Classera®

True Joy of Smart Learning

Adviser manual
Classera – Version 8

User Maunal for Classera (Adviser)

Version 8

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1- Operational Requirements

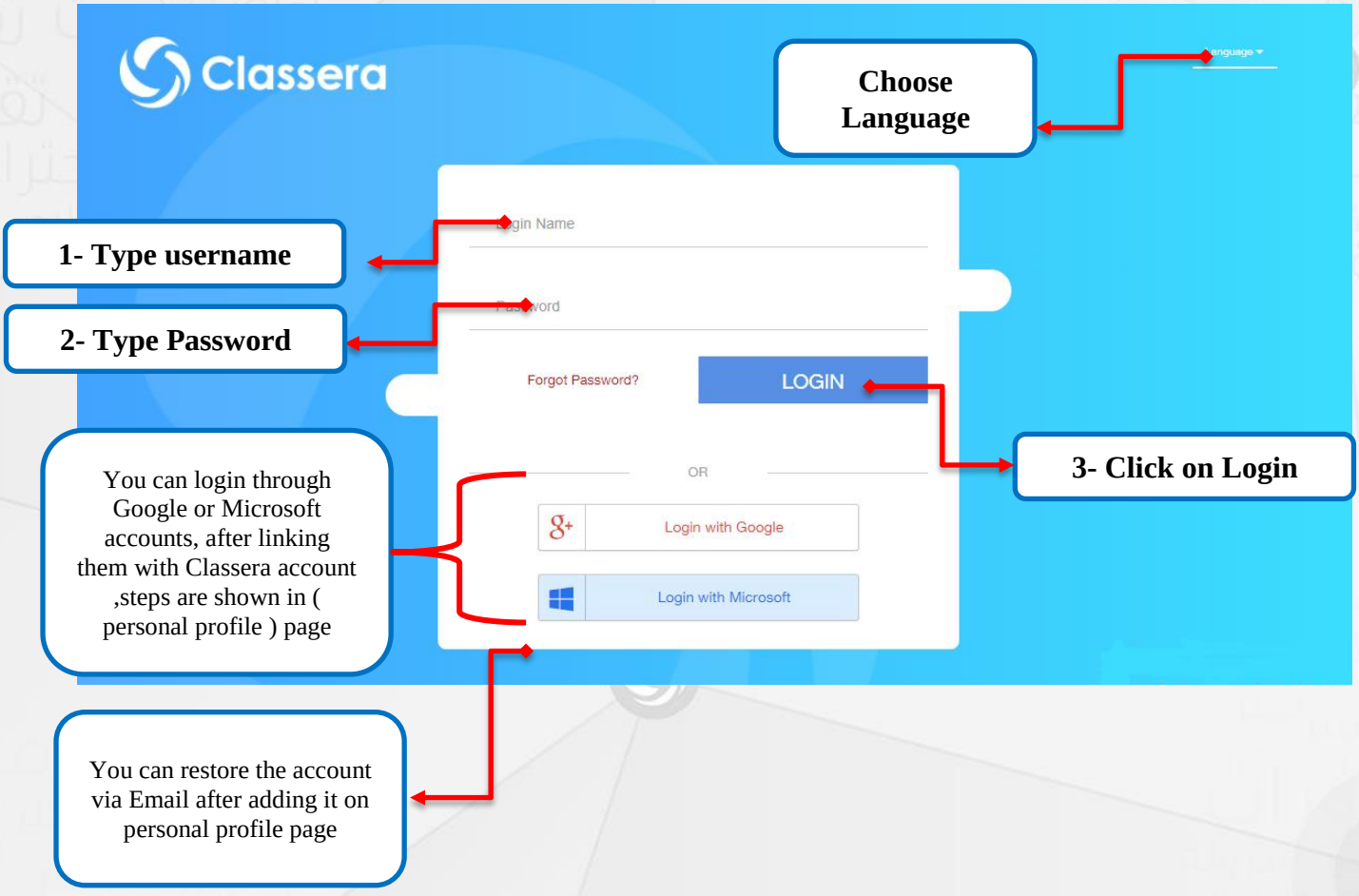
1. Electronic device (Computer – Smart phone – Tablet – Etc..)
2. Internet Connection with the electronic device
3. Available browsers Chrome or Firefox
4. For Virtual Classrooms services(distant learning):
   (Flash Player plugin) on the used browsers, and it could be downloaded from the following link :
   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

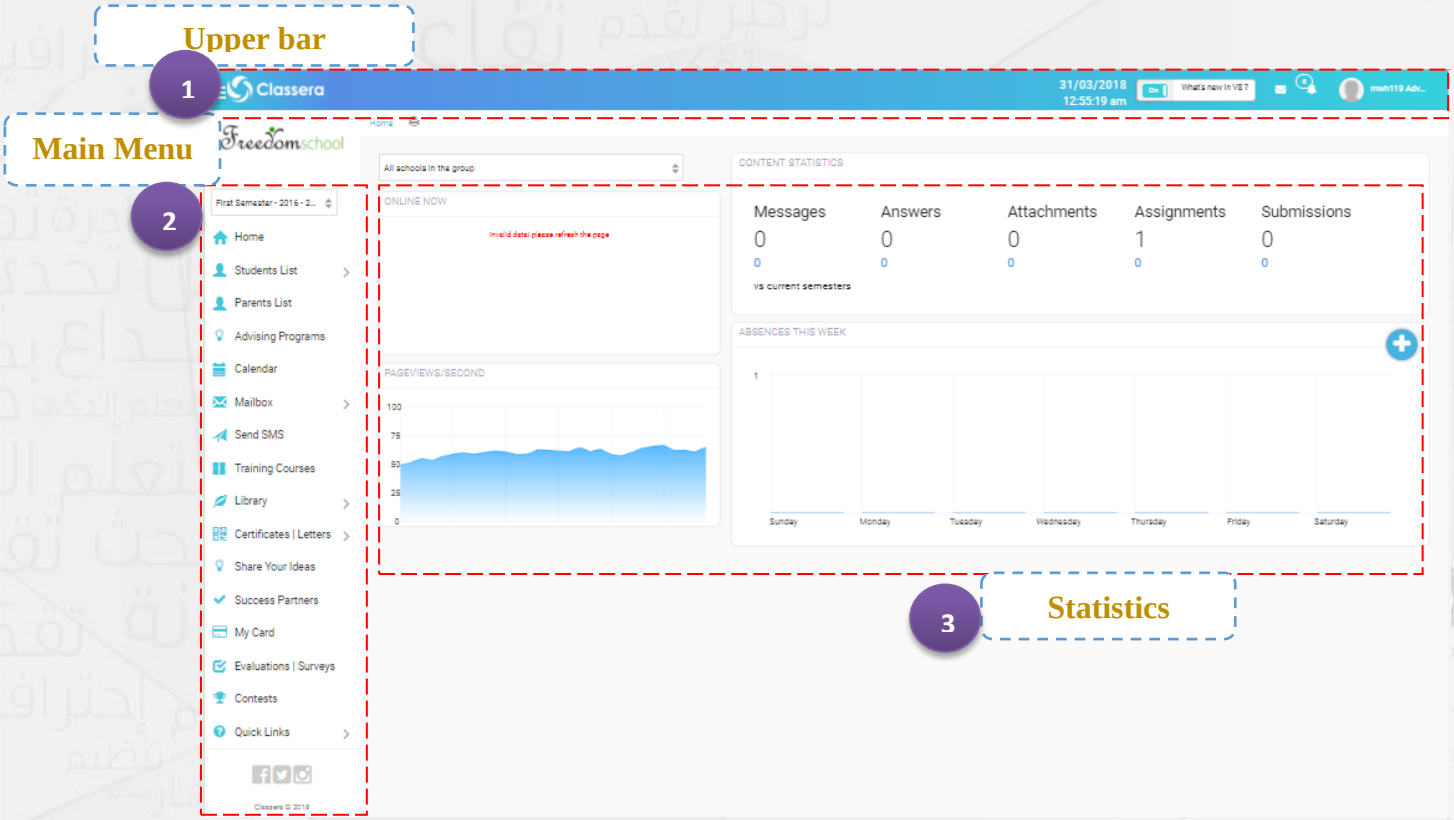
In order to log in to Classera you can search of (Classera) on Google or you can go directly to link:

https://me.classera.com

then the following screen will appear:



