



Shia Ithna'asheri Madressa

# TEACHERS PORTAL

Features for the Teacher Portal – Updated March, 2017

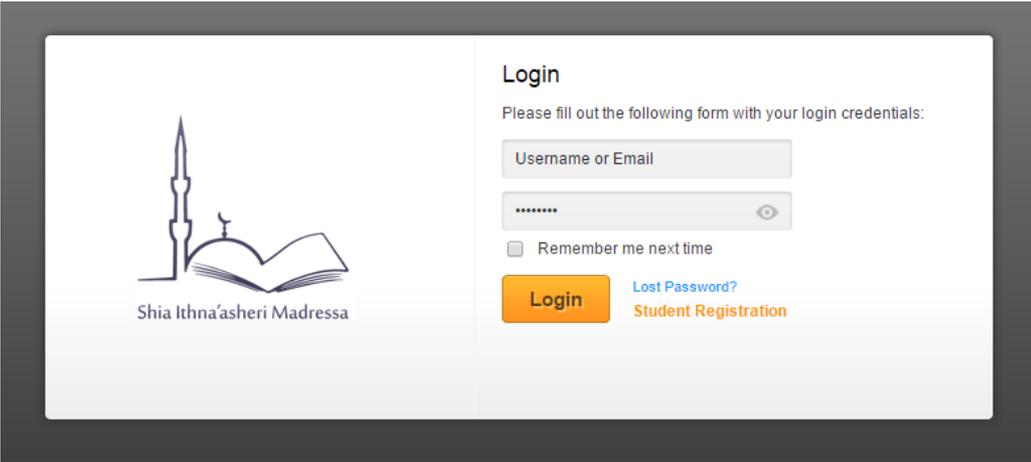
# 1. Login

In your web browser go to: <http://sis.madressa.net>

You will see a Login screen. Login with the username and password that were provided to you.

If you have not received the email with your login details, or if your login details were not stated correctly (and you cannot login) then click 'Lost Password' to reset your password. Your username will be firstnamelastname@madressa.net

For any further assistance please contact [admin@madressa.net](mailto:admin@madressa.net)



The screenshot shows the login interface for the Shia Ithna'asheri Madressa. On the left, there is a logo consisting of a minaret and an open book, with the text "Shia Ithna'asheri Madressa" below it. On the right, the "Login" section contains the following elements:

- The heading "Login".
- The instruction "Please fill out the following form with your login credentials:".
- A text input field labeled "Username or Email".
- A password input field with a masked password "\*\*\*\*\*" and a toggle icon for visibility.
- A checkbox labeled "Remember me next time".
- An orange "Login" button.
- Two links: "Lost Password?" and "Student Registration".

# Homepage

When you have logged in successfully you will see your homepage (which will show you, by default, 'My Courses')

**If you are a Head of Department (HOD), you will also see an icon stating 'Class Admin', showing you all the classes under your department**

On the left side menu you will see several features available to you. On the next slide, we shall explain the relevance of these icons

The screenshot displays a user's homepage dashboard. At the top left is a logo. At the top right is a user profile icon with links for 'My Account', 'Settings', and 'Logout'. A yellow banner below the header says 'Welcome [name] in to your profile.' The main content area is titled 'My Classes' and lists three entries: 'Juniors (SIM 2017)', 'Juniors (SIM 2016)', and 'Juniors (SIM 2015)', each with a dropdown arrow. A left sidebar contains icons for 'Messages', 'My Classes', 'Class Admin', and 'TimeTable'.

# Teacher's Features

We shall walk through each of the features below with you and explain their purpose and how you can maximise the use of this feature.



Messages



My Classes



TimeTable



Assessments



Attendance



Ask the Teacher



Broadcast



Downloads



Events



Calendar



Profile



Settings

# Messages

All Messages are listed here for ease....

