

अल्बर्टा हिन्दी परिषद् Platform User Guide

How to use the Alberta Hindi Association (Parishad) school platform
— the website, the dashboard and the phone app — written role by
role, step by step.

Members & Parents

Students

Teachers

School Admin

Board Admin

Board Members

Super Admin

ahpschool.ca

Version 1.0 · September 2026

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What's in this guide

Parts 1–4 apply to everybody. After that, find the part with your role's name on it — you only need to read that one.

Every line here is a link: click it in the PDF and it jumps. The number on the right is the page it starts on, for anyone reading this on paper.

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PART 1

How to read this guide

Two minutes on the conventions, so the rest reads quickly.

Find your part and stop there

Everybody should read **Parts 2, 3 and 4** — the public website, how to get an account, and the parts of the dashboard everyone shares. After that the guide splits by role. A teacher needs Part 7 and nothing else; a Board Admin needs Part 9.

If you are not sure which role you hold, sign in and look at the left-hand menu of your dashboard. The tables in **Part 5** tell you which role has which menu items.

Two different things are both called a "role"

This trips people up constantly, so it is worth getting straight before anything else. The platform tracks *two separate things* about you, and they do not affect each other:

	What it is	Examples
Your role	What the software lets you <i>do</i> . Everyone has exactly one.	Student, Teacher, School Admin, Board Admin, Super Admin, or plain User
Your board seat	The office you hold on the board. Anyone who holds one is a Board Member — that is the one name this guide uses for all of them, whichever seat it is. Most people hold no seat. A seat grants almost nothing on its own; the two exceptions are in Part 10.	Board Member — President, VP School, Treasurer, Director and the rest

THE CONFUSING BIT

Two names appear on *both* lists and mean different things depending on which list you are reading:

- "**Principal**" as a *role* is displayed as **School Admin** — several staff can hold it. "**Principal**" as a *seat* is the office, and exactly one person holds it.
- "**Secretary**" as a *role* is displayed as **Board Admin**. "**Secretary**" as a *seat* is the board's own secretary.

Throughout this guide, "School Admin" and "Board Admin" always mean the *role*, and "the Principal" or "the Secretary" always means the *seat*.

Symbols used in this guide

Dashboard > Classes > View record — a bold blue trail like this means "click these things in this order".

Manage users — a blue chip is the name of a tab in the dashboard's left-hand menu, exactly as it appears on screen.

NOTE

Background worth knowing, but nothing will break if you skip it.

TIP

A shortcut, or the easier way of doing the thing just described.

CAREFUL

Something that cannot be undone, or that other people will notice — an email that goes out, a record that is destroyed.

Read these ones.

About the screenshots

Almost every screen in this guide is captured from the live site — the public pages signed out, the dashboard screens signed in as each role in turn. The handful that could not be captured automatically appear as a dashed frame like the one below, describing what belongs there.

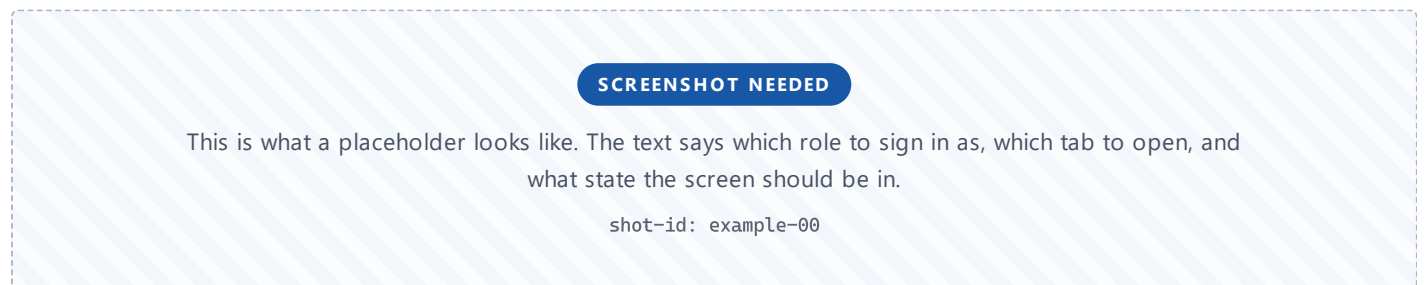


Fig 1.1 — A placeholder frame.

Only three of these are left in the guide — screens that no automated capture can reach. **Appendix A** lists them, and also explains why the name and email columns are blurred in four of the figures.

PART 2

The public website

Everything at **ahpschool.ca** that needs no account at all — which is more than most people realise.

2.1 The home page

The landing page carries the school's introduction, a rotating hero, a **What's coming up** strip drawn live from the school calendar (the next fortnight only), and a preview of the photo gallery. The **School Registration** button is the main way new families arrive.

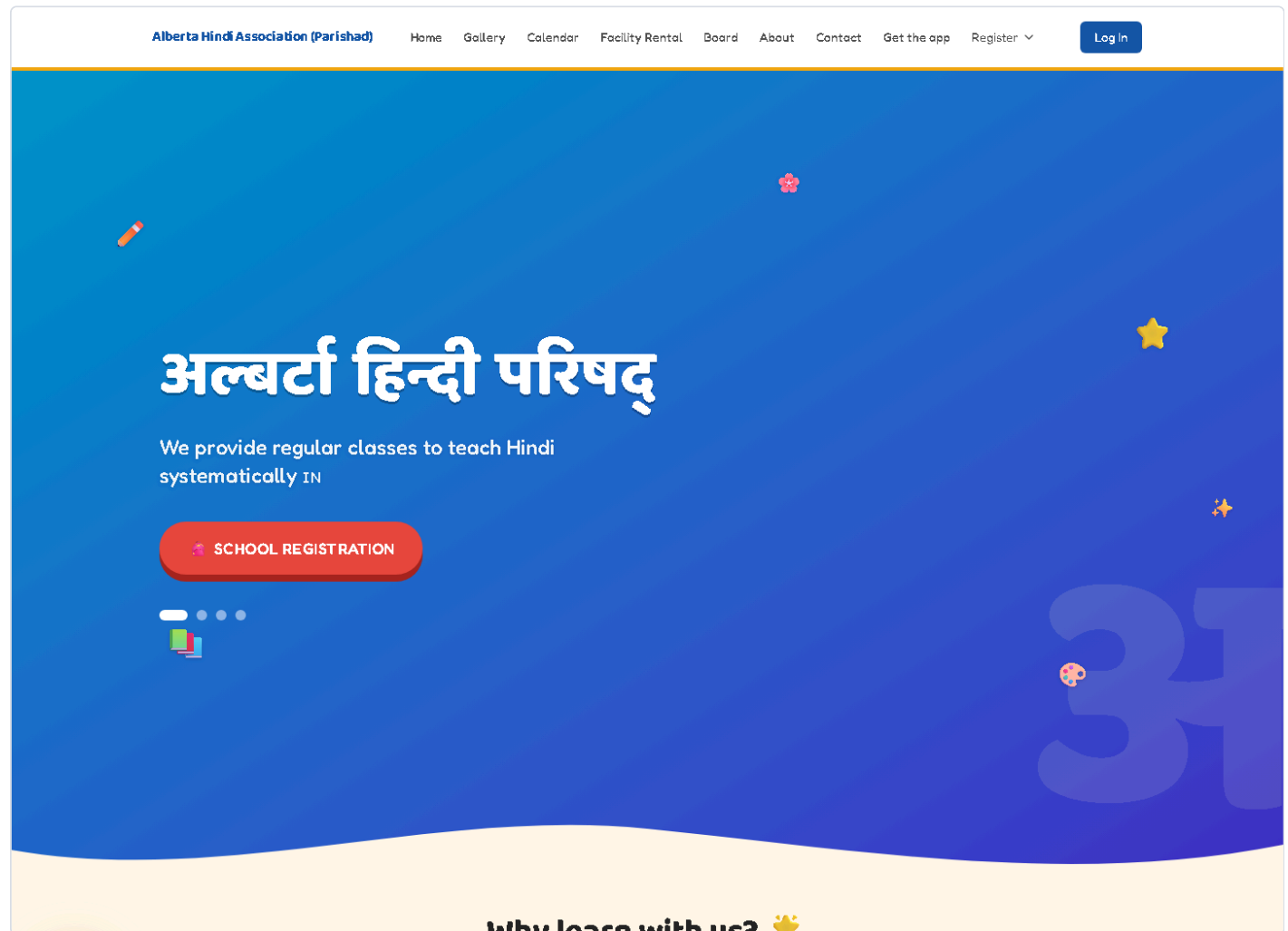


Fig 2.1 — The home page. The navigation bar across the top is on every public page: Home, Gallery, Calendar, Facility Rental, Board, About, Contact, Get the app, Register, and Log In.

NOTE

The "What's coming up" strip and the gallery preview both remove themselves rather than showing an error if they cannot load, so a quiet fortnight simply means no strip. Nothing is broken.

2.2 The calendar

The public calendar lists the school year's activities. It is a read-only view — the School Admin maintains the entries in the dashboard, and only the fields suitable for a public page are shown here.

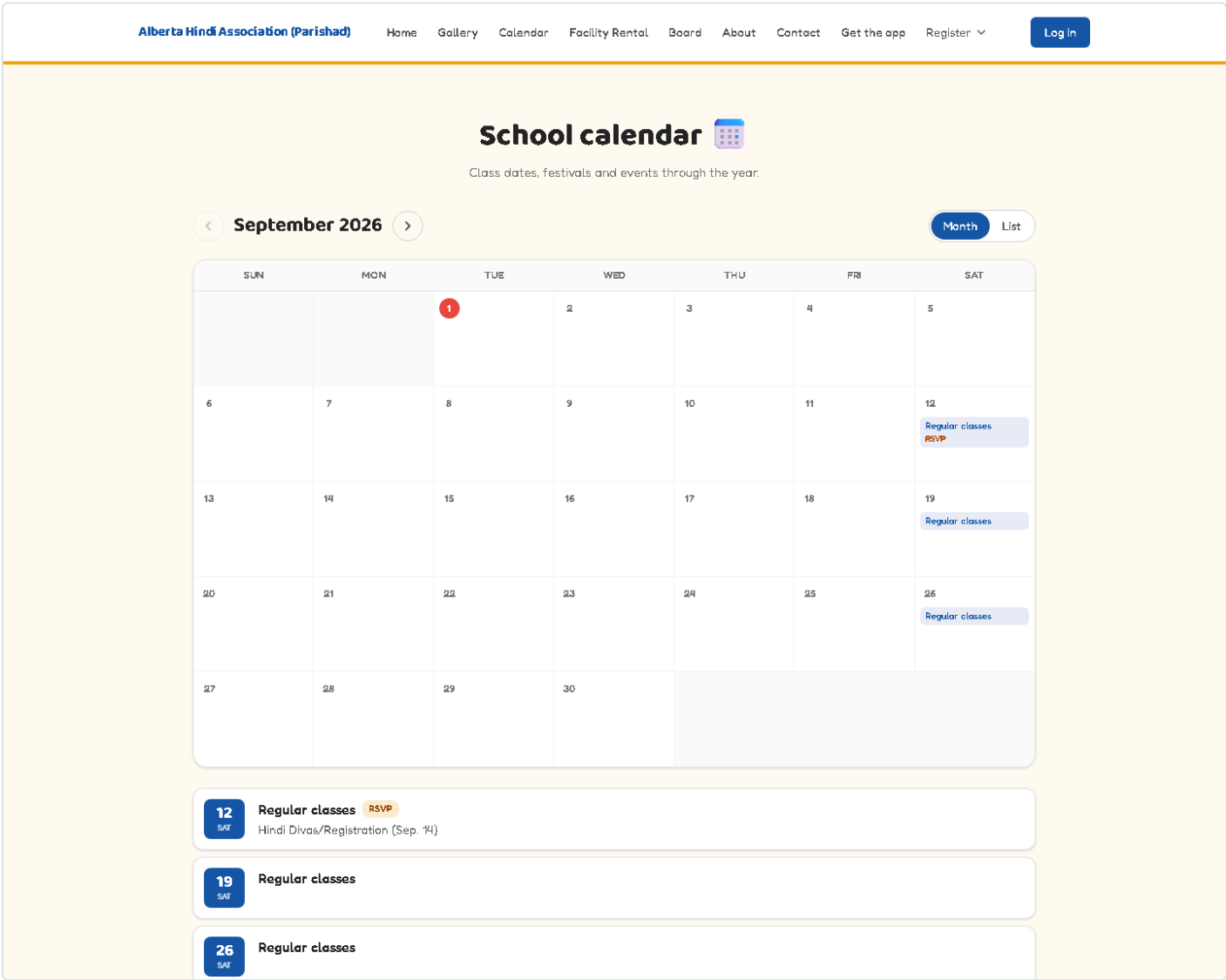


Fig 2.2 — The public calendar.

2.3 The gallery

Photos from school events, organised into albums. Anyone can browse it with no login. Albums are folders in the school's Google Drive, so rearranging the folder rearranges the page.

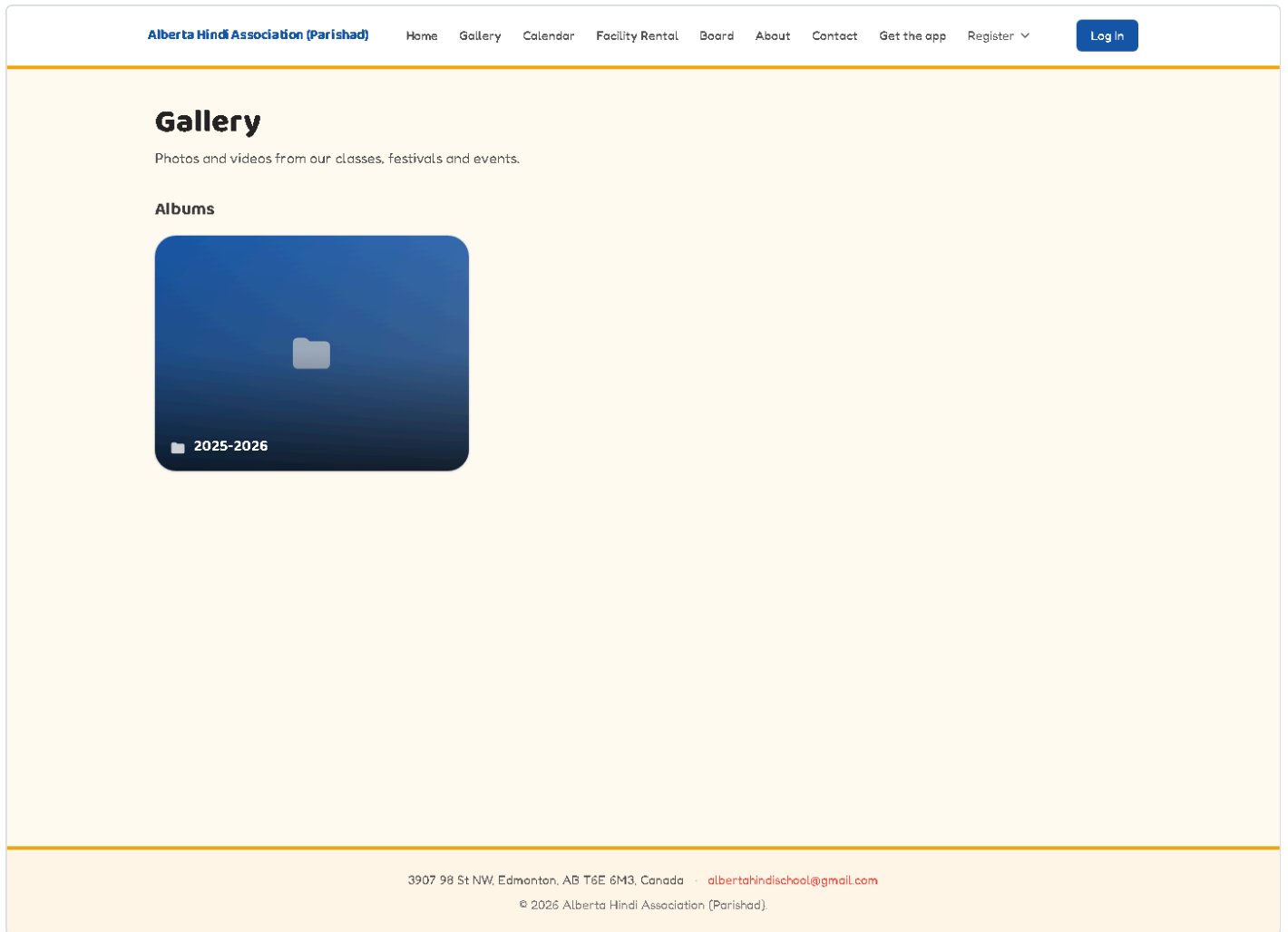


Fig 2.3 — The gallery. Click any album to open it, then any photo for the full-size lightbox.

CAREFUL

Everything in the gallery Drive folder is public the moment it is uploaded — there is no review step and no per-photo privacy setting. A photo dropped into that folder is on the internet within a few minutes. Keep anything that should stay private out of that folder entirely.

2.4 The board page

Who sits on the board, in seniority order — President first, then Past President, the VPs, Treasurer, Secretary, Principal, then Directors and Auditors. Each member's photo comes from their own profile picture; where somebody has not set one, their initials are drawn instead.

