



Belqlam Learning Platform

User Guide

Student

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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 student in Belqlam, you attend your classes online, follow lessons and their materials, take exams and solve assignments, and track your attendance, grades and points.

This guide walks you through each page in the student menu: the dashboard, your classes and lessons, exams and assignments, your schedules, your teachers and colleagues, your results and KPIs, the leaderboard, the rewards store and messages.

About this guide

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

Conventions

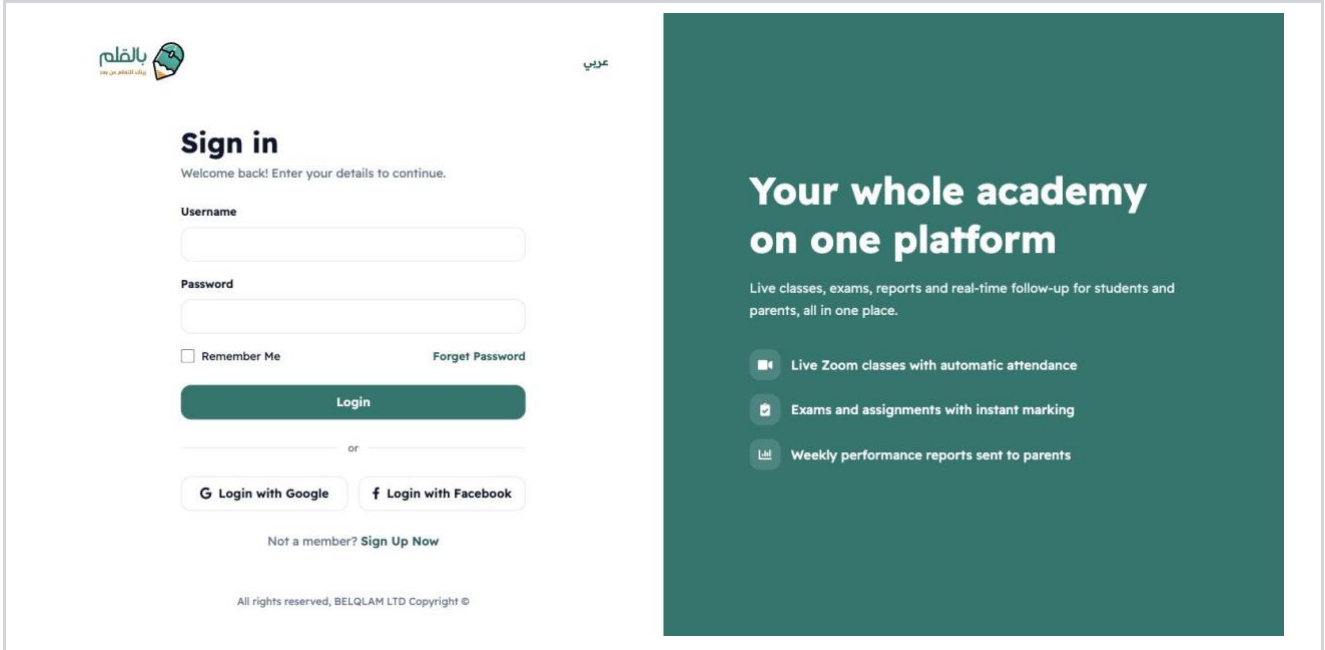
- Bold text refers to a button, menu item, tab or field shown on screen.
- Numbered steps must be performed in order.
- Screenshots use sample data; names shown are fictional.

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'.

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**.

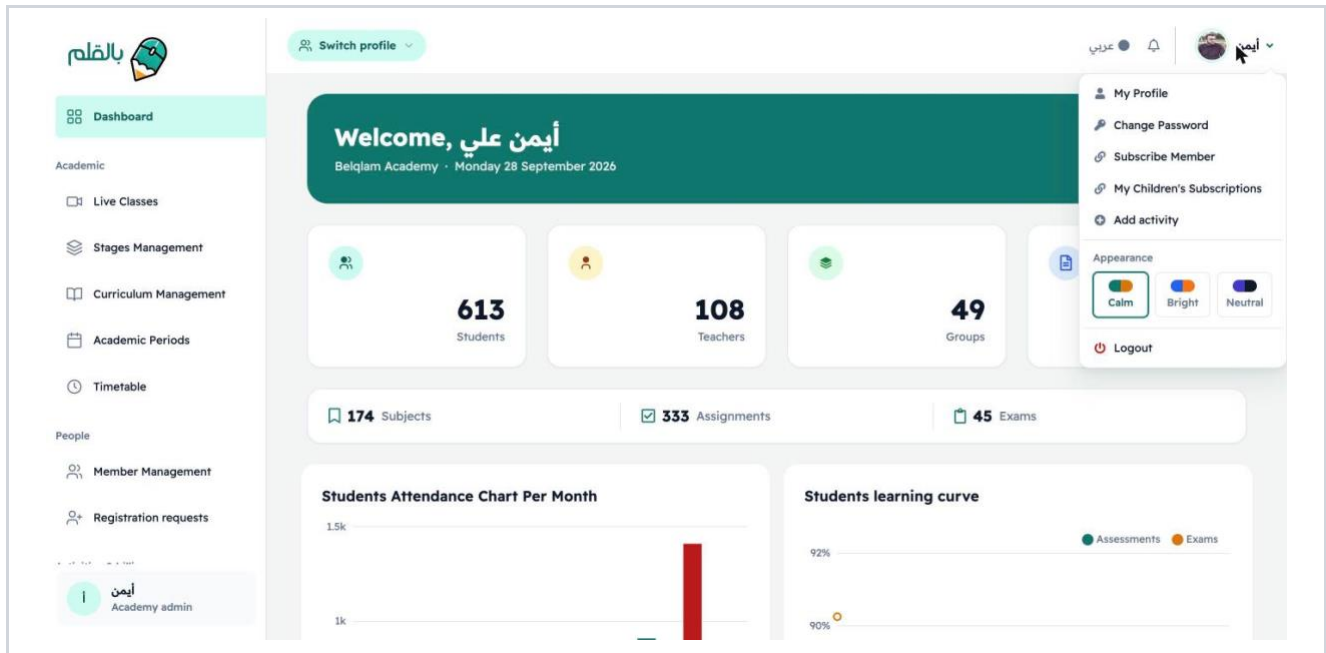


Figure 2: The user menu

- 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.

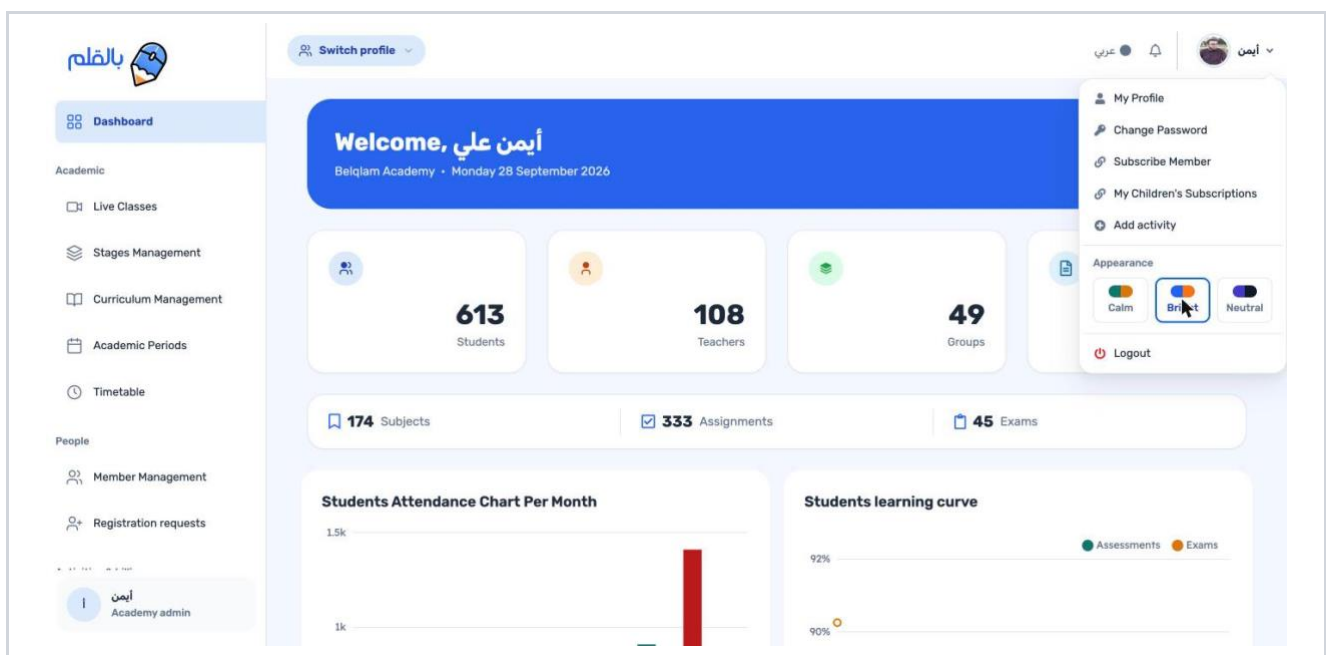


Figure 3: The Bright theme selected

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.

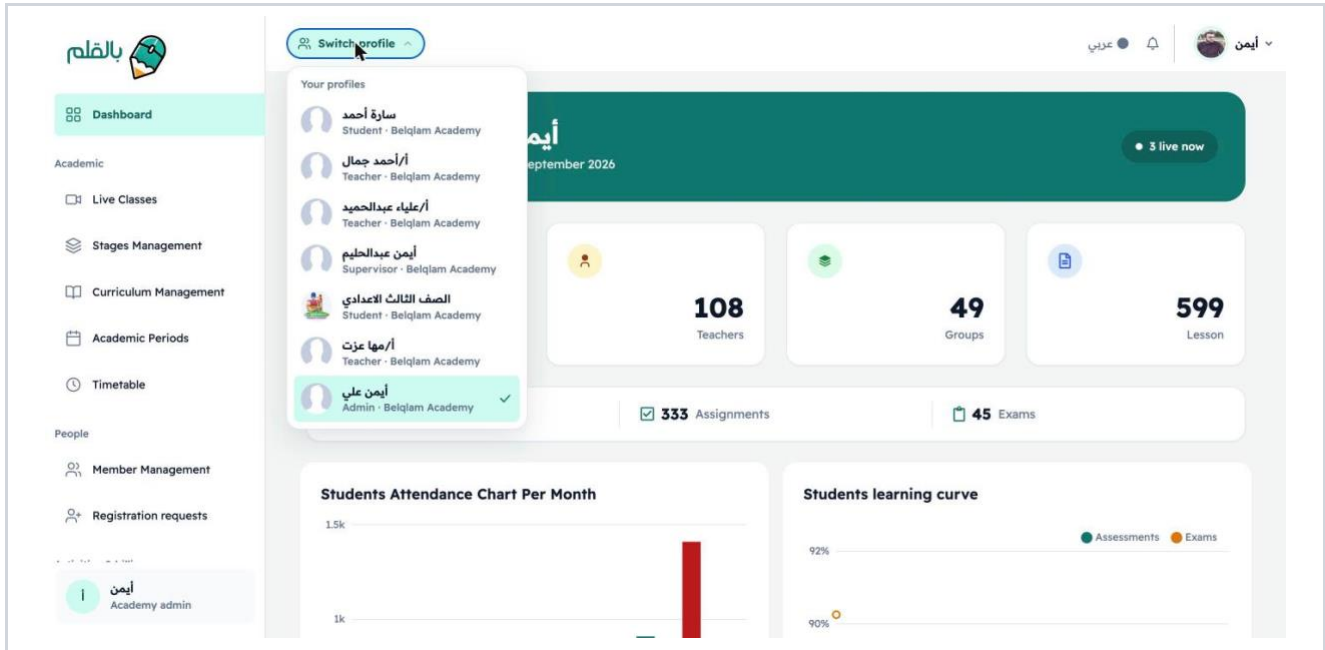


Figure 4: The Switch profile list

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**.

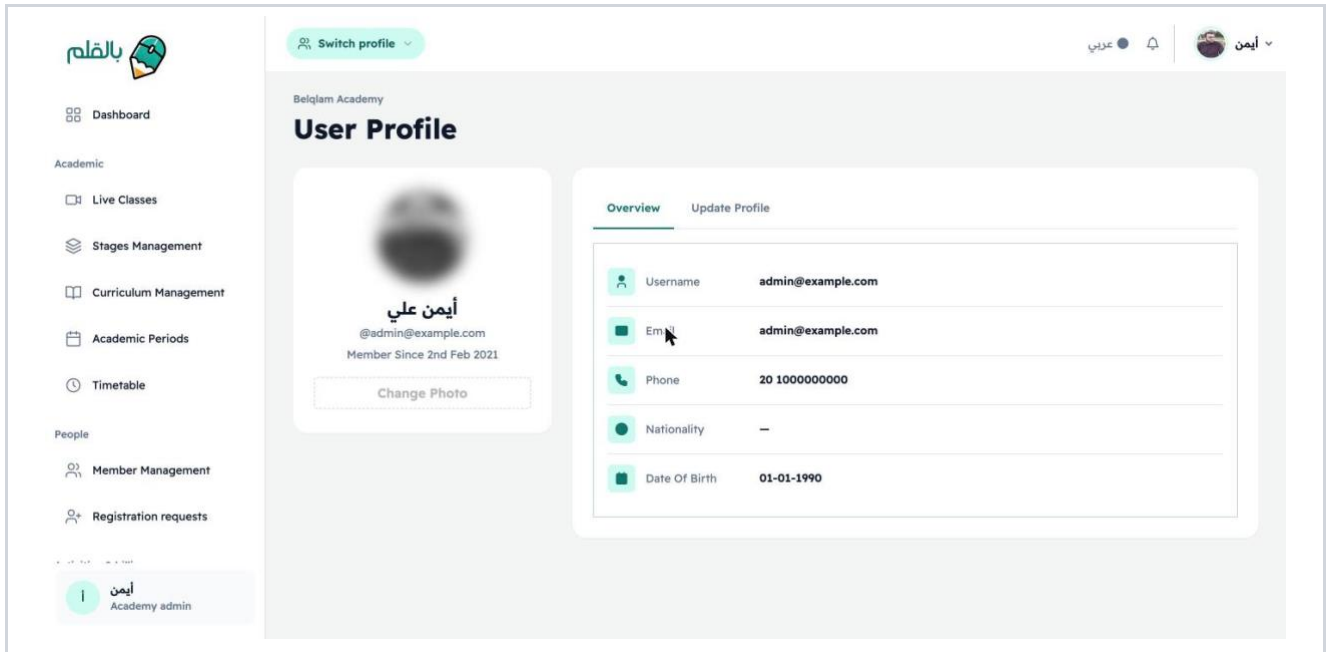


Figure 5: The profile Overview tab

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.

