

SIGN IN TO YOUR SCHOOL WORKSPACE

Teacher onboarding • Alma Lux Shule • Classroom Pulse

Start here

Use the school account issued to you. Your workspace opens according to your role and permissions.

1

ENTER YOUR EMAIL

Type the email address provided for your school account.

2

ENTER YOUR PASSWORD

Type your password then check that it is correct.

3

SIGN IN

Select Sign In to enter your school workspace.

ACTUAL SCREEN



Alma Lux Shule

MULTI-TENANT SCHOOL OPERATING SYSTEM

AI-powered CBC grading, fee invoicing, attendance & parent comms — built for Kenya.

🔒 Encrypted 📶 Telemetry Active ⚡ AI Powered

Sign in to your school workspace

1

Email
jane@gmail.com

2

Password
.....

[Forgot password?](#)

3

Sign In

New to Alma Lux Shule?



Register Your School



I'm a Student



I'm a Parent

📞 0763 634 365 — Alma Lux Team

Powered by ayalmafutur.com

[Discover School](#) → 📖 Training

NEXT Open Classroom and locate your assigned class.

The next page shows you where to find your classroom inside Classroom Pulse.

FIND YOUR CLASSROOM

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After signing in

Open Classroom under My Classroom, then locate the class stream assigned to you.

1 OPEN CLASSROOM

Use the Classroom option under My Classroom.

2 VIEW CLASSROOM PULSE

The Stream Terminal Drilldown shows the available class streams.

3 LOCATE YOUR CLASS

Find the class stream assigned to your teaching role.

ACTUAL SCREEN

The screenshot shows the Classroom Pulse interface for Wangina School. The left sidebar contains a navigation menu with sections: Workspace (Dashboard), Registry & Data, and My Classroom. Under My Classroom, the 'Classroom' option is highlighted with a yellow circle and arrow labeled '1'. The main content area is titled 'CLASSROOM PULSE' with a 'Macro Overview' tab selected. Below this is a 'Show Analytics' dropdown and a 'STREAM TERMINAL DRILLDOWN' section. This section displays four class streams: GRADE 1 RED, GRADE 2 BLUE, GRADE 3 GREEN, and STS 8. Each stream shows 'ACTIVE' status, 'VITALITY' (with a percentage), and 'CONDUCT'. The 'GRADE 3 GREEN' stream is highlighted with a yellow circle and arrow labeled '2'. A yellow circle and arrow labeled '3' points to the '2 Flags' indicator next to the 'CONDUCT' for GRADE 3 GREEN. The bottom of the sidebar shows 'TEACHER AUTHORIZATION' and a user profile for 'jane@gmail.com' with a 'TEACHER' role.

NEXT Select your assigned class to open its classroom workspace.

The next page introduces the class workspace and its main working areas.

Confirm that you are in the correct class

Before recording any classroom information, check the class name and assigned teacher shown on screen.

1

CHECK THE CLASS

Confirm the class name shown in the class header.

2

CHECK THE TEACHER

Confirm the assigned class teacher.

3

SEE THE WORK AREAS

Notice the classroom sections available to you.

ACTUAL SCREEN

The screenshot shows the Classroom Pulse interface for 'wangina school'. The left sidebar contains navigation options: Workspace, Dashboard, Registry & Data, My Classroom (selected), and Classroom. The main area is titled 'CLASSROOM PULSE' and includes a 'RETURN TO MACRO OVERVIEW' button. Below this, a card displays 'GRADE 4 RED' with '1 students - Jane Teacher (class teacher) - Thursday, 10/2/2020' and '25% ATTENDANCE'. A 'FACULTY MATRIX' button is visible. At the bottom, a section for 'Jane Teacher' shows 'GENERAL/CLASS TEACHER' and a 'REMOVE' button. Three yellow callout boxes with numbers 1, 2, and 3 point to the 'GRADE 4 RED' header, the '25% ATTENDANCE' status, and the 'FACULTY MATRIX' button respectively.

