



# **USER MANUAL THE ALBAYEN LEARNING AND TEACHING SUPPORT SYSTEM**

## **SCHOOL ADMINISTRATOR ACCOUNT**

## TABLE OF CONTENT

<b>INTRODUCTION</b> .....	3
<b>SYSTEM REQUIREMENTS</b> .....	4
<b>ACCESS TO THE ALBAYEN SYSTEM</b> .....	5
<b>LOG IN TO THE SYSTEM</b> .....	6
<b>HOME PAGE SCHOOL ADMINISTRATOR ACCOUNT</b> .....	7
<b>HEADER BAR</b> .....	8
<b>SCHOOL EVENT CALENDER</b> .....	10
<b>PARENT FEEDBACK ROOM</b> .....	11
<b>SESSION MENU</b> .....	12
.....	12
<b>MANAGEMENT ACCOUNT MENU</b> .....	13
<b>eRPH MENU</b> .....	15
<b>ANNOUNCEMENT MENU</b> .....	16

**SCHOOL EXAM MENU** ..... 18

## 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 school administrator completes access to the system, the school administrator can log in to the system. Follow the steps below for the system login process.

1. Make sure your school is registered in the system by the Admin system.
2. If your information has been registered by the Admin system, please enter the school ID in the **Username** column (School ID) and the password, **Password** (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.

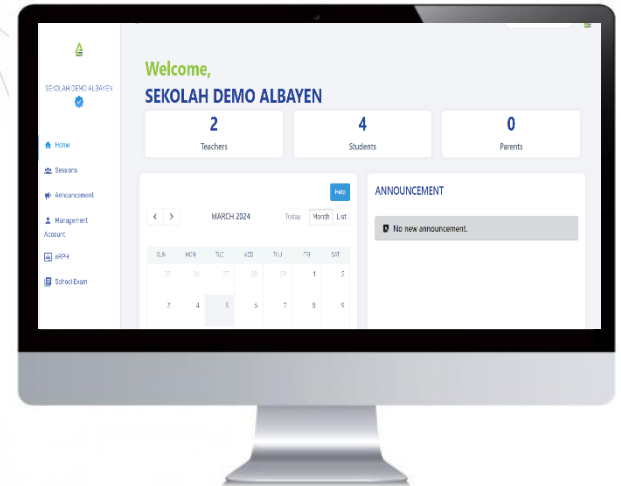


## HOME PAGE SCHOOL ADMINISTRATOR ACCOUNT

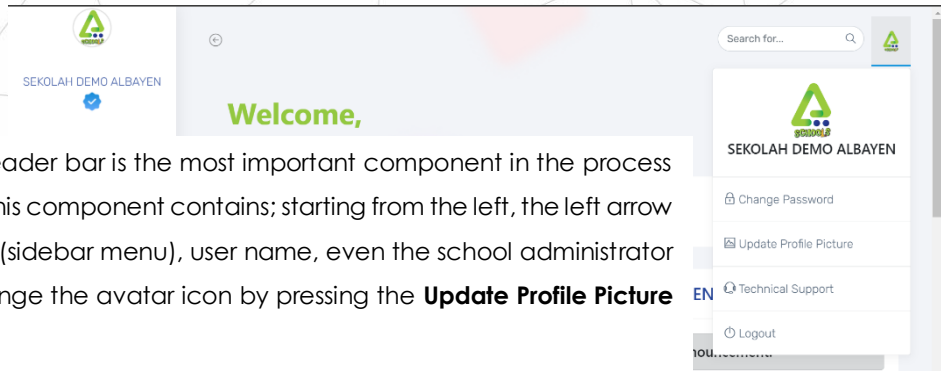
After the login process is complete, the home page display for the school administrator account will be displayed as in the image on the right.

There are 6 (eight) main menu functions in the school administrator account, namely;

- i. *Home,*
- ii. *Session,*
- iii. *Announcement,*
- iv. *Management Account,*
- v. *eRPH*
- vi. *School Exam,*



## HEADER BAR



The top bar component or header bar is the most important component in the process of using the Albayen system. This component contains; starting from the left, the left arrow button to hide the side menu (sidebar menu), user name, even the school administrator icon or avatar. Users can change the avatar icon by pressing the **Update Profile Picture** menu.

