# SchoolSphere — Client User Guide

Welcome to SchoolSphere! This friendly guide explains how to use every major feature, in the natural order a customer experiences the product: from signing up, to daily tasks, to signing out. It's written for non-technical users.

Tip: If you ever get stuck, look for a Save, Submit, or Continue button on the screen, or use the Back button in your browser.

1) Getting Started

Landing Page

For demonstration only
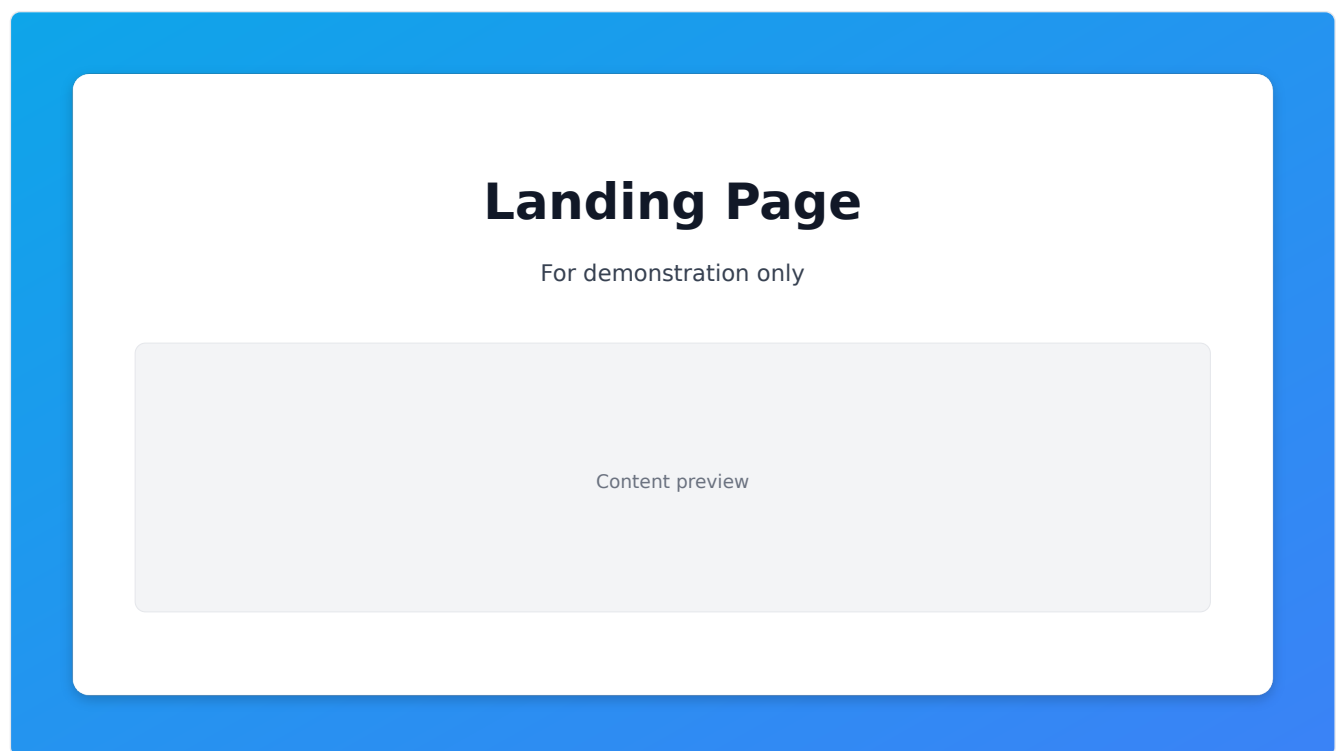
Content preview

Supported devices and browsers

- Desktop or laptop with a modern browser (Chrome, Edge, Safari, Firefox)
  - Recent Android/iOS devices using Chrome/Safari

Create your account (Sign Up)

Sign Up

For demonstration only

Content preview

Click Sign Up from the top of the site. Enter your full name, email, and password. Choose your role: - Student - Teacher - Parent - Guest (for practice exams only) Click Sign Up.

Notes:
- Guests can start right away (with limited access) and later activate practice exams with a code.
  - Other roles may require an Admin to approve your account (see "Account Approval" below).

Sign In (Login)

Login

For demonstration only

Content preview

Click Login. Enter your email and password. Click Sign In. You'll land on your Dashboard—what you see depends on your role (Admin, Teacher, Student/Parent, or Guest).

2) The Dashboard (Home)

The Dashboard is your home page after login. It shows quick stats and shortcuts most relevant to your role.

Admin Dashboard

 - Account Approval Manager (approve new user accounts)

Teacher Dashboard

![Dashboard — Teacher](docs/images/dashboard-teacher.svg)
- Quick view of classes, attendance shortcuts, recent activity, and upcoming items

Student/Parent Dashboard

![Dashboard — Student/Parent](docs/images/dashboard-student.svg)
- Personal snapshot: recent attendance, notices, and key links

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3) Navigation

- Sidebar (left): main sections—Students, Teachers, Exams, Attendance, Communications, Payments, Resources, Settings, and more
  - Top bar: page title, optional search, profile menu (for Sign Out)
    - You'll only see the sections allowed for your role (see RBAC section near the end).

