



Parent manual
Classera -V8

User Manual for Classera (Parent)

Version 8

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1- 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 screenshot shows the Classera login interface. At the top left is the Classera logo. At the top right is a 'Choose Language' dropdown menu. The main login form contains a 'Login Name' field, a 'Password' field, a 'Forgot Password?' link, and a blue 'LOGIN' button. Below the login form is an 'OR' separator, followed by two social login options: 'Login with Google' and 'Login with Microsoft'. Red arrows point from numbered text boxes to these elements: '1- Type username' points to the Login Name field; '2- Type Password' points to the Password field; '3- Click on Login' points to the LOGIN button. A larger text box on the left explains that users can also log in via Google or Microsoft accounts, with steps shown in the personal profile page. Another text box at the bottom left explains that users can restore their account via email after adding it to their profile page.

2- home page

The screenshot shows the Classera home page for a user named 'Mother of Be...'. The interface includes a top navigation bar with the date '20/03/2018' and time '01:50:45 am'. Below this is the 'Upper bar' (1) containing the user's name and profile picture. A 'Main menu' (2) is located on the left side, listing options like Home, Mailbox, Library, and Events. The 'Kids list' (3) displays profiles for Betty (Grade 1, ID 2046) and Chris (Grade 1, ID 1071). The 'Communication tools' (4) section includes Mailbox (16 items, 27% progress), Discussion Rooms (No New Posts, 100% progress), and Academic Calendar (2 items, 33% progress).

1 /Upper bar :

- Your Info** : Edit Profile – Public Profile – Interface language (Arabic/English) – ((Log out
- Messages Notification** : Latest Messages received.
- Notifications of homework submissions.**
- Adjustment** : Hiding and showing the side vertical list

2/ Main Menu

- Home** : browse home page or going back to it from a subsidiary page.
- Mail Box** : Click here to view your Inbox
- help** : brief user manual.
- Library** :Browse Classera's Public Library
- Certificates/Letters** :exhibitions of previously issued certificates and letters to the teachers.
- Calendar** :Academic Calendar..
- Google Drive** : Link with properties of Google Drive
- Virtual Meetings** : Distant Virtual Meetings .

- i) **Share Your Ideas** : Users can share their ideas for improvement
- j) **Success Partners** List of Active partners in Classera's success partner program
- k) **My Card** : Your E-card
- l) **Evaluations/Surveys**: Surveys and evaluations related to teacher.

