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Create an ischooledx account

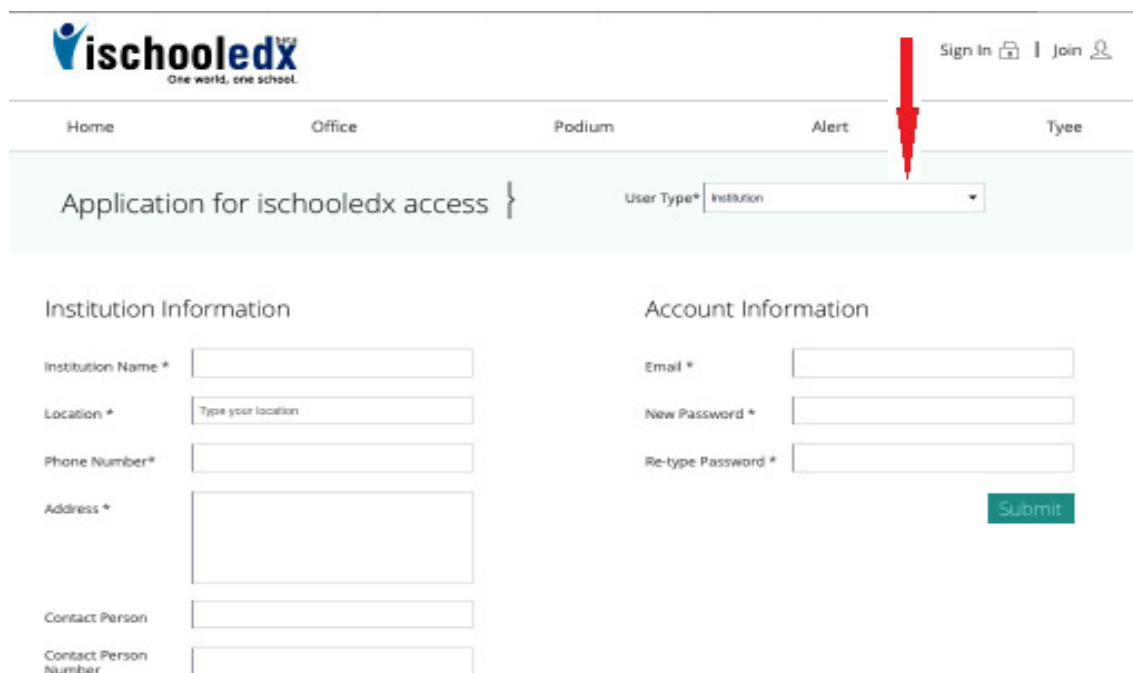
Join in ischooledx using school official email id / create a new email id in authorization with Institution.

Steps to create an account:

1. Visit www.ischooledx.com
2. Click on the Join link.



3. Select the user type as Institution and fill the details.



Application for ischooledx access { User Type* Institution

Institution Information	Account Information
Institution Name *	Email *
Location * Type your location	New Password *
Phone Number*	Re-type Password *
Address *	<input type="button" value="Submit"/>
Contact Person	
Contact Person Number	

4. Click Submit to register

After submitting the application for ischooledx access, you will receive a mail that the procedure to give you access is under process.

5. Verification Process

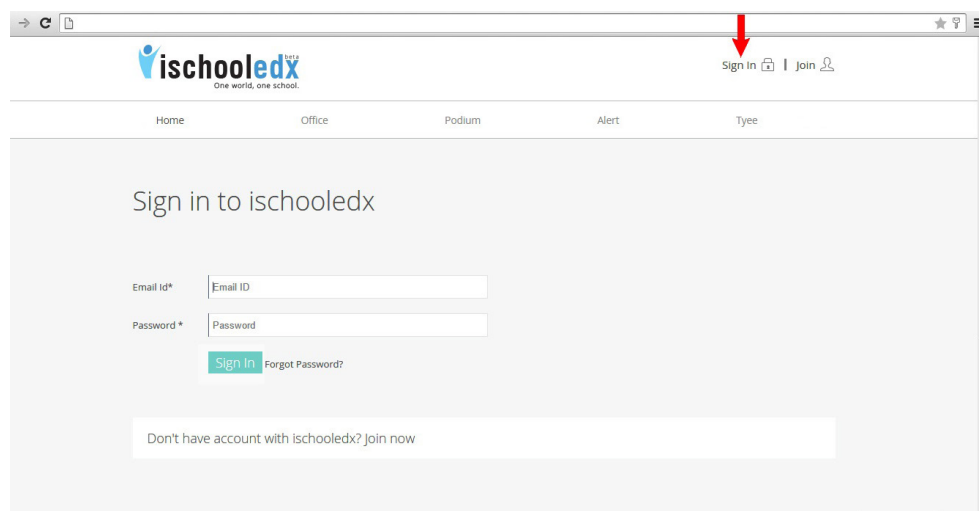
After the verification process is completed, a confirmation link will be send to the email account registered with ischooledx.

