

iSkwela Admin Panel Manual

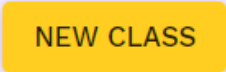
Note: To access the admin panel, hover on the side bar and click this icon:



Adding a New Class

To add a new class:

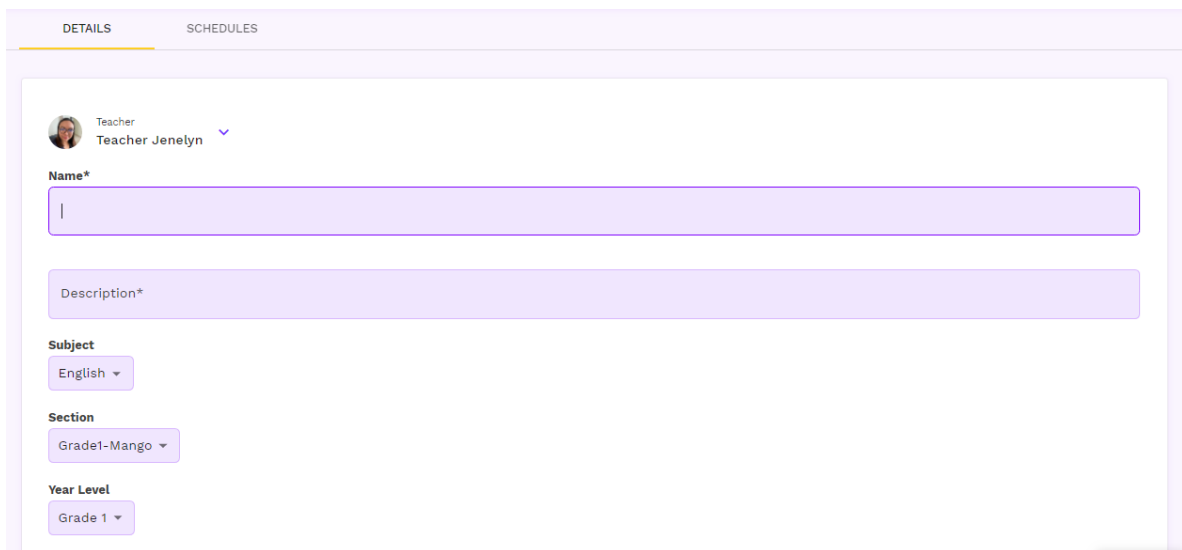
1. click on “**Classes**” and select “**New Class**”.



NEW CLASS

2. Once you are redirected to the “**Details**” section, fill out the relevant information regarding the class.



Note: Textboxes with “” emphasizes that these details are required thus it needs to be filled.*





The screenshot shows the 'DETAILS' tab selected in the iSkwela Admin Panel. At the top, there's a header with 'DETAILS' and 'SCHEDULES' tabs. Below the header, there's a user profile section for 'Teacher Jenelyn'. The main form area contains several fields: 'Name*' (a text input field), 'Description*' (a text area), 'Subject' (a dropdown menu with 'English' selected), 'Section' (a dropdown menu with 'Grade1-Mango' selected), and 'Year Level' (a dropdown menu with 'Grade 1' selected).

3. Afterwards, hover over the “**Schedules**” and fill everything out.

Date*

mm/dd/yyyy  mm/dd/yyyy 

Time*

--:-- --  --:-- -- 

Frequency

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

August (0) ▼ 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					

4. Once you're done, click the **"Save"** button and the class would be finally created.

SAVE



Understanding the Class Schedule

Start and End Dates

- Start Date – the date in which the classes will start.
- End Date – the date in which the classes will end.

Both of these dates are vital when creating a new class in order for the site to determine the duration of your classes. If changes shall occur regarding these dates, you can always modify it.

Date*

mm/dd/yyyy  mm/dd/yyyy 

Account Creations

To add an account for teachers, parents, and students, click on **"Accounts"**.

