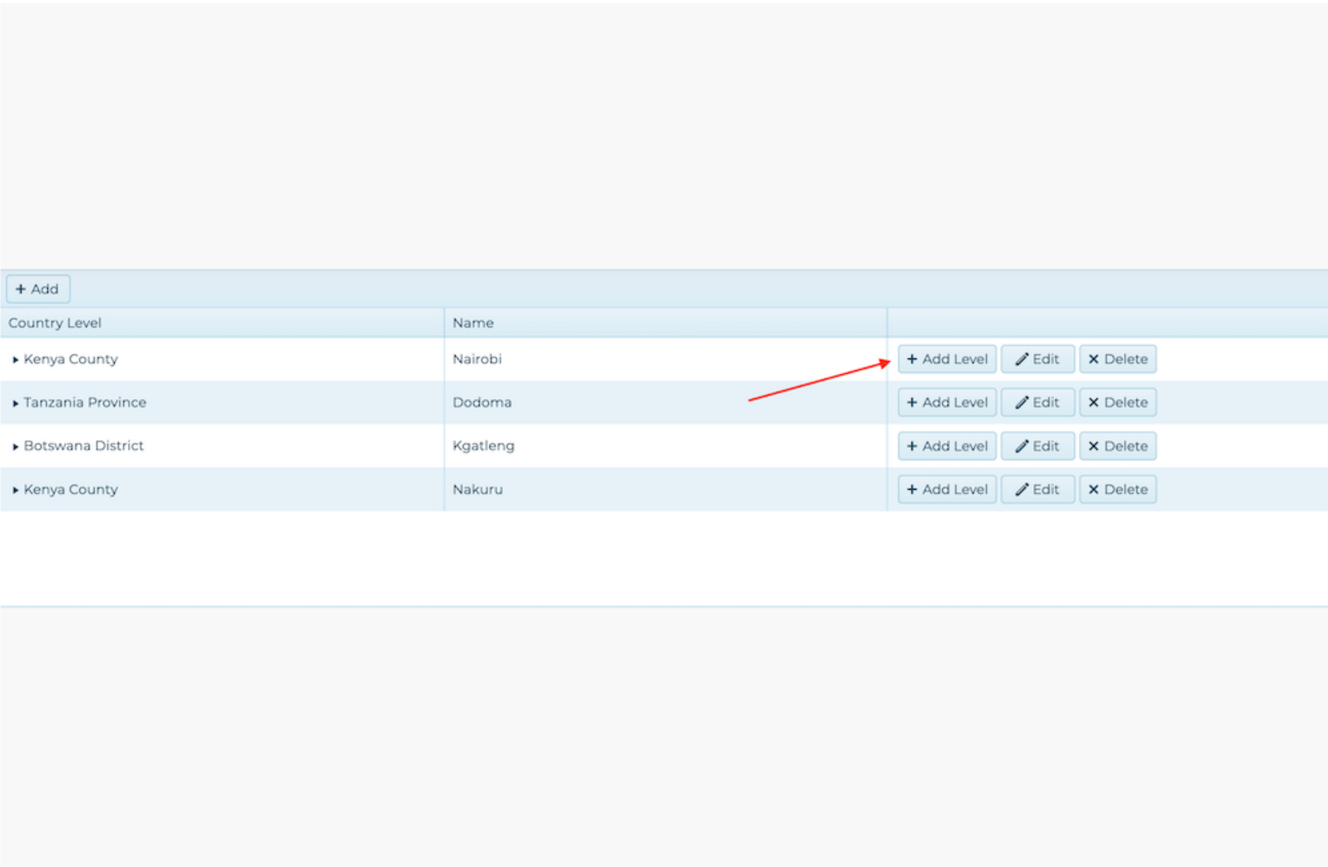
⚠ *A country cannot be deleted once it has been established for data integrity. You can, however, edit the country's information.*

Editing a Country
Go to **Page 59**

Country Levels
Go to **Page 60**

# Country Structure



# Country Structure

# Country Structure

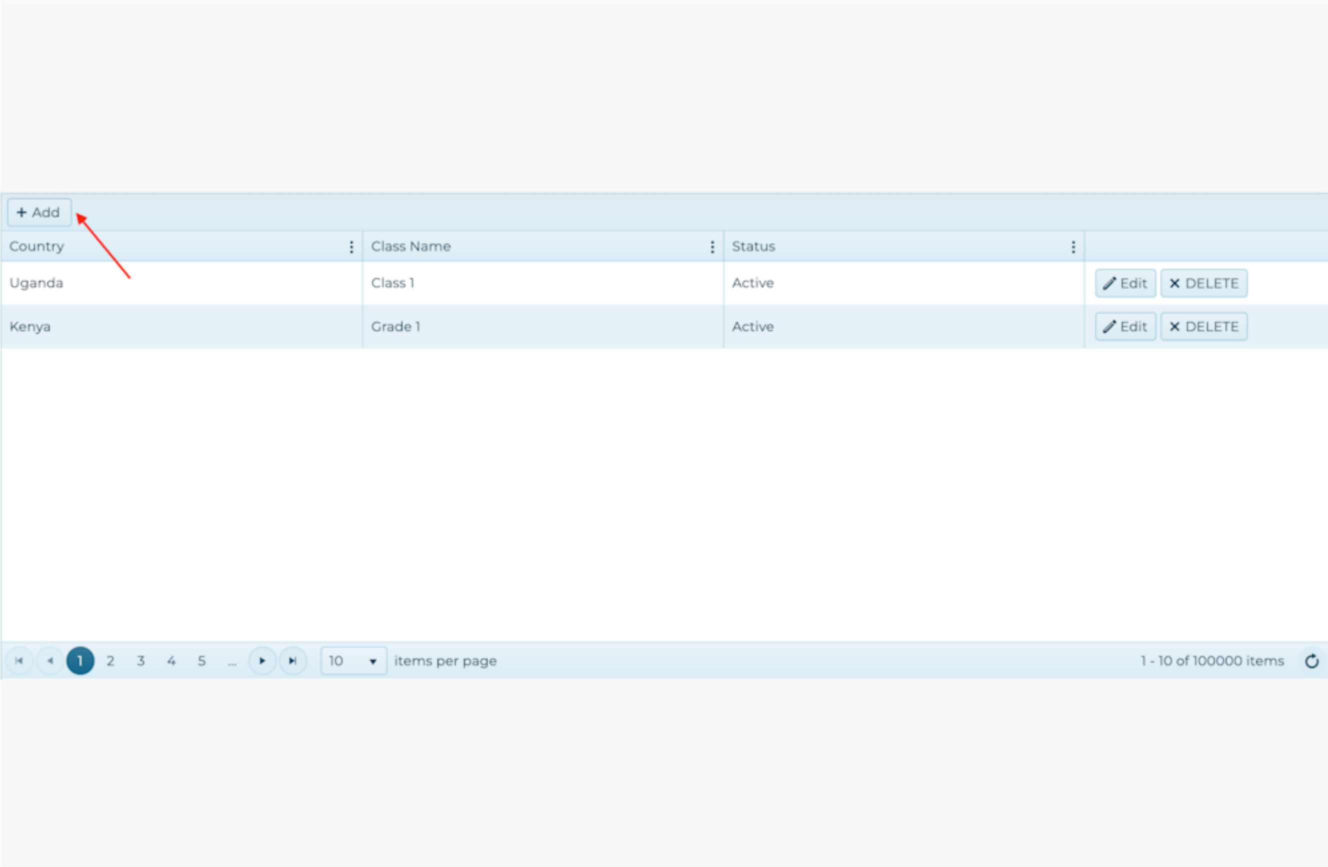

The section on the Country Structure is used to manage and associate *Country Levels* with their given names. For example, in previous sessions, we created County, Sub-county, and Ward at the Country Level.
Using the Kenyan structure, for example, we can now associate Nairobi county's given name with the County Level. To do so, go to the Setup menu and select County Structure.
You will be directed to a page where you can associate a county's given name with a country level. On the upper left-hand side of the page, click the **ADD** button. A pop-up screen will appear, prompting you to select the **Country Level** and give it a **Name**, such as Nairobi and **Save** it.

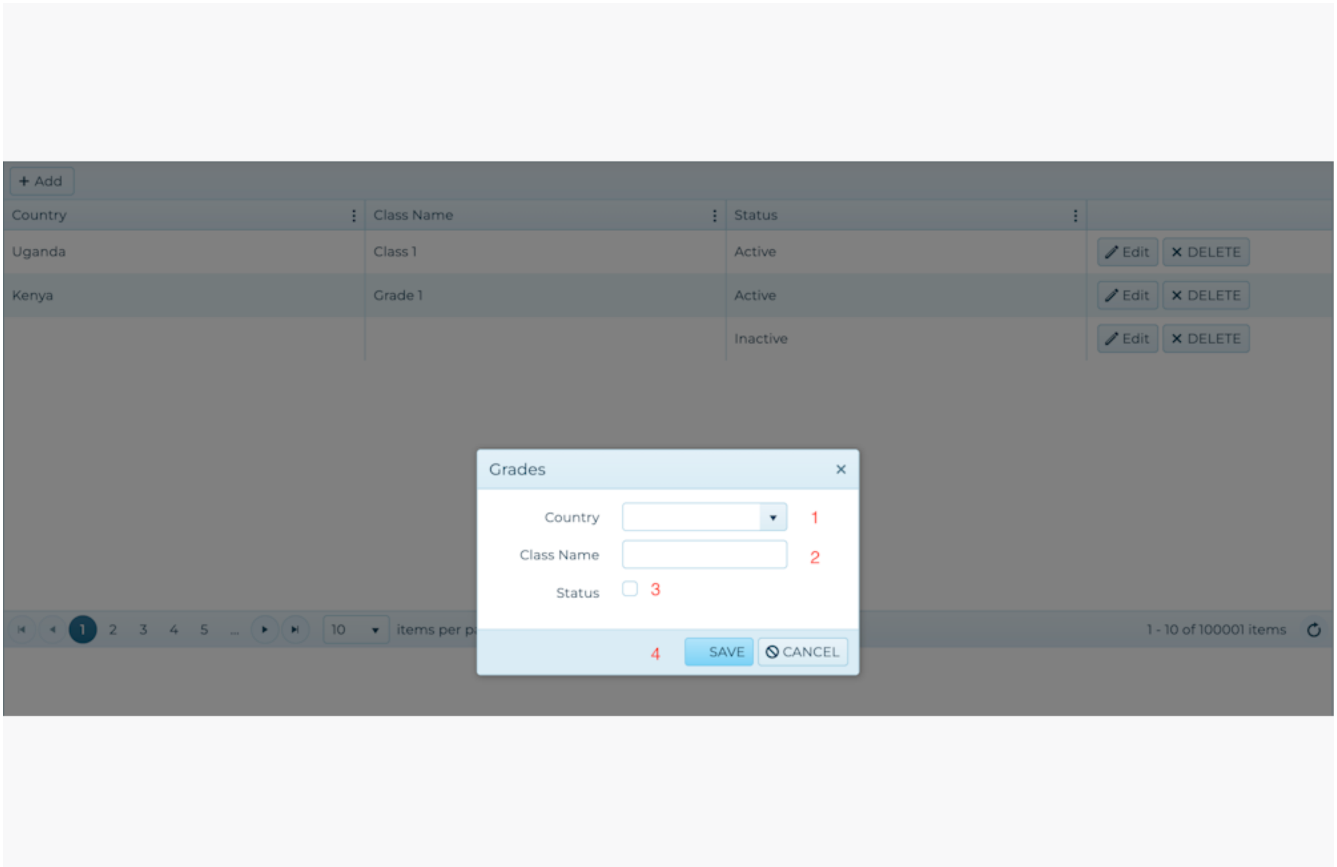
*The County Level is a drop-down associated with the previous list and is mapped to the country, for example, Kenya > County, Sub-county, and Ward.*

The newly added country structure will be displayed in a minimized form, allowing you to **Edit** the created level and add **New Level(s)**. For example, within Nairobi, we can add Kasarani as a Sub-county, and add Mwiki as a Ward.

*Levels should be added to their presiding levels. You'll notice that the Mwiki ward was added with the support of a flow > Kenya Sub-county > Kasarani*

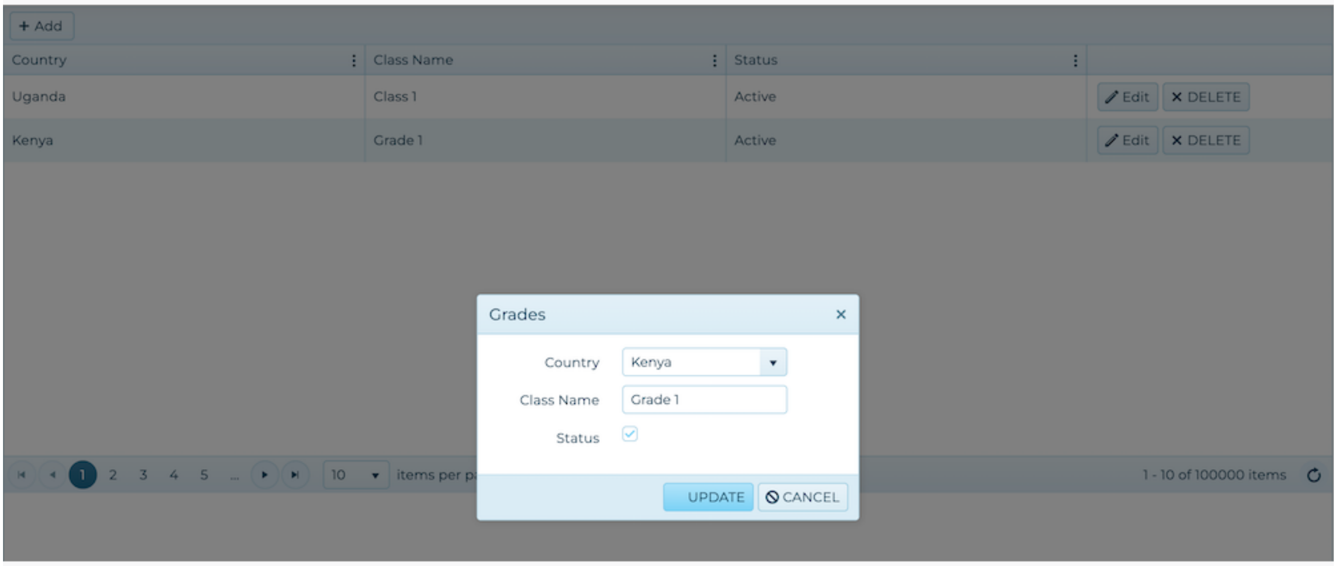
# Classes


+ Add
Country
Class Name
Status
Uganda
Class 1
Active
Edit
DELETE
Kenya
Grade 1
Active
Edit
DELETE
items per page
1 - 10 of 100000 items


+ Add
Country
Class Name
Status
Uganda
Class 1
Active
Kenya
Grade 1
Active
Inactive
Edit
DELETE
Grades
Country
1
Class Name
2
Status
3
4
SAVE
CANCEL
1 - 10 of 100001 items

# Classes

# Classes




A student's learning process requires them to advance to the next class after mastering specific knowledge areas. This section allows you to create classes or grades through which a student will graduate. Navigate to **Classes** in the set-up menu to create a class or a grade.

A page with an **Add** option in the upper left-hand corner will be shown. When you click on this button, a popup window will appear.

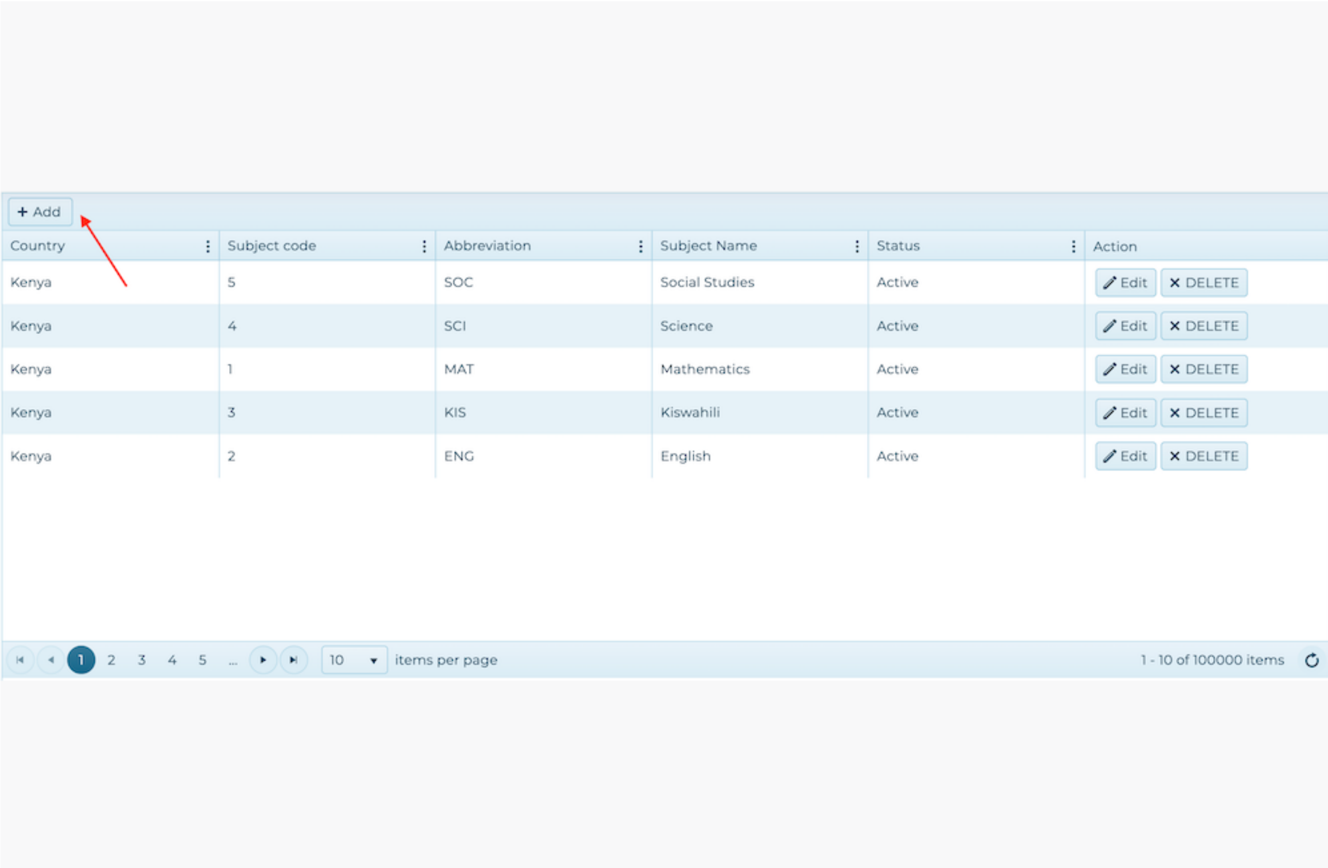
In the drop-down list, select the country where the class will be created, as well as the name of the class or grade and a checkbox to indicate whether the class is active. You can leave this option unchecked if a class or grade is not going to be used right away.