6. Activate Account

Click on the confirmation link send to the email account registered with ischooledx to activate your account.

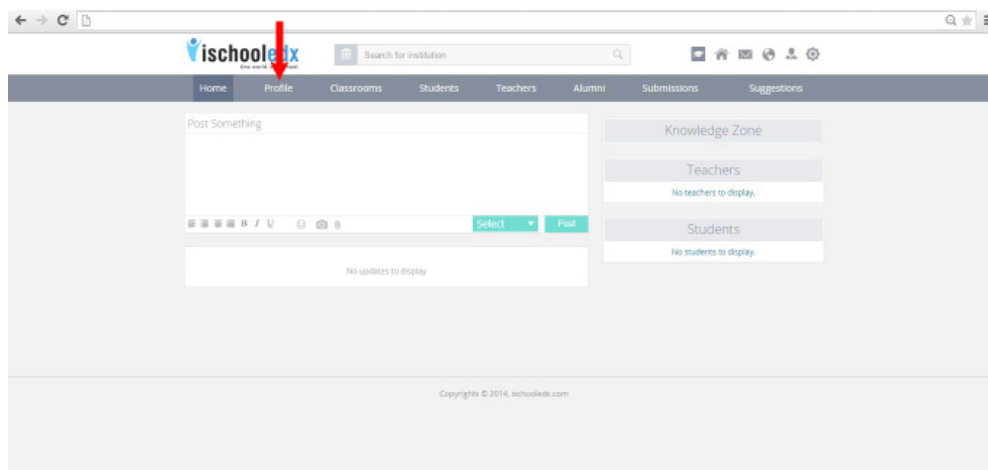
Sign In process for Institutions in ischooledx

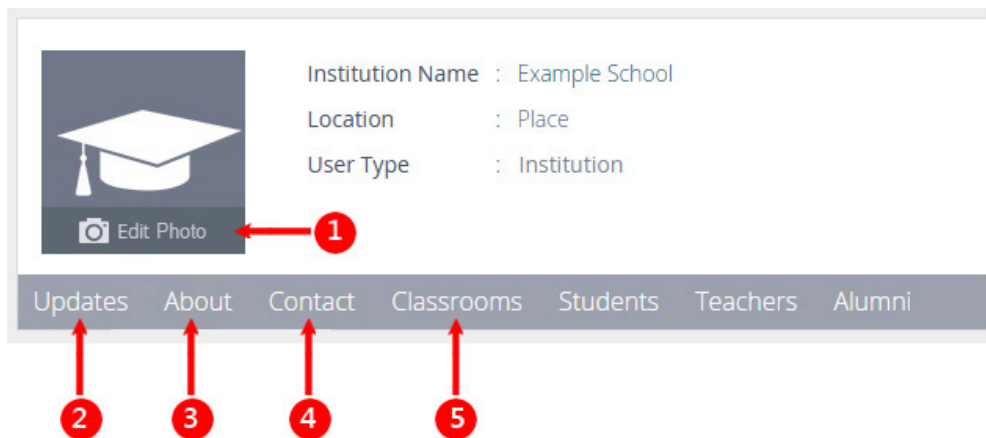
1. Visit www.ischooledx.com
2. Click on the Sign In link.
3. Sign In using email address and password used for creating ischooledx account.



Steps to add/edit profile information of institution

Once you have successfully navigated to Institution's home page, click the Profile link on the main header in order to add and save additional information about Institution.

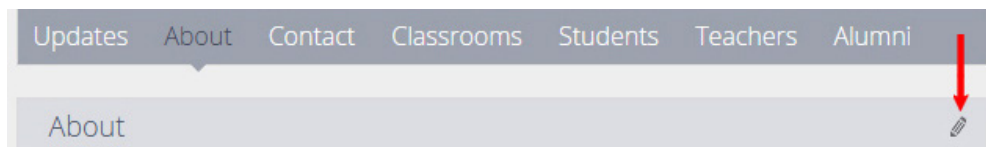




1. Institution can upload a photo of jpg or png type by clicking on Edit Photo (less than 12 MB Size).
2. Updates – All the news feed posted by Institution, for all user type are visible here.
3. About – To add/edit the about details, click the edit button in the top right of the information box.

