

**Q1: How can I see today's lessons?**

**A:**

Click the "Home" button in the sidebar. You will see a section called "Today's Schedule" that shows all of your lessons scheduled for today, including the time, subject, and type (Private or Group).

**Q2: What does "Private" or "Group" mean next to a lesson?**

**A:**

"Private" means the lesson is one-on-one with a student. "Group" means the lesson includes multiple students.

**Q3: How do I switch between today's schedule and the full week?**

**A:**

Use the toggle buttons above the schedule. Click "Full Week" to view the weekly schedule and "Today's Schedule" to go back to today's lessons.

**Q4: What is the "Keep in Mind" section?**

**A:**

The "Keep in Mind" panel helps you track important notes or upcoming exams for your students. Each note shows the student's name, exam date, and subject.

**Q5: How can I add a new note to the "Keep in Mind" section?**

**A:**

Click the "+ Note" button at the top of the "Keep in Mind" section. A form will appear where you can add a note about a student's upcoming exam or anything else you want to remember.

**Q6: How do I delete a note from "Keep in Mind"?**

**A:**

Click the red "Delete" button next to the note you want to remove. It will be permanently deleted.

**Q7: How do I log out of the system?**

**A:**

Click the “Sign Out” button located at the bottom of the sidebar to safely log out of your account.

**Q8: How can I see which students are in a specific lesson?**

**A:**

Click on any lesson in the "Today's Schedule" section. A box will appear below showing the names of all students assigned to that lesson.

**Q9: How do I close the list of students after viewing it?**

**A:**

Click the “Close” button below the list of students to hide the details and return to the normal view.

**Q10: Can I see student names for both Private and Group lessons?**

**A:**

Yes. For private lessons, the student name will appear alone. For group lessons, you'll see all the students assigned to the group.

**Q11: Can I edit which students are in a group lesson from this screen?**

**A:**

No. You can only view the students from this screen. To edit the student list for a group lesson, go to the lesson editing page.

**Q12: How can I view the list of my students?**

**A:**

Click the "**Students**" button in the sidebar. You'll see a list of all your assigned students, each card showing their name, grade, and subjects.

**Q13: What information is shown for each student on the Students Page?**

**A:**

Each student card displays the student's name, current grade, and the subjects they are learning with you.

**Q14: How can I find a specific student?**

**A:**

Use the search bar at the top of the Students Page. Start typing the student's name, and matching results will appear automatically.

**Q15: How do I see more details about a specific student?**

**A:**

Click on the student's name or card. This opens the student profile page with full details including lessons, performance, and exams.

**Q16: What kind of information can I see on the student's profile page?**

**A:**

You can see the student's general info (name, grade, subjects), parent phone number, learning accommodations, lesson type (Private/Group), and more.

**Q17: What is the "Lesson History" section?**

**A:**

It shows all past lessons the student attended. Each row includes the date, teacher, subject, lesson notes, and a progress score.

**Q18: Can I filter the lesson history?**

**A:**

Yes. You can filter lessons by **teacher**, **subject**, and **date** using the dropdown menus and date selector above the table.

**Q19: What does "Engagement Level" and "Recent Performance" mean?**

**A:**

"Engagement Level" refers to how actively the student participates during lessons

(e.g., High, Moderate).

"Recent Performance" is a general evaluation of how well the student has been doing lately.

**Q20: What does "Attendance Count Weekly" show?**

**A:**

It shows how many lessons the student attends on a weekly basis. This helps measure consistency and involvement.

**Q21: What is the "Progress Over Time" graph?**

**A:**

It's a visual chart that tracks the student's progress scores across lessons over time. Each point reflects the value given after a lesson.

**Q22: Where can I see a student's exams?**

**A:**

At the bottom of the profile page, under the "Exams" section. It shows each exam's subject, date, and a brief description of the material.

**Q23: How do I add a new exam for a student?**

**A:**

Click the "**Add Exam**" button in the Exams section. A form will appear where you can enter the subject, date, and material covered in the exam.

**Q24: What is the "Learning Accommodations" section?**

**A:**

It lists any special support or adjustments the student needs during lessons, such as preferred learning style, use of calculators, or oral accommodations.

**Q25: What do the progress numbers in the lesson table mean?**

**A:**

They show how much progress the student made in each lesson. A higher number usually means better understanding or engagement during that session.

**Q26: How can I view all recent lessons?**

**A:**

Click on the "**Lesson Log**" button in the sidebar. You will see a table listing all recent lessons with details like date, subject, teacher, and students.

