# Student User manual

# Classera -V8

User Maunal for Classera  LMS (Student)

Version 8

# Content

## 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&amp;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:



Choose Language

1- Type username

2- Type Password

3- Click on Login

You can login through Google or Microsoft accounts, after linking them with Classera account ,steps are shown in ( personal profile ) page

You can restore the account via Email after adding it on personal profile page

## 3- Home page

**Chat**

**1 — Upper bar**

**5**

**3 — Announcements**

**Freedom**school

First Semester - 2016 - 20... ⇕

- 🏠 Home
- 💼 Courses ›
- 📖 Books
- 📅 Weekly Study Plan
- ▦ Schedule
- 📅 Calendar
- 📄 Digital Library ›
- 🎧 Smart Classrooms
- ✔ Success Partners ›
- 🏆 Contests
- ✉ Mailbox ›
- 🖐 Attendance ›
- 🗒 Certificates | Letters ›
- 👤 My Profile ›
- ⚙ Other Services ›

**2 — Main Menu**

**Main page — 4**

| Grades | Assignments | Exams |
|--------|-------------|-------|
| No New Grades — 100% | No New Assignments — 100% | 96% |
| Course Materials 22% | Video Lectures 50% | Mailbox 32% |
| Assessments — No New Assessments — 100% | Discussion Rooms 4% | Smart Classrooms — No New Smart Classrooms — 100% |
| Academic Calendar — MON 26 — 80% | Report Cards | Discipline and behavior |

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## 1 /Upper bar :

a) Your Info) : Edit Profile – Public Profile  – Interface language (Arabic/English) – ((Log out

b) Messages Notification : Latest Messages received.

c) Notifications of homework submissions.

d) Adjustment : Hiding and showing the side vertical list

## 2/ Main Menu

a) Home : Browse home page or going back to it from a subsidiary page.

b) Courses : Move to your courses page

c) Books : School Books.

d) Training coures: specified courses for users.
e) Digital Library : Includes Educationa libraries such as: audio, video and course materials libraries...etc.
f) Smart Classrooms : Click here to view a list of held virtual classrooms.
g) Mail box : Click here to view your inbox
h) Weekly Study plan : view your weekly study plan.
i) Schedule : view your schedule.
j) Attendance :view your attendance and lateness logs.
k) Eportofolio :view your projects and achievements.
l) Certificates/letters : View your previously issued certificates and letters..
m) Calendar :Academic Calendar.
n) Google Drive : Link your account with Google Drive
o) Virtual Meetings: Virtual classrooms used for meetings
p) Share your ideas: Developmental ideas and opinions.
q) Success partners : List of Classera's Success partners
r) My card : Student's Electronic Card.
s) Evaluations/Surveys: Survey questions for students.

3 /Announcements : List of Ads and annoucements

4 /Main page :
a) Exams : Notifications of new exams
b) Assignments : Notifications of new assignments
c) Grades : overview of your grade in assignments and exams you solved.
d) Course materials Notifications of new course materials .
e) Video Lectures : Notifications of recorded lectures.
f) Mailbox : Notifications of newly received messages
g) Discussion rooms : Notifications of new discussion rooms.
h) Assessments : preview of courses assessments
i) Smart Classrooms : Notifications of new Smart classrooms (distant learning).
j) Academic Calendar : Notifications of the latest events added in the school.
k) Report Cards : newly added reports for a student (behavior reports – financial .. etc).

