



Belqlam Learning Platform

User Guide

Supervisor

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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 supervisor follows up on the academic work of teachers and students in the academy. From a single workspace, the supervisor can review the classes they oversee, monitor exams and assignments across every class, see which submissions are still waiting to be marked, and keep an eye on students who need follow-up.

The supervisor also has access to the shared question bank, monthly student exam results, the points leaderboards and the internal messaging inbox. The side menu is organised into **Teaching**, **Assessment** and **Communication** groups.

About this guide

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

Conventions

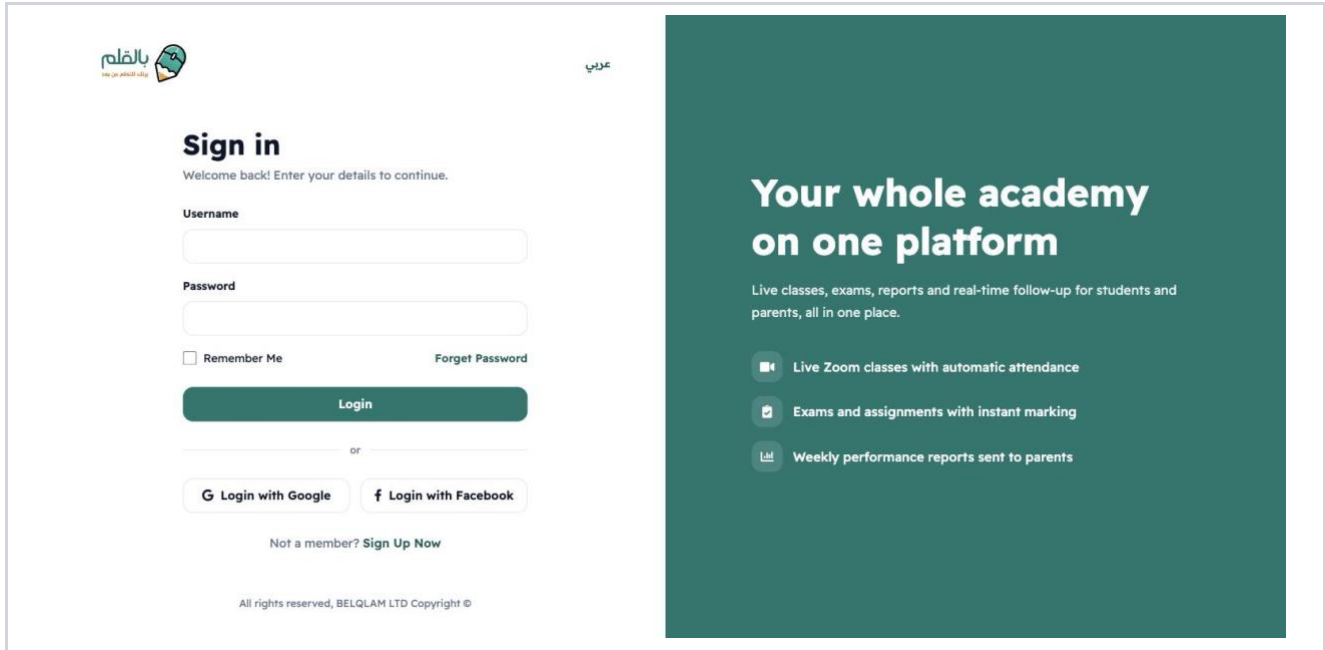
- Bold text refers to a button, menu item, tab or field shown on screen.
- Numbered steps must be performed in order.
- Screenshots use sample data; names shown are fictional.

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 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, 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**.