**Q27: Can I filter the lessons by teacher or subject?**

**A:**

Yes. Use the dropdown filters at the top of the table to select a specific teacher or subject and narrow down the list.


**Q28: What does the "Show more" button do?**

**A:**

Clicking "**show more**" next to a lesson will open a page with full lesson details, including duration, notes, number of students, and progress score.

**Q29: What does the paper-and-pencil icon do?**

**A:**

Click the icon (  ) to **edit the lesson**. You will be taken to a form where you can update the subject, date, duration, notes, and progress score.

**Q30: What information can I see on the lesson details page?**

**A:**

You'll see the date, teacher, student(s), subject, lesson duration, notes, progress score, and how many students attended the lesson.

**Q31: How do I edit a lesson?**

**A:**

From the Lesson Log, click the pencil icon next to the lesson. Then update any field you want in the edit form and click "Update Lesson" to save your changes.

**Q32: What is the “Progress Assessment” field used for?**

**A:**

It represents how well the student(s) performed in that lesson, on a scale that your school defines. A higher number means better performance.

**Q33: Can I update the notes or change the duration of the lesson?**

**A:**

Yes. You can freely update the lesson notes and duration (in minutes) from the edit lesson form before saving.

**Q34: What happens after I click “Update Lesson”?**

**A:**

Your changes will be saved and applied to that lesson. You’ll be redirected back to the Lesson Log or see a confirmation.

**Q35: How do I add a new lesson?**

**A:**

Go to the “Lesson Log” page and click the “+ Add” button. A form will appear where you can enter lesson details.

**Q36: Can I add more than one lesson at a time?**

**A:**

Yes. Use the “+ Add Row” button at the bottom of the form to add multiple lessons in one go before saving.

**Q37: What information do I need to fill in when adding a lesson?**

**A:**

You need to select:

- **Date and Start Time**
- **Student**
- **Subject**

- **Duration** (in minutes)
- Optional: **Lesson Notes** and **Progress Assessment**

**Q38: What does “Save All Lessons” do?**

**A:**

After entering one or more lessons, click **“Save All Lessons”** to store them in the system. Each row will be saved as a separate lesson.

**Q39: Can I leave the notes or progress fields empty?**

**A:**

Yes. Those fields are optional. However, filling them helps track the lesson quality and student engagement more accurately.

**Q40: What does the “Show [10/20/30] lessons” dropdown do?**

**A:**

It allows you to choose how many lessons to display at once in the Lesson Log table. You can switch between showing 10, 20, or more lessons per page.

**Q41: How do I open my profile page?**

**A:**

Click your initials icon (e.g., "RF") at the top-right corner of the screen, then choose **“Profile”** from the dropdown menu.

**Q42: What information is shown on my profile page?**

**A:**

Your profile displays your full name, email address, teaching subjects, years of experience, current status (active/inactive), and the date you joined Tarkiz. It also shows how many students are currently assigned to you.

**Q43: Can I see how many students I teach?**

**A:**

Yes. On your profile page, you'll see a line that says **“Total Students Assigned”**,

followed by a clickable number showing how many students are currently assigned to you.

**Q44: How do I access the application settings?**

**A:**

Click your profile icon at the top right, then select “**Settings**” from the dropdown. You’ll be taken to the Application Settings page.

**Q45: What can I change in the settings page?**

**A:**

You can choose between **Light Mode** and **Dark Mode**, and enable or disable **Notifications**. Make sure to click “**Save Settings**” to apply your changes.

**Q46: Will my preferences be saved after I log out?**

**A:**

Yes. Once you click “**Save Settings**”, your preferences are stored and applied the next time you log in.

**Q47: How do I log in as a teacher?**

**A:**

On the login page, make sure “**Teacher Login**” is selected. Enter your email and password, then click “**Log In**” to access your teacher account.

**Q48: How do I log in as an admin?**

**A:**

Click the “**Admin Login**” button, then enter your admin email and password. Click “**Log In**” to access the admin dashboard.

**Q49: What should I do if I entered the wrong password?**

**A:**

Check that your password is correct and try again. If the issue continues, contact the system administrator for help resetting your password.



**Q50: I don't remember which login type I should use. What do I do?**

**A:**

If you're a teacher, use **“Teacher Login”**. If you're a center admin, click **“Admin Login”** before signing in with your email and password.

**Q51: What do the numbers at the top of the page represent?**

**A:**

They show a quick summary of how many teachers, students, lessons, and exams exist in the system.

