



# DiSTARS Manual for Headmasters

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# 1 Introduction

Below you can find instructions to add classes, teachers and students in each school:

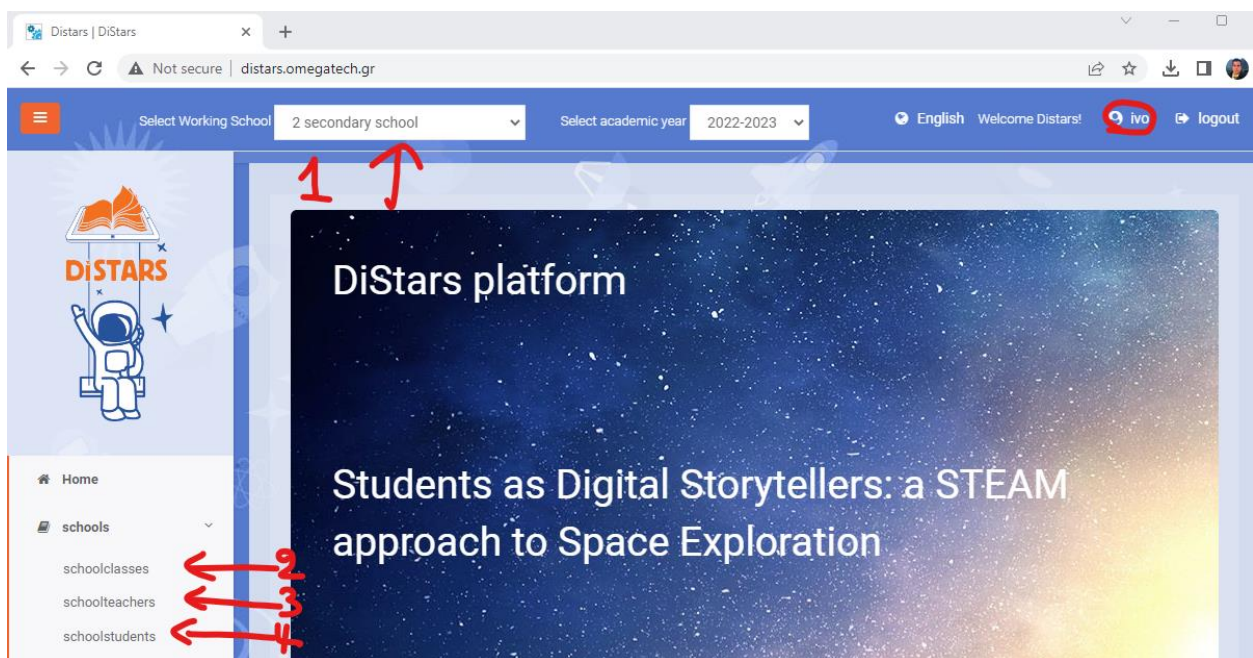
When you login as headmaster (IVO in this case) you see on the top the name of the school (point 1).

Username: XXXXX

Password: XXXXX

You change schools using the dropdown.

- When you have selected the school, go to classes (Point2) to add the class name.
- Then go to Teachers to add the teacher (username and password) (point 3).
- Then go to students to add the students (username and password) (point 4)



I create as an example the class of 2 secondary school.

## 2 Adding the class.

Click “Create” write the name and save. The class is added in the list.

The screenshot shows the DiStARS interface. At the top, there are dropdown menus for 'Select Working School' (2 secondary school) and 'Select academic year' (2022-2023). The user is logged in as 'ivo'. The left sidebar shows a menu with 'schools' expanded, and 'schoolclasses' highlighted with a red circle. A red arrow points from this menu item to the 'save' button in the form. The form has a 'name' field with the value '10' and two buttons: 'save' (circled in red) and 'savecontinue'.

