Parent manual

Classera -V8

User Maunal for Classera (Parent)

Version 8

Content

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:

Choose Language

1- Type username

2- Type Password

3- Click on Login

You can login through Google or Microsoft accounts, after linking them with Classera account ,steps are shown in (personal profile) page

You can restore the account via Email after adding it on personal profile page

2- home page

1 /Upper bar :

a) Your Info) : Edit Profile – Public Profile – Interface language (Arabic/English) – ((Log out

b) Messages Notification : Latest Messages received.

c) Notifications of homework submissions.

d) Adjustment : Hiding and showing the side vertical list

2/ Main Menu

a) Home : browse home page or going back to it from a subsidiary page.

b) Mail Box : Click here to view your Inbox

c) help : brief user manual.

d) Library :Browse Classera's Public Library

e) Certificates/Letters :exhibitions of previously issued certificates and letters to the teachers.

f) Calendar :Academic Calendar..

g) Google Drive : Link with properties of Google Drive

h) 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

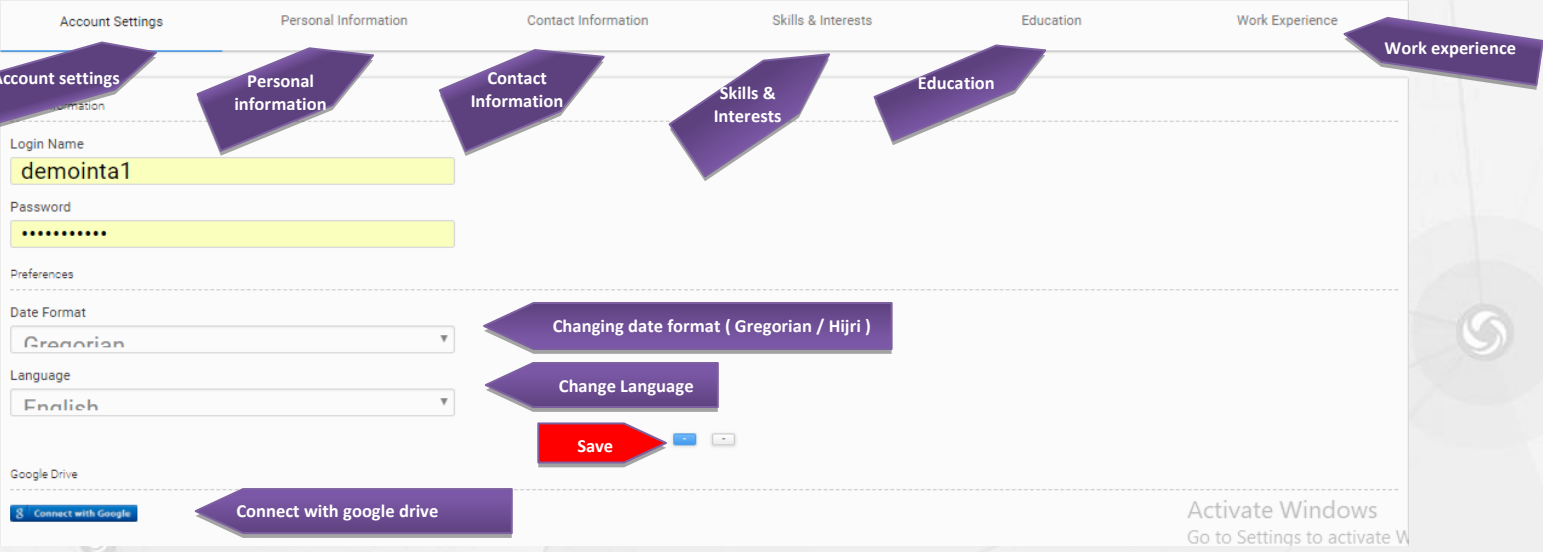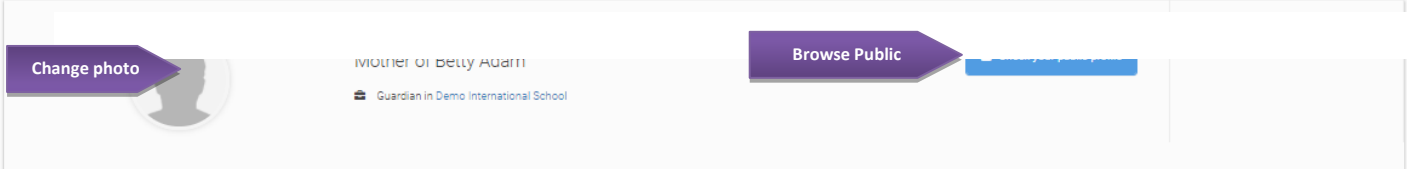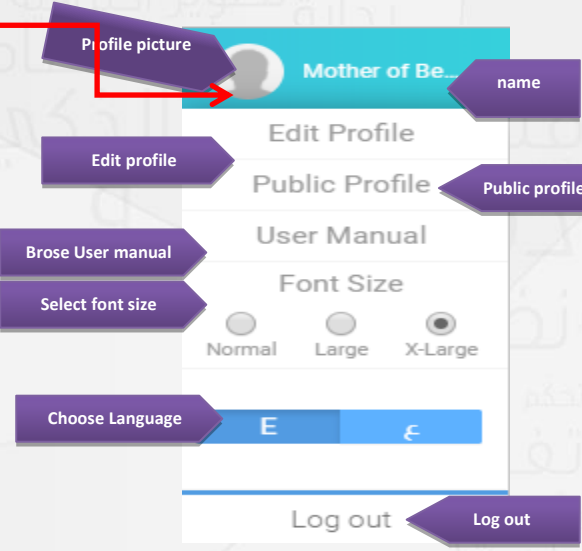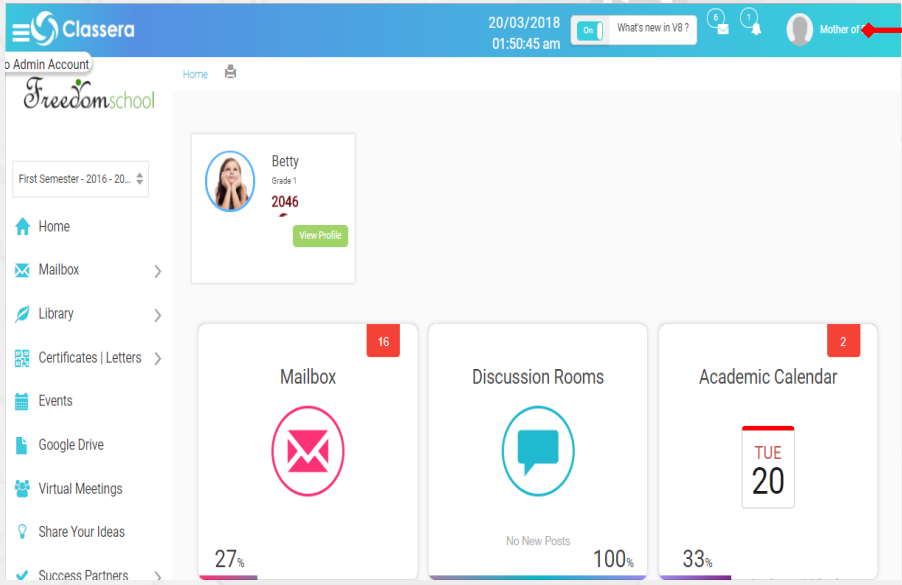l) Evaluations/Surveys: Surveys and evaluations related to teacher.

