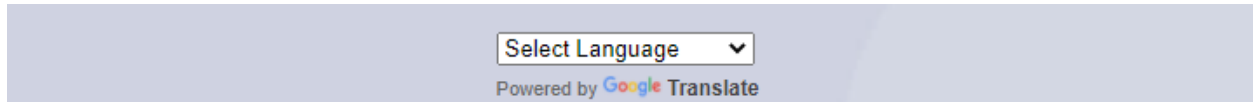


## **MJISOMEE USERS' MANUAL.**

Open your computer browser and type “soma.m-lesson.com” on the search bar. You will be redirected to the login page of the application where you are required to enter your username and password.

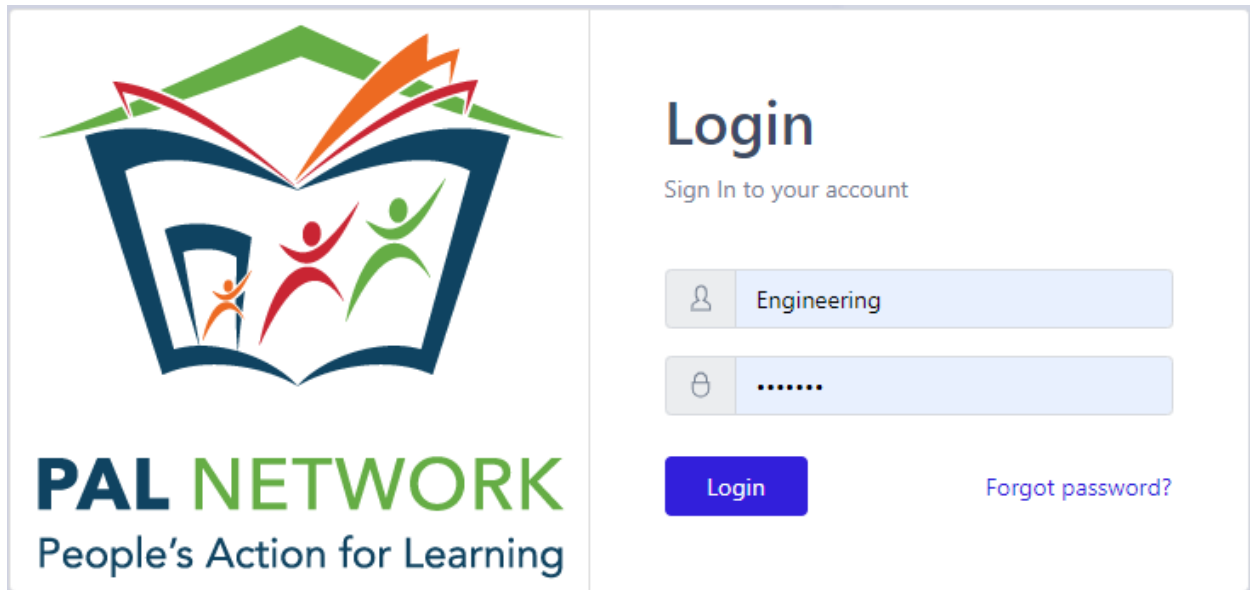
### **Login**

#### ***Select language***




Above the login form there is a drop down list labelled as “select language”. Here you select a language the language you are conversant with if not English and the system translates automatically. The application is built in English so ignore this language selection part if you are conversant with English.

#### ***Login form***

A screenshot of the PAL NETWORK login page. On the left, there is a logo for PAL NETWORK (People's Action for Learning) featuring a stylized open book with colorful figures inside. Below the logo, the text "PAL NETWORK" is written in large, bold letters, and "People's Action for Learning" is written below it. On the right, the word "Login" is displayed in a large font, followed by the text "Sign In to your account". Below this, there are two input fields: one for the username (labeled "Engineering") and one for the password (represented by dots). A blue "Login" button is positioned below the password field. To the right of the button, there is a link that says "Forgot password?".


If it's a first time login, the username will be provided by the administrator .You will just enter the password you would like to use and proceed to the reset password page.

