

User Manual for Learning Management System (LMS)

Sign up: The sign up menu requires some of the basic information in order to create an account for you. If the information is provided accurately, the sign up system automatically creates the account. Here in the sign up menu, you will require your first name, last name, email address with what you will get to access to the software, password for the email, confirm the password means put the same password twice to confirm its accurate and not forgettable and most importantly the role, the role describes the position and the permission you are getting. Carefully fill up the sign up form and click Sign up button for opening a new account. For an example: here is a set up account information is provided for your benefit,

First Name: White

Last Name: Paper

Phone Number: 01847330001

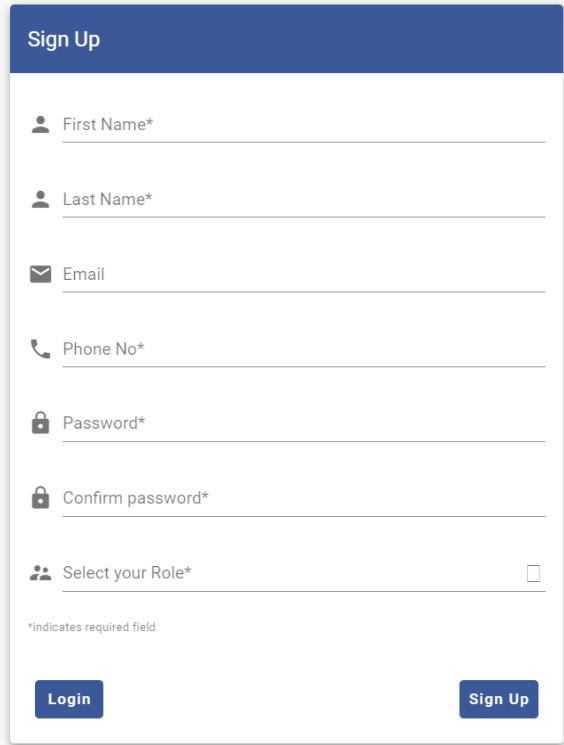
Password: white@paper

Confirm Password: white@paper

Once the account has been created, the super admin of this software will get notified that the new account has been created and the super admin will approve or ignore it as per his opinion. If the admin accepts, the account can immediately access to the site.

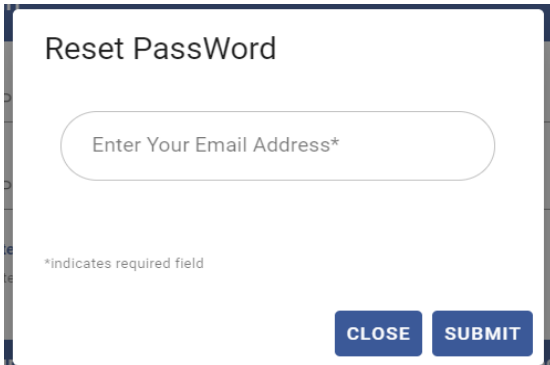
Forgot Password: If the existing account log in information has been forgotten such as password, it still has option to recover it. The forgot password works fine in this website. All you need is to click the forget password option and it will directly ask your email address for the confirmation code. Once the confirmation email is given, the system will send the confirmation link to the given email address. The user must log in to the email inbox and click the recovery mail. The recovery mail contains the recovery link which to deliver the user to new password section when it is clicked. So the user can access. The recovery confirmation link cannot be used for the second time, even if it is clicked it will no longer be valid.

Role: Teacher



The image shows a 'Sign Up' form with a blue header. It contains several input fields with icons: a person icon for 'First Name*', a person icon for 'Last Name*', an envelope icon for 'Email', a phone icon for 'Phone No*', a lock icon for 'Password*', a lock icon for 'Confirm password*', and a person icon for 'Select your Role*'. There is a small square icon to the right of the role field. Below the fields is a note '*indicates required field'. At the bottom are two blue buttons: 'Login' and 'Sign Up'.

to the new password section and change the password.



The image shows a 'Reset PassWord' form with a blue header. It has a single input field with a rounded rectangle and the text 'Enter Your Email Address*'. Below the field is a note '*indicates required field'. At the bottom right are two blue buttons: 'CLOSE' and 'SUBMIT'.

