

Rainbow Classroom

(Management Center Guide - Canvas)



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1 Document History

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01	17/05/2021	Initial Rainbow Classroom Administration document for organization admin
02	26/05/2021	Sections have been added for user activation, permissions and setting avatar for classes and meetings. Screenshots and details have been updated.
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Edition	Date	Changes / Comments / Details
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12	01/02/2023	Section 12 Screenshots have been updated. A note about proctoring mode has been added.
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		Section 15 Screenshots have been updated. Section 15.1 A note about user without license has been added. Section 15.3 A note about user without license has been added. Section 16 Screenshots have been updated. Section 17 Screenshots have been updated. Section 18 Screenshots have been updated. Section 19 Screenshots have been updated. Section 20 Screenshots have been updated. Section 20.1.1 New section about create report has been added. Section 20.2.1 New section about create report has been added. Section 21 Screenshots have been updated. Section 22 Screenshots have been updated. Section 22.1 New section about edit email templates has been added.
14	31/07/2026	Section 4 Screenshots have been updated. Section 5 Screenshots have been updated. Section 6 Section about Branding & Appearance has been added and remaining sections have been renumbered. Section 7 Screenshots have been updated. Section 8 Section about Roster management has been added and remaining sections have been renumbered. Section 10 Screenshots have been updated. Section 11 Screenshots have been updated. Section 12 Screenshots have been updated. Section 13 Screenshots have been updated. Section 14 Screenshots have been updated. Subsections related to Update teacher details have been added.

Edition	Date	Changes / Comments / Details
		Section 15 Screenshots have been updated. Section 16 Screenshots have been updated. Section 17 Screenshots have been updated. New customisation options have been added. Section 18 Screenshots have been updated. Section 19 Section about Security has been added and remaining sections have been renumbered. Section 20 Screenshots have been updated. Section 21 Screenshots have been updated. Section 22 Screenshots have been updated. Details about adding a meeting have been updated. Section 23 Subsections have been added to better explain different features and functionalities of Email templates. Screenshots have been updated. Section 24 New section about certificate templates has been added.

2 Introduction

2.1 Overview – The Product

Rainbow Classroom is a SaaS (Software as a Service) solution that offers powerful collaboration and learning tools for education and training institutes. It enhances and provides a deep integration with industry leading Learning Management Systems (LMS) that works via LTI (Learning Tools Interoperability) protocol.

Rainbow Classroom provides back office Management Center support for its provisioning that allows teachers and students to interact in a realistic classroom environment virtually. It has a range of collaboration features for better management of classroom sessions. Some of the features are following:

- Centralised Management Center
- Dashboard for live and upcoming classroom sessions
- KPIs and Reports module
- School and teacher level classroom configuration controls
- Audio and video conferencing
- Screen-share for both students and teachers
- Live Chat
- Course content sharing
- Classroom session recording (multiple streams and full duration)
- Online and offline whiteboards
- Workgroups for offline collaboration between students and breakout rooms for in-call collaboration
- Meetings
- Polls & Quizzes
- Welcome Screen, Course Material and Links
- Watch Together
- Exam Rooms
- Contacts
- Notes
- Dark & Light Theme
- My Library
- Reactions during live session
- Calendar for events
- Audio Message
- My Certificates
- Breakout Rooms
- Video clip recording
- Flowcharts
- Tasks
- My Certificates
- Two Factor Authentication / Passkeys

More information on the live classroom features that enrich the attendee experience can be found in Rainbow Classroom user guide.

2.2 Overview – The Guide

The purpose of this document is to explain the back office Management Center steps that are required in order to provision courses, classes and meetings to teachers and students in Rainbow Classroom. This guide expects the user to be an organization admin to do the necessary configuration required in Rainbow Classroom Management Center.

The guide goes through the administrative steps needed for initial configuration along with screenshots to provide a better understanding and relevant context. The Table of Contents is also provided at the beginning of this document which includes hyperlinks. These links can be used to jump to sections and topics of focus. Sometimes only small parts of the screen are shown to highlight a specific item or feature of the user interface.

IMPORTANT!! *This guide assumes that an organization has already been setup by a Business Partner administrator for the provision of Rainbow Classroom via industry standard LMS (Canvas).*

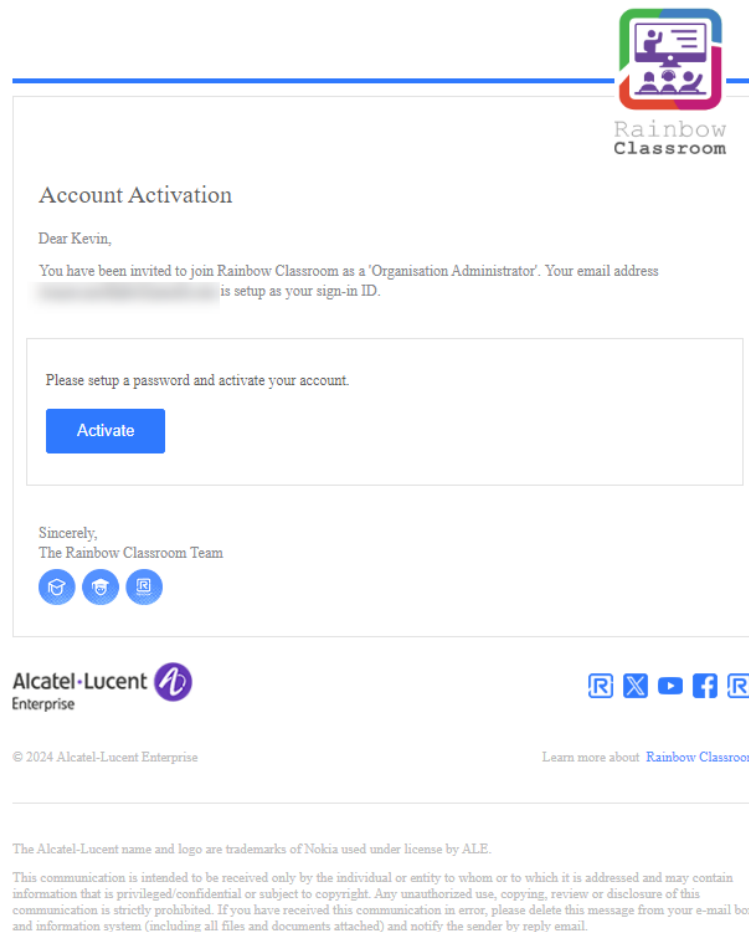
3 Activate Rainbow Classroom Management Center

This section helps you to quickly activate the Rainbow Classroom Management Center for your organization admin account as well as configuring your admin account for the provisioning of Rainbow Classroom via Canvas LMS.

3.1 Account Activation

An organization admin account needs to be activated first to access the Rainbow Classroom Management Center. Please follow the below steps in order to activate your organization admin account:

1. An account activation email will be sent to your email address once you have been added as an organization admin by your ALE Business Partner, as shown below.



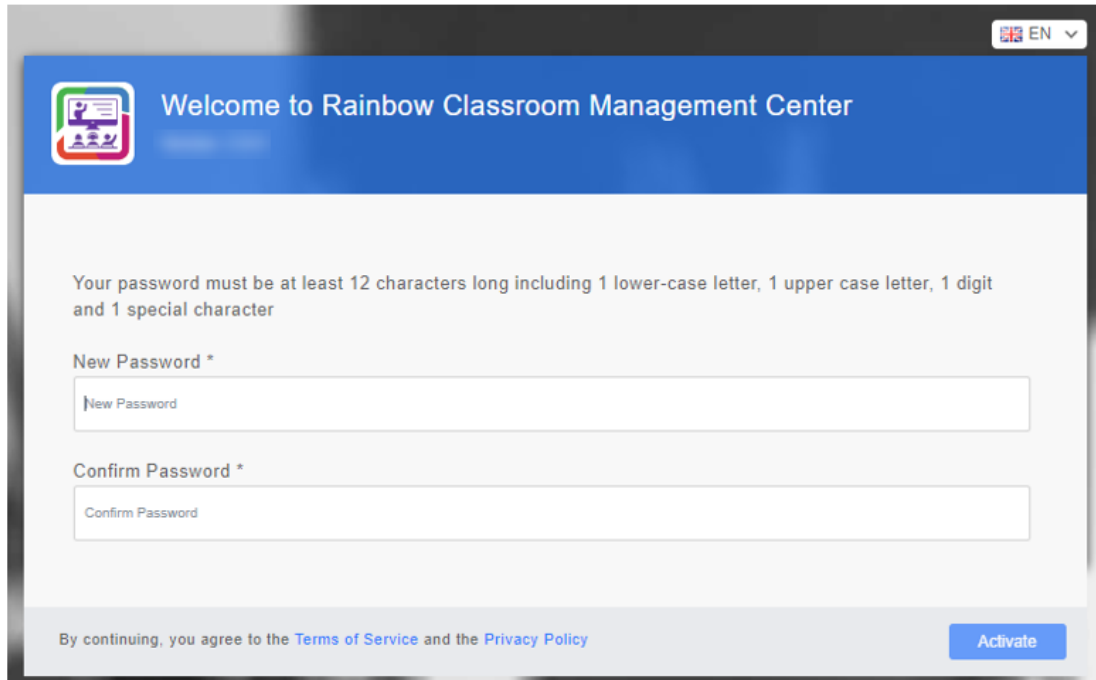
SCREENSHOT – Account Activation

IMPORTANT!! Please contact your business partner if you have not received any account activation email.

2. Click on the Activate button provided in the email to start your account activation process.

IMPORTANT!! Please note that the above link cannot be used more than once.

You will be presented with the following screen:



SCREENSHOT – Account Activation

3. You need to set your password for the organization admin account on the above screen. Please provide the following details.

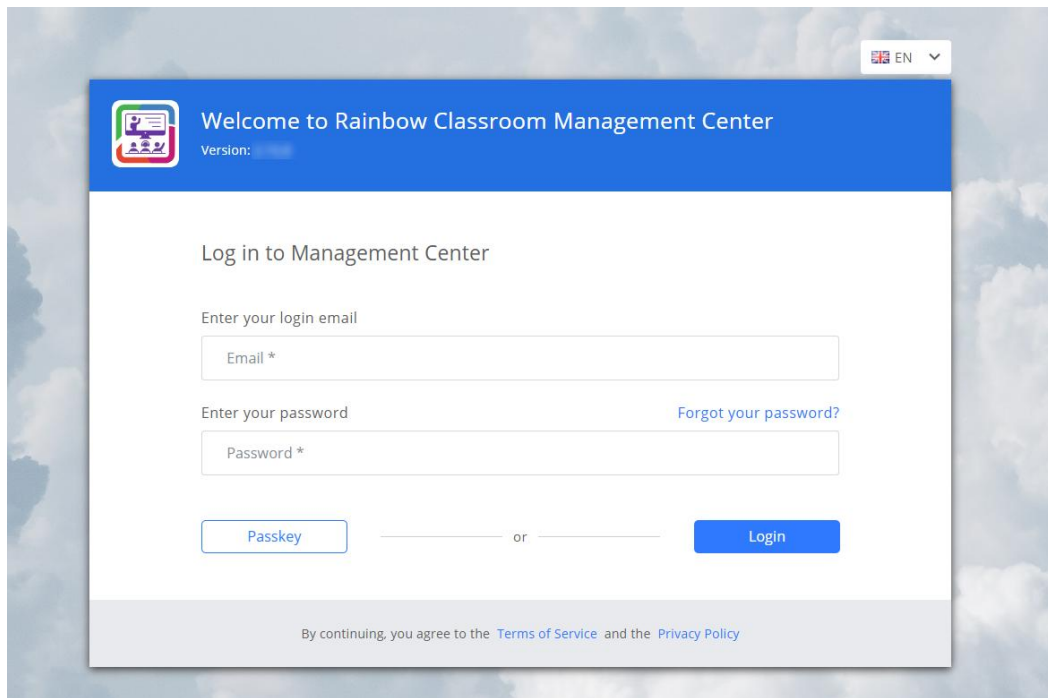
New Password: Enter the password in the respective field.

Confirm Password: Enter the password that you have provided in the above field of 'New Password'.

Your password must be at least 12 characters long including 1 lower-case letter, 1 upper case letter, 1 digit and 1 special character

Once done, click on the **Activate** button and your organization admin account will be activated for the Rainbow Classroom Management Center.

Once you have updated your password, a login screen will be displayed as shown below:



SCREENSHOT – Welcome to Rainbow Management Center

Enter the username and password of your organization admin account and click on the **Login** button. Once logged in, please configure the integration type with Rainbow Classroom for your organization admin account. For more details on how to configure integration type, see the section titled [Setup LMS Connectivity with Rainbow Classroom](#)

3.2 Integration Configuration Details

Once you have configured the integration type of your organization admin account, you will get a confirmation email as well as other details i.e. token, consumer key and shared secret for the provisioning of Rainbow Classroom via Canvas LMS. An example is shown below.


Rainbow
Classroom

LMS Integration

Dear Kevin,

Your account with the sign-in ID [REDACTED] is used to specify LMS Type in Rainbow Classroom Management Center.

To find out more on how to configure your organization in Rainbow Classroom check out Rainbow Classroom Help Center.

[Open Help Center](#)

API Authentication Token:

[REDACTED]

Note: Do not share this token with unauthorised personnel.

For more information on API and other features, please refer to product documentation or contact your local Rainbow Classroom Team.

Sincerely,
The Rainbow Classroom Team



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SCREENSHOT – Integration Configuration

The organization admin will use the provided consumer key, shared secret and token while creating the Canvas external app. For more details, please refer to 'Rainbow Classroom - Canvas Integration Guide' documentation.

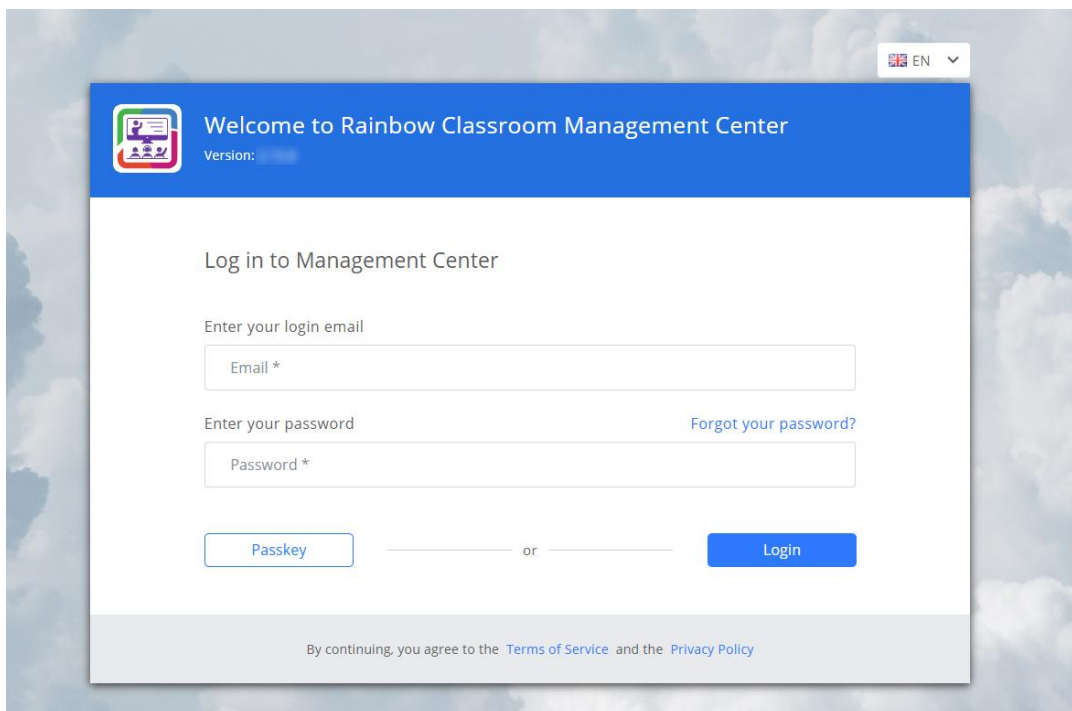
4 Rainbow Classroom Management Center – Start-up

IMPORTANT!! Only users with the role of organization admin can access this Management Center level. Please note that the administration steps below are for the integration of Rainbow Classroom via Canvas.

Launch the Rainbow Classroom Management Center portal by clicking on the following URL provided by Rainbow Classroom team.

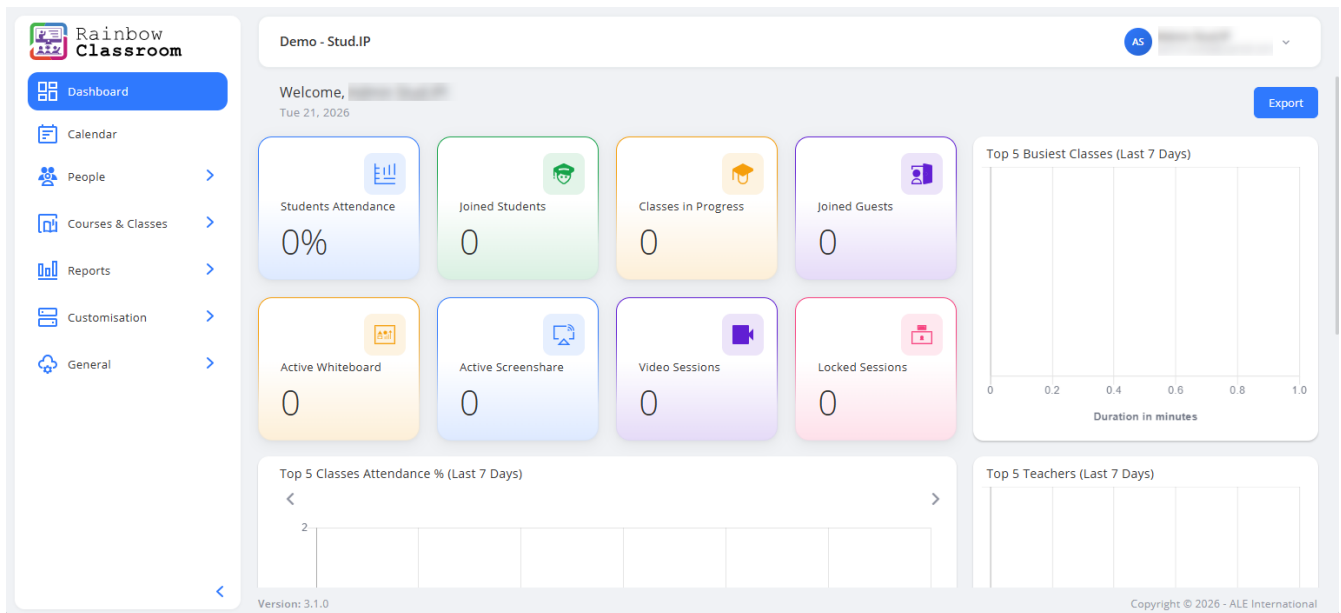
<https://classroom.openrainbow.io/manage/>

This will open the Management Center portal in the web browser. The resultant screen will be displayed, as shown below.



SCREENSHOT – Rainbow Classroom Login Page

You will have to key in the username and password of an organization admin. After keying them in, click the **Login** button. You will be presented with the screen, as shown below.

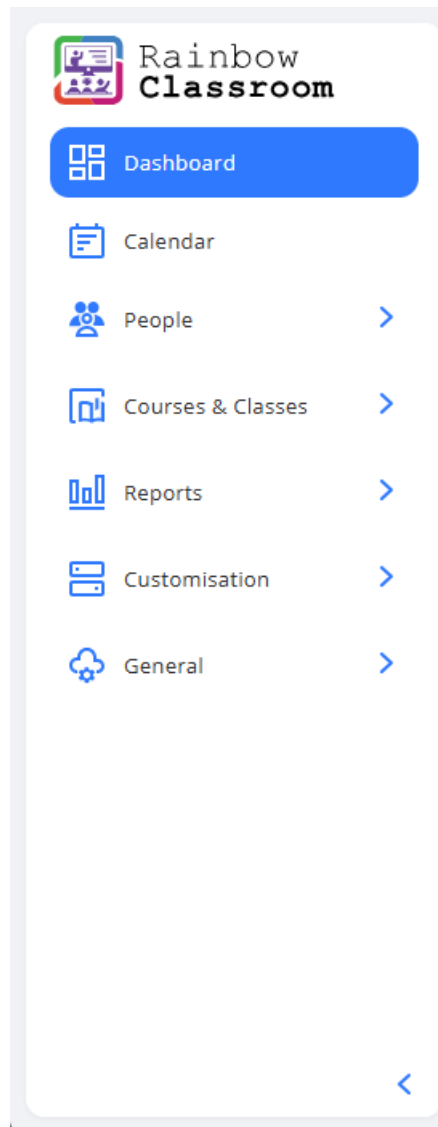


SCREENSHOT – Rainbow Classroom (Canvas) Dashboard

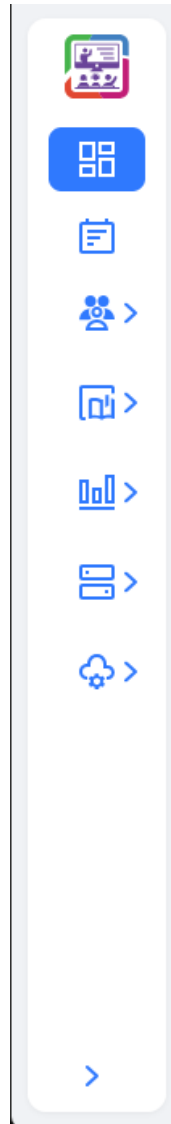
A web interface will appear that will allow you to navigate around the application using the left side panel, as shown below.

There is also a slider control at the bottom that can be used to minimize or maximize the left-hand panel.

You can simply click on the left-hand menu to expand/collapse the left side panel.

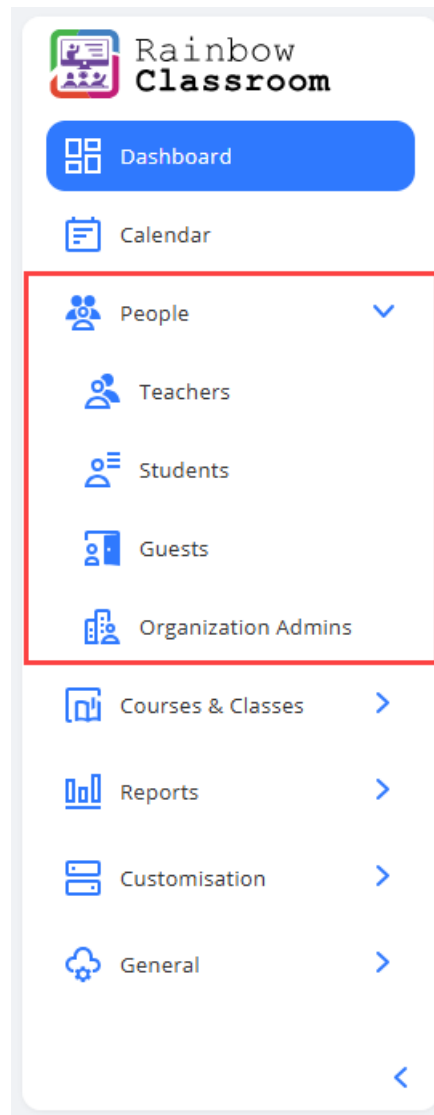


SCREENSHOT – Left Hand Menu with Expanded Links



SCREENSHOT – Slider Control with Left Hand Panel Hidden

Each option in the left-hand menu (in expanded view) is divided into different categories to make it easier for organization admins to view their relevant features/sections of management center. Simply clicking on the > icon displayed next to required category will display the relevant section available in that particular category as can be seen below:



SCREENSHOT – Expanded Menu Options in left hand panel

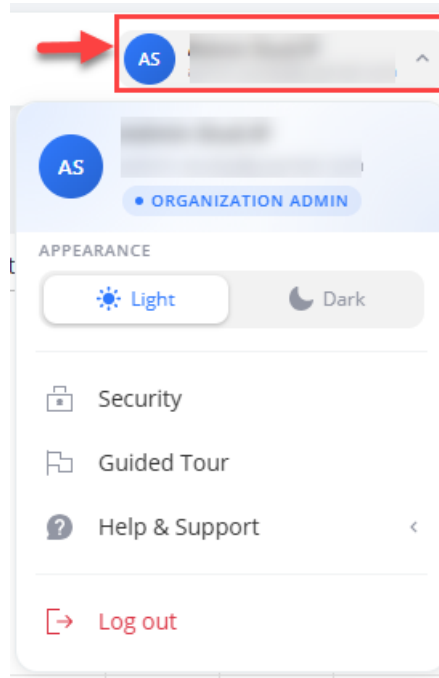
For every click on the left-side panel, the main page to the right will change to the corresponding display. As an administrator, your task is to go through each link and customize the Rainbow Classroom Management Center according to your requirements. We recommend you to configure these links in the following order:

- Settings
- Workflow Management
- Courses
- Classes
- Calendar
- Teachers
- Students
- Guests
- Customisation
- Organization Admins

4.1 Guided Tour

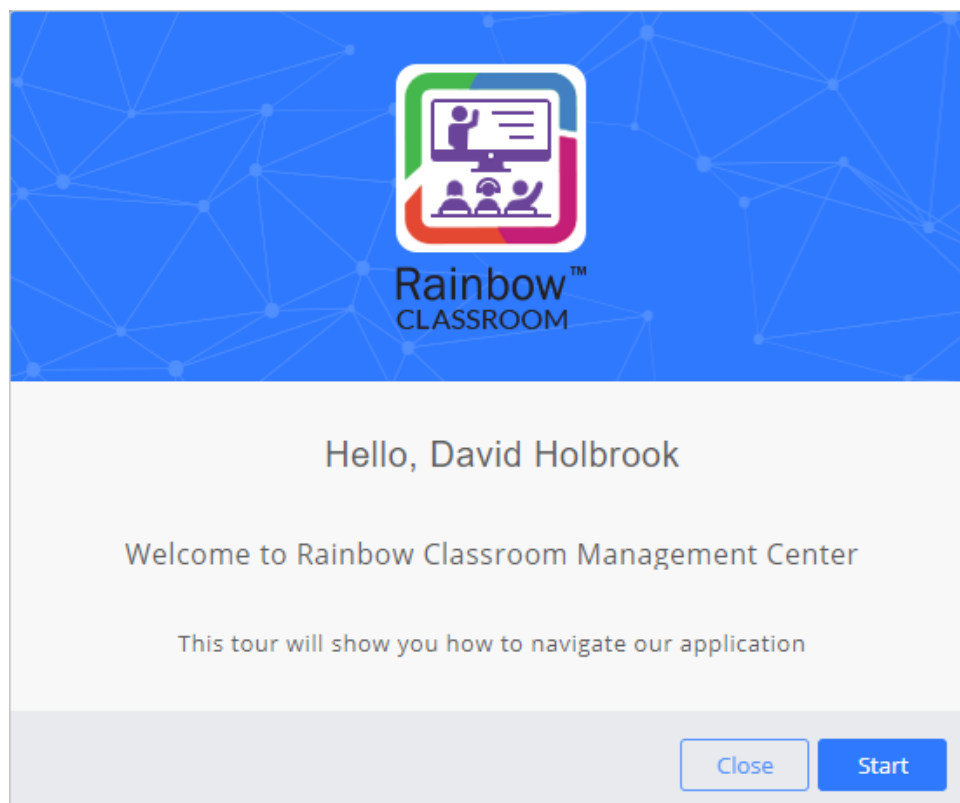
In order to take a guided tour of each section of application and how it impacts the overall configuration of Rainbow Classroom, click on the avatar that is available in the top right corner.

Following menu will be displayed:



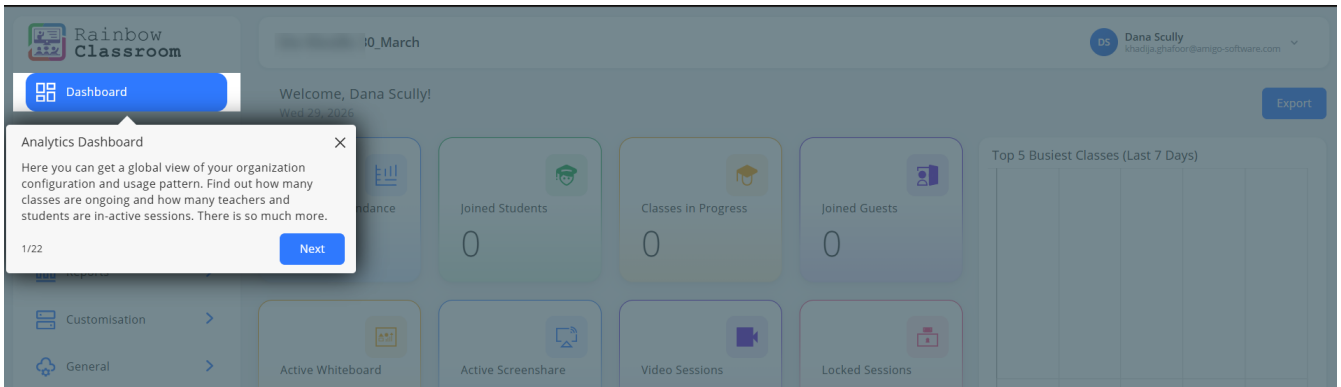
SCREENSHOT – Guided Tour

When you click on Guided Tour option following pop up is displayed:



SCREENSHOT – Guided Tour

When you press on Start button, guided tour will commence as shown below:

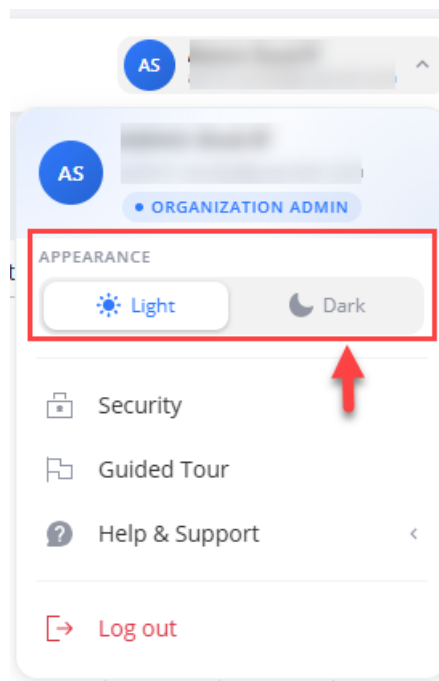


SCREENSHOT – Guided Tour

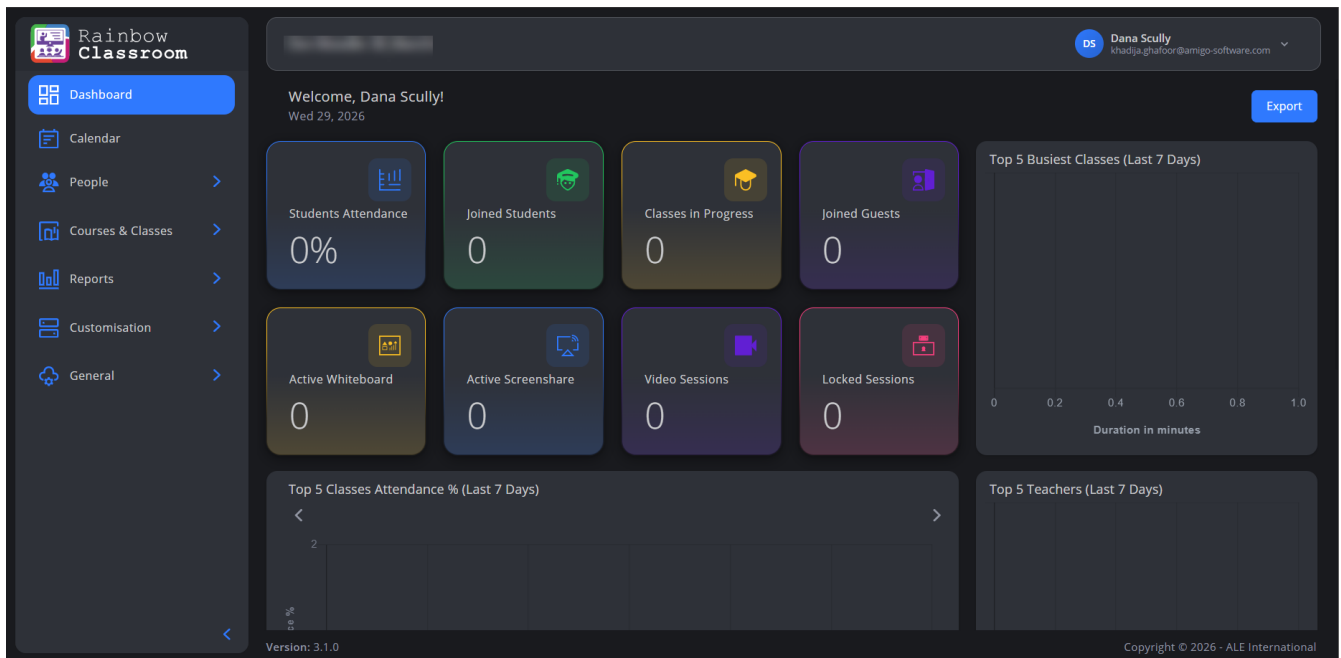
Click on Next Button to take the step-by-step tour of Rainbow classroom application.

4.2 Appearance

The organization admins can change the appearance settings of their user interface from Light to Dark mode and vice versa. To update these settings, click on the Account Info that is available in the top right corner and then select the required mode from under the **Appearance** as shown below:



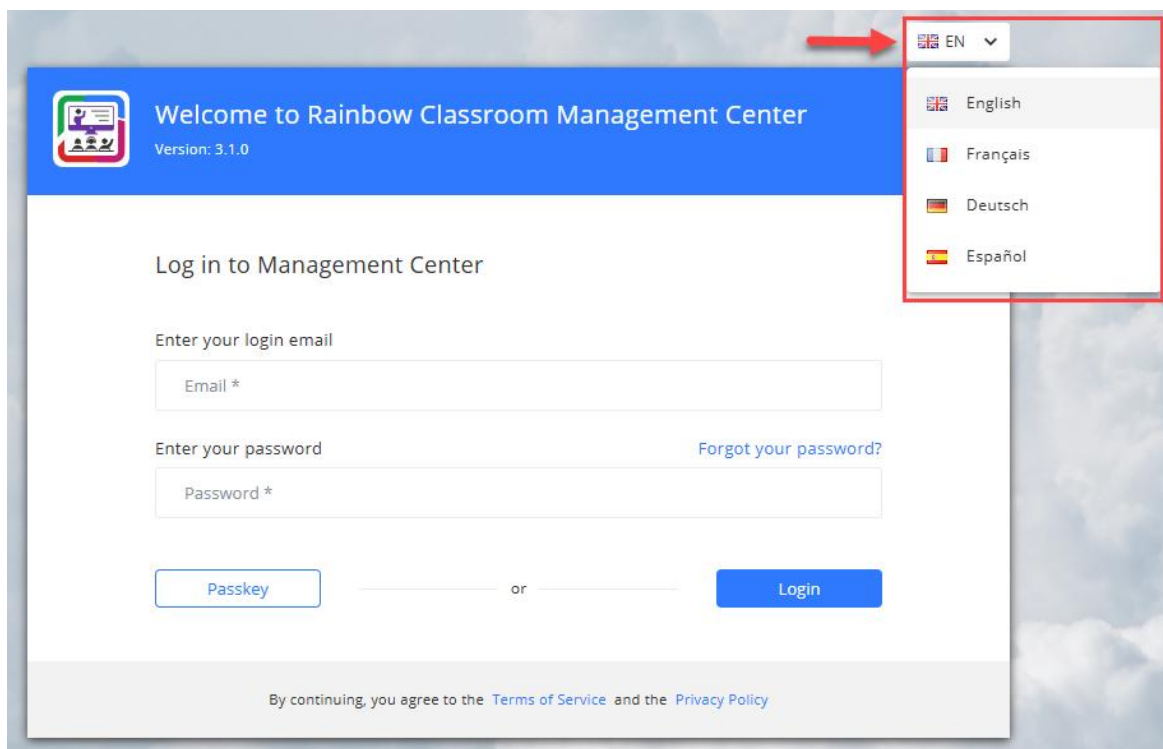
The UI will be updated to the dark mode as shown below:



You can revert the web interface back to Light theme by clicking on the same option.

4.3 Modify User Language

The language can be changed at the time of the Rainbow Classroom Management Center login. The language selection option will be displayed at the top right corner, as shown below:



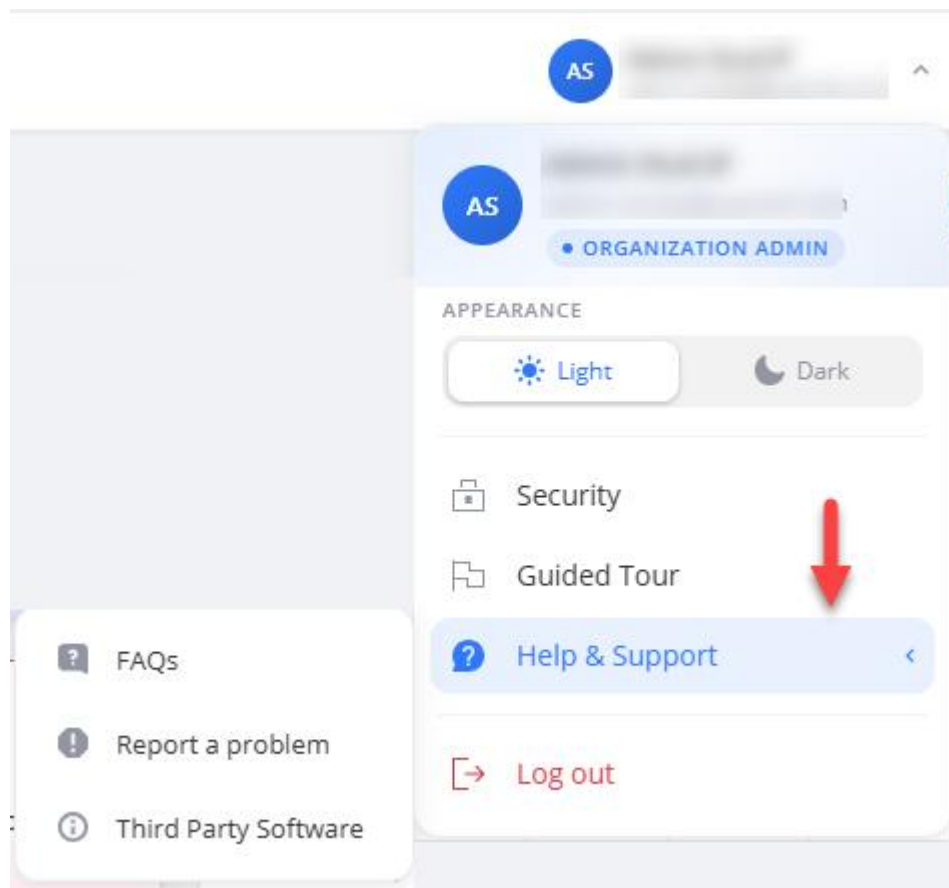
SCREENSHOT –Login Screen

Note: The language selected by the organization admin will be stored in browser cookies. That's why language will be same if the organization admins log from the same device they have selected the language from. If cookies or caches on the browser are deleted somehow, then default language **English** will be applied.

4.4 Help & Support

Management Center offers organization admins an easily accessible Help section and ability to report a problem to technical support.

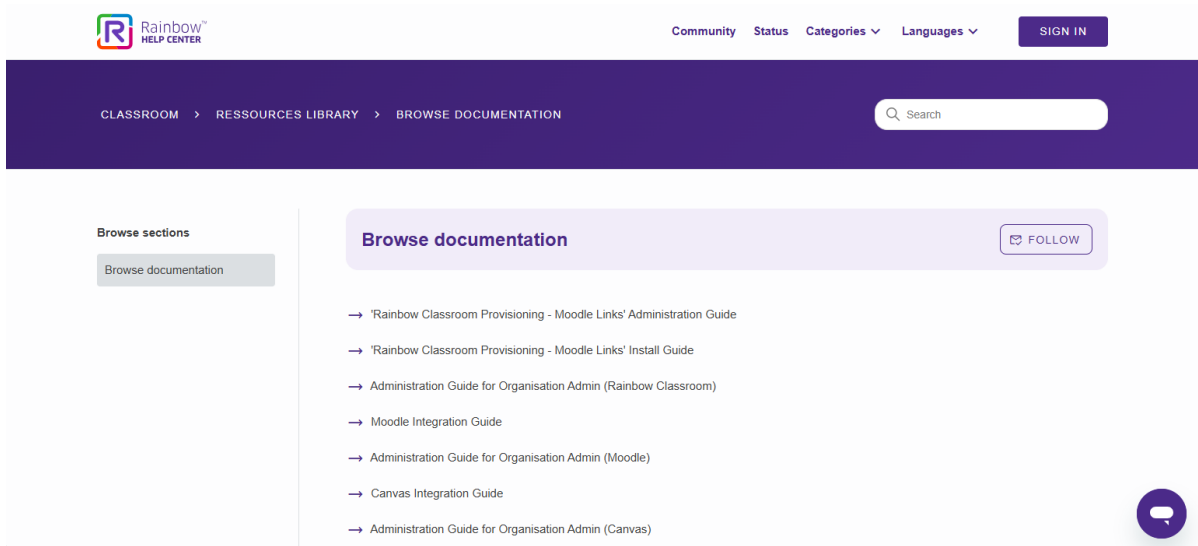
Click on the account info available in the top right corner of the screen and then click on **Help & Support** option as highlighted below:



SCREENSHOT – Help & Support

4.4.1 FAQs

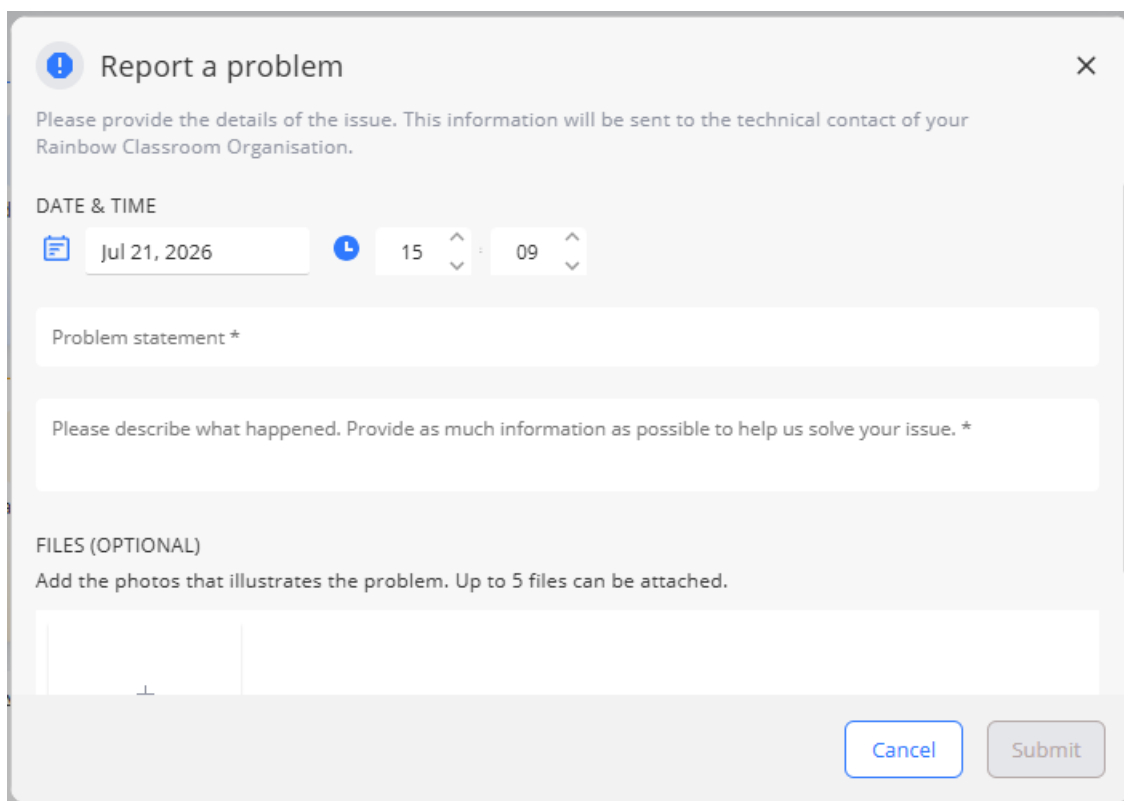
If you want to learn about features and functionalities of Rainbow Classroom, click on FAQs option. It will display following screen:



SCREENSHOT – Rainbow Help Center

4.4.2 Report a Problem

Click on Report a Problem option to inform about any issue you might have faced. Following screen will be displayed:



SCREENSHOT – Report a Problem

Following information can be provided while reporting a problem:

Date & Time: Provide date and time when the report is being filled.

Problem Statement & Description: Provide a short statement to explain the issue you are facing while using Rainbow Classroom. In the next box, provide detailed description of the issue you want to report.

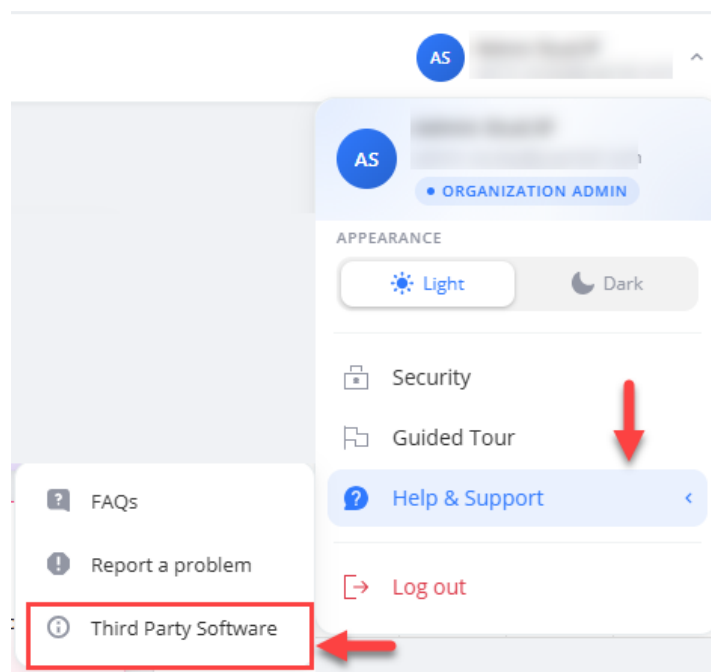
Files: You can attach up to 5 photos / screenshots depicting the technical issue you are facing.

Once you have provided all the required information, click on the checkbox available at the bottom of the popup window. This provides your consent that you will allow our support team to use your log files and your Rainbow Classroom identifier.

Click on Submit button once you are done.

4.4.3 Third Party Software

In order to view the list of third-party software and open-source containers used in the development of Rainbow Classroom, click on the Third-party software option in Help & Support menu, as highlighted below:



SCREENSHOT – Help & Support

Following screen is displayed:


Third Party Software

Third Party Software

Are listed below, all the licenses of all projects used in this product.

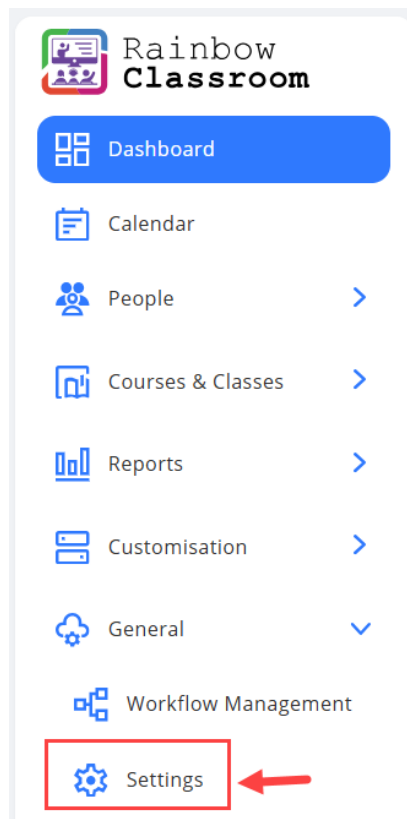
NAME	VERSION	LICENSE	AUTHOR
@angular/animations	^19.2.5	MIT	Angular Team
@angular/cdk	^19.2.8	MIT	Angular Team
@angular/common	^19.2.5	MIT	Angular Team
@angular/compiler	^19.2.5	MIT	Angular Team
@angular/core	^19.2.5	MIT	Angular Team
@angular/forms	^19.2.5	MIT	Angular Team
@angular/material	^19.2.8	MIT	Angular Team
@angular/platform-browser	^19.2.5	MIT	Angular Team

SCREENSHOT – Third Party Software List

5 Setup LMS Connectivity with Rainbow Classroom

This section facilitates the organization admin to setup LMS connectivity with Rainbow Classroom. The connectivity with LMS will enable the organization admin to fetch the respective LMS user roles and map them with the roles of Rainbow Classroom i.e. teacher, student and guest. The section also allows the organization admins to choose the LMS type (integration type with Rainbow Classroom) for their organization admin account i.e. Moodle, Canvas, or Rainbow Classroom.

To do so, expand the **General** Menu in the left side panel and then click on **Settings** as shown below:



SCREENSHOT – Left-Side Panel

Please provide following LMS information for the connectivity of LMS with Rainbow Classroom.

LMS Type: Select **Canvas** from the dropdown menu of the respective field. This is the integration type with Rainbow Classroom for your organization admin account.

Server URL: Enter the URL of domain server.

Server Port: Enter the port of domain server.

Canvas API Access Token: Enter the API access token which is generated in the Canvas account for the Canvas API integration with Rainbow Classroom.

Note: Please refer to “Rainbow Classroom - Canvas Integration Guide” to find out more about Canvas access token.

You can click on **Test** button to check whether the connectivity has been established successfully. Once done, click on **Update** button.

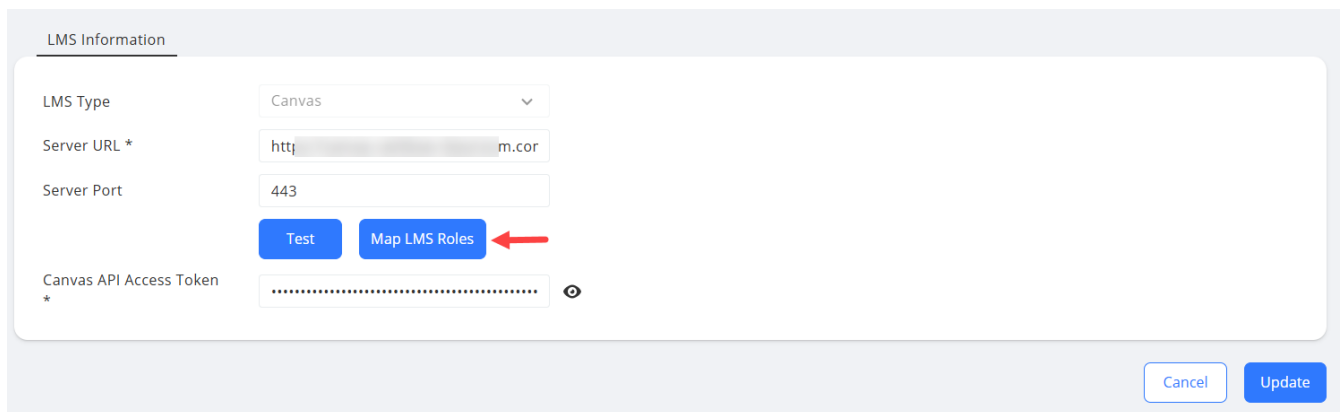
IMPORTANT!! *The LMS type can only be selected once. The organization admin will not be able to update it later once the setting has already been applied to their account. However, organization admin can update other options on the settings screen.*

Note: Please login to your organization admin account again for the changes to take effect.

5.1 LMS Role Mapping

Rainbow Classroom has three user roles i.e. Teacher, Student and Guest. Each user role can be mapped with multiple LMS user roles. Rainbow Classroom uses role mapping to determine which user role is connected to the LMS role, allowing course provisioning to be processed using the same user roles defined in the LMS.

Once all the LMS information is updated on the **Settings** screen, the respective LMS details will be fetched which enables you to map the LMS roles with the roles defined in Rainbow Classroom. To do so, click on the newly appeared button **Map LMS Roles**, as shown below:



SCREENSHOT – Settings

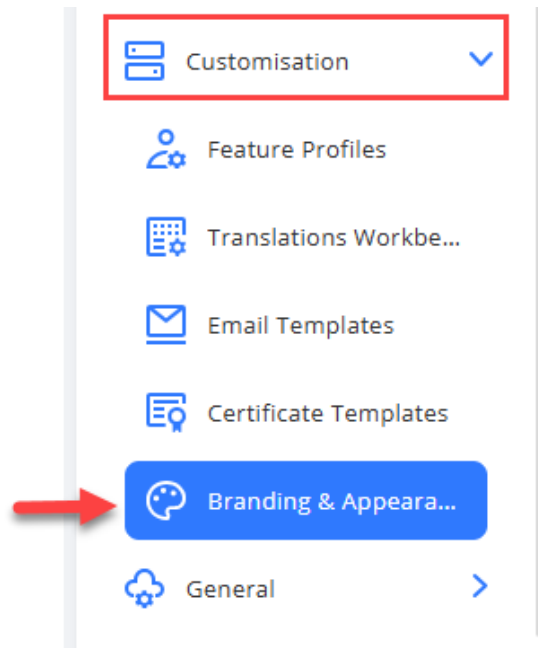
On the next screen, all the LMS user roles are available beside the dropdown menu of Rainbow Classroom roles. You can select a Rainbow Classroom role for each LMS role from the respective dropdown.

Once done, click the **Update** button.

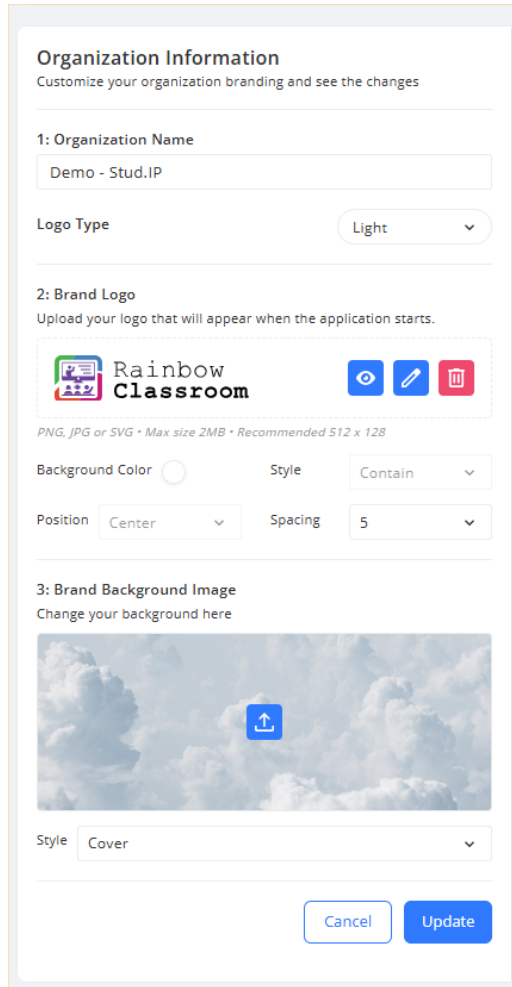
6 Setup Branding & Appearance of Rainbow Classroom

After the LMS mapping has been completed, the organisation administrator can configure the appearance of Rainbow Classroom to align with the official branding of the educational institution. This includes customizing various visual elements of the user interface to provide a consistent branding experience for end users.

To access the branding settings, expand the Customisation section from the left-hand navigation pane and click Branding & Appearance, as shown below:



Following screen is displayed:



SCREENSHOT – Organization Information

6.1 Organisation Information

6.1.1 Organisation Name

Enter your organization name.

6.1.2 Logo Configuration

Logo Type: Select the UI theme for which the logo is being configured. Rainbow Classroom supports separate logo configurations for Light and Dark themes, allowing the logo to maintain optimal visibility and appearance across different user interface themes.

Organization Information

Customize your organization branding and see the changes

1: Organization Name

Logo Type

Light

2: Brand Logo

Upload your logo that will appear when the application starts.



PNG, JPG or SVG • Max size 2MB • Recommended 512 x 128

Background Color

Style

Contain

Position

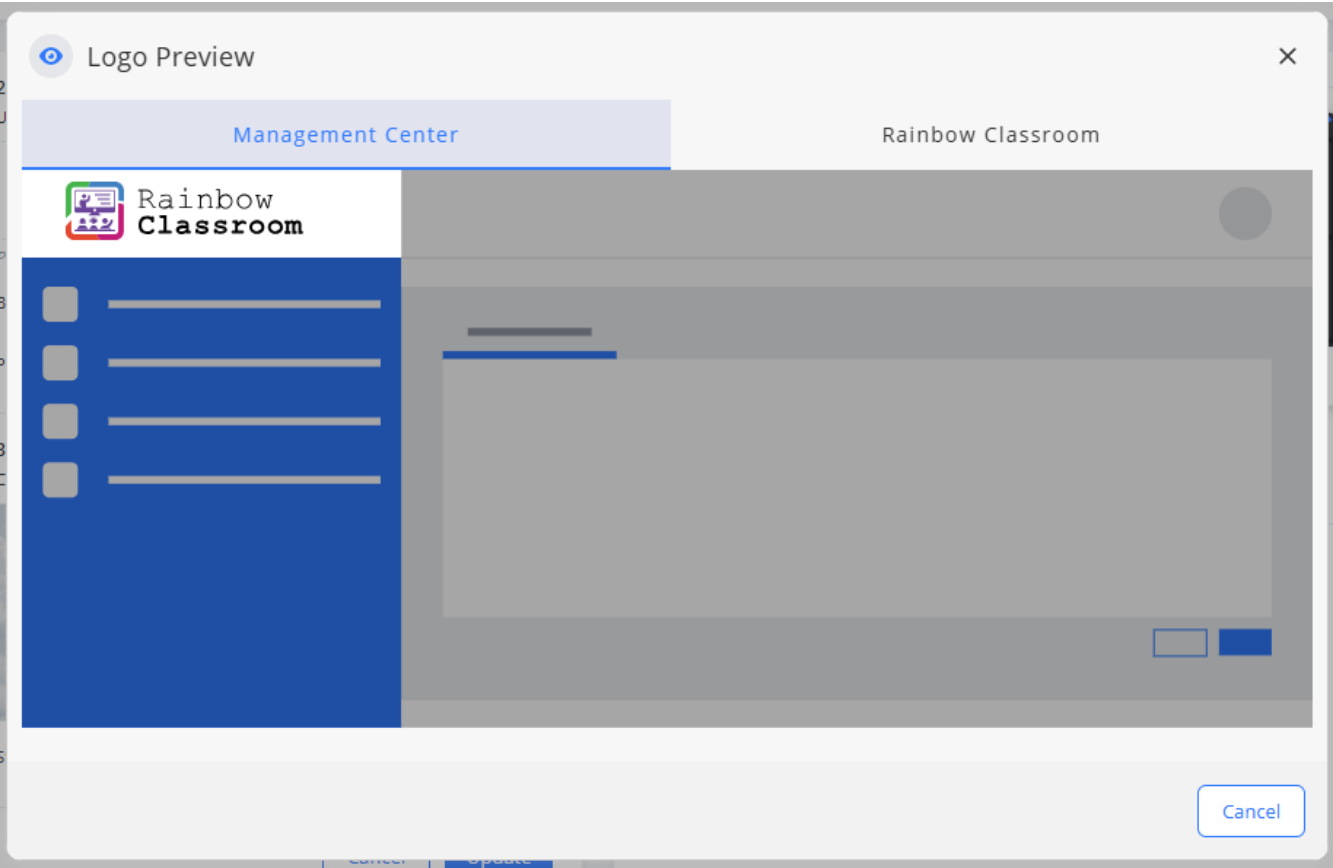
Center

Spacing

5

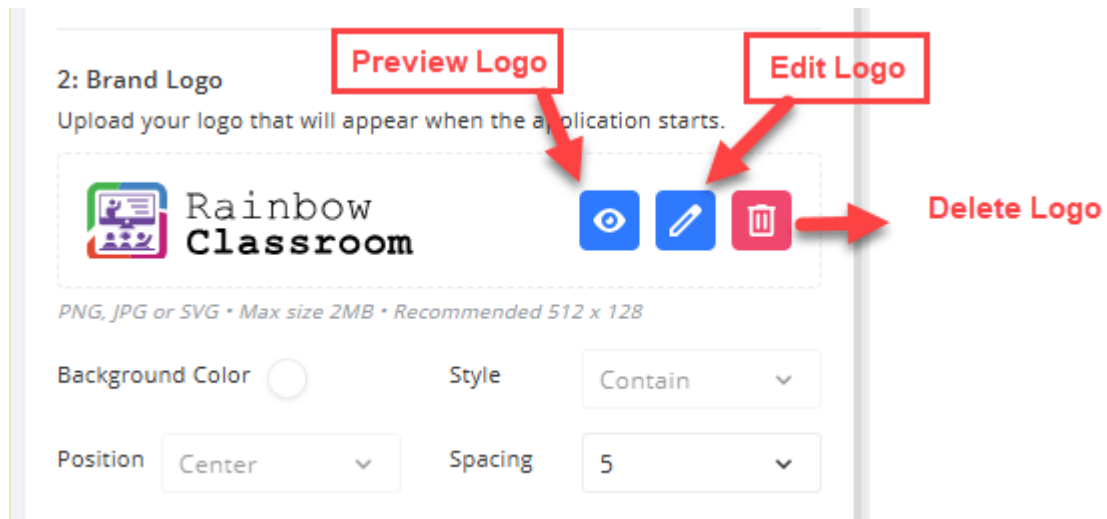
Brand Logo: Upload the official logo of the educational institution. Supported image formats include PNG, JPG and SVG. The maximum supported file size is 2 MB and the recommended image dimensions are 512 x 128 pixels.

After a logo has been uploaded, a Preview icon () becomes available. Clicking this icon displays a preview of the uploaded logo, as shown below.

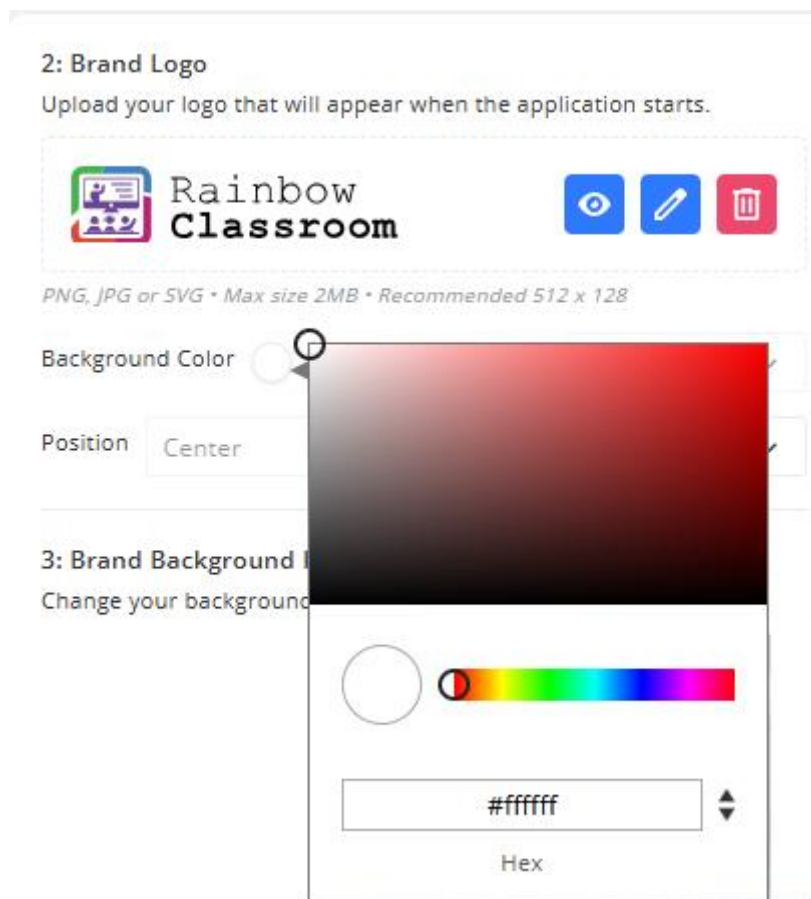


Separate tabs are provided to preview the logo in both the **Management Center** and **Rainbow Classroom** interfaces.

Option to Edit the Logo and Delete the logo are also available as highlighted below:



Configure the background colour displayed behind the uploaded logo. Clicking the colour selection control (represented by a circular colour indicator next to the Background Colour field) opens a colour picker, allowing the administrator to select the desired background colour.



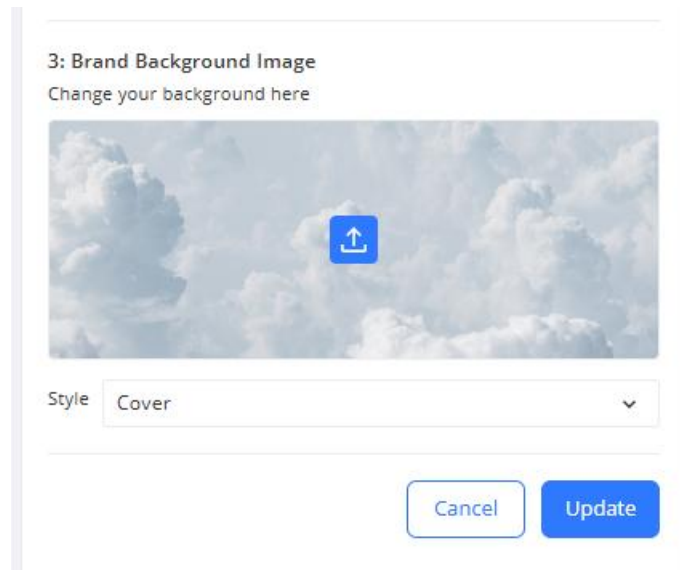
Additional display settings are available to control the rendering of the logo within the allocated space. These include:

- **Style:** Defines how the logo scales within its container. Contain, Cover and Fill are the available options.

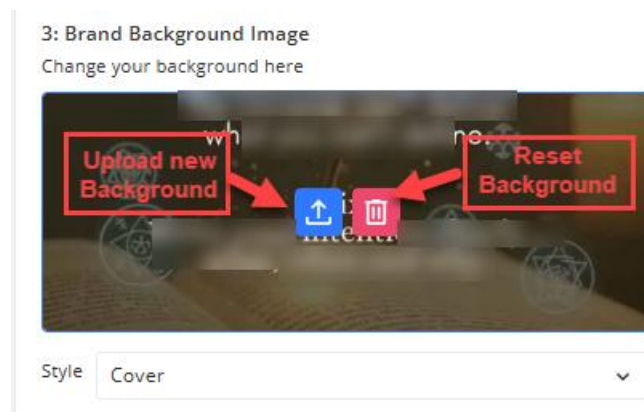
- **Position:** Specifies the alignment of the logo within the display area. Left, Center and Right are the available options.
- **Spacing:** Adjusts the padding around the logo to ensure proper visual alignment. Administrator can select a value between 0-20 px.

6.1.3 Background Customization

This section allows administrators to upload and customize the background image displayed on the portal login screen.



The configured background image is applied across all user login screens within the organization in Rainbow Classroom. To ensure optimal display quality and responsiveness, the recommended image dimension is 1920 × 1080 pixel. Administrators can reset the configured background image or upload a new background image by using the relevant icon displayed on the background image as highlighted below:



The system also provides display styling options to control how the background image is rendered within the login screen layout:

- **Cover:** Scales the image to fully cover the background area, potentially cropping parts of the image.
- **Contain:** Scales the image to fit within the available space while preserving its aspect ratio.
- **Fill:** Stretches the image to fill the entire background area, which may alter the aspect ratio.

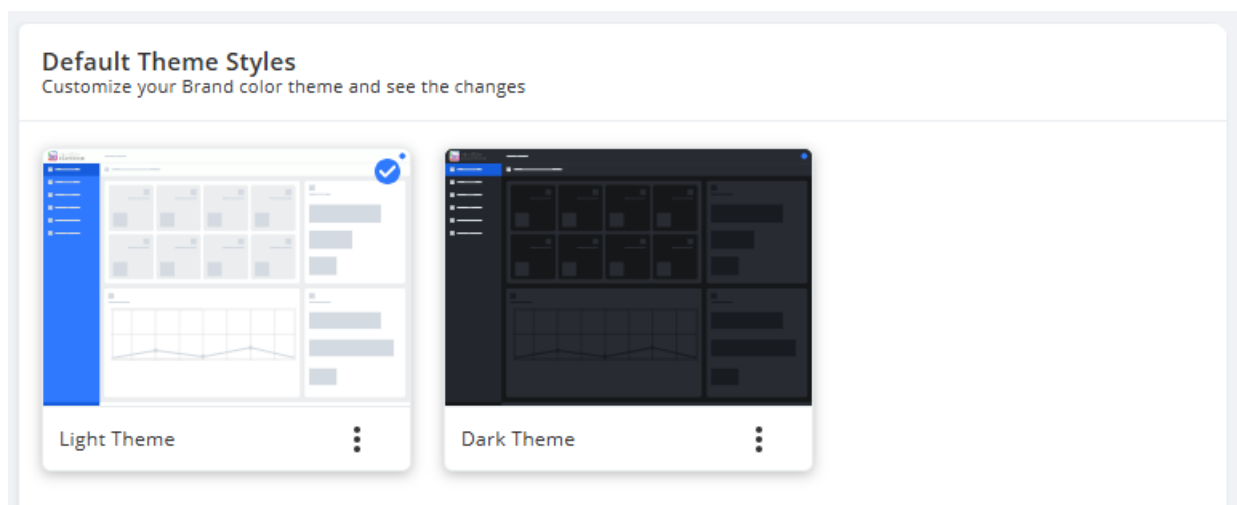
Once the desired configuration is completed, click **Update** to apply and save the changes.

6.2 Theme Styles

This particular section enables organisation admins to setup a theme for the entire organisation. It is divided into 2 subsections:

6.2.1 Default Themes Styles

The Default Theme Styles section provides a collection of pre-configured themes that can be applied across the organisation without requiring any additional configuration. Each theme includes a predefined colour palette and visual styling for the Rainbow Classroom interface, allowing administrators to quickly establish a consistent appearance throughout the platform.

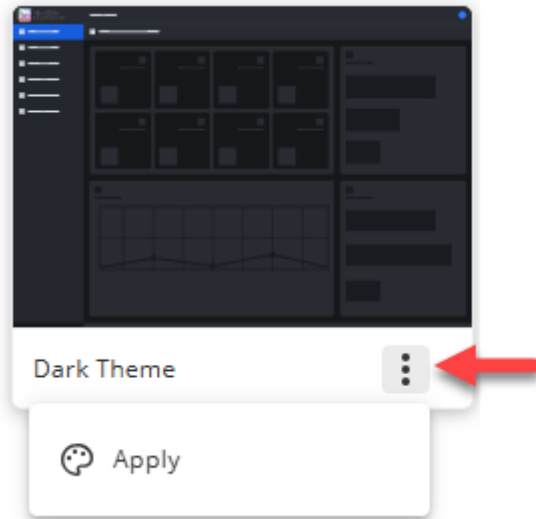


The available default themes are displayed as preview cards, providing a visual representation of the overall interface, including navigation panels, page layouts and key user interface elements.

The following default themes are available:

- **Light Theme:** Applies a light-coloured interface with a bright background and contrasting accent colours.
- **Dark Theme:** Applies a dark-coloured interface designed to provide improved visual comfort in low-light environments.

To apply a default theme, click the **More Options** (:) menu on the required theme card and select **Apply** as shown below:

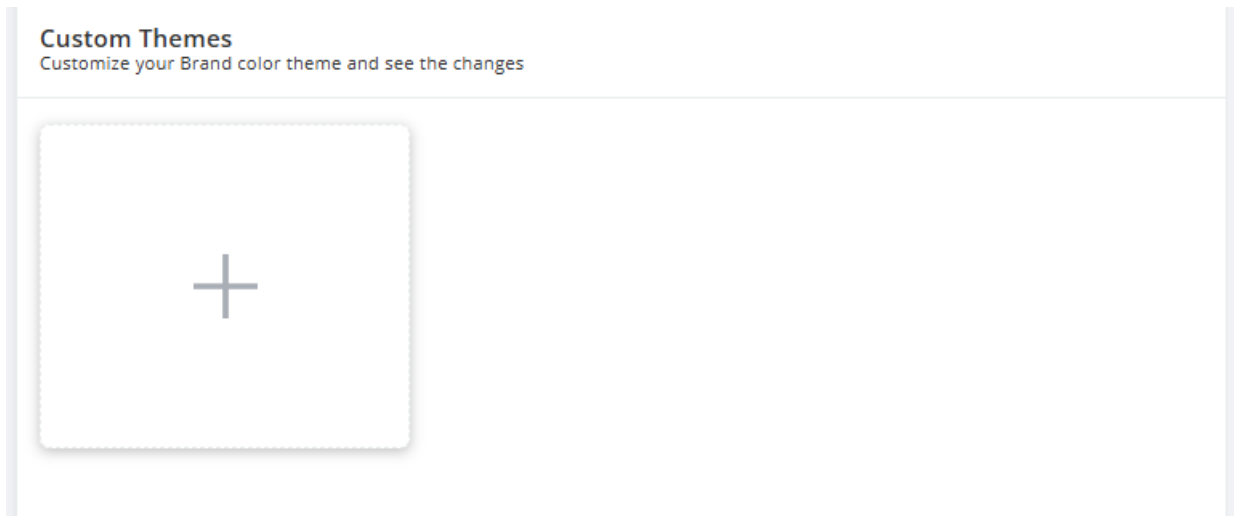


The selected theme becomes the active organisational theme for all Rainbow Classroom users.

