

# Using the LES Digital Platform on the web

Step-by-step help for everyone who uses the LES website: national administrators, observers, school administrators and teachers. Each guide shows the real screen with an orange circle on the place to click. Click a screenshot to see it full size.

## 1 Before you start

The LES Digital Platform keeps the Grade 6 Learning Enhancement Strategy (LES) pilot in one place: schools and students, the curriculum, the assessment questions, the examinations and the results.

### Which parts are for me?

| You are      | You sign in with                           | Read these chapters                                        |
|--------------|--------------------------------------------|------------------------------------------------------------|
| Super Admin  | Email and password                         | 4 to 15                                                    |
| Observer     | Email and password                         | 16, 4 and 13                                               |
| School Admin | Email and password                         | 17                                                         |
| Teacher      | Mobile number and a code (OTP), on a phone | 18 and 19. You enter official marks in the LES mobile app. |

### You need

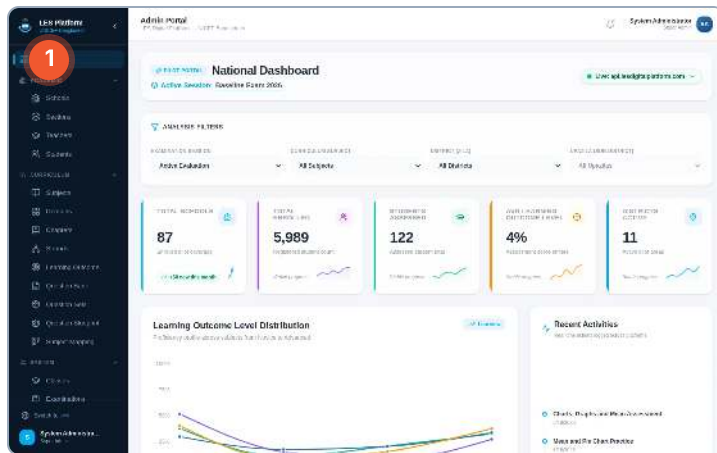
- A computer, tablet or phone with internet and an up-to-date browser such as Chrome, Edge or Firefox.
- Your account. Super Admins create accounts for the other roles (see User Management). A school admin account is made automatically for every new school.
- The website address: **les-platform-xi.vercel.app**

### The four learning outcome levels

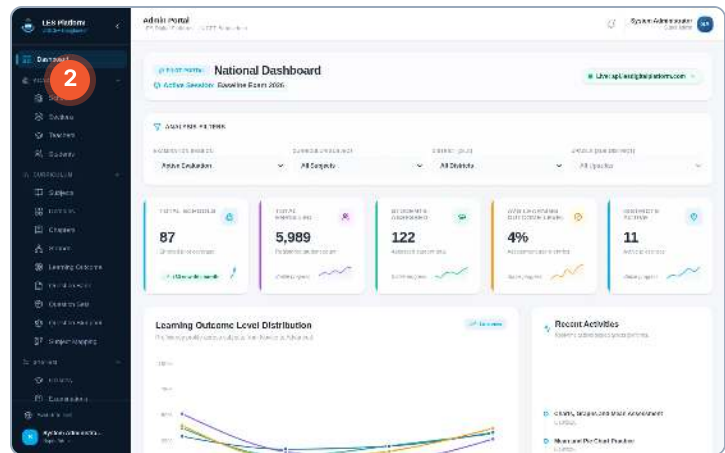
|                                                                      |                                                                                   |                                                                       |                                                                                |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Novice</b><br><b>0-40%</b><br>প্রারম্ভিক. Needs a lot of support. | <b>Approaching</b><br><b>41-60%</b><br>বিকাশমান. Getting there with some support. | <b>Proficient</b><br><b>61-80%</b><br>দক্ষ. Meets the expected level. | <b>Advanced</b><br><b>81-100%</b><br>অগ্রগামী. Goes beyond the expected level. |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------|

A student's score for a learning outcome is the points earned on its questions divided by the most points possible. The subject level is the average across that subject's learning outcomes. Everywhere on the platform, the same four colours mean the same levels.

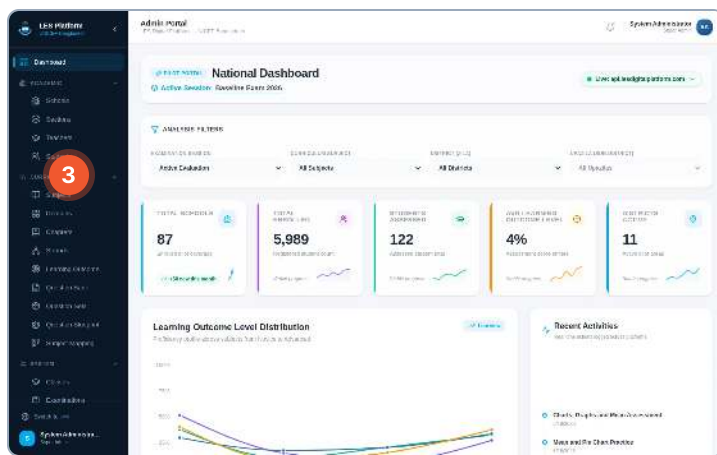
## Find your way around



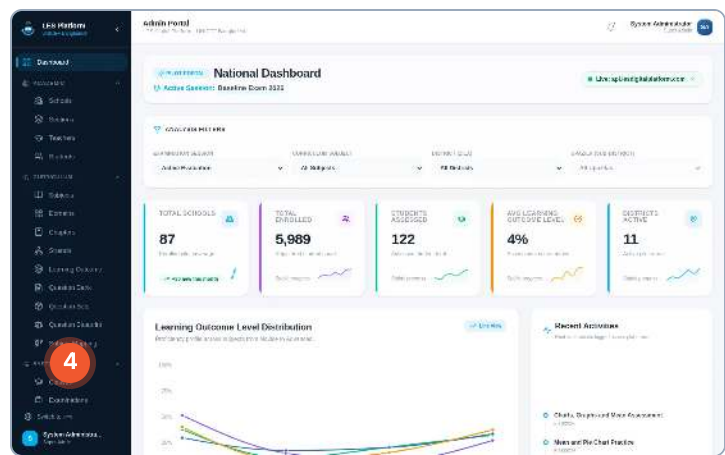
1. The dark menu on the left lists everything you can open. The page you are on is highlighted.



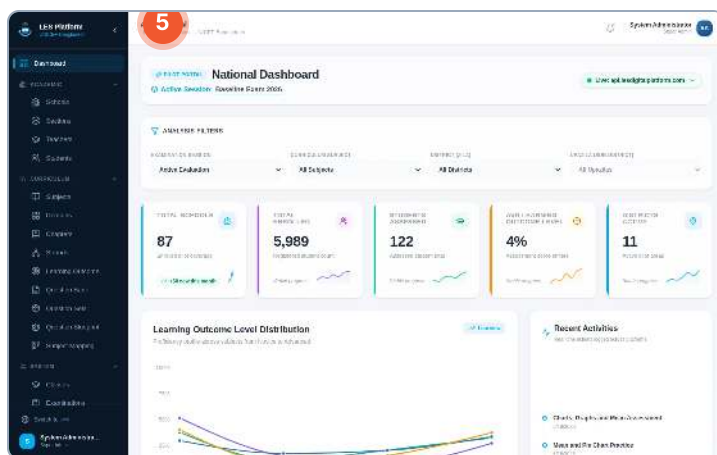
2. Menu items are grouped. Click a group name, such as **ACADEMIC**, to fold it away or open it again.



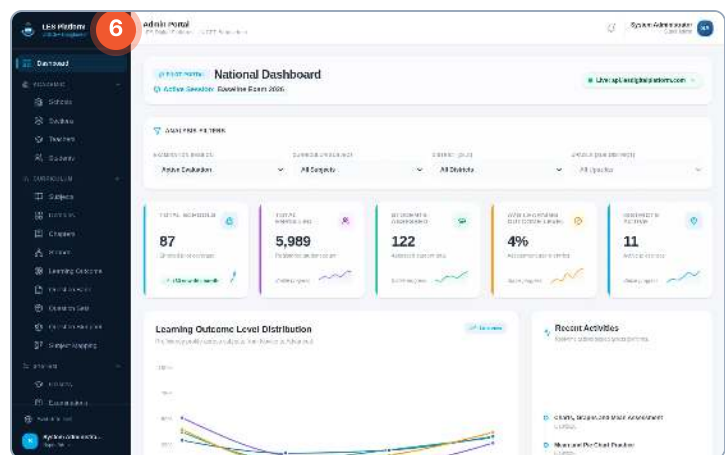
3. **CURRICULUM** holds subjects, domains, strands, learning outcomes and the question bank.



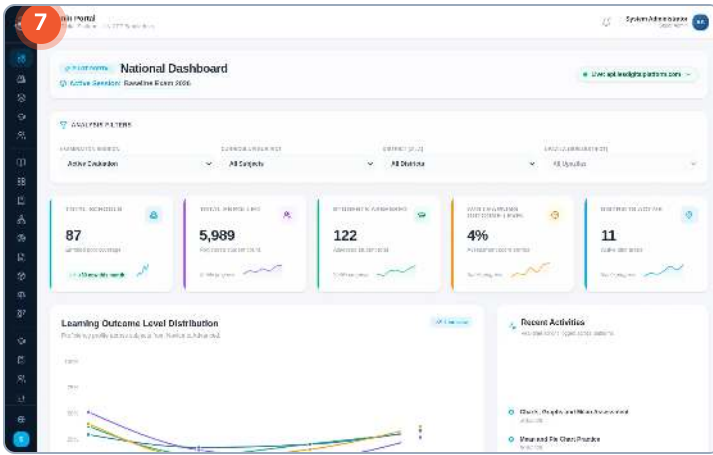
4. **SYSTEM** holds classes, examinations, users, reports and the mobile app release. Scroll the menu to see them all.



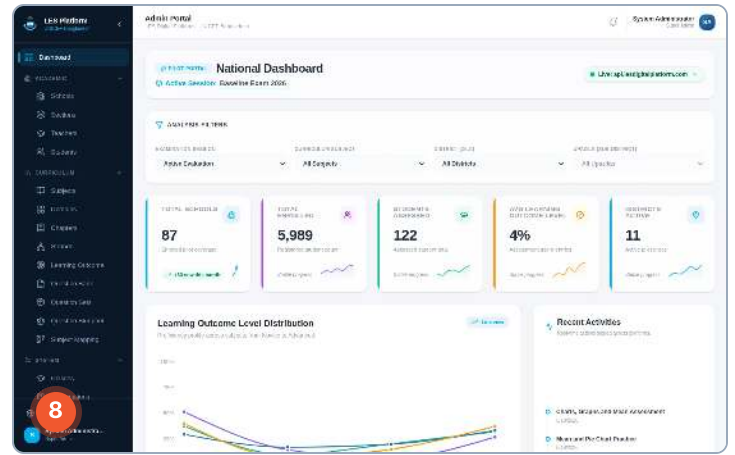
5. The top bar shows which portal you are in and, on the right, your name and role.



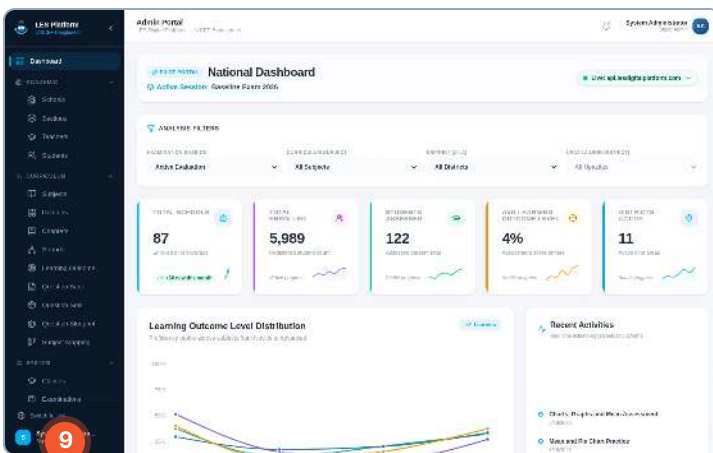
6. The arrow beside the logo makes the menu narrow, to give the page more room.



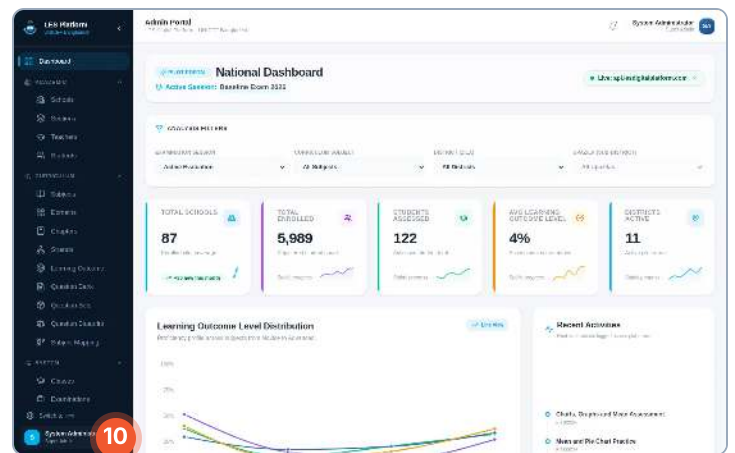
7. In the narrow menu, point at an icon to see its name. Click the arrow again to open the menu.



8. Switch to বাংলা is reserved for a Bangla version of the screens. For now the screens stay in English; this manual is available in Bangla.



9. At the bottom: your name and role.



10. To sign out, point at your name and click the exit icon that appears. Always sign out on a shared computer.

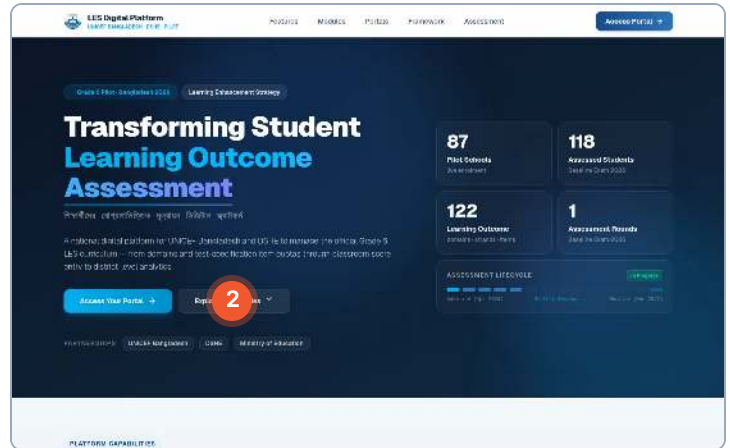
## 2 The public website

The front page explains the LES pilot to anyone, without signing in. It also has the links to the mobile app.

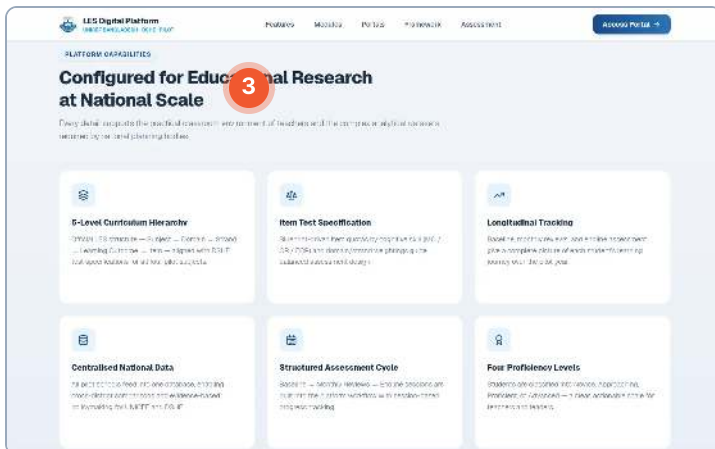
### Explore the front page



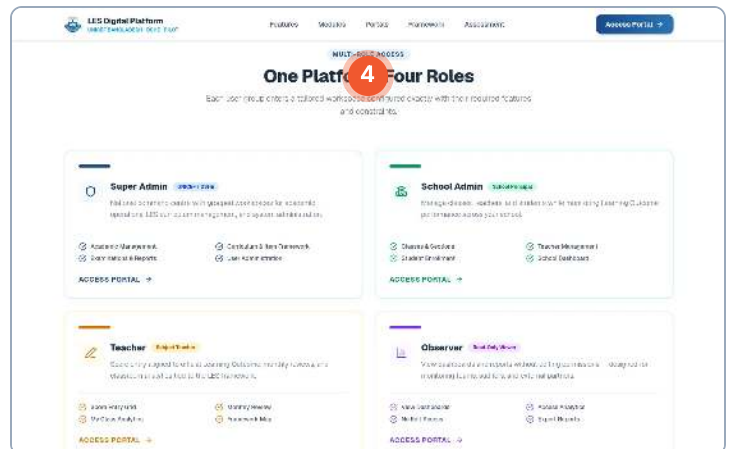
1. The top of the page shows live pilot figures: schools, assessed students, learning outcomes and assessment rounds.



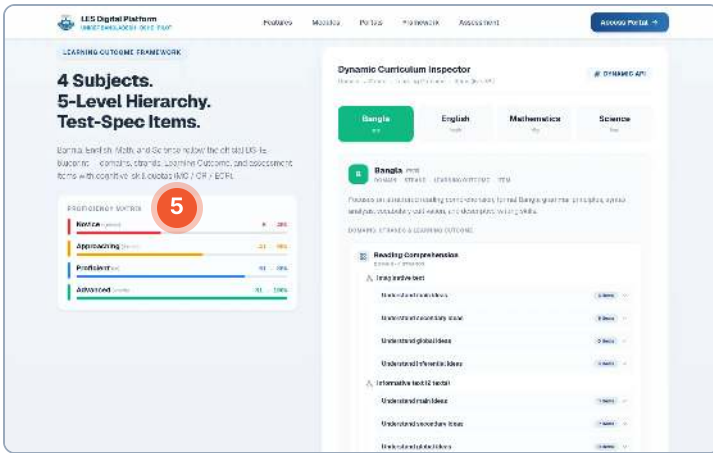
2. Explore Capabilities scrolls down to what the platform does.



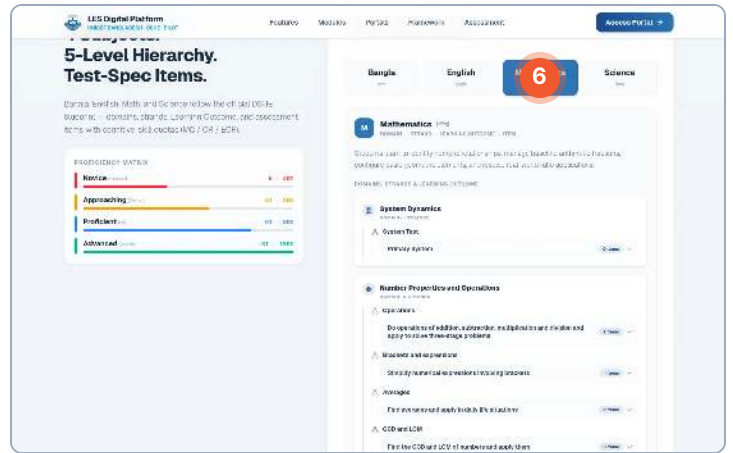
3. Platform Capabilities describes the six main features in short cards.



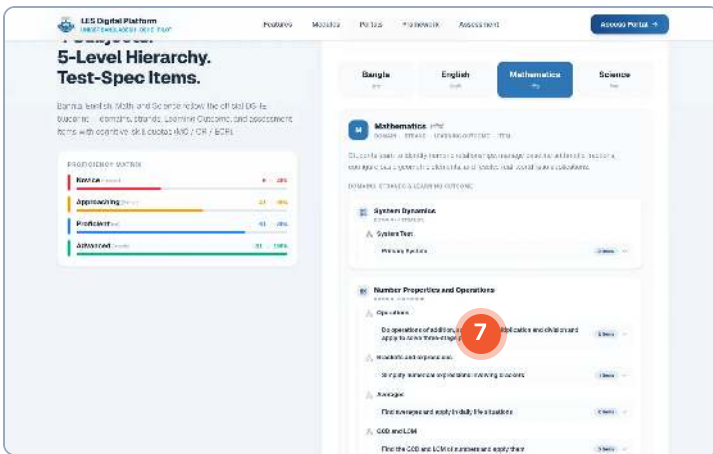
4. One Platform, Four Roles shows what each type of user can do.



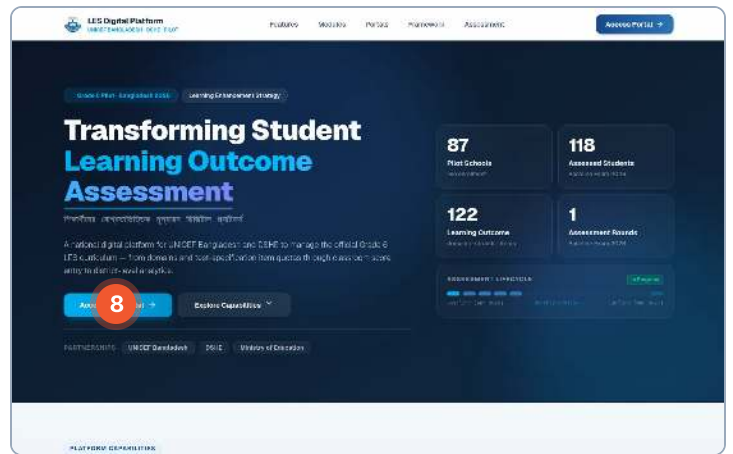
5. The Proficiency Matrix shows the four levels with their score ranges.



6. In the curriculum inspector, click a subject to see its domains, strands and learning outcomes.

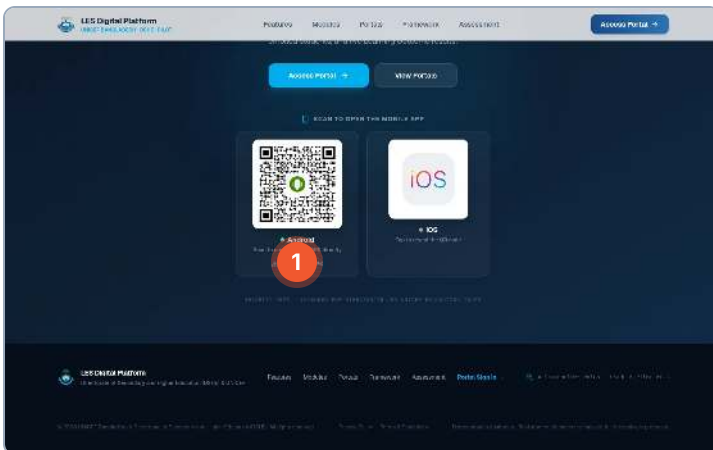


7. Click a learning outcome to list its assessment items.

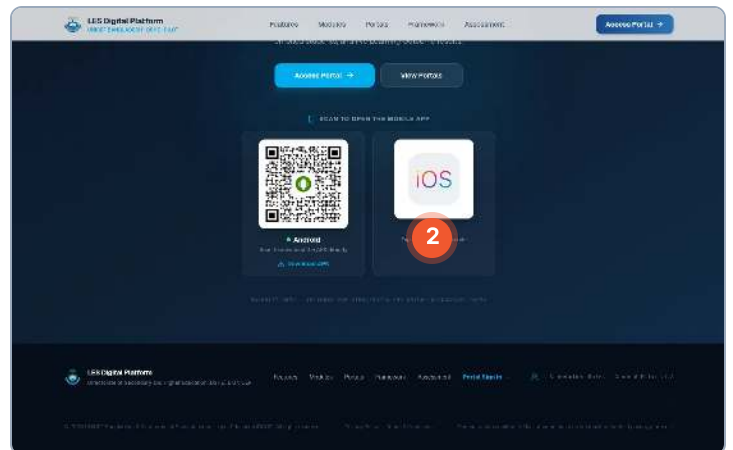


8. Access Your Portal (or Access Portal at the top) opens the sign-in page.

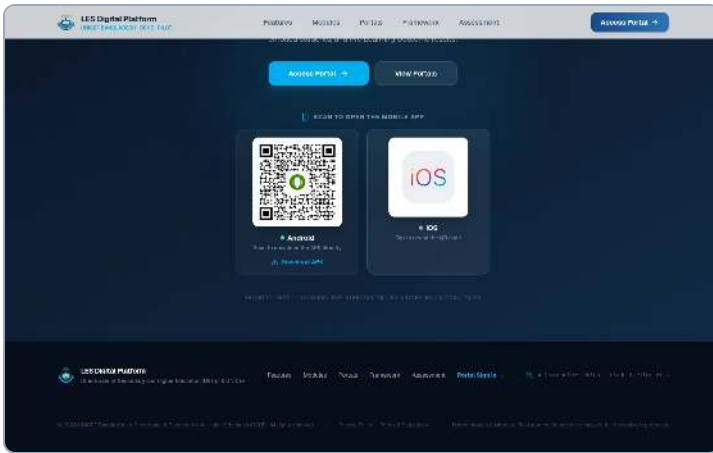
## Get the mobile app



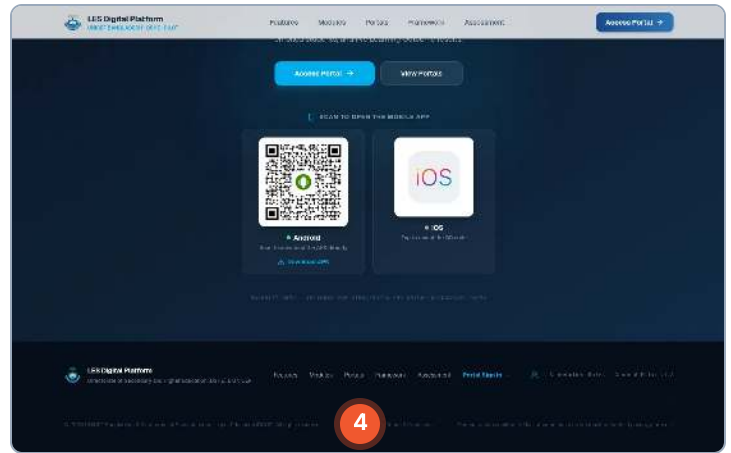
1. Near the bottom, scan the Android QR code with a phone camera, or click Download APK to download the app file.



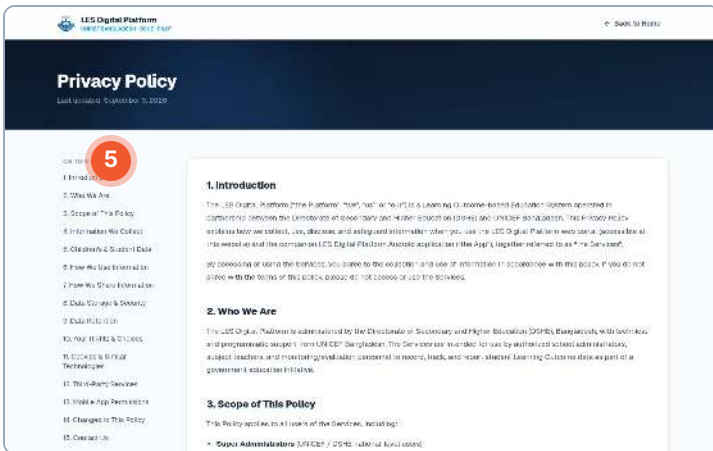
2. For iPhone, click Tap to reveal the QR code .



3. Scan the code with the iPhone camera. It hides itself again after 20 seconds.



4. The links at the very bottom open the **Privacy Policy** and the **Terms & Conditions**.



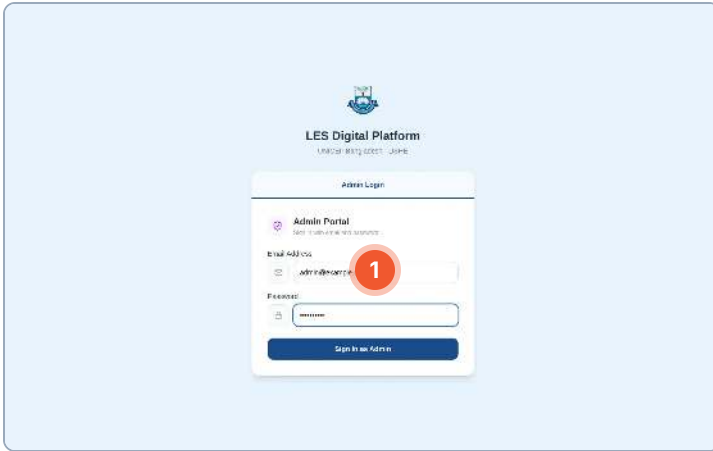
5. Use **On this page** to jump to a section. **Back to Home** returns to the front page.

### 3 Sign in and sign out

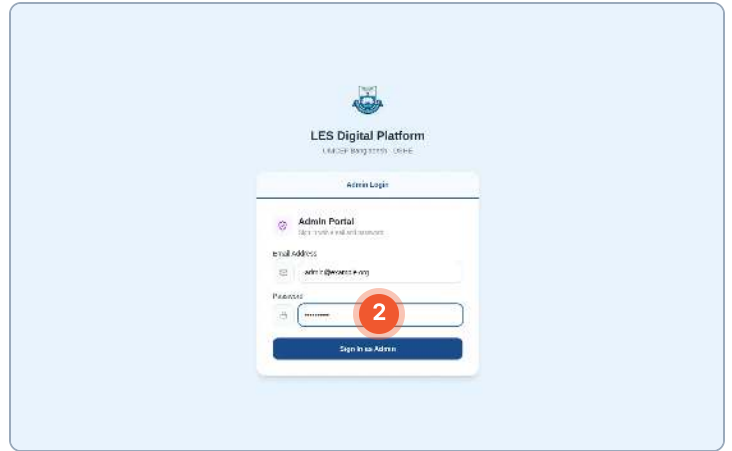
For: [Super Admin](#) [Observer](#) [School Admin](#)

On a computer you sign in with your email address and password. Teachers sign in on a phone with their mobile number (see chapter 19).

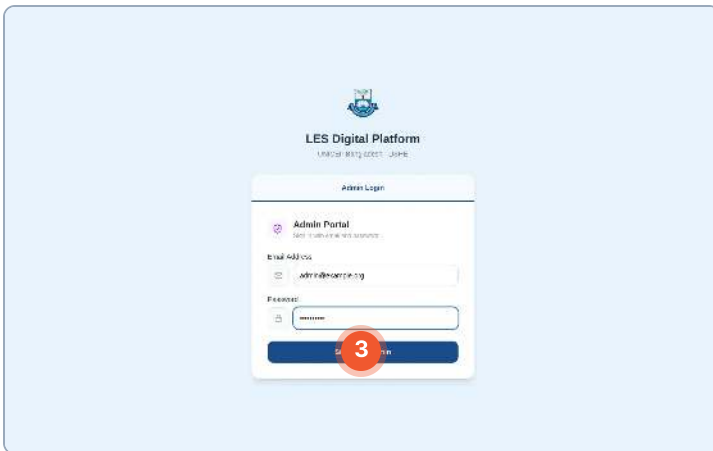
#### Sign in



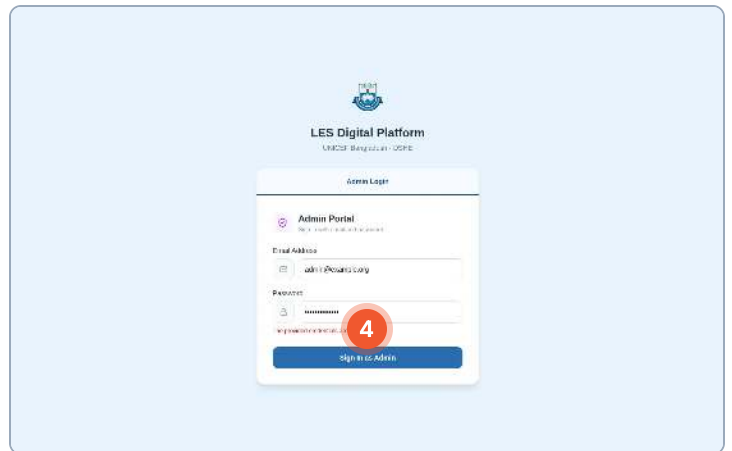
1. Type the email address of your account.



2. Type your password. It shows as dots.



3. Click **Sign In as Admin**. The platform opens your portal: the National Dashboard for Super Admins and Observers, the school dashboard for School Admins.



4. "The provided credentials are incorrect." means the email or password is wrong. Check for typing mistakes and try again. If you forgot your password, ask a Super Admin to set a new one.

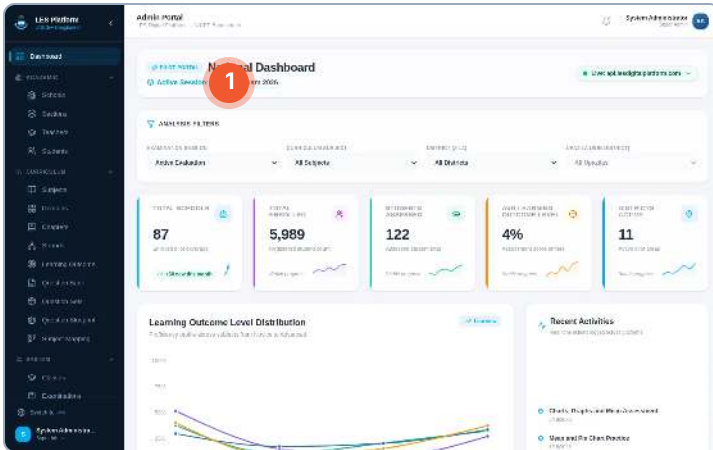
- i To sign out, point at your name at the bottom of the menu and click the exit icon. If you close the browser without signing out, anyone using the same computer can open your portal.

## 4 National Dashboard

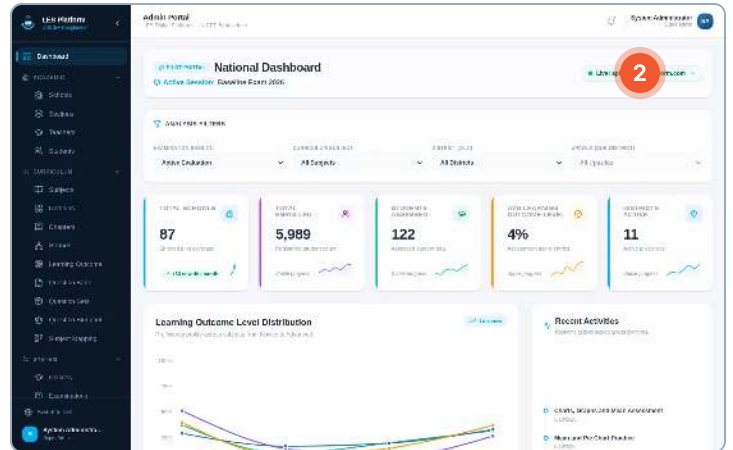
For: **Super Admin** **Observer**

The first page after signing in. It summarises the whole pilot for the active examination.

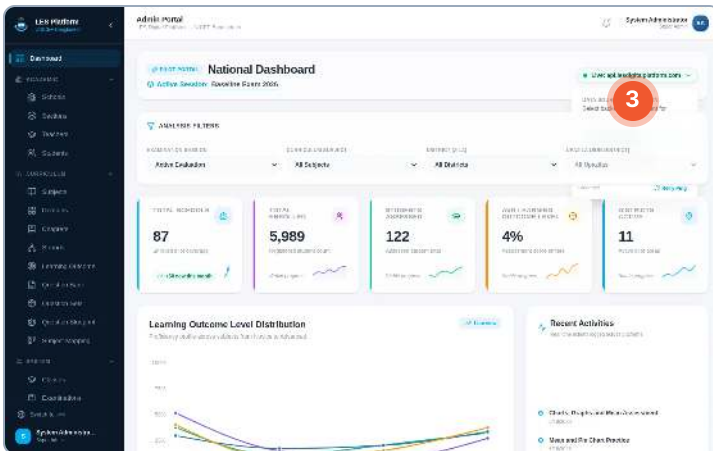
### Read the dashboard



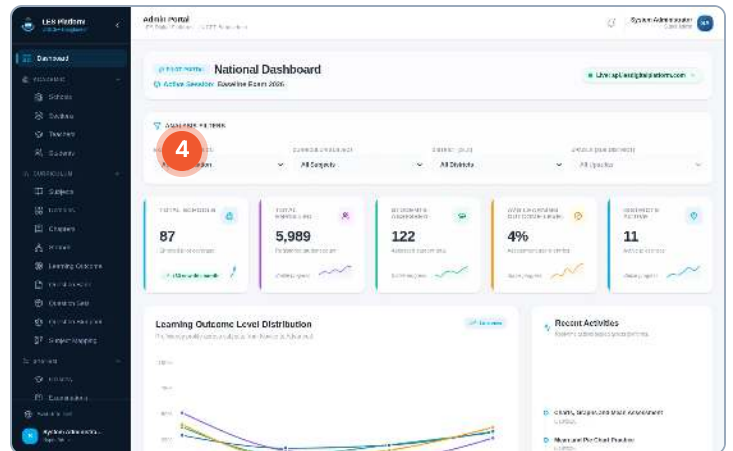
1. **Active Session** names the examination the figures come from.



