

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.

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Login Page



PAL NETWORK
People's Action for Learning

Login

Sign In to your account

Username

Password

Login [Forgot password?](#)

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

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| Signing-in

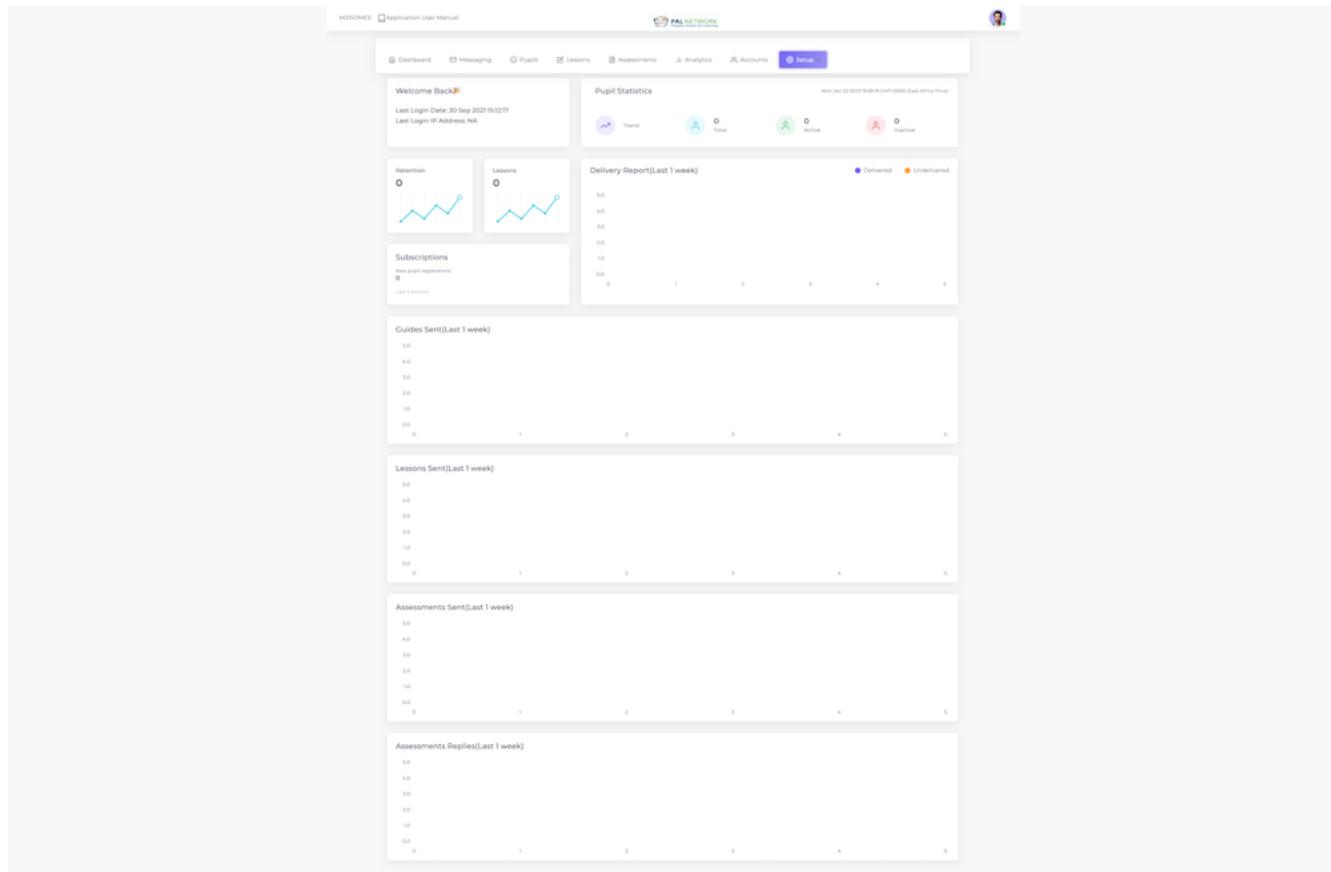
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Dashboard



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

Dashboard

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.

Dashboard

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

The screenshot shows a messaging application interface. On the left, there is a sidebar with a purple 'Compose' button at the top. Below it are links for 'Inbox', 'Sent', 'In Queue', and 'Contacts'. The main area is a table with four columns: 'Phone', 'Message', 'Tag', and 'Date'. The 'Message' column contains several blurred message preview boxes. At the bottom of the main area, there is a navigation bar with page numbers (1-10), a '10 items per page' dropdown, and a status message '1 - 10 of 100000 items'.

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

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Inbound Messages

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Sent Messages

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Scheduled Messages

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Contacts

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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

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Manage County Level

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Create a Class

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Create a Subject

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Subject Level

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Create a Center

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Manage Roles

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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

The screenshot shows a web-based administration interface for managing student information. At the top, there is a header with a logo and some navigation links. Below the header, there is a search bar and a main content area.

The main content area contains a table with columns for Pupil Name, Pupil ID, Date of birth, Entry score, Phone, Gender, Class, Learning Center, Status, and Action. A row for "Demo Pupil 1" is selected, showing details like Pupil ID 10000000, Date of birth 31/12/2015, Entry score 100, Phone 254722123456, Gender Male, Class Grade 1, Learning Center Demo School, and Status Inactive. There are buttons for Edit and Deactivate.

Below the table, there is a sub-section titled "Subject levels" with tabs for Subject levels, Parent/Guardian, Guides sent, Lessons sent, and Assessments sent. It includes a sub-table for Subject levels with columns for Subject, Level, Is current level, Start date, and End date. The page is paginated with items per page set to 10, showing pages 1 through 10 of 100,000 items. There are also filters for Demo School and a refresh button.

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.

Pupils

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

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Parent Information

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Shared Content

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Import Pupils

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Lessons

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

1 - 10 of 100000 items 

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

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Lessons and Guides

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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.

|

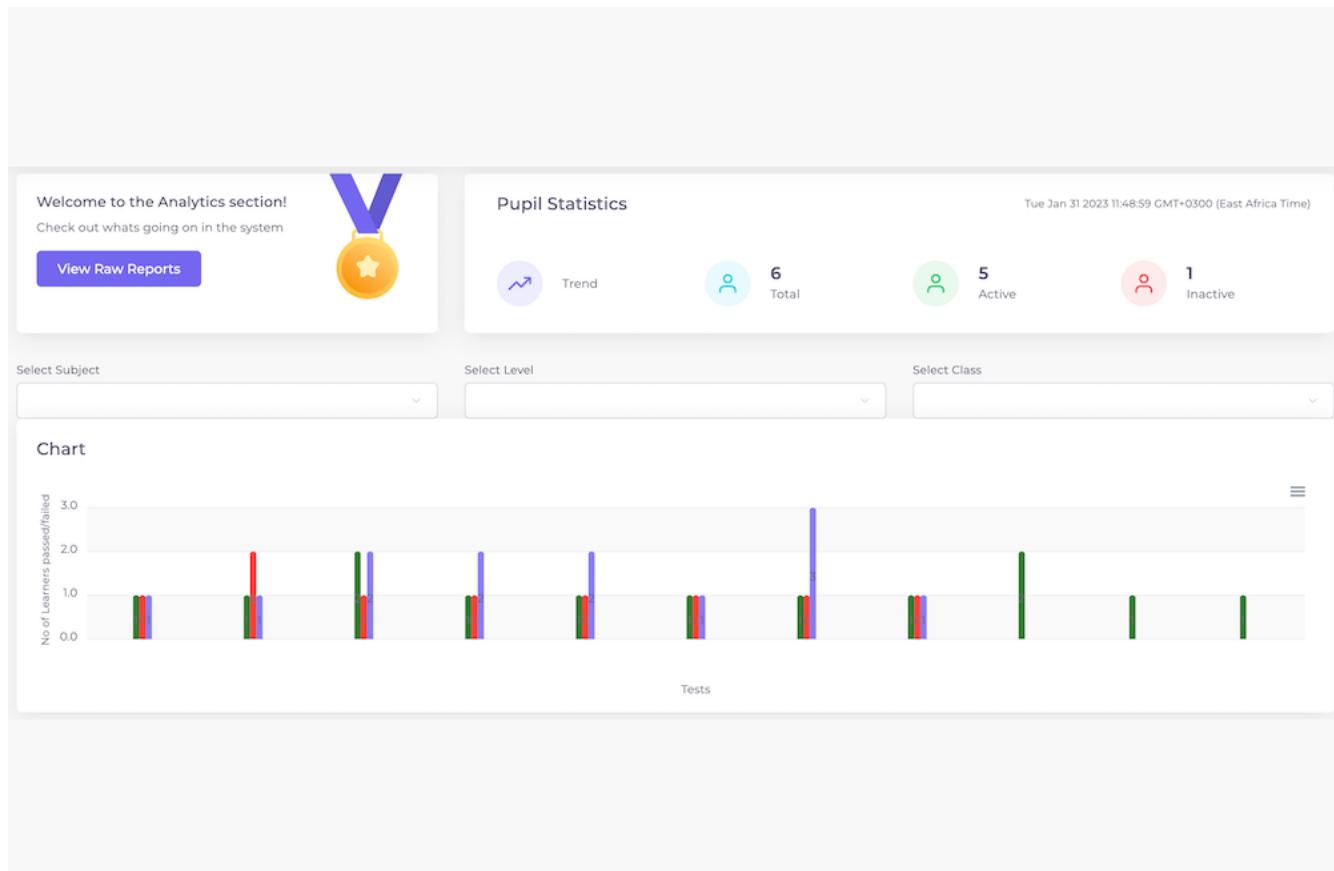
Assessments

Generate a Multiple-choice Assessment
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Generate an Open-ended Assessment
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Analytics



Guides	Learner Name	Phone	Guide content	Time Sent
Lessons	Demo Pupil 5	254706894619	Read on place values	2022-06-29 13:51:41
Assessments	Demo Pupil 4	254799842747	testing guide math level 2	2022-06-28 02:11:00
Assessment responses	Demo Pupil 5	254706894619	testing guide math level 2	2022-06-28 02:11:08
	Demo Pupil 5	254706894619	guide l2	2022-06-28 01:31:53
	Demo Pupil 4	254799842747	guide 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

Items per page: 10 | 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.

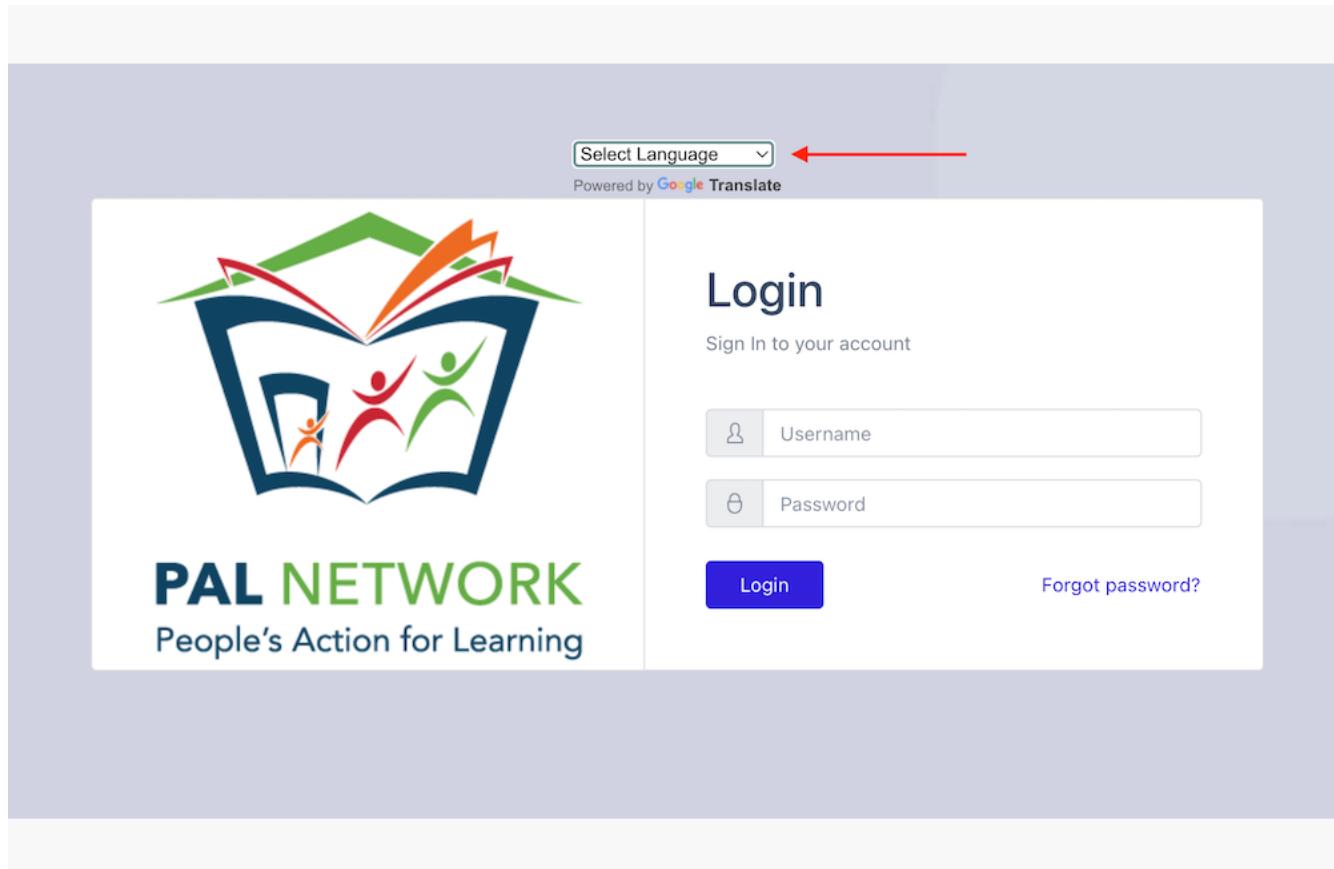
 *The username should be in the format of Firstname.Lastname*

