



USER MANUAL THE ALBAYEN LEARNING AND TEACHING SUPPORT SYSTEM

ORGANIZATION ACCOUNT

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INTRODUCTION

The Albayen system is a teaching and learning support system developed to meet school needs. This system includes several accounts, namely, school accounts, teacher accounts, student accounts and parent accounts.

This manual has been prepared to guide Albayen system users in using the system effectively and efficiently. This guide contains a step-by-step guide along with the original interface screens of the module to provide explanations that are easier for users to understand and apply.

We hope that with this user manual, the teaching and learning process using the Albayen system can be made easier and implemented more effectively towards 21st century learning.



SYSTEM REQUIREMENTS



Compatible Web Browser

The Albayen system was developed along with current technological developments.

We recommend to all Albayen system users to use the web browser options below to enjoy smooth system browsing

Download Now:



Compatible Operating System

The operating system is the system that runs your device. The Albayen system has been developed to be compatible with all types of operating systems. Among the suitable operating systems are the following:

Microsoft Windows

Mac OS

Linux



Pop-up Blocker

For the smooth use of the Albayen system, users are advised to disable pop up blockers in their respective web browsers.

Disable popup blocker in Google Chrome:

1. Open Google Chrome..
2. At the top right of Google Chrome, please press 'More', and select the 'Settings' menu.
3. Find the 'Privacy and Security' section, press 'Site Settings'.
4. Click Pop-ups and redirects.
5. At the top, change the setting to 'Allowed'.
6. Return to the Albayen School system. Press the 'Refresh' button on your web browser.

ACCESS TO THE ALBAYEN SYSTEM

To access the Albayen system, users only need to enter the link below into their web browser via their respective devices.

Link to Albayen system:

<https://albayen.my>

Note:

Recommended web browser options are Google Chrome, Mozilla Firefox, or Microsoft Edge.



LOG IN TO THE SYSTEM

Once the organization completes access to the system, the organization can log in to the system. Follow the steps below for the system login process.

1. Please ensure your name is registered in the system by the school administrator. If you haven't or are unsure, please contact your school administrator to register your information in the system.
2. If your information has been registered by the Admin system, please enter 'organization ID' in the **Email** and **Password** columns or the password set is **Albayen1234**. If you have changed your password, please enter your new password.
3. Please press the **LOG IN** button to access your account.
4. If you forget your password, please click on the **Forget Password** section and enter the required information.

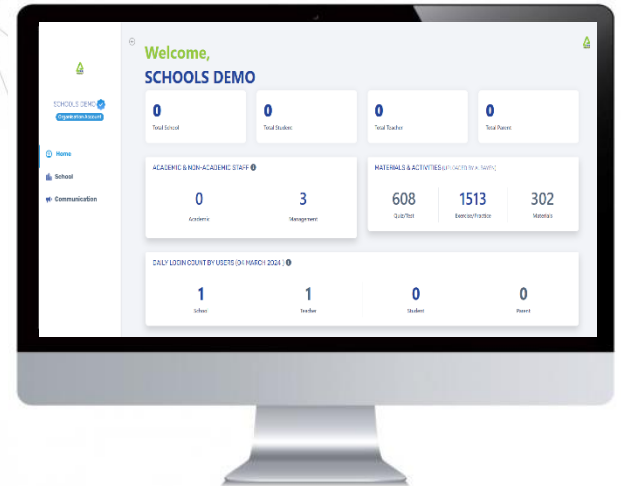


HOME PAGE SCHOOL ORGANIZATION

After the login process is complete, the home page display for the organization account will be displayed as in the image on the right.

There are 3 (three) main menu functions in the organization account, namely;

1. Home
2. School
 - i. Primary School
 - ii. Secondary School
 - iii. Academic Report
3. Communication
 - i. Announcement
 - ii. Newsletter



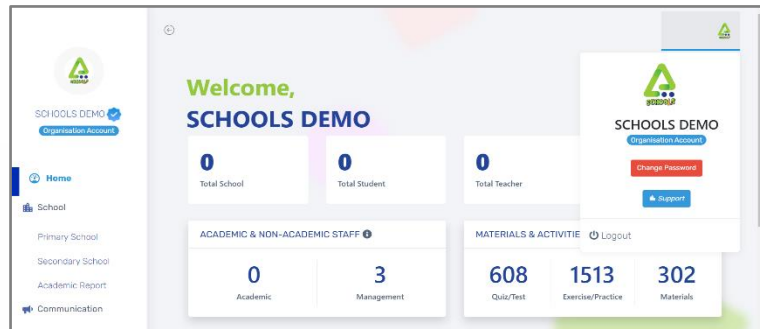
HEADER BAR

The top bar component or header bar has a school albayen logo or icon at the top right corner, which can be pressed and will display the words 'Organization Account' and the **Change Password**, **Support** and **Logout** menu.

