



Belqlam Learning Platform

User Guide

Administrator

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1. Introduction

Belqlam is an Arabic-first online learning platform built for academies. It brings the whole academy together in one place: classes and live lessons, exams and assignments with instant marking, weekly plans, performance indicators (KPIs), rewards and points, and internal messaging between the academy, teachers, students and parents.

Every user works in the same web application, and what you see depends on your profile (for example administrator, supervisor, teacher, student or parent). This chapter covers the features shared by all users: signing in, the top bar and user menu, managing your profile and password, family subscriptions, and the subscriptions store.

The Academy Admin runs the whole academy in Belqlam. From the admin workspace you set up the academic structure (stages, groups, curriculums, subjects, academic periods and timetables), manage members and invitations, review registration requests, and handle activities, subscriptions, payments and rewards.

Admins also track performance through exam results, KPIs and leaderboards, talk to members through messages and announcements, and configure academy-wide settings such as AI features and the Zoom integration used for live classes. This guide walks through every admin screen in the order it appears in the side menu.

About this guide

This guide explains, step by step, every operation available to the Administrator role in Belqlam, with a screenshot for each step. Use the table of contents to jump to a task.

Conventions

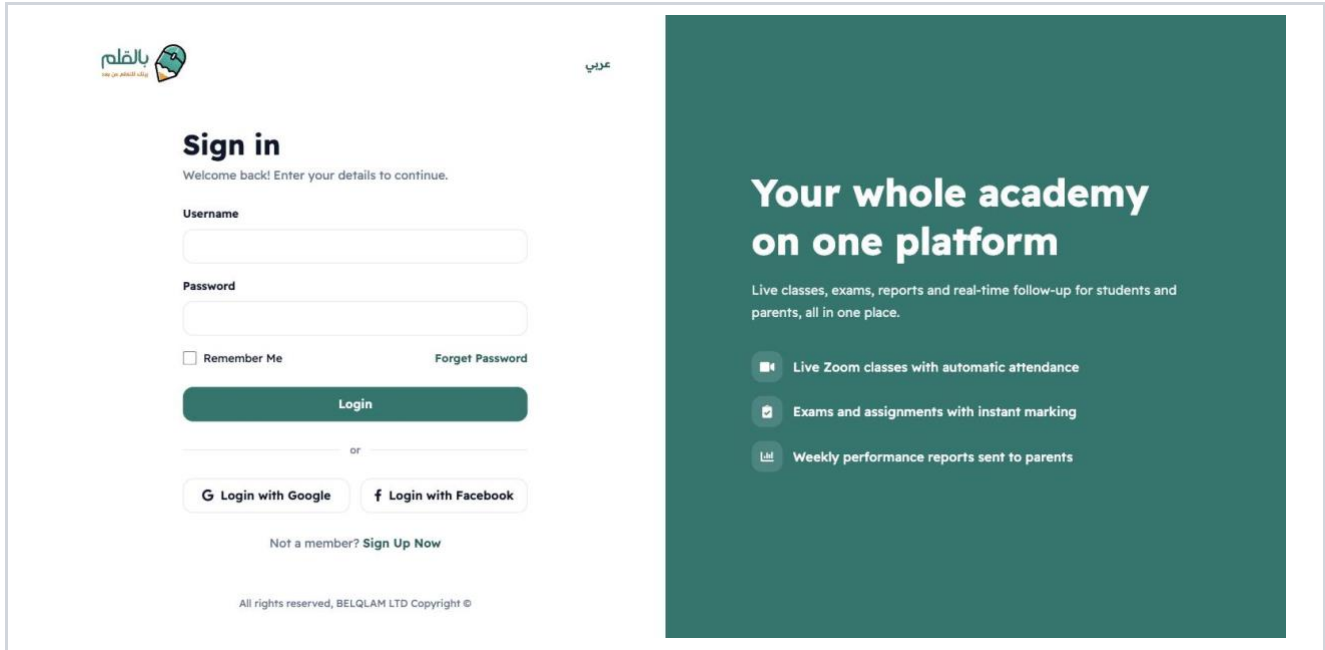
- Bold text refers to a button, menu item, tab or field shown on screen.
- Numbered steps must be performed in order.
- Screenshots use sample data; names shown are fictional.

2. Getting Started

Signing In

Sign in to Belqlam with the account details provided by your academy, or with a linked Google or Facebook account.

1. Open the Belqlam sign-in page. To switch the page language, click **عربي** (or **English**) at the top.



The screenshot shows the Belqlam sign-in interface. On the left, there's a 'Sign in' section with a welcome message, fields for 'Username' and 'Password', a 'Remember Me' checkbox, a 'Forgot Password' link, a 'Login' button, and options to 'Login with Google' or 'Login with Facebook'. Below these is a 'Sign Up Now' link. On the right, a dark green banner features the text 'Your whole academy on one platform' and lists features: 'Live Zoom classes with automatic attendance', 'Exams and assignments with instant marking', and 'Weekly performance reports sent to parents'.

Figure 1: The Sign in page

2. Enter your email in **Username** and your password in **Password**.
3. Optionally select **Remember Me** to stay signed in on this device, then click **Login**.
4. Alternatively, click **Login with Google** or **Login with Facebook** to sign in with a linked account.
5. If you have forgotten your password, click **Forgot Password**. If you do not have an account yet, click **Sign Up Now**.

Note: Do not select **Remember Me** on shared or public computers.

The Top Bar and User Menu

The top bar is available on every page. It contains the **Switch profile** button, the language toggle, the notifications bell and your user menu.

1. Click **عربي** in the top bar to switch the interface to Arabic, or **English** to switch it back to English.
2. Click the bell icon to view your notifications.

- Click your name and photo at the end of the top bar to open the user menu. It contains **My Profile**, **Change Password**, **Subscribe Member**, **My Children's Subscriptions**, **Add activity**, the **Appearance** options and **Logout**.

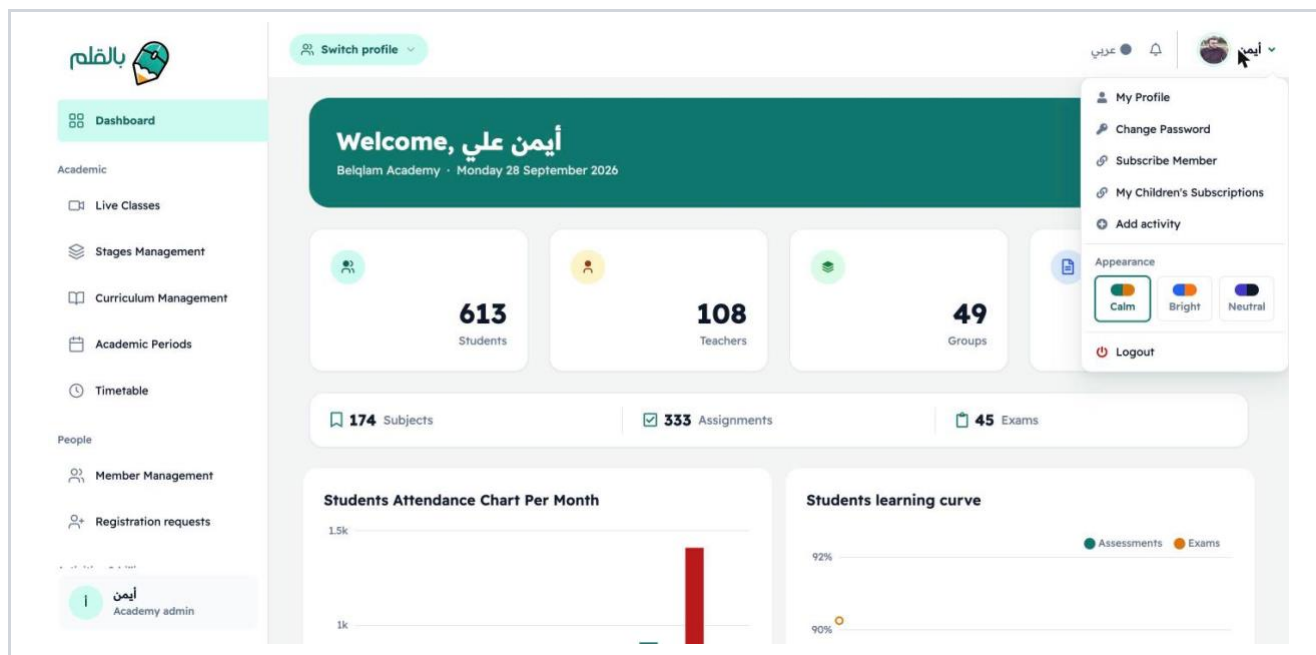


Figure 2: The user menu

- Click **Logout** to sign out of Belqlam.

Changing the Theme

Choose the colour theme you prefer for the whole application.

- Open the user menu and, under **Appearance**, click **Calm**, **Bright** or **Neutral**. The theme is applied immediately.

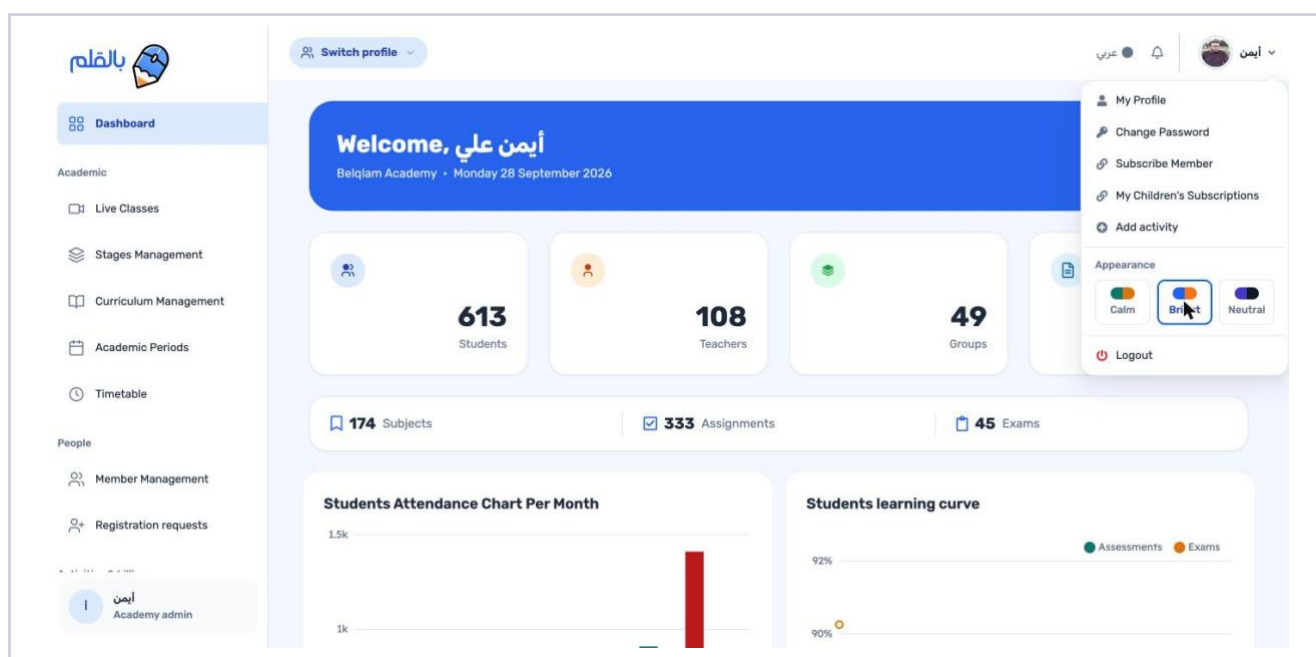


Figure 3: The Bright theme selected

Switching Profile

If you have more than one profile (for example, as a teacher and as a parent), you can move between them without signing out.

1. Click **Switch profile** in the top bar. The **Your profiles** list shows each profile with its role and academy; the current profile is marked with a tick.

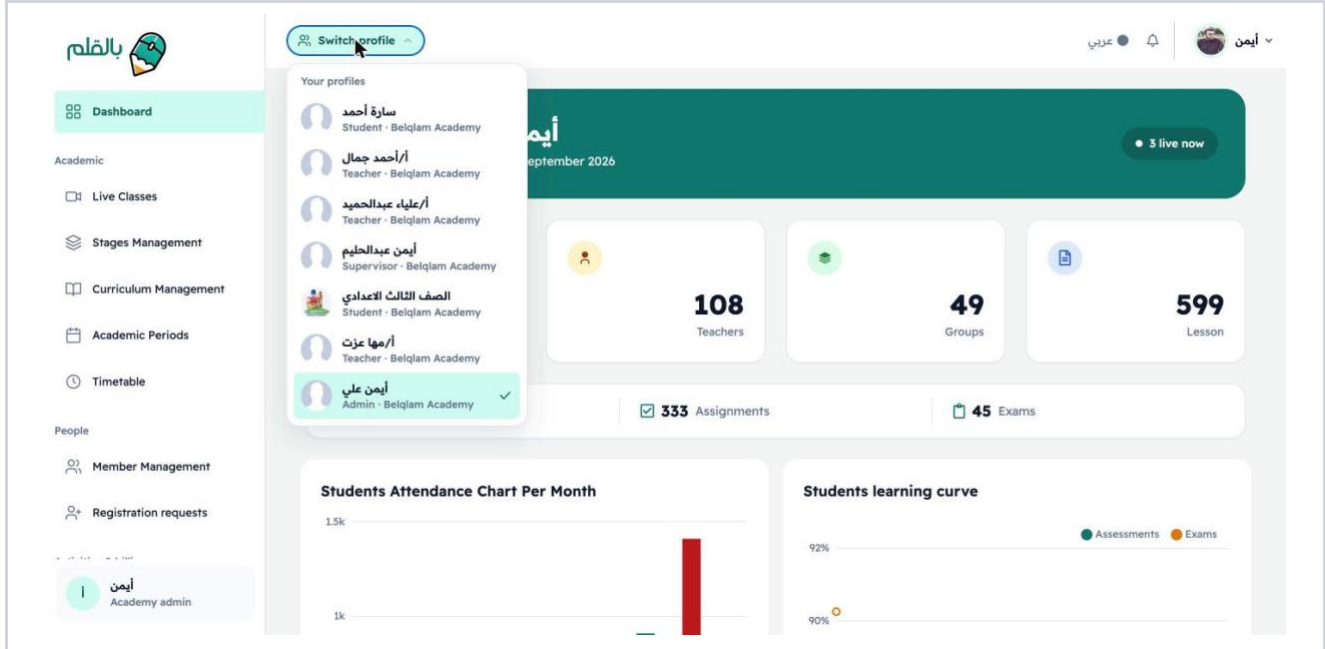


Figure 4: The Switch profile list

2. Click the profile you want to use. The page reloads with that profile's menu and dashboard.

3. My Account

My Profile

Your profile page shows your personal details and lets you update them, add social accounts and choose how you receive notifications.

1. Open the user menu and click **My Profile**. The **Overview** tab shows your **Username**, **Email**, **Phone**, **Nationality** and **Date Of Birth**.

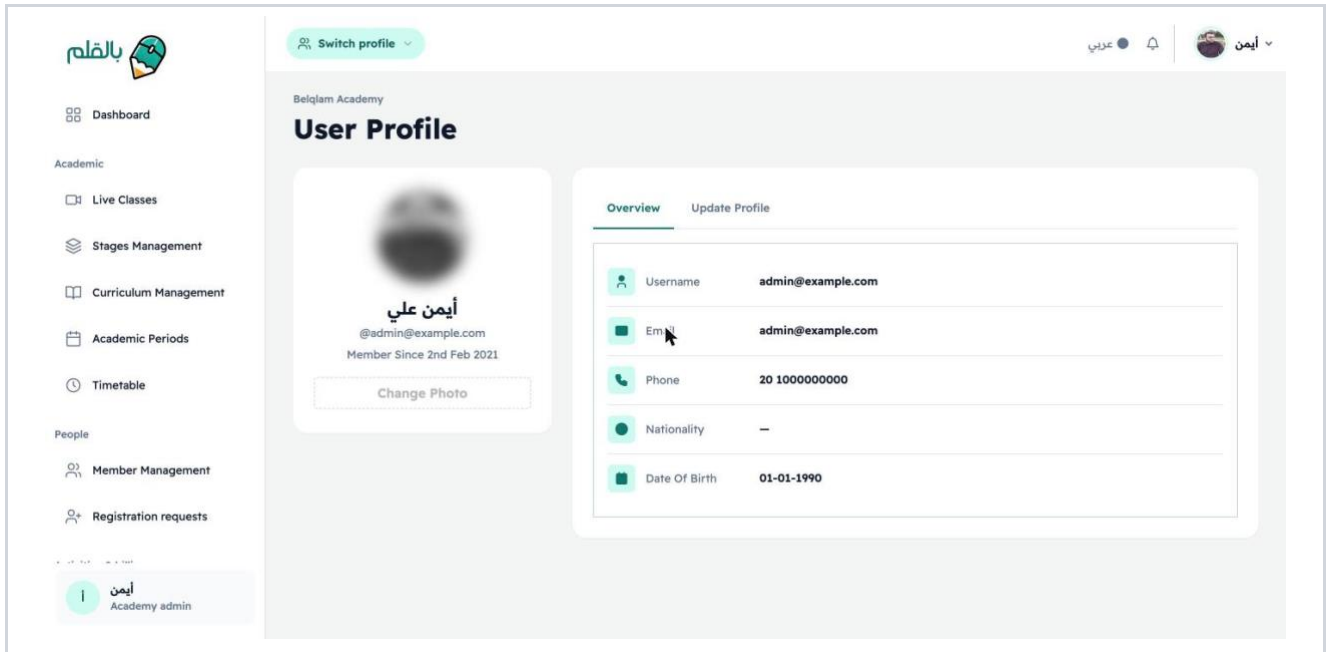


Figure 5: The profile Overview tab

2. To change your picture, click **Change Photo** and choose an image.

Updating Your Profile

Keep your contact details and preferences up to date.

1. Click the **Update Profile** tab.

Figure 6: The Update Profile tab

2. Edit **First Name**, **Last Name**, **Email**, **Date Of Birth**, **Phone** (country code and number) and **Nationality** as needed.
3. Select your **Preferred Language**.
4. Under **Social accounts**, optionally enter your **Facebook Account**, **Twitter Account** and **Instagram Account**.

Notification Settings

Choose the channels through which Belqlam sends you notifications.

1. Scroll down to **Notifications** and switch **SMS Notifications**, **Email Notifications** and **Mobile Push Notifications** on or off.

Figure 7: Social accounts and notification settings

2. To receive notifications in the browser you are using, click **Send notifications to this device**.
3. Click **Save Changes** to save your profile.

Changing Your Password

Change your password at any time from the user menu.

1. Open the user menu and click **Change Password**.

Figure 8: The Change Password page

2. Enter your **Current Password**, then enter the new password in **Password** and again in **Confirm Password**.
3. Complete the **I'm not a robot** check and click **Change Password**.

Note: Choose a strong password that you do not use on other sites.

4. Dashboard

The dashboard is the first page you see after signing in. It gives a quick overview of the academy's activity.

1. Click **Dashboard** in the side menu. The welcome banner shows the academy name, today's date and how many classes are live right now.

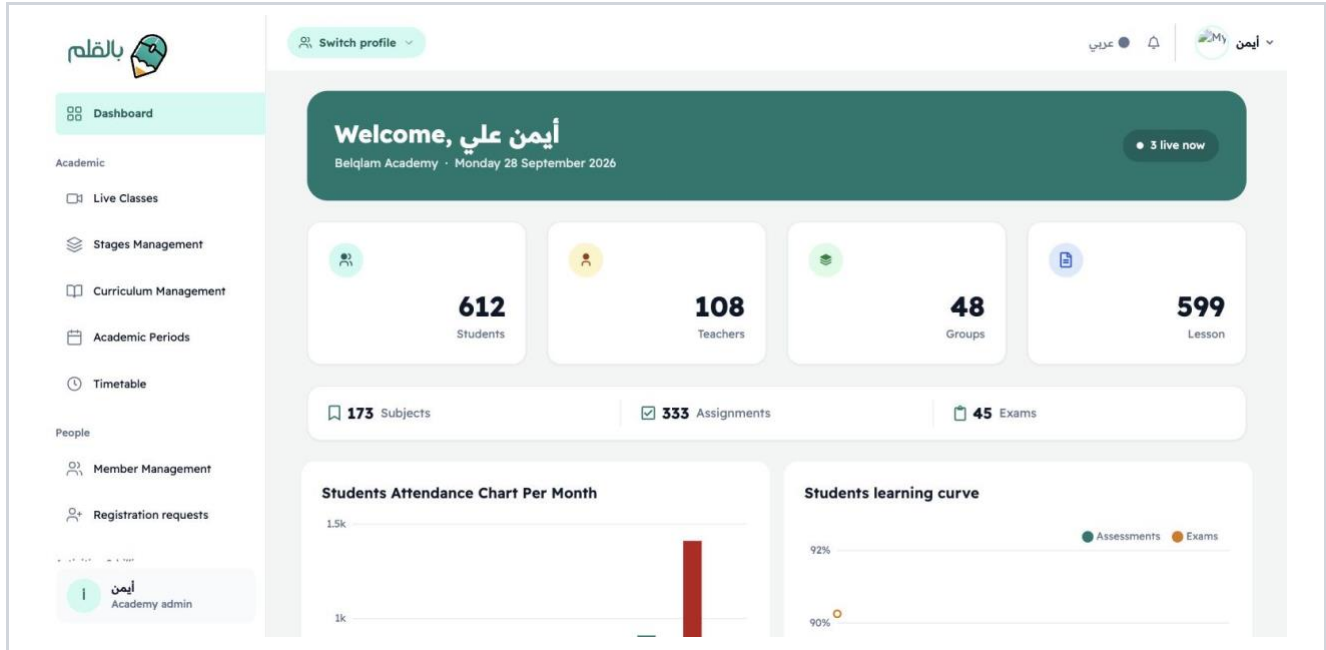


Figure 9: The admin dashboard

2. Review the summary cards for **Students**, **Teachers**, **Groups** and lessons, and the strip showing the number of subjects, assignments and exams.
3. Scroll down to see the **Students Attendance Chart Per Month** and the **Students learning curve** chart, which compares assessment and exam averages.

5. Live Classes

The Live Classes page lists the classes that are running at the moment across the academy.

1. Click **Live Classes** under **Academic** in the side menu. Each card shows the subject, stage, academic period and teacher of a class in progress; the badge next to the title shows how many there are.

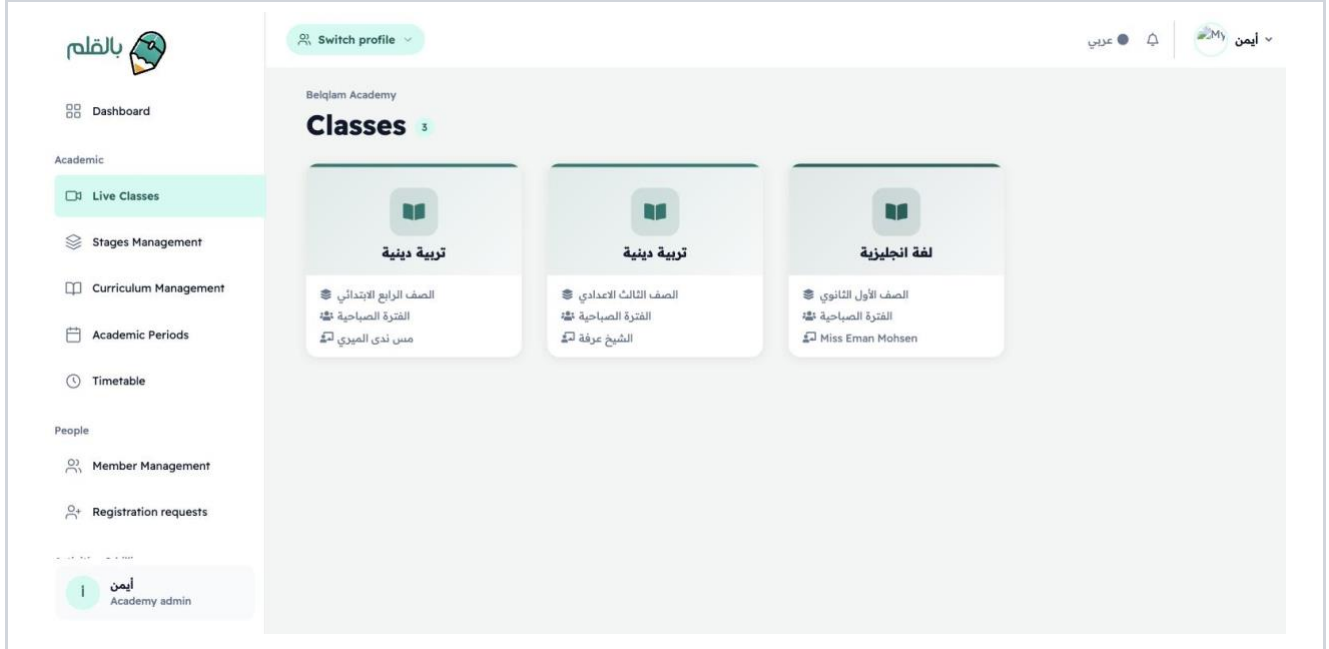


Figure 10: Classes currently in progress

6. Stages and Groups

Stages represent grade levels. Each stage is linked to one or more curriculums and contains groups (classes) of students.

1. Click **Stages Management** in the side menu. Select the academic year at the top to see its stages; each stage shows its curriculum and can be expanded with the arrow on the right.

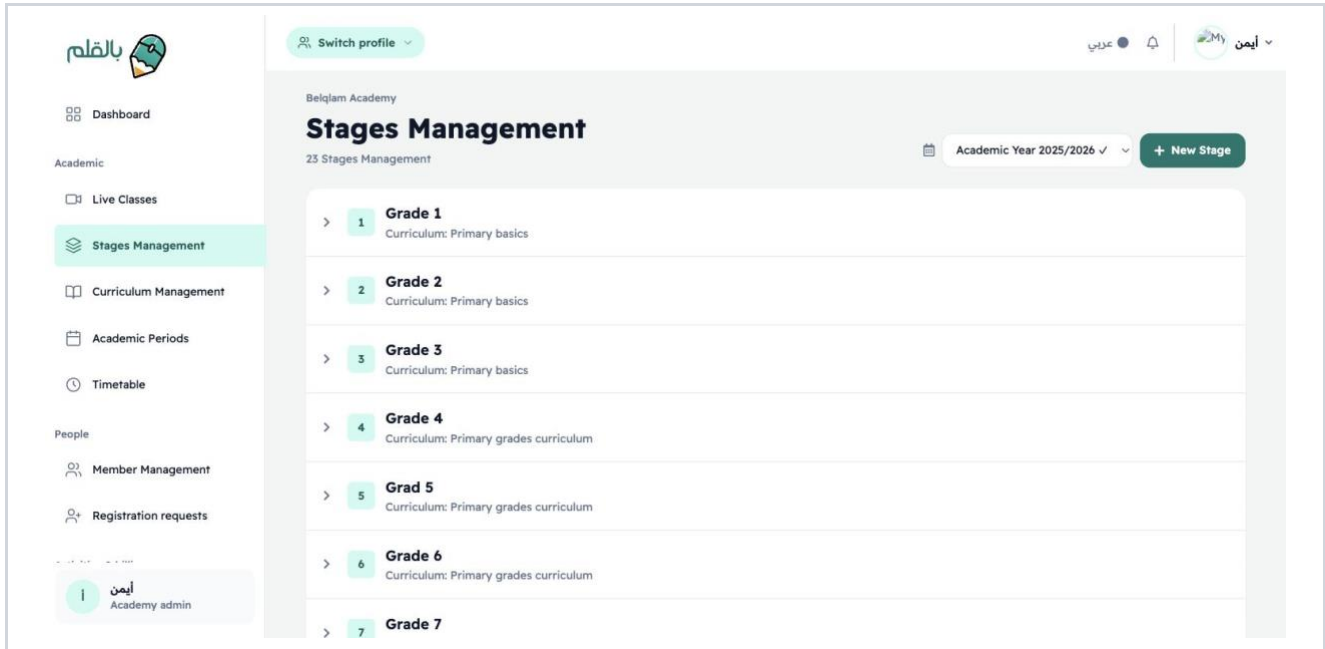


Figure 11: The Stages Management page

2. Click **New Stage** to open the **Add New Stage** window.

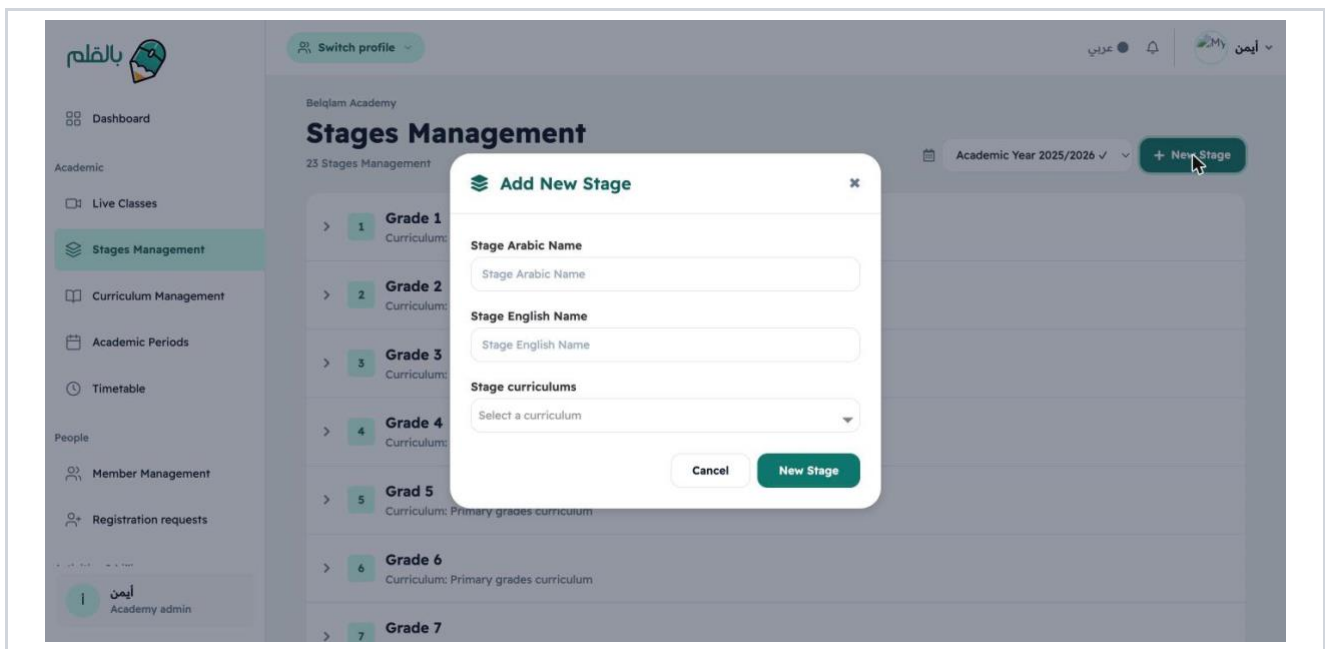


Figure 12: The empty Add New Stage window

- Enter the **Stage Arabic Name** and **Stage English Name**, choose one or more curriculums from **Stage curriculums**, then click **New Stage** to save.