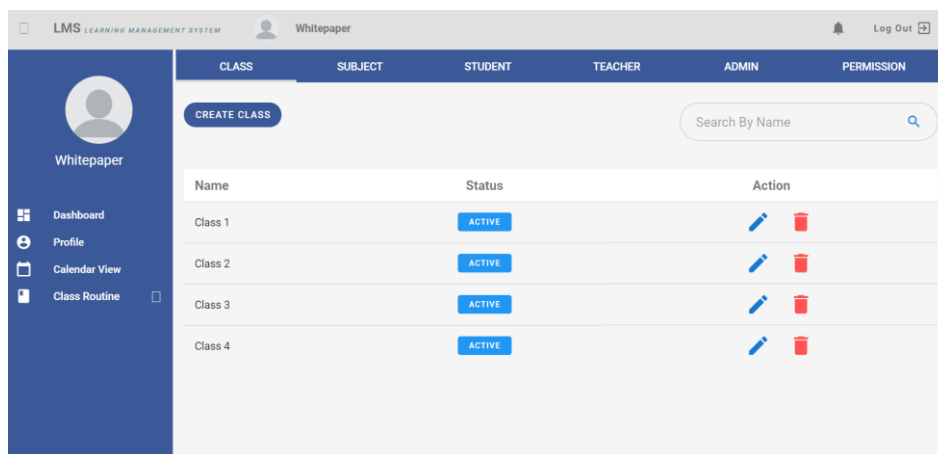
Super Admin Account: Super admin is the key character of this system. The admin will be able to approve all the accounts that is signed up for this system. admin can accept or ignore, modify even delete the user role. Admin can add other admins as well for this system. the admin has the control over everything of this system.

There are the primary works that an admin account is capable of doing,

Dashboard: the dashboard is the overview of all 6 key components or modules that will be discussed below,

Class: The class section appears first in the row. The class defines the levels of student education. The admin has the ability to

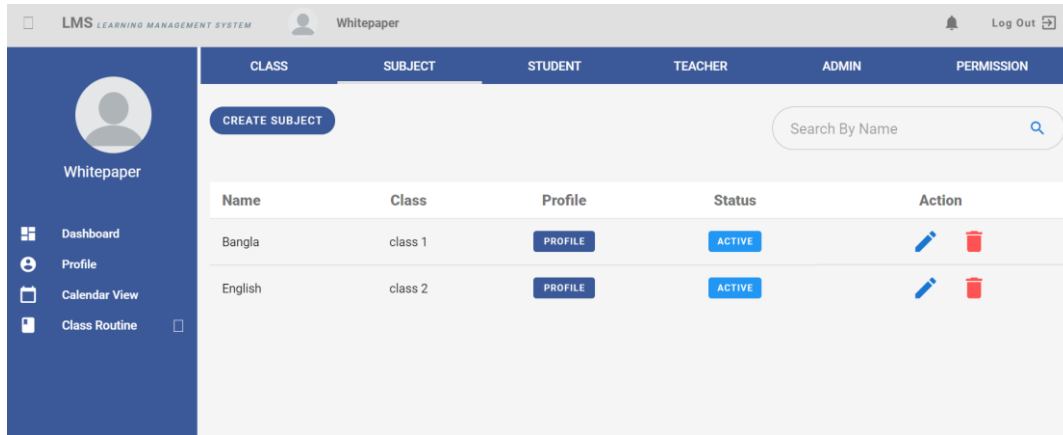
- **Create New Classes:** Click the “Create classes” button and then put class name and active status and then click “Create” and then the new class will create and appear on the list with options.
- **Edit Class:** Every existing classes have the option with blue pencil icon appear, click on it to edit any class.
- **Delete Class:** If the trash icon at the right is clicked, the admin can delete the entire class. After clicking the trash icon, a pop up will appear for delete confirmation, if click yes, the class will be deleted immediately and if canceled the class will remain on the list.



Subject: The subject button is right next side from the class button. The subject defines the courses for each class that students are allowed to take.

