

# Alluwal Education Hub – Teacher Guide (v1.0)

This guide is generated directly from the current code-base (commit `{{<commit_hash>}}`). It reflects exactly what teachers see in the live application.

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## 1. Logging In

1. Open the web URL supplied by your administrator.
2. Click **Sign In**.
3. Enter your e-mail and password.
4. A successful login lands you on the **Dashboard** and shows a blue **Teacher** badge at the top-right.

If you forgot your password, click **Forgot password?** on the sign-in form.

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## 2. Main Navigation

According to `UserRoleService.getAvailableFeatures('teacher')`, teachers have *five* sections:

Menu Label	Icon (Material)	Purpose
Dashboard	<code>Icons.dashboard</code>	Quick statistics, upcoming shifts, tasks summary
Chat	<code>Icons.chat</code>	Secure messaging with students / staff
Time Clock	<code>Icons.access_time</code>	Clock-in / Clock-out & timesheets
Forms	<code>Icons.description</code>	View / submit school forms
Tasks	<code>Icons.check_box</code>	Manage tasks assigned to you

Access these from the left sidebar (or the *hamburger* menu on mobile).

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## 3. Shifts & Clock-In/Out

### 3.1 Checking Your Shifts

- **Dashboard** → **Upcoming Shifts** widget shows the next classes.
- A shift is *ready* 15 min before start time (`TeachingShift.canClockIn`).

### 3.2 Clock-In

1. Go to **Time Clock**.
2. The app automatically detects your next valid shift (`ShiftTimesheetService.getValidShiftForClockIn`).
3. Press **Clock In**.
  - Your browser location is captured and stored with the timesheet entry.
  - A running timer appears.

### 3.3 Clock-Out

1. When finished, press **Stop** (the button turns red while clocked-in).
2. The system:
  - Calls `ShiftTimesheetService.clockOutFromShift` – recording end time & location.
  - Generates a timesheet row in **Time Clock** → **Timesheet Table**.

If you forget, an **auto-logout** runs 15 min after shift end and closes the session for you (`ShiftService.autoLogoutExpiredShifts`).

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## 4. Chat

- Located at **Chat** in the sidebar.
  - Supports 1-on-1 and group rooms (`features/chat`).
  - Drag-and-drop files <25 MB.
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## 5. Tasks

- Open **Tasks**.
  - Tasks list comes from Firestore collection `tasks`.
  - Mark complete via the checkbox, or upload attachments.
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## 6. Forms

Forms appear under **Forms**. Complete digital forms (permission slips, surveys) and submit – responses are stored in Firestore.

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## 7. Troubleshooting

Symptom	What to Do
<i>Clock-In Disabled</i>	You are outside the 15 min window or already clocked-in.
<i>Active Shift Exists</i>	Wait for auto-logout or ask an admin to force clock-out.
<i>Location Error</i>	Allow location access in your browser settings.

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## 8. Support

E-mail: [support@alluwal.edu](mailto:support@alluwal.edu)

Happy teaching! Your punctuality and diligence keep our virtual classrooms thriving.