



Student User manual

Classera -V8

User Manual for Classera LMS (Student)

Version 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 screenshot shows the Classera login interface. At the top left is the Classera logo. At the top right is a 'Choose 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 login form, there is an 'OR' separator and two social login options: 'Login with Google' and 'Login with Microsoft'. Red arrows point from numbered callouts to these elements: '1- Type username' points to the Login Name field; '2- Type Password' points to the Password field; '3- Click on Login' points to the LOGIN button. A callout box on the left explains that users can also log in via Google or Microsoft accounts, with steps shown in the personal profile page. Another callout box at the bottom left explains that users can restore their account via email after adding it to their personal profile page.

3- Home page

Chat

1 Upper bar

1

5

3 Announcements

4 Main page

2 Main Menu

2

1 /Upper bar :

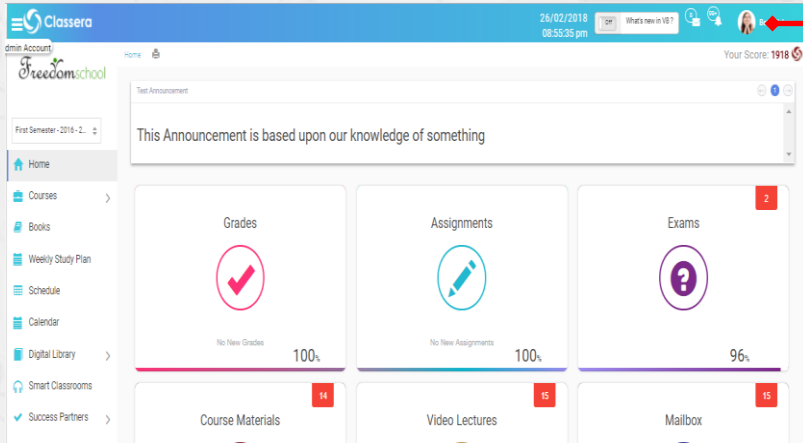
- Your Info** : Edit Profile – Public Profile – Interface language (Arabic/English) – ((Log out
- Messages Notification** : Latest Messages received.
- Notifications of homework submissions.**
- Adjustment** : Hiding and showing the side vertical list

2/ Main Menu

- Home** : Browse home page or going back to it from a subsidiary page.
- Courses** : Move to your courses page
- Books** : School Books.

- d) **Training courses**: specified courses for users.
- e) **Digital Library** : Includes Educational 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) **Eportfolio** :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 announcements
- 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

Public profile

Public Profile

Edit profile

Edit Profile

User Manual

Font Size

Normal Large X-Large

Choose Language

E €

Log out

Log out

Change photo

Betty Nelson

Browse Public

Check your public profile

Your Score

1918

Current score

Account Settings

Personal Information

Contact Information

Skills & Interests

Education

Work Experience

Work experience

Account settings

Personal information

Contact Information

Skills & Interests

Education

Work Experience

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

Save

Google Drive

Connect with Google

Connect with google drive

5- Viewing your courses

The screenshot shows the Classera interface for a user named Betty Nelson. The top navigation bar includes the Classera logo, the date 26/02/2018, and the time 10:07:00 pm. The user's profile is visible in the top right corner. The main content area is titled 'Home - Courses' and features a 'Test Announcement' section with the text 'This Announcement is based upon our knowledge of something'. Below the announcement is a grid of course cards. A red box highlights the 'Courses' menu item in the left sidebar and the grid of course cards. A purple box labeled '1' points to the 'Courses' menu item, and another purple box labeled '2' points to the grid of course cards. The course cards include: 'Biology O level' by Tom Manuil, 'CIE - Mathematics Grade 1' by Tom Manuil, 'English NA Journey' by Amerh Ahmed, 'Math G1' by Milla Hutchinson, 'Personal Skills Intelligence Course' by kakna_mknjdj, and 'Science Fusion' by Tom Manuil.