# 4- Personal Profile
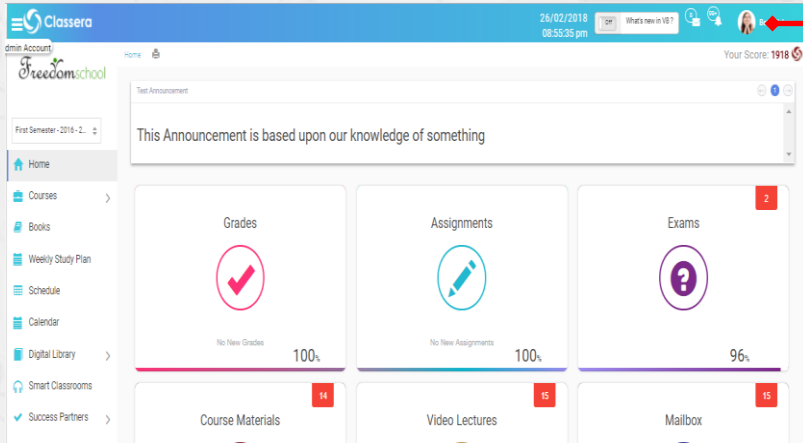


Profile picture

name

Betty Nelson

Edit profile — Edit Profile

Public profile — Public Profile

Brose User manual — User Manual

Select font size — Font Size
Normal  Large  X-Large

Choose Language — E  ع

Log out — Log out

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Change photo

Betty Nelson

Student in Demo International School
Level: Grade 1

Browse Public — Check your public profile

Your Score
1918 — Current score

Account settings | Personal Information | Contact Information | Skills & Interests | Education | Work Experience

Account settings

Personal information

Contact Information

Skills & Interests

Education

Work experience

Login Information

Login Name
demointt2

Password

Preferences

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

Language
English — Change Language

Disable welcoming by saying your name  OFF

Save

Google Drive

Connect with Google — Connect with google drive

## 5- Viewing your courses



At the beginning  : From the side Menu

1. Click on (Courses)  { double click for sub menu}
2. Appears your Courses list
3. From the sub page of each course you'll its elements

## 6- Browse content/course materials/video lectures

**English NA Journey**

Browse Content

Course Material

Video Lectures

Exams

←PREV  ●○  NEXT→

**From course page::Browse content/course materials/video lectures**  **1**

Your Score: **1918**

Test Announcement   ⊖ **1** ⊝

This Announcement is based upon our knowledge of something

< Show All | Biology O level | CIE - Mathematics Grade 1 | English NA Journey | Math G1 | Personal Skills Intelligence Course | Science Fusion | Tree Test | القاعدة النورانية | حديث >

### Course Materials »

| Title | Date Created | Notes |
|---|---|---|
| | | |

ON ● Autosearch   Search

| New | Title | Course | Date Created | Notes | Action |
|---|---|---|---|---|---|
| | gr 1 revision | Math G1 | 2016-06-09 14:30:24 | | 👁 Download |
| | Lesson 1 : Number Line 0 to 10 | Math G1 | 2016-06-09 14:37:58 | | 👁 Download |
| | lesson 2: Number line 10 to 20 | Math G1 | 2016-06-09 14:39:29 | | 👁 Download |
| | lesson 3: adding 1 to other numbers up to 6 | Math G1 | 2016-06-09 14:42:21 | | 👁 Download |

**Choose view**  **3**

**Appears list of course materials**  **2**

1- Material info   : Teacher name − material title − Creation date

2- Download file.

3- Browse file on Classera

4- Evaluating attachment:

   a /Like

   b /Understood

5- If you have a question

6- Add comment :send a question or a comment to teacher

## 7- Solving Exams/Quizzes

**Exams** Show All

living organisms — Biology O le..

**Click on exam name** ②

ghjh — Math G1

Week 1 Quiz — Math G1

③

**Exams** ①

**Appears a new notification**

❓

94%

**Solving exams** ④

54 Minutes | 41 Seconds

40 Of 40 — Previous Next

The diagram shows a food chain.

producer → consumer 1 → consumer 2 → consumer 3

A disease reduced the numbers of consumer 3.

What would be the likely effect of this on the numbers of consumer 1 and consumer 2?

| | consumer 1 | consumer 2 |
|---|---|---|
| A | decrease | decrease |
| B | decrease | increase |
| C | increase | decrease |
| D | increase | increase |

○ A
○ B
○ C
○ D

### Exam Info

Exam name : living organisms
Created date : 2017-09-24 14:23:43
Time limit (min): 60
Max mark : 40
Due date : 2018-09-25 00:00:00
Submissions: One Time
Other comments