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

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

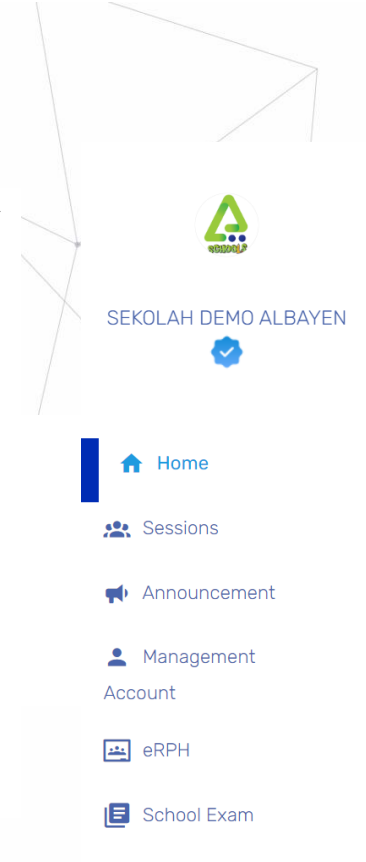


## SIDE BAR

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

1. **Home** page, displays quick links to the number of teachers, students, and parents logged in to the system, calendar, notifications, and feedback.
2. Moreover, the edge menu component also has other function menus besides Home, namely Session, Announcement, Account Management, eRPH, School Exam.
3. When the user presses the menu button, a new view will be displayed.

School administrators 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.



## SCHOOL EVENT CALENDER

Help

< > **OCTOBER 2023** Today Month List

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

schools.albayen.my says

Enter Event Title

OK Cancel

On the Home page of the administrator account there is a calendar for recording events at school. To record an event in that month, the manager needs to press the date of the event to be recorded. The following pop-up will appear on the admin page. Enter the event name and press OK. Events will be recorded on the calendars of administrator accounts, teacher accounts, student accounts, and parent

## PARENT FEEDBACK ROOM


If the admin scrolls down, the admin will see a feedback box from parents. This feedback is filled in by parents via their parent account. This feedback is intended to provide direct feedback to administrators.

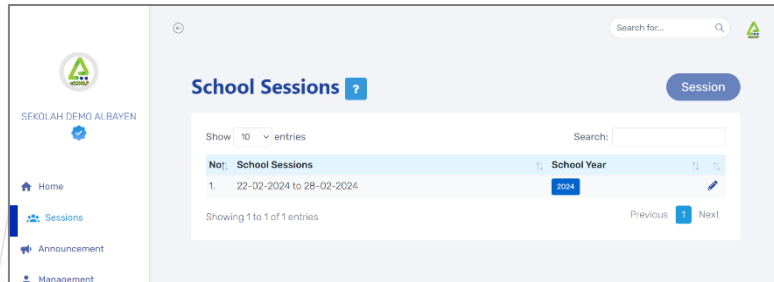
The screenshot displays a user interface for a 'Parent Feedback Room'. On the left, there is a calendar for 'MARCH 2024'. The calendar shows dates from 25 to 31, with the 5th of March highlighted. Above the calendar are navigation arrows, the month name, and buttons for 'Today', 'Month', and 'List'. A 'Help' button is located in the top right corner of the calendar area. To the right of the calendar, there are two main sections. The first is titled 'ANNOUNCEMENT' and contains a message: 'No new announcement.' The second section is titled 'PARENT'S FEEDBACK' and contains a message: 'No feedback'. Both sections have a search bar and a small green triangle icon in the top right corner.