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

Home - Courses - Course Materials

Your Score: 1918

Test Announcement

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



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

Appears list of course materials

2

Choose view

3

The screenshot displays a user interface for a learning management system. At the top right, there is a 'DOWNLOAD' button with a green arrow icon, labeled '2'. Below it, a preview of a math worksheet is shown, labeled '3'. The worksheet contains two multiple-choice questions: '1. What is the missing number? $(\square) + 4 + 2 = 5 + (4 + 2)$ ' and '2. What is the missing number? $5 + 4 = 6 + \square$ '. Below the preview, a metadata table is visible, labeled '1'. The table has the following content:

By	Milla Hutchinson
Title	gr 1 revision
Date Created	2016-06-09 14:30:24
Description	
Rating	☆ ☆ ☆ ☆ ☆

Below the table are two buttons: 'Like' (with a thumbs-up icon and '(1)') and 'Understood' (with a thumbs-down icon), labeled '4'. A text input field for asking questions is labeled '5'. Below that is a 'Comments' section with a 'Send' button and a 'Title' field, labeled '6'. At the bottom right of the interface, there is a watermark that says 'Activate W Go to Settings'.

- 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...

ghjh Math G1

Week 1 Quiz Math G1

Click on exam name **2**

Exams 3

Appears a new notification **1**

?

94%

Solving exams **4**

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 **3**

54 Minutes 41 Scores

The diagram shows a food chain:

```

    producer → consumer → consumer → consumer
    1           2           3
    
```

A disease reduced the numbers of consumer 2.

What would be the likely effect of this on the numbers of consumer 1 and consumer 3?

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

A
 B
 C
 D

Submit **5**

Exam/Homework submitted

Submission

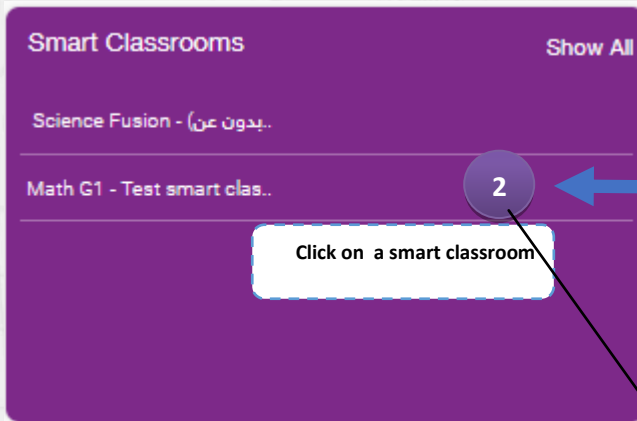
Exam name	living organisms
Publishing Date	2017-09-24 14:28:40
Due Date	2018-09-25 00:00:00
Rating	☆☆☆☆☆

Total 2 Of 40 **6** **Appears your grade**

7 **Your rank compared with your colleagues**

Bar chart showing Your Mark (blue), Students Average (orange), and Section Average (yellow) on a scale of 1.0 to 2.0.

Attending a Smart Classroom



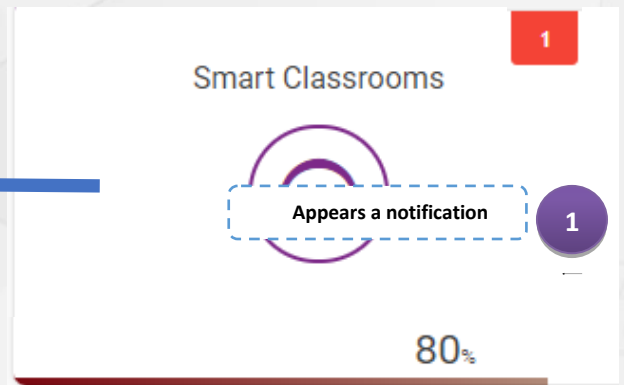
Smart Classrooms Show All

Science Fusion - (بدون عن..

