# GreenPREP

## Guideline
## for
## End User

## Table of Contents:

# I. Teacher

## 1. Feature Name: Class Management

**Intended User:** Teacher

**Purpose:** Helps you add, edit, or remove class in class management, that will help teacher to control list of class and student can access to this class or not.

**Introduction**: This feature lets you manage class list accounts easily. Whether you need to add a new class, update class details, or remove class what no longer needs access by student or which class outdated, this tool keeps classes organized and secure, easy for study access.

❖ **Screen-by-Screen Guide**

➢ **Screen Name: Class Management Screen**

- **What You Can Do:** View all classes, search for a specific class, and start adding, editing, or removing class you want.

- **What You'll See:** A table listing all classes with their name, number of session, and action buttons (Edit pencil, Delete trash). Above the table, there's a search bar and a blue "Create new class" button.

➢ **How to Use It:**

1. Log in with your teacher account to see this screen.

2. In screen you will see the table of classes list, that include CLASS NAME, NUMBER OF SESSION, and actions button (Edit pencil, Delete trash can). You can edit or delete any class if you want.

3. When you click to any class in the list of classes below you can see more detail of this class. Some information such as: SESSION NAME, SESSION KEY, START TIME, END TIME, STATUS, and Edit pencil.

4. To add, edit, or delete a class, use the buttons in the Action column or the "Create new class" button.

➢ **Tips:** Use the search bar if the list is long to find someone quickly.

❖ **Screen Name: Create New Class Screen**

➢ **What You Can Do:** Add a new class to the system.

➢ **What You'll See:** A pop-up form with fields for the class's name, plus "Cancel" and "Create" buttons. After creating, it shows a success message like "Class created successfully". When open pop-up form to create class, the screen will blur, after create class success the notification will display into 2 seconds, then it will disappear.

➢ **How to Use It:**

- Step 1: Click the "Create new class" button on the right screen.

- Step 2: Enter class's name you want, make sure this name not exists before.

- Step 3: Click "Create". If it works, you'll see the success message, that message will close after 2 seconds.

➢ **Tips:** Make sure the class's name is unique. If you see an error, try a different class's name.

❖ **Screen Name: Edit Class's Name Screen**

➢ **What You Can Do:** Update a class's name information.

➢ **What You'll See:** A pop-up form with fields for the class's name, plus "Cancel" and "Update" buttons. After updating, it shows a success message like "Class updated successfully". When open pop-up form to update class, the screen will blur, after update class success the notification will display into 2 seconds, then it will disappear.

➢ **How to Use It:**

- Find the class's name in the table and click the "Edit" pencil icon.

- Change the details of the class (class's name) in the form.

- Click "Update". If successful, you'll see the success message, that message will close after 2 seconds.

➢ **Tips:** Double-check the changes before clicking "Update". If you see an error, try a different class's name.
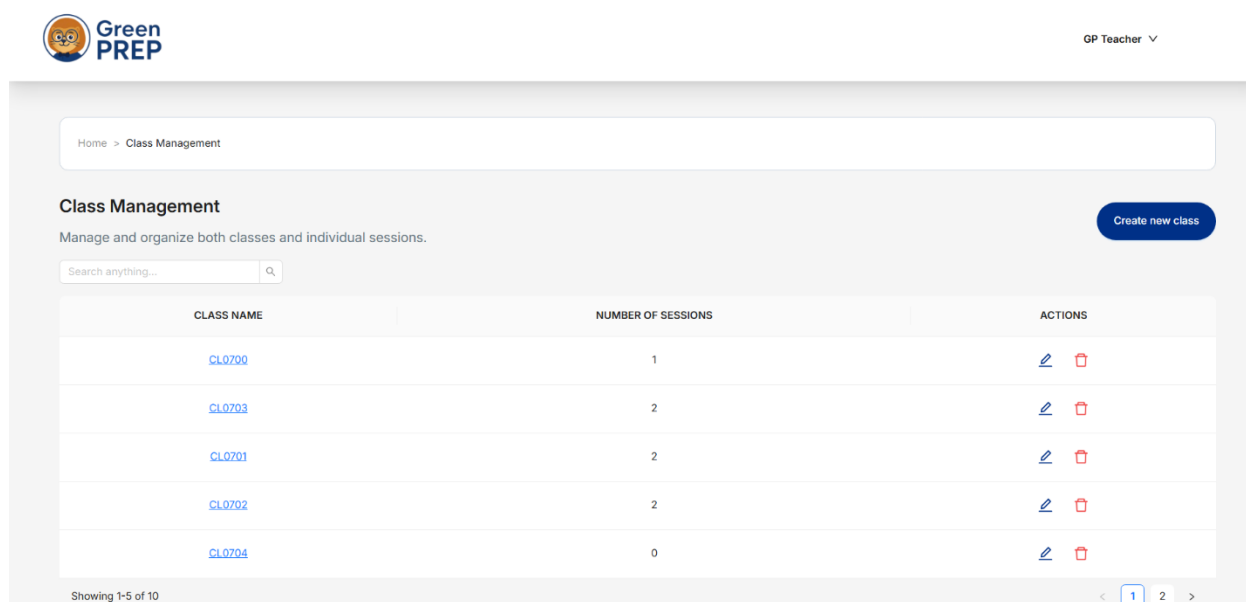
❖ **Screen Name: Delete Class's Name Screen**

➢ **What You Can Do:** Remove a class's name from the system.

➢ **What You'll See:** A pop-up warning saying "Are you sure you want to delete this class?" with a message about losing access for this class, plus "Cancel" and "Delete" buttons. After deleting, it shows a success message like "Class deleted successfully". When open pop-up form to delete class, the screen will blur, after delete class success the notification will display into 2 seconds, then it will disappear.

➢ **How to Use It:**

- Step 1: Find the class's name in the table and click the "Delete" trash can icon.

- Step 2: Read the warning, then click "Delete" to confirm.

- Step 3: Click "Delete". If successful, you'll see the success message, that message will close after 2 seconds.

➢ **Tips:** Once deleted, the class can't log this class in anymore, so be sure before confirming!

## Visual Guide

- **Screenshot 1: Class Managment**



*Figure 1: This is where you see all classes and manage class.*
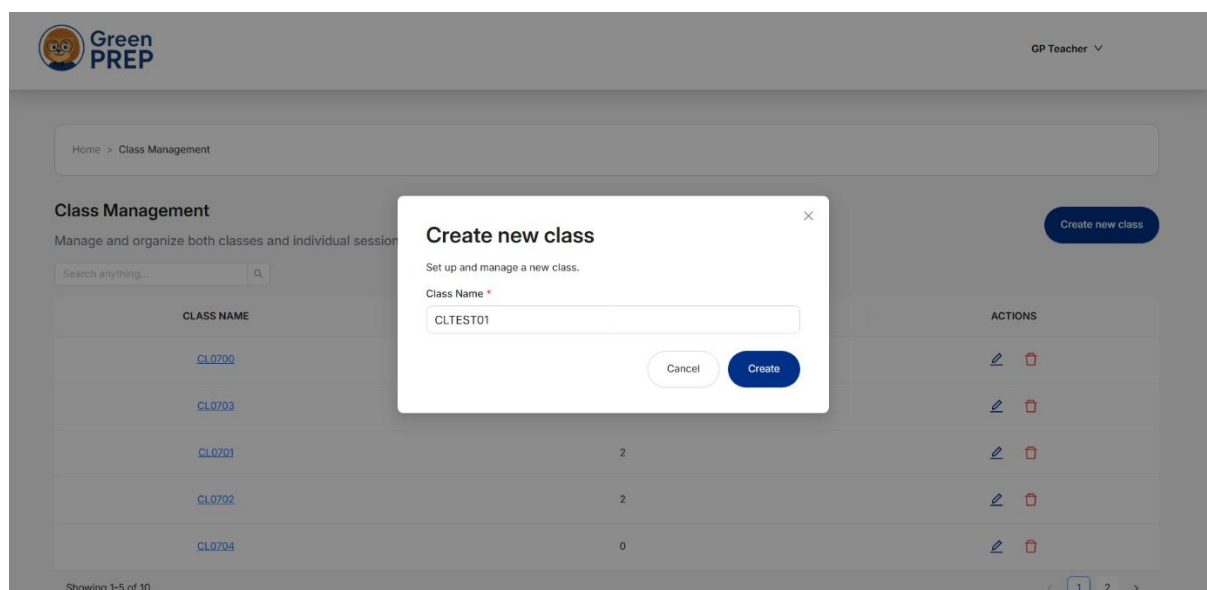
- **Screenshot 2: Add new class**