About details includes 4 sections: Accreditation/Affiliation, Location, Description and Facility.

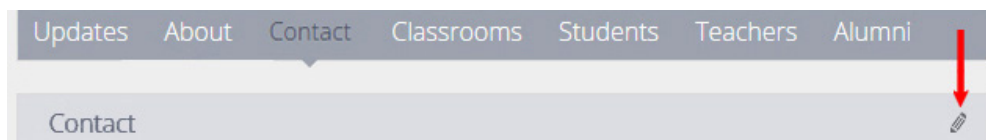
To enter the details, type the details and click add.



4. Contact - Contact details can be added by using the edit button in the top right of the information box.

Includes 4 sections: Contact Emails, Contact phone number, website, Contact Address.

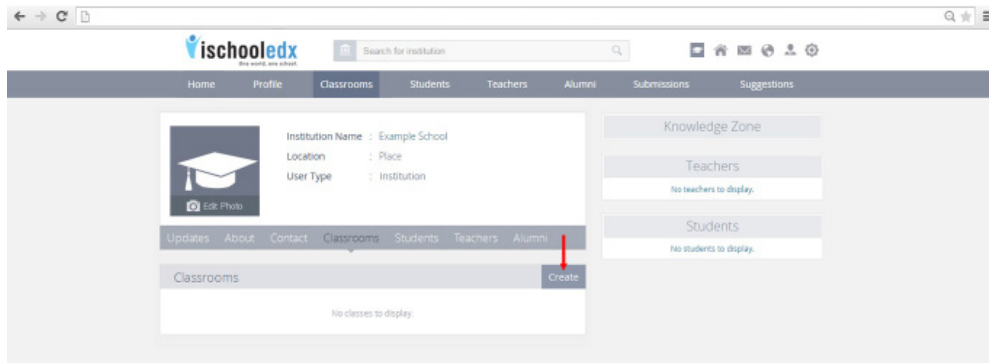
To enter details, click add after typing the details.




5. Classrooms - Classroom is a platform for teachers and students to interact together. Teachers in the classroom can upload notes, DCR, etc. Admin is the authorized person to create and manage classrooms for entire school community.

Steps to create Classrooms

- i. Click the Classrooms link on the main header/classrooms link on the profile header.




- ii. Click the Create link on the right bottom.
- iii. Enter the class name, division then click 

Create classrooms

Class Name*

Division*



Save

Delete

Cancel

- iv. Save.


To delete the class, click Delete

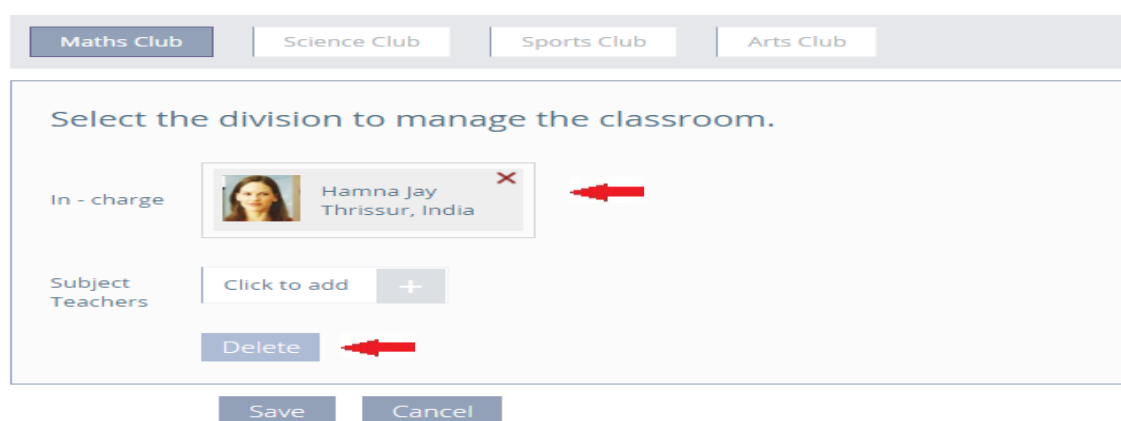
Steps to create Club [Science, Arts, Maths, Sports etc..]

