User Guide

How to use the learning system

For public students, registered students and tutors

Part 1. Public students
Enrol in a tutorial course, sign in with your special ID and secret code, use your learning materials, videos, inbox and online classes.

Part 2. Registered (internal) students
Register, sign in, use the dashboard, inbox, courses, video tutorials, lecture notes, quizzes, assignments, the end of semester project, attendance and results.

Part 3. Tutors
Manage your courses and students, lecture notes, quizzes, attendance, assignments, exam projects, class participation, results and messages.

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About this guide

This guide explains how to use the learning system. It is written for three groups of people, and each group has its own part:

- **Part 1, Public students**: people who are not registered students of the school but join a tutorial course from the main page. You sign in with a **special ID** and a **secret code**.
- **Part 2, Registered (internal) students**: students of the school with a matric number. You sign in with your **matric number** and **password**.
- **Part 3, Tutors**: lecturers and tutors who run courses, set work and give marks. You sign in with the **user ID** and password the administrator gave you.

Words in grey boxes, such as `Sign in`, are the names of buttons, links and menu items exactly as they appear on the screen. The administrator can rename some menu items and links, so a few names on your screen may differ slightly.

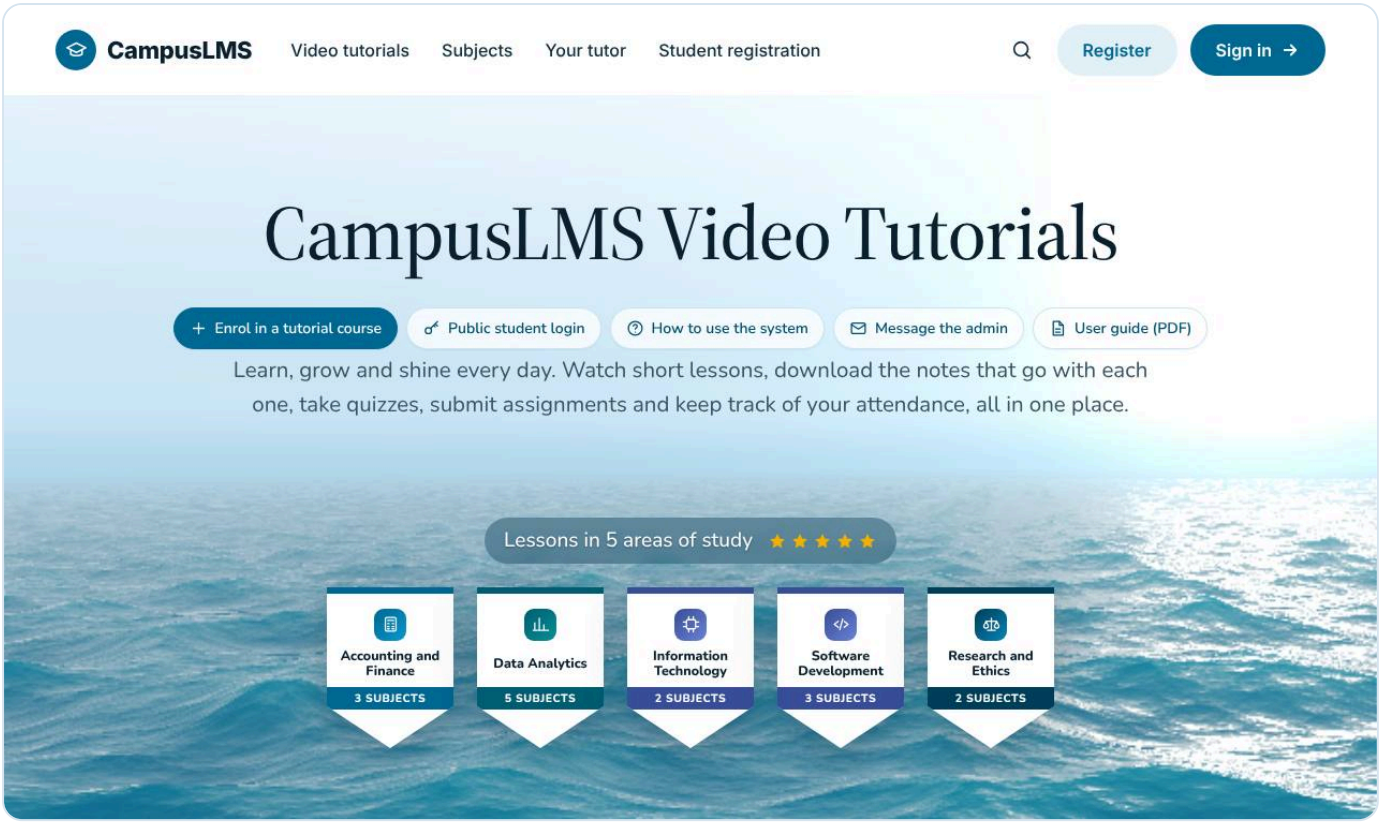
> **Good to know** If something in this guide does not match what you see, or you are stuck, use `Message the admin` on the main page (public students) or send a message to your tutor from the Inbox (registered students).

The main (login) page

Everybody starts at the main page of the website. It is also the sign-in page. On it you find:

- **Sign in** and **Register** buttons at the top, for registered students, tutors and the administrator. The top bar stays at the top of the screen while you scroll, on every page.
- When the school has switched it on, a thin bar under the top bar with the school's **contact number**, **email**, **address** and opening hours. Tap the number to call, the email to write, or the address to open it in Google Maps.
- A row of buttons in the middle of the page, just before the welcome text: `Enrol in a tutorial course`, `Public student login`, `How to use the system`, `Message the admin` and `User guide (PDF)`, plus the school's social media icons.
- Free video lessons that anyone can play, and for many of them a `Download video` link.
- Information about the tutor and the subjects taught.

When you scroll down to the bottom of any page, a round **arrow button** appears in the bottom right corner. Click it to go straight back to the top.



The main page with the public links row in the middle

Devices, browsers and internet

- The system works on phones, tablets, laptops and desktop computers. Use an up-to-date browser: Chrome, Edge, Firefox, Safari or Opera.
- On a phone, menus fold away. Tap the ☰ menu button to show the menu, and use **Back to the list** to return from an opened item.
- Videos and large files use a lot of data. When you are on mobile data, consider downloading videos on Wi-Fi and watching them later offline.
- Do not share your password or secret code with anyone, and always sign out on a shared or public computer.

Part 1. Public students

For people who join a tutorial course from the main page and sign in with a special ID and secret code.

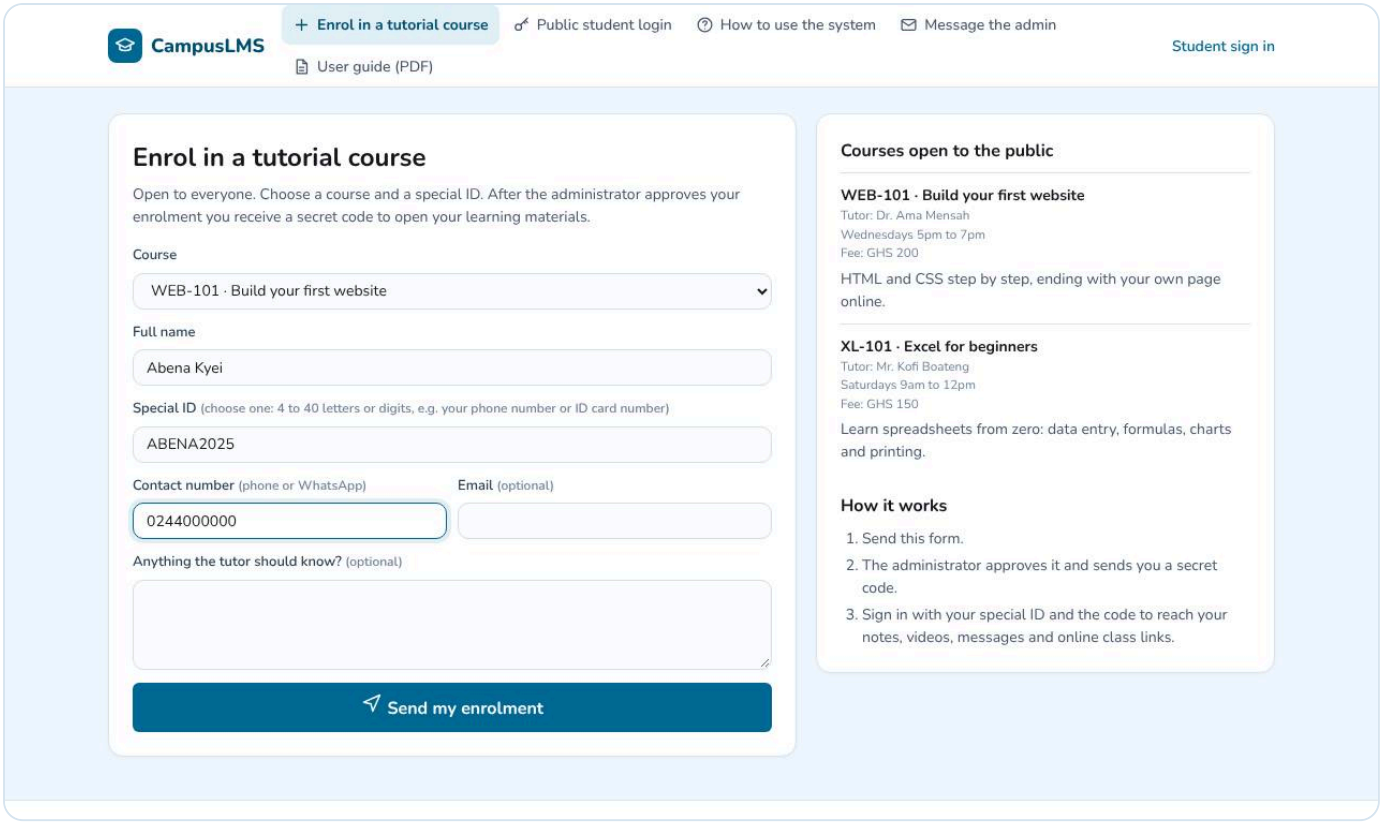
Who is a public student?

A public student is anyone who is **not** a registered student of the school but wants to take one of the tutorial courses that the school opens to the public. You do not need a matric number or a password. Instead:

1. You enrol in a tutorial course and choose your own **special ID**.
2. The administrator approves your enrolment and sends you a **secret code**.
3. You sign in at `Public student login` with your special ID and secret code, and reach your learning area: materials, videos, messages and links to online classes.

1.1 Enrol in a tutorial course

1. Open the main page and click `Enrol in a tutorial course`.
2. Read the list **Courses open to the public**. Each course shows its code, title, tutor, days and times, fee (if any) and a short description.
3. In the form, choose the **Course** you want.
4. Type your **Full name** as you want it to appear.
5. Choose a **Special ID**. This is your personal sign-in name, for example `KOFI2025` or your phone number. Use 4 to 40 letters and numbers (you may also use / . _ -); spaces are removed and letters become capitals. It must not already be used by somebody else. **Write it down**: you need it every time you sign in.
6. Type your **Contact number** (phone or WhatsApp). It is **required**: the administrator uses it to send you your secret code and to reach you about your class. Use a number that works, for example `024 123 4567` or `+233 24 123 4567`.
7. Optionally give an **Email** address too, to receive your code by email.
8. Optionally write anything the tutor should know (your level, what you hope to learn, the best time to call).
9. Click `Send my enrolment`. A **Thank you** page confirms that your enrolment was received.



Enrolling in a tutorial course

> **Important** Your enrolment now **waits for the administrator**. You cannot sign in until it is approved and you receive your secret code. If you try earlier, the sign-in page tells you the enrolment is still waiting.

> **Tip** If the enrol button is missing from the main page, public enrolment is closed for now. Use **Message the admin** to ask when it opens.

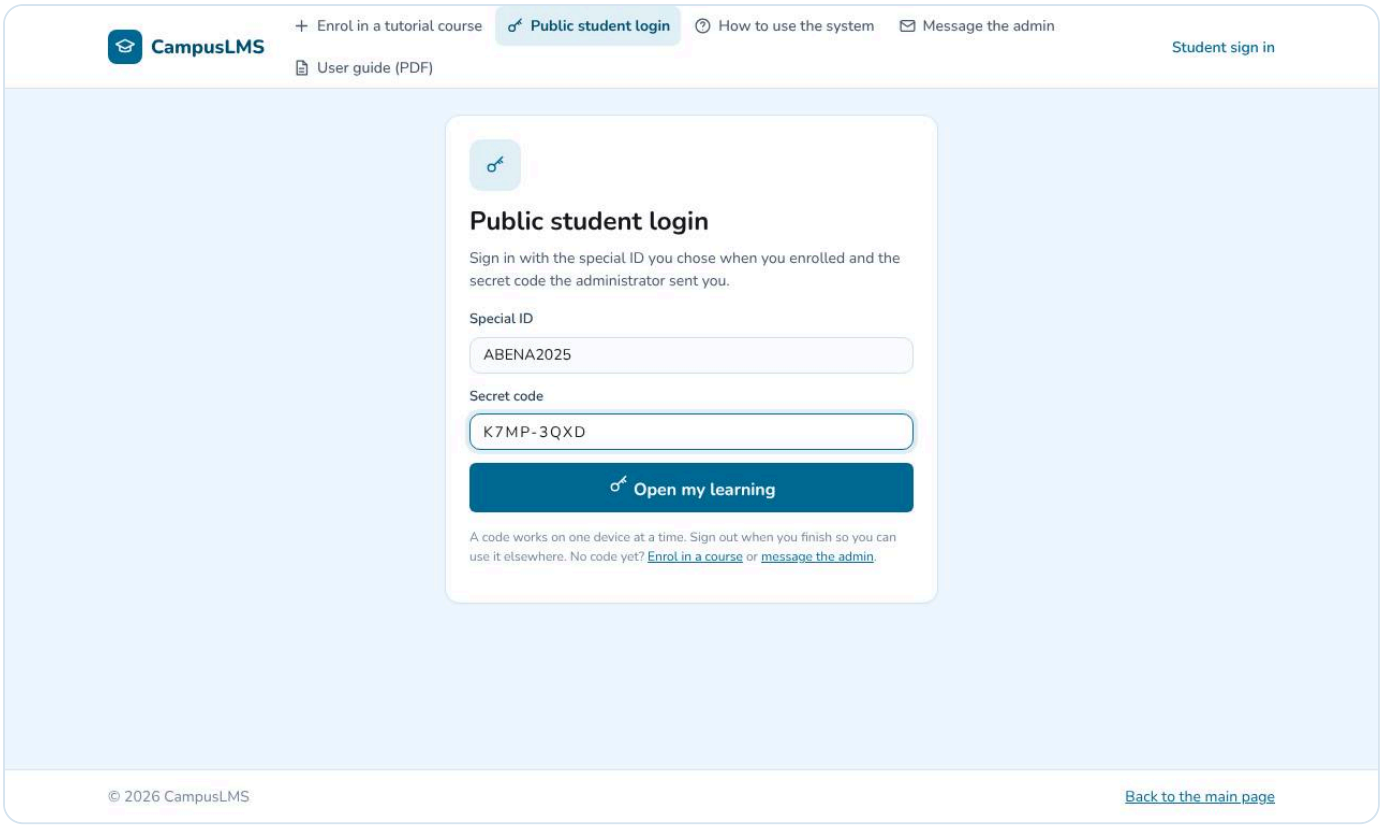
1.2 Your special ID and secret code

When the administrator approves you, they send your **secret code** by email, WhatsApp or SMS. A code looks like `K7MP-3QXD`: eight letters and numbers in two groups. It avoids letters that look alike, so there is no letter O or I and no number 0 or 1.

- The message also tells you your **special ID** and the date until which the code is **valid**.
- Keep the code private. Anyone who has your special ID and code can sign in as you.
- When the code expires, ask the administrator for a new one or for more time. The administrator can also change the expiry date.
- If you lose your code, ask the administrator: they can see it again or issue a new one (a new code stops the old one from working).

1.3 Sign in to the portal

1. On the main page click **Public student login**.
2. Type your **Special ID**.
3. Type your **Secret code**. You may type it with or without the dash and in small or capital letters.
4. Click **Open my learning**. Your learning area, **My learning**, opens.



Public student login with special ID and secret code

At the top of My learning you see your name, your special ID, your course with its days and times, and the date until which your code is valid. Under it are the tabs **Learning materials**, **Video tutorials**, **Inbox** and **Message the admin**. A number on a tab shows how many items it holds (on the Inbox tab, how many new messages).

