

LMS Workflows — By Concept

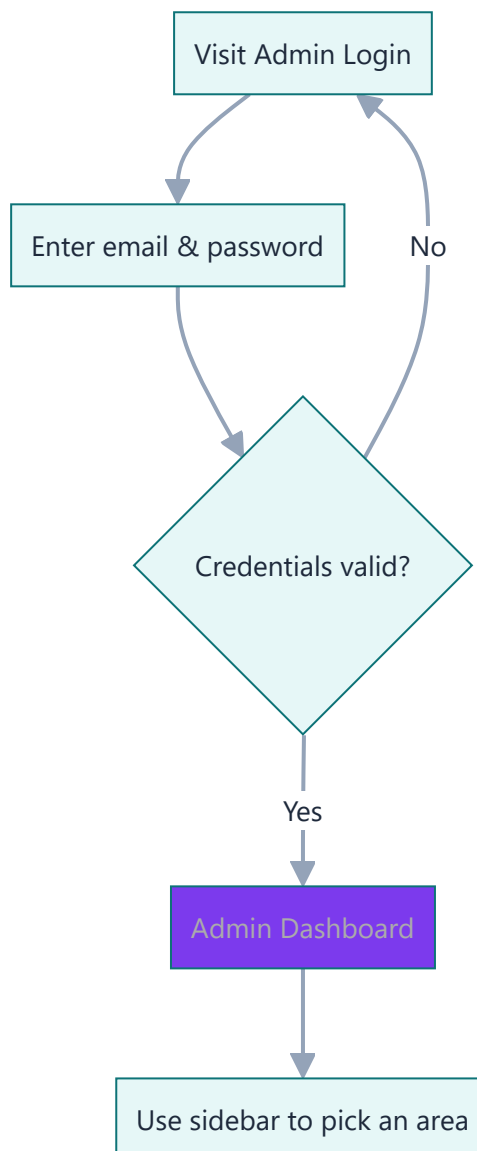
What each role does in plain language. Only features that are linked in the live application.
Diagrams flow top-to-bottom for easy reading.

ADMIN

Sign in & reach the control panel

Concept: An administrator signs in with email and password to manage the whole platform.

- Entry is the **Admin login** page (no link from public home — direct URL).
- After login, the **Admin Dashboard** shows key counts: users, courses, revenue, recent activity.
- All further work happens from the **left sidebar** grouped by area.

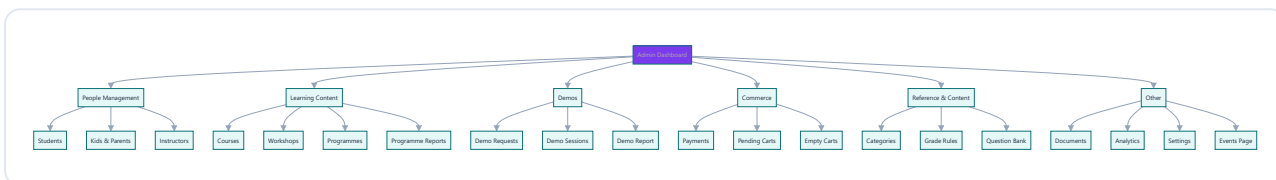


ADMIN

What the admin can open from the sidebar

Concept: The sidebar groups all admin tasks. Below is what is *visible* in the menu (hidden items like Communications and Course Approvals are omitted).

- **People:** manage students, kids/parents, instructors.
- **Learning content:** courses, workshops, programmes, programme reports.
- **Demos:** demo requests, schedule sessions, view demo report.
- **Commerce:** payments, pending carts, empty carts.
- **Reference data:** categories, grade rules, question bank.
- **Files & insight:** student/instructor documents, analytics reports.
- **Platform:** email/settings, public events page content.