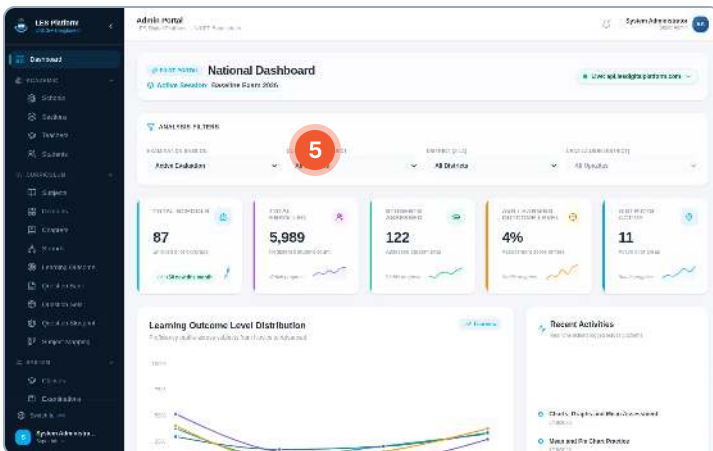
2. The green badge shows that the data is live from the server.



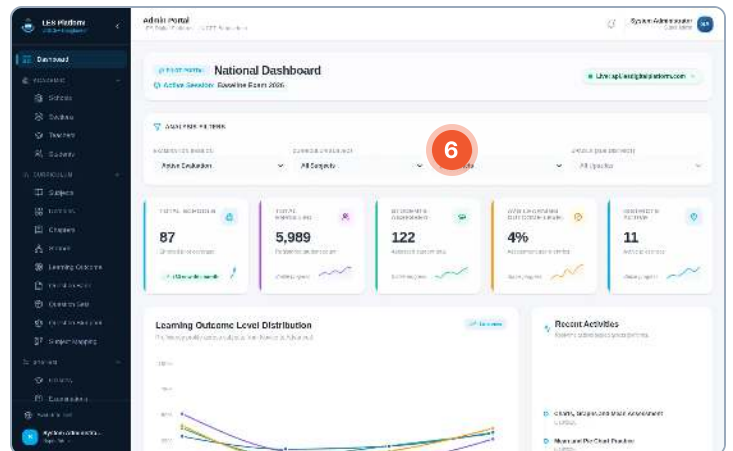
3. Click the badge to see the connection. Keep **Live API Server** selected; the demo sandbox only shows sample numbers.



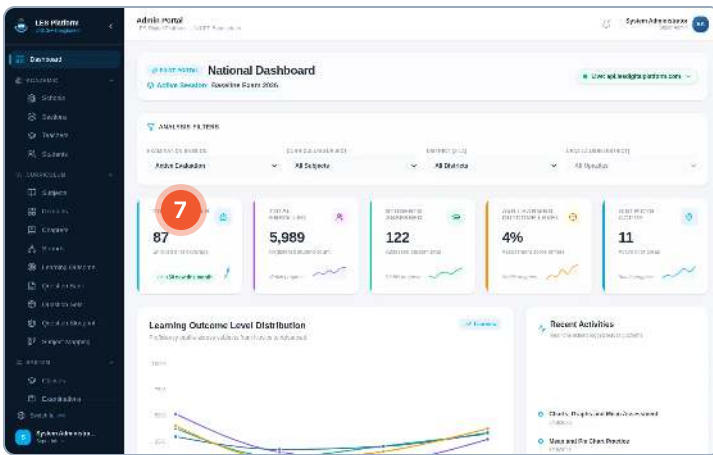
4. **ANALYSIS FILTERS** : choose an examination session...



5. ...a subject...



6. ...or a district. Every figure below follows the filters.



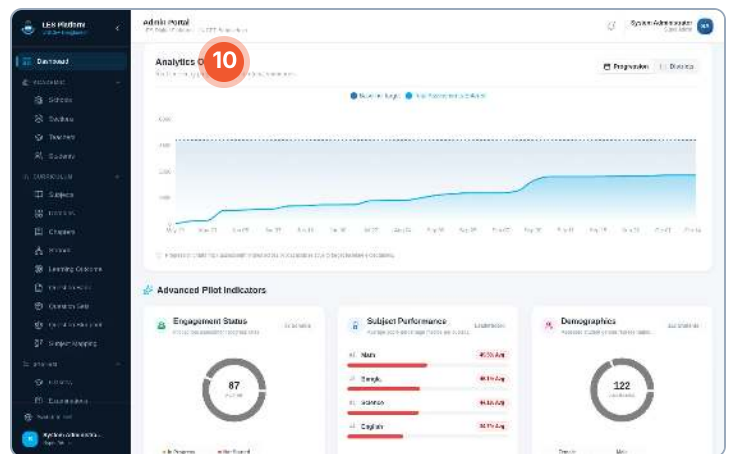
7. The five cards: schools, enrolled students, students assessed, average learning outcome level and districts active.



8. Learning Outcome Level Distribution shows what share of students is at each level, per subject.



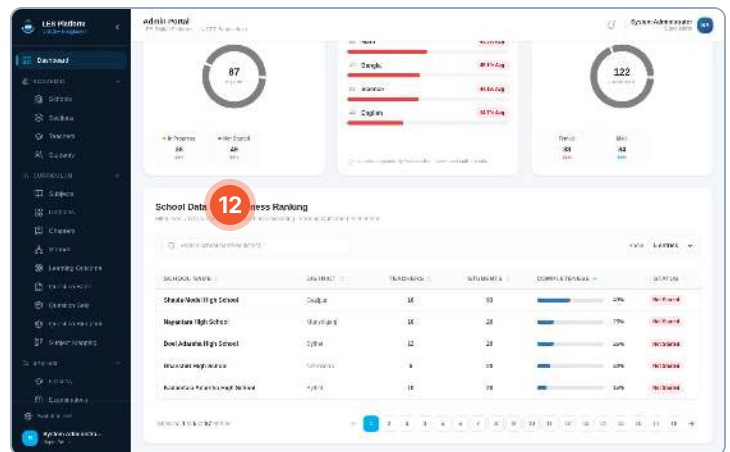
9. Recent Activities lists the latest work recorded on the platform.



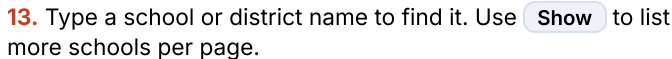
10. Analytics Overview tracks how many assessments have been entered against the target.



11. Advanced Pilot Indicators : how many schools have finished, average performance by subject and the gender split.



12. School Data Completeness Ranking lists every school with its share of students assessed. Click a column name to sort.



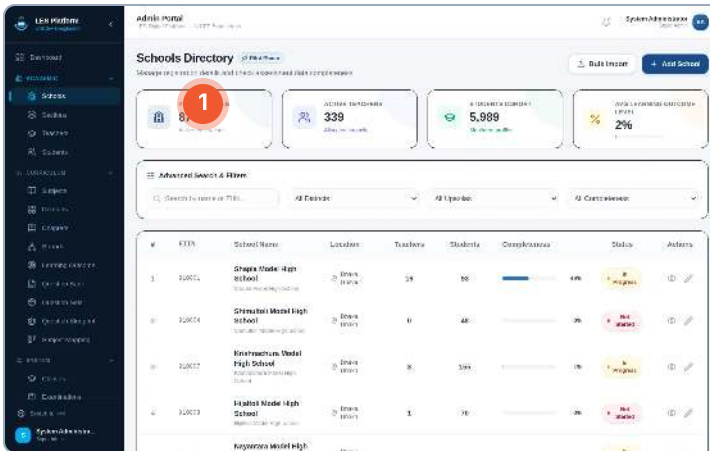
**13.** Type a school or district name to find it. Use **Show** to list more schools per page.

## 5 Schools

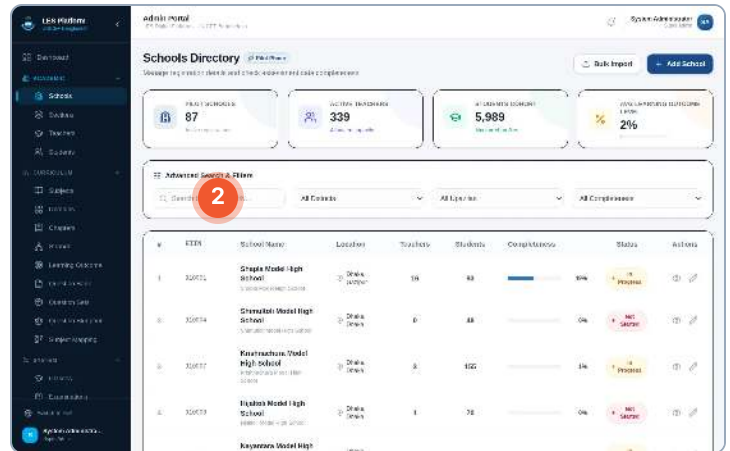
For: **Super Admin**

**Schools** in the **ACADEMIC** menu lists every pilot school. A school admin account is created automatically for each new school.

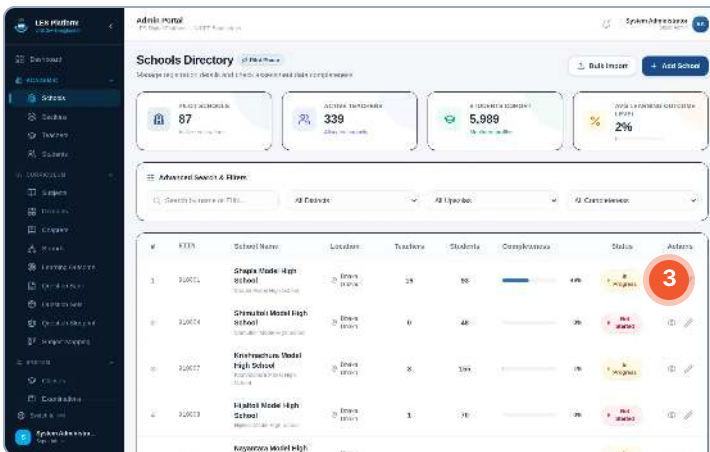
### Find a school



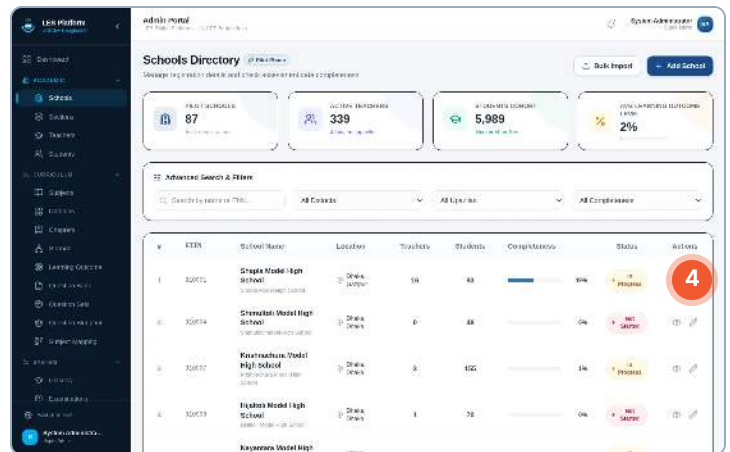
1. The cards at the top count pilot schools, active teachers and students.



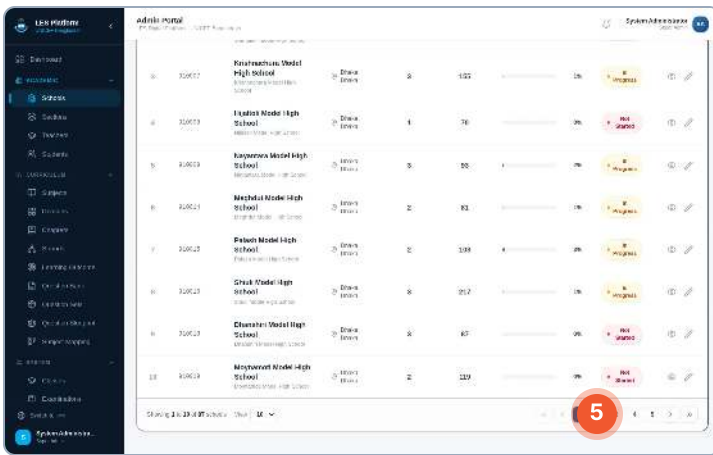
2. Type a school name or EFIN number. Use the lists next to it to filter by district, area or how complete the data is.



3. The eye opens the school's own page (see below).

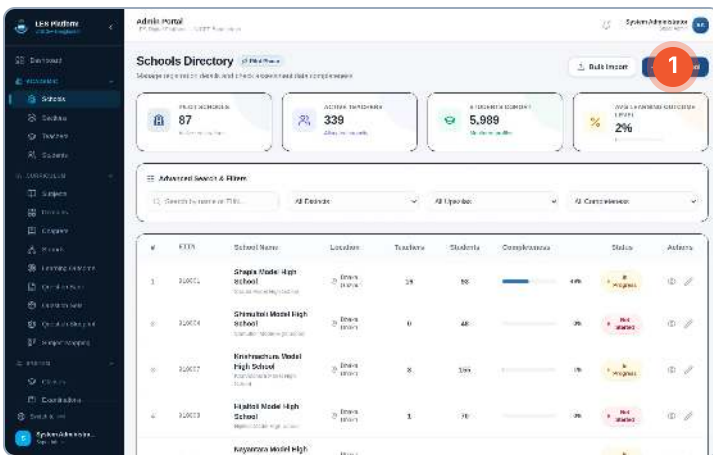


4. The pencil opens the school's details for editing.

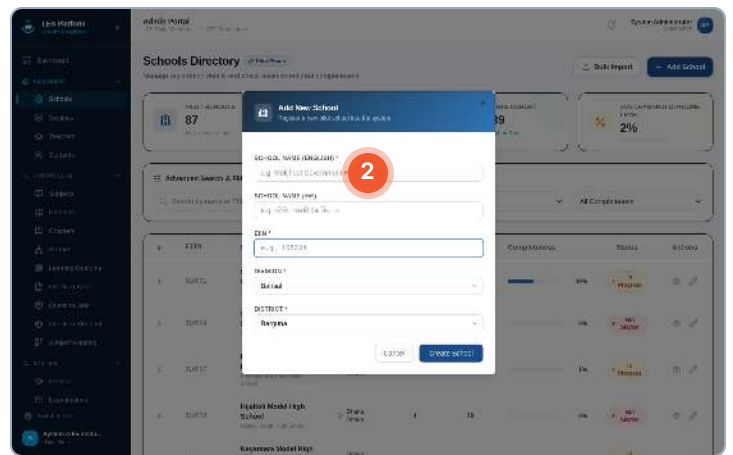


5. Move between pages at the bottom. **View** sets how many schools show at once.

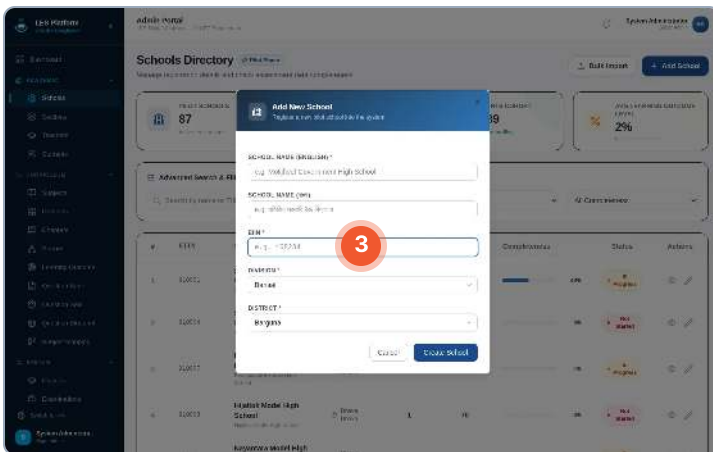
## Add or edit a school



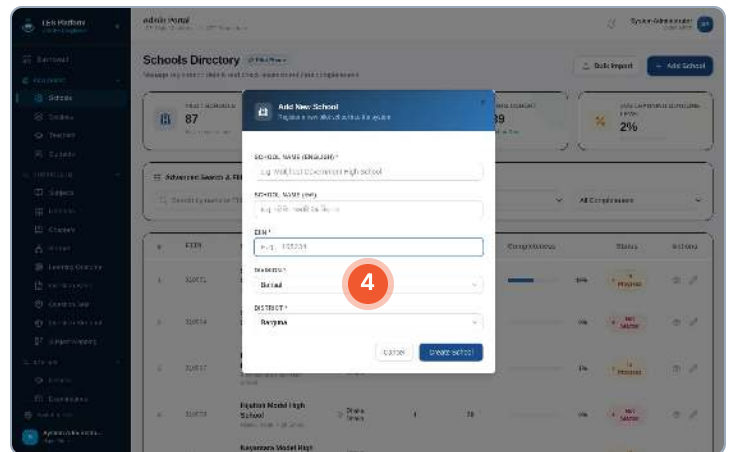
1. Click **Add School**.



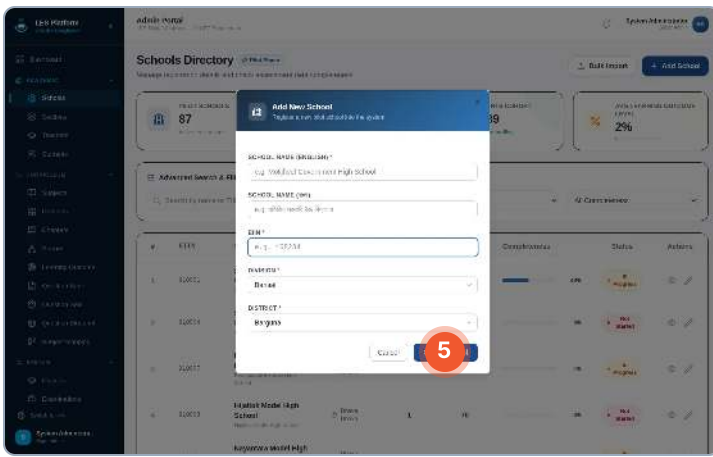
2. Type the school name in English. The Bangla name below is optional.



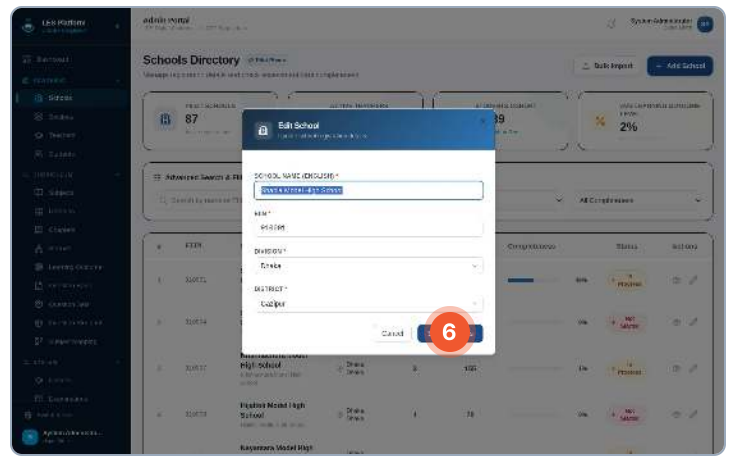
3. Type the EIN number. Each school's EIN must be different.



4. Choose the division first, then the district: the district list follows the division.

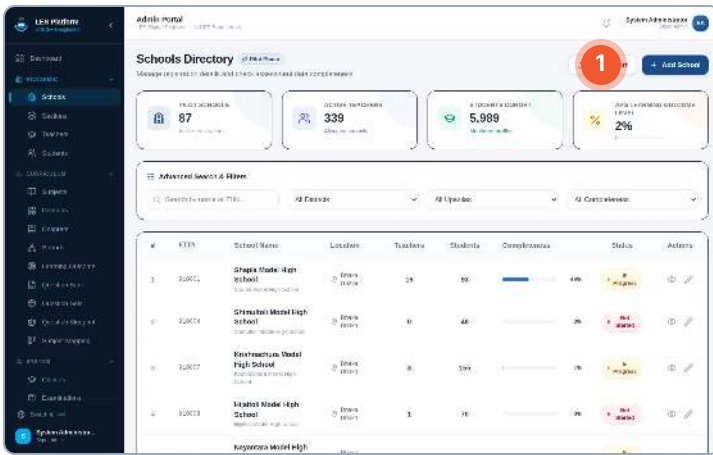


5. Click **Create School**.

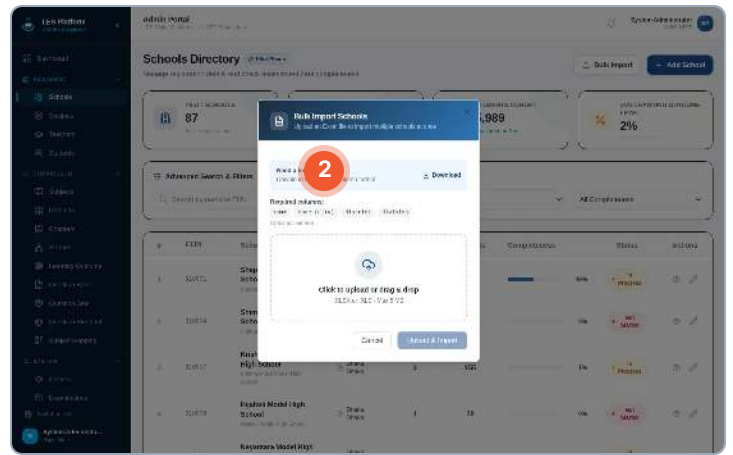


6. To change a school, click its pencil, correct the details and click **Save Changes**.

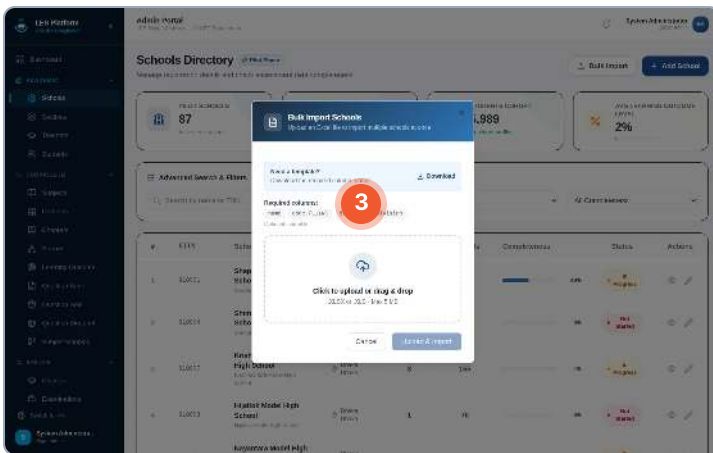
## Add many schools from Excel



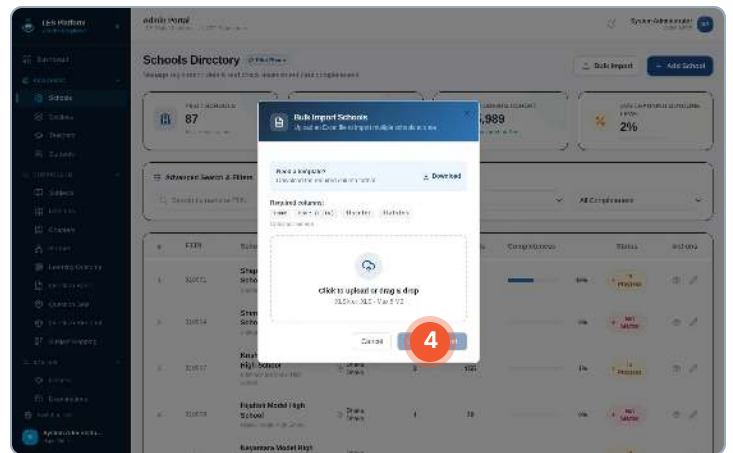
1. Click **Bulk Import**.



2. Download the template and fill one row per school.

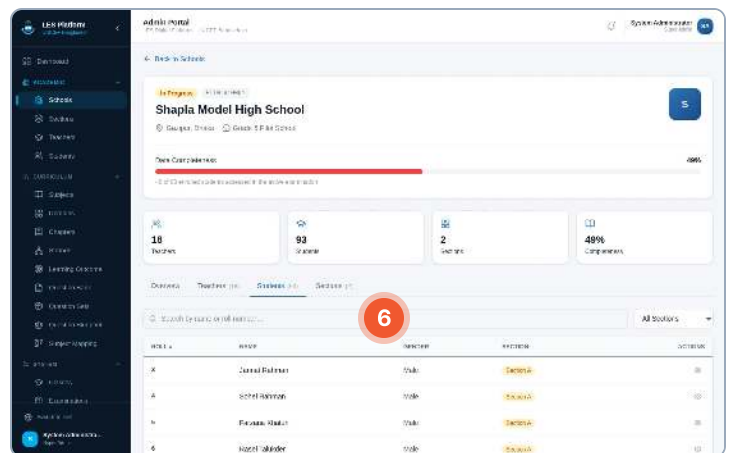
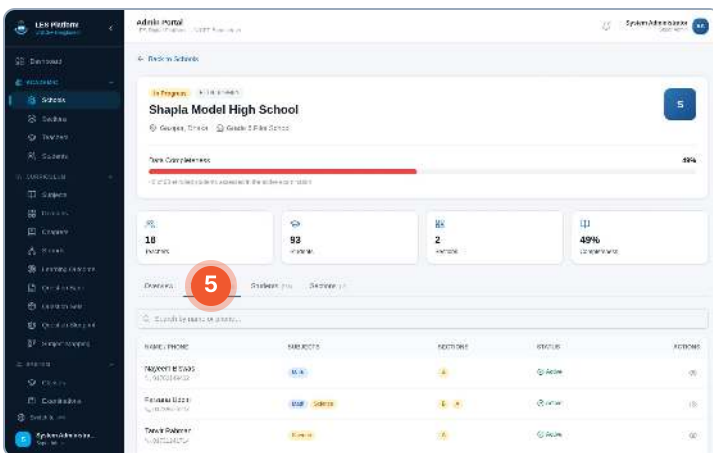
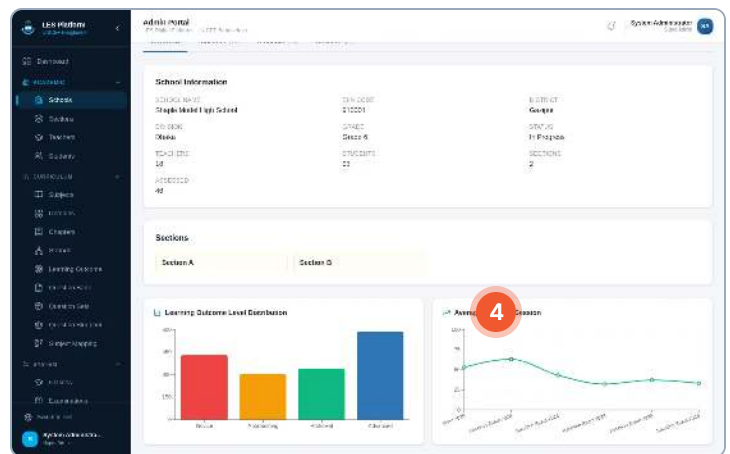
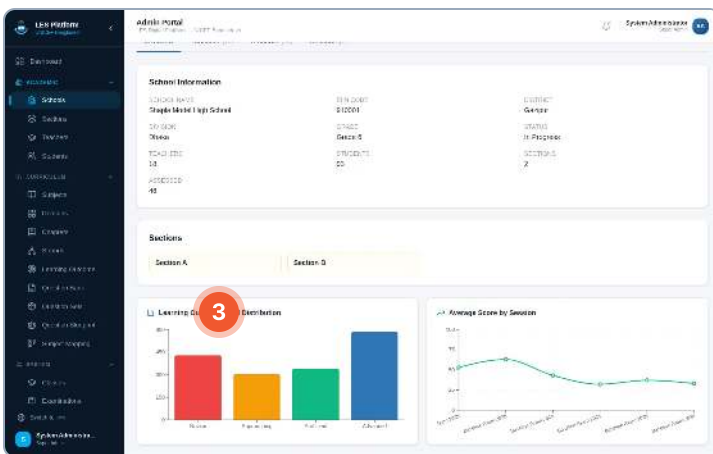
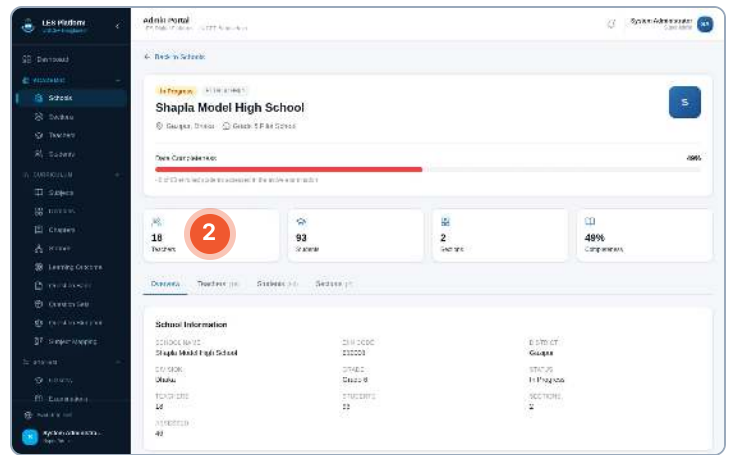
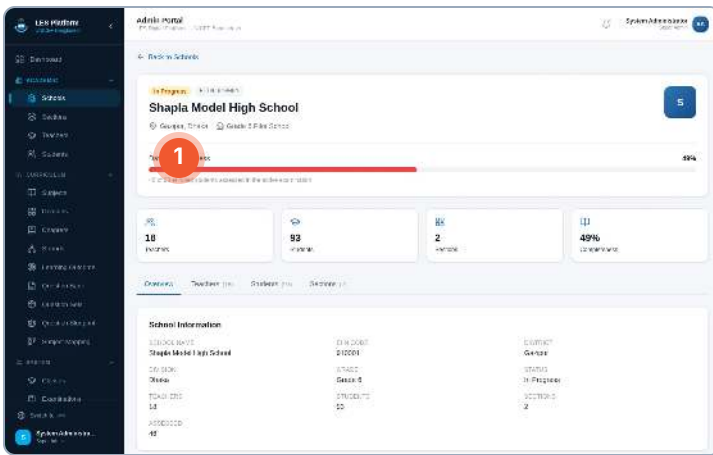


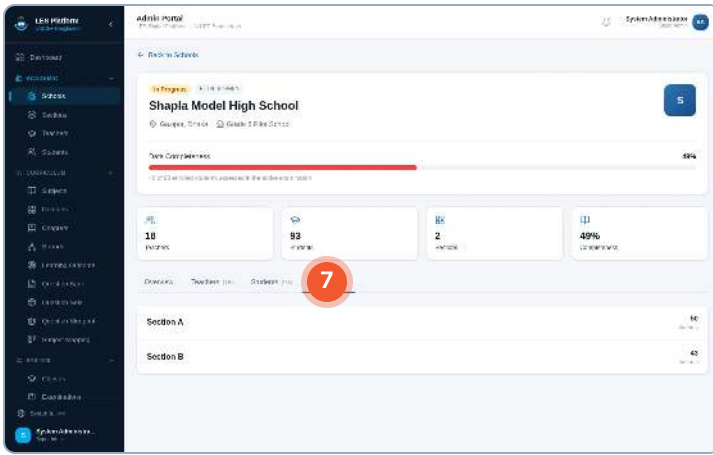
3. Required columns: name, code (EINN), district and division. nameBn is optional.



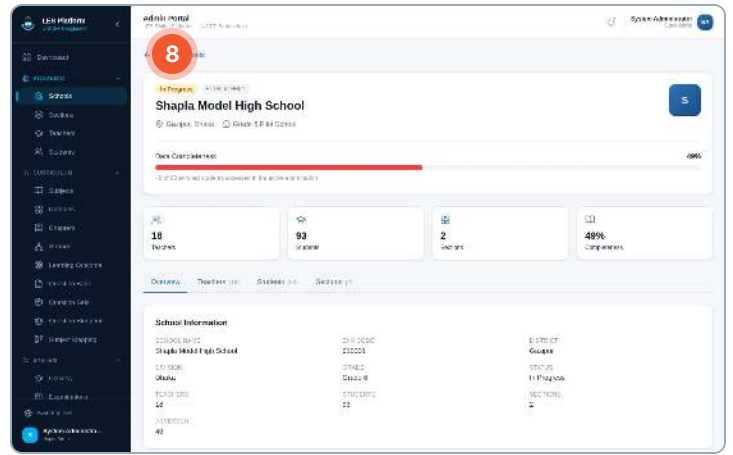
4. Choose your .xlsx file and click **Upload & Import**. The result shows how many schools were added and how many were skipped because they already exist.

## A school's own page





7. **Sections** shows each section and its number of students.



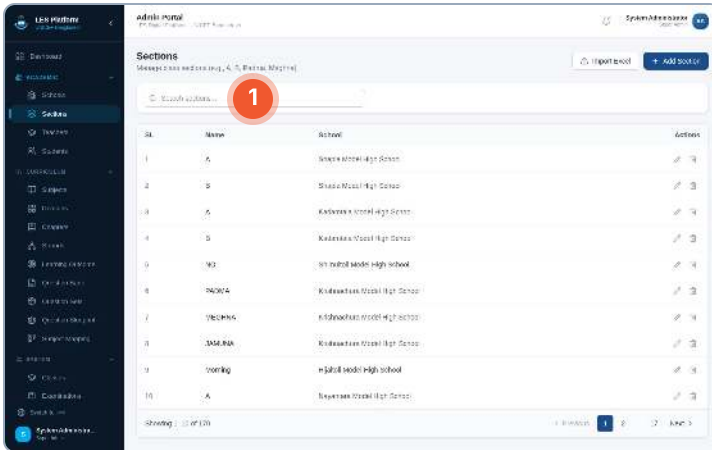
8. **Back to Schools** returns to the list.

## 6 Sections

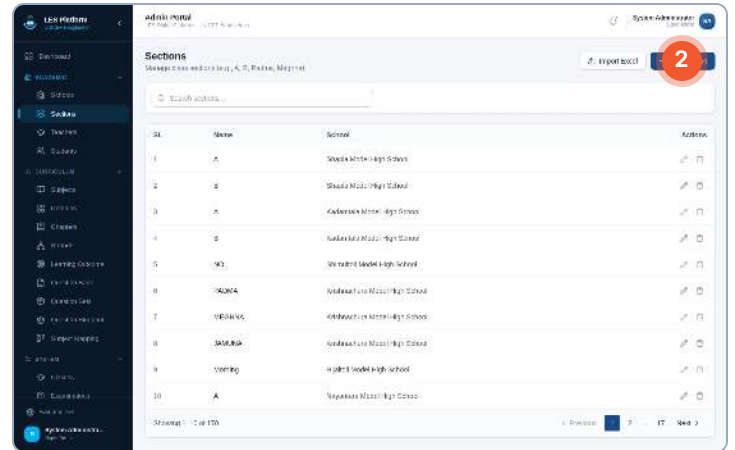
For: **Super Admin**

A section is one class group in a school, such as Grade 6 A or Grade 6 Padma.

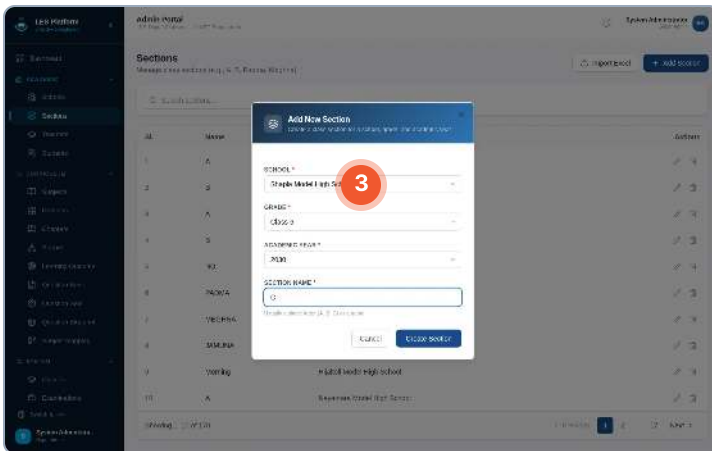
### Add sections



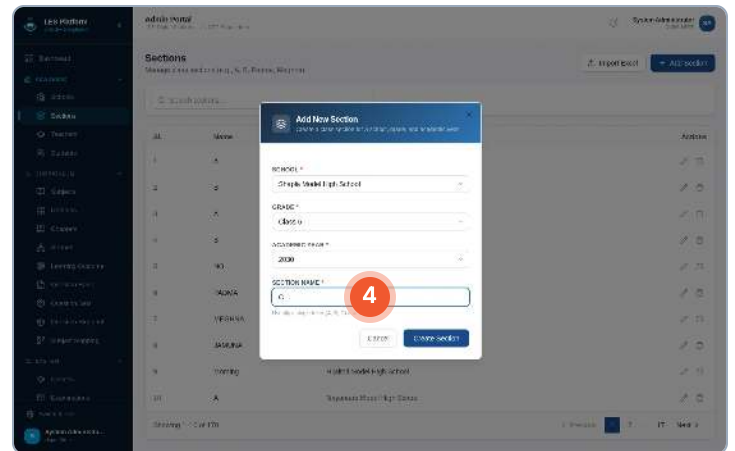
1. Type a section or school name to find a section.



