



Teacher guide
Classera – v8

User Manual for Classera LMS (Teacher)

Ver 8 plus

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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

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 '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 form, there is an 'OR' separator and two social login options: 'Login with Google' and 'Login with Microsoft'. Red arrows point from numbered callouts 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 callout box on the right says 'Choose Language' with an arrow pointing to the Language dropdown. A callout box on the left explains that users can login through Google or Microsoft accounts, with steps shown in the personal profile page. A callout box at the bottom left explains that users can restore their account via Email after adding it on the personal profile page.

1- Type username

2- Type Password

3- Click on Login

Choose Language

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

Chat

5

The screenshot shows the Classera home page interface. At the top, there is a blue header with the Classera logo, user account information, and a 'Chat' button. Below the header is the 'Upper bar' (1) containing course cards for 'English NA Journey', 'Science Fusion', and 'Math G1'. To the left is the 'Main Menu' (2) with various navigation options. Below the upper bar is the 'Courses list' (3) section, which includes 'Mailbox', 'Discussion Rooms', and 'Academic Calendar'. At the bottom right is the 'Communication Tools' (4) section. A vertical 'Chat' sidebar is visible on the far right, with a '5' label at the top.

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.
- Training courses**: specified courses for users.
- Mail Box** : Click here to view your Inbox
- Discussion Rooms** : Teacher/students forum for discussion and free opinions.
- Calendar** :Academic Calendar.
- Smart Classroom**: Distant virtual Classroom
- Library** :Browse Classera's Public Library

- h) **Schedule** : Teacher's Lectures' schedule
- i) **Attendance**: Statistics of students' absenteeism in the teachers' courses .
- j) **E-Portfolio** : log of teacher's achievements .
- k) **Certificates/Letters** :exhibitions of previously issued certificates and letters to the teachers.
- l) **Google Drive** : Link with properties of Google Drive
- m) **Virtual Meetings** : Distant Virtual Meetings .
- n) **Share Your Ideas** : Users can share their ideas for improvement
- o) **Success Partners** List of Active partners in Classera's success partner program.
- p) **My Card** : Scores card of the teacher.
- q) **Evaluations/Surveys**: Surveys and evaluations related to teacher.
- r) **Social Media Tools** :Facebook / Twitter / Instagram Classera Accounts.

/3 Courses List :

Appears a list of courses taught by the teacher during the current semester..

By Clicking a course icon appears all its details including assignments, course materials .. etc.

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

5 /Chat

4- Personal Profile

The screenshot shows the Clasera user interface. At the top, the user's name 'Tom Manuil' and profile picture are visible. A red box highlights the profile picture area, with a callout 'Profile picture'. Below the name, there are buttons for 'Edit profile', 'Public Profile', 'User Manual', 'Font Size', 'Choose Language', and 'Log out'. Callouts point to these buttons: 'Edit profile', 'Public profile', 'Brose User manual', 'Select font size', 'Choose Language', and 'Log out'. The main dashboard area shows various course cards like 'English NA Journey', 'Science Fusion', 'Math G1', 'CIE - Mathematics Grade 1', 'Biology O level', and 'physics AS Level'.

This section displays the user's profile summary. It includes a 'Change photo' button next to the profile picture, the user's name 'Tom Manuil', a 'Browse Public' button, and a 'Check your public profile' button. The current score is shown as 'Your Score 5035'. Callouts include 'Change photo', 'Browse Public', and 'Current score'.

The 'Account settings' page is shown with several tabs: 'Account Settings', 'Personal Information', 'Contact Information', 'Skills & Interests', 'Education', and 'Work Experience'. The 'Personal Information' tab is active. It contains fields for 'Login Name' (demointt2), 'Password', 'Date Format' (Gregorian), 'Language' (English), and a 'Disable welcoming by saying your name' toggle. A 'Save' button is at the bottom. Callouts point to 'Personal information', 'Contact Information', 'Skills & Interests', 'Education', 'Changing date format (Gregorian / Hijri)', 'Change Language', and '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

-1from **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 Manull Your Score: 5035

Freedom School

Compose Message 2 Click on Compose message

From the side menu choose Mailbox 1

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 --

To * Teachers Choose receivers

Teachers

Search the list...

Select All

Demo International School

Milla Hutchinson Ismael mironj

Amem Ahmed [رائد] classera teacher [رائد]

Choose name of receivers

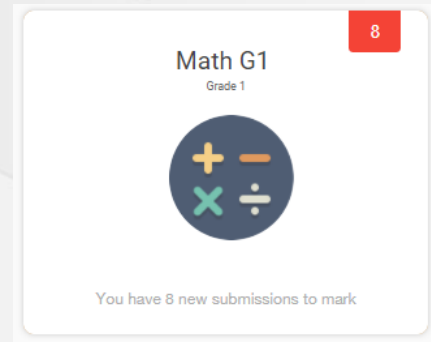
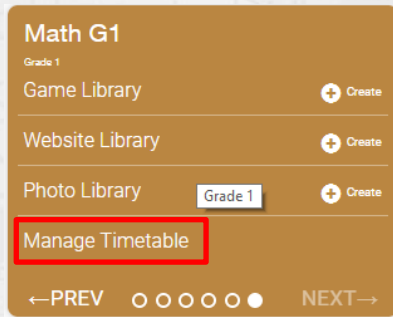
Body

Fill the message body and click send 3

Message body

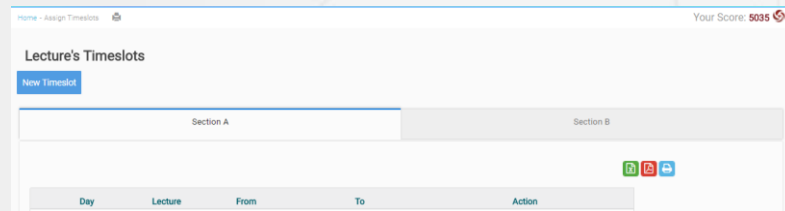
6- Manage Timetable (lectures' schedule)

from [home page](#) of teacher account.



- 1- Choose the course you're willing to manage its time table.
- 2- go to last page
(Manage time table)

- 3- Choose a section you're willing to add a timeslot in.
- 4- Then click on add (timeslot)
- 5- Added timeslots list appears



6- Choose (add timeslot) to add a new lecture.
By clicking on it appears the following options::

- a /Day: Choose Day.
- b /Lecture: Select a lecture from lectures order.

Assign Timeslot

Day*
Sunday

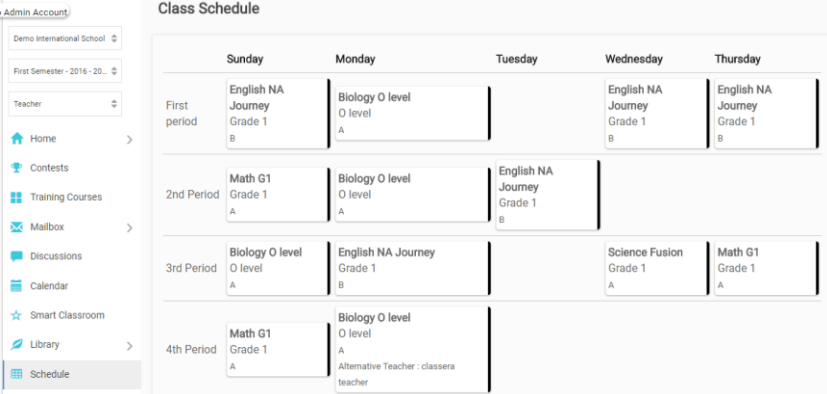
Timeslot*
First period

Submit

Checking teacher's schedule

from home page of teacher account:

in the main menu of the teacher account appears (**Schedule**) where teachers can check the schedules they edited themselves



	Sunday	Monday	Tuesday	Wednesday	Thursday
First period	English NA Journey Grade 1 B	Biology O level O level A		English NA Journey Grade 1 B	English NA Journey Grade 1 B
2nd Period	Math G1 Grade 1 A	Biology O level O level A	English NA Journey Grade 1 B		
3rd Period	Biology O level O level A	English NA Journey Grade 1 B		Science Fusion Grade 1 A	Math G1 Grade 1 A
4th Period	Math G1 Grade 1 A	Biology O level O level A Alternative Teacher: classera teacher			