Start

**Click on Start** ③

**After finishing click submit** Submit ⑤

Exam/Homework submitted

Submission
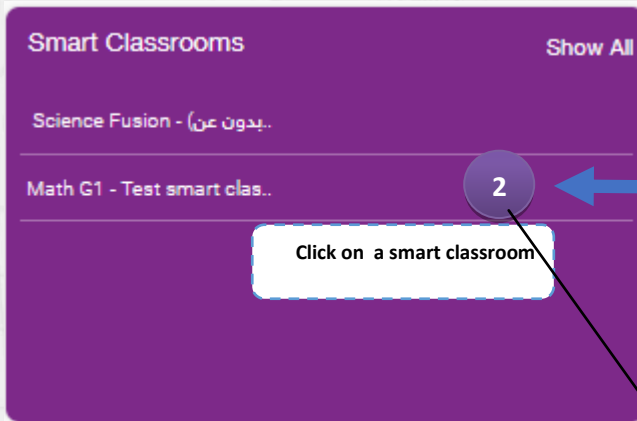
| Exam name | living organisms |
|---|---|
| Publishing Date | 2017-09-24 14:28:40 |
| Due Date | 2018-09-25 00:00:00 |
| Rating | ☆ ☆ ☆ ☆ ☆ |

Total 2 Of 40

**Appears your grade** ⑥

Your Mark
Students Average
Section Average

1.0    1.5    2.0
Mark

⑦ **Your rank compared with your collegues**
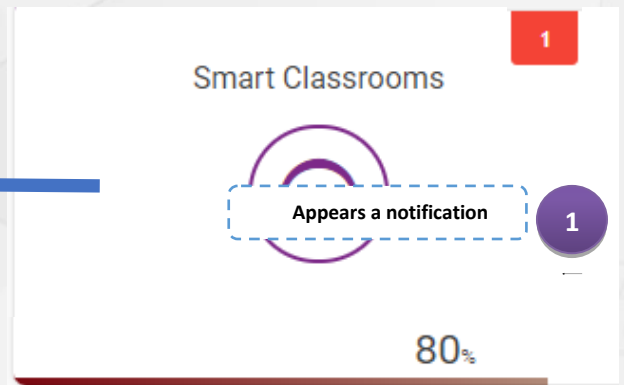
# Attending a Smart Classroom

## Smart Classrooms

Show All

Science Fusion - (بدون عن)..

Math G1 - Test smart clas..

