



Belqlam Learning Platform

User Guide

Parent

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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.

As a parent in Belqlam, you follow your children's progress at the academy: their classes and timetable, attendance, exam results, grades, pending assignments and points, as well as messages from their teachers.

The pages for your children are grouped in the side menu under My children, with results and KPIs under Progress. This guide explains each of these pages.

About this guide

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

Conventions

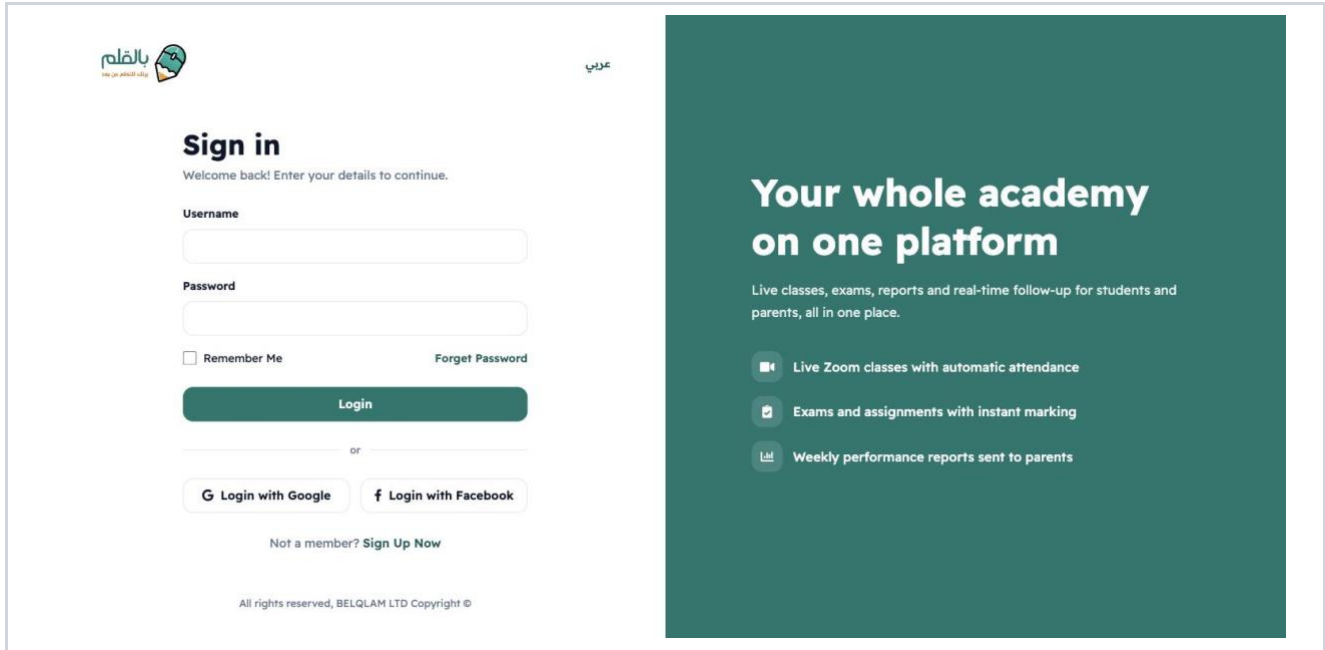
- Bold text refers to a button, menu item, tab or field shown on screen.
- Numbered steps must be performed in order.
- Screenshots use sample data; names shown are fictional.

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 page. On the left, there is 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, there is a dark green banner with the text 'Your whole academy on one platform' and a list of features: 'Live Zoom classes with automatic attendance', 'Exams and assignments with instant marking', and 'Weekly performance reports sent to parents'. The top of the page has the Belqlam logo and a language toggle set to 'عربي'.

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**.

