



Class Response System - University Admin Manual

CLASS RESPONSE SYSTEM

Class Response System

For an Interactive Online
Learning Environment

[Get Started](#)

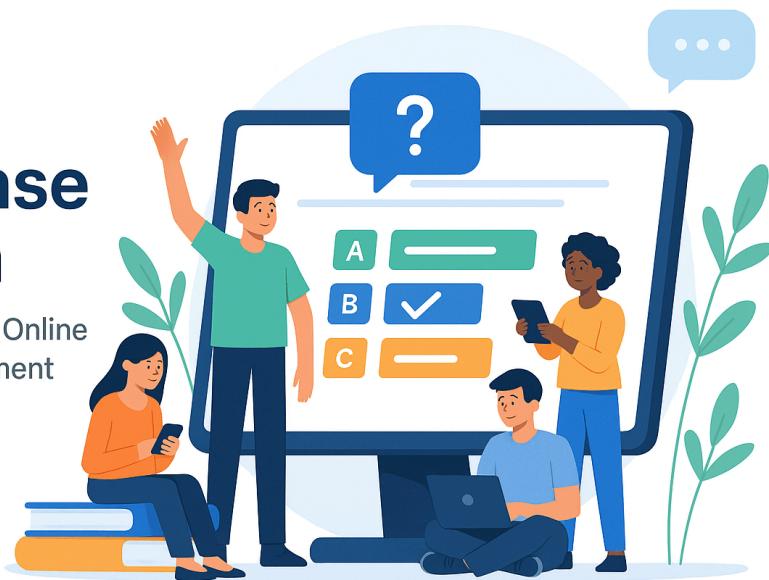


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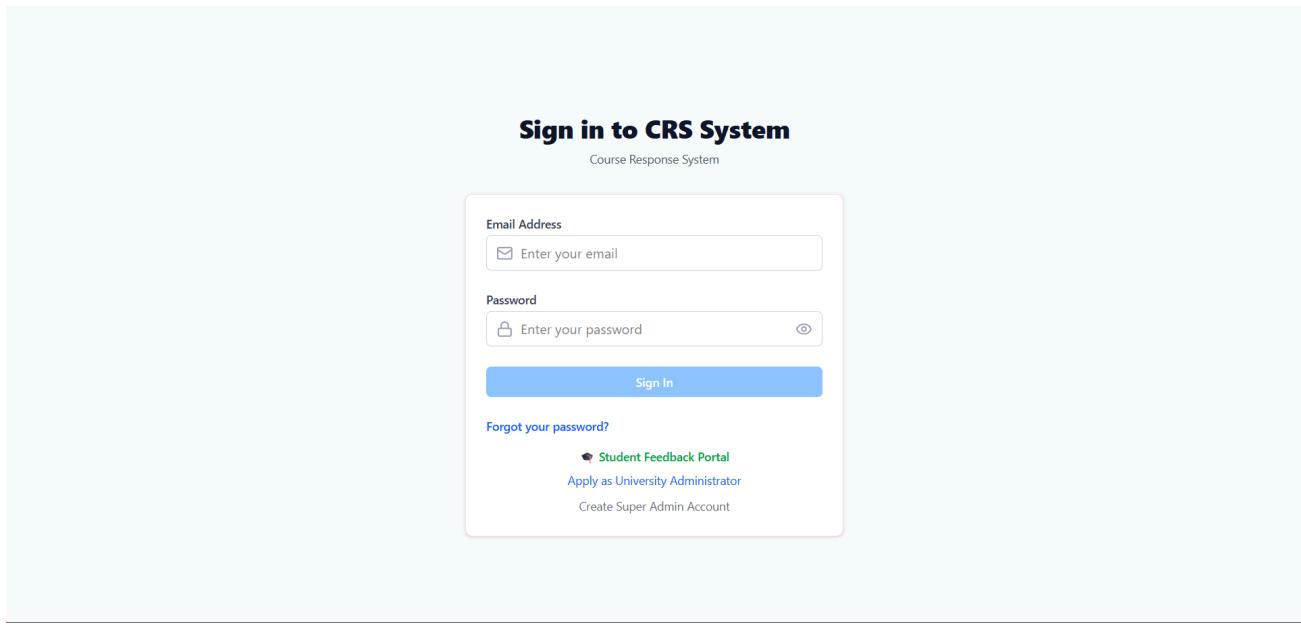
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Introduction

The Class Response System (CRS) is an innovative interactive tool designed to enhance student engagement and real-time feedback in educational environments. This manual provides comprehensive guidance for University Administrators on how to use the CRS platform effectively.