**Q52: How can I know how many teachers are in the system?**

**A:**

Look at the top section labeled "Teachers" — it displays the total number of active teachers.

**Q53: How do I see the total number of students?**

**A:**

The total student count is shown next to the "Students" icon at the top of the dashboard.

**Q54: Can I see how many lessons have been scheduled?**

**A:**

Yes. The number next to the "Lessons" icon shows how many lessons are currently in the system.

**Q55: Where can I find the total number of exams?**

**A:**

At the top of the page, next to the purple exam icon, you'll see the total number of exams logged.

**Q56: What is the “Add Teacher” button for?**

**A:**

It allows you to add a new teacher to the platform quickly.

**Q57: How do I add a new student?**

**A:**

Click the green "Add Student" button and fill in the required information.

**Q58: What does “Schedule Lesson” mean?**

**A:**

It lets you assign a future lesson to a teacher and student(s) with subject, date, and time.

**Q59: What is the purpose of the “Log Exam” button?**

**A:**

It's used to record a student's upcoming or completed exam, including subject and date.

**Q60: Can I use these buttons to quickly manage the platform?**

**A:**

Yes. The Quick Actions buttons are shortcuts for common admin tasks.

**Q61: What does the “Students by Subject” chart show?**

**A:**

It displays how many students are currently enrolled in each subject.

**Q62: What does the “Teachers by Subject” chart show?**

**A:**

It shows how many teachers are assigned to each subject.

**Q63: How can I interpret the student subject graph?**

**A:**

Each bar represents the number of students learning a specific subject.

**Q64: Is it possible to see how many students learn each subject?**

**A:**

Yes. That's what the "Students by Subject" chart helps visualize.

**Q66: What is the “Recent Activity” section?**

**A:**

It lists the most recently added lessons, helping admins stay updated.

**Q67: What information is shown under recent activity?**

**A:**

It includes the subject of the lesson and the date it was scheduled.

**Q68: Can I view more than just the latest few activities?**

**A:**

Not directly from this box, but you can use the "Lesson Log" for full history.

**Q69: How do I know which teacher added a lesson?**

**A:**

The recent activity section shows the subject and date, but teacher info appears in the Lesson Log.

**Q70: What pages can the admin access from the sidebar?**

**A:**

Admins can access Home, Students, Teachers, Schedules, Lesson Log, and Exams.

**Q71: What is the “Schedules” section used for?**

**A:**

It shows an overview of all scheduled lessons across the platform.

**Q72: How is the “Exams” section different from “Lesson Log”?**

**A:**

Lesson Log shows past lessons, while Exams tracks tests assigned to students.

**Q73: How do I sign out of the admin account?**

**A:**

Click the "Sign Out" button at the bottom of the sidebar.

**Q74: Can I return to this dashboard later?**

**A:**

Yes. After signing in again, you'll be taken back to the admin dashboard.

**Q75: How can I view all the students in the system?**

**A:**

Click the "Students" button in the sidebar. A table will appear showing all students with their name, grade, subjects, and action buttons.

**Q76: What information is shown in the students table?**

**A:**

Each row shows the student's full name, current grade, subjects they are learning, and buttons to edit or delete their profile.

**Q77: How do I search for a specific student?**

**A:**

Use the search bar above the table. Start typing a student's name and matching results will appear immediately.

**Q78: Can I filter students by grade or subject?**

**A:**

Yes. Use the “Filter by Grade” and “Filter by Subject” buttons above the table to narrow down the student list.

**Q79: How do I sort the list of students alphabetically?**

**A:**

Click the "Sort: A → Z" button to sort students by name in ascending order.

**Q80: What happens when I click the “Edit” button next to a student?**

**A:**

You’ll be taken to a form where you can update that student's information such as grade, subjects, accommodations, or learning style.

**Q81: How do I delete a student from the system?**

**A:**

Click the red “Delete” button next to the student’s row. A confirmation will appear before permanently removing the student.

**Q82: How can I add a new student?**

**A:**

Click the blue “Add Student” button at the top-right of the students page. A form will appear where you can enter the student's details.

**Q83: What does the “Student ID” field mean?**

**A:**

This is a unique identifier for the student. It’s required to save the profile and must be different from other IDs.

**Q84: What information is required when adding a student?**

**A:**

You must provide Student ID, Full Name, Grade, and whether the student attends private or group lessons.

**Q85: What does “Preferred Learning Style” refer to?**

**A:**

It allows you to note how the student learns best (e.g., visual, auditory, reading/writing), which helps with lesson planning.