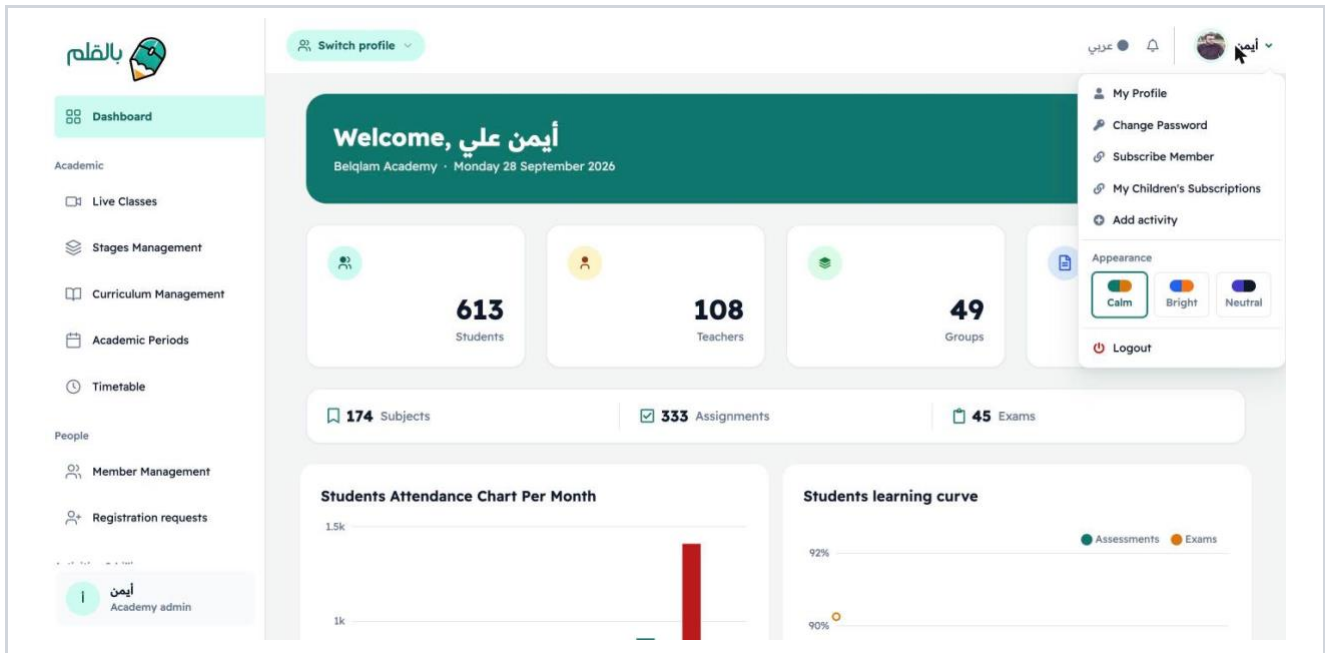


Figure 2: The user menu

- 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.

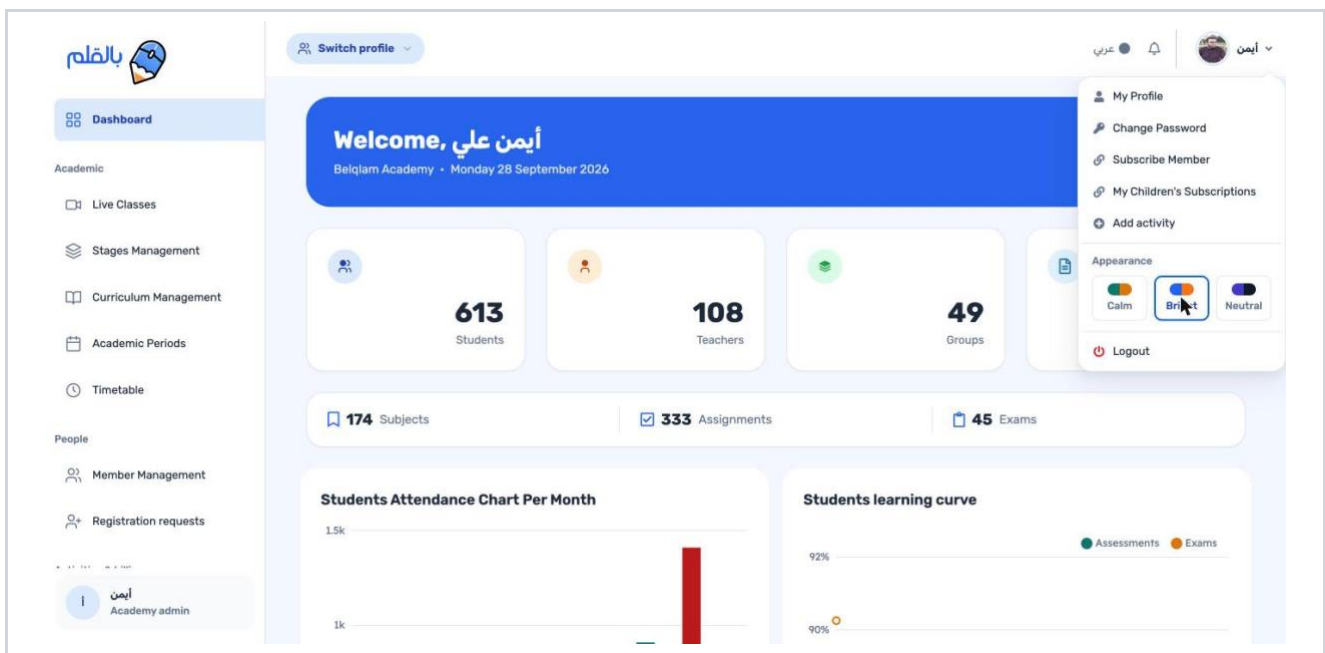


Figure 3: The Bright theme selected

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.

