

User Manual for Classera LMS (Teacher)

Ver 8 plus

Content

1- Operational Requirements	4
2- Login in Classera -	5
3- Home page	6
4- Personal Profile	8
5- E-Mail	9
6- Schedule management	11
7- Lesson Preparations	12
8 - Library	14
9- Training Courses	16
10- Assessments	17
11- Video Lectures	20
12- Course Materials	22
13- Students List	24
14- Discussion rooms	26
15- Virtual Classrooms/Virtual Meetings	30
16- Assignments, Exams	33
17- Calendar	40
18- Certificates	41

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; 'Choose Language' points to the Language dropdown; and a callout box points to the social login options.

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. At the top is a blue header with the Classera logo, user account information, and a 'What's new in V8?' notification. Below the header is a navigation bar with a 'Main Menu' (2) on the left and a 'Chat' button (5) on the right. The main content area is divided into two sections: an 'Upper bar' (1) and a 'Courses list' (3). The 'Upper bar' contains three course cards: 'English NA Journey' (4) with 4 new submissions, 'Science Fusion' (1) with 1 new submission, and 'Math G1' (8) with 8 new submissions. Below this is a 'Communication Tools' (4) section with three cards: 'Mailbox' (4) with new messages, 'Discussion Rooms', and 'Academic Calendar' (1) with new events. A 'Main Menu' (2) is located on the left side of the page, listing various navigation options like Home, Contests, Training Courses, Mailbox, Discussions, Calendar, Smart Classroom, Library, Schedule, Absence Report, EPortfolios, Certificates | Letters, Google Drive, Virtual Meetings, Parents students requests, Share Your Ideas, Success Partners, My Card, and Evaluations | Surveys. The page also features a 'Your Score: 5035' indicator and a '2017 ©' footer.

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

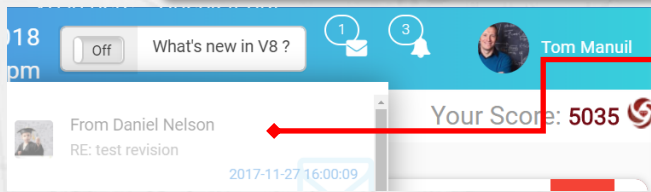
4- Personal Profile

The screenshot shows the Clasera user interface. At the top, the user's name 'Tom Manuil' is displayed next to a profile picture. Below this is an 'Edit Profile' menu with options for 'Public Profile', 'User Manual', 'Font Size' (Normal, Large, X-Large), 'Choose Language' (English, Arabic), and 'Log out'. The main dashboard area shows a grid of course cards: English NA Journey (4 submissions), Science Fusion (1 submission), Math G1 (8 submissions), CIE - Mathematics Grade 1, Biology O level, and physics AS Level. A sidebar on the left contains navigation links like Home, Contests, Training Courses, Mailbox, Discussions, Calendar, and Smart Classroom.

This section displays the user's profile header. 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' link. The current score is shown as 'Your Score 5035'.

The 'Account settings' page is shown with several sections: 'Login Information' (Login Name: demointt2, Password field), 'Preferences' (Date Format: Gregorian, Language: English), and 'Google Drive' (Connect with Google). Callouts highlight 'Personal information', 'Contact Information', 'Skills & Interests', 'Education', and 'Work experience'. A 'Save' button is also visible at the bottom.

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

Inbox (4) Sent Messages Drafts Archive Trash

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 valma_mironj

Amem Ahmed [رائدات] classera teacher [رائدات]

Choose name of receivers

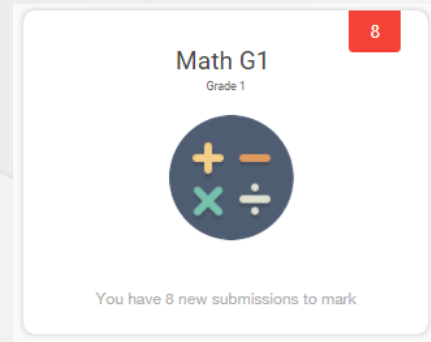
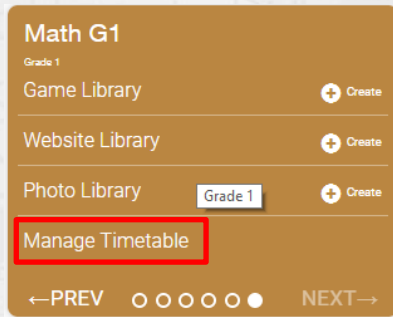
Body