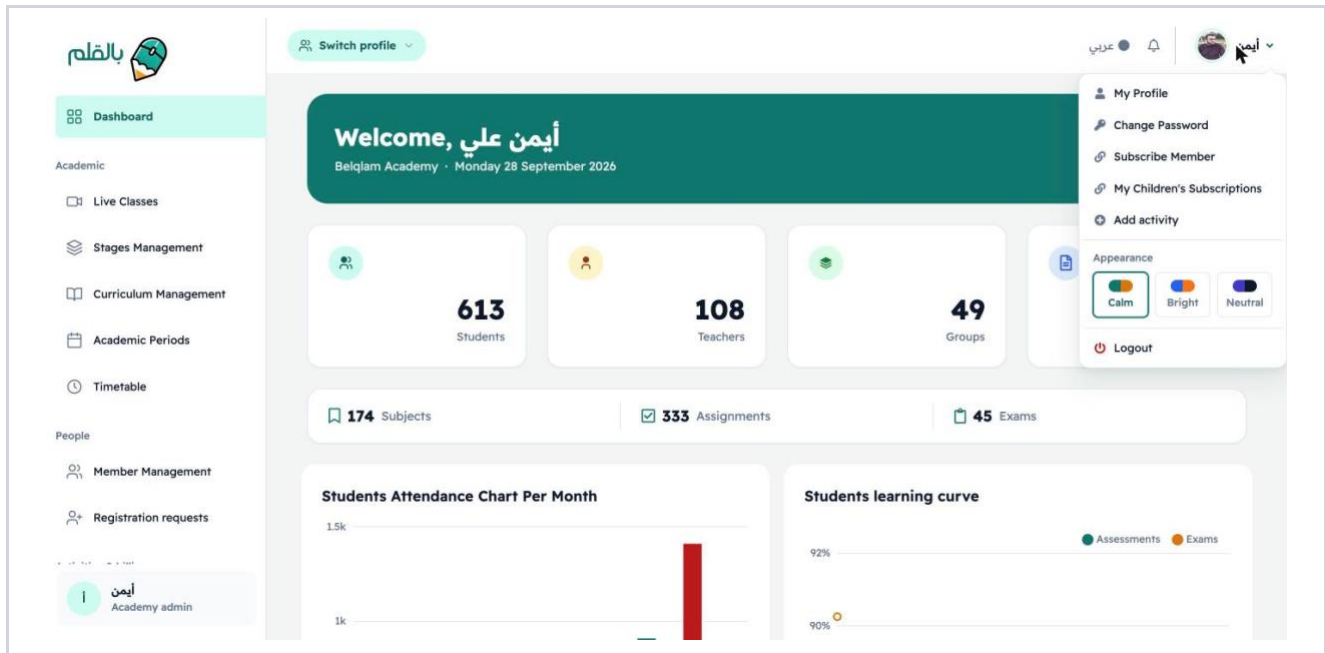


Figure 2: The user menu

- 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.

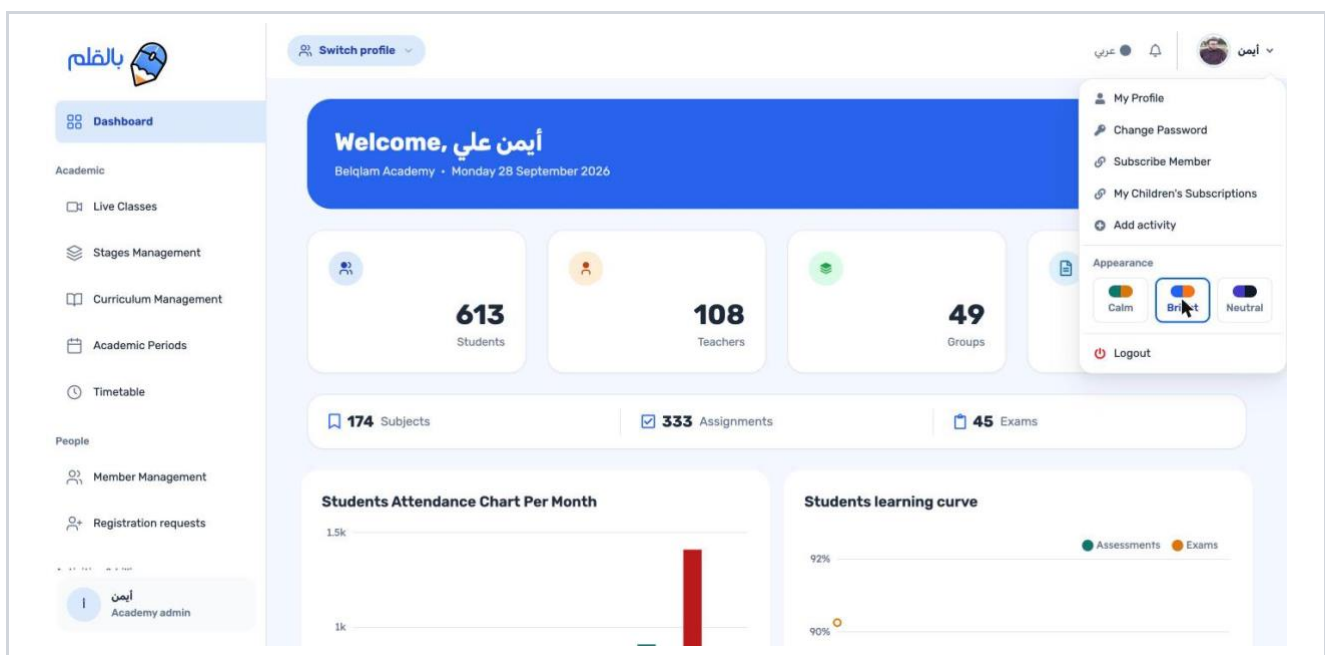


Figure 3: The Bright theme selected

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.