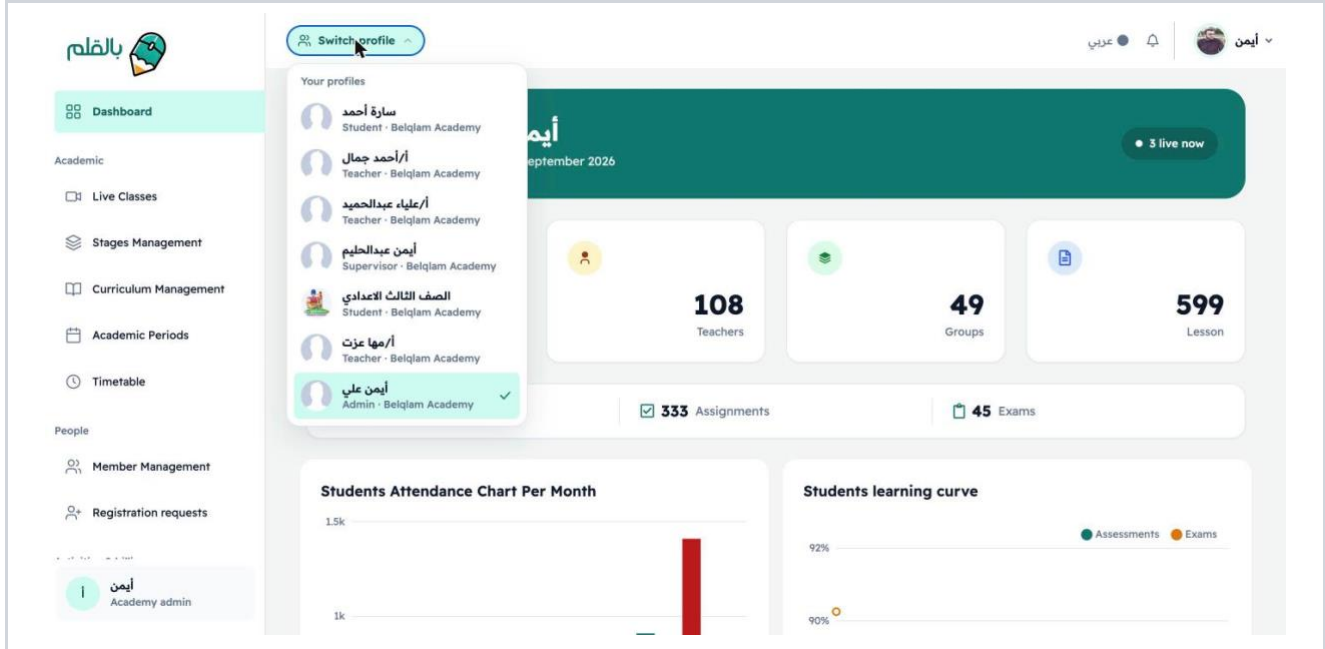


Figure 4: The Switch profile list

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**.

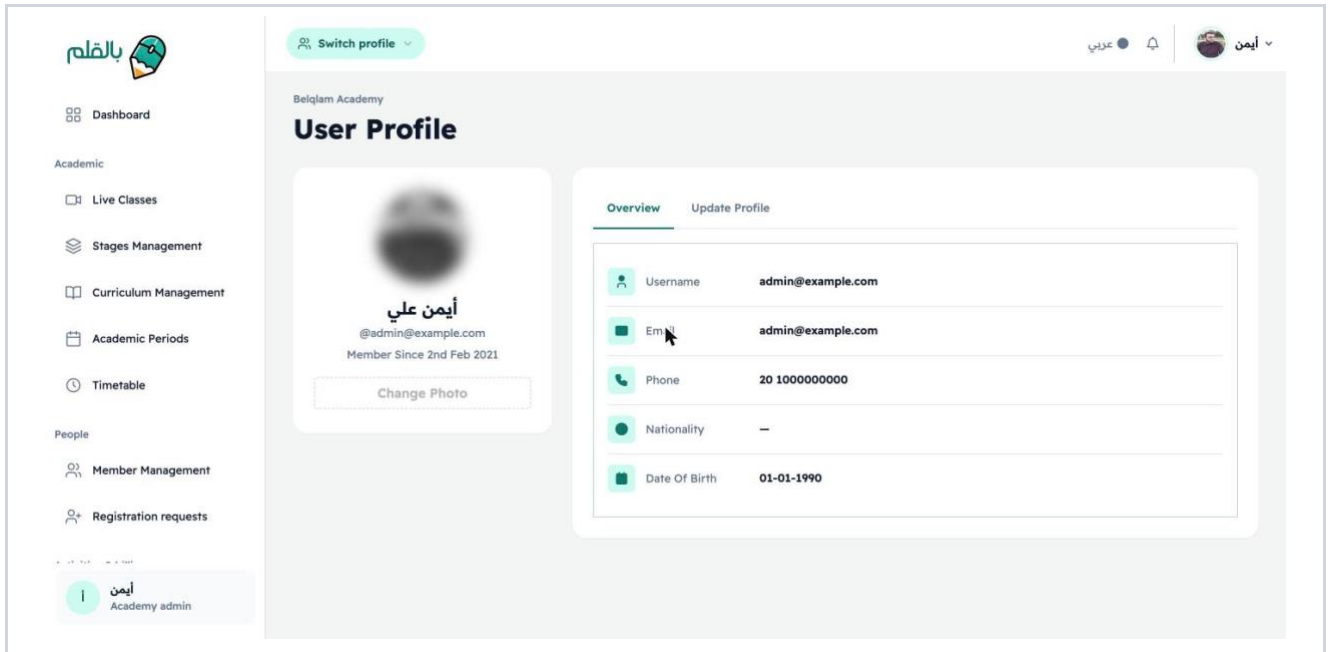


Figure 5: The profile Overview tab

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 parent dashboard summarises your child's attendance, grades, pending work, points, latest results and teacher messages on one page.

1. Click **Dashboard** in the side menu. The page greets you and reads **Follow your children's progress at the academy**.