7- Course preparations

- 1 - from the list of courses taught by a teacher
- 2- choose page (2) then choose course preparations

Math G1
Grade 1

- Exams/Quizzes + Create
- Assessments + Create
- Course Preparations + Create**
- Weekly Study Plan

←PREV ○ ○ ● ○ ○ ○ NEXT→

Math G1
Grade 1

You have 8 new submissions to mark

Appears course preparations screens:

Course Preparations

[Add Preparation](#) [Browse Content](#) [Copy preparations from previous semesters](#)

Title Course Level Teacher Autosearch

Advanced Search ▾

Title	Course	Level	Teacher	Date	Action
Hshxhdhhd	Math G1	Grade 1	Tom Manuil	2018-02-17 12:55:53	▾
	Math G1	Grade 1	Tom Manuil	2018-01-16 03:58:49	▾
	Math G1	Grade 1	Tom Manuil	2018-01-16 03:58:48	▾

Add new preparation

List of previous preparations

Actions on added preparations – edit – view) (delete

Steps of adding a new preparation

After Clicking on (Add Preparation) as shown on the previous screen:

The screenshot shows the 'Add Preparation' form for 'CCGeneral-Tree Math 1'. The form includes fields for Title, Outcomes, Link preparations with specific standards (Area and Taxonomy), Academic Tasks, and Kagan Forms. A rich text editor is used for the preparation content, and a 'publish the preparation to the students in the weekly study plan' checkbox is present. At the bottom, there are fields for Publishing Date and Publishing Date, and a 'Save' button.

1 Choose lesson title from Course Tree (by just clicking on the title)

2 You can edit the title

List of lesson criteria (objectives)

You can add a preparation as link or picture or text (via edition bar)

3 Add preparation

Appears to students and parents

4 Add weekly study plan

5 Select lecture date

6 Select lecture time slot

Adding timeslot is required to add a preparation

7 Save Preparation

8- Library

plenty of Digital interactive content is available ,a teacher can browse through them and make use of their colleagues work , teachers can also share their work..

1- From the menu on the left click on Library

The screenshot shows the Classera dashboard for a teacher. The top navigation bar includes the Classera logo, user account information (Tom Manul), and the date/time (23/02/2018 09:17:53 pm). The main content area displays a grid of course tiles for various subjects like English, Science, Math, CIE Mathematics, Biology, and Physics. The left-hand navigation menu is open, and the 'Library' option is selected, indicated by a red arrow.

Choose Library

1

Choose the view of Libraries

2

This screenshot shows the 'Public Library' page with the 'Grid View' selected. It displays a table of library items. The table has columns for Title, Type, Teacher, School, Course, and Level. The items listed are:

Title	Type	Teacher	School	Course	Level
طرق عبقرية تضمن لك 10 % في القدرات	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat
السؤال الجديد في اختبارات (قياس) المفردة الشاذة	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat
المستندات المطلوبة لدخول اختبار قياس حالي	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat
مقائيس تمارين حالي	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat

This screenshot shows the 'Public Library' page with the 'Tiles View' selected. It displays a grid of video thumbnails. The thumbnails include titles like 'طرق عبقرية تضمن لك 10 % في القدرات' and 'السؤال الجديد في اختبارات (قياس) المفردة الشاذة'. Each thumbnail has a play button and a title in Arabic.

View public library

Archive (teacher's files)

Custom libraries

Public Library

All My Files Custom Libraries

Tiles View Grid View

Search Filter:
Use the fields below to filter your results

Highest Rank
Title
All
Teacher
School
Course
Level
Tags

Title	Type	Teacher	School	Course	Level	Actions
طرق عميقة تضمن لك 100% في القدرات	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share
السؤال الجديد في اختبارات (قياس) المفردة الشاذة	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share
المستندات المطلوبة لدخول اختبار قياس هائل	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share
فيثاغورس تمرين هائل	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share
قدرات كمي - احصاء (القطاعات الدائرية)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share
قدرات كمي - الجبر (درس الجذور)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View Share

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share content to student

Direct view for content

Search filter

print / export to excel

9- Training courses

a teacher has two conditions in the training courses:

first condition :to be a trainer and the training course appears as one of the teachers taught courses.

Second condition :to be a trainee and get enrolled in a training course as the following steps:

The screenshot shows the FreedomSchool interface. On the left, the 'Training Courses' menu item is highlighted with a red box. A callout box labeled '1' points to it with the text 'choose training course'. At the top right, a notification box says 'Trainee account' and 'To be able to access your training courses please Go to you trainee page'. A button labeled 'Go to you trainee page' is visible, with a red arrow pointing to a callout box labeled 'choose go to trainee page'. The top right corner shows 'Your Score: 5035'.

Teachers page turns to a trainee page they can receive assignments, exams and a variety of interactive content in order to make use of it in their training courses.

The screenshot shows the FreedomSchool interface with a dashboard of progress cards. The cards are: Grades (100%), Assignments (100%), Exams (100%), Course Materials (100%), Video Lectures (100%), and Mailbox (83%). The Mailbox card has a red notification bubble with the number '4'. Below these cards are sections for Assessments, Discussion Rooms, and Smart Classrooms.

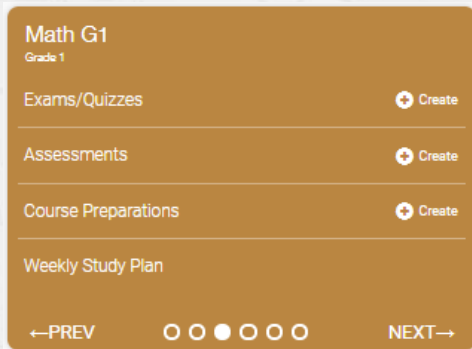
Then a teacher can switch from : **teacher – trainee** as demonstrated in the previous



steps

10- Assessments

they're tools to evaluate students on their homeworks and projects, School admin specifies the requirements of the teacher in the assessments then adds it to the teacher to benefit from it.



Open assessments: (from course icon) **ex. Math G1**

1- By crossing the pointer on the course name, appears the choice of **Assessments**

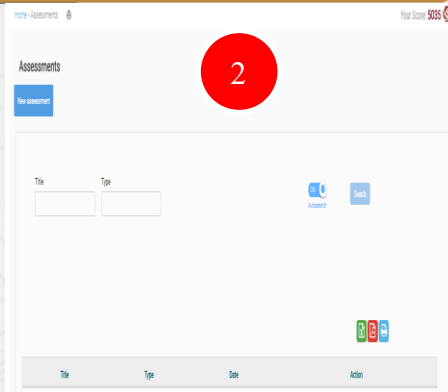
2- Click on **New Assessment**

3 - Choose Assessment template type

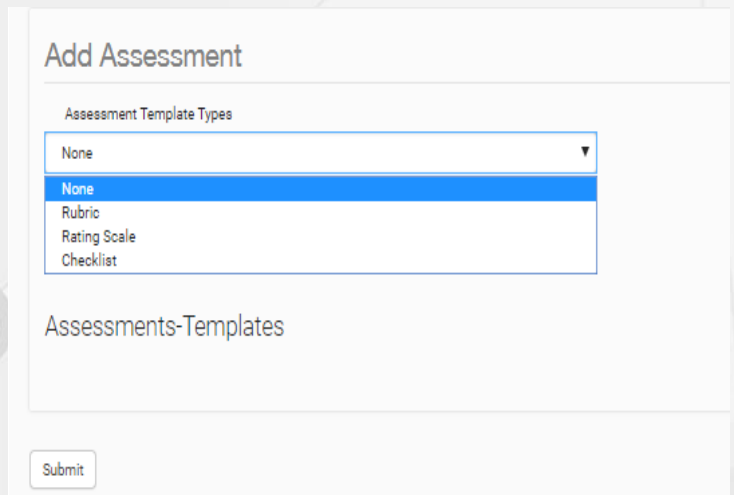
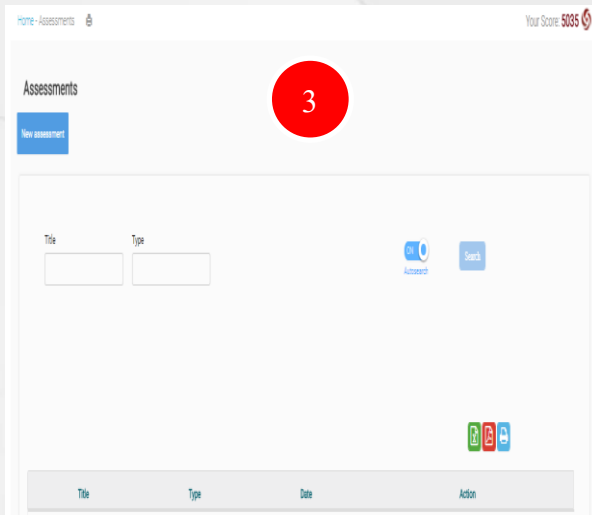
4- As demonstrated above there three types:

a -Rubric

After choosing the template type, elements are added by clicking on Item in Actions list.