Different clubs of the school can highlight their club activities via ischooledx. The photos of club activities, information regarding seminars and exhibitions can be shared.

1. Click on 'Classroom' link from the main header of institution account.
2. Click on 'Create' button from top right corner of the classroom list.
3. Give the class name as 'Club'. In the field of division give 'Club name'[Eg: Nature, Science etc..]
4. Click 'Save' button.

Steps to assign club in charge and edit/delete club details.


1. Select classroom from the main header.
2. Select the club from the classroom list. Assign particular club in charge.
3. Click on  edit button shown at the right end. To add 'Club incharge', type the name of teacher in 'In-charge' field. Click cross button to delete the club incharge.



The screenshot shows a web interface for managing clubs. At the top, there are four tabs: 'Maths Club', 'Science Club', 'Sports Club', and 'Arts Club'. Below the tabs, a box titled 'Select the division to manage the classroom.' contains the following elements:

- In - charge:** A field showing a profile picture of a woman and the text 'Hamna Jay Thrissur, India'. To the right of this field is a red 'X' button and a red arrow pointing to it.
- Subject Teachers:** A field with a 'Click to add' button and a '+' icon.
- Delete:** A blue button with a red arrow pointing to it.

At the bottom of the box are two buttons: 'Save' and 'Cancel'.

4. To delete the club, click  edit button from right end. Select the club to be deleted, and click on 'Delete' as shown in the Figure.

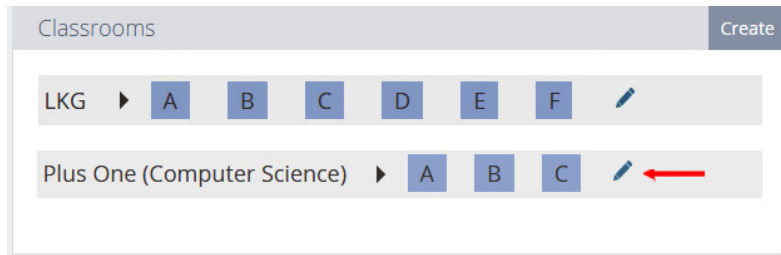
How to post club activities

Club incharge teacher can submit the posts regarding club activities to the school admin. After approval by school admin it will appear on the school wall.

Steps to Assign Teachers and Subjects in Classroom

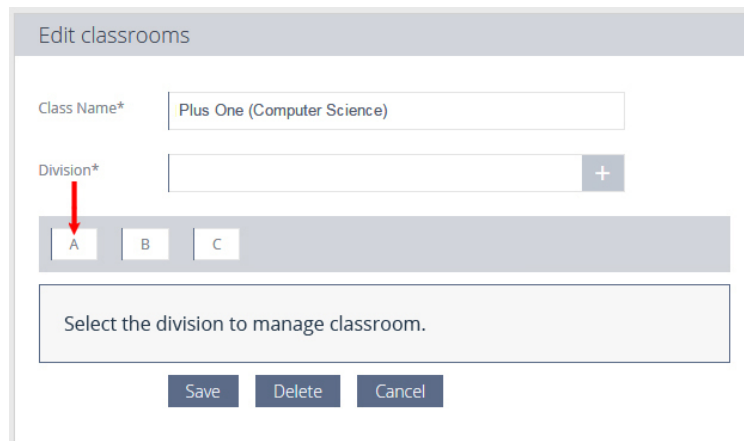
Admin should accept the request of the teacher before assigning teacher to the class

- Click the **Classroom** link on the main header/Classroom link on the profile header.
- Click the edit icon.



The screenshot shows a 'Classrooms' management interface. At the top, there's a 'Create' button. Below it, there are two rows of class entries. The first row is for 'LKG' with divisions A, B, C, D, E, and F, each with an edit icon. The second row is for 'Plus One (Computer Science)' with divisions A, B, and C, each with an edit icon. A red arrow points to the edit icon for division C in the 'Plus One' row.