#### ***Password reset page***



## Init Reset Password

Enter your username to initiate reset



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



## Renew Password



[Send OTP](#)





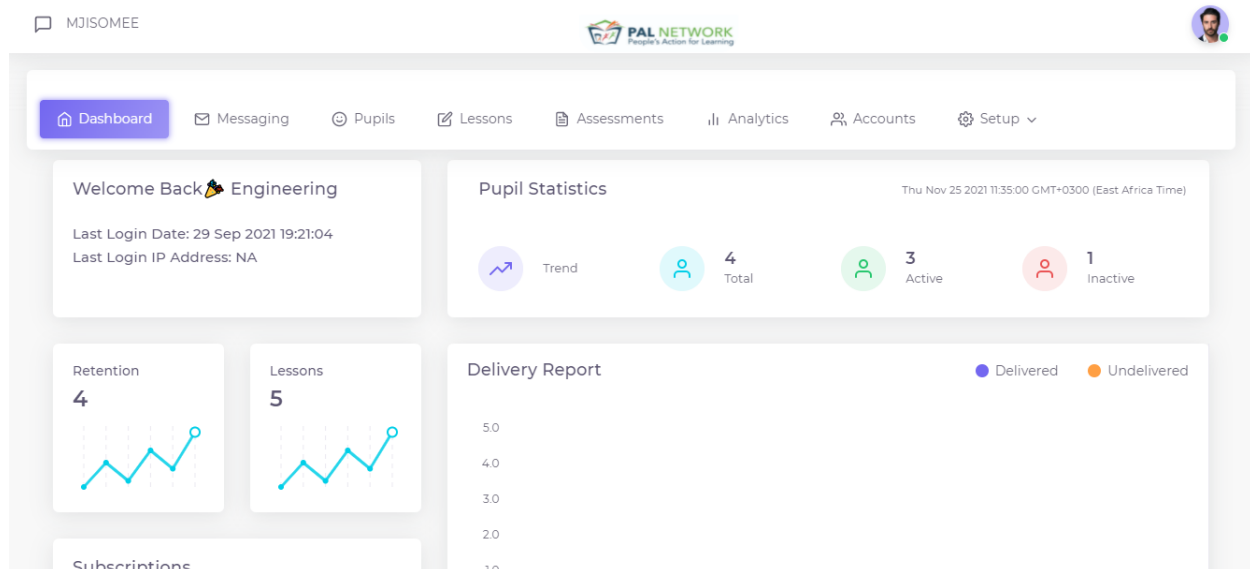


[Reset Password](#) [Back To Login](#)

Under the reset password page, Click send OTP button and a code will be sent to your registered phone number. Enter that code in the text box below there and the type the password you want and click reset password button.

Go back to login page and enter your username and password and this time round you will be redirected to the application home page.

## Dashboard



The page you are greeted with is the dashboard page that features various charts and system statistics. You can scroll up and down the page from the side bar. The top most part of the page, the far right corner we have an avatar photo. When you click on it you access the logout command to get you out of the system.

The menu bar has the following menus:

- Dashboard
- Messaging
- Pupils
- Lessons
- Assessments
- Analytics
- Accounts
- Setup











## **Setup**

To be able to use the system smoothly the starting point should be set up. Here you set the various configurations that support other features of the system. The following sub-menus fall under the setup menu:

- Subjects
- Subject Levels
- Classes

- Learning Centers
- System Roles
- Country structure Levels
- Country structure

### Subjects

+ Add						
Country	Subject code	Abbreviation	Subject Name	Status	Action	
Mozambique	007	Eng	English	Active		
TANZANIA	001	Eng	English	Active		
Kenya	103	MATH	Mathematics	Active		
Kenya	102	KIS	Kiswahili	Active		
Kenya	101	ENG	English	Active		

This tab lists all the subjects offered in a certain country with their details

To add a new record click the add button at top of the list

Subjects

Country

Subject code


Abbreviation

Subject Name

Status


☐

SAVE

 CANCEL

To edit or delete a record, click on the button under the Last column

### Subject Levels





+ Add			
Level name	Description		
L8	no desc	 Edit	 DELETE
L5	desc	 Edit	 DELETE
L4	Level four	 Edit	 DELETE
L3	Level three	 Edit	 DELETE
L2	Level two	 Edit	 DELETE
L1	Level One	 Edit	 DELETE

