

iSkwela User Manual

Account Creation

iSkwela team will register the school once both sides come to an agreement.

All members of the school, administrators, teachers, and students will be given an account.

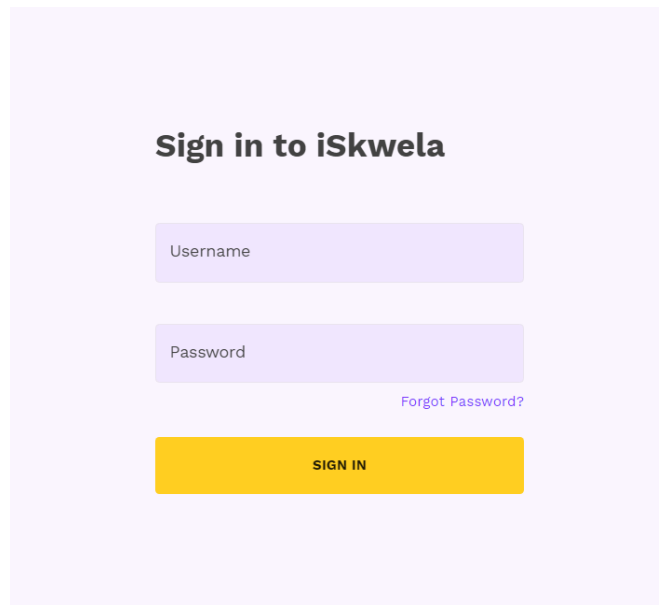
iSkwela will provide the account details to the school administrator.

Login

To login successfully, follow these steps:

1. Open your browser.
2. Enter this link <https://portal.iskwela.net>
3. Enter your valid username and password.
4. Click the **SIGN IN** button.

Login is the same for school admin, teacher and student.

A screenshot of the iSkwela login interface. It features a light purple background with a central white box. Inside the box, the text "Sign in to iSkwela" is displayed in bold black font. Below this, there are two input fields: "Username" and "Password", both with light purple borders. To the right of the "Password" field, there is a link that says "Forgot Password?". At the bottom of the white box, there is a yellow button with the text "SIGN IN" in black capital letters.

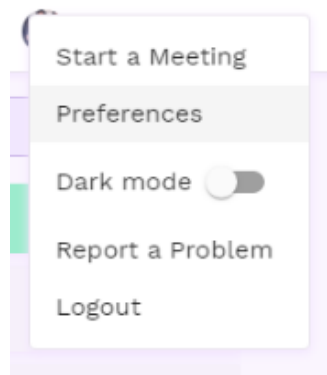
Passwords

For the security purposes of the accounts, all users are required to change their respective passwords at least once every six (6) months.

Password Change

To change your password:

1. Click the dropdown icon on the upper right side and choose "Preferences".



2. You will be redirected to the change password window.
Fill out the form with your old and new password then click **SAVE**.

Change Password

Username
tjenelyn

Current Password

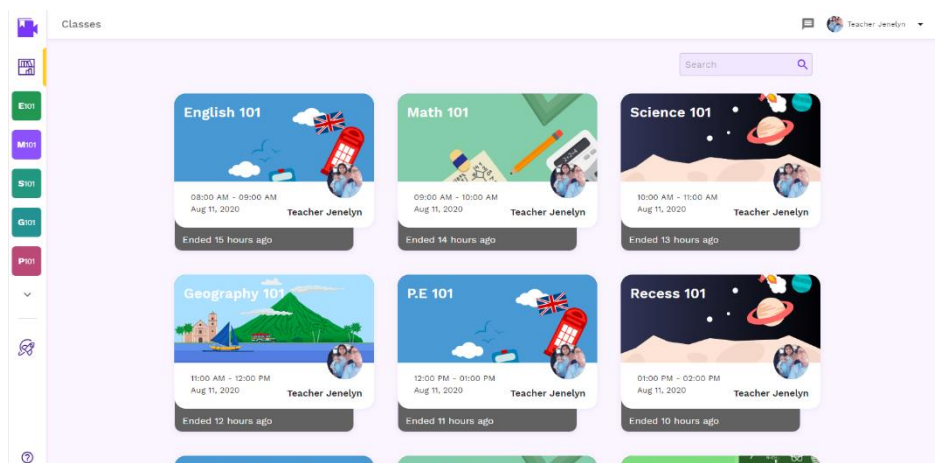
New Password

Confirm New Password

CANCEL SAVE

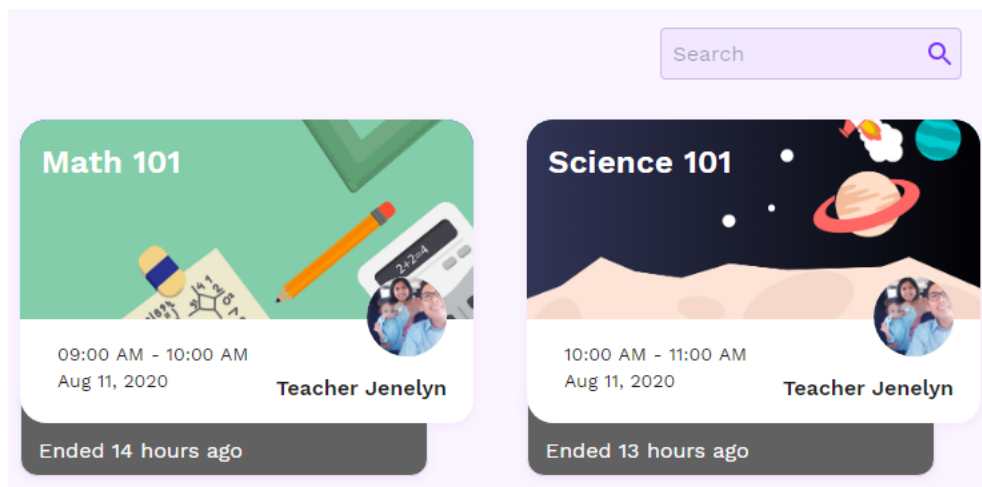
Dashboard

After a successful login, the dashboard or home page is displayed with all the upcoming classes.



