

USER MANUAL
FOR
STUDENTS

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Introduction

Loop Learning is a web/mobile application designed to support teaching-learning in the classroom. This supports all the operations that a school leader, teacher, student and parent would need to interact on student learning and school operations.

Its services are very similar to 'BetweenUs' which offers communication channels and the ability to share resources with students and parents. However, Loop Learning provides many more features than 'BetweenUs' such as –

- ☑ Teachers can now design and publish **digital assignments(tasks)** for students to check for learning in individual students
- ☑ Students have separate accounts, unlike BetweenUs
- ☑ Students can recall and reflect on the learning from their classroom by solving the tasks assigned by teachers
- ☑ All the users (i.e. leaders, teachers, parents and students) can **monitor the performance of students** in these assignments
- ☑ The gamification in Loop Learning allows students to **'earn' points and rewards** for their performance
- ☑ Transparency to the school **calendar and events**

This manual is designed to provide details on the services that Loop Learning offers. Let's begin with the information you will need to get started with Loop Learning: the URL for the web app, or you can simply download the Android application from the Google Play Store.

Login

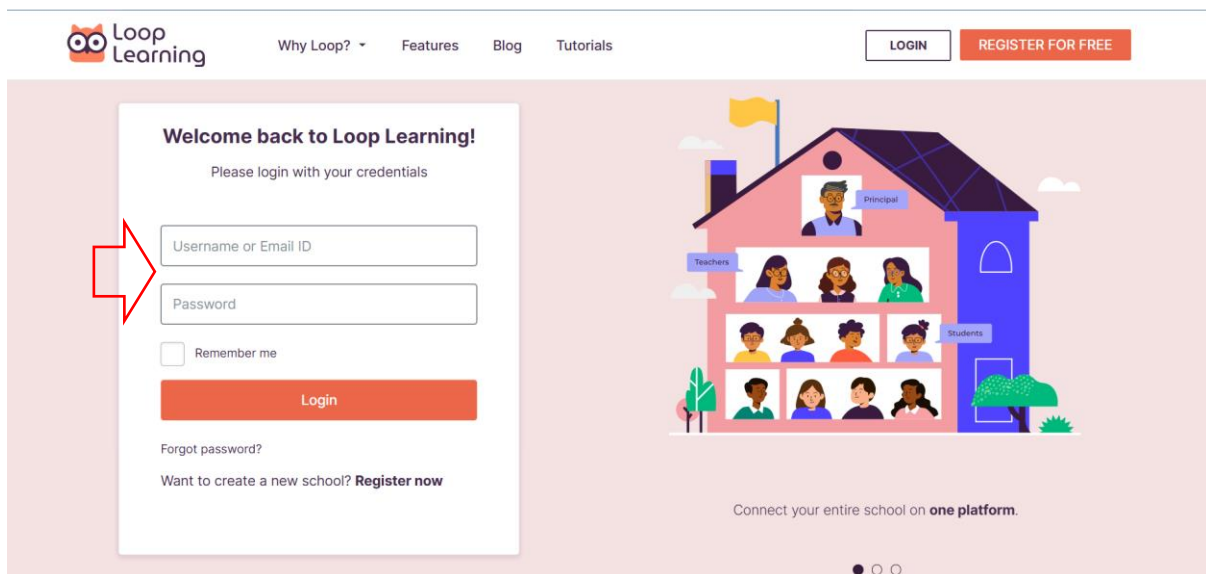
You can log in to Loop Learning from your mobile phone or any other device such as a laptop, desktop, or tablet. All you need is a web browser or an Android mobile application and an internet connection, and you are good to start using Loop Learning.

URL to login to Loop Learning:

Open a new browser window or tab. Type in the following URL –

<https://www.looplearning.com>

You will be taken to the login page. Enter your registered username and password.

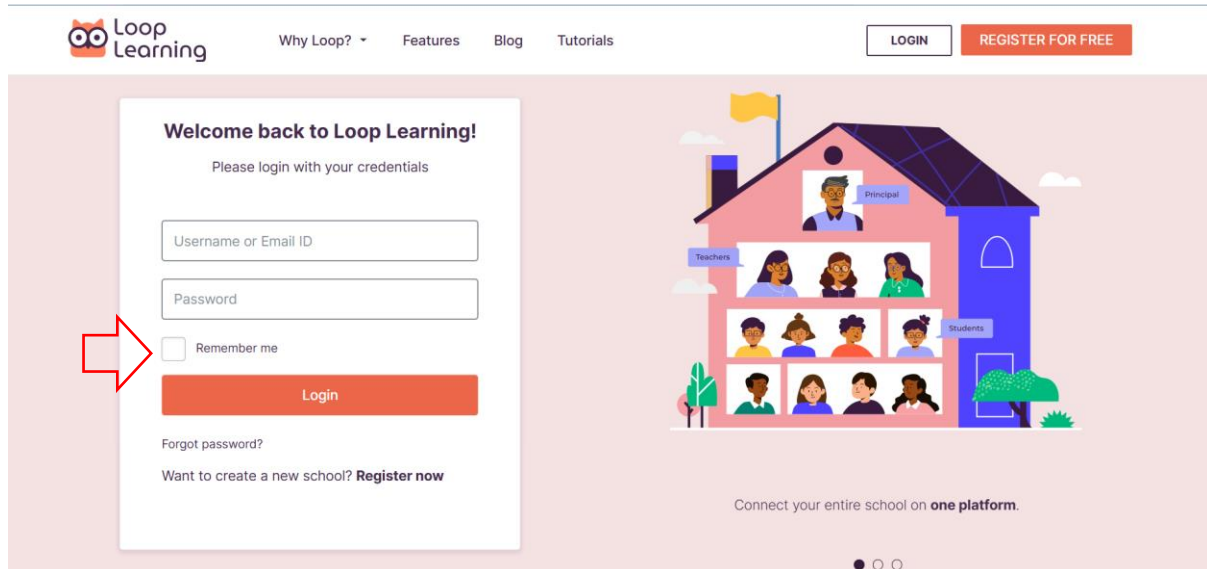


Login via Mobile Application:

Download the Loop Learning mobile application from the Google Play Store. Once installed, open the app on your mobile device. You will be directed to the login page. Enter your provided username and password to access your Loop Learning account.

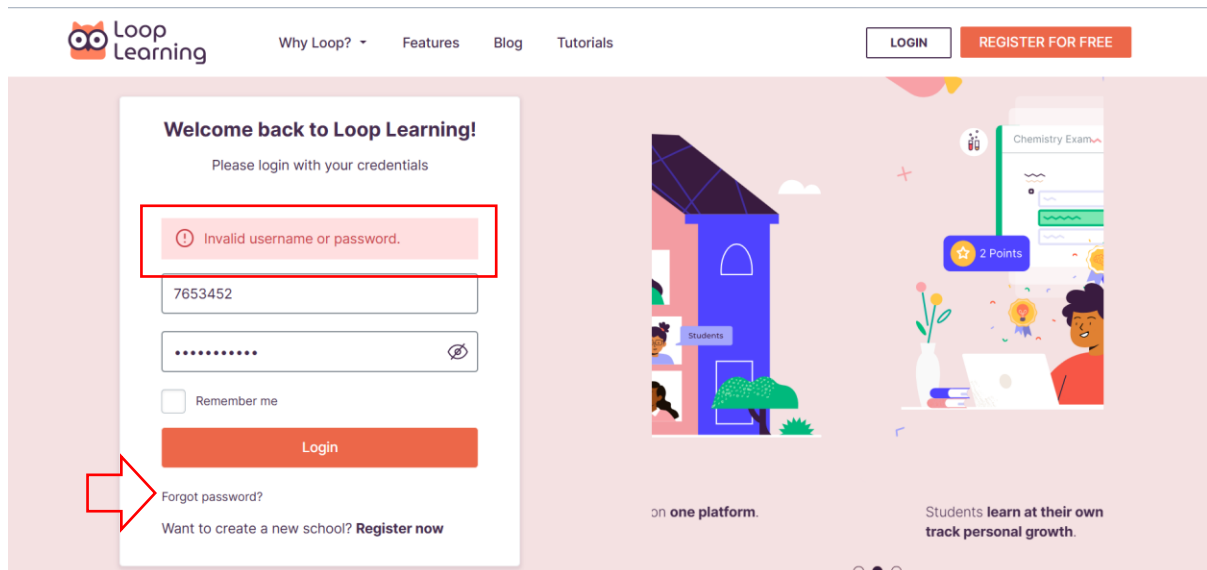
Remember Me:

If you want your login details to be remembered by the browser/application, please check the 'Remember me' option. This way you will not need to recall your credentials the next time you log in to Loop Learning.