- Broadcast you send
- Question that Parent ask you
- Weekly mail that Admin send and you were in the group addressed
- Messages sorted in DESC order
- You can filter for specific type of messages (and then Clear the Filter to see all messages again)
- Click on a message subject to view it

Messages

Filter Messages: Message Type

Sl.No	From	Subject	Message Type	Received On
64		Class 3 Updates	Broadcast	22 Mar 2017 00:30
63		BA homework	Broadcast	15 Mar 2017 22:38
62		Class 3 Updates	Broadcast	09 Mar 2017 13:14
61		MEH homework	Broadcast	03 Mar 2017 18:40
60		Class 3 Updates	Broadcast	23 Feb 2017 22:43
59		Iqra Day	Broadcast	12 Feb 2017 21:12



Messages

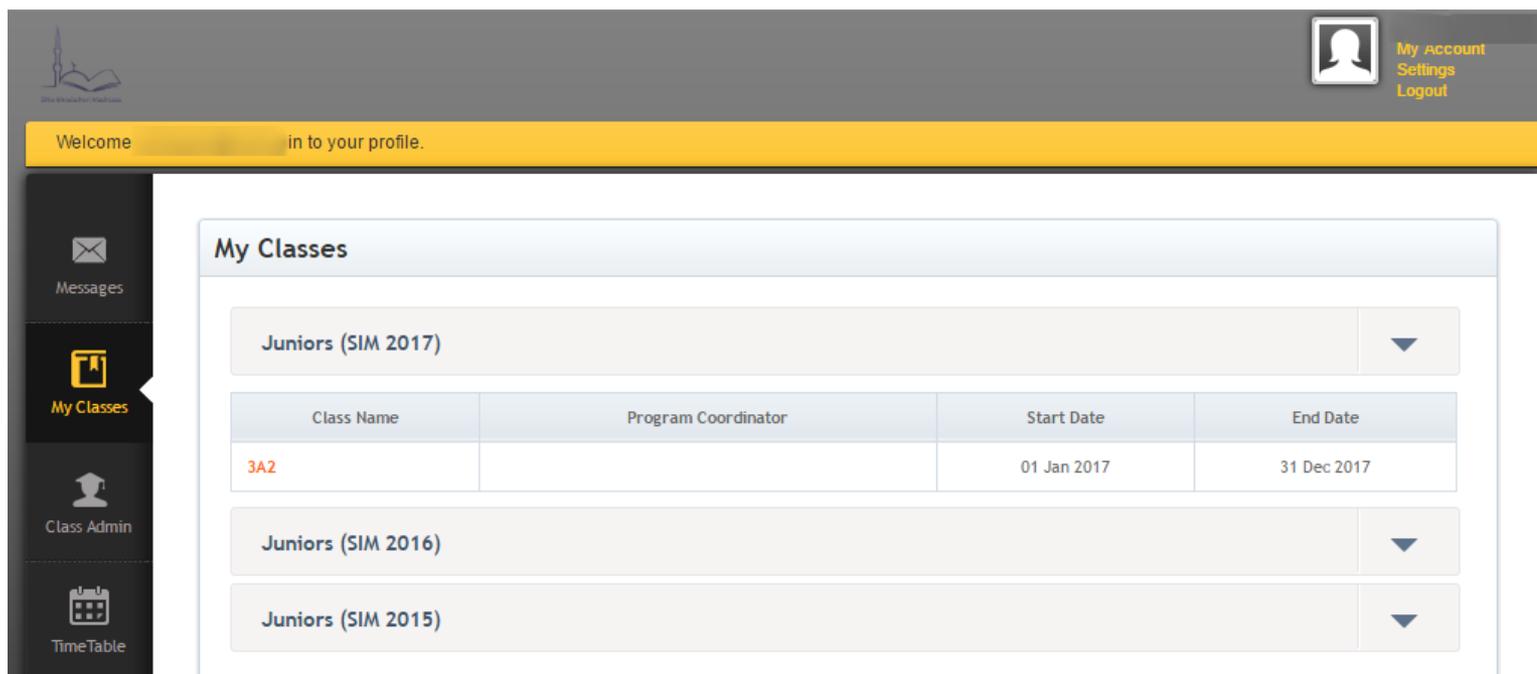
[CLICK TO RETURN TO HOMEPAGE](#)