Fill the message body and click send 3

Message body

6- Manage Timetable (lectures' schedule)

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



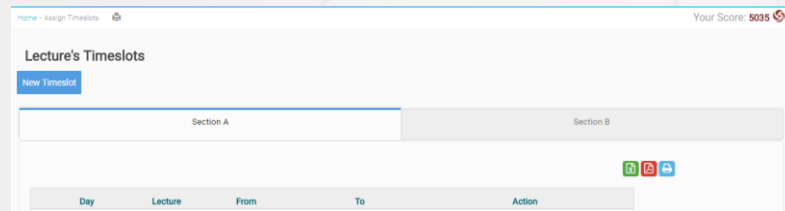
1- Choose the course you're willing to manage its time table.

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

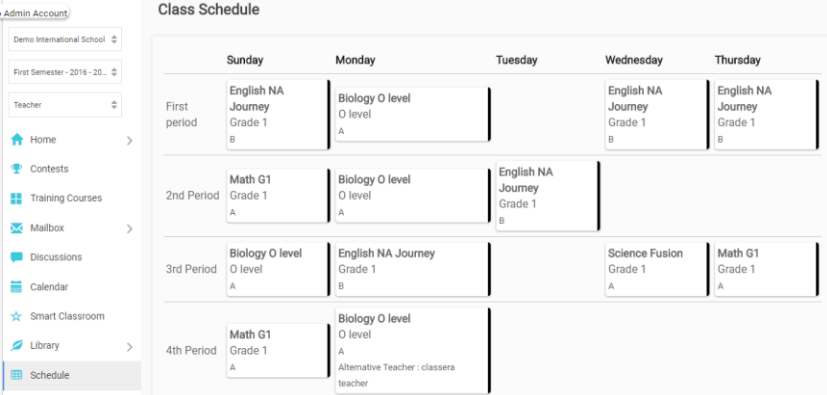
Timeslot*
First period

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 ON Autosearch Search

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 'Math G1'. 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 to add content, and a 'Publish' checkbox is present. At the bottom, there are fields for 'Publishing Date' and 'Publishing Date'.

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

2 You can edit the title

List of lesson criteria (objectives)

3 Add preparation

4 Add weekly study plan

Appears to students and parents

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 in 'Grid View' mode. The page 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 in 'Tiles View' mode. The page displays a grid of video thumbnails. The thumbnails include titles and play buttons. The items listed are:

- طرق عبقرية تضمن لك 10 % في القدرات (IBRAHIM KOSHEER)
- السؤال الجديد في اختبارات (قياس) المفردة الشاذة (IBRAHIM KOSHEER)
- المستندات المطلوبة لدخول اختبار قياس حالي (IBRAHIM KOSHEER)
- مقائيس تمارين حالي (IBRAHIM KOSHEER)

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

Page 1 of 37,199 View 1 - 50 of 1,859,942

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, a navigation menu has 'Training Courses' highlighted with a red box. A callout box with a purple circle containing the number '1' and the text 'choose training course' points to this menu item. In the main content area, a 'Trainee account' notification box contains the text 'To be able to access your training courses please Go to you trainee page' and a button labeled 'Go to you trainee page'. A red arrow points from this button to a callout box with the text 'choose go to trainee page'.

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 dashboard. The left sidebar contains a navigation menu with 'Home' selected. The main content area displays a grid of course-related metrics. The 'Grades' section shows 'No New Grades' and '100%'. The 'Assignments' section shows 'No New Assignments' and '100%'. The 'Exams' section shows 'No New Exams' and '100%'. The 'Course Materials' section shows 'No New Course Materials' and '100%'. The 'Video Lectures' section shows 'No New Video Lectures' and '100%'. The 'Mailbox' section shows '4' new items and '83%' completion. The 'Assessments', 'Discussion Rooms', and 'Smart Classrooms' sections are also visible.