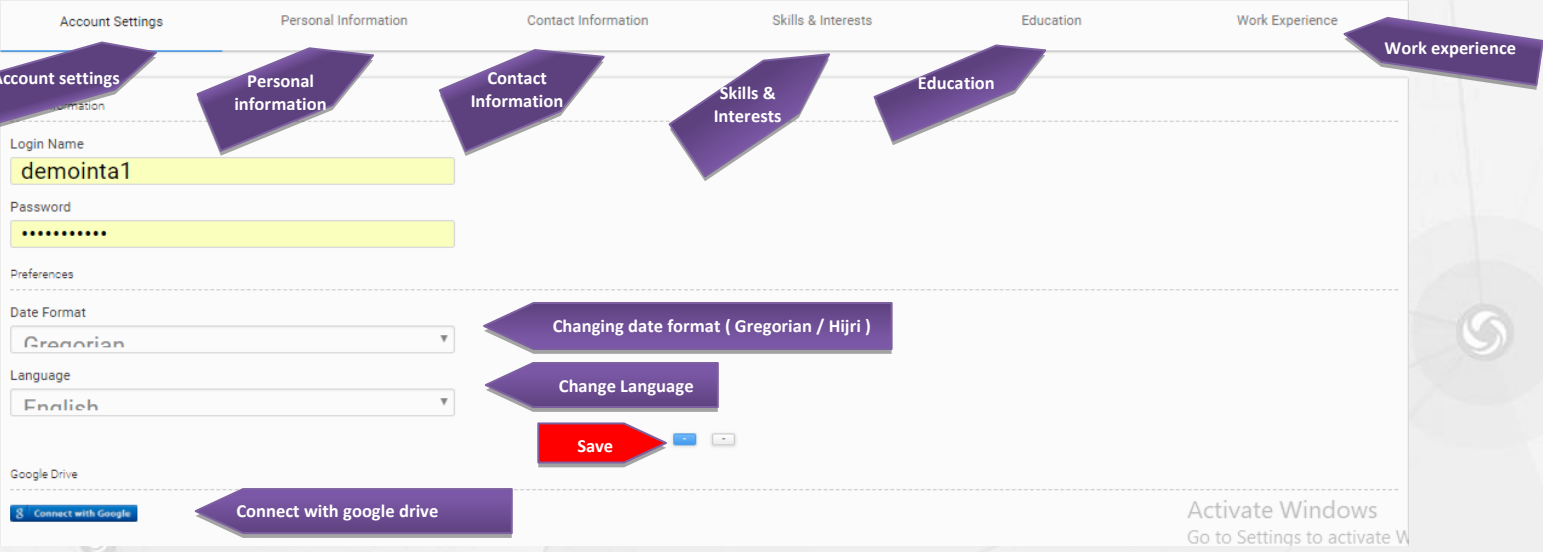
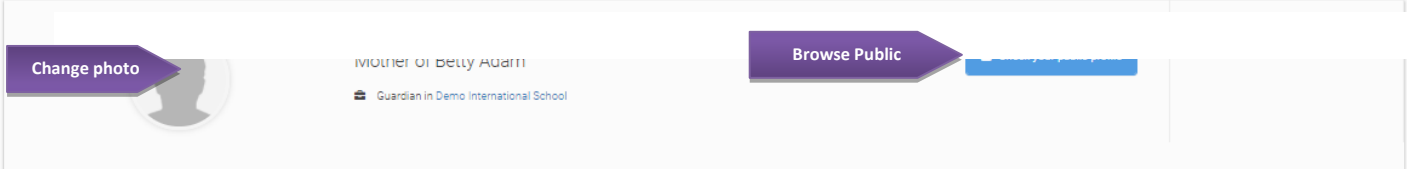
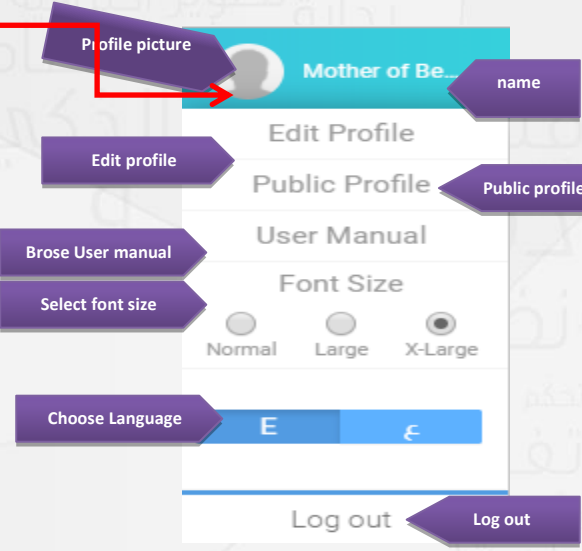
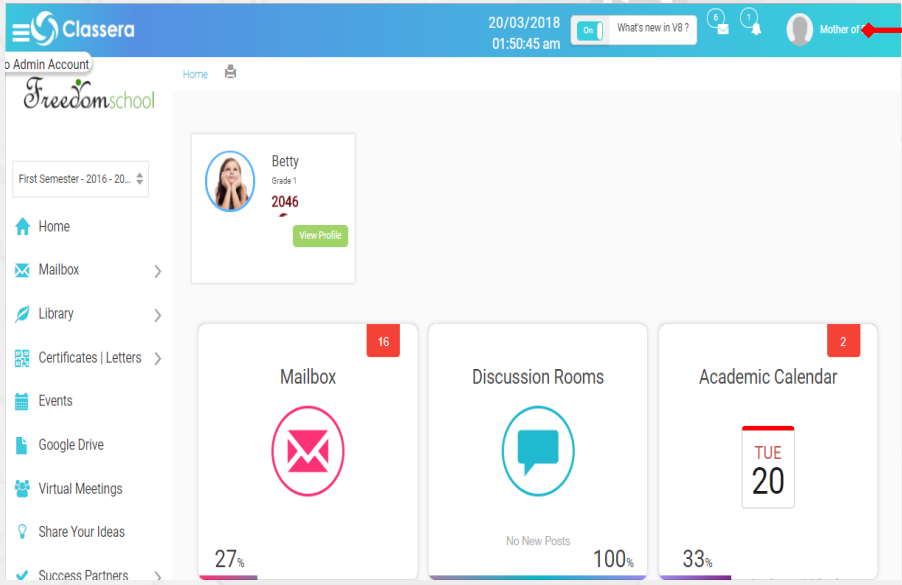
3/ Kids list

