

SORAHA EDUCATIONAL PLATFORM

User Guide

All account types

Step-by-step guidance for registering, connecting accounts, creating content, and monitoring learning on Soraha.

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Registration at a Glance

Requirements for each account type before and after signup.

Role	How to start	Code / approval	After signup
Student	Register as a student with profile, school, and class details	Teacher or guardian connection code required	Account is linked to the adult who issued the code; the student can sign in
Teacher	Register as a teacher with teaching levels and subjects	School code optional; school-linked teachers are approved by their school administrator	Independent teachers have immediate access; school-linked teachers after approval
Tutor	Register as a tutor with personal profile details	No code or approval required	Tutor dashboard access for content and learner workflows
Guardian	Register as a guardian with personal profile details	No code required at signup	Guardian receives a connection code to link children
School Admin	Register as a school administrator with full institution details	Platform approval required before full administrative access	After approval, manage teachers, students, and school setup

Student Guide

1.1 Student Registration: Step-by-Step

How Registration Works

Students must register with a **valid teacher or guardian connection code**. This is required so every student account is linked to a responsible adult.

Process Overview

Choose Student Role > Enter Profile + School Details > Add Connection Code > Create Account > Login and Start Learning

Steps

1. Open Soraha and choose **Student** during sign-up.
2. Enter your:
 - full name
 - email
 - password
3. Select your school (or create if allowed in your flow).
4. Choose curriculum and class/grade, then confirm subjects.
5. Enter a valid **connection code** from your teacher or guardian.
6. Accept required terms/consent checkboxes and submit.

Where to Get the Parent/Guardian Code

If you are joining through a parent/guardian:

1. Your parent/guardian creates a **Guardian** account first.
2. Soraha generates a guardian **connection code** for them after registration.
3. Your parent/guardian shares that code with you.
4. You enter that code during student sign-up.

This adult-linked code is required to complete registration successfully.

What Happens After Signup

- Your account is created and linked to the adult behind that connection code.
- You can log in and access assignments and practice content available to your profile.
- Your progress becomes visible in connected learning/monitoring flows.

Important Notes

- If the connection code is wrong or expired, registration will fail until a valid code is used.

- Keep your login credentials private and secure.
- Use the same email you intend to use for future login and support.

1.2 Connect with Your Teacher

Your teacher will provide you with a connection code to link your accounts.

Steps to Connect

1. **Get the Code:** Ask your teacher for their connection code
2. **Enter the Code:** In your dashboard, go to "Connect" tab
3. **Verify Connection:** You should see your teacher's name appear

Connection codes are short alphanumeric codes, for example T3A4C7H9. Enter the code exactly as given.

What Happens After Connection

Once connected to your teacher:

- You'll see their name in your dashboard
- You can access assignments they create
- Your progress will be visible to them
- You can communicate about your learning

Troubleshooting Connection Issues

Can't connect to teacher?

- Verify the connection code is correct
- Check your internet connection
- Contact your teacher for a new code
- Make sure you're using the latest version of the app

1.3 Access Assignments

Once connected to your teacher, you can access and complete assignments.

Finding Assignments

1. **Check Dashboard:** Look for new assignments in your dashboard
2. **Assignment Codes:** Your teacher will provide access codes for specific assignments
3. **Due Dates:** Pay attention to assignment deadlines

Playing Assignments

1. **Start Playing:** Tap on an assignment to begin
2. **Complete Questions:** Answer all questions in the assignment

3. **Submit Answers:** Make sure to submit before the time limit
4. **View Results:** See your score and feedback immediately

Assignment Features

- **Timed Sessions:** Most assignments have time limits
- **Multiple Attempts:** Some assignments allow retries
- **Instant Feedback:** Get immediate results and explanations
- **Progress Tracking:** Your performance is recorded and shared with your teacher

Tips for Success

- Read questions carefully before answering
- Manage your time effectively
- Don't rush through questions
- Review your answers before submitting

1.4 Playing Games

Soraha offers three different game modes to suit your learning needs.

Assignment Mode

Access: Use assignment codes provided by your teacher **Features:**

- Tracked progress
- Teacher visibility
- Detailed analytics
- Graded results

Requirements: Must be connected to a teacher

Singleplayer Mode

Access: Available anytime from your dashboard **Features:**

- Practice questions
- Offline play capability
- Personal progress tracking
- Subject-specific content

Subjects: Choose from Mathematics, English, Science, and more

Anonymous Mode

Access: No account required **Features:**

- Basic gameplay
- Local progress only
- No registration needed

- Quick practice sessions

Limitations:

- No progress saving
- No teacher assignments
- Limited features

Game Features

- **Interactive Questions:** Engaging multiple-choice and open-ended questions
- **Visual Elements:** Images and diagrams to enhance learning
- **Progress Indicators:** See your progress through each session
- **Achievement System:** Earn badges and certificates for good performance

1.5 Tracking Progress

Monitor your learning journey with comprehensive progress tracking.

Learning Progress

The **Your learning progress** panel compares your accuracy now with when you started each subject. It uses your first three and latest three scored sessions in the same subject, and appears once you have completed at least four sessions in a subject. Playing often builds the habit; this panel shows what you have learned.

Dashboard Overview

Your dashboard shows:

- **Recent Activity:** Last 10 game sessions
- **Performance Metrics:** Average scores, completion rates
- **Achievements:** Badges and certificates earned
- **Streaks:** Daily learning consistency

Analytics

View detailed analytics including:

- **Subject Performance:** How you're doing in each subject
- **Trend Analysis:** Performance over time
- **Weak Areas:** Topics that need more practice
- **Strengths:** Subjects where you excel

Progress Metrics

Key Performance Indicators

- **Average Score:** Your overall performance across all sessions
- **Completion Rate:** Percentage of sessions completed

- **Time Spent:** Total learning time
- **Accuracy:** Percentage of correct answers

Subject Breakdown

- **Mathematics:** Performance in math-related content
- **English:** Language and literacy skills
- **Science:** Scientific knowledge and reasoning
- **Other Subjects:** Performance in additional subjects

Setting Goals

1. **Review Your Performance:** Check your current metrics
2. **Identify Weak Areas:** Focus on subjects that need improvement
3. **Set Targets:** Aim for specific score improvements
4. **Track Progress:** Monitor your improvement over time

1.6 Tips for Success

Maximize your learning potential with these proven strategies.