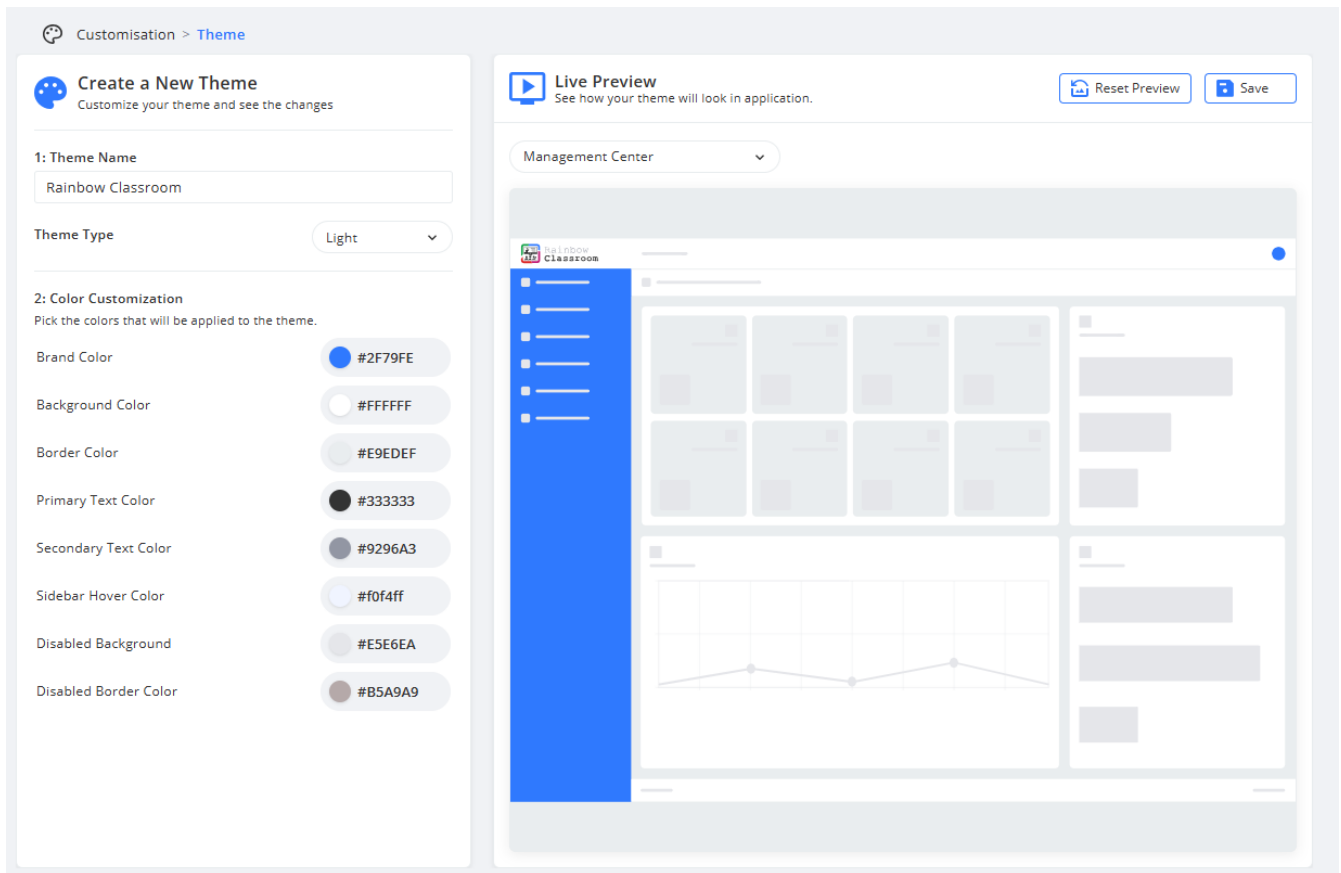
Note: Only one theme can be active for the organisation at any given time.

6.2.2 Custom Themes

This section enables the organisation administrator to create and manage custom themes that reflect the branding requirements of the educational institution. Custom themes allow administrators to define their own colour palette while retaining the standard Rainbow Classroom user interface.



To create a new custom theme, click the Add Theme (+) card. This opens the theme configuration page, where the administrator can design their own custom theme as shown below:

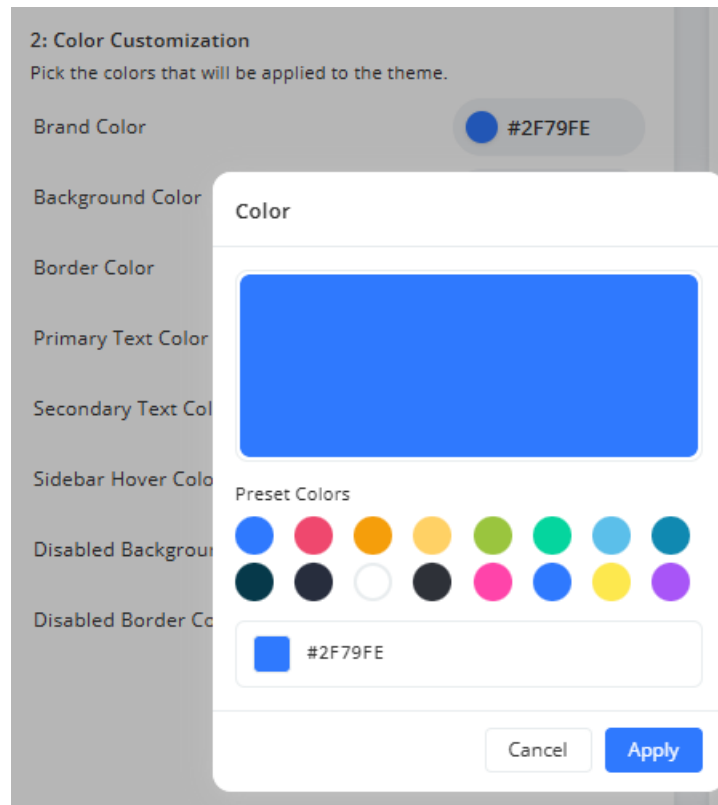


The following configuration options are available:

Theme Name: Specify a unique name for the custom theme. This name can be used to identify the theme when managing multiple themes.

Theme Type: Select the base theme on which the custom theme will be created. Separate themes can be configured for **Light** and **Dark** display modes, allowing the application's appearance to remain consistent regardless of the selected interface theme.

Brand Color: Configure the primary accent color used throughout the application. This color is typically applied to primary action buttons, active controls, hyperlinks, selected items and other interactive interface elements. To configure a colour, click the corresponding colour value. The **Colour Picker** dialog is displayed, as shown below.



The Color Picker allows the administrator to either select a predefined color from the available palette or specify a custom color by entering its hexadecimal (HEX) color code.

Background Color: Configure the primary background color used for application pages and content areas. This setting establishes the overall visual appearance of the interface.

Border Color: Configure the color used for borders, dividers, and container outlines to complement the overall theme.

Primary Text Color: Configure the color used for primary textual content, including page titles, headings, and standard body text, ensuring adequate readability against the selected background.

Secondary Text Color: Configure the color used for supporting text, such as descriptions, captions, helper text and other secondary labels, while maintaining appropriate visual hierarchy.

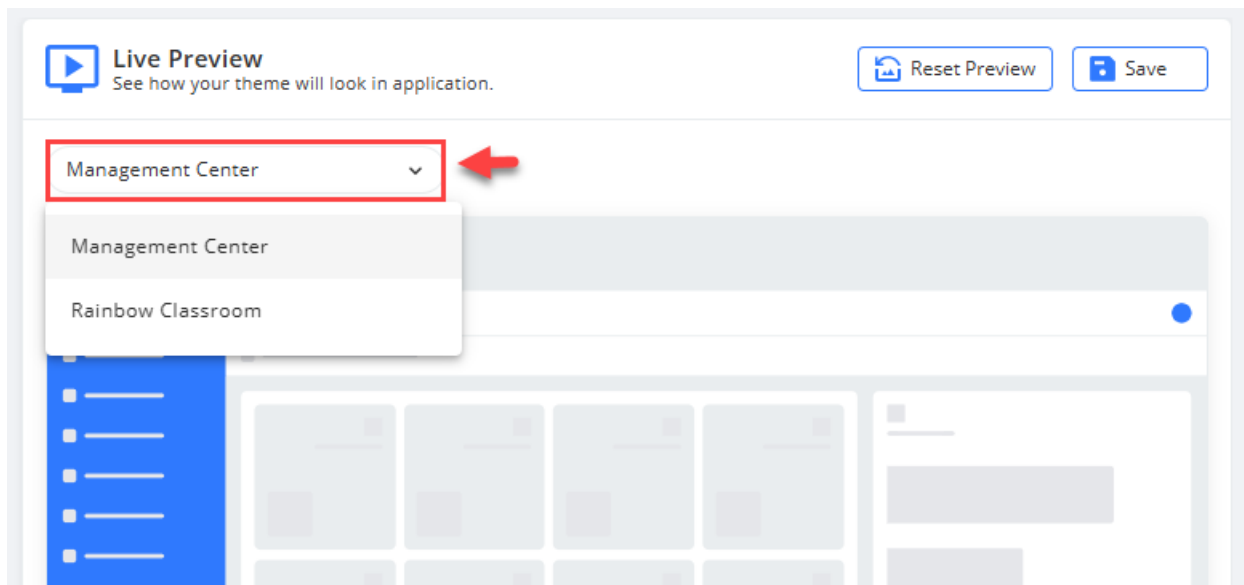
Sidebar Hover Colour: Configure the highlight color displayed when users hover over navigation items in the application sidebar, providing clear visual feedback during navigation.

Disabled Background: Configure the background color used for disabled or unavailable controls to clearly distinguish non-interactive elements from active interface components.

Disabled Border Color: Configure the border color applied to disabled interface elements to maintain visual consistency throughout the application.

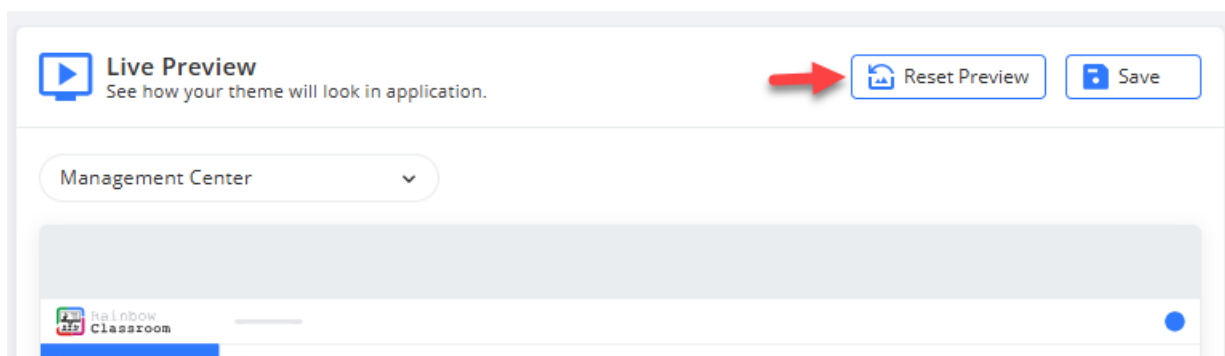
The live preview displayed on the page is updated automatically as configuration values are modified, allowing the administrator to validate the overall appearance and branding of the custom theme before saving the configuration.

The Live Preview pane provides options to preview the selected theme in both the Rainbow Classroom and Management Center interfaces.

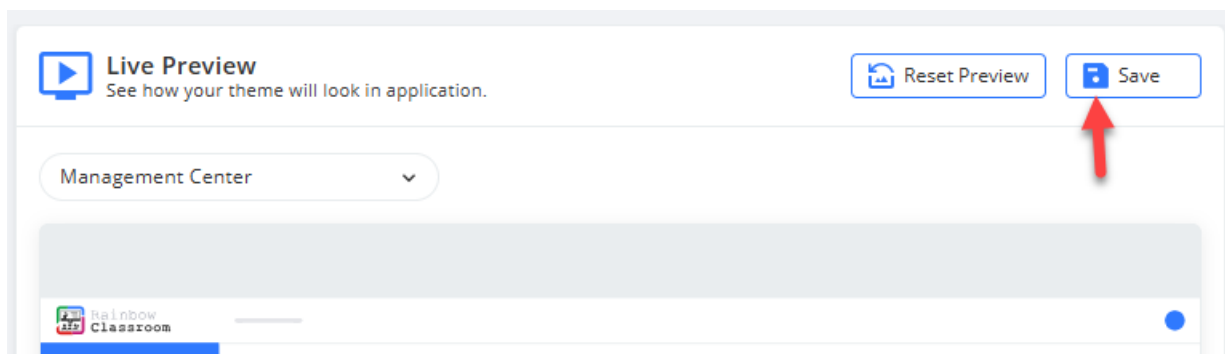


Administrators can switch between the available modules to verify the appearance of the configured theme in each application.

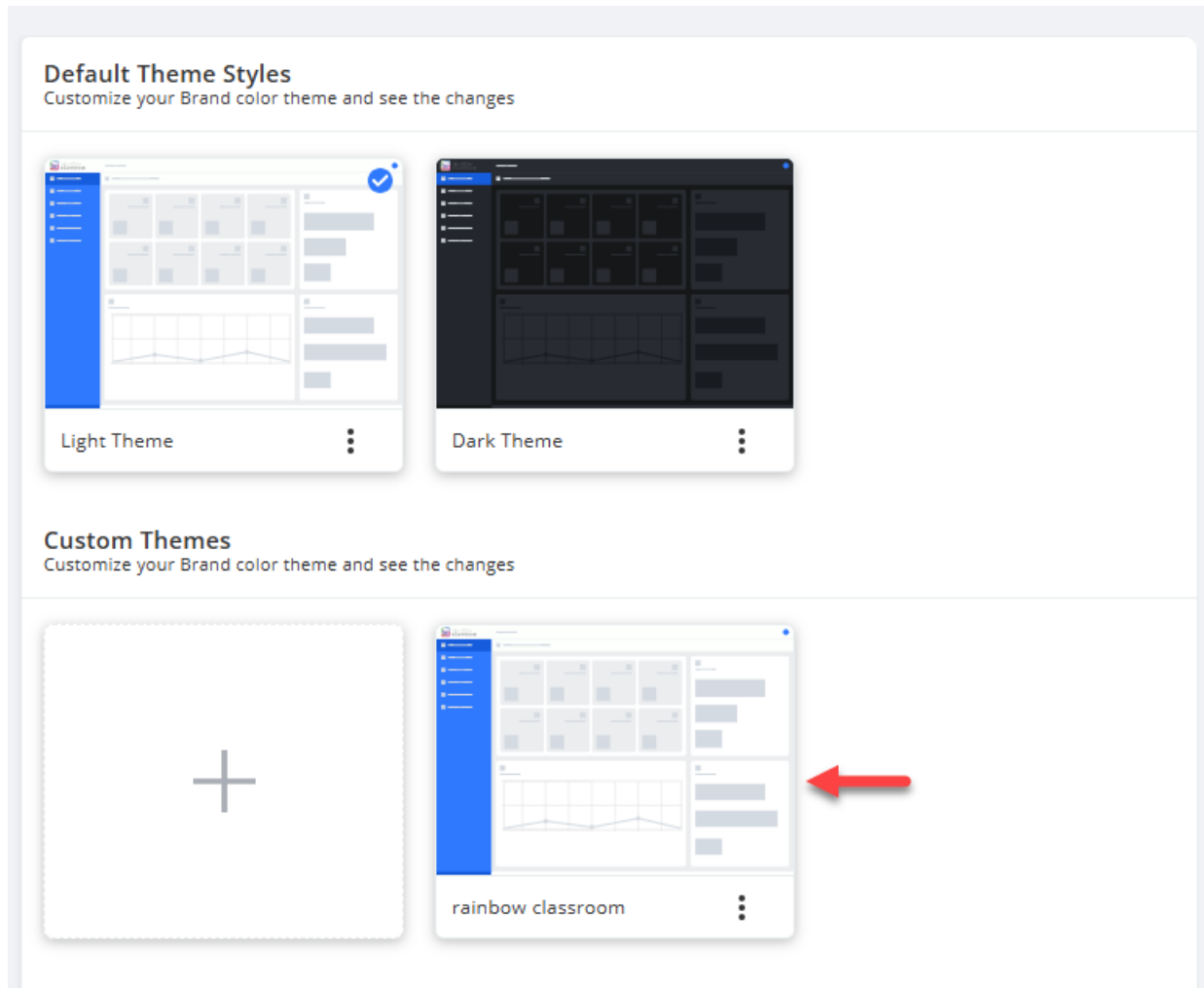
If required, click Reset Preview to restore the preview to its default state.



After all customizations have been completed and the desired appearance has been verified using the live preview, click Save to save the custom theme.

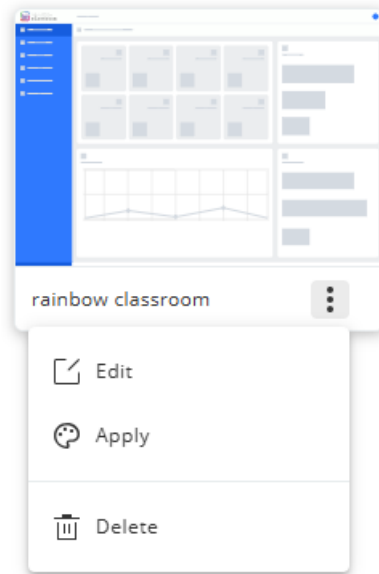


After a custom theme has been saved, it is displayed as a theme card within the **Custom Themes** section.



Multiple custom themes can be created and maintained, allowing administrators to prepare different branding configurations for various organisational requirements.

To activate a custom theme, click the **More Options** (:) menu on the corresponding theme card and select **Apply**.



The **More Options** menu also provides the following theme management options:

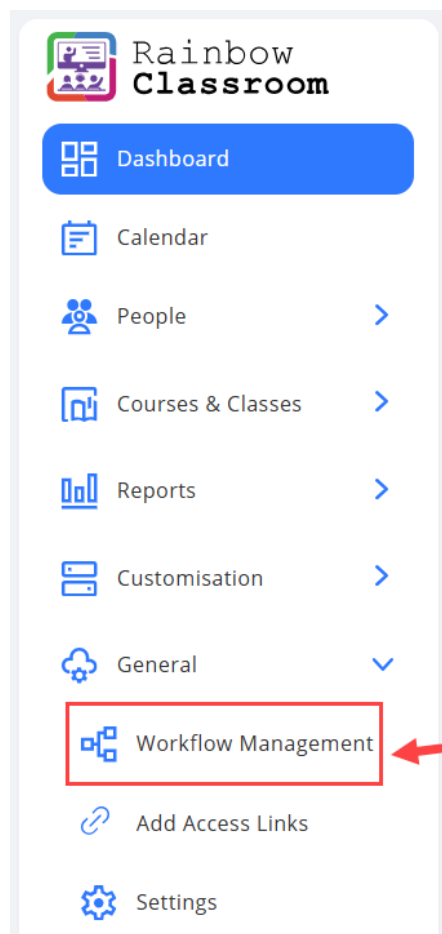
- **Edit:** Modify the configuration of an existing custom theme.
- **Delete:** Permanently remove the selected custom theme from the organisation.

7 Workflow Management

The **Workflow Management** module enables organisation administrators to automate and manage bulk administrative operations within Rainbow Classroom. Instead of performing repetitive tasks individually, administrators can create workflows to execute common operations across multiple users and classes in a single process.

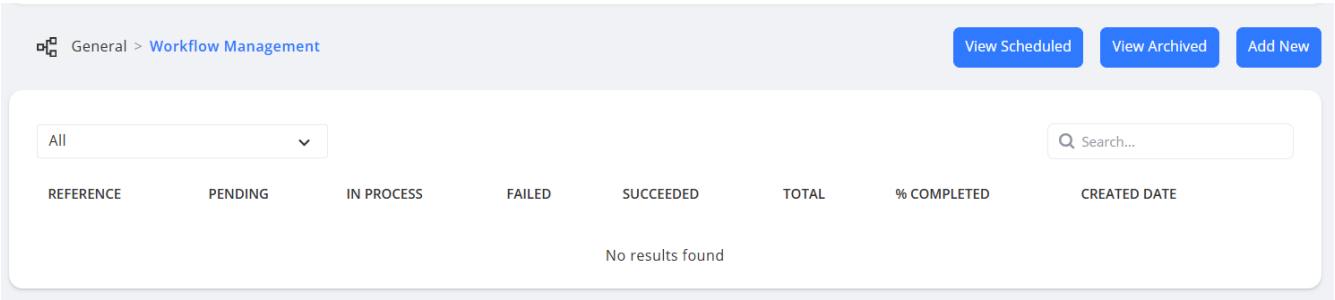
Depending on the selected **Workflow Type**, workflows can be used to provision courses from an integrated Learning Management System (LMS), assign subscription plans to users in bulk, delete users or remove classes from the system. Workflows can be configured for immediate execution or scheduled to run at a later time, enabling administrators to efficiently manage large-scale deployments and ongoing administrative tasks.

To get started with Workflow Management, expand the General option in the left-hand menu and click on the **Workflow Management** link as shown below:



SCREENSHOT – Left Hand Menu

Following page is displayed:



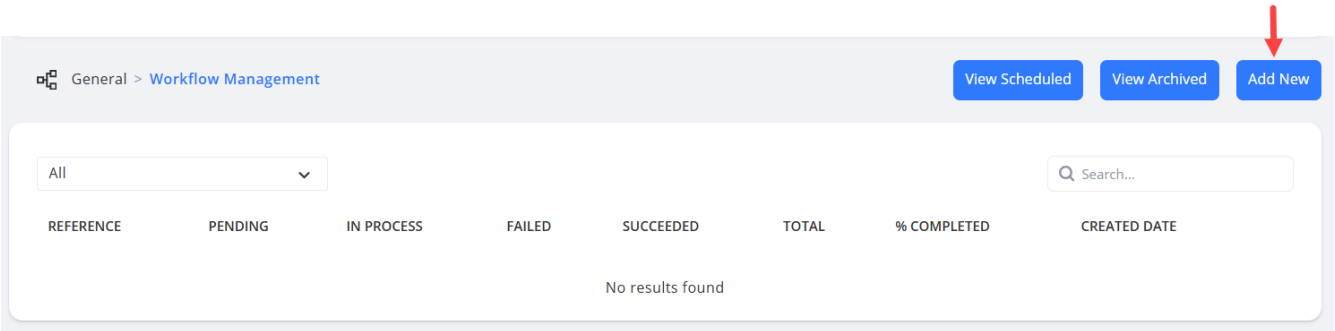
SCREENSHOT – Workflow Management

7.1 Adding workflows

Depending on the selected Workflow Type, workflows can be used to provision courses, assign licenses to users, delete users, or remove classes from the system.

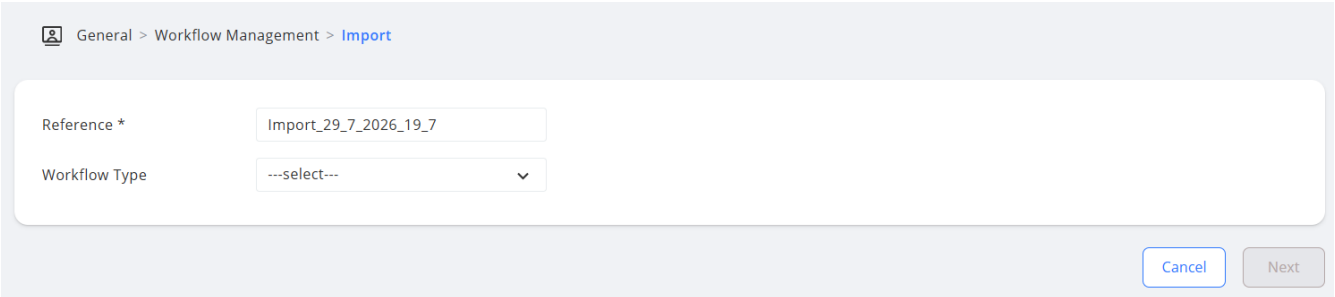
Each workflow guides the administrator through the information required to perform the selected operation. Once configured, the workflow can be executed immediately or scheduled to run at a later date, depending on the selected workflow type.

In order to add a workflow, click on the **Add New** button as highlighted below:



SCREENSHOT – Workflow Management

Following screen is displayed:

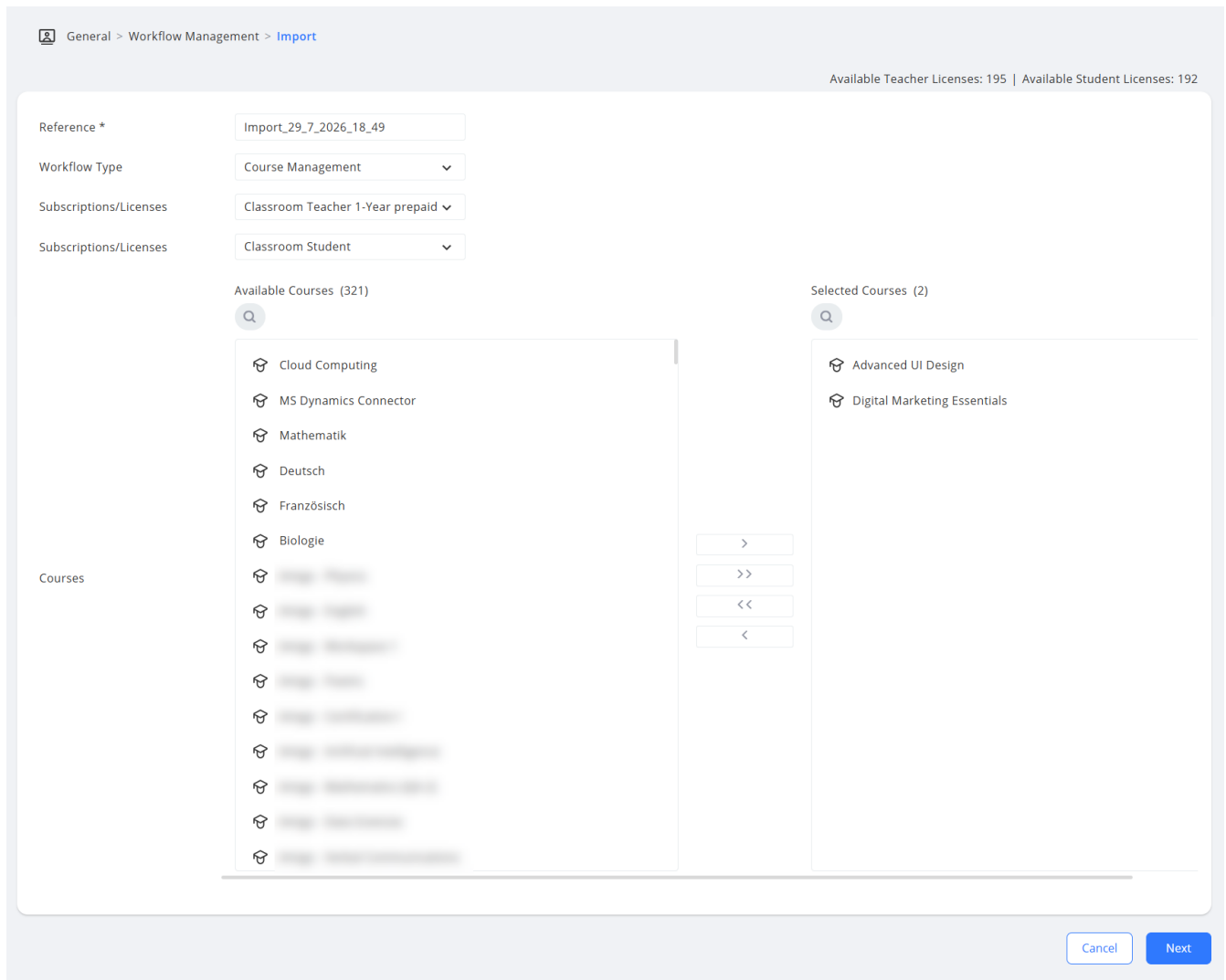


Use the Workflow type field to setup multiple workflows as explained below:

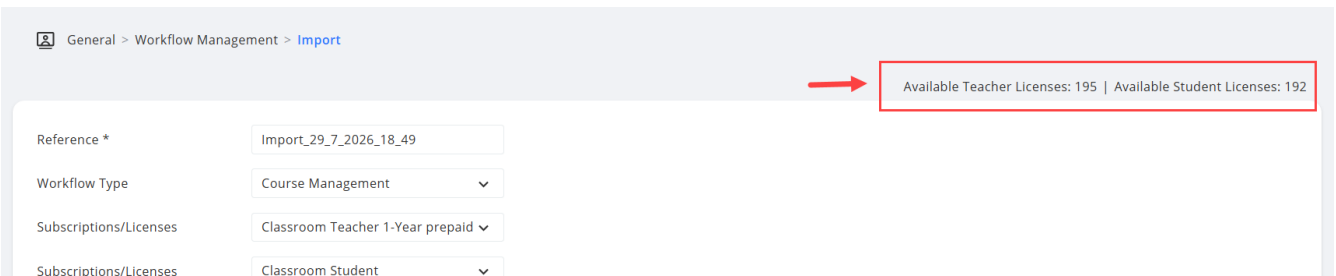
7.1.1 Course Management

The **Course Management Import** feature allows administrators to import courses in bulk from an integrated LMS (e.g., Canvas) into the Rainbow Classroom Management Center. During the import process, default subscription plans are assigned to the teachers and students enrolled in the imported courses.

Select **Course Management** from the **Workflow Type** drop-down list. The workflow configuration screen is displayed as shown below:



IMPORTANT!! Before configuring the workflow, verify that sufficient licenses are available for the users to be imported. The **Available Licenses** counter, displayed in the upper-right corner of the screen, provides the current number of unassigned licenses for each user type:



- **Available Teacher Licenses** – Displays the number of unassigned teacher licenses available for allocation.
- **Available Student Licenses** – Displays the number of unassigned student licenses available for allocation.

The following information is required to configure a Course Management workflow:

- **Reference** – Displays a system-generated reference for the workflow. Modify the value, if required, to assign a descriptive name that simplifies workflow identification.
- **Teacher Subscription** – Select the subscription plan that will be assigned to instructors of the imported courses (for example, Classroom Teacher – 1-Year Prepaid).
- **Student Subscription** – Select the subscription plan that will be assigned to students enrolled in the imported courses (for example, Classroom Student).

Before initiating an import:

Check the **Available Licenses** counter in the top-right corner to ensure you have sufficient available quotas:

- **Available Teacher Licenses:** Displays your current unassigned teacher pool.
- **Available Student Licenses:** Displays your current unassigned student pool.
- **Courses:** Displays all available courses retrieved from the integrated LMS in the left pane. Select the courses to be imported and use the arrow buttons to move them to the right pane.

Note: Use the [Search](#) field at the top of each box to search for a particular course.

General > Workflow Management > Import

Available Teacher Licenses: 195 | Available Student Licenses: 192

Reference *

Import_29_7_2026_18_49

Workflow Type

Course Management

Subscriptions/Licenses

Classroom Teacher 1-Year prepaid

Subscriptions/Licenses

Classroom Student

Available Courses (321)

Cloud Computing

MS Dynamics Connector

Mathematik

Deutsch

Französisch

Biologie

Selected Courses (2)

Advanced UI Design

Digital Marketing Essentials

>

>>

<<

<

Cancel

Next

After clicking **Next**, the system retrieves all instructors and students associated with the selected courses and displays the participant selection screen, as shown below.

ALE International **proprietary and confidential.**
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Edition # 14

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General > Workflow Management > Courses > Participants

Available Teacher Licenses: 195 | Available Student Licenses: 192

Guest Type: N/A

Available Participants (8) | (3) | (3) | (2)

Selected Participants (5) | (2) | (2)

Participants

stu_Edited m5_Edited (Digital Marketing Essentials)

stu m6 (Digital Marketing Essentials)

stu m7 (Digital Marketing Essentials)

tea m4 (Digital Marketing Essentials)

tea m5 (Digital Marketing Essentials)

tea m6 (Digital Marketing Essentials)

gea md1 (Dev Classroom)

stu md2 (Dev Classroom)

tea md1 (Dev Classroom)

tea md2 (Dev Classroom)

stu md1 (Dev Classroom)

Cancel Finish

Note: Before selecting participants, choose the required **Guest Type** from the corresponding drop-down list. If no guest type is selected, **Guardian** is assigned as the default guest type.

- **Participants** – Displays all instructors and students associated with the selected courses in the left pane. Select the required participants and use the arrow buttons to move them to the right pane.

After selecting the required participants, click Finish. The system provisions the selected courses and displays a summary of the processed course details, as shown below.

General > Workflow Management > Import

Export

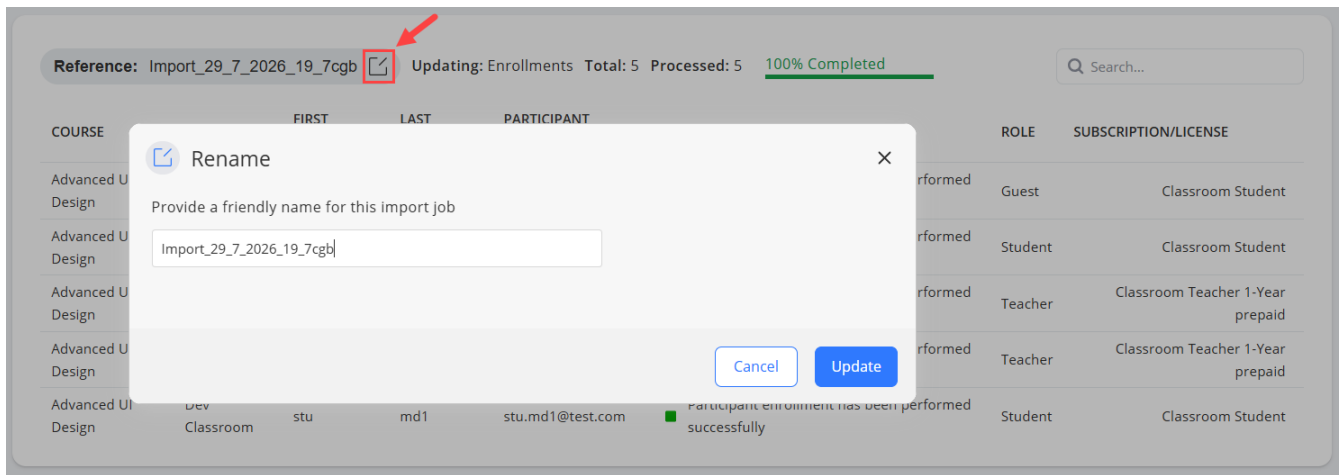
Reference: Import_29_7_2026_19_7cgb  Updating: Enrollments Total: 5 Processed: 5 100% Completed

Search...

COURSE	CLASS	FIRST NAME	LAST NAME	PARTICIPANT EMAIL	STATUS	ROLE	SUBSCRIPTION/LICENSE
Advanced UI Design	Dev Classroom			ge	Participant enrollment has been performed successfully	Guest	Classroom Student
Advanced UI Design	Dev Classroom			st	Participant enrollment has been performed successfully	Student	Classroom Student
Advanced UI Design	Dev Classroom			te	Participant enrollment has been performed successfully	Teacher	Classroom Teacher 1-Year prepaid
Advanced UI Design	Dev Classroom			te	Participant enrollment has been performed successfully	Teacher	Classroom Teacher 1-Year prepaid
Advanced UI Design	Dev Classroom			st	Participant enrollment has been performed successfully	Student	Classroom Student

SCREENSHOT – Workflow Management

Note: Reference number can be edited by clicking on the **EDIT** icon displayed next to Reference number as highlighted below. Following screen is displayed:



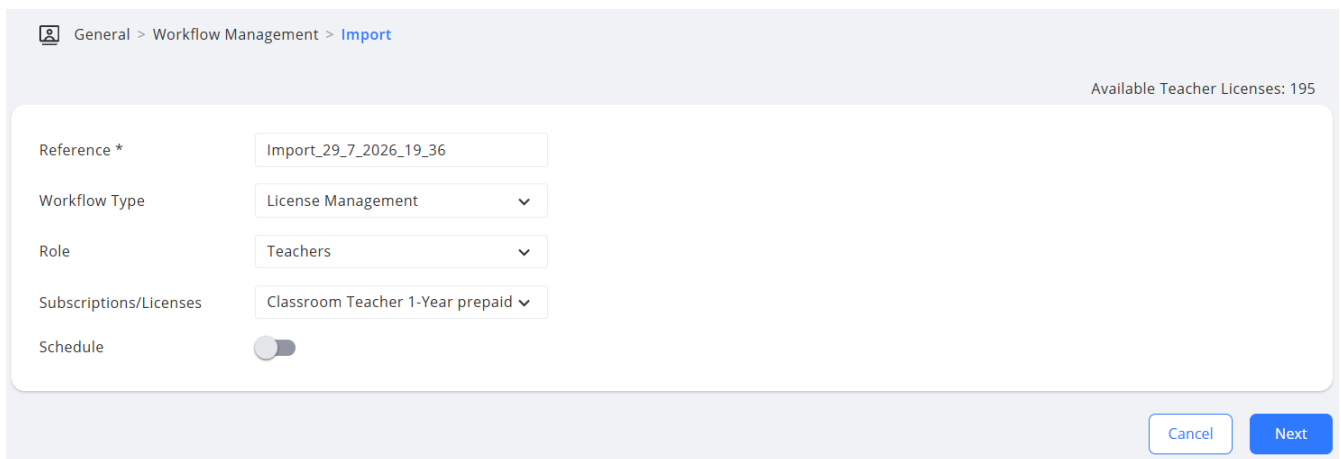
SCREENSHOT – Workflow Management

Note: The Course Management workflow can be run multiple times to provision additional courses or update previously provisioned courses. When the workflow is opened again, any courses that have already been provisioned are automatically displayed in the **Selected Courses** pane.

7.1.2 License Management

The **License Management** workflow allows organisation administrators to assign subscription plans in bulk to users based on their role within the organisation. This workflow can be used to provision licenses for multiple users simultaneously without selecting individual courses.

Select **License Management** from the **Workflow Type** drop-down list. The workflow configuration screen is displayed as shown below.



IMPORTANT: Before configuring the workflow, verify that sufficient licenses are available for the selected subscription plan. The **Available Licenses** counter, displayed in the upper-right corner of the screen, shows the number of unassigned licenses currently available for allocation.

General > Workflow Management > Import

Available Teacher Licenses: 195

Reference * Import_29_7_2026_19_36

Workflow Type License Management

The following information is required to configure a **License Management** workflow:

- **Reference** – Displays a system-generated reference for the workflow. Modify the value, if required, to provide a more meaningful identifier.
- **Role** – Select the user role for which licenses are to be assigned. The selected workflow provisions licenses to users belonging to the specified role. By default, Teachers, Students and Guest options are available.
- **Subscription/Licenses**– Select the subscription license to be assigned to the users associated with the selected role.
- **Schedule** – Enable this option to schedule the workflow for execution at a later date and time. If disabled, the workflow is executed immediately upon completion. If enabled, following options are displayed to setup the date and time for the schedule.

Role Teachers

Subscriptions/Licenses Classroom Teacher 1-Year prepaid

Schedule ☒

7/29/2026 19:36

Cancel Next

After configuring the workflow, click **Next**. The system retrieves all users associated with the selected role who are eligible for license assignment and displays the user selection screen, as shown below.

General > Workflow Management > License Management

Available Teacher Licenses: 195

License Management

Available Teachers

Selected Teachers

tea m5

tea m4

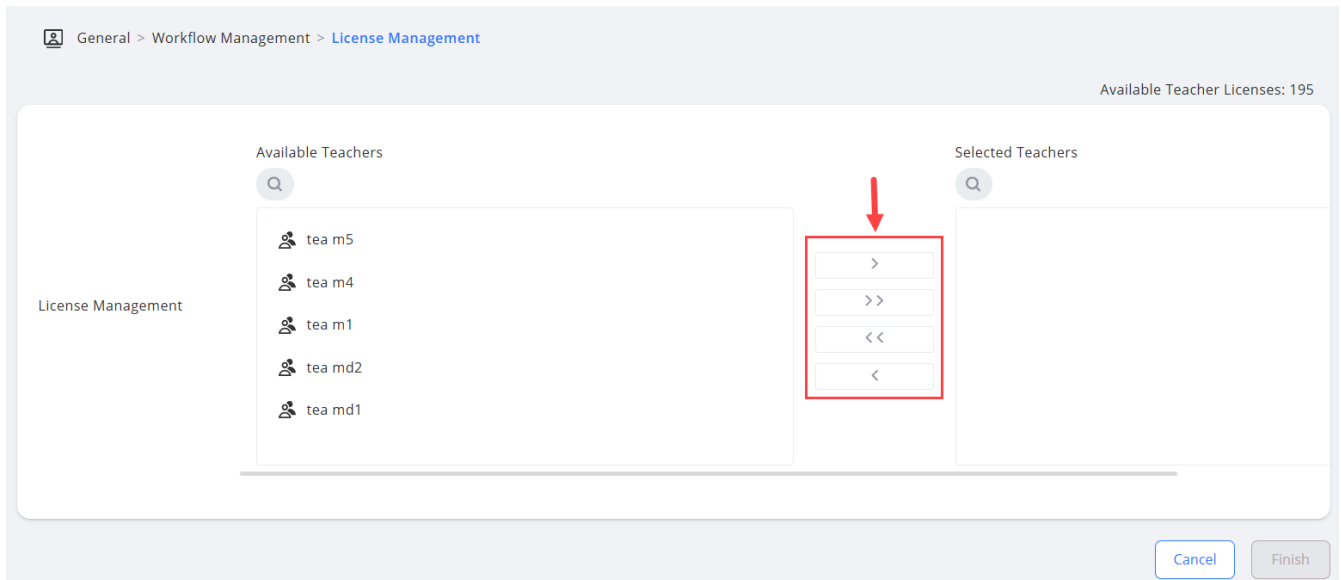
tea m1

tea md2

tea md1

Cancel Finish

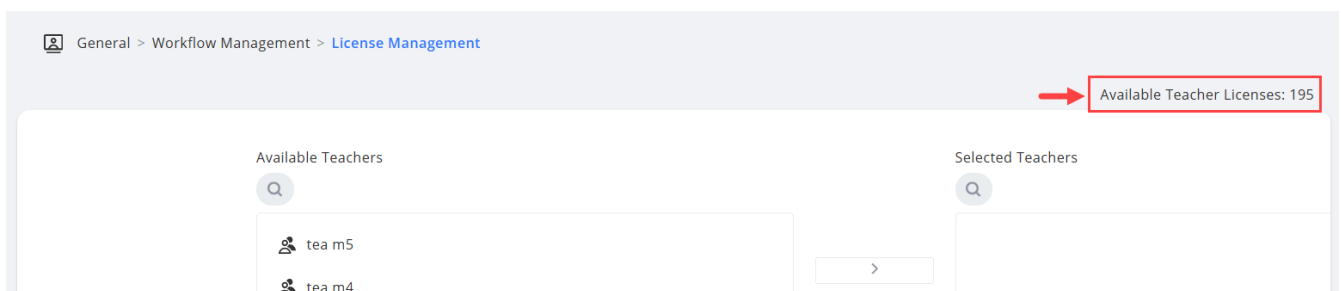
- **Available Users** – Displays all users belonging to the selected role who are available for license assignment. Select the required users and use the arrow buttons to move them to the **Selected Users** pane.



- **Selected Users** – Displays the users who will be assigned the selected subscription plan when the workflow is completed.

Note: Use the **Search** field at the top of each pane to locate a specific user.

The **Available Licenses** counter, displayed in the upper-right corner of the screen, provides a real-time view of the remaining unassigned licenses for the selected subscription plan.



After selecting the required users, click **Finish**. The system assigns the selected subscription plan to the users displayed in the **Selected Users** pane and details are provided as shown below:

General > Workflow Management > Import

Export

Reference: Import_29_7_2026_19_46

Total: 2 Processed: 2 100% Completed

Search...

FIRST NAME	LAST NAME	PARTICIPANT EMAIL	STATUS	ROLE	SUBSCRIPTION/LICENSE
			License Assigned Successfully	Teacher	Classroom Teacher 1-Year prepaid
			License Assigned Successfully	Teacher	Classroom Teacher 1-Year prepaid

7.1.3 Deleting Users

The Delete Users workflow allows organisation administrators to remove multiple users from Rainbow Classroom by importing a CSV file containing the required user information.

Select **Delete Users** from the **Workflow Type** drop-down list. The workflow configuration screen is displayed as shown below.

General > Workflow Management > Import

Reference *

Import_29_7_2026_19_51

Workflow Type

Delete Users

Download Sample File

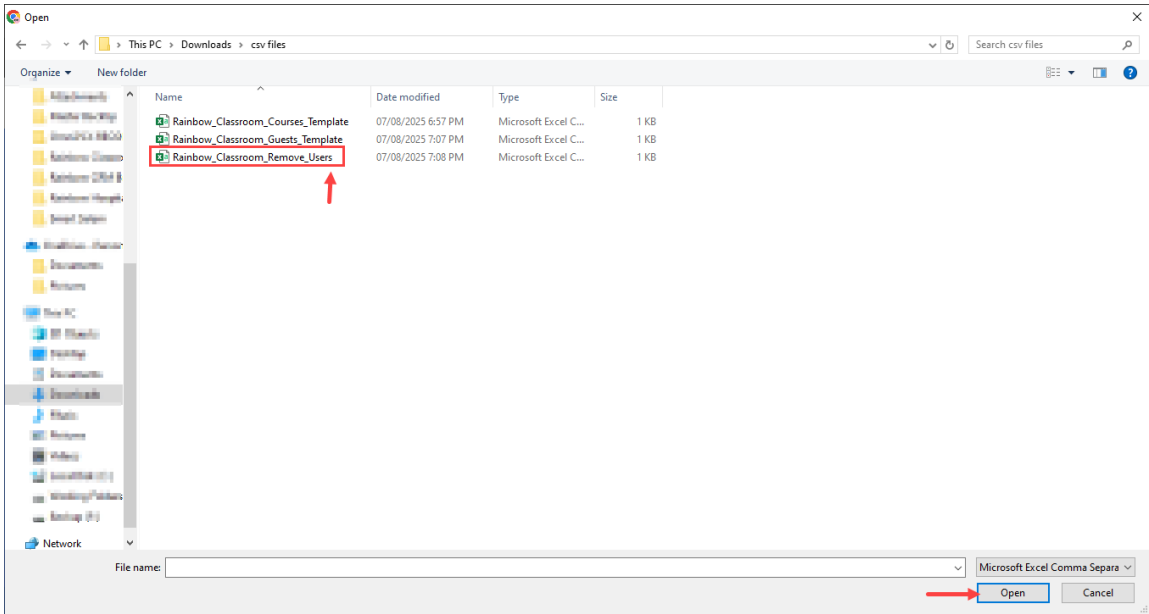
Upload

Cancel

Import

SCREENSHOT – Import Data for Workflow Management

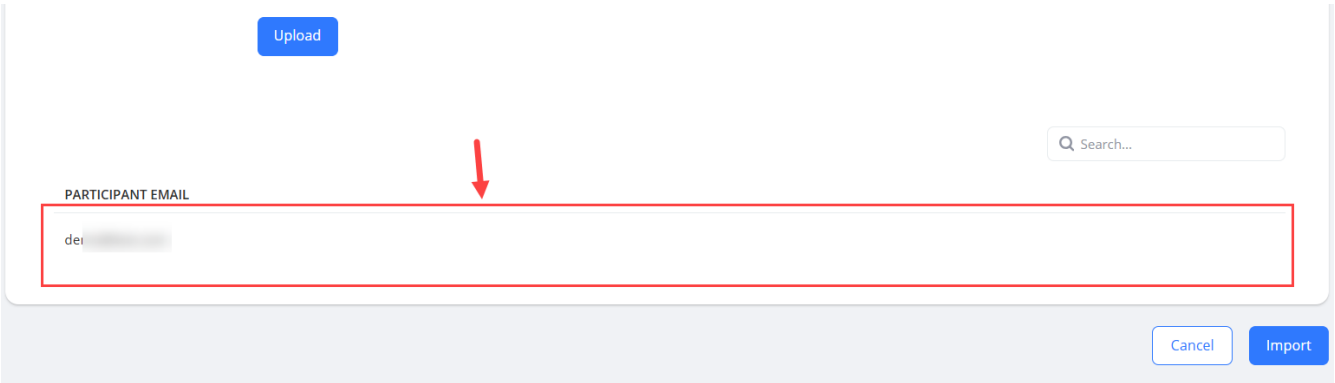
Upload: To import a file for deleting users, prepare the required information in a .CSV file. After populating the file, click **Upload** to browse for it. Locate the file, select it, and then click **Open**.



SCREENSHOT – Import Data for Workflow Management

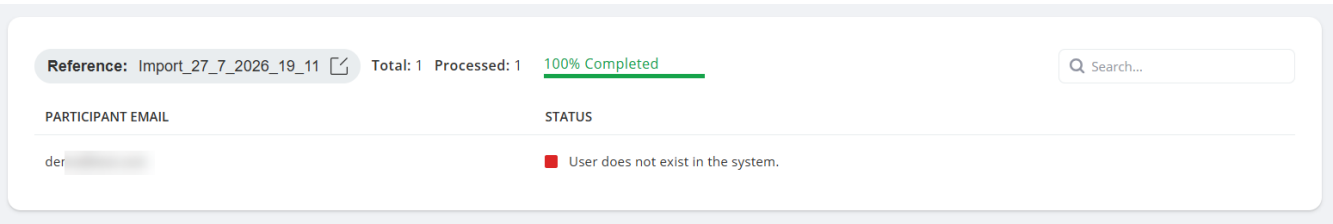
Note: A “Download Sample File” link is available on this screen. Clicking this link will download a sample file that illustrates the required format, ensuring your CSV file meets Rainbow Classroom’s specifications

Once the required CSV file is selected and Upload is clicked, the respective data available in the CSV file will appear in the lower grid, as shown below:



SCREENSHOT – Import Data for Workflow Management

Click the **Import** button to upload the selected CSV file. Once the import is complete, the system will display the processed file details, as shown below:



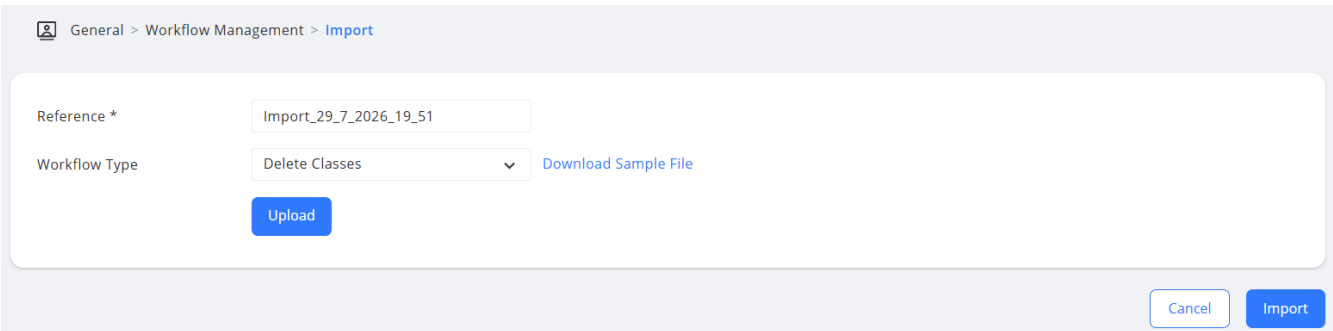
SCREENSHOT – Workflow Management

On this screen, the blue icon indicates that the user deletion is in a Pending state. A green icon indicated that the user has been successfully deleted. The Red icon represents that no such user exists in the system.

7.1.4 Deleting Classes

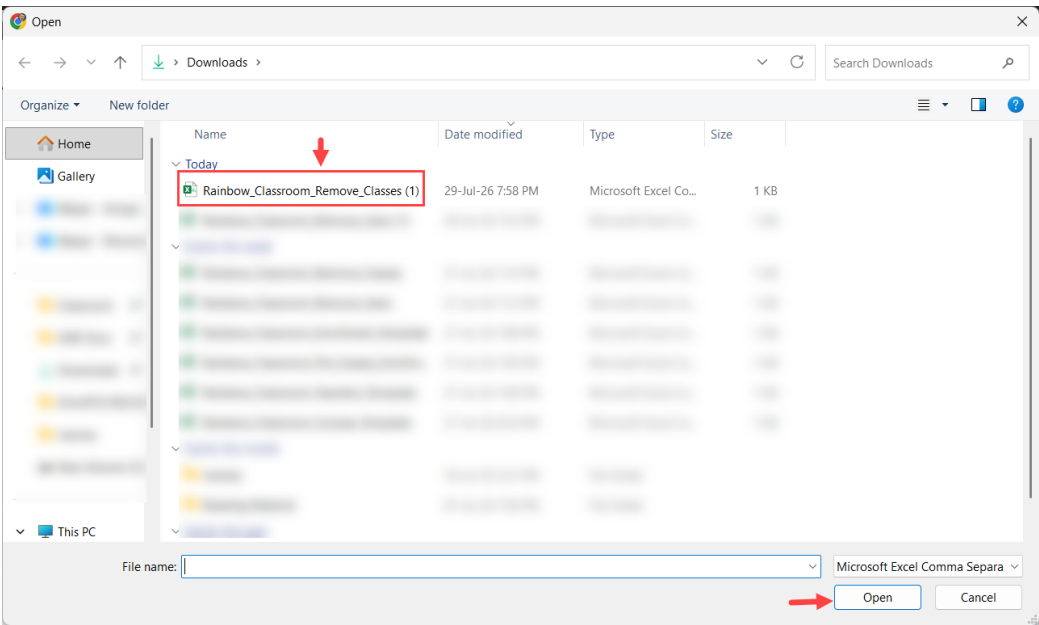
The **Delete Classes** workflow allows organisation administrators to delete multiple classes in a single operation

Select **Delete Classes** from the **Workflow Type** drop-down list. The workflow configuration screen is displayed as shown below.



SCREENSHOT – Workflow Management

Upload: To import a file for deleting classes, prepare the required information in a .CSV file. After populating the file, click **Upload** to browse for it. Locate the file, select it, and then click **Open**.



SCREENSHOT – Import Data for Workflow Management

Note: A “Download Sample File” link is available on this screen. Clicking this link will download a sample file that illustrates the required format, ensuring your CSV file meets Rainbow Classroom’s specifications

Once the required CSV file is selected and Upload is clicked, the respective data available in the CSV file will appear in the lower grid, as shown below:

Reference *

Workflow Type

Delete Classes

[Download Sample File](#)

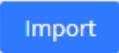
SELECTED COURSE

SELECTED CLASS

European History

Shakespeare as a Politician

SCREENSHOT – Import Data for Workflow Management

Click the  button to upload the selected CSV file. Once the import is complete, the system will display the processed file details, as shown below:

General > Workflow Management > [Import](#)

Reference: Import_29_7_2026_20_1

Total: 1

COURSE	CLASS	STATUS
European History	Shakespeare as a Politician	

SCREENSHOT – Workflow Management

On this screen, the blue icon indicates that the class deletion is in a Pending state. A green icon indicated that the class has been successfully deleted. The Red icon represents that no such class exists in the system.

7.2 Status Details

The configuration of Workflow Management will be processed and all the status details of that setup will be displayed on the main **Workflow Management** screen, as shown below.

General > [Workflow Management](#)

All

Search...

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE	
Import_29_7_2026_19_46	0	0	0	2	2	100 %	Wed, Jul 29, 2026 07:48:46	⋮
Import_29_7_2026_19_7cgb	0	0	0	5	5	100 %	Wed, Jul 29, 2026 07:24:31	⋮

SCREENSHOT – Workflow Management

The Workflow Management configuration process will require some time to be completed successfully. When the **%Completed** status is 100% as shown below, it means the configuration has been completed successfully and no pending or in-process users are left.

General > Workflow Management

View ScheduledView ArchivedAdd New

All	Search...						
REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE
Import_29_7_2026_19_46	0	0	0	2	2	100 %	Wed, Jul 29, 2026 07:48:46
Import_29_7_2026_19_7cgb	0	0	0	5	5	100 %	Wed, Jul 29, 2026 07:24:31

SCREENSHOT – Workflow Management

You can also check status details of Pending, In Process, Failed, Succeeded and Total items.

In order to check the details of imported data, click on the  icon and then click on View Details option as shown below:

All

Search...

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE
Import_29_7_2026_19_46	0	0	0	2	2	100 %	Wed, Jul 29, 2026 07:48:46
Import_29_7_2026_19_7cgb	0	0	0	5	5	100 %	Wed, Jul 29, 2026 07:24:31

View Details

Rename

Archive

SCREENSHOT – Workflow Management

You will be presented with the following screen.

General > Workflow Management > Import

Export

Reference: Import_29_7_2026_19_46

Total: 2 Processed: 2 100% Completed

Search...

FIRST NAME	LAST NAME	PARTICIPANT EMAIL	STATUS	ROLE	SUBSCRIPTION/LICENSE
tea	m4	tea.m4@test.com	License Assigned Successfully	Teacher	Classroom Teacher 1-Year prepaid
tea	m1	tea.m3@test.com	License Assigned Successfully	Teacher	Classroom Teacher 1-Year prepaid

SCREENSHOT – Workflow Management

A workflow can be renamed or archived by clicking on the  icon displayed next to each workflow and then selecting the relevant option as shown below:

All

Search...

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE	
Import_29_7_2026_19_46	0	0	0	2	2	100 %	Wed, Jul 29, 2026 07:48:46	
Import_29_7_2026_19_7cgb	0	0	0	5	5	100 %	Wed, Jul 29, 2026 07:48:46	View Details Rename Archive

SCREENSHOT – Workflow Management

7.3 Archived Workflows

In order to view all archived workflows, click on the View Archived option available on the Workflow Management screen as highlighted below:

General > Workflow Management

View Scheduled

View Archived

Add New

All

Search...

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE
-----------	---------	------------	--------	-----------	-------	-------------	--------------

SCREENSHOT – Workflow Management

Following screen is displayed:

General > Workflow Management > Archive

Search...

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE	ARCHIVED DATE	
Import_29_7_2026_20_1	1	0	0	0	1	0 %	Wed, Jul 29, 2026 08:02:18	Wed, Jul 29, 2026 08:03:23	
Import_29_2_2024_11_48	0	0	0	5	5	100 %	Thu, Feb 29, 2024 12:09:33	Mon, Jul 14, 2025 05:26:01	
Import_30_3_2022_16_46	0	0	2	0	2	100 %	Wed, Mar 30, 2022 04:46:36	Mon, Jul 14, 2025 05:26:01	
Import_30_3_2022_14_54	0	0	2	0	2	100 %	Wed, Mar 30, 2022 02:56:37	Mon, Jul 14, 2025 05:26:01	
Import_30_3_2022_14_40	0	0	1	3	4	100 %	Wed, Mar 30, 2022 02:40:27	Mon, Jul 14, 2025 05:26:01	

SCREENSHOT – Archived Workflows

Use the search bar to search a specific archived workflow.

General > Workflow Management > Archive

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE	ARCHIVED DATE
Import_29_7_2026_20_1	1	0	0	0	1	0 %	Wed, Jul 29, 2026 08:02:18	Wed, Jul 29, 2026 08:03:23

SCREENSHOT – Archived Workflows

An archived workflow can be deleted by clicking on the  icon displayed next to each workflow and then selecting the relevant option as shown below:

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE	ARCHIVED DATE
Import_27_7_2026_19_5	6	0	0	0	6	0 %	Mon, Jul 27, 2026 07:08:58	Mon, Jul 27, 2026 07:10:55
Import_2_5_2025_16_26	0	0	3	0	3	100 %	Fri, May 02, 2025 04:30:35	Mon, May 02, 2025 04:30:35

SCREENSHOT – Archived Workflows

A confirmation message is displayed by the application as shown below:


Confirm

Are you sure you want to delete this workflow?

Click Yes and the archived workflow is deleted.

7.4 View Scheduled

In order to view all Scheduled workflows, click on the View Scheduled option available on the Workflow Management screen as highlighted below:

General > Workflow Management

REFERENCE	PENDING	IN PROCESS	FAILED	SUCCEEDED	TOTAL	% COMPLETED	CREATED DATE
-----------	---------	------------	--------	-----------	-------	-------------	--------------

SCREENSHOT – Workflow Management

Following screen is displayed:

REFERENCE			STATUS	CREATED DATE	
Import_29_7_2026_20_14	8/1/2026	20:00	Pending	Wed, Jul 29, 2026 08:14:26	⋮

Use the search bar to search a specific scheduled workflow.

REFERENCE			STATUS	CREATED DATE	
Import_29_7_2026_20_14	8/1/2026	20:00	Pending	Wed, Jul 29, 2026 08:14:26	⋮

A scheduled workflow can be executed before its scheduled execution time by clicking the ⋮ icon displayed next to the workflow and selecting Execute, as shown below.

REFERENCE			STATUS	CREATED DATE	
Import_29_7_2026_20_15	8/1/2026	20:00	Pending	Wed, Jul 29, 2026 08:15:42	⋮

Execute
 Rename
 Delete

A scheduled workflow can be renamed or deleted before its scheduled execution time by clicking the ⋮ icon displayed next to the workflow and selecting the appropriate option, as shown below

REFERENCE			STATUS	CREATED DATE	
Import_29_7_2026_20_15	8/1/2026	20:00	Pending	Wed, Jul 29, 2026 08:15:42	⋮

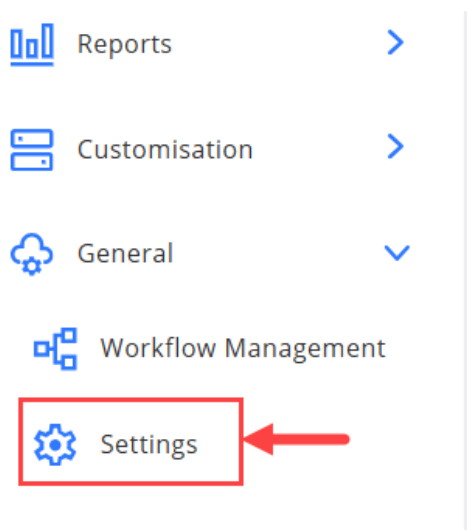
Execute
 Rename
 Delete

8 Roster Management

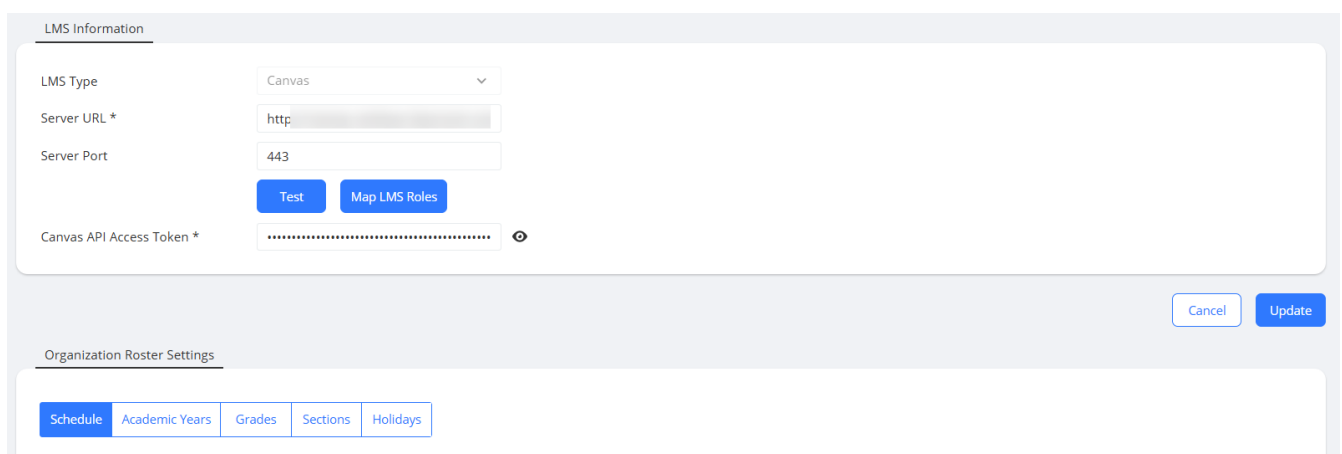
The Roster Management module allows organization administrators to maintain the organization's academic structure and scheduling information within Rainbow Classroom. Administrators can configure organization-wide roster information, including schedules, academic years, grades, sections, and holidays, through a centralized interface.

IMPORTANT!! The information configured within the Roster Management module is currently maintained for organizational reference purposes only.

To access the Roster Management module, expand the General option in the left-hand navigation pane and click Settings as shown below:



The Organization Roster Settings section is available under the LMS Information section.

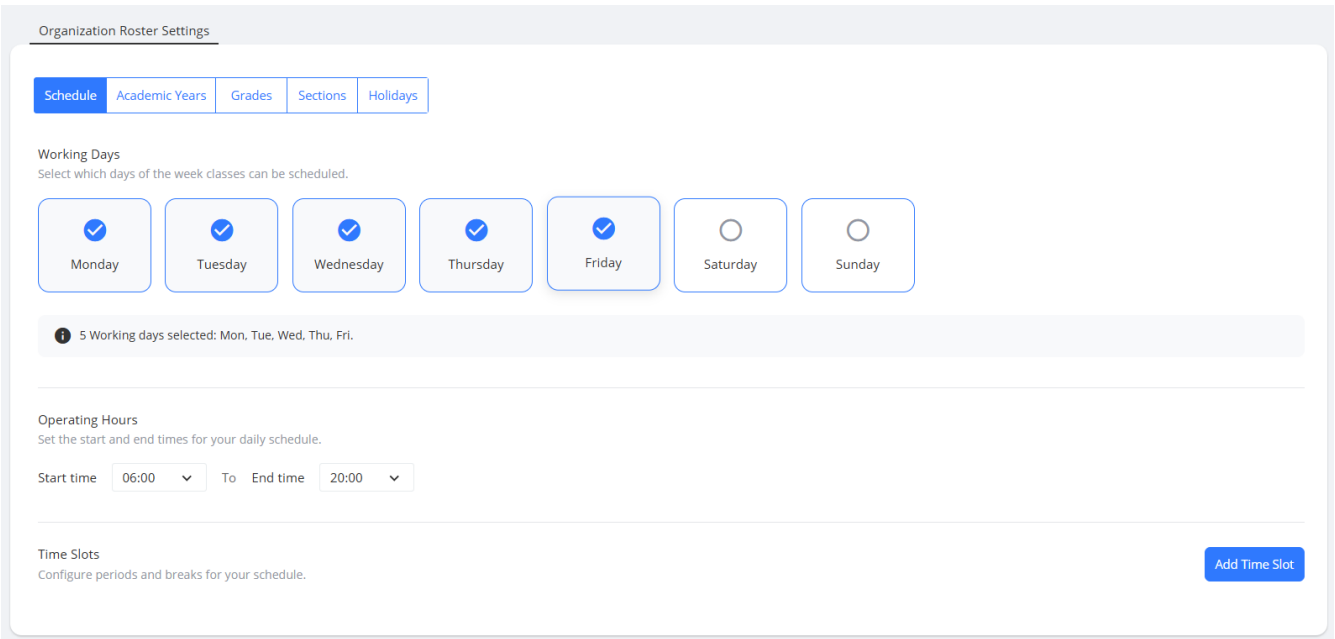


IMPORTANT!! The Organization Roster Settings section is displayed only when the Roster Management feature has been enabled through the [Feature Profiles](#) section.

8.1 Schedule

The Schedule tab allows organization administrators to maintain the organization's standard schedule information as part of the roster configuration. Administrators can specify the organization's working days, operating hours and timetable periods to maintain a centralized academic schedule for the organization.

Following screen is displayed when the Schedule tab is selected.



The screenshot shows the 'Organization Roster Settings' interface with the 'Schedule' tab selected. It includes sections for 'Working Days' (with checkboxes for Monday through Sunday, where Monday-Friday are checked), 'Operating Hours' (with start and end time dropdowns set to 06:00 and 20:00), and 'Time Slots' (with an 'Add Time Slot' button). An information banner below the working days section states '5 Working days selected: Mon, Tue, Wed, Thu, Fri.'.

8.1.1 Working Days

The Working Days section allows administrators to specify the organization's standard working days. Any combination of weekdays can be selected to represent the organization's regular working schedule.

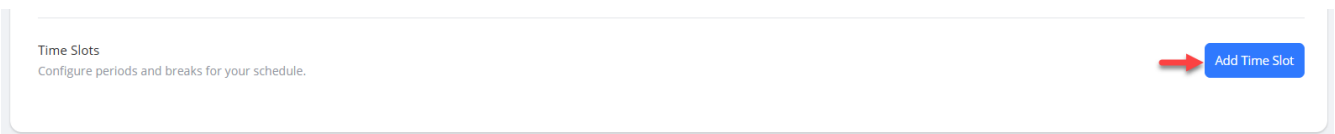
An information banner below the selection displays the total number of working days currently selected.

8.1.2 Operating Hours

The Operating Hours section allows administrators to specify the organization's standard operating hours by selecting the daily start and end times.

8.1.3 Time Slots

The Time Slots section allows administrators to define timetable periods and break intervals that represent the organization's daily schedule. Click Add Time Slot to create a new timetable entry.



This close-up shows the 'Time Slots' section with the text 'Configure periods and breaks for your schedule.' and a red arrow pointing to the 'Add Time Slot' button.

Following screen is displayed:

Add Time Slot

Name

e.g., Period 1

Start time

07:00

End time

10:00

☐ This is a break period

Cancel

Add

The following information can be configured for each time slot:

Name: Provide a descriptive name for the time slot, such as Period 1 or Lunch Break.

Start Time: Provide the starting time of the time slot.

End Time: Provide the ending time of the time slot.

A toggle button is available at the bottom of the form to specify whether the time slot represents a break period instead of an instructional period.

Once all required information has been configured, click Add to create the time slot. The newly created time slot is displayed in the Time Slots section, as shown below:

Time Slots

Configure periods and breaks for your schedule.

Add Time Slot

01

⌚

Period 1

07:00 - 08:00

60 min

⋮

A configured time slot can be modified or removed by clicking the  icon available next to the respective time slot, as highlighted below.

01

⌚

Period 1

07:00 - 08:00

60 min

⋮

Edit

Delete

8.2 Academic Years

The Academic Years tab allows organization administrators to maintain academic year information as part of the organization's roster configuration.

Organization Roster Settings

Schedule

Academic Years

Grades

Sections

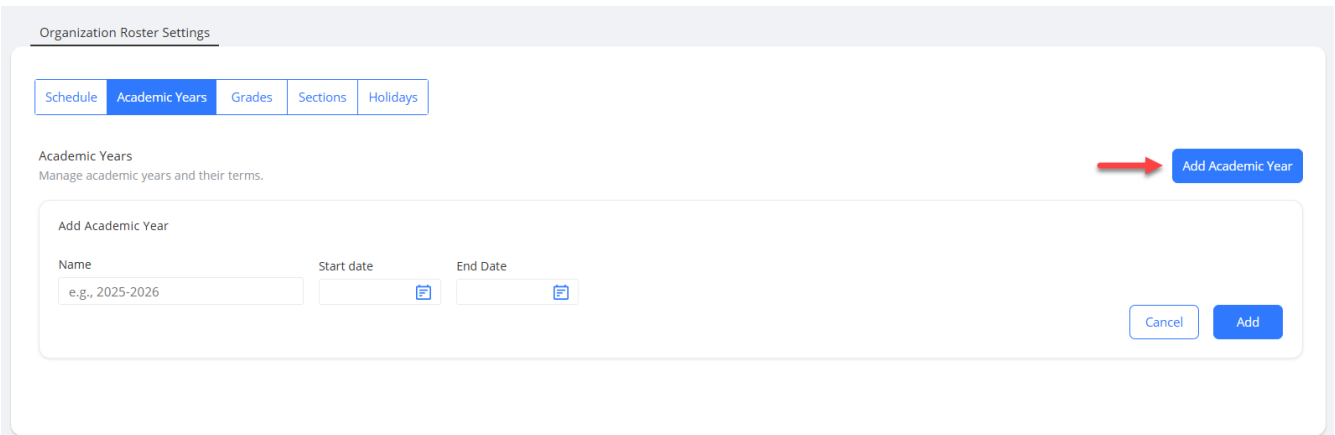
Holidays

Academic Years

Manage academic years and their terms.

Add Academic Year

To create a new academic year, click Add Academic Year. Following screen is displayed:



Organization Roster Settings

Schedule Academic Years Grades Sections Holidays

Academic Years
Manage academic years and their terms.