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## SESSION MENU



This menu is provided to display a list of sessions in the school administrator account. In this column there is information in the form of the start and end date of the session

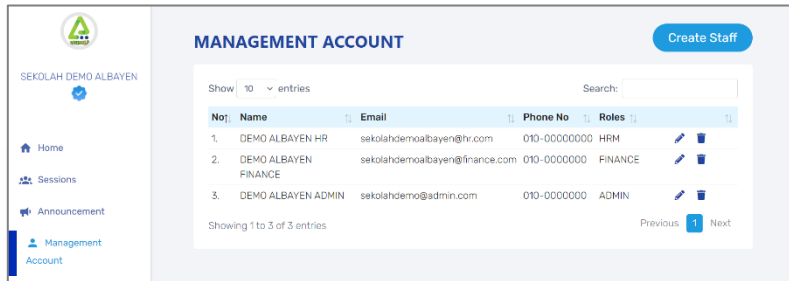
School administrator can also view details and edit staff information with the press  button



## MANAGEMENT ACCOUNT MENU







This menu is provided to display a list of names and accounts that have been registered in the School management system. In this column, school administrators can register new staff to work at the school by pressing the **Create Staff** button.

School administrators can also view details and edit staff information by pressing  button. To delete staff data, school administrators need to press  button.



**MANAGEMENT ACCOUNT** [Create Staff](#)


Show 10 entries Search:

No.	Name	Email	Phone No	Roles	
1.	DEMO ALBAYEN HR	sekolahdemoalbayen@hr.com	010-00000000	HRM	 
2.	DEMO ALBAYEN FINANCE	sekolahdemoalbayen@finance.com	010-00000000	FINANCE	 
3.	DEMO ALBAYEN ADMIN	sekolahdemo@admin.com	010-00000000	ADMIN	 

Showing 1 to 3 of 3 entries Previous 1 Next

## MANAGEMENT ACCOUNT MENU

To register a teacher account to the Albayen system, press the **Create Staff** button.

Then the registration information will be displayed as in the diagram on the right. School administrators need to enter their name, email address, role, and telephone number. After filling in the staff information, the school administrator needs to press  button.

### Create Staff

Name:

Email ID:

*\*\*\*use this email for credential*

Roles

- Human Resource
- Human Resource Admin
- Finance


Contact No :

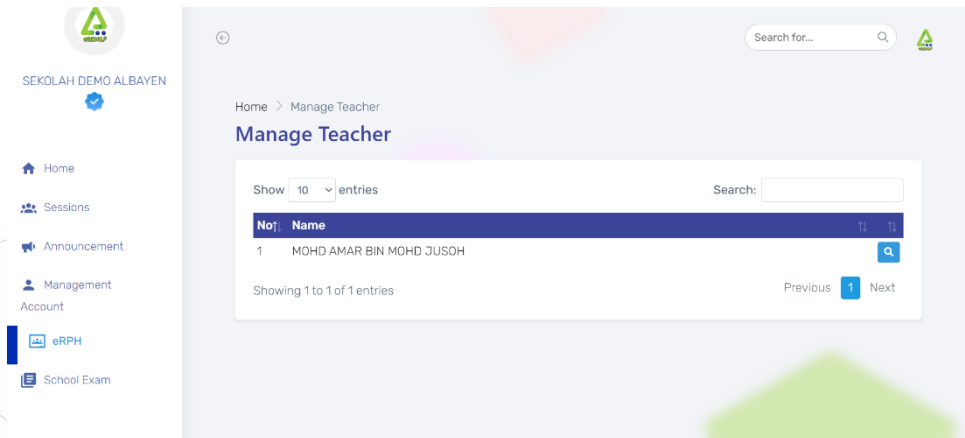
Close



## eRPH MENU

### CHECK TEACHER'S eRPH

This menu is provided to make it easier for school administrator to easily monitor the Daily Learning Plan (eRPH) created by teachers online. In this section, administrators or school principals can view and comment on the eRPH that has been sent by the teacher. Go to this menu and select the eRPH of the teacher you want to check by pressing  button.