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

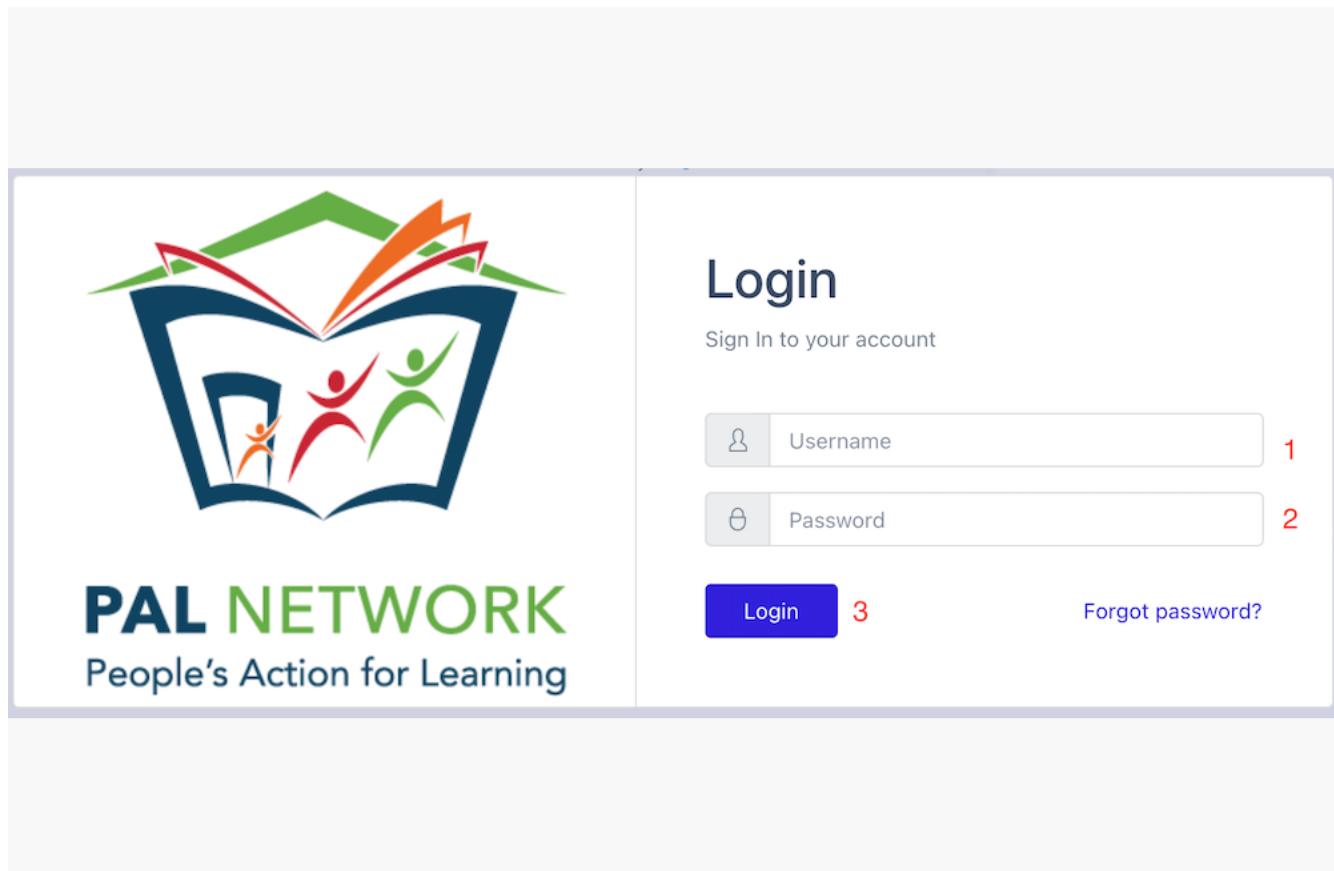


The screenshot shows the PAL Network login page. At the top right, there is a "Select Language" dropdown menu with a red arrow pointing to it from the left. Below it, a small note says "Powered by Google Translate". On the left side of the page is the PAL Network logo, which features an open book with three stylized figures (two red, one green) jumping out of it, set against a blue background. The logo is surrounded by the text "PAL NETWORK" in bold blue and green letters, and "People's Action for Learning" in smaller blue letters. The main right section is titled "Login" in large dark blue font, with the sub-instruction "Sign In to your account" below it. It contains two input fields: "Username" with a user icon and "Password" with a keyhole icon. Below these fields are two buttons: a blue "Login" button on the left and a blue "Forgot password?" link on the right. The entire page has a light gray header and footer area.

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.

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

| First Login

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| Forgot Password

| Go to [Page 22](#)



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First Login



PAL NETWORK
People's Action for Learning

Login

Sign In to your account

Username 1

Password 2

Login 3 [Forgot password?](#)

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

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Page 21

Forgot Password



PAL NETWORK
People's Action for Learning

Login

Sign In to your account

 Username Password

[Login](#) [Forgot password?](#)

Init Reset Password

Enter your username to initiate reset

 Username

[Initiate Reset](#) [Back To Login](#)

Forgot Password

Forgot Password



PAL NETWORK
People's Action for Learning

Renew Password

1 Username

3 **Send OTP**

4 OTP Code

5 Password

6 Retype Password

7 **Reset Password** [Back To Login](#)

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

Init Reset Password

Enter your username to initiate reset

1

[Initiate Reset](#)2

[Back To Login](#)



PAL NETWORK
People's Action for Learning

Renew Password

[Send OTP](#)3

4

5

6

[Reset Password](#)7

[Back To Login](#)

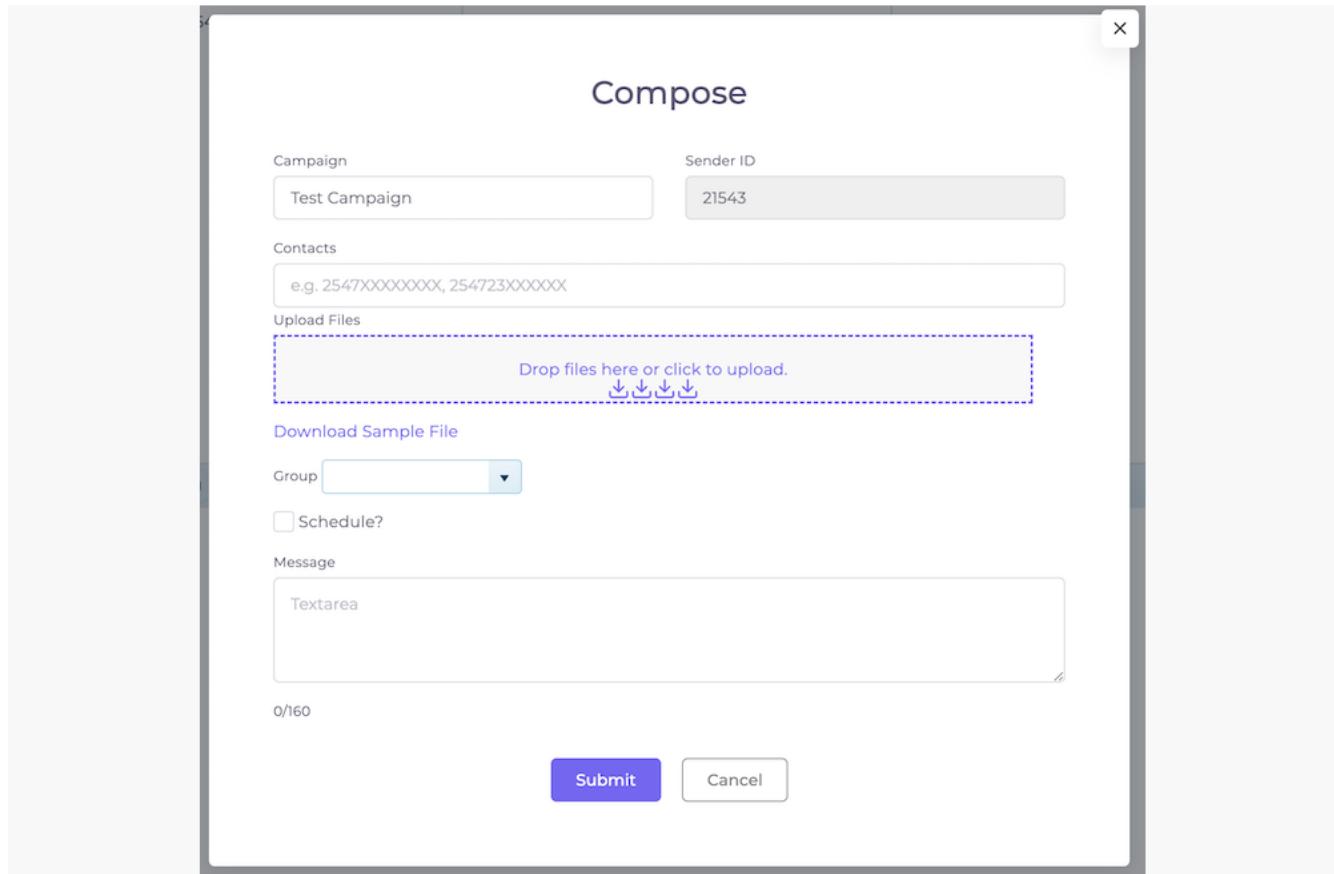
Renew Password

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 pop-up 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

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Schedule Messages

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Inbox

Phone	Message	Tag	Date	⋮
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	⋮

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

Phone	Message	Tag	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

Phone	Message	Keyword	Sent	

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 screenshot shows a web-based application interface for managing contacts. At the top, there is a header bar with a '+ Add' button, a 'Group Name' input field containing 'Test Group', a three-dot menu icon, and 'Edit' and 'DELETE' buttons. Below the header is a large, empty white area representing the contact list. At the bottom of the page is a navigation bar featuring a series of small circular icons for navigating between pages, a page number '1', a dropdown menu for selecting items per page (set to '10'), and a link 'items per page'. On the far right of the navigation bar, it says '1 - 10 of 100001 items' and has a refresh icon.

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

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Excel File

The screenshot shows a 'Compose' window with the following fields:

- Campaign: Test Campaign
- Sender ID: 21543
- Contacts: e.g. 2547XXXXXXXX, 254723XXXXXX
- Upload Files: A dashed blue box with the placeholder "Drop files here or click to upload." and three small blue arrows pointing downwards.
- Download Sample File: A blue link.
- Group: A dropdown menu.
- Schedule?: An unchecked checkbox.
- Message: A text area with the placeholder "Textarea".
- Character count: 0/160
- Buttons: Submit (purple) and Cancel.

A red arrow points from the text "Drop files here or click to upload." towards the explanatory text below.