Math G1 - Test smart clas..

2

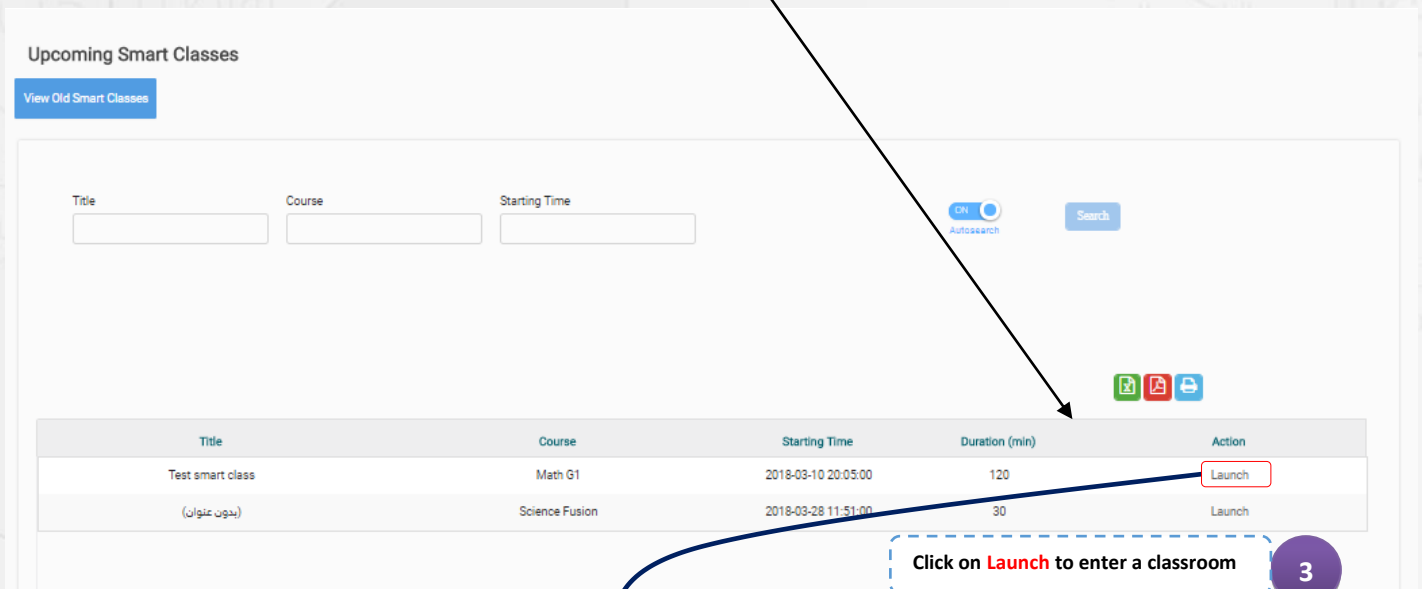
Click on a smart classroom



Smart Classrooms 1

Appears a notification 1

80%



Upcoming Smart Classes

View Old Smart Classes

Title Course Starting Time

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



Whiteboard 1

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.

Activate Windows

Attend smart classroom live 4

9- Watch Old Smart Classroom (Recorded)

Admin Account | Home - Upcoming Smart Classes | Your Score: 2046

Upcoming Smart Classes

View Old Smart Classes **2** Click on view old smart classrooms

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

Old Smart Classes

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

Whiteboard 1

Live video stream

Attendee list (0)

Tom Manull (You)

There are no attendees in the class yet.

To: All | 12

Write your message here.

300

Activate Windows. Go to Settings to activate Windows.