- Select the particular division to assign Subject/Teacher

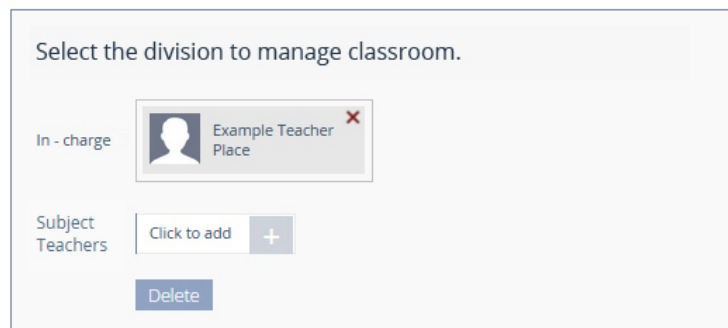


The screenshot shows the 'Edit classrooms' form. It has two input fields: 'Class Name*' with the value 'Plus One (Computer Science)' and 'Division*' which is currently empty. Below the 'Division*' field, there are three buttons labeled 'A', 'B', and 'C'. A red arrow points to the 'A' button. Below these buttons, there is a text box that says 'Select the division to manage classroom.' At the bottom, there are three buttons: 'Save', 'Delete', and 'Cancel'.

- To assign teachers,

In-charge:- Type the name of In-charge teacher in this field.

Subject teachers:- Type the name of subject and teacher taking in the respective class.




The screenshot shows a form for assigning teachers. It has two main sections. The first section is labeled 'In - charge' and contains a dropdown menu with a placeholder icon and the text 'Example Teacher Place'. The second section is labeled 'Subject Teachers' and contains a 'Click to add' button with a plus sign and a 'Delete' button. Above the 'Subject Teachers' section, there is a text box that says 'Select the division to manage classroom.'

Click  to add each details.

If the teacher is taking more than one subject in same class he/she must be enter separately for each subject.


- Save.

Steps to remove teachers in classroom

- Click the Classroom link on the main header/Classroom link on the profile header.
- Click the edit icon.
- Select the particular division to manage Classroom
- To remove teachers, click the  near teacher's name.


Select the division to manage classroom.

In - charge



Example Teacher

Place



Subject Teachers

Click to add

+

Delete

Save


Cancel

After removal new teachers can be assigned from here.

- Save.

Steps to view activities in Classrooms

- Click the Classrooms link on the main header.
- Click the division to view the activities.




Edit Photo

Institution Name : Example School



Location : Place

User Type : Institution

Updates About Contact **Classrooms** Students Teachers Alumni

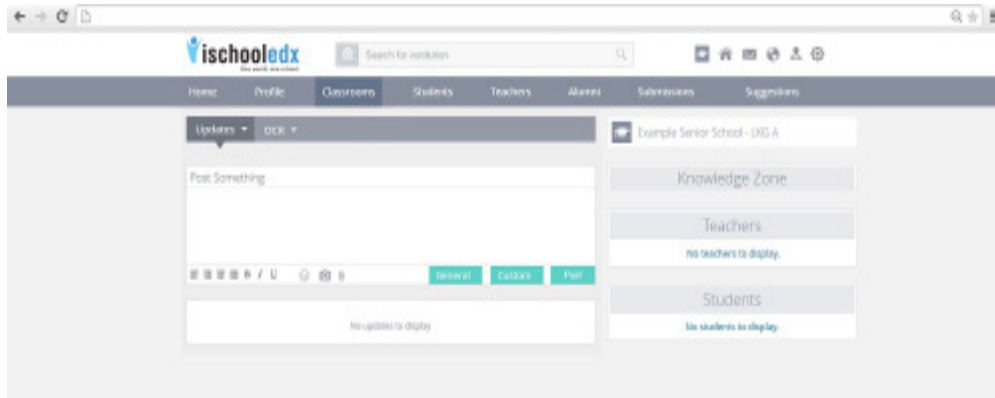
Classrooms 

Create

LKG	▶	A	B	C	D	E	F	
UKG	▶	A	B	C				

- iii. Admin can post as general from the respective class by post something.
- iv. Click on DCR to view the subject wise updates of particular class.

Classroom display



Classroom :- Classroom is a platform for teachers and student to interact together.

Classroom updates:- Includes all the news feeds posted by admin/ In-charge teachers as general, subject teachers in subject.

Admin can visit all classrooms. Admin can post updates in classroom as general.

Teachers can upload notes, images, DCR etc. Subject teachers can post subject related informations in subjects. Students and teachers can only visit their respective classroom they belong to and school profile page.