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**

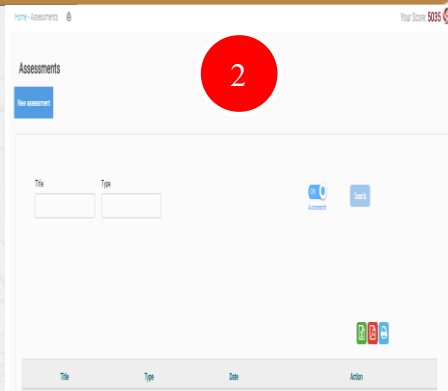
2- Click on **New Assessment**

3 - Choose Assessment template type

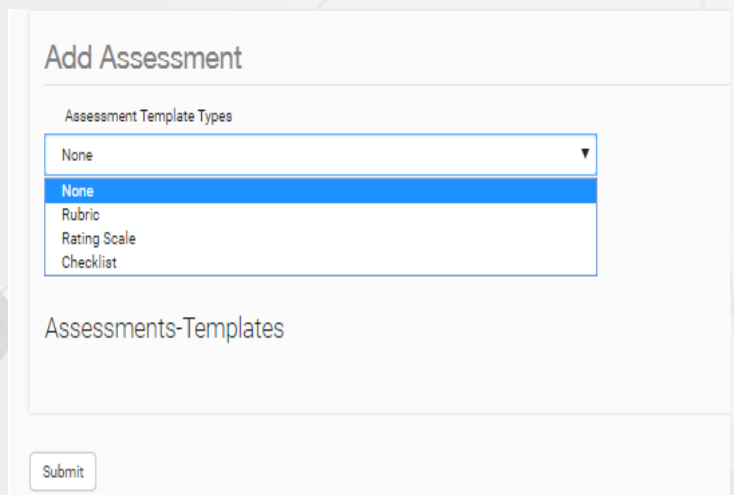
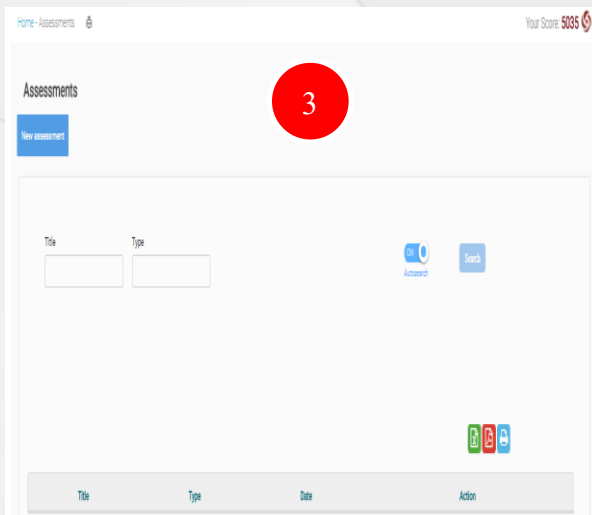
4- As demonstrated above there three types:

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

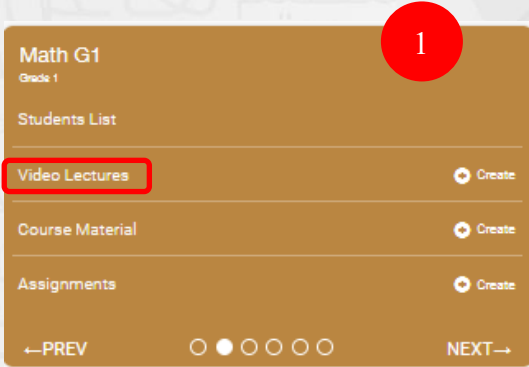
Following the same steps used in the previous type, adding items and distributing weight on them and then adding their indicators but here there is no limit for indicators, the more you add, the weight of the item will be distributed equally on indicators and here indicators are yes or no .

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

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

Added videos

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

Steps of uploading a new video lecture

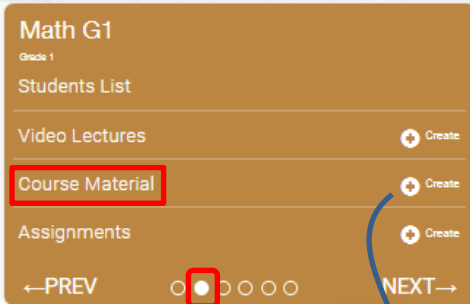
After clicking on upload a new video, appears the following screen:

The screenshot shows the 'Upload New Video' interface 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 checked '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 checked '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'.
- File Upload:** A 'Choose a file' button with a callout 'Upload from computer'. Below it, a list of supported file formats: 'mp3, doc, docx, ppt, pptx, pdf, xls, rar, zip, oga, ogg'. A callout 'formats Type of acceptable to upload a file' points to this list.
- Size Limit:** A callout 'Size limit 300 MB' with a lightbulb icon points to the file upload area.
- Publish Date:** A date selection field with a callout 'specifying publish date to students'.
- Preparation:** A dropdown menu currently set to 'None' with 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 set to 'Public Library' with 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 / Publish to Students:** A section with a callout 'Options to share file with sections or certain students' containing checkboxes for 'Select All', 'Grade 1 - A', and 'Grade 1 - B'.
- Upload:** A button at the bottom with a callout 'Upload attachment'.

