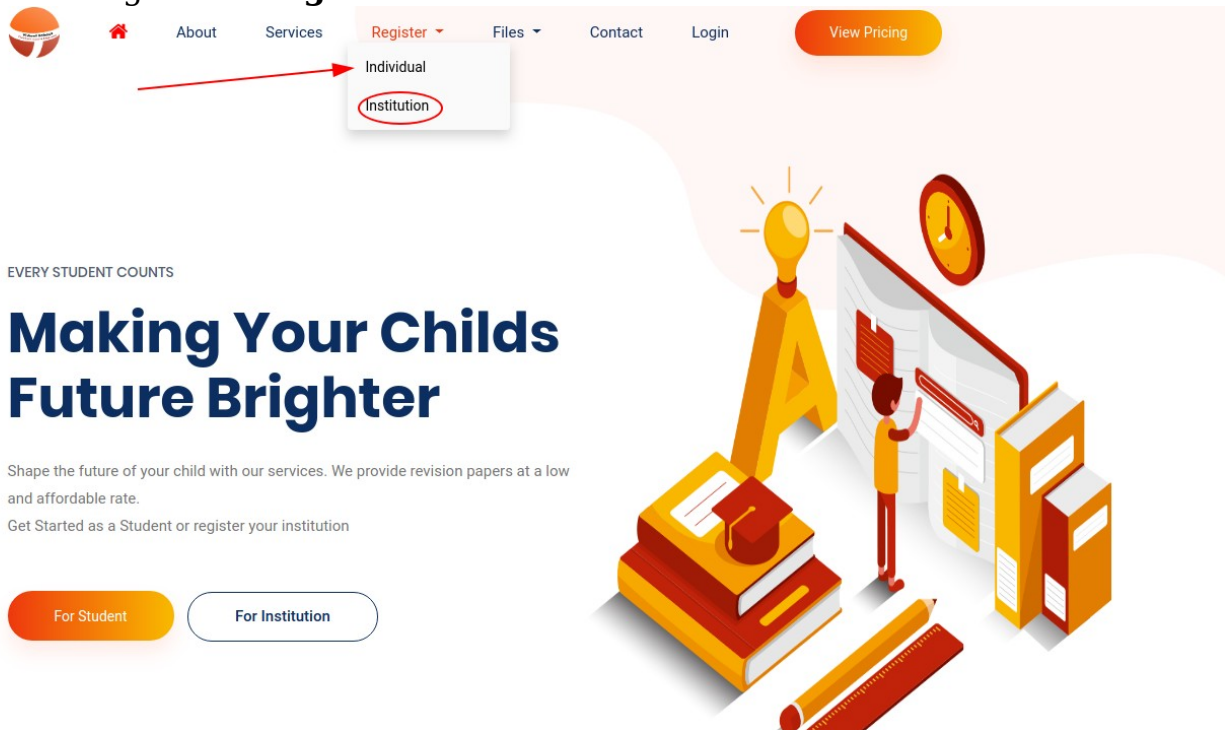




## Virtual|School User Manual

**Virtual|School** is an online web system that allows students and educators access education materials online. Its fast and easy to use. Below are few steps to guide you on how to use the system.

- Before anything else, you have to register into the system. This is done by clicking on the **register** in the menu.





You can then choose to register as an Individual or register as an institution if one is registering an education institution. Eg.A School



## Virtual|School User Manual

As an individual, you will come across the form below. Fill in your correct and accurate details and then after successful registration, you will be redirected to a dashboard.

[About](#)[Services](#)[Register ▾](#)[Files ▾](#)[Contact](#)[Login](#)[View Pricing](#)

**Register to Virtual|School**

**Name**

**Gender**  
☒ Male ☐ Female

**Parent Name**

**Phone Number/Email**

**Birth Date**

**Unique Identifier**



**Student Level**  
☒ Secondary School ☐ Primary School

**Name of The School**

**Password**

**Confirm Password**

As an institution, you will come across the form below. Fill in the institution details and then proceed to Login.