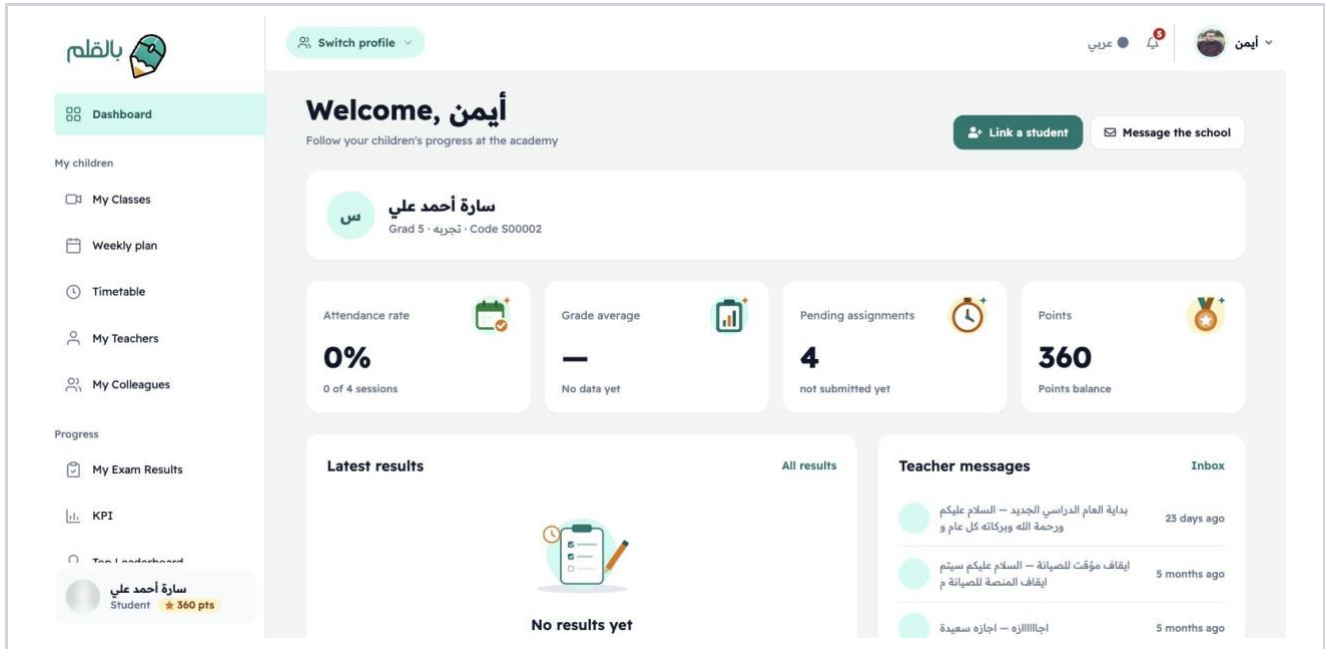


Figure 9: The parent dashboard

2. The child summary card shows your child's grade, class and student **Code**.
3. The summary cards show the **Attendance rate** (sessions attended out of the total), the **Grade average**, **Pending assignments** not submitted yet, and the **Points** balance.
4. **Latest results** lists your child's most recent exam results; click **All results** to open the full list. Until results are published it shows **No results yet**.
5. **Teacher messages** lists recent messages from the teachers and the school with how long ago each arrived. Click **Inbox** to open your mailbox.
6. Click **Link a student** to link another child to your account, or **Message the school** to send a message to the school.

5. Child's Classes

My Classes shows the classes your child is enrolled in.

1. Click **My Classes** under **My children** in the side menu. Use the **All** tab or an academic-year or program tab to filter the classes, or type in **Search**.

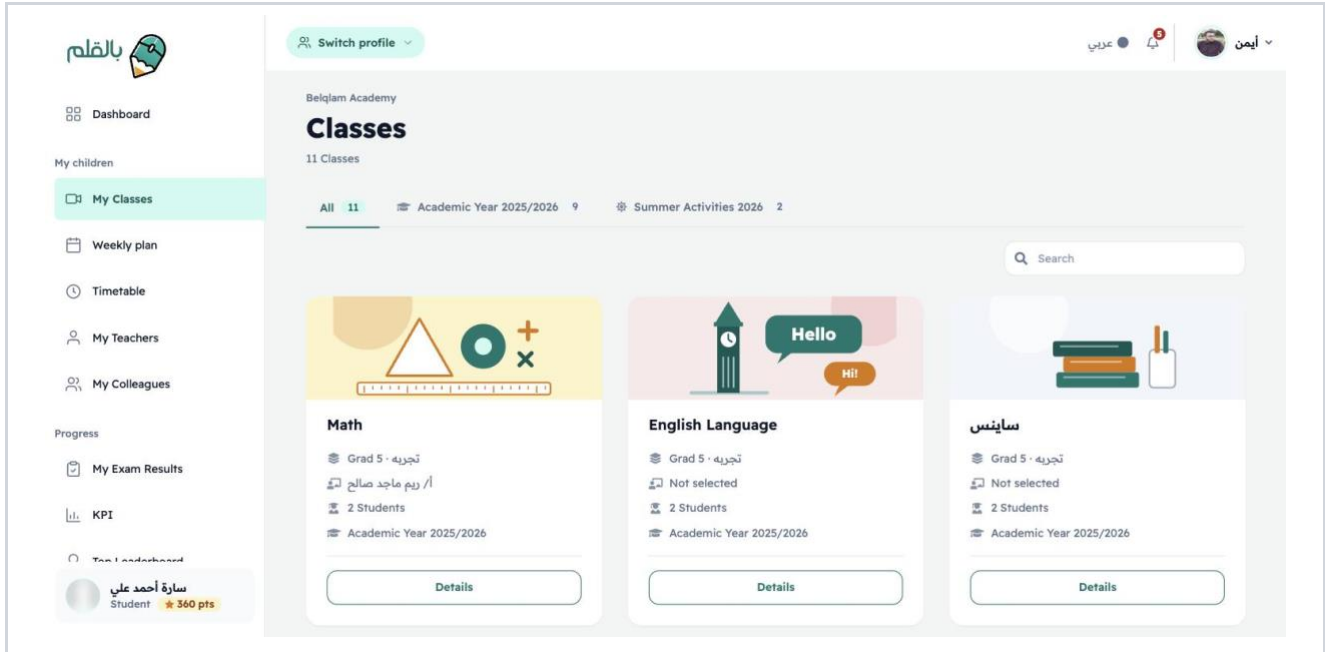


Figure 10: Your child's classes

2. Each card shows the grade, the teacher, the number of students and the academic year. Click **Details** to open the class page.

Note: Teachers may hold live Zoom sessions for these classes; your child is notified when a session starts, and the recording is added to the lesson afterwards.

6. Timetable

The timetable shows your child's weekly schedule of classes by day and hour.