A calendar widget for July 2017 is also visible on the right side of the form.

13- Students List



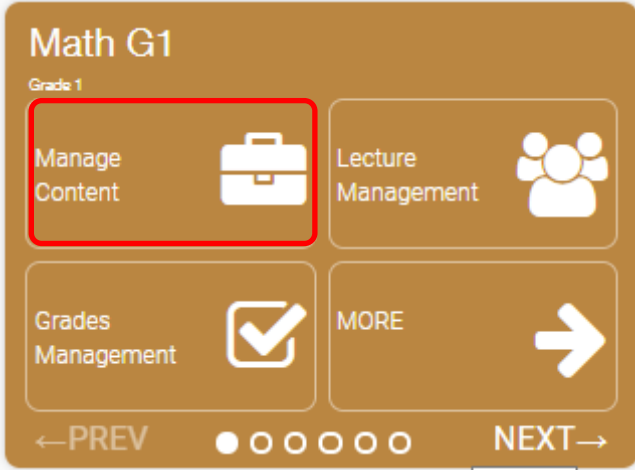
by crossing your pointer on the course name ,
then go to **Lecture management**

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 💡

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

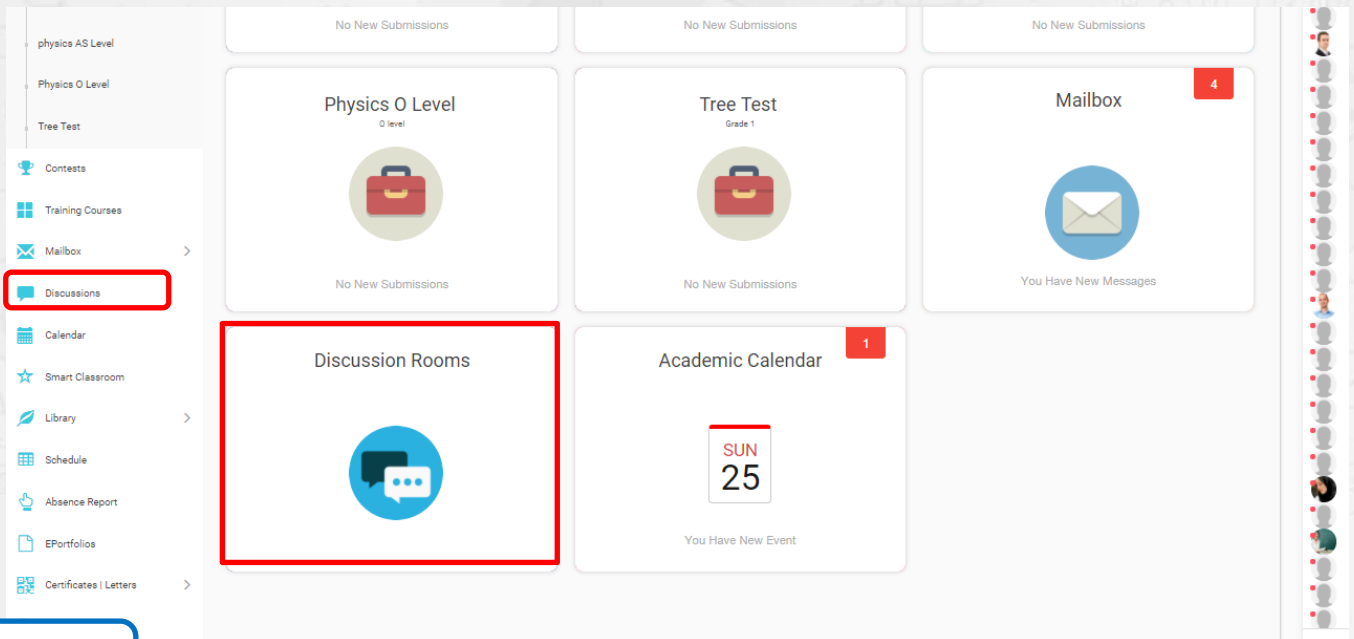
Additional Libraries Total: 2

- 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.