Users can also change their password by pressing the **Change Password** menu.

Users can also send reports about technical matters regarding the Albayen system by pressing the **Support** menu.

If the user wants to leave the Albayen system, the user can press the **Logout** menu.

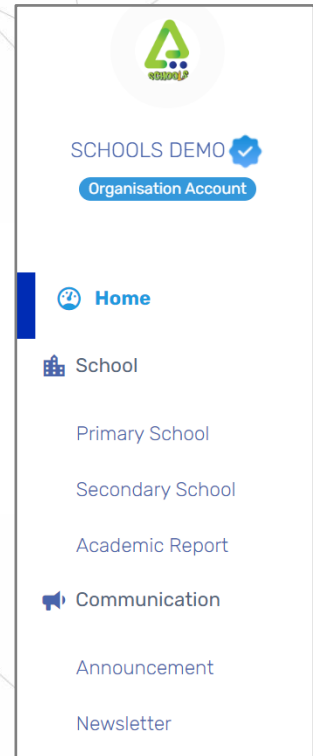


SIDEBAR

The side menu component lists the menus and functions provided for organization accounts. That includes:

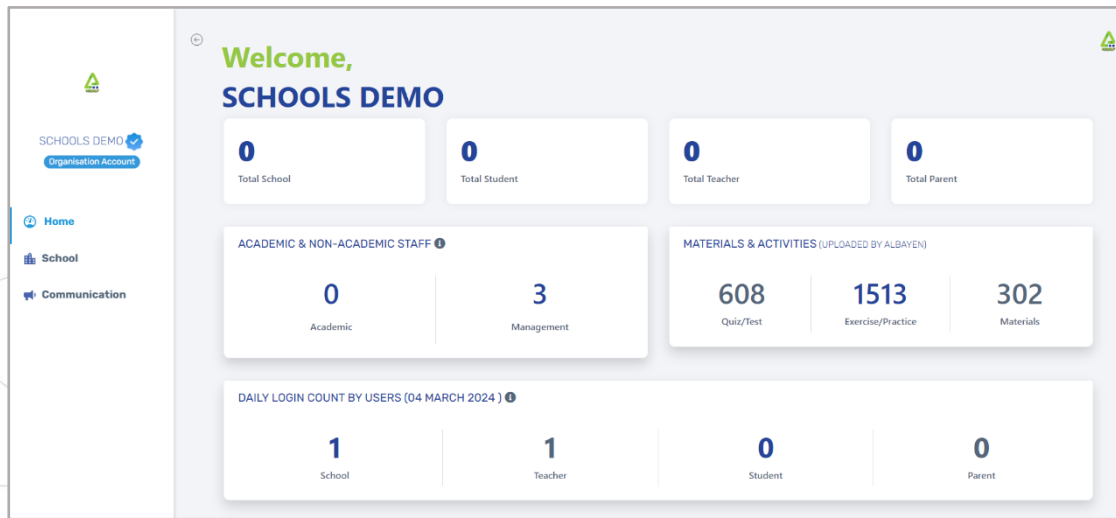
1. The Home page, displays quick links to the following main menus: **School** and **Communication**. Users can also see the number of schools, students, teachers and parents, available materials and access the organization's account
2. School, displays 3 other submenus, namely **Primary School**, **Secondary School**, and **Academic Report**
3. **Communication**, displays 2 other submenus, namely **Announcement** and **Newsletter**

organization are advised to explore all the functions of the Albayen System that have been provided in order to increase their knowledge and skills in using the system.



HOME MENU

Apart from functioning as a quick link to access main menus such as **School** and **Communication**, the main page menu or **Home** also contains information about the number of schools, students, teachers and parents in the organization. Apart from that, there is also information about the activities and materials that exist and are managed by the organization.



