



Adviser manual
Classera – Version 8

User Maunal for Classera (**Adviser**)
Version 8

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1- Operational Requirements

1. Electronic device (Computer – Smart phone – Tablet – Etc..)
2. Internet Connection with the electronic device
3. Available browsers Chrome or Firefox
4. For Virtual Classrooms services(distant learning):
(Flash Player plugin) on the used browsers, and it could be downloaded from the following link :
<https://get.adobe.com/flashplayer>
a/ update
b/ Java update <https://java.com/en/download>.
c/ provision of (Speakers, Microphone & Camera) and activating them on the electronic.

5. Mobile application of Classera are available on all stores
<https://play.google.com/store/apps/details?id=com.app.classera&hl=ar>

<https://itunes.apple.com/in/app/classera/id1102012717?mt=8>

2- Logging into Classera

In order to log in to Classera you can search of (Classera) on Google or you can go directly to link:

<https://me.classera.com>

then the following screen will appear:

The image shows the Classera login interface with several callouts and instructions:

- 1- Type username**: Points to the 'Login Name' input field.
- 2- Type Password**: Points to the 'Password' input field.
- 3- Click on Login**: Points to the 'LOGIN' button.
- Choose Language**: Points to the language selection dropdown menu.
- You can login through Google or Microsoft accounts, after linking them with Classera account ,steps are shown in (personal profile) page**: Points to the 'Login with Google' and 'Login with Microsoft' buttons.
- You can restore the account via Email after adding it on personal profile page**: Points to the 'Forgot Password?' link.

2- home page

Upper bar

1

Classera

31/03/2018

12:55:19 am

What's new in V8?

meah119 Adv...

Main Menu

2

First Semester - 2016 - 2...

- Home
- Students List
- Parents List
- Advising Programs
- Calendar
- Mailbox
- Send SMS
- Training Courses
- Library
- Certificates | Letters
- Share Your Ideas
- Success Partners
- My Card
- Evaluations | Surveys
- Contests
- Quick Links

Facebook Twitter Instagram

Classera © 2018

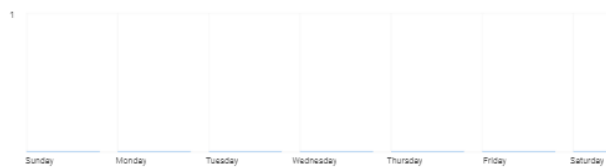
All schools in the group

CONTENT STATISTICS

Messages	Answers	Attachments	Assignments	Submissions
0	0	0	1	0
0	0	0	0	0

vs current semesters

ABSENCES THIS WEEK



3

Statistics

1- **Upper Tool bar** : includes:

- Your information** : edit profile – Public profile – Language (English/Arabic) - Text size – Log out
- Mail Notifications** : Newest notifications of received messages
- Date/ Time** : Day date / Hour
- adaptation** : show and hide side menu

2- **Main Menu** : Includes:

- Students list.
- Parents list
- Calendar.
- Mail Box .
- SMS
- Training courses
- Library .
- Certificates/Letters
- Share your ideas

3 – **Statistics** : Online Now – Week's absences – Content statistics

4- Personal Profile

The screenshot shows the Classera dashboard for user 'mwh119 Ma...'. The top navigation bar includes 'Home', 'Students List', 'Parents List', 'Advising Programs', 'Calendar', 'Mailbox', 'Send SMS', 'Training Courses', 'Library', 'Certificates | Letters', 'Share Your Ideas', 'Success Partners', 'My Card', 'Evaluations | Surveys', 'Contests', and 'Quick Links'. The main content area displays 'CONTENT STATISTICS' with a table:

Messages	Answers	Attachments	Assignments	Submissions
0	0	0	1	0

Below this is an 'ABSENCES THIS WEEK' chart showing 1 absence on Sunday. A red arrow points from the user's profile picture in the top right to the 'Profile picture' label.