This tab lists all the levels available and their description

To add a new record click the add button at top of the list

To edit or delete a record, click on the button under the Last column

### **Classes**

+ Add			
Country	Class Name	Status	
UGANDA	class 4	Active	 Edit  DELETE
Kenya	Grade 1	Active	 Edit  DELETE

This tab lists all the classes with respect to a certain country

To add a new record click the add button at top of the list

To edit or delete a record, click on the button under the Last column

### **Learning Centre**

+ Add							
Locale	Name	Code	Contact person	Phone	Email	Action	
Kgatlang-Mochudi-Boseja	shule	0096996	someone	65758858848	email	 Edit	 DELETE
Nairobi-Kasarani-Mwiki ward	Test School Mwiki	10001	Sir elvic	0717385272	lekina.memusi@gmail.com	 Edit	 DELETE

This tab lists all the learning centers/schools that pupils are enrolled on. This include the community based learning centers where pupils are learning.

To add a new record click the add button at top of the list. The Locale is the lowest administrative level in a country where the pupils are based e.g. A ward or a location. The code should be a random digit identifying a learning Centre. This code will be required when uploading the pupils into the system

To edit or delete a record, click on the button under the Last column

## System Roles

+ Add		
Role Name	:	
Field Officer	:	<a href="#">Edit</a> <a href="#">x DELETE</a>
Administrator	:	<a href="#">Edit</a> <a href="#">x DELETE</a>
Director	:	<a href="#">Edit</a> <a href="#">x DELETE</a>
Teacher	:	<a href="#">Edit</a> <a href="#">x DELETE</a>

This tab lists all the Roles supported by the system. For example some users can be admins, teachers, managers, directors etc. These roles are referenced under the accounts page after adding a new user, to specify their role in the system

To add a new record click the add button at top of the list

To edit or delete a record, click on the button under the Last column

## Country Structure Levels

+ Add				
	Country Name	:	Country Code	:
▶	Mozambique	:	258	:
▶	Botswana	:	211	:
▶	South Sudan	:	251	:
▶	TANZANIA	:	252	:
▶	UGANDA	:	253	:
▶	Kenya	:	254	:

This page displays the countries that are currently supported by the system. Before every country name there is an arrow

Kenya	254	KE	KE
Levels			
+ Add			
	Level	:	Levelname
	3	:	Warde
	2	:	Subcounty
	1	:	county
<a href="#">Edit</a> <a href="#">x DELETE</a>			
<a href="#">Edit</a> <a href="#">x DELETE</a>			
<a href="#">Edit</a> <a href="#">x DELETE</a>			
1 2 3 4 5 ... 10 items per page 1 - 10 of 100000 items			

Click on that arrow to access the levels in that country. These levels are the administrative levels in a country that help identify a location. For example in Kenya we have Level 1 to be a county, Level 2 to be a sub county and Level 3 is a ward which is the lowest level.

To add a new record click the add button at top of the list

To edit or delete a record, click on the button under the Last column

## Country Structure

+ Add		
Country Level	Name	
► Kenya county	Nairobi	+ Add Level Edit Delete
► TANZANIA Province	Dodoma	+ Add Level Edit Delete
► Botswana District	Kgatleng	+ Add Level Edit Delete

+ Add		
Country Level	Name	
► Kenya county	Nairobi	+ Add Level Edit Delete
► Kenya Subcounty	Kasarani	+ Add Level Edit Delete
Kenya Subcounty	Mwiki ward	+ Add Level Edit Delete

This tab lists all the particulars for the levels set above for each country. Under each level there are several particular items. For instance in Kenya we have 47 counties and each county has several sub counties and under sub county wards. We have a county by the name Kiambu which has a sub county called juja and a ward called juja.

To add a new record click the add level button on the last column

To edit or delete a record, click on the button under the Last column

## Accounts

Choose File

No file chosen

Upload Accounts excel list

Download sample excel file

+ Add

	Username	Phone	Email	Status	
▶	Rachel.Rachel	254706894619	intern1@ziziafrigue.org	Active	<div>Edit</div>
▶	MaryAnne.Kimani	254706894619	mkimani@palnetwork.org	Active	<div>Edit</div>
▶	Thato.Letsomo	254706894619	ttletsomo0712@gmail.com	Active	<div>Edit</div>
▶	Ted.Kiiru	254706894619	tkanyingi911@gmail.com	Active	<div>Edit</div>

This tab lists all the users registered with the system with their details.

