



**skolera**<sup>TM</sup>

**An overview on the Head of Department's  
Interface of Skolera LMS**

# An overview on the Head of Department's Interface of Skolera LMS

- The head of the department (HOD) in any school is always responsible for the course structure, curriculum plan, and class activity supervision.
- One of the most important duties of the HOD is remaining aware of the progress and performance levels of the students in the classes assigned to him/her, and identify areas of weakness and advise teachers on how to help them overcome those weaknesses.
- Skolera LMS provides heads of departments with all the tools and features he/she needs to carry out his/her duties easily and efficiently.
- We will provide a quick glimpse at the important features available on the HOD's account on Skolera.

*If you haven't tried Skolera LMS , you can now learn about the features and capabilities it offers by clicking here.*



[www.skolera.com/en/try-skolera-lms-for-free](http://www.skolera.com/en/try-skolera-lms-for-free)

*You can also watch the video that explains Skolera's Head of Department's Interface .Click here to watch the video.*



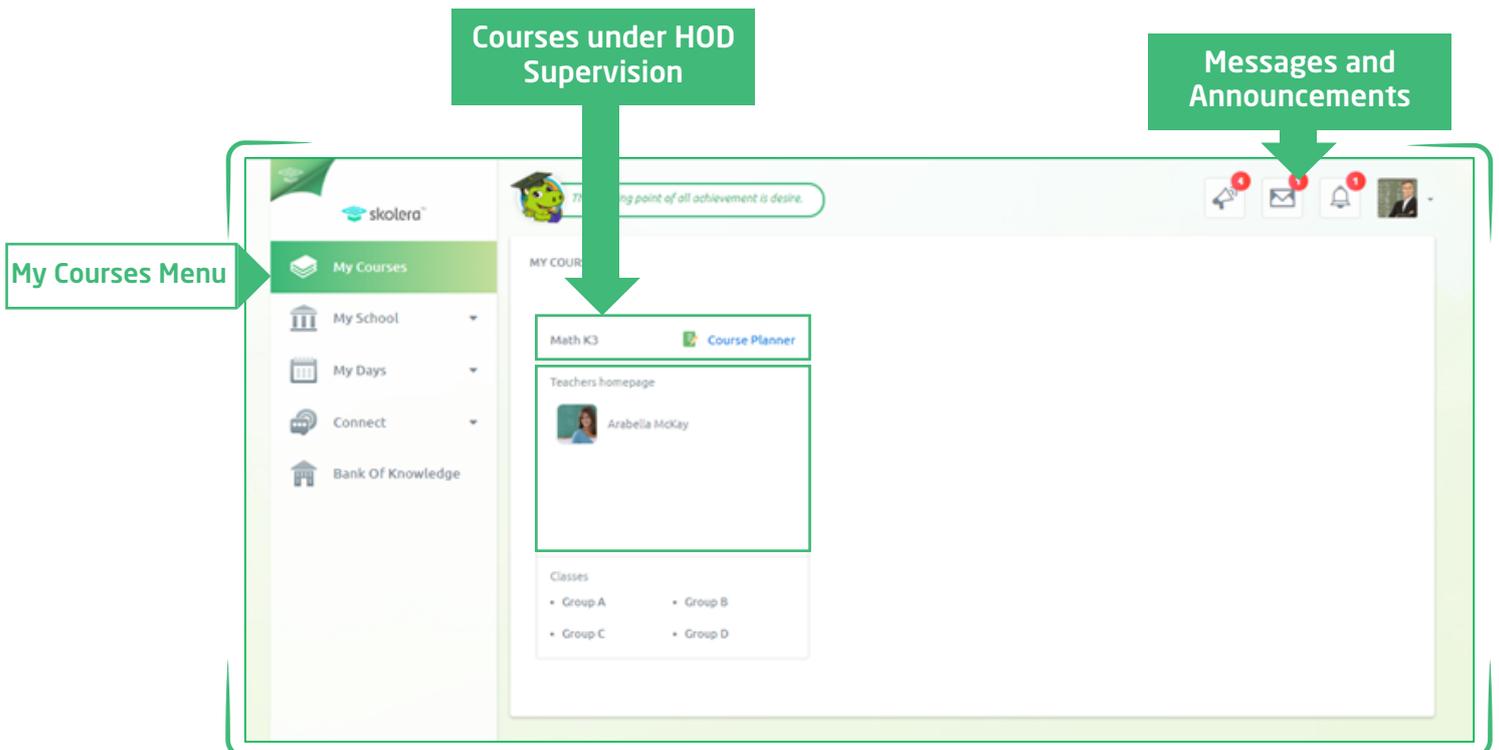
[www.skolera.com/en/educational-resources](http://www.skolera.com/en/educational-resources)