2- home page



1- Upper Tool bar : includes:

a. Your information : edit profile– Public profile – Language (English/Arabic) - Text size – Log out

b. Mail Notifications : Newest notifications of received messages

c. Date/ Time : Day date / Hour

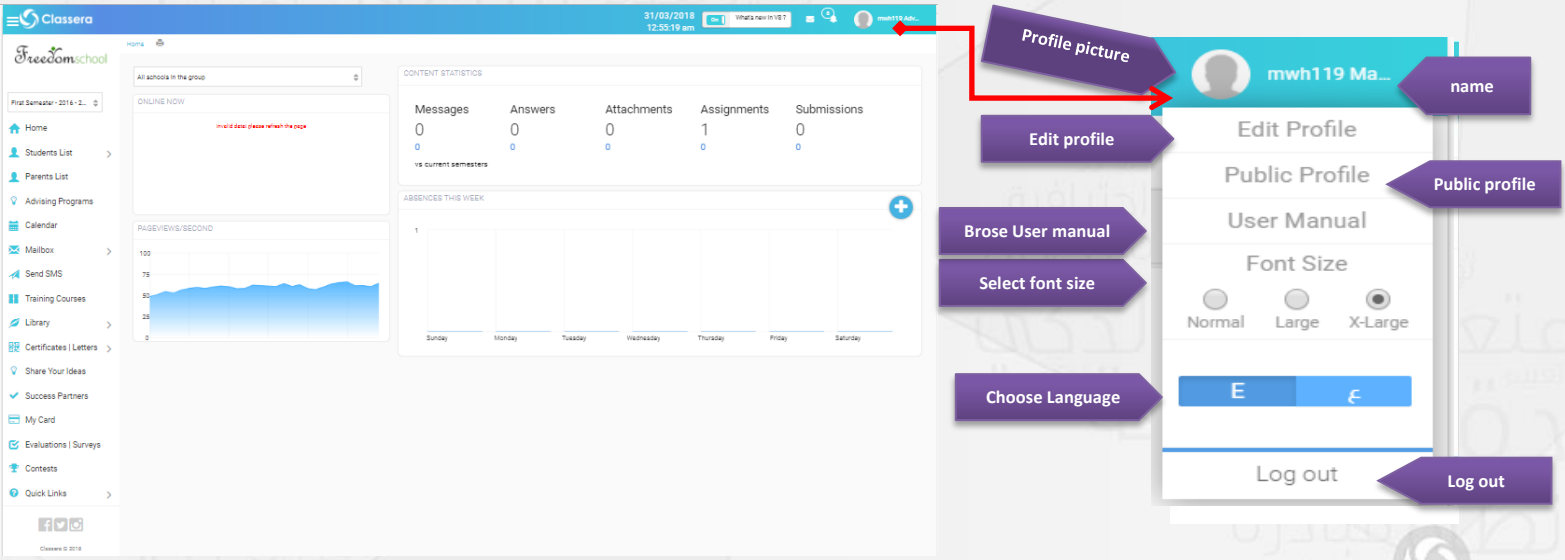
d. adaptation : show and hide side menu

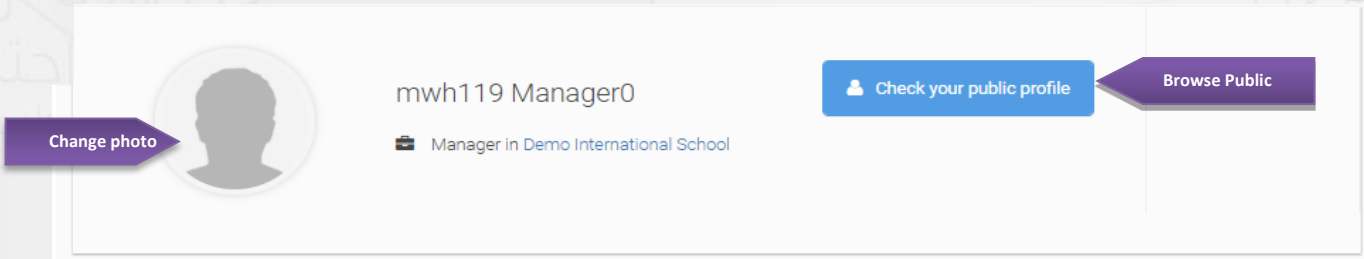
2- Main Menu : Includes:

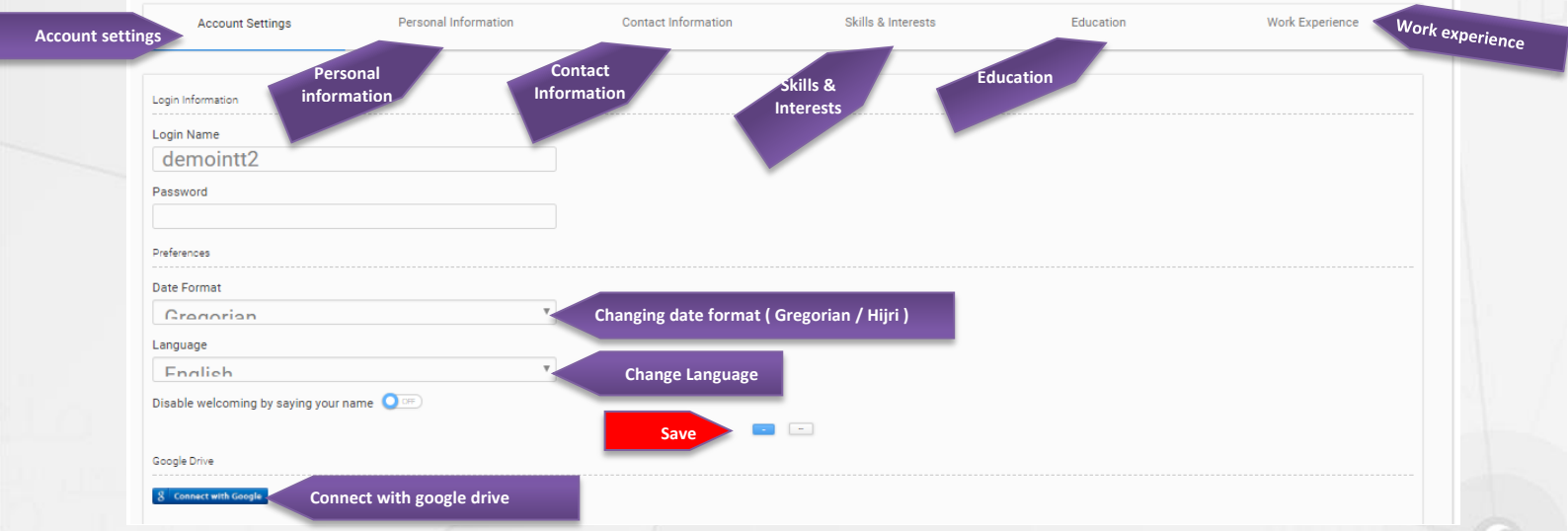
a/Students list.
b/Parents list
c / Calendar.
d/Mail Box .
e /SMS
f /Training courses
g/Library .
h /Certificates/Letters
i/Share your ideas

