

Using the LES app

Step-by-step help for Grade 6 teachers: sign in, enter baseline and endline marks (by tapping, by voice or from a photo), and make sure every mark reaches the server. In each guide, tap **Next** or swipe the phone picture. The orange circle shows where to tap.

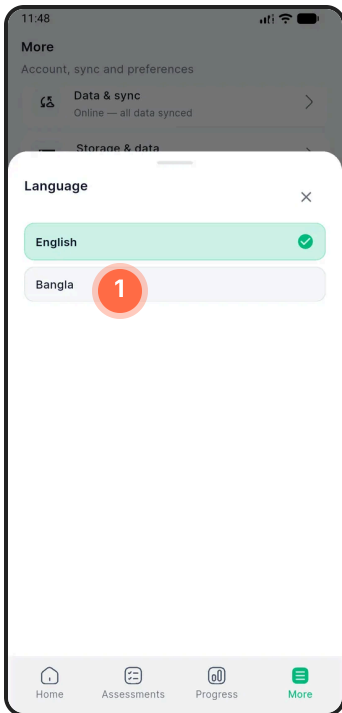
1 Before you start

What you need, and two settings that make the app easier to use.

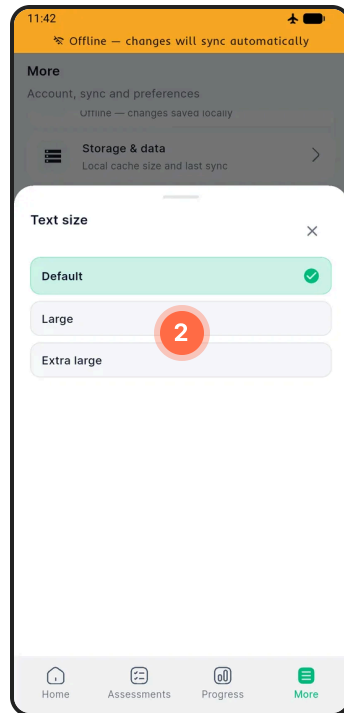
You need

- An Android phone with Android 7 or newer (or an iPhone with iOS 15.5 or newer). The app works on low-cost phones with 2 GB of memory.
- The mobile number your school registered for you. You sign in with a code sent by SMS; there is no password.
- Internet the first time you sign in and the first time you open each class. After that you can enter marks without internet.
- Optional: the microphone, for entering marks by voice (**Power Entry**), and the camera, for reading marks from a photo (**Scan**). The app asks the first time you use them. You can say no and still use everything else.

Change the language or text size



1. Tap **More** at the bottom right, then **Language**. Choose **English** or **Bangla**. The whole app changes at once, including the guided tips.



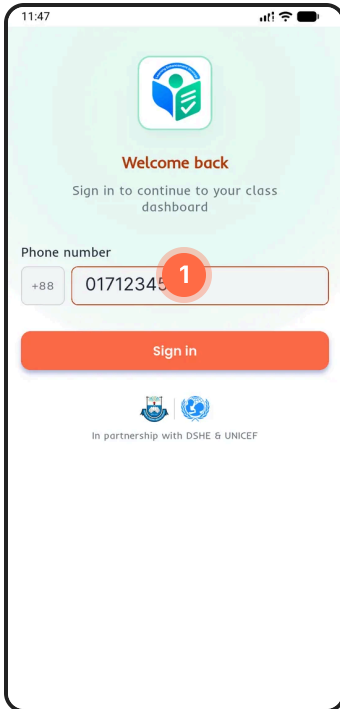
2. Tap **More**, then **Text size**. Choose **Large** or **Extra large** if the letters are hard to read.

i When you open the app for the first time, short tips point out the main buttons on the Home and marks screens. Tap **Next** to move through them, or **Skip**. You can see them again from **More** → **Help center** → **Replay**.

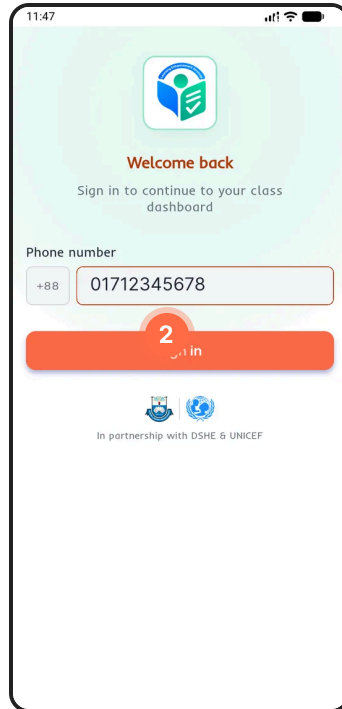
2 Sign in

You sign in once. The app stays signed in until you log out.

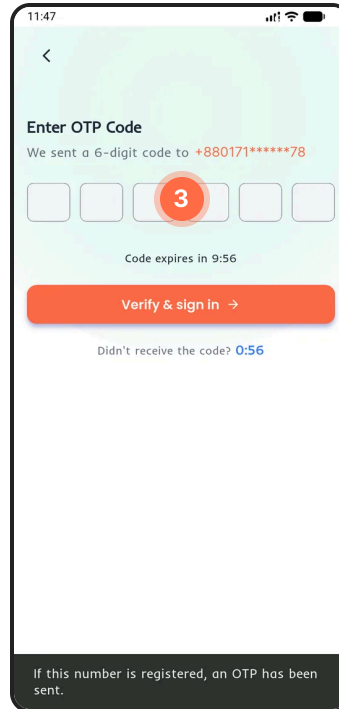
Sign in with your mobile number



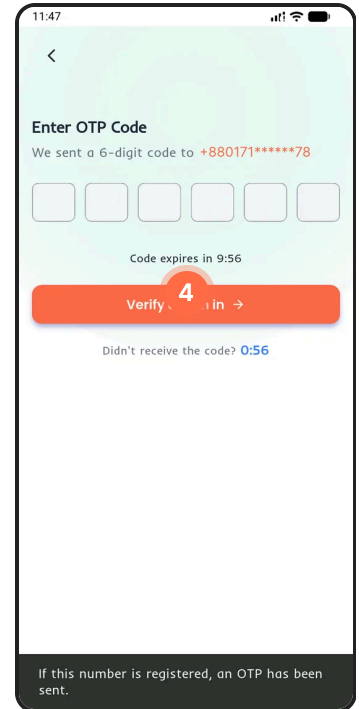
1. Type your mobile number in **Phone number**. Both **01XXXXXXXXXX** and **1XXXXXXXXXX** work.



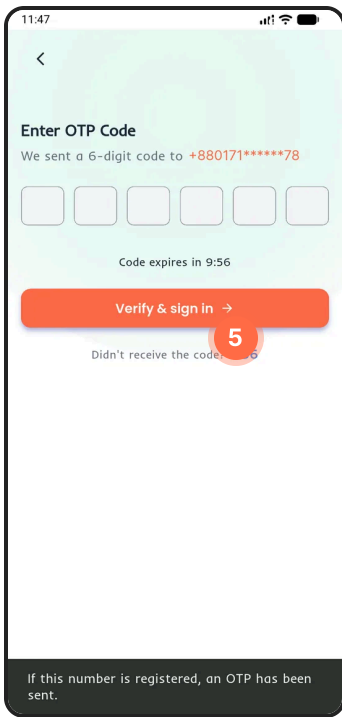
2. Tap **Sign in**. You need internet for this step.



3. An SMS with a 6-digit code arrives. On many phones the code fills in by itself. Otherwise type it in the six boxes.



4. After the sixth digit the app signs you in by itself. You can also tap **Verify & sign in**.



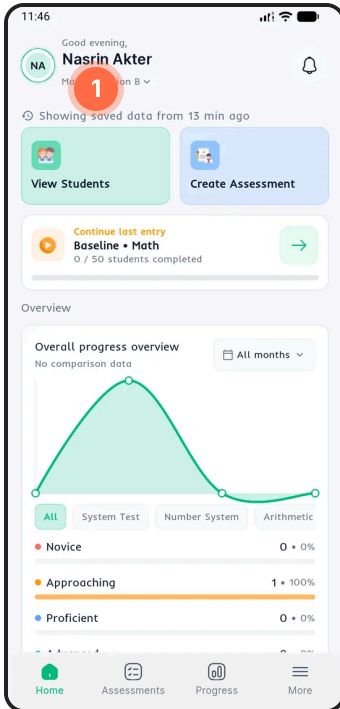
5. The code works for 10 minutes. No SMS? After 60 seconds tap **Resend OTP** to get a new code.

! If you see “Please enter a valid Bangladeshi mobile number”, check the number for a missing or extra digit. If the code never arrives, make sure the number is the one your school registered, then ask your coordinator.

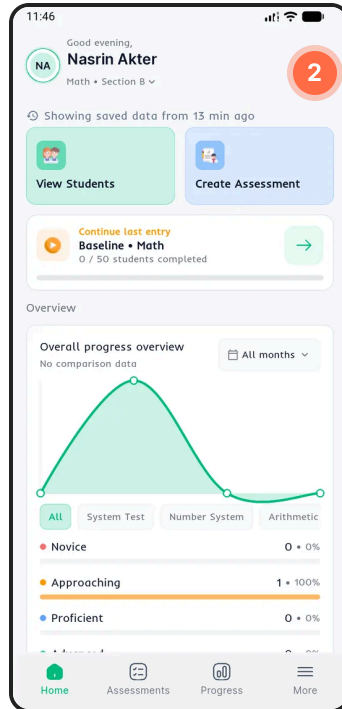
3 The Home screen

Home shows your class at a glance and the two things you do most.