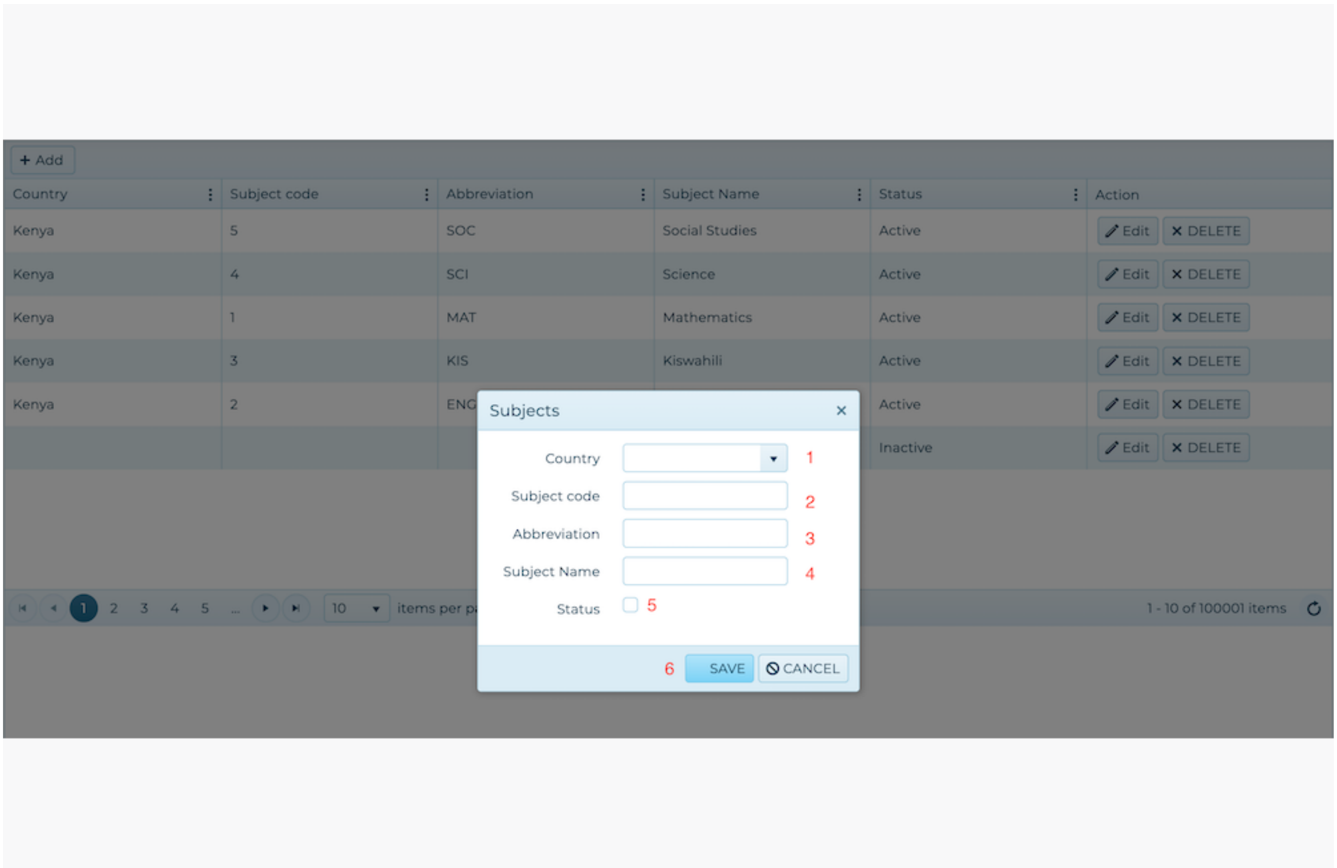
*When a class or grade is marked as active, it is visible. Users will be unable to see it in other sections if this is not done.*

If the information on a specific class has to be updated. The records can be changed by using the **Edit** option.

Click the edit button and change the necessary information in the pop-up window that will be provided to you before clicking **Update**.

# Subjects


+ Add
Country
Subject code
Abbreviation
Subject Name
Status
Action
Kenya 5 SOC Social Studies Active Edit DELETE
Kenya 4 SCI Science Active Edit DELETE
Kenya 1 MAT Mathematics Active Edit DELETE
Kenya 3 KIS Kiswahili Active Edit DELETE
Kenya 2 ENG English Active Edit DELETE
1 2 3 4 5 ...
10 items per page
1 - 10 of 100000 items


+ Add
Country
Subject code
Abbreviation
Subject Name
Status
Action
Kenya 5 SOC Social Studies Active Edit DELETE
Kenya 4 SCI Science Active Edit DELETE
Kenya 1 MAT Mathematics Active Edit DELETE
Kenya 3 KIS Kiswahili Active Edit DELETE
Kenya 2 ENG Active Edit DELETE
Inactive Edit DELETE
Subjects
Country 1
Subject code 2
Abbreviation 3
Subject Name 4
Status 5
6 SAVE CANCEL
1 - 10 of 100001 items

# Subjects

Learning is subject-based and pupils are required to master certain subject areas in their course of learning. This section allows you to create Subjects that are used in sharing lessons.
Navigate to **Subjects** in the set-up menu to create a Subject. A page listing the subjects created with an **Add** option in the upper left-hand corner will be shown. When you click on this button, a popup window will appear. You are required to fill in the following sections:

1. **Country** - The country where the program will operate.

2. **Subject Code**: The code you desire to have the subject mapped to.

3. **Abbreviation** - The short form of the subject e.g. MAT for Mathematics.

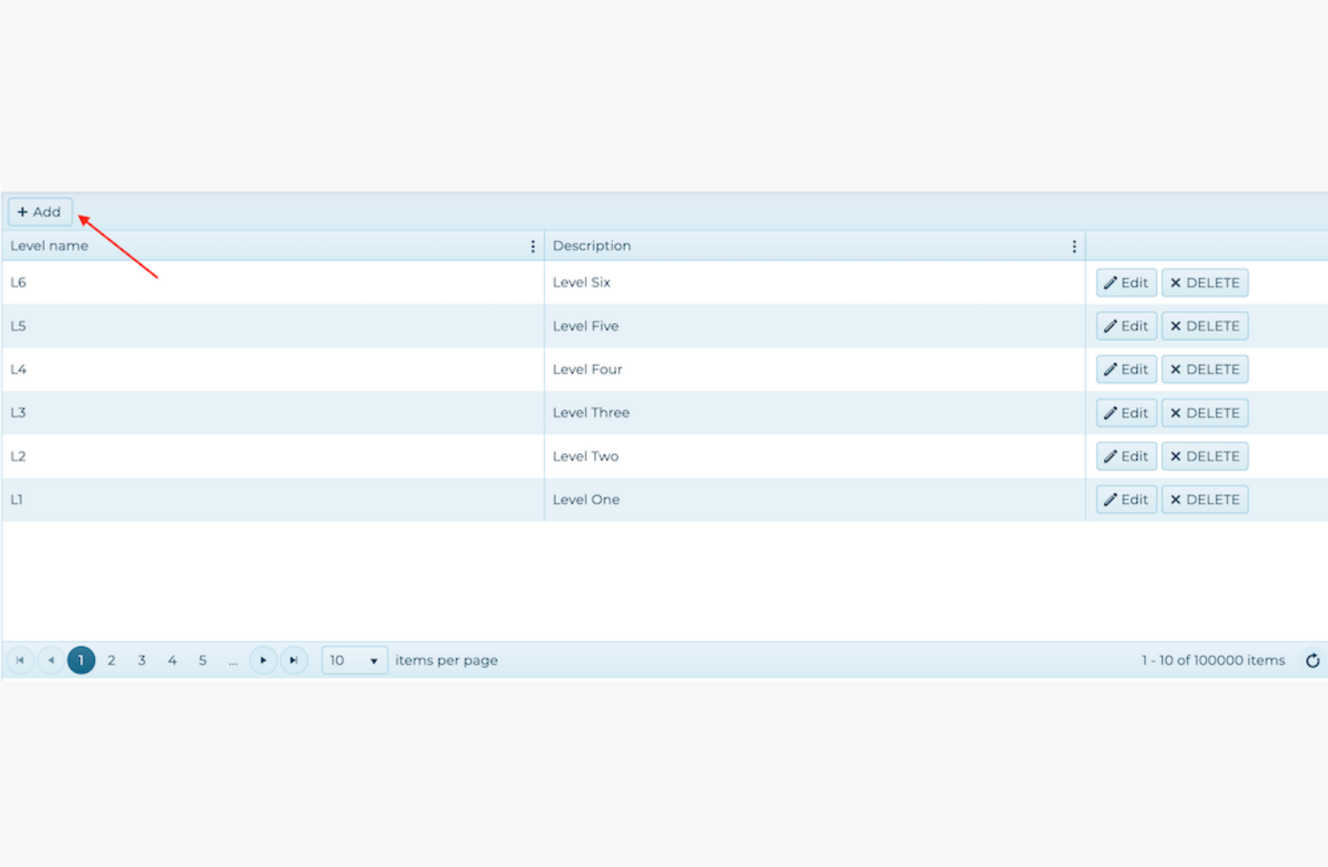
4. **Subject Name**: The name of the subject to be utilized in the program.

At the bottom of the form, there is a checkbox. It is used to indicate whether or not the Subject is active.
If a subject is not going to be used right away, uncheck this option.
You can then save the information so that it can be stored in the application.

*When a subject is marked as active, it is visible. Users will be unable to see it in other sections if this is not done.*

If the information on a specific Subject has to be updated. The records can be changed by using the **Edit** option.
Click the edit button and change the necessary information in the pop-up window that will be provided to you before clicking **Update**.

# Subject Level




Subject Level is a type of grouping that is used to separate students and content based on the desired level of pedagogy. It is assumed that not all students have the same level of mastery of a particular subject, so the material is adjusted accordingly.

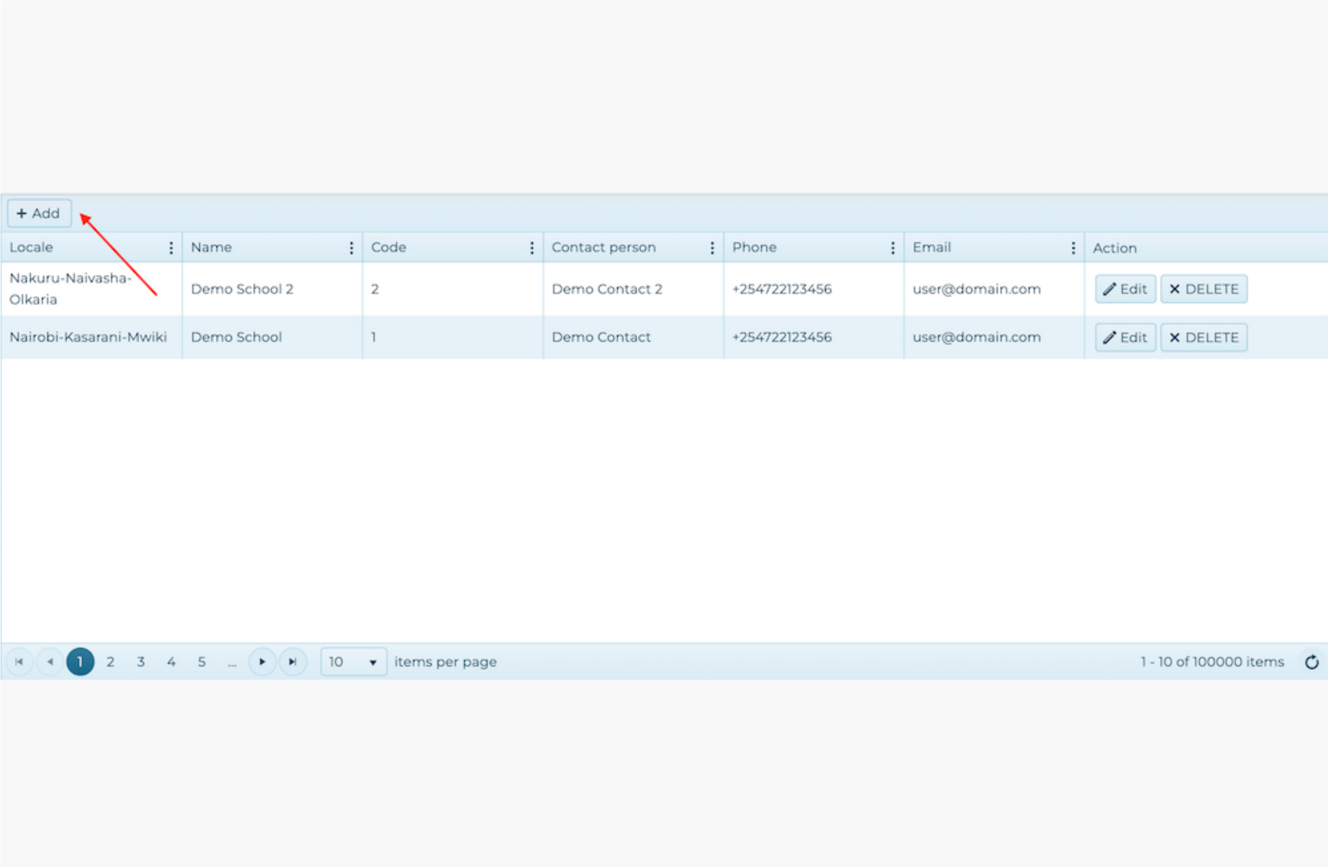
Because the formatting of the levels is not assigned to a specific design, the feature can be used as needed. The feature cannot be ignored as it is needed in the application.

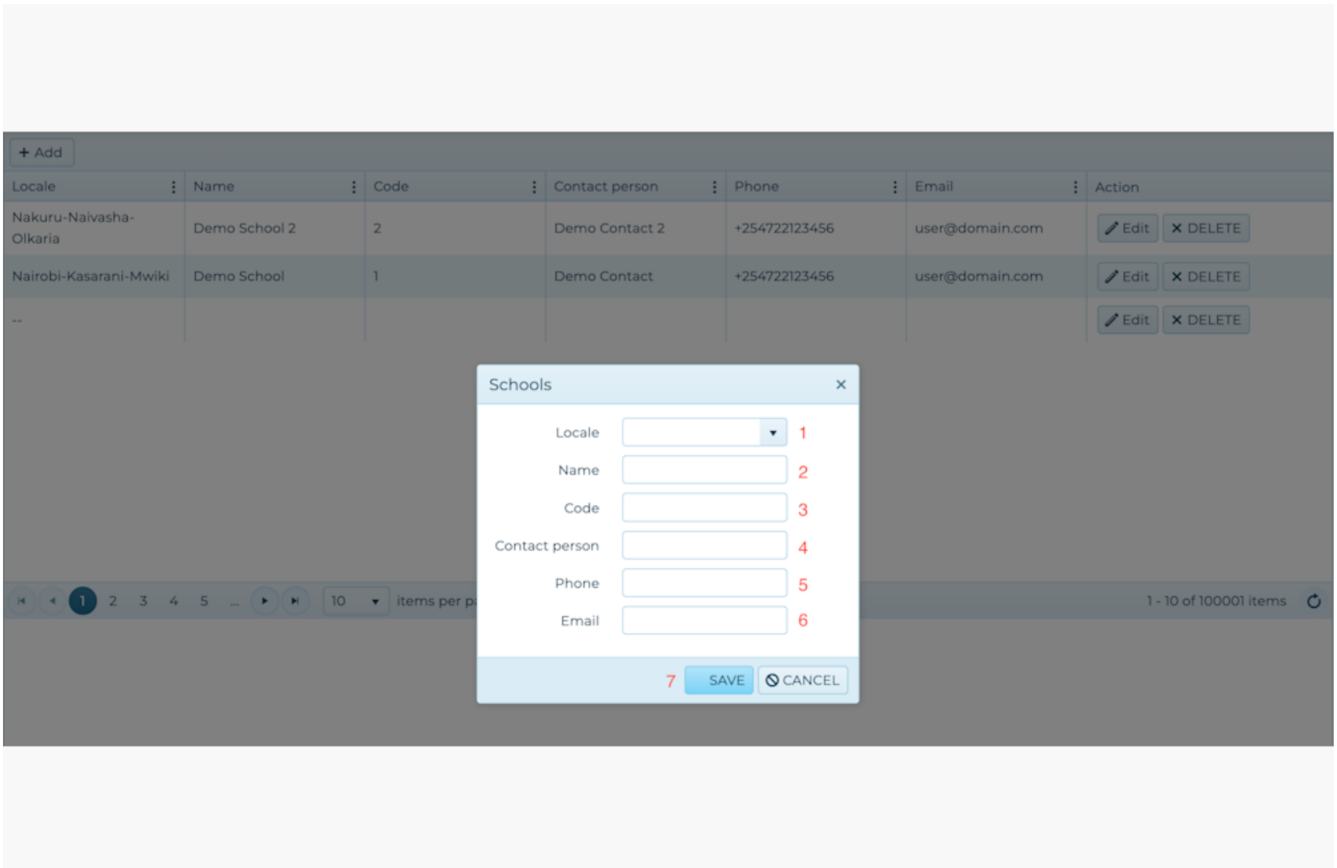
When you select **Subject Level** from the setup menu. You will be shown a list of all the levels that have been created. To add a new Subject Level, click the **Add** button in the upper left-hand corner of the page. A popup window will appear, prompting you to enter the *Level Name* and *Description*.