Study Habits

1. **Play Regularly:** Consistent practice improves performance
2. **Set a Schedule:** Dedicate specific times for learning
3. **Create a Routine:** Establish consistent study habits
4. **Stay Focused:** Minimize distractions during study time

Learning Strategies

1. **Review Mistakes:** Learn from incorrect answers
2. **Understand Concepts:** Don't just memorize answers
3. **Ask Questions:** Contact your teacher if you need help
4. **Practice Regularly:** Consistent practice builds skills

Goal Setting

1. **Set Realistic Goals:** Aim for achievable improvements
2. **Track Progress:** Monitor your improvement over time
3. **Celebrate Achievements:** Acknowledge your successes
4. **Stay Motivated:** Keep your learning goals in mind

Getting Help

1. **Teacher Support:** Reach out to your connected teacher
2. **Peer Learning:** Study with classmates when possible
3. **Parent Guidance:** Ask guardians for support
4. **Online Resources:** Use additional learning materials

Common Challenges

Difficulty with certain subjects?

- Focus extra time on challenging topics
- Use singleplayer mode for additional practice
- Ask your teacher for specific guidance

Losing motivation?

- Set smaller, achievable goals
- Celebrate small victories
- Remember why you're learning

1.7 Troubleshooting

Common issues and their solutions.

Connection Issues

Can't connect to teacher?

- Verify the connection code is correct
- Check your internet connection
- Contact your teacher for a new code
- Restart the app and try again

Connection keeps failing?

- Ensure you have a stable internet connection
- Check if your teacher's account is active
- Contact support if the problem persists

Assignment Problems

Assignment not loading?

- Ensure you're connected to the teacher who created it
- Check your internet connection
- Try refreshing the app
- Verify the assignment code is correct

Can't submit answers?

- Check your internet connection
- Ensure you haven't exceeded the time limit
- Try refreshing and submitting again
- Contact your teacher if the issue persists

Progress Issues

Progress not saving?

- Make sure you're logged in
- Check your internet connection
- Ensure you're using the latest app version
- Contact support if the issue persists

Scores not updating?

- Wait a few minutes for data to sync
- Refresh your dashboard
- Check your internet connection
- Contact support if scores don't appear

App Issues

App crashing or freezing?

- Close and restart the app
- Check for app updates
- Restart your device
- Contact support if problems continue

Slow performance?

- Close other apps to free up memory
- Check your internet connection speed
- Restart your device
- Update to the latest app version

Getting Help

If you continue to experience issues:

1. **Contact Your Teacher** : They can help with assignment-related problems
2. **Check Support Resources**: Visit our help center
3. **Contact Support**: Reach out to our technical support team
4. **Report Bugs**: Help us improve by reporting issues

Teacher Guide

2.1 Teacher Registration: Step-by-Step

How Registration Works

Teachers can register in one of two ways:

Registration type	School code	Approval
School-linked teacher	Required	Approved by your school administrator
Independent teacher	Not provided	Active immediately

Process Overview

Choose Teacher Role > Enter Profile Details > Add School Code (optional) > Add Teaching Levels and Subjects > Submit Registration > Sign In

Steps

1. Choose **Teacher** during registration.
2. Enter your full name, email address, and password.
3. If you teach at a school registered on Soraha, enter the school code provided by your school administrator. Leave it blank to register as an independent teacher.
4. Choose curriculum, teaching levels, grades, and subjects.
5. Accept the required policy and consent acknowledgements.
6. Submit registration.

What Happens After Signup

- Independent teachers can sign in and use teacher features straight away.
- School-linked teachers can sign in, but full access is enabled once the school administrator approves the account.
- Feature availability depends on your active subscription plan.

Important Notes

- An incorrect school code will be rejected. Confirm the code with your school administrator before registering.
- Teachers are responsible for obtaining required parental consent before sharing student connection codes.
- Keep account credentials and school access details secure.

2.2 Get Approved

Approval applies only to teachers who registered with a school code. Independent teachers do not require approval.

Approval Process

1. **Registration Review:** Your school administrator reviews your registration. Soraha platform administrators do not approve school-linked teachers.
2. **Check Status:** Your approval status is shown in your dashboard.
3. **Contact Your School:** If approval is delayed, contact your school administrator directly.

What Happens After Approval

Once approved, you can:

- **View Students:** See all connected students
- **Create Content:** Build question sets and assignments
- **Monitor Progress:** Track student performance
- **Generate Reports:** Create detailed analytics

If Approval is Delayed

1. **Check Your Information:** Ensure all details are correct
2. **Contact School Admin:** Reach out directly for status updates
3. **Verify School Registration:** Make sure your school is registered on the platform
4. **Follow Up:** Don't hesitate to ask for updates on your approval status

2.3 Manage Students

Register new students and connect with existing ones.