TRAINER NOTE

Do not start entering records until you have confirmed the correct class. Correct class → correct records → reliable classroom data

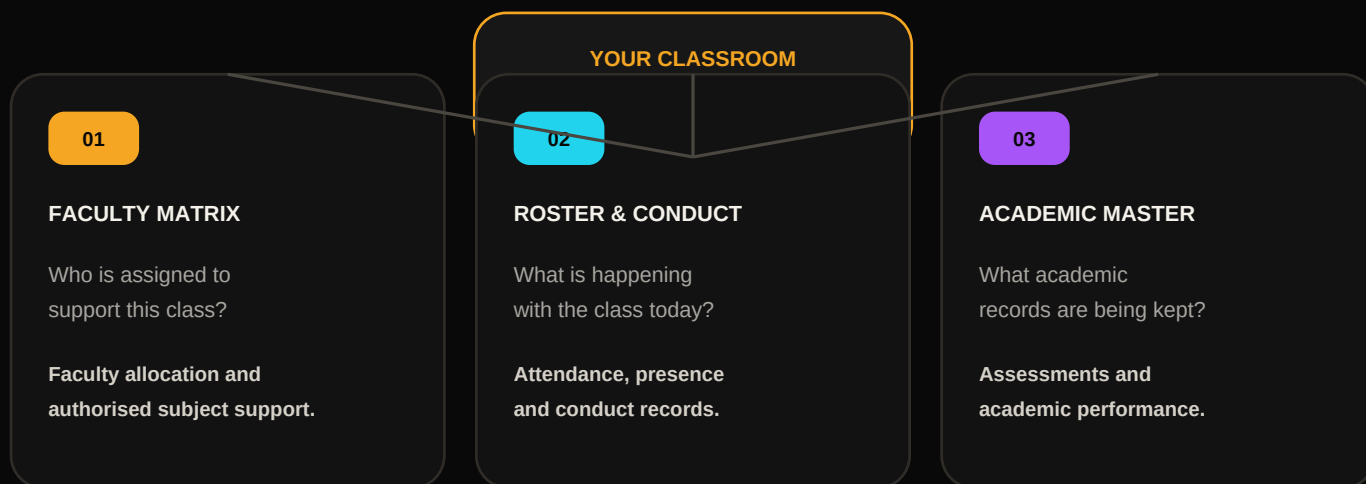
NEXT Understand the three main classroom work areas.

UNDERSTAND YOUR CLASSROOM WORK AREAS

Teacher orientation • Know what each area is for before you begin recording.

Your classroom workspace is organised into three main work areas.

Each area has a different purpose. Use the area that matches the task you are performing.



TRAINER RULE — MATCH THE TASK TO THE WORK AREA

- **Taking today's attendance?** Use Roster & Conduct.
- **Working with academic assessment records?** Use Academic Master.
- **Checking who is assigned to the class?** Use Faculty Matrix.

REMEMBER

You do not need to learn every screen at once. Find the work area that matches the task in front of you.

NEXT Mark today's attendance in Roster & Conduct.

MARK TODAY'S ATTENDANCE

Roster & Conduct • Record the class attendance for the selected session.

Start with the session details, then mark each learner.

Only submit after every learner shown on the roster has the correct attendance status.

1 CONFIRM
Date & session

ACTUAL SCREEN

2 MARK
Present / Absent / Late

3 SUBMIT
Send the completed register

wangina school
ECOSYSTEM LIVE

WORKSPACE

- Dashboard
- REGISTRY & DATA
- MY CLASSROOM
 - Classroom
- TEACHER AUTHORIZATION
 - View permitted operational bounds

CLASSROOM PULSE
Stream View • 632bd211-3ad0-4262-bb14-4e88683ca105

MACRO **STREAM** TEACHER APPROVAL INBOX REPORTING HUB EXECUTIVE OVERRIDE

[RETURN TO MACRO OVERVIEW](#)

GRADE 1 RED
1 students - Jane Teacher (class teacher) - Thursday, 1 Oct 2026
25% ATTENDANCE [UPDATE STATUS](#)

ACTIVE

FACULTY MATRIX **ROSTER & CONDUCT** **ACADEMIC MASTER**

MARK **REGISTER** **10/01/2026** **1** **Mark All Present** 1/1 marked **SUBMIT** **2** **6**

EA	Student Name	Status
EA	Emily Akinyi	3 4 5

TRAINER NOTE

Attendance is a daily record. Always verify the date and session before submitting.