SCHOOL MENU

PRIMARY SCHOOL

This menu is a list of primary schools registered in the organization's account system. Users can see detailed information by pressing the eye logo in the school registration menu. To add a new school, you can press the **Add Primary School** button, then the user needs to fill in the existing data, such as filling in the school logo, school name, school email, school address, etc. If everything has been filled in, the user can press the **Submit** button to save it.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with the following items: Home, School, Primary School, Secondary School, Academic Report, and Communication. The main content area displays a modal window titled "Register Primary School". The form contains the following fields and controls:

- School Logo:** A file upload field with the text "Choose File" and "No file chosen".
- School Name:** A text input field.
- School Email:** A text input field.
- School Sector:** A dropdown menu with "Government" selected.
- Director Name:** A text input field.
- District:** A text input field.
- Headmaster:** A text input field.
- School Address:** A text input field.

At the bottom of the form, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo) and a "Bentuk" button. The background of the application shows a navigation menu with "SCHOOLS DEMO" and "Organisation Account" at the top, and a "Add Primary School" button on the right side of the main content area.

MENU SCHOOL

SECONDARY SCHOOL

This menu is a list of secondary schools registered in the organization's account system. Users can see detailed information by pressing the eye logo in the school registration menu. To add a new school, you can press the **Add Secondary School** button, then the user needs to fill in the existing data, such as filling in the school logo, school name, school email, school address, etc. If everything has been filled in, the user can press the **Submit** button to save it.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with items: Home, School, Primary School, Secondary School (highlighted), Academic Report, and Communication. The main content area displays a modal window titled "Register Secondary School". The form includes the following fields: "School Logo" with a "Choose File" button and "No file chosen" text; "School Name" with a text input field; "School Email" with a text input field; "School Sector" with a dropdown menu showing "Government"; "Director Name" with a text input field; "District" with a text input field; "Headmaster" with a text input field; and "School Address" with a text area. A rich text editor toolbar is visible at the bottom of the address field. In the background, a list of schools is partially visible, showing "No schools" and an "Add Secondary School" button.

SCHOOL MENU

ACADEMIC REPORT

The **Academic Report** menu is report data on school and student academic results.

Home > School Academic Report


School Academic Report

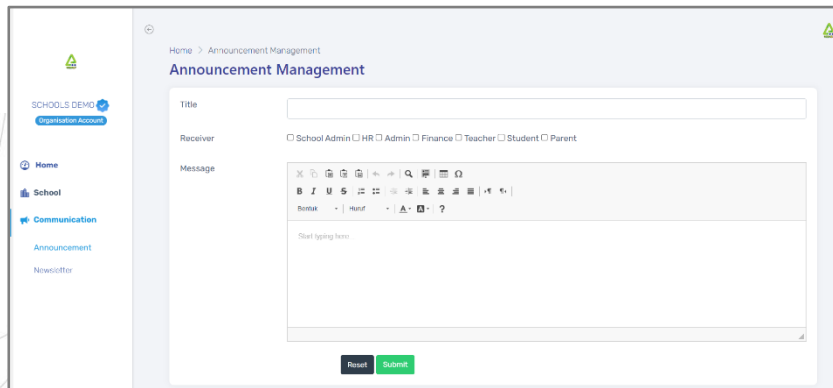
No	School Name	Type
No data available.		

COMMUNICATION MENU

ANNOUNCEMENT'S ROOM

To create an announcement, users need to enter information such as the title of the announcement, recipient of the announcement, message or announcement to be delivered and documents or attachments (if any).

After that, press  button. This announcement will appear on the desired user account.



COMMUNICATION MENU

RUANG NEWSLETTER

To create a newsletter, users need to enter information such as the title of the newsletter, recipient of the newsletter, message or newsletter to be delivered and documents or attachments (if any). After that, press

Submit

button. This announcement will appear on the desired user account.

The screenshot shows the 'Newsletter' creation page. The breadcrumb trail is 'Home > Newsletter'. The page title is 'Newsletter'. The form includes a 'Title' input field, a 'Receiver' section with radio buttons for 'School Admin', 'HR', 'Admin', 'Finance', 'Teacher', 'Student', and 'Parent', and an 'Upload File' section with a 'Choose File' button and 'No file chosen' text. There are 'Submit' and 'Reset' buttons at the bottom of the form. Below the form is a table with columns for '#', 'Title', and 'Receiver'. The table is currently empty, displaying 'No data available.' at the bottom.

#	Title	Receiver
No data available.		



ALBAYEN
SCHOOLS