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

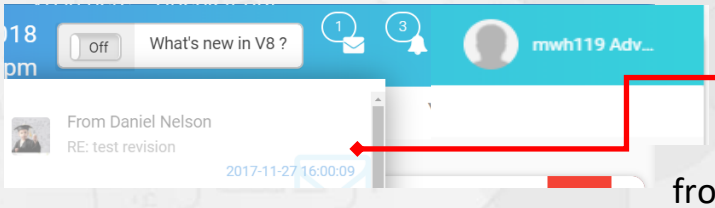
4- Personal Profile







5/ Messages (Mail Box)

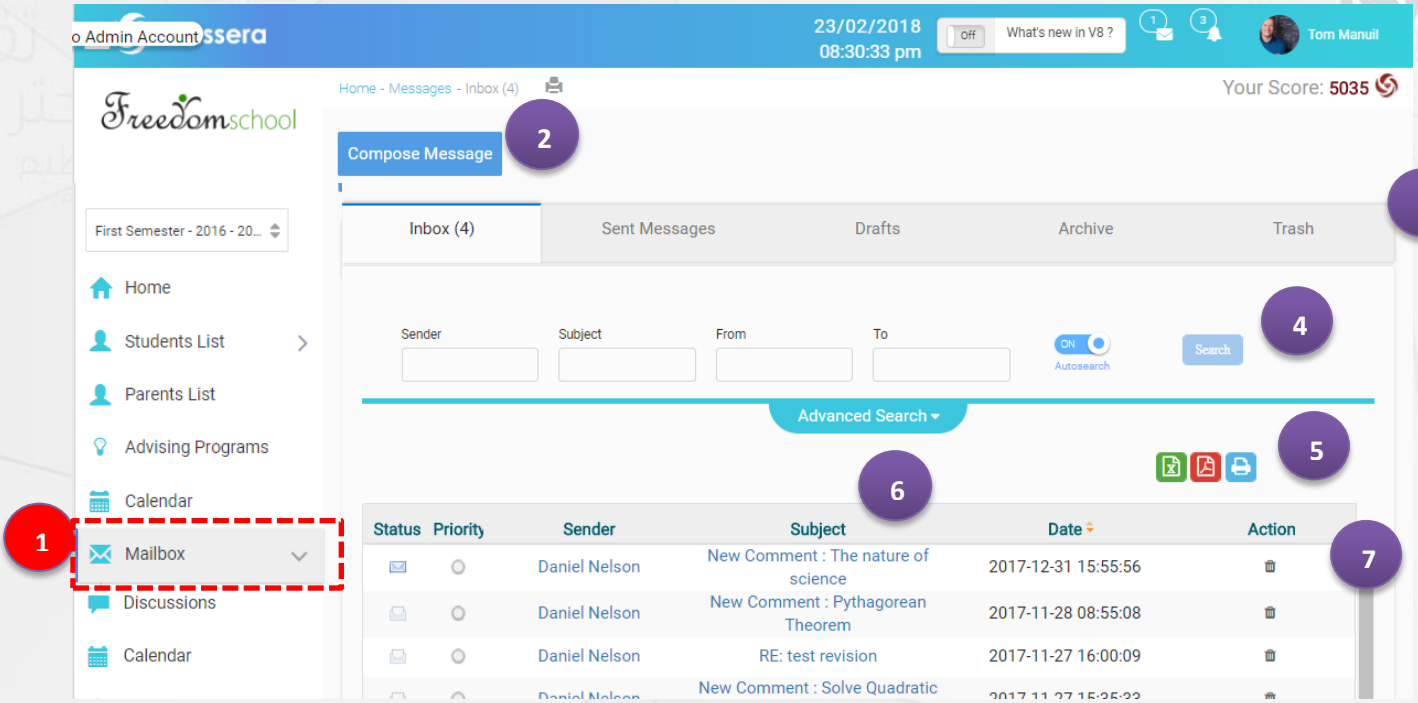


Notifications of new messages

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

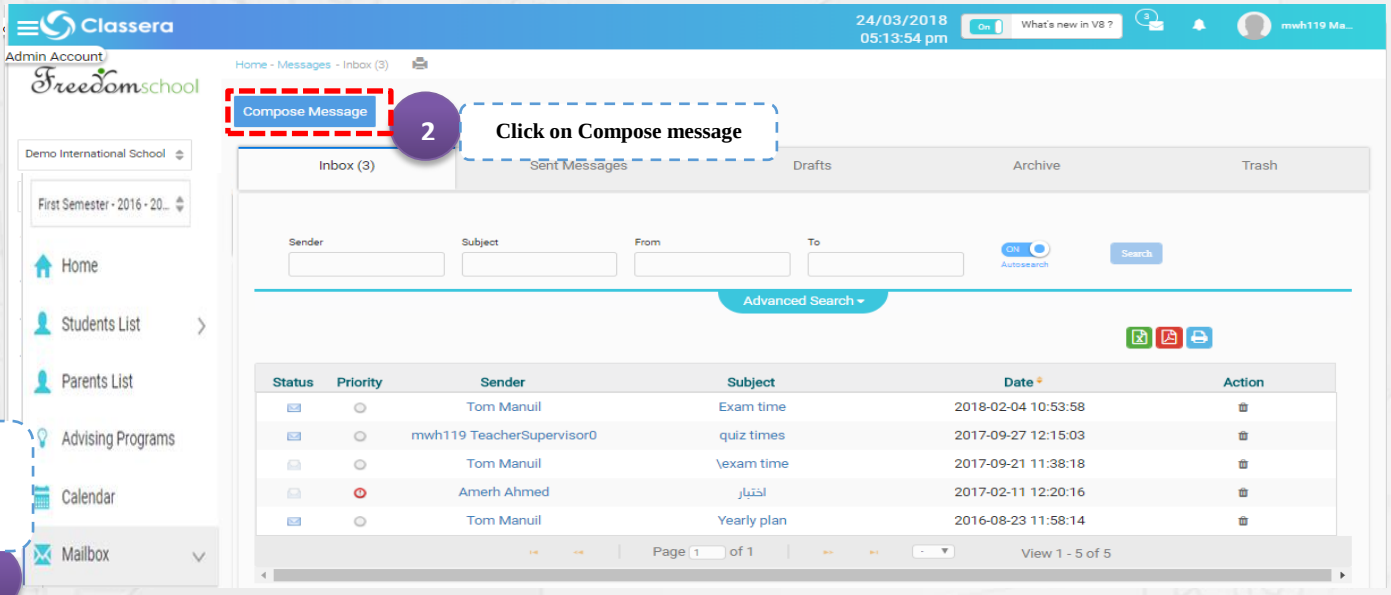
Browsing messages

1 -from Main Menu Choose: Mail Box .



