



Manager manual Classera – Ver 8

User Manual for Classera LMS (Manager Account)
Ver 8

Content

1 -Operational Requirements	4
2 - Logging in Classera	5
3 -Home page	6
4 -Personal Profile	7
5 -Mail Box	8
6 -SMS	10
7- Students list	12
8 -Teacher's list	13
9 -Calendar	14
10 -Virtual Meetings	16
11 -Reports	18
12 -Library	20
13 -Certificates/Letters	21

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 annotations:

- Choose Language**: A callout box pointing to the language selection dropdown menu in the top right corner.
- 1- Type username**: A callout box pointing to the "Login Name" input field.
- 2- Type Password**: A callout box pointing to the "Password" input field.
- 3- Click on Login**: A callout box pointing to the blue "LOGIN" button.
- Forgot Password?**: A link located below the password field.
- OR**: A separator text between the password field and the social login options.
- Login with Google**: A button with the Google logo and text.
- Login with Microsoft**: A button with the Microsoft logo and text.
- Account Restoration**: A callout box at the bottom left stating: "You can restore the account via Email after adding it on personal profile page".

3/ home page

The screenshot shows the Classera home page for an admin account. The page is divided into several sections:

- Header:** Includes the Classera logo, user name (Admin Account), school name (Freedom School), and a navigation menu.
- Navigation Menu (4):** A sidebar menu with options: Home, Students, Teachers, Parents, Advising Programs, Absences, Announcements, Stages, and Report Cards.
- Online Now (6):** A circular gauge showing the number of users online (4). A legend identifies user roles: Students, Teachers, Parents, Supervisors, Kagan Coaches, Advisers, Managers, and Administrators.
- Content Statistics (5):** A table comparing current semester performance to previous semesters.

Messages	Answers	Attachments	Assignments	Submissions
4.8k	83.2k	2.6k	1.2k	16.2k
2.1k	38.7k	834	729	7.3k
- Absences This Week (5):** A bar chart showing the number of absences per day.

Day	Absences
Thursday	19
Friday	0
Saturday	0
Sunday	5
Monday	1
Tuesday	14
Wednesday	13
- Most Active Users (5):** Three tables listing the most active users in the school, the school group, and all schools.
- Most Active Sections (5):** A list of school sections with their respective activity levels.
- School Activation Per Week (5):** A bar chart comparing current and previous week performance for three metrics:

Metric	Current Week	Previous Week
Students logins %	15.38% (+0%)	15.38%
Students participation with teachers %	0% (-0%)	0%
Teachers logins %	33.33% (-17%)	50.0%

1. Your name where can edit your profile
2. To follow your new notifications
3. Current date and time.
4. Home page includes the following : (Students list -Teachers list – Parents list -Mail box -Calendar -Smart Classrooms – Schedule – Library ...)
5. General Statistics
6. Users online now
7. Chat.

4- Personal Profile

Admin Account: Demo International School

21/03/2018 10:52:21 am

Home - Realtime overview

ONLINE NOW: 4

CONTENT STATISTICS

Messages	Answers	Attachments	Assignments	Submissions
4.8k	83.2k	2.6k	1.2k	16.2k
2.1k	38.7k	834	729	7.3k

vs current semesters

ABSENCES THIS WEEK

Day	Absences
Thursday	18
Friday	1
Saturday	0
Sunday	5
Monday	1
Tuesday	14
Wednesday	13

- Profile picture
- name
- Edit profile
- Public profile
- User Manual
- Font Size: Normal, Large, X-Large
- Choose Language: E, €
- Log out

mwh119 Manager0

Manager in Demo International School

Check your public profile

Change photo

Browse Public

Account settings | Personal Information | Contact Information | Skills & Interests | Education | Work Experience

Personal information

Login Information

Login Name: demointt2

Password: [input field]