[About](#)[Services](#)[Register ▾](#)[Files ▾](#)[Contact](#)[Login](#)[View Pricing](#)

**Register to Virtual|School**

**Registered By**

**Your Gender**  
☒ Male ☐ Female

**Principal Name**

**School Phone Number/Email Address**

**Date Registered**

**Unique Identifier**

**School Level**  
☒ Secondary School ☐ Primary School

**Name of The School**

**Password**

**Confirm Password**



## Virtual|School User Manual

After registration, you will get the dashboard looks like the one below.  
As an Institution, you will get such interface with the name of the school you registered on top. Same case applies to an Individual, you get your name on the top right corner of the application.

The screenshot shows the Virtual School dashboard for an institution. The left sidebar contains the Virtual|School logo and a user profile for 'Hello, 8BS735' (Online). The sidebar menu includes: Subjects, Classes, Topics, Revision Questions, Answer Sheets, Students, System Settings, and Logout. The main dashboard area has a header with 'Dashboard Control panel' and a breadcrumb 'Home > Dashboard'. The top right corner shows a dropdown menu for 'Sample School High School' with a red arrow pointing to it. Below the header are four colored cards: '18 Documents Uploaded' (blue), '0 Marked Sheets' (green), '15 Students Under Institutions' (orange), and '12 Paid Amount' (red). Each card has a 'More info' link.

Under this dashboard, you can view the Items under their subsequent menus. Eg Subjects, classes, Topics etc.

The screenshot shows the Virtual School dashboard for an individual named 'james don'. The left sidebar contains the Virtual|School logo and a user profile for 'Hello, SyTs26M6Em' (Online). The sidebar menu is expanded, showing sub-items: 'View Subjects' under Subjects, 'View Classes' under Classes, and 'View Topics' under Topics. The main dashboard area has a header with 'Dashboard Control panel' and a breadcrumb 'Home > Dashboard'. The top right corner shows a dropdown menu for 'james don'. Below the header are four colored cards: '18 Documents Uploaded' (blue), '0 Marked Sheets' (green), '15 Students Under Institutions' (orange), and '12 Paid Amount' (red). Each card has a 'More info' link.



## Virtual|School User Manual

One can also View the revision questions posted either as plain text or as a file. Under revision questions, Click on view questions to see currently posted questions. You can also click on **Question Papers** to view question papers uploaded.

The screenshot shows the Virtual School dashboard. On the left sidebar, under 'Revision Questions', the 'View Questions' link is highlighted with a red arrow. The main content area shows a table of questions with columns: School Level, Class, question, Topic, and Marks. A 'Question Papers' button is visible on the right.

School Level	Class	question	Topic	Marks
Secondary School	General	Describe the components of a computer System	Computer Systems	4

After clicking **Question Papers** you get the following interface. Click on **Download the file** to download the question paper.

The screenshot shows the Virtual School dashboard after clicking 'Question Papers'. The table now has a 'Question Paper' column. A red arrow points to the 'Download the File' link in the 'Question Paper' column for the 'Secondary School' row.

