Sobel LMS

User Manual

Online classes for Senior High School students:
registration, payment, live lessons, class work and results

Sobel Technology
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About this manual

This manual explains how to use Sobel LMS, from setting up a school to running online lessons, collecting fees and publishing results. It is written for everyone who uses the system: the system administrator, school directors, administrators, academic heads, accounts officers, teachers and students.

You do not need to read it from cover to cover. Read Part 1 first, then go to the chapters for your own work. The screens in this manual come from a sample school; the names and figures in them are not real.

The screens of your school may show different colours, a different logo and only the menus your role allows. Small differences in wording may also appear as the system is improved; the steps remain the same.

Conventions used in this manual

Example	Meaning
Payments › Receive payment	A path in the menu: open Payments, then Receive payment.
Save	A button, tab or word on the screen.
`GCOA`	Something you type.

> **Note:** Extra information worth knowing.

> **Tip:** A quicker or better way to do something.

> **Caution:** Something that cannot easily be undone, or that affects security.

Help inside the system

The same steps are available in the system itself under *How to use this system* (students: **Help**).

Part 1

Getting started

Chapter 1

About the system

What Sobel LMS does, who uses it and how the parts fit together.

Sobel LMS runs online classes for Senior High School students. It suits vacation schools, extra classes, tutorial centres and SHS schools that teach online. It works in a web browser on a phone, tablet or computer; nothing has to be installed. One installation serves many schools, and each school has its own students, teachers, colours, logo and sign-in link.

The work of a school follows one cycle:

1. **Set up**: sessions, classes, subjects and their fees, teachers and the subjects they teach.
2. **Register and pay**: students register on the school's page, choose subjects and pay by Mobile Money, card or at the office. A subject opens for the student as soon as it is paid.
3. **Teach**: teachers hold live lessons on Google Meet, Zoom, Teams or a free Jitsi room. Students join from their portal and are marked present.
4. **Class work**: resources, syllabus, assignments and timed quizzes.
5. **Results**: the gradebook works out class scores from the work; teachers add exam scores; results are published with a result slip.
6. **Money**: payments, receipts, complaints, revenue and each teacher's share of fees.

1.1 Sessions

A **session** is the period students pay for and study in: a month, a vacation or a term. Lessons, payments, scores and results all belong to a session. Students register and pay again for each new session.

1.2 Kinds of accounts

Account	Who	What they do
System administrator	The company running the system	Adds schools, sets their look and plans, sells SMS units, sees every school's logins.

Director / Owner	The head of the school	Everything in the school.
Administrator	The school office	Students, teachers, payments, messages and logins.
Academic head	Head of teaching	Classes, subjects, allocation, timetable, lessons, gradebook and results. Can also teach.
Accounts officer	Money	Registrations, payments, complaints, revenue and teachers' share.
Teacher	Each teacher	Lessons, attendance, resources, assignments, quizzes and scores for the classes given to them.
Student	Each student	Joins lessons, does class work, pays for subjects and sees results.

Menu paths are shown like this: *Payments › Receive payment*. Buttons and words on the screen are in **bold**. Things you type look like `this`.

Chapter 2

Signing in and passwords

2.1 Signing in

1. Open your school's sign-in link, for example `https://lms.shslive.com/login.php?school=GCOA`. Save it as a bookmark or on your phone's home screen.
2. If the **School code** box is empty, type your school's code.
3. Type your **Username** and **Password** exactly as on your login slip or SMS, and click **Sign in**.

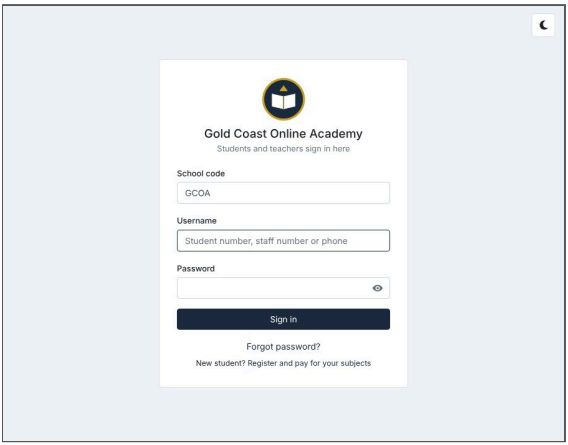


Figure 2.1: The sign-in page.

Account	Username
Director (first login)	admin, or as set by the system administrator
Staff	Staff number, e.g. GCOAT001
Student	Student number, e.g. GCOA00012

2.2 Your own password

The first time you sign in, the system asks you to choose your own password of at least six characters. Change it at any time with your name › **Change password** (students: **Change password** in the menu).

2.3 Forgotten password

1. On the sign-in page click **Forgot password**.
2. Enter the school code and your username. A code is sent to your phone by SMS.
3. Enter the code and choose a new password.

Staff with the right to manage logins can also reset a password under *Setup › Users & logins*.

2.4 Finding your way

- The menu on the left is grouped: Teaching, Students, Teachers, Payments, Communication and Setup. You only see what your role allows.
- The box at the top shows the **session** you are working in. Change it only to look at an earlier session.
- The envelope shows new chat messages. The moon switches the screen to dark.
- On a phone the menu slides in from the left. Students have buttons at the bottom of the screen.

> **Note:** Green messages mean something was saved. Red messages mean it was not: read the message, correct the form and try again.

Part 2

The system administrator

Chapter 3

The console

Running the system for all schools.

The system administrator signs in at …/`platform/login.php`. The console is separate from every school.

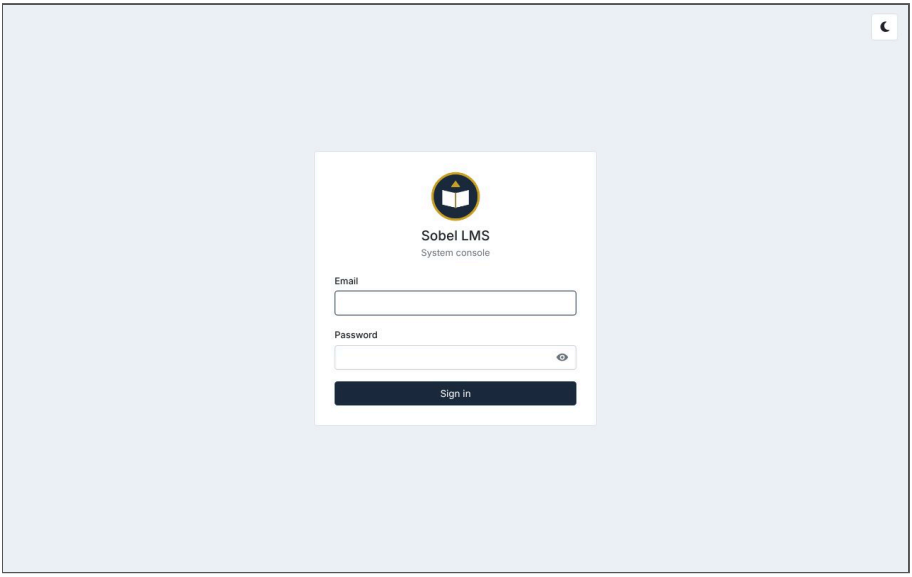


Figure 3.1: The console overview: schools, students and unpaid platform bills.

3.1 Adding a school

1. Click *Schools › Add a school*.
2. Enter the school's name, short name and a short **school code** (letters and digits, e.g. `GCOA`). The code starts every student and staff number.
3. Enter the director's name and phone. Choose the plan, colours and logo.
4. Under **Starting data**, keep the default to get SHS 1-3, the usual programmes, WASSCE subjects, grading A1-F9 and a first session. Choose **Empty** to set everything up by hand.
5. Click **Create school**. The sign-in link, the director's username and password are shown, and sent by SMS.

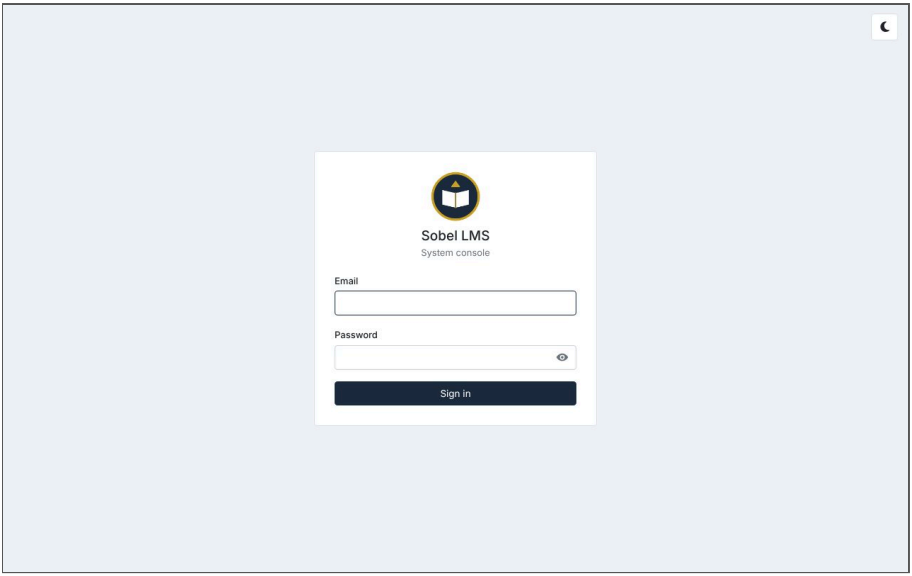


Figure 3.2: Adding a school.

3.2 Other console work

- **School details**: edit, switch parts on or off, suspend or close a school, add platform bills.
- **Accounts & login slips**: every login in a school with hidden passwords, Reset, Block, change role, print slips.
- **Branding**: colours, logo, fonts and sign-in page for a school.
- **Plans & bills** and **SMS credit**: plans shown on the website, bills to schools, SMS units.
- **Applications**: schools that applied on the main website. Click **Set up this school** to open the Add a school form filled in.
- **Website settings**: phone, WhatsApp, email and address shown on the website.
- **Test data**: complete sample schools for training. Every test login uses the password `Test@1234`.

> **Caution:** Use test data only on a test copy of the system, or delete the test schools before real schools start.

Part 3

Setting up a school

Chapter 4

First steps for the director

Do these once, in this order.