The screenshot shows the 'User Profile' page for a user named 'أيمن علي' (Ayman Ali). The page has a sidebar with navigation options like 'Dashboard', 'Live Classes', 'Stages Management', 'Curriculum Management', 'Academic Periods', 'Timetable', 'Member Management', and 'Registration requests'. The main content area has a 'Switch profile' button and a 'User Profile' section. The 'Update Profile' tab is selected, showing fields for 'First Name' (أيمن), 'Last Name' (علي), 'Email' (admin@example.com), 'Date Of Birth' (1990-01-01), 'Phone' (20 1000000000), 'Nationality', 'Preferred Language' (Arabic), and 'Social accounts' (Facebook Account, Twitter Account, Instagram Account).

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.

The screenshot shows the 'Social accounts and notification settings' page. It includes a 'Preferred Language' dropdown set to 'Arabic'. Under 'Social accounts', there are input fields for 'Facebook Account', 'Twitter Account', and 'Instagram Account'. The 'Notifications' section has three toggle switches for 'SMS Notifications', 'Email Notifications', and 'Mobile Push Notifications', all of which are currently turned on. At the bottom, there is a checkbox for 'Send notifications to this device' and a 'Save Changes' button.

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 greets you, highlights your next exam and summarises your points, homework, attendance and grades.

1. Click **Dashboard** in the side menu. The welcome banner shows your grade and your next exam; click **Continue learning** to resume where you left off.

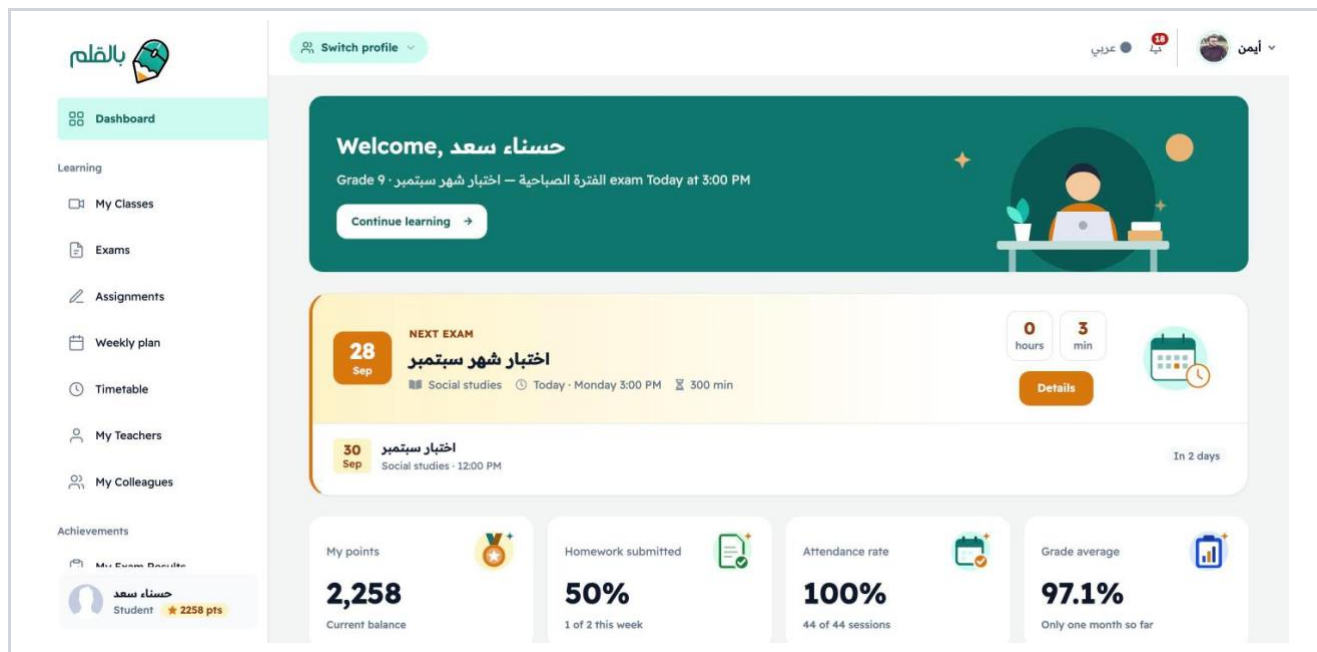


Figure 9: The student dashboard

2. The **Next exam** card shows the exam title, subject, date, time and duration, with a countdown. Click **Details** to open the exam page. Later exams are listed below it with how many days remain.
3. The summary cards show **My points** (current balance), **Homework submitted** this week, **Attendance rate** and **Grade average**.

4. Scroll down to **Assignments & quizzes**. Click **Start** to begin an open assignment, or **Review** to look at a submitted one and its score. **Latest lessons** lists recently added lessons marked **New**. Click **Load More** to see more items.

The screenshot displays a student dashboard with a sidebar menu on the left and a main content area. The sidebar menu is grouped into four categories: Achievements, Communication, and Account. The main content area features a top section with four performance metrics: Current balance (2,258), 50% (1 of 2 this week), 100% (44 of 44 sessions), and 97.1% (Only one month so far). Below this, the 'Assignments & quizzes' section lists five items, each with a status (Submitted) and a 'Review' button. The 'Latest lessons' section lists five lessons, each marked as 'New'. A 'Load More' button is visible at the bottom of the 'Latest lessons' section.

Category	Item	Status	Action
Assignments & quizzes	Fractions warm-up Math: دوال الكسور الجبرية النسبية	In 10 days	Start
	الكشوف الجغرافية في الأمريكتين Social studies - 00	100% Submitted	Review
	الحضارات القديمة في الأمريكتين Social studies - --	100% Submitted	Review
	واجب Math: تابع اصفار الدالة	100% Submitted	Review
	القوائم (Lists) والسلاسل النصية (Strings) Math: وانقوائم (Strings) تكنولوجيا - السلاسل النصية	75% Submitted	Review
Latest lessons	U2/L5&6 English Language - 28 Sep	New	
	مراجعة علي الوحدة الاولى Social studies - 28 Sep	New	
	تابع نص تحية الشباب Arabic language - 28 Sep	New	
	ج Math - 28 Sep	New	
	دوال الكسور الجبرية النسبية Math - 27 Sep	New	

Figure 10: Assignments & quizzes and Latest lessons

Note: The side menu is grouped into Learning, Achievements, Communication and Account.

5. My Classes and Class Details

My Classes lists every class you are enrolled in. From here you can join a live class or open a class to see its files, schedule, lessons, exams and attendance.

1. Click **My Classes** in the side menu. Use the **All** and **Live** tabs to filter the classes, or type in **Search** to find a class.

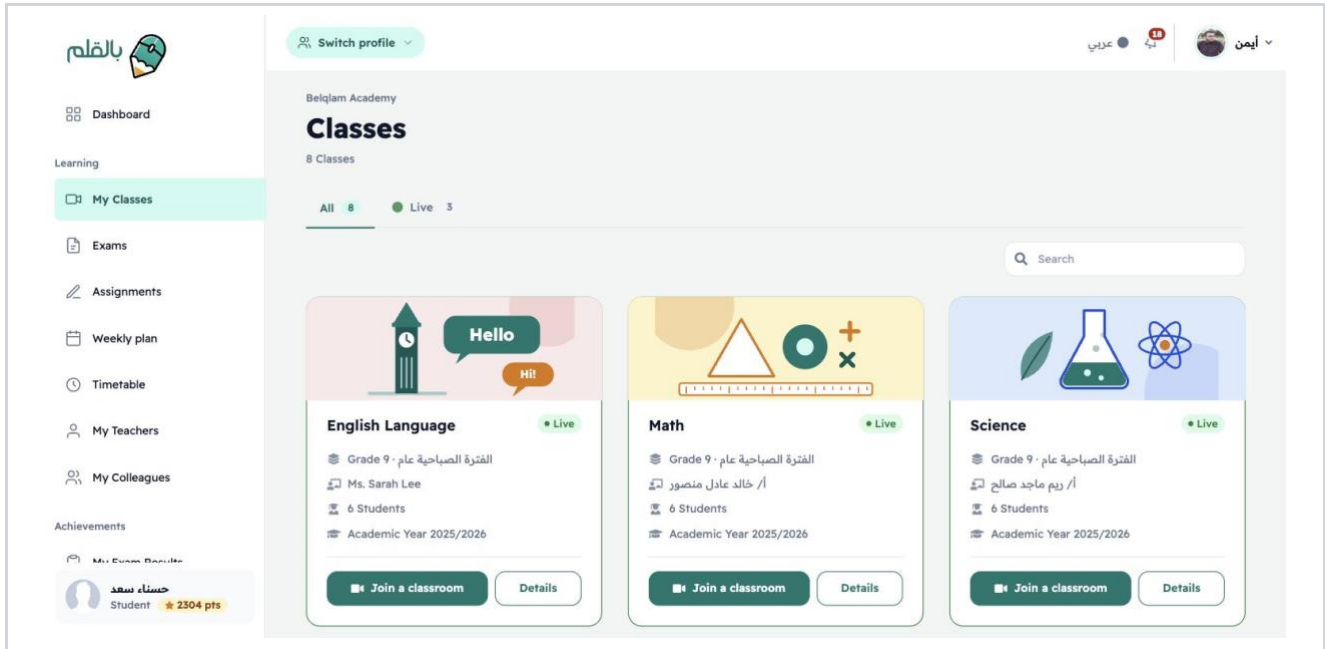


Figure 11: The Classes page

2. Each card shows the grade, teacher, number of students and academic year. A **Live** badge means a session is running now; click **Join a classroom** to enter it.
3. Click **Details** on a class card. The class page shows the number of **Students**, **Weekly Scheduler** entries, lessons in the **Lessons List** and the **Teacher**. Click **Overview** to read the class description.

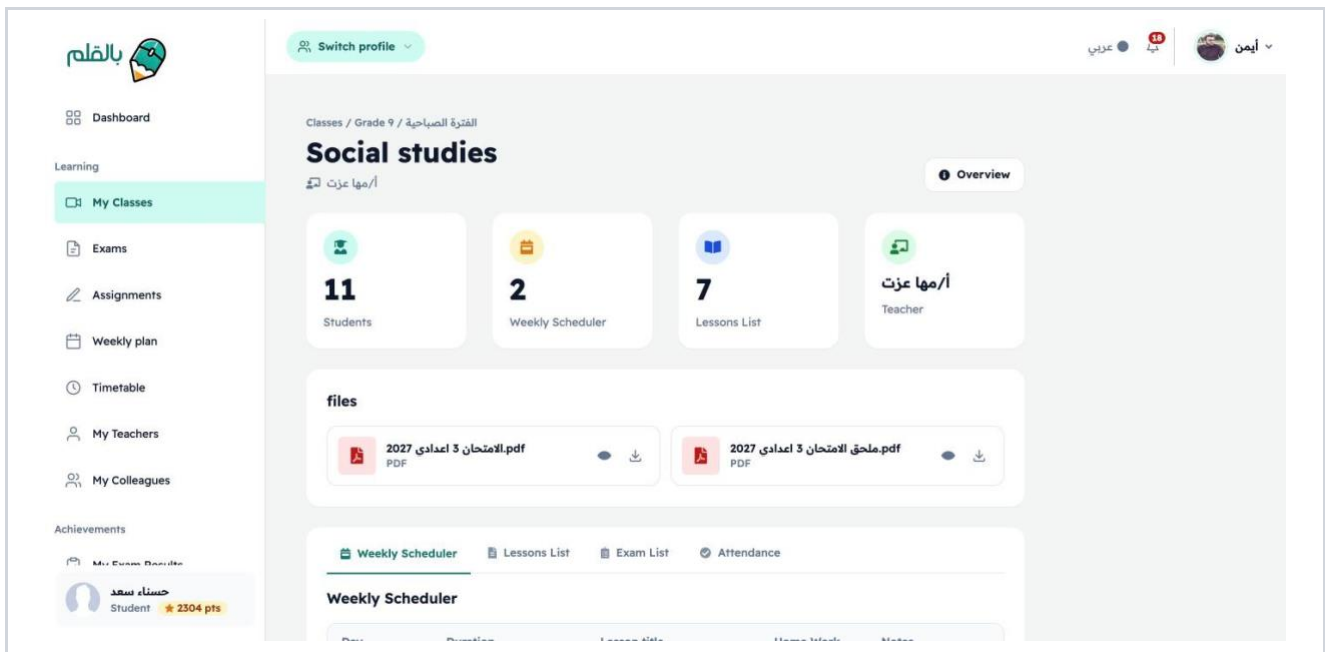


Figure 12: Class details page

4. In the **files** area, click the eye icon to preview a file or the download icon to save it.
5. Open the **Weekly Scheduler** tab to see the class sessions by **Day** and **Duration**, with the **Lesson title**, **Home Work** and **Notes**. Click the eye icon on a row to open that lesson.

The screenshot shows the 'Weekly Scheduler' tab selected. The table below represents the data shown in the 'Weekly Scheduler' tab:

Day	Duration	Lesson title	Home Work	Notes
Sunday	12:00 PM - 01:00 PM	دوال الكسور الجبرية النسبية	معاصر	👁️
Monday	10:00 AM - 11:00 AM			
Tuesday	12:00 PM - 01:00 PM			
Thursday	09:00 AM - 10:00 AM			

Figure 13: The Weekly Scheduler tab

6. The **Exam List** and **Attendance** tabs show the class exams and your attendance record for this class.

6. Lessons

Each class has a list of lessons. A lesson page contains the overview, attached files such as recordings and transcripts, and the lesson's assessments and comments.

1. On the class page, open the **Lessons List** tab. Lessons are numbered and show their date and time. Use **Search** to find a lesson.