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

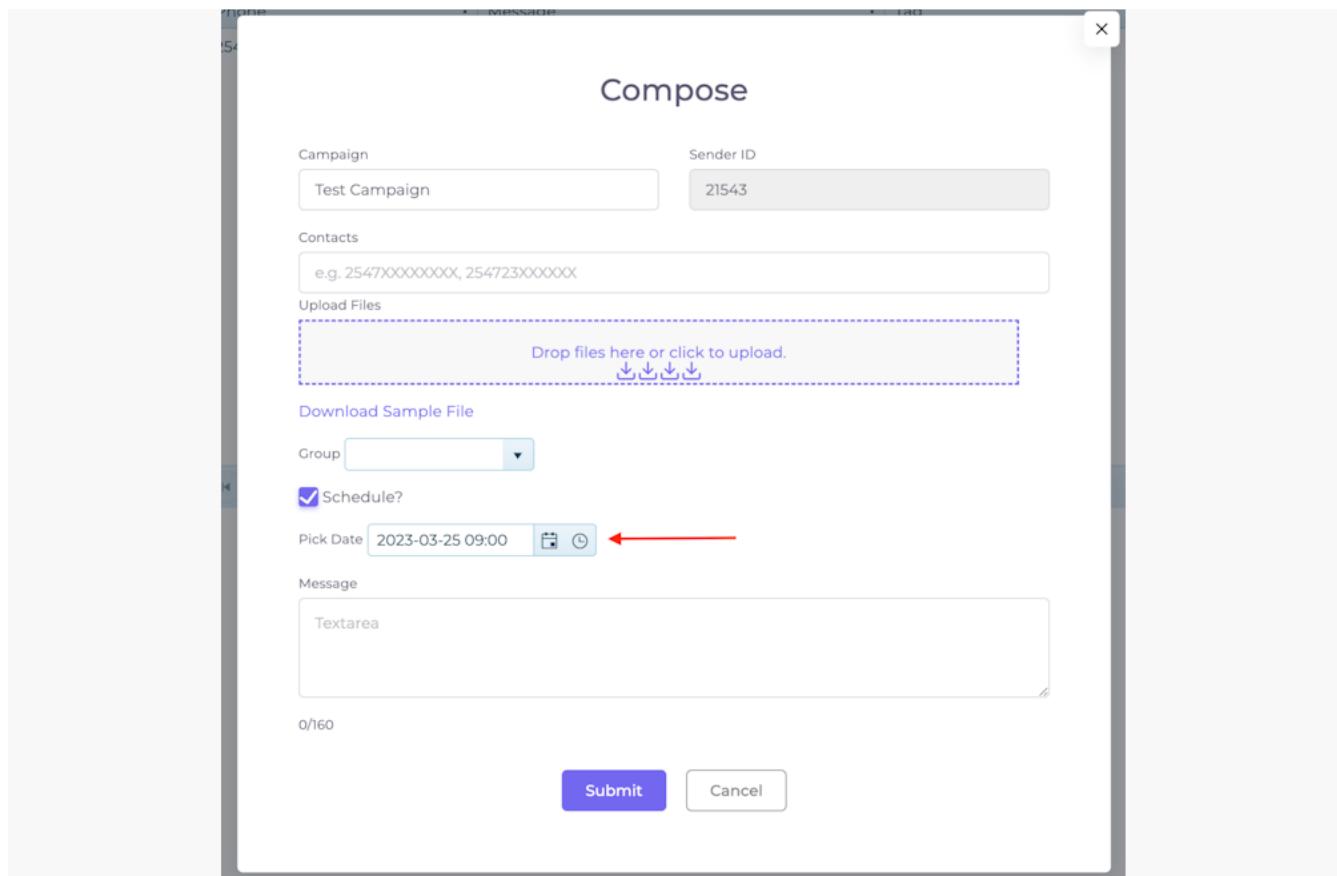
Doe

*****.com

ABC Academy

ⓘ The number column should be formatted as numbers without decimals

Schedule



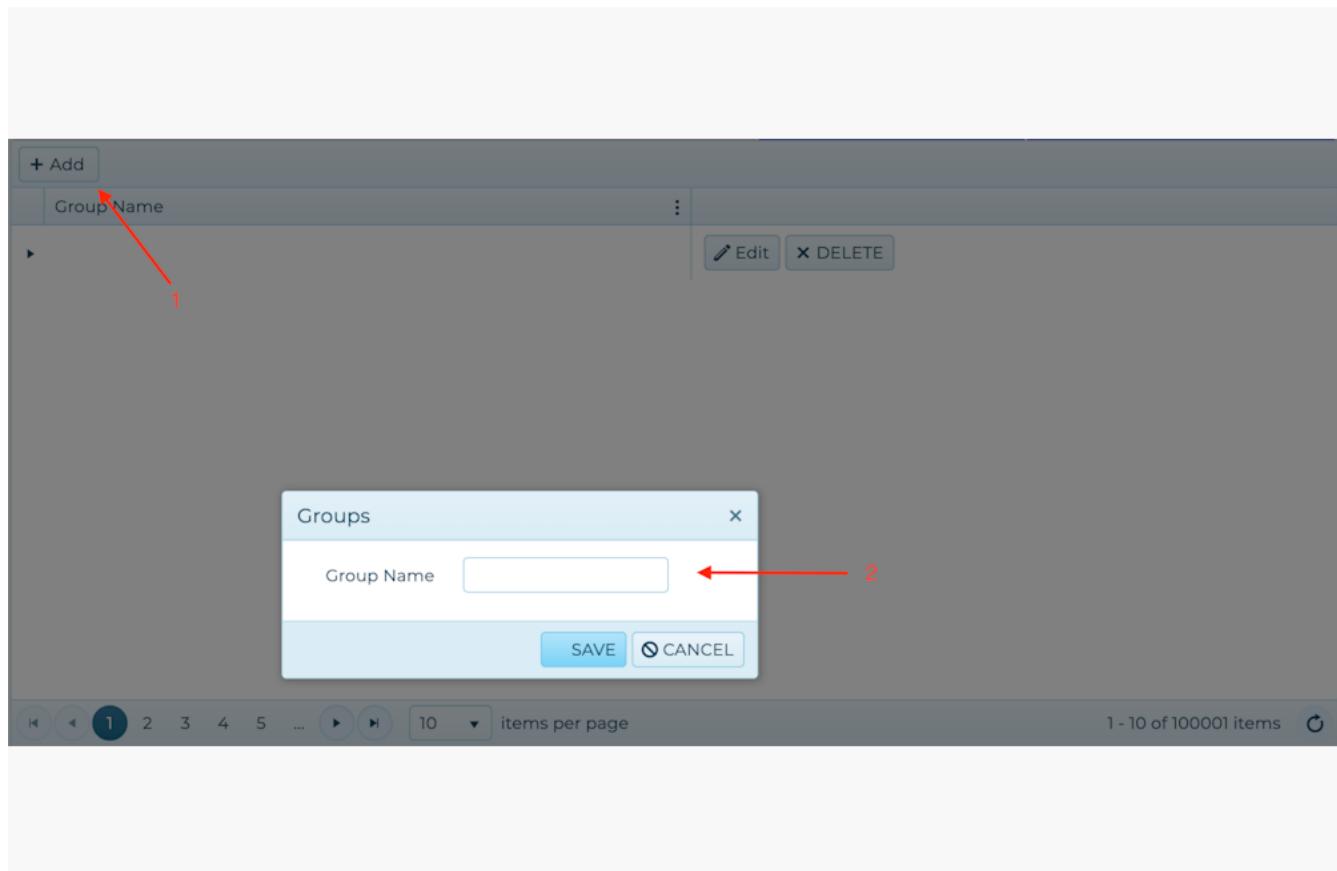
If you wish to plan messages to be sent at a later date or time when you are unable to send them personally, you can queue the messages on the application for later dispatch.

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

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Page 36

Adding Contacts

The screenshot shows a web-based application interface for managing contacts. At the top, there is a header with a '+ Add' button, a 'Group Name' input field containing 'Test Group', and a 'Edit' and 'DELETE' button. Below this, a section titled 'Group Contacts' contains a sub-header '+ Add' and a table with columns: Contact Name, Contact Phone, Contact Email, and Country. A red arrow points from the 'Edit' button in the main header down to the '+ Add' button in the 'Group Contacts' section. At the bottom of the page, there is a pagination bar showing page 1 of 10 items per page, with a total of 100,000 items.

This screenshot shows the same application interface as above, but with a modal dialog box overlaid. The dialog is titled 'Group Contacts' and contains four input fields: 'Contact Name', 'Contact Phone', 'Contact Email', and 'Country'. Below these fields are 'SAVE' and 'CANCEL' buttons. The background of the application is dimmed, indicating that the user is interacting with the modal. The overall layout is identical to the first screenshot, with the addition of the modal window.

Adding Contacts

Adding Contacts

The screenshot shows a software interface for managing group contacts. At the top left, there's a button labeled "Group Contacts". Below it is a table with columns: "Contact Name", "Contact Phone", "Contact Email", and "Country". A single row is visible, containing the values "John Doe", "254722123456", "john.doe@domain.com", and "KE". To the right of this row are two buttons: "Edit" and "DELETE". At the bottom of the table, there are navigation icons for page numbers (1, 2, 3, 4, 5, ..., 10), a dropdown for "items per page", and a status message "1 - 10 of 100001 items".

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.

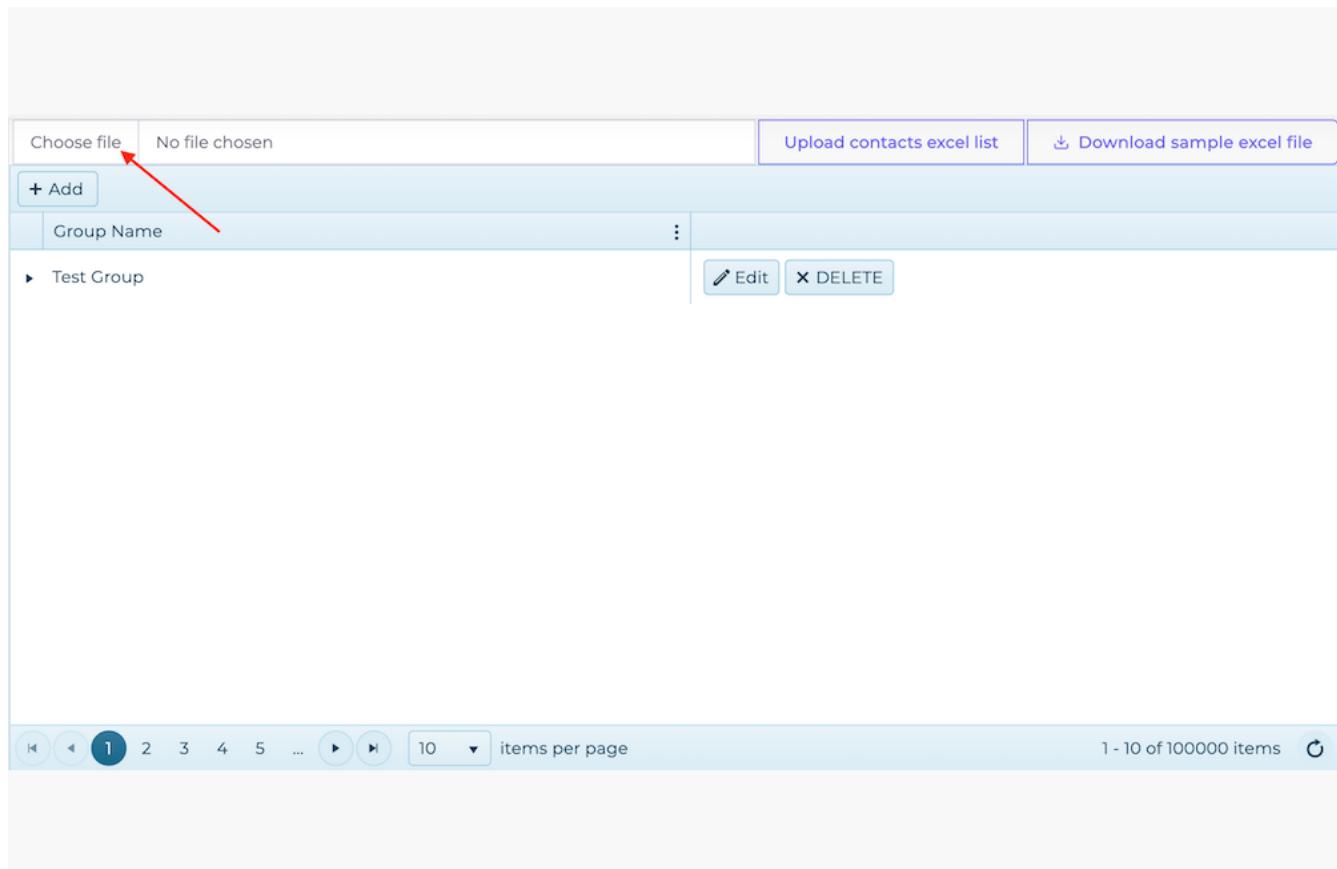
By default, the created group will be displayed in a minimized form. If you wish to manually add contacts to the group, you should maximize the group.

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.