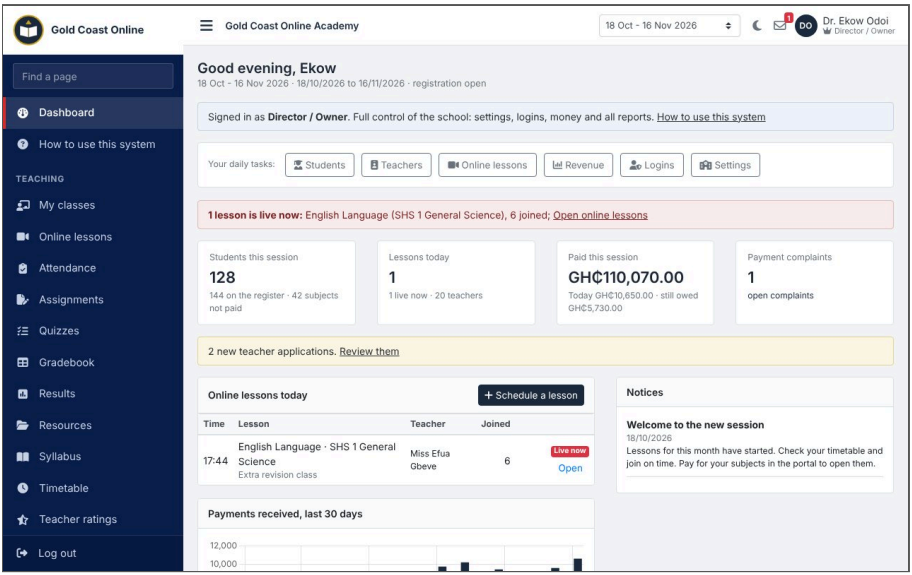


Figure 4.1: The director's dashboard: students this session, lessons today, money received, complaints.

4.1 School settings

Open *Setup › School settings*. The tabs are:

- **Profile**: name, address, phone, about text for the school's page.
- **Branding**: logo and colours.
- **Preferences**: class score weight (e.g. 50, so the exam is also 50), teachers' usual share of fees (e.g. 40%), whether new students may register online and choose to pay at the office, a note for the registration form, whether teachers may apply, the usual meeting platform.
- **SMS**: the school's own Arkesel key, or the shared SMS units.
- **Payments**: the school's Paystack keys so students can pay online. The money goes to the school's Paystack account.

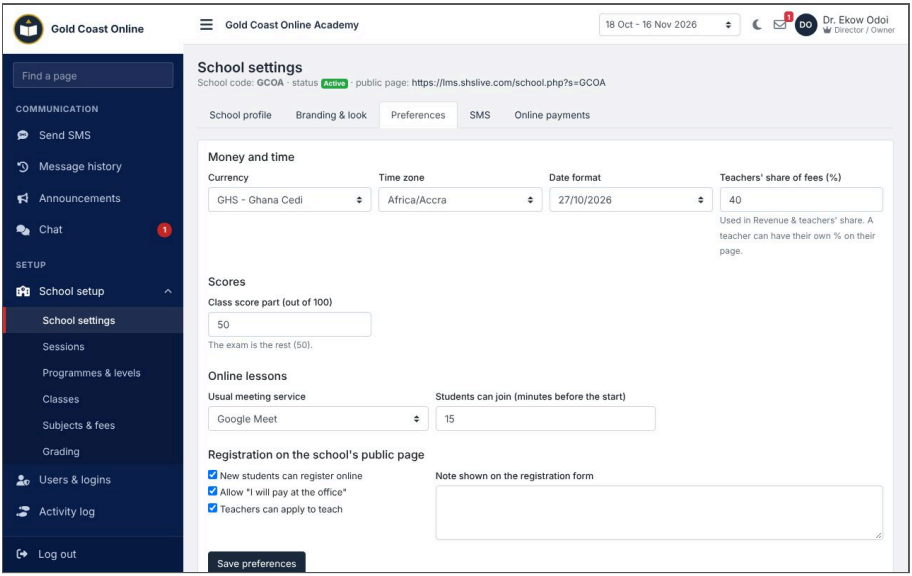


Figure 4.2: School settings, Preferences.

4.2 Sessions

Setup › Sessions lists the sessions. Add a session with a name and dates, then click **Make current**. Students register and pay for the current session. **Registration open / closed** decides if students can register online.

When a new session starts, **Carry students into a new session** registers last session's students for the same subjects. Those subjects stay closed until paid.

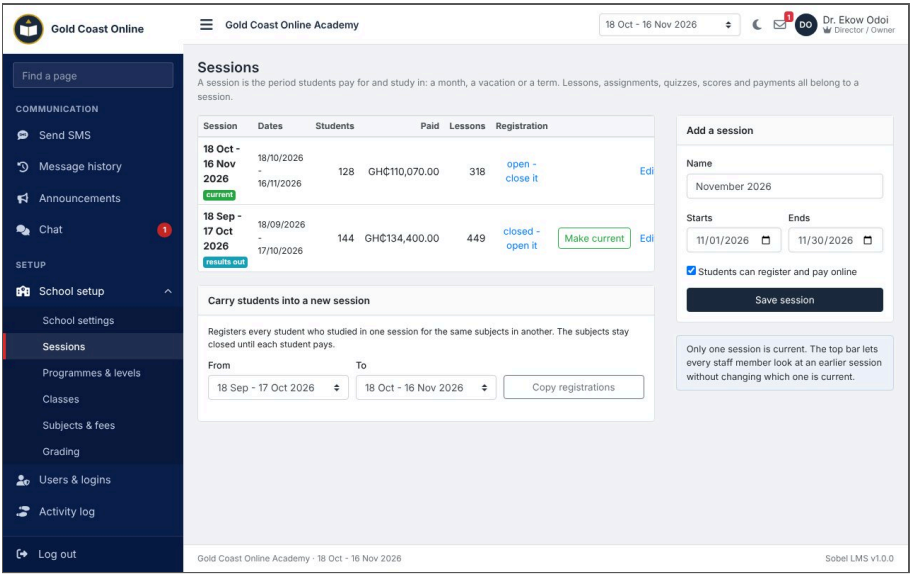


Figure 4.3: Sessions.

4.3 Programmes, levels and classes

Setup › Programmes & levels holds programmes (General Science, Business …) and levels (SHS 1 to 3). Tick **last year** on SHS 3 so those students are marked completed at promotion.

Setup › Classes: an online class is a group such as `SHS 2 General Science`. Click **Create a class for each level and programme** to make them all at once.

4.4 Subjects and fees

Setup › Subjects & fees lists each subject with its fee for one session. Type the fees and click **Save fees**. Tick the box to also change unpaid registrations of this session. Core subjects are open to every student; an elective belongs to a programme. A fee of 0 makes a subject free.

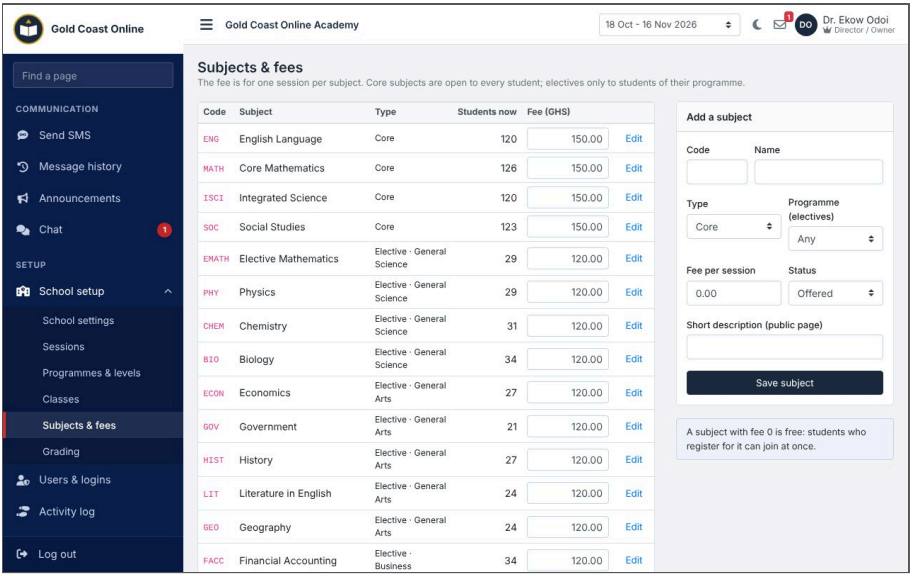


Figure 4.4: Subjects and fees.

4.5 Grading

Setup › Grading holds the grade bands, A1 to F9 by default. Change them if your school uses others.

Chapter 5

Teachers

Adding teachers, their logins, and the subjects they teach.

5.1 Adding a teacher

1. Click *Teachers › Teachers & staff* › **Add**.
2. Enter the name, phone, qualification, usual meeting link and mobile money number. Leave **Share of fees** empty to use the school's usual share.
3. Tick **Show this teacher on the school's page** if you want students to see them.
4. Keep **Create a login** ticked and choose the role (Teacher for most). Keep **Send the login details by SMS** ticked.
5. Click **Save**. The username (staff number) and password are shown.

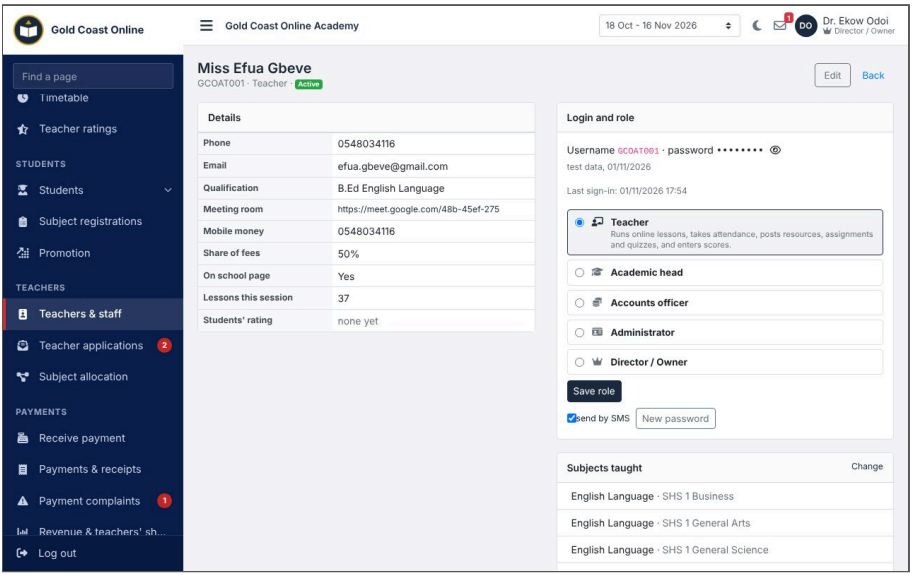


Figure 5.1: A teacher's page: details, login and role, subjects taught.

