



Class Response System - University Admin Manual

CLASS RESPONSE SYSTEM

Class Response System

For an Interactive Online Learning Environment

[Get Started](#)



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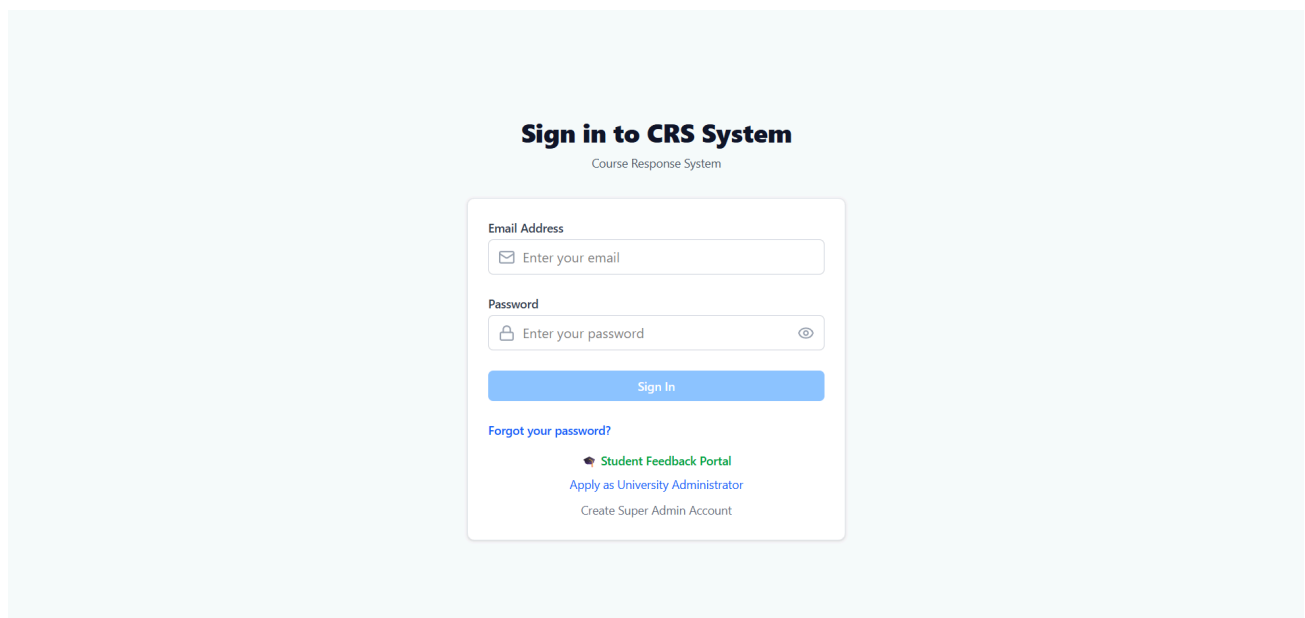
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Introduction

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



The screenshot displays the login interface for the Course Response System (CRS). At the top, the heading "Sign in to CRS System" is centered, with "Course Response System" written below it in a smaller font. The login form is a white card with a light gray border. It contains two input fields: "Email Address" with a placeholder "Enter your email" and an envelope icon, and "Password" with a placeholder "Enter your password" and an eye icon for toggling visibility. Below these fields is a blue "Sign In" button. Under the button, there is a link "Forgot your password?". At the bottom of the card, there are three links: "Student Feedback Portal" with a star icon, "Apply as University Administrator", and "Create Super Admin Account".