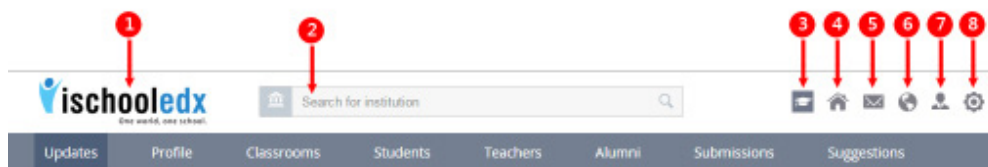
School can introduce Flip classroom method of teaching through ischooledx.

Steps to change the order of Classroom

- i. Click the Classroom link on the main header/Classroom link on the profile header.
- ii. List of entire classes with division will be displayed.
- iii. Click on the particular class and drag to the correct position and click on Save button.

Navigation on ischooledx

Top Header



1. ischooledx icon- Clicking the icon will take user back to home page.
2. Search - Quick search for Institutions.
3. Profile Icon - Quick link to Institution's Profile page.
4. Home - Quick link to own home page.
5. Message - Quick link to view all the messages sent by or received to institution, and can categorize the messages as all, teachers, students, parents.

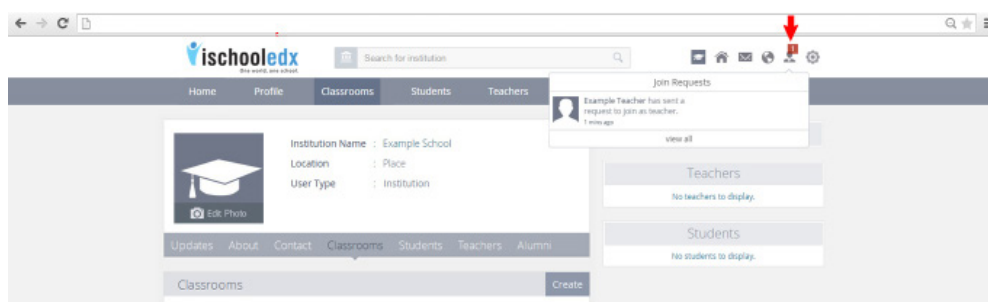
In order to create message:-

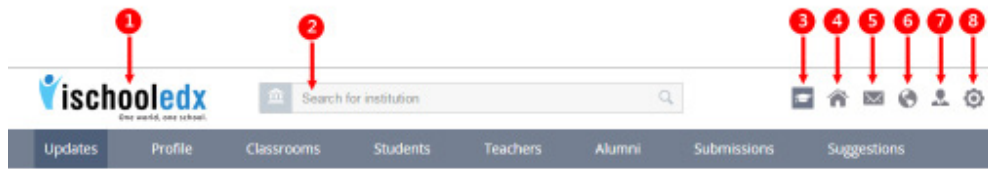
- a) Go to recipient profile page.
- b) Click the message button.
- c) Type message and send.

Every message is recorded for safety reasons.

No delete option for messages.

6. Notification - Quick link to see all happenings that have taken place in the institution's own account.
7. Teachers' Join Requests - Admin is the authorized person to accept teachers' request for joining to institution community.








- i. Click accept to confirm the teachers request belong to that particular institution.
- ii. At the time of accepting each teachers, admin can assign designation and can also assign teacher as in-charge of particular class and then click Continue.

Otherwise accept the teachers request and later edit classroom, then assign teacher to respective class.


Note : Join request from teachers are received and approved by admin.
Join request from students are received and approved by class in-charge.

Red bubble near icon shows count of unseen feeds   

8. Settings - Include 4 sections: Edit Profile, General, Security, and Sign Out.
 - a) Edit Profile:- Edit institution's basic information and add or edit authority information.

Steps to assign Principal /Vice Principal

Admin should accept the join request of teacher to assign as Principal/Vice Principal.

- i. Click the settings icon in the top right corner of home page.
- ii. Select "Edit Profile".
- iii. To assign as Principal, type the name of Principal in this field.
- iv. To assign as Vice Principal, type the name of Vice Principal in the required field and click  to add more than one Vice Principal.
- v. Click Save.

Authority Information

Principal

Vice Principal

Click to add



Save

Cancel

b) General Settings

Change email ID:

- i. Click on settings icon at the top right corner
- ii. Click on general settings
- iii. Change the existing email ID with a new email ID and then submit.
- iv. A confirmation link will be send to your new mail ID. Click on the link and sign in again with the new email ID.

Reset Password:

- i. Select 'Reset Password' from general settings
- ii. Type the new password and click submit.

c) **Security Settings:-** Notify, when the account is accessed from a computer or mobile that has not been used before.

d) **Sign Out -** Safe exit from account.