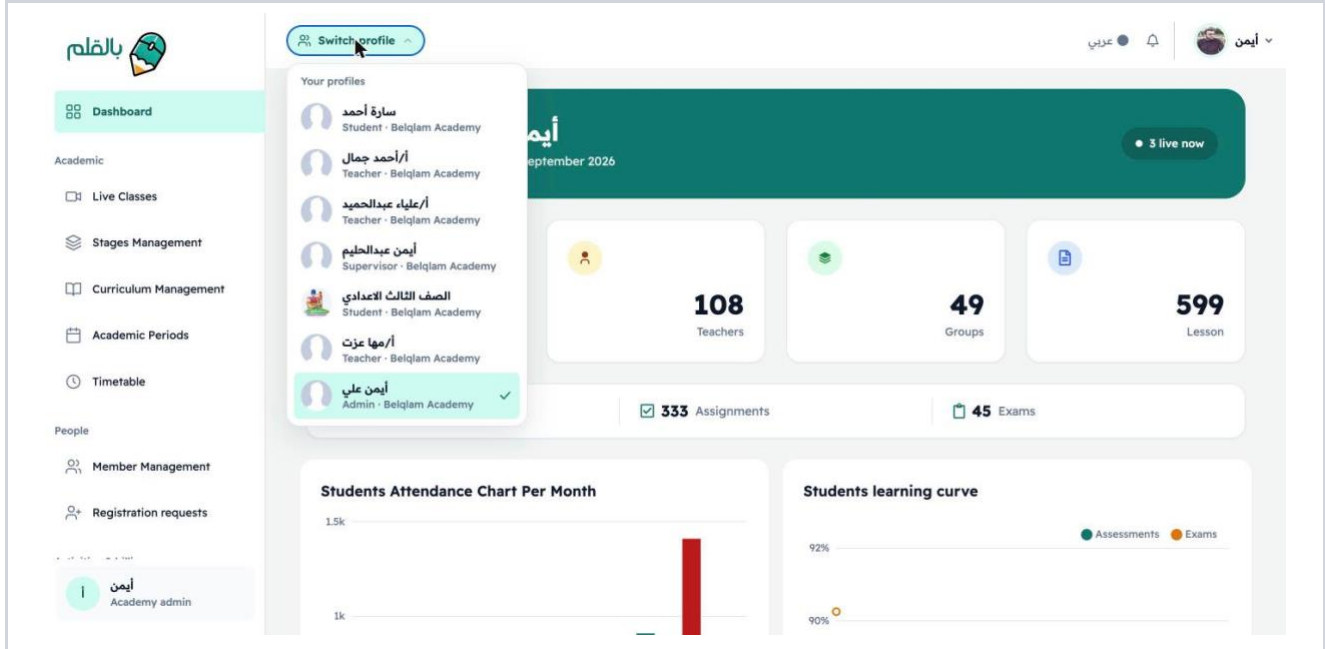


Figure 4: The Switch profile list

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**.

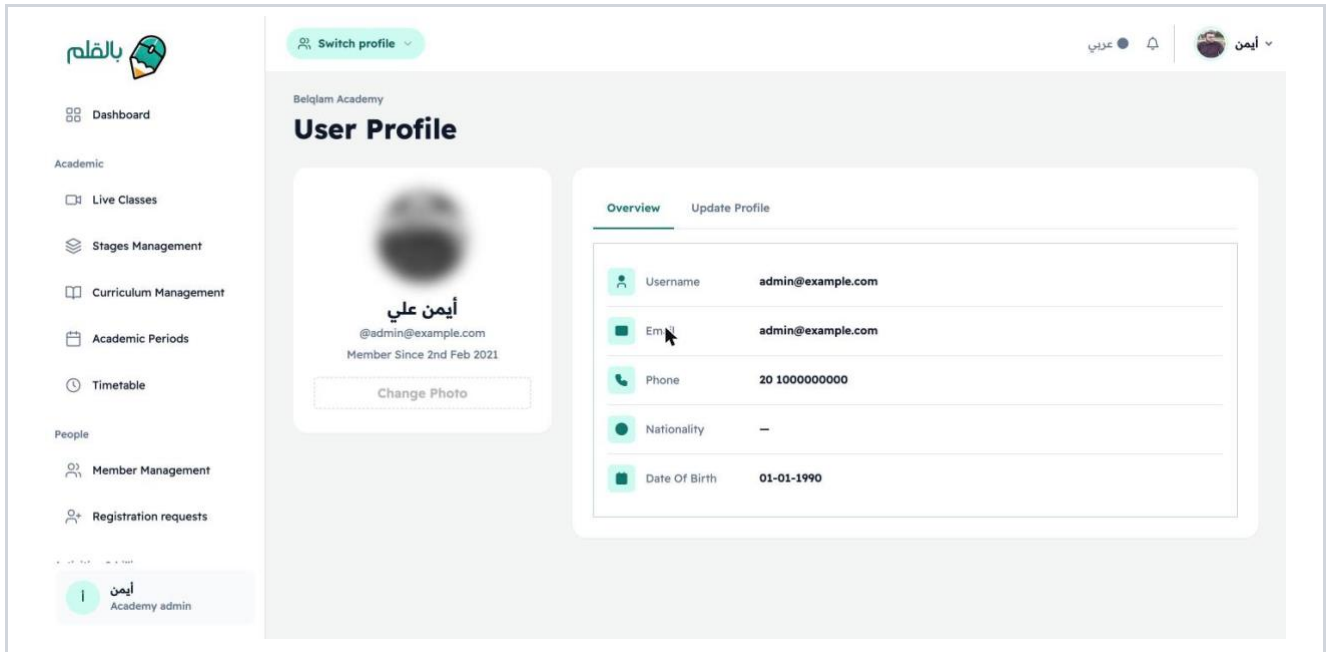


Figure 5: The profile Overview tab

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 and Recent Activity

The dashboard is the first page you see after signing in. It gives a quick picture of who is online, which students need follow-up, and the latest assignments and lessons added by teachers.

