



Belqlam Learning Platform

User Guide

Teacher

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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 Teacher role in Belqlam is for staff who teach one or more classes. From the teacher workspace you can follow your day at a glance, manage each class's weekly plan, lessons, files and exams, create assignments and exams (including questions picked from the shared question bank), grade student submissions and exam answers, and follow student performance through results, KPIs and leaderboards.

The side menu is split into two groups. **Teaching** holds the Dashboard, My Classes, Exams, Assignments, Weekly plan and Timetable. **Assessment** holds the Question Bank, Student Exam Results, KPI and related pages. Messages and announcements let you communicate with students and the academy. This chapter walks through each of these screens in the order a teacher usually uses them.

About this guide

This guide explains, step by step, every operation available to the Teacher 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.

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**.

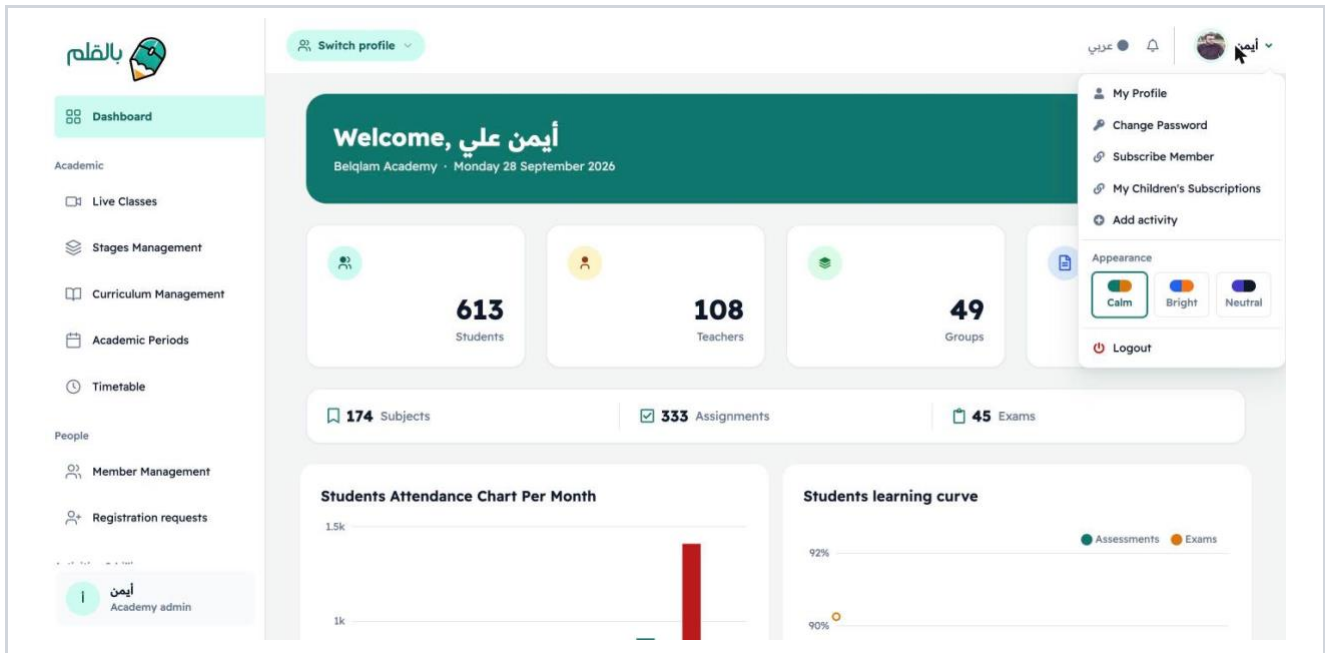


Figure 2: The user menu

- 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.

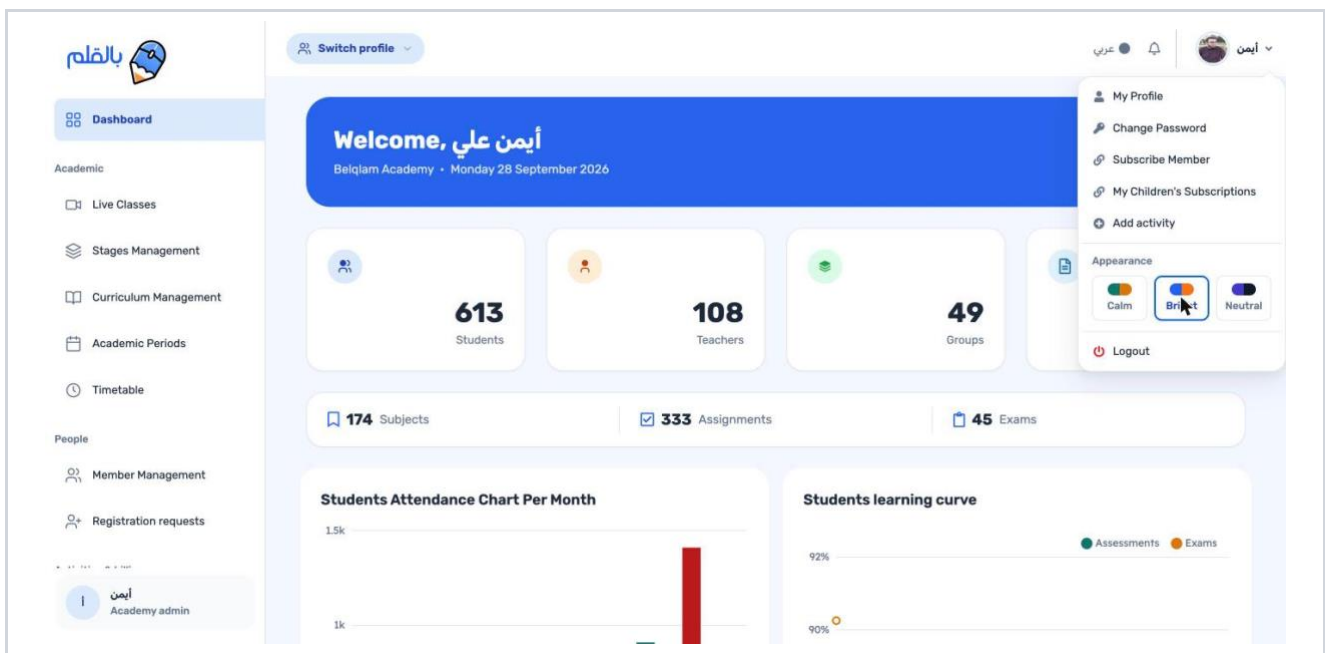


Figure 3: The Bright theme selected

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.

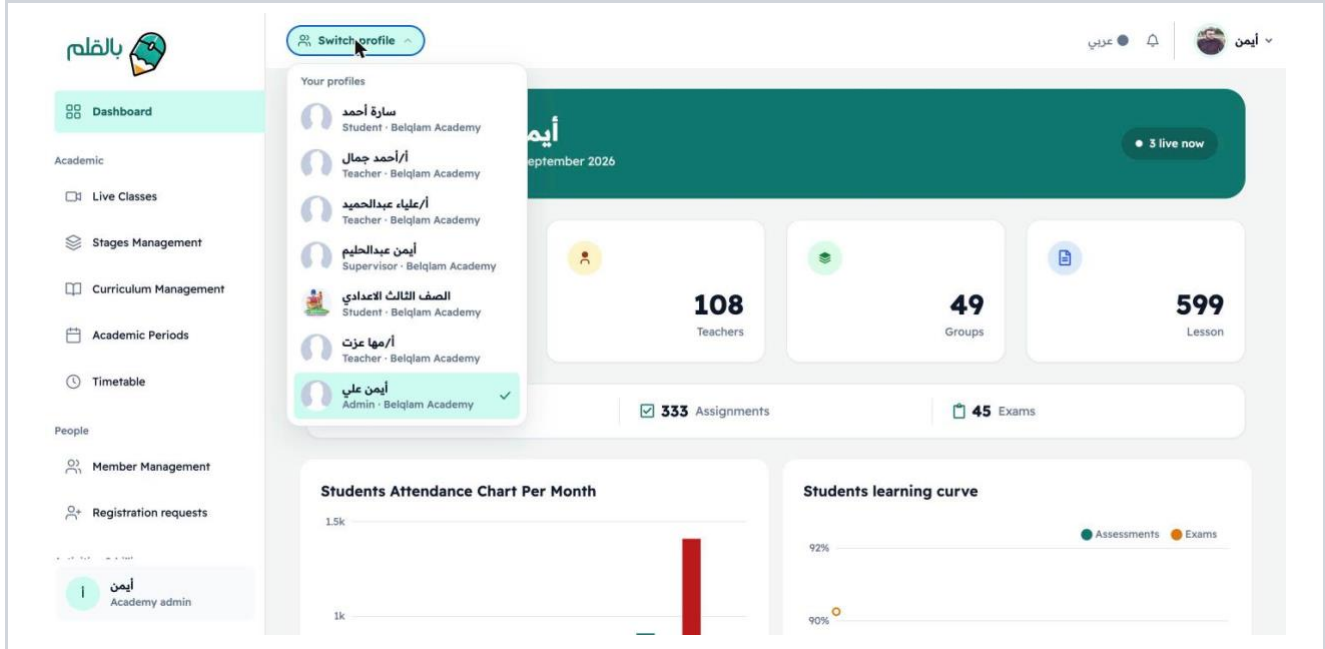


Figure 4: The Switch profile list

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**.

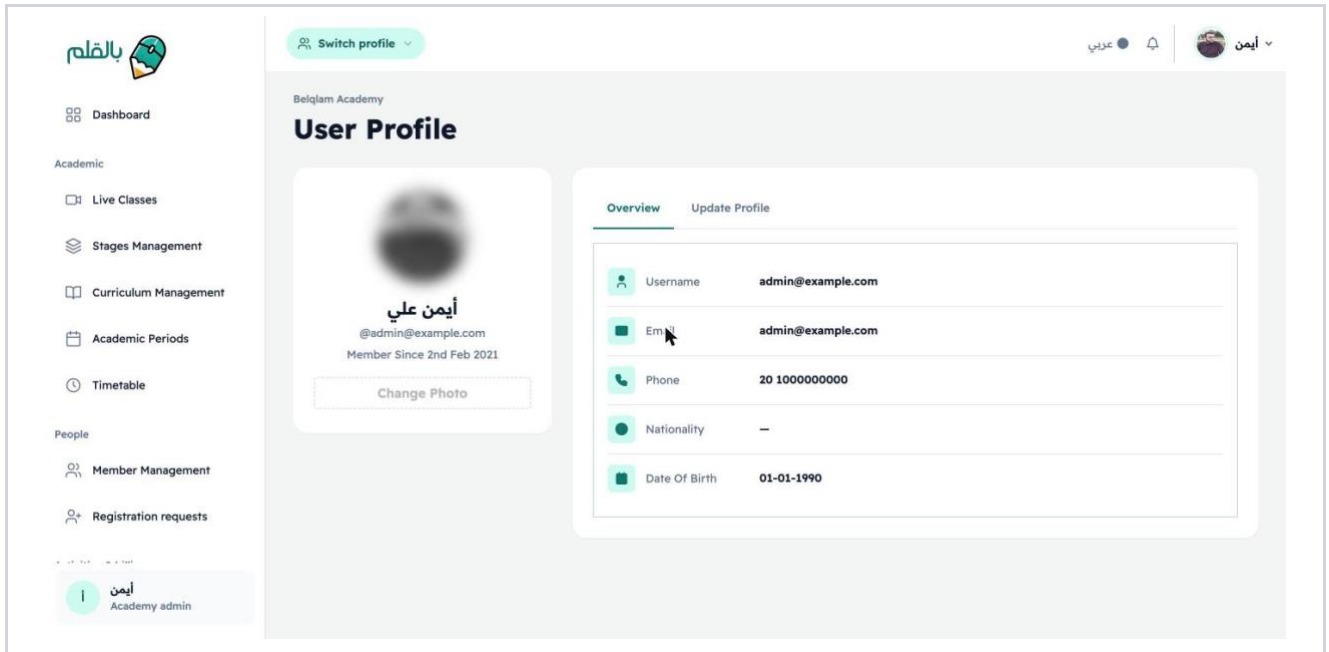


Figure 5: The profile Overview tab

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 summarises your classes, students, pending grading and attendance, and lists today's sessions.

1. Click **Dashboard** in the side menu. The welcome line tells you how many sessions you have today and how many submissions are awaiting grading. The four cards show **My classes**, **My students**, **Awaiting grading** and **Average attendance** for the last two months.

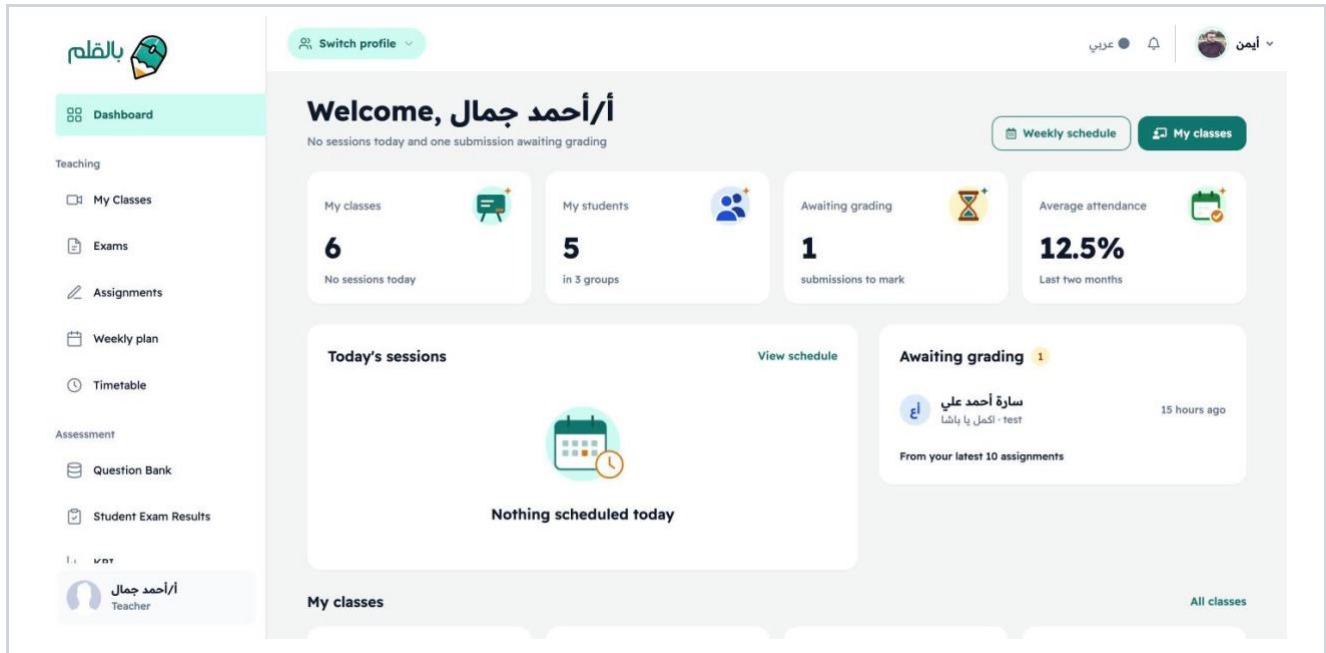


Figure 9: The teacher Dashboard with summary cards, today's sessions and submissions awaiting grading

2. Use the **Today's sessions** panel to see what is scheduled today, or click **View schedule** to open the full schedule. The **Awaiting grading** panel lists recent submissions from your latest 10 assignments; click one to grade it.

3. Scroll down to the **My classes** section to see a card for each class with its grade, group and number of students. Click a card to open the class, or click **All classes** to open the full classes list. You can also use the **Weekly schedule** and **My classes** buttons at the top of the page.

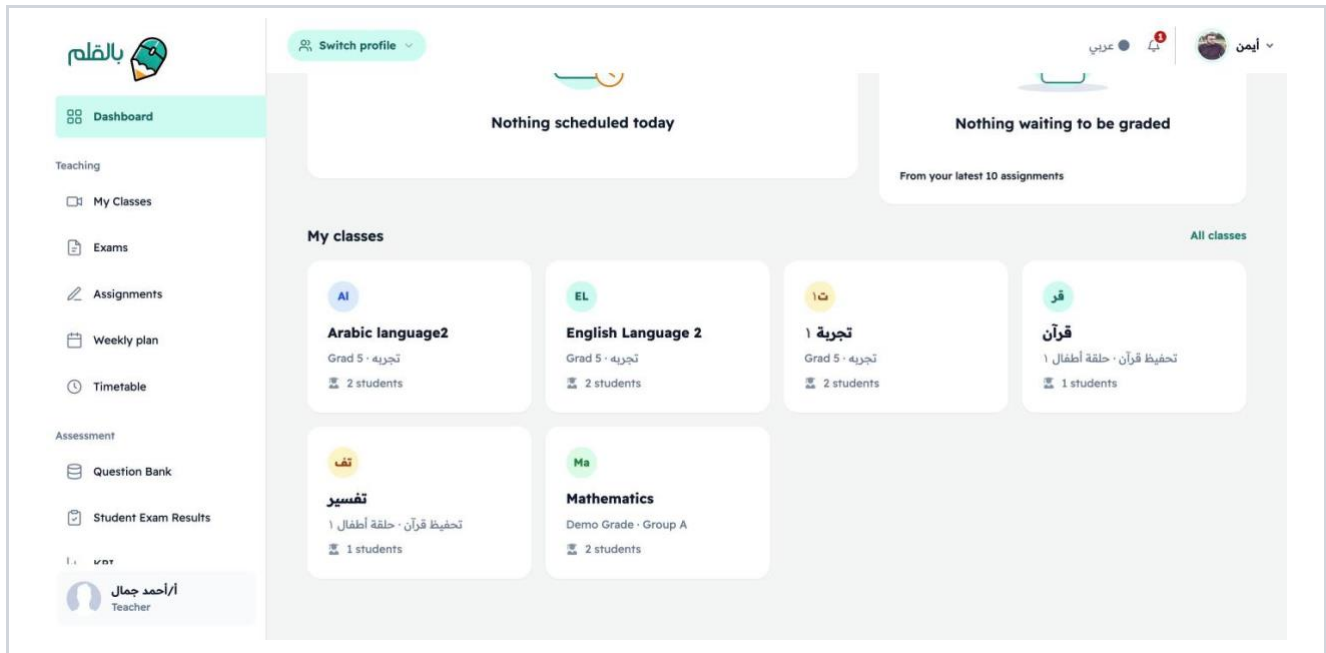


Figure 10: The My classes section of the Dashboard

5. My Classes

The Classes page lists every class assigned to you. Each class opens a details page where you manage its schedule, lessons, exams and students.

1. Click **My Classes** in the side menu. Each card shows the class name, grade and group, teacher and number of students. Use the **Search** box to find a class by name.

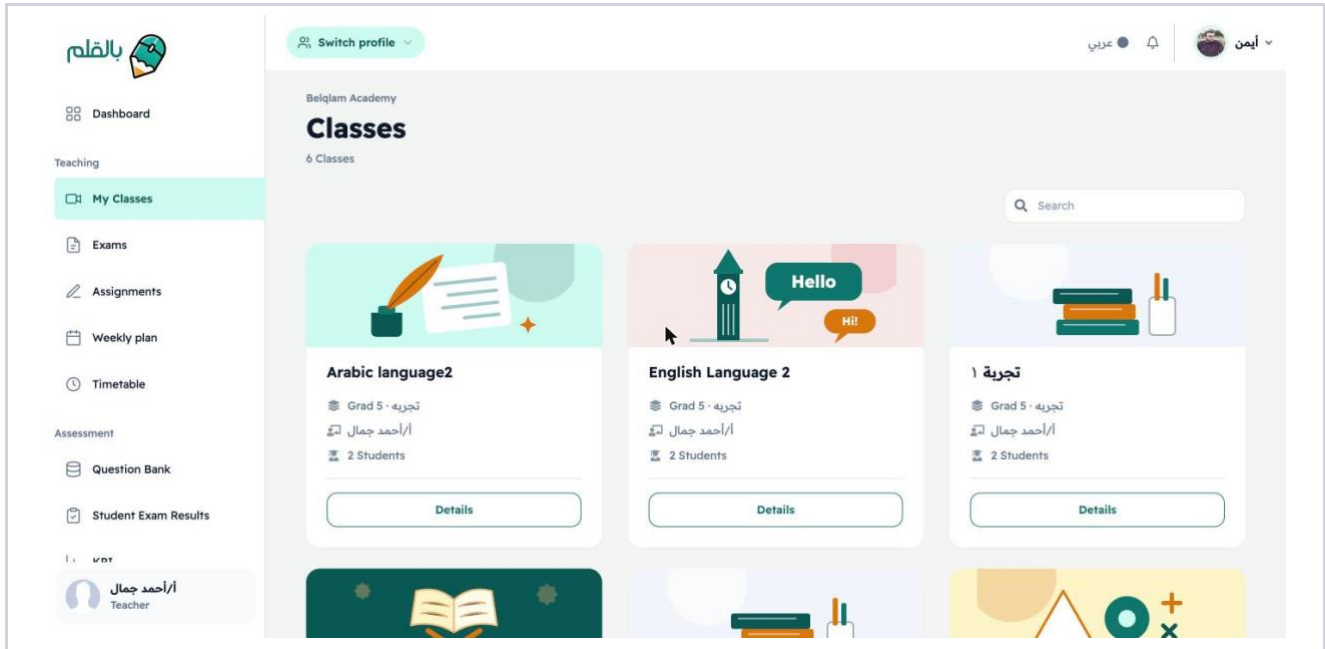


Figure 11: The Classes page

2. Click **Details** on a class card to open the class.

Class details

The class details page shows key figures for the class, its shared files and a set of tabs for the weekly scheduler, lessons, exams, students and the performance heatmap.

1. Review the summary cards at the top: **Students**, **Weekly Scheduler** entries, **Lessons List** count and the class teacher. Click **Overview** to view the class description, or **Start Live** to start a live virtual session with the class.

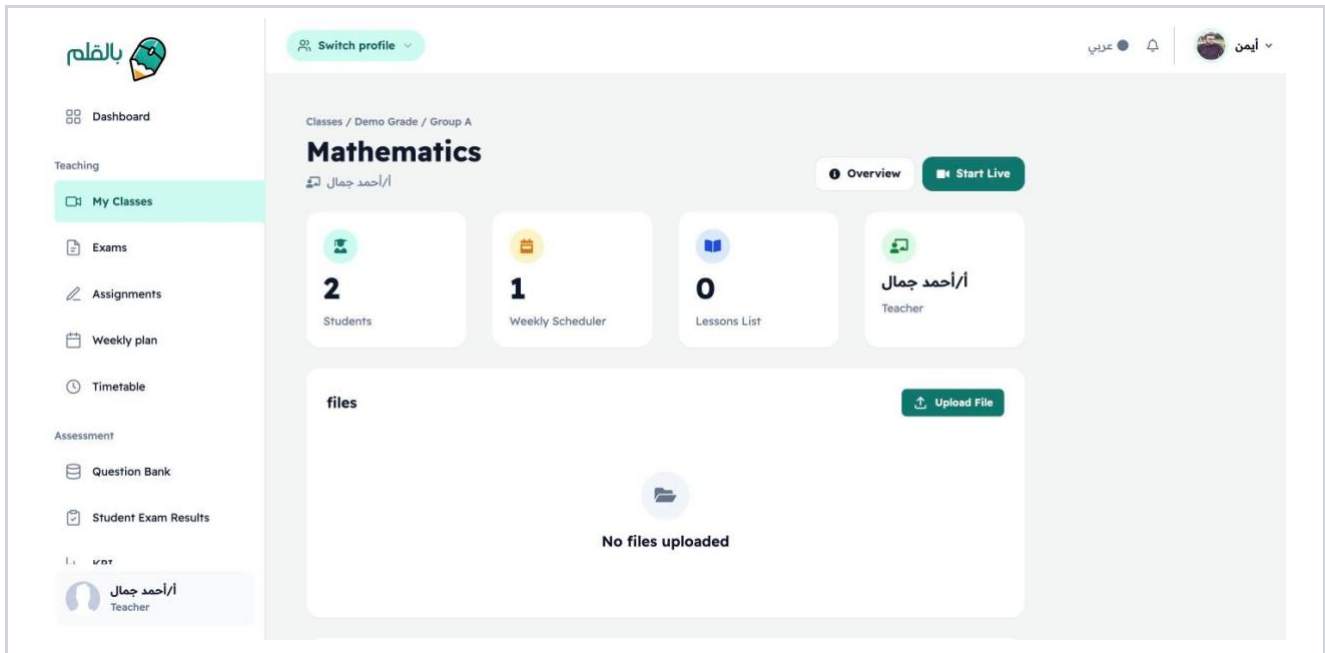


Figure 12: The class details page

2. To share material with the class, click **Upload File** in the **files** panel and choose the file to upload.

Weekly Scheduler: adding lesson plans

The Weekly Scheduler tab lists the class's weekly time slots. For each slot you can record the lesson title, homework and notes.