**Note:** You will find a video titled "An overview on the Head of Department's Interface of Skolera LMS" in the support section for HOD in the educational resources page.



## My Courses Menu

- Upon signing in, the HOD is greeted by the **My Courses menu**, which allows him/her to gain a quick overview of the courses he/she supervises and the teachers who teach them, along with the grades each of them teach.
- The HOD can also create the syllabus and curriculum plan for teachers to implement in future classes.
- **Notifications and announcements** from the school administration can also be seen and accessed from the Messages and Announcements section.

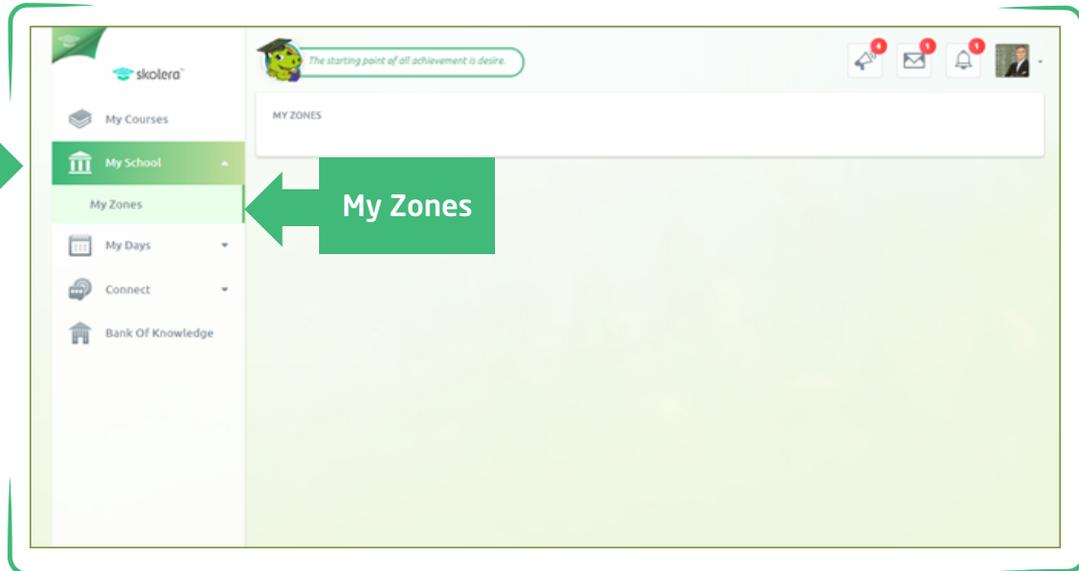


## My School Menu

•The **My School menu** includes **My Zones**, a special section in Skolera designated for extracurricular interest, hobby, and activity groups in which students and teachers can participate.

•The HOD can view and supervise these groups and activities through the My Zones section.