Register New Students

Single Registration

1. **Go to Register Tab:** Click "Register" in your dashboard
2. **Fill Student Details:**
 - Student's full name
 - Email address (optional)
 - Grade level
 - School (auto-filled from your profile)
3. **Send Credentials:** Choose to send via Email, SMS, or WhatsApp

Bulk Registration

1. **Prepare Excel File:** Create a spreadsheet with student details

2. **Upload File:** Use the bulk upload feature
3. **Review Data:** Check the preview before confirming
4. **Send Credentials:** Bulk send login details to all students

Spreadsheet format

Name	Email	Grade	School
John Doe	john@example.com	Grade 2	Makini School
Jane Smith	jane@example.com	Grade 2	Makini School

Connect Existing Students

Single Connection

1. **Get Student Code:** Ask student for their connection code
2. **Enter Code:** Use the "Connect" tab to enter the code
3. **Verify Connection:** Student should appear in your students list

Bulk Connection

1. **Prepare Codes:** Collect connection codes from students
2. **Upload Excel:** Create file with student codes
3. **Process Connections:** System will connect all valid codes

Student Management Tips

- Keep track of student connection codes
- Regularly update student information
- Monitor student engagement levels
- Communicate regularly with students and parents

2.4 Create Content

Build engaging educational content for your students.

Question Sets

1. **Access Questions:** Go to "Questions" tab
2. **Create New Set:** Click "Create Question Set"
3. **Set Details:**
 - Title and description
 - Subject and topic
 - Grade level
 - Difficulty settings
4. **Add Questions:** Select from available questions or create new ones
5. **Publish:** Make the set available to students

Assignments

1. **Create Assignment:** Use existing question sets
2. **Set Parameters:**
 - Time limits
 - Attempt limits
 - Due dates
3. **Generate Access Code:** System creates unique code
4. **Share with Students:** Distribute the access code

Content Best Practices

Question Design

- **Align with Curriculum:** Ensure questions match learning objectives
- **Vary Difficulty:** Include questions of different difficulty levels
- **Use Multimedia:** Add images and interactive elements
- **Clear Instructions:** Make sure students understand what's expected

Assignment Planning

- **Set Realistic Time Limits:** Allow enough time for completion
- **Provide Clear Instructions:** Explain assignment requirements
- **Consider Student Abilities:** Match difficulty to grade level
- **Plan for Feedback:** Include explanations for answers

Content Management

- **Organize by Subject:** Group related content together
- **Use Descriptive Titles:** Make content easy to find
- **Regular Updates:** Keep content fresh and relevant
- **Test Before Publishing:** Review content for accuracy

2.5 Monitor Progress

Track student performance and engagement with comprehensive analytics.

Learning Progress

Engagement figures (sessions played, time spent, completion) show activity, not learning. The **Learning progress** panel shows whether each student's accuracy has actually improved:

Measure	Meaning
Starting	Average accuracy of the first three scored sessions in a subject
Now	Average accuracy of the latest three scored sessions in the same subject

Change	Difference in percentage points; 5 points or more counts as improved or declined
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A subject needs at least four scored sessions before it is measured. Comparisons are made within the same subject, so moving to an easier subject does not appear as improvement.

Student Analytics

View comprehensive analytics for each student:

- **Performance Trends:** Scores over time
- **Subject Breakdown:** Performance by subject
- **Engagement Metrics:** Time spent, completion rates
- **Weak Areas:** Topics needing attention

Class Overview

Get insights for your entire class:

- **Average Performance:** Class-wide statistics
- **Progress Tracking:** Individual student progress
- **Engagement Levels:** Who's actively participating
- **Problem Areas:** Common difficulties across students

Reports

Generate detailed reports:

- **Individual Reports:** Student-specific performance
- **Class Reports:** Overall class statistics
- **Subject Reports:** Performance by subject
- **Progress Reports:** Improvement over time

Using Analytics Effectively

Regular Monitoring

1. **Check Progress Weekly:** Review student performance regularly
2. **Identify Patterns:** Look for trends in performance
3. **Intervene Early:** Address issues before they become problems
4. **Share Insights:** Discuss progress with students and parents

Data-Driven Decisions

- **Adjust Teaching Methods:** Based on student performance data
- **Modify Content:** Update materials based on student needs
- **Provide Targeted Support:** Focus on areas where students struggle
- **Celebrate Success:** Acknowledge improvements and achievements

Communication

- **Student Feedback:** Share progress with individual students
- **Parent Updates:** Keep guardians informed about their child's progress
- **Class Discussions:** Use data to guide classroom conversations
- **Goal Setting:** Help students set and achieve learning goals

2.6 Best Practices

Maximize your effectiveness as a teacher using Soraha.

Content Creation

1. **Align with Curriculum:** Ensure questions match learning objectives
2. **Vary Difficulty:** Include questions of different difficulty levels
3. **Use Multimedia:** Add images and interactive elements
4. **Regular Updates:** Keep content fresh and relevant

Student Engagement

1. **Regular Assignments:** Provide consistent learning opportunities
2. **Timely Feedback:** Review and respond to student performance
3. **Encourage Practice:** Promote singleplayer mode for extra practice
4. **Celebrate Success:** Acknowledge student achievements

Data Analysis

1. **Regular Monitoring:** Check student progress weekly
2. **Identify Patterns:** Look for trends in performance
3. **Intervene Early:** Address issues before they become problems
4. **Share Insights:** Discuss progress with students and parents

Classroom Integration

Daily Practices

- **Start with Review:** Begin lessons with previous content
- **Use Data for Planning:** Base lesson plans on student performance
- **Encourage Peer Learning:** Have students help each other
- **Provide Individual Support:** Address specific student needs

Weekly Activities

- **Progress Reviews:** Check student performance weekly
- **Content Updates:** Refresh assignments based on student needs
- **Parent Communication:** Send updates to guardians
- **Goal Setting:** Help students set learning objectives

Professional Development

- **Stay Updated:** Keep current with educational technology trends
- **Network with Colleagues:** Share best practices with other teachers
- **Continuous Learning:** Improve your teaching methods
- **Student Feedback:** Learn from student responses and performance

Tutor Guide

3.1 Tutor Registration: Step-by-Step

How Registration Works

Tutors can register independently and start creating/supporting learning content.

