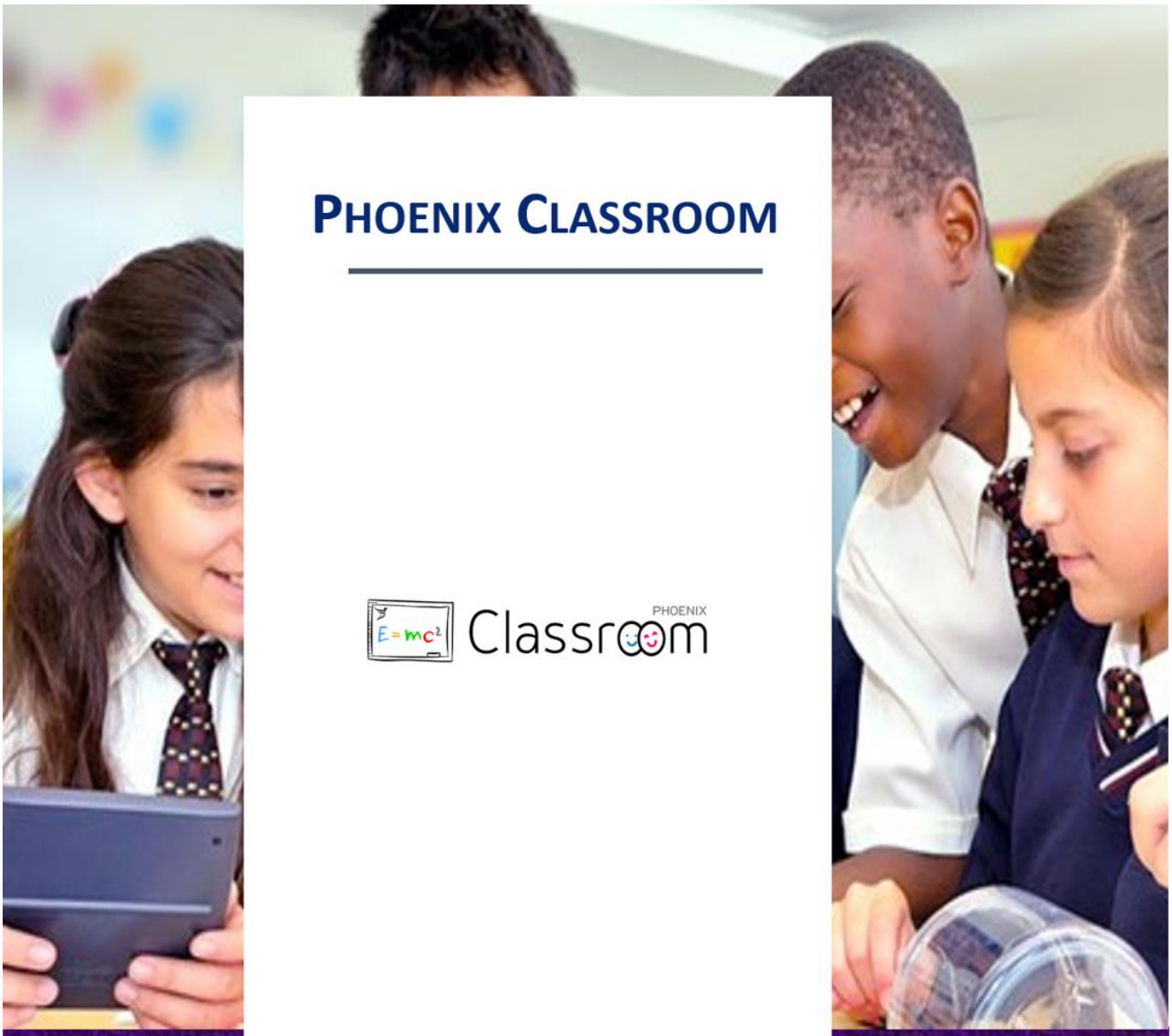


PHOENIX CLASSROOM

USER GUIDE FOR STUDENTS

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1. Document Purpose

The purpose of the document is to provide a comprehensive User Guide for Students that comprises of step-by-step guidelines on how to access and use Phoenix Classroom platform.

2. Login Process

Student shall login to https://classroom.gemseducation.com and enter the respective username and password to login to Classroom as shown in figure 1.

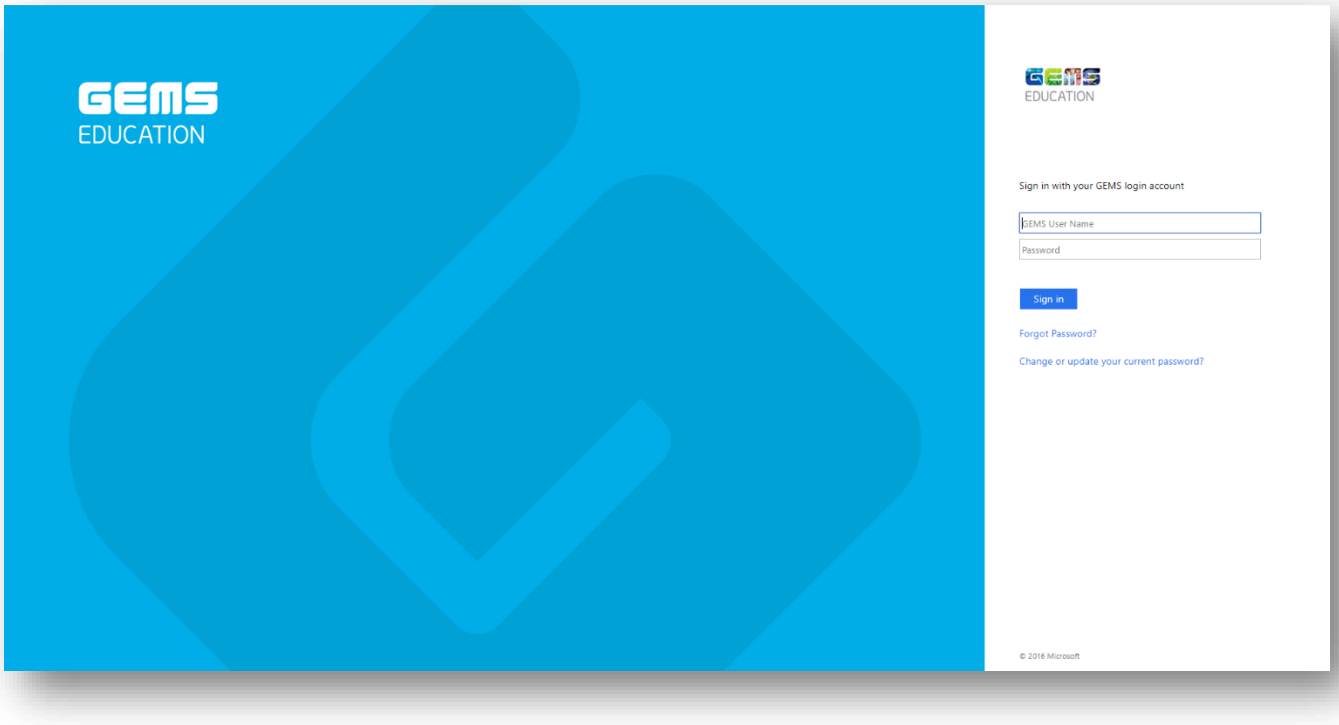


Figure 1 : Login Screen

3. HOME

The home screen is a dashboard that provides a comprehensive high level statistics of information of various modules like My Groups, Assignments, My Planner and Chatter. Assignment module is further classified as New, Pending, Completed and Overdue submissions comprising the counts of files available under each category as shown in figure 2.

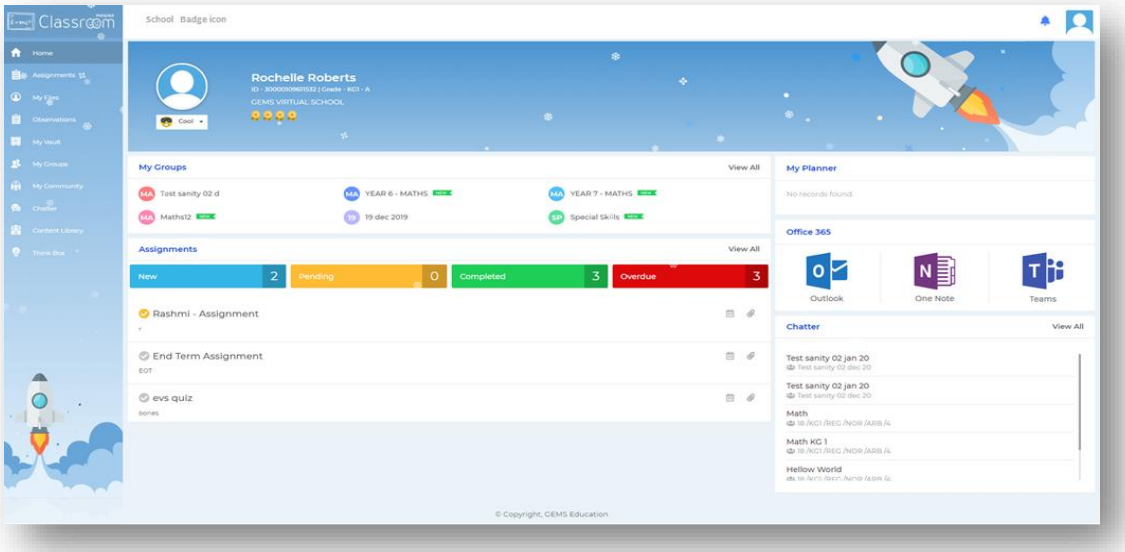


Figure 2 : Home Screen

4. ASSIGNMENTS

Student can view all assignments created by teacher as shown in figure 3. All assignment shall be displayed with a respective due date for completing the assignment.

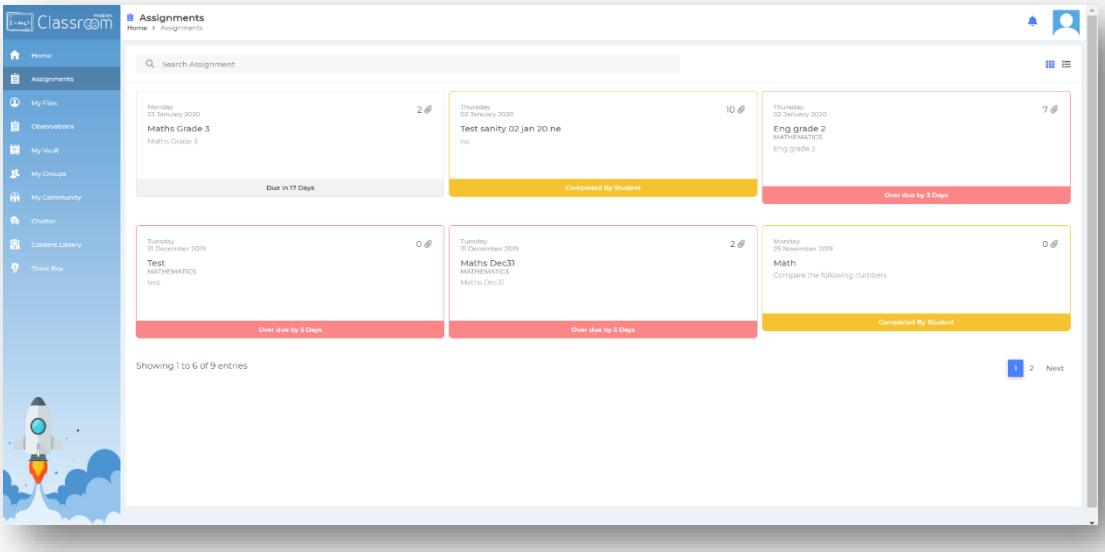


Figure 3 : Assignments

4.1. VIEW ASSIGNMENT

By clicking the assignment name, student can start working on the assignment as shown in figure 4 and figure 5.