As a University Administrator, you have access to manage faculties, departments, teachers, semesters, session durations, and question templates for your institution. This manual will guide you through each feature and functionality available in your dashboard.

Logging In



Access the Login Page

1. Open your web browser and navigate to <http://classresponse.com/>
2. Click on the "Login" button in the top-right corner of the homepage

Enter Your Credentials

1. Enter your email address in the "Email Address" field
2. Enter your password in the "Password" field
3. Click the "Sign In" button

Note: If you forget your password, click on the "Forgot your password?" link below the login form.

The screenshot shows a registration form titled "University Admin Registration". At the top right is a blue house icon. Below the title is a subtitle: "Apply for system access as a University Administrator". The main section is titled "University Information". It contains several input fields: "University Name *", "University Code *", "Address", "City", "State/Province", "Country", and "Postal Code". At the bottom of the form is a section titled "University Contact Information".

University Admin Registration Process (Step-by-Step)

1. **Open the Registration Page**
 - Go to the Class Response System (CRS) website.
 - Click on “**Apply for system access as a University Administrator.**”
2. **Fill in University Information**
 - **University Name*** → Enter the official name of your university (e.g., Gazipur Digital University).
 - **University Code*** → Provide a short code (e.g., GDU).
 - **Address** → Enter the full campus address.
 - **City, State/Province, Country, Postal Code** → Fill in accurate location details.

3. Provide University Contact Information

- **University Email** → Enter the official email (e.g., info@university.edu).
- **University Phone** → Provide the main contact number.
- **Website** → Add the university's official website link.

4. Enter Administrator Information

- **Full Name*** → Type your full legal name.
- **Email Address*** → Use your admin/official email (e.g., admin@university.edu).
- **Phone Number** → Add your personal or office phone number.
- **Password*** → Create a strong password (minimum 8 characters, including uppercase, lowercase, number, and special character).
- **Confirm Password*** → Re-enter the password to confirm.

5. Submit Application

- Click “**Submit Application**” to send your registration.
- If you made a mistake, you can use “**Back to Login**” to return to the login page.

6. Approval Process

- Your request will go to the CRS system administrators.
- Once approved, you will receive a confirmation email with your login access.



University Application Pending

Bangladesh Frontier University (BFU)

University Name
Bangladesh Frontier University

University Code
BFU

Application Date
8/17/2025

Current Status
PENDING

Application Under Review

Your university application is currently being reviewed by our administrators. This process typically takes 1-3 business days. You will receive an email notification once a decision has been made.

[Check Status](#)

CRS System

- [Dashboard](#)
- [Faculties](#)
- [Departments](#)
- [Teachers](#)
- [Semesters](#)
- [Durations](#)
- [Questions](#)
- [Change Password](#)

[Sign Out](#)

Abir Hasan
abir@gmail.com

University Admin Dashboard

Welcome back, Abir Hasan

Total Faculties 0

Total Departments 0

Total Teachers 0

Total Students 0

Total Courses 0

Total Sessions 0

Total Responses 0

Recent Activities

Search activities... Filter

TYPE	ACTIVITY	BY USER	WHEN
No recent activities			

Dashboard Overview

After logging in successfully, you will be directed to the University Admin Dashboard. The dashboard provides an overview of your university's CRS activities and quick access to all administrative functions.