1. Scroll down to the tabs and open **Weekly Scheduler**. Each row shows the **Day**, **Duration**, **Lesson title**, **Home Work** and **Notes**. Click **Add Plan** to add a new entry, or click the pencil icon on a row to edit it.

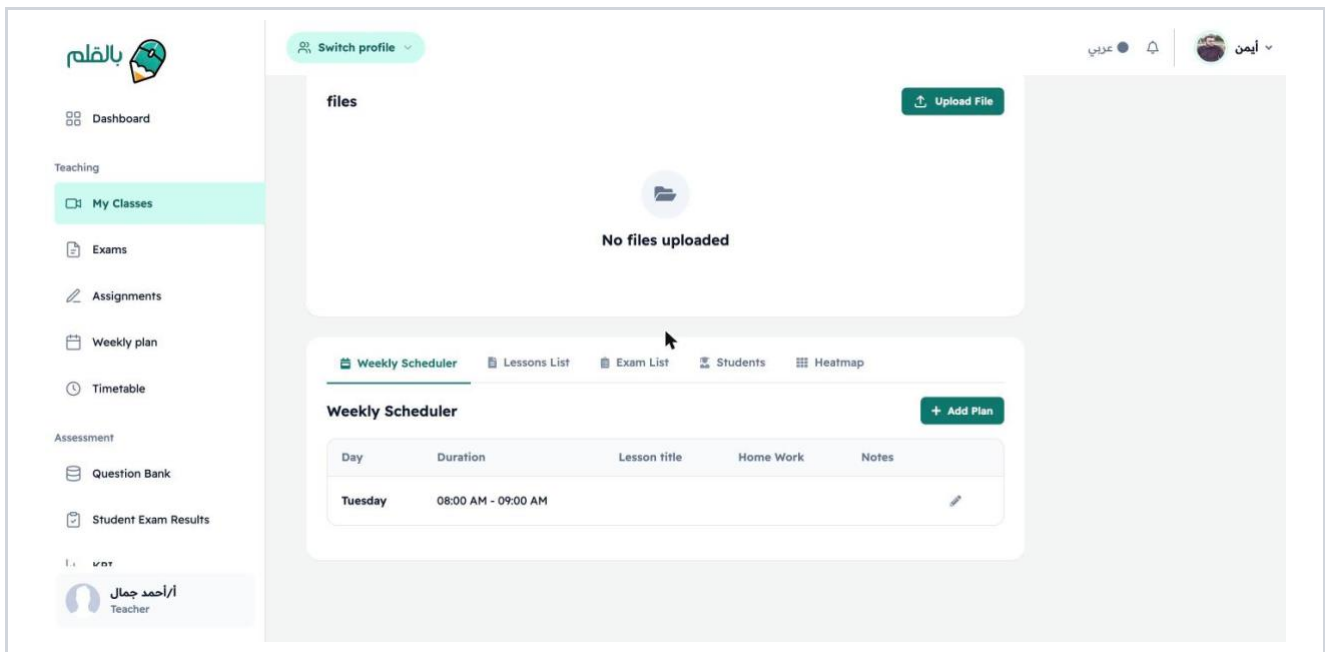


Figure 13: The Weekly Scheduler tab

- The **Update a homework** window opens with the **Lesson title**, **Home Work** and **Notes** fields.

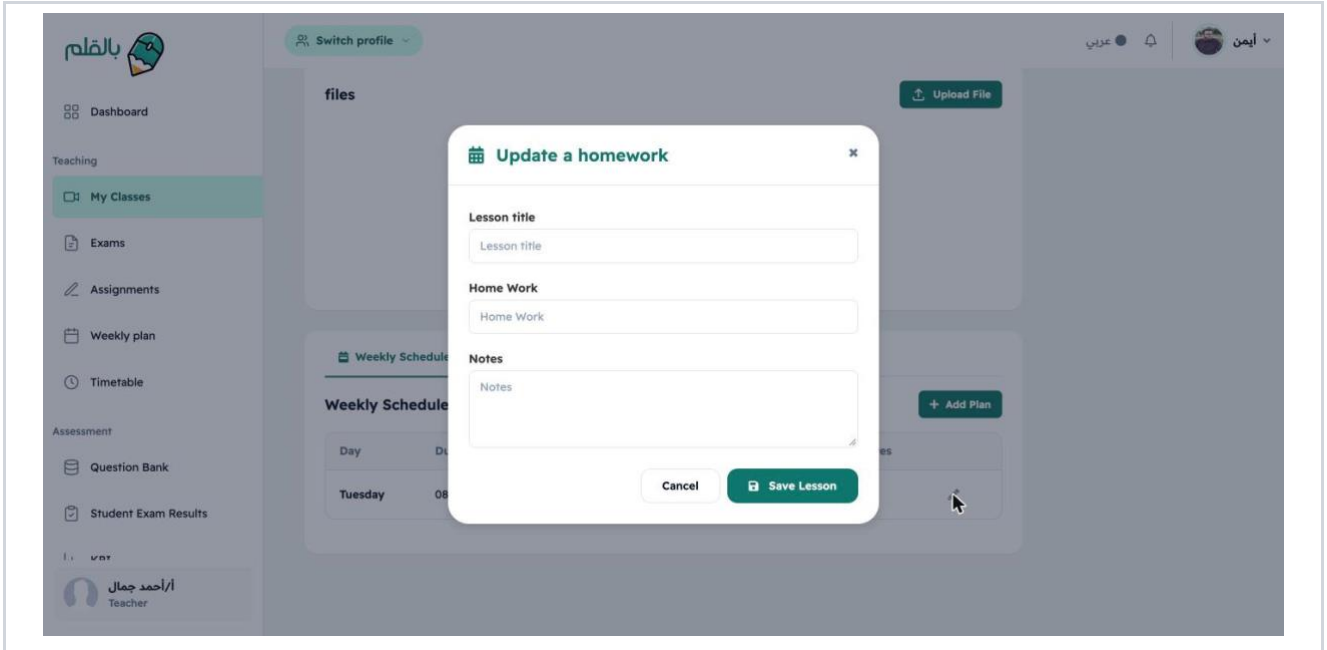


Figure 14: The Update a homework window

- Enter the lesson title, the homework and any notes for the students, then click **Save Lesson**.

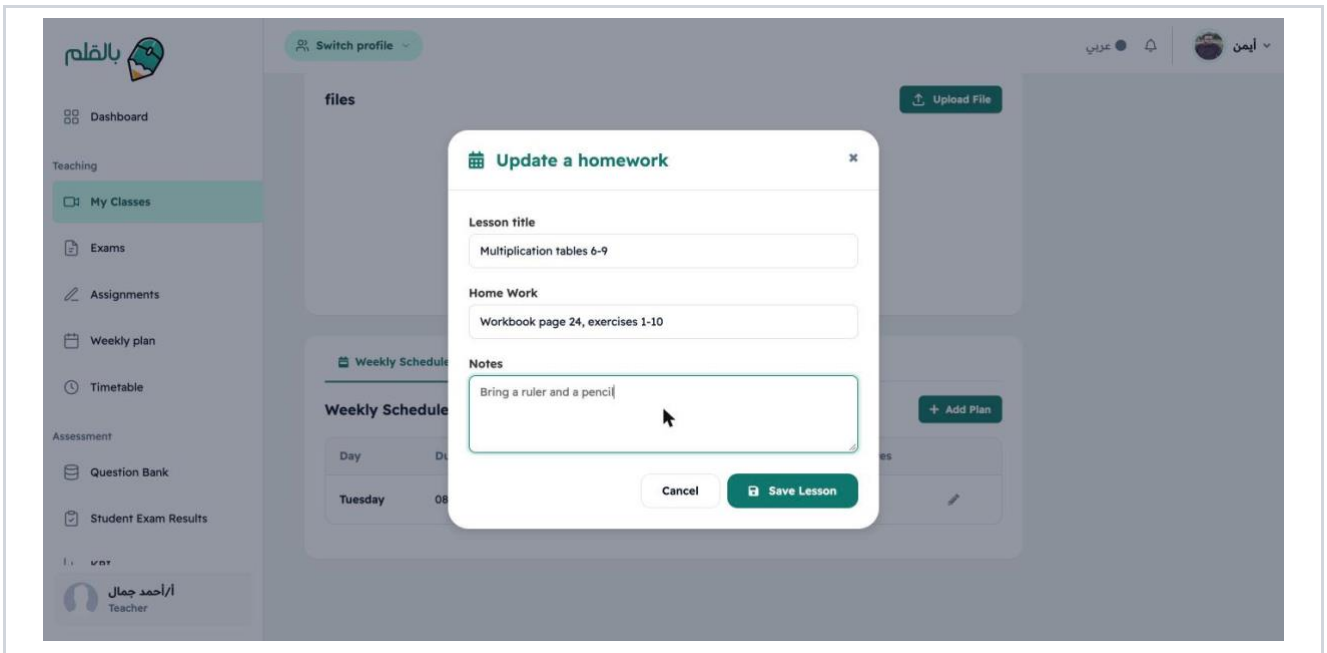


Figure 15: Plan details entered

4. A **Plan saved successfully** message appears and the row now shows the lesson title, homework and notes.

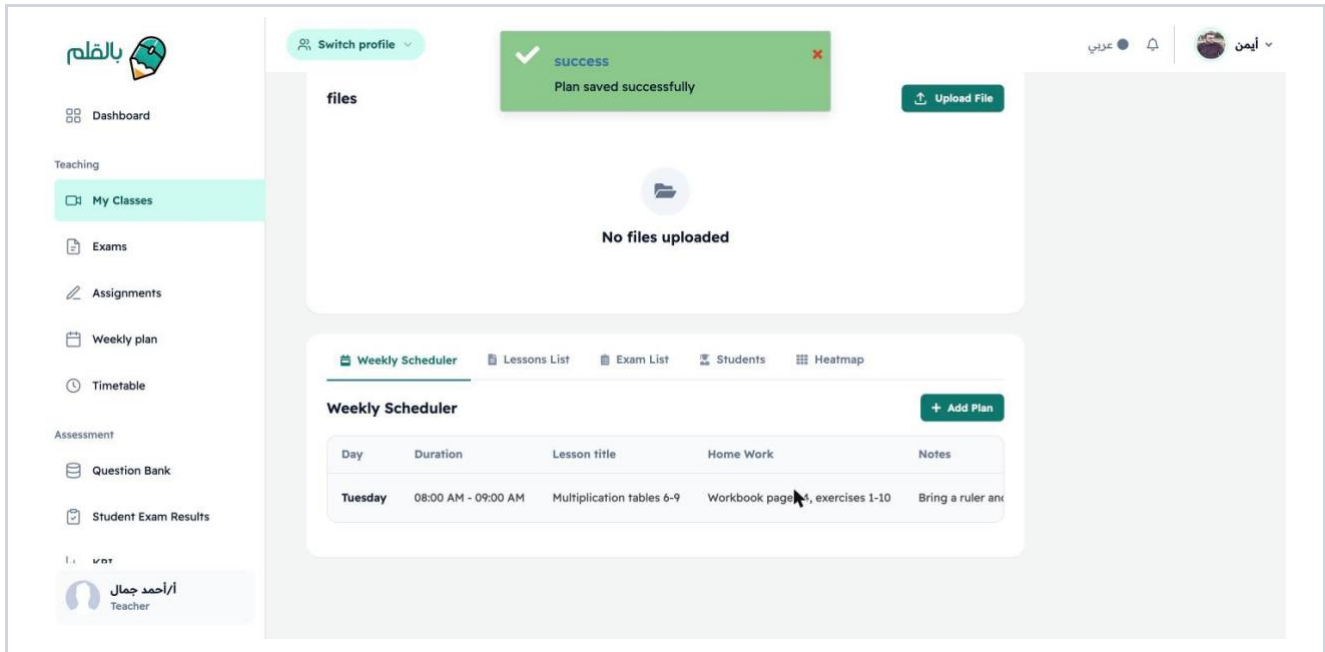


Figure 16: The saved plan in the Weekly Scheduler

Note: Plans you save here also appear on the Weekly plan calendar for that day and time.

Lessons List: adding a lesson

Lessons group the content, assignments and discussion for a topic. Create a lesson from the Lessons List tab.

1. Open the **Lessons List** tab. If the class has no lessons yet, the message **No lessons found to display** appears. Use **Search** to find an existing lesson.

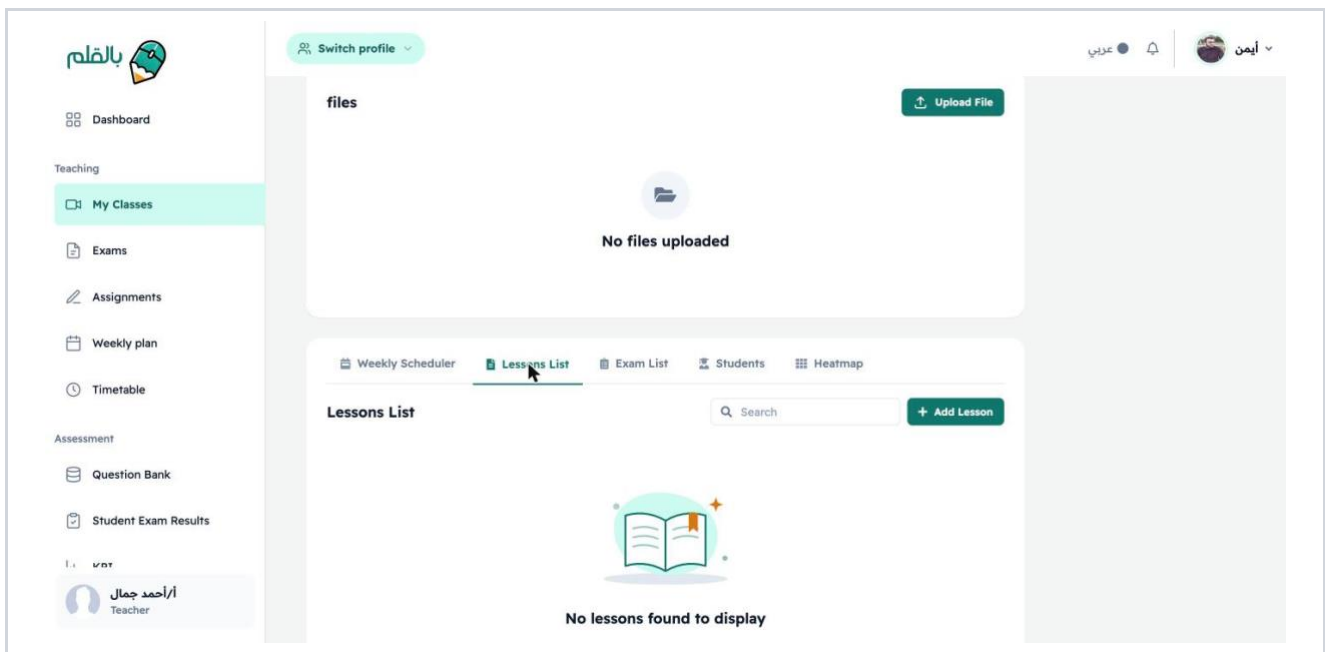


Figure 17: The Lessons List tab with no lessons

- Click **Add Lesson**. The **Add Lesson** window opens.

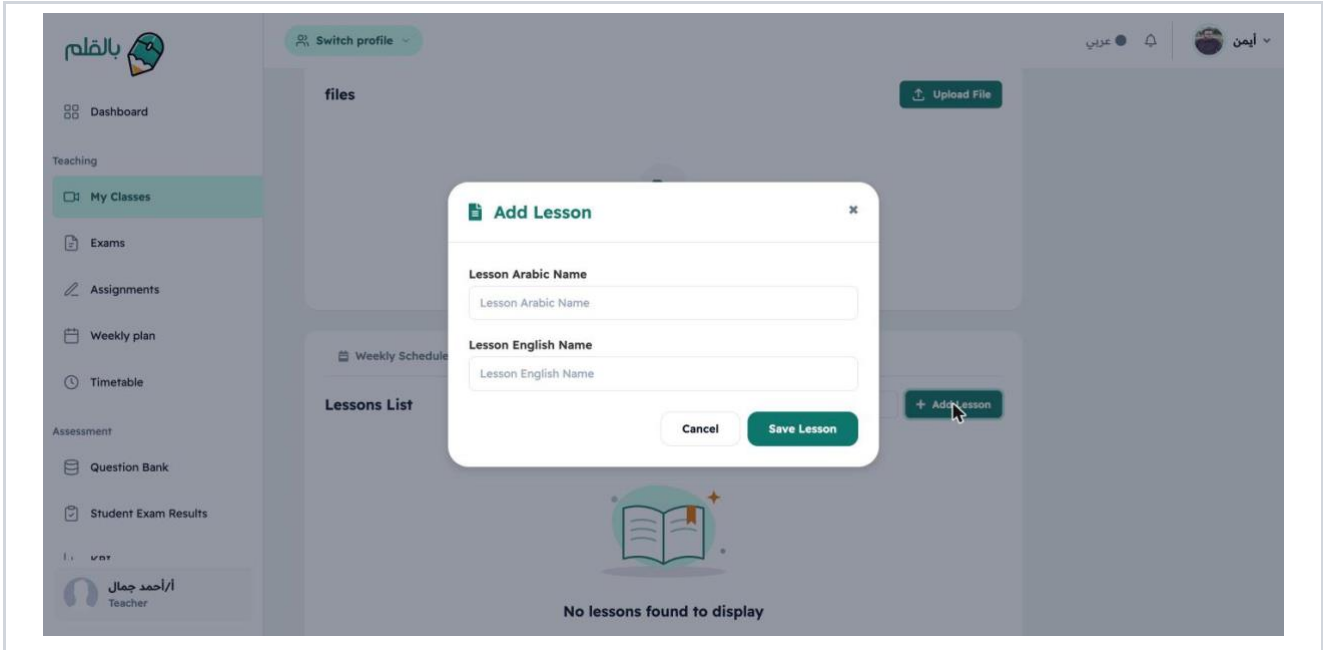


Figure 18: The Add Lesson window

- Enter the **Lesson Arabic Name** and the **Lesson English Name**, then click **Save Lesson**.

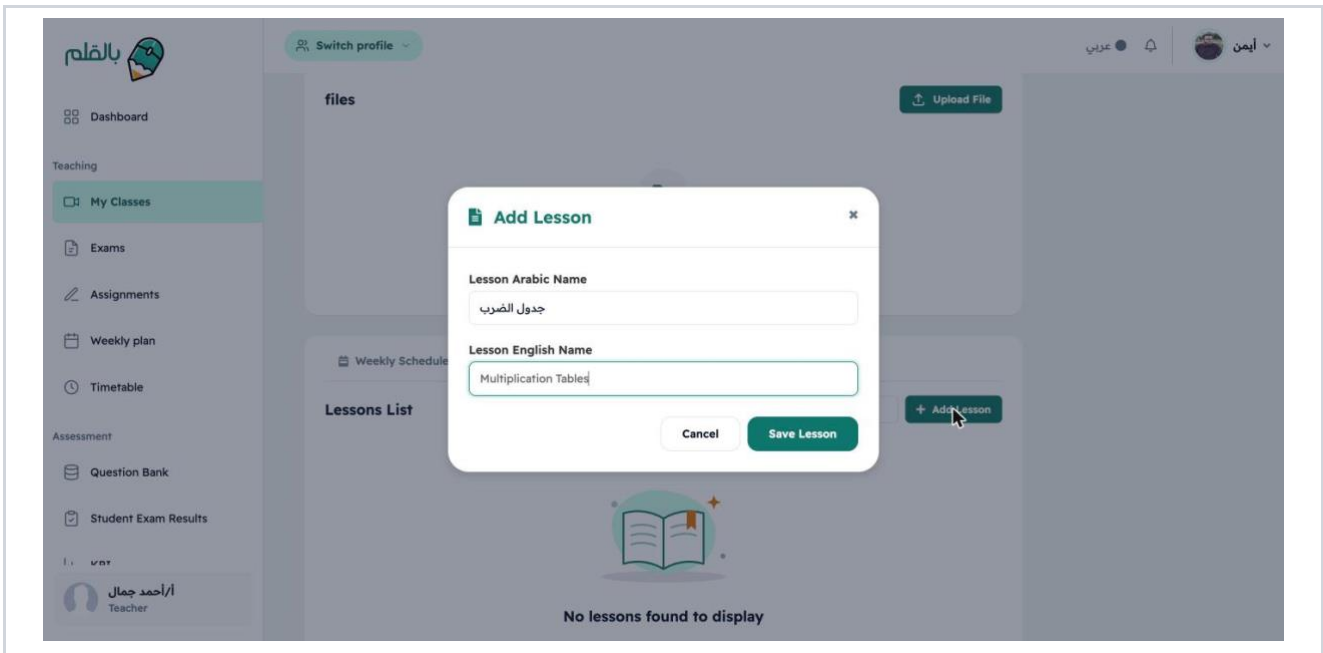


Figure 19: Lesson names entered

- A success message confirms the lesson was saved and it appears in the list with its creation date. Use the eye icon to open the lesson, the pencil icon to edit it, or the bin icon to delete it.