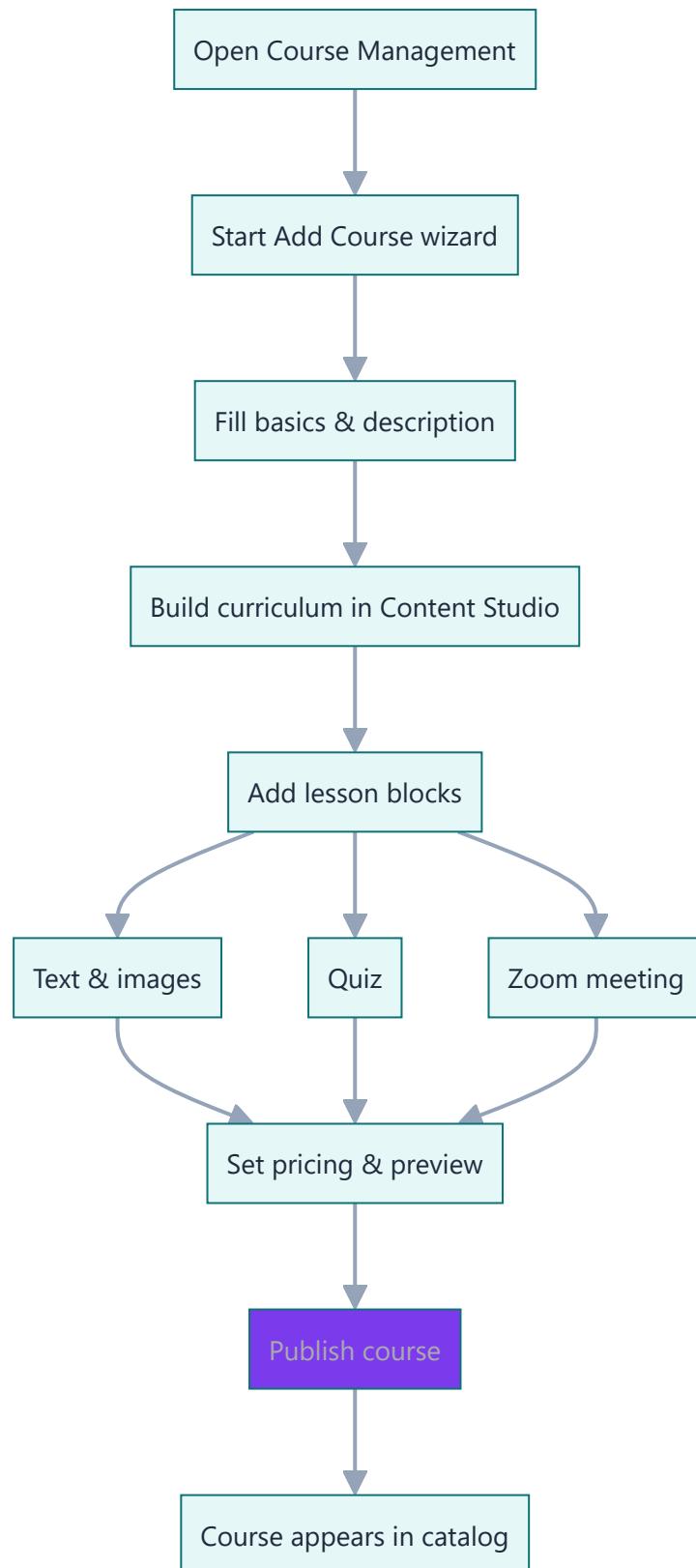


ADMIN

Build and publish a course

Concept: Create structured learning content from basics through curriculum to publish.

- Start from **Course Management** — search and filter existing courses.
- **Add Course wizard** — six steps: basics, description, curriculum, pricing, preview, publish.
- **Content Studio** — add lessons; each lesson can have text, images, quiz, or Zoom block.
- Optional **demo lessons** for prospects; **categories** from a linked button.