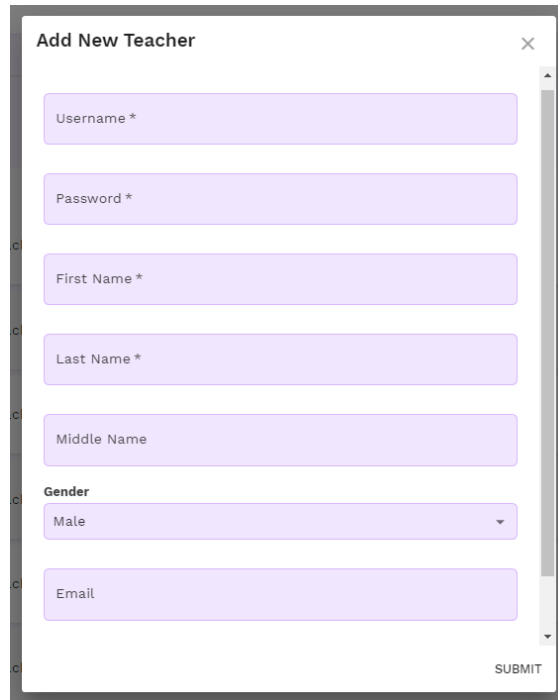
For Teachers

To add a teacher account:

1. Click the **"Add Teacher"** button.

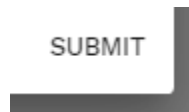
ADD TEACHER

2. The **“Add New Teacher”** form will pop-up. Fill-out the necessary details especially with fields that has a star (*) in it.



The image shows a pop-up form titled "Add New Teacher" with a close button (X) in the top right corner. The form contains several input fields: "Username *" (required), "Password *" (required), "First Name *" (required), "Last Name *" (required), "Middle Name" (optional), "Gender" (a dropdown menu currently showing "Male"), and "Email". A "SUBMIT" button is located at the bottom right of the form.

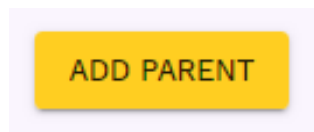
3. Once you're done, click on **“Submit”**.



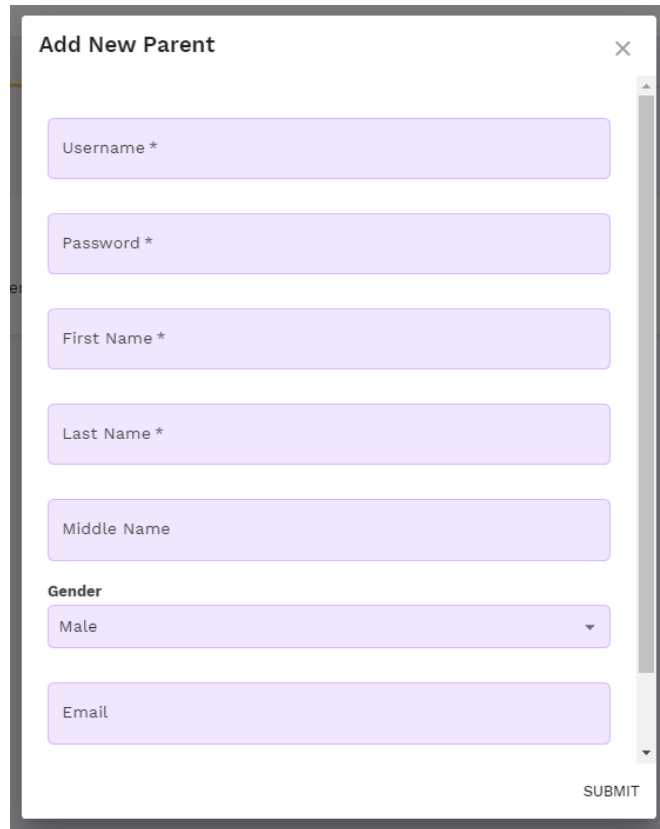
For Parents

To add a parent account:

1. Click the **“Add Parent”** button.



2. The **“Add New Parent”** form will pop-up. Fill-out the necessary details especially with fields that has a star (*) in it.