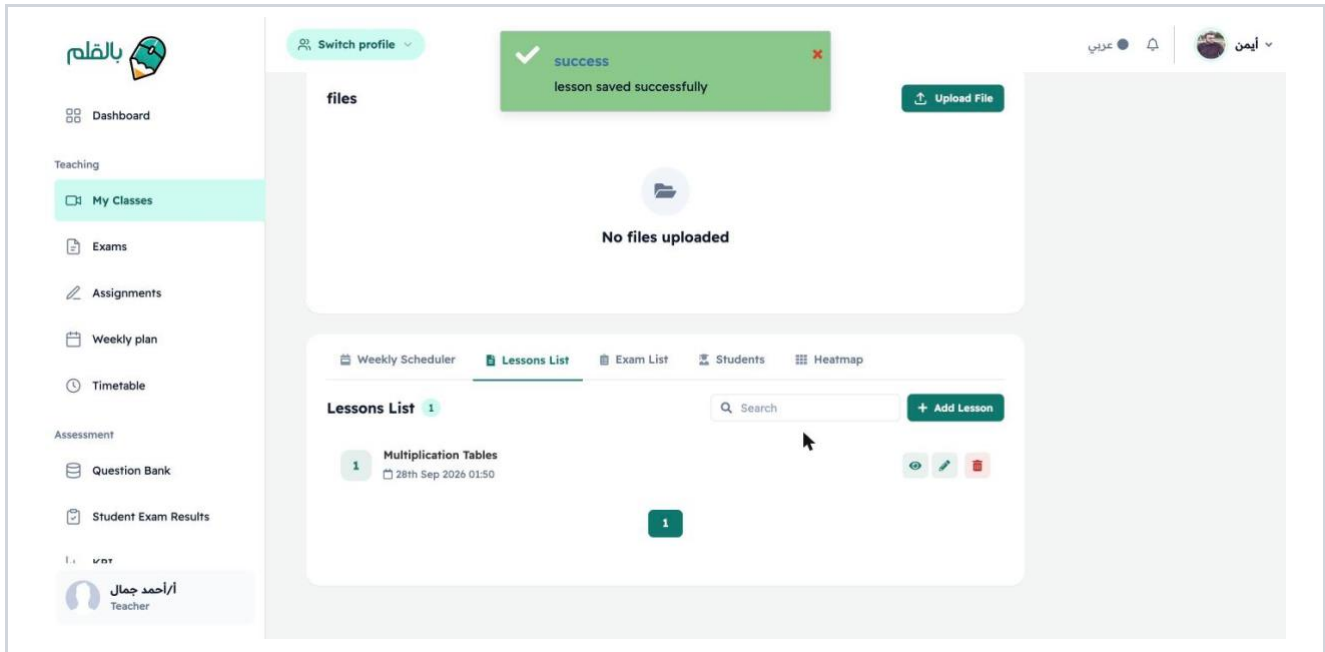


Figure 20: The new lesson in the Lessons List

Exam List, Students and Heatmap tabs

The remaining tabs let you manage the class's exams, see its students and review a performance heatmap.

- Open the **Exam List** tab to see the class's exams. Click **Add Exam** to create a new exam (see Creating an exam below).

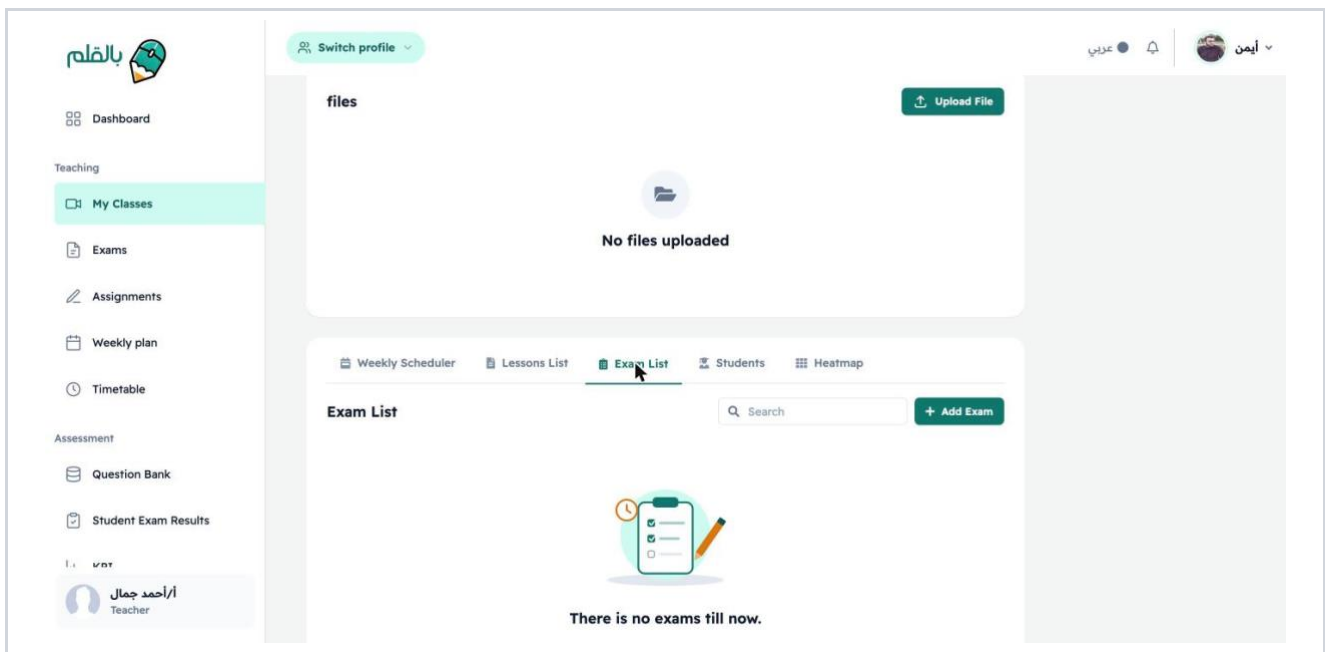


Figure 21: The Exam List tab

- Open the **Students** tab to see the **Student List** for the class. Use **Search** to find a student. Each row has two action icons, a chart icon and a clock icon, for viewing more information about that student.

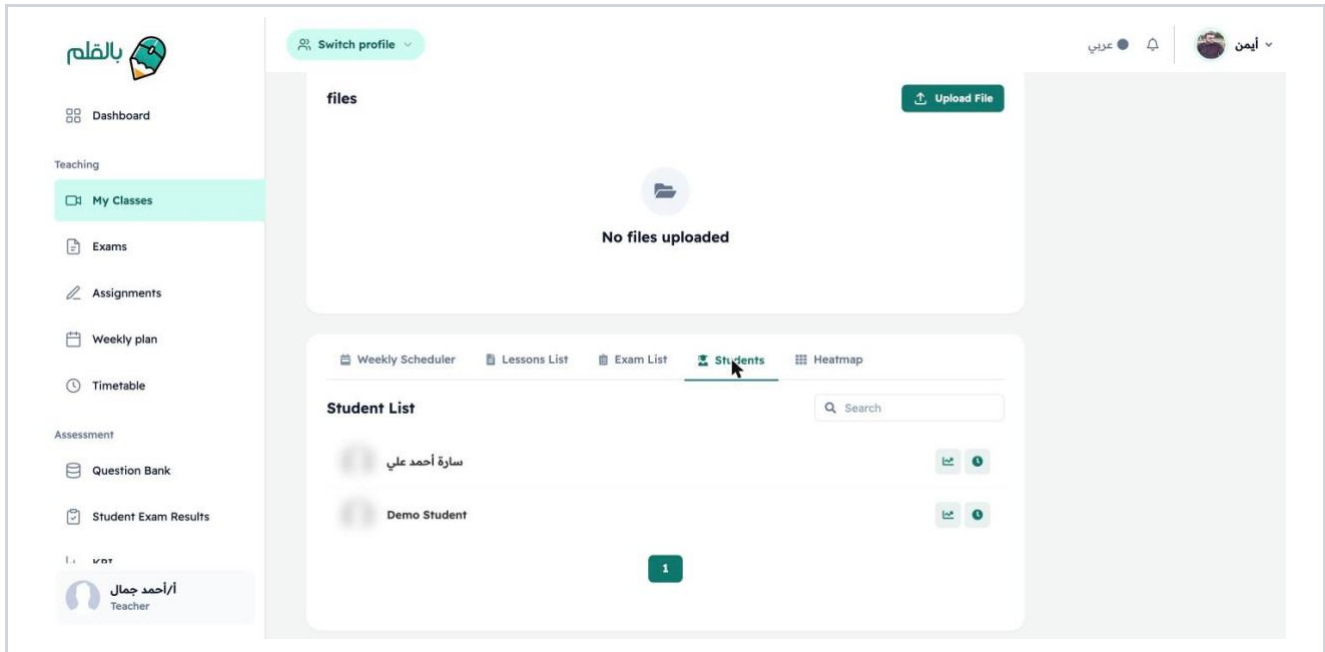


Figure 22: The Students tab

- Open the **Heatmap** tab to see the **Class Performance Heatmap**. Switch between **Quizzes** and **Attendance**, filter by student with **Search** and by a date range, and click **Clear** to reset the filters. If there is nothing to show yet, the message **No data available for this class.** appears.

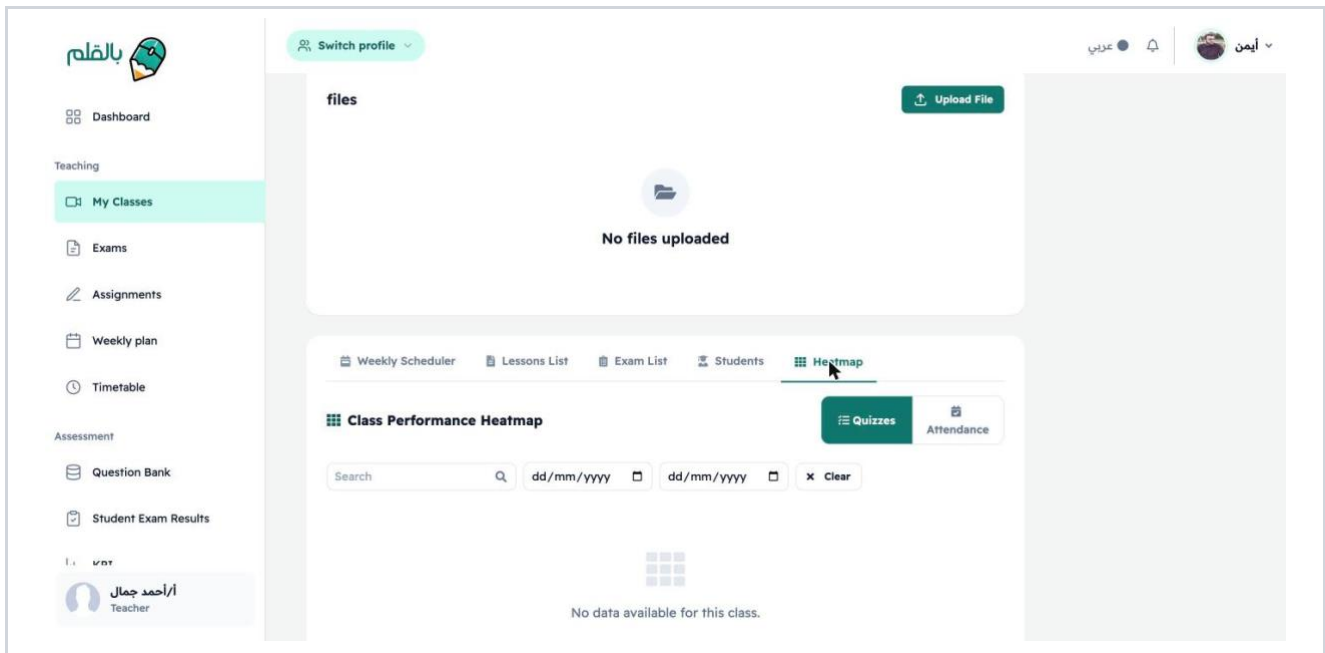


Figure 23: The Heatmap tab

6. Lesson page and comments

Each lesson has its own page with an overview, files, the lesson's assessments and a comments thread where you can talk with students.

1. Open a lesson from the **Lessons List**. Click **Edit** in the **Overview** panel to add a description, and **Upload File** in the **files** panel to attach material. Click **Add Assignment** to create an assignment for this lesson.

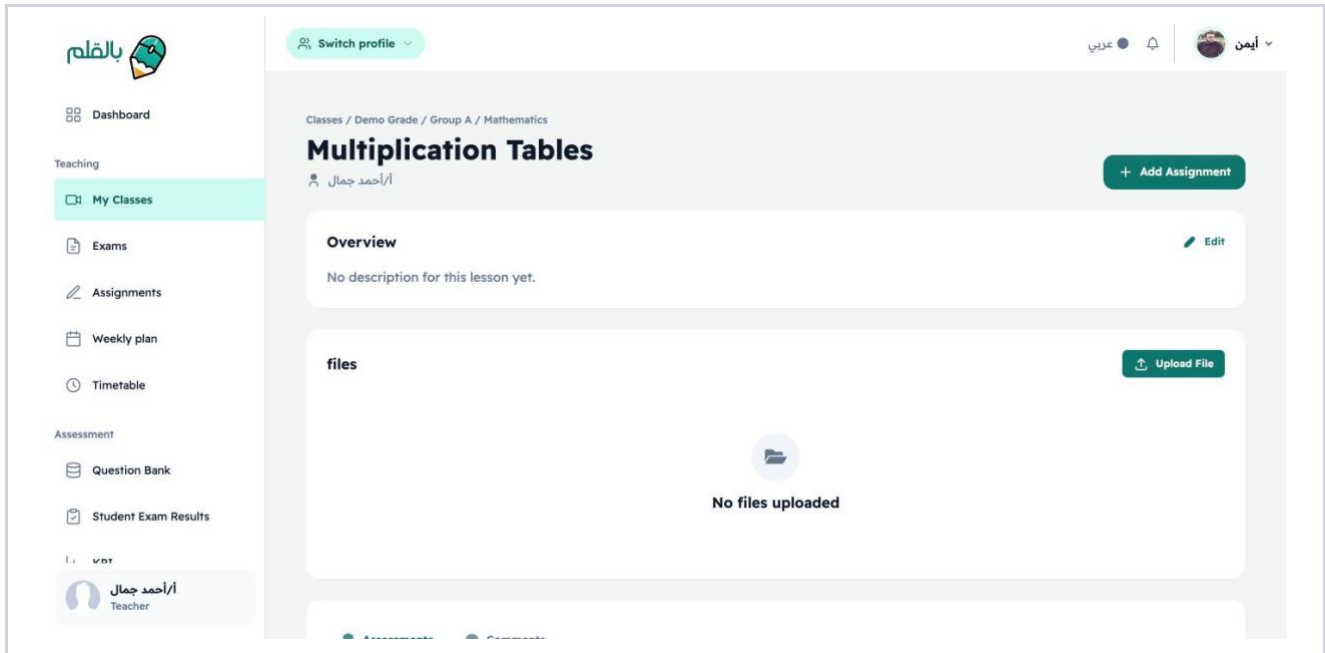


Figure 24: The lesson page

2. Scroll down and open the **Comments** tab. Type your comment in the **Add Comment** box.

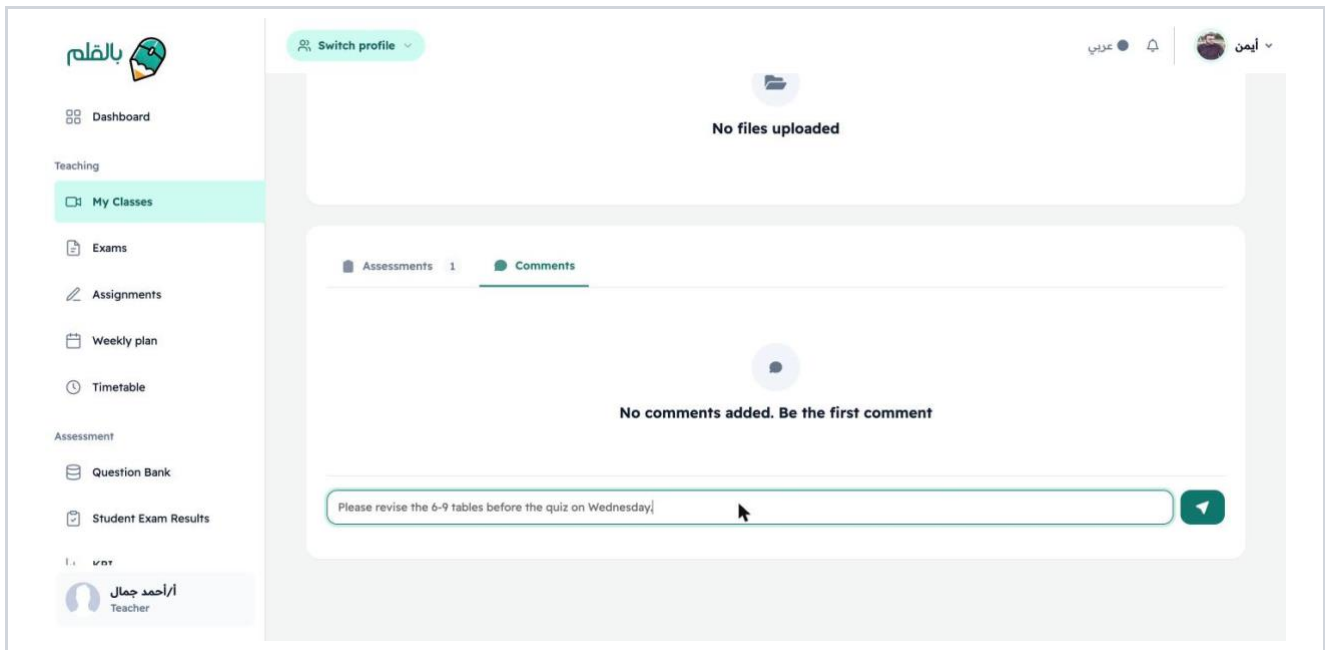


Figure 25: Typing a comment

3. Click the send button. A success message appears and the comment is added to the thread with the time it was posted. Click the bin icon to delete a comment.

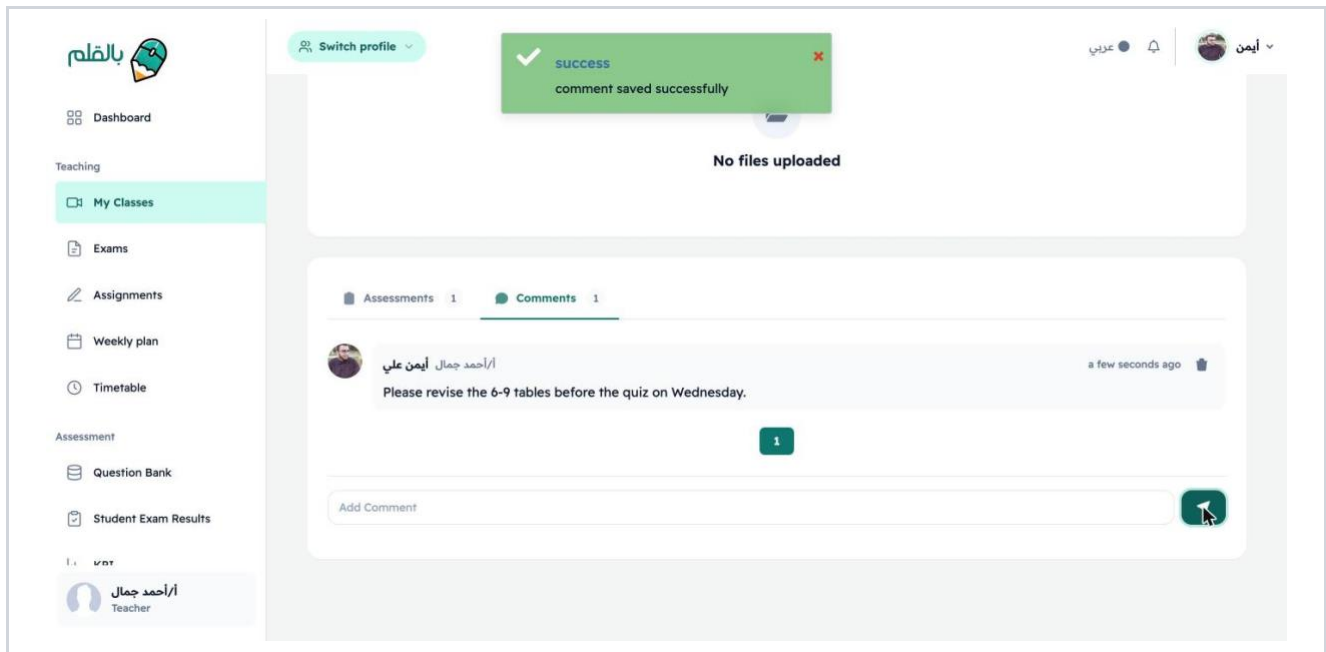


Figure 26: The posted comment

7. Live Zoom sessions

Belqlam is integrated with Zoom. From the class Weekly Scheduler you can start a live Zoom session for a planned lesson. Students of the class are notified automatically and can join from Belqlam.

1. Open the class from **My Classes** and scroll to the **Weekly Scheduler** tab. Each planned lesson row has action icons; click the blue **Zoom** icon to start a live session for that lesson.

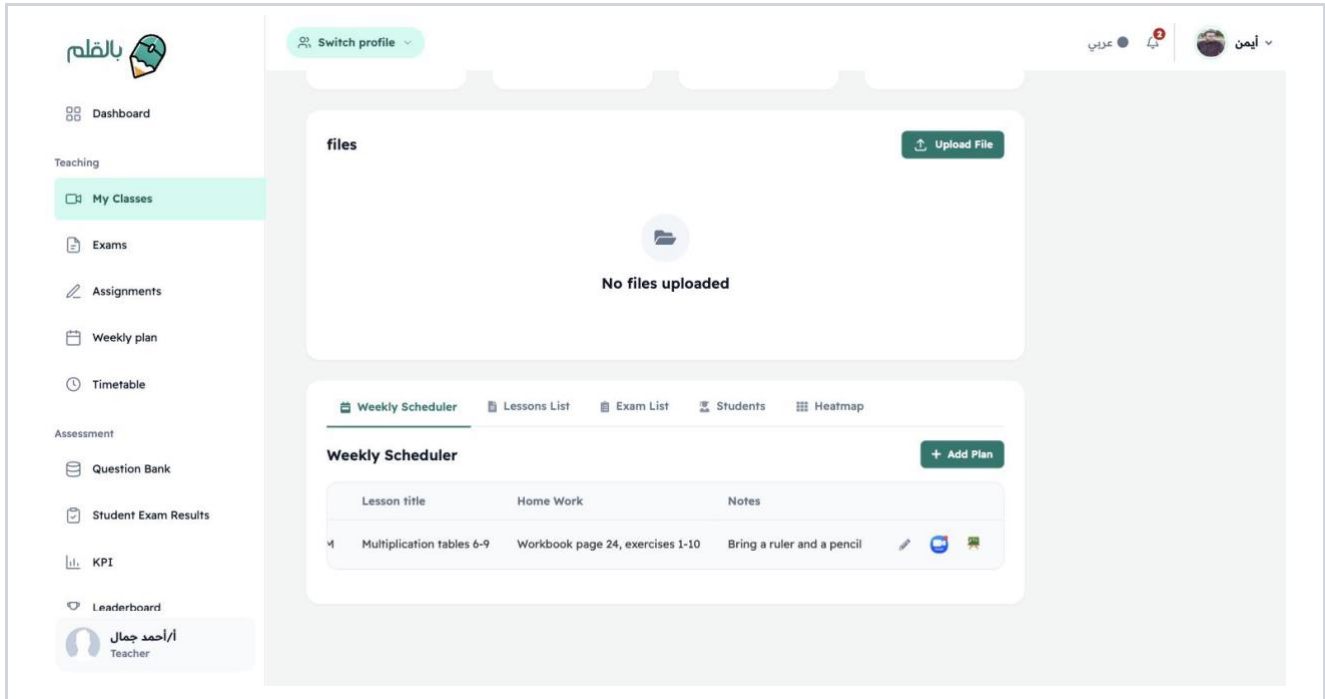


Figure 27: The Zoom icon in the Weekly Scheduler row

2. Zoom opens in a new browser tab. Click **Join from Zoom Workplace app** (or **Join from browser**) to start hosting the meeting.

