



User Manual

Preamble

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Table of Contents

Part I – Starting iLearn	4
Part II – Logging In	4
Part III – Main Window	5
Changing Your Password	6
Logging Out	6
Exiting iLearn	6
Glossary	

Part I - Starting iLearn

To start iLearn double click the icon named iLearn on your desktop.
Alternatively, you can locate it from your Start menu under the folder iLearn.



Part II - Login

You must enter a user name and password to access iLearn. That user name and password will be supplied by the System Administrator.

After starting iLearn, you will be presented with the login screen below:

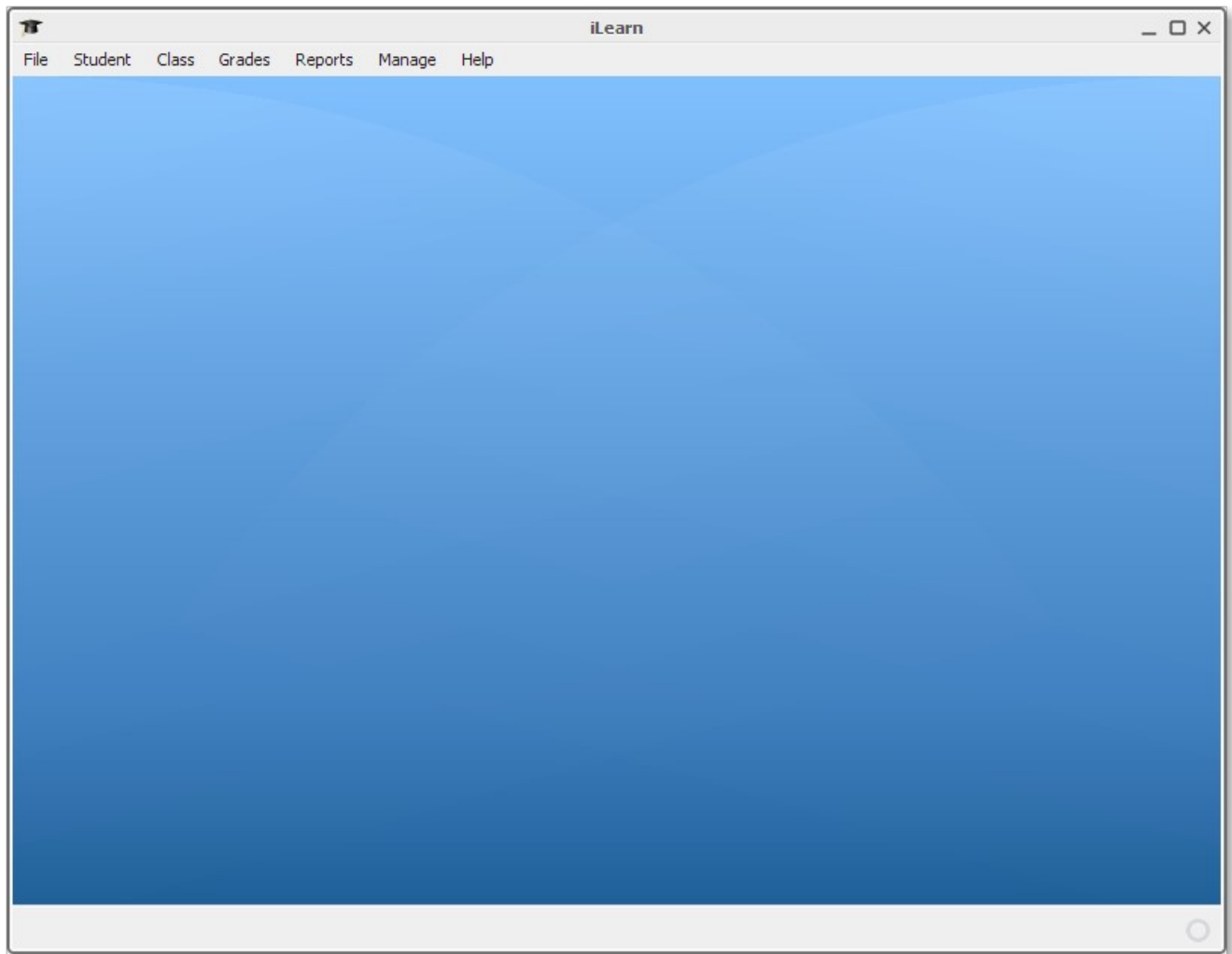


Type in the user name and password supplied by the System Administrator and click the Login button. If login is successful, the login window will disappear and the program will load the main window. Once logged in, the system will keep a record of your actions.

If your user name and / or password do not match those on file, you will be asked to enter them again. You have three chances to login before the program exits.

Part III - Main Window

The main window is shown below:

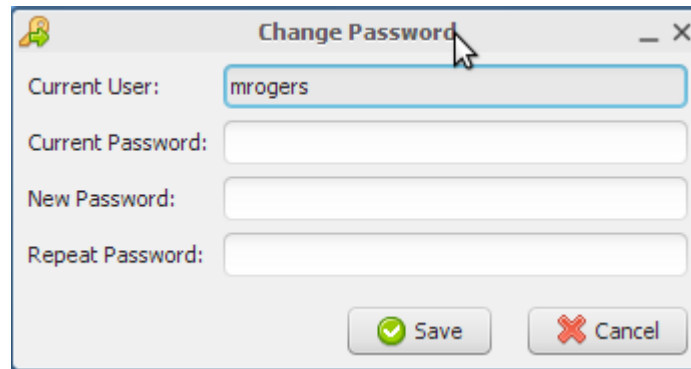


Depending on your level of access, some of the menu choices will be disabled.