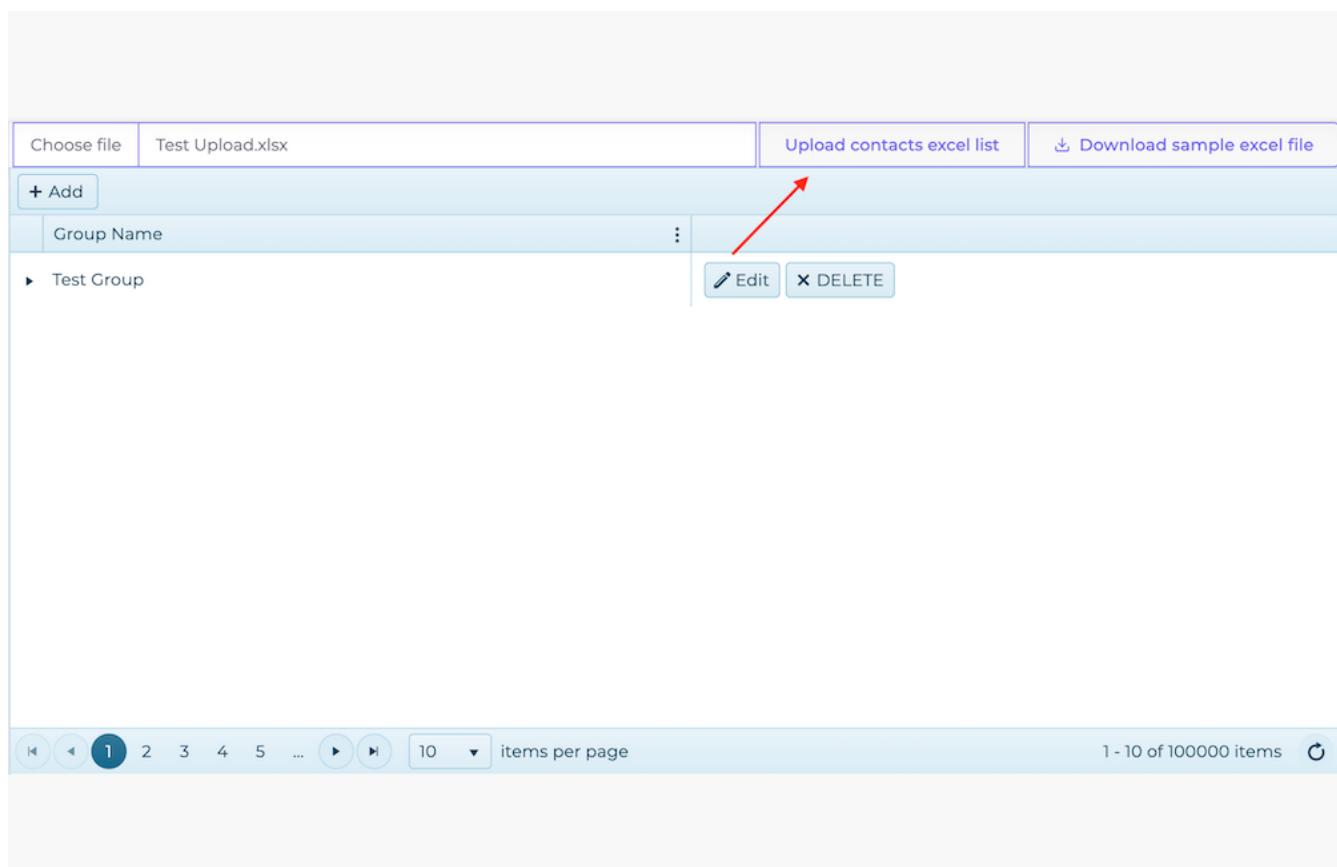
When you're finished entering the information, click **Save** and then **Yes** on the next popup window to save the contact.

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



This screenshot shows a web-based application for managing contact groups. At the top, there is a file upload input field labeled "Choose file" with the placeholder "No file chosen". To the right of this are two buttons: "Upload contacts excel list" and "Download sample excel file". Below the file input is a button labeled "+ Add". The main area displays a table with a single row for "Test Group". The table includes columns for "Group Name" and actions like "Edit" and "DELETE". At the bottom of the page, there is a navigation bar with page numbers (1-10), a dropdown for "items per page", and a status message "1 - 10 of 100000 items".



This screenshot shows the same web-based application after a file has been uploaded. The "Choose file" input field now contains the file name "Test Upload.xlsx". The "Upload contacts excel list" button is highlighted with a red arrow. The rest of the interface remains largely the same, showing the "Test Group" entry in the table and the navigation controls at the bottom.

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 borders etc:

Contact Name

Contact Phone

Contact Email

Country Name

Group Name

Mary Doe

254722234567

*****.com

Kenya

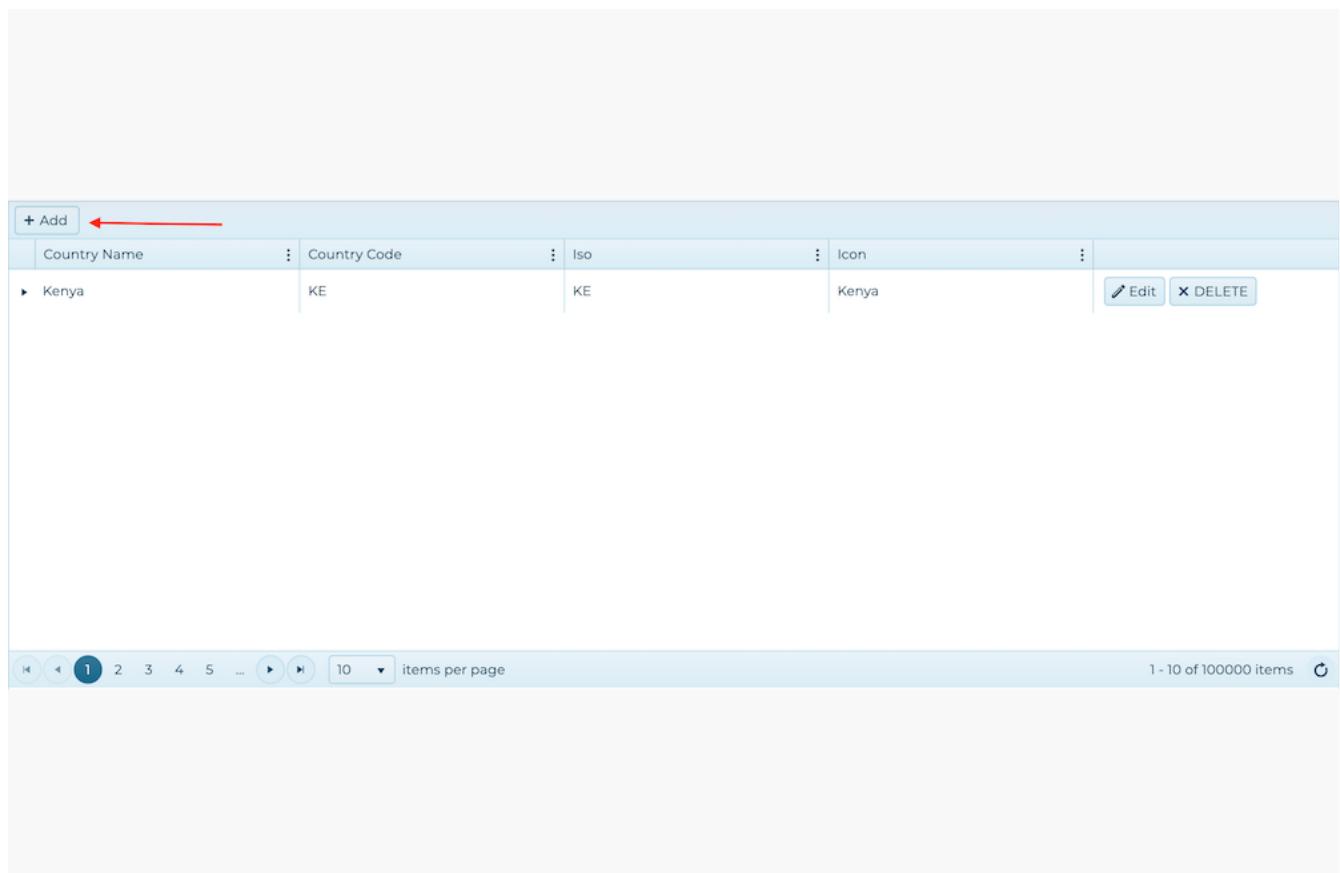
Test Group

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

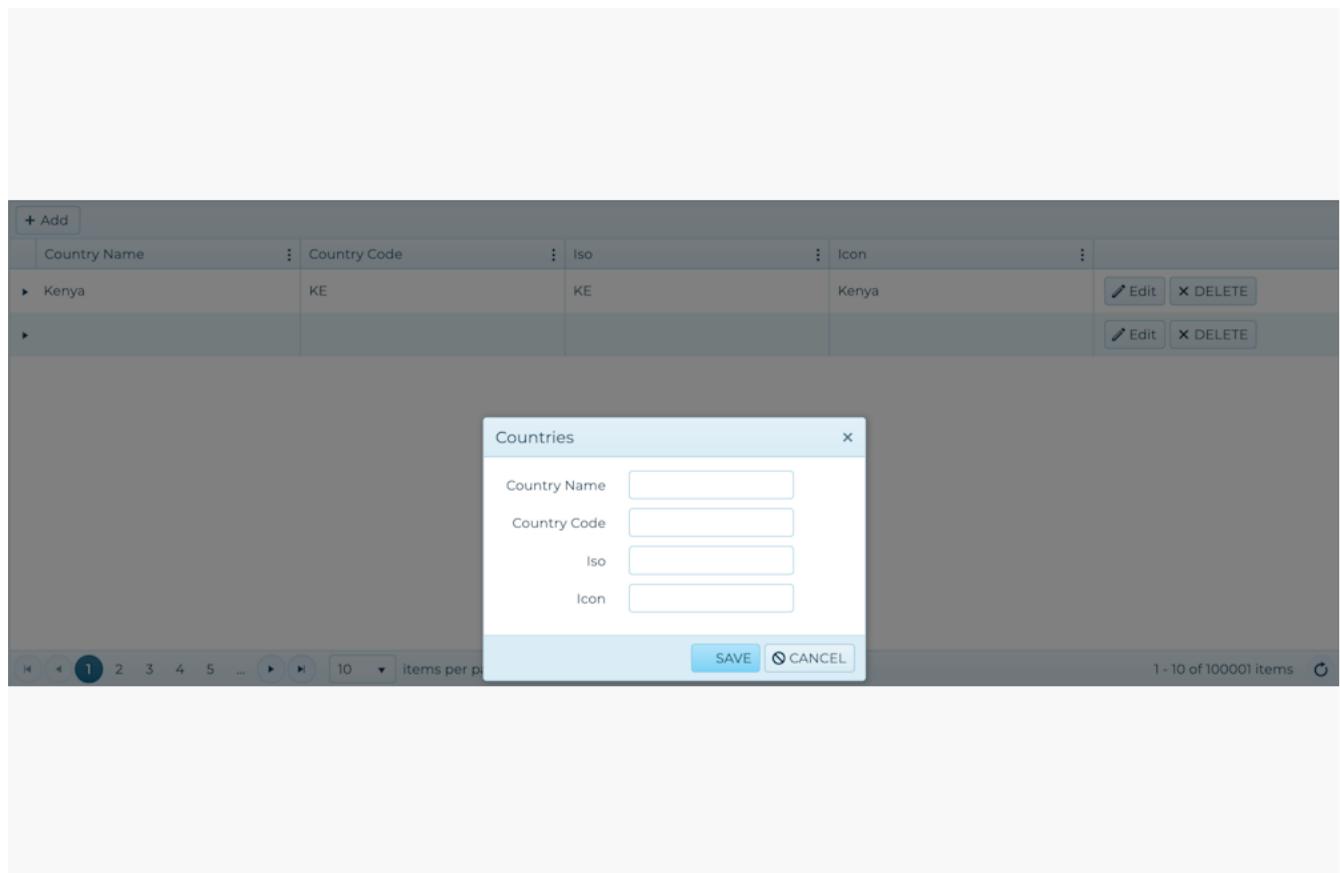
2. Save the spreadsheet in a spot on your computer where it will be simple to find for upload.
3. Go to the Contacts Page and click the **Choose File** button in the upper right corner. Your window browser will then open, allowing you to locate and upload the file.
4. When you select a file for upload, 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



A screenshot of a web-based application interface for managing countries. At the top left is a blue button labeled '+ Add'. To its right is a red arrow pointing towards it. Below this is a table with four columns: 'Country Name', 'Country Code', 'Iso', and 'Icon'. The first row shows 'Kenya' with code 'KE' and iso 'KE', accompanied by an 'Edit' and a 'DELETE' button. At the bottom of the table is a navigation bar with page numbers (1-10), a dropdown for 'items per page', and a status message '1 - 10 of 100000 items'.



A screenshot of the same application interface, but now the '+ Add' dialog box is open in the foreground. The dialog has a title 'Countries' and contains four input fields: 'Country Name', 'Country Code', 'Iso', and 'Icon'. Below the inputs are two buttons: 'SAVE' and 'CANCEL'. In the background, the country list table is visible, showing the entry for Kenya. The navigation bar at the bottom remains the same.

Country Creation

Country Creation

Country List				
Country Name	Country Code	Iso	Icon	Action
Mozambique	258	MZ	MZ	<button>Edit</button> <button>Delete</button>
Botswana	267	BW	BW	<button>Edit</button> <button>Delete</button>
South Sudan	211	SS	SS	<button>Edit</button> <button>Delete</button>
Tanzania	255	TZ	TZ	<button>Edit</button> <button>Delete</button>
Uganda	256	UG	UG	<button>Edit</button> <button>Delete</button>
Kenya	254	KE	KE	<button>Edit</button> <button>Delete</button>

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](#)



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Country Structure

Country Structure			
Level		Name	Action
▶ Kenya County	Nairobi		+ Add Level Edit Delete
▶ Tanzania Province	Dodoma		+ Add Level Edit Delete
▶ Botswana District	Kgatleng		+ Add Level Edit Delete
▶ Kenya County	Nakuru		+ Add Level Edit Delete

Country Structure			
Level		Name	Action
▶ Kenya County	Nairobi		+ Add Level Edit Delete
▶ Tanzania Province	Dodoma		+ Add Level Edit Delete
▶ Botswana District	Kgatleng		+ Add Level Edit Delete
▶ Kenya County	Nakuru		+ Add Level Edit Delete

Country Structure

Country Structure

Country Level		Name			
▶ Kenya County		Nairobi	+ Add Level	Edit	Delete
▶ Kenya Sub-county		Kasarani	+ Add Level	Edit	Delete
▶ Tanzania Province		Dodoma	+ Add Level	Edit	Delete
▶ Botswana District		Kgatleng	+ Add Level	Edit	Delete
▶ Kenya County		Nakuru	+ Add Level	Edit	Delete

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.

