

Administrator Platform

User Guide

For School Administrators

Learning for Humanity

1. Introduction.....	2
2. Navigation.....	2
3. Dashboard.....	2
4. School Details.....	2
4.1 Profile.....	2
4.2 Academic Calendar.....	2
4.3 Platform Settings.....	3
5. Courses.....	3
5.1 Templates.....	3
5.2 Classes.....	4
6. Teachers.....	4
6.1 Adding Teachers.....	4
6.2 Assigning Courses in Bulk.....	5
7. Students.....	5
7.1 Adding Students.....	5
7.2 Streams.....	5
8. Support.....	6

1. Introduction

This guide covers the key features and workflows of the L4H Admin Platform. As a School Administrator, you can manage your school's digital environment — including student and teacher accounts, course templates, digital classrooms, and platform settings — all from one place.

2. Navigation

The navigation bar on the left side of the screen provides access to all sections of the platform:

- **Dashboard** — An overview of your school's activity and quick-action shortcuts.
- **School Details** — Manage your school profile, academic calendar, and platform settings.
- **Courses** — Manage course templates and digital classrooms.
- **Teachers** — Manage teacher accounts and class assignments.
- **Students** — Manage student accounts and class enrolment.

To log out of the platform at any time, click Logout at the bottom of the navigation bar.

3. Dashboard

The Dashboard gives you an at-a-glance summary of your school's platform, displaying the total number of Students, Teachers, and Classes for the current academic term.

Use the Quick Actions buttons to immediately navigate to common tasks:

- Add Student
- Add Teacher
- Create Class

4. School Details

The School Details page is organized into three tabs: Profile, Academic Calendar, and Platform Settings.

4.1 Profile

Customize your school's name and location, and modify the branding shown to student and teacher users (such as the school logo and name graphic).

4.2 Academic Calendar

Manage the academic structure of your platform. The Academic Calendar tab contains two sub-sections:

- **Academic Years** — Create and prepare academic years for your platform. For each academic year, the administrator can create and manage all digital classrooms within each term.
- **Academic Terms** — Define the time periods within an academic year. Terms are where you manage digital classrooms and student enrolment. The currently active term is marked with an "Active" status label. Students and teachers are actively interacting with any active term.

Note: *Modifying dates, the number of terms, or academic years may affect your subscription.*

4.3 Platform Settings

Configure global settings for your digital platform:

- **Default Language** — Set the platform language to English or French.
- **Secondary UI** — Set the grade/level at which students are switched from the Primary UI to the Secondary UI. The Primary UI is designed for younger students with less digital experience; the Secondary UI is for students comfortable navigating digital platforms. We recommend having users switch to the Secondary UI once they enter Upper Primary levels.
- **Enrolment Reminder Window** — Relevant only if students manage their own course enrolment. Sets how many days before the next semester students are prompted to select their courses.
- **Teacher Guided Learning Access** — Designate whether all teachers at your school can View, Edit, or not access Guided Learning for their courses. Guided Learning enables teachers to break courses into learning modules paired with digital resources. Learn more about Guided Learning in Section 6 of the Teacher Userguide.
- **Student Account Permissions** — Control whether students can change their own passwords or manage their own course enrolment within the platform.

5. Courses

The Courses page is split into two tabs — Templates and Classes — toggled at the top right of the screen.

5.1 Course Templates

Course Templates are your school's digital curriculum courses. They hold digital resources and act as the master copy from which classes are created each term. Templates can be customized and reused term-over-term and year-over-year.

For example: a "Basic 4 Mathematics" template can be created and customized once, then used to generate a new classroom each term.

From the Templates table, you can:

- **View template** — See basic details about the template.
- **View resources** — Browse all digital resources in the template.
- **Create class** — Create a class from the template for a selected term.
- **Edit template** — Customize template details. Changes affect future classes created from this template but do not alter previously created classes.

- **Delete template** — Permanently remove the template. This action cannot be undone.

Use the Add from Catalogue button to browse the L4H catalogue of digital classroom templates. Find a template for a course you teach, save it to your platform, then use your template to create classes for your teachers and students each term.

5.2 Classes Overview

Classes are digital classrooms created from a template for a specific academic term. Each class has one or more teachers assigned and students enrolled. When a term ends, the class is "closed" — students and teachers lose access, but administrators retain it. A new class can be created from a template when the next term begins.

There is no restriction on the number of classes that can be created. For example, if your school teaches 3 separate classes of SHS1 Core Mathematics, you can create 3 classes per term from the SHS1 Core Mathematics template and assign unique students and teachers to each.