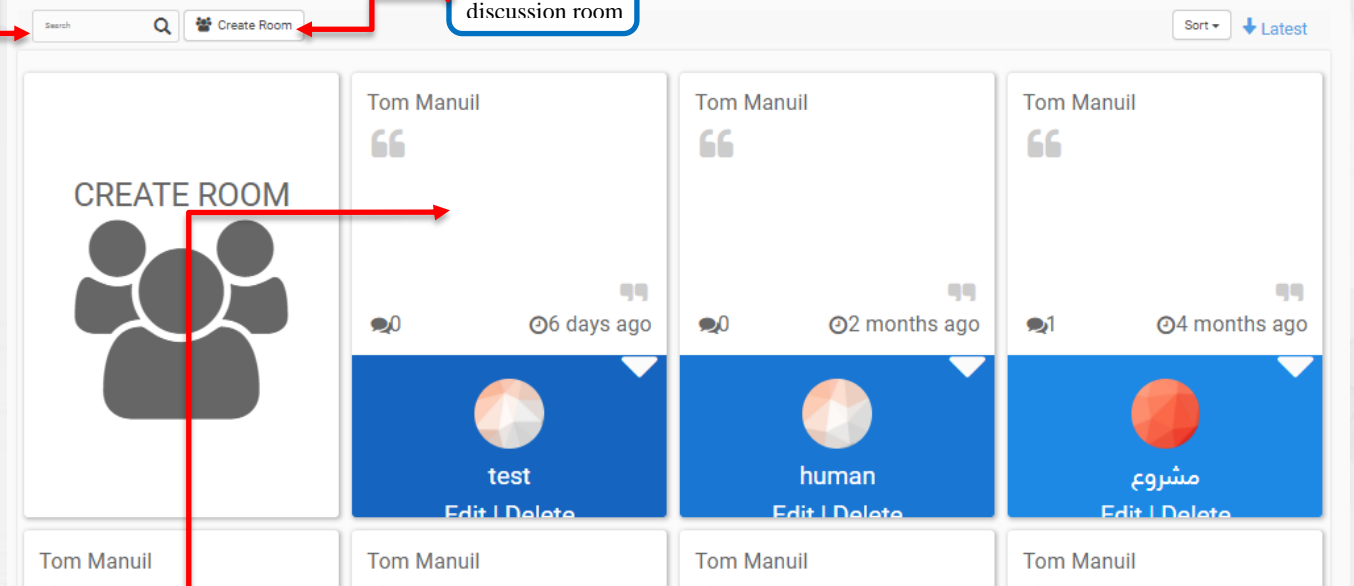
opening discussion rooms :