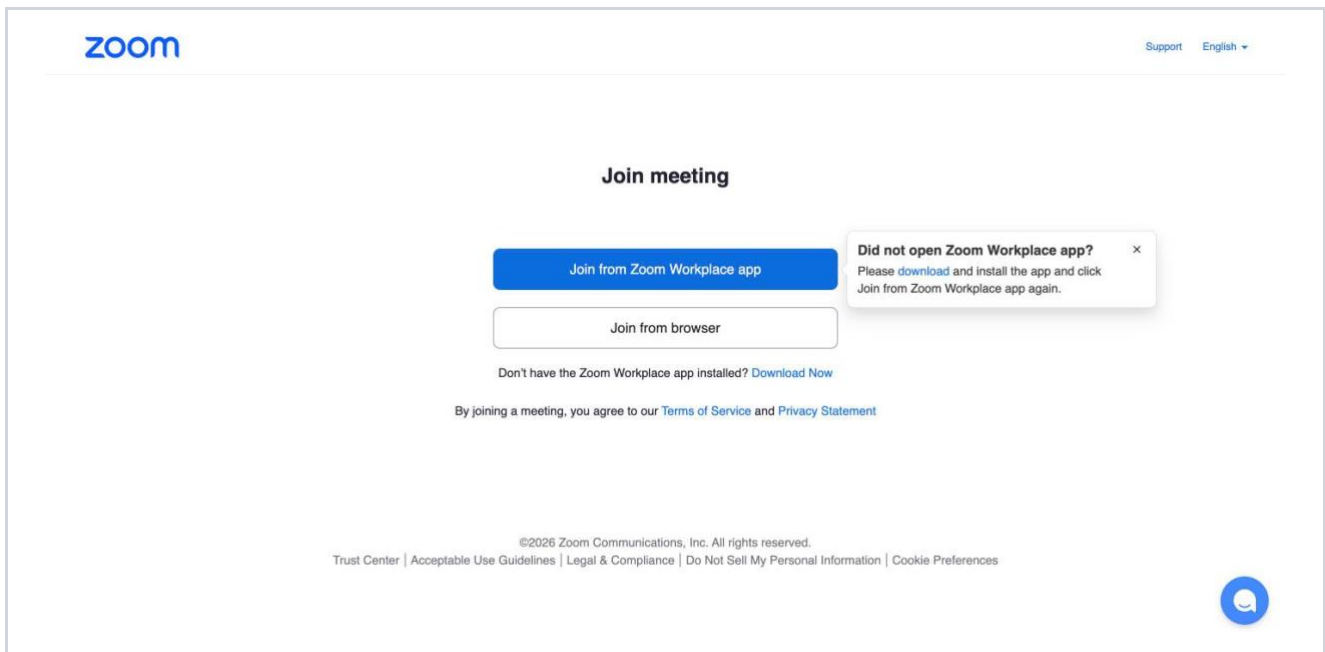


Figure 28: Starting the meeting in Zoom

- Back in Belqlam, the class now shows a **Live** badge. Use **Join a classroom** to return to the meeting, or **Stop Live Broadcast** to end the live session when the lesson is over.

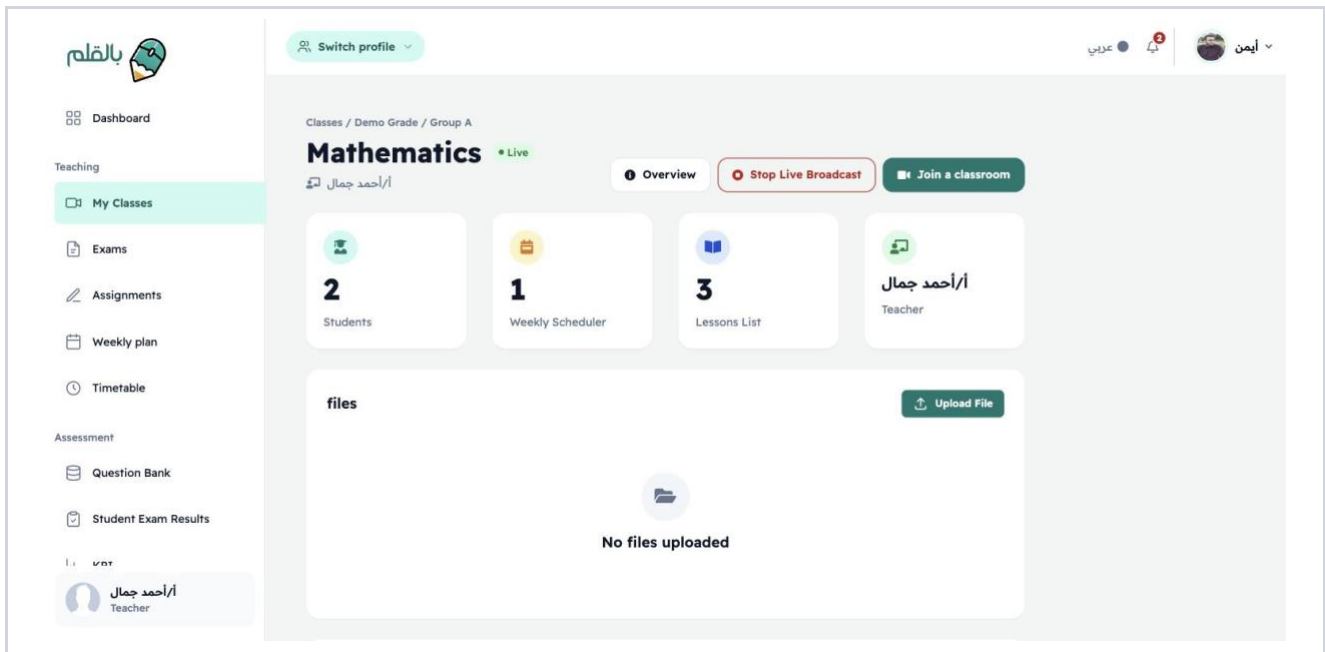


Figure 29: The class while a live session is running

- A lesson page is created for the session, where you can add files, assignments and comments for the students.

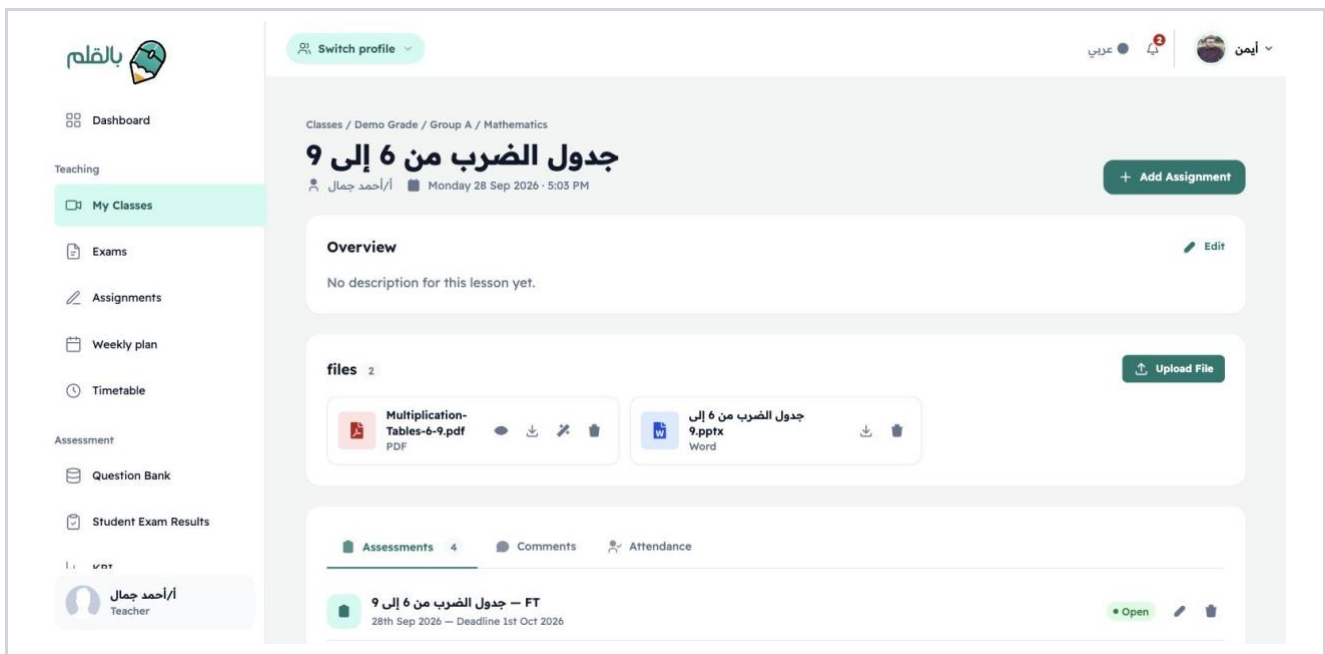


Figure 30: The lesson page of the live session

Note: When you start a session, every student in the class receives a notification with the class name and lesson title.

Note: The Zoom integration must be configured by the administrator in **Settings** before the Zoom icon can be used.

Recording, transcript and AI lesson summary

Zoom sessions are recorded. After the meeting ends, the recording and its transcript are attached to the lesson automatically. If AI is enabled for your school, Claude AI analyzes the transcript to draft a lesson summary, review questions and, optionally, student evaluations.

1. Open the lesson. In the **files** section you will find the Zoom recording (**Video**) and the meeting transcript (**Transcript**).

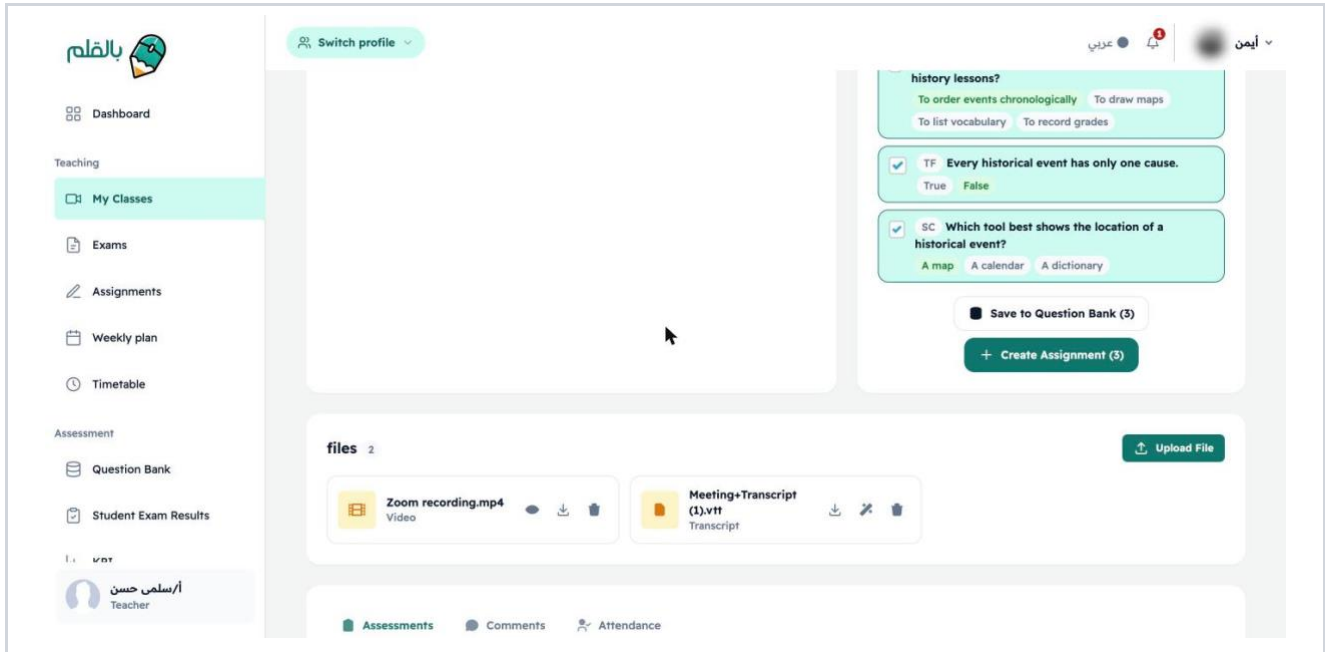


Figure 31: The recording and transcript attached to the lesson

2. The **AI Lesson Summary (Draft)** panel shows the summary drafted from the transcript. Click **Insert into Overview** to add it to the lesson overview, or **Dismiss** to discard it.

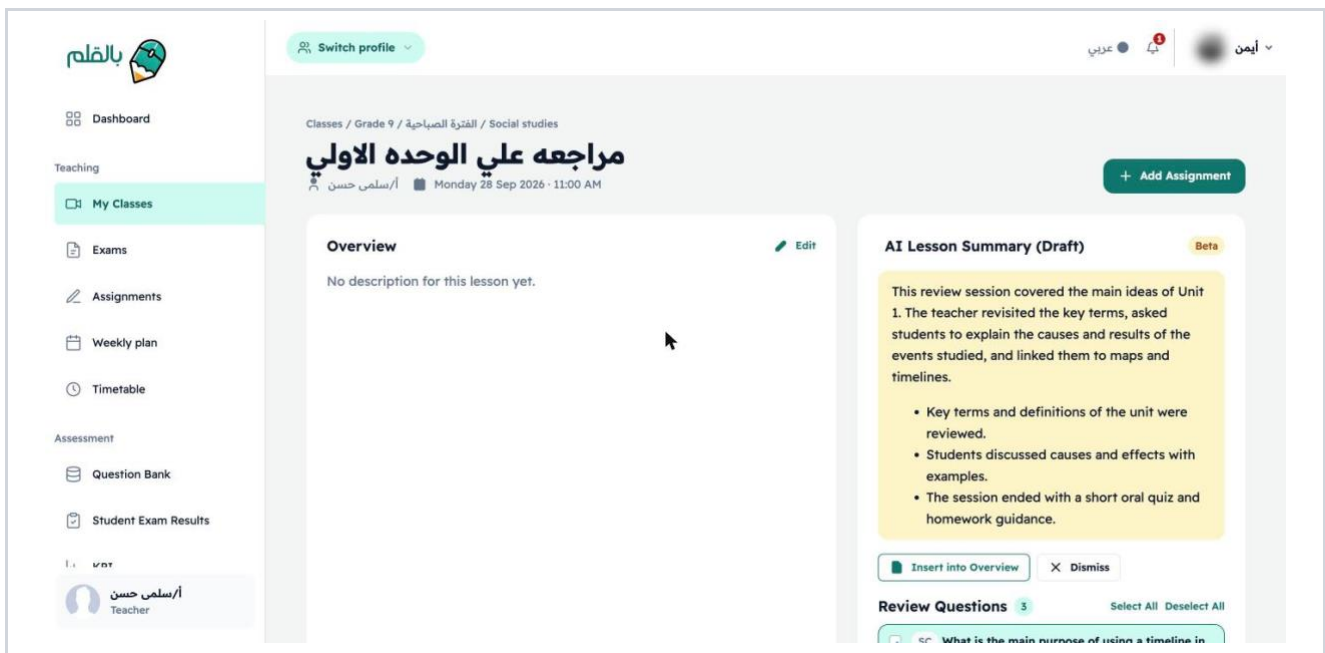


Figure 32: The AI lesson summary draft

3. Under **Review Questions**, select the questions you want (**Select All** / **Deselect All**), then save them to the question bank or create an assignment from them.

- If AI session evaluation is enabled, the attendance report of the lesson is pre-filled with AI-suggested ratings (such as **Attendance** and **Responsiveness**) and notes for each student. Review and adjust them, then click **Save**; the AI ratings only count after your review.

دانة رامي شريف

This evaluation was generated by AI from the class transcript. Please review and adjust before saving.

Category	Stars	Score
Responsiveness	4.5	4.5
Awareness	4	4
Behavior	5	5
Preparation	3.5	3.5

Notes

Participated actively in the discussion and answered most questions.

Save

Figure 33: AI-suggested ratings in the attendance report

Note: The recording and transcript appear a few minutes after the meeting ends, once Zoom finishes processing.

Note: The AI summary and evaluations require the administrator to enable **AI Grading** (with an Anthropic key) and **AI Session Evaluation** in **Settings**. The AI output is a draft; always review it.

8. AI Lesson Tools for PDF files

When you upload a PDF to a lesson, AI Lesson Tools can turn it into a presentation, a narrated video tutorial and quiz questions that you can save to the question bank or turn into assignments.

1. On the lesson page, click **Upload File** in the **files** section, choose the file type and select the PDF, then upload it.

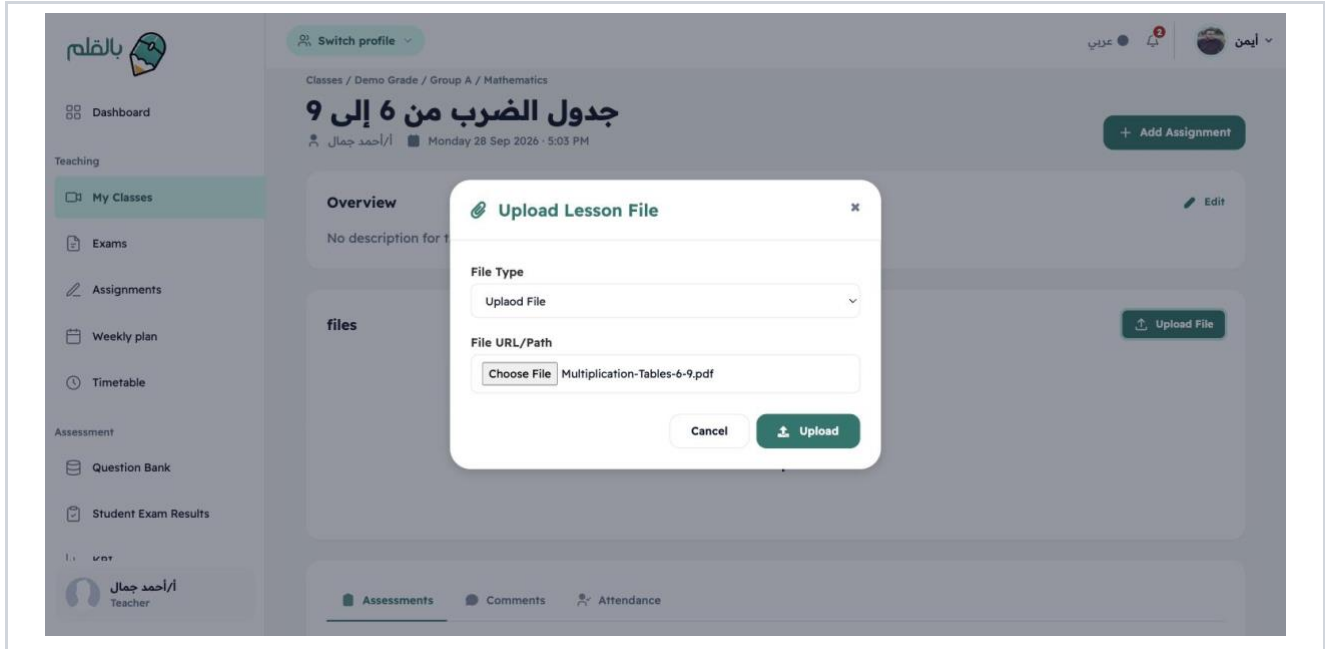


Figure 34: The Upload Lesson File dialog

2. The PDF appears in the lesson files with a magic-wand icon. Click the wand to open **AI Lesson Tools**.

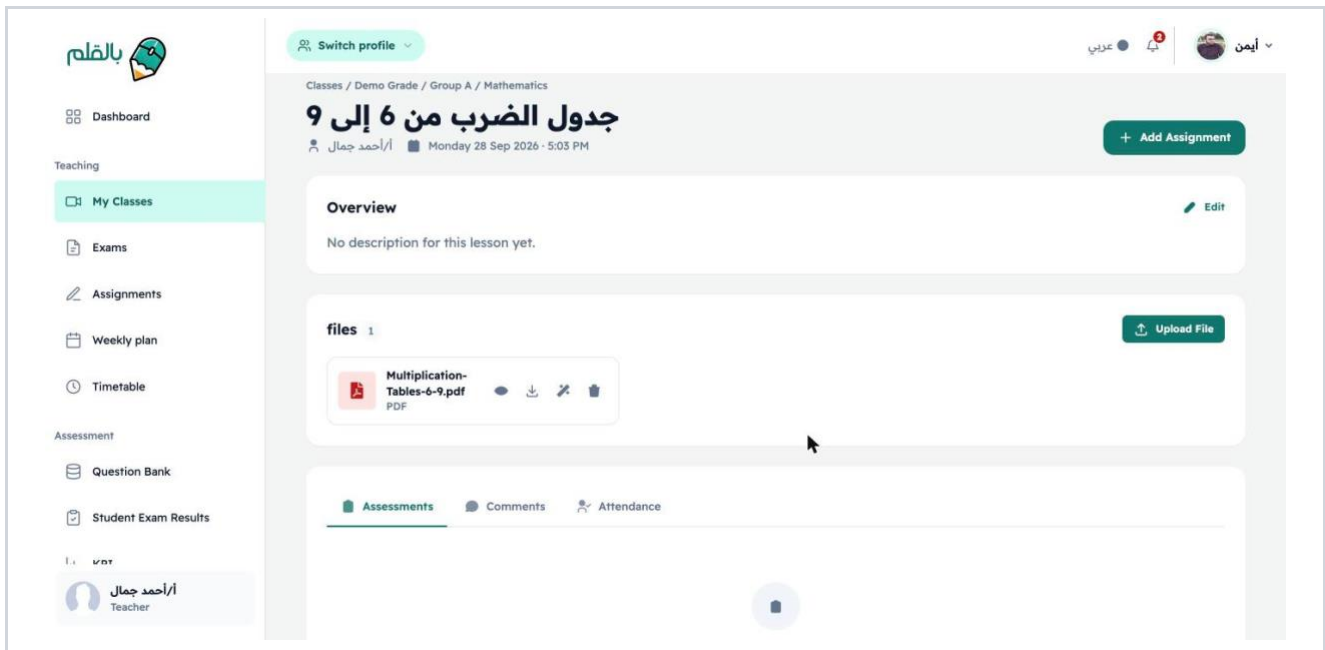


Figure 35: The PDF with the AI tools icon

- Choose the output **Language** (the document language, Modern Standard Arabic, an Arabic dialect, or English) and tick what to **Generate: Presentation, Video (TTS)** and **Assignments**. For English, pick a **Narration Voice** for the video.

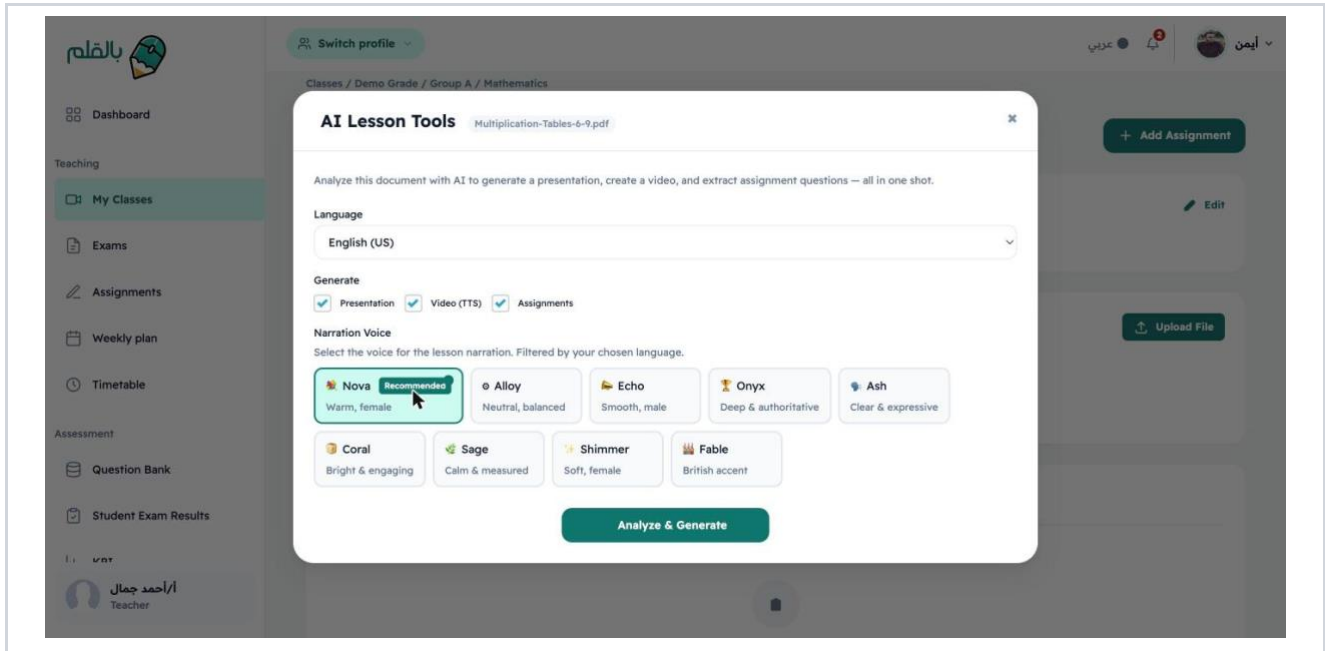


Figure 36: AI Lesson Tools options

- For Arabic output, a list of Arabic voices is shown; click **Preview** to listen to a voice before choosing it. Then click **Analyze & Generate**.