My School Menu

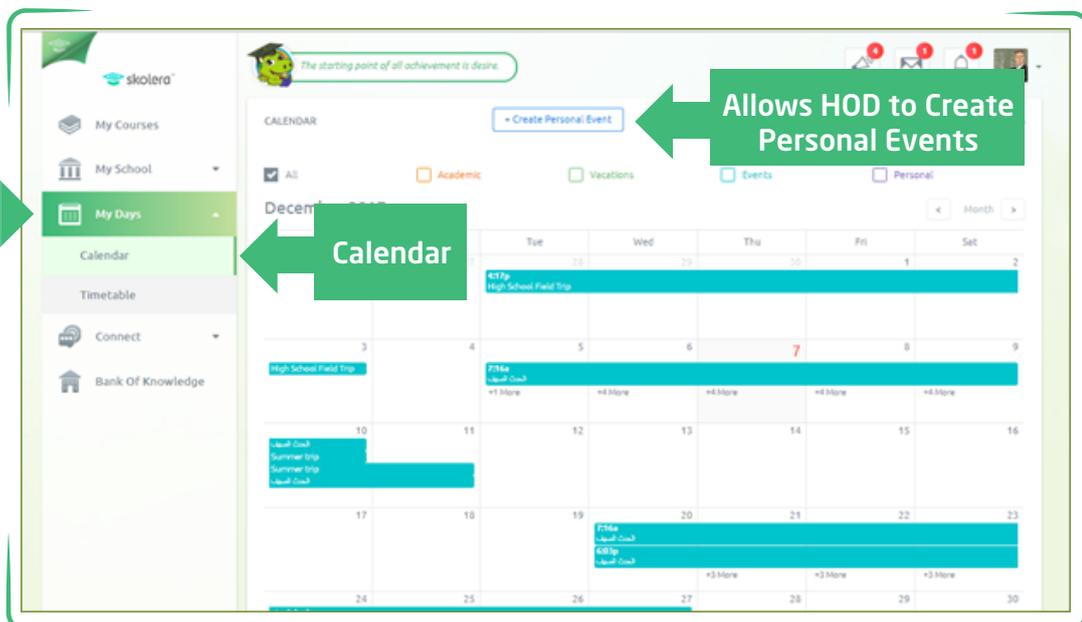


## My Days Menu

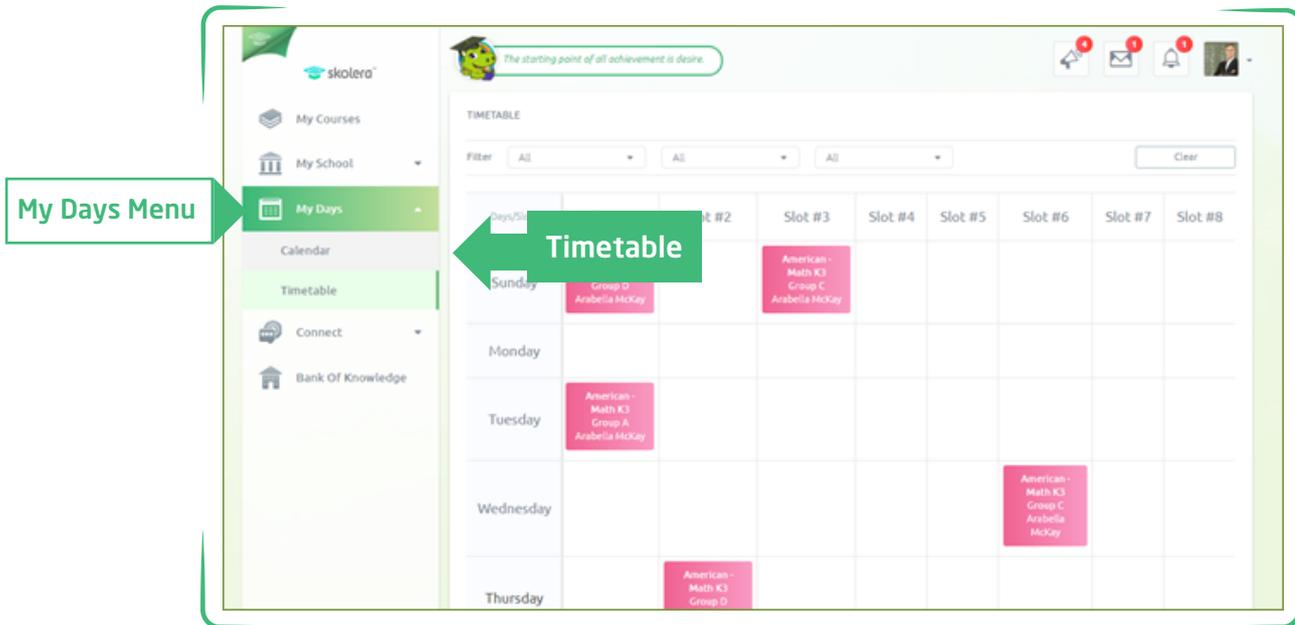
•The **My Days menu** includes a calendar and a timetable, both of which are crucial in effectively supervising and guiding the educational process in the classes that are assigned to him/her.