# My Classes

Select the class you want to view. Details will include:

- Student List: The list of your students with their attendance percentage and comments
- Subjects: This will tell you which subjects you teach for that class
- Timetable: This will show you the current timetable
- Assessments: This will have any administrative assigned assessments for the term
- Log: This feature is currently **not in use**
- Report Card: Here you can view past report cards of current students



The screenshot shows a user interface for 'My Classes'. At the top right, there is a user profile icon and links for 'My account', 'Settings', and 'Logout'. A yellow banner below the header says 'Welcome [name] in to your profile.' On the left, a dark sidebar contains navigation icons for 'Messages', 'My Classes' (highlighted), 'Class Admin', and 'TimeTable'. The main content area is titled 'My Classes' and displays a list of classes. The first class is 'Juniors (SIM 2017)', which is expanded to show a table with the following data:

Class Name	Program Coordinator	Start Date	End Date
3A2		01 Jan 2017	31 Dec 2017

Below the table, there are two more class entries: 'Juniors (SIM 2016)' and 'Juniors (SIM 2015)', each with a dropdown arrow on the right.



# My Classes

By default you will see the Student tab.

Here you can view students with their admission number, gender, and percentage of attendance.

You will also see three icons under comments:

-  The first icon represents 'SEN (Special Education Needs)' Comments
-  The second icon represents Medical Notes
-  The third icon represents Internal comments between administration, HOD's and the teachers

Students	Subjects	Timetable	Assessments	Log	Report Card
Sl. No.	Student Name	Admission No.	Gender	Attendance %	Comments
1	[REDACTED]	4627	Female	100	  
2	[REDACTED]	4173	Female	100	  
3	[REDACTED]	4376	Female	80	  
4	[REDACTED]	3938	Female	80	  



# My Classes: Report Cards

Clicking on the Report Card Tab will allow you to see past report cards for your current students.

You can view 'Past Report Card' per student or click 'Print Past Report Card' to get a PDF of past report cards for all students in the class.

## 3A2 Class of SIM 2017

Students

Subjects

Timetable

Assessments

Log

Report Card

Print Past Report Card

Sl. No.	Student Name	Admission No.	Gender	Action
1	[REDACTED]	4627	Female	No Report Created
2	[REDACTED]	4173	Female	<a href="#">View Past Report Card</a>
3	[REDACTED]	4376	Female	<a href="#">View Past Report Card</a>
4	[REDACTED]	3938	Female	<a href="#">View Past Report Card</a>
5	[REDACTED]	4160	Female	<a href="#">View Past Report Card</a>



# Timetable

Click on the 'View my Timetable' green button under the Timetable menu item to see your timetable for the courses that are allocated to you.

Course Name:

Class Name:

	10:00 - 10:45	10:45 - 11:30	11:55 - 12:55
SUN	Morals, Ethics & History		



# Assessments / Report Cards

The Assessments tab is a useful tab for inserting assessment grades, writing report cards that parents can see, and viewing other internal comments from the Administration and the HoD's.

There are two main Purposes: (select which you would like to do)

1. [Submit marks for Assessments](#)
2. [Report Cards](#)

## View Assessment Details

[All Classes](#)[Report Card](#)

Class Name	Class Teacher	Actions
Class 1A Test	[REDACTED]	<a href="#">View Assessments</a>
Class 1A Test	[REDACTED]	No Assessment Scheduled



# Submitting Assessments

You will now see the classes that you teach.