1. Click **Timetable** in the side menu. Each block shows the subject and its session time in the matching day column.

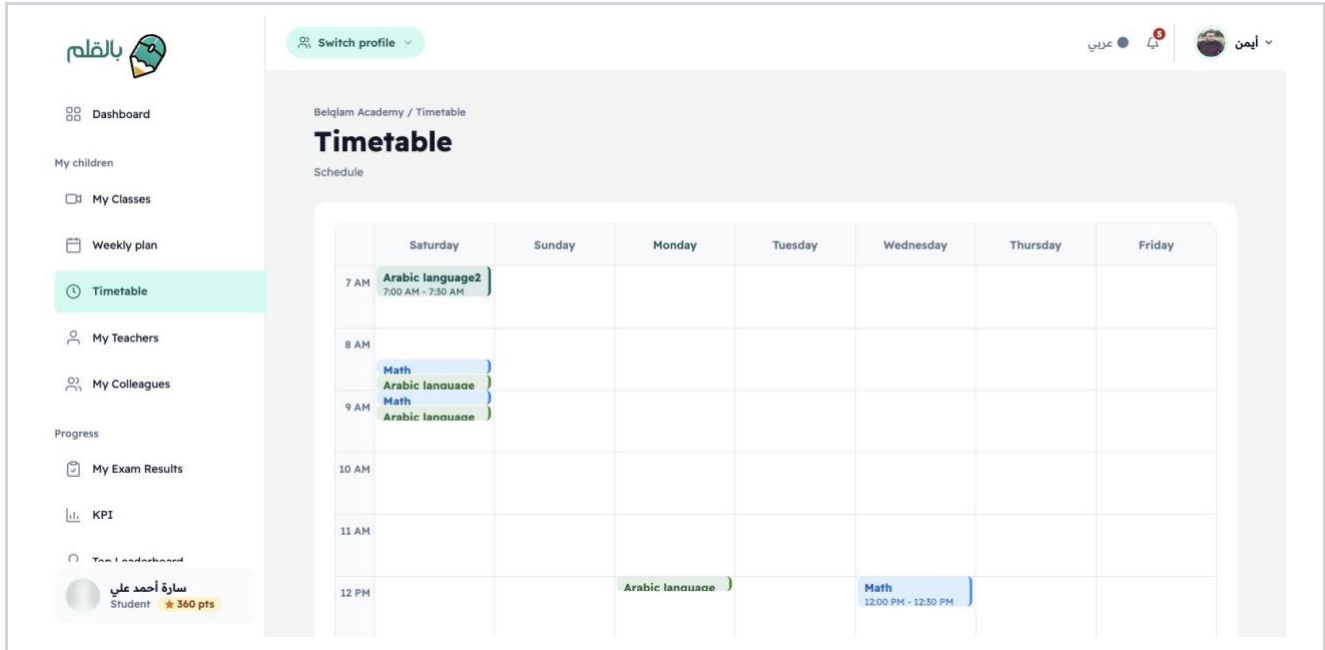


Figure 11: Your child's timetable

7. Exam Results

My Exam Results summarises your child's exam performance for a selected month.

1. Click **My Exam Results** under **Progress** in the side menu and choose the month from the list at the top right.

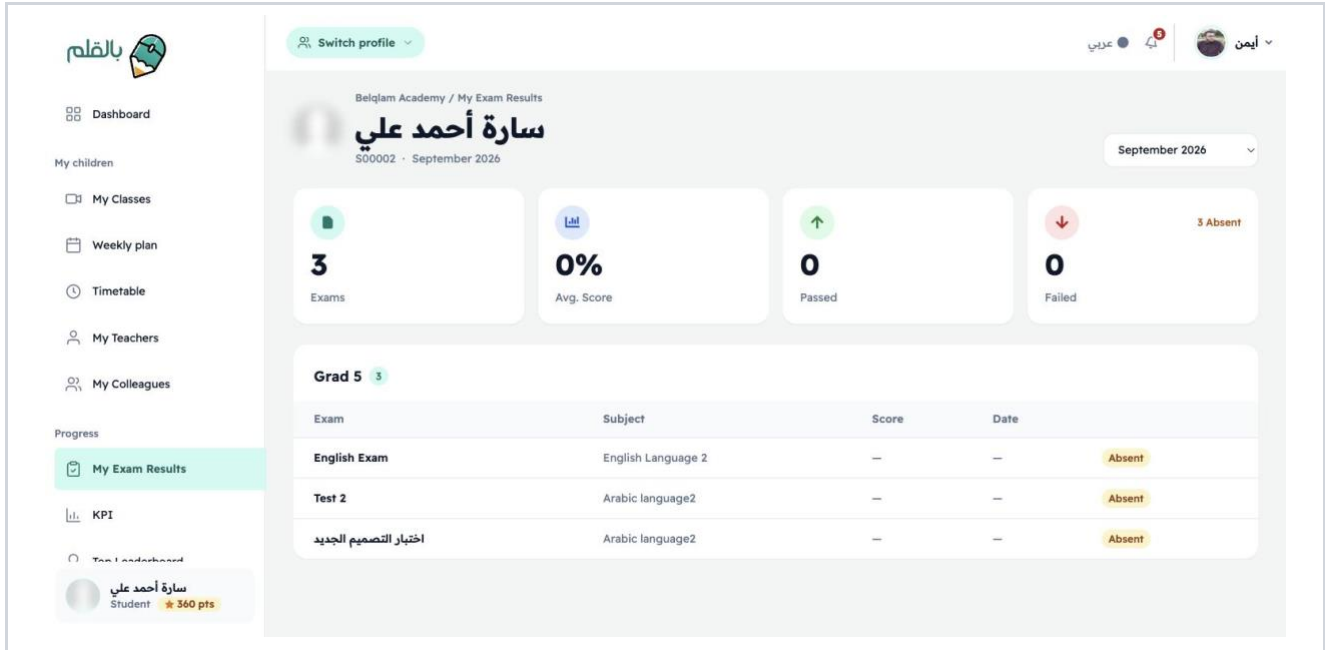


Figure 12: Your child's exam results

2. The cards show the number of **Exams**, the **Avg. Score**, and how many were **Passed** and **Failed**, plus the number of absences. The table lists each exam with its subject, score, date and status, such as **Absent**.