Then click on “ New item”



Then add the item's title and its weigh

(percentage) of the assessment considering that the total sum of all items is 100 % After adding items and distributing the weigh on them, Indicators are added and the criteria of indicators starts from the least to the highest, and indicators are added to each item.

Then type indicator's weigh from the least to the highest then submit, submission of an indicator and another will be automatic until you're done with them.

After finishing up adding Items and their indicators, the assessment as a whole will appear as shown below:

Home - Assessments - Presentation Rubric Your Score: 5035

[Export to Excel](#)

Item	N/A	Level-1	Level-2	Level-3	Level-4	Comments
Usage of appropriate facts, descriptive details (20%)	(0%)	Uses few facts and descriptive details. (5%)	Uses some facts and descriptive details, some of which are not relevant to the main idea or theme of the presentation. (10%)	Uses many facts and descriptive details, most of which are relevant to the main idea or theme of the presentation. (15%)	Uses appropriate facts and many relevant descriptive details. (20%)	
organization of information (20%)	(0%)	The information presented is not organized. (5%)	Not all of the information is presented in an organized manner. (10%)	Most of the information is presented in an organized manner. (15%)	Information is presented in an organized and logical sequence. (20%)	
Speaks clearly (20%)	(0%)	Speaks unclearly throughout the presentation. (5%)	At times speaker is unclear. (10%)	Speaks clearly for most of the presentation. (15%)	Speaks clearly and at an understandable pace. (20%)	
Useage of visual displays (20%)	(0%)	No visual displays are used. (5%)	Lacks clear visual display. (10%)	Uses some visual displays during the presentation that are appropriate to some of the presentation. (15%)	As appropriate, uses audio recordings and visual displays to enhance and emphasize certain parts, facts, main ideas, or themes. Visual displays are clear. (20%)	
Speaks in complete sentences. (20%)	(0%)	Does not use complete sentences. (5%)	Mixes complete and incomplete sentences. (10%)	Speaks mostly in complete sentences throughout. (15%)	Speaks in complete sentences. (20%)	

Title: Presentation Rubric

Mark: 100

Type: Rubric

Levels: 4

b -Rating scale

Following the same steps used in the previous type, adding items and distributing weigh on them and then adding their indicators but here there is no limit for indicators, the more you add, the weight of the item will be distributed equally on indicators then type the criteria of an indicator then submit you will be taken automatically to the next indicator until you are done, after finishing up adding items and their indicators, assessment will appear as follows:

Item	Indicators	N/A	Modified Programme	BeginnIng	DevelopIng	Meeting	Profclent	Extending	Comments
English over all assessment (100%)	Oral language - listening and speaking (25%)	(0%)	(4.17%)	(8.33%)	(12.5%)	(16.67%)	(20.83%)	(25%)	His L&S is Perfect
	Visual language - viewing and presenting (25%)	(0%)	(4.17%)	(8.33%)	(12.5%)	(16.67%)	(20.83%)	(25%)	
	Written language - reading (25%)	(0%)	(4.17%)	(8.33%)	(12.5%)	(16.67%)	(20.83%)	(25%)	
	Written language - writing (25%)	(0%)	(4.17%)	(8.33%)	(12.5%)	(16.67%)	(20.83%)	(25%)	Needs improvement

c -Checklist

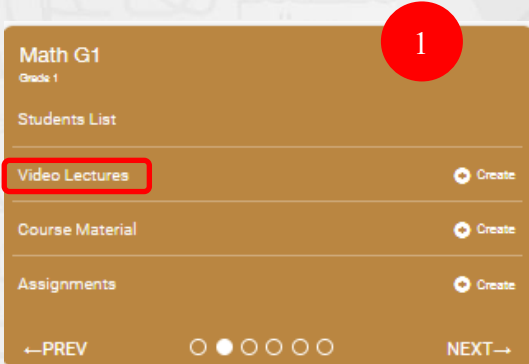
Following the same steps used in the previous type, adding items and distributing weight on them and then adding their indicators but here there is no limit for indicators, the more you add, the weight of the item will be distributed equally on indicators and here indicators are yes or no .

then type the criteria of an indicator then submit you will be taken automatically to the next indicator until you are done after finishing up adding items and their indicators, assessment will appear as follows:

العنصر	المؤشرات	نعم	ملاحظات
تذكر أهداف البحث بوضوح (30%)	تم ذكر الأهداف (10%)	<input type="checkbox"/>	<input type="text"/>
	شرح الأهداف (10%)	<input type="checkbox"/>	<input type="text"/>
	توضيح كل هدف (10%)	<input type="checkbox"/>	<input type="text"/>
شرح طريقة التحليل (40%)	استخدام التحليل التحصلي (20%)	<input type="checkbox"/>	<input type="text"/>
	استخدام التحليل المنطقي (20%)	<input type="checkbox"/>	<input type="text"/>
تأثير نتائج الدراسة (30%)	إثبات الدراسة على العمل (15%)	<input type="checkbox"/>	<input type="text"/>
	إثبات الدراسة على العلم (15%)	<input type="checkbox"/>	<input type="text"/>

11- Video Lectures

It's a library that includes all lectures recordings either recorded by the teacher or added from an external source and you can view it and add in it by crossing the pointer on the course name moving to the page No. (1): Choice (**Video lectures**)



By clicking on it, appears the following choices:

upload a New video

Added videos

Actions on added videos: view/ stats /edit/delete

Title	Description	Upload date	Actions
Fraction of a whole		2018-01-16 03:53:07	View Statistics Questions Edit Delete
add and sub		2017-09-16 10:16:10	View Statistics Questions Edit Delete
introduction to math		2017-09-09 13:28:28	View Statistics Questions Edit Delete
Solve Quadratic Equations	Solve Quadratic Equations using Quadratic Formula	2017-11-27 15:02:20	View Statistics Questions Edit Delete
Smart Mate Video		2017-04-17 05:53:24	View Statistics Questions Edit Delete
Addition	Addition Simplified	2017-12-31 15:15:25	View Statistics Questions Edit Delete
Solve Quadratic Equations	Solve Quadratic Equations using Quadratic Formula	2017-11-26 08:52:30	View Statistics Questions Edit Delete
Pythagorean Theorem	Pythagorean Theorem	2017-11-26 08:53:41	View Statistics Questions Edit Delete
كتاب التمارين ص 13 - مهارة حل المسألة		2017-09-19 14:57:00	View Statistics Questions Edit Delete

Steps of uploading a new video lecture

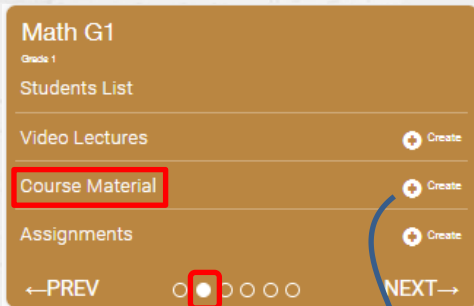
After clicking on upload a new video, appears the following screen:

The screenshot shows the 'Upload New Video' form with the following callout boxes:

- Title**: Points to the 'File title: *' input field.
- Video Description**: Points to the 'Description' text area.
- Allow student to download on their devices**: Points to the 'Allow students to download' checkbox.
- Sharing a youtube video, vimeo or upload from computer**: Points to the YouTube, Vimeo, and upload icons.
- specifying publish date to students**: Points to the 'Publish Date' calendar widget.
- Linking video with a preparation**: Points to the 'Preparation' dropdown menu.
- Share video on your timeline**: Points to the 'Share on your timeline' checkbox.
- Share video on Classera library/ School/none**: Points to the 'Sharing Level' dropdown menu.
- Sharing on a custom library**: Points to the 'Share This Content in Custom Libraries' section.
- Tags on the name of the video on classera library**: Points to the 'Tags' input field.
- Choosing sections to watch the video**: Points to the 'Share this content with your students' section, specifically the 'Grade 1 - A' checkbox.
- Upload video**: Points to the 'Upload' button at the bottom.