Forgot Password:

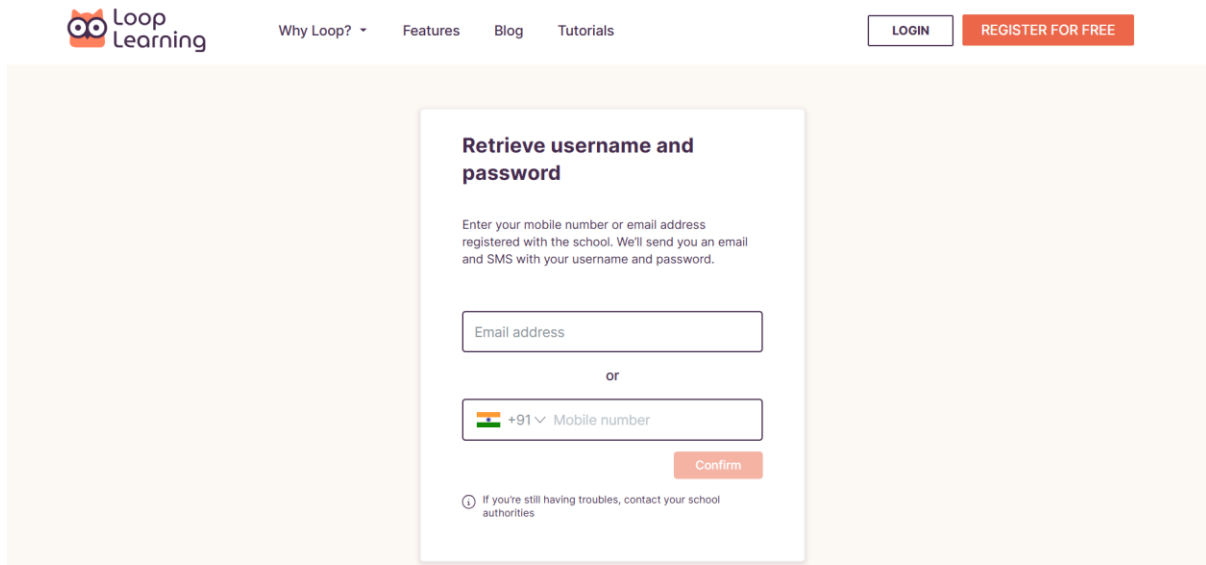
An error message will be displayed like the one shown below if you type in the wrong username and/or password -



Here's what you should do if you get such error message -

1. Double-check if the Username and password you have entered are correct.
2. If you do not remember the Password, click on '**Forgot Password**'.
3. This will open a popup box '**Retrieve username and password**'.
4. Here you can enter your parent's registered Email ID or Mobile number in the textbox and click on confirm.

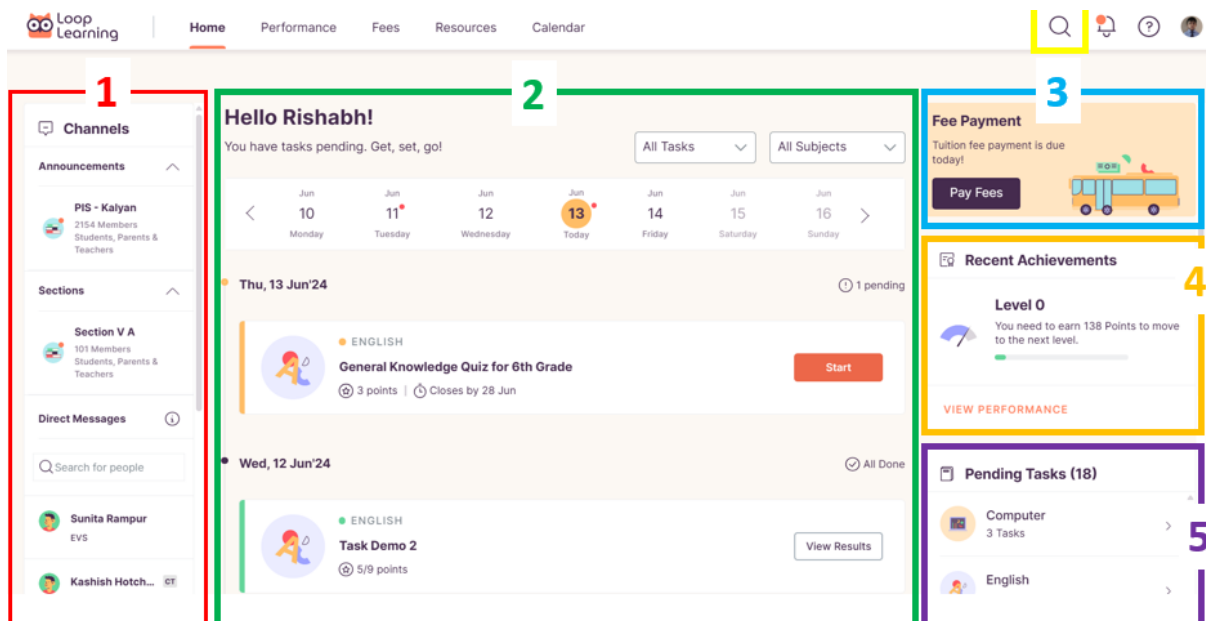
- You will receive your username and password on your parents' registered email ID or mobile number through an SMS.



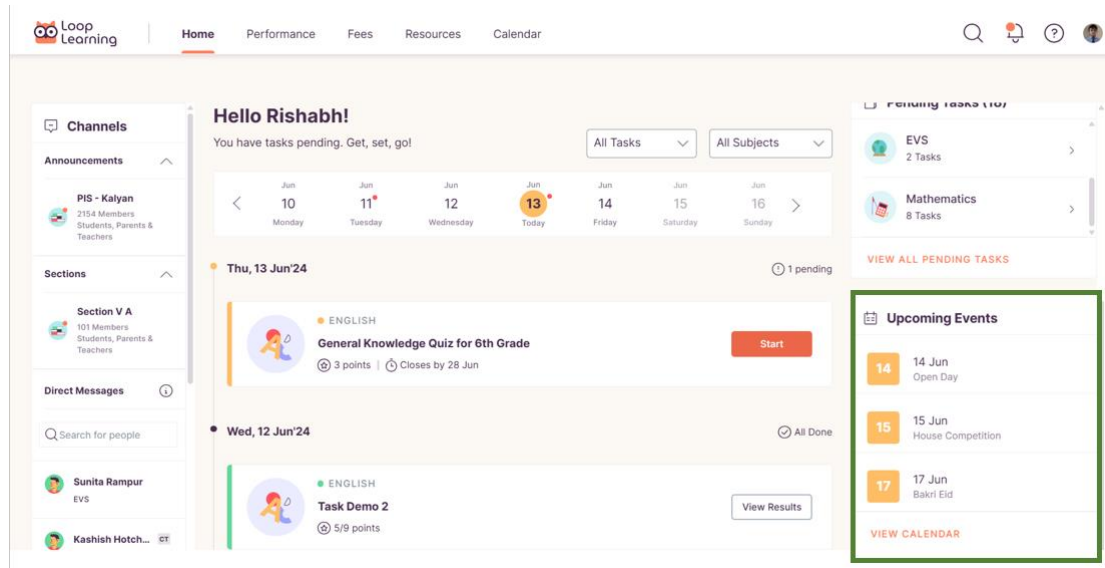
Homepage

This is the first page you see after your successful login. The home page will show the following details in three sections: left, middle and right

- You can see the **communication channel** on the left side of the page.
- You can see the **timeline** for your tasks in the middle section of the page.
- You can see **Fee Payment**, **Recent Achievements**, and **Pending Tasks** on the right side of the page.
- You can also search for Tasks and Resources by clicking on the **search icon** and entering at least three characters to get the search results.