ⓘ *There is no standardized information for this section hence it can be used as desired.*

If the information on a specific Subject Level has to be updated. The records can be changed by using the **Edit** option.

Click the edit button and change the necessary information in the pop-up window that will be provided to you before clicking **Update**.


+ Add
Locale
Name
Code
Contact person
Phone
Email
Action
Nakuru-Naivasha-Olkaria
Demo School 2
2
Demo Contact 2
+254722123456
user@domain.com
Edit
DELETE
Nairobi-Kasarani-Mwiki
Demo School
1
Demo Contact
+254722123456
user@domain.com
Edit
DELETE
1 2 3 4 5 ...
10
items per page
1 - 10 of 100000 items


+ Add
Locale
Name
Code
Contact person
Phone
Email
Action
Nakuru-Naivasha-Olkaria
Demo School 2
2
Demo Contact 2
+254722123456
user@domain.com
Nairobi-Kasarani-Mwiki
Demo School
1
Demo Contact
+254722123456
user@domain.com
Edit
DELETE
Schools
Locale 1
Name 2
Code 3
Contact person 4
Phone 5
Email 6
7 SAVE
CANCEL
1 - 10 of 100001 items

# Learning Center

The learning center is the local village, school, or program where the actual learning is taking place. This is the page used to create new learning centers so that content can be pushed to the learners.
When you visit the learning center from the setup menu, you see a list of centers already created. This list highlights the learning center's information such as:

1. **Locale** - The location of the center to the lowest country structure.

2. **Name** - The known name of the learning center.

3. **Code**: The unique identifier given to the learning center.

4. **Contact Person**: The name of the person to reach out to.

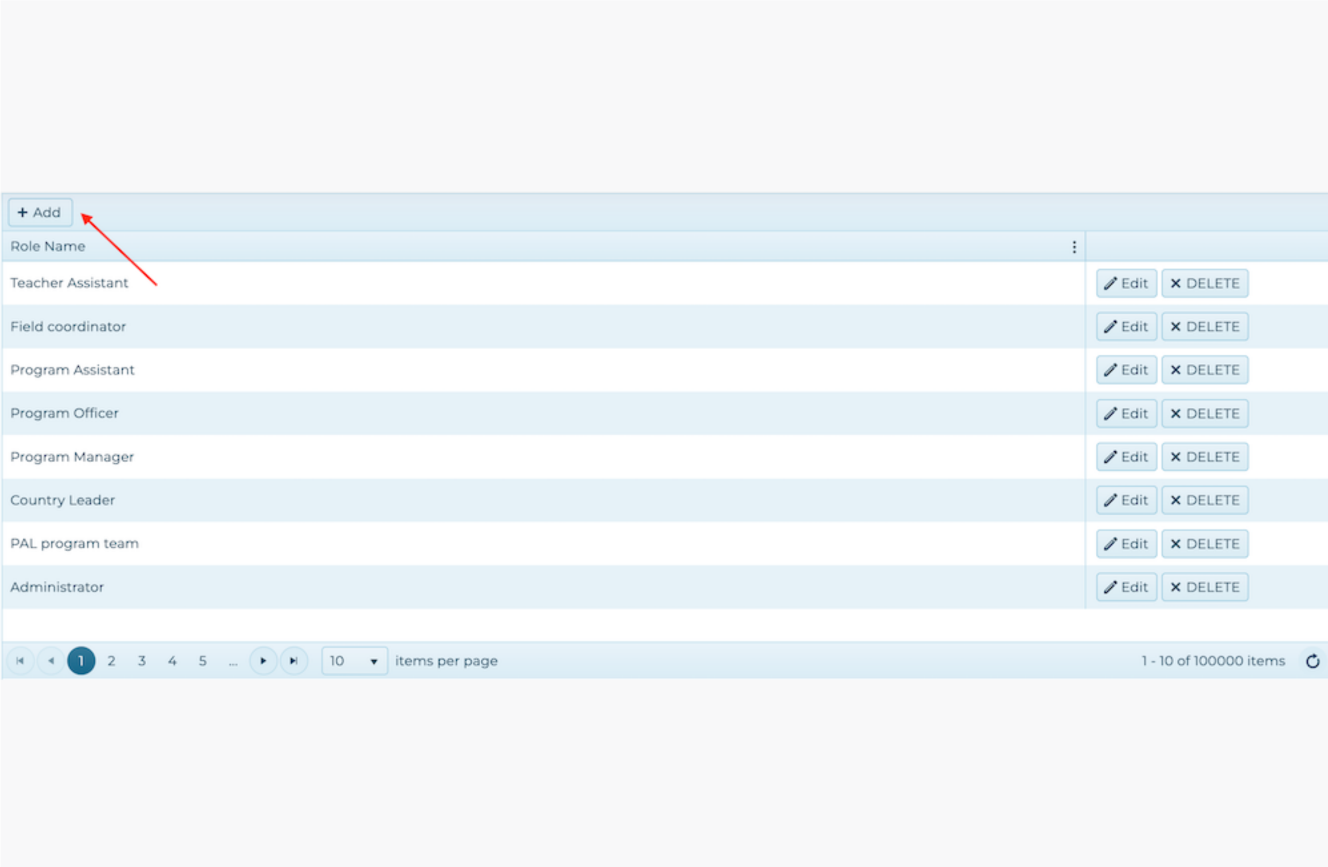
5. **Phone**: The learning center's telephone number.

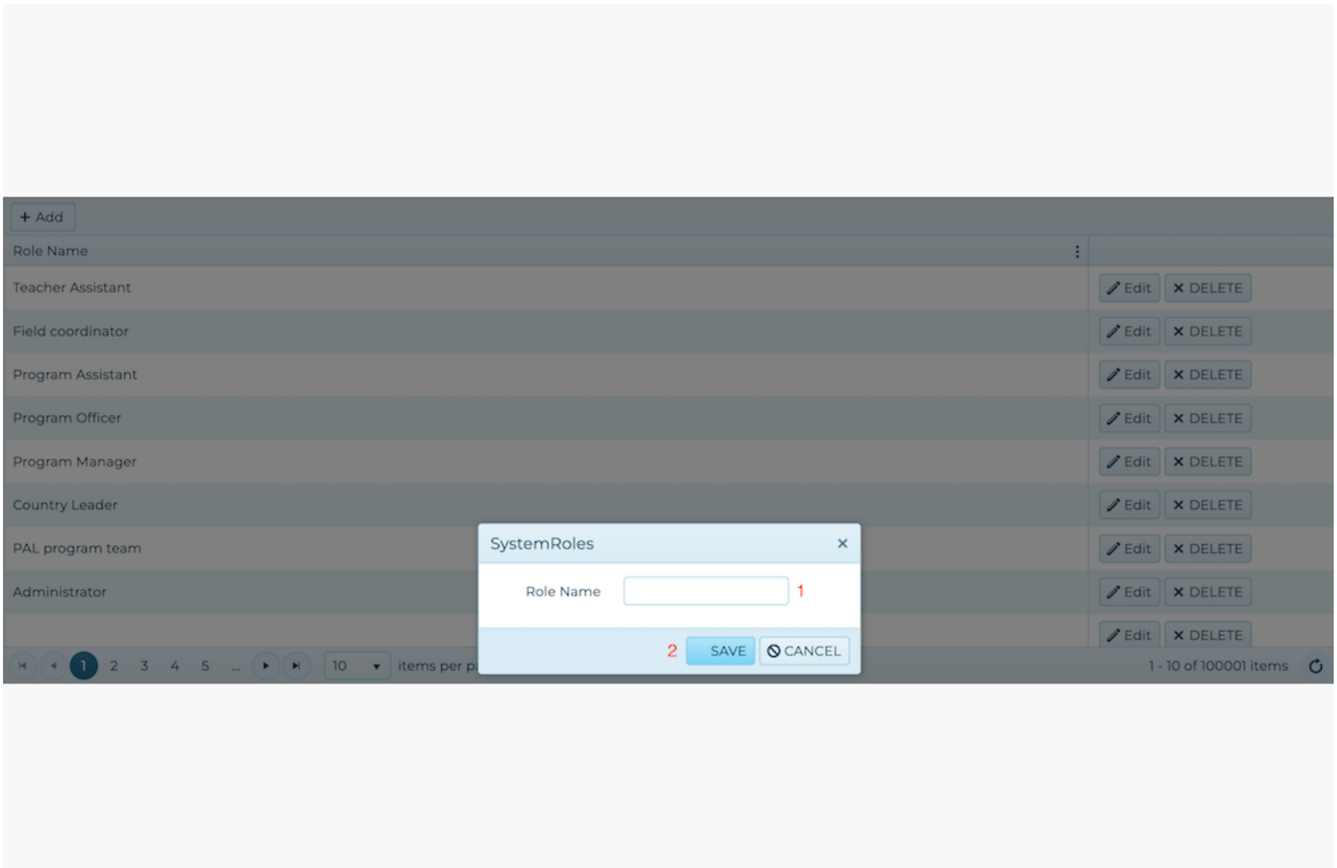
6. **Email**: The learning center's email address.

To create a learning center, click on the Add button on the upper left-hand side of the screen. a popup window will appear with fields in the above-mentioned section. Fill in the form and click on Save for the data to be stored in the application.

*The stored information can be updated using the **Edit** option. Click the edit button and change the necessary information in the pop-up window that will be provided to you before clicking **Update**.*

# System Roles

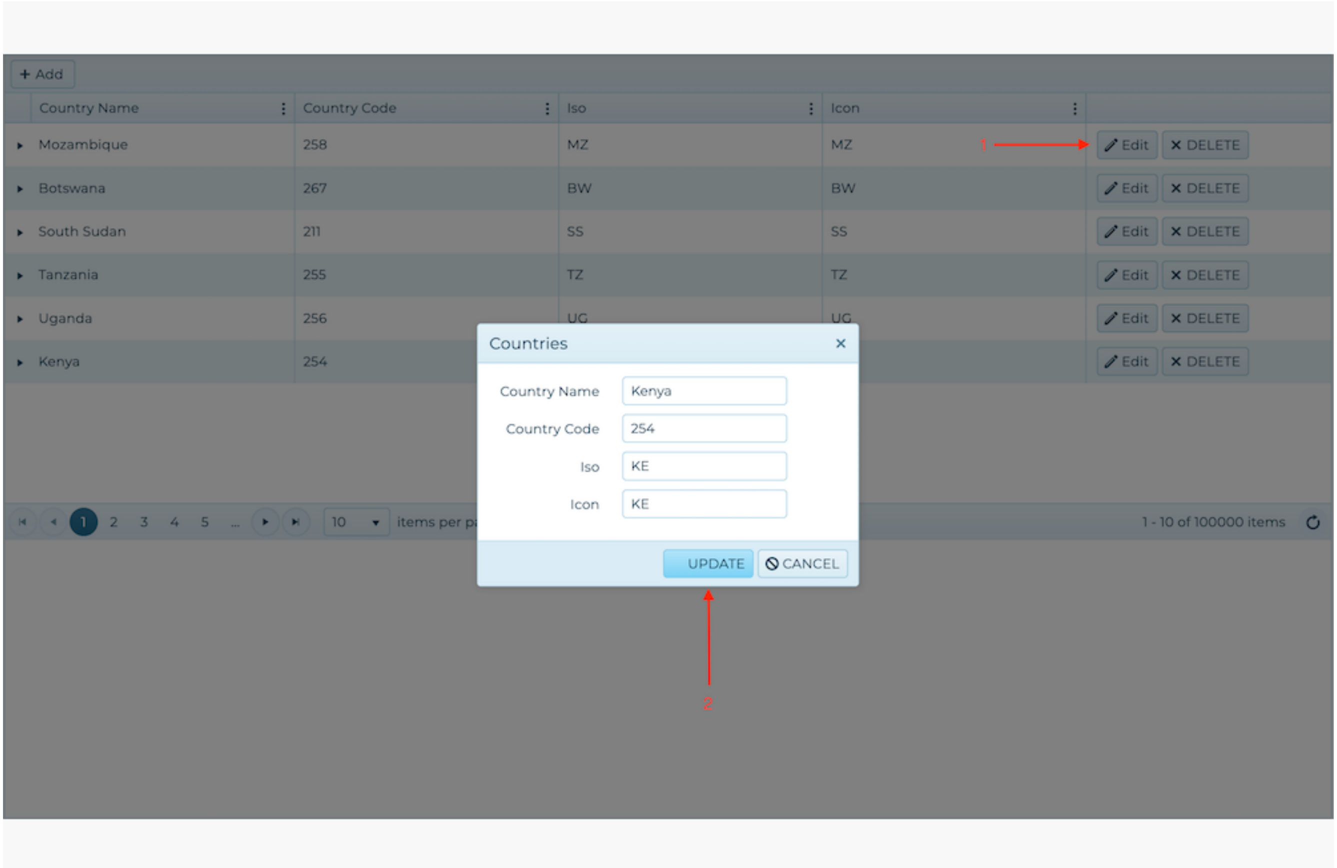


# System Roles

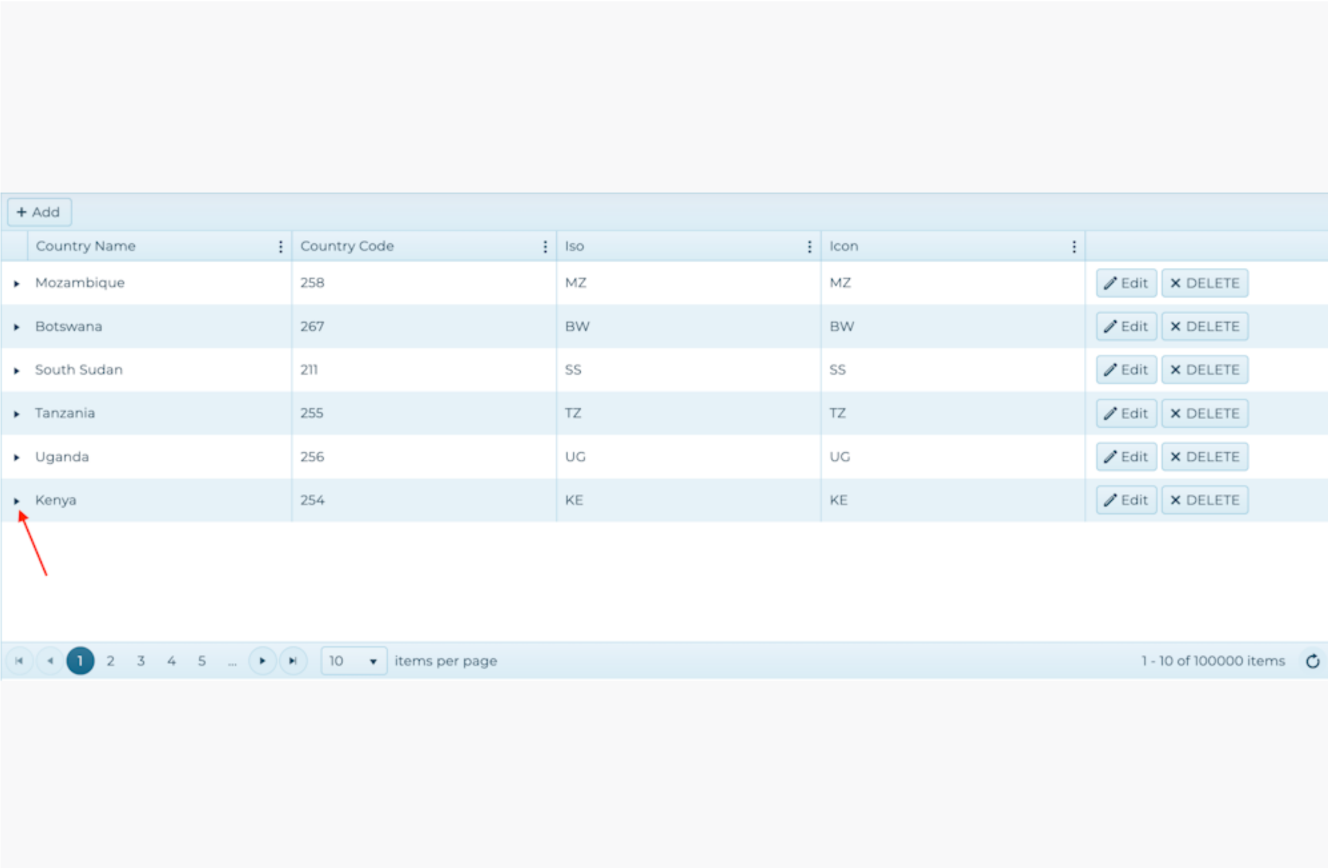
These are the names that are used to identify a specific user in the application.
The application is designed to grant certain rights to users based on the role they have been assigned.
The rights grant or deny a user the ability to perform specific actions.
When you access this page from the menu, you can add a new role, edit it, or delete it. If roles have already been created, they are displayed in a paginated list.
When you click the **Add** button, a popup window appears with a field for you to enter the **Role** Name and **Save** it.