1. Click **Dashboard** in the side menu. The welcome banner shows your academy name and today's date.

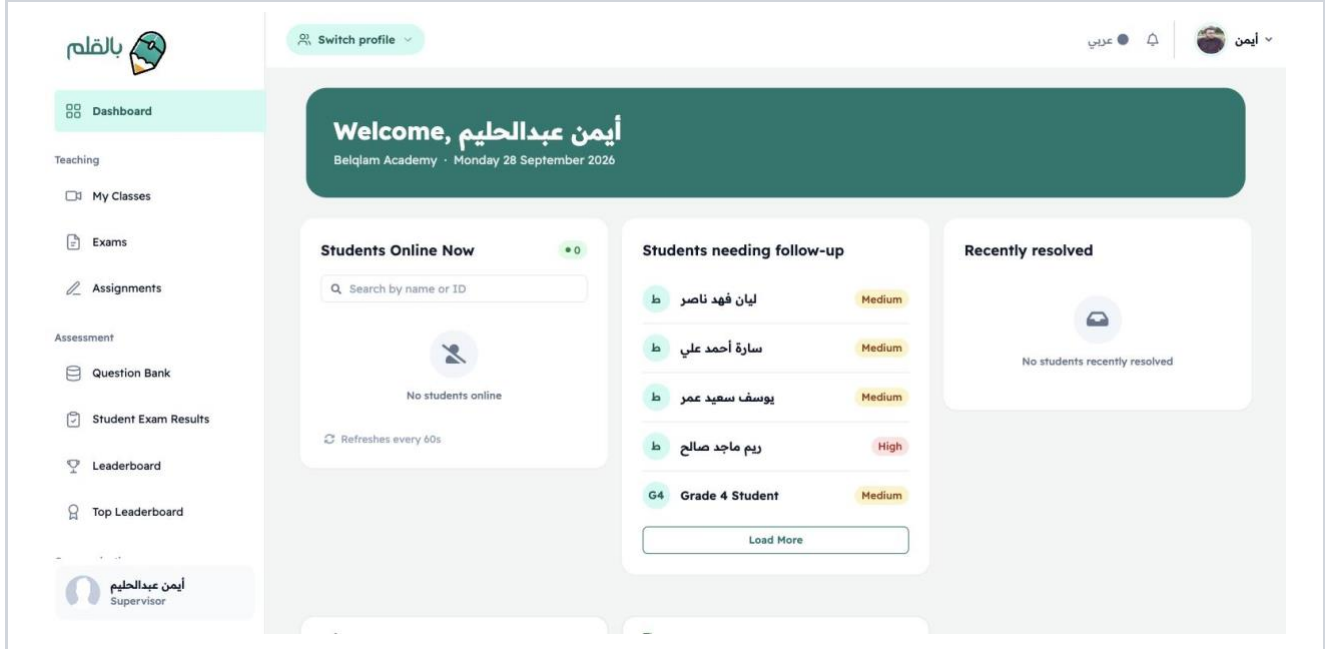


Figure 9: The supervisor dashboard

2. Use the **Students Online Now** card to see which students are currently connected. Type in the search box to find a student by name or ID. The list refreshes automatically every 60 seconds.
3. Review the **Students needing follow-up** card. Each student is tagged with a level such as **Medium** or **High**. Click **Load More** to see more students.
4. The **Recently resolved** card lists students whose follow-up has recently been closed.

5. Scroll down to see **Recent Assignments** and **Recent Lessons**. Each assignment shows its subject, lesson and date range; each lesson shows its subject and date. Click **Load More** under either list to see older items.

The screenshot shows a dashboard for a supervisor. On the left is a sidebar with a 'Dashboard' button and a list of teaching and assessment tools. The main area is divided into two columns: 'Recent Assignments' and 'Recent Lessons'. Each column lists items with their titles, subjects, and date ranges. A 'Load More' button is visible at the bottom of each list.

Recent Assignments	Recent Lessons
صفحة 78 و 84 Arabic language - أنواع المعارف 28th Sep 2026 - 29th Sep 2026	حل الاختبار ومراجعة عامة Arabic language 28th Sep 2026
صفحة 76 و 77 Arabic language - أنواع المعارف 23rd Sep 2026 - 24th Sep 2026	أنواع المعارف Arabic language 28th Sep 2026
واجب وجه الوطن Arabic language - تابع نص وجه الوطن 23rd Sep 2026 - 25th Sep 2026	اختبار شهر سبتمبر Arabic language 27th Sep 2026
صفحة 71 و 72 Arabic language - اصنع قرارك 22nd Sep 2026 - 23rd Sep 2026	اختبار شهر سبتمبر 2026 Arabic language 27th Sep 2026
صفحة 59 و 60 Arabic language - نص معلوماتي 21st Sep 2026 - 22nd Sep 2026	اختبار الوحدة الاولى Arabic language 27th Sep 2026

Figure 10: Recent assignments and lessons on the dashboard

Note: Use the follow-up list as a daily checklist: students marked **High** should be contacted first.

5. Classes

The Classes page lists the classes you supervise, with the grade, the teacher and the number of students in each.