5. On scrolling down, you can see **Upcoming Events** in the lower right corner of the screen.



Communication channels

The **Channels** panel allows you to interact with the principal, your teachers and students from your class.

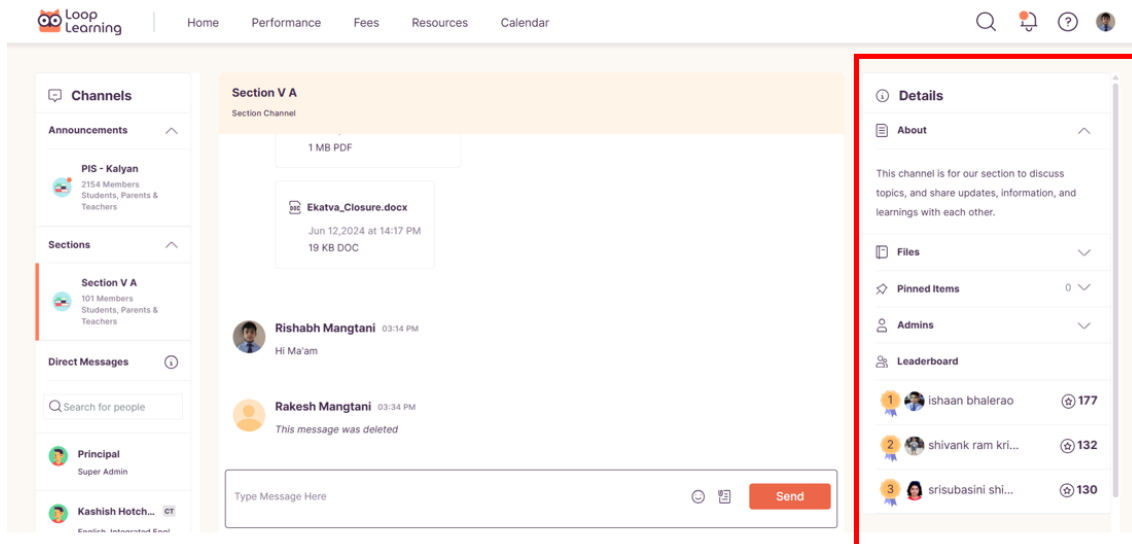
Announcements

To see the details of this channel, click on the school. Here, you can view important school announcements from your school principal and other designated leaders of your school. This channel will have messages posted for the entire school while the channel for the section is specific for your section only.

NOTE: You can only view messages in the Announcements channel, you cannot post messages.

Sections

To see the details of this channel, click on the section. The details will appear on the right side of the screen under the **Details** menu.



To view the attachments sent to you in these messages, click on **Files** in the Details section on the right side of the screen.

To view the messages pinned by the admin, click on **Pinned items** under the Details section on the right side of the screen.

To know the admin(s) of the school, click on **Admins** under the Details section on the right side of the screen.

You can also see the name and points scored by the top three performers of your grade under the **Leaderboard** as shown in the image above.

These details are available to you at all times.

Direct Messages

Here, as a student, you can directly interact with the teachers of your class only.

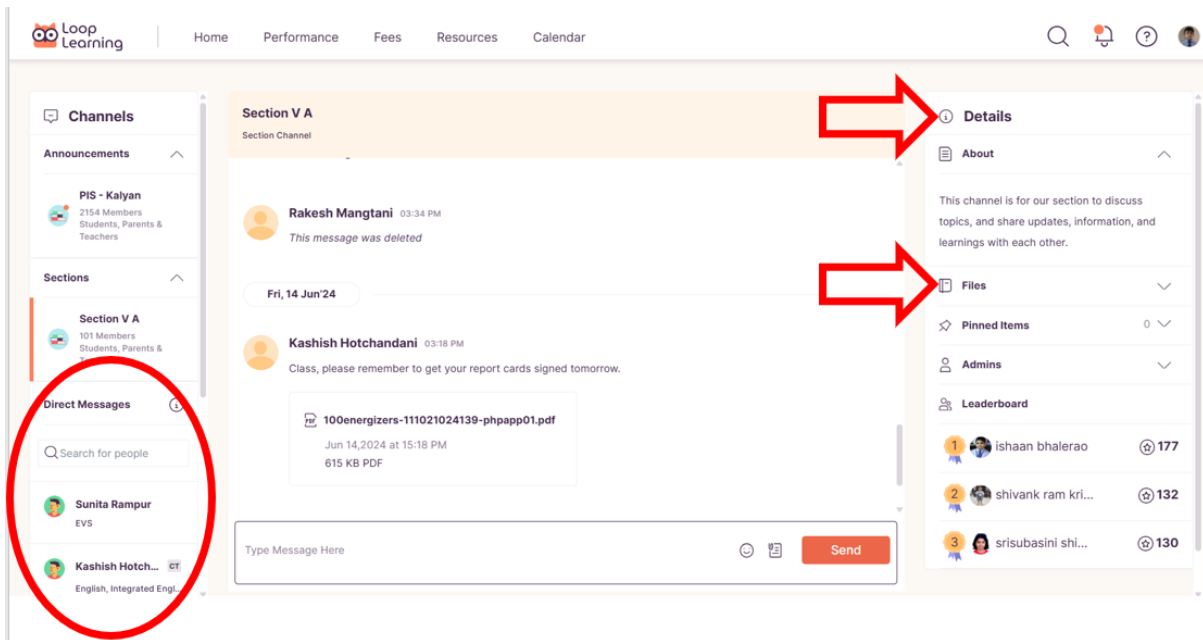
All the assigned teachers of your class are already listed on Loop Learning. Click on a teacher's name or simply type a teacher's name in the search box, and the teacher's name will pop up. Click on the teacher's name to start messaging.

The list of teachers' names below the search box indicates the teachers with whom you have connected in the past. Click on any of the names to load the message window for that teacher only.

NOTE: Parents may communicate with the school Principal directly only when the principal has initiated a conversation with them.