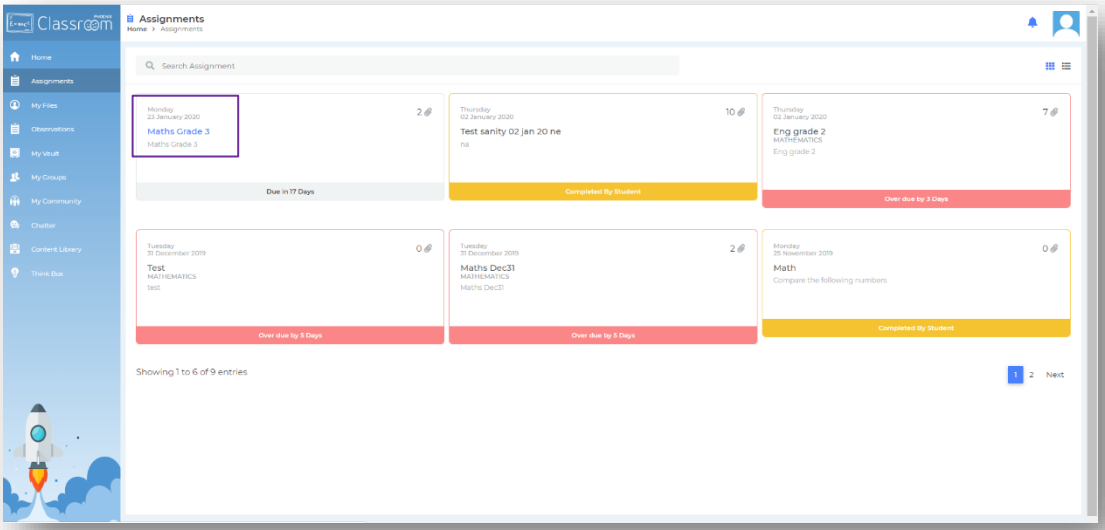


Figure 4 : View Assignment

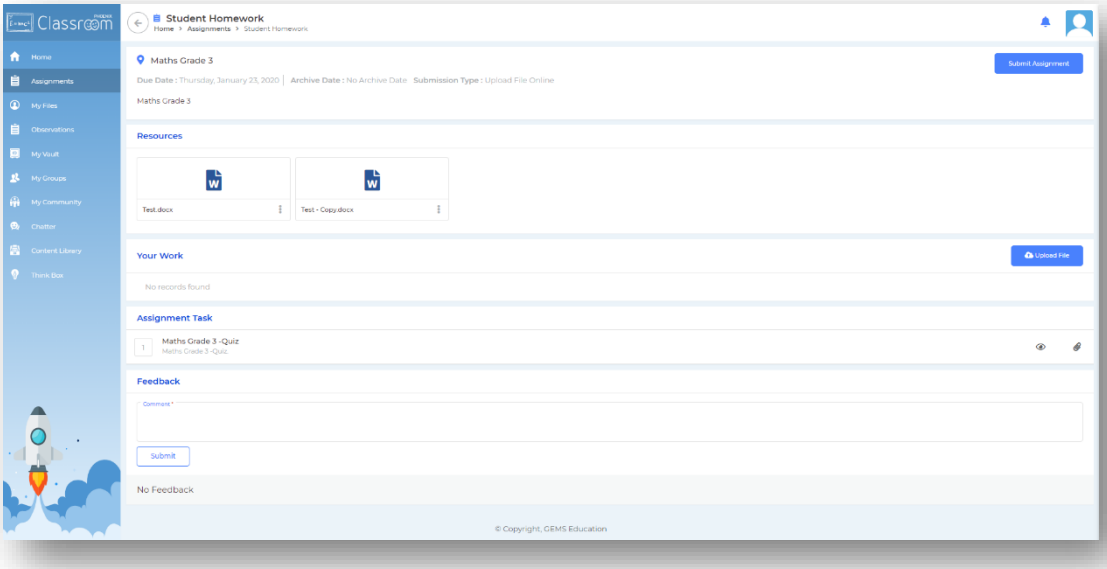


Figure 5 : Task submission

The various options available when a student opens a new assignment are explained below:

Status	Description
Resources	Contains list of supportive resources uploaded by teacher for the respective assignment.
Your work	Student can upload the files work completed by the student.
Assignment Task	Refer section 4.1.1 View Assignment Task.
Feedback	Students can provide feedback/comments to the teacher.

4.1.1. VIEW ASSIGNMENT TASK

On clicking the view option as shown in figure 6, student can view and complete the task associated with the assignment as shown in figure 7.

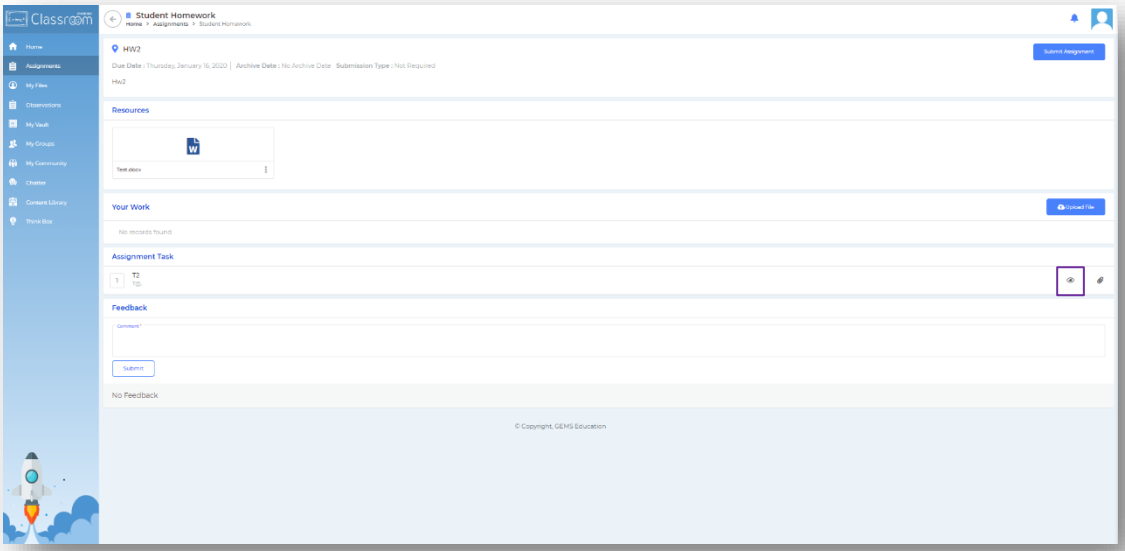


Figure 6 : View assignment task

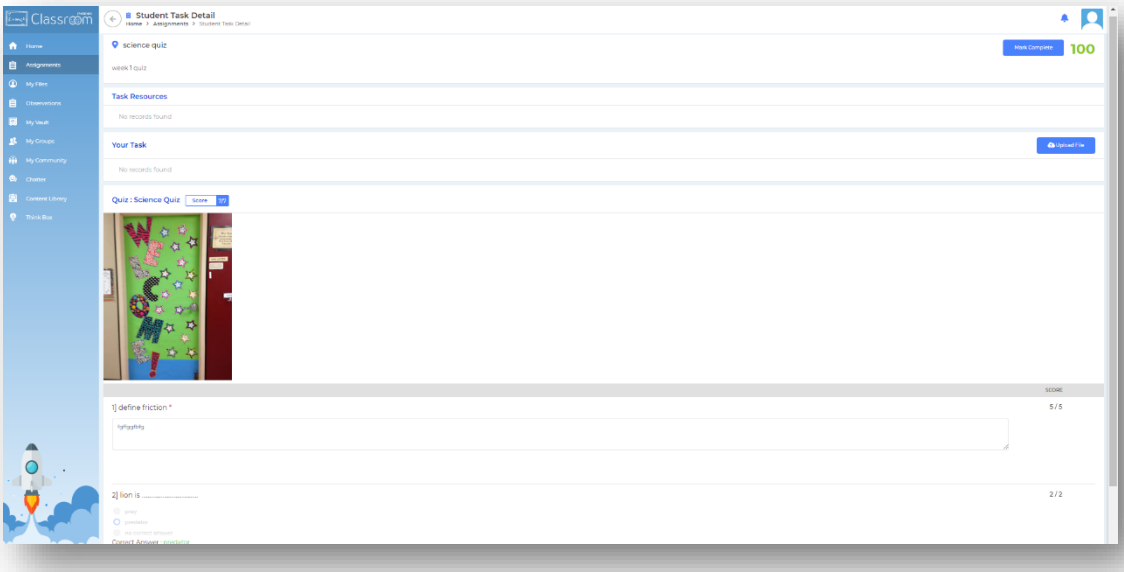


Figure 7 : Assignment task

4.2. SEARCH ASSIGNMENT

Student can search assignments as shown in figure 8.

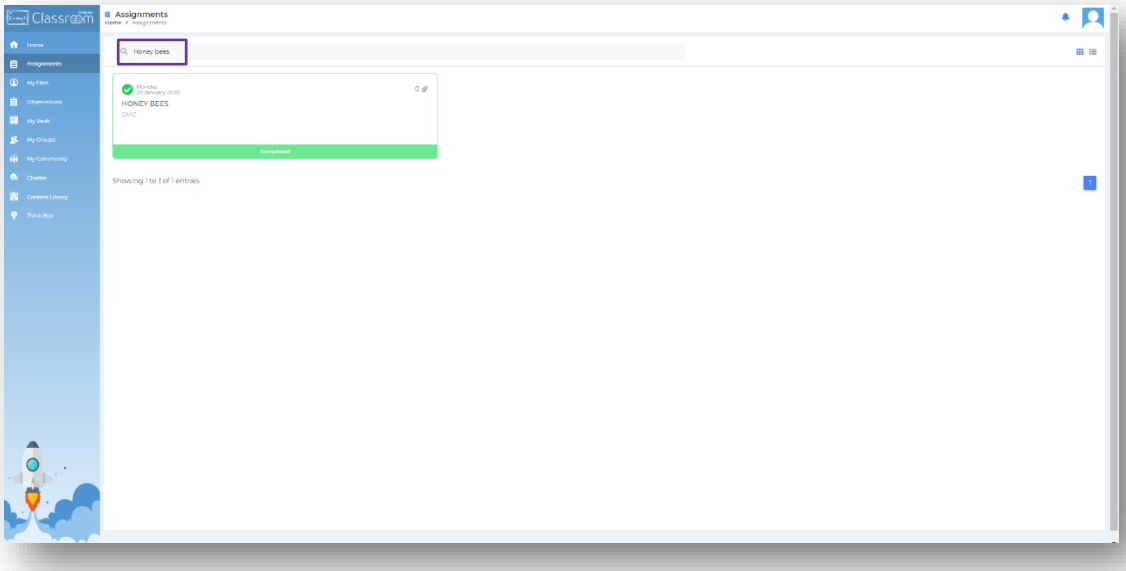


Figure 8 : Search Assignment

5. MY FILES

My Files facilitates to provide a storage space to store the necessary files, documents or bookmarks that student wishes to save as shown in figure 9.