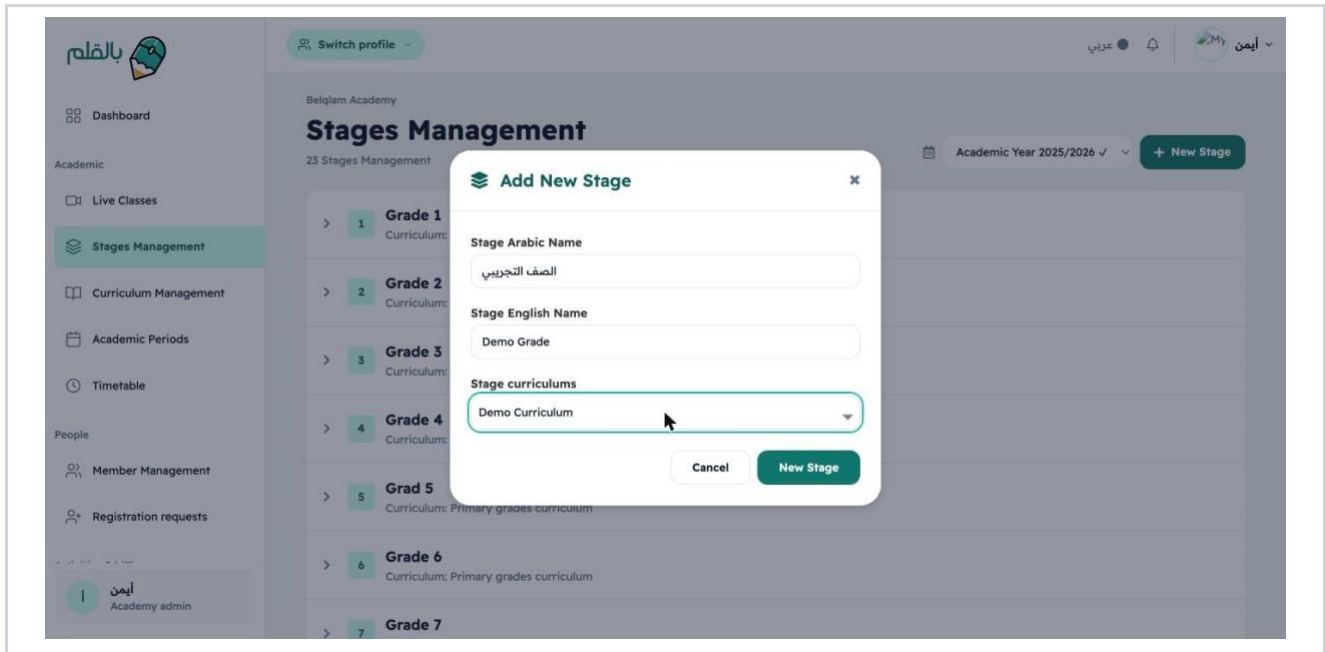


Figure 13: The new stage details filled in

- Expand a stage to see its groups. Use **Edit Stage** or **Delete Stage** to change or remove it, and **Add Group** to create a group inside it. A new stage shows an empty groups list.

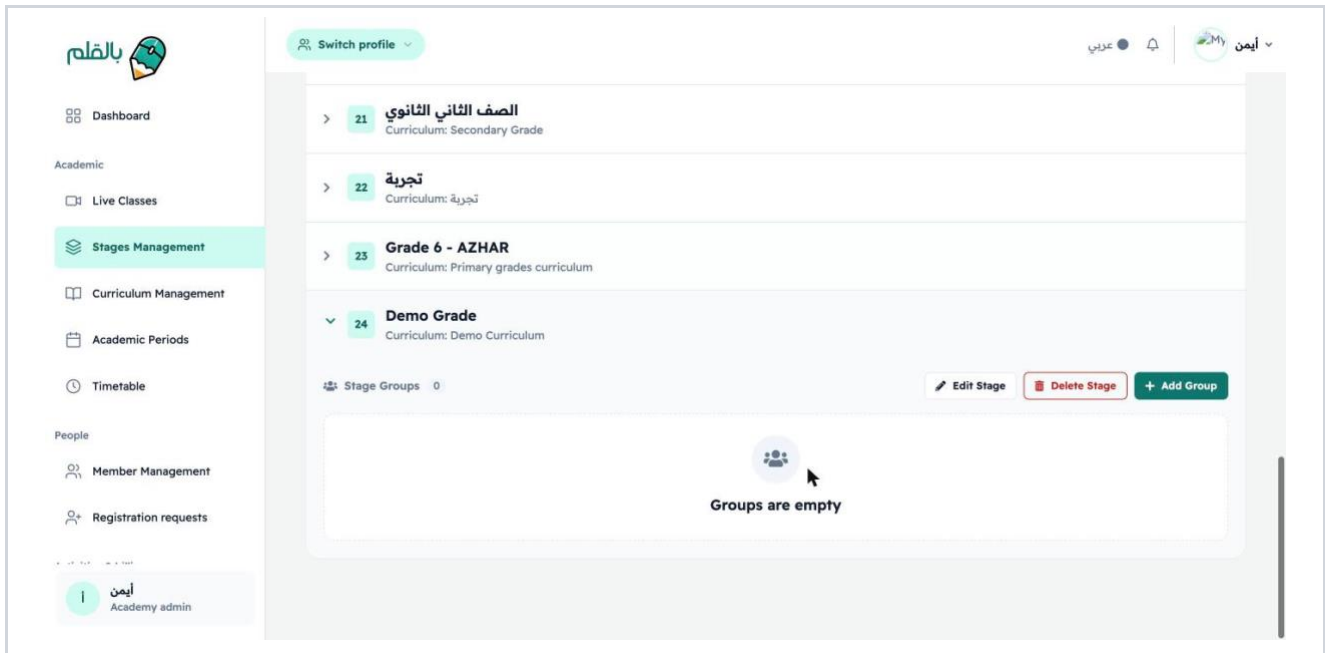


Figure 14: An expanded stage with no groups yet

Adding a Group

Groups are the classes of students inside a stage.

1. Click **Add Group** on the expanded stage. The **Groups** window opens.

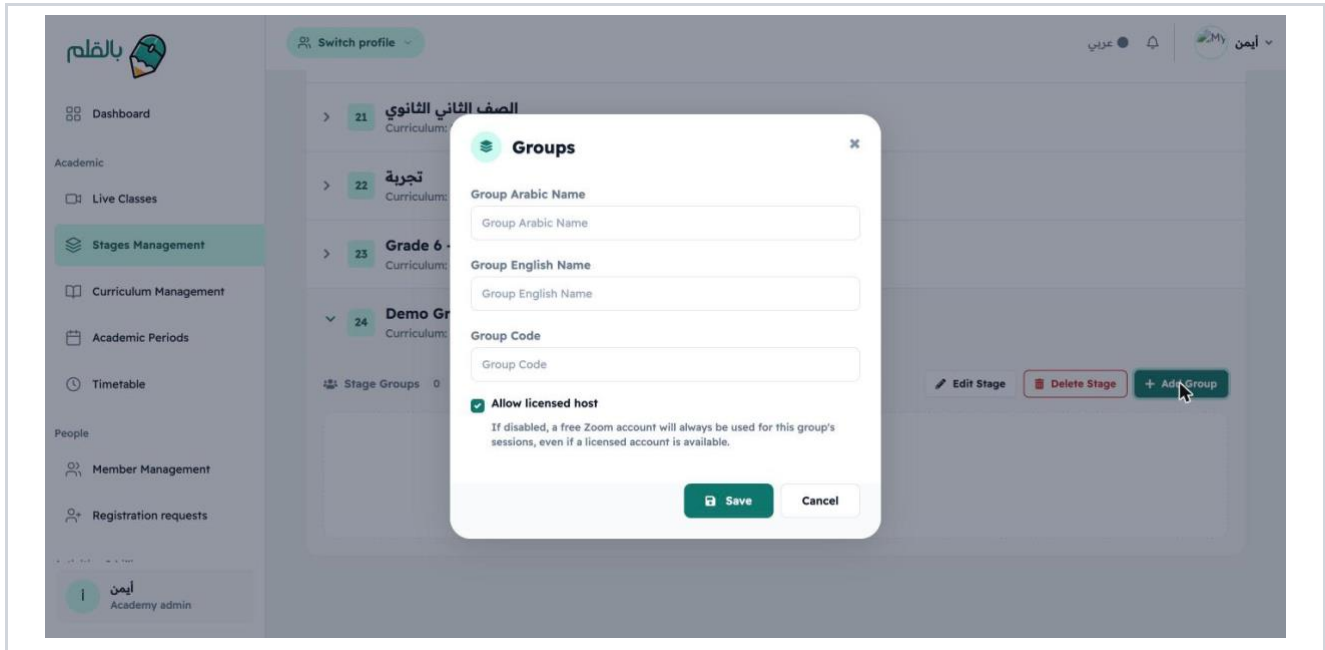


Figure 15: The empty group window

2. Enter the **Group Arabic Name**, **Group English Name** and **Group Code**. Tick **Allow licensed host** if this group's live sessions may use a licensed Zoom account; if it is left unticked, a free account is always used. Click **Save**.

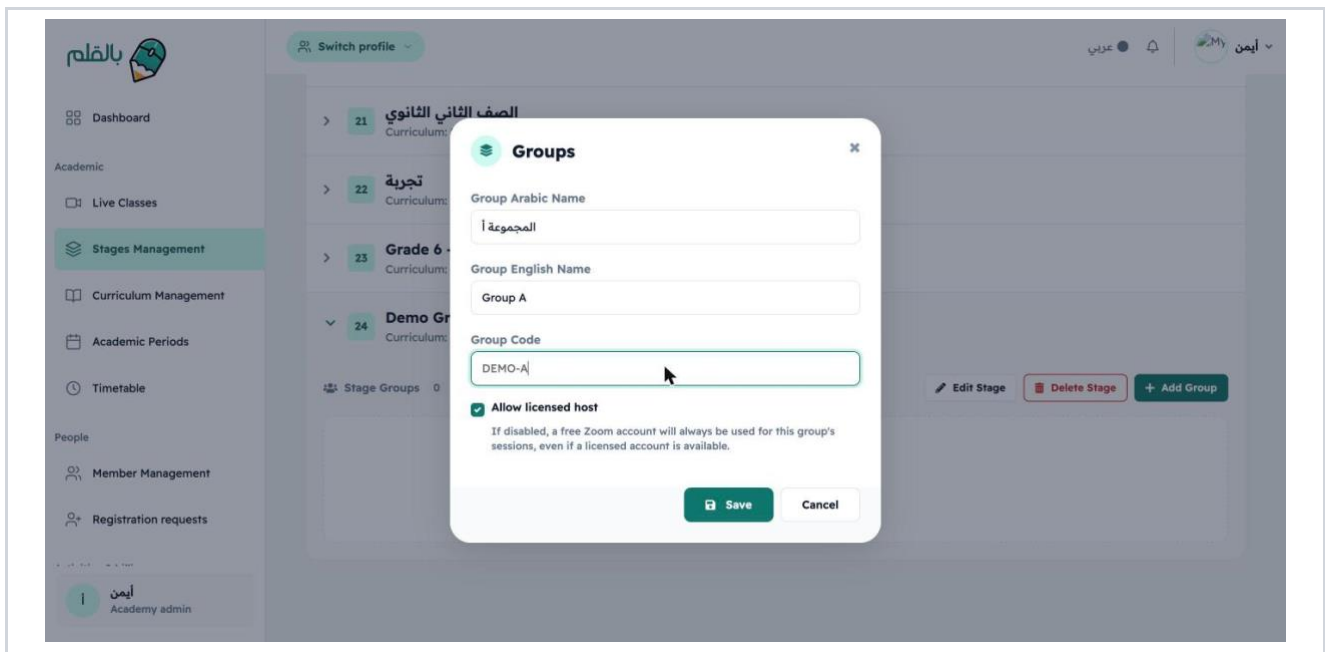


Figure 16: The group details filled in

3. A confirmation message appears and the group card is added to the stage, showing its subject and student counts with edit and delete icons. Click the group card to open its details.

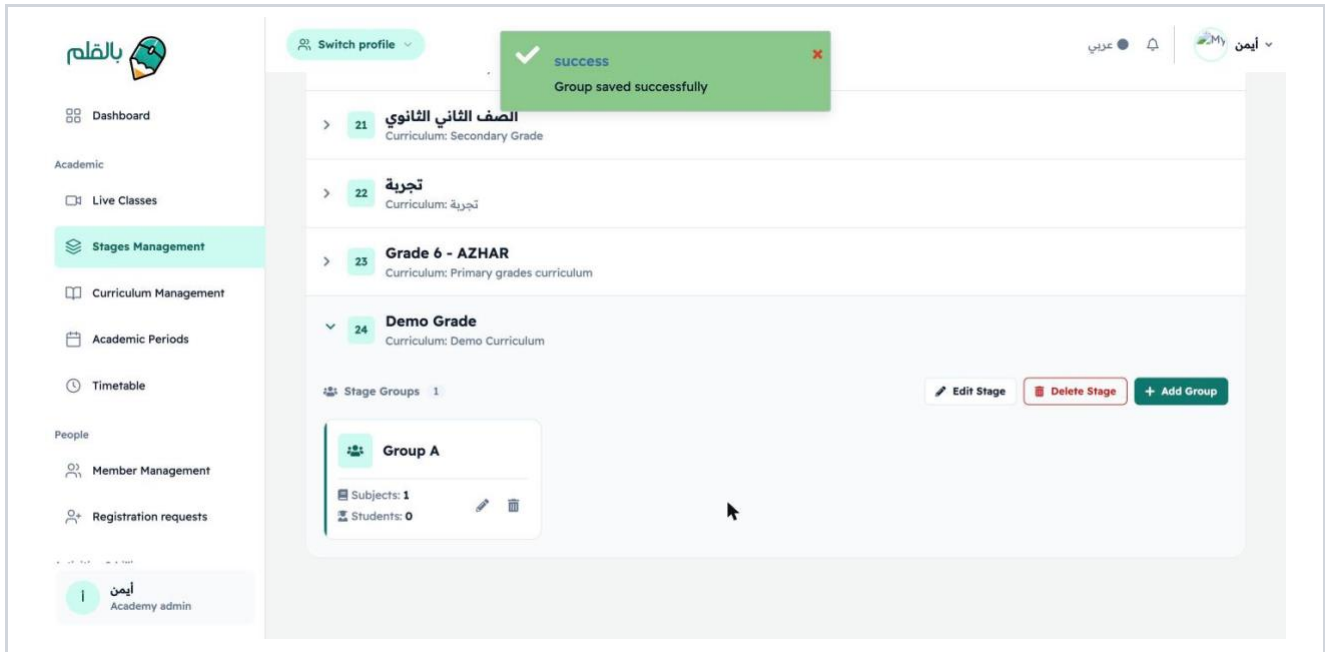


Figure 17: The saved group inside the stage

Group Subjects and Teachers

The group details page lets you assign a teacher and supervisor to each subject of the group.

1. Open the group. The page shows cards for **Students**, **Subjects** and **Teachers**, a **Group KPIs** button, and the tabs **Subjects**, **Students**, **Weekly timetable** and **Progress**. On the **Subjects** tab, each subject shows whether it is on the timetable and who teaches it.

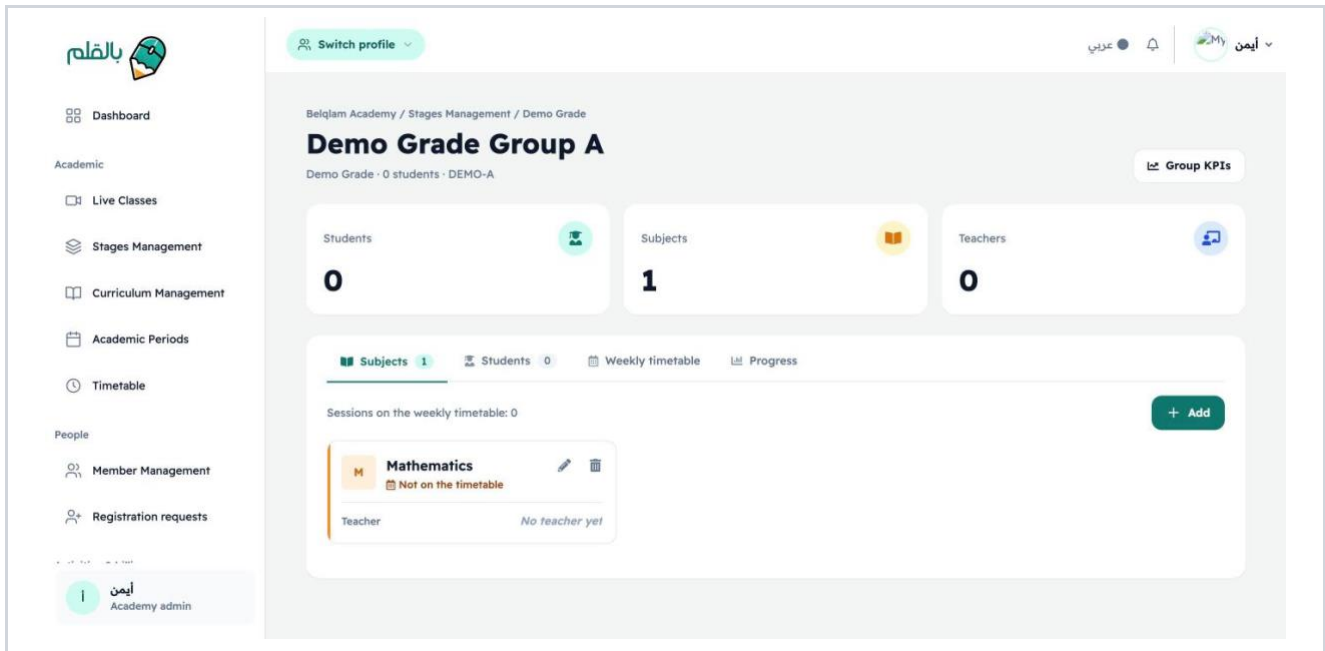


Figure 18: The group details page

- Click the edit icon on a subject card to open the **Update Subject** window.

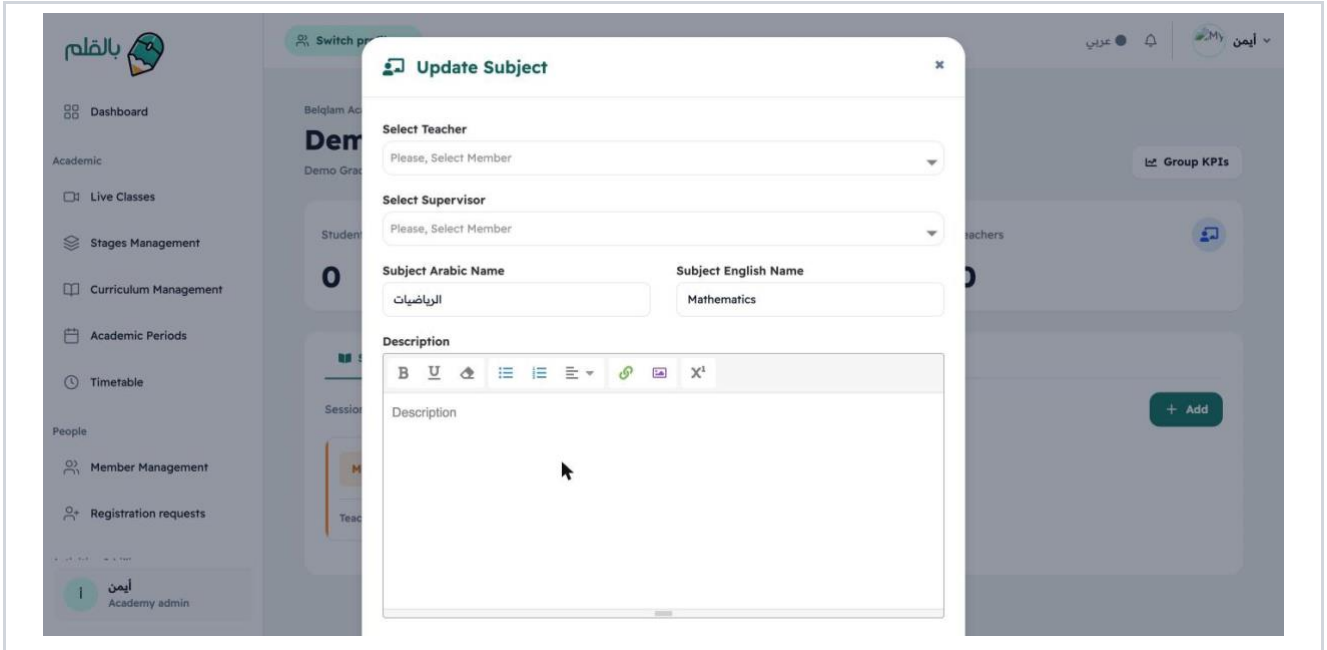


Figure 19: The Update Subject window

- Choose a teacher from **Select Teacher** and, optionally, a supervisor from **Select Supervisor**. Adjust the **Subject Arabic Name** and **Subject English Name** if needed and write a **Description**.

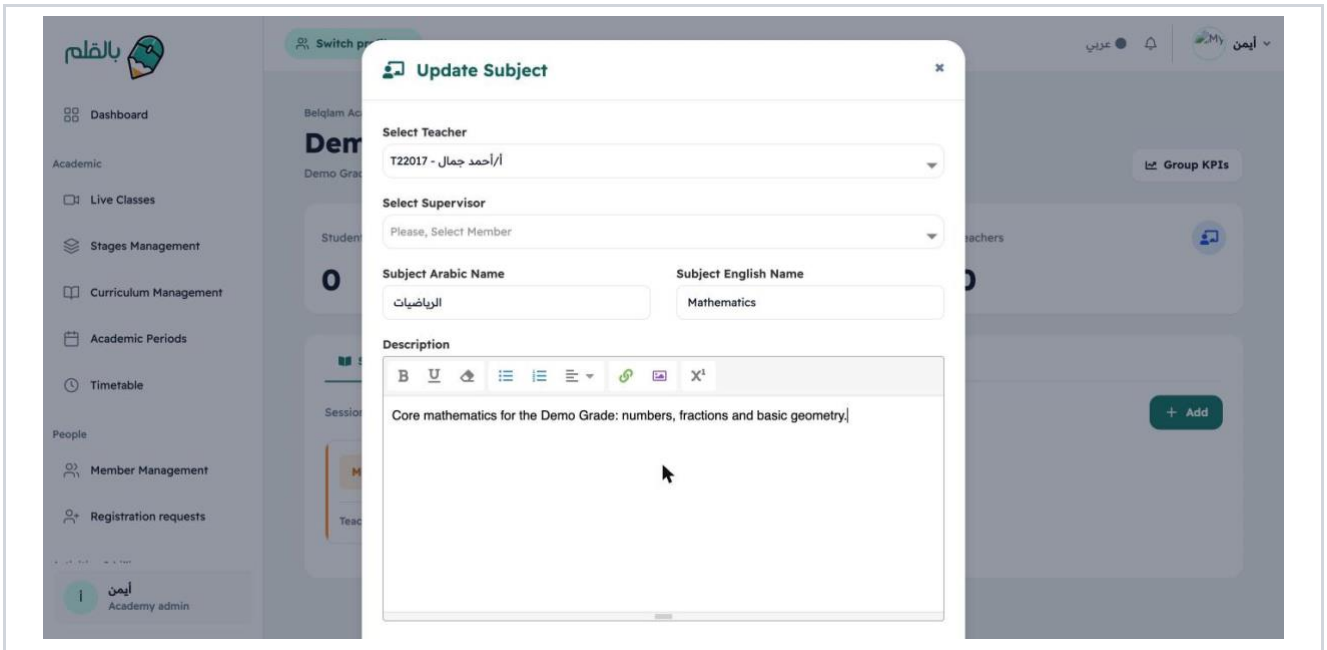


Figure 20: Assigning a teacher and adding a description

4. Scroll to the bottom of the window and click **Save**.

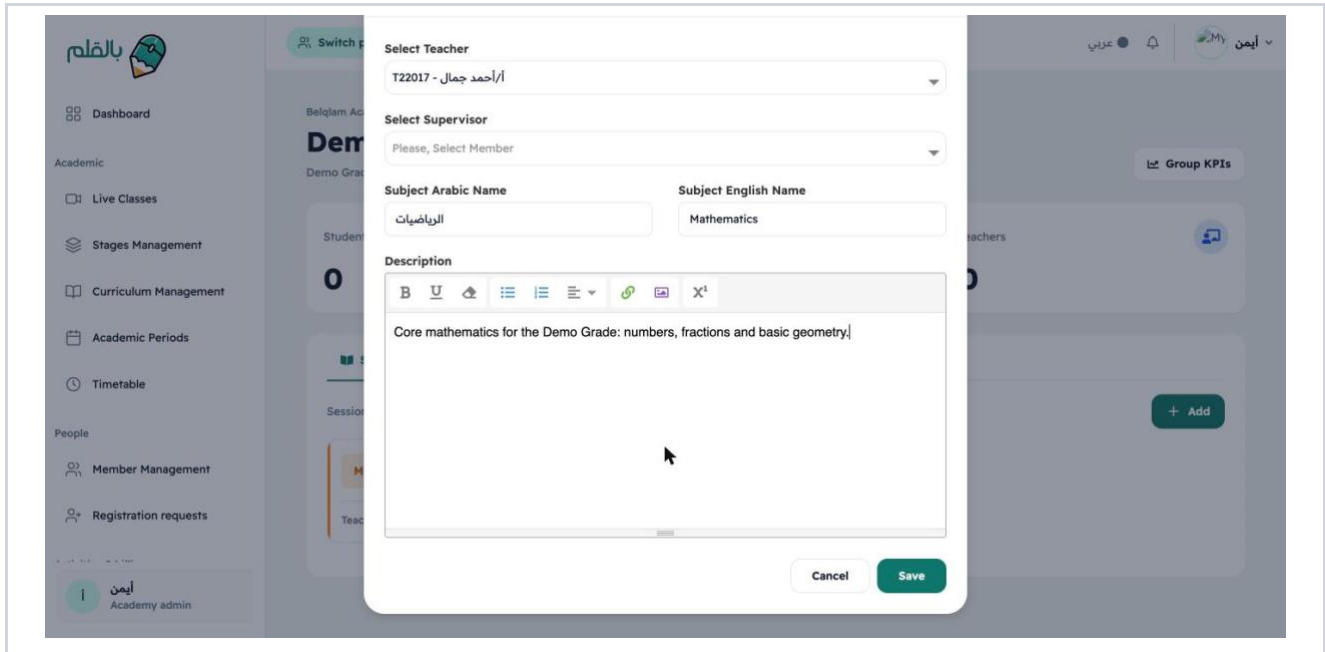


Figure 21: The Save button at the bottom of the window

5. A confirmation message appears and the subject card now shows the assigned teacher.

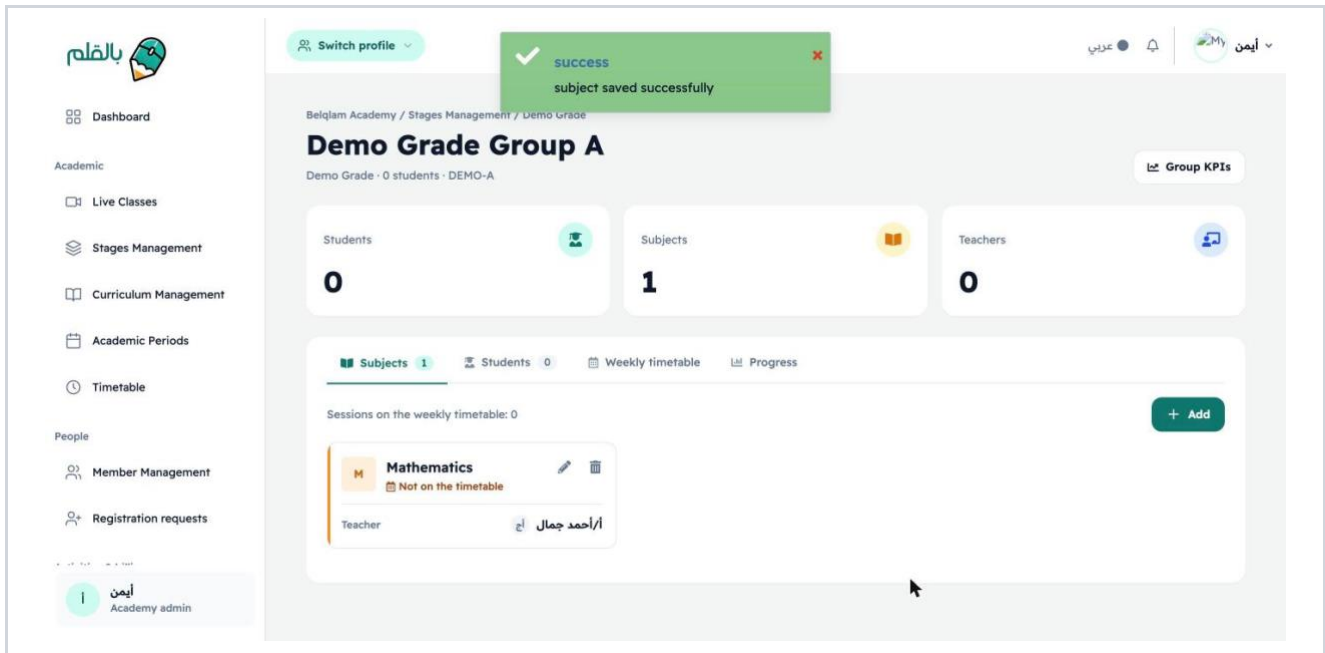


Figure 22: The subject with its teacher assigned

Note: The Teachers count card at the top may not update immediately after you assign a teacher; refresh the page to see the new count.