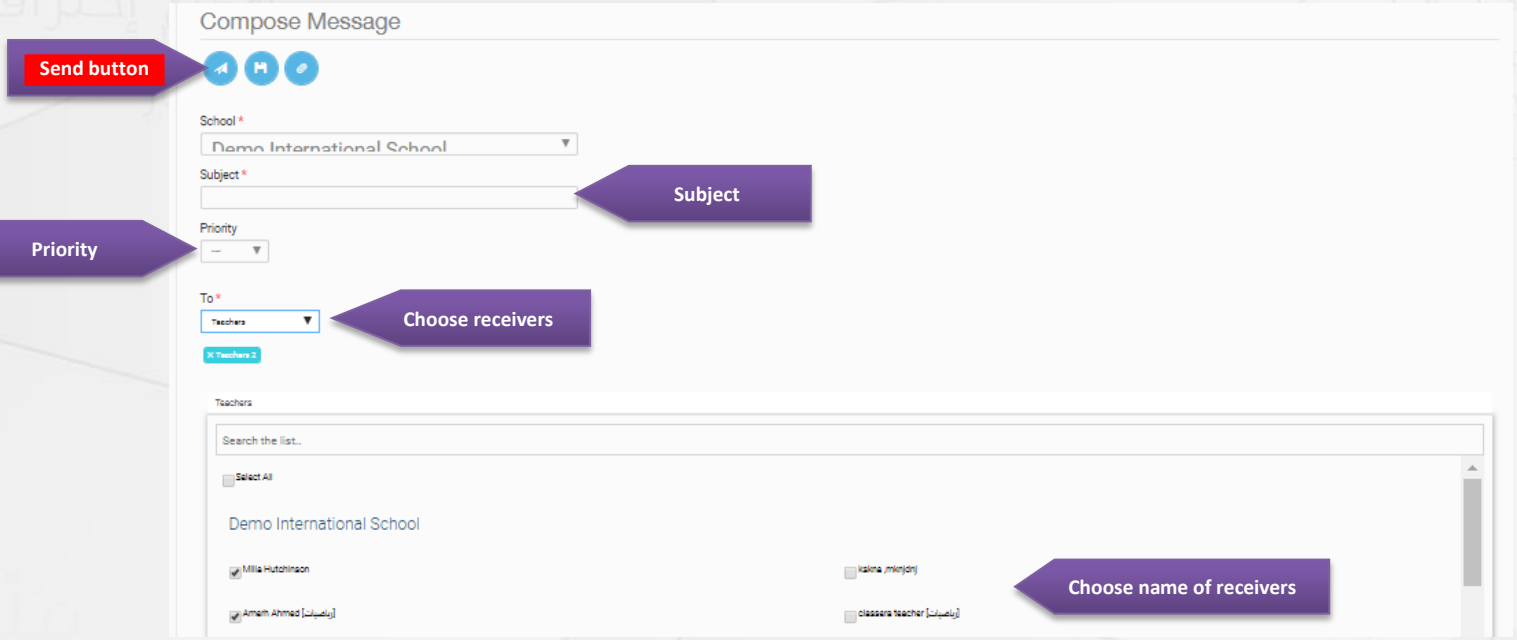
1. Choose Mail box.
2. compose a message : to send a new message
3. Browse Mail Box components : Inbox– Sent Messages – Drafts)Saved to be sent later –(Archive)Archived to be used later -(Trash) Deleted messages(
4. Searching for a certain message : Sender – Subject.
5. Print current page or Export it 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



From the side menu choose Mailbox

1



6/ SMS

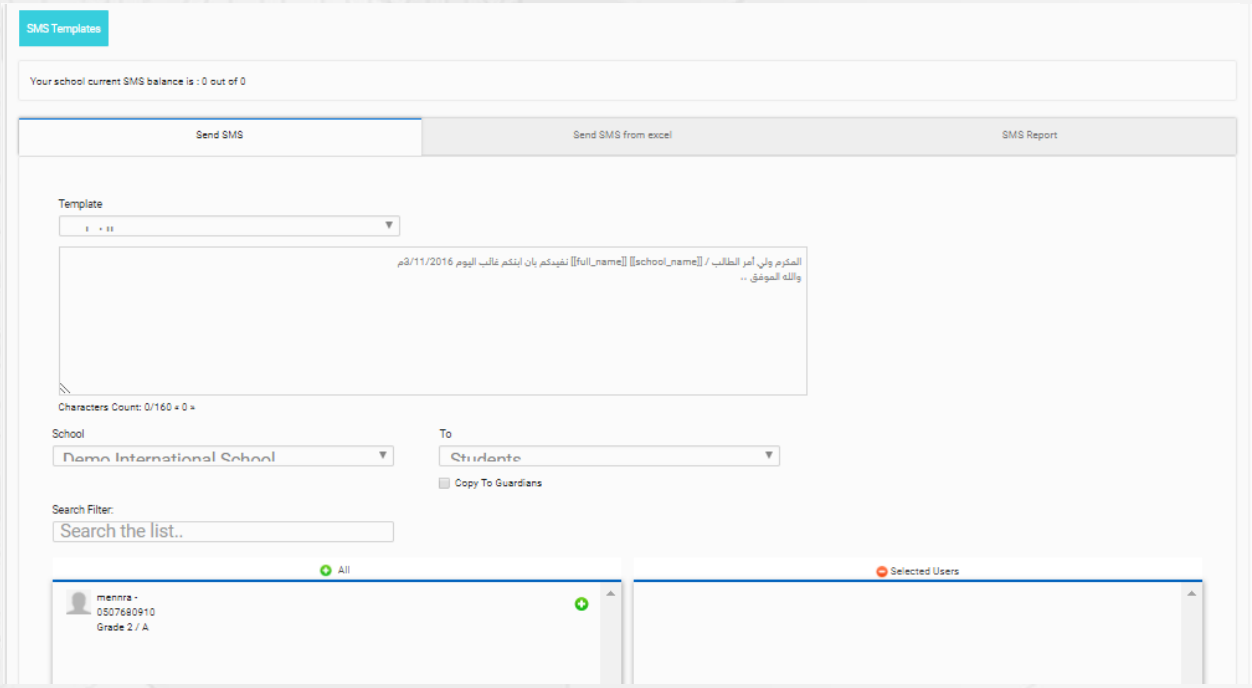
It's a service to send a short SMS on mobile phones of users to let them know on what's new on the system.

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.