Main Navigation Menu

The main navigation menu is located on the left side of the screen and includes:

1. **Dashboard** - Return to the main dashboard view
2. **Faculties** - Manage university faculties
3. **Departments** - Manage departments within faculties
4. **Teachers** - Manage teacher accounts and assignments
5. **Semesters** - Manage academic semesters
6. **Durations** - Manage session duration options
7. **Questions** - Manage question templates
8. **Change Password** - Update your account password
9. **Sign Out** - Log out of the system

The screenshot shows a table titled "Faculty Management" with one row of data. The columns are labeled: CODE, FACULTY NAME, FACULTY ADMIN, STATISTICS, CREATED, and ACTIONS. The data row is: ENG, Faculty of Engineering, No Admin, Departments: 0, Teachers: 0, Courses: 0, 8/17/2025, with three buttons in the ACTIONS column: Edit, Assign Admin (blue), and Delete (red).

Faculty Management					
<input type="text"/> Search faculties... Filter Manage Admins + Add Faculty					
CODE	FACULTY NAME	FACULTY ADMIN	STATISTICS	CREATED	ACTIONS
ENG	Faculty of Engineering	No Admin	Departments: 0 Teachers: 0 Courses: 0	8/17/2025	Edit Assign Admin Delete

Faculty Management

The Faculty Management section allows you to create, view, edit, and delete faculties within your university.

Accessing Faculty Management

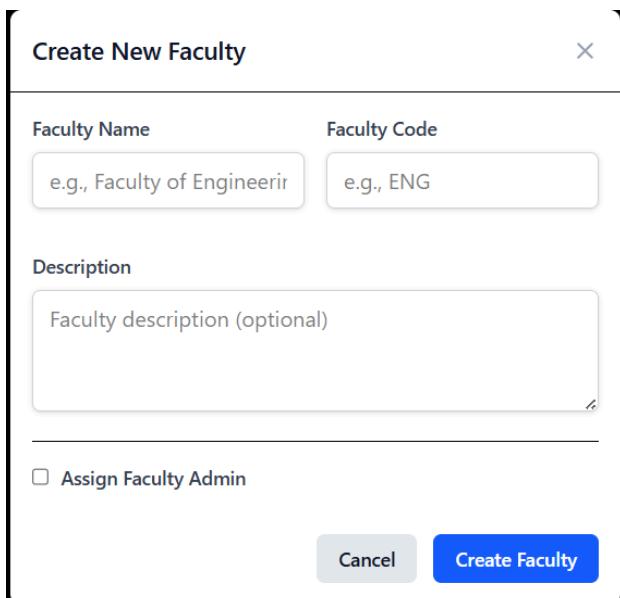
Click on "Faculties" in the left navigation menu to access the Faculty Management page.

Faculty Management Features

1. **Search Faculties:** Use the search bar to find specific faculties

2. **Filter:** Apply filters to narrow down the faculty list
3. **Manage Admins:** Assign faculty administrators
4. **Add Faculty:** Create new faculty entries