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

4 Watch virtual classroom recording

10- Digital Libraries

FreedomSchool

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

2 Click on the name of any content to view it

1 Double Click on Digital Library one click for Sub menu

The screenshot shows a grid of digital library categories. Each category has an icon and a status message. A red '1' is placed over the 'Video Library' category, and a red '2' is placed over the 'Interactive Lessons' category. A dashed blue box highlights the 'Digital Library' menu item in the sidebar, with a red '1' next to it. A dashed blue box highlights the 'Video Library' category in the main grid, with a red '2' next to it. A red '1' is also placed over the 'Interactive Lessons' category. A red '3' is placed over the 'Show All' button in the video library modal.

Category	Status
Interactive Lessons	You Have No new Interactive Lessons
Video Library	You Have No new Videos
Audio Library	You Have No new Audio
Document Library	You Have No new Documents
Presentation Library	You Have No new Presentations
Software Library	You Have No new Software
Game Library	You Have No new Games
Website Library	You Have No new Websites
Photo Library	You Have No new Photos

Video Library Show All

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

3 Show All : to view all past content

11- Classera Public 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.

The screenshot shows the 'Public Library' interface. A sidebar on the left contains navigation options: Books, Weekly Study Plan, Schedule, Calendar, Digital Library (highlighted with a dashed box), Courses Library, Public Library, and Custom Libraries. A 'Search Filter' box is overlaid on the main content area, containing fields for Highest Rank, Title, Teacher, School, Course, Level, and Tags. The main content area displays a table of resources with columns for Title, Type, Teacher, School, Course, Level, and Actions. A 'View public library' callout points to the 'Public Library' tab. A 'Custom libraries' callout points to the 'Custom Libraries' tab. A 'Click on Digital Library' callout points to the 'Digital Library' option in the sidebar. A 'Search filter' callout points to the search filter box. A 'Direct view for content' callout points to a 'View' link in the table's Actions column.

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
السؤال الجديد في اختبارات قياس (المفردة الشاذة)	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستندات المطلوبة لدخول اختبار قياس هاهنا	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
فيثاغورس تمارين هاهنا	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
(قدرات كمي - احصاء) القطاعات الدائرية	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
(قدرات كمي - الجبر) درس الجذور	Video Lectures	IBRAHIM KOSHEER	Riyadh Schools - Supervision and Development Department	Qudrat	Qudrat	View
المستقيبات والزوايا هام	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

12- Discussion Rooms

Discussion Rooms Show All

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

discussing chapter 7

chapter 1

Class 1-B genius student..

←PREV ● ○ ○ ○ ○ NEXT→

Discussion Rooms 52

Appears notifications of new discussion rooms 1

4%

Discussion Rooms **Click on the room to enter** 3

Search Sort ▾ ↓ Most Interactions

<p>Tom Manuil</p> <p>“</p> <p>”</p> <p>4 9 months ago</p> <p>Class 1-B genius stude...</p>	<p>Milla Hutchinson</p> <p>“</p> <p>”</p> <p>4 6 months ago</p> <p>g students</p>	<p>Milla Hutchinson</p> <p>“ Let us discuss any idea to improve our society..</p> <p>”</p> <p>3 2 years ago</p> <p>General Discussion</p>	<p>Tom Manuil</p> <p>“</p> <p>”</p> <p>2 16 days ago</p> <p>test</p>
--	---	---	--

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 !