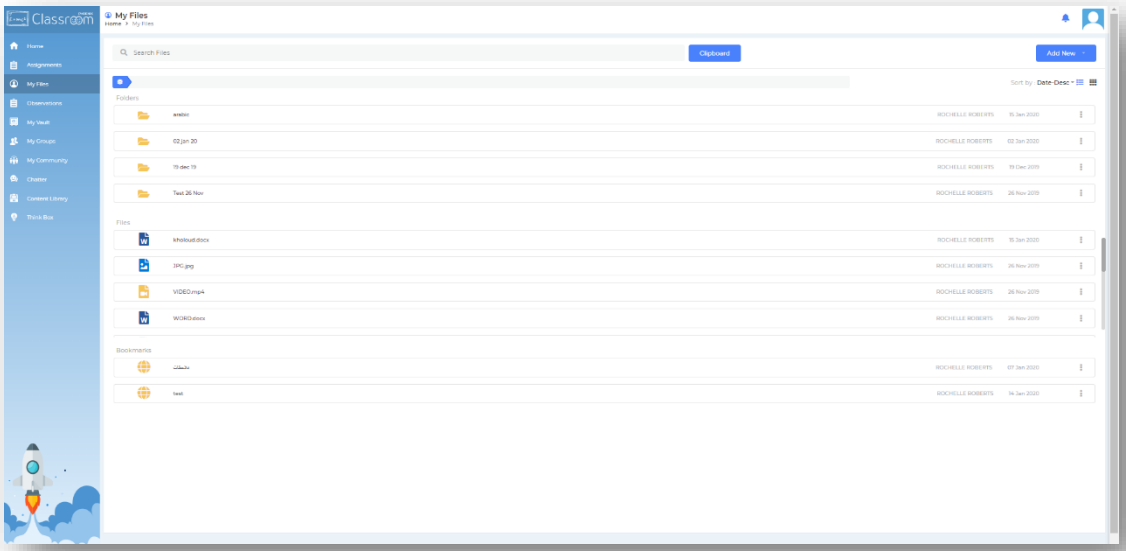


Figure 9 : My Files

5.1. ADD NEW FOLDER

On clicking the “Add New” option as shown in figure 10, student can create a folder as shown in figure 11.

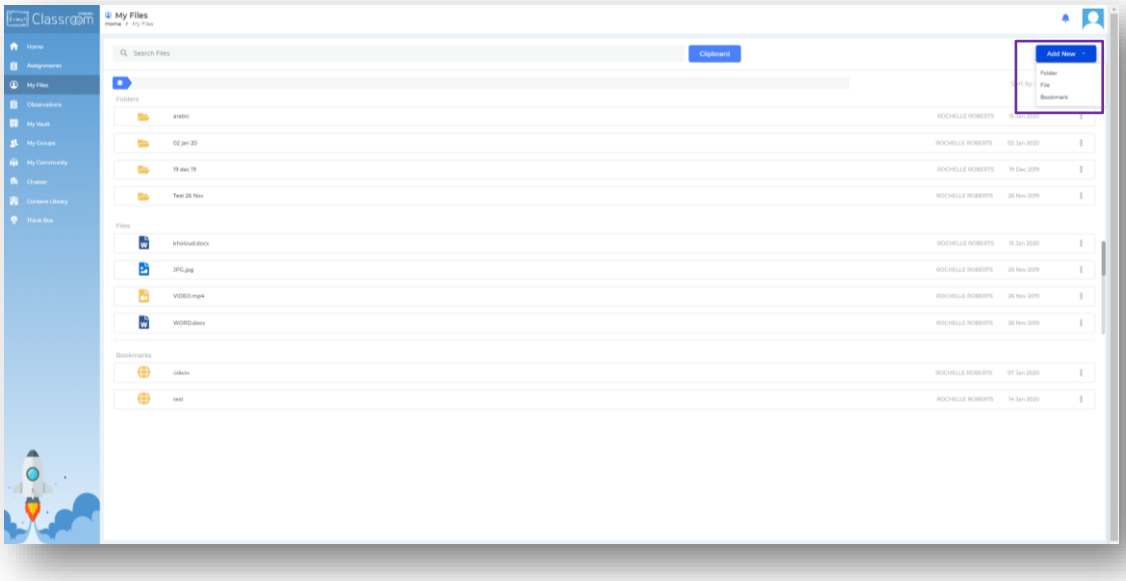


Figure 10 : Add new option

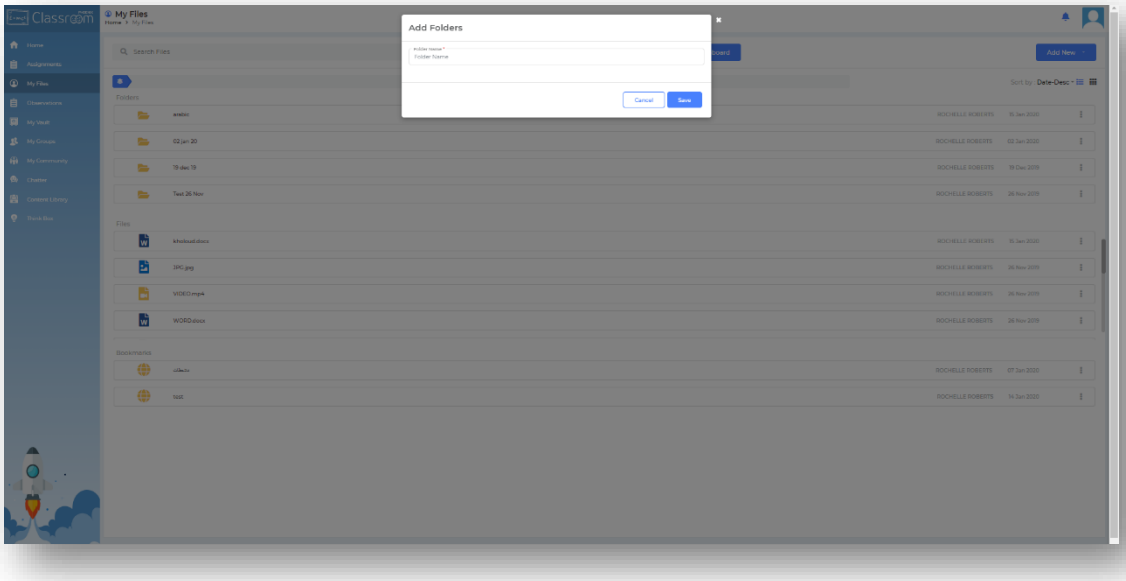


Figure 11 : Add Folder

Student can view, edit and delete the folder as shown in figure 12.

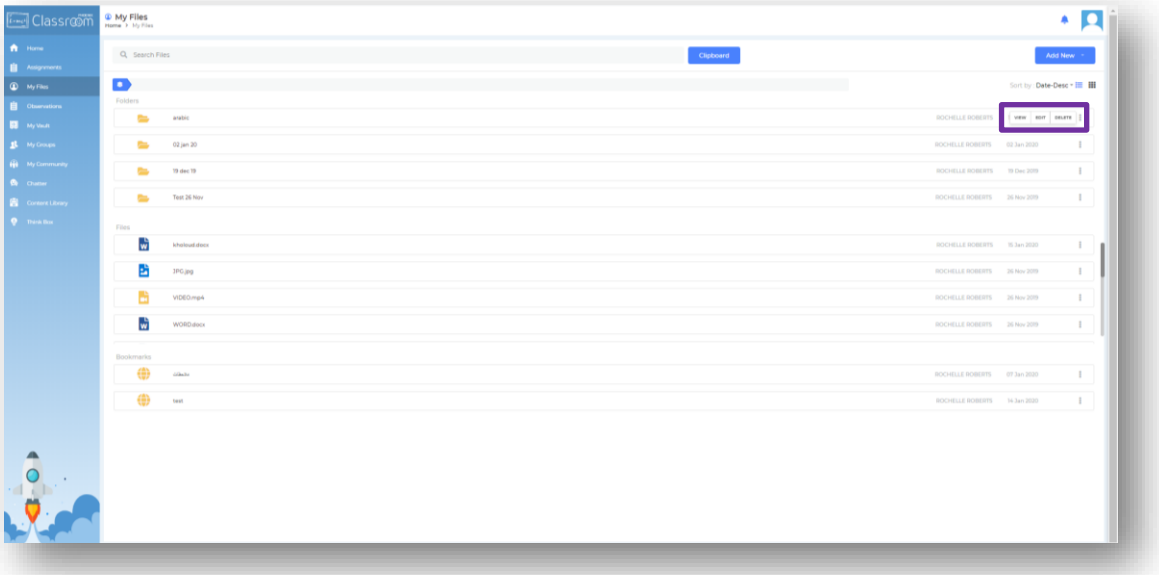


Figure 12 : Folder options

5.2. ADD NEW FILE

On clicking the “Add New” option as shown in figure 10, student can create a file as shown in figure 13.

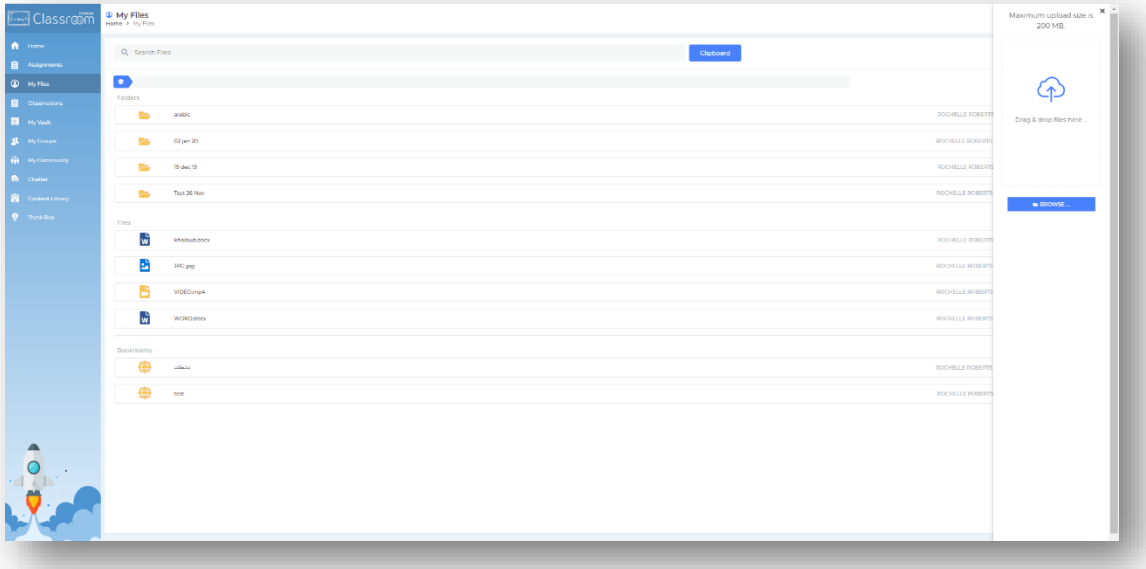


Figure 13 : Add new file

Student can download, delete and copy to clipboard the files as shown in figure 14.