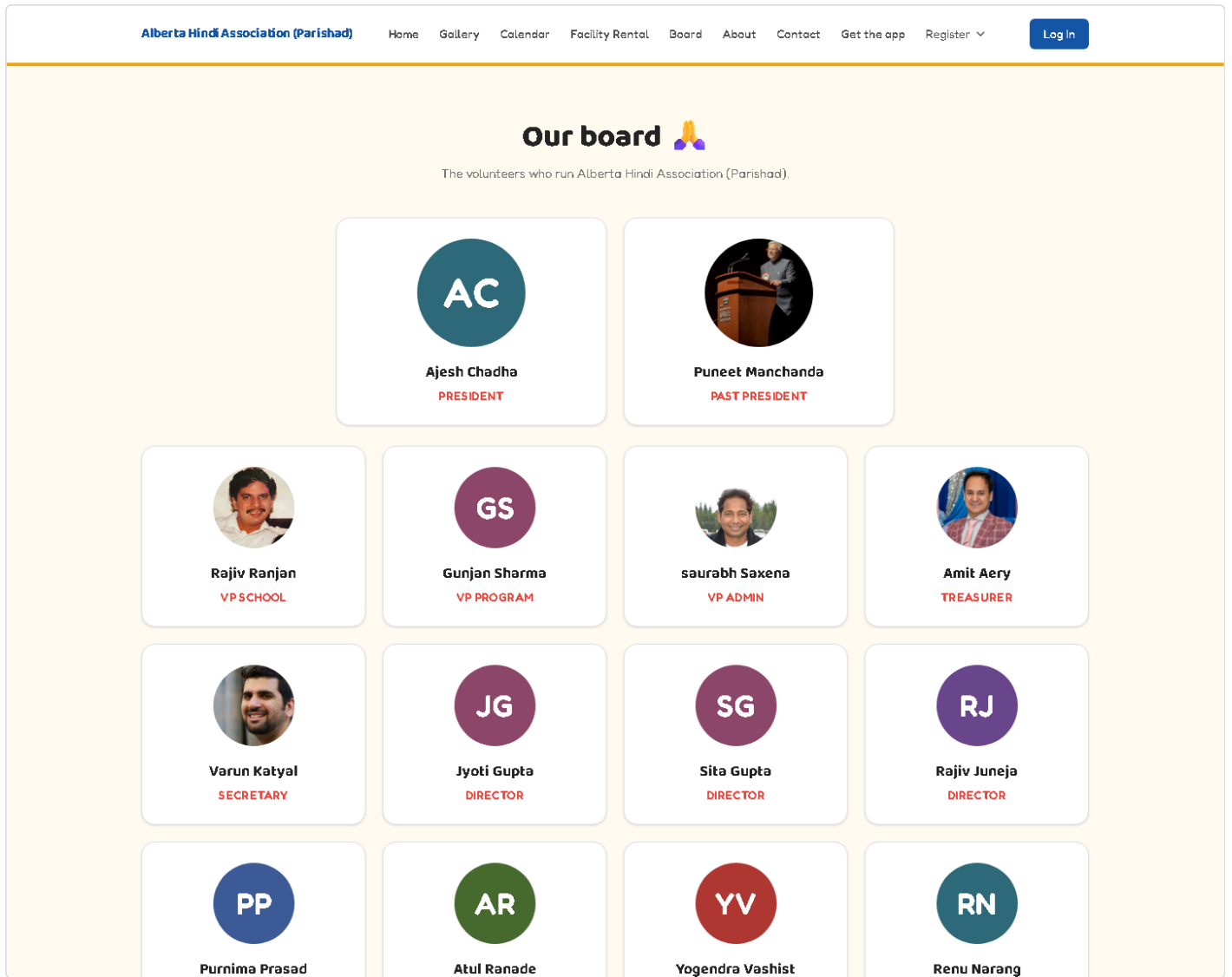


Fig 2.4 — The board page. No contact details appear here — deliberately.

2.5 The contact page

The school's address, phone and email, a map, and a message form. The form's **"What's this about?"** dropdown is required, and it is not decoration: the choice is written into the subject line of the email the school receives, so a busy inbox can be filtered on it.

Alberta Hindi Association (Parishad)

[Home](#) [Gallery](#) [Calendar](#) [Facility Rental](#) [Board](#) [About](#) [Contact](#) [Get the app](#) [Register](#) [Log In](#)

Get in touch

Questions about classes or membership? Send us a message and we'll get back to you.

Name *

Email *

Phone *

What's this about? *

Choose a topic...

Message *

How can we help?

SEND MESSAGE

* Required fields

Map

Visit or call us

EMAIL

albertahindischool@gmail.com

ADDRESS

3907 98 St NW, Edmonton, AB T6E 6M3, Canada

3907 98 St NW, Edmonton, AB T6E 6M3, Canada

albertahindischool@gmail.com

© 2025 Alberta Hindi Association (Parishad).

Fig 2.5 — The contact page. The address, phone, email and map are all set by a Super Admin in [Settings](#) and appear here and in the footer at once.

2.6 Renting the hall

The **Facility Rental** page lets anyone at all — no account, no sign-in — see when the hall is free and ask for a slot. This is deliberate: the people who hire a community hall are groups and families who have no reason to hold an account here, and asking them to make one first is how a booking page ends up receiving no bookings.

Alberta Hindi Association (Parishad)
Home
Gallery
Calendar
Facility Rental
Board
About
Contact
Get the app
Register
Log In

Facility Rental

Our hall is available to the community for classes, celebrations and meetings. Check what's free, then send us the times you'd like – the board reviews every request and replies by email.

September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6 9:45 AM – 12:00 PM 2:30 PM – 3:00 PM	7	8	9	10	11	12
13 9:45 AM – 12:00 PM 2:30 PM – 3:00 PM	14	15	16	17	18	19
20 9:45 AM – 12:00 PM 2:30 PM – 3:00 PM	21	22	23	24	25	26
27 9:45 AM – 12:00 PM 2:30 PM – 3:00 PM	28	29	30			

Already booked Tap a day to see it below and put it in the form.

Tap a day above to see what's booked on it.

Request a booking

Tell us when you'd like the space and what for. Nothing is confirmed until the board replies.

Your name *
Email *

Phone
Group or organisation
Optional

What's it for? *
e.g. Yoga class, birthday party, community meeting

Roughly how many people?
Optional

How often?
Just once
Every week

From date *
To date
mm/dd/yyyy
mm/dd/yyyy
Only if it runs over several days – leave blank for a single day.

Start time *
End time *
--:-- --
--:-- --
On each day of the booking.

Anything else we should know?
Setup needs, equipment, access – anything that helps us say yes.

SEND REQUEST

* Name, email, purpose, date and times are required

3907 98 St NW, Edmonton, AB T6E 6M3, Canada
albertahindischool@gmail.com
© 2026 Alberta Hindi Association (Parishad).

Fig 2.6 — Facility Rental. The calendar of what is already taken sits on the left; the request form on the right.

Reading the calendar

- An **amber block** on a day means the hall is taken for those hours. Days with no blocks are free.
- A cell shows at most two bookings and then **" +2 more"**. To see the whole day, click it.
- **Clicking a day does two things:** it fills the form's *From date* for you, and it lists everything booked on that day underneath the grid — the date, each booking's time range, and the group it is for. Bookings made by an individual rather than a group read as *Private booking*.

- The arrows page forward about four months. You cannot page back before the current month, because a past date cannot be booked.

Asking for a booking

- 1 Click a free day in the calendar, or type a date into **From date**.
- 2 Fill in your name and email — the email is where the answer goes, so it is worth checking. Phone and **Group or organisation** are optional. The group name is the one thing from your booking that appears on the public calendar, so put the name you would want the community to see.
- 3 Say what it is for and roughly how many people.
- 4 Choose **Just once** or **Every week**. For a weekly booking, tick which days and set a **To date** for when it stops. For a one-off spanning several days — a festival over a long weekend — leave it as "Just once" and set a To date.
- 5 Set the start and end time. These apply to *each* day of the booking.
- 6 Check the grey summary box. It writes your request back in plain English ("Every Saturday, from ... to ... · 16 sessions"). This is the one guard against a repeating booking that means something other than you intended — read it before you send.
- 7 Press **Send request**.

IF IT SAYS YOUR TIMES CLASH

An amber warning appears if your slot overlaps something already booked. You can still send it — the board decides, and two groups can genuinely share a building — but a different time is more likely to be approved.

Nothing is confirmed until the board replies. You get a confirmation email immediately, and a decision email later. If the board needs to move you to a different time, that email will say so and give the new time.

TIP

A request that has merely been *asked* for does not appear on the public calendar — only approved bookings do. So a free-looking day may still have a pending request on it.

2.7 Getting the phone app

The **Get the app** page carries the Android app download and installation instructions. See Part 12 for what the app does.

[Alberta Hindi Association \(Parishad\)](#)[Home](#)[Gallery](#)[Calendar](#)[Facility Rental](#)[Board](#)[About](#)[Contact](#)[Get the app](#)[Register](#) [Log in](#)

Get the app

The school in your pocket – your classes, the work you've been set, the calendar, and the events you've been invited to. The same account as the website.

Download for Android

Version 0.10 · Android 7 and newer

Installing it

1 Tap Download

The file is around 110 MB, so use wifi rather than mobile data if you can. It takes a few minutes.

2 Allow the install

Android asks whether to allow installs from your browser. This is normal for an app that doesn't come from the Play Store – say yes, then open the downloaded file.

3 Sign in

Use the same email and password you use on this website. Everything you see is the same account.

On an iPhone?

There's no iPhone version yet, and nothing to search for in the App Store. You can add this website to your home screen instead: it gets its own icon and opens full screen, so it behaves much like the app. It takes about a minute.

1 Open this site in Safari

It has to be Safari – Chrome and the other iPhone browsers don't offer the step below.

2 Tap the Share button

The square with an arrow pointing out of the top, in the bar at the bottom of the screen. If the bar is hidden, scroll up a little and it reappears.

3 Choose "Add to Home Screen"

It's part way down the grey list, under the row of apps – keep scrolling past Copy and Add to Favourites.

4 Tap Add

Fig 2.7 — The app download page.

Getting an account and signing in

Two registration forms, one login page, and what to do when a password goes missing.

3.1 Which form do I fill in?

Form	Who it is for
School Registration <code>/register/student</code>	A family enrolling a child in Hindi classes. Asks about the student as well as the parent or guardian.
Membership <code>/register/membership</code>	Joining the Alberta Hindi Association as a member, without enrolling a child in classes.

Both are reached from the **Register** dropdown in the navigation bar. Filling in either one creates your account.

NOTE

Which form you used is recorded, but it does not decide what you can do — that is your *role*, and everyone starts as a plain **User**. A Board Admin or School Admin enrolls a registered user as a **Student** afterwards. So filling in the school form does not by itself put a child on a class roster.

3.2 The School Registration form

[Alberta Hindi Association \(Parishad\)](#)[Home](#)[Gallery](#)[Calendar](#)[Facility Rental](#)[Board](#)[About](#)[Contact](#)[Get the app](#)[Register](#) [Log in](#)

Student Registration

Register a student and their parent / guardian.

Student details

First name * Last name *

Student's name in Hindi [Suggest from English name](#)

उदाहरण: अमित शर्मा

Optional. Used on certificates printed in Hindi. Tap अ for a Hindi keyboard.

Email ID * Phone *

Password * At least 8 characters Date of birth * mm/dd/yyyy

Address

Where the school should post report cards and certificates.

Address *

City * Province *

Postal code *

Parent / guardian details

Parent first name * Parent last name *

Parent email ID * Parent phone no *

Health

Tell us anything a teacher would need to know on a class trip or at a school event.

Allergies (food or medicine)

Fig 3.1 — School Registration. Fields marked with a red asterisk are required.

- 1 Fill in the student's details, including their name, date of birth and the level of Hindi they already have.
- 2 Add the parent or guardian's contact details. The **email address you give here becomes the sign-in for the account**, so use one that is checked regularly.
- 3 Tell us about allergies or medical needs if there are any — the field is there because the school genuinely needs it.
- 4 Choose a password.
- 5 Submit. A confirmation email arrives; follow the link in it to confirm the address.

TYPING IN HINDI

Where a form asks for a name in Hindi, look for the small अ button in the corner of the field. It opens an on-screen Devanagari keyboard laid out the way Hindi is taught — vowels (स्वर), then the vowel signs (मात्राएँ), then consonants by group (वर्ग) — so a child can type their own name without a Hindi keyboard installed. There is also a **Suggest from English name** button that guesses from what you have already typed; it is only a guess, so correct it before saving.

3.3 The Membership form

The screenshot shows the website of the Alberta Hindi Association (Parishad). The navigation bar includes links for Home, Gallery, Calendar, Facility Rental, Board, About, Contact, Get the app, Register, and a Log in button. The main content area features a 'Signup/Membership' form with the following sections:

- Member details:** Includes fields for First name, Last name, Email ID, and Phone. A Password field is also present with a note 'At least 8 characters'.
- Spouse details:** Optional section with fields for Spouse first name, Spouse last name, Spouse email ID, and Spouse phone no.
- Address:** A single text field for the address, with a placeholder 'Street, city, state, ZIP'.
- AHP membership:** A dropdown menu for 'Interested in AHP membership?' with a 'Select...' option.

At the bottom of the form is a 'Create membership' button and a note '* Required fields'. The footer of the page provides the address '3907 98 St NW, Edmonton, AB T6E 6M3, Canada' and the email 'albertahindischool@gmail.com'.

Fig 3.2 — The membership form.

Shorter than the school form: your details, your address, which membership you are applying for (annual or lifelong), and a password. What you apply for is recorded as *your* request — the board records its own answer separately, so a record can honestly read "applied for lifelong, granted annual".

ONE ACCOUNT PER HOUSEHOLD

The membership roll is kept per household rather than per person, so a couple shares one account. Where the form asks for a spouse's details, it is recording them against the same membership rather than creating a second one.

3.4 Signing in

Fig 3.3 — The login page.

- 1 Click **Log In** in the navigation bar.
- 2 Enter the email address you registered with, and your password.
- 3 You land on your dashboard. What you see there depends on your role — see Part 4.

YOU STAY SIGNED IN

The platform keeps you signed in across visits and refreshes your session quietly in the background. You will not be asked to sign in every day. Teachers should know this affects the timesheet — see section 7.7.

3.5 Forgotten passwords

Fig 3.4 — Asking for a reset link.

- 1 On the login page, click **Forgot password?**
- 2 Type the email address on your account and submit.
- 3 Check that inbox for a link, and follow it.
- 4 The page will ask you for a new password. Choose one and you are signed in.

WHY THE PAGE NEVER SAYS "NO SUCH ACCOUNT"

The message is always the same — "if that address has an account, a link is on its way" — whether or not the address is on the roll. Saying otherwise would turn the page into a way of testing who is a member of the association, and the roll is not public.

RESET LINKS EXPIRE, AND WORK ONCE

A link is single-use and short-lived. If it says it has expired, do not keep trying it — go back to **Forgot password?** and ask for a fresh one. The same is true of the invitation emails sent when the membership roll was imported: an expired invitation is fixed by using "Forgot password?", not by asking anyone to re-send anything.

Your dashboard — what everyone has

Whatever your role, the dashboard works the same way and two tabs are always there.

4.1 The layout

The dashboard is a menu down the left and one panel on the right. Clicking a name in the menu swaps the panel. The menu can be collapsed to a narrow rail using the control at its top — that choice is remembered per browser, not per account, so a teacher on a small laptop keeps the rail on that laptop.

Which items appear in the menu is decided entirely by your role and your board seat. Two are there for everybody:

Tab	What it is
Keys	The school's physical keys — accepting one you have been offered, and handing one on. Everybody gets this tab, because anybody can be handed a key.
Profile settings	Your own details, your picture, your password and your email address.

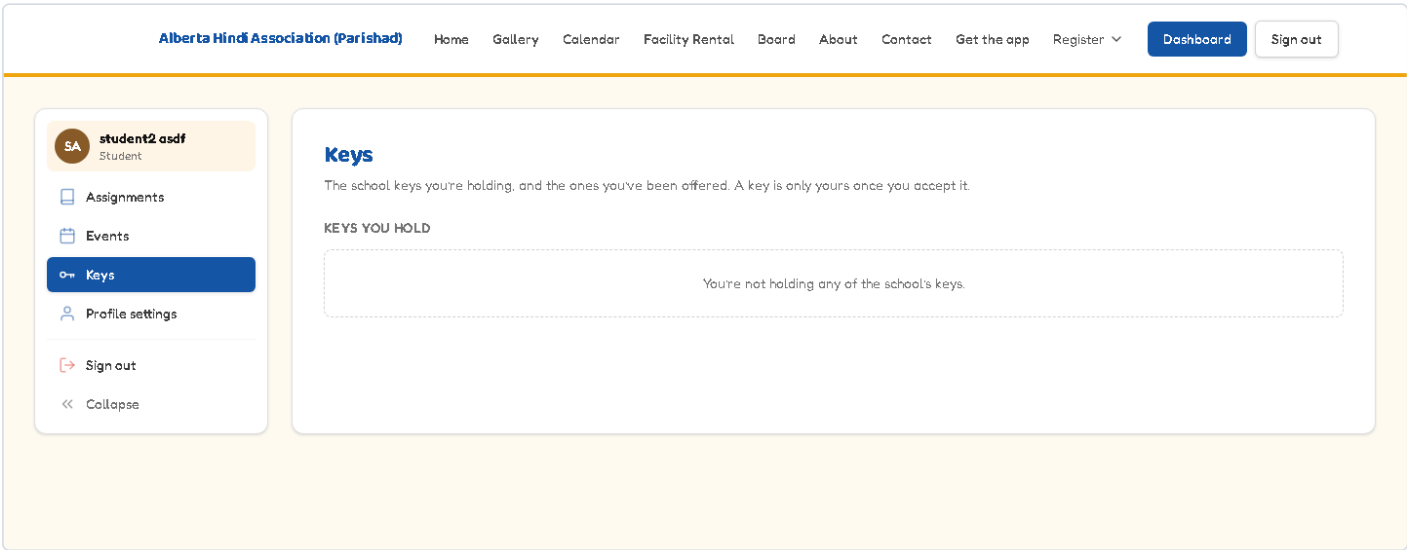


Fig 4.1 — The dashboard layout: the menu on the left, one panel on the right. This is a student's menu; yours will be longer or shorter. **Collapse** at the foot of the menu shrinks it to a rail.