Group Students

Add students to a group, open their weekly reports or move them to another group.

1. Open the **Students** tab. Use the search box to find students by name or code. To move students to another group, select them and click **Promote**. Click **Add** to add students.

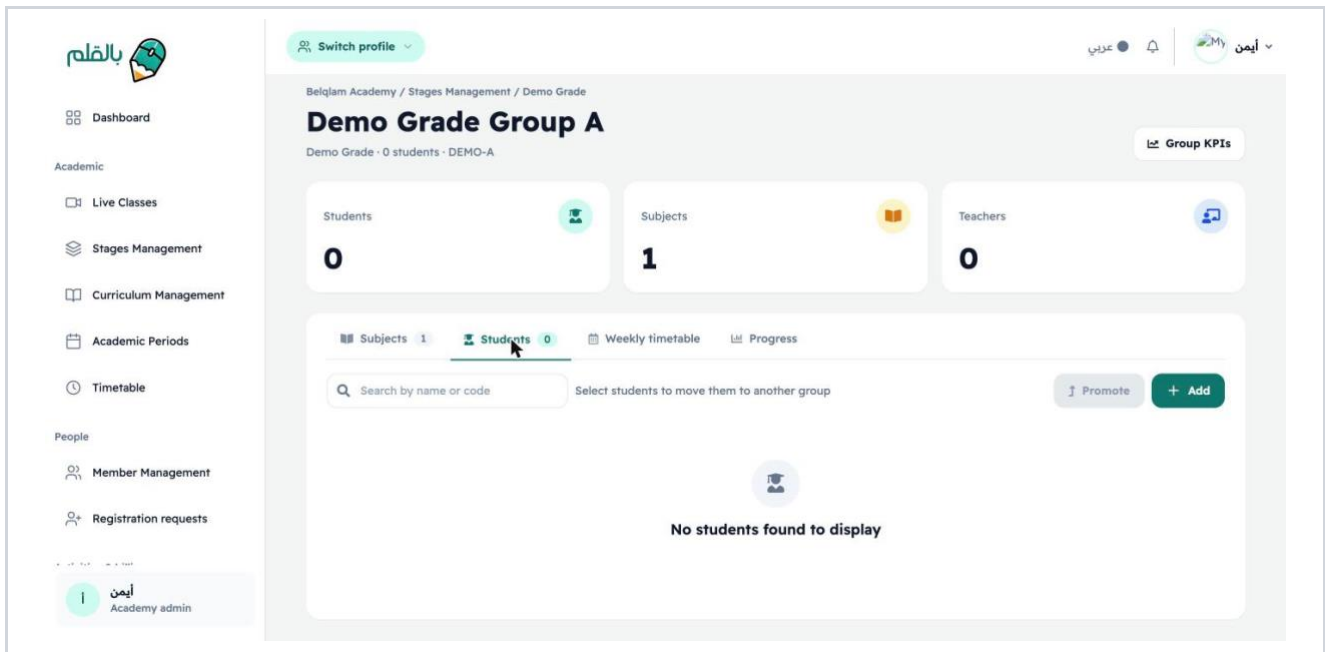


Figure 23: The Students tab of a new group

2. In the **Add Student** window, click the member list.

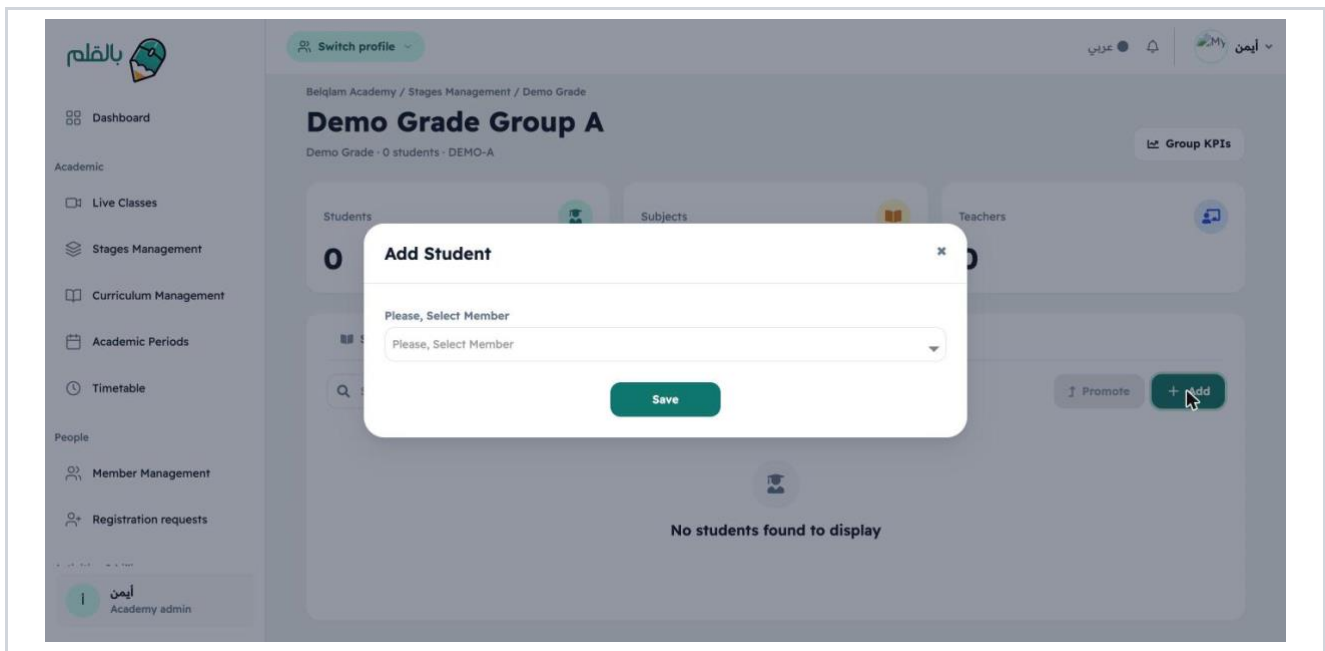


Figure 24: The Add Student window

3. Type in the search box to filter the list, then click a student to select them. Each entry shows the student's code and name.

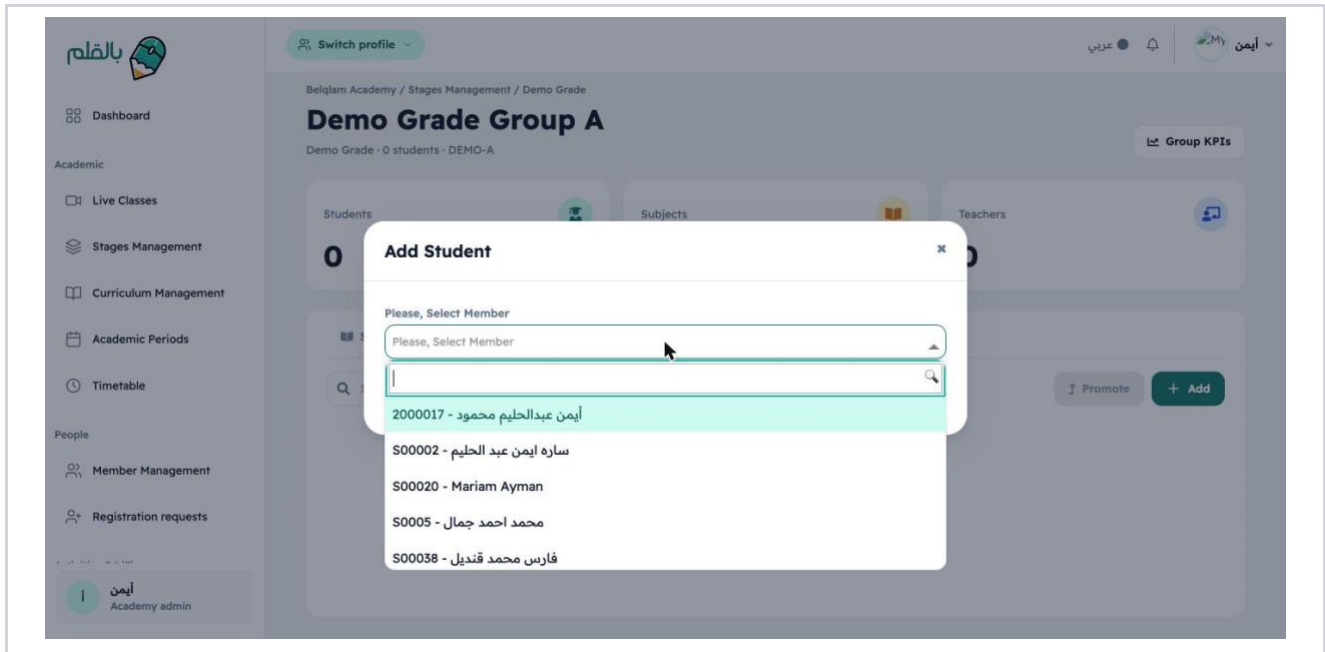


Figure 25: Searching for a student

4. The selected students appear as chips in the field. Add more if needed, then click **Save**.

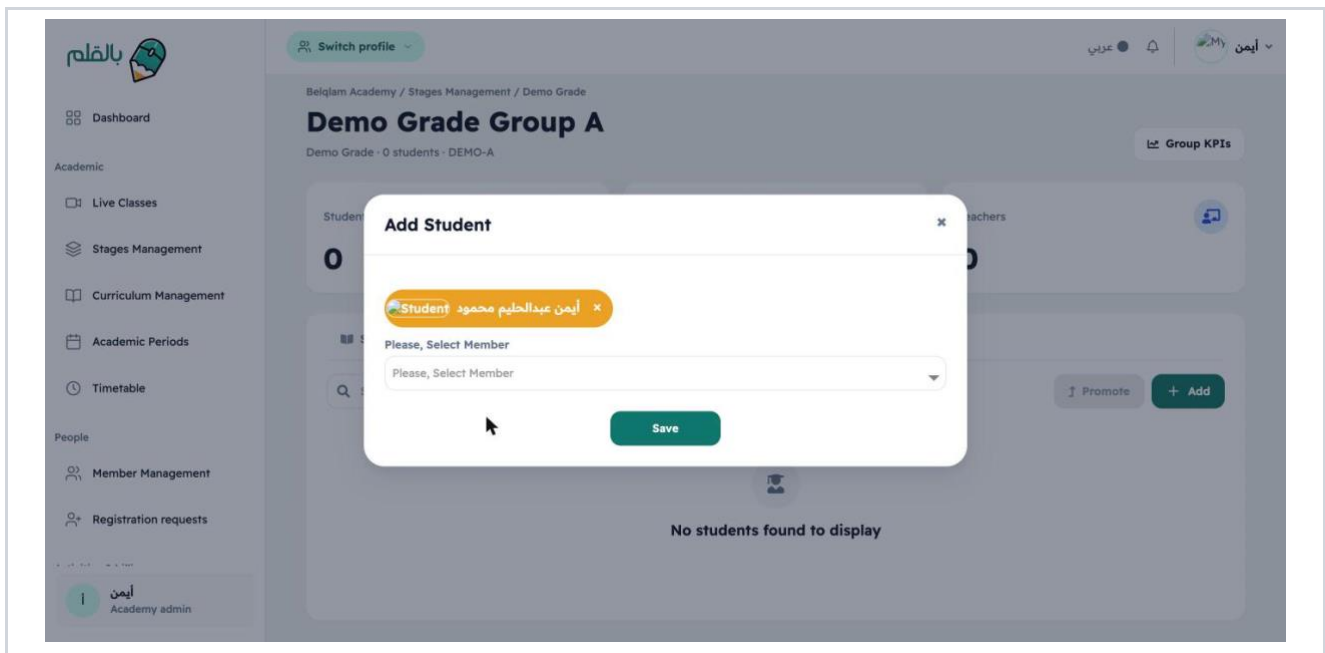


Figure 26: A student selected

- A confirmation message appears and the student is listed in the table. Use **Weekly report** to open the student's weekly report, or the remove icon to take them out of the group.

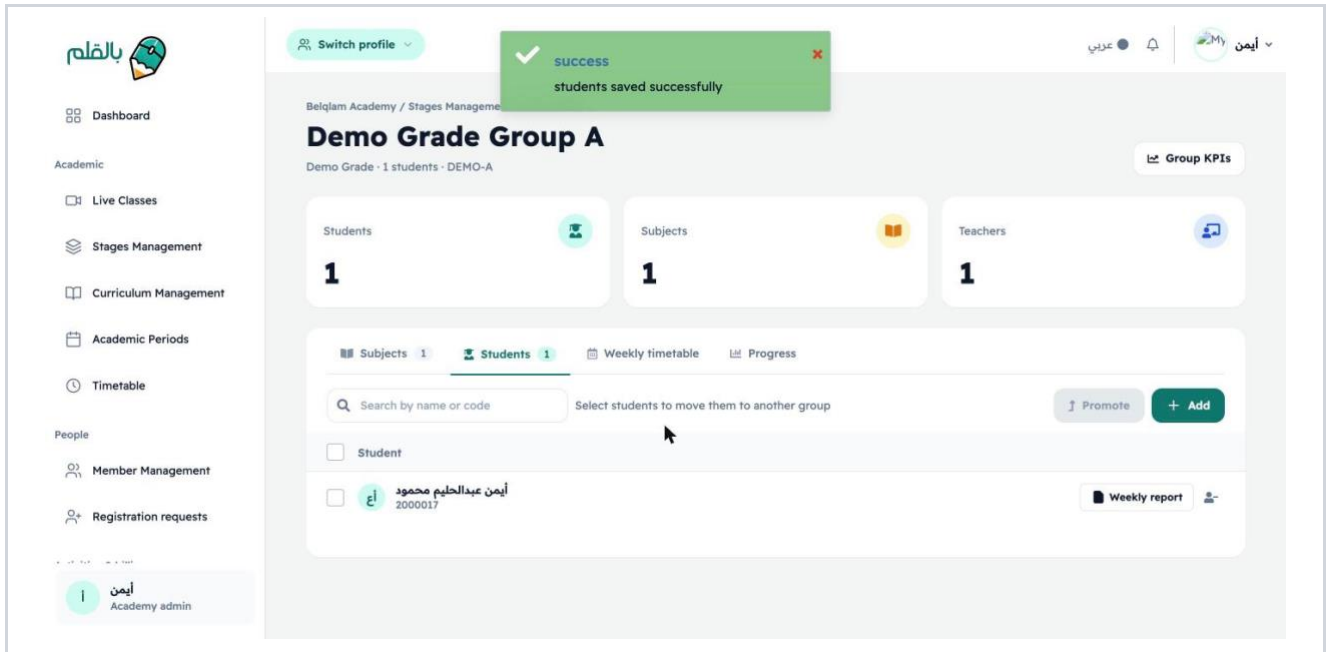


Figure 27: The student added to the group

Group Weekly Timetable

Build the group's weekly timetable by dragging subjects into time slots.

- Open the **Weekly timetable** tab. The group's subjects appear as chips above a weekly grid from Saturday to Friday, divided into 30-minute slots.

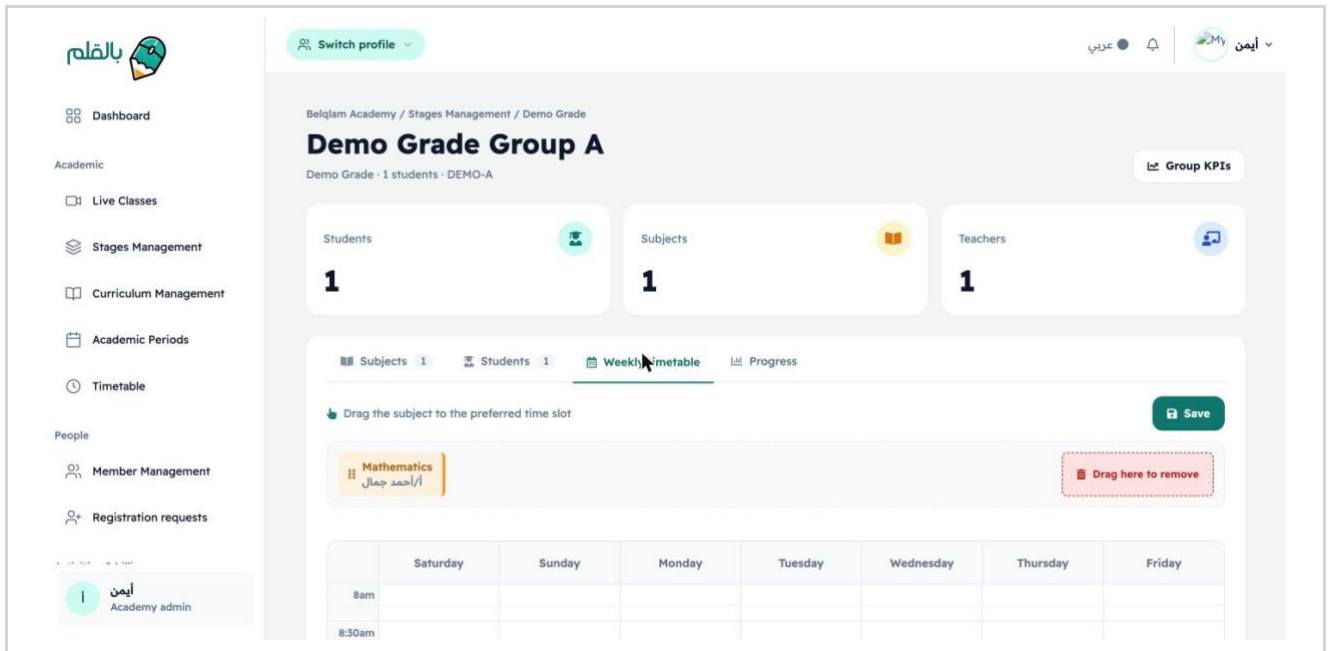


Figure 28: The empty weekly timetable

2. Drag a subject chip into each time slot where it should be taught. To remove a session, drag it to the **Drag here to remove** area.

Figure 29: Subjects placed on the timetable

3. Click **Save**. A confirmation message appears when the timetable is saved.

Figure 30: The timetable saved

Group Progress and KPIs

Follow the attendance and results of the group's students.

1. Open the **Progress** tab to see each student's **Attendance** (attended, late and absent), quizzes and **Avg Score**. Filter by subject or search for a student, and click **Export Excel** to download the table.

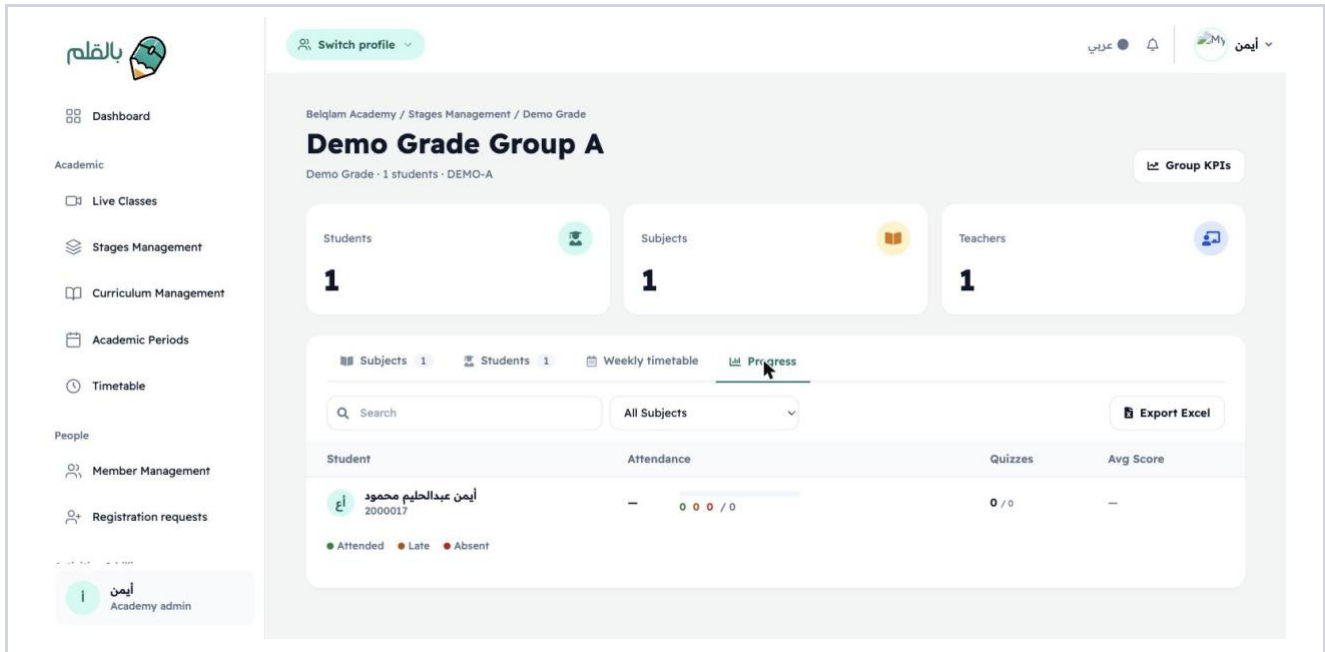


Figure 31: The group Progress tab

2. Click **Group KPIs** at the top of the group page to open the group KPI page, filtered by stage, group and subject. It shows the attendance rate, assignments average and exams average, plus monthly attendance and learning-curve charts. A new group shows no data yet.

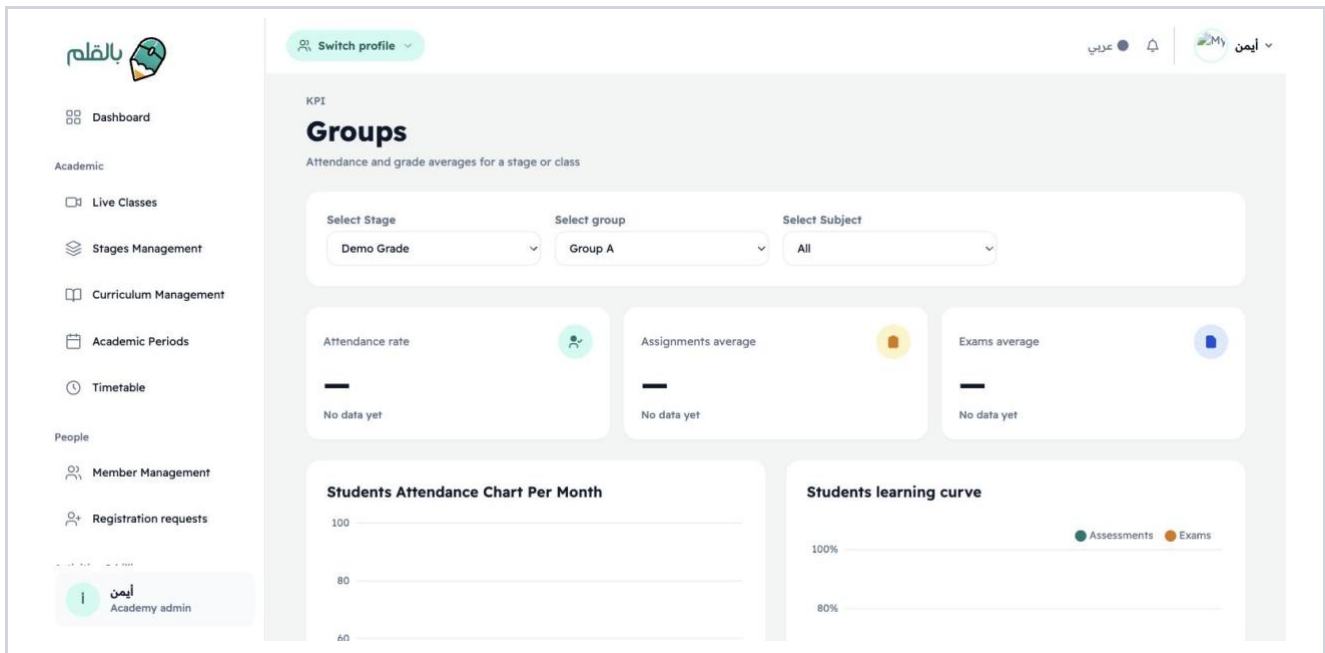


Figure 32: KPIs for the selected group

7. Curriculums and Subjects

Curriculums group the subjects that are taught in a stage.