5.2 Teacher applications

Teachers can apply on the school's **Teach with us** page. *Teachers › Teacher applications* lists them. Open one, read it and the CV, and click **Approve and add as**

teacher: the teacher is created with a login sent by SMS. Or set **Shortlisted** or **Not taken**.

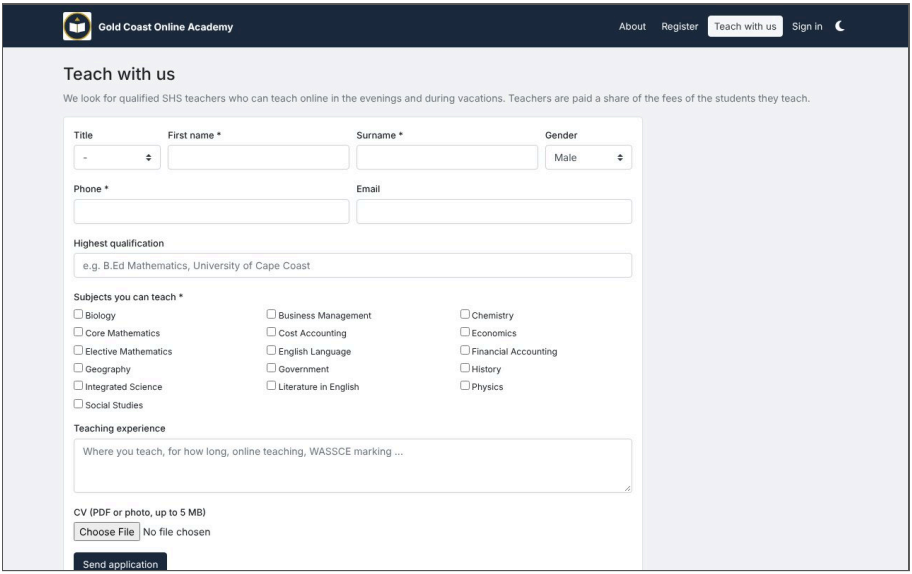


Figure 5.2: The Teach with us form on the school's page.

5.3 Subject allocation

Teachers › Subject allocation: choose a class, then pick the teacher of each subject and click **Save allocation**. **Copy** fills a class from another class. Teachers only see the classes and subjects given to them, and their share of fees comes from the students of those classes and subjects.

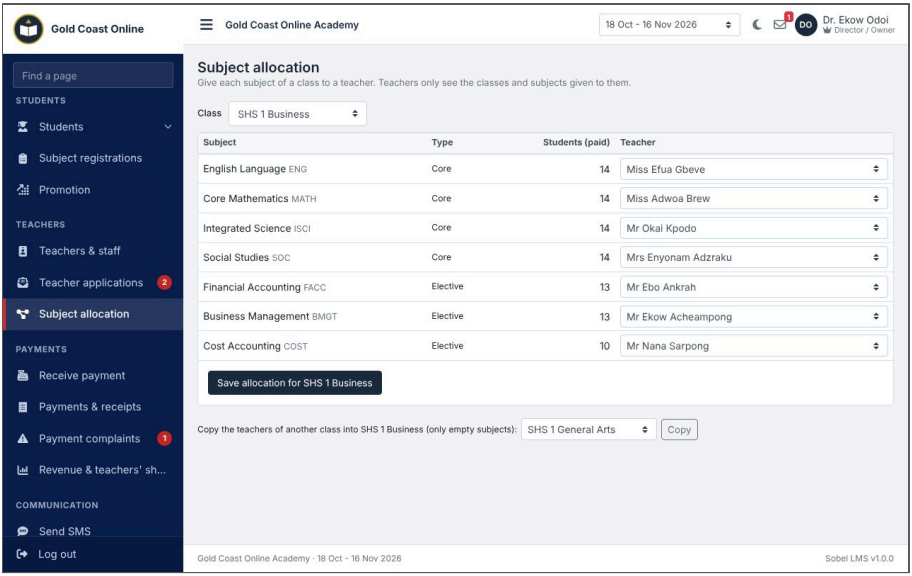


Figure 5.3: Subject allocation for one class.

5.4 Logins and roles

Setup › Users & logins lists every login with its username and password. The password is hidden; click it to see it (each look is recorded). **Reset** gives a new password and can send it by SMS. **Change role** changes what a staff member can do. **Disable** stops a person signing in without deleting anything.

The **Create logins & slips** tab makes logins for a whole class or for all staff and prints login slips, ten to a page.

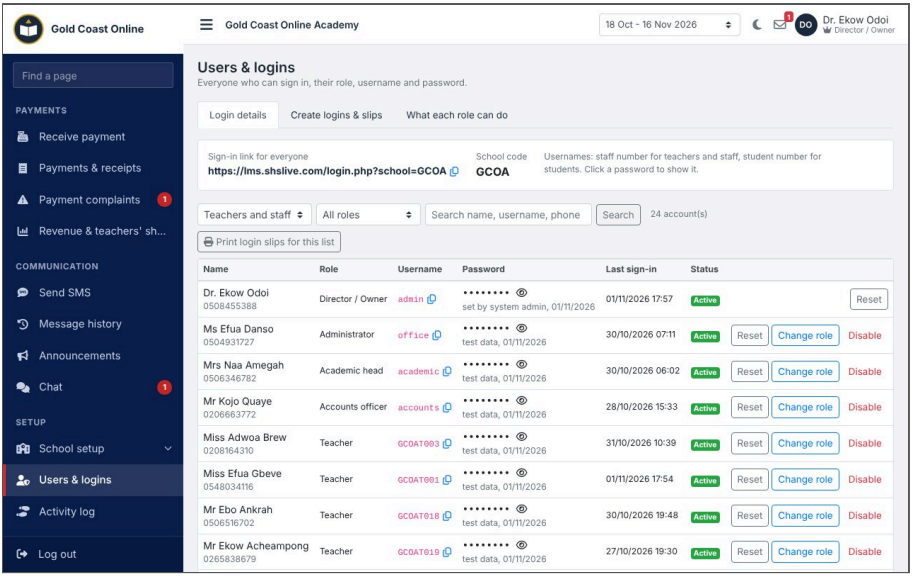


Figure 5.4: Users & logins.

Note: Each person has one role. You cannot change your own role, and only a director can make someone director.

Part 4

Students

Chapter 6

Registration

How students join and register for subjects.

6.1 The school's page

Every school has a public page: …/`school.php?s=CODE`. It shows the about text, subjects and fees, teachers, contacts and a **Register now** button. Share the link on WhatsApp, Facebook and flyers.

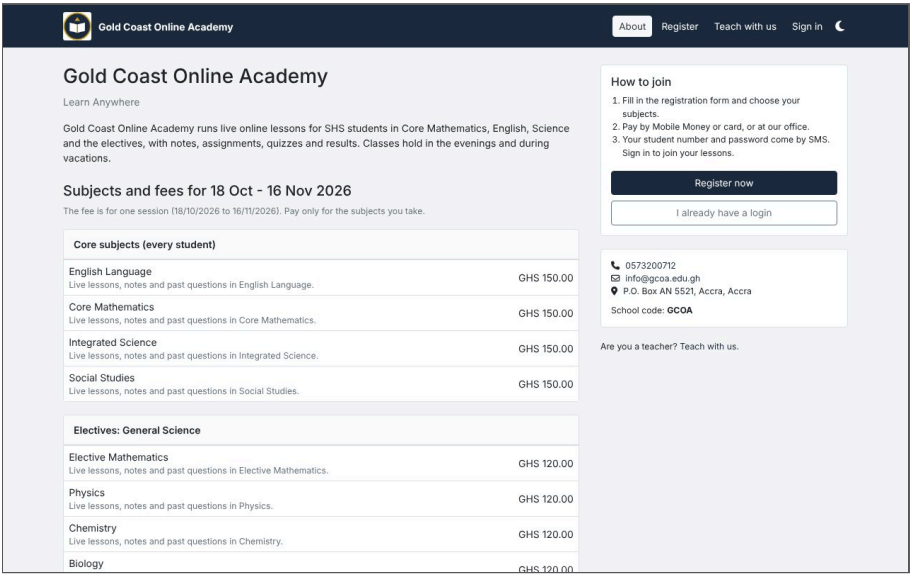


Figure 6.1: The school's page.

6.2 Students registering themselves

1. The student opens **Register**, fills in their name, phone, SHS, level, programme and guardian.
2. They tick their subjects. Only core subjects and the electives of their programme show. The total is shown.
3. They choose **Pay now** (Paystack: Mobile Money or card) or **I will pay at the school office**.

4. They get their student number and password on the screen and by SMS. After paying online, their subjects open at once.

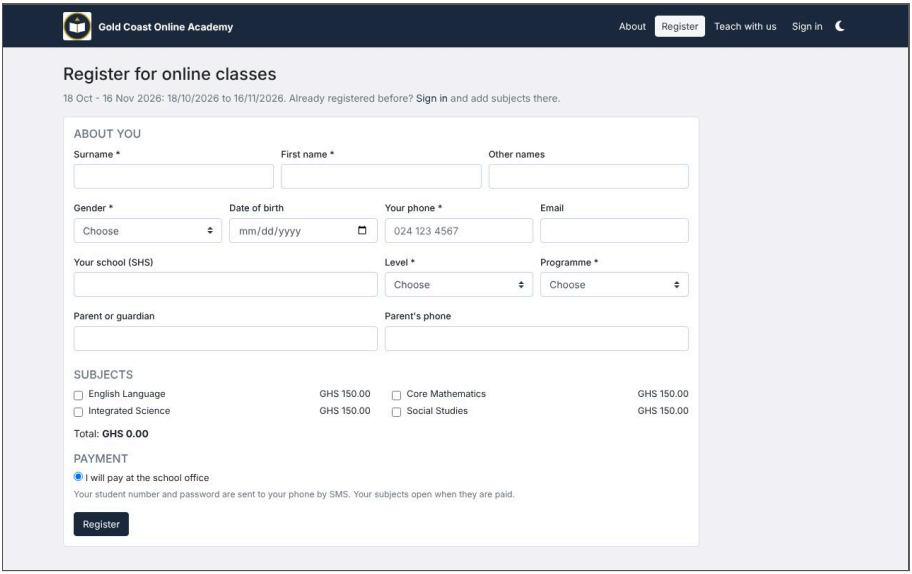


Figure 6.2: The registration form.

