



USER MANUAL THE ALBAYEN LEARNING AND TEACHING SUPPORT SYSTEM

ADMIN ACCOUNT

ISI KANDUNGAN

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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.

Nonaktifkan pemblokir popup di Google Chrome:

1. Buka Google Chrome.
2. Di kanan atas Google Chrome, silakan tekan 'Lainnya', dan pilih menu 'Pengaturan'.
3. Temukan bagian 'Privacy and Security', tekan 'Site Setting'.
4. Klik Pop-ups and redirects.
5. Di bagian atas, ubah pengaturan menjadi 'Allowed'.
6. Kembali ke sistem Sekolah Albayen. Tekan tombol 'Refresh' di browser web Anda.

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

1. Please enter 'admin ID' in the **Email** and **Password** fields or the password specified is **Albayen1234**. If you have changed your password, please enter your new password.
2. Please press the **LOG IN** button to access your account.
3. If you forget your password, please click on the **Forget Password** section and enter the required information.

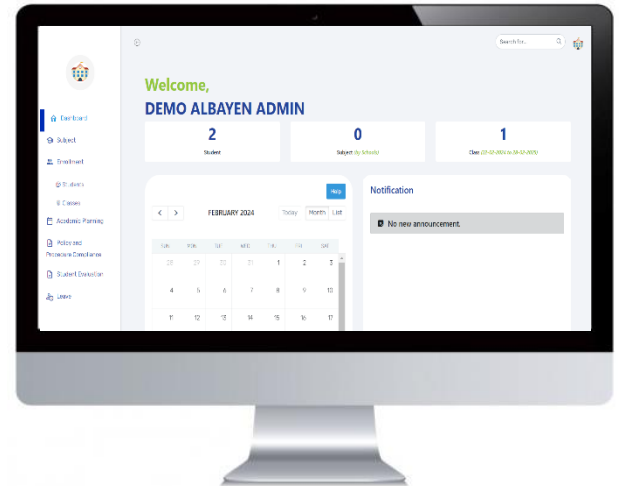


HOME PAGE ADMIN ACCOUNT

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

There are 7 (seven) main menu functions in the admin account, namely;

- i. Dashboard,
- ii. Subject,
- iii. Enrollment,
- iv. Academic Planning,
- v. Policy and Procedure Compliance,
- vi. Student Evaluation,
- vii. Leave,

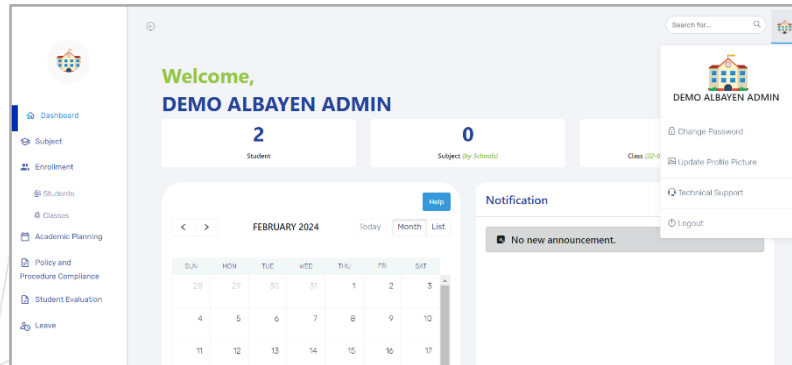


HEADER BAR

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), user name, even the teacher icon or avatar. Users can change the avatar icon by pressing the **Change Avatar** 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.

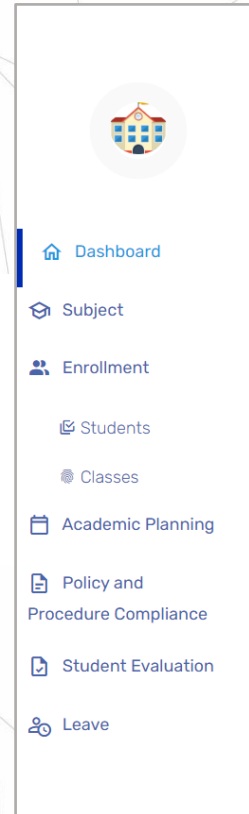


SIDEBAR

The side menu component lists the menus and functions provided for admin accounts. namely:

- i. Dasboard,
- ii. Subject,
- iii. Enrollment,
- iv. Academic Planning,
- v. Policy and Procedure Compliance,
- vi. Student Evaluation,
- vii. Leave,

Admin 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

The **Dashboard** page contains the school event calendar. This calendar is maintained by admin to include important events throughout the year. Moreover, it also contains information on the number of students, subjects and classes registered in the admin system. It also contains a notification section which displays a list of important announcements by the admin.