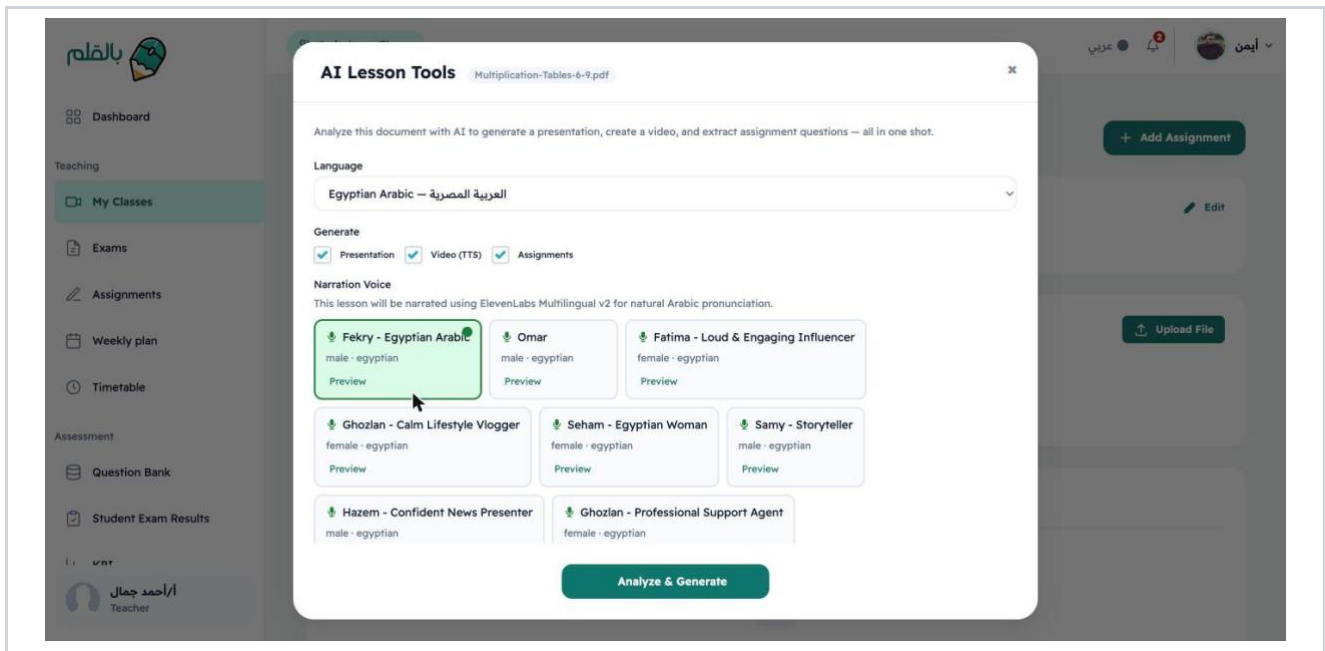


Figure 37: Arabic narration voices

- After the document is analyzed, the generated questions appear under **Review Questions** while the presentation and video are built in the background. Select the questions to keep.

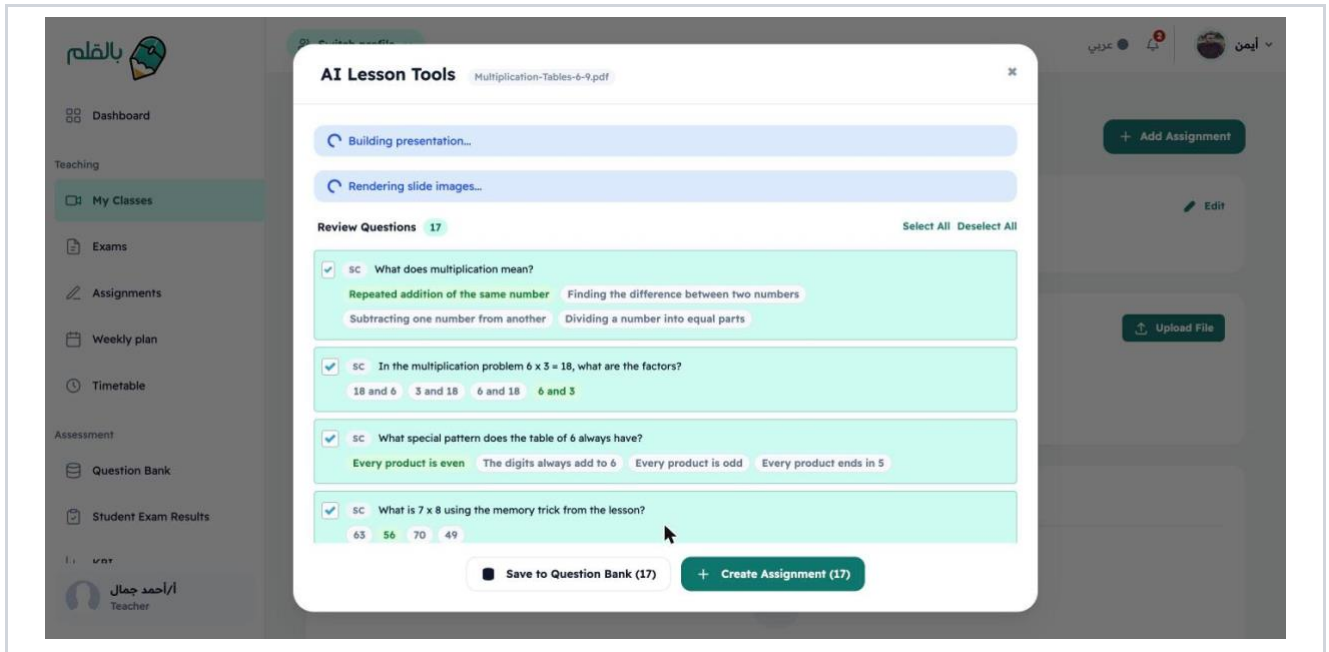


Figure 38: Reviewing the generated questions

- Click **Save to Question Bank** to add the selected questions to your question bank.

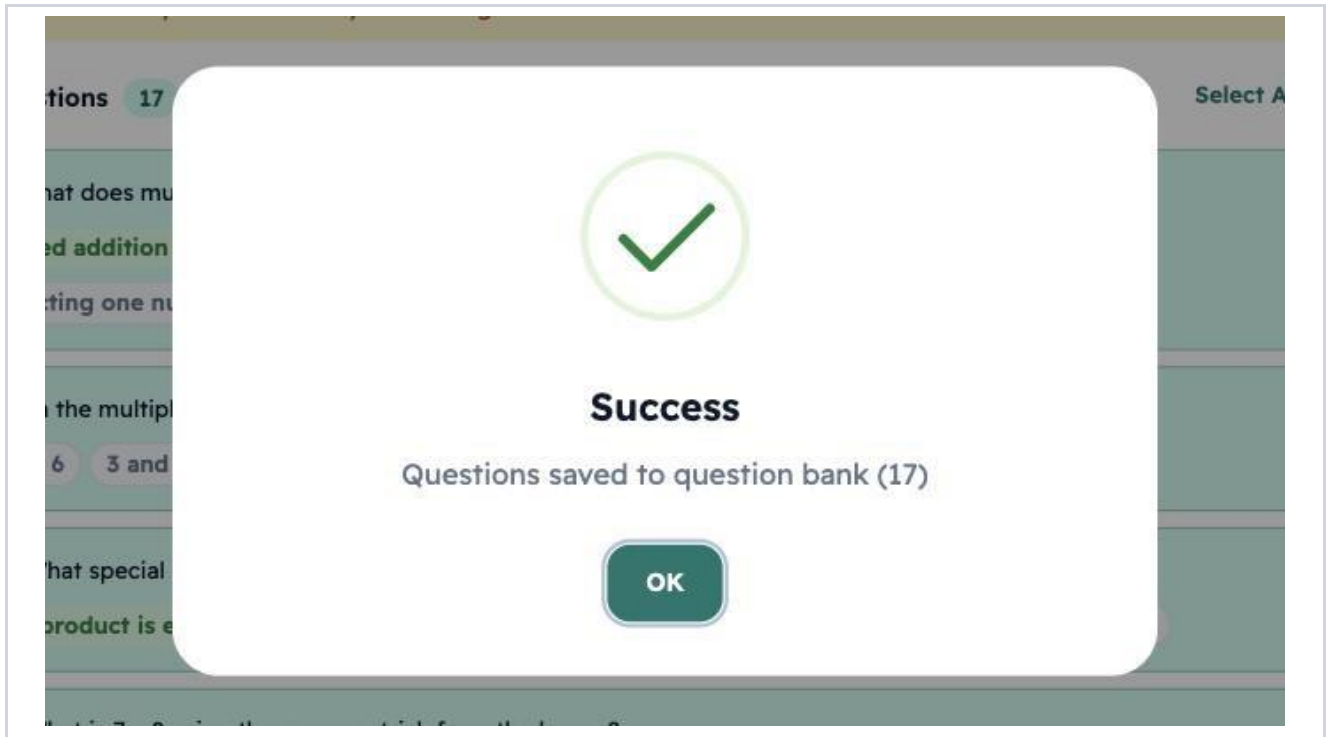


Figure 39: Questions saved to the question bank

- Click **Create Assignment** to create assignments from the selected questions. One assignment is created per question type.

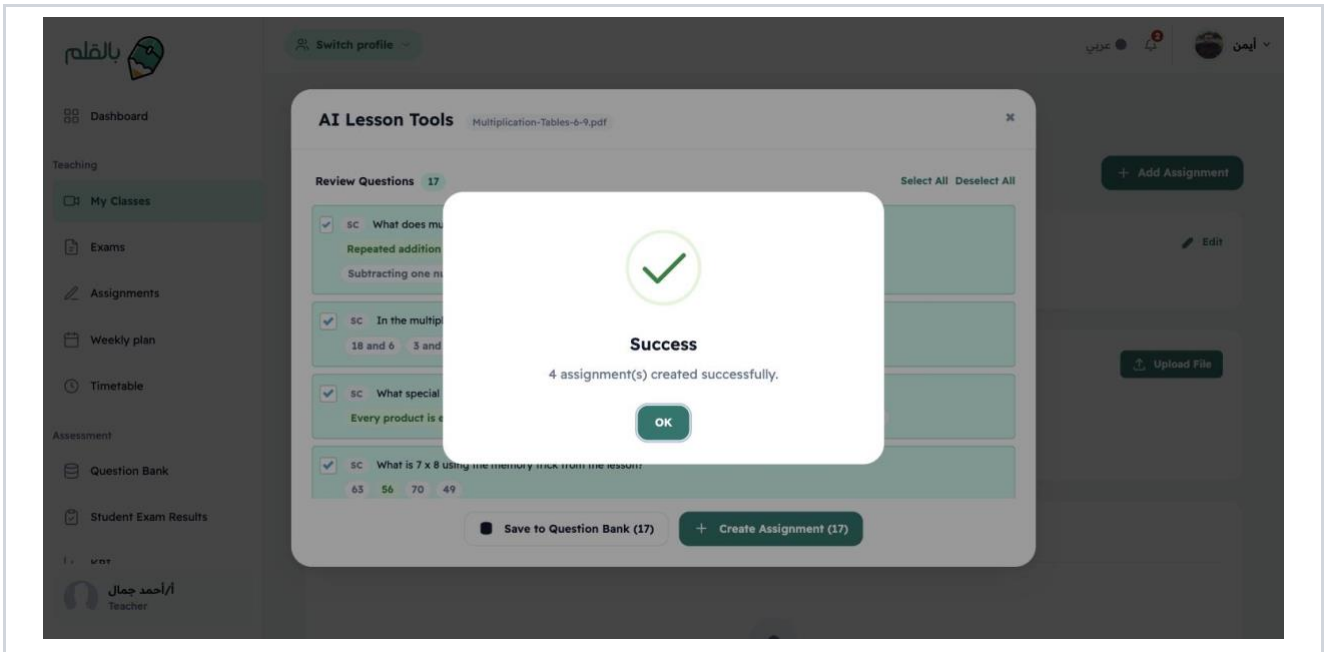


Figure 40: Assignments created successfully

- When generation finishes, the presentation (and the video, if selected) is added to the lesson files, ready for students.

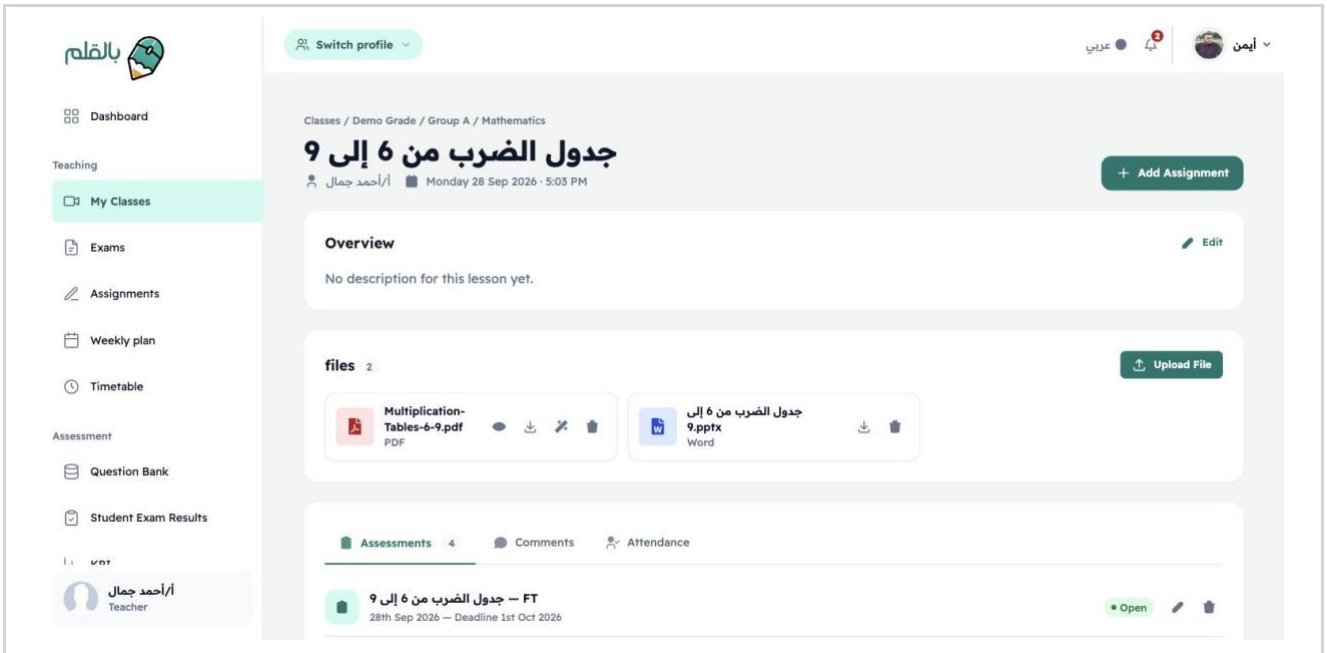


Figure 41: The generated presentation in the lesson files

- The new assignments are listed on the lesson page, named after the lesson and question type. Open them to review or edit before students solve them.

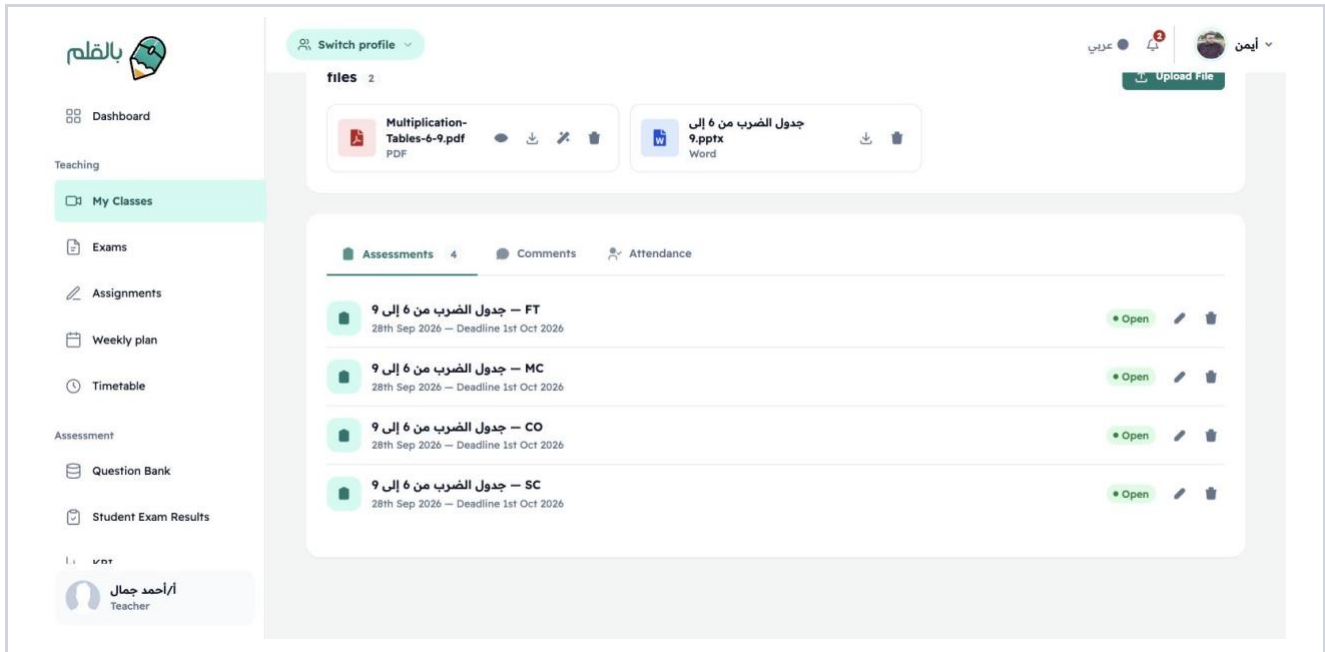


Figure 42: Assignments generated from the PDF

Note: Generation runs in the background, so you can keep working and come back to the lesson later.

Note: The video tutorial needs the administrator to configure text-to-speech in **Settings** (OpenAI for English voices, ElevenLabs for Arabic voices). If a key is missing or invalid, the video is not generated.

9. Creating an assignment

Assignments are created from a lesson page. You can write questions yourself or pick them from the question bank.

1. On the lesson page, click **Add Assignment**. The **Add Assignment** page opens.

Figure 43: The Add Assignment page

2. Select the **Assignment Type**, then enter the **Title**, optional **Assignment Attachments**, the **Assignment Grade** and the **Deadline**. Under **Assign to**, choose **All Students** or **Specific Students**.

Figure 44: Assignment details entered

- In the **Questions** section, click **Add Question** to write a new question, or click **Pick from Bank** to reuse questions from the question bank. The **Pick Questions from Bank** window opens.

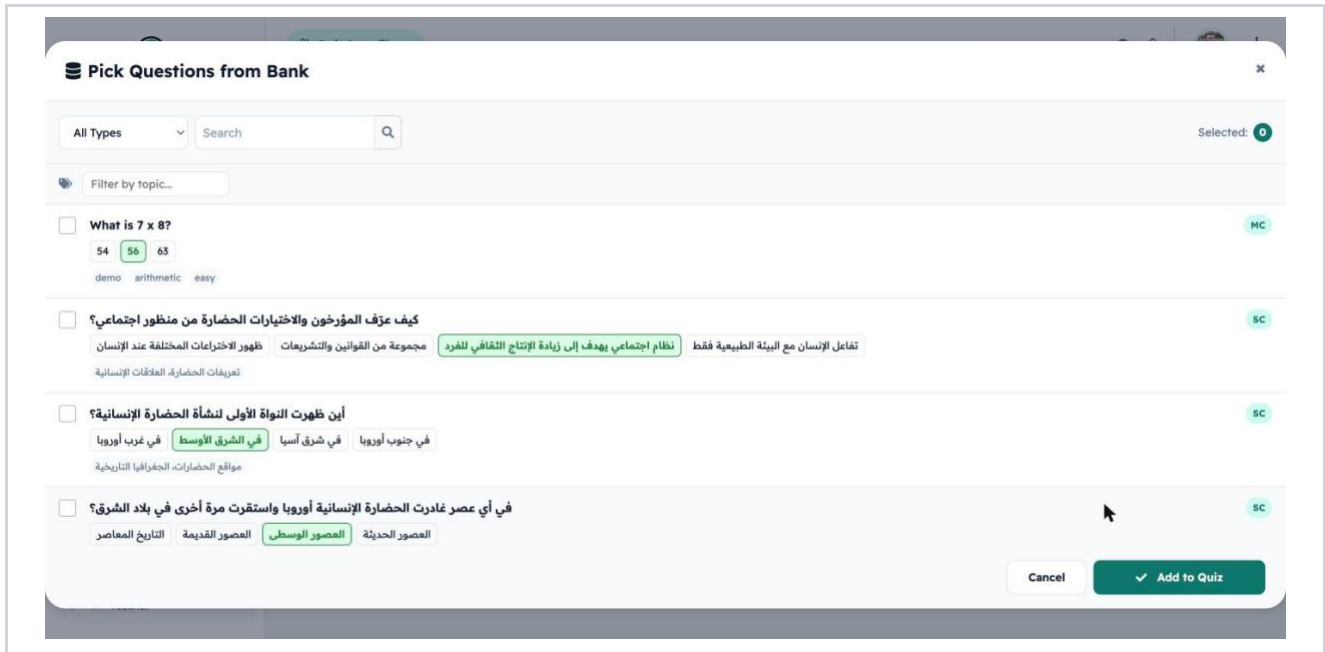


Figure 45: The Pick Questions from Bank window

- Filter the list with **All Types**, **Search** or **Filter by topic...**, then tick the questions you want. The **Selected** counter shows how many you have chosen. Click **Add to Quiz**.