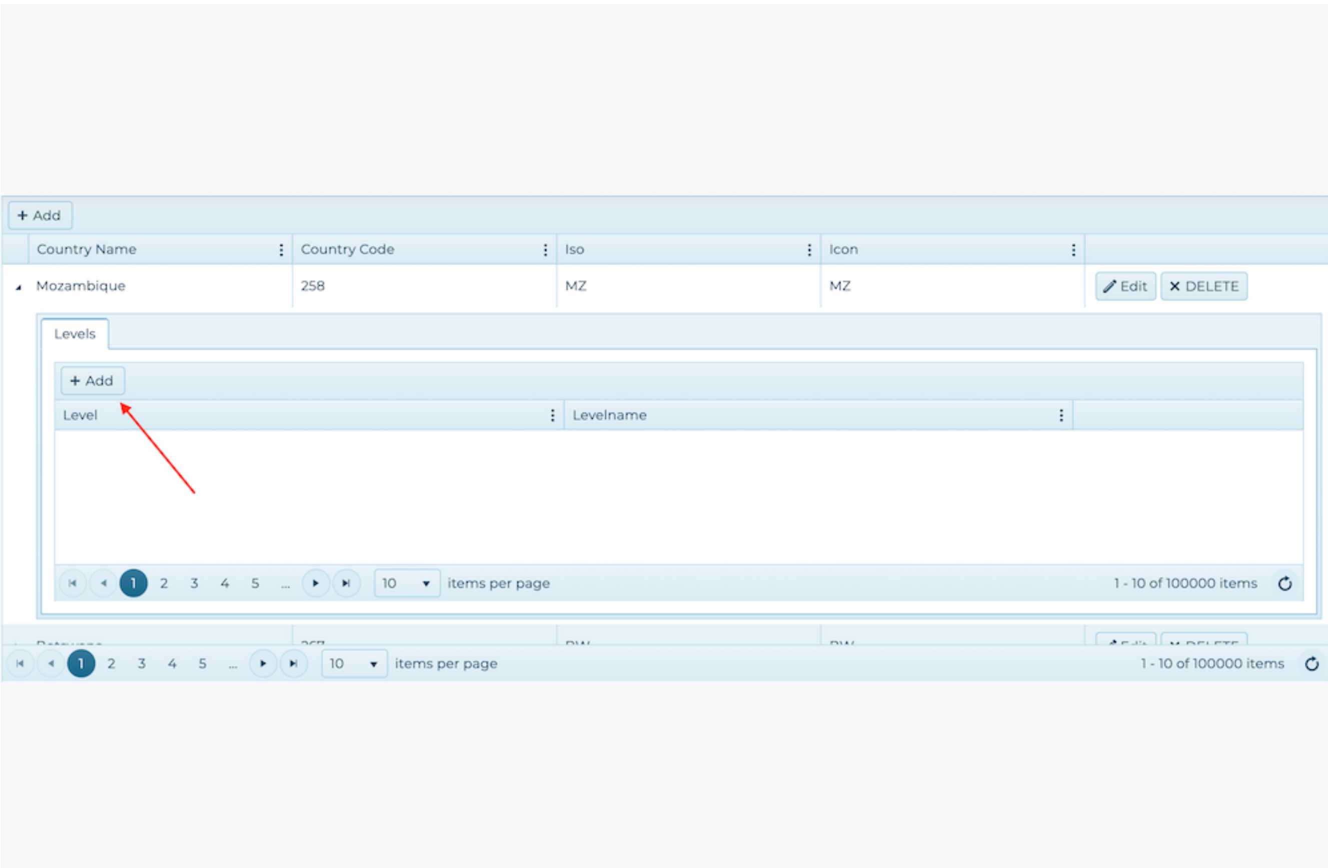
# Country Update




When you've established a country and want to change it. You can make changes to the information. Click on **Edit** within the country structure level.
A pop-up window will appear, allowing you to edit the fields that require new data. In order for the changes to take effect, you must click the **Update** button.

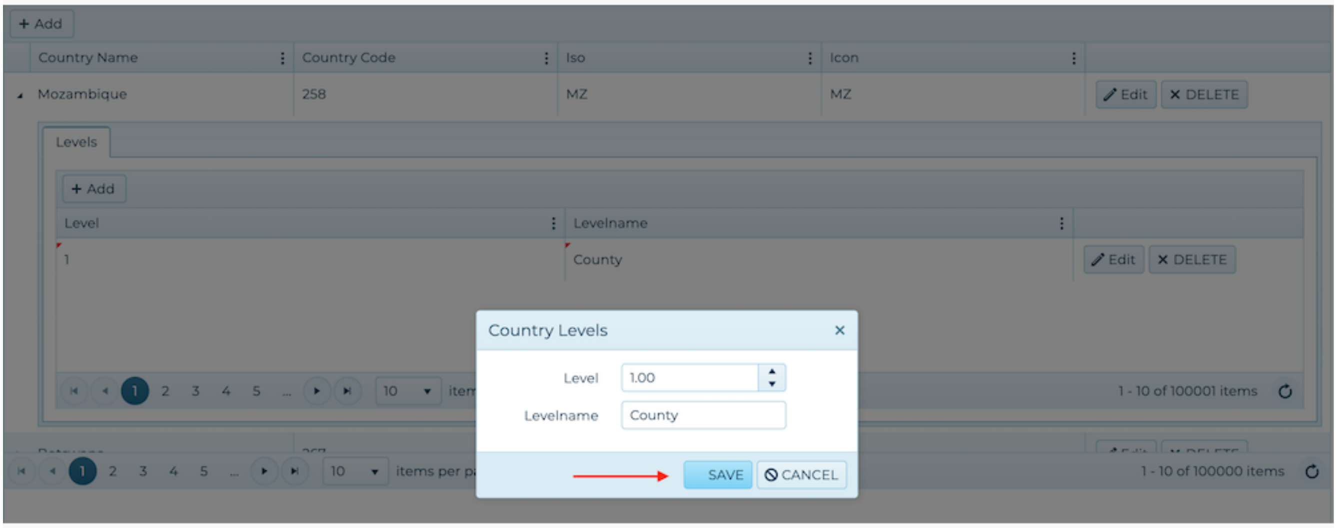
# Country Level



Country Level

# Country Level




Education is structured differently in each country. In Kenya, for example, the *County* is the second highest level of administration after the national government, followed by *Sub County*, and finally the *Ward*.

When a country is added to the application, it is minimized by default. To add the Country Level, maximize the country by clicking the **arrow** icon and then click **Add**. A pop-up window will then appear, allowing you to enter a *Level* and a *Level Name*.

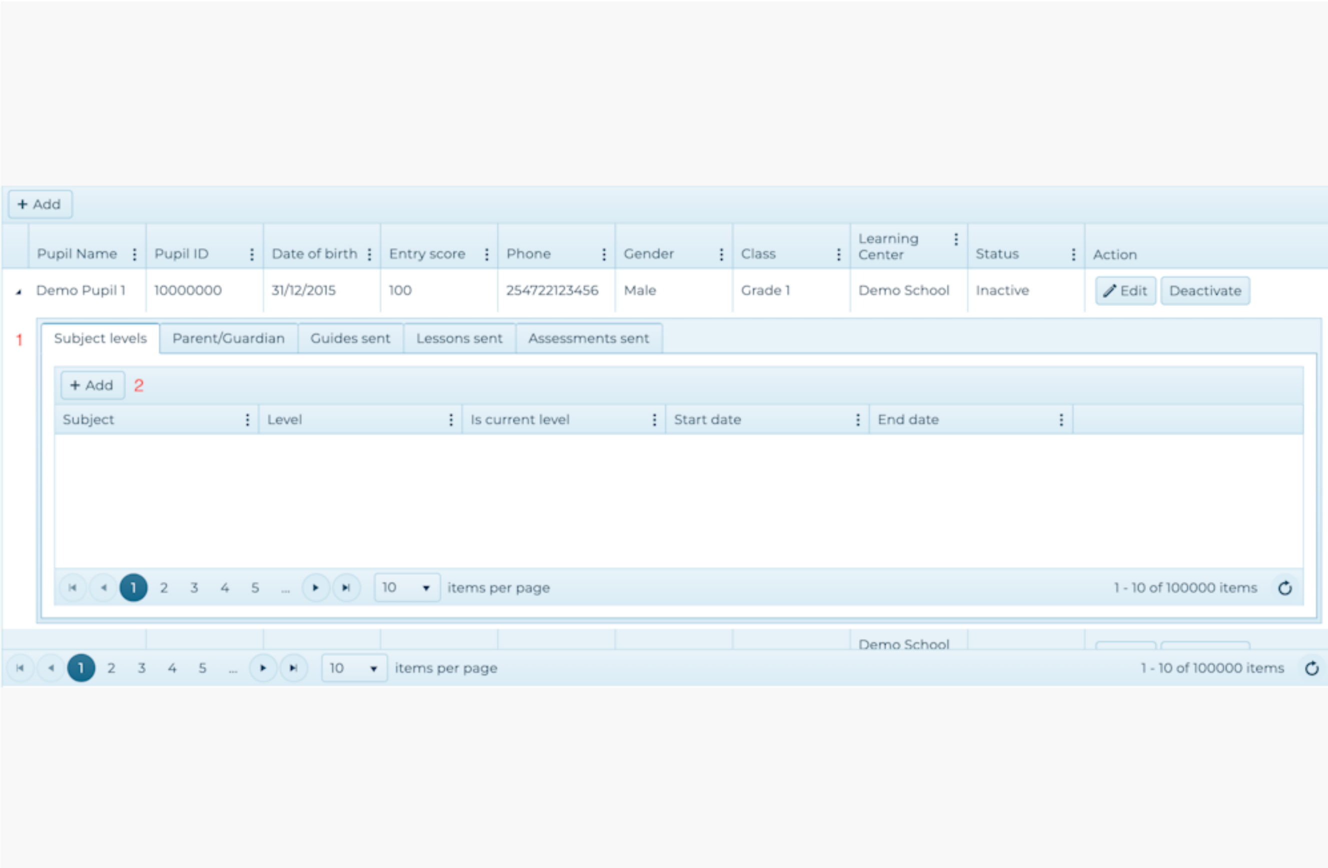
1. **Level**: This is a numerical value that represents the educational structure's level. In Kenya, for example, we would use 1 for County, 2 for Sub-county, and 3 for Ward.

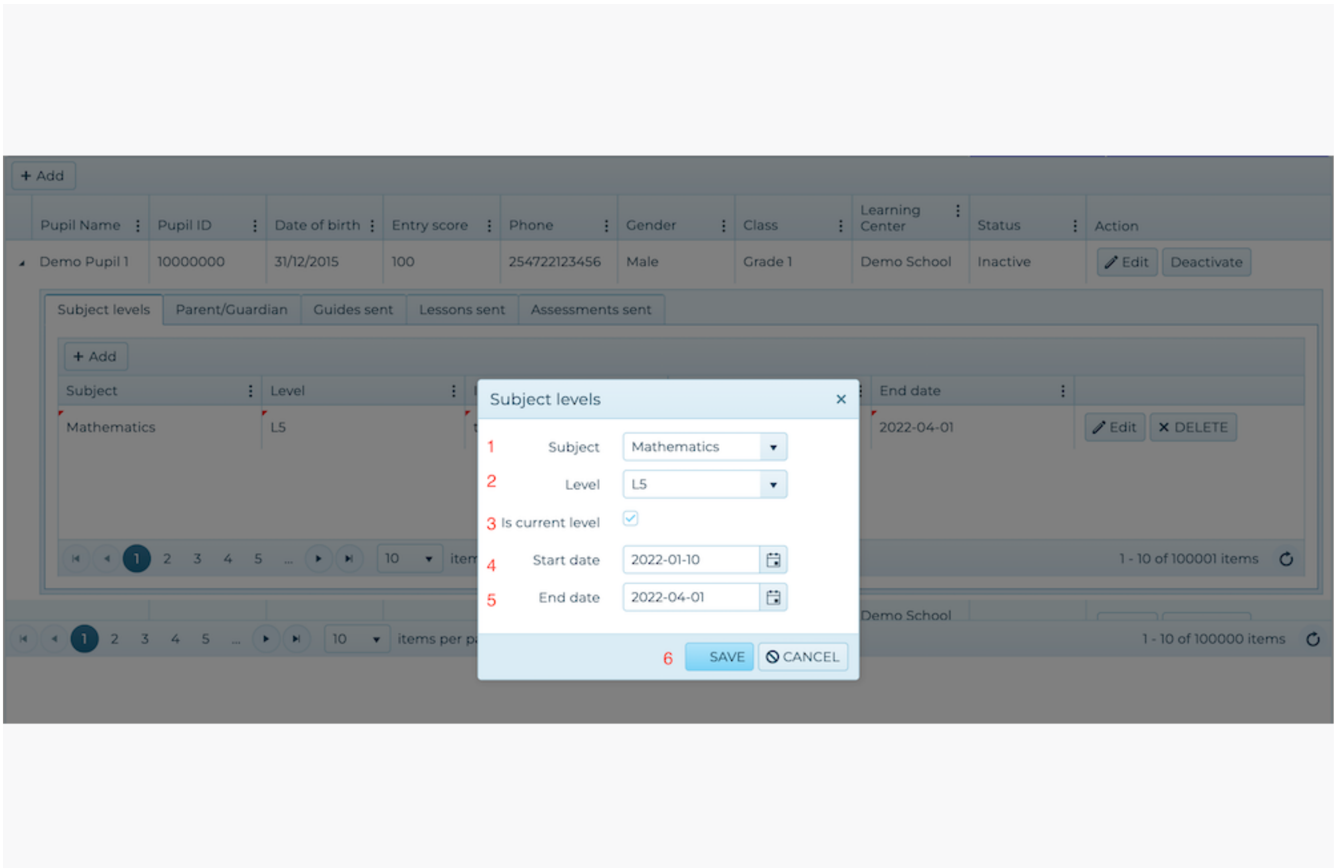
2. **Level Name**: This is the name that represents the educational level within the structure.

Once you've entered all of the necessary information, click Save to store the information.

*It is critical to enter each level because the information will be used during the Country Structure setup process.*

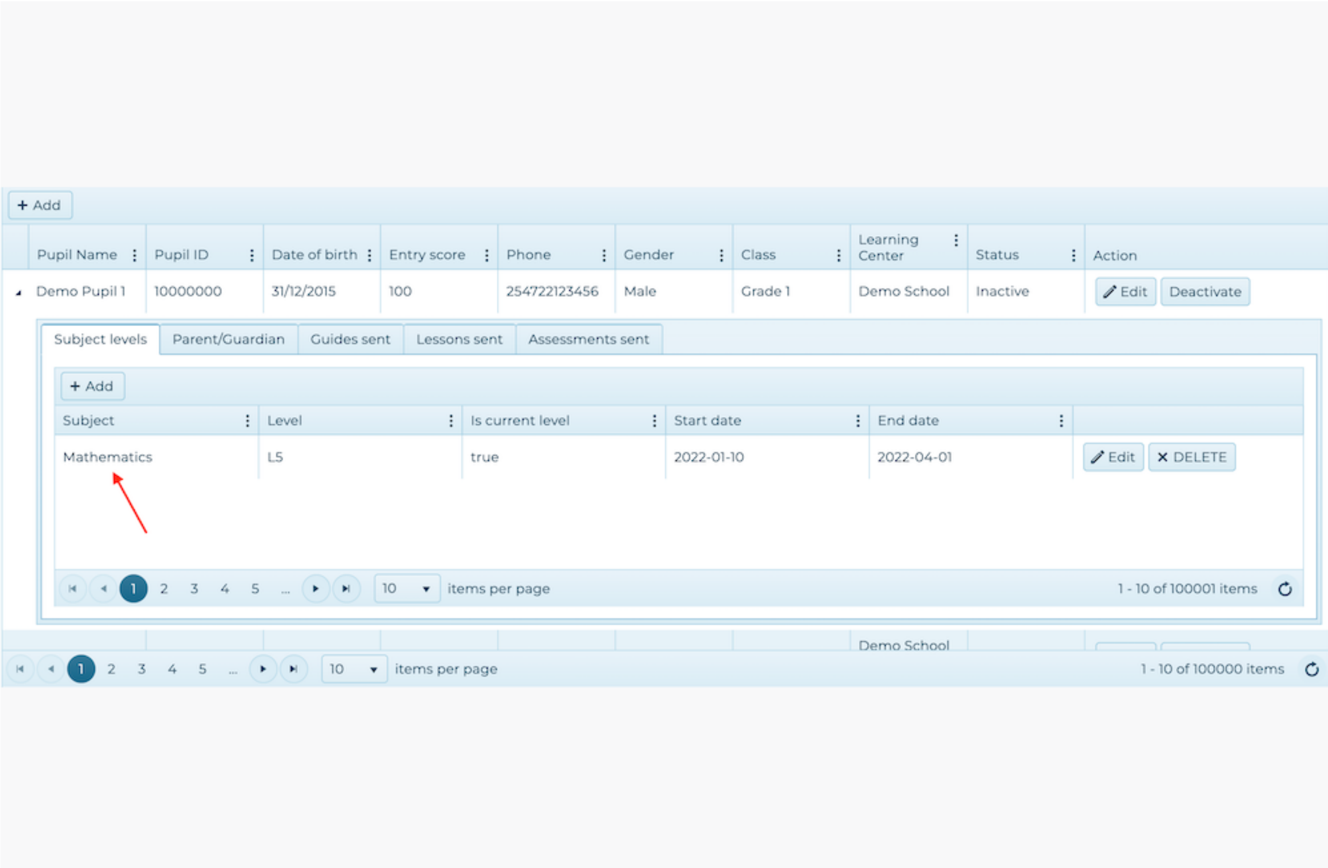
# Subjects


+ Add
Pupil Name
Pupil ID
Date of birth
Entry score
Phone
Gender
Class
Learning Center
Status
Action
Demo Pupil 1
10000000
31/12/2015
100
254722123456
Male
Grade 1
Demo School
Inactive
Edit
Deactivate
1
Subject levels
Parent/Guardian
Guides sent
Lessons sent
Assessments sent
+ Add
2
Subject
Level
Is current level
Start date
End date
items per page
1 - 10 of 100000 items
Demo School
1 - 10 of 100000 items


Subject levels
1
Subject
Mathematics
2
Level
L5
3
Is current level
4
Start date
2022-01-10
5
End date
2022-04-01
6
SAVE
CANCEL
Mathematics
L5
2022-04-01
Edit
DELETE

Subjects

# Subjects




Pupils learn and comprehend at various stages of their academic pursuits. A student may receive a "*Meets Objective*" grade in one subject while receiving a "*Needs Improvement*" grade in another. Depending on a pupil's level of learning in a particular subject, it is critical that we share the appropriate learning content with them in order to improve their learning outcome.