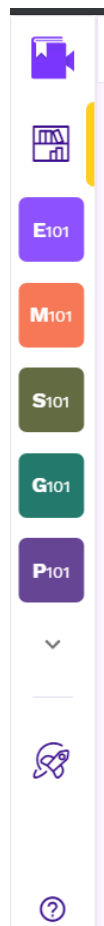
Search Classes

You can look for a specific class by entering some texts on the search field at the right side.



Quick Access

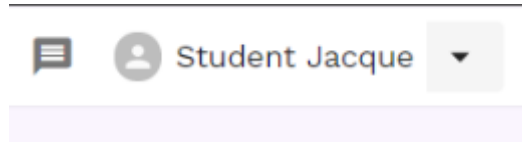
Classes can easily be accessed through the menu bar at the left side.



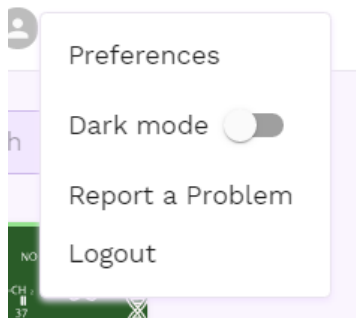
Dark Mode

You can choose to display the app in dark mode by following these steps.

1. Click on the options icon.



2. Select Dark Mode On.

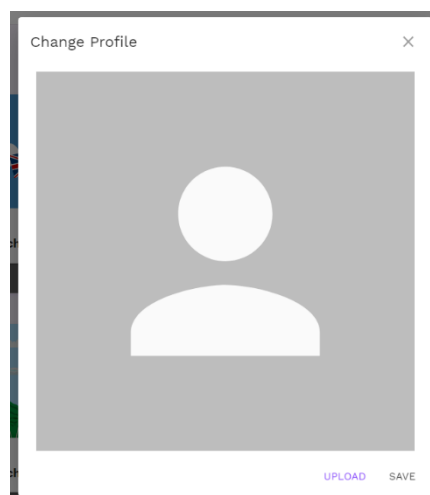


You can also turn it off by following the same procedure.

Profile Picture

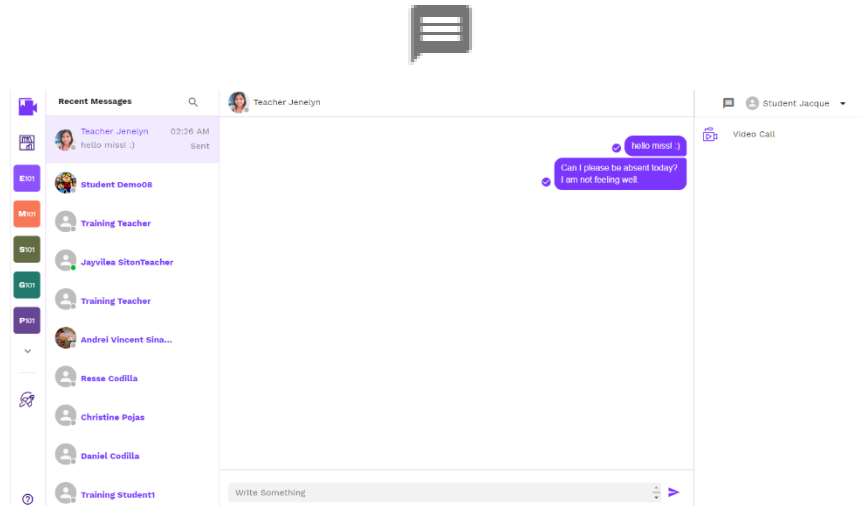
Upload a profile picture by following these steps.

1. Click the **UPLOAD** button.
2. Browse your profile picture.
3. Click the **SAVE** button.



Chat

Students and teacher can connect to each other to discuss about personal matters through chat. To go to chats, click the messages icon.



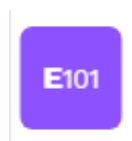
View Class

There are two (2) ways to open and view the class.

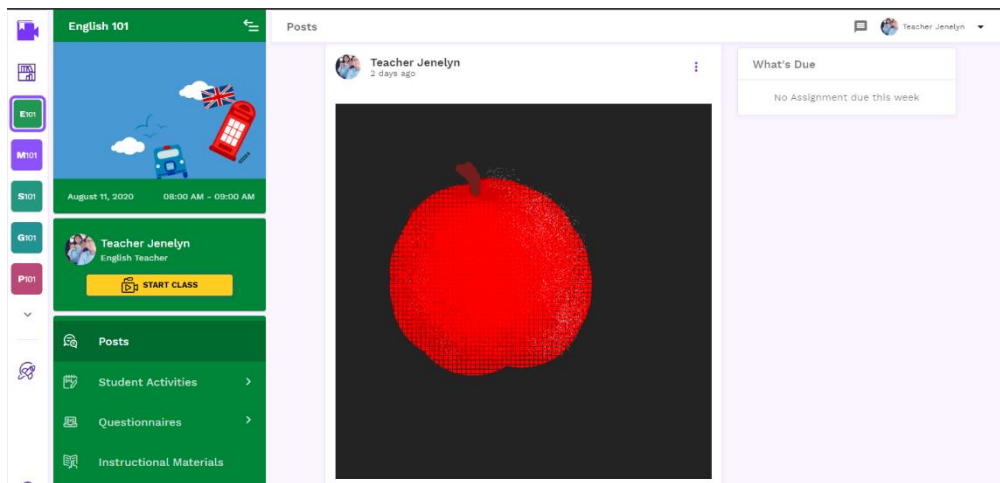
1. Click the class widget in the dashboard main panel.



- 2.
3. Click the class icon in the menu bar at the left side.