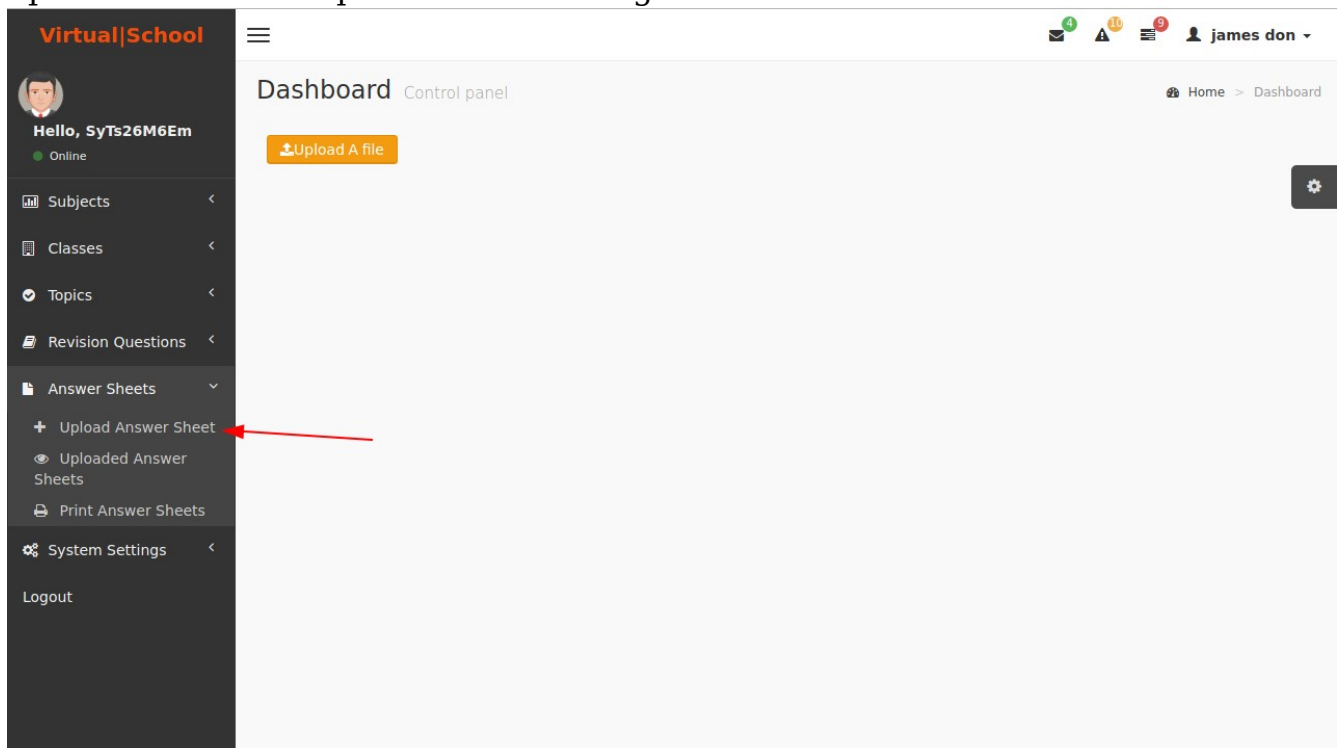
School Level	Class	Question Paper	Topic
Secondary School	General	<a href="#">Download the File</a>	Computer Systems



## Virtual|School User Manual

The file then opens in the browser as shown. To save the file to local storage, click the download button.

On the Answer sheets, after successfully answering all the questions, you can send back the answersheet to us via the upload answersheet button. All you need is to scan the file, save it under a format acceptable by our system(.pdf) and then upload it. Below is a picture on how to go about it.





## Virtual|School User Manual

Click on **Upload File** and then the system redirects you to this interface. The transaction code is the code that you receive after paying for the amount for your paper to be marked. After marking, we will upload back the paper.

The screenshot displays the 'Upload Answer Sheet' interface within the Virtual|School dashboard. The sidebar on the left lists navigation options: Subjects, Classes, Topics, Revision Questions, Answer Sheets, System Settings, and Logout. The main content area is titled 'Upload Answer Sheet' and features a form for uploading answer sheets. The form includes a 'Subject' dropdown menu set to 'English', a 'Transaction Code' text input field containing 'OAtchut65u', a 'Choose File' button, and an 'Upload File' button. A red arrow points to the 'Transaction Code' field. The top of the dashboard shows the user's profile 'james don' and a 'Control panel' link.

One can also view the uploaded answersheets and also download an answer sheet. One is to strictly use our answer sheet as failure to do so will lead to a lifetime disqualification from using the system.



## Virtual|School User Manual

To view the answersheets uploaded,

The screenshot shows the Virtual|School Dashboard. The left sidebar contains a menu with options: Subjects, Classes, Topics, Revision Questions, Answer Sheets (expanded), Upload Answer Sheet, Uploaded Answer Sheets (highlighted with a red arrow), Print Answer Sheets, System Settings, and Logout. The main content area displays a table with the following data:

Filename	Uploaded By	Student , School	Action
<a href="#">Download</a>	james don	james don,no school secondary Schol	<a href="#">View</a> <a href="#">Download</a> <a href="#">Settings</a>

One can also print the answersheet as shown below. Click on Download to download the answersheet to your computer.

The screenshot shows the Virtual|School Exam AnswerSheet page. The page header includes the title 'Virtual|School Exam AnswerSheet', the page number '1 / 1', and icons for refresh, download (highlighted with a red arrow), and print. The main content area displays a barcode and the following text:

Virtual School Computer Studie AnswerSheet  
Secondary School General Class  
Printed on 2020/Mar/Mon

Unique Identifier..... School: no school secondary Schol



## Virtual|School User Manual

For institutions, one can add students under your institutions, This will be under **Students**.