**2**
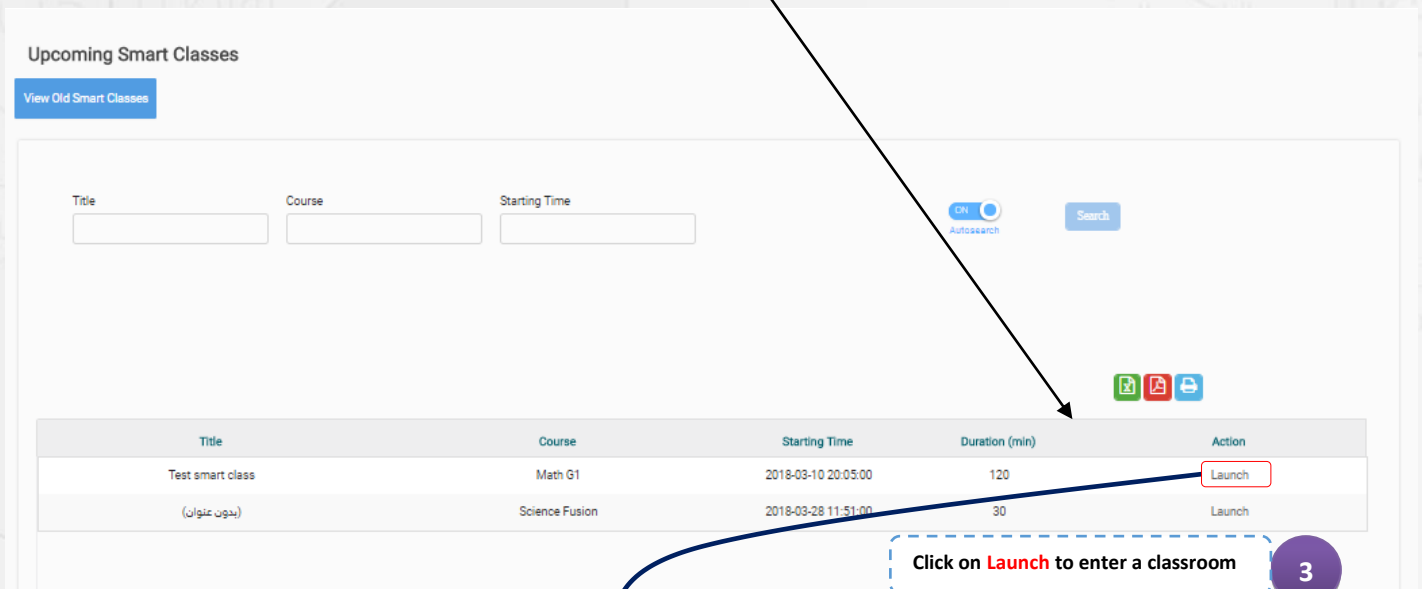
**Click on a smart classroom**

---

**1**

## Smart Classrooms

**Appears a notification**

**1**

80%

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## Upcoming Smart Classes

View Old Smart Classes

Title

Course

Starting Time

ON
Autosearch

Search

| Title | Course | Starting Time | Duration (min) | Action |
|---|---|---|---|---|
| Test smart class | Math G1 | 2018-03-10 20:05:00 | 120 | Launch |
| (بدون عنوان) | Science Fusion | 2018-03-28 11:51:00 | 30 | Launch |

**Click on Launch to enter a classroom**

**3**

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File    Edit    Screen sharing    Poll    Breakout room    Tom...

Whiteboard 1

Live video stream

# Classera ®
## True Joy of Smart Learning

Attendee list (0)
Tom Manuil (You)
There are no attendees in the class yet.

Chat (All)

To:  All        12

Write your message here.    300
Activate Windows
to Settings to activate Windows.

00:03:23   Pause   Time Remaining 00:55:41

**Attend smart classroom live**

**4**

# 9- Watch Old Smart Classroom ( Recorded )

Home - Upcoming Smart Classes

Your Score: **2046**

## Upcoming Smart Classes

First Semester - 2016 - 2...

- Home
- Courses
- Books
- Weekly Study Plan
- Schedule
- Calendar
- Digital Library
- Smart Classrooms
- Success Partners
- Contests

View Old Smart Classes

**2** Click on view old smart classrooms

Title | Course | Starting Time

ON Autosearch | Search

**1** Choose Smart classroom from the side menu

| Title | Course | Starting Time | Duration (min) | Action |
|---|---|---|---|---|
| Test smart class | Math G1 | 2018-03-10 20:05:00 | 120 | Launch |
| (بدون عنوان) | Science Fusion | 2018-03-28 11:51:00 | 30 | Launch |

Page 1 of 1 | 50 | View 1 - 2 of 2

## Old Smart Classes

Title | Course | Starting Time

ON Autosearch | Search

| Title | Course | Starting Time | Duration (min) | Action |
|---|---|---|---|---|
| test | Science Fusion | 2018-03-04 15:59:00 | 30 | View Recording |
| test | Science Fusion | 2018-03-04 15:59:00 | 30 | View Recording |
| مناقشة الجمع | Math G1 | 2018-02-18 17:00:00 | 60 | View Recording |
| مناقشة الاختبار | Math G1 | 2018-02-18 11:00:00 | 60 | View Recording |

**3** Click on view recording

File Edit | Screen sharing | Poll | Breakout room

Whiteboard 1

Live video stream

Attendee list (0)
Tom Manuil (You)
There are no attendees in the class yet.

# Classera ®
## True Joy of Smart Learning

**4** Watch virtual classroom recording

To: All | 12

Write your message here.
Activate Windows

00:03:23 Pause | Time Remaining 00:55:41

## 10- Digital Libraries

**Click on the name of any content to view it**

2

**Freedom**school

- Home
- Courses >
- Books
- Weekly Study Plan
- Schedule
- Calendar
- Digital Library >
- Smart Classrooms
- Success Partners >

| Interactive Lessons | Video Library | Audio Library |
| --- | --- | --- |
| | You Have New Video | You Have No New Audio |
| Document Library | Presentation Library | Software Library |
| You Have No New Documents | You Have No New Slideshows | You Have No New Software |
| | Game Library | Website Library |
| You Have New Flash File | You Have No New Games | You Have No New Websites |
| Photo Library | | |
| You Have No New Photos | | |

1

**Double Click on Digital Library**
**one click for Sub menu**

Activate Win

3

Video Library          Show All

NIS Video - Arabic KG2 7a..          (Math G1)

**Show All : to view all past content**

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 library

Custom libraries

Click on Digital Library

Search filter

Direct view for content

# 12- Discussion Rooms

**Discussion Rooms**                          Show All

plants

> **Appears a list of new discussion rooms**   2

discussing chapter 7

chapter 1

Class 1-B genious student..