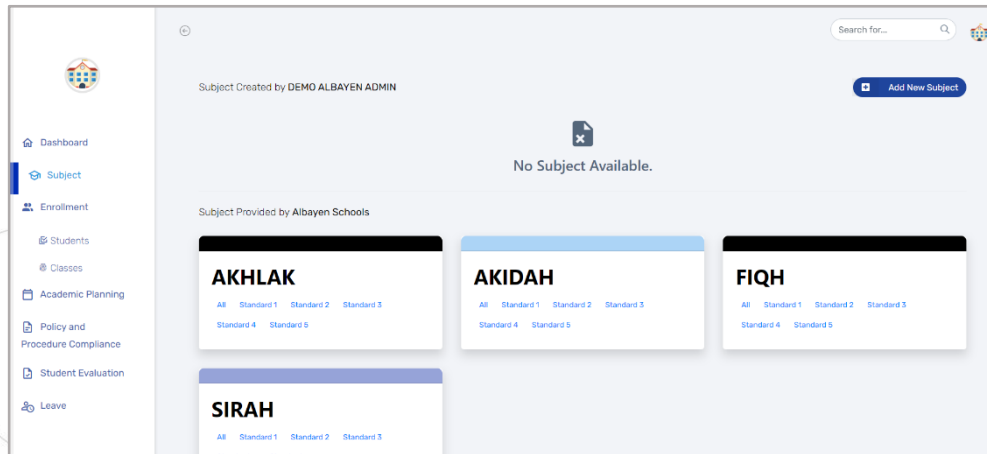
The screenshot displays the Admin Dashboard interface. On the left is a sidebar menu with the following items: Dashboard, Subject, Enrollment, Students, Classes, Academic Planning, Policy and Procedure Compliance, Student Evaluation, and Leave. The main content area features a search bar at the top right. Below the search bar is a 'Welcome, DEMO ALBAYEN ADMIN' message. Three summary cards are shown: '2 Student', '0 Subject (By Schools)', and '1 Class (22-02-2024 to 28-02-2025)'. A calendar for 'FEBRUARY 2024' is displayed, showing dates from 28 to 17. A 'Notification' section below the calendar shows 'No new announcement.' with a bell icon.

SUBJECT MENU

This menu contains subjects created and provided by the admin for teacher and student learning. Users can press one of these subjects which contains a list of topics, activities in that course or subject.

To access this module, please press the **Subject** menu in the side menu.

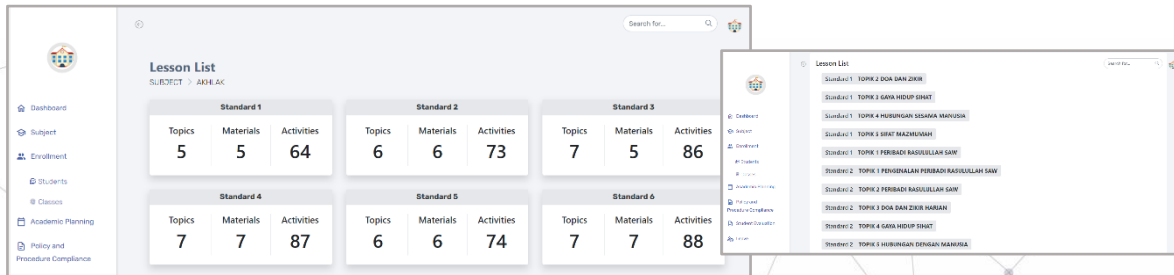
Users can also add new subjects by pressing the **Add New Subject** button at the top right.



SUBJECT MENU

After the user presses one of the available subjects, a list of topics, materials and activities in that subject or subject will be displayed. When the user presses one of the topics, there will be:

1. **Lesson Rubric**, or topic rubric,
2. **Lesson Plan**, lesson plan that the teacher will teach,
3. **Teacher's Guide**, teacher's guide



ENROLLMENT MENU

STUDENT'S ROOM

In this student room, displays student data registered in the admin system. Admin can also add the parent of the student in the **Parent** column by pressing add parent.

Users/admins can also add new students by pressing the **Add Student** button at the top right.

To see more complete student data, users can press the **View** button, and to change student data, they can press the **Edit** button.