Preferences

Date Format: Gregorian

Language: English

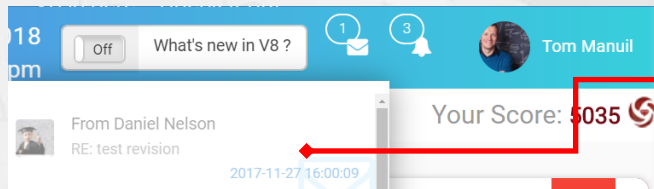
Changing date format (Gregorian / Hijri)

Change Language

Save

Connect with google drive

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

From the side menu choose Mailbox

1

2 Click on Compose message

Classera 24/03/2018 05:13:54 pm

Home - Messages - Inbox (3)

Compose Message

Inbox (3) Sent Messages Drafts Archive Trash

Sender	Subject	From	To	Status	Priority	Sender	Subject	Date	Action
						Tom Manuil	Exam time	2018-02-04 10:53:58	
						mw119 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	

Send button

Priority

Subject

Choose receivers

Choose name of receivers

Compose Message

School * Demo International School

Subject *

Priority --

To * Teachers

Teachers

Select All

Demo International School

Mila Hutchinson

Amerh Ahmed [رائدات]

classera teacher [رائدات]

3

Fill the message body and click send

Message body

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 :

The screenshot displays the 'SMS Templates' interface. At the top, it shows 'Your school current SMS balance is : 0 out of 0'. Below this, there are three tabs: 'Send SMS', 'Send SMS from excel', and 'SMS Report'. The 'Send SMS' tab is active. The interface includes a 'Template' dropdown menu, a text box for the message body with a character count of 0/160, and a 'School' dropdown menu set to 'Dama International School'. The 'To' dropdown menu is set to 'Students', and there is a checkbox for 'Copy To Guardians'. A search filter is also present with the text 'Search the list..'. At the bottom, there are two lists: 'All' (with a green plus icon) and 'Selected Users' (with a red minus icon). The 'All' list contains one user: 'mennra - 0507680910 Grade 2 / A'.

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.

7/ Student list

The screenshot displays the 'Students List' interface in Classera. The top navigation bar includes the Classera logo, the date '21/03/2018', and the time '11:08:00 am'. The sidebar on the left contains navigation options: Home, Students (highlighted with callout 1), Teachers, Parents, Advising Programs, Absences, Announcements, Stages, and Report Cards. The main content area is titled 'Students List' (callout 2) and features two tabs: 'Students numbers report' and 'Absences and behaviors reports'. Below the tabs are search filters for Number, Name, Stage, and Level, along with an 'Autosearch' button and a 'Search' button. An 'Advanced Search' dropdown is also present (callout 5). The table below lists student records with columns for Number, Name, Stage, Level, Section, Status, and Action. The Action column (callout 3) includes links for 'Student Details' and 'Student Page' (callout 4). Above the table, there are icons for print and export (callout 5).

Number	Name	Stage	Level	Section	Status	Action
99965329878999	Betty Nelson	Primary	Grade 1	A	Active	Student Details Student Page Student Behaviors
32145285	Chris Herman	Primary	Grade 1	A	Active	Student Details Student Page Student Behaviors
87546598	Carole Dawning				Active	Student Details Student Page Student Behaviors
1232566	menra -	Primary	Grade 2	A	Active	Student Details Student Page Student Behaviors

- 1- On home page appears an option “ student’s list” to show all students
- 2- You can view attendance and behavior reports for any student of a certain time period and specify the period, also view who exceeds number of days allowed for absence.
- 3- You can also view all students information
- 4- A manager can also view a student profile including all content without the permission of editing any of these content
- 5- Print a student file or export to excel

8/ Teachers list

The screenshot shows the Classera interface for Freedom School. The main menu on the left is highlighted at '1'. The 'Teachers Timeslots' tab is selected at '2'. The 'School Schedule' tab is highlighted at '3'. The search fields for 'Full name' and 'Number' are shown at '4'. The 'Export' and 'Print' icons are highlighted at '5'. The table of teachers is highlighted at '6'. The 'Action' column dropdown menu is highlighted at '7', showing options: Schedule, Alternative Teacher, Courses, and Absences.