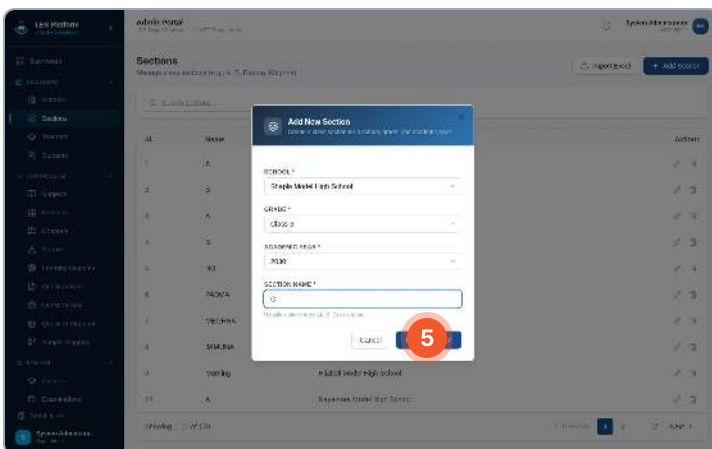
2. Click **Add Section**.



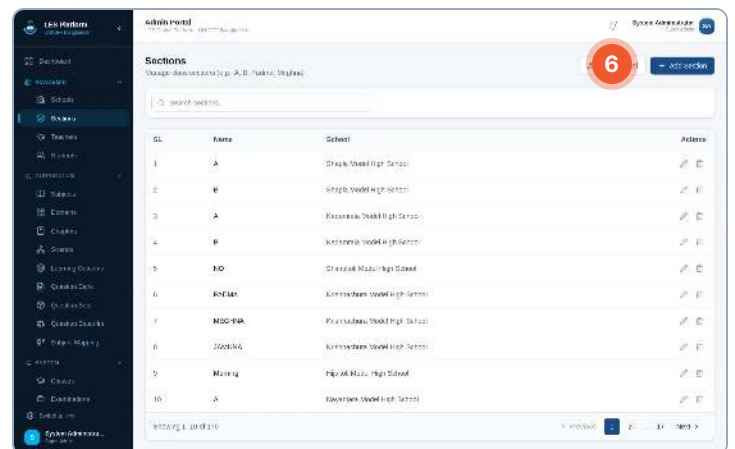
3. Choose the school, the grade and the academic year.



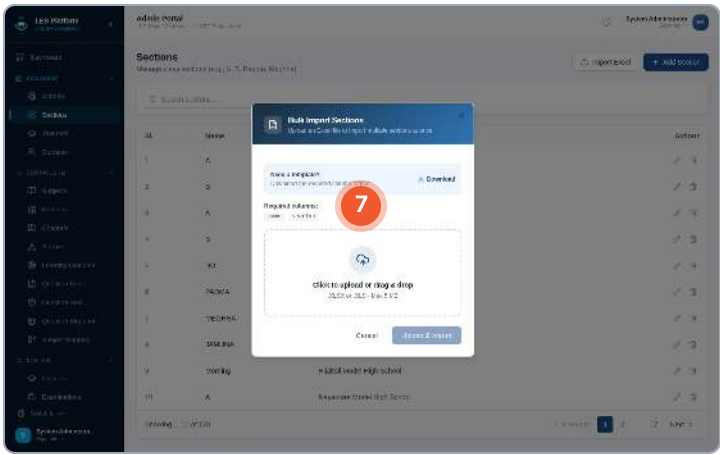
4. Type the section name, for example A or Padma.



5. Click **Create Section**.



6. To add many at once, click **Import Excel**.



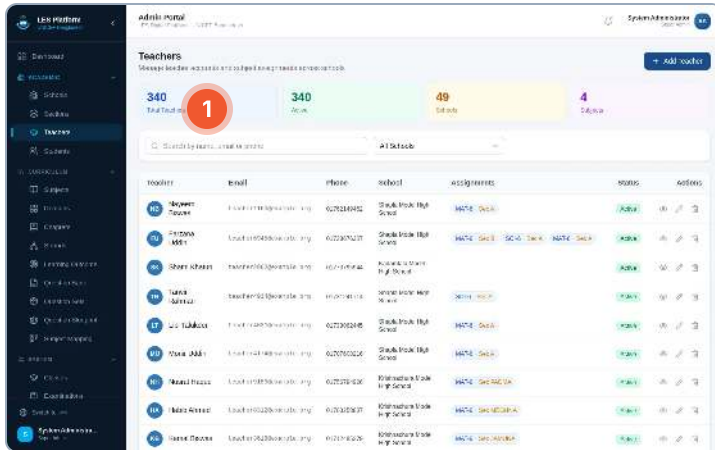
7. Your file needs the columns listed here. Choose it and upload; sections that already exist are skipped.

## 7 Teachers

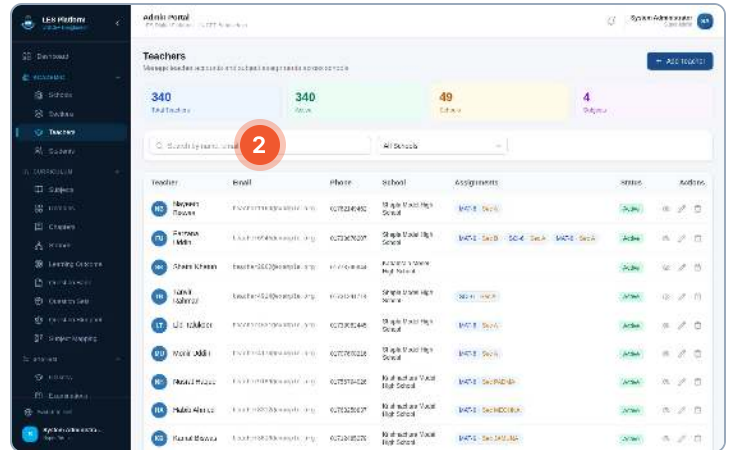
For: **Super Admin**

Each teacher belongs to one school and teaches one or more subject–section pairs, such as Mathematics in section A. Teachers then sign in to the mobile app with the phone number saved here.

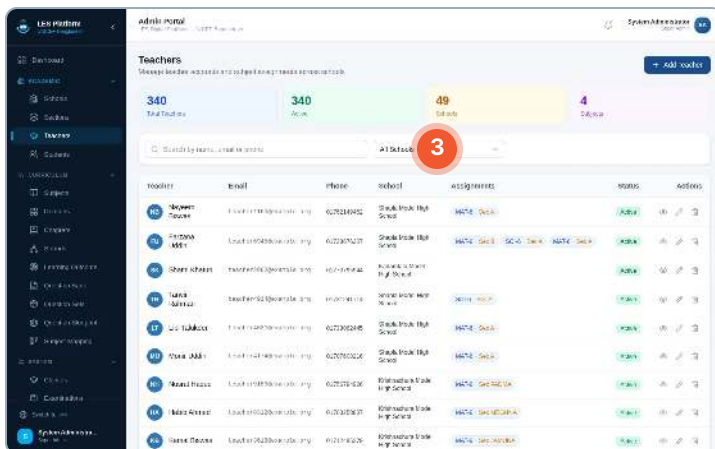
### Find a teacher



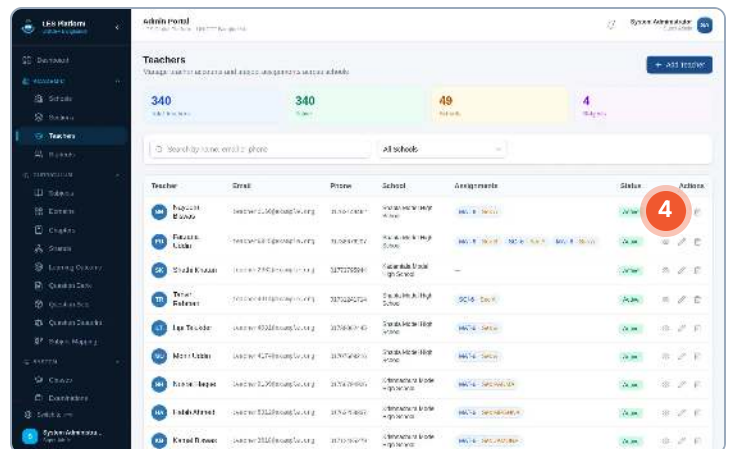
1. The cards count teachers, active teachers, schools and subjects.



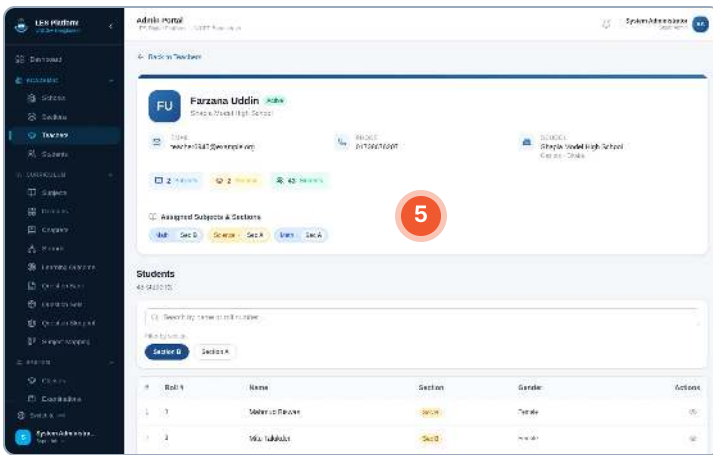
2. Search by name, email or phone number...



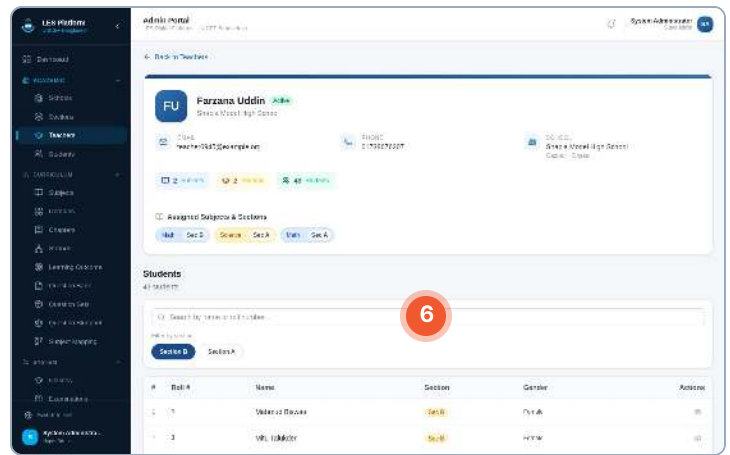
3. ...or choose a school to see only its teachers.



4. The eye opens the teacher's page with their students.

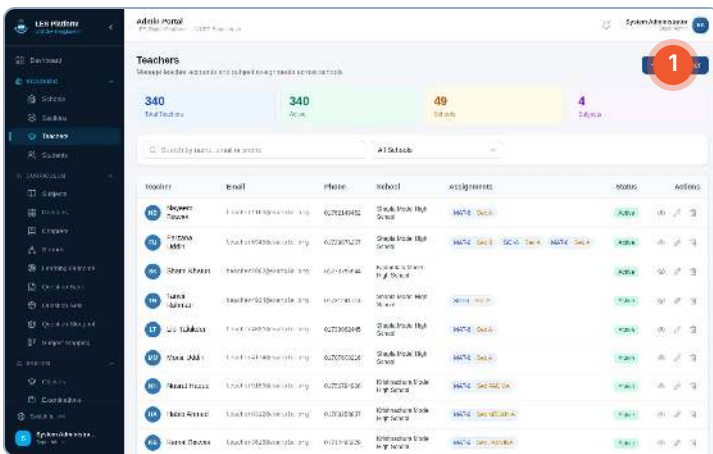


5. The teacher's page shows their subjects and sections...

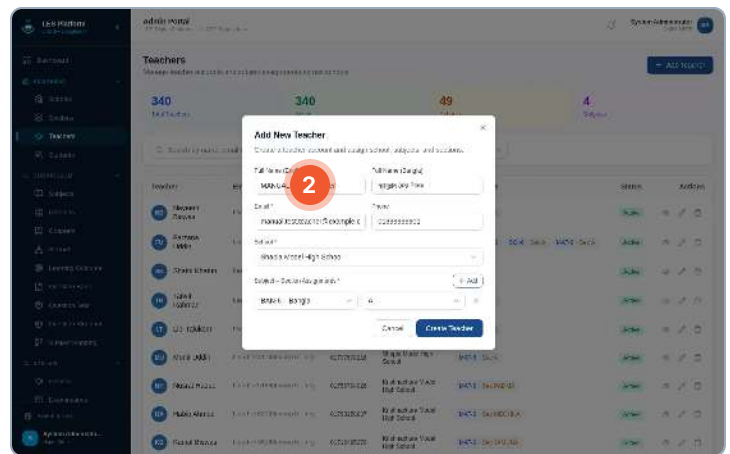


6. ...and every student they teach. Search by name or roll number, or filter by section.

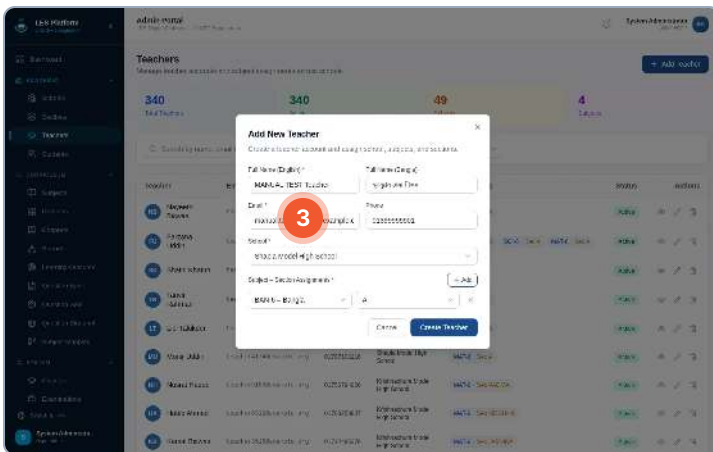
## Add a teacher



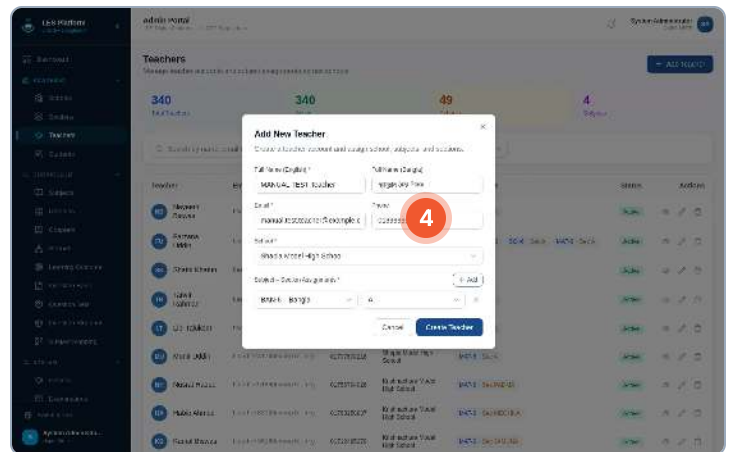
1. Click **Add Teacher**.



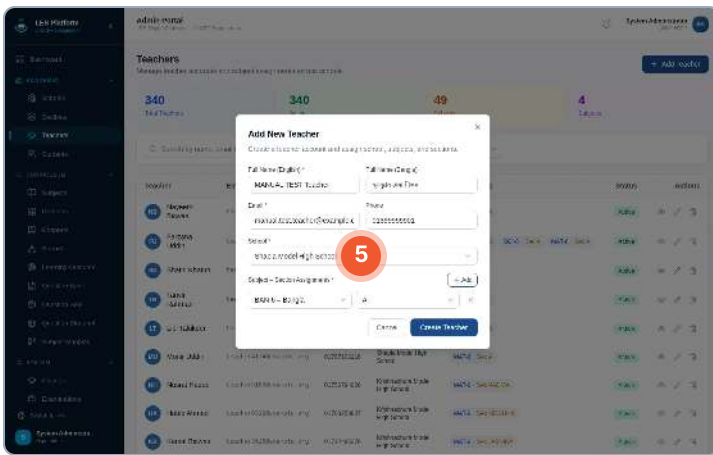
2. Type the teacher's full name in English. The Bangla name is optional.



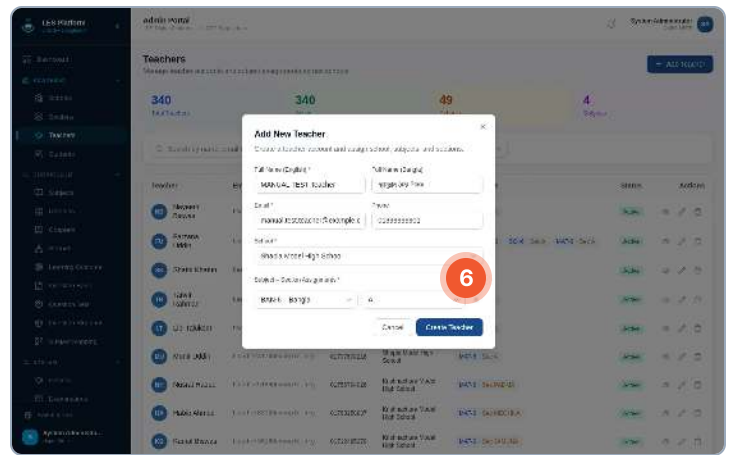
3. Type an email address. It must not belong to another account.



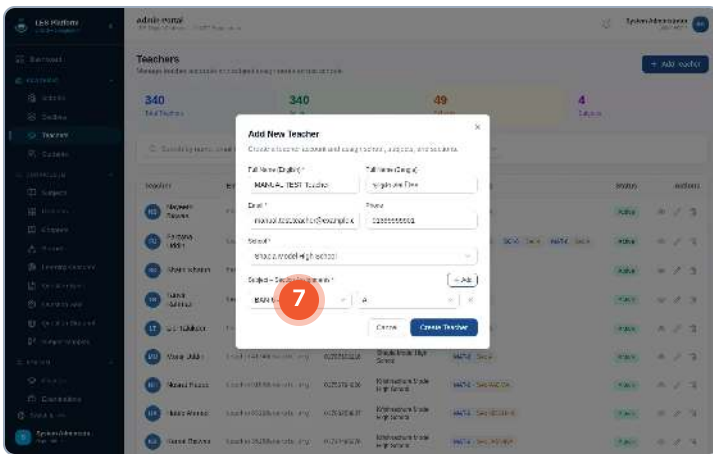
4. Type the mobile number, 11 digits starting with 01. The teacher signs in to the mobile app with this number.



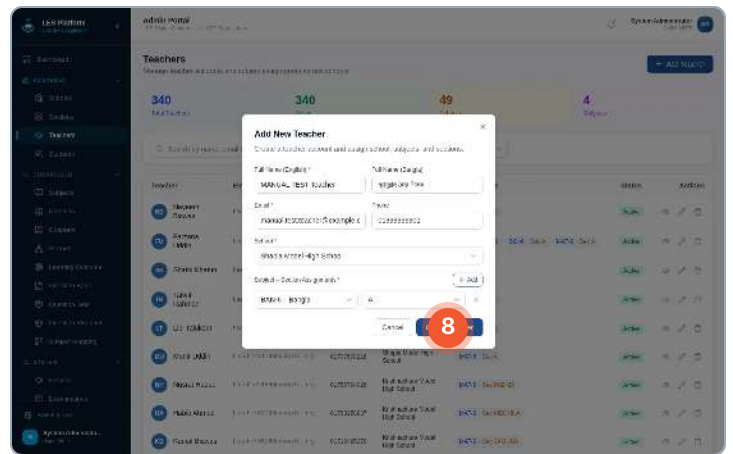
5. Choose the school.



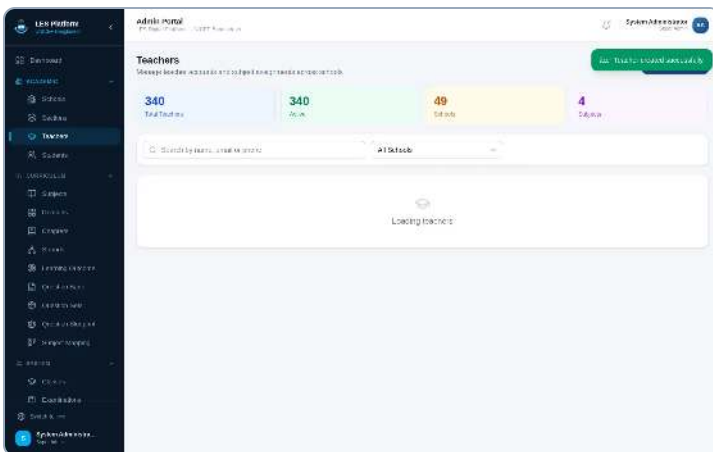
6. Under **Subject – Section Assignments** , click **Add** for each class the teacher teaches..



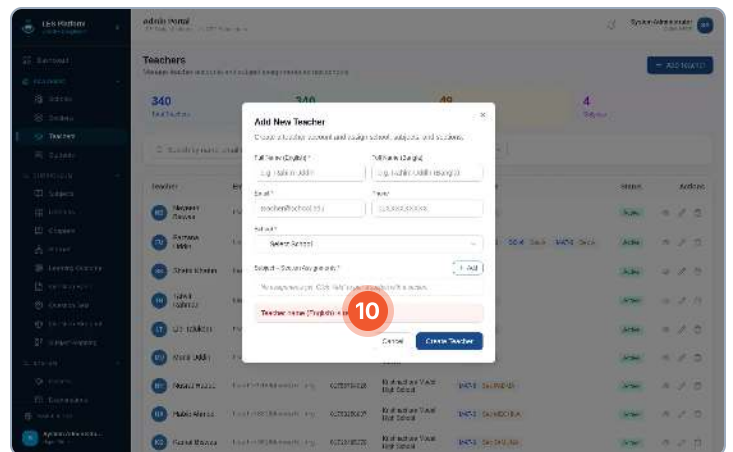
7. ...then choose the subject and the section on that row. The x removes a row.



8. Click **Create Teacher** .

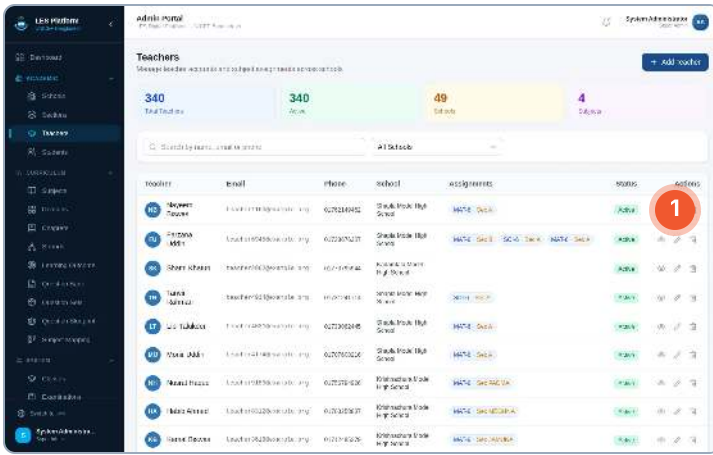


9. "Teacher created successfully." appears and the teacher is added to the list.

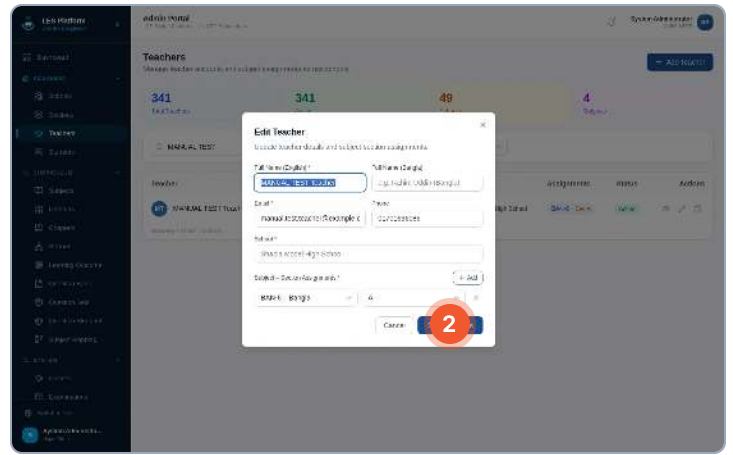


10. If something is missing, a red message says what to fix, for example a missing name or no assignment.

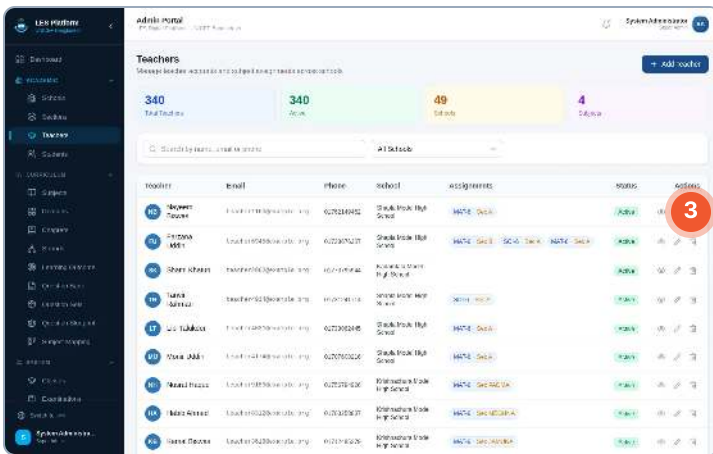
## Change or remove a teacher



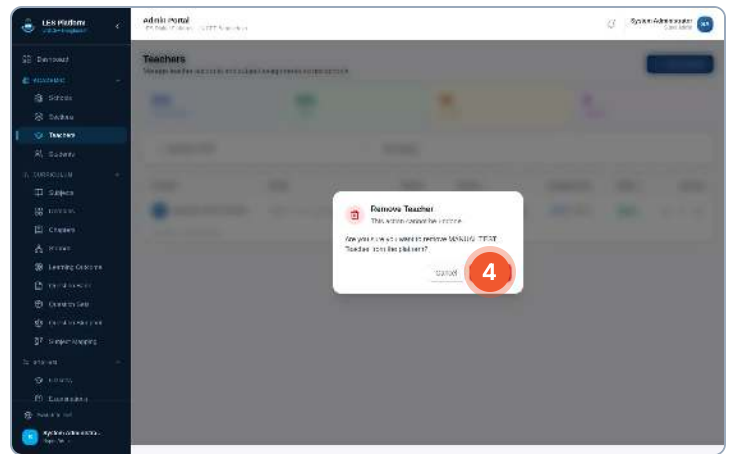
1. Click the pencil to edit a teacher.



2. Change the details or assignments and click **Save Changes**. The school cannot be changed here.



3. The bin removes a teacher.



4. Check the name and click **Remove**. This cannot be undone.

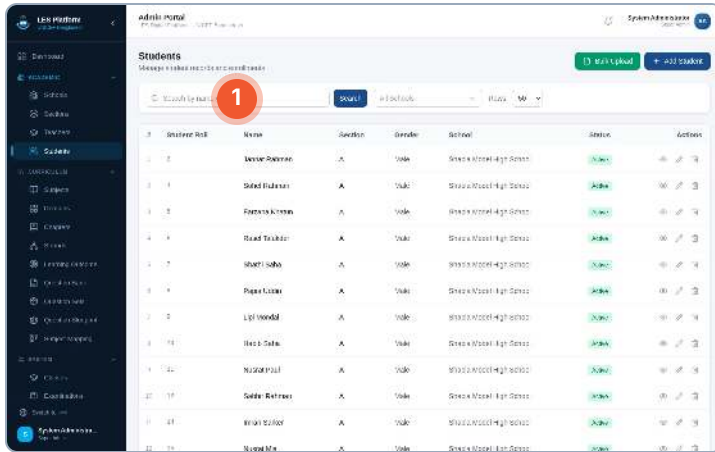
**!** Two rows with the same subject and section are not allowed: "Duplicate subject-section pairs are not allowed."

## 8 Students

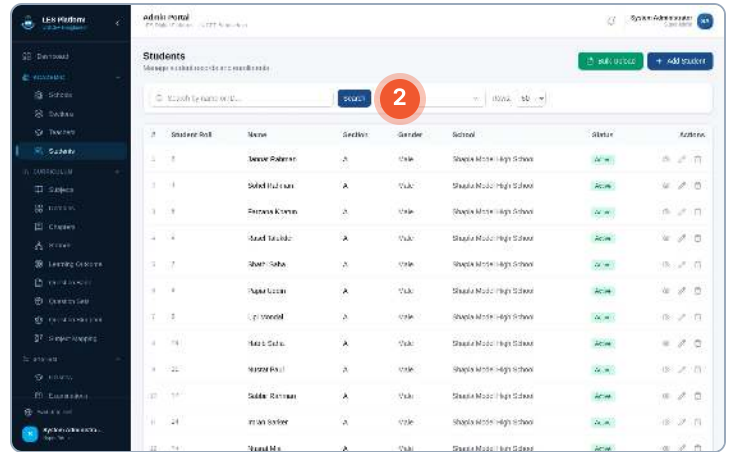
For: **Super Admin**

Every Grade 6 student in the pilot, with their school, section and results.

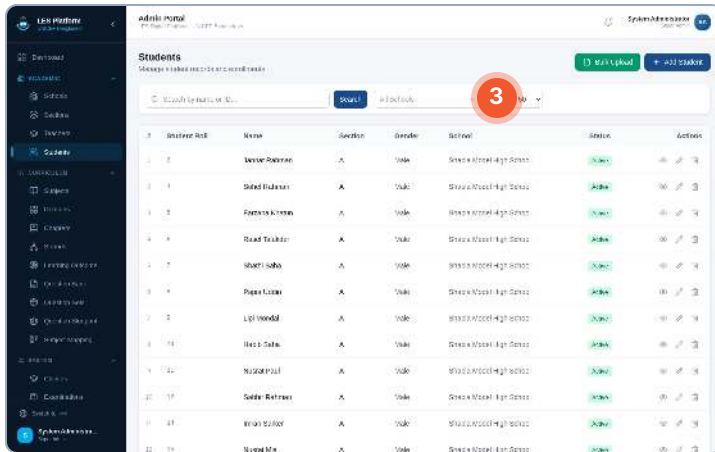
### Find a student



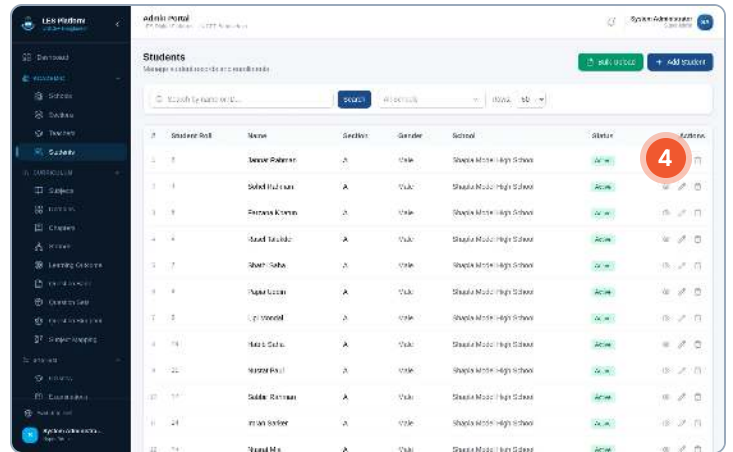
1. Type a name or roll number and click **Search**.



2. Choose a school to see only its students. You can type in this list to find the school.

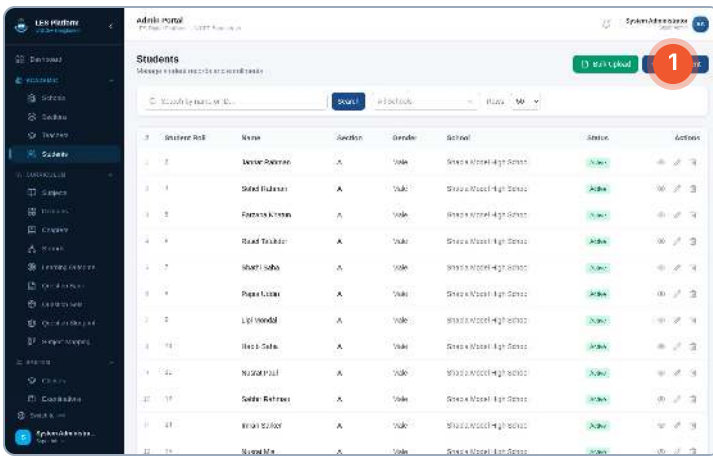


3. **Rows:** sets how many students show per page.

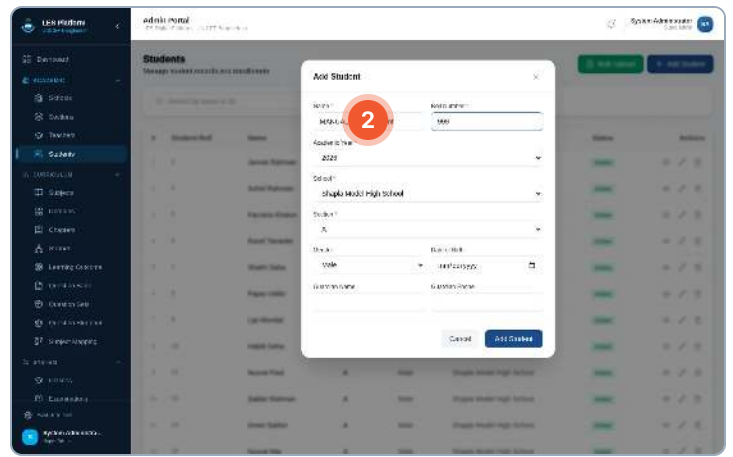


4. The eye opens the student's page, the pencil edits, the bin deletes.

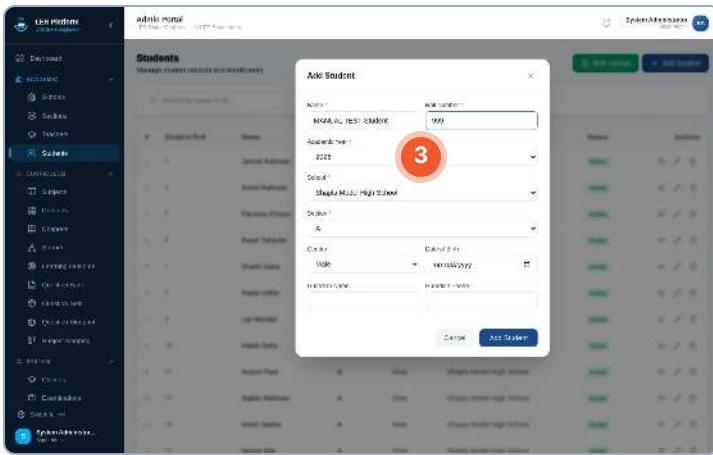
### Add a student



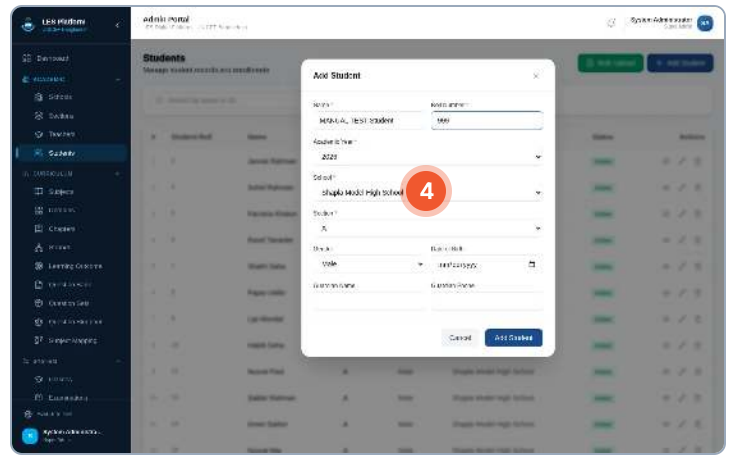
1. Click **Add Student**.



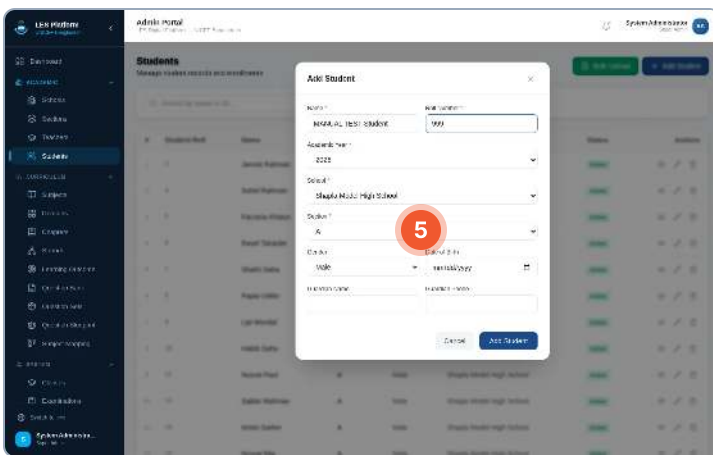
2. Type the name and roll number.



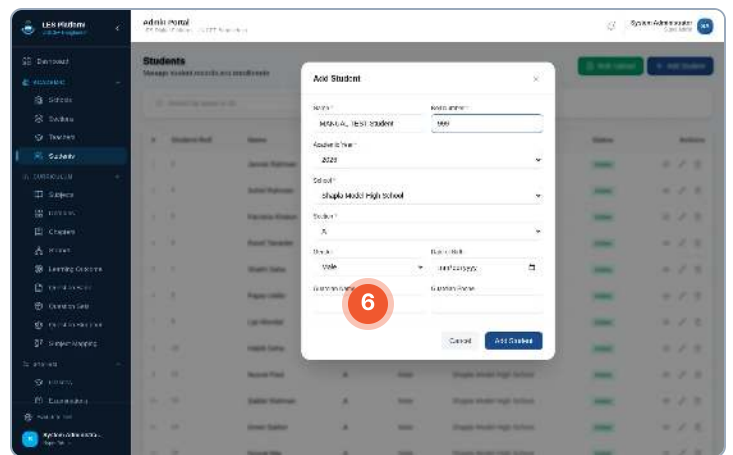
3. Choose the academic year.



