

# ACADEMY

Course Based Learning Management System

## **Administrator Usage Guide**

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## 1. Dashboard

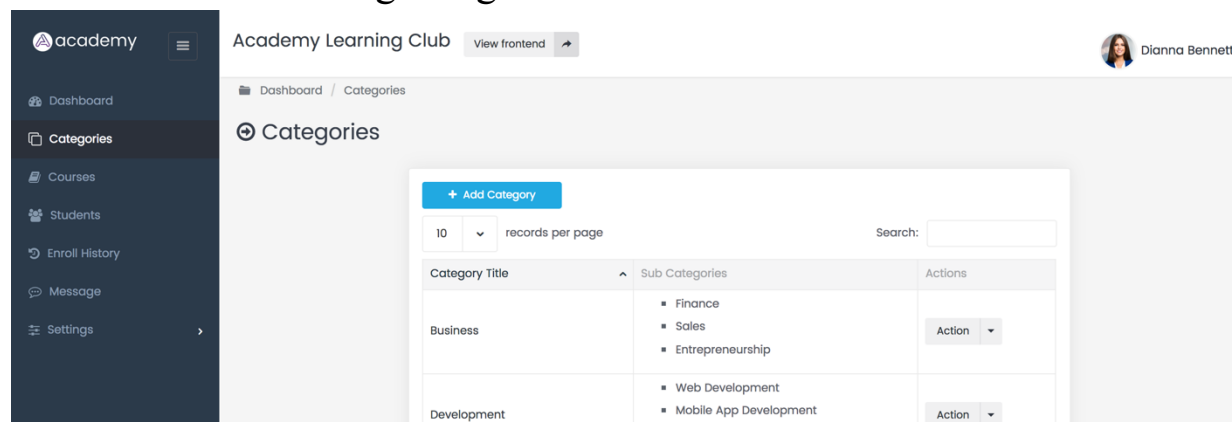
- a. System summary shown in the home page. Total number of courses, Total number of lessons, Total number of Enrolments, Total number of Students are being shown in the dashboard.

## 2. Categories:

- a. Category
- b. Sub-Category

### - How to create Category?

- From the Admin panel navigation menu, go to the Categories. The admin will be able to see a list of categories that admin has created. On the top of the list there is a button named “+Add Category”. On clicking that button admin will see a form for creating categories.



### - How to create Sub-category?

- For creating sub-categories, Admin can create sub-category for the Category page. He has to select a category to create a sub-category of it. Just click on the Action dropdown menu

of that specific category and select the Manage Sub Category option. It will take admin to the Sub-category page. Where admin can see a list of the Sub-categories of that specific category. On the top of the list there is a button named “+Add Sub Category”.

On clicking that button admin will see a form for creating Sub category.

The screenshot shows the 'Sub Categories Of Development' page in the Academy Learning Club admin interface. The left sidebar contains navigation links: Dashboard, Categories, Courses, Students, Enroll History, Message, and Settings. The main content area has a breadcrumb trail: Dashboard / Categories / Sub Categories. Below this, the title 'Sub Categories Of Development' is displayed. A modal form for adding a sub-category is open, showing a dropdown for 'Development', a '+ Add Sub Category' button, and a table with existing sub-categories.

Sub Category Title	Actions
Game Development	Action
Mobile App Development	Action

### 3. Courses:

- a. Courses
- b. Manage Section
- c. Manage Lessons

The screenshot shows the 'Courses' page in the Academy Learning Club admin interface. The left sidebar is the same as the previous screenshot. The main content area has a breadcrumb trail: Dashboard / Courses. Below this, the title 'Courses' is displayed. A '+ Add Course' button is visible. Below the button, there are two dropdown menus for 'Development' and 'Web Development', and a 'Q Filter' button. A table lists the courses with columns: Title, Category, Number Of Sections, Number Of Lessons, Number Of Enrolled Users, and Action.