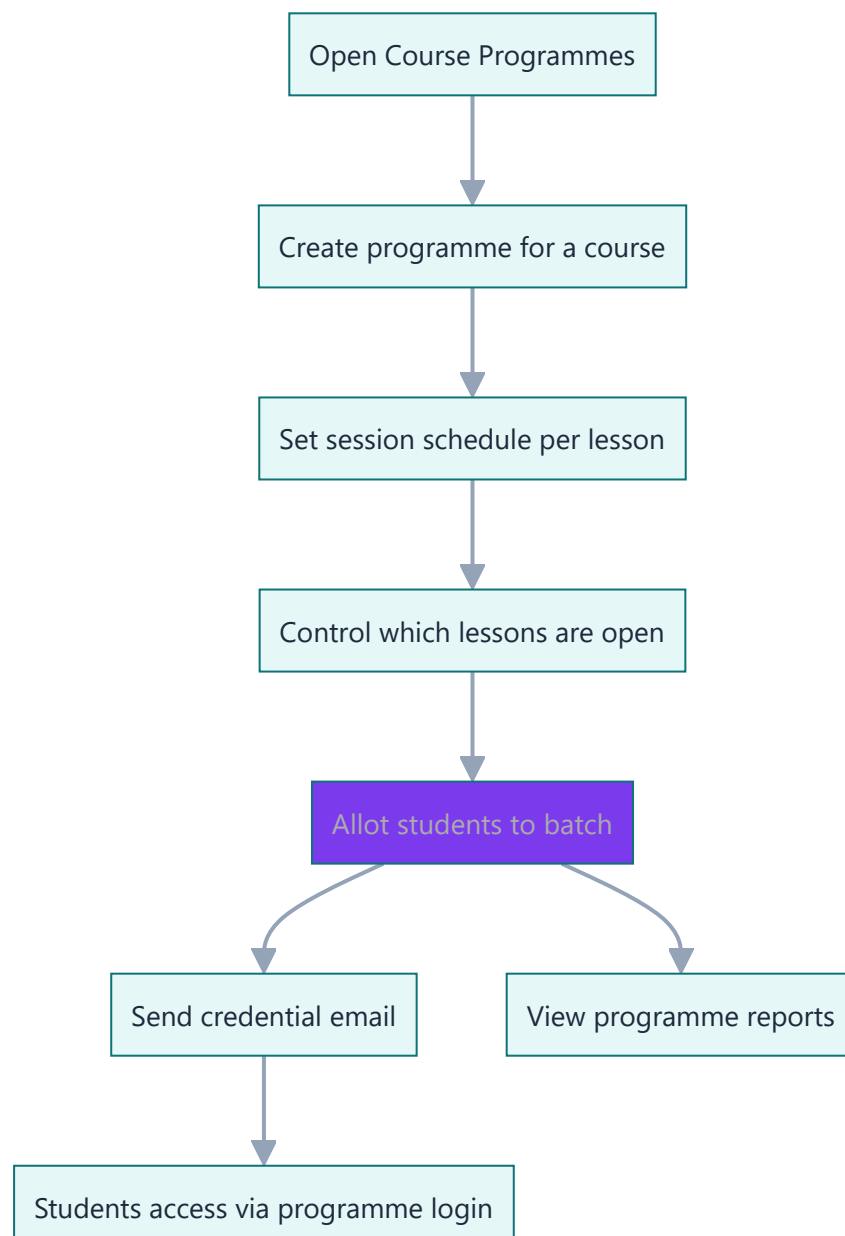


ADMIN

Run a programme batch for a course

Concept: A *programme* is a timed batch (cohort) for a course — with schedule, student allotment, and optional login credentials.

- Create programme under **Course Programmes** for a published course.
- **Manage schedule** — set date/time (and Zoom) per lesson.
- **Manage lesson access** — open or close specific lessons/quizzes for that batch.
- **Allot students** — assign purchased students; shift between batches; email programme login credentials.
- Track via **programme reports** (allotment, students, shifts, schedules).