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.

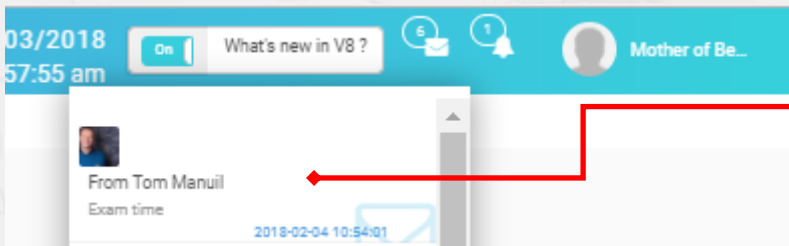## 4 /communication tools

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

Profile picture

name

Edit profile

Public profile

Brose User manual

Select font size

Choose Language

Log out

Change photo

Browse Public

Account settings

Personal information

Contact Information

Skills & Interests

Education

Work experience

Mother of Betty Adam

Guardian in Demo International School

Account Settings   Personal Information   Contact Information   Skills & Interests   Education   Work Experience

Login Name
demointa1

Password
•••••••••••

Preferences

Date Format
Gregorian

Changing date format (Gregorian / Hijri)

Language
English

Change Language

Save

Google Drive

Connect with Google

Connect with google drive

Activate Windows
Go to Settings to activate W

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 .

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

2 Click on Compose message

1

From the side menu choose Mailbox

Compose Message

Send button

School *
Demo International School ▼

Subject — Subject *

Priority — Priority
— ▼

To *
Teachers ▼ — Choose receivers

X Teachers 2

Teachers

Search the list..