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4) Students (Admin & Teacher)

View Students

![Students](docs/images/students.svg)
- Go to Students to see the list
  - Use search and filters to find specific students

Add or Edit a Student

Click Create (or Edit on a student) Fill in details (name, email, class, etc.) Save

Delete a Student (Admin/authorized roles)

- Click Delete on the student you wish to remove

Student Profile (Admin/Teacher; Student/Parent see their own)

![Student Profile](docs/images/student-profile.svg)
- View student details, grades, attendance history, and related records

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5) Teachers (Admin)

View Teachers

![Teachers](docs/images/teachers.svg)
- Go to Teachers; search and filter as needed

Add/Update/Delete Teacher

- Click Create or Edit to maintain teacher records
  - Save your changes

Teacher Profile (Admin/Teacher)

![Teacher Profile](docs/images/teacher-profile.svg)
- See teacher details, assigned classes, and related information

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6) Classes (Admin & Teacher)

- Teachers see classes they teach
  - Admins manage classes via student and teacher records
    - Classes are used throughout exams, attendance, and video meetings
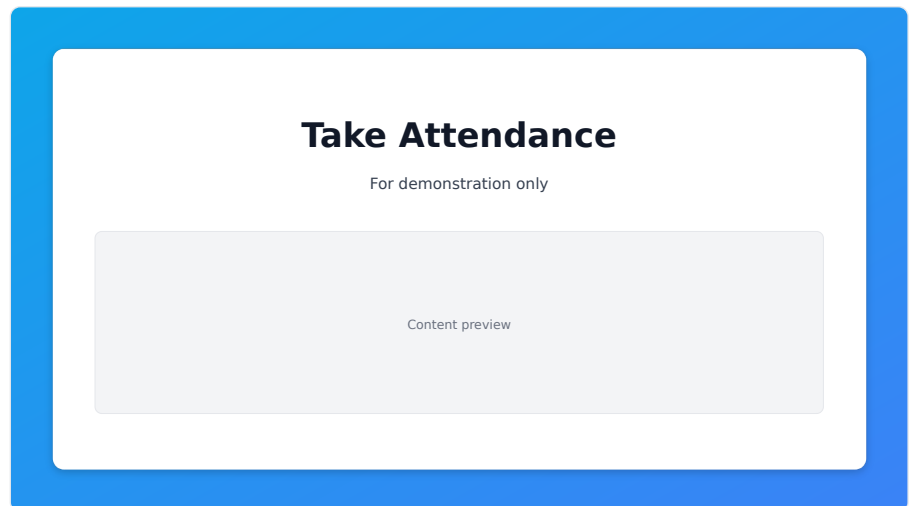
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7) Attendance

Attendance Hub (Admin/Teacher)

![Attendance Hub](docs/images/attendance-hub.svg)
- Links to Take Attendance, Historical Attendance, and Attendance Reports

Take Attendance (Admin/Teacher)

Take Attendance

For demonstration only

Content preview

Choose a Class - If you're a teacher with a single class, it's selected automatically
For each student, choose Present, Absent, Late, or Excused Click Submit to save

Historical Attendance (Admin/Teacher)

![Historical Attendance](docs/images/attendance-history.svg)
- Review past attendance records
  - Filter by date, class, or student

My Attendance (Student/Parent)

  - See personal attendance history

Attendance Reports (Admin)

![Attendance Reports](docs/images/attendance-reports.svg)
- Aggregated analytics (e.g., averages, trends)

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8) Exams

The Exams section includes two parts: Practice Hub (standardized exams like JAMB/WAEC/NECO) and Internal (School) Exams.

Practice Hub (JAMB/WAEC/NECO)

![Practice Hub](docs/images/practice-hub.svg)
- Choose exam type (e.g., JAMB)
  - Select subjects (the system guides you with rules—for JAMB, English is required)
    - Start a practice session
      - Practice sessions present a curated set of questions and a timer

Internal (School) Exams

![Exams Overview](docs/images/exams.svg)
- Admin/Teacher can upload questions and manage internal exams
  - Assigned to Me: shows exams assigned to a student/teacher

- Preview an exam: view title, subject, duration, and approximate question count
  - Start an exam to begin an attempt

Taking an Exam

![Exam Taking](docs/images/exam-taking.svg)
  - Timer and navigation appear at the top
    - Select answers; autosave keeps progress
      - Submit when done

Exam Results

![Exam Results](docs/images/exam-results.svg)
  - See total questions, correct answers, and your score
    - Where allowed, review per-question correctness

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9) Subscriptions (Guests & Admin)

Guest Activation

![Activate](docs/images/activate.svg)
  - Guests need an activation code to unlock standardized practice exams
1) Go to Activate Enter your activation code Access JAMB/WAEC/NECO practice exams

Admin Activation Codes

![Activation Codes](docs/images/admin-activation-codes.svg)
  - Admins can generate codes
    - Go to Admin → Activation Codes
      - Click Generate, choose how many and what type
        - See the list of codes and statuses

Subscription Manager (Admin)

  - Overview of users'

subscription status
- Update a user's subscription (e.g., set to Active or Expired)

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10) Messages (All roles)

![Messages](docs/images/mes

- View messages and filter by type (Personal, Announceme Notification)
  - Compos a new message select recipien write your subject and content, then Send

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11) Commu (Forum & Chat)

Forum

![Forum](docs/images

forum.svg)
- See a list of threads
  - Open a thread to read and rep
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