4.2 Profile settings

Everything the school holds that *describes* you is editable here — your name, address, phone, and the details specific to the form you registered with. What you cannot change here is anything that decides what you *are*: your role, your board seat, your membership type and your membership tier are all shown as plain labels. Those are the school's record about you, not your own, and only a Board Admin can move them.

student2 asdf
Student

Assignments

Events

Keys

Profile settings

Sign out

Collapse

Your profile

Student account

Profile picture

Shown next to your name in the dashboard. JPEG, PNG or WebP, up to 2 MB.



Upload a picture

Account details

First name *

student2

Last name *

asdf

Phone *

12390

Email

student2@gmail.com

Name in Hindi

खुदत अस्दफ

Suggest from English name



Optional. Used on certificates printed in Hindi. Tap for a Hindi keyboard.

Address

Street, city, state, ZIP

Student details

Date of birth

07/06/2026



Parent / guardian details

Parent first name

asdf

Parent last name

adfsaf

Parent email ID

d.asdfa@gmail.com

Parent phone no

adsf123

Family language

Student knows Hindi?

Select...

Hindi (Speak)

Select...

Hindi (Read)

Select...

Hindi (Write)

Select...

Why need to learn?

Tell us a little about the goal.

Prior experience

Are you a student before?

Select...

Which year

e.g. 2023

Which level

e.g. Beginner

Membership & payment

Membership for

e.g. 1 year

Fee paid

Select...

Fee paid reference ID

Save changes

Change email
You sign in with student2@gmail.com. Changing it sends a confirmation link — the address only moves once you've followed it.

New email
you@example.com

Send confirmation link

Change password
Leave blank unless you want to set a new password.

New password
At least 8 characters

Confirm new password

Fig 4.2 — Profile settings, on a student's account. The fields below the picture are everything the school holds that describes you.

Your profile picture

- 1 Open **Profile settings**.
- 2 Click the picture at the top (or the button beside it) and choose an image.
- 3 Crop it if you are offered the choice, and save.

Until you set one, the platform draws your **initials** on a colour chosen from your account — that is the default picture rather than a missing one. Board Members' pictures are what the public **Board** page shows.

NOTE

Replacing a picture uploads the new one, points your record at it, and then deletes the old one — in that order — so nobody is ever left looking at a broken image while the change lands.

Students: your name in Hindi

Students — and only students — get an extra field for their whole name in Devanagari, with the **अ** on-screen keyboard and a **Suggest from English name** button beside it.

It matters for one thing: certificates. A certificate template can print `%NAME-HINDI%`, and a certificate issued in Hindi has to say the name in Hindi. If you leave it blank nothing breaks — the school's system transliterates your English name automatically — but a transliteration is a guess, and the two things it most often gets wrong are vowel length (*Kumar* against *Kumaar*) and dropped vowels (*Simran*). Filling it in yourself is how you make sure your certificate is spelled properly.

Changing your password

- 1 Open **Profile settings**.
- 2 Find the password section, enter a new password and save.

Changing your email address

Your email address is your sign-in, so it changes carefully. Enter the new address in **Profile settings** and save; a confirmation link is sent, and **the change only takes effect once you follow it**. Until then your old address still signs you

in.

IF YOU CAN NO LONGER READ THE OLD INBOX

The confirmation route above cannot help you — the link goes to an address you cannot open. Phone or email the school and ask a **Board Admin** to change it from their side; they can set a new address that takes effect immediately. See section 9.2.

4.3 Keys

The school issues physical keys, and this tab is the record of who holds which one. It is on everybody's menu because anybody can be handed a key, and this is where you accept it.

The rule that shapes the whole feature: **nothing becomes your custody until you have accepted it**. There is no way for anyone — not even a Board Admin — to simply declare that you hold a key. Every route into holding one creates an offer that you have to accept.

Alberta Hindi Association (Parishad) Home Gallery Calendar Facility Rental Board About Contact Get the app Register Dashboard Sign out

tester user Board Admin

- Manage users
- Facility bookings
- Attendance
- Board documents
- Keys**
- Send email
- Email settings
- Profile settings
- Sign out
- Collapse

Keys

The school's keys, who is holding each one, and the handovers between them.

+ Add key

KEYS YOU HOLD

You're not holding any of the school's keys.

ALL KEYS

KEY	HELD BY	SINCE	STATUS	
Front Door #16	Nanda Jadhav nanda_b2001@yahoo.com	Aug 23, 2026	Held	Reassign Confirm return History Edit
Front Door #18	saurabh Saxena saurabhk.saxena@gmail.com	Aug 25, 2026	Held	Reassign Confirm return History Edit

Fig 4.3 — The Keys tab. This is a Board Admin's view, which carries the inventory as well; everyone else sees the keys offered to them and the ones they hold.

Accepting a key you have been offered

- 1 Open **Keys**. A key waiting for you appears at the top as a pending offer.
- 2 Press **Accept** to take it on, or **Decline** if it should not be yours. Accepting stamps the date you took it.

Handing a key on to somebody else

- 1 Find the key in your list of held keys.
- 2 Choose **Hand on** and pick the person.

- 3 They get a pending offer. **You remain the recorded holder until they accept it** — which is correct, because until then you are the one who physically has it.

WHO YOU CAN HAND A KEY TO

An ordinary member can hand a key on to any **Board Member** — the names already published on the public board page. A Board Admin can hand one to anybody in the directory. That difference is not arbitrary: most people can only read their own record, so offering everyone a full list of members would be handing out the roll.

Giving a key back to the school

- 1 Choose **Return** on the key. This *files* the return — it tells the school the key is coming back.
- 2 Hand the key over physically.
- 3 A **Board Admin confirms it arrived**. That confirmation, not your filing, is what closes the record.

You stay the recorded holder between steps 1 and 3, because you still have the key. If you hand a key back across a table at a meeting without touching the app at all, that is fine — a Board Admin can confirm a return that was never filed.

PART 5

Who can do what

The reference tables. If you are ever unsure whether something is missing or simply not yours, look here first.

5.1 The menu each role sees

Tabs appear in this order down the left-hand menu.

Dashboard tabs by role

Role	Tabs, in menu order
User (everyone starts here)	Keys · Profile settings
Student	Assignments · Events · Keys · Profile settings
Teacher	Users · My classes · Events · My timesheet · Teaching Material · Keys · Send email · Profile settings
School Admin	Manage users · Classes · Calendar · Timesheet · Teaching Material · Gallery · Keys · Send email · Certificates · Email settings · Profile settings
Board Admin	Manage users · Facility bookings · Attendance · Board documents · Keys · Send email · Email settings · Profile settings
Super Admin	Manage users · Classes · Calendar · Facility bookings · Attendance · Timesheet · Teaching Material · Gallery · Board documents · Keys · Send email · Certificates · Email settings · Settings · Profile settings

BEING A BOARD MEMBER ADDS TABS

Anyone holding *any* seat on the board — collectively, the **Board Members** — also gets [Board documents](#), whatever their role. The **President** and **VP Admin** additionally get [Facility bookings](#). So a Board Member whose role is a plain User sees Board documents, Keys and Profile settings.

5.2 What each role can do

Capabilities by role. A dash means the role cannot do it at all.

	User	Student	Teacher	School Admin	Board Admin	Super Admin
See the user directory	—	—	✓	✓	✓	✓
See full member records	—	—	—	✓	✓	✓
Change people's roles	—	—	—	✓	✓	✓
Correct someone's details	—	—	—	—	✓	✓
Delete an account	—	—	—	—	—	✓
Create and staff classes	—	—	—	✓	—	✓
Take the register	—	—	✓	—	—	—
School-wide attendance report	—	—	—	—	✓	✓
Set and mark assignments	—	—	✓	—	—	—
Hand in assignments	—	✓	—	—	—	—
Produce report cards	—	✓ own only	✓	✓	—	✓
Manage the school calendar	—	—	—	✓	—	✓
Answer an RSVP sent to you	—	✓	✓	—	—	—
Approve the timesheet	—	—	—	✓	—	✓
See your own timesheet	—	—	✓	—	—	—
Browse Teaching Material	—	—	✓	✓	—	✓
Upload to Teaching Material	—	—	—	✓	—	✓
Manage the Gallery	—	—	—	✓	—	✓
Send email from the platform	—	—	✓	✓	✓	✓
Issue certificates	—	—	—	✓	—	✓
Add and assign keys	—	—	—	—	✓	✓
School-wide settings	—	—	—	—	—	✓

5.3 Who each role can see in the directory

The directory is not the same list for everyone. This is enforced by the database, not by hiding rows on screen — a Teacher genuinely cannot retrieve a record outside their roster.

Your role	Whose records you can open
User / Student	Only your own.
Teacher	The students who share a class with you , plus the School Admin. A teacher with no classes yet sees only the School Admin. Not your fellow teachers.
School Admin	Users, Students and Teachers. Board Admins and Super Admins are invisible to you entirely.
Board Admin / Super Admin	Everybody.

5.4 Who can grant which roles

Your role	Roles you can assign to somebody
School Admin	User, Student, Teacher. In practice this means enrolling a registered user as a Student, or taking them back off the roll . You cannot create a School Admin or a Board Admin.
Board Admin	User, Student, Teacher, School Admin, Board Admin. Not Super Admin.
Super Admin	Everything, including Super Admin.
Everyone else	Nothing.

THE CHECK RUNS ON BOTH SIDES

A School Admin is blocked both by the role they are trying to *give* and by the role the person *already holds*. So they cannot promote a user to Board Admin, and they equally cannot file an existing Board Admin away as a Student. If a bulk selection contains anyone outside User/Student, the whole batch is refused rather than half-applied.

Students

Four tabs: your assignments, the events you have been invited to, keys, and your profile.

6.1 Your assignments

Assignments lists everything set for your class, **soonest deadline first**. Each one is labelled with where it stands, and a **To do** filter narrows the list to just what still needs doing.

Label	Means
Not handed in	You have submitted nothing yet.
Handed in	Submitted on time, not yet marked.
Handed in late	Submitted after the deadline. It still counts — see below.
Marked	Your teacher has scored it. Open it to read the comments.

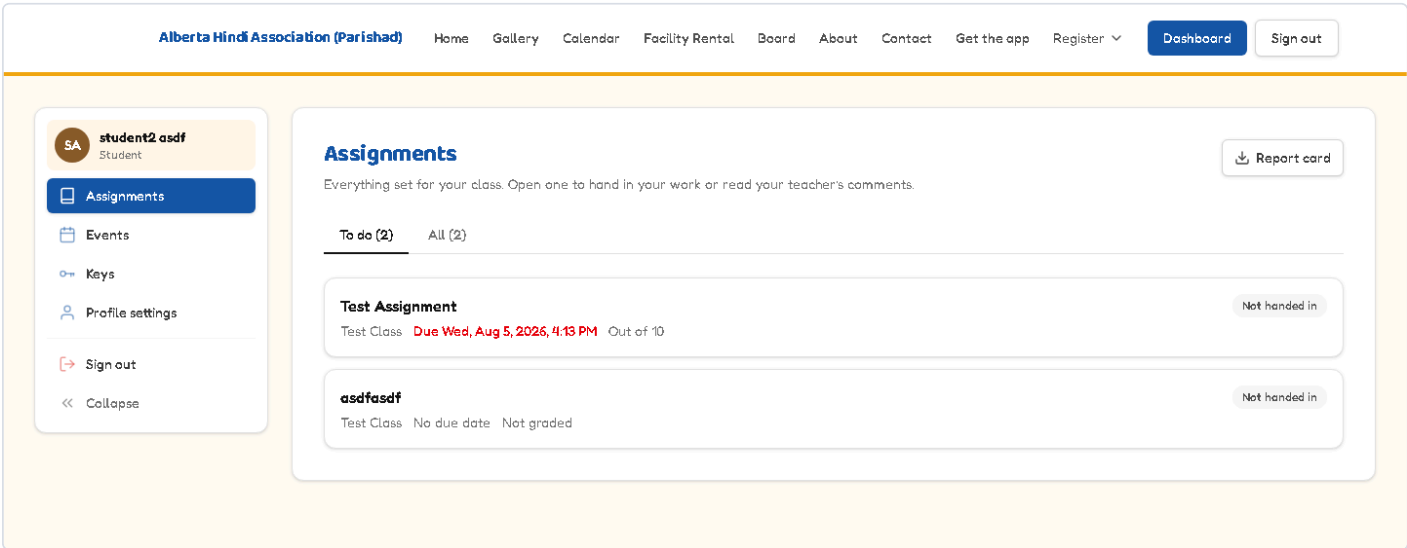


Fig 6.1 — A student's assignment list. The **To do** and **All** filters are above it, and **Report card** is the button top right.

DELETED THE EMAIL?

It does not matter. This tab lists everything set for your class whether or not you still have the message — that is what it is for.

6.2 Handing work in

- 1 Open the assignment from the list, or follow the link in the email you were sent. (The link asks you to sign in first — this is marked work, so it needs to be really you.)

- 2 Read the instructions and open any handouts the teacher attached.
- 3 Fill in the hand-in form. You can give **a written response, a file, or both**.
- 4 Use the **अ** button on the response box if you want to type in Hindi without a Hindi keyboard.
- 5 Submit.

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← My assignments

Test Assignment

Due Wed, Aug 5, 2026, 4:13 PM

Graded Yes — out of 10

INSTRUCTIONS

Write your name in hindi
नमस्ते

YOUR WORK

You haven't handed this in yet.

Your response

Type your answer here, or attach a file below...

अ

Tap अ to write in Hindi, or use your own keyboard if it has one.

Attach a file (optional)

Choose a file

Hand in

Fig 6.2 — Handing work in. The instructions are at the top, then your response box — the small **अ** in its corner opens the Devanagari keyboard — then the file attachment and **Hand in**.

Two rules worth knowing

- **Late work is accepted.** The deadline is recorded, not enforced. If you submit after it, your work goes in and is flagged as late, and your teacher decides what that is worth. Handing in late is always better than not handing in.
- **You can replace your answer until it is marked, then not.** Once a teacher has scored your work, re-submitting is refused — otherwise the mark would be attached to work nobody graded. If you need to hand in again, ask your teacher to clear the mark; they can, and then you can re-submit.

6.3 Your marks

Once your teacher has marked something, your score and their comments appear on the same page you submitted from. Nobody else in your class can see your submission or your mark — classmates can read the assignment and its handouts, and nothing of each other's work.

6.4 Your report card

There is a button on your [Assignments](#) tab that generates your own report card. This is also **the only place your attendance is visible to you**.

The card gathers both halves of your record:

- Your attendance rate over every register your class has taken, with the dated list behind it.
- Every assignment set to your class, what you handed in, what it was marked and the teacher's comments.
- An overall grade that counts **only graded work that has actually been marked**, and says what it is out of — "38 of 45 across 6 marked assignments". Work that is ungraded or not yet marked is still listed, with a footnote saying it is not counted.

- 1 Open [Assignments](#).
- 2 Press the report card button.
- 3 Your browser's print dialog opens. Choose **Save as PDF** as the destination to keep a copy, or a printer for paper.

NOTHING IS STORED

Report cards are built fresh every time from the current record, and no copy is kept on the server. A card you generated last month and a card you generate today will differ if a mark has been corrected in between — the current one is the true one.

SCREENSHOT NEEDED

A generated **report card** in the print preview — the header block, the attendance figure, and the assignment list. This one has to be taken by hand: the card is produced through the browser's own print dialog, which nothing can screenshot automatically. Press **Report card** as a test student and capture the preview pane.

shot-id: student-03-reportcard

Fig 6.3 — A report card.

6.5 Events

[Events](#) lists every event you have been invited to — soonest first, past events after — with what you replied and a button to change it.

- 1 Open [Events](#).
- 2 Find the event and open its reply.
- 3 Enter **how many adults** and **how many children** are coming, and submit.

ZERO AND ZERO MEANS "NOT COMING"

Entering nought adults and nought children is a real answer — it tells the school you cannot make it. That is different from not replying at all, and the school genuinely needs to be able to tell the two apart when they are catering.

You can also answer from the personal link in the invitation email without signing in. Both routes write the same answer, so it makes no difference which you use — and replying in one place updates the other.

REPLIES CLOSE

Answers are taken until the day of the event, and some events set an earlier **reply-by** date which is named in the invitation email. After that the event is still listed, showing what you said, but there is no longer a form. If you need to change an answer after replies have closed, contact the school directly.

Teachers

Your classes and everything inside them — the register, the work you set, the marking, report cards and your students' event replies.

7.1 Your menu

A Teacher sees: [Users](#) [My classes](#) [Events](#) [My timesheet](#) [Teaching Material](#) [Keys](#) [Send email](#) [Profile settings](#) .

[Users](#) is read-only for you, and scoped to your roster: **the students who share a class with you, plus the School Admin**. If you teach nothing yet, you will see only the School Admin — that is correct, not a fault. Each student row carries an **Attendance** column showing the percentage of registers they were present for, with the raw figure ([18/22](#)) beside it, turning amber below 80% — the band the school's attendance certificate is issued on. A student whose class has held no register yet reads "No classes yet" rather than 0%.