The screenshot shows the DiStARS interface after the class has been added. At the top, there are dropdown menus for 'Select Working School' (2 secondary school) and 'Select academic year' (2022-2023). The user is logged in as 'ivo'. The left sidebar shows a menu with 'schools' expanded, and 'schoolclasses' highlighted with a red circle. A red circle highlights the 'save' button from the previous screenshot. The main content area shows a 'created' notification, a 'create' button, a search bar for 'schoolclasses', and a table with the following data:

| name | Academic Year | school             | questionnaire | edit | view |
|------|---------------|--------------------|---------------|------|------|
| 10   | 2022-2023     | 2 secondary school |               |      |      |

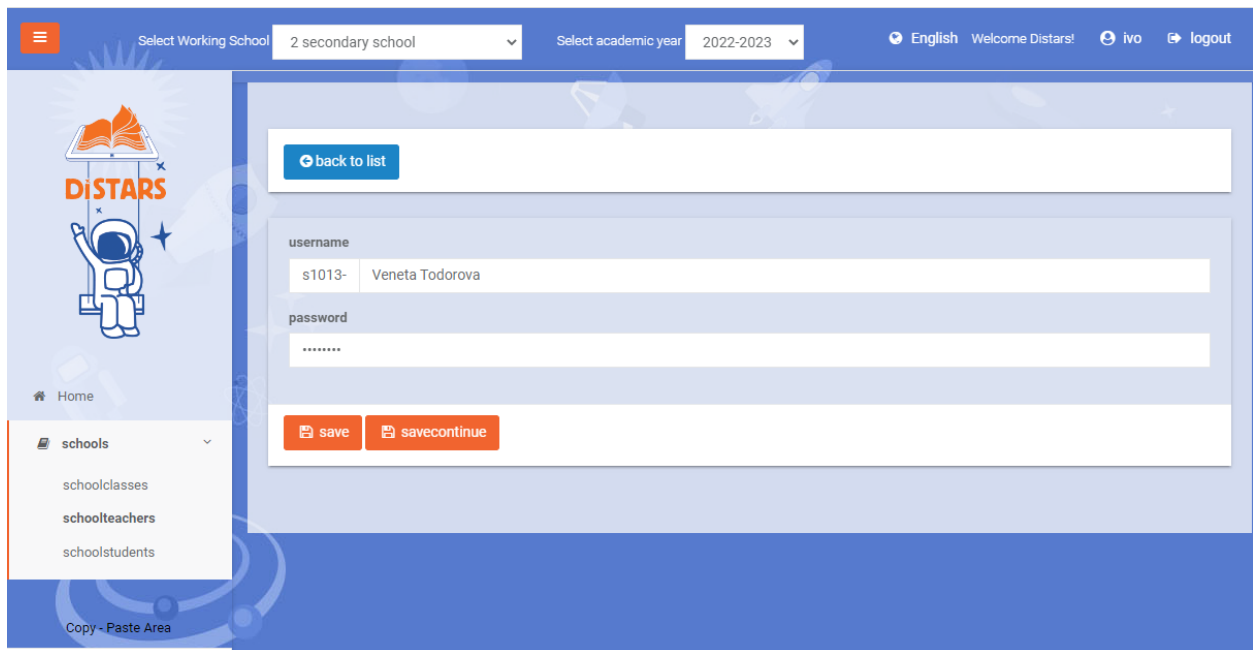
### 3 Adding the Teachers.

Click “Create” write the name and the password and save.

There is a prefix in the username. So the username of the teacher is:

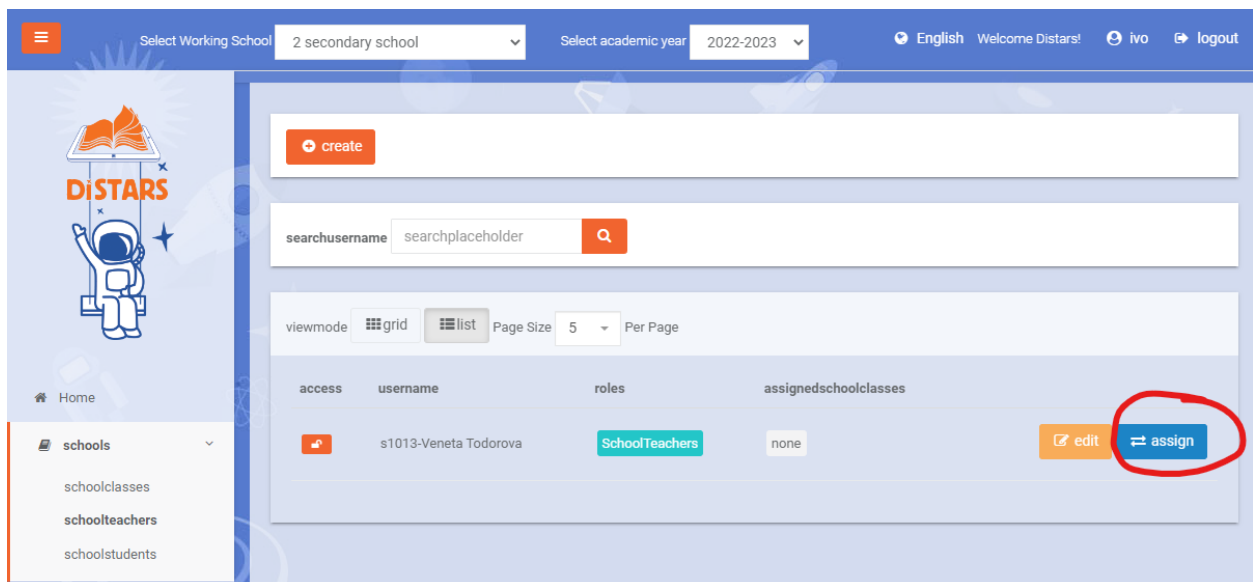
s1013-Veneta Todorova

password veneta1!



The screenshot shows the DISTARS interface for adding a teacher. The top navigation bar includes a menu icon, "Select Working School" (2 secondary school), "Select academic year" (2022-2023), "English", "Welcome Distars!", "ivo", and "logout". The left sidebar contains the DISTARS logo and a navigation menu with "Home", "schools", "schoolclasses", "schoolteachers", and "schoolstudents". The main content area features a "back to list" button, a "username" field with the value "s1013- Veneta Todorova", a "password" field with masked characters, and "save" and "savecontinue" buttons.

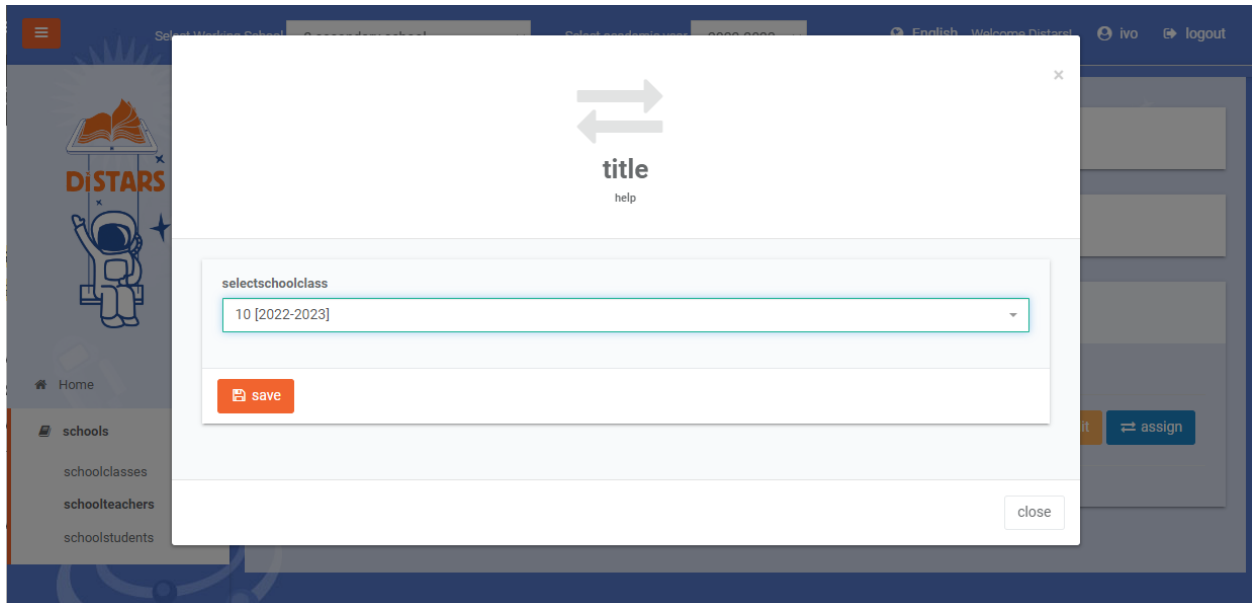
The teacher is added in the list. Then click “assign” to connect the teacher with the class.



