



# Supervisor manual Classera – V8

User Manual for Classera LMS (**Supervisor**)  
Ver 8

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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  
<https://play.google.com/store/apps/details?id=com.app.classera&hl=ar>  
<https://itunes.apple.com/in/app/classera/id1102012717?mt=8>

## 2- Logging into Classera

In order to log in to Classera you can search of ( Classera ) on Google or you can go directly to link:

<https://me.classera.com>

then the following screen will appear:

The image shows the Classera login interface with several callouts and instructions:

- 1- Type username**: Points to the 'Login Name' input field.
- 2- Type Password**: Points to the 'Password' input field.
- 3- Click on Login**: Points to the blue 'LOGIN' button.
- Choose Language**: Points to the language selection dropdown menu.
- You can login through Google or Microsoft accounts, after linking them with Classera account ,steps are shown in ( personal profile ) page**: Points to the 'Login with Google' and 'Login with Microsoft' buttons.
- You can restore the account via Email after adding it on personal profile page**: Points to the 'Forgot Password?' link.

### 3 - Home page

The screenshot shows the Classera interface for a teacher supervisor. The top header includes the school name 'Freedom School' and the user's profile. The left sidebar contains various navigation options, with 'Calendar', 'Mailbox', and 'Virtual Meetings' highlighted with red boxes. The main content area is titled 'Teachers list' and features a search bar and a table of teachers. The table has columns for 'Full name', 'Score', and 'Action'. Two teachers are listed: Tom Manuil (Score: 5819) and Mila Hutchinson (Score: 668). The 'Action' column for each teacher includes links for 'Teacher Details', 'Students' Reports Summary', and 'Courses'. Numbered callouts (1-8) identify key UI elements: 1. User profile, 2. Latest messages notifications, 3. School selection dropdown, 4. Search bar, 5. Calendar, 6. Mailbox, 7. Virtual Meetings, and 8. Action links in the table.

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

# 4- Personal Profile

## 5/ Messages ( Mail Box )



**Notifications of new messages**

from **home page** of the system a teacher can browser new messages notifications and view it from the same page

**Browsing messages**

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

Status	Priority	Sender	Subject	Date	Action
		Daniel Nelson	New Comment : The nature of science	2017-12-31 15:55:56	
		Daniel Nelson	New Comment : Pythagorean Theorem	2017-11-28 08:55:08	
		Daniel Nelson	RE: test revision	2017-11-27 16:00:09	
		Daniel Nelson	New Comment : Solve Quadratic	2017-11-27 15:25:22	

1. Choose Mail box.
2. compose a message : to send a new message
3. Browse Mail Box components : Inbox– Sent Messages – Drafts)Saved to be sent later –( Archive)Archived to be used later -(Trash) Deleted messages(
4. Searching for a certain message : Sender – Subject.
5. Print current page or Export it to excel.
6. by clicking on **Subject** you can open current message
7. Deleting a message and moving it to Trash .

# Writing a new message

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

Freedom School Home - Messages - Inbox (4)

Compose Message 2 Click on Compose message

1 From the side menu choose Mailbox

Status	Priority	Sender	Subject	Date	Action
		Daniel Nelson	New Comment : The nature of science	2017-12-31 15:55:56	
		Daniel Nelson	New Comment : Pythagorean Theorem	2017-11-28 08:55:08	
		Daniel Nelson	RE: test revision	2017-11-27 16:00:09	
		Daniel Nelson	New Comment : Solve Quadratic	2017-11-27 15:26:32	

Compose Message

Send button

School \* Demo International School

Subject \* Subject

Priority Priority

To \* Choose receivers Teachers

Teachers

Search the list...

Select All

Demo International School

Milia Hutchinson khalid\_amejani

Amem Ahmed [محمّد أحمد] classroom teacher [مدرّس الصفّ]

Choose name of receivers

Body

Fill the message body and click send 3

Message body

## 6- Teachers list

The screenshot shows the Classera interface for a school named Freedom School. The page title is "Teachers list". On the left, a sidebar menu is visible with "Teachers" highlighted, marked with a green circle '1'. At the top of the main content area, there is a search bar labeled "Full name" with a green circle '2' next to it. Below the search bar is a table of teachers. The first row is highlighted in yellow and has a green circle '4' next to it. The table has columns for "Full name", "Score", and "Action". The "Action" column contains links for "Teacher Details", "Students' Reports Summary", and "Courses". A green circle '5' is placed over the "Teacher Details" link for the first teacher, Tom Manul. To the right of the table, there are icons for exporting to Excel, printing, and a green circle '3' next to them. The table shows two teachers: Tom Manul with a score of 5819 and Milla Hutchinson with a score of 668. The page footer indicates "Page 1 of 1" and "View 1 - 2 of 2".