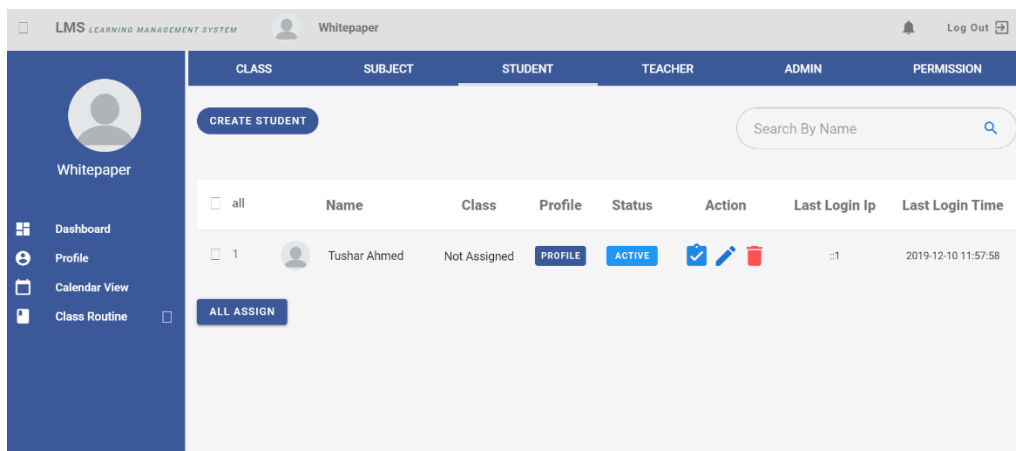
- **Create New Subject:** Click the “Create Subject” button and then put Class name, Section, Status, Class and Description and then click “Create” and then the new class will create and appear on the list with options. **Example:** Subject Name: Bangla 1st Paper, Section: Shapla, Status: Active, Class: 5, Description: Learning Bangla Literature.
- **Edit Subject:** Every existing courses have the option with blue pencil icon appear, click on it to edit any class. Admin can change subject name, section name, active or in-active status as well as assign the subject to the selective classes.

- **Delete Subject:** If the trash icon at the right is clicked, the admin can delete the entire subject. After clicking the trash icon, a pop up will appear for delete confirmation, if click yes, the subject will be deleted immediately and if canceled the subject will remain on the list.



Student: when its clicked, a list view of all student will appear covering the page which include name, class, profile, status, log in IP and Log in time information of students.

Assign: The admin can select any class that he wants to assign the student and must input class subjects assigned for the student. So that students will find out their classes as well as their subjects. Admin can mark and assign all or selective students to next class as well.



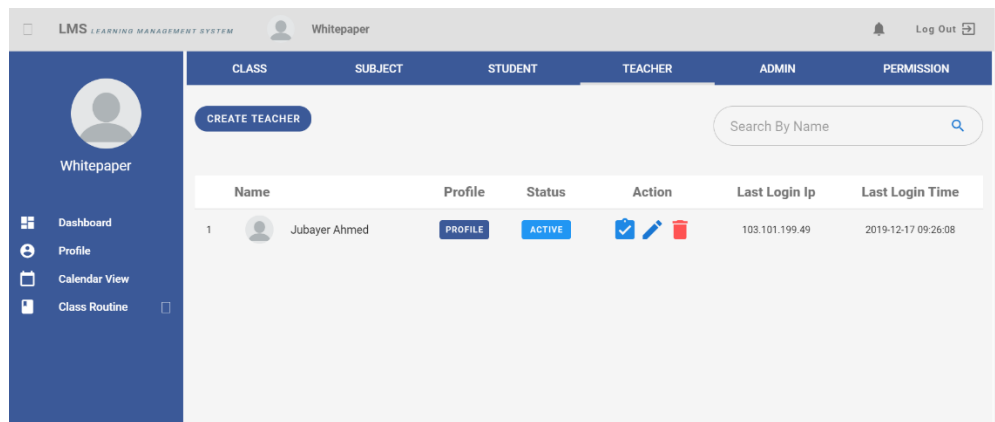
Edit: Every existing student have the option with blue pencil icon appear, click on it to edit any class. Admin can edit students name, father name, mother name, mobile number, parent's contact number, NID no, Location and email address. Also most importantly admin can change the role of the student account and also upload the profile photo for that account.

Delete: If the trash icon at the right is clicked, the admin can delete the account profile permanently. After clicking the trash icon, a pop up will appear for delete confirmation, if click yes, the student profile will be deleted immediately and if canceled the it will remain on the list.

Teacher: When its clicked, a list view of all teacher will appear covering the page with all the options.