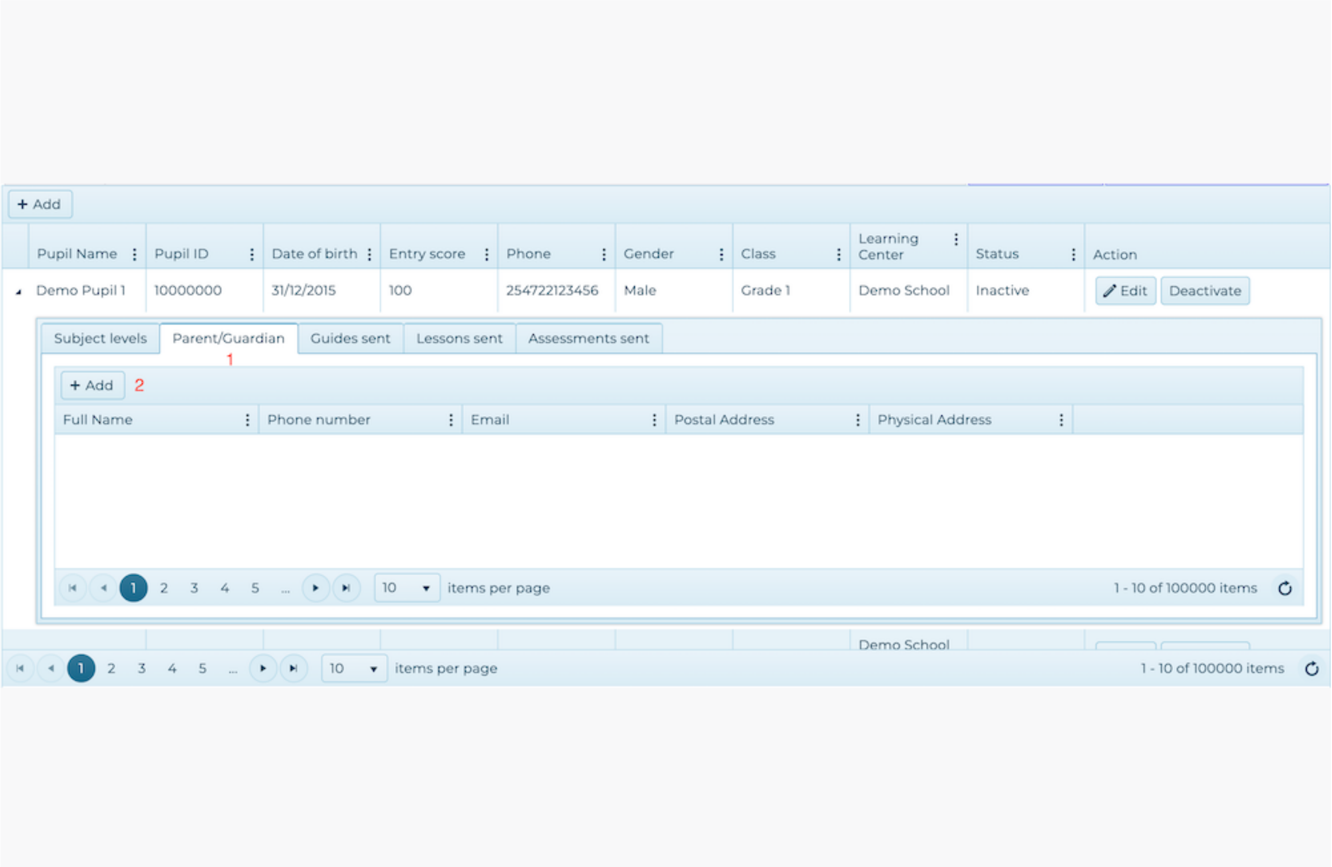
To add a new **Subject Level** to a pupil, expand the pupil information by clicking on the icon to the left of their name, then select the "*Subject Level*" tab, and then click on the **Add** button in the upper left-hand corner of the screen.

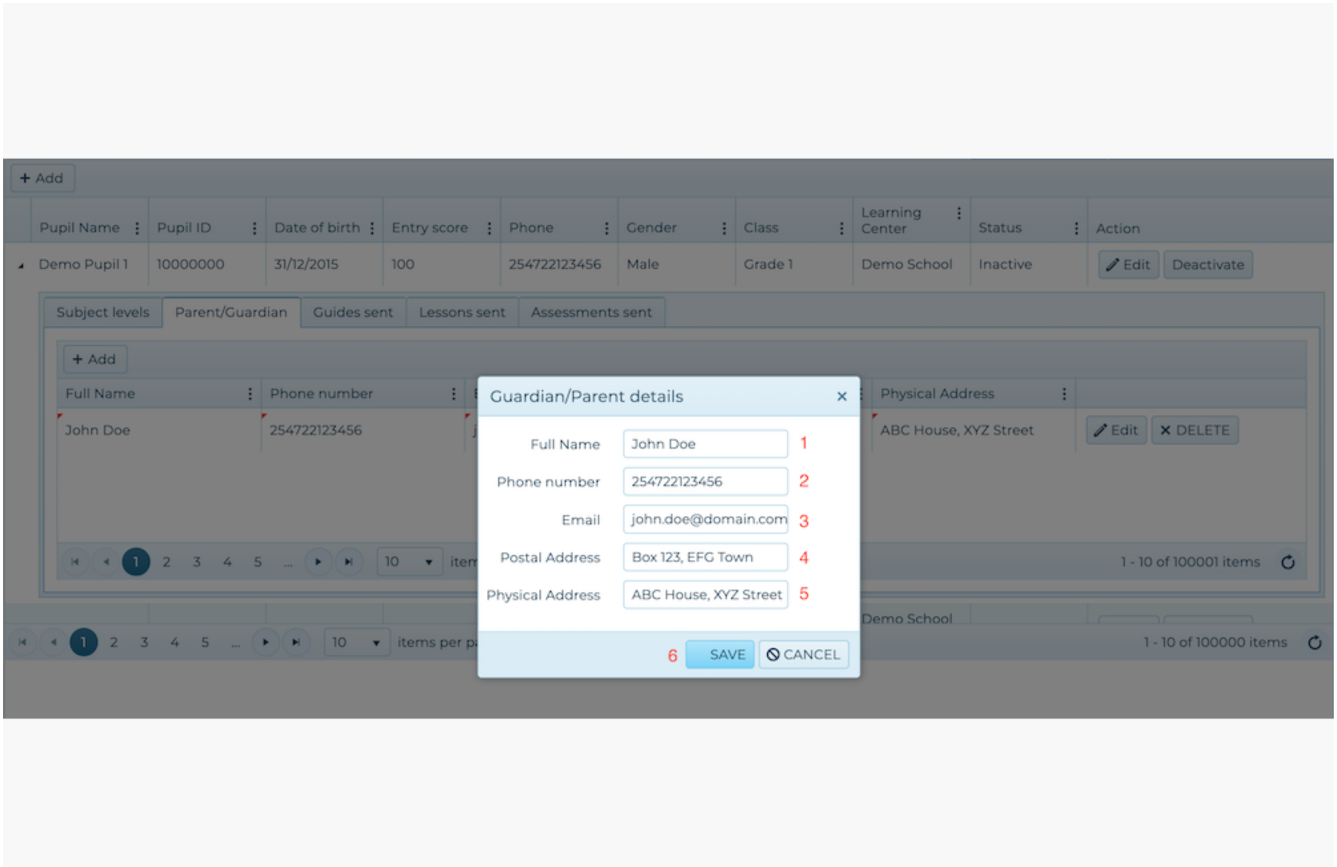
You will be presented with another popup window in which you should select the *Subject*, *Level*, and a *Checkbox* to confirm whether or not this is the pupil's current level. Furthermore, you will be presented with two data ranges from which to choose when the pupil will begin and end receiving content for the prescribed subject level.

After entering all of the required information, click **SAVE** to store the data in the application and display it within the pupil's subject level. If necessary, the newly created subject level can be **Edited** or **Deleted**.

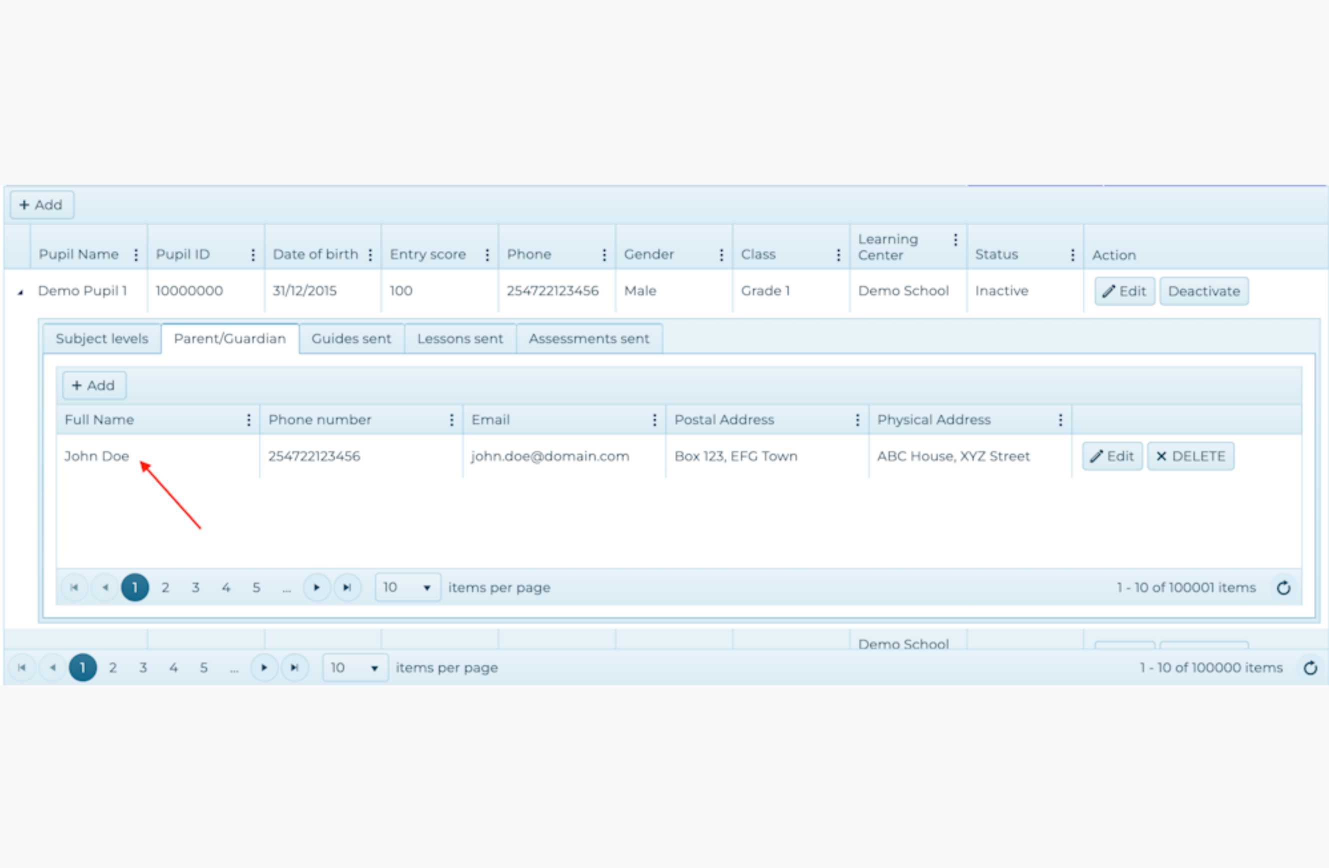
ⓘ *Pupils will receive learning materials that are concurrent to their subject level.*

# Parent or Guardian



# Parent or Guardian




As with any educational system, students rely heavily on the support of their parents and guardians in order to receive a high-quality education. In our case, students should use the mobile phones of their parents or guardians to access learning materials and receive instructions in the form of guides.

The Parent or Guardian interface assists in mapping students to their parents. Expand the pupil information by clicking on the icon to the left of their name, then selecting the "**Parent/Guardian**" tab, and then clicking on the **Add** button in the upper left-hand corner of the screen.

You will be prompted to enter the parent's name, phone number, email address, and postal and physical address in a popup window.

After entering all of the required information, click SAVE to save the data in the application and display it in the parent/guardian section of the pupil's profile. The newly created parent or guardian can be **Edited** or **Deleted** if necessary.

# Published Content

When a set of instructions in the form of guides, lessons, and assessments to a student are sent from the application. The data is saved in the following tabs of the student's profile:

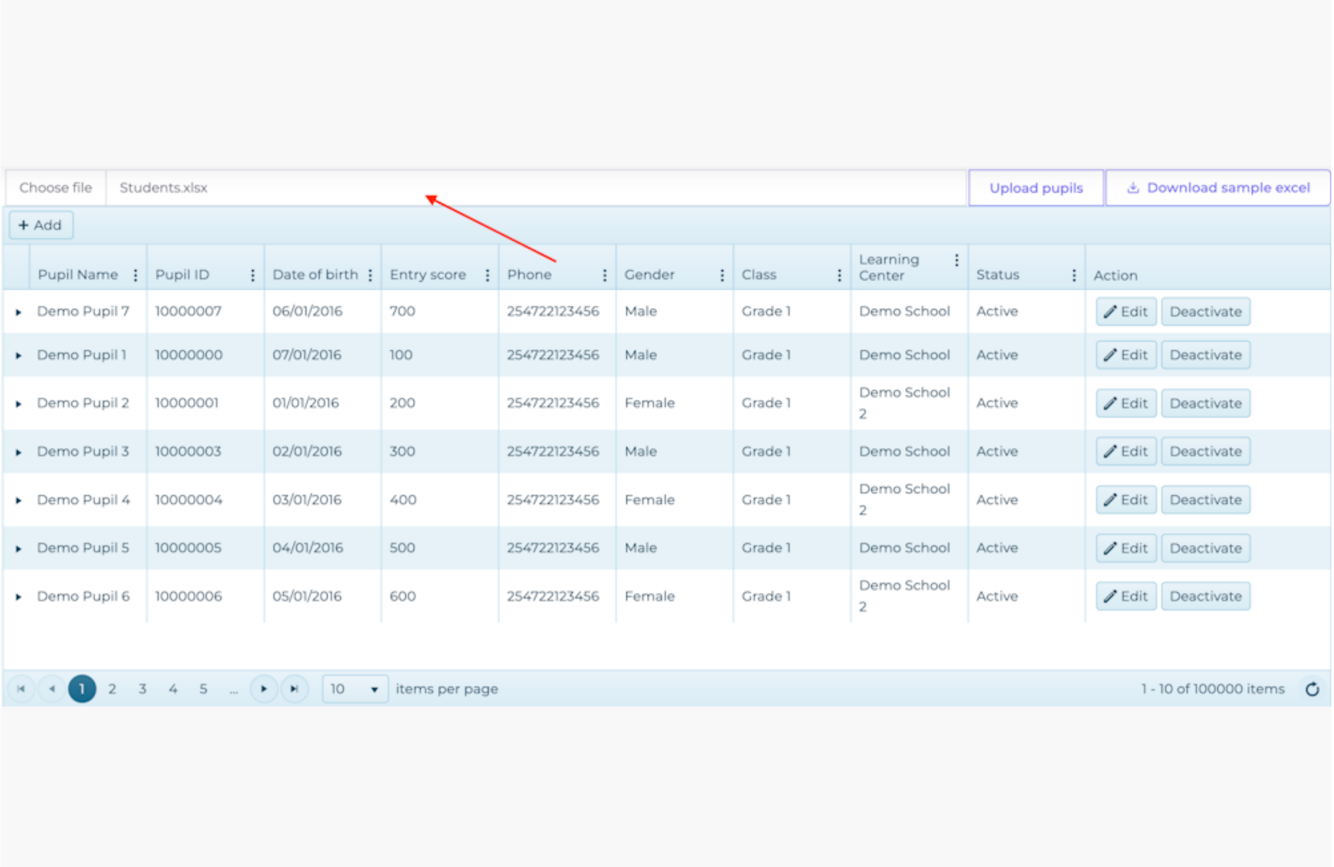
1. **Guides sent** - These are guides that have been sent to the pupil.

2. **Lessons sent** - These are lessons that the student has received.

3. **Assessments sent** - These are assessments that have been sent to the student.