Appears kids list on parent accounts (father / mother) in one account for a parent even if the kids where in different schools.

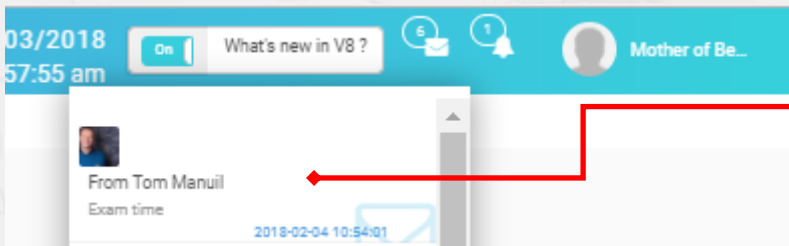
4 /communication tools

- a) **Mail Box** : Notification of newly received messages
- b) **Discussion rooms** : Notifications of new discussions room.
- c) **Academic calendar** : Calendar of schools events

3- Personal Profile



4- 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

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

Status	Priority	Sender	Subject	Date	Action
		Tom Manuil	Exam time	2018-02-04 10:53:58	
		Tom Manuil	rdtrdef	2017-09-25 14:36:25	
		Tom Manuil	Qize	2017-09-25 14:36:11	
		Tom Manuil	\exam time	2017-09-21 11:38:18	
		Milla Hutchinson	hello	2017-09-16 12:31:21	

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

2 Click on Compose message

Status	Priority	Sender	Subject	Date	Action
		Tom Manuil	Exam time	2018-02-04 10:53:58	
		Tom Manuil	rdtrddef	2017-09-25 14:36:25	
		Tom Manuil	Qize	2017-09-25 14:36:11	
		Tom Manuil	\exam time	2017-09-21 11:38:18	
		Milla Hutchinson	hello	2017-09-16 12:31:21	