Add Academic Year

Name: e.g., 2025-2026

Start date: [Calendar Icon]

End Date: [Calendar Icon]

Cancel Add

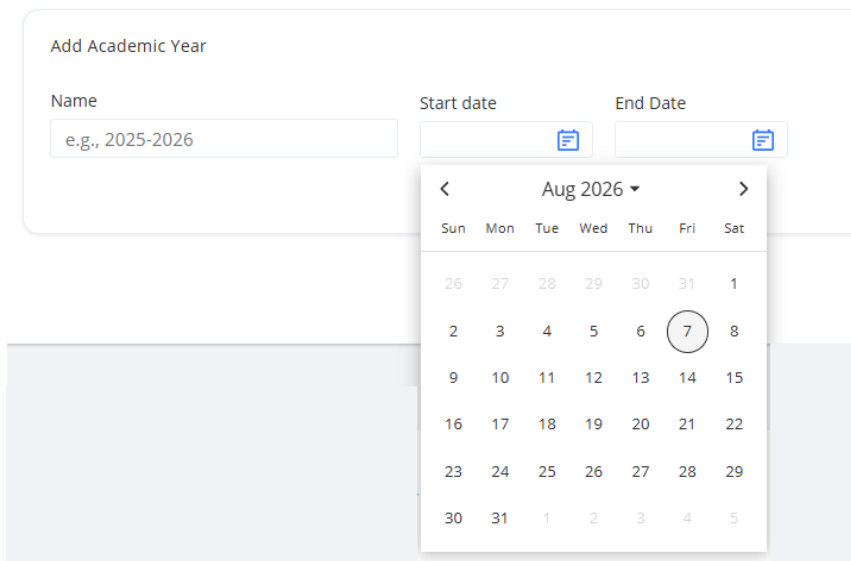
The following information can be configured for each academic year:

Name: Provide a descriptive name for the academic year.

Start date: Provide the starting date of the academic year.

End date: Provide the ending date of the academic year.

Click the Calendar icon to select the required date, as shown below



Add Academic Year

Name: e.g., 2025-2026

Start date: [Calendar Icon]

End Date: [Calendar Icon]

Calendar overlay: Aug 2026. Days: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Dates: 1-31. The 7th is selected.

Once all required information has been configured, click Add to create the academic year entry. The newly created entry is displayed in the Academic Years section, as shown below:



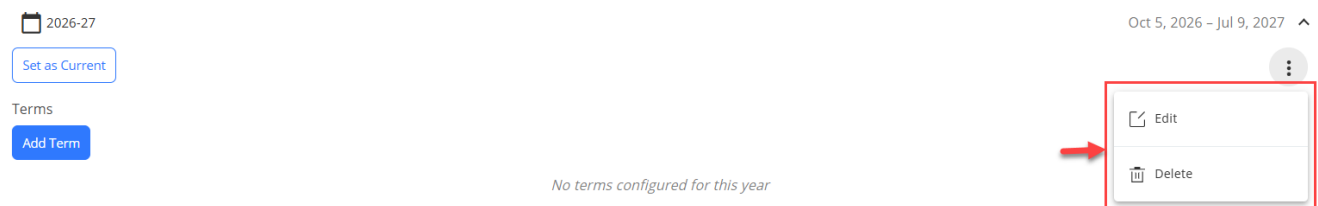
Academic Years
Manage academic years and their terms.

Add Academic Year

2026-27

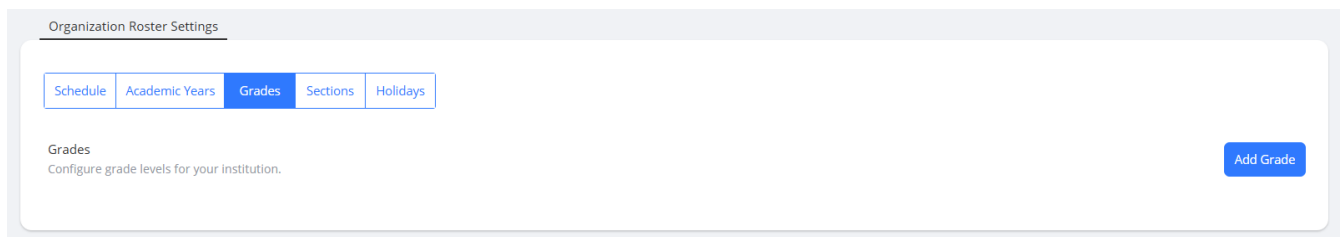
Oct 5, 2026 – Jul 9, 2027

A configured academic year can be modified or removed by clicking the  icon available next to the respective year, as highlighted below.

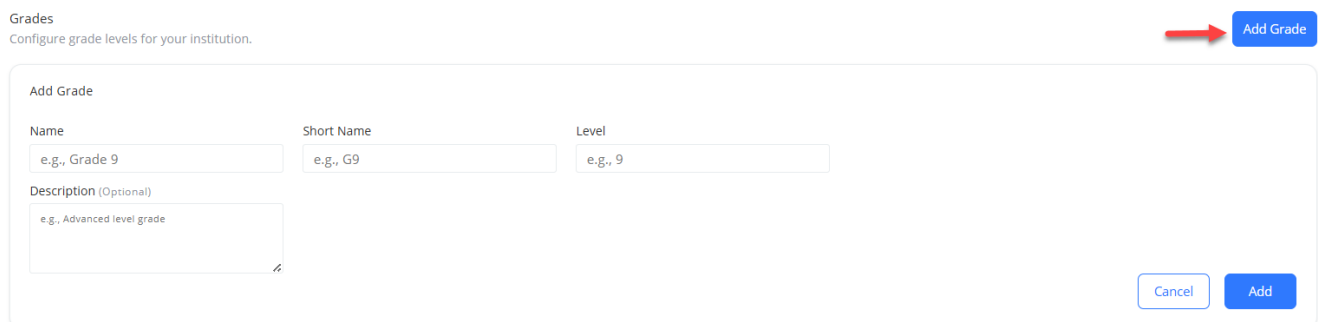


8.3 Grades

The Grades tab allows organization administrators to maintain grades level information as part of the organization's roster configuration.



To create a new grade, click Add Grade. Following screen is displayed:



The following information can be configured for each grade:

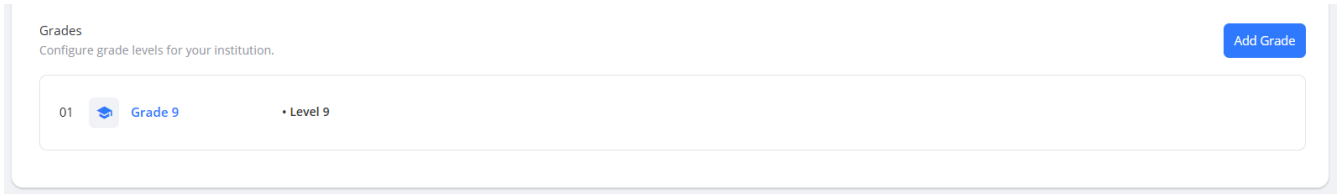
Name: Provide a descriptive name for the grade.

Short Name: Provide an abbreviated name or identifier for the grade.

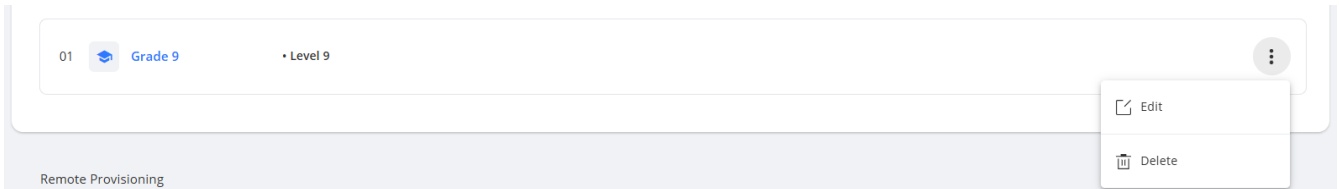
Level: Provide the level associated with the grade

Description: Provide an optional description of the grade.

Once all required information has been entered, click Add to create the grade entry. The newly created entry is displayed in the Grades section, as shown below:

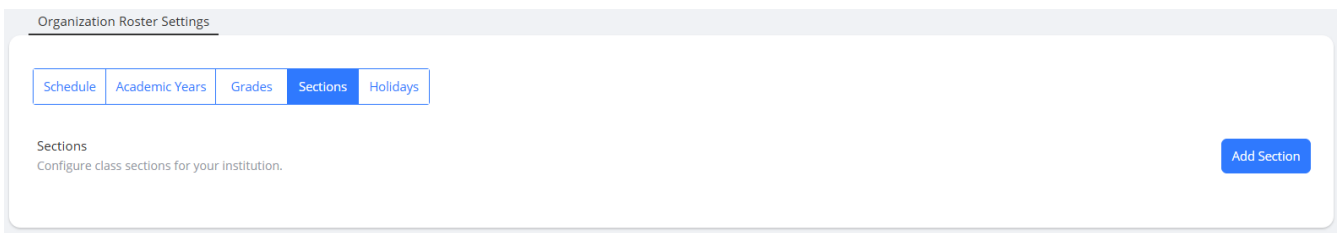


A configured grade can be modified or removed by clicking the  icon available next to the respective grade, as highlighted below.

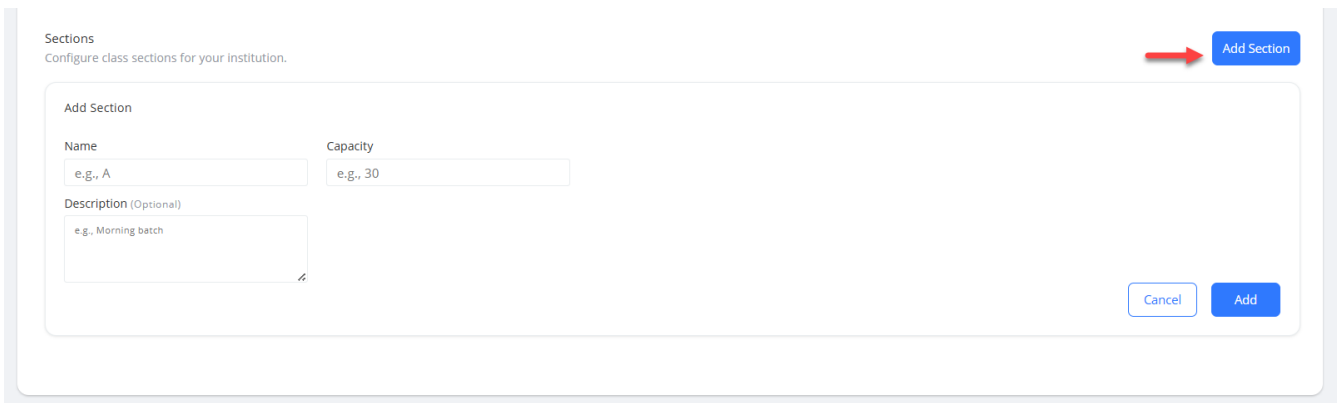


8.4 Sections

The sections tab allows organization administrators to maintain sections related information as part of the organization's roster configuration.



To create a new section, click Add Section. Following screen is displayed:



The following information can be configured for each academic year:

Name: Provide a descriptive name for the section

Capacity: Provide the number of participants that are allowed for this particular section.

Description: Provide an optional description of the section.

Once all required information has been entered, click Add to create the section entry. The newly created entry is displayed in the Section screen, as shown below:

Sections

Configure class sections for your institution.

Add Section

01

Section A

Capacity: 30

A configured Section can be modified or removed by clicking the  icon available next to the respective section, as highlighted below.

01

Section A

Capacity: 30

Edit

Delete

Remote Provisioning

8.5 Holidays

The Holidays tab allows organization administrators to maintain information related to yearly holidays as part of the organization's roster configuration.

Organization Roster Settings

Schedule

Academic Years

Grades

Sections

Holidays

Holidays

Manage holidays when classes won't be scheduled.

Add Holiday

To create a new holiday entry, click Add Holiday. Following screen is displayed:

Holidays

Manage holidays when classes won't be scheduled.

Add Holiday

Add Holiday

Holiday Name

Start date

End Date (Optional)

Type

e.g., Independence Day

Public Holiday

Recurring yearly

Cancel

Add

The following information can be configured for each academic year:

Holiday Name: Provide a descriptive name for the holiday.

Start date: Provide the starting date of the holiday.

End date: Specifies the end date of the holiday. For holidays spanning multiple days, this field defines the last day of the holiday period.

Click the Calendar icon to select the required date, as shown below

Add Holiday

Holiday Name

e.g., Independence Day

Start date

End Date (Optional)

Type

Public Holiday

☐
Recurring yearly

<

Aug 2026

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Type: Specify the type of holiday. Available options include Public Holiday, School Event and Custom.

A toggle button is available at the bottom of the form to specify whether the holiday is repeated every year.

Once all required information has been configured, click Add to create the holiday entry. The newly created entry is displayed in the Holidays tab, as shown below:

Holidays

Manage holidays when classes won't be scheduled.

Add Holiday

01

Independence Day

Aug 14, 2026

A configured holiday entry can be modified or removed by clicking the  icon available next to the respective entry, as highlighted below.

01

Independence Day

Aug 14, 2026

Edit

Delete

9 Understanding the Concepts – Course & Class

To start with the traditional classroom, typically students and teachers are enrolled in multiple courses, each course has its own set of classes. Similarly in Rainbow Classroom, a **Course** is a particular subject that can contain multiple classes and each class is led by one or more teachers. It offers a structure for teachers and students to connect in a course-specific space where all the respective classes will be housed.

Whereas, a **Class** is a group of students within a course. Teachers and students can interact in a class via file sharing, text messaging, and whiteboard as well as have a collaborative session in Rainbow Classroom. Classes are only accessible to those teachers/students who are enrolled in their respective class.

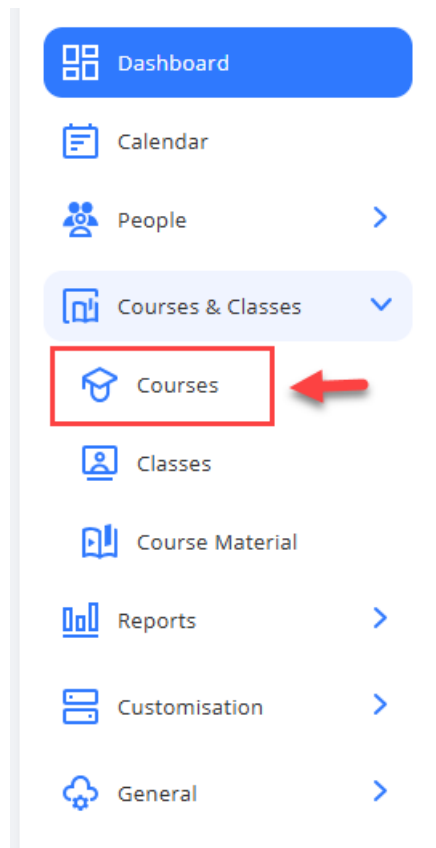
Rainbow Classroom contains all of the necessary features associated with a course that are required to build a realistic classroom environment to engage students and facilitate better interaction.

The following is an example to help understanding courses and classes in Rainbow Classroom.

Scenario: Two courses Maths and Chemistry have been provisioned by an organization administrator. Each course has two separate classes i.e. Class A and Class B which are assigned to Teacher 1 and Teacher 2 respectively. Students are enrolled in their respective class of the course and can join a collaborative session initiated by the relevant teacher on Rainbow Classroom.

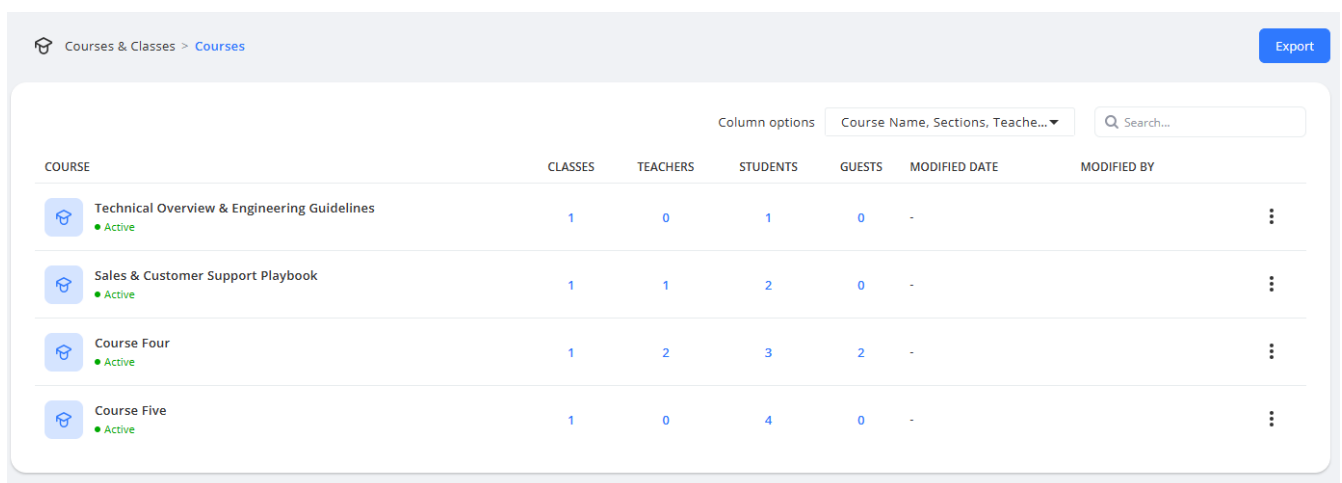
10 Courses

This section facilitates an administrator to view details of all the courses that have been provisioned to teachers, students and guests. To view courses, expand the **Courses & Classes** menu in the left hand panel and then click on Courses link as shown below:



SCREENSHOT – Left Hand Panel

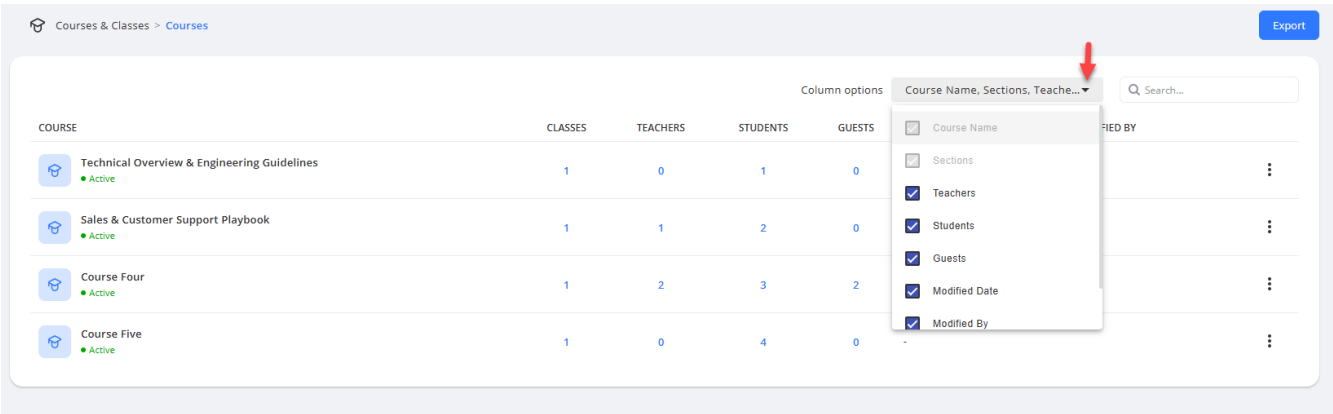
Following page is displayed:



SCREENSHOT – Courses

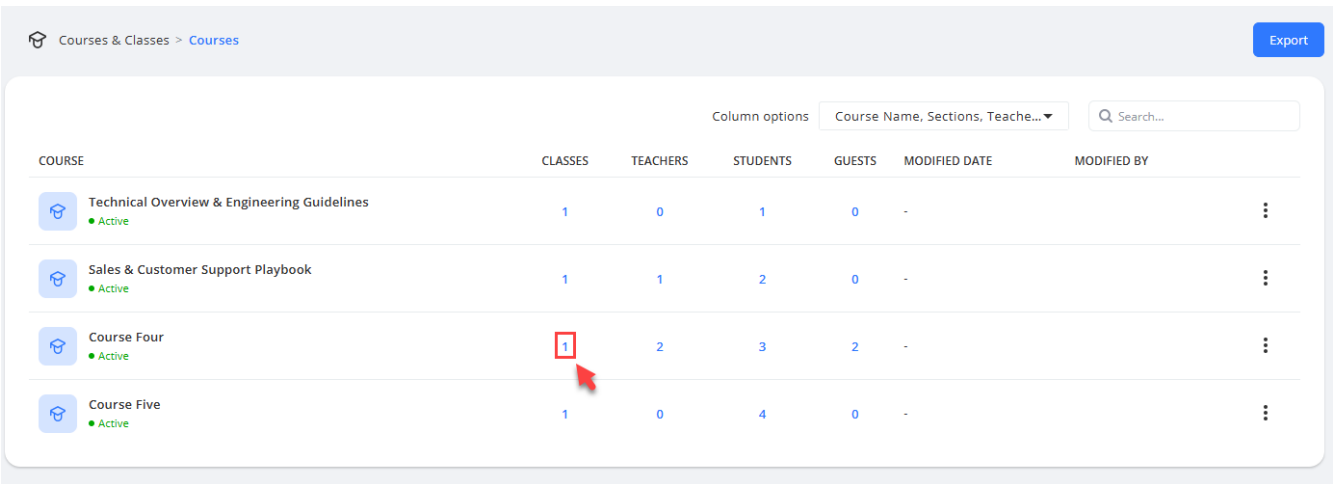
Note: Use the **Search** field at the top right corner of the screen to search for a particular course.

A drop-down menu is available next to Column Options to configure the course information displayed in the table. Administrators can select the columns that should be visible, allowing the course list to be customized according to their requirements.



The **Classes**, **Teachers**, **Students** and **Guests** columns provide the number of entities associated with each course. To view detailed information, click the corresponding value in the required column. A detailed view of the selected entities is displayed.

The following example illustrates how to view the classes associated with a course by clicking the value in the **Classes** column



SCREENSHOT – Courses

You will be presented with classes details associated with the respective course.

Courses & Classes > Courses > Classes

Export

All Classes Templates

Column options Section Name, Course Name, T... Search...

CLASS	COURSE	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Course Four Active	Course Four	2	3	2	-	⋮

SCREENSHOT – Classes

An organization admin can see further details about individual classes by clicking on the  icon available next to each class as shown below:

All Classes Templates

Column options Section Name, Course Name, T... Search...

CLASS	COURSE	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Course Four Active	Course Four	2	3	2	-	⋮

Edit

Events

Attendance

Copy

Delete

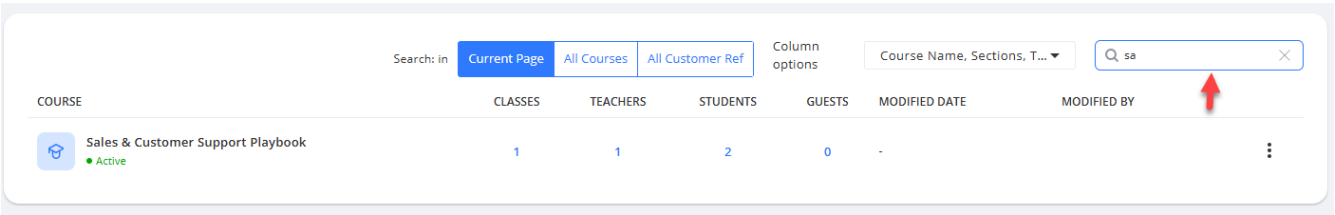
SCREENSHOT – Classes

Following options are available to organization admin:

- Edit:** Click this option to edit configurations of a class.
- Events:** Click this option to view events related to the class.
- Attendance:** Click this option to view attendance of the participants of the class.
- Copy:** Click this option to create a copy of the class.
- Delete:** Click this option to delete the class.

10.1 Search a Course

You can also search for a particular course by using search bar as shown below:

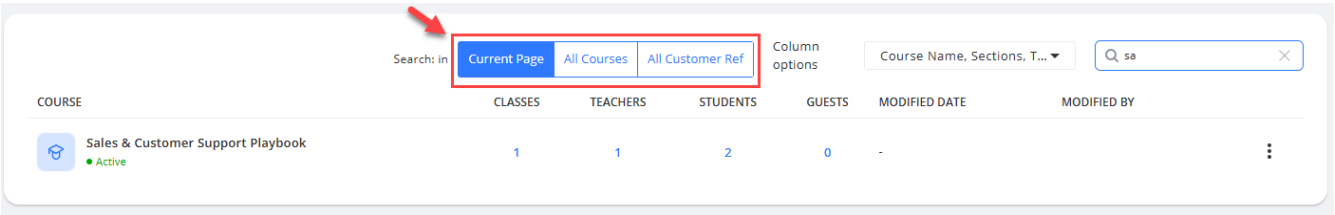


Search: in Current Page All Courses All Customer Ref Column options Course Name, Sections, T... Q sa

COURSE	CLASSES	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Sales & Customer Support Playbook Active	1	1	2	0	-	

SCREENSHOT – Courses

Search filters are available to make it easier for user to search for their desired courses.



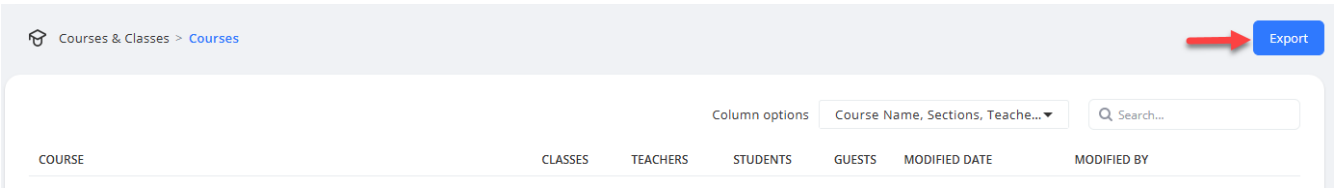
Search: in Current Page All Courses All Customer Ref Column options Course Name, Sections, T... Q sa

COURSE	CLASSES	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Sales & Customer Support Playbook Active	1	1	2	0	-	

SCREENSHOT – Courses

10.2 Export Data

You can export all the information related to courses in an EXCEL file by clicking on Export button as highlighted below:



Courses & Classes > Courses

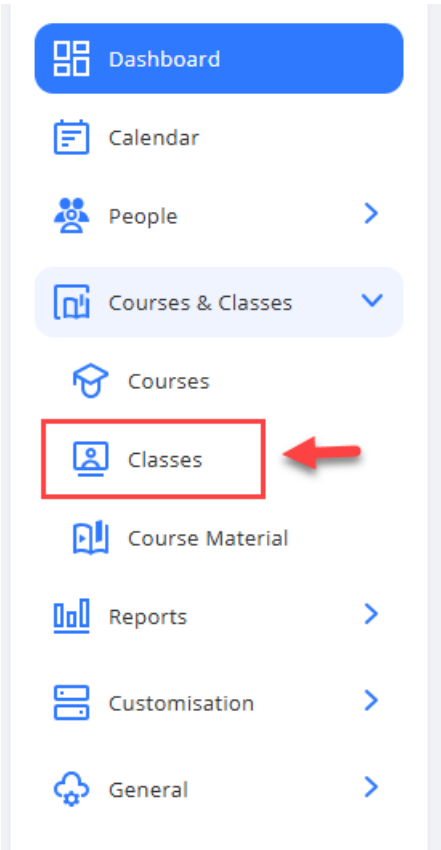
Column options Course Name, Sections, Teache... Search...

COURSE	CLASSES	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
--------	---------	----------	----------	--------	---------------	-------------

SCREENSHOT – Courses

11 Classes

A class is created automatically on the Rainbow Classroom Management Center for each course that has been provisioned to teachers, students and guests. This section facilitates an administrator to view details of all the available classes. To view classes, expand the **Courses & Classes** menu in the left hand panel and then click on **Classes** link as shown below:



SCREENSHOT – Left Hand Panel

Following page is displayed:

Courses & Classes > Classes

Export

AllClassesTemplates

Column options

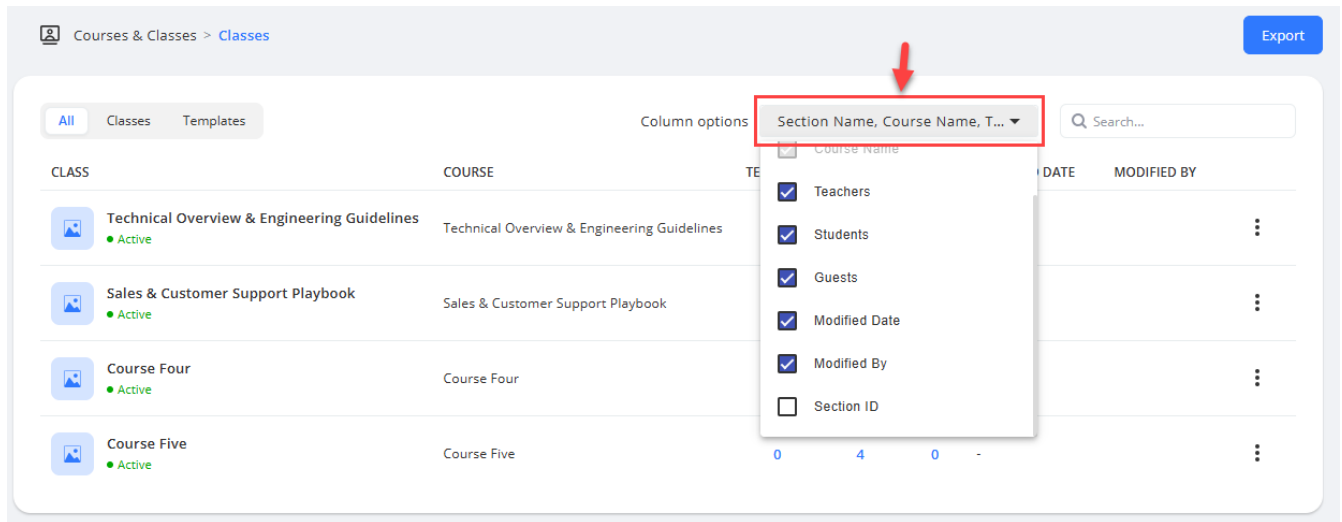
Section Name, Course Name, T...

Search...

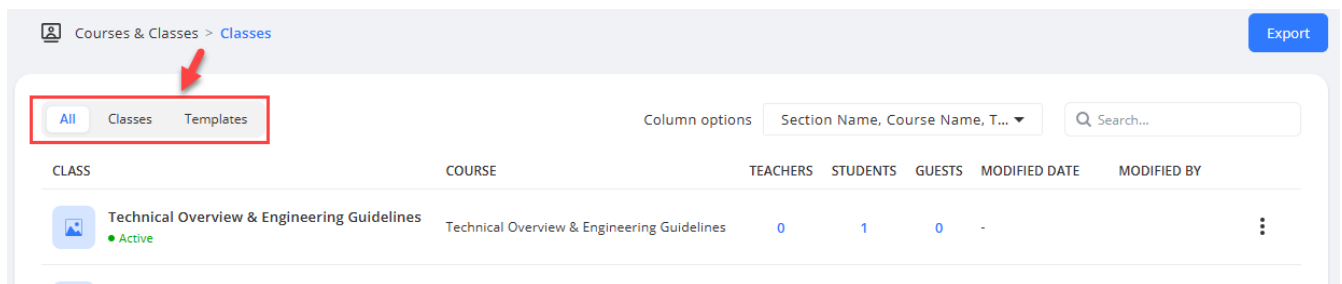
CLASS	COURSE	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Technical Overview & Engineering Guidelines Active	Technical Overview & Engineering Guidelines	0	1	0	-	⋮
 Sales & Customer Support Playbook Active	Sales & Customer Support Playbook	1	2	0	-	⋮
 Course Four Active	Course Four	2	3	2	-	⋮
 Course Five Active	Course Five	0	4	0	-	⋮

SCREENSHOT – Classes

A Column Options drop-down menu is available to configure the information displayed in the Classes table. Administrators can select the columns to be displayed, allowing the table to be customized according to their requirements.



By default, the All tab displays all available classes and classroom templates. The Classes and Templates tabs allow administrators to filter the list and view only existing classes or classroom templates, respectively.

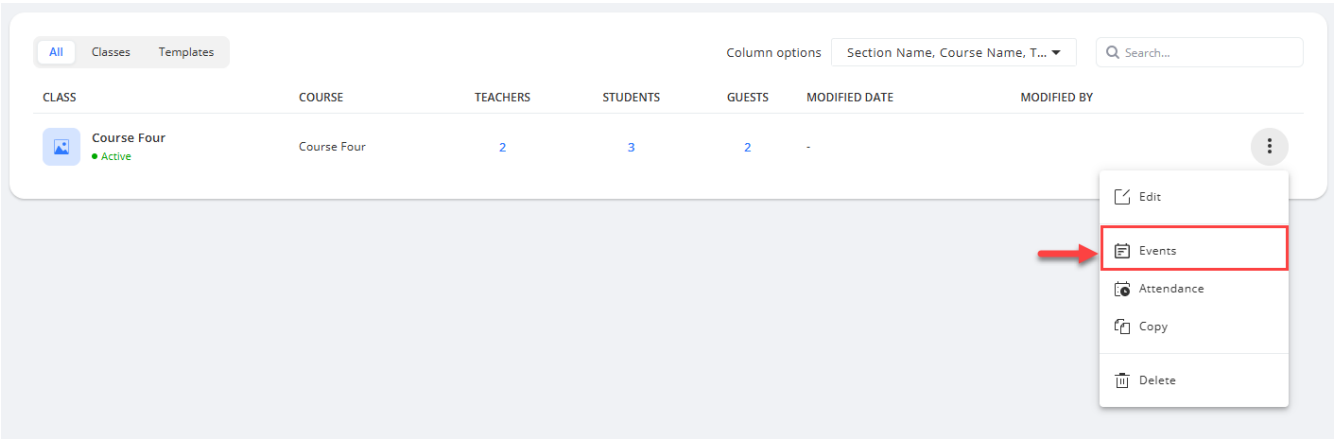


Note: The classes that have been provisioned to users via the LTI setup from LMS as well, will be displayed on the **Classes** screen along with their associated details.

Note: For each class available in the Classroom Management Center, a separate classroom for that class will be automatically created on the Rainbow Classroom Web Client.

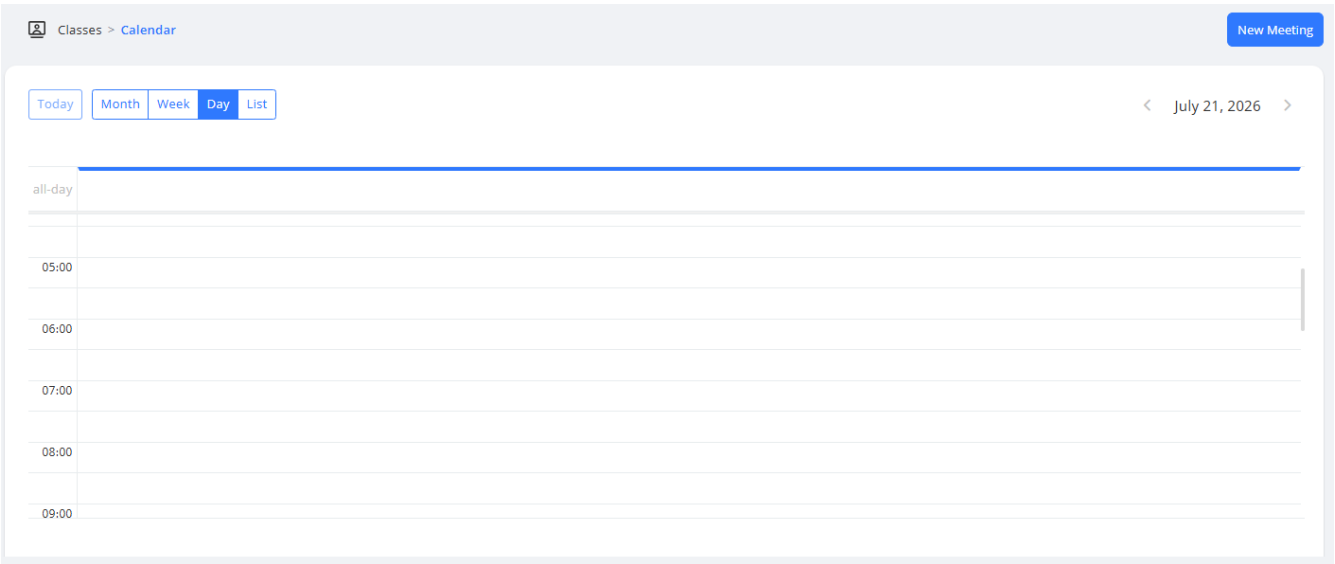
11.1 View Events

In order to see scheduled events for a particular classroom, click on the  icon which appears beside each classroom and then click on **Events** as shown below:



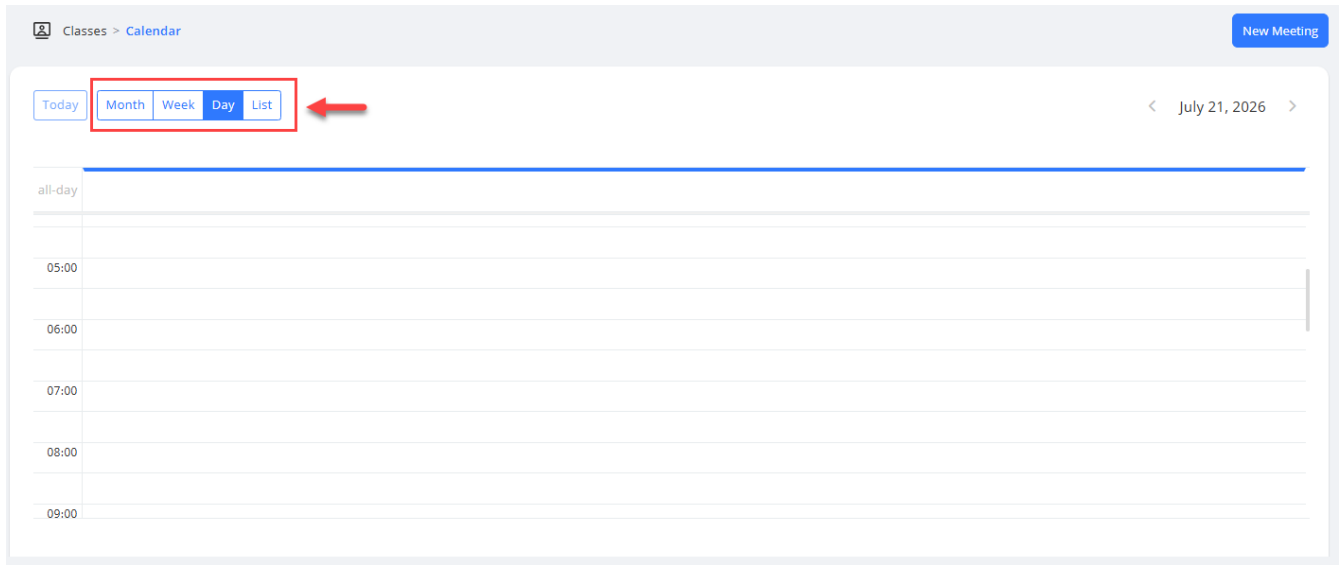
SCREENSHOT – Classes

Following screen is displayed with detail of each classroom mapped on a calendar for each month. Time of the classroom is also displayed as shown below:



SCREENSHOT – Class Events

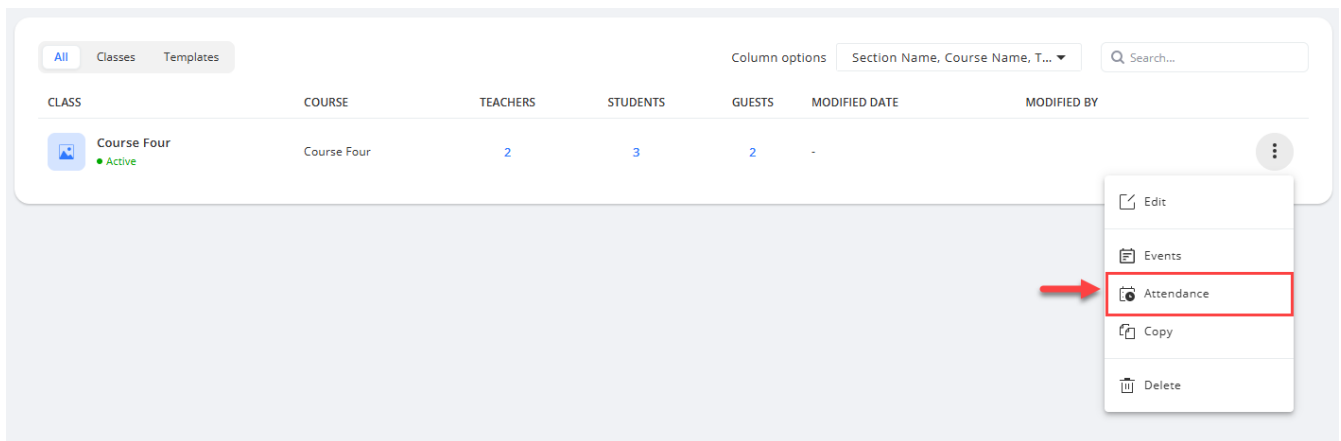
By default, Day-wise view of sessions is displayed. But you can choose to view a Weekly, Daily or List view of the sessions by clicking on the respective button as highlighted below:



SCREENSHOT – Class Events

11.2 Class Attendance

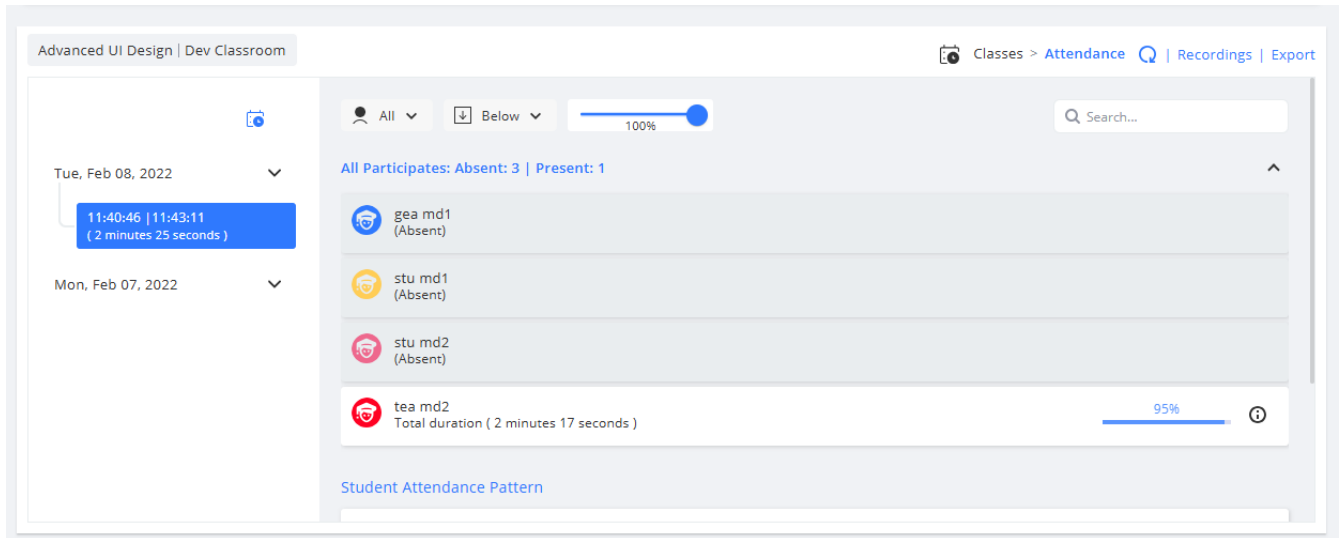
To view attendance of classes, click on the  icon which appears beside each classroom and then click on **Attendance** as shown below:



SCREENSHOT – Attendance

Note: Class attendance will only be available if the teacher has conducted a session for the class in Rainbow Classroom.

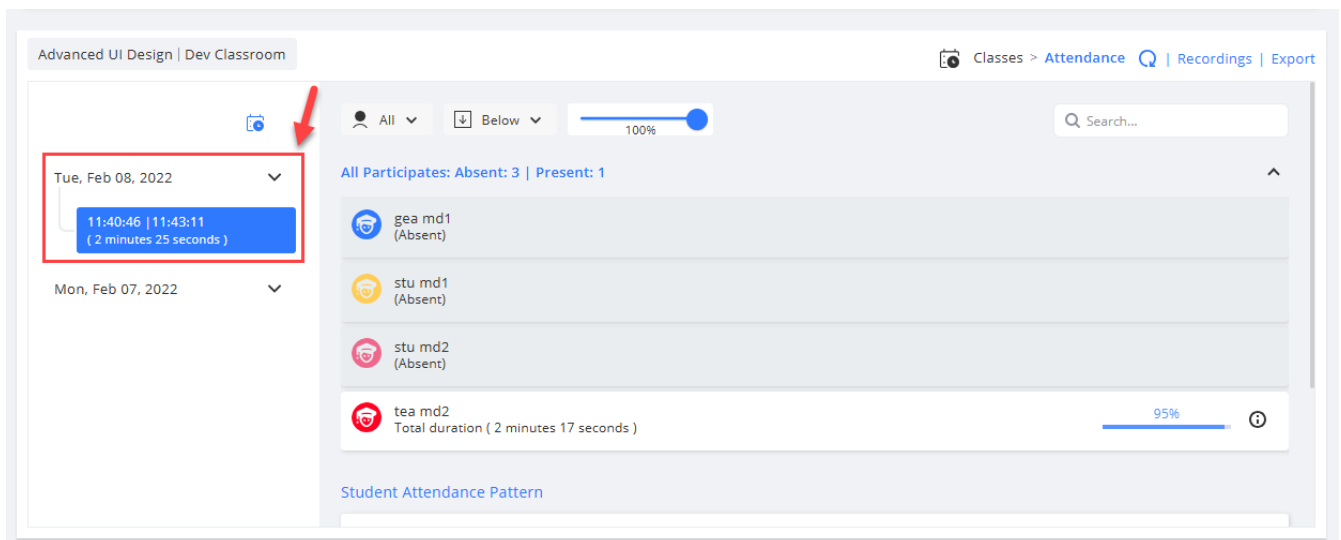
You will be presented with the following screen.



SCREENSHOT – Attendance

11.2.1 Check Attendance Based on Date & Time Span

The administrator can check attendance of different sessions that have been conducted for the respective class. These sessions are displayed on the basis of date and time span on the left side of the screen, as shown below.



SCREENSHOT – Attendance

Click on the session time that has been conducted on a particular date and its relevant attendance will be displayed.

11.2.2 Attendance Details

The attendance results display the following details:

Session Date: Date on which the session was conducted by teacher.

Session Time Duration: Displays start and end time of session as well as total time duration.

Total Students: Displays the total number of students in the respective class.

Absent & Present Number of Students: Total number of absent and present students in the session.

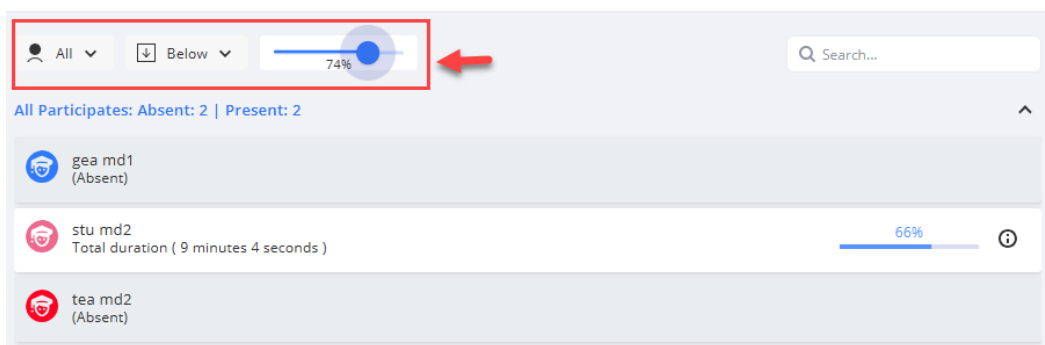
Attendance Duration of Present Student: The total duration of time that a student spends in the session.

Attendance Percentage of Present Student: The percentage of time a student spends in the session.

Absent Students: Students who are not present in the class are marked as absent.

Note: The administrator can search any student's attendance via the search bar displayed at the top of the screen.

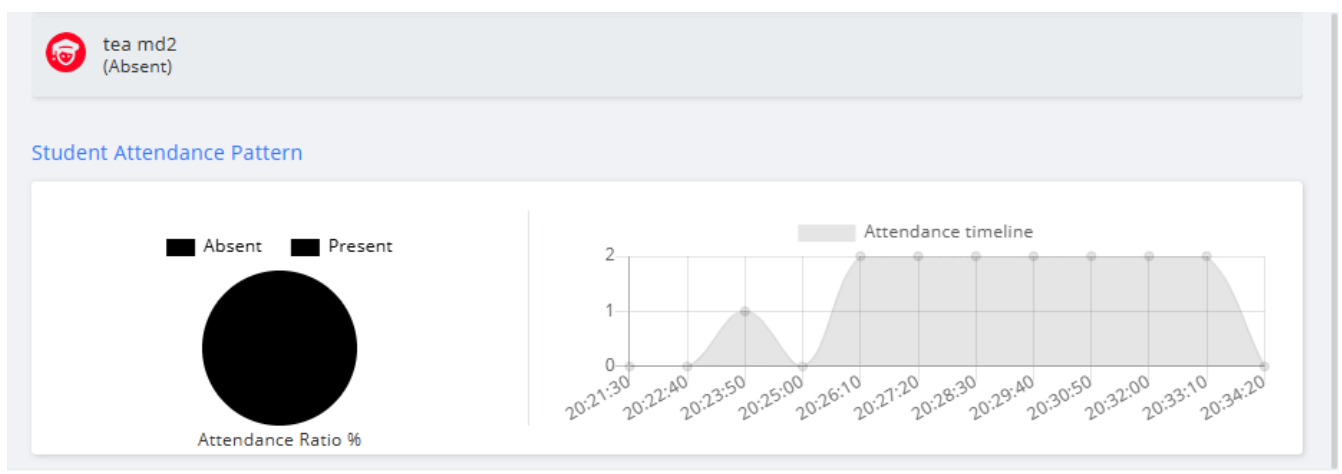
Note: The administrator can filter attendance results via the dropdowns displayed beside search bar. The attendance percentage slider is also available that works as a qualifier for the options that are selected from the respective dropdowns, as shown below:



SCREENSHOT – Attendance

11.2.3 Student Attendance Pattern

The administrator can see student attendance patterns via pie chart and graph, as shown below.



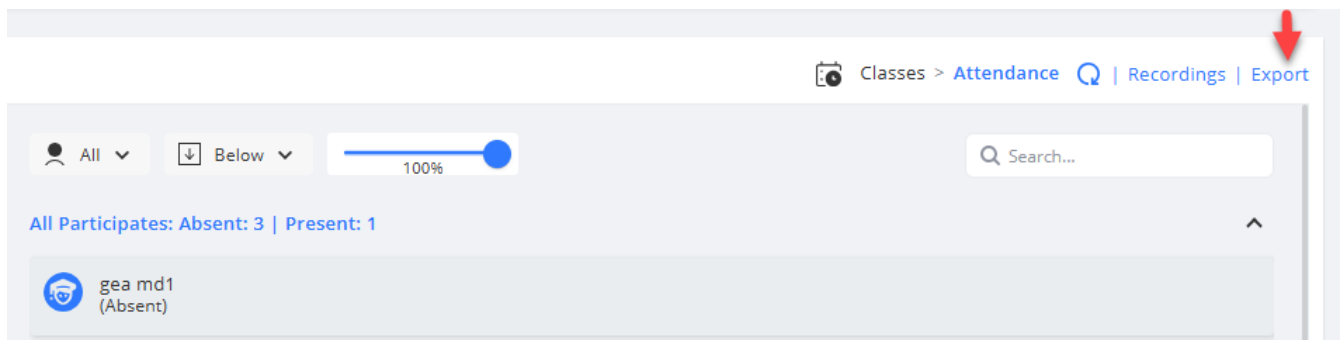
Screenshot- Attendance

Attendance Ratio % (Pie Chart) – This pie chart displays present and absent students' ratio in the respective session. It helps organization admin to monitor participation of students and to ensure that student's presence is on required level in the respective session.

Attendance Timeline (Graph) – This graph displays student attendance with respect to the total time span of the session. Time span is displayed along the X-axis and number of present students is displayed along the Y-axis of the graph. The graph helps an organization admin to track progress of student’s participation for a specific time in the respective session.

11.2.4 Export Attendance Report

All the information related to attendance of a particular class can be downloaded in the form of an excel file by clicking on Export button as highlighted below:

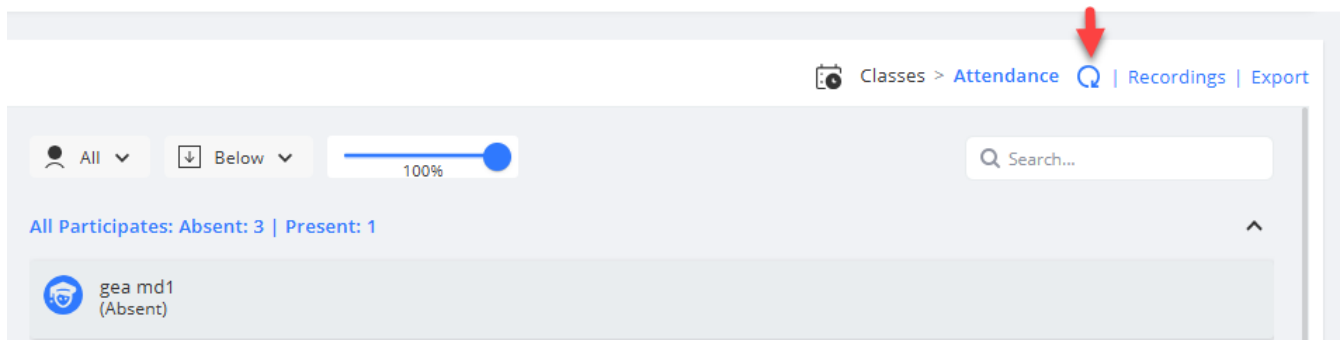


SCREENSHOT – Attendance

You will be provided with two options when you click on Export button. You can either download attendance report of the selected session or report for all the sessions conducted for that particular class.

11.2.5 Refresh the Attendance Report

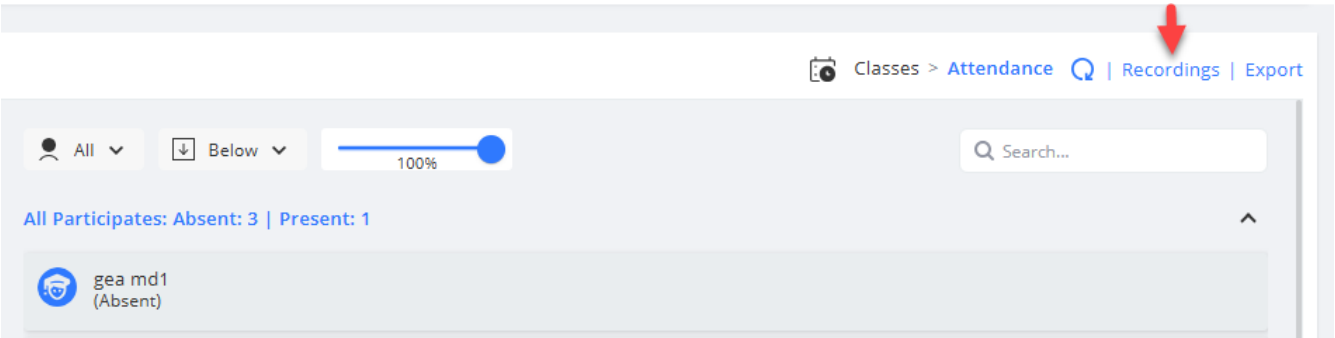
A refresh button is also available to update the attendance report of ongoing session(s) as highlighted below:



SCREENSHOT – Attendance

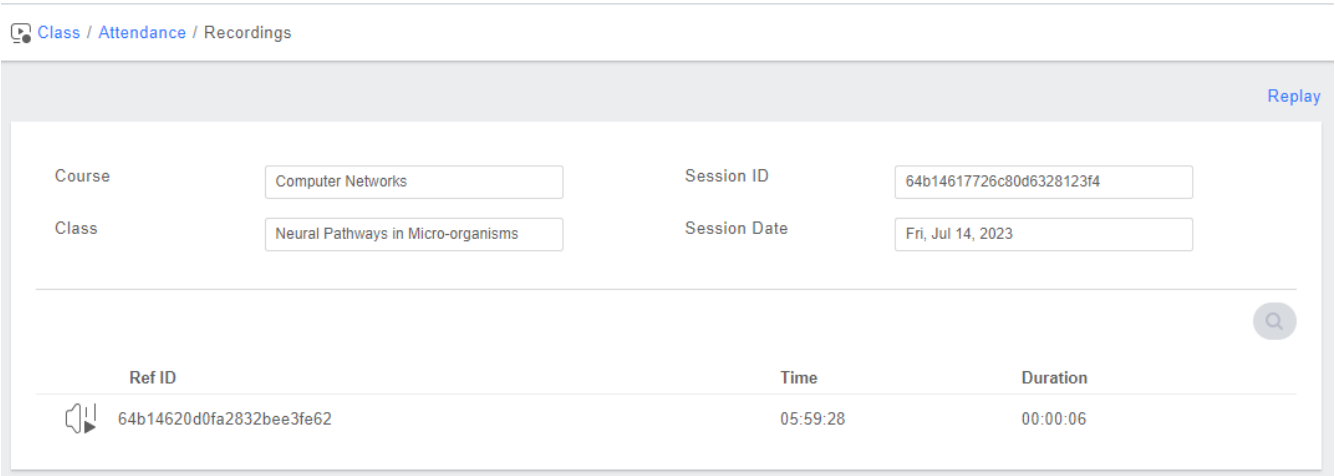
11.2.6 Recordings

In order to see recordings performed during a particular classroom, click on Recordings as highlighted below:



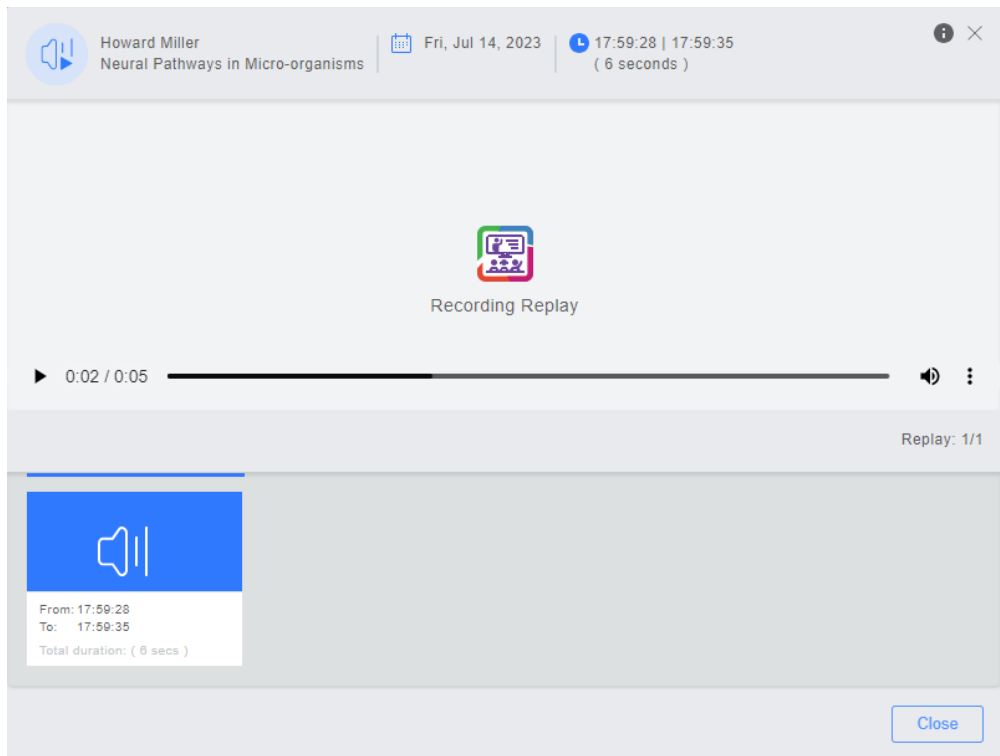
SCREENSHOT – Recordings

Following screen will be displayed:



SCREENSHOT – Recordings

Click on the  icon to play a Recording. Following player will be displayed:



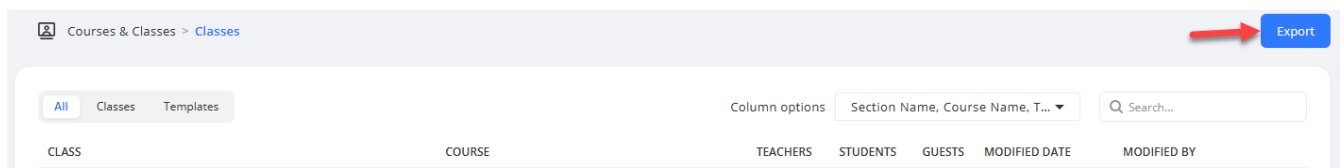
SCREENSHOT – Recordings

These recordings are also available by clicking on the **Recordings**  icon which appears beside each teacher, as shown below.

Note: The Recordings will only be available if the respective teacher has recorded any sessions on Rainbow Classroom.

11.3 Export Class

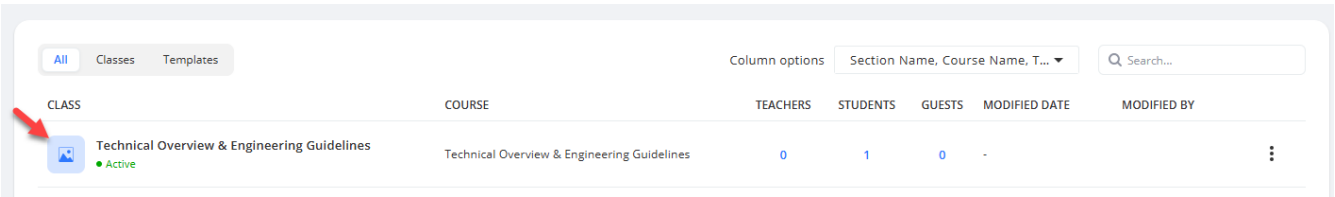
All the information related to classes can be downloaded in the form of an Excel file by clicking on Export button as highlighted below:



SCREENSHOT – Classes

11.4 Set Avatar

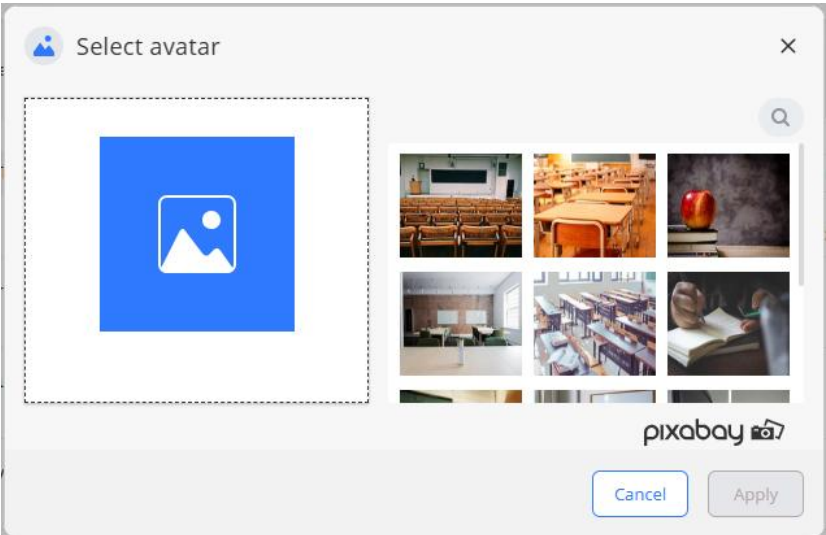
The organization admin can set an avatar for each added class. To do so, click on the Avatar icon  which appears beside each class, as shown below.



CLASS	COURSE	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Technical Overview & Engineering Guidelines ● Active	Technical Overview & Engineering Guidelines	0	1	0	-	⋮

SCREENSHOT – Set Avatar

You will be presented with the following screen.



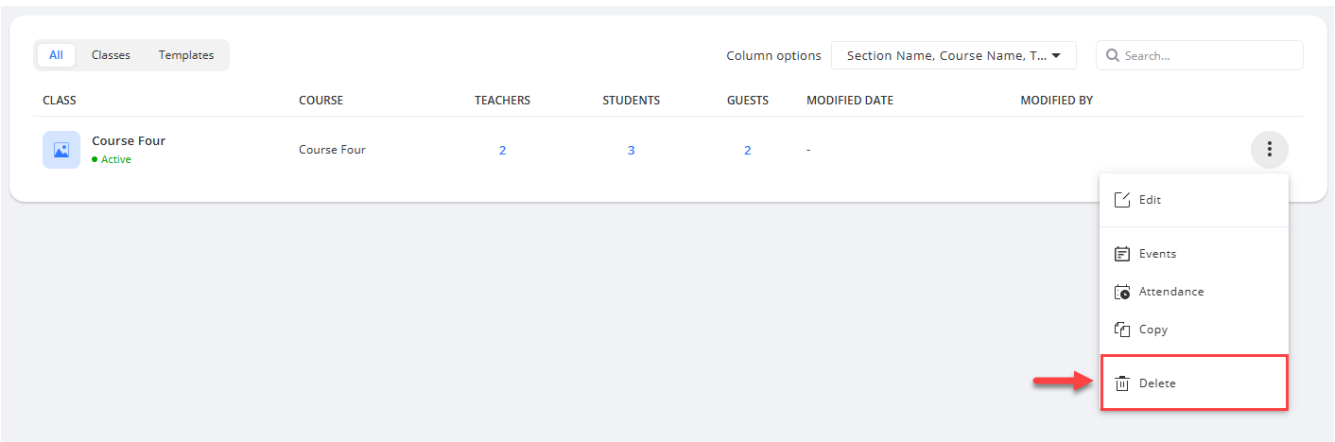
SCREENSHOT – Set Avatar

Note: Use the **Search** field on the above screen to search for a particular avatar.

Select an avatar on this screen and click on the **Apply** button.

11.5 Delete Class

If you want to delete an existing classroom, click on the  icon which appears beside each classroom and then click on **Delete** as shown below:



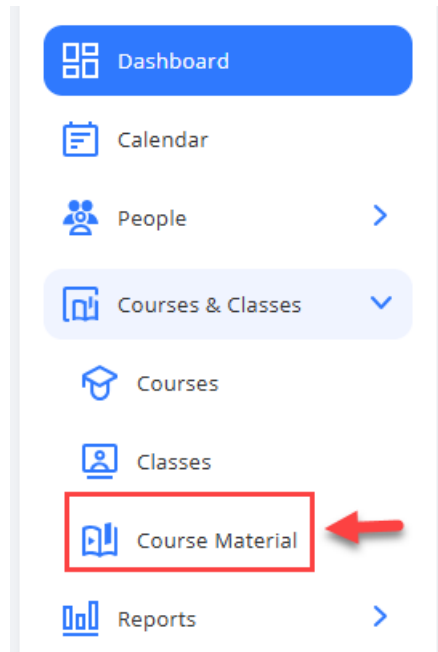
CLASS	COURSE	TEACHERS	STUDENTS	GUESTS	MODIFIED DATE	MODIFIED BY
 Course Four ● Active	Course Four	2	3	2	-	⋮

- Edit
- Events
- Attendance
- Copy
- Delete**

SCREENSHOT – Classes

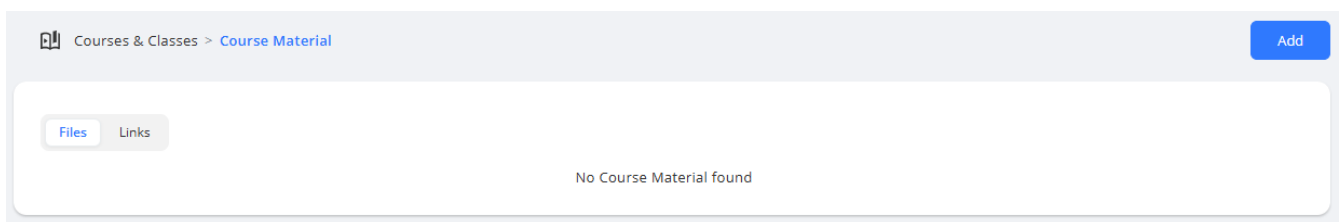
12 Course Material

Organization admins are empowered to add course material in bulk and then assign them to respective classrooms. This makes it easier for organization admin to allocate similar course material for multiple classrooms instead of having to upload it every time a new classroom is added. A separate link is available in Courses and Classes section of left-hand menu for course material (as shown below) where an organization admin cannot only upload new course material but also view previously available course material that is uploaded by them, other organization admins or teachers in their respective classrooms.



Screenshot – Left Hand Panel

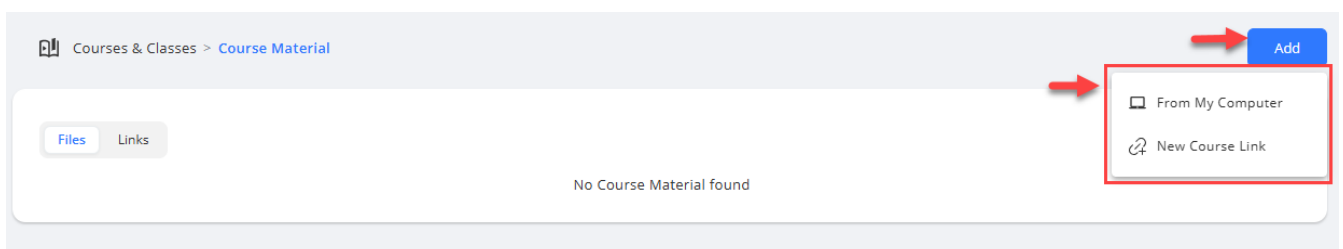
When an organization admin clicks on Course Material link, following screen is displayed:



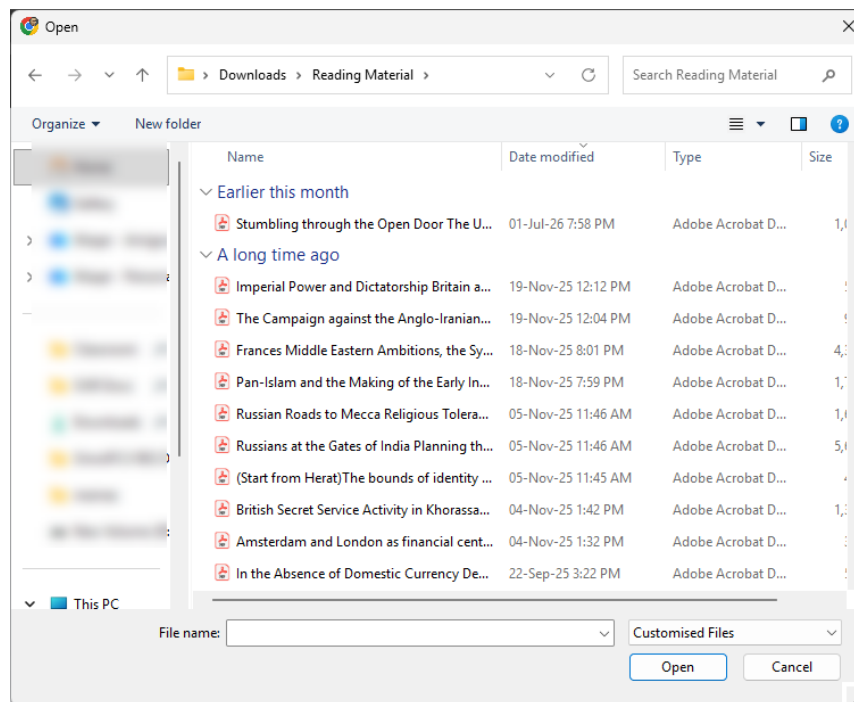
Screenshot – Course Material

12.1 Adding Course Material

In order to add a new file/link as course material, click on **Add** available in the top-right corner as highlighted below and a drop down is displayed:



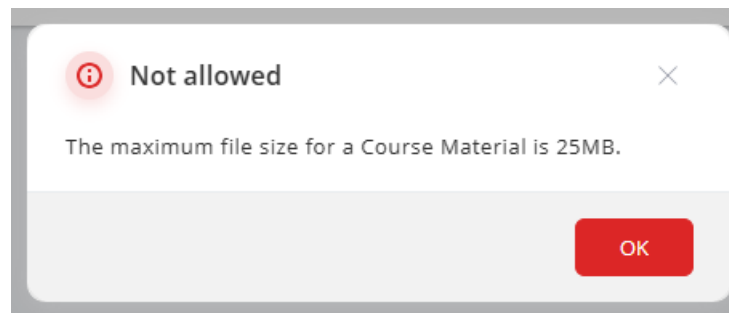
To add a file as course material, click on From My Computer option. Following pop-up windows is displayed:



Screenshot – Course Material

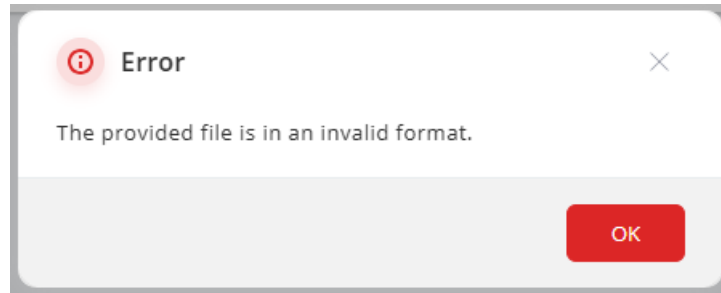
Select relevant file and click on Open button.