Process Overview

Choose Tutor Role > Enter Profile Details > Submit Registration > Login and Set Up Learning Workflows

Steps

1. Choose **Tutor** during sign-up.
2. Enter full name, email, and password.
3. Complete profile details and accept required policies.
4. Submit registration and log in.

What Happens After Signup

- You can access tutor dashboard tools and start creating/managing question content.
- You can connect with learners using approved platform connection flows.
- Feature visibility still depends on your active subscription tier.

Important Notes

- Keep profile and contact details current.
- Use clear, age-appropriate educational content in all tutor-created material.

3.2 Access Your Dashboard

Your tutor dashboard provides comprehensive tools for content creation and student management.

Dashboard Features

Your tutor dashboard includes:

- **Global Questions:** Access to all public questions
- **My Question Sets:** Content you've created
- **Students:** Connected students and their progress
- **Analytics:** Performance tracking and insights

Navigation

Main Tabs

- **Dashboard:** Overview of your activity and student progress
- **Global Questions:** Browse and filter from 12,000+ questions
- **My Question Sets:** Manage your created content
- **Students:** View connected students and their performance
- **Analytics:** Detailed performance insights
- **Settings:** Profile and account management

Getting Started

1. **Explore Global Questions:** Browse available content
2. **Create Your First Set:** Build a question set for your students
3. **Connect with Students:** Use connection codes to link accounts
4. **Monitor Progress:** Track student performance and engagement

3.3 Content Creation

Build engaging educational content using global questions and your own materials.

Accessing Global Questions

1. **Browse Questions:** View over 12,000 available questions
2. **Filter by Criteria:**
 - Subject (Mathematics, English, Science, etc.)
 - Grade level
 - Topic
 - Difficulty
3. **Search:** Use keywords to find specific content
4. **Preview:** Review questions before using them

Creating Question Sets

1. **Start New Set:** Click "Create Question Set"
2. **Set Details:**
 - Title and description
 - Subject and topic
 - Target grade level
 - Difficulty range
3. **Add Questions:** Select from global questions or create custom ones
4. **Configure Settings:**
 - Time limits
 - Scoring system

- Feedback options

5. **Publish:** Make available to your students

Example configuration

Setting	Value
Title	Grade 3 Mathematics - Multiplication
Subject	Mathematics
Grade	Grade 3
Topic	Multiplication
Questions	20
Time Limit	30 minutes

Content Best Practices

Question Selection

- **Align with Learning Goals:** Choose questions that match your objectives
- **Vary Difficulty:** Include questions of different complexity levels
- **Consider Student Level:** Match content to student abilities
- **Review Quality:** Ensure questions are clear and accurate

Set Organization

- **Logical Flow:** Arrange questions in a logical sequence
- **Progressive Difficulty:** Start easy and build complexity
- **Clear Instructions:** Provide clear guidance for students
- **Time Management:** Set appropriate time limits

3.4 Student Management

Connect with students and monitor their progress on your content.

Connecting with Students

Single Connection

1. **Get Student Code:** Ask student for their connection code
2. **Enter Code:** Use the "Connect" tab
3. **Verify Connection:** Student appears in your students list

Bulk Connection

1. **Collect Codes:** Gather connection codes from multiple students
2. **Upload Excel:** Create spreadsheet with codes
3. **Process:** System connects all valid codes

Student Monitoring

Track student performance on your content:

- **Question Set Performance:** How students perform on your sets
- **Progress Tracking:** Improvement over time
- **Engagement Metrics:** Time spent, completion rates
- **Individual Analytics:** Detailed performance for each student

Student Support

Regular Check-ins

- **Monitor Progress:** Check student performance regularly
- **Identify Issues:** Look for struggling students
- **Provide Feedback:** Give specific guidance and encouragement
- **Adjust Content:** Modify materials based on student needs

Communication

- **Progress Updates:** Share performance insights with students
- **Encouragement:** Celebrate achievements and improvements
- **Goal Setting:** Help students set learning objectives
- **Parent Communication:** Keep guardians informed when appropriate

3.5 Analytics and Insights

Use comprehensive analytics to improve your tutoring effectiveness.

Learning Progress

Engagement figures show activity, not learning. The **Learning progress** panel shows whether each learner's accuracy has improved since they started:

Measure	Meaning
Starting	Average accuracy of the first three scored sessions in a subject
Now	Average accuracy of the latest three scored sessions in the same subject
Change	Difference in percentage points; 5 points or more counts as improved or declined

A subject needs at least four scored sessions before it is measured.

Performance Monitoring

View comprehensive analytics:

- **Student Progress:** Individual performance tracking

- **Content Effectiveness:** Which questions work best
- **Engagement Levels:** Student participation rates
- **Learning Patterns:** Common strengths and weaknesses

Content Optimization

Use data to improve your content:

- **Question Analysis:** Identify difficult questions
- **Success Patterns:** Understand what works
- **Student Feedback:** Learn from performance data
- **Content Updates:** Refine based on insights

Key Metrics

Student Performance

- **Average Scores:** Overall performance across your content
- **Completion Rates:** How many students finish your sets
- **Time Spent:** Engagement levels with your content
- **Improvement Trends:** Progress over time

Content Effectiveness

- **Question Difficulty:** Which questions are too easy/hard
- **Popular Content:** Most accessed question sets
- **Student Preferences:** What content students engage with most
- **Success Rates:** Questions with high correct answer rates

Using Analytics

Data-Driven Decisions

- **Adjust Difficulty:** Modify content based on performance data
- **Focus Areas:** Identify topics that need more attention
- **Student Support:** Provide targeted help for struggling students
- **Content Development:** Create new materials based on gaps

Reporting

- **Student Reports:** Share progress with individual students
- **Progress Tracking:** Monitor improvement over time
- **Achievement Recognition:** Celebrate student successes
- **Goal Setting:** Use data to set realistic learning targets

3.6 Best Practices

Maximize your effectiveness as a tutor using Soraha.