*Figure 2: Use this form to add a new class to the system.*

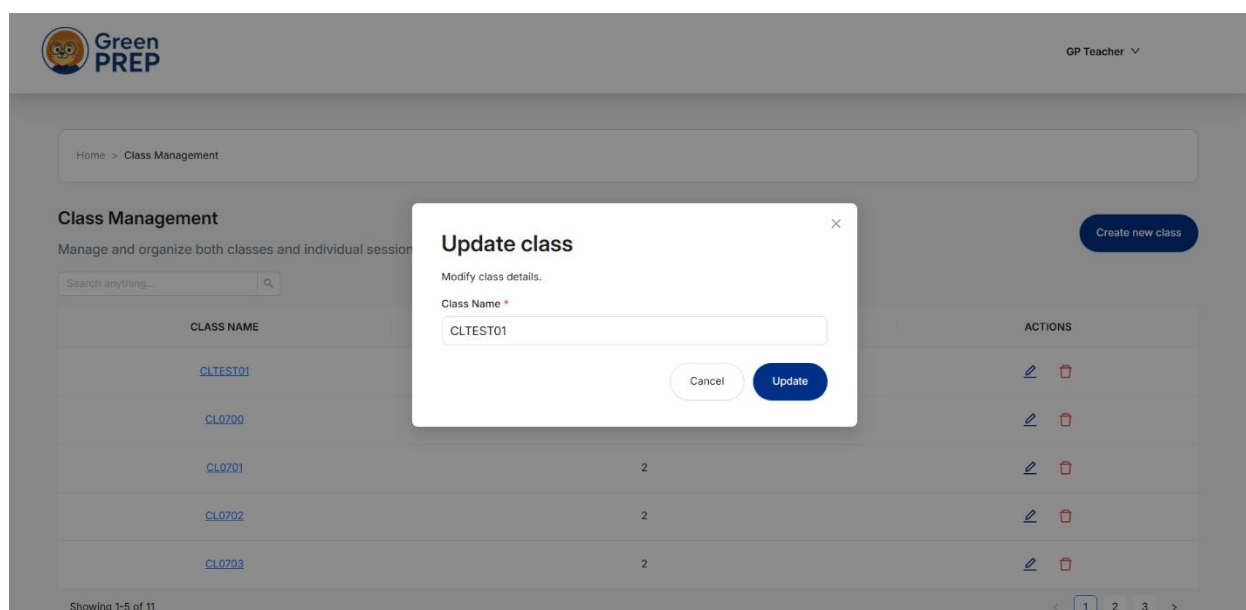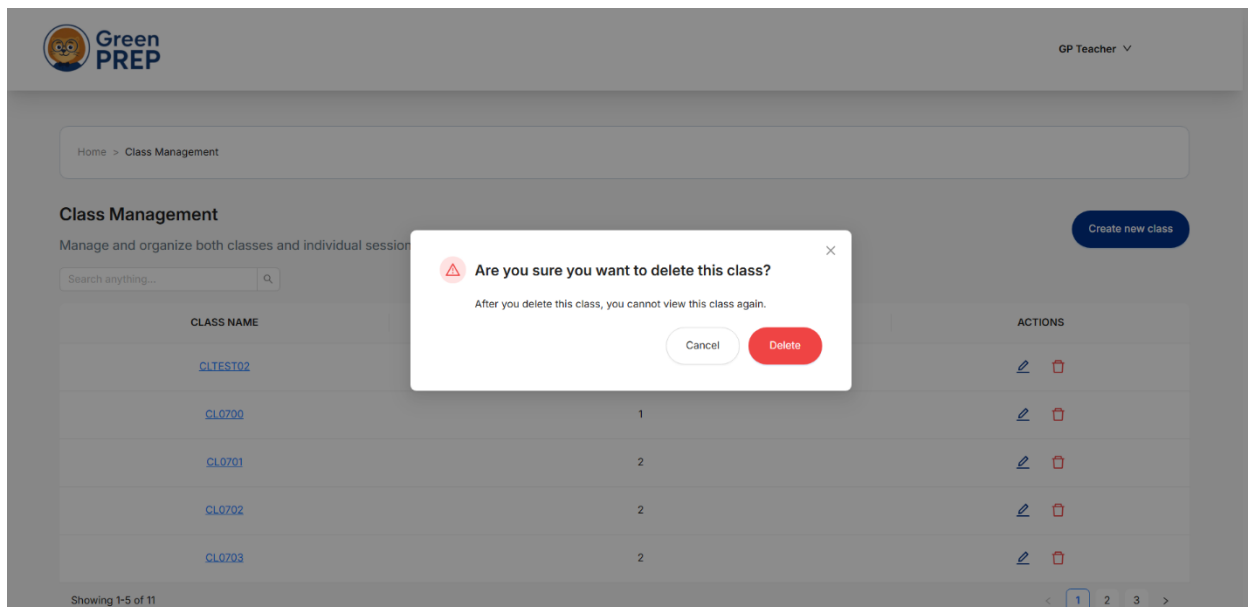- **Screenshot 3: Updating class's name**



*Figure 3: Use this form to update a class name to the system.*

- **Screenshot 4: Deleting class's name**



*Figure 4: Use this form to delete a class to the system.*

## 2. Feature Name: Session Management

**Intended User:** Teachers

**Purpose:** To provide complete management of official test sessions – from creating sessions and approving participants to scoring and publishing results. This feature ensures a smooth, transparent, and professional test administration process.

**Introduction:** Test Session Management is a comprehensive toolkit that helps users organize and monitor the entire lifecycle of test sessions. From setting up sessions and handling join requests to scoring and maintaining test history, all actions are streamlined into a clear and efficient workflow. This feature reduces manual workload, improves accuracy, and ensures fairness throughout the testing process.
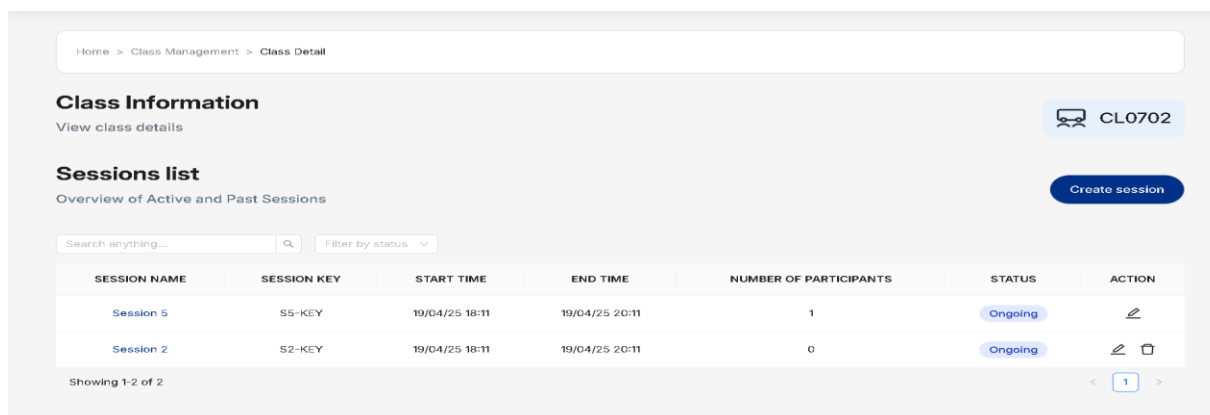
❖ **Screen Name: Session List**

➢ **What You Can Do:**

- View and manage official test sessions.

- Search, filter, edit session details before the test starts.

- Access participant list for each session.

➢ **What You'll See:**

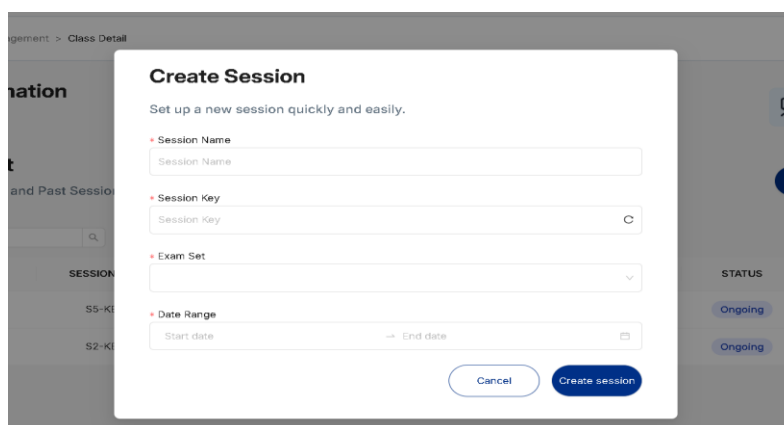- A table containing general information about official test sessions.



*Figure 5: Class's sessions screen.*

❖ **Screen Name: Create/Edit Session**

➢ **What You Can Do:** Create or update delete, details for an official test session.
➢ **What You'll See:** A form with fields for test name, date, time, duration, and optional description.

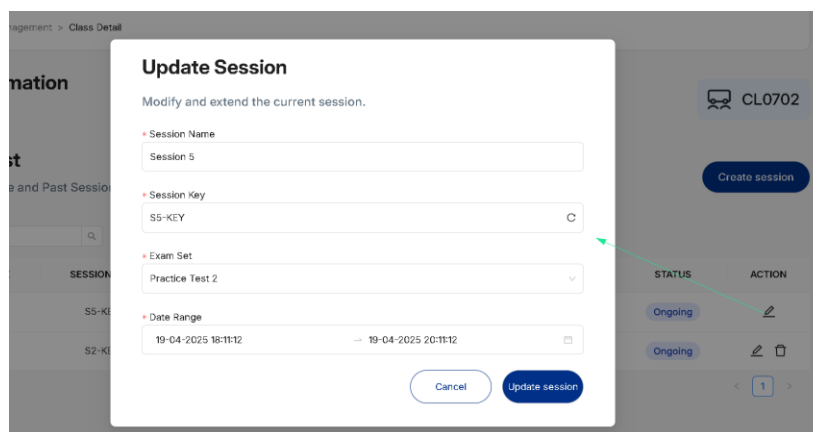**Note:** Sessions can no longer be edited, delete after they begin.



*Figure 6: Create session screen*

*Figure 7: Update session screen*

❖ **Screen Name: Pending Join Requests**



*Figure 8: Pending request to session screen.*

➢ **What You Can Do:** Review and approve or reject student requests to join an official test session.

➢ **What You'll See:** A table listing pending requests with essential information about each student.

❖ **Screen Name: Session Participants**

➢ **What You Can Do:**

- View students participating in the official test session.

- Score their Speaking and Writing sections via clickable fields.

- Assign output level.

- View individual student's test history.

- Confirm and publish final scores using the **"Public Score"** button.

➢ **What You'll See:**

- A table displaying score-related information of students participating in the session.

➢ **How It Works:**

- After completing scoring, click **"Public Score"** to finalize and send results.

- Once published:

  o Scores become read-only.
  o Result notification emails are automatically sent to students.
  o Timestamps of publishing are logged.



## Student Monitoring

Track student request and participation.