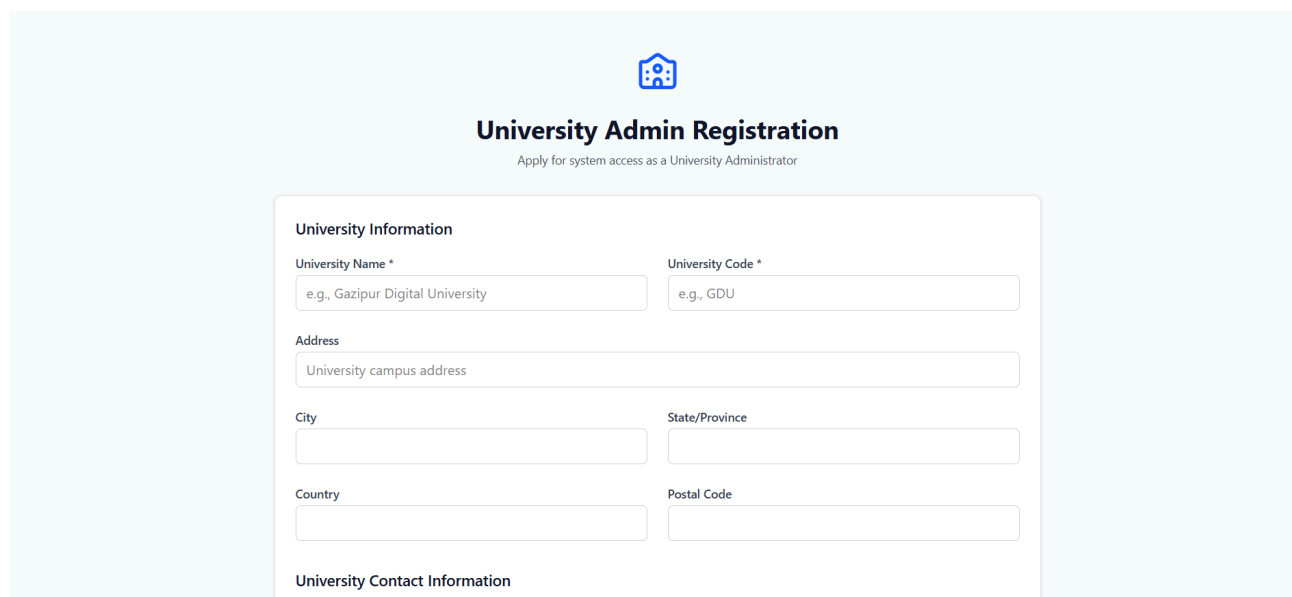
Access the Login Page

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 image shows a registration form titled "University Admin Registration" with the subtitle "Apply for system access as a University Administrator". The form is set against a light blue background. At the top center is a blue icon of a building with a gear. The form itself is a white box with a light gray border. It contains several input fields: "University Name *" with a placeholder "e.g., Gazipur Digital University", "University Code *" with a placeholder "e.g., GDU", "Address" with a placeholder "University campus address", "City", "State/Province", "Country", and "Postal Code". Below these fields is a section labeled "University Contact Information" which is currently empty.

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	University Code
Bangladesh Frontier University	BFU
Application Date	Current Status
8/17/2025	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](#)