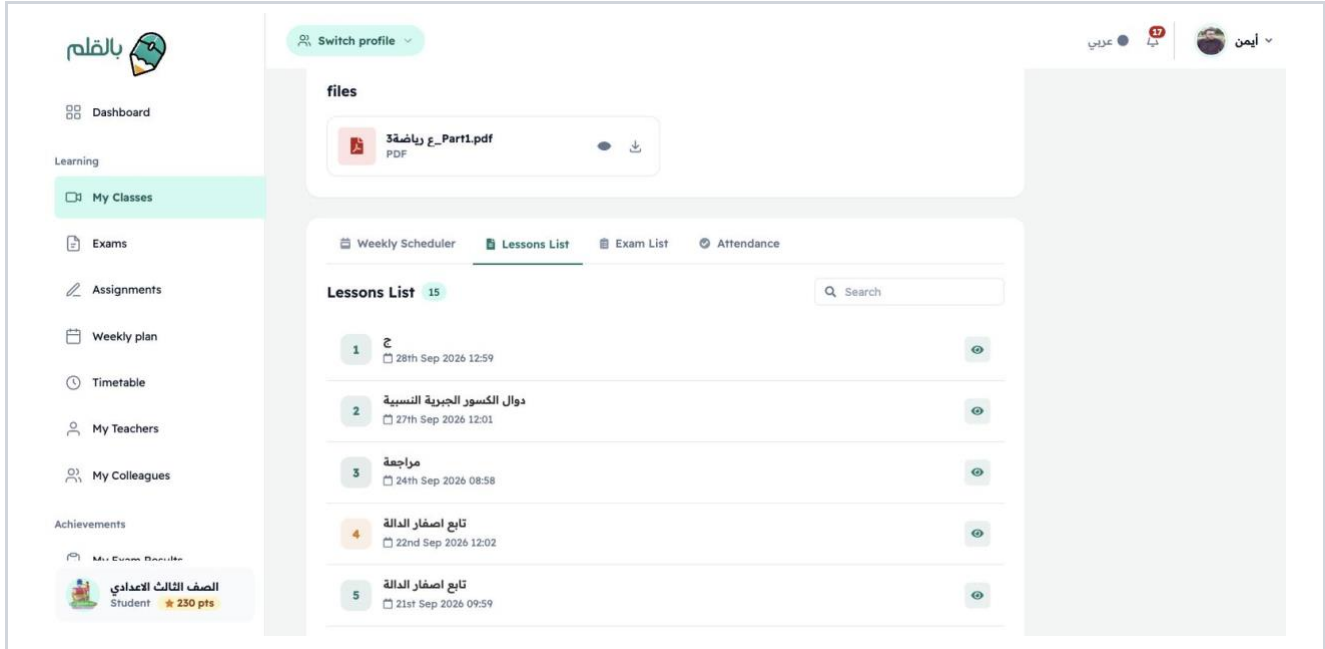


Figure 14: The Lessons List tab

2. Click the eye icon next to a lesson to open it. The lesson page shows the teacher, date and time, and an **Overview** of the lesson.

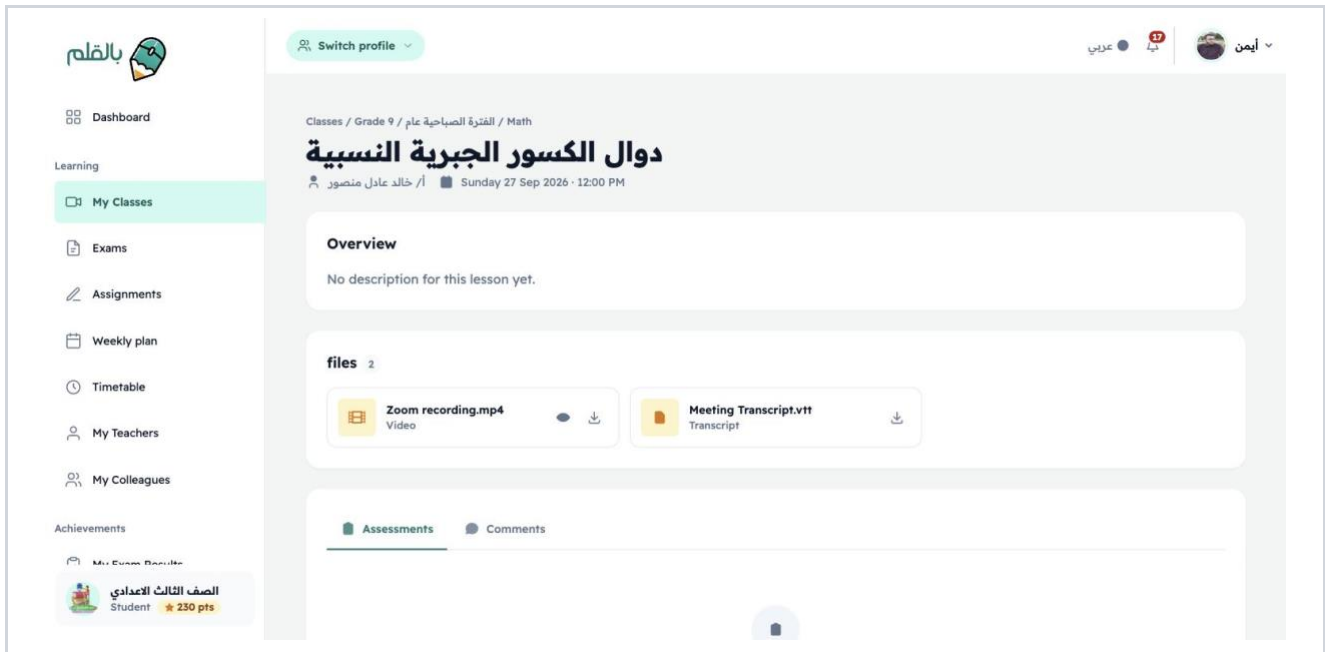


Figure 15: A lesson page

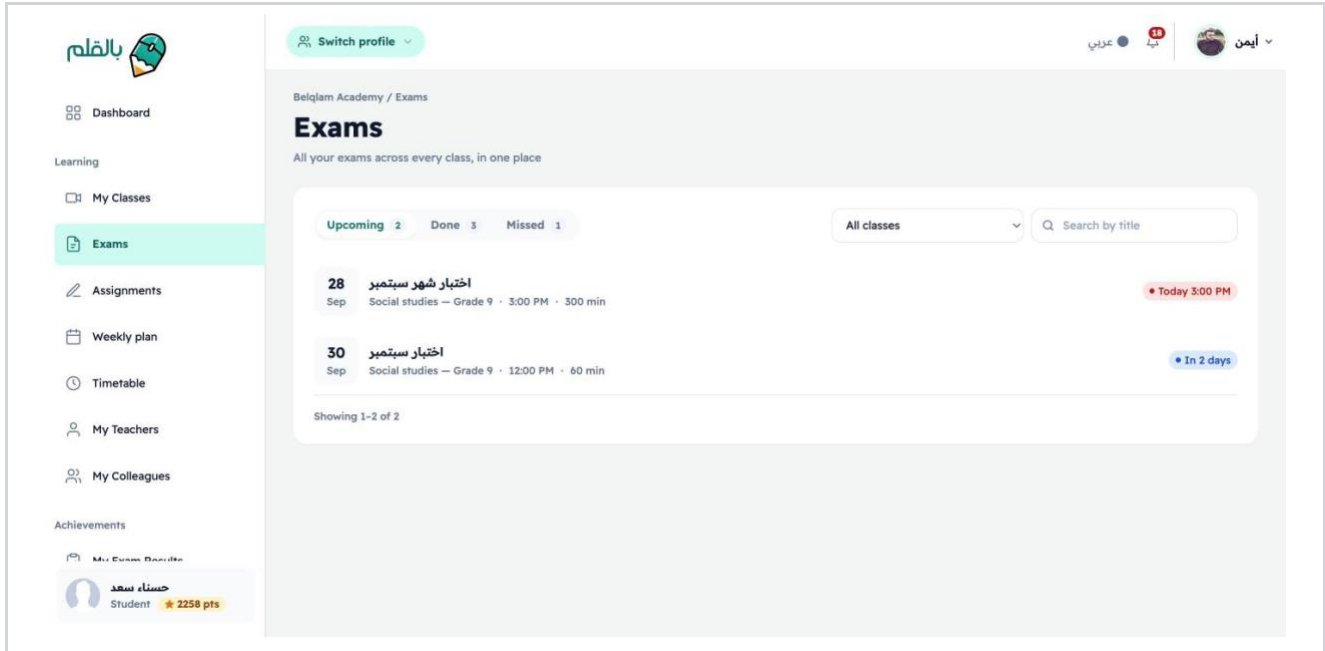
3. In **files**, preview or download the lesson materials, such as the class recording video and the meeting transcript.

4. Use the **Assessments** tab to see the lesson's assignments and the **Comments** tab to read and add comments.

7. Exams

The Exams page gathers all your exams across every class in one place, split into upcoming, done and missed exams.

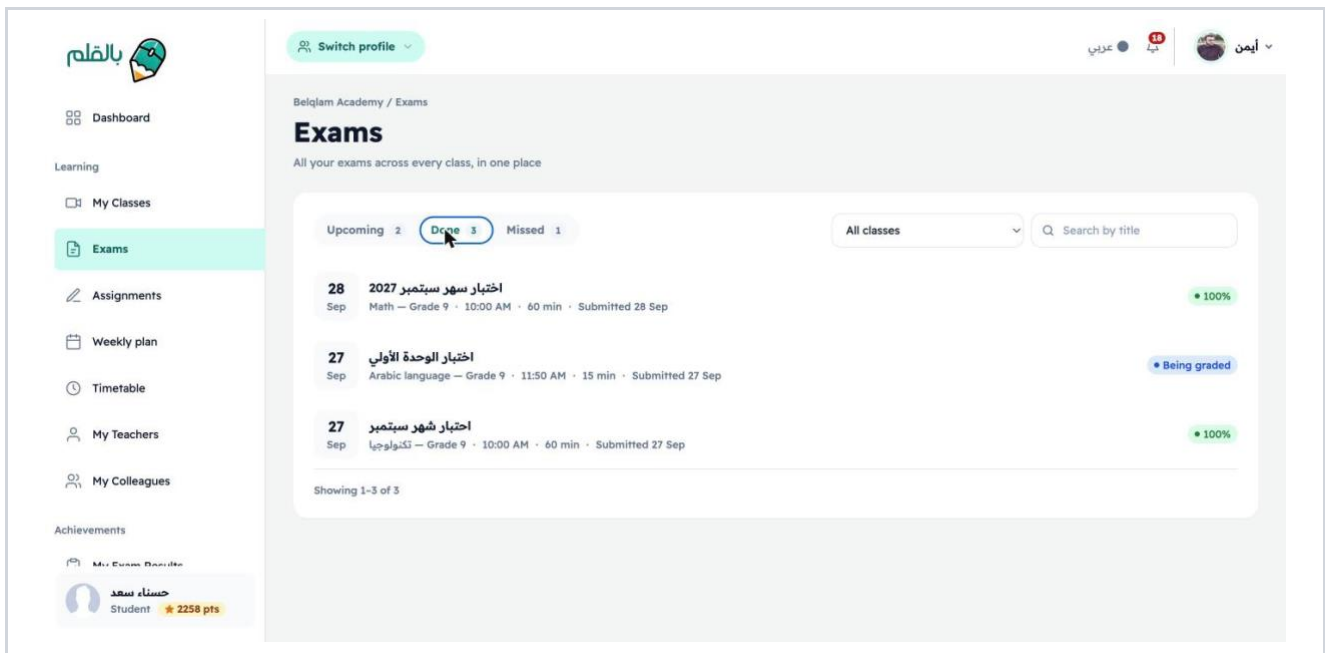
1. Click **Exams** in the side menu. The **Upcoming** tab lists scheduled exams with subject, grade, time and duration, and a badge showing when each exam starts. Filter with **All classes** or type in **Search by title**.



The screenshot shows the 'Exams' page in the Belqam Academy interface. The left sidebar contains a 'Dashboard' section and a 'Learning' section with links to 'My Classes', 'Exams' (highlighted), 'Assignments', 'Weekly plan', 'Timetable', 'My Teachers', and 'My Colleagues'. Below this is an 'Achievements' section showing a student profile for 'حسناء سعيد' with 2258 points. The main content area is titled 'Exams' and 'All your exams across every class, in one place'. It features three tabs: 'Upcoming 2', 'Done 3', and 'Missed 1'. The 'Upcoming' tab is active, showing two exams: 'اختبار شهر سبتمبر' (Social studies — Grade 9) on Sep 28 at 3:00 PM (300 min) and 'اختبار سبتمبر' (Social studies — Grade 9) on Sep 30 at 12:00 PM (60 min). A search bar and a filter dropdown set to 'All classes' are at the top right of the exam list.

Figure 16: Upcoming exams

2. Open the **Done** tab to see exams you have submitted. Each row shows the submission date and either your score or **Being graded** while the teacher reviews it.



The screenshot shows the 'Exams' page with the 'Done 3' tab selected. The exam list now shows three completed exams: 'اختبار شهر سبتمبر 2027' (Math — Grade 9) submitted on Sep 28 with a score of 100%; 'اختبار الوحدة الأولى' (Arabic language — Grade 9) submitted on Sep 27 with a status of 'Being graded'; and 'اختبار شهر سبتمبر' (تكنولوجيا — Grade 9) submitted on Sep 27 with a score of 100%. The 'Upcoming' and 'Missed' tabs are also visible at the top of the list.

Figure 17: Done exams

- Open the **Missed** tab to see exams whose time passed without a submission. They are marked **Missed**.

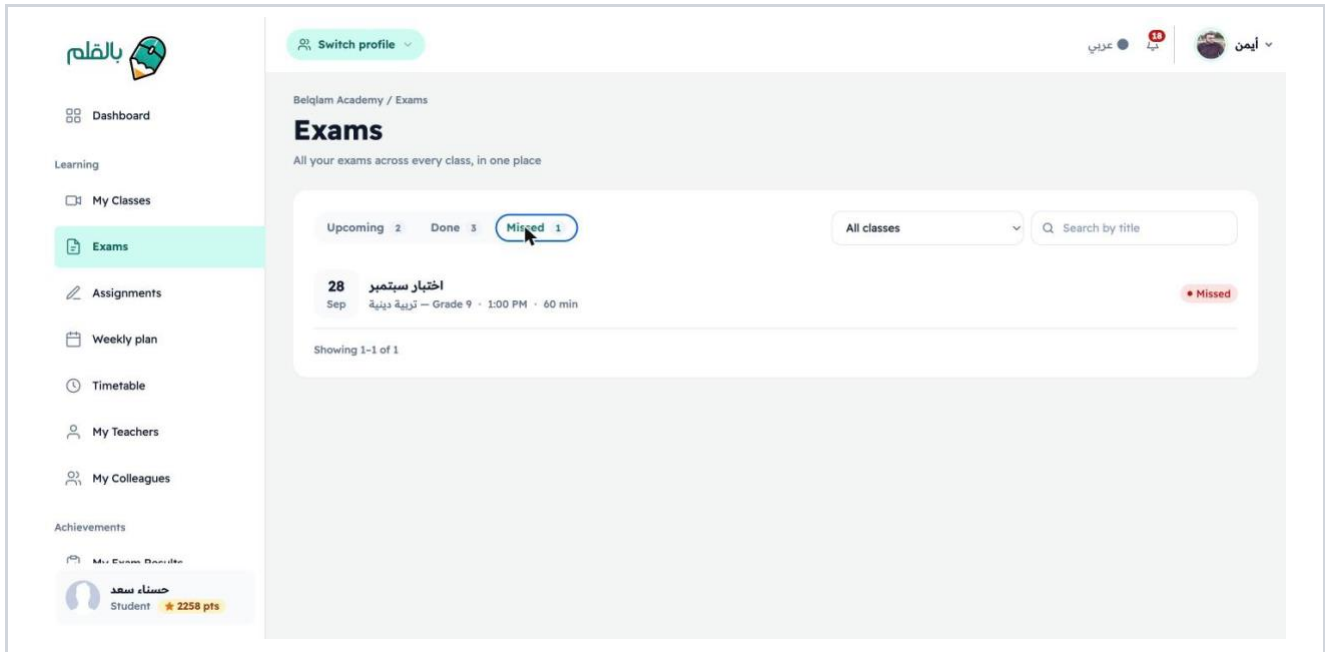


Figure 18: Missed exams

Taking an Exam

Exams open at their scheduled time and run with a timer. Questions are grouped into sections, and you can move between them freely until you submit.