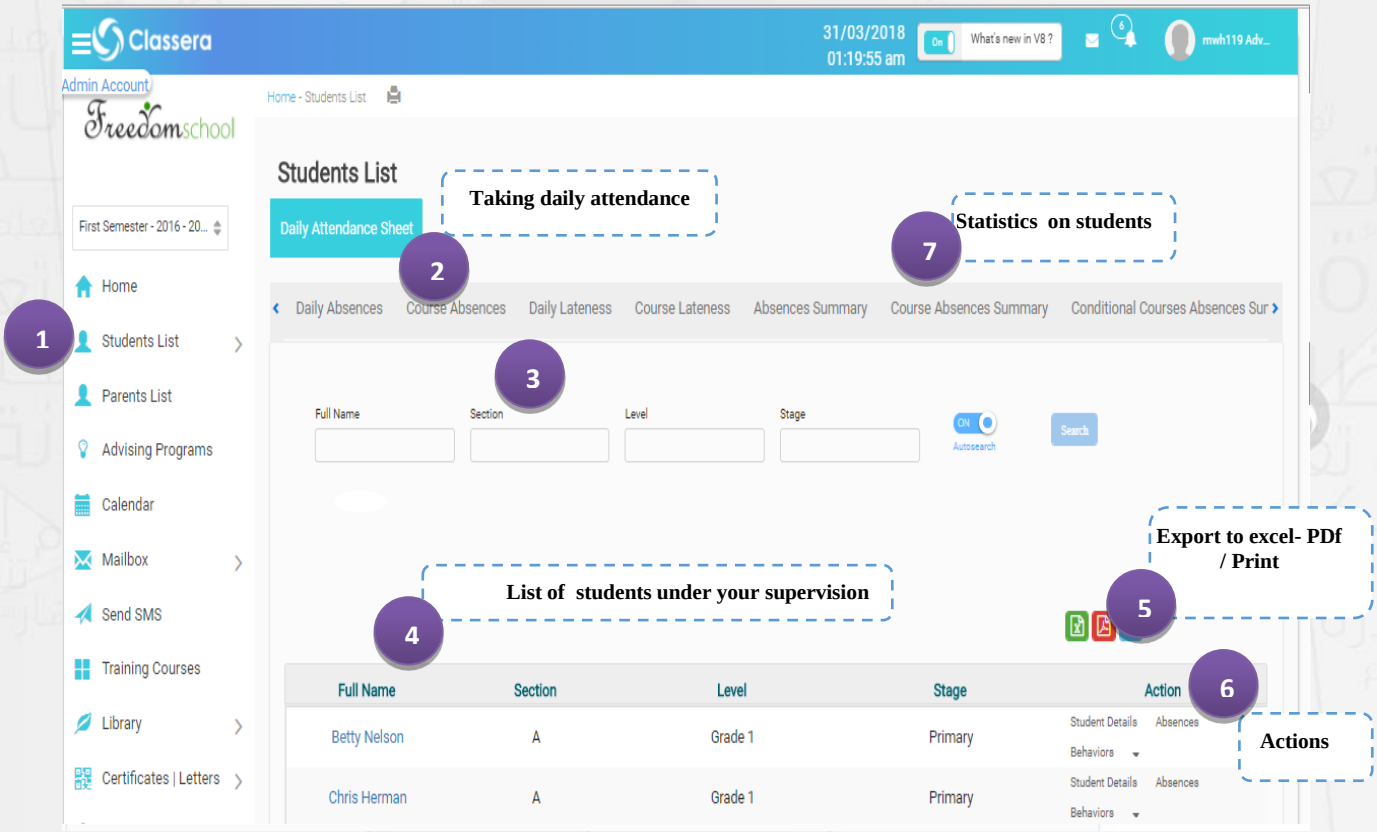
*Select the type of users you're willing to send the SMS to

-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:



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.

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

a/Students Details : view Students information recorded on Classera

b/Attendance : Taking Attendance individually .

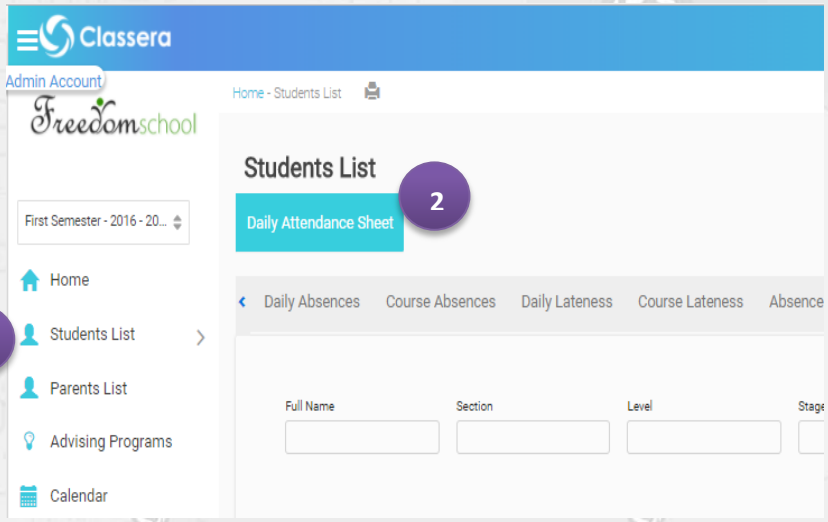
c / Behavior : Taking/viewing behavior individually .

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

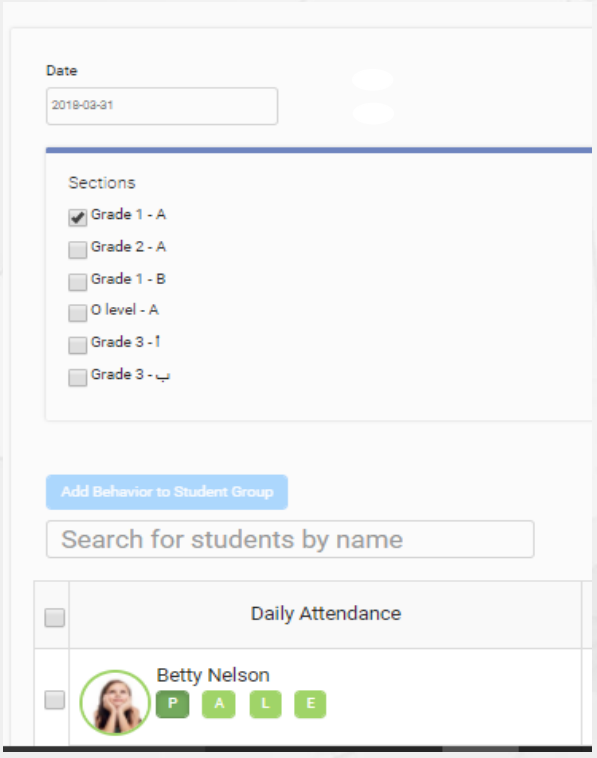
Appears the following options::

1 - Attendance date
2 -Quick search of a student name

3- select certain Section (Classroom) to take its attendance.
4- Appears students list.

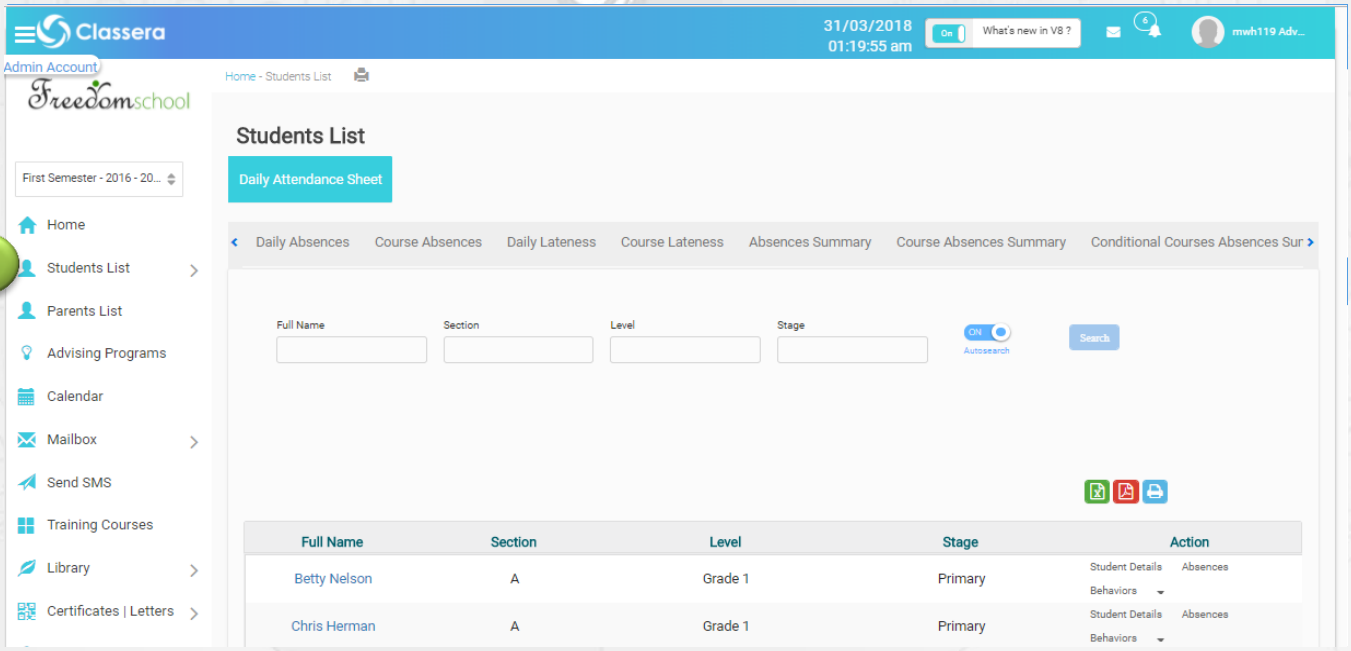
Click on a student's condition: according to the following