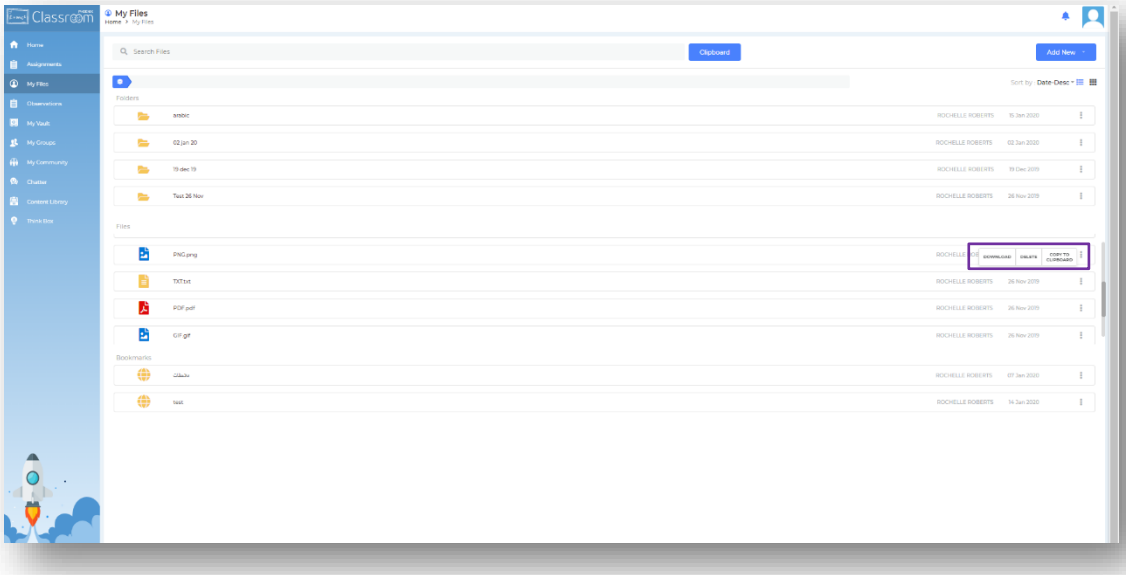


Figure 14 : File Options

5.3. ADD NEW BOOKMARK

On clicking the “Add New” option as shown in figure 10, student can create a bookmark as shown in figure 15.

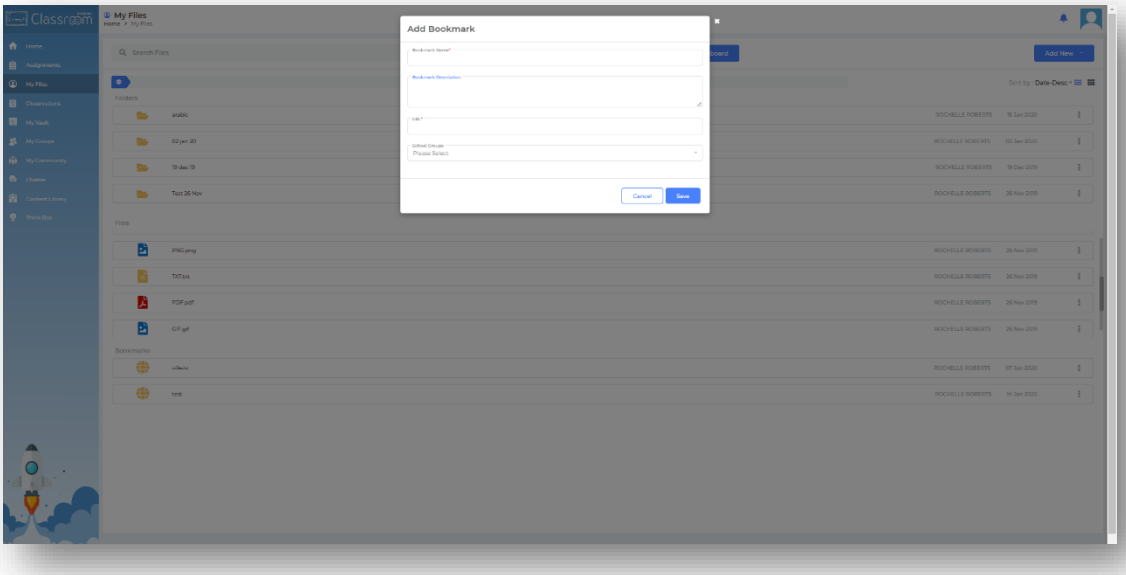


Figure 15 : Add new bookmark

Student can edit and delete bookmark as shown in figure 16.

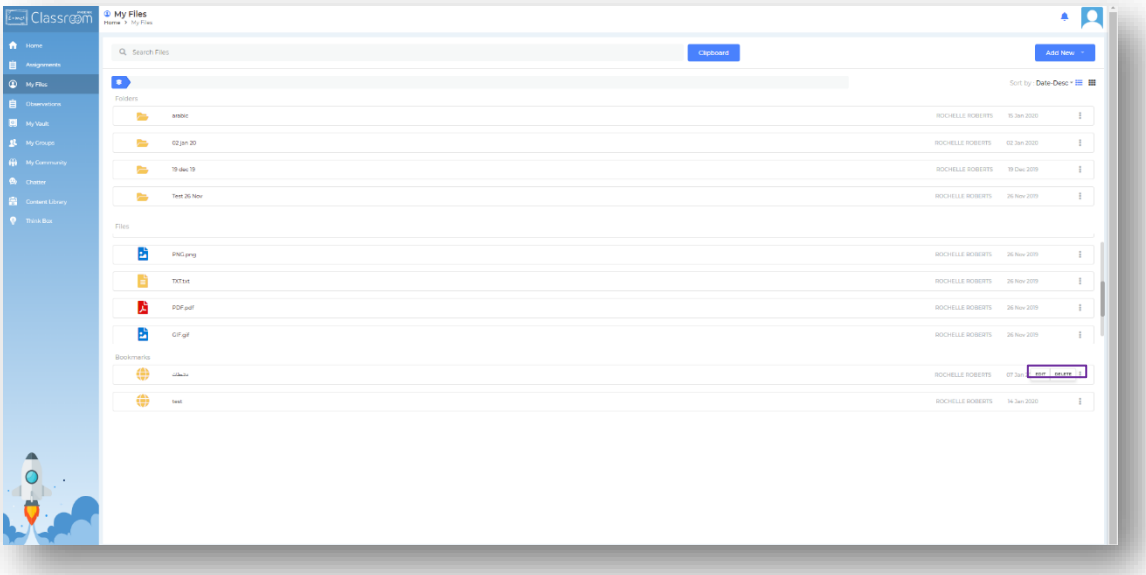


Figure 16 : Bookmark Options

5.4. SEARCH FILES

Student can search and clipboard files by specifying the filename in the search field as shown in figure 17.

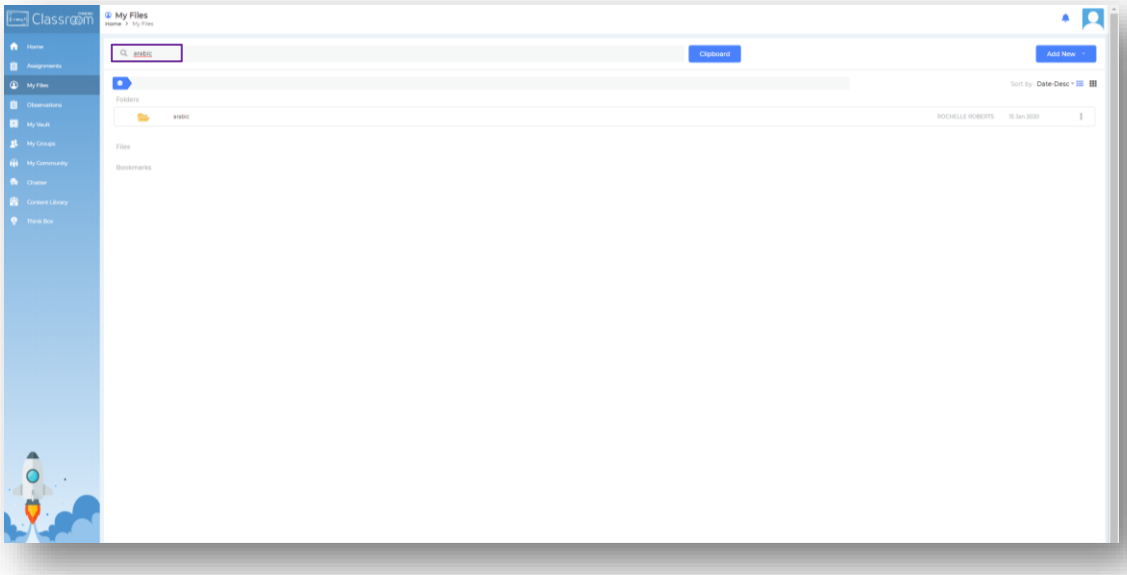


Figure 17 : Search File

6. My Vault

My Vault consists of all files/documents that the teacher has shared with the student respectively as shown in figure 18.

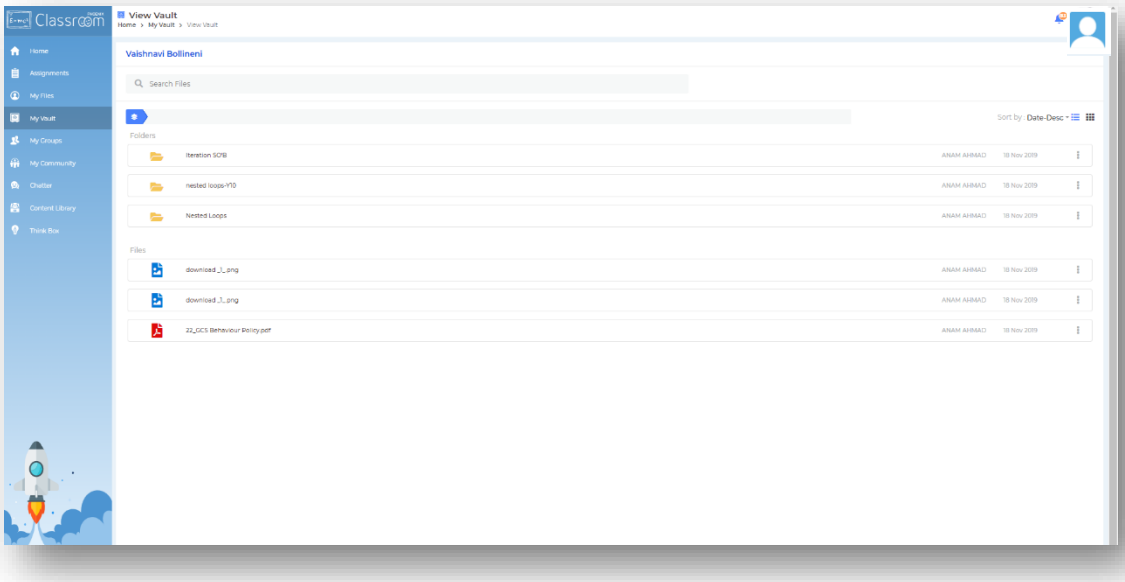


Figure 18 : My Vault

6.1. View Folder

Student can view the files inside the folder as shown in figure 19.