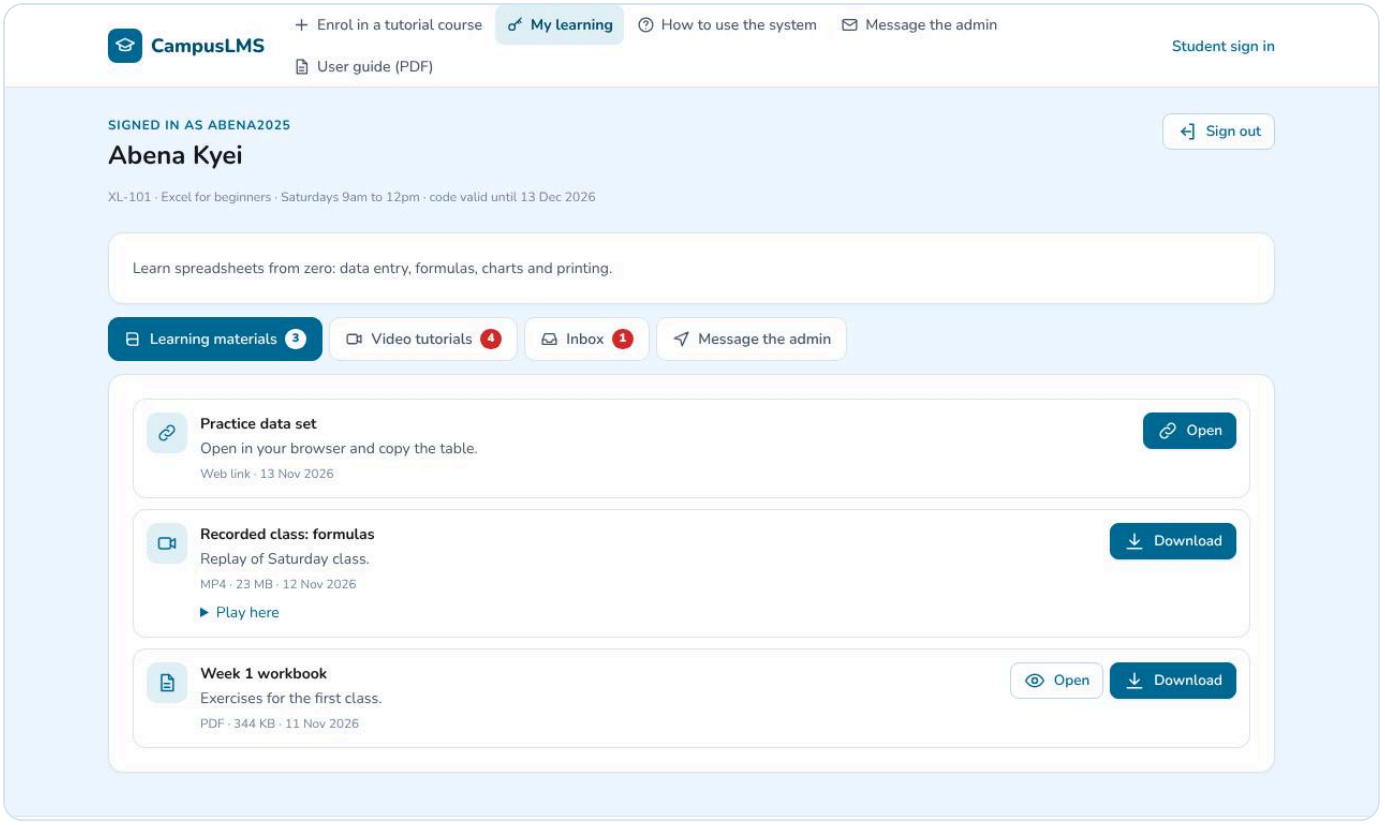
> **Good to know** For safety, after several wrong codes the sign-in is paused for a few minutes. Wait, check your code carefully, and try again.

1.4 Learning materials

The **Learning materials** tab lists everything the administrator added for your course: documents (PDF, Word, PowerPoint, Excel and others), videos and web links.

- **Download** saves the file to your phone or computer. Look in your **Downloads** folder afterwards.

- **Open** (PDF files) shows the document in a new browser tab without saving it.
- **Play here** (videos) plays the video inside the page. You can still use **Download** to keep it.
- **Open** on a web link opens the website in a new tab.

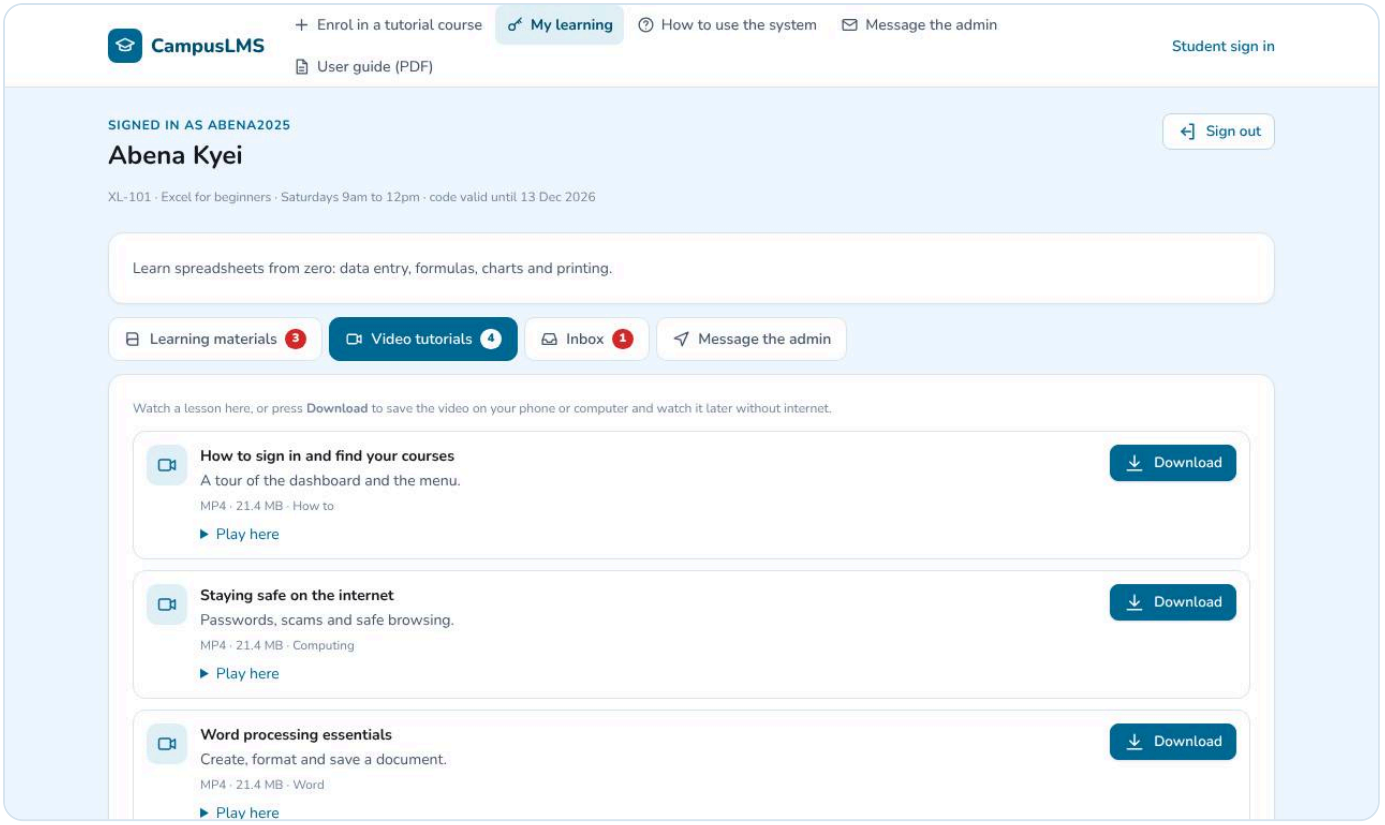


Learning materials for your course

1.5 Video tutorials

The **Video tutorials** tab lists the school's video lessons. For each video:

1. Click **Play here** to watch it in the page.
2. Click **Download** to save the video file and watch it later, even without internet. The file keeps its name and the **.mp4** (or similar) ending so it opens in your video player.
3. If a video has notes, **Notes** downloads them.



Video tutorials with Play here and Download

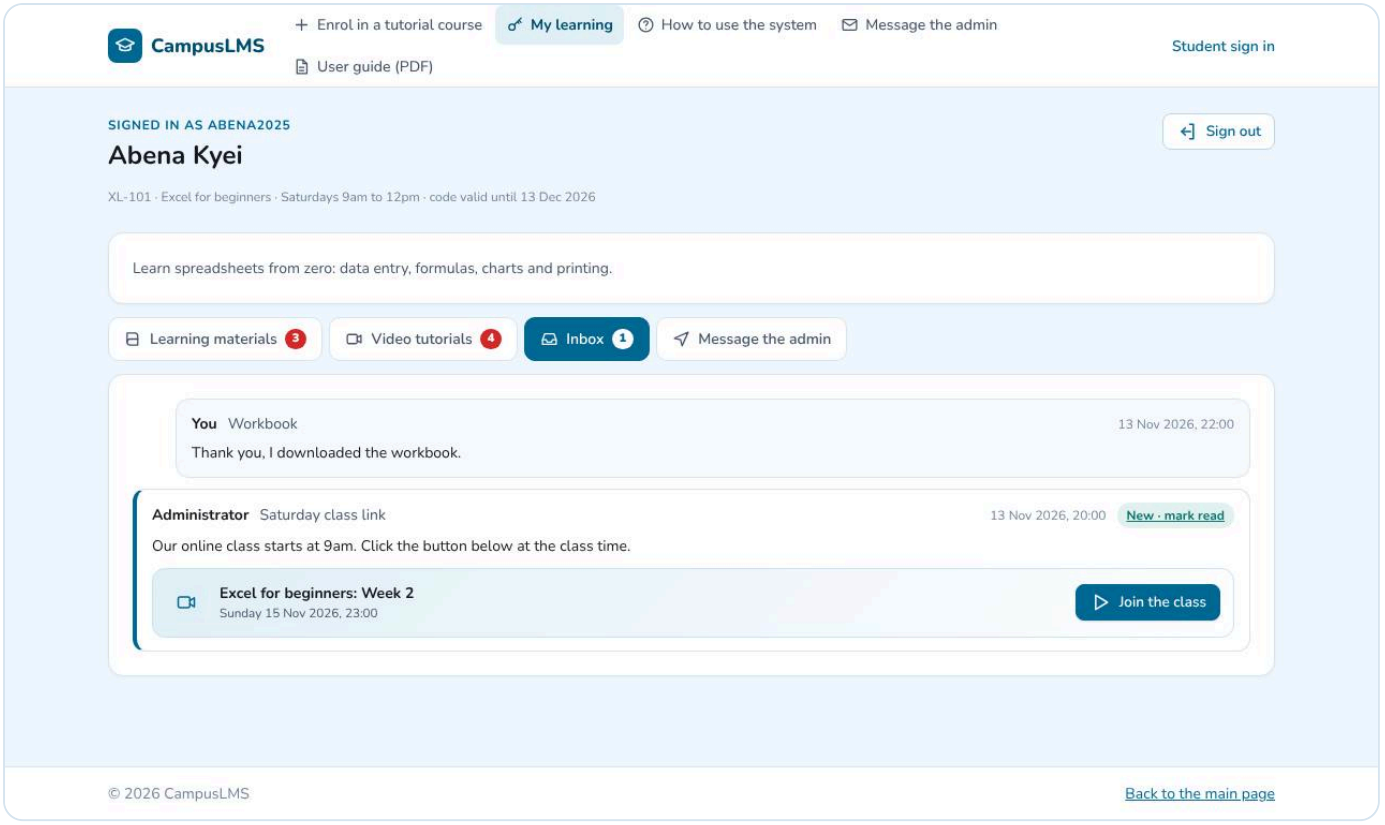
> **Tip** Lessons marked **YouTube lesson · watch online** play from YouTube and cannot be downloaded. Big videos can take several minutes to download: keep the page open until the download finishes. If a download stops part-way, start it again; the browser can usually continue where it stopped.

1.6 Inbox and online classes

The **Inbox** tab shows messages from the administrator and the messages you sent. New messages are highlighted; click **New · mark read** once you have read one.

Joining an online class (Google Meet or Zoom)

1. When a class is scheduled, a message arrives with a box showing the class name and its date and time.
2. At the class time, click **Join the class**. The meeting opens in a new tab or in the Meet or Zoom app.
3. If the app asks, allow your microphone and camera, and enter the meeting passcode if the tutor gave one.

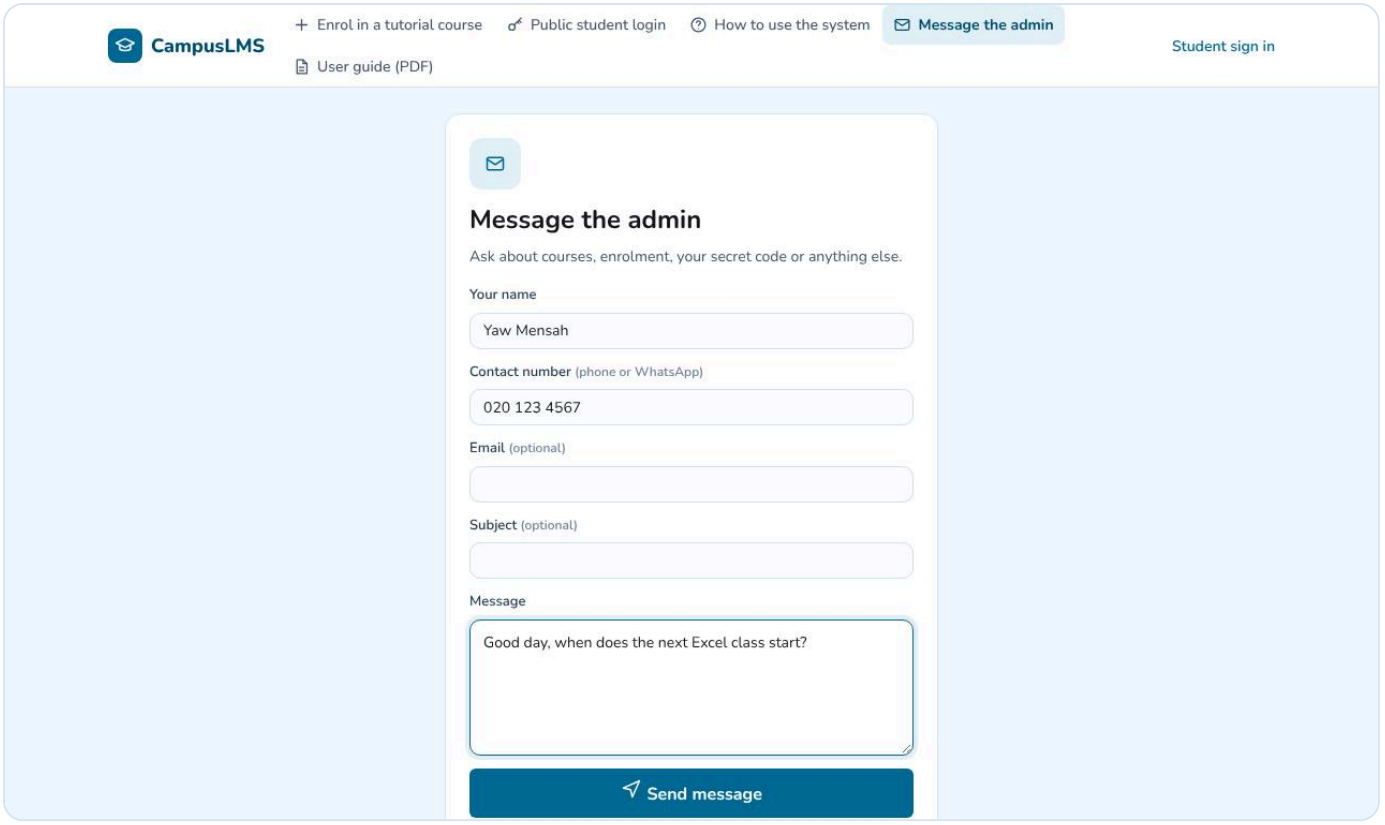


A class link in the inbox with the Join the class button

> **Good to know** The class link opens through the website and is not shown on the page. Please do not try to copy it or share it: each student receives their own invitation.

1.7 Message the administrator

- **When signed in**: open the `Message the admin` tab, check your **Contact number** (required; it is filled in for you and you can correct it), type an optional subject and your message, and click `Send to the administrator`. The reply appears in your Inbox tab.
- **Without signing in** (anyone, for example before you enrol or when you lost your code): on the main page click `Message the admin`, type your name and your **Contact number** (required), optionally an email, and your message, then click `Send message`. The administrator replies by email, phone or WhatsApp.



Message the admin from the main page

1.8 How-to videos

How to use the system on the main page opens a page of short videos that show how to use the system. Pick a video from the list on the right to play it. Use **Download video** to keep it and **Download guide** for its written notes, when there are any. This guide is also available there as **User guide (PDF)**.

1.9 Signing out and one device at a time

Your secret code works on **one device at a time**. While you are signed in on one phone or computer, the same code cannot sign in anywhere else.

- Always click **Sign out** (top right of My learning) when you finish, especially before using another device.
- If you forget to sign out, the system signs you out by itself after a period without activity (30 minutes unless the administrator changed it). After that you can sign in on another device.
- If you sign in on a second device after that time, the first device is signed out and shows the message **You were signed out because this code was used to sign in somewhere else.**
- The **same phone or computer** (in the same browser) can always sign in again, even if you closed the browser without signing out. You do not have to wait.

- If anything goes wrong during sign-in, you are **not** signed in and the page tells you what happened. Nothing is half done: simply try again.