P : stands for Present
A : Stands for Absent
L : Stands for Late
E : Stands for Excused



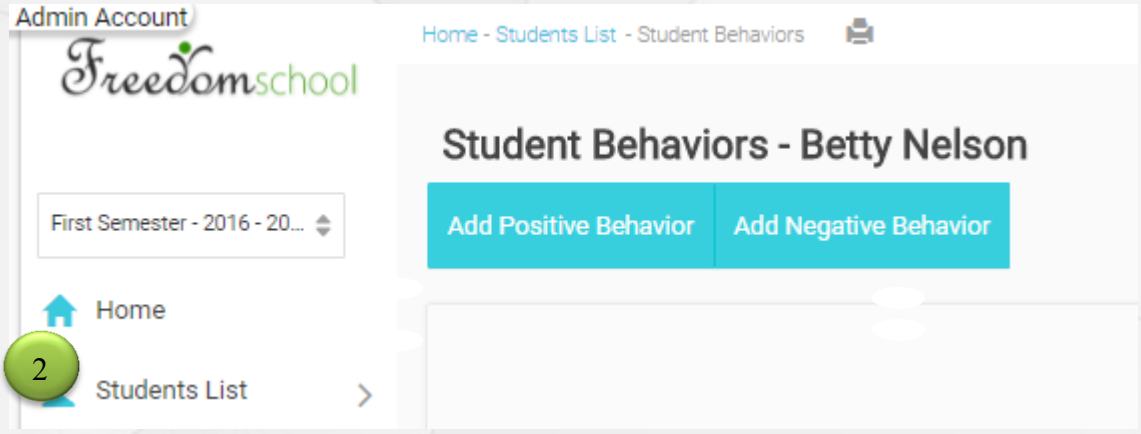
8- Recording Behavior

to record behavior, either positive or negative.



1 - Go to Students list ."Where appears list of students under your supervision.

2 -Click on " Behavior "in Actions list of a certain student.



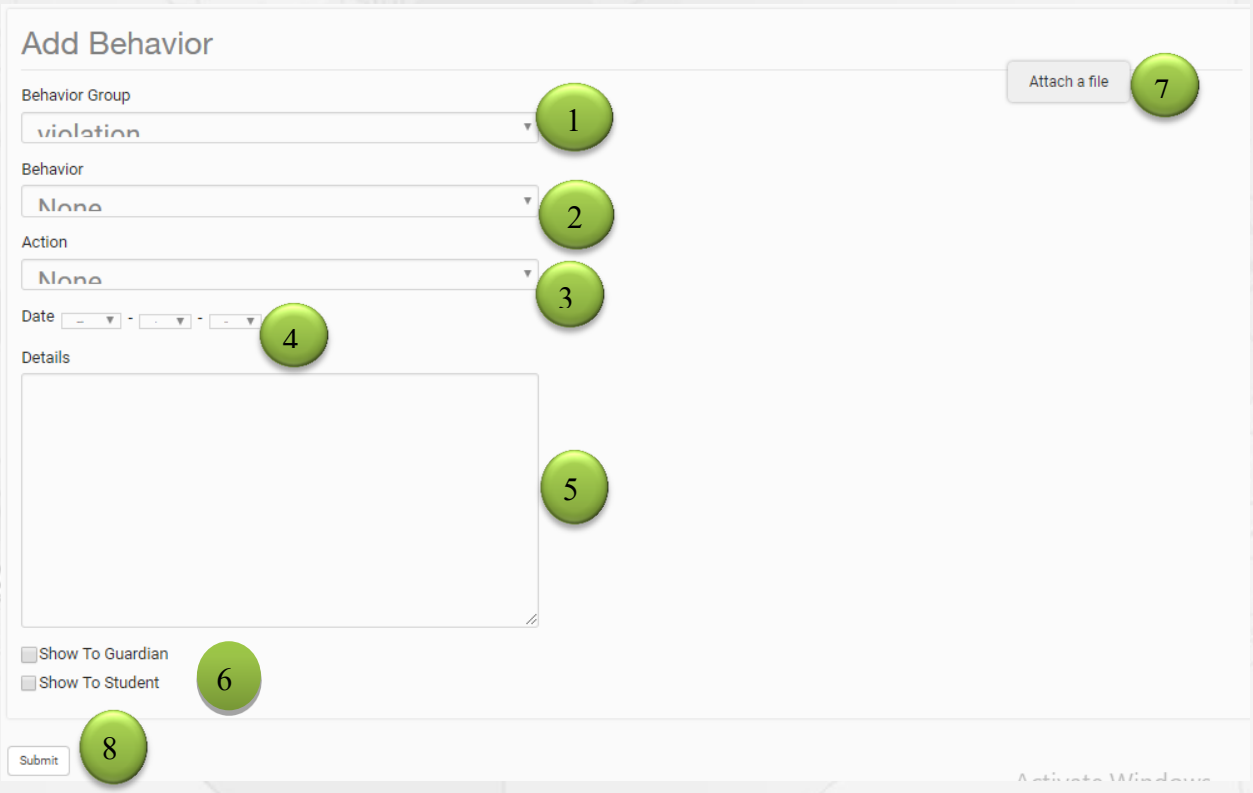
3 -appears to rectangles : Add positive behavior ، Add Negative behavior .

/1Add a positive behavior :

/2 Add a negative behavior.