8. KPI

The KPI page shows your child's attendance and grades, overall or for a selected subject.

1. Click **KPI** in the side menu. Choose a subject from **Select Subject**, or keep **All subjects**. The cards show **Attendance rate**, **Grade average**, **Homework submitted** and **Points**.

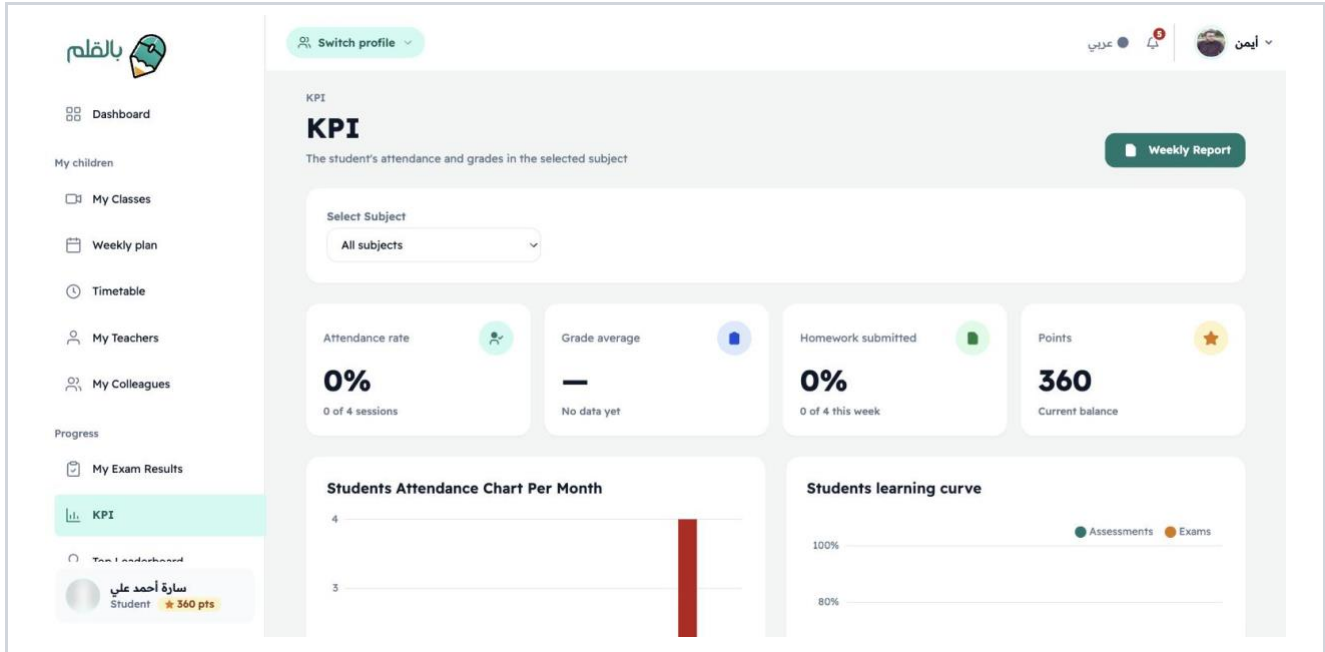


Figure 13: Your child's KPI page

2. **Students Attendance Chart Per Month** shows the attendance status of sessions per month, and **Students learning curve** shows scores in assessments and exams over time.
3. Click **Weekly Report** to see this week's sessions with attendance and homework status for each lesson.

9. Family & Subscriptions

Subscribing a Member

Use an invitation code from the academy to link a member, such as your child, to your account.

1. Open the user menu and click **Subscribe Member**.

Figure 14: The Subscribe Member page

2. Enter the code in **Invitation Code**.
3. Complete the **I'm not a robot** check and click **Subscribe**.

My Children's Subscriptions

Parents can review the subscriptions of their linked children in one place.

1. Open the user menu and click **My Children's Subscriptions**. The page lists each child's subscriptions; if there are none, **No subscriptions found** is shown.