1. Click **Curriculum Management** in the side menu to see all curriculums, then click **Add new curriculum**.

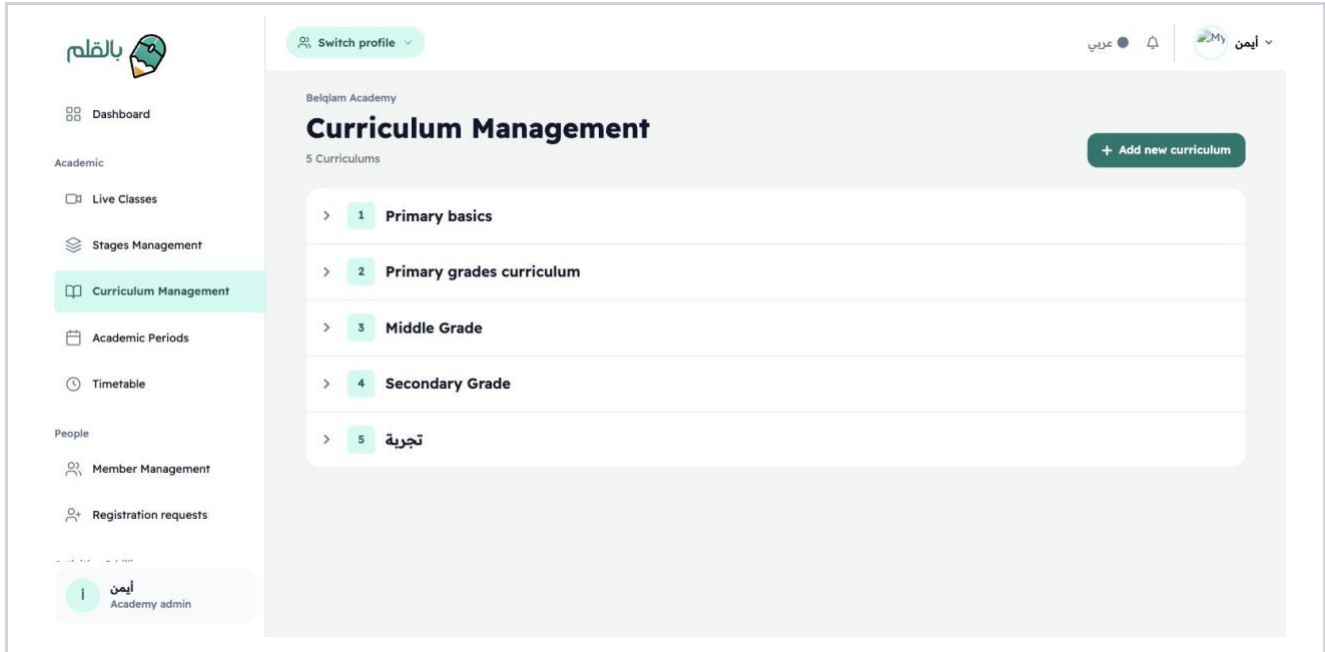


Figure 33: The Curriculum Management page

2. Enter the **Curriculum Arabic Name** and **Curriculum English Name**, then click **Save**.

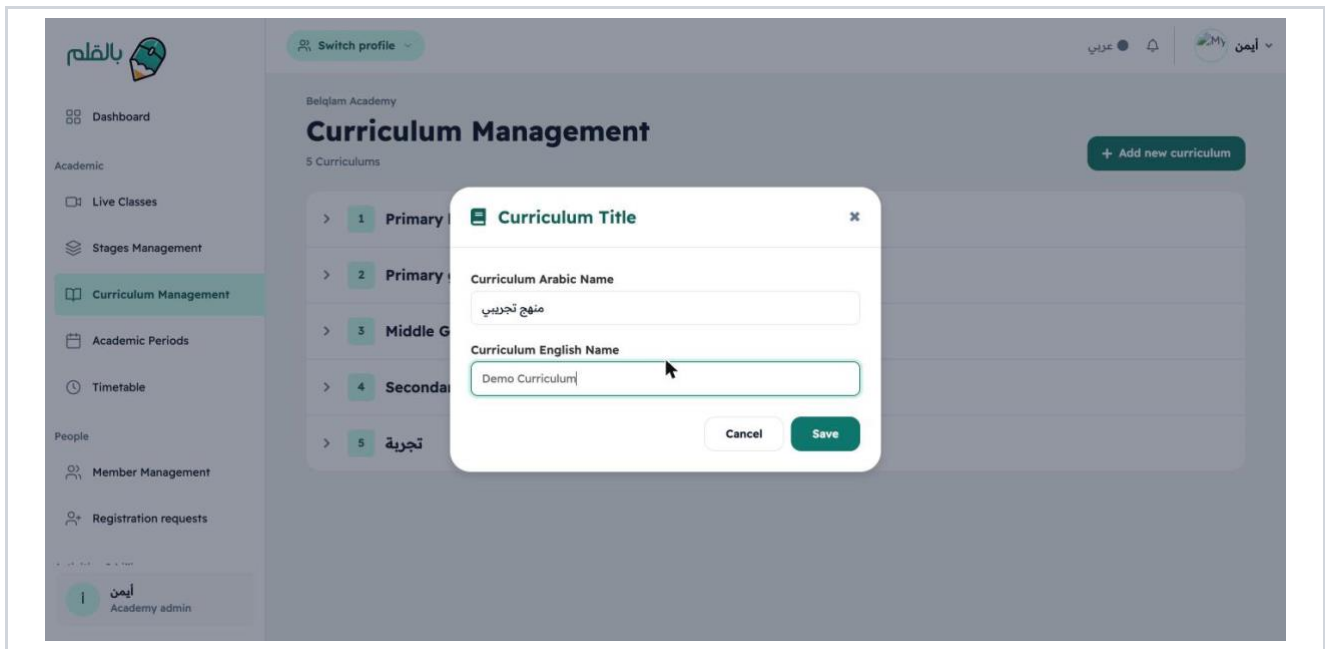


Figure 34: Adding a curriculum

- Expand the curriculum. Use **Edit curriculum** or **Delete curriculum** to change or remove it, and click **Add Subject** to add a subject.

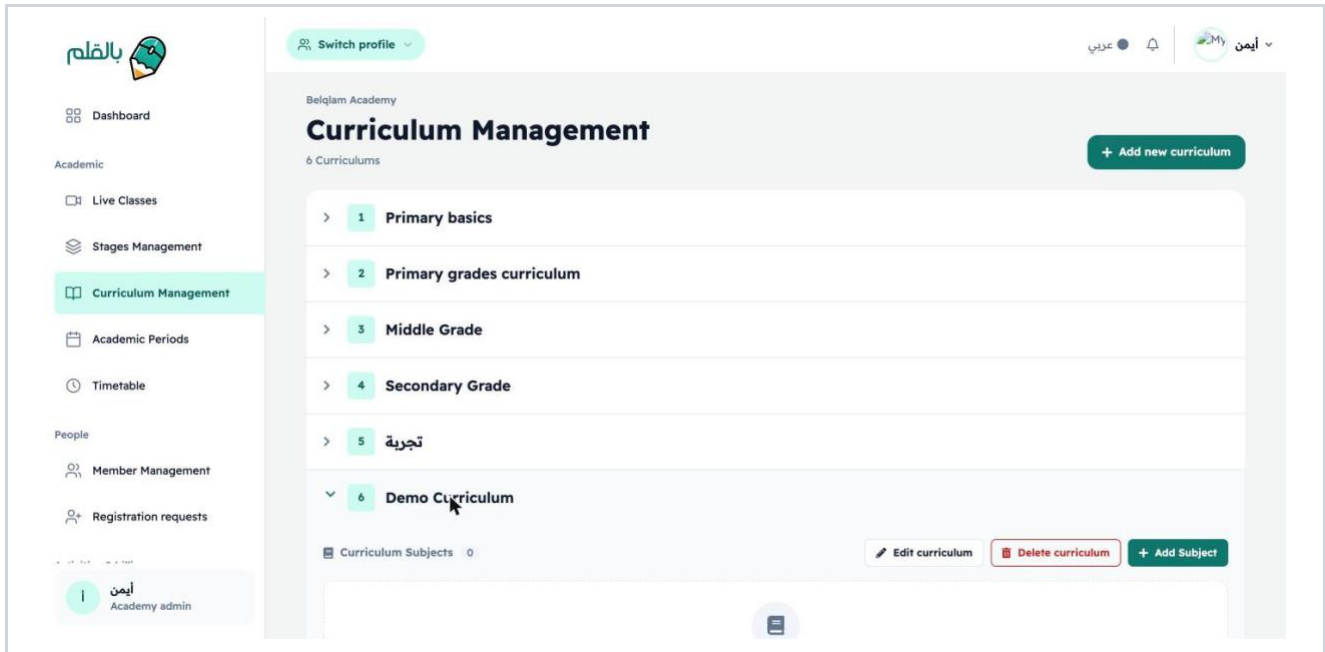


Figure 35: An expanded curriculum

- The **Add Subject** window opens.

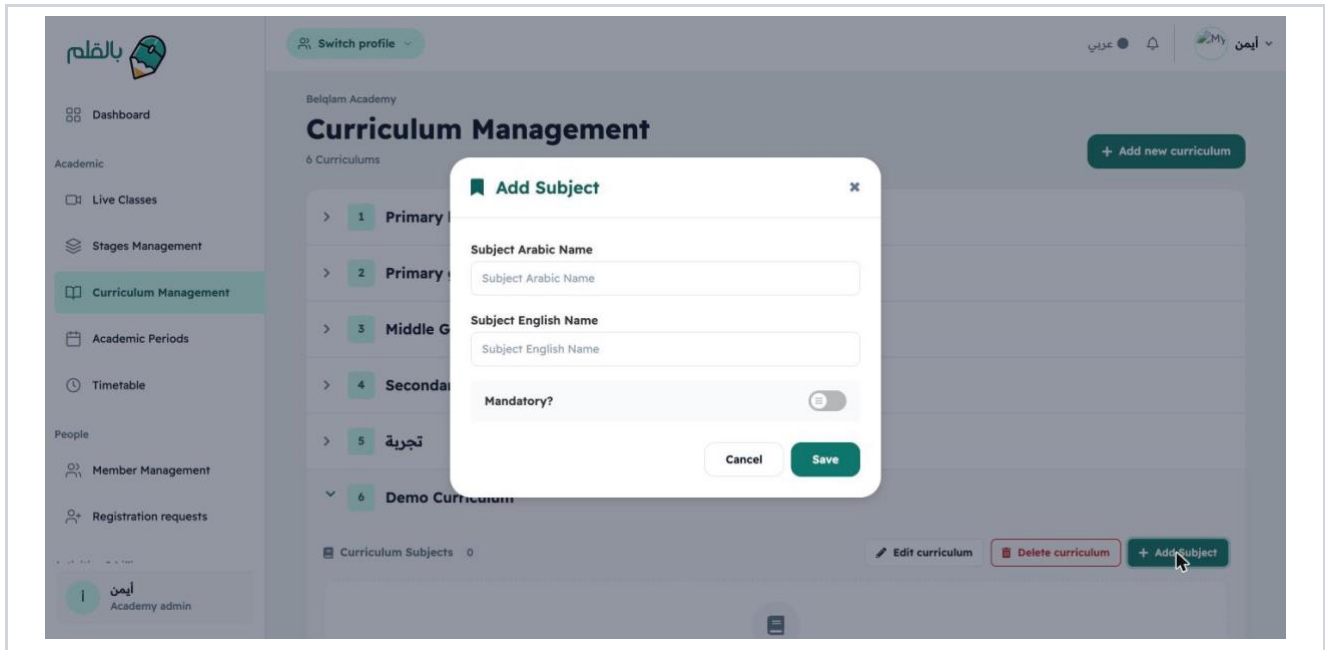


Figure 36: The empty Add Subject window

5. Enter the **Subject Arabic Name** and **Subject English Name**. Turn on **Mandatory?** if the subject counts towards the total, then click **Save**.

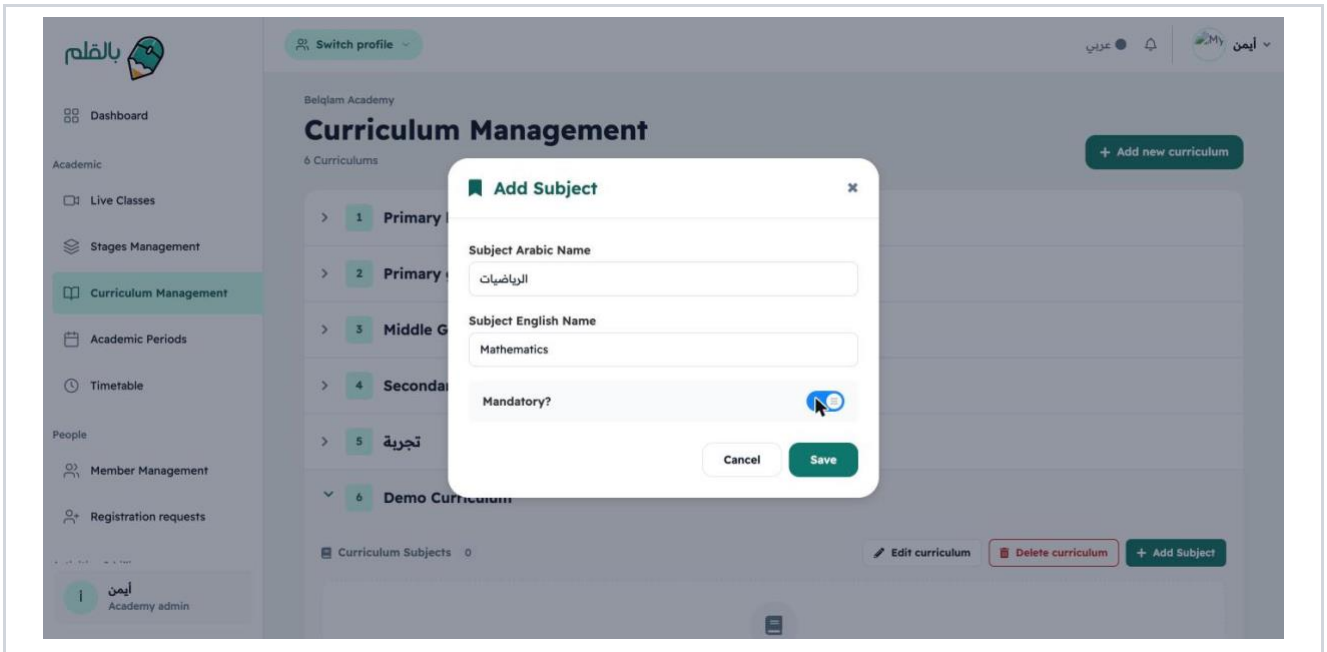


Figure 37: The subject details filled in

6. A confirmation message appears and the subject is added to the curriculum.

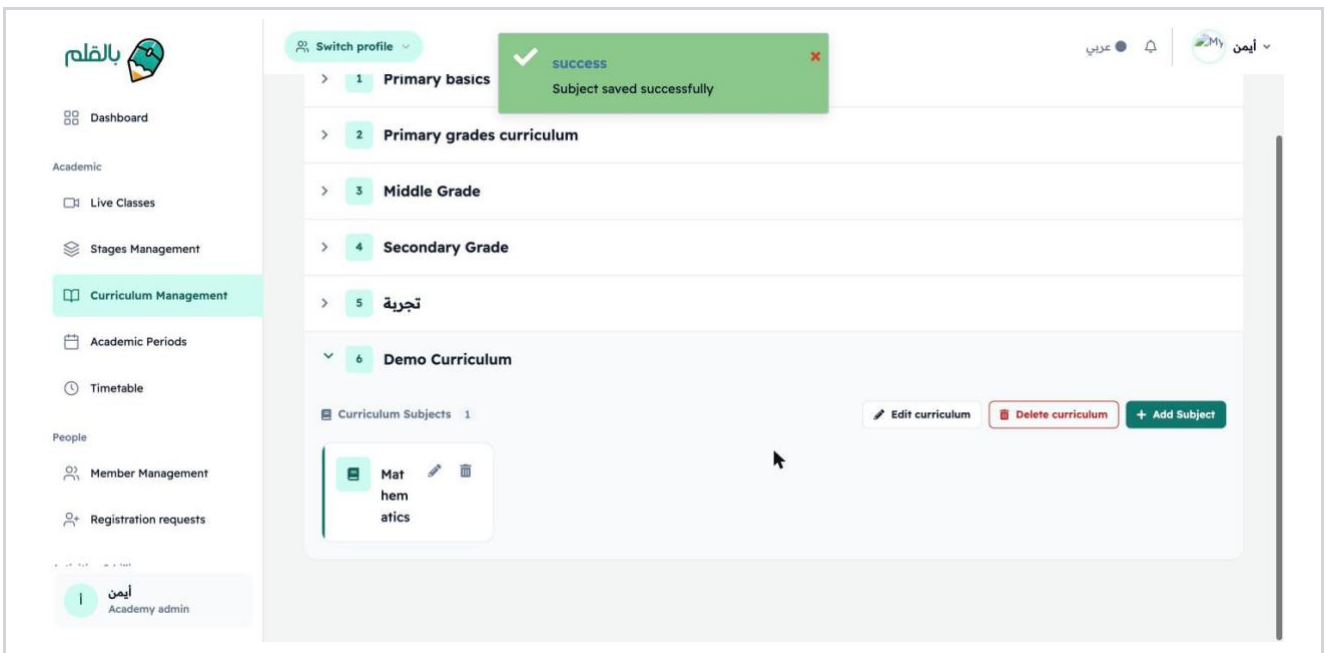


Figure 38: The subject added to the curriculum

8. Academic Periods

Academic periods define the time frames (for example an academic year or a summer programme) that stages, lessons and exams belong to.

1. Click **Academic Periods** in the side menu. Each period shows its status, type and date range. Use **Close Period** to close an active period, or click **Add Period** to create one.

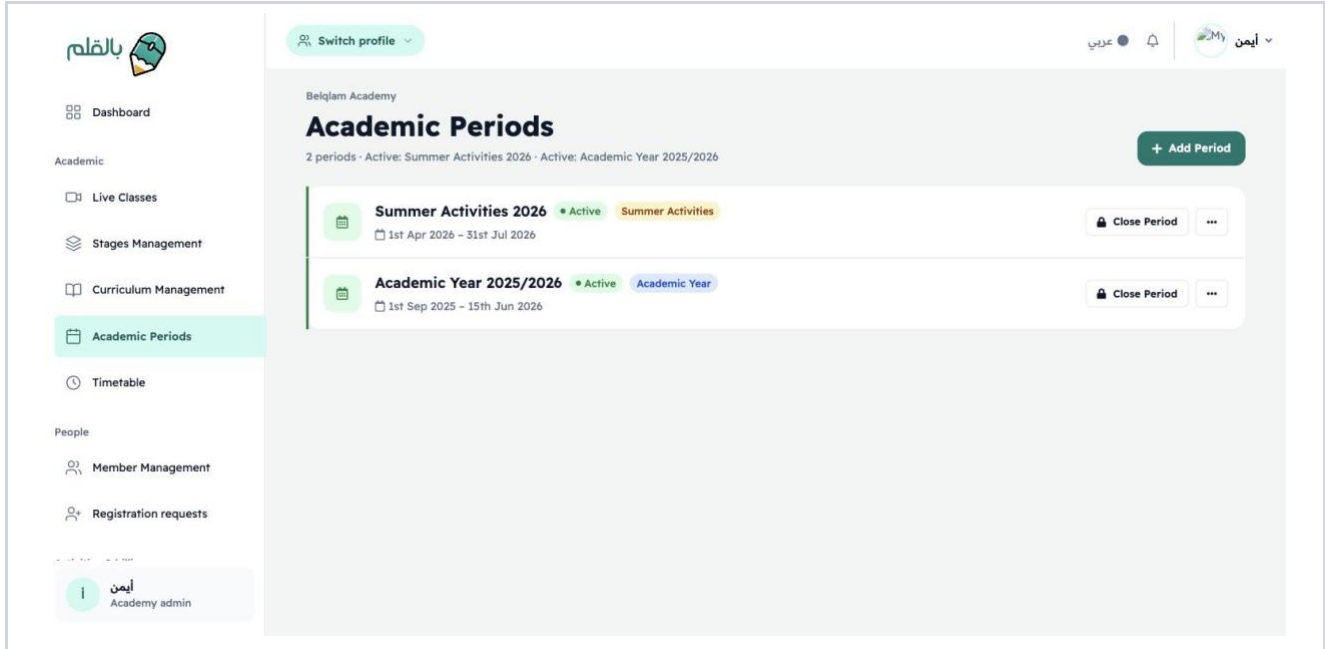


Figure 39: The Academic Periods page

2. The **Add Period** window opens.

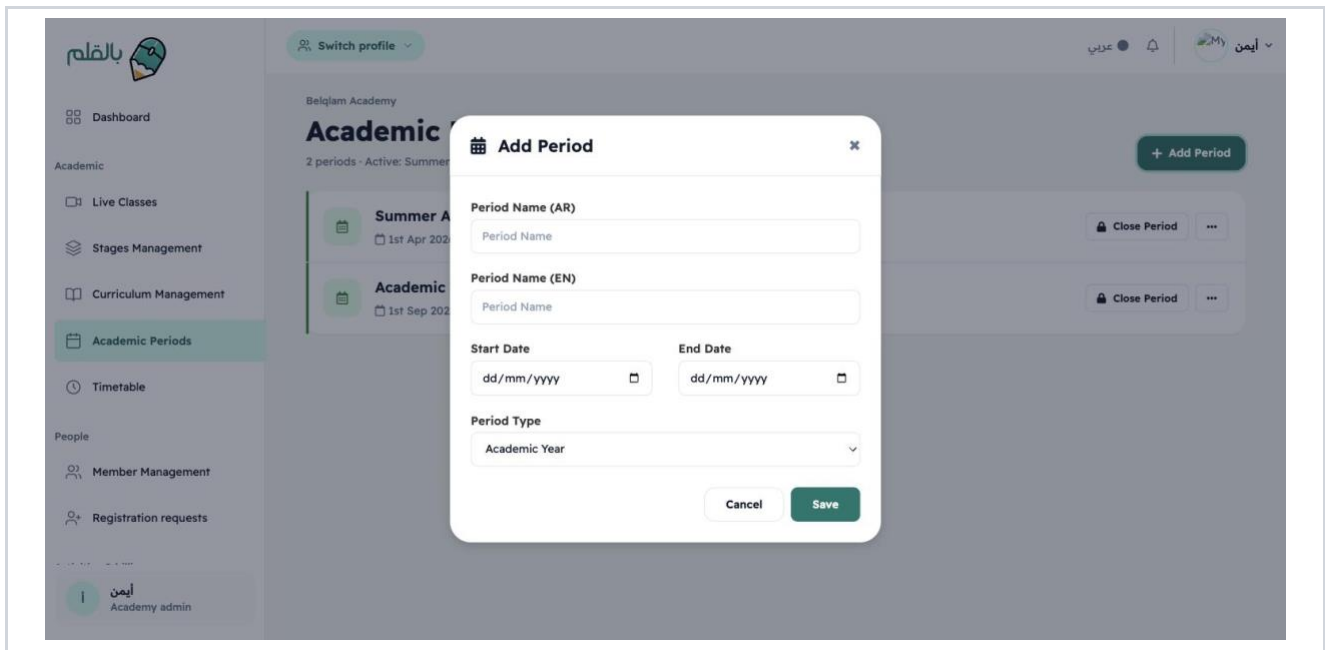


Figure 40: The empty Add Period window

- Enter the period name in Arabic and English, choose the **Start Date** and **End Date**, select the **Period Type**, then click **Save**.

Figure 41: The period details filled in

- Click the ... menu on a period for more actions: **Duplicate Structure** copies its structure, **Delete Lessons/Exams** removes its lessons or exams, and **Delete** removes the period.

Figure 42: More actions for a period

Note: Delete actions cannot be undone. Make sure you no longer need the period's lessons and exams before you delete them.

9. Timetable

The Timetable page shows the weekly schedule for a selected member or stage.

1. Click **Timetable** in the side menu. Choose a member and/or a stage from the lists at the top to show their weekly schedule, and click **Print** to print it.

The screenshot shows the 'Timetable' page of the Belqlam Academy system. The sidebar on the left contains navigation links: Dashboard, Academic (Live Classes, Stages Management, Curriculum Management, Academic Periods, Timetable), and People (Member Management, Registration requests). The main content area is titled 'Belqlam Academy / Timetable' and 'Timetable Schedule'. It features two dropdown menus: 'Please, Select Member' and 'Select Stage', followed by a 'Print' button. Below these is a table with columns for the days of the week (Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday) and rows for time slots (6 AM, 7 AM, 8 AM, 9 AM, 10 AM). The table is currently empty.

Figure 43: The Timetable page

10. Members and Invitations

Manage the academy's admins, supervisors, teachers and students, invite them to join, and import members in bulk.

1. Click **Member Management** in the side menu. Switch between **Admins Management**, **Supervisors Management**, **Teachers Management** and **Students Management**, and search by code or name. Each row has an **Active** switch and icons to edit, invite, delete and open more options.

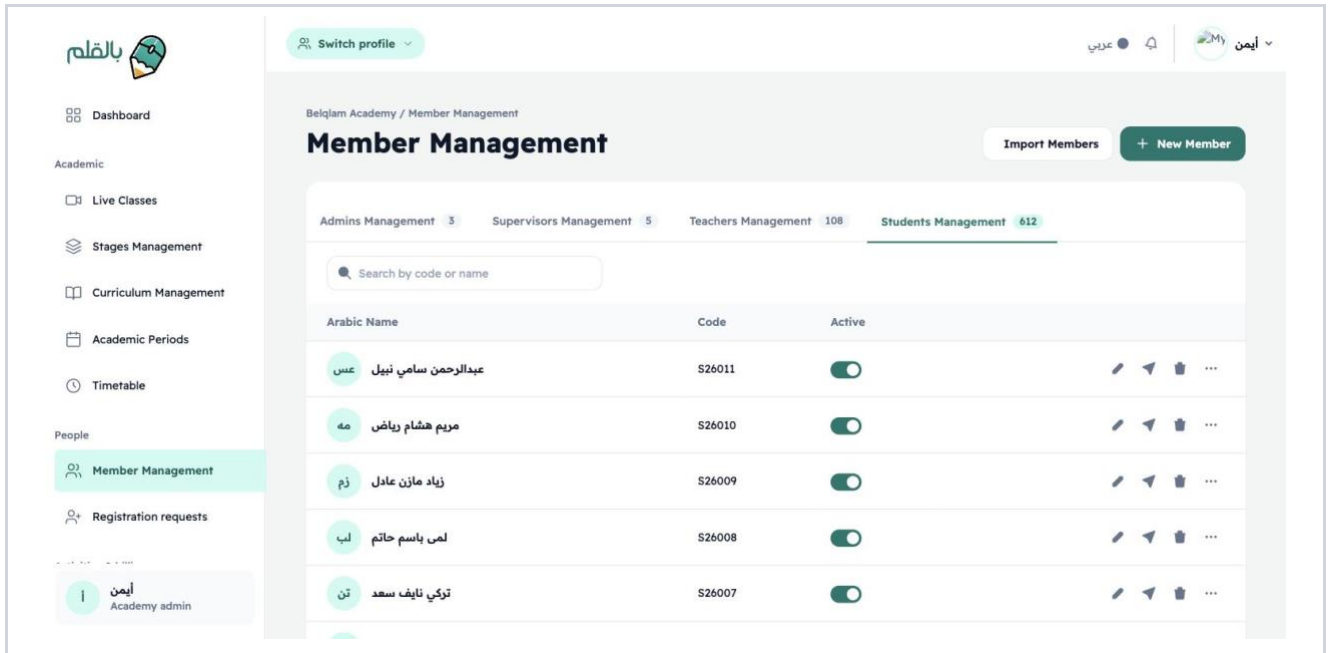


Figure 44: The Member Management page

2. Click **New Member** to open the **Add New Member** window.

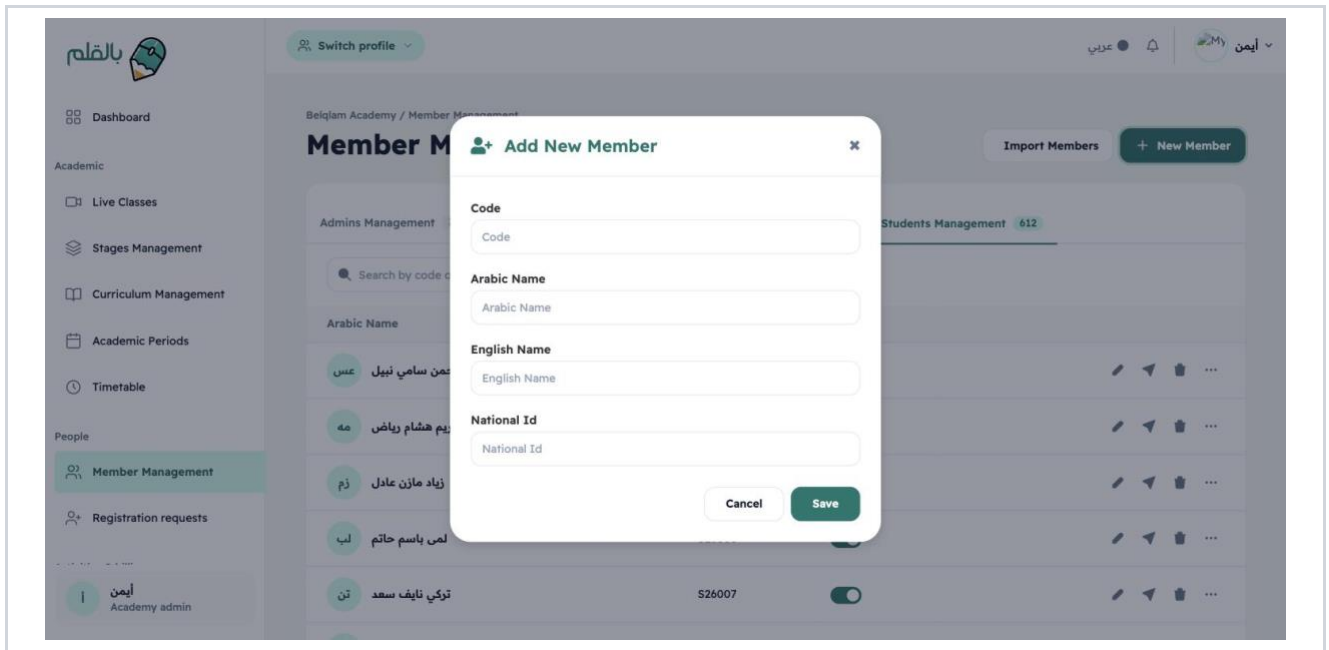


Figure 45: The empty Add New Member window

- Enter the member's **Code**, **Arabic Name**, **English Name** and **National Id**, then click **Save**.