6.3 Adding students at the office

Students › Add student: fill in the form, tick the subjects, keep **Create a login** and **Send the login by SMS** ticked. With **Go to Receive payment** ticked, the payment page opens next.

Students › Import from Excel: download the template, fill one student per row (class names and subject codes are on the last sheet), upload and check the preview, then click **Import**.

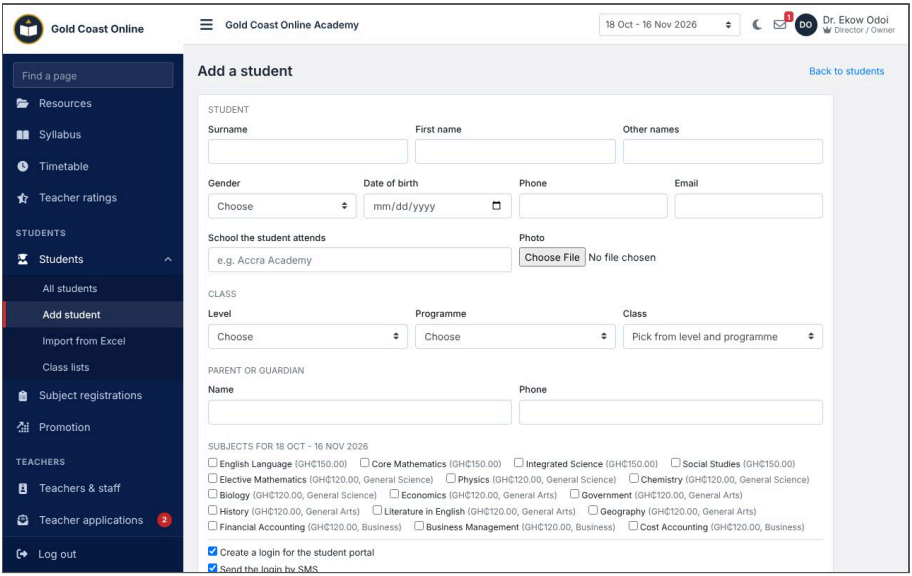


Figure 6.3: Adding a student at the office.

6.4 A student's page

Click a student's name in *Students › All students*. The page shows the details, login, attendance this session, subjects with fee and paid amount, scores and payments.

- **Let in free**: opens a subject without payment (scholarship). Click again to remove.
- **Remove**: removes an unpaid subject.
- **Add subjects**: registers more subjects for this session.
- **New password** and **Set status** (Pending, Active, Inactive, Completed).

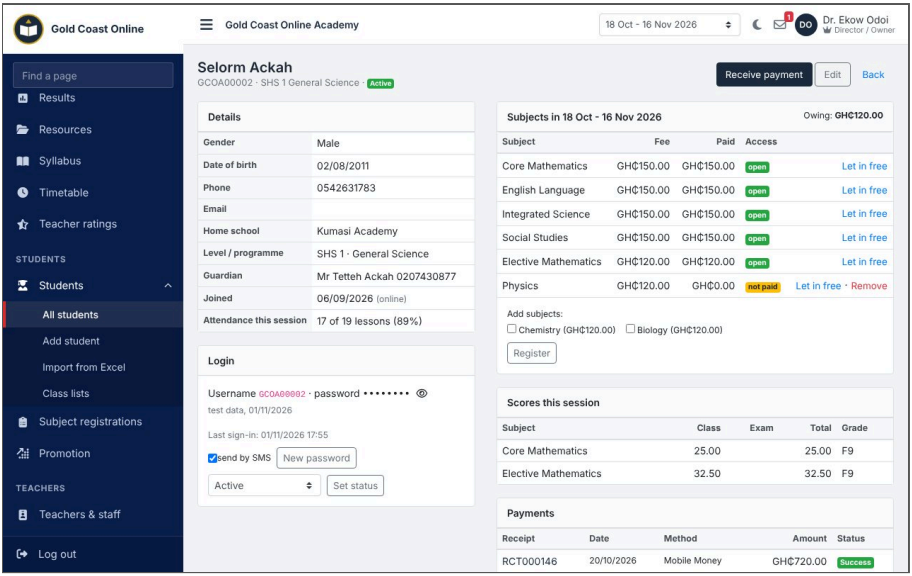


Figure 6.4: A student's page.

6.5 Subject registrations

Students › Subject registrations has three tabs: **By subject** (how many registered, paid and owing), **Not paid** (with **SMS them a reminder**) and **Newest**.

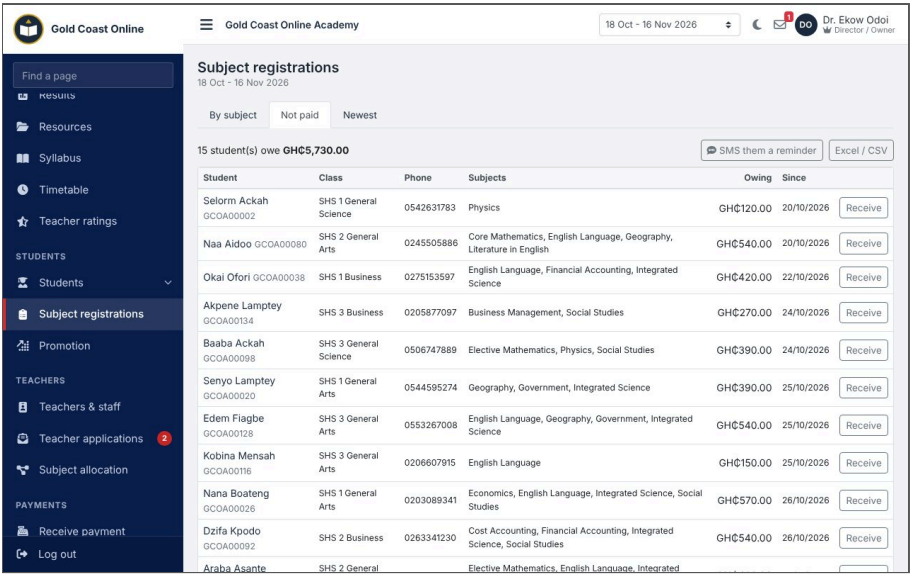


Figure 6.5: Students who have not paid.

6.6 Class lists and promotion

Students › Class lists prints a class, or the students of one subject, with phone numbers or as a blank marks sheet.

Students › Promotion moves every class up a level at the end of the school year. Check each line; SHS 3 classes go to **Completed**.

Part 5

Teaching

Chapter 7

Online lessons

Scheduling, starting and recording live lessons.

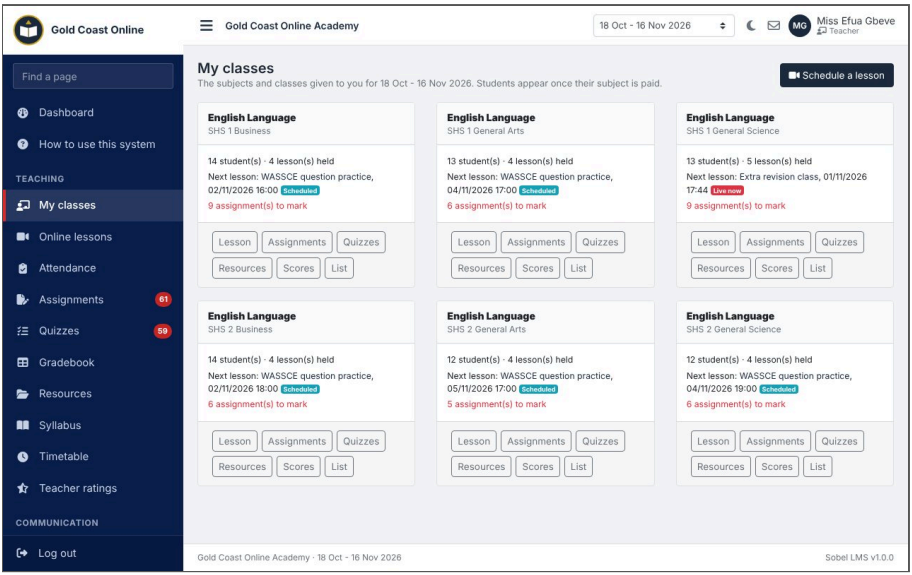


Figure 7.1: My classes: each class and subject with its students and next lesson.

7.1 Scheduling a lesson

1. Click *Teaching* › *Online lessons* › **Schedule a lesson**.
2. Choose the class and subject, type the topic, the date, start time and length.
3. Under **Where**, choose Google Meet, Zoom, Teams or Jitsi. Paste the meeting link; your usual link from **My profile** is filled in. With Jitsi you can leave the link empty and a free room is made.
4. Under **Repeat**, choose **Every week** to schedule several weeks at once.
5. Tick **Tell the students by SMS** if you want, and click **Schedule**.

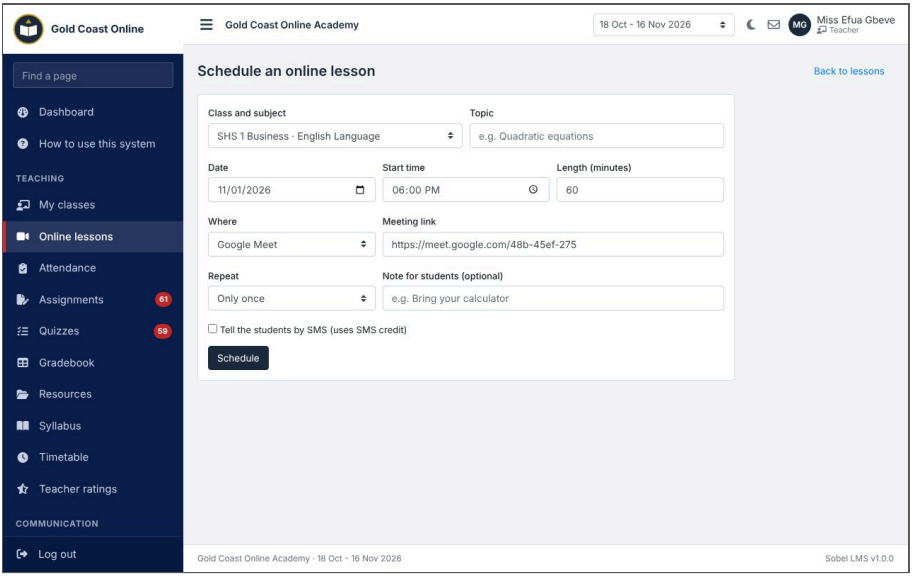


Figure 7.2: Scheduling a lesson.

