



## For Teachers - How to use the system?

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## 1. Register & Login

1. Click the 'Register' Button
2. Select register as 'Teacher' in the tab and provide your information
3. Make sure to provide valid email address
4. Once you register, you'll receive an email for verification.
5. Please click the 'Confirm Account' button to verify your email.

### Welcome to Learn Easy..!

We are pleased to offer our services to you to find online classes and study materials. Learn Easy provide an easy, smart and large platform for online classes.

Your registration Number: **11**

Click here to confirm your account:

[Confirm Account](#)

6. You will be redirected to the login page after verification
7. Provide your email address and the given password to login.
8. If you haven't confirmed your mail, you will not able to login to the website. A error message will be shown as below

Your account is not confirmed. Please click the confirmation link in your e-mail, or [click here](#) to resend the confirmation e-mail.

**Start a Journey.  
Register Now.**

Join **Learn Easy** to get personalized help with what you're studying or to learn something completely new. We'll save all of your

**Log in**

Email

jen@gmail.com

Password

9. If you get an error message as shown in the above image, please click on 'Click Here' link (highlighted in red above).

10. You'll receive a new email to confirm your account.

11. As shown below, click on 'Confirm' button in the new email to verify your account.



Hello

**Welcome to Learn Easy..!**

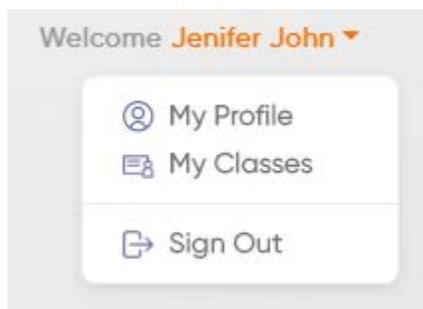
We are pleased to offer our services to you to find online classes and study materials. Learn Easy provide an easy, smart and large platform for online classes.

Click here to confirm your account:

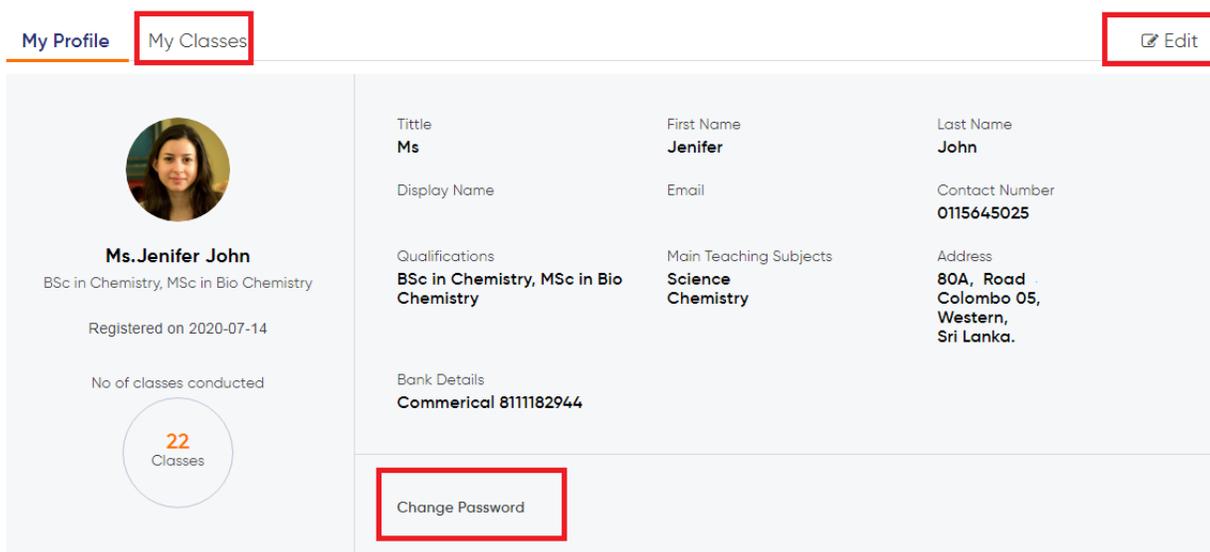
**Confirm Account**

## 2. My Profile

1. You can view your Profile details as shown below



2. You can edit your details by clicking 'My Profile'

A screenshot of the "My Profile" page. At the top, there are two tabs: "My Profile" (selected) and "My Classes". On the right side, there is an "Edit" button. The profile information is displayed in a grid format. On the left, there is a circular profile picture of a woman, followed by her name "Ms. Jenifer John", her qualifications "BSc in Chemistry, MSc in Bio Chemistry", and her registration date "Registered on 2020-07-14". Below this, it says "No of classes conducted" and a circular badge with the number "22" and the word "Classes". On the right, there are four columns of information: "Title" (Ms), "First Name" (Jenifer), "Last Name" (John), "Display Name", "Email", "Contact Number" (0115645025), "Qualifications" (BSc in Chemistry, MSc in Bio Chemistry), "Main Teaching Subjects" (Science Chemistry), and "Address" (80A, Road Colombo 05, Western, Sri Lanka.). At the bottom, there is a "Bank Details" section with "Commerical 8111182944" and a "Change Password" button.

3. You can change your password from 'My Profile' -> Change Password

## 3. Schedule a class

You can create your own classes & sessions with next website upgrade. Until that, please contact Learn Easy ((076) 667 4945), to schedule your classes.

## 4. Check and conduct your online classes

1. You can find your class details under 'Profile' -> 'My Classes'
2. When you click 'My Classes' you can see a screen like below. Please click on the session Id to view the details as shown below

My Profile **My Classes**

Class ID	Session ID	Title	Grade	Date	Time
9	36	Grade 12 - Chemistry - Organic Chemistry - 1	Grade 12	2020-07-14	10:30 pm - 11:30 pm
9	37	Grade 12 - Chemistry - Organic Chemistry - 2	Grade 12	2020-07-15	3:00 pm - 4:00 pm

3. When you go the detailed page of a class, you can see 'Registered students' and 'Join Meeting' buttons under your profile as shown below

**Subject:** Chemistry

**Class Days:** Monday, Tuesday, Thursday, Friday

**Per Class Duration:** 2 Hours

**Session per Month:** 4

**Monthly Fee:** 1500 LKR

**Sessions Completed:** 5 Sessions

[View Registered Students](#)

[Join Now via Desktop](#)

[Join Now via Mobile](#)

4. Please Join the meeting in the meeting time and conduct your classes by click 'Join Now' button. This will redirect you to the zoom meeting room.
5. You can see the list of students registered for a particular session by click 'View Registered Students'. Based on the list, you can allow the students in your class via zoom.
6. Please make sure to start the class on time.
7. If any changes in the class times, please inform to the Learn Easy admin early as possible.

## **5. How to get payments?**

1. Please provide your account details in your profile.
2. Please contact 0766674945 to plan your payments for your classes.
3. Payments will be calculated for paid classes and will be released in fortnight basis only for the completed sessions.
4. You can check your payment status of each session in 'Profile' -> 'My Classes'