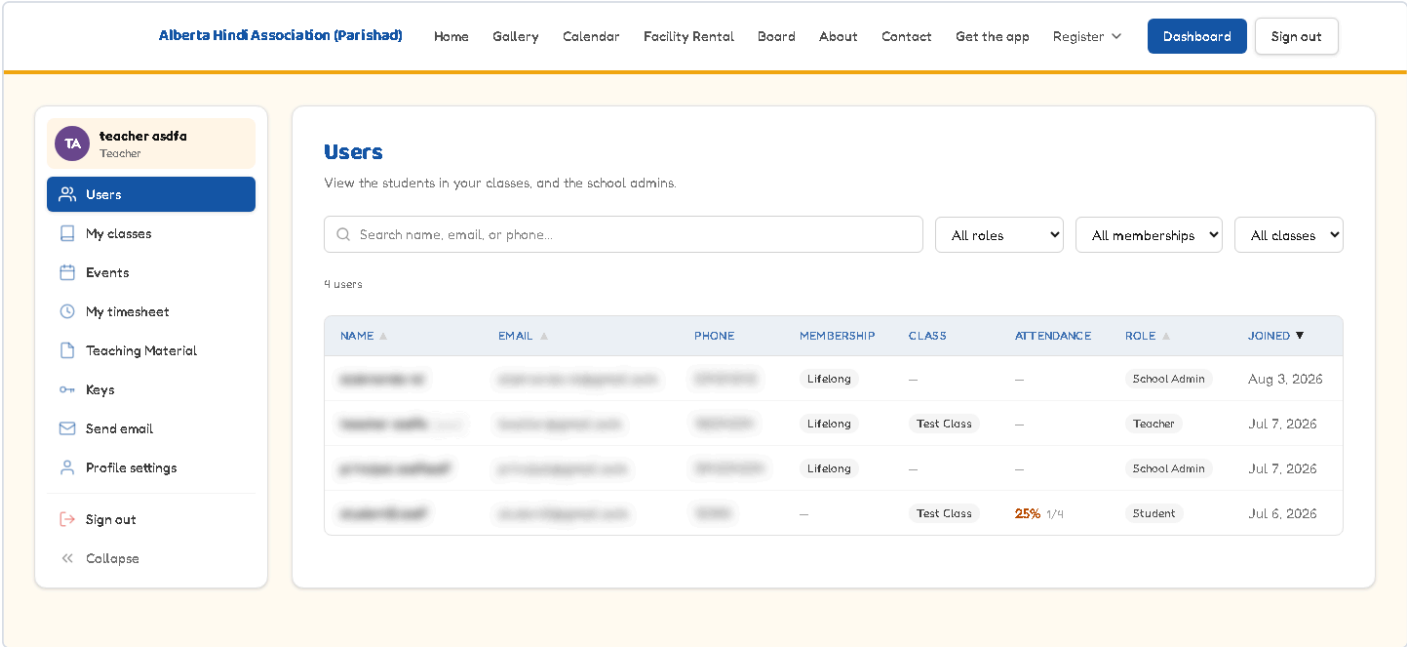


Fig 7.1 — A teacher's [Users](#) tab. Short, because it is scoped to their own roster. Names and email addresses are blurred here; they are not blurred on screen.

7.2 The class workspace

[My classes](#) lists the classes you are on. Opening one gives you a workspace with four views across the top:

View	What you do there
Attendance	Take and correct the register.
Assignments	Set work, attach handouts, and mark what comes in.
Report cards	Produce a card for one student or the whole class.
RSVPs	See which of your students have answered event invitations.

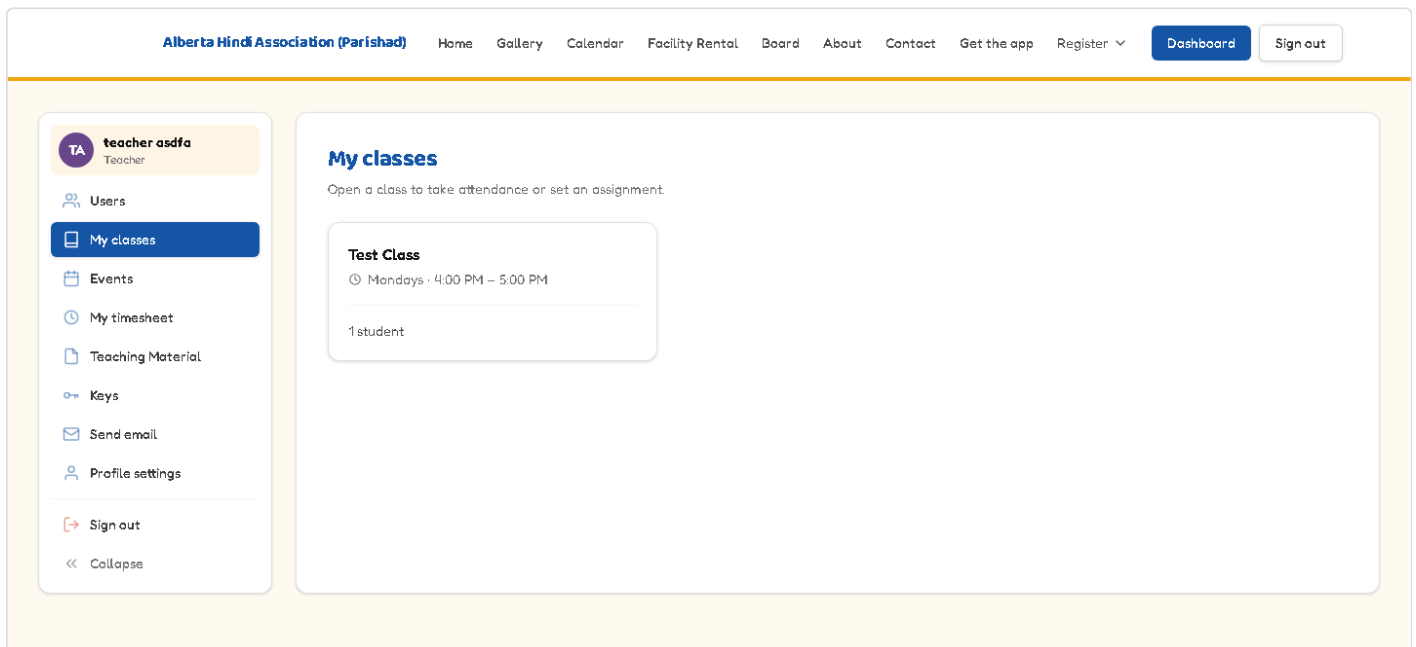


Fig 7.2 — **My classes**. Each card carries the class's meeting time and roster size; click one to open its workspace.

7.3 Taking the register

- 1 Open **My classes > your class > Attendance**.
- 2 The date defaults to **today on the school's clock**. Change it if you are filling in a previous session.
- 3 Tick everyone who is present.
- 4 Save.

ANYONE YOU DO NOT TICK IS SAVED AS ABSENT

There is no third state. Of the two possible defaults this is the one that gets noticed and corrected, which is why it was chosen — but it does mean a half-finished register saves the rest of the class as absent.

Re-opening a date you have already recorded shows what you saved, and saving again **updates that day** rather than filing a second, contradictory register. So correcting a mistake is simply a matter of opening the date and saving it right.

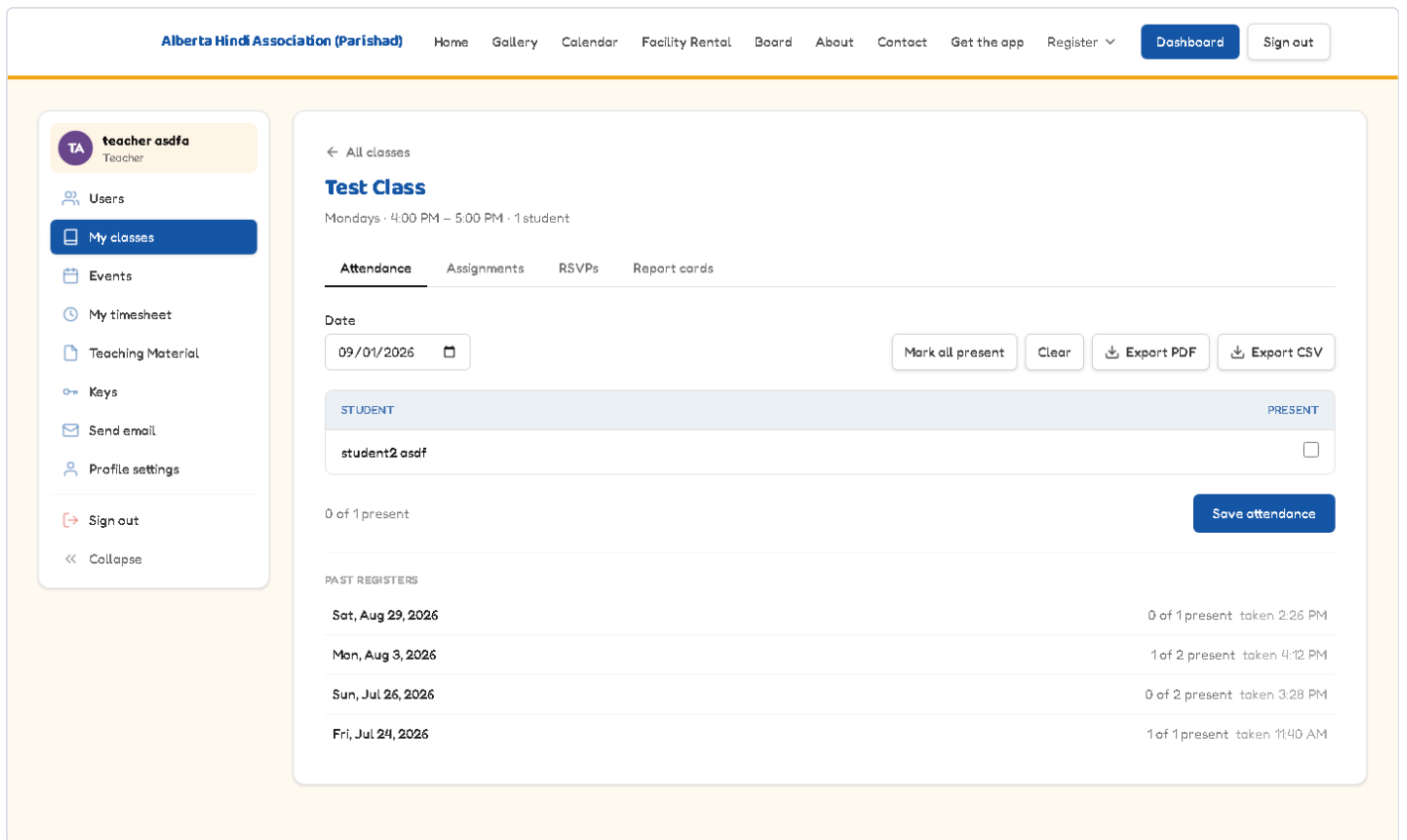


Fig 7.3 — Taking the register. The workspace opens straight onto this view. **Mark all present** and **Clear** save typing on a big class, and **Past registers** underneath lists what has already been taken, so a missing date is visible at a glance.

"TAKEN, NOBODY CAME" IS NOT THE SAME AS "NEVER TAKEN"

The platform keeps those apart deliberately, because a School Admin chasing a missing register cares about the difference. If a session happened and nobody attended, take the register and save it empty — do not leave it untaken.

7.4 Setting an assignment

- 1 Open **My classes > your class > Assignments** and create a new one.
- 2 Give it a title and instructions. Both fields carry the **अ** Devanagari keyboard.
- 3 Set a due date if there is one. It is optional.
- 4 Attach any number of handouts.
- 5 Choose whether it is **graded** — carrying a maximum score — or **feedback only**.
- 6 Leave **Email the class** ticked (it is on by default) so every student gets the assignment with a link to it.
- 7 Save.

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teacher asdfa
Teacher

Users

My classes

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My timesheet

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Collapse

← All classes

Test Class
Mondays · 4:00 PM – 5:00 PM · 1 student

Attendance **Assignments** RSVPs Report cards

2 assignments

asdfasdf
Not graded **Not announced**

Test Assignment
Graded · out of 10 Due Wed, Aug 5, 2026, 4:13 PM Class emailed

3907 98 St NW, Edmonton, AB T6E 6M3, Canada · albertahindischool@gmail.com
© 2026 Alberta Hindi Association (Parishad).

New assignment ×

Title
e.g. Chapter 3 worksheet 31

Instructions (optional)
What the students need to do... 31

Due (optional)
mm/dd/yyyy --:-- -- 10
In the school's timezone, so it means the same thing for everyone.

☒ This assignment is graded
Out of
20

Attachments
Add files

☒ Email the class
Sends every student in this class the details and a link to open it.

Cancel Create assignment

Fig 7.4 — Creating an assignment. Reached by **New assignment** on the Assignments view.

STUDENTS ARE CHASED AUTOMATICALLY

About a day before a deadline, every student who has not handed in gets a reminder email — one each, to the students who still owe work and to nobody else. You do not have to remember to send it, and there is nothing to switch on. Overdue work is not chased; by then it is not a reminder.

7.5 Marking

The marking screen is a roster: **every student in the class appears**, whether or not they handed anything in. That is deliberate, and it is what keeps the screen usable for work collected on paper.

Each row shows their written response in full, their file a click away, and a **late** flag if it arrived after the deadline. Score and comment are entered inline and saved row by row.

- 1 Open the assignment and go to its marking view.
- 2 Read the response, or open the file.
- 3 Enter a score — it cannot exceed the assignment's maximum — and a comment. The comment box carries the 31 keyboard.

- 4 Save that row. The student sees their score and your comments immediately.

Fig 7.5 — The marking roster, reached by **Marks** on a graded assignment (or **Feedback** on an ungraded one). Note the student here handed nothing in and still has a row. The **3f** button sits in the comment field, and the line underneath is the reminder about clearing a mark to let somebody hand in again.

LETTING A STUDENT HAND IN AGAIN

Once you have marked work, the student cannot replace it. To reopen it, **clear the mark** — save an empty score and comment — and they can submit again.

There is also a **Resend** on the marking screen, which emails the assignment to the class again.

DELETING AN ASSIGNMENT TAKES EVERYTHING WITH IT

Its handouts, and *every student's submission and mark*. The confirmation spells out what will be destroyed. There is no undo.

7.6 Report cards

The **Report cards** view shows your roster with each student's attendance rate and overall grade at a glance, and generates a card for one student or for the whole class at once.

- 1 Open **My classes > your class > Report cards**.
- 2 Choose one student, or generate for the whole class.
- 3 The print dialog opens. Pick **Save as PDF** for a file, or a printer for paper. Each student starts on a fresh page, so one print job for a class gives you one filable PDF.

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TA teacher asdfa
Teacher

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[Collapse](#)

← All classes

Test Class

Mondays · 4:00 PM – 5:00 PM · 1 student

Attendance

Assignments

RSVPs

Report cards

Each card consolidates the student's attendance and every assignment set to this class – what they handed in, what it was marked, and your comments. Generating opens your browser's print dialog; choose "Save as PDF" to download it.

[Summary PDF](#)
[Summary CSV](#)
[Generate all \(1\)](#)

STUDENT	ATTENDANCE	OVERALL GRADE	REPORT CARD
student2 asdf	25% (1/4)	No marked work	Generate

Fig 7.6 — The **Report cards** view: the roster with each student's attendance and overall grade, and the buttons that produce the cards.

The overall grade counts only graded work that has been marked, and the card says what it is out of. Ungraded and unmarked work is still listed with a footnote saying it is not counted — so a parent reading the card can tell a percentage over three marked assignments from one over the whole term.

7.7 Your timesheet

Every time you sign in, the platform records the date and time. [My timesheet](#) shows your own sign-ins, newest first, and which of them a School Admin has approved. It exports to PDF like the other tables.

You cannot edit these entries and you cannot approve them — that is the point of the record. Approval is a separate human step because **a sign-in is evidence that somebody authenticated, not proof that they taught.**

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My timesheet

Export PDF

Export CSV

Your recorded sign-ins and the ones the principal has approved. Each sign-in is listed separately.

All entries

From mm/dd/yyyy

to mm/dd/yyyy

15 entries - 9 approved - 6 pending

APPROVED	DATE	TIME	APPROVED BY
☐	Tue, Sep 1, 2026	11:59 AM	Pending
☐	Mon, Aug 31, 2026	5:33 PM	Pending
☐	Mon, Aug 31, 2026	3:48 PM	Pending
☐	Sat, Aug 29, 2026	2:29 PM	Pending
☐	Sat, Aug 29, 2026	1:54 PM	Pending
☐	Sat, Aug 29, 2026	1:44 PM	Pending
☒	Wed, Aug 5, 2026	7:26 PM	alaknanda rai Sat, Aug 29, 2026
☒	Mon, Aug 3, 2026	4:34 PM	alaknanda rai Sat, Aug 29, 2026
☒	Mon, Aug 3, 2026	4:10 PM	alaknanda rai Sat, Aug 29, 2026
☒	Thu, Jul 30, 2026	11:09 PM	alaknanda rai Sat, Aug 29, 2026
☒	Thu, Jul 30, 2026	8:01 PM	alaknanda rai Sat, Aug 29, 2026
☒	Sun, Jul 26, 2026	11:42 AM	alaknanda rai Sat, Aug 29, 2026
☒	Sun, Jul 26, 2026	11:19 AM	principal asdfsadf Mon, Aug 3, 2026
☒	Fri, Jul 24, 2026	10:58 PM	principal asdfsadf Fri, Jul 24, 2026
☒	Fri, Jul 24, 2026	10:23 PM	principal asdfsadf Fri, Jul 24, 2026

Fig 7.7 — **My timesheet** : your own sign-ins and which have been approved. Read-only.