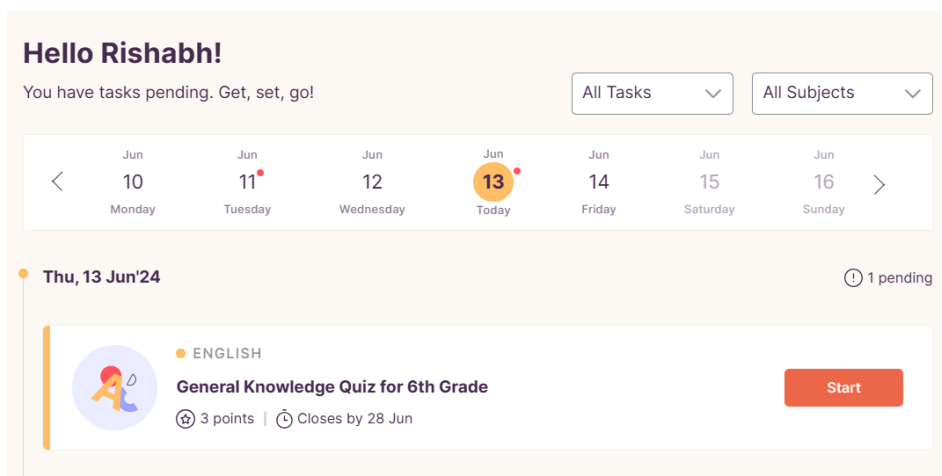
The details of this channel such as the teacher's email ID can be seen on the right side of the screen under **Details**. To view the attachments sent to you in these messages, click on **Files** in the **Details** section on the right side of the screen.

These details are available to you at all times.



Tasks

The tasks are the digital assignment. It has questions that need to be answered correctly to gain points. There are multiple types of tasks. The tasks are assigned by your teacher or principal and need to be completed within the set time frame. Each correct answer gives one point.



View Tasks:

You can see the tasks assigned to you date-wise using the horizontal timeline at the top of the page which is seen in the image given above.

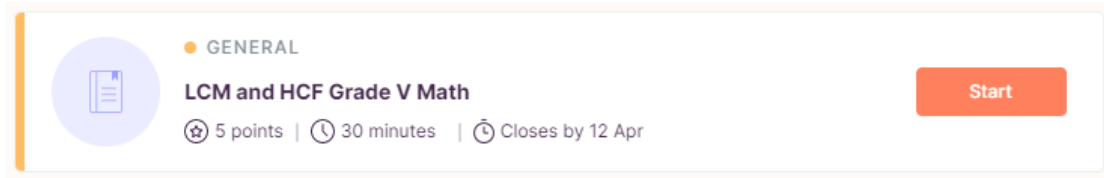
You can click on the arrows on either side of the slider to move forward or backward through the days. The highlighted date indicates the current date. You can also filter the tasks according to the status of tasks and specific subjects by selecting from the dropdown list above the slider.

A red dot over the dates indicates pending tasks for the respective day and the date on which the task is available is shown in bold as per the selection in the dropdown list.

All the tasks assigned can be seen by scrolling down through the vertical timeline.

Attempting the tasks:

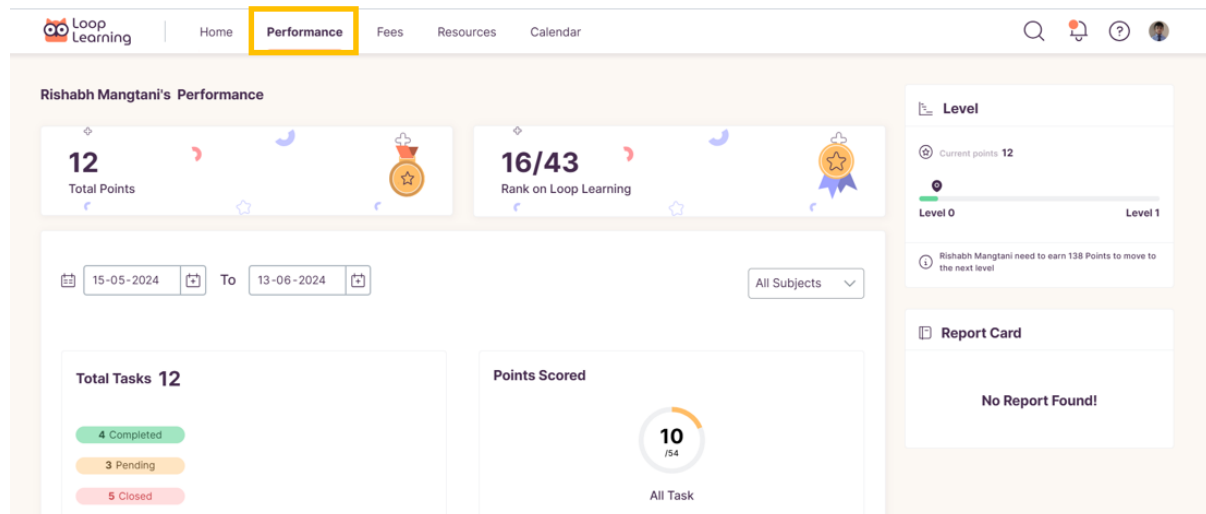
To attempt a task, click on the start button shown on the right side of the task panel. This will show the task view.



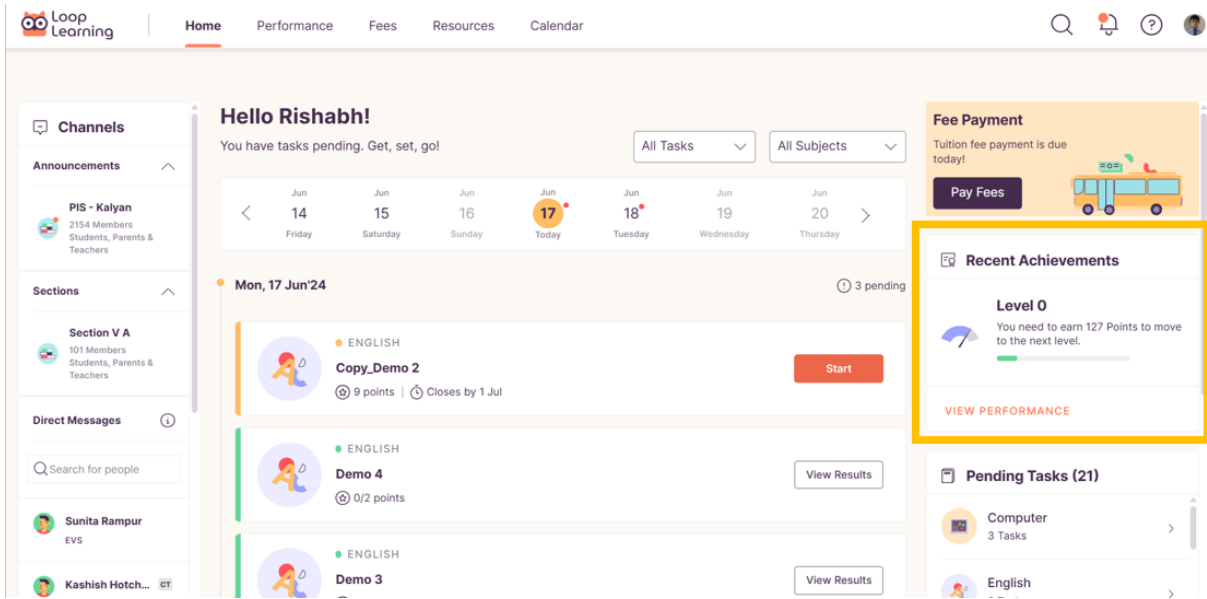
Click on **Start** the task to view the questions.

Performance

Your performance details can be viewed by clicking on the **Performance** tab on the top navigation bar.



Or by clicking on the **VIEW PERFORMANCE** link on the **Recent Achievements** panel on the right side of the home page.