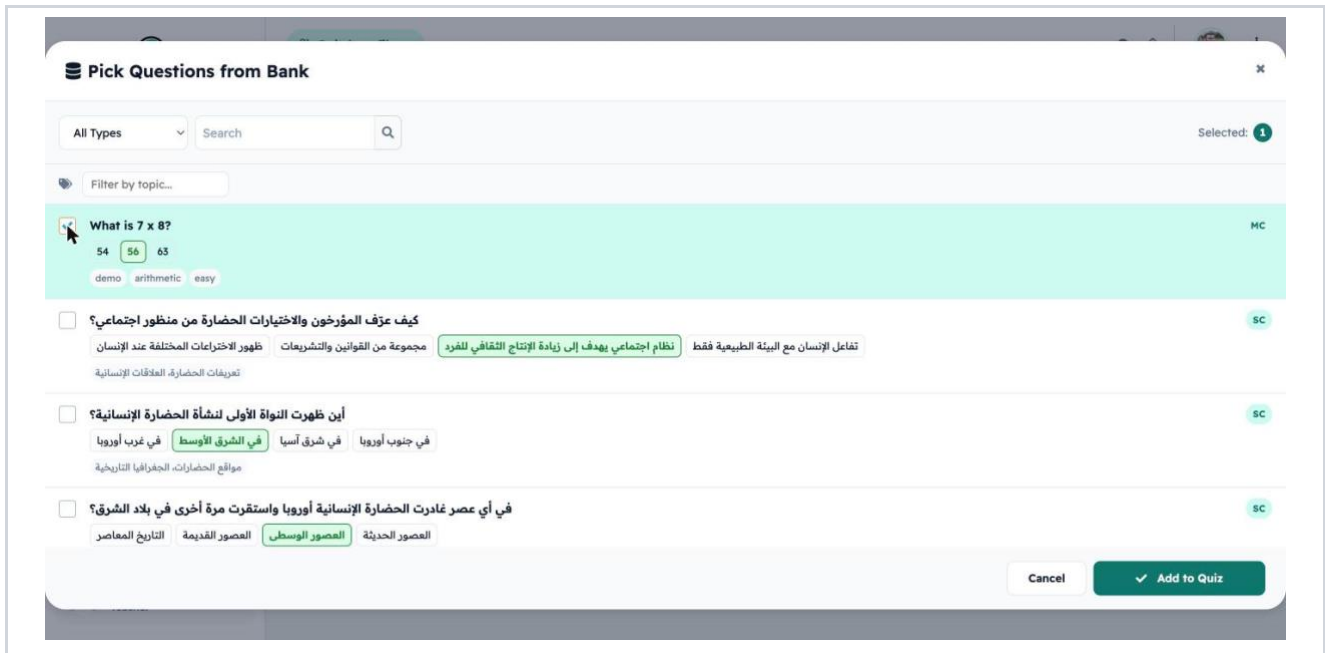


Figure 46: A question selected from the bank

- The selected question is added to the assignment as **Question 1**. Click the bin icon on a question to remove it.

The screenshot shows the 'Assignment' creation page. On the left is a sidebar with navigation options: Dashboard, My Classes (selected), Exams, Assignments, Weekly plan, Timetable, Question Bank, and Student Exam Results. The main area has a 'Switch profile' dropdown and a 'Multiple Choice' question type selected. The title is 'Multiplication practice'. The assignment grade is '10' and the deadline is '08-10-2026'. The 'Assign to' section has 'All Students' selected. A 'Pick from Bank' button is visible. Below the assignment details, a 'Questions' section shows 'Question 1' with the text 'What is 7 x 8?'. A red bin icon is next to the question title.

Figure 47: The question added to the assignment

- Review the question text and answers. Tick the correct answer, use **Add Answer** to add more options, then click **Save**.

The screenshot shows the 'Assignment' creation page with the 'Questions' section expanded. 'Question 1' is displayed with the text 'What is 7 x 8?'. Below the question, there are three answer options: '54', '56', and '63'. The '56' option is selected with a green checkmark. There is an '+ Add Answer' button below the options. At the bottom of the page, there are 'Cancel' and 'Save' buttons.

Figure 48: Reviewing the question before saving

7. You return to the lesson page. The new assignment appears in the **Assessments** tab with its dates and an **Open** status. Use the pencil icon to edit it or the bin icon to delete it.

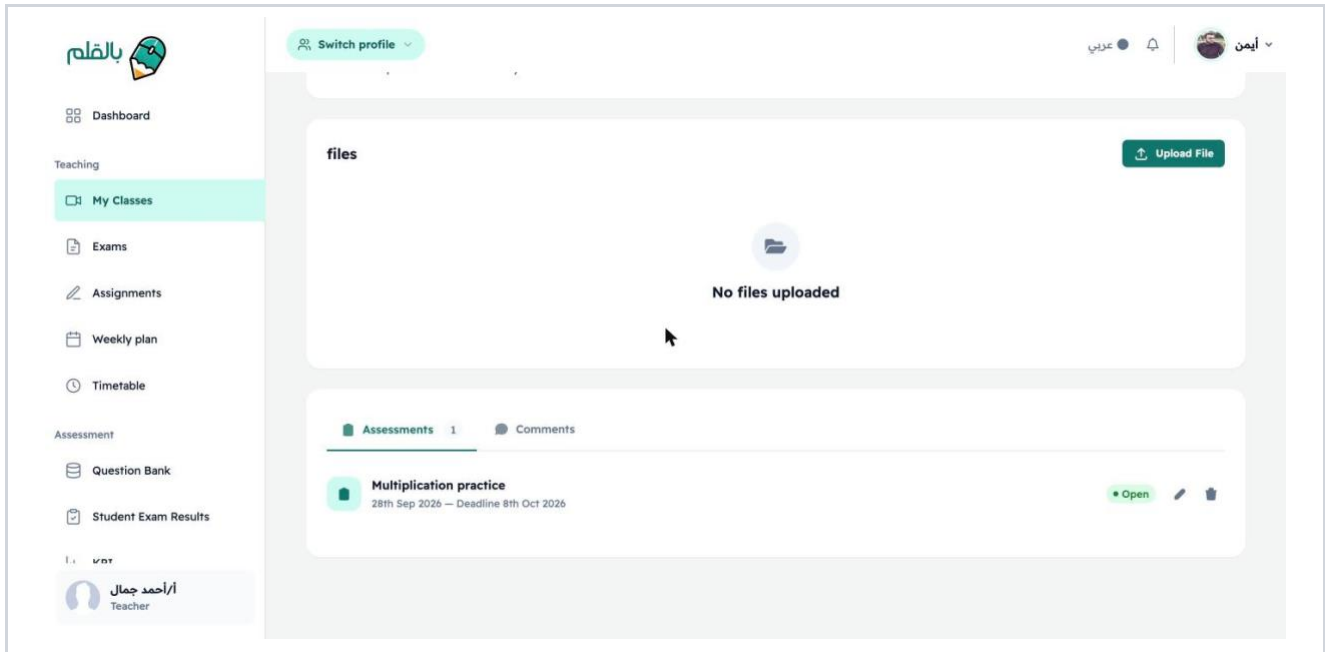


Figure 49: The new assignment in the lesson's Assessments tab

10. Exams

The Exams page gathers all your exams across every class in one place, split into upcoming, past and exams to mark.

1. Click **Exams** in the side menu. The **Upcoming** tab lists scheduled exams with their class, start time, duration, how many students have taken them and a **Live now** badge for exams in progress. Filter by class with **All classes** or use **Search by title**.

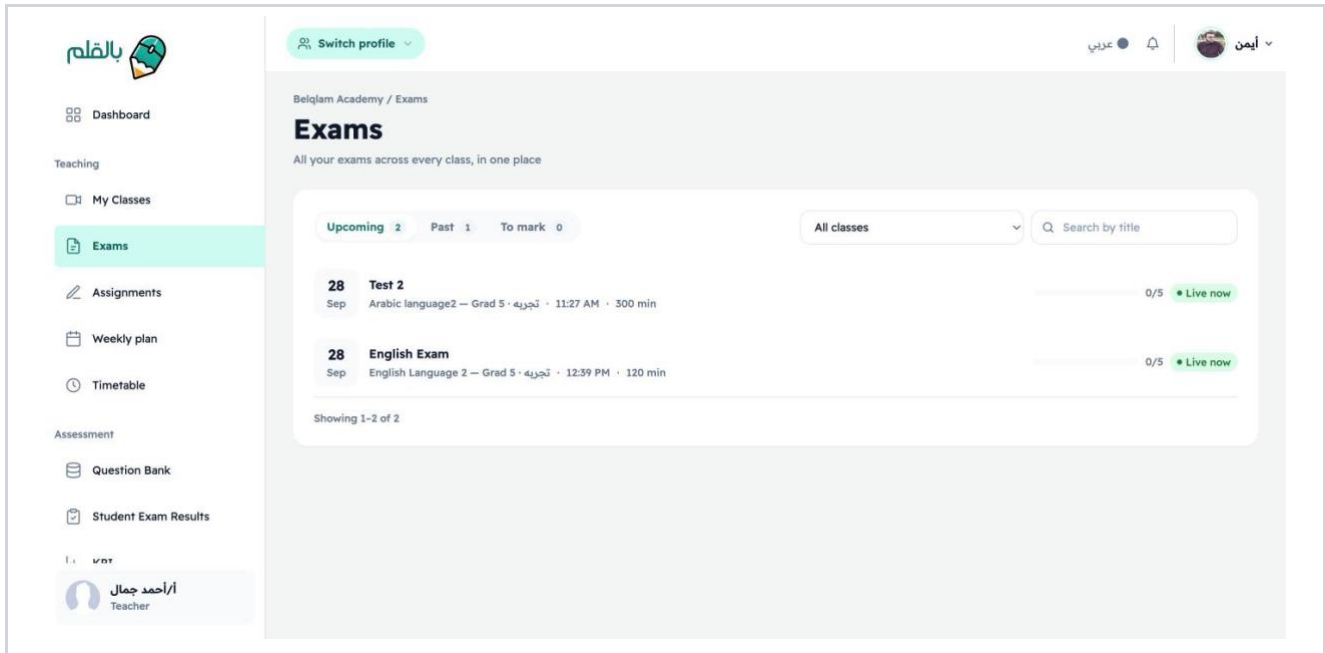


Figure 50: The Exams page, Upcoming tab

2. Click **Past** to see exams that have ended, or **To mark** to see exams with answers waiting for grading. Click an exam to open its results.

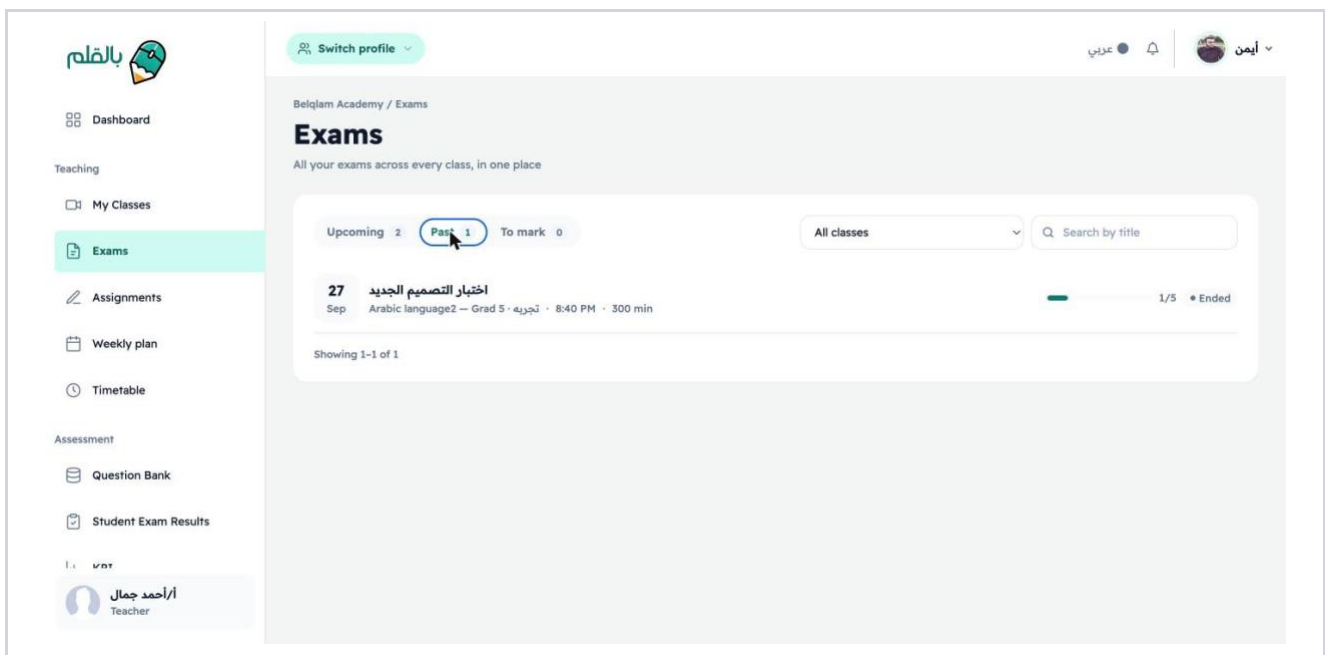


Figure 51: The Past tab

Exam results and grading answers

The exam results page shows how the class performed and lets you open each student's answers to review them and adjust section marks.

- The results page shows how many students **Took the exam**, and the **Average Score**, **Max Score** and **Min Score**. The **Completed** tab lists students who submitted, with their score, submission time and result; **Not taken** lists the others. Click the document icon on a row to open that student's answers, or the bin icon to delete the attempt.

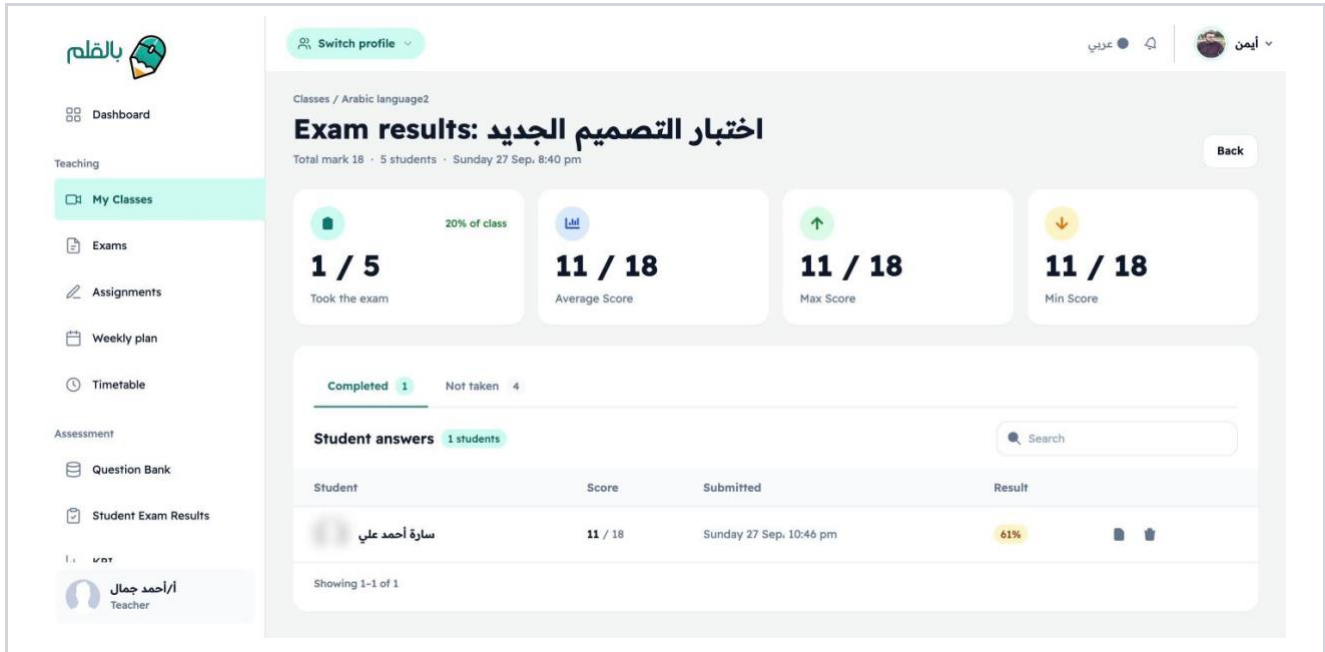


Figure 52: Exam results for a class

- The student's answer page shows the overall exam result, how many **Sections graded** and **Sections awaiting grading**. In each question, the student's wrong choice is highlighted in red and the correct answer in amber or green.

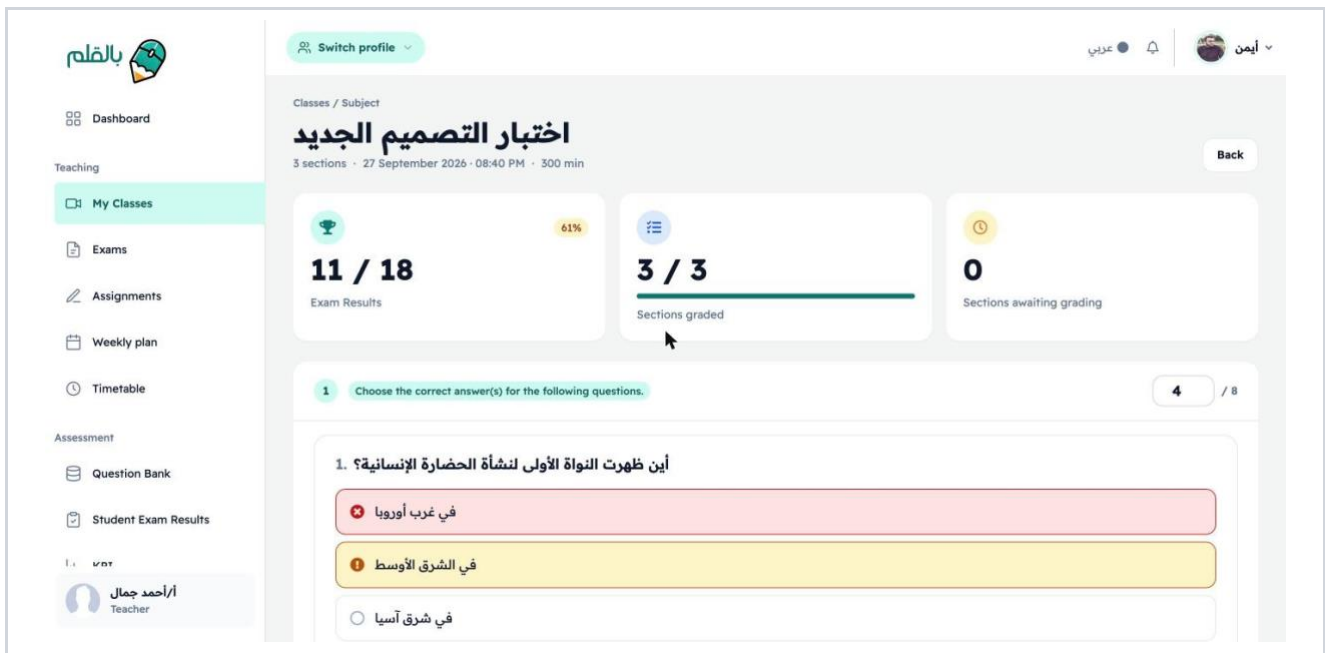


Figure 53: A student's exam answers

3. Each section header has a mark box showing the mark awarded out of the section total. Type a new value in the box to change the section mark. For written questions, compare the student's **Answer** with the **Correct answer**.

The screenshot shows the teacher interface with a sidebar on the left containing 'Dashboard', 'Teaching' (with 'My Classes' selected), 'Exams', 'Assignments', 'Weekly plan', 'Timetable', 'Assessment' (with 'Question Bank' and 'Student Exam Results'), and a user profile for 'أحمد جمال / Teacher'. The main content area displays a question: '4. ما هي الحضارة التي يمثلها مبنى الكولسيوم؟' (Which civilization does the Colosseum represent?). Below the question are four radio button options: 'الحضارة الإسلامية' (Islamic civilization), 'الحضارة اليونانية' (Greek civilization), 'الحضارة المصرية' (Egyptian civilization), and 'الحضارة الرومانية' (Roman civilization). The 'الحضارة الرومانية' option is selected. To the right of the question, there is a mark box showing '4 / 6'. Below the question, there is a section titled '2. Complete the missing' with a mark box showing '4 / 6'. The question is: '1. _____ عندما أقسم رقماً على 2 وظهر باقي، فهذا يعني أن الرقم.' (1. _____ when I swore a number on 2 and a remainder appeared, this means that the number is...). Below the question, there is an 'Answer' box containing the number '6'. To the right of the answer box, there is a 'Correct answer' box.

Figure 54: Section marks and a written answer

4. Matching sections show each pair the student chose. Adjust the section mark if needed, then click **Back** to return to the results.

The screenshot shows the teacher interface with a sidebar on the left containing 'Dashboard', 'Teaching' (with 'My Classes' selected), 'Exams', 'Assignments', 'Weekly plan', 'Timetable', 'Assessment' (with 'Question Bank' and 'Student Exam Results'), and a user profile for 'أحمد جمال / Teacher'. The main content area displays a question: '3. Drag the correct answer number to the suitable question's box' (3. Drag the correct answer number to the suitable question's box). Below the question, there are two matching sections. The first section is titled '1. طابق بين نوع التحليل وتعريفه:' (1. Match between the type of analysis and its definition:). It contains two items: 'مقدار ثلاثي - ب. تقسيم المقدار إلى مجموعات 2' (A three-dimensional quantity - B. Dividing the quantity into 2 groups) and 'البساطة - يعتمد على الخطوط والأشكال الهندسية البسيطة' (Simplicity - depends on simple lines and geometric shapes). The second section is titled '2. طابق بين كل خاصية والفن الإفرقي:' (2. Match between each characteristic and the difference art:). It contains two items: 'البساطة - يعتمد على الخطوط والأشكال الهندسية البسيطة' (Simplicity - depends on simple lines and geometric shapes) and 'مقدار ثلاثي - ب. تقسيم المقدار إلى مجموعات 2' (A three-dimensional quantity - B. Dividing the quantity into 2 groups). To the right of the question, there is a mark box showing '3 / 4'. At the bottom of the main content area, there is a 'Back' button.

Figure 55: Marks for a matching section

11. Creating an exam

Exams are created from the Exam List tab of a class. An exam is made of one or more sections, each with its own question type and mark.

1. In the class **Exam List** tab, click **Add Exam**. The **Add Exam** page opens.

Figure 56: The Add Exam page

2. Enter the **Title** and choose the **Scope**. Click the calendar button next to **Scheduled Time** and pick the date and time when the exam starts.

Figure 57: Choosing the scheduled time

- Enter the **Duration** in minutes, the **Min Grade** and the **Max Retries** (0 = unlimited). **Max grade in Exam** is calculated from the sections. Turn on **Show Exam Results** if students may see their results. Then click **Add Section**.

Figure 58: Exam settings

- A **Section No 1** block is added under **Sections**. Use **Add Section** to add more sections, or the bin icon to remove one.

Figure 59: A new section added to the exam

- In the section, click **Pick from Bank** to choose questions from the **Pick Questions from Bank** window, tick the questions and click **Add to Quiz**. You can also add questions manually.