1. Click **My Classes** under **Teaching** in the side menu. The page header shows the total number of classes.

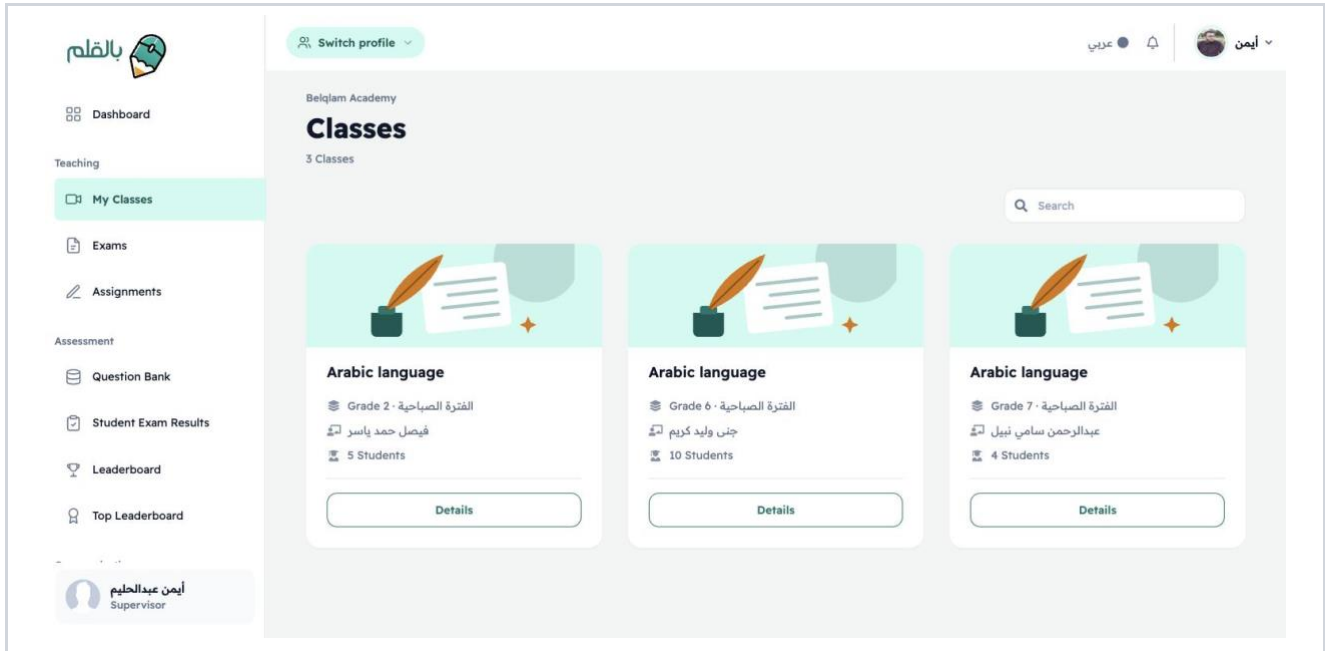


Figure 11: The Classes page

2. Each class card shows the subject, the grade and period, the teacher, and the number of students. Use the **Search** box to find a class quickly.
3. Click **Details** on a class card to open the class and follow its lessons and activity.

6. Exams

The Exams page gathers all exams across every class in one place, so you can see what is coming up, what has ended and what still needs marking.