Before the first column of each record is an arrow that leads to the user roles tab. At this tab you assign the user the roles they can perform in the system.

Username	Phone	Email	Status	
Rachel,Rachel	254706894619	intern1@ziziafrique.org	Active	<a href="#">Edit</a>

Account Roles

<a href="#">+ Add</a>	
Assigned Roles	Status
Administrator	Active
	<a href="#">Edit</a> <a href="#">x DELETE</a>

10 items per page
1 - 10 of 100000 items

There is an upload bar at the top. Download sample excel form to bulk upload the accounts

To add a new record click the add button at top of the list

To edit a record, click on the button under the Last column

## Pupils

Choose File	No file chosen	<a href="#">Upload pupils</a>	<a href="#">Download sample excel</a>
-------------	----------------	-------------------------------	---------------------------------------

[+ Add](#)

Pupil Name	Pupil ID	Date of birth	Entry score	Phone	Gender	Class	Learning Center	Status	Action
Bii Josphat	63782	12/12/2021	232-C	254706894619	Male	Grade 1	Test School Mwiki	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
Test pupil	123456	09/11/2021	A	254799842747	Male	Grade 1	Test School Mwiki	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
Kelvin Mugo	12345678	08/11/2021	A	254706894619	Male	Grade 1	Test School Mwiki	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
Eric Memusi Lekina	123SD	08/11/2021	D	12	Male	Grade 1	Test School Mwiki	Inactive	<a href="#">Edit</a> <a href="#">Deactivate</a>

This tab lists all the pupils registered with the system with their particulars.

Before the first column of each record is an arrow that leads to several tabs.

Test pupil	123456	09/11/2021	A	254799842747	Male	Grade 1	Test School Mwiki	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
------------	--------	------------	---	--------------	------	---------	-------------------	--------	---

Subject levels
Parent/Guardian
Guides sent
Lessons sent
Assessments sent

<a href="#">+ Add</a>					
Subject	Level	Is current level	Start date	End date	
English	L1	true	2021-11-09	2021-11-09	<a href="#">Edit</a> <a href="#">x DELETE</a>
Mathematics	L1	true	2021-11-09	2021-11-09	<a href="#">Edit</a> <a href="#">x DELETE</a>

***Subject levels:***



This is where you set the level of the particular pupil for each subject on offer. Immediately the levels are set the pupil is ready to start receiving the assessments and lessons pertaining to his/her levels through their registered phone number. The pupil will receive any message scheduled after he/she is registered.

***Parent/Guardian:***

Contains and accepts details about the pupil's parent if they are available

***Guides Sent:***

Contains the list of lesson guides sent to this particular student

***Lessons sent:***

Contains the list of lessons sent to this particular student

***Assessments sent:***

Contains the list of assessments sent to this particular student

There is an upload bar at the top. Download sample excel form to bulk upload the pupil records

To add a new record click the add button at top of the list. The Pupil ID is a unique identifier for a particular pupil in the system. The phone column represents the primary phone for communication with the pupil.

To edit or deactivate a record, click on the button under the Action column

## **Lessons:**

The lesson menu has 2 submenus:

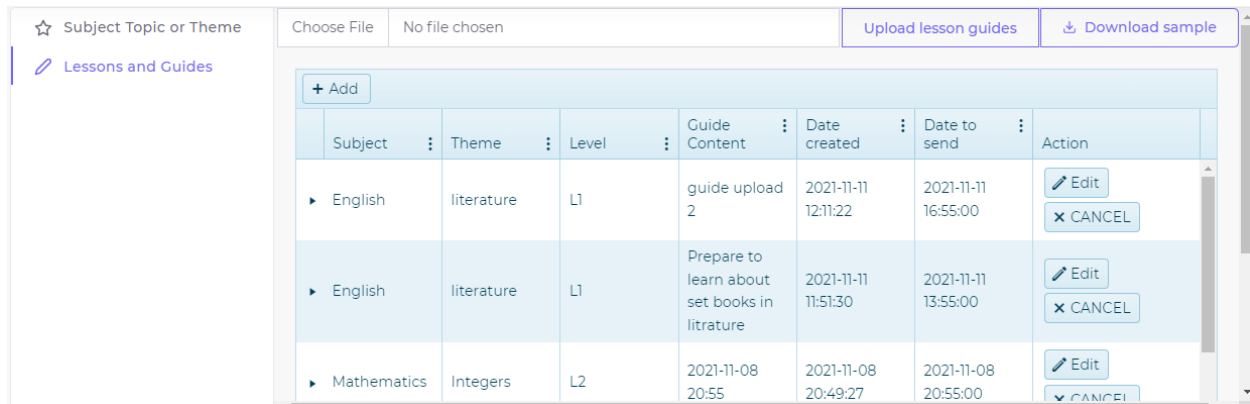
- Subject Topic/Theme
- Lessons and guides