Add New Parent X

Username *

Password *

First Name *

Last Name *

Middle Name

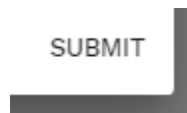
Gender

Male ▼

Email

SUBMIT

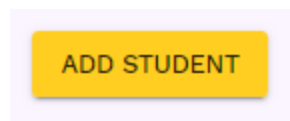
3. Once you're done, click on **"Submit"**.



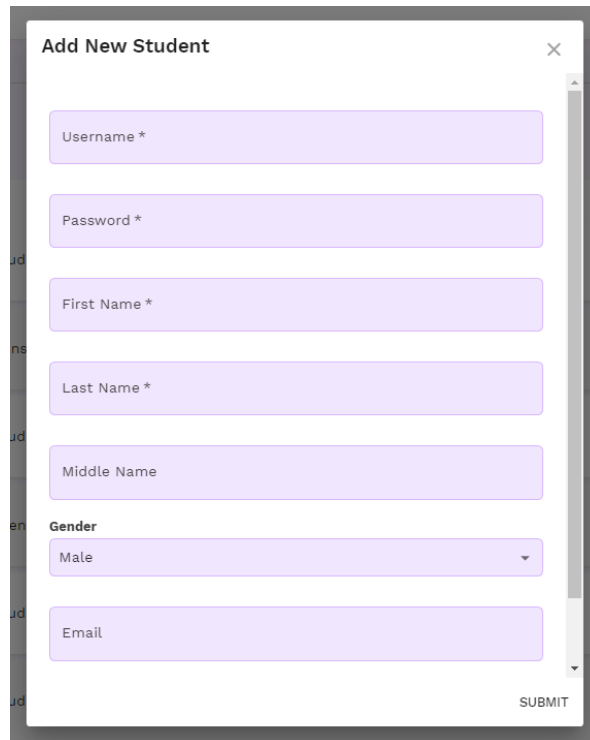
For Students

To add a student account:

1. Click the **"Add Student"** button.



2. The **"Add New Student"** form will pop-up. Fill-out the necessary details especially with fields that has a star (*) in it.



Add New Student [X]

Username *

Password *

First Name *

Last Name *

Middle Name

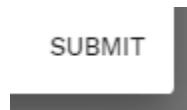
Gender

Male ▼

Email

SUBMIT

- Once you're done, click on **“Submit”**.

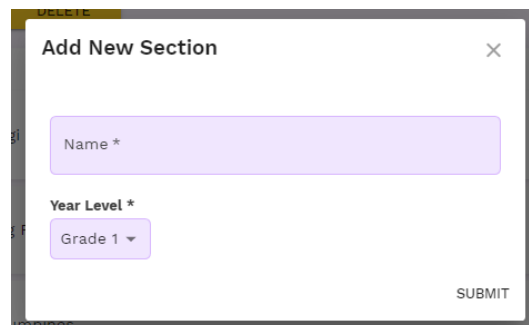


Student Group Creation

Student Groups are the school administrator's way to filter or group students according to their sections and grade levels. To create a student group, click on the **“New Section”** button.

NEW SECTION

Type the name of the student group together with the group's grade level.



Add New Section [X]

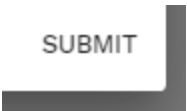
Name *

Year Level *

Grade 1 ▼

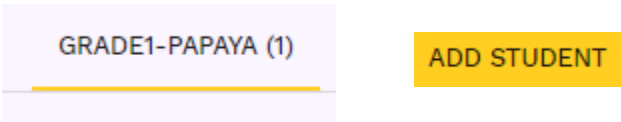
SUBMIT

Click on **“Submit”**.