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

[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

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

Faculty Management

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

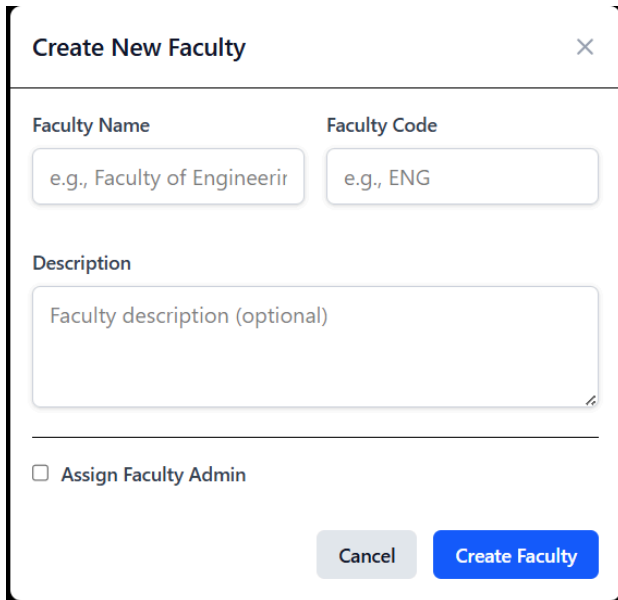
Accessing Faculty Management

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

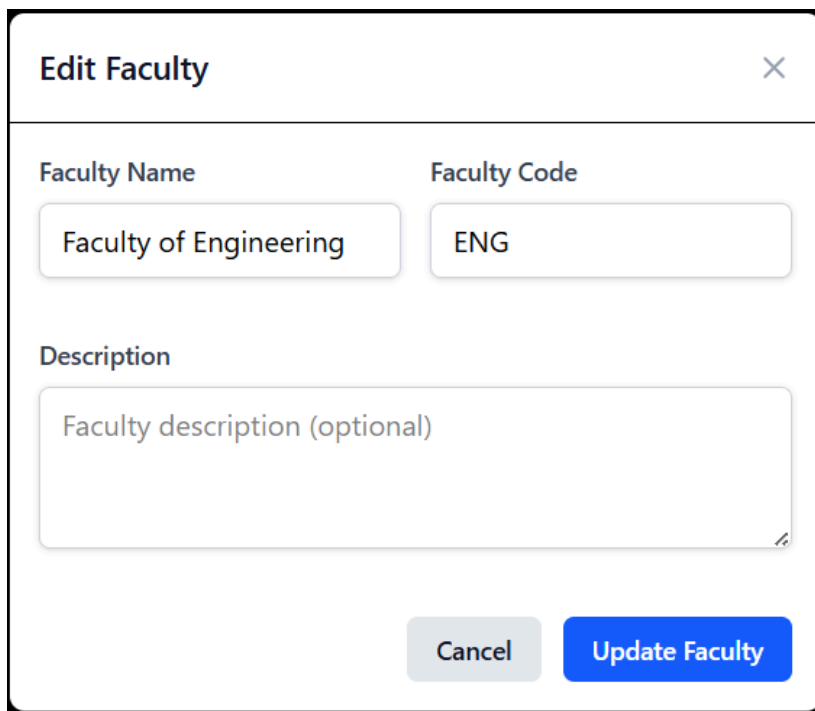
2. **Filter:** Apply filters to narrow down the faculty list
3. **Manage Admins:** Assign faculty administrators
4. **Add Faculty:** Create new faculty entries



The 'Create New Faculty' form is a modal window with a title bar containing the text 'Create New Faculty' and a close button (X). It contains three input fields: 'Faculty Name' with placeholder text 'e.g., Faculty of Engineerir', 'Faculty Code' with placeholder text 'e.g., ENG', and a larger 'Description' field with placeholder text 'Faculty description (optional)'. Below these fields is a checkbox labeled 'Assign Faculty Admin'. At the bottom right are two buttons: a grey 'Cancel' button and a blue 'Create Faculty' button.

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



The 'Edit Faculty' form is a modal window with a title bar containing the text 'Edit Faculty' and a close button (X). It contains three input fields: 'Faculty Name' with the value 'Faculty of Engineering', 'Faculty Code' with the value 'ENG', and a larger 'Description' field with placeholder text 'Faculty description (optional)'. At the bottom right are two buttons: a grey 'Cancel' button and a blue 'Update Faculty' button.

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

Department Management

Q Search departments...

All Faculties

Manage Moderators

+ Add Department

CODE	DEPARTMENT NAME	FACULTY	MODERATOR	STATISTICS	CREATED	ACTIONS
CSE	Computer Science and Engineering		No Moderator	Teachers: 0 Courses: 0 Sessions: 0	8/17/2025	<div>Edit</div> <div>Assign Moderator</div> <div>Delete</div>

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

Create New Department

Department Name

Department Code

Computer Sciencee and I

CSE

Faculty

ENG - Faculty of Engineering

Description

Department description (optional)

☐ Assign Department Moderator

Cancel

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

Bulk Upload

Add Teacher

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	<div><div>View Details</div><div>Edit</div><div>Block</div><div>Delete</div></div>

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

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

Add New Teacher

Teacher Name

Hamid Hasan

Email

hamid@bfu.ac.bd

Initial

HMH

Phone (Optional)

01556789456

Department

CSE - Computer Sciencee and Engineering

Temporary Password

UzMX2Zct

Cancel

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						
<input type="text" value="Search semesters..."/>				<button>Filter</button>	<button>+ Add Semester</button>	
SEMESTER	STATUS	DURATION	STATISTICS	CREATED	ACTIONS	
Summer 2025	Active	5/1/2025 - 7/31/2025	Courses: 0 Sessions: 0 Responses: 0	8/17/2025	<button>Edit</button>	<button>Set Current</button> <button>Delete</button>

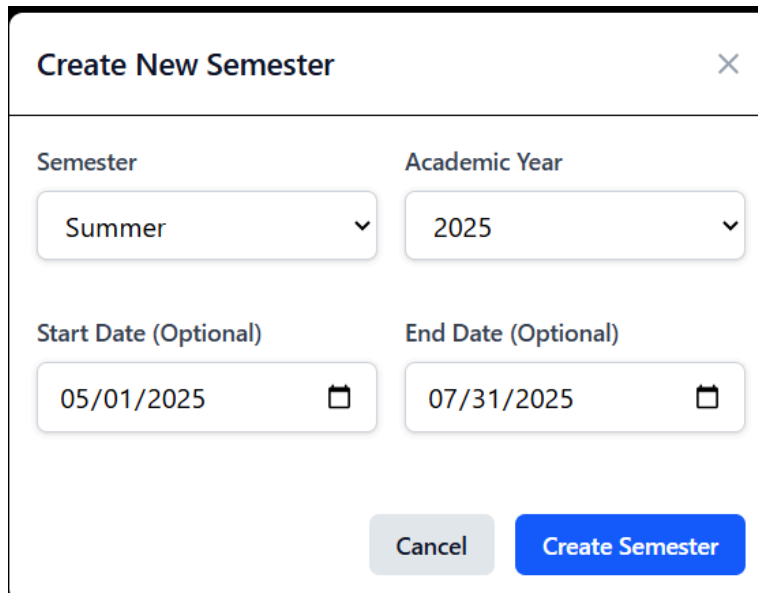
The Semester Management section allows you to create, view, edit, and manage academic semesters for your university.