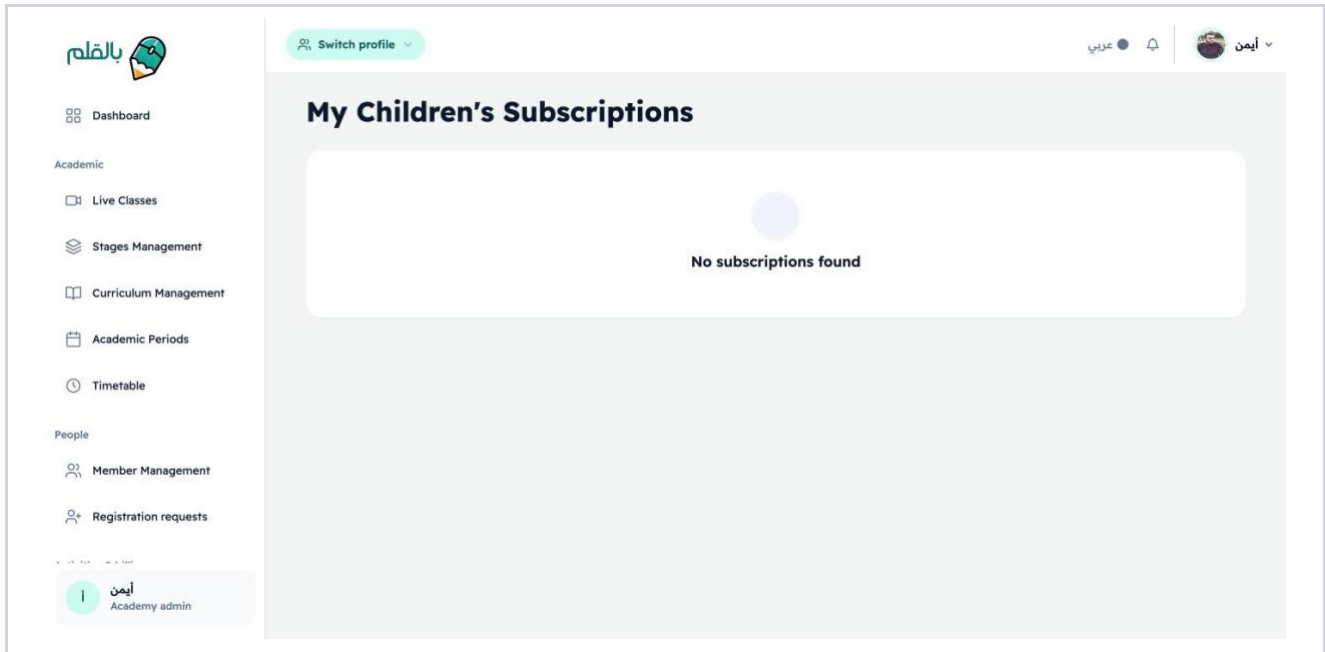


Figure 15: The My Children's Subscriptions page

10. Store

The Subscriptions Store

The store lists the subscriptions the academy offers, such as full-stage or single-group subscriptions, with their prices.

1. Open the academy's **Subscriptions** page.

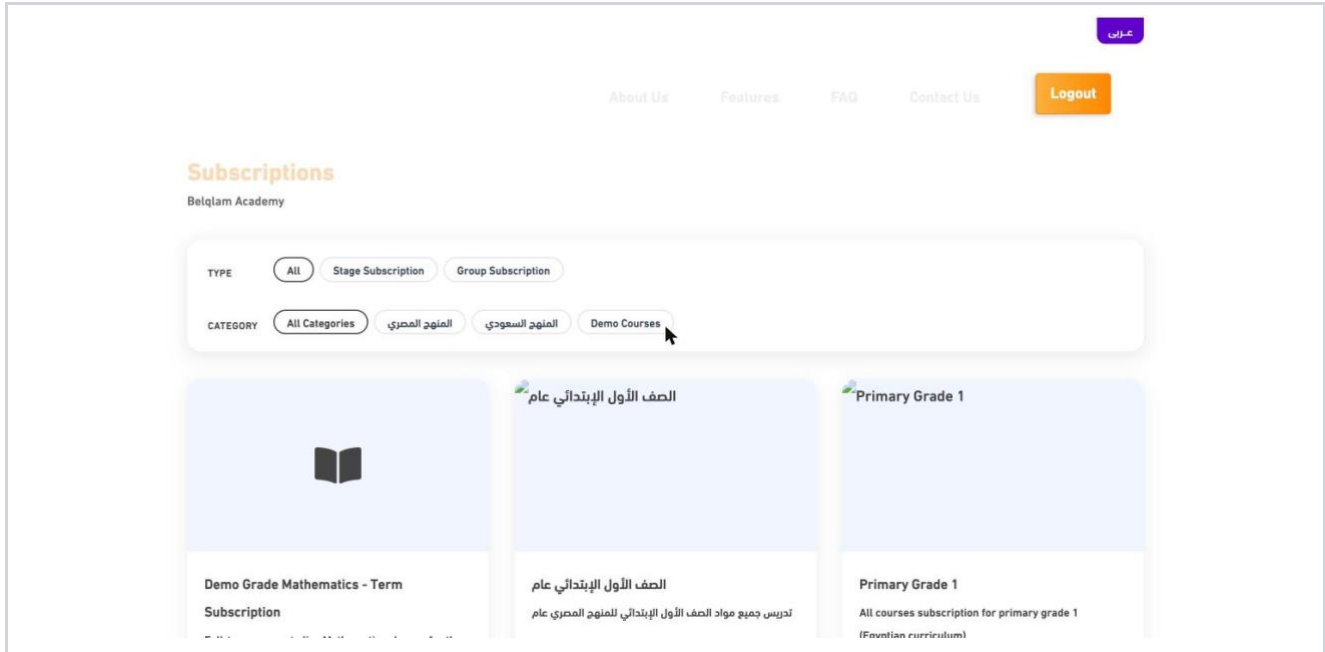


Figure 16: The Subscriptions store with its filters

2. Under **TYPE**, choose **All**, **Stage Subscription** or **Group Subscription**. Under **CATEGORY**, choose **All Categories** or a specific category.
3. Browse the subscription cards. Each card shows the title, a short description, the current price and the original price before discount.