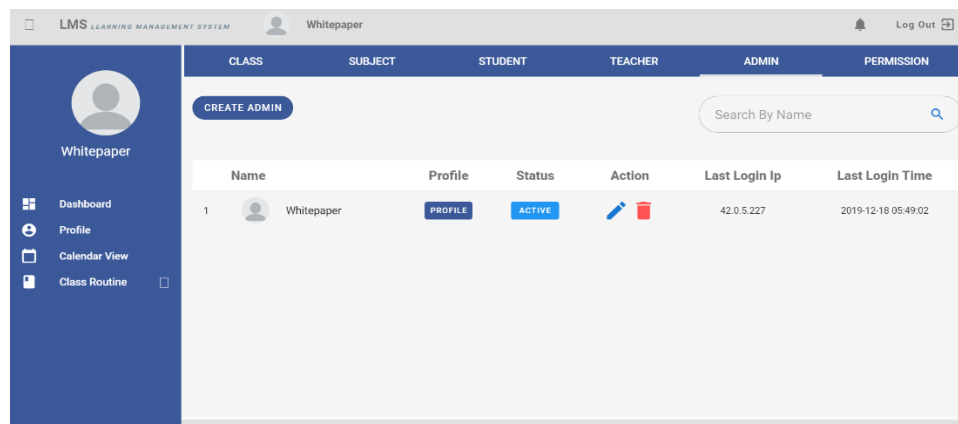
Assign: teacher must be assigned in classes and subjects by the admin. Example: a teacher will take Bengali and Social Science of class 4 and 5. The admin will assign the classes as the subjects as per teacher ability.

Edit: Every existing teacher have the option with blue pencil icon appear, click on it to edit any class. Admin can edit teacher's name, father name, mother name, mobile number, emergency contact number, NID no, Location and email address. Also most importantly admin can change the role of the teacher's account and also upload the profile photo for that account.



Delete: If the trash icon at the right is clicked, the admin can delete the account profile permanently. After clicking the trash icon, a pop up will appear for delete confirmation, if click yes, the teacher's profile will be deleted immediately and if canceled the it will remain on the list.

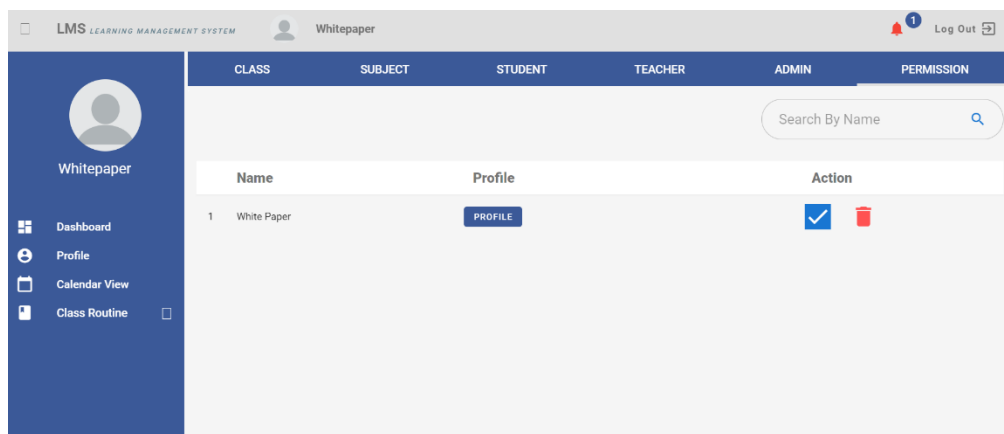
Admin: admin page has a list view of all the admin has created for this system. there will be option for editing all the admin as well.



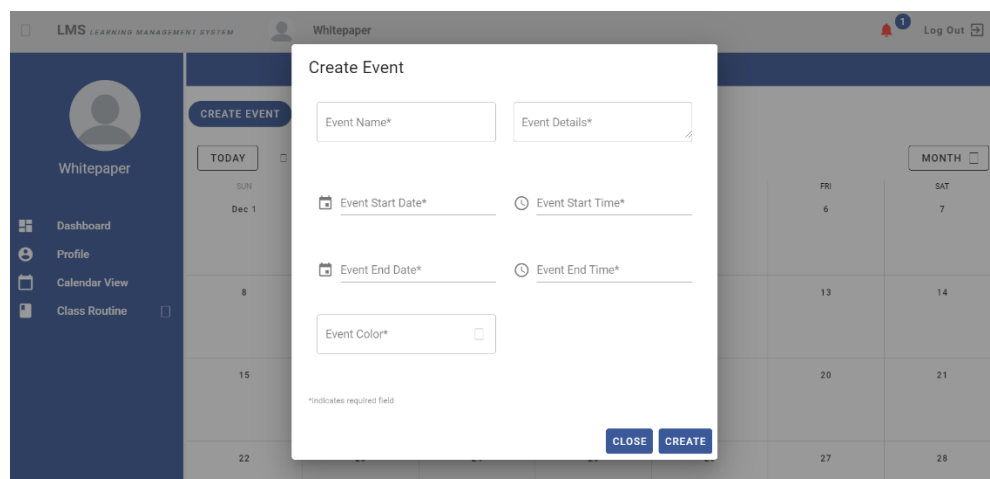
Edit: Every existing admin have the option with blue pencil icon appear, click on it to edit any profile. Admin can edit other admin's name, father name, mother name, mobile number, parent's contact number, NID no, Location and email address. Also most importantly admin can change the role of the admin account and also upload the profile photo for that account.