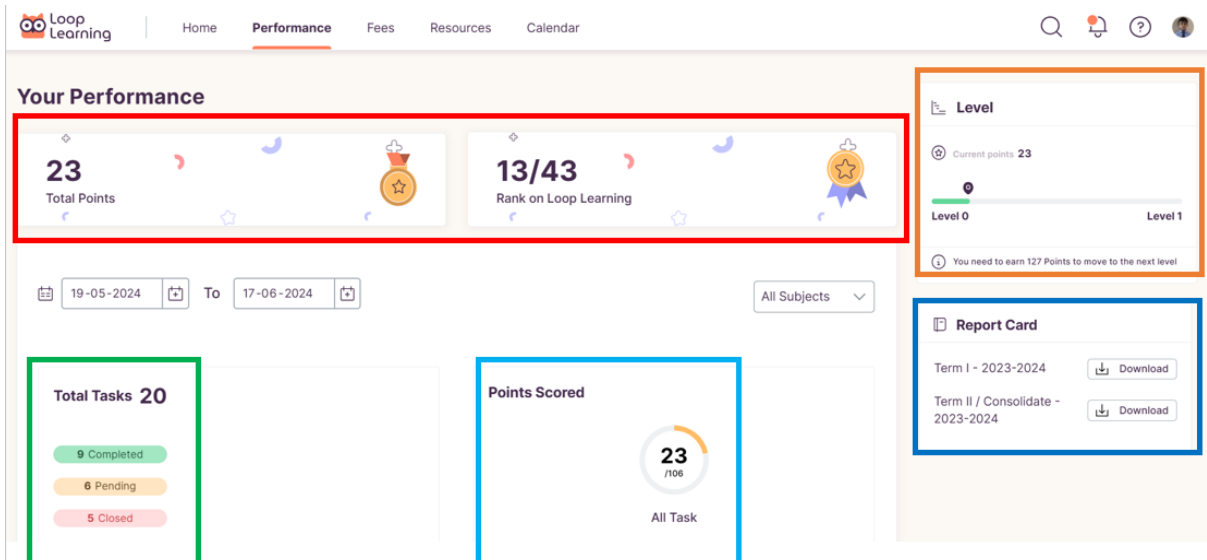
Performance Details

On the Performance page, you can see the total points that you have earned and your rank in the Loop Learning Leader Board.

To view your performance details over a period of the current **Week**, **Month** and **Year**, select the appropriate tab.

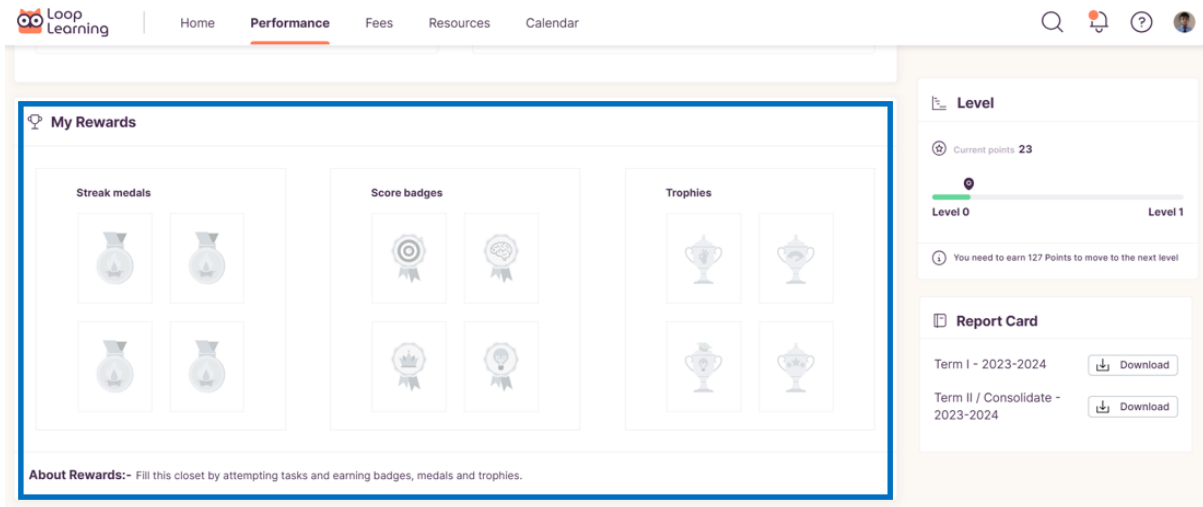
Displayed details are:

- **Total points and Rank:** Total points earned by you and your rank in your class.
- **Total tasks –** Total tasks assigned to you with the task status for the week/month/year
- **Points scored –** Total Points scored by you for a/all subject(s)
- **Level and points –** Level achieved by you in the achievement system
- **Report Card –** Your report for the last term/s

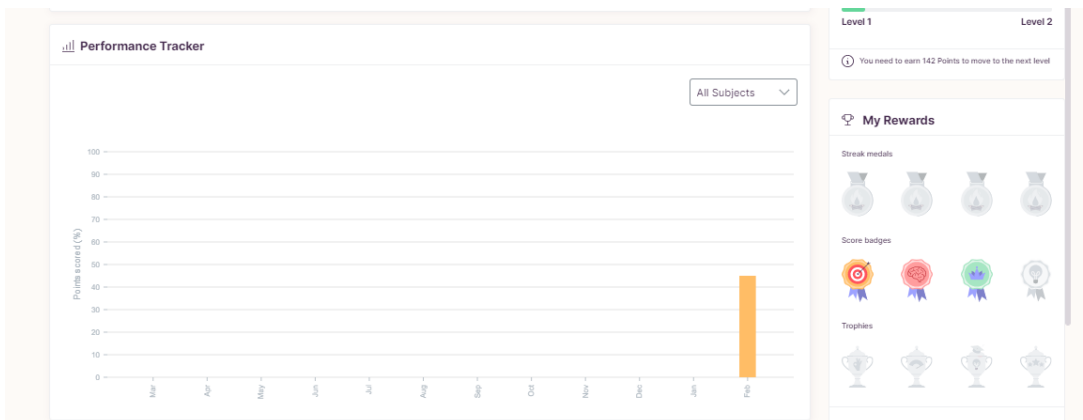


Scroll down the page to see the rewards.

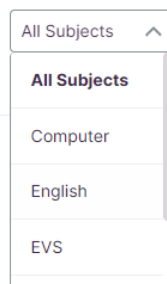
- My rewards – Rewards in terms of medals, badges and trophies earned by you



On scrolling down further, you can see the **Performance tracker**, which shows points scored by you over months.



By default, the Performance information is provided for all subjects. You can check your performance in each subject by setting a filter in the drop-down box given next to the **'Week/Month/Year'** tab.



Report Card

Your report card can be downloaded from the **Report Card** panel located in the right corner of the screen.

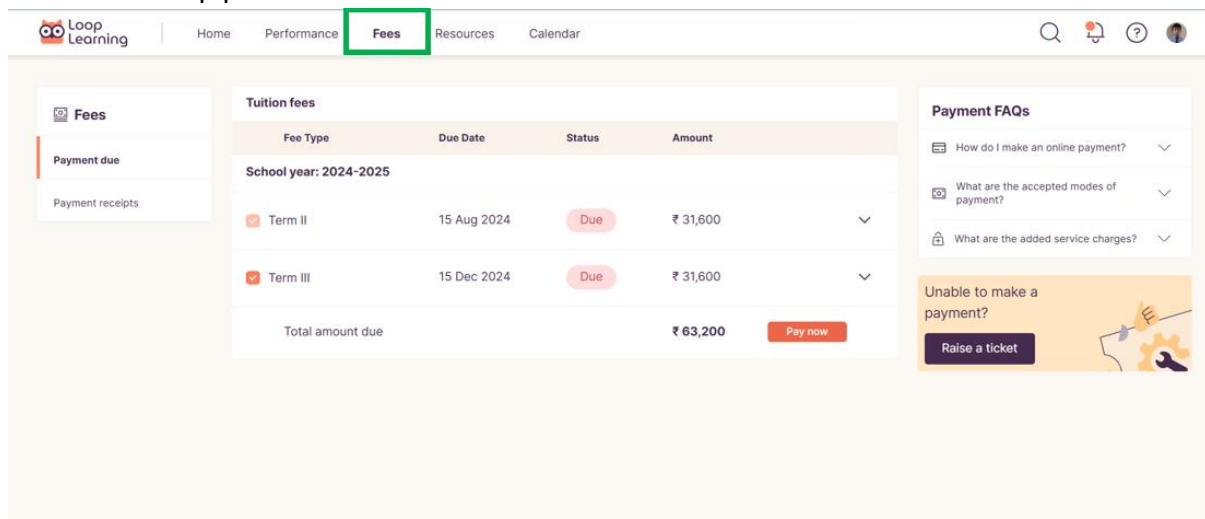
Report Card

Term I - 2023-2024
Download

Term II / Consolidate - 2023-2024
Download

Fees

Loop Learning allows your parents to pay your school fees directly from the web app. There is no need to access BetweenUs to pay the fees. To access the fee payment service, click on 'Fees' in the top panel of the screen.