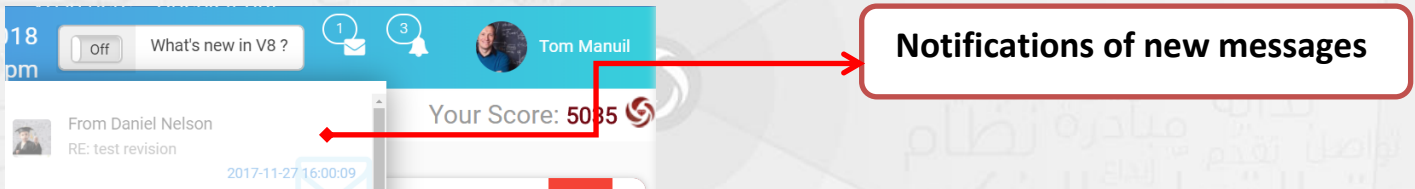
Tom Manuill 6 months ago
Thanks

Appears your comments in the discussion room

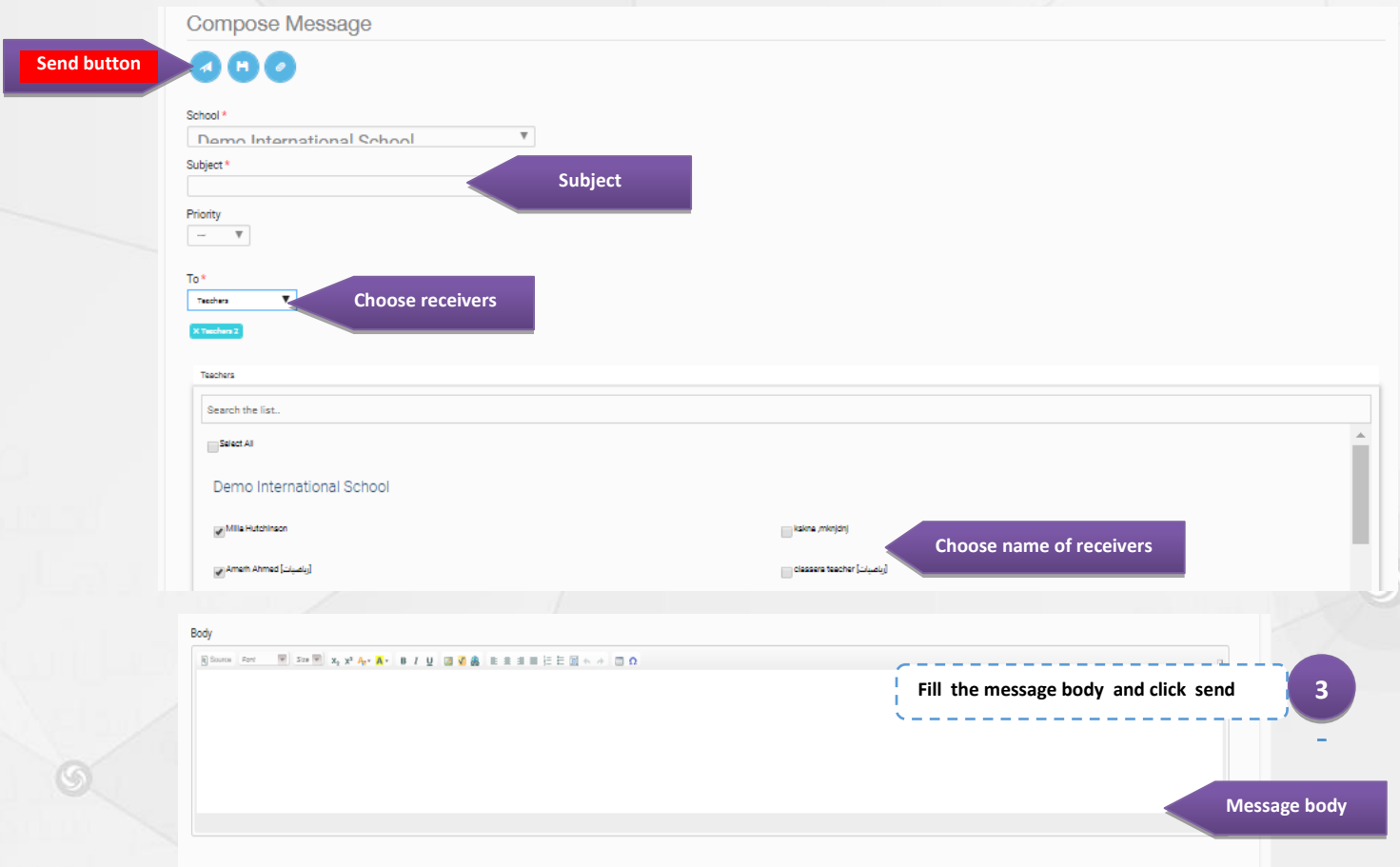
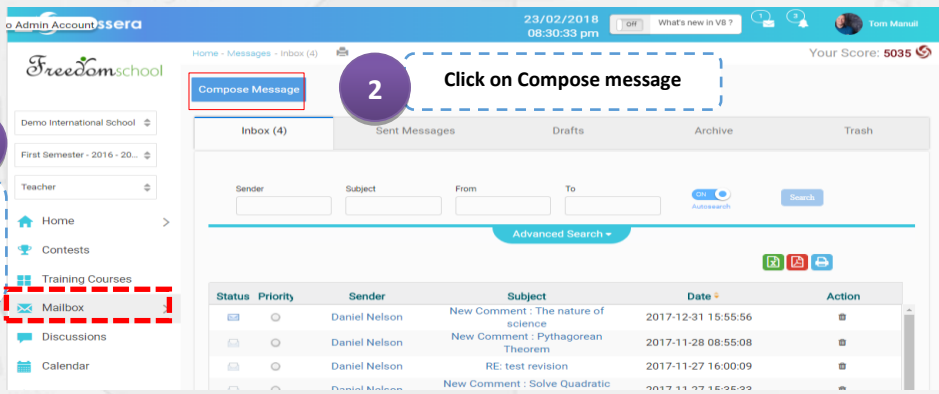
6