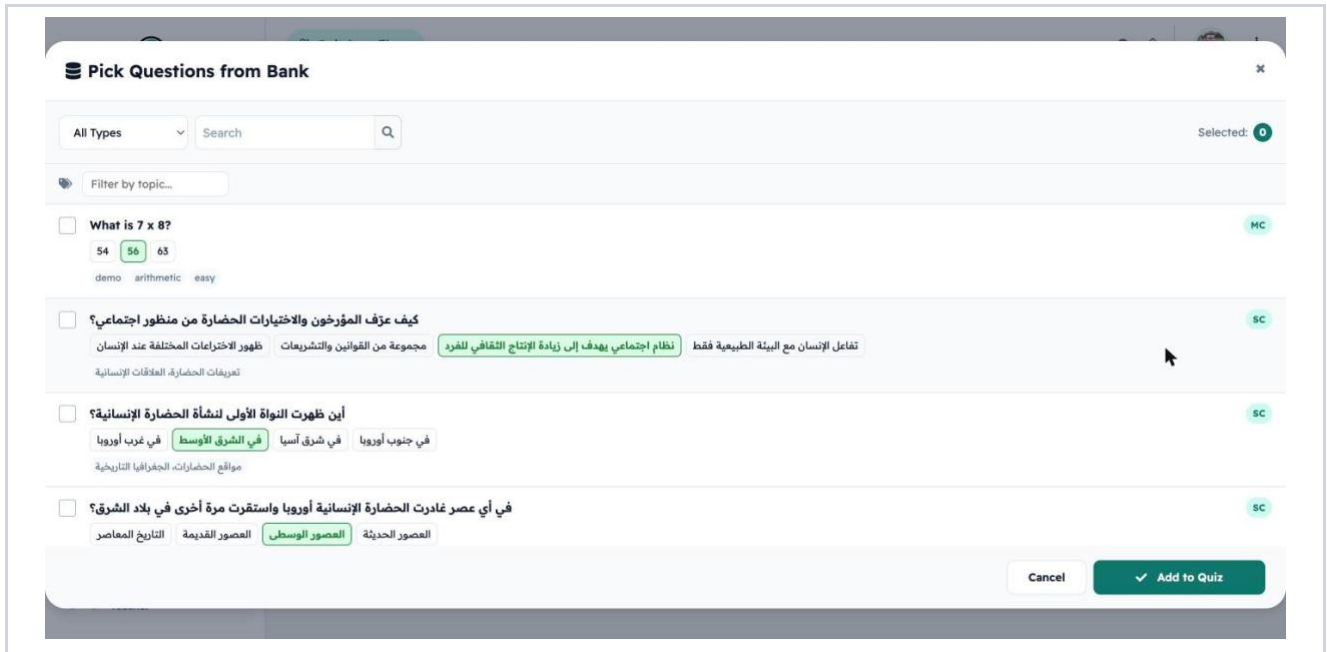


Figure 60: Picking exam questions from the bank

- Select the section's **Question's Type**, enter its **Mark** and **Section Title**, and review each question and its correct answer. Use **Add Answer** to add options.

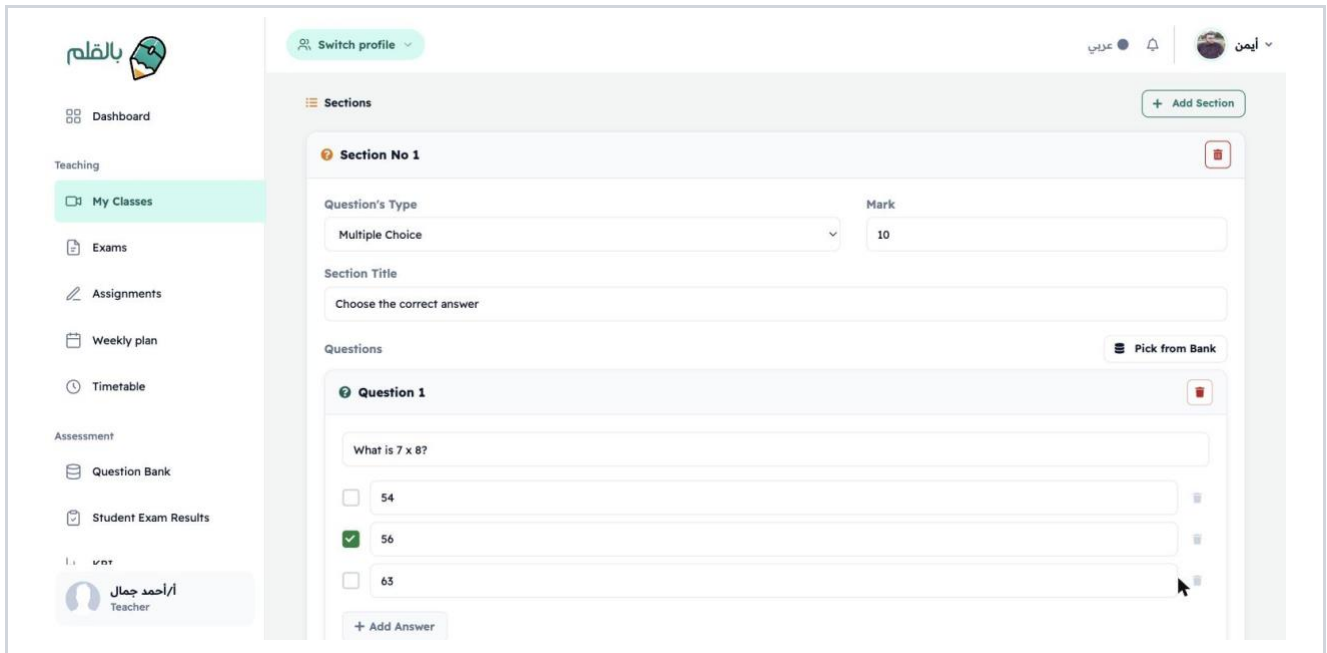


Figure 61: Section settings and a question

7. Save the exam. It appears in the class **Exam List** with its scheduled date. Use the **Show Result** switch to control whether students see their results, the pencil icon to edit the exam, or the bin icon to delete it.

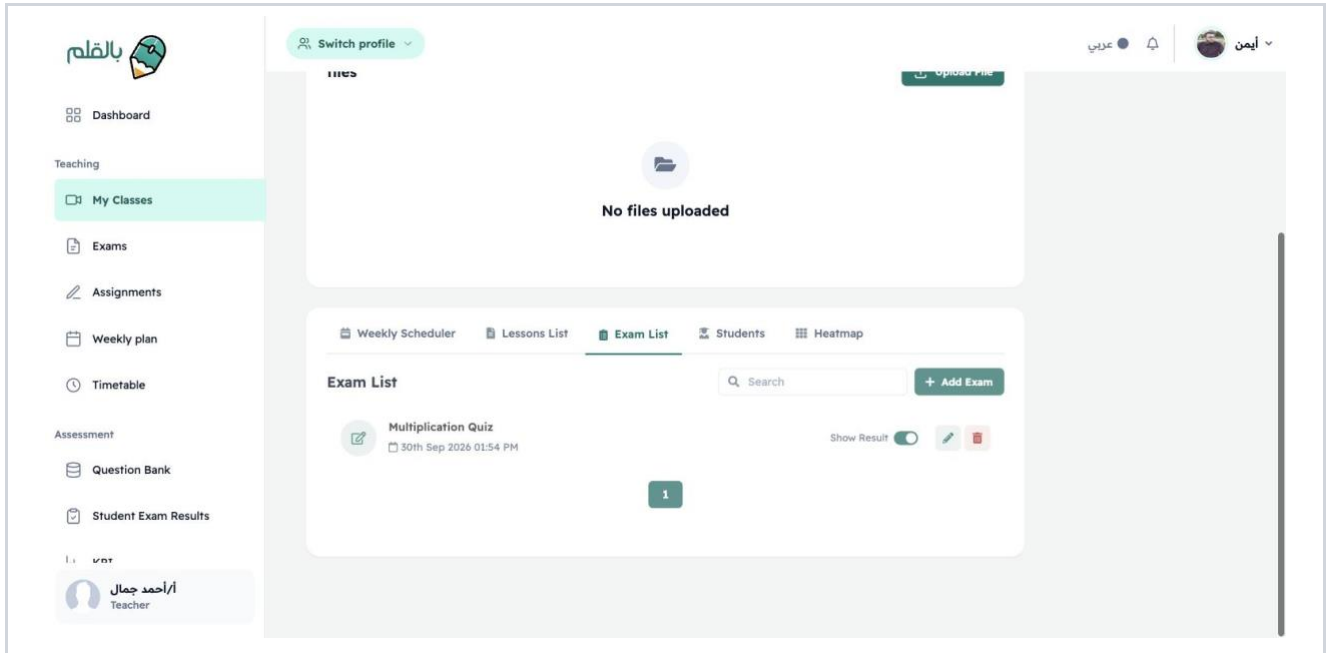


Figure 62: The new exam in the Exam List

12. Assignments and grading submissions

The Assignments page gathers all your assignments across every class, and lets you open results and grade submissions that need a manual mark.

1. Click **Assignments** in the side menu. The **Open** tab lists active assignments with their class, lesson, type, submission progress and deadline badges such as **Due tomorrow** or **In 2 days**. Use the **Closed** tab for past assignments, and filter with **All classes** or **Search by title**.

The screenshot shows the 'Assignments' page in the 'Open' tab. The left sidebar contains a navigation menu with 'Dashboard', 'Teaching' (My Classes, Exams, Assignments, Weekly plan, Timetable), and 'Assessment' (Question Bank, Student Exam Results). The main content area is titled 'Assignments' and shows a list of assignments. The tabs are 'Open' (5), 'Closed' (4), and 'To mark' (1). The 'All classes' dropdown is set to 'All classes'. The search bar is empty. The list of assignments includes:

Assignment ID	Title	Class	Lesson	Type	Progress	Deadline	
29	اختبار ٢	Arabic language2	Grad 5	test	Single Choice	1/5 • Due tomorrow	
29	اختبار التصميم الجديد	Arabic language2	Grad 5	test	Single Choice	1/5 • Due tomorrow	
30	اكمل يا باشا	Arabic language2	Grad 5	test	Complete the missing	1/5 1 to mark • In 2 days	
30	تسميع	Arabic language2	Grad 5	test	Audio Practice	1/5 • In 2 days	
8	Multiplication practice	Mathematics	Demo Grade	Group A	Multiplication Tables	Multiple Choice	0/2 • In 10 days

Showing 1-5 of 5

Figure 63: The Assignments page, Open tab

2. Click **To mark** to see only assignments with submissions waiting for grading, then click the assignment.

The screenshot shows the 'Assignments' page in the 'To mark' tab. The left sidebar is the same as in Figure 63. The main content area is titled 'Assignments' and shows a list of assignments. The tabs are 'Open' (5), 'Closed' (4), and 'To mark' (1). The 'All classes' dropdown is set to 'All classes'. The search bar is empty. The list of assignments includes:

Assignment ID	Title	Class	Lesson	Type	Progress	Deadline
30	اكمل يا باشا	Arabic language2	Grad 5	test	Complete the missing	1/5 1 to mark • In 2 days

Showing 1-1 of 1

Figure 64: The To mark tab

- The assignment results page shows how many students **Submitted**, with the average, max and min scores. Open the **Completed**, **Pending grading** or **Not submitted** tab, then click the document icon next to a submission to grade it.

Figure 65: Assignment results

- Review each of the student's answers against the **Correct answer**. Enter the mark in the **Score** box. Optionally give **Teacher Feedback**: use **Add attachments** to upload files, or **Voice Note** to record audio feedback.

Figure 66: Grading a submission

5. A **Score saved successfully** message appears and the percentage is shown next to the score. Click **Back** to return to the results.

The screenshot shows the teacher's dashboard. On the left is a sidebar with navigation options: Dashboard, My Classes, Exams, Assignments, Weekly plan, Timetable, Question Bank, Student Exam Results, and Teacher profile (أ. أحمد جمال). The main area displays a 'SUCCESS' message: 'Score saved successfully'. Below this, the quiz title 'اكمل يا باشا' is shown with a progress bar at 40%. The current score is 2 / 5. The maximum score is -0.05 / 5, and the minimum score is -0.05 / 5. The quiz question is: '1. الألفية الإفريقية من أقدم الألفية الموجودة منذ _____ قبل الميلاد.' The answer field contains 'مش عارف', and the correct answer is 'القرن الخامس'. The teacher's feedback section includes buttons for 'Add attachments', 'Voice Note', 'Select Files', and 'Add attachments'.

Figure 67: The score saved

13. Weekly plan

The Weekly plan page shows all your class sessions on a calendar, together with the lesson plans you entered in each class's Weekly Scheduler.

1. Click **Weekly plan** in the side menu. In the week view, each session shows the class name and time. Sessions with a saved plan also show the lesson title and homework.

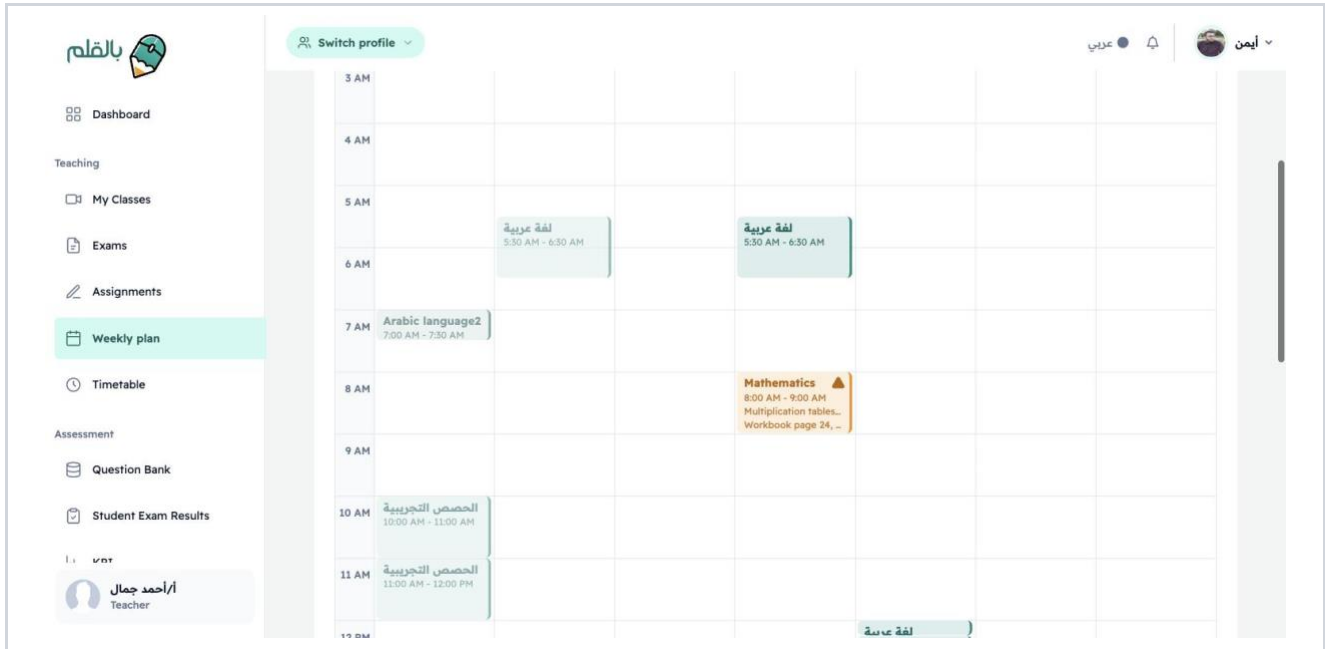


Figure 68: The Weekly plan in week view

2. Use **Day**, **Week** and **Month** to change the view, the arrow buttons to move between periods, and **Today** to jump back to the current date.

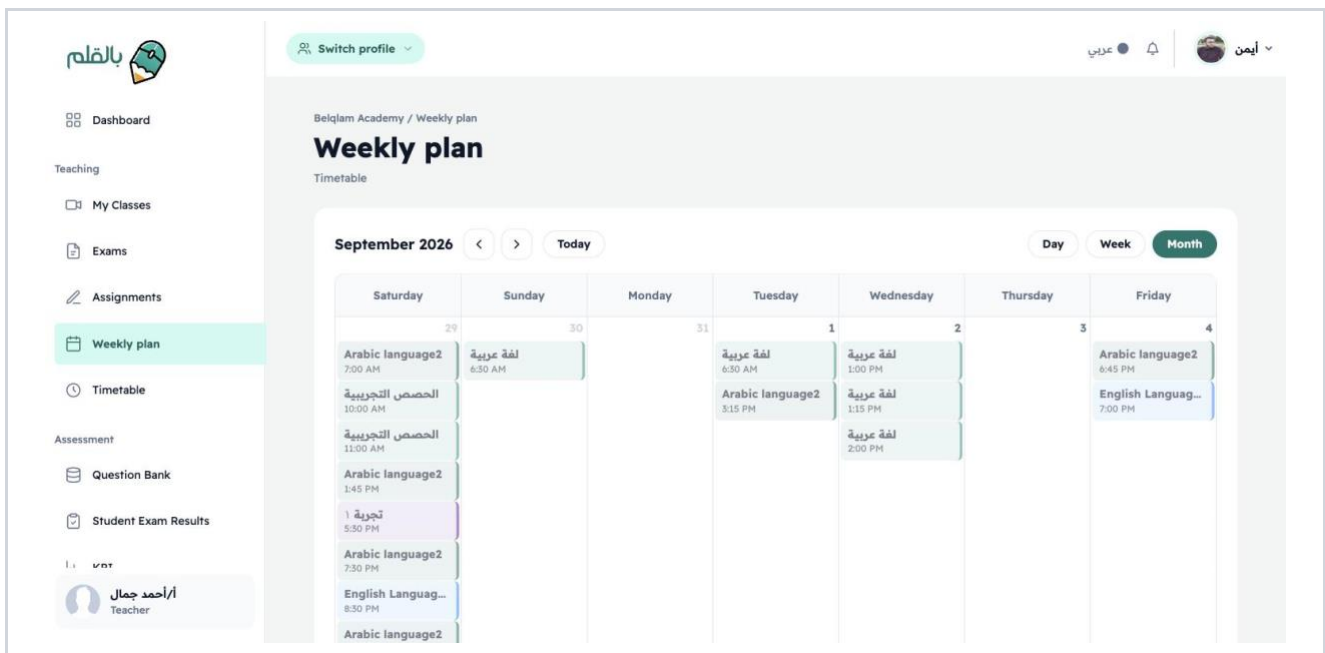


Figure 69: The Weekly plan in month view

14. Timetable

The Timetable shows your recurring weekly teaching schedule, from Saturday to Friday.

1. Click **Timetable** in the side menu. Each block shows the class name and its start and end time on the relevant day.

Belqlam Academy / Timetable

Timetable

Schedule

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
5 AM		لغة عربية 5:30 AM - 6:30 AM		لغة عربية 5:30 AM - 6:30 AM			
6 AM							
7 AM	Arabic language2 7:00 AM - 7:30 AM						
8 AM		Mathematics 8:00 AM - 9:00 AM		Mathematics 8:00 AM - 9:00 AM			
9 AM							
10 AM	الحصص التجريبية 10:00 AM - 11:00 AM						

Figure 70: The Timetable page

15. Question Bank

The Question Bank stores reusable questions that you can pick when building assignments and exams.

1. Click **Question Bank** in the side menu. Each question shows its answers (the correct one is highlighted), its tags and a type badge such as MC or SC. Filter with **All Types** or **Search**, and use the pencil or bin icons to edit or delete a question. Use **Import from Excel** or **Import from PDF** to add questions in bulk.

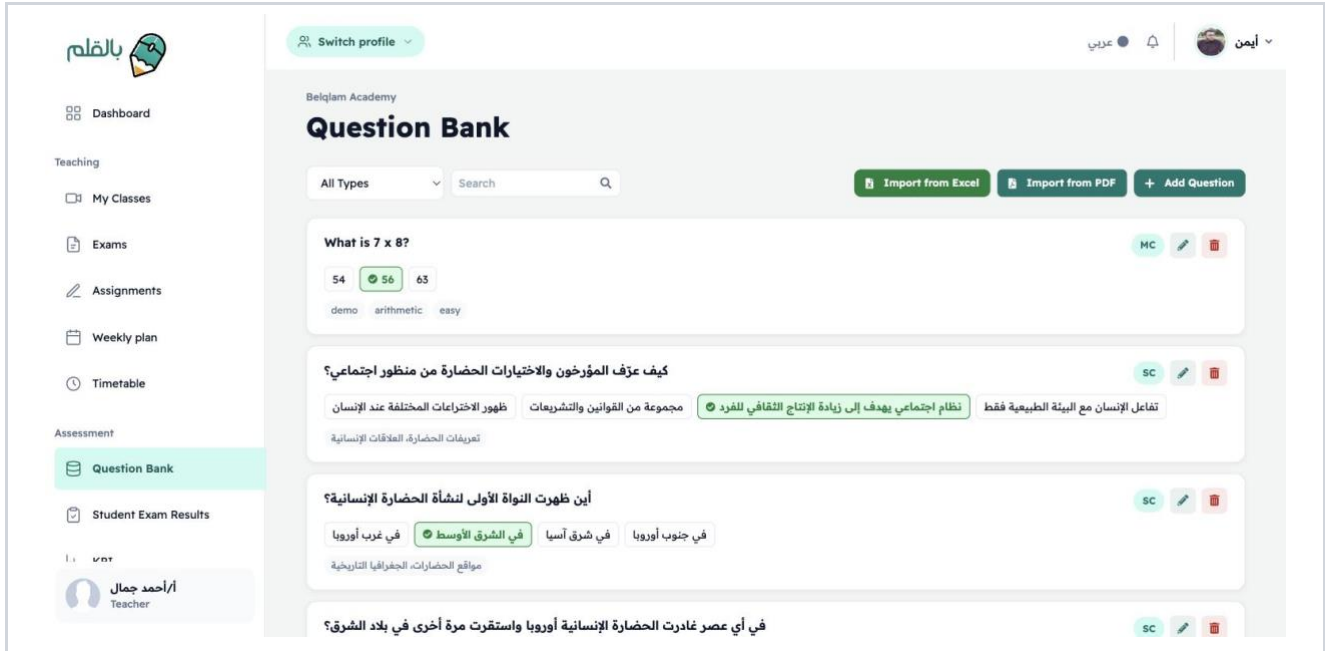


Figure 71: The Question Bank

2. To add a question manually, click **Add Question**. Choose the **Question's Type**, enter **Tags** separated by commas, type the **Question Text** and fill in the **Answers**, ticking the correct one. Use **Add Answer** for more options, then click **Save**.

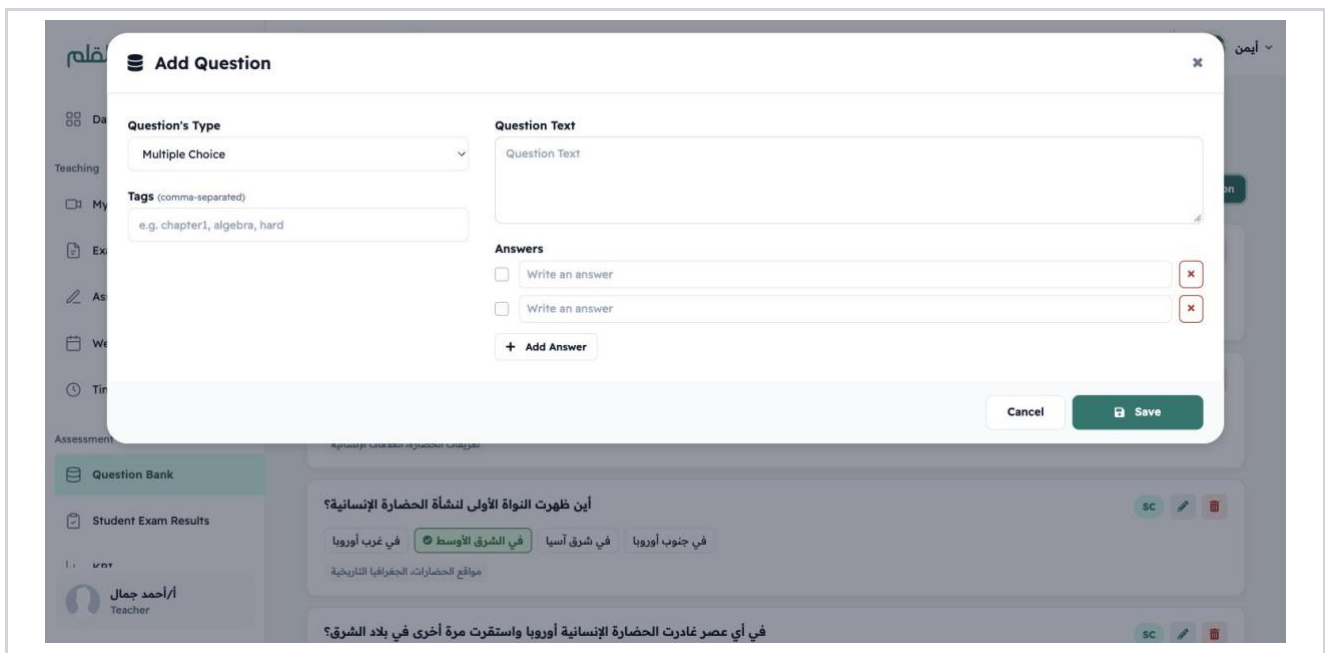


Figure 72: The Add Question window

16. Student Exam Results

Student Exam Results summarises each student's exam performance for a selected month.

