

ALMALUX SHULE

Class Setup Training Manual

Purpose: This manual provides step-by-step guidance for configuring the academic structure in AlmaLux Shule. Follow these procedures when setting up a new academic year, term, class, subject, lesson, and assessment framework.

1. Academic Terms

Objective: Define the periods during which academic activities take place.

Steps:

1. Navigate to **Administration** → **Academic Terms**.
2. Click **Add Term**.
3. Complete the required fields:
 - Name (e.g., Term 1, Term 2)
 - Start Date
 - End Date
 - Is Current (tick for active term)
 - Is Active (tick to enable usage)
4. Click **Save**.

2. Classes and Streams

Objective: Organize learners into manageable academic groups.

1. Navigate to **Administration** → **Classes/Streams**.
2. Click **Add Class** or **Add Stream**.
3. Enter:
 - Class/Stream Name (e.g., Standard 1, Form 3)
 - Grade Level
 - Class Teacher
 - Is Active
4. Click **Save**.

3. Subjects and Lessons

Objective: Define what is taught and when it is delivered.

Subject Setup

1. Go to **Subjects**.
2. Click **Add Subject**.
3. Enter Subject Name (e.g., Mathematics, English).
4. Mark as Active.
5. Save.

Lesson Setup

1. Go to **Lessons**.
2. Click **Add Lesson**.
3. Complete:
 - Subject
 - Class/Stream
 - Lesson Title
 - Date & Time
 - Duration
4. Save.

4. Assessment Spans

Objective: Define assessment periods and their contribution to student performance.

1. Navigate to **Assessment Spans**.
2. Click **Add Assessment Span**.
3. Enter:
 - Name (e.g., Mid-Term Assessment)
 - Start Date
 - End Date
 - Weightage (%)
4. Save.

Best Practices

- Use consistent naming conventions across terms, classes, subjects, and assessments.
- Review configurations at the start of every term.
- Ensure all active classes have assigned teachers.
- Align lesson plans with term objectives and curriculum requirements.
- Regularly verify assessment weightings before publishing results.

Quick Setup Checklist

- ✓ Create Academic Term
- ✓ Create Classes and Streams
- ✓ Add Subjects
- ✓ Create Lessons and Timetables
- ✓ Configure Assessment Spans
- ✓ Verify Active Status for all records

Conclusion

Once these configurations are completed, the AlmaLux Shule platform is ready for academic operations, lesson planning, assessment management, and learner administration.