Publish Score

| STUDENT NAME | GRAMMAR & VOCABULARY | LISTENING | READING | SPEAKING | WRITING | TOTAL | LEVEL |
|---|---|---|---|---|---|---|---|
| GP Student | | No Data | No Data | Ungraded | Ungraded | No Data | Level ∨ |
| Dương Hiếu | | 18 \| A2 | No Data | 50 \| C | 17 \| A1 | 85 | B2 ∨ |

Showing 1-2 of 2   ‹ 1 ›   10 / page ∨

*Figure 9: Session participant screen.*

❖ **Screen Name: Student Exam History**

➢ **What You Can Do:** View a student's complete history of official test sessions and scores.
➢ **What You'll See:** A table containing information about each session the student has taken, including scores and levels (if applicable).



Student Name: **GP Student**   Student ID: **S654321**
Class: **Not Available**   Email: **student@greenprep.com**
Phone: **0988997774**

## Assessment History

Overview of Past Performance.

| SESSION NAME | GRAMMAR & VOCABULARY | LISTENING | READING | SPEAKING | WRITING | TOTAL | LEVEL |
|---|---|---|---|---|---|---|---|
| Session 1 | 50 | 50 \| C | 50 \| C | 50 \| C | 50 \| C | 250 | C |
| Session 5 | | No Data | No Data | Ungraded | Ungraded | No Data | No Data |
| Session 2 | | 8 \| A1 | No Data | 15 \| A1 | 10 \| A1 | 33 | A1 |

Showing 1-3 of 3   ‹ 1 ›   10 / page ∨

*Figure 10: Student session history screen.*

## II.  Admin

### 1. Feature Name: Teacher Account Management

**Intended User:** Admins

**Purpose:**

Helps admins manage teacher accounts by allowing them to view, create, update, or delete accounts to control access and maintain system security.

**Introduction:**

This feature enables admins to efficiently manage teacher accounts, ensuring accurate records and secure access to the system.

**Screen-by-Screen Guide**

❖ **Screen Name: Teacher Account Management Screen**

➢ **What You Can Do:**

- View the list of teachers.

- Search for a specific teacher by name or ID.

- Filter teachers by status.

➢ **What You'll See:**
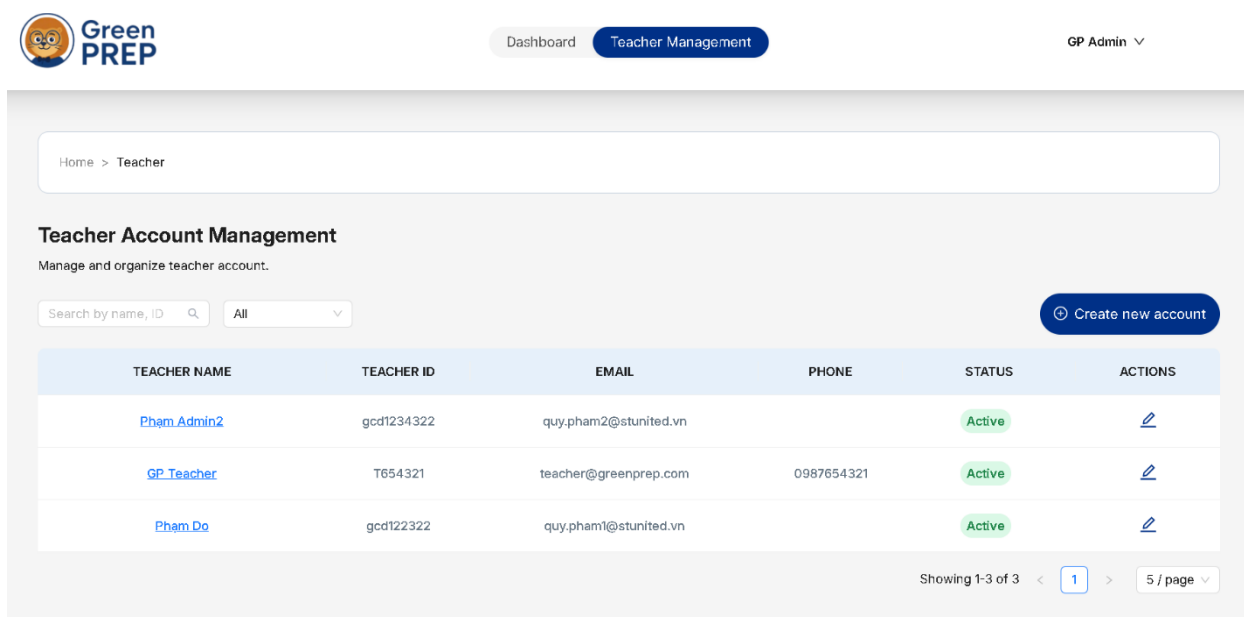
- A table displaying teacher details: Teacher Name, Teacher ID, Email, Phone, Status, and Actions.

- A search bar to filter by name or ID.

- A dropdown to select status (e.g., Active).

- A "Create new account" button.

- Pagination controls (e.g., "Showing 1-3 of 3").

➢ **How to Use It:**

- Step 1: Log in with your Admin account.

- Step 2: Navigate to the "Teacher" section from the Home screen.

- Step 3: Use the search bar to filter teachers by name or ID, or select a status from the dropdown.

- Step 4: Click the pencil icon under "Actions" to edit a teacher's details.

➢ **Tips:**

- Use the search bar to quickly find a teacher if the list is long.

- Adjust the number of entries per page using the pagination dropdown.



❖ **Screen Name: Create Teacher Screen**

➢ **What You Can Do:**

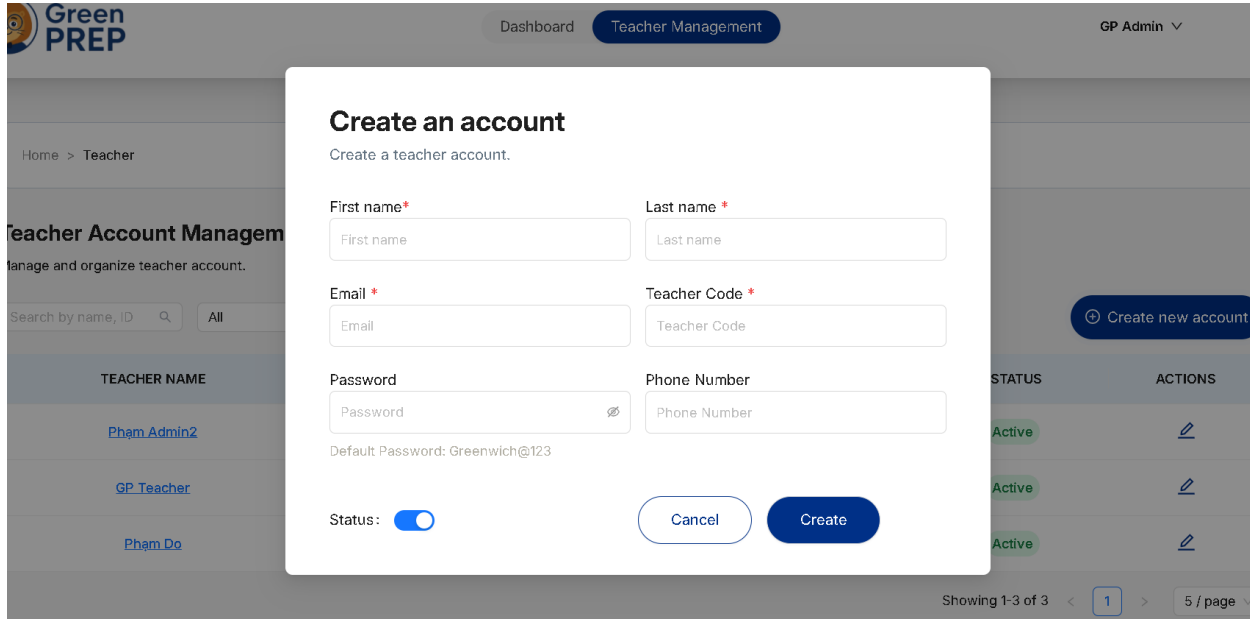- Add a new teacher to the system.

➢ **What You'll See:**

- A form with fields for First Name, Last Name, Email, Teacher Code, Password, Phone Number, and Status toggle (Active/Deactive).

- A default password (e.g., "**Greenwich@123**").

- "Cancel" and "Create" buttons.

➢ **How to Use It:**

- Step 1: From the Teacher Account Management screen, click the "Create new account" button.

- Step 2: Fill in the required fields (First Name, Last Name, Email, Teacher Code) and optional fields (Phone Number, Password).

- Step 3: Toggle the Status to "Active" if the account should be immediately usable.

- Step 4: Click "Create" to save the new teacher account.

➢ **Tips:**

- Ensure the email is unique and not already in use.

- Double-check the Teacher Code for accuracy.



❖ **Screen Name: Edit Teacher Screen**

➢ **What You Can Do:**

- Update a teacher's information, status.