Delete: If the trash icon at the right is clicked, the admin can delete the other admin account profile permanently. After clicking the trash icon, a pop up will appear for delete confirmation, if click yes, the admin's profile will be deleted immediately and if canceled the it will remain on the list.

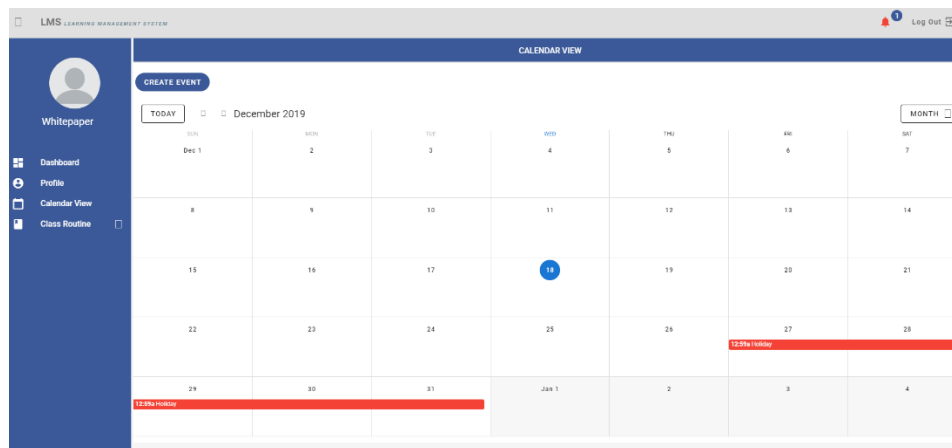
Permission: When any account gets sign up for a new account of this system, the account is notified as it has been pending for approval. Those account appears on this panel as a list view, admin has option to approve the account or delete the approval request immediately. If the account get approval, it get confirmation email and sign in the system right away. Admin can see the account role or change the role after approving the account as per admins preference.



Calendar: the calendar part is for everyone to see but only admins can create an event there. The events are basically anything such as holidays, term exams durations, government announcements, seminar, meeting or workshop where admin can create announcements for the teaches and the students.

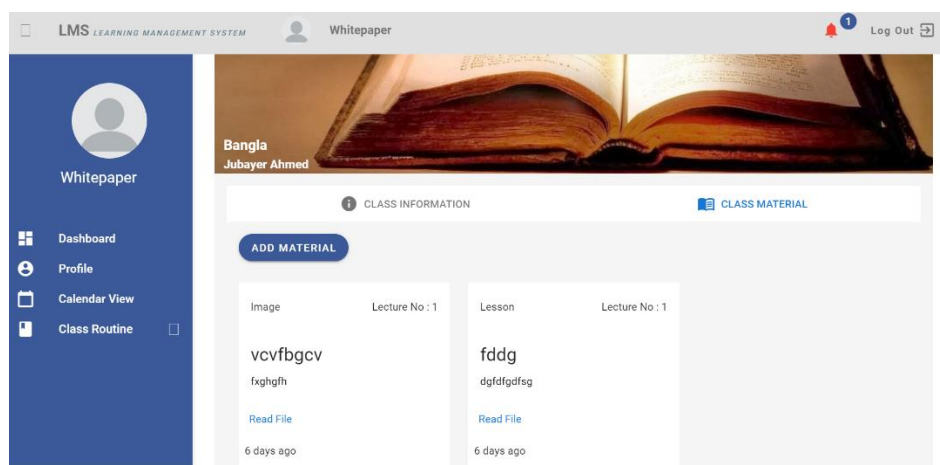


To create an announcement, an admin must go to the calendar menu and click on create announcement. The page will take admin to the create announcement page where admin must find these fields, the event name, event details, event start date and time, event end date and time and remarkable color to recognize well on the calendar page. Once all the field is filled with information the event will be ready to be published, the admin will click the create button and create the event for everyone to see. The admin can change, edit or delete the event any time he wants.