1. Click **Student Exam Results** in the side menu. The **Student results** table shows each student's number of **Exams**, **Total Score**, **Percentage** and **Last Exam** date. Choose a month from the list, use **Search** to find a student, and click the document icon on a row to open the details.

The screenshot displays the 'Student Exam Results' page for September 2026. The interface includes a sidebar with navigation links and a main content area with a table of student results. The table has columns for Student, Exams, Total Score, Percentage, and Last Exam. Each row represents a student's performance, with a progress bar and percentage score. A search bar and a month selector are located above the table.

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 S25040	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 73: The Student Exam Results page

17. KPI

The KPI page tracks student attendance, grades and the teacher's ratings.

1. Click **KPI** in the side menu. Use **Select Subject** to show all subjects or a single one. The cards show the **Attendance rate**, **Assignments average**, **Exams average** and **Average rating**.

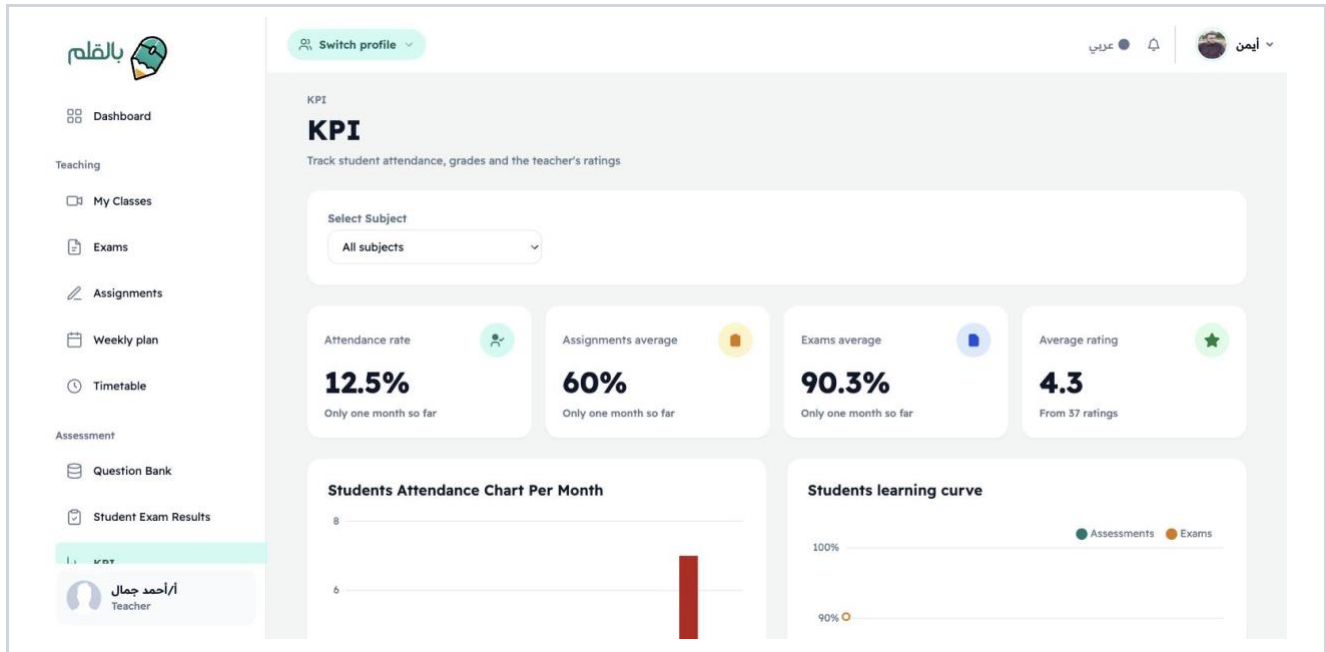


Figure 74: The KPI page

2. Scroll down to see the **Students Attendance Chart Per Month** (attended, late, absent and excused), the **Students learning curve** for assessments and exams, and the **Users Rating** breakdown by number of stars.

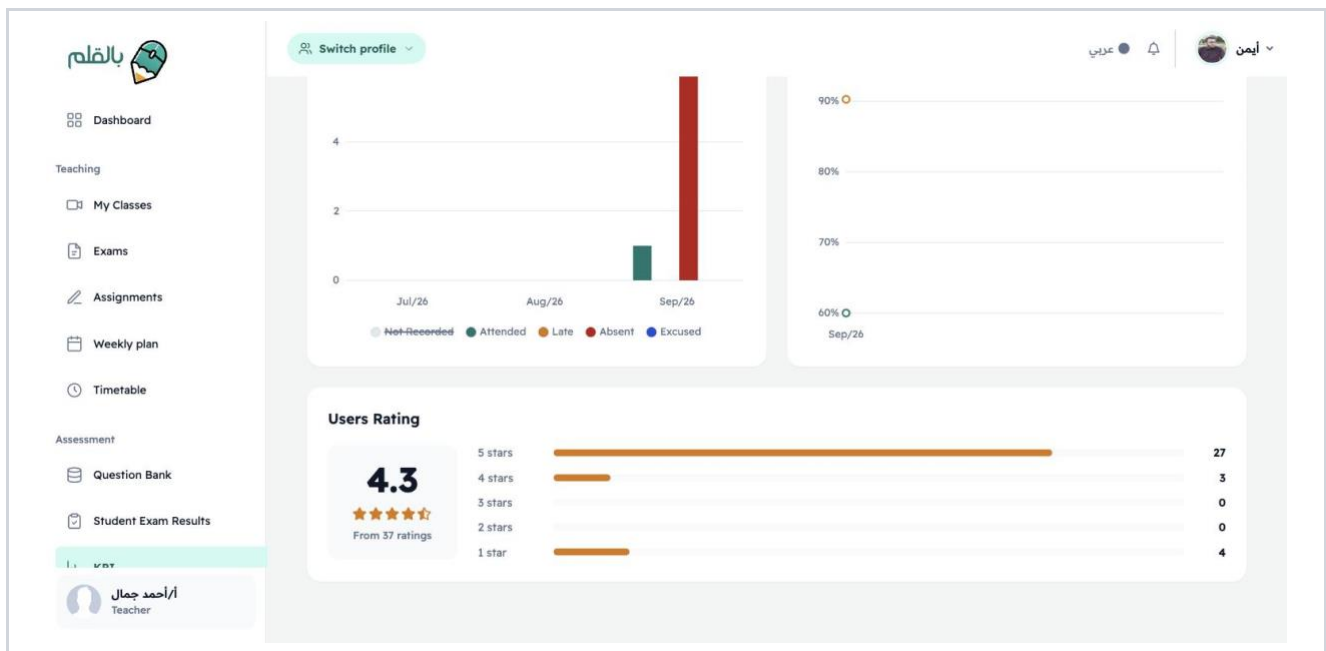


Figure 75: Attendance chart, learning curve and ratings

18. Leaderboards

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

1. Open **Leaderboard** from the side menu. Switch between the **Points** and **Scores** tabs and filter by **All Stages** and **All Groups**. The podium shows the top three students, followed by the full ranking. The side panels show the **Top 3 this week** and the **All-time top 3**.

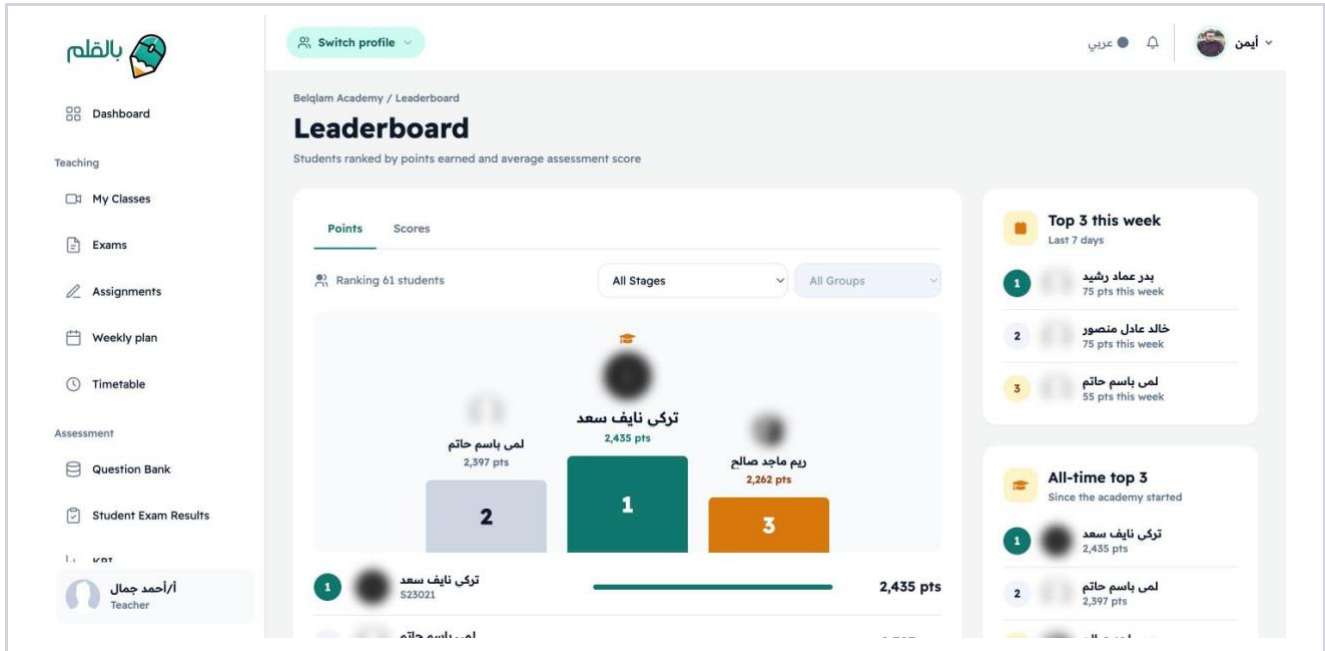


Figure 76: The Leaderboard page

2. Open **Top Leaderboard** to see the weekly and all-time podiums side by side. The **How are points earned?** box explains the points awarded for attending classes, submitting assignments, watching videos, commenting and other activities.

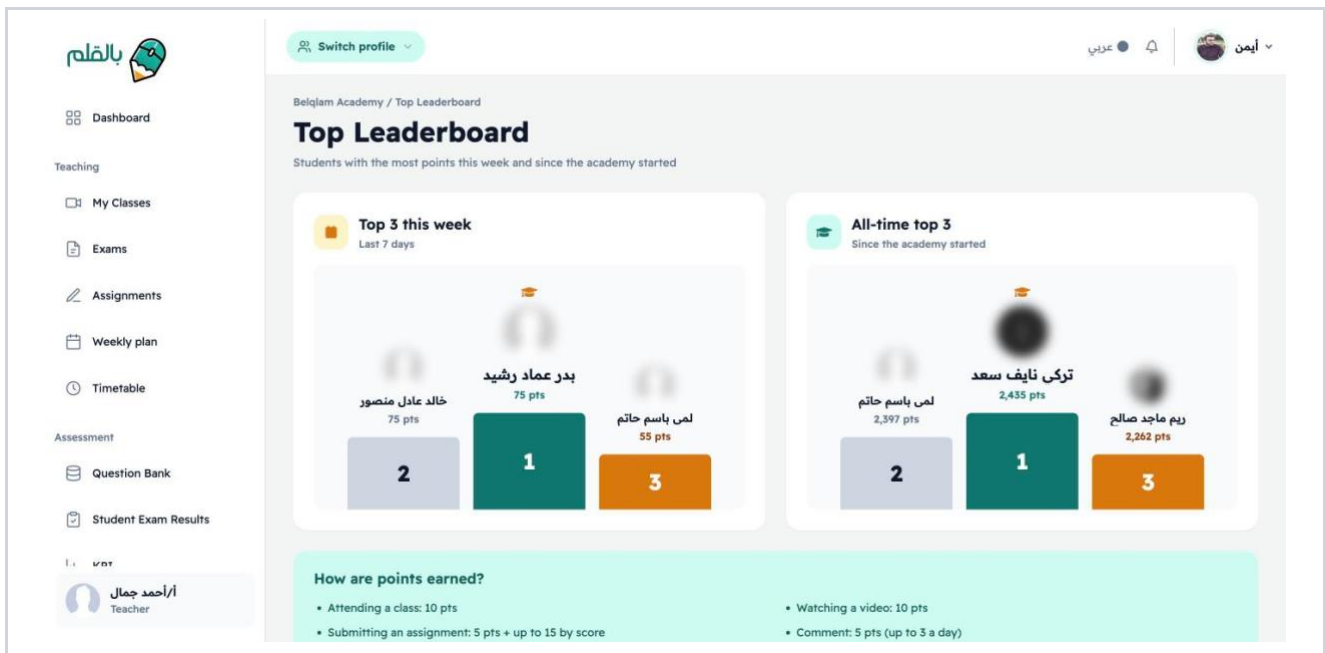


Figure 77: The Top Leaderboard page

19. Messages

Messages is your inbox for communicating with students, parents and the academy.

1. Open **Messages**. The header shows the number of unread messages. Use the **Inbox**, **Starred** and **Sent** tabs, and **Search messages** to find a message. Unread messages are shown in bold.

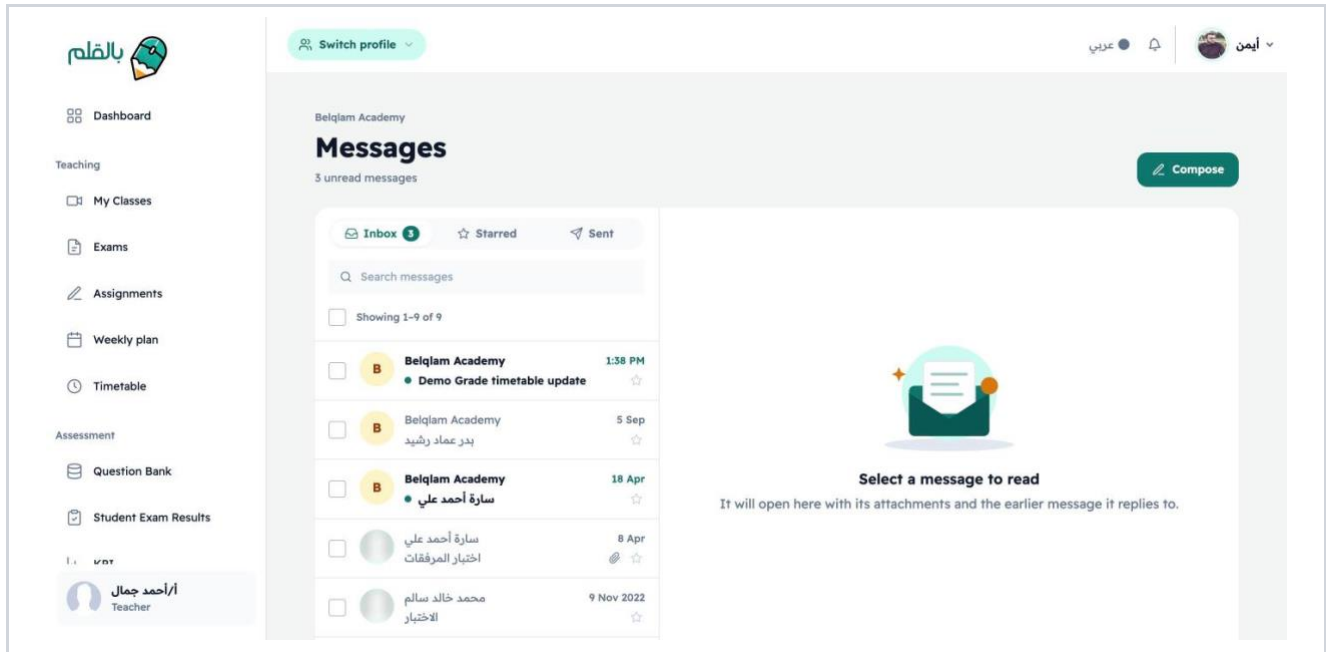


Figure 78: The Messages inbox

2. Click a message to read it in the right-hand pane. Use **Reply** or **Forward** at the bottom, or the icons at the top to reply, forward, print or delete the message. Click the star to mark it as starred.

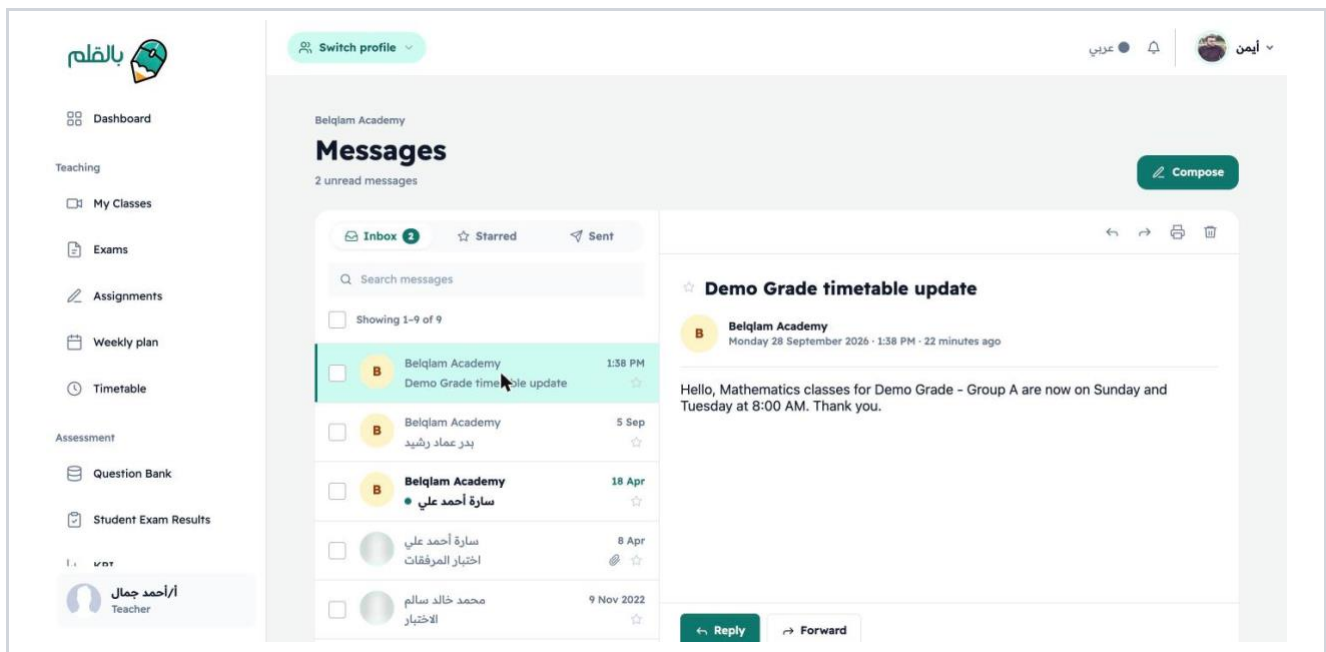


Figure 79: Reading a message

- To write a new message, click **Compose**. In the **New Message** window, choose the recipient in **To**, enter the **Subject** and type your message. Use the formatting and attachment icons if needed, then click **Send**.

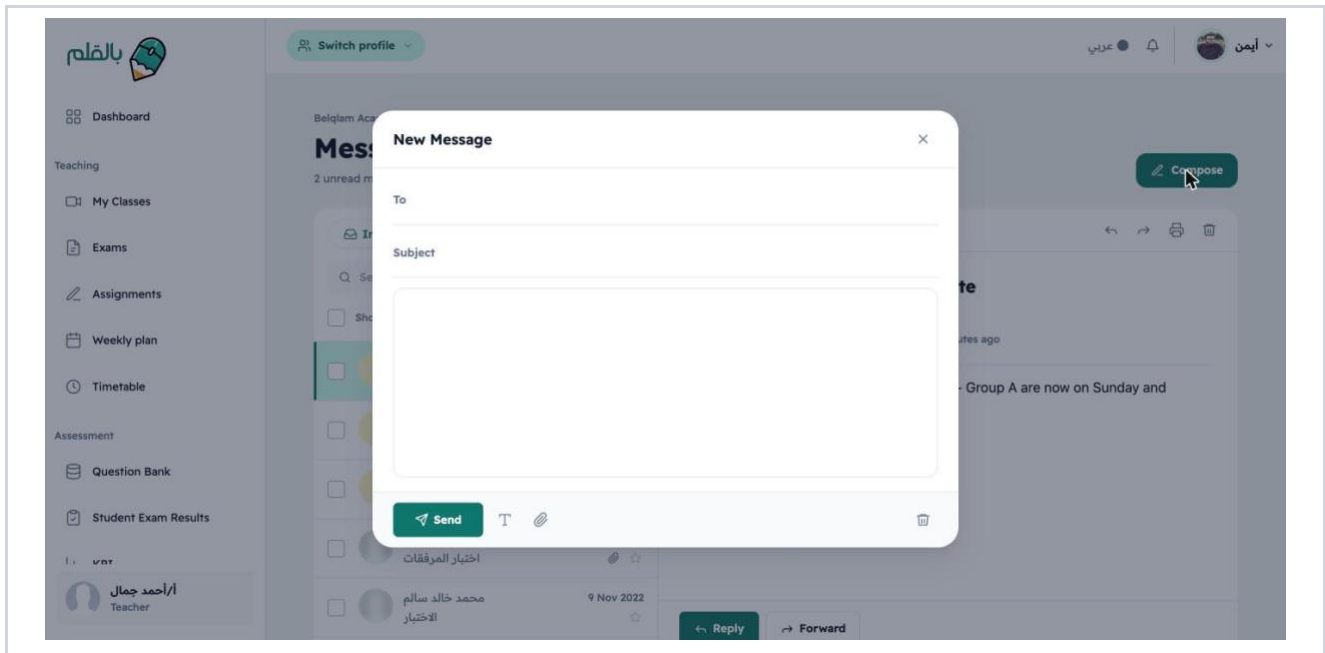


Figure 80: The New Message window

20. Announcements

Announcements let you send one message to a whole group of members at once.

1. Open **Announcement**. Under **Send To**, choose the audience (for example **All Members**) and the stage (**All Stages** or a specific stage). Enter the **Subject** and the **Message**, then click **Send**.

The screenshot displays the 'Announcement' interface within the Belqlam Academy system. On the left, a sidebar contains navigation links: Dashboard, My Classes, Exams, Assignments, Weekly plan, Timetable, Question Bank, and Student Exam Results. The main area is titled 'Announcement' and features a 'Send To' section with two dropdown menus set to 'All Members' and 'All Stages'. Below these are input fields for 'Subject' and 'Message'. The 'Message' field has a placeholder text 'Write your announcement here...'. A green 'Send' button is positioned at the bottom of the form. The top of the page shows a 'Switch profile' button and a user profile for 'أحمد جمال' (Ahmed Jamal) with a dropdown arrow.

Figure 81: The Announcement page