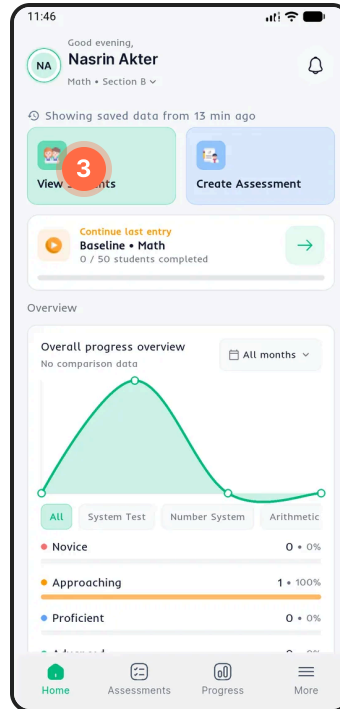
Find your way around Home



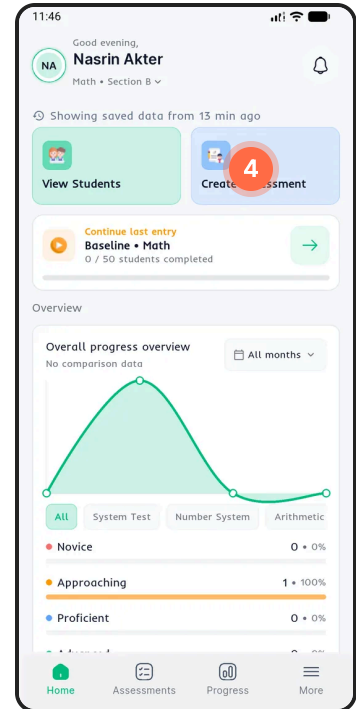
1. Your name, subject and section. If you teach more than one subject or section, tap this line to switch class.



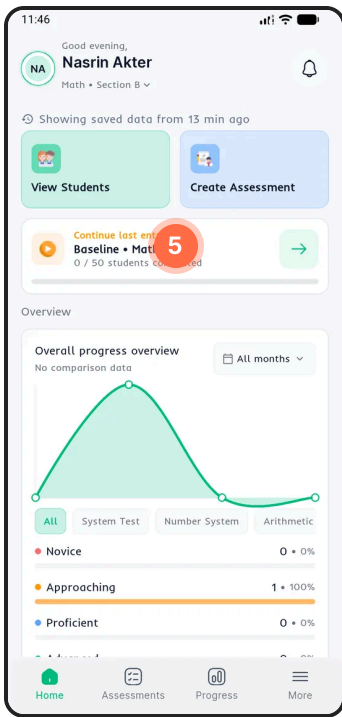
2. The bell opens notifications.



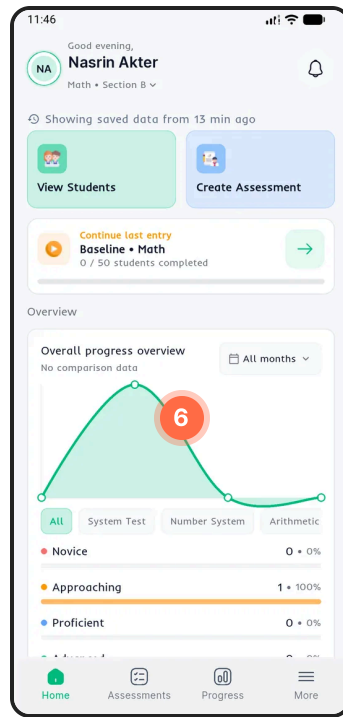
3. **View Students** shows everyone in your class and how each is doing.



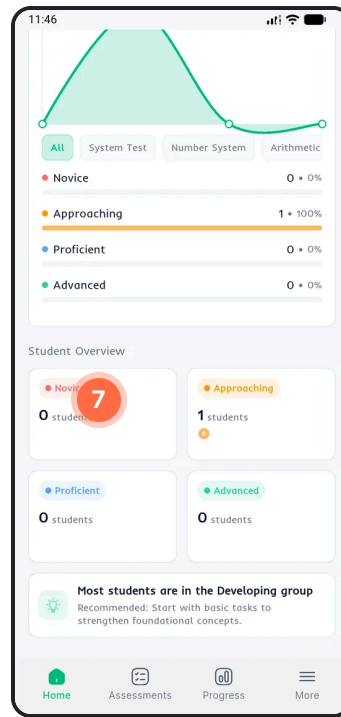
4. **Create Assessment** starts baseline or endline marks entry.



5. **Continue last entry** takes you straight back to the student you were marking.



6. The overview chart shows how the class is doing. Tap **All months** to pick a month, and the chips below it to see one topic.



7. **Student Overview** counts students at each level. Tap a card to see those students.

The four levels

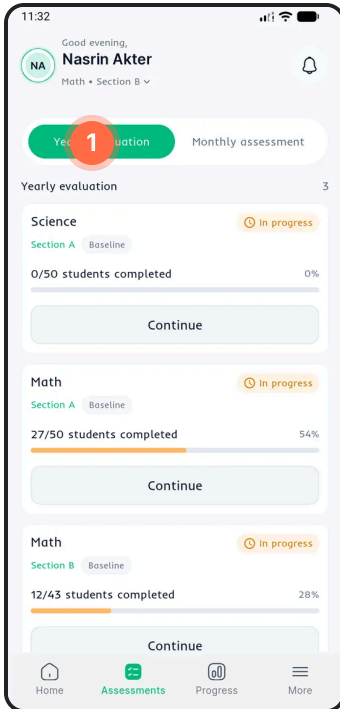
Level	Meaning
Novice	Just starting; needs the most support.
Approaching	Getting there; some help still needed.
Proficient	Meets the expected level.
Advanced	Above the expected level.

- i Pull the Home screen down to refresh it. Without internet, Home shows the last saved data and says when it was saved, for example "Offline · showing data from 5 min ago".

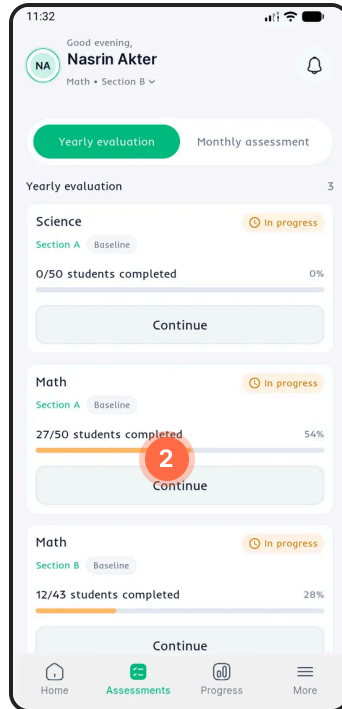
4 Start an assessment

Pick the section, subject and test, then choose a student.

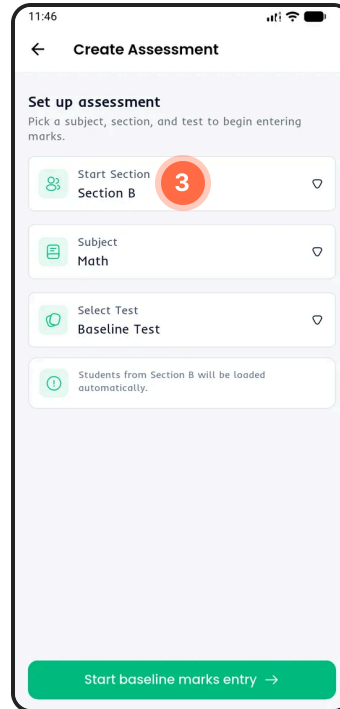
Start baseline or endline marks



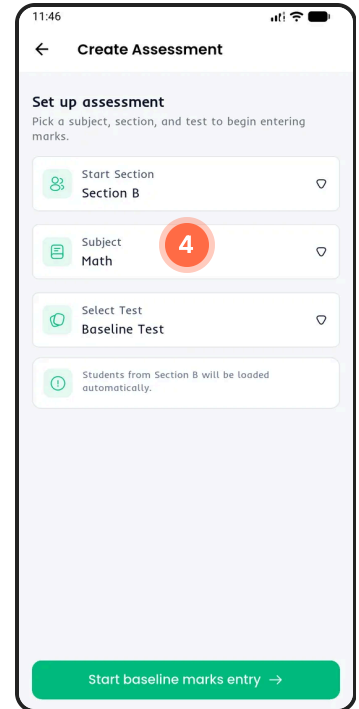
1. Tap **Assessments** at the bottom. **Yearly evaluation** lists every class you have started, with how many students are done.



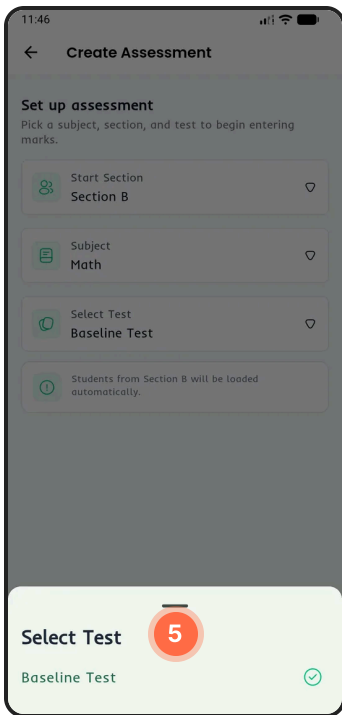
2. To carry on with a class, tap its **Continue** button. To start a new one, go to Home and tap **Create Assessment**.



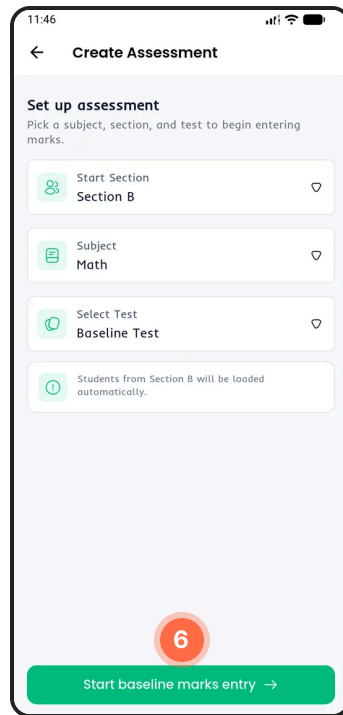
3. Choose the **Start Section**.