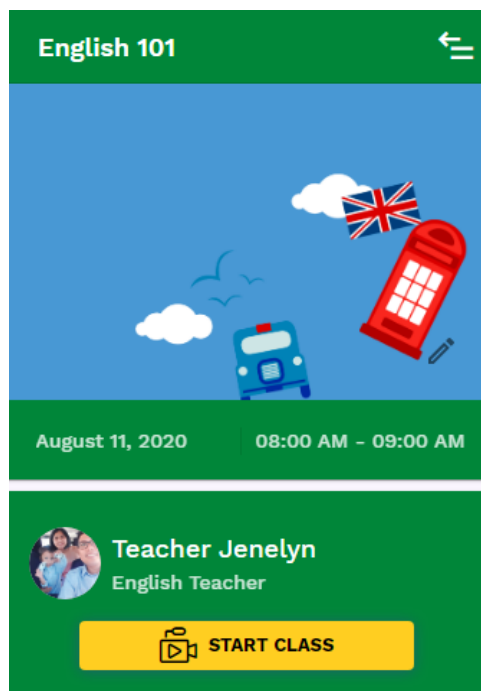
Class details will be displayed on this page.



Class Information

At the upper left side is the information about the class.

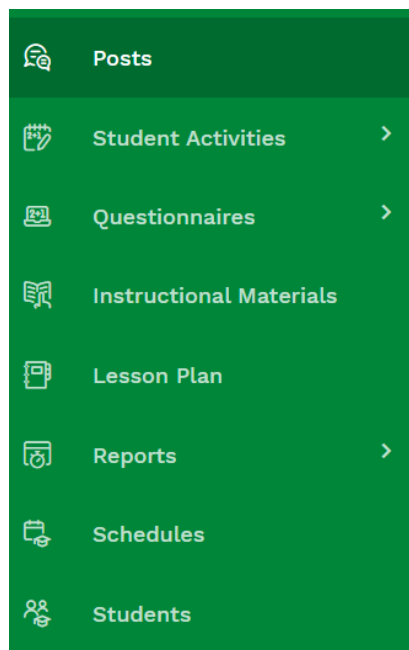
1. Class name
2. Class image - can be changed
3. Schedule - date and time
4. Teacher name
5. Start Class button



Class Menus

These are the available menus of the class:

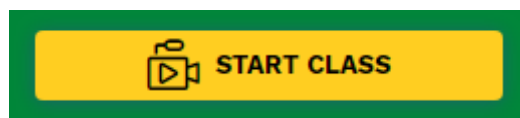
1. Posts
2. Student Activities - for class seatworks, projects, quizzes, periodical tests, or assignments. It also has a white board feature where the teacher can write
3. Questionnaires
4. Instructional Materials
5. Lesson Plan
6. Reports - to trace absences and scores of students.
7. Schedule - list of class schedules
8. Students - list of students' credentials



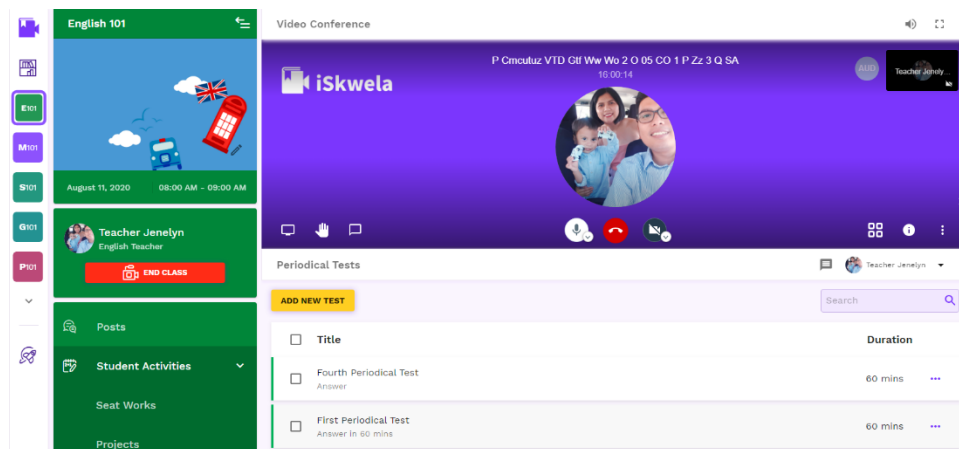
Start, Join, and End Class

Click this button to start the class.

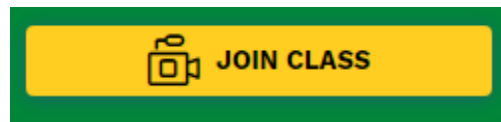
Note : Only teachers can start a class. Students can join in the class once it is started.



A video conference will open once the class is started.



On the other hand, students will click on **Join Class** button in order to join.



Finally, when the teacher wants to end the class, he or she can simply click the **End Class** button.



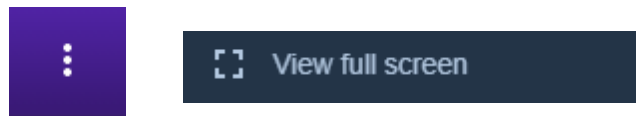
Video Conferencing and Chat

This video conference can handle upto 50 participants only as of the moment.



Full Screen View

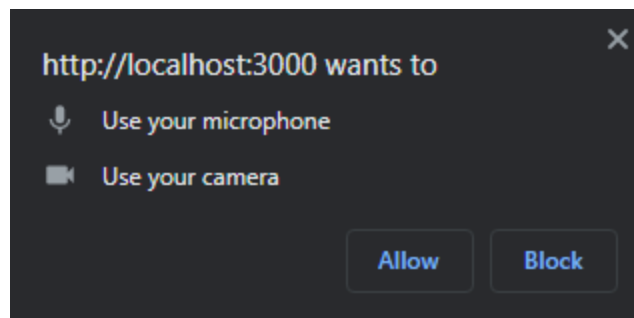
The video conference can be displayed as full screen by clicking this button.