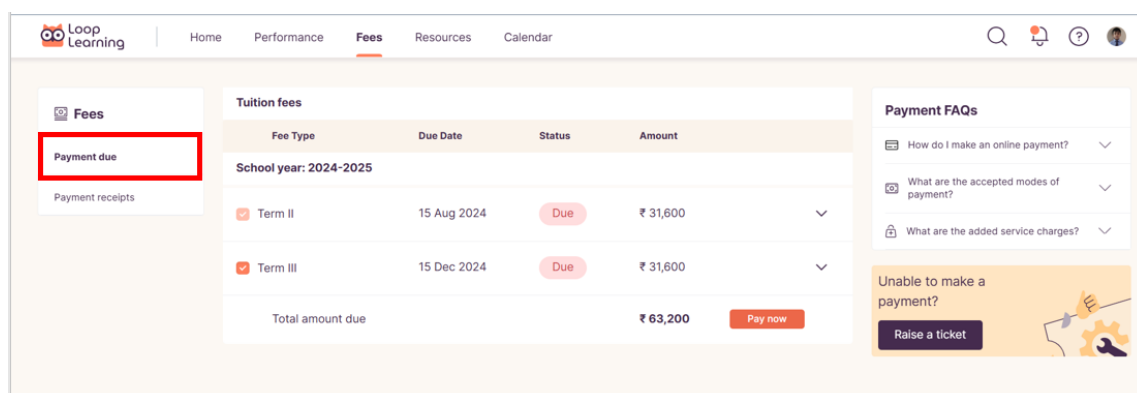


Fee Type	Due Date	Status	Amount
School year: 2024-2025			
Term II	15 Aug 2024	Due	₹ 31,600
Term III	15 Dec 2024	Due	₹ 31,600
Total amount due			₹ 63,200 Pay now

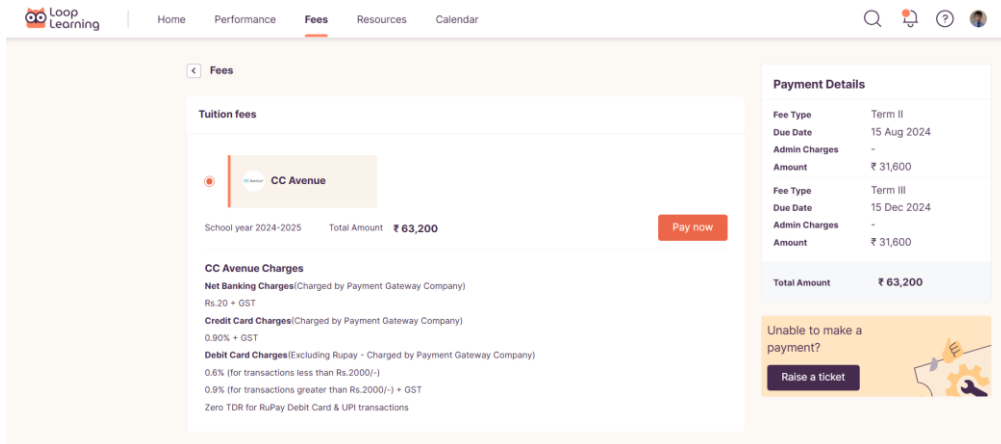
The fees page shows you information about the payments that are still due as well as the payment history.

Payment due

The school fees that are still outstanding are shown here. The fees are displayed for the academic year. The status of the fees indicates what is paid or due.



Click on **Pay now** to pay the fees. After clicking on **Pay now**, you will have to select the payment method from the options available.



On selecting the **Payment Method**, the details of the payment and the additional charges levied will be displayed on the screen. After checking the charges, click on **Pay now**. You will be taken to the payment gateway to complete the transaction.

The payment gateway offers two payment methods: Credit Card and Debit Card.

The payment gateway offers four payment methods: Credit Card, Debit Card, Net Banking and UPI.


Payment Information

Credit Card

Debit Cards

Net Banking

UPI

We Accept : 

Card Number

Expiry Date / CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 150.00 (Total Amount Payable)

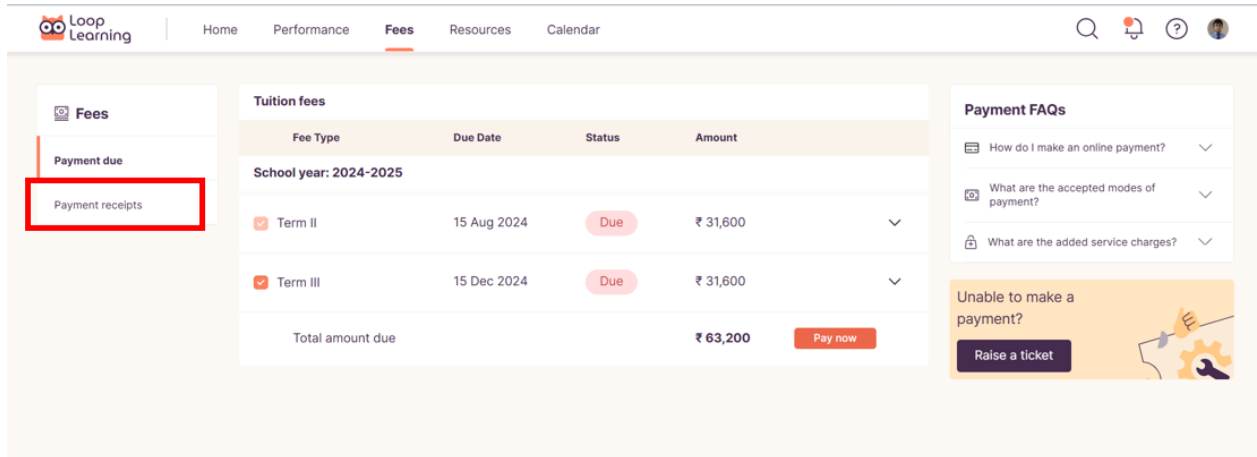
Make Payment

[Cancel](#)

Select the preferred payment method and enter all the necessary details. To complete the transaction, click on **Make Payment**. You will receive a confirmation message after the transaction goes through successfully.

Payment receipts

The Payment receipts provide access to all the payments that have been made towards the school fees. The receipts for the payments can also be downloaded.