Click 'View Assessments' to the right of the class you want to submit marks for

**View Assessment Details**

All Classes Report Card

Class Name	Class Teacher	Actions
Class 1A Test	[REDACTED]	<a href="#">View Assessments</a>
Class 1A Test	[REDACTED]	No Assessment Scheduled



# Submitting Assessments

Click 'View Results' for the Term you want to submit marks for. In this case we are submitting marks for 2015 Term 3 Assessments

## View Assessment Details

[All Classes](#) [Report Card](#)

Course: Class 5-11 Boys    Class: 5B1 [Change Class](#)

Displaying 1-1 of 1 result(s).

Name	Assessment Type	Is Published	Result Published
2015 Term 3 Assessments	Marks	<a href="#">View Schedule</a>	<a href="#">View Results</a>



# Submitting Assessments

The next step will show you the subjects for which there are assessments that term, for that class.

If the score column states 'Manage Scores' then that is your class for which you can submit/edit marks.

If the score column states 'view scores' then that is a class NOT assigned to you, as another teacher is submitting the scores for that particular subject.

Click 'Manage Scores' on a subject you teach

All Classes Report Card

Course: Class 5-11 Boys    Class: 5B1    Assessment: 2015 Term 3 Assessments

[View Assessment List](#)    [Change Class](#)

### Assessment Results

Displaying 1-3 of 3 result(s).

Subject	Start Time	End Time	Maximum Marks	Minimum Marks	Score
Akhlaq	01 Nov 2015	08 Nov 2015	100.00	0.00	Manage Scores
FiqhAqaid	01 Nov 2015	08 Nov 2015	100.00	0.00	View Scores
Tarikh	01 Nov 2015	08 Nov 2015	100.00	0.00	Manage Scores



# Submitting Assessments

Here you will now see a list of your student's names. Next to each name there is a 'Marks' field and a 'Remarks' field.

**PLEASE NOTE: All marks MUST BE out of 100 (so if your paper is worth 50 marks, please double the marks the child received). Please ensure you add a remark if something needs to be brought to the attention to the parent. It may be worth commending students here for their excellent achievements.**

Once you have completed inputting the marks please click 'Create' (at the bottom). **Now the marks will be saved.**

### View Assessment Details

All Classes Report Card

Course: Class 5-11 Boys Class: 5B1 [View Subject List](#) [View Assessment List](#) [Change Class](#)

Assessment: 2015 Term 3 Assessments Subject: Akhlaq

Subject Teacher: ██████████

Enter Assessment Scores here:

Student Name	Marks	Remarks
██████████	<input type="text"/>	<input type="text"/>
██████████	<input type="text"/>	<input type="text"/>



# Report Cards

You will be asked to Select the 'Subject' and 'Term' for which you want to write a report.

Once you have selected these, you will see a list of your students in that class and you can choose to either 'View | Edit' a report card or 'Create New' report card

**Note:** Report Cards from other teachers will also be visible here for you to view and take note of what other teachers have said. Just choose the subject and term to see which report cards are available

### Manage Report Cards

My Class Report Card

Batch : Ece 3

Select Subject :  Select Term :

Sl no.	Admission No	Name	Report Card
1	3	[blurred]	<a href="#">View   Edit</a>
2	4	[blurred]	<a href="#">Create New</a>
3	1000015	[blurred]	<a href="#">Create New</a>
4	1000017	[blurred]	<a href="#">Create New</a>

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

# Report Cards

**Teacher's Comments** are formal observations that teachers can add and are visible to the parents of the student.

**Internal Comments** are comments teachers would like to add that are only visible to other teachers, HoDs, and the Administration

You can now add your comments for your student when you click 'Create New'.