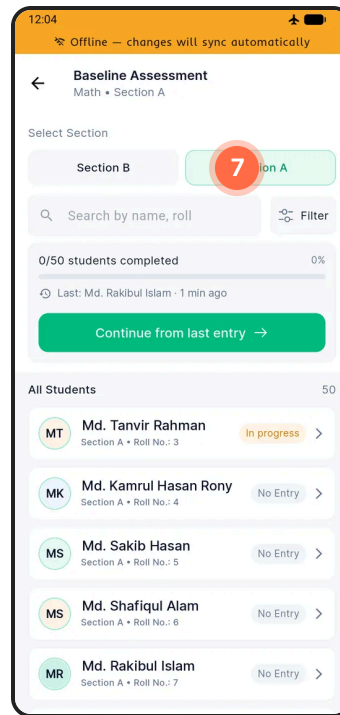
4. Choose the **Subject**.



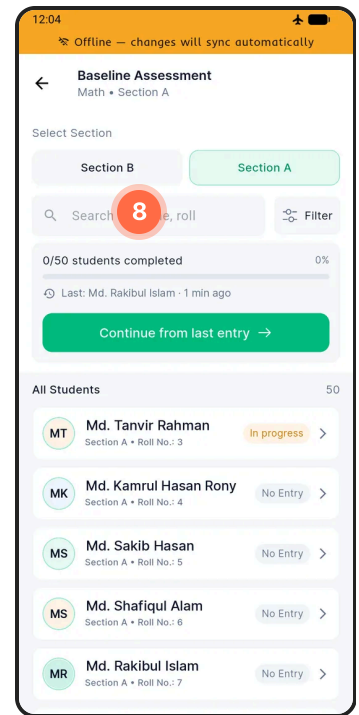
5. Tap **Select Test** and pick **Baseline Test** or **Endline Test**.



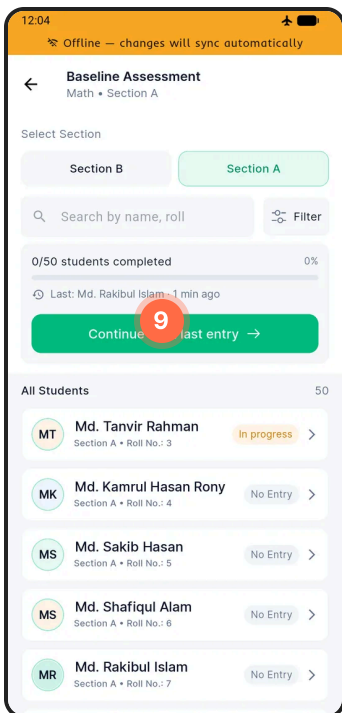
6. Tap **Start baseline marks entry**. The students of that section load.



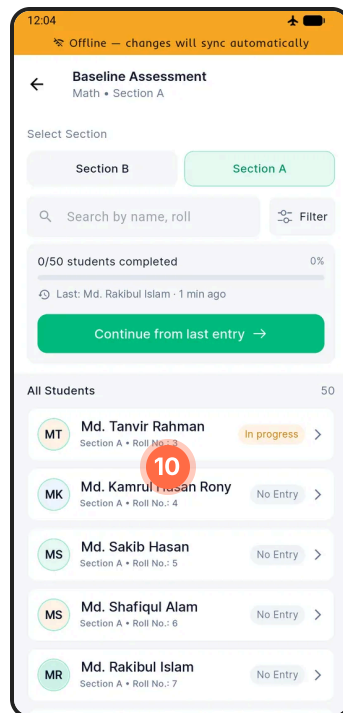
7. This is the class list. Switch section with the section buttons at the top.



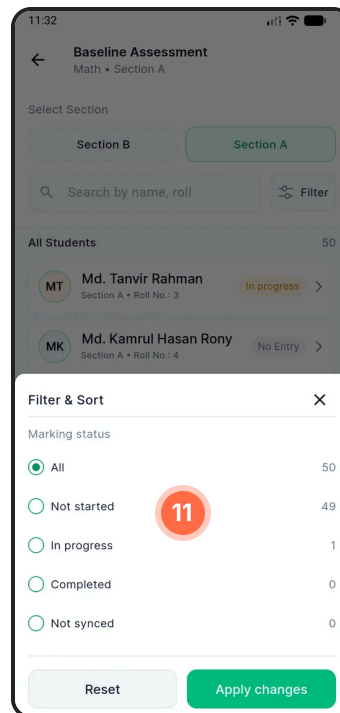
8. Find a student fast by typing a name or roll number in the search box.



9. **Continue from last entry** opens the student you marked last.



10. Or tap any student to start marking. The label on the right shows **No Entry**, **In progress** or **Completed**.



11. **Filter** shows only students who are **Not started**, **In progress**, **Completed** or **Not synced**. Tap **Apply changes**.

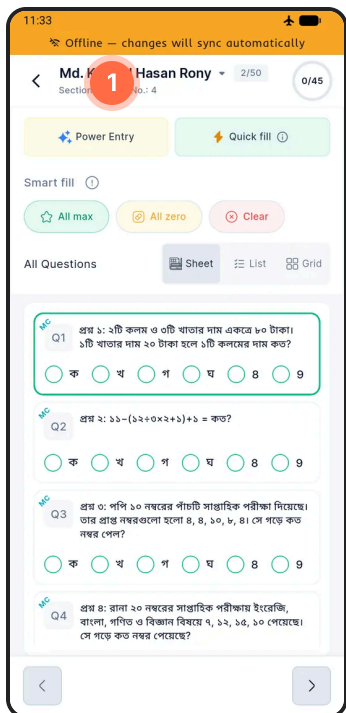
! To work offline later, open each class's student list once while you have internet. The app then keeps those students on the phone. If you see "Not saved on this

device yet", connect to the internet and open the list again.

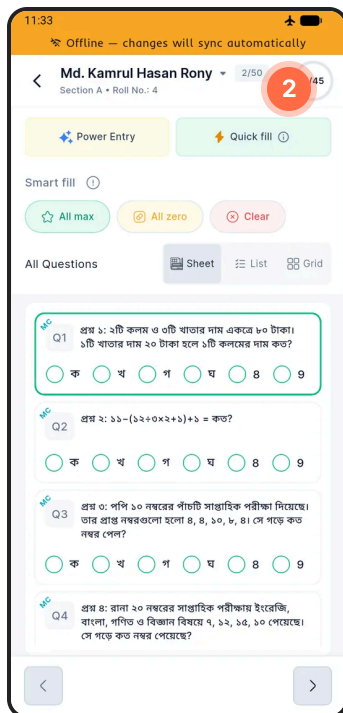
5 Enter marks

One student at a time: tap a mark for each question. The app saves every mark on the phone straight away.

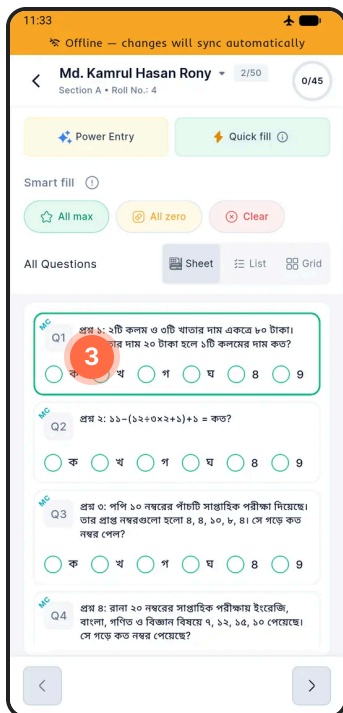
Mark one student



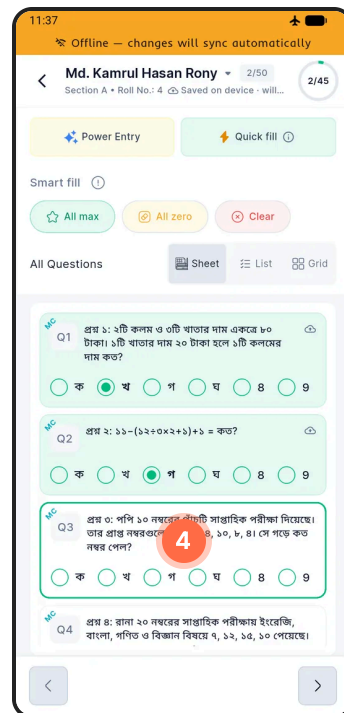
1. At the top: the student's name, roll number and how far you are (for example 2/50). Tap the name to jump to any other student.



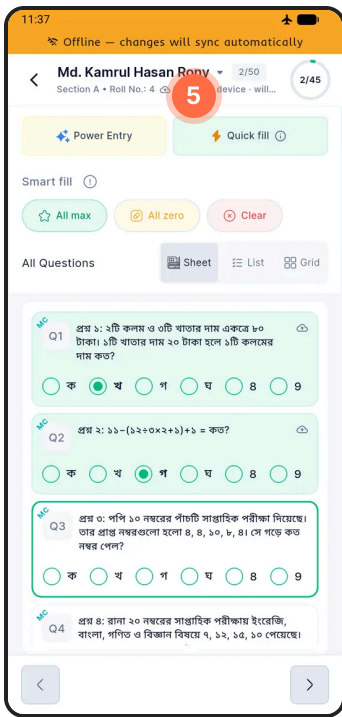
2. The circle counts how many questions have a mark (0/45 means none yet).