- Click an upcoming exam. If it has not started yet, the page shows **The exam hasn't started yet** with a countdown in hours, minutes and seconds, plus the exam date and duration. The exam opens automatically on this page when the countdown ends. Click **Back to subject** to leave.

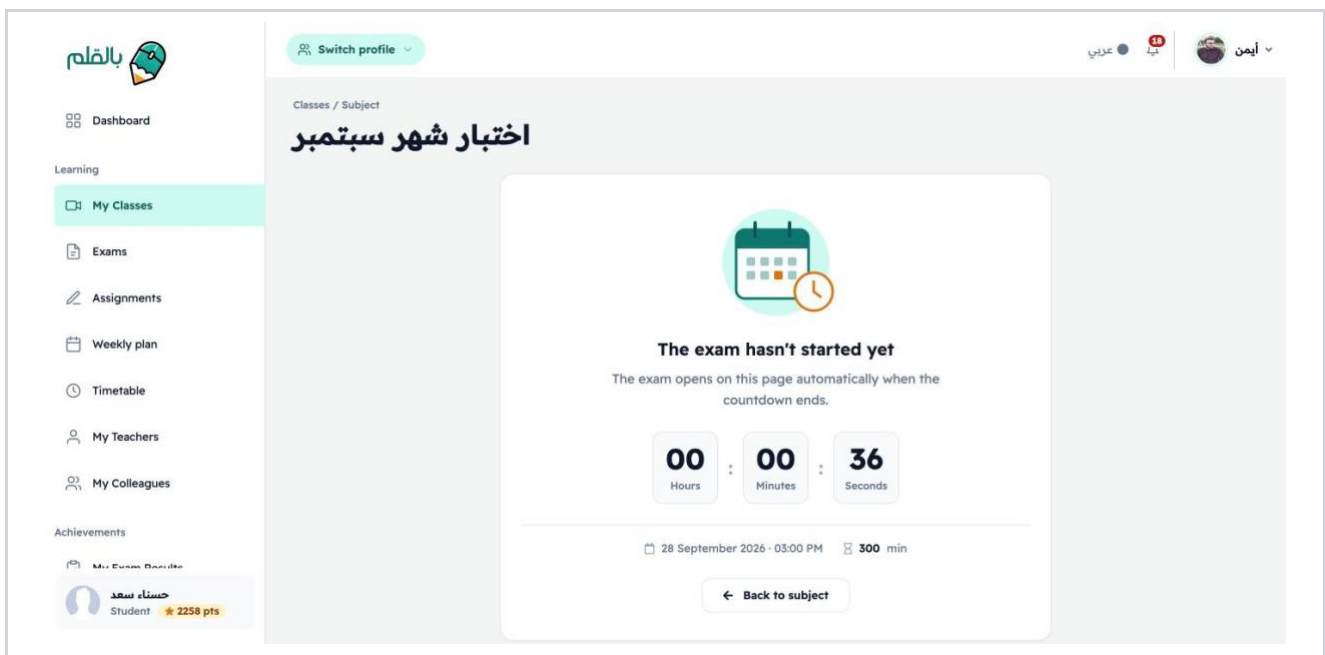


Figure 19: Countdown before the exam starts

2. When the exam opens, the header shows the exam title, number of sections and questions, the **Time left** timer and the **Finish & submit** button. The section tabs at the top and the **Exam sections** panel on the right show how many questions you have answered.

Figure 20: The exam page when it starts

3. For a multiple-choice question, click the option you want. The selected option is highlighted and the question number turns to **Answered** in the **Exam sections** panel.

Figure 21: Answering multiple-choice questions

4. To come back to a question later, click **Mark for review** on it. The question and its number are highlighted as **Marked for review**; click **Unmark** to remove the mark. Click **Next section** to continue.

اختبار شهر سبتمبر
2 sections · 8 Questions · 300 min

4:59:15
Time left

Finish & submit

الإبتعاد عن التعصب والتمييز

إبراز القدرات الصالحة فقط

استخلاص العبر من الأمم السابقة

تنمية الشعور بالمسؤولية

4. ما هي الحضارة التي يمثلها مبنى الكولسيوم؟

Mark for review

الحضارة الإسلامية

الحضارة اليونانية

الحضارة المصرية

الحضارة الرومانية

5. في أي عصر ظهرت الحضارة الرومانية؟

Unmark

في العصور القديمة فقط

في العصور الحديثة

في العصور الوسطى فقط

فترة انتقالية بين العصور القديمة والوسطى

Previous section

Started 3:00 pm · ends at 8:00 pm

Next section

Exam sections

5 of 8 answered

Section 1 · اختر الإجابة الصحيحة

5 of 5

1 2 3 4 5

Section 2 · اكمل

0 of 3

1 2 3

Current

Answered (5)

Marked for review (1)

Not answered (3)

Figure 22: Marking a question for review

5. For a fill-in-the-blank question, type your answer in the **Answer** box. Use **Previous section** to go back, or click any question number in the **Exam sections** panel to jump to it.

اختبار شهر سبتمبر
2 sections · 8 Questions · 300 min

4:59:05
Time left

Finish & submit

1. العصور التاريخية هي: العصور القديمة، _____، العصور الحديثة، والتاريخ المعاصر.

Mark for review

Answer

العصور الوسطى

2. الموطن الأصلي للحضارات هو _____، والحضارات انتقلت بعدها إلى الغرب.

Mark for review

Answer

الشرق

3. _____ المحرك الرئيسي للعصور الحديثة في أوروبا هو.

Mark for review

Answer

...

Previous section

Started 3:00 pm · ends at 8:00 pm

Finish & submit

Exam sections

7 of 8 answered

Section 1 · اختر الإجابة الصحيحة

5 of 5

1 2 3 4 5

Section 2 · اكمل

2 of 3

1 2 3

Current

Answered (7)

Marked for review (1)

Not answered (1)

Figure 23: Answering fill-in-the-blank questions

6. When you are done, click **Finish & submit**. The **Finish the exam?** dialog shows how many questions you answered. Click **Yes, submit** to submit, or **Keep working** to return to the exam.

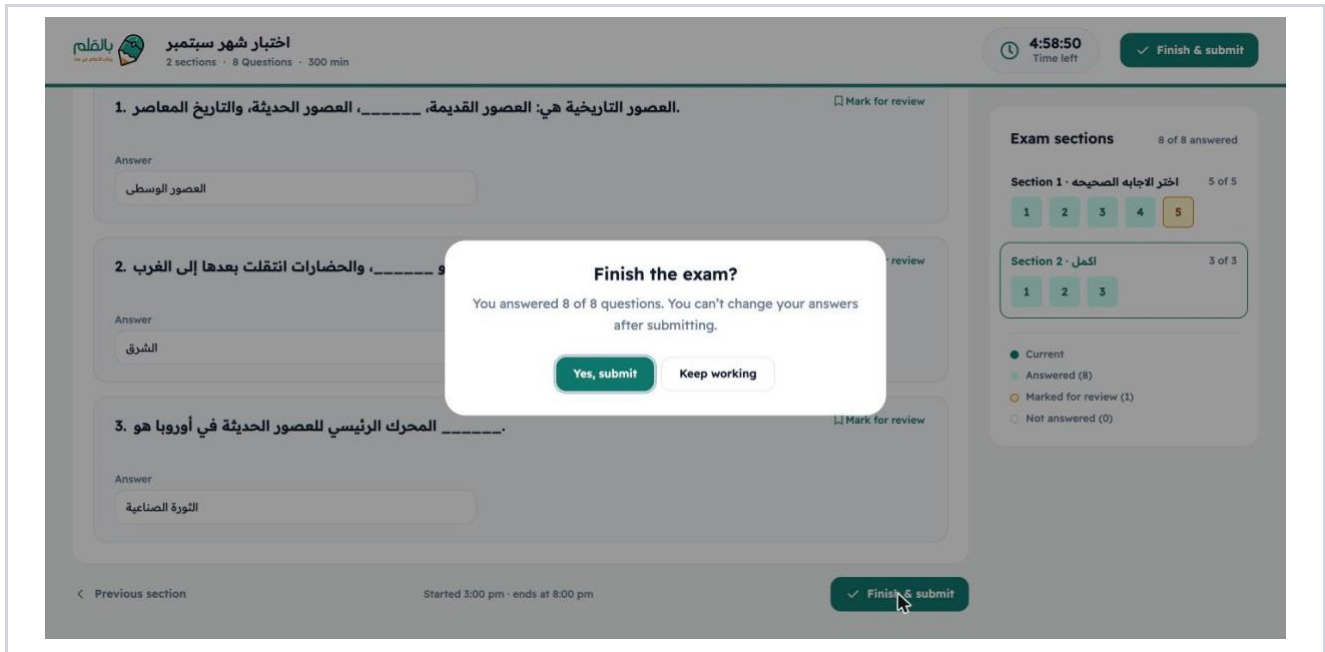


Figure 24: Confirming exam submission

7. After submitting, the page shows **Your answers were submitted**. Your result appears here once the teacher reviews and publishes it, and the page refreshes on its own. The number of **Attempts** is shown; if more attempts are allowed, click **Retake Exam** to try again, or click **Back to subject**.

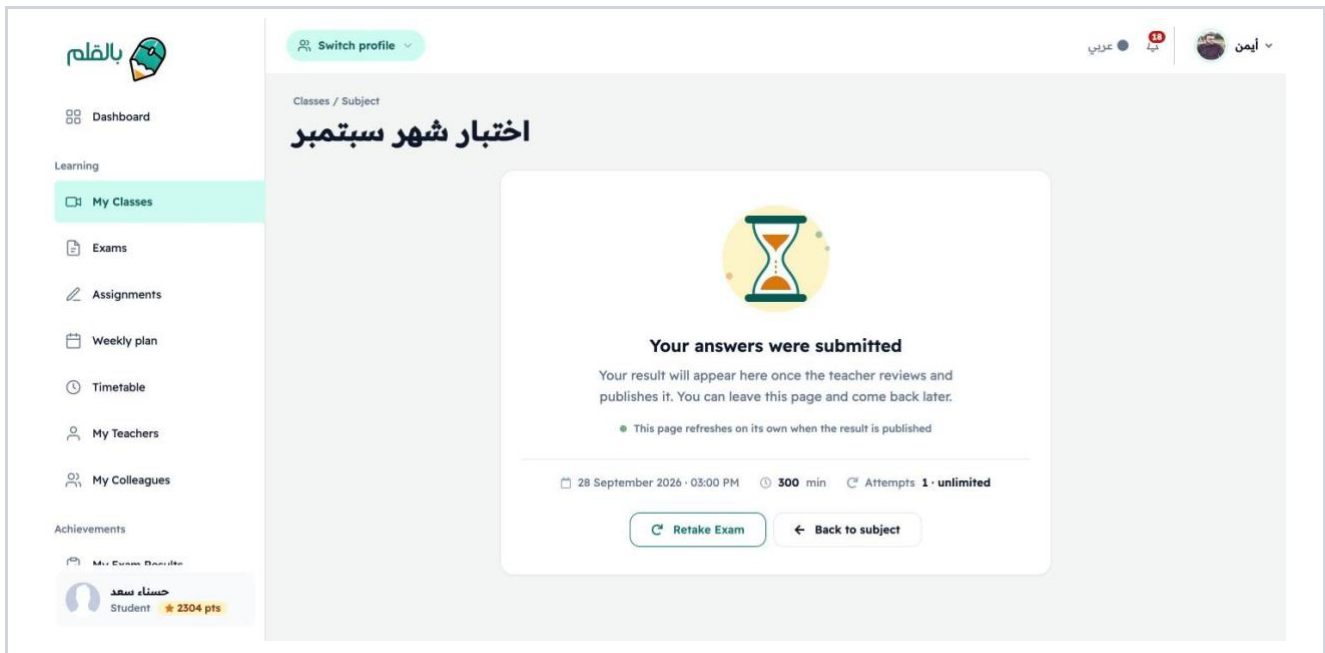


Figure 25: Answers submitted

Note: You cannot change your answers after submitting. Check any questions marked for review before you click Yes, submit.

8. Assignments

The Assignments page lists all your assignments across every class, so you can see what is due, what you have finished and what you missed.

1. Click **Assignments** in the side menu. The **To do** tab lists open assignments with the class, lesson, question type and time remaining. Filter with **All classes** or **Search by title**.

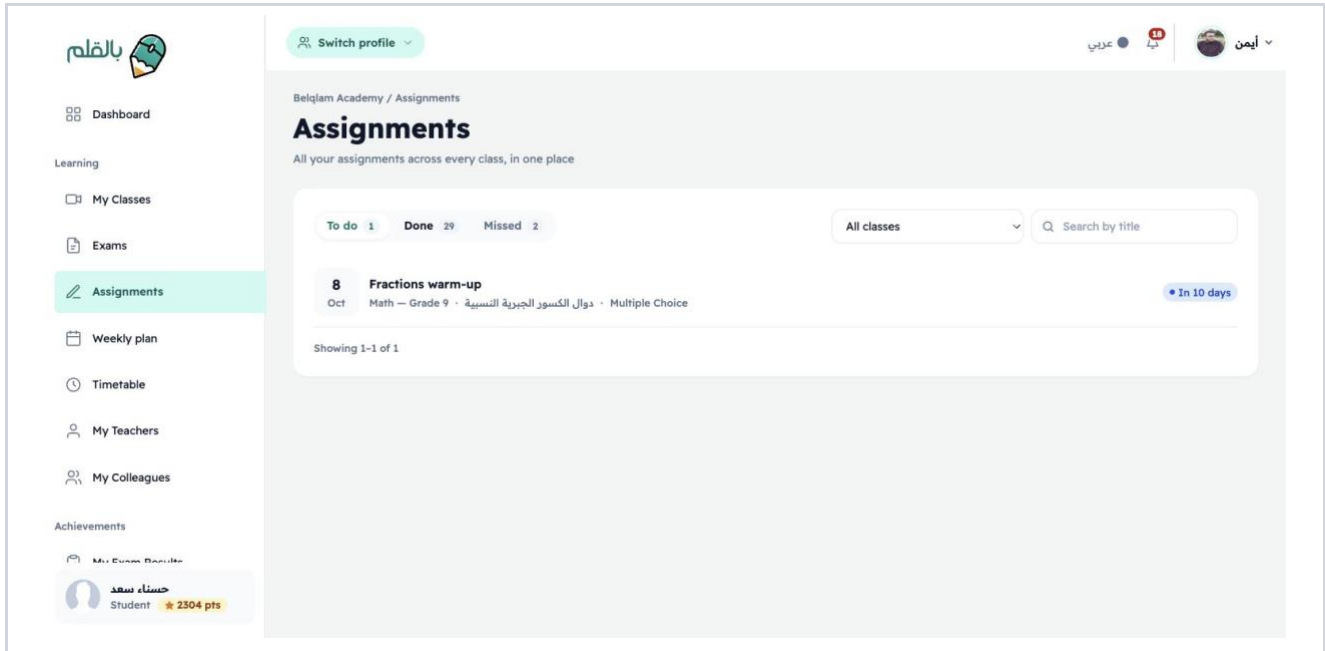


Figure 26: Assignments to do

2. Open the **Done** tab to see submitted assignments with the submission date and score. The **Missed** tab lists assignments whose deadline passed.