•The **calendar** allows the HOD to follow academic or general school events, as well as save personal events to better streamline his/her time and schedule.

My Days Menu



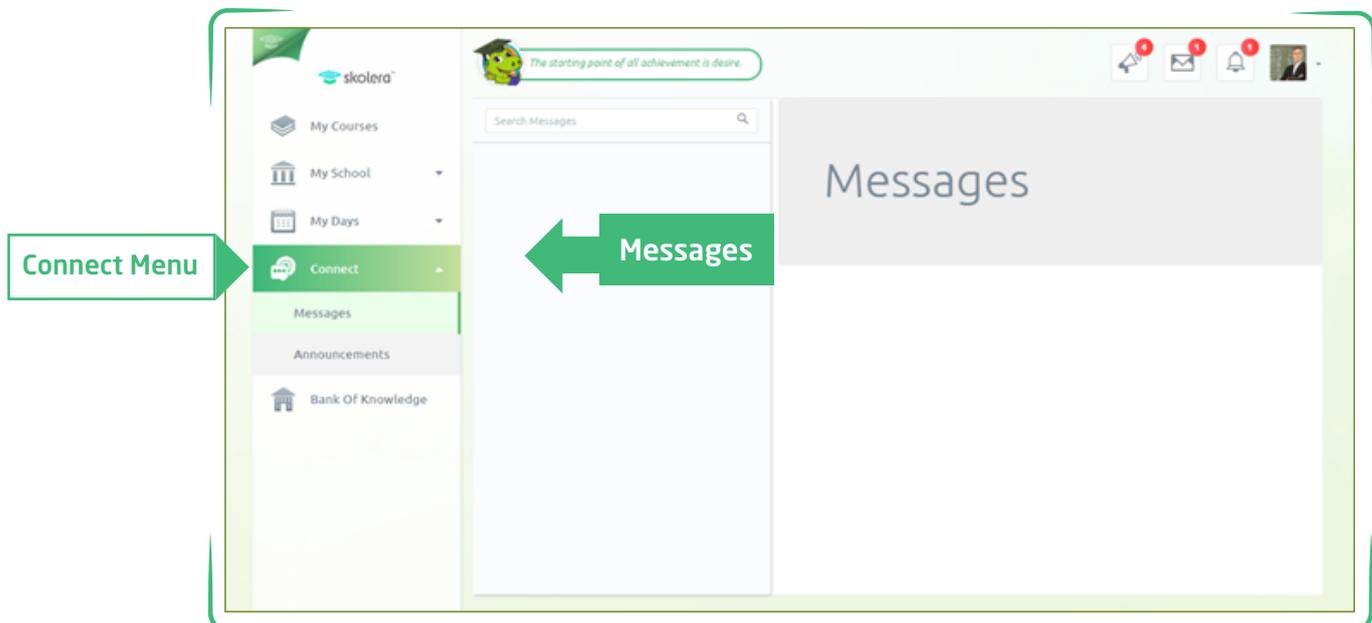
•The **timetable** allows the HOD to see all the classes of the teachers that report to him/her, making it easier for him/her to follow up on the teachers and ensure the classes are being taught.