An organization admin cannot upload a file that is over 25 MB. Following error is displayed if you try to upload such a file:



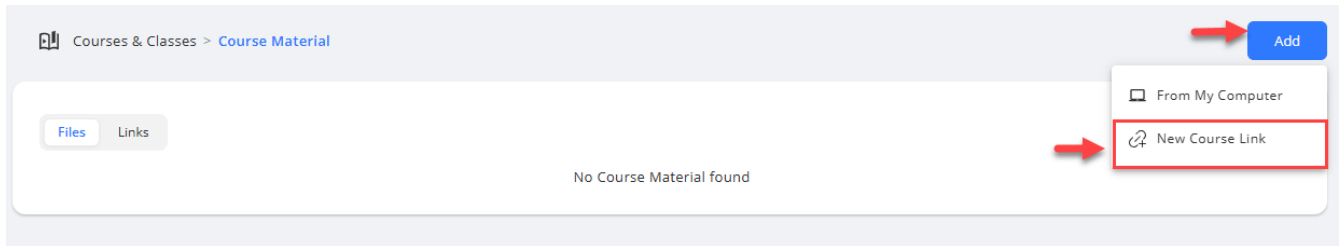
SCREENSHOT – Message from the Application

Supported file formats are jpeg, jpg and png for images, doc and docx for document files, xls and xlsx for excel files, ppt and pptx for presentations, mp4,webm and ogg for videos and pdf. Following message is displayed when you try to upload a file whose format is not supported by Rainbow Classroom:



SCREENSHOT – Message from the Application

In order to add a Link as course material, click on New Course Link option as shown below:



SCREENSHOT – Add New Course Link

Following pop-up window is displayed:



SCREENSHOT – Add New Course Link

Provide a name, URL address and description for the link and click on Add button.

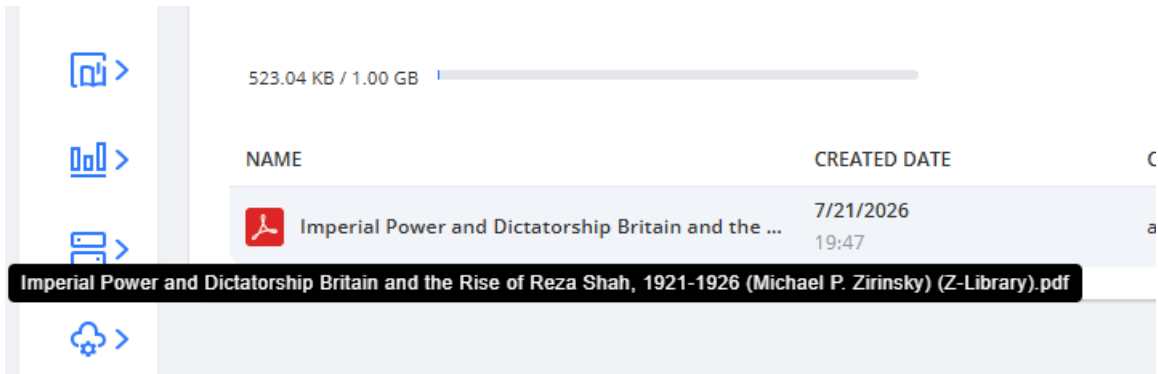
12.2 Files

IMPORTANT!! By default, the limit for course material of an organization is set to 1GB.

All the files uploaded across the organization by teachers and organization admins are displayed on this screen. Each file is displayed with their respective format icon (e.g. Acrobat reader icon for PDF files). Details available for each file include:

Name: Provides name of the file.

Note: If the name of the file is too long to be displayed in the table, then hover your cursor on that particular file and a tooltip will display the full name of the file as shown below:



Screenshot – Course Material

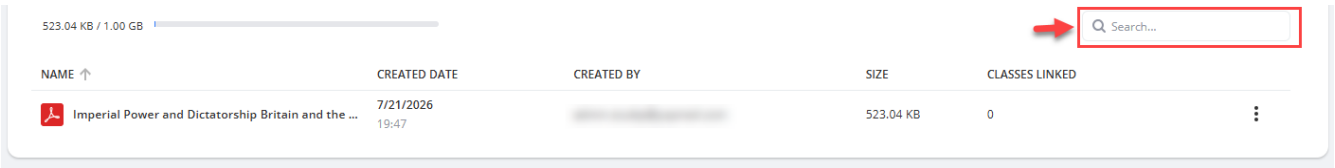
Created By: Provides email address of the organization admin / teacher that uploaded the file as course material.

Created Date: Provides date and time when the file was uploaded.

Size: Provides memory size of a particular file.

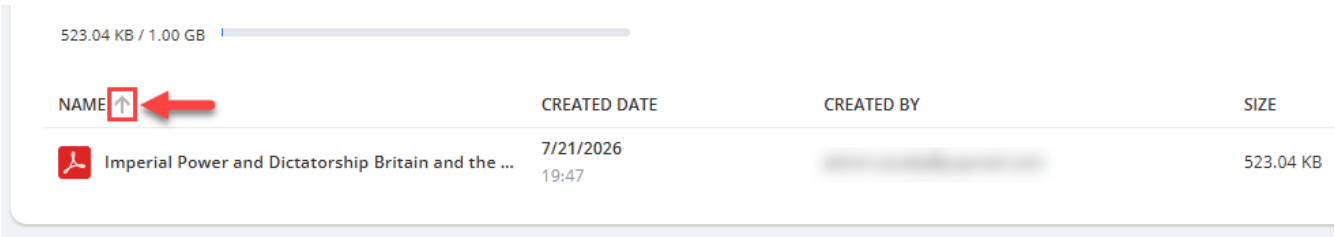
Classes Linked: Provides the number of classes that a particular file is associated with as course material.

You can search for a particular file by entering the name of the file in the search bar as highlighted below:



Screenshot – Course Material

You can arrange files in descending and ascending order by clicking on arrow icon that is displayed next to the heading of each column as shown below:

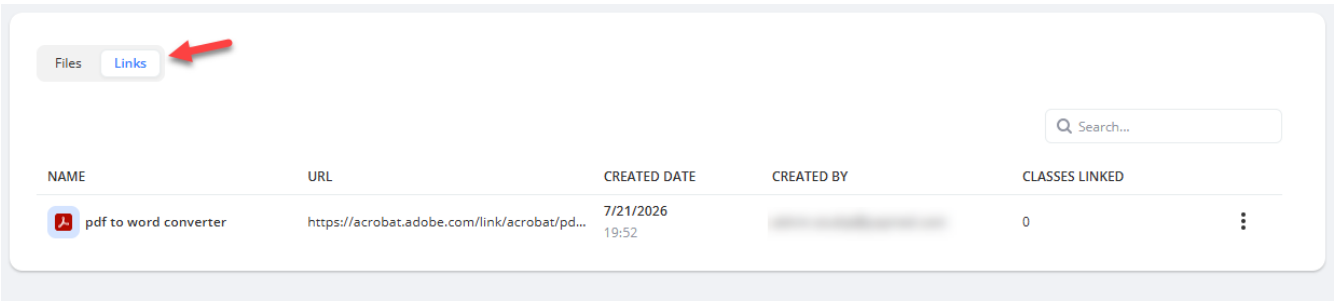


Screenshot – Course Material

Files added in Course material can be deleted by clicking on the  icon displayed next to each file.

12.3 Links

By default, files available as course material across the entire organization are displayed but an organization admin can view Links available as course material across the entire organization by clicking on Links button as highlighted below and relevant details will be displayed:



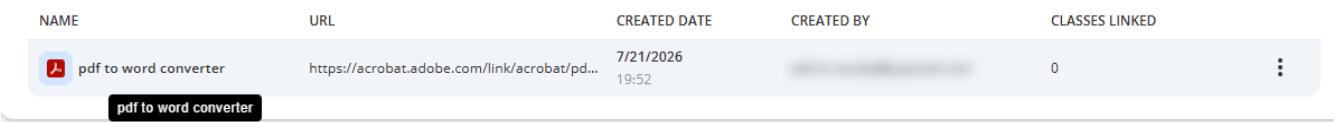
NAME	URL	CREATED DATE	CREATED BY	CLASSES LINKED
 pdf to word converter	https://acrobat.adobe.com/link/acrobat/pd...	7/21/2026 19:52		0

Screenshot – Course Material

All the links added across the organization by teachers and organization admins are displayed on this screen. Each link is displayed with their respective website icon. Details available for each Link include:

Name: Provides name of the link.

Note: If the name of the Link is too long to be displayed in the table, then hover your cursor on that particular link and a tooltip will display the full name of the link as shown below:



NAME	URL	CREATED DATE	CREATED BY	CLASSES LINKED
 pdf to word converter	https://acrobat.adobe.com/link/acrobat/pd...	7/21/2026 19:52		0

Screenshot – Course Material

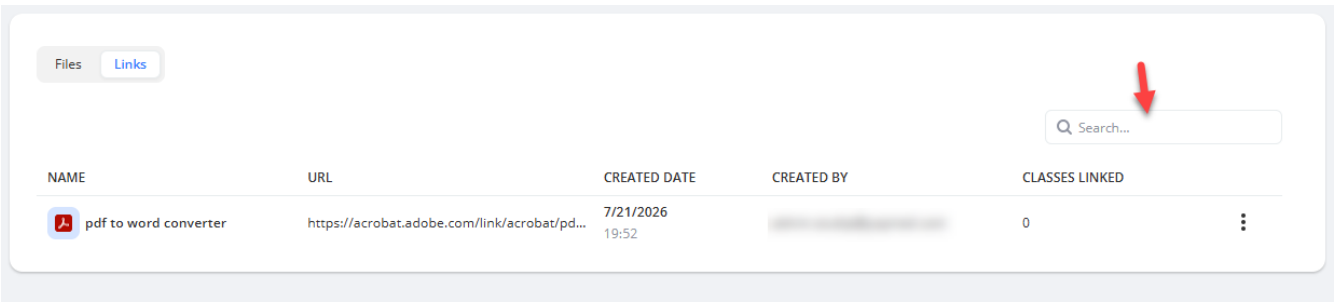
URL: Provides URL address of the course link.

Created By: Provides email address of the organization admin / teacher that added a particular course link.

Created Date: Provides date and time when the course link was added.

Classes Linked: Provides the number of classes that a particular course link is associated with as course material.

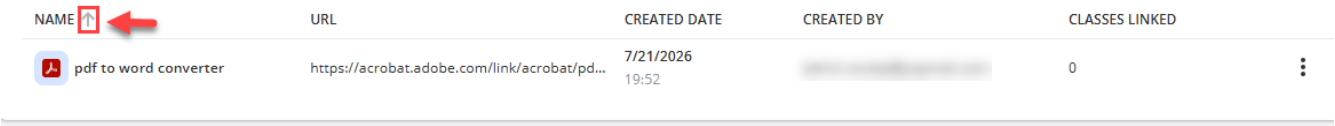
You can search for a particular Link by entering the name of the link in the search bar as highlighted below:



NAME	URL	CREATED DATE	CREATED BY	CLASSES LINKED
 pdf to word converter	https://acrobat.adobe.com/link/acrobat/pd...	7/21/2026 19:52		0

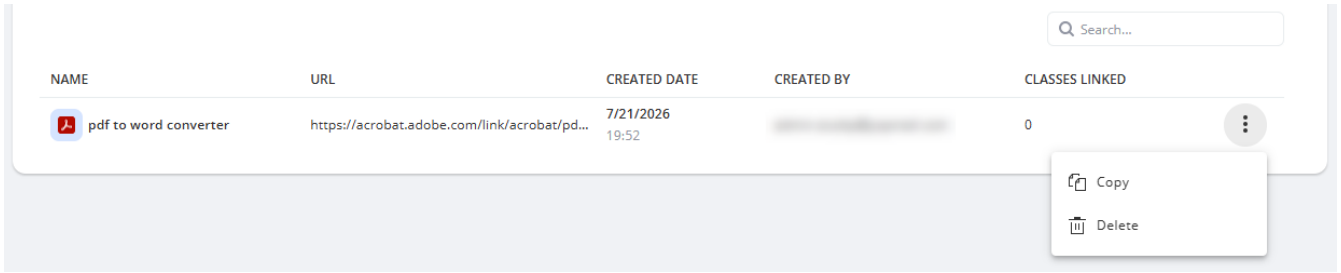
Screenshot – Course Material

You can arrange Links in descending and ascending order by clicking on arrow icon that is displayed next to the heading of each column as shown below:



NAME 	URL	CREATED DATE	CREATED BY	CLASSES LINKED
 pdf to word converter	https://acrobat.adobe.com/link/acrobat/pd...	7/21/2026 19:52		0

URL address of a course link can be copied to clipboard by clicking on the Copy option by using the more options icon displayed next to each link



The screenshot shows a table with the following columns: NAME, URL, CREATED DATE, CREATED BY, and CLASSES LINKED. A search bar is located at the top right. The first row of the table contains a link to a PDF to word converter. A dropdown menu is open next to this link, showing 'Copy' and 'Delete' options.

NAME	URL	CREATED DATE	CREATED BY	CLASSES LINKED
 pdf to word converter	https://acrobat.adobe.com/link/acrobat/pd...	7/21/2026 19:52	[REDACTED]	0

Search...

Copy

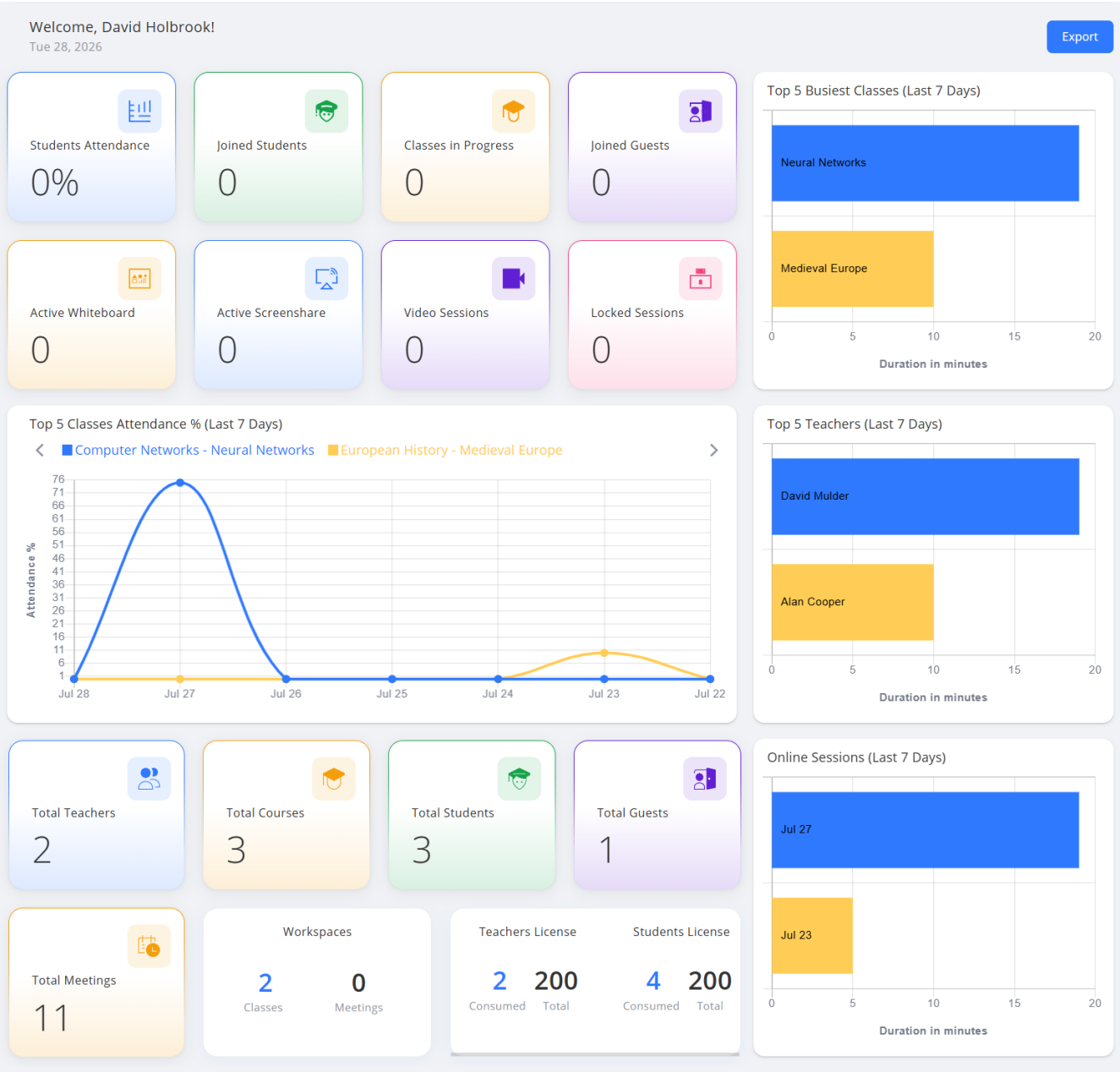
Delete

Similarly, Links added in Course material can be deleted by clicking on the Delete option.

13 Dashboard

The Rainbow Classroom Management Center provides a dashboard feature that acts as a monitoring tool and is intended to simplify analysis by visually displaying information that is critical for an organization. It is a state-of-the-art interface that displays performance metrics of the associated organization in the form of statistics and graphical charts. The dashboard appears as an administrative home page that provides you key components of your organization such as a live overview of active classroom sessions, participants, meetings, attendance, and video sessions, etc. This information is vital to any organization where the objective is to reduce handling time, and to monitor overall activities of an organization.

To view dashboard, click on the **Dashboard** icon from the left-side panel, following screen will be displayed:



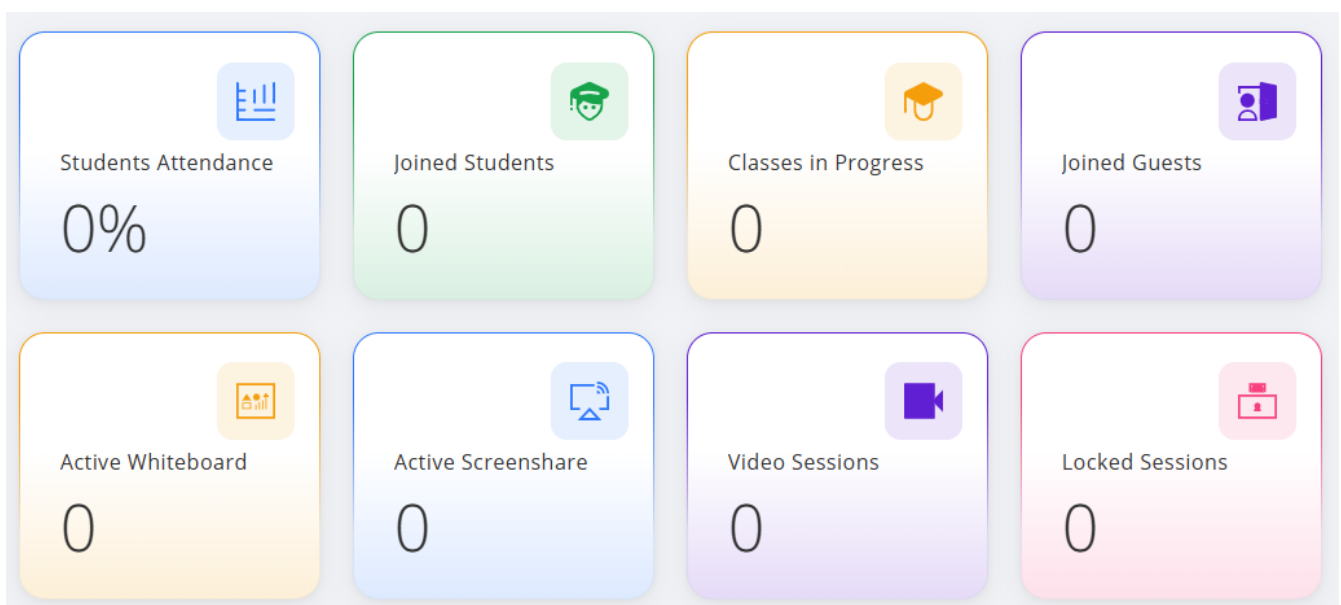
SCREENSHOT – Classroom Management Center Dashboard

Classroom Management Center dashboard contains the following graphs :

- 1) Live overview
- 2) Top 5 Busiest Classes
- 3) Top 5 Teachers
- 4) Online Sessions
- 5) Top 5 Classes Attendance

Note: Dashboard is supported for Google Chrome only.

13.1 Live Overview



SCREENSHOT – Dashboard

This section gives you the ability to have a bird's eye view on the real-time statistics of the student attendance, number of joined guests in active sessions and ongoing sessions of your institute. The statistics automatically update based on the latest data. It helps the organization admins to analyze students' participation with respect to active sessions. If overall students' participation in active sessions is not according to the expected level, then admins can find insights and take immediate remedial action accordingly.

The organization admins can also monitor teachers' performance through "Locked Sessions" statistics since the sessions locked by teachers directly impact on the numbers of students' participation in class. In case student attendance percentage is not up to the mark in overall active sessions, instruction can be given to teachers by the organization admins so that required level of students' attendance can be achieved while maintaining the standard of education.

Live overview statistics are displayed in the form of tiles at the top left of the page. The following information is shown in this section:

Students Attendance – Displays the percentage of total students present in all active classrooms.

Joined Students – Displays the total number of students that have joined their respective active classrooms.

Classes in Progress – Displays the total number of active classrooms.

Joined Guests – Displays the total number of guests that have joined their respective active sessions.

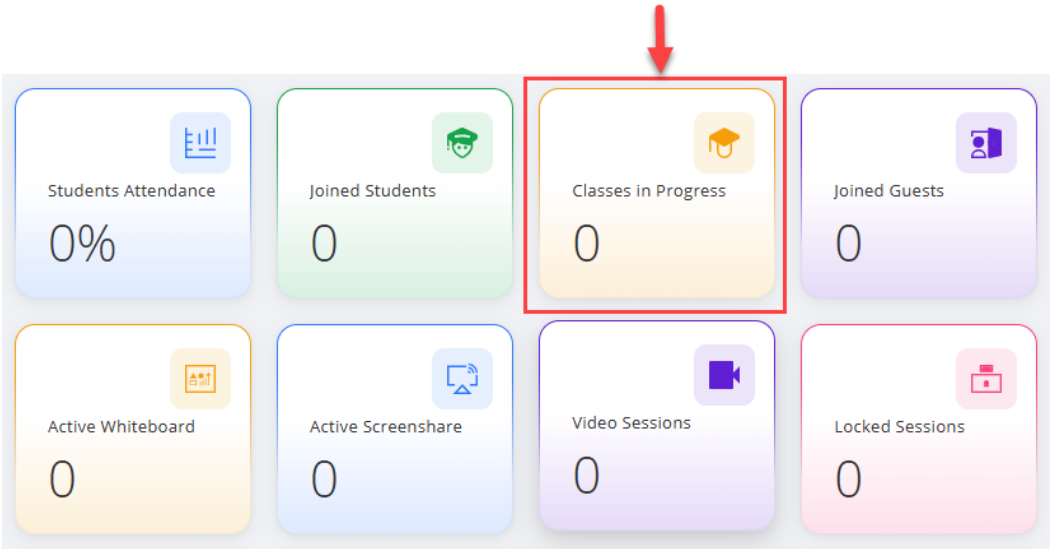
Active Whiteboard – Displays the total number of active whiteboard sessions.

Active Screen Share – Displays the total number of active screens sharing sessions.

Video Sessions – Displays the total number of video sessions.

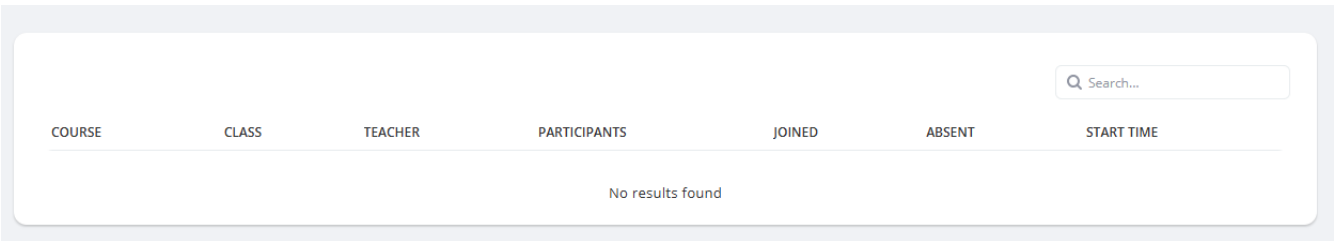
Locked Sessions – Displays the total number of active classrooms that are locked by the teacher.

Note: You can see the details of active classrooms by clicking on the **Classes in progress** tile. An example is shown below.



SCREENSHOT – Dashboard

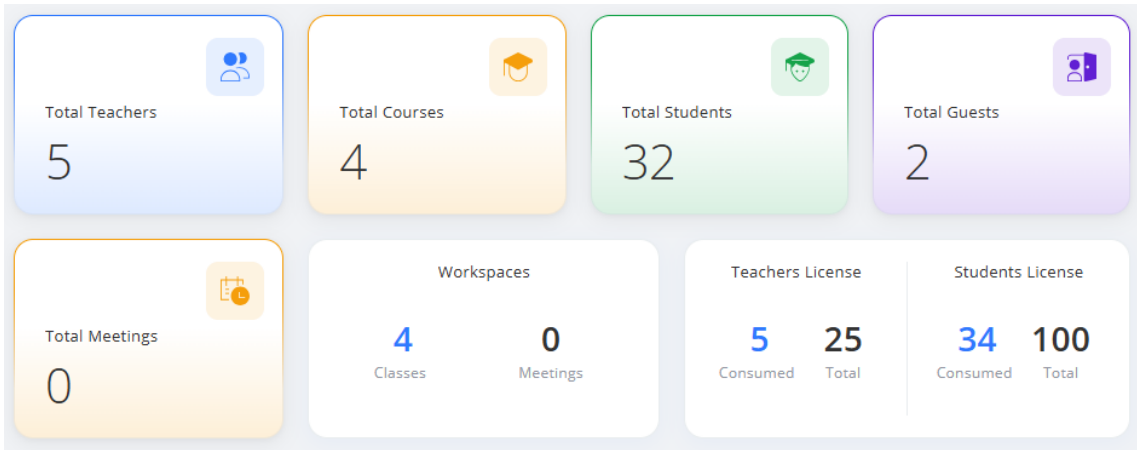
Details of classes in progress will be displayed, as shown below.



SCREENSHOT – Classes in progress

Note: Use the **Search** field at the top right corner of the screen to search for a particular entity e.g. course, class or teacher.

13.2 Summary

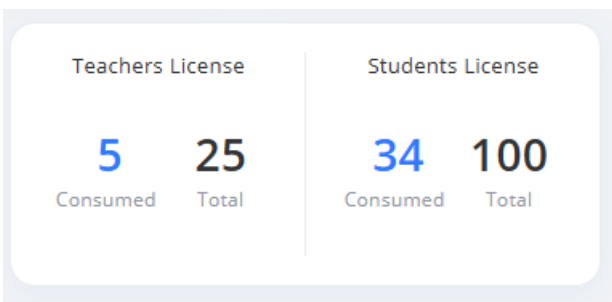


SCREENSHOT – Dashboard

This section allows you to track enrollment of your institute by noting the total number of courses, classes, students, teachers, guests and meetings. Since institutes have a specific schedule for conducting the required number of sessions, the organization admins can cross check that the planned number of classes are being held at a given time out of the total number of classes. This can be done by comparing stats results of 'Total Classes' tiles with 'Classes in progress' tile displayed in the live overview section.

The section displays a quick view summary of your institute in the form of tiles at the bottom of the dashboard screen. The administrator can see details and perform configuration accordingly by just clicking on the particular tile.

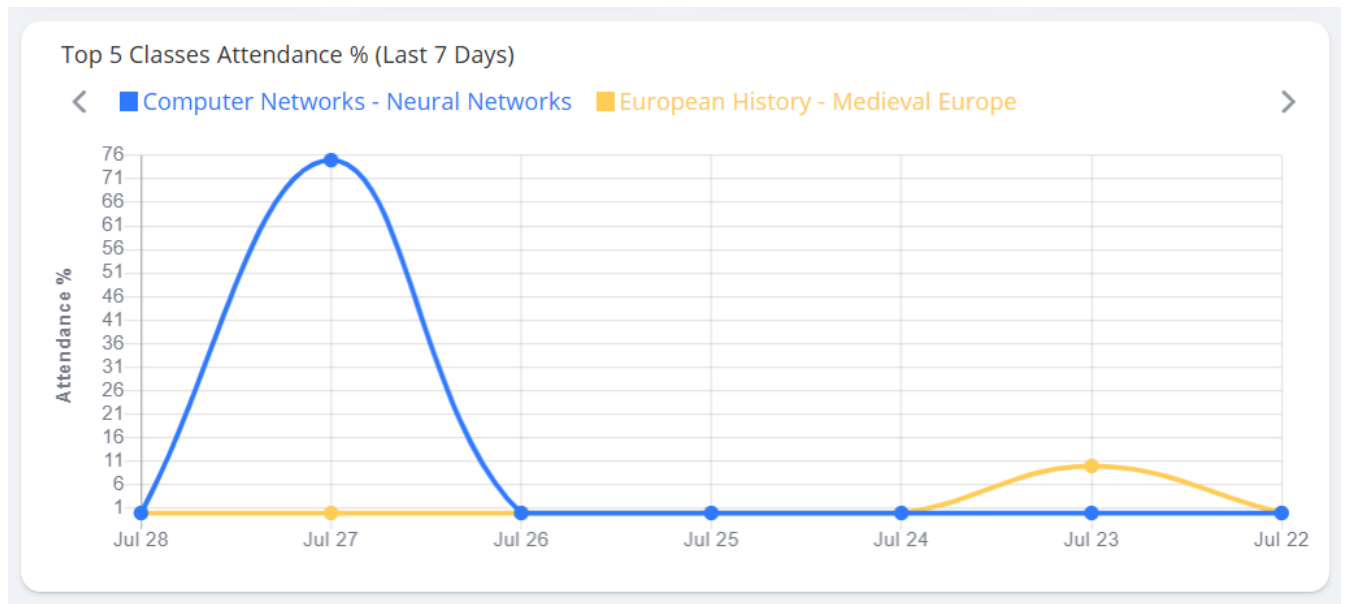
Teachers License & Students License section displays the total and consumed number of licenses for teachers and students as shown below:



SCREENSHOT – Dashboard

The consumed licenses are allocated to students and teachers that allows them to access Rainbow Classroom with their respective user credentials. The statistics help the organization admins to keep track of the number of licenses assigned to teachers and students and to request more from their ALE business partner in case the available licenses are insufficient as compared to the enrolled teachers and students

13.3 Top 5 Classes Attendance

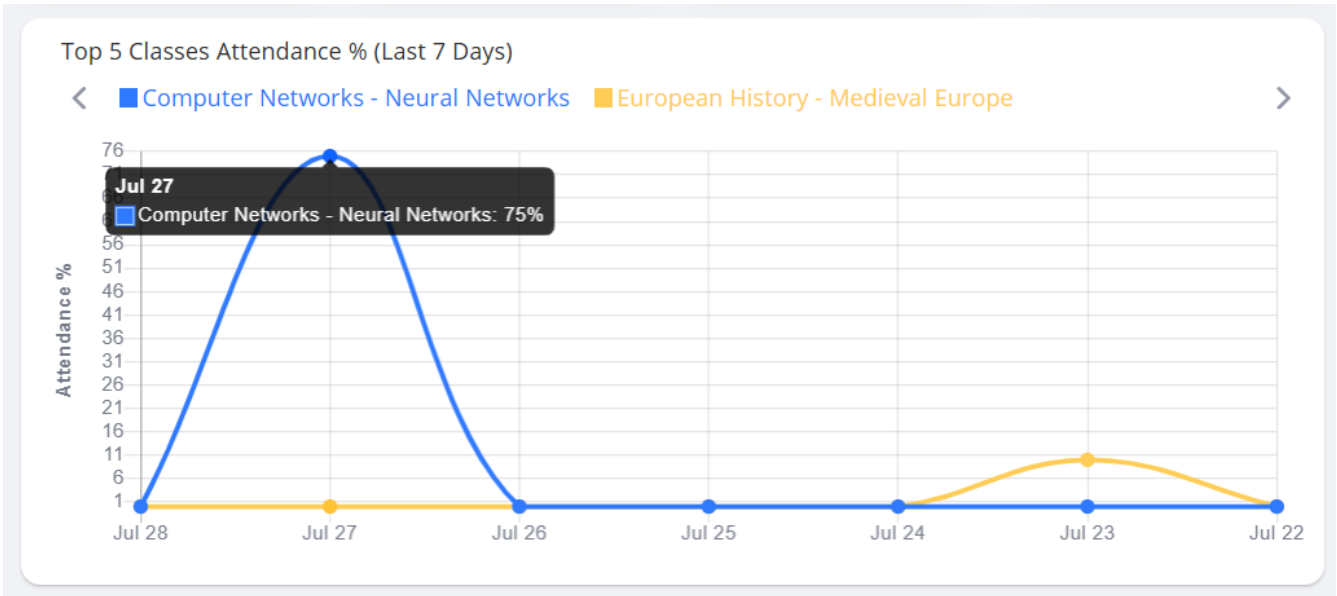


SCREENSHOT – Class Attendance

This section contains a graphical representation of students' attendance percentage in top 5 classrooms in past 7 days. The percentage of students' attendance is displayed along the Y-axis and the date is displayed along the X-axis.

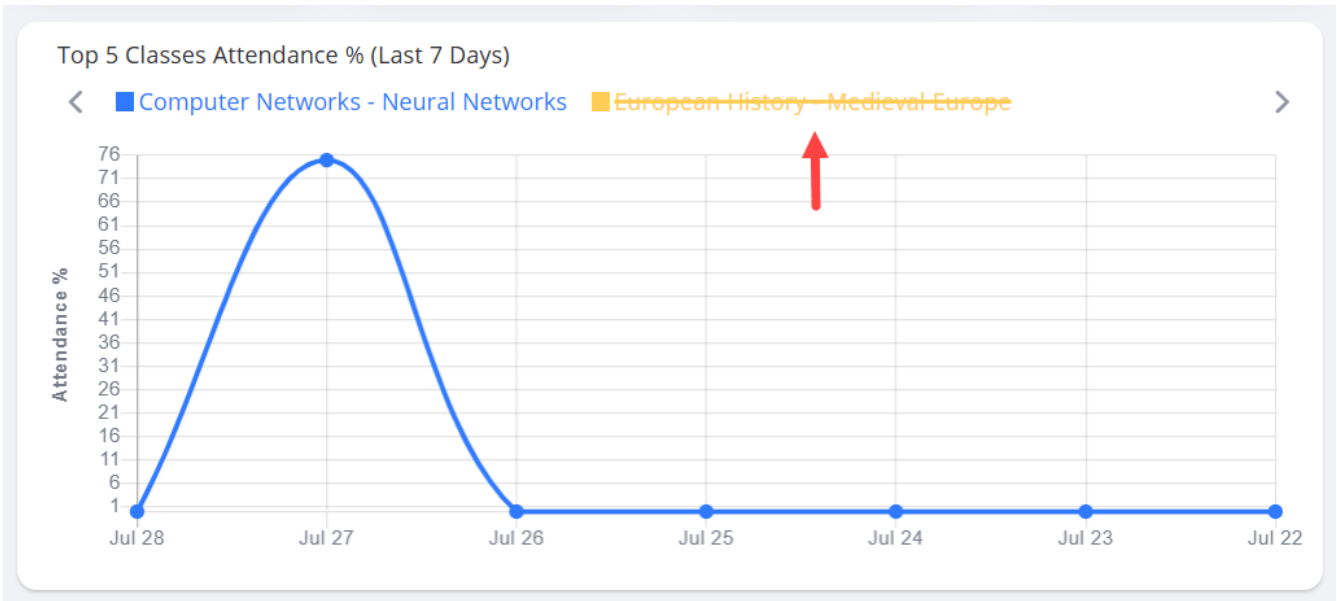
The graph helps the organization admins to track weekly progress of students' and teachers' participation in classrooms. The attendance percentage of students is displayed for each classroom and admins can monitor participation of students throughout the week. On the other hand, teacher participation can also be measured by looking at the graph results of a class with zero students in attendance on a specific date. It indicates that the teacher might be absent on that date due to a technical issue or that students are having difficulty joining the classroom session. This may highlight certain issues faced by students or teachers that can be resolved by offering teacher or student training and ensuring that students' participation is at the required level so that organizations can improve their quality of education in the online learning medium.

Hovering over a particular colored section in the graph displays a quick view. It shows the percentage of students who attended a particular classroom as well as the date on which that classroom was conducted, as shown below.



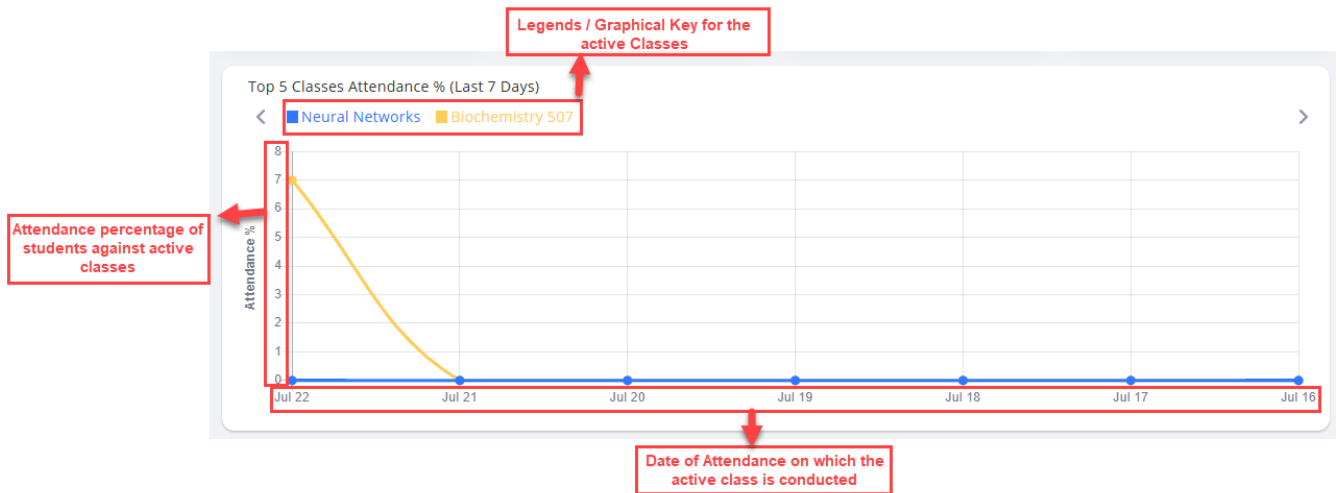
SCREENSHOT – Class Attendance

Note: The administrator can also customize the graph according to their requirements. To eliminate any particular legend from the graph, click on the respective legend and it will be removed, as shown below.



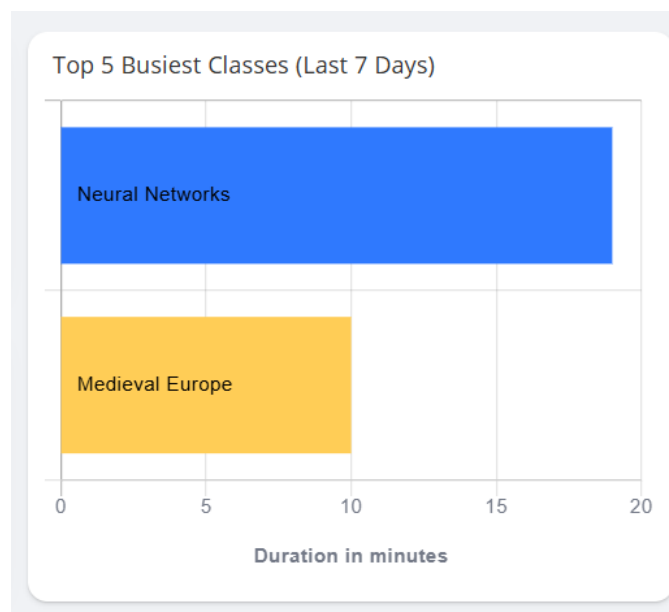
SCREENSHOT – Class Attendance

13.3.1 Sample View of Class Attendance



SCREENSHOT – Class Attendance

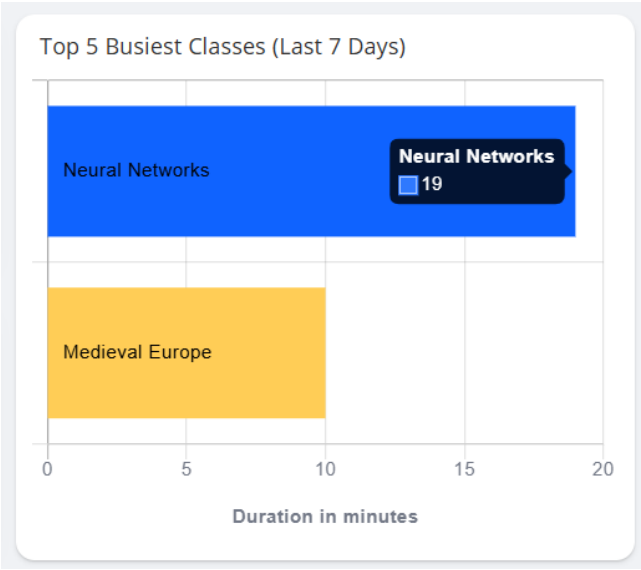
13.4 Top 5 Busiest Classes (Last 7 Days)



SCREENSHOT – Top 5 Busiest Classes

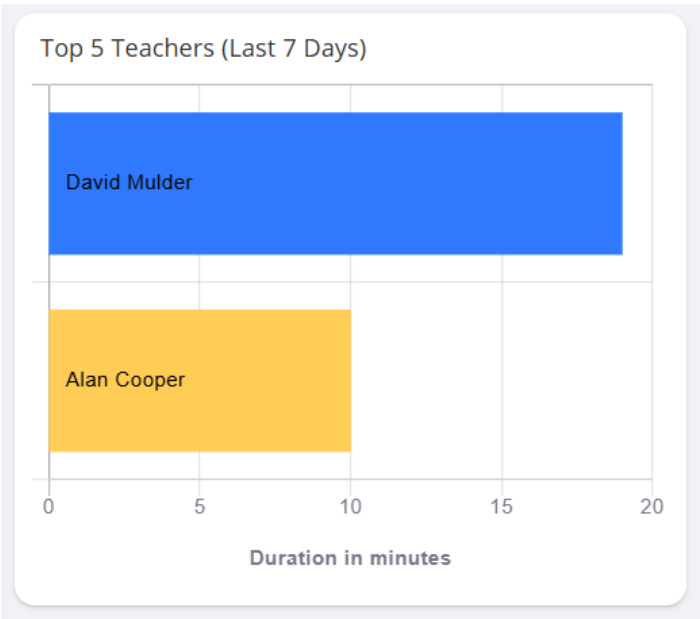
This chart displays a live visual representation of top 5 busiest classes in terms of duration of live session. Grading is done based on the stats from past 7 days.

Note: Hovering over a particular graph in this chart displays the total number of minutes spent as live session in a classroom, as shown below.



SCREENSHOT – Top 5 Busiest Classes

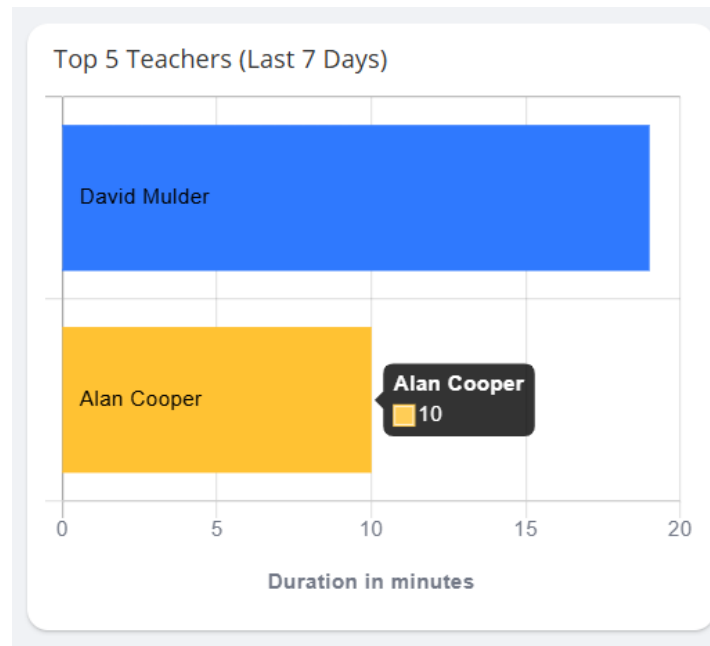
13.5 Top 5 Teachers (Last 7 days)



SCREENSHOT – Top 5 Teachers

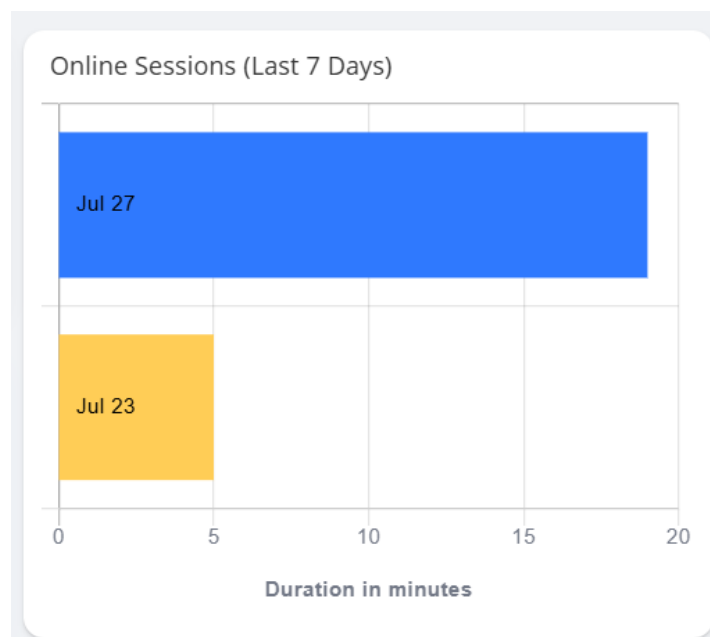
This chart displays a live visual representation of top 5 teachers based on the duration of live sessions conducted by these teachers. Grading is done based on the stats from past 7 days.

Note: Hovering over a particular graph in this chart displays the total number of minutes spent in live session by a teacher, as shown below.



SCREENSHOT – Top 5 Teachers

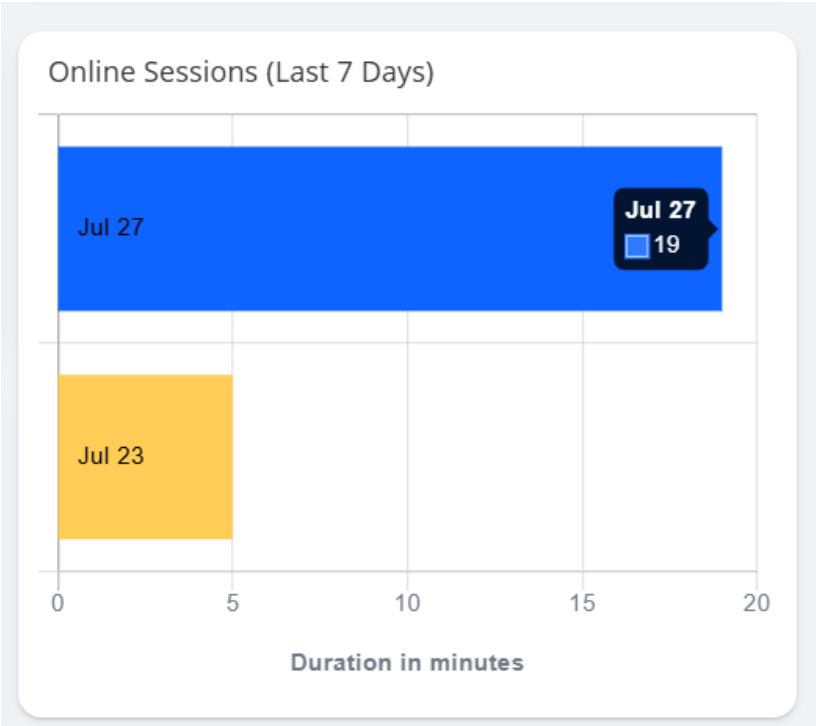
13.6 Online Sessions (Last 7 Days)



SCREENSHOT – Online Sessions

This chart displays a visual representation of online sessions conducted across an organization during the past 7 days. The stats are displayed in minutes.

Note: Hovering over a particular graph in this chart displays the total number of minutes spent in live session during a particular day, as shown below.

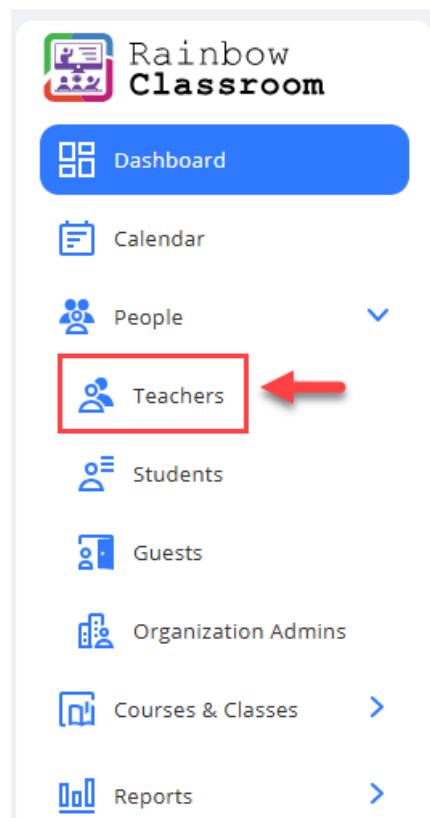


SCREENSHOT – Online Sessions

14 Teachers

Teacher is one of the core user roles in Rainbow Classroom. A teacher has special privileges and control over a particular class only, which has been assigned to him by an organization administrator. One or multiple users can be added to a particular class with the license of a teacher.

This section facilitates an administrator to view details of all the teachers associated with the courses that have been provisioned to them through mass provisioning setup or via the external app of Rainbow Classroom on LMS. To view teachers, expand **People** menu in the left-hand panel and click on **Teachers** link as shown below:



SCREENSHOT – Left Hand Panel

Following screen will be displayed:

People > Teachers Export

All With License Without License
Column options Name, Status, License, Two-Fac... Search...

NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
IT Jane Teacher jane.teacher@rainbow.com	Activated	Classroom Teacher Custom	☑	☑	7/16/2026 18:41	⋮
Jane Teacher jane.teacher@rainbow.com	Activated	Classroom Teacher Custom	☑	☑	7/20/2026 19:40	⋮
Student Eight student.eight@rainbow.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 18:38	⋮
John Doe john.doe@rainbow.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
Alice Smith alice.smith@rainbow.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮

SCREENSHOT – Teachers

A Column Options drop-down menu is available to configure the information displayed in the Teachers table. Administrators can select the columns to be displayed, allowing the table to be customized according to their requirements.

People > Teachers Export

All With License Without License
Column options Name, Status, License, Two-Fac... Search...

NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
IT Jane Teacher jane.teacher@rainbow.com	Activated	Not assigned	☑	☑	7/16/2026 18:41	⋮
Jane Teacher jane.teacher@rainbow.com	Activated	Not assigned	☑	☑	7/20/2026 19:40	⋮
Student Eight student.eight@rainbow.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 18:38	⋮

☒ Name
☒ Status
☒ License
☐ Customer Ref
☐ Proctoring
☒ Two-Factor
☒ Passkey

By default, the All tab displays all teachers, regardless of their license status. The With License and Without License tabs enable administrators to filter the list and view teachers with assigned licenses or those without assigned licenses, respectively.

People > Teachers Export

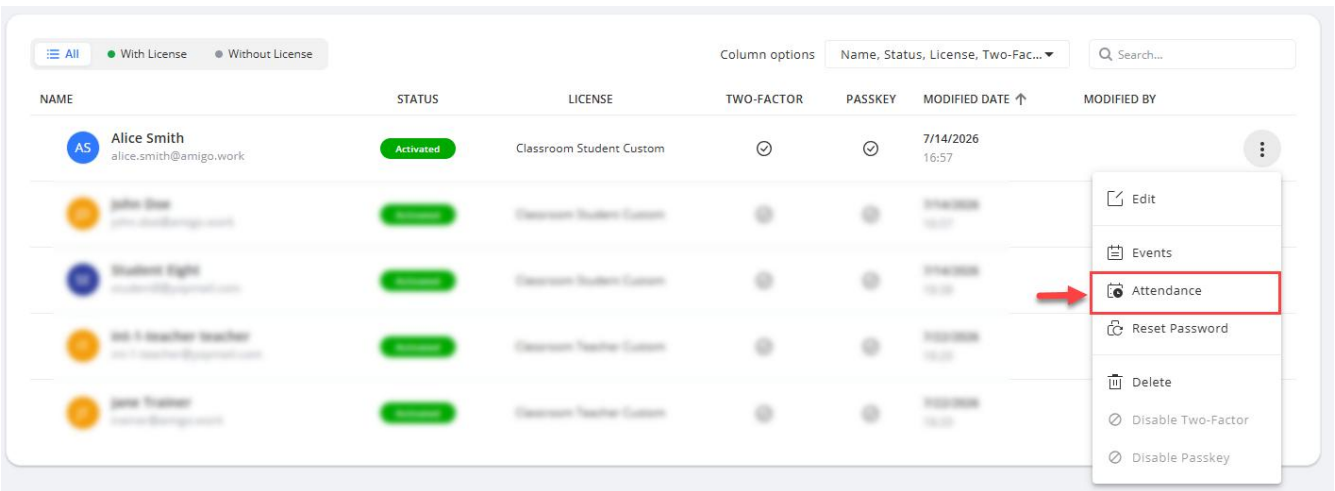
All With License Without License
Column options Name, Status, License, Two-Fac... Search...

NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
IT Jane Teacher jane.teacher@rainbow.com	Activated	Classroom Teacher Custom	☑	☑	7/16/2026 18:41	⋮
Jane Teacher jane.teacher@rainbow.com	Activated	Classroom Teacher Custom	☑	☑	7/20/2026 19:40	⋮
Student Eight student.eight@rainbow.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 18:38	⋮

Note: Use the **Search** field at the top right corner of the **Teachers** screen to search for a particular teacher.

14.1 Attendance

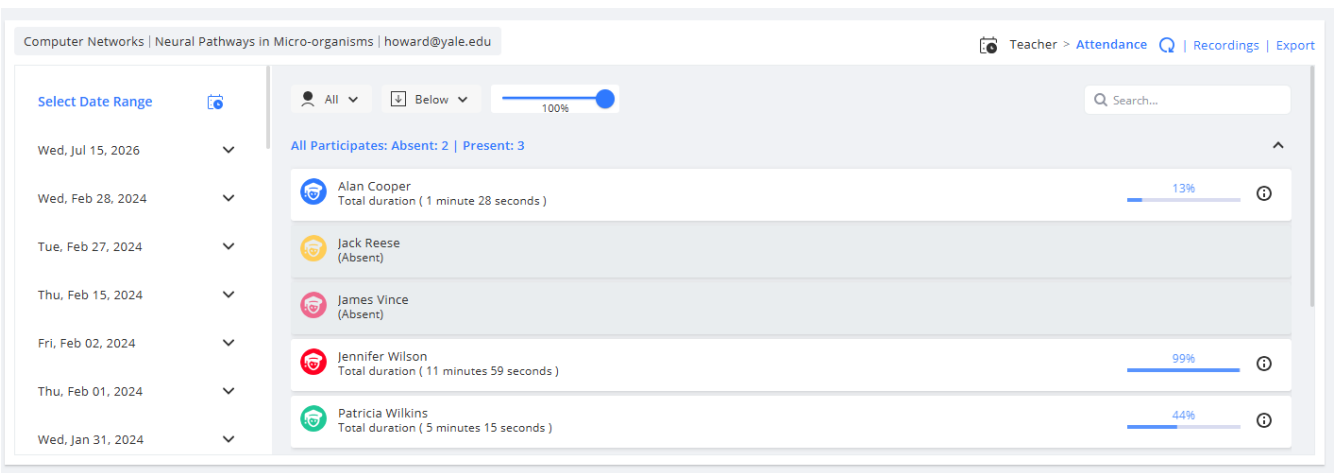
The organization admin can view attendance for the session conducted by any particular teacher. To view attendance, click on the  icon which appears beside each added teacher and then click on **Attendance**, as shown below.



SCREENSHOT – Attendance

Note: Teacher attendance will only be available if the respective teacher has conducted a session for the meeting or class on Rainbow Classroom.

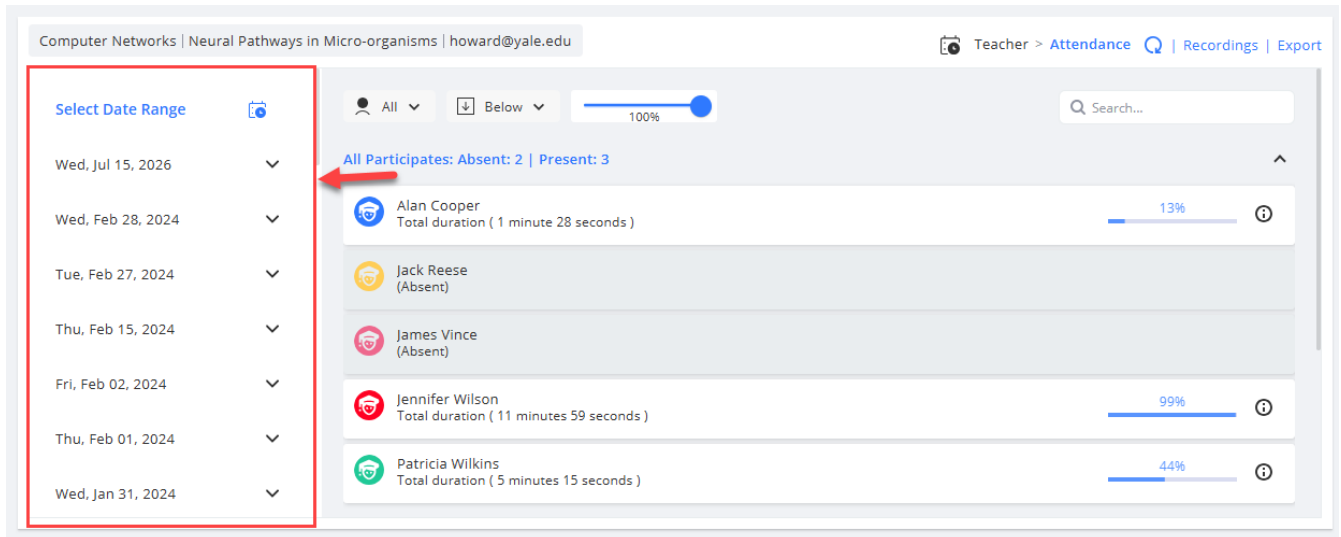
You will be presented with the following screen.



SCREENSHOT – Attendance

14.1.1 Check Attendance Based on Date & Time Span

The administrator can check attendance of different sessions that have been conducted by the respective teacher. These sessions are displayed on the basis of date and time span on the left side of the screen, as shown below.



Computer Networks | Neural Pathways in Micro-organisms | howard@yale.edu

Teacher > Attendance | Recordings | Export

Select Date Range

Wed, Jul 15, 2026

Wed, Feb 28, 2024

Tue, Feb 27, 2024

Thu, Feb 15, 2024

Fri, Feb 02, 2024

Thu, Feb 01, 2024

Wed, Jan 31, 2024

All Participates: Absent: 2 | Present: 3

Alan Cooper
Total duration (1 minute 28 seconds) 13%

Jack Reese
(Absent)

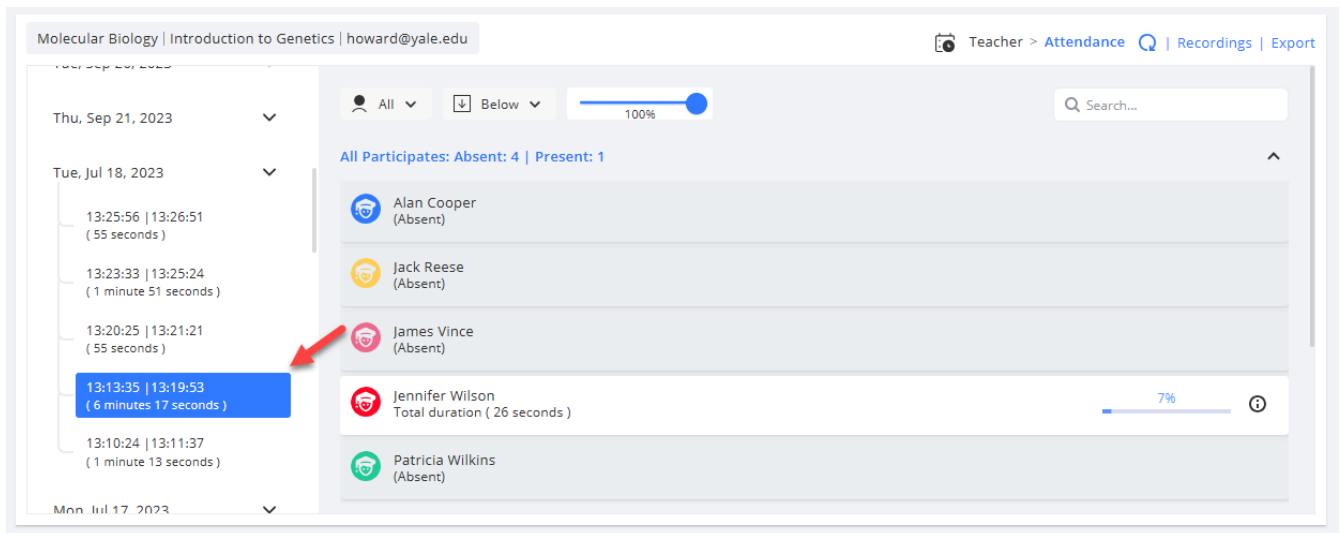
James Vince
(Absent)

Jennifer Wilson
Total duration (11 minutes 59 seconds) 99%

Patricia Wilkins
Total duration (5 minutes 15 seconds) 44%

SCREENSHOT – Attendance

Click on the session time that has been conducted on a particular date and its relevant attendance will be displayed, as shown below.



Molecular Biology | Introduction to Genetics | howard@yale.edu

Teacher > Attendance | Recordings | Export

Thu, Sep 20, 2023

Thu, Sep 21, 2023

Tue, Jul 18, 2023

13:25:56 | 13:26:51
(55 seconds)

13:23:33 | 13:25:24
(1 minute 51 seconds)

13:20:25 | 13:21:21
(55 seconds)

13:13:35 | 13:19:53
(6 minutes 17 seconds)

13:10:24 | 13:11:37
(1 minute 13 seconds)

Mon, Jul 17, 2023

All Participates: Absent: 4 | Present: 1

Alan Cooper
(Absent)

Jack Reese
(Absent)

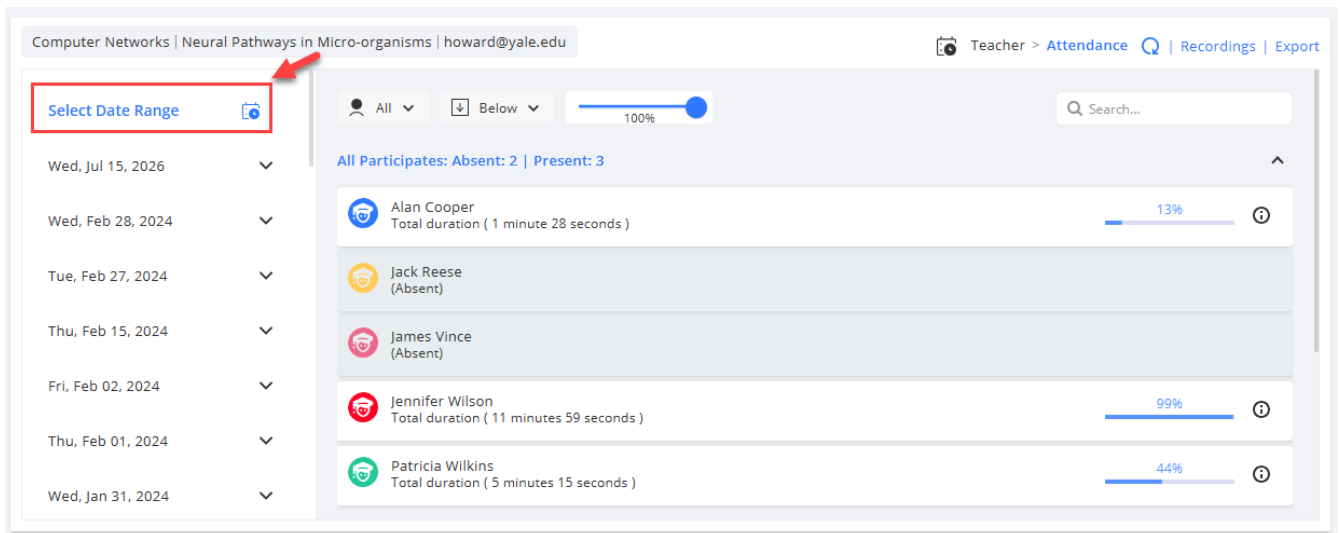
James Vince
(Absent)

Jennifer Wilson
Total duration (26 seconds) 7%

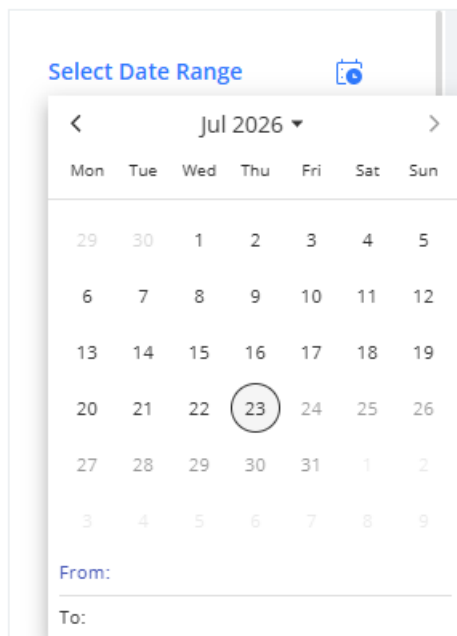
Patricia Wilkins
(Absent)

SCREENSHOT – Attendance

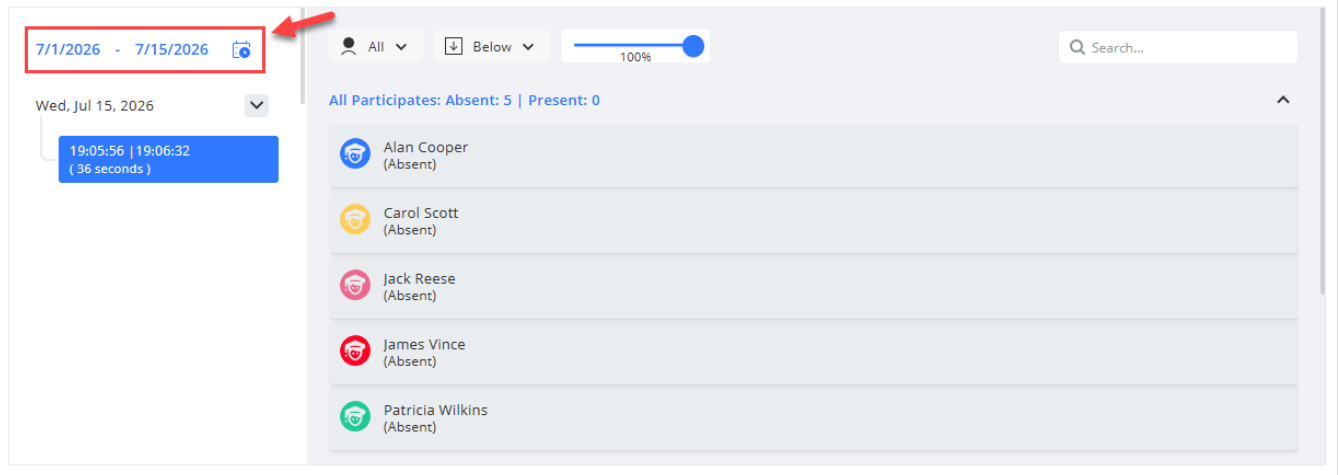
A Date Range filter is available at the top of the Date column on the left side of the Attendance page, as highlighted below.



Clicking the filter opens a calendar, allowing the administrator to specify a From and To date.



After the date range is selected, the attendance view is refreshed to display only the class sessions conducted within the specified period, as shown below.



14.1.2 Attendance Details

The attendance results display the following details:

Session Date: Date on which the session was conducted by teacher.

Session Time Duration: Displays start and end time of session as well as total time duration.

Total Students: Displays the total number of students in a class.

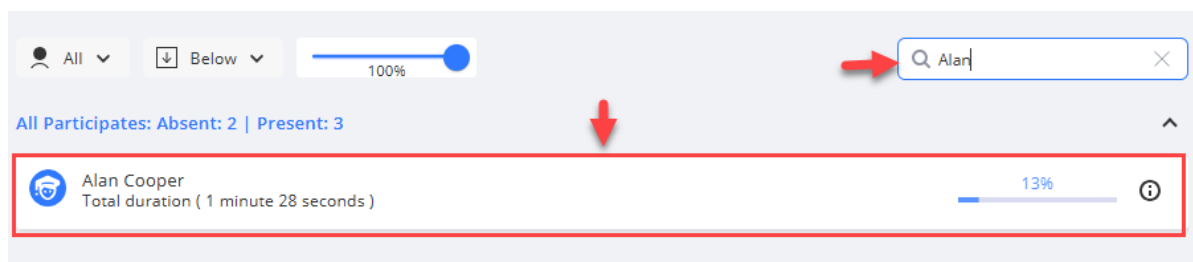
Absent & Present Number of Students: Total number of absent and present students in the session.

Attendance Duration of Present Student: The total duration of time that a student spends in the session.

Attendance Percentage of Present Student: The percentage of time a student spends in the session.

Absent Students: Students who are not present in the class are marked as absent.

Note: The administrator can search any student's attendance via the search bar displayed at the top of the screen, as shown below:

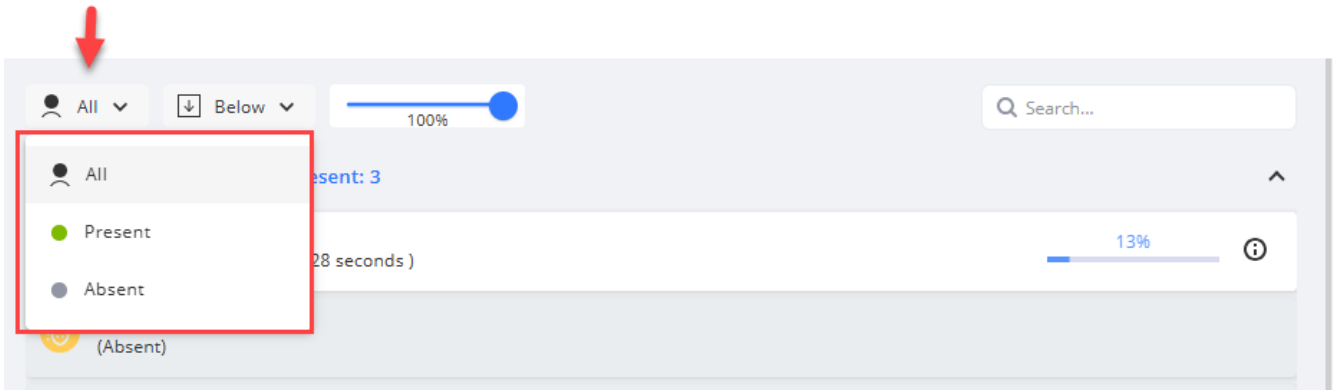


SCREENSHOT – Attendance

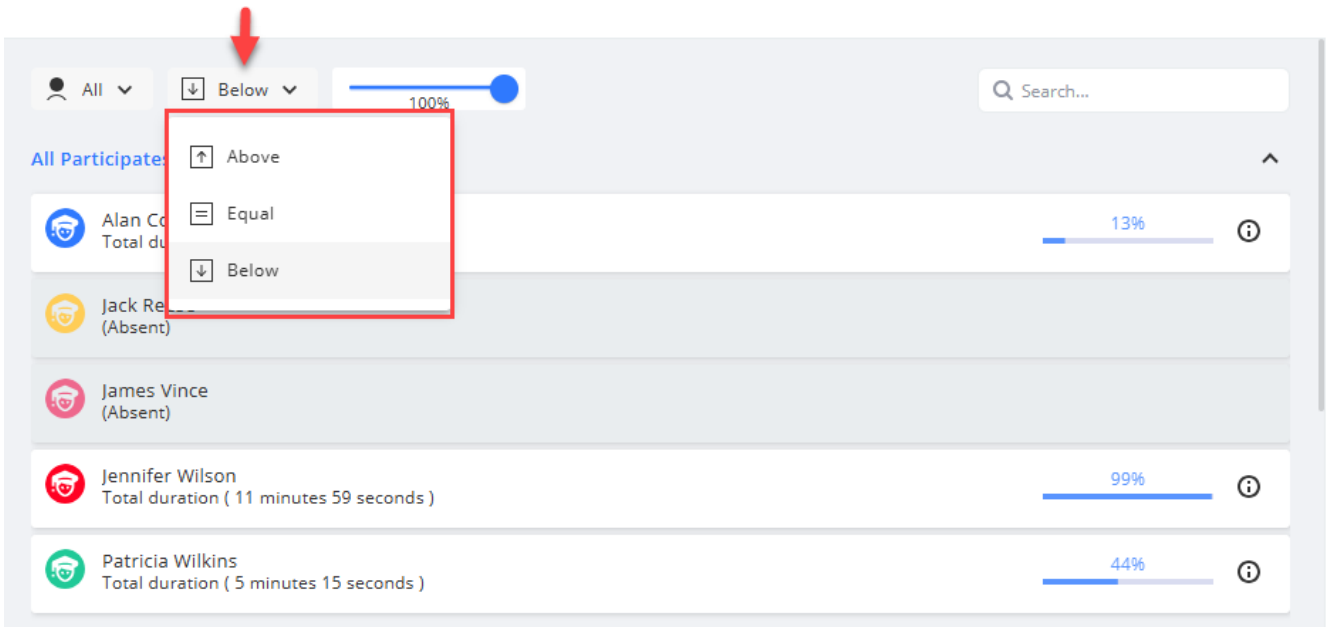
The Filter option enables administrators to refine the attendance results based on attendance status and attendance percentage.