Content Development

1. **Quality Over Quantity:** Focus on well-crafted questions
2. **Progressive Difficulty:** Build from easy to challenging
3. **Clear Instructions:** Ensure students understand what's expected
4. **Regular Updates:** Keep content fresh and relevant

Student Support

1. **Regular Check-ins:** Monitor student progress frequently
2. **Personalized Feedback:** Provide specific guidance
3. **Encourage Practice:** Promote consistent engagement
4. **Celebrate Achievements:** Recognize student successes

Professional Development

1. **Stay Updated:** Keep current with educational trends
2. **Network:** Connect with other tutors and educators
3. **Continuous Learning:** Improve your teaching methods
4. **Share Knowledge:** Contribute to the educational community

Effective Tutoring

Building Relationships

- **Get to Know Students:** Understand their learning styles and needs
- **Create Safe Environment:** Encourage questions and mistakes
- **Be Patient:** Allow time for understanding and growth
- **Show Interest:** Demonstrate genuine care for student success

Teaching Strategies

- **Adapt to Learning Styles:** Use different approaches for different students
- **Provide Examples:** Use concrete examples to explain concepts
- **Encourage Questions:** Create an environment where questions are welcome
- **Use Technology:** Leverage Soraha's features for enhanced learning

Progress Monitoring

- **Set Clear Goals:** Establish specific learning objectives
- **Track Progress:** Monitor improvement over time
- **Adjust Approach:** Modify methods based on student response
- **Celebrate Success:** Acknowledge achievements and improvements

Guardian Guide

4.1 Guardian Registration: Step-by-Step

How Registration Works

Guardians register first, then receive a **guardian connection code** to link children.

Process Overview

Choose Guardian Role > Enter Profile Details > Submit Registration > Receive Guardian Connection Code > Link Children

Steps

1. Choose **Guardian** during registration.
2. Enter full name, email, and password.
3. Select school/institution context if needed in your flow.
4. Accept required policy and consent acknowledgments.
5. Submit registration.

What Happens After Signup

- Your account is created.
- A **guardian connection code** is generated for you.
- Share that code with your children so their accounts can be linked to your guardian dashboard.
- Once linked, you can monitor progress and insights based on active plan access.

Important Notes

- Save your connection code securely; you can regenerate/manage it in settings flows if available.
- Use the same email for login and account recovery.
- You can connect multiple children to one guardian account.

4.2 Connect with Your Children

Link your account with your children's accounts to monitor their progress.

Single Connection

1. **Get Child's Code:** Ask your child for their connection code
2. **Enter Code:** Use the "Connect" tab in your dashboard
3. **Verify Connection:** Child should appear in your children list

Bulk Connection

1. **Collect Codes:** Gather codes from multiple children
2. **Upload Excel:** Create spreadsheet with codes and names
3. **Process:** System connects all valid codes

Spreadsheet format

Child Name	Connection Code
John Doe	S7T8U9V0
Jane Doe	S1A2B3C4

What Happens After Connection

Once connected to your children:

- You'll see their names in your dashboard
- You can monitor their learning progress
- You'll receive insights about their performance
- You can create custom content for them

Troubleshooting Connection Issues

Can't connect to child?

- Verify the connection code is correct
- Check your internet connection
- Ask your child to generate a new code
- Contact support if the issue persists

4.3 Monitor Progress

Track your children's learning journey with comprehensive progress monitoring.

Learning Progress

Sessions played and time spent show that your child is active, not that they are learning. The **Learning progress** panel shows whether your child's accuracy has actually improved:

Measure	Meaning
Starting	Average accuracy of the first three scored sessions in a subject
Now	Average accuracy of the latest three scored sessions in the same subject
Change	Difference in percentage points; 5 points or more counts as improved or declined

A subject needs at least four scored sessions before it is measured. If a child's accuracy has dropped since starting, a notice appears under Parent actions.

Children Overview

View all your connected children:

- **List of Children:** All connected students
- **School Information:** Where each child attends
- **Grade Levels:** Current grade for each child
- **Recent Activity:** Latest learning sessions

Individual Child Analytics

For each child, view:

- **Performance Metrics:** Average scores, completion rates
- **Subject Breakdown:** Performance by subject
- **Progress Trends:** Improvement over time
- **Engagement Levels:** Time spent learning
- **Achievements:** Badges and certificates earned

Detailed Insights

Access comprehensive analytics:

- **Learning Patterns:** When and how your child learns best
- **Strengths and Weaknesses:** Areas of excellence and improvement
- **Teacher Feedback:** Insights from connected teachers
- **Recommendations:** Suggested areas for focus

Progress Tracking

Key Metrics

- **Average Scores:** Overall performance across all subjects
- **Completion Rates:** How often they finish assignments
- **Time Spent:** Engagement levels with learning content
- **Improvement Trends:** Progress over time

Subject Performance

- **Mathematics:** Performance in math-related content
- **English:** Language and literacy skills
- **Science:** Scientific knowledge and reasoning
- **Other Subjects:** Performance in additional subjects

Using Progress Data

Supporting Learning

- **Identify Weak Areas:** Focus on subjects that need improvement

- **Celebrate Strengths:** Acknowledge areas of excellence
- **Set Goals:** Help children set realistic learning targets
- **Track Improvement:** Monitor progress over time

Communication

- **Discuss Progress:** Have regular conversations about learning
- **Share with Teachers:** Collaborate with educators on support strategies
- **Encourage Practice:** Promote consistent engagement with learning content

4.4 Create Content

Build personalized educational content for your children.