Create New Faculty

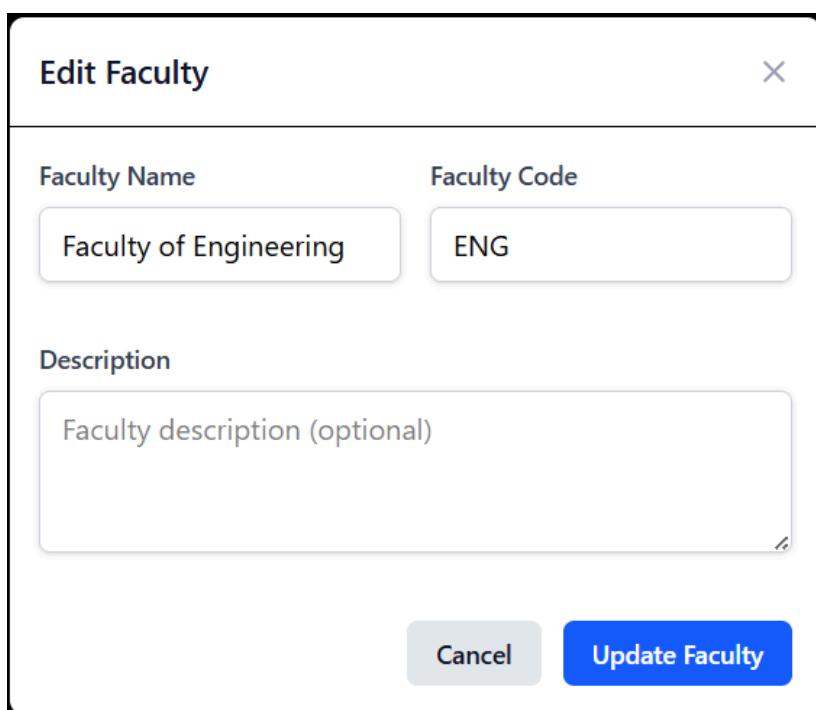


This dialog box is titled "Create New Faculty". It contains fields for "Faculty Name" (with placeholder "e.g., Faculty of Engineering") and "Faculty Code" (with placeholder "e.g., ENG"). Below these is a "Description" text area with placeholder "Faculty description (optional)". There is a checkbox labeled "Assign Faculty Admin". At the bottom are "Cancel" and "Create Faculty" buttons.

Adding a New Faculty

1. Click the "Add Faculty" button
2. Enter the faculty code (e.g., "ENG")
3. Enter the faculty name (e.g., "Faculty of Engineering")
4. Click "Create" to save the new faculty

Edit Faculty



This dialog box is titled "Edit Faculty". It shows the current values for "Faculty Name" (Faculty of Engineering) and "Faculty Code" (ENG). Below is a "Description" text area with placeholder "Faculty description (optional)". At the bottom are "Cancel" and "Update Faculty" buttons.

Editing a Faculty

1. Locate the faculty you wish to edit
2. Click the "Edit" button in the Actions column
3. Update the faculty information
4. Click "Save Changes"

Deleting a Faculty

1. Locate the faculty you wish to delete
2. Click the "Delete" button in the Actions column

3. Confirm deletion when prompted

Department Management

The screenshot shows the 'Department Management' page. At the top, there is a search bar labeled 'Search departments...', a dropdown menu set to 'All Faculties', a 'Manage Moderators' button, and a blue '+ Add Department' button. Below this is a table with columns: CODE, DEPARTMENT NAME, FACULTY, MODERATOR, STATISTICS, CREATED, and ACTIONS. A single row is visible for 'Computer Scienece and Engineering' (CODE: CSE), which is associated with 'No Moderator'. The 'STATISTICS' column shows 'Teachers: 0', 'Courses: 0', and 'Sessions: 0'. The 'CREATED' column shows the date '8/17/2025'. The 'ACTIONS' column contains three buttons: a grey 'Edit' button, a blue 'Assign Moderator' button, and a red 'Delete' button.

The Department Management section allows you to create, view, edit, and delete departments within your university's faculties.

Accessing Department Management

Click on "Departments" in the left navigation menu to access the Department Management page.

Department Management Features

Search Departments: Use the search bar to find specific departments
Filter by Faculty: Select a faculty from the dropdown to view its departments
Manage Moderators: Assign department moderators

Add Department: Create new department entries

The screenshot shows the 'Create New Department' dialog box. It has fields for 'Department Name' (containing 'Computer Science and I'), 'Department Code' (containing 'CSE'), 'Faculty' (set to 'ENG - Faculty of Engineering'), and a 'Description' text area (containing 'Department description (optional)'). At the bottom, there is a checkbox for 'Assign Department Moderator' and two buttons: 'Cancel' and 'Create Department'.

Adding a New Department

1. Click the "Add Department" button
2. Enter the department code (e.g., "CSE")
3. Enter the department name (e.g., "Computer Science and Engineering")
4. Select the parent faculty from the dropdown

5. Click "Create" to save the new department

Editing a Department

1. Locate the department you wish to edit
2. Click the "Edit" button in the Actions column
3. Update the department information
4. Click "Save Changes"

Deleting a Department

1. Locate the department you wish to delete
2. Click the "Delete" button in the Actions column
3. Confirm deletion when prompted

Teacher Management

Teacher Management

Search teachers...