Forgot Password

- i. Select 'Forgot password'
- ii. Type the email ID and click submit
- iii. A link to reset the password will be send to the email ID.
- iv. Click on the link, give new password and click save.

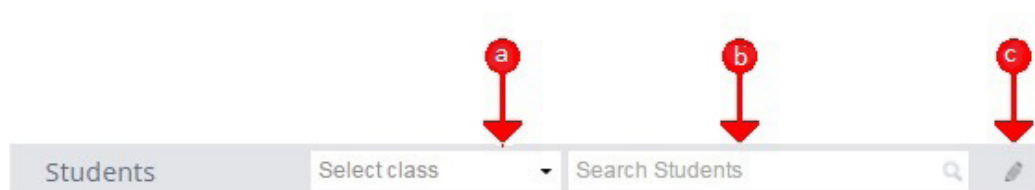
Main Header




1. **Updates** - Includes all the news feed posted by admin, approved posts submitted by teachers.

Admin is the authorized person to approve the posts submitted by teachers. After approval, the posts will appear on Institution's home page.


2. **Profile** - Link to own Profile page. Here admin can view and edit the information discussed earlier in the guide.
3. **Classrooms** - Admin is the authorized person to create classrooms.
4. **Students** – Link to see the full list of students. Here students can be searched class wise and name wise.

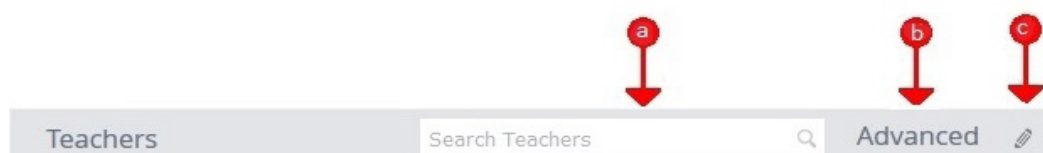


- a. Students can be searched according to particular class.
- b. Student can be searched according to their name.
- c. Click on  button to delete the student from the list.

Parents can be contacted through the link “contact parent” below the name of each student.

Admin can view the profile of a student by clicking student's image.

5. **Teachers** - Link to see the full list of Teachers, Principal and Vice Principal can be viewed in first priority.
 - a. Teachers can be searched by name
 - b. Teachers can be searched by using advanced search.
 - c. Click on  button to delete the teacher from the institution.




Advanced Search

Select class/ Subject or In charge and click on confirm to view teachers by advanced search.

Class	Select class	▼
Subject	Select subject	▼
OR		
In-Charge	Select class	▼

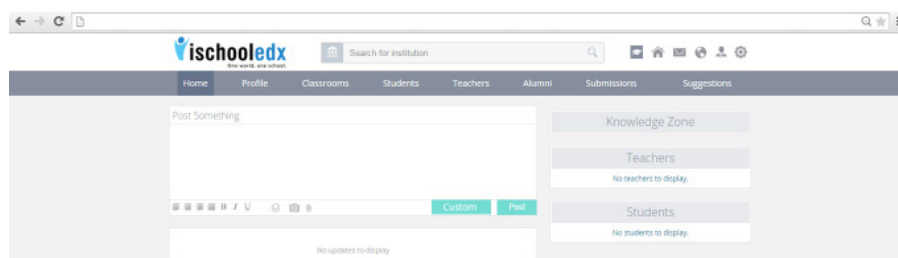
Confirm
Cancel

6. **Alumni** - Link to see the full list of alumni members. Members can be searched by name or year. Click on  button to delete the alumni from the list.



Alumni	<input type="text" value="Search members"/>	<input type="button" value="Q"/>	From ▼	To ▼	
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7. **Submissions** - Teachers can submit their valuable post to admin. After approval of admin it will appear on school wall.
8. **Suggestions** - Teachers and Students can submit their valuable suggestions to school.

Post something on ischooledx account



Institution can post images, notes, posters, circulars etc.

In addition to text content, institution can use the icon  to attach images of jpeg, png and gif type and use the icon  to attach word, excel, pdf, ppt etc.

Institution can post updates using custom.