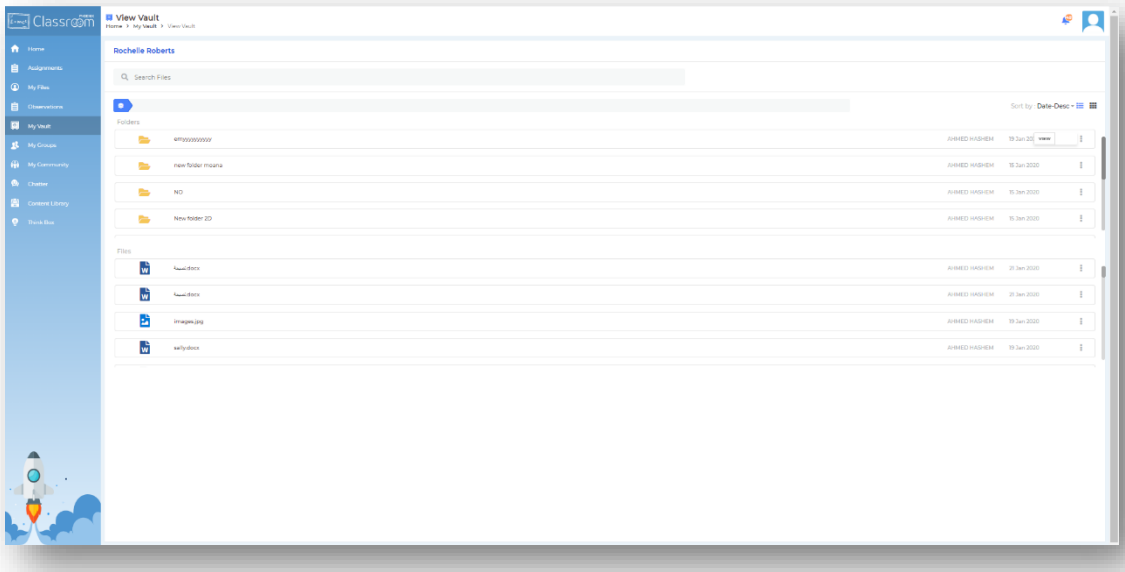


Figure 19 : View folder

6.2. DOWNLOAD FILE

Student can download file as shown in figure 20.

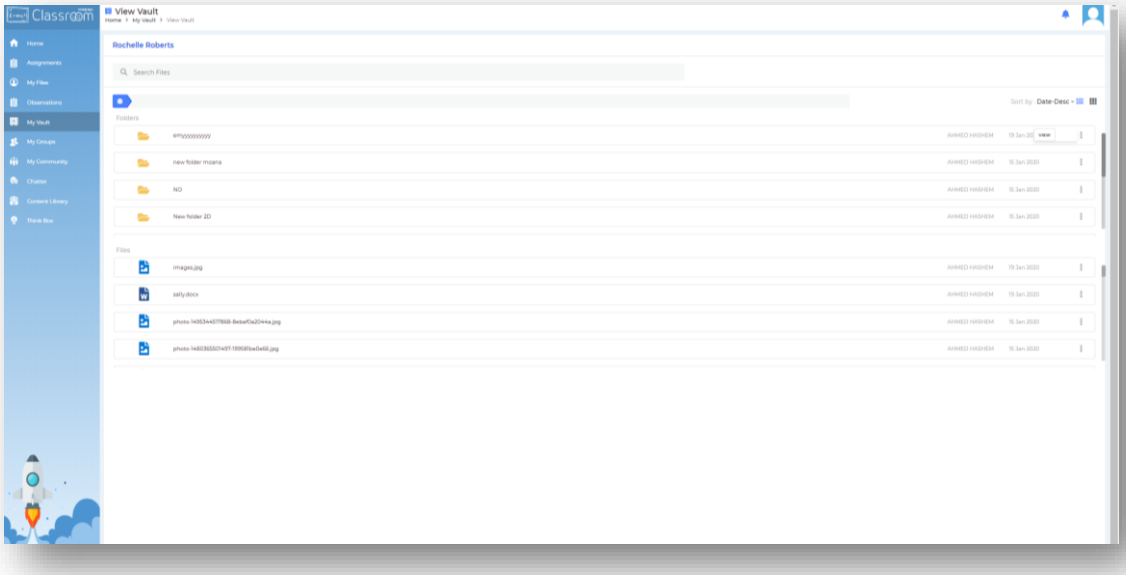


Figure 20 : Download file

6.3. SEARCH FILE

Student can search for a folder or file as shown in figure 21.

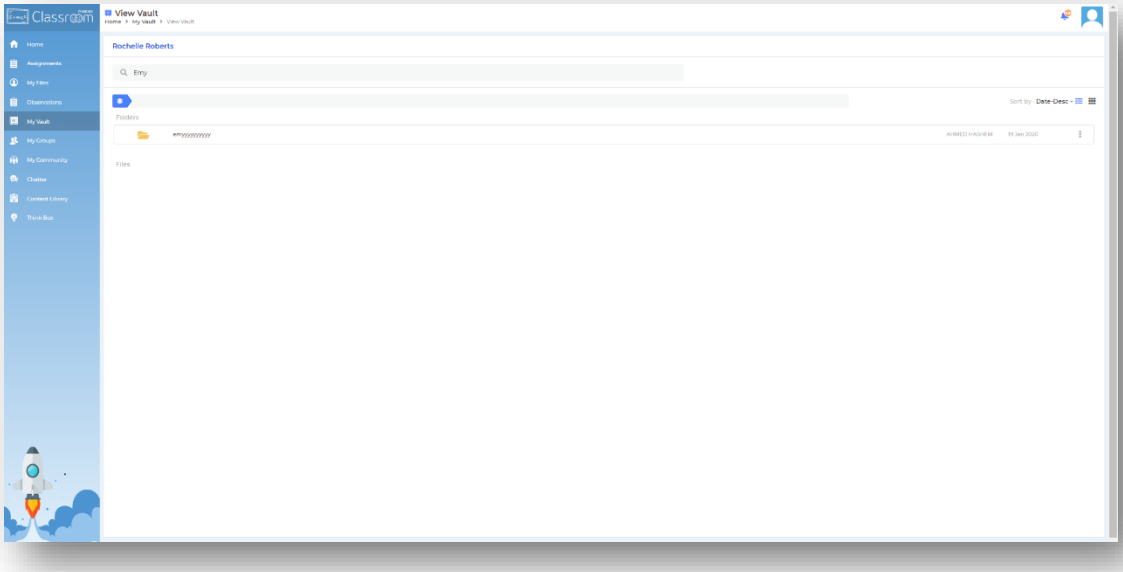


Figure 21 : Search Folder or file

7. My Groups

My Groups module incorporates all the groups that are associated with the student respectively as shown in figure 22. It is classified into two categories namely Class Groups and Other Groups. Class groups encompasses of MIS groups. Other group contains all the groups which were created by the teacher in which the student is associated with.

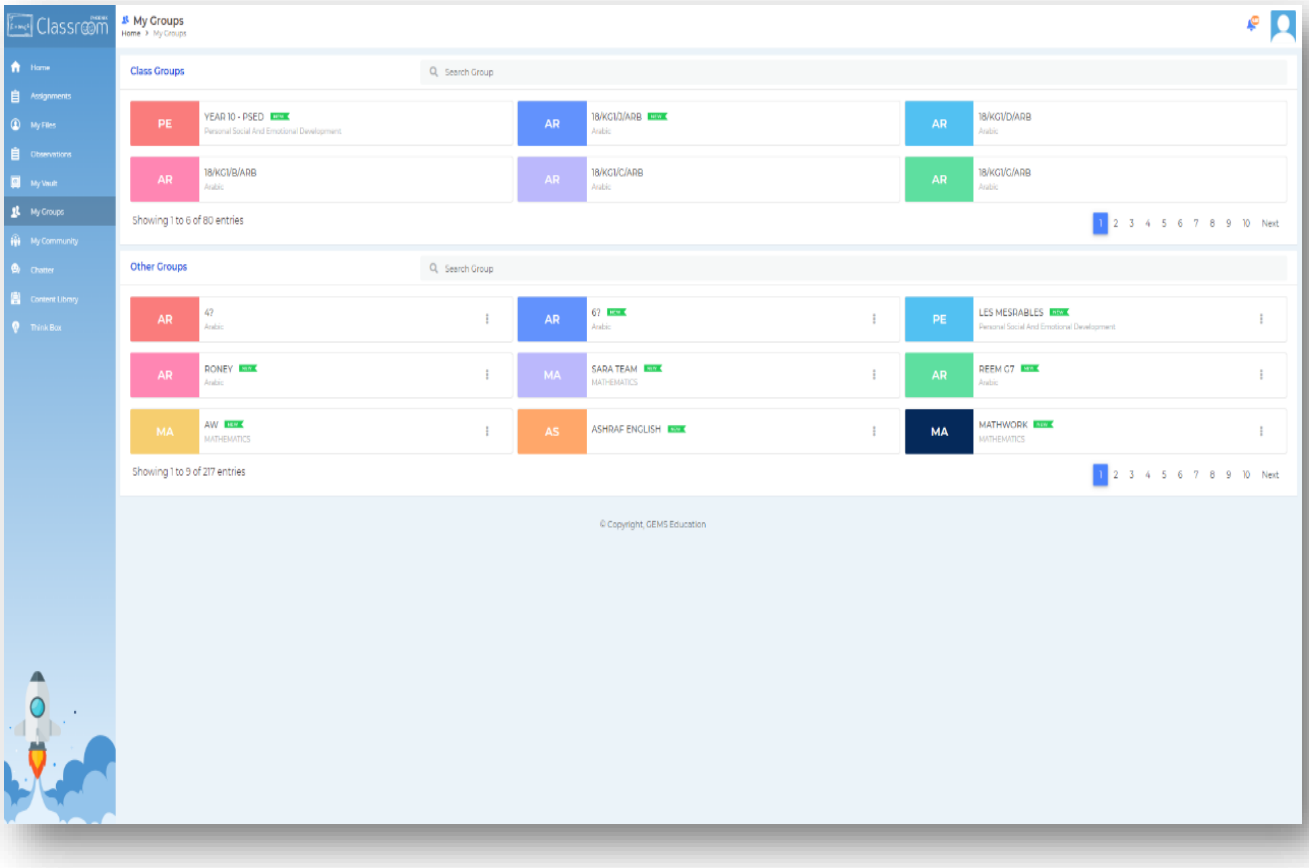


Figure 22 : My Groups

7.1. View Members

Student can view the existing members in the group as shown in figure 23.