The screenshot shows the 'Add New Member' modal form. The form fields are as follows:

Field	Value
Code	DEMO-S01
Arabic Name	طالب تجريبي
English Name	Demo Student
National Id	1000000001

The background interface shows the 'Member Management' section with a sidebar and a table of members. The table has columns for Arabic Name, Code, and Active status.

Figure 46: The member details filled in

- A confirmation message appears and the member is added to the list.

The screenshot shows the 'Member Management' interface. A green success message is displayed at the top: 'success Member saved successfully'. Below the message is a table of members with the following data:

Arabic Name	Code	Active
طالب تجريبي Demo Student	DEMO-S01	On
عبد الرحمن سامي نبيل	S26011	On
مريم هشام رياض	S26010	On
زياد مازن عادل	S26009	On
لمى باسم حاتم	S26008	On

Figure 47: The new member in the list

Inviting a Member

An invitation code lets a person link their user account to a member record in the academy.

1. Click the invite (paper plane) icon on a member's row. The **Create an Invitation** window opens.

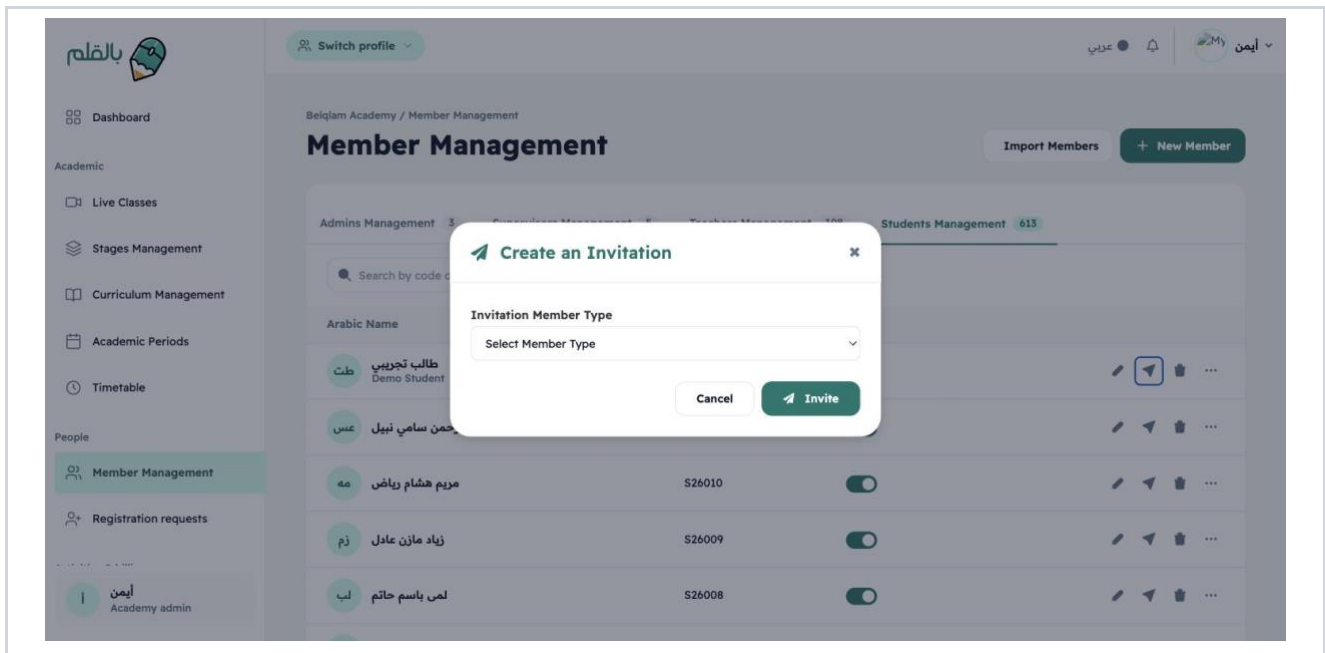


Figure 48: The Create an Invitation window

2. Choose the role in **Invitation Member Type** (for example, Student), then click **Invite**.

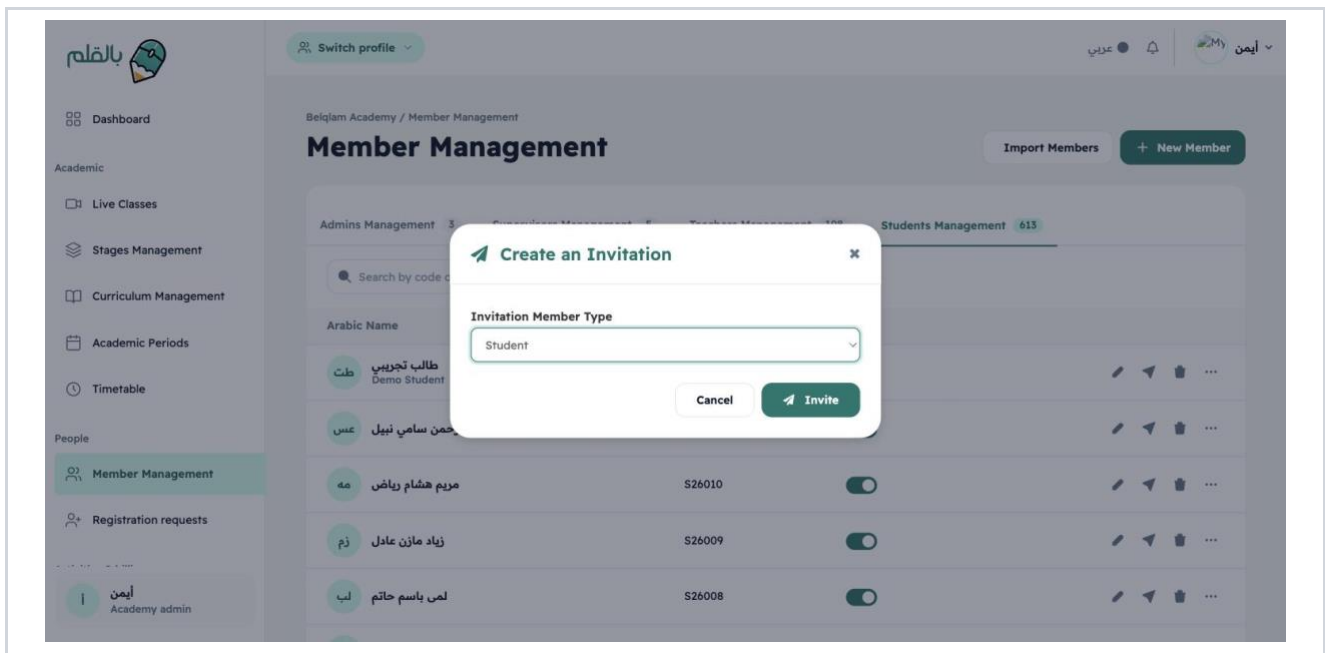


Figure 49: Choosing the invitation type

- The invitation is created and its code is displayed. Use the share button to send the code to the member, then click **OK**.

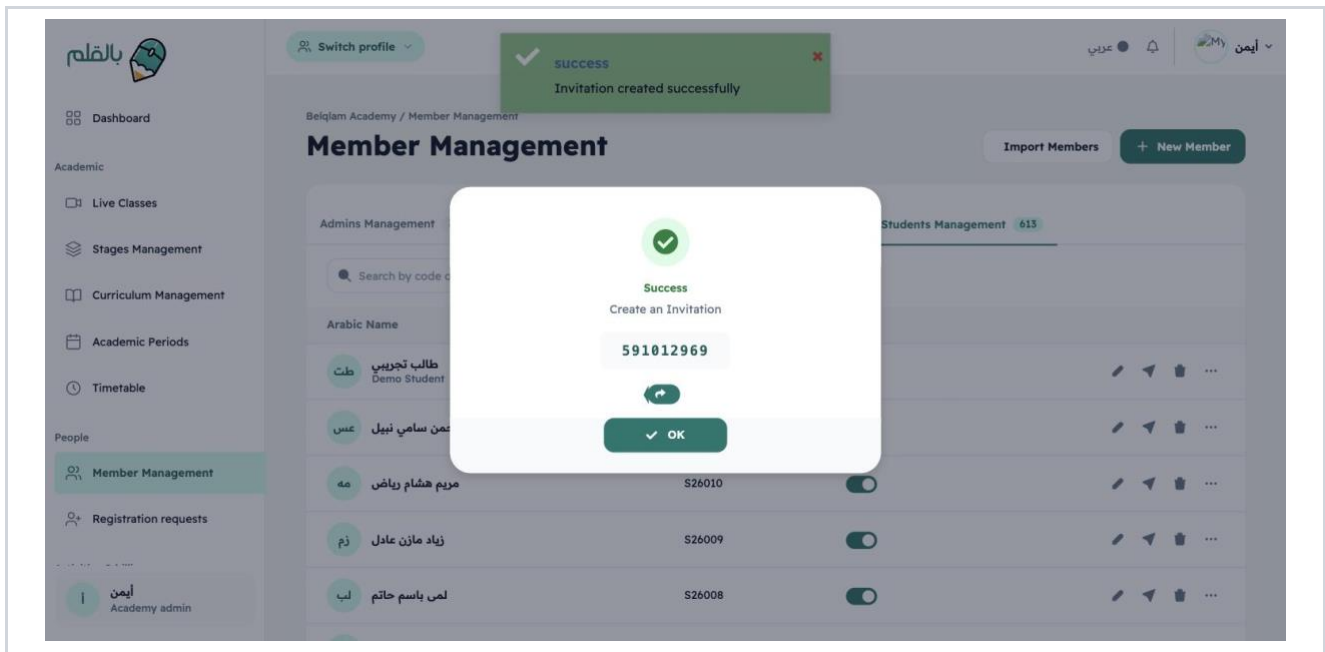


Figure 50: The generated invitation code

- To review a member's invitations, click the **...** icon on their row and choose **Invitations**. The same menu also opens the member's **Weekly Report**.

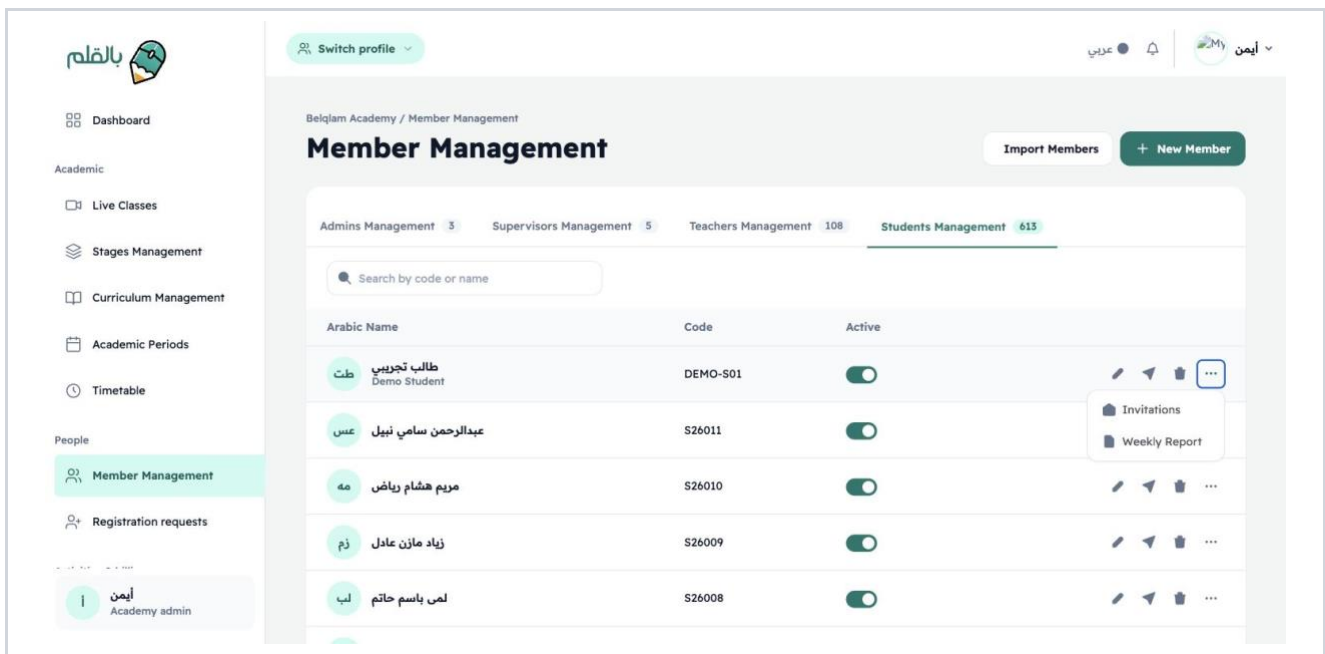


Figure 51: The member's more-options menu

- The invitations list shows each invitation's type, code and date. Copy or share a code from here, or use the delete icon under **Actions** to cancel an invitation.

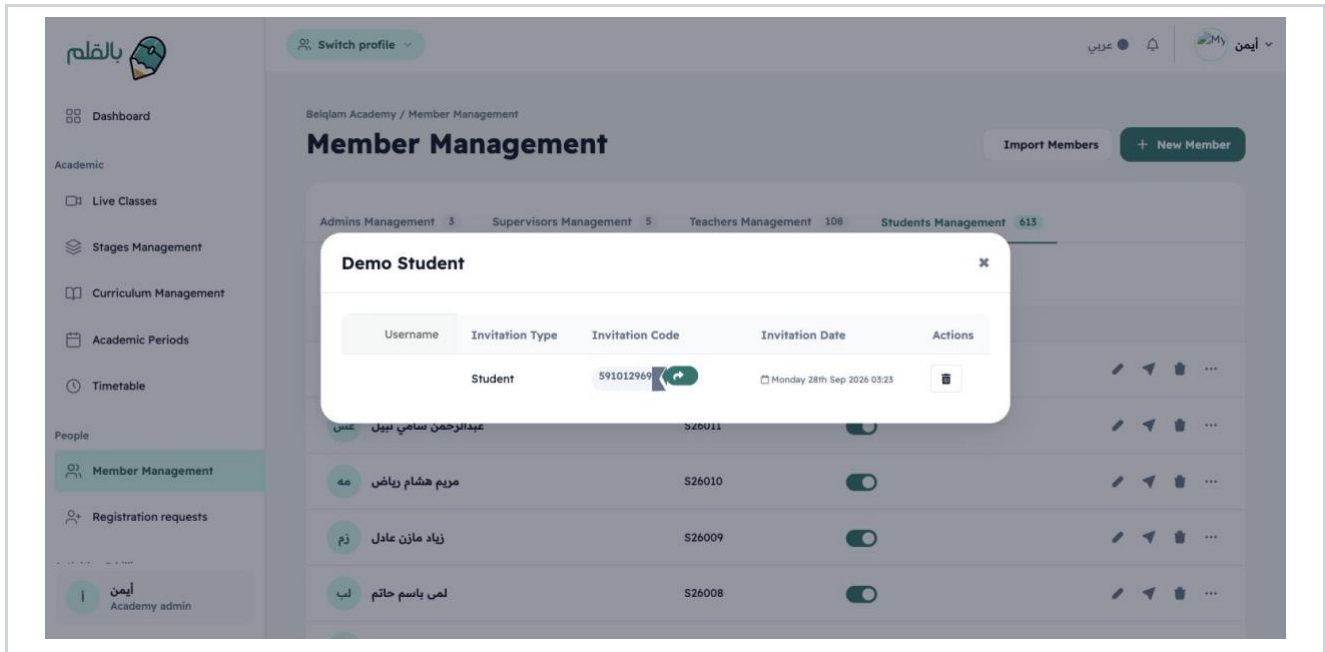


Figure 52: A member's invitations

Note: Treat invitation codes like passwords: share them only with the intended member.

Importing Members

Add many members at once from an Excel file.

- Click **Import Members** on the Member Management page. Click **Download Template** to get the Excel template, fill it in, choose the file under **Select Excel file** (maximum 10 MB), then click **Start Import**.

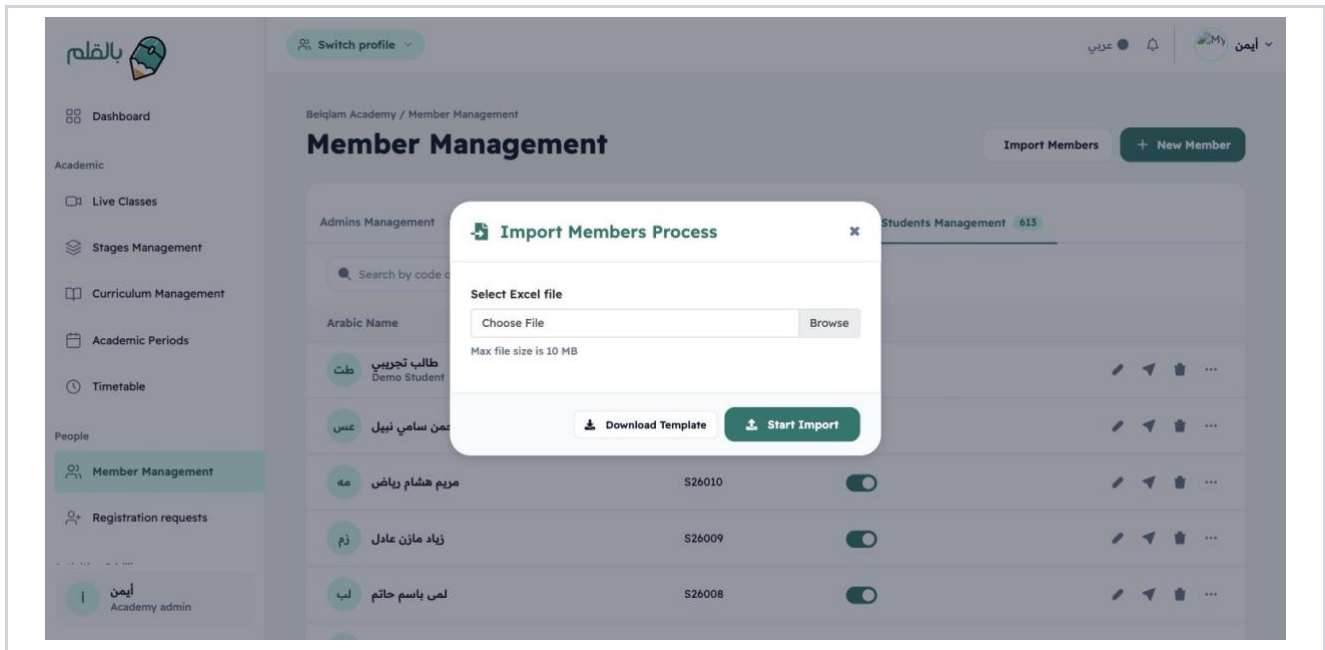


Figure 53: The Import Members Process window

11. Registration Requests

Review the registration requests that prospective students submit to the academy.

1. Click **Registration requests** in the side menu. The table lists each request's student name, phone, stage, gender, date of birth, request time and status. Search or filter by stage, and use the delete icon to remove a request.

Belqlam Academy / Registration requests

Registration requests

Total: 619

Search Select Stage

Student name	Phone	Stage	Gender	Date of birth	Request time	Status
ام سارة أحمد علي user1@example.com	+966 50 000 001	Grad 5	Female	5th Sep 2023	9th Sep 2026	Approved
حم محمد خالد سالم user2@example.com	+966 50 000 002	Grade 2	Male	6th Sep 2023	9th Sep 2026	Approved
سم نورة عبدالله حسن user3@example.com	+966 50 000 003	Grade 8	Female	27th Aug 2023	7th Sep 2026	Approved
ام عمر يوسف إبراهيم user4@example.com	+966 50 000 004	Grade 10	Male	30th Aug 2023	6th Sep 2026	Approved
تا ليان فهد ناصر user5@example.com	+966 50 000 005	Grade 2	Female	4th Sep 2023	5th Sep 2026	Approved
مس يوسف سعيد عمر user6@example.com	+966 50 000 006	الصف الخامس الابتدائي (لغات)	Female	27th Aug 2023	1st Sep 2026	Approved

Figure 54: The Registration requests page

12. Activities

Activities are the subscription offers (per stage or per group) that students can buy.

- Under **Activities & billing** in the side menu, open **Activities** and choose **Manage Activities**. Filter by **Stage Subscription** or **Group Subscription** and by category. Each row shows the activity's category, type, stage, pricing model and quantity/enrolled, with edit and delete actions.

The screenshot shows the 'Manage Activities' page for 'Belqam Academy'. The left sidebar contains navigation options like Dashboard, Academic, Live Classes, Stages Management, Curriculum Management, Academic Periods, Timetable, People, Member Management, and Registration requests. The main content area has a 'Switch profile' button and a 'Manage Activities' title. Below the title are filters for 'All', 'Stage Subscription', 'Group Subscription', and 'All Categories'. A table lists activities with columns: Activity Name, Category, Type, Select Stage, Pricing Model, Quantity / Enrolled, and Actions. The table contains three rows of activities, each with an edit and delete icon.

Figure 55: The Manage Activities page

- Click **Add Activity**. Upload one or more images in the images panel, then start filling in the activity details.

The screenshot shows the 'Add Activity' page for 'Belqam Academy'. The left sidebar is the same as in Figure 55. The main content area has a 'Switch profile' button and an 'Add Activity' title. Below the title are two main sections: 'IMAGES' and 'ACTIVITY DETAILS'. The 'IMAGES' section has a placeholder for uploading images. The 'ACTIVITY DETAILS' section contains form fields for Type, Category, Activity Name, Quantity, Short Description, Select Stage, Price Name, and Currency.

Figure 56: The Add Activity page

- Choose the **Type** and **Category**, and enter the **Activity Name**, **Quantity**, **Short Description** and stage. Click **Add Price Option** and choose the **Currency**.

Figure 57: Activity details and a price option

- For each price option, enter the **Price Name**, choose the **Pricing Model**, and enter the **Display Price** and, optionally, the **Original Price**. Write the full description in the description editor.

Figure 58: Setting the price and description

5. Scroll to the bottom of the page and click **Add**.

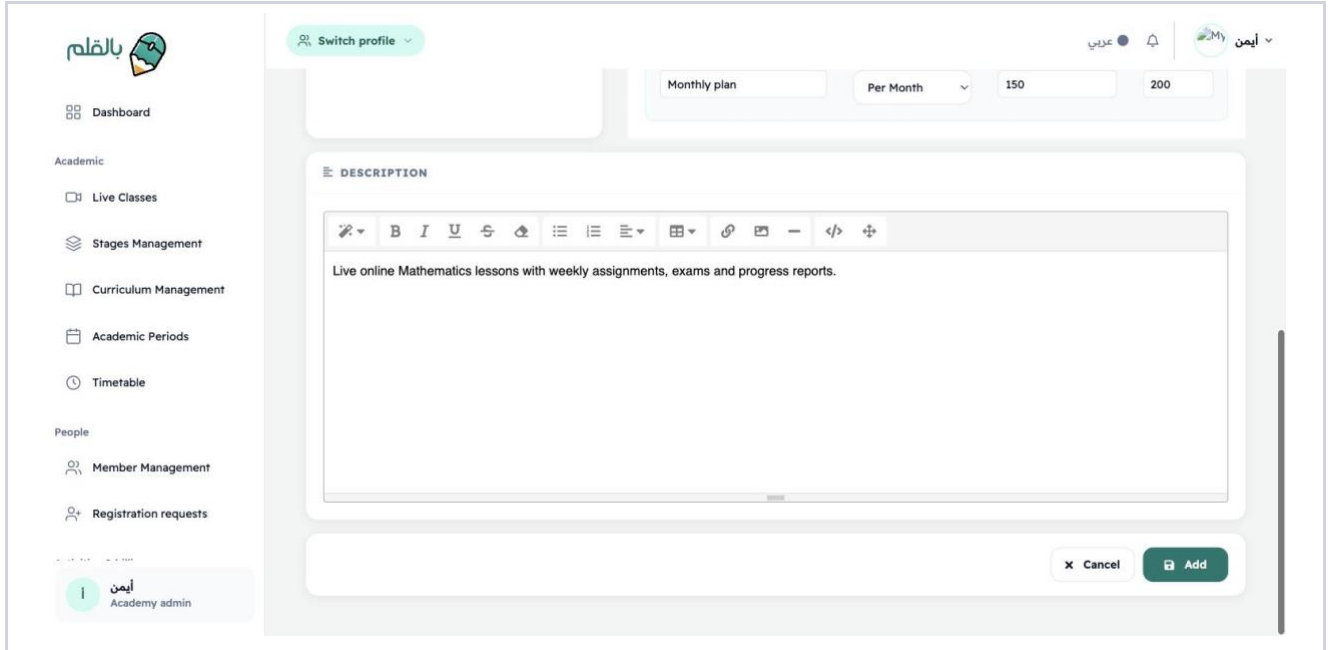


Figure 59: The Add button

6. The new activity appears in the activities list.

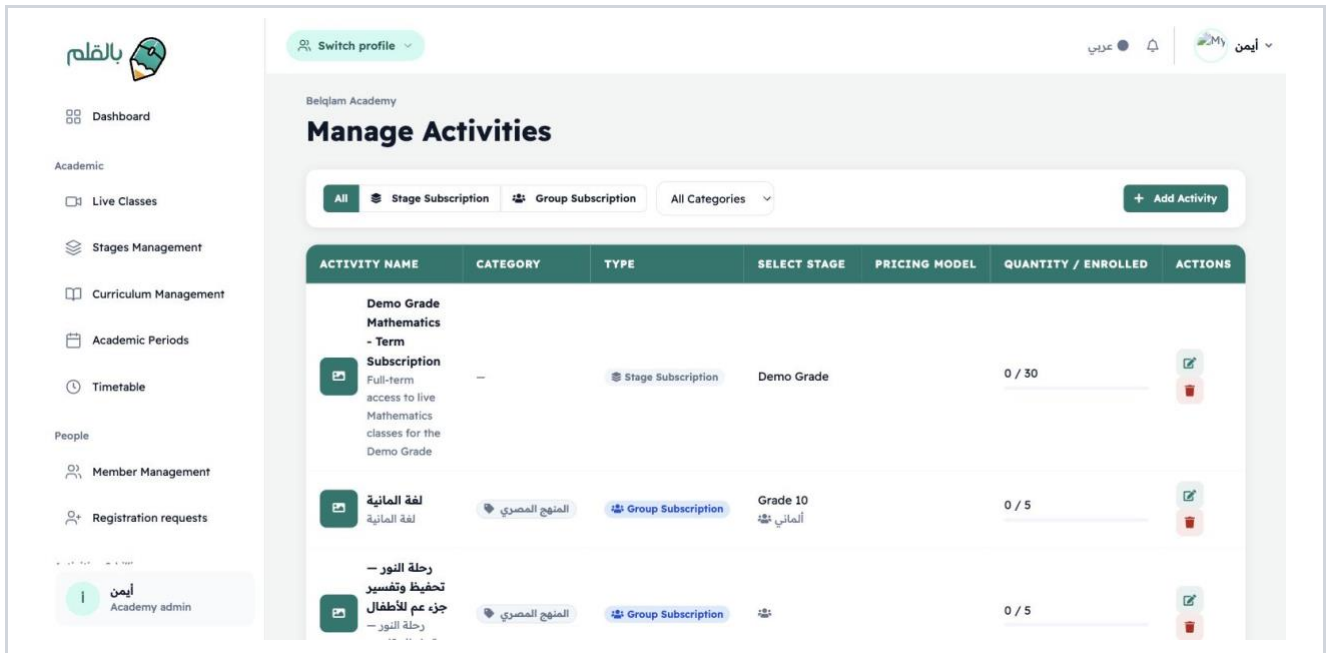


Figure 60: The new activity in the list

13. Categories

Categories organise activities so that they are easier to browse and filter.