Custom Post

Post this to:

☐ All Students
☐ Select students by class with division

☐ All Teachers
☐ All class incharges
☐ Select class incharge by class with division
☐ Select teachers by class or subject
☐ Select teachers by name

☐ All Parents
☐ Select parents by student's class

☐ All Alumni

Continue Cancel

Steps to View DCR

To view Daily Class Reports (DCR) of a Particular Class.

- Click the Classroom link on the main header.
- Select the Particular Class with division.
- Click the DCR link on the classroom header.
- Select the particular day to view.
- Click on Show more to view DCR of selected date.

Updates

DCR

Today
Thursday
Wednesday
Tuesday
Monday
Saturday
Show More

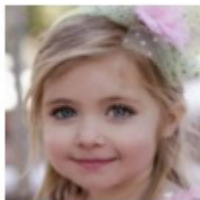
Post Something

General Custom Post

Option to send message to teachers, students or parents

Message to students:

Institution can send message to students by clicking their profile picture from the students' list given in home page of institution or from the particular classroom of individual student.



Name : Elena Micha

Gender : Female

Location : Germany

User type : Student

Message

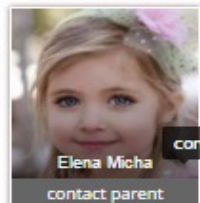
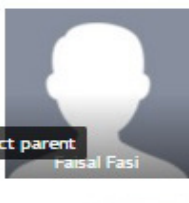
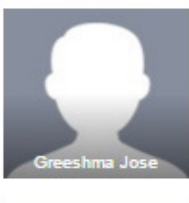
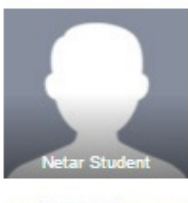
Message to parents:

Institution can send message to parents by clicking 'Contact parent' link of students photo from the students' list given in home page of institution or from the particular classroom of individual student.

Students

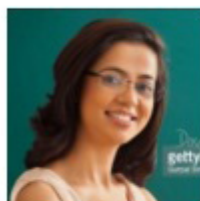
Search Students

Showing Students 8 of 8

Message to teachers:

Institution can send message to teachers by clicking their profile picture from the teachers' list given in home page of institution or from the particular classroom.



Name : Issa Bella Royis

Gender : Female

Location : Germany

User type : Teacher

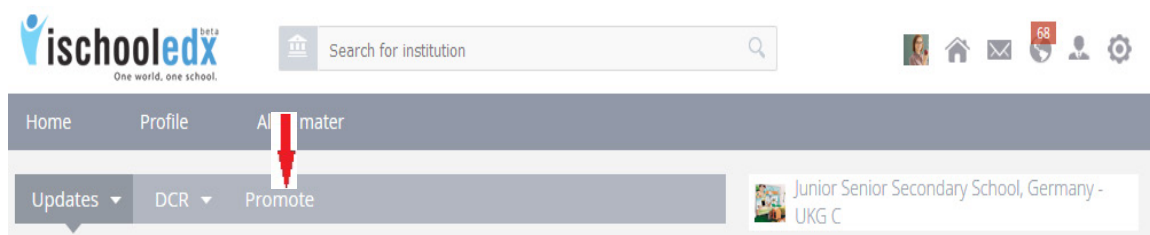
Message

Updates

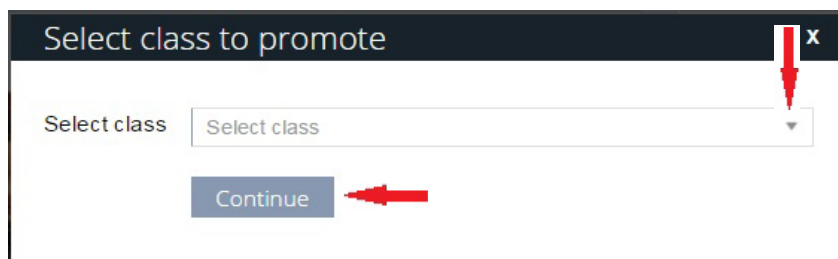
Alma mater

Steps to Promote Students

- i. Select 'Classroom' from top header of institution. Select the desired classroom from the list.
- ii. Click on 'Promote' option given in the classroom header.



- iii. The list of students in that classroom will be shown.
- iv. Select 'Promote' option given below the image of desired student to be promoted.
- v. Select the class to which the student to be promoted from the drop down list shown after clicking the down arrow.



- vi. Click 'Continue'.
- vii. A pop up will be shown as 'Are you sure you want to promote student name to class name?'. Click 'Confirm' to promote the student to the selected class.