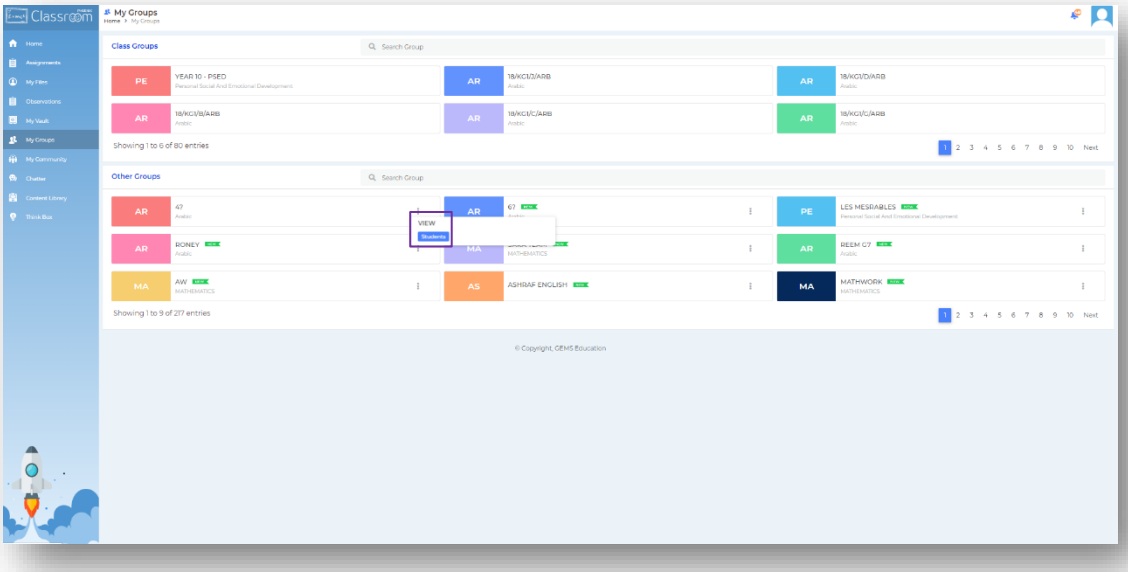


Figure 23: View members

7.2. View Files

Students can view the files/document available in the group as shown in figure 24.

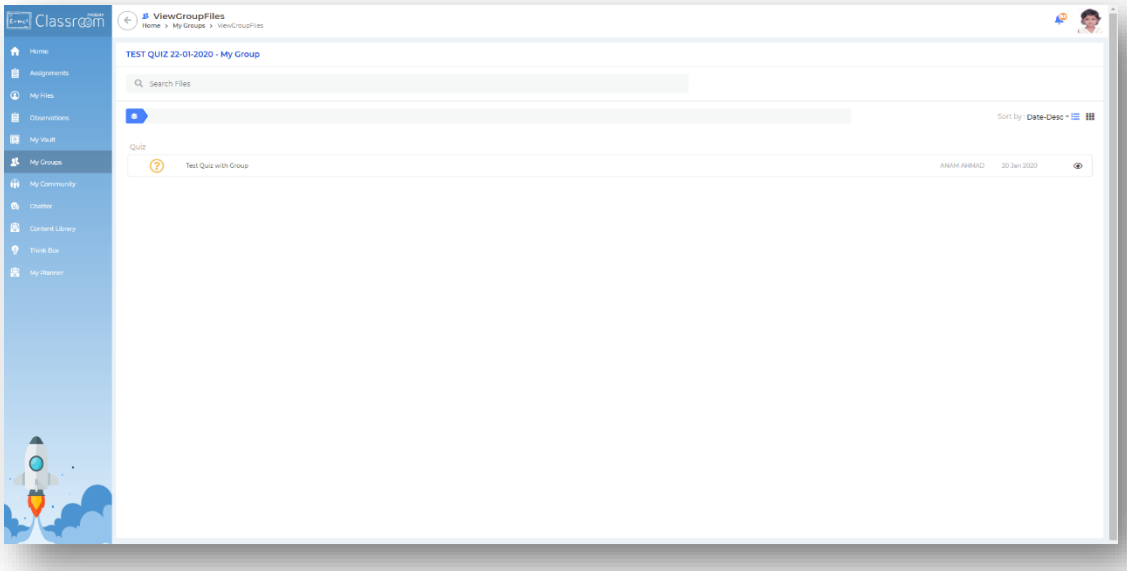


Figure 24 : View Files

8. My Community

8.1. Circulars and News letters

Student can view the circulars and newsletters issued by school as shown in figure 25.

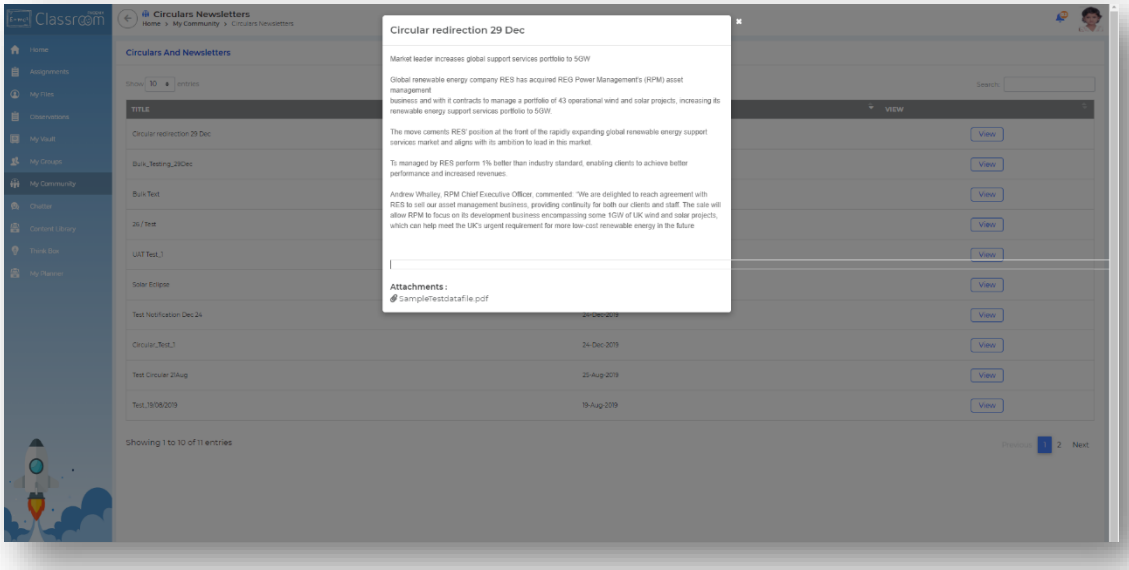


Figure 25:Circulars and Newsletters

8.2. Resources

Student can view the informative resources available as shown in figure 26.

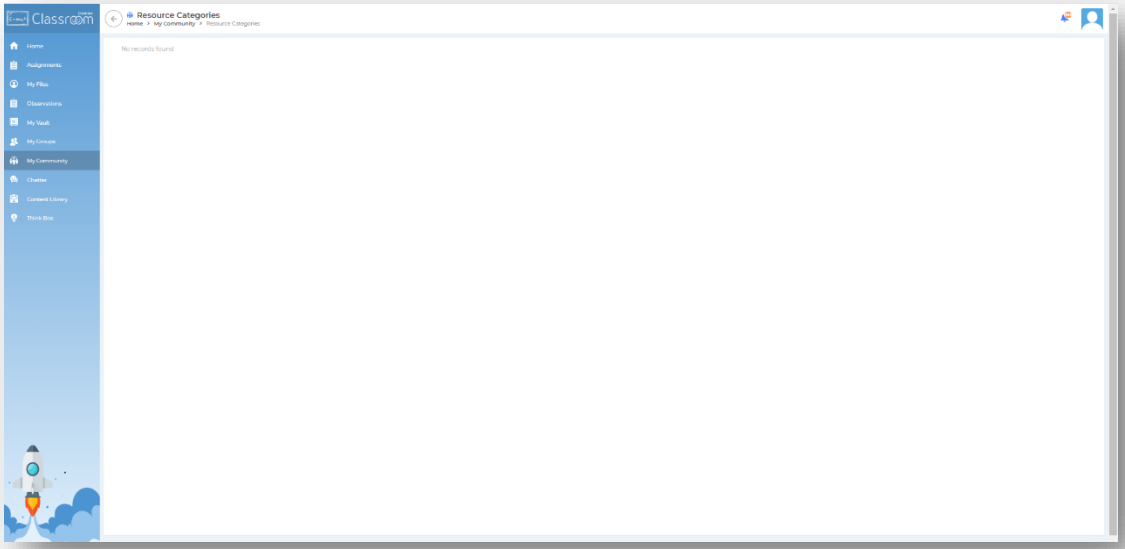


Figure 26 : Resources

8.3. EVENTS

Student can view the events associated with the school as shown in figure 27.

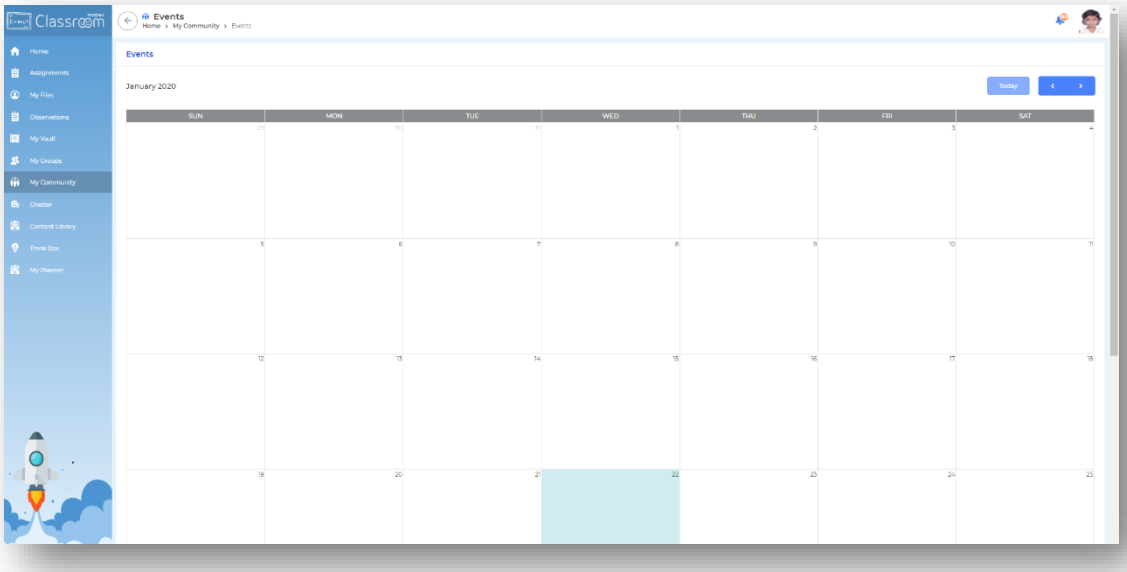


Figure 27: Events

8.4. GALLERY

Student can view the gallery of associated events as shown in figure 28.