Question Sets for Your Children

1. **Access Questions:** Go to "Questions" tab
2. **Create Custom Sets:** Build personalized content
3. **Set Parameters:**
 - Subject and topic
 - Grade level
 - Difficulty
 - Number of questions
4. **Assign to Children:** Make available to specific children

Supporting Learning

1. **Identify Weak Areas:** Use analytics to find improvement opportunities
2. **Create Practice Sets:** Build targeted practice content
3. **Monitor Progress:** Track improvement over time
4. **Celebrate Success:** Acknowledge achievements and milestones

Content Creation Tips

Designing Effective Content

- **Match Grade Level:** Ensure content is appropriate for your child's level
- **Focus on Weak Areas:** Create content that addresses specific needs
- **Vary Difficulty:** Include questions of different complexity levels
- **Make it Engaging:** Use interesting topics and clear instructions

Content Management

- **Organize by Subject:** Group related content together
- **Use Descriptive Titles:** Make content easy to find and understand
- **Regular Updates:** Keep content fresh and relevant
- **Track Effectiveness:** Monitor how well your content helps your child learn

Best Practices

- **Start Simple:** Begin with easier content and gradually increase difficulty
- **Be Patient:** Allow time for your child to master concepts
- **Provide Encouragement:** Celebrate effort and improvement
- **Stay Involved:** Regularly check on your child's progress with your content

4.5 Communication

Work effectively with teachers and support your child's learning journey.

Teacher Collaboration

Work with your child's teachers:

- **Share Insights:** Discuss progress and concerns
- **Coordinate Support:** Align home and school learning
- **Address Issues:** Collaborate on problem areas
- **Celebrate Success:** Share achievements together

Child Support

Support your child's learning:

- **Regular Check-ins:** Discuss progress and challenges
- **Encourage Practice:** Promote consistent engagement
- **Provide Resources:** Help with additional learning materials
- **Maintain Motivation:** Keep learning fun and engaging

Effective Communication Strategies

With Teachers

- **Regular Updates:** Stay informed about your child's progress
- **Ask Questions:** Don't hesitate to ask for clarification
- **Share Observations:** Provide insights from home learning
- **Collaborate on Solutions:** Work together to address challenges

With Your Child

- **Open Dialogue:** Regular conversations about learning
- **Listen Actively:** Understand your child's perspective
- **Encourage Questions:** Foster curiosity and inquiry
- **Celebrate Together:** Acknowledge achievements as a family

Building a Supportive Environment

At Home

- **Create Learning Space:** Provide quiet study area

- **Establish Routines:** Set consistent learning schedules
- **Minimize Distractions:** Create focused learning environment
- **Be Available:** Offer help when needed

Emotional Support

- **Stay Positive:** Maintain encouraging attitude
- **Be Patient:** Learning takes time and practice
- **Celebrate Effort:** Acknowledge hard work, not just results
- **Provide Comfort:** Support during challenging times

4.6 Best Practices

Maximize your effectiveness as a guardian supporting your child's education.

Monitoring

1. **Regular Reviews:** Check progress weekly
2. **Look for Patterns:** Identify trends in performance
3. **Address Issues Early:** Intervene when problems arise
4. **Celebrate Progress:** Acknowledge improvements

Support

1. **Create Learning Environment:** Provide quiet study space
2. **Encourage Questions:** Foster curiosity and inquiry
3. **Be Patient:** Learning takes time and practice
4. **Stay Positive:** Maintain encouraging attitude

Communication

1. **Open Dialogue:** Regular conversations about learning
2. **Listen Actively:** Understand your child's perspective
3. **Share Concerns:** Discuss issues with teachers
4. **Celebrate Together:** Acknowledge achievements as a family

Effective Guardian Practices

Daily Support

- **Check Homework:** Review assignments and progress
- **Provide Encouragement:** Offer positive reinforcement
- **Answer Questions:** Help with learning challenges
- **Maintain Routine:** Keep consistent learning schedules

Weekly Activities

- **Progress Reviews:** Check performance and improvement
- **Goal Setting:** Help set realistic learning objectives

- **Content Creation:** Build practice materials as needed
- **Teacher Communication:** Stay in touch with educators

Long-term Planning

- **Academic Goals:** Set and track long-term learning objectives
- **Skill Development:** Focus on building essential skills
- **Career Preparation:** Consider future educational needs
- **Character Building:** Support overall personal development

Common Challenges and Solutions

Motivation Issues

- **Find Interests:** Connect learning to your child's interests
- **Set Small Goals:** Break large objectives into manageable steps
- **Provide Rewards:** Offer appropriate incentives for effort
- **Stay Encouraging:** Maintain positive attitude even during difficulties

Learning Difficulties

- **Seek Help:** Don't hesitate to ask teachers for support
- **Use Resources:** Leverage additional learning materials
- **Be Patient:** Allow extra time for understanding
- **Celebrate Small Wins:** Acknowledge even minor improvements

School Admin Guide

5.1 School Admin Registration: Step-by-Step

How Registration Works

School admins create institution-linked accounts and submit school setup details for approval.

Process Overview

Choose School Admin Role > Enter Personal Details > Enter School Details > Submit Registration > Pending Approval > Access Admin Dashboard

Steps

1. Choose **School Admin** during sign-up.
2. Enter personal details (name, email, password, contact).
3. Enter school details:
 - school name and unique school code
 - school type and level
 - estimated student/teacher counts
 - school description/address
4. Accept required policy and consent acknowledgments.
5. Submit registration.

What Happens After Signup

- Your account is created with **pending approval** status.
- After super admin approval, you can log in and manage school-level workflows (teachers, students, subscriptions, monitoring).

Important Notes

- Use accurate school identity data to speed up approval.
- Keep school contacts and metadata updated after onboarding.
- Approval is required before full school admin operations are enabled.