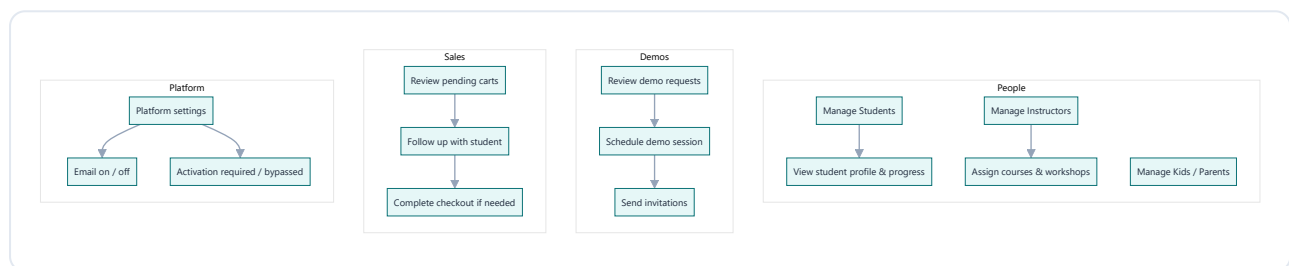


ADMIN

Manage people & day-to-day operations

Concept: Supporting tasks around users, sales follow-up, demos, and platform config.

- **Students** — list, filter, bulk enroll/unenroll, open full profile (enrollments, documents, progress).
- **Instructors** — create accounts; assign courses and workshops.
- **Kids area** — view parents and their children.
- **Demo flow** — review student demo requests → schedule session → send invitations.
- **Pending carts** — follow up incomplete checkouts; complete purchase manually if needed.
- **Settings** — turn email on/off, student activation on/off, send test email.

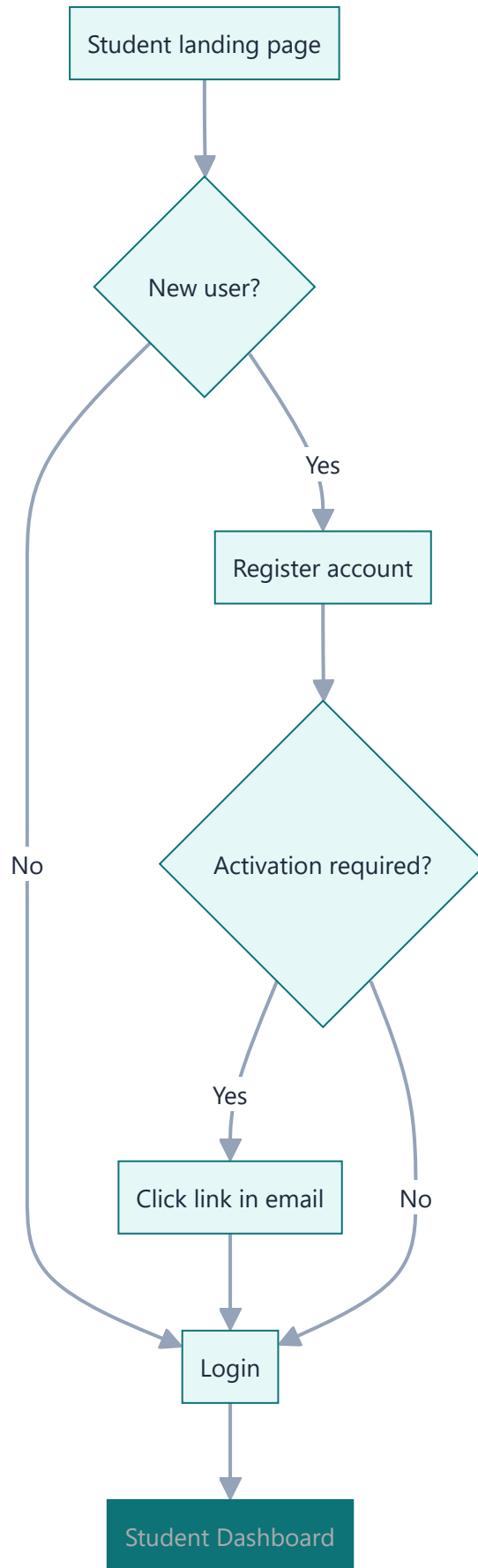


STUDENT

Join the platform & sign in

Concept: Workforce / adult learners register from the student landing page, then sign in to learn.