NEXT Confirm that the attendance record was captured.

CONFIRM THE ATTENDANCE RECORD

Roster & Conduct • Verify the status shown after recording attendance.

After marking attendance, check the learner's displayed status.

This quick check helps you confirm that the attendance entry is visible in the class register.

1 CHECK THE DATE

Make sure the register is showing the intended day.

2 CHECK THE STATUS

Look for the learner's recorded attendance status.

3 CHECK THE RECORD

Confirm the row reflects the completed entry.

ACTUAL SCREEN

The screenshot displays the 'Classroom Pulse' interface for 'Grade 1 Red'. The interface includes a sidebar with navigation options like 'Workspace', 'Dashboard', 'Registry & Data', and 'My Classroom'. The main area shows a 'CLASSROOM PULSE' for 'Stream View' with a '25% ATTENDANCE' indicator. Below this, there's a 'ROSTER & CONDUCT' tab with a table of student attendance. The table has columns for 'MARK', 'REGISTER', and a status column. A student named 'Emily Akinyi' is highlighted with a 'Present' status. Numbered callouts 1, 2, and 3 point to specific elements: 1 points to the 'Present' status, 2 points to the 'REGISTER' button, and 3 points to the 'MARK' button.

TRAINER NOTE

If the status is not what you intended, do not assume it is correct. Confirm the entry before moving to the next classroom task.

NEXT Open a learner record when you need a learner-level view.

OPEN A LEARNER'S 360° RECORD

Learner profile • Move from the class register to an individual learner view.

Open the learner record when you need to understand one learner in more detail.

The 360° view brings together the learner information available within your authorised school workspace.

1 IDENTITY

Confirm you are viewing the correct learner.

2 SUMMARY

Use the visible indicators as a quick learner snapshot.

3 RECORDS

Review the information available in the learner profile.

4 AUTHORITY

Only use information and actions permitted by your role.

ACTUAL SCREEN

The screenshot displays the 'wangu school ECOSYSTEM LIVE' interface. On the left is a sidebar with navigation links: WORKSPACE, Dashboard, REGISTRY & DATA, MY CLASSROOM, and Classroom. The main area shows the 'INSTITUTIONAL 360° DOSSIER' for 'Emily Akinyi' (DEMO-005, Grade 1 Red, REPEATING). At the top right are status indicators: ATTENDANCE 25%, STANDING PENDING, BALANCE Clear, and CLINIC Clear. Below this is the 'ACADEMIC MASTERY LEDGER' (labeled 3) and the 'FINANCIAL SNAPSHOT' (labeled 4) which includes fields for TOTAL BILLED, TOTAL PAID, BALANCE DUE, and COLLECTION. At the bottom right is the 'TRANSPORTABILITY' section (labeled 5) showing 'Cleared for boarding OK'. Navigation buttons at the top include 'RETURN TO CLASS OVERVIEW' and 'RETURN TO DESK' (labeled 1). A 'COMMAND CENTRE' icon is in the top right. A user profile for 'jane@gmail.com' is visible in the bottom left.

AUTHORITY NOTE

Seeing a section does not automatically mean you can edit it. How the permissions assigned to your teacher account.