Search for a discussion room

Discussion Rooms

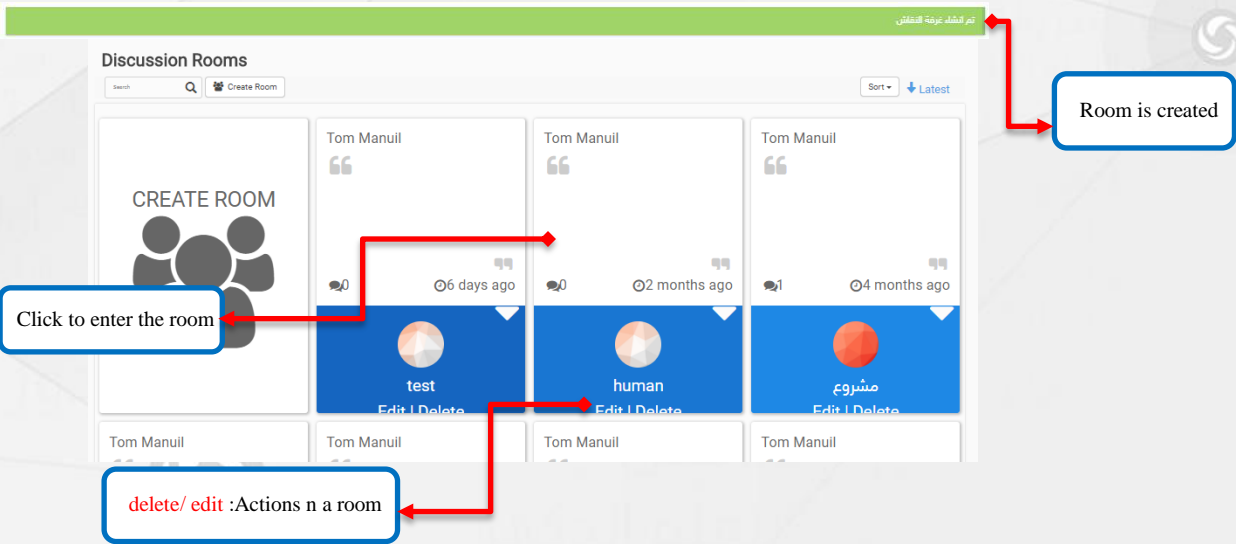
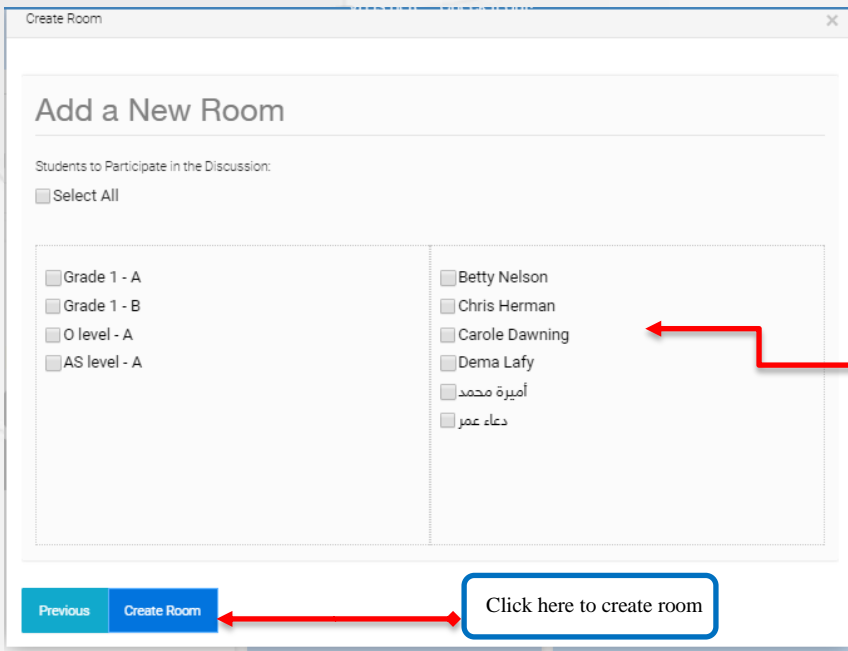
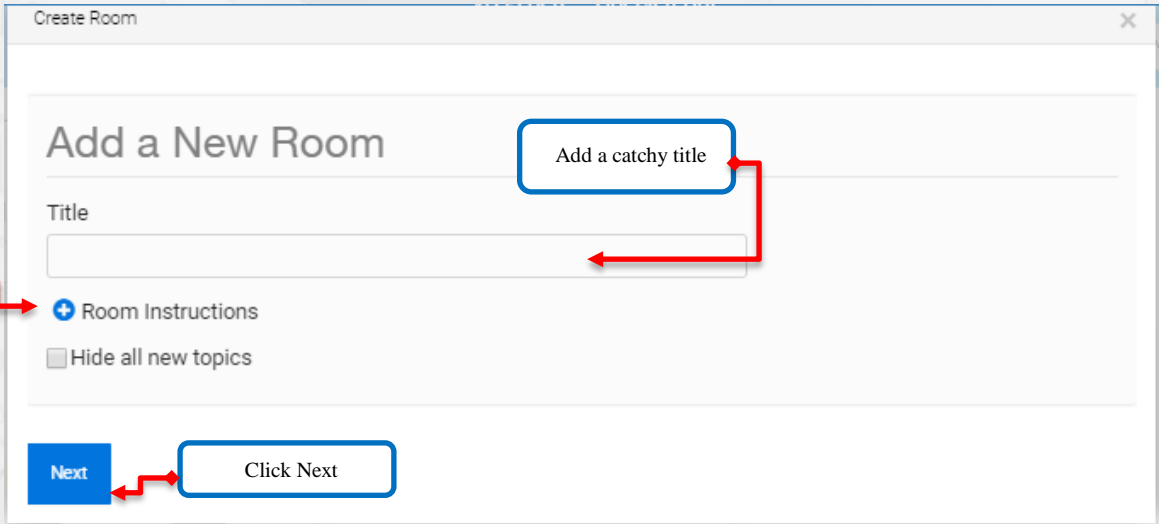
Creating a discussion room