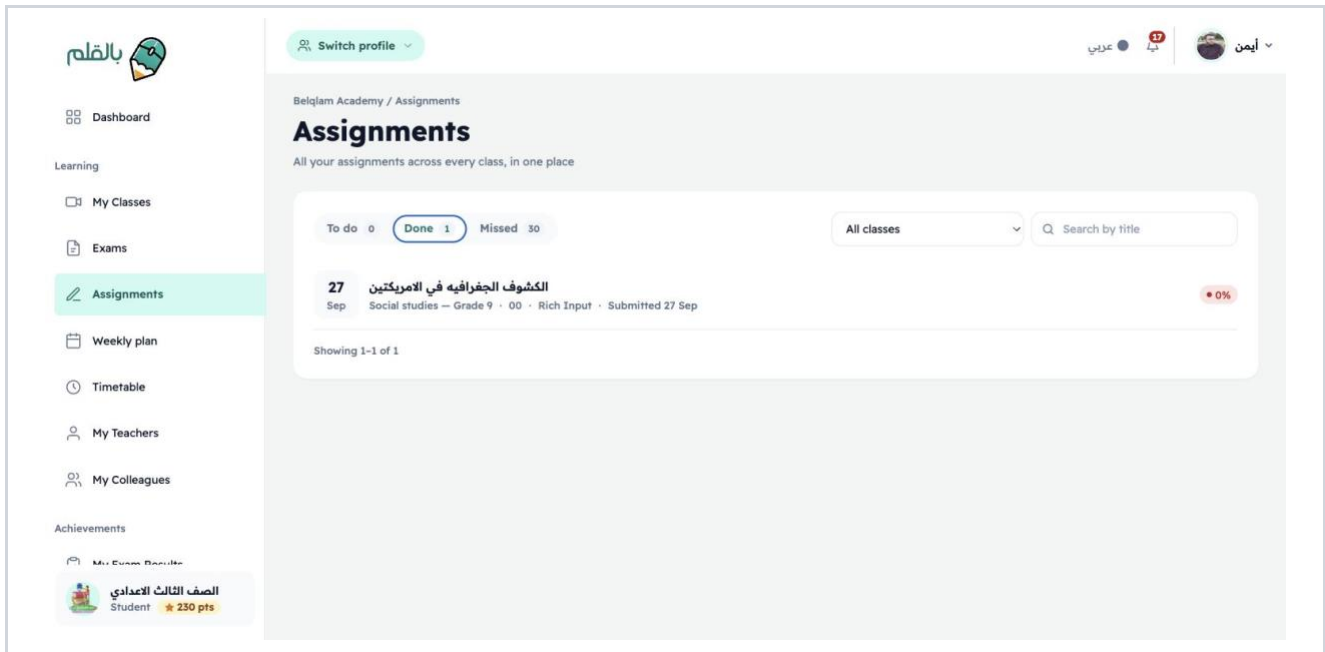


Figure 27: Done assignments

Solving an Assignment

Open an assignment to answer its questions, attach files if needed and submit it for grading.

1. Click an assignment in the **To do** tab. The page shows the question type, the number of questions and a banner with the deadline and days left. **Your progress** on the right tracks answered questions.

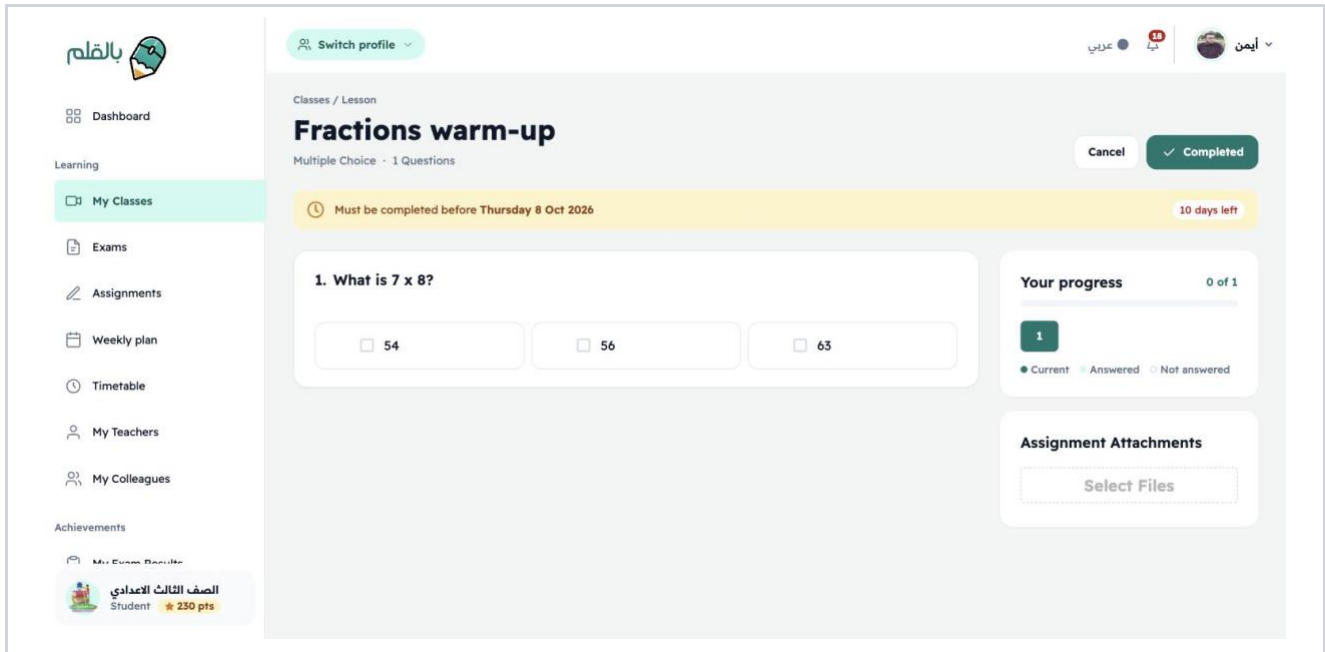


Figure 28: An open assignment

2. Select your answer for each question. The question is highlighted and your progress updates. To attach files, use **Select Files** under **Assignment Attachments**.

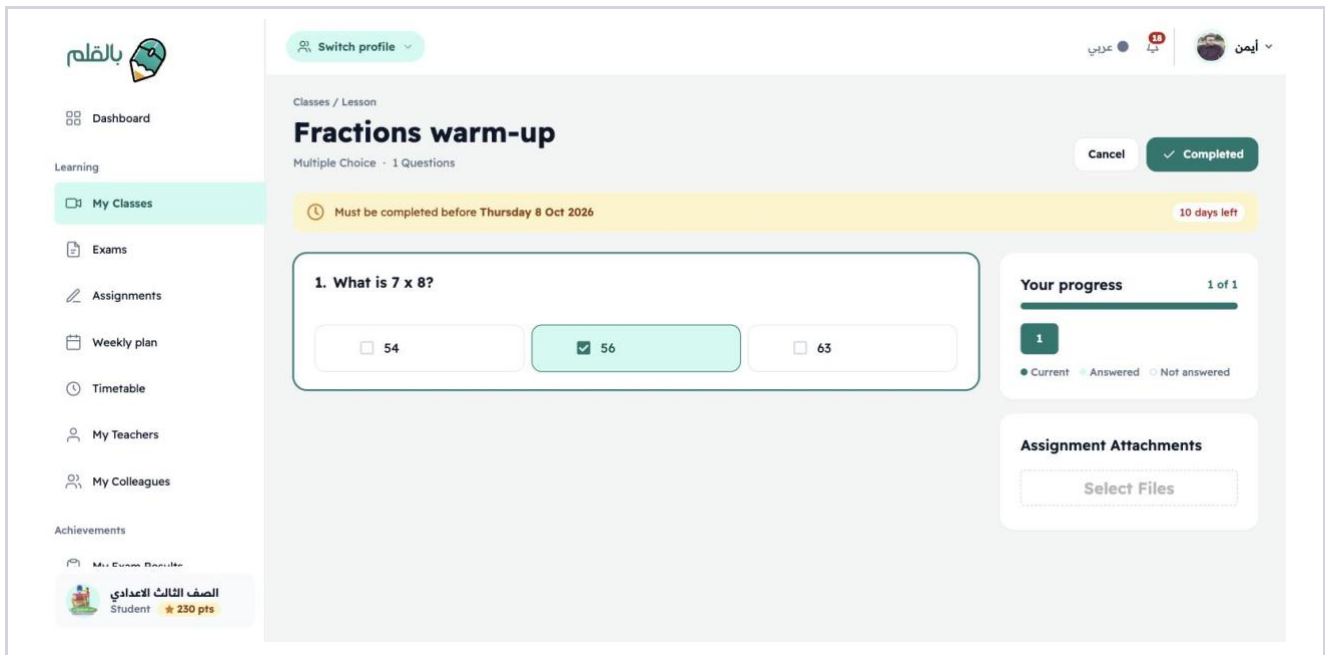


Figure 29: An answer selected

- Click **Completed** to submit. For auto-graded questions, **Your Score** appears immediately. Click **OK** to close it. Click **Cancel** instead if you want to leave without submitting.

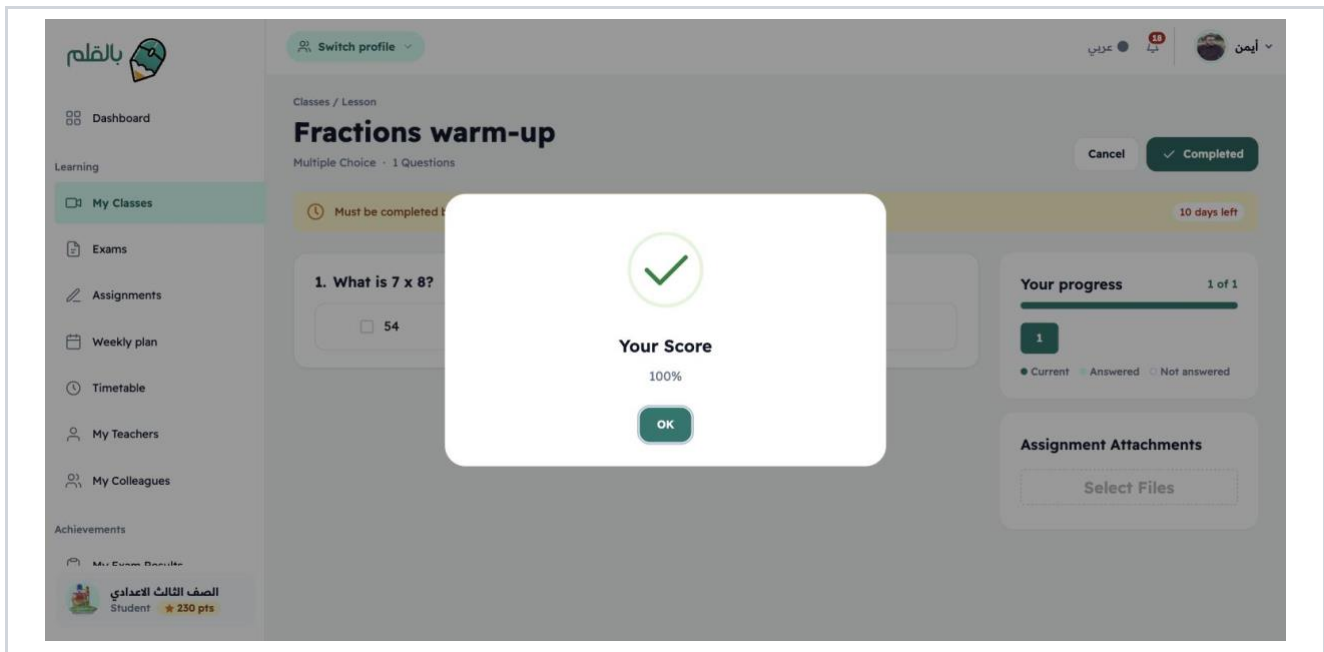


Figure 30: Your score after submitting

- To review a submitted assignment, click **Review** on the dashboard or open it from the **Done** tab. The result page shows your **Score**, the **Max Score** and **Min Score**, and highlights the answers. You can still add files with **Add attachments**. Click **Back** to return.

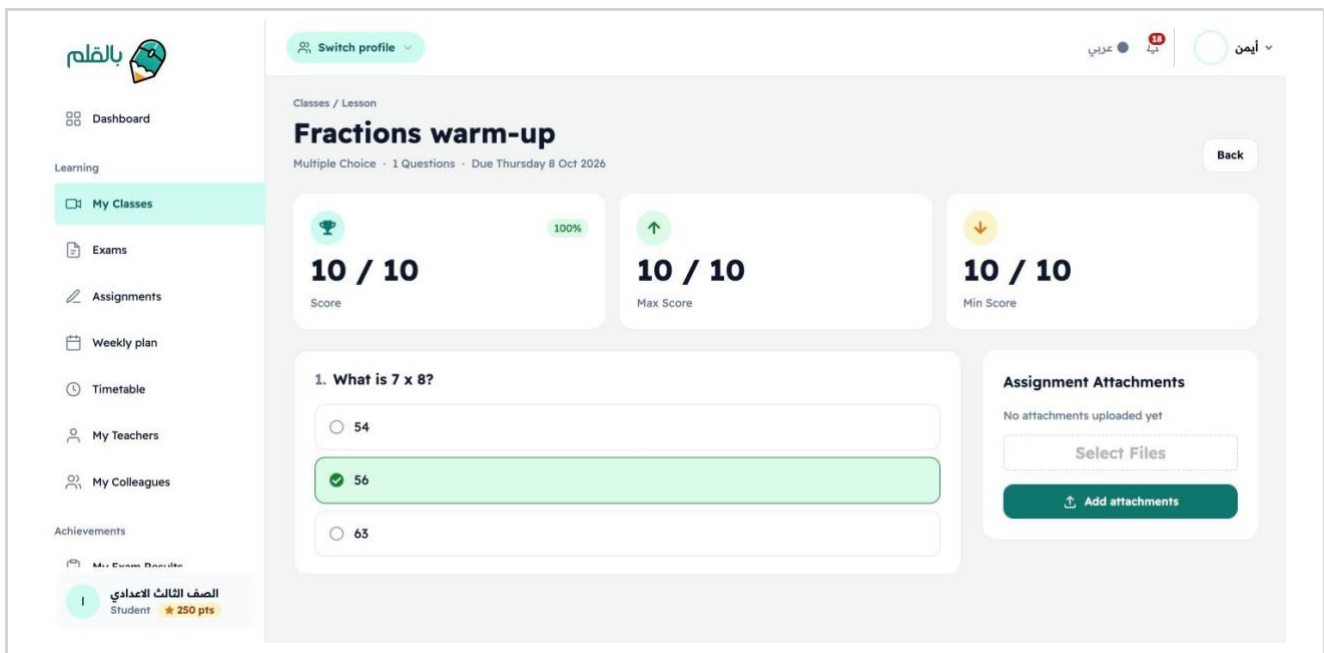


Figure 31: Assignment result

9. Weekly Plan

The weekly plan is a calendar of your sessions, showing each class with its time and lesson title.