12- Course Materials

It's the list of different attachments and worksheets added by the teacher on the system.



you can view it and add in it by crossing your pointer on the course name , then go to page (2) choice :**course materials**

by clicking on it, appears the following screen :

a upload new material

Title	Description	Upload date	Actions
طرق عبقرية تضمن لك 100% في القدرات 10	طرق عبقرية تضمن لك 100% في القدرات 10	2017-01-25 20:32:34	View Statistics Questions Edit Delete
Introduction to adding and subtracting	1-learn how to add 2 digit numbers 2-learn how to subtract 2 digit numbers	2017-01-23 02:41:47	View Statistics Questions Edit Delete
sub		2017-09-16 10:21:23	View Statistics Questions Edit Delete
lesson		2017-10-14 10:20:20	View Statistics Questions Edit Delete
asda		2017-03-30 14:20:19	View Statistics Questions Edit Delete

Page 1 of 1 | View 1 - 5 of 5

Added course materials

Actions on added course : materials
view
/Statistics
/edit/delete

Steps of adding a new course material

By clicking on add a course material appears the following screen:

The screenshot shows the 'Upload New Material' form with the following fields and callouts:

- File title:** A text input field with a callout labeled 'title'.
- Description:** A large text area with a callout labeled 'description'.
- Upload Source:** A button labeled 'Choose a file' with a callout 'Upload from computer'.
- File Formats:** A list of supported file formats (mp3, doc, docx, ppt, etc.) with a callout 'formats Type of acceptable to upload a file'.
- Size Limit:** A callout 'Size limit 300 MB' with a lightbulb icon.
- Publish Date:** A date picker with a callout 'specifying publish date to students'.
- Preparation:** A dropdown menu with 'None' selected and a callout 'Linking it with a preparation'.
- Sharing the content:** A section with a callout 'Share on your timeline' pointing to the 'Share on your timeline' checkbox.
- Sharing Level:** A dropdown menu with 'Public Library' selected and a callout 'Share in custom libraries'.
- Share This Content in Custom Libraries:** A text input field with a callout 'Share on classera library/school/none'.
- Tags:** A text input field with a callout 'Tags of course materials in classera library'.
- Publish to Sections:** A section with a callout 'Options to share file with sections or certain students' pointing to the 'Select All', 'Grade 1 - A', and 'Grade 1 - B' checkboxes.
- Publish to Students:** A section with a callout 'Options to share file with sections or certain students'.
- Upload:** A button at the bottom with a callout 'Upload attachment'.

13- Students List



by crossing your pointer on the course name ,
then go to **Lecture management**

in case of clicking on Daily attendance icon the following options appear:

Taking attendance upon student status
P :Present
A : Absent
L :Late
E :Excused

There is no submit or save button, after clicking on students status, it's automatically submitted 💡

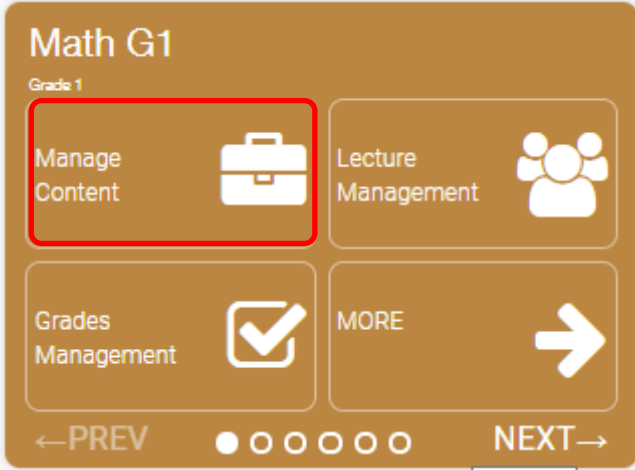
1- Grade management

by crossing your pointer on the course name , then go to **grades management**

Callout boxes and arrows in the screenshot:

- Fill Report Card**: Points to the main title of the page.
- Customize report cards**: Points to the 'Customize Report Cards' button.
- View students reports summary**: Points to the 'Students' Reports Summary' menu item.
- View Students' Grades**: Points to the 'View All Grades / Student' menu item.
- Manage Letter Grade**: Points to the 'Manage Letter Grades' menu item.
- Customize grade categories**: Points to the 'Custom Grade Categories' menu item.
- Choose section**: Points to the 'Section A' and 'Section B' tabs.
- Choose report**: Points to the 'Quarter 1 Report' dropdown menu.
- Specify date**: Points to the 'Date' input field.
- List of students**: Points to the student list in the table.
- submit**: Points to the 'Submit' button.

2- Manage Content



by crossing your pointer on the course name , then go to **Manage Content**

the following screen appears:

List of preparations

Edit Preparation

Preparation Title

Related Content

Monitoring indicator

Quick Add Buttons

Math G1

Week one - Orientation week September 6 - September 7

Video Lectures Total: 2

- Smart Mate Video April 17, 2017
- Fraction of a whole January 16, 2018

Course Material Total: 2

- Introduction to adding and subtracting January 24, 2017
- asdsa March 31, 2017

Assignments Total: 1

- Addition May 4, 2017

Exams Total: 4

- 1A October 17, 2017
- Quiz - 6 December 31, 2017
- Quiz - 5 December 31, 2017
- 1B October 16, 2018

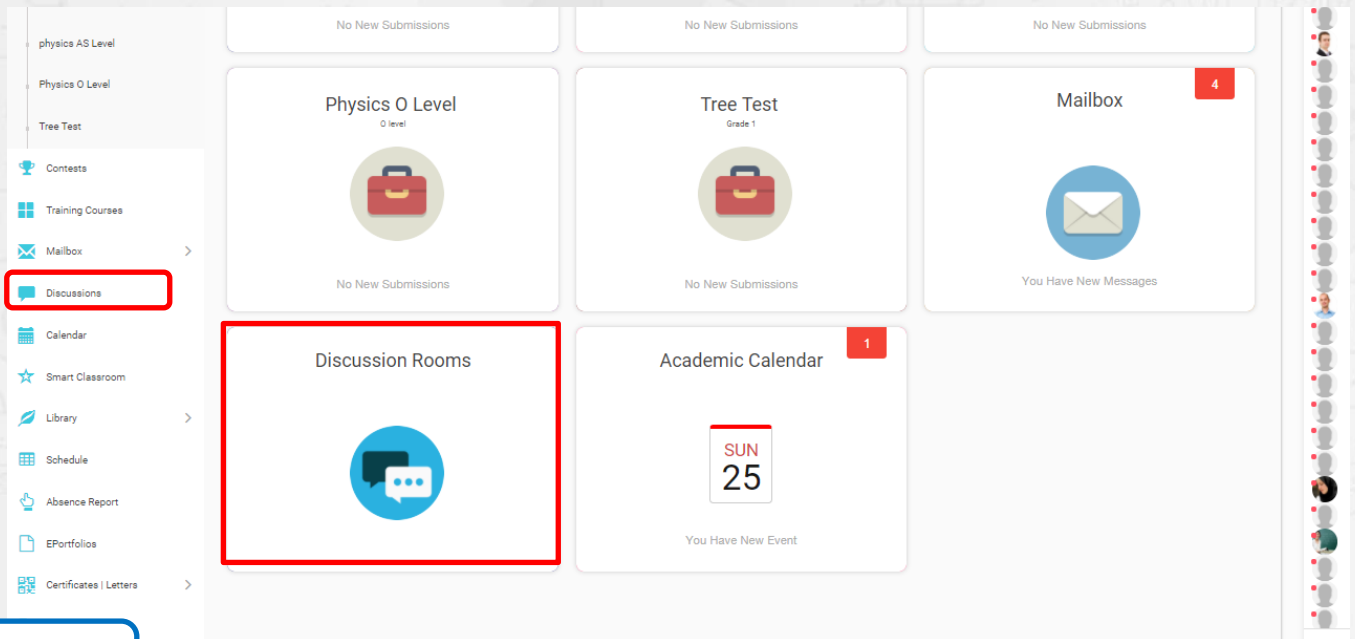
Additional Libraries Total: 2

- NIS Video - Arabic KG2 Tarif el alef January 16, 2018
- Hangman puzzle January 16, 2018