Video and Microphone

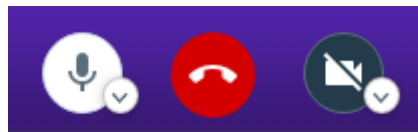
Once the video conference starts, a pop-up message will be shown by the browser. This is asking you to allow the video conference to use your computer's or device's microphone and camera for the video.

Note : The Allow button must be clicked, otherwise you need to close the browser window and open the app again.



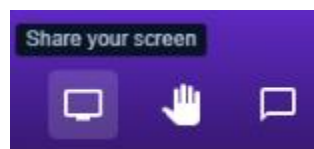
Both the microphone and camera can be turned on and off.

Note : It is advisable that all participants turn on their video for a more effective class.



Share Screen

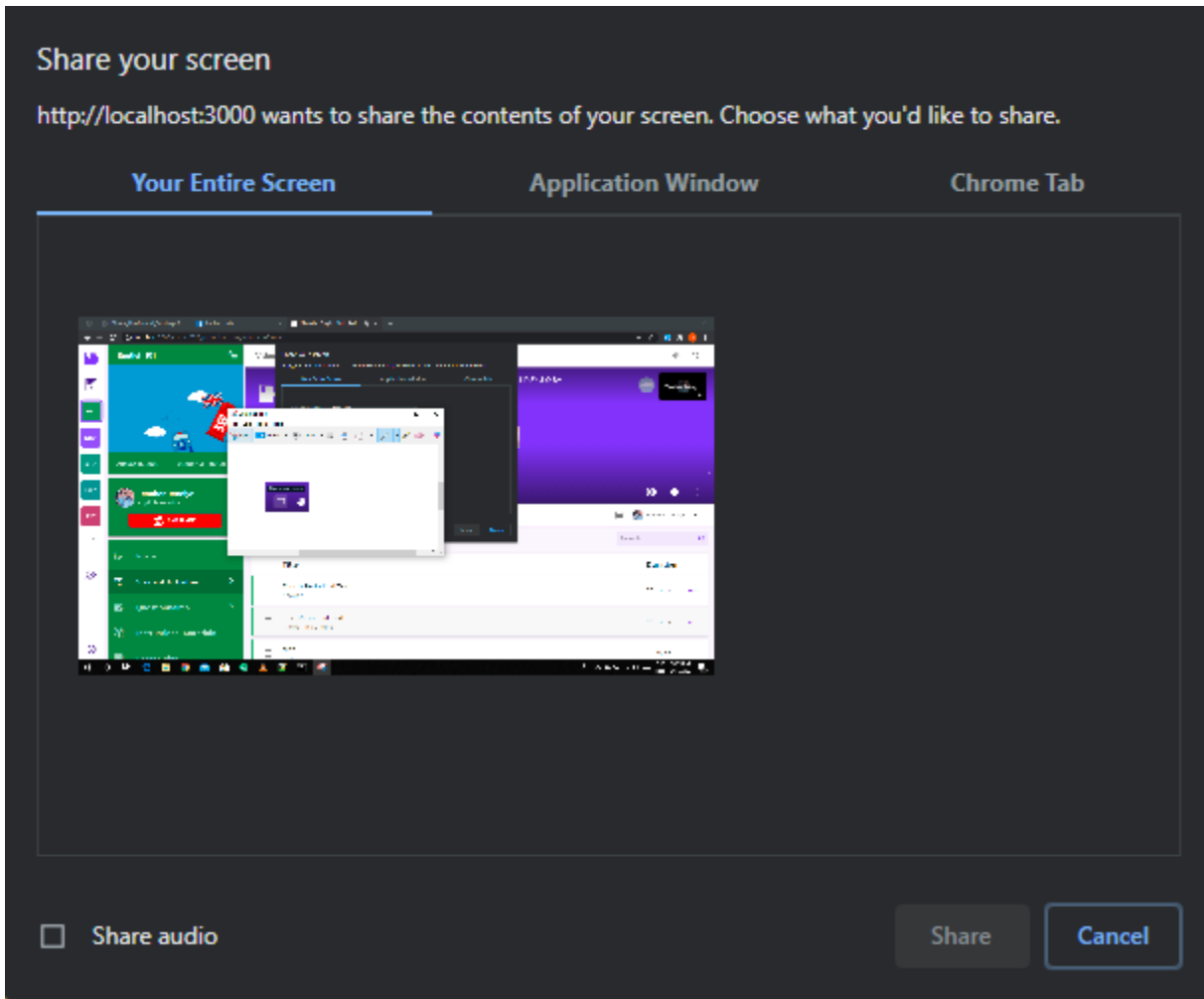
To share your screen, click on the leftmost button.



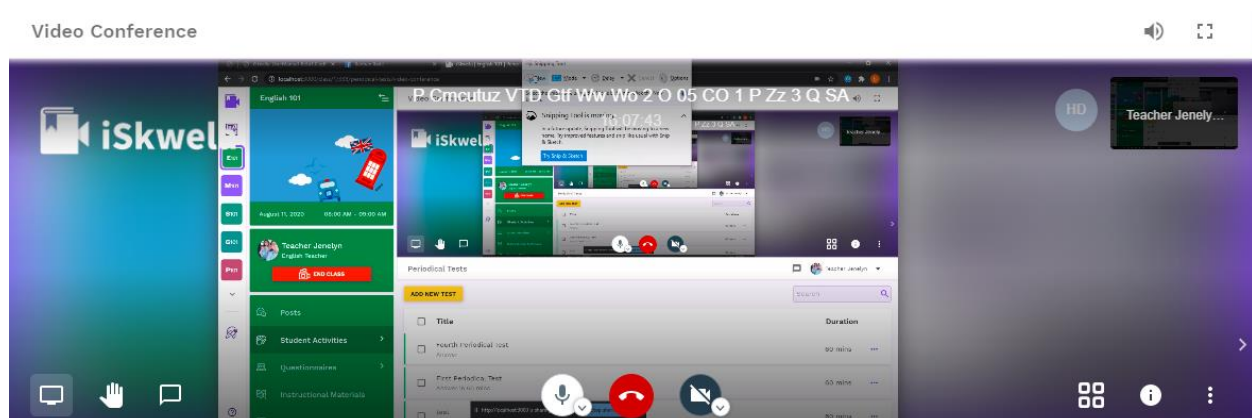
There are 3 options available for screen sharing.