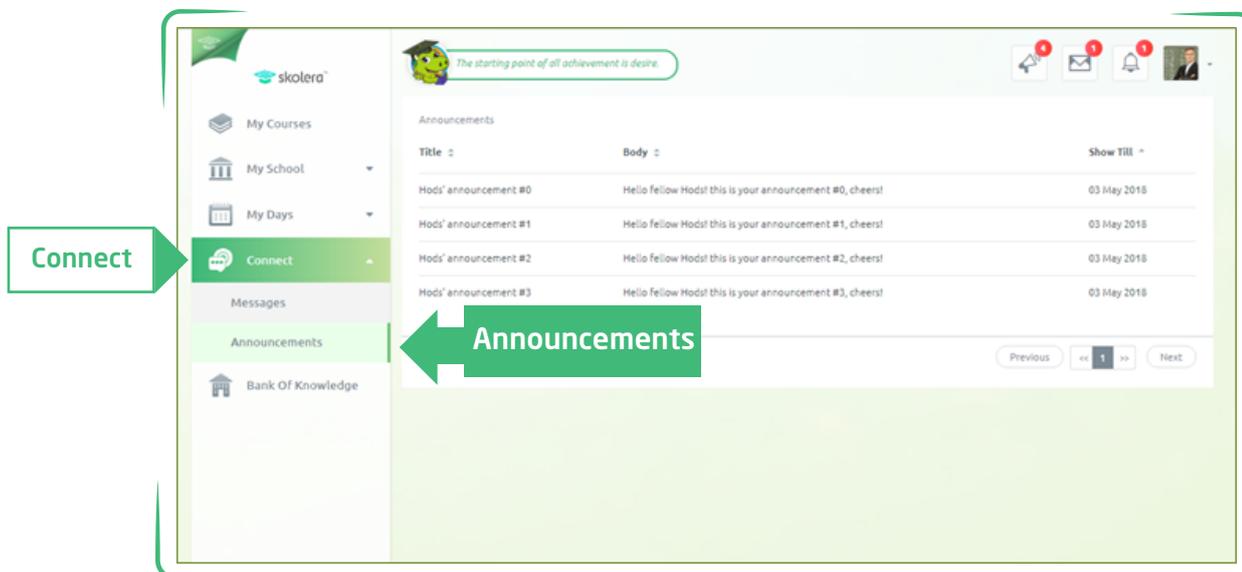
## The Connect Menu

•The **Connect** menu contains two sections: Messages and Announcements.

•The **Messages** section contains the messages sent to and received from teachers, allowing for quick, efficient, and beneficial feedback and communication between the HOD and the teachers assigned to him/her.



•The **Announcements** section contains school announcements from the administration that are usually about events, activities, notices, or directives, and may sometimes be regarding the behavior or progress of a specific class or student.



*You can also watch a video that explains the main Head of Department's Interface of Skolera LMS.*

*Click here to watch the video.*



[www.skolera.com/en/educational-resources](http://www.skolera.com/en/educational-resources)

**Note:** You will find the video under the title "An overview on the Head of Department's Interface of Skolera LMS" in the HOD support section of the educational resources page.

•This quick glimpse of the HOD's homepage in Skolera highlighted the system's most important features that support the supervisor in carrying out his/her duties and responsibilities to improve and develop the educational process in the school.

•Our next guide will show how the educational supervisor can use Skolera to organize and plan the courses assigned to him/her, how he/she can follow the educational process in the class, and how to give feedback and send messages to teachers, whether those messages are regarding some information or student or class performance.