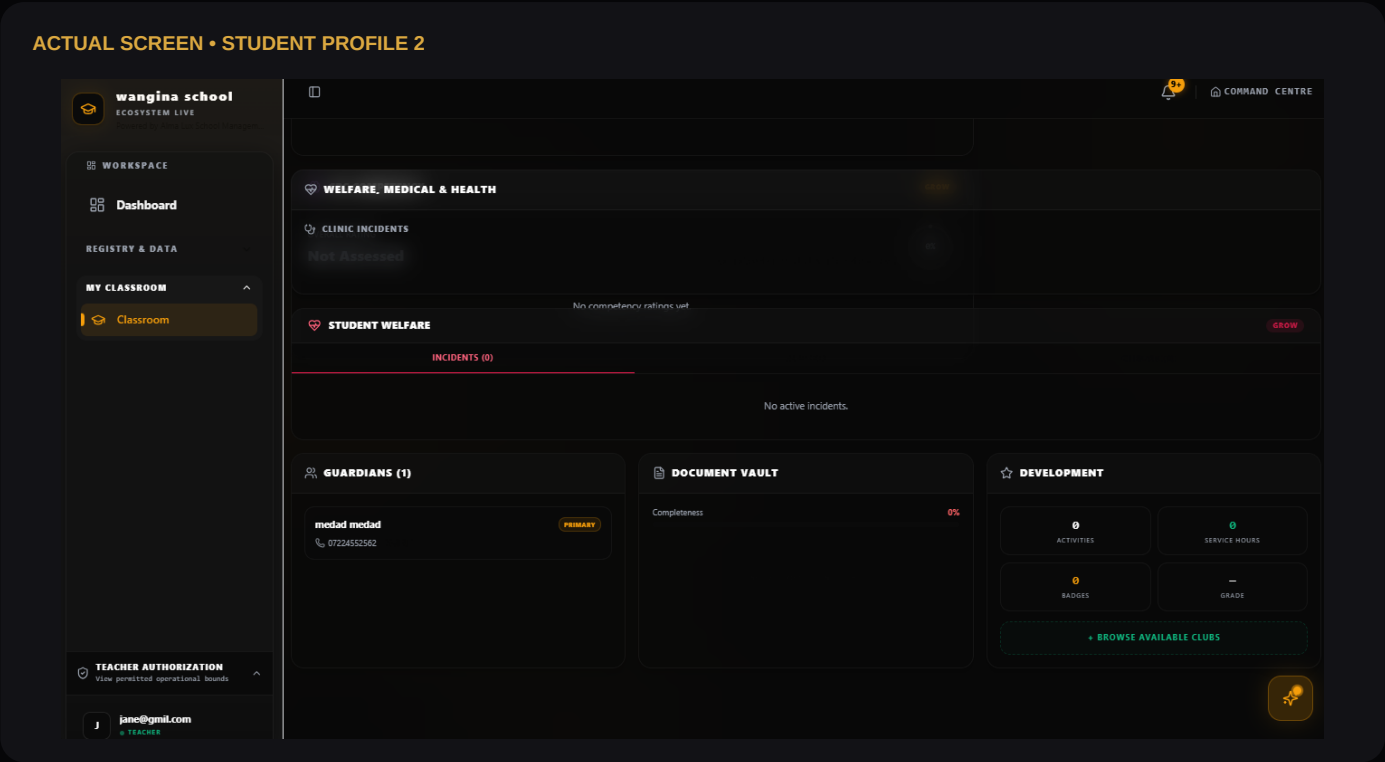
NEXT Review learner welfare and support information.

08 | LEARNER WELFARE & SUPPORT

Use the learner record to understand and record a formal conduct or welfare matter when classroom events require recognition or follow-up.

WHERE ARE WE IN THE MANUAL FLOW?

CLASSROOM PULSE → ROSTER & CONDUCT → LEARNER → 360° RECORD → WELFARE / SUPPORT



01 UNDERSTAND THE PURPOSE

The teacher is not opening this area simply to browse a learner. The learner record becomes the point where a classroom event can become a formal conduct or welfare record.

02 WHEN YOU USE IT

Use the Conduct Ledger when an event requires a formal learner record. Merit recognises a positive contribution; Minor records a lower-level concern; Major is reserved for a serious issue requiring formal school attention.

03 RECORD FACTS — NOT OPINIONS

Write what happened, when it happened, and relevant context. Keep the entry factual and concise. Do not include insults, assumptions, unnecessary personal information, or unsupported conclusions.