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

1 -Teachers list

2 - search for a teacher in current school

3 -export list to excel sheet/ print list directly

4 -list of current teachers

5 -to open teacher's page click on " teacher details "

## 7- viewing teacher work

The screenshot shows the Classera interface for a teacher supervisor. The top navigation bar includes the Classera logo, the date and time (14/03/2018 12:38:01 am), and a user profile for Tom Manul. The main content area is titled 'Teachers list' and includes a search bar and a table of teachers. The table has columns for 'Full name', 'Score', and 'Action'. The first row is highlighted in yellow and shows 'Tom Manul' with a score of 5619. A dropdown menu is open for this row, showing options: 'Teacher Details', 'Students Reports Summary', 'Courses', 'Discussions', 'Absences', 'Virtual Classrooms', 'Preparations', and 'Messages with students'. Two green circles with numbers 1 and 2 highlight the 'Teacher Details' link and the dropdown menu respectively.

Full name	Score	Action
Tom Manul	5619	Teacher Details, Students Reports Summary, Courses
Milla Hutchinson		Discussions, Reports Summary, Courses

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

## a/ teacher's details

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

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

**Teachers' statistic**

Communication Statistics 1

General Statistics | Statistics with Interaction

From:

To:  2

Search

\* Date of the last added item

Report to Excel

Teacher	Preparations	Exams	Homework	Video Lectures	Attachments	Video Library	Documents Library	Flash Library	Audio Library	Programs Library	Photos Library	Presentations Library	Websites Library	Total Co
Tom Manul - Science Fusion (Grade 1)	14 (2018-02-17 12:54:28)	4 (2017-11-28 06:17:33)	13 (2017-10-04 14:06:17)	1 (2018-01-07 18:29:07)	0	0	0	0	0	0	0	0	0	2
Tom Manul - Math G1 (Grade 1)	122 (2018-02-17 12:59:53)	18 (2018-02-25 23:21:19)	18 (2018-02-18 11:51:49)	9 (2018-03-14 11:36:48)	5 (2017-10-14 10:20:20)	1 (2018-01-16 08:42:28)	1 (2017-03-30 14:56:33)	1 (2018-01-16 08:57:59)	0	0	0	0	0	10
Tom Manul - OIE - Mathematics Grade 1 (Grade 1)	8 (2017-09-28 13:27:25)	2 (2017-09-28 13:28:39)	8 (2017-09-28 14:16:40)	2 (2017-09-28 13:39:18)	0	0	0	0	0	0	0	0	0	0

3

- 1- Viewing communication statistics (messages – discussion - smart classrooms )
- 2- Choosing the time frame of the desired teacher's statistics
- 3- Appears a statistical table for each teacher for each subject they teach
- 4- and appears in each sections:
  - a /**counter** to count number of files added
  - b/timer of date and time of last added file

2 a

2016-06-08 b

(11:43:28)

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

## Video Lectures

Title  Description  Show Deleted

On Autosearch

Title	Description	Upload date	Viewed	1	2	3
mukijhghg		2017-09-25 13:38:47	<input type="radio"/>	<input type="button" value="View"/>	<input type="button" value="Statistics"/>	<input type="button" value="Questions"/>
living - nonliving		2017-09-25 13:39:18	<input type="radio"/>	<input type="button" value="View"/>	<input type="button" value="Statistics"/>	<input type="button" value="Questions"/>

Where all files of the sub library appear as follows :

You can do the following actions :

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

Living and Nonliving Things for Kids

To	Nonliving
Title	Living and Nonliving Things for Kids
Teacher	2017-09-25 13:39:18
Description	
Tags	Living and Nonliving
Type	

Comments

Add Comment

Tit\*

Send

### 1 /view

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

## 2-viewing statistics:

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

Video Library - Students' Views Report

Title: NIS Video - Arabic KG2 Tarf el alef

Comments:

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

Course: Math G1

Viewed By ( 0 )      Not Viewed By ( 4 )

Number       Name

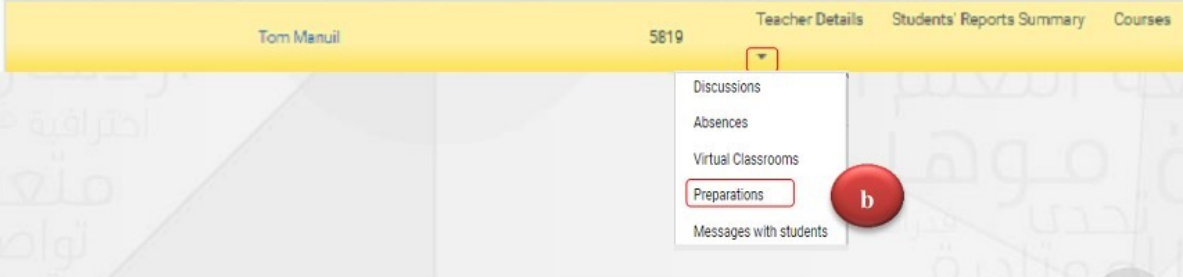
Number	Name
99965329878999	Betty Nelson
32145285	Chris Herman
234567890	أميرة محمد
34567890	دعاء عمر

Page 1 of 1      View 1 - 4 of 4

**Classera**

## b /preparations

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



Tom Manuil 5819 Teacher Details Students' Reports Summary Courses

- Discussions
- Absences
- Virtual Classrooms
- Preparations**
- Messages with students

Course Preparations of Tom Manuil

Criteria Usage

Title Course Level Teacher  On Autosearch Search

Advanced Search

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

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



# 8-Calendar

Calendar : it's a tool to record and notify users with important events.

The screenshot shows the FreedomSchool calendar interface. The left sidebar contains navigation options: Home, Contests, Training Courses, Mailbox, Discussions, Calendar (highlighted), Smart Classroom, Library, and Schedule. The main area displays a calendar for February 2018. Callouts point to various features: 'Add an event' points to the top right; 'Browsing through months' points to the month navigation buttons; 'View calendar' points to the 'Calendar' menu item; 'View events according to Days, Weeks, Months' points to the view toggle buttons; and 'Added events' points to the event entries on the calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	يوم البيئة	6	7	8	9	10
11	اختبار الدراسات	12	رحلة مكة	14	15	16
18	لا تفصل الدراسي الذي ياتكم السابق	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

## Adding an event in Calendar

The screenshot shows the 'Add Event' form with the following fields and callouts:

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

The form includes a 'Submit' button at the bottom.

## 9- Library

one of the most largest interactive libraries in classera , where plenty of content is shared by respectful teachers working with our schools partners , the library includes hundreds of thousands of interactive content including (video – worksheet –presentations .. etc) for all stages and levels

**View public**

**Custom libraries**

**Click on Digital**

**Search filter**

**for Direct view content**

Title	Type	Teacher	School	Course	Level	Actions
طرق بصرية تضمن لك 100% من 10 القدرات	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
النسؤال الجديد في اختبارات قياس ( المفترة الثالثة	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستندات المطلوبة لدخول اختبار قياس	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
فيلتاويرس تمارين هائله	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
( قدرات كمي - اخصاء ) القطاعات الدائرية	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
( قدرات كمي - التدرج ) درس التدرج	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستقيدمات والاروياء هالم	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
قدرات لفظي ( استيعاب المقروء ) قطعة طائر القبرة	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View

## 10- Certificates / Letters

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

View issued certificates to teachers

Notification of a new certificate issuance

Certificates/ letters

You can view your Certificates/ Letters

My Certificates

My Letters

Classera Course attendance

1

- View
- Print
- Export to PDF

- 1- By clicking on **Action**  
 You can choose viewing type of certificate  
 a /View.  
 b /Print.  
 c / Export file pdf



2

2 -Note the presence of QR Code which enables any user to verify the certificate by scanning the code by using QR reader which exists in smart phones.

(School admin or principals can prepare certificate template's text and background and type of users to which certificate is issued... Etc. )

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



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