



Supervisor manual Classera – V8

User Manual for Classera LMS (**Supervisor**)
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 -Teachers list	10
7 -Viewing Teachers work	11
8 -Calendar	17
9 -Library	19
10 - Certificates/Letters	20

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 screenshot shows the Classera login interface. At the top left is the Classera logo. At the top right is a 'Choose Language' button. The main login form contains a 'Login Name' field, a 'Password' field, a 'Forgot Password?' link, and a blue 'LOGIN' button. Below the form are two social login options: 'Login with Google' and 'Login with Microsoft'. A 'language' dropdown menu is visible in the top right corner. Red arrows point from callout boxes to these elements.

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

3 - Home page

The screenshot shows the Classera interface for a teacher supervisor. The top navigation bar includes the Classera logo, the user's name (Tom M.), and the date/time (14/03/2018 12:38:01 am). The main content area is titled 'Teachers list' and features a search bar, a table of teachers, and a sidebar with navigation options. The table lists two teachers: Tom Manuil (Score: 5819) and Milla Hutchinson (Score: 668). The sidebar includes options like Teachers, Behaviors Report, Class Visits, Calendar, Mailbox, SMS, Library, Weekly Plan, Certificates | Letters, EPortfolios, Google Drive, Training Courses, and Virtual Meetings. Numbered callouts (1-8) highlight specific features: 1. Profile icon, 2. Notifications, 3. School selection, 4. Search bar, 5. Calendar, 6. Mailbox, 7. Virtual Meetings, 8. Teacher details link.

1. Personal profile
2. Latest messages notifications.
3. Choose the school you supervise on (in case you supervise on more than one school)
4. View list of teachers in current school (only those under your supervision)
5. Calendar
6. Browse your (Inbox) Mail Box
7. List of new smart virtual meetings
8. Details of teachers you supervise on:
 - a /Teacher details : to view teachers work.
 - b /Preparations : view teacher's lesson preparations

4- Personal Profile

Full name	Score	Action
Tom Manuil	5819	Teacher Details Students Reports Summary Courses
Mia Hutchinson	668	Teacher Details Students Reports Summary Courses

- Profile picture
- Edit profile
- Brose User manual
- Select font size
- Choose Language
- Log out

- name
- Public profile
- User Manual
- Font Size (Normal, Large, X-Large)
- Log out

Account settings

Personal information

Login Name: demointt2

Password: []

Preferences

Date Format: Gregorian (Changing date format (Gregorian / Hijri))

Language: English (Change Language)

Disable welcoming by saying your name: []

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

Admin Account **ssera** 23/02/2018 08:30:33 pm What's new in V8? Tom Manuil Your Score: 5035

FreedomSchool Home - Messages - Inbox (4)

Compose Message 2 Click on Compose message

1 From the side menu choose Mailbox

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	

Compose Message

Send button

School * Demo International School

Subject * **Subject**

Priority -- **Priority**

To * Teachers **Choose receivers**

Teachers

Search the list...

Select All

Demo International School

Milla Hutchinson [اسماء المنجد]

Amem Ahmed [امام احمد] classera teacher [معلمة]

Choose name of receivers

Body

Fill the message body and click send 3

Message body

6- Teachers list

The screenshot shows the Classera interface for a school named 'Freedom School'. The page title is 'Teachers list'. There are three tabs: 'Teachers' Statistics', 'Teachers' Workload Report', and 'Exams / Homework Without Questions'. A search bar is present with a 'Full name' label and a search button. Below the search bar is a table of teachers. The table has columns for 'Full name', 'Score', and 'Action'. The first teacher listed is Tom Manull with a score of 5819. The second teacher is Milla Hutchinson with a score of 668. There are also icons for exporting to Excel, printing, and other actions. The interface includes a sidebar with navigation options like 'Behaviors Report', 'Class Visits', 'Calendar', 'Mailbox', 'SMS', 'Library', 'Weekly Plan', 'Certificates | Letters', 'EPortfolios', 'Google Drive', 'Training Courses', and 'Virtual Meetings'. The top right corner shows the date '14/03/2018' and time '12:38:01 am'.

Full name	Score	Action
Tom Manull	5819	Teacher Details Students' Reports Summary Courses
Milla Hutchinson	668	Teacher Details Students' Reports Summary Courses

- 1 -Teachers list
- 2 - search for a teacher in current school
- 3 -export list to excel sheet/ print list directly
- 4 -list of current teachers
- 5 -to open teacher's page click on " teacher details "

7- viewing teacher work

The screenshot shows the Classera interface for a teacher supervisor. The main content area is titled "Teachers list" and includes a search bar and a table of teachers. The table has columns for "Full name", "Score", and "Action". The first row is highlighted in yellow and shows "Tom Manuil" with a score of 5819. A dropdown menu is open for this row, showing options: "Teacher Details", "Discussions", "Absences", "Virtual Classrooms", "Preparations", and "Messages with students".