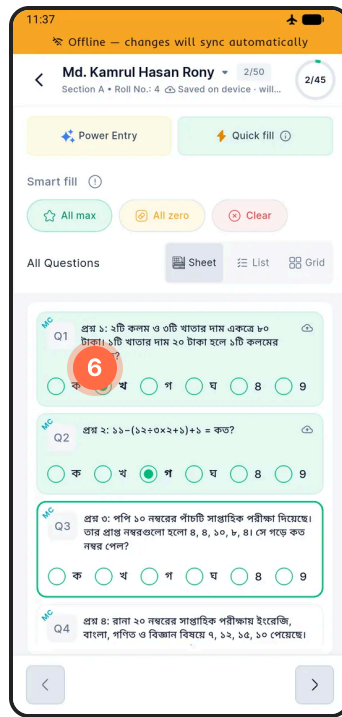
3. Each question shows its marks underneath. Tap the right one. For multiple-choice questions tap the option the student chose: ক, খ, গ or ঘ.



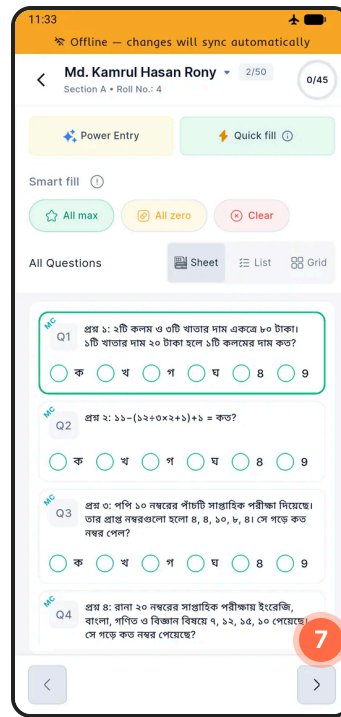
4. The app moves to the next question by itself, so you can keep tapping down the page.



5. "Saved on device · will sync" means the mark is safe on the phone and will upload when there is internet.



6. Tapped the wrong mark? Tap another one. Tap the same mark again to clear it; **Undo** brings it back.



7. Use the arrows at the bottom to go to the previous or next student. When every question is marked, the next student opens by itself.

SHORT VIDEO

Tapping marks in Grid view. The last tap on the same mark clears it, with an **Undo** button.

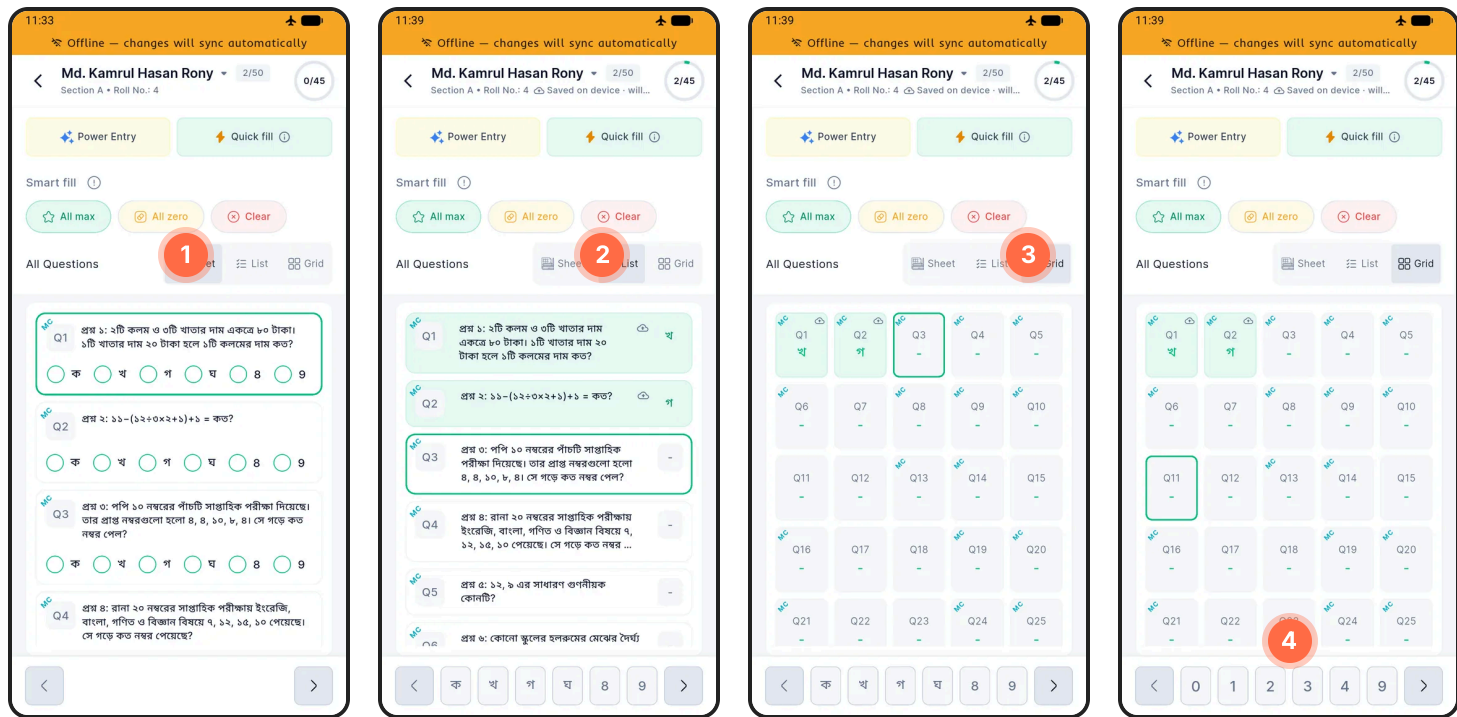
SHORT VIDEO

Swipe left or right on the questions to change student. The name shows briefly so you notice the change.

What each mark means

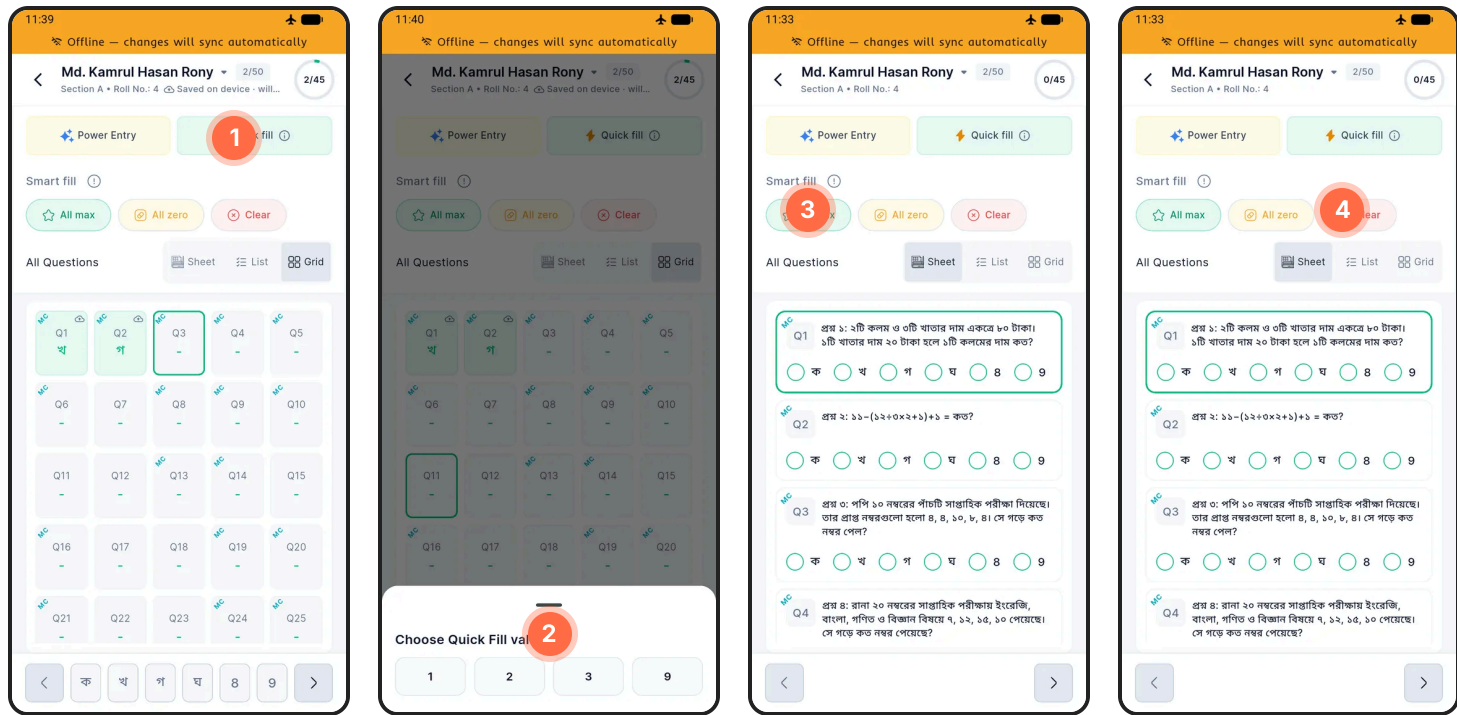
Mark	Use it when
0, 1, 2, 3	Written questions: the score the student earned (up to the question's maximum).
ক খ গ ঘ	Multiple-choice questions: the option the student chose.
8	Multiple-choice only: the special multiple-choice mark from the marking guide.
9	The student was absent . Works on every question.