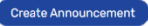

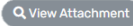




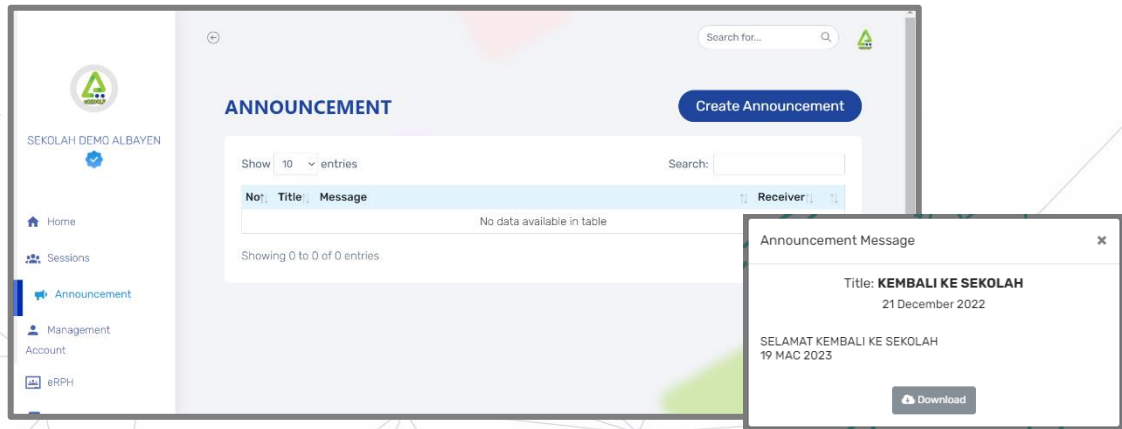
The screenshot shows the 'Manage Teacher' page in the eRPH system. On the left is a navigation sidebar with the following items: Home, Sessions, Announcement, Management Account, eRPH (highlighted), and School Exam. The main content area has a breadcrumb 'Home > Manage Teacher' and a search bar. Below the search bar is a table with the following data:

No:	Name
1	MOHD AMAR BIN MOHD JUSOH

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' navigation buttons. A magnifying glass icon is present in the top right corner of the interface.

## ANNOUNCEMENT MENU


This menu is provided to display a list of announcements made by schools in the Albayen System. In this room, school administrators can make announcements or give announcements to teachers, students or parents by pressing  button. School administrators can also view further announcement details by pressing the 'Read More' button or  button. If the 'View Attachment' button is gray like , means there are no attachments attached to the announcement. To edit an announcement that has been made, school administrators can press  button, Meanwhile, to delete the announcement, press  button.

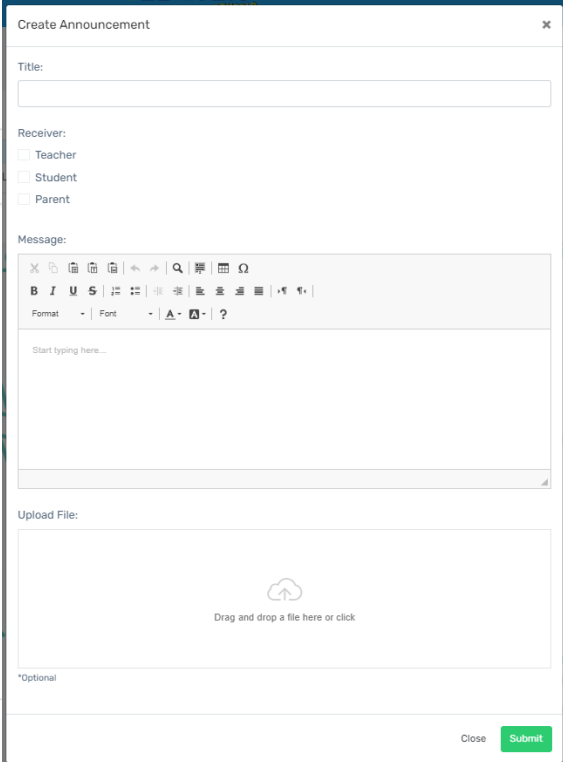




## ANNOUNCEMENT MENU

### MAKE ANNOUNCEMENT




To make an announcement, school administrators 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). In the 'Receiver' section, school administrators can choose whether to convey information to teachers only, or students only, or parents only, or all three. After that, press  button. This announcement will appear on the desired user account.