1.10 Problems and solutions

Message or problem	What to do
Your enrolment is waiting for the administrator.	The administrator has not approved you yet. Wait for your secret code, or send a message with **Message the admin**.
No secret code has been issued for this ID yet.	Ask the administrator to issue your code.
This secret code has expired.	Ask the administrator for a new code or a later expiry date.
This access has been turned off.	The administrator deactivated your access. Message them to find out why.
The code is already signed in on another device.	Sign out on the other device, or wait until it has been inactive for the idle time, then try again. If you think someone else is using your code, tell the administrator: they can sign the other device out and give you a new code.
You were signed out by the administrator.	The administrator ended your session (for example to free your code for another device, or for maintenance). Sign in again with your special ID and secret code.
Sign-in could not be completed because of a problem on the server. You were not signed in.	Wait a moment and try again. If it keeps happening, tell the administrator with **Message the admin**.
This page had been open for a long time, so the form was not sent.	The sign-in page was left open too long. It has been reloaded: type your special ID and code again.
Wrong special ID or code.	Check the spelling of your special ID and the code (no letter O or I in codes). After several failures wait a few minutes before trying again.
A download does not start or is saved as "download".	Try another browser (Chrome works well), make sure your phone has free space, and rename the file to end in .mp4 (videos) or .pdf (documents) if needed.
The class link does not open.	Allow pop-ups for the site, install the Google Meet or Zoom app, and click **Join the class** again near the start time.

Part 2. Registered (internal) students

For students of the school who sign in with a matric number and password.

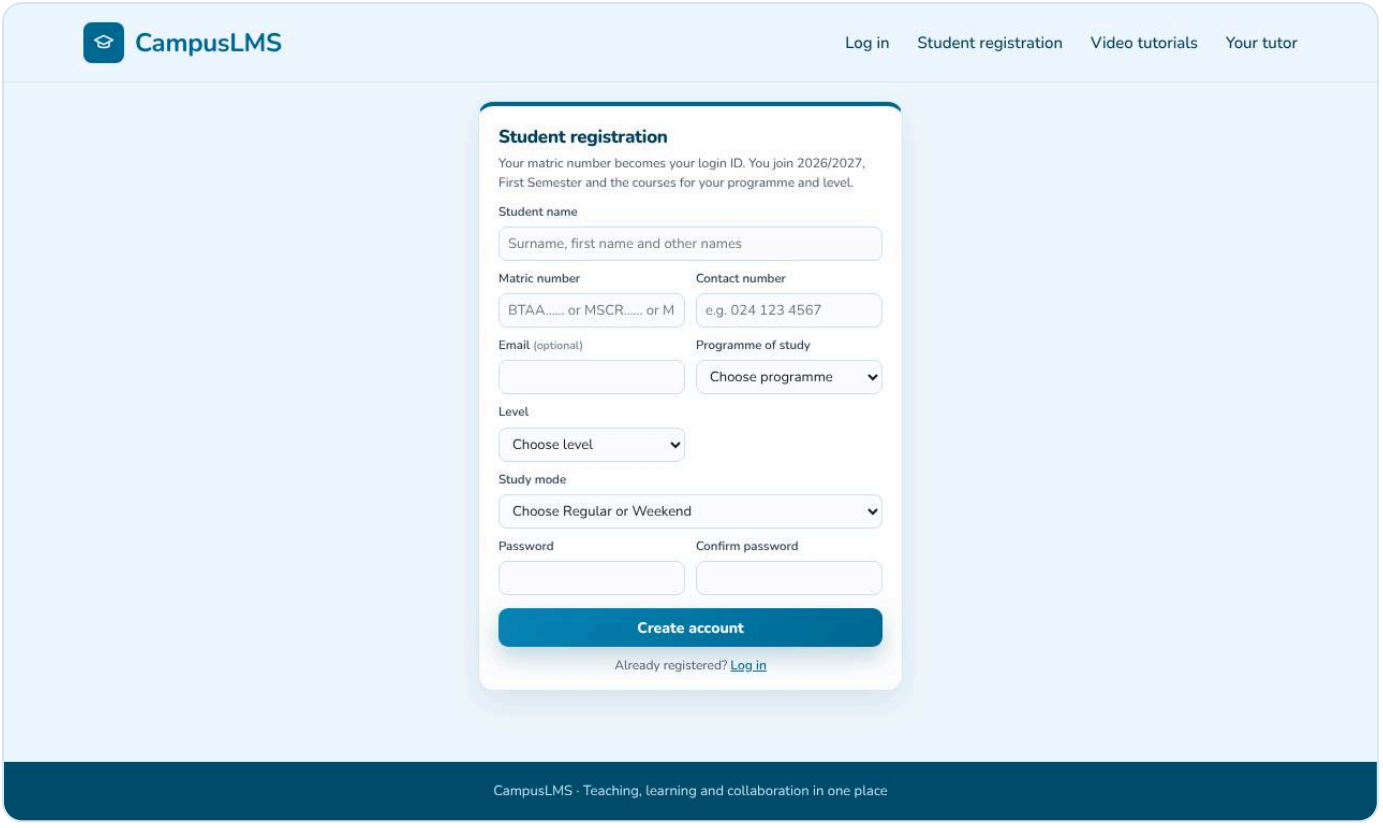
Who is a registered student?

A registered (internal) student is a student of the school with a **matric number**. You get the full learning system: dashboard, inbox, your courses, video tutorials, lecture notes, quizzes, assignments, the end of semester exam project, attendance and your results.

2.1 Create your account (Register)

If the administrator has not already created your account, register yourself:

1. On the main page click **Register**.
2. Fill in **Student name**, **Matric number**, **Contact number** (required: your phone number, for example 024 123 4567), **Email** (optional), **Programme of study**, **Level** and **Study mode** (Regular or Weekend).
3. Type a **Password** and type it again in **Confirm password**.
4. Click **Create account**. You are signed in straight away, and a message lists the courses you were enrolled in.



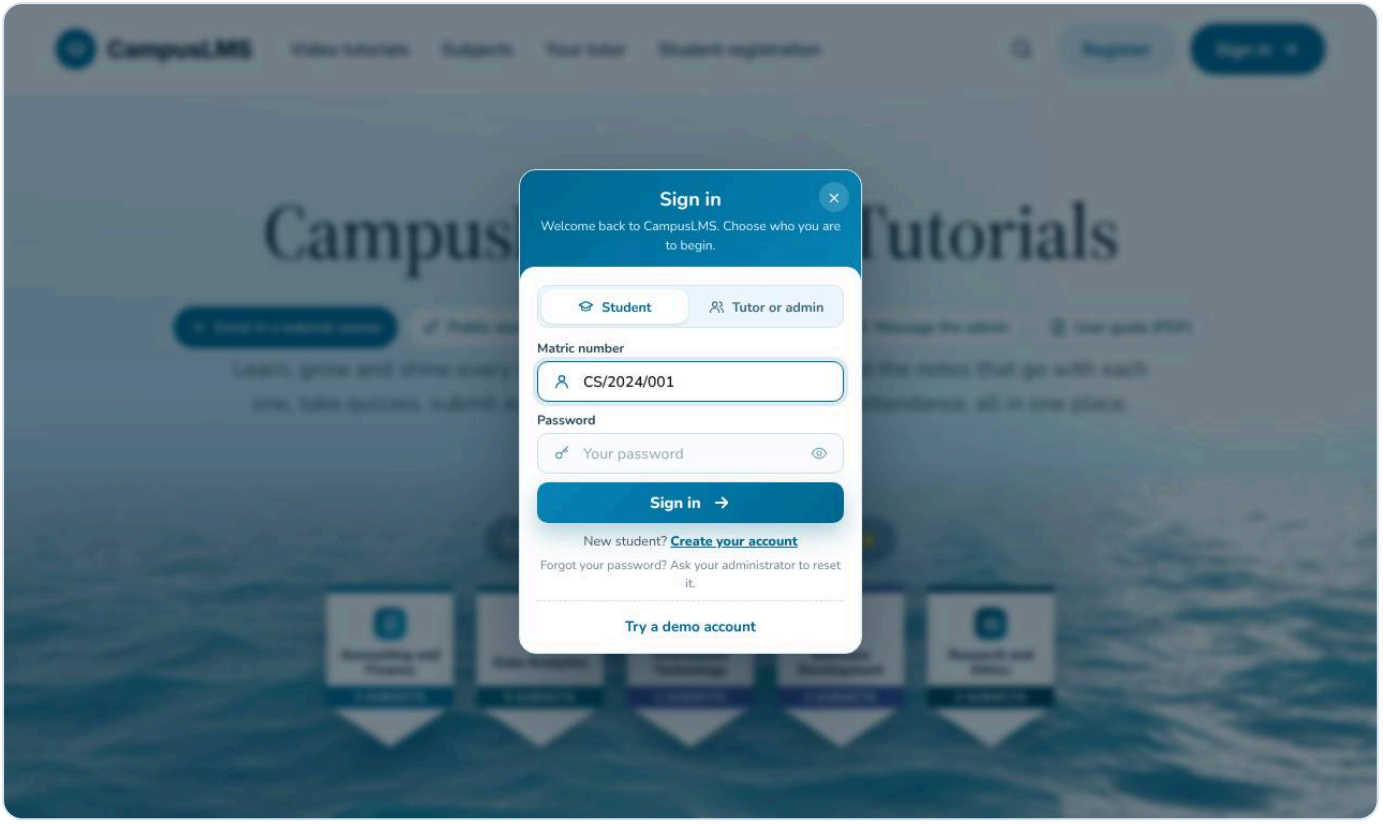
The registration form

- **Matric number**: capital letters and numbers with no spaces (the box corrects this as you type). It must follow the school's format shown in the box, for example starting with BTAA, MSCR or MSCN. Your matric number becomes your **login ID**.
- You are placed in the **current academic year and semester**, and you are automatically enrolled in every course for your programme and level in that semester.
- If the Register button is missing, self-registration is closed: ask the administrator to create your account.

> **Important** Choose your programme, level and study mode carefully. Quizzes, assignments and attendance sheets are given to students by programme, level and semester, so a wrong choice hides work from you. Only the administrator can correct them later.

2.2 Sign in and sign out

1. On the main page click **Sign in**. A sign-in window opens.
2. Type your **matric number** as the user ID, and your **password**.
3. Click **Sign in**. Your dashboard opens.



The sign-in window

- After **5 wrong passwords** for the same user ID, sign-in for that ID is paused for **15 minutes**. This protects your account from people guessing passwords.
- You are signed out automatically after **4 hours** without activity.
- To sign out, click **Sign out** at the bottom of the menu.

- Forgotten your password? Ask the administrator to reset it, then change it yourself in **Profile**.
- A disabled account cannot sign in. Contact the administrator.

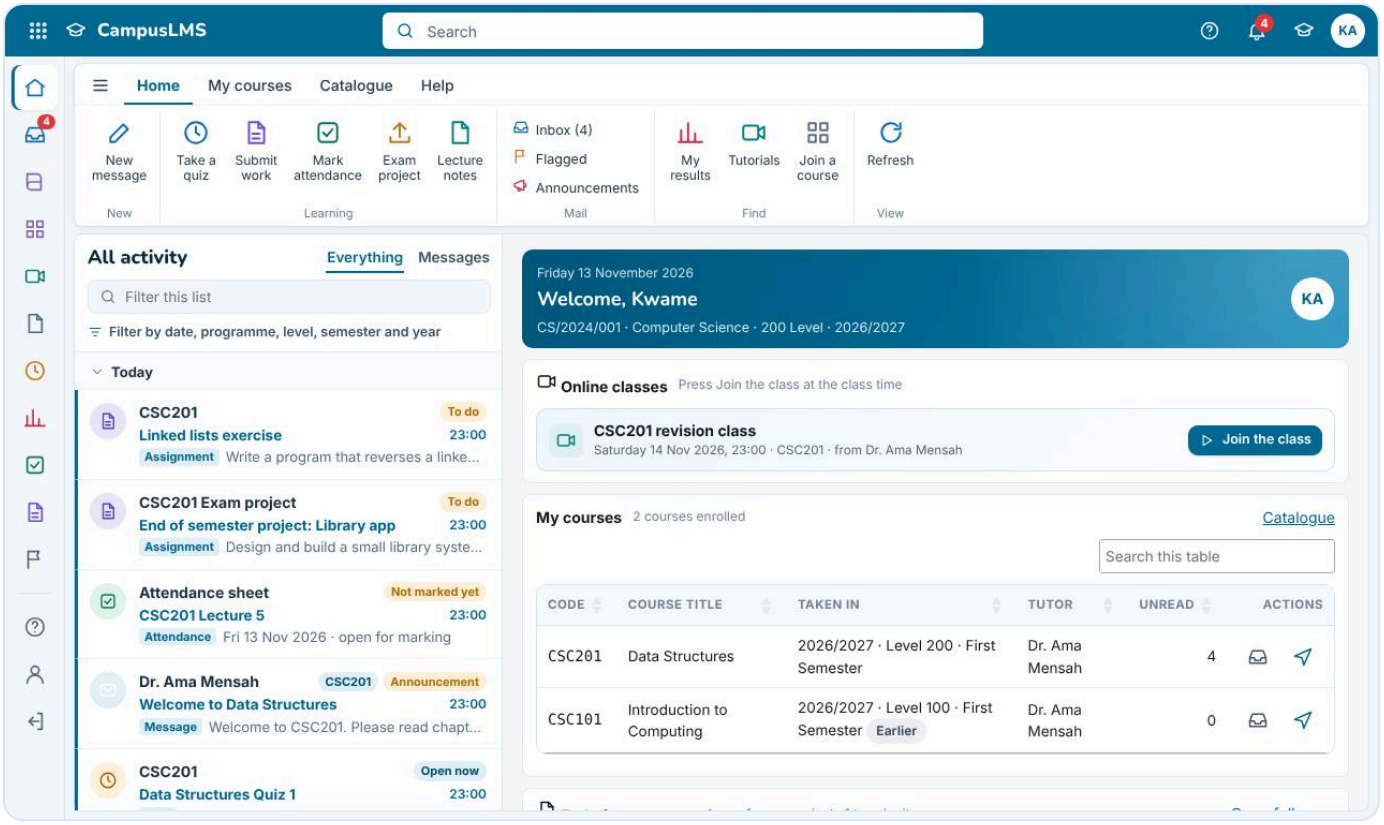
2.3 Finding your way around

- **The menu** is the thin column of icons on the left. Point at an icon to see its name: Dashboard, Inbox, My Courses, Course Catalogue, Video Tutorials, Lecture Notes, My Quizzes, My Results, Attendance, Assignments and Exam Projects, and at the bottom User Guide, Profile and Sign out. On a phone, open the menu with the ☰ button.
- **The ribbon** at the top of the dashboard and inbox has big buttons for common tasks: New message, Take a quiz, Submit work, Mark attendance, Exam project, Lecture notes, My results, Tutorials and Join a course.
- **Tables** can be sorted by clicking a column heading and searched with the search box. Choose how many rows to show at the bottom.
- **Filters** (date, programme, level, semester and academic year) narrow long lists and reports.

2.4 Dashboard

The dashboard is your home page. It works like an email app:

- **Left pane**: shortcuts to All activity, each kind of activity (messages, quizzes, assignments, attendance, tutorials, results), your **Exam project** and **Lecture notes**, and one link per course.
- **Middle list**: everything that happened for you, newest first, grouped by Today, Yesterday, Earlier this week and so on. Unread items are in bold. Type in **Filter this list** to find something.
- **Right pane**: with nothing selected, it shows a welcome card, **My courses**, your **End of semester project** and your **Lecture notes**. Click an item in the list to see its details here, with a button to act on it (open the quiz, submit the assignment, read the message, watch or download the video).

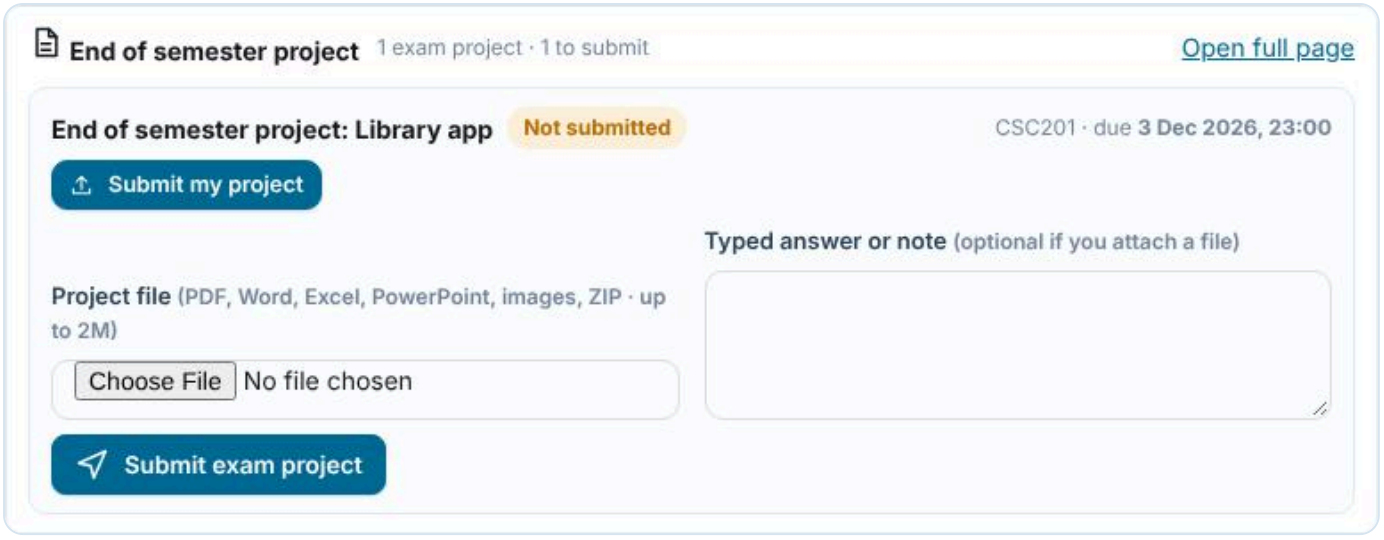


The student dashboard

2.5 End of semester project

Your end of semester exam project is submitted from the dashboard, in the **End of semester project** box (or from the **Exam Projects** menu item).