←PREV    ● ○ ○ ○ ○    NEXT→

52

**Discussion Rooms**

> **Appears notifications of new discussion rooms**   1

4%

**Discussion Rooms**

Search 🔍

> **Click on the room to enter**   3

Sort ▾    ↓ Most Interactions

| Tom Manuil | Milla Hutchinson | Milla Hutchinson | Tom Manuil |
|---|---|---|---|
| 66 | 66 | 66 Let us discuss any idea to improve our society.. | 66 |
| 99 | 99 | 99 | 99 |
| 💬4    🕐 9 months ago | 💬4    🕐 6 months ago | 💬3    🕐 2 years ago | 💬2    🕐 16 days ago |
| Class 1-B genious stude... | g students | General Discussion | test |

Total Topics (2)    **Add a new topic**

> **Click on Reply to add a comment**   4

**Tom Manuil** 7 months ago
Summer vacation
My Lovely students
Lets talk about your summer vacation and How you utilized your time through it.
to discuss how can we get benefit from it.

thanks

💬 Reply

💬 Show Comments

**Tom Manuil** 9 months ago
Collect 10 information or sentences about verbs

💬 Reply

💬 Show Comments

💬 Reply

Summer was so cold surprisingly!

Add

Type your comment then click Add **5**

Betty Nelson *in an hour*
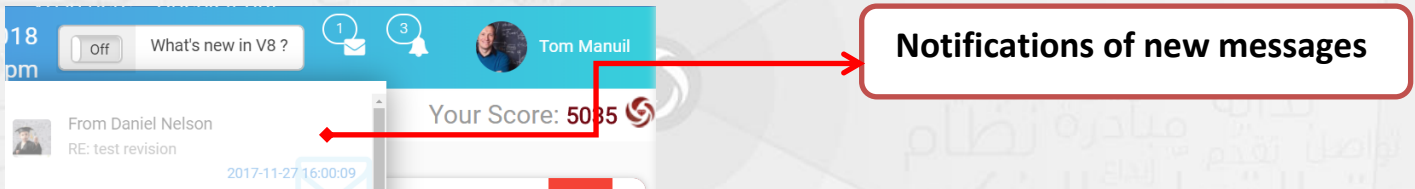summer was so cold surprisingly !