The attendance status filter provides the following options:

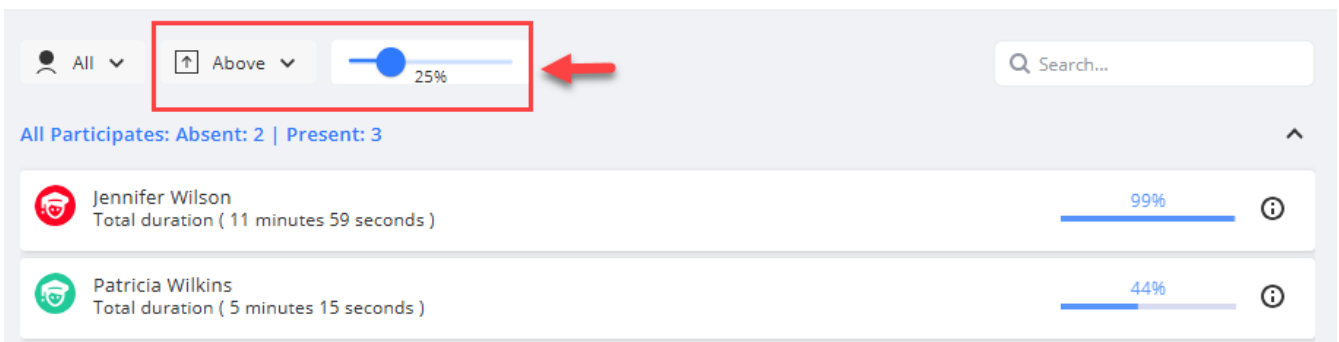
- **All:** Displays all students, regardless of their attendance status.
- **Present:** Displays only students who were marked as present.
- **Absent:** Displays only students who were marked as absent.



Administrators can further refine the results by selecting one of the available comparison operators (**Above**, **Equal**, or **Below**) and specifying an attendance percentage using the slider.



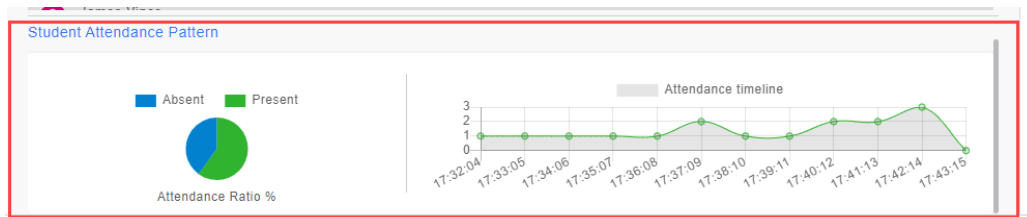
The slider supports values from 0% to 100%, allowing the attendance list to display only those students whose attendance percentage satisfies the selected comparison criteria, as shown below.



SCREENSHOT – Attendance

14.1.3 Student Attendance Pattern

Administrator can see student attendance patterns via pie chart and graph, as shown below.



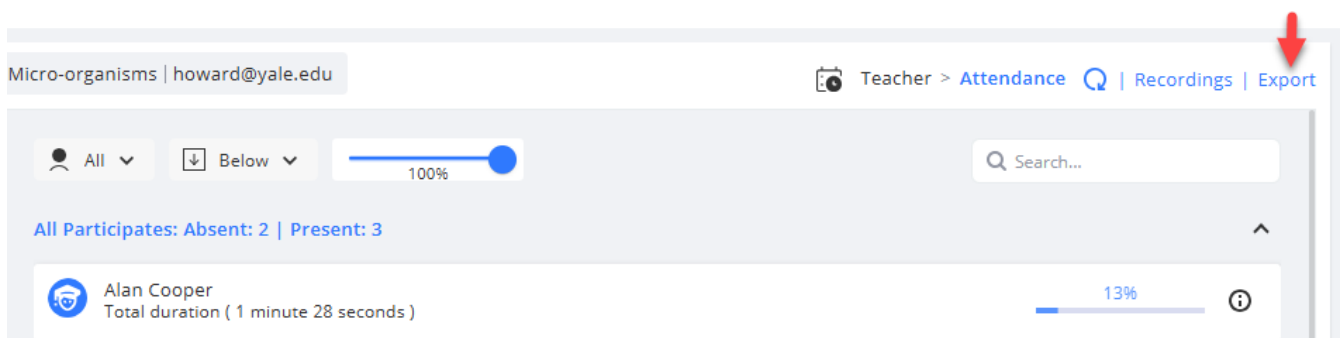
SCREENSHOT – Attendance

Attendance Ratio % (Pie Chart) – This pie chart displays present and absent students’ ratio in the respective session. It helps organization admin to monitor participation of students and to ensure that student’s presence is on required level in the respective session.

Attendance Timeline (Graph) – This graph displays student attendance with respect to the total time span of the session. Time span is displayed along the X-axis and number of present students is displayed along the Y-axis of the graph. The graph helps organization admin to track progress of student’s participation for a specific time in the respective session.

14.1.4 Export Attendance Report

All the information related to attendance of a particular class can be downloaded in the form of an excel file by clicking on Export button as highlighted below:

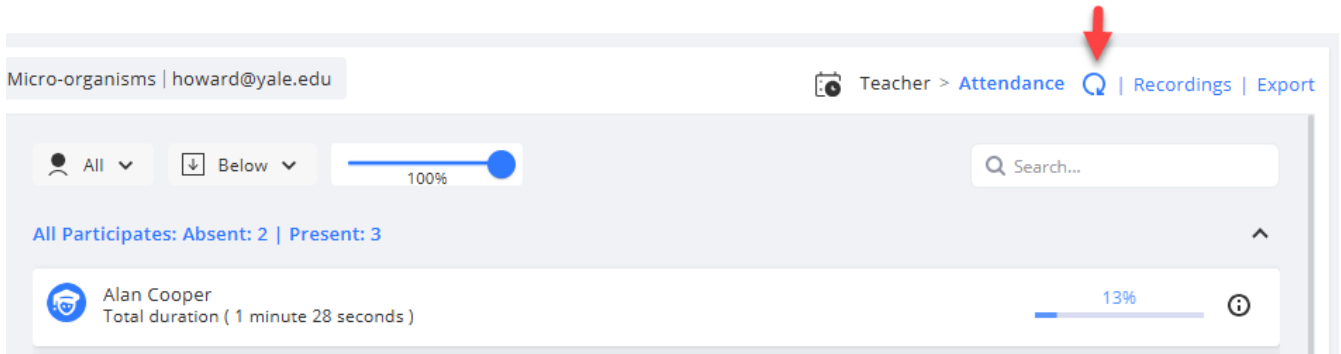


SCREENSHOT – Export Attendance

You will be provided with two options when you click on Export button. You can either download attendance report of the selected session or report for all the sessions conducted for that particular class.

14.1.5 Refresh the Attendance Report

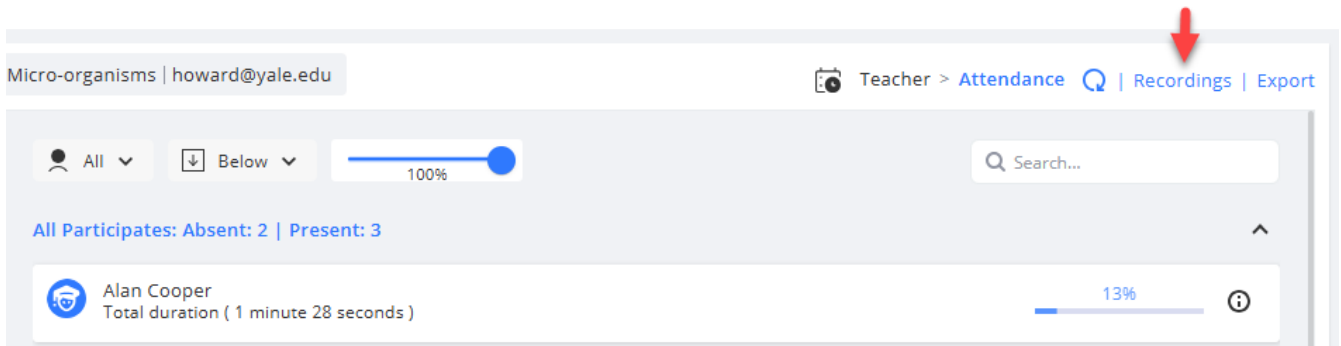
A refresh button is also available to update the attendance report of ongoing session(s) as highlighted below:



SCREENSHOT – Attendance

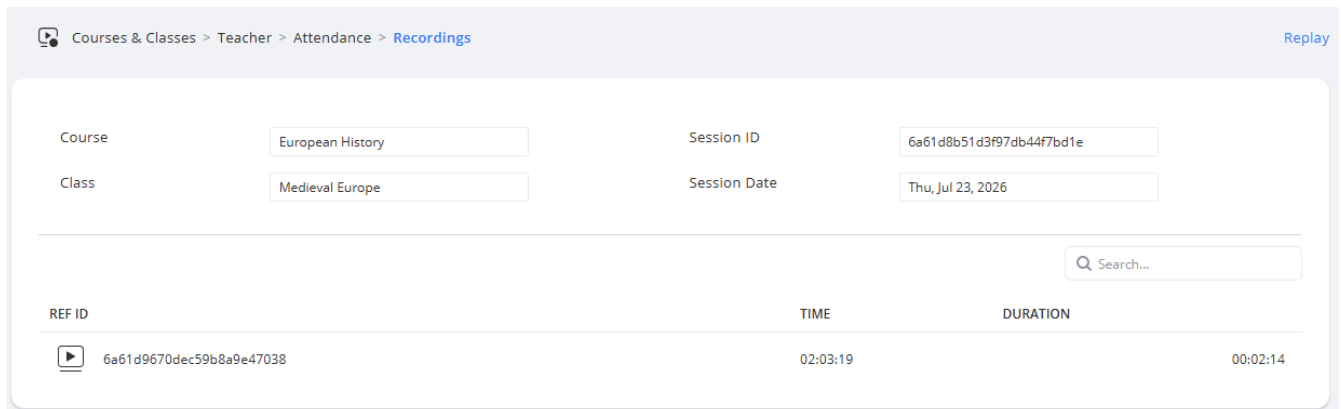
14.1.6 Recordings

In order to see recordings performed during a particular classroom, click on Recordings as highlighted below:



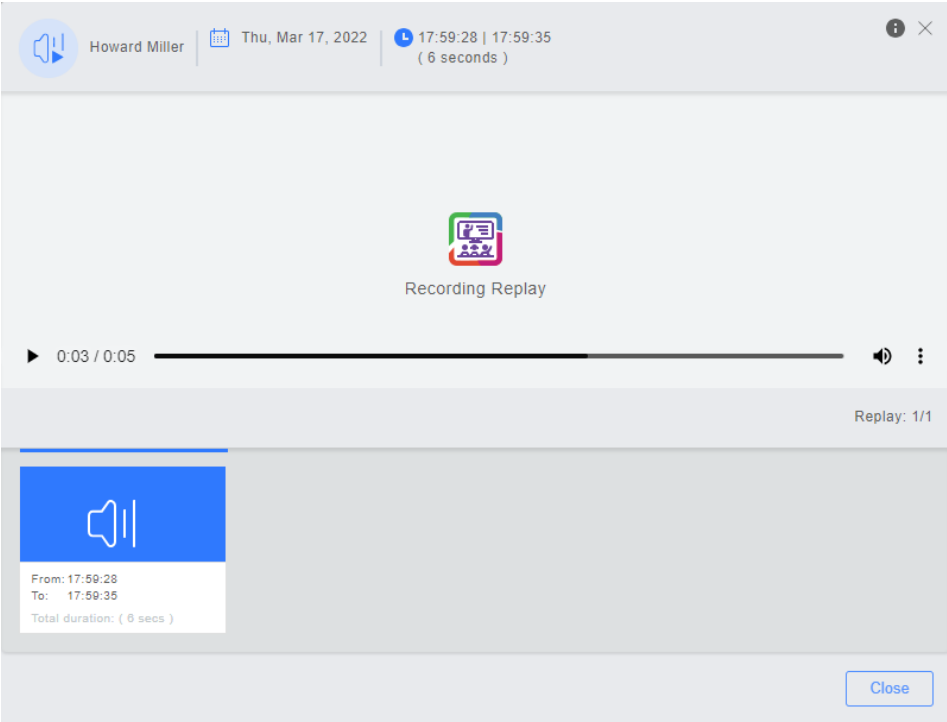
SCREENSHOT – Recordings

Following screen will be displayed:



SCREENSHOT – Recordings

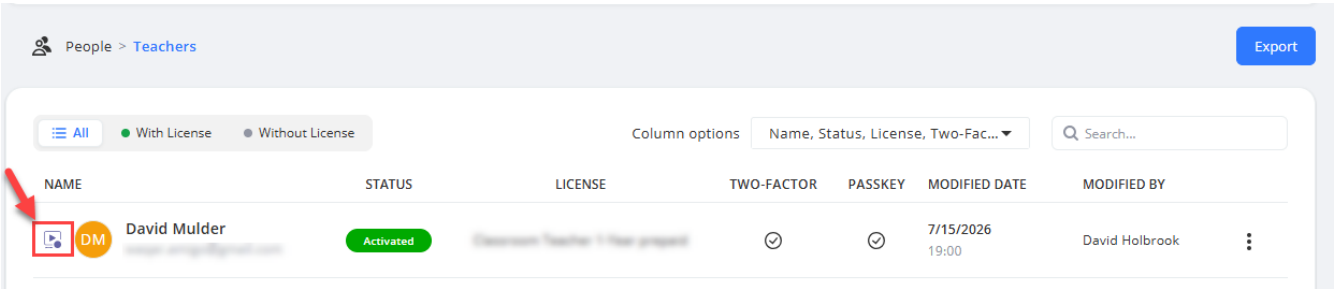
Click on the  icon to play a Recording. Following player will be displayed:



SCREENSHOT – Recordings

These recordings are also available by clicking on the  icon which appears beside each teacher, as shown below.

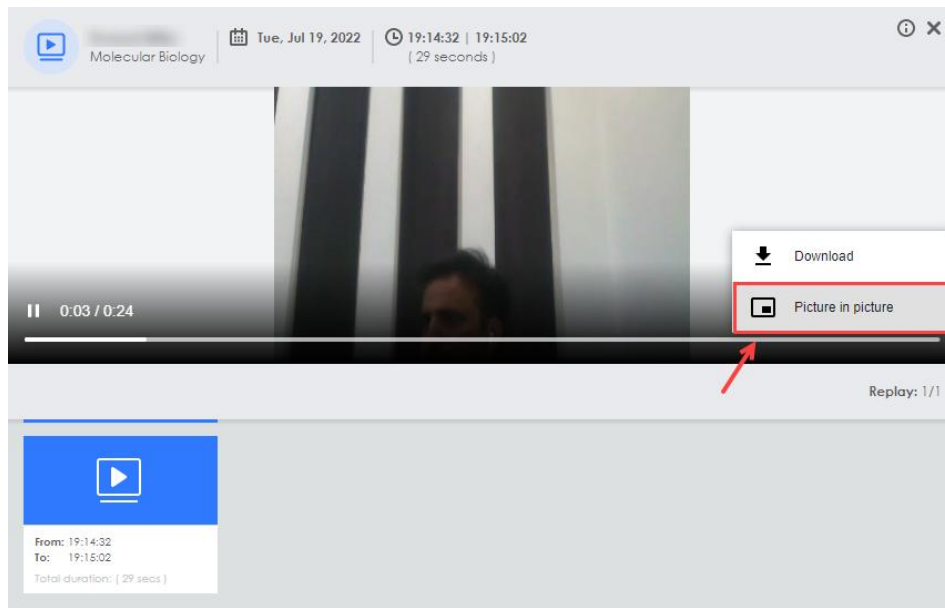
Note: The Recordings will only be available if the respective teacher has recorded any sessions on Rainbow Classroom.



SCREENSHOT – Recordings

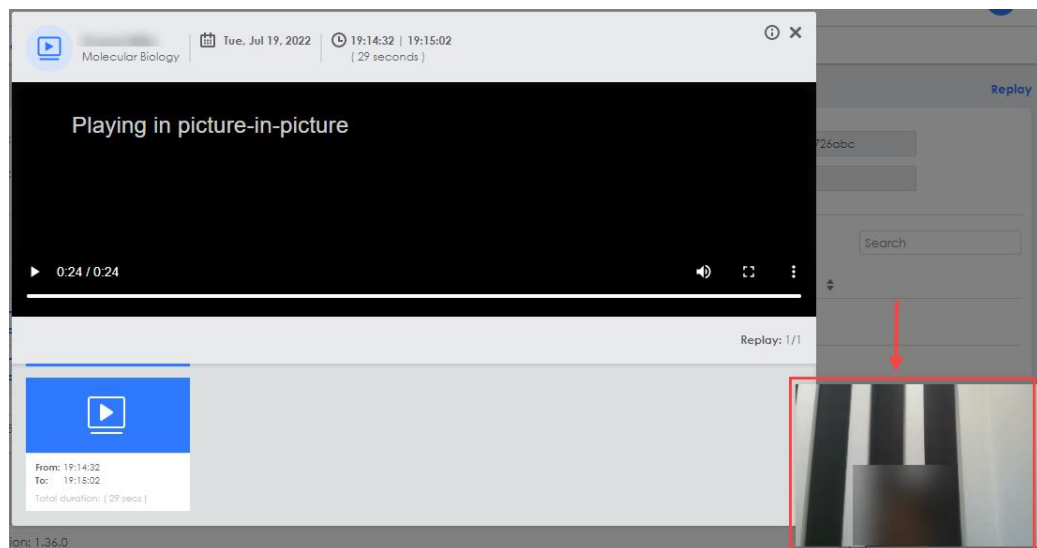
The administrator can also use multi-window mode for screen and video Recordings which allows them to watch the Recording in the small window while navigating between other tabs and screens.

To use picture in picture mode, play the Recording that is required in this mode, go to options and click **Picture in Picture**, as shown below.



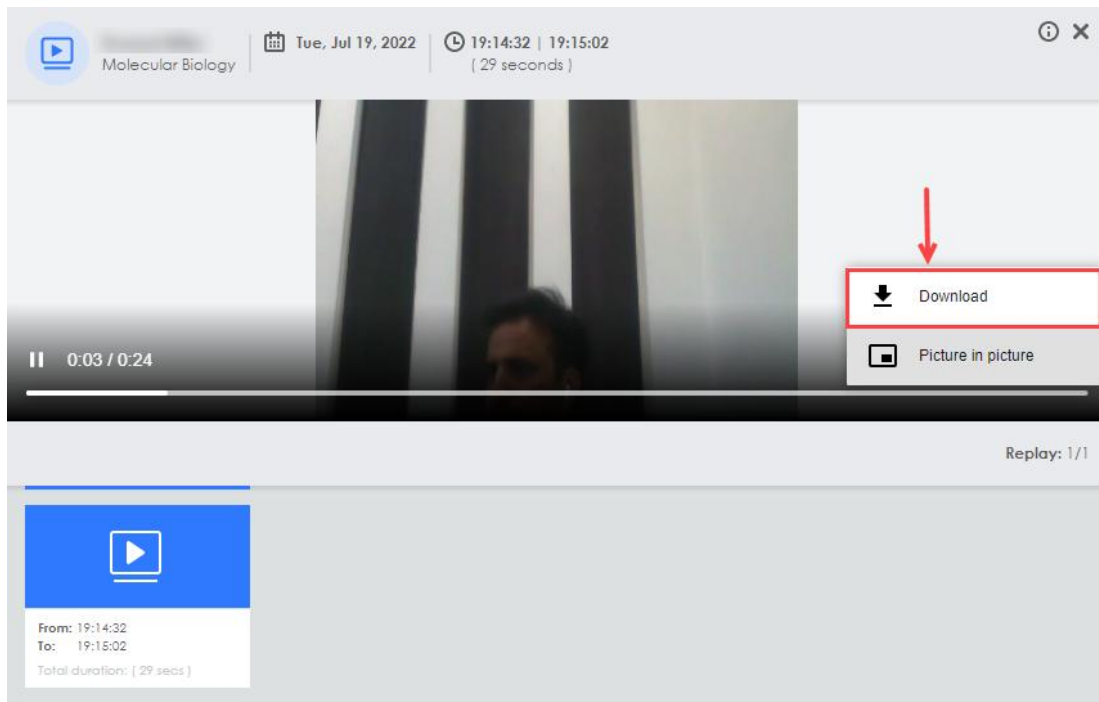
SCREENSHOT – Recordings

You will be presented with the small window displayed on the right corner of the screen, as shown below.



SCREENSHOT – Recordings

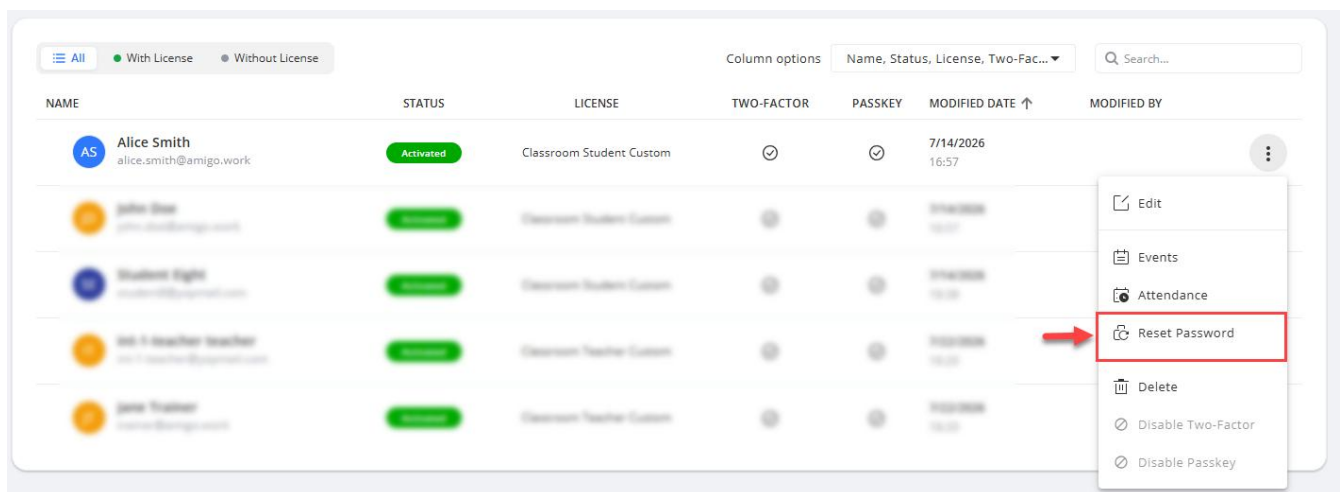
Note: You can also download a Recording, go to options and click **Download** as displayed in the below screenshot and the respective Recording will be downloaded.



SCREENSHOT – Recordings

14.2 Reset Password

Administrator can update the passwords of a teacher's account by clicking on the  icon that appears beside each added teacher and then click on **Reset Password**, as shown below

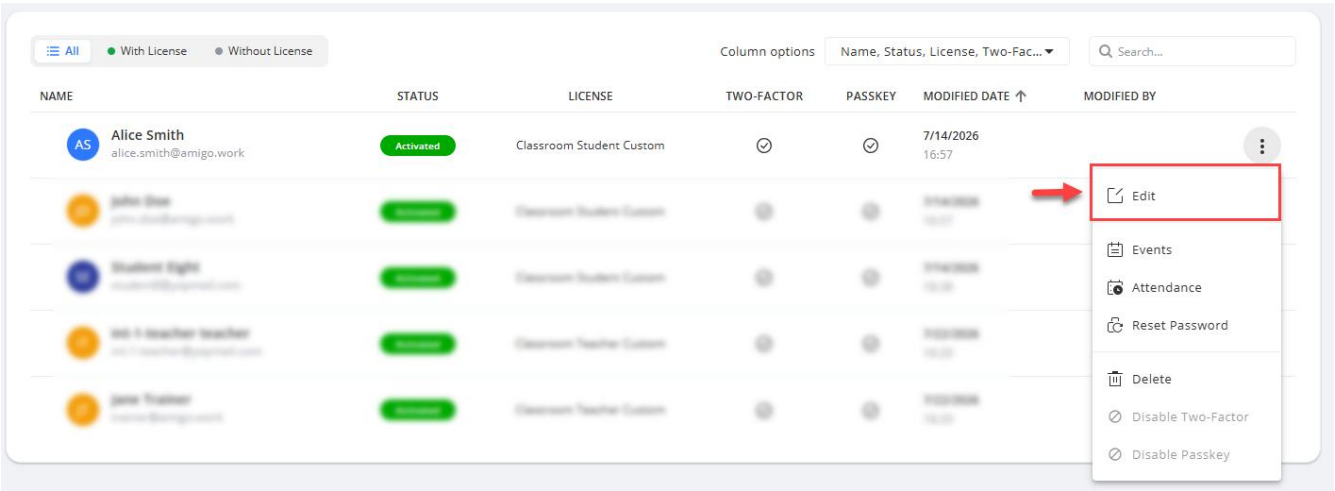


SCREENSHOT – Teachers

Account reset email will be sent on the email address provided for that particular teacher. Account password can be updated using the link inside the email.

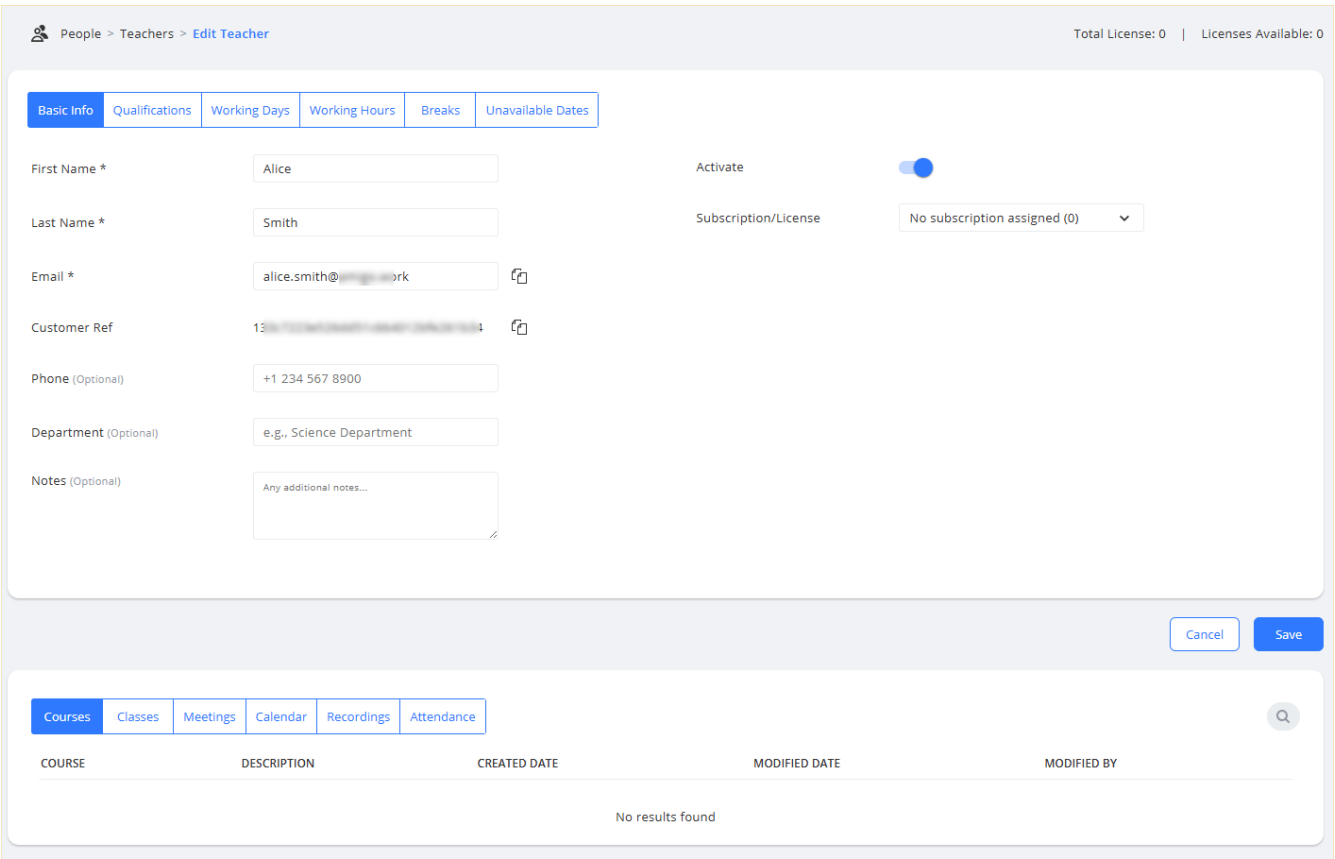
14.3 Update Teacher Details

To update teacher details, click on the  icon that appears beside each added teacher and then click on **Edit**, as shown below:



SCREENSHOT – Edit Teachers

You will be presented with the following screen:



SCREENSHOT – Edit Teachers

Separate tabs are provided to organize the teacher's profile into different categories, allowing administrators to view and update specific information as required. The following tabs are available:

14.3.1 Basic Info

The **Basic Info** tab allows the administrator to view and update the teacher's general profile information and account settings.

The following information can be configured:

- **First Name:** Specifies the teacher's first name.
- **Last Name:** Specifies the teacher's last name.
- **Email:** Specifies the teacher's email address.
- **Phone:** Specifies the teacher's contact number.
- **Department:** Associates the teacher with the appropriate department within the organisation.
- **Notes:** Provides an area for recording additional administrative information related to the teacher.
- **Active:** Enables or disables the teacher's account. Inactive teachers cannot access Rainbow Classroom until the account is reactivated.
- **Subscription/License:** Assigns or removes a Rainbow Classroom license for the teacher, enabling access to licensed features and services.

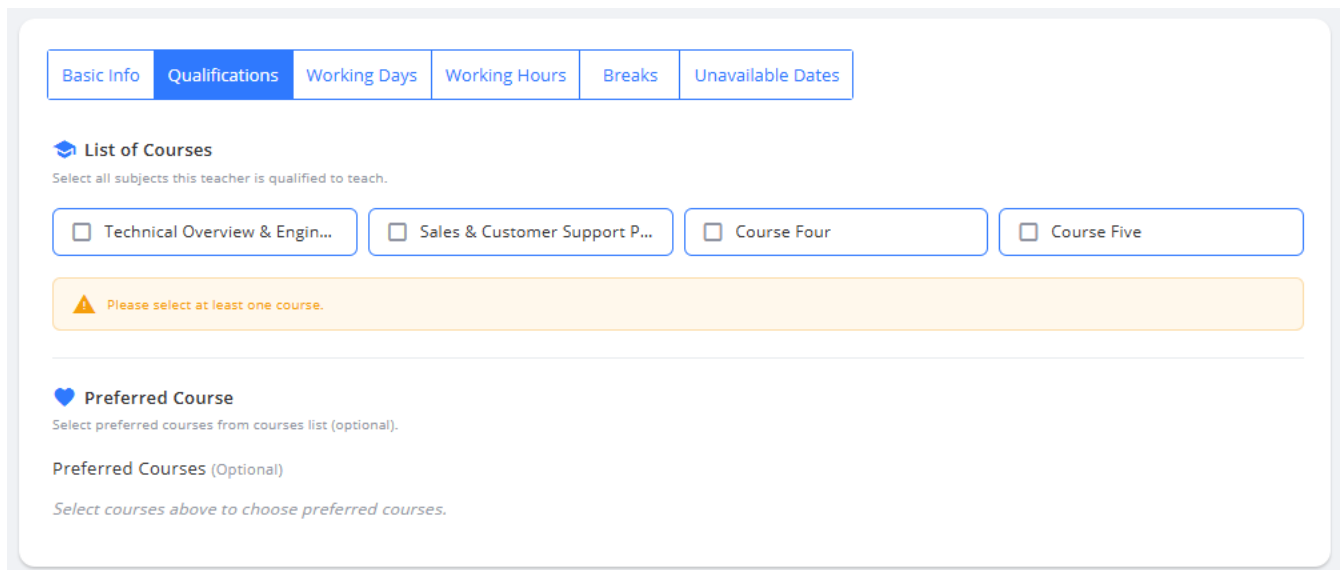
IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the teacher license will not be consumed and the respective user will not be able to login Rainbow Classroom as a teacher.

Note: If License is not allocated to a user then they can:

- Login/logout of web interface
- View Home Screen
- View Calendar Screen
- Manage its presence
- Manage its Profile
- Manage its preferences (audio/video devices accessibility etc)
- Manage the UI theme (light/dark)
- Access the FAQs and Report a problem interface

IMPORTANT!! The 'Teacher License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective teacher.

14.3.2 Qualifications

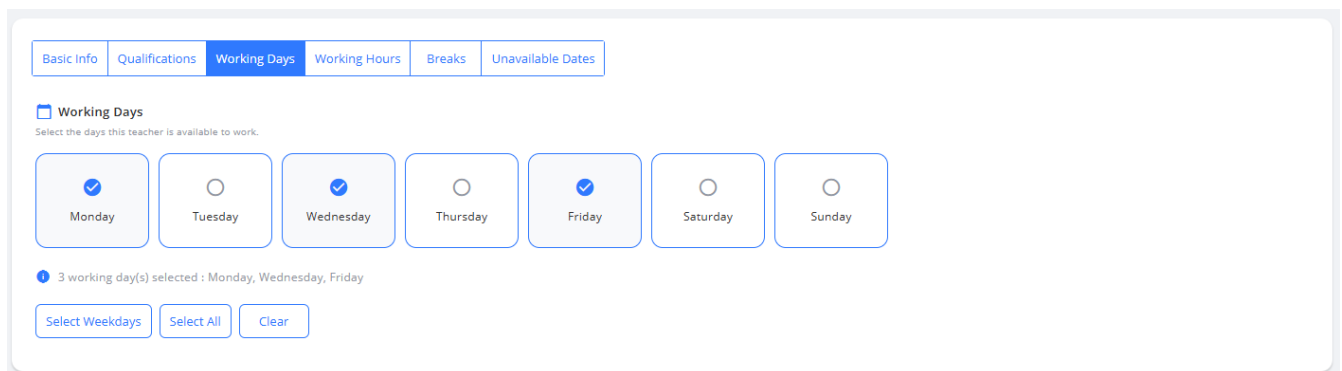


The **Qualifications** tab allows the administrator to configure the courses that a teacher is qualified to teach and, optionally, identify their preferred courses.

The following options are available:

- **List of Courses:** Select one or more courses that the teacher is qualified to teach. At least one course must be selected before the teacher profile can be saved.
- **Preferred Courses:** Optionally, select one or more preferred courses from the list of qualified courses. Only courses selected under **List of Courses** are available for selection as preferred courses.

14.3.3 Working Days



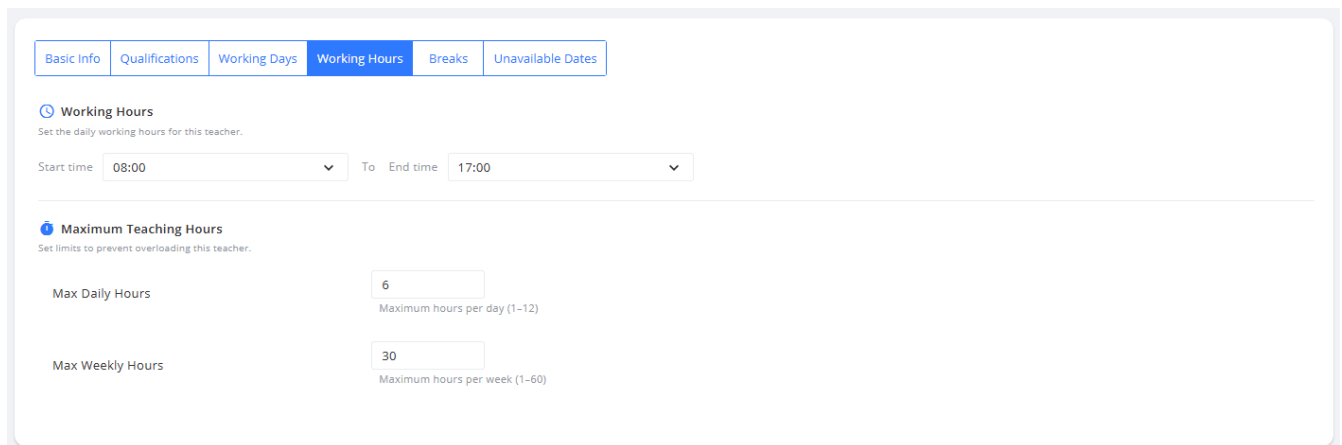
The **Working Days** tab allows the administrator to configure the days on which the teacher is available to conduct classes.

Individual tiles are provided for each day of the week, allowing the administrator to select the teacher's available working days.

The following actions are also available to simplify the configuration:

- **Select Weekdays:** Selects Monday through Friday.
- **Select All:** Selects all seven days of the week.
- **Clear Selection:** Removes all selected working days.

14.3.4 Working Hours



The screenshot shows the 'Working Hours' tab selected in the management center. It includes sections for 'Working Hours' (with start and end time dropdowns) and 'Maximum Teaching Hours' (with input fields for daily and weekly limits).

The **Working Hours** tab allows the administrator to configure the teacher's daily working schedule and define the maximum teaching hours that can be assigned.

The following configuration options are available:

- **Start Time:** A drop-down menu is available to specify the beginning of the teacher's working day.
- **End Time:** A drop-down menu is available to specify the end of the teacher's working day.

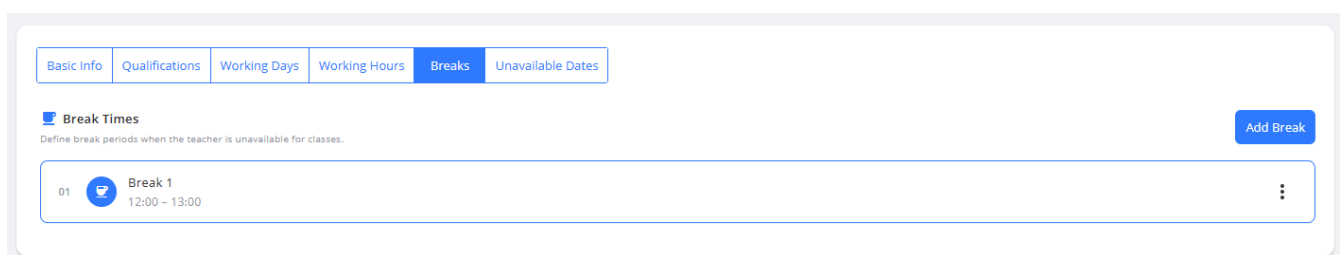
The configured working hours define the time period during which classes can be scheduled for the teacher.

The **Maximum Teaching Hours** section allows the administrator to prevent excessive scheduling by limiting the number of teaching hours that can be assigned to the teacher.

The following limits can be configured:

- **Maximum Daily Hours:** Specifies the maximum number of teaching hours that can be scheduled for the teacher in a single day. Valid values range from **1** to **12** hours.
- **Maximum Weekly Hours:** Specifies the maximum number of teaching hours that can be scheduled for the teacher during a calendar week. Valid values range from **1** to **60** hours.

14.3.5 Breaks



The screenshot shows the 'Breaks' tab selected. It features a list of break periods, with one example 'Break 1' from 12:00 to 13:00. An 'Add Break' button is visible in the top right corner.

The **Breaks** tab allows the administrator to configure one or more break periods during which the teacher is unavailable to conduct classes. Click **Add Break** to define a new break period.

Break Times

Define break periods when the teacher is unavailable for classes.

Add Break

Add Break

Start time

12:00

To

End time

13:00

Cancel

Add

For each break, specify the **Start Time** and **End Time** to indicate the duration of the teacher's unavailability. Multiple break periods can be configured to accurately reflect the teacher's daily schedule. During the configured break periods, classes cannot be scheduled for the teacher.

14.3.6 Unavailable Dates

Basic Info

Qualifications

Working Days

Working Hours

Breaks

Unavailable Dates

Unavailable Date Ranges

Add periods when this teacher is unavailable (leave, training, etc.).

Add Unavailable Period

No unavailable dates defined. Teacher is available on all working days.

The **Unavailable Dates** tab allows the administrator to configure date ranges during which the teacher is unavailable to conduct classes, such as annual leave, training or other planned absences. Click **Add Unavailable Period** to create a new period of unavailability.

Add Unavailable Period

Start date

End Date

Reason (Optional)

e.g., Annual leave

Cancel

Add

Provide an appropriate description (for example, **Annual Leave**) and specify the corresponding date range.

Multiple unavailable periods can be configured to accommodate different types of planned absences. During the configured date ranges, the teacher is considered unavailable and cannot be scheduled for classes.

All the courses, classes, meetings, calendar details, recordings and attendance details related to the teacher are also available on this screen as highlighted below:

ALE International

proprietary and confidential.

Edition # 14

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People > Teachers > Edit Teacher Total License: 0 | Licenses Available: 0

Basic Info | Qualifications | Working Days | Working Hours | Breaks | Unavailable Dates

First Name * Activate ☒

Last Name * Subscription/License No subscription assigned (0)

Email *

Customer Ref

Phone (Optional)

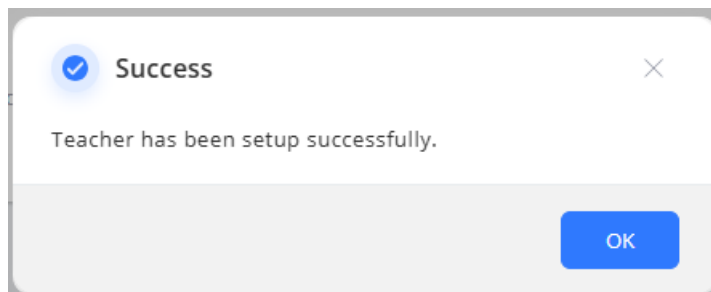
Department (Optional)

Notes (Optional)

Courses | Classes | Meetings | Calendar | Recordings | Attendance

COURSE	DESCRIPTION	CREATED DATE	MODIFIED DATE	MODIFIED BY
No results found				

Once all necessary changes have been implemented, click Save. A popup window is displayed, as shown below.

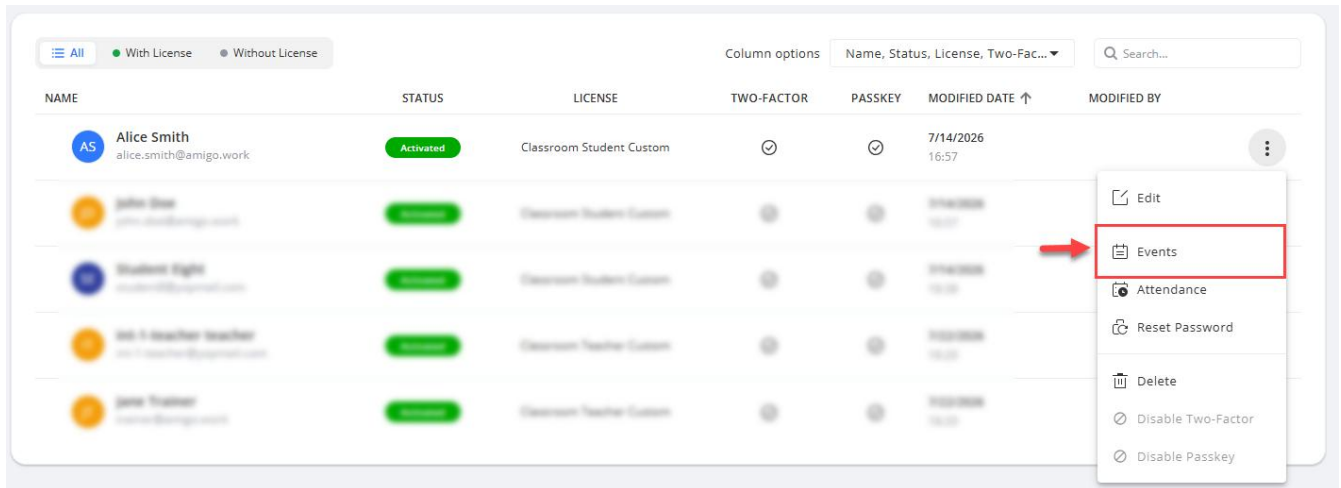


SCREENSHOT – Message from the Application

Click OK.

14.4 View Events

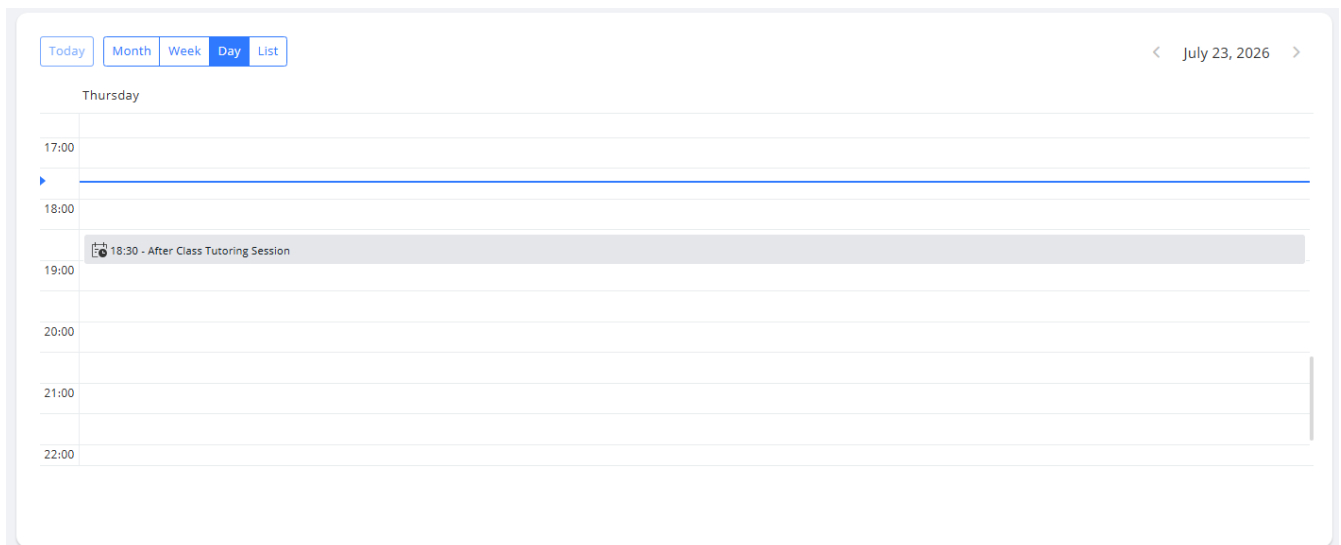
If you want to view all the events (meetings & Classes) that a particular teacher has been part of then click on the  icon that appears beside each added teacher and then click on **Events**, as shown below:



The screenshot shows a table of users with columns: NAME, STATUS, LICENSE, TWO-FACTOR, PASSKEY, MODIFIED DATE, and MODIFIED BY. A dropdown menu is open for the first user, Alice Smith, showing options: Edit, Events, Attendance, Reset Password, Delete, Disable Two-Factor, and Disable Passkey. A red arrow points to the 'Events' option.

SCREENSHOT – View Events

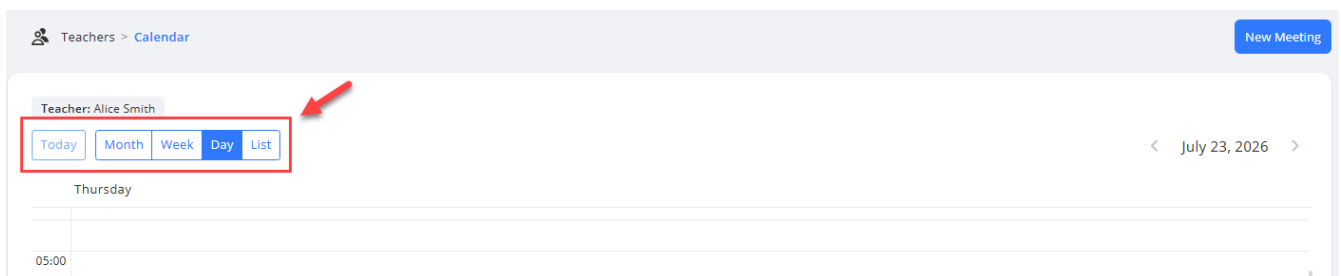
Following screen is displayed with detail of each meeting mapped on a calendar for each month.



The screenshot shows a calendar view for Thursday, July 23, 2026. The time slots range from 17:00 to 22:00. A meeting titled '18:30 - After Class Tutoring Session' is scheduled for 18:30.

SCREENSHOT – Events

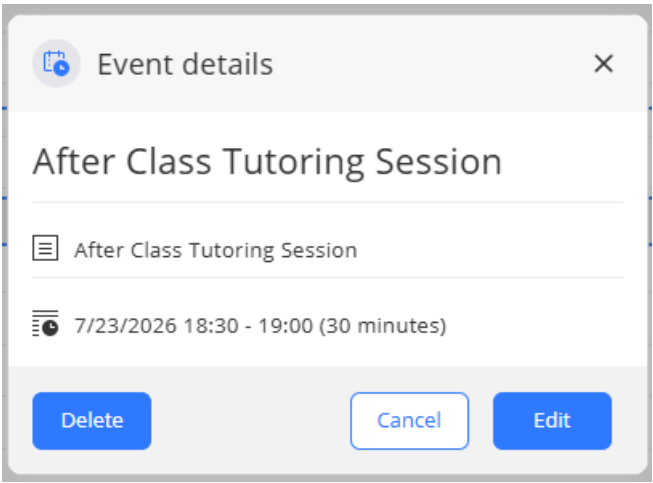
By default, Day-wise view of sessions is displayed. But you can choose to view a Weekly, Daily or List view of the sessions by clicking on the respective button as highlighted below:



The screenshot shows the 'Teachers > Calendar' section. A red box highlights the view selection buttons: Today, Month, Week, Day, and List. A red arrow points to the 'Day' button.

SCREENSHOT – Calendar

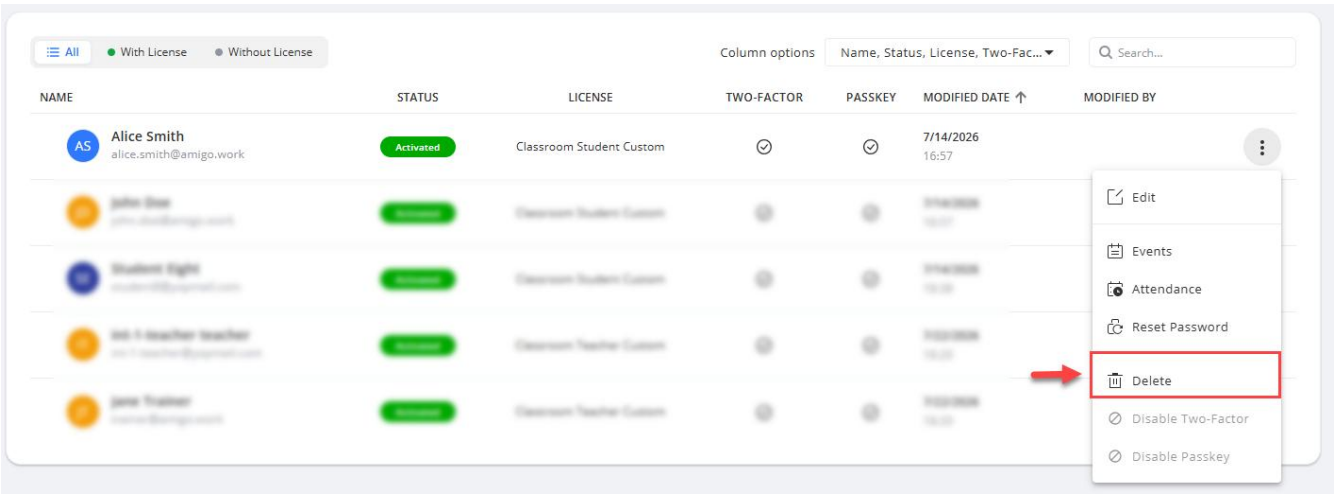
When an organization admin clicks on any entry of live session on calendar, details of that session are displayed as below:



SCREENSHOT – Calendar Entry

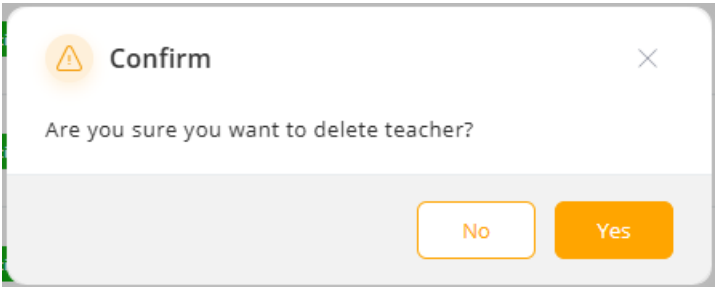
14.5 Delete a Teacher

To delete a teacher, click on the  icon that appears beside each added teacher and then click on **Delete**, as shown below:



SCREENSHOT – Delete Teacher

You will be presented with the popup window, as shown below.



SCREENSHOT – Message from the Application

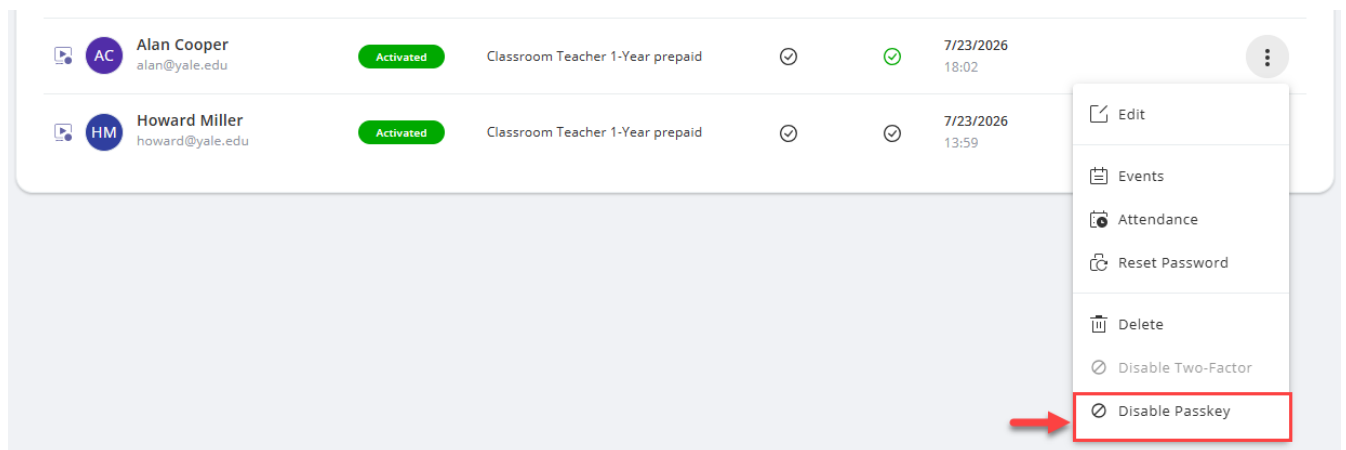
Click **YES**. The teacher will be removed from the Rainbow Classroom Management Center.

14.6 Disabling Teacher Authentication Methods

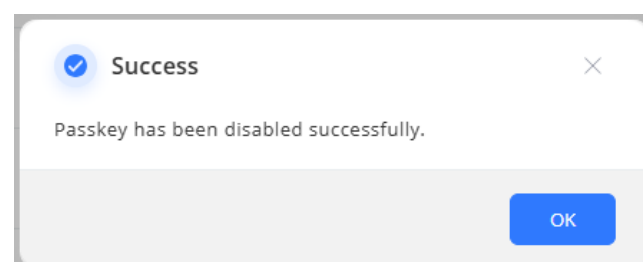
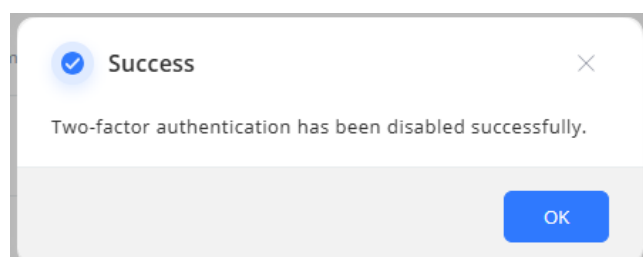
Rainbow Classroom supports additional authentication mechanisms, including **Two-Factor Authentication (2FA)** and **Passkeys**, to provide enhanced security for user accounts. These authentication methods are configured individually by each user through their own Rainbow Classroom account.

If a teacher is unable to access their account due to a configured authentication method, the organisation administrator can disable the associated security mechanism, allowing the teacher to configure it again after signing in.

To disable an authentication method, click the  icon corresponding to the required teacher and select either **Disable Passkey** or **Disable Two-Factor**, as shown below.

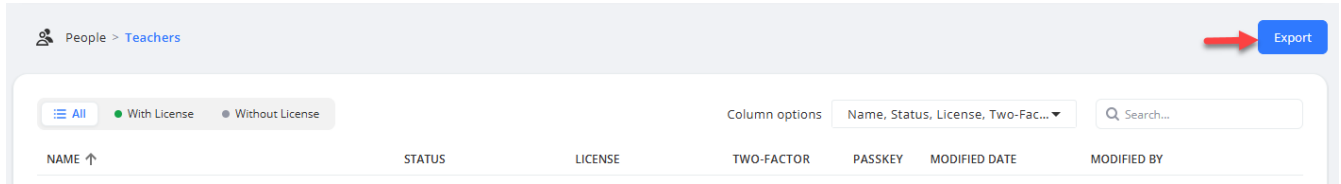


After the operation is completed successfully, a confirmation message is displayed indicating that the selected authentication method has been disabled for the teacher's account.



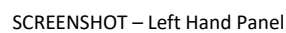
14.7 Export Teachers Data

If you want to download all the information related to teachers in the form of an excel file, click on Export as highlighted below:



SCREENSHOT – Export Teacher Data

This section facilitates an administrator to view details of all the students associated with the courses that have been provisioned to them through mass provisioning setup or via the external app of Rainbow Classroom on LMS. To view Students, expand the **People** menu in left hand panel and click on the **Students** as shown below:



People > Students

Export

All

With License

Without License

Column options

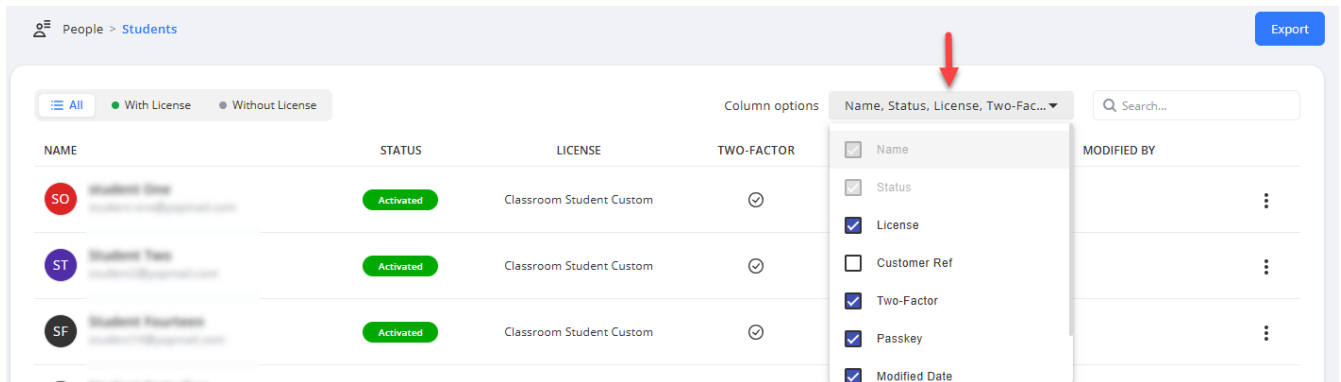
Name, Status, License, Two-Fac...

Search...

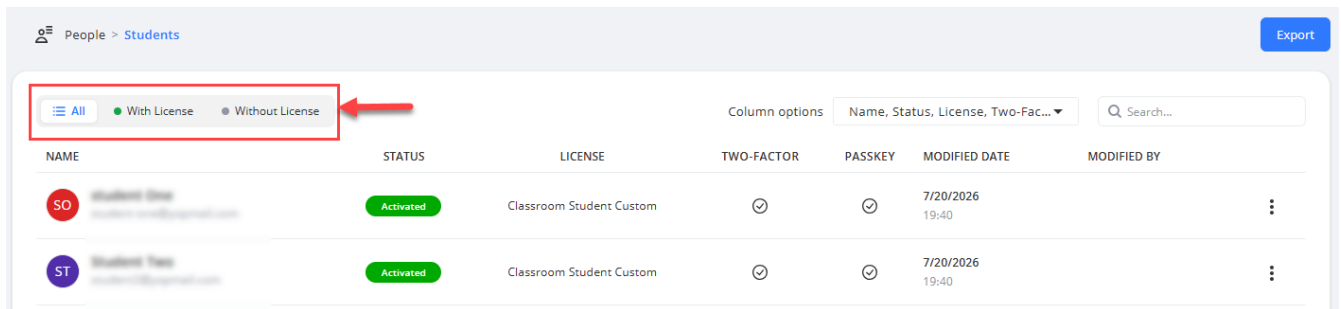
NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
SO Student One student1@domain.com	Activated	Classroom Student Custom	☑	☑	7/20/2026 19:40	⋮
ST Student Two student2@domain.com	Activated	Classroom Student Custom	☑	☑	7/20/2026 19:40	⋮
SF Student Fourteen student14@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
ST Student Forty Two student42@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
ST Student Forty Three student43@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
SS Student Forty Six student46@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
SS Student Forty Seven student47@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮
SO Student Forty One student41@domain.com	Activated	Classroom Student Custom	☑	☑	7/14/2026 16:57	⋮

SCREENSHOT - Students

A Column Options drop-down menu is available to configure the information displayed in the Student table. Administrators can select the columns to be displayed, allowing the table to be customized according to their requirements.



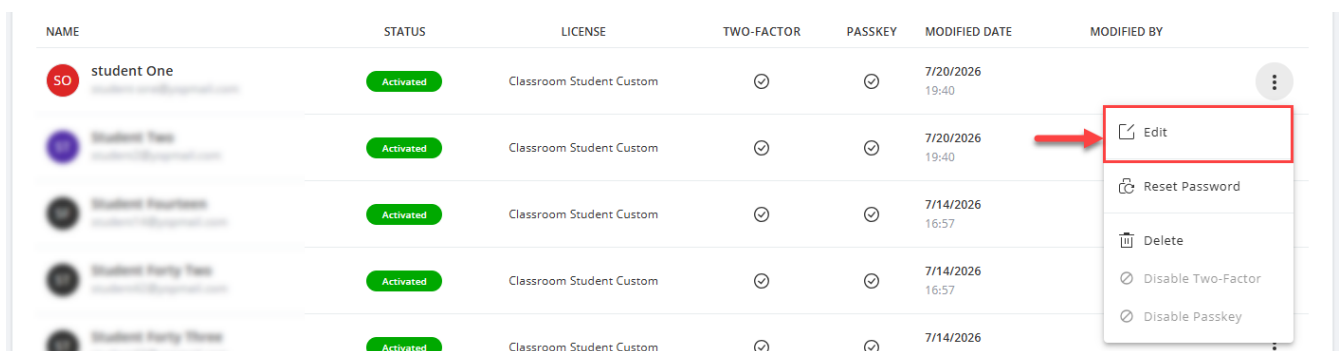
By default, the All tab displays all Students, regardless of their license status. The With License and Without License tabs enable administrators to filter the list and view students with assigned licenses or those without assigned licenses, respectively.



Note: Use the [Search](#) field at the top right corner of the [Students](#) screen to search for a particular student.

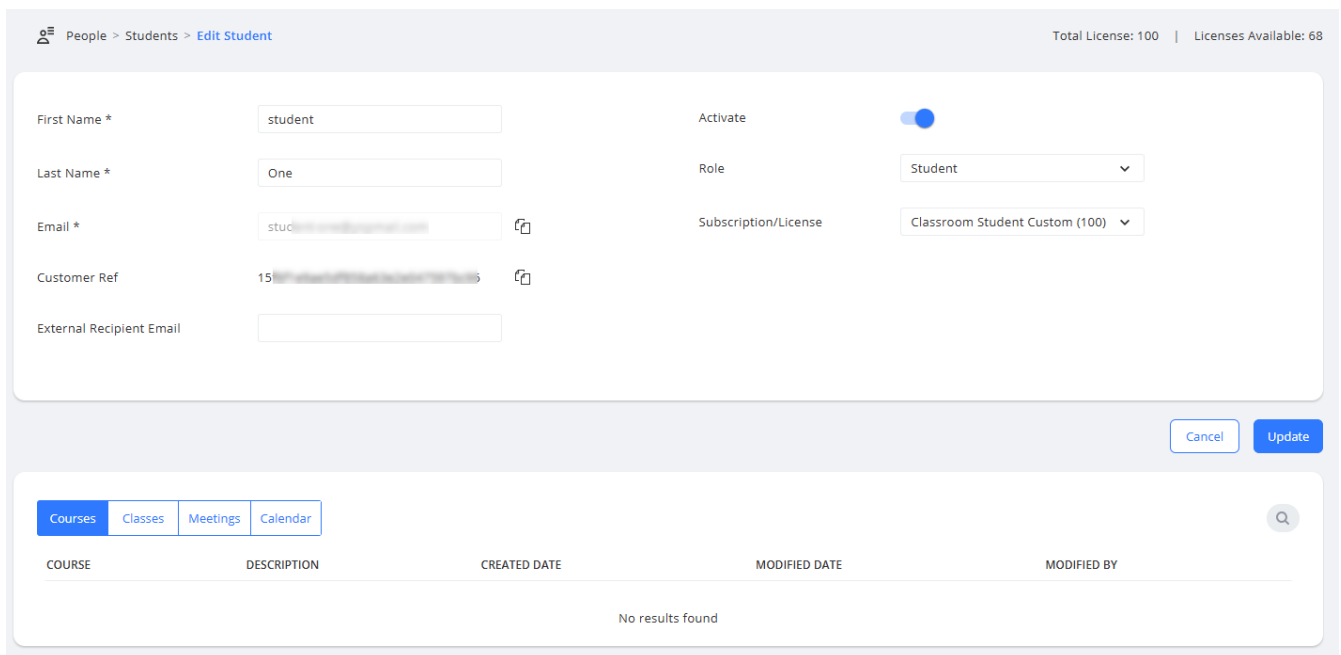
15.1 Update Student Details

To update student details, click on the  icon that appears beside each added student and then click on **Edit**, as shown below:



SCREENSHOT – Edit Student

You will be presented with the following screen.



People > Students > Edit Student

Total License: 100 | Licenses Available: 68

First Name * student

Last Name * One

Email * student@domain.com

Customer Ref 15

External Recipient Email

Activate ☒

Role Student

Subscription/License Classroom Student Custom (100)

Cancel Update

Courses Classes Meetings Calendar

COURSE	DESCRIPTION	CREATED DATE	MODIFIED DATE	MODIFIED BY
No results found				

SCREENSHOT – Edit Students

You can make changes for the below mentioned options:

- **First Name:** Specifies the student's first name.
- **Last Name:** Specifies the student's last name.
- **External Recipient Email:** Specifies the student's external email address.
- **Activate:** Enables or disables the student's account. By default, this option is enabled, indicating that the student account is active and assigned the selected subscription plan. Disabling this option deactivates the student account and removes the assigned student subscription/license.
- **Role:** Specifies the user's role. Available options include Student and Teacher.

Subscription/License: Specifies the subscription plan assigned to the student. Select the appropriate subscription from the available list.

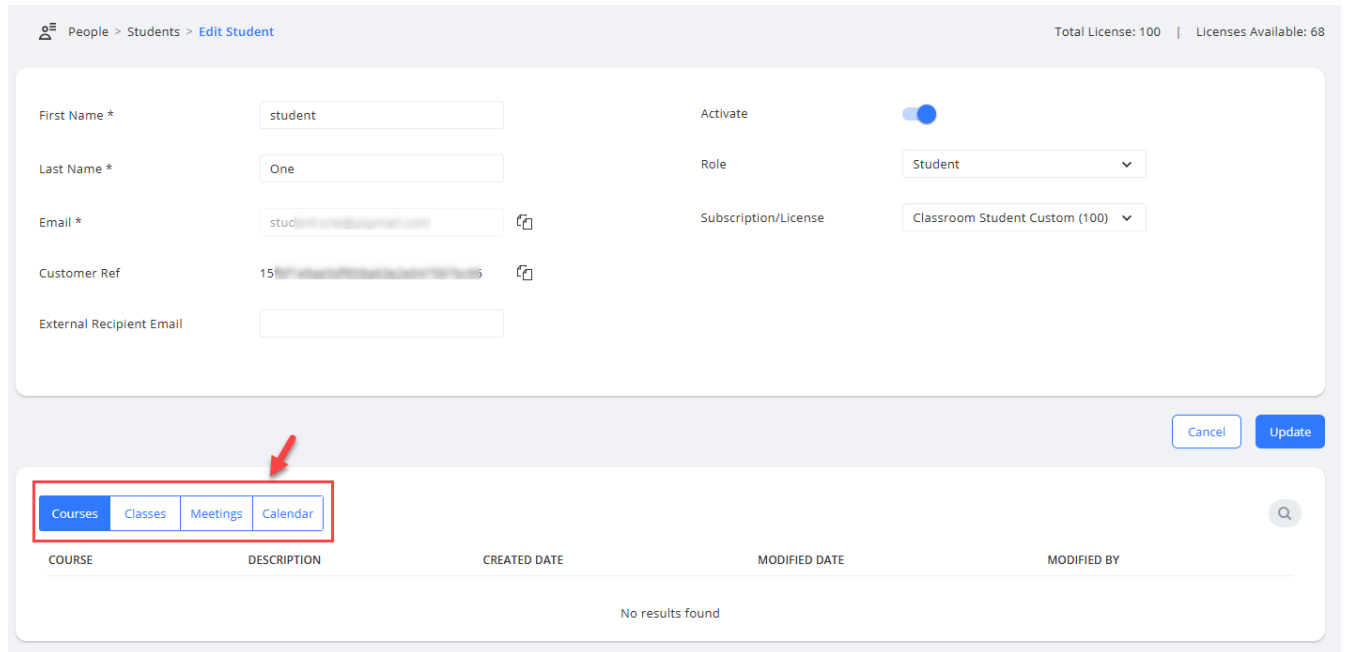
IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the student license will not be consumed and the respective user will not be able to login Rainbow Classroom as a student.

Note: If License is not allocated to a user then they can:

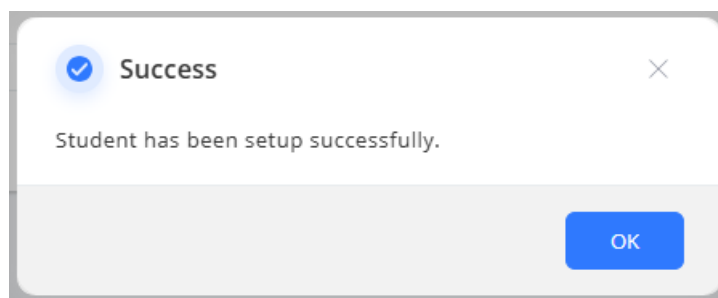
- Login/logout of web interface
- View Home Screen
- View Calendar Screen
- Manage its presence
- Manage its Profile
- Manage its preferences (audio/video devices accessibility etc)
- Manage the UI theme (light/dark)
- Access the FAQs and Report a problem interface

IMPORTANT!! The ‘Student License’ is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective student.