Sheet, List or Grid

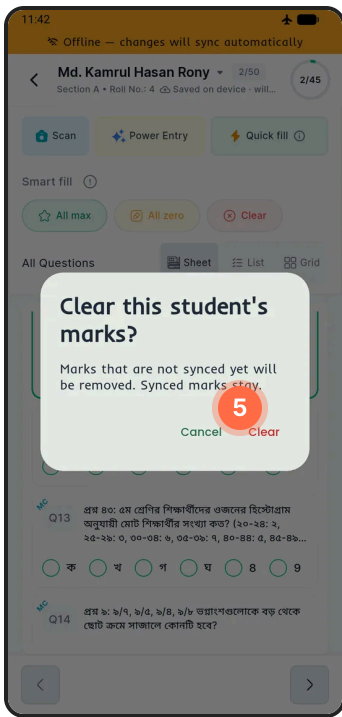


- 1. Sheet** (the default) shows each question with its marks underneath. Best when you read the paper top to bottom.
- 2. List** shows the questions in a list. Tap a question, then tap the mark at the bottom.
- 3. Grid** fits many questions on one screen. Tap a question box, then a mark at the bottom.
- 4.** For written questions the bottom bar shows 0 to 3 (or the question's maximum), plus 9 for absent.

Fill many questions at once



- 1. Quick fill** puts one value in every empty question. Marks you already gave stay as they are.
- 2.** Pick 1, 2 or 3 for every empty written question, or **9** to mark the student absent on every empty question.
- 3. Smart fill** buttons work on the whole student: **All max** gives full marks, **All zero** gives zero.
- 4. Clear** removes this student's marks.



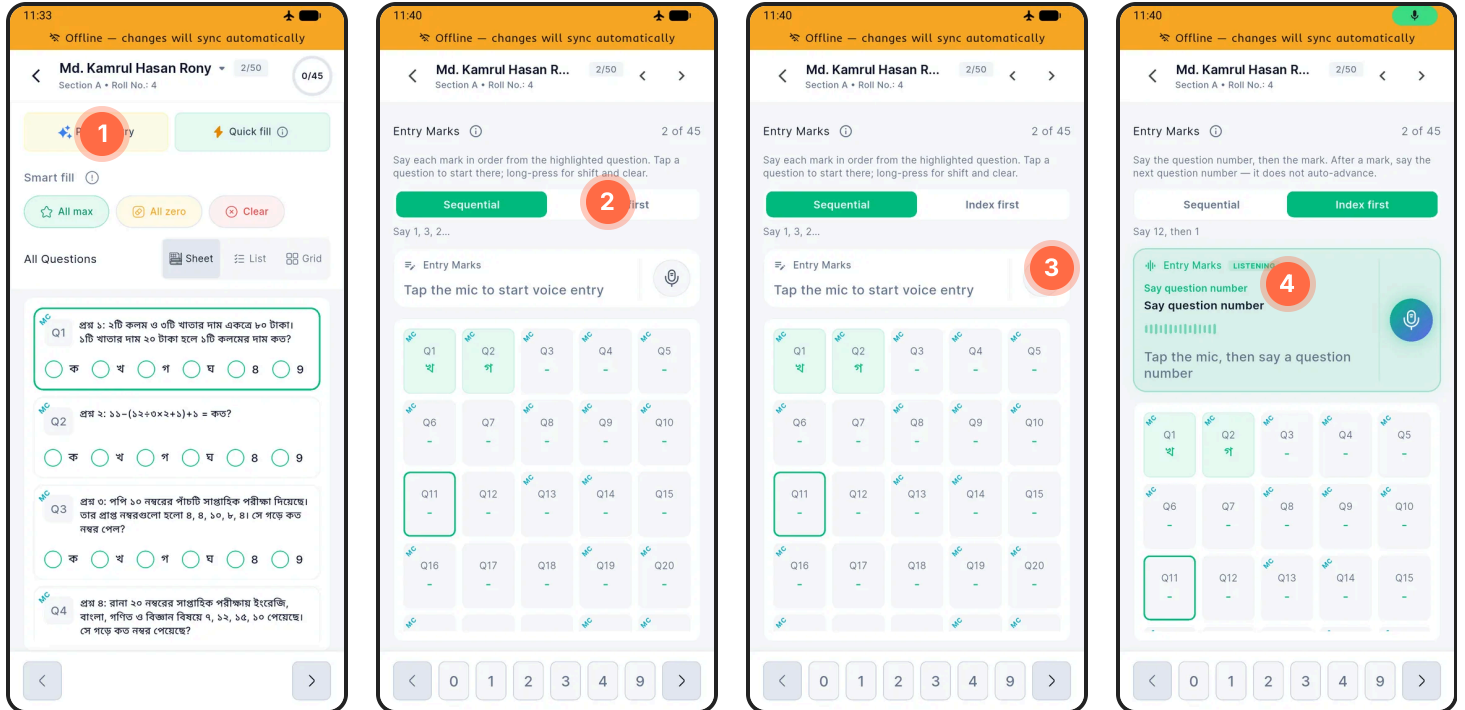
5. The app asks first. Marks that already reached the server stay; to change one of those, tap a different mark.

- i When you have marked the whole class, a message says **All students marked** with a **Sync now** button. Leaving the marks screen asks you to confirm; tap **Back** to leave.

6 Enter marks by voice

Power Entry lets you read the marks aloud while the app fills them in. It works in Bangla or English, following the app language.

Use Power Entry

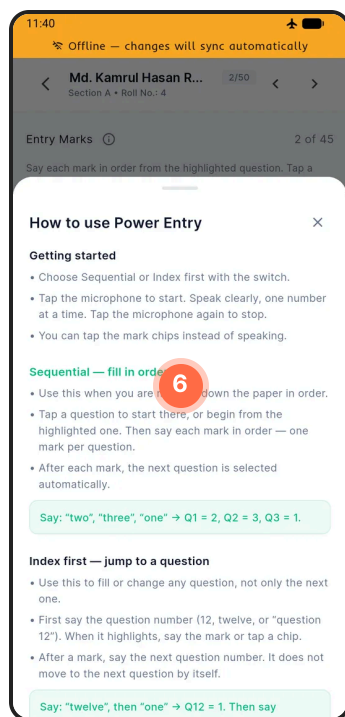
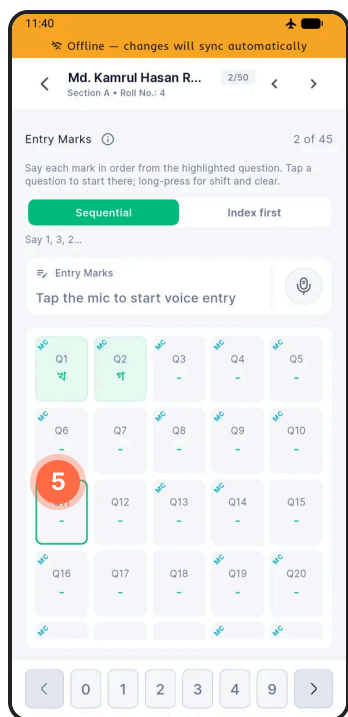


1. On the marks screen, tap **Power Entry**.

2. Pick a mode. **Sequential**: say the marks in order, question after question.
Index first: say a question number, then its mark.

3. Tap the microphone and start speaking. The first time, allow the microphone.

4. While it shows **LISTENING**, say the marks clearly, one at a time, like "2", "3", "1". Each accepted mark appears in the grid.



5. The highlighted box is the question waiting for a mark. Tap any box to start from there, or tap the chips at the bottom instead of speaking.

6. The (?) next to **Entry Marks** opens the full guide with examples.

Voice commands

To	Say
Go to the next student	"next" or "পরবর্তী"
Go back a student	"back", "previous", "পিছনে" or "আগের"
Undo the last mark	"undo" or "বাতিল"
Clear this student's marks	"clear", "undo all", "মুছুন" or "সব বাতিল"
Leave a question empty	"skip", "blank" or "খালি"
Hear what it is waiting for	"repeat" or "আবার"
Jump to a question	"question 5" or "প্রশ্ন ৫"
Mark absent	"9" or "absent" / "অনুপস্থিত"

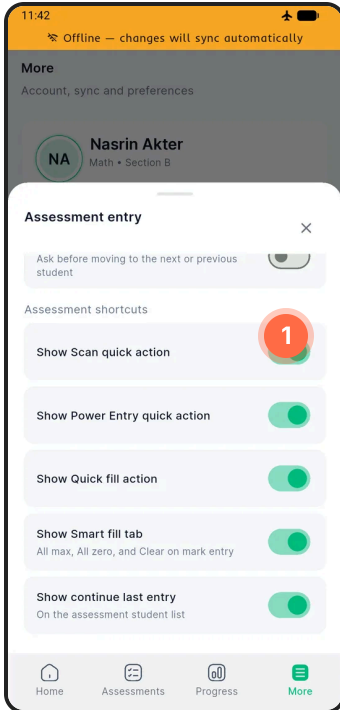
Good to know

- Written questions take 0 to 3. Multiple-choice questions take 1 to 4 (or ক খ গ ঘ), and 8. 9 means absent everywhere.
- Long-press a question for **Insert gap — shift answers down**, **Remove gap — shift answers up** or **Clear from here**. Use these if you skipped or repeated a mark while reading in order.
- A quiet room helps. If the phone cannot recognise Bangla speech, switch the app to English, or tap the marks instead.

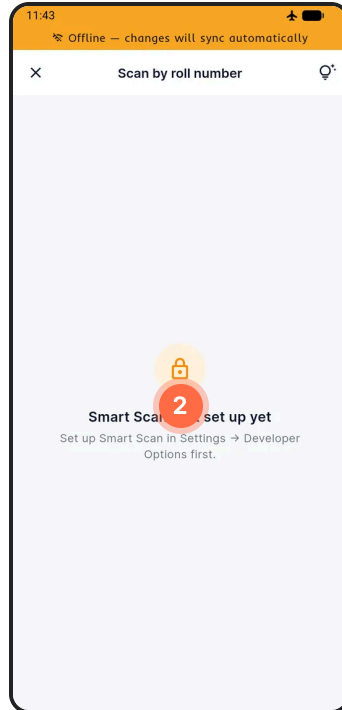
7 Read marks from a photo (Smart Scan)

Smart Scan reads the marks from a photo of the answer or class mark sheet. It is off at first, and needs internet to read the photos.