The Classes tab shows all classes for the currently active term. Use the dropdown menu at the top to switch between terms.

For each class in the table, you can:

- **View class** — See basic details, including the number of assigned teachers and enrolled students.
- **View resources** — See all digital resources available to students in this classroom.
- **Edit class** — Edit class details including the name, code and grade, and view the template it was created from.
- **Delete class** — Permanently remove the classroom. Use with caution, as students and teachers may be actively using it.

5.3 Class Creation

There are two ways to create a new class:

1. In the Classes tab, click Create Class. Select a template, then set the class Name, Code, and Grade.
2. In the Templates tab, find the template in the table you wish to create a class for, then click the "Create Class" button under Actions. Select the Term and set the class Name, Code and Grade.

Once created, you can add students and teachers to the new class using the View class action. If you have multiple teachers that teach different sections of the same class, we recommend that you include section information in the class title.

6. Teachers

The Teachers page is where you manage all teacher accounts and their class assignments. Teacher accounts provide users with teacher-level access to any assigned digital classrooms.

From the Teachers table, you can:

- **Click a teacher row** — Opens the Teacher Details popup, where you can view their profile and manage their class assignments.
- **Edit account** — Update teacher account details. You can reset a user's password here if they cannot use the "Forgot password?" feature.

- **Add classes** — Assign the teacher to classes. Select a term, filter by grade, and search for classes to assign.
- **Delete** — Permanently remove the teacher account. This action is immediate and irreversible.

6.1 Adding Teachers

Click Add Teacher to create a single teacher account. Enter the teacher's profile details, login credentials, and select the classes they will be assigned to.

You can create multiple teacher accounts at once by using the import tool. You can create the teacher account credentials and assign them to classes in the current or upcoming terms in one pass, or you can choose to manage assignments to courses afterward (see Section 6.2). Import accounts using the following steps:

1. Click Import
2. Download the provided .xlsx template
3. Read the instructions found on the first sheet of the template file on how to use the importer
4. Fill in the template as guided
5. Upload the file in the platform
6. Review and resolve any validation errors. You can do this by editing the fields that show an error message below them then clicking the “Revalidate” button. There are a handful of reasons errors may be detected in your template file:
 - a. If the email or username is a duplicate of another account already in the platform
 - b. If an email is not formatted correctly
 - c. If a class name does not find an exact match in the classes available for the school
 - d. If the grade or term value for a class does not find a match in the school
7. Click Create to create the accounts.

6.2 Assigning Courses in Bulk

Click Assign Courses to manage class assignments in bulk across your teacher accounts. From this page you can:

- Filter teachers by term or assignment status to quickly identify unassigned teachers.
- Add or remove class assignments using the Courses column for each teacher.
- Click the X beside any class to un-assign the teacher from it.
- Click on a teacher's Courses cell to open a popup and assign additional classes.
- Newly added classes are highlighted green until saved.

No changes are applied until you click Save in the top-right corner.

7. Students

The Students page is where you manage all student accounts and class enrolment. Student accounts provide users with student-level access to their enrolled digital classrooms, Guided Learning modules, and practice tools such as Question Sets.

From the Students table, you can:

- **Click a student row (or View)** — Opens the Student Details popup, where you can view their profile and manage their class enrolment.
- **Edit account** — Update student account details. You can reset a user's password here if they cannot use the "Forgot password?" feature.
- **Add to classes** — Enrol the student in classes. Select a term, filter by grade, and search for classes. Multiple classes can be selected.
- **Delete** — Permanently remove the student account. This action is immediate and irreversible.

7.1 Adding Students

Click Add Student to create a single student account. Enter profile details, login credentials, and select the classes they will be enrolled in.

You can create multiple student accounts at once by using the import tool. You can create account credentials and enrol students in their courses for current and future terms in one pass using the template document, or you can manage enrolment in classes afterward within the platform. Import accounts using the following steps:

1. Download the provided .xlsx template
2. Read the instructions found on the first sheet of the template file on how to use the importer
3. Fill in the template as guided
4. Upload the file in the platform
5. Review and resolve any validation errors. You can do this by editing the fields that show an error message below them then clicking the "Revalidate" button. There are a handful of reasons errors may be detected in your template file:
 - a. If the email or username is a duplicate of another account already in the platform
 - b. If an email is not formatted correctly
 - c. If a grade value does not find a match with available values for the school
 - d. If a class name does not find a match in the classes available for the school
 - e. If the grade or term value for a class does not find a match in the school
8. Click Create to create the accounts.

8. Support

For further questions or assistance, please contact the L4H team at:

support@learningforhumanity.net