STAYING SIGNED IN MEANS FEWER ENTRIES THAN DAYS WORKED

The platform keeps you signed in for weeks at a time, and an entry is only written when you actually *sign in*. If you never sign out, you may go a long time without producing a new entry, and your timesheet will show fewer days than you actually worked. If the timesheet is used for pay, sign out at the end of a session so the next one is recorded.

Two details: repeat sign-ins **within five minutes** count as one arrival, so a refresh or a mistyped password does not double up. And signing in twice in a day — morning and evening — correctly gives you two separate entries, each approved separately.

All dates and times are shown in the **school's timezone**, never your device's, so you and the person approving them always see the same day.

7.8 Your students' event replies

The **RSVPs** view inside the class workspace lists each event your students were invited to and, per student, whether they answered and what they said.

What you see	What it means
Replied, with a headcount	Coming.
Replied, zero and zero	Declined — a real answer.
Invited, no reply	Your chase list.
Greyed out	Not invited. Shown rather than hidden, because a student missing from a roster looks like a bug.

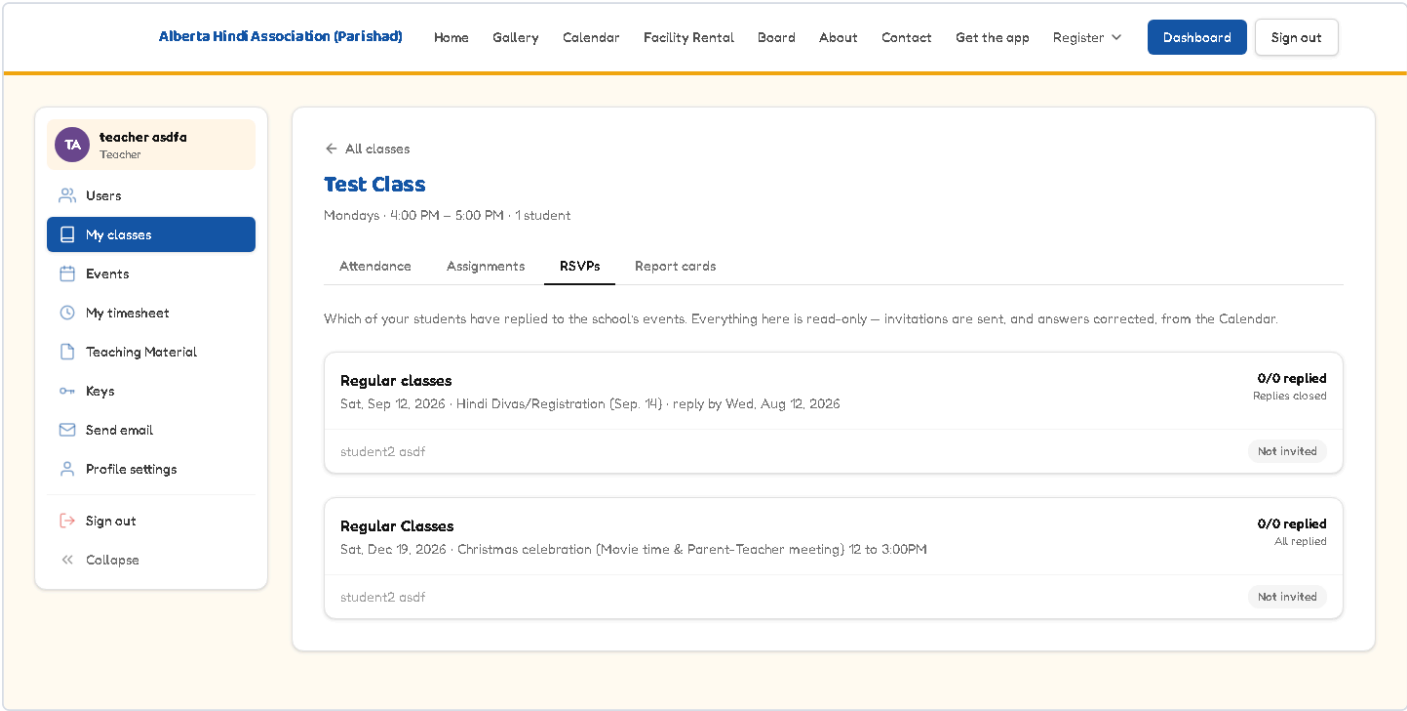


Fig 7.8 — The **RSVPs** view inside the class workspace.

Nothing on this view writes. Who gets invited, and correcting an answer, stays with the School Admin on the Calendar. You see your own roster's replies — not the other families invited to the same event, and no email addresses.

7.9 Teaching Material

Teaching Material is a shared file library — the school's Google Drive folder, shown live. Browse folders, preview files and download them.

Teachers have **read access**: no Upload, no New folder, no Delete. That split is over writing, not over which files you can see — you open exactly the same tree a School Admin does. PDFs and images preview inline; Google Docs, Sheets and Slides are converted to PDF for preview; other formats offer a download.

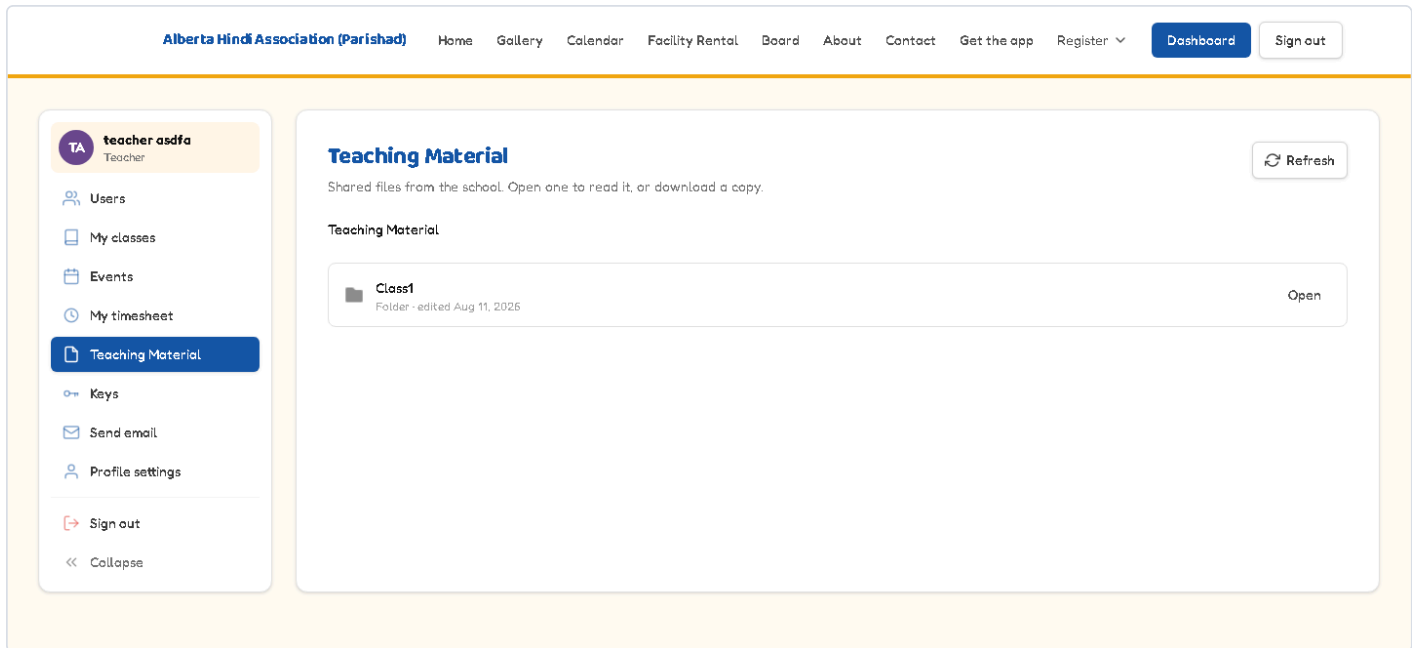


Fig 7.9 — **Teaching Material** as a teacher sees it: the same tree a School Admin opens, without the Upload, New folder and Delete controls.

IF A FILE WAS JUST ADDED AND YOU CANNOT SEE IT

Press **Refresh**. Listings are cached briefly for speed, so another person's upload can be up to about 30 seconds behind.

7.10 Sending email

Teachers can send email from **Send email**. The recipient picker offers **the people you can already see** — your own students and the School Admin — and you can also type an address by hand.

Mail goes out from the school's shared mailbox with **your own address as Reply-To, and copied to you**, so replies reach you and you keep a record of what you sent.

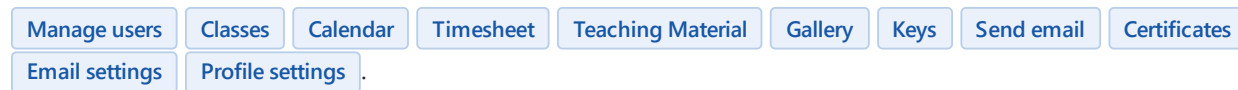
NO "BOARD" BUTTON FOR TEACHERS

The one-click "add the whole board" shortcut is hidden for teachers rather than shown and returning nobody. Teachers can send mail, but listing the board's addresses is not part of that.

School Admin

Running the school day to day — the roll, the classes, the calendar, the timesheet and the certificates. Stored as the `principal` role; see Part 1 on why that is not the same as being the Principal.

8.1 Your menu



8.2 Managing users

Your directory shows **Users, Students and Teachers**. Board Admins and Super Admins are not visible to you at all.

What you can change is narrow and specific: **moving somebody between User and Student** — enrolling a registered person on the roll, or taking them off it. That is the whole of your role editing. You cannot create teachers, School Admins or Board Admins.

- 1 Open `Manage users`.
- 2 Search or filter to find the person. There are filters for role, class, and membership.
- 3 Change their role in the row, or open their drawer for the full record. For several people at once, tick them and use the bulk bar at the bottom: *Set role to Student*, then Apply.

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Email settings
Profile settings
Sign out
Collapse

Manage users

Export PDF (3)

Export CSV (3)

Search name, email, or phone...

All roles

All memberships

All classes

All (board or not)

110 users

	NAME	EMAIL	PHONE	MEMBERSHIP	CLASS	ATTENDANCE	BOARD	ROLE	JOINED
☒				—	—	—	—	User	Aug 2
☒				—	Level 2	—	—	Teacher	Aug 2
☒				—	Proveshika	—	—	Teacher	Aug 2
☐				—	Level 1	—	—	Teacher	Aug 2
☐				—	Level 2	—	—	Teacher	Aug 2
☐				—	Level 3	—	—	Teacher	Aug 2
☐				—	Test Class	—	—	Teacher	Aug 2
☐				—	Test Class	—	—	Teacher	Aug 2
☐				—	Level 4	—	—	Teacher	Aug 2

3 selected

Set

role

to

User

Apply

Fig 8.1 — Manage users. Search and four filters across the top; the bulk bar appears at the foot once rows are ticked. Names, emails and phone numbers are blurred in this guide and only in this guide — on screen they are plain.

ENROLLING STAMPS A DATE

Making somebody a Student records the day they were enrolled, and removing the role clears it. That date matters: the board's attendance report counts *from* it, so a student who joined in March reads "6 of 6" rather than "6 of 20" in a class that has met since September. Re-applying the Student role to someone who already has it does *not* move the date.

If the date is wrong — somebody enrolled in September but entered into the system in November — a **Board Admin** can correct it in the details drawer beside "Joined".

Membership type, membership tier and board seat are shown to you as plain labels rather than dropdowns, because they are the Board Admin's to set. You can see the **Board** column and filter, so you can read who holds which seat without being able to seat anybody.

The Attendance column

Every student row carries their attendance percentage with the raw count beside it, amber below 80%. It is here because "how often is this child in?" is usually asked about a *person* someone has just looked up, not about a class you would first have to know to open.

8.3 Classes

Classes is where classes are created and staffed.

- 1 Create a class with a name and a weekly meeting time — day of the week plus start and end time.
- 2 Assign teachers and students to it. The roster refuses anybody who is not a Student or a Teacher.
- 3 Each class card shows its attendance rate, how many registers have been taken, and when the last one was. **A class with no registers still appears, with zeros** — that is the one worth chasing.

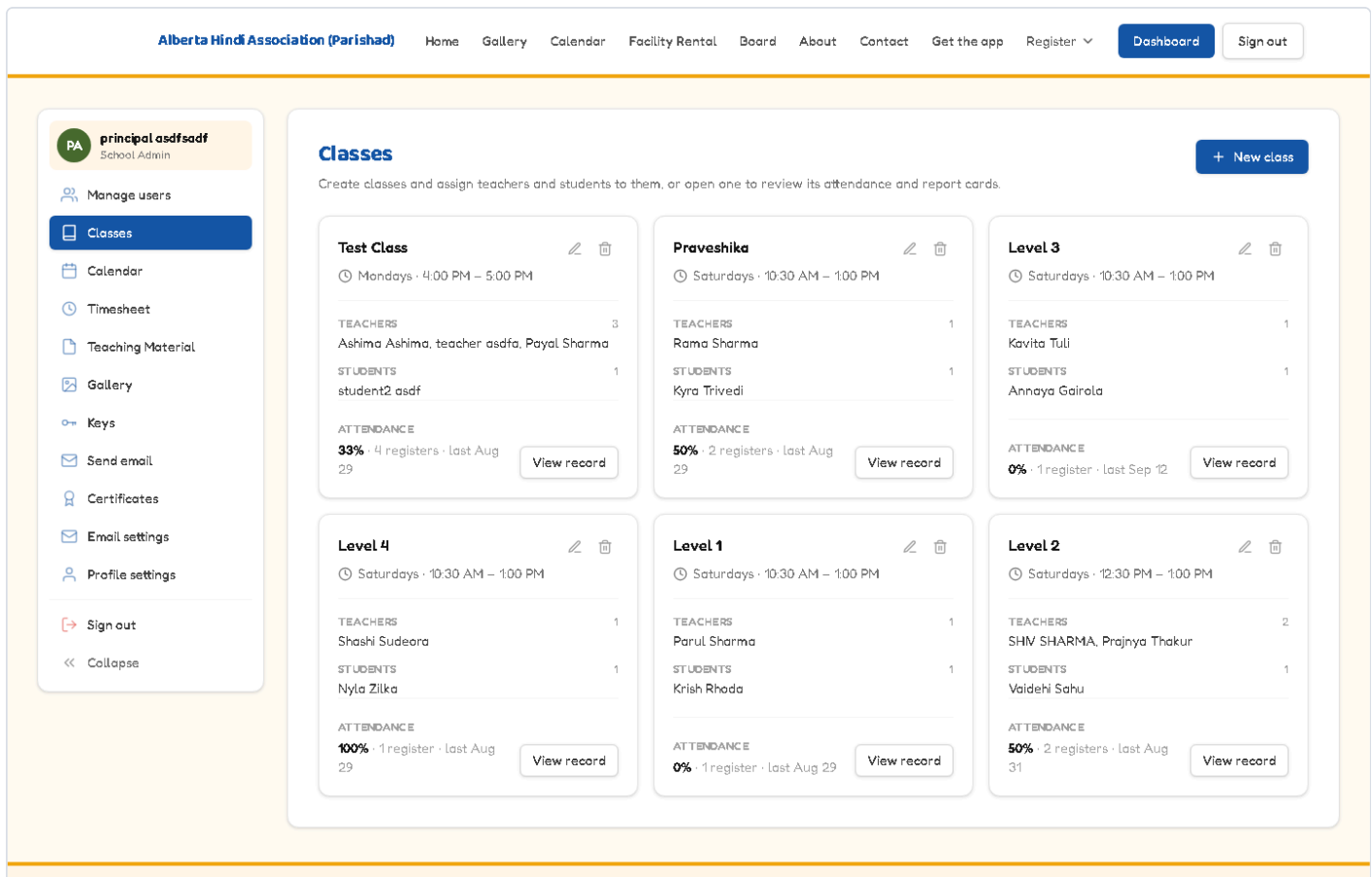


Fig 8.2 — **Classes**. Each card carries the class's attendance rate, how many registers have been taken and when the last one was.

Looking inside a class

View record opens the class read-only. You get:

- **Attendance** — the registers, with the checkboxes disabled and no Save. A date with no register tells you "No register taken on Fri, Sep 12" rather than offering you a blank sheet. Export to PDF still works.
- **Student work** — the roster pivoted onto the student rather than the assignment: how much was set, how much came in, how much is marked, and the average so far. Any row expands into that student's whole assignment list with marks and the teacher's comments. This is the view for "how is this child doing?".
- **Report cards** — you can produce a card for any student in any class.

REVIEWING AND MARKING ARE DIFFERENT ACTS

You can read every register and produce every report card, and you cannot take a register or mark a piece of work. That asymmetry is deliberate, not an oversight — those stay with the class teacher. The Assignments view is not offered to you at all, because it is a marking screen.

DELETING A CLASS DESTROYS A GREAT DEAL

The roster, every attendance register, and every assignment — so every handout, every student's submitted work, and every mark. The confirmation dialog spells it out, because "delete class" reads much smaller than what it does.

8.4 The school calendar

Calendar holds the school year's activities: date, school activity, number of classes, program or activity, an RSVP flag and — for entries that take RSVPs — an optional reply-by date.