14- Discussion Rooms

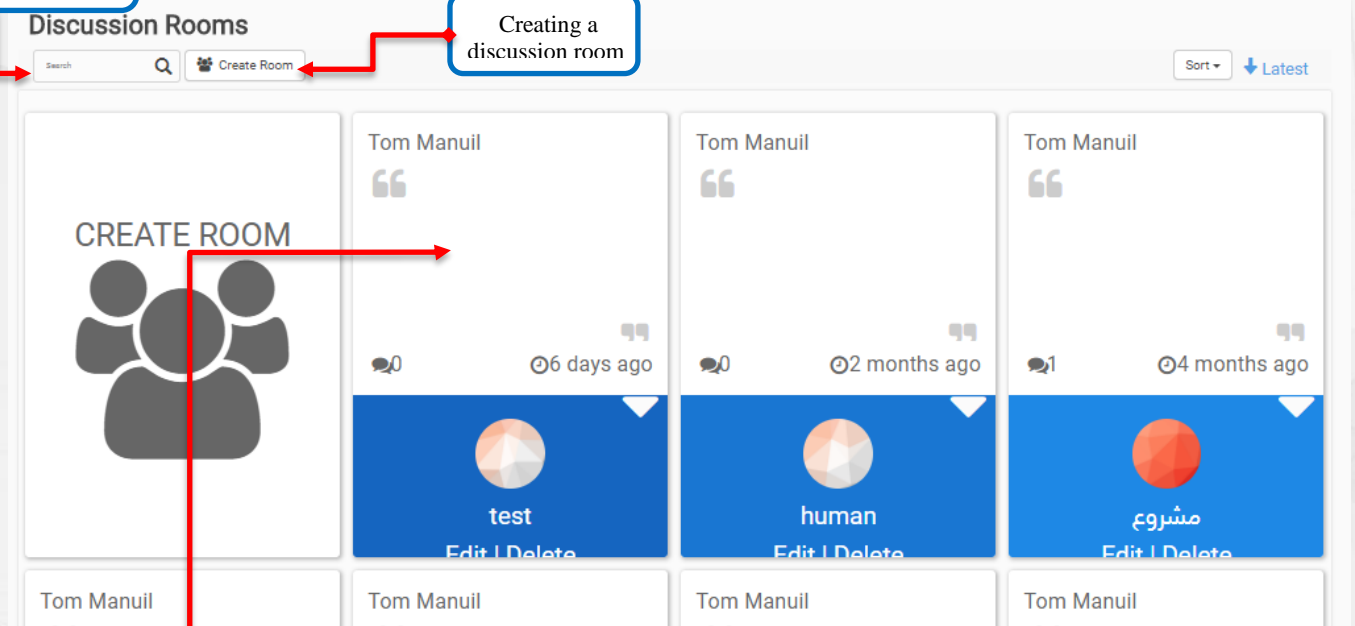
Discussion rooms between teachers and their students.

opening discussion rooms :



Search for a discussion room

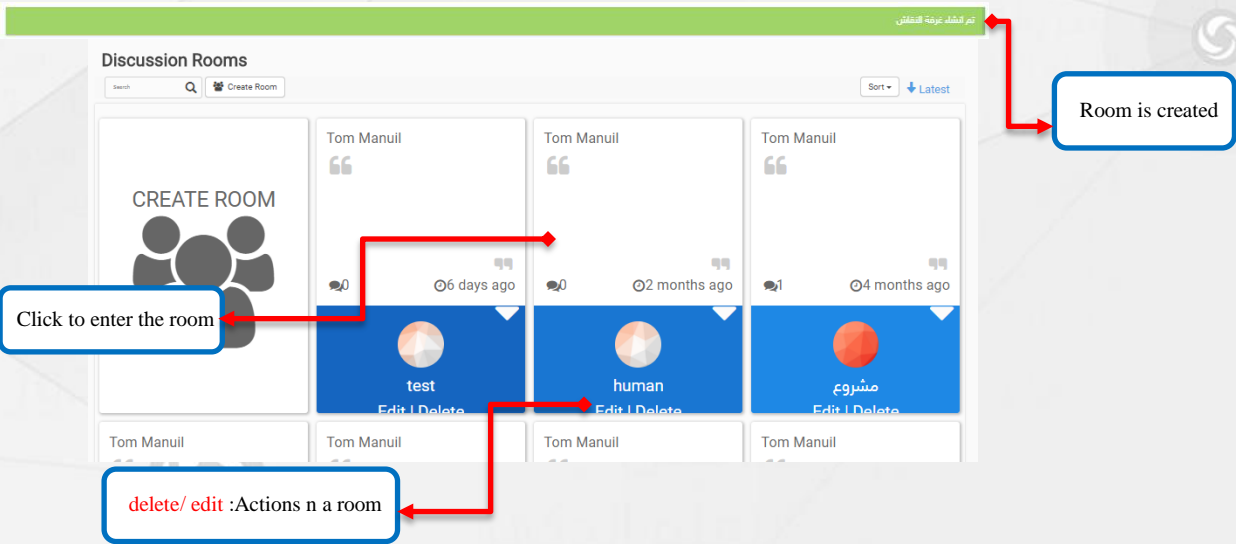
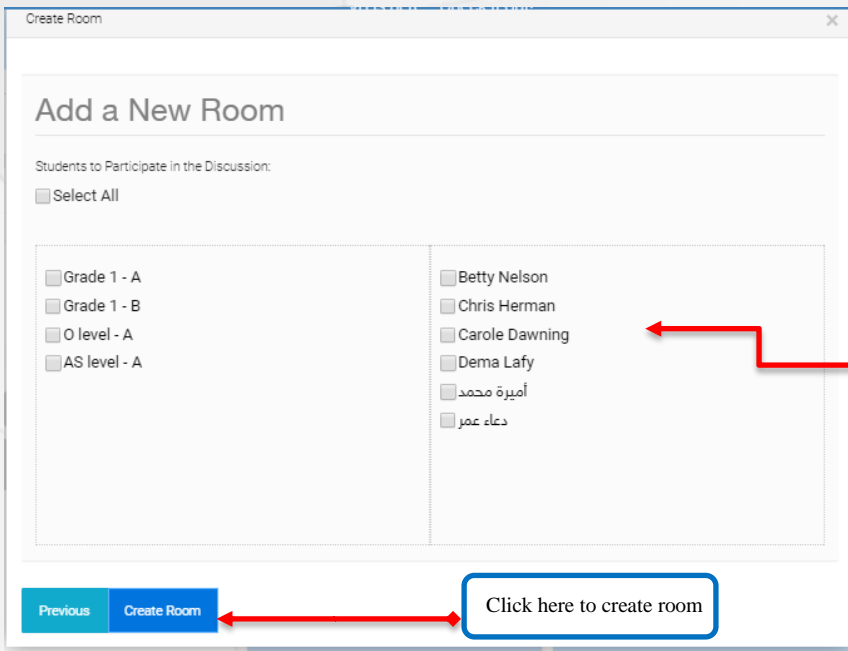
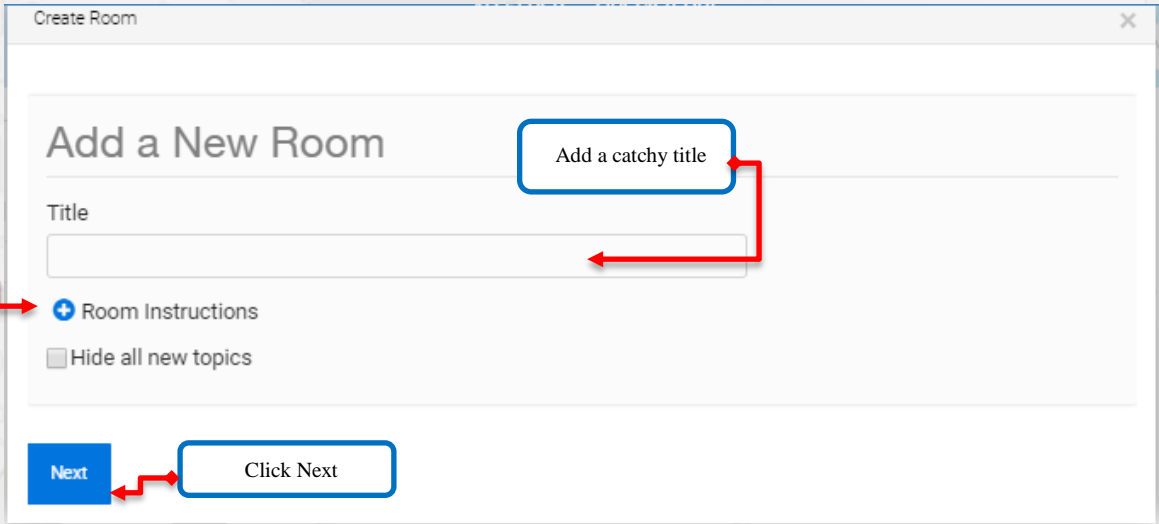
Creating a discussion room