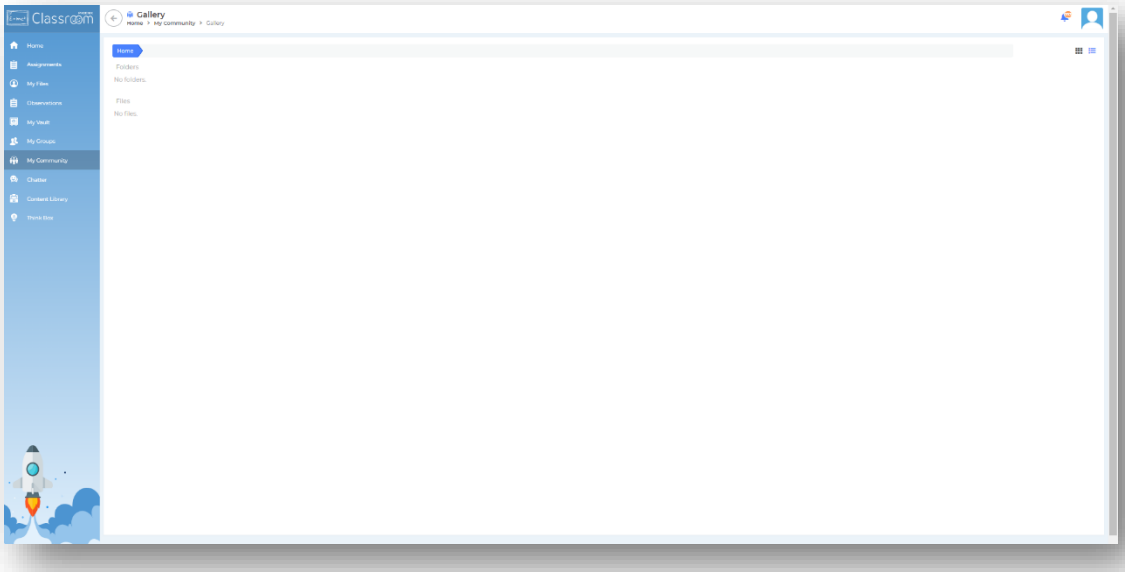


Figure 28: Gallery

9. CHATTER

9.1. ADD NEW COMMENT AND LIKE

Student can add new comment and also can like the blog for the respective group as shown in figure 29.

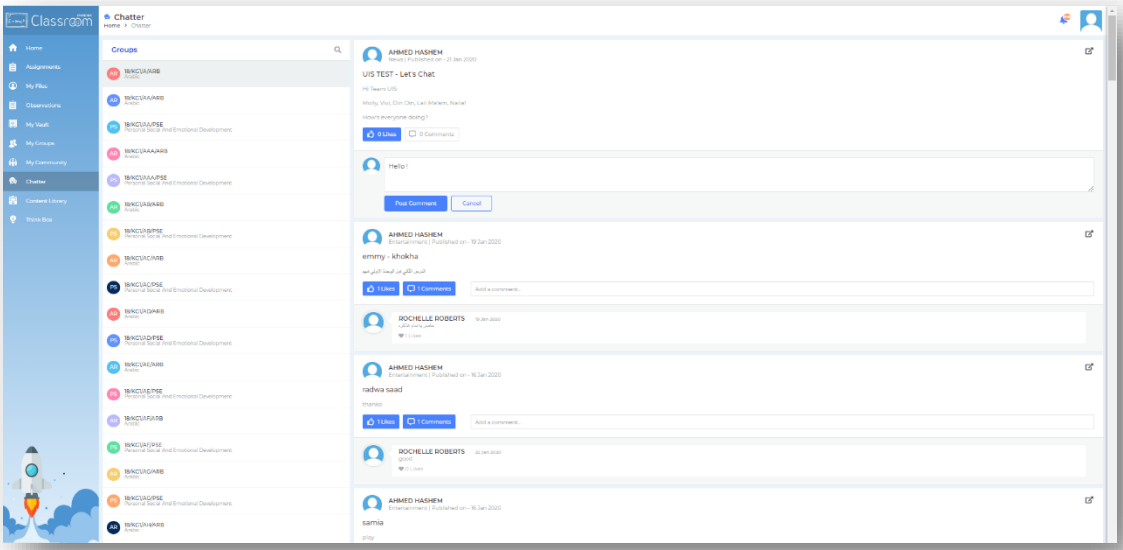


Figure 29 : Add new comment

10. CONTENT LIBRARY

Content library serves as a single interface where all students can search relevant educational resources by searching from the listed search engines as shown in figure 30.

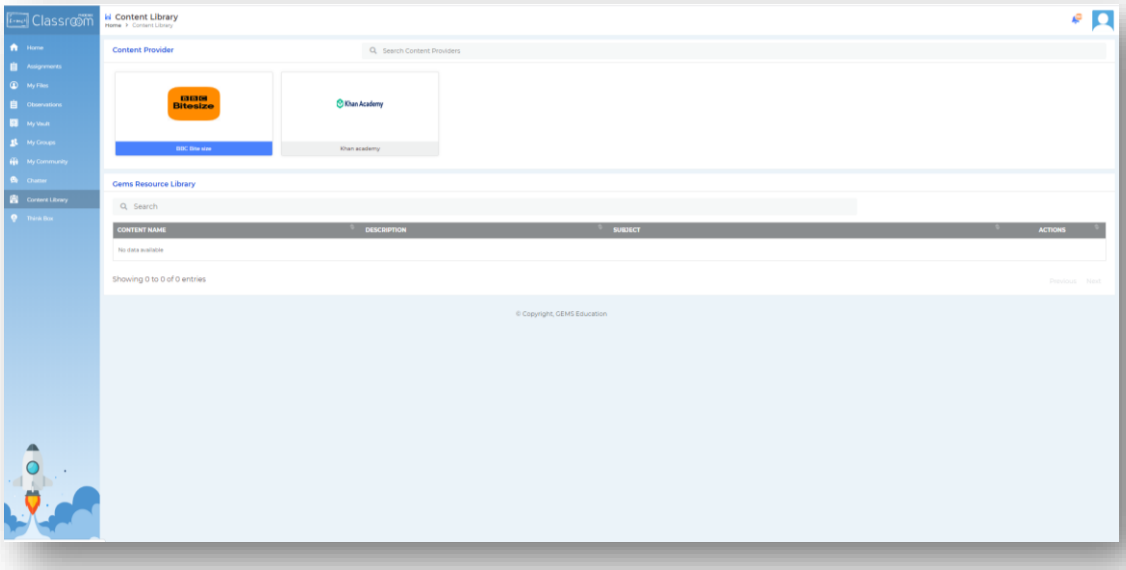


Figure 30 : Content Library

10.1. SEARCH CONTENT PROVIDER

Student can search for the listed content providers as shown in figure 31.

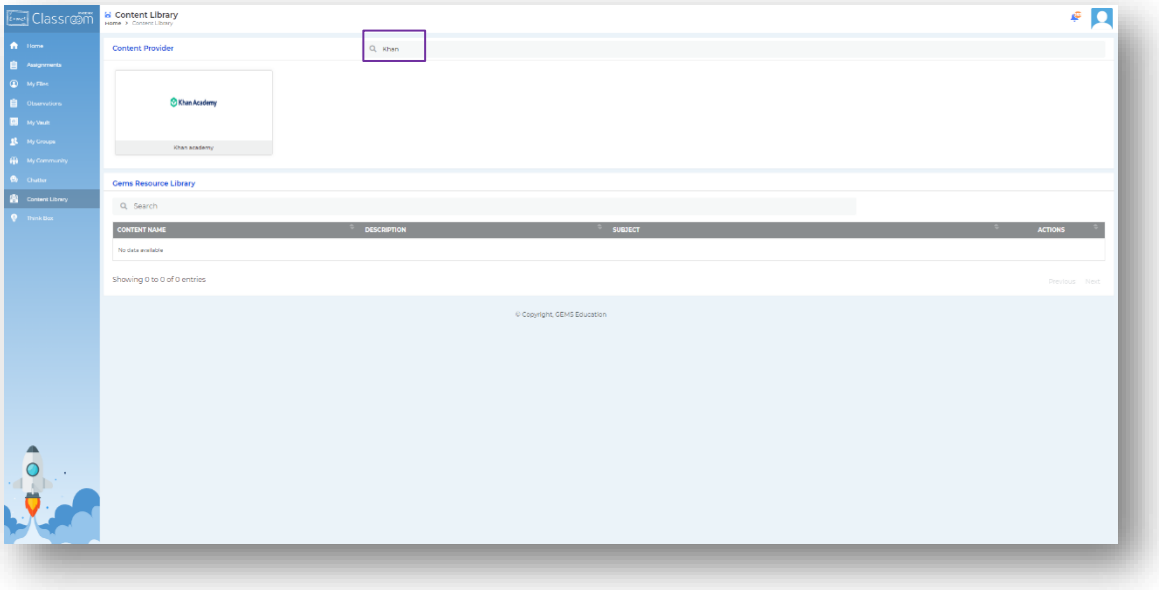


Figure 31 : Search content provider

11. THINK BOX

Students can share their suggestions and innovation ideas through think box platform as shown in figure 32.

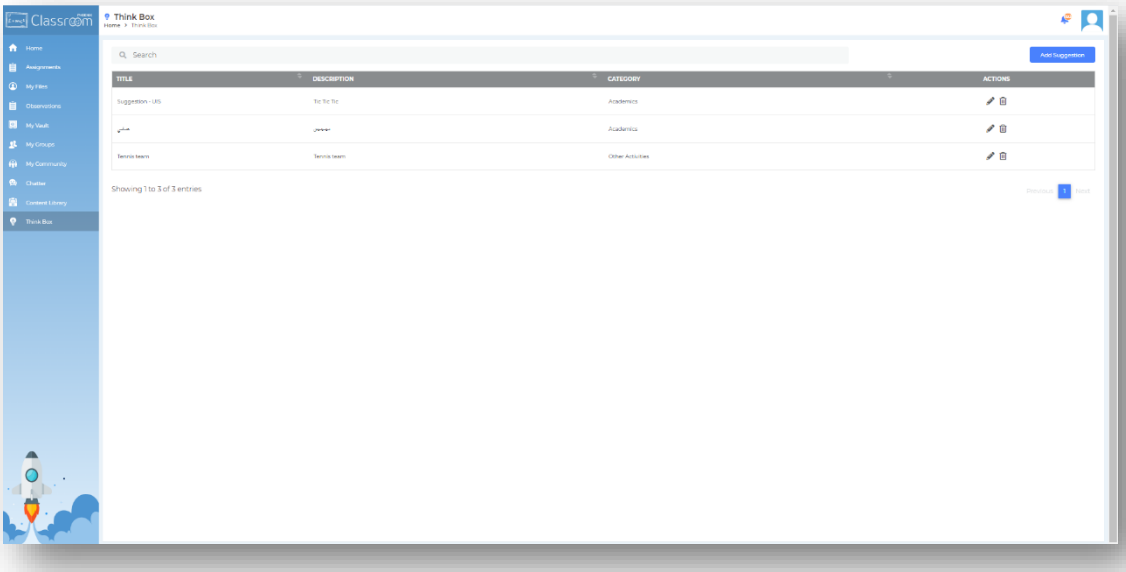


Figure 32 : Think box

11.1. ADD SUGGESTION

By clicking the “Add Suggestion” option as shown in figure 32, student can enter the suggestion details as shown in figure 33.