> **Tip:** If the academic head has made a timetable, click **Schedule my lessons for that week** on *Teaching › Timetable* to make the whole week's lessons at once, then set each topic.

7.2 Holding the lesson

1. At lesson time open the lesson and click **Start the lesson**. The meeting opens in a new tab.
2. Students see **LIVE NOW** and a **Join** button on their home page. Each student who clicks Join is marked present.
3. After the lesson click **End the lesson**. Under **Change the lesson**, paste the recording link so absent students can watch it.

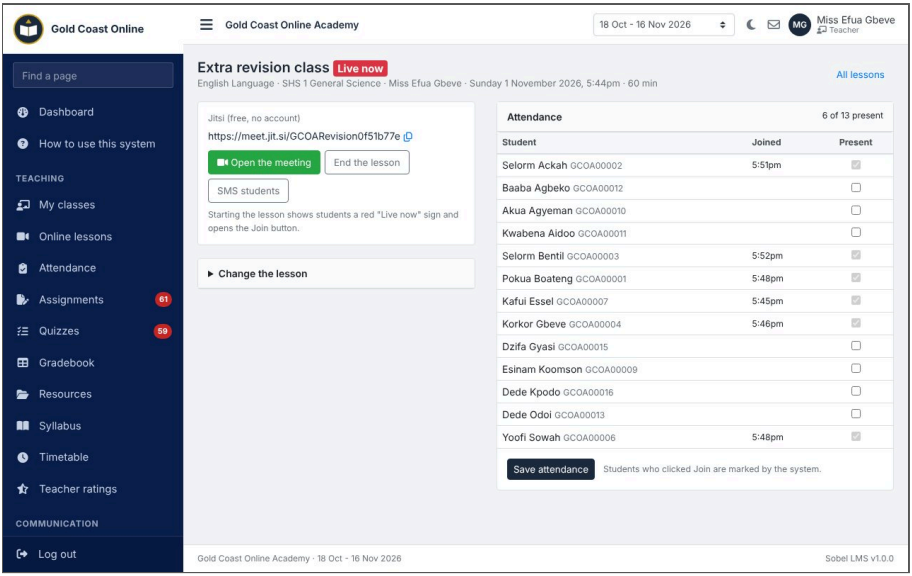


Figure 7.3: A live lesson with the students who joined.

Tick students present by hand if they joined another way, and click **Save attendance**. **Cancel lesson** can tell the students by SMS.

7.3 Attendance

Teaching › *Attendance* shows every lesson of a class and subject this session, who joined, and each student's percentage. Print it or save it to Excel.

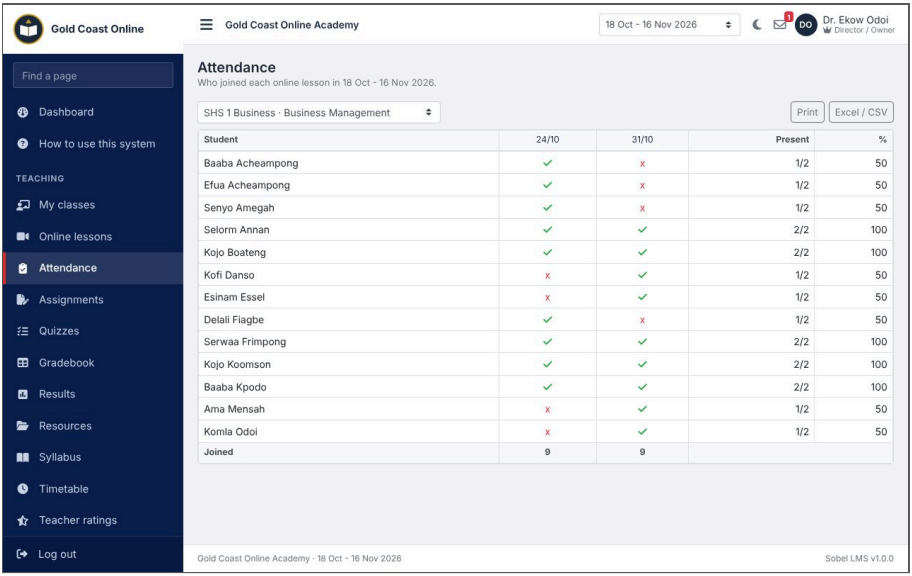


Figure 7.4: Attendance for a class and subject.

7.4 Timetable

The academic head plans each class's week in *Teaching › Timetable*: choose the class, subject, day and times and click **Add**. The system refuses a time when the class or the teacher is already busy. Teachers see **My timetable**.

Chapter 8

Class work

Resources, syllabus, assignments and quizzes.

8.1 Resources

Teaching › Resources: choose the class and subject, type a title, choose the kind (notes, slides, past questions, video, link) and either upload a file (up to 20 MB) or paste a link. Tick **for every class taking this subject** to share it with all classes. Students see how often it was opened.

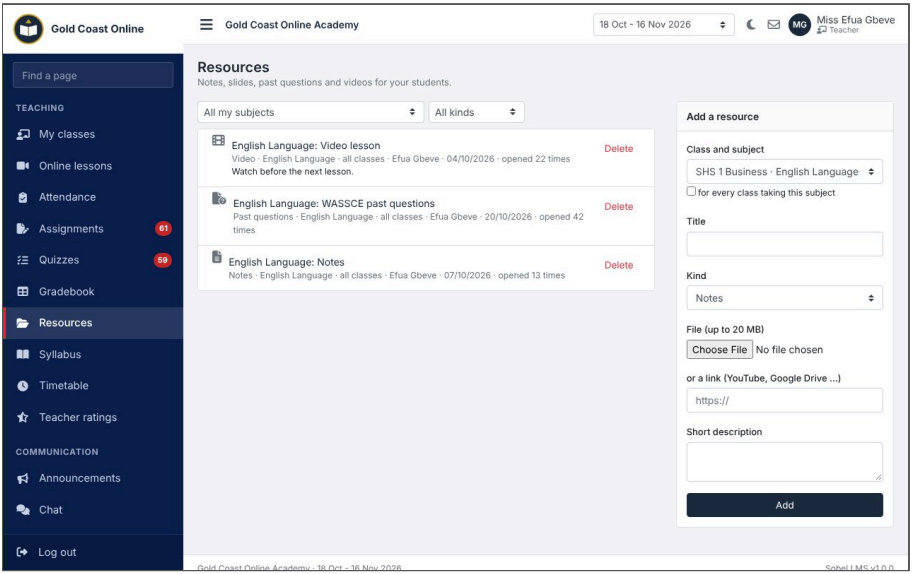


Figure 8.1: Resources.

8.2 Syllabus

Teaching › Syllabus holds the topics week by week for a subject and level. Click **Not yet** to mark a topic taught. Students see the syllabus in their portal.

8.3 Assignments

1. *Teaching* › *Assignments* › **Set an assignment**: class and subject, title, instructions, due date and time, marks, and whether late work is accepted. Attach a file if needed.
2. Students hand in a typed answer or a file (e.g. a photo of their work).
3. Open the assignment to see who handed in. Type each mark and a comment and click **Save marks**.

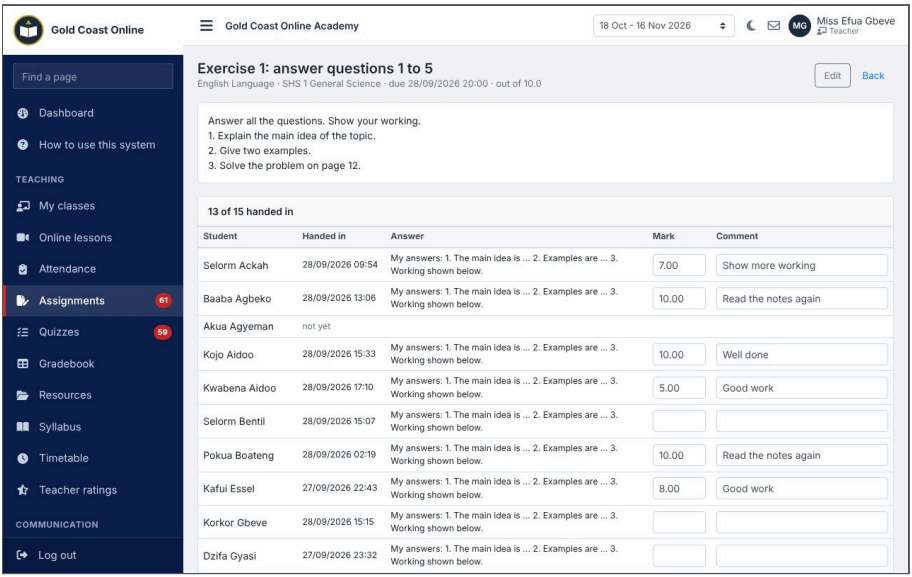


Figure 8.2: Marking an assignment.

8.4 Quizzes

1. *Teaching* › *Quizzes* › **New quiz**: title, when it opens and closes, the time allowed, the number of tries, whether to mix the questions and show the answers after it closes.
2. Add questions: **Multiple choice** (tick the right option), **True or false**, or **Short answer** (type the expected answer; separate other right answers with `|`).
3. Click **Publish**. Students can start it when it opens.

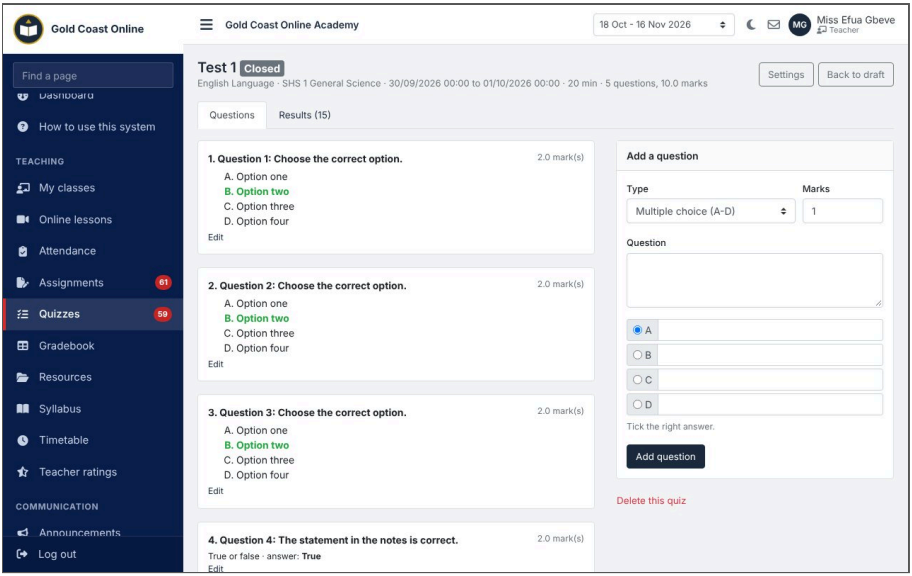


Figure 8.3: Building a quiz.