The 'Edit Profile' dropdown menu includes the following options:

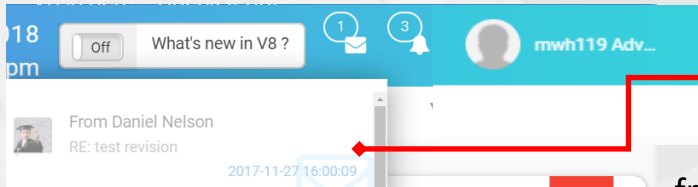
- Profile picture**: Points to the user's profile picture.
- name**: Points to the user's name 'mwh119 Ma...'.
- Edit profile**: The main menu item.
- Public profile**: Points to the 'Public Profile' option.
- Brose User manual**: Points to the 'User Manual' option.
- Select font size**: Points to the 'Font Size' section with options for Normal, Large, and X-Large.
- Choose Language**: Points to the language selection area showing 'E' and 'ع'.
- Log out**: Points to the 'Log out' button.

The profile page for 'mwh119 Manager0' shows the user's name and role. A 'Change photo' button is next to the profile picture. A 'Check your public profile' button is labeled 'Browse Public'.

The 'Account Settings' page has several tabs: Account Settings, Personal Information, Contact Information, Skills & Interests, Education, and Work Experience. The 'Personal Information' tab is active, showing:

- Login Information**: Login Name 'demointt2', Password field.
- Preferences**: Date Format 'Gregorian' (labeled 'Changing date format (Gregorian / Hijri)'), Language 'English' (labeled 'Change Language'), and 'Disable welcoming by saying your name' (OFF).
- Google Drive**: 'Connect with Google' button (labeled 'Connect with google drive').
- Save**: A red 'Save' button.

5/ Messages (Mail Box)



Notifications of new messages

from **home page** of the system a teacher can browser new messages notifications and view it from the same page

Browsing messages

1 -from **Main Menu** Choose: **Mail Box** .

Status	Priority	Sender	Subject	Date	Action
	○	Daniel Nelson	New Comment : The nature of science	2017-12-31 15:55:56	
	○	Daniel Nelson	New Comment : Pythagorean Theorem	2017-11-28 08:55:08	
	○	Daniel Nelson	RE: test revision	2017-11-27 16:00:09	
	○	Daniel Nelson	New Comment : Solve Quadratic	2017-11-27 15:25:22	

1. Choose Mail box.
2. compose a message : to send a new message
3. Browse Mail Box components : Inbox– Sent Messages – Drafts)Saved to be sent later –(Archive)Archived to be used later -(Trash) Deleted messages(
4. Searching for a certain message : Sender – Subject.
5. Print current page or Export it to excel.
6. by clicking on **Subject** you can open current message
7. Deleting a message and moving it to Trash .

Writing a new message

Admin Account | Home - Messages - Inbox (3) | 24/03/2018 05:13:54 pm | What's new in V8?

Freedom School

Compose Message

Click on Compose message

From the side menu choose Mailbox

1

Status	Priority	Sender	Subject	Date	Action
		Tom Manuil	Exam time	2018-02-04 10:53:58	
		mwh119 TeacherSupervisor0	quiz times	2017-09-27 12:15:03	
		Tom Manuil	exam time	2017-09-21 11:38:18	
		Amerh Ahmed	اختبار	2017-02-11 12:20:16	
		Tom Manuil	Yearly plan	2016-08-23 11:58:14	

Compose Message

Send button

Subject

Priority

Choose receivers

Choose name of receivers

Body

Fill the message body and click send

3

Message body

6/ SMS

It's a service to send a short SMS on mobile phones of users to let them know on what's new on the system.

And you can send SMS to :

- Parents
- Students
- Teachers.
- Supervisors .
- Administration Staff
- SMS Reports

Sending Steps:

- from home page :

Choose SMS

-Type SMS Body.

Note : appears) above the text box (counter for the number of letters for SMS, and it's the same as in Mobile phones .

Note : Appears in the top part of the screen your balance for sending SMS in the current academic year, appears as well a counter for number of sent message and balance of message to be sent in the bottom part of your screen.

*Select the type of users you're willing to send the SMS to

-you can select certain users whom you want to send the SMS, according to the following classification (Levels –Stage – Section..)

-Click on Send.