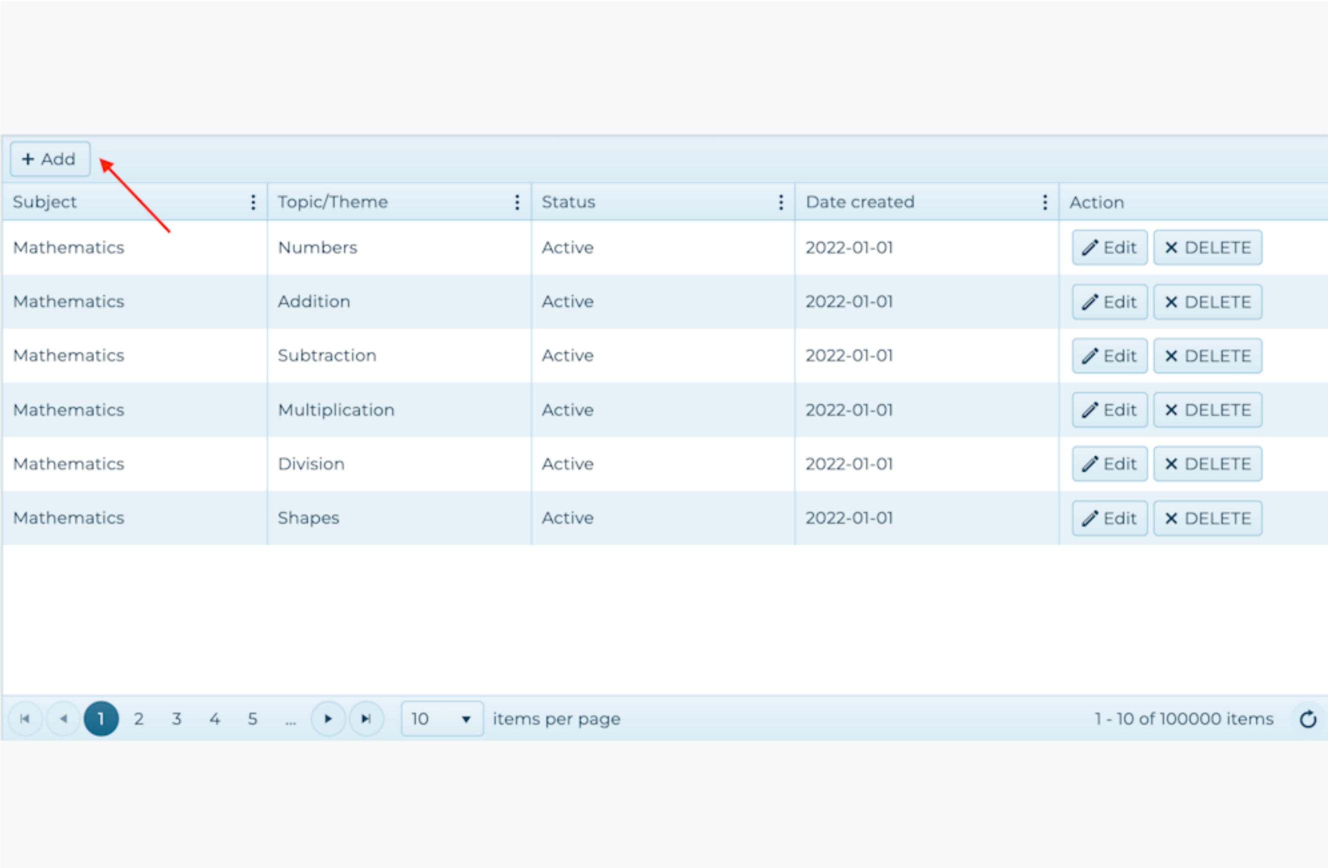
*Messages that originate from the "Messaging" interface are not stored in these tabs.*

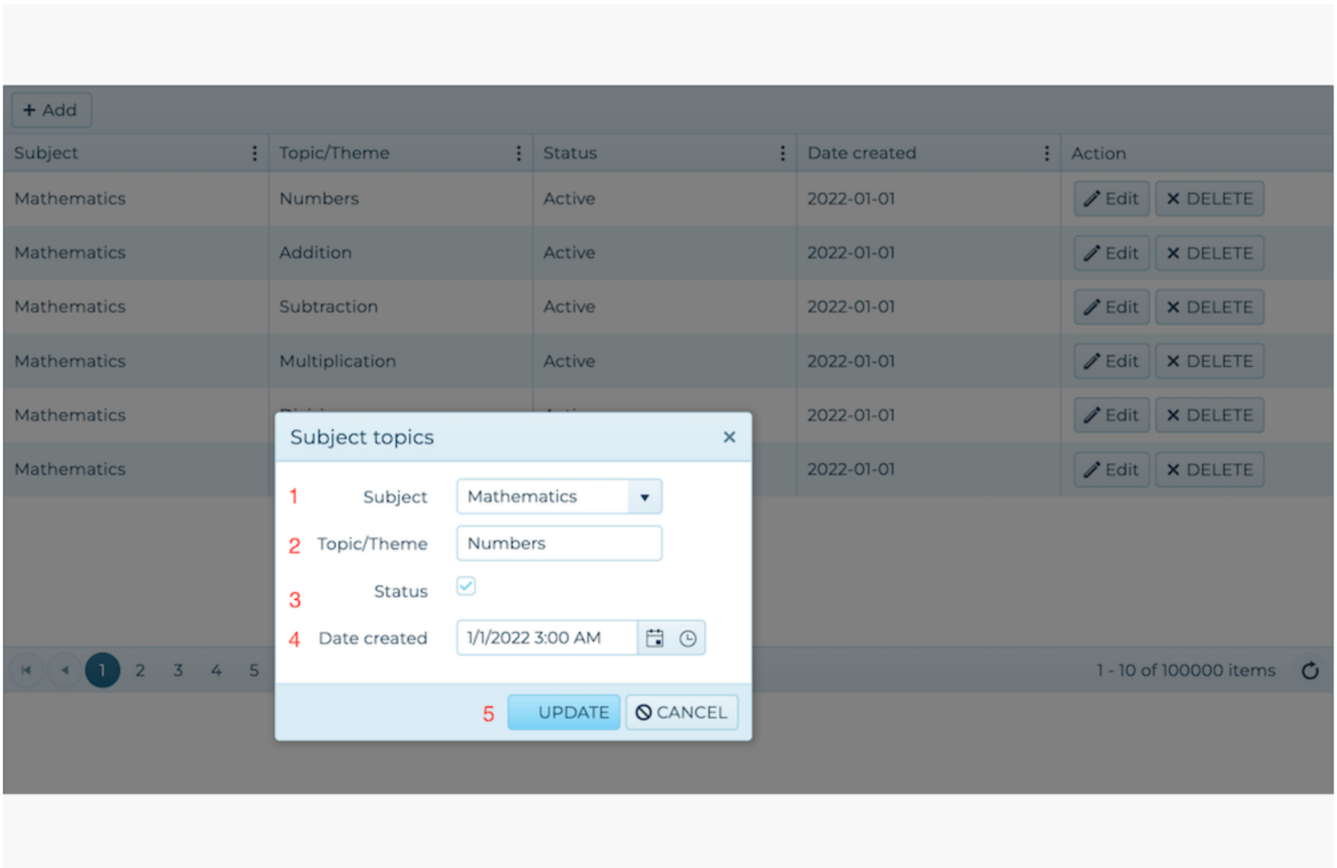
# Import Pupils




There is an option in the upper section of the page to import pupils using an excel spreadsheet (XLSX). Make a spreadsheet with 11 columns labeled:
*Learning Center Code, Student Name, Pupil ID, Date of Birth, Gender, Class, Entry Grade, Academic Year, Postal Address, Physical Address,* and *Primary Phone Number*.
Fill in the student information and save the file somewhere on your computer that you can access.
Click the "Choose File" button, then navigate to and select the spreadsheet file that you saved. After you've selected it, click on "**Upload Accounts Excel List**" to import the student information.
On the right-hand side of the upper section, a sample file is provided. If necessary, you can use the file to populate data.

# Subject Topic or Theme



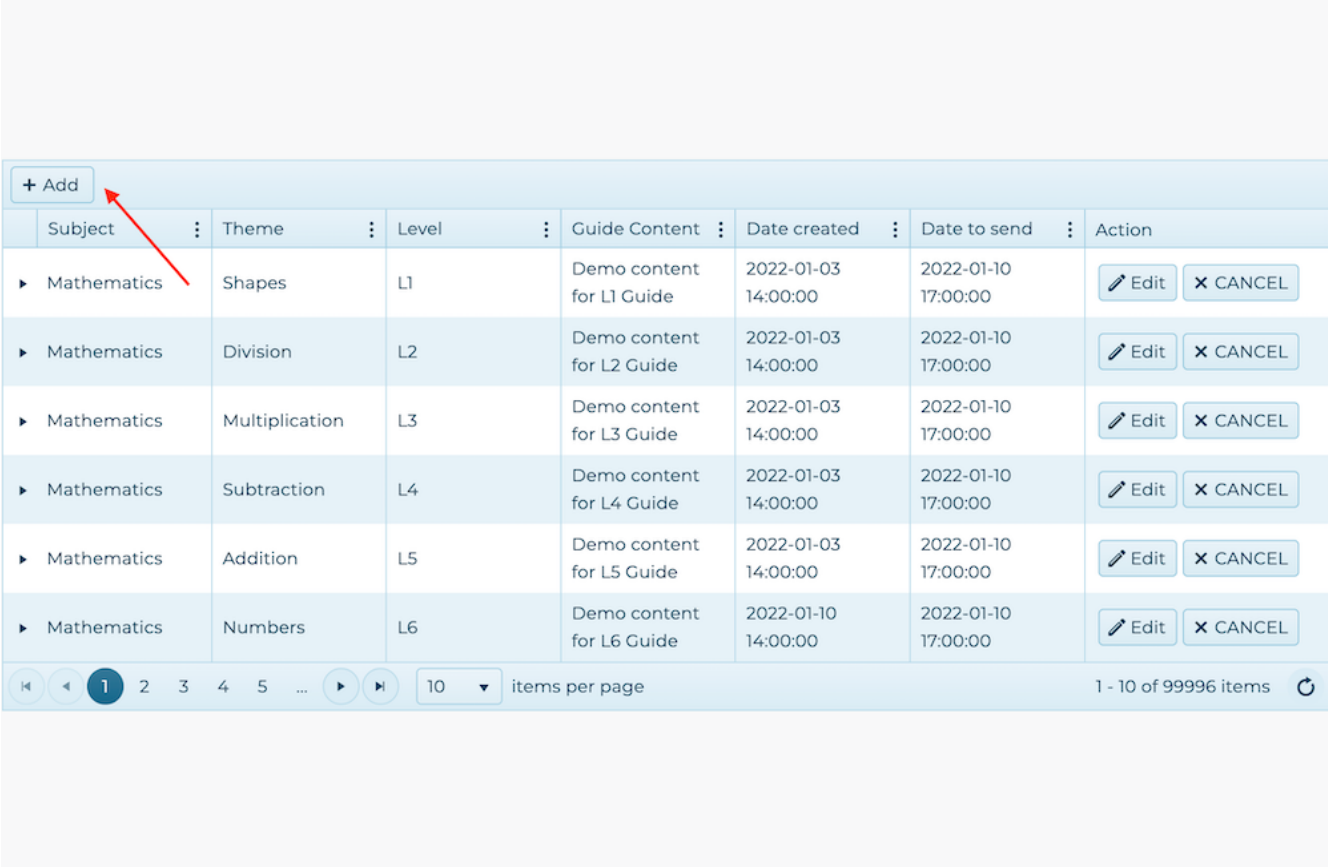



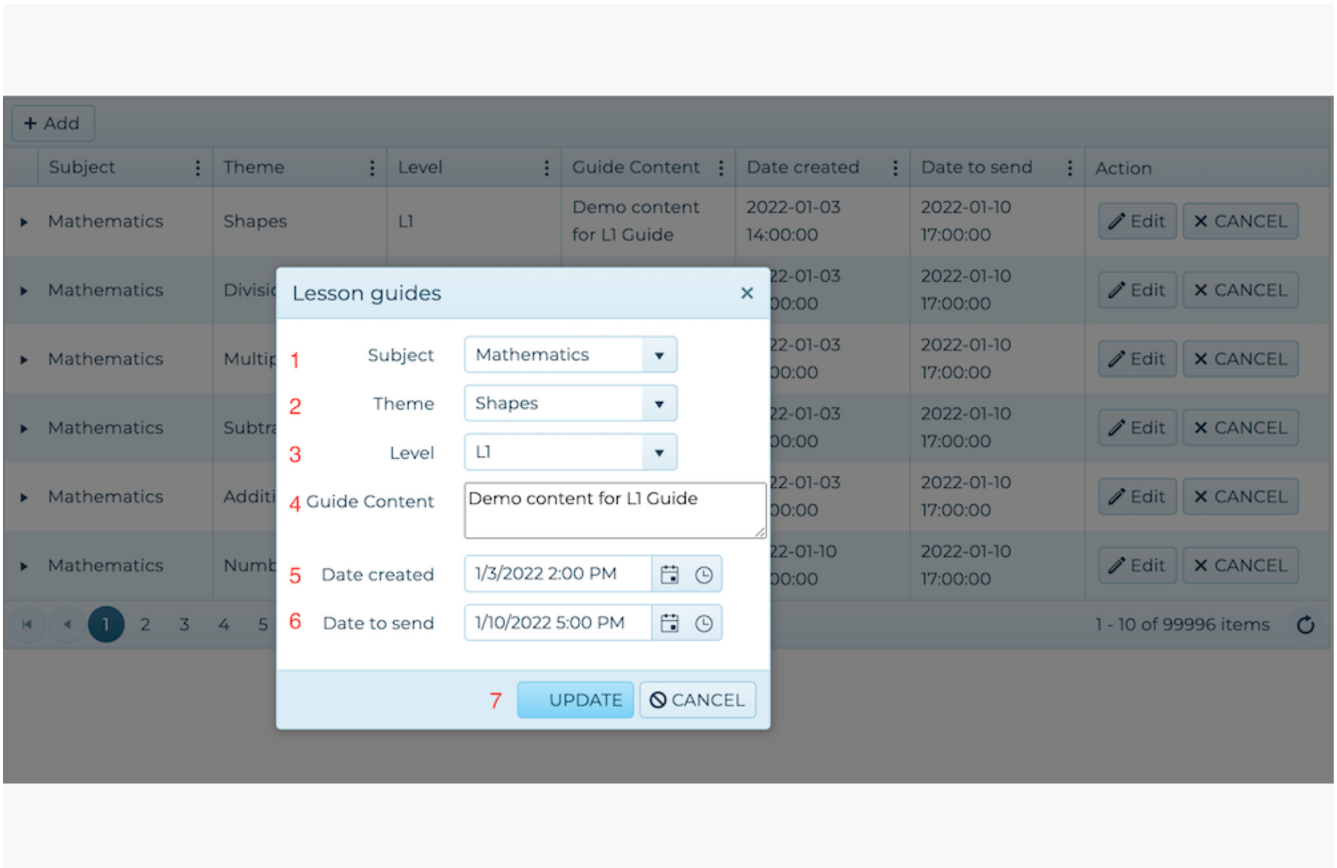
# Subject Topic or Theme

The learning process necessitates the continuous dissemination of knowledge with a specific goal in mind. For students to master certain concepts, it is critical that they understand the goal and collaborate with teachers to achieve these goals, which are classified as subject topics or themes.
Once an objective has been established, you can create and manage it in the **Subject Topic or Theme** section. You will see an **Add** button on the upper lefthand side of the right column; click on it to create your theme.
You will be presented with a popup window in which to select the subject, followed by a field in which to enter the name of the Subject Topic or Theme, and a checkbox in which to indicate whether or not the theme is active. Finally, there will be a calendar section with the date the theme was created and a **SAVE** button to store the information.

*Themes can be updated by clicking the **Edit** button in the Action column on the far right-hand side of the page.*

# Lessons and Guides



# Lessons and Guides

Lessons and Guides provide a set of steps that are sent to students in a structured manner with the goal of facilitating learning. Before sending a lesson to a student, a guide should have been sent to them earlier to help them prepare for the next lesson.

A guide is an instruction that requires a student to comprehend a specific innovative approach in order to prepare them for a lesson. The parent or guardian is encouraged to assist the student in understanding what is expected of them and, if possible, to provide the necessary resources.

When you select the **Lessons and Guides** menu, you will see an option to **Upload Lesson Guides** on the upper part of the page, as well as a list of guides (assuming that they have been created). The guides are displayed in a column format, with column headers indicating the Subject, Theme, Level, Guide Content, Date Created, Date to Send, and Action.

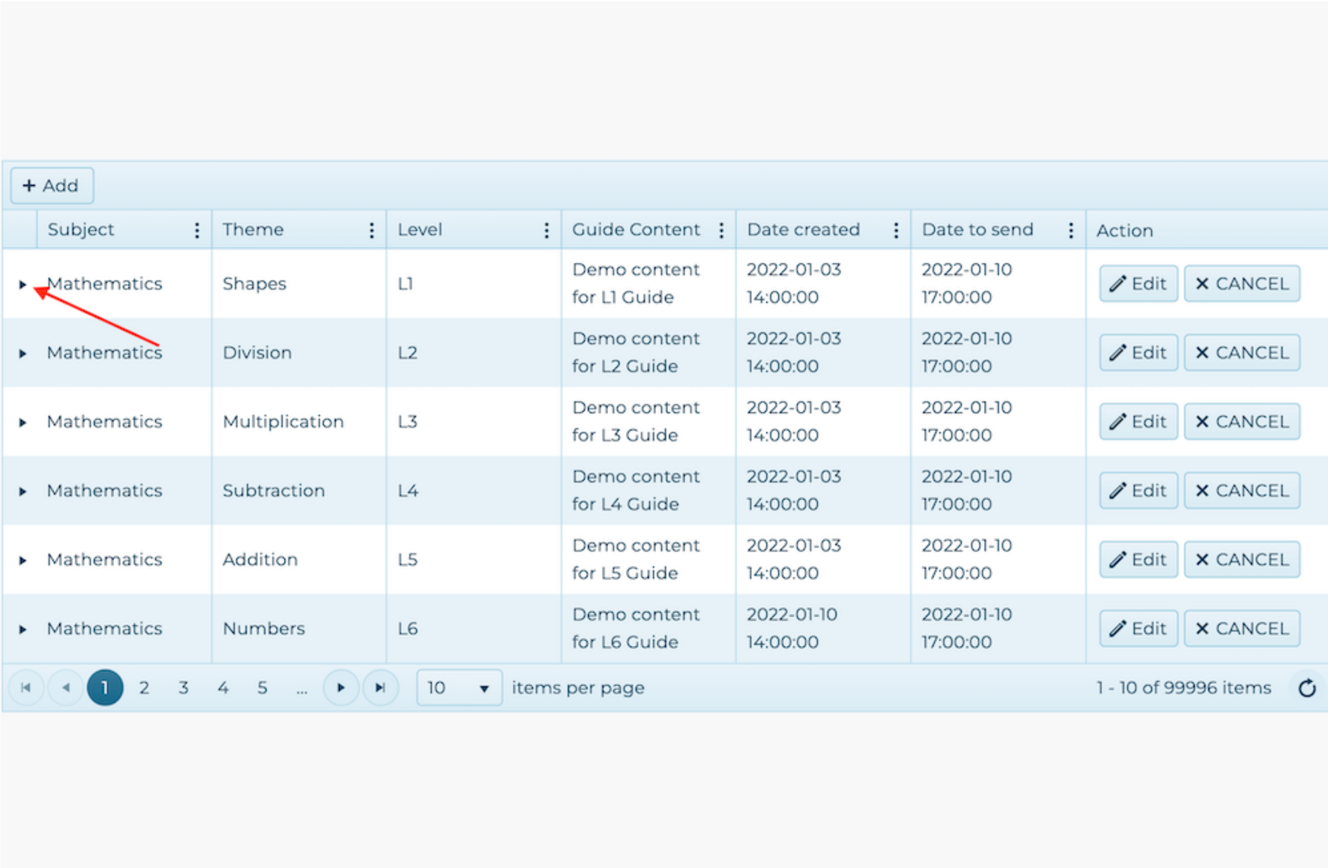
To create a single guide, click the **Add** button in the upper left corner of the right pane. A popup window will open prompting you to select the Subject, Theme, and Level. You will then be asked to enter the Guide Content as well as the date and time the guide was created along with the date and time the guide is to be sent. Once you've entered all of the necessary information, click the SAVE button to store it.