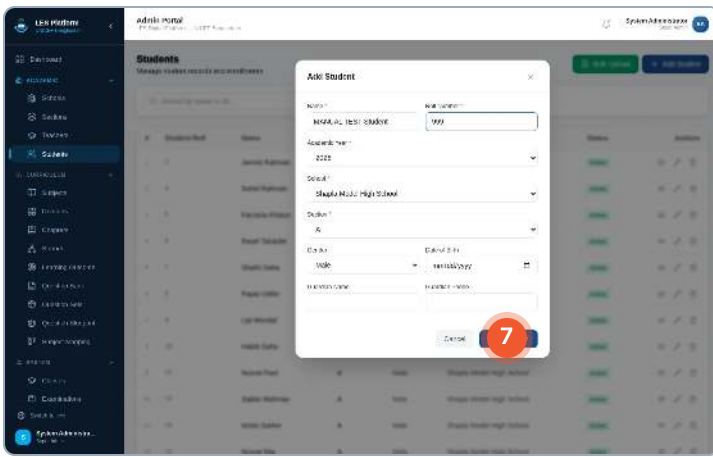
4. Choose the school first...



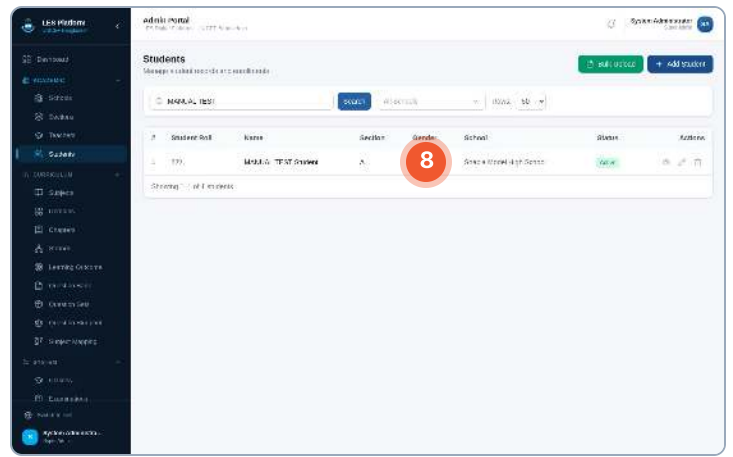
5. ...then its section.



6. Gender, date of birth and the guardian's name and phone are optional.

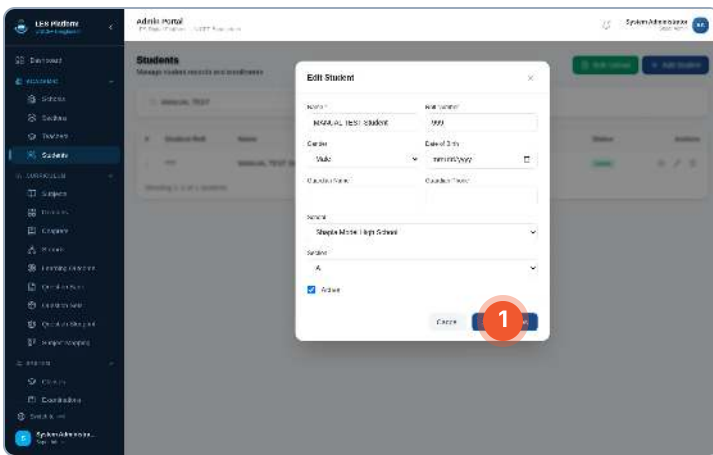


7. Click **Add Student**.

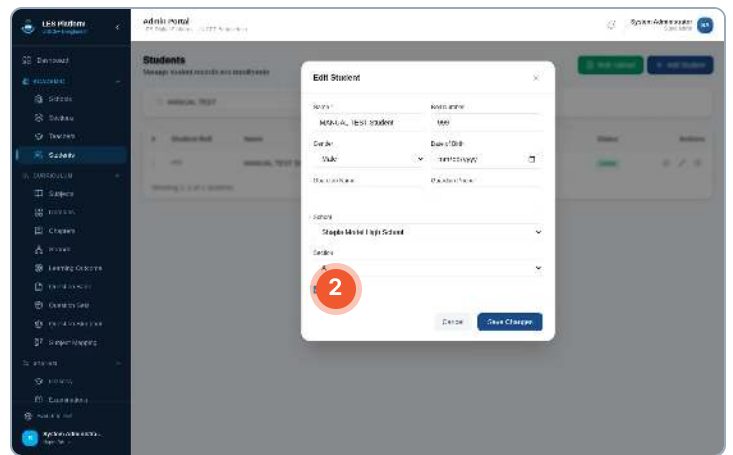


8. The new student appears in the list.

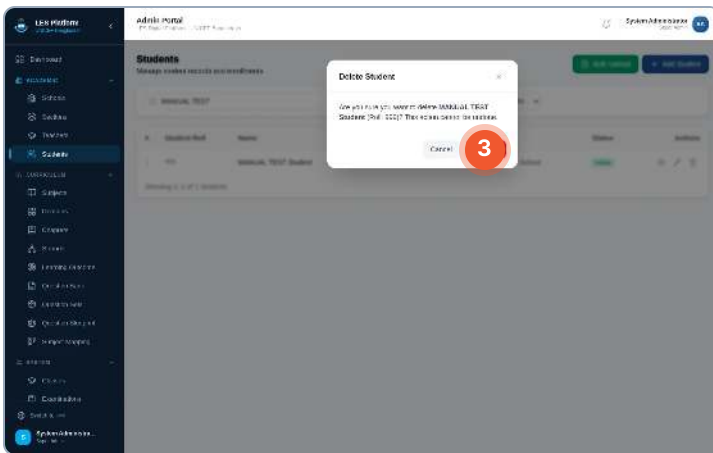
## Edit or delete a student



1. Click the pencil, correct the details and click **Save Changes**.

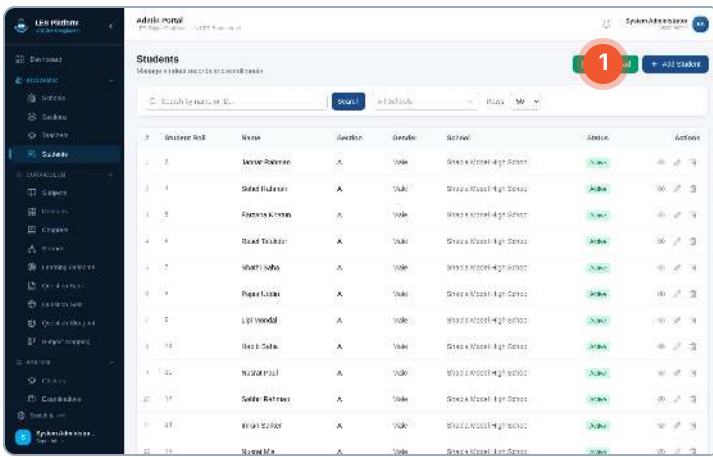


2. Untick **Active** for a student who has left, instead of deleting them. Their results stay on record.

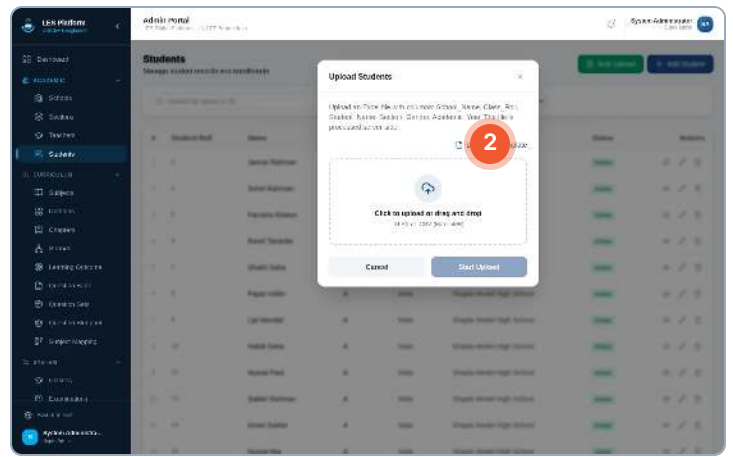


3. The bin asks you to confirm. Deleting cannot be undone.

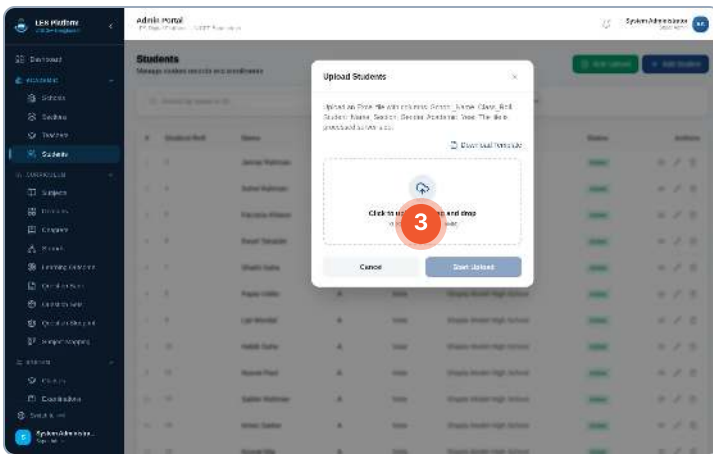
## Add many students from Excel



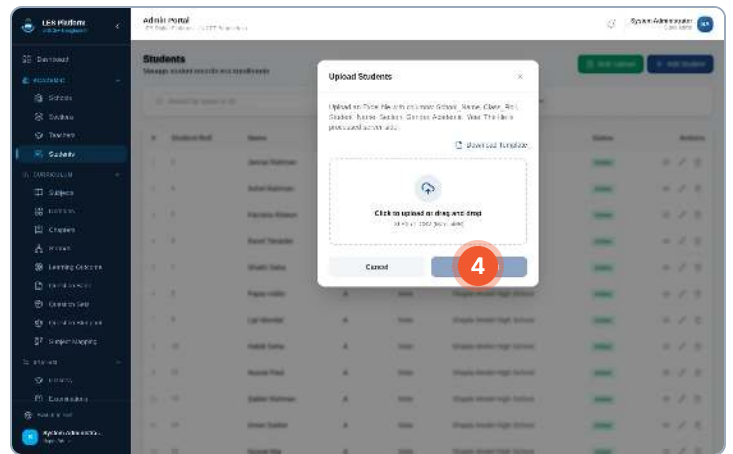
1. Click **Bulk Upload**.



2. Click **Download Template**. Fill in School\_Name, Class\_Roll, Student\_Name, Section, Gender and Academic\_Year.

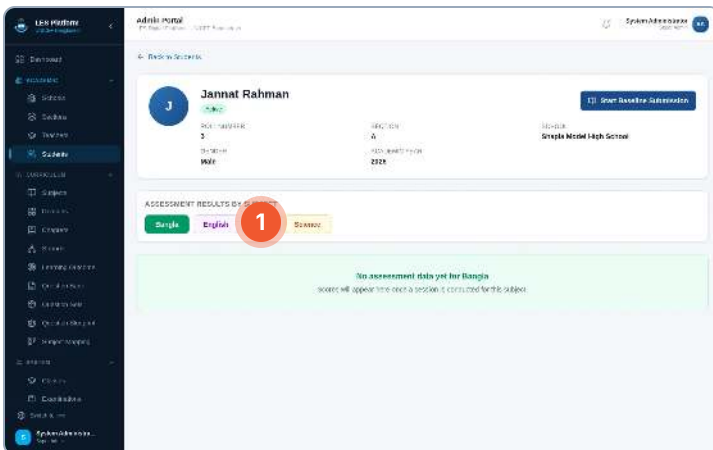


3. Drag your file here or click to choose it (.xlsx or .csv, up to 5 MB).

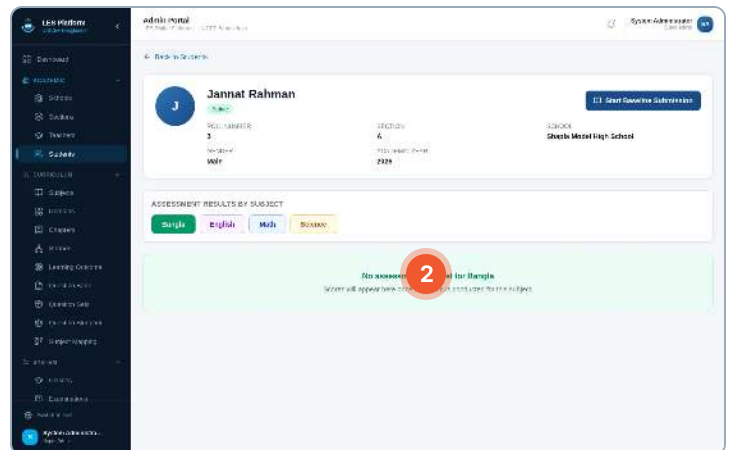


4. Click **Start Upload**.

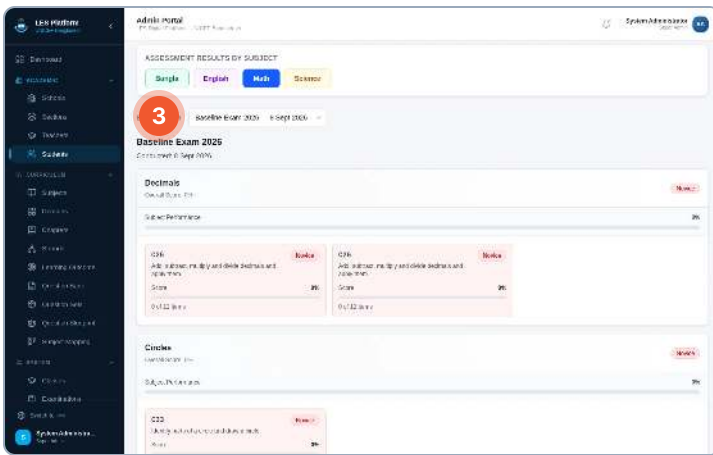
## A student's results



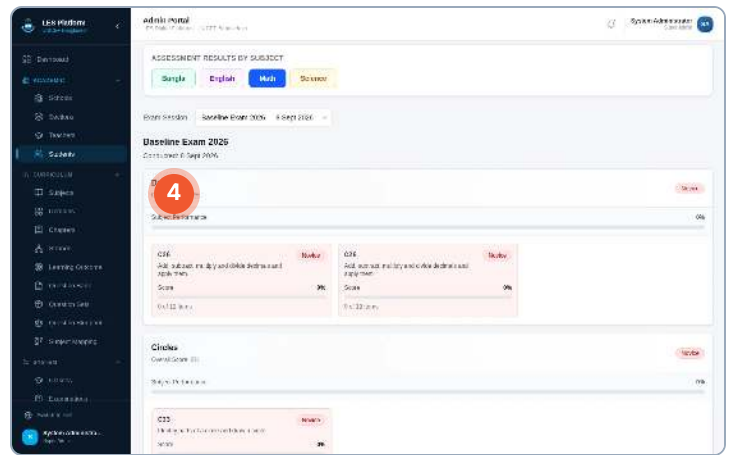
1. On the student's page, click a subject to see its results.



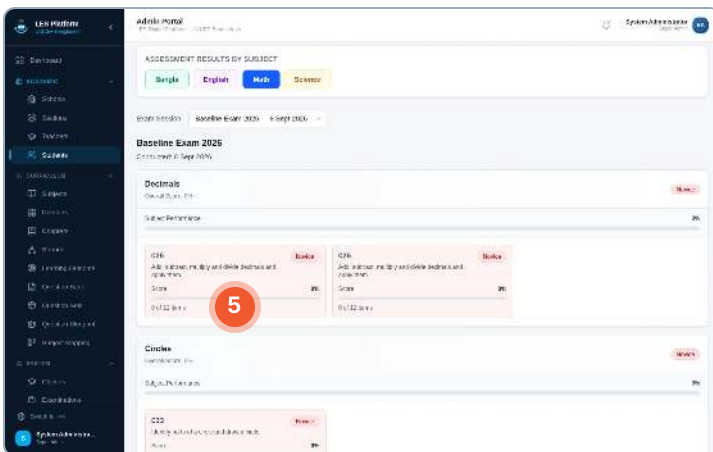
2. "No assessment data yet" means no scores have been entered for that subject.



3. Choose the examination session if there is more than one.

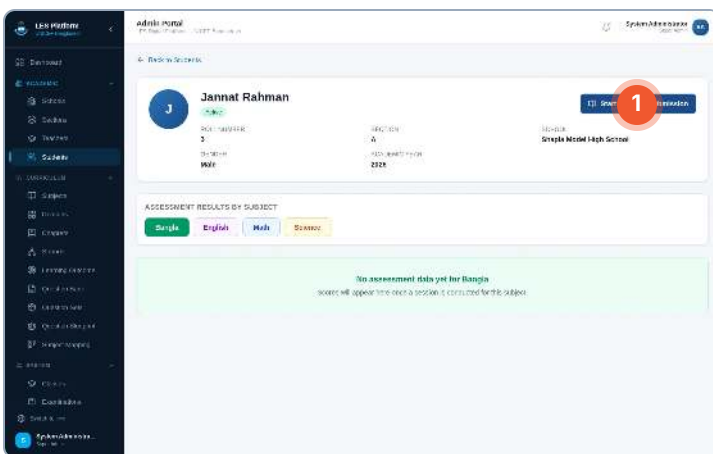


4. Each strand shows an overall score and level...

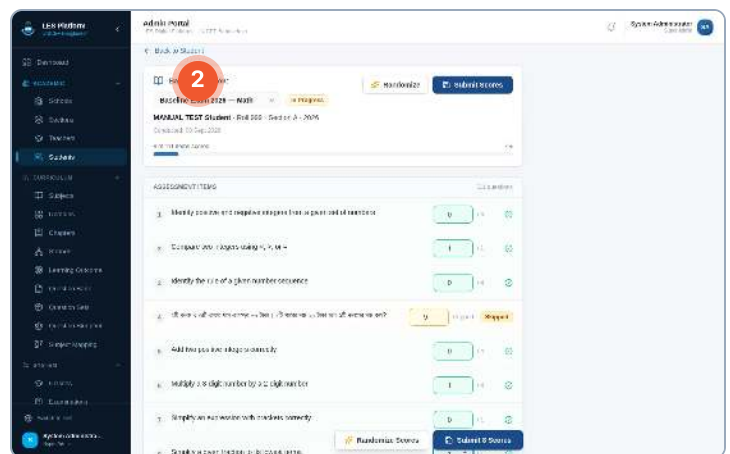


5. ...and each learning outcome shows the score and how many of its items the student answered.

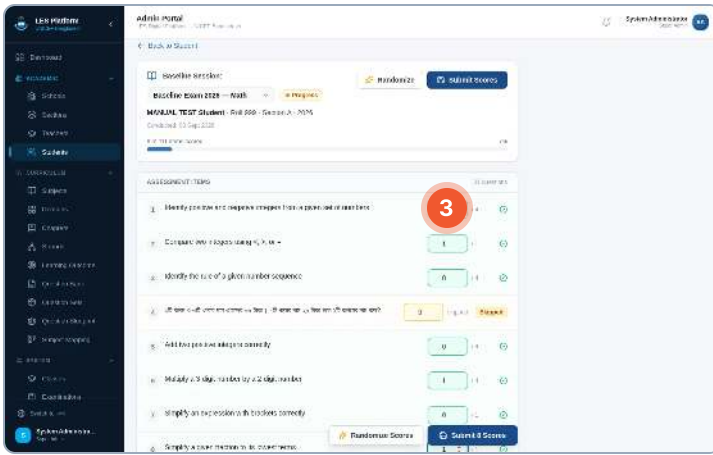
## Enter baseline scores for one student



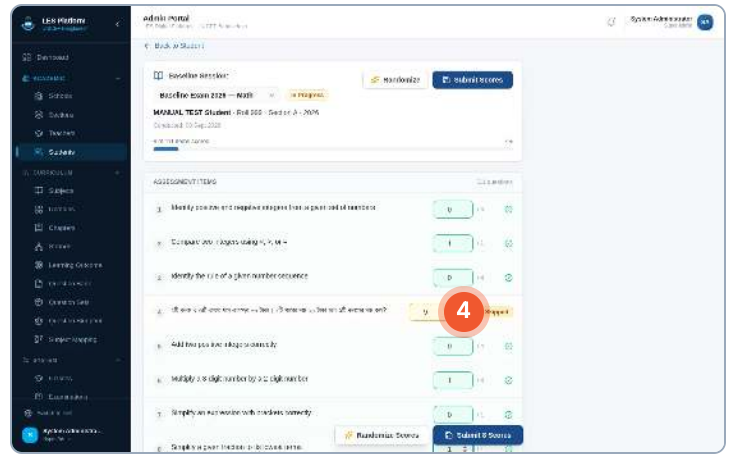
1. On the student's page, click **Start Baseline Submission**.



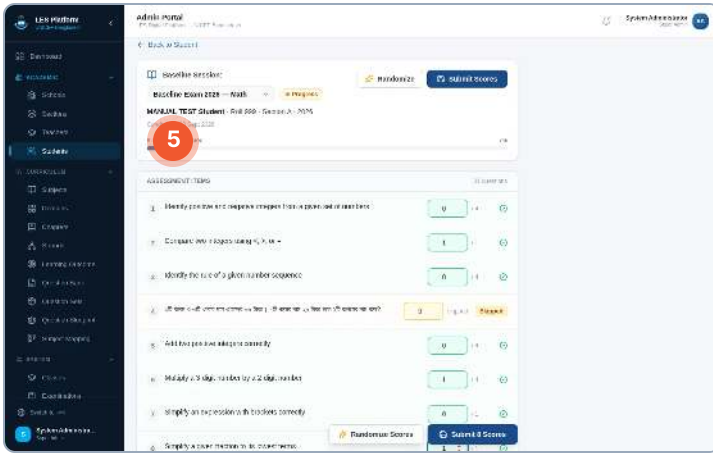
2. Choose the baseline session (examination and subject).



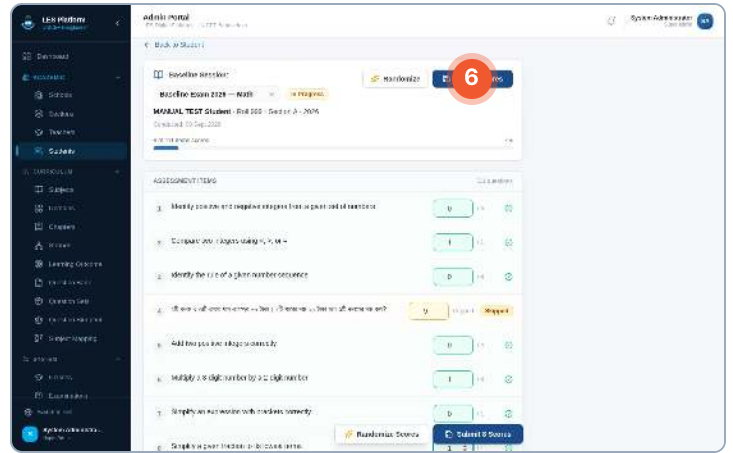
3. Type the score for each question, up to the maximum shown after the box.



4. Type 9 when the student did not answer. The question is marked **Skipped**.



5. The bar shows how many questions have a score.



6. Click **Submit Scores** to save. Do not use **Randomize**: it fills random test numbers.

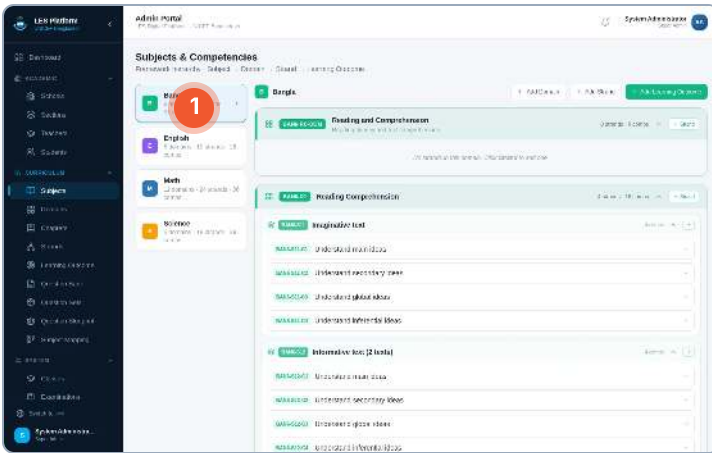
**i** Teachers normally enter scores for the whole class in the LES mobile app. Use this page only to correct or complete one student's baseline.

## 9 Curriculum

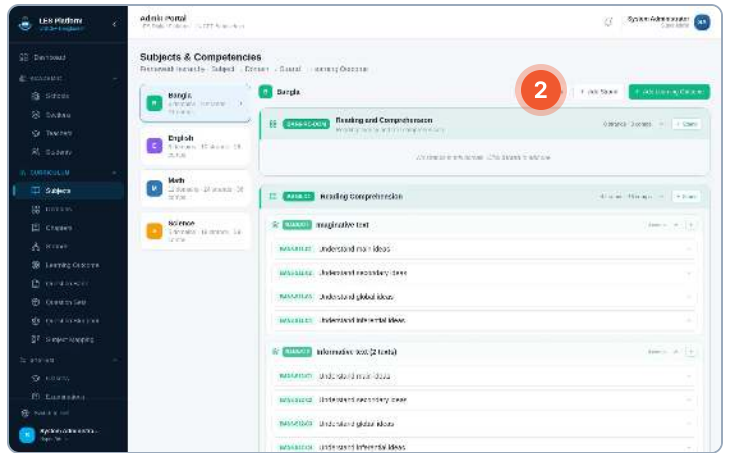
For: **Super Admin**

The curriculum has five levels: Subject → Domain → Strand → Learning Outcome → Item (question). Chapters link the textbook to learning outcomes.

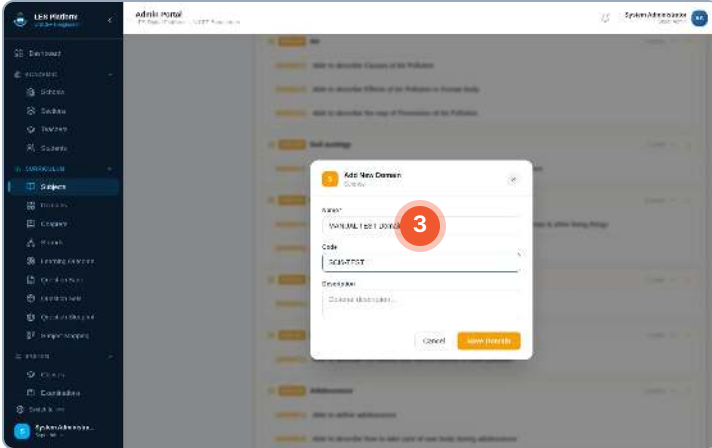
### Build the framework on the Subjects page



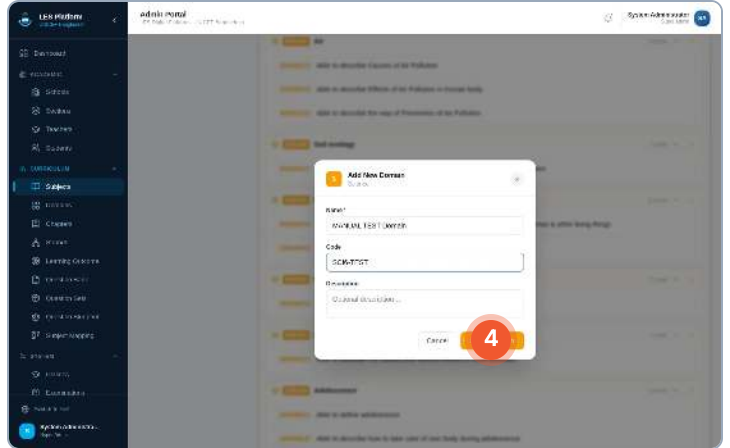
1. **Subjects** lists the subjects on the left with their numbers of domains, strands and learning outcomes. Click one to open it.



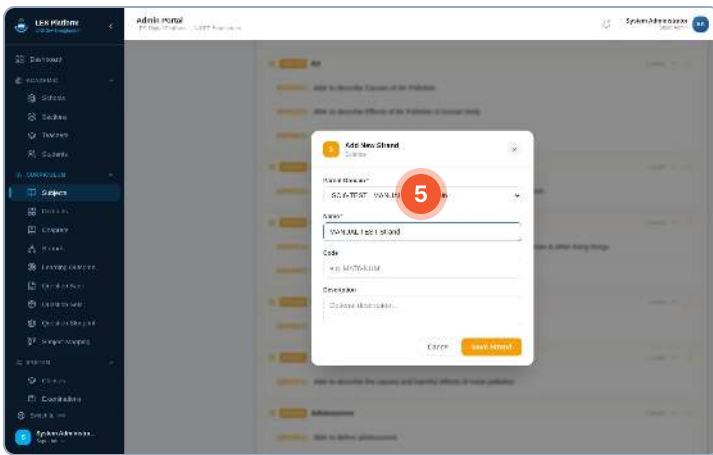
2. Click **Add Domain ...**



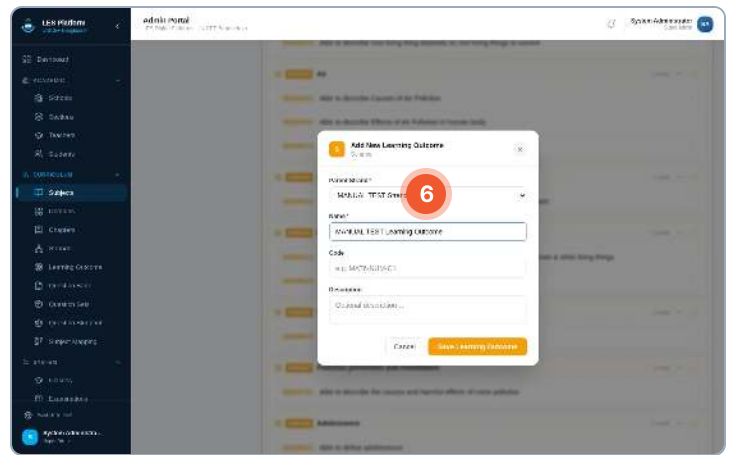
3. ...type the domain name and, if you use one, a short code...



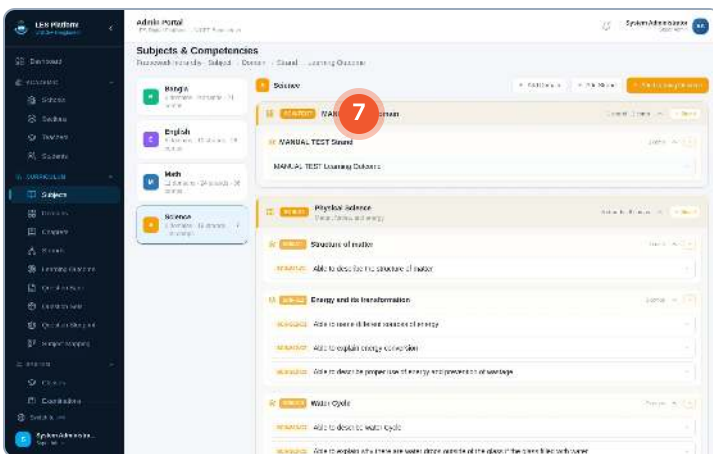
4. ...and click **Save Domain**.



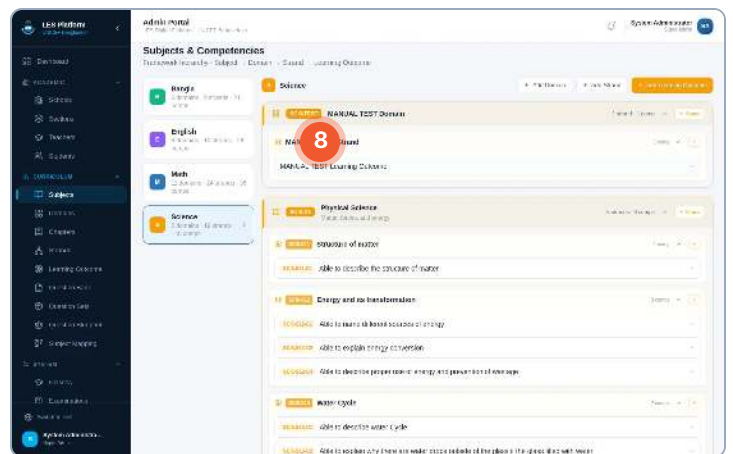
5. **Add Strand** : choose the domain it belongs to, type the name and click **Save Strand** .



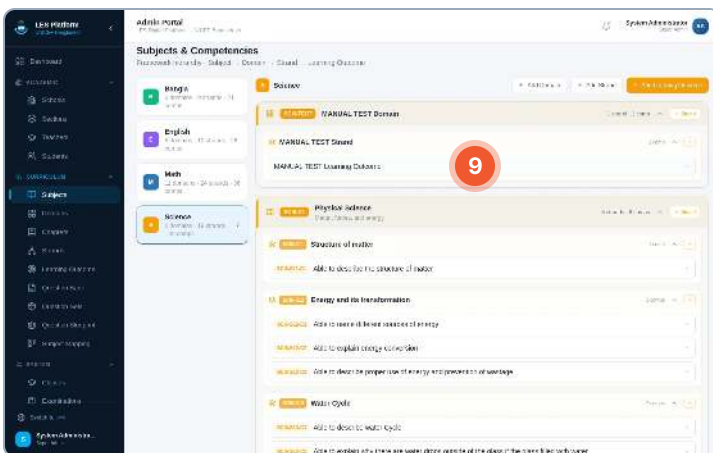
6. **Add Learning Outcome** : choose the strand, type the outcome and click **Save Learning Outcome** .



7. The tree shows the result: the domain...



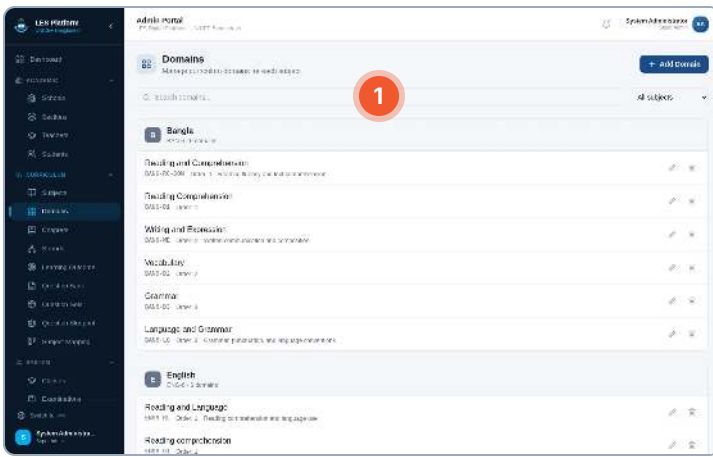
8. ...its strand...



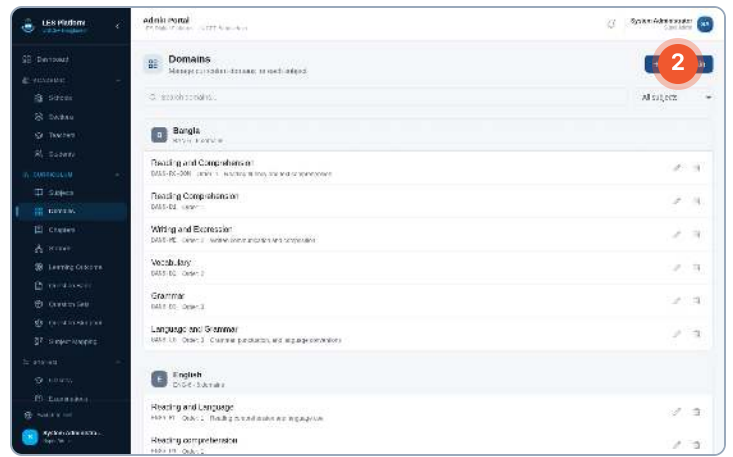
9. ...and the learning outcome. Click an outcome to read its description.

- i After you save, the Subjects page shows the first subject again. Click your subject on the left to carry on.