Send button

Subject

Priority

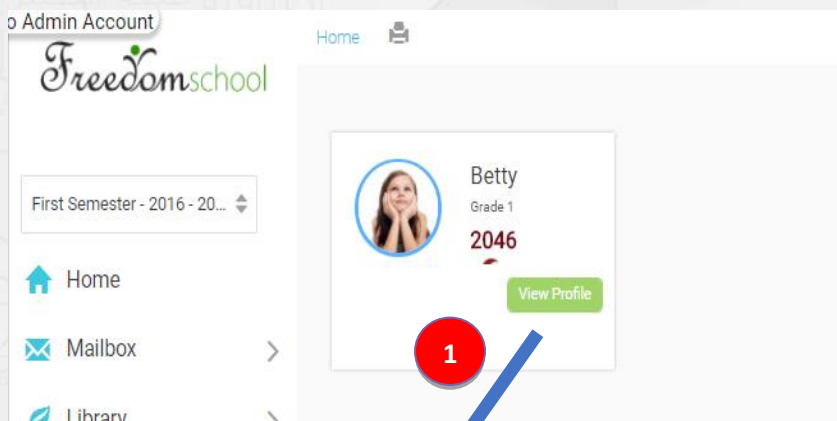
Choose receivers

Choose name of receivers

3 Fill the message body and click send

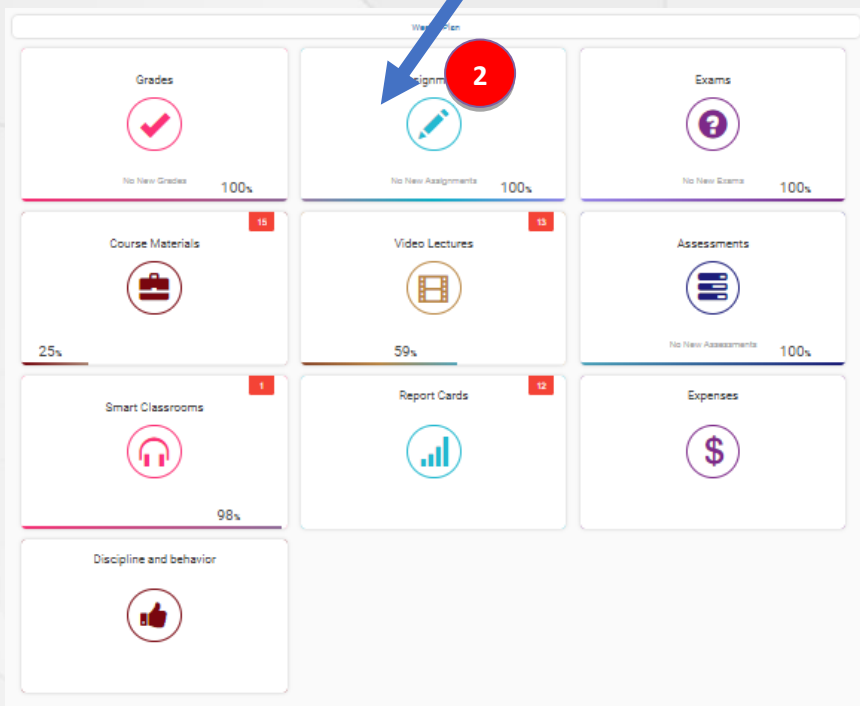
Message body

5- Kids accounts



in parents account home page appears their kids accounts with general information and scores.

1- Click on (**view profile**) to enter your child's page.



2 -the link takes to the page of your child with the options to follow up

a /weekly plan

b /homeworks/ exams

c ./ Grades.

d /Course materials:

e / video lectures

f /Smart classrooms :