1. Under **Activities** in the side menu, choose **Manage Categories**. The existing categories are listed with their display order and names.

Belqam Academy / Manage Activities

Manage Categories

ADD CATEGORY

Name (English) * Name (Arabic) * Display Order + Add

DISPLAY ORDER	NAME (ENGLISH)	NAME (ARABIC)	ACTIONS
1	المنهج المصري	المنهج المصري	
2	المنهج السعودي	المنهج السعودي	

أيمن
Academy admin

Figure 61: The Manage Categories page

2. In the **Add Category** form, enter **Name (English)**, **Name (Arabic)** and, optionally, **Display Order**, then click **Add**.

Belqam Academy / Manage Activities

Manage Categories

ADD CATEGORY

Name (English) * Name (Arabic) * Display Order + Add

DISPLAY ORDER	NAME (ENGLISH)	NAME (ARABIC)	ACTIONS
1	المنهج المصري	المنهج المصري	
2	المنهج السعودي	المنهج السعودي	

أيمن
Academy admin

Figure 62: The category form filled in

3. The category is added to the table, where you can edit or delete it.

Belqlam Academy / Manage Activities

Manage Categories

ADD CATEGORY

Name (English) * Name (Arabic) * Display Order + Add

DISPLAY ORDER	NAME (ENGLISH)	NAME (ARABIC)	ACTIONS
1	المنهج المصري	المنهج المصري	
2	المنهج السعودي	المنهج السعودي	
3	Demo Courses	دورات تجريبية	

أيمن
Academy admin

Figure 63: The new category in the table

14. Subscriptions and Payments

Create subscriptions for students, add items to them and record the payments you receive.

1. Click **Manage Subscriptions** in the side menu. Search by student name, code, email or phone. Each row shows the transaction reference, description, due amount, currency, dates and status.

Figure 64: The Manage Subscriptions page

2. Click **New Subscription**. Enter the **Customer Email**, **Customer Phone**, **Description**, **Amount** and **Currency**, set the **Status** and **Expiry Date**, and apply a **Coupon Code** if you have one.

Figure 65: The New Subscription window

- Click **Add Student Item** to add a line for each student: choose the member and enter the description, amount, currency, due date, stage and group. Click **Save**.

Figure 66: A subscription with a student item

- The new subscription appears in the list with the **Pending Payment** status.

TRANSACTION REFERENCE	DESCRIPTION	DUE AMOUNT	CURRENCY	DATE	EXPIRY DATE	STATUS	ACTIONS
BLQM-7341790591275075	Demo Grade Mathematics - Monthly plan	150	SAR	28th Sep 2026	31st Dec 2026	Pending Payment	[Edit] [Add]
BLQM-9631756053645140	الصف الأول (المنهج المصري) - اشتراك 1-شهري	240	SAR	24th Aug 2025	1st Oct 2025	Active	[Edit] [Add]
BLQM-2611751481606131	الصف الثالث الإعدادي عام - اشتراك 1-شهري	180	SAR	2nd Jul 2025	1st Oct 2025	Active	[Edit] [Add]

Figure 67: The saved subscription

Adding Items and Recording Payments

Add more student items to an existing subscription and record payments against them.

1. Click the **+** action on a subscription row to open the **Add Student Item** window. Enter the **Student Name**, description, amount, currency, stage, group and **Due Date**, then click **Save**.

Figure 68: The Add Student Item window

2. Click the **+** at the start of the row to expand the subscription and see its items. Click the cash icon on an item to record a payment.

بالعلم

Dashboard

Academic

Live Classes

Stages Management

Curriculum Management

Academic Periods

Timetable

People

Member Management

Registration requests

أيمن

Academy admin

Switch profile

عربي

أيمن

Belqam Academy

Manage Subscriptions

Search by student name, code, email or phone...

New Subscription

	TRANSACTION REFERENCE	DESCRIPTION	DUE AMOUNT	CURRENCY	DATE	EXPIRY DATE	STATUS	ACTIONS
	BLQM-7341790591275075	Demo Grade Mathematics - Monthly plan	150	SAR	28th Sep 2026	31st Dec 2026	Pending Payment	+
	طالب تجربي	Mathematics - October 2026	31st Oct 2026	150.00	0.00	150.00SAR	2400	
	BLQM-9631756053645140	الصف الأول (المنهج المصري) - اشتراك 1-شهري	240	SAR	24th Aug 2025	1st Oct 2025	Active	+
	BLQM-2611751481606131	الصف الثالث الإعدادي عام - اشتراك 1-شهري	180	SAR	2nd Jul 2025	1st Oct 2025	Active	+

Figure 69: A subscription expanded to show its items

3. The **Record Payment** window shows the student, the item and the remaining amount.

The **Record Payment** window is displayed over the **Manage Subscriptions** page. The modal form contains the following fields:

- Student:** طالب تجريبي (Trial Student)
- Item:** Mathematics - October 2026
- Remaining:** 150.00 SAR
- Amount Paid *:** 150
- Payment Date *:** 28/09/2026
- Method:** Cash
- Reference / Receipt No.:** (Empty field)
- Notes:** (Empty text area)

Buttons at the bottom: **Cancel** and **Record Payment**.

The background table shows the following data:

TRANSACTION	DATE	EXPIRY DATE	STATUS	ACTIONS
BLQM-73417985	8th Sep 2026	31st Dec 2026	Pending Payment	[Edit] [Add]
طالب تجريبي	150.00SAR	2400		[Edit] [Add]
BLQM-96317568	4th Aug 2025	1st Oct 2025	Active	[Edit] [Add]
BLQM-2611751481606131	2nd Jul 2025	1st Oct 2025	Active	[Edit] [Add]

Figure 70: The Record Payment window

4. Enter the **Amount Paid** and **Payment Date**, choose the **Method** (for example, cash), and optionally add a **Reference / Receipt No.** and **Notes**. Click **Record Payment**.

The **Record Payment** window is shown with the following filled-in details:

- Student:** طالب تجريبي (Trial Student)
- Item:** Mathematics - October 2026
- Remaining:** 150.00 SAR
- Amount Paid *:** 150
- Payment Date *:** 28/09/2026
- Method:** Cash
- Reference / Receipt No.:** RCPT-DEMO-001
- Notes:** Demo cash payment

Buttons at the bottom: **Cancel** and **Record Payment**.

The background table remains the same as in Figure 70.

Figure 71: The payment details filled in

5. The item now shows the paid and remaining amounts.

Belqam Academy

Manage Subscriptions

Search by student name, code, email or phone...

+ New Subscription

TRANSACTION REFERENCE	DESCRIPTION	DUE AMOUNT	CURRENCY	DATE	EXPIRY DATE	STATUS	ACTIONS
BLQM-7341798591275075	Demo Grade Mathematics - Monthly plan	150	SAR	28th Sep 2026	31st Dec 2026	Pending Payment	
طالب تجريبي	Mathematics - October 2026	31st Oct 2026	150.00	150.00	0.00SAR	2400	
BLQM-9631756053645140	الصف الأول (المنهج المصري) - اشتراك 1-شهري (students)	240	SAR	24th Aug 2025	1st Oct 2025	Active	
BLQM-2611751481606131	الصف الثالث الإعدادي عام - اشتراك 1-شهري (students)	180	SAR	2nd Jul 2025	1st Oct 2025	Active	

Figure 72: The item after the payment is recorded

Note: The subscription table is wide; scroll horizontally to reach the Status and Actions columns on smaller screens.

15. Rewards and Redemptions

Create rewards that students can redeem with the points they earn, and follow their redemption requests.

1. Click **Rewards Management** in the side menu. The **Rewards** tab shows each reward's required points, quantity and an active switch, with edit and delete icons.

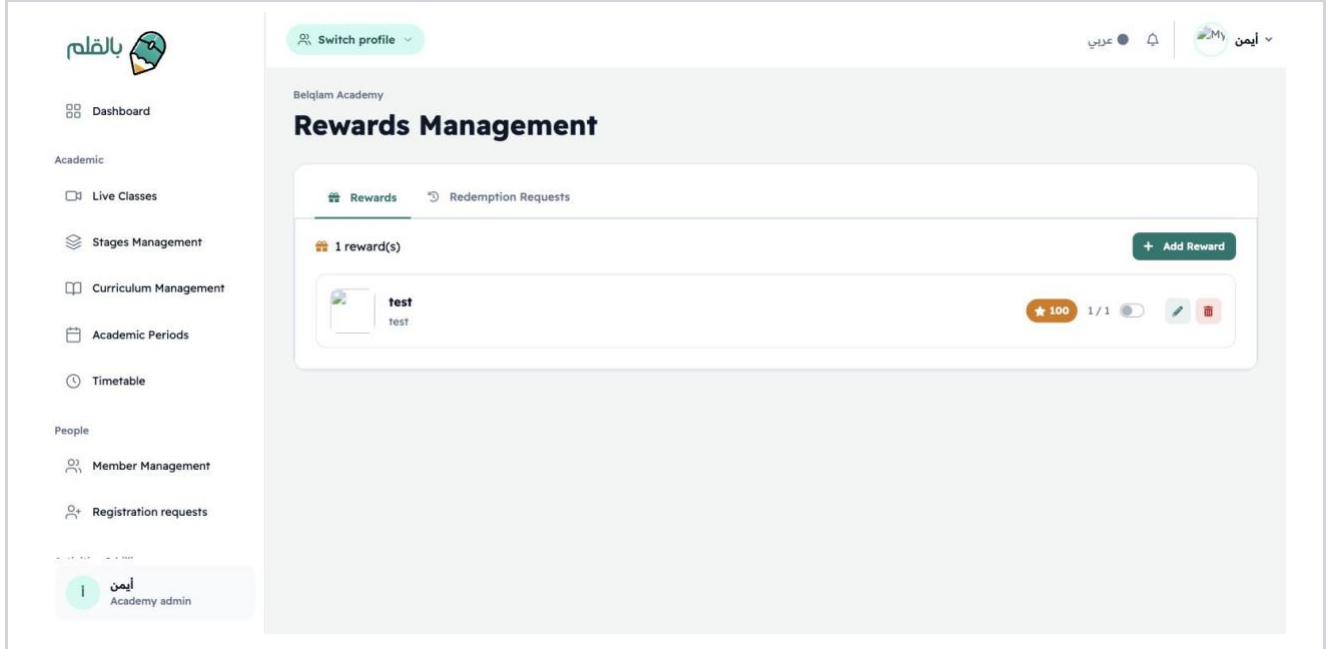


Figure 73: The Rewards Management page

2. Click **Add Reward** to open the reward form.

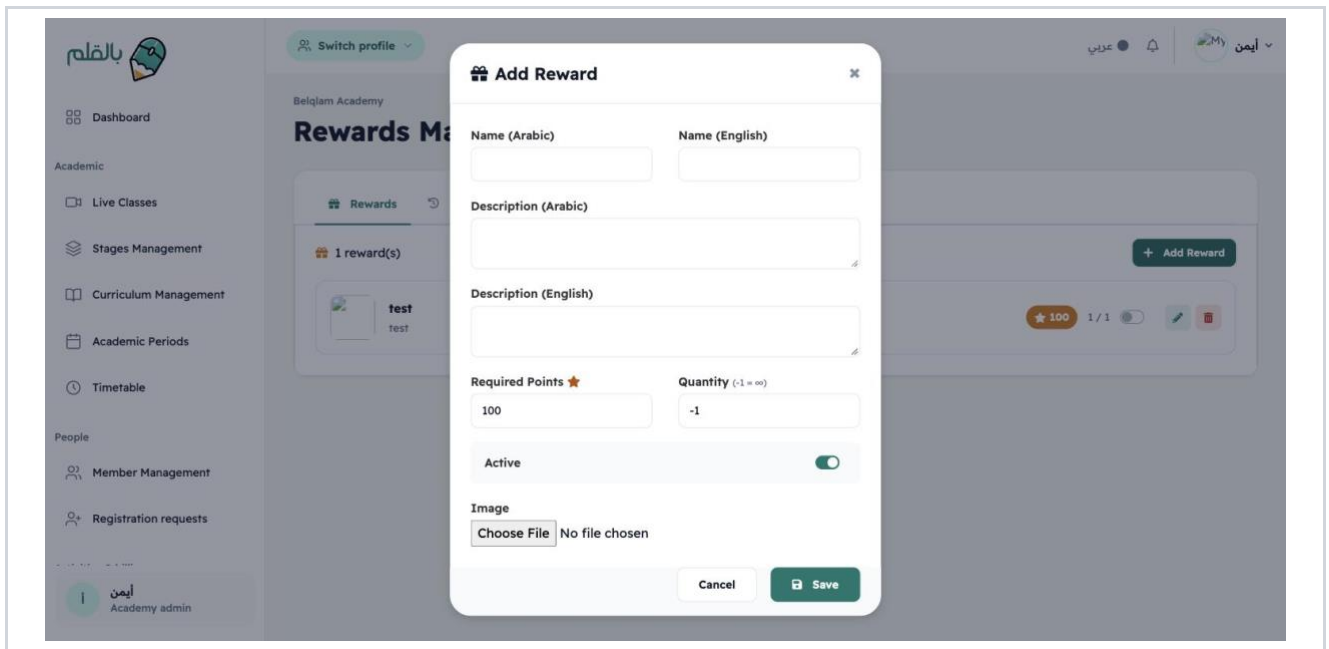


Figure 74: The empty Add Reward window

- Enter **Name (Arabic)**, **Name (English)**, **Description (Arabic)**, **Description (English)** and **Required Points**. Set the **Quantity** (-1 means unlimited), keep the reward **Active**, choose an image, and click **Save**.

Figure 75: The reward details filled in

- The new reward is added to the list.

Figure 76: The new reward in the list

- Open the **Redemption Requests** tab to see the students' redemption requests with their points, dates and status. Use the **All Statuses** filter to narrow the list.

The screenshot displays the 'Rewards Management' section of the Belqam Academy interface. The 'Redemption Requests' tab is active, showing a list of 5 requests. Each request includes the student's name, ID, points, request date, status, and approval date.

Student Name	ID	Points	Request Date	Status	Approval Date
سارة أحمد علي	test - 522129	100	4/7/2026	REJECTED	4/8/2026
محمد خالد سالم	test - 522124	100	4/7/2026	REJECTED	4/8/2026
نورة عبدالله حسن	test - 524042	100	4/7/2026	REJECTED	4/8/2026
عمر يوسف إبراهيم	test - 523132	100	4/7/2026	REJECTED	4/8/2026
ليان فهد ناصر	test - 2000017	100	4/7/2026	REJECTED	4/8/2026

Figure 77: The Redemption Requests tab

16. Question Bank

The question bank stores reusable questions for exams and assignments.

1. Click **Question Bank** in the side menu. Each question card shows its answers with the correct one highlighted, its tags and type. Filter by type or search, and use the icons to edit or delete a question.

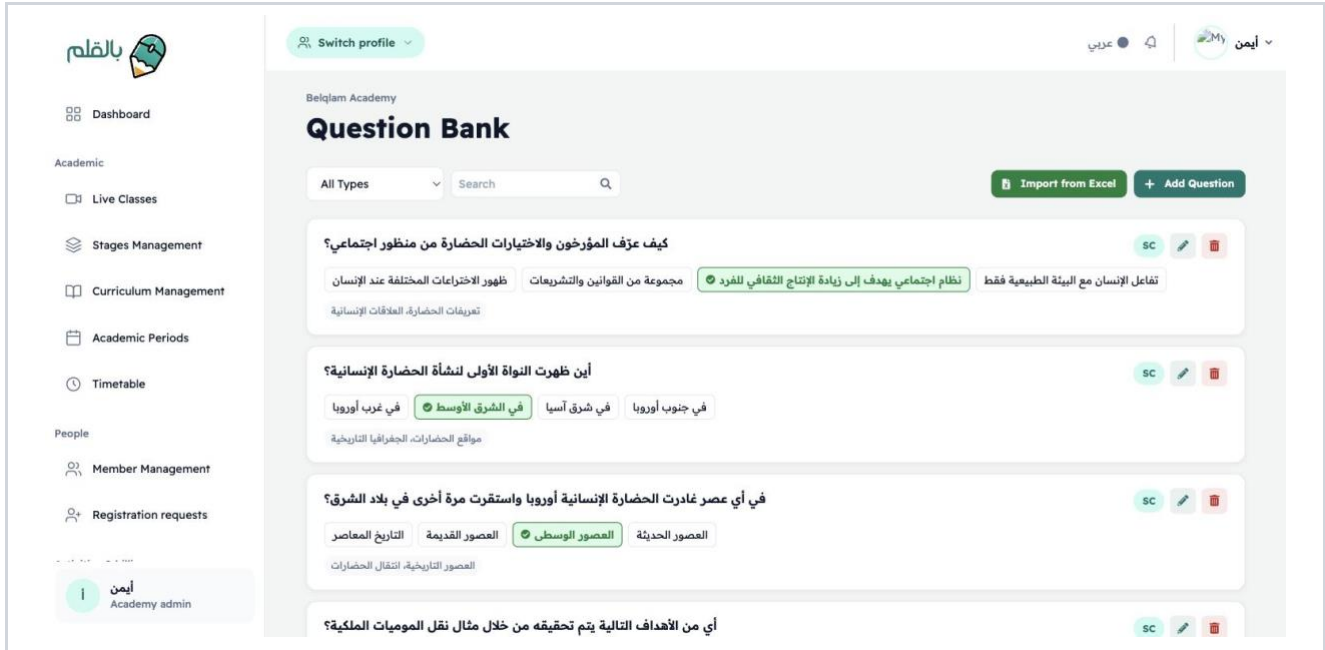


Figure 78: The Question Bank page

2. Click **Add Question**. Choose the **Question's Type**, enter comma-separated **Tags** and the **Question Text**.

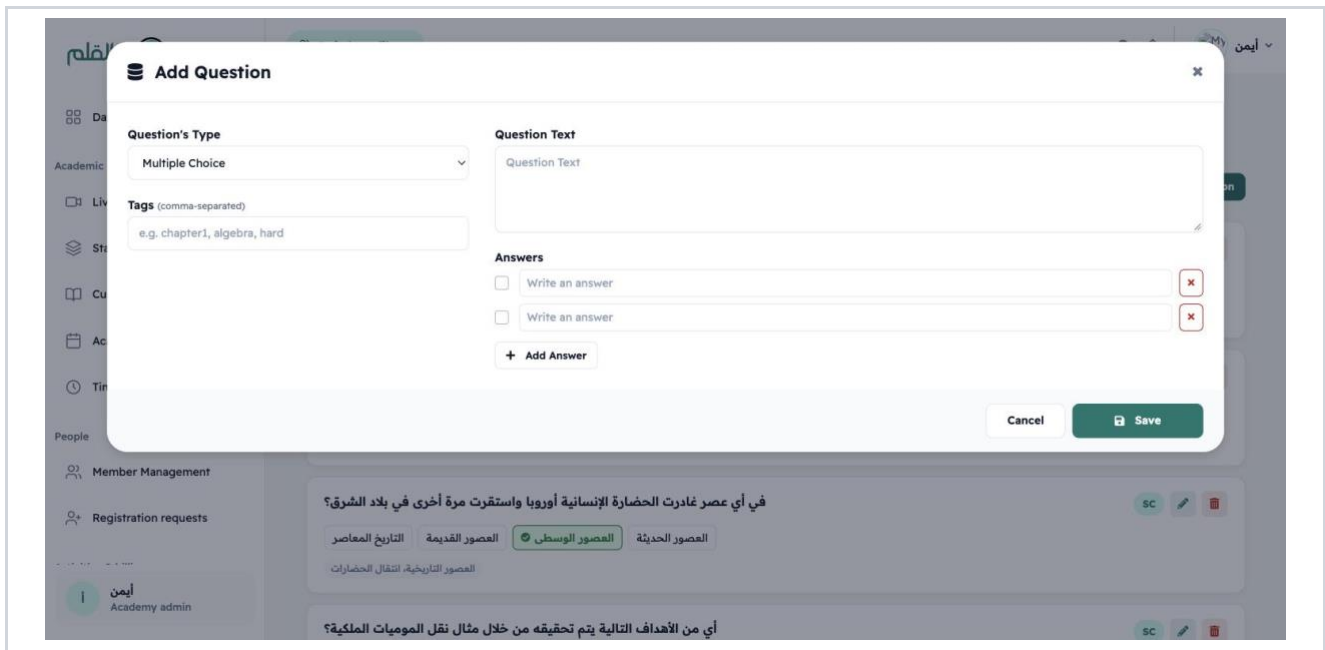


Figure 79: The Add Question window

- Write each answer, tick the checkbox next to the correct answer(s), and click **Add Answer** for more options. Click **Save**.

Figure 80: A multiple-choice question filled in

- The new question appears at the top of the list.

Figure 81: The new question in the bank

- To add many questions at once, click **Import from Excel**. Click **Download Template (.xlsx)**, fill in your questions, choose the file, then click the import button.

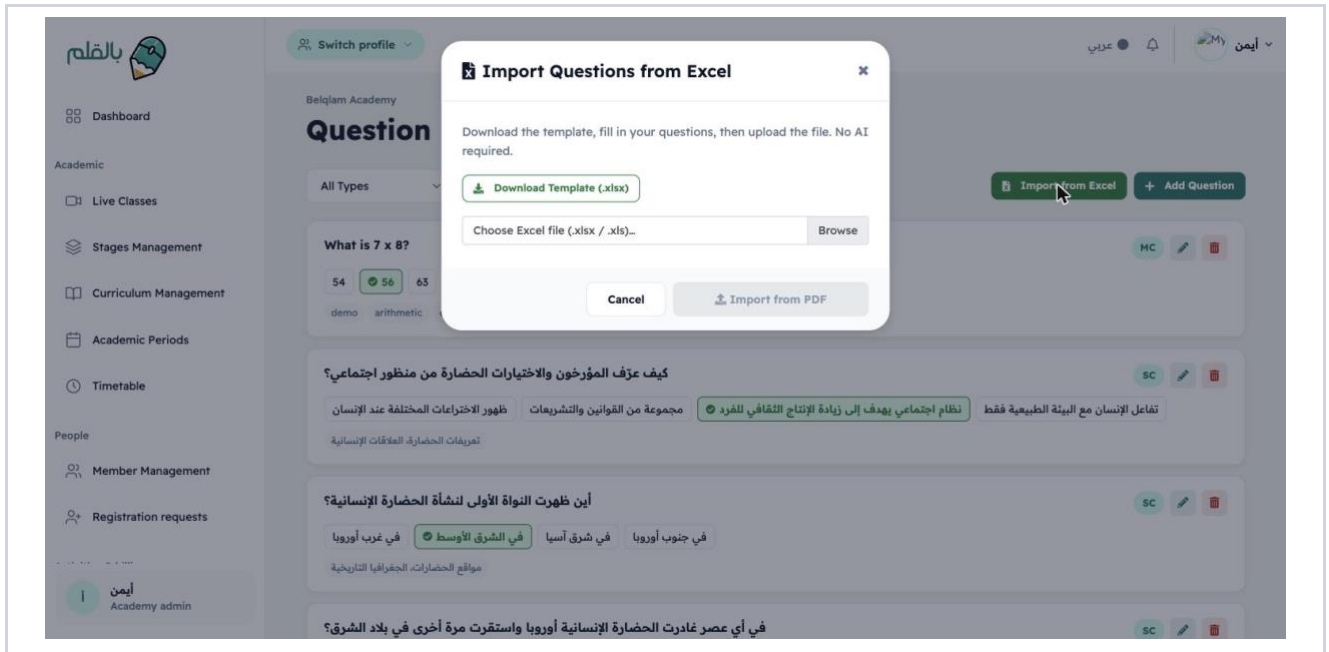


Figure 82: The Import Questions from Excel window

17. Exam Results

Review the exam results of all students month by month.

1. Click **Student Exam Results** in the side menu. Choose the month and search for a student. The table shows each student's number of exams, total score, percentage and last exam.

Figure 83: The Student Exam Results page

2. Click the report icon on a row to open the **Student Detail** page. It summarises the exams, average score, passed and failed counts, and lists every exam with its subject, score, date and result.

Figure 84: A student's exam results

18. Key Performance Indicators (KPIs)

The KPI pages show attendance, grades and ratings for teachers, students and groups.

1. Open **KPI** in the side menu and choose **Teachers**, **Students** or **Groups**.

Teacher KPIs

Track the attendance and grades of a teacher's students and the ratings the teacher has received.

1. Choose **Teachers** under **KPI**. Nothing is shown until you pick a teacher.

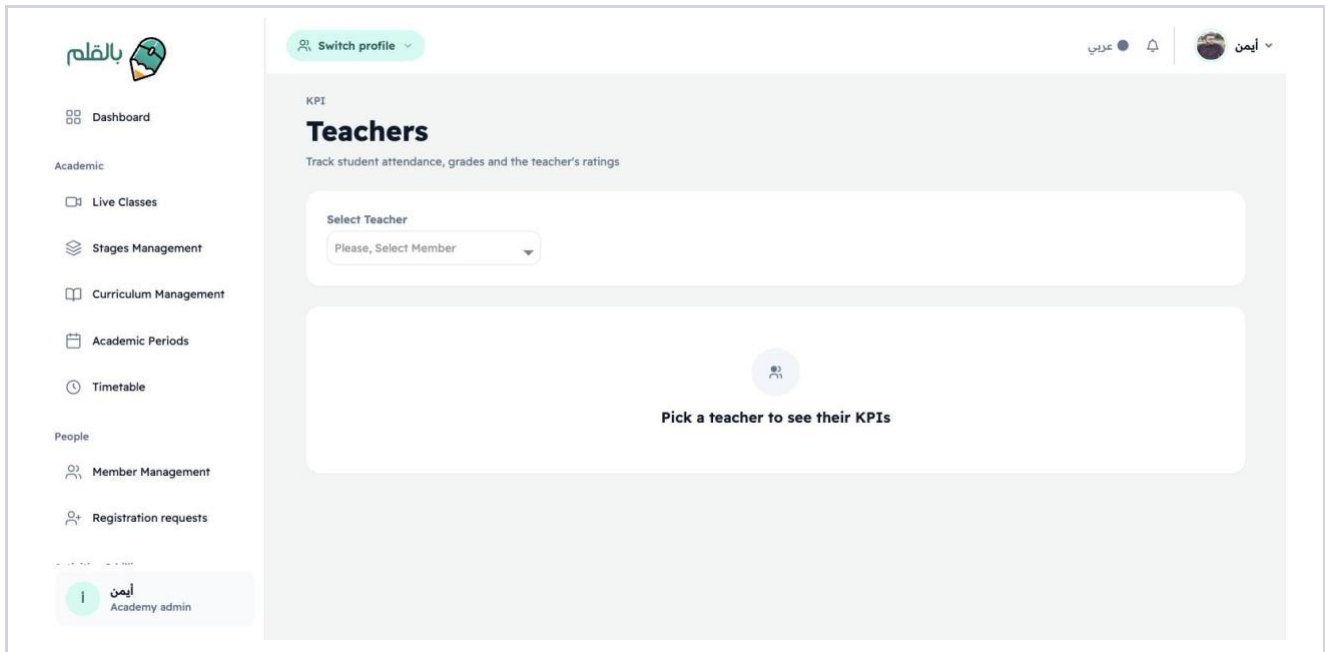


Figure 85: The Teachers KPI page

2. Open **Select Teacher**, type to search, and choose the teacher.

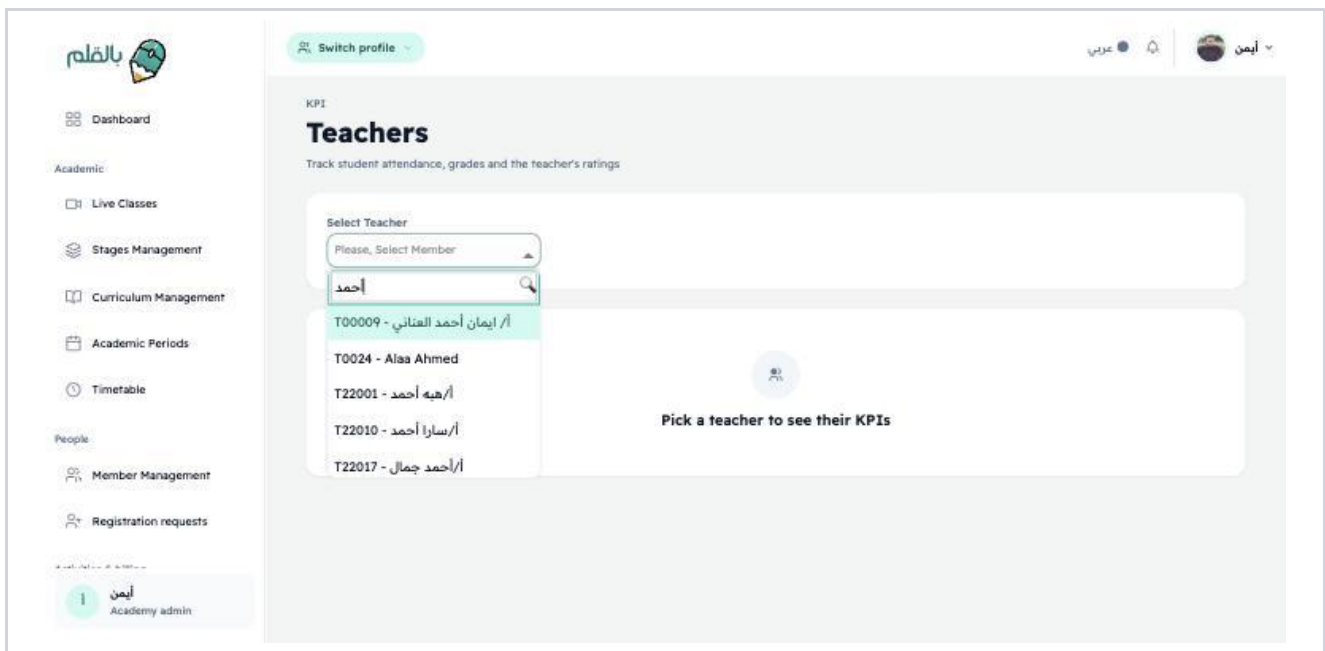


Figure 86: Choosing a teacher

- Review the **Attendance rate**, **Assignments average**, **Exams average** and **Average rating** cards. Use the subject list to limit the figures to one subject.