➢ **What You'll See:**

- A form pre-filled with the teacher's current details: First Name, Last Name, Email, Teacher Code, Phone Number, and Status toggle.
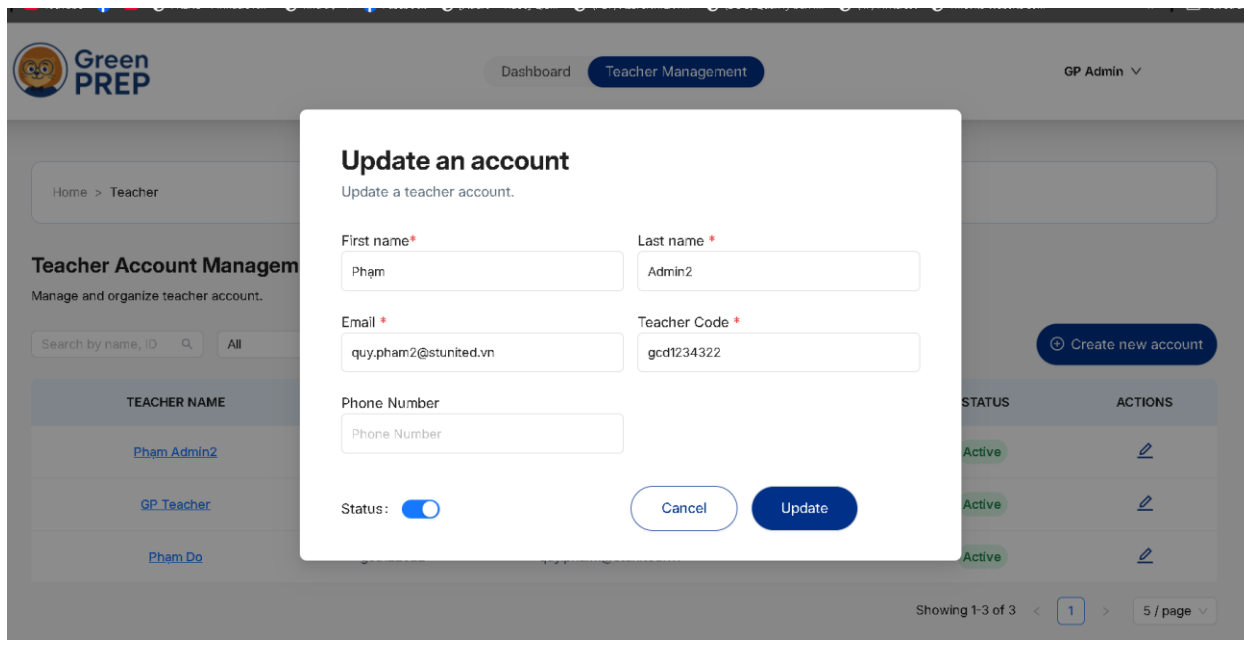
- "**Cancel**" and "**Update**" buttons.

➢ **How to Use It:**

- Step 1: On the Teacher Account Management screen, click the pencil icon next to the teacher you want to edit.

- Step 2: Modify the necessary fields (e.g., update the Phone Number or toggle the Status).

- Step 3: Click "**Update**" to save the changes.

➢ **Tips:**

- Verify the updated information before clicking "**Update**."

- If you don't want to save changes, click "**Cancel**" to exit.

# III. Authen

## 1. Feature Name: Login System

**Intended User**: Teachers and Administrators

**Purpose**: Provides secure access to the system, ensuring only authorized users can log in.

**Introduction**: The login system is the gateway to the application, providing a secure and user-friendly way for teachers and administrators to access their accounts. It features a clean, modern interface with clear validation and error feedback.

**Screen-by-Screen Guide**

❖ **Screen Name: Login Screen**

➢ **What You Can Do:**

- Enter your email and password to access the system

- Reset your password if forgotten

- View validation feedback in real-time

➢ **What You'll See:**

- A welcoming header "Welcome back!"

- A clean login form with:

  o Email input field with email icon

  o Password input field with show/hide password toggle

  o "Forgot password?" link

  o Blue "Login" button

- Error messages (if any) displayed prominently

➢ **How to Use It:**

- Enter your registered email address in the email field

- Enter your password in the password field (can toggle visibility)

- Click the "Login" button to access your account

- If login is successful, you'll be redirected to: Class Management (for teachers)

- If you forgot your password, click "**Forgot password?**" link

➢ **Tips:**

- Make sure your email format is correct

- Password field is case-sensitive

- If you get an error message, double-check your credentials

- The system will show clear error messages if something goes wrong

- Use the show/hide password toggle to verify your password entry

➢ **Security Features:**

- Password field is masked by default

- Form validates input before submission

- Secure password handling

- Automatic redirection to appropriate dashboard based on user role(Admin or Teacher)

**Visual Guide (Login)**
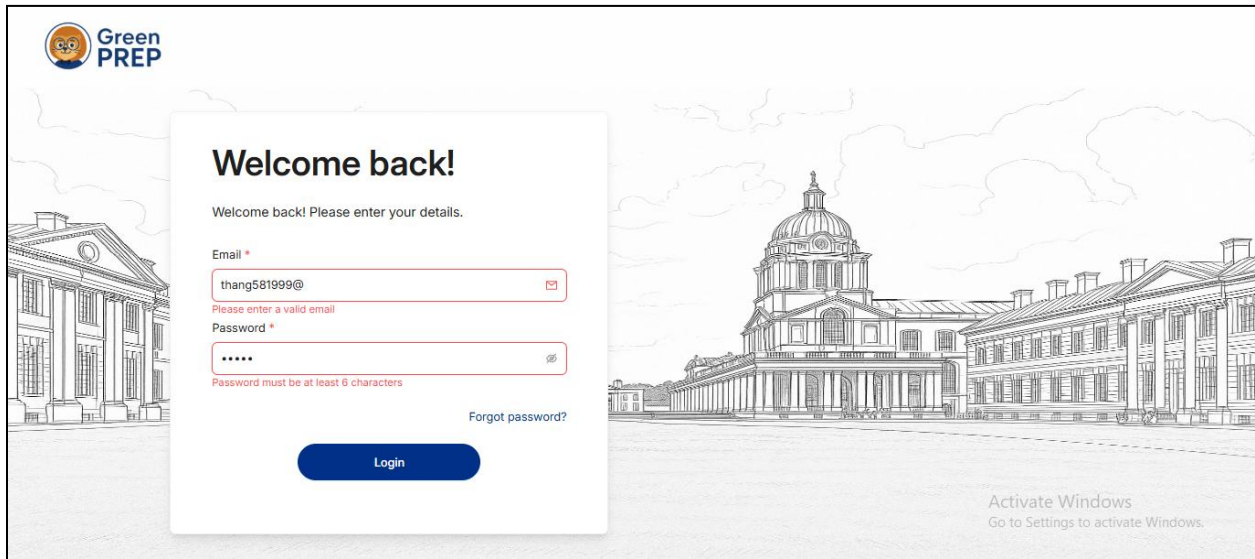
- Screenshot 1:
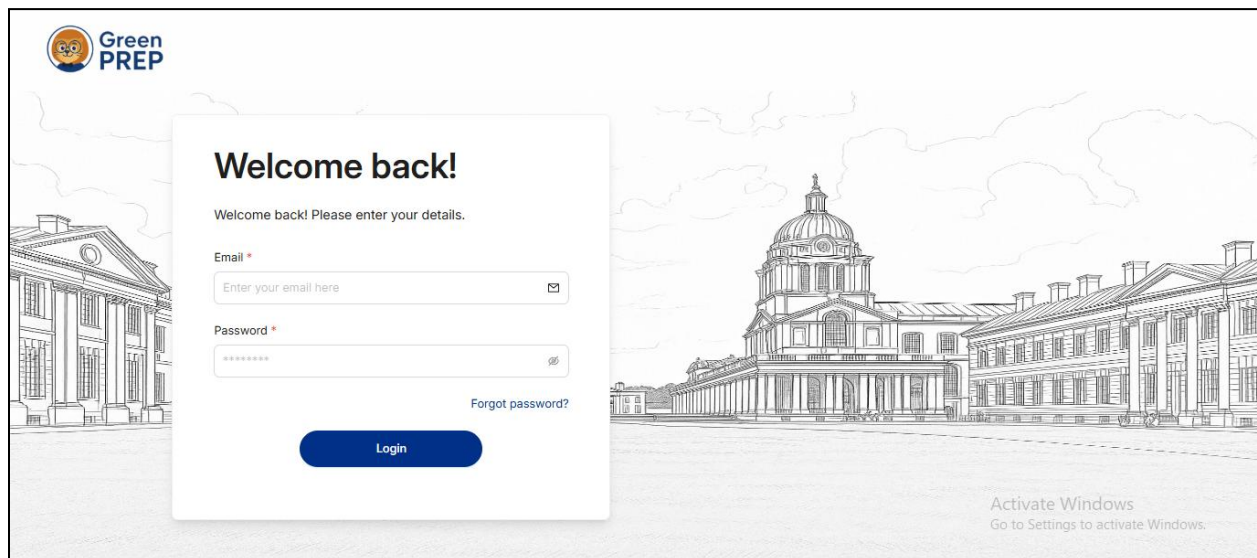


*Figure 11: Login page*

- Screenshot 2:



*Figure 12: Login validate email and password.*

## 2. Feature Name: Registration System

**Intended User**: New Students

**Purpose**: Allows new students to create accounts and join the learning platform.

**Introduction**: The registration system provides a straightforward process for students to create their accounts with necessary academic information. It features a comprehensive form with real-time validation.