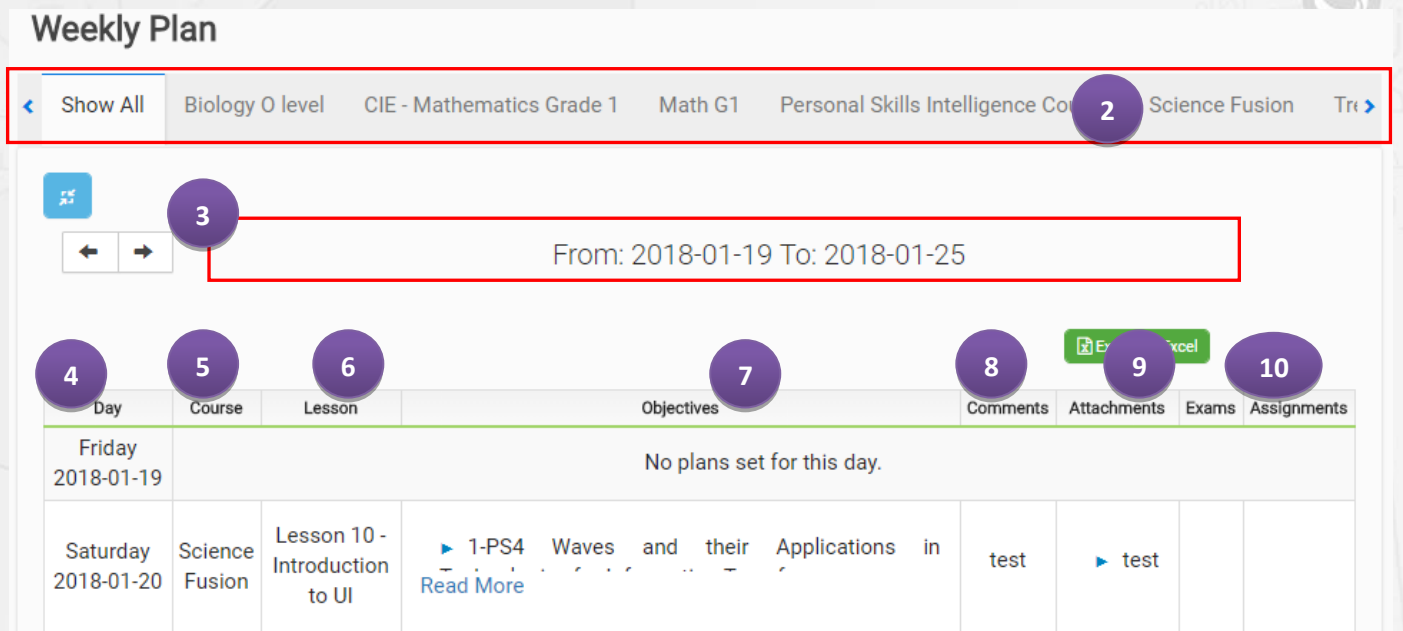
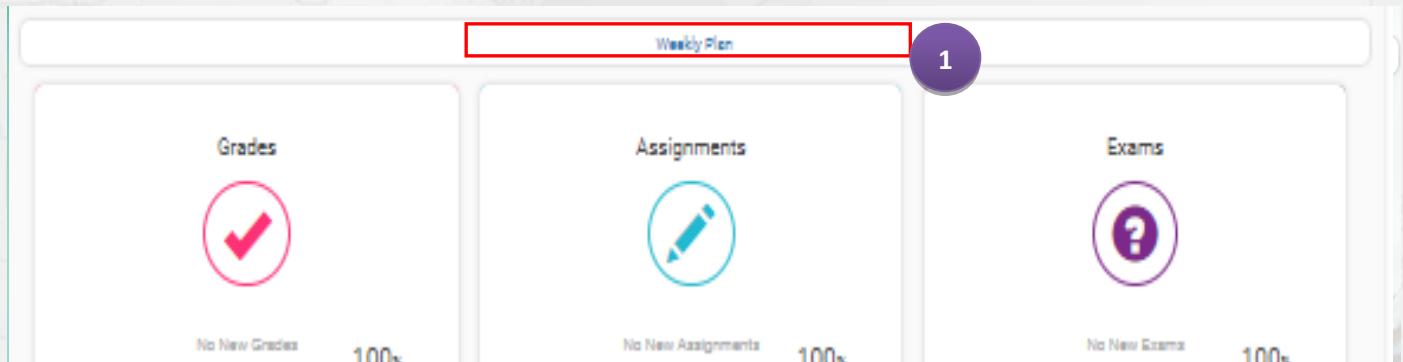
g/Report Cards.

h /Expenses

i/ Discipline and behavior.

a /weekly plan.

-1 after entering your child profile click on **Weekly plan**



2- Show all : weekly plan of all courses.

3- Date : Appears current week's date and you can go back to previous week using the arrows.

4- Day : appears in each day, the day's plan and related content.

5- - Course: appears the name of the course.

6- Lesson: the title of the lesson.

7- Objectives : appears lesson objectives.

8- Comments : appears any comment created by the teacher.