1. Click **Exams** in the side menu.

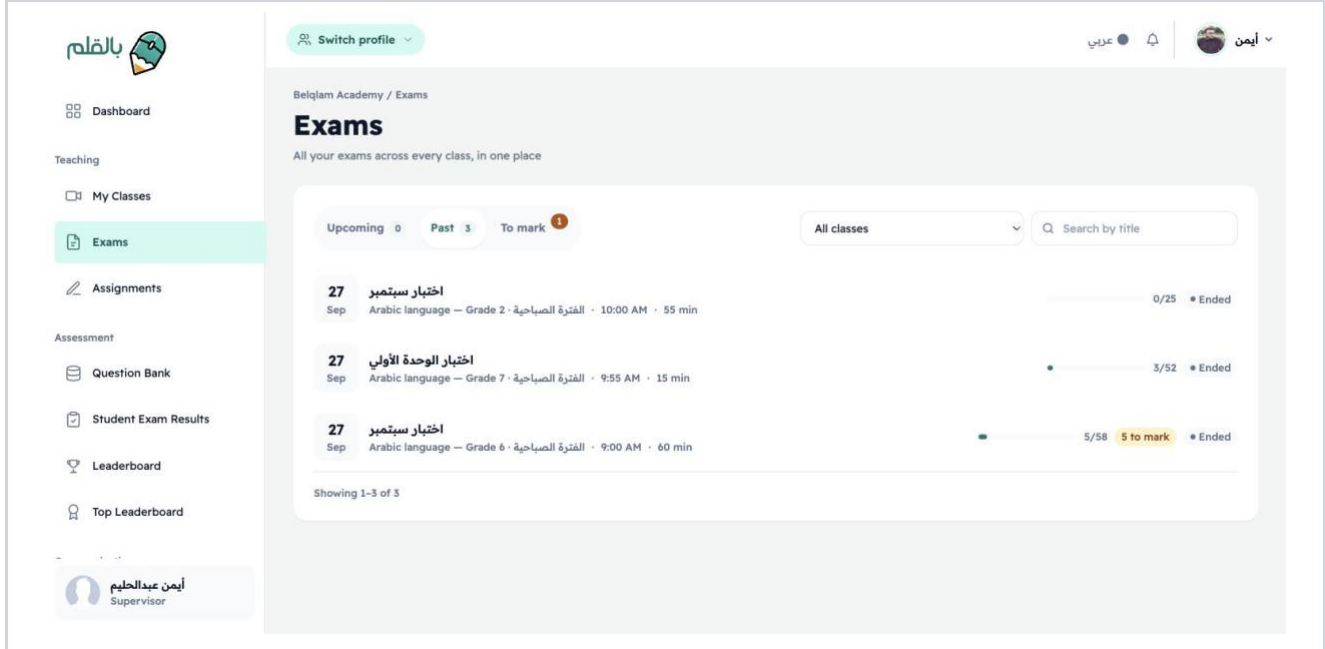


Figure 12: The Exams page

2. Switch between the **Upcoming**, **Past** and **To mark** tabs. The number beside each tab shows how many exams it contains.
3. Filter the list by class using the **All classes** drop-down, or type in **Search by title** to find an exam.
4. Each row shows the exam date, title, class, start time and duration, a progress bar with the number of submissions, the number of answers waiting to be marked (for example **5 to mark**) and the exam status such as **Ended**.

Note: Check the **To mark** tab regularly to make sure teachers are marking exams on time.

7. Assignments

The Assignments page lists all assignments across every class, grouped by status, so you can follow submissions and marking.

1. Click **Assignments** in the side menu.

The screenshot displays the 'Assignments' page for a supervisor. The interface includes a sidebar with navigation links: Dashboard, My Classes, Exams, Assignments (highlighted), Question Bank, Student Exam Results, Leaderboard, and Top Leaderboard. The main content area shows a list of assignments under the 'To mark' tab. The assignments are as follows:

Date	Title	Class	Lesson	Answer Type	Submissions	Waiting to be marked	Status
23 Sep	صفحة 71 و 72	Arabic language — Grade 6	الفترة الصباحية · رياض · مريم هشام رياض · Rich Input		7/58	1 to mark	Closed
21 Sep	صفحة 52 و 55	Arabic language — Grade 6	الفترة الصباحية · تدريبات · Rich Input		6/58	1 to mark	Closed
14 Sep	صفحة 35 و 36	Arabic language — Grade 6	الفترة الصباحية · زياد مازن عادل · Rich Input		5/58	5 to mark	Closed
9 Sep	صفحة 19 و 20	Arabic language — Grade 6	مراجعة · Rich Input		3/58	1 to mark	Closed

Showing 1-4 of 4

Figure 13: The Assignments page with the To mark tab selected

2. Switch between the **Open**, **Closed** and **To mark** tabs to see assignments by status.
3. Use **All classes** and **Search by title** to narrow the list.
4. Each row shows the date, title, class, lesson and answer type, the number of submissions, how many are waiting to be marked, and the status such as **Closed**.

8. Question Bank

The question bank stores reusable questions that can be used in exams and assignments.

1. Click **Question Bank** under **Assessment** in the side menu.

The screenshot displays the 'Question Bank' interface within the Belqiam Academy system. On the left, a sidebar menu includes 'Dashboard', 'Teaching' (My Classes, Exams, Assignments), and 'Assessment' (Question Bank, Student Exam Results, Leaderboard, Top Leaderboard). The 'Question Bank' section is active. The main area features a 'Switch profile' button, a search bar, and buttons for 'Import from Excel', 'Import from PDF', and 'Add Question'. Below these are three question cards. The first card is a math question 'What is 7 x 8?' with a multiple choice (MC) badge and options 54, 56 (correct), and 63. The second card is a history question in Arabic about the impact of the Industrial Revolution, with a single choice (SC) badge and a correct answer highlighted in green. The third card is a geography question in Arabic about the location of the first human civilization, also with an SC badge and a correct answer highlighted in green. Each card has edit and delete icons.

Figure 14: The Question Bank page

2. Filter questions by type using the **All Types** drop-down, or type in **Search**. Each question shows its choices with the correct answer highlighted, its tags and a type badge (for example **MC** or **SC**).
3. Click **Add Question** to create a new question, or import questions with **Import from Excel** or **Import from PDF**.
4. Use the pencil icon to edit a question, or the bin icon to delete it.

9. Student Exam Results

This page summarises each student's exam results for a selected month.

1. Click **Student Exam Results** in the side menu.

Belqam Academy / Results

Student Exam Results

September 2026 · 39 students

Student results 39

Search September 2026

Student	Exams	Total Score	Percentage	Last Exam
بدر عماد رشيد S25059	1	28 / 30	93%	Sep 27, 2026
بدر عماد رشيد S25058	1	20 / 20	100%	Sep 27, 2026
بدر عماد رشيد S25060	3	71 / 75	95%	Sep 28, 2026
سارة أحمد علي S23132	1	0 / 30	0%	Sep 27, 2026
محمد خالد سالم S26008	1	20 / 20	100%	Sep 27, 2026
نورة عبدالله حسن S24041	2	30 / 60	50%	Sep 28, 2026

Figure 15: The Student Exam Results page

2. Select the month from the drop-down at the top right of **Student results**, and use **Search** to find a student.
3. For each student, review the number of **Exams**, the **Total Score**, the **Percentage** and the date of the **Last Exam**. Click the document icon at the end of the row to open the student's detailed results.