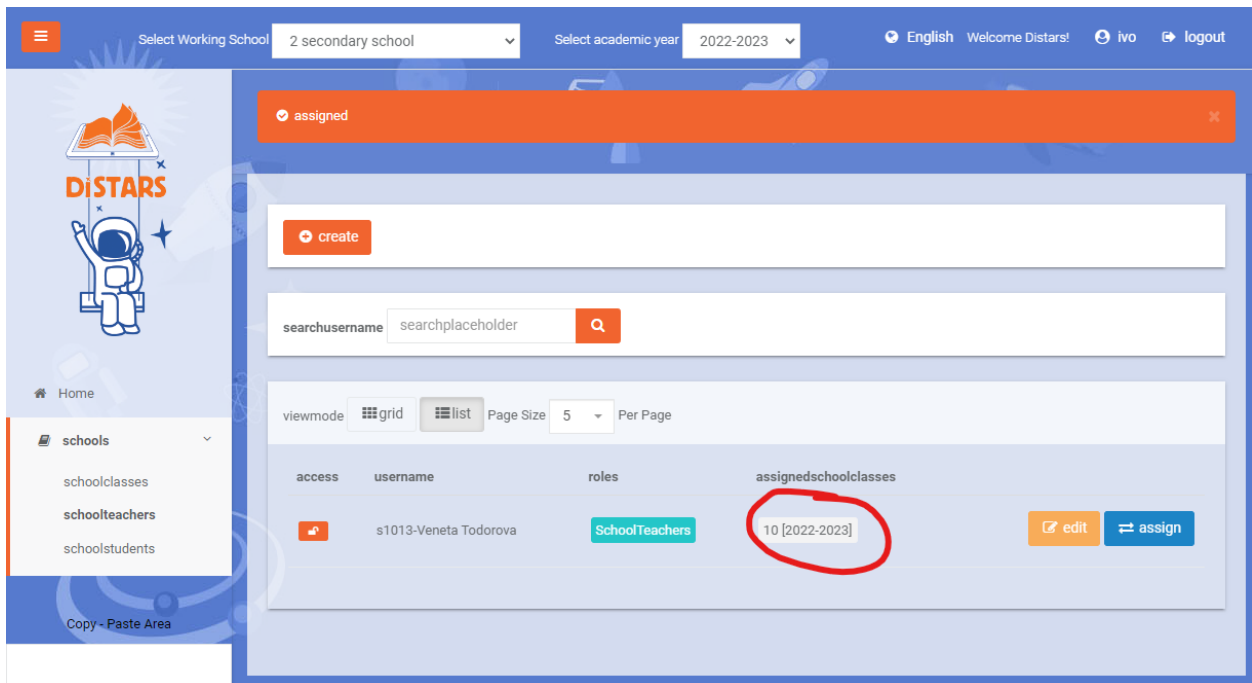
The screenshot shows the DISTARS interface displaying a list of teachers. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area includes a "create" button, a search field for "searchusername", and a table with columns for "access", "username", "roles", and "assignedschoolclasses". The table contains one entry for "s1013-Veneta Todorova" with the role "SchoolTeachers" and "none" assigned school classes. The "edit" and "assign" buttons for this entry are visible, with the "assign" button circled in red.

| access | username              | roles          | assignedschoolclasses |
|--------|-----------------------|----------------|-----------------------|
|        | s1013-Veneta Todorova | SchoolTeachers | none                  |

Select the class and click save.



Now the teacher is assigned to this class



## 4 Adding the Students.

Click "Create" write the name and the password and save.