1. Your Entire Screen - allows you to share all open apps in your device
2. Application Window - allows you to share a certain app only, example: browser.

3. Chrome Tab - the current browser you are using.

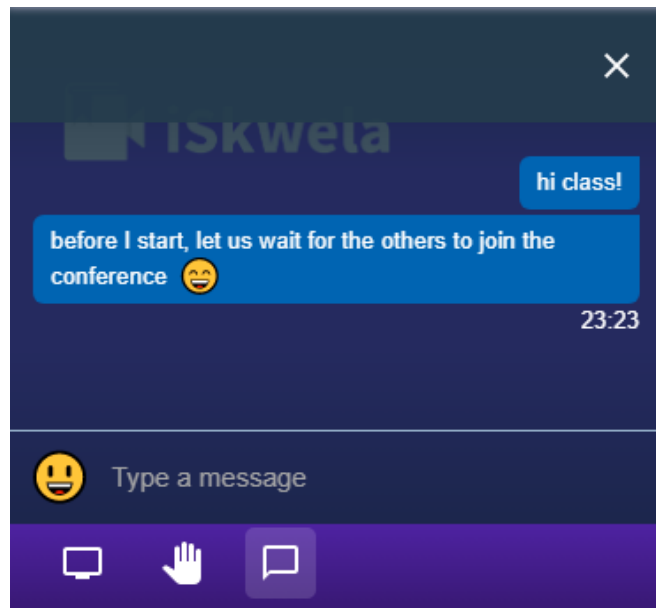


Once the Share button is clicked, the video conference will show your screen.



Chat

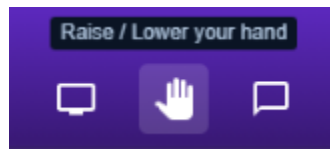
Click the chat icon to initiate the chat box.



Raise Hand

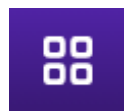
To have an interactive conference, the raise hand feature was made.

If a student wants to participate or ask a question, he or she can click the raise/lower hand button.



Toggle View

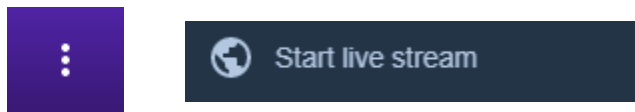
To change from one view to another, click the toggle button.



Live Stream

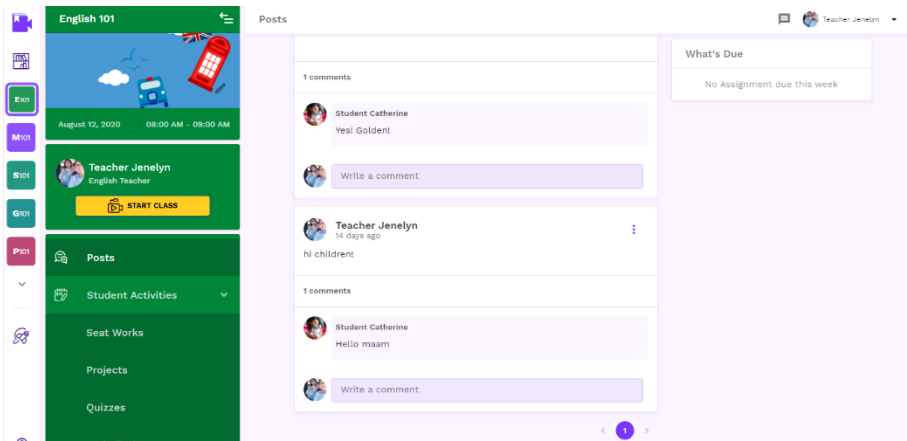
To start a live stream, click on the three dots on the right side and choose "Live Stream".

It will prompt you to enter your live stream key, which can be found on your youtube account.



Posts

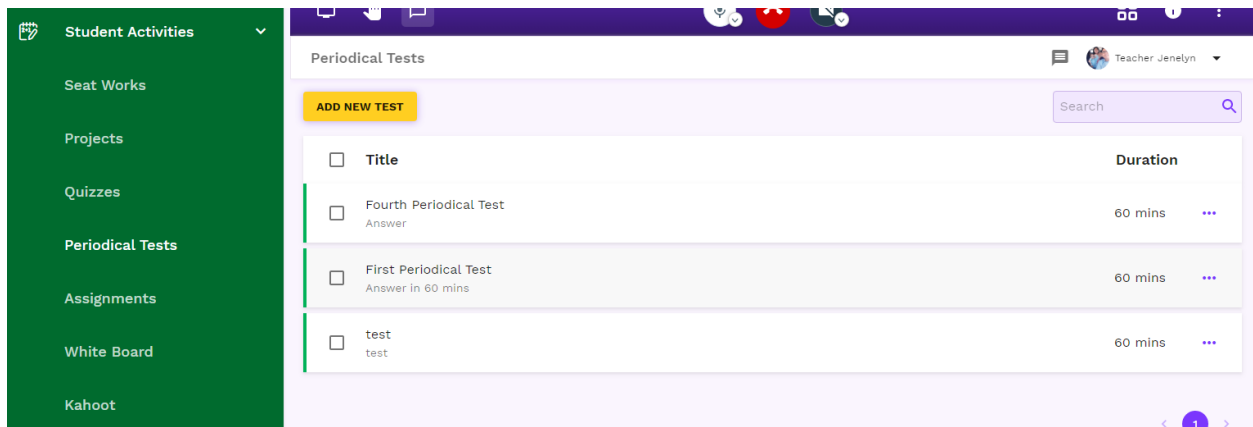
Teachers can post announcements and updates in this feature.