- **Register** — name, email, password; optional resume upload.
- If **email activation is required** (admin setting): account stays pending until link in email is clicked.
- If **activation is bypassed**: account is active immediately — no email step.
- **Login** — email + password → Student Dashboard.

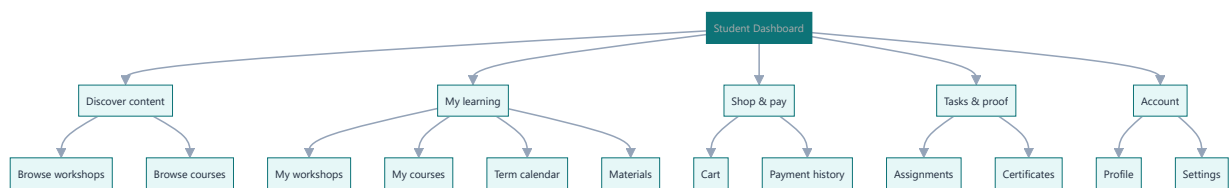


STUDENT

What a student can do after login

Concept: The student sidebar organizes discovery, learning, commerce, and account tasks.

- **Discover:** browse workshops and courses.
- **My learning:** enrolled workshops and courses, term calendar, materials, learning access hub.
- **Commerce:** shopping cart, payment history.
- **Tasks:** assignments, certificates.
- **Account:** profile, settings, change password, logout.



STUDENT

Buy or enroll in a course & start learning

Concept: From discovery to watching lessons and taking tests.

- Browse catalog → open **course details**.
- **Free course** — enroll in one step.
- **Paid course** — add to cart → checkout → payment → enrollment.
- **My Courses** — open a course → **lesson player** → optional lesson quiz.