There is a prefix in the username. So, the username of the student is:

s1013-Emma Todorova

password 124786

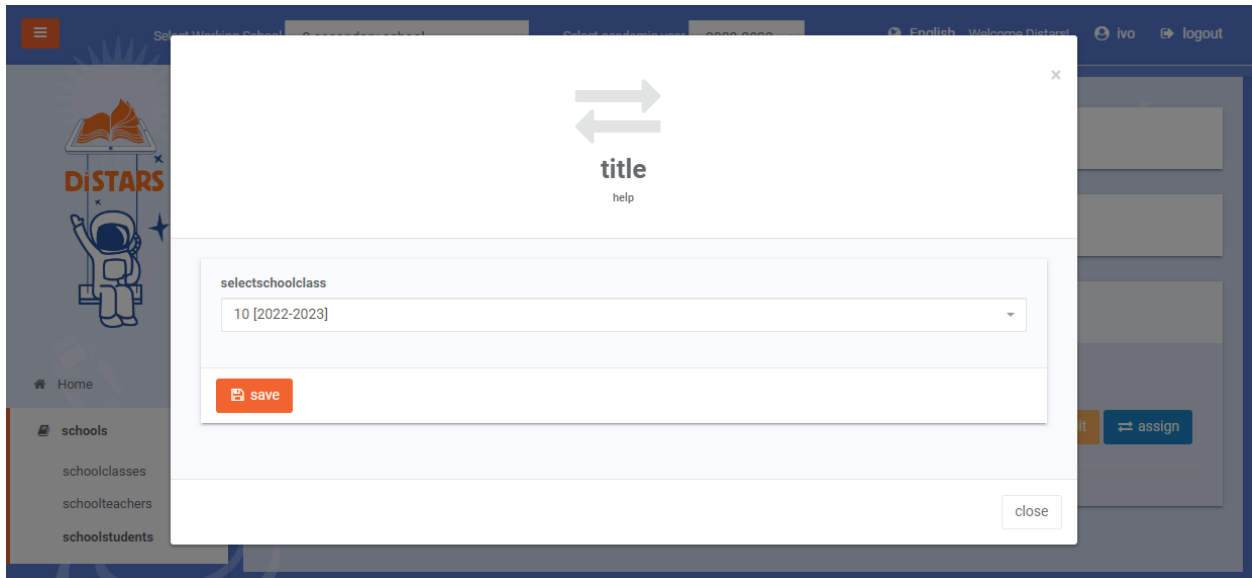
The screenshot shows the DiSTARS user creation interface. At the top, there are dropdown menus for 'Select Working School' (2 secondary school) and 'Select academic year' (2022-2023). The user is logged in as 'ivo'. The left sidebar shows a menu with 'schools' selected, and 'schoolstudents' is circled in red. The main form has a 'back to list' button at the top. Below it are input fields for 'username' (s1013-Emma Todorova) and 'password' (masked with dots). A red arrow points to the 'save' button.

The student is added in the list. Then click "assign" to connect the student with the class.

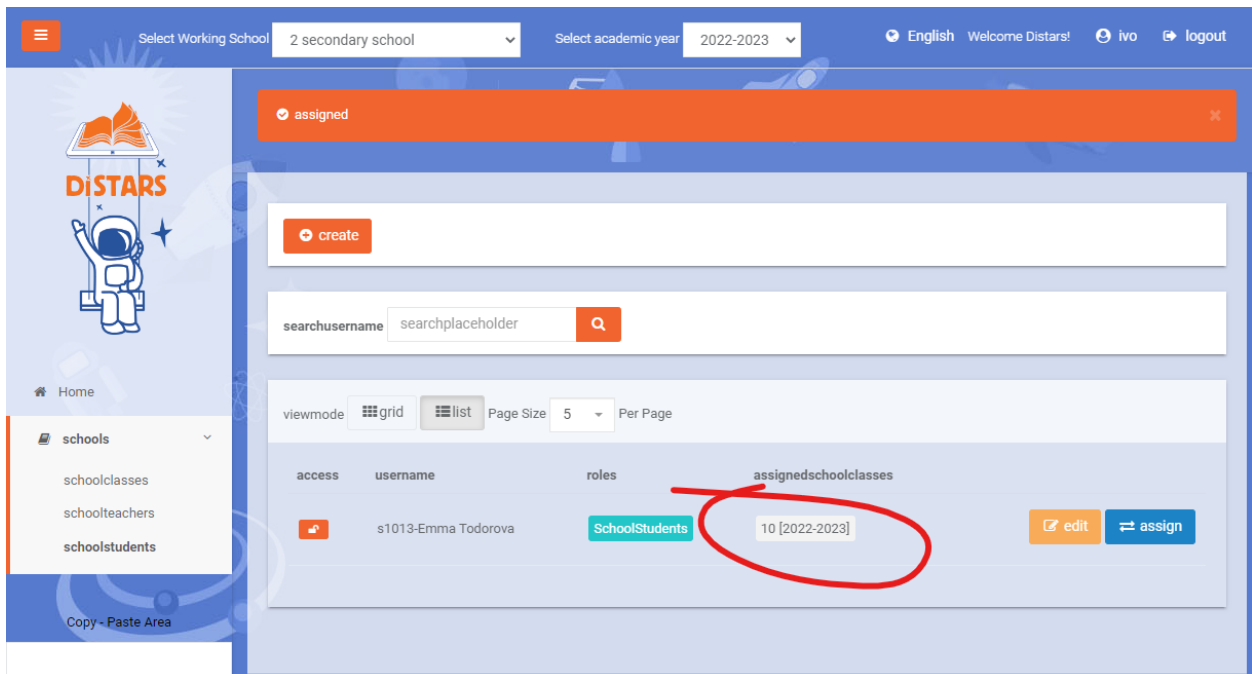
The screenshot shows the DiSTARS user list interface. At the top, there are dropdown menus for 'Select Working School' (2 secondary school) and 'Select academic year' (2022-2023). The user is logged in as 'ivo'. The left sidebar shows a menu with 'schools' selected, and 'schoolstudents' is circled in red. The main area has a 'create' button at the top. Below it is a search bar for 'searchusername'. The table below shows the list of users.