Student Activities

Teachers can create different types of activity, while students can only view and submit a file. The activities are listed with the latest one on top.

Activities can be seat works, projects, quizzes, periodical tests, quizzes, and assignments.



Add New Activity

To add an activity, follow these steps:

1. Enter a title.
2. Enter a description. This can be your instructions for the activity.
3. Enter from and to date.
4. Optional: add a file or a link.
 1. Add file will ask you to browse a file.
 2. Add link will ask you to enter a link.

5. Click the save button if you want to just save it without sharing to the class.
6. Click the publish button if you want to share it to the entire class.

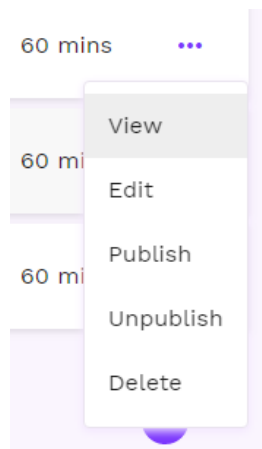
Note : After creating the activity, you can still publish or unpublish it.

The image shows a user interface for creating a quiz. At the top, there are five yellow buttons with black text: 'ADD NEW QUIZ', 'ADD NEW ACTIVITY', 'ADD NEW PROJECT', 'ADD NEW TEST', and 'ADD NEW ASSIGNMENT'. Below these buttons is a 'Create Quiz' form. The form has a title field, a duration field set to '60', a grading category dropdown set to 'Performance Test', and a large instruction text area. In the top right corner of the form, there are two buttons: 'ADD QUESTIONNAIRE' and a purple 'SAVE' button with a dropdown arrow. A close 'X' icon is also present in the top right corner of the form area.

Publish Activity

To publish an activity, you can do either of the following:

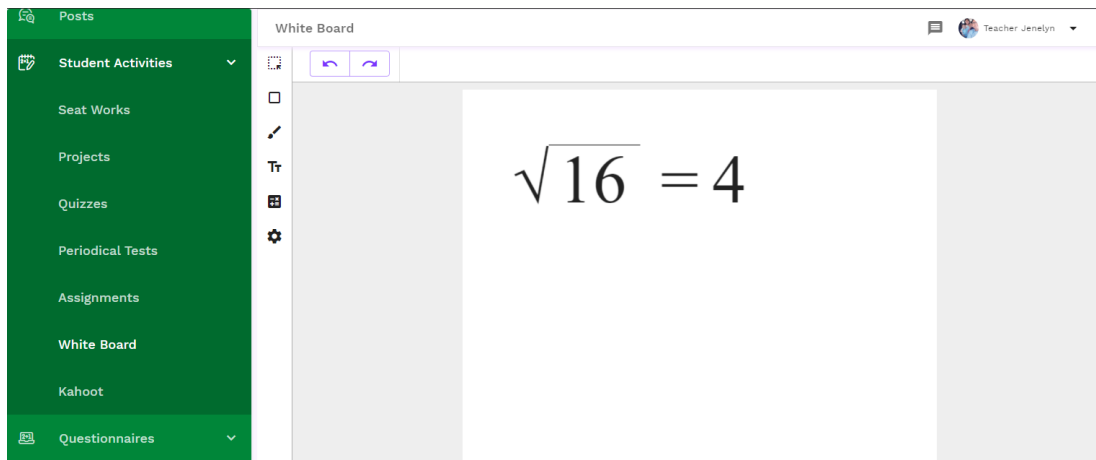
1. Click the **PUBLISH** button upon adding new activity.
2. Choose an activity, click the ... icon and choose Publish from the option.



The published activity will be shared to all students under the class.

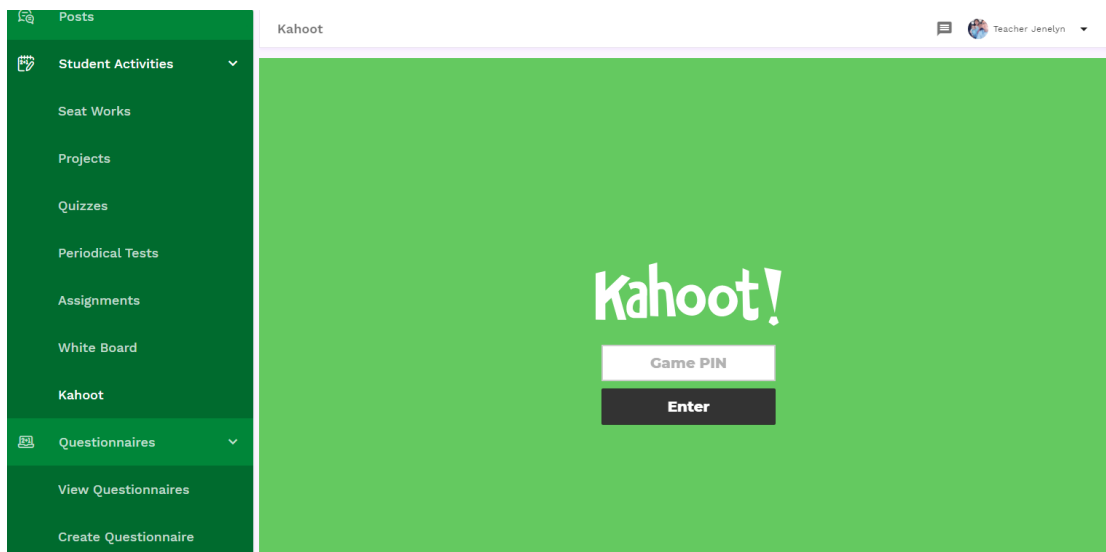
White Board

White board is a virtual board where teachers can draw and write notes regarding the discussion.



Kahoot

Kahoot is a game-based learning platform that enables teachers to provide a fun and creative medium of learning through games.