1. Click **Weekly plan** in the side menu. Use the arrows to move between weeks, **Today** to return to the current week, and **Day**, **Week** or **Month** to change the view.

	Saturday 26	Sunday 27	Monday 28	Tuesday 29	Wednesday 30	Thursday 1	Friday 2
8 AM							
9 AM		Science 9:00 AM - 10:00 AM	Arabic language 9:00 AM - 10:00 AM تأثير نص تحية الشباب	Science 9:00 AM - 10:00 AM	Science 9:00 AM - 10:00 AM	Math 9:00 AM - 10:00 AM	
10 AM		تكنولوجيا 10:00 AM - 11:00 AM اختبار شهر سبتمبر	Math 10:00 AM - 11:00 AM	Arabic language 10:00 AM - 11:00 AM	English Language 10:00 AM - 11:00 AM	تربية فنية 10:00 AM - 11:00 AM	
11 AM		Arabic language 11:00 AM - 12:00 PM اختبار الوحدة الأولى	Social studies 11:00 AM - 12:00 PM وجهة على الوحدة الأولى	English Language 11:00 AM - 12:00 PM	Arabic language 11:00 AM - 12:00 PM	English Language 11:00 AM - 12:00 PM	
12 PM		Math 12:00 PM - 1:00 PM الكسور الجبرية النسبية معاصر	English Language 12:00 PM - 1:00 PM U2/L566	Math 12:00 PM - 1:00 PM	Social studies 12:00 PM - 1:00 PM		
			تأثير نص تحية			تأثير نص تحية	

Figure 32: The weekly plan calendar

2. Each block shows the subject, the session time and, where available, the lesson title.

10. Timetable

The timetable shows your fixed weekly schedule of classes by day and hour.

1. Click **Timetable** in the side menu to see each subject placed in its day and time slot.

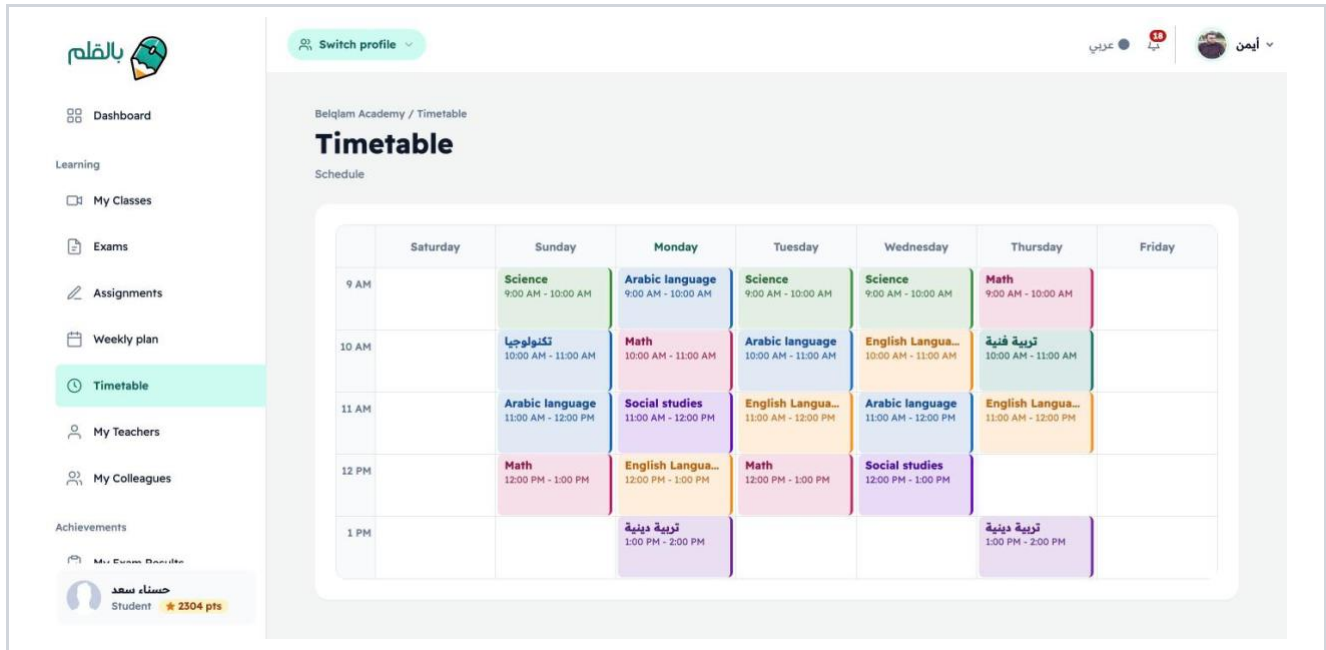


Figure 33: The timetable

11. My Teachers

My Teachers lists the teachers of your classes.

1. Click **My Teachers** in the side menu. Each card shows the teacher and the academy. Click **View Profile** to open a teacher's profile.

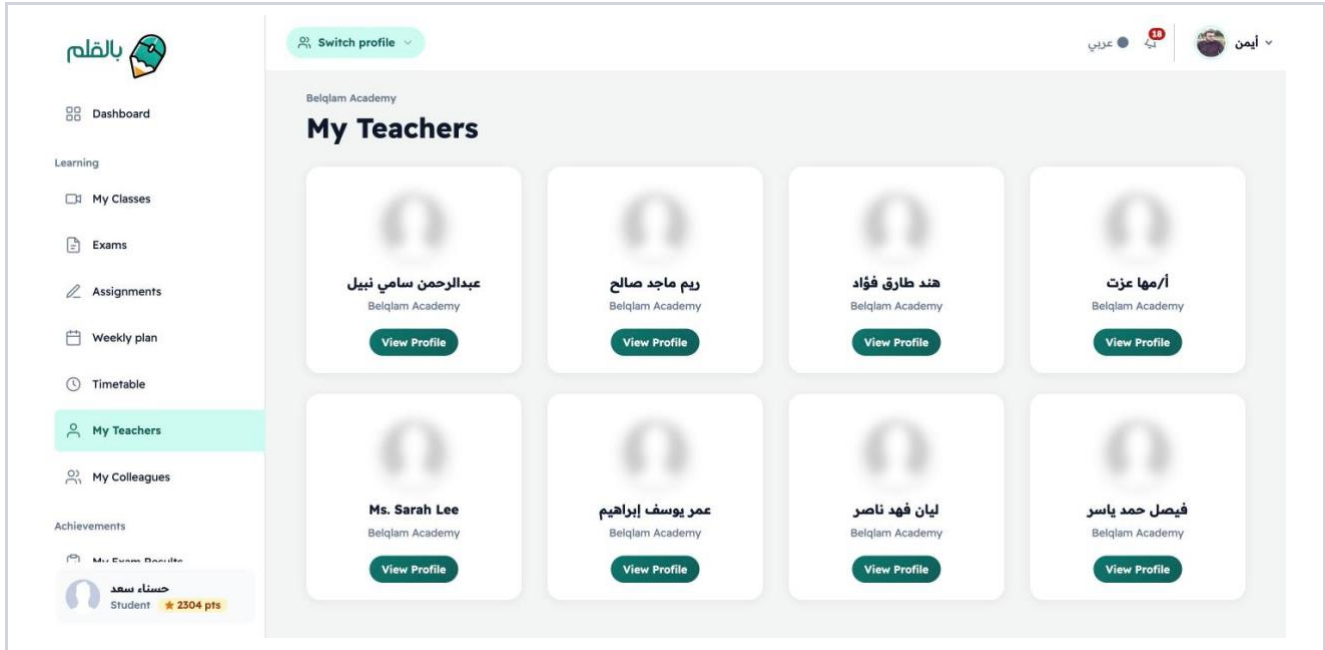


Figure 34: The My Teachers page

12. My Colleagues

My Colleagues lists your classmates across all your classes.

1. Click **My Colleagues** in the side menu. The page shows the total number of classmates. Use the **All** tab or a class tab to filter, or type in **Search by name**. Each card shows the classes you share.

The screenshot shows the 'My Colleagues' page for a student in the Belqam Academy. The sidebar on the left contains navigation links: Dashboard, Learning (My Classes, Exams, Assignments, Weekly plan, Timetable), My Teachers, My Colleagues (highlighted), and Achievements (My Exam Results, Student profile for حسناء سعد with 2254 pts). The main content area is titled 'My Colleagues' and shows '57 classmates across 2 classes'. It features a filter bar with tabs for 'All' (57), 'Grade 9 - الفقرة الصباحية عام' (56), and 'Grade 9 - الفقرة الصباحية عام' (41). A search bar labeled 'Search by name' is also present. Below the filter bar is a grid of student cards. Each card displays a placeholder profile picture, a name, and the class/section. The visible cards include: بدر عماد رشيد (Grade 9 - الفقرة الصباحية عام), Grade 9 (Grade 9 - الفقرة الصباحية عام), Noor Salem (Grade 9 - الفقرة الصباحية عام), Faris Zaid (Grade 9 - الفقرة الصباحية عام), هند طارق فؤاد (Grade 9 - الفقرة الصباحية عام), لمى باسم حاتم (Grade 9 - الفقرة الصباحية عام), فيصل حمد ياسر (Grade 9 - الفقرة الصباحية عام), and جنى وليد كريم (Grade 9 - الفقرة الصباحية عام).

Figure 35: The My Colleagues page

13. My Exam Results

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

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

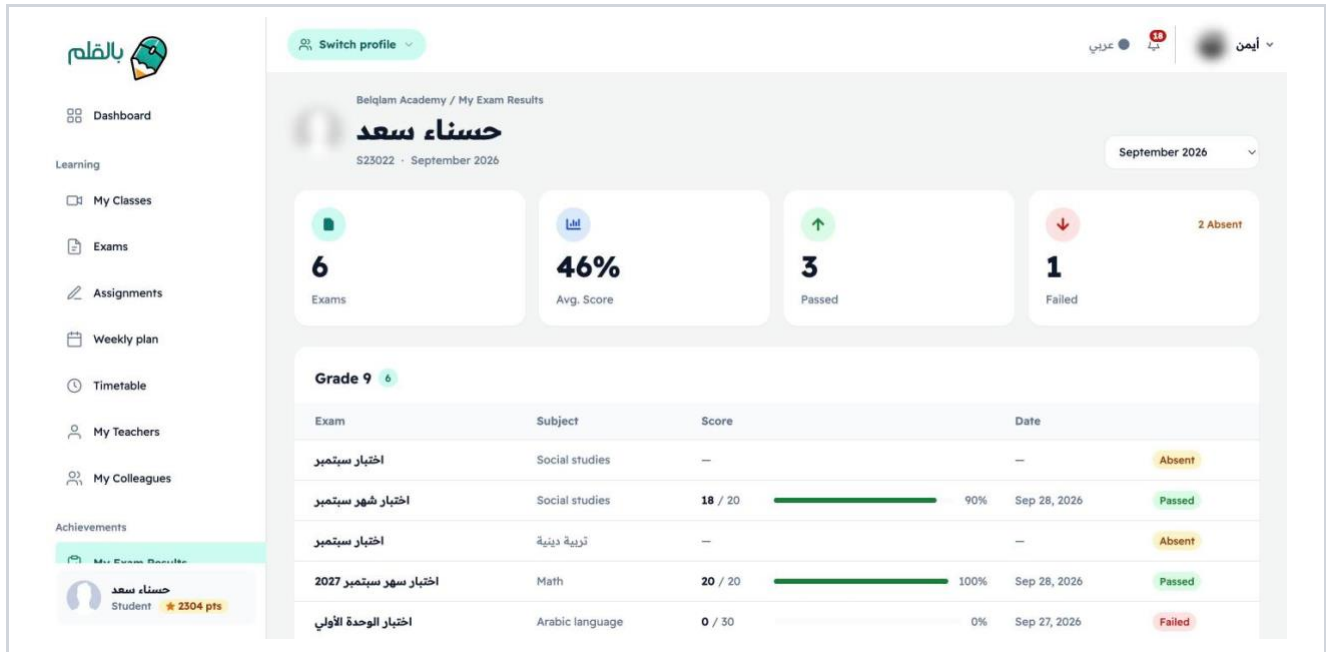


Figure 36: The My Exam Results page

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

14. KPI and Weekly Report

The KPI page shows your attendance and grades, overall or for a selected subject, with charts and a weekly report.

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**.

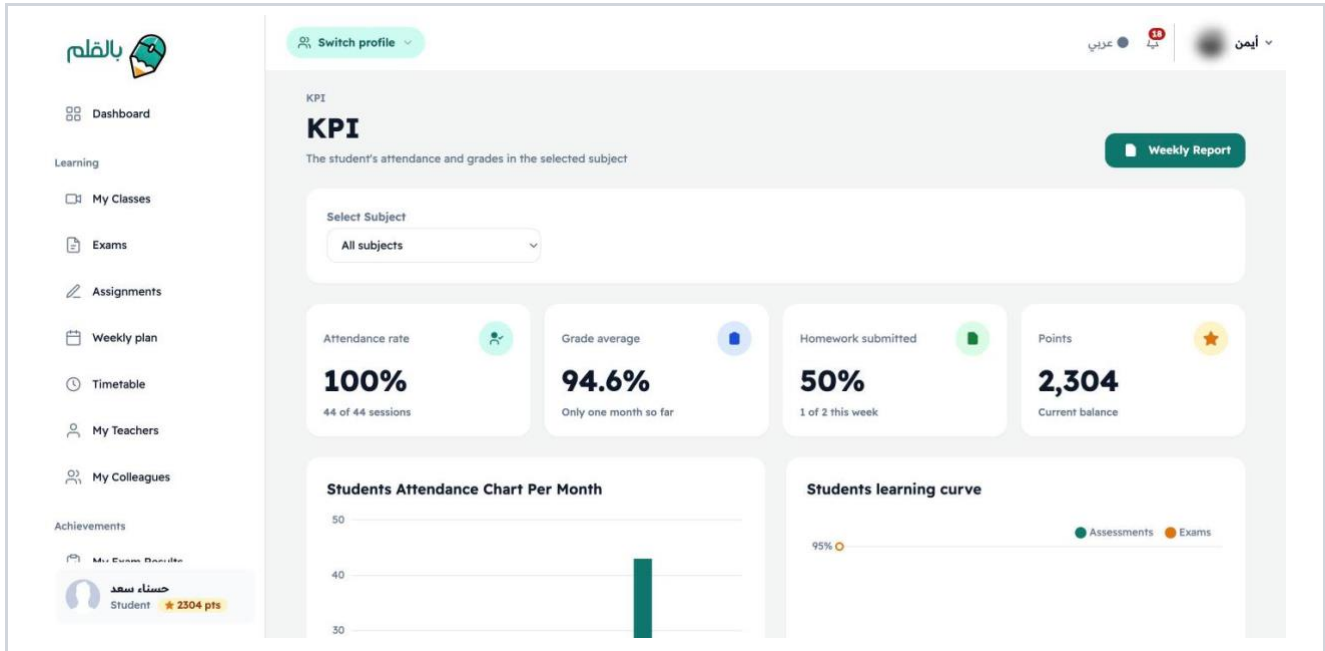


Figure 37: The KPI page

2. **Students Attendance Chart Per Month** shows attended, late, absent and excused sessions per month. **Students learning curve** shows your scores in assessments and exams over time.
3. Click **Weekly Report**, or scroll down, to see this week's sessions. Each row shows the **Subject**, **Lesson**, **Session Time**, your **Attendance** (for example **Present**) and the status of **Homeworks**.