9- Attachments : appears related content i.e. (video – photo etc)

10 -Exams : appears exams and homeworks related to a lesson.

b / homeworks/exams.

exams are considered as one of the teacher’s tools to evaluate a student ‘ and knowing their progress, on the other hand exams are used to detect a student behavior and academic acheivement ‘ and exams offered by the teacher is useful to increase a student knowledge and you dear can have an overview of all exams offered by a teacher to your child in addition you also can check your children grades as demonstrated below:

c/ Grades

Where you may look at your child’s grade in all courses and by clicking on (show all) you can view your child grade in a table view:

Grades

[Biology O level](#)
[CIE - Mathematics Grade 1](#)
[Math G1](#)
[Personal Skills Intelligence Course](#)
[Science Fusion](#)
[Tree Test](#)

[Export to Excel](#)

Category	Grade	Percentage
Online Exams	- / 50	0% / 0%
Online Assignments	- / 50	0% / 0%
Total	0	0% / 100%

d /Course materials

course materials or digital library are simply all interactive content added by a teacher in their curriculum for a student to benefit from later and understand their lessons

A parent can view all course materials added for their children , also you can download it and view it on your device

The screenshot illustrates the Classera interface for viewing and downloading course materials. It is divided into several sections:

- Course Materials List:** A table with columns for material name and subject. The first row is "ورقة عمل لحرف الباء" (Letter 'Ba' worksheet) by "لفتي" (Lafati).
- Course Materials Card:** A card showing a brief overview of the material, including a "25%" progress indicator and a "15" count.
- Document Preview:** A preview of the selected document, showing text in Arabic and a "DOWNLOAD" button.
- Attachment Info:** A section providing details about the document, such as the author's name, title, and creation date.
- Interactions:** Buttons for "Like" and "Understood" are located at the bottom of the attachment info section.

Numbered callouts (1-4) highlight key features: 1. Attachment info, 2. Download button, 3. Document preview, and 4. Like/Understood buttons.

- 1- Attachment info : teacher's name -description – date of creation.
- 2- Download to your device
- 3- Viewing the file on classera
- 4- Evaluating the file
 - a/ Like.
 - b/ Understood

e/ video lectures

it the recorded lectures which is added by the teacher either it is a recording of him/herself or a recording of a nother teacher explaining lesson

The screenshot illustrates the video lecture interface. It features a list of video lectures on the left, a video player in the center, and a metadata table below the video player. The video player shows a cartoon character and has a play button overlay. The metadata table includes fields for By, Title, Date Created, Description, Rating, and Tags. The interface is annotated with numbered callouts: 1 points to the video player, 2 points to the metadata table, and 3 points to the Like and Unrated buttons.

Video Lectures		Show All
alex	Math G1	
mukljhjhghg	CIE - Mathem...	
Pythagorean Theorem	Math G1	
Solve Quadratic Equations	Math G1	

←PREV ● ○ ○ ○ NEXT→

Video Lectures 13

59%

1

By	Milla Hutchinson
Title	alex
Date Created	2017-09-09 13:22:07
Description	
Rating	☆ ☆ ☆ ☆ ☆
Tags	

Like Unrated

2

3

1- View attachment

2- Video Info : teacher name -Description – Date of creation

3 -evaluate the video .

f/ Report Cards.

from Report Cards you can view all your child's reports.


Report Cards

- GPA Final Report
- English Q1 Report
- English Q1 Report
- English Q1 Report
- English Q1 Report

Report Cards


12

Student Transcript



AL-HUSSAN EDUCATION

Al Hussan International School



AdvancED ACCREDITED

Student Name: _____

Student ID: _____

Grade: 1

Academic Year: 2015 - 2016

Entry Date to this school: _____

Weeks/ Academic Year : 37

Promoted to Grade : 3

Grade 9

[Export to Excel](#)

Course	Credits	Final Grade
Math 102	4	B
ENGL 101	3	B
PHYS 101	4	C
CHEM 101	4	A
IAS 101	3	A
PE 101	2	A