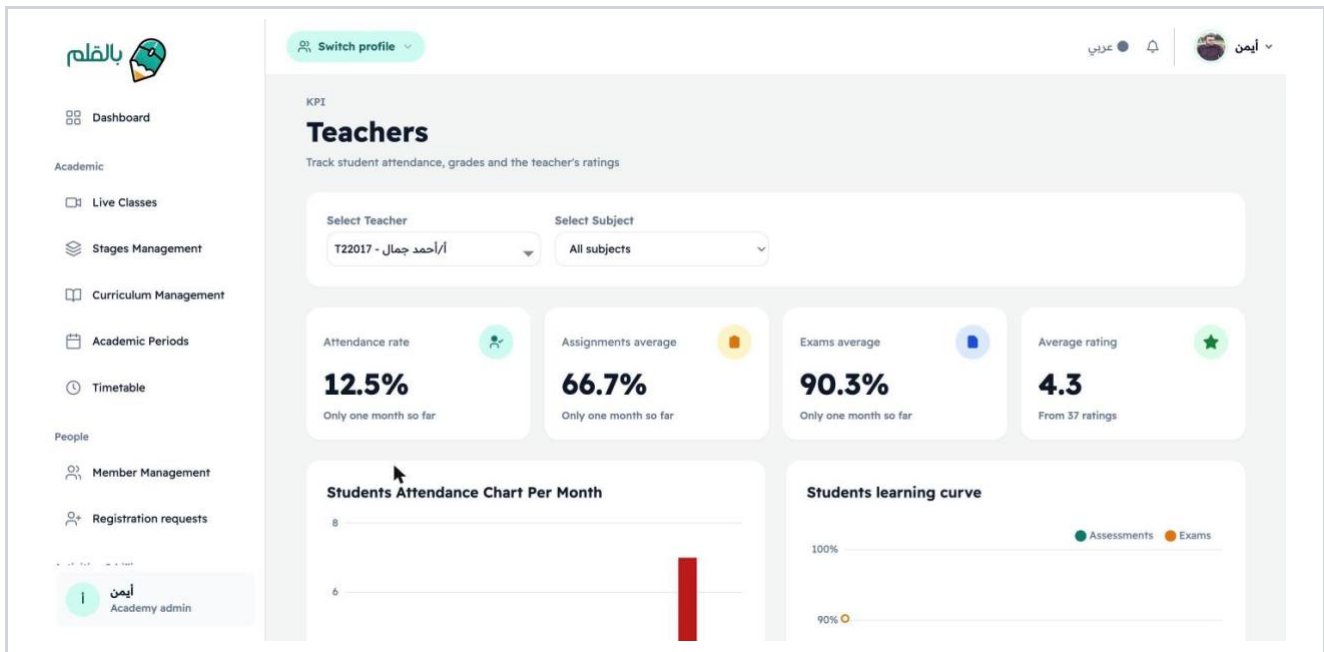


Figure 87: A teacher's KPI cards

- Scroll down to see the monthly attendance chart, the learning curve and the **Users Rating** breakdown by number of stars.

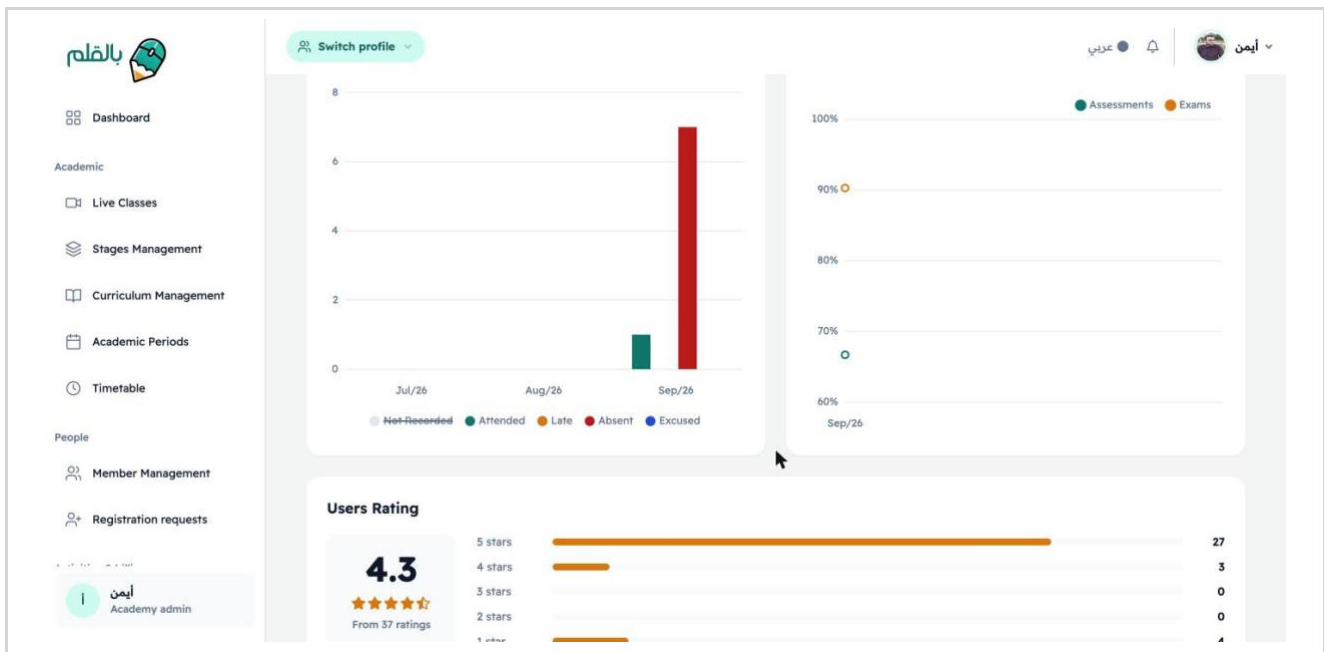


Figure 88: Teacher charts and ratings

Student KPIs

See a student's attendance, grades and homework, including a weekly lesson-by-lesson report.

1. Choose **Students** under **KPI**, then pick a student from **Select Student**.

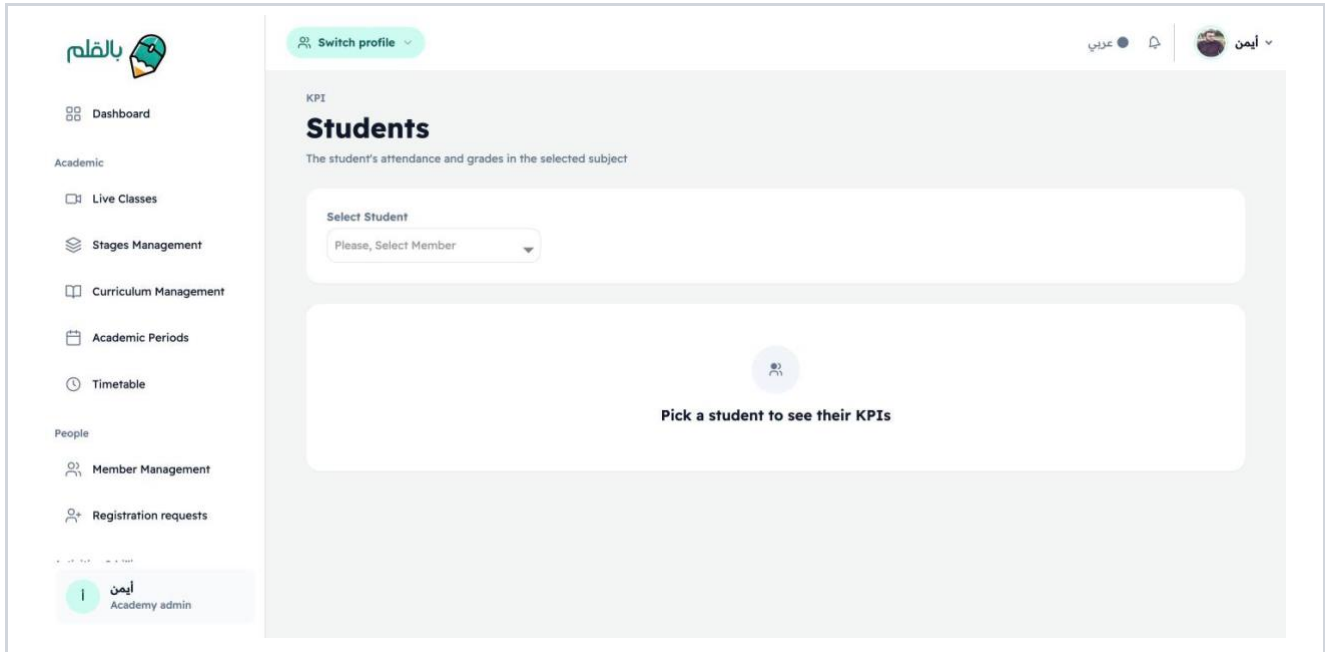


Figure 89: The Students KPI page

2. Review the **Attendance rate**, **Grade average** and **Homework submitted** cards and the charts below them. Filter by subject if needed, or click **Weekly Report** to open the student's weekly report.

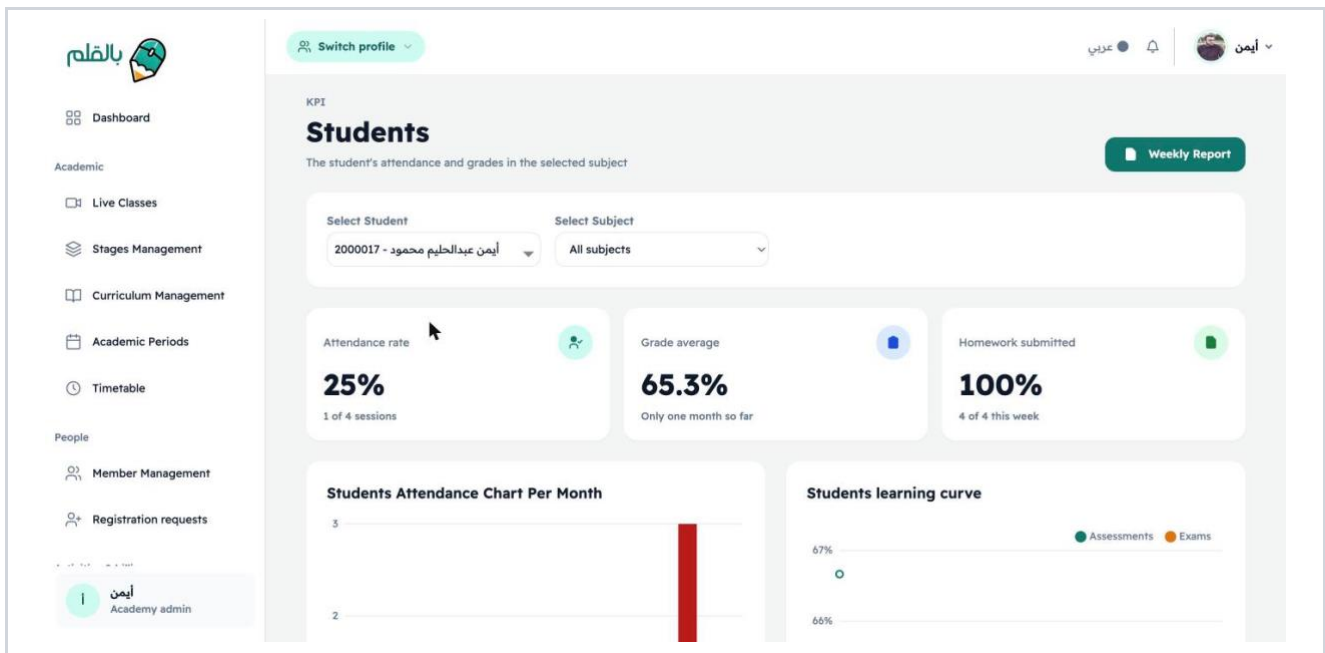


Figure 90: A student's KPI cards

3. Scroll down to the **Weekly Report** table, which lists this week's lessons with their subject, session time, attendance and homework status.

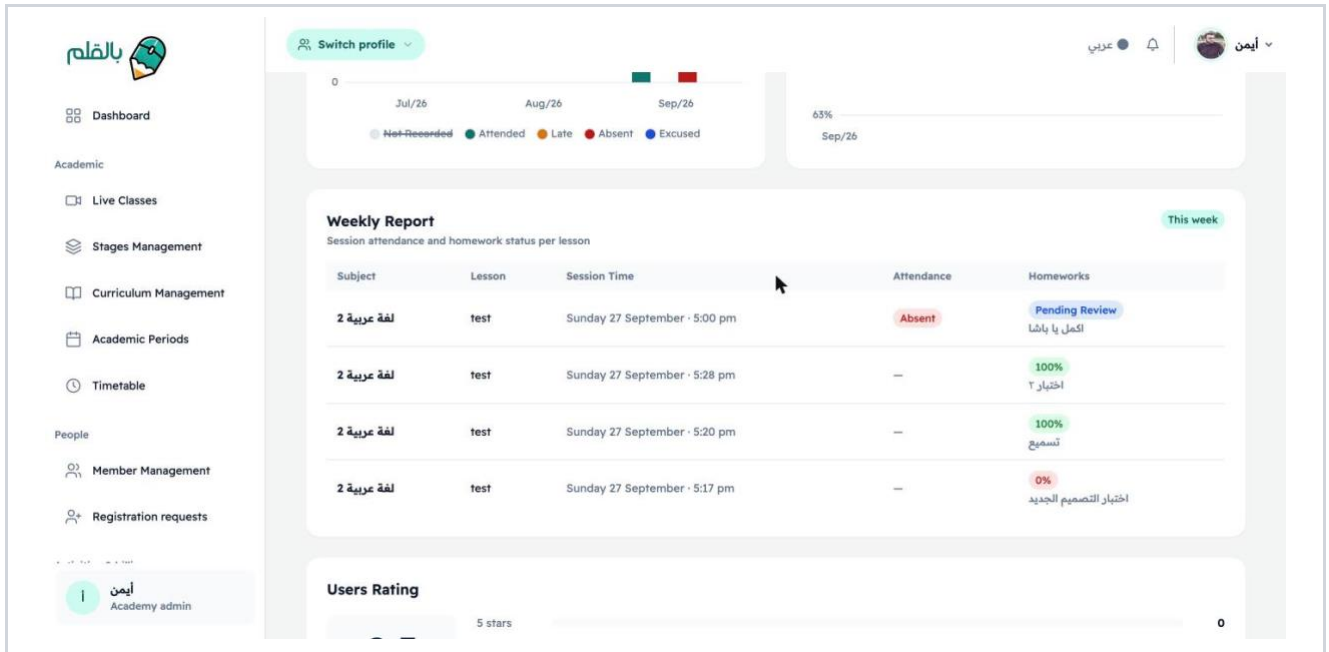


Figure 91: The student's weekly report

Group KPIs

Compare attendance and grade averages for a whole stage or a single group.

1. Choose **Groups** under **KPI**, then select a stage from **Select Stage**.

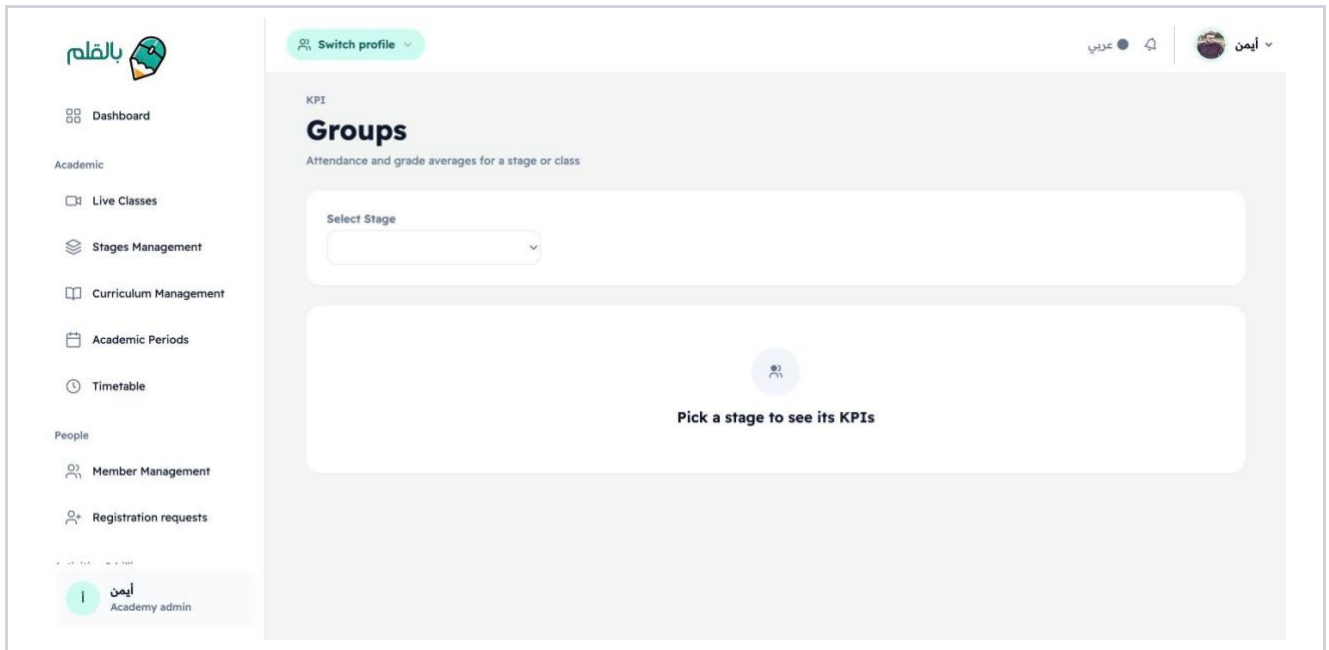


Figure 92: The Groups KPI page

- Optionally choose a group from **Select group**. Review the **Attendance rate**, **Assignments average** and **Exams average** cards and the charts below them.

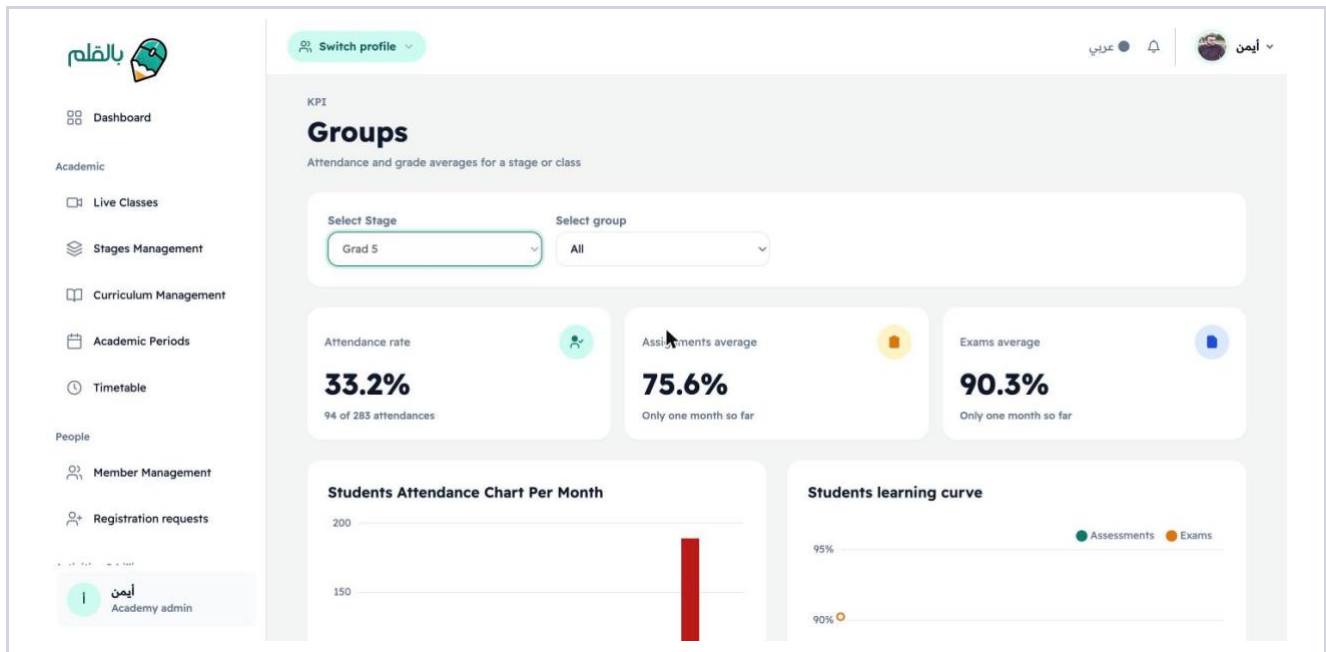


Figure 93: KPI cards for a stage

19. Leaderboards

Leaderboards rank students by the points they earn and by their average assessment scores.

1. Click **Leaderboard** in the side menu. The **Points** tab shows a podium of the top three students and the full ranking. Filter by stage and group. The side panels show the top three this week and of all time.

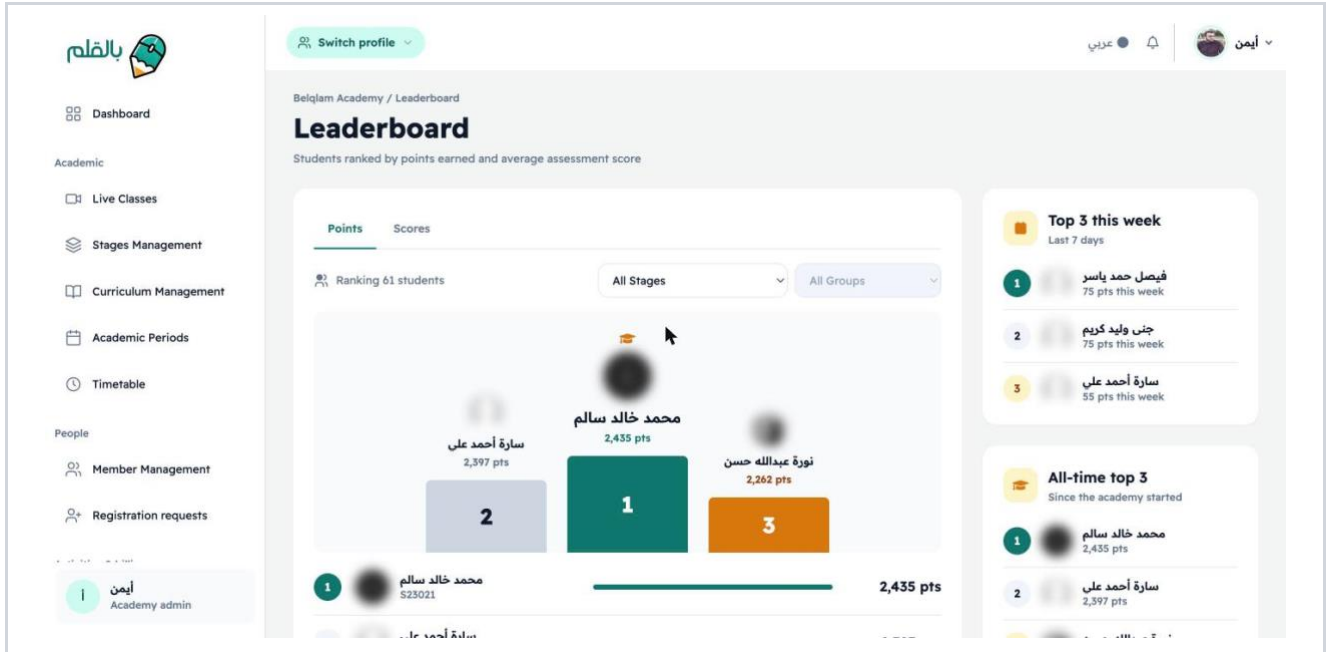


Figure 94: The Leaderboard ranked by points

2. Open the **Scores** tab to rank students by their average assessment score and number of completed assessments.

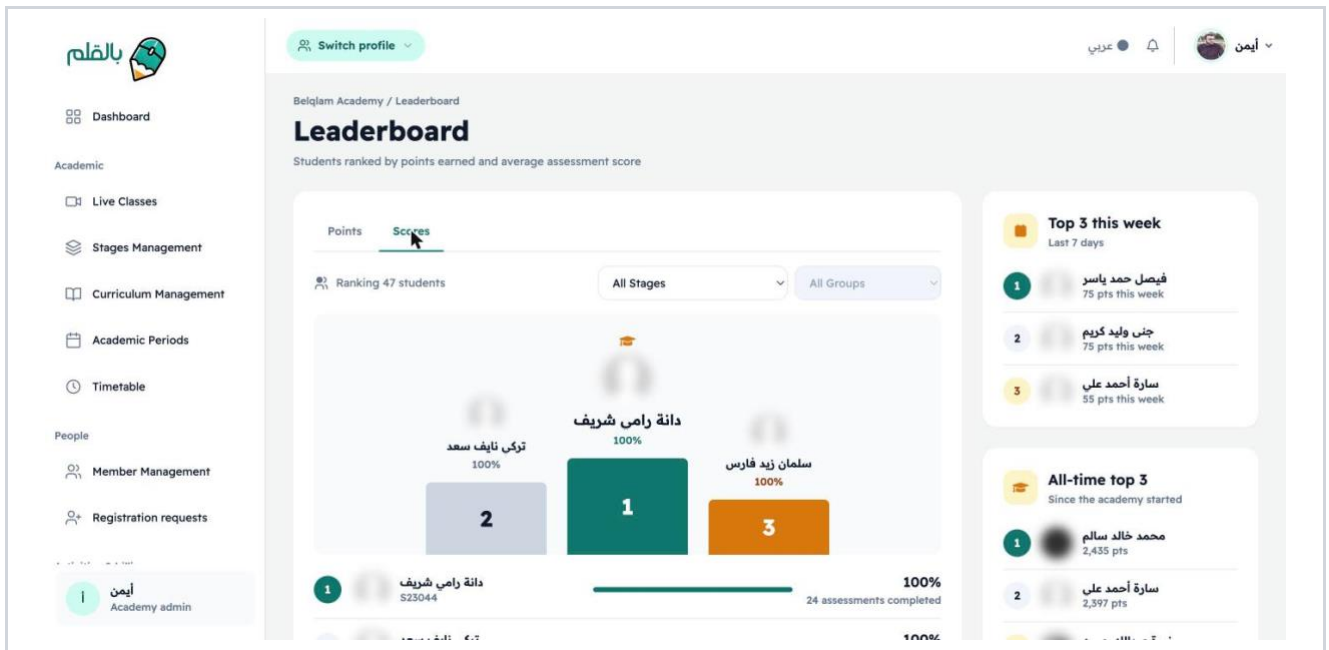


Figure 95: The Leaderboard ranked by scores

3. Click **Top Leaderboard** in the side menu to see the top three students this week and since the academy started. The **How are points earned?** box explains how students collect points.