The screenshot displays the 'Students' management interface. On the left is a sidebar with navigation links: Dashboard, Subject, Enrollment, Students (active), Classes, Academic Planning, Policy and Procedure Compliance, Student Evaluation, and Leave. The main content area shows a breadcrumb 'Home > Students', a search bar, and a green 'Add Student' button. Below this is a table with the following data:

| No | Name | Student ID | Date of Birth | Email | Gender | Parent | Action |
|----|---------------------|--------------|---------------|-------|--------|-----------------------|---|
| 1 | MOHD NGAH BIN JUSDH | 120405016524 | 05 Jan 2012 | - | Male | Add Parent | View Edit |
| 2 | HARYANDA | 0000 | 23 Jul 2002 | - | Male | ABU + | View Edit |

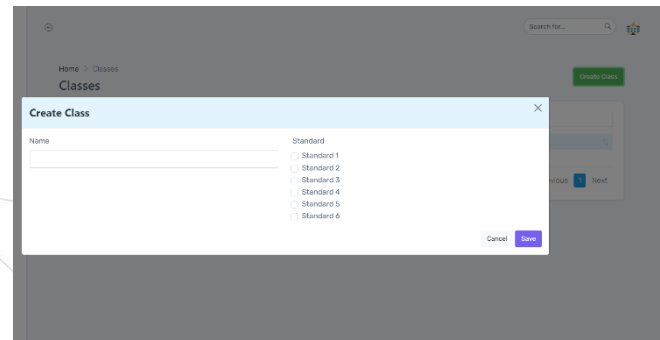
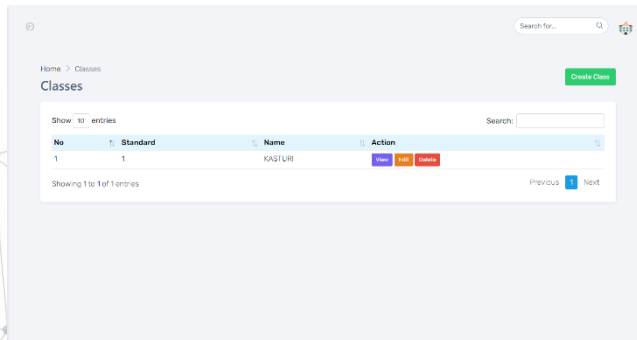
At the bottom of the table, it indicates 'Showing 1 to 2 of 2 entries' and includes 'Previous' and 'Next' navigation buttons.

ENROLLMENT MENU

CLASSES ROOM

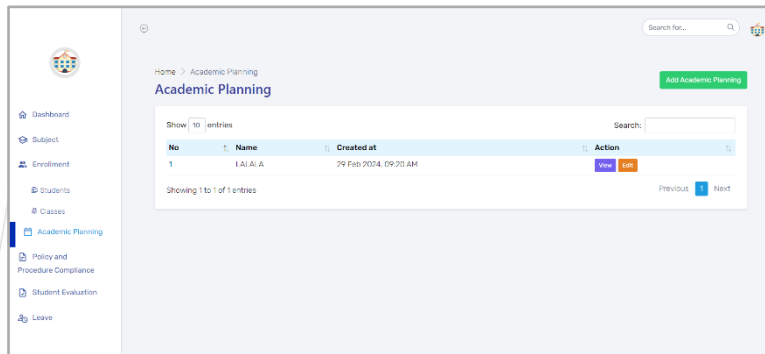
In this classes room, displays a list of classes created by the admin. Admins can also add new classes by pressing the **Create Class** button at the top right. Then the user needs to fill in the class name and determine the selected standard. To save it, press the **Save** button.

To see more information about this, the user can press the **View** button, to edit class data, press the **Edit** button, or if you want to delete a class, press the **Delete** button.



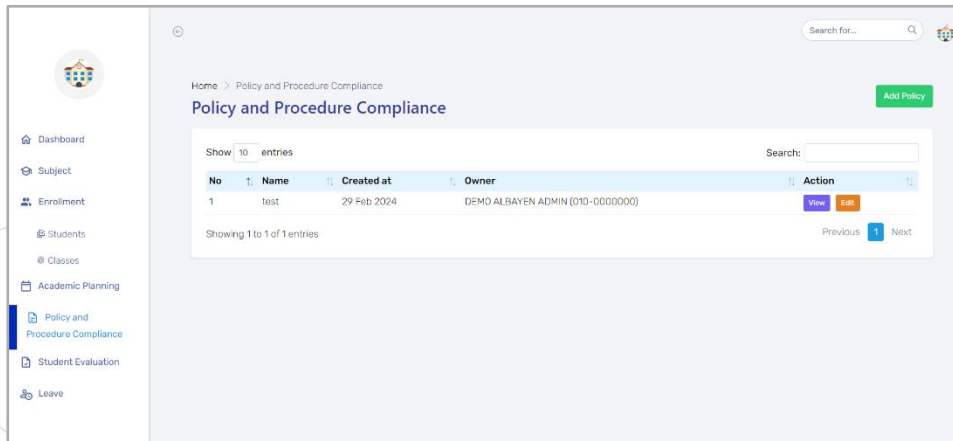
ACADEMIC PLANNING MENU

The **Academic Planning** menu displays a list of school activity plans. Users can also add and upload new documents by pressing the **Add Academic Planning** button at the top right, users can upload documents that will be used for planning school activities.