All the courses, classes, meetings and calendar details related to the student are also available on this screen as highlighted below:



Once all the necessary changes have been implemented, Click **Update** button and you will be presented with the popup window, as shown below.

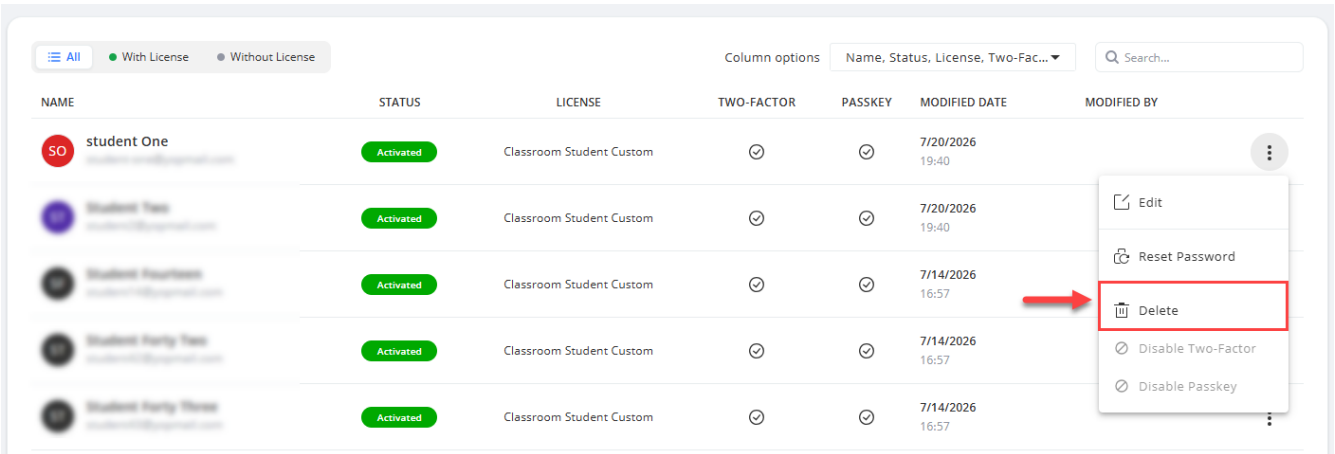


SCREENSHOT – Message from the Application

Click **OK**. The details of the respective student will be updated.

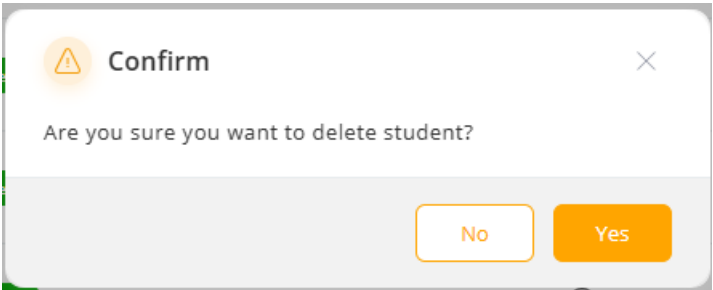
15.2 Delete a Student

To delete a student, click on the  icon that appears beside each added Student and then click on **Delete**, as shown below:



SCREENSHOT – Delete a student

You will be presented with the popup window, as shown below.

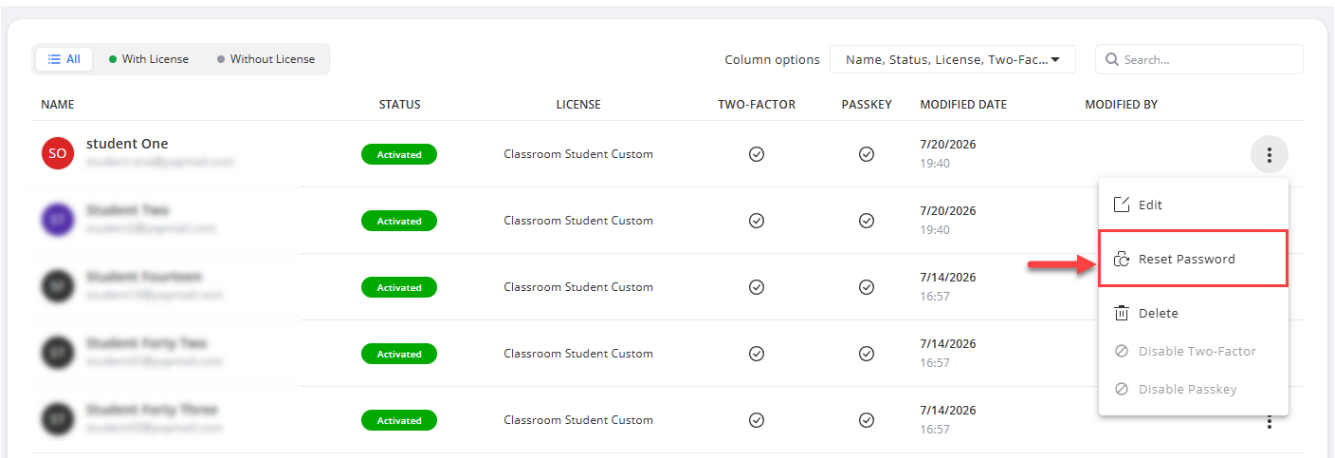


SCREENSHOT – Message from the Application

Click **YES**. The student will be removed from the Rainbow Classroom Management Center.

15.3 Reset Password

Administrator can update the passwords of a student’s account by clicking on the  icon that appears beside each added student and then click on **Reset Password**, as shown below:



SCREENSHOT – Reset Password

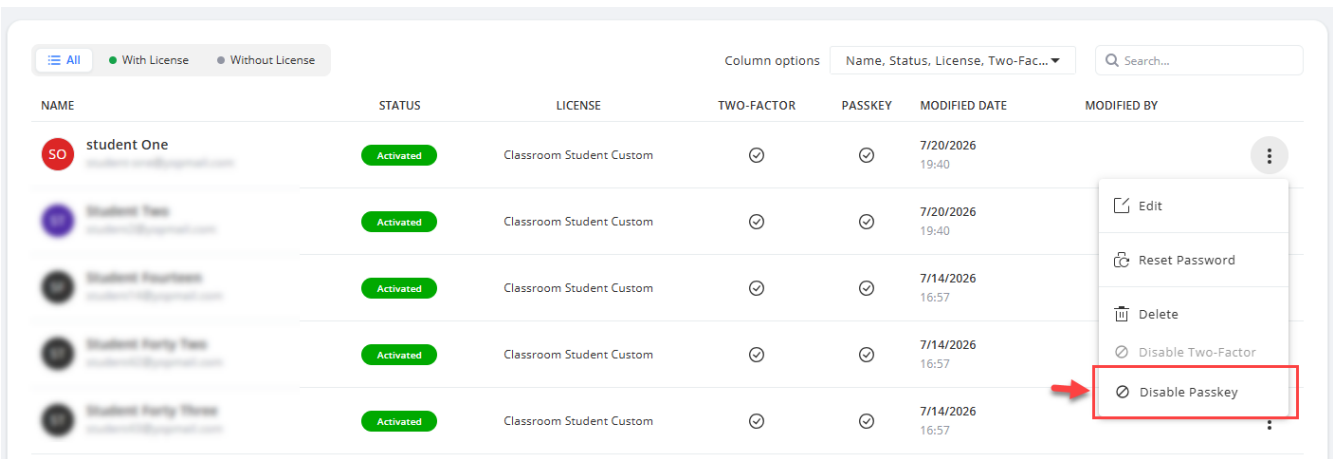
Account reset email will be sent on the email address provided for that particular student. Account password can be updated using the link inside the email.

15.4 Disabling Student Authentication Methods

Rainbow Classroom supports additional authentication mechanisms, including **Two-Factor Authentication (2FA)** and **Passkeys**, to provide enhanced security for user accounts. These authentication methods are configured individually by each user through their own Rainbow Classroom account.

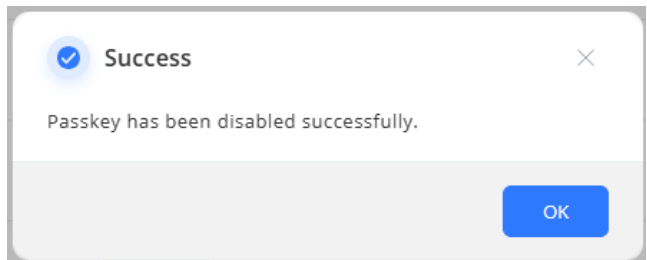
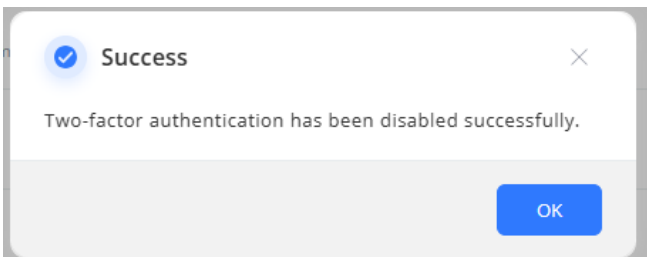
If a Student is unable to access their account due to a configured authentication method, the organisation administrator can disable the associated security mechanism, allowing the student to configure it again after signing in.

To disable an authentication method, click the  icon corresponding to the required student and select either **Disable Passkey** or **Disable Two-Factor**, as shown below.



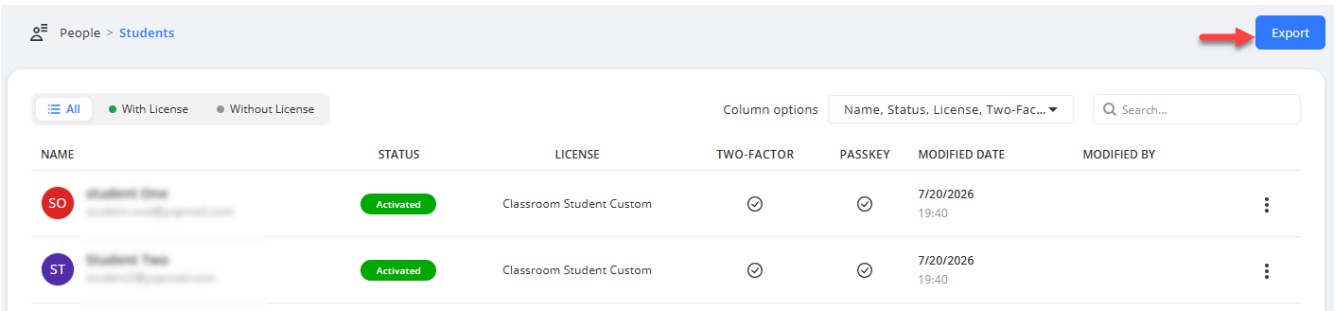
NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
student One	Activated	Classroom Student Custom			7/20/2026 19:40	
Student Two	Activated	Classroom Student Custom			7/20/2026 19:40	
Student Fourteen	Activated	Classroom Student Custom			7/14/2026 16:57	
Student Forty Two	Activated	Classroom Student Custom			7/14/2026 16:57	
Student Forty Three	Activated	Classroom Student Custom			7/14/2026 16:57	

After the operation is completed successfully, a confirmation message is displayed indicating that the selected authentication method has been disabled for the student's account.



15.5 Export Students Data

If you want to download all the information related to students in the form of an excel file, click on Export as highlighted below:



The screenshot shows the 'Students' management interface. At the top right, there is a blue 'Export' button, which is highlighted by a red arrow. Below the header, there are filters for 'All', 'With License', and 'Without License'. A 'Column options' dropdown menu is set to 'Name, Status, License, Two-Fac...'. A search bar is also present. The main table displays student information with columns: NAME, STATUS, LICENSE, TWO-FACTOR, PASSKEY, MODIFIED DATE, and MODIFIED BY. Two students are listed, both with 'Activated' status and 'Classroom Student Custom' license. The 'MODIFIED DATE' for both is '7/20/2026 19:40'.

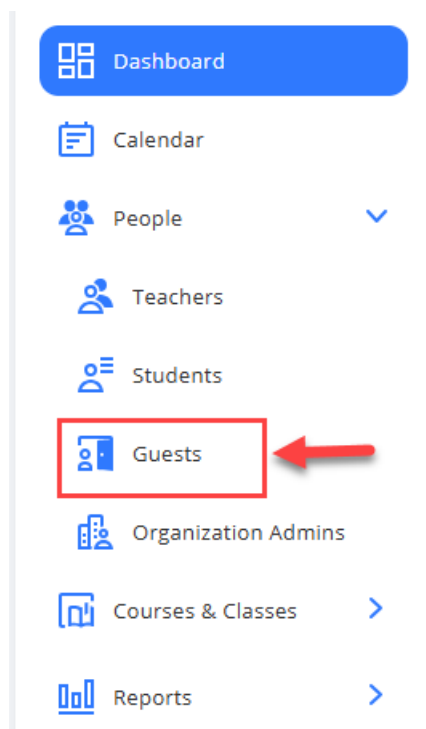
SCREENSHOT – Export Students Data

16 Guests

Rainbow Classroom can be accessed by a guest user who is not associated with an organization as a classmate or host. A guest can be added to a classroom, meeting and workgroup with the access to join a live session and to use Rainbow Classroom features if the host grants them permission. The guest users can be one of the following two types.

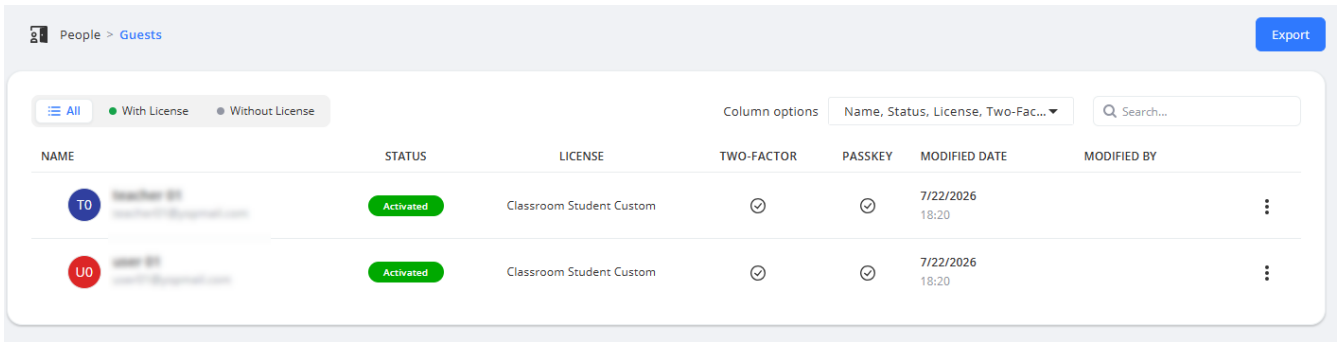
1. **Guardian** – The guest can be a guardian who is a student's representative throughout their academic years. The guardian can be added to a classroom in order to monitor student's performance or to check their learning environment and academic growth in an online learning medium.
2. **Professional** – The professional can be a trainer, an external speaker or any other senior mentor.

This section facilitates an administrator to view details of all the guests associated with the courses that have been provisioned to them To view Guests, expand the **People** menu in left hand panel and click on the **Guests** as shown below:



SCREENSHOT – Left Hand Panel

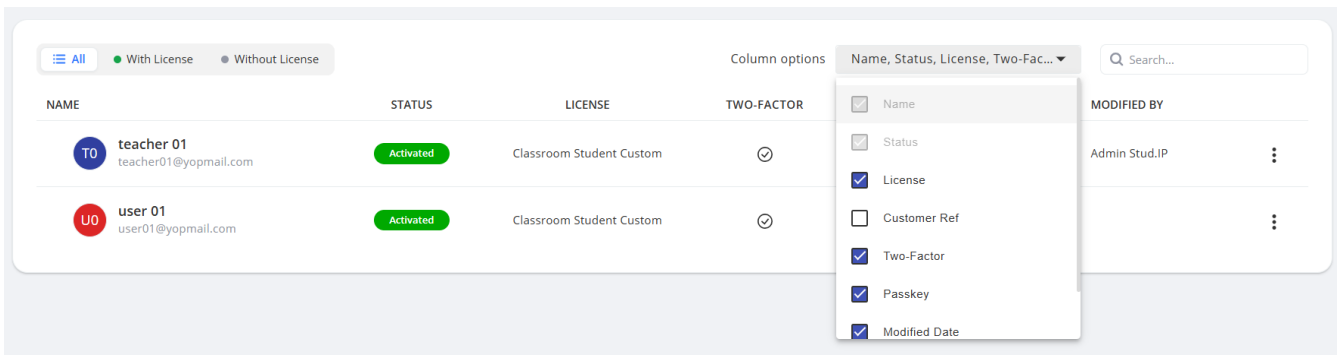
Following page is displayed:



NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
T0 teacher 01 teacher01@yopmail.com	Activated	Classroom Student Custom	☑	☑	7/22/2026 18:20	
U0 user 01 user01@yopmail.com	Activated	Classroom Student Custom	☑	☑	7/22/2026 18:20	

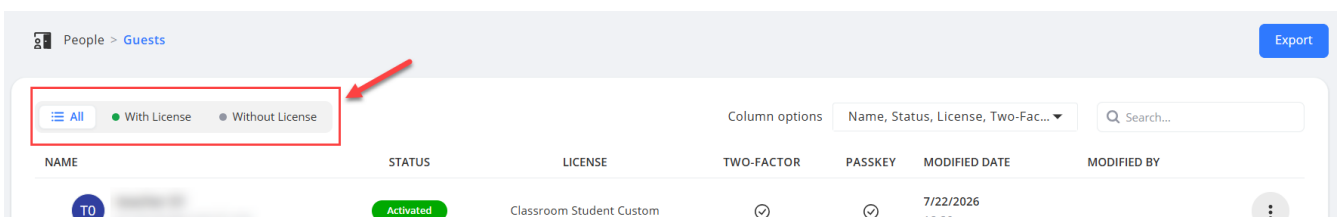
SCREENSHOT – Guests

A Column Options drop-down menu is available to configure the information displayed in the Guests table. Administrators can select the columns to be displayed, allowing the table to be customized according to their requirements.



NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
T0 teacher 01 teacher01@yopmail.com	Activated	Classroom Student Custom	☑	☑	7/22/2026 18:20	Admin Stud.IP
U0 user 01 user01@yopmail.com	Activated	Classroom Student Custom	☑	☑	7/22/2026 18:20	

By default, the All tab displays all Guests, regardless of their license status. The With License and Without License tabs enable administrators to filter the list and view guests with assigned licenses or those without assigned licenses, respectively.

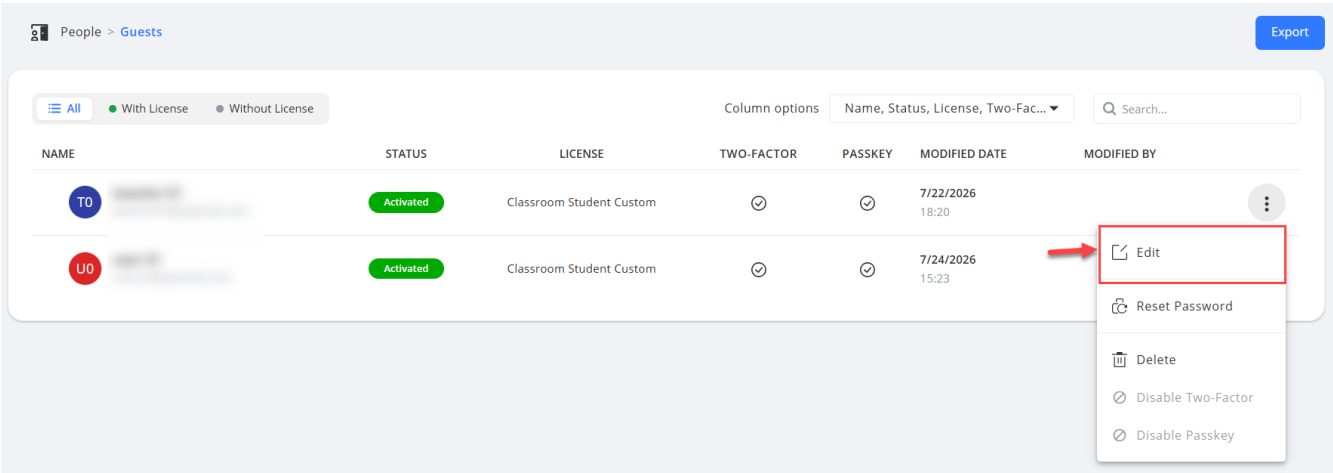


NAME	STATUS	LICENSE	TWO-FACTOR	PASSKEY	MODIFIED DATE	MODIFIED BY
T0 teacher 01 teacher01@yopmail.com	Activated	Classroom Student Custom	☑	☑	7/22/2026 18:20	

Note: Use the **Search** field at the top right corner of the **Guests** screen to search for a particular guest.

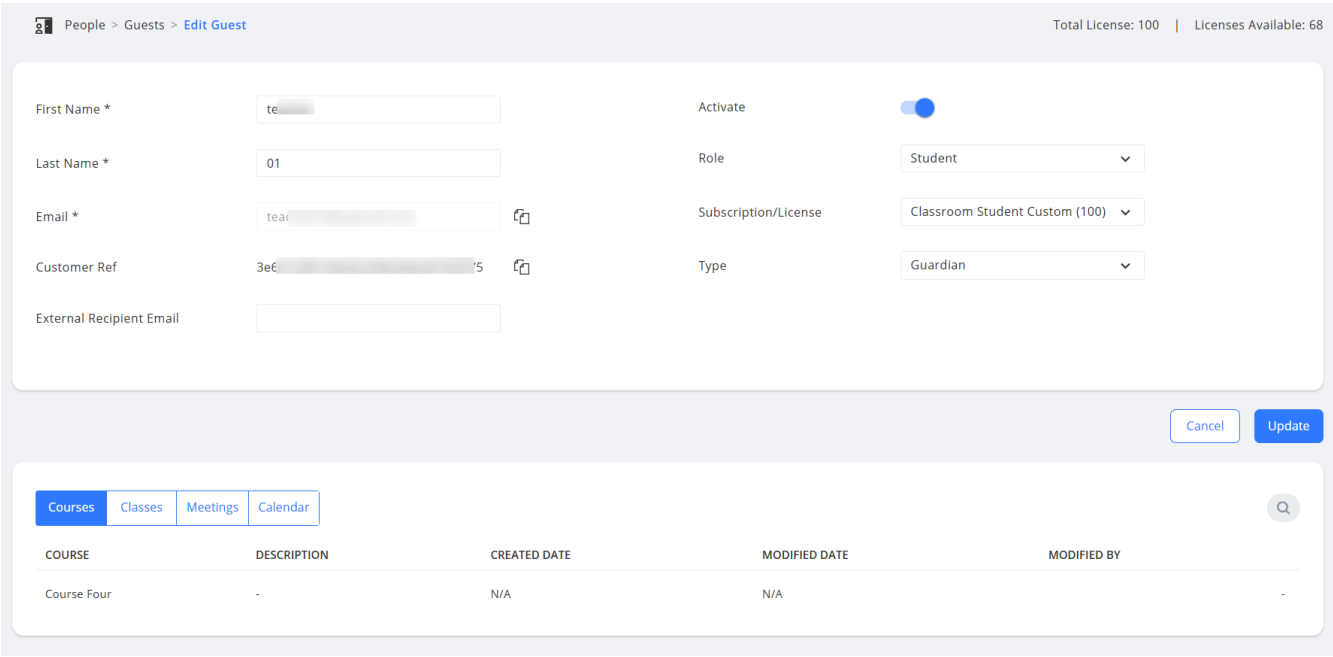
16.1 Update Guest Details

To update the guest's details, click on the  icon that appears beside each added Guest and then click on **Edit**, as shown below:



SCREENSHOT – Edit Guest

You will be presented with the following screen.



SCREENSHOT – Edit Guest

You can make changes for the below mentioned options:

- **First Name:** Specifies the Guest's first name.
- **Last Name:** Specifies the Guest's last name.
- **Activate:** Enables or disables the Guest's account. By default, this option is enabled, indicating that the guest account is active and assigned the selected subscription plan. Disabling this option deactivates the guest account and removes the assigned subscription/license.
- **Role:** Specifies the user's role. Available options include Professional and Guardian.

- **Subscription / License:** Select the required subscription plan for the respective guest from the dropdown menu of the respective field. Please note that the guest can only use Guest's subscription plan.
- **Type:** Select type of the guest from the dropdown menu of the respective field.

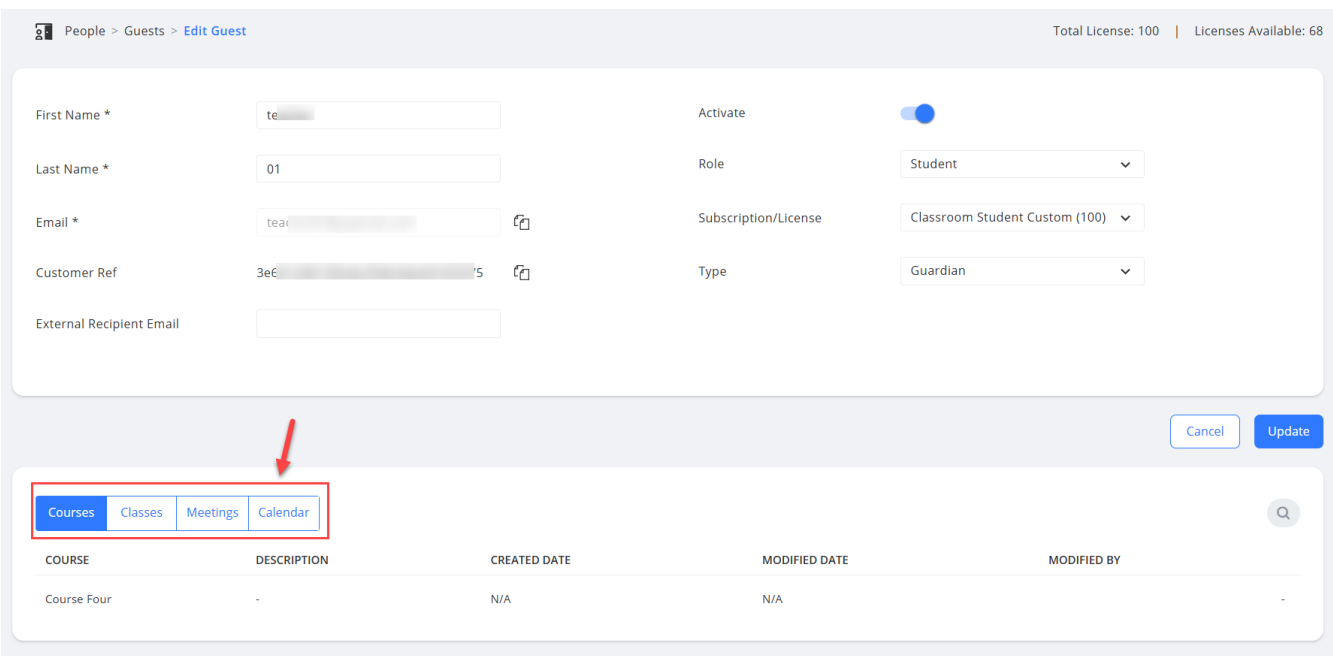
IMPORTANT!! Please note that after disabling the 'Activate' toggle button, the license will not be consumed and the respective user will not be able to login Rainbow Classroom as a guest.

Note: If License is not allocated to a user then they can:

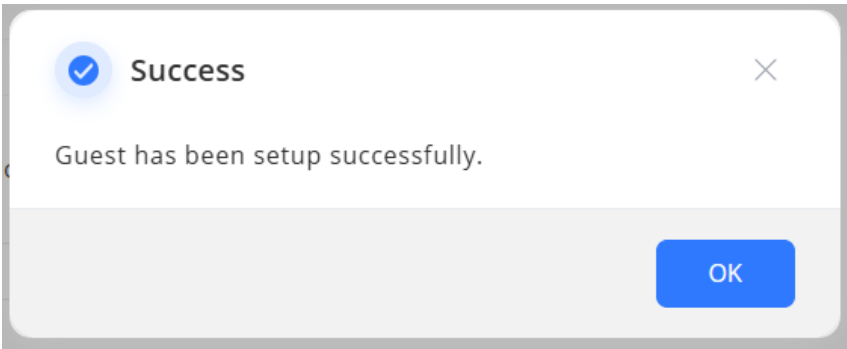
- Login/logout of web interface
- View Home Screen
- View Calendar Screen
- Manage its presence
- Manage its Profile
- Manage its preferences (audio/video devices accessibility etc)
- Manage the UI theme (light/dark)
- Access the FAQs and Report a problem interface

IMPORTANT!! The 'Guest License' is bound with the limit of the chosen subscription plan, after which the license will expire and an additional administrative process will be applied in order to activate Rainbow Classroom again for the respective guest.

All the courses, classes, meetings and calendar details related to the Guest are also available on this screen as highlighted below:



Once all the necessary changes have been implemented, Click **Update** button and you will be presented with the popup window, as shown below.

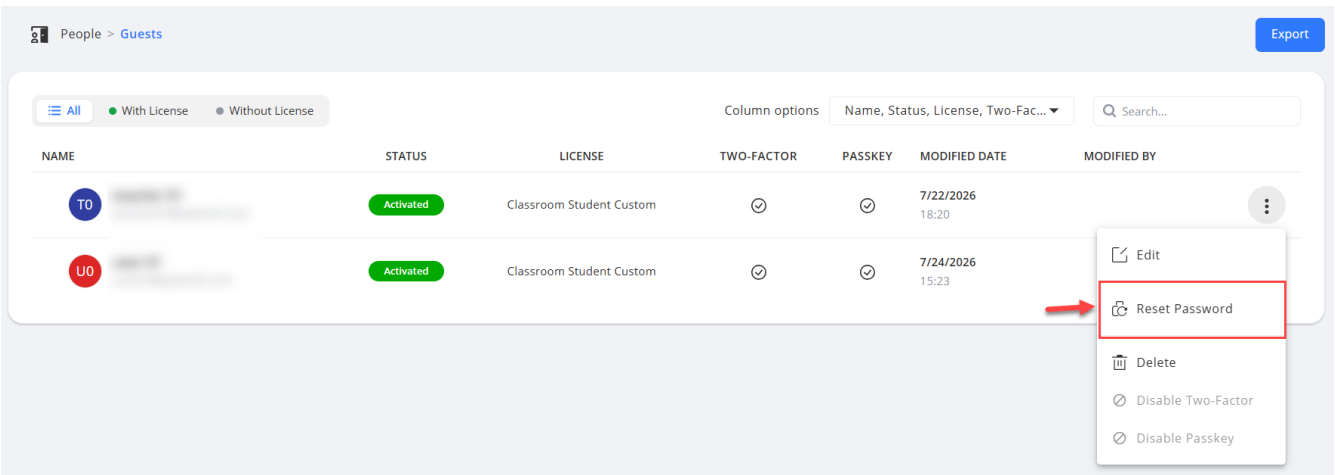


SCREENSHOT – Message from the Application

Click **OK**. The details of the respective guest will be updated.

16.2 Reset Password

Administrator can update the passwords of a guest’s account by clicking on the  icon that appears beside each added Guest and then click on **Reset Password**, as shown below



SCREENSHOT – Guests

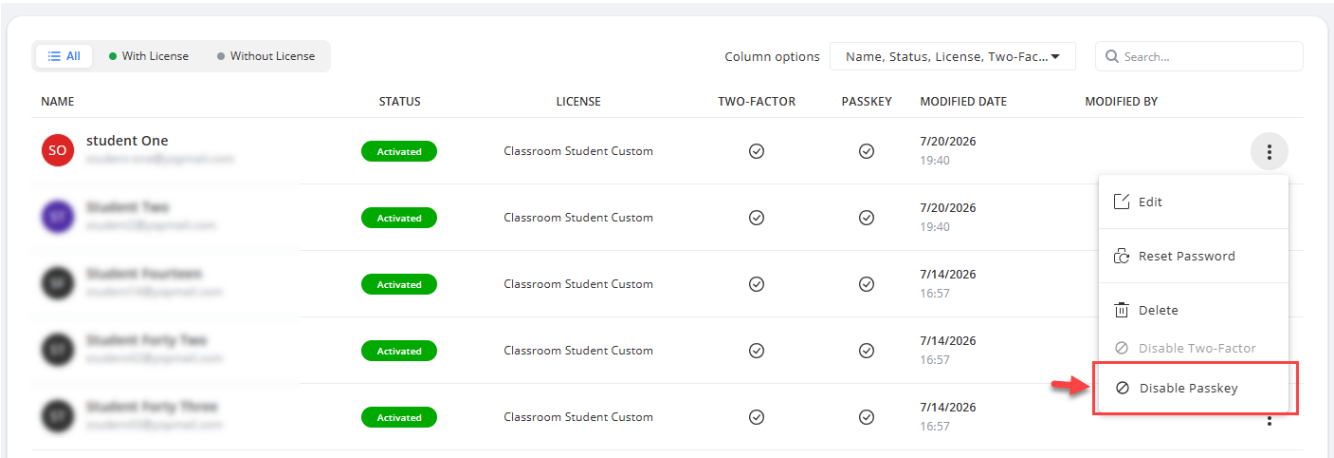
Account reset email will be sent on the email address provided for that particular guest. Account password can be updated using the link inside the email.

16.3 Disabling Guest Authentication Methods

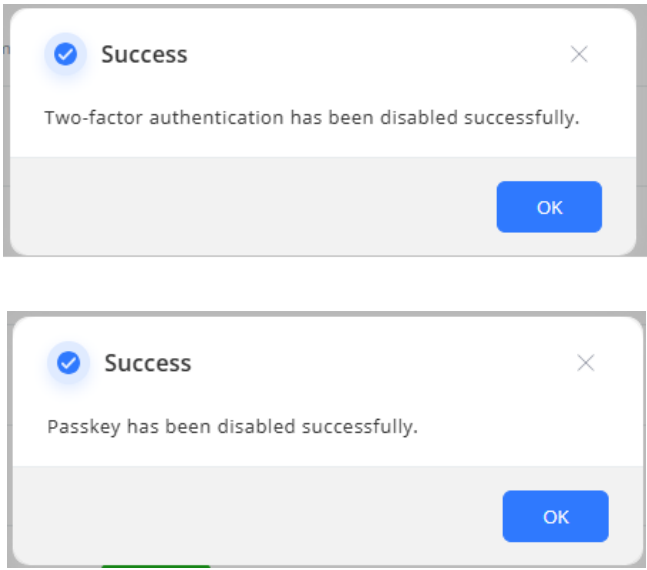
Rainbow Classroom supports additional authentication mechanisms, including **Two-Factor Authentication (2FA)** and **Passkeys**, to provide enhanced security for user accounts. These authentication methods are configured individually by each user through their own Rainbow Classroom account.

If a Guest is unable to access their account due to a configured authentication method, the organisation administrator can disable the associated security mechanism, allowing the Guest to configure it again after signing in.

To disable an authentication method, click the  icon corresponding to the required guest and select either **Disable Passkey** or **Disable Two-Factor**, as shown below.

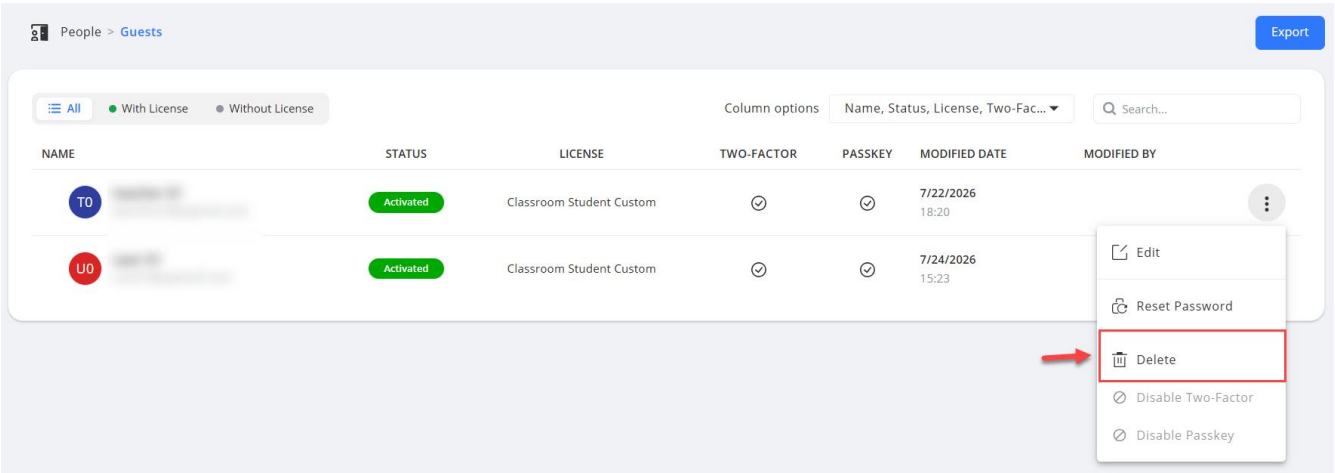


After the operation is completed successfully, a confirmation message is displayed indicating that the selected authentication method has been disabled for the guest's account.



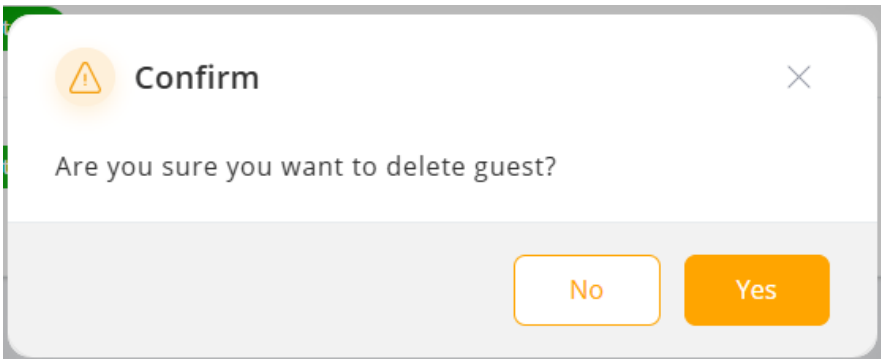
16.4 Delete a Guest

To delete a guest, click on the  icon that appears beside each added Guest and then click on **Delete**, as shown below :



SCREENSHOT – Delete a Guest

You will be presented with the popup window, as shown below.

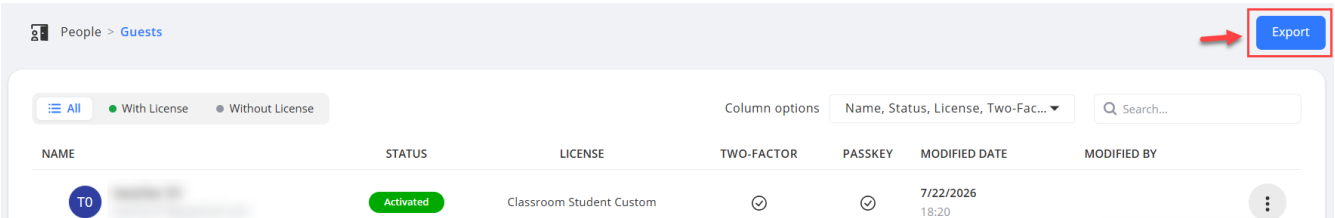


SCREENSHOT – Message from the Application

Click **YES**. The guest will be removed from the Rainbow Classroom Management Center.

16.5 Export Guests Data

If you want to download all the information related to guests in the form of an excel file, click on Export as highlighted below:

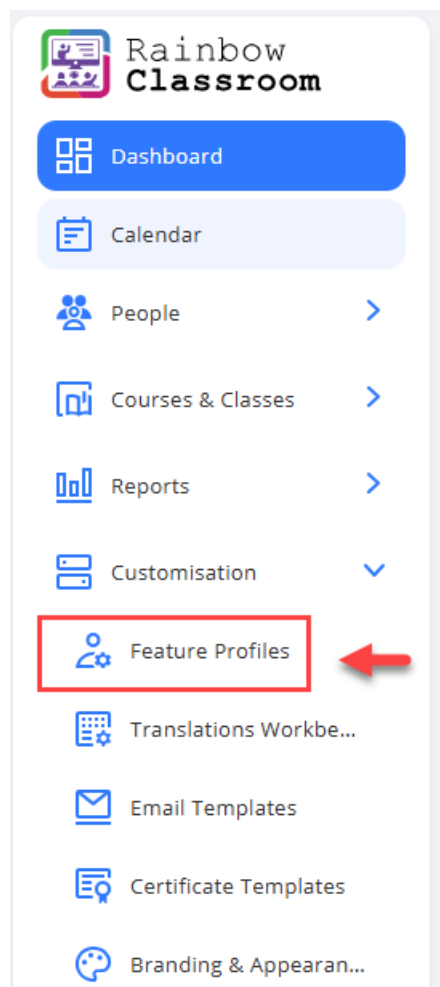


SCREENSHOT – Export Guest Data

17 Feature Profiles

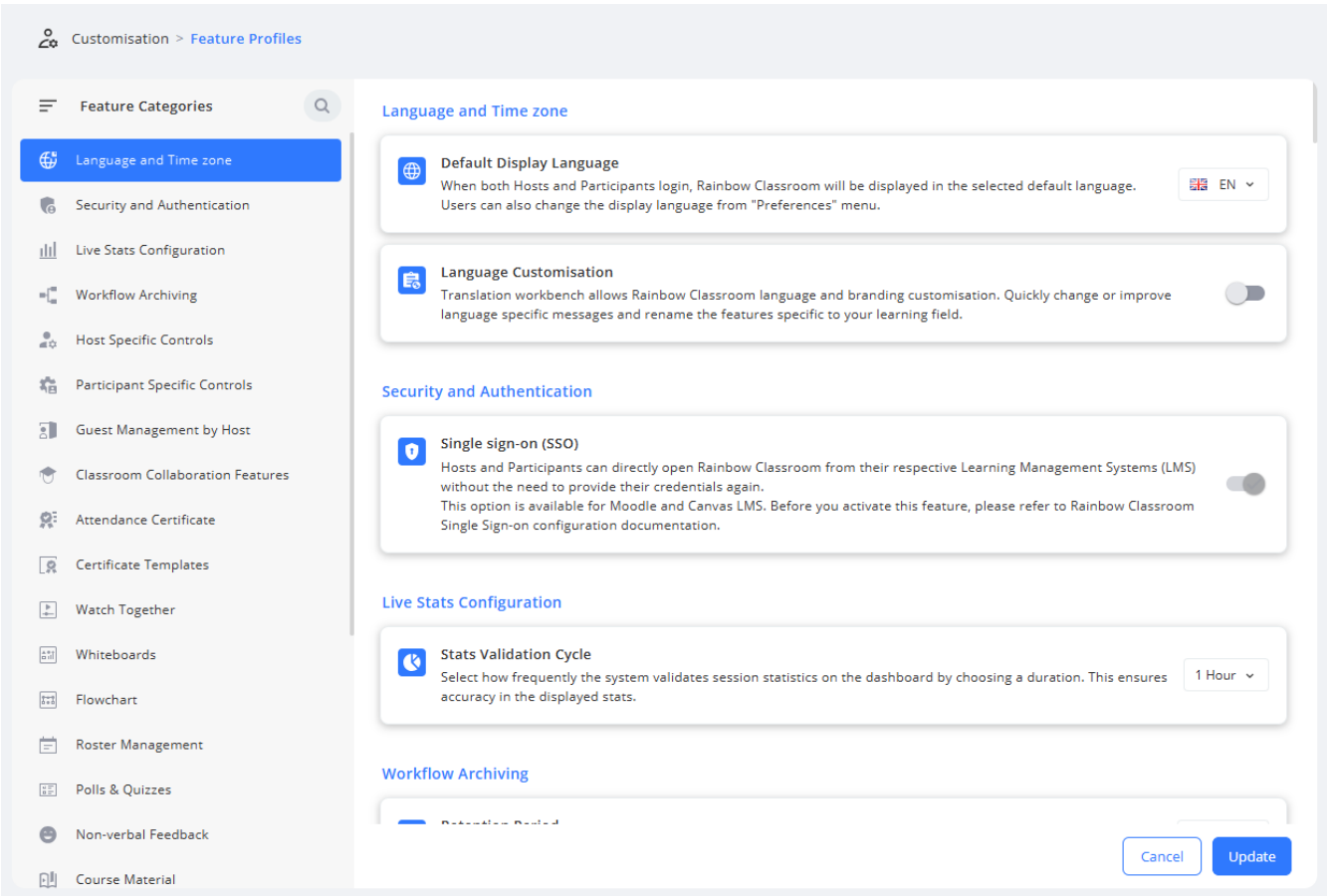
The organization admins can customize the entire application experience for its many different users. They can decide which user has access to which particular feature and they can also customize how different features (file sharing, meeting authorizations etc.) of the Rainbow classroom are used by different users. These setting options have been grouped into Language and Time Zone, Classroom Collaboration Features, Host Specific controls, Security & Authentication, Guest Management by Host, Recording, Watch Together and Whiteboard. Each permission is set by enable/disable switch that shows whether the respective feature is accessible or restricted to teachers and students in Rainbow Classroom.

In order to configure a Features Profile, expand **Customization** menu in the left-hand panel and click on **Feature Profiles** as shown below:



SCREENSHOT – Left Hand Panel

Following screen is displayed:



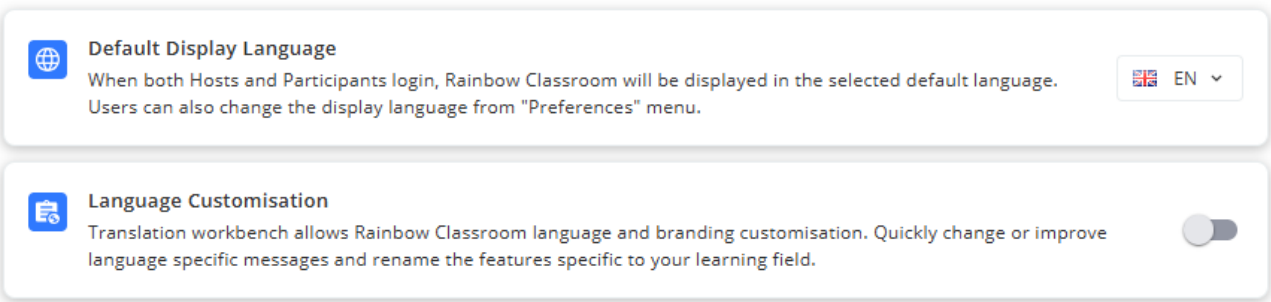
SCREENSHOT – Feature Profiles

A number of Customization options are available and they are described below:

Language and Time Zone

This section provides the ability to configure the specific display language on Rainbow Classroom depending on your specific time zone and geographical region. If you are not satisfied with translation of labels provided by Rainbow Classroom, you can choose to use your own customized labels from this section via Language Customisation option.

Language and Time zone



SCREENSHOT – Feature Profiles

Security and Authentication

This section provides the ability to configure specific security protocol in the form of Single Sign On in order to make it easier for host and participants to login to their Rainbow Classroom accounts. Following configuration options are available in this section:

Security and Authentication



Single sign-on (SSO)

Hosts and Participants can directly open Rainbow Classroom from their respective Learning Management Systems (LMS) without the need to provide their credentials again.

This option is available for Moodle and Canvas LMS. Before you activate this feature, please refer to Rainbow Classroom Single Sign-on configuration documentation.



SCREENSHOT – Feature Profiles

Live Stats Configuration

This section allows administrators to configure the refresh interval for live statistics displayed on the dashboard. Based on factors such as the frequency of live sessions, number of participants, and other key metrics, administrators can adjust this setting to gain better insight into overall activity within the institute, as reflected in the smart statistics on the dashboard.

Live Stats Configuration



Stats Validation Cycle

Select how frequently the system validates session statistics on the dashboard by choosing a duration. This ensures accuracy in the displayed stats.

1 Hour ▾

Workflow Archiving

This section allows administrators to define a retention period for workflow jobs. The selected duration determines when a workflow job is automatically moved to the Archived Jobs section, helping to reduce clutter on the workflow management screen.

Workflow Archiving



Retention Period

Choose how many days to keep workflows active before they are automatically archived.

30 Days ▾

Host Specific Controls

This section provides the ability to configure specific controls for hosts of classroom, meetings and workgroups. Through this section you can equip teachers with necessary tools that can help them conduct different sessions (live and otherwise) with much more effectiveness even in virtual environment. Following configuration options are available in this section:

Host Specific Controls (10)


Allow Host to update Class/Meeting Avatar

Host can set Avatar for their Classrooms and Meetings. Likewise, they can be restricted to set Avatar. It is recommended to leave this feature enabled as this gives added capability to the hosts to set an Avatar according to the type of course for better visibility.

☒


Text Messaging (Chat) in Classroom

If this feature is turned off, all the classroom created in the organization will be created without "Chat" board. When enabled, participants of a Classroom can send text messages on default chat board. These messages can be read by all the other participants for classroom. Classroom hosts can manually deactivate this feature for selected participants.

☒


Audio sharing

This option enable host to allow participant's to mute/unmute audio during active class/meeting.

☒


Video sharing in Classes/Meetings

This option enable host to allow participants to share/un-share video during active class/meeting.

☒


Allow Participant to Share Screen in an active session

If your organization's policy does not allow screen sharing by either participants or the host then, this feature should be turned off.

☒


Allow Participant to Share Files in Classes/Meetings

Participants of a Classroom or Meeting session can share files. In case, file sharing needs to be disabled across the organization then this feature should be turned off.

☒


Allow Host to Kick & Ban Participant from an active session

Host of Classrooms and Meetings can remove a person from a live collaboration session. Likewise, they can be restricted to rejoin as well. It is recommended to leave this feature enabled as this gives added capability to the hosts to efficiently manage Live collaboration sessions.

☒


Allow Host to Lock an active session

In Rainbow Classroom, hosts can lock the classroom that restricts further entry of participants in a live collaboration session. Once logged, participants see a message that the classroom is locked by the host. Participants can however, send a one-to-one message to the host to allow their entry in the classroom.

☒


Allow hosts to view attendance

Once enabled, hosts will be able to view attendance.

☒


Allow hosts to playback recorded sessions

Once enabled, hosts will be able to playback recorded sessions.

☒

Participant Specific Controls

This section provides the ability to configure specific controls for participants of classroom, meetings and workgroups. Through this section you can equip students and guests with necessary tools that can help them conduct or participate in different sessions (live and otherwise) with much more effectiveness even in virtual environment. Following configuration options are available in this section

Participant Specific Controls


Workgroups Management

Once enabled, participants will be able to manage workgroups.

☒

Guest Management by Host

This section provides the ability to Hosts to configure specific rules to manage participants that are part of their classrooms, meetings, workgroups etc. The idea behind this section is to strike a balance between the features accessible to participants and how much control a host can have on these available features. Following configuration options are available in this section:

Guest Management by Host



Allow Host to add Guest in Classes/Meetings

In Rainbow Classroom, Guests can be added in the system in advance as part of pre-qualification and safety measures. Guests can then be added directly in Classroom and Meetings as part of their configuration/setup. If this feature is enabled, hosts will be able to search pre-configured Guests accounts and add them manually in their Classroom and Meetings.



Classroom Collaboration Features

This section provides the ability to configure multiple collaboration features that are offered by Rainbow Classroom. This section allows organization administrators to introduce a virtual environment much like a physical classroom so that meaningful collaboration can be achieved between students & teachers and within the group of students as well. Following configuration options are available in this section:

Classroom Collaboration Features (6)



Collaboration Workgroups

Hosts will be able to create "Workgroups" within their Classroom and Meetings. Please refer to Rainbow Classroom "Workgroups" feature for more information.



Enable Breakout Rooms for Classes/Meetings

With this feature, classroom and meeting hosts can group participants and send them in different breakout rooms. Hosts can then either join the respective breakout rooms or pull the participants back in main Classroom or Meeting.



Enable proctoring mode

If enable multiple proctoring rooms will be created. Host can view videos for multiple rooms.



Enable My Meeting

Once enabled, hosts will be able to create personal collaboration meeting as and when needed.



Allow Participants to wait in the Lobby

If enabled, participants will wait in the Lobby for the permission of host to join the Classroom.



Download Course Material

Once enabled, the participants will be able to download course material from exam rooms.



SCREENSHOT – Feature Profiles

Attendance Certificate

This section allows administrators to record a participant's attendance for a specific classroom session. Digital Signatures enable hosts and participants to confirm attendance electronically. The attendance certificate serves as a digital proof of participation, enabling organizations to verify compliance and confirm a participant's eligibility based on their actual attendance in a class or course.

Attendance Certificate

Attendance Certificate

 **Digital Signatures**
When enabled, Digital Signatures allow both hosts and participants to confirm attendance electronically. Each signature is securely stored and embedded in attendance logs, ensuring authenticity and eliminating the need for manual verification.

 **Certificate of Attendance**
The Certificate of Attendance in Rainbow Classroom provides participants with an official record of their active involvement in learning sessions. It recognizes their effort and commitment by issuing a verified digital certificate once attendance is confirmed. Designed to meet institutional and compliance standards, it helps learners and organizations maintain credible, traceable proof of participation.

Both options are disabled by default. Once Certificate of Attendance option is enabled, the following configuration options are displayed:

Attendance Certificate

 **Digital Signatures**
When enabled, Digital Signatures allow both hosts and participants to confirm attendance electronically. Each signature is securely stored and embedded in attendance logs, ensuring authenticity and eliminating the need for manual verification.

 **Certificate of Attendance**
The Certificate of Attendance in Rainbow Classroom provides participants with an official record of their active involvement in learning sessions. It recognizes their effort and commitment by issuing a verified digital certificate once attendance is confirmed. Designed to meet institutional and compliance standards, it helps learners and organizations maintain credible, traceable proof of participation.

 **Shift Management**
Shift Management helps you organize classes that run across different parts of the day. Once enabled, you can configure shifts for each class, such as morning, afternoon, or evening without affecting others. You can define up to three shifts per class, and if no shift is set, it will simply be treated as a single session. This gives you clear control over attendance tracking and ensures accurate records across all scheduled sessions.

Shift Management allows configuration of multiple class shifts (e.g., morning, afternoon, evening) to manage attendance accurately across different time slots. Once this particular option is enabled another option is displayed:


Certificate of Attendance

The Certificate of Attendance in Rainbow Classroom provides participants with an official record of their active involvement in learning sessions. It recognizes their effort and commitment by issuing a verified digital certificate once attendance is confirmed. Designed to meet institutional and compliance standards, it helps learners and organizations maintain credible, traceable proof of participation.

☒


Shift Management

Shift Management helps you organize classes that run across different parts of the day. Once enabled, you can configure shifts for each class, such as morning, afternoon, or evening without affecting others. You can define up to three shifts per class, and if no shift is set, it will simply be treated as a single session. This gives you clear control over attendance tracking and ensures accurate records across all scheduled sessions.

☒


Send Attendance Certificate for Reconciliation

When this option is enabled, the admin can manually send the Certificate of Attendance to the participant's external reconciliation email listed in their profile. The admin can do this by opening the participant's profile and selecting the class for which the certificate needs to be sent. This ensures that verified attendance records are shared directly with the concerned organization for review or recordkeeping.

☐

Send Attendance Certificate for Reconciliation allows administrators to send attendance certificates to participants' registered reconciliation email addresses for verification or recordkeeping.

Certificate Templates

This section enables the My Certificates area for participants, where they can access course completion certificates generated and shared by the organization's administrators

Certificate Templates


Certificate Templates

Enable access to My Accomplishments for end users within the Rainbow Classroom.

☐

Watch Together

This section provides the ability to Hosts to control watch together feature for online sessions. Following configuration option is available in this section:

Watch Together


Allow Host to use Watch Together in Classes/Meetings

When enabled, this feature will be visible to the classroom and meetings hosts.

☒

SCREENSHOT – Feature Profiles

Whiteboards

This section provides the ability to configure different features that are available in whiteboards. Following configuration options are available in this section:

Whiteboards

Whiteboards


Whiteboards

Whiteboarding is enabled for use. Disabling this option will hide Whiteboard functionality across the whole organization. Whiteboarding feature will not be visible and available for use.

☒


Whiteboard Sharing

Users are allowed to create and share their whiteboards with others.

☒


Real-time Whiteboarding

Users will be able to share their whiteboards and let others contribute in real-time.

☒

SCREENSHOT – Feature Profiles

Roster Management

Once enabled, this option provides Organization administrators with a centralized interface for maintaining the organization's roster information including schedules, academic years, grades, sections and holidays.

Roster Management


Roster Management

Roster is enabled for use. Roster feature is turned off. Enable access to the roster feature for end users. Disabling this option will remove the Roster feature across the entire organization, preventing users from creating or accessing rosters.

☐

Flowchart

This section enables flowchart feature for all the participants in the organisation.

Flowchart


Flowchart

Flowcharts are enabled for use. Users can create flowcharts to visually organize their ideas and processes. Disabling this option will remove the Flowcharts feature across the entire organization, preventing users from creating or accessing flowcharts.

☒

Polls & Quizzes

This section provides the ability to host to collect feedback from their students and participants of meetings. Ability to Quiz one's students is also enabled from this section as shown below:

Polls & Quizzes


Poll

This option enable host to allow participants to take a poll.

☒


Quiz

This option enable host to allow participants to take a quiz.

☒

SCREENSHOT – Feature Profiles

Non-Verbal Feedback

This section provides the ability of non-verbal feedback during a live session so that interaction between participants is more collaborative and meaningful. Each option you enable will allow classmates to react to Hosts

teaching without having to type, speak or show a message. Following configuration options are available in this section:

Non-verbal Feedback (9)



Enable Participants to Raise Hands

If enabled, participants can click the "Raise Hand" icon to ask questions or seek assistance during a live collaboration session.



Celebrate

This option will allow participant to celebrate.



Clock

This option will enable clock option.



Confused

This option will enable confused option.



I understand

This option will enable I understand option.



Request to speak

This option will enable Request to speak option.



Like

This option will enable like option.



Yes

This option will enable yes option.



No

This option will enable no option.

SCREENSHOT – Feature Profiles

Course Material

This section provides the ability to configure how a host can manage course material within a classroom.

Course Material

Course Material



Course Material



Allow hosts to manage course material files

This option will allow hosts to manage course material files.



Allow hosts to manage course material links

This option will allow hosts to manage course material links.

SCREENSHOT – Feature Profiles

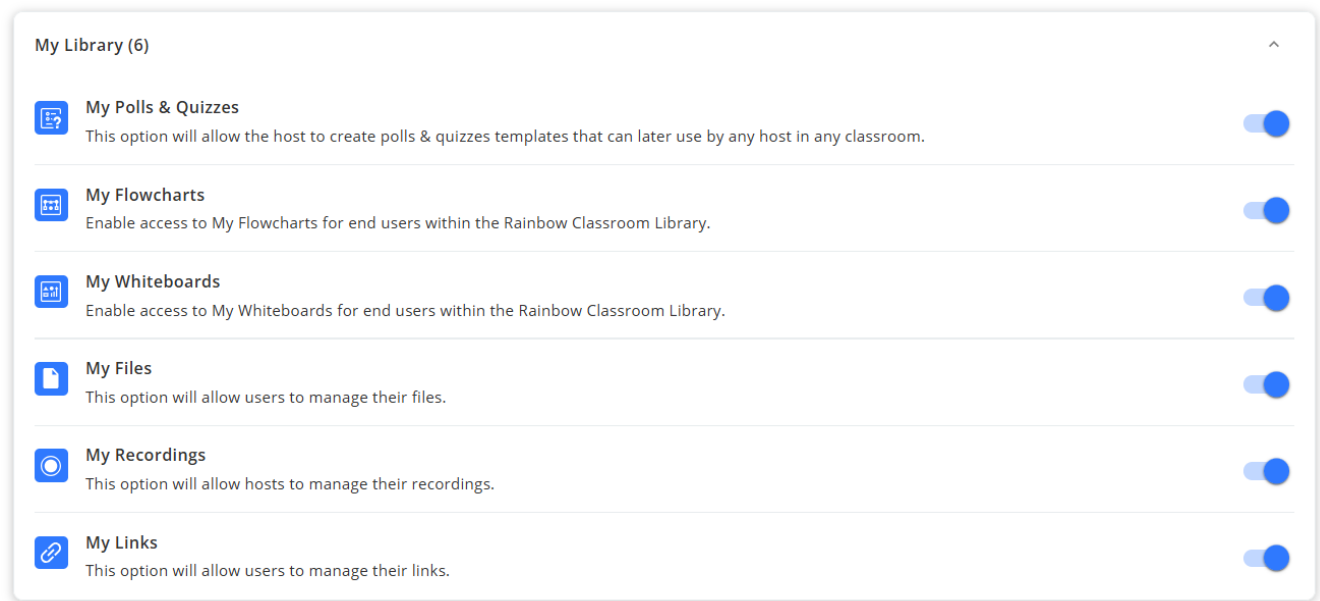
My Library

This section provides the ability to allow different kind of resources for teachers and participants to share files, links, polls & quizzes among themselves. These permissions allow users to manage their online documents, links and Recordings related to their classes within the framework of Rainbow Classwork without having to using any external resources. Following configuration options are available in this section:

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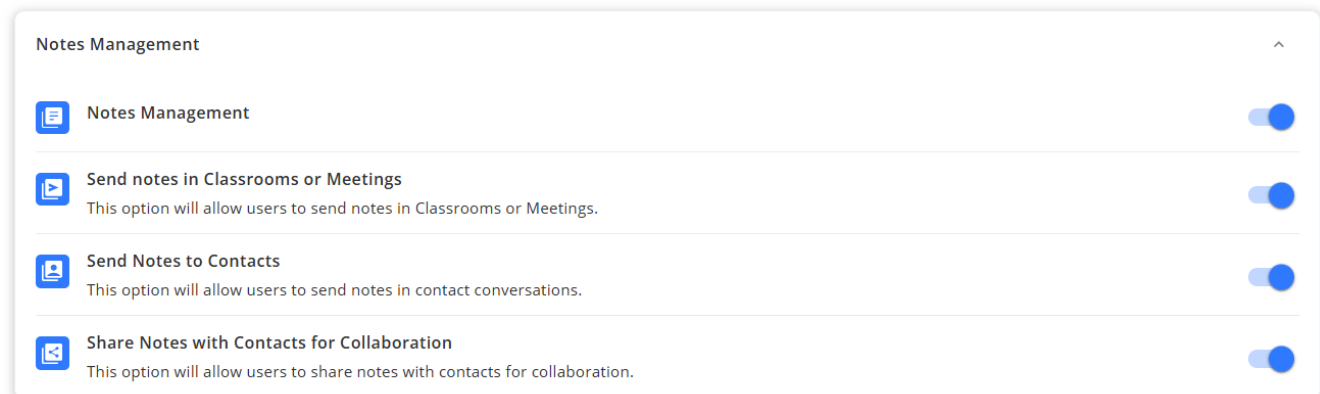


SCREENSHOT – Feature Profiles

Notes Management

This section provides the ability to configure Notes Management for classroom & meeting participants. Sharing and sending of notes within a classroom/meeting and to a contact can be enabled and disabled via this section as shown below:

Notes Management



SCREENSHOT – Feature Profiles

Cloud Storage Integration

This section enables organisation administrators to control whether users can connect supported third-party cloud storage services to their Rainbow Classroom accounts for file management. When this option is enabled, users can link their personal cloud storage accounts to upload, access, download, and manage files directly from the integrated storage service.

Cloud Storage Integration

Cloud Storage Integration

 **Cloud Storage Integration**
Allow users to connect their personal cloud storage accounts for file uploads, downloads, and document management. When disabled, users will only have access to the default Rainbow storage.

 **Google Drive**
Enable users to link their Google Drive account to upload, access, and manage files directly from their Drive storage.

 **OneDrive**
Enable users to link their Microsoft OneDrive account to upload, access, and manage files directly from their OneDrive storage.

Calendar Integration

This section enables organisation administrators to control whether users can synchronize their Rainbow Classroom schedules and events with supported third-party calendar services.

When enabled, users can link their personal calendar accounts to keep events and schedules synchronized across platforms. When disabled, users can manage and view events only within the default Rainbow Classroom calendar

Calendar Integration

Calendar Integration

 **Calendar Integration**
Allow users to sync events, deadlines, and schedules with their personal calendar applications. When disabled, users will only see events created in the default Rainbow Classroom calendar.

 **Google Calendar**
Enable users to sync their schedules and events with Google Calendar for seamless scheduling across platforms.

 **Outlook Calendar**
Enable users to sync their schedules and events with Microsoft Outlook Calendar for seamless scheduling across platforms.

Tasks Management

This section enables tasks feature for all the participants in the organisation:

Tasks Management

Tasks Management

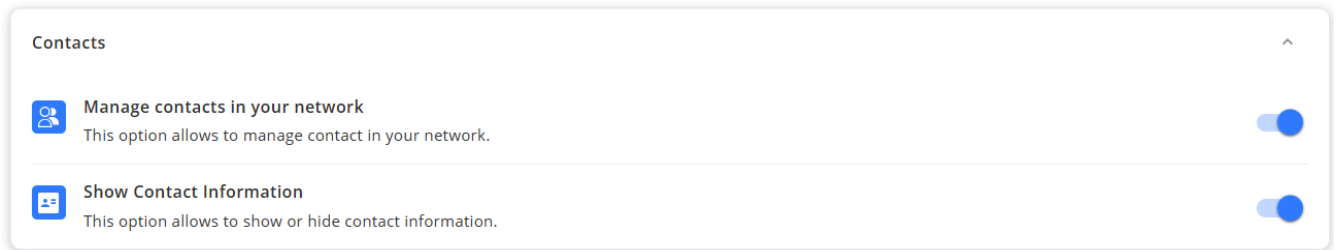
 **Tasks Management**
Tasks Management is enabled for use. Teachers can create and assign tasks to anyone, helping streamline task tracking and organization. Disabling this option will remove the Tasks Management feature, preventing users from creating, assigning, or managing tasks.

 **Allow Tasks Management for Students**
By default, only teachers can create and assign tasks. Enabling this option allows students to create their own tasks and assign them to others as well.

SCREENSHOT – Feature Profiles

Contacts

This section provides the ability to control how much personal information is shared among the contacts. An admin can control the interaction among the users outside the formal constructs of learning i.e. classrooms, meetings etc. through this section. Following options are available in this section:

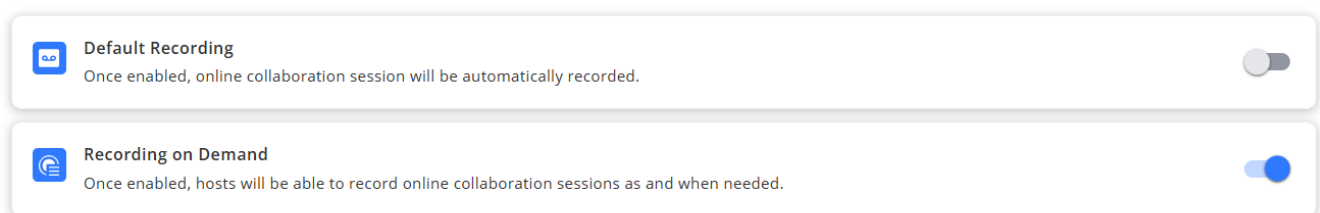


SCREENSHOT – Feature Profiles

Recordings

This section provides the ability to Hosts to control recording of online sessions. Following configuration option is available in this section:

Recordings

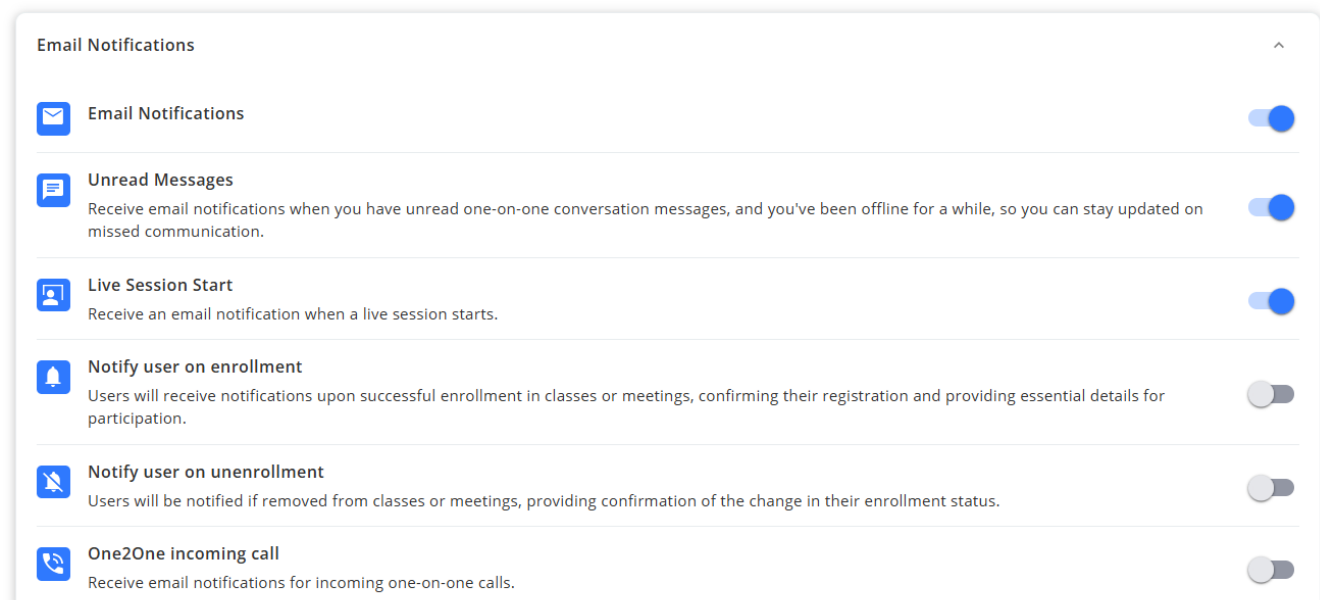


SCREENSHOT – Feature Profiles

Email Notifications

This section provides the ability to configure email notifications for certain actions that are performed in rainbow classroom and whether the respective users should be informed about these actions via email. Following configuration option is available in this section:

Email Notifications

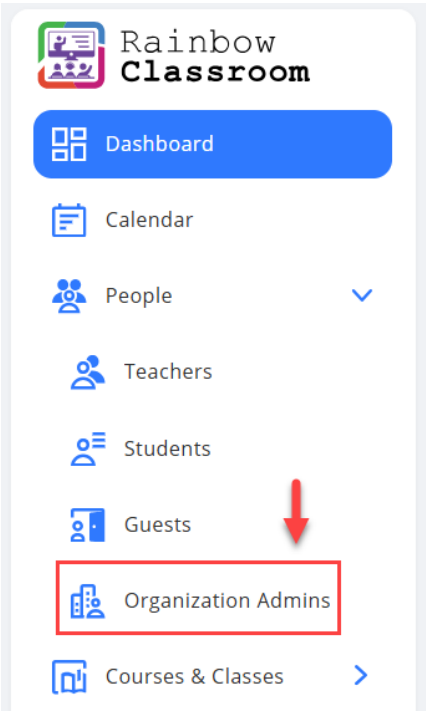


SCREENSHOT – Feature Profiles

18 Organization Admins

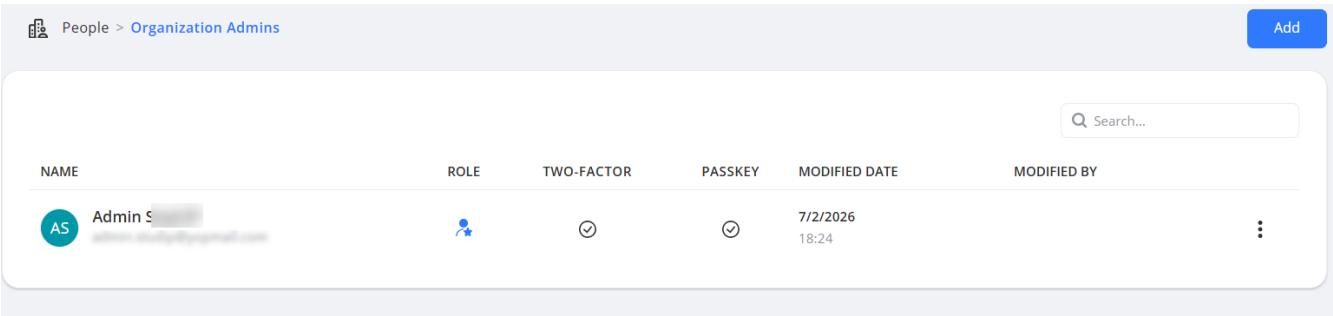
An organization admin is responsible to manage the provisioning of courses, classes and meetings to teachers and students. This section facilitates an organization admin to create new admin(s) for an organization as well as to view details of all the admin accounts that have been created for the respective organization on the Rainbow Classroom Management Center. The administrator can also do necessary configuration that are required for the other admin accounts of the organization.