1. Open the **Dashboard**, then click **Exam project** in the left pane or ribbon to jump to the box.
2. Find your project. It shows the course, the due date and its status (Not submitted, Submitted, Submitted late, Missed, or Received and marked).
3. If there is a project document (the question or instructions), click it to download it.
4. Click **Submit my project** if the form is not already open.
5. Under **Project file**, choose your file (PDF, Word, Excel, PowerPoint, images or ZIP). The largest size allowed is shown next to the label.
6. Optionally type an answer or a note in the text box. If you attach no file, the typed answer is required.
7. Click **Submit exam project**. A green message confirms it, and your submission with its date appears under the project.



Submitting the end of semester project from the dashboard

- You can change your submission until the due date: click **Change my submission**, choose a new file (or tick **Remove my current file**), and click **Update submission**.
- After the due date the form disappears, unless the tutor allows late work (it is then marked late).
- Exam project **marks and feedback are not shown to students**. Once your project has been marked it shows **Received and marked** and can no longer be changed.

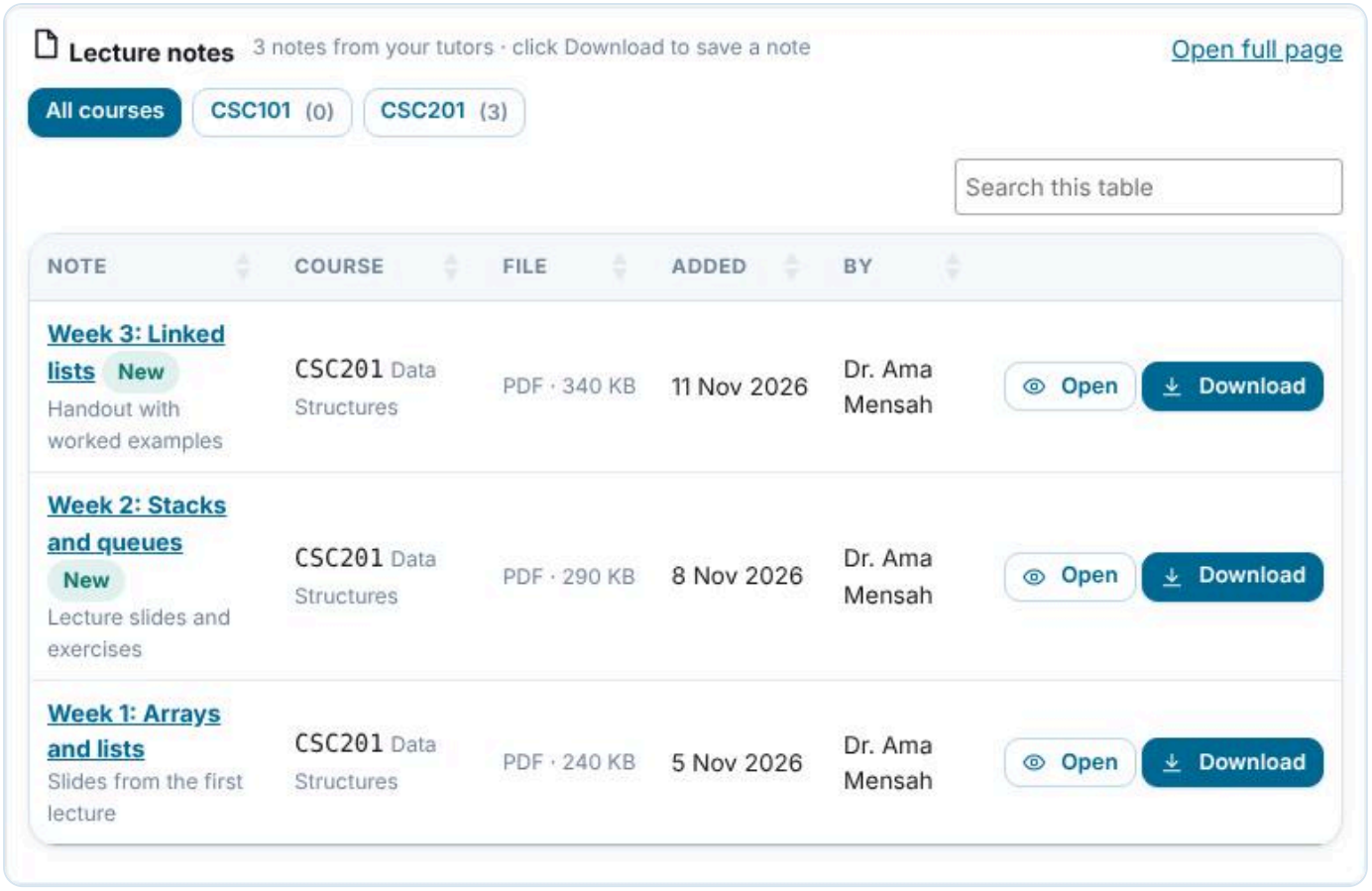
> **Important** Submit early. Big files take time to upload on a slow connection, and the due time is checked when your upload finishes, not when it starts.

2.6 Lecture notes

Your tutors upload lecture notes for your courses. You find them in two places:

- The **Lecture notes** box on your **Dashboard** (click **Lecture notes** in the left pane or ribbon to jump to it).
- The **Lecture Notes** menu item, a full page with the same list.

1. Use the course buttons above the table (**All courses**, then one button per course with the number of notes) to show one course.
2. Click **Download** to save a note, or **Open** to read a PDF in the browser.



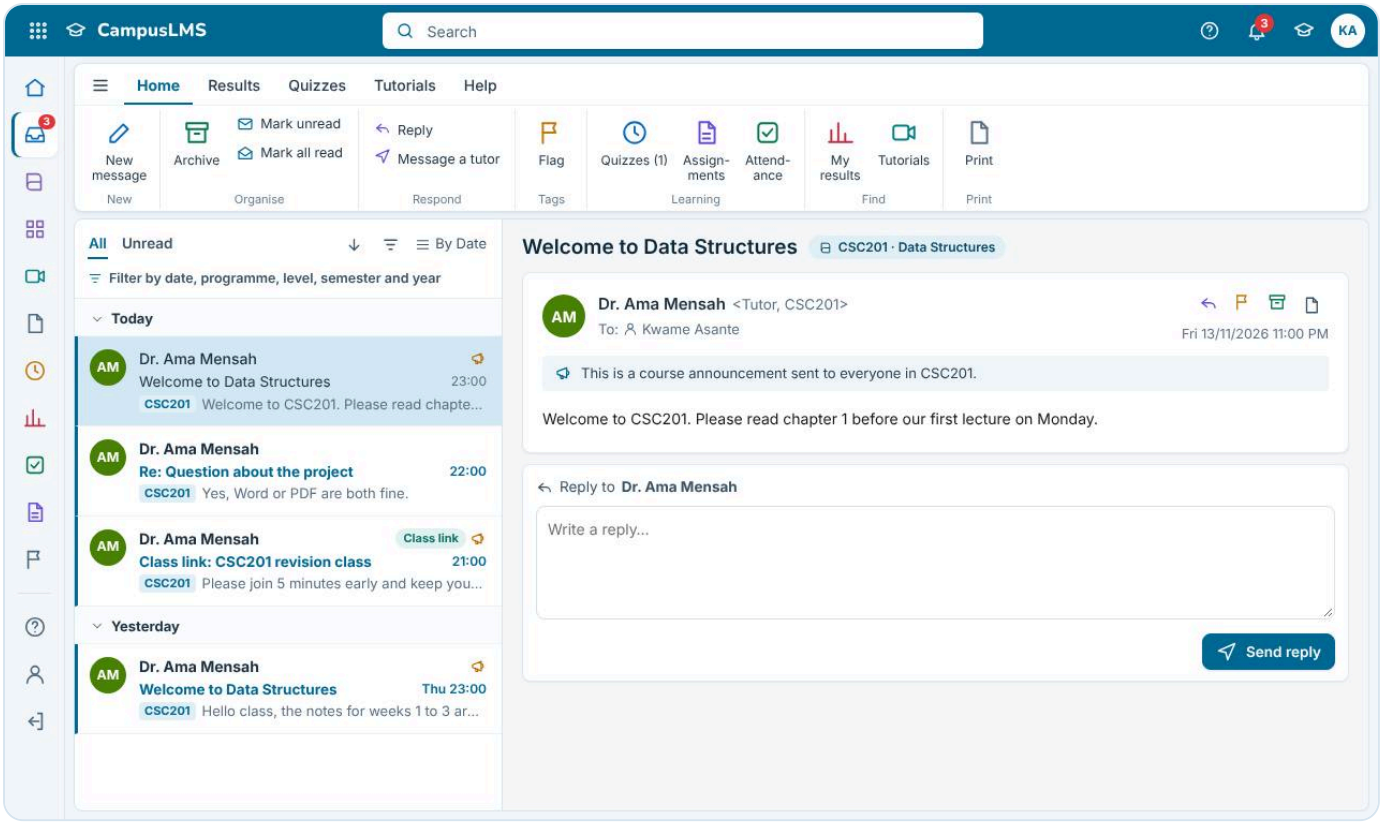
Lecture notes on the dashboard

Notes added in the last 7 days are tagged **New**. You only see notes for courses you are enrolled on, including courses from earlier years.

2.7 Inbox, messages and online classes

The **Inbox** holds messages and announcements from your tutors and the administrator.

- **Folders** on the left: Inbox, Unread, Starred, Announcements, Sent items, Archive and My results, plus one folder per course.
- Click a message to read it in the reading pane. Reply in the box underneath and click send.
- **New message** writes to the tutor of one of your enrolled courses: choose the course, type a subject and the message, and send.
- Use the ribbon buttons to **Flag** (star) important messages, **Archive** old ones, mark as read or unread, or print.
- With no message open, the inbox also shows **Quizzes for you** and **Video tutorials for you**, each with buttons to start or watch, and to download videos.



The student inbox

Online classes. When a tutor or the administrator holds a class on Google Meet, Zoom or Microsoft Teams, you receive a message marked **Class link**. It shows the class title and time and a **Join the class** button. The same class also appears in the **Online classes** box at the top of your Dashboard until about three hours after it starts.

1. A few minutes before the class time, open your Dashboard (or the message in your Inbox).
2. Click **Join the class**. The meeting opens in a new tab, or in the Google Meet, Zoom or Teams app if you have it.
3. Type your real name if you are asked, and wait to be admitted.

> **Good to know** The link only works for the students it was sent to, and only while you are signed in. If a class was cancelled, its link disappears from your inbox and dashboard.

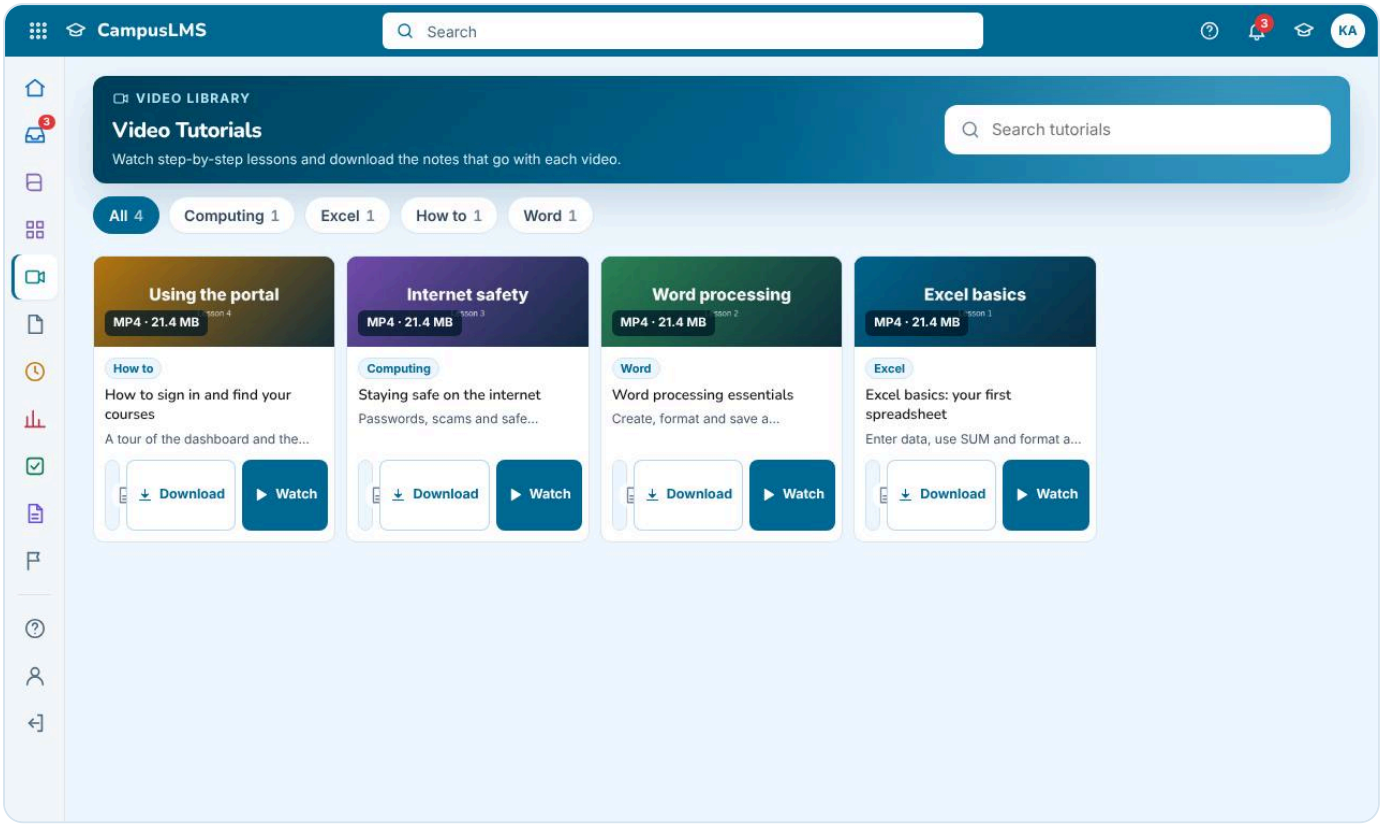
2.8 My courses and the Course Catalogue

- **My Courses** lists every course you are enrolled on, with its tutor, and links to its messages and lecture notes. Courses from an earlier year or level are marked **Earlier**.
- **Course Catalogue** lists the courses for your programme and level that you can join. Click the join button to enrol.

> **Important** You cannot drop a course yourself once you are enrolled. If you joined a course by mistake, ask your tutor or the administrator to remove you.

2.9 Video tutorials and downloads

1. Open **Video Tutorials**. Filter by category or search by title.
2. Click **Watch** on a card to open the watch page and play the video. Its description and notes are underneath.
3. Click **Download** on the card, or **Download video** on the watch page, to save the video and watch it offline later.
4. Click the document link to download the notes that go with the video; PDF notes can also be opened in the browser.



The video tutorial library with Download buttons

Video downloads are also available from the dashboard (open a tutorial in the activity list and click **Download video**), the inbox's **Video tutorials for you** box, and the main page for lessons shown there.