ALMA LUX SHULE • CLASSROOM PULSE • TEACHER MANUAL

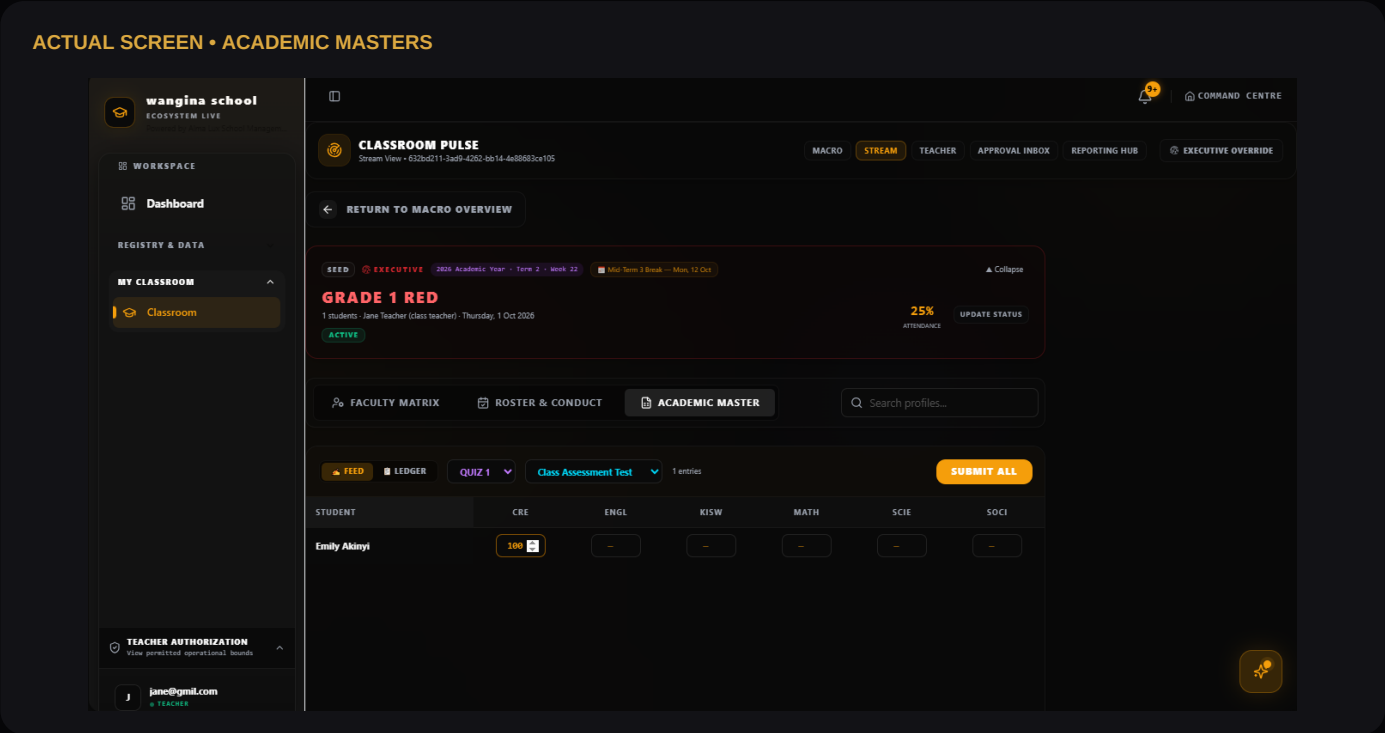
NEXT →

09 | RECORD LEARNER EVALUATION

Academic recording happens after an assessment or classroom evaluation. The Teacher Desk uses the Holistic Engine for this task.

WHERE ARE WE IN THE MANUAL FLOW?