6/ Students list

From the main menu, you can view students list:

The screenshot shows the 'Students List' page in the Classera system. The interface includes a top navigation bar with the date '31/03/2018' and time '01:19:55 am'. A left sidebar contains a navigation menu with items like 'Home', 'Students List', 'Parents List', 'Advising Programs', 'Calendar', 'Mailbox', 'Send SMS', 'Training Courses', 'Library', and 'Certificates | Letters'. The main content area is titled 'Students List' and features a 'Daily Attendance Sheet' button (2), a search bar (3) with fields for 'Full Name', 'Section', 'Level', and 'Stage', and a 'Statistics on students' button (7). Below the search bar is a section titled 'List of students under your supervision' (4) containing a table with columns for 'Full Name', 'Section', 'Level', 'Stage', and 'Action'. The table lists two students: Betty Nelson and Chris Herman. The 'Action' column for each student has a dropdown menu (6) with options like 'Student Details', 'Absences', and 'Behaviors'. A dashed box (5) highlights 'Export to excel- PDF / Print' options. Another dashed box (7) highlights the 'Statistics on students' button.

1 - **Students List**.

-2 **Daily attendance** : Taking daily attendance for students.

3 - **Search** : search for special cases by name, class and level.

4 - **List of students**.

5 - **Export results** : export to different formats.

-6 **Actions** : they are the actions related to a certain student :

a/Students Details : view Students information recorded on Classera

b/Attendance : Taking Attendance individually .

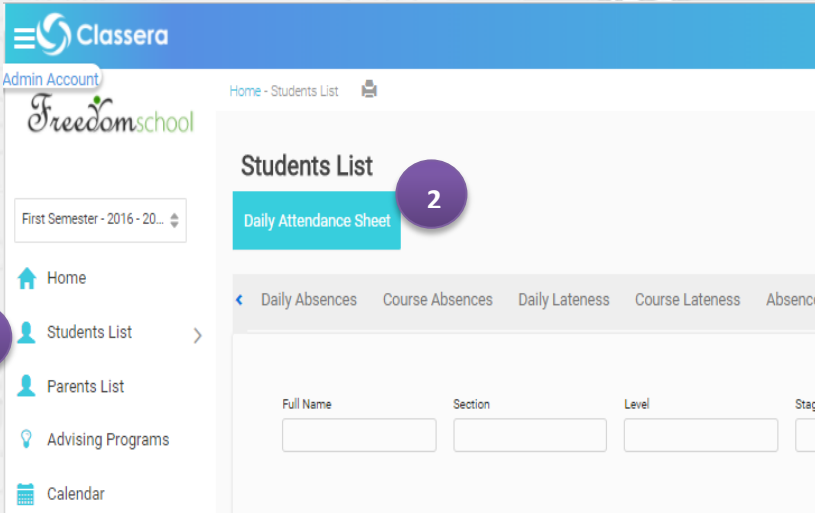
c / Behavior : Taking/viewing behavior individually .

d/Student Page : view student's page on classera

7 - **Statistics** : view statistics and other information about a student's attendance and behavior.

7- Students list/ Taking Attendance

from the homepage of an Adviser:



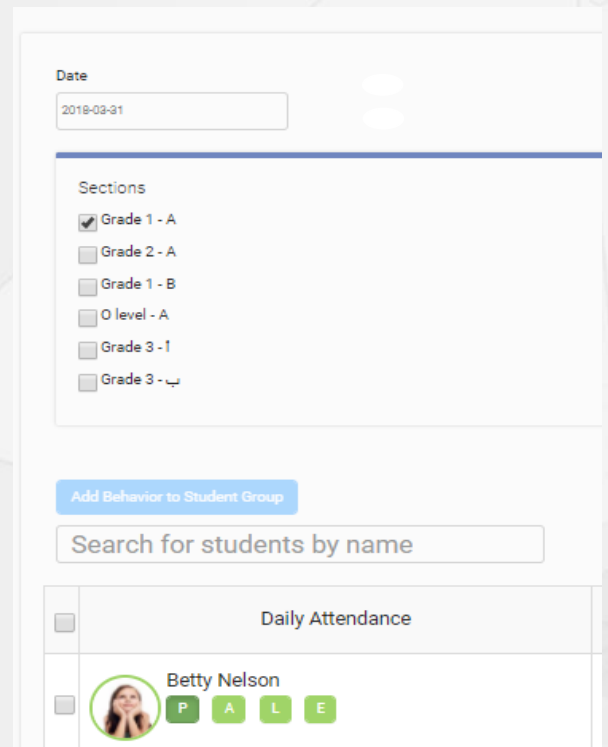
- 1- Choose Students list
- 2- Choosing Daily attendance

Appears the following options::

- 1 - Attendance date
- 2 -Quick search of a student name
- 3- select certain Section (Classroom) to take its attendance.
- 4- Appears students list.