Number	Full name	Action
999253698741999	Tom Manuil	teacher details Preparations Kagan Forms
99988856122999	Milla Hutchinson	teacher details Preparations Kagan Forms

1. From the main menu, choose : teachers.
2. Report of teachers' schedules.
3. School Schedule.
4. Search for any teacher
5. Export to excel or print page
6. List of current students
7. Actions on each teacher
 - a /open teacher's page
 - b /to open preparations page
 - c / to view Kagan forms done by a teacher.
 - d /browse a teacher's (schedule, courses, absences and alternative teachers)

9-Calendar

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

The screenshot shows the FreedomSchool web application interface. On the left is a navigation menu with items like Home, Students, Teachers, Parents, Advising Programs, Absences, Announcements, Stages, Report Cards, Mailbox, and Calendar. The main content area displays a calendar for February 2018. The calendar grid shows dates from 28th to 10th. Several events are listed: 'يوم البيئة' (Environment Day) on Monday 5th, 'اختبار الدراسات' (Study Test) on Sunday 11th, 'رحلة مكة' (Makkah Trip) on Wednesday 14th, and 'التفصيل الدراسي الذي يتقدم السابق' (Previous course details) on Friday 19th. Annotations with red arrows point to various features: 'Add an event' points to the top right; 'Add Event to all', 'Add Event to selected users', and 'Print' are buttons at the top; 'Browsing through months' points to the navigation arrows; 'View events according to Days, Weeks, Months' points to the view toggle buttons; 'Added events' points to the event entries in the calendar grid; and 'View calendar' points to the 'Calendar' item in the left sidebar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	يوم البيئة	6	7	8	9	10
اختبار الدراسات	12	13	رحلة مكة	15	16	
18	19 التفصيل الدراسي الذي يتقدم السابق	20	21	22	23	
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Adding an event in Calendar

The screenshot shows the 'Add Event' form with the following fields and callouts:

- Title ***: Callout: Event Title
- Description**: Callout: Event Details
- Start**: Callout: Event Start date
- End**: Callout: Event End date
- All Day ***: Callout: View event All Day
- Lecture**: Callout: View event in a certain timeslot
- Submit**: Callout: Add an event

Additional callouts include 'View event All Day' pointing to the 'Lecture' checkbox and 'View event in a certain timeslot' pointing to the 'Lecture' checkbox.

10 – Virtual Meetings

School Administration can (manager / school admin / principal) hold virtual meetings on the system for internal or external users.
from Virtual Meetings page:

The screenshot shows the 'Virtual Meetings' interface. At the top left, there is a blue button labeled 'Add New meeting room' with a purple circle containing the number '1'. Below this, there are two input fields: 'Title' and 'Starting Time', with a purple circle containing the number '2' positioned between them. To the right of these fields is a toggle switch labeled 'ON Autosearch' and a 'Search' button. Below the search area is a table with columns: 'Title', 'Starting Time', 'Public Link', and 'Action'. A purple circle containing the number '3' is positioned above the table. The table contains one row with the following data: 'meeting 2', '2017-04-16 20:57:00', and a long URL. A purple circle containing the number '5' is positioned below the table. To the right of the table, there are three icons (Excel, PDF, Print) and a purple circle containing the number '4'. Below the table, there is a footer area with 'Page 1 of 1' and 'View 1 - 1 of 1'. A purple circle containing the number '6' is positioned to the right of the footer area.

1. Add a new virtual meeting
2. To search for a recorded meeting
3. View all virtual meetings .
4. Export to excel/print PDF/ print directly
5. Meeting link, in order to send it to external users
6. Actions buttons : Start meeting , download recording .. Manage users , edit , delete.