Multiple choice, true/false and matching short answers are marked at once. Other short answers wait for you on the **Results** tab: type the marks and click **Save marks**. The **Left page** column counts how often each student switched away from the quiz. **Let retake** removes an attempt so the student can try again.

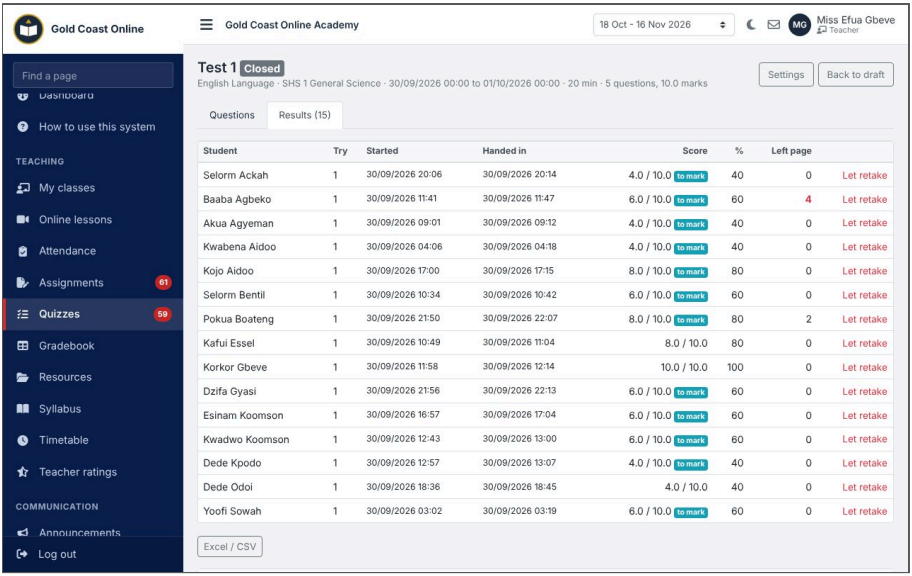


Figure 8.4: Quiz results.

Chapter 9

Scores and results

9.1 Gradebook

Teaching › Gradebook: choose the class and subject. The column **From work** is the class score worked out from marked assignments and closed quizzes (average percentage × class weight). Click a figure to use it, or **Fill empty class scores from work** for all. Type the exam scores and comments and click **Save scores**. Total, grade and remark are worked out.

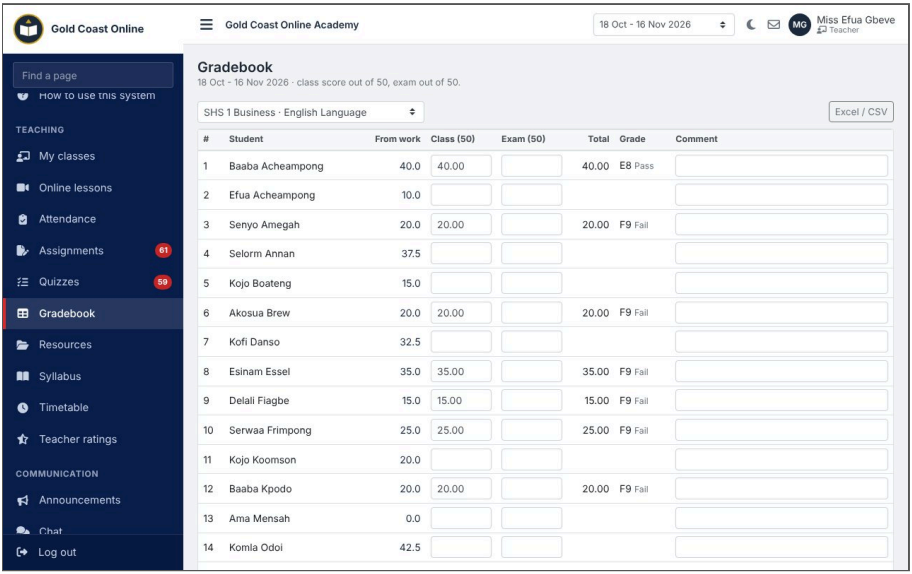


Figure 9.1: The gradebook.

9.2 Publishing results

1. Open *Teaching › Results* and choose a class. Each student's total and grade per subject shows; a red dash means a missing score.
2. Click **Result slips for the class** to print, or the PDF icon for one student.
3. Click **Publish results**. Tick **tell students by SMS** to text them. Students then see their results and print their slip. **Take back** hides them again.

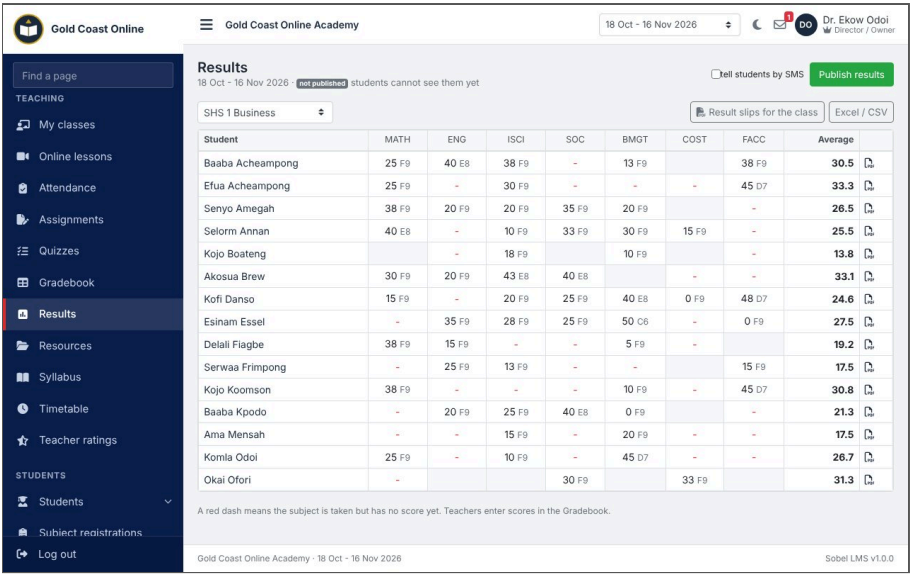


Figure 9.2: Results of a class.

9.3 Teacher ratings

Students rate each teacher from 1 to 5 on five points. *Teaching › Teacher ratings* shows the averages and comments; names of students are never shown.

Part 6

Money

Chapter 10

Payments

Receiving money, receipts, online payments and complaints.

10.1 Receiving a payment at the office

1. Click *Payments › Receive payment* and find the student by name, number or phone.
2. Tick the subjects being paid for. The amount fills in; change it if less was paid.
3. Choose how it was paid (cash, Mobile Money, bank) and type the reference.
4. Click **Record payment**. A receipt number is made; print the receipt or let the SMS go to the student.

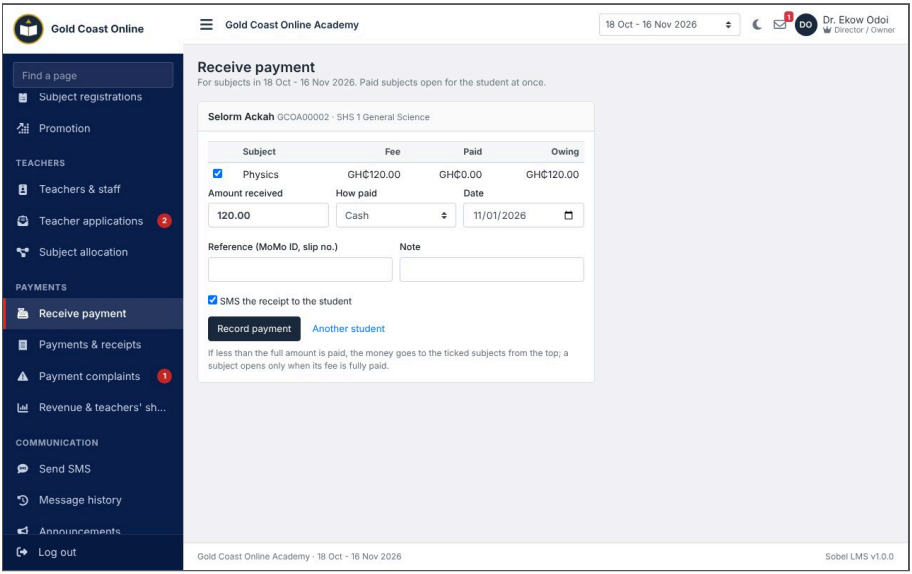


Figure 10.1: Receiving a payment.

> **Note:** A subject opens only when its fee is fully paid. If less is paid, the money goes to the ticked subjects from the top.

10.2 Payments and receipts

Payments › Payments & receipts lists payments by date, with totals by method. Open a payment to **Print receipt** or **Reverse** it (for example a payment recorded twice). A reversed payment closes the subjects it paid, unless they are otherwise paid.

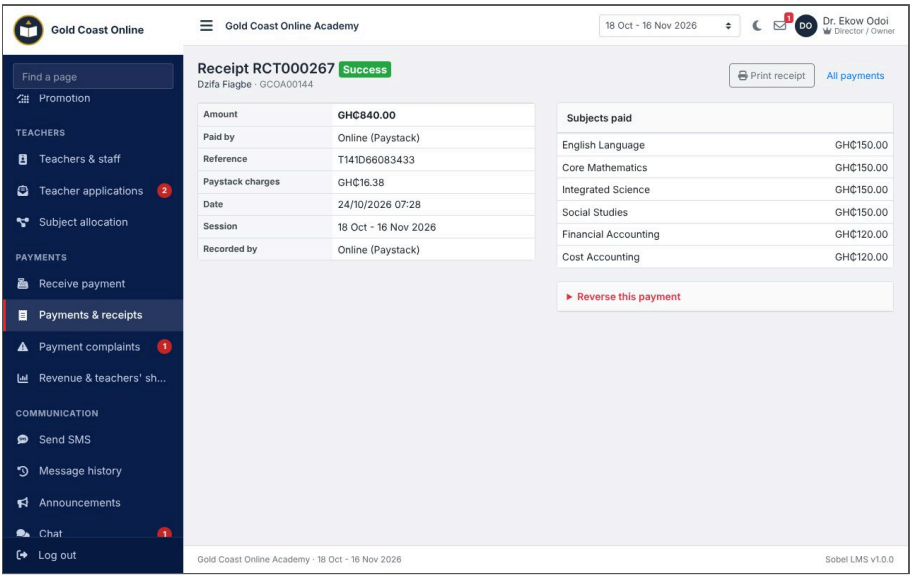


Figure 10.2: One payment.