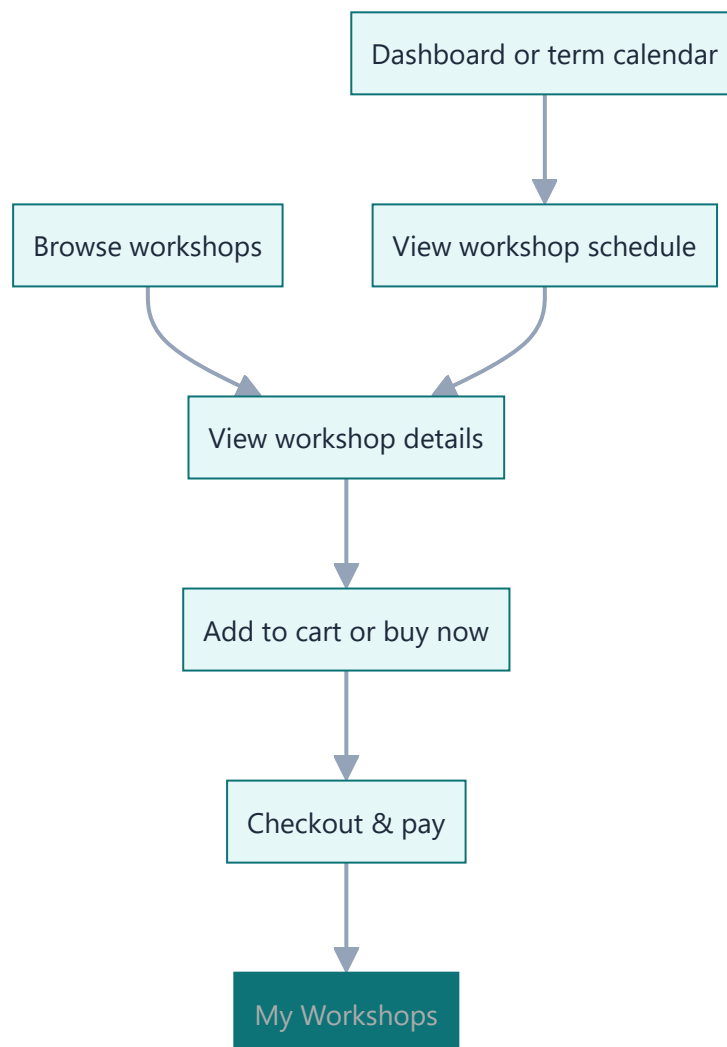


STUDENT

Workshops & schedule

Concept: Workshops are a separate product type with their own catalog and enrollment path.

- **Browse workshops** → view details → cart or buy now → pay → appears in **My Workshops**.
- **Term calendar** and **dashboard** link to workshop schedule and detail pages.
- Complete **profile & resume** for better recommendations (shown on dashboard).

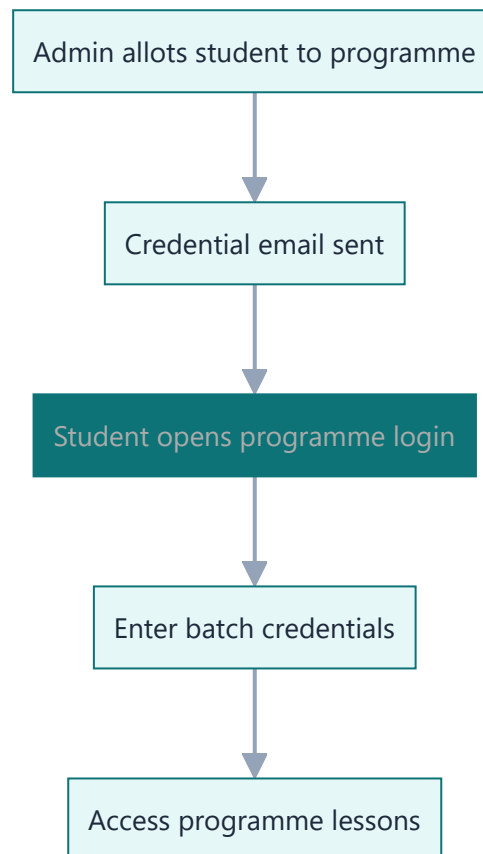


STUDENT

Programme batch access (special path)

Concept: When admin allots a student to a programme batch, they may receive separate login credentials — not the normal student email login for that content.

- Email contains programme user ID and password.
- Student uses **programme login** → accesses gated lessons for that batch.

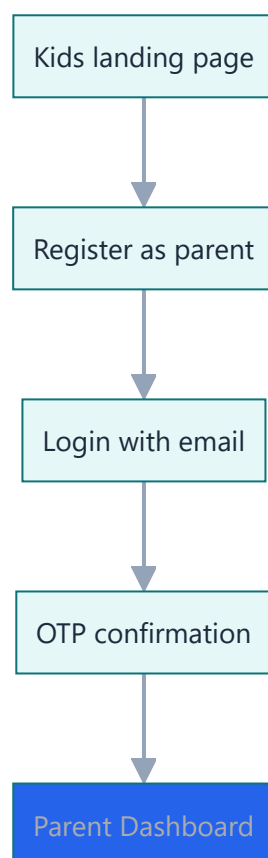


PARENT

Register as a parent & sign in

Concept: Parents manage K-12 children's learning. All parent screens live under the **Kids** area of the site.

- **Register** on kids landing — parent details plus optional first child (name, grade).
- **Login** with parent email and password.
- Browser shows an **OTP confirmation step** (demo OTP in current UI).
- Land on **Parent Dashboard** with overview of children.