5.2 Get Approved

Super admin must approve your school before you can access all administrative features.

Approval Process

1. **Submit Documentation:** Provide school registration details
2. **Wait for Review:** Super admin reviews your application
3. **Receive Approval:** Get notification when approved
4. **Access Dashboard:** Full administrative features unlocked

Required Documentation

- **School Registration:** Official school registration documents
- **Authorization Letter:** Proof of your authority to represent the school
- **Contact Information:** Complete school contact details
- **Educational License:** Valid educational institution license

If Approval is Delayed

1. **Check Documentation:** Ensure all required documents are submitted
2. **Contact Super Admin:** Reach out for status updates
3. **Provide Additional Info:** Submit any requested additional information
4. **Follow Up:** Don't hesitate to ask for updates on your approval status

What Happens After Approval

Once approved, you can:

- **Manage Teachers:** Approve and oversee teacher accounts
- **Monitor Students:** Track student performance and engagement
- **Generate Reports:** Create comprehensive school reports
- **Configure Settings:** Set up school-specific configurations

5.3 Manage Teachers

Oversee teacher accounts and ensure quality education delivery.

Approve Teachers

1. **Review Applications:** Check teacher registration requests
2. **Verify Credentials:** Confirm teacher qualifications
3. **Approve or Reject:** Make decisions on applications
4. **Monitor Status:** Track teacher approval status

Teacher Overview

View all teachers in your school:

- **Active Teachers:** Currently approved teachers
- **Pending Approvals:** Teachers awaiting approval
- **Teacher Performance:** Activity and engagement levels
- **Contact Information:** Communication details

Teacher Management Tasks

Daily Activities

- **Review New Applications:** Check for new teacher registrations
- **Verify Credentials:** Confirm teacher qualifications and experience
- **Monitor Activity:** Track teacher engagement and performance
- **Address Issues:** Handle teacher-related problems or concerns

Weekly Tasks

- **Approval Decisions:** Process pending teacher applications
- **Performance Reviews:** Check teacher activity and student engagement
- **Communication:** Stay in touch with teachers about school policies
- **Support:** Provide resources and training opportunities

Best Practices

- **Thorough Verification:** Carefully check teacher credentials
- **Regular Monitoring:** Keep track of teacher performance
- **Open Communication:** Maintain clear communication channels
- **Professional Development:** Support teacher growth and training

5.4 Manage Students

Monitor all students in your school and track their educational progress.

Student Overview

Monitor all students in your school:

- **Student List:** All registered students
- **Grade Distribution:** Students by grade level
- **Performance Metrics:** School-wide statistics
- **Engagement Levels:** Active participation rates

Bulk Operations

1. **Upload Student Codes:** Bulk import student connection codes
2. **Link to Parents:** Connect students with guardian codes

3. **Generate Reports:** Create comprehensive student reports
4. **Export Data:** Download student information

Spreadsheet format

Student Name	Student Code	Parent Code	Grade
John Doe	S7T8U9V0	G1A2B3C4	Grade 2
Jane Smith	S5E6R7T8	G9I0J1K2	Grade 3

Student Management Tasks

Regular Monitoring

- **Performance Tracking:** Monitor student academic progress
- **Engagement Levels:** Check student participation rates
- **Attendance:** Track student activity and engagement
- **Issue Identification:** Identify students who may need additional support

Data Management

- **Bulk Operations:** Efficiently manage large numbers of students
- **Report Generation:** Create detailed student performance reports
- **Data Export:** Export student data for external analysis
- **Privacy Compliance:** Ensure student data protection

Supporting Student Success

- **Identify At-Risk Students:** Use data to find students needing support
- **Coordinate with Teachers:** Work with educators on student support strategies
- **Parent Communication:** Keep guardians informed about their children's progress
- **Resource Allocation:** Ensure students have access to necessary learning resources

5.5 Manage Guardians

Oversee guardian accounts and facilitate parent-school communication.

Guardian Overview

View all guardians connected to your school:

- **Guardian List:** All registered guardians
- **Student Connections:** Which children they monitor
- **Engagement Levels:** Active participation rates
- **Communication Status:** Contact information and preferences

Guardian Management Tasks

Communication

- **Regular Updates:** Keep guardians informed about school activities
- **Progress Reports:** Share student performance information
- **Event Notifications:** Inform about school events and activities
- **Policy Updates:** Communicate school policy changes

Support

- **Technical Assistance:** Help guardians with platform usage
- **Account Management:** Assist with guardian account issues
- **Connection Support:** Help guardians connect with their children
- **Training:** Provide guidance on using the platform effectively

Building School-Parent Partnerships

Regular Communication

- **Monthly Updates:** Send regular progress reports to guardians
- **Event Coordination:** Organize parent-teacher meetings and events
- **Feedback Collection:** Gather input from guardians about school programs
- **Issue Resolution:** Address concerns and questions from guardians

Engagement Strategies

- **Parent Workshops:** Organize training sessions for guardians
- **Volunteer Opportunities:** Involve guardians in school activities
- **Feedback Systems:** Create channels for guardian input
- **Recognition Programs:** Acknowledge guardian contributions to student success

5.6 Class and Subject Management

Organize classes and manage subject assignments for optimal learning outcomes.