You can also Edit existing comments and click Submit again

The screenshot shows a web interface for creating a report card. At the top, there is a 'Create Report Card' header and a 'Manage Reports' button. Below the header, there is a student profile section with a placeholder for a photo and a table of details:

Course :	ECE
Class :	Ece 3
Teacher :	SIM Teacher
Subject :	Tarikh

Below the profile section, there are two text input fields. The first is labeled 'Teachers Comment' and the second is labeled 'Internal Comment'. A 'Submit' button is located at the bottom left of the form. Two blue callout boxes with arrows pointing to the input fields provide instructions:

- The first callout box points to the 'Teachers Comment' field and contains the text: "The information reported in this box will be fully visible to Parents, therefore please consider the appropriateness of language and do not use shorthand or abbreviations. Guidance has been provided for phrases that can be used and please contact your HoD or admin for another copy if required."
- The second callout box points to the 'Internal Comment' field and contains the text: "Please enter here anything that you do not wish to share with parents like specific points you wish to continue to observe, or how you would like the student to develop further."

# Report Cards: Ratings

**Ratings – (Where ratings are not available, they are not required for that term).**

A teacher can also ‘Rate’ the student in categories that are created by the Administration such as Attitude 4 Learning, Behavior, Knowledge, Etc. Click on the relevant rating and click ‘Submit’

Now your ratings are available in a table on the report card. Should you wish to change the rating, you can do so. Just make the necessary change and click ‘save’.

Sharing rating with parents by ticking “visible to parents” should only be done if advised – otherwise the rating is ONLY for internal use until further notice.

This feature allows you to monitor the progress of your student throughout the year, and also enhances communication with parents should you need to collaborate with them to work on their child’s overall performance in class.

Visible to parents :

Attitude 4L

Behavior

Knowledge

Behaviour

Participation

Sl. No.	Rating Label	Rating Value	Created On	Visibility	Action
1	Attitude 4L	Good	13 Apr 2015	Not visible to parents	<input type="checkbox"/> Visible <input type="text" value="Good"/>
2	Behavior	Excellent	13 Apr 2015	Visible to Parents	<input checked="" type="checkbox"/> Visible <input type="text" value="Excellent"/>
3	Behavior	Good	13 Apr 2015	Not visible to parents	<input type="checkbox"/> Visible <input type="text" value="Good"/>



# Report Cards

## Generate PDF

Under the 'Report Cards' Tab you can click 'Generate' PDF to Generate a PDF of all the student's report cards (one student per page).

This is beneficial should you choose to print these reports for the parents, or for internal use.

### Manage Report Cards

All Classes My Class Report Card

Batch : Ece 3

Select Subject :  Select Term :

 [Generate PDF](#)

Show  entries Search:

Sl no.	Admission No	Name	Report Card
1	3	[REDACTED]	<a href="#">View</a>   <a href="#">Edit</a>
2	4	[REDACTED]	<a href="#">View</a>   <a href="#">Edit</a>
3	1000015	[REDACTED]	<a href="#">View</a>   <a href="#">Edit</a>
4	1000017	[REDACTED]	<a href="#">Create New</a>

Showing 1 to 4 of 4 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

# Report Cards

## Generate PDF

The same feature is available to Generate an individual report card PDF for the student.

Just click on 'view' for the student and click 'Generate PDF'.

You can then print the report card for internal use, to give to a parent, or to use as a reference in a parent-teacher meeting.

### View Report Card

Manage Reports



Course :  
Class :  
Teacher :  
Subject :