Title	Category	Number Of Sections	Number Of Lessons	Number Of Enrolled Users	Action
Introduction to XHTML and CSS	Development	3	5	2	Action
The Complete Node.js Developer Course	Development	3	4	1	Action

- How to create courses?
  - For creating a course, Admin has to create a Category and a Sub-category first. Admin will be able to see all the courses on Course page. Go to the Courses option from the admin left navigation menu, it will show a list of all created Courses. By selecting desired category and sub category admin can filter the course list. A form will be appeared after clicking on the “+Add course” button on the top. Admin can create new

courses by giving all the necessary data.

The screenshot shows the 'Add Course' form in an admin dashboard. On the left is a dark sidebar with navigation links: Categories, Courses (highlighted), Students, Enroll History, Message, and Settings. The main content area is titled 'Add Course' and contains the 'Add Course Form'. The form is divided into several sections: 'Basic Info' with fields for Title, Short Description, and Description (with a rich text editor); 'Level' (Beginner); 'Language Made In' (English); and a checkbox for 'Is Top Course'. Below these are sections for 'Outcomes', 'Category And Sub Category', 'Requirements', and 'Price And Discount'. A green 'Add Course' button is at the bottom. On the right, a 'Course Thumbnail' section shows a placeholder image with dimensions 1:1 600x600, a 'Select Image' button, a red note 'Note: Thumbnail Size Should Be 600 X 600', and a 'Course Overview Url' field.

- How to manage Sections?
  - Every course should have at least one section. Admin can select a course for managing sections of it. Just go to the Course page from admin navigation menu, select a course, click on the Action dropdown menu, choose Manage Sections. A list of created sections for that specific course will appear. Admin can create new sections by simply clicking on “+Add Section” button. Admin can Edit, Delete

and Serialize those sections by choosing the options from Action dropdown menu.

The screenshot shows the Academy Learning Club admin interface. On the left is a dark sidebar with a menu containing: academy, Dashboard, Categories, Courses (highlighted), Students, Enroll History, Message, and Settings. The main header area displays 'Academy Learning Club' and a 'View frontend' button. The user profile 'Dianna Bennett' is in the top right. The breadcrumb trail is 'Dashboard / Course / Manage Section'. The page title is 'Manage Sections Of Introduction to XHTML and CSS'. A modal window is open, showing a '+ Add Section' button, a 'records per page' dropdown set to 10, and a search bar. Below is a table with columns 'Title', 'Lessons', and 'Actions'. The table contains three entries: 'Building Websites' with lessons 'Body And Header' and 'Relative Positioning'; 'Final Touch' with lesson 'How to publish your website'; and 'Introduction' with lessons 'Creating our First Webpage' and 'Downloading a Text Editor'. Each row has an 'Action' dropdown menu. At the bottom of the modal, it says 'Showing 1 to 3 of 3 entries' and has pagination controls.

Title	Lessons	Actions
Building Websites	■ Body And Header ■ Relative Positioning	Action ▼
Final Touch	■ How to publish your website	Action ▼
Introduction	■ Creating our First Webpage ■ Downloading a Text Editor	Action ▼

- How to manage Lessons?
  - Admin can select a course for managing lessons of it. Just go to Courses from admin navigation menu, select a course, click on the Action dropdown menu, choose Manage Lesson. A list of created lessons for that specific course will appear. Admin can create new lessons by simply clicking on “+Add Lesson” button. Admin can filter lessons by selecting course from the course dropdown.

- Admin can also Edit, Delete those lessons by choosing the options from Action dropdown menu.

Academy Learning Club

Dashboard / Courses / Lessons

### Lessons Of Introduction to XHTML and CSS

+ Add Lesson

Introduction to XHTML and CSS

10 records per page

Search:

Title	Duration	Course	Provider	Date Added	Last Modified	Action
Body And Header	00:05:35	Introduction to XHTML and CSS	YouTube	Thu, 27-Sep-2018		Action
Creating our First Webpage	00:40:56	Introduction to XHTML and CSS	YouTube	Thu, 27-Sep-2018		Action
Downloading a Text Editor	00:05:57	Introduction to XHTML and CSS	YouTube	Thu, 27-Sep-2018		Action
How to publish your website	00:08:39	Introduction to XHTML and CSS	YouTube	Thu, 27-Sep-2018		Action
Relative Positioning	00:06:16	Introduction to XHTML and CSS	YouTube	Thu, 27-Sep-2018		Action

Showing 1 to 5 of 5 entries

#### 4. Student:

- Admin will be able to see all the student list who signed up for. Just go to Student from Admin navigation menu. Admin will be able to create student by himself also. He can also Edit and Delete student from the Student page.