Tom Manuil *6 months ago*
Thanks

Appears your comments in the discussion room **6**
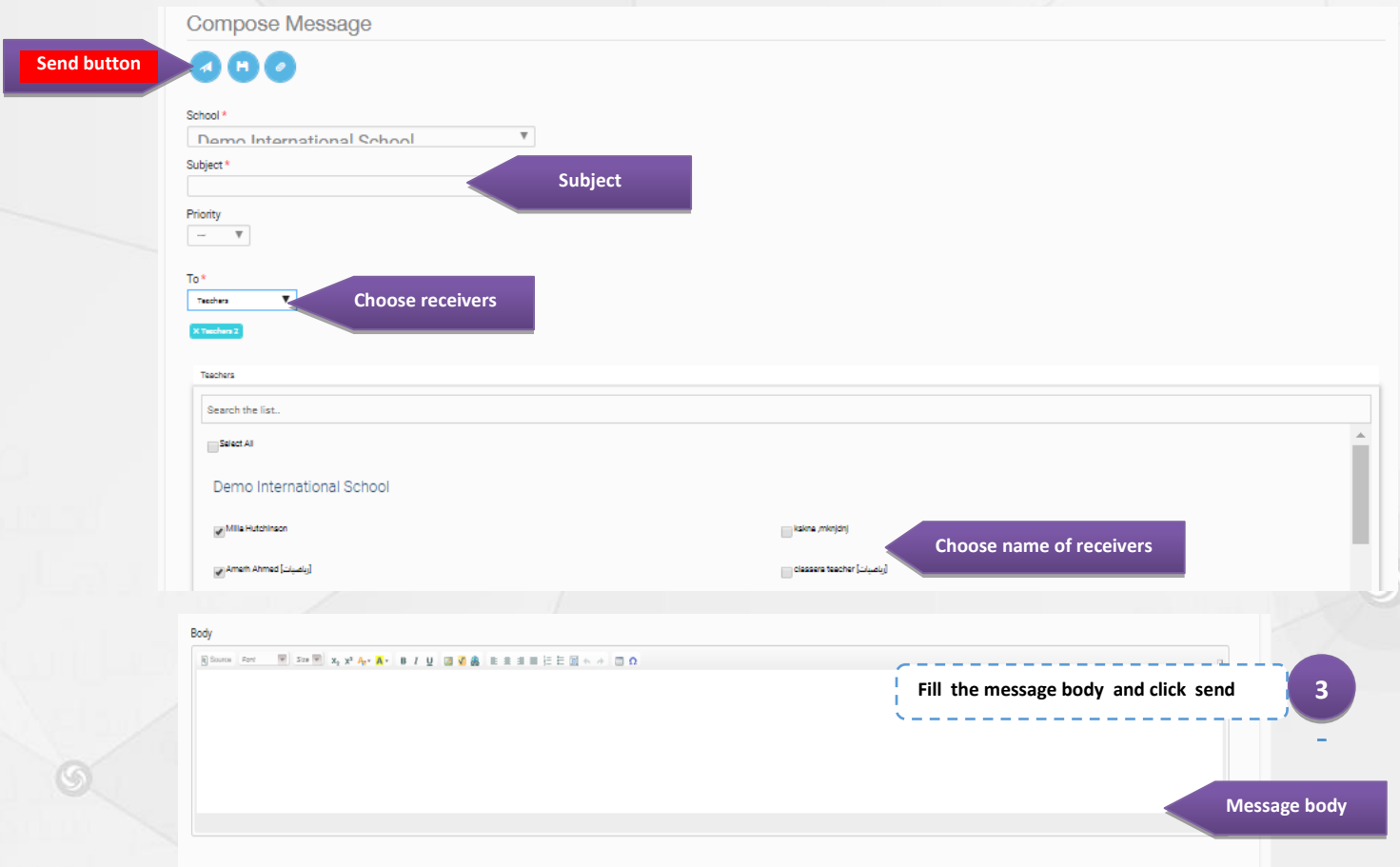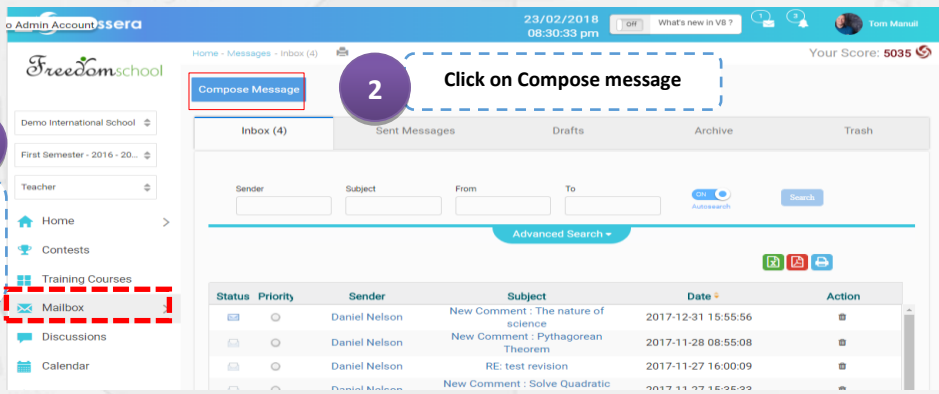
# 13- Messages (Mail Box)

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

**Notifications of new messages**

B / Sending a new message to users

**Click on Compose message**

**From the side menu choose Mailbox**

1

2

**Send button**

**Subject**

**Choose receivers**

**Choose name of receivers**

**Fill the message body and click send**

3

**Message body**

## 14- Weekly Study plan

**Select a subject**

1- From Main menu , Click on Weekly study plan

**Lesson**

**Lesson objectives**

**Any related content, attachement, or homework**

Appears the study plan of a week

You can check the whole plan or select a course plan from the upper bar. Appears all lessons' related content, homeworks, exams and attachment.

## 15- Certificates/Letters

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



View issued certificates to student

Notification of a new certificate issuance

Certificates/ letters

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.

Classera ®