USER MANUAL THE ALBAYEN LEARNING AND TEACHING SUPPORT SYSTEM

PARENT 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 popup 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

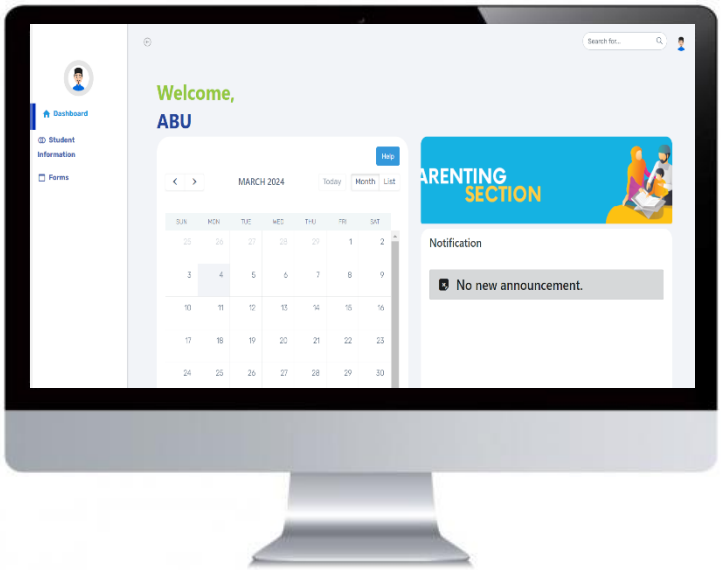
After accessing the Albayen system link, parents can log in to the system. Follow the steps below for the system login process.

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 'parent 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.

DASHBOARD PAGE PARENT ACCOUNT

After the login process is complete, the main account system home page will appear as in the image below.

The functions contained in the parent account depend on the list of student's names registered in the Albayen system.

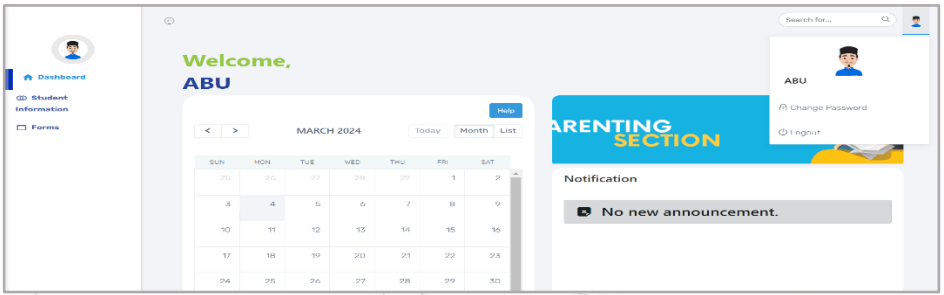


HEADER BAR

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 arrow button points to the left to hide the side menu (sidebar menu), username, even the parent icon or avatar.

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.

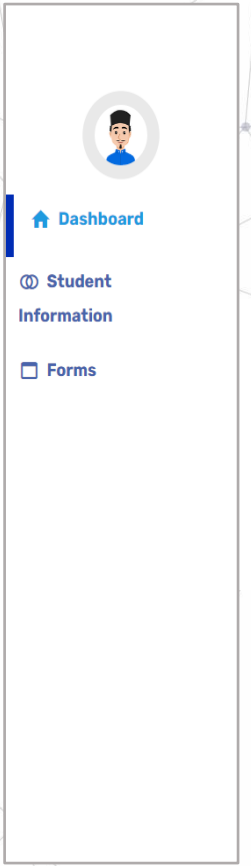


SIDEBAR MENU

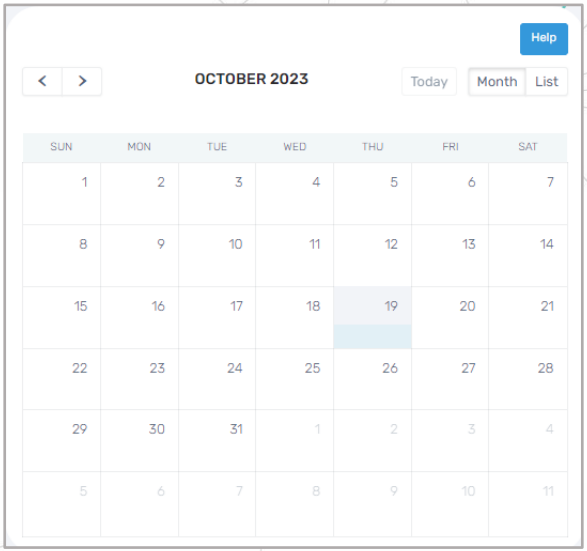
The side menu component lists the menus and functions provided for the parent account. That includes:

1. Dashboard displays quick links to the main section that leads to the **Parenting Section**, the school calendar, a list of announcements from the school or teachers, and a column for parent **feedback** to the school.
2. **Student Information**: The display of student information such as name, class and school name on the left is a display of a list of children who have registered in the Albayen system. When the student's name is pressed, other menu functions will appear such as **Notification, Timetable, Attendance, Homework, Progress** and **Exam Results.**
3. Forms menu, displays a list of forms prepared and distributed by school administrators for parent information.

Parents 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.

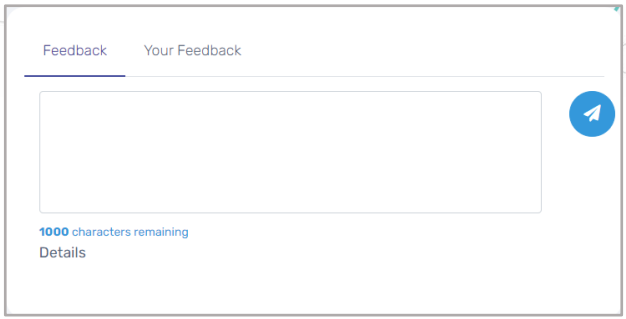


DASHBOARD MENU



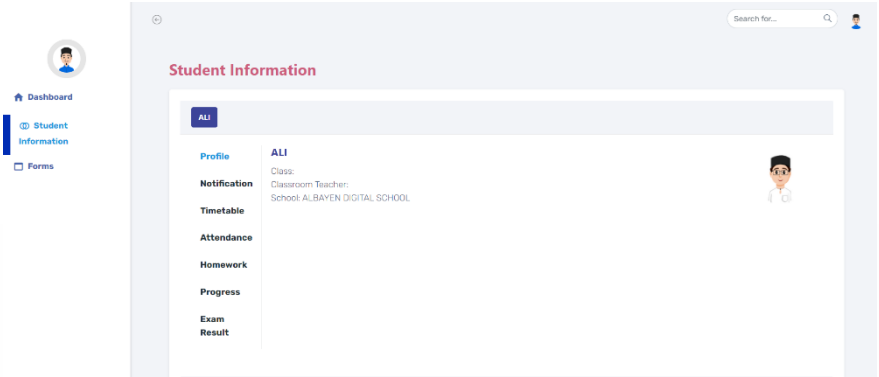
On the Dashboard menu there is a school event calendar, notification box and feedback room. Events in the academic calendar will be entered by school administrators.

Parents can provide direct feedback to school administrators by filling in the **Feedback** field and pressing button to send it.



STUDENT INFORMATION MENU

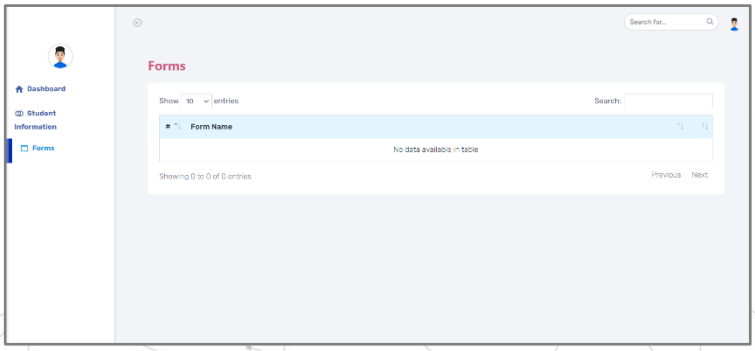
The 'Student Information' menu is student data that has been registered in the Albayen system which can be seen by parents. When the student's name is pressed, other menu functions will appear such **as Notification, Timetable, Attendance, Homework, Progress** and **Exam Results**. Each function displays different information according to its function, so that parents can monitor their students' academic activities



FORMS MENU

Form

This menu is provided to make it easier for the school to provide important notices or announcements to parents. Usually the teacher will give a form to students to submit to their parents at home. However, the chances of the form reaching parents safely are low. Therefore, the Albayen system provides a suitable and easily accessible platform for parents to download forms. Parents can view and download required forms from time to time.



ALBAYEN
SCHOOLS