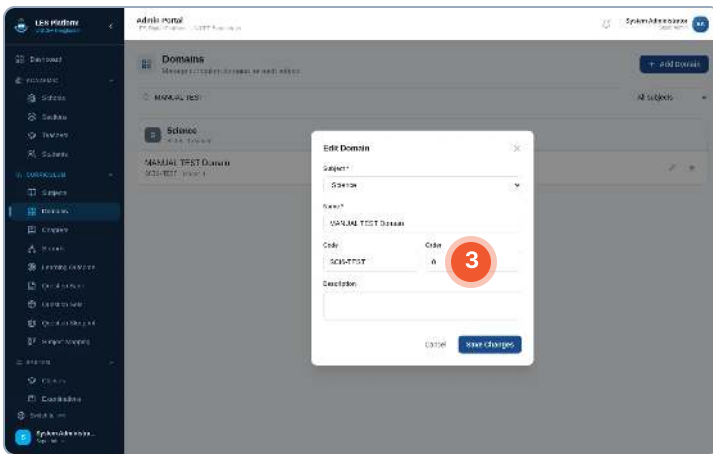
## Domains



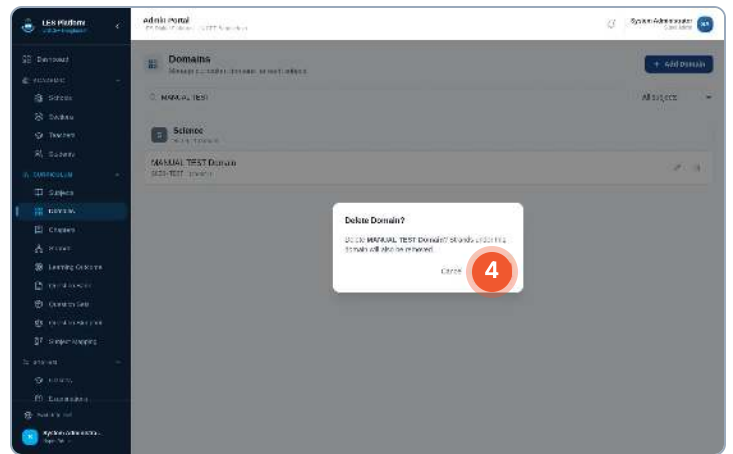
1. **Domains** lists domains by subject. Search, or choose a subject.



2. **Add Domain** adds one here too.

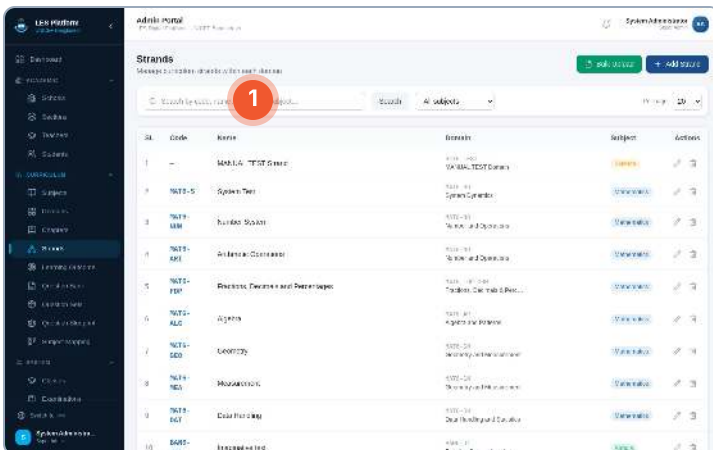


3. The pencil on a domain lets you change its subject, name, code, order and description.

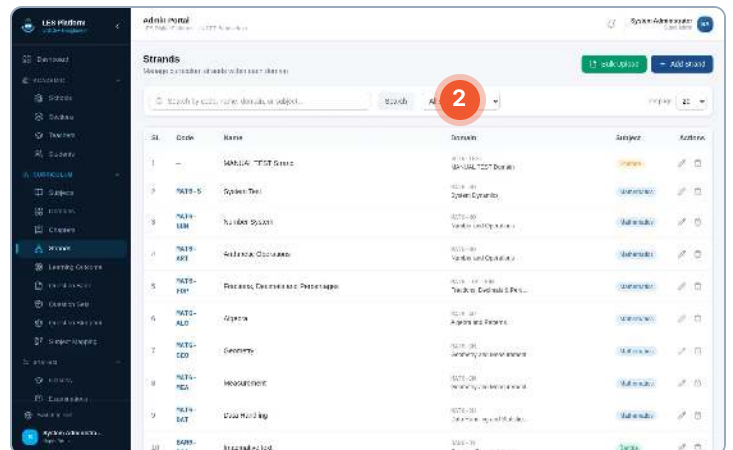


4. The bin deletes a domain **and every strand in it**. Check before you confirm.

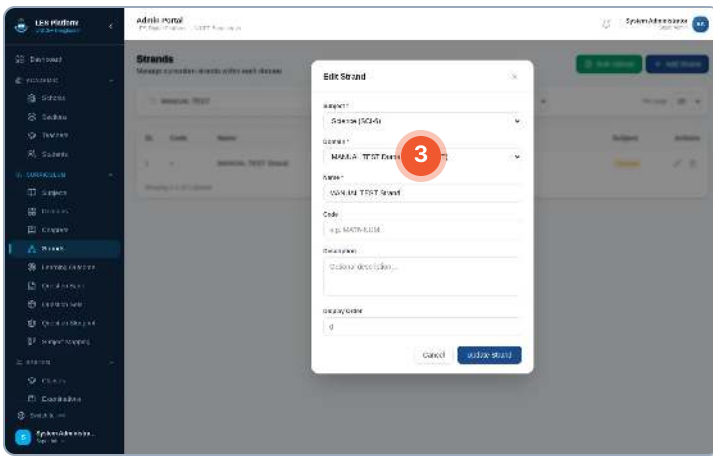
## Strands and learning outcomes



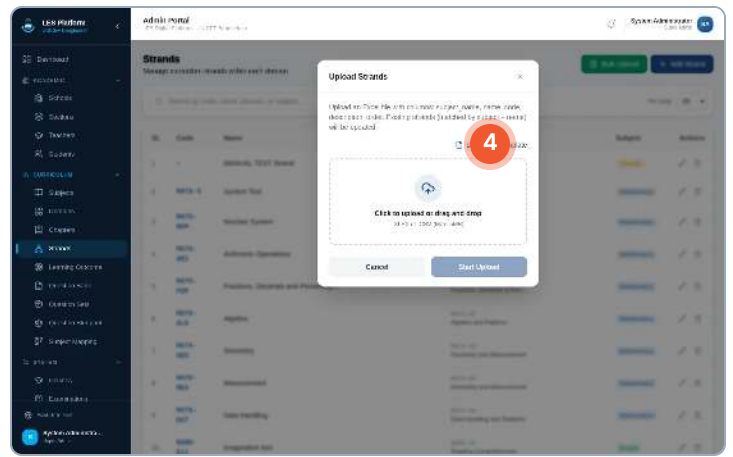
1. **Strands** is a table of every strand. Search by code, name, domain or subject.



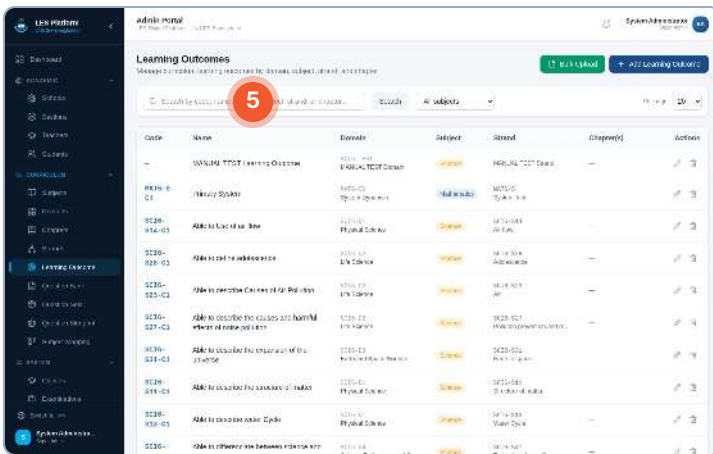
2. Choose a subject to narrow the list.



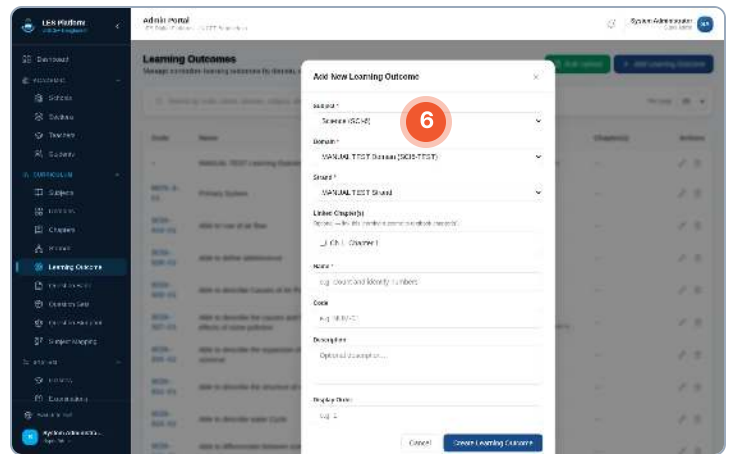
3. Click a row's pencil to edit: subject, domain, name, code, description and display order.



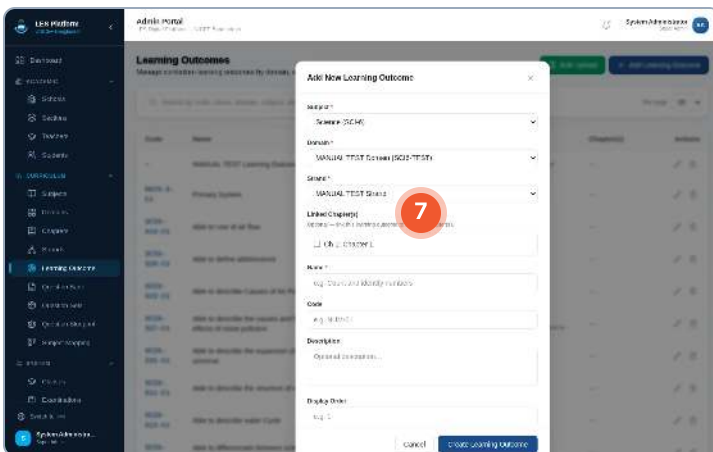
4. Bulk Upload adds many strands from a spreadsheet. Download the template first.



5. Learning Outcome works the same way for learning outcomes, and shows the chapters each one is linked to.



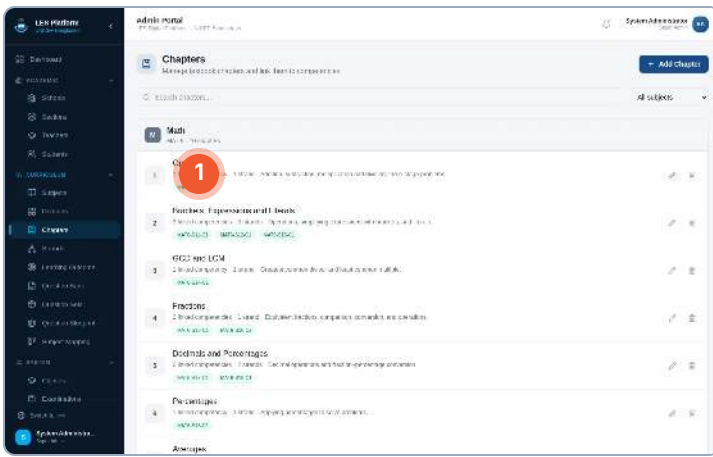
6. When adding one, choose subject, domain and strand in that order: each list follows the one before.



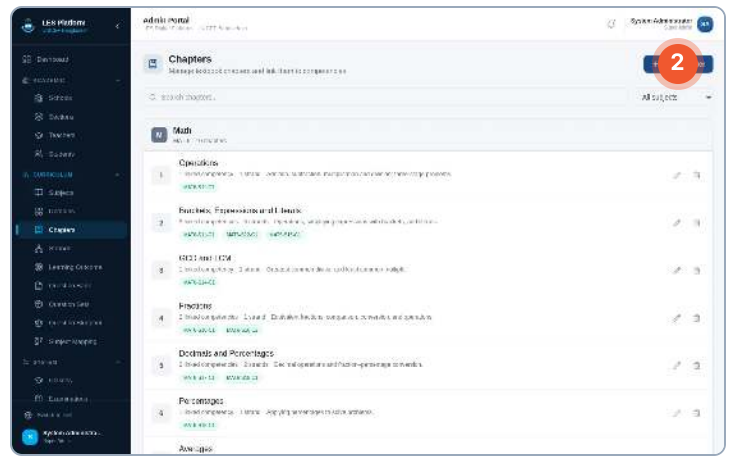
7. Tick the textbook chapters it belongs to (optional).

! Deleting a strand also deletes its learning outcomes and their questions. Deleting a learning outcome deletes its questions.

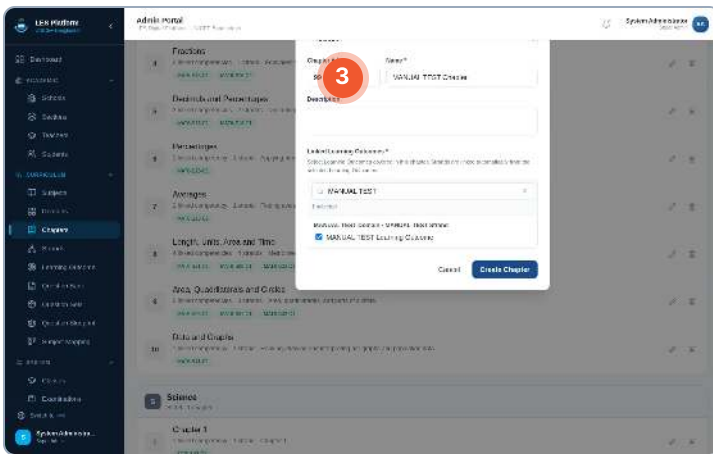
## Chapters



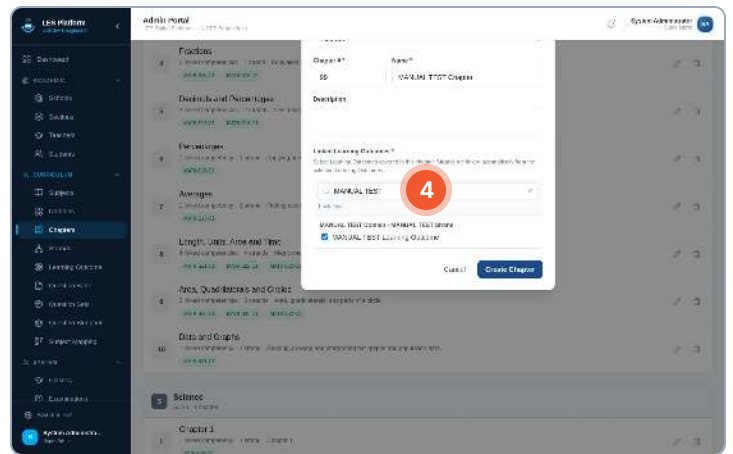
1. **Chapters** lists textbook chapters by subject, with how many learning outcomes each is linked to.



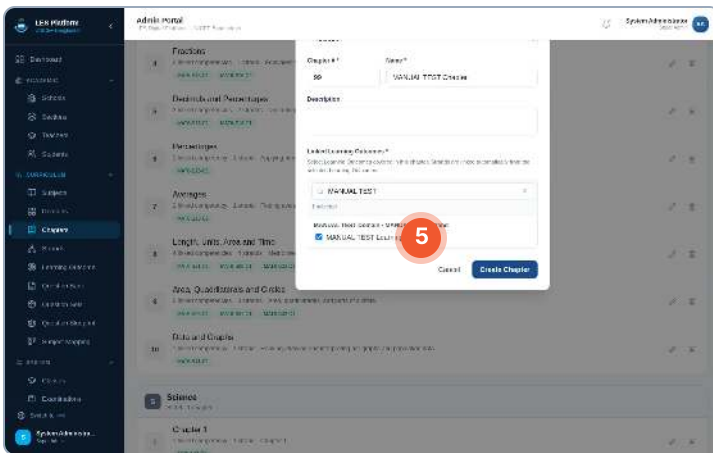
2. Click **Add Chapter**.



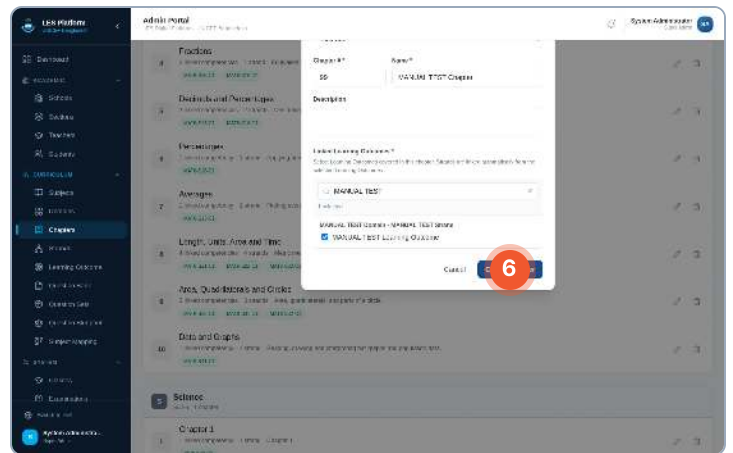
3. Choose the subject, type the chapter number and its name.



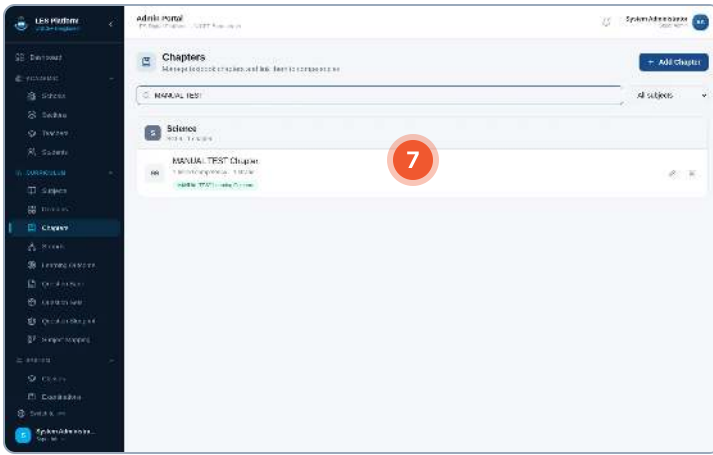
4. Under **Linked Learning Outcomes**, search...



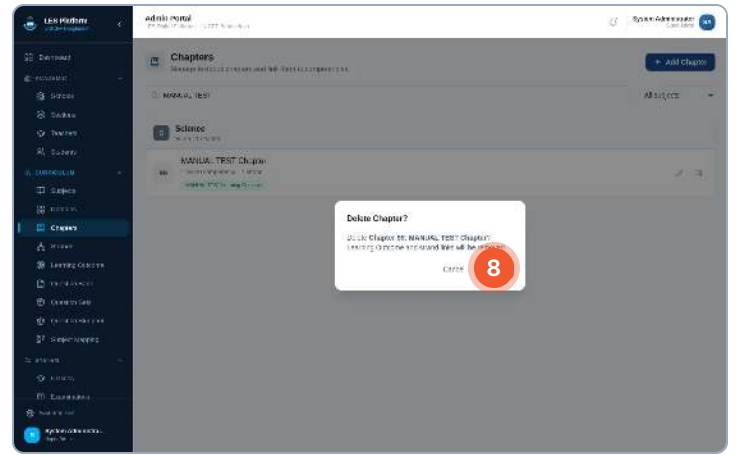
5. ...and tick each learning outcome taught in this chapter.



6. Click **Create Chapter**.

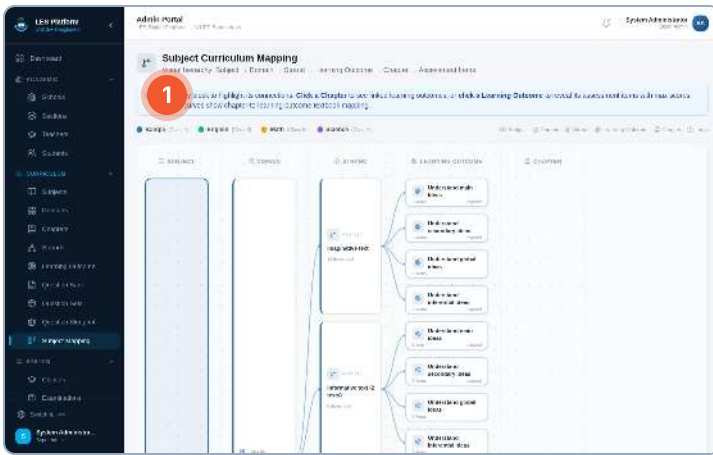


7. The chapter card shows its linked learning outcomes. Use the pencil to change them, the bin to delete.

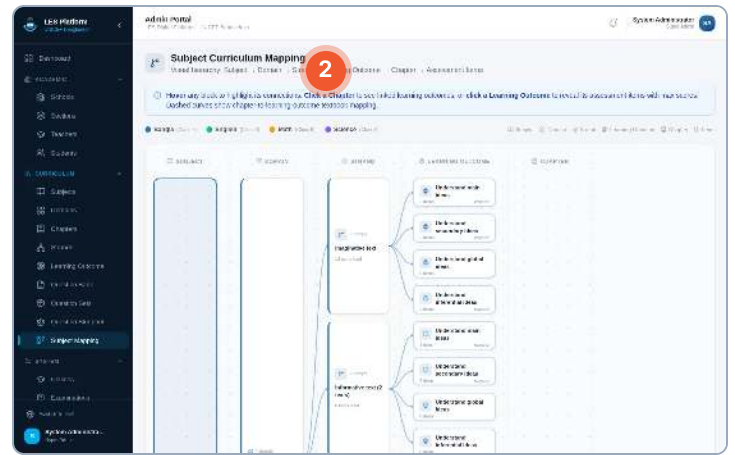


8. Deleting a chapter removes only the chapter and its links. The learning outcomes stay.

## See the whole map



1. **Subject Mapping** draws every subject's domains, strands, learning outcomes, chapters and items as one diagram.



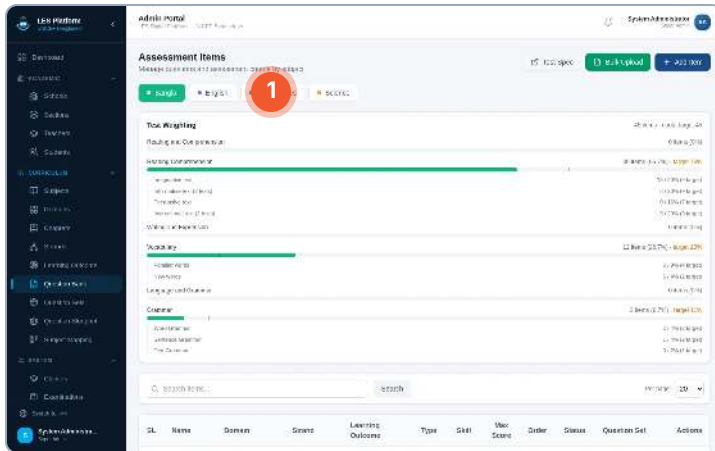
2. Point at any box to highlight what it is connected to. Click a learning outcome to list its items, or a chapter to see its learning outcomes. Dashed lines are chapter links.

## 10 Question Bank, Blueprint and Question Sets

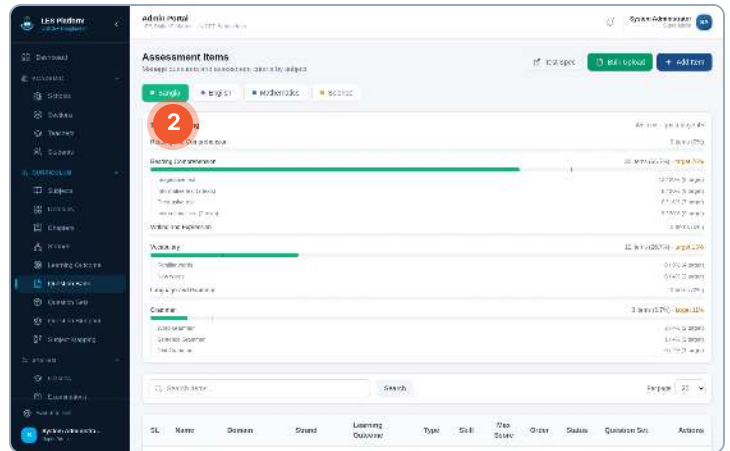
For: [Super Admin](#)

Questions (items) belong to a learning outcome. The blueprint sets how many questions of each kind the test needs. Question sets group questions for an examination.

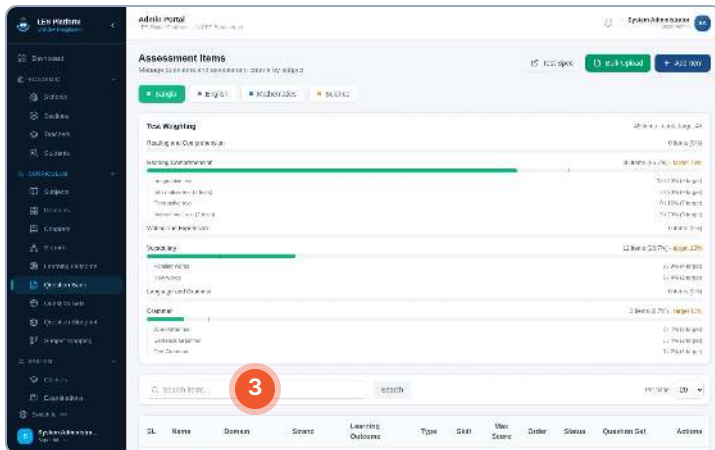
### Browse the question bank



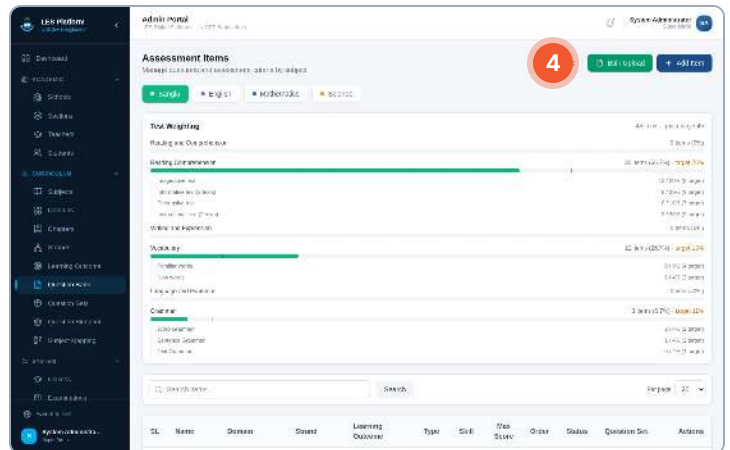
1. [Question Bank](#) opens [Assessment Items](#). Click a subject.



2. [Test Weighting](#) compares the questions you have with the target for each domain and strand. A mark on the bar shows the target.

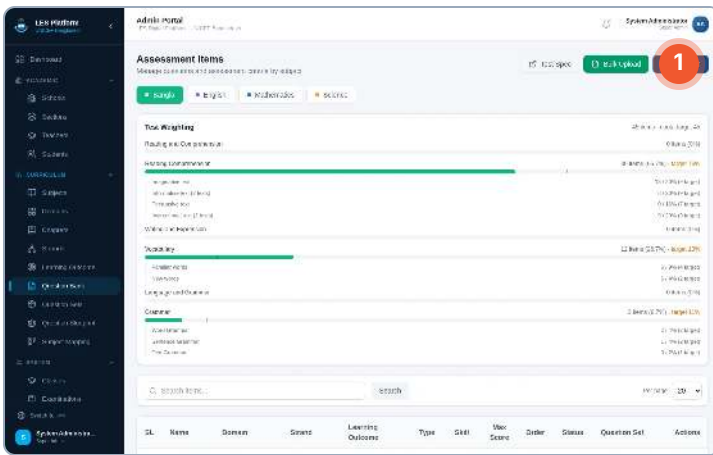


3. Search the questions. The table shows each one's domain, strand, learning outcome, type, skill, maximum score and question sets.

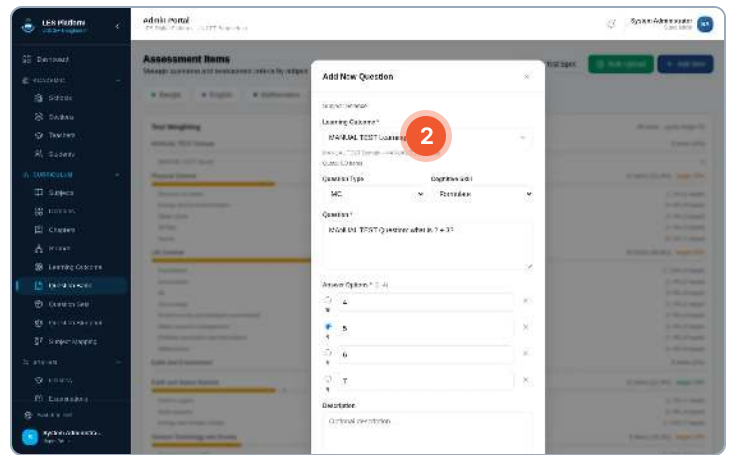


4. [Test Spec](#) opens the blueprint (below).

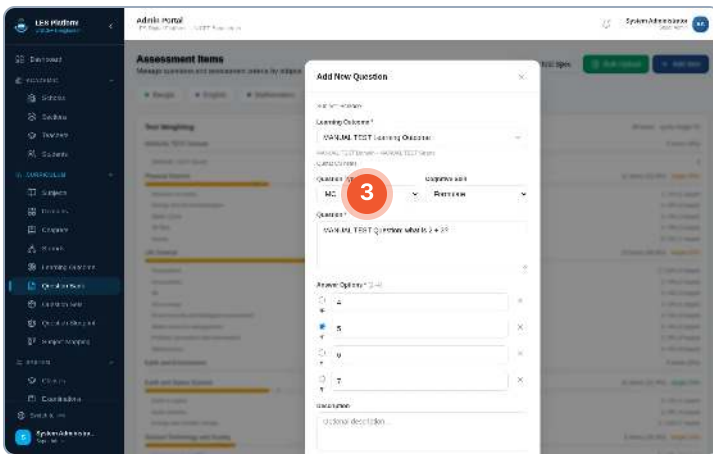
### Add a question



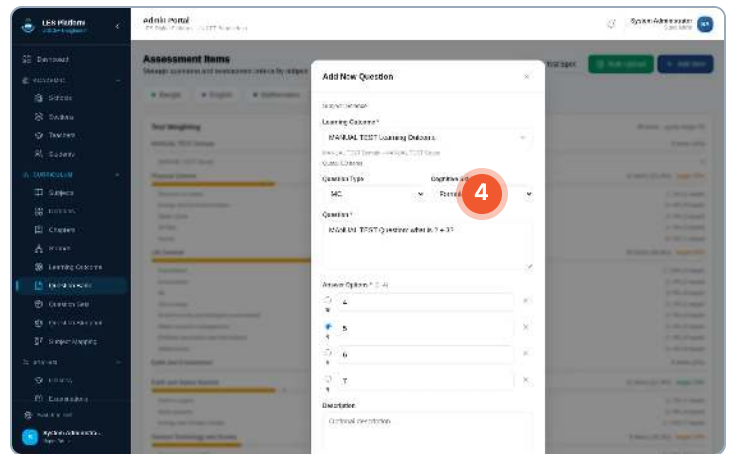
1. Open the subject's tab, then click **Add Item**.



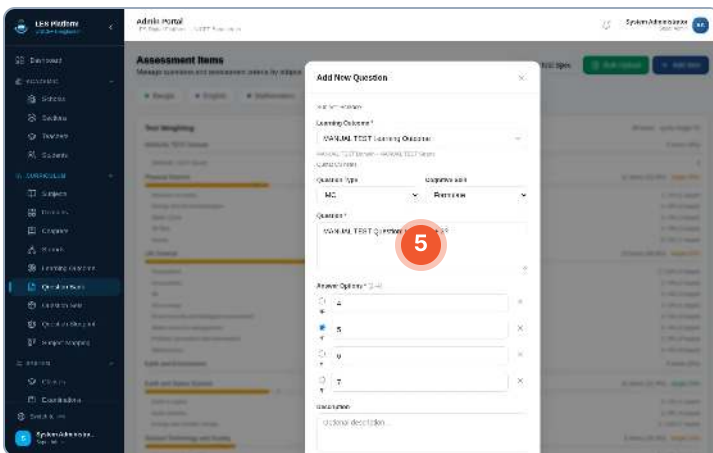
2. Choose the learning outcome. You can type to search the list. The quota line shows how many questions it already has.



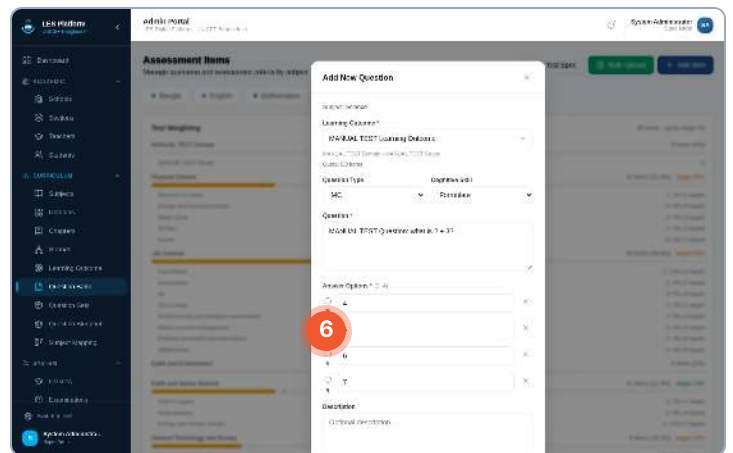
3. Choose the question type: MC (multiple choice), CR (short constructed response) or ECR (extended response).



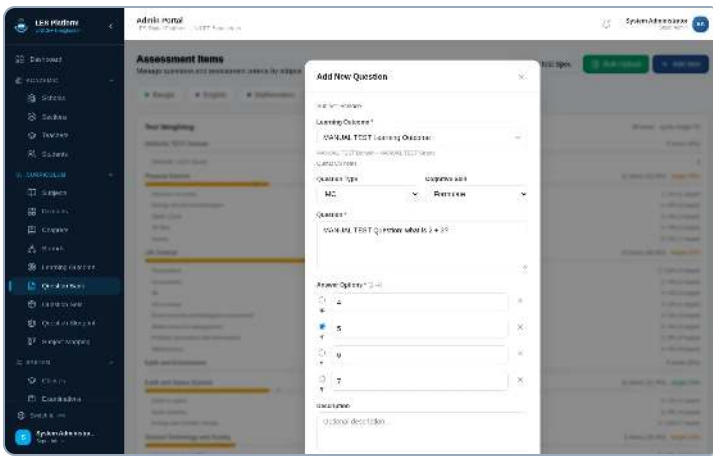
4. Choose the cognitive skill. Bangla and English use Locate, Interpret, Reflect; Mathematics and Science use Formulate, Employ, Interpret.



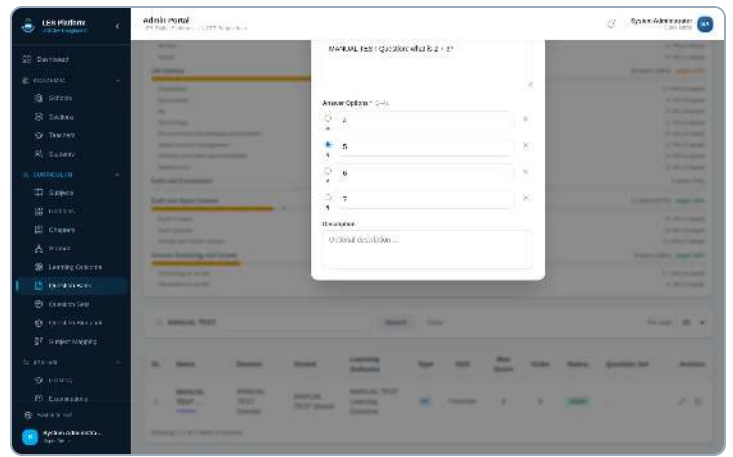
5. Type the question.



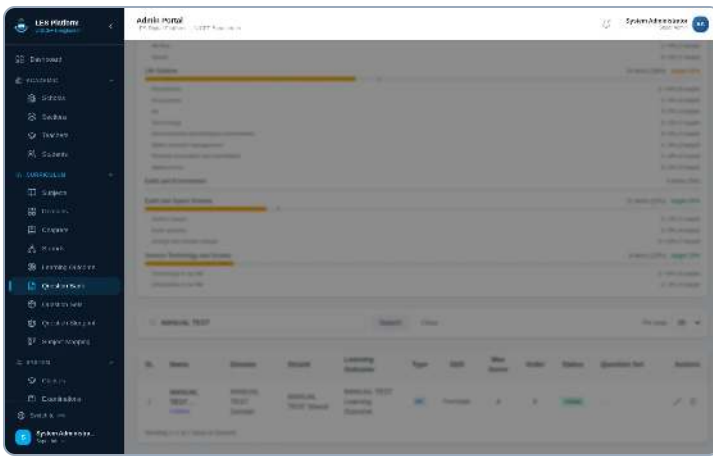
6. For MC, type 2 to 4 options and click the circle next to the correct one. Options are labelled ক-ঘ, or A-D for English.