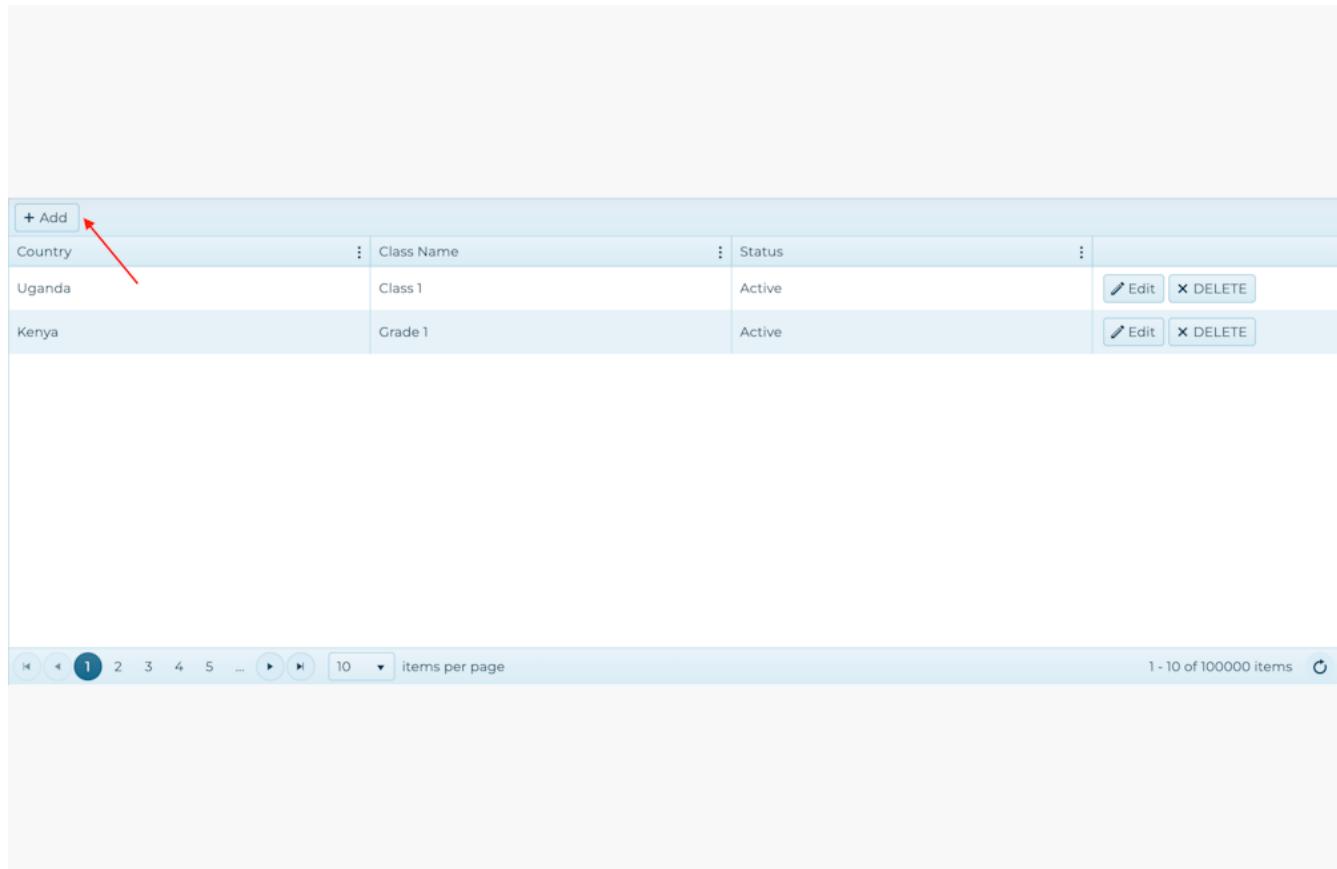
You will be directed to a page where you can associate a county's given name with a country level. On the upper left-hand side of the page, click the **ADD** button. A pop-up screen will appear, prompting you to select the **Country Level** and give it a **Name**, such as Nairobi and **Save it**.

- ⓘ 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.

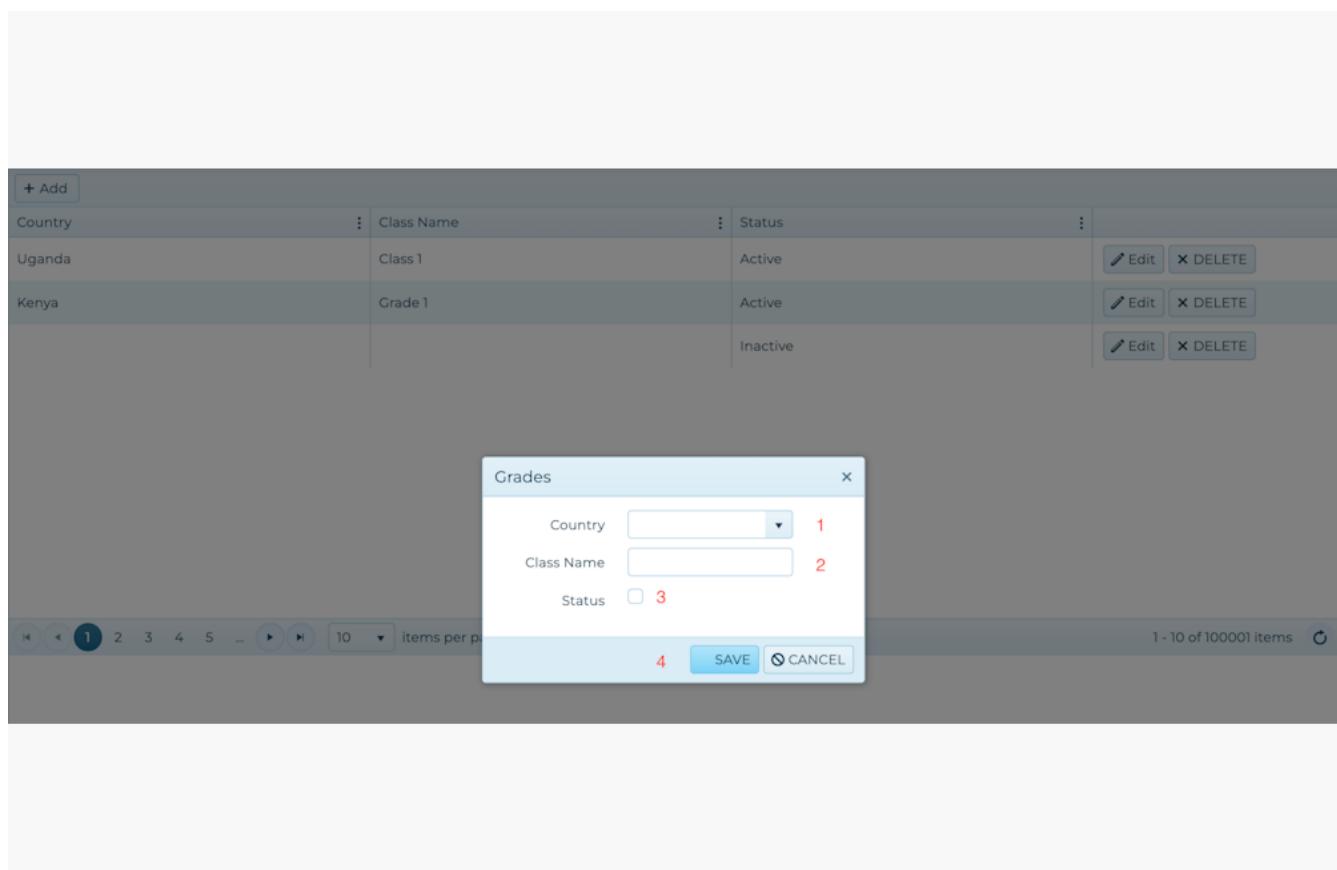
- ⓘ Levels should be added to their presiding levels. You'll notice that the Mwiki ward was added with the support of a flow > Kenya Sub-county > Kasarani

Classes



Country	Class Name	Status	
Uganda	Class 1	Active	<button>Edit</button> <button>DELETE</button>
Kenya	Grade 1	Active	<button>Edit</button> <button>DELETE</button>

Items per page: 10 | Page: 1 of 1000000 | Refresh



Country	Class Name	Status	
Uganda	Class 1	Active	<button>Edit</button> <button>DELETE</button>
Kenya	Grade 1	Active	<button>Edit</button> <button>DELETE</button>
		Inactive	<button>Edit</button> <button>DELETE</button>

Items per page: 10 | Page: 1 of 1000000 | Refresh

Grades

Country: 1

Class Name: 2

Status: 3

4 SAVE CANCEL

Classes

Classes

The screenshot shows a software application window titled 'Classes'. At the top left is a '+ Add' button. Below it is a table with three columns: 'Country', 'Class Name', and 'Status'. There are two rows of data: one for Uganda with 'Class 1' and 'Active' status, and one for Kenya with 'Grade 1' and 'Active' status. Each row has 'Edit' and 'DELETE' buttons. Below the table is a navigation bar with page numbers (1-10), a dropdown for 'items per page', and a search bar. A modal dialog box titled 'Grades' is overlaid on the main window. It contains fields for 'Country' (set to 'Kenya'), 'Class Name' (set to 'Grade 1'), and a checked 'Status' checkbox. At the bottom of the dialog are 'UPDATE' and 'CANCEL' buttons. The status bar at the bottom right of the main window shows '1 - 10 of 100000 items'.

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.

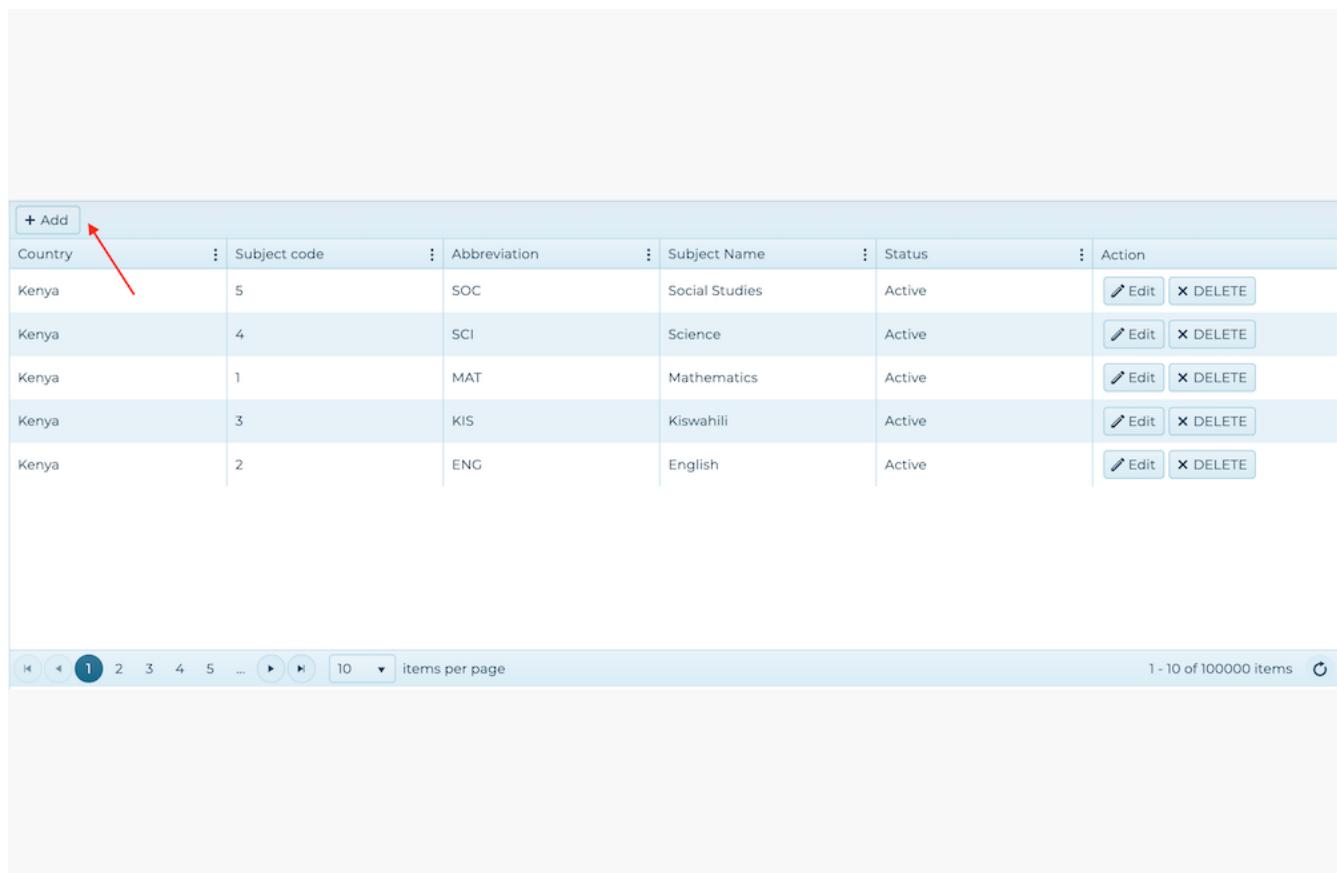
In the drop-down list, select the country where the class will be created, as well as the name of the class or grade and a checkbox to indicate whether the class is active. You can leave this option unchecked if a class or grade is not going to be used right away.