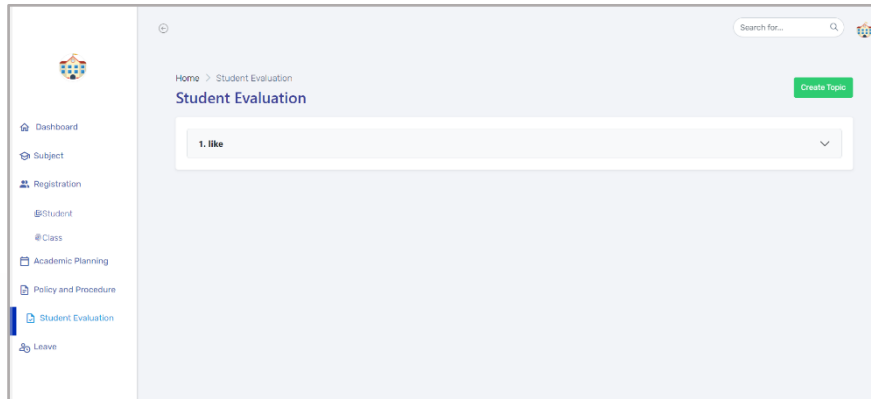
POLICY AND PROCEDURE COMPLIANCE MENU

The **Policy and Procedure Compliance** menu displays a list of school activity planning. Users can also add and upload new documents by pressing the **Add Policy** button at the top right, users can upload documents that will be used for planning school activities.



STUDENT EVALUATION MENU

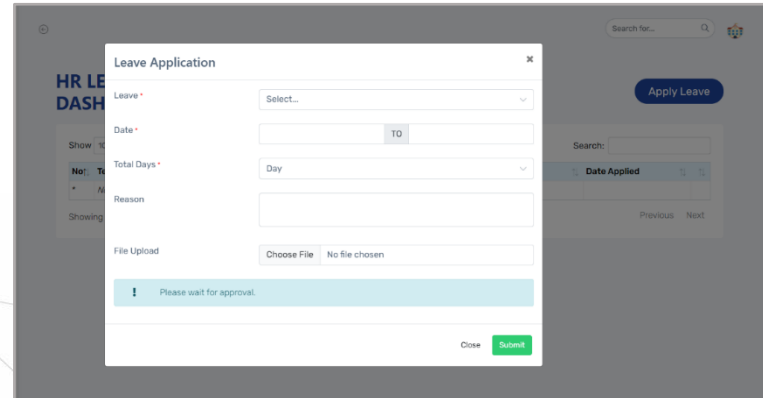
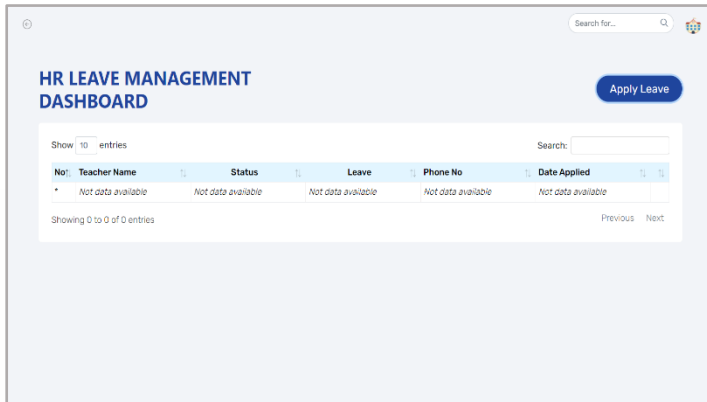
This section is intended for admins to provide assessments or evaluations to students about something that happens in the system. Users can add topics by pressing the **Create Topic** button at the top right.



LEAVE MENU

The **Leave Application** column displays a list of requests for leave permission. Users can apply for teacher leave by pressing the **Apply Leave** button.

After pressing the **Apply Leave** button, the user needs to fill in several existing data, including: Leave, Date, Total Days, Reason, and File Upload. After filling in, the user needs to wait for approval from the admin, whether it is accepted or not.





ALBAYEN
SCHOOLS