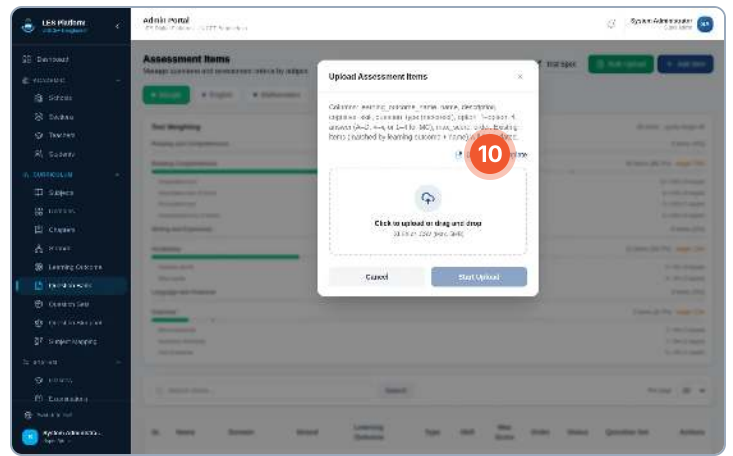
7. Set the maximum score and display order, then click **Create Item** at the bottom of the form.



8. The pencil on a row reopens the question. Click **Update Item** to save changes.

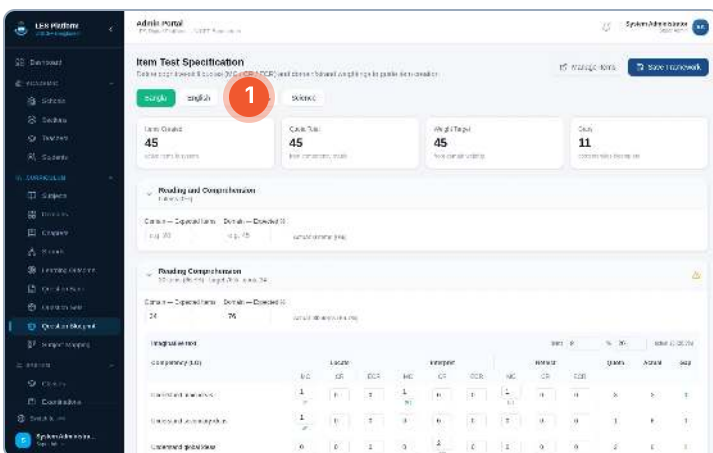


9. The bin deletes the question after you confirm.

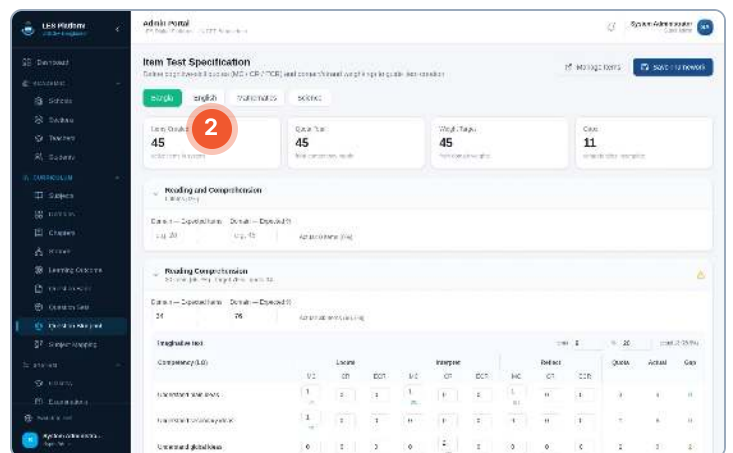


10. **Bulk Upload** adds many questions from Excel. **Download Template** gives the right columns; for MC, the answer column takes क-घ (A-D for English).

## Set the blueprint



1. **Question Blueprint** opens **Item Test Specification**. Choose a subject.



2. The cards compare questions created with the quota, the weighting target and the number of gaps.

3. For each domain, set the expected number of questions and percentage...

| Domain                         | Questions | Percentage |
|--------------------------------|-----------|------------|
| Unrelated sub-topics           | 1         | 2.5%       |
| Unrelated background knowledge | 1         | 2.5%       |
| Unrelated general knowledge    | 1         | 2.5%       |
| Unrelated specific knowledge   | 1         | 2.5%       |

4. ...for each strand, its items and percentage...

| Strand                         | Items | Percentage |
|--------------------------------|-------|------------|
| Unrelated sub-topics           | 1     | 2.5%       |
| Unrelated background knowledge | 1     | 2.5%       |
| Unrelated general knowledge    | 1     | 2.5%       |
| Unrelated specific knowledge   | 1     | 2.5%       |

5. ...and for each learning outcome, how many MC, CR and ECR questions of each skill. Under each box: questions created / quota.

| Learning Outcome               | MC | CR | ECR |
|--------------------------------|----|----|-----|
| Unrelated sub-topics           | 1  | 0  | 0   |
| Unrelated background knowledge | 1  | 0  | 0   |
| Unrelated general knowledge    | 1  | 0  | 0   |
| Unrelated specific knowledge   | 1  | 0  | 0   |

6. Gap shows how many questions are still missing.

| Learning Outcome               | MC | CR | ECR | Gap |
|--------------------------------|----|----|-----|-----|
| Unrelated sub-topics           | 1  | 0  | 0   | 1   |
| Unrelated background knowledge | 1  | 0  | 0   | 1   |
| Unrelated general knowledge    | 1  | 0  | 0   | 1   |
| Unrelated specific knowledge   | 1  | 0  | 0   | 1   |

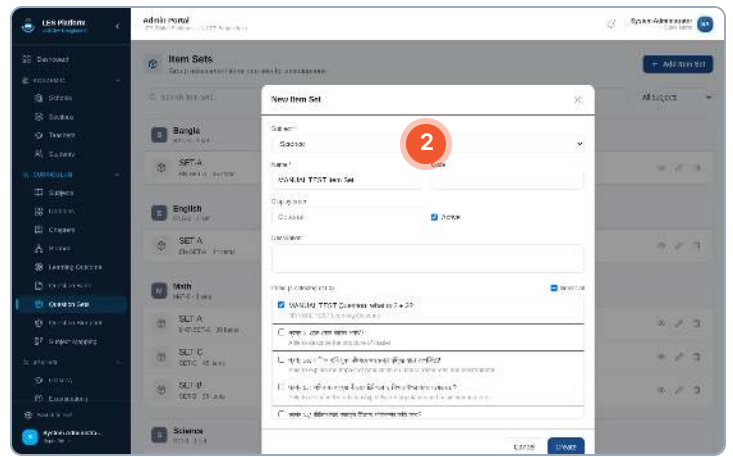
7. Click Save Framework when you are done.

| Item                           | MC | CR | ECR |
|--------------------------------|----|----|-----|
| Unrelated sub-topics           | 1  | 0  | 0   |
| Unrelated background knowledge | 1  | 0  | 0   |
| Unrelated general knowledge    | 1  | 0  | 0   |
| Unrelated specific knowledge   | 1  | 0  | 0   |

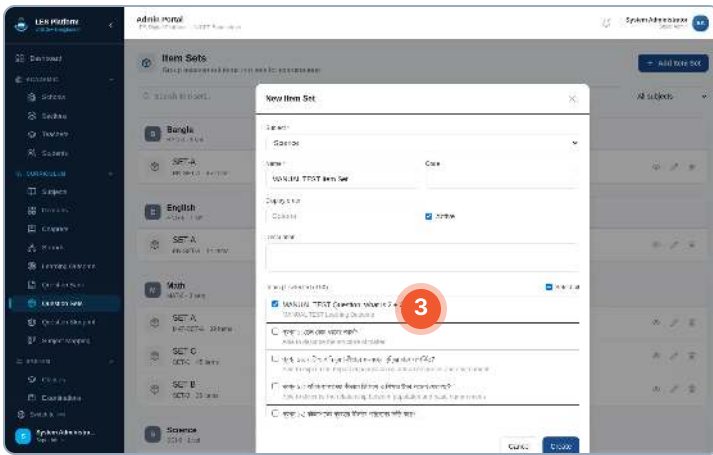
## Make a question set



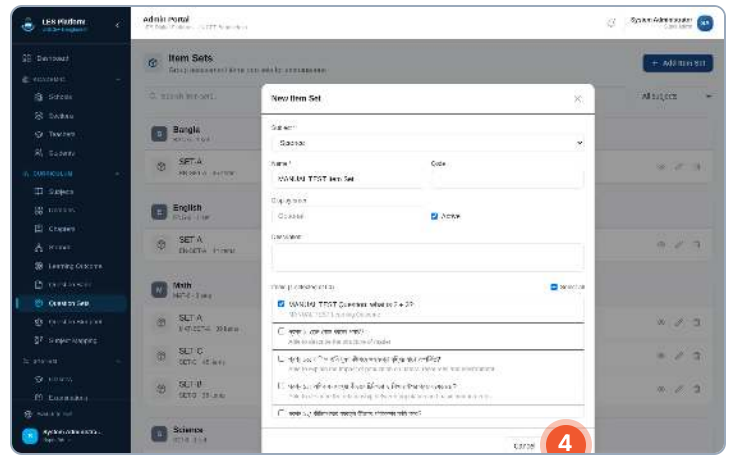
1. Question Sets opens Item Sets . Click Add Item Set .



2. Choose the subject and type a name, such as SET-A.



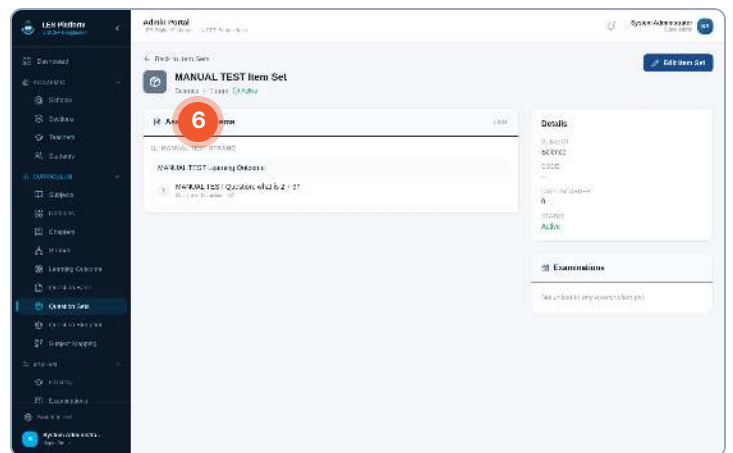
3. Tick the questions for this set, or use Select all .



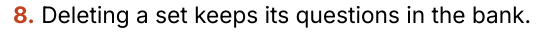
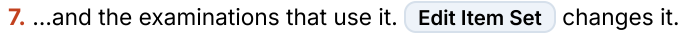
4. Click Create .



5. The eye opens a set.



6. The set's page lists its questions by strand and learning outcome...

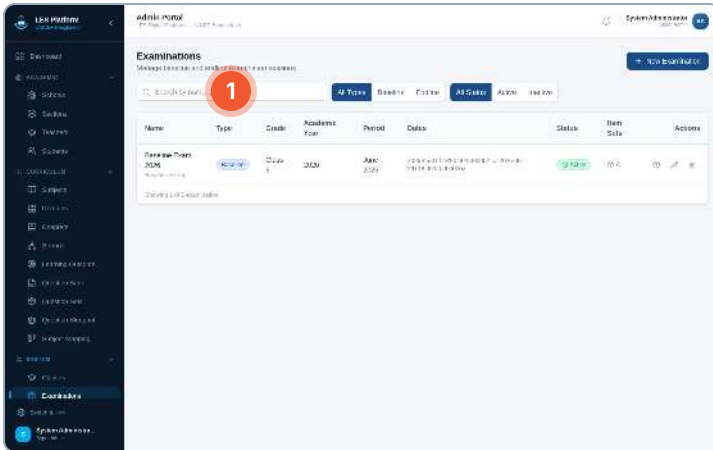


## 11 Examinations

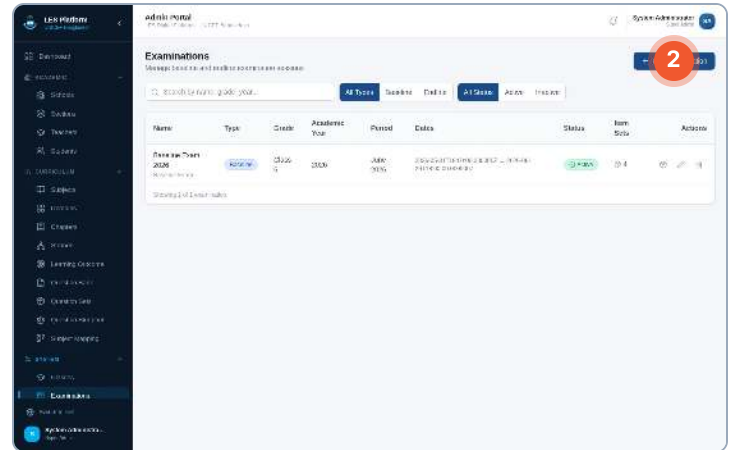
For: **Super Admin**

An examination is a baseline or endline round for one grade, with the question sets it uses.

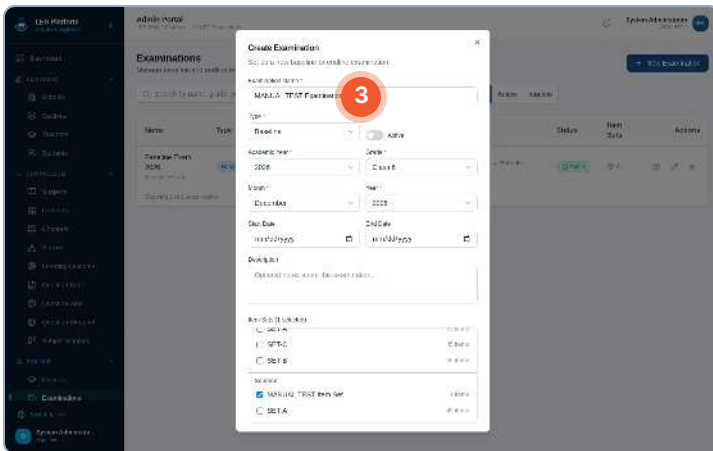
### Create an examination



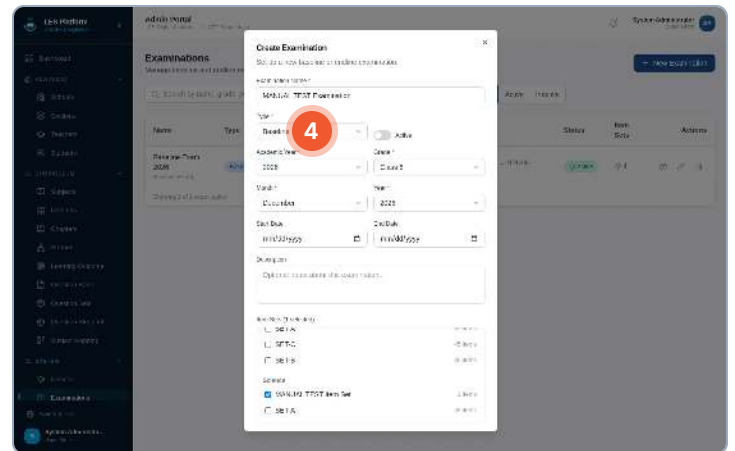
1. Search examinations, or filter by type and status.



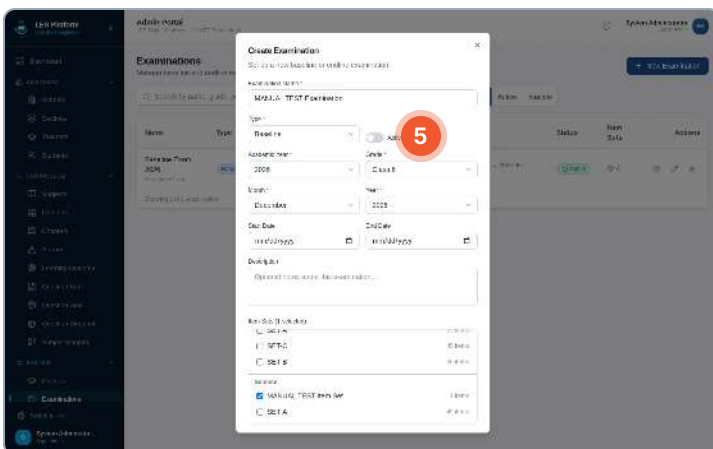
2. Click **New Examination**.



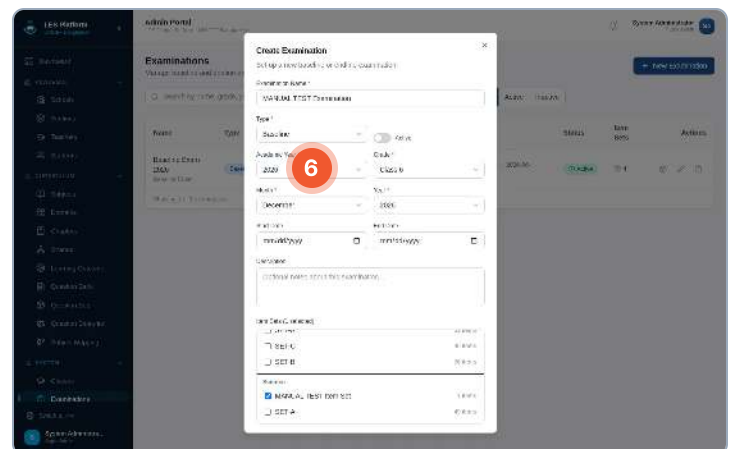
3. Type a name, for example Grade 6 Baseline 2026.



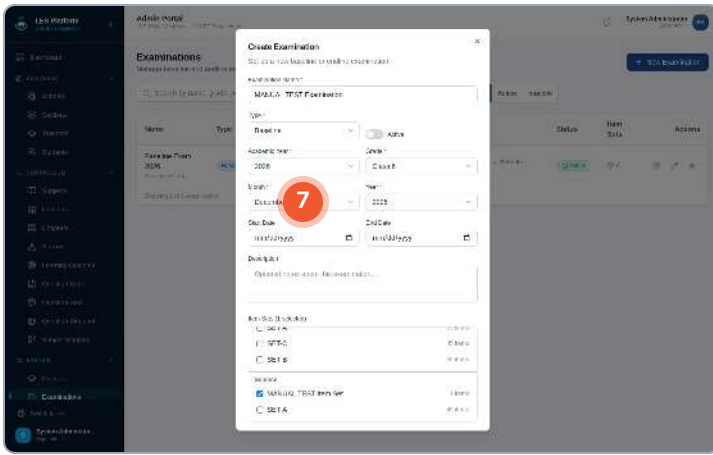
4. Choose **Baseline** or **Endline**.



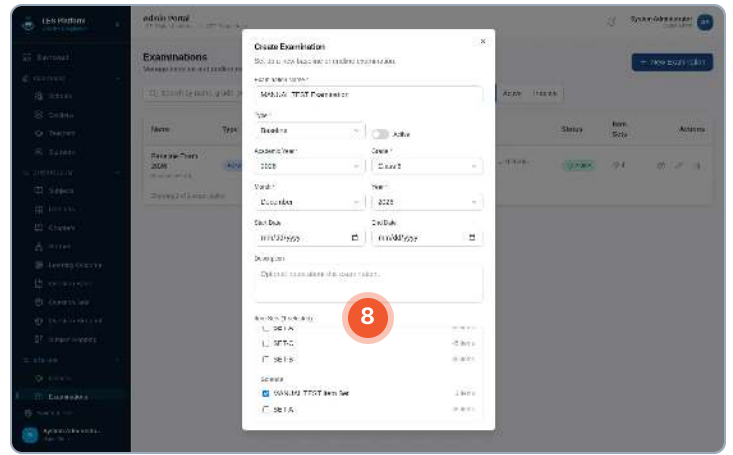
5. **Active** makes this the current examination for the whole platform. Turn it on only when the round starts.



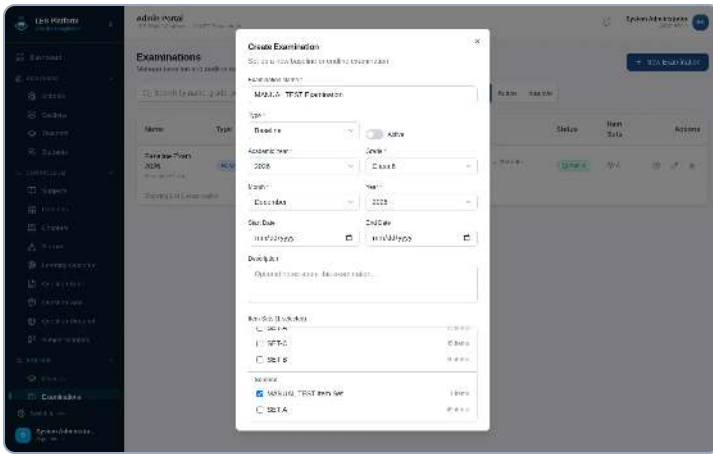
6. Choose the academic year and the grade.



7. Choose the month and year. Start and end dates are optional.

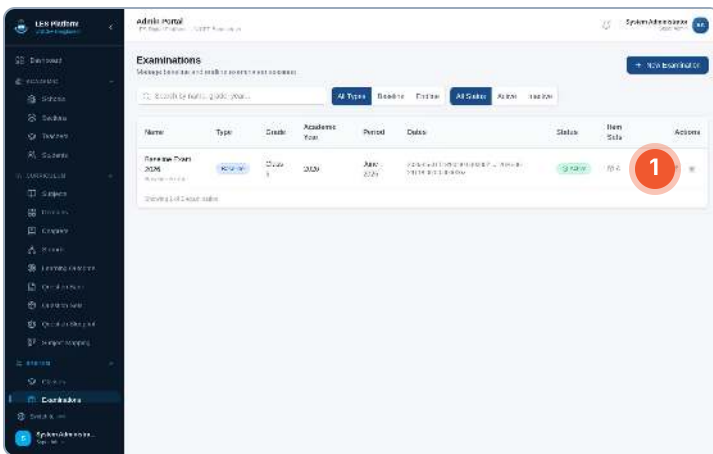


8. Tick the question sets, one per subject. Choose the grade first to see them.

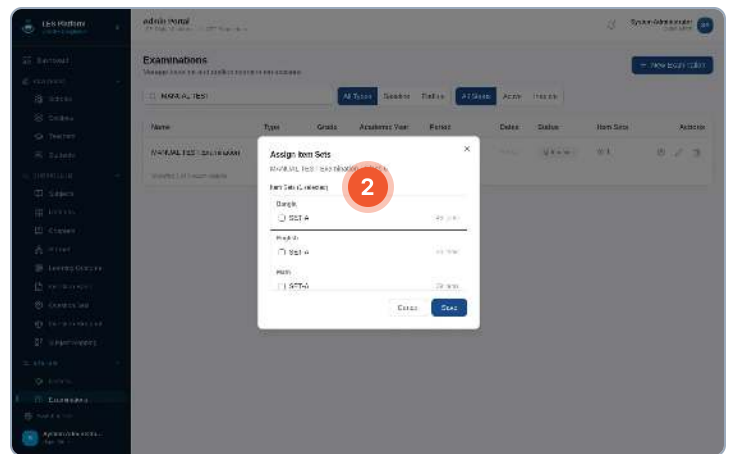


9. Click **Create Examination**.

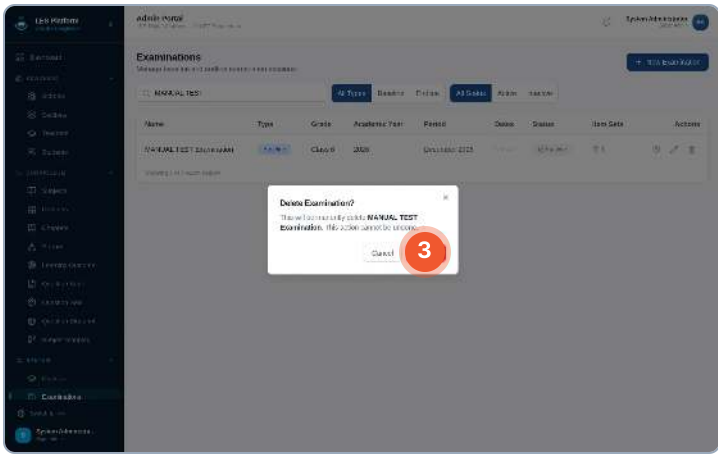
## Manage an examination



1. The box icon changes which question sets the examination uses.



2. Tick or untick sets and click **Save**.



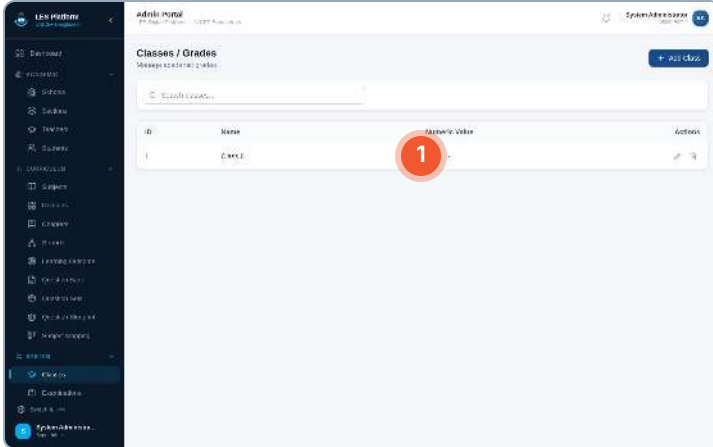
3. The bin deletes the examination after you confirm. The pencil edits it.

## 12 Classes

For: [Super Admin](#)

**Classes** lists the grades in the system. Grade 6 is the pilot grade.

### See the grades



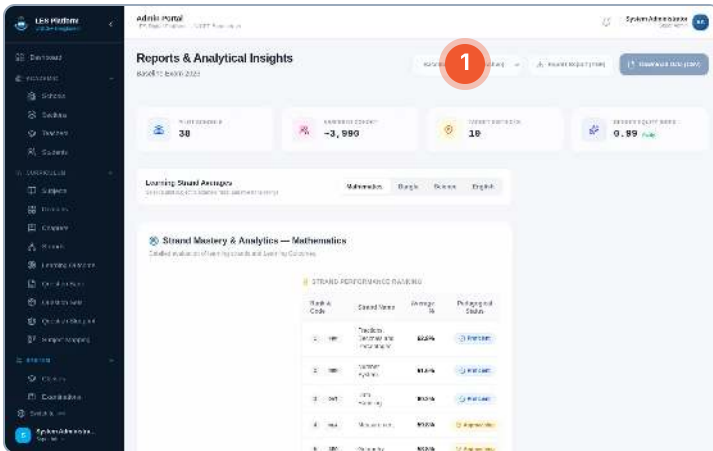
1. Each grade has a name and a number. This list is for reference; grades are set up by the platform team.

## 13 Reports

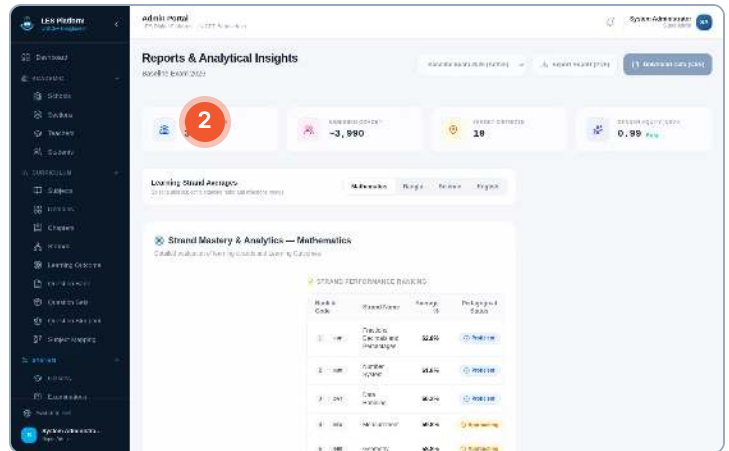
For: Super Admin Observer

Results across the pilot for one examination: by strand, by school, by gender and by district.

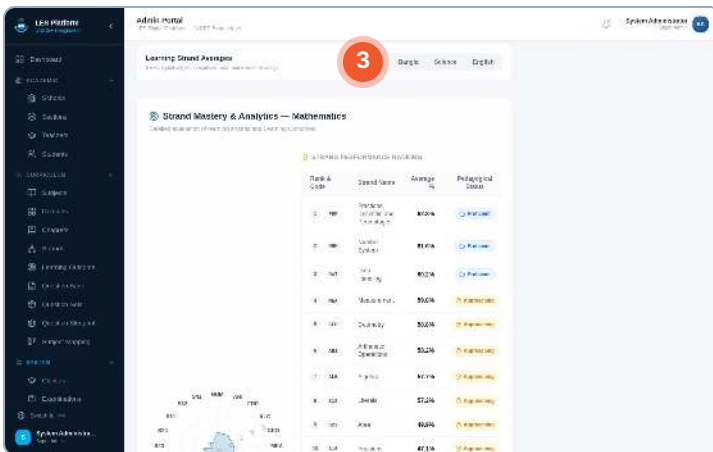
### Read and export a report



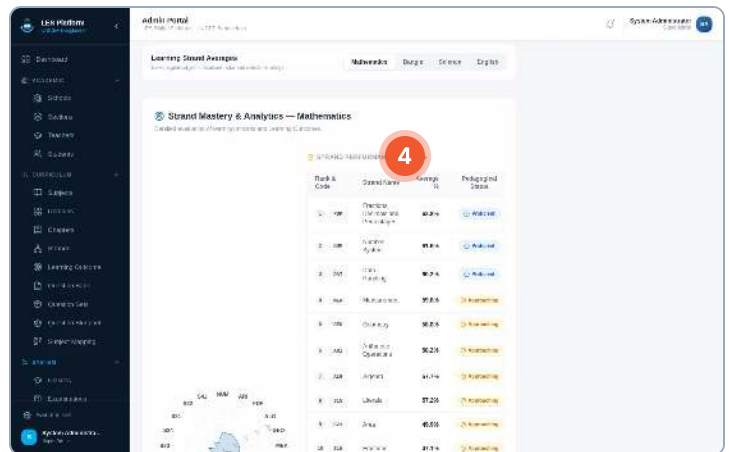
1. Choose the examination.



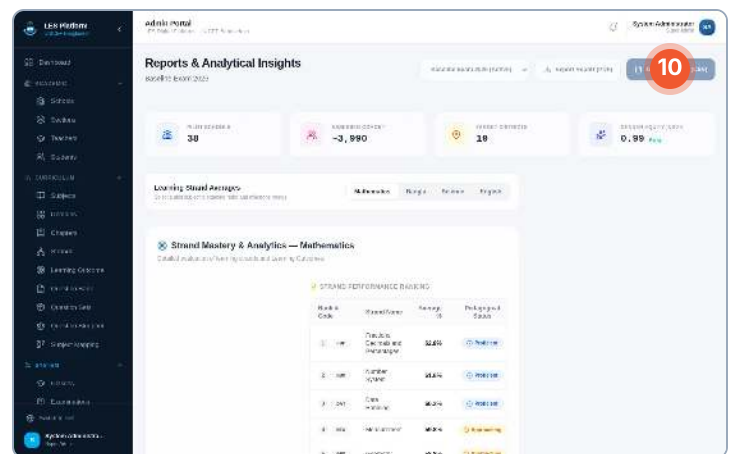
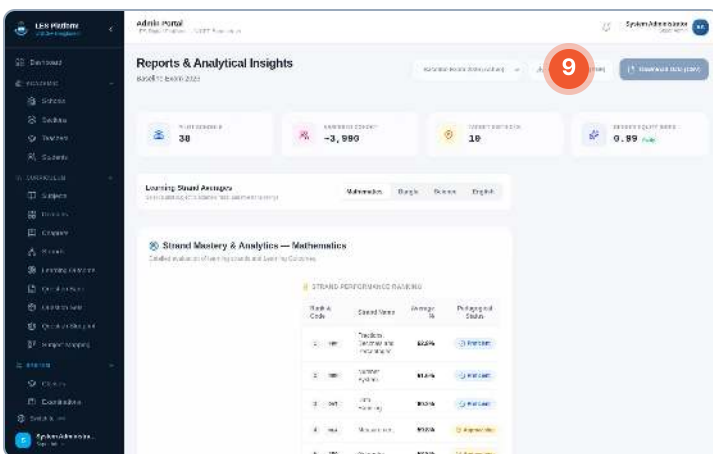
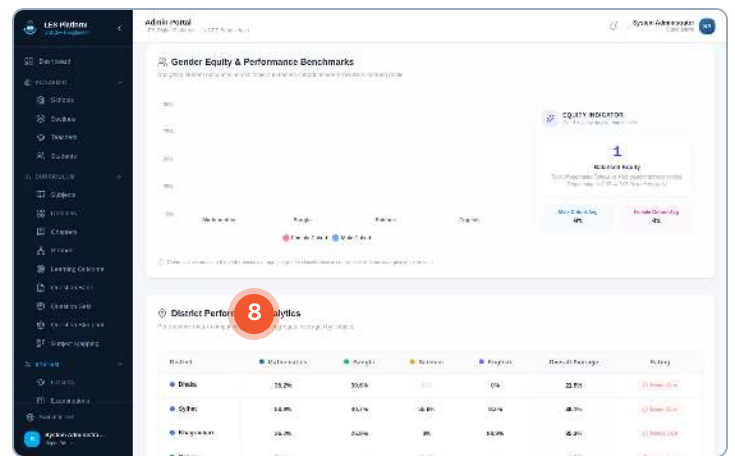
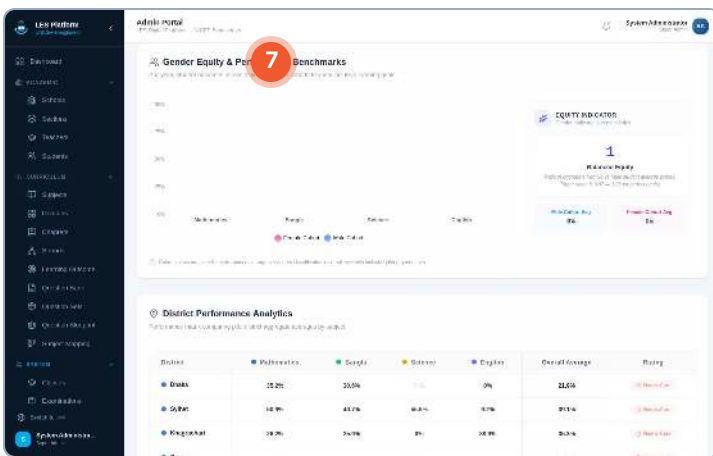
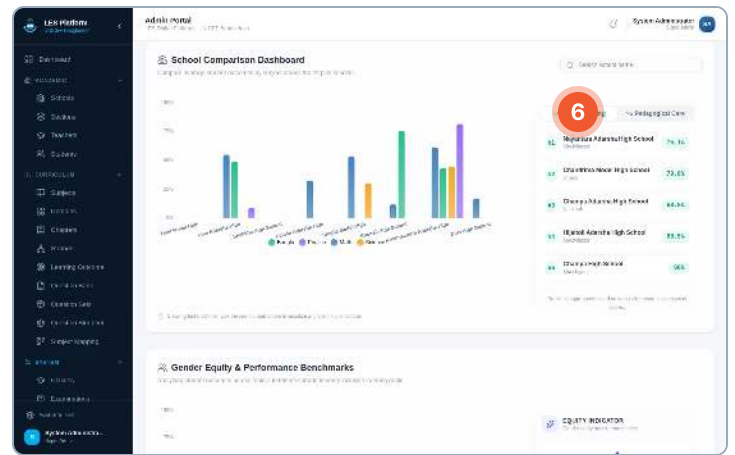
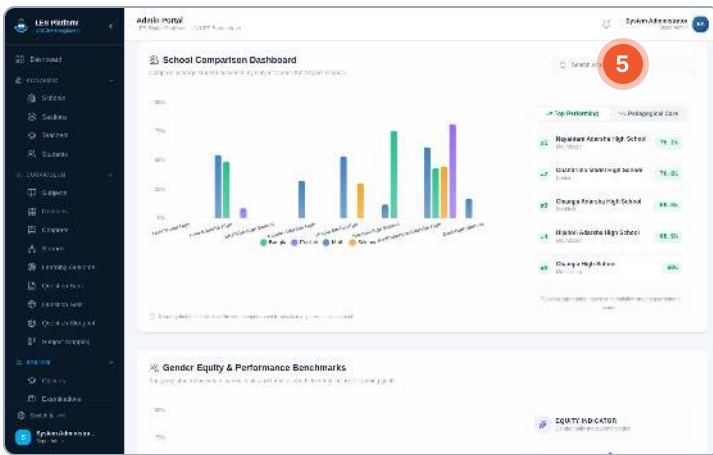
2. The cards count pilot schools, students assessed, districts and the gender equity index.



3. Learning Strand Averages : choose a subject...



4. ...to see the average mastery of each strand, from strongest to weakest.