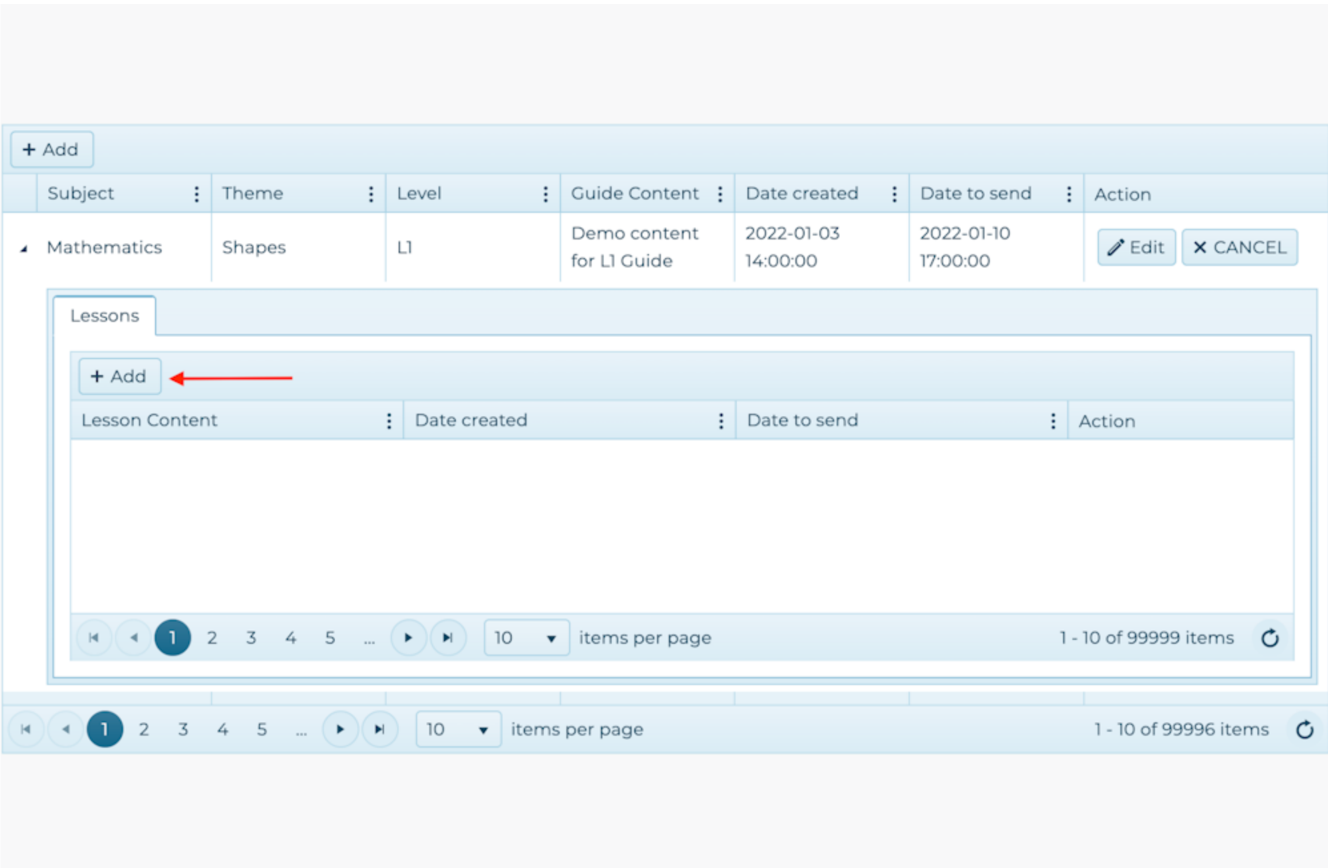
The created guide will be saved in a structured format on the guides page. There is an edit and cancel button on the right side of the row. The **Edit** button allows you to change the content of the guide, whereas the **Cancel** button deletes it.


> Upload Guides
> Go to **Page 76**

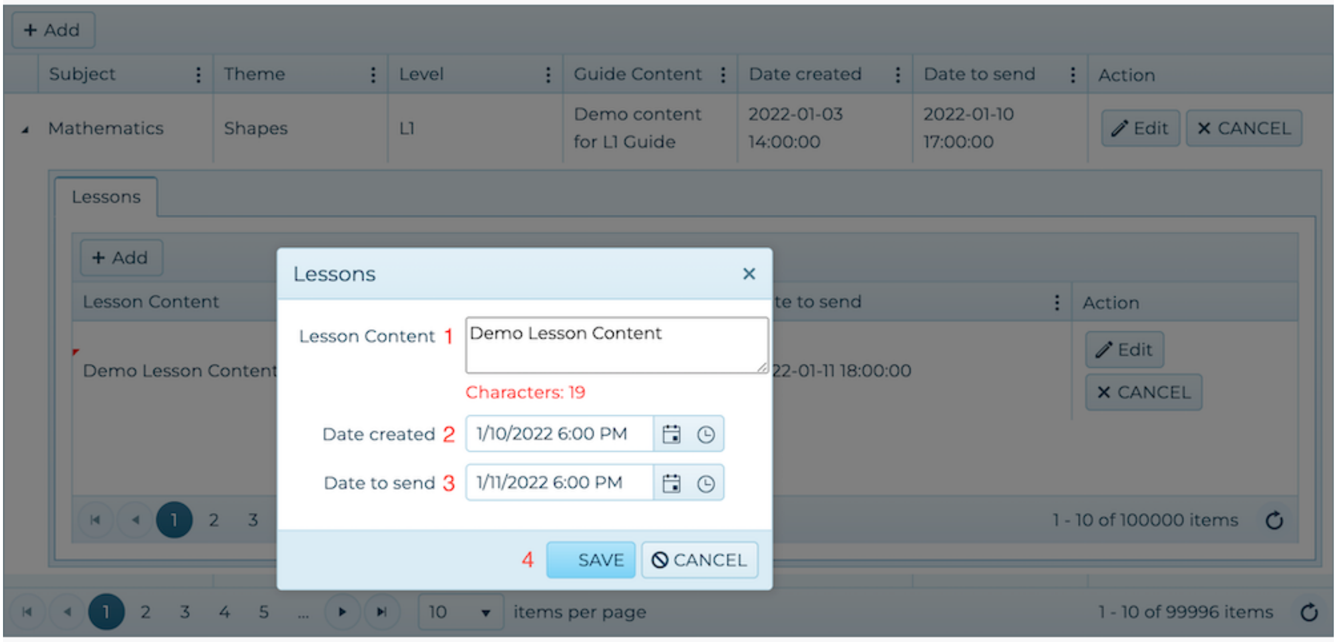
> Create a Lesson
> Go to **Page 74**

# Add Lesson


+ Add
Subject
Theme
Level
Guide Content
Date created
Date to send
Action
Mathematics
Shapes
L1
Demo content for L1 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Mathematics
Division
L2
Demo content for L2 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Mathematics
Multiplication
L3
Demo content for L3 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Mathematics
Subtraction
L4
Demo content for L4 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Mathematics
Addition
L5
Demo content for L5 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Mathematics
Numbers
L6
Demo content for L6 Guide
2022-01-10 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
1 2 3 4 5 ...
10
items per page
1 - 10 of 99996 items


+ Add
Subject
Theme
Level
Guide Content
Date created
Date to send
Action
Mathematics
Shapes
L1
Demo content for L1 Guide
2022-01-03 14:00:00
2022-01-10 17:00:00
Edit
CANCEL
Lessons
+ Add
Lesson Content
Date created
Date to send
Action
1 2 3 4 5 ...
10
items per page
1 - 10 of 99999 items
1 2 3 4 5 ...
10
items per page
1 - 10 of 99996 items

# Add Lesson

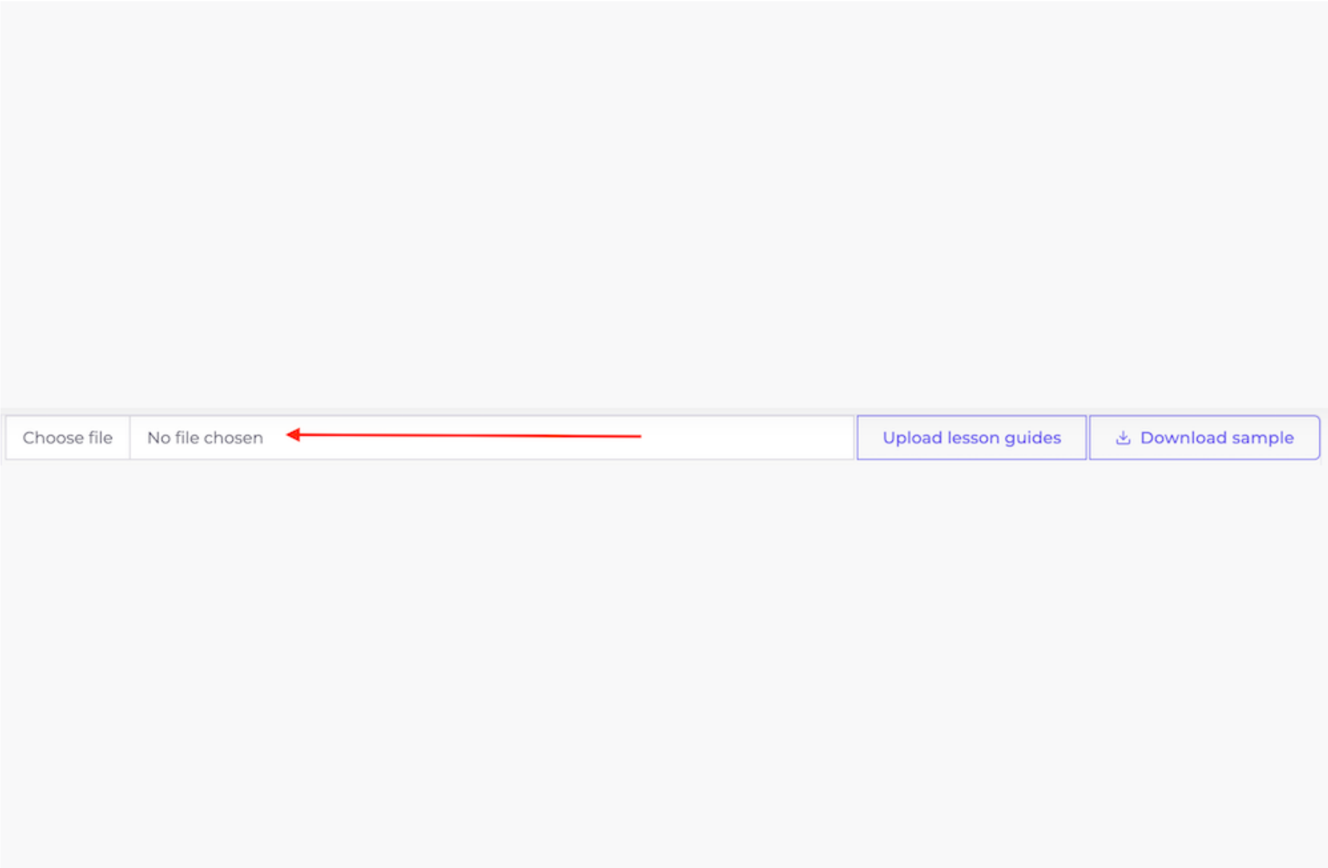



Maximize the minimized guide to add a lesson to it or to create a **Lesson**. A new tab will be opened, displaying the lessons that have been created and, if none, an empty page.

Click the **Add** button in the upper left corner of the lesson tab to begin creating a lesson. A popup window will appear, prompting you to enter the Lesson Content and displaying a calendar with the date and time the lesson was created as well as the date and time the lesson will be sent. When you've finished entering all of the required information, click the **SAVE** button to save it.

The created Lesson will be saved on the lesson tab in a structured format. The Lesson Content, Date Created, Date to Send, and Action are presented in four columns. The **Edit** button in the action column allows you to change the lesson's content, whereas the **Cancel** button deletes it.

# Upload Guides



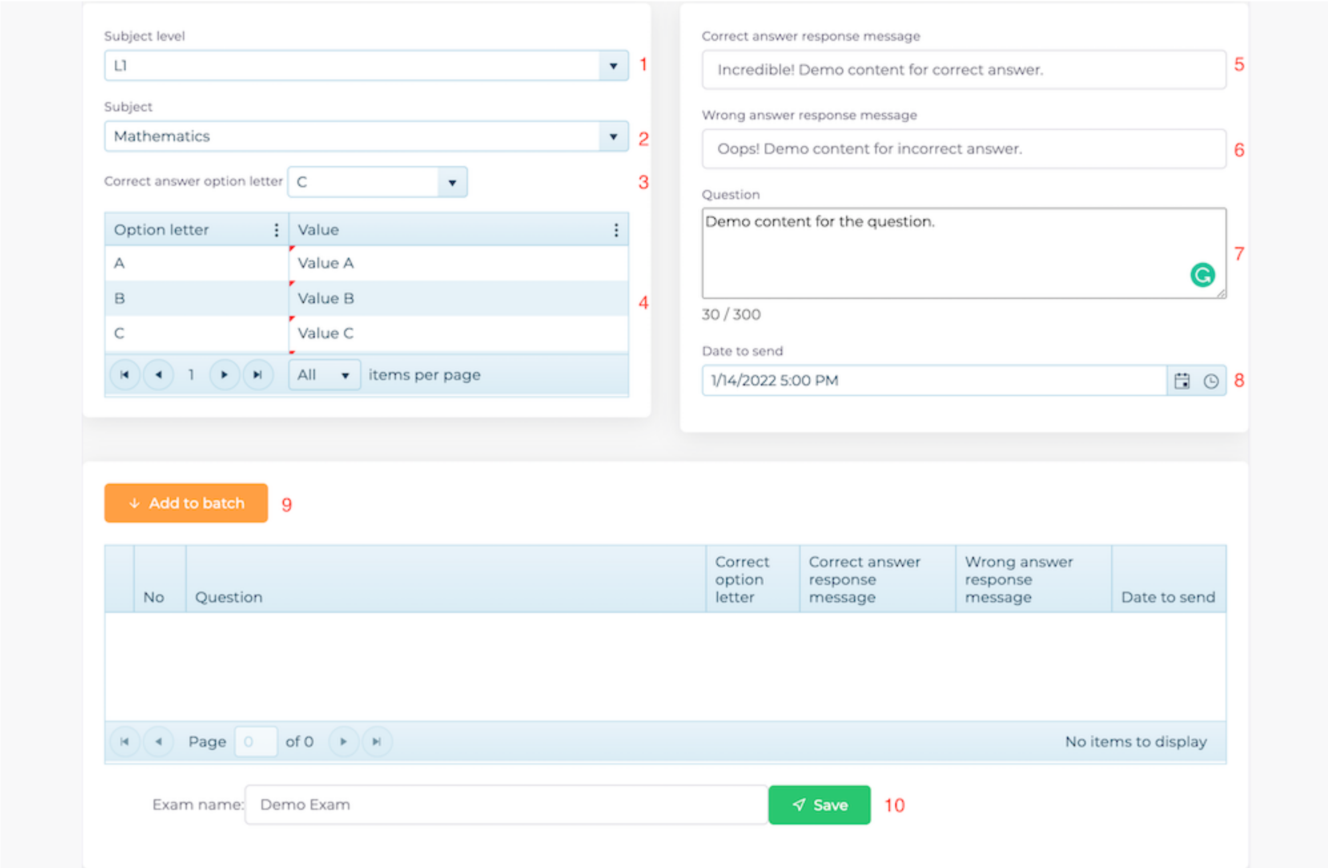

In the event that you worked offline to compile a list of guides to be dispersed to students on a specific date. If your guides were saved in an Excel spreadsheet in XLSX format, you can upload them.
Select the Choose file option at the top of the page. Your browser window will open, and you will be able to select the file and upload it using the "**Upload Lesson Guides**" option. When you click the *Upload Lesson Guides* button, the application will process your request and notify you that the guides have been successfully added. The new guides will then appear on the page.
You can download a sample file using the "*Download Sample*" option from this section to help you generate the file format that you will use. If you do not want to use the sample file, the table below provides an example of how you should format your file.

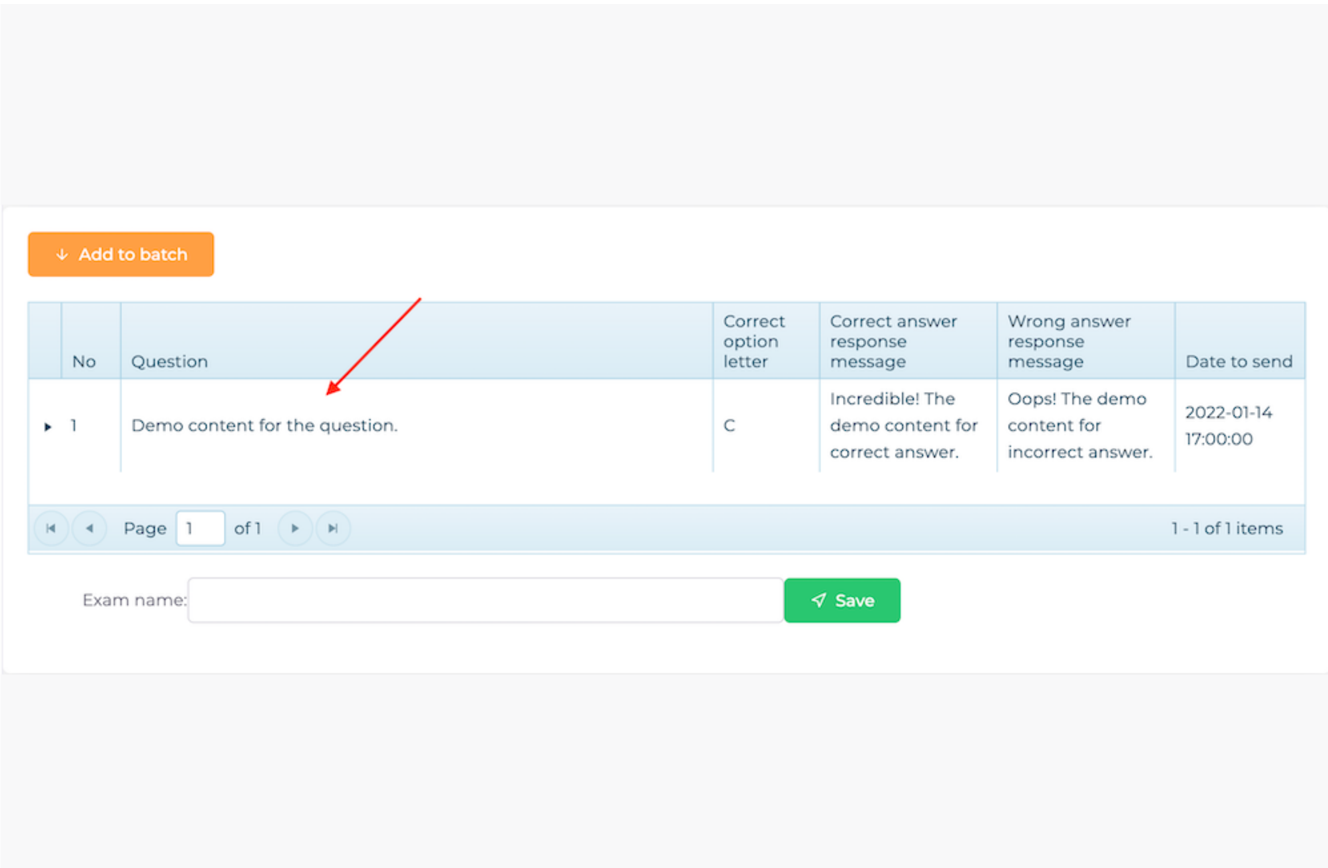
Level
Subject
Theme
Guide Content
DateTime to send
L7
Mathematics
Subtraction

# Upload Guides

Demo L7 Guide Content
01/10/2022

# Multiple-choice Assessment



# Multiple-choice Assessment

To create a multiple-choice assessment, click on Assessment Generator below the Multiple-choice Assessment  on the left navigation panel. A form will be presented on the right-hand side of the panel with a number of fields to select and fill in. Follow the steps below to generate your assessment.