Accessing Semester Management

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

Semester Management Features

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

A screenshot of a web form titled "Create New Semester" with a close button (X) in the top right corner. The form contains four input fields arranged in a 2x2 grid. The top row has "Semester" with a dropdown menu showing "Summer" and "Academic Year" with a dropdown menu showing "2025". The bottom row has "Start Date (Optional)" with a date input field showing "05/01/2025" and a calendar icon, and "End Date (Optional)" with a date input field showing "07/31/2025" and a calendar icon. At the bottom of the form are two buttons: a grey "Cancel" button and a blue "Create Semester" button.

Adding a New Semester

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

Editing a Semester

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

[Edit](#) [Delete](#)

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 *

[Cancel](#) [Create](#)

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

Question Template Management

Q Search templates...

↓ Browse Templates

+ Create Custom Template

All Categories

TEMPLATE NAME	QUESTIONS	CATEGORIES	ACTIONS
<div><div>Standard Course Evaluation</div><div>Comprehensive course evaluation template with instructor, content, delivery, and assessment questions</div></div>	<div>10 questions</div>	<div><div>instructor</div><div>overall</div><div>content</div><div>delivery</div></div>	<div><div>View</div><div>Edit</div><div>Delete</div></div>

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

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

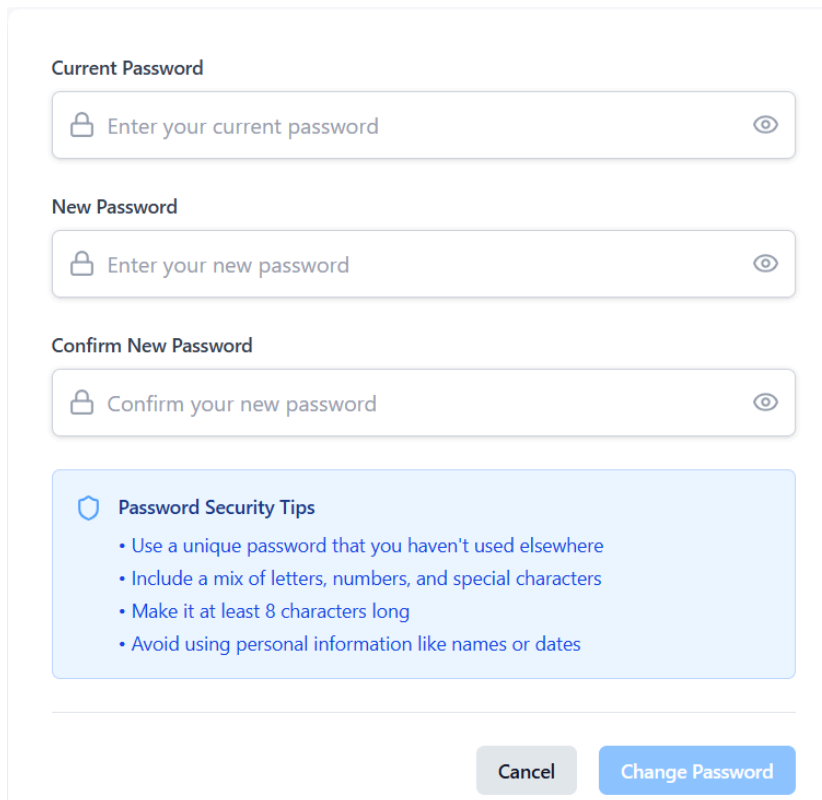
Editing a Template

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 image shows a 'Change Password' form. It consists of three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a lock icon on the left and an eye icon on the right. Below the fields is a light blue box titled 'Password Security Tips' containing four bullet points. At the bottom right are two buttons: 'Cancel' and 'Change Password'.

Current Password

Enter your current password

New Password

Enter your new password

Confirm New Password

Confirm your new password

Password Security Tips

- 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

Cancel 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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