All Faculties All Departments All Status

INITIAL	TEACHER NAME	DEPARTMENT	PHONE	STATISTICS	STATUS	LAST LOGIN	ACTIONS
HMH	Hamid Hasan hamid@bfu.ac.bd	Computer Science and Engineering Faculty of Engineering	01556789456	Courses: 0 Sessions: 0 Responses: 0	ACTIVE	Never	View Details Edit Block Delete

The Teacher Management section allows you to add, view, edit, and manage teacher accounts within your university.

Accessing Teacher Management

Click on "Teachers" in the left navigation menu to access the Teacher Management page.

Teacher Management Features

- Search Teachers:** Use the search bar to find specific teachers
- Filter by Faculty/Department/Status:** Use dropdowns to filter the teacher list
- Bulk Upload:** Add multiple teachers at once using a template
- Add Teacher:** Create individual teacher accounts

Add New Teacher

Teacher Name	Email
Hamid Hasan	hamid@bfu.ac.bd
Initial	Phone (Optional)
HMH	01556789456
Department	
CSE - Computer Science and Engineering	
Temporary Password	
UzMX2Zct	
<input type="button" value="Cancel"/>	<input type="button" value="Create Teacher"/>

Adding a New Teacher

1. Click the "Add Teacher" button
2. Enter the teacher's personal information (name, email, phone)
3. Select the department from the dropdown
4. Set the account status (Active/Blocked)
5. Click "Create" to save the new teacher account

Bulk Uploading Teachers

1. Click the "Bulk Upload" button
2. Download the template file if needed
3. Fill in the template with teacher information
4. Upload the completed template
5. Review and confirm the upload

Editing a Teacher

1. Locate the teacher you wish to edit
2. Click the "Edit" button in the Actions column
3. Update the teacher information
4. Click "Save Changes"

Managing Teacher Status

1. Locate the teacher whose status you wish to change
2. Click the "Edit" button in the Actions column
3. Change the status to "Active" or "Blocked"
4. Click "Save Changes"

Semester Management

Academic Semesters					
Search semesters...					<input type="button" value="Filter"/> <input type="button" value="Add Semester"/>
Semester	Status	Duration	Statistics	Created	Actions
Summer 2025	Active	5/1/2025 - 7/31/2025	Courses: 0 Sessions: 0 Responses: 0	8/17/2025	<input type="button" value="Edit"/> <input type="button" value="Set Current"/> <input type="button" value="Delete"/>

The Semester Management section allows you to create, view, edit, and manage academic semesters for your university.

Accessing Semester Management

Click on "Semesters" in the left navigation menu to access the Semester Management page.

Semester Management Features

- Search Semesters:** Use the search bar to find specific semesters
- Filter:** Apply filters to narrow down the semester list
- Add Semester:** Create new semester entries

Create New Semester X

Semester	Academic Year
Summer	2025
Start Date (Optional)	End Date (Optional)
05/01/2025	07/31/2025

Cancel Create Semester

Adding a New Semester

- Click the "Add Semester" button
- Enter the semester name (e.g., "Summer 2025")
- Select the start and end dates
- Click "Create" to save the new semester

Editing a Semester

- Locate the semester you wish to edit
- Click the "Edit" button in the Actions column
- Update the semester information
- Click "Save Changes"

Setting Current Semester

1. Locate the semester you wish to set as current
2. Click the "Set Current" button in the Actions column
3. Confirm when prompted

Deleting a Semester

1. Locate the semester you wish to delete
2. Click the "Delete" button in the Actions column
3. Confirm deletion when prompted

Duration Management

Session Durations (1)

Manage available session durations for teachers when creating response sessions.

+ Add Duration

1 Hour 30 Minutes 90 minutes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
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The Duration Management section allows you to create, view, edit, and manage session duration options available to teachers when creating feedback sessions.

Accessing Duration Management

Click on "Durations" in the left navigation menu to access the Duration Management page.