10.3 Online payments

When the school's Paystack keys are saved in Settings, students pay from the registration form or from **My subjects** in their portal. Paystack sends them back; the payment is checked with Paystack and recorded at once, the subjects open and the receipt goes by SMS. Payments of students who closed their browser are confirmed by the system every few minutes.

10.4 Payment complaints

A student who paid but whose subjects did not open uses **Payment problem?** on the school's page. *Payments › Payment complaints* lists them.

1. Open the complaint. If there is an online reference, click **Check the reference with Paystack**: if Paystack confirms it, the payment is recorded and the

complaint resolved.

2. If the money came another way and you have confirmed it, keep **Record as paid** ticked and click **Resolve**.
3. Otherwise type the reason and click **Reject**. The student gets an SMS either way.

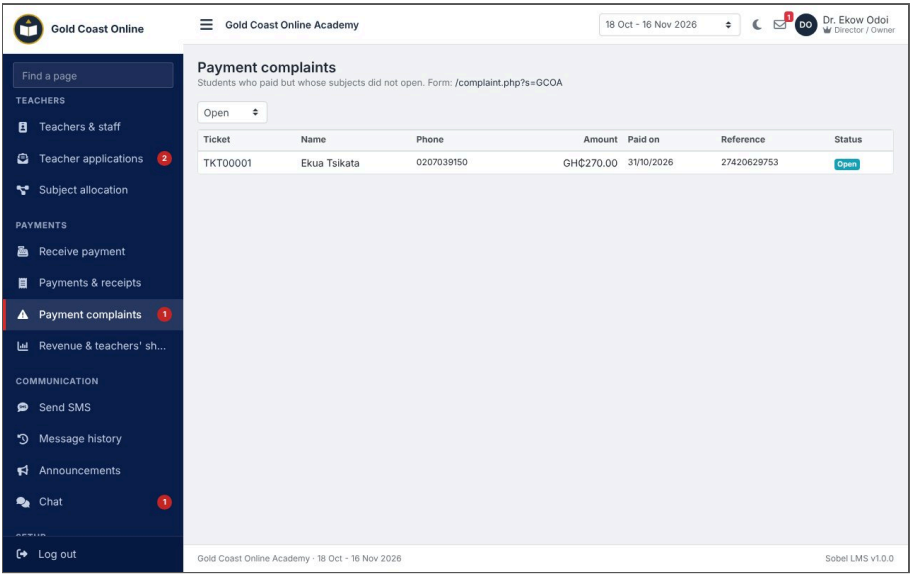


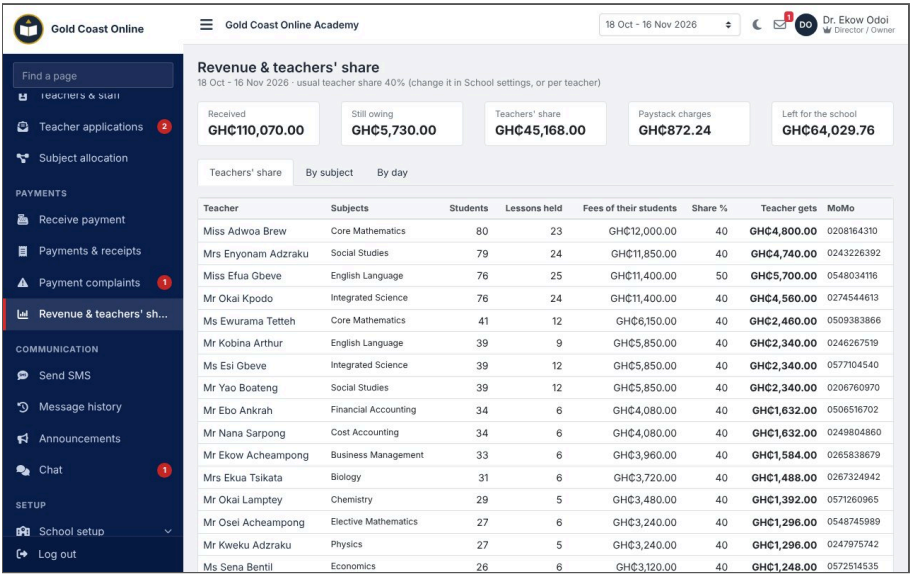
Figure 10.3: Payment complaints.

Chapter 11

Revenue and teachers' share

Payments › Revenue & teachers' share shows, for the session: money received, still owed, the teachers' share, Paystack charges and what is left for the school.

- **Teachers' share**: for each teacher, the fees paid by the students they teach, the share percentage and what the teacher gets, with their mobile money number.
- **By subject**: paying students and fees per subject.
- **By day**: payments each day.



Teacher	Subjects	Students	Lessons held	Fees of their students	Share %	Teacher gets	MoMo
Miss Adwoa Brew	Core Mathematics	80	23	GH₵12,000.00	40	**GH₵4,800.00**	0208164310
Mrs Enyonam Adzraku	Social Studies	79	24	GH₵11,850.00	40	**GH₵4,740.00**	0243226392
Miss Efua Gbeve	English Language	76	25	GH₵11,400.00	50	**GH₵5,700.00**	0548034116
Mr Okai Kpodo	Integrated Science	76	24	GH₵11,400.00	40	**GH₵4,560.00**	0274544613
Ms Ewurama Tetteh	Core Mathematics	41	12	GH₵6,150.00	40	**GH₵2,460.00**	0509383866
Mr Kobina Arthur	English Language	39	9	GH₵5,850.00	40	**GH₵2,340.00**	0246267519
Ms Esi Gbeve	Integrated Science	39	12	GH₵5,850.00	40	**GH₵2,340.00**	0577104540
Mr Yao Boateng	Social Studies	39	12	GH₵5,850.00	40	**GH₵2,340.00**	0206760970
Mr Ebo Ankrah	Financial Accounting	34	6	GH₵4,080.00	40	**GH₵1,632.00**	0506516702
Mr Nana Sarpong	Cost Accounting	34	6	GH₵4,080.00	40	**GH₵1,632.00**	0249804860
Mr Ekow Acheampong	Business Management	33	6	GH₵3,960.00	40	**GH₵1,584.00**	0265838679
Mrs Ekua Tsikata	Biology	31	6	GH₵3,720.00	40	**GH₵1,488.00**	0267324942
Mr Okai Lamptey	Chemistry	29	5	GH₵3,480.00	40	**GH₵1,392.00**	0571260965
Mr Osei Acheampong	Elective Mathematics	27	6	GH₵3,240.00	40	**GH₵1,296.00**	0548745989
Mr Kweku Adzraku	Physics	27	5	GH₵3,240.00	40	**GH₵1,296.00**	0247975742
Ms Sena Bentil	Economics	26	6	GH₵3,120.00	40	**GH₵1,248.00**	0572514535

Figure 11.1: Revenue and teachers' share.

Tip: A teacher's own share percentage is set on the teacher's page; otherwise the school's usual share in Settings is used.

Part 7

Communication

Chapter 12

Messages, notices and SMS

12.1 Announcements

Communication › Announcements: a notice for everyone, students or staff, for one class or one subject, until a date. Students see notices on their home page. Teachers post to their own classes.

12.2 Sending SMS

Communication › Send SMS: choose who (all students, a class, students of a subject, students who owe, new students who have not paid, teachers, or typed numbers). Use `{name}`, `{balance}`, `{session}` to personalise. **Count recipients** shows how many SMS units it will use.

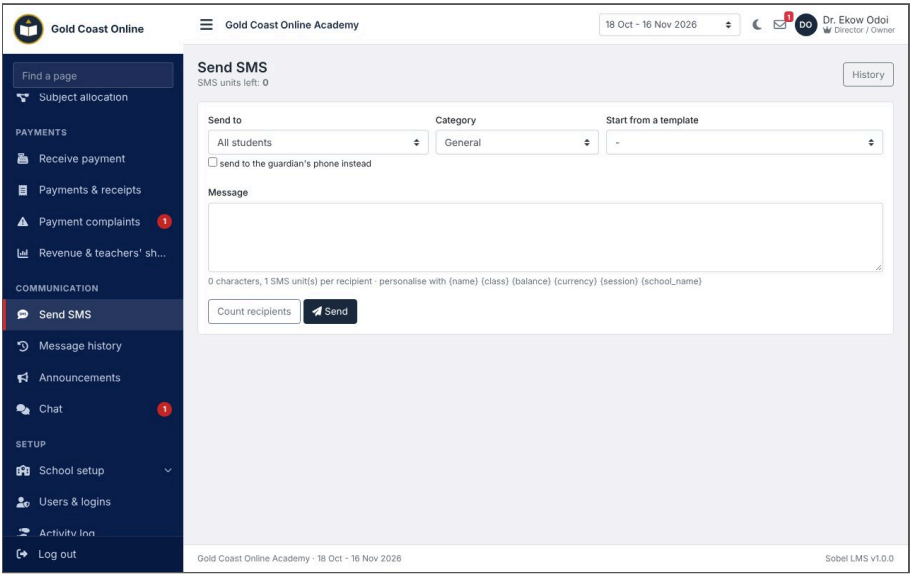


Figure 12.1: Sending an SMS.

Communication › Message history lists every SMS sent and lets you change the wording of automatic messages.

12.3 Chat

Communication › Chat holds private messages. Teachers write to their students and colleagues; students write to their teachers and the school office.

Part 8

For students

Chapter 13

The student portal

Students sign in with their student number. The menu is across the top; on a phone the main pages are at the bottom.

