Alluwal Education Hub – Teacher Guide

1. Introduction

Welcome to Alluwal Education Hub! This guide walks teachers through the web application so you can manage your classes, clock-in/out easily, and communicate with students.

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2. Getting Started

1. Open the web application link provided by the school admin.
2. Click **Sign In** and enter your teacher email & password.
3. If you have trouble signing in, click **Forgot password?** or contact an administrator.

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3. Main Navigation

The left-hand sidebar contains the primary sections you will use.

Icon	Menu Item	What it does
Dashboard	**Dashboard**	Quick stats & upcoming shifts
My Shifts	**My Shifts**	View today's, upcoming, active or completed teaching shifts
Time Clock	**Time Clock**	Clock-in/out, track session time, and see timesheets
Chat	**Chat**	Send secure messages to students & staff
Forms	**Forms**	Fill or review school forms
Tasks	**Tasks**	View any tasks assigned to you

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4. Viewing Shifts

1. Click **My Shifts**.
2. Four tabs appear across the top: **All**, **Upcoming**, **Active**, **Completed**.
3. Each card shows:
   - Course / Subject name
   - Scheduled time & duration
   - List of students assigned
   - Status badge (e.g., *Ready to Clock-In*, *Auto-Logout Pending*).
4. Click **View Details** for extra information.

Tip: If a shift shows **Ready to Clock-In** you can clock-in from the Time Clock tab up to 15 minutes before start time.

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5. Clock-In & Clock-Out

1. Go to **Time Clock**.
2. The system automatically checks for an active or upcoming shift.
3. Press **Clock In** when ready. A green banner confirms success and the session timer starts.
4. When you finish, click **Stop** – this records **Clock Out**, generates the timesheet entry and stops the timer automatically.
5. If you forget, an *Auto-Logout* triggers 15 minutes after shift end.

Troubleshooting

- **Another active shift message** – An earlier session may still be open. Wait for auto-logout or contact an admin.
- **Location error** – Ensure browser location permissions are **Allowed**.

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6. Timesheets

The bottom panel in **Time Clock** lists all your timesheet entries. * Click a row to view details. * Export to CSV/PDF via **Export** (top-right of the table).

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7. Tasks

1. Click **Tasks**.
2. View assigned tasks, due dates & attachments.
3. Upload files or mark tasks complete.

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8. Chat

1. Click **Chat**.
2. Start 1-on-1 or group conversations with students or other teachers.
3. File sharing, emoji & quick replies supported.

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9. FAQ & Support

Question	Answer
I can't see my shift	Confirm you are listed as the teacher; contact admin
Clock-in button disabled	Check you are within 15 minutes of the shift start time
Forgot password	Use **Forgot password?** on sign-in page or contact admin

10. Contact

Email: support@alluwal.edu | Phone: +XX-XXX-XXXX

Thank you for shaping future scholars! Happy teaching.