Recording Smart classrooms/ Virtual Meetings

Upcoming Smart Classes | Recorded Smart Classes

1 Title School Course Teacher ON Autosearch Search

Advanced Search

2

3

Title	School	Course	Teacher	Level	Section	Starting Time	Duration (min)	Action
test	Demo International School	Science Fusion	Tom Manuil	Grade 1	A	2018-03-21 10:46:00	90	View Recording
(No Title)	مدارس جزيرة العلوم الابتدائية (JUS PRIMARY)	Phonics And Spelling	رهام فالح محمد العبدلي القامدي	Grade 5	Gr5 A	2018-03-20 18:27:00	30	View Recording
Word Mania	مدارس جزيرة العلوم الابتدائية (JUS PRIMARY)	Phonics And Spelling	رهام فالح محمد العبدلي القامدي	Grade 5	Gr5 A	2018-03-20 17:35:00	30	View Recording
hahha	Demo International School	Science Fusion	Tom Manuil	Grade 1	A	2018-03-18 12:40:00	60	View Recording
new	Demo International School	Math G1	Milla Hutchinson	Grade 1	A	2018-03-16 10:45:00	60	View Recording
Revision Classroom	Demo International School	Science Fusion	Tom Manuil	Grade 1	A	2018-03-08 15:21:00	60	View Recording
Test smart class	Demo International School	Math G1	Tom Manuil	Grade 1	A	2018-03-10 20:05:00	120	View Recording

4

- 1 .Search for Recorded Smart Classrooms
2. export list to excel sheet/PDF print/ print directly.
3. view list of recorded smart classrooms.
- 4 .view recording

11- Reports

When a manager can get a report on the activity of :

- Supervisors
- Managers
- Kagan Coaches
- Administrators
- Advisers
- Floor Supervisors
- Parents

The screenshot shows the Classera web application interface. At the top, there's a blue header with the Classera logo, the user's name 'mwh119 Ma...', and the date '24/03/2018 04:39:46 pm'. Below the header, there's a navigation menu on the left with options like 'Home', 'Students', 'Teachers', 'Parents', 'Advising Programs', 'Absences', 'Announcements', 'Stages', 'Report Cards', 'Mailbox', and 'User Reports' (which is highlighted with a red box). The main content area is titled 'Home - User Reports' and shows a 'General Activity Report' for 'Supervisors'. The report includes a date range from '2018-03-09 17:38:46' to '2018-03-24 17:38:46' and a bar chart showing activity levels. The chart has a single bar at 1.0. Below the chart, there are controls for 'Show chart', 'Show table', 'Edit chart', and 'Change chart'.

Reports Steps:

- From main page
- Double Click on users reports.
- Select the type of users .
- Specify the time period

- Different views are available such as :

a /Table

b /chart

Appears some tools to control the view such as :

Show chart

Hide table:

Edit chart.:

Change chart :

- Pie
- Column
- Area
- Line

You can print report for the print button on the upper part of the screen.

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 Library

Search filter

for Direct view content

Title	Type	Teacher	School	Course	Level	Actions
10 طرق بصرية تضمن لك 100% في 10 الدورات	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 - دروس 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

View your certificates and letters

Notification of a new certificate issuance

Issues certificate

Issued letters & certificates

Certificates/ letters

Recipient Name	Recipient Role	Title	Template	School	Created Date	Action
مروان حسن	Student	إنداز غیابات ا	Letters	Demo International School	2018-03-19 08:59:33	👁️ 🗑️
Betty Nelson	Student	إنداز غیابات ا	Letters	Demo International School	2018-03-19 08:59:33	👁️ 🗑️
Chris Herman	Student	إنداز غیابات ا	Letters	Demo International School	2018-03-19 08:59:33	👁️ 🗑️
mennra -	Student	إنداز غیابات ا	Letters	Demo International School	2018-03-19 08:59:33	👁️ 🗑️
نورا السيد علي	Student	إنداز غیابات ا	Letters	Demo International School	2018-03-19 08:59:33	👁️ 🗑️
ميرة محمد	Student	إنداز غیابات ا	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

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.



Head Office:
101 California Street,
Suite 2710,
San Francisco, CA 94111

Middle East Office:
King's Road Tower (31st floor),
Jeddah, KSA

Dubai Office:
P.O. Box 31303, Jumeirah Emirates Towers,
Level 41, Dubai, UAE

info@classera.com
www.classera.com