Academy Learning Club

Dashboard / Students

### Student

+ Add Student

10 records per page

Search:

Photo	Name	Email	Date Added	Enrolled Courses	Actions
	Charles Barnard	student@example.com	Thu, 01-Jan-1970	<ul style="list-style-type: none"> <li>Introduction to XHTML and CSS</li> <li>The Complete Node.js Developer Course</li> <li>Sales Fire: B2B Sales &amp; Business Development for Startups</li> <li>How to be an entrepreneur</li> <li>The Complete Angular Course: Beginner to Advanced</li> </ul>	Action
	Allen Haycraft	Allen@example.com	Sat, 14-Feb-2009	<ul style="list-style-type: none"> <li>Introduction to XHTML and CSS</li> </ul>	Action
	Anthony Martin	Anthony@example.com	Thu, 01-Jan-1970		Action

#### 5. Enroll History:

- A list of all the enrolled student will appear on Enroll history page. Admin can find this from admin navigation menu to



## Enroll History.

Academy Learning Club

Enroll History

10 Sep, 2018 - 09 Oct, 2018

Filter

10 records per page

Photo	User Name	Email		
	Allen Haycraft	Allen@example.com		
	Charles Barnard	student@example.com		
	Charles Barnard	student@example.com		
	Charles Barnard	student@example.com		
	Charles Barnard	student@example.com	Sales Fire: 828 Sales & Business Development for Startups	Tue, 02-Oct-2018
	Charles Barnard	student@example.com	How to be an entrepreneur	Tue, 02-Oct-2018

Showing 1 to 6 of 6 entries

- b. Admin can enrol a student manually. From Enrol A Student option.

## 6. Report:

### a. Admin Revenue:

- i. After every successful course purchasing, Admin will get the entire amount as revenue if he creates the course. And if he is not the creator of that course he will get a predefined amount from that. Admin revenue option will show all of them.

### b. Instructor Revenue:

- i. If an instructor publishes a course, After a successful purchasing Admin will pay him an amount (**Which will be calculated based on Instructor settings** >

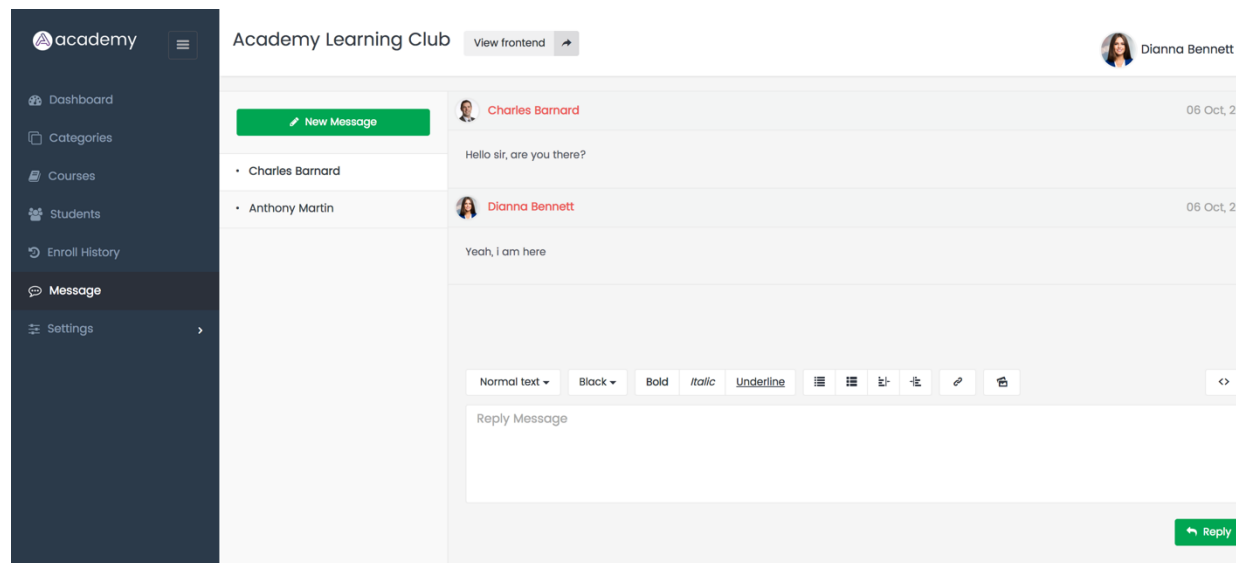
**Instructor Revenue Percentage**). All the payment info with payment status will be shown here.