Browsing a created discussion room

1/ adding a discussion room

In case you're willing to create a new discussion room, the following screen appears:



2/ adding a topic

When entering a room the following screen appears:

The screenshot shows a discussion room interface with the following elements and annotations:

- Header:** Home - Discussion Rooms - test, Your Score: 5035
- Room Info:** 2018-02-17 14:02:27, test, By Tom Manuil
- Topic Management:** Total Topics (1), Add a new topic, Approve and show All topics/comments, Disapprove and hide All topics/comments
- Topic Content:** Tom Manuil in an hour, How do you think of the school ?
 - 3 advantages
 - 3 disadvantages
 - most fun class you enjoyReply, Delete, Disapprove
- Annotations:** Approve adding topics, Add a topic, Type your topic, Approval or rejection of other topics added by students, Topic appears to students as follows

The second screenshot shows the topic as it appears to students:

- Room Info:** 2018-02-17 14:02:27, test, By Tom Manuil
- Topic Management:** Total Topics (1), Add a new topic, Approve and show All topics/comments, Disapprove and hide All topics/comments
- Topic Content:** Tom Manuil in an hour, How do you think of the school ?
 - 3 advantages
 - 3 disadvantages
 - most fun class you enjoyReply, Delete, Disapprove, Hide Comments
- Reply:** Tom Manuil in an hour, Awaiting your replies, Delete, Disapprove

how users see comments?

The screenshot shows a user interface for a topic titled "test" created by Tom Manuil on 2018-02-17 at 14:02:27. The interface includes a "Total Topics (1)" section with an "Add a new topic" button. Below this are two buttons: "Approve and show All topics/comments" and "Disapprove and hide All topics/comments". A blue box highlights the "Disapprove and hide All topics/comments" button, with an arrow pointing to a text box that says "Approval or rejection of other topics added by students".

The main content area shows a post by Tom Manuil asking "How do you think of the school?" with three advantages, three disadvantages, and a list of fun classes. Below the post is a "Reply" button. To the right of the post are "Delete" and "Disapprove" buttons, and a "Hide Comments" button. A blue box highlights the "Hide Comments" button, with an arrow pointing to a text box that says "view/ hiding comments".

Below the post is another post by Tom Manuil saying "Awaiting your replies". To the right of this post are "Delete" and "Disapprove" buttons. A blue box highlights these buttons, with an arrow pointing to a text box that says "delete or disapprove in appropriate comments".

15- virtual classrooms/virtual meetings

The screenshot shows the 'Smart Classroom' management page. A sidebar on the left contains navigation options: Home, Contests, Training Courses, Mailbox, Discussions, Calendar, Smart Classroom (highlighted), and Library. The main area features an 'Add New Smart Classroom' button and a table of existing classrooms.

Title	Starting Time	Duration (min)	Action
kim story	2018-02-17 12:58:00	40	[Icons]
Emak smart classroom	2018-02-14 14:52:00	60	[Icons]
Emak smart classroom	2018-02-14 14:52:00	60	[Icons]
Emak smart classroom	2018-02-14 14:52:00	60	[Icons]
Test Live Session	2018-02-12 12:37:00	60	[Icons]
Nis Test	2018-02-06 11:55:00	60	[Icons]

Annotations include: 'Adding a new smart classroom' pointing to the 'Add New Smart Classroom' button; 'Choose smart classrooms' pointing to the 'Smart Classroom' menu item; 'Added smart classrooms' pointing to the table; and 'Actions on smart classrooms' pointing to the action icons in the table.

adding a new classrooms

After clicking on (add **new smart classrooms**) the following screen appears :





The 'Teacher Add Classroom' form includes the following fields and options:

- Title:** A text input field for the classroom name.
- Choose which class to create a virtual classroom in:** A list of courses with checkboxes, including 'Science Fusion - A - Grade 1', 'English NA Journey - B - Grade 1', 'Math G1 - A - Grade 1', 'CIE - Mathematics Grade 1 - A - Grade 1', etc.
- Starting Time:** A date and time selector.
- Duration (min):** A text input field for the session length.
- Sharing the content:** A dropdown menu for 'Sharing Level' (set to 'Public Library') and a 'Tags' input field.
- Submit:** A button to create the classroom.

Annotations include: 'Smart classroom title' pointing to the Title field; 'Choose course and section' pointing to the course list; 'Duration (from 31 to 20 minutes)' pointing to the Duration field; 'Start date and time' pointing to the Starting Time field; 'Tags' pointing to the Tags field; 'Availability to share in libraries' pointing to the Sharing Level dropdown; and 'Creating a smart classroom' pointing to the Submit button.

Using Smart Classrooms

Opening a smart classroom in Classera:

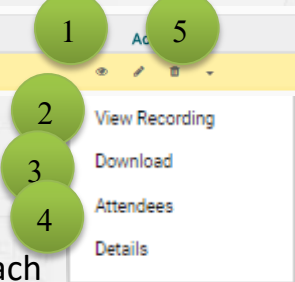
Title	Starting Time	Duration (min)	Action
kim story	2018-02-17 12:58:00	40	   

- 1- On scheduled time of a smart classroom students and teachers click on **(start)** from actions list of the added smart classroom
- 2- The smart classroom will start loading and then its tools will open.
- 3- when starting a smart classroom the following screen appears and they represent its tools.



- 1. upper control bar .
- 2 -.settings bar of audio, camera and internet.
- 3- Live video.
- 4Attendees list.
- 5Chat box.
- 6Recording and timing indicator.
- 7white board.
- 8Writing tools

Actions on a smart classroom

Title	Starting Time	Duration (min)	Actions
kim story	2018-02-17 12:58:00	40	

from the main screen of smart classrooms appears the name of each added smart classroom :

1 -Start smart classroom

2 -view :to view recorded smart classroom in the system.

3 -download :download recorded classroom and view.

4 -attendance : view list of students attended the smart classroom.

5 -Delete :To delete the smart classroom.