Questionnaires

[View Questionnaire](#)

Displays all the questionnaires that the teacher has made.

The screenshot shows the 'View Questionnaires' page for 'English 101'. The left sidebar contains a navigation menu with options: English 101, Teacher Jenelyn, START CLASS, Posts, Student Activities, Questionnaires (selected), View Questionnaires, Create Questionnaire, and Instructional Materials. The main content area has a header with 'View Questionnaires', a date filter (August 12, 2020), a status filter (All), and a search bar. Below the header is a table of questionnaires:

Title	Subject
New Quiz Questionnaire New Quiz Questionnaire	1
Quiz 1 Test	1
Opposites 1 Answer	1
Untitled Quiz 07-13-2020 test	1
Untitled Quiz 07-11-2020 Test	1
First Periodical Test Answer in 60 mins	6
Untitled Quiz 07-08-2020 -	1

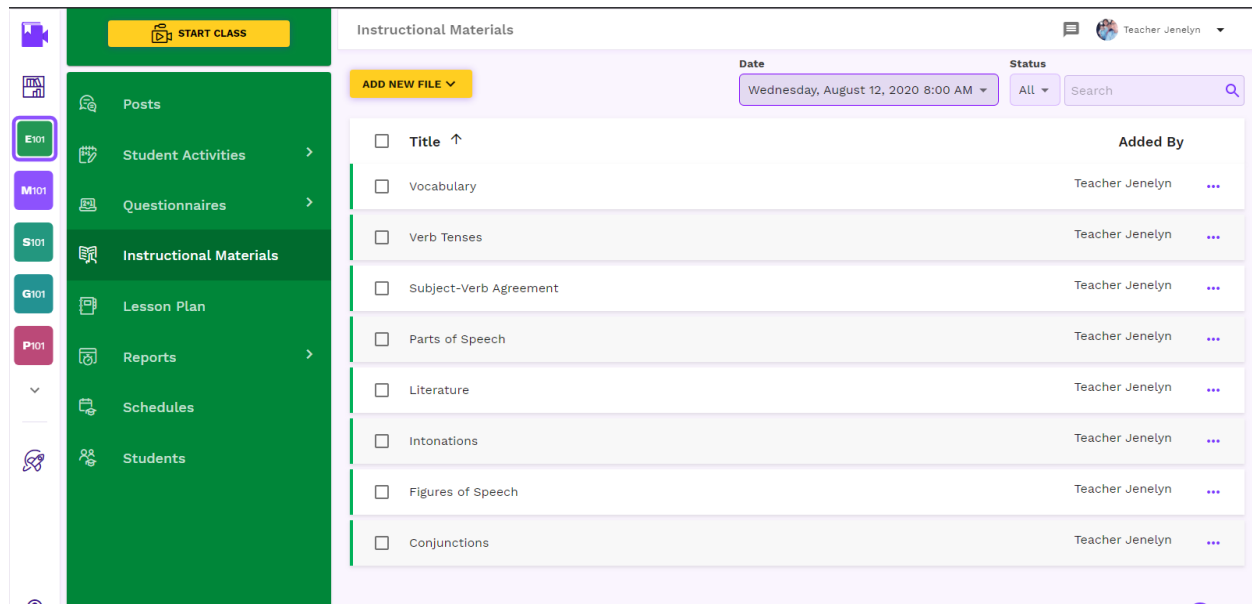
Create Questionnaire

To create a questionnaire, under the Questionnaires menu, select **Create Questionnaire**.

The screenshot shows the 'Create Questionnaire' page. The left sidebar is the same as the previous screenshot. The main content area has a header with 'Create Questionnaire', a star icon, and buttons for 'PREVIEW' and 'SAVE'. Below the header is a form for creating a questionnaire. The form includes a 'Question' field, a 'Score' field (set to 1), and an 'INSERT MEDIA' button. The 'Question Type' is set to 'Multiple Choice'. Below this are four choice options: 'Choice A', 'Choice B', 'Choice C', and 'Choice D', each with a checkmark. There is also a '+' button to add more choices.

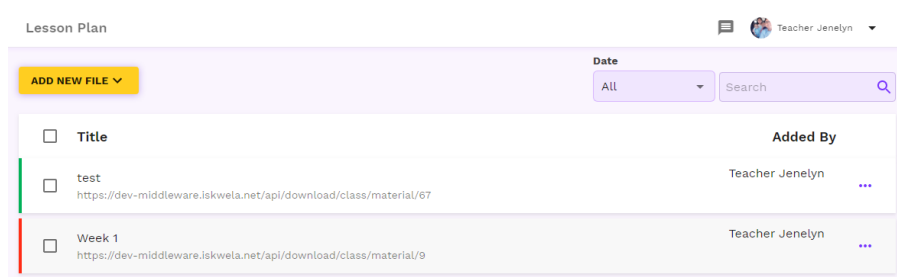
Instructional Materials

Holds all the instructional materials for the class.
This is similar to the lesson plan, teachers can add a web link or upload a file.



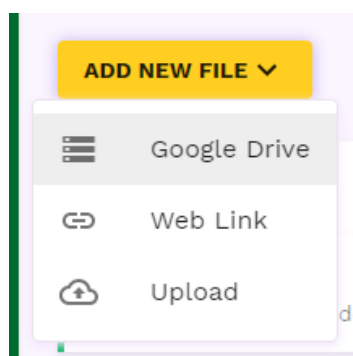
Lesson Plan

The teacher's guide for the students' course of learning. This is not viewable by students.

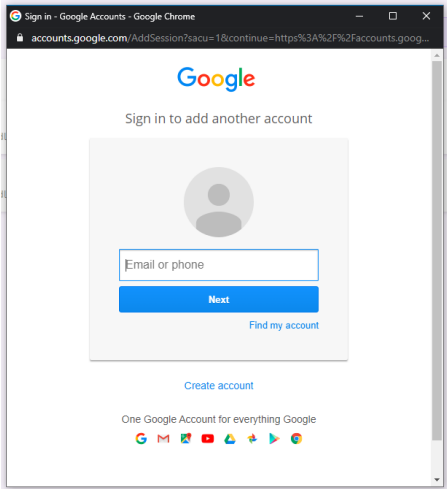


Add New File

Teachers can upload their lesson plans on this page or just add in the link.