- How to pay an instructor?
  - As we described before, If an instructor publishes a course, after every successful purchasing he will get a percentage of the total amount of that course. The percentage will be predefined by Admin from the Instructor Settings. On Instructor Revenue view, All the payment made by users is being shown. Here you will get the Course name which has been purchased, the instructor name, total amount, the amount instructor needs to get and the Admin to Instructor payment status. If the payment status is “**Pending**” that means, Admin needs to pay the instructor. If the payment status is “**Paid**” that means Admin has already paid to the Instructor. Admin can pay the instructor by clicking the Pay with Paypal and Pay with Stripe button. But before that every instructor has to provide the Paypal and Stripe payment gateway credentials from the **Instructor > Dashboard**.

7. Message:

- a. Admin can find a Message option in the admin navigation menu. Where he can start or continue a one to one

conversation between him and his students.



## 8. Settings:

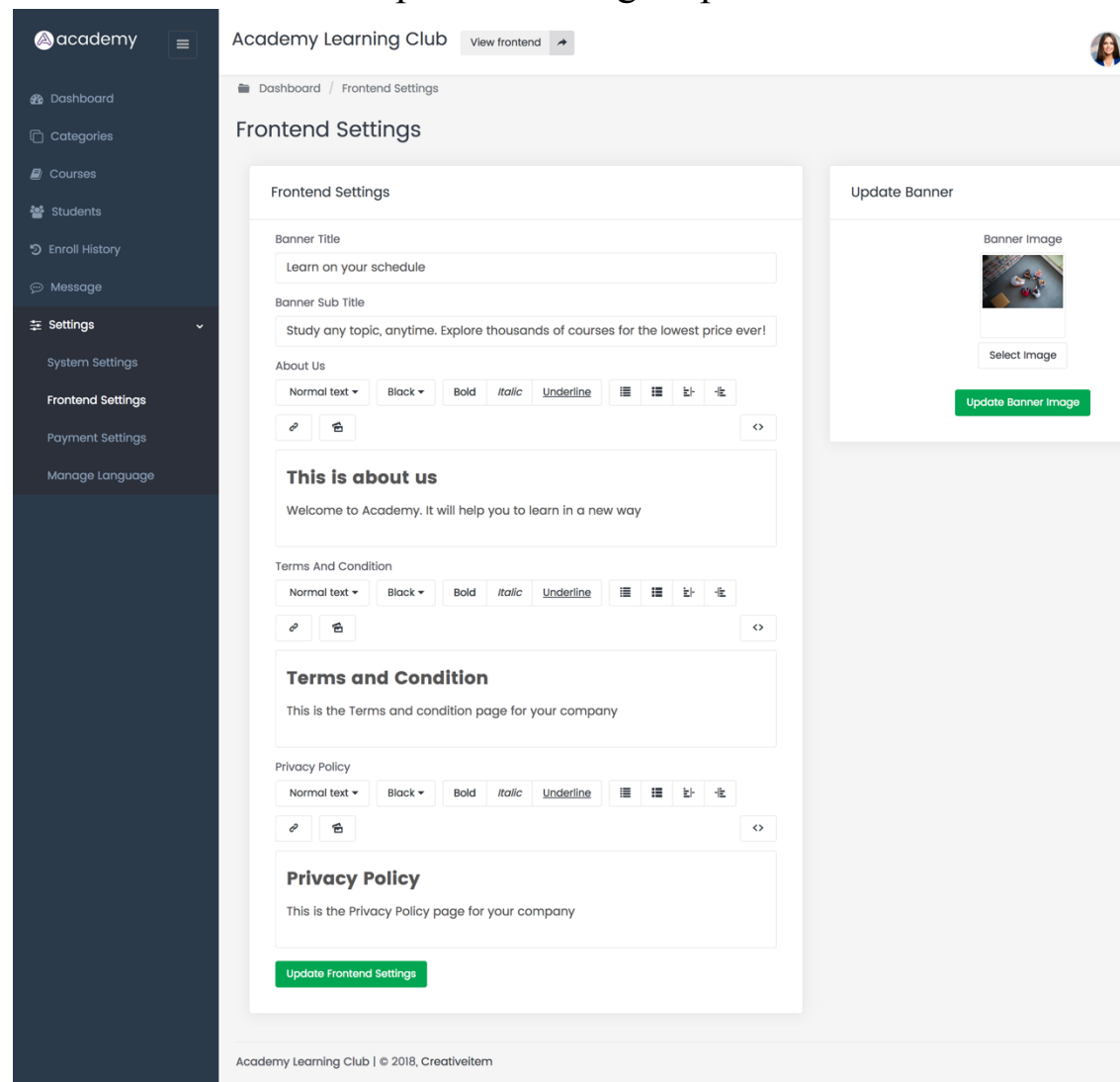
- a. System Settings
  - b. Frontend Settings
  - c. Instructor Settings
  - d. Payment Settings
  - e. Manage Language
- What is System Settings?
    - Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings. The “System Settings” will let the Admin to change the basic system settings by editing the required data field. Also it gives a feasibility to change logo, contact information