It starts empty and is usually seeded by importing the school's Google Sheet, after which every field is editable in place. The table also carries a **Director duty** column — who is on duty that day — and the buttons above it export the year to PDF or CSV, mail it out (**Email calendar**), download a blank **Template** in the shape the importer expects, or add a single entry by hand.

Importing the sheet

- 1 In Google Sheets: **File > Download > Microsoft Excel (.xlsx)**, or CSV.
- 2 In the dashboard: **Calendar > Import sheet** and choose the file.
- 3 **Read the preview.** Nothing is written until you confirm. Check the parsed dates especially — a date like `7/11/2024` is read month-first, so a day-first sheet needs a glance.
- 4 Any row the importer could not read is listed against its spreadsheet line rather than being silently dropped. Fix those in the sheet and re-export if they matter.
- 5 Confirm.

IMPORTING REPLACES THE WHOLE CALENDAR

Every manual edit, every RSVP flag, and **every invitation and headcount already collected** is discarded — and every RSVP link already sitting in somebody's inbox stops working. The preview counts what will be lost and says so before you confirm. Once a term's RSVPs are in, edit the calendar in place rather than re-importing.

The sheet is a starting point, not a live link. Edits made here never flow back to Google.

TRYING IT OUT

`supabase/sample-calendar.csv` in the project is a ready-made sheet in the expected shape — upload it to see how the tab behaves, or copy its header row as the template for the real one.

8.5 RSVPs

Tick **RSVP** on a calendar entry and a **Responses** cell appears on that row.

- 1 Tick RSVP on the entry. Optionally set a **reply-by** date — it can only bring the cut-off *earlier* than the event.
- 2 Open **Responses** and pick who to invite. The picker is scoped to the people you can see.
- 3 Edit the message if you want to, and send. Each person gets their own email with the event details and a **personal RSVP link**.
- 4 They open the link — no sign-in needed — and enter how many adults and how many children are coming.
- 5 The calendar row then shows **replied/invited**, the total headcount and the adult/child split. Click it for the per-person breakdown.

Alberta Hindi Association (Parishad)

HomeGalleryCalendarFacility RentalBoardAboutContactGet the appRegisterDashboardSign out

PA principal asdfsadf
School Admin

Manage usersClassesCalendarTimesheetTeaching MaterialGalleryKeysSend emailCertificatesEmail settingsProfile settingsSign outCollapse

Calendar

The school year's activities. Import your sheet to fill it in, then edit anything here.

Export PDFExport CSVEmail calendarAdd entryTemplateImport sheet

DATE	SCHOOL ACTIVITY	# OF CLASSES	PROGRAM / ACTIVITY	DIRECTOR DUTY	RSVP
Sat, Sep 12, 2026	Regular classes	1	Hindi Divas/Registration (Sep. '14)	Sita Gupta	☒ closed Aug '12
Sat, Sep 19, 2026	Regular classes	2	—	Jyoti Gupta	☐
Sat, Sep 26, 2026	Regular classes	3	—	Rajiv Juneja	☐
Sat, Oct 3, 2026	Regular classes	4	Parent Meeting First shift at 10:30AM and afternoon 1:00PM	Varun Katyal	☐
Sat, Oct 10, 2026	No Classes	Thanksgiving wknd	—	Thanksgiving wknd	☐
Sat, Oct 17, 2026	Regular classes	5	Vijayadashami – Oct. 20	Yogendra Vashist	☐
Sat, Oct 24, 2026	Regular Classes	6	—	Atul Ranade	☐
Sat, Oct 31, 2026	Regular Classes	7	—	Sita Gupta	☐
Sat, Nov 7, 2026	No classes	Remembrance Day Wknd	—	Remembrance Day wknd	☐
Sat, Nov 14, 2026	Regular classes	8	Diwali Celebration from 11:30 to 2:30 PM (Diwali on November 8th)	Jyoti Gupta	☐
Sat, Nov 21, 2026	Regular classes	9	—	Rajiv Juneja	☐
Sat, Nov 28, 2026	Regular classes	10	—	Varun Katyal	☐

Fig 8.3 — Calendar . The **RSVP** column on the right is the tick that opens replies, and a ticked entry shows when they close. **Responses** appears on a ticked row and opens the per-person breakdown. Only the first dozen rows are shown here.

RE-SENDING IS SAFE, AND IS HOW YOU CHASE

Someone already invited keeps their existing link and any answer they have already given. A re-send never resets a reply or breaks a link already in an inbox, so it doubles as the reminder.

Answers are taken until the day of the event and stop after it. Zero adults and zero children is a *decline*, not a blank — the platform reports attending, declined, responded and invited separately, because that is the distinction you need when you are catering.

8.6 The timesheet

Timesheet lists teachers' sign-ins newest first — teacher, date, time — each with a checkbox that approves it.

- 1 Filter by teacher, by approval status, or by date range.
- 2 Tick individual entries, or use **Approve all shown** to sign off everything currently in view in one step.
- 3 Export to PDF if you need a record. The export names the timezone in its subtitle, because a printed timesheet outlives the setting that produced it.

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Timesheet

Every teacher sign-in, newest first — a teacher who signs in twice in a day appears twice. Tick an entry to approve it and confirm the teacher was present.

Export PDF Export CSV

All teachers All entries From mm/dd/yyyy to mm/dd/yyyy

22 entries - 9 approved - 13 pending Approve all shown (13)

APPROVE	TEACHER	DATE	TIME	APPROVED BY
☐	teacher asdfa teacher@gmail.com	Tue, Sep 1, 2026	11:59 AM	Pending
☐	teacher asdfa teacher@gmail.com	Mon, Aug 31, 2026	5:33 PM	Pending
☐	teacher asdfa teacher@gmail.com	Mon, Aug 31, 2026	3:48 PM	Pending
☐	teacher asdfa teacher@gmail.com	Sat, Aug 29, 2026	2:29 PM	Pending
☐	Prajnya Thakur prajnyajha@gmail.com	Sat, Aug 29, 2026	2:22 PM	Pending
☐	teacher asdfa teacher@gmail.com	Sat, Aug 29, 2026	1:54 PM	Pending
☐	Shashi Sudeora shashisudeora@gmail.com	Sat, Aug 29, 2026	1:54 PM	Pending
☐	Rama Sharma ramasharma.mam@gmail.com	Sat, Aug 29, 2026	1:51 PM	Pending

Fig 8.4 — Timesheet Filters across the top, a tick per entry, and **Approve all shown** for the filtered set.

PAY OFF THE APPROVED ENTRIES, NEVER THE RAW ROWS

A sign-in records that somebody authenticated at a time, not that they taught. Approval is the human step that turns one into the other. Also note teachers can go weeks without a new entry if they never sign out — a short timesheet is not evidence of a short term.

8.7 Certificates

Certificates takes one Word template, fills it in per recipient, and emails each person their own copy.

- 1 Download the school's attendance template from the button beside the upload control — it is a working template, not an example.
- 2 Open it in Word, change what needs changing (the year, usually), and keep the placeholders. Save it.
- 3 Upload it.
- 4 Pick your recipients. The picker carries a **Name in Hindi** column showing what will actually print for each person: a saved name plainly, a guessed one in grey marked *auto*.
- 5 Correct any Hindi name that is wrong, using the pencil on the student's row — the fix is applied to this send *and* saved to their profile.
- 6 Write the subject and message, and send.

Placeholder	Fills in with
%NAME%	The person's name in English.
%NAME-HINDI%	Their name in Devanagari — the one they saved, or an automatic transliteration of their English name if they saved none.

Either placeholder on its own is enough — a Hindi-only certificate is a valid certificate. They work in the subject line, the message body and the attachment filename too.

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Certificates

Upload a Word template with a %NAME% or %NAME-HINDI% placeholder, pick the recipients, and email each a personalized copy.

Template

Choose .docx template

Certificate template

Placeholders: %NAME% (Recipient's full name), %NAME-HINDI% (Their name in Hindi). Works in the subject, message, and filename too.

Recipients

Select recipients

No recipients yet — select students to send certificates to.

Subject *

Your certificate

Message *

Hi %NAME%.
Please find your certificate attached.
Congratulations!

Attachment filename

Certificate - %NAME%

Extra attachments

Optional. Sent to everyone alongside their own certificate.

Add files

Send certificates

Fig 8.5 — Certificates : download or upload the template, pick recipients, write the message and send.

ONLY STUDENTS' HINDI NAMES CAN BE CORRECTED HERE

A teacher on the list still gets a transliterated name on their certificate — the school simply keeps no saved answer for them to correct.

8.8 Teaching Material and the Gallery

You have **full control** of both libraries: browse, preview, download, upload, create folders and delete.

Teaching Material is the school's staff library, visible to teachers as read-only. Gallery is the photo library — and unlike Teaching Material it has a public face at ahpschool.ca/gallery.

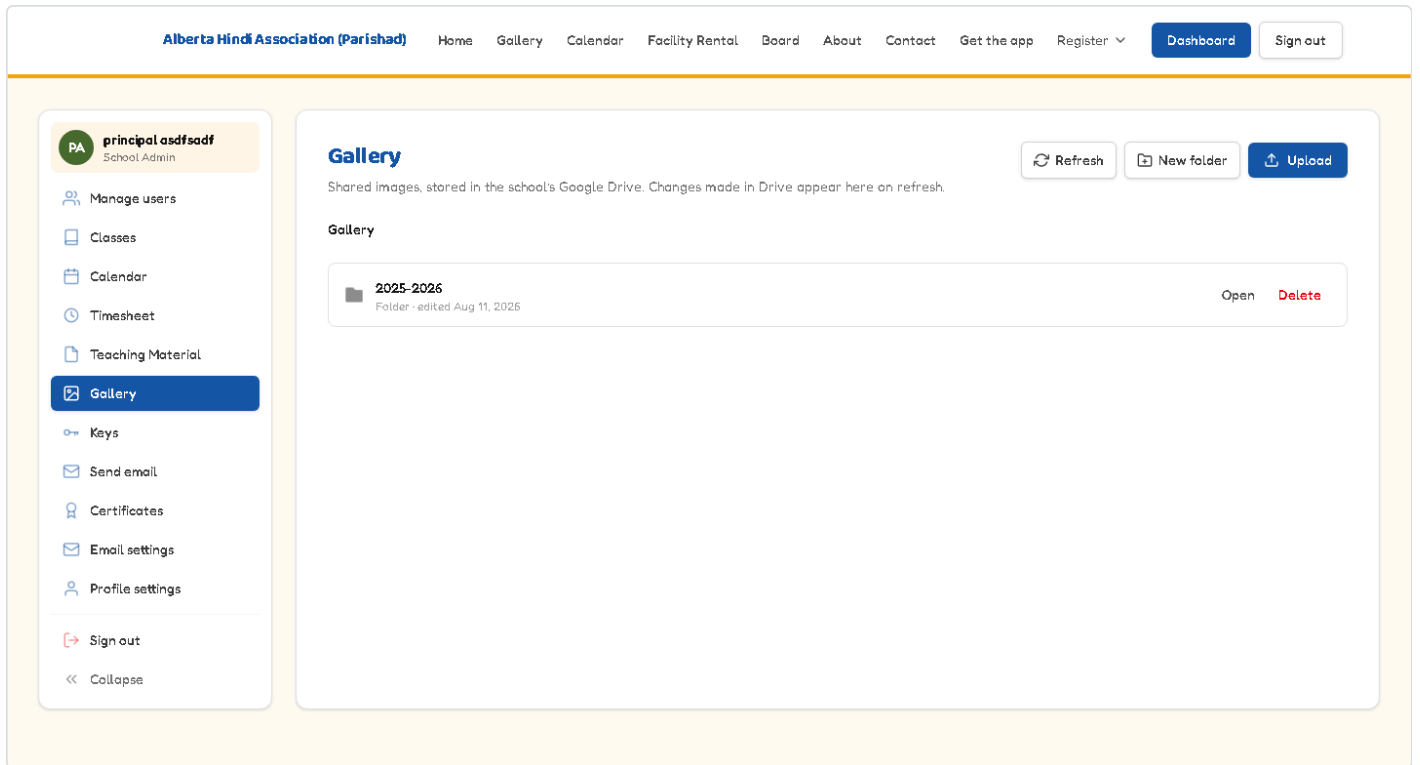


Fig 8.6 — **Gallery** with the manager's Upload, New folder and Delete controls. Teaching Material is the same browser pointed at a different folder.

EVERYTHING YOU UPLOAD TO THE GALLERY IS PUBLIC

There is no review step and no per-photo setting. A photo dropped into that folder is on the internet within a few minutes. If a set of pictures should stay private, do not put them there — the Teaching Material folder is a separate tree and is not reachable from the public page.

8.9 Sending email

Your recipient picker offers students and teachers, plus a one-click **Board** button that adds the whole board at once. You can also type addresses by hand. Attachments are supported.

Mail goes out from the school's mailbox with your own address as Reply-To and copied to you.

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Send email

Sends from the school's email account. Replies come back to your own address.

To Cc

BoardAdd from users

No To recipients yet — add from users or type an address below.

Or type an email address and press EnterAdd

Bcc Remove Bcc

BoardAdd from users

No Bcc recipients yet — add from users or type an address below.

Or type an email address and press EnterAdd

Subject *

Subject line

Message *

Write your message...

Attachments

Add files

You'll be copied on this email, so it lands in your own inbox too.

Send email

Fig 8.7 — **Send email**. The recipient picker is scoped to the people you can see; the **Board** button adds the whole board at once. Recipient names and addresses are blurred in this guide only.

LIMITS WORTH KNOWING

About 500 recipients a day and 25 MB per message. That daily allowance is shared with RSVP invitations, certificates, assignment notifications and the automatic due-date reminders — so a day when several large classes have work falling due spends some of it without anybody pressing anything.

8.10 Email settings

You see the **school** mailbox card here, showing the two credentials that expire together — the Gmail App Password and the Google Drive connection — each with a live status. This is where a credential is replaced when email or the document libraries stop working. See section 11.3, which covers the same tab in full.

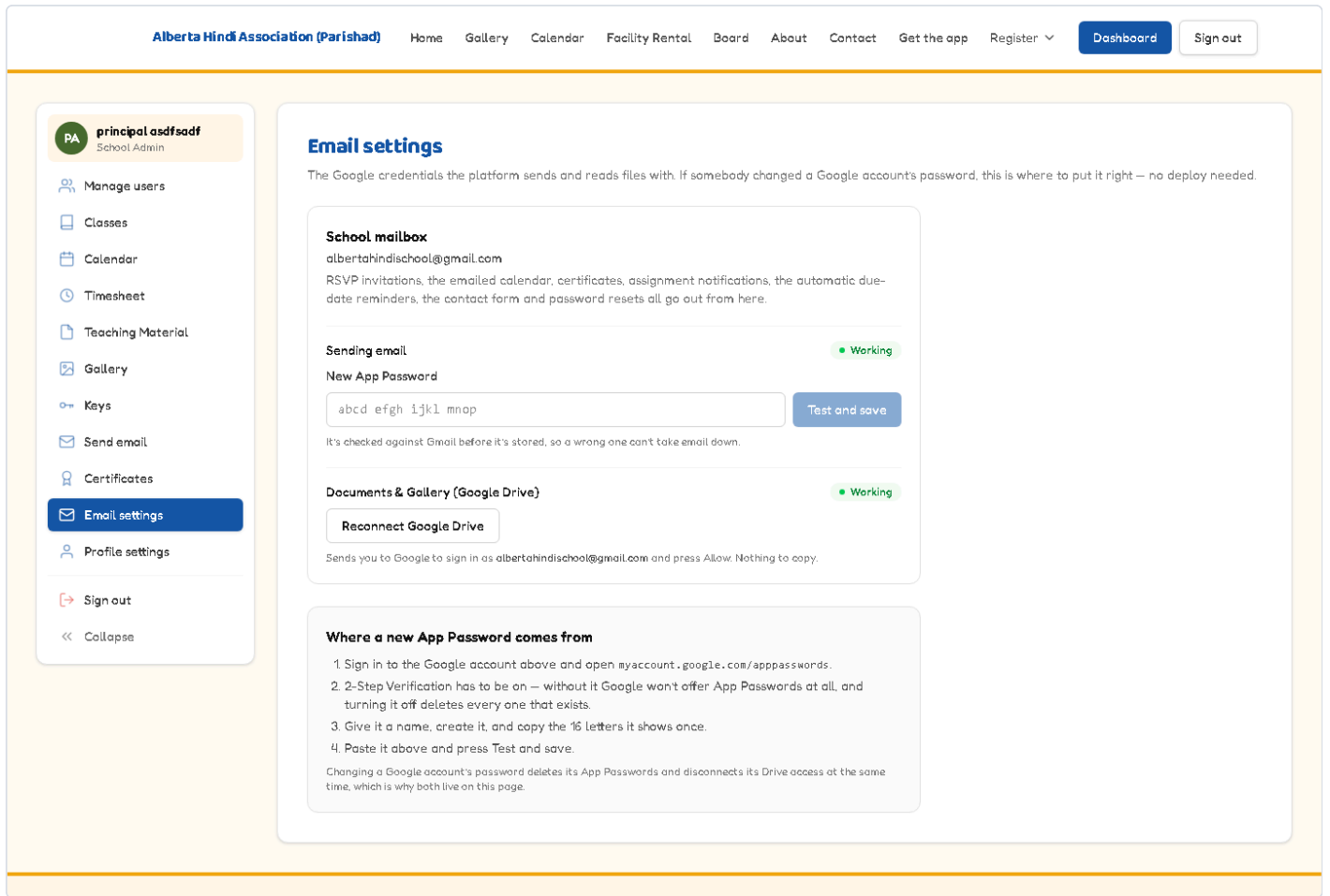


Fig 8.8 — **Email settings** as a School Admin sees it: the school mailbox alone, with the Gmail App Password and the Google Drive connection side by side, each with its own status. A Board Admin sees the board's card here instead; a Super Admin sees both.