Changing Your Password

Change your password often in order to avert any identity theft.

To change your password select File → Change Password from the main menu.



- Enter your current password and new password in the respective fields.
- Enter your new password once more in the repeat password field to ensure you don't have any mistakes in your new password that would prevent you from logging in later.
- Click Save to save the changes

Logging Out

Logging out enable someone else to use the program with the privileges granted to them. For example if a Head of Department wishes to override a grade or action.

To log out select File → Logout from the main menu.

The program will ask you to confirm if you want to logout. If you select Yes all open windows will be closed, the menu will be disabled and the login screen will appear.

At this point, the program is ready to accept another user's credentials and grant him / her the appropriate access.

If No is selected the program will simply return to its previous state.

Exiting iLearn

Exiting iLearn will also log you out of the system.

To exit iLearn select File → Exit from the main menu. The program will ask you to confirm if you want to exit. If you select Yes all open windows will close and the program will shutdown.

Part IV – Students

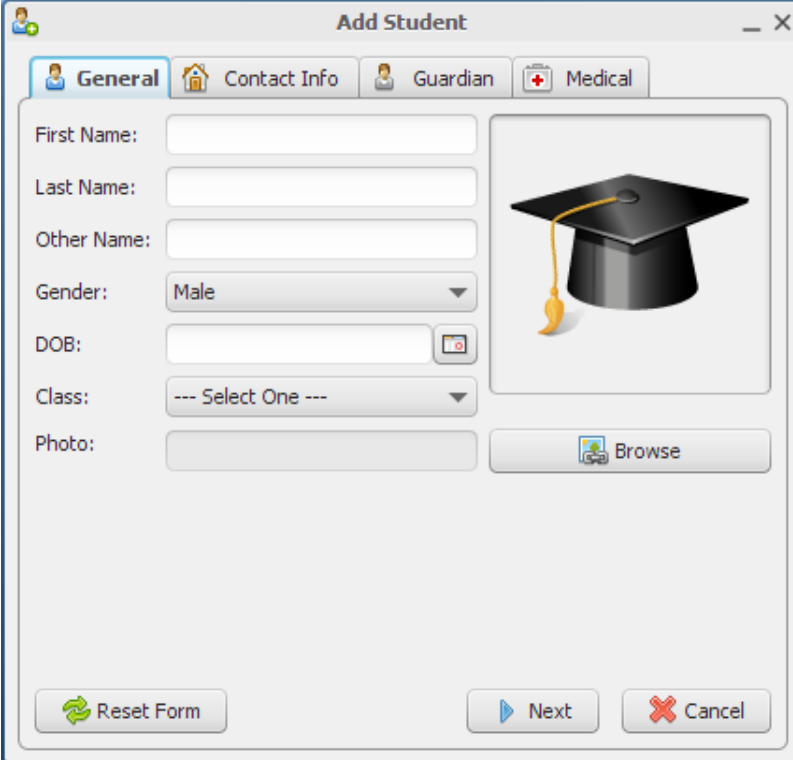
The student module allows you to add, edit and view student information. This module is responsible for handling the students' **personal** information and **class** assignments.

Add a Student

The minimum information required to add a student are:

- First Name
- Last Name
- Gender
- Date of Birth
- Class

To add a student select Student → Add Student from the main menu.



Note: Student IDs are automatically assigned by the system.

First Name – This is the student's first name. This is a required field.

Last Name – This is the student's surname or family name. This is a required field.

Gender – This is the student's gender.

DOB – This is the student's date of birth. You may type in the date using the format MMM dd, YYYY or click the calendar button next to the date field and select the date.

Class – This is the class the student is assigned to.

Photo – This is a photo of the student. To add a photo to the student's record click **Browse** and select the appropriate image file from your machine. If no photo is selected a default image will be used instead.

Email – This is an email address which can be either assigned by the school or be a student's personal email. This can be used later to send notices to the student.

Phone – This is the student's contact number.

Home Address – This is where the student is resides.

Mailing Address – This is where the student wishes to receive mails if different from his / her home address.

Guardian Name – This is the name of the student's primary guardian. This can be used in cases of emergency to notify a parent.

Guardian Telephone – This is the primary guardian's contact number.

Guardian Address – This is the address of the primary guardian.

Primary Doctor – The name of the student's preferred doctor in the case of medical emergencies and where the primary and secondary guardians cannot be contacted.

Doctor Telephone – This is doctor's contact number.

Preferred Hospital – This is the student's preferred hospital or clinic.

Fill in the information

Glossary

This document uses certain terms that may be confusing and or ambiguous. This section attempts to clarify what these terms mean within the context of iLearn.

Student A student is an individual which is assigned to a class during registration.

Class This refers to the collective group of students taking the same subjects at the same time. It is not to be confused with Subject.

Subject This is a lesson taken by a class . A class takes many subjects which occur during different time slots.