| access | username            | roles          | assignedschoolclasses |  |
|--------|---------------------|----------------|-----------------------|--|
|        | s1013-Emma Todorova | SchoolStudents | none                  |  |

Select the class and click save.



Now the student is assigned to this class

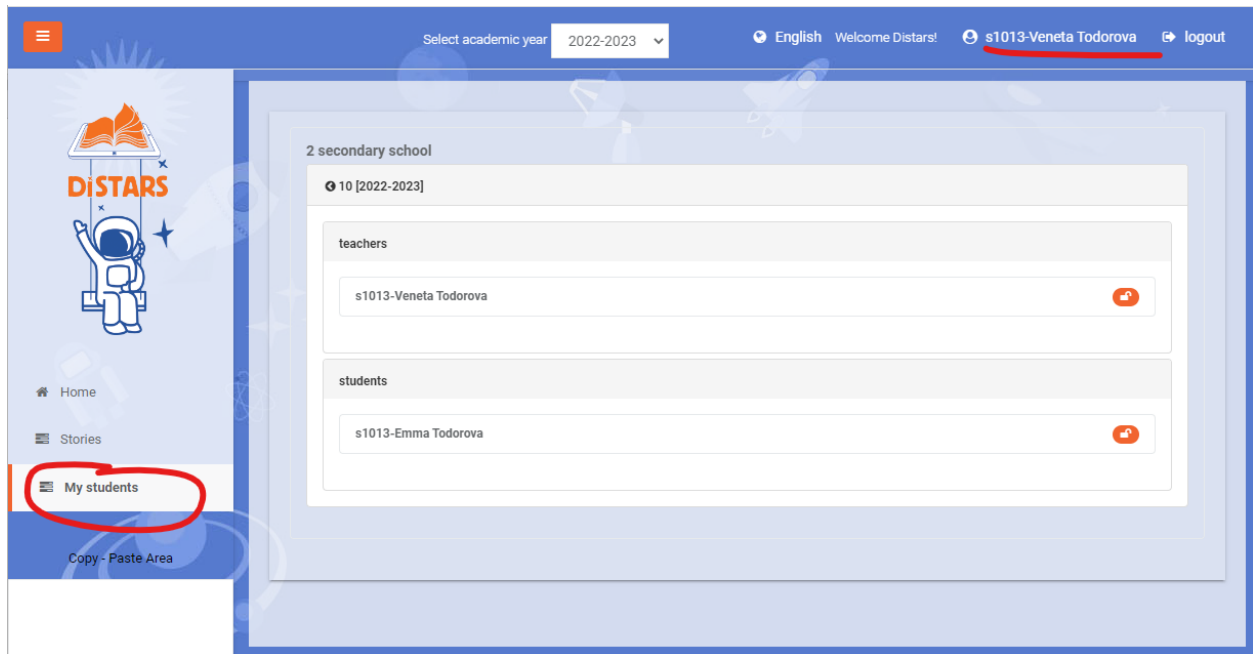


Do the same for all students.