(Notice : Deleting a smart classroom requires erasing the lecture if it was recorded already for students)

16- Exams/Quizzes

by crossing the pointer on the course name moving to the page no. 3 you will find (Exams/quizzes)

Math G1
Grade 1

- Exams/Quizzes Create
- Assessments Create
- Course Preparations Create
- Weekly Study Plan

←PREV ○ ○ ● ○ ○ ○ NEXT→

Math G1
Grade 1

You have 8 new submissions to mark

Adding an Exam/ Quiz

Adding an Exam : add a new Exam/ Quiz.

Home - Math G1 - Exams - Create Exam Your Score: 5035

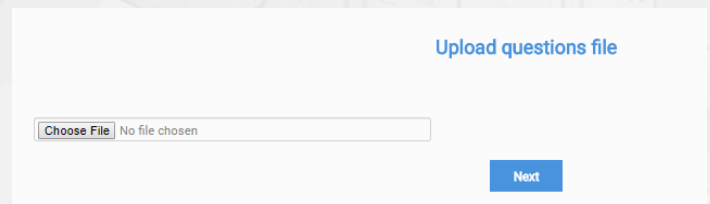
Choose a style for the exam

- Question By Question Exam:** This exam Displays the questions to the student one at a time, you can allow the student to navigate back and forth between questions or set a time for each question which will not allow the student to go back at a previous question.
- Classic Exam:** This is the classic exam style, in which all questions show to the students at ones
- Attachment Exam:** This exam has no questions, only allow the student to attach a file that can be marked by you
- Import Exam:** This feature allows you to upload and import an exam of QTI format
- Offline Exam:** This exam style allows you to mark paper exams and use our statistics to see students performance. Simply create an exam, add questions, then mark each student.

-1 Offline Exam : This exam to create an exam on Classera and mark them online , and use Statistics to view students' performance.

-2 Import Exam : This feature allows you to import exam questions with QTI format, in some cases, teachers have exams with QTI format Question and Test Interoperability and a teacher is able to create an exam on **Microsoft word** and convert it to QTI .

In this type of exam a teacher can upload these files directly to Classera by clicking : **upload file:**



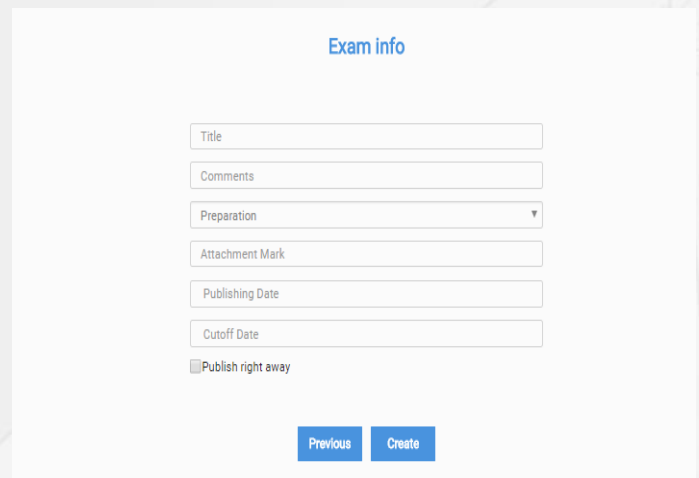
-3 Attachments Exam :

This type of exam don't include questions 'it allows a student to upload an attachment ' and this attachment can be marked later

And this type of attachment could be in the following cases : **projects** – **researches...** Etc '

In this type a teacher adds:

Mark of attachment : this is the grade of the project or research.



From student account :

a student can upload an attachment from upload file screen.

51
تواقي

9
دقائق

asdag

A - 2

B - 6

رفع ملف
ملف

No file chosen

تسليم

Marking:

- A teacher can find the exam on the exams list.
- Click on Submissions.

Title	Publishing Date	Due Date	Actions
Week 1 Quiz	2018-02-17 13:14:27	2018-02-24 00:00:00	Preview

- Submissions
- Questions List
- Monitor
- Assignment Sections
- Questions Settings
- Stats

- Choose the section in which exists the student you want to mark his/her exam
- Downloading the attachment to view it
- Input the Mark
- Click submit to approve grade (note the maximum grade specified by the teacher when creating the exam which can not be exceeded)

Download

Attachment's Mark:

/50

-4**Classic Exam** : Classera Classic Exam, in which all questions appear to student at once

-5**Question By Question** : this exam presents questions to students question by question

In this exam, a certain time is specified for each question

Exam info

Title

Comments

Preparation

Set time limit for each question

Question Time Limit (min)

Publishing Date

Cutoff Date

Specify publishing date later

[Previous](#) [To Questions](#) [More options](#)

Exam settings

Create Assignment

Title *

Exam title

Publishing Date *

2018-02-24 01:27:00

Exam publish date

Due Date *

2018-02-27 01:12:00

Due date

Cutoff Date *

2018-02-27 01:12:00

Cut off date

Evaluate By Assessment

Grade Category

None

Grade Category

Preparation

None

Preparation

Comments

Notes

Password

Adding a password, to be given to students in examination place

Private

Privacy

Share Questions only to school group question bank

Adding questions to school question banks only

Correct Answers

Dont show correct answers

Show the correct answers after submission

Show the correct answers after cutoff date

Conditions of showing correct answers to students

Randomize question order

Randomizing question order to students

Allow Multiple Submissions

allow multiple submissions, you have to specify a number

Allow Attachments

Allow attachments

Send notification email to students

Send notifications to students

Publish to Sections Publish to Students

Choose sections and students participating

Publish this exam for the following sections:

Select All

Grade 1 - A

Grade 1 - B

Creates

Click create

Adding Questions

Math G1
Grade 1

Exams/Quizzes **1** + Create

Assessments + Create

Course Preparations + Create

Weekly Study Plan

←PREV ○ ○ ● ○ ○ ○ NEXT→

by crossing your pointer on the course name , then go to **exams/quizzes**

Create New Exam Create a New Exam Automatically

Online Exams Offline Exams

Title

2

Title	Publishing Date	Due Date	Actions
Week 1 Quiz	2018-02-27 00:00:00	2018-03-03 00:00:00	📄 🔍 📄 Preview
Quiz - 5	2017-12-31 14:16:13	2018-01-07 00:00:00	📄 🔍 📄 📄 🔍 📄
Quiz - 6	2017-12-31 14:15:58	2018-01-07 00:00:00	📄 🔍 📄 📄 🔍 📄
quiz 1	2018-12-03 00:00:00	2018-12-04 00:00:00	📄 🔍 📄 📄 🔍 📄
testing mark insertion	2017-11-04 20:58:26	2018-11-05 00:00:00	📄 🔍 📄 📄 🔍 📄
yj	2018-10-16 00:00:00	2018-10-17 00:00:00	📄 🔍 📄 📄 🔍 📄

Submissions
Questions List
Monitor
Assignment Sections
Questions Settings
Stats

2- Click on questions list in Actions column

3 Questions List **4** **5**

Add new question ▼ Publish now Add Bulk Core Questions Add questions from public question bank Preview

True or False
Multiple Choice
Essay
Matching
Hot Spot
Fill in the Blanks
Multiple Select Answers

Question Text	Mark	Correct Answer	Has Criterion	Action
2	1	7	✓	🔍 📄 Question Settings
2 mcq What is the sum? <input type="text" value="2"/> <input type="text" value="0"/> =	1	2	✓	🔍 📄 Question Settings

3 - Add a new question

4 - add question from question banks

5 - Questions Preview

Create a new exam automatically

This feature allows you to generate exams linked with standards automatically using Classera's Question banks:

1- Choose **Create new exam automatically**

The screenshot shows the 'Exams' dashboard. At the top left, there are two buttons: 'Create New Exam' and 'Create a New Exam Automatically', with the latter highlighted by a red rectangular box. Below the buttons, there are tabs for 'Online Exams' and 'Offline Exams'. A search bar is visible with an 'ON Autosearch' toggle and a 'Search' button. Below the search bar, there are icons for adding, deleting, and printing. A table lists existing exams with columns for Title, Publishing Date, Due Date, and Actions.