Generate PDF

#### Comments

 TEACHER COMMENT  
22 Apr 2015

 INTERNAL COMMENT  
22 Apr 2015

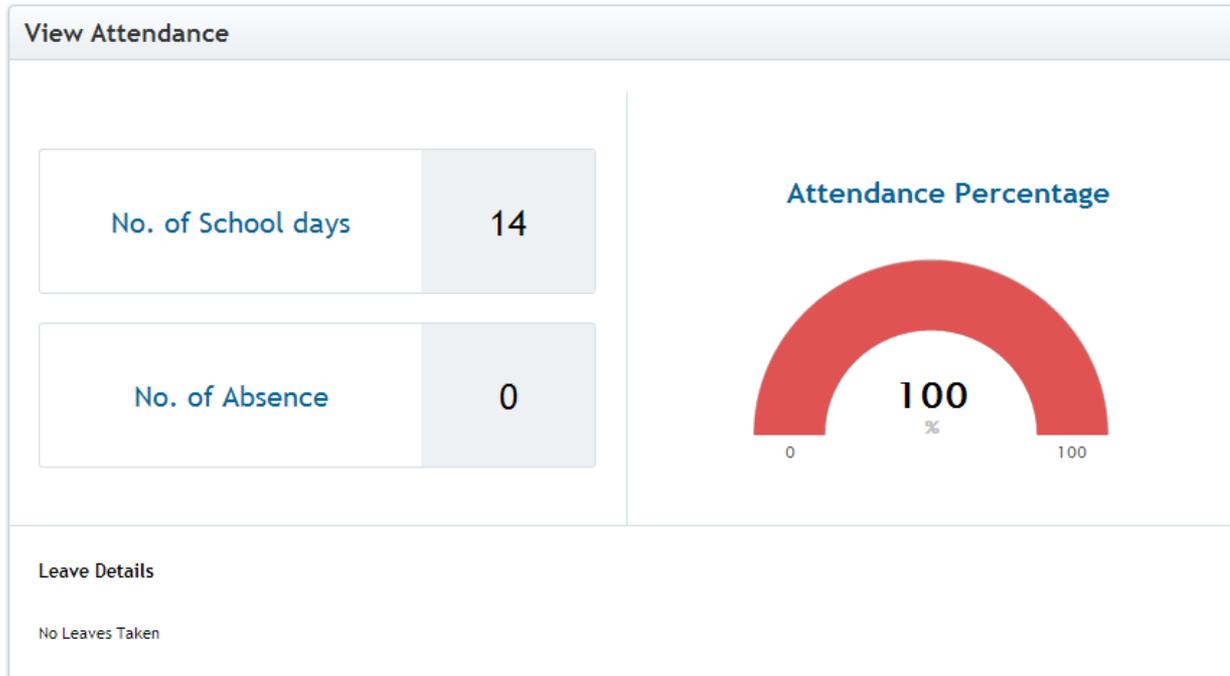
#### Ratings

Sl. No.	Rating Label	Rating Value	Created On	Visibility
1	Attitude 4L	Good	10 Apr 2015	Not visible to parents
2	Behavior	Good	10 Apr 2015	Not visible to parents
3	Attitude 4L	Excellent	10 Apr 2015	Not visible to parents
4	Attitude 4L	Excellent	13 Apr 2015	Not visible to parents



# Attendance

The attendance is a simple understanding of your attendance as a teacher, over the course of the Academic Year. This is managed by the Administration



# Ask The Teacher

**On click on Ask the Teacher as shown you will land on this page**

This feature allows parents to effectively communicate with teachers associated with their child through a FAQ session, by asking questions and posting comments under them.

When a Question is posed – teacher and HOD will get an email notification with the content

Response can only be given via the teachers Portal

You can search for a Particular student, parent, or subject by using the filter at the top

**Click on a question to view content and to respond**

**HOD:** You will see all questions for classes you are associated with and can respond on behalf of teacher

View Questions <span style="float: right;">Clear Filter</span>			
Filter Questions: Student Name Parent Name Subject Name			
No	Subject	Student Name	Class Name
3	Ghghf 21 Mar 2015 01:24 AM	[REDACTED]	Ece 3
2	Test Q another student Tarikh teacher 21 Mar 2015 01:16 AM	[REDACTED]	Ece 3



# Ask The Teacher: Parent View

The parent view shows:

**Student Selection:** Parents can select students for whom they want to view teachers to ask questions to.

**Teachers:** Student-specific teachers to whom parent can ask a question.

**Options:** Parent can ask questions, view previous questions, or add further comments to an existing question.

### Teacher List

   
Course : ECE    Class : Ece 3    Subject : Tarikh

[Ask Question](#)    [View Questions](#)

   
Course : ECE    Class : Ece 3    Subject : Tarikh

[Ask Question](#)    [View Questions](#)



# Broadcast

The broadcast feature allows teachers/HODs to send bulk emails to parents of students in batches they are associated with. Sent messages are displayed on the Broadcast page.

