

Website Function Manual

SYSTEM OVERVIEW & USER DOCUMENTATION

1. Introduction (System Overview)

This document serves as the comprehensive manual for the website's functions and features. The system is designed as a centralized digital platform to facilitate seamless interaction, content management, and educational administration between users. It provides a secure, role-based environment tailored to the specific needs of administrators, teachers, and students.

2. Objectives of the System

- To provide an intuitive and centralized platform for educational management.
- To streamline communication and material distribution between teachers and students.
- To ensure secure and efficient access to administrative and academic tools.
- To track progress, manage rosters, and simplify the authoring of learning materials.

3. Scope

This manual covers the core functionalities of the website, focusing specifically on user roles, authentication protocols, feature sets, and step-by-step operational guides. It outlines the distinct interfaces and tools available to Administrators, Teachers, and Students.

4. Administrator

The Administrator is the highest-level user, responsible for system maintenance, user management, and overall platform security. Administrators have global access to oversee all accounts, monitor system health, and configure site-wide settings.

5. Teacher

The Teacher role is designed for educators and instructors. Teachers have permission to author content, manage their specific classes, monitor student progress, and grade assignments. They interact directly with the student body through the platform's learning modules.

6. Student

The Student role is designated for learners accessing the platform. Students can view enrolled courses, participate in lessons, submit assignments, and track their own academic progress in a restricted, user-friendly environment.

7. Authentication and Access Control

System security is maintained through strict authentication protocols. All users must verify their identity using a unique username and encrypted password. Access control is role-based (RBAC), meaning users are only granted permissions and views relevant to their specific role (Administrator, Teacher, or Student).

8. Account & Access Features

- **User Profiles:** Users can update personal information and profile settings.
- **Password Management:** Secure password reset and recovery workflows.
- **Session Management:** Automatic timeouts for inactive sessions to protect user data.

9. Teacher Authoring Features

- **Course Creation:** Tools to build and structure curriculum modules.
- **Content Upload:** Ability to attach documents, videos, and interactive media.
- **Assessments:** Quiz and assignment generation tools with customizable grading rubrics.

10. Class and Roster Features

- **Enrollment Tracking:** Real-time visibility of students registered in a course.
- **Roster Management:** Tools to add, remove, or group students within a specific class.
- **Attendance & Logs:** Systems for tracking student participation and login frequency.

11. Student Learning Features

- **Dashboard:** A personalized hub showing active courses, pending assignments, and recent grades.
- **Material Access:** Direct access to lectures, reading materials, and multimedia uploaded by the teacher.
- **Submission Portal:** A secure interface for uploading completed assignments and taking online quizzes.

12. Administrator Features

- **Global Dashboard:** High-level metrics on system usage, active users, and platform health.
- **User Provisioning:** The ability to batch-create, suspend, or modify user accounts.
- **System Configuration:** Backend settings for security protocols, site theme, and data backups.

13. Getting Started

Welcome to the platform! To begin using the system, navigate to the main login portal provided by your institution. Enter your designated username and temporary password. Upon your first login, you will be prompted to create a new, secure password and configure your profile settings. Once authenticated, the system will automatically route you to your role-specific dashboard where you can begin exploring your available tools.

14. Administrator Manual

1. **Logging In:** Access the admin portal via the secure gateway.
2. **Managing Users:** Navigate to the "User Management" tab to add or remove accounts.
3. **System Audits:** Use the "Reports" section to generate access logs and system health checks.

15. Teacher Manual

1. **Dashboard Overview:** View your active classes upon login.
2. **Creating a Class:** Click "New Course," assign a syllabus, and set the enrollment parameters.
3. **Uploading Content:** Use the "Authoring" tab to drag and drop files directly into student modules.
4. **Grading:** Access the "Gradebook" to review and score student submissions.

16. Student Manual

1. **Accessing Classes:** Log in and click on any active course card on your homepage.
2. **Completing Work:** Navigate to the "Assignments" tab to view due dates and instructions.
3. **Submitting Files:** Click "Submit," upload your document, and wait for the confirmation receipt.
4. **Viewing Grades:** Check the "My Progress" tab to see feedback and final scores from your teachers.