Title	Publishing Date	Due Date	Actions
2	2018-02-25 23:25:13	2018-02-28 16:20:00	Preview
Week 1 Quiz	2018-02-27 00:00:00	2018-03-03 00:00:00	Preview
Quiz - 5	2017-12-31 14:16:13	2018-01-07 00:00:00	Preview
Quiz - 6	2017-12-31 14:15:58	2018-01-07 00:00:00	Preview



the following screen appears, follow the steps illustrated below:

The screenshot shows the 'Create a New Exam Automatically' form. It features a table with columns for Area, Criterion, Taxonomy, Difficulty, Available, Number Of Questions, Mark Of Each Question, and Action. The form is annotated with numbered callouts: 1 points to the 'Specify Area' dropdown, 2 to the 'Specify objective' dropdown, 3 to the 'Specify taxonomy' dropdown, 4 to the 'Specify' dropdown, 5 to another 'Specify' dropdown, and 6 to the 'Mark Of Each Question' input field. A 'Generate Questions' button is located below the table. Below the table, there is a section for 'Questions' with a table of question details.

Area	Criterion	Taxonomy	Difficulty	Available	Number Of Questions	Mark Of Each Question	Action
Operations & Algebrai	1.OA.A.1 .Use additior	None	#				Delete


Text	Correct Answer	Type	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Mark	Action
------	----------------	------	----------	----------	----------	----------	----------	----------	------	--------


appears a number in the **available** field indicates the available number of questions linked with the standard and objective chosen in Question banks.

Home - Exams - Create a New Exam Automatically  Your Score: 5035 

Questions Options

Area	Criterion	Taxonomy	Difficulty	Available	Number Of Questions	Mark Of Each Question	Action
Operations & Algeb	1.OA.C.5.Relate cou	None	"	135			Delete
Operations & Algel	1.OA.A.1 .Use addi	None	All				Delete

 Add more objectives from here



Generate Questions  Click Generate Questions

Questions

Note: you need to specify the number of question in order for the system to generate a sample exam according to your requirements

Questions Options

Area	Criterion	Taxonomy	Difficulty	Available	Number Of Questions	Mark Of Each Question	Action
Operations & Algeb	1.OA.C.5.Relate cou	None	"	135			Delete
Operations & Algel	1.OA.D.7.Understai	None	All	59	20		Delete
Operations & Algel	1.OA.C.5.Relate co	None	All	135			Delete

  Click Create Exam Sample

Generate Questions Create Exam Sample

Questions

Scroll down to view generated questions

Text	Correct Answer	Type	Option 1	Option 2	Option 3
Subtract.	1	mcq	7	8	9

Exams Monitoring

From exams list you can click on **Monitor** in order to monitor what's going on :

The screenshot shows the 'Online Exams' section of the system. At the top, there are two buttons: 'Create New Exam' and 'Create a New Exam Automatically'. Below this is a search bar with a 'Title' input field, an 'Autosearch' toggle, and a 'Search' button. A table lists several exams with columns for 'Title', 'Publishing Date', 'Due Date', and 'Actions'. The 'Week 1 Quiz' exam is highlighted in yellow, and its 'Actions' dropdown menu is open, showing options: 'Submissions', 'Questions List', 'Monitor' (highlighted in yellow), 'Assignment Sections', 'Questions Settings', and 'Stats'.

Title	Publishing Date	Due Date	Actions
Week 1 Quiz	2018-02-27 00:00:00	2018-03-03 00:00:00	Preview
Quiz - 5	2017-12-31 14:16:13	2018-01-07 00:00:00	
Quiz - 6	2017-12-31 14:15:58	2018-01-07 00:00:00	
quiz 1	2018-12-03 00:00:00	2018-12-04 00:00:00	
testing mark insertion	2017-11-04 20:58:26	2018-11-05 00:00:00	
yj	2018-10-16 00:00:00	2018-10-17 00:00:00	

The screenshot shows the 'Monitor Exam (Week 1 Quiz)' page. At the top, it displays 'Mark: 5 - Due Date: 2018-03-03 00:00:00'. Below this is a filter bar with four categories: 'All' (selected), 'Submitted' (1), 'Submission Failed' (2), 'Solving..' (3), and 'Not Attempted' (4). Below the filter bar is a search bar with fields for 'Number', 'Full Name', 'School', and 'Stage', along with an 'Autosearch' toggle and a 'Search' button. An 'Advanced Search' button is also present. Below the search bar is a table with columns: 'Number', 'Full Name', 'Exam Start Time', 'Submission Time', 'Solving Time', 'Mark', 'School', 'Stage', 'Section', 'Submission Status', and 'Operations'.

Number	Full Name	Exam Start Time	Submission Time	Solving Time	Mark	School	Stage	Section	Submission Status	Operations
999653298 78999	Betty Nelson					Demo International School	Primary	A	Not Attempted	
32145285	Chris Herman					Demo International School	Primary	A	Not Attempted	

the following screen will appear:

Through which you can monitor from your account any student:

1– submitted exams/quizzes 2-Failed to submit 3- Solving now 4-Not attempted yet.

Exams/Quizzes Statistics

from exams list you can reach statistics:

Create New Exam Create a New Exam Automatically

Online Exams Offline Exams

Title

ON Autosearch Search

Title	Publishing Date	Due Date	Actions
Week 1 Quiz	2018-02-27 00:00:00	2018-03-03 00:00:00	Preview
Quiz - 5	2017-12-31 14:16:13	2018-01-07 00:00:00	Submissions
Quiz - 6	2017-12-31 14:15:58	2018-01-07 00:00:00	Questions List
quiz 1	2018-12-03 00:00:00	2018-12-04 00:00:00	Monitor
testing mark insersion	2017-11-04 20:58:26	2018-11-05 00:00:00	Assignment Sections
yj	2018-10-16 00:00:00	2018-10-17 00:00:00	Questions Settings
			Stats

you will receive accurate reports about students performance

Statistics MCQ Questions Report Submissions Details Examinees Report Exam Efficiency Results Analysis Results Division Criteria Analysis Taxonomies Analysis Standards achievements Marks Average

Assignment Statistics (Week 1 Quiz)
Course (Math 01)
Level (Grade 1)
Mark 5 - Due Date: 2018-03-03 00:00:00

Schools
All

[Recalculate Report](#)

General Statistics

Number of Examinees : 0	Upper Group Count : 0	Lower Group Count : 0	Maximum : -	Minimum : 0	Range : 0	Number of Questions : 5	Easiest Question : 0
Hardest Question : 1	Mode : 0	Mean : 0	Median : 0	Variance : 0	Standard Deviation : 0	Standard Error : 0	Coefficient of Variation : 0
KR20 (MCQ & TF) : 0							

Multiple Choice Questions Statistics

[Export to Excel](#)

Number	Correct Answer	Answers						Answers Ratio (%)						Upper Group Answers						Lower Group Answers						Empty Answers	Wrong Answers	Correct Answers	Upper Group	Lower Group	Business (%)	Variance (%)	Discrimination (%)			
		1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6											
1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

17- 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, a top navigation bar, and a main content area with event details. Red arrows point from text boxes to specific UI elements.

Annotations:

- Add an event:** Points to the '+' icon in the top right of the calendar header.
- Browsing through months:** Points to the left and right navigation arrows in the calendar header.
- View calendar:** Points to the 'Calendar' option in the left sidebar.
- Added events:** Points to the event boxes on the calendar grid.
- View events according to Days, Weeks, Months:** Points to the 'month', 'week', and 'day' view toggle buttons in the top right of the calendar header.

Calendar Data (February 2018):

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	20	21	22	23	
25	26	27	28	1	2	
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:

- Event Title**: Points to the 'Title *' input field.
- Event Details**: Points to the 'Description' text area.
- Event End date**: Points to the 'End' date input field.
- Event Start date**: Points to the 'Start' date input field.
- View event in a certain timeslot**: Points to the 'Lecture' checkbox.
- View event All Day**: Points to the 'All Day *' checkbox.
- Add an event**: Points to the 'Submit' button.

Additional form elements include a 'Select Some Option' dropdown menu below the 'Lecture' checkbox.

18- 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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