Board Admin

The board's administrator — the full roll, the school-wide attendance report, hall bookings, the keys and the board's own papers. Stored as the `secretary` role.

9.1 Your menu

Manage users Facility bookings Attendance Board documents Keys Send email Email settings Profile settings .

Note what is *not* there: Classes, Calendar and Certificates are the School Admin's. You see the whole roll and the cross-school numbers; the day-to-day running of classes is somebody else's.

9.2 Managing users

You see **everybody**, and you are the person who curates the record. Four things about a person are yours to set, and each is a deliberate, narrow control:

Field	What it means
Role	What they can do. You can assign anything except Super Admin.
Board seat	Their office on the board — this is what makes somebody a Board Member . Every seat holds one person except Director and Auditor, of which there may be several.
Membership type	Which registration form they came in through — member or student. Changeable for people who used the wrong one.
Membership tier	Annual or lifelong. It is blank until somebody sets one , and blank means "not recorded", not "annual".

WHAT THEY APPLIED FOR, AND WHAT THE BOARD GRANTED

These are two different records and the platform keeps both. The registration form stores what the applicant asked for; the membership tier is the board's answer. So a row can honestly read "*applied for lifelong, granted annual*" — the tier is the one to trust.

Use the **Membership** filter, including its *Not recorded* option, to find who still needs a decision.

Correcting somebody's details

- 1 Find them in `Manage users` and open their row's drawer.
- 2 Choose **Edit details**. You get every described field on their record — the same fields, and the same rules, as their own Profile tab.
- 3 Save.

Correcting an enrolment date

On a student's row, beside **Joined**, there is an **enrolment date**. The pair matters because the day a registration was filed and the day the school actually took somebody on are often weeks apart, and the attendance report counts from the second.

A future date is allowed and means "counts no register until then" — which is exactly what enrolling somebody for next term means. It cannot be cleared: a student always has an enrolment date, and taking somebody off the roll is a role change, which clears it for you.

Changing somebody's email address

- 1 Open their drawer and find the email address.
- 2 Use the control beside it to set a new one.

THIS TAKES EFFECT IMMEDIATELY, WITH NOTHING TO BOUNCE

Unlike the member's own route, an address you set here is marked confirmed on the spot — no confirmation link, no verification. That is the point: it exists for a member who has *phoned in* a new address and cannot read the old inbox. But it means **a typo locks them out**, reset links follow the mistake, and nothing bounces to tell you. Read it back to them before you save.

The screenshot shows the 'Manage users' interface of the Alberta Hindi Association (Parishad) web application. The left sidebar contains navigation links: Manage users, Facility bookings, Attendance, Board documents, Keys, Send email, Email settings, Profile settings, Sign out, and Collapse. The main content area shows a table of users with columns: NAME, EMAIL, PHONE, MEMBERSHIP, CLASS, and BOARD. A single user, 'student2 asdf', is listed. A modal window is open for this user, showing details such as Type (Student), Email (student2@gmail.com), Phone (12390), Class (Test Class), Board position (None), Membership (None), Joined date (Jul 6, 2026), and Enrolled date (07/07/2026). The modal also includes a 'Change' link next to the email address and a section for 'STUDENT DETAILS' with fields for Date of birth, Address, City, Province, Postal code, Parent name, Parent email, Parent phone, Father's name, Mother's name, Allergies, Languages at home, and Knows Hindi.

Fig 9.1 — A member's record, opened from their row. Type, board position, membership and the **Enrolled** date are all editable here, and **Change** beside the email address is the immediate-effect route described below. This is a test account; a real one carries the same fields.

BULK CHANGES

Tick several rows and the bulk bar appears at the bottom, shaped *Set (field) to (value)*. Role and membership tier can both be set this way, and a batch lands whole or not at all. Membership *type* is deliberately not offered in bulk — reclassifying twenty people between the registration forms should not be one click.

9.3 The attendance report

Attendance is the board's cross-school view: every student, in every class, over a date range, with the registers held, the ones they made, and their rate.

- 1 Set the date range. This is the one control that changes what is counted.
- 2 Filter by class or search for a student to narrow what is on screen.
- 3 Export the rows on screen to **PDF** or **CSV**.
- 4 For one student's day-by-day record, press **Generate** on their row. That prints every session in the period — present days included — under a summary naming the class, the period, the enrolment date and the totals. It is the document you would hand to a family.

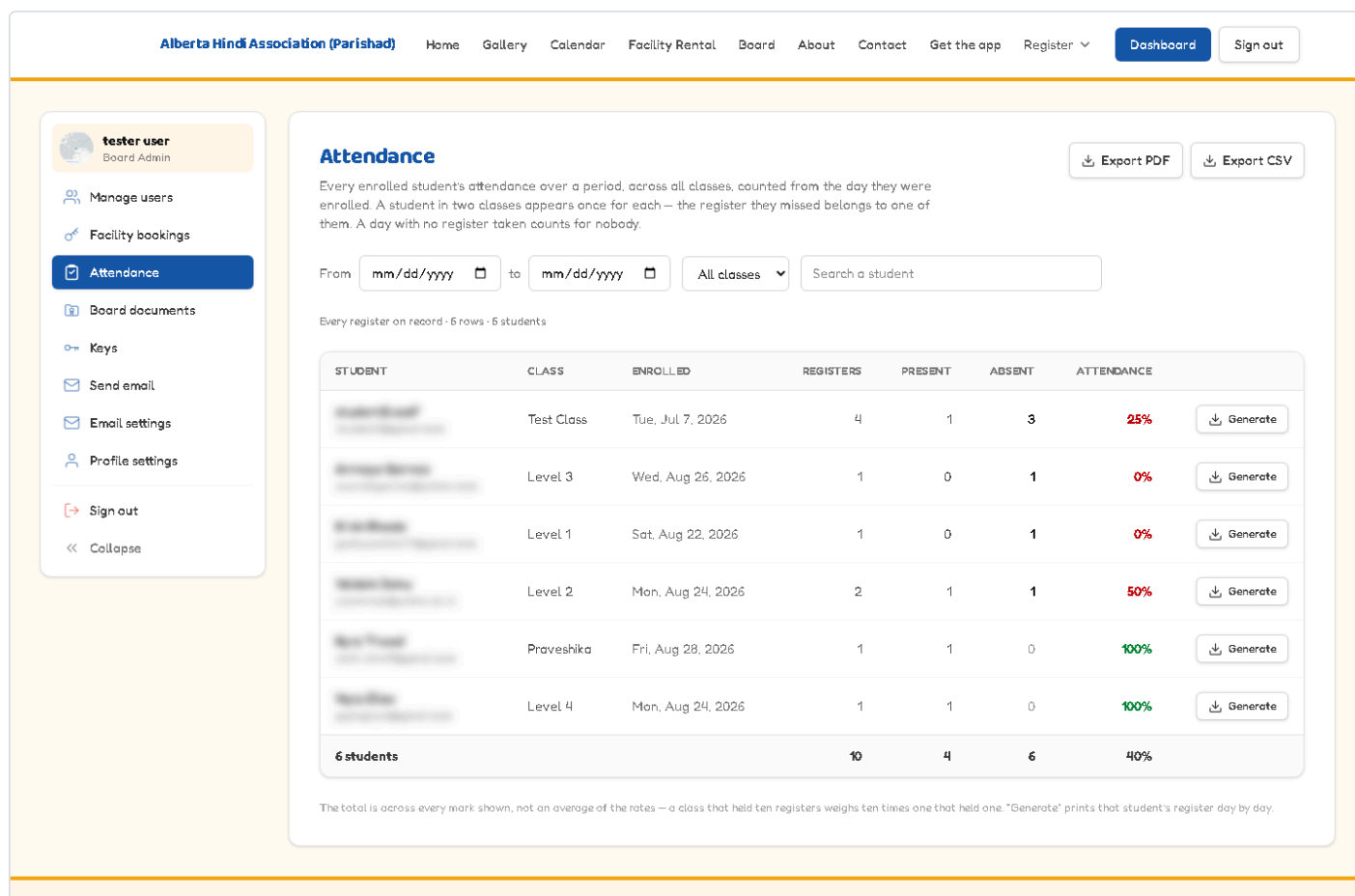


Fig 9.2 — The attendance report. One row per student per class, the enrolment date as its own column, and a **Generate** per row. The totals line at the foot and the note under it are worth reading — the total is across every mark shown, not an average of the rates. Student names are blurred in this guide only.

How to read it

- **One row per student per class.** A student in two classes has two rows — the register they missed belonged to one of them, and rolling the two together would hide which.
- **Counted from their enrolment date.** A student who joined in March reads *6 of 6*, not *6 of 20*, in a class that has met since September. Two students in the same class can therefore show different register counts, and that is the intended reading rather than a discrepancy — it is why the enrolment date is a column.
- **Students with no enrolment date do not appear.** There is no attendance to report on somebody the school has not enrolled.
- **A class that held no register still appears, with zeros.** "Nobody has taken this register" is the finding, not the absence of one.
- **A session a student has no record in reads as absent** — the same rule report cards use, so a student's card and this report can never disagree about the same term.
- **The totals are computed across marks, not by averaging percentages,** so a student whose class held ten registers weighs ten times one whose class held one. The table says so underneath itself.
- A **Generate** button is disabled rather than hidden when a class took no register in the period — that is the finding, and a missing button on one row of many reads as a bug.

THIS IS YOUR ONLY ROUTE TO ATTENDANCE

You get this aggregate and nothing else — the registers themselves stay with the class teacher and the School Admin. That is deliberate: this is the cross-school question the board is asked, by people who run the school rather than teach in it.

9.4 Facility bookings

Facility bookings is the review queue for requests from the public **Facility Rental** page. It opens on what needs a decision, because that is what the tab is for.

Filters across the top: **To review** (the default), **Approved**, **Denied**, **All**.

The screenshot shows the 'Facility bookings' page of the Alberta Hindi Association (Parishad) system. The top navigation bar includes links for Home, Gallery, Calendar, Facility Rental, Board, About, Contact, Get the app, Register, and a Dashboard/Sign out button. The sidebar on the left lists user options: Manage users, Facility bookings (selected), Attendance, Board documents, Keys, Send email, Email settings, Profile settings, Sign out, and Collapse. The main content area displays three booking cards under the 'All' filter. The first card, 'Farsi language class for children', is marked 'Approved' and shows details for a request by Marziyeh Keshavarz. The second card, 'Rent for school', is also 'Approved' and shows details for a request by Nanda Jadhav. The third card, 'Classes', is marked 'Denied' and shows details for a request by Test. Each card includes a decision history and buttons to 'Change decision' or 'Change date or time'.

Fig 9.3 — **Facility bookings** on the **All** filter. The queue opens on **To review** instead, which is empty when everything has been decided.

What is on a request card

Everything needed to decide, so deciding never means opening anything: what it is for, the dates and times, how many sessions that adds up to, who is asking and how to reach them (the address is a link that opens your mail client), how many people are expected, anything they told you, and **whether it clashes with a booking already approved**.

Deciding a request

- 1 Press **Decide** on the card.
- 2 Optionally write a note to the requester — it goes into the email they receive. ("Please use the side entrance", or why a time does not work.)
- 3 Press **Approve & email** or **Deny & email**. The requester is emailed either way.

YOU CAN CHANGE YOUR MIND

Re-deciding is allowed and overwrites the previous answer. On an already approved booking the deny button reads **Delete & email**, because taking back a slot somebody has been told is theirs is a cancellation rather than a refusal. **Undo decision** puts a request back in the queue and emails nobody.

Moving a booking to a different time

Most of these requests settle on a phone call — *"yes, but not at four, come at six"* — so the card has a second answer: **Change date or time**.

- 1 Press **Change date or time**. The line above the fields keeps reminding you what they actually asked for.
- 2 Edit the recurrence, dates, weekdays and hours. A grey box writes the new schedule back in plain English, and an amber warning follows your typing if the new time would land on top of an approved booking.
- 3 Write a comment explaining the change — it goes in the email.
- 4 **Save & email**.

SAVING ALWAYS EMAILS THE REQUESTER

Both buttons on this card send mail. If you do not realise that, you will write the message yourself as well — or worse, assume somebody did. The text beside the button says which address it is going to.

Moving a booking does not decide it: a pending request that gets moved is still pending, and an approved one stays approved at the new time. And if a save reports **"moved, but the email didn't send"**, tell the requester yourself — somebody turning up at the old time is the exact failure this feature exists to prevent.

You can change the schedule and nothing else. The name, the email, the purpose, the attendee count and the requester's own notes are not yours to rewrite — an amended request has to stay a record of what the requester said. Once a booking has been moved, the card carries a *"Time changed by the board on ..."* line so the next person to read it knows the time on display is not the one that was asked for.

What the public sees

Approved bookings — and only approved ones — appear on the public calendar at `/book`, showing the day, the hours and the **group's name**. Nothing personal is published: no requester name, no email, no phone, no purpose, no attendee count. A booking made by an individual rather than a group reads as *Private booking*.

WHY PENDING REQUESTS ARE INVISIBLE TO THE PUBLIC

A slot somebody has merely asked for is not taken, and showing it would let one speculative request deter every later one.

9.5 Keys

Everyone gets the [Keys](#) tab; you get the inventory inside it. Your extra powers:

Action	Everyone	Board Admin
Accept or decline a key offered to them	✓	✓
Hand on a key they hold	✓ to a board member	✓ to anyone
File a return	✓	✓
Add, edit and retire keys	—	✓
Assign any key to anyone	—	✓
Assign several keys at once	—	✓
Confirm a key came back	—	✓
Read a key's full history	—	✓

Assigning a key

- 1 Add the key to the inventory if it is not there — one row per physical key the school issues.
- 2 Assign it to somebody. This creates a **pending offer**, not a custody record.
- 3 They accept it. Only then does the school's record say they hold it.

Giving somebody several keys

One person can hold as many keys as the job needs — a caretaker with the front door, the office and the hall cupboard is normal. Use **Assign keys to someone** at the top of the tab rather than working down the table a row at a time:

- 1 Pick the person. The list shows how many keys each one already holds.
- 2 Tick every key they should have. Keys that cannot go to them right now are greyed out with the reason — already theirs, already offered to somebody else, or on its way back to the school.
- 3 Add a note if you want one; it goes on every key in the batch.
- 4 Offer them. Each key is a **separate offer** they accept one at a time, exactly as if you had assigned them one by one.

If one key in the batch cannot go through, the rest still do and the message names the ones that did not.

WHY THERE IS NO "JUST SET THE HOLDER" BUTTON

However convenient one would be, a record saying somebody holds a key is only worth keeping if that somebody agreed to it. Every route into custody goes through an acceptance.

Confirming a return

When a key comes back, confirm it. **Your confirmation is what closes the record** and stamps the date — not the holder filing the return, because the school's record of a key coming back should be the school's, not a claim by the person who was holding it.

You can confirm a return the holder never filed, which is what usually happens: most keys come back across a table at a meeting with nobody having clicked anything.

KEYS ARE RETIRED, NOT DELETED

A key that has ever been held cannot be deleted — the record of who held it is what the module exists to keep. Retire it instead.

9.6 Board documents and email

Board documents is the board's own library — minutes, budgets and papers. You are one of the two people who can *manage* it (the other is the President); every Board Member can read it. See Part 10.

Your mail — and the President's — goes out from the **board's** mailbox rather than the school's, so replies land with the board. So do facility booking requests and decisions. Everything else the platform sends goes out as the school.

Board Members

Anyone holding a seat on the board is a **Board Member**. The seat is not a role, and grants almost nothing — with exactly two exceptions.

10.1 One name for every seat

The board has a number of offices — President, VP School, Treasurer, Director and the rest. As far as this platform is concerned they are **one group: Board Members**. Whichever seat you hold, you get the same access, and this guide uses the single name throughout.

Most Board Members hold the plain **User** role. Their seat gives them one tab their role would not, and two offices get a little more:

Tab	Who gets it
Board documents — read	Every Board Member , whatever their seat. Plus the Board Admin and Super Admins.
Board documents — upload, new folder, delete	The President , plus the Board Admin.
Facility bookings	The President and the VP Admin , plus the Board Admin.

WHY THESE TWO FOLLOW THE SEAT RATHER THAN THE ROLE

Board papers are the papers of an elected body, so who may read them follows from holding a seat on it — a Board Member holds no elevated role and belongs there; a School Admin runs the school and does not. Deciding who may use the building is the same kind of act: a governance decision belonging to named offices, not a tier of software access.

So a Board Member signing in sees: **Board documents** **Keys** **Profile settings** — and nothing else. That is correct: a seat on the board is not a job in the school.

10.2 Board documents

The same file browser as the other libraries, pointed at the board's own Drive folder. Browse folders, preview files inline, download them. PDFs and images preview directly; Google Docs, Sheets and Slides are converted to PDF for preview.