To view organization admins, expand the **People** menu in left hand panel and click on the **Organization Admins** as shown below:



SCREENSHOT – Left Hand Panel

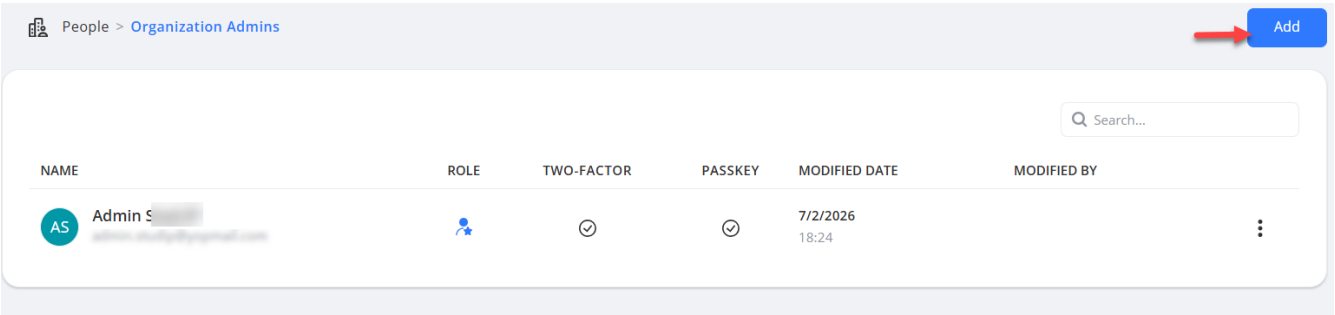
Following screen will be displayed:



SCREENSHOT – Organization Admins

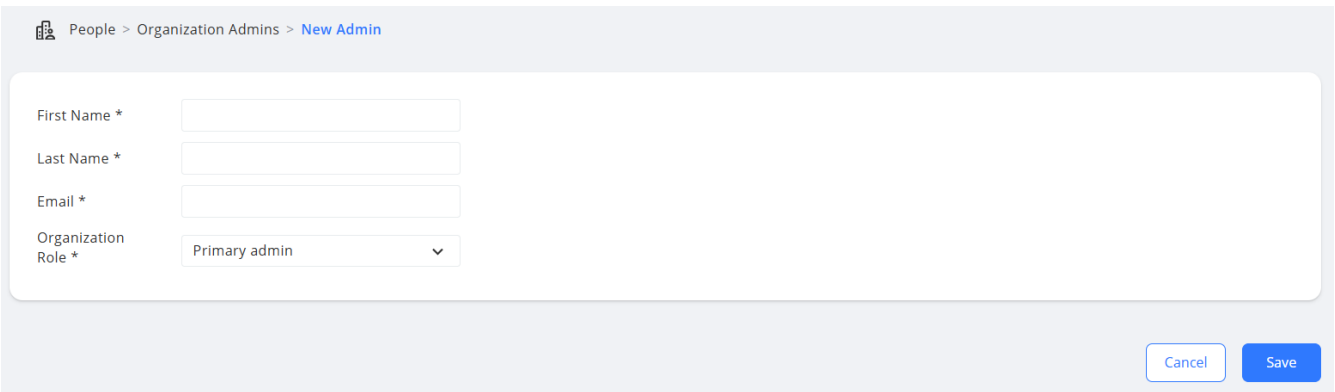
18.1 Create Organization Admin

To create a new organization admin for the Rainbow Classroom Management Center, click on **Add** button displayed at the top right side of the screen, as shown below.



SCREENSHOT – Organization Admins

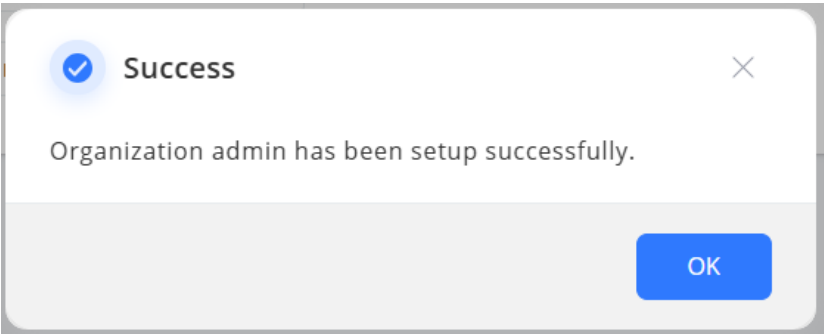
You will be presented with the screen, as shown below.



SCREENSHOT – Add Organization Admin

On this screen, provide the first name, last name and email of the organization admin that is being added.

Organization role has to be assigned which is basically Primary Admin and Secondary Admin. Once you have provided the details, click **Save** button and you will be presented with a popup window, as shown below.



SCREENSHOT – Message from the Application

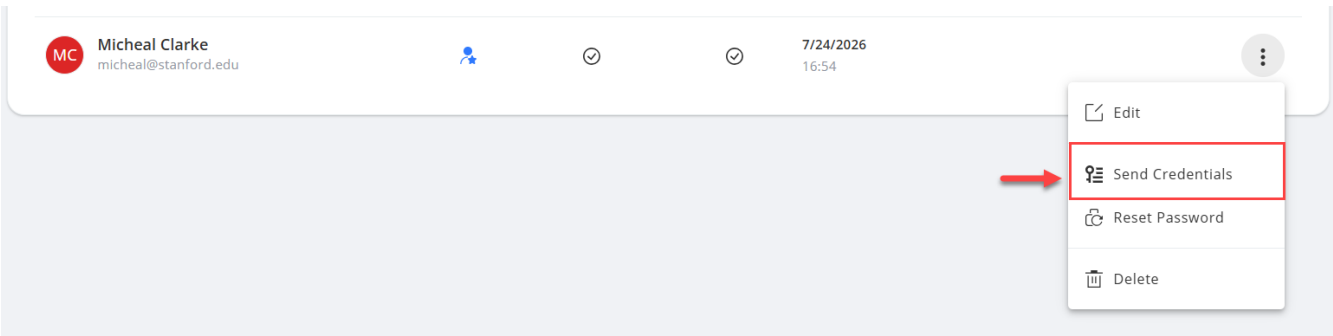
Click **OK** and you will be redirected to the **Organization Admins** screen where the newly added organization admin will be displayed with their associated details.

Note: Once the organization admin is added, the account activation email will be sent to the email address of the respective user. The user must activate their Classroom Management Center account from that email.

Note: Use the **Search** field at the top right corner of the screen to search for a particular organization admin.

18.2 Send Credentials

The organization admin can send account credentials to any other administrator of an organization. Click on the  icon that appears beside each added Organization Admin and then click on **Send Credentials**, as shown below:

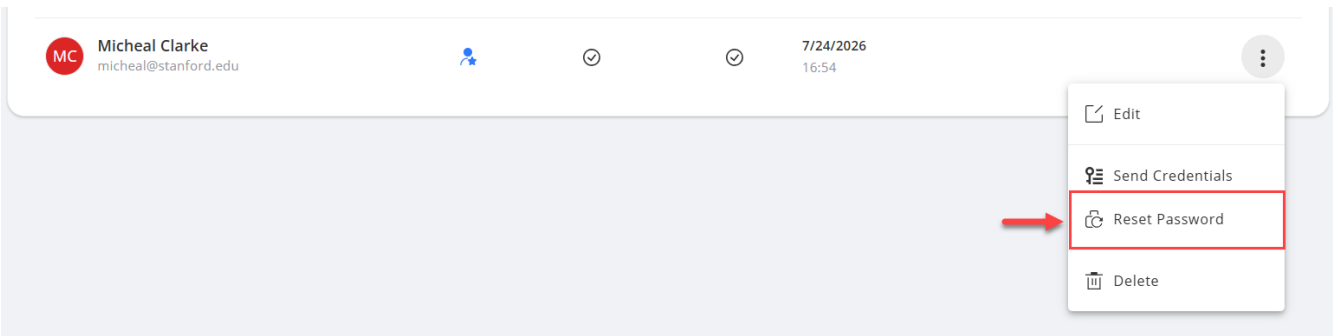


SCREENSHOT – Send Credentials

Upon clicking the above-mentioned option, credentials will be sent to the email address associated with the respective organization admin.

18.3 Reset Password

Password can be reset for each organization admin. To reset a password, click on the  icon that appears beside each added Organization Admin and then click on **Reset Password**, as shown below

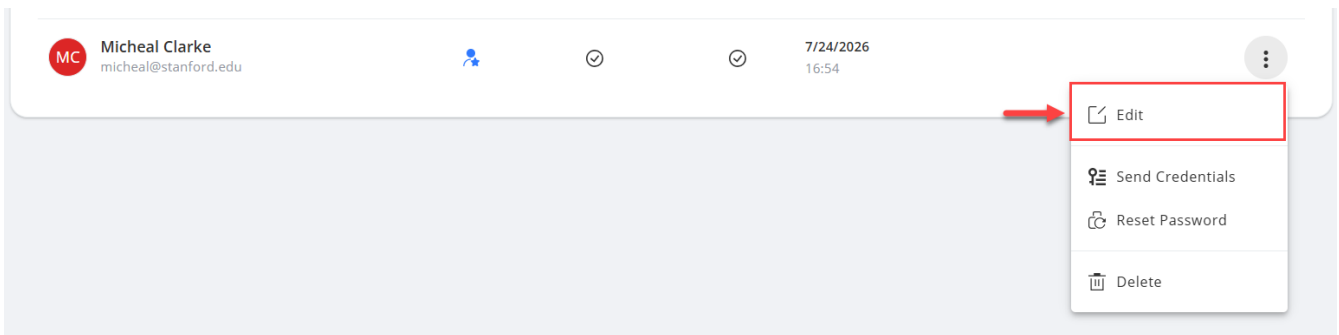


SCREENSHOT – Reset Password

Upon clicking the above-mentioned option, a password reset email will be sent to the email address associated with the organization admin that will enable them to change account's password.

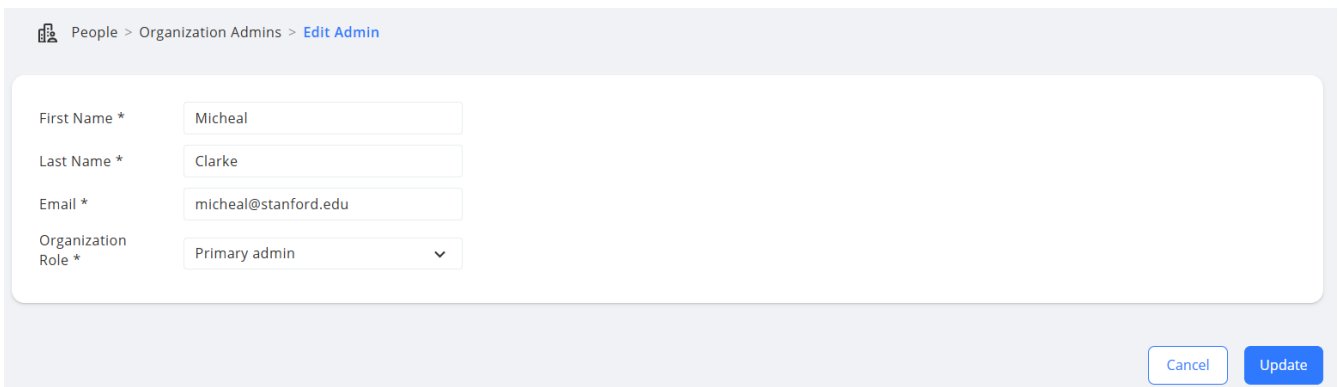
18.4 Edit Organization Admin

To edit details of an organization admin, click on the  icon that appears beside each added Organization Admin and then click on **Edit**, as shown below :



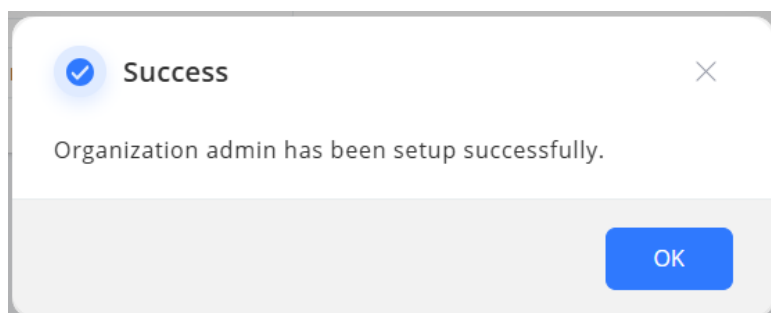
SCREENSHOT – Edit Organization admin

You will be presented with the following screen, make changes in the required fields and then click the **Update** button.



This screenshot shows the 'Edit Admin' form. The breadcrumb trail is 'People > Organization Admins > Edit Admin'. The form contains four fields: 'First Name *' with the value 'Micheal', 'Last Name *' with the value 'Clarke', 'Email *' with the value 'micheal@stanford.edu', and 'Organization Role *' with a dropdown menu showing 'Primary admin'. At the bottom right, there are two buttons: 'Cancel' and 'Update'.

You will be presented with the popup window, as shown below:

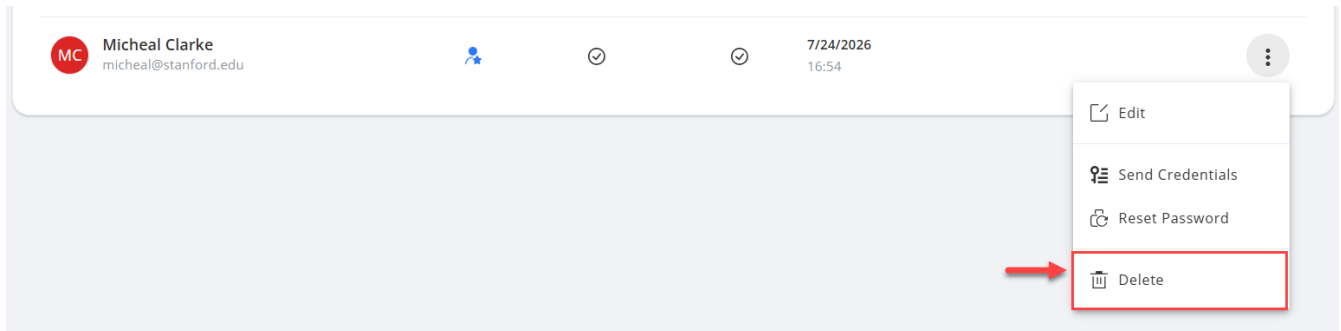


SCREENSHOT – Message from the Application

Click **OK**. The user will be updated.

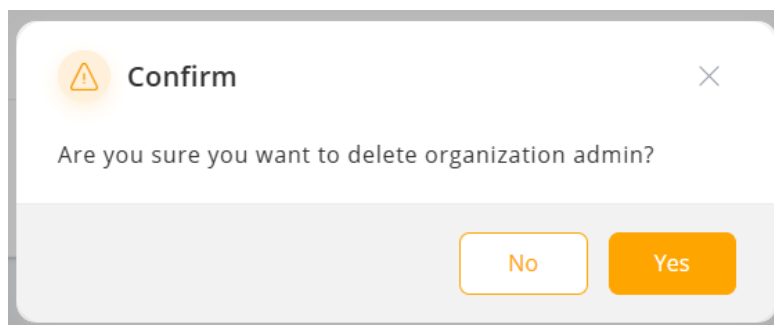
18.5 Delete Organization Admin

To delete an organization admin, click on the  icon that appears beside each added Organization Admin and then click on **Delete**, as shown below



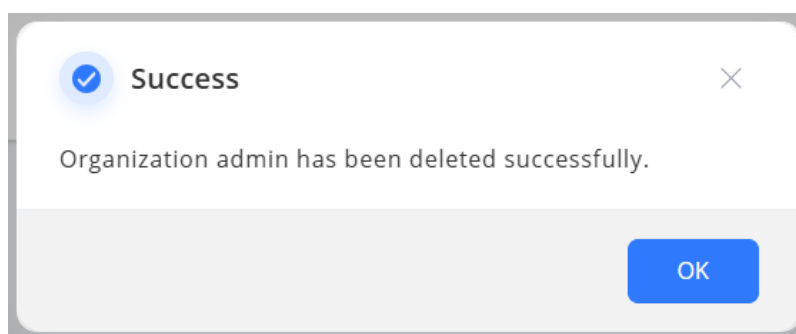
SCREENSHOT – Delete Organization admin

You will be presented with the popup window, as shown below.



SCREENSHOT – Message from the Application

Click **YES**. You will be presented with another popup window, as shown below.



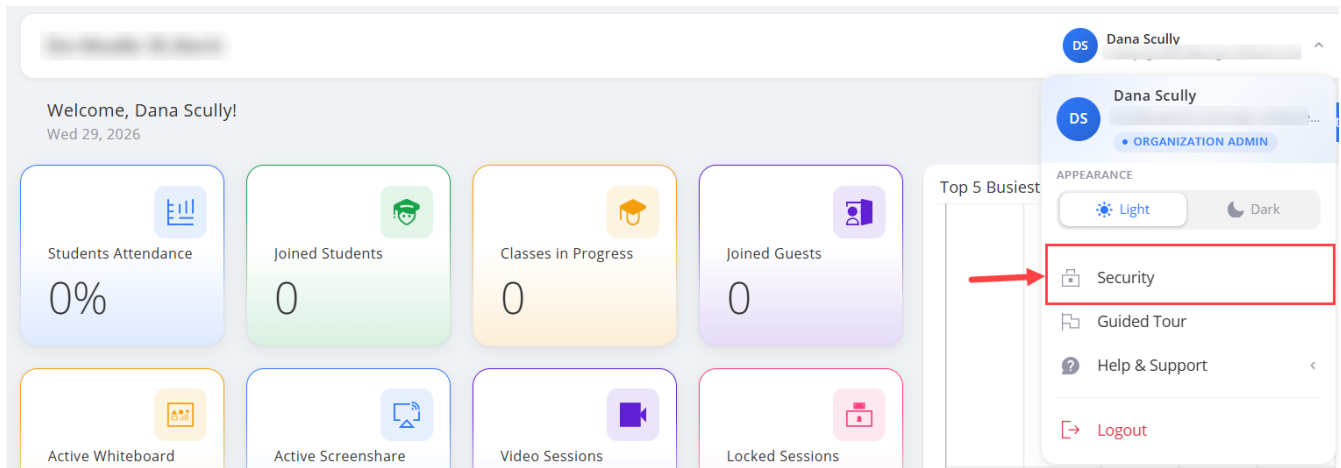
SCREENSHOT – Message from the Application

Click **OK**. The organization admin will be removed from the Rainbow Classroom Management Center.

19 Security

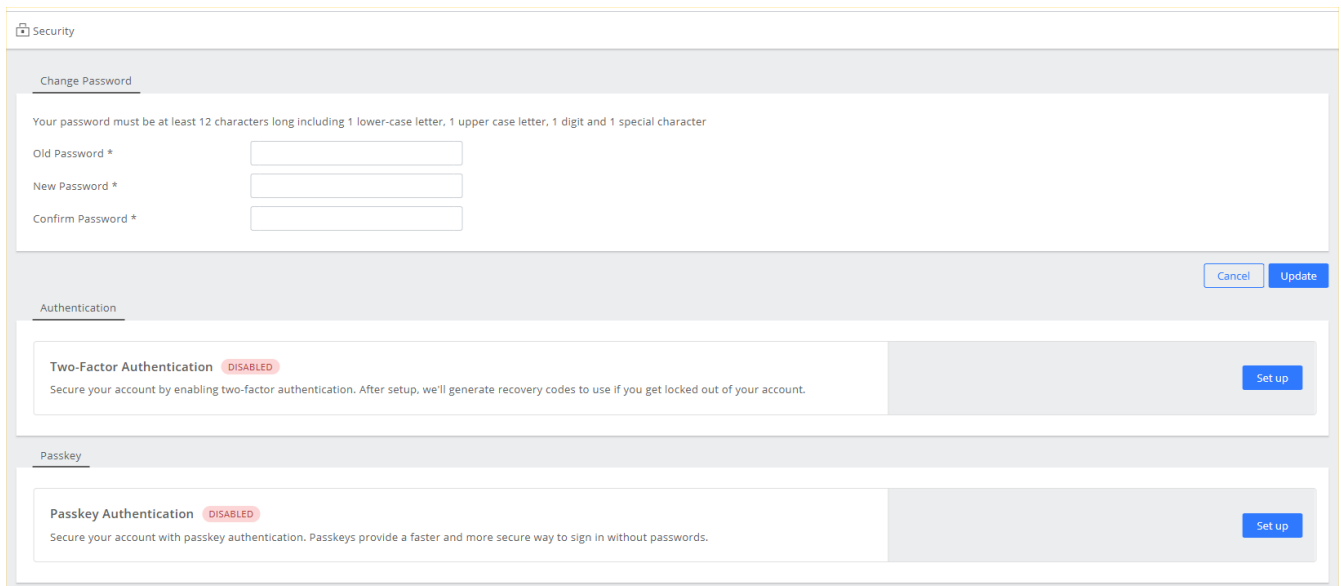
To enhance the security of Rainbow Classroom accounts, organization administrators are provided with multiple configuration options, including changing user passwords, enabling two-factor authentication, and configuring passkey-based authentication.

To perform these configurations, organization administrators must click the profile icon located in the top-right corner of the interface, and then select the **Security** option, as shown below.



SCREENSHOT – Home Screen

Following screen is displayed:



SCREENSHOT – Security

19.1 Change Password

This section enables the organization administrator to update the account password.

Old Password: Enter the current password.

New Password: Enter the new password.

Confirm Password: Re-enter the new password to confirm.

The password must be at least 12 characters long and include at least one lowercase letter, one uppercase letter, one numeric digit, and one special character.

After providing the required details, click **Update**. The password is updated successfully.

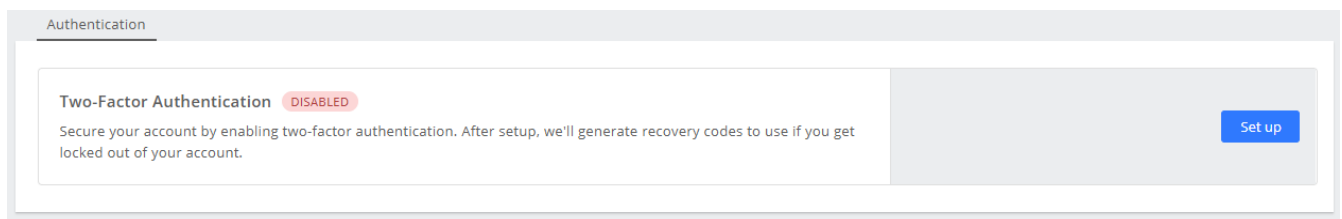
19.2 Two-Factor Authentication

Organization administrators can enable two-factor authentication (2FA) to enhance account security beyond standard username and password-based authentication.

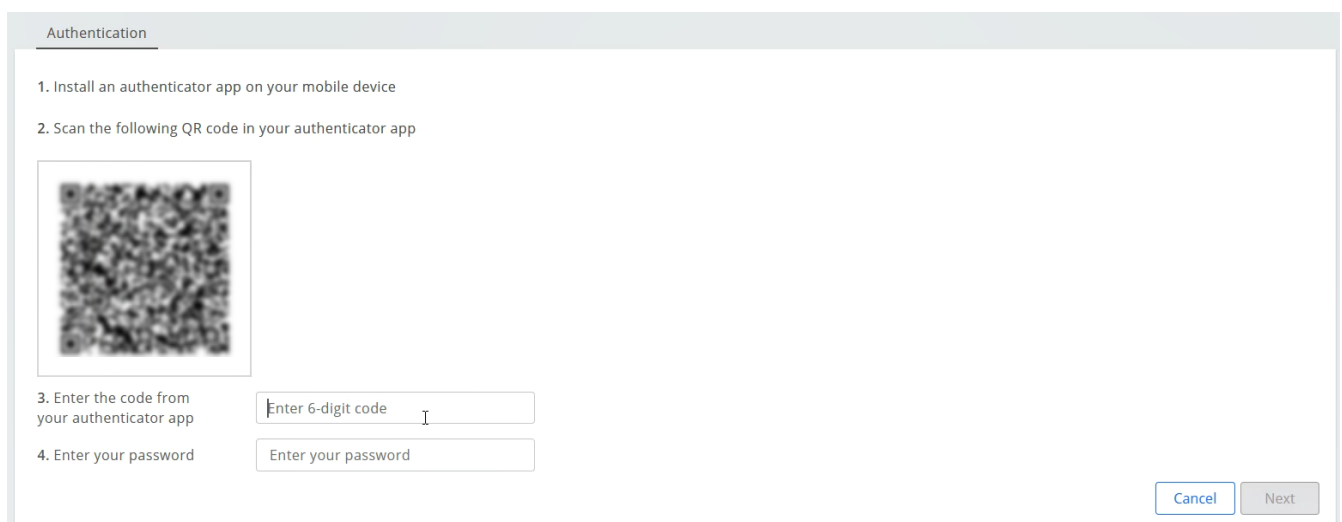
When 2FA is enabled, account access requires an additional verification step during login. After entering valid credentials on the login screen, the administrator must provide a time-based, six-digit verification code generated by a registered authenticator application. This secondary factor ensures that access is granted only after successful multi-factor verification, thereby reducing the risk of unauthorized access.

19.2.1 Setting Up Two-Factor Authentication

This section of the Security Page enables organisation administrators to configure and activate two-factor authentication (2FA) for their accounts.



To initiate the setup process, click Set Up. The authentication screen is displayed:



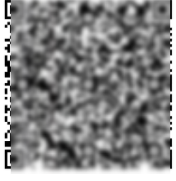
Follow the on-screen instructions to complete the configuration:

1. Install a supported authenticator application such as Microsoft Authenticator or Google Authenticator on a mobile device.

2. Open the authenticator application and select the option to add a new account using a QR code. Scan the QR code displayed on the authentication screen. This action registers the Management Center account with the authentication application.
3. Once the account is successfully registered, the authenticator application generates a time-based, six –digit verification code. Enter this code in the designated field and then provide the account password for verification.
4. After completing the required inputs, click Next to finalize the setup.

Authentication

1. Install an authenticator app on your mobile device
2. Scan the following QR code in your authenticator app



3. Enter the code from your authenticator app
4. Enter your password

Cancel Next

After clicking Next, a set of recovery codes is generated and displayed.

Authentication

Review and save your two-factor authentication recovery codes

If you get locked out of your account, you can restore access with any of the following one-time use codes. It is important to save these now and keep them in a safe place.

875622	875622
875622	875622
875622	875622
875622	875622
875622	875622

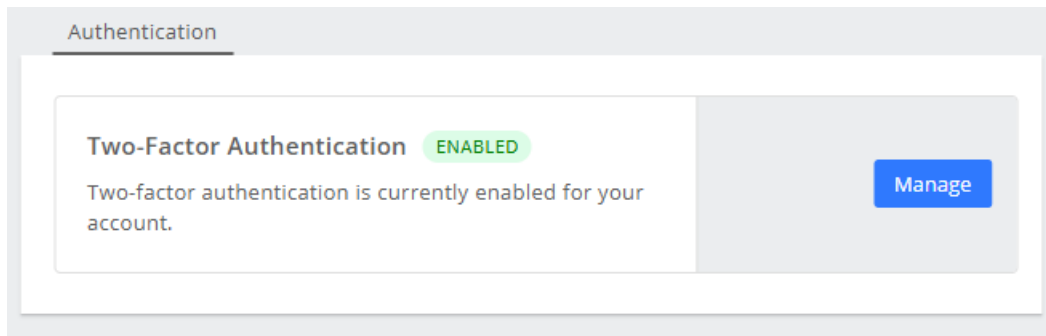
Download Print Copy

Finish

These are one-time use backup-codes that can be used to regain access to the account in case the administrator is unable to complete two-factor authentication (for example, if the authenticator device is unavailable).

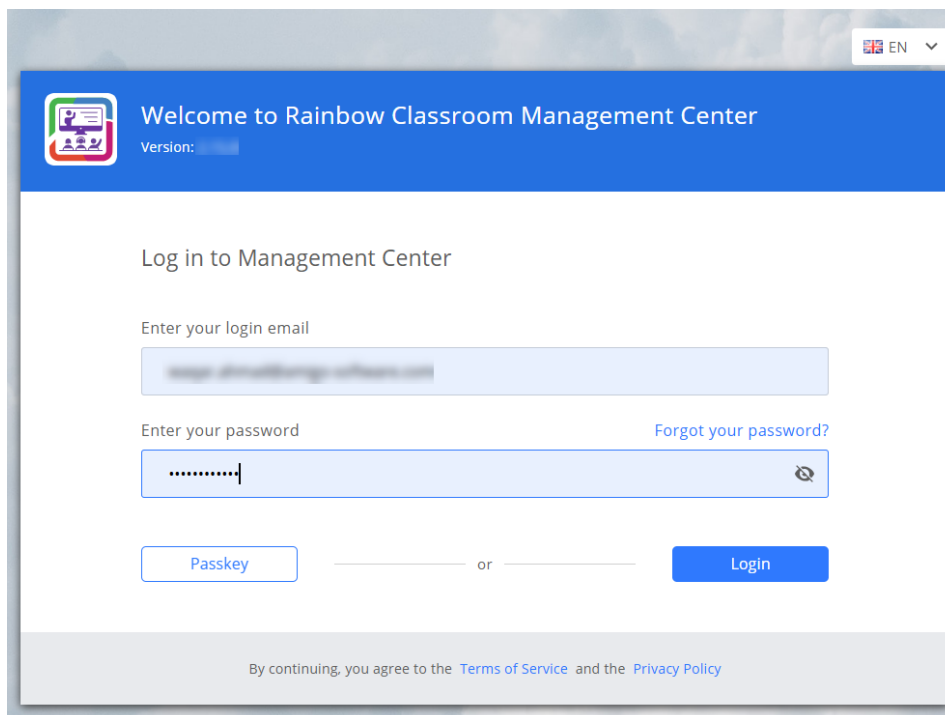
Options are provided to download, print or copy these codes for secure storage. It is recommended to store these codes in a safe and accessible location.

Once the codes have been securely saved, click **Finish** to complete the setup process. The updated Authentication screen is then displayed, indicating that two-factor authentication has been successfully configured.

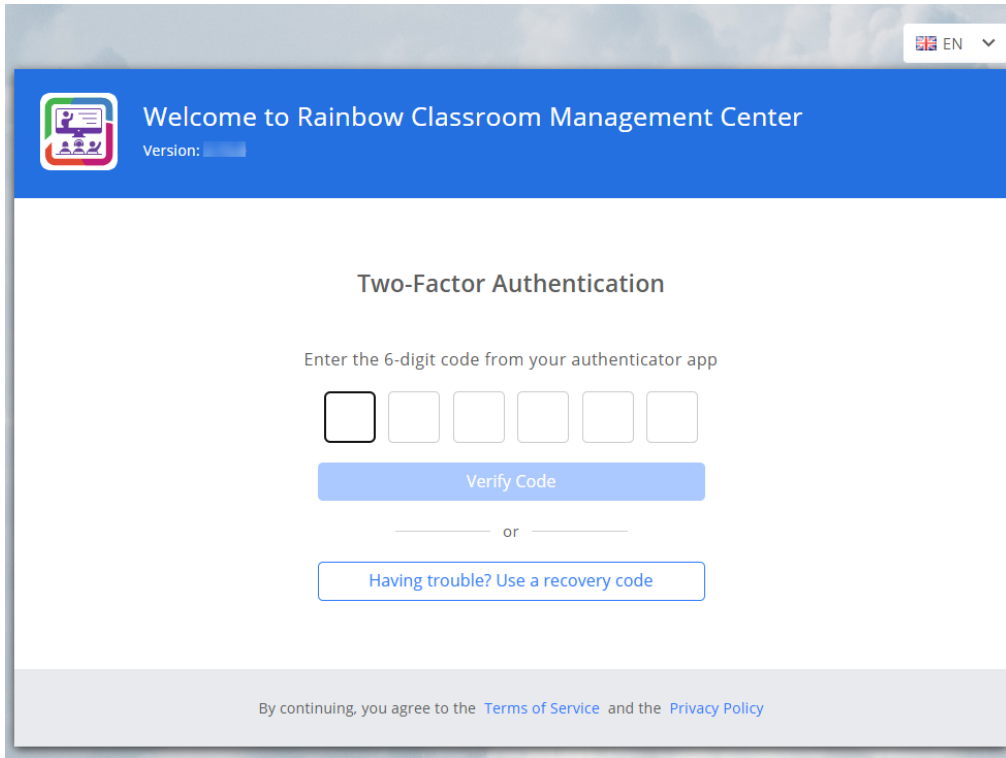


19.2.2 Logging in for Two-Factor Authentication

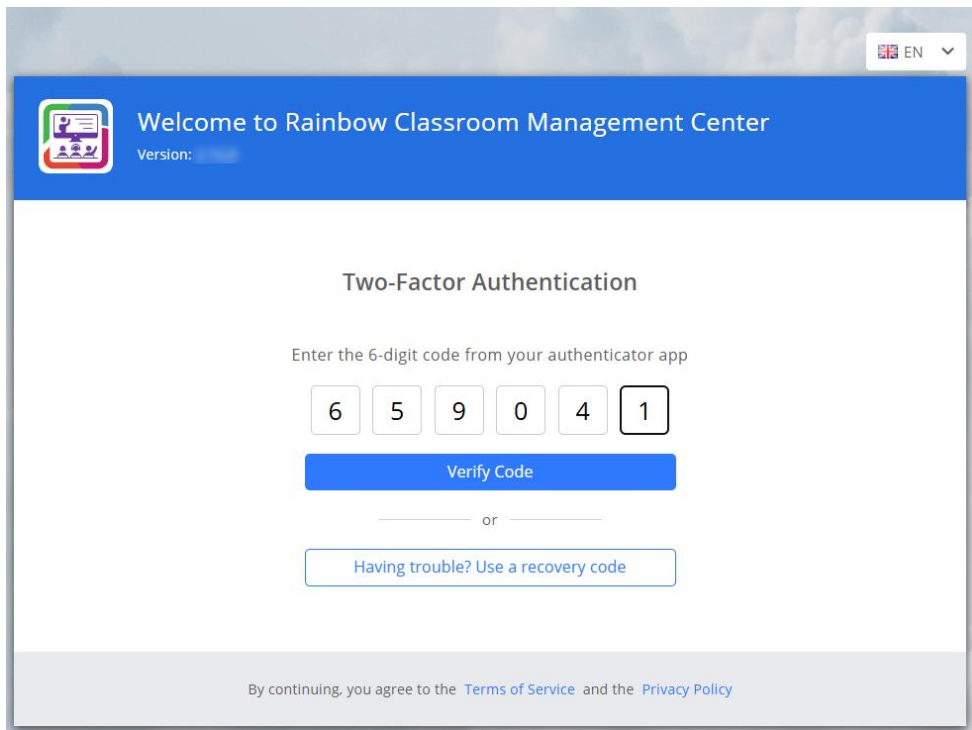
Once two-factor authentication (2FA) has been configured for an account, the user is required to complete an additional verification step during the login process.



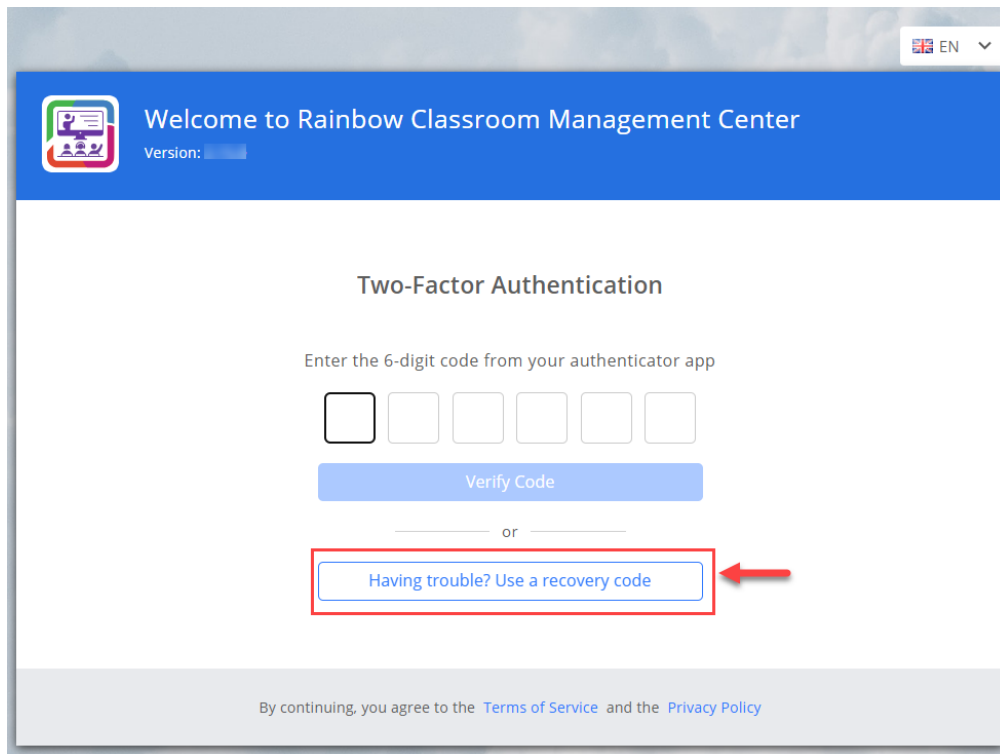
After entering the email address and password associated with the account on the login screen, the two-factor authentication verification screen is displayed



On this screen, the user must enter the six-digit verification code generated by the registered authenticator application for the respective Rainbow Classroom account. After entering the verification code, click **Verify Code** to continue.



If the user is unable to access the authenticator application or retrieve the verification code, an option to use a recovery code is also available on the same screen, as highlighted below.



Welcome to Rainbow Classroom Management Center
Version: 2.0.0

Two-Factor Authentication

Enter the 6-digit code from your authenticator app

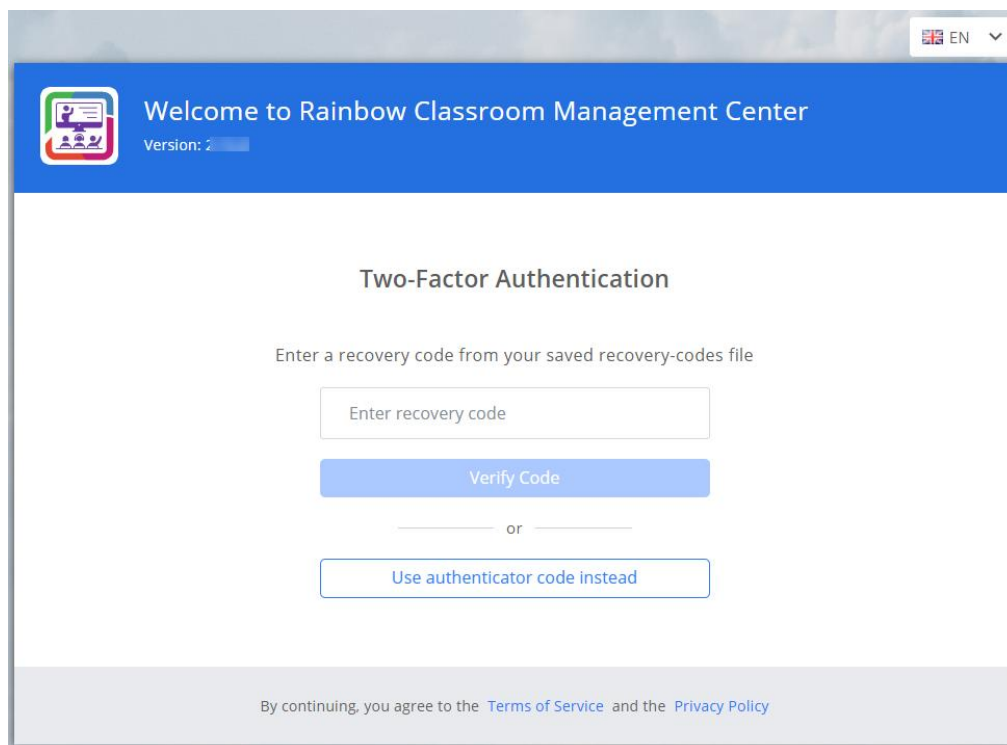
Verify Code

or

[Having trouble? Use a recovery code](#)

By continuing, you agree to the [Terms of Service](#) and the [Privacy Policy](#)

When this option is selected, the recovery code verification screen is displayed.



Welcome to Rainbow Classroom Management Center
Version: 2.0.0

Two-Factor Authentication

Enter a recovery code from your saved recovery-codes file

Enter recovery code

Verify Code

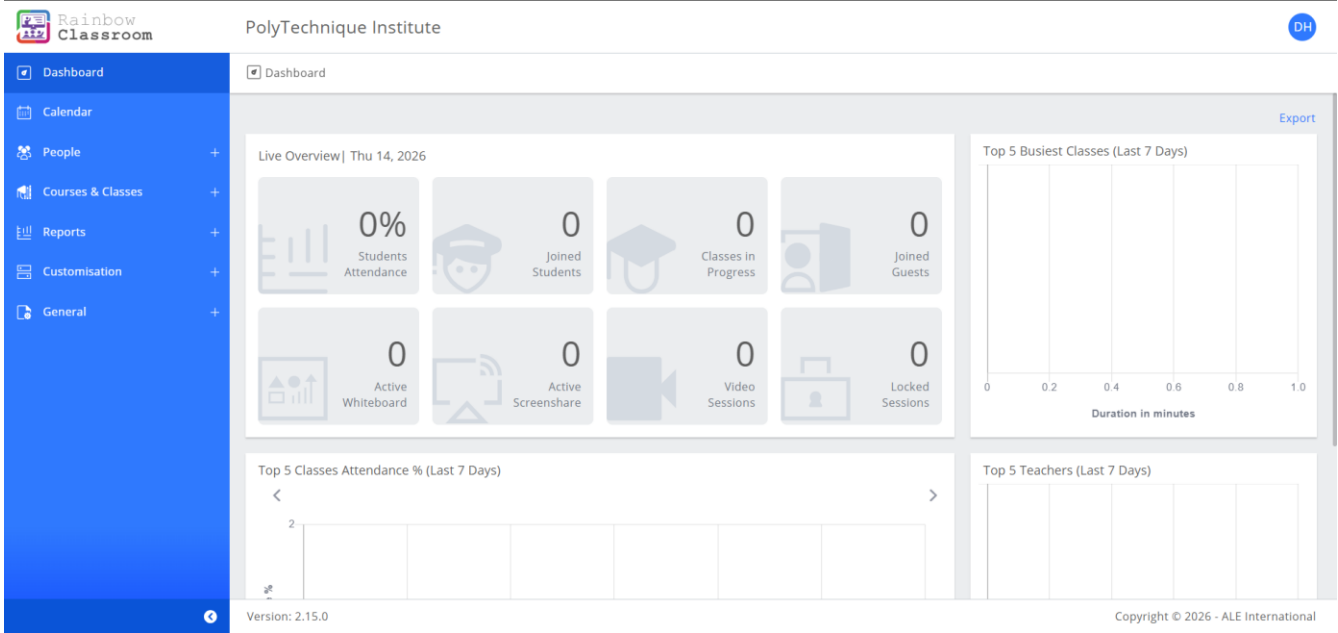
or

[Use authenticator code instead](#)

By continuing, you agree to the [Terms of Service](#) and the [Privacy Policy](#)

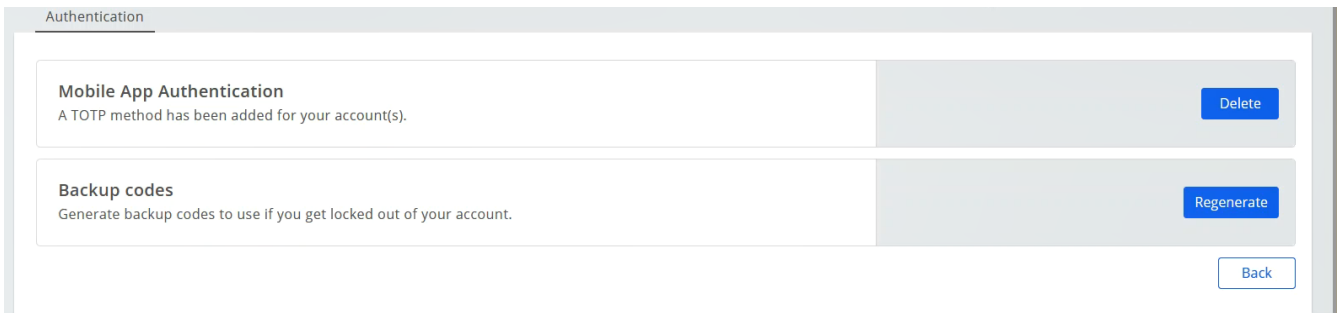
Enter one of the recovery codes that were generated and provided during the initial setup of two-factor authentication.

Once a valid verification code or recovery code is entered successfully, the user is authenticated and logged in to the account, as shown below.

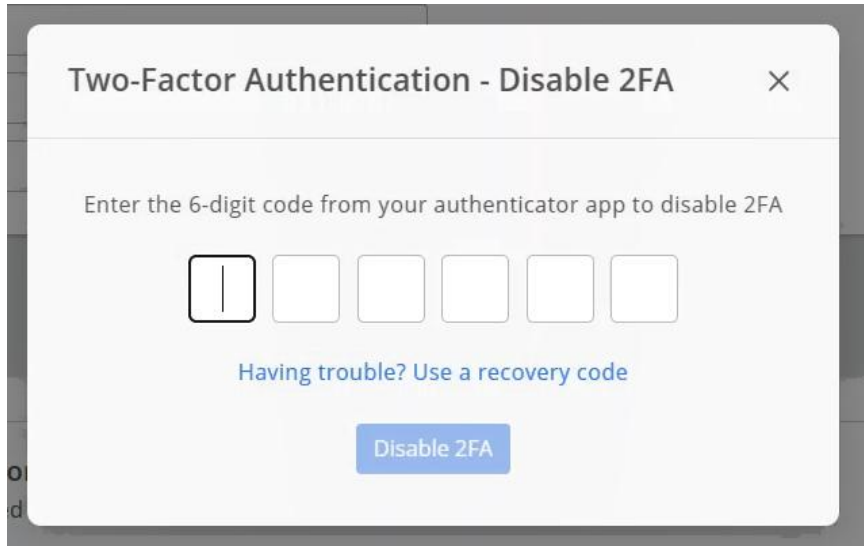


19.2.3 Managing Two-Factor Authentication

The following options are available to manage two-factor authentication and are displayed when **Manage** is selected:

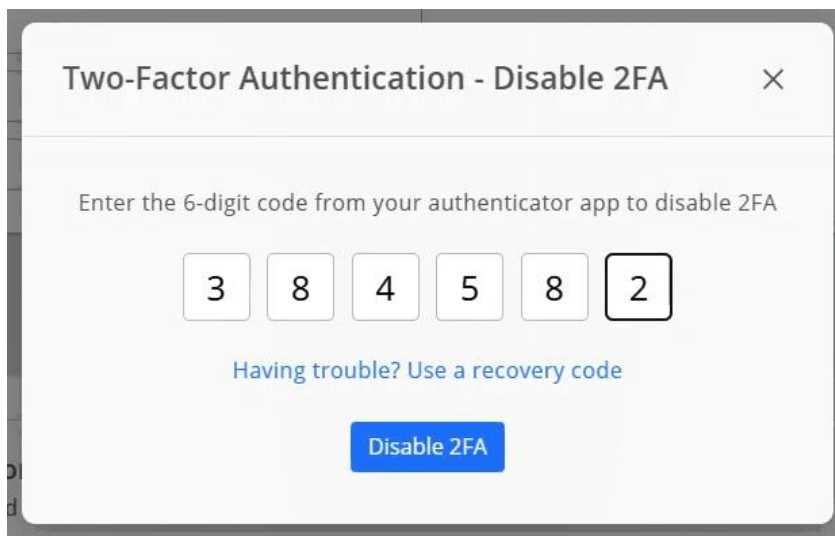


An option is provided to remove two-factor authentication from the account. To proceed, click **Delete**. A confirmation pop-up window is displayed:

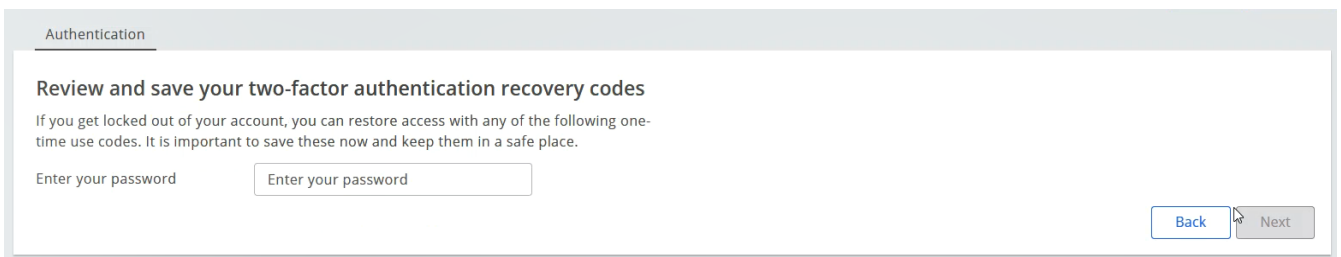


To disable two-factor authentication, enter the six-digit verification code generated by the registered authenticator application. Alternatively, a recovery code can be used if the authenticator application is not accessible.

Once a valid code is entered, the **Disable 2FA** button is enabled. Click **Disable 2FA** to complete the process.



An option to generate a new set of backup (recovery) codes is also available on the same screen. To proceed, click Regenerate. The user is prompted to enter the account password to authorize the action.



After entering the password, click Next.

Authentication

Review and save your two-factor authentication recovery codes

If you get locked out of your account, you can restore access with any of the following one-time use codes. It is important to save these now and keep them in a safe place.

Enter your password

.....

Back

Next

The system then generates and displays a new set of one-time use recovery codes. These codes can be used by the organization administrator to regain access to the account if they are locked out. Options are provided to download, print, or copy the codes for secure storage.

Authentication

Review and save your two-factor authentication recovery codes

If you get locked out of your account, you can restore access with any of the following one-time use codes. It is important to save these now and keep them in a safe place.

871234567890	234567890123
901234567890	789012345678
765432109876	654321098765
432109876543	567890123456
321098765432	012345678901

[Download](#) [Print](#) [Copy](#)

Back

19.3 Passkey Authentication

This section enables organization administrators to configure passkey-based authentication for their accounts. Passkeys provide a passwordless authentication mechanism that uses device-based biometric verification, such as fingerprint recognition, facial recognition or device PIN verification, to securely authenticate users.

To configure a passkey, navigate to the Security page and click Set Up in the Passkey section as highlighted below:

Passkey

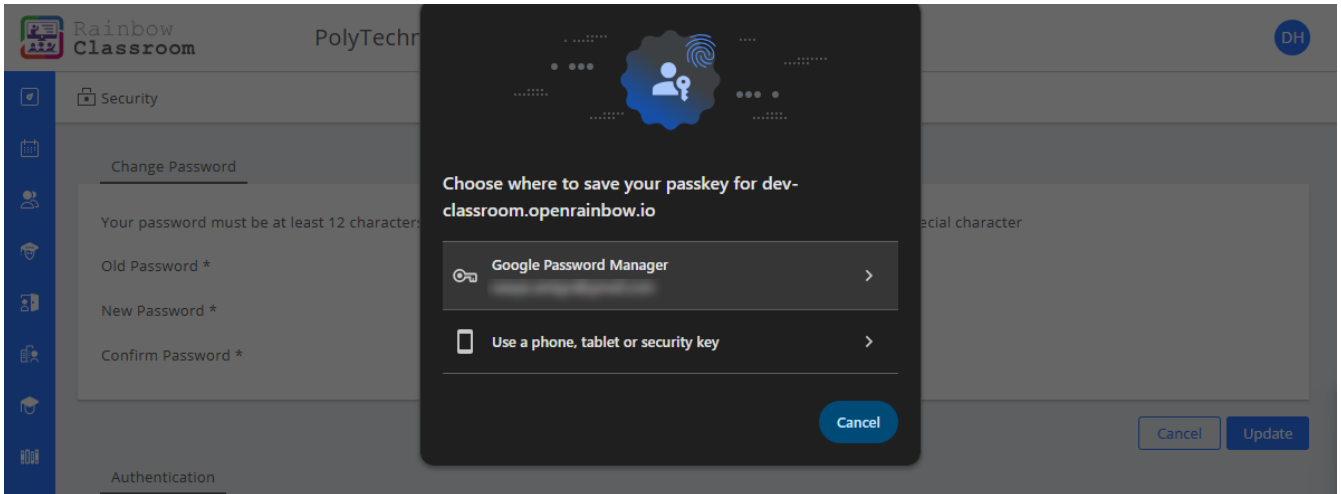
Passkey Authentication

DISABLED

Secure your account with passkey authentication. Passkeys provide a faster and more secure way to sign in without passwords.

Set up

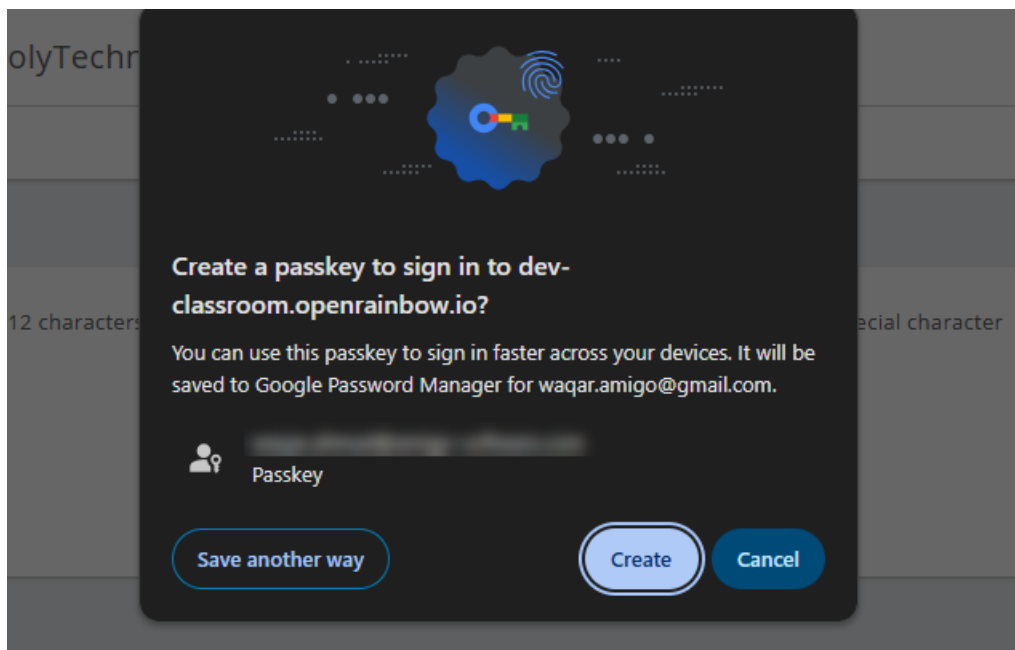
A confirmation window is displayed by the browser prompting the user to select the location or method for storing the passkey associated with the account.



The following options are typically available:

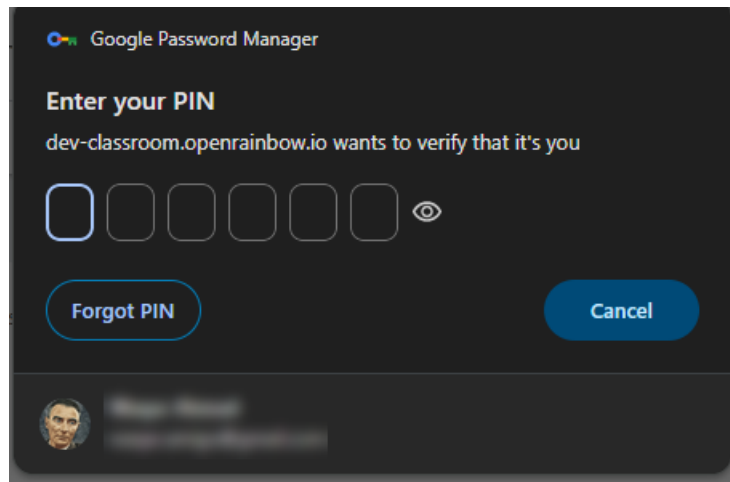
19.3.1 Browser Password Manager

If the Browser Password Manager option is selected, the browser displays a prompt requesting confirmation to create and store a passkey within the browser's integrated password manager.



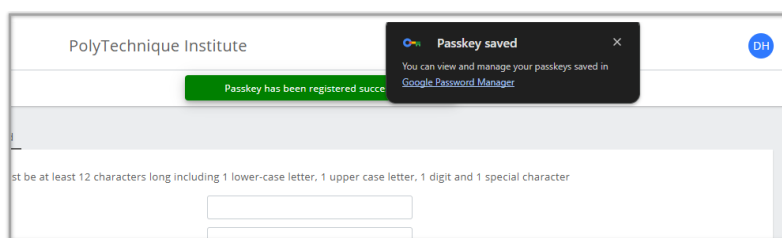
Click Create to continue.

The browser then displays an authentication screen prompting the user to verify their identity by entering the device authentication PIN. Depending on the operating system and device configuration, this may be a six-digit PIN, device password, fingerprint verification, or facial recognition.



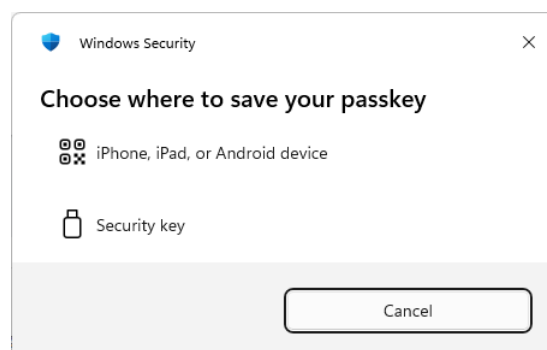
After successful verification, the passkey is securely generated and stored in the browser password manager associated with the user profile on the device.

Once the process is completed successfully, a confirmation message is displayed indicating that the passkey has been registered and can now be used for future authentication attempts.



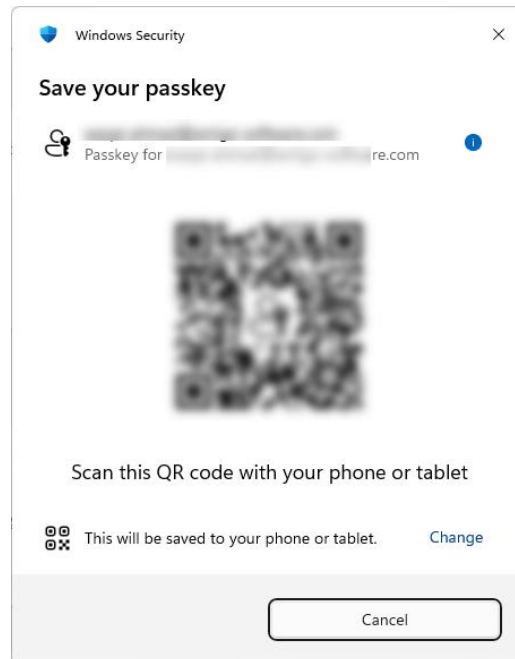
19.3.2 Phone, Tablet, or Security Key

Selecting this particular option, enables the use of an external trusted device or hardware-based security mechanism for passkey registration and authentication. Depending on the selected option and the capabilities of the device, the user may be required to complete biometric verification, such as fingerprint recognition or facial recognition, or provide the device PIN/password to authorize the creation of the passkey.

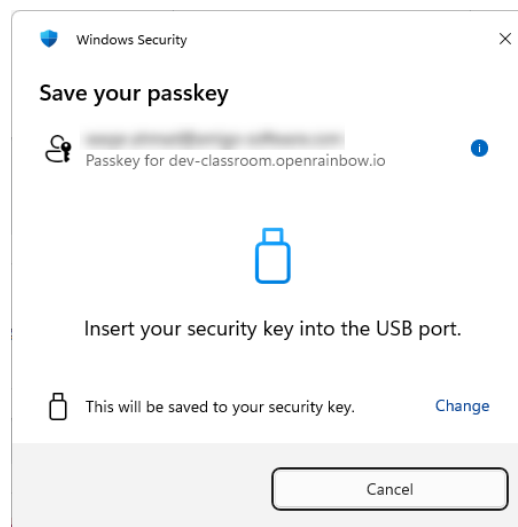


Users can choose to save the passkey on a trusted mobile device, such as an iPhone, iPad, or Android phone/tablet. In such cases, the browser displays a QR code and requires Bluetooth to be enabled on both

the computer and the mobile device to establish secure proximity-based communication. The user must then approve the authentication request on the mobile device to complete passkey registration.

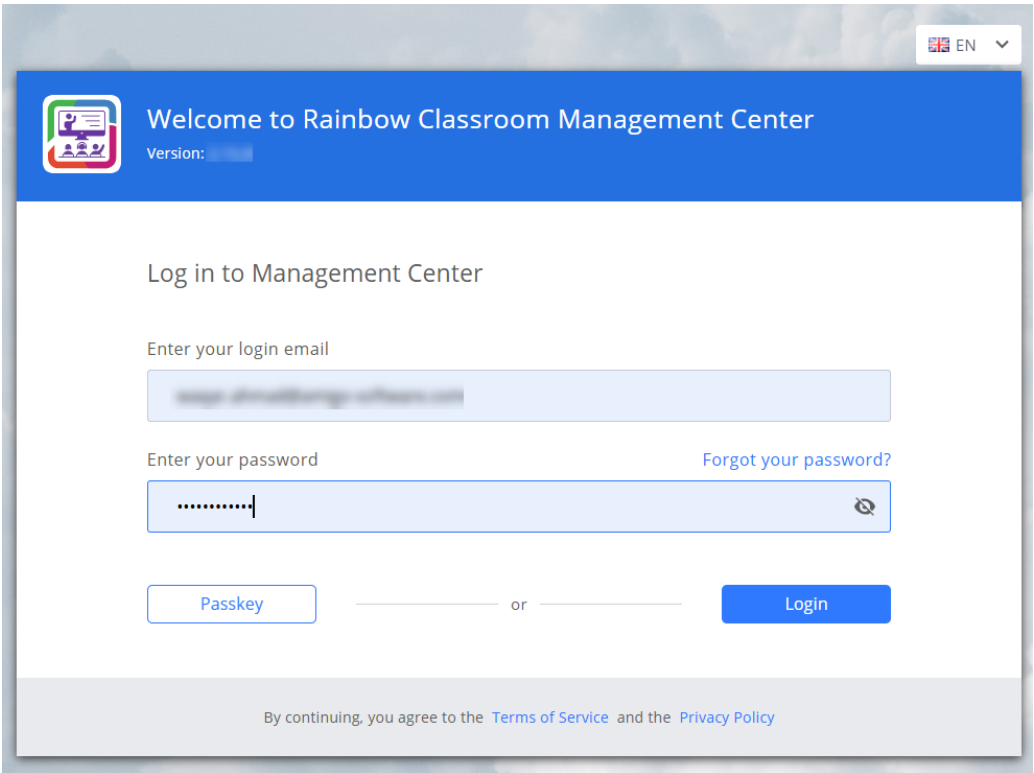


If the current system does not support built-in biometric authentication (for example, a laptop without a fingerprint scanner or facial recognition hardware), the browser may prompt the user to connect a supported external security device, such as a USB security key, to complete the registration process.



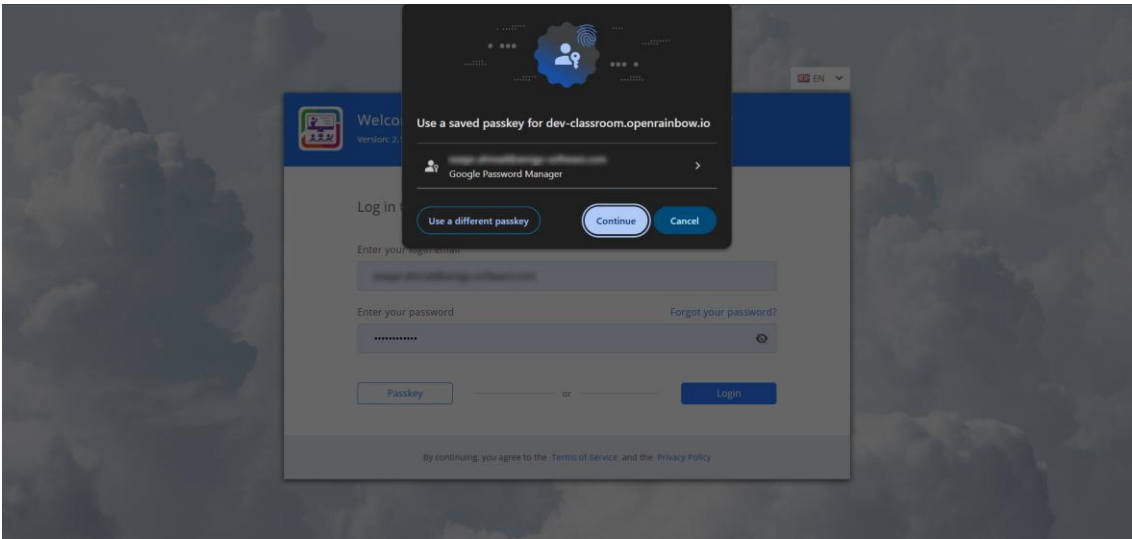
19.3.3 Logging in With Passkey Authentication

Once passkey authentication has been configured for an account, users can authenticate using the registered passkey during the login process.

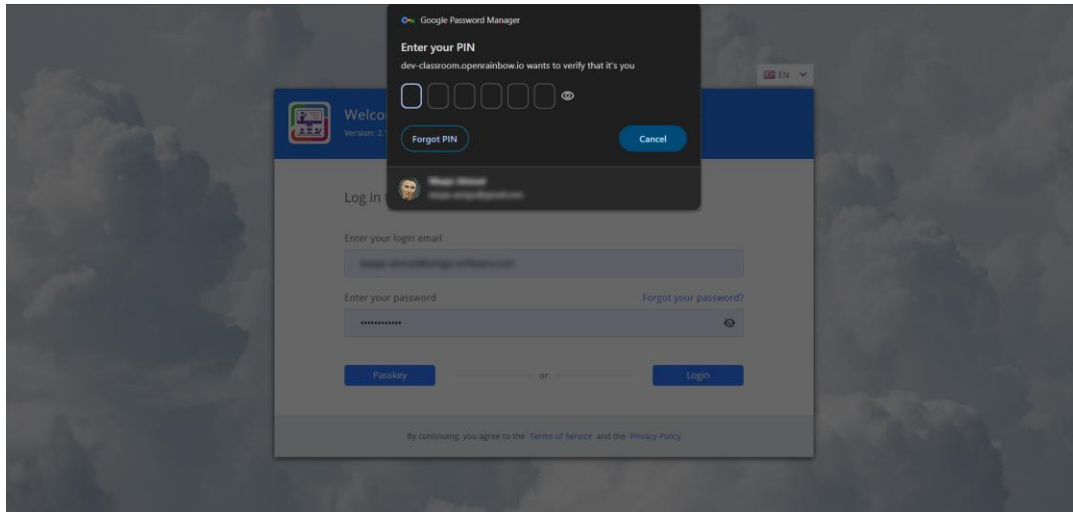


After entering the email address and password associated with the account, the browser or authentication source used to store the passkey prompts the user to complete passkey verification.

In the example below, the browser password manager prompts the user to authenticate using the stored passkey associated with the Rainbow Classroom account.

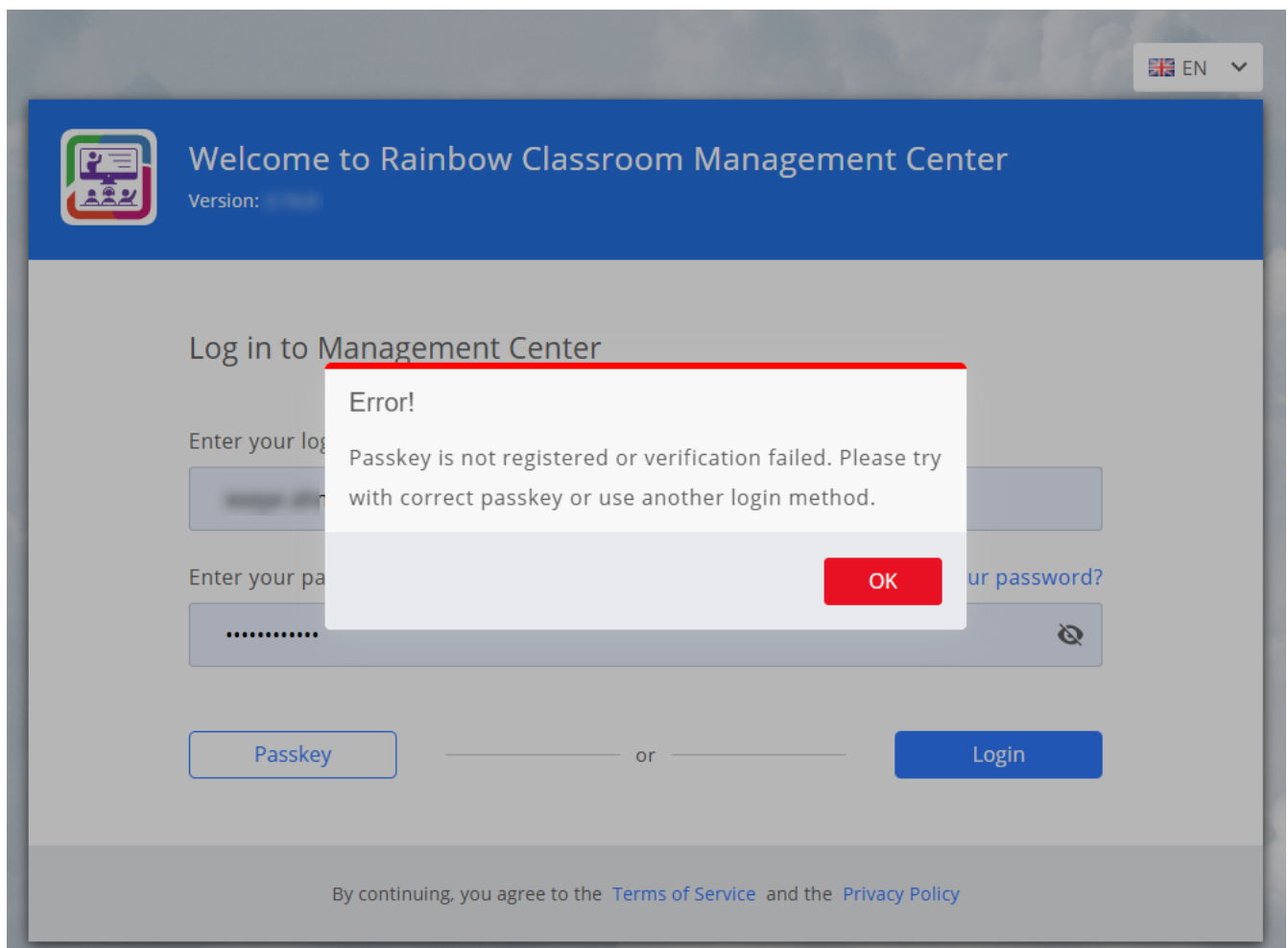


If password is not yet entered by the user then depending on the configured authentication method and device capabilities, the user may be required to provide biometric verification, such as fingerprint or facial recognition, or enter the device PIN/password to authorize the authentication request.



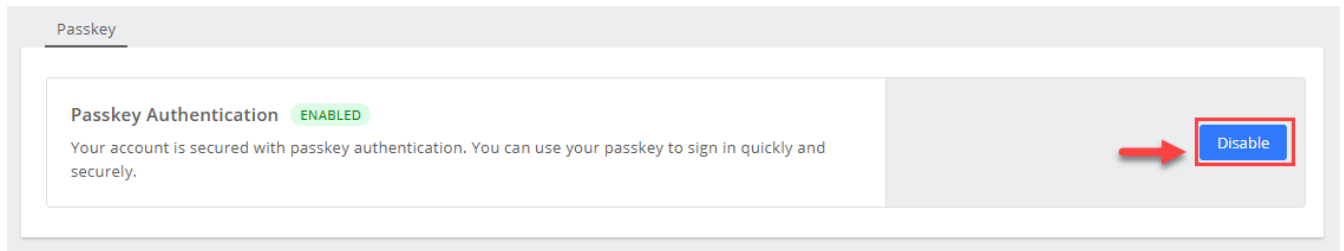
The stored passkey is then used to authenticate the user, and access to the account is granted successfully.

If passkey authentication is not enabled but a user clicks on the Passkey button available on the login screen then following error message is displayed:

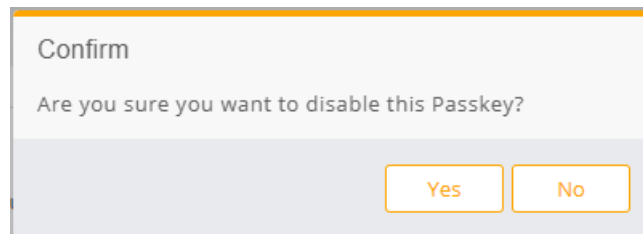


19.3.4 Disabling Passkey Authentication

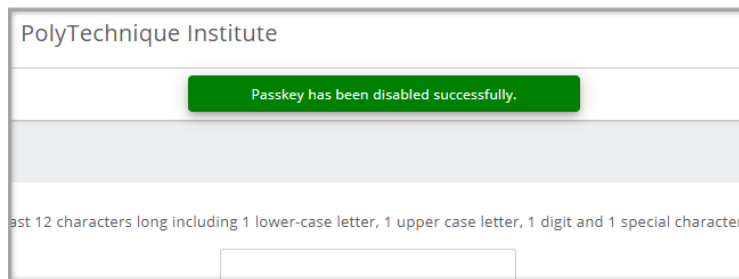
Once passkey authentication has been configured, it can be disabled by clicking **Disable** in the corresponding section, as highlighted below.