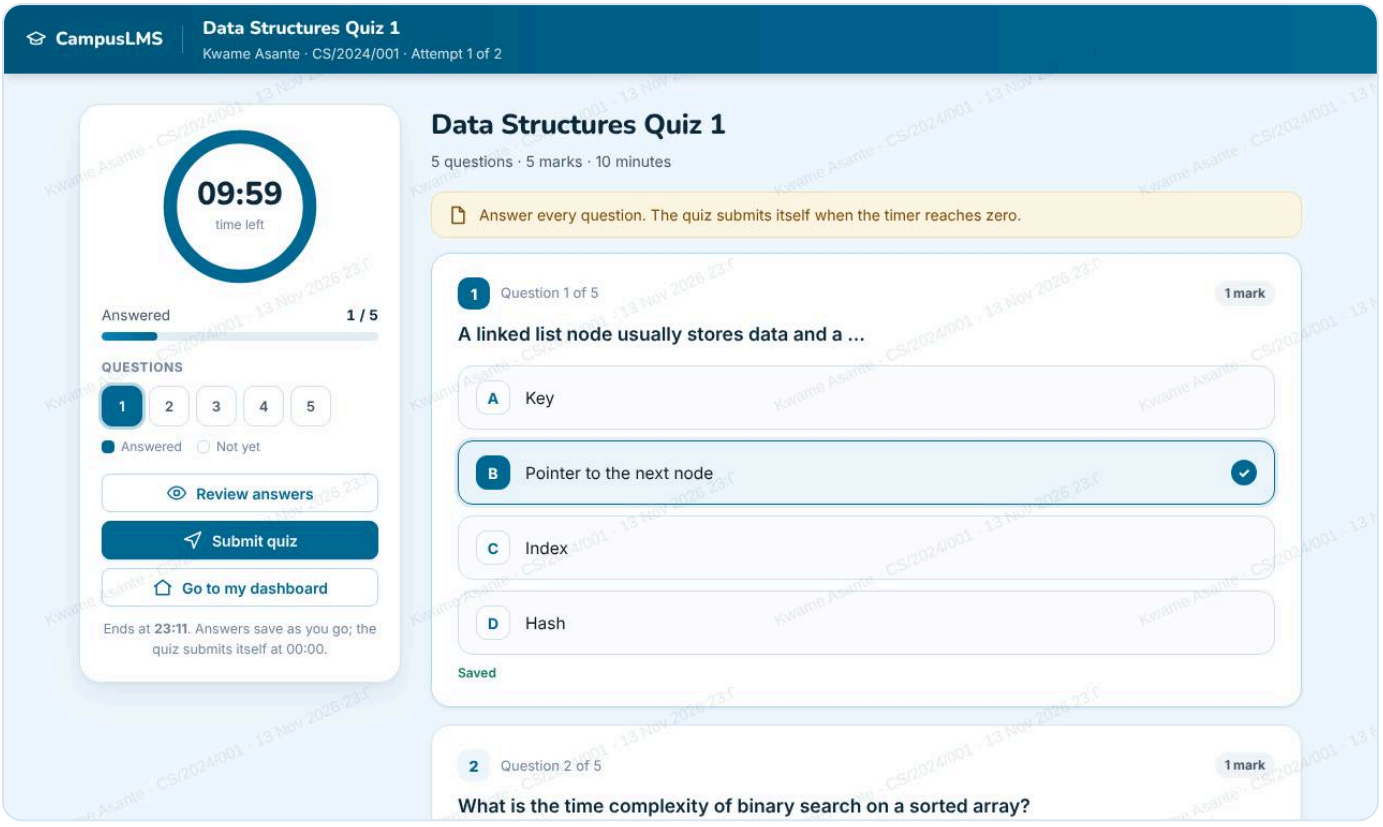
> **Tip** Downloaded videos keep a simple file name with the right ending (for example **Excel-lesson-1.mp4**), so they open in any video player. Lessons from YouTube can only be watched online. If a video says the file is missing, tell your tutor.

2.10 Quizzes

Quizzes appear under **My Quizzes**, in the inbox and on the dashboard. Each quiz card shows the course, when it opens and closes, the time allowed, the number of questions you will get and the attempts you have left.

Taking a quiz

1. Click **Start** on an open quiz and confirm. **Starting uses one attempt** and the countdown timer begins.
2. Answer each question by choosing an option. **Every answer is saved as soon as you pick it.** Move between questions with the navigation buttons or the question numbers in the side panel.
3. Click **Review answers** to see all questions with your answers, filter to unanswered ones, and use **Change** to go back to a question.
4. Click **Submit quiz** when you are done. Your score appears straight away, with your answers.

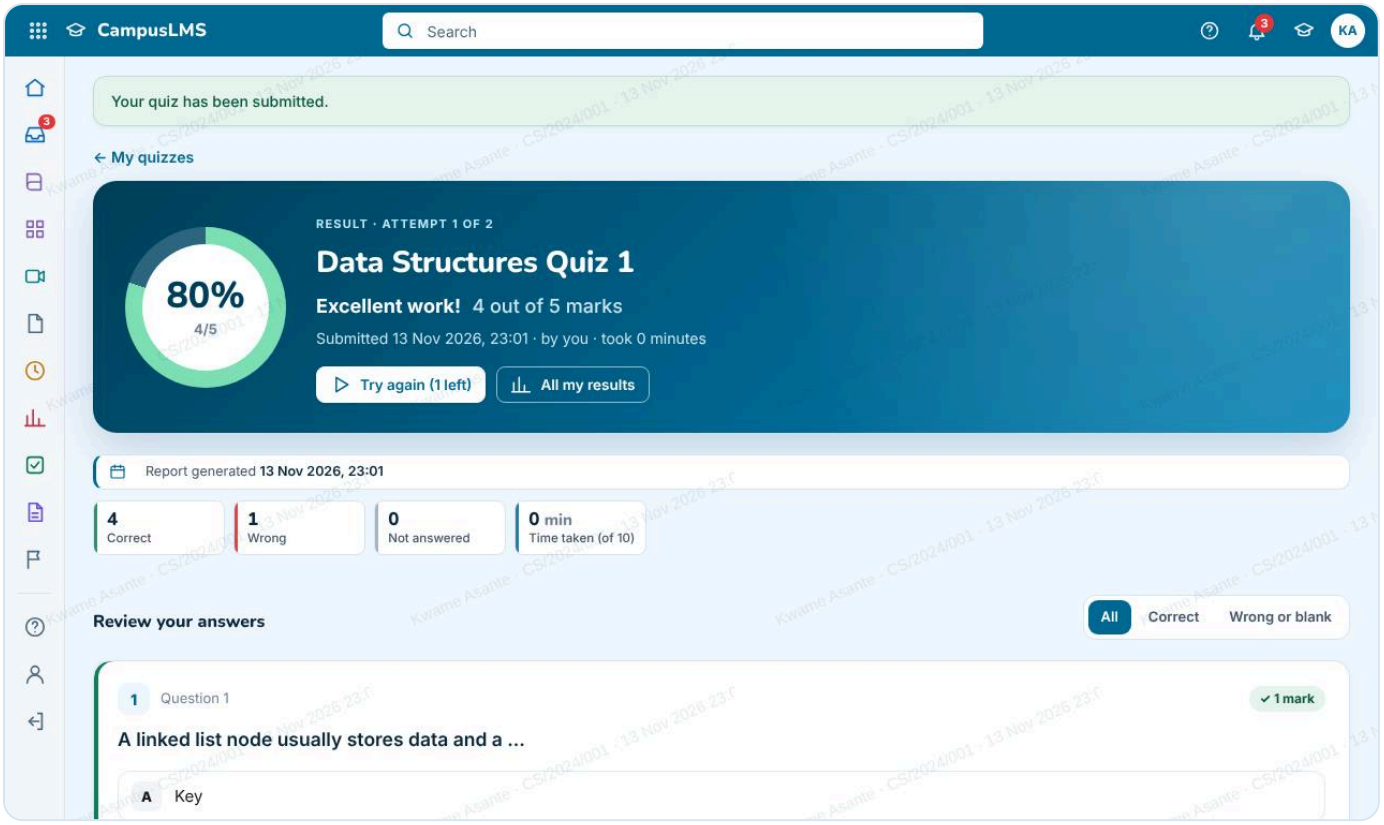


A quiz in progress with the timer and question panel

Rules to know

- The timer keeps running even if you leave the page. **Go to my dashboard** leaves the quiz with your answers saved; come back with **Resume quiz** before the time runs out.
- When the time runs out or the quiz closing time passes, the quiz is submitted automatically with the answers saved so far.
- Each attempt gets questions picked at random from the question bank, in random order, so classmates may get different questions.
- Quiz pages are protected: copying, right-click and printing are blocked, the questions are hidden when the window loses focus or a screenshot key is pressed, and a watermark shows your name and matric number. Stay on the quiz page until you submit.

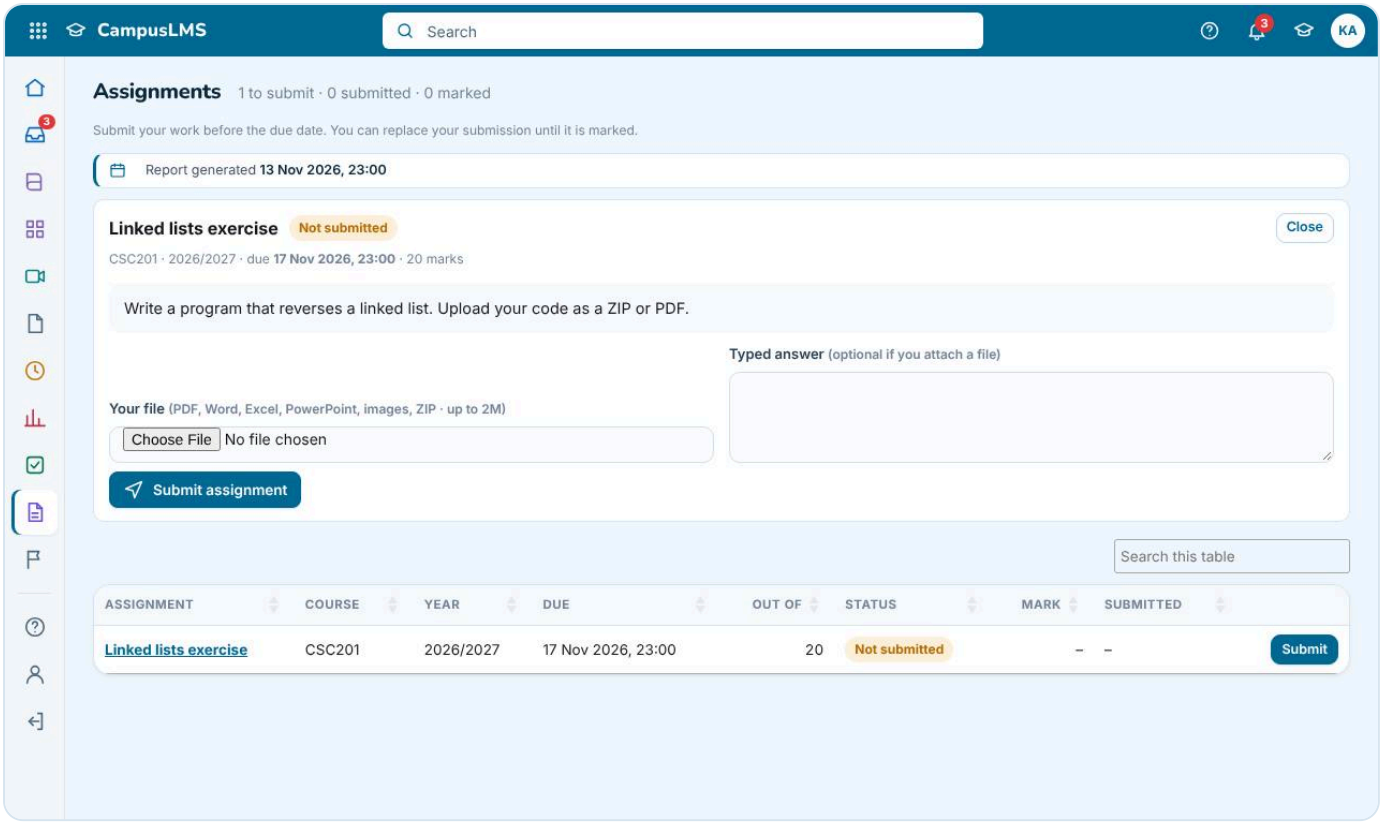
- If you have several attempts, your best attempt counts in your results.



The result page after submitting a quiz

2.11 Assignments

1. Open **Assignments** (or click **Submit work** on the ribbon).
2. Click **Submit** next to an assignment. Its details open at the top: instructions, due date, marks, and the assignment document if there is one.
3. Choose **Your file** and/or type your answer in **Typed answer**.
4. Click **Submit assignment**.

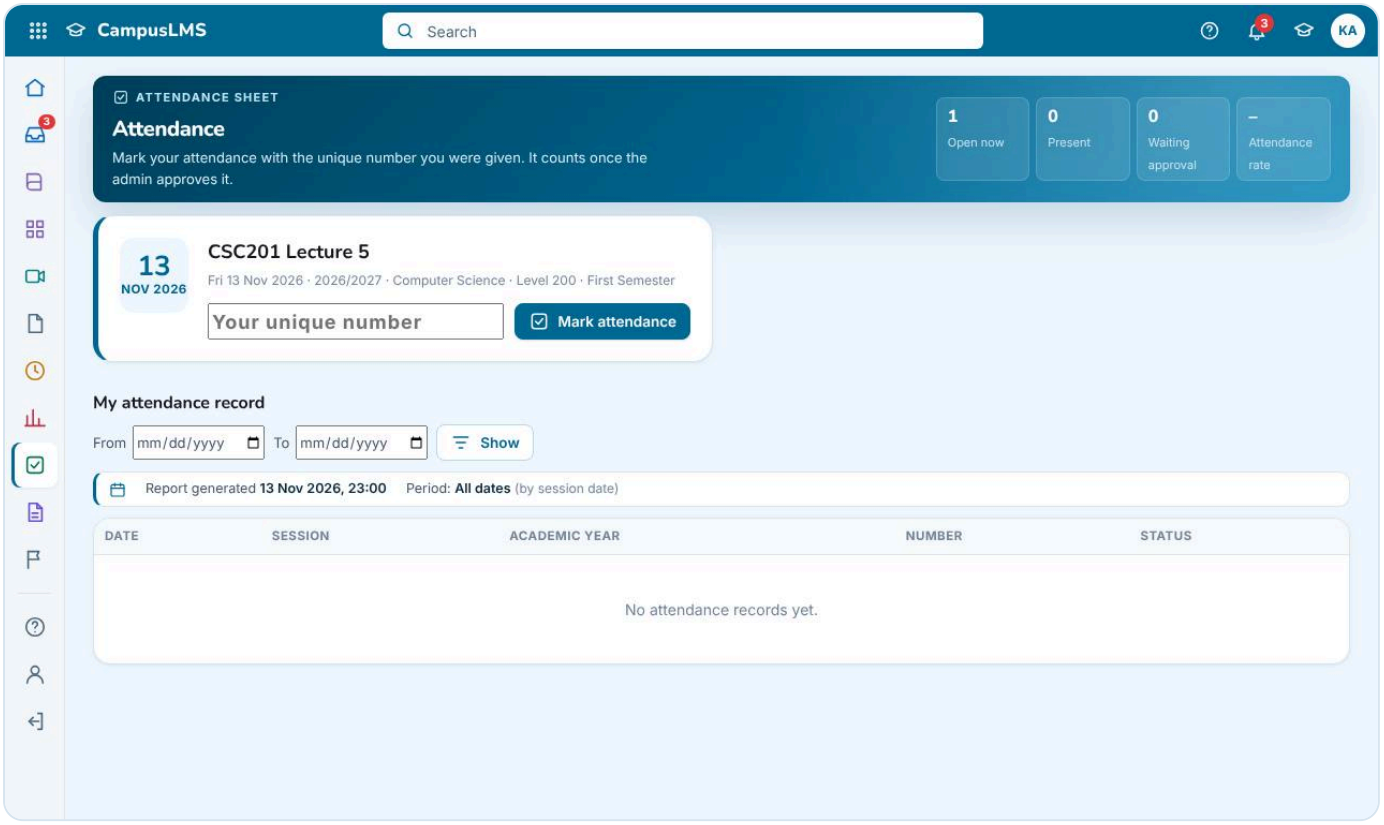


Submitting an assignment

- You can replace your submission with **Change** until it is marked or the due date passes. Late work is only accepted when the tutor allows it and is labelled **Submitted late**.
- When the tutor marks it, the mark and any feedback appear in the list and in **My Results**.

2.12 Attendance

1. In class, the tutor opens an attendance sheet and tells you the range of numbers to use, or gives each student a number.
2. Open **Attendance** (or **Mark attendance** on the ribbon).
3. On the open sheet, type **Your unique number** and submit.
4. Your entry shows as **Waiting** until the tutor approves it. Approved entries count as present.