**Screen-by-Screen Guide**

- ❖ **Screen Name: Registration Screen**

  - ➢ **What You Can Do:**
    - Create a new student account
    - Enter personal and academic information
    - Set up account credentials
    - Navigate back to login if already registered

  - ➢ **What You'll See:**
    - A clear header "Create an account"
    - A registration form with:
      - o First name and last name fields
      - o Email and phone number inputs
      - o Class name and Student ID fields
      - o Password and confirmation fields
      - o "Sign up" button
    - Link to login page for existing users

  - ➢ **How to Use It:**
    - Fill in your personal details (name, email, phone)
    - Enter your academic information (class, student ID)
    - Create a secure password and confirm it
    - Click "Sign up" to create your account
    - You'll be redirected to login after successful registration

  - ➢ **Tips:**
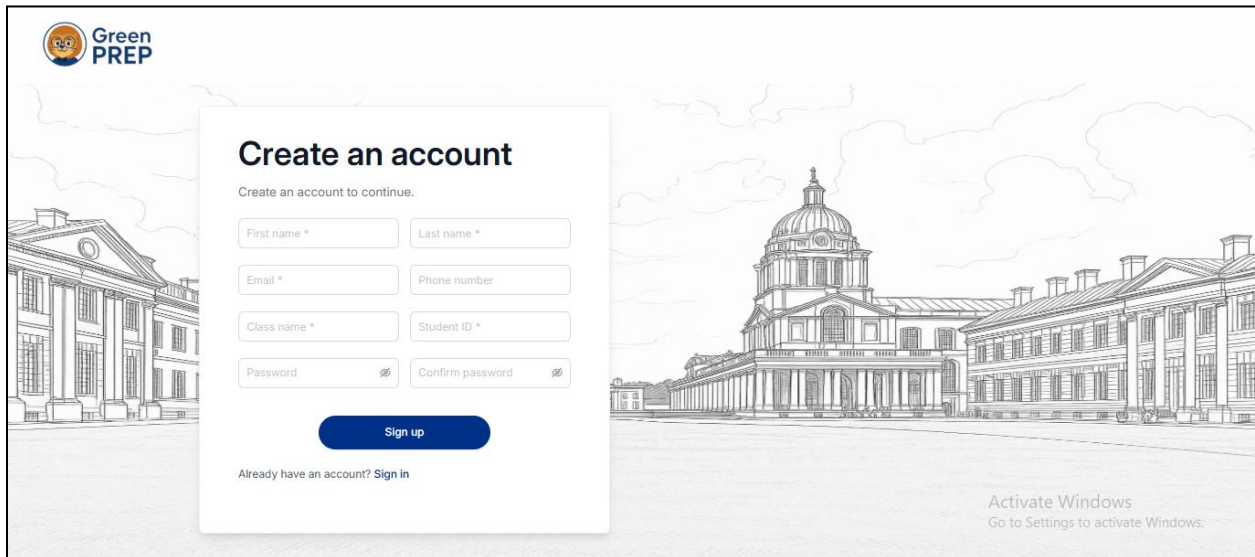
- Use your school email address if required

- Choose a strong password

- Make sure your student ID matches school records

- Double-check all information before submission

➢ **Security Features:**

- Password strength requirements

- Email verification

- Secure data transmission

- Input sanitization and validation

## 3. Visual Guide(Registration System)
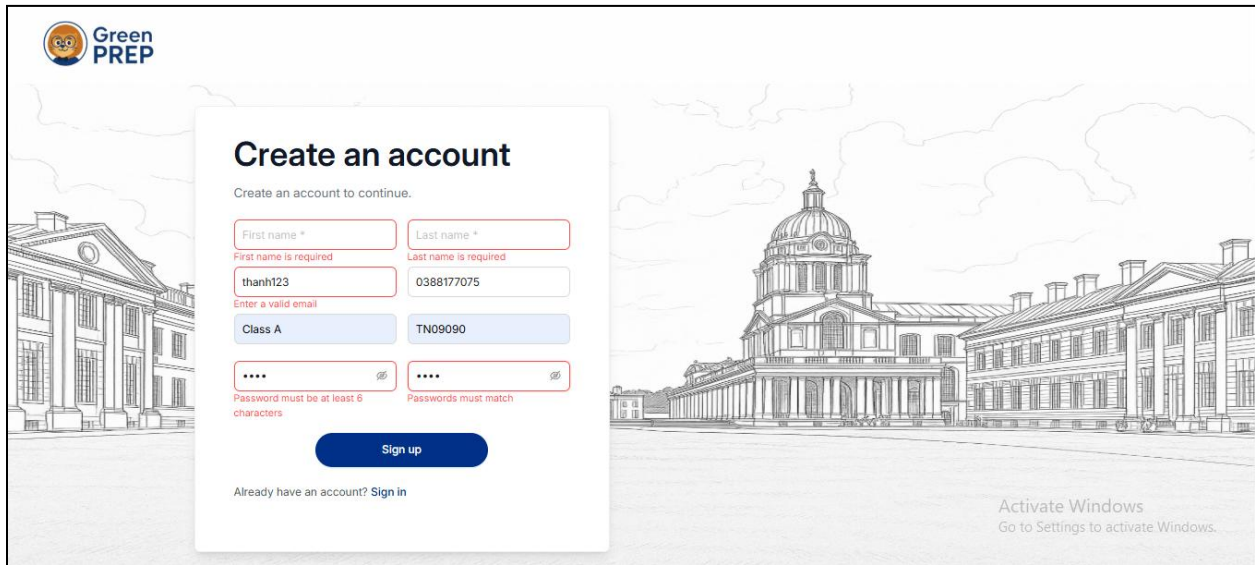
- Screenshot 1:



*Figure 13: Registration Page.*

- Screenshot 2:



*Figure 14: Registraion validate*

- Screenshot 3:



*Figure 15: Check exist email error*

- Screenshot 4:



*Figure 16: Check Student Code exist.*

- Screenshot 5:



*Figure 17: Check Phone exist.*
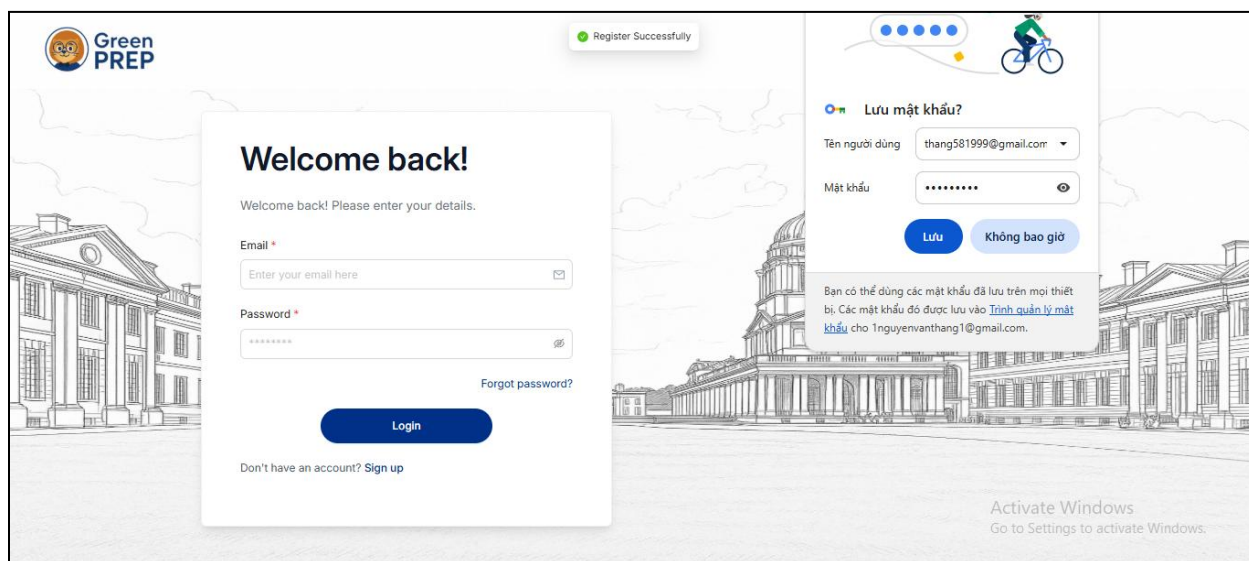
- Screenshot 6:



*Figure 18: Registration success.*

## 4. Feature Name: Forgot Password

**Intended User:** All users (Teachers and Administrators)

**Purpose:** Helps users recover their account access when they forget their password.

**Introduction:** This feature provides a simple way for users to reset their password through email verification. It's designed to be straightforward and secure.

**Screen-by-Screen Guide**

- ❖ **Screen Name: Forgot Password**
  - ➢ **What You Can Do:**
    - Request a password reset link via email
    - Return to login page
  - ➢ **What You'll See:**
    - "Forgot password?" header
    - Helpful message explaining the process
    - Email input field with mail icon
    - Blue "Reset password" button
    - "Back to login" link with arrow