CLASSROOM PULSE → ASSIGNED CLASS → TEACHER DESK → HOLISTIC ENGINE → ACADEMIC RECORD



- 01 OPEN THE RIGHT WORKSPACE
- From the Teacher Desk, select Holistic Engine. This is the Seed-tier workspace identified in the manual for recording learner performance after an assessment or classroom evaluation.
- 02 SELECT THE CORRECT LEARNER
- Choose the learner whose evaluation is being recorded. Confirm the learner and assessment context before entering any mark. Do not guess a learner identity or use another learner's record.
- 03 ENTER THE EVALUATION
- Enter the subject or curriculum area, score achieved, maximum score, and remarks or holistic context where required. Review the entry before saving or submitting.
- 04 SUBMIT — THEN CONFIRM
- Save or submit the evaluation and wait for the successful submission confirmation before moving to the next learner. The completed evaluation becomes part of the learner's academic record and can contribute to classroom and reporting views.

TRAINER NOTE • MARKS ARE SENSITIVE ACADEMIC RECORDS

Before submission, check that the score does not exceed the maximum score and that the learner, subject, assessment context, and remarks

VIEW APPROVED CLASS REPORTS

Teachers may have reporting access, but reporting is not the same as analytics. In Seed, the teacher sees controlled, approved summaries — not an executive dashboard.

SEED REPORTING PRINCIPLE

The teacher records classroom truth. Approved reporting presents that truth in a simple, controlled form. Advanced analytics remain outside the teacher's Seed workspace.

MACRO

School/classroom-level approved summary

A high-level view of approved classroom information.

STREAM

One class / stream

The approved record for the selected class or stream.

TEACHER

Teacher-linked view

Approved information associated with the teacher's classroom work.

BASIC REPORT

Filtered, summarized report

Use a reporting period to view summarized attendance, classroom performance, student performance and incidents.

WHAT A BASIC SEED REPORT CAN SHOW

REPORTING PERIOD	Filter the approved report to the relevant period.
ATTENDANCE	Summarized attendance information.
CLASSROOM PERFORMANCE	A summarized view of approved classroom performance.
STUDENT PERFORMANCE	A summarized view of approved learner performance.
INCIDENTS	Approved conduct / incident information where authorized.

REPORTING MATURITY

SEED

Basic approved reports

GROW

Better / richer reporting

SCALE

Deeper analysis & oversight

The Seed teacher reporting experience is a report, not an analytics dashboard. Do not expose executive slicing, trend engines, dossiers, advanced comparisons or unrestricted exports to the teacher role.

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THE TEACHER'S DAILY CLASSROOM RHYTHM

The teacher's day is a sequence of classroom actions. Reporting comes after the record is created and, where required, checked and approved.

01 **OPEN** Assigned class / stream

02 **CONFIRM** Date + session

03 **RECORD** Attendance

04 **TEACH** Manage the lesson

05 **EVALUATE** Record marks when assessment is complete

06 **CONDUCT** Record formal incident / welfare information when required

TEACHER → CHECKER → APPROVED REPORT

In Seed, routine classroom entry is direct. Where the school later enables maker-checker controls, the reviewer checks the submitted record before it becomes an approved reporting record. The teacher does not need executive analytics to complete the classroom job.

09 **CONFIRM** Success confirmation

10 **REPORT** View approved basic reports when authorized

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WHERE TO GET HELP

You do not have to remember every screen. You need to know where to find the right help and when to stop instead of working around a problem.

01

TRAINING MANUALS

Use the relevant Alma Lux Shule manual for the workflow you are performing.

02

TUTORIALS

Use the school's tutorials on TikTok and Instagram for practical demonstrations.

03

YOUTUBE

Use the Alma Lux Shule YouTube channel for longer walkthroughs and demonstrations.

04

NEXUS ALMA AI

Where activated by the school, Nexus Alma AI can provide guided assistance and training support.

THE TEACHER'S GOLDEN RULES

- Use your assigned class and learner roster.
- Verify date, session and learner before recording.
- Never create duplicates or work around missing roster data.
- Do not assume a record is saved without confirmation.
- Record conduct/welfare facts, not opinions.
- Use approved reporting for visibility — not advanced analytics.