**Q86: What is “Attendance Count Weekly”?**

**A:**

This field tracks how many lessons per week the student is expected to attend.

**Q87: Why do I need to enter the parent’s phone number?**

**A:**

It helps keep contact with guardians for scheduling or emergencies. It’s recommended but not mandatory.

**Q88: What subjects can I assign to a student?**

**A:**

You can select from Hebrew, English, Math, and Arabic by checking the relevant boxes.

**Q89: What are the checkboxes under accommodations for?**

**A:**

They let you record if the student has needs like reading accommodation, oral response permission, use of a calculator, etc.

**Q90: What does the “Learning Difficulties” checkbox indicate?**

**A:**

It marks that the student has diagnosed learning difficulties and might need special attention during lessons.

**Q91: What happens when I click “Save Student”?**

**A:**

The student's profile will be created and added to the system. You'll be redirected to the students table.

**Q92: Can I leave some fields empty in the form?**

**A:**

Yes. Only the fields marked with a star (\*) are required. Other fields like phone number and accommodations are optional.

**Q93: Can I update a student's details after adding them?**

**A:**

Yes. Click the yellow "Edit" button next to the student in the table to open their profile and make changes.

**Q94: How can I view all teachers in the system?**

**A:**

Click on the "Teachers" button in the sidebar. A table will appear showing each teacher's name, email, subjects, experience, status, and action buttons.

**Q95: What information is shown in the teachers table?**

**A:**

The table includes the teacher's full name, email, assigned subjects, years of experience, current status (Active/Inactive), and options to edit or delete.

**Q96: How can I search for a specific teacher?**

**A:**

Use the search bar at the top of the page. You can search by name or email to find the teacher you're looking for.

**Q97: Can I filter teachers by subject?**

**A:**

Yes. Click “Filter by Subject” and choose a subject to show only the teachers who teach it.

**Q98: Can I filter teachers by status?**

**A:**

Yes. Use the "All Statuses" dropdown to filter by Active or Inactive teachers.

**Q99: What happens if I click the “Edit” button next to a teacher?**

**A:**

You’ll be taken to a form where you can update the teacher’s details, such as subjects, experience, or status.

**Q100: How do I delete a teacher from the system?**

**A:**

Click the red “Delete” button. You’ll be asked to confirm the deletion before the teacher is permanently removed.

**Q101: How do I add a new teacher?**

**A:**

Click the “Add Teacher” button at the top-right of the Teachers page. A form will open where you can fill in the teacher’s information.

**Q102: What is the “Teacher ID” field used for?**

**A:**

It’s a unique identifier for the teacher (e.g., T001). Each teacher must have a different ID

**Q103: What subjects can I assign to a teacher?**

**A:**

You can select from Math, English, Arabic, and Hebrew by checking the relevant boxes.

**Q104: What does “Years of Experience” mean?**



**A:**

It shows how many years the teacher has been working in education. This helps in evaluating their background.

**Q105: What is “Teaching Hours per Week”?**

**A:**

It records how many hours the teacher is expected to teach each week.

**Q106: Why do I need to enter the “Joining Date”?**

**A:**

It helps track when the teacher officially joined the platform and became active.

**Q107: What is the Firebase UID field for?**

**A:**

It's an optional technical field used to link the teacher's profile with Firebase Authentication.

**Q108: What does the “Status” dropdown mean?**

**A:**

You can set whether the teacher is Active (currently teaching) or Inactive (not currently active).

**Q109: What happens if I leave the Firebase UID field empty?**

**A:**

Nothing will break — the UID is optional and used only if you're managing authentication manually.

**Q110: Can I cancel the operation while adding a teacher?**

**A:**

Yes. Click the "Cancel" button at the bottom of the form to exit without saving.

**Q111: How can the admin access the full weekly schedule view?**

**A:**

The admin can click on “Schedules” from the sidebar to open a full weekly view of all scheduled lessons organized by teacher and time slot.

**Q112: What does each colored box in the schedule represent?**

**A:**

Each colored box represents a scheduled lesson. It shows the subject name, class type (Private or Group), time, and assigned teacher.

**Q113: What is the purpose of the “Add Schedule” button?**

**A:**

The “Add Schedule” button allows the admin to manually schedule a new lesson by selecting a teacher, time, subject, and assigned students.

**Q114: What information must be filled when creating a new scheduled lesson?**

**A:**

The admin must choose the teacher, day of the week, start and end time, subject, students, and whether the lesson is marked as active.