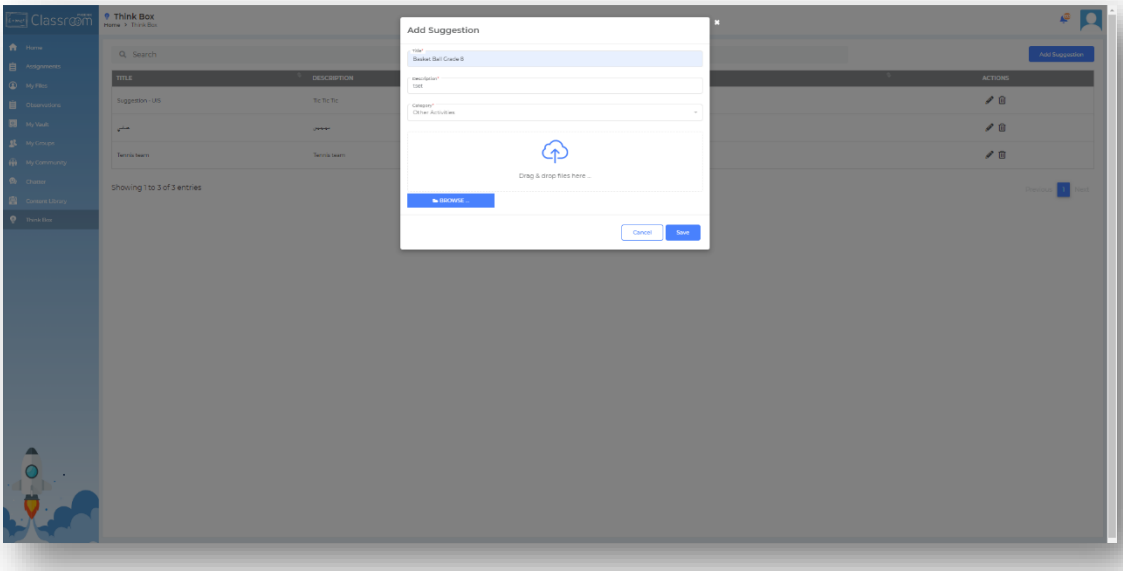


Figure 33 : Add Suggestion

12. REPORT ABUSE

Students on clicking the Report abuse option as shown in figure 34 can report any issues/abuses that they think require an immediate action.

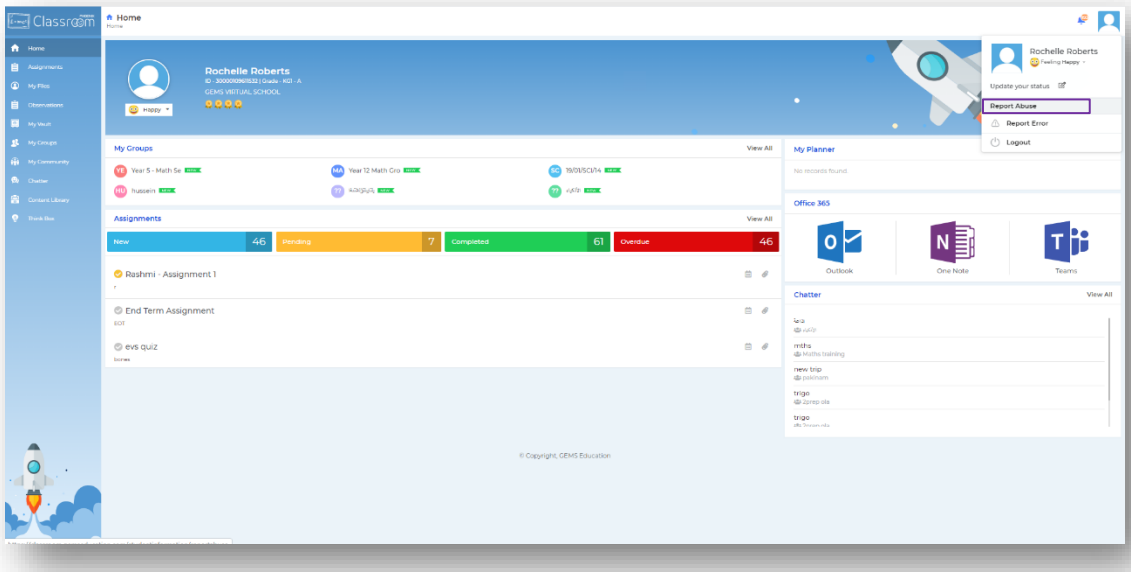


Figure 34 : Report Abuse

12.1. CONTACT DELEGATES IMMEDIETLY

By clicking the “SOS” option as shown in figure 32, the respective delegates shall be alerted for immediate action.

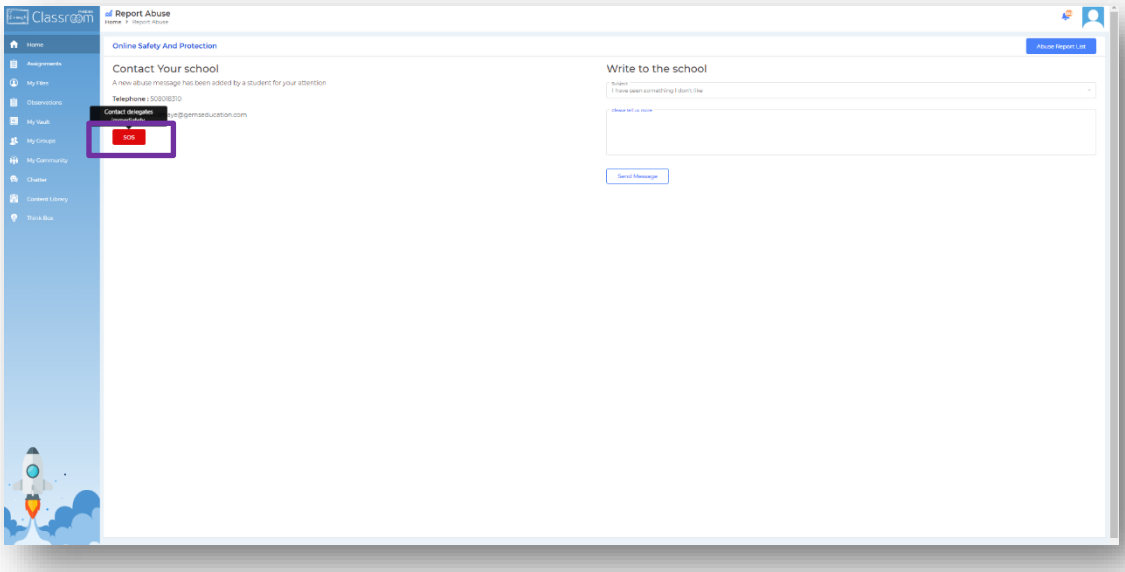


Figure 35 : SOS option

12.2. PROVIDE DETAILS OF THE ISSUE

Students can describe the issue and notify the delegates as shown in figure 36.

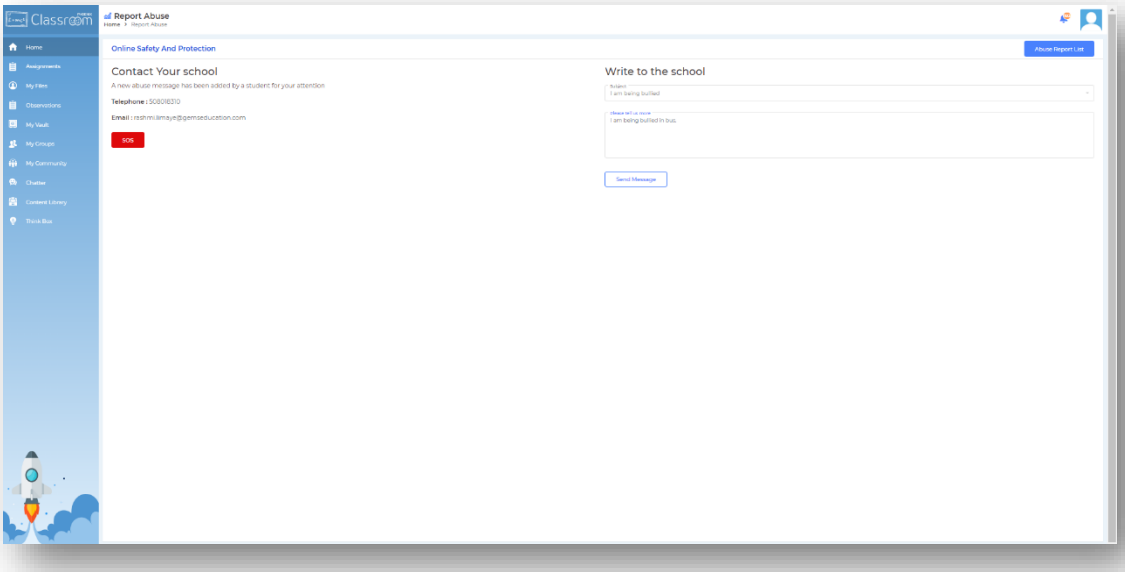


Figure 36 : Write issue details

12.3. ABUSE REPORT LIST

On clicking the “Abuse report list” as show in figure 36, student can find the list of previous issues of reported them as shown in figure 37.

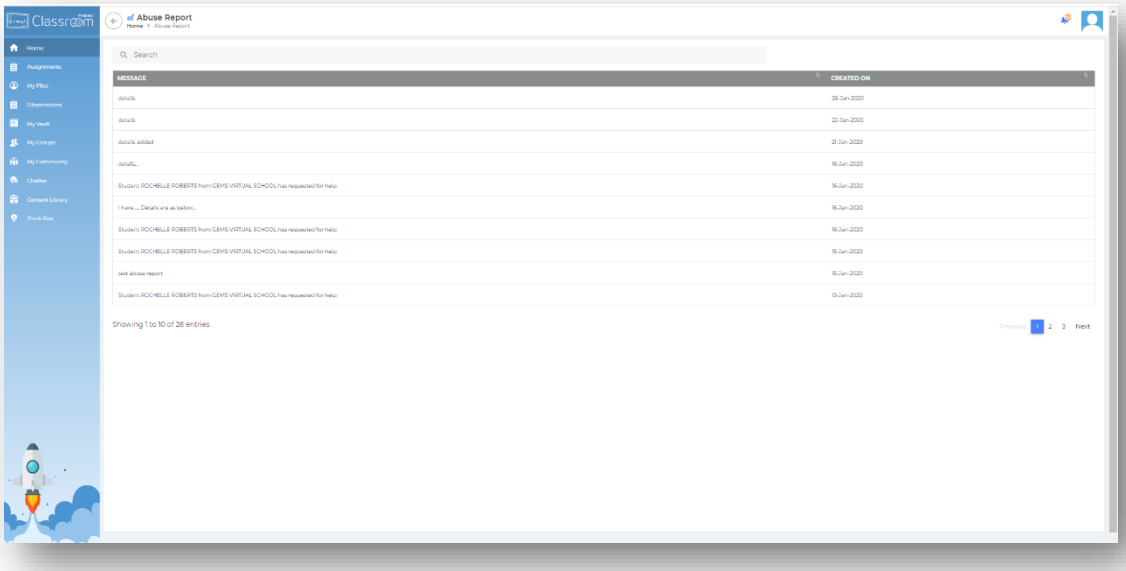


Figure 37 : Abuse report list