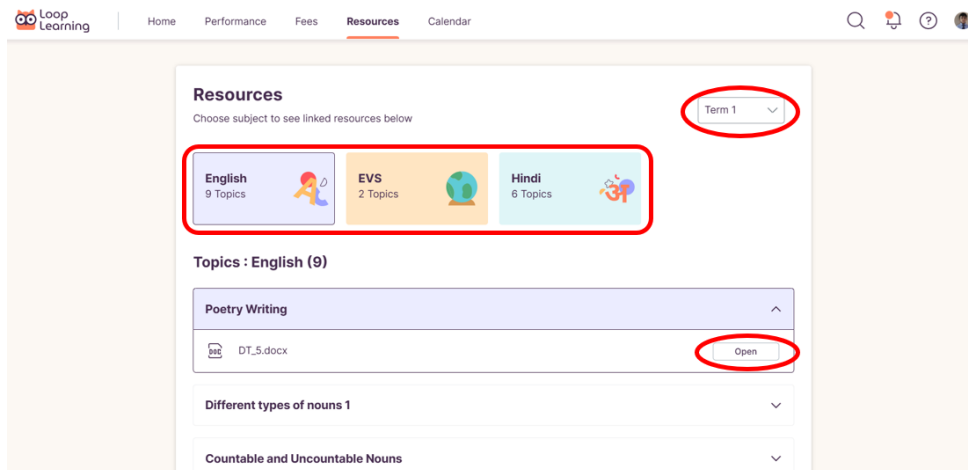
Resources

In this section, there are files related to different subjects, which have been shared with you to enhance subject knowledge.

To view these resources, follow the steps given below:

- Select the **term**.
- Click on a **subject** to view the list of the topics.
- Click on the **topic** to view the list of resource files.
- Click on **open** to open the file.

The resource file will open in a new tab in your browser.



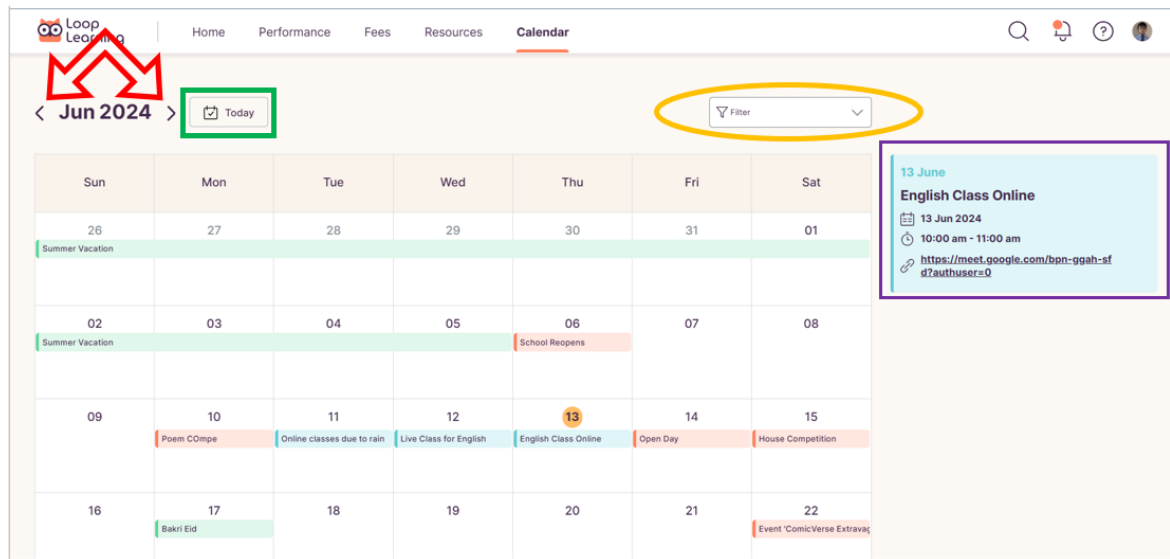
Clicking on 'Open' will either download the file or display the file in the browser itself.

Calendar

This section displays all the **events** related to you and your school, in a month-wise view.

- Click on the **arrow marks** on either side of the month to view events for the past or upcoming month.
- Click on **Today** to return to the present month view.

- You can also select specific types of events only to be shown in the view by clicking on the **filter icon** and selecting from the list.
- The **event/s** for the selected day is/are shown on the right side of the screen.

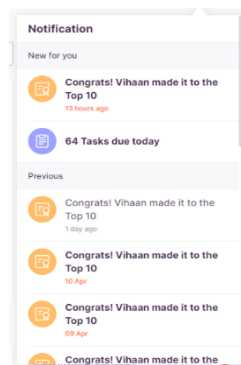


Notifications

Click on the **notification bell icon** next to the profile icon to see the notification messages.

Here, you can see the notifications about:

- Number of tasks due today for you.
- Reminder of upcoming events for you.
- Information and congratulatory messages about your achievements.



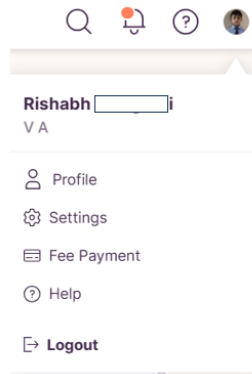
If there are any unread notifications, an orange dot will appear over the notification bell icon.

User Profile

The User Profile button displays your account details.

Click on the profile icon and then click on 'profile' to view the menu for services available.

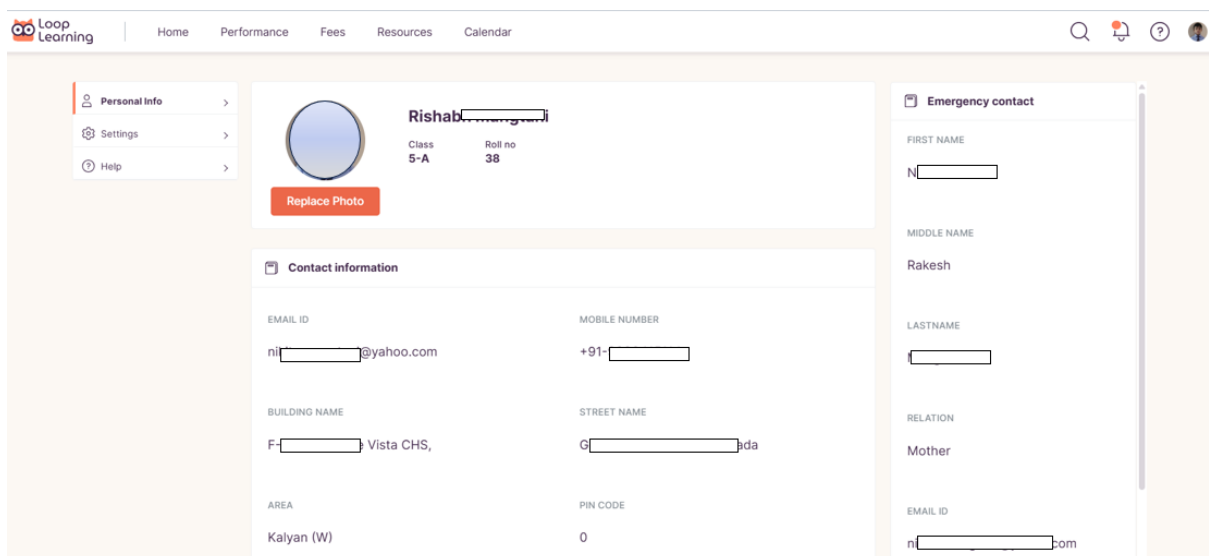
The services under the User Profile include –



Profile

After clicking on the **profile** icon on the top right side of your screen, you will be redirected to your '**Personal Info**' page. You can view the following information by scrolling down in the middle of the screen.