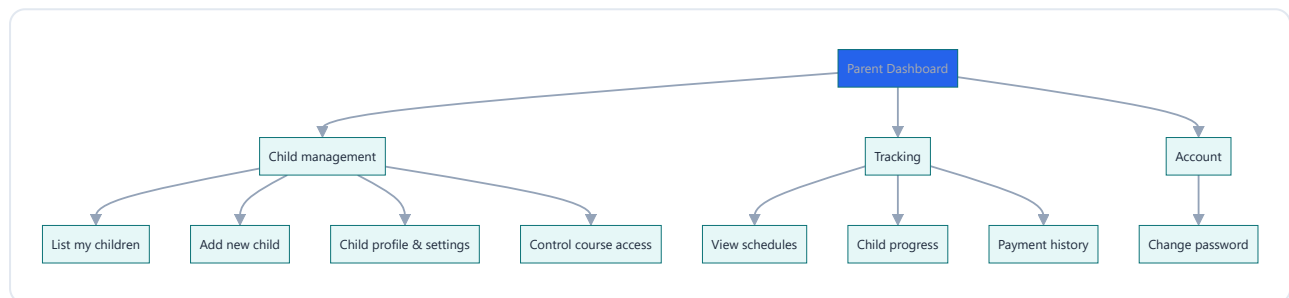


PARENT

Manage children & monitor progress

Concept: Parent sidebar has three groups — Child Management, Tracking, and Account.

- **My Children** — list all children; open profile, settings, or courses per child.
- **Add Child** — create another child; set username/password for child login.
- **Child settings** — enable/disable child login, daily time limit, allowed hours.
- **Per-course access** — turn individual courses on or off for a child.
- **Tracking** — schedules, progress reports, payment history.