☐ Select All

Demo International School

☑ Milla Hutchinson   ☐ kskna ,mknjonj

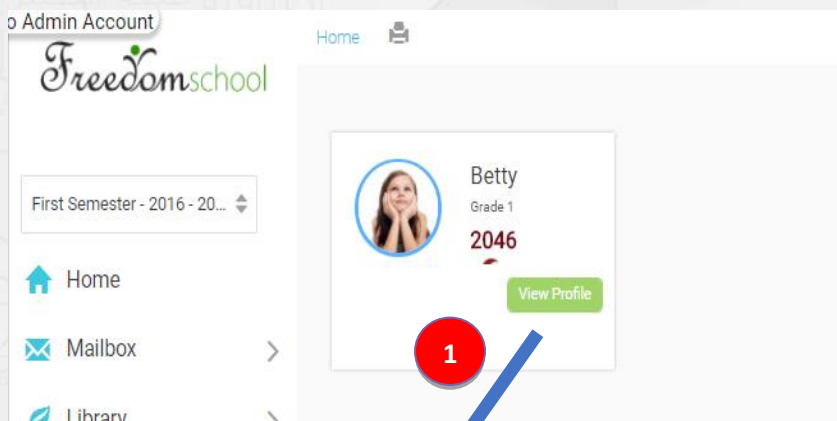☑ Ameri Ahmed [زياب]   ☐ classera teacher [زياب]   Choose name of receivers

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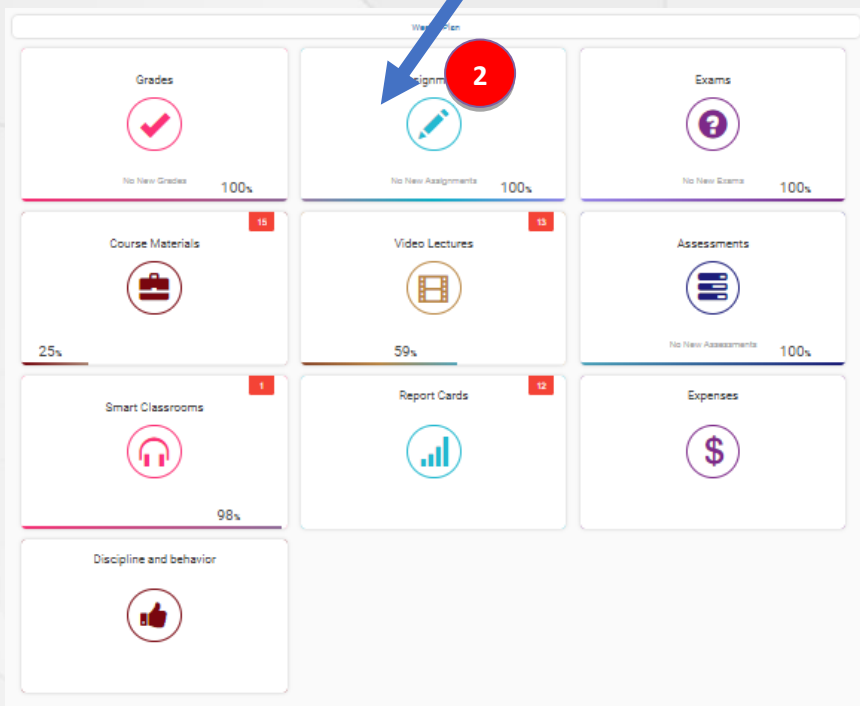Fill the message body and click send   **3**

