ONLINE LEARNING PORTAL GUIDE

STEP - 1

Visit:
kobeacademy.ac.sz
select Signup

STEP - 2

Select "Teacher"
Enter your info
Select Next

STEP - 3

Select your
subjects in each
Class you picked
Select Finish

STEP - 4

You will receive
an SMS with
your login link
and details

STEP - 5

Click on the link
Enter Teacher ID
Enter it again
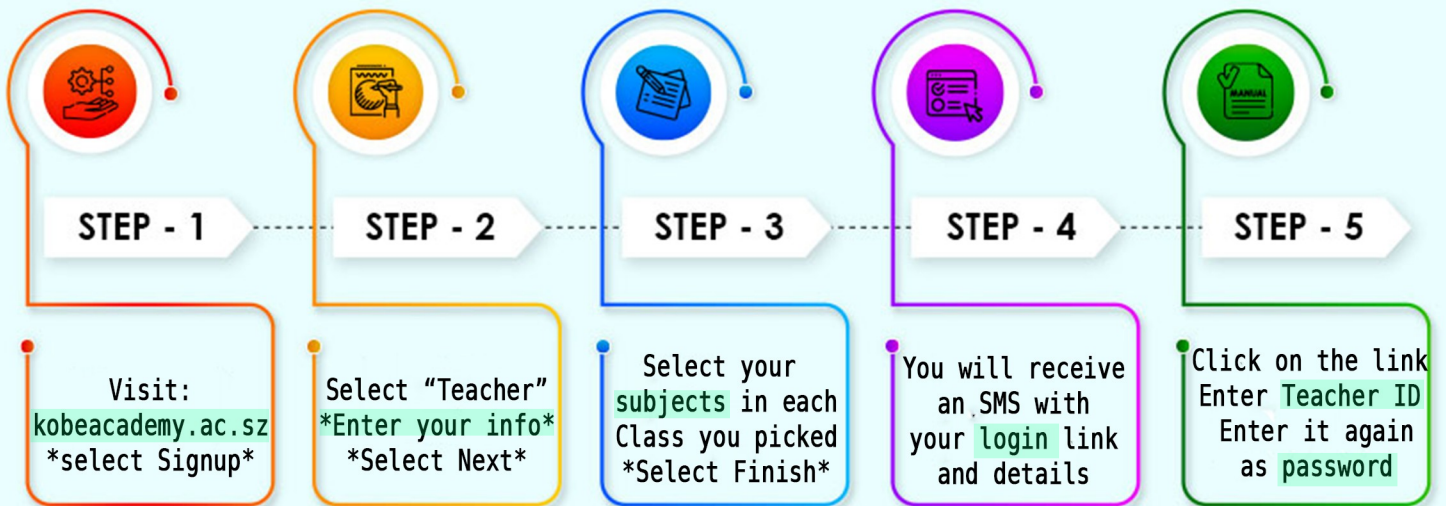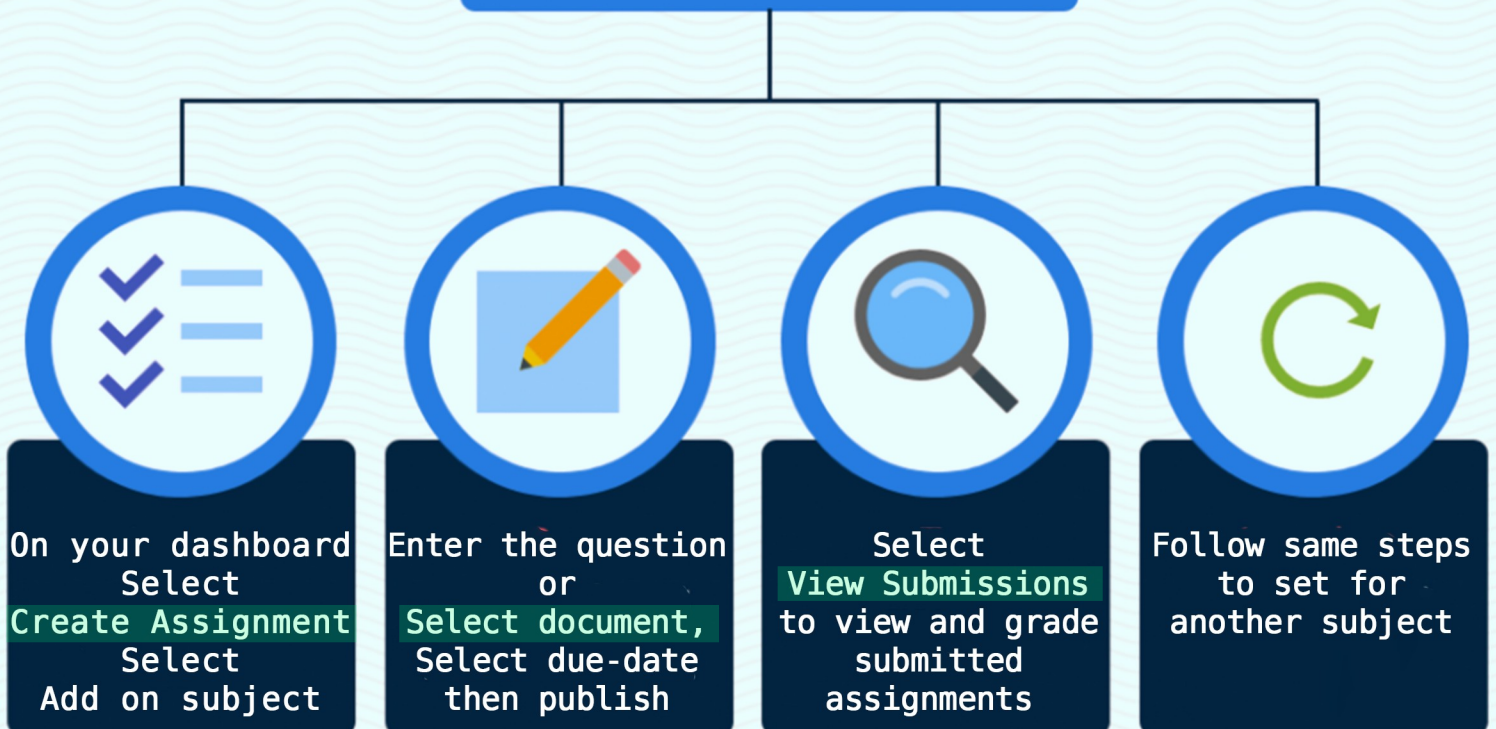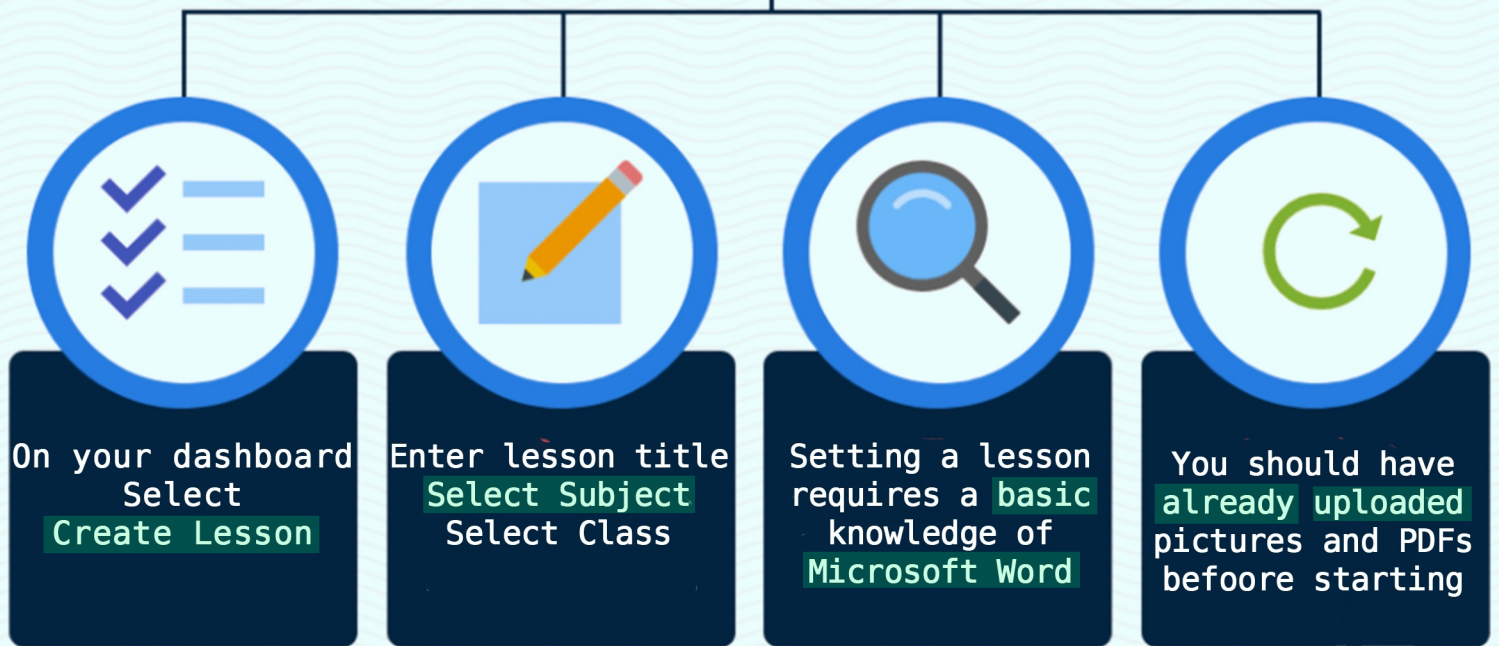as password