➢ **How to Use It:**

- Click "Back to login" if you remember your password

- Enter your registered email address

- Click "Reset password" button

- Check your email for reset instructions

➢ **Tips:**

- Make sure to use the email address associated with your account

- Check spam folder if you don't receive the reset email

- The reset link will be sent to your email immediately

**Visual Guide (ForgotPassword)**

- Screenshot 1:
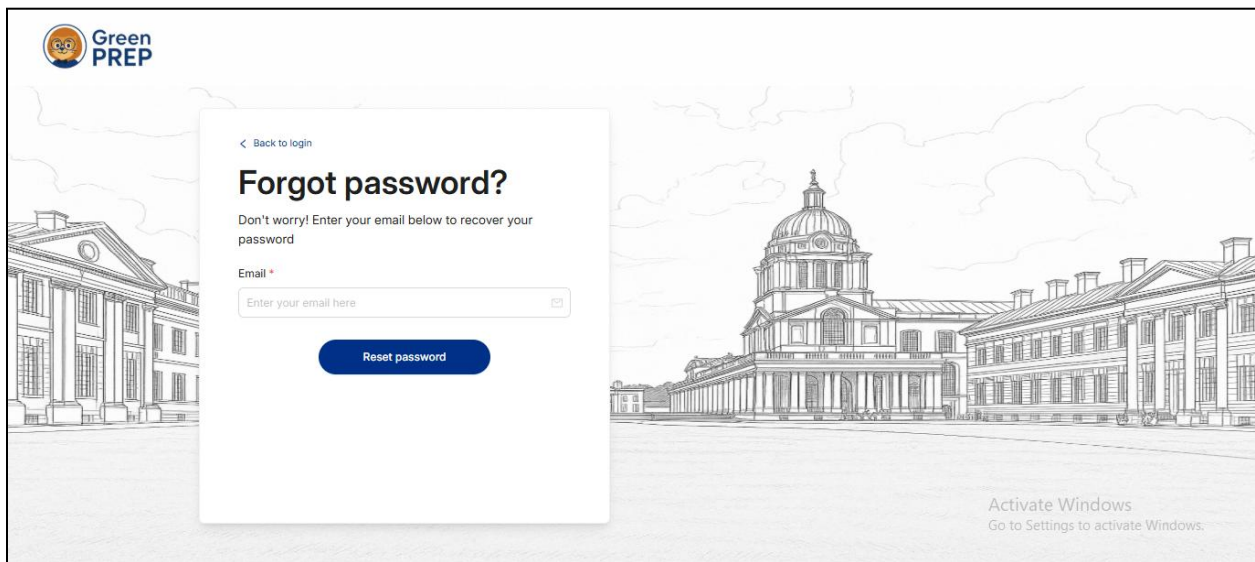


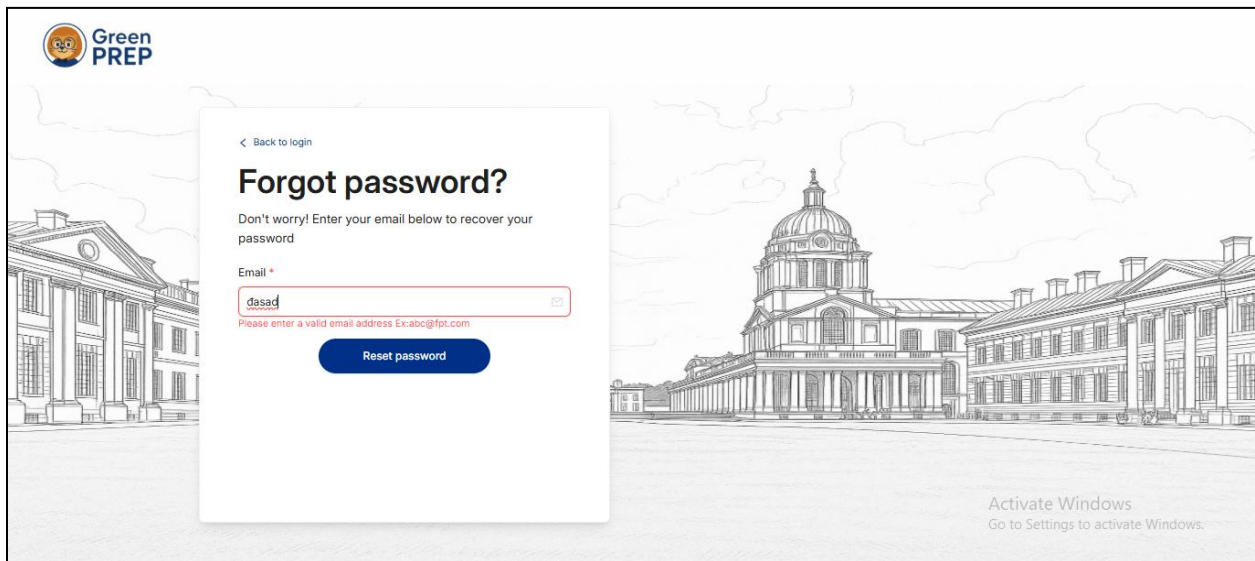*Figure 19: ForgotPassword Page.*

- Screenshot 2:



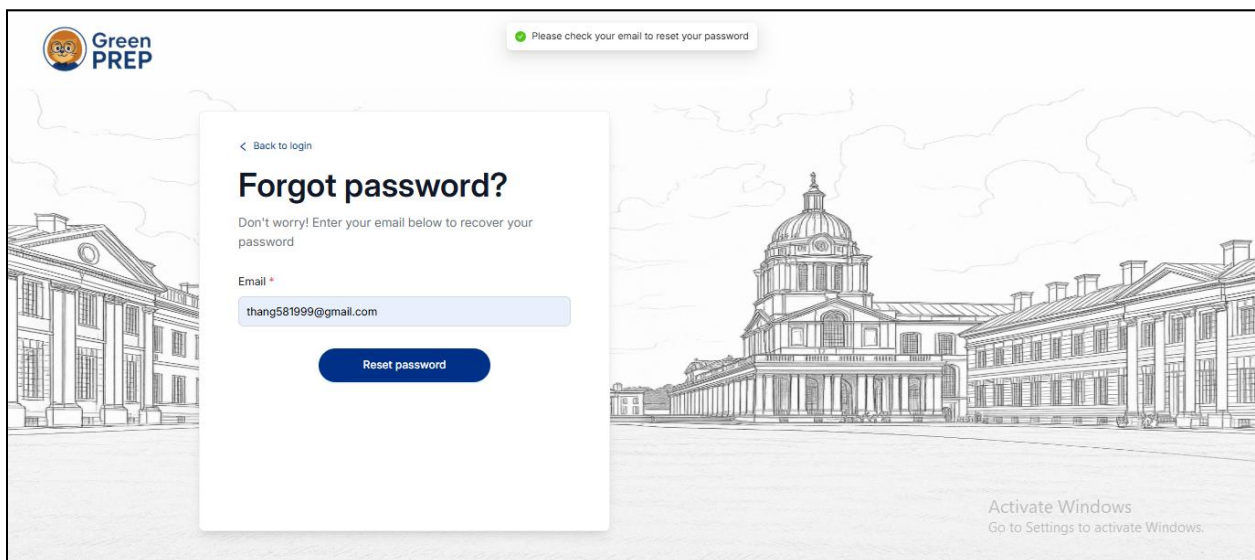*Figure 20: ForgotPassword Page Validate.*

- Screenshot 3:



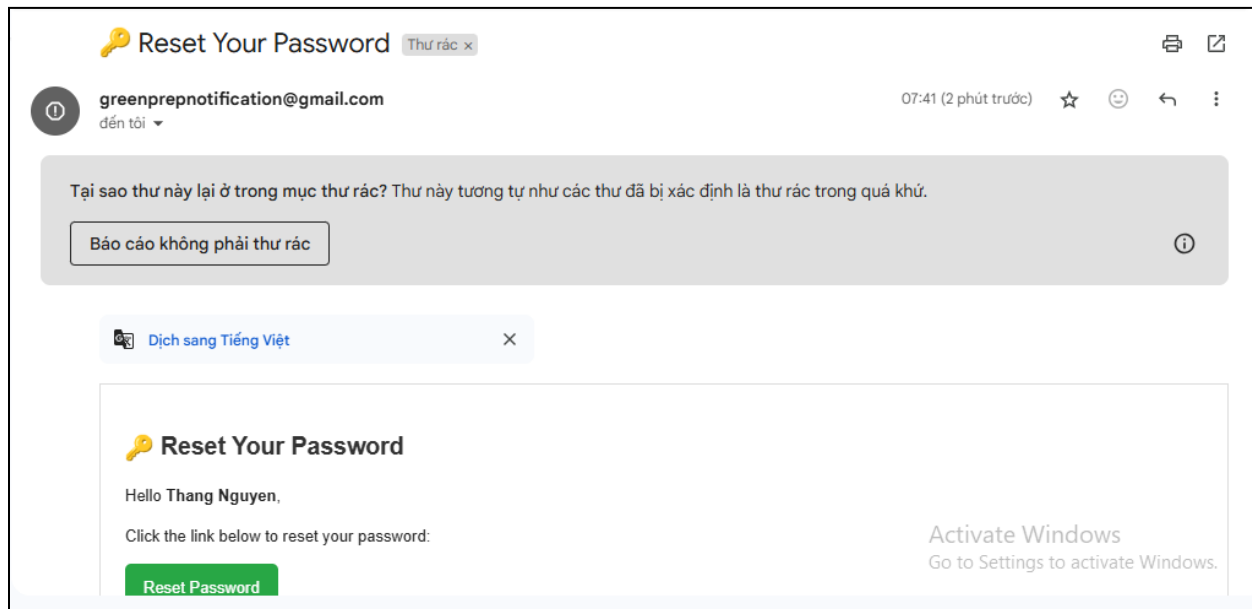*Figure 21: Forgot password Success.*

- Screenshot 4:



*Figure 22: Mail reset password.*

## 5. Feature Name: Reset Password System

**Intended User**: All users who have requested a password reset

**Purpose**: Allows users to securely create a new password after requesting a reset through the Forgot Password feature.

**Introduction**: The Reset Password system provides a secure way for users to create a new password after receiving a reset link via email. The process includes password validation and confirmation to ensure security.

**Screen-by-Screen Guide**

- ❖ **Screen Name: Reset Password Screen**
  - ➢ **What You Can Do:**
    - Create a new password for your account
    - Confirm your new password
    - Submit the password change
  - ➢ **What You'll See:**
    - "Create new password" header

- Explanatory text about password reset

- Two password input fields:

  o New Password field with show/hide toggle

  o Confirm Password field with show/hide toggle

- Blue "Submit" button

- Password requirements message

➢ **How to Use It:**

- Enter your new password following the requirements:

  o At least 6 characters

  o Include lowercase letter

  o Include 1 uppercase letter

  o Include 1 number

  o Include 1 special character (@$!%*?&)