Details can be viewed by clicking the message title.

To send a new Broadcast – Click on “**New Broadcast**” green button

**Mailshots** – Create a template, save it, and reuse every time you want to send a broadcast.

**ATTENTION!** – You are addressing parents/guardians – please take care in language used.  
Ensure clarity in your message

Sl.No	Subject	Sent On
3	<a href="#">Test 3 Attachment</a>	21 Mar 2015 01:34 AM
2	<a href="#">Test 2</a>	21 Mar 2015 01:32 AM
1	<a href="#">Test 1</a>	21 Mar 2015 01:32 AM

# Broadcast

On click on “New Broadcast” – you will see this page

- Select the Batches (=classes) you want to send to. If you teach more than one class you will see these classes here and need to choose as relevant
- HoDs: You will see ALL classes you are associated with
- Add Subject
- Add attachment if needed (no large attachments! For best quality and performance and to ensure parents receive attachment, send PDF extension files)
- Write the message in the text editor – **SEE NEXT SLIDE**
- Click Send Broadcast when ready  
Click Save as mailshot if you want to reuse this as template for future mailshots

**New Broadcast** Mailshots Broadcast List

Select Batches :

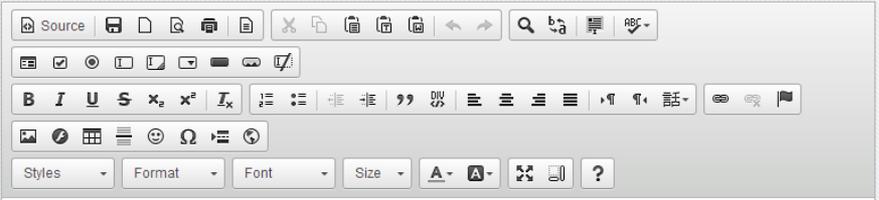
All Batches  
 ECE-ece 2  
 ECE-Ece 3

Subject :

Add Attachment :

No file chosen

Enter Message :



Save as Mailshot

Send Broadcast



# Download, Events and Calendar

These three features are currently not being used by the S I Madressa on the portal



Downloads



Events



Calendar

# Profile

Clicking on 'Profile' will bring you to a page that looks like the one on the right.

Here you can find all your details that are stored by administration. If you need to update details click 'Edit' in the top right corner.

This will allow you to update your details, and will also update the details on the administrative end.

### Profile

Edit

Job Title :  
Department :  
Employee No : E6

Joining Date	01 Jan 2015	Category	
Position		Grade	
Gender	Male		
Qualification		Experience	.
Date of Birth			

### Contact Details

Home Address Line 1		Home Address Line 2	
Home City		Home County	
Home Post Code		Mobile Phone	0
Home Phone			
Email		Personal Email	



Profile

[CLICK TO RETURN TO HOMEPAGE](#)



# Settings

'Settings' will show you:

- Username
- First Name
- Last Name
- Email
- Registration date
- Last Visit
- Status

## Your profile

[Edit Profile](#)

[Change Password](#)

username	██████████
First Name	██████████
Last Name	██████████
E-mail	██████████
Registration date	██████████
Last visit	██████████
Status	██████████

You can edit your profile which will allow you to change your username and email address or click 'Change password' to change your password. If you choose to change your password you will see a screen like this:

## Change password

[View Profile](#)

[Edit Profile](#)

Fields with\*are required.

Old Password *	<input type="password"/>
Password *	<input type="password"/> <small>Minimal password length 4 symbols.</small>
Retype Password *	<input type="password"/>

[Save](#)