other important settings aspect.

The screenshot displays the 'System Settings' interface for 'Academy Learning Club'. On the left is a dark sidebar with a menu including Dashboard, Categories, Courses, Students, Enroll History, Message, and Settings (expanded to show System Settings, Frontend Settings, Payment Settings, and Manage Language). The main content area has a top header with the site name, a 'View frontend' button, and a user profile for Dianna Bennett. Below this is a breadcrumb trail 'Dashboard / System Settings' and a title 'System Settings'. The settings are organized into two columns. The left column contains fields for System Name, System Title, Slogan, System Email, Address, Phone, Youtube Api Key, Vimeo Api Key, Purchase Code, Language, and Text-align, each with a corresponding input field and a green 'Update System Settings' button at the bottom. The right column features an 'Update Product' section with a 'System Logo' field containing a placeholder image, a 'Select Image' button, and an 'Update Logo' button. At the bottom of the main content area is another 'Update Product' section with a 'File' field, a 'Browse' button, and an 'Install Update' button. The footer at the very bottom reads 'Academy Learning Club | © 2018, Creativeitem'.

- What is Frontend Settings?
  - The “Frontend Settings” will let the Admin to change the basic settings for Fronted by editing the required data field. Also it gives a feasibility to change frontend logo, home banner, About, Privacy Policy and Terms

and condition other important settings aspect.