Google Drive



Web Link

Web Link

Title

link


CANCEL

SAVE

File Upload

Upload

Title

 ADD

CANCEL

UPLOAD

View Uploaded File

Uploaded files can be viewed by clicking on the file link.
It can be downloaded or printed.

Week 1

KINDERGARTEN CATCH-UP EDUCATION DAILY PLANS WEEK 1: _____		
Monday	Tuesday	Wednesday
CONTENT FOCUS: I belong to a class. (classroom orientation) MEETING TIME 1: Message: Welcome! Today is the first day of school. Questions: We belong to the Kindergarten class. We will meet new friends. We will do different things in school.	MEETING TIME 1: Message: We have jobs in the classroom. Questions: What is a job? Why do we need jobs inside the classroom? What will happen if we do not do the job assigned to us? Show Job Chart and discuss how it will be used in the class.	CONTENT FOCUS: We do many things in school. MEETING TIME 1: Message: We do different things in school. - We play. We work. - We sing. We dance. - We eat. We rest. - We listen to stories. We browse through books. - We fix our classroom. Questions: What activities can we do in school? Which of the activities do you like to do?
WORK PERIOD 1 Teacher-Supervised: Self Portrait / (write-up) My name is _____. Independent: <ul style="list-style-type: none"> Block Play Lacing Boards (color boards) Find a Match (identical pictures) Color Match Drawing 	WORK PERIOD 1 Teacher-Supervised: Poster: I Can Help ... Independent: <ul style="list-style-type: none"> Block Play Lacing Boards (color boards) Color Fishing Game Drawing 	WORK PERIOD 1 Teacher-Supervised: Poster: We do many things in school! Color Call Out Independent: <ul style="list-style-type: none"> Playdough Name Collage (initial letter) Book: I Do Many Things in School Color Call Out Color Fishing Game
MEETING TIME 2: Activity: Count and Turn (1,2,3) Questions: Why do children go to school? Why are there children who do not go to school?	MEETING TIME 2: Rhythmic activity: Count and Turn (1,2,3)	MEETING TIME 2: Song: Ho Ang Unagapawa Ko Sa Paaralan Show Posters: We Do Many Things Activity: People Counting Game: Stand and Sit and Hopping Forward (1,2,3)
Supervised Recess STORY: Ayuhong Pumook Sa Paaralan	Supervised Recess STORY: Baki Manag ang Sundo Ko	Supervised Recess STORY: Celsa Studios and Corral Cat
WORK PERIOD 2: Teacher-Supervised: Junk Box Sorting Odd One Out Independent: <ul style="list-style-type: none"> Construction Toys Number Stations (quantities of 3) 	WORK PERIOD 2: Teacher-Supervised: Number Stations (quantities of 3) Independent: <ul style="list-style-type: none"> Color Fishing Game Construction Toys 	WORK PERIOD 2: Teacher-Supervised: Junk Box Sorting: Red/Not Red Objects Independent: <ul style="list-style-type: none"> Construction Toys Number Stations (quantities of 3)

Reports

Attendance

Keeps track of the students' absences and presence in the class.

Attendance

Status: Present

Teacher Jenelyn

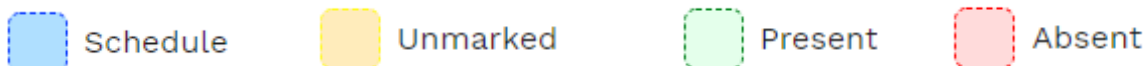
Name	Attendance
<input type="checkbox"/> Sheina Yoo 49 absences	0
<input type="checkbox"/> Student Mark 41 absences	8
<input type="checkbox"/> Student Catherine 47 absences	2
<input type="checkbox"/> Student Vhen Joseph 47 absences	2
<input type="checkbox"/> Student Jayson 47 absences	2
<input type="checkbox"/> Student Grace 47 absences	2
<input type="checkbox"/> Student Jenelyn 44 absences	5

Schedule

August (21) 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Below are the legends together with their corresponding interpretations.



Scores

Contains the list of students' scores from different activities.

Scores

From 05/31/2020 To 03/26/2021

Students Scores

Name	Assignments	Periodical Exams	Projects	Quizzes	Seatworks
Student Jenelyn	0%	0%	16%	0%	11.1%
Student Davy Jones	0%	0%	0%	0%	0%
Student Grace	0%	0%	0%	0%	0%
Student Jayson	0%	0%	0%	0%	0%
Student Vhen Joseph	0%	0%	0%	0%	0%
Student Catherine	0%	0%	0%	0%	0%
Student Dhame	0%	0%	0%	0%	0%
Student Jacque	0%	0%	0%	0%	0%
Student Tom	0%	0%	0%	0%	0%

Schedule

This is the list of schedules for the specific class. It shows the ff:

1. Date
2. Time
3. Teacher Name - since class can be re-assigned to a teacher
4. Status

Schedules

Search

Date	Time	Teacher	Status
May 31, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 1, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	ONGOING
June 2, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 3, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 4, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 5, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 6, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 7, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING
June 8, 2020	12:00 AM - 12:00 AM	Teacher Jenelyn	PENDING

Students List

This contains a list of students under the specific class.
It includes the student's additional information such as phone number and email for the teacher's reference should he or she needs to contact the student.

Students

Teacher Jenelyn

Search

Name	Phone	Email
Student Jenelyn	12345678	...
Student Davy Jones	12345679	...
Student Grace	12345680	...
Student Jayson	12345681	...
Student Vhen Joseph	12345682	...
Student Catherine	12345683	...
Student Dhame	12345684	...
Student Jacque	12345685	...
Student Tom	12345686	...