Click on a student's condition: according to the following

- P** : stands for **P**resent
- A** : Stands for **A**bsent
- L** : Stands for **L**ate
- E** : Stands for **E**xcused



8- Recording Behavior

to record behavior, either positive or negative.

1

- 1 - Go to **Students list** ."Where appears list of students under your supervision.
- 2 -Click on "**Behavior**" in Actions list of a certain student.

2

- 3 -appears to rectangles : Add positive behavior • Add Negative behavior .

/1Add a positive behavior :

/2 Add a negative behavior.



(Hand over Behaviors list to School Admin in order to add it)

Appears the following screen to add behavior details:

The screenshot shows a web form titled "Add Behavior". It contains several input fields and a submit button, each with a green circular callout number:

- 1**: Behavior Group dropdown menu (value: violation)
- 2**: Behavior dropdown menu (value: None)
- 3**: Action dropdown menu (value: None)
- 4**: Date input field (format: - / - / -)
- 5**: Details text area
- 6**: Checkboxes for "Show To Guardian" and "Show To Student" (both are unchecked)
- 7**: "Attach a file" button
- 8**: "Submit" button

1. **Behavior Group** choose the behavior group from the list previously added
2. **Behavior** : select a certain behavior
3. **Action** :choose an action.
4. **Date** date of the incident .
5. **Details** :write the details of the behavior
6. **Selection**/ select/unselect “ show to parents.”
7. **Attach File** :if you would like to attach a file that includes a record of previous student’s behaviors.
8. **Submit**: to submit the behavior.

9-Calendar

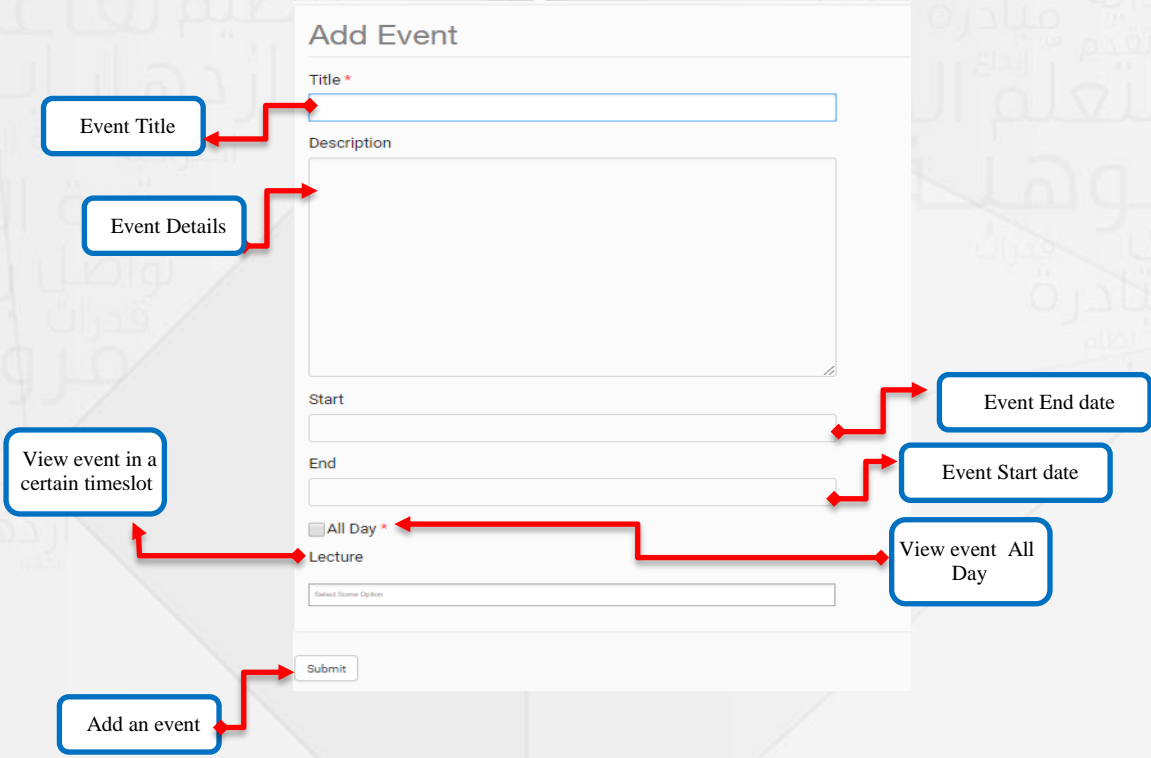
Calendar : it's a tool to record and notify users with important events.