Body

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:
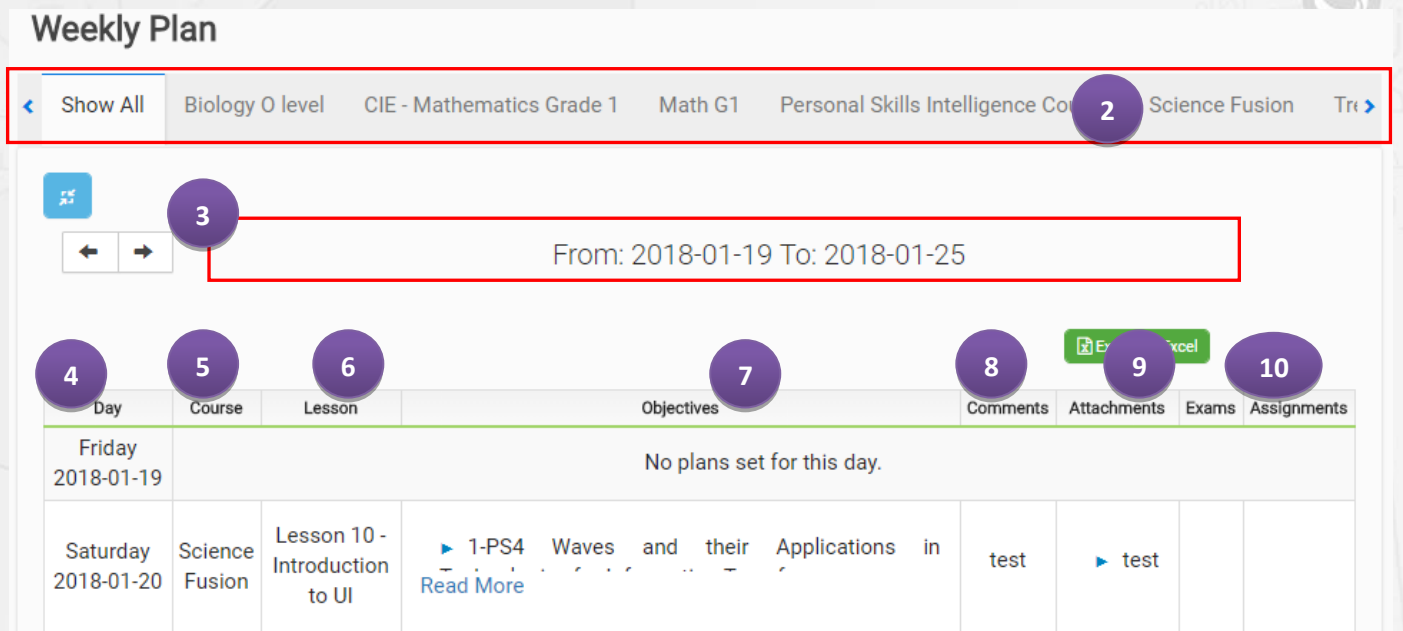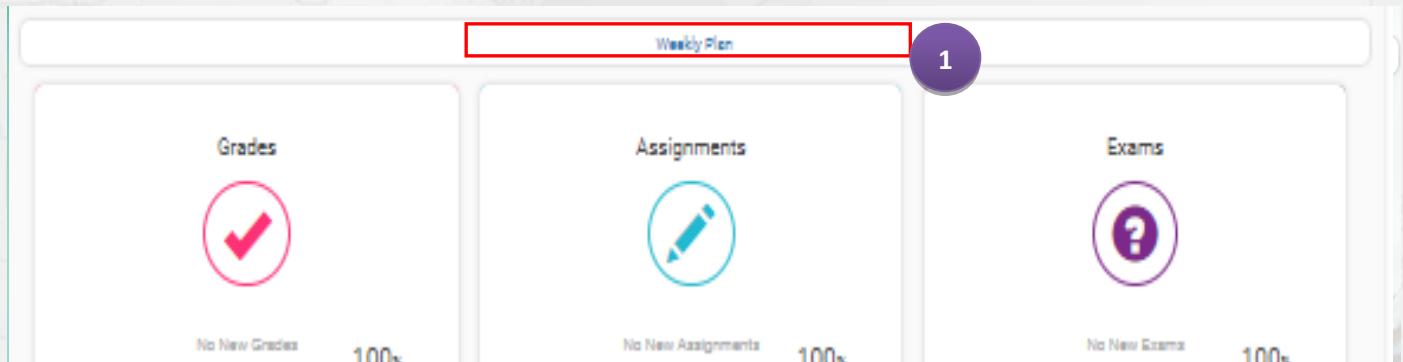
e / video lectures

f /Smart classrooms :

g/Report Cards.

h /Expenses

i⁾ / Descipline and behavior.

a /weekly plan.

-1 after entering your child profile click on Weekly plan

Weekly Plan

Day	Course	Lesson	Objectives	Comments	Attachments	Exams	Assignments
Friday 2018-01-19			No plans set for this day.				
Saturday 2018-01-20	Science Fusion	Lesson 10 - Introduction to UI	► 1-PS4 Waves and their Applications in Read More	test	► test		

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:

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 benefir 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

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

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
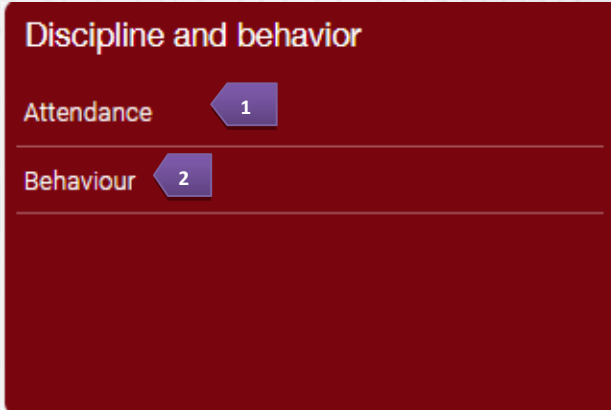
Expenses

Deposit Request

Balance Sheet

Invoices

Receipt Vouchers

Payment Vouchers

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

Discipline and behavior

Attendance   1

Behaviour   2

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 adminstration

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 - الركض واللعب والصراخ بالممرات - خلع الحذاء واللعب به - اللعب بالماء والورق - النزول من الفرصة بدون اذن - اللعب الخشن		2017-12-16	👁

Page 1 of 1   View 1 - 2 of 2

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.

View public library

Custom libraries

Click on Digital Library

Direct view for content

Search filter

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

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.

Classera ®