**Training materials**

**Home Page**

Home page will have options to go to the next page of what you are looking for.

**Options**

* Manage Students
* Manage Courses
* Manage Enrollments
* Messaging System
* Classroom Schedule
* Logout

**Manage Students**

When this option is chosen, a dashboard with student information is shown. It then prompts you to enter the “First Name”, “Last Name”, Date of birth, Address, Email. After this is done the the student is then added to the data base system.

**Manage Courses**

The course management tab will allow the user to edit courses for the students and staff. There will be a buttons allowing the user to enter the current class that they are in and the desired class. There is a box to enter the information of the user requesting. Once the new class is entered then the user is able to send the request.

**Enrollment Management**

This option will allow the enrolled to change any details that need to be changed. The user is able to edit the “Address”, “Email”. This will also allow the administrator to change the status of the students or teachers.

**Messaging System**

This feature will allow the users to type out and send messages. The user will type in the other user that they want to message and and what the subject is about. The message will have a text box so the user is able to type the message. After the message is filled out, the user will click on the send button. The message is then sent.

**Classroom Schedule**

Class room scheduling will allow the user to set the schedule for the student or staff. The Box with the time will prompt the user to enter the “Course name”, then the Start date, the End date, the Start time and the End time. Once the the time and date are filled out, the user will then need to fill out “Reserved By” and then the purpose of the purposed classroom change.

**Log Out**

This will allow the user to exit out of the program securely. Click on the “logout” button to logout.