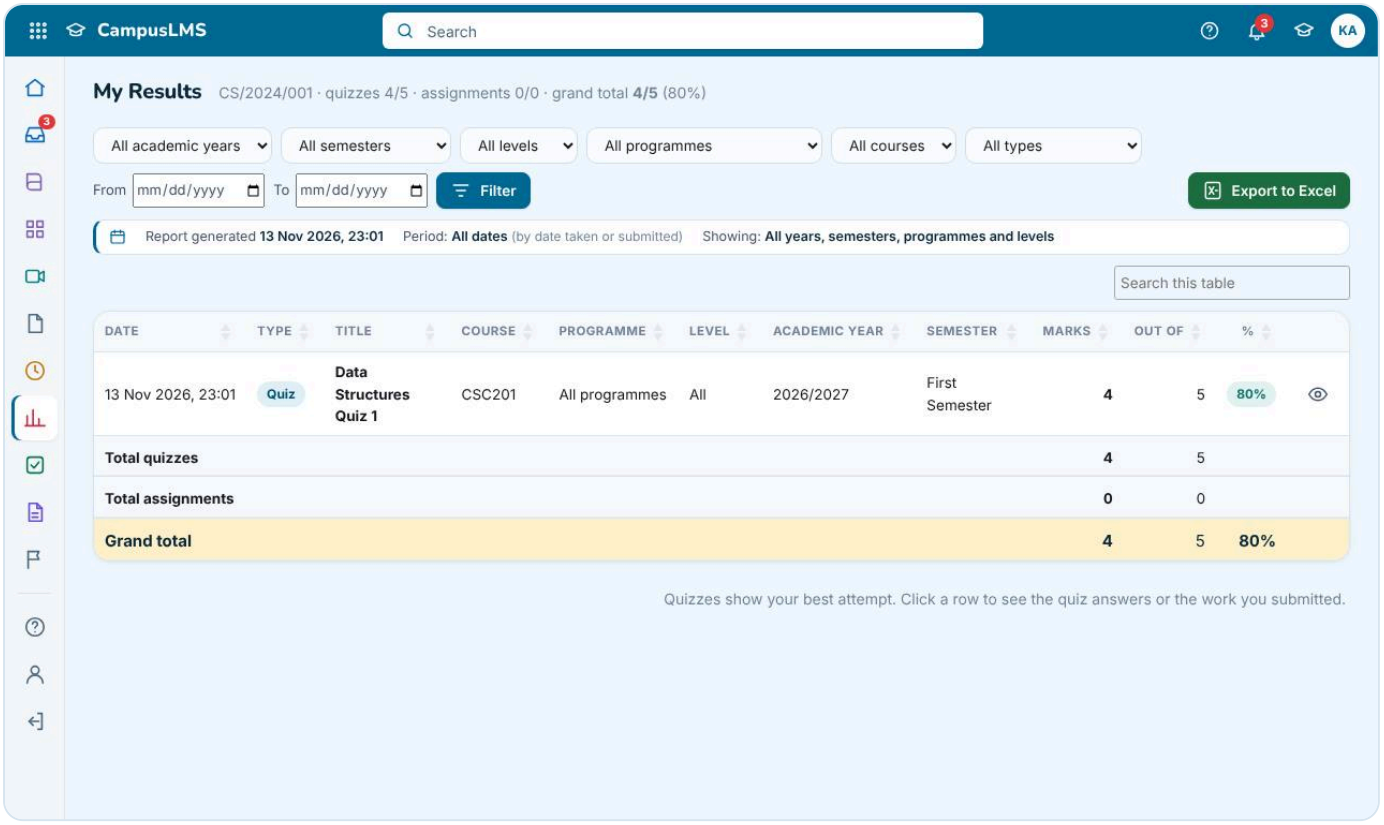


Marking attendance with a unique number

- A number outside the range, or one already used by another student on the same sheet, is refused (you are told who used it). Report problems to your tutor.
- **My attendance record** lists every sheet with your status, and the percentage of classes attended.

2.13 My results

My Results shows your quiz marks (best attempt), assignment marks and class participation marks, with totals and a grand total. Filter by academic year, level, programme, course, type or dates, and click the Excel button to download a copy. Exam project marks are kept for staff and are not shown.



My results with totals and the Excel export

2.14 Profile and password

1. Click **Profile** at the bottom of the menu to see your details.
2. To add or change your **Contact number**, type it in the box under your details and click **Save number** (or **Update number**). Please keep it up to date so your tutors and the administrator can reach you.
3. To change your password, type your **Current password** and a **New password**, then save.

Your name, matric number, programme, level and semester can only be changed by the administrator.

2.15 Problems and solutions

Problem	What to do
Sign-in is paused for a number of minutes.	Too many wrong passwords. Wait for the time shown, then try again carefully, or ask the administrator to reset your password.
A quiz, assignment or attendance sheet my classmates see is missing for me.	Your programme, level, semester or study mode may be wrong. Check them in Profile and ask the administrator to correct them.
I cannot start a quiz.	It may not be open yet, it may have closed, or you used all attempts. The quiz card says which.
My file will not upload.	Check the file type and size shown next to the upload box. Compress large files into a ZIP or a smaller PDF. Upload on a steady connection.
I cannot find the exam project form.	The due date may have passed, or the project is already marked. Contact your tutor.
A video will not download.	YouTube lessons cannot be downloaded. For others, try another browser, free some space, keep the page open until the download finishes, and try again (downloads can resume).
Join the class does not open the meeting.	Allow pop-ups for this site, install the Google Meet or Zoom app on your phone, and try again near the class time. If the message says the link is no longer available, the class was cancelled.
I was signed out.	This happens after 4 hours without activity, when the administrator signs you out (the message says so), or when the administrator disables an account. Sign in again; your work and answers that were saved are kept.

Part 3. Tutors

For tutors and lecturers who run courses, set work and give marks.

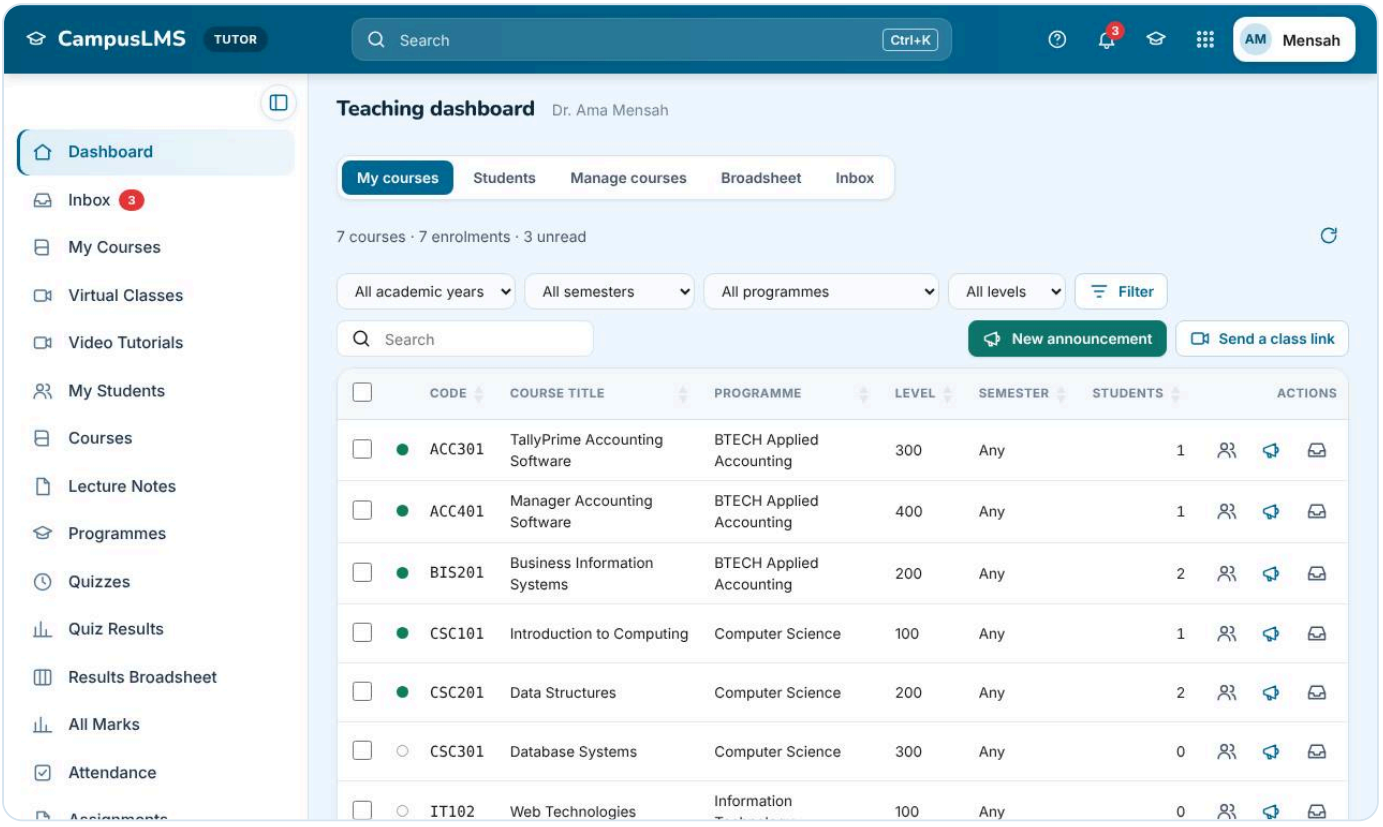
What tutors can do

As a tutor you manage **your own courses** and the students enrolled on them: you create courses, enrol students, upload lecture notes, set quizzes, assignments, exam projects and class participation marks, run attendance, mark work, read reports and message your students. You see only your own courses and their students. Accounts, settings, the menu, the login page and the video tutorial library are managed by the administrator.

3.1 Sign in and the dashboard

1. On the main page click **Sign in**, then type the **user ID** and password the administrator gave you.
2. Change your password straight away in **Profile**.

Your dashboard lists your courses with their programme and number of students, filters for programme, level, semester and academic year, and the newest video tutorials. The same sign-in rules apply as for students: 5 wrong passwords pause sign-in for 15 minutes, and you are signed out after 4 hours without activity.

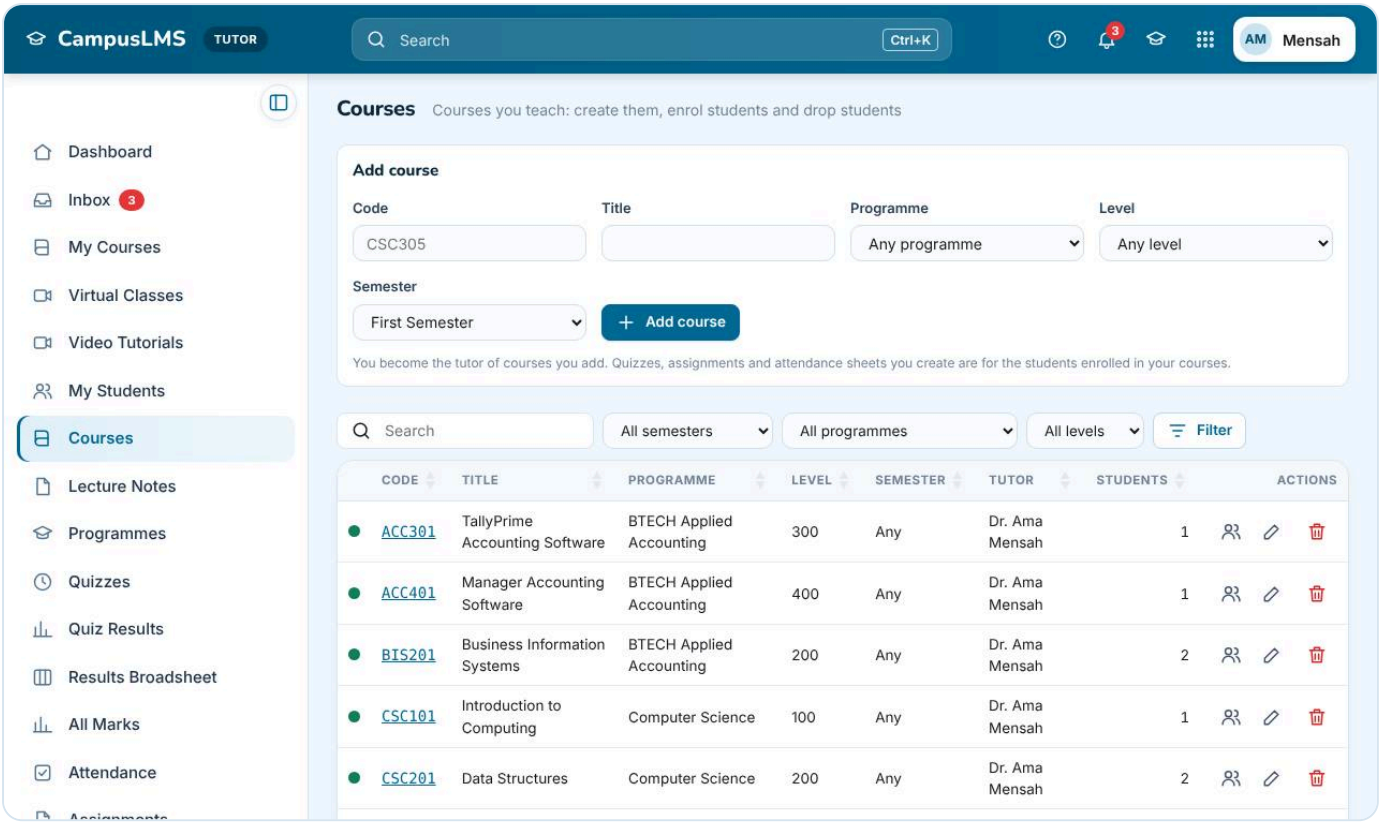


The tutor dashboard

3.2 Courses and students

Create a course

1. Open **Courses**.
2. Fill in the **Code** (for example CSC201), **Title**, **Programme**, **Level** and **Semester**.
3. Save. You become the tutor of the course. Use the edit button on a row to change a course later.



Creating and listing courses

Enrol and remove students

1. On **Courses**, open a course.
2. Type one or more **Matric numbers** (one per line or separated by commas), or tick students under **Or pick students**, and enrol them.
3. To remove a student from the course, use the remove button on their row and confirm. Their account stays active; they only leave this course.

My Students lists every student enrolled on your courses, with their matric number, programme and level, and can be searched and filtered.

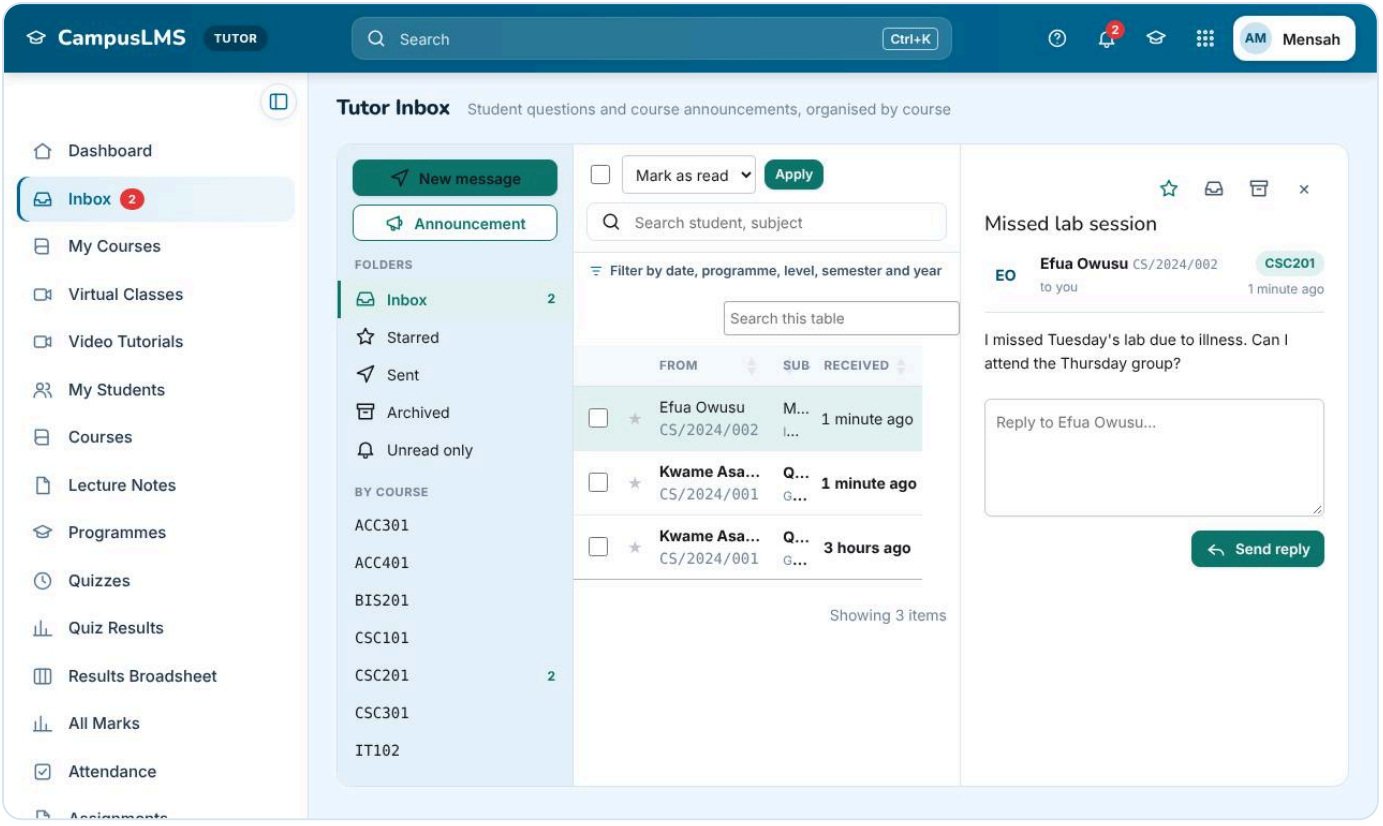
> **Tip** Students who register are enrolled automatically in every course of their programme and level for the current semester. Set the programme, level and semester of each course correctly so this works.

3.3 Programmes

Programmes lists the programmes of study used for courses, registration and filters. You can add a programme, and rename or delete the programmes you added.

3.4 Inbox and announcements

- The tutor inbox has folders, one folder per course, and the matric number of the sender on every row.
- **New message** writes to one student. **Announcement** sends a message to every student of a course at once.
- Tick several messages to mark them read or unread, star, or archive them together.
- Reply from the reading pane. Students can only message the tutors of their own courses.