The screenshot displays the 'Top Leaderboard' page within the Beqiam Academy administrator interface. The page is divided into several sections:

- Header:** Includes the 'Beqiam Academy / Top Leaderboard' title and a 'Switch profile' button.
- Left Sidebar:** Contains navigation links for 'Dashboard', 'Academic' (Live Classes, Stages Management, Curriculum Management, Academic Periods, Timetable), and 'People' (Member Management, Registration requests).
- Top 3 this week:** A section titled 'Last 7 days' showing the top three students:

Rank	Student Name	Points
1	محمد خالد سالم	75 pts
2	سارة أحمد علي	75 pts
3	نورة عبدالله حسن	55 pts
- All-time top 3:** A section titled 'Since the academy started' showing the top three students:

Rank	Student Name	Points
1	... يوسف إبراهيم	2,435 pts
2	نورة عبدالله حسن	2,397 pts
3	ليان فهد ناصر	2,262 pts
- How are points earned?:** A section explaining the point system:
 - Attending a class: 10 pts
 - Submitting an assignment: 5 pts + up to 15 by score
 - Watching a video: 10 pts
 - Comment: 5 pts (up to 3 a day)
- User Profile:** At the bottom left, it shows the current user as 'أيمن' (Ayman), an 'Academy admin'.

Figure 96: The Top Leaderboard page

20. Messages

Send and receive internal messages with members of the academy.

1. Click **Inbox** in the side menu. Switch between **Inbox**, **Starred** and **Sent**, and use **Search messages** to find a message.

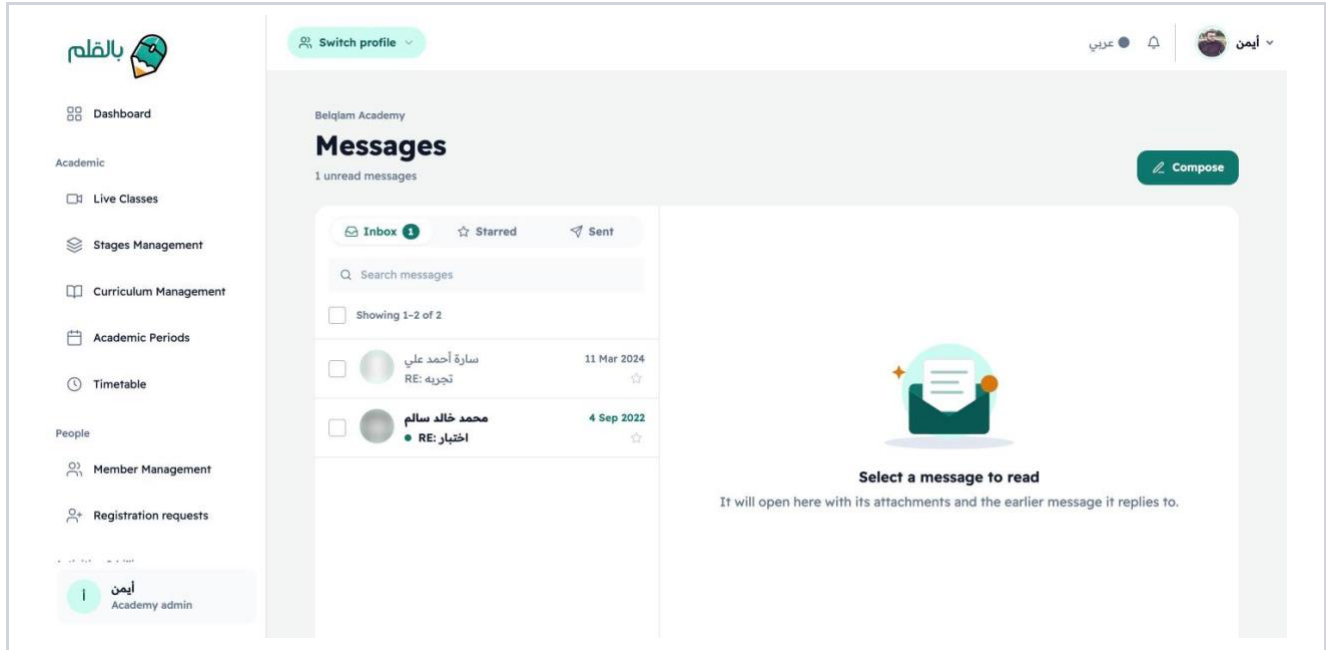


Figure 97: The Messages inbox

2. Click a message to read it in the right-hand panel, together with the original message it replies to. Use **Reply** or **Forward**, or the icons at the top to reply, forward, print or delete.

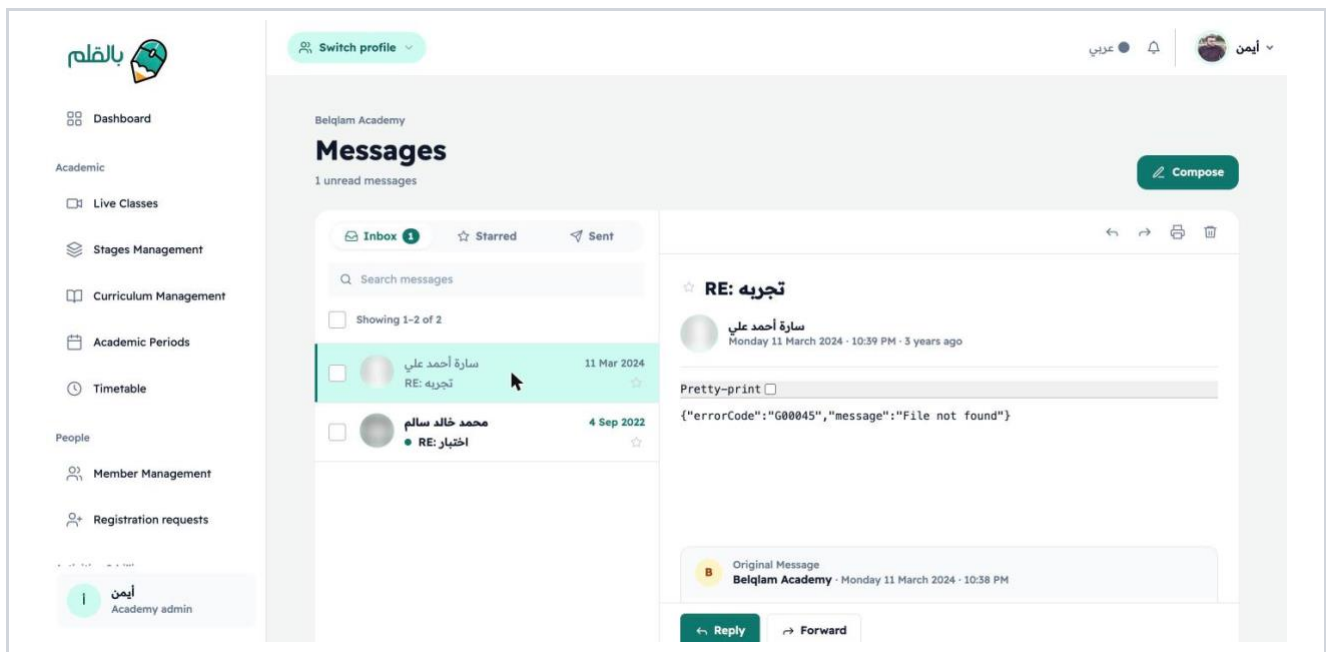


Figure 98: Reading a message

- Click **Compose** to open the **New Message** window.

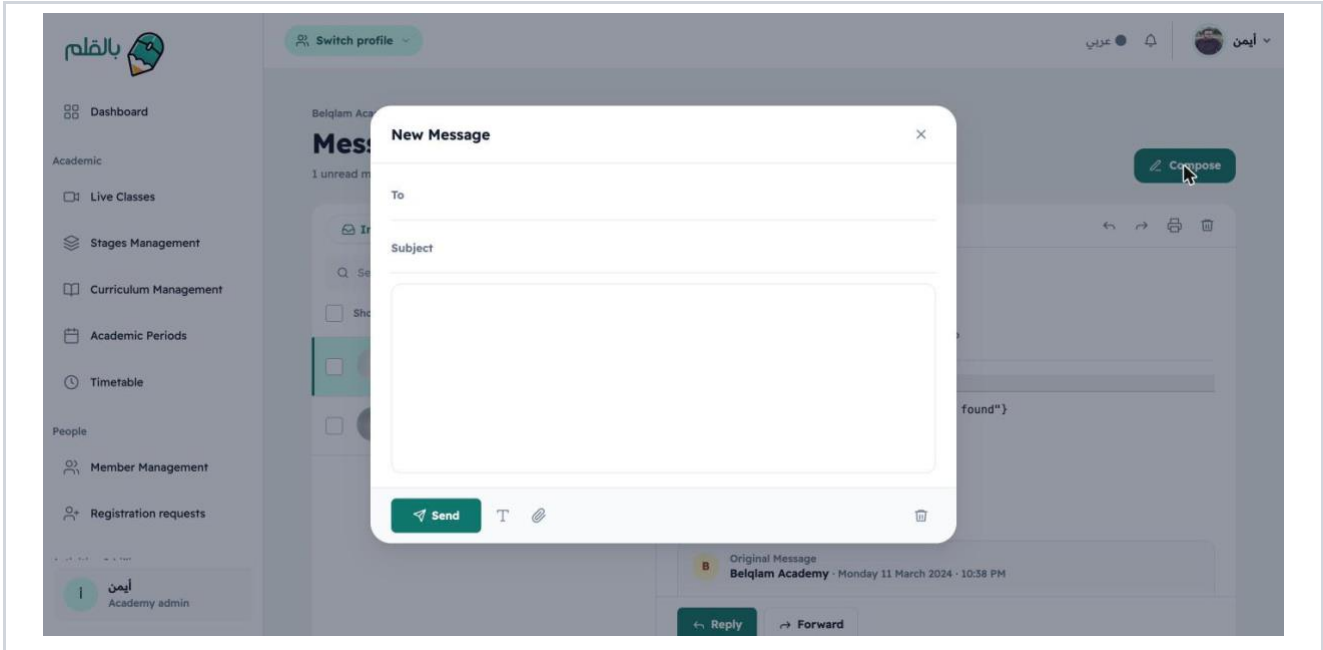


Figure 99: The New Message window

- Add one or more recipients in **To**, enter the **Subject** and write your message. Use the formatting and attachment icons if needed, then click **Send**.

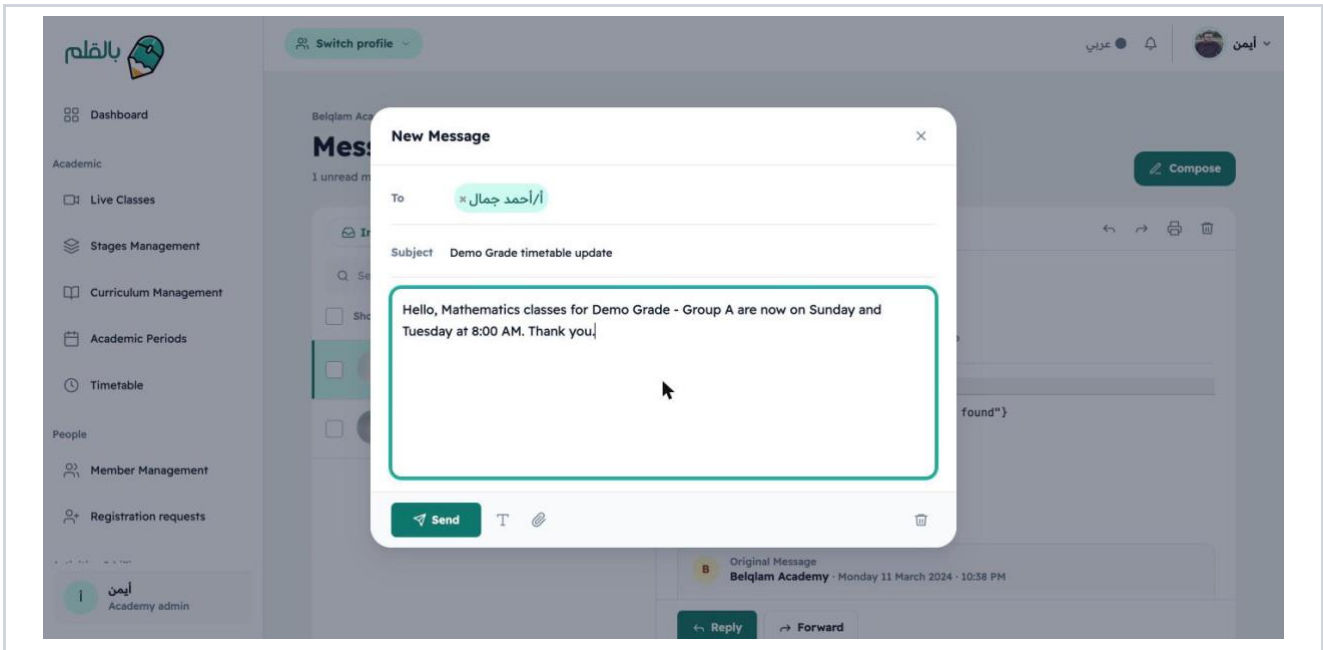


Figure 100: A message ready to send

5. Open the **Sent** tab to confirm the message was sent.

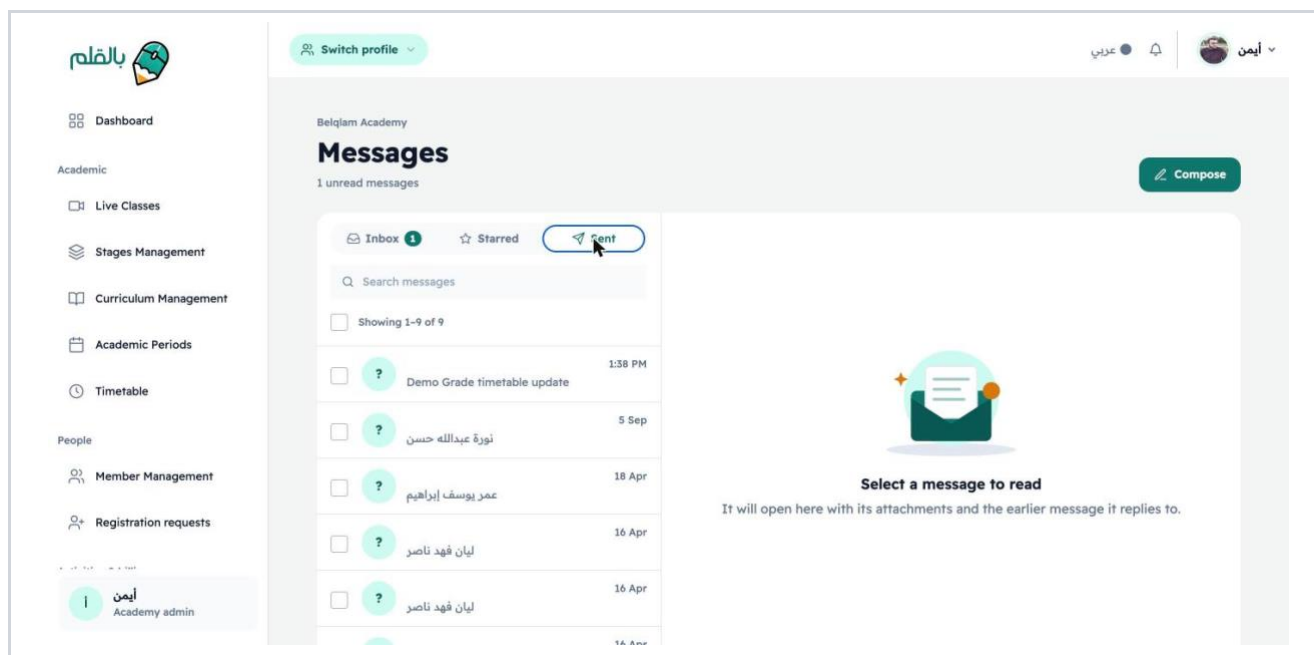


Figure 101: The Sent messages list

21. Announcements

Send one announcement to many members at once, for example all students of a group.

1. Click **Announcement** in the side menu. The form has **Send To**, **Subject** and **Message** fields.

Figure 102: The Announcement page

2. Under **Send To**, choose the audience (for example, students), then the stage and group. Enter the subject and message, then click **Send**.

Figure 103: An announcement to one group's students

22. Settings

Configure the academy's AI features and the Zoom integration used for live classes. Each card has its own Save button.

1. Click **Settings** in the side menu. In **AI Video Settings**, enter the API key of your AI video service in **OpenAI API Key** and choose the **Narration Voice** used for lesson videos, then click **Save**.

The screenshot shows the 'Settings' page for 'Beqlam Academy'. The left sidebar contains a menu with 'Dashboard', 'Academic' (Live Classes, Stages Management, Curriculum Management, Academic Periods, Timetable), and 'People' (Member Management, Registration requests). The main content area is titled 'Settings' and has a 'Switch profile' button. Under 'AI Video Settings', there is an 'OpenAI API Key' field (masked with dots) and a 'Narration Voice' dropdown menu set to 'Nova - female, warm'. Below this is a 'Save' button. Further down, there is a section for 'Arabic TTS (ElevenLabs)' with an 'ElevenLabs API Key' field (masked with dots) and a 'Voice ID' field (containing 'e.g. pNlnz6obpgDQGcFmaJgB'). A 'Save' button is also present at the bottom of this section.

Figure 104: AI Video Settings

2. Optionally, fill in **Arabic TTS (ElevenLabs)** with your **ElevenLabs API Key** and **Voice ID** to improve Arabic narration. In **AI Grading**, turn on **Enable AI Grading**, enter the **Anthropic API Key**, choose the **PDF Import Model**, and enable the **AI Weekly WhatsApp Report** if you want parents to receive weekly summaries.

The screenshot shows the 'Arabic TTS and AI Grading settings' page. The 'Arabic TTS (ElevenLabs)' section includes an 'ElevenLabs API Key' field (masked with dots) and a 'Voice ID' field (containing 'e.g. pNlnz6obpgDQGcFmaJgB'). Below this is the 'AI Grading' section. It features a toggle for 'Enable AI Grading' which is turned on (green). Below the toggle is an 'Anthropic API Key' field (masked with dots). A 'PDF Import Model' dropdown menu is set to 'Fast - Haiku (recommended, lowest cost)'. At the bottom, there is a toggle for 'AI Weekly WhatsApp Report' which is also turned on (green).

Figure 105: Arabic TTS and AI Grading settings

- In **Zoom Integration**, enter your Zoom app's **Account ID**, **Client ID**, **Client Secret** and **Verification Token (Secret Token)**, then click **Save**. Use **Test Connection** to check the settings and **Sync Now** to refresh the host list.

Zoom Integration

Configure your organization's Zoom Server-to-Server OAuth app to enable live lessons.

Account ID: <CLIENT_ID>

Client ID: <CLIENT_ID>

Client Secret: [Redacted]

Verification Token (Secret Token): [Redacted]

Save **Test Connection** **Sync Now**

Host Pool Status

Host	Tier	Status	Locked Since
Belqam Academy	Licensed	Available	-
Belqam Teacher 13	Licensed	Available	-
Belqam Teacher10	Licensed	Available	-
Belqam Teacher11	Licensed	In Use	2026-09-28T11:01:18

Release

Figure 106: Zoom Integration settings

- Review the **Host Pool Status** table, which lists each Zoom host with its tier (licensed or basic), status and the time it was locked. Click **Release** to free a host that is still in use.

Host	Tier	Status	Locked Since
Belqam Teacher 20	Basic	Available	-
Belqam Teacher 21	Basic	Available	-
Belqam Teacher1	Basic	Available	-
Belqam Teacher2	Basic	Available	-
Belqam Teacher22	Basic	Available	-
Belqam Teacher3	Basic	Available	-
Belqam Teacher4	Basic	Available	-
Belqam Teacher5	Basic	Available	-
Belqam Teacher6	Basic	Available	-
Belqam Teacher7	Basic	Available	-
Belqam Teacher8	Basic	Available	-
Belqam Teacher9	Basic	Available	-

Release

Figure 107: The Zoom host pool

Note: API keys, client secrets and tokens are confidential. Enter them only on this page, never share them in messages, and replace them immediately if they are exposed.

Note: These settings power the teacher features: Zoom enables live sessions with recordings; the

Anthropic key with AI Grading and AI Session Evaluation enables AI lesson summaries and evaluations from transcripts; OpenAI/ElevenLabs keys enable narrated videos from PDF files in AI Lesson Tools.

23. My School

View and update the academy's profile, address and contact details.

1. Click **My School** in the side menu. The page shows the academy's location on a map, its contact info and city.

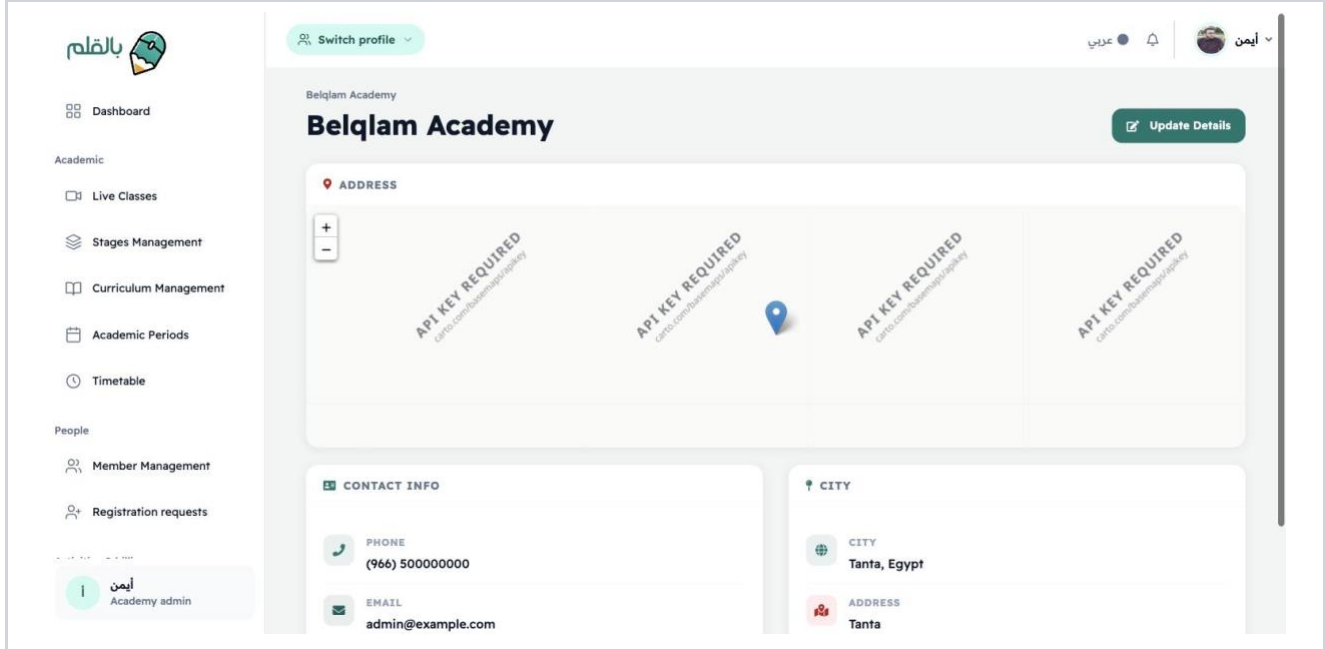


Figure 108: The academy profile page

2. Scroll down to see the phone, email and social account under **Contact Info**, and the city and address.

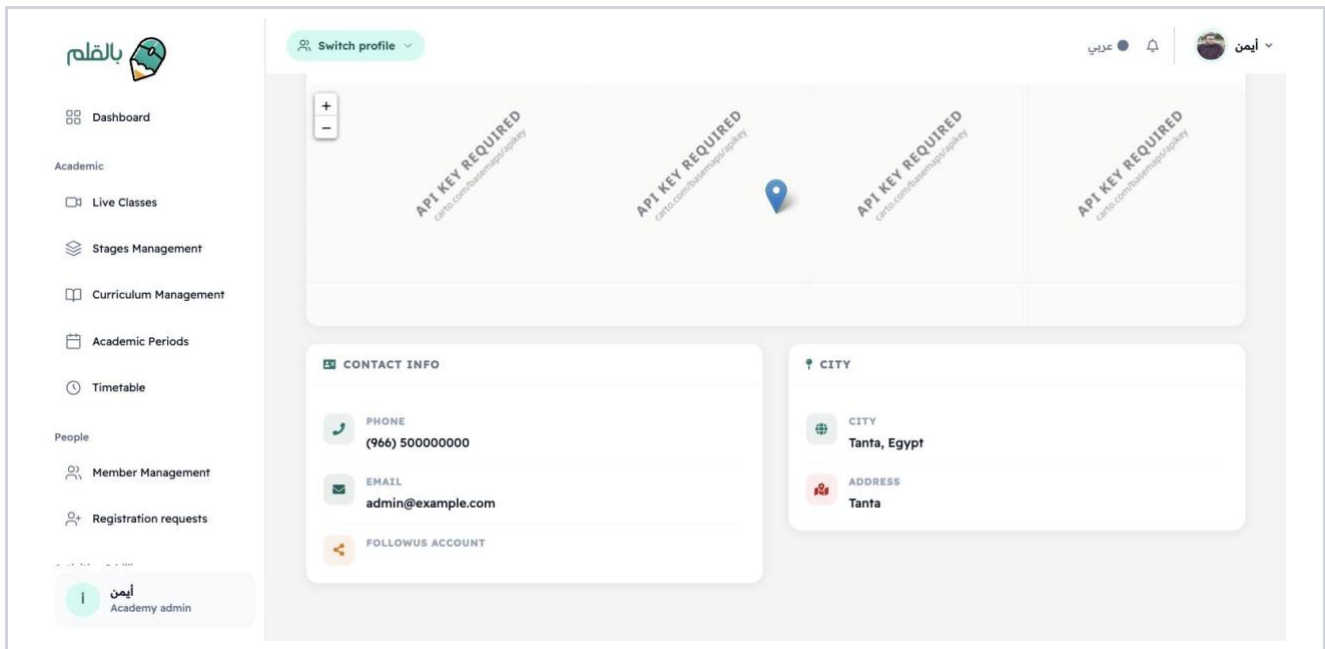


Figure 109: Contact info and city

- Click **Update Details** to open **Update Organization**. Edit the **Arabic Name**, **English Name**, **Organization Code**, **Country**, **City** and **Address**, and move the pin on **Address on map** if needed.

The screenshot shows the 'Update Organization' form. The form is divided into two main sections: 'Organization details' and 'Address on map'. The 'Organization details' section includes fields for Arabic Name (أكاديمية بالقلم), English Name (Belqlam Academy), Organization Code (Belqlam), Country (Egypt), City (Tanta), and Address (Tanta). The 'Address on map' section shows a map with a location pin and a watermark 'API KEY REQUIRED'.

Figure 110: Editing the organization details

- Under **Contact Info**, update the **Contact Name**, **Email**, **Phone** and social accounts. Complete the "I'm not a robot" check, then click **Update**.

The screenshot shows the 'Contact Info' form. The form includes fields for Contact Name (Academy Admin), Email (admin@example.com), Phone (20 1000000000), Facebook Account, and Instagram Account. At the bottom, there is a reCAPTCHA 'I'm not a robot' check and an 'Update' button.

Figure 111: Updating the contact info