- Contact information
- Parent/Guardian Information
- Medical Information and
- Emergency Contact



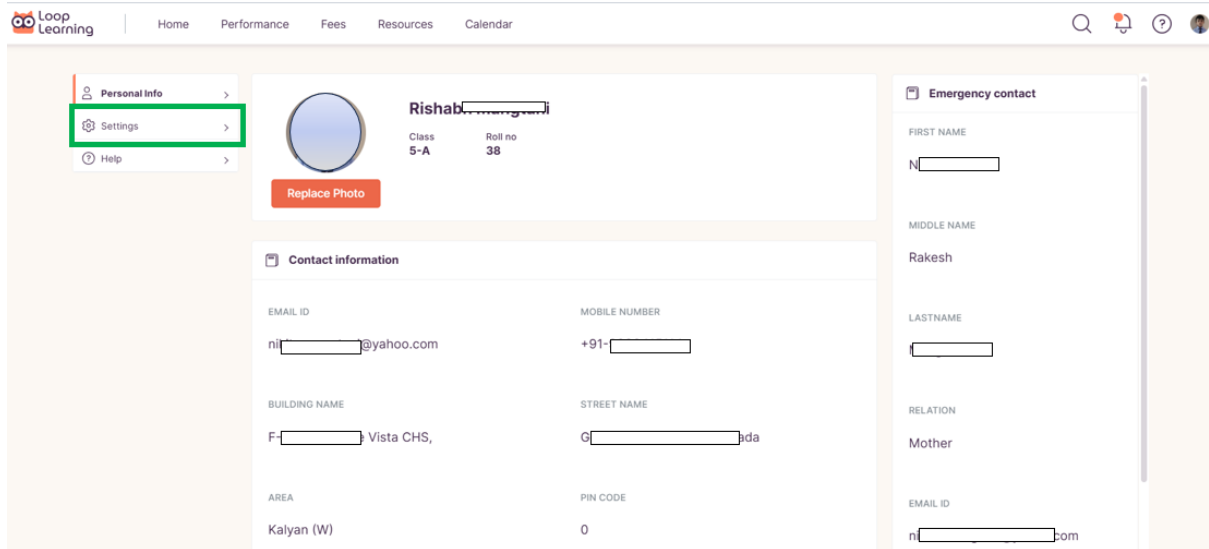
The screenshot shows the 'Personal Info' page in the Loop Learning system. The page has a navigation bar at the top with 'Home', 'Performance', 'Fees', 'Resources', and 'Calendar'. On the left, there is a sidebar with 'Personal Info', 'Settings', and 'Help'. The main content area is divided into three sections:

- Personal Info:** Displays the user's name 'Rishabh', a redacted name, and 'V A'. It also shows 'Class 5-A' and 'Roll no 38'. There is a 'Replace Photo' button.
- Contact information:** Contains fields for 'EMAIL ID' (ni[redacted]@yahoo.com), 'MOBILE NUMBER' (+91-[redacted]), 'BUILDING NAME' (F-[redacted] Vista CHS), 'STREET NAME' (G-[redacted]da), 'AREA' (Kalyan (W)), and 'PIN CODE' (0).
- Emergency contact:** Contains fields for 'FIRST NAME' (N[redacted]), 'MIDDLE NAME' (Rakesh), 'LASTNAME' ([redacted]), 'RELATION' (Mother), and 'EMAIL ID' (n[redacted].com).

Note: Only the parent can edit the personal information of their child. The student can only view the information from their account.

Settings

To navigate to the Account settings page, click on the profile icon on the top right side of your screen to show a drop-down popup menu with the **Settings** option.



Loop Learning | Home Performance Fees Resources Calendar

Personal Info >
Settings >
 Help >

Rishab
 Class 5-A Roll no 38
 Replace Photo

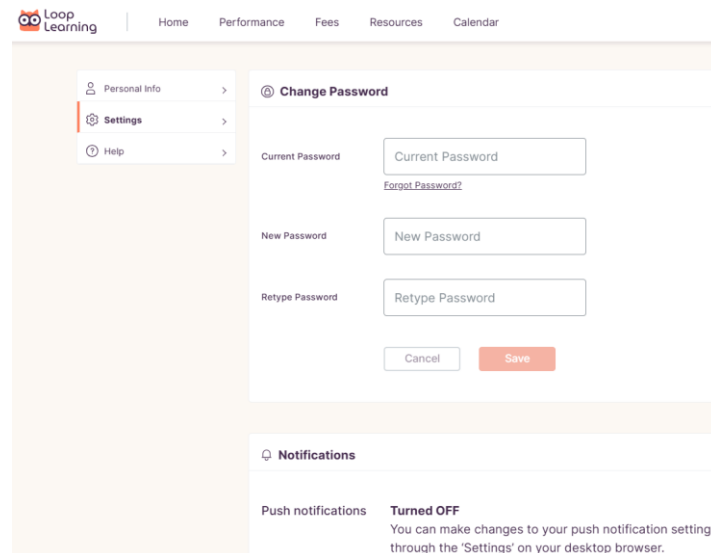
Contact information

EMAIL ID: ni@yadoo.com MOBILE NUMBER: +91-
 BUILDING NAME: F Vista CHS, STREET NAME: G da
 AREA: Kalyan (W) PIN CODE: 0

Emergency contact

FIRST NAME: N
 MIDDLE NAME: Rakesh
 LASTNAME:
 RELATION: Mother
 EMAIL ID: ni@yadoo.com

After clicking the settings option, you will be redirected to the settings page. Here, you can change or reset your account password or enable/disable push notifications.



Loop Learning | Home Performance Fees Resources Calendar

Personal Info >
Settings >
 Help >

Change Password

Current Password: Current Password
[Forgot Password?](#)

New Password: New Password

Retype Password: Retype Password

Cancel Save

Notifications

Push notifications: **Turned OFF**
 You can make changes to your push notification settings through the 'Settings' on your desktop browser.

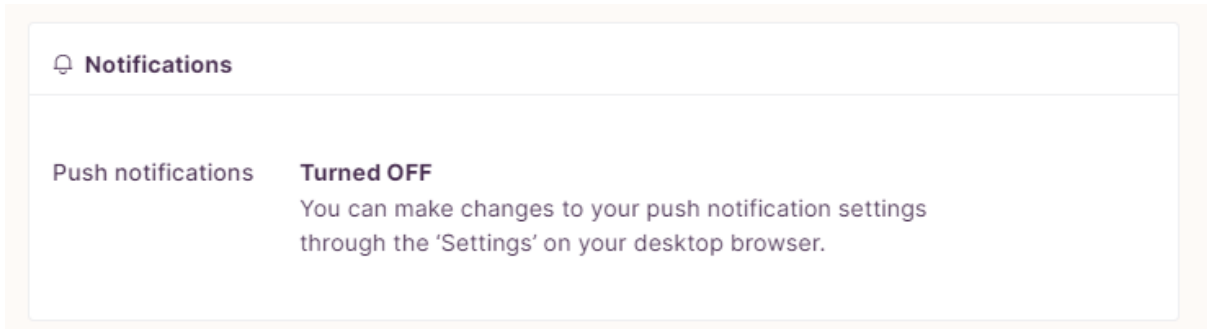
To change the password, follow the steps given below:

1. Enter the **existing password** in the Current password box.
2. Enter the **new password**.
3. Enter the **same** new password in Retype password.
4. Click on **Save** to change your password.

Push Notification

To view the enable/disable status of the push notification, the steps given below:

1. At the bottom of the page, you can see the **status** of push notifications if it is **on/off**.
2. You can **enable or disable** the push notification only through browser pop-up notifications.



Help

If you need any assistance or need to reach our technical support, you can raise a ticket by following these steps:

1. On the **settings page**, click on the **Help**, shown on the menu on the left side of the screen.
2. Describe the issue on which you need assistance in the description box.
3. Click on the **Raise ticket**.