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

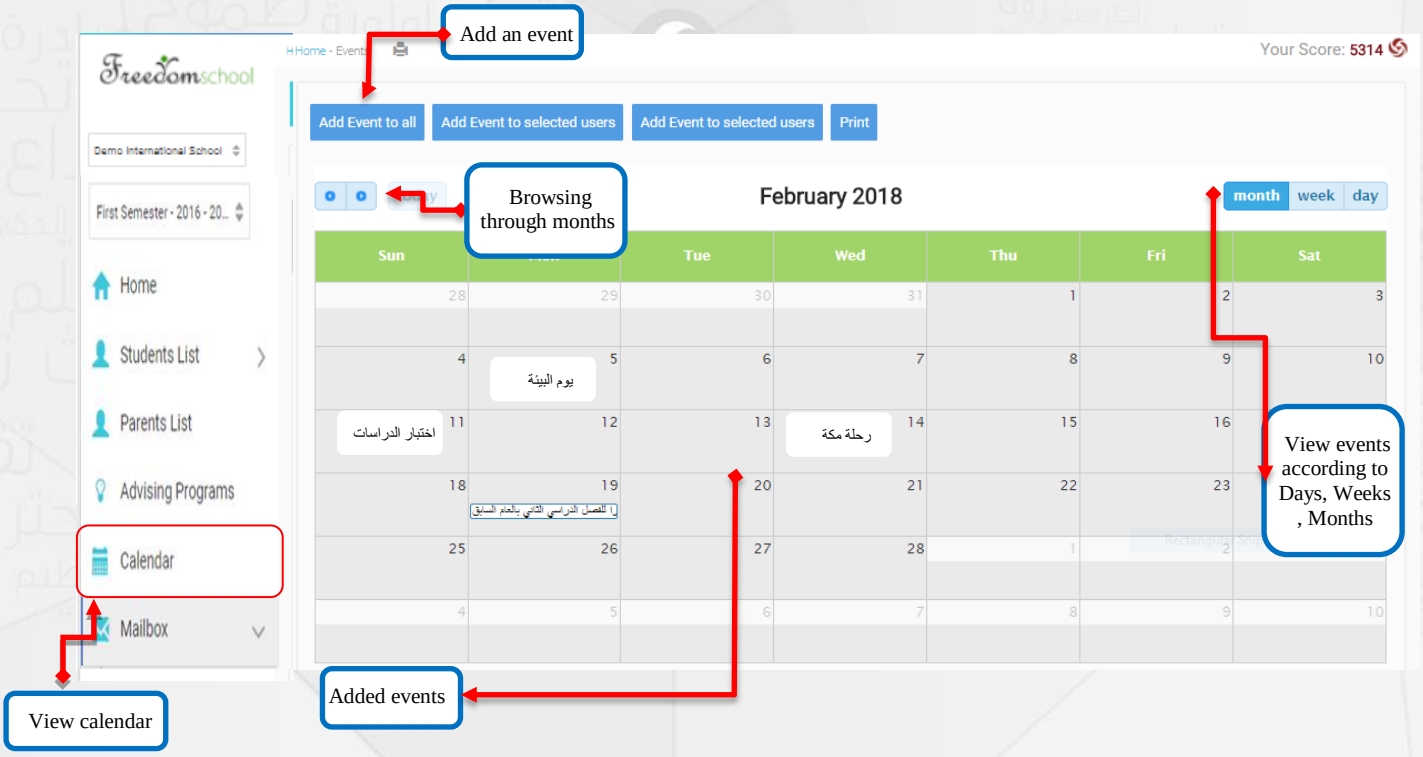
Appears the following screen to add behavior details:



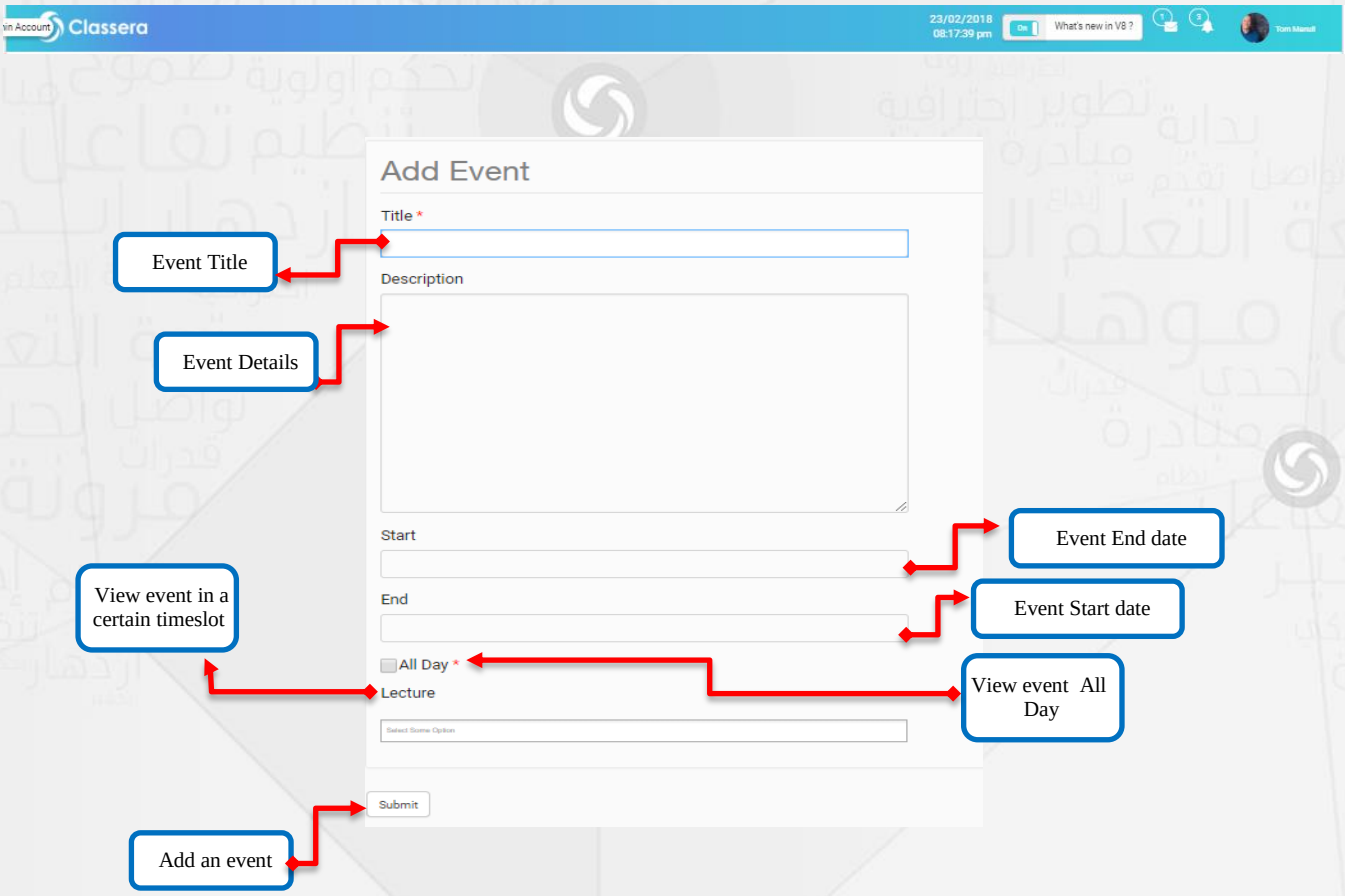
1. Behavior Group choose the behavior group from the list previously added
2. Behavior : select a certain behavior
3. Action :choose an action.
4. Date date of the incident .
5. Details :write the details of the behavior
6. Selection/ select/unselect " show to parents."
7. Attach File :if you would like 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.