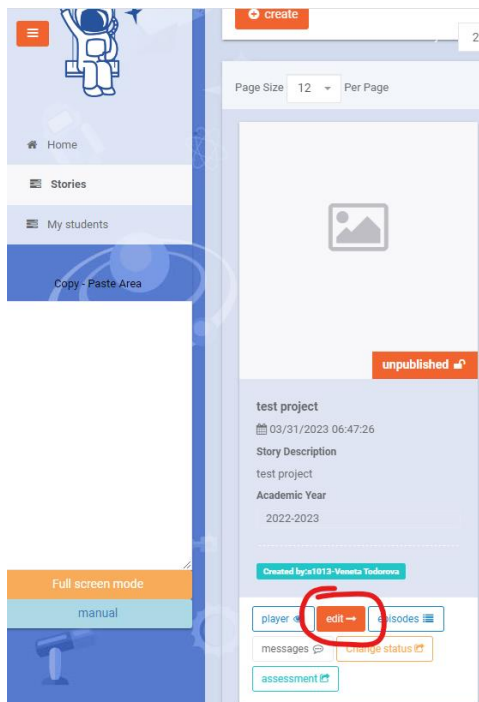


## 5 Login as teacher to create projects and build up the team.

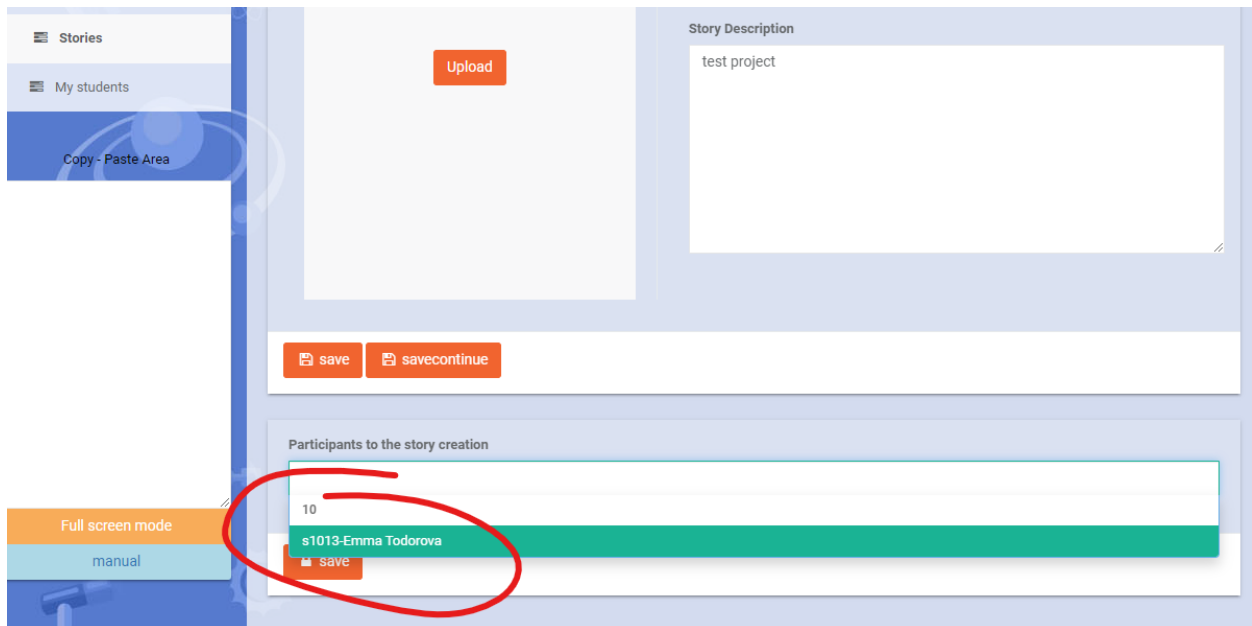
When you login as teacher you see your students.



Then you create a project. You click edit to assign the students to this project.



There you can select the students that participate in this project.



The rest are the already known procedure.....