- ⓘ 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**.

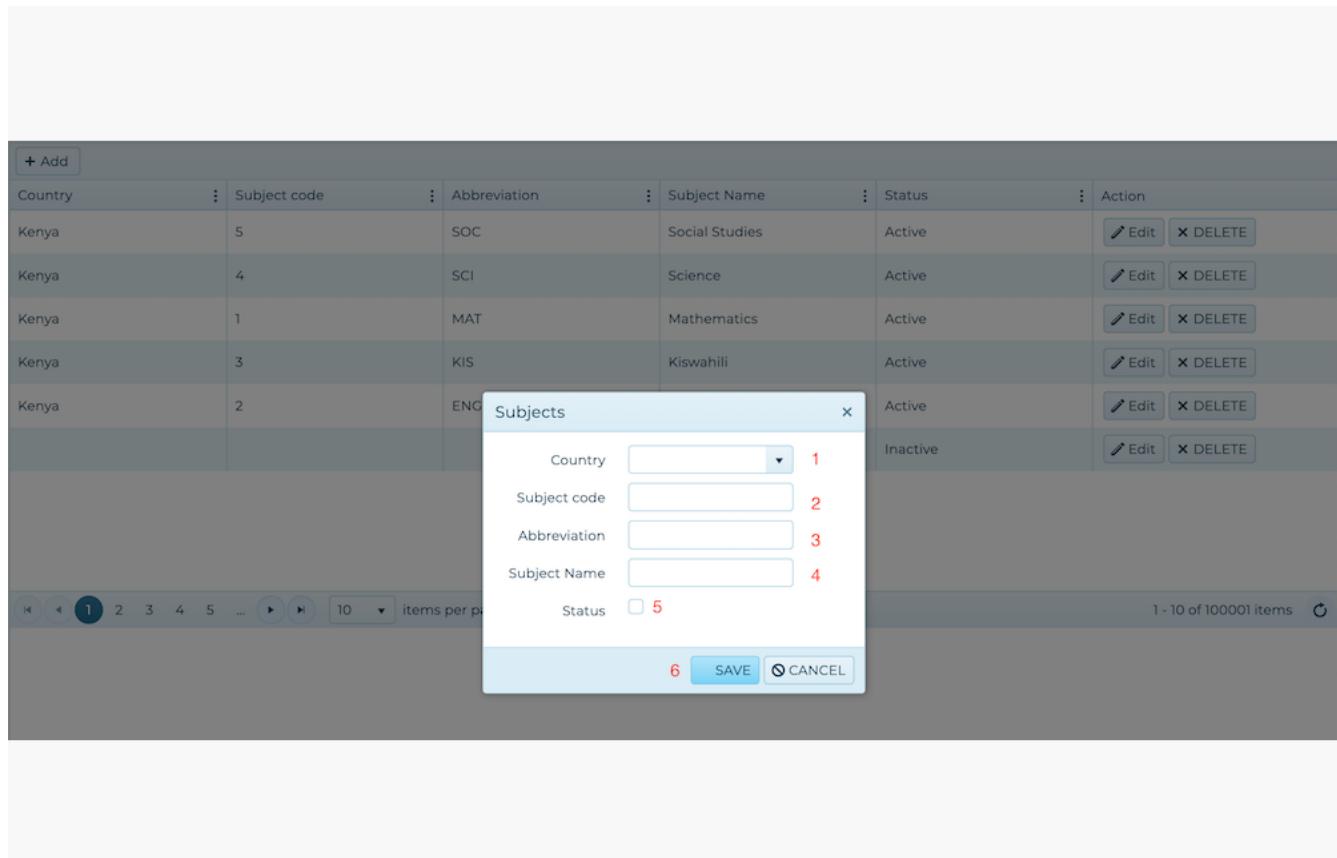
Subjects



A screenshot of a web-based application showing a list of subjects. The table has columns: Country, Subject code, Abbreviation, Subject Name, Status, and Action. The data includes:

Country	Subject code	Abbreviation	Subject Name	Status	Action
Kenya	5	SOC	Social Studies	Active	<button>Edit</button> <button>Delete</button>
Kenya	4	SCI	Science	Active	<button>Edit</button> <button>Delete</button>
Kenya	1	MAT	Mathematics	Active	<button>Edit</button> <button>Delete</button>
Kenya	3	KIS	Kiswahili	Active	<button>Edit</button> <button>Delete</button>
Kenya	2	ENG	English	Active	<button>Edit</button> <button>Delete</button>

At the top left of the table is a blue button labeled '+ Add'. A red arrow points from the bottom left towards this button. At the bottom of the table is a navigation bar with page numbers (1-10), a dropdown for 'items per page', and a status message '1 - 10 of 100000 items'.



A screenshot of the same web-based application, but now with a modal dialog open over the subjects list. The modal is titled 'Subjects' and contains fields for inputting new subject information:

Country	<input type="text"/> 1
Subject code	<input type="text"/> 2
Abbreviation	<input type="text"/> 3
Subject Name	<input type="text"/> 4
Status	<input type="checkbox"/> 5

Below the input fields are two buttons: 'SAVE' (blue) and 'CANCEL' (grey).

The background shows the same table of subjects, with the first row (Kenya, Subject code 5) being highlighted in grey. The bottom navigation bar is also visible.



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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.

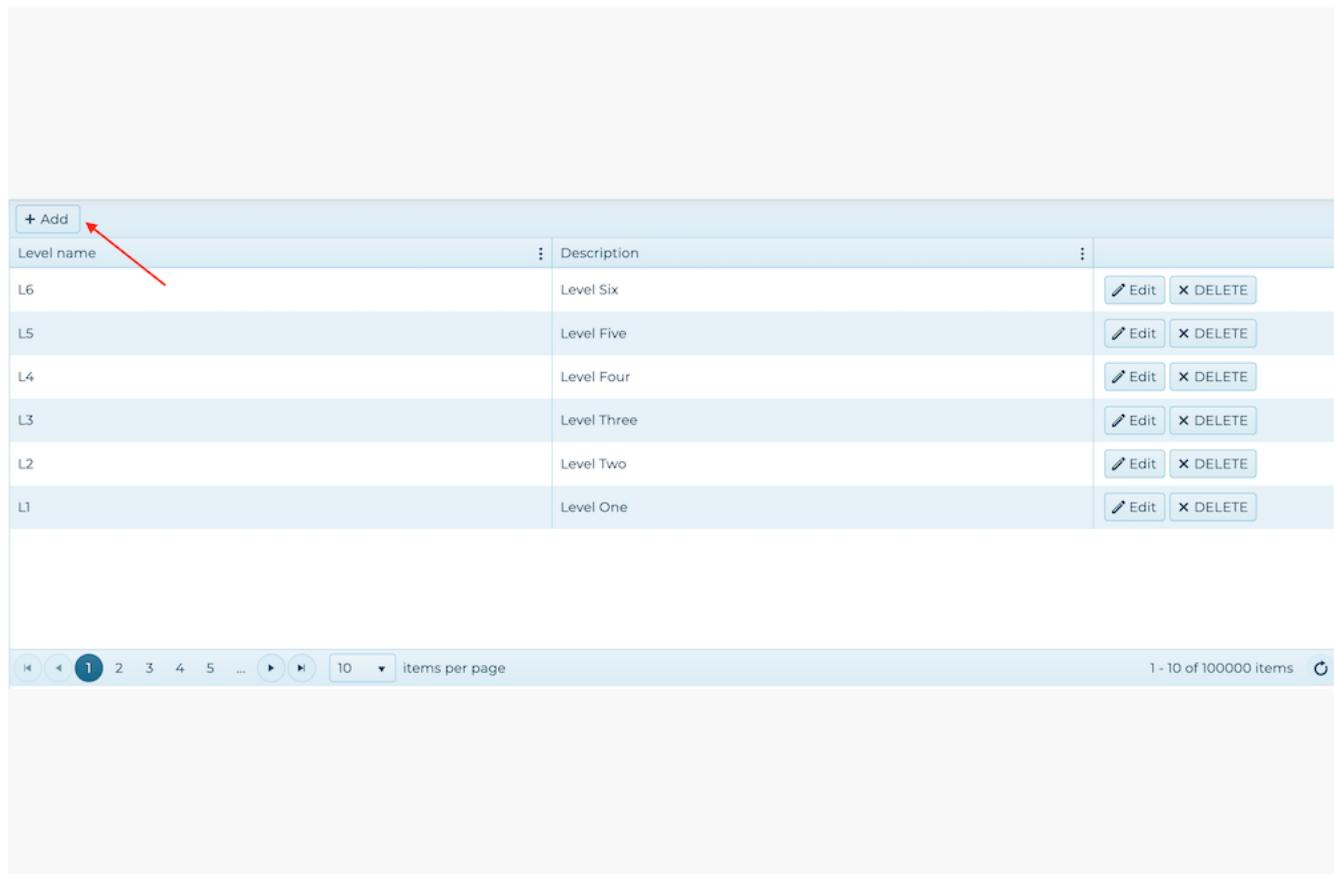
(i) When a subject is marked as active, it is visible. Users will be unable to see it in other sections if this is not done.

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



Level name	Description	Actions
L6	Level Six	<button>Edit</button> <button>Delete</button>
L5	Level Five	<button>Edit</button> <button>Delete</button>
L4	Level Four	<button>Edit</button> <button>Delete</button>
L3	Level Three	<button>Edit</button> <button>Delete</button>
L2	Level Two	<button>Edit</button> <button>Delete</button>
L1	Level One	<button>Edit</button> <button>Delete</button>

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*.

(i) 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**.

Learning Center

A screenshot of a web-based application interface. At the top left is a blue button labeled '+ Add'. A red arrow points from the text 'Add new school' to this button. Below it is a table with columns: Locale, Name, Code, Contact person, Phone, Email, and Action. Two rows of data are visible:

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

At the bottom of the table are navigation icons (back, forward, first, last, etc.), a dropdown for 'items per page' set to 10, and a status bar indicating '1 - 10 of 100000 items'.

A screenshot of a modal dialog titled 'Schools'. It contains fields for inputting school details, each labeled with a red number:

- Locale (1)
- Name (2)
- Code (3)
- Contact person (4)
- Phone (5)
- Email (6)

Below the input fields are two buttons: 'SAVE' (7) and 'CANCEL'.

The background of the modal is dark gray, and the status bar at the bottom of the main window shows '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

A screenshot of a web-based application interface for managing system roles. The page title is 'System Roles'. At the top left is a '+ Add' button. A red arrow points from the text description to this button. Below it is a table with columns for 'Role Name' and actions ('Edit', 'DELETE'). The table contains the following data:

Role Name	Actions
Teacher Assistant	Edit X DELETE
Field coordinator	Edit X DELETE
Program Assistant	Edit X DELETE
Program Officer	Edit X DELETE
Program Manager	Edit X DELETE
Country Leader	Edit X DELETE
PAL program team	Edit X DELETE
Administrator	Edit X DELETE

At the bottom of the table are navigation links (1-10 of 100000 items) and a 'refresh' icon.

A screenshot of the same system roles management interface, but with a modal dialog box open over the list. The dialog is titled 'SystemRoles' and contains fields for 'Role Name' (with value '1') and buttons for 'SAVE' and 'CANCEL'. The background table is dimmed. The bottom of the screen shows the same navigation and refresh controls as the first screenshot.

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

The screenshot shows a table of countries with columns: Country Name, Country Code, Iso, and Icon. A modal dialog titled 'Countries' is open over the table, containing fields for Country Name (Kenya), Country Code (254), Iso (KE), and Icon (KE). Two red arrows point from the text below to specific elements: arrow 1 points to the 'Edit' button in the table header, and arrow 2 points to the 'UPDATE' button in the modal dialog.