Full name	Score	Action
Tom Manuil	5819	Teacher Details, Students' Reports Summary, Courses
Milla Hutchinson		Discussions, Reports Summary, Courses

After choosing (school - level) then role (teacher supervisor) , appears list of current teachers, you can follow up on teachers' work by choosing (teacher's details – (from sub list) preparations) from any teacher row.

a/ teacher's details

From a teacher's row click on (teacher's details)

Appears a screen with full statistics of the teacher's preparation work on Classera , as follows:

Teachers' statistic

Communication Statistics 1

General Statistics | Statistics with Interaction

From:

To: 2

Search

* Date of the last added item

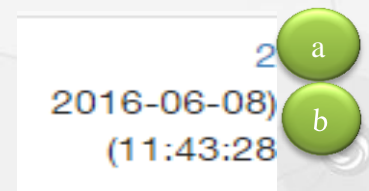
Report to Social

Teacher	Preparations	Exams	Homework	Video Lectures	Attachments	Video Library	Documents Library	Flash Library	Audio Library	Programs Library	Photos Library	Presentations Library	Websites Library	Tot Co
Tom Manull - Science Fusion (Grade 1)	14 (2018-02-17 12:54:28)	4 (2017-11-28 09:17:53)	13 (2017-10-04 14:06:17)	1 (2018-01-07 18:29:07)	0	0	0	0	0	0	0	0	0	2
Tom Manull - Math G1 (Grade 1)	182 (2018-02-17 12:58:53)	18 (2018-02-25 23:21:19)	18 (2018-02-18 11:51:49)	9 (2018-03-14 11:36:48)	5 (2017-10-14 10:20:20)	1 (2018-01-16 08:42:28)	1 (2017-03-30 14:56:33)	1 (2018-01-16 03:57:59)	0	0	0	0	0	10
Tom Manull - CIE - Mathematics Grade 1 (Grade 1)	8 (2017-09-25 13:27:29)	2 (2017-09-25 13:38:59)	8 (2017-09-25 14:16:40)	2 (2017-09-25 13:39:18)	0	0	0	0	0	0	0	0	0	0

3

- 1- Viewing communication statistics (messages – discussion - smart classrooms)
- 2- Choosing the time frame of the desired teacher's statistics
- 3- Appears a statistical table for each teacher for each subject they teach
- 4- and appears in each sections:

a / **counter** to count number of files added
 b / timer of date and time of last added file



if you wanted to browse in detail the files added by the teacher you can easily **click on the number** and you can browse all files added in the sub library of the teacher:

Video Lectures

Title Description Show Deleted

ON Autosearch

Title	Description	Upload date	Viewed	
mukljhjhghg		2017-09-25 13:38:47	<input type="radio"/>	View Statistics Questions
living - nonliving		2017-09-25 13:39:18	<input type="radio"/>	View Statistics Questions

Where all files of the sub library appear as follows :

You can do the following actions :

- 1 /view
- 2 /view statistics of who viewed and who didn't view the file .
- 3 /questions .

1 /view

- 1- watch content.
- 2- content details.
- 3- Evaluation buttons of content.
 - a /Like .
 - b /Understood.
 - c / Block content for it being inappropriate and you can choose reason for blocking : unrelated content – incorrect information - ethical violation –other
- 4- writing a comment.
- 5 -sending a note to the teacher.

2 -viewing statistics:

Where you can find full statistics of students who viewed this content , and also student who haven't viewed it yet .

Video Library - Students' Views Report

Title: NIS Video - Arabic KG2.Tarf el aief

Comments:

Created: 2018-01-16 03:42:28

Course: Math G1

Viewed By (0)

Not Viewed By (4)

Number Name

99965329878999 Betty Nelson

32145285 Chris Herman

234567890 أميرة محمد

34567890 دنا عمر

Page 1 of 1 View 1 - 4 of 4

Classera

b /preparations

a supervisor can follow up on a teacher's added preparations by clicking on : **preparations** in the teacher's list.

Course Preparations of Tom Manuil

Criteria Usage

Title Course Level Teacher

Advanced Search

Title	Course	Level	Viewed	Action
kim story	English NA Journey	Grade 1	<input type="radio"/>	Related Content
kim story	English NA Journey	Grade 1	<input type="radio"/>	Related Content
kim story	English NA Journey	Grade 1	<input type="radio"/>	Related Content
kim story	English NA Journey	Grade 1	<input type="radio"/>	Related Content
kim story	English NA Journey	Grade 1	<input type="radio"/>	Related Content
Hshxhdhd	Math G1	Grade 1	<input type="radio"/>	Related Content
Addition	English NA Journey	Grade 1	<input type="radio"/>	Related Content
verbs	English NA Journey	Grade 1	<input type="radio"/>	Related Content
myself	English NA Journey	Grade 1	<input type="radio"/>	Related Content