1. Select the **Subject Level** of the assessment question.

2. Choose the **Subject** for which the student is being evaluated.

3. Choose the **Correct Answer** option. This is the correct answer option. If a student responds with the letter "C," for example, and it was assigned as the correct answer, the application will mark the question as correctly answered.

4. Fill in the **Value** field for each option letter. Double-click the "Value" field to enter the information. *There are 4 value fields to be completed. Scroll down if you only see 3 options.*

5. Fill in the **Correct Answer Response Message** field. This is the message that will be sent to the student informing them that they have provided the correct answer and what they should do next.

6. Fill in the **Wrong Answer Response Message** field. This is the message that will be sent to the student informing them that they received the incorrect answer and instructing them on what to do next.

7. Insert the **Question**. This is the question in which the student must select the correct answer.

8. Choose the **Date and Time** for which the question will be sent.

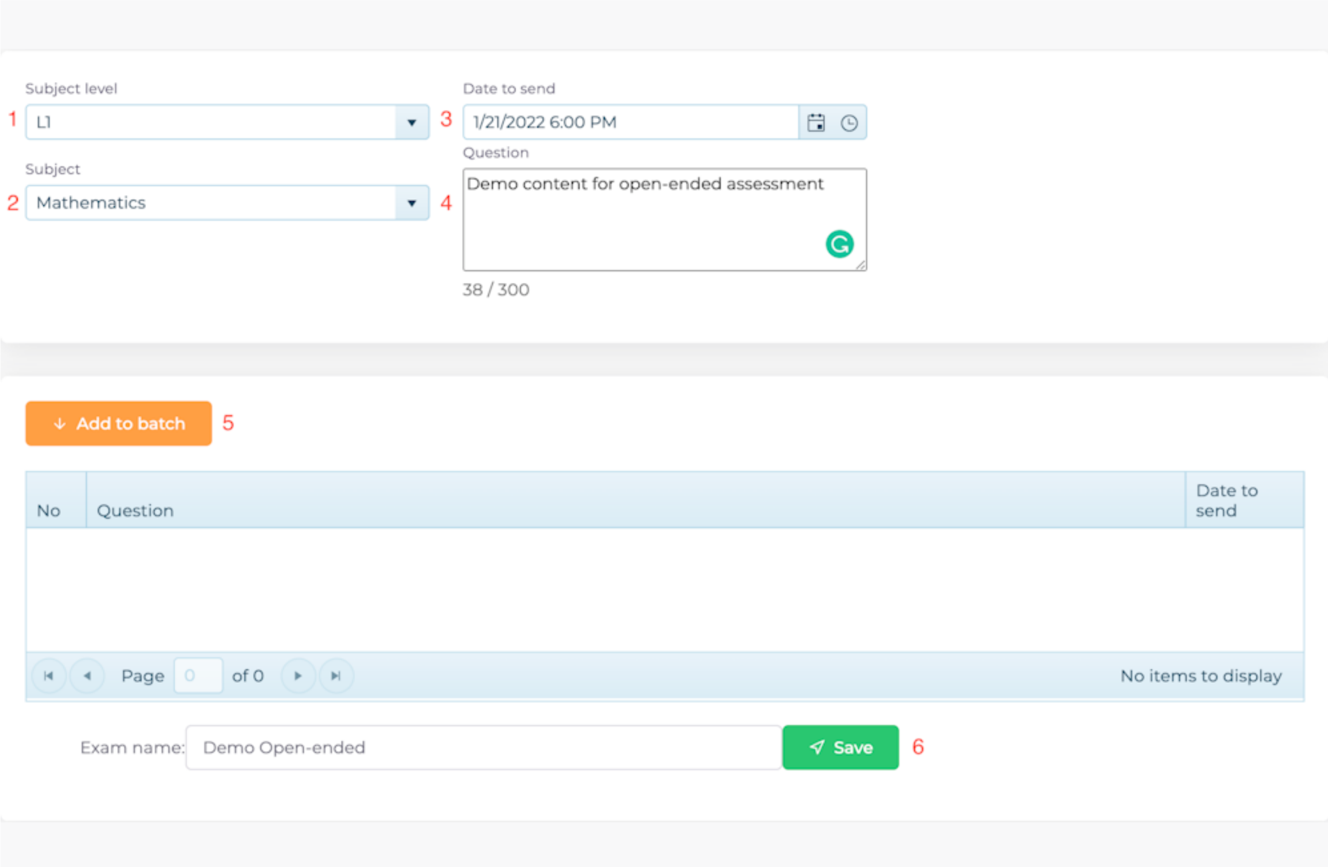
9. Click on the **Add to Batch** button to add the assessment to an exam batch.

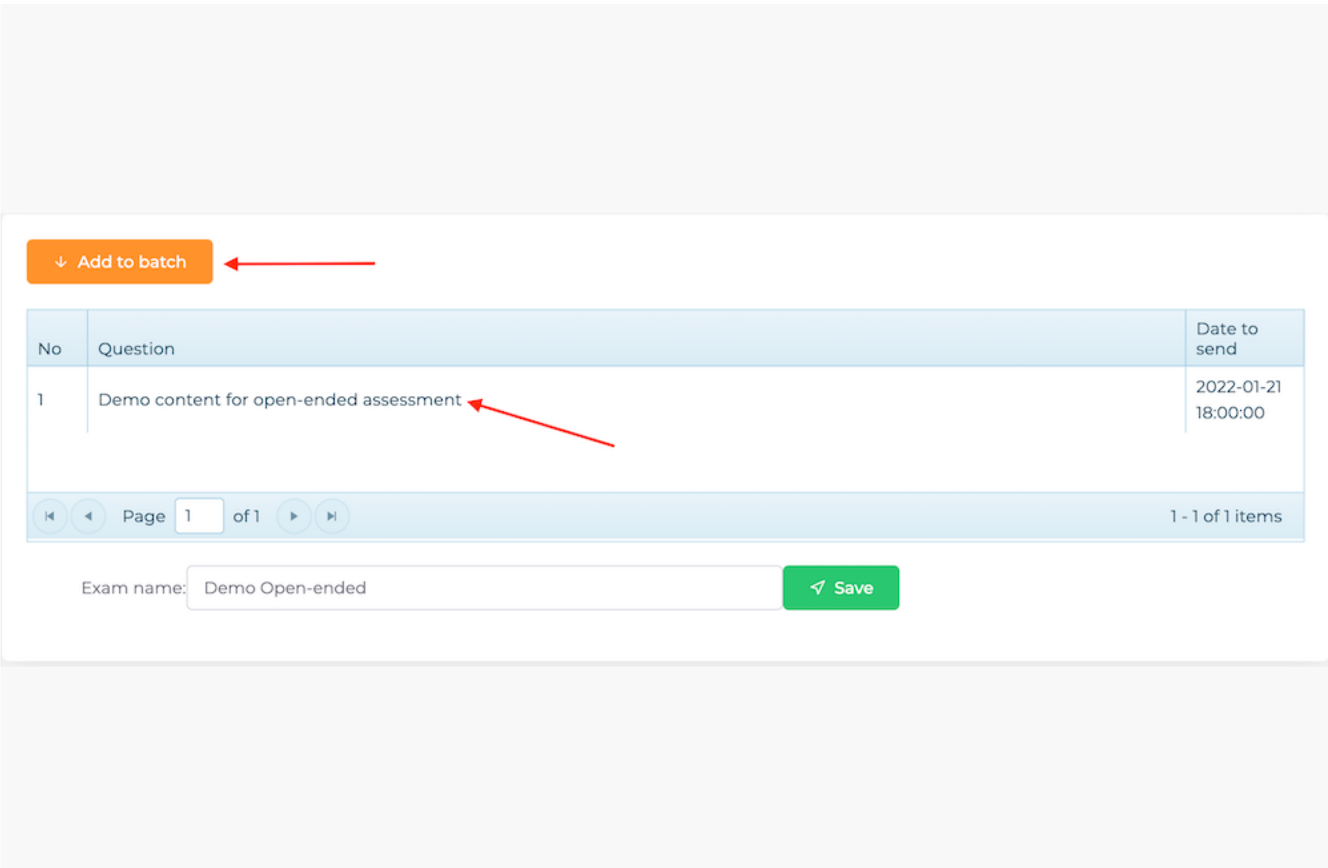
10. Enter the **Exam Name** and click on the **Save** button.

*When you click on the option for "Add to Batch", the assessment will be displayed in the form below in a minimized manner.*

View Assessments
Go to **Page 82**

# Open-ended Assessment



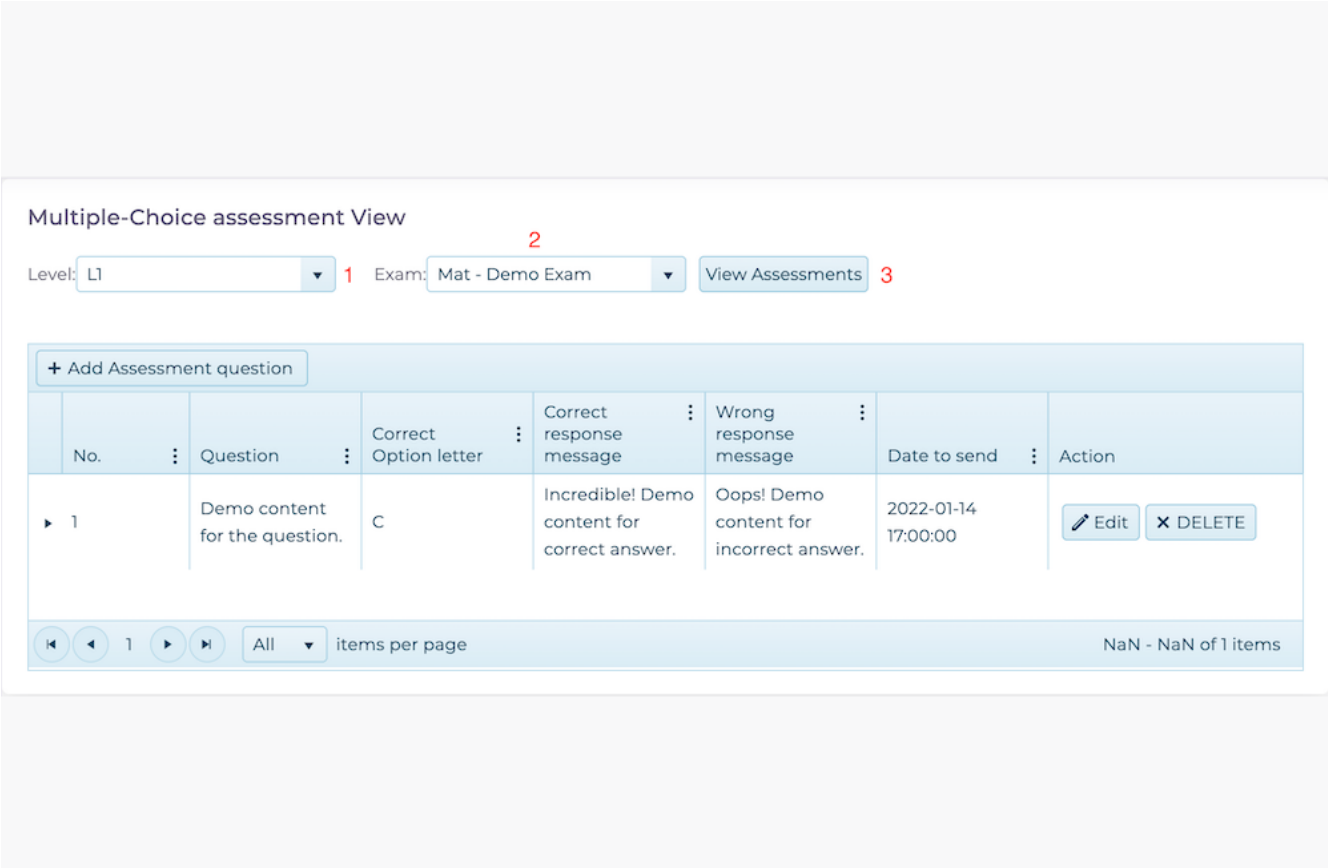
# Open-ended Assessment

Open-ended assessments are accessed through the left panel of the assessments menu. Click on **Assessment Generator** below the Open-ended Assessment to create an open-ended assessment question.
A form will be presented on the right-hand side of the panel with a number of fields to select and fill in. Follow the steps below to generate your assessment.

1. Select the "**Subject Level**".
2. Select the "**Subject**".
3. Choose the "**Date to Send**".
4. Fill in the "**Question**" that will be sent to the student.
5. Click the "**Add to Batch**" button.
6. Click the "**Save**" button to store the information.

Next
Go to **Page 84**

# View Assessments




The "View Assessment" navigation menu on the left panel contains the multiple-choice assessments that have been created using the assessment generator.
When you select the menu item, a blank form will appear on the right hand side of the page for you to fill out. Follow the steps below to view the assessments:

1. Select the **Level** of the assessment.

2. Select the **Exam** that was created.

3. Click the **View Assessments** button.

The page will load and display a list of assessments that have been mapped to the Level and Exam you have chosen. The assessments are presented in a minimal and columnar format. The columns display the Assessment Number, Question, Correct Option Letter, Wrong Response Message, Date to Send, and Action.

⚠ *There is an option to "**Add Assessment Question**" at the top of the header section. This option allows you to add an assessment to the exam currently selected. However, it is critical that you maximize the assessment in order to include the appropriate "Answer Options."*

# View Assessments

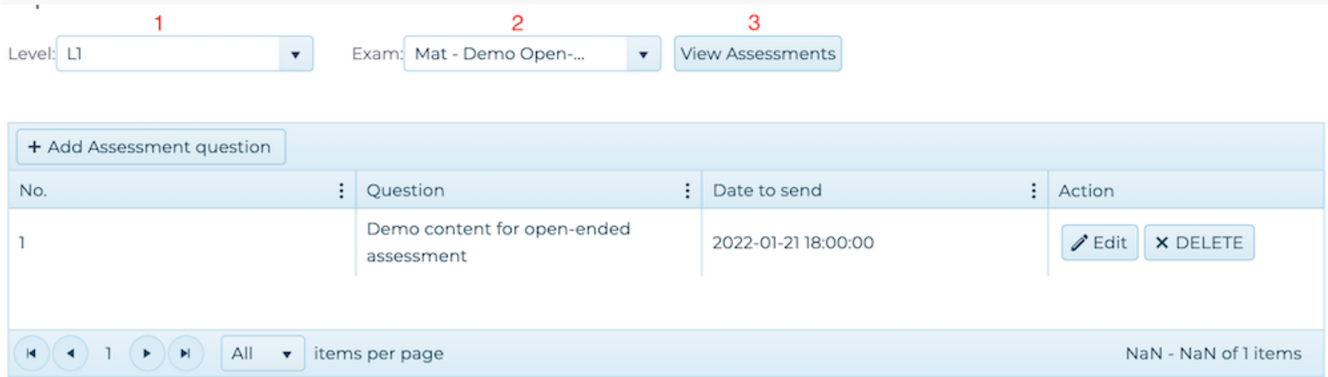
When you maximize an assessment, a tab with the title Answer Options appears. There is a form with the "Option Letter" and the "Value" within the tab.

- **Option Letter** - This is the letter that corresponds to the correct answer value; for example, a question asking a student to calculate the distance between two towns will provide the options letter A, B, C, or D. These are the values that the application uses for marking.

- **Value** - These are words that come after the option letter, for example, a question asking a student to calculate the distance between two towns will yield answers in the form of 1 km, 5 km, 8 km, and 10 km.

On the far right-hand column, there is an action column. Here are the options for **Editing** or **Deleting** the answer options.
There is an **Add** button at the top of the header section of the "Answer Options" column. The feature can be used to add new options to the assessment question.

# View Assessments




The "**View Assessment**" navigation menu on the left panel below open-ended assessments contains the open-ended assessments that have been created using the assessment generator.
When you select the menu item, a blank form will appear on the right-hand side of the page for you to fill out. Follow the steps below to view the assessments:

1. Select the **Level** of the assessment.

2. Select the **Exam** that was created.

3. Click the **View Assessments** button.

The page will load and display a list of assessments that have been mapped to the Level and Exam you have chosen. The assessments are presented in a  table with columns.
On the far right-hand column, there is an action column. Here are the options for **Editing** or **Deleting** the answer options.

## You have reached the end of this guide

Try out https://stonly.com to create interactive step-by-step guides