***Topics/Themes***

☆ Subject Topic or Theme		+ Add				
✎ Lessons and Guides		Subject	Topic/Theme	Status	Date created	Action
		English	Grammar	Active	2021-11-23	<a href="#">✎ Edit</a> <a href="#">✕ DELETE</a>
		English	Verbs	Active	2021-11-19	<a href="#">✎ Edit</a> <a href="#">✕ DELETE</a>
		Mathematics	Integers	Active	2021-11-08	<a href="#">✎ Edit</a> <a href="#">✕ DELETE</a>
		English	literature	Active	2021-11-08	<a href="#">✎ Edit</a> <a href="#">✕ DELETE</a>

Under the subject Topic or theme you add the particular topic in a subject that you want to set guides and lessons on. so this is the first step before you proceed to the lessons and guides tab

## Guides



The screenshot shows the 'Guides' interface. At the top, there is a navigation bar with a star icon and the text 'Subject Topic or Theme', and a purple link 'Lessons and Guides'. Below this is a file upload section with a 'Choose File' button, the text 'No file chosen', and two buttons: 'Upload lesson guides' and 'Download sample'. The main area contains a table with the following columns: Subject, Theme, Level, Guide Content, Date created, Date to send, and Action. There are three rows of data. The first row is for English literature L1 with guide content 'guide upload 2'. The second row is for English literature L1 with guide content 'Prepare to learn about set books in literature'. The third row is for Mathematics Integers L2 with guide content '2021-11-08 20:55'. Each row has 'Edit' and 'CANCEL' buttons in the Action column.

Subject	Theme	Level	Guide Content	Date created	Date to send	Action
English	literature	L1	guide upload 2	2021-11-11 12:11:22	2021-11-11 16:55:00	Edit CANCEL
English	literature	L1	Prepare to learn about set books in literature	2021-11-11 11:51:30	2021-11-11 13:55:00	Edit CANCEL
Mathematics	Integers	L2	2021-11-08 20:55	2021-11-08 20:49:27	2021-11-08 20:55:00	Edit CANCEL

Lessons and guides tab shows a list of lesson guides set for a subject, theme and level. The guide is a set of instructions/objectives that is sent before a lesson to prepare the pupils for an upcoming lesson. That is why it comes first before the lesson.

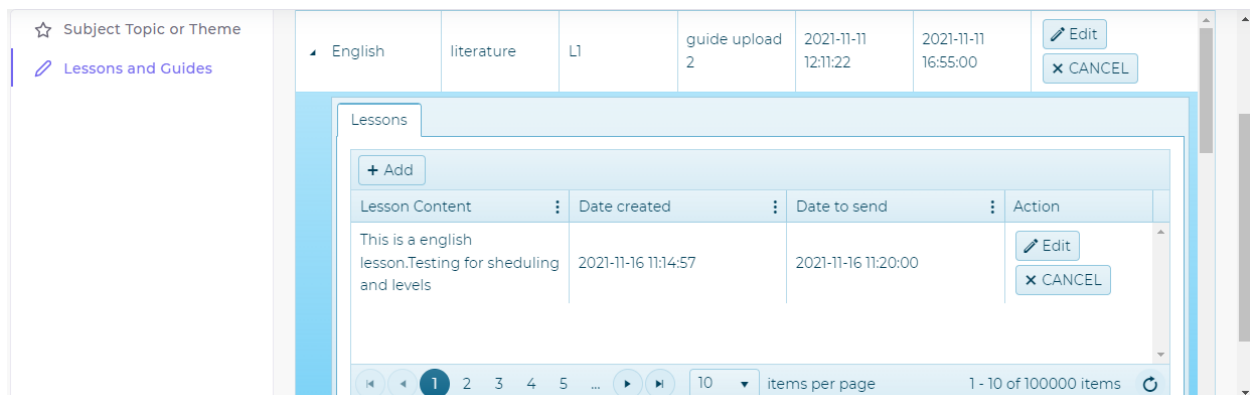
To add a new record click the add button at top of the list. The Theme is required here which is the topic we have set above.