The screenshot shows the FreedomSchool calendar interface. The main calendar is for February 2018, displaying a grid of days with events listed. Annotations include:

- Add an event**: Points to the event management icon at the top.
- Add Event to all**, **Add Event to selected users**, **Add Event to selected users**, and **Print**: Buttons for event management.
- Browsing through months**: Points to the navigation arrows on the left.
- month week day**: View toggle buttons at the top right.
- View events according to Days, Weeks, Months**: Points to the event cards on the calendar grid.
- Calendar**: Points to the menu item in the left sidebar.
- View calendar**: Points to the menu item in the left sidebar.
- Added events**: Points to the event cards on the calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 يوم البينة	6	7	8	9	10
11 اختبار الدراسات	12	13	14 رحلة مكة	15	16	17
18	19 الفصل الدراسي الثاني يلغى السابق	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Adding an event in Calendar



12- Library

one of the most largest interactive libraries in classera , where plenty of content is shared by respectful teachers working with our schools partners , the library includes hundreds of thousands of interactive content including (video – worksheet –presentations .. etc) for all stages and levels

View public

Custom libraries

Click on Digital

Search filter

for Direct view content

Title	Type	Teacher	School	Course	Level	Actions
طرق بغيرية تضمن لك 100% في 10 القدرات	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
السؤال الجديد في اختبارات قياس (المصفرة للشهادة)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستندات المطبوعة لدخول اختبار قياس ها.....الم	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
فيئاتورس تمارين ها.....الم	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
(قدرات كمي - امضاء) القطاعات الدائرية	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
(قدرات كمي - الجبر) درس الجذور	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستقيقات والزوايا هام	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
قدرات لفظي (استيعاب المقروء) قطعة طائر القبرة	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View

13- Certificates / Letters

A school management can add any official certificates or letters to your account in Classera

Notification of a new certificate issuance

View your certificates and letters

Issued letters & certificates

Certificates/ letters

Recipient Name	Recipient Role	Title	Template	School	Created Date	Action
Betty Nelson	Student	إشعار غيابات	Letters	Demo International School	2018-03-19 08:59:33	
Chris Herman	Student	إشعار غيابات	Letters	Demo International School	2018-03-19 08:59:33	
mennra -	Student	إشعار غيابات	Letters	Demo International School	2018-03-19 08:59:33	
نورا السيد علي	Student	إشعار غيابات	Letters	Demo International School	2018-03-19 08:59:33	
أميرة محمد	Student	إشعار غيابات	Letters	Demo International School	2018-03-19 08:59:33	

You can view your Certificates/ Letters

My Certificates

My Letters

شهادة حضور دورة تدريبية نهائية

Classera Course attendance

Classera Course attendance

1

Action

- View
- Print
- Export to PDF

- 1- By clicking on **Action** You can choose viewing type of certificate a /View.
b /Print.
c / Export file pdf



2 -Note the presence of QR Code which enables any user to verify the certificate by scanning the code by using QR reader which exists in smart phones.

(School admin or principals can prepare certificate template's text and background and type of users to which certificate is issued... Etc.)

By the same way **Letters** and school writing which are specified for certain users can be issued.





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