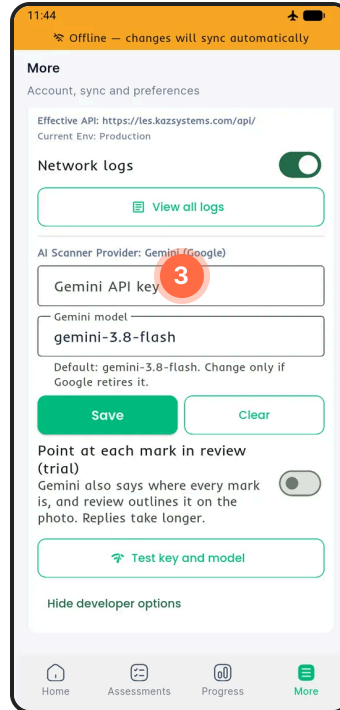
Set up Smart Scan (once per phone)



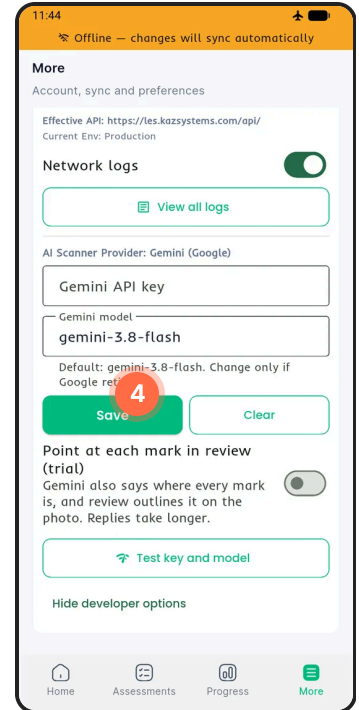
1. Tap **More** → **Assessment entry**. Under **Assessment shortcuts**, switch on **Show Scan quick action**.



2. Without a key, Scan shows "Smart Scan isn't set up yet". Your coordinator gives you the Smart Scan key.



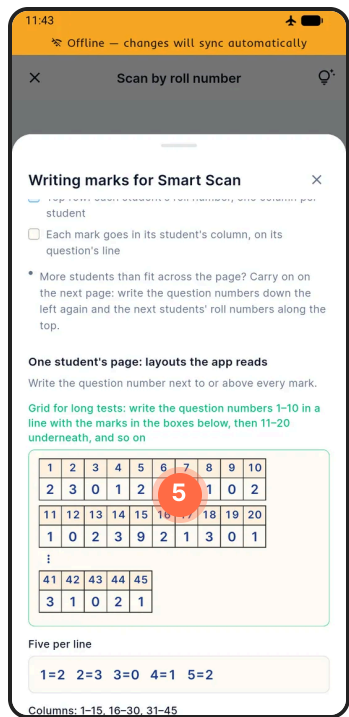
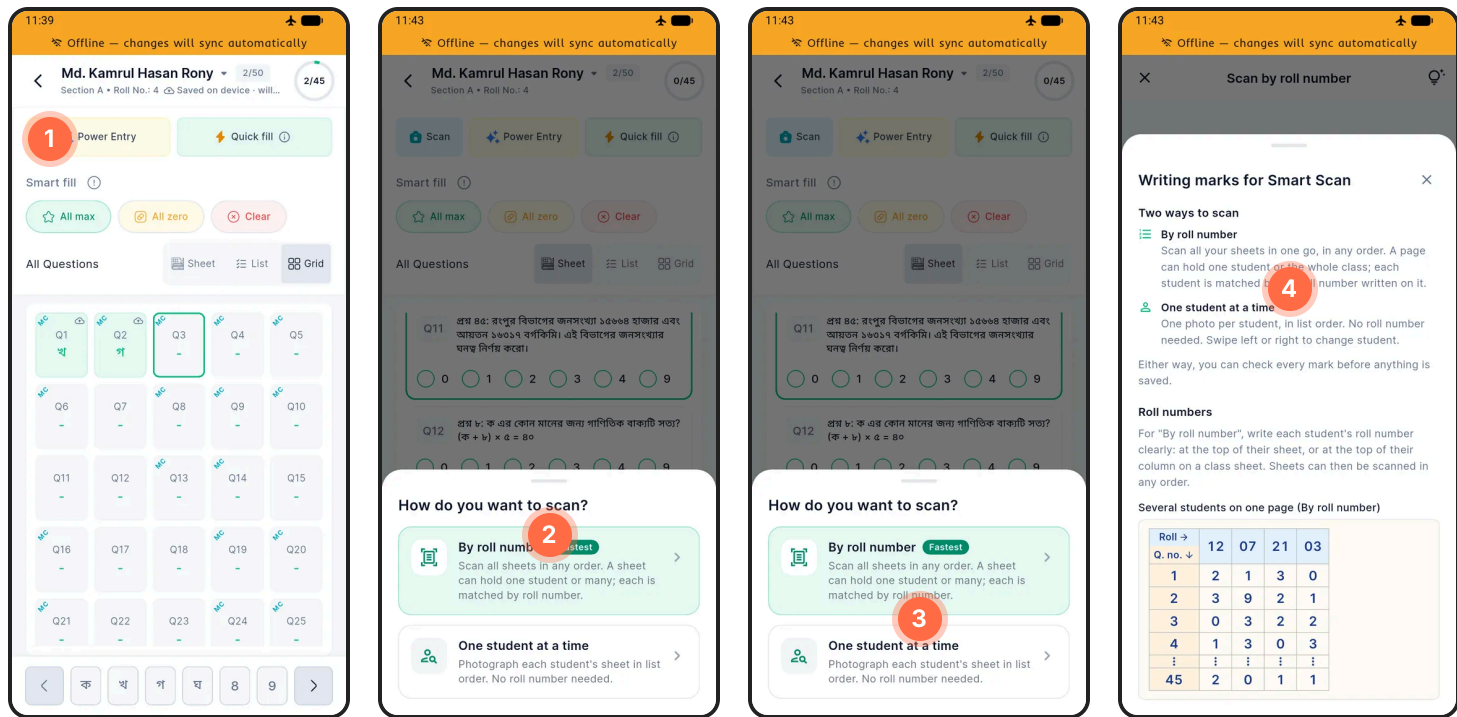
3. To enter it: on the **More** screen, tap the word **More** at the top 7 times quickly. A developer panel opens at the bottom. Paste the key in **Gemini API key**.



4. Tap **Save**, then **Test key and model** to check it works. Tap **Hide developer options** when you are done. Do not change the other settings.

! The key is like a password. Do not share it or post it in a group chat. If Scan says "The Smart Scan key was rejected", ask your coordinator for a new one.

Choose how to scan



Scan by roll number

1. Tap **Scan pages** (or **Gallery** for photos you already took). Hold the phone over the page; the scanner finds the page edges and takes the picture. Up to 60 pages per scan.
2. Each page shows **Reading...**, then the students found on it. Without internet it shows **Reads when online**; keep photographing.
3. Students are grouped into **Needs your check**, **Ready to save** and **Saved**. Fix the ones that need checking: for example "2 unclear", **Choose student**, **Same roll twice** or "No roll number found". Use the row menu to **Change student** or **Remove**.
4. Tap **Save 12 students** (the number matches your class). The marks go into the app like marks you tapped.

One student at a time

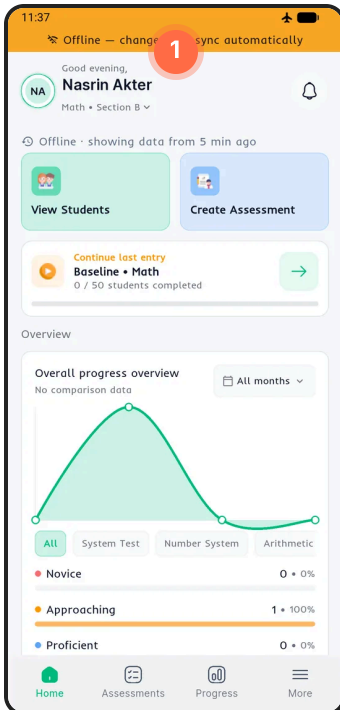
1. Lay the page flat in good light, with no shadow, and fit the whole page in the photo.
2. Tap **Take photo** (or **Choose from gallery**). Use **Skip** or **Mark absent** for students without a sheet.
3. If the photo is blurry, too dark or too bright, the app offers **Retake** or **Use anyway**.
4. Each sheet appears under **Sheets to check**. Tap **Check**, look at the highlighted marks, then tap **Apply marks**.

i Unsaved scans stay on the phone for 7 days. Leaving asks whether to **Keep scanning**, **Save ready and leave**, **Finish later** or **Leave without saving**. Coming back offers **Continue** or **Start fresh**.

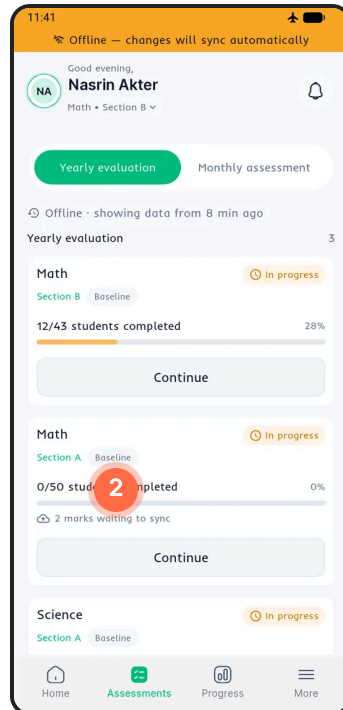
8 Working offline and uploading marks

Every mark is saved on the phone first, then uploaded (synced) to the server by itself when there is internet.