Countries				
Country Name	Country Code	Iso	Icon	
Mozambique	258	MZ	MZ	<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>
Botswana	267	BW	BW	<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>
South Sudan	211	SS	SS	<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>
Tanzania	255	TZ	TZ	<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>
Uganda	256	UG	UG	<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>
Kenya	254			<input type="button" value="Edit"/> <input type="button" value="X DELETE"/>

1 - 10 of 100000 items

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 Name	Country Code	Iso	Icon	Action
Mozambique	258	MZ	MZ	<button>Edit</button> <button>Delete</button>
Botswana	267	BW	BW	<button>Edit</button> <button>Delete</button>
South Sudan	211	SS	SS	<button>Edit</button> <button>Delete</button>
Tanzania	255	TZ	TZ	<button>Edit</button> <button>Delete</button>
Uganda	256	UG	UG	<button>Edit</button> <button>Delete</button>
Kenya	254	KE	KE	<button>Edit</button> <button>Delete</button>

Items per page: 10 | Page: 1 - 10 of 100000 items

Country Name	Country Code	Iso	Icon	Action
Mozambique	258	MZ	MZ	<button>Edit</button> <button>Delete</button>

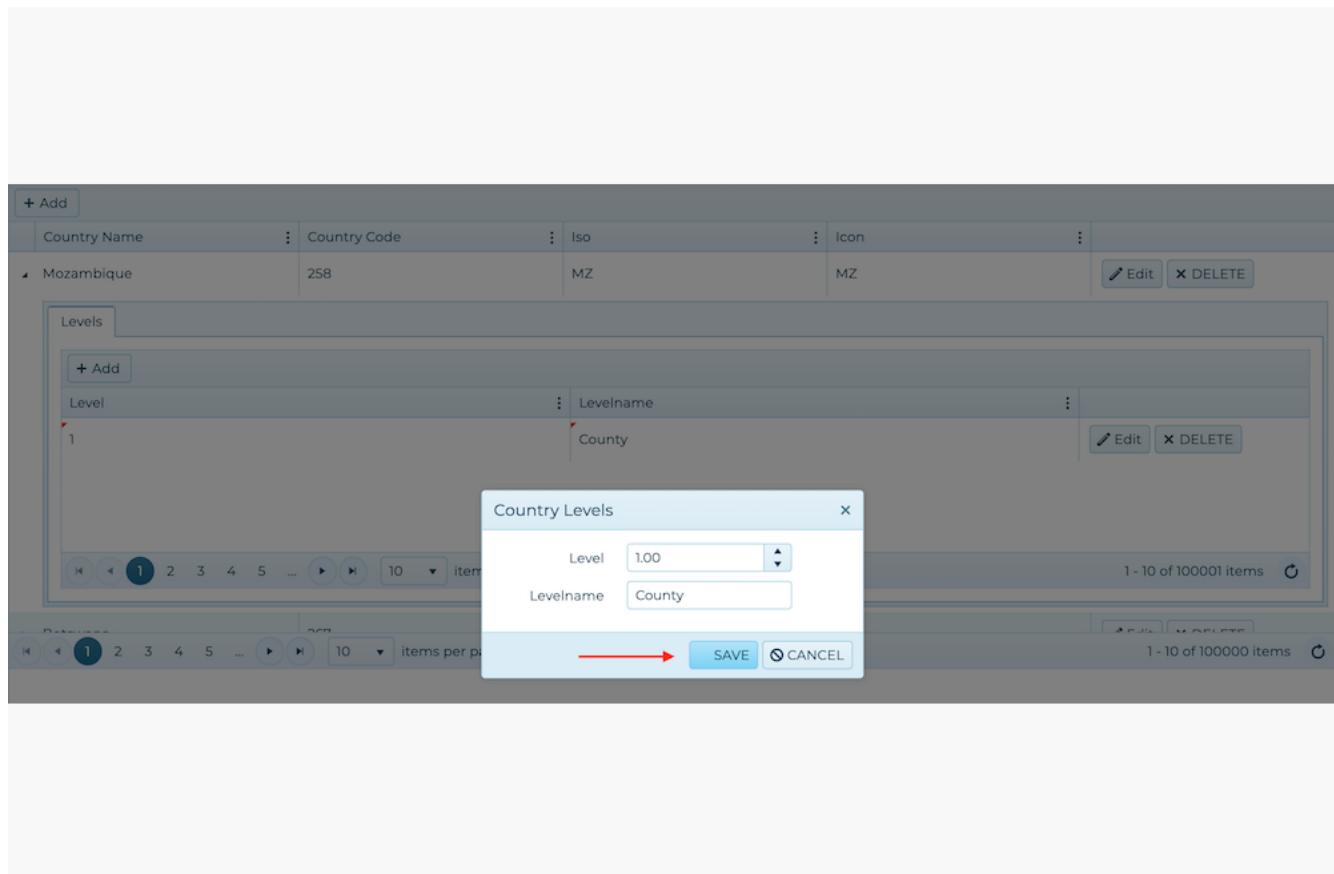
Levels

Level	Levelname
+ Add	

Items per page: 10 | Page: 1 - 10 of 100000 items

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.

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

Subjects

The screenshot shows a list of pupils. One pupil, "Demo Pupil 1", is selected. Below the list is a table for "Subject levels". The table has columns: Subject, Level, Is current level, Start date, and End date. A modal window for "Subject levels" is open, showing the following details:

1	Subject	Mathematics	2	Level	L5	3	Is current level	✓	4	Start date	2022-01-10	5	End date	2022-04-01
6 <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>														

At the bottom of the page, there are navigation links for "Demo School" and "1 - 10 of 100000 items".

The screenshot shows a detailed view of a subject level entry. The "Subject levels" modal window is open, displaying the following information:

1	Subject	Mathematics	2	Level	L5	3	Is current level	✓	4	Start date	2022-01-10	5	End date	2022-04-01
6 <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>														

At the bottom of the page, there are navigation links for "Demo School" and "1 - 10 of 100000 items".

Subjects

Subjects

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	<button>Edit</button> <button>Deactivate</button>

Subject levels				
Subject	Level	Is current level	Start date	End date
Mathematics	L5	true	2022-01-10	2022-04-01

Items per page: 10 | Page: 1 - 10 of 100001 items | Demo School | Refresh

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

This screenshot shows the 'Parent or Guardian' list page. At the top left is a '+ Add' button. Below it is a table with columns: Pupil Name, Pupil ID, Date of birth, Entry score, Phone, Gender, Class, Learning Center, Status, and Action. A single row is selected, showing 'Demo Pupil1' with ID 10000000, born on 31/12/2015, entry score 100, phone 254722123456, male gender, Grade 1 class, Demo School learning center, and Inactive status. To the right of the table are 'Edit' and 'Deactivate' buttons. Below the table is a navigation bar with tabs: Subject levels, Parent/Guardian (which is active), Guides sent, Lessons sent, and Assessments sent. A red number '1' is positioned above the 'Parent/Guardian' tab. A red number '2' is positioned above the '+ Add' button in a modal window. The modal window has fields for Full Name, Phone number, Email, Postal Address, and Physical Address. It also includes a page navigation bar with items per page set to 10, and a footer with '1 - 10 of 100000 items' and a refresh icon.

This screenshot shows the 'Parent or Guardian' list page with a detailed view of the selected item. The table structure is identical to the first screenshot. The 'Parent/Guardian' tab is active. A modal window titled 'Guardian/Parent details' is open over the list. It contains fields for Full Name (John Doe, highlighted with a red border), Phone number (254722123456), Email (john.doe@domain.com), Postal Address (Box 123, EFG Town), and Physical Address (ABC House, XYZ Street). Each field has a corresponding red number (1 through 5) to its right. At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. The background list shows the same data as the first screenshot, with a red number '1' above the 'Parent/Guardian' tab and a red number '2' above the '+ Add' button. Navigation and item count information are also present at the bottom of the list area.

Parent or Guardian

The screenshot shows a web-based application interface for managing student profiles. At the top, there is a header with a logo and some navigation links. Below the header, there is a search bar and a large table listing students. The columns in the table include Pupil Name, Pupil ID, Date of birth, Entry score, Phone, Gender, Class, Learning Center, Status, and Action. A single row is selected, showing "Demo Pupil 1" with details like Pupil ID 10000000, Date of birth 31/12/2015, Entry score 100, Phone 254722123456, Gender Male, Class Grade 1, Learning Center Demo School, and Status Inactive. There are buttons for Edit and Deactivate. Below the table, there is a sub-section titled "Subject levels" with tabs for "Parent/Guardian", "Guides sent", "Lessons sent", and "Assessments sent". This sub-section contains a form for adding a parent/guardian, with fields for Full Name (John Doe), Phone number (254722123456), Email (john.doe@domain.com), Postal Address (Box 123, EFG Town), and Physical Address (ABC House, XYZ Street). There are buttons for Edit and Delete. At the bottom of the page, there are pagination controls (1-10 of 100001 items) and a link to "Demo School".

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

The screenshot shows a web-based application for importing pupils. At the top, there is a file input field labeled "Choose file" with the value "Students.xlsx". To the right of this are two buttons: "Upload pupils" and "Download sample excel". Below this is a table with 11 columns: Pupil Name, Pupil ID, Date of birth, Entry score, Phone, Gender, Class, Learning Center, Status, and Action. The table contains 7 rows of data, each representing a "Demo Pupil" with various details like gender, class, and learning center. At the bottom of the table is a navigation bar with page numbers (1-10), a dropdown for "items per page", and a total count of "1 - 10 of 100000 items".

Pupil Name	Pupil ID	Date of birth	Entry score	Phone	Gender	Class	Learning Center	Status	Action
Demo Pupil 7	10000007	06/01/2016	700	254722123456	Male	Grade 1	Demo School	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 1	10000000	07/01/2016	100	254722123456	Male	Grade 1	Demo School	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 2	10000001	01/01/2016	200	254722123456	Female	Grade 1	Demo School 2	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 3	10000003	02/01/2016	300	254722123456	Male	Grade 1	Demo School	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 4	10000004	03/01/2016	400	254722123456	Female	Grade 1	Demo School 2	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 5	10000005	04/01/2016	500	254722123456	Male	Grade 1	Demo School	Active	<button>Edit</button> <button>Deactivate</button>
Demo Pupil 6	10000006	05/01/2016	600	254722123456	Female	Grade 1	Demo School 2	Active	<button>Edit</button> <button>Deactivate</button>

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:

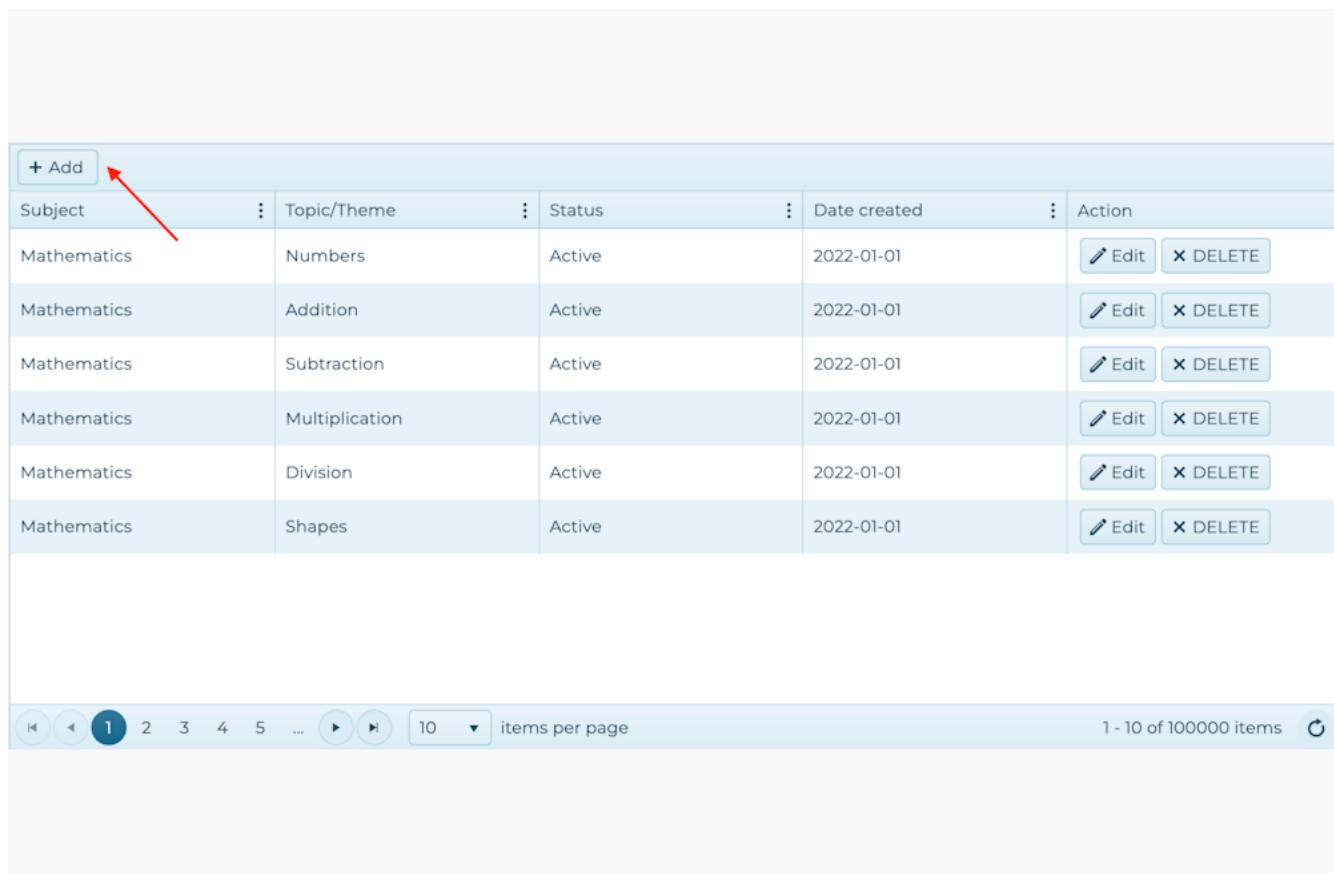
Learning Center Code, Student Name, Pupil ID, Date of Birth, Gender, Class, Entry Grade, Academic Year, Postal Address, Physical Address, and Primary Phone Number.