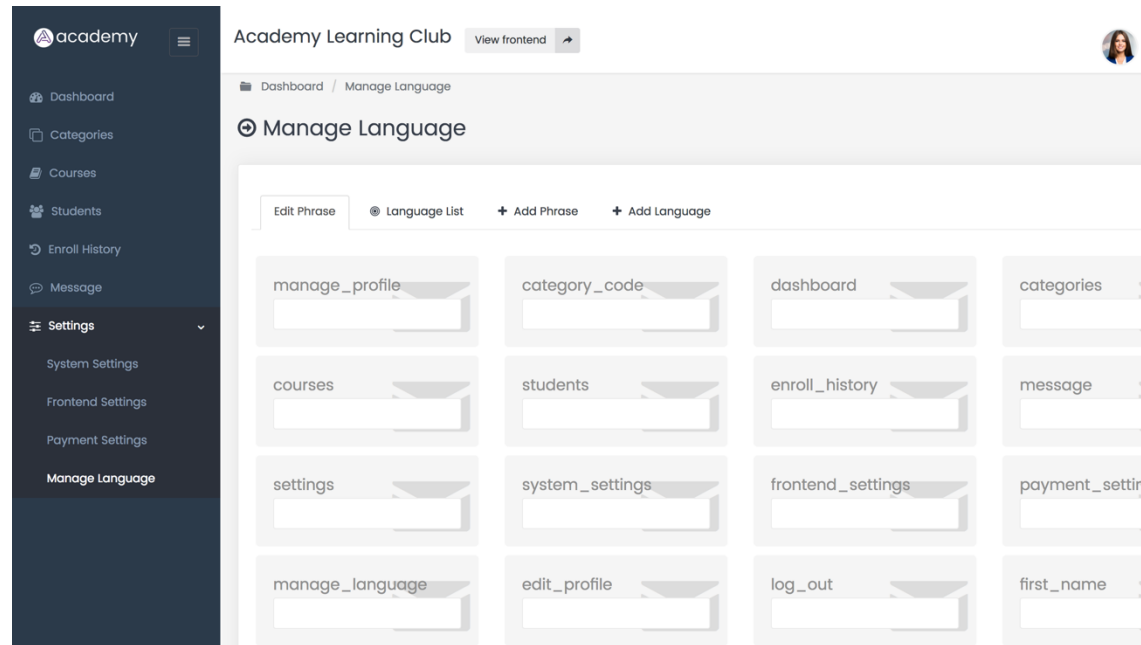
- What is Instructor Settings?
  - If Admin wants multiple instructor for this application he can just simply enable the **Allow Public Instructor** option from the Instructor Settings. After enabling it, Every signed up user will be able to become an Instructor.
  - If an instructor publishes a course, after every successful purchase that instructor as well as the admin should get some revenue. Admin can predefine the percentage of the revenue from here.

- What is Payment Settings?
  - The “Payment Settings” will let the Admin to change the payment settings like Client ids, Secret keys, public keys of different types of payment gateways. Also it gives a feasibility to change the Testmode.

The screenshot displays the 'Academy Learning Club' Admin Dashboard. The left sidebar contains navigation links: Dashboard, Categories, Courses, Students, Enroll History, Message, and a Settings menu with sub-items: System Settings, Frontend Settings, Payment Settings (highlighted), and Manage Language. The main content area is titled 'Payment Settings' and contains two sections: 'Paypal Settings' and 'Stripe Settings'. The 'Paypal Settings' section includes fields for 'Client Id (Sandbox)' (containing a long alphanumeric string), 'Client Id (Production)' (containing '1234'), an 'Active' dropdown menu (set to 'No'), and a 'Mode' dropdown menu (set to 'Sandbox'). The 'Stripe Settings' section includes an 'Active' dropdown menu (set to 'No'), a 'Testmode' dropdown menu (set to 'On'), and fields for 'Test Secret Key', 'Test Public Key', 'Live Secret Key', and 'Live Public Key', each containing a long alphanumeric string. A green 'Save Changes' button is located at the bottom of the settings area. The footer of the dashboard reads 'Academy Learning Club | © 2018, Creativeitem'.

- What is Manage Language?
  - The software supports multiple languages along with RTL and LTR support. For selecting a language which can be availed from “System Settings”. “Language”

lists all the available languages and allows addition of new phrase and new languages with its “Add Phrase” and “Add Language” tab.



## 8. Manage Profile

- The profile information can be edited by clicking at “Admin Profile image” from the Header. The information can be

edited and saved using this “Update Profile”.

academy

Dashboard

Categories

Courses

Students

Enroll History

Message

Settings

System Settings

Frontend Settings

Payment Settings

Manage Language

Academy Learning Club

View frontend

Dianna Bennett

Dashboard / Manage Profile

Manage Profile

Manage Profile

First Name

Dianna

Last Name

Bennett

Email

admin@example.com

Facebook Link

www.facebook.com/Bennett

Twitter Link

www.twitter.com/Bennett

LinkedIn Link

www.linkedin.com/Bennett

A Short Title About Yourself

I am a superhero instructor, who tries to help her students

Biography

Normal text

Black

Bold

Italic

Underline

This is my bio

Photo

Select Image

Update Profile

Change Password

Current Password

New Password

Confirm New Password

Update Profile

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