

Kiswate Digital Learning App User Manual

System Name

Kiswate Digital Learning App (KISWATE Digital Register / KDADTR)

Official Platforms

- [KISWATE Main Website](#)
 - [KISWATE Digital Register Platform](#)
 - [KISWATE Learning Application](#)
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1. Introduction

The Kiswate Digital Learning App is a school digitization and learning management platform developed under the KISWATE Digital Academy initiative. The system is designed to support digital learning, attendance management, school administration, student performance monitoring, parent engagement, and policy-level educational analytics.

The platform supports multiple categories of users including:

- Principals
- Teachers
- Policy Makers
- Parents
- Students
- Digitalization Engineers

The system integrates Smart ID technologies and digital registers to improve efficiency, transparency, accountability, and educational outcomes.

2. System Overview

The Kiswate Digital Learning App provides:

- Digital attendance tracking
- Student discipline monitoring
- Assignment and learning management
- School analytics and reporting
- Parent monitoring tools
- Teacher classroom management
- Policy-level educational oversight
- Smart ID integrations
- Communication tools
- Digital learning resources

The system is web-based and accessible using:

- Desktop computers
- Laptops
- Tablets
- Smartphones

Recommended browsers:

- Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Safari
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3. User Roles

3.1 Principal

Responsible for overall school administration.

Main responsibilities:

- School management
- Teacher oversight
- Student records management
- Attendance monitoring
- Reports generation
- School analytics
- User management

3.2 Teacher

Responsible for classroom and learning activities.

Main responsibilities:

- Taking attendance
- Managing assignments
- Uploading learning materials
- Recording student performance
- Communicating with parents and students

3.3 Policy Maker

Responsible for educational oversight at county or national level.

Main responsibilities:

- Monitoring school performance
- Reviewing analytics
- Policy evaluation
- Tracking attendance trends
- Accessing reports and dashboards

3.4 Parent

Responsible for monitoring student progress.

Main responsibilities:

- Viewing attendance
- Tracking academic progress
- Viewing assignments
- Communicating with teachers
- Monitoring discipline records

3.5 Student

Responsible for participating in learning activities.

Main responsibilities:

- Accessing learning materials
- Submitting assignments
- Viewing performance reports
- Checking attendance
- Participating in digital learning

4. Getting Started

System Requirements

Minimum Requirements

- Internet connection
- Modern web browser
- Smartphone or computer

Recommended Internet Speed

- At least 2 Mbps for smooth performance

Accessing the Platform

1. Open your browser.
 2. Visit:
 - <https://app.kiswate.org>
 3. Enter your login credentials.
 4. Click Login.
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5. Login Procedures

General Login Steps

1. Open the login page.
2. Enter your username.
3. Enter your password.
4. Click the Login button.
5. You will be redirected to your dashboard.

Password Security Tips

- Never share your password.
- Use strong passwords.
- Change passwords regularly.
- Always logout after use.

Forgot Password

If you forget your password:

1. Click “Forgot Password”.
 2. Enter your registered email or phone number.
 3. Follow the reset instructions.
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6. Principal Module User Guide

Principal Dashboard

The Principal Dashboard provides:

- School overview statistics
- Total students
- Total teachers
- Attendance summaries
- Performance analytics
- Discipline reports
- Notifications

Managing Teachers

Adding a Teacher

1. Navigate to Teachers.
2. Click Add Teacher.
3. Enter teacher details.
4. Assign classes or subjects.
5. Save changes.

Editing Teacher Information

1. Open Teacher List.
2. Select teacher.
3. Click Edit.
4. Update information.
5. Save changes.

Managing Students

Student Registration

1. Navigate to Students.
2. Click Add Student.
3. Enter student information.
4. Assign class.
5. Save student record.

Student Profile Management

The principal can:

- Update student details
- View attendance history
- View performance reports
- Review discipline records

Attendance Monitoring

Principals can:

- View school attendance trends
- Track absenteeism
- Generate attendance reports
- Monitor daily attendance statistics