The guides can be sent immediately or be scheduled as needed by use of the date to send column. Here you can alter this date and time to the specific time you want to send the guide. If it is not altered then the guides are sent immediately.

To edit or deactivate a record, click on the button under the Last column

There is an upload bar at the top. Download sample excel form to bulk upload the lesson guides

## Lessons



The screenshot shows the 'Lessons' interface. At the top, there is a navigation bar with a star icon and the text 'Subject Topic or Theme', and a purple link 'Lessons and Guides'. Below this is a file upload section with a 'Choose File' button, the text 'No file chosen', and two buttons: 'Upload lesson guides' and 'Download sample'. The main area contains a table with the following columns: Lesson Content, Date created, Date to send, and Action. There is one row of data with lesson content 'This is a english lesson. Testing for scheduling and levels', date created '2021-11-16 11:14:57', and date to send '2021-11-16 11:20:00'. Each row has 'Edit' and 'CANCEL' buttons in the Action column. At the bottom, there is a pagination bar showing '1' of 10 items per page, and a total of '1 - 10 of 100000 items'.

Lesson Content	Date created	Date to send	Action
This is a english lesson. Testing for scheduling and levels	2021-11-16 11:14:57	2021-11-16 11:20:00	Edit CANCEL

To Access the Lessons click on the arrow at the beginning of a particular guide. You will be able to access the lessons tab.

Here you add the lesson content and the date you want it to be sent.

The lessons can be sent immediately or be scheduled as needed by use of the date to send column. Here you can alter this date and time to the specific time you want to send the lesson. If it is not altered then the lessons are sent immediately.

To edit or deactivate a record, click on the button under the Last column

## Assessments

The screenshot shows a web interface for creating multiple-choice assessments. On the left is a sidebar with a tree structure: 'Multiple-Choice Assessment' (expanded) contains 'Assessment Generator' and 'Assessment View'; 'Open-ended Assessment' contains 'Assessment Generator' and 'Assessment View'. The main area is titled 'Multiple-choice Assessment Generator'. It includes dropdown menus for 'Subject level' and 'Subject', a dropdown for 'Correct answer option letter', and a table for options. The table has columns 'Option letter' and 'Value', with rows for 'A' and 'B'. To the right are text input fields for 'Correct answer response message', 'Wrong answer response message', and a larger 'Question' field.

Option letter	Value
A	
B	

Assessments are classified as multiple choice assessment and open ended assessments

Multiple choice means the questions under this assessment test will have 4 choices of answers from which a student should choose one. This type of assessment I subjected to marking by

Open ended tests are those that has questions whose answers are not limited to 4 choices. The pupil can reply with anything in form of a text. The system does not mark this type of assessment

Each submenu have an assessment generator and assessment view link in blue color

### ***Multiple Choice assessment generator:***

Here we have a dashboard used to generate the various questions in an assessment. The questions are based on a certain subject and level.

Multiple-Choice Assessment

Assessment Generator

Assessment View

Open-ended Assessment

Assessment Generator

Assessment View

Option letter	Value
A	
B	
C	

0 / 300

Date to send

↓ Add to batch

No	Question	Correct option letter	Correct answer response message	Wrong answer response message	Date to send

*Insert choices here*

The Option letter table is where you click on value and put the value for each option letter. All the choices must be filled with values.

Multiple-Choice Assessment

Assessment Generator

Assessment View

Open-ended Assessment

Assessment Generator

Assessment View

Option letter	Value
A	
B	
C	

0 / 300

Date to send

↓ Add to batch

No	Question	Correct option letter	Correct answer response message	Wrong answer response message	Date to send

The other important setting is the date to send. The questions can be sent immediately or be scheduled as needed by use of the date to send setting. Here you can alter this date and time to the specific time you want to send the question. This setting must be set before adding to batch.