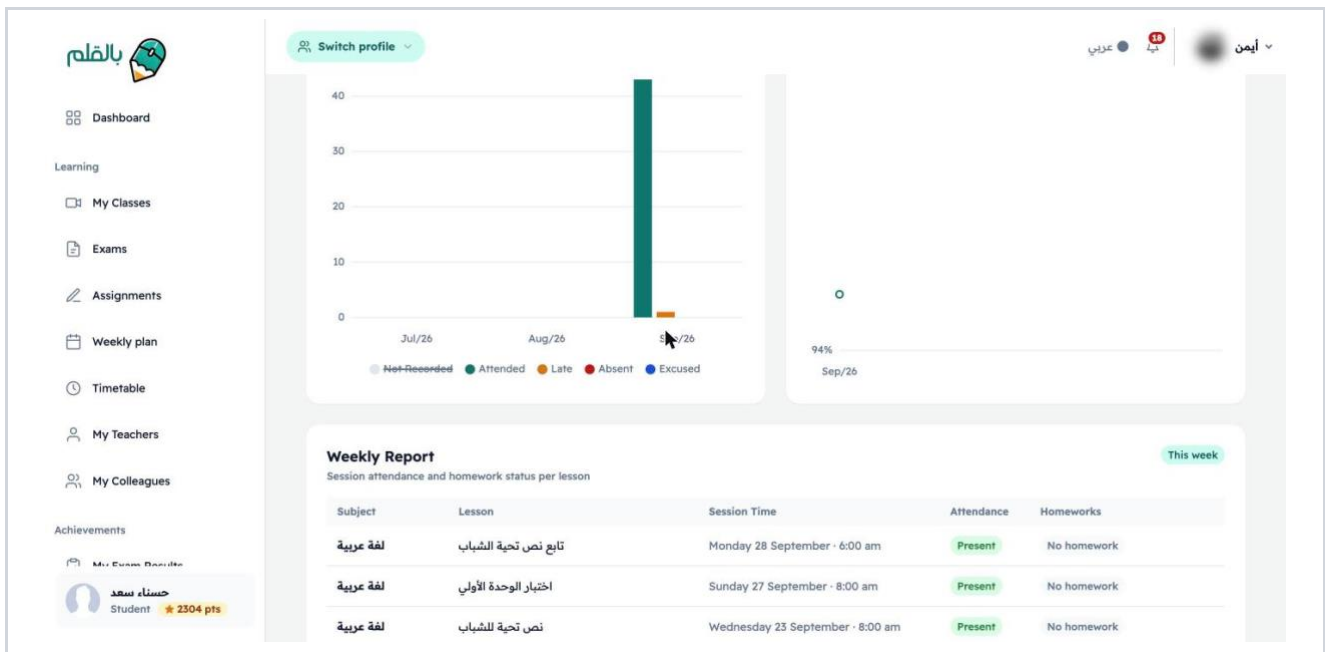


Figure 38: Attendance chart and weekly report

15. Top Leaderboard

The leaderboard shows the students with the most points this week and since the academy started.

1. Click **Top Leaderboard** in the side menu. **Top 3 this week** covers the last 7 days and **All-time top 3** covers the period since the academy started.

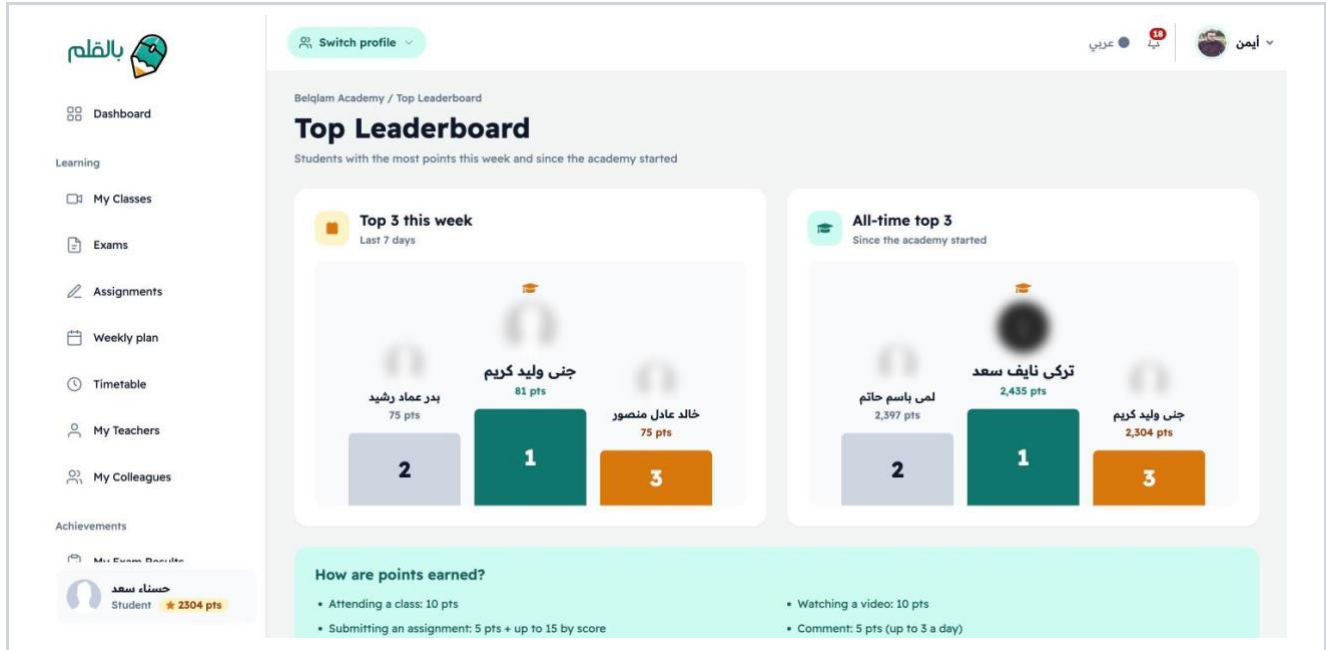


Figure 39: The Top Leaderboard

2. Read **How are points earned?** to see how you collect points, for example by attending a class, submitting an assignment, watching a video or commenting.

16. Rewards Store

Spend the points you earn on rewards offered by the academy, and track your redemption requests.

1. Click **Rewards Store** in the side menu. The **My Points** banner shows your balance. Each reward card shows its name, description, cost in points and how many remain.

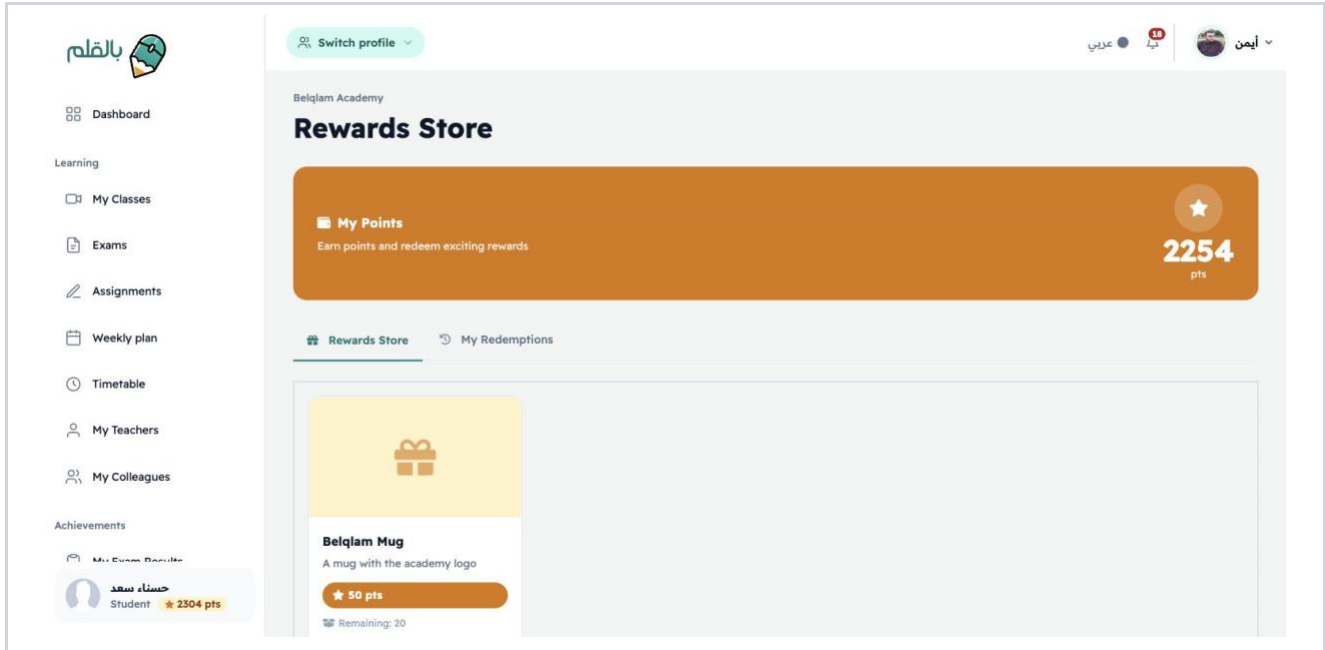


Figure 40: The Rewards Store

2. Click the points button on a reward. In the **Redeem this reward?** dialog, click **Redeem** to confirm or **Cancel** to go back.

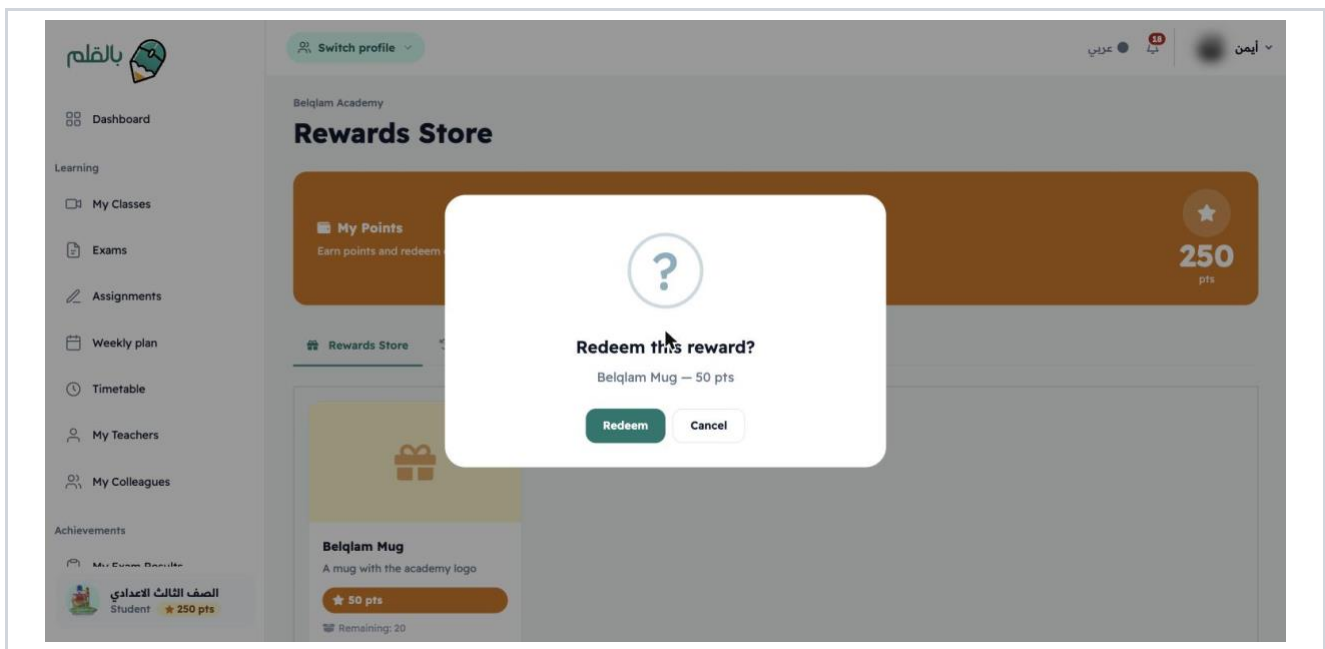


Figure 41: Confirming a redemption

3. Open the **My Redemptions** tab to see your requests with their date, points and status, such as **Pending**.

The screenshot displays the 'Belqam Academy Rewards Store' interface. On the left is a sidebar menu with options: Dashboard, Learning (My Classes, Exams, Assignments, Weekly plan, Timetable), My Teachers, My Colleagues, and Achievements (My Exam Results). The main content area shows the 'Rewards Store' with a 'My Points' section indicating 2274 pts. Below this, the 'My Redemptions' tab is active, showing a list of redemption requests. One request is visible: 'Belqam Mug' with a date of '9/28/2026', requiring 50 points, and is currently in a 'Pending' status. The user's profile at the bottom left shows 'حسناء سعد' (Hanaa Saad) as a Student with 2274 pts.

Figure 42: My Redemptions

17. Messages

The Messages page is your inbox for messages from the academy and your teachers.

1. Click **Inbox** in the side menu. Use the **Inbox**, **Starred** and **Sent** tabs, or type in **Search messages**. The page shows how many messages are unread.