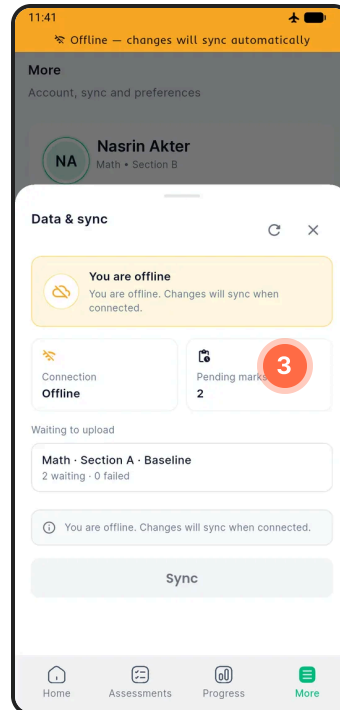
Check that your marks reached the server



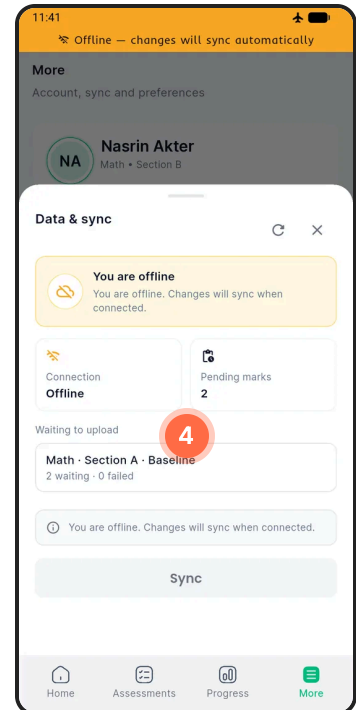
1. An orange bar means no internet: "Offline — changes will sync automatically". Keep working; nothing is lost.



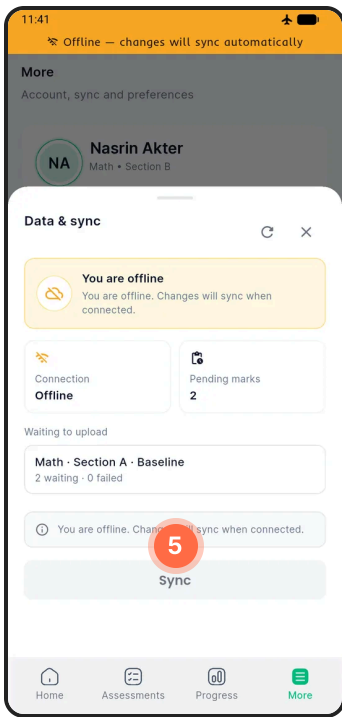
2. On **Assessments**, each class shows how many marks are still waiting, for example "2 marks waiting to sync".



3. **More** → **Data & sync** shows the connection, **Pending marks** and failed marks.



4. **Waiting to upload** lists each class with marks still on the phone.



5. When you are online, tap **Sync** to upload now. Otherwise the app tries by itself: when the internet returns, when you open or close the app, and every minute while marks are waiting.

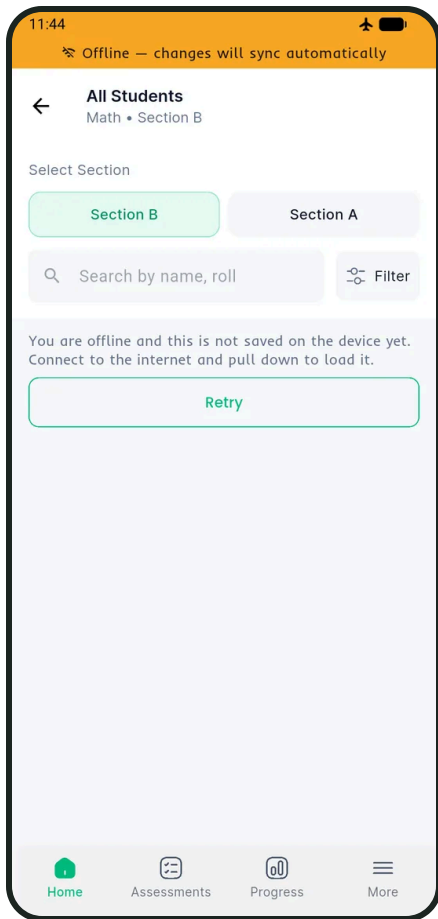
Status under a mark

You see	It means
Synced	The mark is on the server.
Saved on device · will sync	Safe on the phone; it uploads when there is internet.
Not uploaded yet · will retry	An upload failed; the app tries again by itself.
Not accepted by the server · check this mark	The server refused it. Open the student, check the mark and enter it again.

Rules that keep marks safe

- Open each class's student list once while online, before you go somewhere without internet.
- Do not log out while marks are waiting. If you try, the app warns "Marks not uploaded yet" and offers **Sync now**.

- **Clear local cache** (in **Storage & data**) is blocked while marks are waiting, so it cannot delete them.
- If the phone closed the app in the background, you may see “Please reopen this page”. Your saved marks are safe; tap **Go to assessments** .

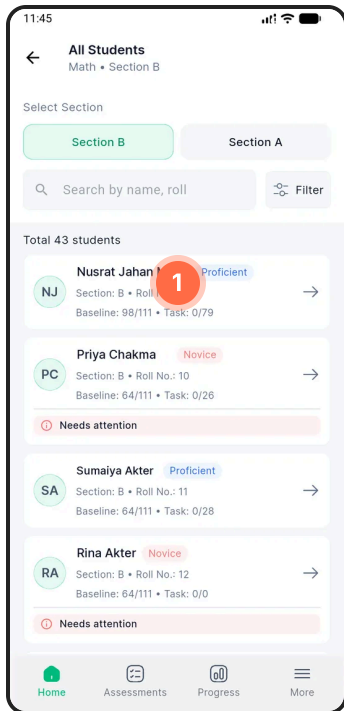


A class that was never opened online cannot load offline. Connect, then tap **Retry** .

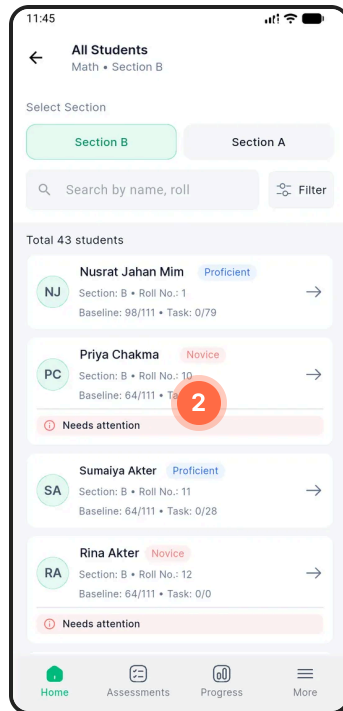
9 Students and progress

See how each student and the whole class are doing.

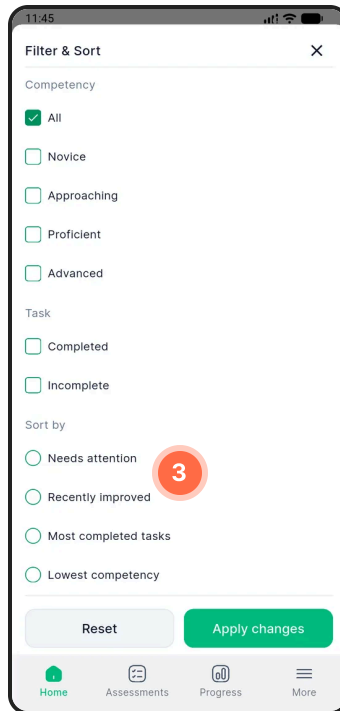
Look up a student



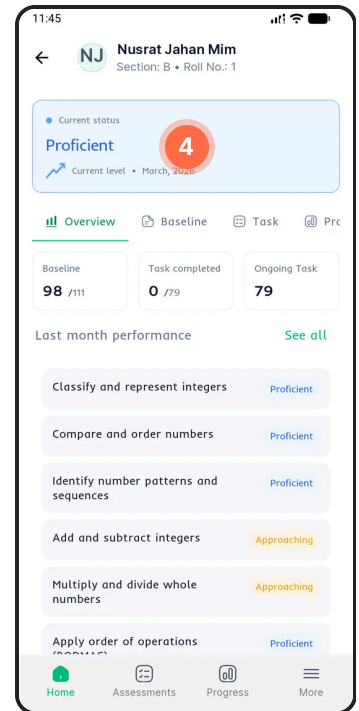
1. Home → **View Students** lists the class with each student's level, baseline score and tasks.



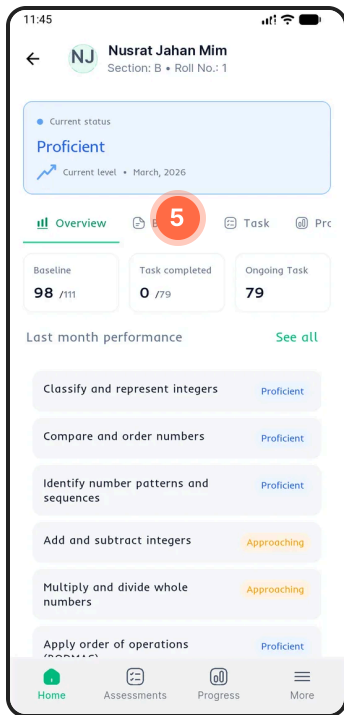
2. **Needs attention** marks students who need extra support first.