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.



B / Sending a new message to users



14- Weekly Study plan

1- From Main menu , Click on Weekly study plan

Select a subject

The screenshot shows the 'Weekly Plan' interface. At the top, a navigation bar contains several subject options: 'Biology O level', 'CIE - Mathematics Grade 1', 'English NA Journey', 'Math G1', 'Personal Skills Intelligence Course', 'Science Fusion', 'Tree Test', 'الفاعدة النورانية', and 'حديث'. A red box highlights this bar with the text 'Select a subject' and a red arrow pointing to it. On the left, a sidebar menu has 'Weekly Study Plan' highlighted, with a red arrow pointing to it. The main content area shows a table with columns: 'Day', 'Course', 'Lesson', 'Objectives', 'Comments', 'Attachments', 'Exams', and 'Assignments'. The date range is 'From: 2018-01-19 To: 2018-01-25'. A table row for Saturday 2018-01-20 shows 'Science Fusion' as the course and 'Lesson 10 - Introduction to UI' as the lesson. A red box labeled 'Lesson' points to the lesson title. Another red box labeled 'Lesson objectives' points to the objective text: '1-PS4 Waves and their Applications in Technologies for Information Transfer' and '1-PS4-1 - Plan and conduct investigations to provide evidence that vibrating materials can make sound and that sound can make materials vibrate.' A third red box labeled 'Any related content, attachment, or homework' points to the 'Attachments' column which contains a 'test' link. An 'Export to Excel' button is visible in the top right of the table area.

Day	Course	Lesson	Objectives	Comments	Attachments	Exams	Assignments
Friday 2018-01-19			No plans set for this day.				
Saturday 2018-01-20	Science Fusion	Lesson 10 - Introduction to UI	<ul style="list-style-type: none">1-PS4 Waves and their Applications in Technologies for Information Transfer1-PS4-1 - Plan and conduct investigations to provide evidence that vibrating materials can make sound and that sound can make materials vibrate.		test		test
Sunday 2018-01-21			No plans set for this day.				
Monday 2018-01-22			No plans set for this day.				
Tuesday 2018-01-23			No plans set for this day.				
Wednesday 2018-01-24			No plans set for this day.				
Thursday 2018-01-25			No plans set for this day.				

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

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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