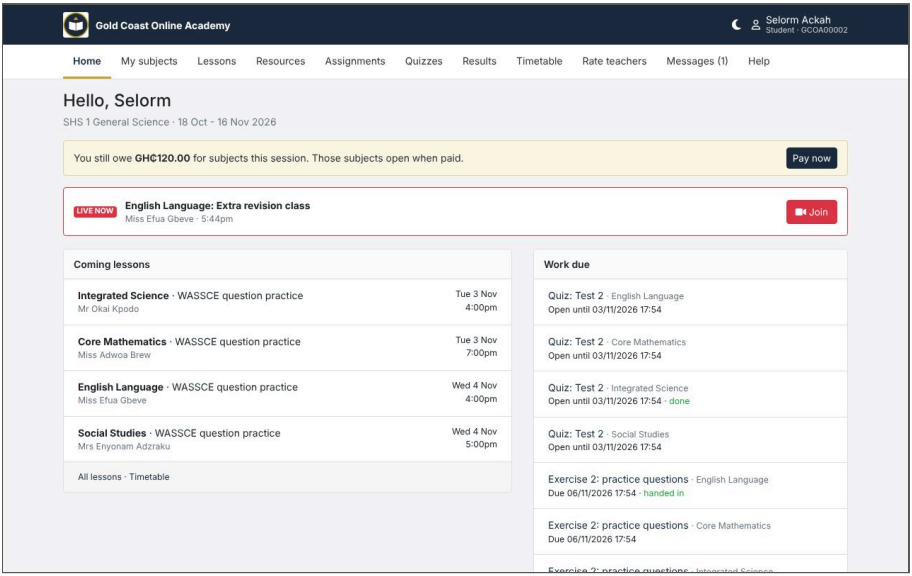


Figure 13.1: The student's home page with a live lesson.

13.1 Home

Lessons in the next three days, a red **LIVE NOW** box with **Join** when a lesson has started, work due soon and school notices. If money is owed, a box shows the amount with **Pay now**.

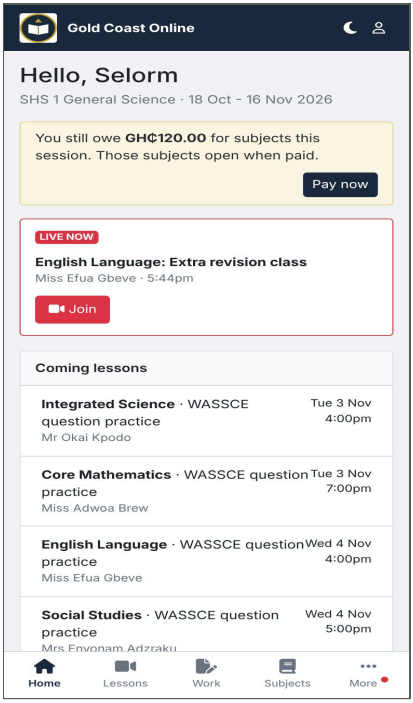


Figure 13.2: The student portal on a phone.

13.2 My subjects

The subjects registered this session and whether each is paid. Tick the unpaid ones and click **Pay now** to pay with Mobile Money or card. **Add subjects** registers more while registration is open. Receipts are listed below.

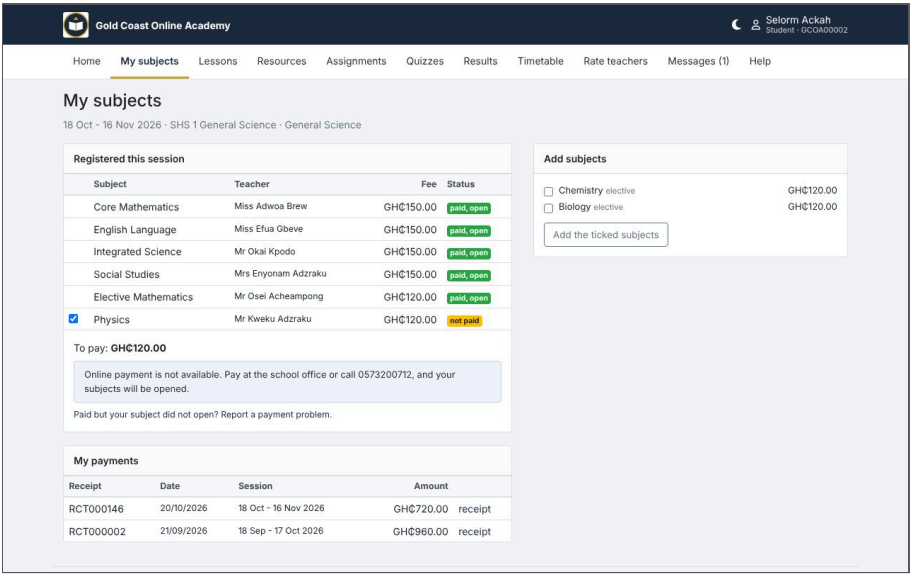


Figure 13.3: My subjects.

13.3 Lessons

Coming and **Past** lessons of paid subjects. Join opens 15 minutes before the start. Past lessons show if you were present and a **Watch recording** button when the teacher added one.

13.4 Resources, assignments and quizzes

- **Resources**: notes, slides, past questions and videos, and the syllabus.
- **Assignments**: open one, type the answer or choose a file, click **Hand in**. You can change it until it is marked.
- **Quizzes**: click **Start the quiz**. A clock shows the time left; answers are saved as you go and sent when the time ends. Do not leave the page: each time you leave, your teacher is told.

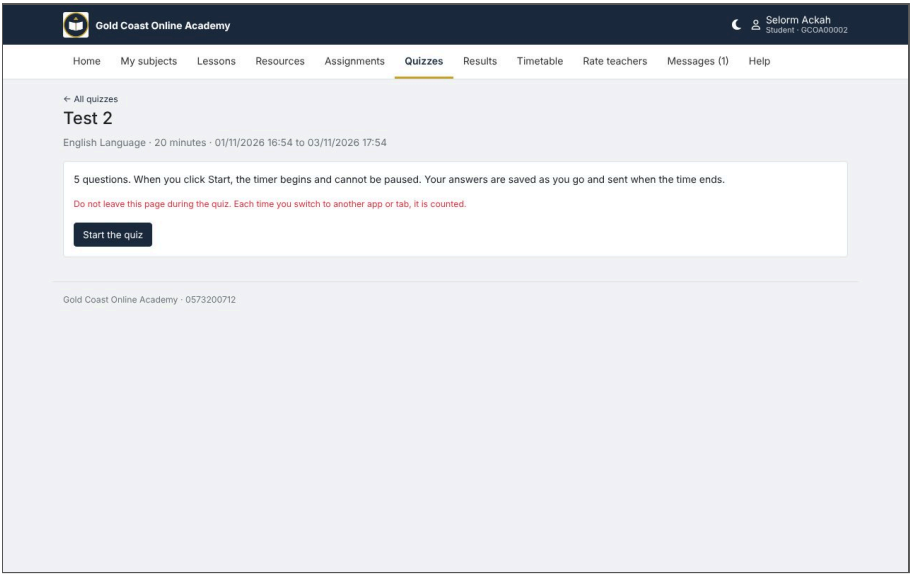


Figure 13.4: Starting a quiz.

13.5 Results, rating and messages

Results shows each published session with a **Result slip** to print. **Rate teachers** asks five questions about each teacher; your name is not shown. **Messages** is a private chat with your teachers and the office.

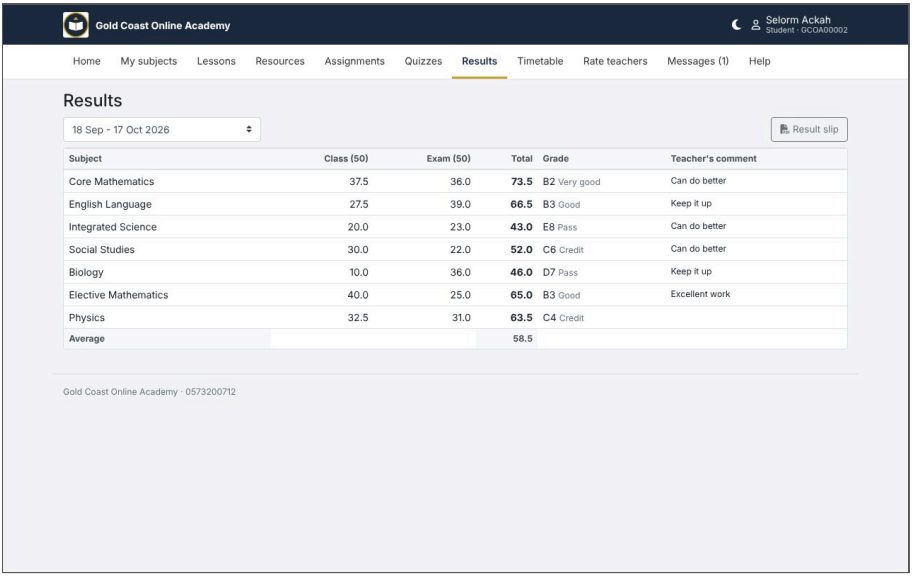


Figure 13.5: Results.

Part 9

Reference

Chapter 14

Checklists and questions

14.1 Start of a session

1. Add the session and make it current; open registration.
2. Check subject fees.
3. Carry last session's students, or let them register again.
4. Check subject allocation and the timetable.
5. Send an SMS to students with the school's page link.

14.2 End of a session

1. Teachers finish marking and enter exam scores.
2. Check results for each class; publish and SMS students.
3. Print revenue and teachers' share; pay teachers.
4. Close registration.

14.3 Common questions

Question	Answer
A student paid but the subject is closed.	Check the payment on the student's page. If it is an online payment, open the complaint and click Check with Paystack. Otherwise receive the payment at the office.
A student cannot see a lesson.	The subject must be paid (or let in free) and the student must be in the class of the lesson.
The Join button does not show.	It shows 15 minutes before the start, or once the teacher clicks Start the lesson.
A teacher cannot see a class.	Give the teacher that class and subject under Subject allocation.
A student lost the password.	Forgot password on the sign-in page, or Reset in Users & logins.
Wrong payment recorded.	Open it in Payments & receipts and click Reverse with a reason.

14.4 Glossary

Word	Meaning
Session	The period students pay for and study in: a month, a vacation or a term.
Registration	A student taking a subject in a session. Open when paid or let in free.
Allocation	Which teacher teaches which subject to which class.
Class score	The part of the total from class work; worked out from assignments and quizzes.
Share	The part of the fees paid by a teacher's students that goes to the teacher.
Paystack	The payment service for Mobile Money and card payments.