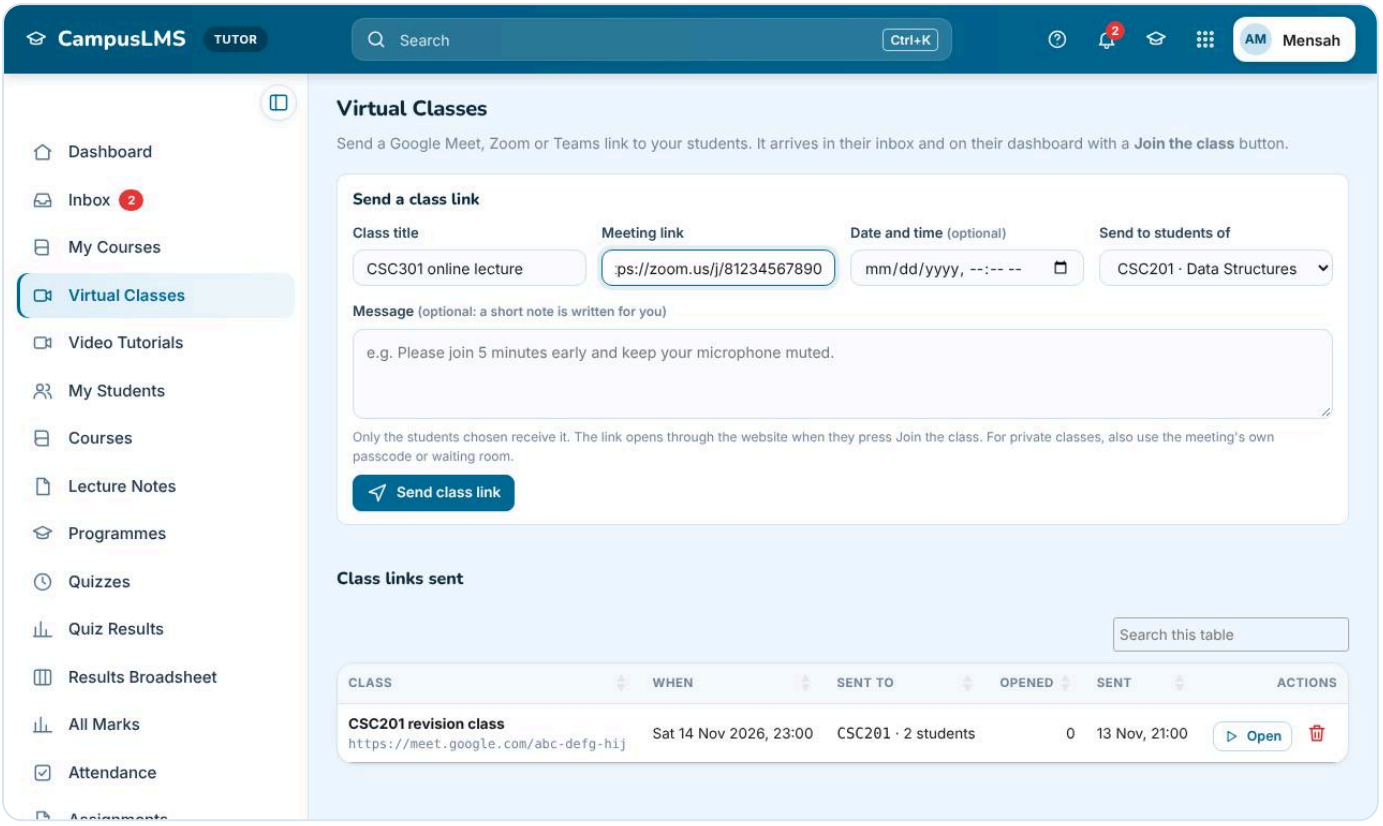
The tutor inbox

When you write a **New message** or an **Announcement** you can open **Add a Google Meet or Zoom link (optional)** and paste a meeting link. The students then get a **Join the class** button in that message.

3.4a Online classes (Virtual Classes)

Use **Virtual Classes** in the menu (or **Send a class link** on your dashboard) to send a Google Meet, Zoom or Teams link to every student of one of your courses at once.

1. Create the meeting in Google Meet, Zoom or Teams as usual and copy its link (it starts with https://).
2. Open **Virtual Classes**. Type a **Class title**, for example "CSC201 revision class", and paste the **Meeting link**.
3. Choose the **Date and time** (optional but recommended) and the course under **Send to students of**.
4. Add a short message if you like, then click **Send class link**.



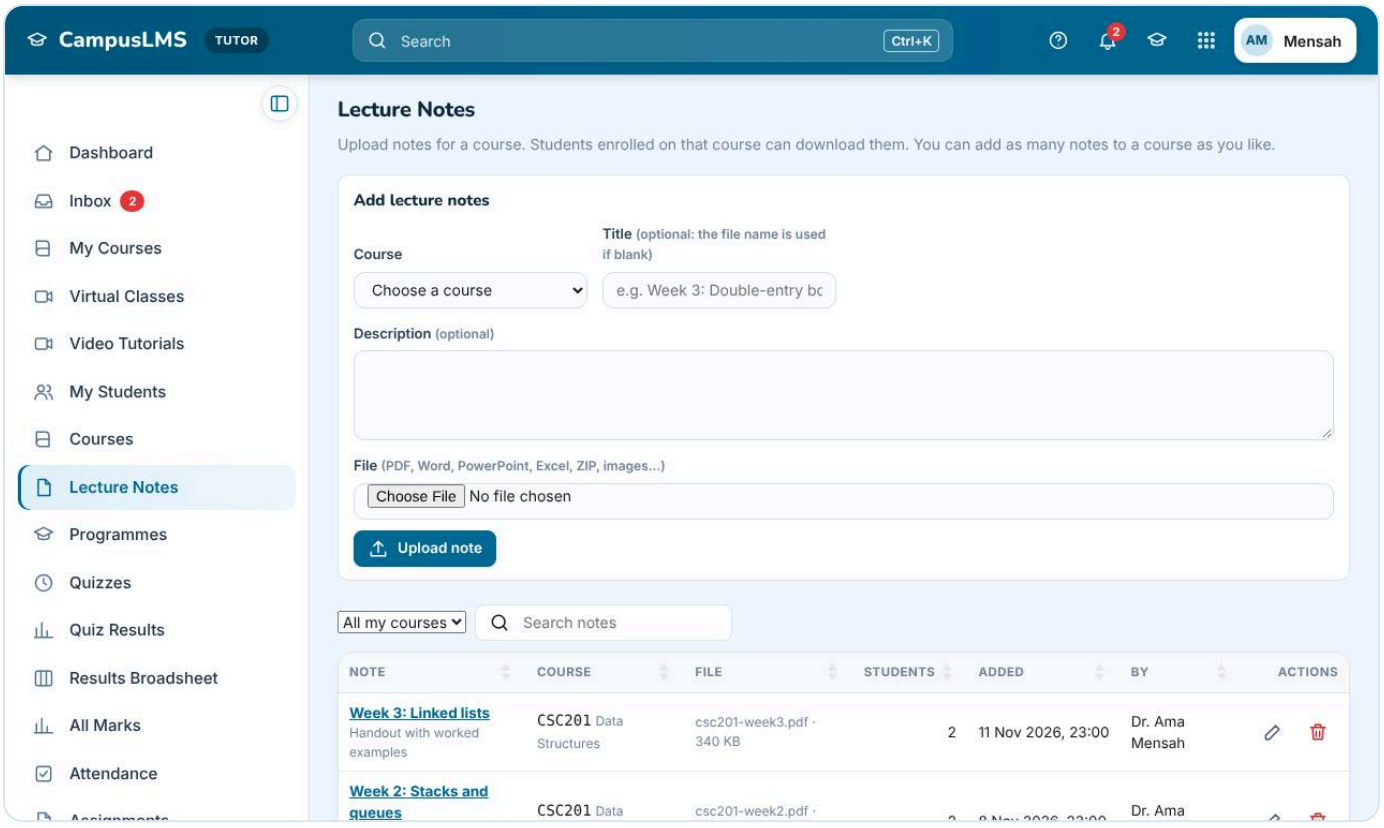
Virtual Classes: sending a class link to a course

- Every active student of the course receives it in the Inbox and in the **Online classes** box on their Dashboard, with a **Join the class** button.
- The table **Class links sent** lists your classes, how many students received each one and how many have **Opened** it.
- To cancel a class, click the bin button on its row. The link is removed from every student's inbox.
- For private classes also turn on the meeting's own passcode or waiting room.

3.5 Lecture notes

1. Open **Lecture Notes**.
2. Choose the **Course**, type an optional **Title** and **Description**, and choose the file (PDF, Word, PowerPoint, Excel, ZIP, images and other document types).

3. Click **Upload note**. Large files are sent in small pieces with a progress bar, so the hosting upload limit does not block them. Keep the page open until it finishes.



Uploading lecture notes for a course

- Add as many notes per course as you like. Edit a note to rename it, change its description or replace its file, or delete it.
- Students enrolled on the course see the note at once on their dashboard and Lecture Notes page, tagged New for 7 days.

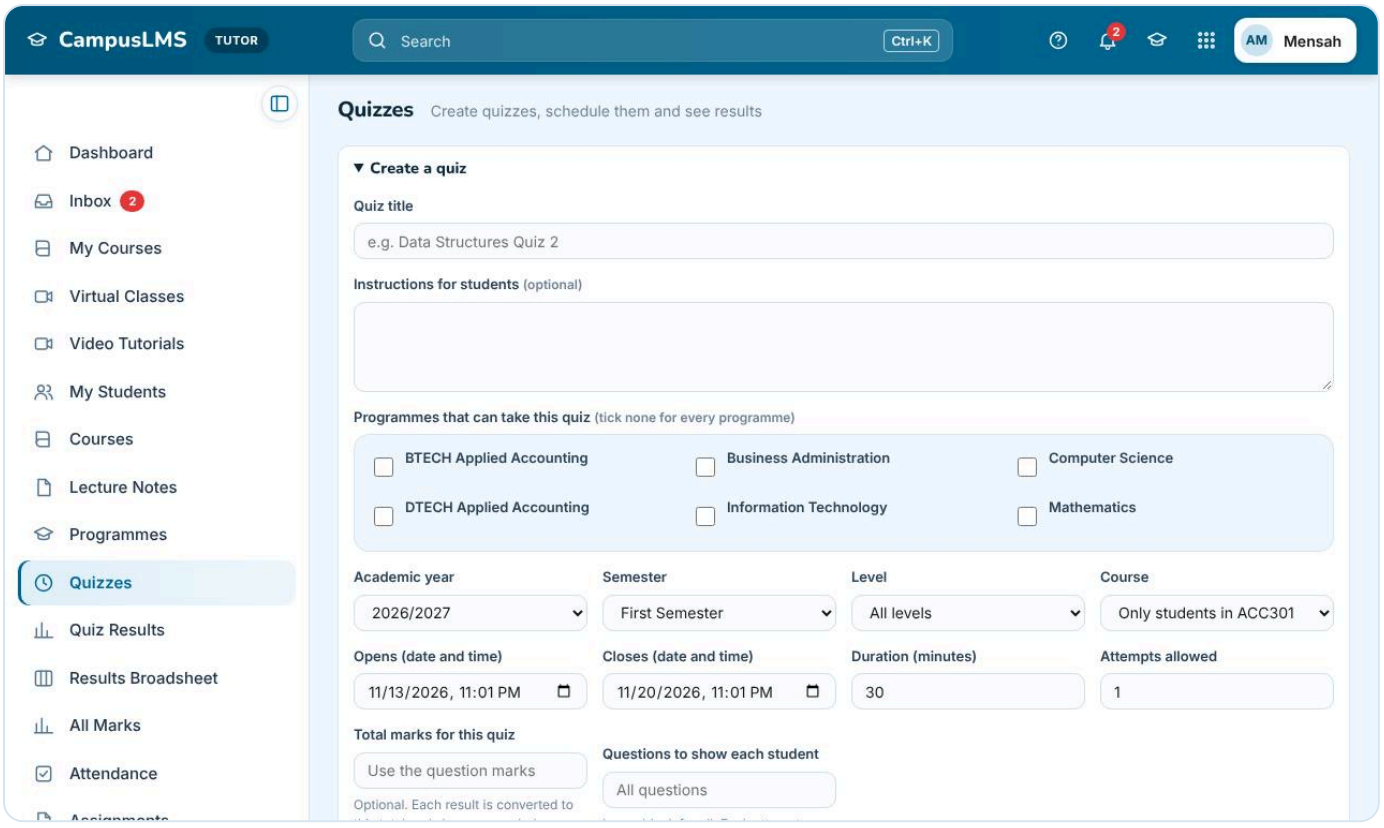
3.6 Quizzes and questions

Create a quiz

1. Open **Quizzes** and fill in the form:
    - **Quiz title** and **Instructions for students**.
    - **Programmes that can take this quiz**, the **Level**, and optionally one **Course**. Only matching students see it.
    - **Academic year** and **Semester**.
    - **Opens** and **Closes** (date and time). After the closing time nobody can start or continue.
    - **Duration (minutes)** and **Attempts allowed**.
    - **Questions to show each student**: how many questions each attempt draws at random from the question bank (blank gives all questions, in random order).

- **Total marks for this quiz** (optional): results are converted to this total, for example 7 out of 9 on a quiz worth 20 gives 16.

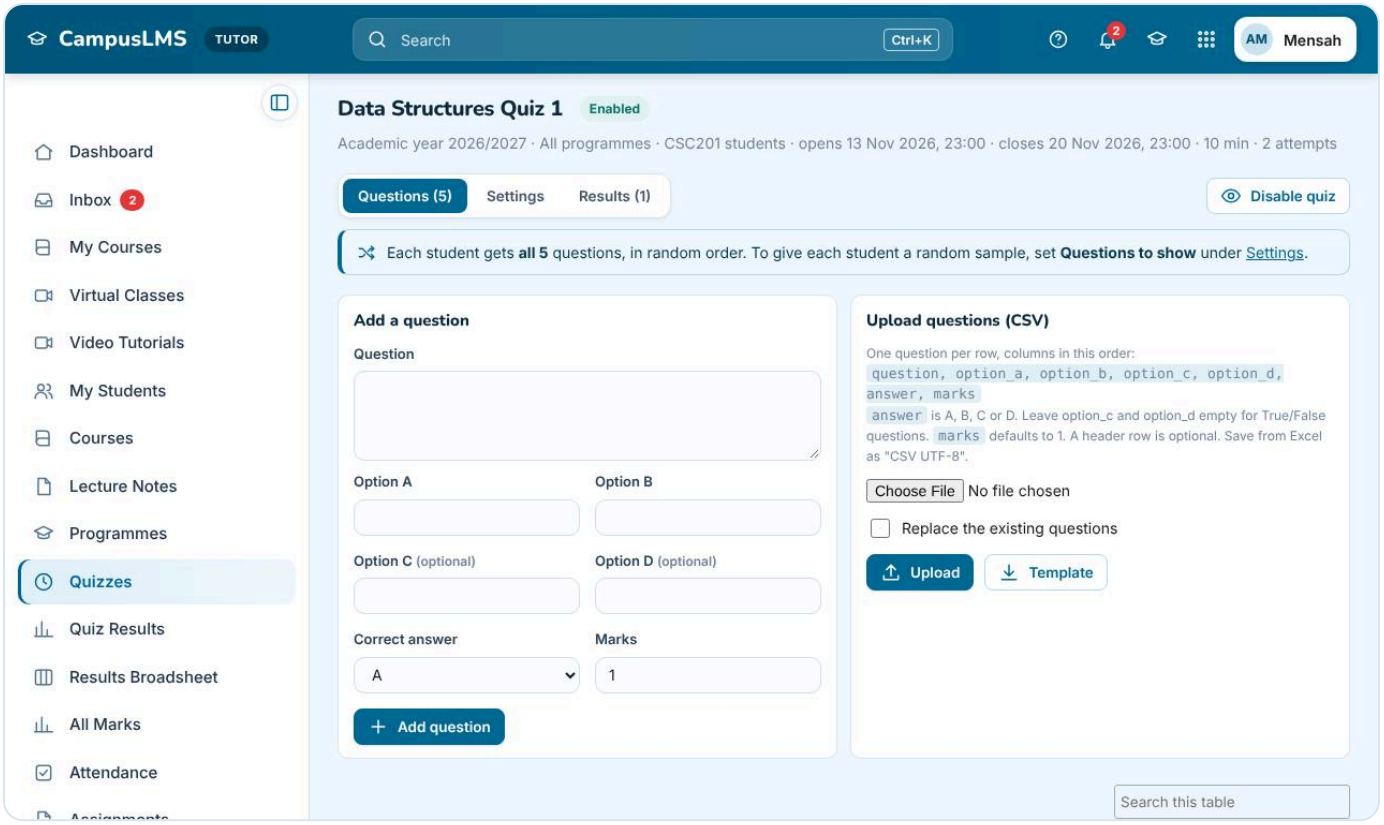
2. Save. The quiz opens on its **Questions** tab.



Quiz settings

Add questions

- **One by one**: type the **Question**, options A to D, choose the **Correct answer** and the **Marks**, and add. For True/False questions fill only options A and B.
- **From a CSV file**: click `Template` to download the layout, fill it in Excel, save as **CSV UTF-8**, and upload it with `Upload questions`. Columns: question, option_a, option_b, option_c, option_d, answer (A, B, C or D), marks.
- Edit or delete any question later.