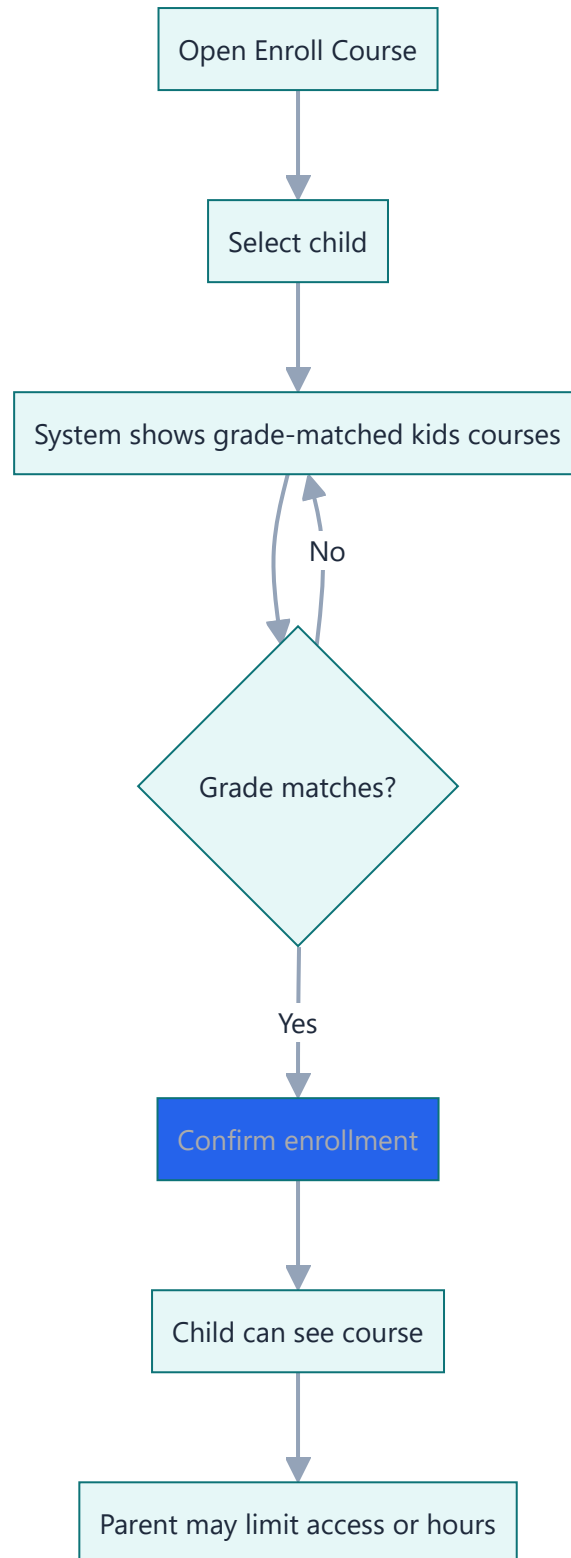


PARENT

Enroll a child in a kids course

Concept: Only courses marked for **kids audience** with a **matching grade** can be assigned.

- Open **Enroll Course** → pick which child.
- System shows eligible kids courses for that child's grade.
- Confirm enrollment — child sees course in their **My Courses**.
- Parent can later restrict access or learning hours in settings.



CHILD

Child signs in & learns

Concept: Children do not self-register. Parent creates the account and may enable login.

- Child uses **username + password** on the shared kids login page.
- If parent disabled the account or outside allowed hours → access blocked.
- **Child Dashboard** → My Courses → Lesson player.
- Parent can block a specific course even if enrolled.
- Usage and progress are logged while learning.

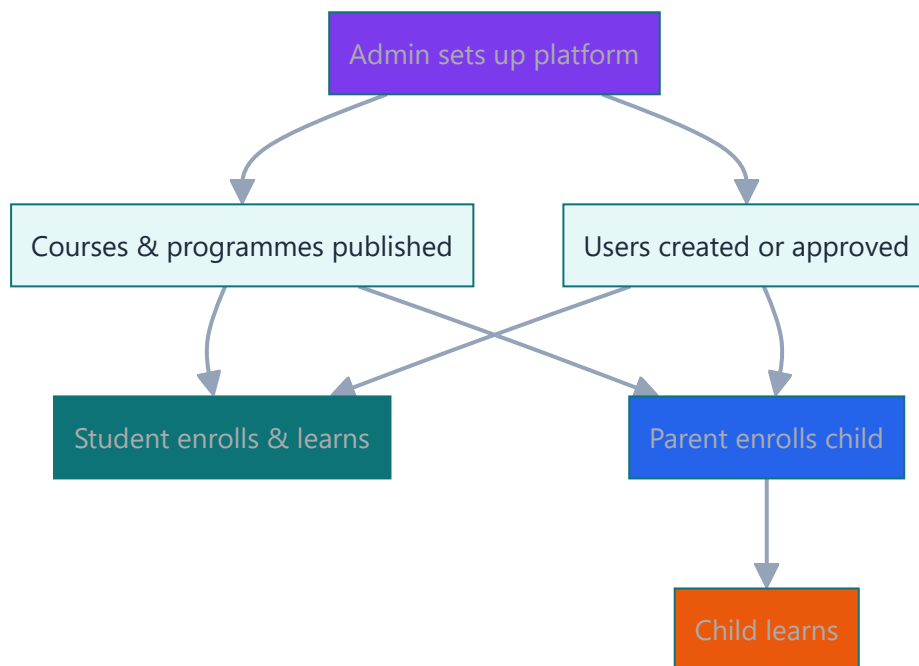


ALL ROLES

How the roles connect

Concept: High-level relationships — who creates whom and who consumes content.

- **Admin** creates courses, programmes, workshops; manages all users; configures email and events.
- **Student** self-registers, purchases or enrolls, learns workforce courses.
- **Parent** registers, creates children, enrolls kids courses, controls access.
- **Child** learns only what parent enrolled and allowed.



Not included in diagrams: menu-hidden admin features (Communications, Course Approvals, Assignments admin view), and pages with no navigation links in the app.