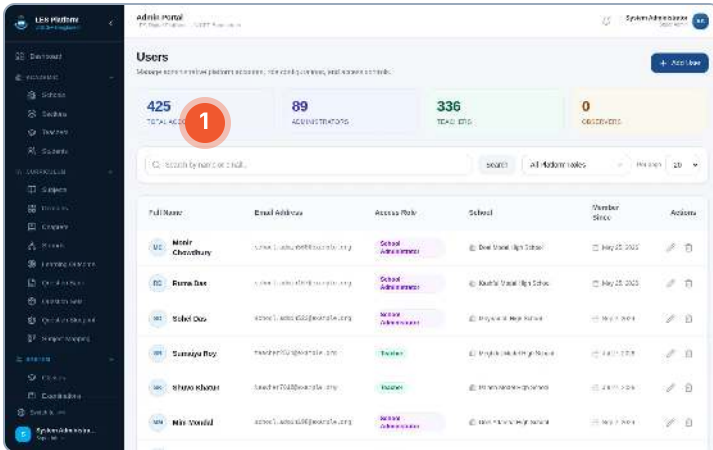


## 14 User Management

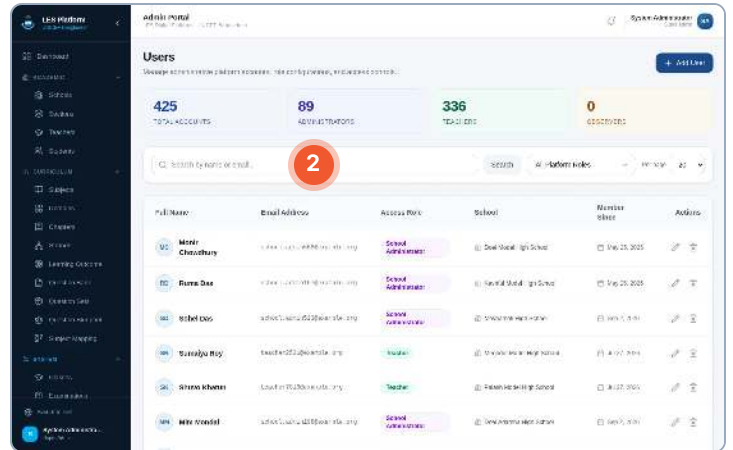
For: **Super Admin**

Accounts that sign in with email and password, and their roles.

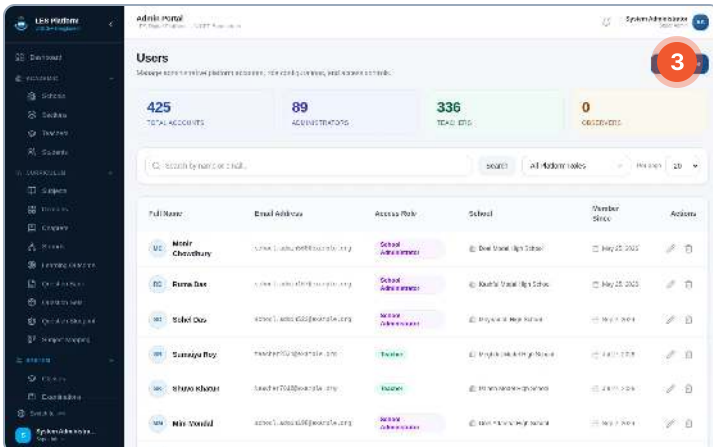
### Add, change or remove an account



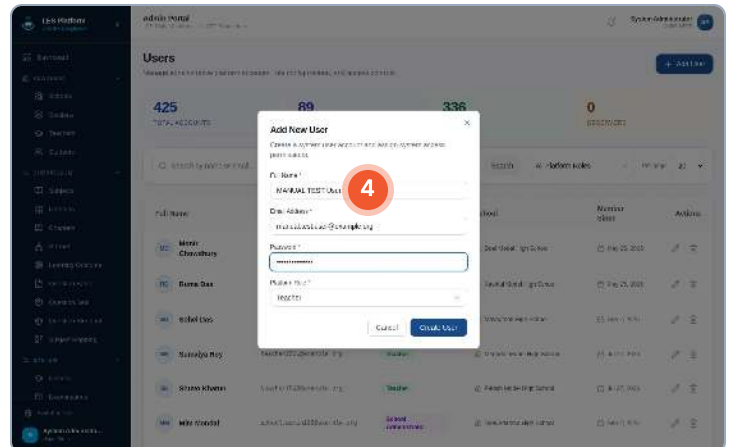
1. The cards count all accounts, administrators, teachers and observers.



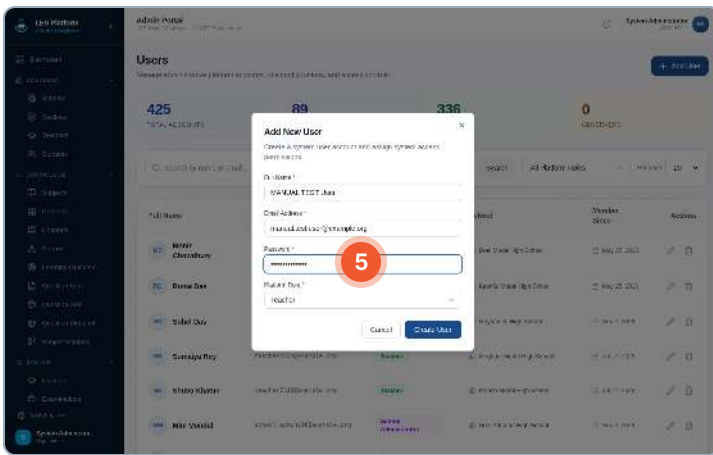
2. Search by name or email, or choose a role to filter.



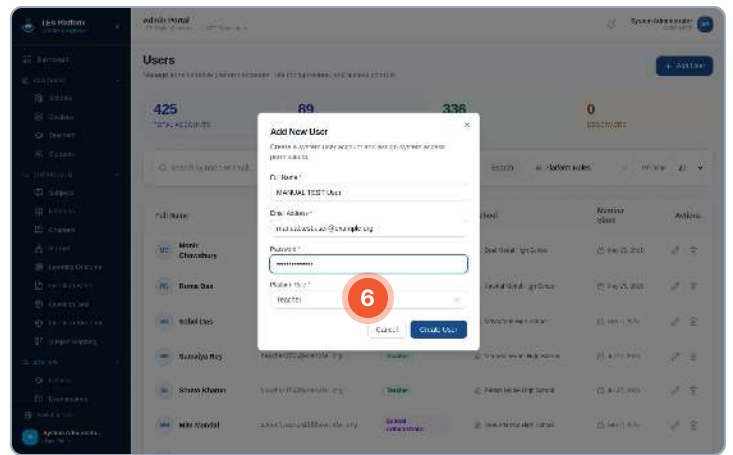
3. Click **Add User**.



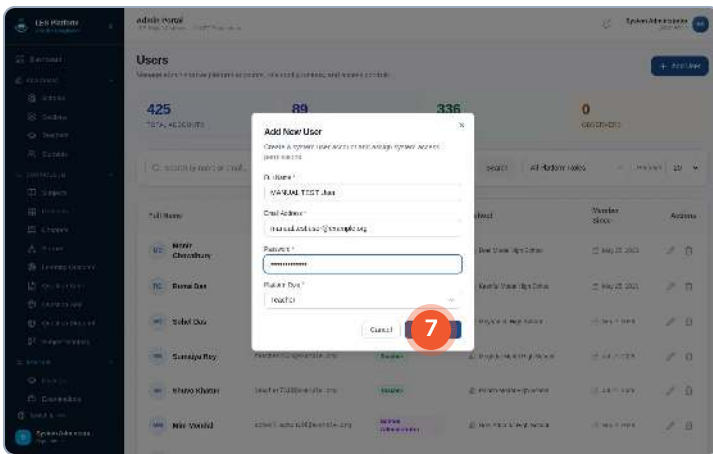
4. Type the full name and email address.



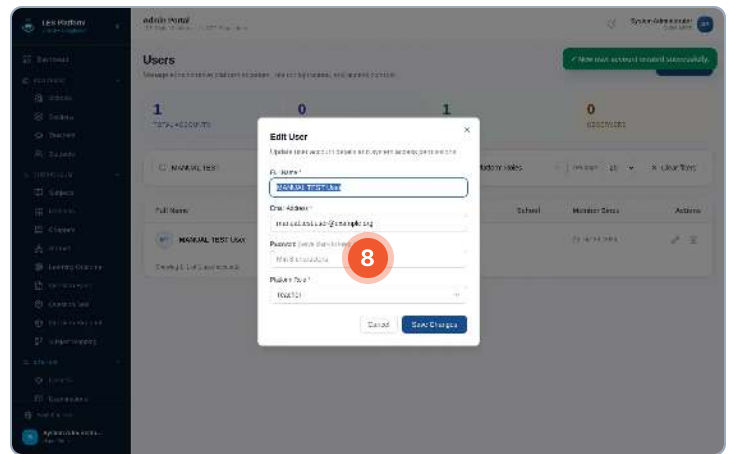
5. Type a password of at least 8 characters. Give it to the person privately.



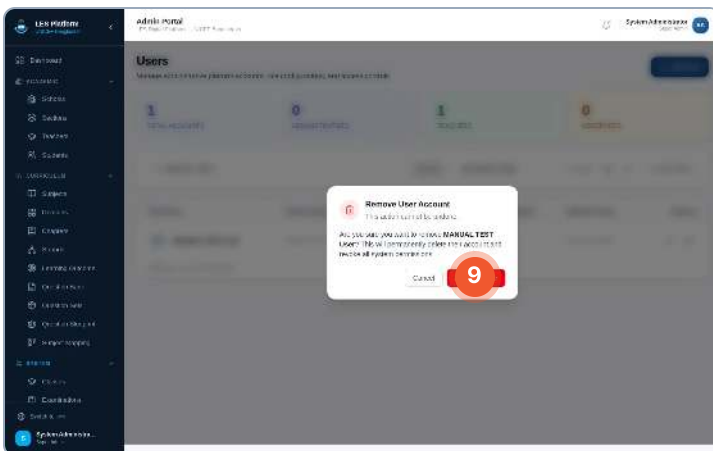
6. Choose the role.



7. Click **Create User**.



8. The pencil edits an account. Leave the password empty to keep the current one, or type a new one to reset it.



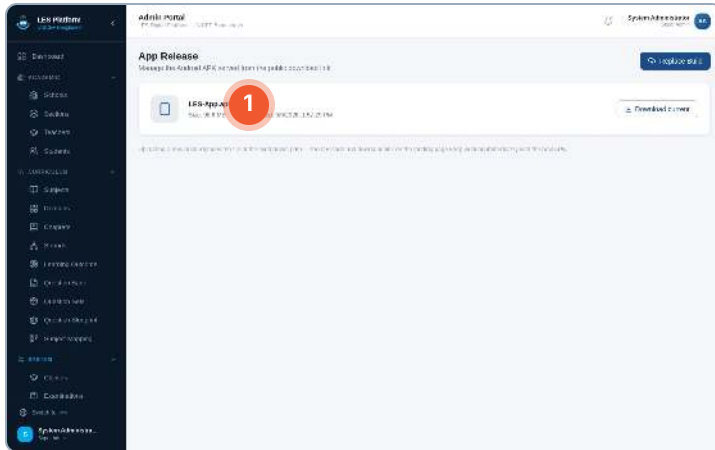
9. The bin removes an account. Click **Remove User** to confirm.

## 15 App Release

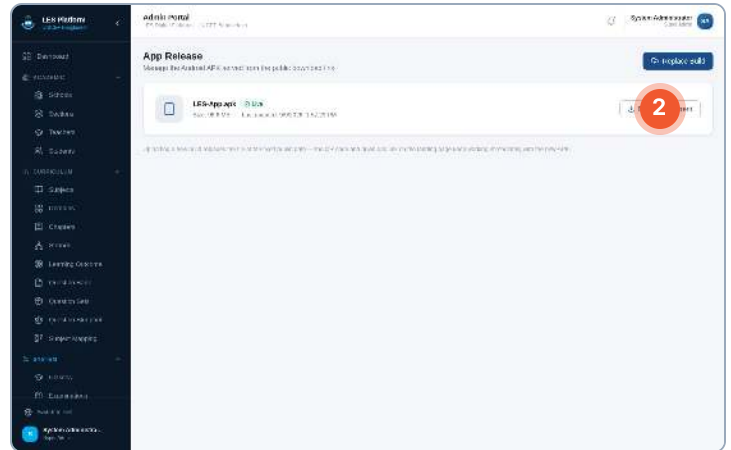
For: **Super Admin**

The Android app file that the website's **Download APK** link and QR code give to teachers.

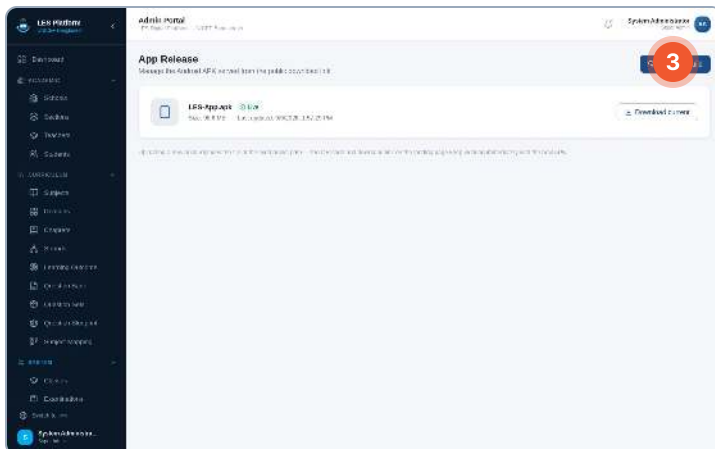
### Publish a new app version



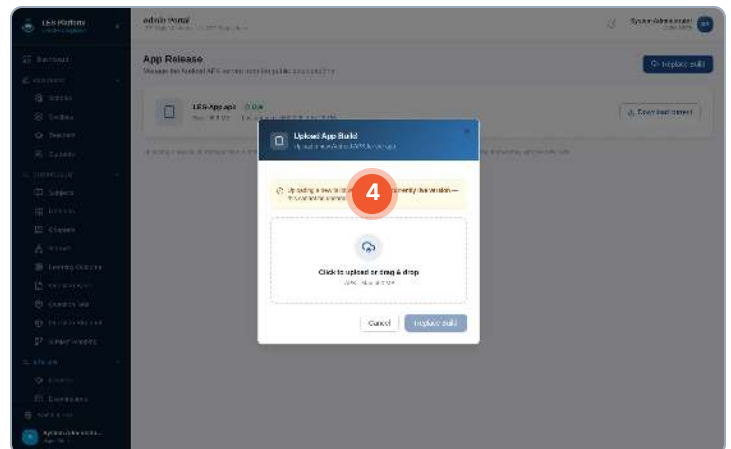
1. The card shows the current file, its size and when it was uploaded. **Live** means teachers can download it.



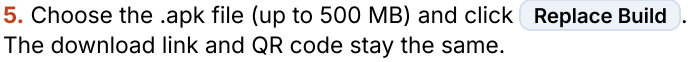
2. **Download current** saves a copy to check it.



3. Click **Replace Build** to publish a new version.



4. The new file replaces the live one straight away; this cannot be undone. Make sure the file is the tested release.



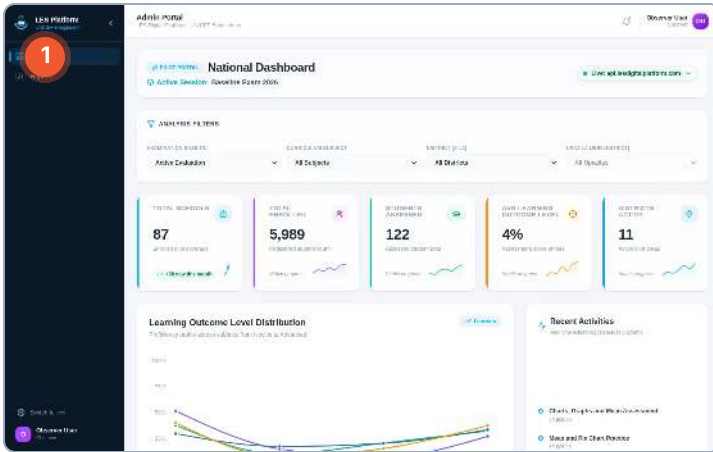
**5.** Choose the .apk file (up to 500 MB) and click **Replace Build**. The download link and QR code stay the same.

## 16 Observer

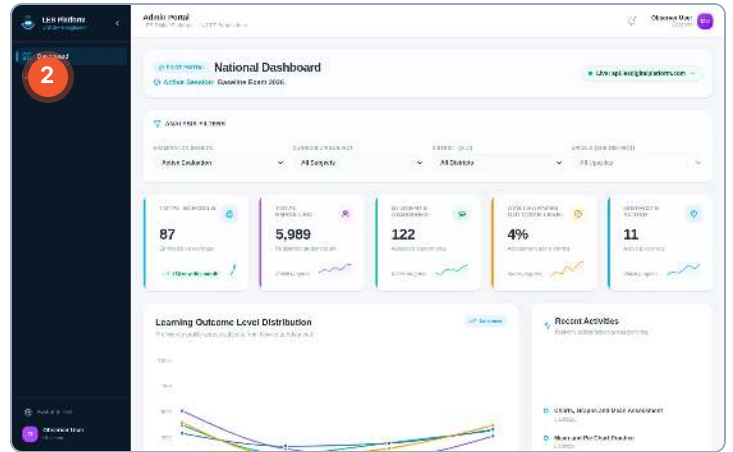
For: **Observer**

Observers follow the pilot without changing anything.

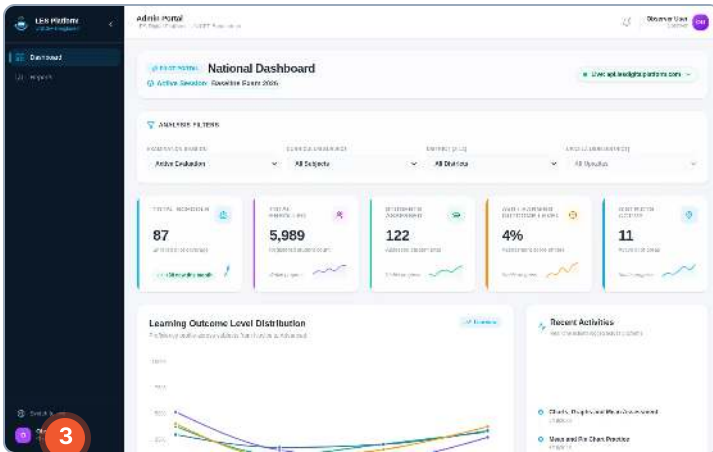
### What an observer sees



1. Your menu has two pages. **Dashboard** is the National Dashboard: see chapter 4.



2. **Reports** has the results by strand, school, gender and district: see chapter 13.



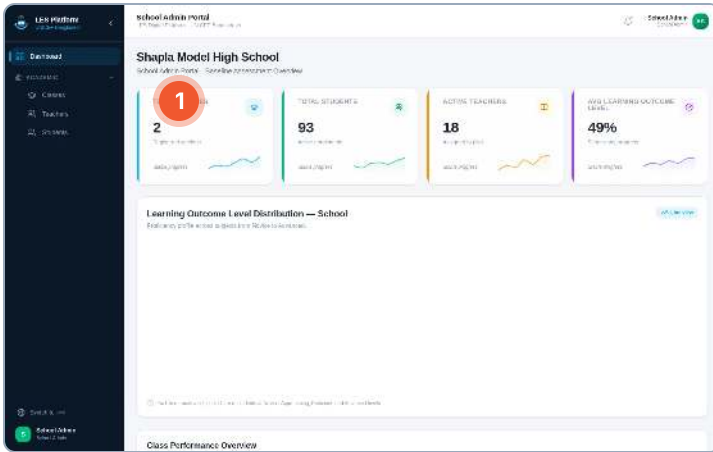
3. Your role, Observer, shows at the bottom.

## 17 School Admin

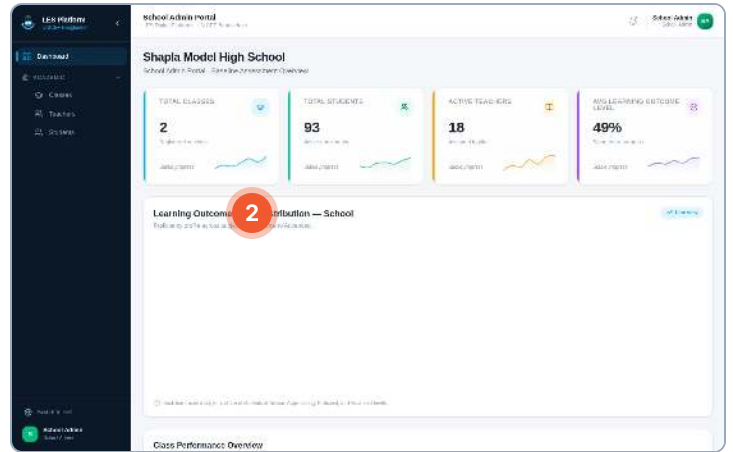
For: **School Admin**

A school admin sees only their own school: its classes, teachers and students.

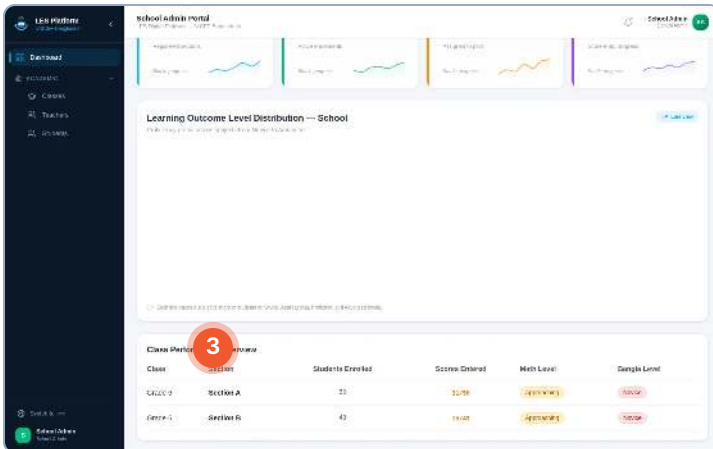
### Your school's dashboard



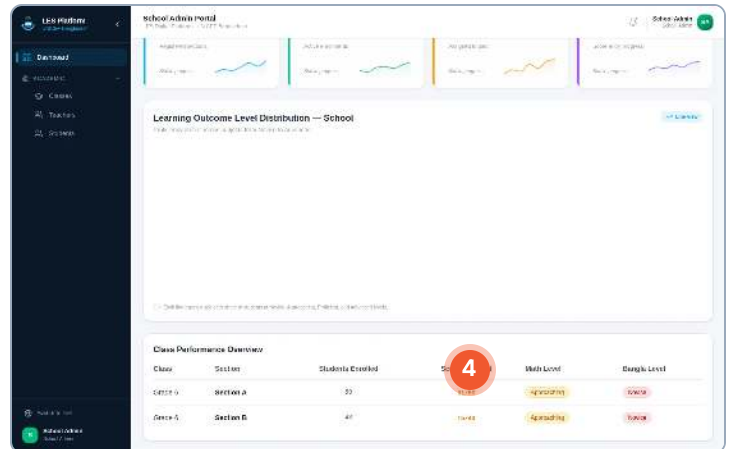
1. The cards count classes, students and teachers. The fourth card shows how much of the score entry is done.



2. The chart shows the share of your students at each level, per subject.

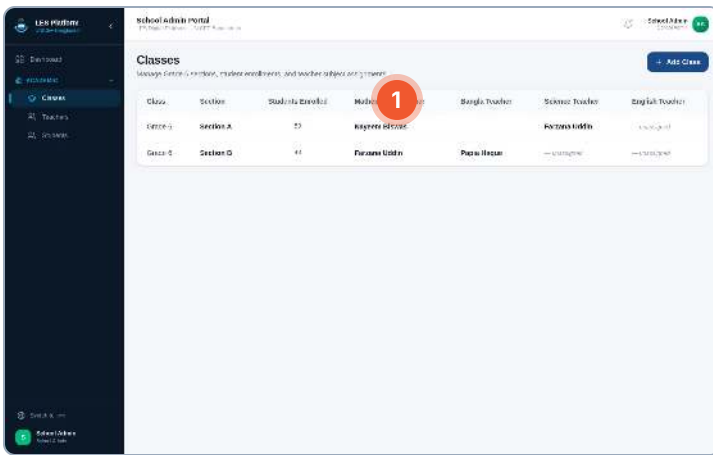


3. **Class Performance Overview** : each section with its students...

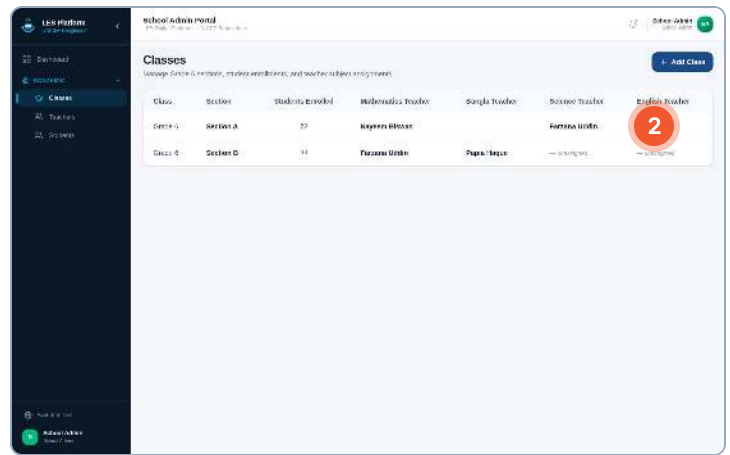


4. ...how many have scores (green when complete), and the class level in Mathematics and Bangla.

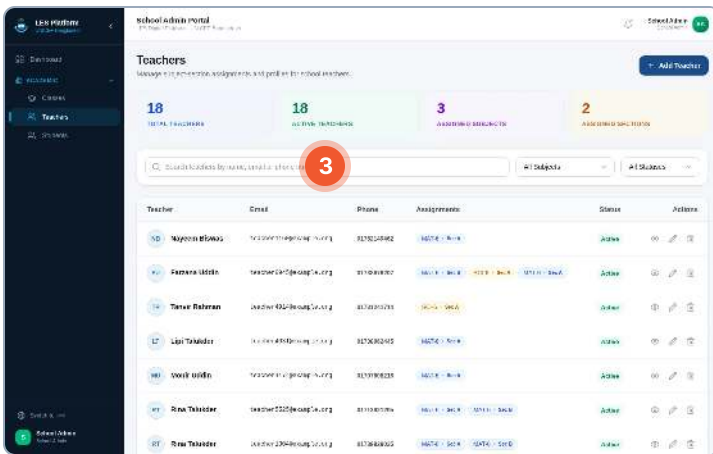
### Classes and teachers



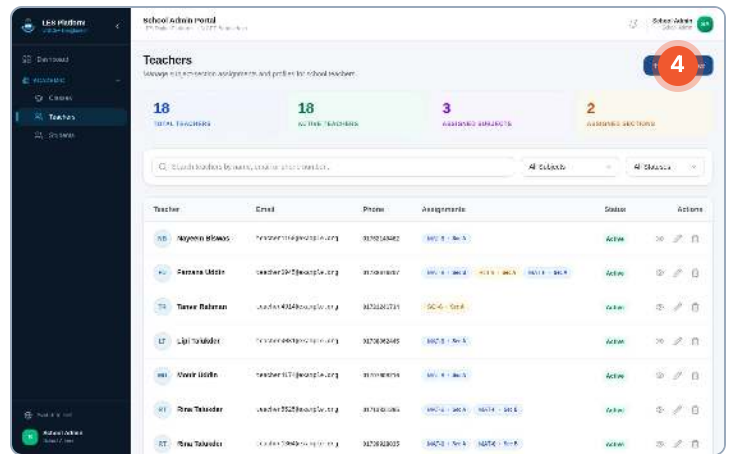
1. **Classes** shows who teaches each subject in each section.



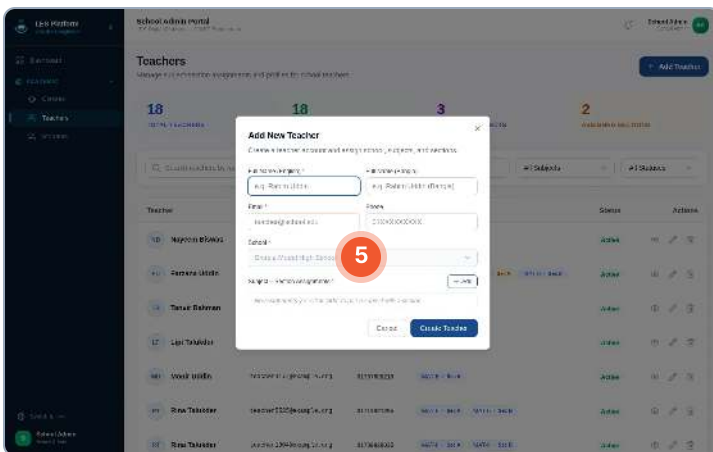
2. “unassigned” means nobody teaches that subject in that section yet. Assign a teacher on the Teachers page.



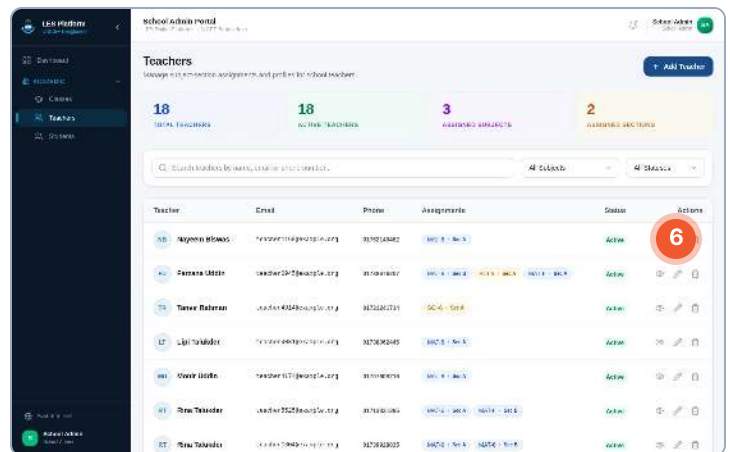
3. **Teachers** : search by name, email or phone, or filter by subject and status.



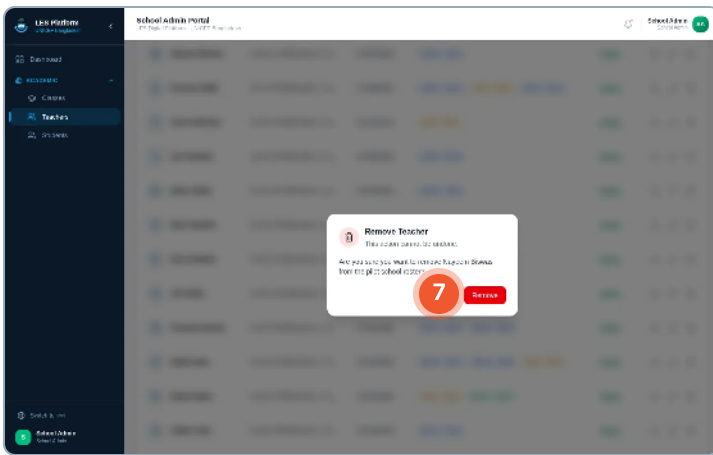
4. **Add Teacher** opens the same form as in chapter 7.



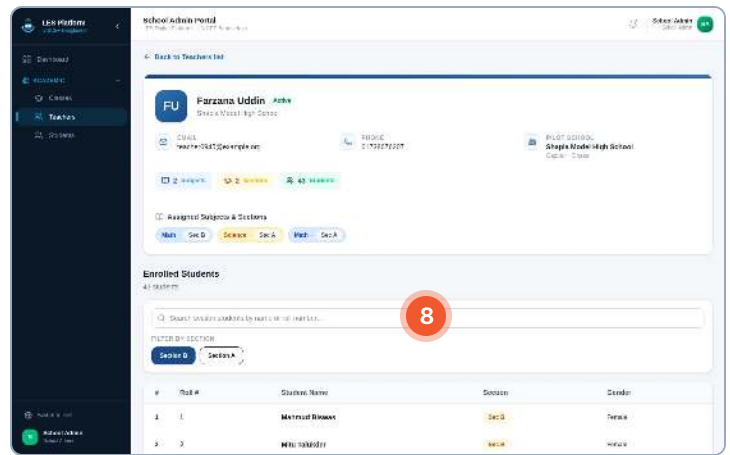
5. The school is filled in for you. Add the subject–section pairs and click **Create Teacher** .



6. The pencil changes a teacher's details and classes.

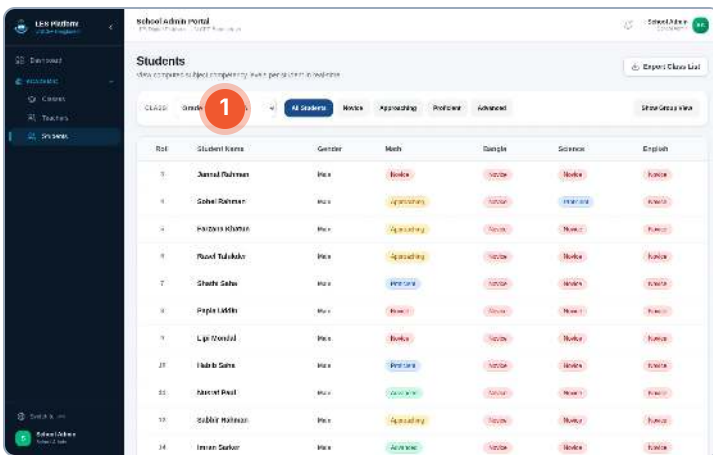


7. The bin removes a teacher from your school after you confirm. Click **Cancel** if you clicked it by mistake.

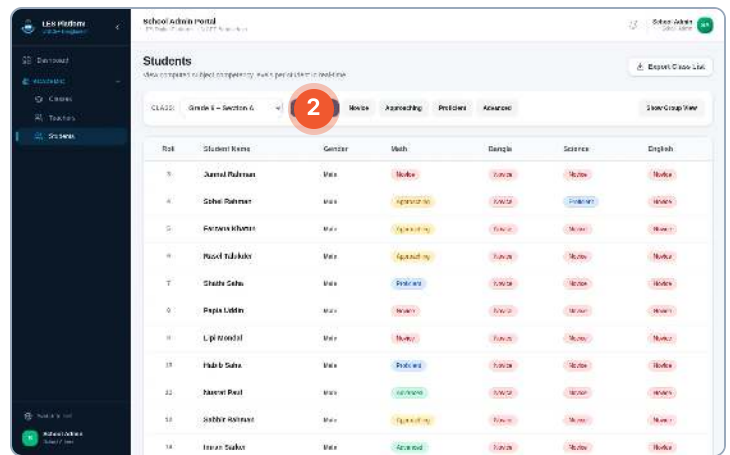


8. The eye opens a teacher's page with their students.

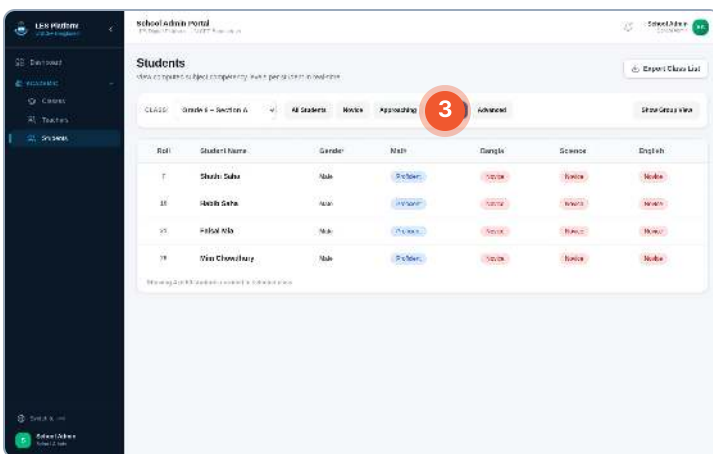
## Students and their levels



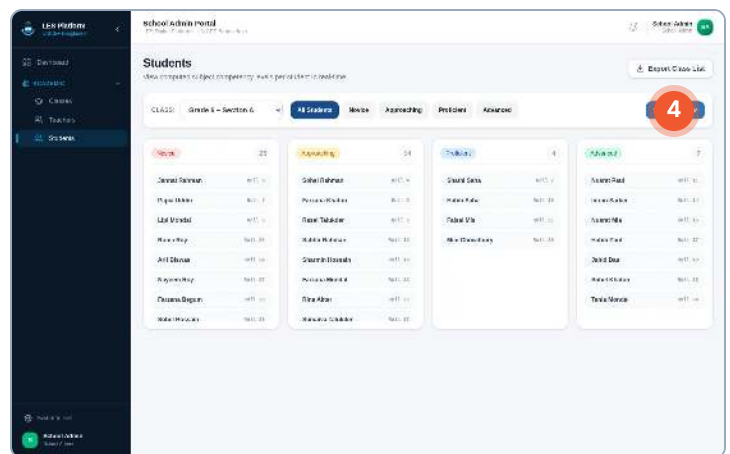
1. **Students** : choose the class (section).



2. Each student shows a level in every subject.



3. Click a level to list only those students. This filter uses the Mathematics level.



4. **Show Group View** puts students in four columns by level, which helps plan group work. Click **Show List View** to go back.

i A student with no scores yet shows as Novice. Check the Scores Entered column on the dashboard before reading the levels.