- Re-enter the same password in the confirmation field

- Click "Submit" button

- Wait for success confirmation

➢ **Tips:**

- Passwords must match exactly

- Cannot copy/paste passwords for security

- Token expires after a certain time

- If token is expired, you'll need to request a new reset link

❖ **Screen Name: Reset Success Screen**

➢ **What You Can Do:**

- View confirmation of successful password reset

- Return to login page

➢ **What You'll See:**

- Success illustration

- "Reset password successfully" message

- Confirmation text

- Blue "Back to login" button

➢ **How to Use It:**

- Read the success confirmation

- Click "Back to login" button

- Use your new password to log in

➢ **Tips:**

- Make sure to remember your new password

- You will be automatically redirected to this screen after successful reset

- You can now use your new password to log in
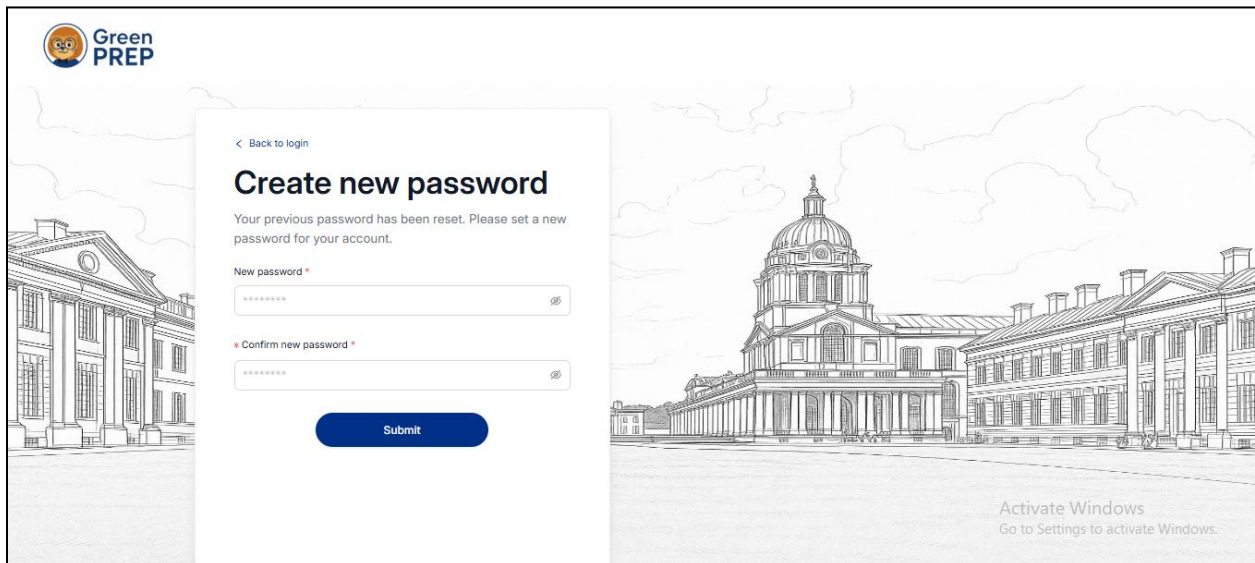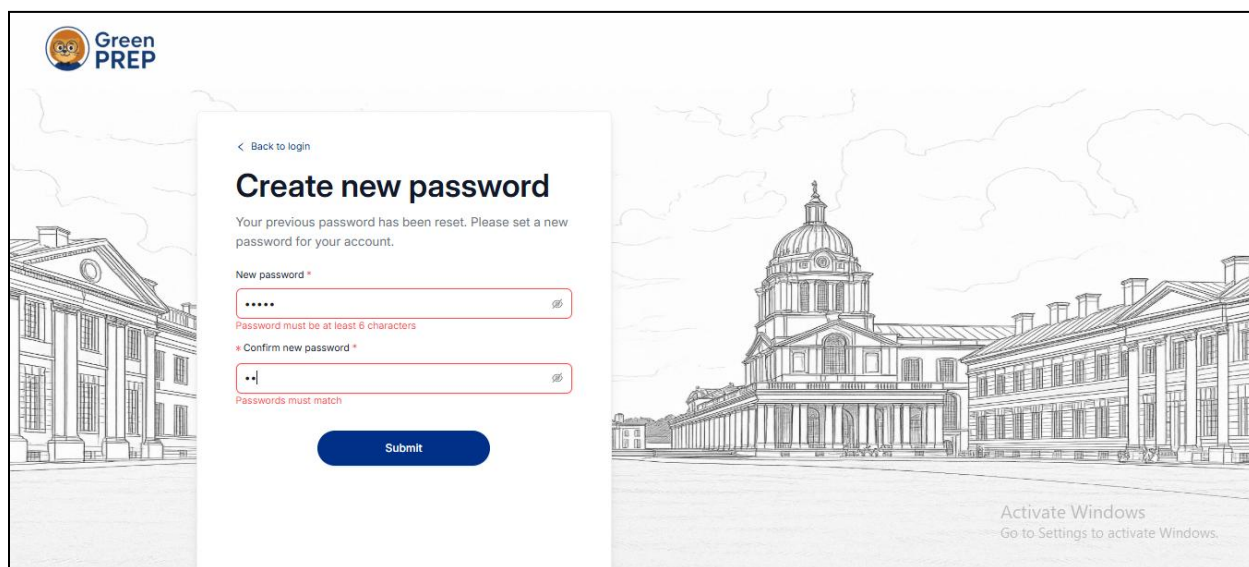
**Visual Guide (ResetPassword)**

- Screenshot 1:



*Figure 23: Reset Password Page.*

- Screenshot 2:



*Figure 24: Reset Password Validate.*

## 6. Feature Name: Profile Student System

**Intended User**: Students

**Purpose**: Allows students to view and manage their personal information and assessment history.

**Introduction**: The profile management system provides students with a comprehensive view of their personal information and academic performance history. It features an intuitive interface for viewing and updating profile details, changing passwords, and tracking assessment results.

**Screen-by-Screen Guide**

- ❖ **Screen Name: Profile Screen**
  - ➢ **What You Can Do:**
    - View personal information
    - Update profile details
    - Change password
    - View assessment history
    - Navigate back to home page
    - Search and filter assessment records

➢ **What You'll See:**

- Profile header with user icon

- Personal Information Card showing:

  o Student name

  o Email address

  o Student ID

  o Phone number

  o Class name

- Two action buttons:

  o "Change password" button

  o "Update profile" button

- Assessment History Table displaying:

  o Session name

  o Grammar & Vocabulary scores

  o Speaking scores

  o Listening scores

  o Reading scores

  o Writing scores

  o Total scores

  o Level achieved

- Back to home navigation link

➢ **How to Use It:**

- View Profile Information:

  o All personal details are displayed automatically

  o Information is organized in a clear, readable format

- Update Profile:

  o Click "Update profile" button

  o Modify desired fields in the popup modal

- o Save changes
- Change Password:
  - o Click "Change password" button
  - o Enter current and new password
  - o Confirm changes
- View Assessment History:
  - o Scroll down to see complete assessment table
  - o Use search functionality to find specific records
  - o View detailed scores for each skill area
- ➢ **Tips:**
  - Keep personal information up to date
  - Regularly review assessment history
  - Use the search function to find specific test results
  - Check all skill areas to track progress
  - Save changes before leaving update forms

## 7. Feature Name: Teacher/Admin Profile Management

**Intended User:** Teacher/Admin

**Purpose:** Allows users to view and manage their personal information and account settings.

**Introduction:** The profile management system provides a comprehensive view of user information and allows for easy updates to personal details and security settings.

**Screen-by-Screen Guide**

- ❖ **Screen Name: Profile Overview Screen**
  - ➢ **What You Can Do:**
    - View all personal information
    - Update profile information
    - Change password
    - Update profile picture
  - ➢ **What You'll See:**

- Main Section:

Profile header with title and description

Two action buttons: "Change password" and "Update profile"

- Profile Information Card:

Profile picture with upload capability

Basic info (name, role, email)

Detailed personal information in organized sections:

- Personal Details (First Name, Last Name, Email)

- Contact Information (DoB, Phone number, Address)

- Professional Information (Teacher Code, Role)

o **How to Use It:**

View Profile:

- All information is displayed in organized sections

- "No information" shows for empty fields

Update Profile Picture:

- Click on the profile picture

- Select a new image (under 2MB)

- Image will update immediately

Update Profile Information:

- Click "Update profile" button

- Edit information in the popup form

- Save changes

Change Password:

- Click "Change password" button

- Follow the password change process
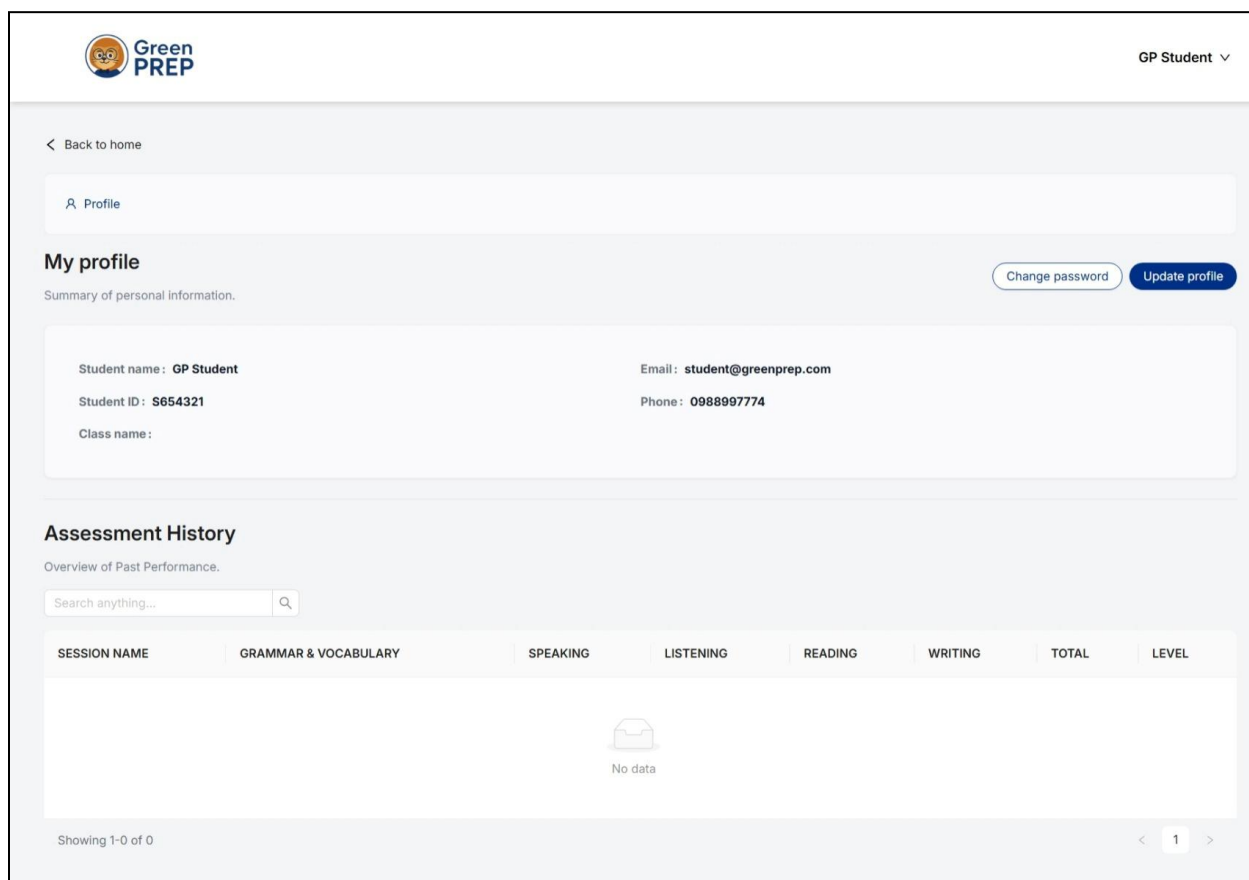
➢ **Tips:**