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:

- Header:** 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 'test' topic. At the top, it displays the date '2018-02-17 14:02:27' and the title 'test' by 'Tom Manuil'. Below this, there are two buttons: 'Total Topics (1)' and 'Add a new topic'. A blue box with the text 'Approval or rejection of other topics added by students' has a red arrow pointing to the 'Add a new topic' button. Below these buttons are two more buttons: 'Approve and show All topics/comments' and 'Disapprove and hide All topics/comments', both highlighted with a red border. The main content area shows a post by 'Tom Manuil' asking 'How do you think of the school?' with three bullet points: '- 3 advantages', '- 3 disadvantages', and '- most fun class you enjoy'. Below the post is a 'Reply' button. To the right of the post, a blue box labeled 'view/ hiding comments' has a red arrow pointing to a 'Hide Comments' button. Below the post, there is another post by 'Tom Manuil' that says 'Awaiting your replies'. To the right of this post, a blue box labeled 'delete or disapprove in appropriate comments' has a red arrow pointing to 'Delete' and 'Disapprove' buttons.

2018-02-17 14:02:27
test
By Tom Manuil

Total Topics (1) Add a new topic

Approval or rejection of other topics added by students

Approve and show All topics/comments Disapprove and hide All topics/comments

Tom Manuil in an hour
How do you think of the school ?
- 3 advantages
- 3 disadvantages
- most fun class you enjoy
Reply

view/ hiding comments

Delete Disapprove

Hide Comments

Tom Manuil in an hour
Awaiting your replies

Delete Disapprove

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 icons in the 'Action' column.

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 checkboxes for various courses and sections, such as 'Science Fusion - A - Grade 1', 'English NA Journey - B - Grade 1', 'Math G1 - A - Grade 1', 'Math G1 - B - Grade 1', 'CIE - Mathematics Grade 1 - A - Grade 1', 'CIE - Mathematics Grade 1 - B - Grade 1', 'Biology O level - A - O level', 'physics AS Level - A - AS level', 'Physics O Level - A - O level', and 'Tree Test - A - Grade 1'.
- 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 class selection 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 input; '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	   

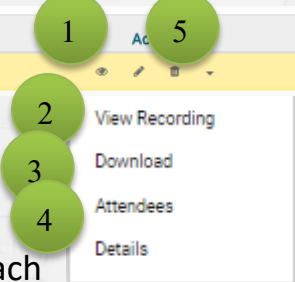
- 1- On scheduled time of a smart classroom students and teachers click on **(start)** from actions list of the added smart classroom
- 2- The smart classroom will start loading and then its tools will open.
- 3- when starting a smart classroom the following screen appears and they represent its tools.



The screenshot shows the Classera smart classroom interface. The main area is a whiteboard displaying the Classera logo and the tagline "True Joy of Smart Learning". The interface includes a top control bar (1), a settings bar for audio, camera, and internet (2), a live video stream (3), an attendee list (4), a chat box (5), a recording and timing indicator (6), and a writing tools panel (8). The whiteboard (7) is the central focus.

- 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.

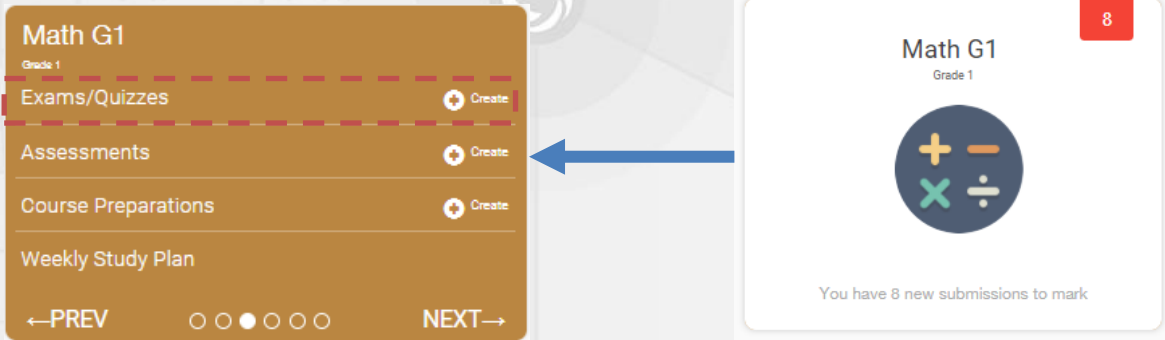
4 -attendance : view list of students attended the smart classroom.