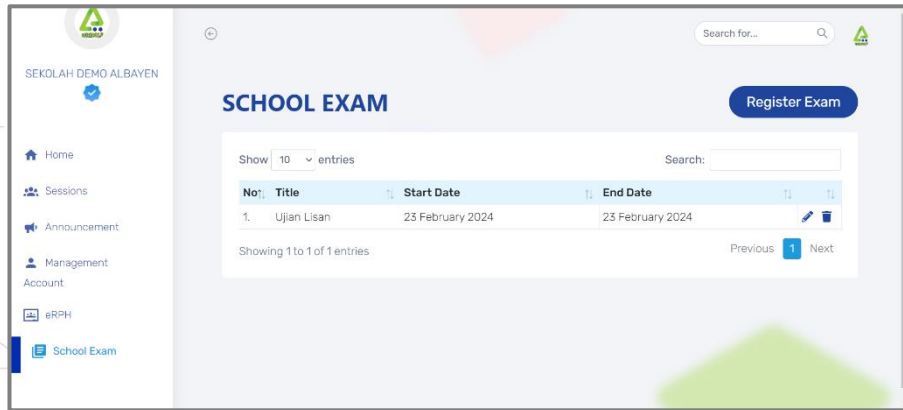


The screenshot shows a 'Create Announcement' form with the following sections:

- Title:** A text input field.
- Receiver:** Three checkboxes for 'Teacher', 'Student', and 'Parent'.
- Message:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, text color, background color, indent, and outdent. Below the toolbar is a text area with the placeholder 'Start typing here...'. A small 'Optional' label is located below the message area.
- Upload File:** A large rectangular area with a cloud icon and the text 'Drag and drop a file here or click'.
- Buttons:** A 'Close' button and a green 'Submit' button are located at the bottom right of the form.

## SCHOOL EXAM MENU

The 'School Exam' menu was created so that teachers can enter exam results and student exam results into the system. In this section, school administrators need to register for tests or exams in systems such as Mid-Year Tests or End-of-Year Tests. To set the exam date, the school administrator needs to press  button. School administrators can also edit school exam details by pressing  button as long as the time limit has been reached, or delete exam details by pressing  button. The test date entered must include the date the teacher entered the student's test scores into the system (teacher account).




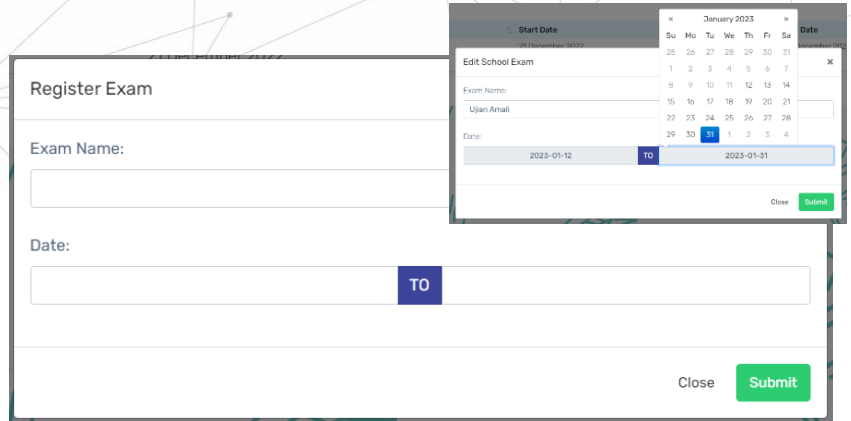
## SCHOOL EXAM MENU

### REGISTER FOR SCHOOL EXAM

School exams are important for an educational institution so that they can test students' knowledge of the things they have been taught at school.

To register for a school exam, school administrators need to fill in the exam name, exam start date, and end date for teachers to fill in student exam scores for all subjects.

After finalizing the exam details, the school administrator needs to press  button.



The image shows two overlapping screenshots of a web application interface. The background screenshot is the 'Register Exam' form, which has the following fields: 'Exam Name:' with an empty text input, and 'Date:' with a date range selector showing '2023-01-12' and '2023-01-31' separated by a blue 'TO' button. At the bottom right of the form are 'Close' and 'Submit' buttons. The foreground screenshot is a modal window titled 'Edit School Exam'. It contains the same 'Exam Name:' field with the text 'Ujian Anali' and the same 'Date:' field with the same date range. It also has 'Close' and 'Submit' buttons at the bottom right. A calendar widget is open over the 'Date:' field, showing the month of January 2023 with the 31st selected.



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