Class Management

View all classes in your school:

- **Grade-Subject Combinations:** All available classes
- **Teacher Assignments:** Which teachers teach which classes
- **Student Enrollment:** Number of students per class
- **Performance Metrics:** Class-wide statistics

Subject Assignment

Configure teacher-subject assignments:

1. **View Assignments:** See current teacher-subject mappings
2. **Modify Assignments:** Change teacher responsibilities
3. **Track Performance:** Monitor subject-specific results

4. **Generate Reports:** Create subject performance reports

Class Organization

Setting Up Classes

- **Grade-Level Organization:** Group students by appropriate grade levels
- **Subject Specialization:** Assign teachers to their areas of expertise
- **Class Size Management:** Ensure optimal student-teacher ratios
- **Schedule Coordination:** Align class schedules with teacher availability

Subject Management

- **Curriculum Alignment:** Ensure subjects align with educational standards
- **Teacher Expertise:** Match teachers with their subject specialties
- **Resource Allocation:** Provide appropriate materials for each subject
- **Performance Tracking:** Monitor subject-specific student performance

Best Practices

- **Regular Reviews:** Periodically review class and subject assignments
- **Teacher Input:** Involve teachers in assignment decisions
- **Student Needs:** Consider student learning needs when organizing classes
- **Flexibility:** Maintain flexibility to adjust assignments as needed

5.7 Analytics and Reporting

Use comprehensive analytics to make data-driven decisions for your school.

Learning Progress

Participation and completion rates show engagement, not learning. The **Learning progress** panel compares each student's current accuracy with their starting point:

Measure	Meaning
Starting	Average accuracy of the first three scored sessions in a subject
Now	Average accuracy of the latest three scored sessions in the same subject
Change	Difference in percentage points; 5 points or more counts as improved or declined

Results are summarised by subject and as counts of students who improved, held steady, or declined. A subject needs at least four scored sessions before it is measured.

School-Wide Analytics

Comprehensive insights for your institution:

- **Overall Performance:** School-wide statistics
- **Grade-Level Analysis:** Performance by grade
- **Subject Performance:** Results by subject area
- **Teacher Effectiveness:** Individual teacher metrics

Detailed Reports

Generate various reports:

- **Student Performance:** Individual and group results
- **Teacher Activity:** Engagement and effectiveness metrics
- **Class Statistics:** Performance by class
- **Trend Analysis:** Progress over time

Data Export

Export data for external analysis:

- **Student Data:** Comprehensive student information
- **Performance Metrics:** Detailed performance data
- **Engagement Statistics:** Participation and activity data
- **Custom Reports:** Tailored reports for specific needs

Using Analytics Effectively

Performance Monitoring

- **Regular Reviews:** Check school performance metrics weekly
- **Trend Analysis:** Identify patterns and trends in student performance
- **Benchmarking:** Compare performance against standards and goals
- **Early Intervention:** Use data to identify students needing support

Decision Making

- **Resource Allocation:** Use data to optimize resource distribution
- **Curriculum Planning:** Make informed decisions about curriculum changes
- **Teacher Support:** Identify areas where teachers need additional training
- **Policy Development:** Create policies based on data insights

Report Types

Student Reports

- **Individual Performance:** Detailed reports for each student
- **Class Performance:** Group performance analysis
- **Grade-Level Analysis:** Performance by grade level
- **Progress Tracking:** Improvement over time

Teacher Reports

- **Activity Levels:** Teacher engagement and activity metrics

- **Student Outcomes:** Results achieved by each teacher's students
- **Content Creation:** Teacher-generated educational content
- **Professional Development:** Training and development needs

School Reports

- **Overall Statistics:** School-wide performance metrics
- **Comparative Analysis:** Performance compared to other schools
- **Trend Analysis:** Long-term performance trends
- **Compliance Reports:** Regulatory and policy compliance

5.8 Best Practices

Maximize your effectiveness as a school administrator using Soraha.

School Management

1. **Regular Monitoring:** Check school performance weekly
2. **Teacher Support:** Provide resources and training
3. **Student Engagement:** Promote active participation
4. **Data-Driven Decisions:** Use analytics for improvements

Communication

1. **Teacher Coordination:** Regular meetings with staff
2. **Parent Engagement:** Keep guardians informed
3. **Student Motivation:** Encourage learning and achievement
4. **Community Building:** Foster school spirit and collaboration

Continuous Improvement

1. **Performance Analysis:** Regular review of metrics
2. **Resource Allocation:** Optimize based on data
3. **Professional Development:** Support teacher growth
4. **Innovation:** Implement new educational strategies

Effective Administration

Daily Practices

- **Morning Briefings:** Start each day with key updates
- **Data Review:** Check performance metrics and alerts
- **Issue Resolution:** Address problems as they arise
- **Communication:** Maintain open channels with staff and parents

Weekly Activities

- **Performance Reviews:** Analyze weekly performance data
- **Staff Meetings:** Regular coordination with teachers

- **Parent Communication:** Send updates to guardians
- **Planning:** Plan upcoming activities and initiatives

Monthly Tasks

- **Comprehensive Reports:** Generate detailed monthly reports
- **Strategic Planning:** Review and adjust school strategies
- **Professional Development:** Organize training for teachers
- **Community Engagement:** Plan parent and community events

Leadership Strategies

Building Relationships

- **Open Communication:** Maintain transparent communication with all stakeholders
- **Trust Building:** Build trust through consistent actions and decisions
- **Collaboration:** Foster collaboration between teachers, students, and parents
- **Recognition:** Acknowledge and celebrate achievements

Innovation and Growth

- **Technology Integration:** Embrace new educational technologies
- **Best Practices:** Share and implement proven educational strategies
- **Continuous Learning:** Stay updated with educational trends and research
- **Adaptability:** Be flexible and responsive to changing needs

Common Challenges and Solutions

Resource Management

- **Budget Optimization:** Use data to make informed budget decisions
- **Staff Allocation:** Optimize teacher assignments based on performance data
- **Technology Integration:** Ensure effective use of educational technology
- **Infrastructure:** Maintain and improve school facilities

Stakeholder Management

- **Parent Engagement:** Keep guardians actively involved in their children's education
- **Teacher Motivation:** Maintain high teacher morale and engagement
- **Student Support:** Ensure all students receive appropriate support
- **Community Relations:** Build positive relationships with the broader community