Note: Low percentages are highlighted in red and orange so you can spot students who need support.

10. Leaderboards

Leaderboards rank students by the points they earn on the platform and by their average assessment score.

1. Click **Leaderboard** in the side menu.

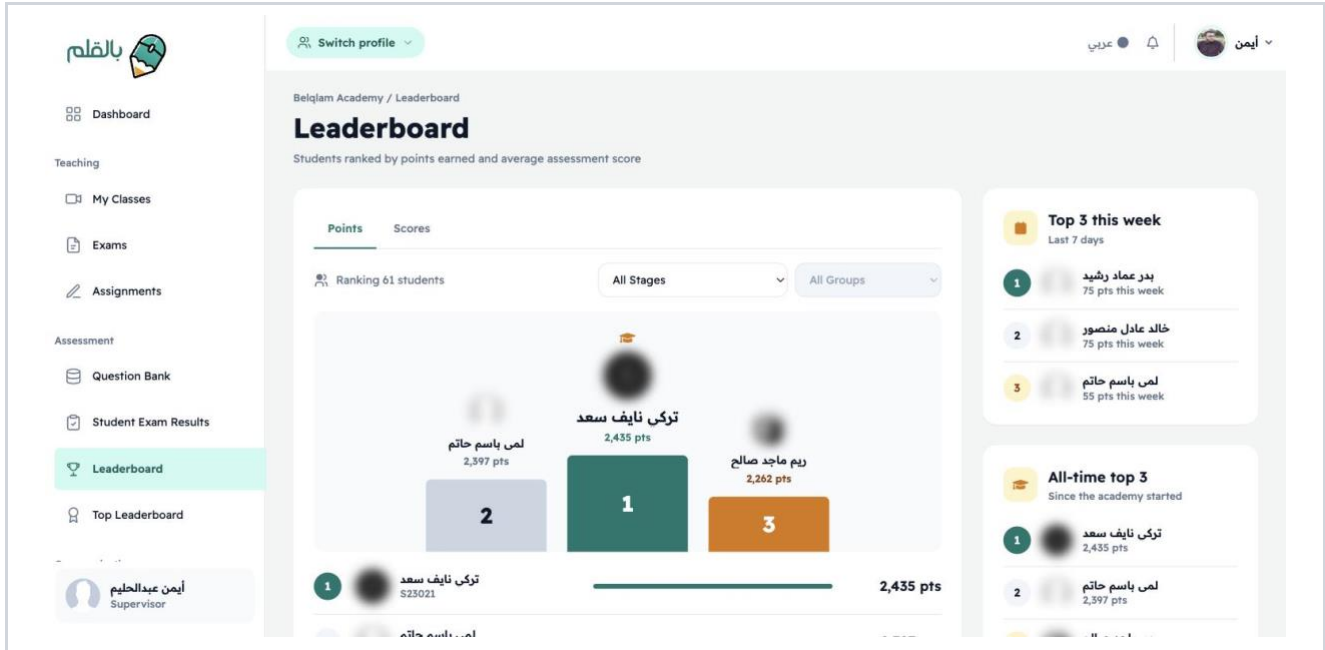


Figure 16: The Leaderboard page

2. Choose the **Points** or **Scores** tab, then filter by stage and group using **All Stages** and **All Groups**. The top three students appear on a podium, followed by the full ranking.
3. The side cards show **Top 3 this week** (last 7 days) and **All-time top 3** (since the academy started).
4. Click **Top Leaderboard** in the side menu to see both podiums side by side, together with the **How are points earned?** box that explains the points rules.