Once you are logged in you will be taken to your dashboard, all your option and privillages will be shown on the navigation menu indicated with the icon with three lines on the top right corner.

GIVE YOUR FIRST ASSIGNMENT

On your dashboard
Select
Create Assignment
Select
Add on subject

Enter the question
or
Select document,
Select due-date
then publish

Select
View Submissions
to view and grade
submitted
assignments

Follow same steps
to set for
another subject

Steps for setting a lesson and tests

CREATING A NEW LESSON

On your dashboard Select `Create Lesson`

Enter lesson title `Select Subject` Select Class

Setting a lesson requires a `basic` knowledge of `Microsoft Word`

You should have `already uploaded` pictures and PDFs befoore starting

Making the textarea `fullscreen` >> Click on the `cross icon` on the menubar

`Steps to uploading pictures and PDFs`
Menu >> Media >> Upload File > Choose File >> Enter Short Description >> Save

`Steps to Include PDF into lesson`
Inside the lesson description textarea >> Select Media >> select desired document click on the </> sign, the link will be copied >> paste it on the lesson textarea (It will be pasted at the cursor location).

`Steps to include Images or Videos`
Copy the link of the image or video >>
Inside the lesson description textarea >> Select either the image or video incon >> Paste the link >> click insert video / image.

You can also select `three (3) Images` and include them as slides

Finaly you can pick a date when you want the lesson to be available to students or you can leave it black to publish it right away.

Tou can view and edit all lessons you have created by selecting lessons from the navigation menu.