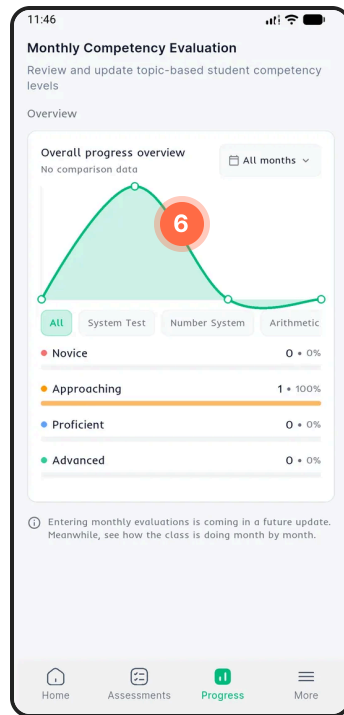
3. **Filter** narrows the list by level or tasks, and sorts by **Needs attention**, **Recently improved**, **Most completed tasks** or **Lowest competency**.



4. Tap a student to see their current level and scores.



5. The tabs show **Overview**, **Baseline**, **Task** and **Progress**.

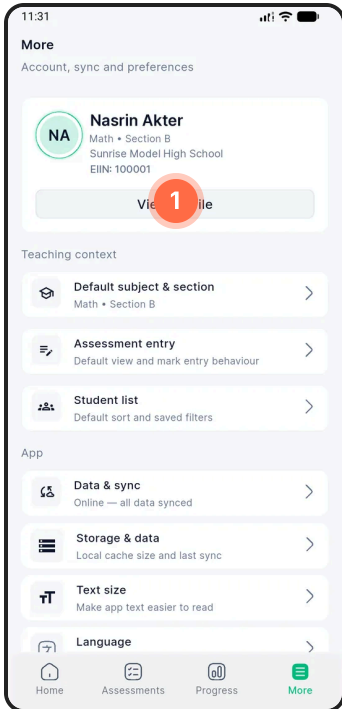


6. The **Progress** tab at the bottom shows the class over time. Monthly evaluation entry is coming in a future update.

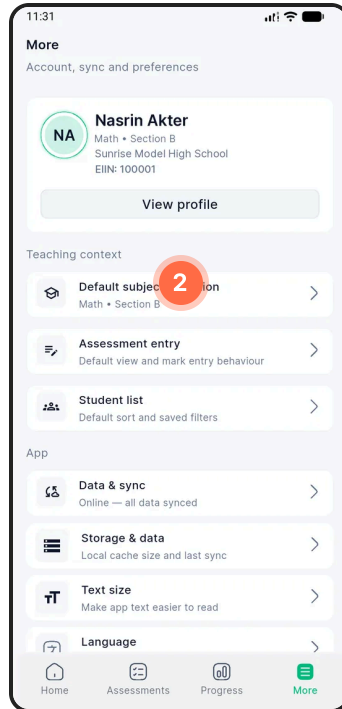
10 Settings and help

Everything under **More**.

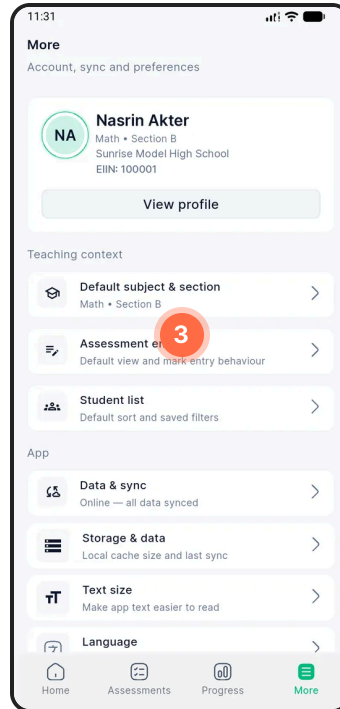
Your profile and settings



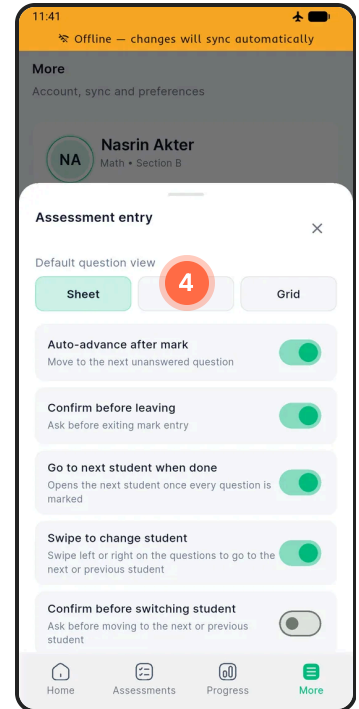
1. **View profile** shows your name, phone, school, EIIN, subjects and sections.



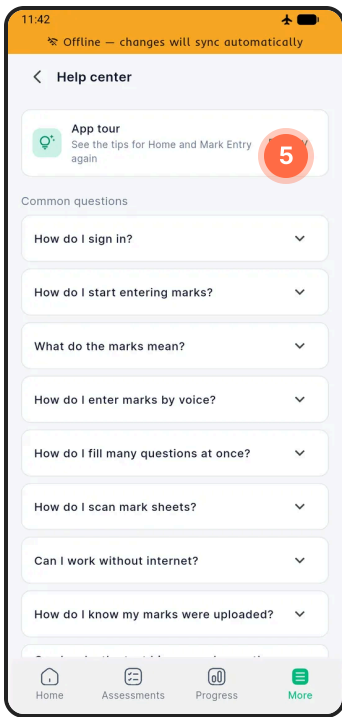
2. **Default subject & section** sets which class opens first.



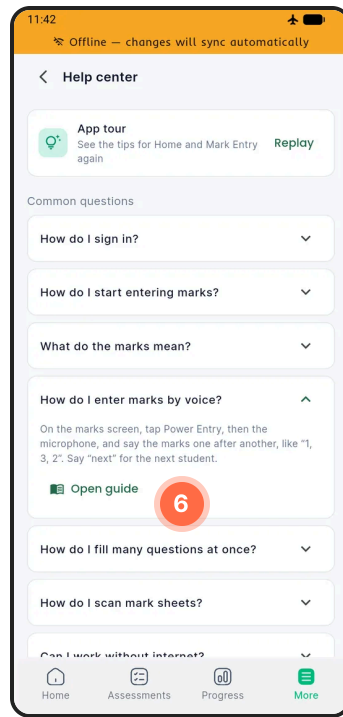
3. **Assessment entry** holds the marking settings below.



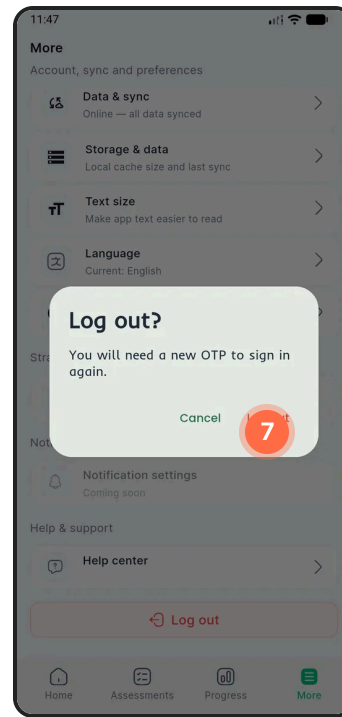
4. Choose the view the marks screen opens in: **Sheet**, **List** or **Grid**.



5. **Help center** answers common questions and links to the in-app guides. **Replay** shows the first-use tips again.



6. Tap a question to open the answer. **Open guide** shows the detailed guide for that feature.



7. **Log out** is at the bottom of **More**. You need a new SMS code to sign in again.

Assessment entry settings

Setting	What it does
Auto-advance after mark	Moves to the next empty question after each mark. On by default.
Confirm before leaving	Asks before you leave the marks screen.
Go to next student when done	Opens the next student when every question has a mark.
Swipe to change student	Swipe left or right on the questions to change student.
Confirm before switching student	Asks before changing student. Off by default.
Show Scan / Power Entry / Quick fill	Shows or hides those buttons on the marks screen.
Show Smart fill tab	Shows All max , All zero and Clear .
Show continue last entry	Shows the Continue from last entry card on the class list.

11 Problems and messages

What a message means and what to do. Tap a question to open it.

▼ I can't sign in

No internet connection — sign in unavailable

Signing in needs internet. Connect to mobile data or Wi-Fi and try again. Check the number is the one your school registered.

▼ The code expired

This code has expired. Request a new OTP.

Codes last 10 minutes. Tap **Resend OTP** and use the newest code.

▼ The class list won't load

You are offline and this is not saved on the device yet.

This class was never opened with internet on this phone. Connect once, pull the screen down or tap **Retry**. After that it works offline.

▼ A mark says it was not accepted

Not accepted by the server · check this mark

Open that student, check the mark against the paper, and tap the correct mark again. If it keeps happening, tell your coordinator which class and question.

▼ I can't clear a mark

This mark is already synced and can't be removed.

Marks on the server can be changed but not emptied. Tap the correct mark instead.

▼ Voice entry doesn't work

Microphone and speech permission are required for voice entry.

Allow the microphone when asked, or in the phone's Settings → Apps → LES → Permissions. If "Bengali voice recognition isn't available on this device" appears, switch the app to English or tap the marks.

▼ Smart Scan says it is busy

Smart Scan is busy. Wait a minute and try again.

Many photos were sent at once. The app waits and tries again by itself; keep the screen open.

▼ Smart Scan can't read a photo

Couldn't read this photo. Retake it, or skip and enter the marks yourself.

Retake it flat, in good light, with the whole page in view. For a page with very many marks, photograph it in two halves.

▼ The app says "Please reopen this page"

The phone closed the app in the background to save memory. Your saved marks are safe. Tap **Go to assessments** and open the class again.

▼ I want to log out but marks are waiting

Marks not uploaded yet

Tap **Sync now** when you have internet. If you tap **Log out anyway**, the marks stay on this phone and upload the next time you sign in on it.

▼ Something else

Note the exact message and the screen you were on, then tell your coordinator.

Screens are from LES Platform version 1.0.1. Names of teachers, schools and students in the pictures are made up. If something in the app looks different, ask your coordinator.