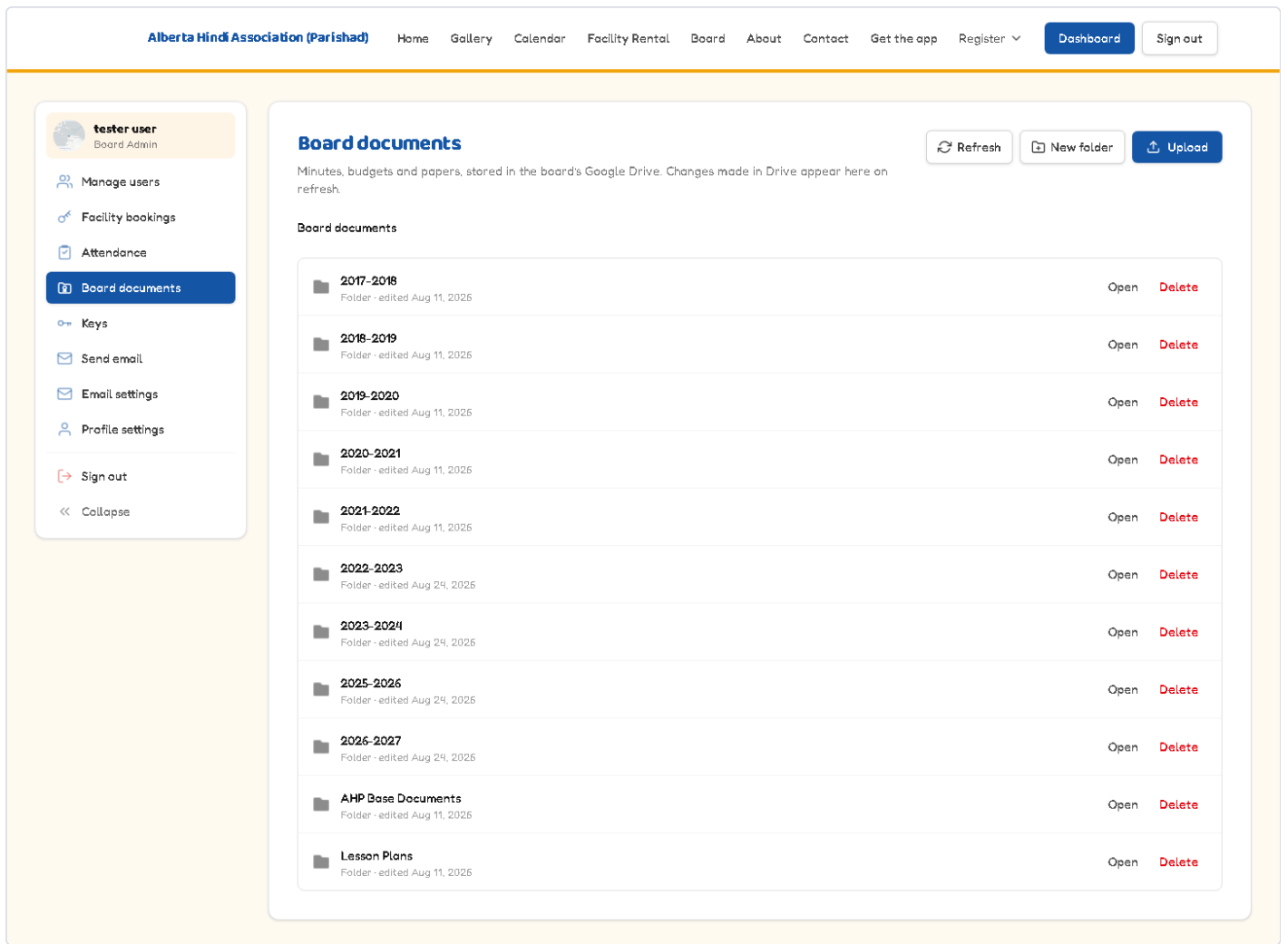


Fig 10.1 — Board documents. This is the Board Admin's view, which carries the upload and delete controls; a Board Member without the President's seat sees the same tree without them.

10.3 If you are the President or the VP Admin

You also get **Facility bookings**. It works exactly as described in **section 9.4** — read that section; everything in it applies to you.

One thing specific to the President: your outgoing email goes out from the **board's** mailbox rather than the school's, alongside the Board Admin's. The people who keep the board's records are the ones who write in its name.

10.4 Your photo on the public site

The public **Board** page prints every Board Member in seniority order with their profile picture. That picture is the one you set in **Profile settings** — see section 4.2. If you set none, your initials are drawn instead.

Super Admin

Everything every other role can do, plus the three things nobody else can: school-wide settings, both mailboxes, and deleting an account.

11.1 What is yours alone

- **Settings** — the school timezone and the contact details that appear on the public site.
- **Deleting accounts** — no Board Admin can do this.
- **Both mailboxes** in **Email settings**, where a School Admin sees the school's and a Board Admin the board's.
- **Granting Super Admin** to somebody else.

You also see every tab in the platform, and every person in the directory. Note that you are deliberately *not* treated as board for the purpose of outgoing email — Super Admin is the top capability tier, not an office — so your mail goes out as the school unless you are also a Board Member.

11.2 Settings



Fig 11.1 — School settings.

The school timezone

This defines when a school day starts and ends. It is what the timesheet dates entries against, what "today" means when a teacher opens the register, and when an RSVP stops accepting replies.

CHANGING IT IS RETROACTIVE

Times are stored as absolute instants; the timezone only decides how they are read onto a calendar. So a sign-in made late in the evening can move to the adjacent date under a different zone. Nothing is rewritten or lost — the same moment is being read against a different clock — but a timesheet somebody already approved may show different dates afterwards. The tab says so before you save.

The contact details

The email, phone, address and map link here are what appear on the public **Contact** page and in the footer of every page. They are set once and appear in both. A blank field is hidden rather than rendered as an empty label, so they can be filled in

over time.

The **map URL** is an optional override. Leave it empty and the page builds its own map from the address — you only need it when a plain address puts the pin in the wrong place.

11.3 Email settings

The platform sends mail through Gmail accounts the school owns, and reads the school's Drive libraries through a Google connection. This tab is where those credentials are replaced when they stop working.

Your role	Mailboxes you can manage
School Admin	School
Board Admin	Board
Super Admin	Both

THE FAILURE THIS TAB EXISTS FOR

Changing the password on a Google account **deletes every App Password on it and revokes every Drive connection, together and in silence**. When that happened in August 2026 it took school email and the Teaching Material and Gallery tabs down at the same time, and it was a fortnight before anybody noticed. If email and the document libraries fail together, this is almost certainly why.

Each mailbox card shows those two credentials side by side with a live status on each, which is what makes the shared cause visible.

Replacing a Gmail App Password

- 1 On the Google account that sends the mail, make sure **2-Step Verification is on** — turning it off deletes every App Password at once.
- 2 Go to **Google Account > Security > App passwords** and generate one. There is no way to automate this step; a human always has to fetch it.
- 3 Paste it into the mailbox card and save. **It is tested against Gmail before it is stored**, so a typo cannot take email down.

Reconnecting Google Drive

A single **Reconnect** button — the sign-in happens at Google and nothing is copied by hand.

NOTHING CAN BE READ BACK

No request returns a stored secret. If you need to know what the current password is, you cannot — generate a new one and replace it.

11.4 Deleting an account

From the **Danger zone** at the bottom of a person's detail drawer in `Manage users`. A Board Admin curates every field on every row and still cannot destroy one: editing is recoverable and this is not.

- 1 Open the person's drawer in `Manage users`.
- 2 Scroll to the Danger zone and choose to delete.
- 3 Read the confirmation. It fetches the counts live and lists what will be destroyed in numbers rather than in the abstract.
- 4 Confirm by **typing the person's email address** — not the word DELETE. A mistake here is nearly always the right action on the wrong person, and only retyping something unique to *this* person catches that.

What is destroyed, and what survives

Goes with the person	Survives, unattributed
Their class memberships, their attendance records, their assignment submissions and marks, their timesheet entries, their key stints, and their profile picture.	Anything they <i>created</i> — the classes a teacher built, the registers they took, the marks they gave. Those lose their author and stay.

So deleting a teacher does **not** delete their classes or the year's attendance. Their own record goes.

THREE RULES

- **You cannot delete yourself.** The role can only be granted by another Super Admin, so the last one deleting themselves would take the tier with them.
- **You can delete another Super Admin.** The tier polices itself; it has never been immutable.
- **One at a time only.** There is deliberately no bulk delete — the bulk bar exists for role and membership changes, both of which can be set back.

11.5 Setting up the very first Board Admin

On a brand-new installation there is no Board Admin yet, so there is nobody who can grant the role in the interface. It is set once directly in the Supabase SQL editor:

```
update public.registrations set role = 'secretary' where email = 'person@example.com';
```

After that they manage everyone else's roles from the dashboard, and this is never needed again.

The phone app

The dashboard as an Android app — every role's sections, the same data, the same permissions.

12.1 Getting it

The **Get the app** page on the website carries the download and the installation steps (Fig 2.7). The app is login-first: there are no public marketing pages in it, so you sign in and land on your dashboard.

12.2 What is different, and why

Most screens are a direct port. Where the phone diverges it is because of the screen size, not because the rules changed:

On the phone	Why
A drawer menu, not a row of tabs at the bottom	A student has three sections and a School Admin nine. A four-slot bar would bury the School Admin's Calendar behind "More" while a student's sat half empty.
The calendar is a list grouped by month, not a grid	At phone width a grid cell cannot hold an activity name, so it would show dots and make you tap through to read anything.
Marking expands one student at a time	A grid of score boxes does not fit.
The timesheet groups by school day	Which also makes "approve this whole day" the obvious action.
RSVP headcounts are steppers, not typed numbers	A stepper cannot produce an empty box — which matters, because zero adults and zero children is a real answer meaning "not coming".
Report cards <i>share</i> rather than print	The share sheet offers Save to Files, Mail, WhatsApp — and Print for whoever wants paper. It is the superset.

12.3 What the phone does not have yet

- The **Keys** tab — web only.
- The board's **Attendance report** — web only.
- **Moving** a facility booking to a different time. The phone can approve and deny bookings, and shows when the board moved one and what was said, but the editing form itself is web only.

Everything else — classes, registers, assignments, marking, report cards, RSVPs, the timesheet, the user directory, Teaching Material, Board documents and the email composer — is there.

SCREENSHOT NEEDED

Two or three phone screenshots side by side: the drawer menu open, the calendar as a month-grouped list, and a teacher's register. Take these on a phone and crop them to the same height.

shot-id: mobile-01-screens

Fig 12.1 — The phone app.

About the screenshots

Where they came from, what has been blurred and why, and the three that still need taking by hand.

A.1 What you are looking at

Every screenshot in this guide is of the live site. The public pages in Part 2 were captured signed out. The dashboard screens were captured by signing in as a real account of each role and photographing the tab — student, teacher, School Admin and Board Admin.

SOME COLUMNS ARE BLURRED, AND ONLY IN THIS DOCUMENT

This platform runs on a live membership roll of real families. Four figures show a directory-shaped screen, and in those the **name, email and phone columns are blurred** before the shutter — Fig 7.1, Fig 8.1, Fig 8.7 and Fig 9.2. Nothing is blurred on screen; the blur exists so this guide can be emailed around without circulating the roll with it.

Where a figure needed a person's whole record on screen — Fig 9.1, the detail drawer — a **test account** was used instead of a member.

A.2 The three still to take

Three screens could not be captured automatically. Each is marked in the guide with a dashed placeholder frame carrying its shot-id.

Fig	Shot id	Sign in as	Why, and what to capture
6.3	student-03-reportcard	Student	A report card is produced through the <i>browser's own print dialog</i> , which no automated capture can reach. Press Report card on a test student's Assignments tab and photograph the print preview pane.
11.1	superadmin-01-settings	Super Admin	No Super Admin account was available when this guide was built. Capture Settings — the timezone picker and the four contact fields.
12.1	mobile-01-screens	Phone	Two or three phone screenshots side by side — the drawer menu open, the calendar as a month-grouped list, and a teacher's register. Crop them to the same height.

A.3 Filling one in

- 1 Capture at **1440 px wide**, including the left-hand menu — the menu is how a reader knows which role they are looking at.
- 2 Save it as `screenshots/<shot-id>.png`.

- 3 In the source, replace that placeholder's `<div class="ph-box">...</div>` with ``.
- 4 Re-run the build.

A.4 Rebuilding this PDF

The guide is assembled from HTML in `docs/user-guide/src/`. Run `bash docs/user-guide/build.sh` from the repository root: it concatenates the source, embeds every image as a data URI, and prints the PDF with headless Chrome.

To re-take the dashboard screenshots — after a redesign, say — `docs/user-guide/capture.mjs` drives a headless browser through them. It takes an account, an output folder and a list of jobs naming the tab, any clicks, and the CSS to inject for blurring. The `docs/user-guide/README.md` has the details, and the header of the script itself explains each part.

ONE SIDE EFFECT WORTH KNOWING

Signing in as a teacher to take screenshots **writes a timesheet entry**, because the platform records every teacher sign-in. Those entries are real and will appear in the School Admin's [Timesheet](#) for approval. Repeat sign-ins within five minutes collapse into one, so a screenshot session costs at most a handful. Leave them unapproved, or ignore them.

Common questions

The things people ask, gathered in one place.

Accounts and access

I registered but I cannot see any classes.

Registering creates an account with the role User, which has no class access. Somebody has to enrol you — a School Admin or Board Admin sets the role to Student. Filling in the school form does not by itself put a child on a roster.

A tab has disappeared from my menu.

Almost always a role change. Compare your menu with the table in section 5.1. Changing somebody's role changes their menu the next time the dashboard loads.

I am a teacher and the Users tab shows almost nobody.

That tab is scoped to your roster: the students who share a class with you, plus the School Admin. A teacher with no classes assigned yet sees only the School Admin. Ask a School Admin to add you to a class.

I am a School Admin and cannot find a colleague in the directory.

Board Admins and Super Admins are invisible to School Admins entirely. If the person you are looking for holds one of those roles, that is why.

I cannot get into my email account, so the confirmation link is no use.

Ask a Board Admin to change the address from their side — it takes effect immediately with no confirmation link. See section 9.2.

Classes and marks

I saved a register before I had finished ticking people.

Open the same date again, tick the rest, and save. Saving a date you have already recorded updates it rather than filing a second register. Remember that anybody unticked was saved as absent.

A student needs to hand work in again, but it is refused.

Re-submitting is blocked once work has been marked. Clear the mark — save an empty score and comment — and they can submit again.

A student's report card shows a lower percentage than I expected.

The overall grade counts only graded work that has actually been marked, and the card says what it is out of. Unmarked and feedback-only work is listed but not counted. A percentage over three marked assignments is not a percentage over the term.

Two students in the same class show different register totals.

That is correct, not a fault. Attendance is counted from each student's enrolment date, so somebody who joined in March reads "6 of 6" where a classmate since September reads "6 of 20". The enrolment date is a column on the report for exactly this reason.

A student is missing from the attendance report entirely.

They have no enrolment date, which means the school has not enrolled them. A Board Admin can set it in the details drawer beside "Joined".

Email and events

Somebody says they never got the email.

Check their address on their record first. Then check the daily allowance — about 500 recipients a day, shared between the composer, RSVP invitations, certificates, assignment notifications and the automatic due-date reminders. A busy day can spend it.

Nobody is receiving any email at all, and the document libraries are broken too.

Those two fail together for one reason: somebody changed the password on the Google account, which deletes every App Password and revokes every Drive connection at once. Fix it in [Email settings](#) — section 11.3.

Can I re-send an RSVP invitation without resetting somebody's answer?

Yes. A re-send keeps the existing link and any headcount already given, so it doubles as the reminder. Nothing is reset and no link in an inbox breaks.

Somebody replied "0 adults, 0 children". Did the form break?

No — that is a decline. It is a real answer meaning "we cannot come", and the platform reports it separately from "has not replied".

An RSVP link says replies are closed.

Replies stop at the end of the event day, or earlier if that entry set a reply-by date. The invitation email names the deadline. After that, contact the school directly.

Bookings and keys

A day looks free on the public calendar but we have a request for it.

Only approved bookings appear publicly. A pending request is deliberately invisible, so that one speculative enquiry does not deter every later one.

A booking on the public calendar says "Private booking".

The requester gave no group name — the field is optional on the form. The platform publishes nothing in its place; it never falls back to the person's own name.

I approved a booking but the requester says they were never told.

Check the message the tab gave you when you saved. If it said the decision stood *but the email did not send*, nobody has told them and somebody needs to. The platform says so plainly rather than hiding it.

Somebody is holding a key but the system says pending.

They have not accepted the offer. Nothing becomes custody without an acceptance, and there is deliberately no way to set a holder directly. Ask them to open [Keys](#) and accept.

A key came back but the record still shows a holder.

A Board Admin has to confirm the return — that confirmation is what closes the record. They can confirm one the holder never filed, which is the usual case.

Times and dates

The timesheet shows fewer days than a teacher actually worked.

An entry is written when somebody *signs in*, and the platform keeps people signed in for weeks. A teacher who never signs out produces few entries. If the timesheet is used for pay, ask teachers to sign out at the end of a session.

Timesheet dates moved after the timezone was changed.

Expected. Times are stored as absolute instants and the timezone decides how they are read onto a calendar, so an evening sign-in can land on the adjacent date. Nothing was lost or rewritten.

Do dates follow my device's clock?

No — the school's, everywhere it matters. That is what keeps a teacher's own timesheet and the School Admin's approval screen agreeing about which day something happened.

Files

I uploaded a file and a colleague cannot see it.

Ask them to press **Refresh**. Listings are cached briefly for speed, so another person's view can be up to about 30 seconds behind.

Can I hide a folder in Teaching Material from teachers?

No. The split is over *writing*, not over which files each role can see — teachers open the same tree a School Admin does, without the upload and delete controls. A library that hid folders from teachers would send them back to asking for handouts by email, which is the thing it exists to replace.

Is anything in the Gallery private?

No. Everything in that folder is public within minutes of upload, with no review step. Keep anything private out of it — the Teaching Material folder is a separate tree and is not reachable from the public page.