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.

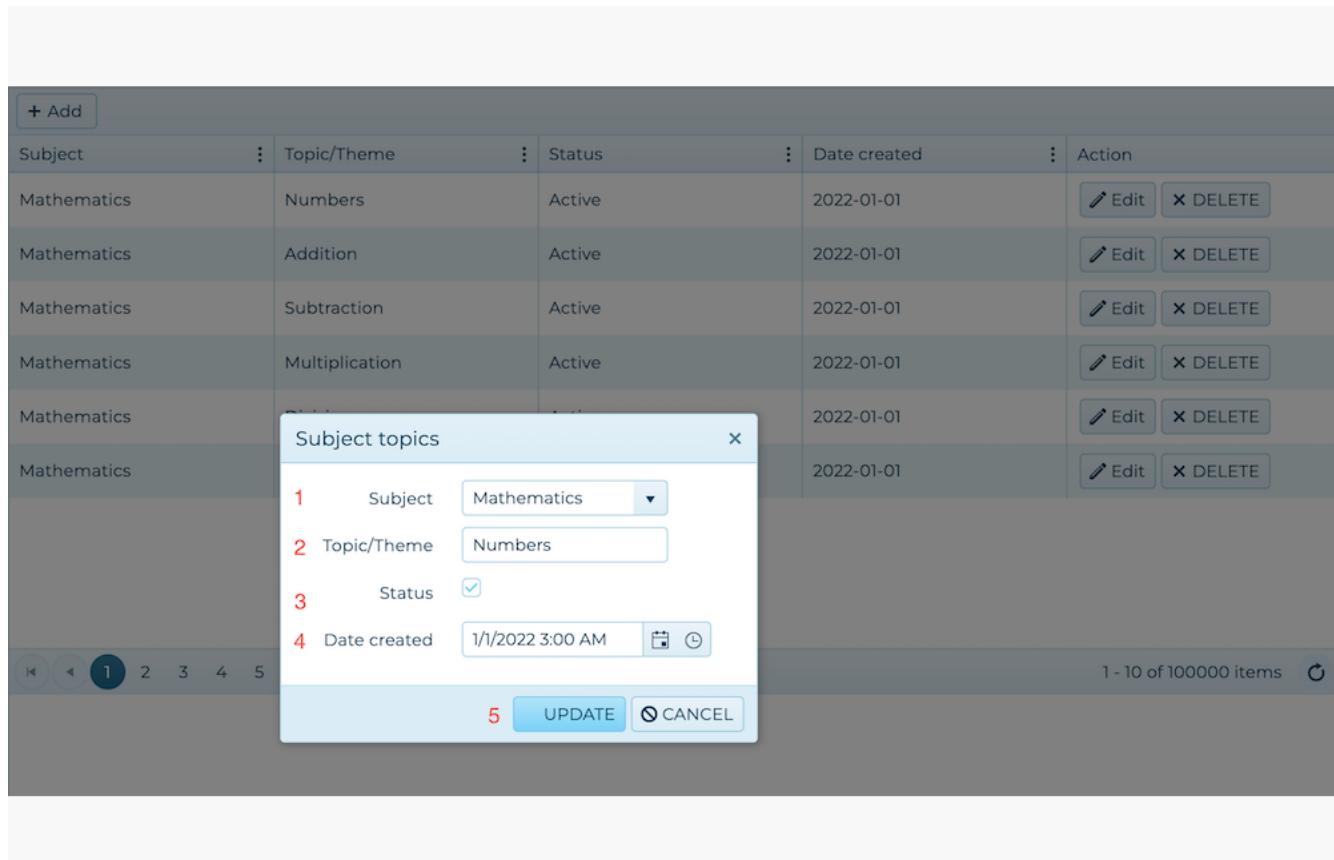
On the right-hand side of the upper section, a sample file is provided. If necessary, you can use the file to populate data.

Subject Topic or Theme



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

Items per page: 10 | Page: 1 / 100000 | Total items: 1 - 10 of 100000 items



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

Items per page: 10 | Page: 1 / 100000 | Total items: 1 - 10 of 100000 items

Subject topics

1 Subject: Mathematics

2 Topic/Theme: Numbers

3 Status:

4 Date created: 1/1/2022 3:00 AM

5 UPDATE CANCEL

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							
+ 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	X CANCEL
► Mathematics	Division	L2	Demo content for L2 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Multiplication	L3	Demo content for L3 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Subtraction	L4	Demo content for L4 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Addition	L5	Demo content for L5 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Numbers	L6	Demo content for L6 Guide	2022-01-10 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL

⏪ ⏴ **1** ⏵ ⏩ ⏴ 10 ⏴ items per page 1 - 10 of 99996 items

Lessons and Guides							
+ 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	X CANCEL
► Mathematics	Division	L2	Demo content for L2 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Multiplication	L3	Demo content for L3 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Subtraction	L4	Demo content for L4 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Addition	L5	Demo content for L5 Guide	2022-01-03 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL
► Mathematics	Numbers	L6	Demo content for L6 Guide	2022-01-10 14:00:00	2022-01-10 17:00:00	Edit	X CANCEL

⏪ ⏴ **1** ⏵ ⏩ ⏴ 10 ⏴ items per page 1 - 10 of 99996 items

Lesson guides

1 Subject:

2 Theme:

3 Level:

4 Guide Content:

5 Date created:

6 Date to send:

7 UPDATE CANCEL

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 7](#)

Create a Lesson

[Go to Page 74](#)



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Page 73

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

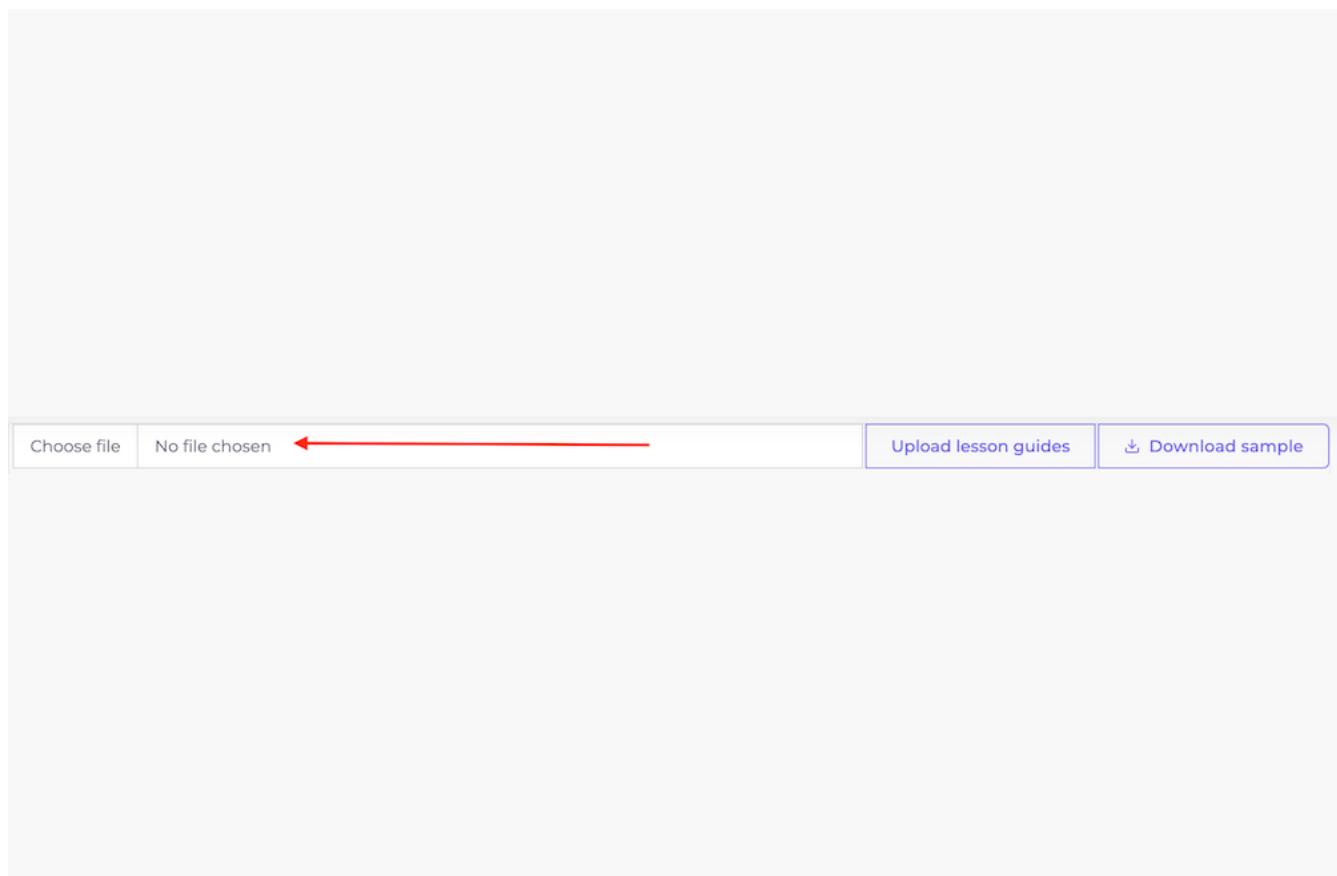
The screenshot shows a user interface for managing lessons. At the top, there is a table with columns: Subject, Theme, Level, Guide Content, Date created, Date to send, and Action. A row is selected for 'Mathematics' with 'Shapes' as the theme and 'L1' as the level. The 'Guide Content' field contains 'Demo content for L1 Guide'. The 'Date created' is '2022-01-03 14:00:00' and 'Date to send' is '2022-01-10 17:00:00'. The 'Action' column has 'Edit' and 'Cancel' buttons. Below this table, a modal window titled 'Lessons' is open. It contains fields for 'Lesson Content' (with placeholder 'Demo Lesson Content' and character count 'Characters: 19'), 'Date created' (set to '1/10/2022 6:00 PM'), and 'Date to send' (set to '1/11/2022 6:00 PM'). At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. The background shows a list of lessons with a total of 100000 items.

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

Subject level L1	Correct answer response message Incredible! Demo content for correct answer.
Subject Mathematics	Wrong answer response message Oops! Demo content for incorrect answer.
Correct answer option letter C	Question Demo content for the question.
Option letter A Value A B Value B C Value C	30 / 300
Items per page All	Date to send 1/14/2022 5:00 PM

↓ Add to batch		9			
No	Question	Correct option letter	Correct answer response message	Wrong answer response message	Date to send
No items to display					
Page 0 of 0			Save 10		
Exam name: Demo Exam					

↓ Add to batch					
No	Question	Correct option letter	Correct answer response message	Wrong answer response message	Date to send
1	Demo content for the question.	C	Incredible! The demo content for correct answer.	Oops! The demo content for incorrect answer.	2022-01-14 17:00:00
Page 1 of 1 1 - 1 of 1 items					
Exam name:		Save			

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](#)

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Open-ended Assessment

Subject level
1 L1 ▾ Date to send
3 1/21/2022 6:00 PM

Subject
2 Mathematics ▾ Question
4 Demo content for open-ended assessment 
38 / 300

5

No	Question	Date to send

Page 0 of 0  No items to display

Exam name: Demo Open-ended 6

7

No	Question	Date to send
1	Demo content for open-ended assessment 	2022-01-21 18:00:00

Page 1 of 1  1 - 1 of 1 items

Exam name: Demo Open-ended 8

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

Multiple-Choice assessment View

Level: L1 Exam: Mat - Demo Exam View Assessments

+ Add Assessment question						
No.	Question	Correct Option letter	Correct response message	Wrong response message	Date to send	Action
1	Demo content for the question.	C	Incredible! Demo content for correct answer.	Oops! Demo content for incorrect answer.	2022-01-14 17:00:00	<button>Edit</button> <button>X DELETE</button>

Items per page: All

Nan - Nan of 1 items

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 screenshot shows a user interface for viewing assessments. At the top, there are three buttons labeled 1, 2, and 3. Button 1 is 'Level: L1', button 2 is 'Exam: Mat - Demo Open...', and button 3 is 'View Assessments'. Below these buttons is a table with the following data:

No.	Question	Date to send	Action
1	Demo content for open-ended assessment	2022-01-21 18:00:00	<button>Edit</button> <button>DELETE</button>

Below the table are navigation buttons (first, previous, next, last) and a dropdown for 'items per page'. The status bar at the bottom right says 'NaN - NaN of 1 items'.

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

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