**Q115: How can the admin assign students to a scheduled lesson?**

**A:**

In the “Add Schedule” form, the admin can select one or more students from the list under “Select Students” to be part of the lesson.

**Q116: What happens when the admin clicks on a lesson in the schedule view?**

**A:**

Clicking a lesson opens a popup with full details of the lesson, including teacher, time, subject, students, and an option to edit or delete.

**Q117: How can the admin edit a scheduled lesson?**

**A:**

To edit a scheduled lesson, the admin can click on the lesson in the schedule and update its details directly in the popup, then click “Save.”

**Q118: What does the “Active” field mean in the lesson form?**

**A:**

The “Active” field determines whether the scheduled lesson is currently shown in the weekly calendar. If set to “No,” the lesson is hidden.

**Q119: Can the admin delete a scheduled lesson?**

**A:**

Yes. The admin can click on a scheduled lesson and then use the “Delete” button in the popup to remove it from the system.

**Q120: Can multiple students be assigned to a group lesson during scheduling?**

**A:**

Yes. The admin can assign multiple students to a group lesson by selecting them in the students list when adding or editing a schedule.

**Q121: Where can an admin see all lessons recorded in the system?**

**A:**

Go to the "Lesson Log" tab from the sidebar while logged in as an admin. You will see a table listing all lessons, including date, subject, teacher, and student.

**Q122: How can the admin filter lessons in the Lesson Log?**

**A:**

Use the dropdown filters at the top of the Lesson Log to filter by teacher or subject. This helps narrow down the list of displayed lessons.

**Q123: What does the "show more" button do in the Lesson Log (Admin)?**

**A:**

Clicking “show more” opens a detailed view of the selected lesson, showing full information such as date, subject, teacher, duration, progress, notes, and number of students.

**Q124: What information is included in the lesson details view for admins?**

**A:**

The lesson details page shows the full date and time, teacher name, student name, subject, lesson duration, notes, progress score, and number of students who attended.

**Q125: Can an admin see the number of students who attended a lesson?**

**A:**

Yes. In the lesson details view, there's a field labeled "Number of Students" that shows how many students were present in that lesson.

**Q126: What is the purpose of the pencil icon in the admin Lesson Log?**

**A:**

The pencil icon allows the admin to edit a lesson. Clicking it opens a form where lesson details can be modified.

**Q127: What lesson details can the admin edit using the pencil icon?**

**A:**

Admins can update the subject, date and time, class type (private/group), active status, and the list of students, as well as progress and notes.

**Q128: How can the admin save changes made to a lesson?**

**A:**

After editing the lesson details in the popup, click the blue "Save" button to apply the changes.

**Q129: What happens if the admin clicks "Delete" in the lesson edit popup?**

**A:**

Clicking "Delete" will permanently remove the lesson from the system. A confirmation may be required before deletion is finalized.

**Q130: What does the "Back to Lesson Log" link do on the lesson details page?**

**A:**

Clicking the "Back to Lesson Log" link returns the user to the main Lesson Log table view, allowing them to browse or manage other lessons.

**Q131: How can I view all recorded exams in the system?**

**A:**

Click on the “Exams” button in the sidebar. You’ll see a table listing all student exams, including their name, subject, exam date, and the material they are being tested on.

**Q132: Can I search for a specific student’s exams?**

**A:**

Yes. Use the search bar labeled “Search by student name...” to quickly find all exams related to a specific student.

**Q133: How can I filter exams by subject?**

**A:**

Use the dropdown labeled “All Subjects” at the top of the table. Select a specific subject (e.g., Math, Hebrew) to view only exams related to that subject.

**Q134: How can I change the order of the exams by date?**

**A:**

Click the dropdown labeled “Nearest → Farthest”. You can switch between showing exams that are coming soon or exams that are far in the future.

**Q135: What information does the exam table show?**

**A:**

Each row in the exam table shows:

- The student’s name
- The subject of the exam
- The scheduled exam date
- A short description of the material

**Q136: Are exam dates shown in day/month/year format?**

**A:**

Yes. All dates in the exam table use the format dd.mm.yyyy (e.g., 13.4.2025).

**Q137: Can a student have more than one exam listed?**

**A:**

Yes. If a student has multiple exams scheduled, each one will appear as a separate row in the table.

**Q138: Can I sort exams alphabetically by student name?**

**A:**

Not directly from this table. You can use the search bar to narrow down by name, but sorting by name alphabetically is not currently available.