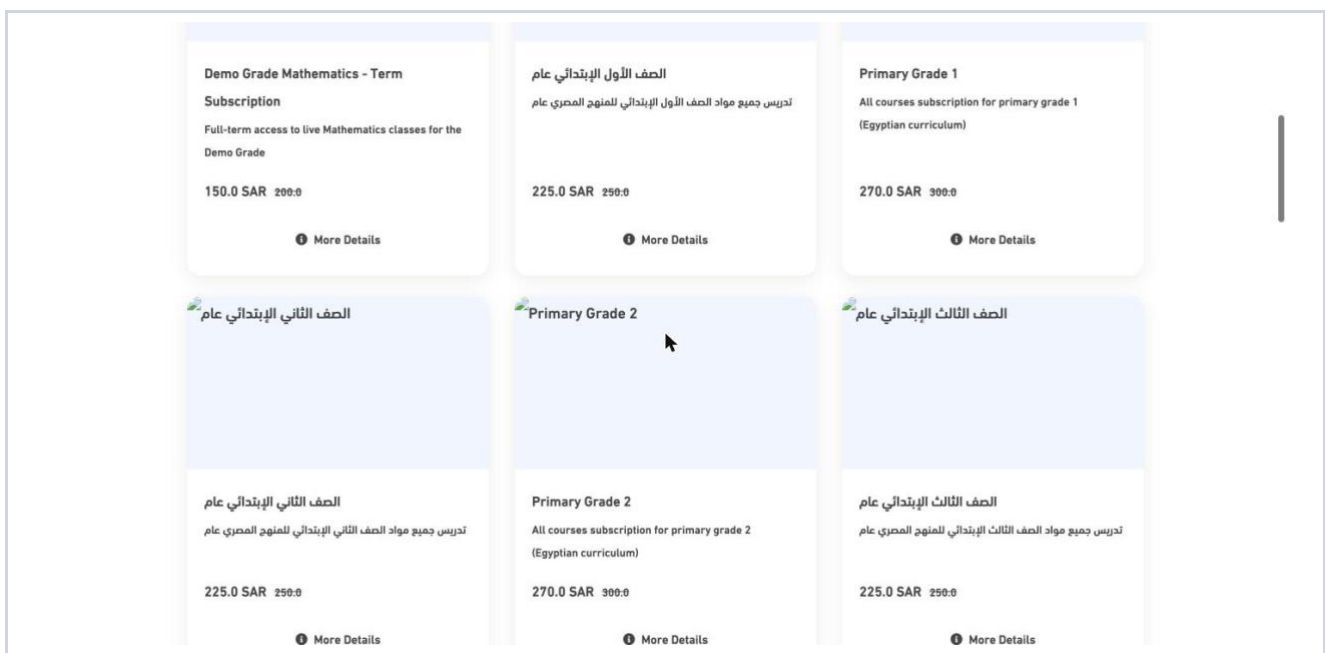


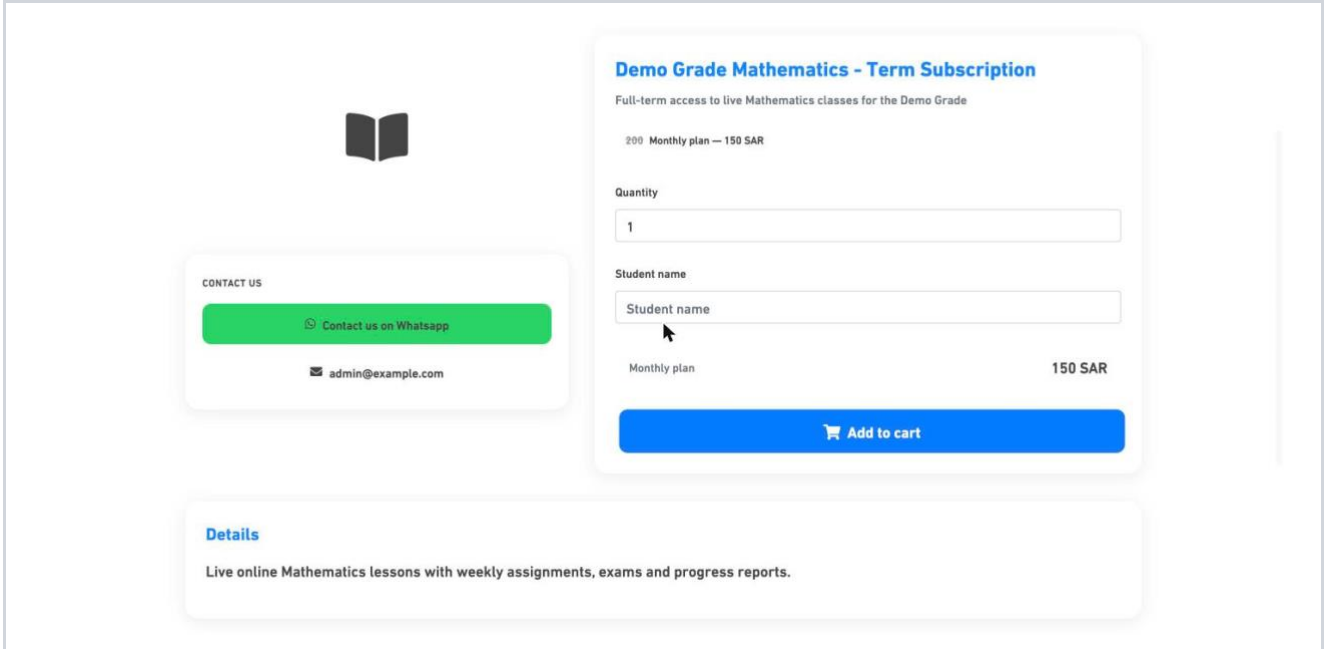
Figure 17: Subscription cards with prices

4. Click **More Details** on a card to open the subscription.

Subscription Details and Adding to Cart

The details page shows the plan and price and lets you add the subscription to your cart.

1. Review the subscription title, description, the plan (for example **Monthly plan**) and its price. The **Details** section below describes what the subscription includes.



The screenshot shows a subscription details page. At the top, there is a book icon. Below it, a 'CONTACT US' section contains a green button labeled 'Contact us on Whatsapp' and an email address 'admin@example.com'. The main content area is titled 'Demo Grade Mathematics - Term Subscription' and describes 'Full-term access to live Mathematics classes for the Demo Grade'. It shows a '200 Monthly plan — 150 SAR'. There is a 'Quantity' input field with the value '1' and a 'Student name' input field with the placeholder 'Student name'. Below these, it says 'Monthly plan' and '150 SAR'. A blue button labeled 'Add to cart' is at the bottom. A 'Details' section at the bottom describes 'Live online Mathematics lessons with weekly assignments, exams and progress reports.'

Figure 18: The subscription details page

2. Enter the **Quantity** and the **Student name**.
3. Click **Add to cart**.
4. For questions, use **Contact us on Whatsapp** or the email address shown under **CONTACT US**.