ACADEMY

Course Based Learning Management System

Administrator Usage Guide

Index

Contents for Admin Panel:

1. Dashboard
    a. System summary shown in the home page. Total number of courses, Total number of lessons, Total number of Enrolments, Total number of Students are being shown in the dashboard.

2. Categories:
    a. Category
    b. Sub-Category

- How to create Category?
    - From the Admin panel navigation menu, go to the Categories. The admin will be able to see a list of categories that admin has created. On the top of the list there is a button named “+Add Category”. On clicking that button admin will see a form for creating categories.

- How to create Sub-category?
    - For creating sub-categories, Admin can create sub-category for the Category page. He has to select a category to create a sub-category of it. Just click on the Action dropdown menu of that specific category and select the Manage Sub Category option. It will take admin to the Sub-category page. Where admin can see a list of the Sub-categories of that specific category. On the top of the list there is a button named “+Add

Sub Category". On clicking that button admin will see a form for creating Sub category.

3. Courses:
    a. Courses
    b. Manage Section
    c. Manage Lessons

- How to create courses?
    - For creating a course, Admin has to create a Category and a Sub-category first. Admin will be able to see all the courses on Course page. Go to the Courses option from the admin left navigation menu, it will show a list of all created Courses. By selecting desired category and sub category admin can filter the course list. A form will be appeared after clicking on the "+Add course" button on the top. Admin can create new courses by giving all the necessary data.

    - While creating a course admin can provide valuable information like meta keyword, meta description for that specific course to make it easy for search engines to find and organize it. What we call Search Engine Optimization or SEO

- How to manage Sections?
    - Every course should have at least one section. Admin can select a course for managing sections of it. Just go to the

Course page from admin navigation menu, select a course, click on the Action dropdown menu, choose Manage Sections. A list of created sections for that specific course will appear. Admin can create new sections by simply clicking on "+Add Section" button. Admin can Edit, Delete and Serialize those sections by choosing the options from Action dropdown menu.

- How to manage Lessons?
    - Admin can select a course for managing lessons of it. Just go to Courses from admin navigation menu, select a course, click on the Action dropdown menu, choose Manage Lesson. A list of created lessons for that specific course will appear. Admin can create new lessons by simply clicking on "+Add Lesson" button. Admin can filter lessons by selecting course from the course dropdown. Admin can also Edit, Delete those lessons by choosing the options from Action dropdown menu.
    - Admin can create different types of lessons like video url, text file, pdf file images etc. He/ She needs to choose the lesson type first when creating a lesson.

4. Student:
    a. Admin will be able to see all the student list who signed up for. Just go to Student from Admin navigation menu. Admin will be able to create student by himself also. He can also Edit and Delete student from the Student page.
5. Enrollment:

    a. Admin will be able to see the list of all the enrolled student will appear on Enroll history page. Admin can find this from admin navigation menu to Enroll History.
    b. Admin can enroll a student manually. From Enroll A Student option.
6. Report:
    a. Admin Revenue:
        i. After every successful course purchasing, Admin will get the entire amount as revenue if he creates the course. And if he is not the creator of that course he will get a predefined amount from that. Admin revenue option will show all of them.
    b. Instructor Revenue:
        i. If an instructor publishes a course, After a successful purchasing Admin will pay him an amount (**Which will be calculated based on Instructor settings** > **Instructor Revenue Percentage**). All the payment info with payment status will be shown here.

- How to pay an instructor?
    - As we described before, If an instructor publishes a course, after every successful purchasing he will get a percentage of the total amount of that course. The percentage will be predefined by Admin from the Instructor Settings. On Instructor Revenue view, All the payment made by users is being shown. Here you will get the Course name which has been purchased, the instructor name, total amount, the amount instructor needs to get and the Admin to Instructor payment status. If the payment status is “**Pending**” that

means, Admin needs to pay the instructor. If the payment status is “**Paid**” that means Admin has already paid to the Instructor. Admin can pay the instructor by clicking the Pay with Paypal and Pay with Stripe button. But before that every instructor has to provide the Paypal and Stripe payment gateway credentials from the **Instructor** > **Dashboard**.

7. Message:
    a. Admin can find a Message option in the admin navigation menu. Where he can start or continue a one to one conversation between him and his students.
8. Settings:
    a. System Settings
    b. Frontend Settings
    c. Instructor Settings
    d. Payment Settings
    e. Manage Language

- What is System Settings?
    - Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings.The “System Settings” will let the Admin to change the basic system settings by editing the required data field. Also it gives a feasibility to change logo, contact information other important settings aspect.
    - On system settings Admin now can provide valuable information like meta keyword, meta description and author

name and make it easy for search engines to find and organize it. What we call Search Engine Optimization or SEO

- What is Frontend Settings?
  - The “Frontend Settings” will let the Admin to change the basic settings for Fronted by editing the required data field. Also it gives a feasibility to change frontend logo, home banner, About, Privacy Policy and Terms and condition other important settings aspect.

- What is Instructor Settings?
  - If Admin wants multiple instructor for this application he can just simply enable the **Allow Public Instructor** option from the Instructor Settings. After enabling it, Every signed up user will be able to become an Instructor.
  - If an instructor publishes a course, after every successful purchase that instructor as well as the admin should get some revenue. Admin can predefine the percentage of the revenue from here.

- What is Payment Settings?
  - The “Payment Settings” will let the Admin to change the payment settings like Client ids, Secret keys, public keys of different types of payment gateways. Also it gives a feasibility to change the Testmode.
  - From payment settings admin can set the currency. Admin can set 3 types of currencies. One for System default currency, another is for PayPal currency and the last one is

for Stripe currency. For keeping consistency Admin should keep all the currency same.

- What is Manage Language?
    - The software supports multiple languages along with RTL and LTR support. For selecting a language which can be availed from “System Settings”. “Language” lists all the available languages and allows addition of new phrase and new languages with its “Add Phrase” and “Add Language” tab.

8. Manage Profile
    - The profile information can be edited by clicking at “Admin Profile image” from the Header. The information can be edited and saved using this “Update Profile”.