Where a list of all preparations created by a teacher appears
Where appears the components of a lesson ‘ and in actions sections
appears (view – related content)

kim story

Teacher: Tom Manuil

Actions and Assessment

https://s3.amazonaws.com/classera-ck2/1276/images/1518854276_5c.rtf

Criteria	Related Content	Related Exams	Related Activities
<ul style="list-style-type: none"> RL.1.1.Ask and answer questions about key details in a text. RL.1.2.Retell stories, including key details, and demonstrate understanding of their central message or lesson. 	<ul style="list-style-type: none"> kim story kim kim 		<ul style="list-style-type: none"> kim story homework

a /view

. View the full preparation and then approving it

Note in section:

-related content

-exams related

-attachment related

There are links of all related content added by teacher and linked with a preparation.

follows the preparation part, the notes part where you can approve the preparation and add a comment on the preparation.

Comments

Add Comment

Title *

Send

B /linked educational content:

Browsing all (homeworks – exams – other content ... -etc) which are linked to a lesson by a teacher

8-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, displayed in a month view. The interface includes a sidebar with navigation options and a top navigation bar. Red arrows point from text boxes to specific UI elements.

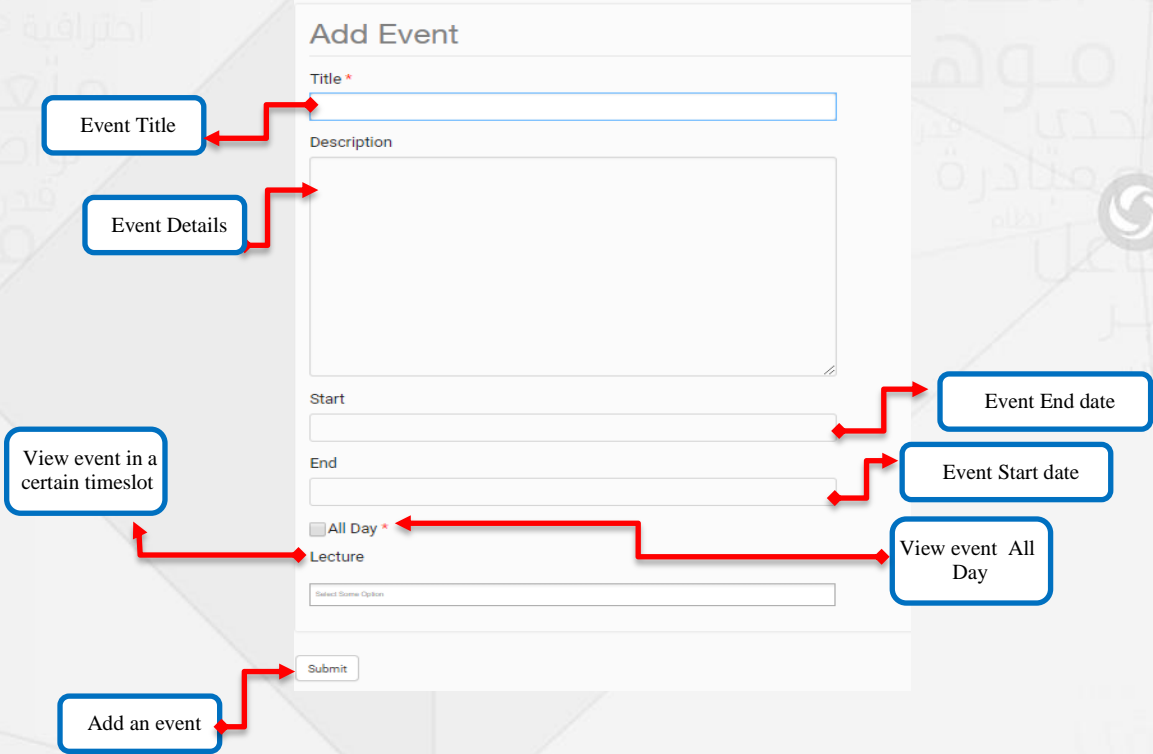
Annotations:

- Add an event:** Points to the "Add Event" icon in the top navigation bar.
- Add Event to all / Add Event to selected users / Print:** Points to the buttons above the calendar grid.
- Browsing through months:** Points to the navigation arrows on the left side of the calendar header.
- View calendar:** Points to the "Calendar" option in the sidebar.
- View events according to Days, Weeks, Months:** Points to the "month", "week", and "day" view toggles.
- Added events:** Points to the event boxes within the calendar grid.

Calendar Grid (February 2018):

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 [التفصيل الدراسي الثاني للعام 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



10- 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

Home - Certificates | Letters - My Certificates

Your Score: 5035

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.)

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



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