It is advised that a user spaces the questions with a gap of like 5mins in the schedule time so as to allow the pupil to answer one at a time

If all the questions are sent at the same time then the system will have a problem knowing which question the student has answered

Once you are done with one question...click on add to batch button. It gives you another blank dashboard to add another question. Repeat until you are done with all the questions in that assessment.

Multiple-Choice Assessment

Assessment Generator

Assessment View

Open-ended Assessment

Assessment Generator

Assessment View

↓ Add to batch

No	Question	Correct option letter	Correct answer response message	Wrong answer response message	Date to send
No items to display					

Page 0 of 0

Exam name:  Save

Down there you now give that assessment a name, referred to as an exam name and click save. That assessment goes to the queue awaiting sending to pupils.

Multiple-Choice Assessment

Assessment Generator

Assessment View

Open Ended Assessment

Assessment Generator

Assessment View

Multiple-Choice assessment View

Level:  Exam:  View Assessments

+ Add Assessment question

No	Question	Correct Option letter	Correct response message	Wrong response message	Date to send	Action
No items to display						

0 items per page

If you want to see the assessment to the assessment view link on the left panel and provide the exam name you gave to the assessment and the level and click view assessments.

### ***Open ended assessment generator:***

Multiple-Choice Assessment

Assessment Generator

Assessment View

Open Ended Assessment

Assessment Generator

Assessment View

Open-ended Assessment Generator

Subject level:  Date to send:

Subject:  Question:

0 / 300

This generator is similar to the multiple choice only that it lacks the option letter table and the correct and wrong answer response text by the nature of how it works. These questions are open and tests the creativity of the pupil so they don't have choices.

If you want to see the assessment to the assessment view link on the left panel and provide the exam name you gave to the assessment and the level and click view assessments.

## Messaging

Compose	Phone	Message	Tag	Date
Inbox	254713830838			2021-11-25 09:35:00
Sent	254726731548	K	K	2021-11-24 22:07:18
In Queue	254704059248	M	M	2021-11-23 21:08:37
Contacts	254795072650	S	S	2021-11-22 22:15:23
	254729443637			2021-11-22 08:10:24
	254790554665	Nimemwambia	Nimemwambia	2021-11-20 14:36:14
	254790554665	Sawasawa	Sawasawa	2021-11-20 14:34:45
	254799638843			2021-11-20 11:47:40
	254708289262			2021-11-19 18:03:37
	254708289262	Football	Football	2021-11-19 18:03:26
1 2 3 4 5 ... 10 items per page 1 - 10 of 100000 items				

Under this menu we have a compose button and 4 tabs on the left panel:

- Inbox
- Sent
- In queue
- Contacts

***Compose Button:***

# Compose

Campaign

Camp\_11/25/2021 12:01 PM

Sender ID

21543

Contacts

e.g. 2547XXXXXXXX, 254723XXXXXX

Upload Files

Drop files here or click to upload.  
↓ ↓ ↓ ↓

Download Sample File

Group

☐ Schedule?

Message

Textarea

0/160

Submit

Cancel

On clicking the button you get a pop up where you compose and send a message to an individual contact or group of contacts. You might want to communicate to a specific pupil, parent or a group of parents, teachers, staff members etc.

You can supply the recipients of the message by either entering the contacts separated by commas or uploading excel files in the space provided or by selecting a pre-existing group of contacts under the group tab.

There is also the option of scheduling the message to a specific time.

After all this write the message and click submit

## ***Inbox:***

Contains the inbound messages coming from external entities into the system. Does not include pupil assessment replies as these can be found under each pupil in pupils menu.

## ***Sent:***

Contains the outbound messages going to external entities from the system.

### ***In queue:***

Contains the messages that are scheduled waiting to be sent at the scheduled time.

### ***Contacts:***

Choose File No file chosen Upload contacts excel list Download sample excel file

+ Add

Group Name

mygroup Edit DELETE

Group Contacts

+ Add

Contact Name	Contact Phone	Contact Email	Country
Joe	254711834865	bii@mail.com	254

Edit DELETE

Contains the groups and the contacts in the groups. You start by creating a group and then if you expand that group using the arrow you are able to add the contacts for that group.

At the top there is an excel sample for uploading contacts directly into the system.

After the contacts are loaded you can now select this group name in the compose page to send a message to all the contacts in that group.