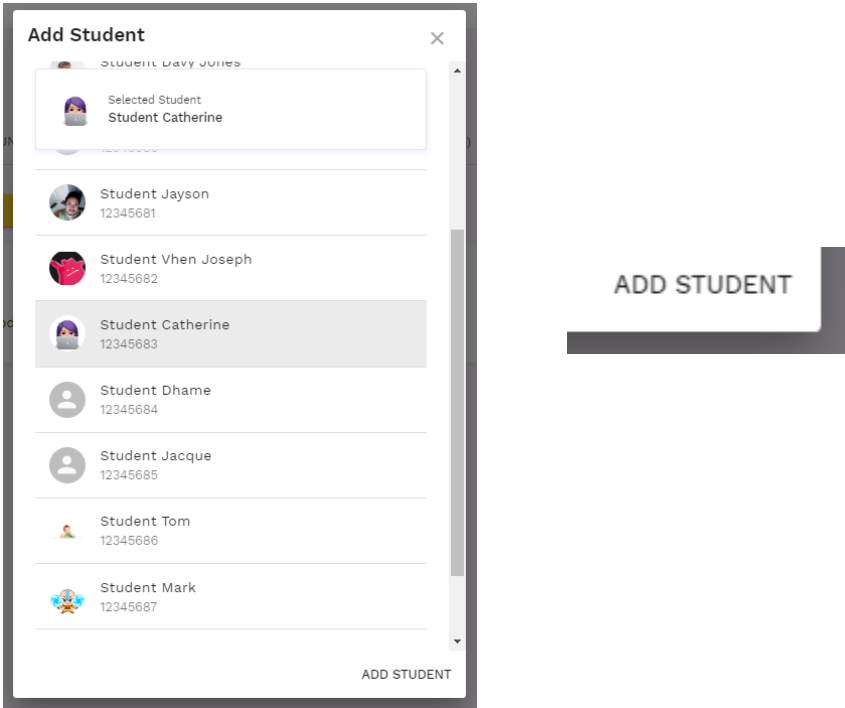


Add a Student into a Student Group

To add a student into a certain student group, hover and select the name of the student group and click **“Add Student”**.

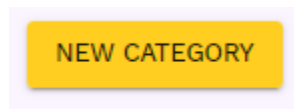


Select the student that you wanted to add and click **“Add Student”** place on the bottom right part of the form.

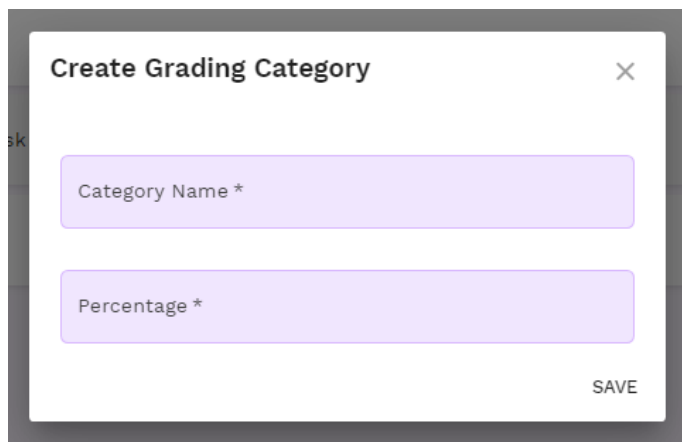


Set Grading Categories

To set a grading category, hover over “**Grading Categories**” tab and click on the “**New Category**”.



Set the category name along with its percentage and click “**Save**”.

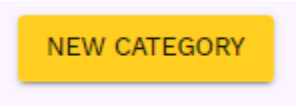


Set Grading Categories Per Subject

To set a grading category of a certain subject, hover over the “**Subject Grading**” tab and select the subject.



Click “**New Category**”, choose the category name accordingly and set the percentage.



Create Subject Grading Category

Category Name

Periodical Test

Percentage *

SAVE

Click **“Save”**.