Reports and Analytics

Available reports may include:

- Daily attendance reports
- Student performance reports
- Teacher activity reports
- School analytics dashboards
- Discipline reports

Notifications

Principals receive notifications for:

- Student absenteeism
- Teacher activities
- Assignment updates
- System alerts

7. Teacher Module User Guide

Teacher Dashboard

The teacher dashboard provides:

- Assigned classes
- Attendance tools
- Assignment management
- Student performance summaries
- Learning materials section
- Communication tools

Taking Attendance

Steps to Take Attendance

1. Login to teacher dashboard.
2. Select class.
3. Open Attendance.
4. Mark students:
 - Present
 - Absent
 - Late
5. Submit attendance.

Managing Assignments

Creating Assignments

1. Navigate to Assignments.
2. Click Create Assignment.
3. Enter assignment title.
4. Add instructions.
5. Set deadline.
6. Upload files if necessary.
7. Publish assignment.

Grading Assignments

1. Open submitted assignments.
2. Review student submissions.
3. Enter marks.
4. Add comments.
5. Save grades.

Uploading Learning Materials

Teachers can upload:

- PDFs
- Notes
- Videos
- Presentations
- Images
- Homework materials

Communication Features

Teachers can:

- Send announcements
- Message parents
- Message students
- Share classroom updates

Student Performance Tracking

Teachers can monitor:

- Assignment scores
 - Attendance patterns
 - Academic progress
 - Student participation
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8. Policy Maker Module User Guide

Policy Maker Dashboard

Policy makers can access:

- County analytics
- School statistics
- Attendance trends
- Performance reports

- Digital adoption metrics
- Comparative school analytics

Monitoring Schools

The policy maker can:

- View registered schools
- Track attendance rates
- Review school performance
- Monitor digital learning adoption
- Generate educational reports

Analytics and Reporting

Available analytics may include:

- Attendance trends
- Teacher engagement metrics
- Student participation reports
- Performance comparisons
- Regional education analytics

Decision Support

The platform supports data-driven educational policy decisions through:

- Real-time reporting
 - Centralized educational data
 - School monitoring dashboards
 - Performance indicators
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9. Parent Module User Guide

Parent Dashboard

Parents can view:

- Child attendance

- Academic progress
- Assignment updates
- Teacher communication
- School notifications
- Discipline records

Monitoring Attendance

Parents can:

- Check daily attendance
- Receive absentee alerts
- Monitor attendance trends

Viewing Academic Progress

Parents can monitor:

- Assignment scores
- Exam results
- Performance reports
- Teacher feedback

Communication

Parents can communicate with:

- Teachers
- School administration

Notifications

Parents may receive notifications for:

- Missed attendance
 - New assignments
 - Performance updates
 - School announcements
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10. Student Module User Guide

Student Dashboard

Students can access:

- Learning materials
- Assignments
- Attendance records
- Notifications
- Performance reports
- Digital lessons

Accessing Learning Materials

1. Login to student dashboard.
2. Open Learning Resources.
3. Select subject.
4. Download or view materials.

Submitting Assignments

1. Open Assignments.
2. Select assignment.
3. Upload response.
4. Click Submit.

Viewing Results

Students can:

- View assignment scores
- Check exam results
- Read teacher feedback

Notifications

Students receive updates on:

- New assignments
- Class announcements

- Schedule updates
 - Learning activities
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11. Smart ID Features

The KISWATE Smart ID system enables:

- Digital attendance
- Gate access tracking
- Meal access tracking
- Bus access monitoring
- Activity participation tracking
- Visitor management

Benefits of Smart ID

- Reduced paperwork
 - Real-time tracking
 - Improved accountability
 - Enhanced security
 - Faster reporting
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12. Attendance Management

Digital Attendance Register

Attendance can be recorded:

- Per lesson
- Daily
- By class
- By teacher

Attendance Status Options

- Present

- Absent
- Late
- Excused

Attendance Reports

The system can generate:

- Daily reports
 - Weekly reports
 - Monthly reports
 - Student-specific reports
 - School-wide attendance summaries
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13. Assignments and Learning

Learning Features

The platform supports:

- Digital classrooms
- Online assignments
- Learning content uploads
- Student submissions
- Teacher feedback

Supported Learning Materials

- PDF documents
- Videos
- Images
- Presentations
- Notes
- Audio content

Assignment Workflow

1. Teacher creates assignment.
2. Students receive notification.

3. Students submit work.
 4. Teacher reviews and grades.
 5. Results become visible to students and parents.
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14. Reports and Analytics

Available Reports

Principal Reports

- Attendance reports
- Student reports
- Teacher reports
- Discipline reports

Teacher Reports

- Class performance reports
- Assignment reports
- Attendance summaries

Parent Reports

- Student progress reports
- Attendance summaries

Policy Maker Reports

- Regional analytics
 - School comparisons
 - Educational trends
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15. Communication Features

The platform may support:

- Internal messaging

- Announcements
- Notifications
- Alerts
- Parent-teacher communication

Notification Types

- Attendance alerts
 - Assignment notifications
 - School announcements
 - Performance alerts
 - System notifications
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16. Security and Best Practices

User Security Guidelines

- Keep passwords confidential.
- Always logout after use.
- Avoid using public computers.
- Update passwords regularly.
- Report suspicious activity immediately.

Data Privacy

The system stores:

- Student records
- Attendance data
- Academic performance data
- Communication records

Authorized access only is permitted.

17. Troubleshooting

Login Problems

Incorrect Password

Solution:

- Recheck credentials.
- Use Forgot Password.
- Contact administrator.

Browser Issues

Solution:

- Clear browser cache.
- Update browser.
- Try another browser.

Slow Performance

Solution:

- Check internet connection.
- Close unused tabs.
- Refresh the page.

Assignment Upload Problems

Solution:

- Ensure file size is supported.
- Use supported formats.
- Check internet connection.

18. Frequently Asked Questions

Q1. Can the system be accessed on mobile phones?

Yes. The system is accessible on smartphones and tablets.

Q2. What happens if a student forgets login credentials?

The student should contact the teacher or school administrator.

Q3. Can parents monitor attendance in real time?

Yes, depending on school configuration.

Q4. Can reports be downloaded?

Yes. Many reports can be exported or printed.

Q5. Is internet required?

Yes. The platform is web-based and requires internet access.

19. Support Contacts

KISWATE Contacts

Website

- <https://www.kiswate.org>

Digital Register Platform

- <https://kiswateregister.org>

Email

- info@kiswateregister.org
- kiswatekenya@gmail.com

Phone Numbers

- +254 795 330 891
- +254 721 890 127
- +254 723 842 113

Office Location

Kiswate Digital Academy
Pioneer Plaza, 5th Floor
Nairobi, Kenya

Appendix A: Recommended Operational Workflow

Daily Workflow for Teachers

1. Login to dashboard.
2. Take attendance.
3. Upload lesson materials.
4. Create or review assignments.
5. Review student performance.
6. Communicate with parents if necessary.

Daily Workflow for Principals

1. Review attendance reports.
2. Monitor teacher activities.
3. Check school notifications.
4. Review analytics dashboard.
5. Generate reports if needed.

Daily Workflow for Students

1. Login to dashboard.
 2. Check assignments.
 3. Access learning materials.
 4. Submit assignments.
 5. Review teacher feedback.
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Appendix B: Platform Vision

The KISWATE Digital Learning ecosystem aims to:

- Transform schools into digital schools
 - Improve educational accountability
 - Enhance access to digital learning
 - Enable data-driven education policies
 - Improve parent involvement
 - Support African schools through technology
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Disclaimer

This user manual is based on publicly accessible information about the KISWATE Digital Learning ecosystem and standard workflows commonly available within the platform. Specific features, menus, or workflows may vary depending on school configuration, user permissions, and future system updates.