The screenshot shows the Virtual School dashboard for 'Sample School High School'. The sidebar on the left contains a menu with the following items: Subjects, Classes, Topics, Revision Questions, Answer Sheets, **Students** (highlighted with a red box), System Settings, and Logout. The 'Students' menu is expanded, showing sub-items: Add Students, Manage Students, and Print Students List. The main content area displays the 'Dashboard' with a 'Control panel' link and a breadcrumb 'Home > Dashboard'. Below this, there is a section titled 'Marked Sheets Under Institution' with a table header containing 'Filename', 'Uploaded By', 'School', and 'Action'. The table body is currently empty.

One Can add Students,

This screenshot shows the 'Add Student' form within the Virtual School dashboard. The sidebar is identical to the previous screenshot, with the 'Students' menu highlighted. The main content area shows the 'Dashboard' with a 'Control panel' link and a breadcrumb 'Home > Dashboard'. Below this, there is a section titled 'Add Students to Sample School High School'. This section contains four input fields: 'Student Names' (with a placeholder 'Enter the Name'), 'Student Unique Identifier' (with the value 'nahD6AggSg'), 'School Affiliate' (with the value 'Sample School High School'), and 'Student Passport' (with a 'Choose File' button and the text 'No file chosen'). A green 'Add Student' button is located at the bottom left of the form.





## Virtual|School User Manual

One can Also manage the students, ie Edit,View and Delete a student if the case arises.

**Virtual|School** Hello, 8BS735 Online

**Dashboard** Control panel

Image	Names	School	Unique Identifier	Action
		Sample School High School	OalBQo	
		Sample School High School	WYeyQH	
		Sample School High School	gNL47h	
		Sample School High School	CLv3l4	
		Sample School High School	T7E4Gc	
		Sample School High School	e82Ahc	
		Sample School High School	saKiA9	
		Sample School High School	o2MbYR	
		Sample School High School	b5r4mB	
		Sample School High School	vw73Xj	

One can also Print the students lists and send them to the printer directly.

**Print** 1 / 1

*VirtualSchool 1*

S/No	Student Name	School	Unique Identifier	Time Registered
1		Sample School High School	OalBQo	Mar 3, 2020
2		Sample School High School	WYeyQH	Mar 3, 2020
3		Sample School High School	gNL47h	Mar 3, 2020
4		Sample School High School	CLv3l4	Mar 3, 2020
5		Sample School High School	T7E4Gc	Mar 3, 2020
6		Sample School High School	e82Ahc	Mar 3, 2020
7		Sample School High School	saKiA9	Mar 3, 2020
8		Sample School High School	o2MbYR	Mar 3, 2020
9		Sample School High School	b5r4mB	Mar 3, 2020
10		Sample School High School	vw73Xj	Mar 3, 2020
11		Sample School High School	odtQPF	Mar 3, 2020
12		Sample School High School	sW1uYb	Mar 3, 2020
13		Sample School High School	hrFFri	Mar 3, 2020
14		Sample School High School	08XcMB	Mar 3, 2020
15		Sample School High School	UyviKR	Mar 3, 2020



## Virtual|School User Manual

One can also change the account details and also view the weeks timetable under the System Settings section.

Under Account Status, you get to see your account details plus change your current password to a new one.

The screenshot shows the Virtual School dashboard for a user named 8BS735. The left sidebar contains navigation links: Subjects, Classes, Topics, Revision Questions, Answer Sheets, Students, System Settings, and Logout. The main content area is titled 'Dashboard Control panel'. It displays account details: Name (redacted), Gender: male, Email/Phone (redacted), Unique Identifier: 8BS735, School Level: secondary, and School Name: Sample School High School. Below this, there are two main sections: 'Account Status' with a red warning 'Registration Fees Not Paid', and 'Change Your User Password'. The password change section has two input fields: 'New Password' (with a red arrow pointing to it) and 'Confirm New Password', followed by a green 'Change Password' button.

One can also view the current week and the subjects done on the timetable section.

The screenshot shows the Virtual School dashboard for the same user, but with the 'View the timetable' section active. The left sidebar is identical. The main content area displays 'Week 1 Subjects' in a large box, listing 'English', 'Kiswahili', and 'Mathematics' in purple text. To the right, there is a smaller box titled 'Current Week' showing 'Week 1'. A settings gear icon is visible in the top right corner of the main content area.