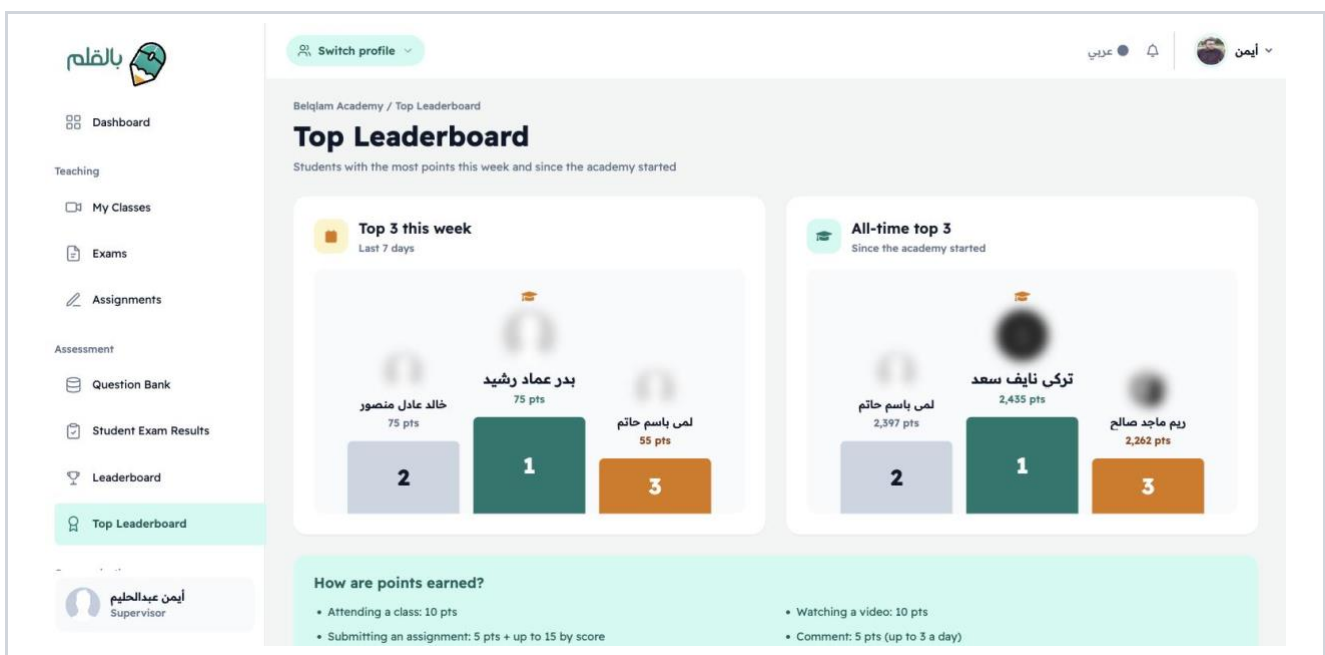


Figure 17: The Top Leaderboard page

Note: Points are earned for attending classes, submitting assignments, taking exams, watching videos, commenting and visiting the platform.

11. Messages

Use the messaging inbox to read and send internal messages to teachers, students and parents.

1. Click **Inbox** under **Communication** in the side menu. The page header shows the number of unread messages.

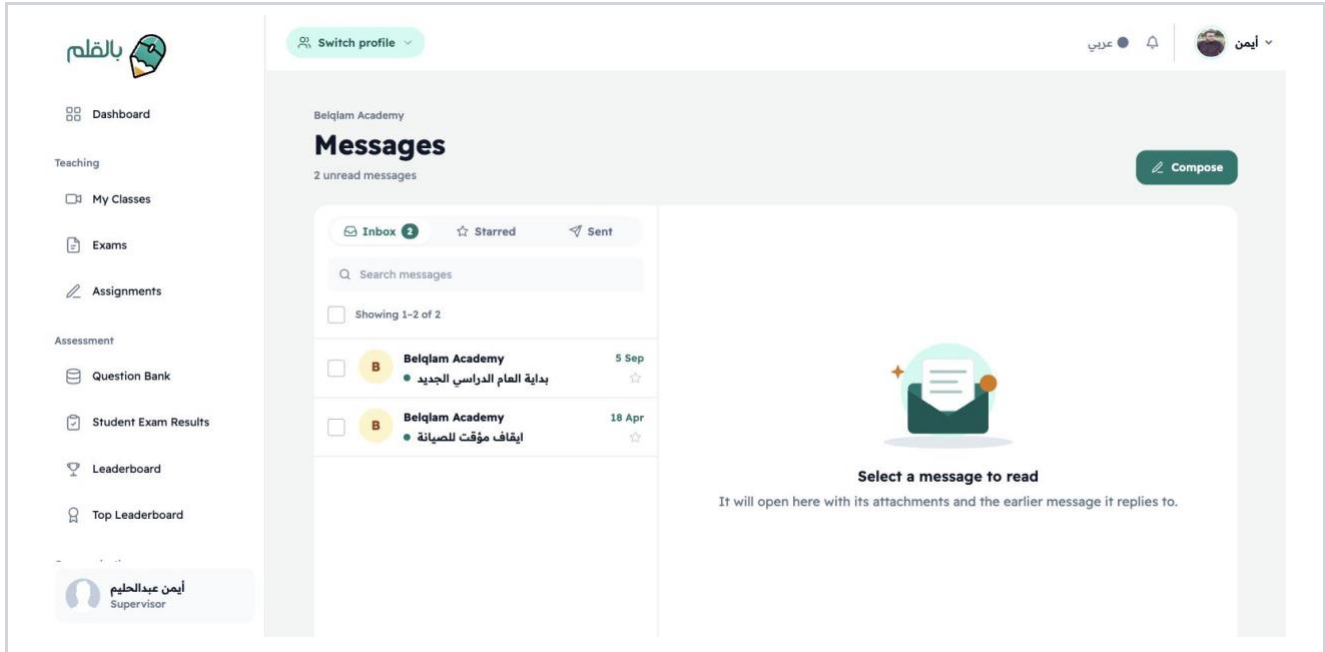


Figure 18: The Messages page

2. Switch between **Inbox**, **Starred** and **Sent**, and use **Search messages** to find a message.
3. Click a message in the list to read it. It opens in the reading pane with its attachments and the earlier message it replies to. Click the star icon to mark it as starred.
4. Click **Compose** to write a new message.