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)



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

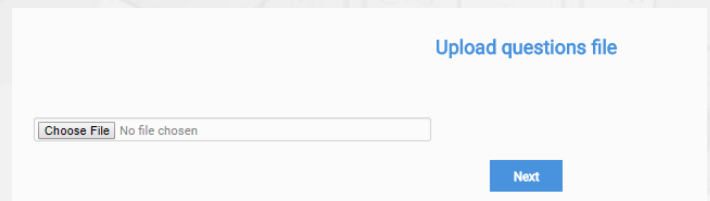
Import Exam: This feature allows you to upload and import an exam of QTI format

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:**



Upload questions file

Choose File No file chosen

Next

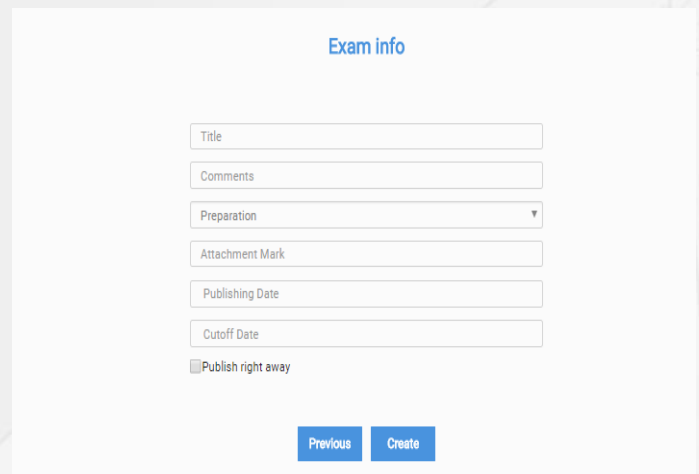
-3 Attachments Exam :

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.



Exam info

Title

Comments

Preparation

Attachment Mark

Publishing Date

Cutoff Date

Publish right away

Previous Create

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

Private

Share Questions only to school group question bank

Privacy

Correct Answers

Dont show correct answers

Show the correct answers after submission

Show the correct answers after cutoff date

Adding questions to school question banks only

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

Publish this exam for the following sections:

Select All

Grade 1 - A

Grade 1 - B

Choose sections and students participating

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? $2+0=$	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' page with a navigation bar at the top. On the 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 three icons for document, PDF, and print. A table lists several exams with columns for Title, Publishing Date, Due Date, and Actions. The table contains the following data:

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. The form is divided into several sections. At the top, there is a 'Questions Options' section. Below it, there is a table with columns for Area, Criterion, Taxonomy, Difficulty, Available, Number Of Questions, Mark Of Each Question, and Action. The table contains the following data:

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

Below the table, there is a 'Generate Questions' button. At the bottom, there is a 'Questions' section with a table that has columns for Text, Correct Answer, Type, Option 1, Option 2, Option 3, Option 4, Option 5, Option 6, Mark, and Action. The form is annotated with numbered steps 1 through 6, each pointing to a specific input field:

- Specify Area
- Specify objective
- Specify taxonomy
- Specify
- Specify
-

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 & Algeb	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 & Algeb	1.OA.D.7.Understai	None	All	59	20		Delete
Operations & Algeb	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 'Search' button and an 'Autosearch' toggle. A table lists several exams with columns for Title, Publishing Date, Due Date, and Actions. The 'Week 1 Quiz' row is highlighted, 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' (1), 'Submitted' (2), 'Submission Failed' (3), and 'Solving..' (4). There is also a 'Not Attempted' category. Below the filter bar is a search section with fields for Number, Full Name, School, and Stage, along with a 'Search' button and an 'Autosearch' toggle. An 'Advanced Search' button is also present. Below the search section is a table showing student submissions.

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.

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 top left of 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.

Other visible elements include a 'Select Some Option' dropdown menu below the 'Lecture' checkbox and a 'Submit' button at the bottom of the form.

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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