Duration Management Features

1. **Add Duration:** Create new session duration options
2. **Edit:** Modify existing duration options
3. **Delete:** Remove duration options

Add New Duration

Duration (minutes) *

Display Label *

Adding a New Duration

1. Click the "Add Duration" button

2. Enter the duration title (e.g., "30 minutes")
3. Enter the duration in minutes (e.g., "30")
4. Click "Create" to save the new duration option

Editing a Duration

1. Locate the duration you wish to edit
2. Click the "Edit" button
3. Update the duration information
4. Click "Save Changes"

Deleting a Duration

1. Locate the duration you wish to delete
2. Click the "Delete" button
3. Confirm deletion when prompted

Question Template Management

The screenshot shows the 'Question Template Management' section. At the top, there is a search bar with the placeholder 'Search templates...', a 'Browse Templates' button, and a 'Create Custom Template' button. Below the search bar is a dropdown menu labeled 'All Categories'. The main area displays a table of question templates. The columns are 'TEMPLATE NAME', 'QUESTIONS', 'CATEGORIES', and 'ACTIONS'. One template listed is 'Standard Course Evaluation', which is described as a 'Comprehensive course evaluation template with instructor, content, delivery, and assessment questions'. It has 10 questions and categories for 'instructor', 'overall', 'content', and 'delivery'. Action buttons for 'View', 'Edit', and 'Delete' are shown for each template.

The Question Template Management section allows you to create, view, edit, and manage question templates for feedback sessions.

Accessing Question Template Management

Click on "Questions" in the left navigation menu to access the Question Template Management

page.

Question Template Management Features

1. **Search Templates:** Use the search bar to find specific templates
2. **Browse Templates:** View available template libraries
3. **Create Custom Template:** Design new question templates
4. **Filter by Category:** View templates by category

Create Custom Question Template

Template Name
e.g., Custom Course Evaluation

Description
Description of this template

After creating the template, you can add questions to it from the main page.

Cancel **Create Template**

Creating a Custom Template

1. Click the "Create Custom Template" button
2. Enter the template name
3. Add questions by category (instructor, content, delivery, etc.)
4. Configure question types and options
5. Click "Create" to save the new template

TEMPLATE NAME	QUESTIONS	CATEGORIES	ACTIONS
Standard Course Evaluation Comprehensive course evaluation template with instructor, content, delivery, and assessment questions	10 questions	instructor overall content delivery	Hide Edit Delete
Standard Course Evaluation			
Comprehensive course evaluation template with instructor, content, delivery, and assessment questions			
Questions (10)	+ Add Question		
1. Rate the instructor's knowledge of the subject matter	rating (1-5)	instructor	Required
2. Overall, how satisfied are you with this course?	rating (1-5)	overall	Required
3. Would you recommend this course to other students?	yes_no	overall	Required

Viewing a Template

1. Locate the template you wish to view
2. Click the "View" button in the Actions column
3. Review the template questions and structure

Editing a Template

1. Locate the template you wish to edit
2. Click the "Edit" button in the Actions column
3. Update the template information and questions
4. Click "Save Changes"

Deleting a Template

1. Locate the template you wish to delete
2. Click the "Delete" button in the Actions column
3. Confirm deletion when prompted

Change Password

The screenshot shows a user interface for changing a password. It includes three input fields: 'Current Password' (placeholder: 'Enter your current password'), 'New Password' (placeholder: 'Enter your new password'), and 'Confirm New Password' (placeholder: 'Confirm your new password'). Each field has an 'eye' icon for password visibility. Below these fields is a blue box titled 'Password Security Tips' containing the following bullet points:

- Use a unique password that you haven't used elsewhere
- Include a mix of letters, numbers, and special characters
- Make it at least 8 characters long
- Avoid using personal information like names or dates

At the bottom right are two buttons: 'Cancel' and 'Change Password'.

The Change Password feature allows you to update your account password for security purposes.

Accessing Change Password

Click on "Change Password" in the left navigation menu to access the Change Password page.

Changing Your Password

1. Enter your current password
2. Enter your new password
3. Confirm your new password by entering it again
4. Click "Update Password" to save the changes

Password Requirements: - Minimum 8 characters - At least one uppercase letter - At least one lowercase letter - At least one number - At least one special character

Sign Out

To securely log out of the Class Response System:

1. Click on "Sign Out" in the left navigation menu
2. Confirm logout when prompted
3. You will be redirected to the login page

Note: For security reasons, always sign out when you are finished using the system, especially on shared computers.

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