Grade 10

[Export to Excel](#)

Course	Credits	Final Grade
Math 102	4	A
ENGL 102	3	A
PHYS 102	4	D
CHEM 102	4	A
IAS 201	3	B
PE 102	2	A

g/ Expenses.

you can communicate directly with accountant department in the school † without the need of physically be present in the school to pay your child's expenses by paying it through classera † Also you can view your child account and expenses due related to them ..etc

Expenses

Deposit Request

Balance Sheet

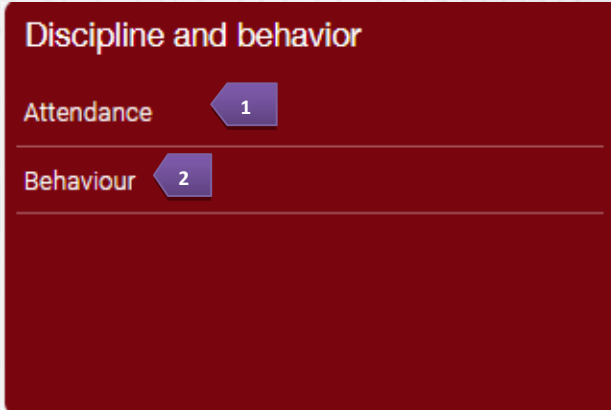
Invoices

Receipt Vouchers

Payment Vouchers

- Deposit Request
- Balance Sheet
- Invoices
- Receipt vouchers
- Payment Vouchers.

h/ Discipline and behaviour



you can view your child attendance and behavior:

Through the window on the left you can view:

1- Attendance : Attendance reports including:

a/ Lecture attendance taken by Teachers

b /Daily attendance and lateness taken by the school administration

2- Behavior : appears behavior, action taken and behavior date.

Student Behaviors - Betty Nelson

Behavior	Action	Date	Action
Violation-01		2017-09-16	👁
عدم الالتزام بقوانين الفرصة - الركنض واللعب والصراخ بالممرات - خلغ الحذاء واللعب به - اللعب بالماء والورق - النزول من الفرصة بدون اذن - اللعب الخشن		2017-12-16	🔍

By clicking (view) you can see behaviour's details.

 **Betty Nelson**

Course Title: Math G1
Date: 2017-09-16
Behavior: Violation-01
Details:
Points: 1
Action Taken:
Registered By: Milla Hutchinson

6- 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.

The screenshot shows the 'Public Library' interface. On the left, a sidebar contains navigation options: Books, Weekly Study Plan, Schedule, Calendar, Digital Library (highlighted with a dashed box), Courses Library, Public Library, and Custom Libraries. A 'Search Filter' box is overlaid on the main content area, containing fields for Highest Rank, Title, Teacher, School, Course, Level, and Tags. The main content area displays a table of resources with columns for Title, Type, Teacher, School, Course, Level, and Actions. A 'View public library' callout points to the 'Public Library' tab. A 'Custom libraries' callout points to the 'Custom Libraries' tab. A 'Click on Digital Library' callout points to the 'Digital Library' option in the sidebar. A 'Search filter' callout points to the search filter box. A 'Direct view for content' callout points to a 'View' link in the 'Actions' column of the table.

Title	Type	Teacher	School	Course	Level	Actions
طرق بسيطة تضمن لك 100% من 10 القدرات	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
السؤال الجديد في اختبارات قياس (المفردة الشاذة)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستندات المطلوبة لدخول اختبار قياس هـ	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
فيثاغورس تمارين هـ	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
قدرات كم - احصاء (القطاعات الدائرية)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
قدرات كم - الجبر (درس الجذور)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستقيمات 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

7- Certificates / Letters

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

View issued certificates to teachers

Notification of a new certificate issuance

Certificates/ letters

You can view your Certificates/ Letters

My Certificates

My Letters

1

Classera Course attendance

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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