- Keep personal information up to date

- Use a clear, professional profile picture

- Image size should be less than 2MB

- All changes are saved automatically

- Double-check information before saving updates

**Visual Guide (Profile Student)**

- Screenshot 1:



*Figure 25: Student Profile Page.*

**Visual Guide (Teacher/Admin Profile)**

- Screenshot 1:



*Figure 26: Teacher/Admin profile page.*

**Visual Guide (Profile Update/Change Password)**



*Figure 27: Update Profile Popup Student.*

*Figure 28: Update Profile Popup Teacher.*
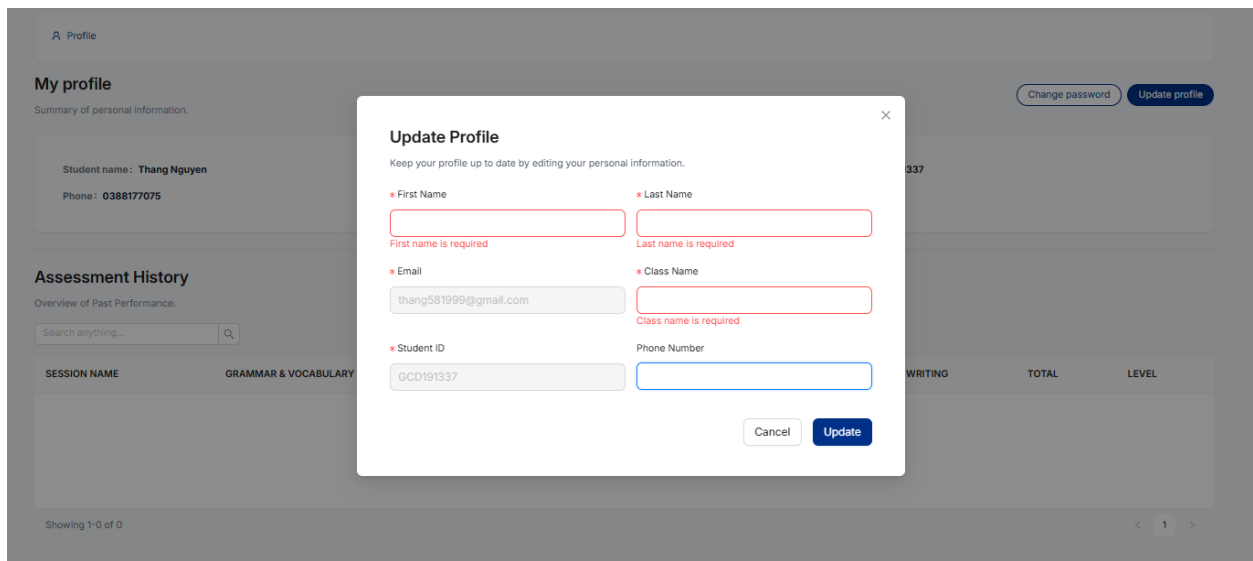


*Figure 29: Update Profile Popup Teacher Validate.*
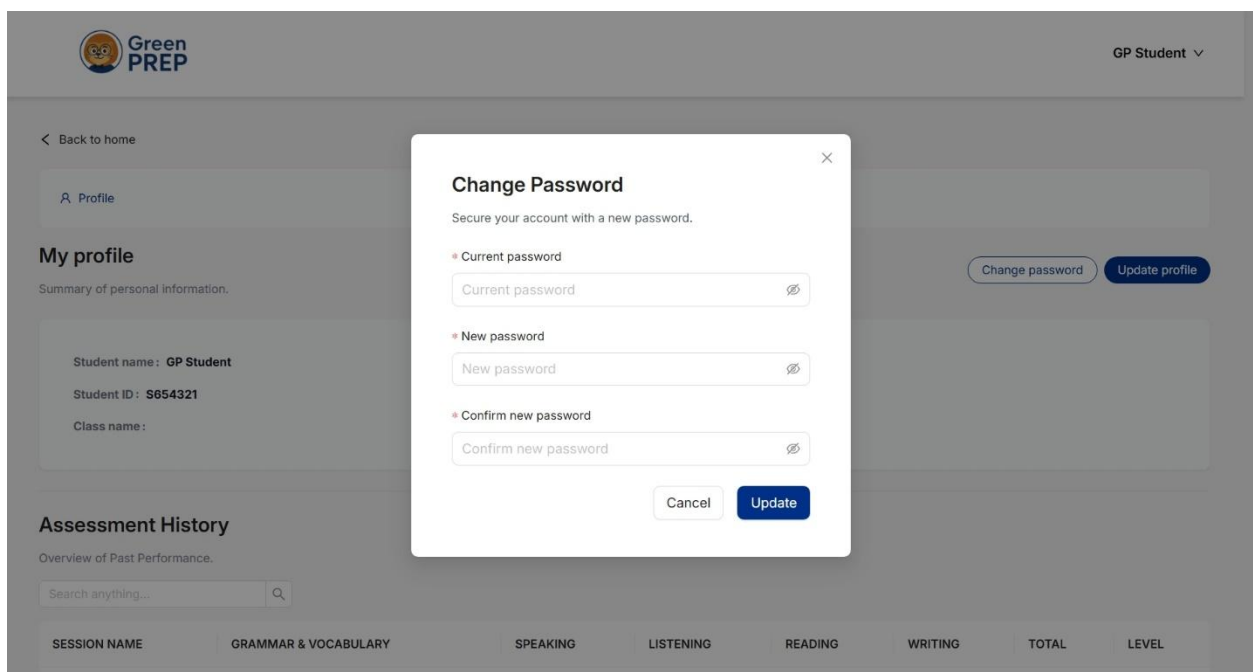
*Figure 30: Update Profile Student Popup validate.*
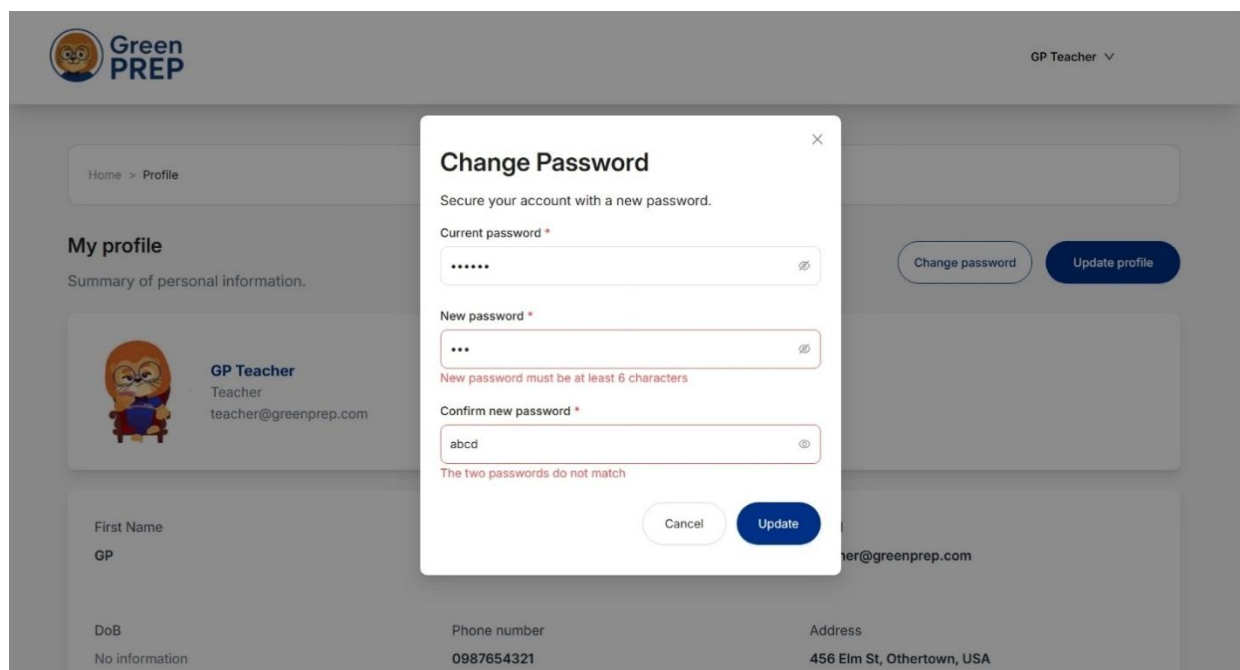


*Figure 31: Change Password Popup.*

*Figure 32: Change password validation.*



*Figure 33: Change password validation.*