Adding questions to a quiz

Run the quiz

- Use **Enable quiz** or **Disable quiz** at the top of the quiz page. Enabled quizzes appear in the students' inbox, dashboard and My Quizzes once their opening time arrives.
- **Reset** clears attempts for one student (for example after a power cut) or for everyone.
- The quiz's **Results** tab lists every attempt; export it to Excel.

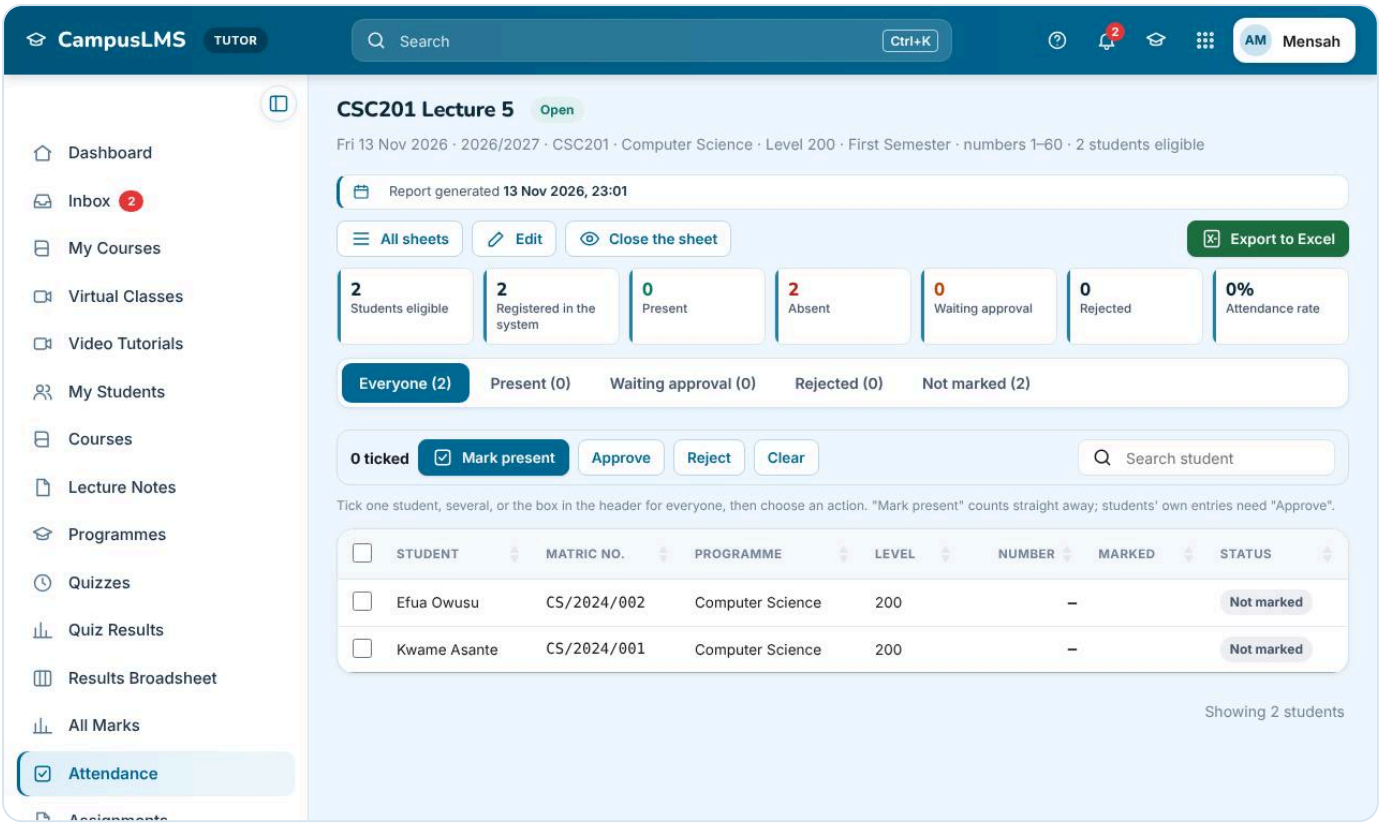
3.7 Quiz results

Quiz Results lists every submitted attempt across your quizzes. Filter by quiz, programme, level, study mode, academic year, pass or fail, student or dates; show the best attempt only; and export to Excel. Each result shows the raw score and the converted mark when the quiz has a total.

3.8 Attendance sheets

1. Open **Attendance** and fill in a new sheet: **Title**, **Date**, **Academic year**, **Semester**, **Programme**, **Level** and **Course**.
2. Enter the **Total students eligible**. The form shows how many registered students match, to help you.
3. Set the range of numbers, **Unique numbers from** and **to** (for example 1 to 100). The range must be at least as large as the number of eligible students.
4. Save and tell the class to mark attendance with their number.

5. Open the sheet to see the entries. Tick entries and click **Approve** or **Reject**. You can also tick students and click **Mark present** for those who could not enter a number.

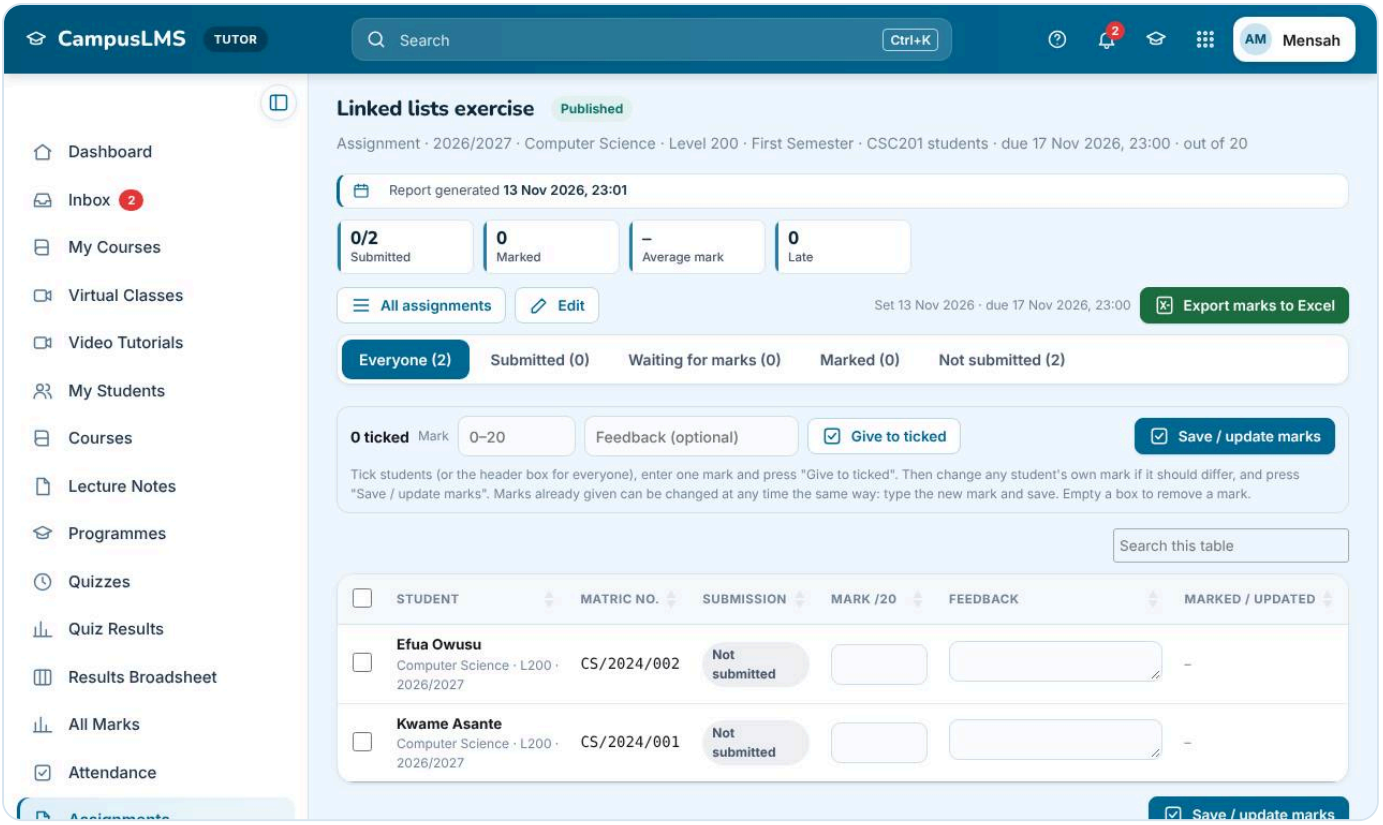


An attendance sheet with entries to approve

The tabs **By attendance sheet** and **By student** show statistics (eligible, present, absent, waiting, rejected and the attendance rate), with filters and Excel exports. Click **Close the sheet** when the class ends so no more numbers can be entered.

3.9 Assignments and marking

1. Open **Assignments** and fill in **Title**, **Instructions**, **Academic year**, **Semester**, **Programme**, **Level** and/or **Course**, **Due (date and time)** and **Maximum marks**. Attach a document if needed, and choose whether late work is allowed.
2. Save. Students see it at once.
3. To mark, open the assignment. Every eligible student is listed with their submission (download the file or read the typed answer).
4. Type each mark (and feedback) and click **Save / update marks**. To give the same mark to many students, tick them, type the mark and click **Give to ticked**.



Marking an assignment

Marks can be changed at any time: type the new mark and save, or empty the box to remove a mark. Students see marks straight away. Export marks to Excel from the assignment page.

3.10 Exam projects

Exam Projects work like assignments, for the end of semester exam project. Set the project with a due date, maximum marks and an optional document. Students submit it from their dashboard or the Exam Projects page. Mark it the same way as an assignment.

> **Good to know** Students never see exam project marks or feedback. Once you mark a submission, the student can no longer change it. Exam project marks appear on the Results Broadsheet and All Marks in their own columns.

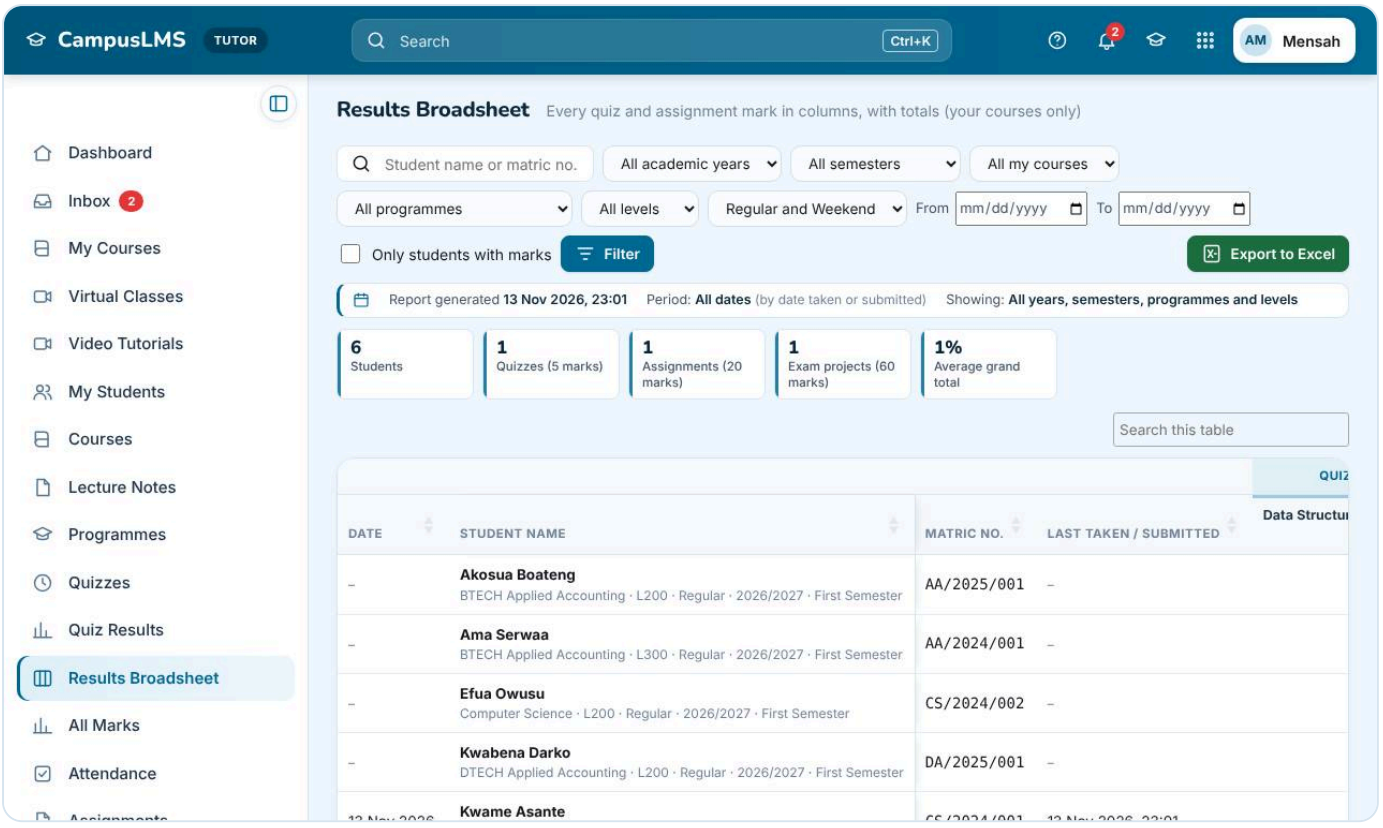
3.11 Class participation

1. Open **Class Participation** and create a participation sheet for a course, academic year, semester, programme or level, with a maximum mark.
2. Give marks to one student, to ticked students, or to everyone, and change them at any time.

There is nothing for students to submit. The marks appear in My Results for students and on the Broadsheet.

3.12 Results Broadsheet and All Marks

- **Results Broadsheet**: one row per student with a column per quiz (best attempt), assignment, class participation and exam project, then the totals and the grand total. Filter by academic year, course, programme, level, study mode and dates, and export to Excel.
- **All Marks**: every individual mark (quizzes, assignments, participation, exam projects) with filters for type, course, year, semester, programme, level, study mode, dates and student, plus **Copy, CSV, Excel, PDF and Print** buttons.



The Results Broadsheet

3.13 Video tutorials

Video Tutorials shows the same library as students see. Watch and download videos and their notes to use in class. To add or change videos in the library, send them to the administrator.

3.14 Good practice and problems

- Set the **programme, level, semester and academic year** carefully on every quiz, assignment, exam project and attendance sheet. Students outside those settings will not see it.
- Test a new quiz with a few questions before the class, and check its opening and closing times (they use the school's time zone).
- Give students enough time and attempts for poor connections; reset an attempt when a student had a genuine problem.

- Upload large videos and notes on a steady connection and keep the page open until the upload completes.
- Export results regularly to Excel as a backup of your records.

Problem	What to do
A student cannot see my quiz or assignment.	Check the programme, level, semester, academic year and course on it, that it is enabled or published, and that the student is enrolled.
The CSV question upload fails.	Use the Template, keep the header row, save as CSV UTF-8, and put any text containing a comma in double quotes.
A student's attendance number was taken by someone else.	The sheet shows who used it. Reject the wrong entry and use Mark present for the right student.
A student lost time in a quiz.	Reset the quiz for that student so they can start again.

Menu quick reference

Menu item	Who	What it is for
Dashboard	Students, tutors	Home page. Students: activity, online classes, my courses, end of semester project and lecture notes.
Inbox	Students, tutors	Messages and announcements, including class links with a Join the class button.
Virtual Classes	Tutors	Send a Google Meet, Zoom or Teams class link to the students of a course; see who opened it; cancel a class.
My Courses	Students, tutors	Your enrolled or taught courses.
Course Catalogue	Students	Join courses for your programme and level.
Video Tutorials	Students, tutors	Watch and download video lessons and their notes.
Lecture Notes	Students, tutors	Students download notes; tutors upload them.
My Quizzes / Quizzes	Students / tutors	Take quizzes / create quizzes and questions.
My Results / Quiz Results	Students / tutors	Your marks / everybody's quiz results.
Attendance	Students, tutors	Mark attendance / run attendance sheets.
Assignments	Students, tutors	Submit work / set and mark work.
Exam Projects	Students, tutors	Submit / set and mark the end of semester project.
My Students, Courses, Programmes	Tutors	Your students, courses and programmes.
Class Participation, Results Broadsheet, All Marks	Tutors	Participation marks and full mark reports.
User Guide	Everyone	This guide, online and as a PDF.

Profile, Sign out	Students, tutors	Your details and password; leave the system.
My learning (portal)	Public students	Learning materials, video tutorials, inbox and messages.

Words used in the system

Word	Meaning
Matric number	A registered student's school number. It is the login ID.
Special ID	The sign-in name a public student chooses when enrolling.
Secret code	The code the administrator sends a public student, used with the special ID to sign in. It expires on a set date and works on one device at a time.
Academic year, semester, level	For example 2026/2027, First semester, Level 200. Work is given to students by these.
Study mode	Regular or Weekend.
Attempt	One try at a quiz. Starting a quiz uses an attempt.
Exam project	The end of semester project submitted by students and marked by staff; its marks are not shown to students.
Broadsheet	A table of all students' marks with totals.

This guide covers public students, registered students and tutors. Questions about it can be sent with Message the admin on the main page.