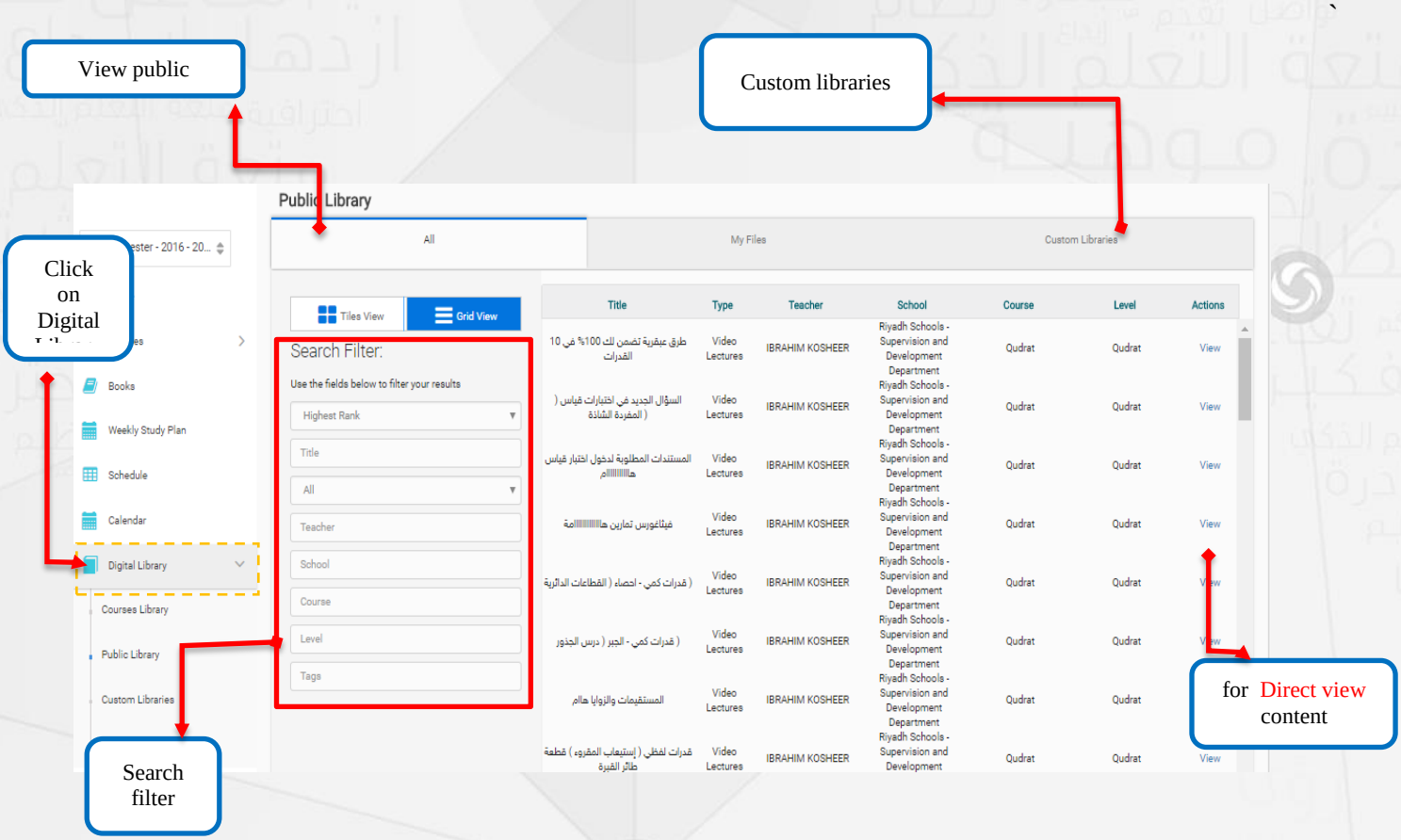


Adding an event in Calendar



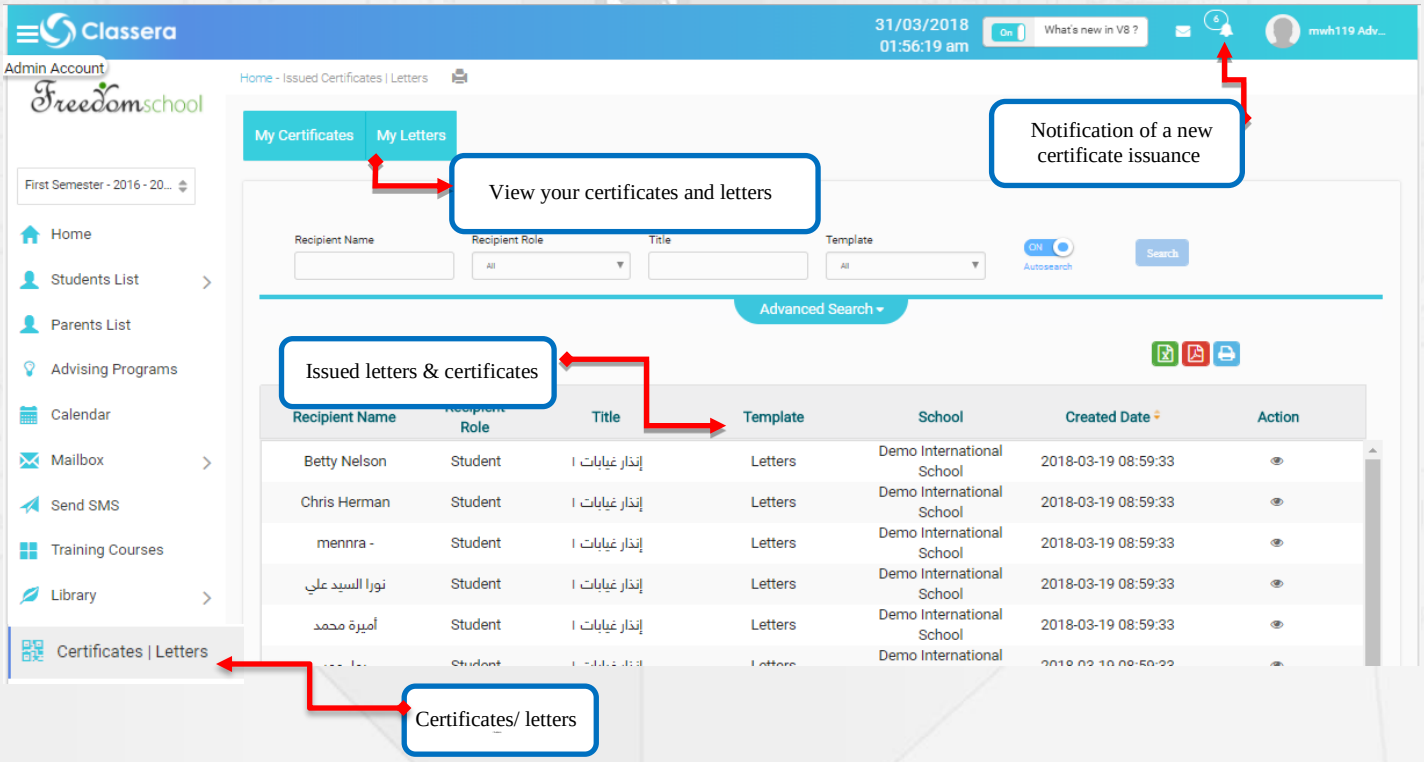
12- Library

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

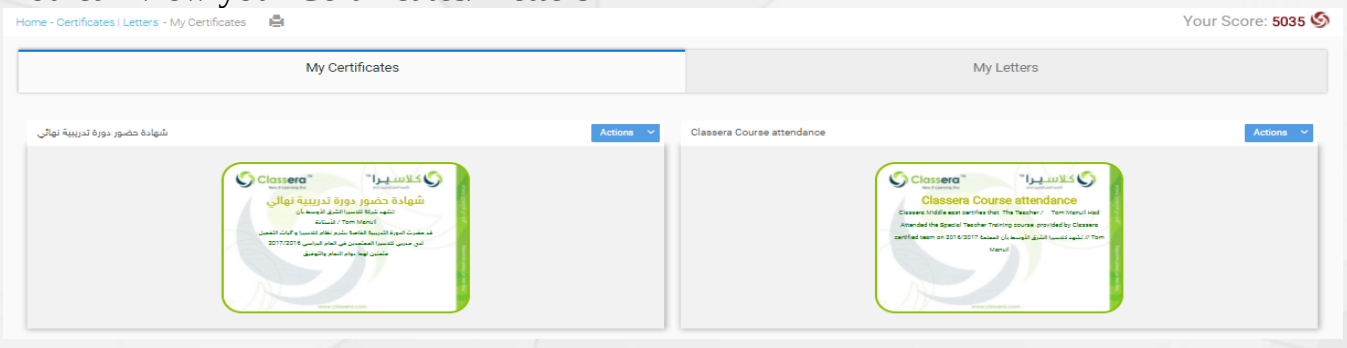


13- Certificates / Letters

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



You can view your Certificates/ Letters



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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