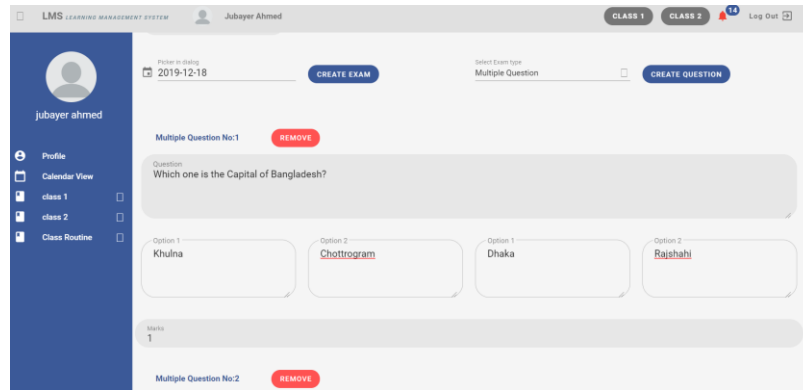
When the event is created, the calendar will show those dates and time highlighted on the calendar days with specific color. The users will get notification as well for the update and can read through the announcement. The admin can create multiple events if required.

Teacher Account: When a teacher account is created with a unique mobile number, the teacher will be assigned in some classes by admin. The teacher will be able to see the class students and can upload class materials for each class individually.

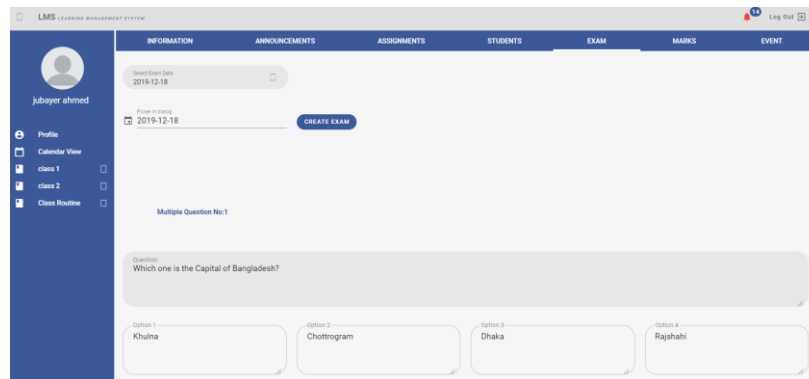


To upload class materials, the teachers have to watch on the right side of the page and see the upload materials part and click on it. There will be appearing some field followed by the upload options. The type of material such as audio, video, document, file etc. select any type. Then Upload file title and then description. After filling all the data, the teacher can upload the materials through the portal and the admins and students will be able to view and download this.

Exam: In this part the teacher can be able to create exam questions through the system. When click the system will supply few variety of question blank fields such as Creative Questions, Multiple Choice, Broad Questions, Roll etc. Each question has mark field where the individual mark should be given as per each answer. The questions can be done as many as the teacher wants.



When the question is all set the teacher can see the question with its time and date title on the list. (If the question is prepared only then the title will appear on the list) the teacher can click on the question title and start the exam with clicking exam start time and exam end time.



When the time is set, the exam will start as the start time begins and the students will see the question list on the menu then.

When the exam is finished the teacher can get the answers and check the mark upon individual questions and publish the marks which can also view the marks.

Student Account:

Calendar: Students can view the calendar announcements.

Classroom: Students can see the individual classroom and its study materials, can view as well as download the files and print the files.

Exam: When the exam time starts the students will see the all the questions and there will be blank space for students to answer each questions. The students accounts can participate the exam while the time is started,

Students can submit the examination once all the fields of the blank space of each answer is filled up otherwise it can't be submitted. Other hand, if a student takes too long time to finish the exam, the system will automatically submit the exam when the time is finished. The completed part will be count just only for this portion.

Students can look over their marks once the mark is submitted.