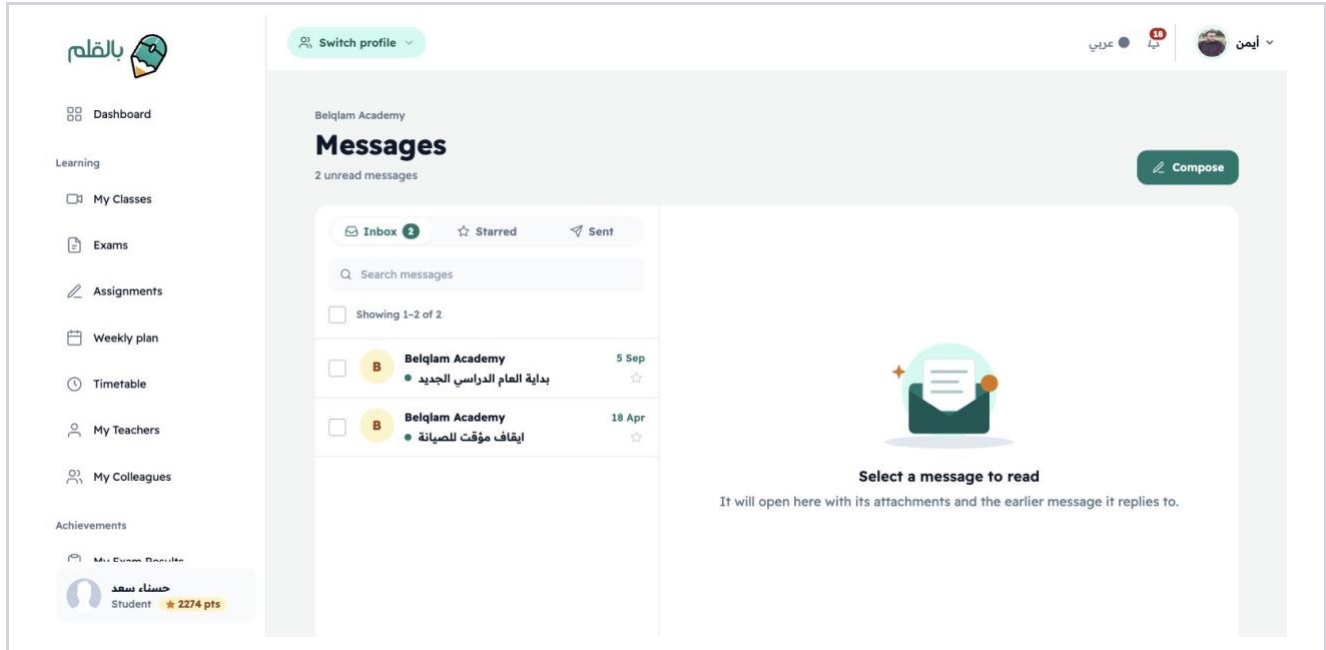


Figure 43: The Messages page

2. Click a message in the list to read it in the right-hand pane, together with its attachments and the earlier message it replies to. Click the star icon to star a message.
3. Click **Compose** to write a new message.

18. 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 44: 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.

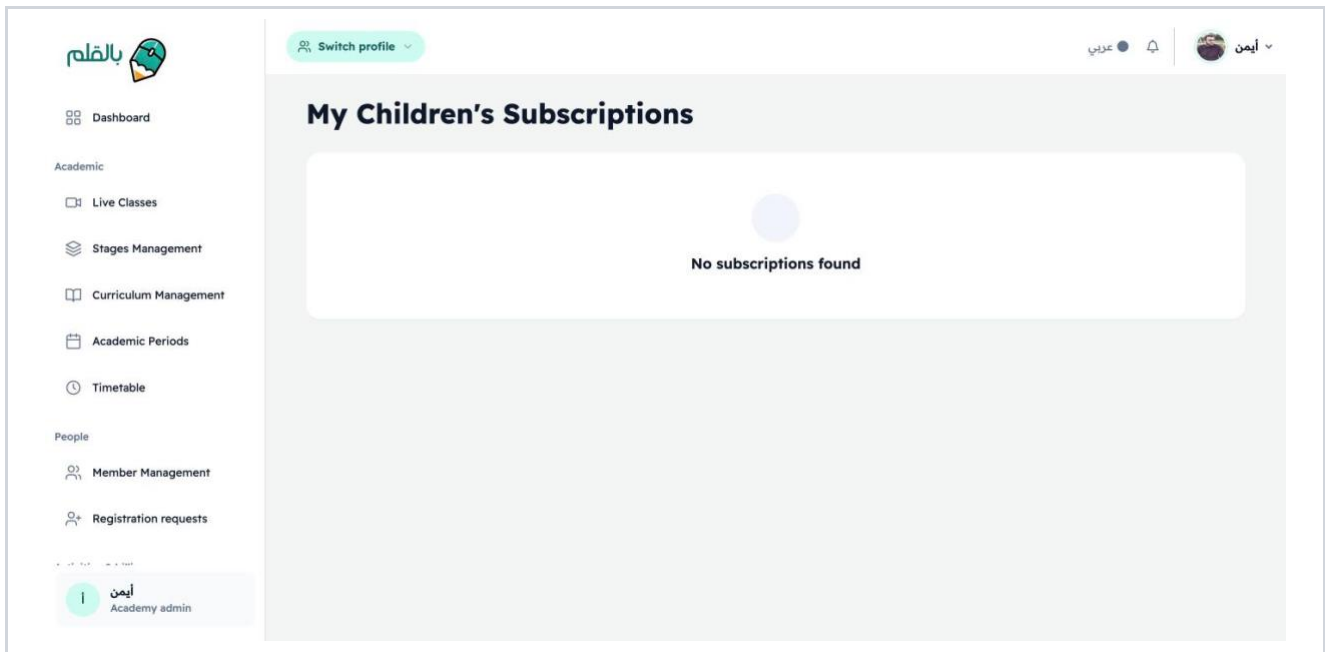


Figure 45: The My Children's Subscriptions page

19. 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.

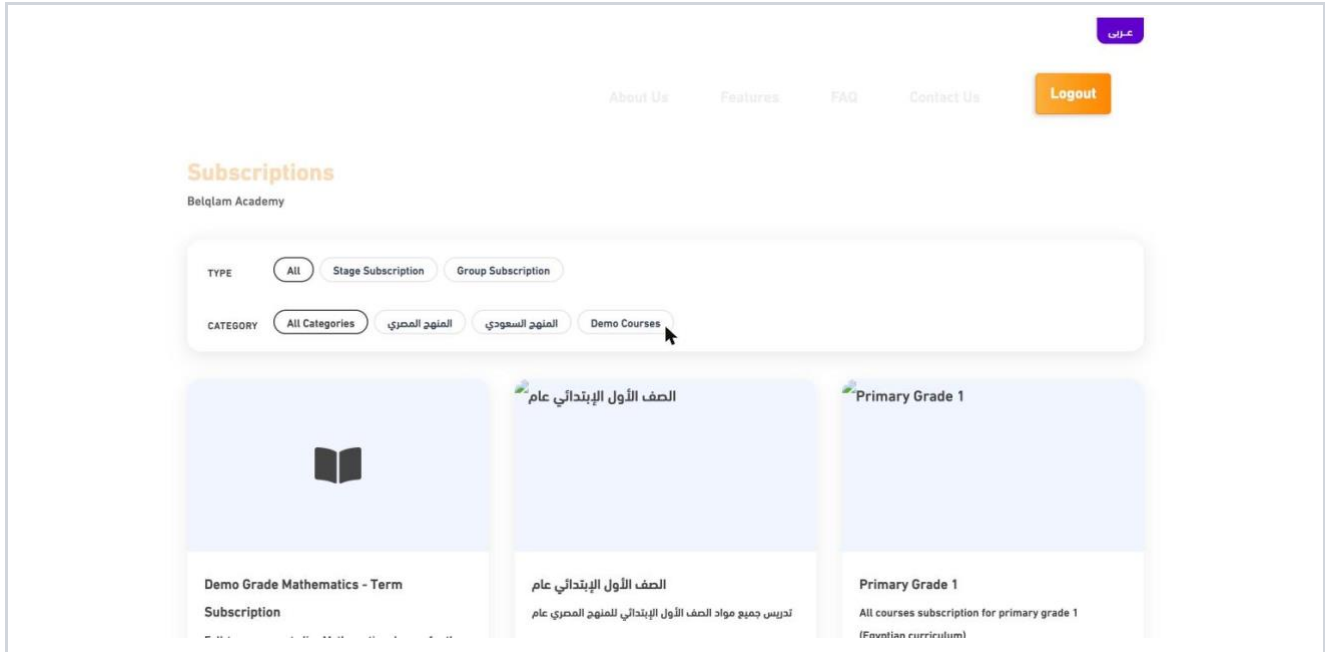


Figure 46: The Subscriptions store with its filters

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.

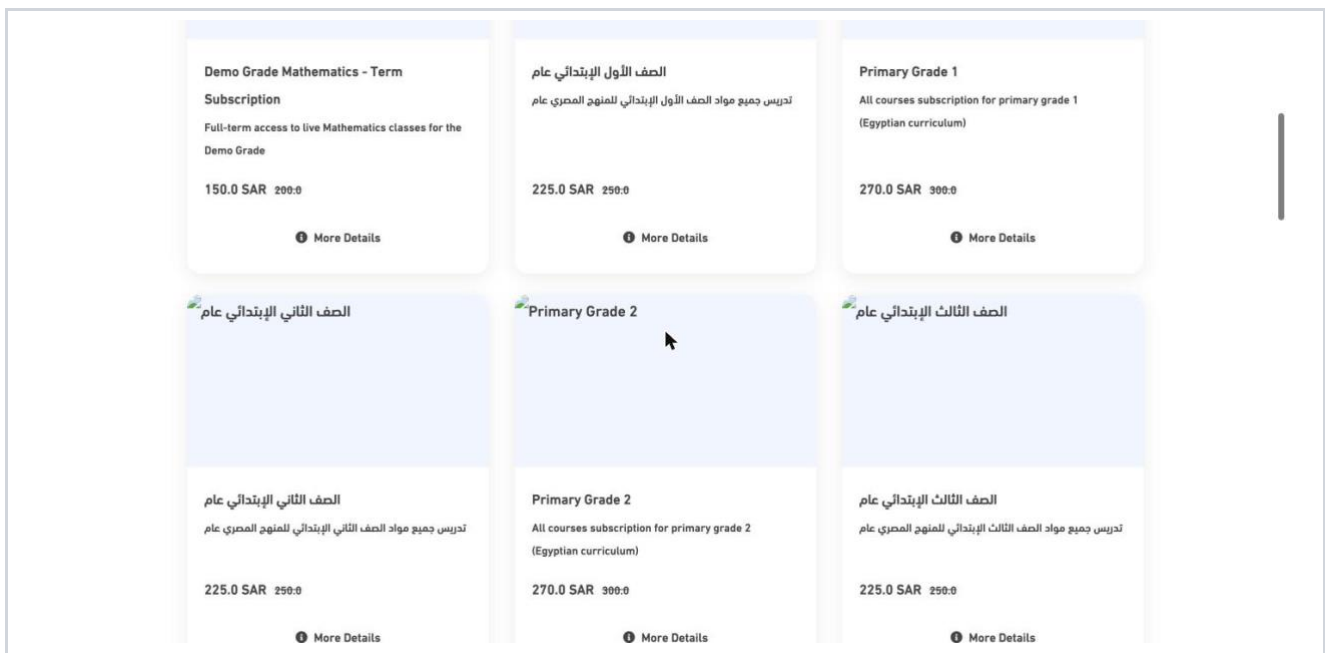


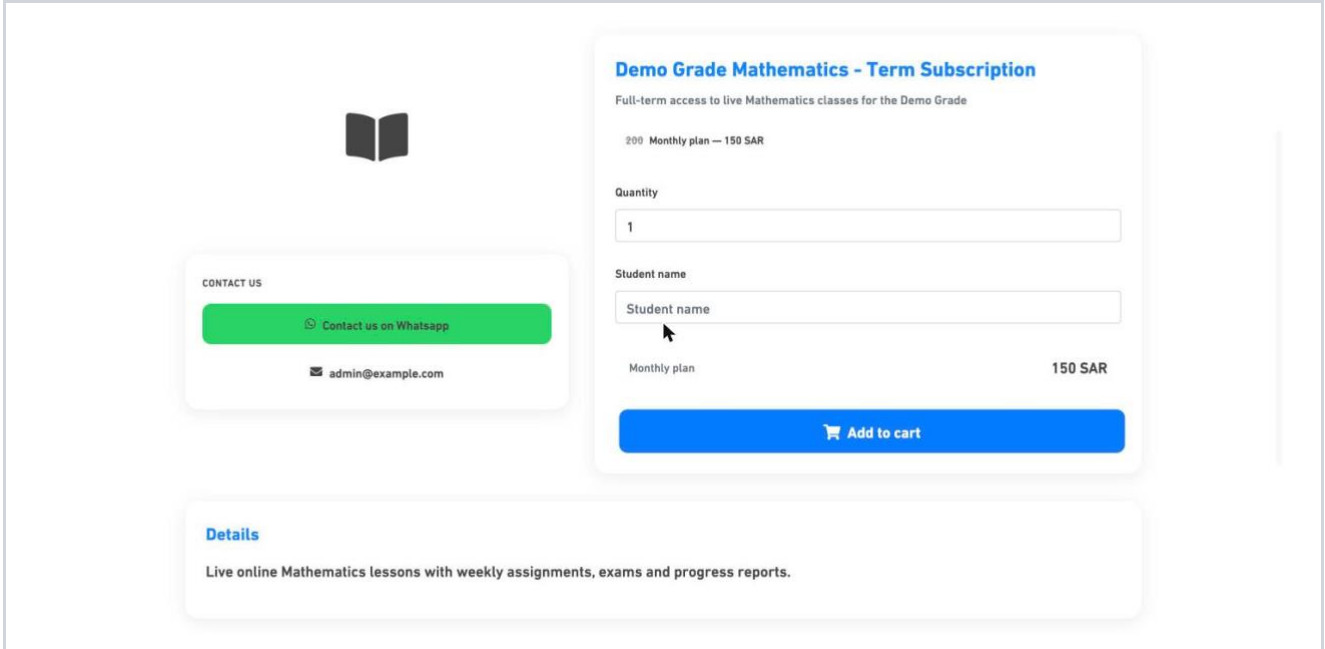
Figure 47: Subscription cards with prices

- 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.

- 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 displays 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 features a subscription card titled 'Demo Grade Mathematics - Term Subscription'. This card includes the description 'Full-term access to live Mathematics classes for the Demo Grade', the plan '200 Monthly plan — 150 SAR', a 'Quantity' input field with the value '1', a 'Student name' input field with the placeholder 'Student name', and a 'Monthly plan' label with the price '150 SAR'. A blue 'Add to cart' button is at the bottom of the card. Below the card, a 'Details' section states 'Live online Mathematics lessons with weekly assignments, exams and progress reports.'

Figure 48: The subscription details page

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