For Teachers - How to use the system?

Contents

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.

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

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.

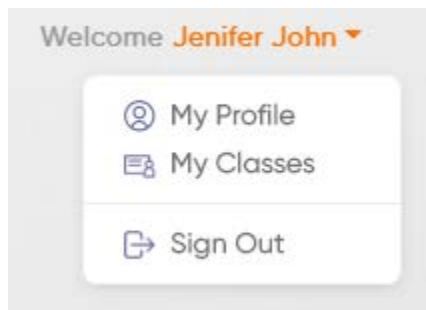11. As shown below, click on 'Confirm' button in the new email to verify your account.
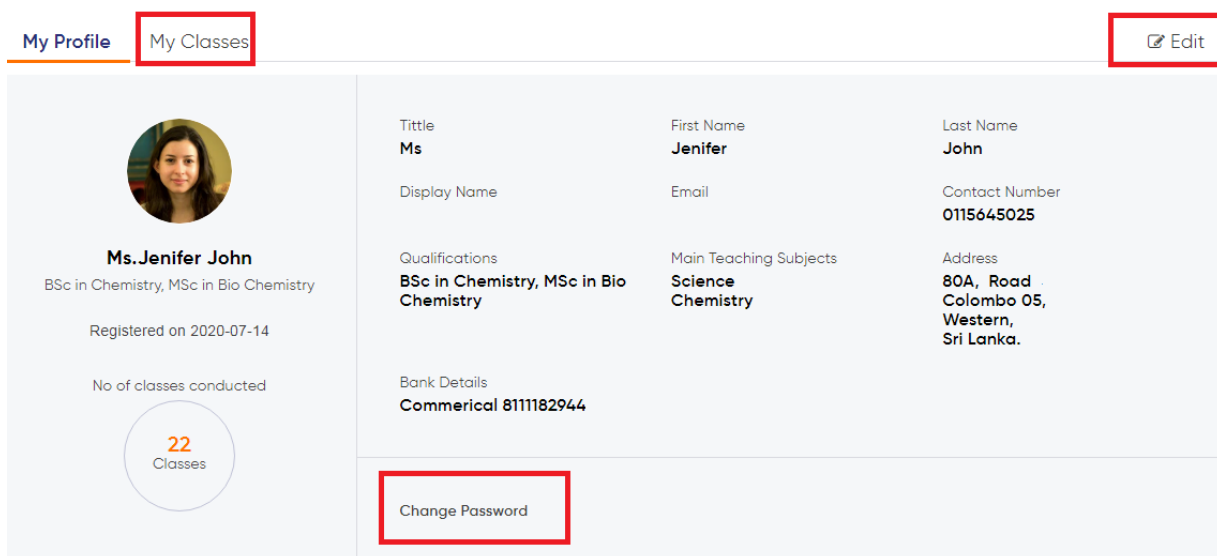
2. My Profile

1. You can view your Profile details as shown below

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

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'