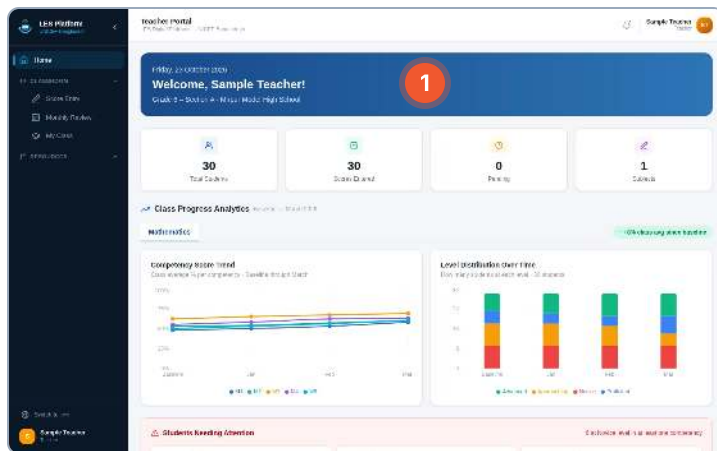
## 18 Teacher (web)

For: **Teacher**

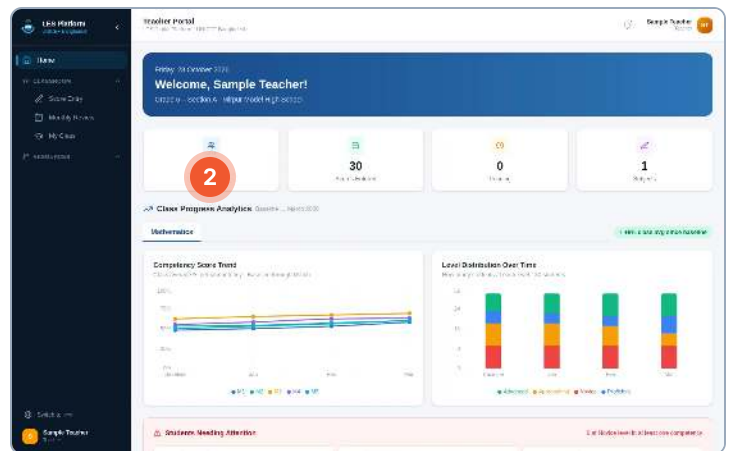
The teacher pages on the website show your class at a glance.

! The teacher web pages currently show **sample data** and do not save anything. Enter your official baseline and endline marks in the **LES mobile app**: see its own teacher manual.

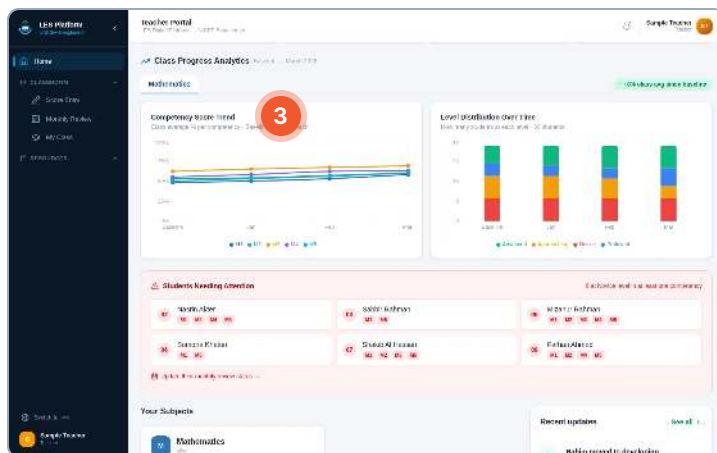
### Your home page



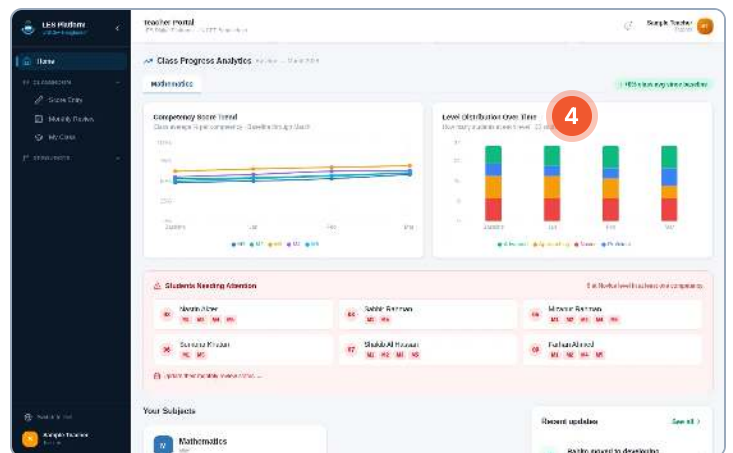
1. The banner greets you and shows today's date.



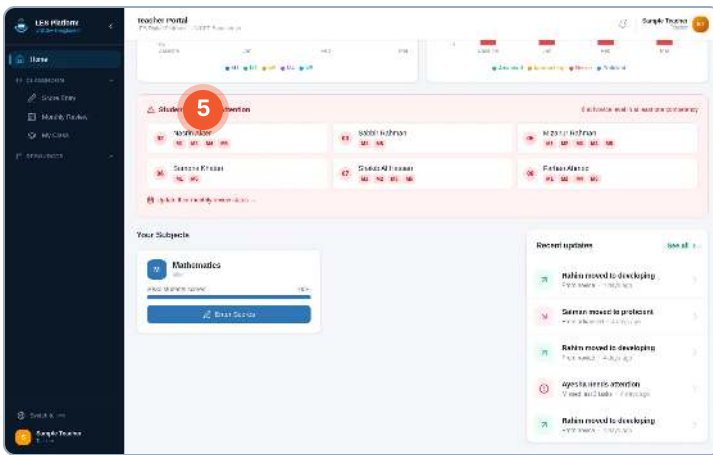
2. The cards count your students, the scores entered, those still pending and your subjects.



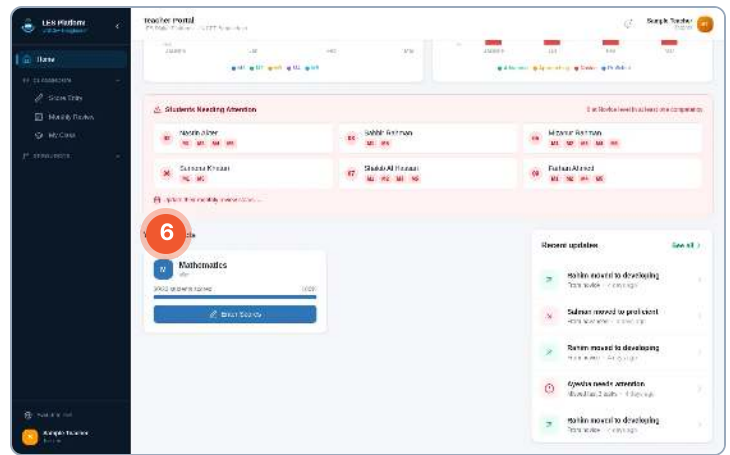
3. **Class Progress Analytics**: the class average for each learning outcome over time...



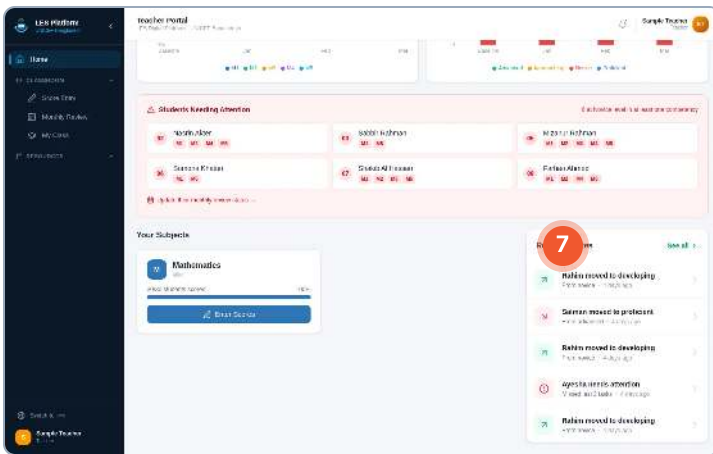
4. ...and how many students were at each level each month.



5. **Students Needing Attention** lists students at Novice in any learning outcome, with the outcome codes.

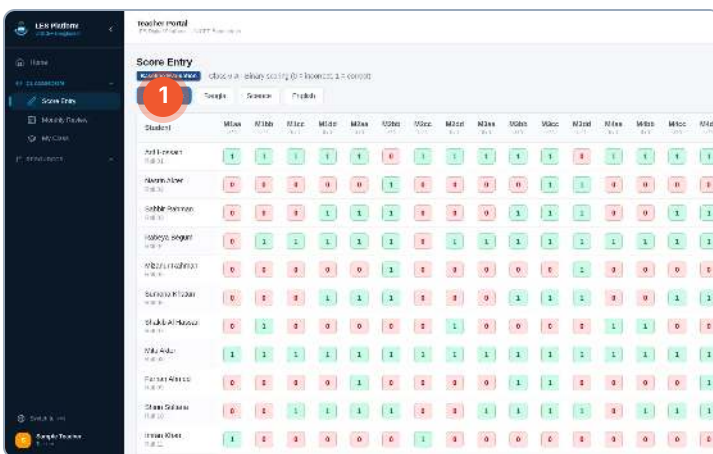


6. **Your Subjects** shows scoring progress per subject.

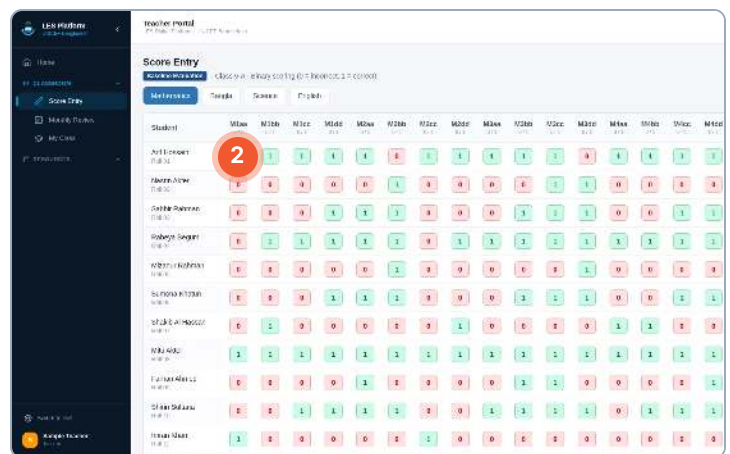


7. **Recent updates** lists students whose level changed recently.

## Score Entry



1. Choose the subject.



2. Each box is one question for one student. Click to cycle: empty → 1 (correct, green) → 0 (incorrect, red) → empty.

Level Progression table showing student progress across various levels (N1b1 to N5b1) and a 'Level' column. A red circle highlights the 'Level' column header.

3. The level updates as you go.

Level Progression table showing student progress. A red circle highlights a student's person icon, indicating they are absent.

4. The person icon marks a student absent and greys out the row.

Level Progression table showing student progress. A red circle highlights the 'Session' dropdown menu, which allows selecting between baseline, monthly review, or endline.

5. Choose the session: baseline, a monthly review or endline.

Level Progression table showing student progress. A red circle highlights the 'Submit All' button, which becomes available when every student is complete.

6. Submit All becomes available when every student is complete.

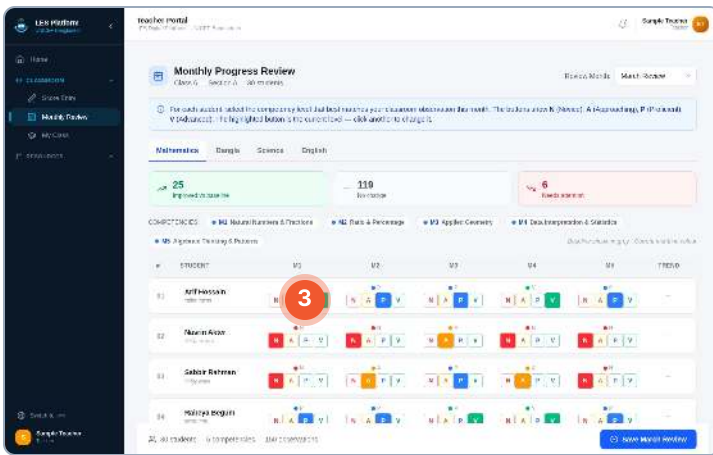
# Monthly Review

Monthly Progress Review table showing student progress across various months (M1 to M6). A red circle highlights the 'Month' dropdown menu.

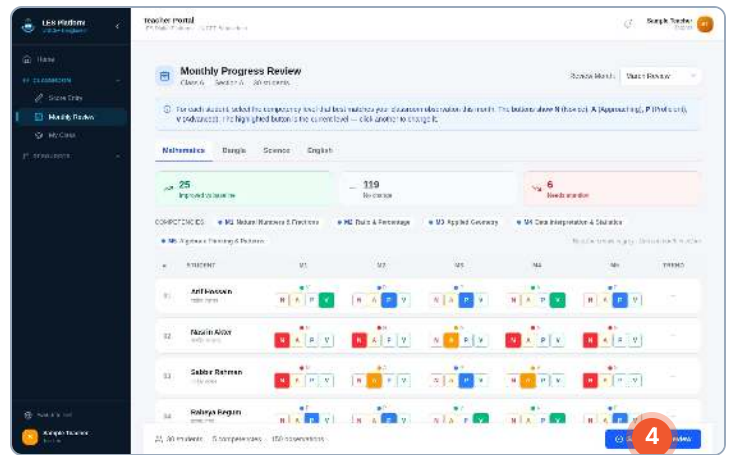
1. Choose the review month.

Monthly Progress Review table showing student progress. A red circle highlights the 'Cards' count, which indicates the number of students who improved since baseline, stayed the same, or need attention.

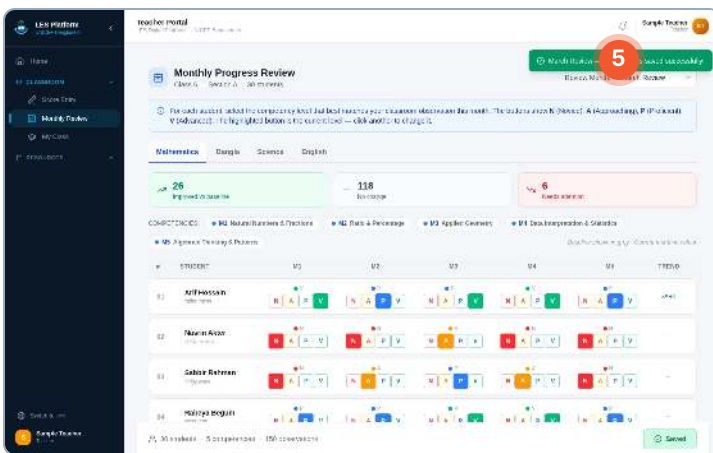
2. The cards count students who improved since baseline, stayed the same or need attention.



3. For each student and learning outcome, click the level you observe this month: **N** Novice, **A** Approaching, **P** Proficient, **V** Advanced. The baseline level shows in grey.

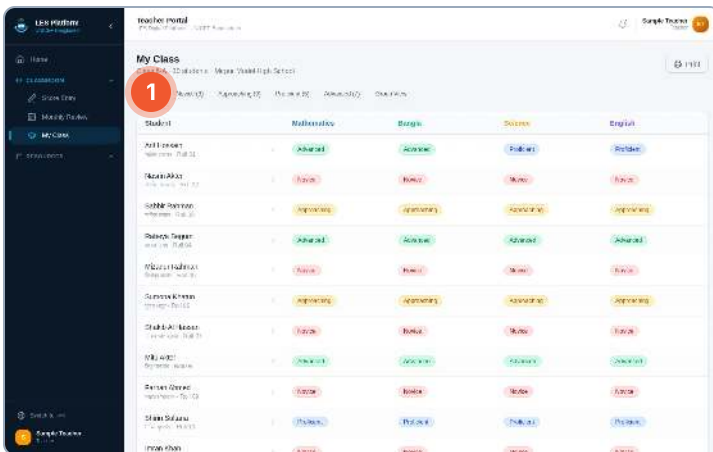


4. Click the save button at the bottom, for example **Save March Review**, when the month is done.

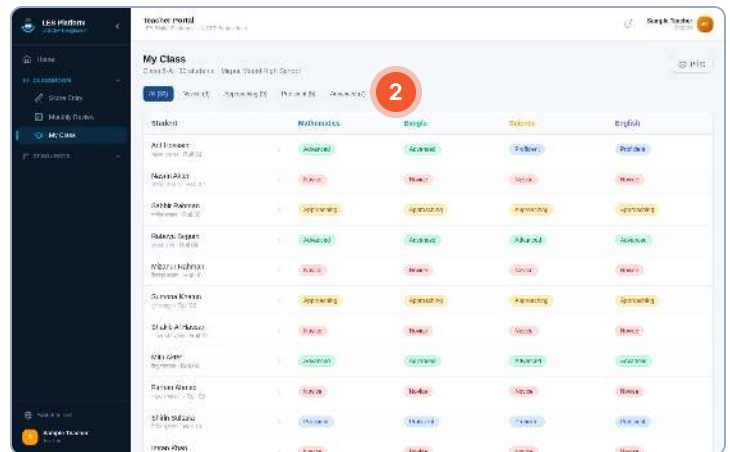


5. A message confirms the review was saved.

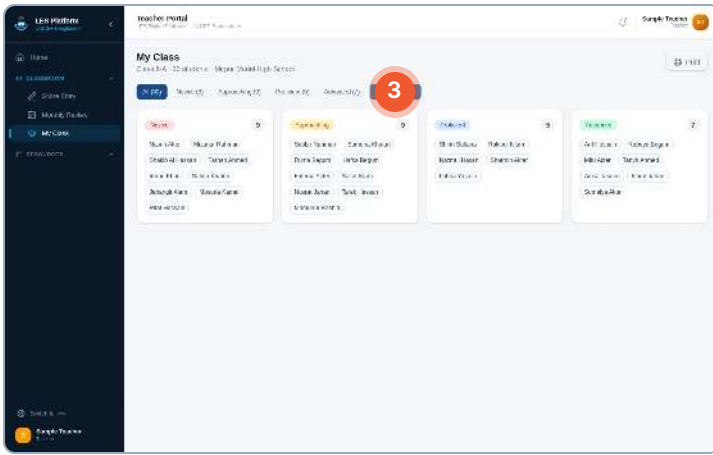
## My Class



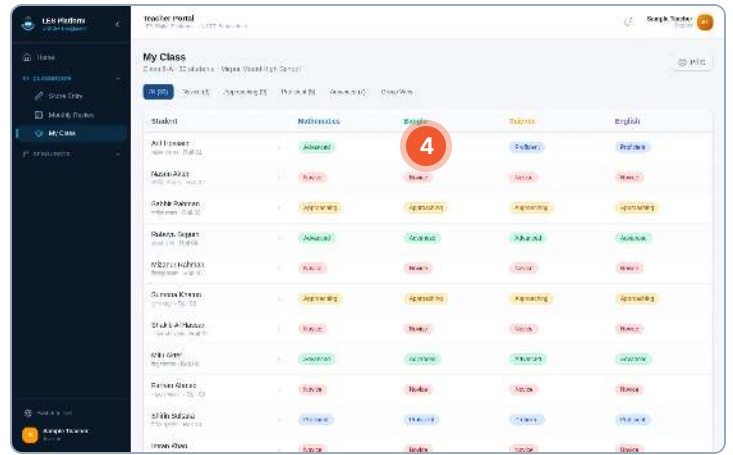
1. **My Class** lists every student with a level per subject. Click a level to filter (uses Mathematics).



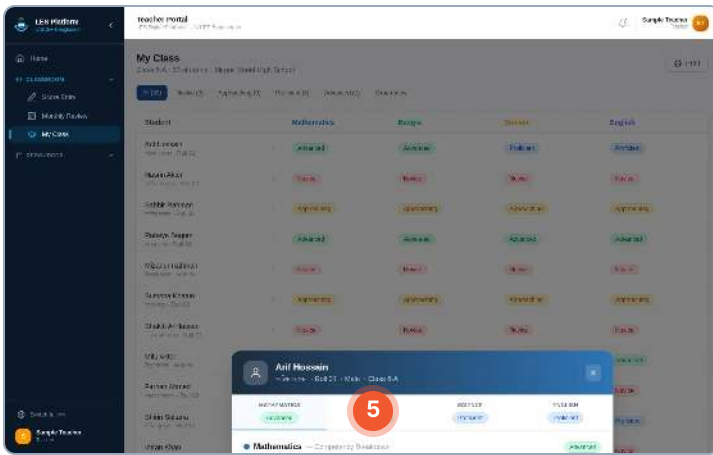
2. **Group View** sorts students into level columns.



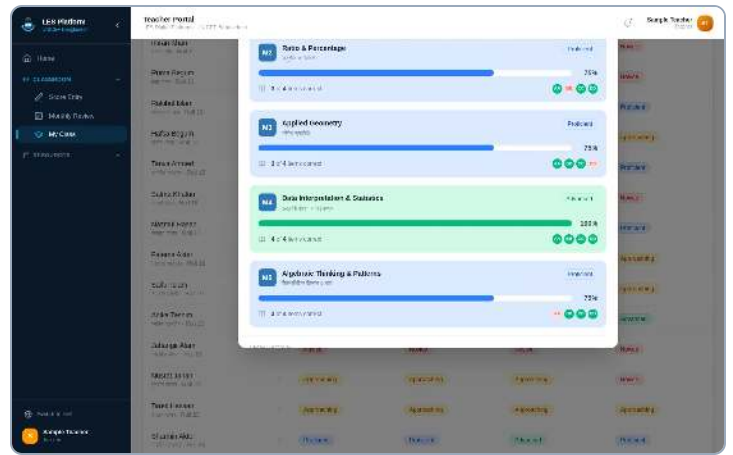
3. Click **Individual View** to go back to the list.



4. Click a student to open their details.

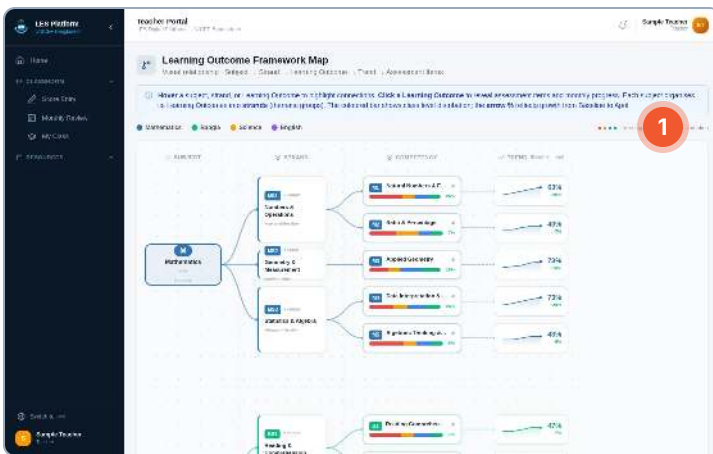


5. Choose a subject. The chart shows the student's level each month.

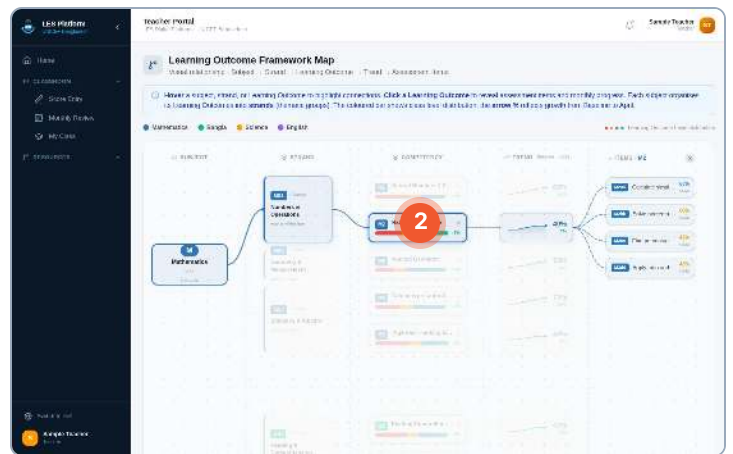


6. Each learning outcome shows the score, level and which items were correct, incorrect or not attempted.

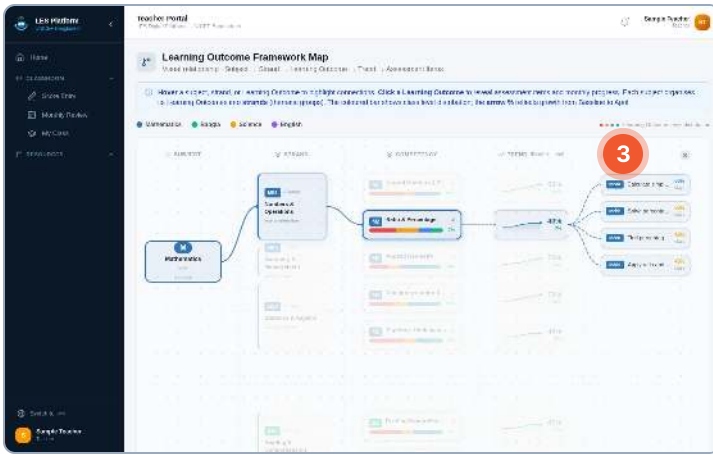
## Learning outcome map



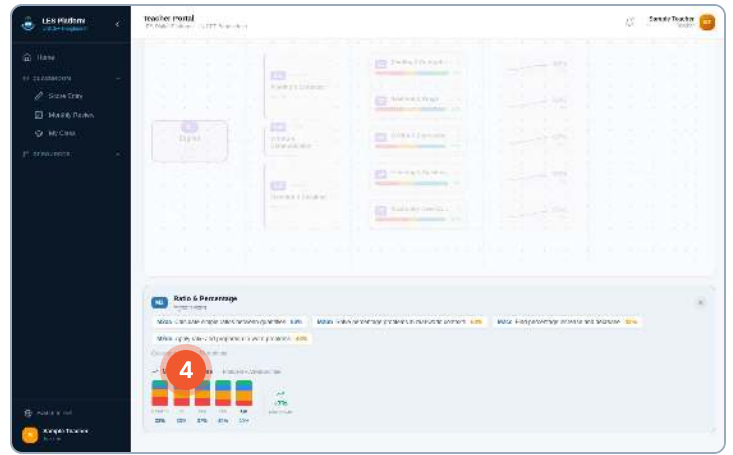
1. The map links each subject to its strands, learning outcomes and their trend from baseline. Open it at </teacher/competency-map>.



2. Click a learning outcome...



3. ...to list its questions with the class's correct rate.

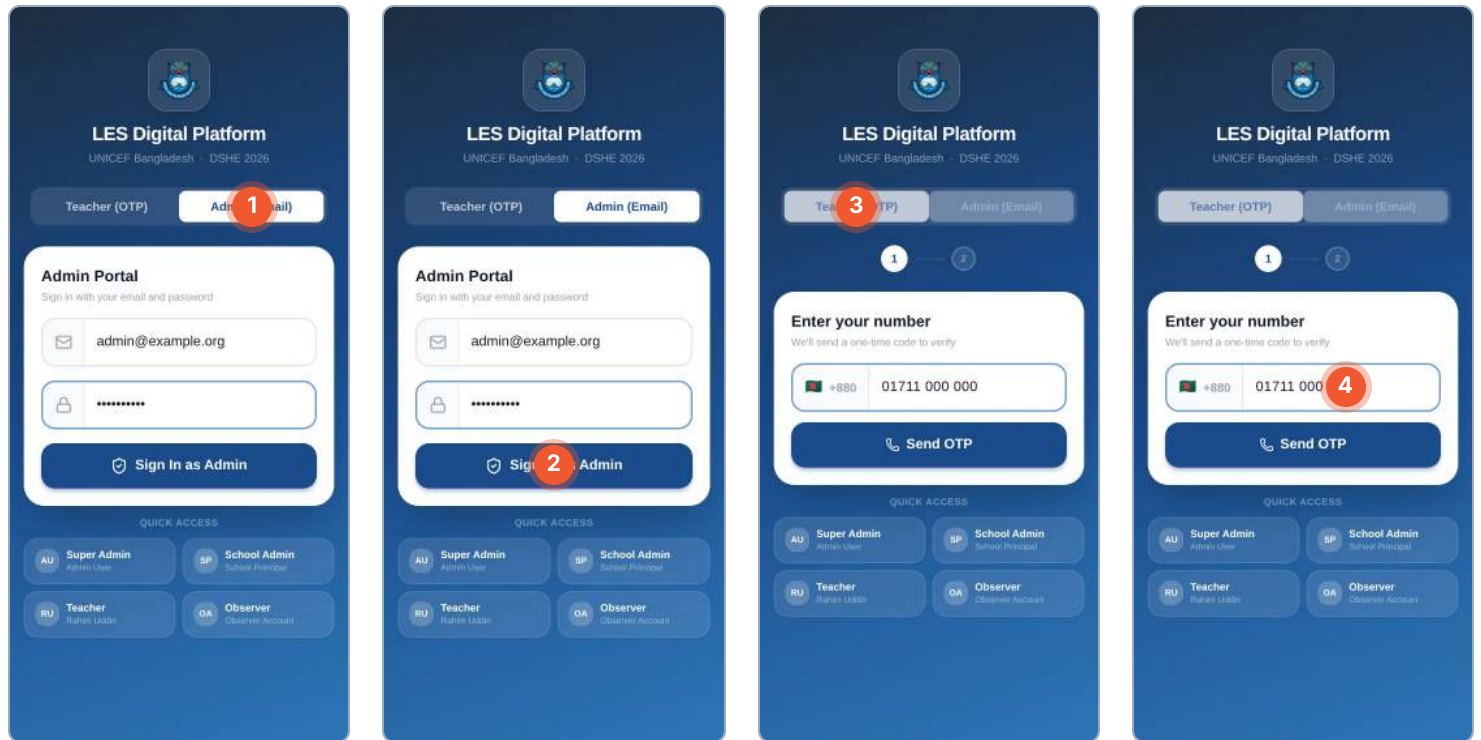


4. Below, the monthly progress shows how many students reached Proficient or Advanced.

## 19 Using it on a phone

The website also works on a phone browser. The layout changes to fit the small screen.

### Sign in on a phone

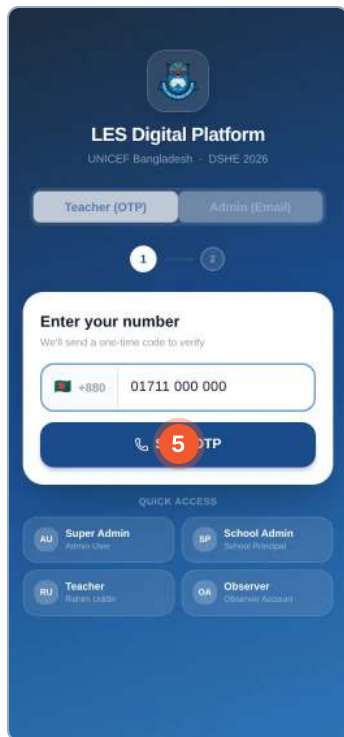


1. Admins: keep **Admin (Email)** , type your email and password...

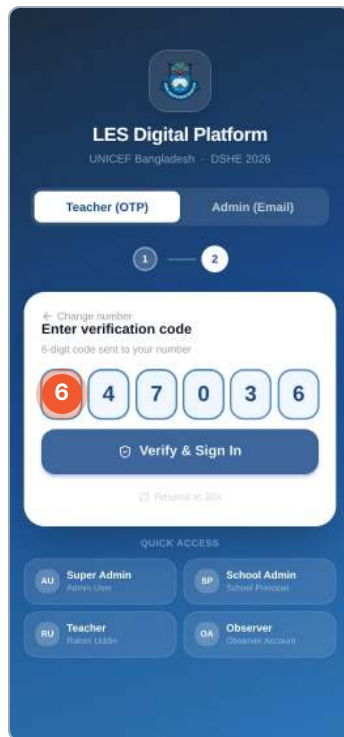
2. ...and tap **Sign In as Admin** .

3. Teachers: tap **Teacher (OTP)** .

4. Type your mobile number, 11 digits starting with 01.



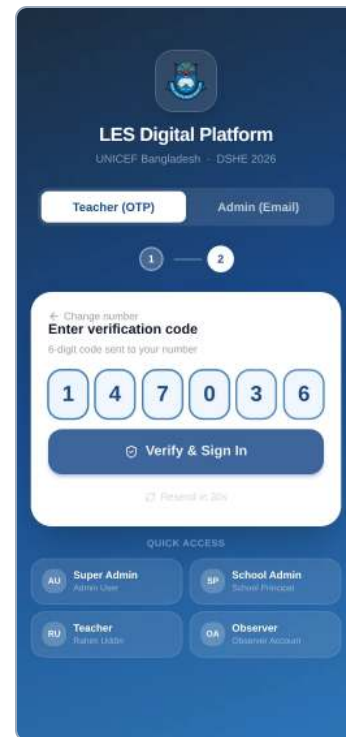
5. Tap **Send OTP** . A 6-digit code arrives by SMS.



6. Type the code. It signs you in as soon as the sixth digit is in, or tap **Verify & Sign In** .

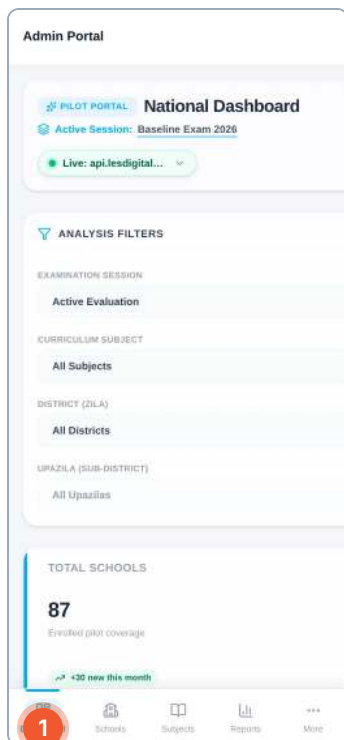


7. No SMS after a minute? Tap **Change number** , check the number and tap **Send OTP** again.

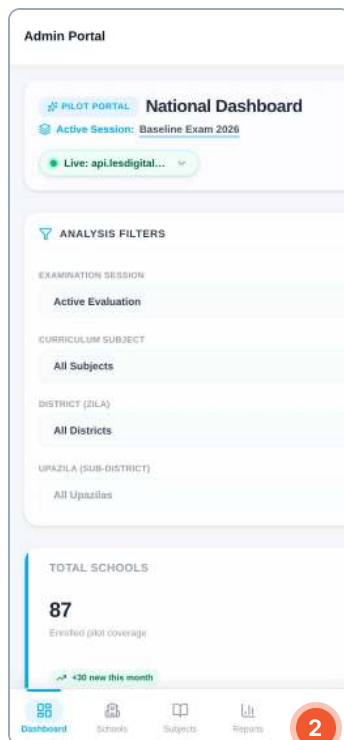


8. Use the newest code you received. Each code works for 10 minutes.

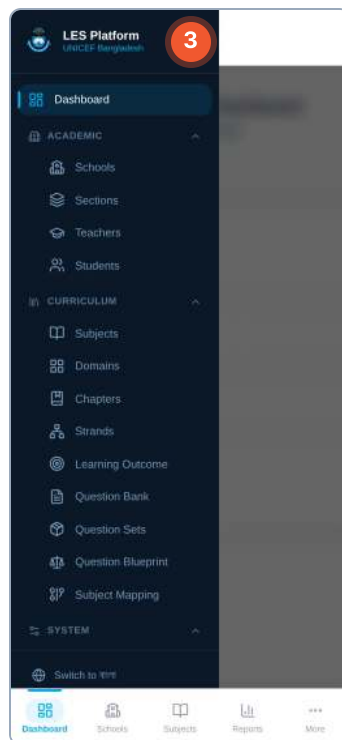
## Move around on a phone



1. The bar at the bottom holds your most-used pages.



2. **More** opens the full menu.



3. Tap a page to open it, or x to close the menu.

- i Wide tables and charts can be scrolled sideways with your finger. For long admin work, a computer is easier.

## 20 Problems and messages

### ▼ I can't sign in

The provided credentials are incorrect.

Check the email address and password for typing mistakes; passwords are case-sensitive. A Super Admin can set a new password in User Management.

### ▼ My number is not accepted

Enter a valid Bangladeshi mobile number.

Type 11 digits starting with 01, for example 01712345678, without +880 or spaces.

### ▼ The code is wrong or has expired

Incorrect code — try again.

Codes last 10 minutes. Tap **Change number**, then **Send OTP** again, and use the newest code.

### ▼ A school page says the account is not linked to a school

...not associated with a pilot school.

Your school admin account has no school. Ask a Super Admin to check your account in User Management.

### ▼ A teacher can't be saved

Duplicate subject-section pairs are not allowed.

Two assignment rows have the same subject and section. Remove one with ×. Each teacher also needs at least one assignment, a name and an email.

### ▼ Some rows were skipped in an import

Skipped (duplicate)

Those schools or sections already exist, so they were not added again. Nothing else needs doing.

#### ▼ A list says it could not load

Failed to Retrieve Users

The connection to the server dropped. Check your internet and click **Retry Connection** or reload the page.

#### ▼ A student shows Novice in every subject

No scores have been entered for that student yet. Levels appear after the teacher enters marks.

#### ▼ The dashboard shows sample numbers

Demo Sandbox

The badge at the top right switched to the demo sandbox. Click it and choose **Live API Server**.

#### ▼ The language button doesn't change the screens

Switch to বাংলা

The screens are in English for now. Use the Bangla version of this manual (button at the top of this page).

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Screens are from the LES Digital Platform at les-platform-xi.vercel.app, October 2026. All names of people and schools, phone numbers and email addresses in the pictures have been replaced with made-up ones. Records named "MANUAL TEST" were created only for these pictures and have been deleted. If a screen looks different on your computer, the platform may have been updated since.