A confirmation dialog is then displayed prompting the user to confirm the removal of passkey authentication for the account.



After confirmation, the registered passkey is removed and passkey-based authentication is disabled for subsequent login attempts.

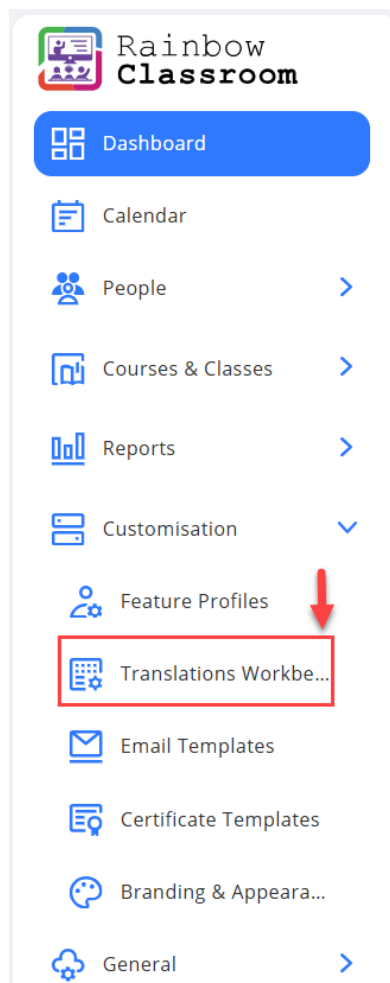


20 Translations Workbench

IMPORTANT: User needs to enable the 'Allow custom label' option in the Customization section in order to see 'Translation workbench' in the left menu.

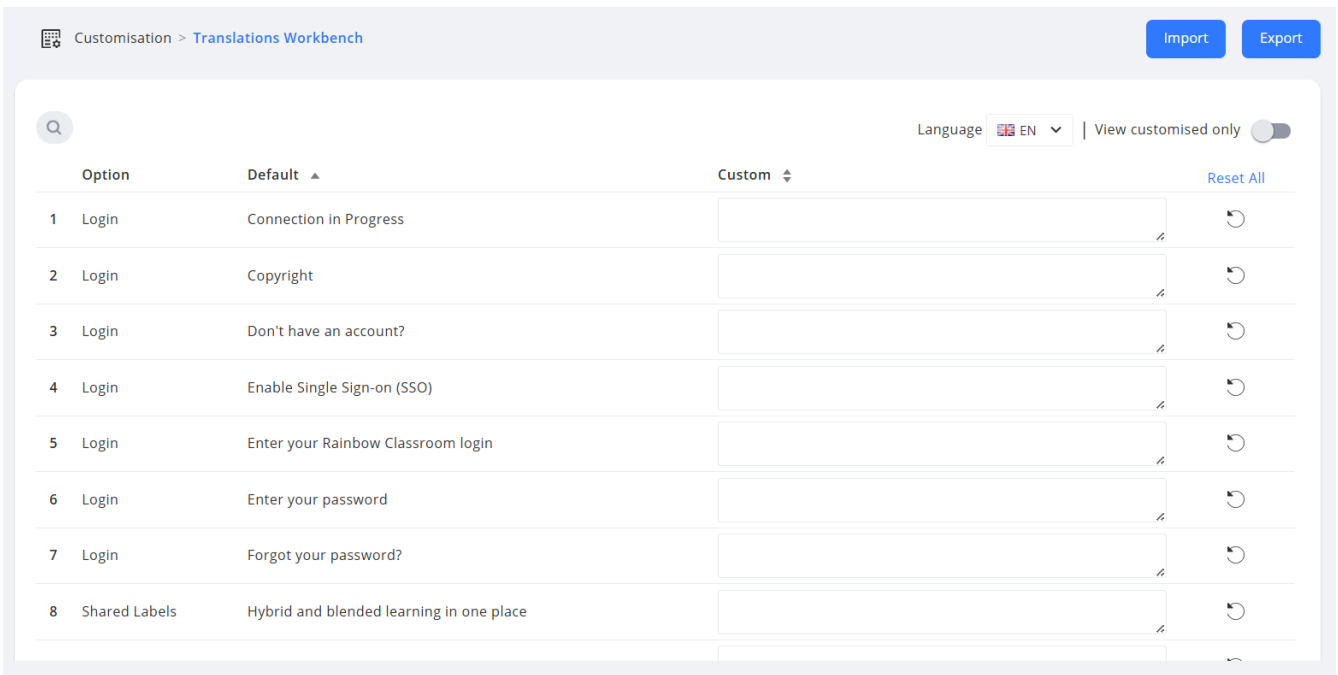
Rainbow Classroom is a highly customizable application that allows organization admins to change labels of almost all the options available in each feature. You can rename meetings to discussion session, courses to modules and so on.

In order to customize the labels according to your own language, use case or liking, expand **Customisation** menu in the left-hand panel and click on **Translation Workbench** as shown below:



SCREENSHOT – Left Hand Panel

Following screen will be displayed:



Customisation > [Translations Workbench](#) Import Export

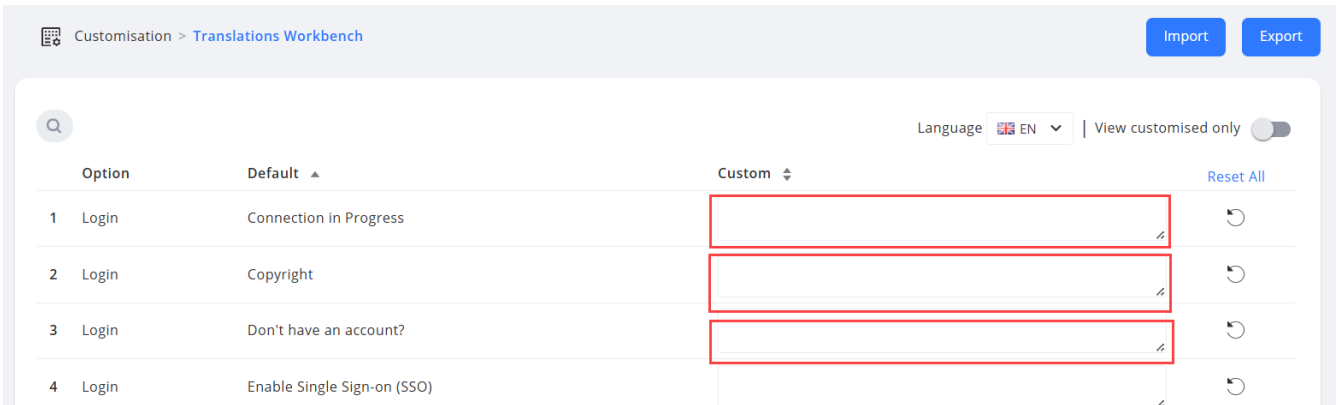
Language EN | View customised only ☐

Option	Default	Custom	
1 Login	Connection in Progress		↺
2 Login	Copyright		↺
3 Login	Don't have an account?		↺
4 Login	Enable Single Sign-on (SSO)		↺
5 Login	Enter your Rainbow Classroom login		↺
6 Login	Enter your password		↺
7 Login	Forgot your password?		↺
8 Shared Labels	Hybrid and blended learning in one place		↺

[Reset All](#)

SCREENSHOT – Translations Workbench

If you want to add custom translations/phrases for all Rainbow Classroom labels, you can add your preferred term in the column titled as Custom as shown below:



Customisation > [Translations Workbench](#) Import Export

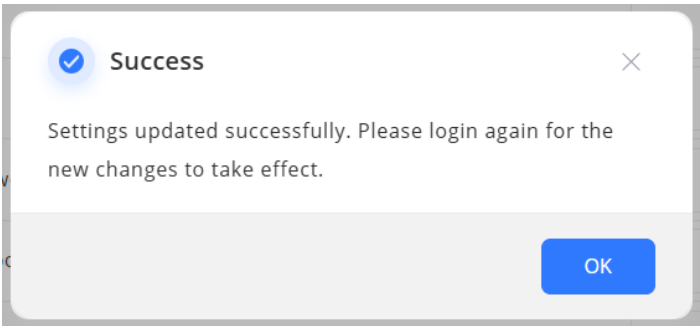
Language EN | View customised only ☐

Option	Default	Custom	
1 Login	Connection in Progress		↺
2 Login	Copyright		↺
3 Login	Don't have an account?		↺
4 Login	Enable Single Sign-on (SSO)		↺

[Reset All](#)

SCREENSHOT – Translations Workbench

Once you have made your desired changes, click on Update Button available at the bottom of the page. Following pop-up will be displayed:



Success

Settings updated successfully. Please login again for the new changes to take effect.

OK

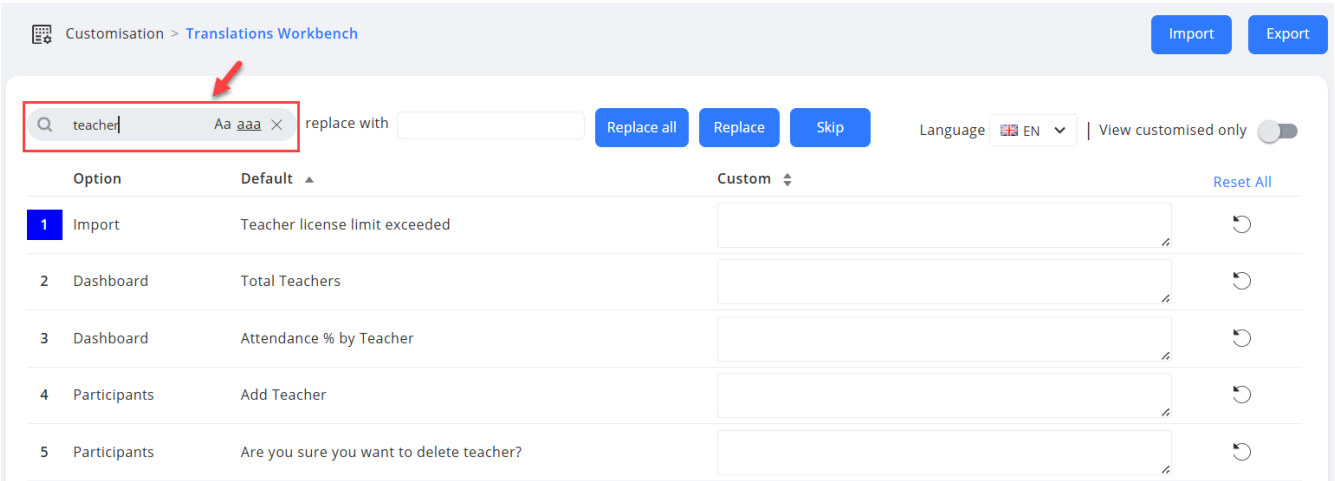
SCREENSHOT – Message from the Application

Press OK and login again for the new changes to take effect.

You can also use  icon to reset the customized option to its original wording.

20.1 Search Labels

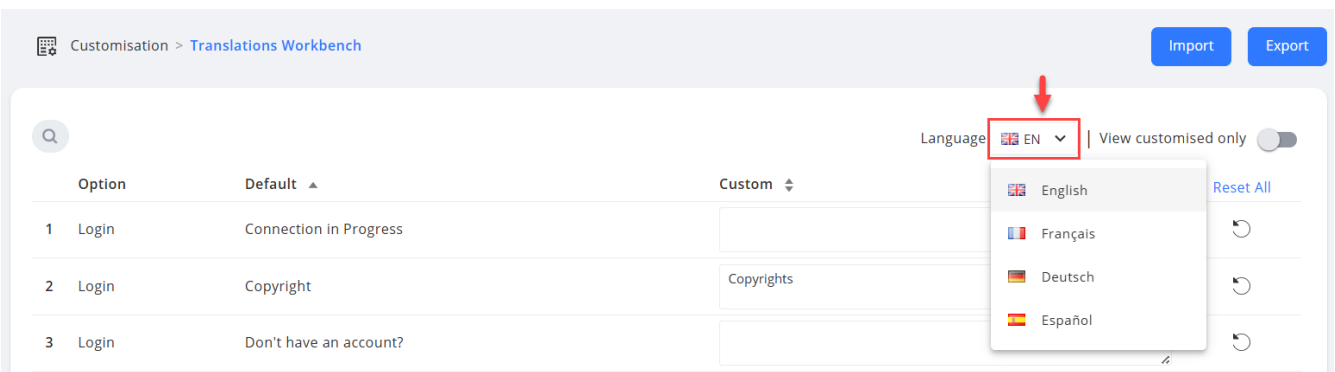
All the labels of Rainbow Classroom are available for updating in the above screen. You can use the search bar to display any specific label or phrases that you want to update as highlighted below:



Provide a suitable alternative phrase as translation in the text box displayed next to search box. You can Replace the translated phrase/word for all the instances by using REPLACE ALL button. You can also use REPLACE and SKIP buttons to update the phrase/label with your desired translated phrase/word.

20.2 Language Settings

You can also select the language of your choice from the language drop-down menu as highlighted below:

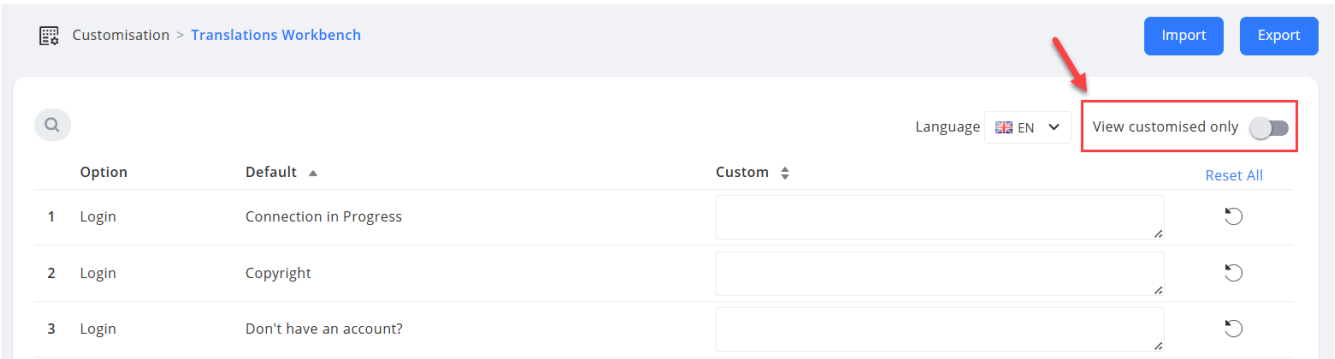


SCREENSHOT – Translations Workbench

This will load the labels in your preferred language and customization can be done according to your choice.

20.3 Updating the Customized Labels

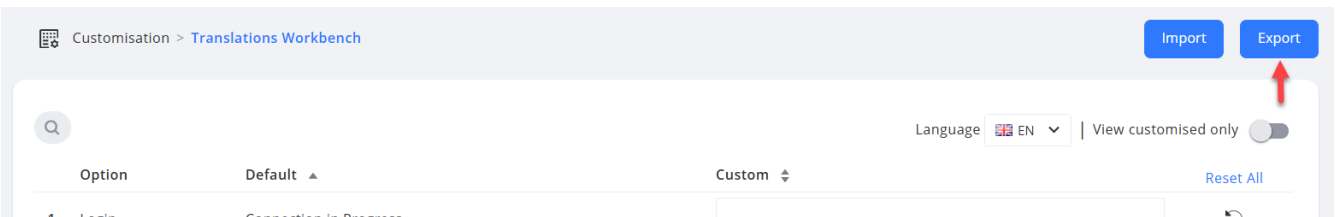
If you are looking to make changes in existing customizations only, then enable the View Customized Only button as highlighted below:



SCREENSHOT – Translations Workbench

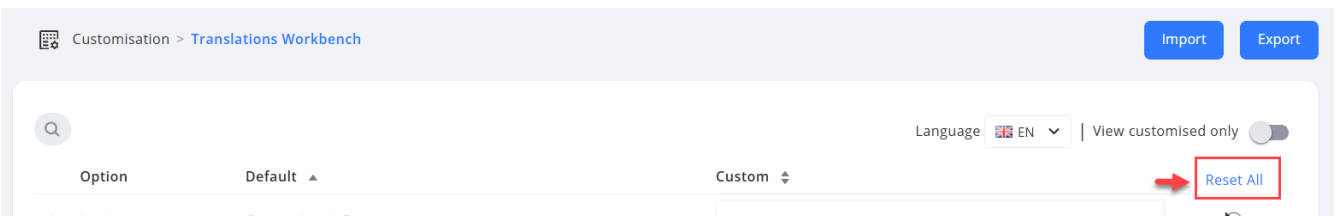
20.4 Export Labels

You can also download the labels of Rainbow Classroom option in the form of an excel file by clicking on Export button as highlighted below:



SCREENSHOT – Translations Workbench

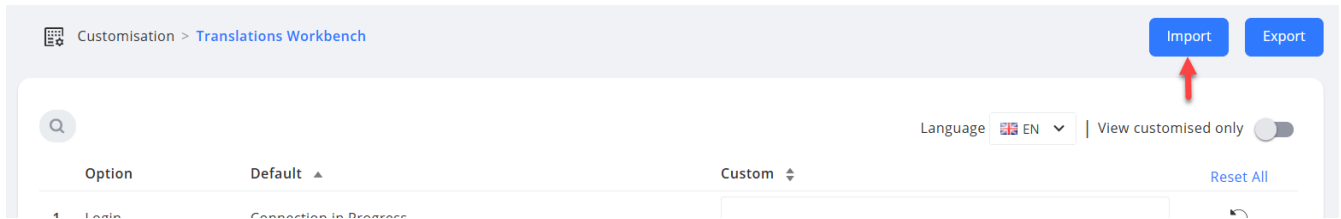
You can use Reset All option to reset all the customized options to their original wording.



SCREENSHOT – Translations Workbench

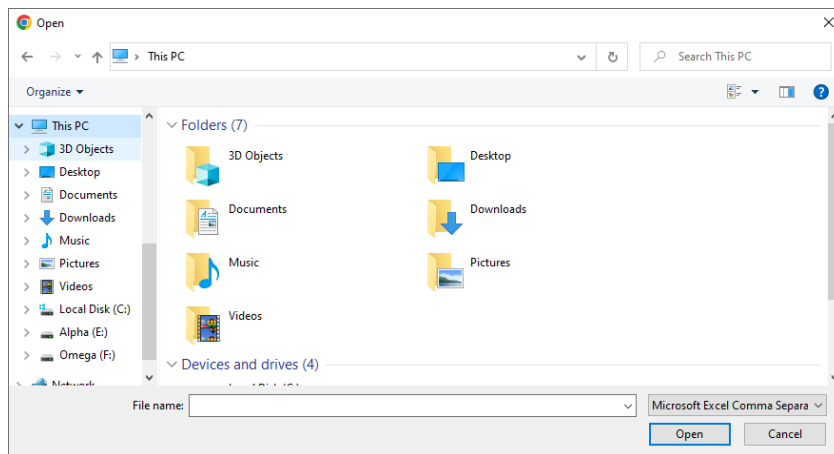
20.5 Import Labels

You can import an updated list of labels by clicking on the Import Data link as highlighted below:



SCREENSHOT – Translations Workbench

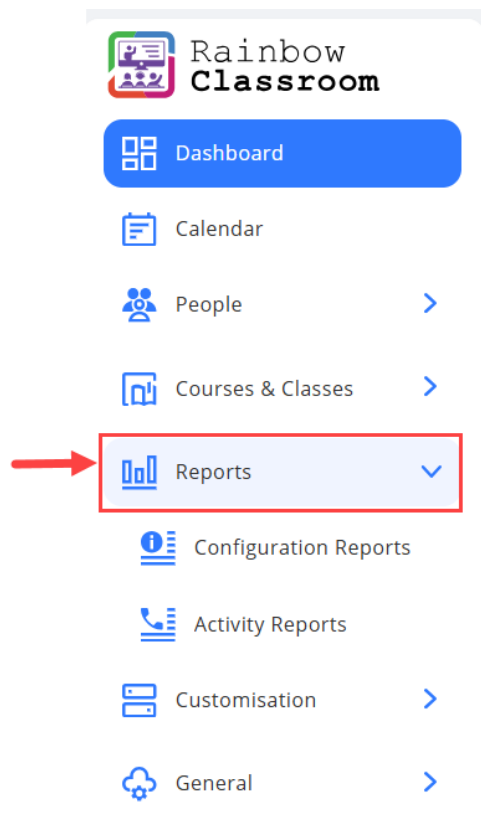
You will be prompted to upload the Excel file containing all the labels as shown below:



21 Reports

Managing different courses and classes in a virtual environment requires a lot of diligence on the part of Organization admins. Record keeping is an important aspect of this diligence process to ensure that classes are conducted in an orderly manner, teachers and students are enrolled and courses are properly maintained.

Rainbow Classroom offer the feature of Reports so that activities conducted within Rainbow Classroom application and management center can be reviewed. Pre-configured reports are available that allow organization admins to view stats related to courses, classes, teachers and students over a set period of time. In order to view these reports, click on the **Reports** link available in the left-hand panel as shown below:



SCREENSHOT – Left Hand Panel

Following categories of pre-configured reports are available for Organisation Admins:

21.1 Configuration Reports

This group of reports is specifically related to configuration changes made in Rainbow Classroom management center and the overall users (teachers, guests, students) data for a set period of time. When you click on the Configuration Reports link from the Reports menu, following screen is displayed:

Reports > Configuration Reports

Create Report

Q Search...

	NAME	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
	1- Courses - Created or Removed	1/1/2022 05:00		-	
	2- Classes - Created or Removed	1/1/2022 05:00		-	
	3- Teachers - Onboarded or Removed	1/1/2022 05:00		-	
	4- Students - Onboarding or Removed	1/1/2022 05:00		-	
	5- Guests - Onboarded or Removed	1/1/2022 05:00		-	
	6- Courses - Overview	1/1/2022 05:00		-	
	7- New Teachers - Last 90 Days	1/1/2022 05:00		-	
	8- New Students - Last 90 Days	1/1/2022 05:00		-	
	9- New Guests - Last 90 Days	1/1/2022 05:00		-	

SCREENSHOT – Configuration Reports

In order to view your desired report, click on the icon available next to it and then click **View** as shown below:

Q Search...				
NAME	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
1- Courses - Created or Removed	1/1/2022 05:00		-	⋮ View Edit Delete

You can search for your desired report by using the Search field.

Reports > Configuration Reports Create Report

🔍 Search...

NAME	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
1 - Courses - Created or Removed	1/1/2022		-	

Below you can read about each configuration report and information available in that particular report:

Courses – Created or Removed: Provides a day-by-day history of the courses that are created and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of Courses added on a particular date
Deleted	Number of Courses deleted on a particular date
Total	Total number of courses active on a particular date

Classes – Created or Removed: Provides a day-by-day history of the classes that are created and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of Classes added on a particular date
Deleted	Number of Classes deleted on a particular date
Total	Total number of Classes active on a particular date

Teachers – Onboarded or Removed: Provides a day-by-day history about the number of teachers that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of teachers onboarded on a particular date
Deleted	Number of teachers removed on a particular date
Total	Total number of teachers active on a particular date

Students – Onboarded or Removed: Provides a day-by-day history about the number of students that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of students onboarded on a particular date
Deleted	Number of students removed on a particular date
Total	Total number of students active on a particular date

Guests – Onboarded or Removed: Provides a day-by-day history about the number of guests that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Date	Day and date information for individual entries
Added	Number of guests onboarded on a particular date
Deleted	Number of guests removed on a particular date
Total	Total number of guests active on a particular date

Courses - Overview: Provides details of all the active courses that are available in an organization. Details included are as follows:

Column Header	Description
Course	Title of the Course
Classes	Number of classes associated with a particular course
Teachers	Number of teachers associated with a particular course
Students	Number of students associated with a particular course
Guests	Number of guests associated with a particular course
Modified On	Date on which latest changes were made in a course

New Teachers – Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the teacher
Last Name	Last name of the teacher
Email	Email address associated with teacher account
Created Date	Date & Time of creation of teacher account

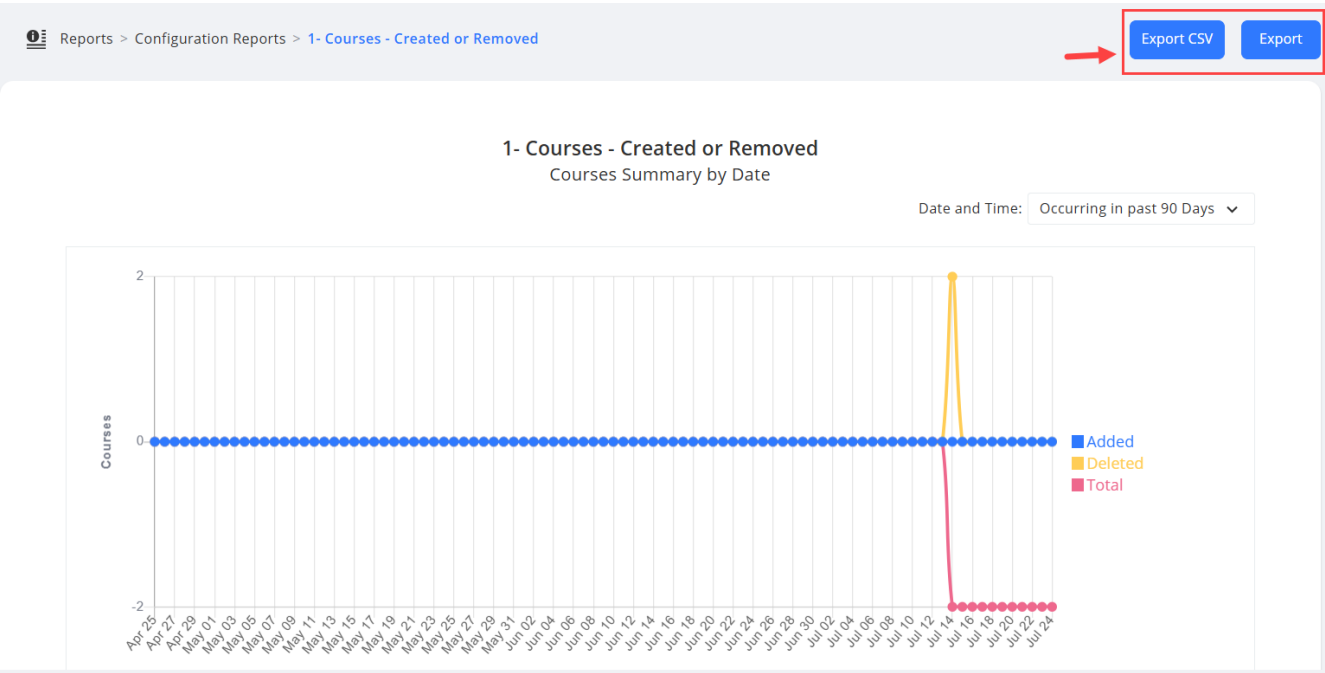
New Students– Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the student
Last Name	Last name of the student
Email	Email address associated with student account
Created Date	Date & Time of creation of student account

New Guests – Last 90 Days: Provides a day-by-day history about the number of guests that were added and removed in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
First Name	First name of the guest
Last Name	Last name of the guest
Email	Email address associated with guest account
Created Date	Date & Time of creation of guest account

Note: Every Configuration Report can be downloaded as PDF file by clicking on the [Export](#) link available in the top right corner of every report. In order to download the report in tabular form, click on [Export CSV](#) option as shown below:

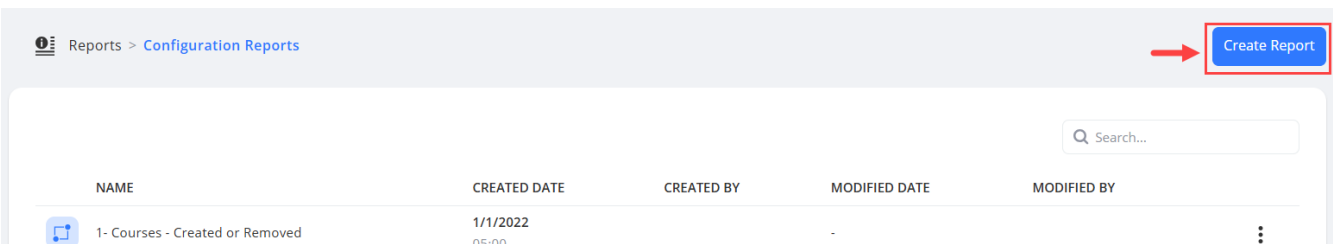


21.1.1 Create Reports

Organization admins can create their own configuration reports in order to view data about specific parameters. This feature enables an organization admin to track configuration details of classes, courses, teachers and students across various parameters.

Note: A report created by one organization admin can be accessed and viewed by other organization admins.

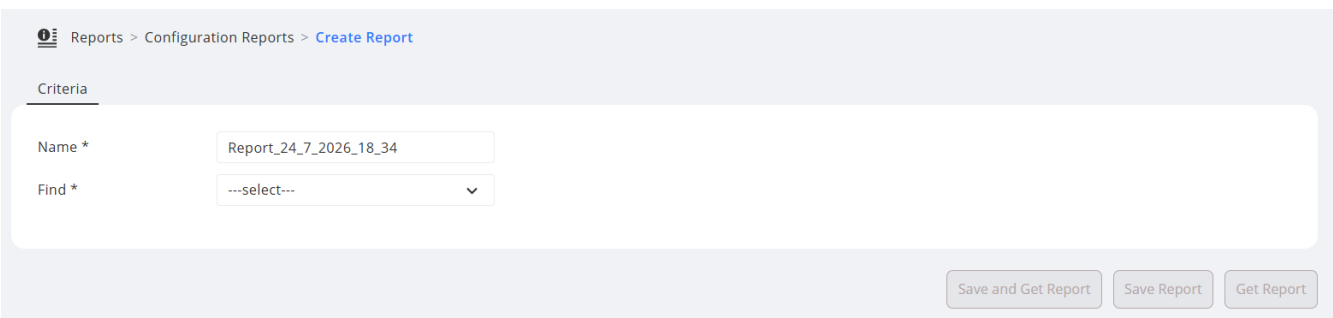
Click on **Create Report** button available on Configuration Reports screen as shown below:



NAME	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
1- Courses - Created or Removed	1/1/2022 05:00			

Screenshot - Reports

Following screen is displayed:



Criteria

Name * Report_24_7_2026_18_34

Find * ---select---

Buttons: Save and Get Report, Save Report, Get Report

Screenshot – Create Report

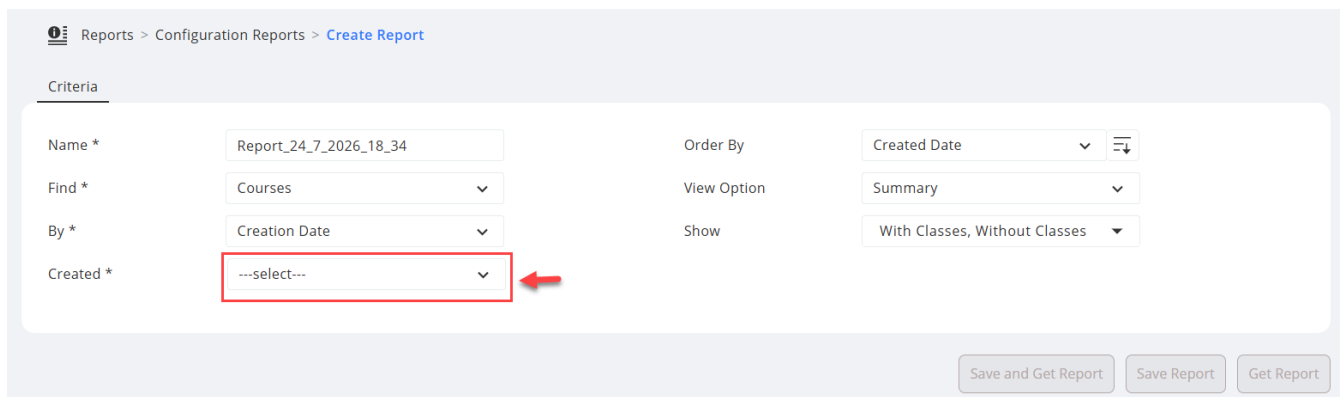
Name: Enter an appropriate name for the report.

Find: Using this drop-down menu, an organization admin can select to create reports for:

- Courses
- Classes
- Teachers
- Students
- Guests

By: This option is used for sorting courses, classes etc. for which the report is being created. Following options are available:

- Creation Date - Sort courses, classes etc. based on their creation date. If this option is selected then an additional field is displayed with specific time duration as shown below:



The screenshot shows the 'Create Report' form with the following fields:

- Name ***: Report_24_7_2026_18_34
- Find ***: Courses
- By ***: Creation Date
- Created ***: ---select---
- Order By**: Created Date
- View Option**: Summary
- Show**: With Classes, Without Classes

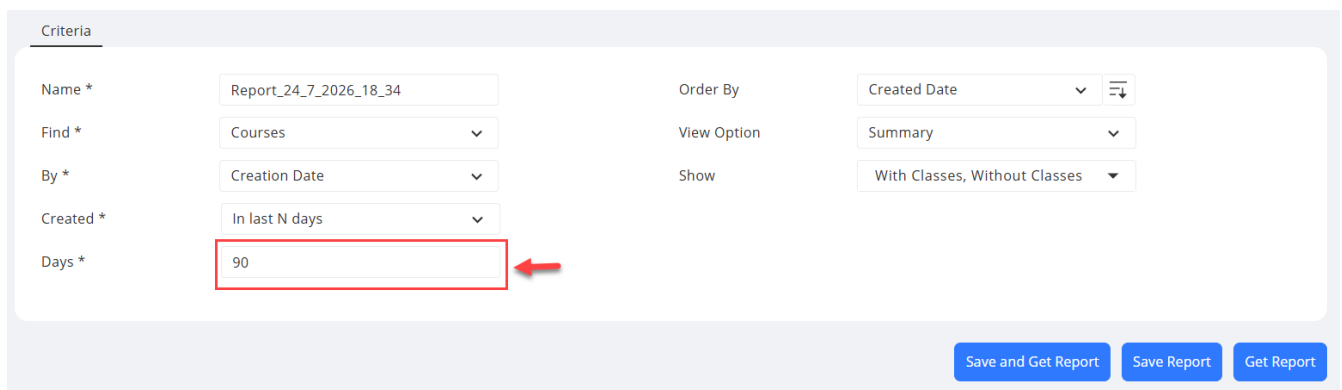
Buttons at the bottom: Save and Get Report, Save Report, Get Report.

Screenshot – Create Report

Following options are available in **Created** field:

- Today
- Yesterday
- In Last 7 days
- In last 30 days
- In Last N days
- In specific date range

Note: if **In Last N days** option is selected then an additional field is displayed to enter specific quantity of days as shown below:



The screenshot shows the 'Create Report' form with the following fields:

- Name ***: Report_24_7_2026_18_34
- Find ***: Courses
- By ***: Creation Date
- Created ***: In last N days
- Days ***: 90
- Order By**: Created Date
- View Option**: Summary
- Show**: With Classes, Without Classes

Buttons at the bottom: Save and Get Report, Save Report, Get Report.

Screenshot – Create Report

Note: if **In specific date range** option is selected then following additional fields are displayed to enter the dates as shown below:

Criteria

Name *

Report_24_7_2026_18_34

Order By

Created Date

Find *

Courses

View Option

Summary

By *

Creation Date

Show

With Classes, Without Classes

Created *

In specific date range

From *

To *

Screenshot – Create Report

Click on the  icon available in From and To fields and a calendar option is displayed as shown below:

Criteria

Name *

Report_24_7_2026_18_34

Find *

Courses

By *

Creation Date

Created *

In specific date range

From *

To *

<

Jul 2026

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Screenshot – Create Report

From - in this field, select the date that will serve as starting point of your date range.
 To - In this field, select the date that will serve as the ending point of your date range.

Note: If a configuration reports for teacher or student is being created based on their creation date then apart from the created field, following additional fields are available as well:

Account Status - This field creates configuration report for a teacher, student or guest based on their account status. Options available in this field include:

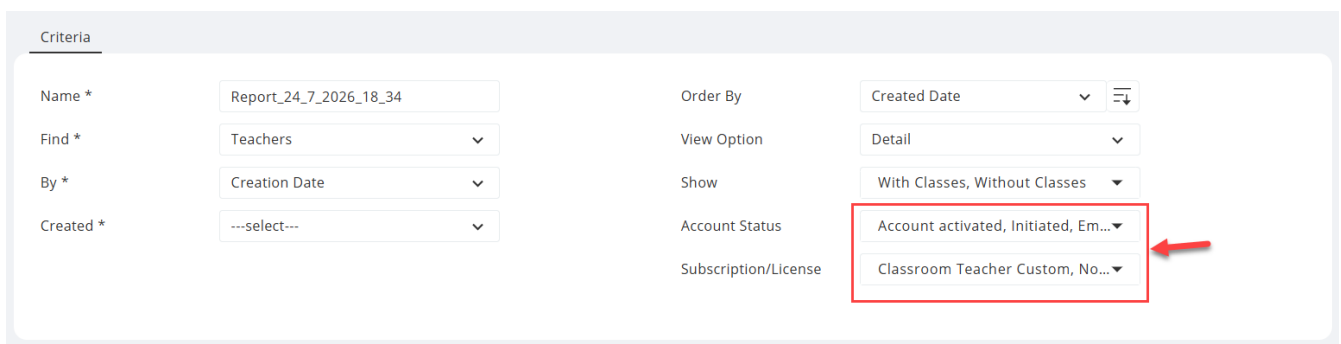
- Account activated – Creates a report of all participant accounts that have been activated.
- Initiated - Creates a report of all participant accounts that have been initiated.
- Email delivery failed - Creates a report of all participant accounts for which email for account activation could not be sent.
- Activation email sent - Creates a report of all participant accounts for which email for account activation has been sent.
- Error - Creates a report of all participant accounts whose activation could not be completed because of an error.
- In-queue - Creates a report of all participant accounts whose activation is under processing.
- Created - Creates a report of all participant accounts that are created but not yet activated.
- All - Creates a report of all participant accounts based on all above options.

Subscription / License – This field creates configuration report for a teacher, student or guest based on their subscription type. Options available in this field include:

- 1 year subscription prepaid - Creates a report of all participant accounts that have been assigned a subscription license.
- Not Assigned - Creates a report of all participant accounts that have not been assigned a subscription license.
- All - Creates a report of all participant accounts based on all above options.

Proctoring – This field creates configuration report for a teacher based on their proctoring feature. Options available in this field include:

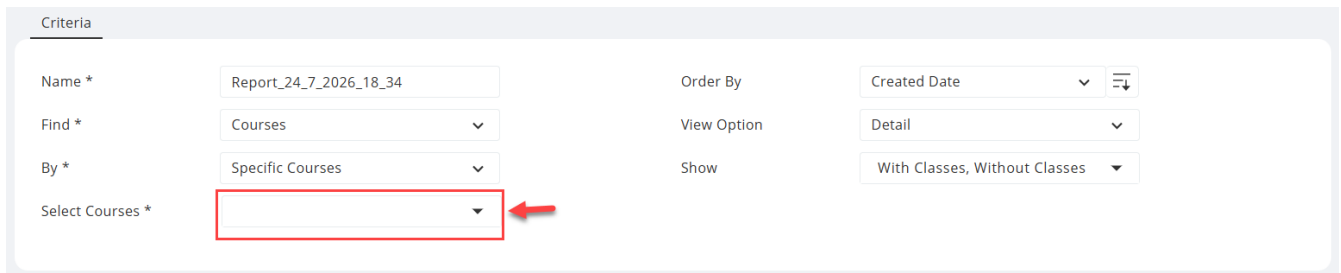
- Enabled - Creates a report of all teacher accounts that have been enabled for proctoring.
- Disabled - Creates a report of all teacher accounts that have been disabled for proctoring.
- All - Creates a report of all teacher accounts based on all above options.



The screenshot shows the 'Criteria' section of the management center. It contains several dropdown menus for filtering reports. The 'Account Status' dropdown is highlighted with a red box and a red arrow pointing to it. The 'Subscription/License' dropdown is also visible below it.

Screenshot – Create Report

- Specific - Creates a report for specific classes, courses etc. only. If option of Specific is selected then an additional field is displayed to select specific classes, courses etc. as shown below:



Criteria

Name * Report_24_7_2026_18_34

Find * Courses

By * Specific Courses

Select Courses * ▼ →

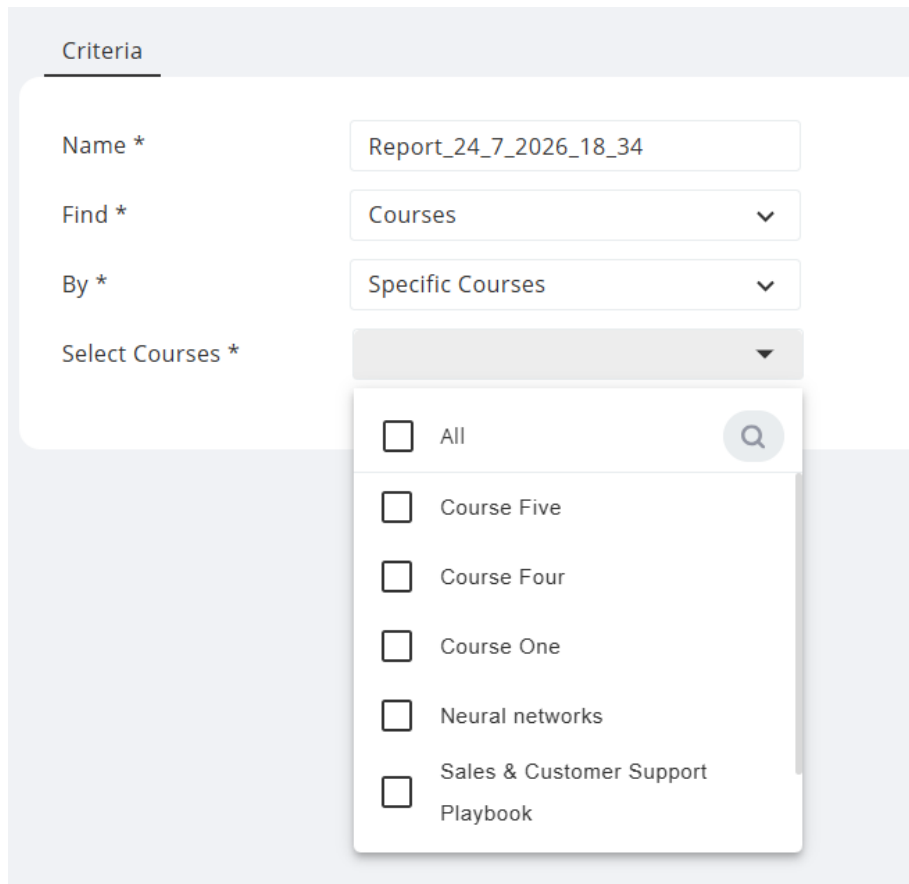
Order By Created Date

View Option Detail

Show With Classes, Without Classes

Screenshot – Create Report

List of all available options are displayed in the drop-down menu as shown below:



Criteria

Name * Report_24_7_2026_18_34

Find * Courses

By * Specific Courses

Select Courses * ▼

- ☐ All
- ☐ Course Five
- ☐ Course Four
- ☐ Course One
- ☐ Neural networks
- ☐ Sales & Customer Support Playbook

Screenshot – Create Report

Organization admin can use **All** option to select all the courses, classes etc. or select only specific course, class etc. by checking the box available next to each entry. Search box is also available to search for specific entry in the drop-down menu.

Order By: This option determines ordering of information of a course, class etc. based on:

- Name
- Description
- Created Date
- Created By
- Modified Date
- Modified By

If a configuration report is being created for a teacher, student or guest then the report can be ordered based on:

- Account Status
- First Name
- Last Name
- Email
- Proctoring
- Created Date
- Created By
- Modified Date
- Modified By

View Option: This field determines the information that should be displayed for selected entities. Following options are available:

- Summary
- Detail

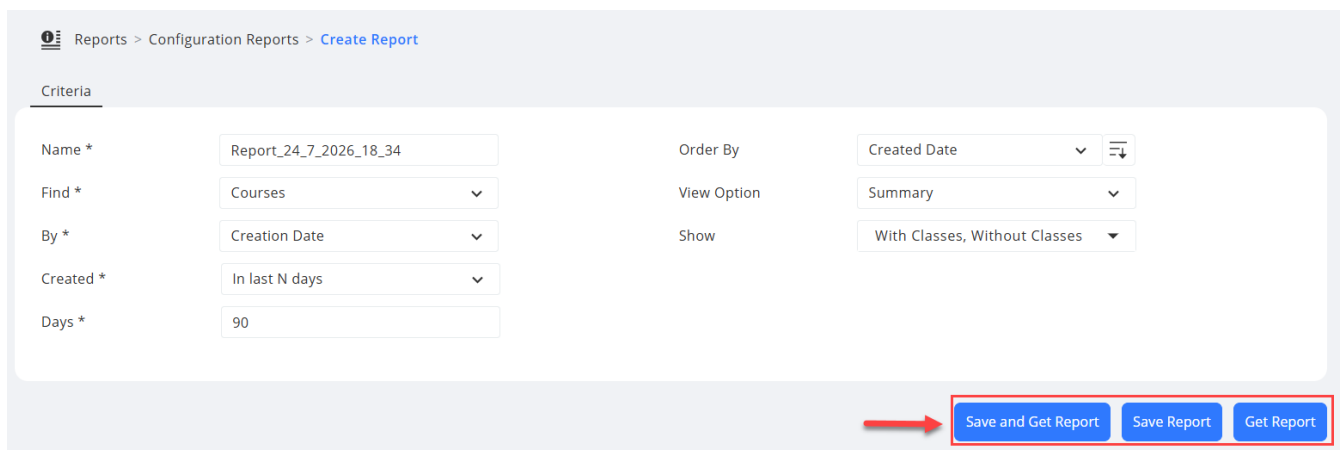
Show: This field is used to select relevant configuration information for every selected category (Course, class etc.). Options displayed in this field vary according to the selection made in **Find** field.

For Courses - Configuration report can carry information of all the classes associated with the course or without information of associated classrooms.

For Classes – Configuration report can carry information of all the participants associated with the classes or without information of associated classes.

For Teachers, Students and Guests – Configuration report can carry information of all the classes associated with the participant or without information of associated classes.

Once you have selected your required criteria, you have got 3 options available at the bottom of the page as shown below:



Screenshot – Create Report

Save and Get Report – Saves the configuration report with provided name & selected criteria and displays the report as well.

Save Report – Only saves the configuration report with provided name and selected criteria.

Get Report – Only displays the report as per the selected criteria.

Once a configuration report is saved, it is displayed after the pre-configured reports as shown below:

Q Search...

NAME ↑	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
1- Courses - Created or Removed	1/1/2022 05:00		-	
2- Classes - Created or Removed	1/1/2022 05:00		-	
3- Teachers - Onboarded or Removed	1/1/2022 05:00		-	
4- Students - Onboarding or Removed	1/1/2022 05:00		-	
5- Guests - Onboarded or Removed	1/1/2022 05:00		-	
6- Courses - Overview	1/1/2022 05:00		-	
7- New Teachers - Last 90 Days	1/1/2022 05:00		-	
8- New Students - Last 90 Days	1/1/2022 05:00		-	
9- New Guests - Last 90 Days	1/1/2022 05:00		-	
adam course	7/24/2026 18:58	Admi	-	

Screenshot - Configuration Reports

Every configuration report created by the organization admin has following options available:

- View – Displays the contents of the report as per the selected criteria.
- Edit – Organization admin can update the selected criteria and name of the report with this option.
- Delete – Report can be deleted by using this option.

Click on the  icon available next to the created report and above-mentioned options are displayed as shown below:

adam course

7/24/2026
18:58

Admin Stud.IP

-

⋮

View

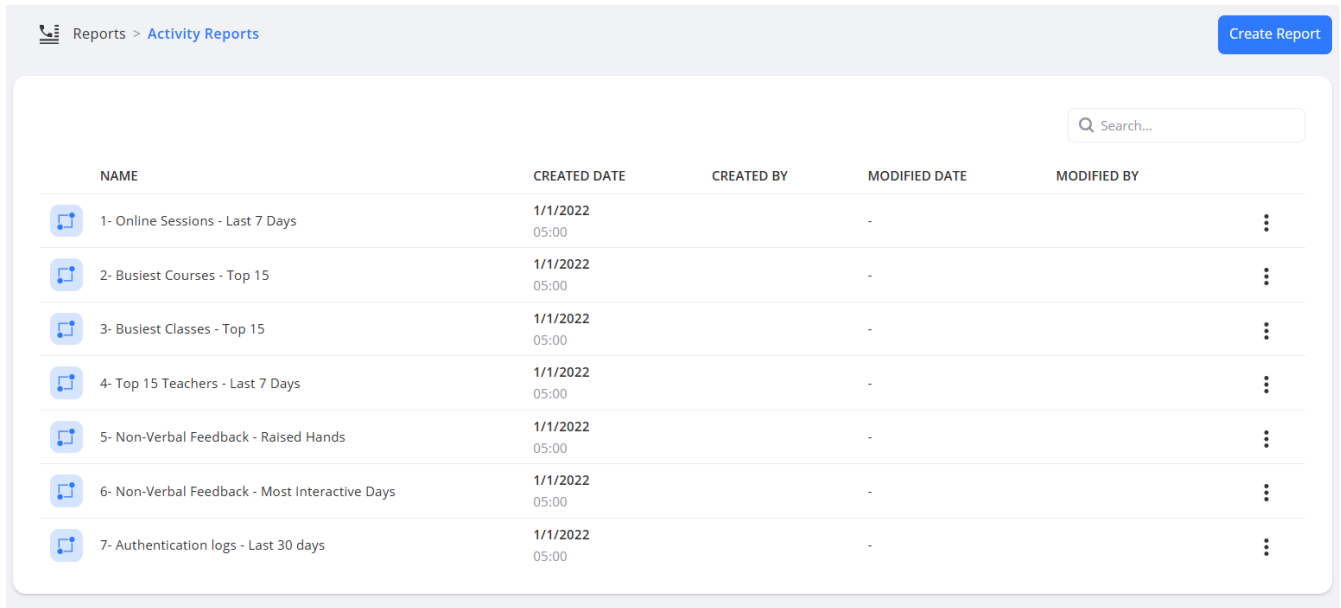
Edit

Delete

Screenshot - Configuration Reports

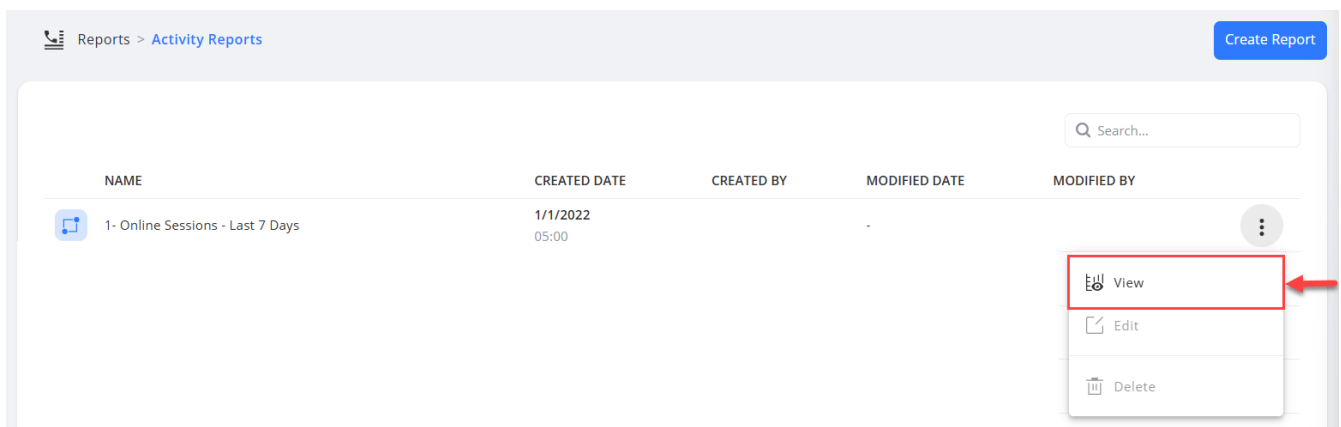
21.2 Activity Reports

This group of reports is specifically related to different activities that are performed in an organization by teachers and students. When you click on the Activity Reports link from the Reports menu, following screen is displayed:



SCREENSHOT – Activity Reports

In order to view your desired report, click on the  icon available next to it and then click View as shown below:



You can search for your desired report by using the Search field.

Below you can read about each activity report and information available in that particular report:

Online Sessions – Last 7 Days: Provides details of all the live sessions conducted in the organization in the past 7 days. Details included are as follows:

Column Header	Description
Date	Date and day information
Total Sessions	Total number of the session conducted on a particular day
Duration in Minutes	Total duration of live sessions conducted on a particular day

Busiest Courses – Top 15: Provides details about top 15 courses in which most live sessions have been conducted in a particular organization during past 90 days. Details included are as follows:

Column Header	Description
Name	Name of the Course
Total Sessions	Total number of live sessions conducted for a particular course
Duration in minutes	Total duration of live sessions conducted for a particular course

Busiest Classes – Top 15: Provides details about top 15 classes in which most live sessions have been conducted during past 90 days. Details included are as follows:

Column Header	Description
Name	Name of the Class
Total Sessions	Total number of live sessions conducted for a particular class
Duration in minutes	Total duration of live sessions conducted for a particular class

Top 15 Teachers – Last 7 Days: Provides details about top 15 teachers who have conducted most live sessions in an organization during last 7 days. Details included are as follows:

Column Header	Description
Name	Name of the Teacher
Total Sessions	Total number of live sessions conducted by a particular teacher
Duration in minutes	Total duration of live sessions conducted by a particular teacher

Non-Verbal Feedback – Raised Hands: Provides details about Raised Hands received by a teacher during a live session as non-verbal feedback. Details included are as follows:

Column Header	Description
Date	Date of the activity
Total Sessions	Total number of sessions in which Raised Hands was used by a student
Total Reactions	Total number of Raised hands actions used by students in a live session
Duration	Total Duration before Raised hand gesture was acknowledged by the teacher

Non-Verbal Feedback – Most Interactive days: Provides details about specific days when most non-verbal feedback was received by a teacher during live sessions. Details included are as follows:

Column Header	Description
Date	Date of the activity
Total Sessions	Total number of sessions in which non-verbal feedback was used by students

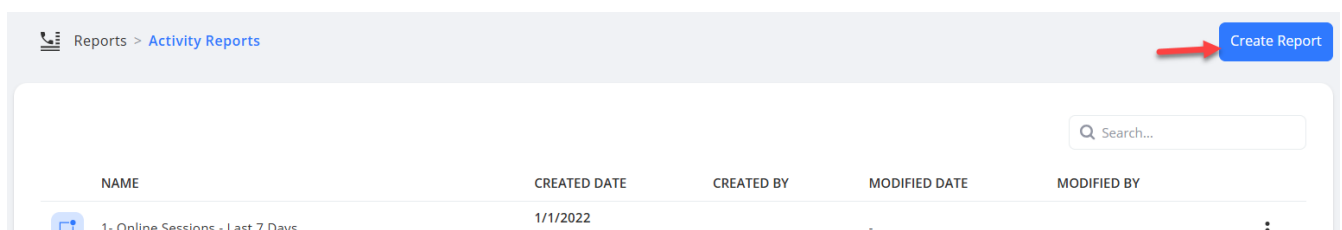
Total Reactions	Total number of non-verbal feedback used by students in a live session
Duration	Total Duration before Raised hand gesture was acknowledged by the teacher

21.2.1 Create Report

Organization admins can create their own analytics reports in order to view data about specific parameters. This feature enables an organization admin to track activity conducted in a particular classroom.

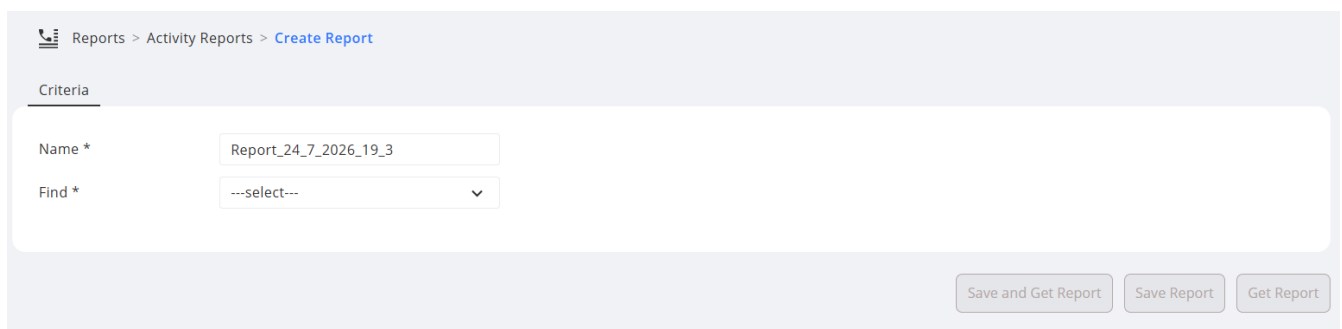
Note: A report created by one organization admin can be accessed and viewed by other organization admins.

Click on **Create Report** link available on Activity Reports screen as shown below:



Screenshot - Reports

Following screen is displayed:



The screenshot shows the 'Create Report' form. It has a breadcrumb trail: 'Reports > Activity Reports > Create Report'. Under the 'Criteria' section, there are two fields: 'Name *' with the value 'Report_24_7_2026_19_3' and 'Find *' with a dropdown menu showing '---select---'. At the bottom right, there are three buttons: 'Save and Get Report', 'Save Report', and 'Get Report'.

Screenshot – Create Report

Name: Enter an appropriate name for the report.

Find: At the moment, only classes option can be selected in the drop down menu.

By: This option is used for sorting classes for which the report is being created. Following options are available:

- Specific Date- Sort classes based on their creation date. If this option is selected then an additional field is displayed with specific time duration as shown below:

Criteria

Name *	Report_24_7_2026_19_3	Order By	Start time
Find *	Classes	View Option	Summary
By *	Specific Date	Show	With Participants, Without Parti...
Specific Date *	---select---	Participants	Present, Absent

Screenshot – Create Report

Following options are available in Specific Date field:

- Today
- Yesterday
- In Last 7 days
- In last 30 days
- In Last N days
- In specific date range

Note: if **In Last N days** option is selected then an additional field is displayed to enter specific quantity of days as shown below:

Criteria

Name *	Report_24_7_2026_19_3	Order By	Start time
Find *	Classes	View Option	Summary
By *	Specific Date	Show	With Participants, Without Parti...
Specific Date *	In last N days	Participants	Present, Absent
Days *	90		

Screenshot – Create Report

Note: if **In specific date range** option is selected then following additional fields are displayed to enter the dates as shown below:

Reports > Activity Reports > Create Report

Criteria

Name *	Report_24_7_2026_19_3	Order By	Start time
Find *	Classes	View Option	Summary
By *	Specific Date	Show	With Participants, Without Parti...
Specific Date *	In specific date range	Participants	Present, Absent
From *			
To *			

Screenshot – Create Report

Click on the  icon available in From and To fields and a calendar option is displayed as shown below:

Criteria

Name *
Report_24_7_2026_19_3

Find *
Classes

By *
Specific Date

Specific Date *
In specific date range

From *

<
Jul 2026
>

Sun Mon Tue Wed Thu Fri Sat

28 29 30 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Screenshot – Create Report

From - in this field, select the date that will serve as starting point of your date range.
 To - In this field, select the date that will serve as the ending point of your date range.

- Specific - Creates a report for specific classes only. If option of Specific is selected then an additional field is displayed to select specific classes, courses etc. as shown below:

Criteria

Name *
Report_24_7_2026_19_3

Find *
Classes

By *
Specific Classes

Select Classes *

Order By
Start time

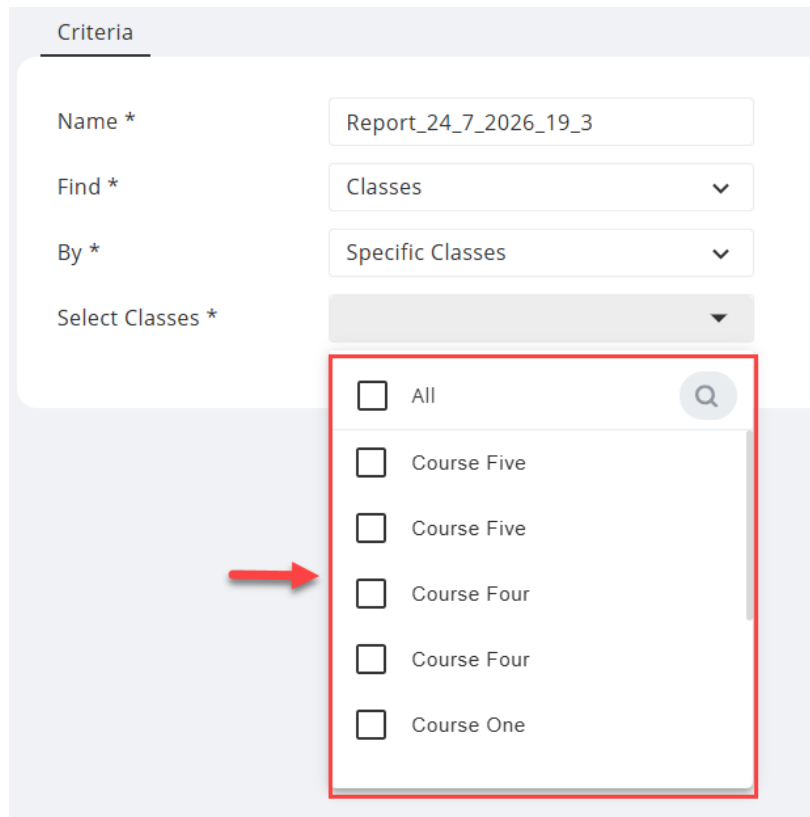
View Option
Summary

Show
With Participants, Without Parti...

Participants
Present, Absent

Screenshot – Create Report

List of all available options are displayed in the drop-down menu as shown below:



Criteria

Name * Report_24_7_2026_19_3

Find * Classes

By * Specific Classes

Select Classes *

- ☐ All
- ☐ Course Five
- ☐ Course Five
- ☐ Course Four
- ☐ Course Four
- ☐ Course One

Screenshot – Create Report

Organization admin can use **All** option to select all the classes or select only specific class by checking the box available next to each entry. Search box is also available to search for specific entry in the drop-down menu.

Order By: This option determines ordering of information of a class based on:

- Class Name
- Course Name
- Initiated By
- Start Time
- End Time
- Duration
- Modified Date

View Option: This field determines the information that should be displayed for selected entities. Following options are available:

- Summary
- Detail

Show: This field is used to select whether the activity report being created should show participants information or not.

Participants: This field is used to selected whether the activity report should carry the information related to present, absent or all students.

Once you have selected your required criteria, you have got 3 options available at the bottom of the page as shown below:

Reports > Activity Reports > [Create Report](#)

Criteria

Name *	Report_24_7_2026_19_3	Order By	Start time
Find *	Classes	View Option	Summary
By *	Specific Classes	Show	With Participants, Without Parti...
Select Classes *	Course Four	Participants	Present, Absent

[Save and Get Report](#)
[Save Report](#)
[Get Report](#)

Screenshot – Create Report

Save and Get Report – Saves the activity report with provided name & selected criteria and displays the report as well.

Save Report – Only saves the activity report with provided name and selected criteria.

Get Report – Only displays the report as per the selected criteria.

Once an activity report is saved, it is displayed after the pre-configured reports as shown below:

Reports > [Activity Reports](#) [Create Report](#)

Search...

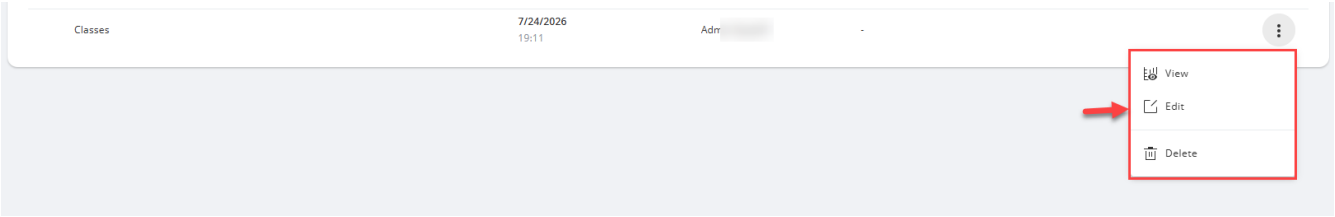
NAME	CREATED DATE	CREATED BY	MODIFIED DATE	MODIFIED BY
1- Online Sessions - Last 7 Days	1/1/2022 05:00		-	
2- Busiest Courses - Top 15	1/1/2022 05:00		-	
3- Busiest Classes - Top 15	1/1/2022 05:00		-	
4- Top 15 Teachers - Last 7 Days	1/1/2022 05:00		-	
5- Non-Verbal Feedback - Raised Hands	1/1/2022 05:00		-	
6- Non-Verbal Feedback - Most Interactive Days	1/1/2022 05:00		-	
7- Authentication logs - Last 30 days	1/1/2022 05:00		-	
Classes	7/24/2026 19:11	Adm	-	

Screenshot - Activity Reports

Every analytics report created by the organization admin has following options available:

- View – Displays the contents of the report as per the selected criteria.
- Edit – Organization admin can update the selected criteria and name of the report with this option.
- Delete – Report can be deleted by using this option.

Click on the  icon available next to the created report and above-mentioned options are displayed as shown below:

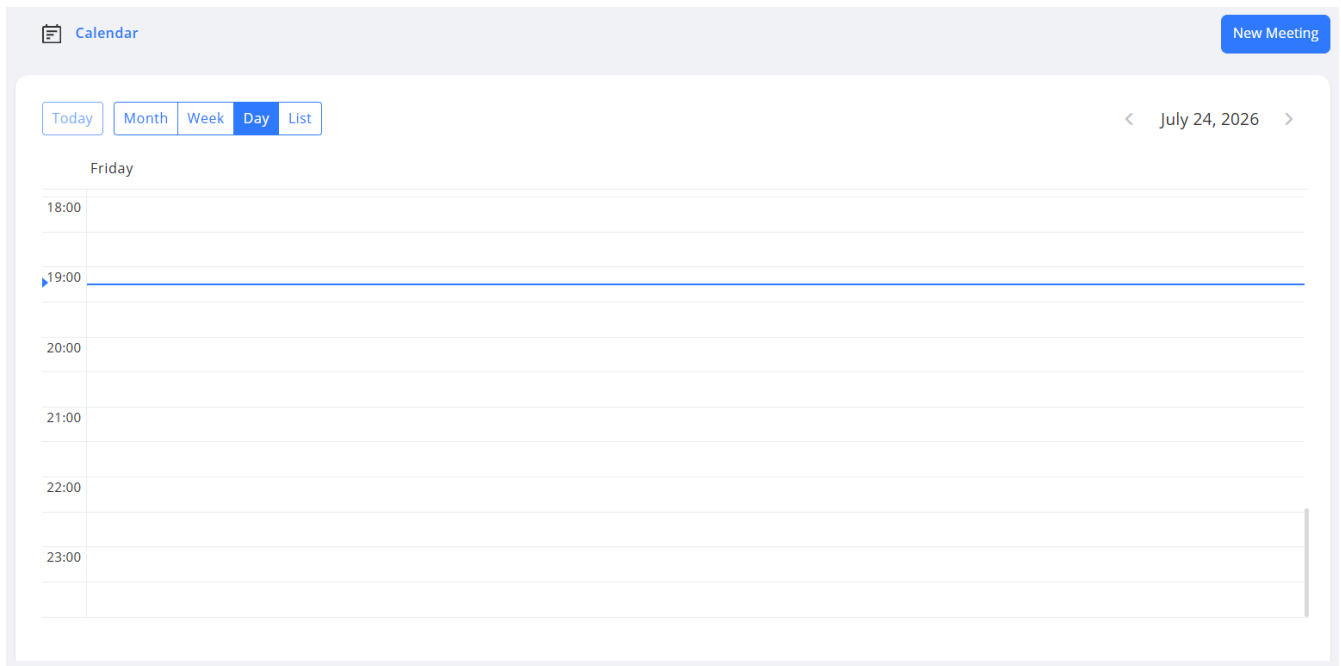


Screenshot - Activity Reports

22 Calendar

Organization Administrators can view the entire schedule of upcoming sessions that have to be conducted in their organization with the help of Calendar. With the help of this feature, organization admin can not only keep track of the class schedules but they can actually manage them without having to visit configuration details of individual classes.

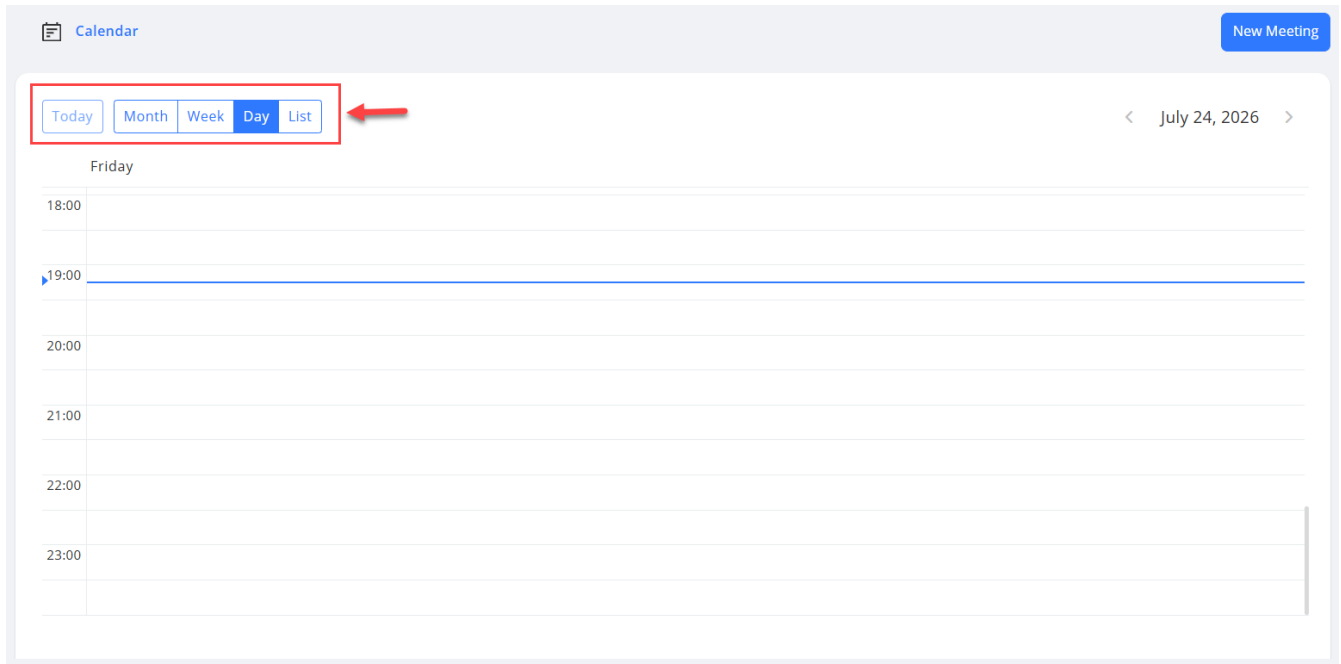
Click on Calendar option available in the left-hand panel and following screen is displayed:



SCREENSHOT – Calendar

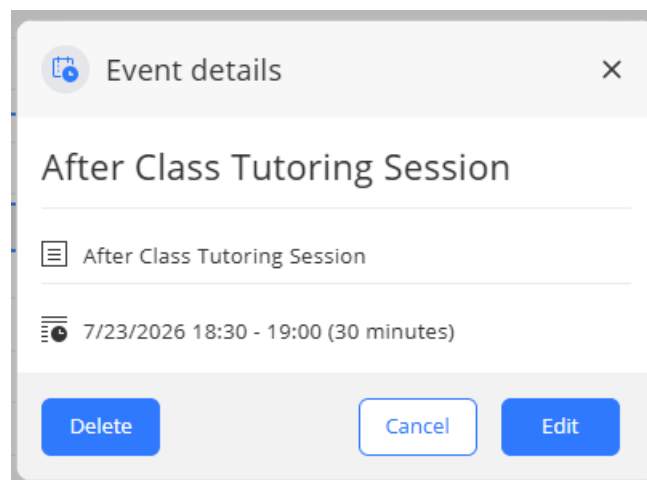
Detail of each class session is mapped on a calendar for each day. Time slots allotted for each session are also displayed.

By default, daily view of sessions is displayed. But you can choose to view a Weekly, Monthly, Today or List view of the sessions by clicking on the respective button as highlighted below:



SCREENSHOT – Calendar

When an organization admin clicks on any entry of live session on calendar, details of that session are displayed as below:



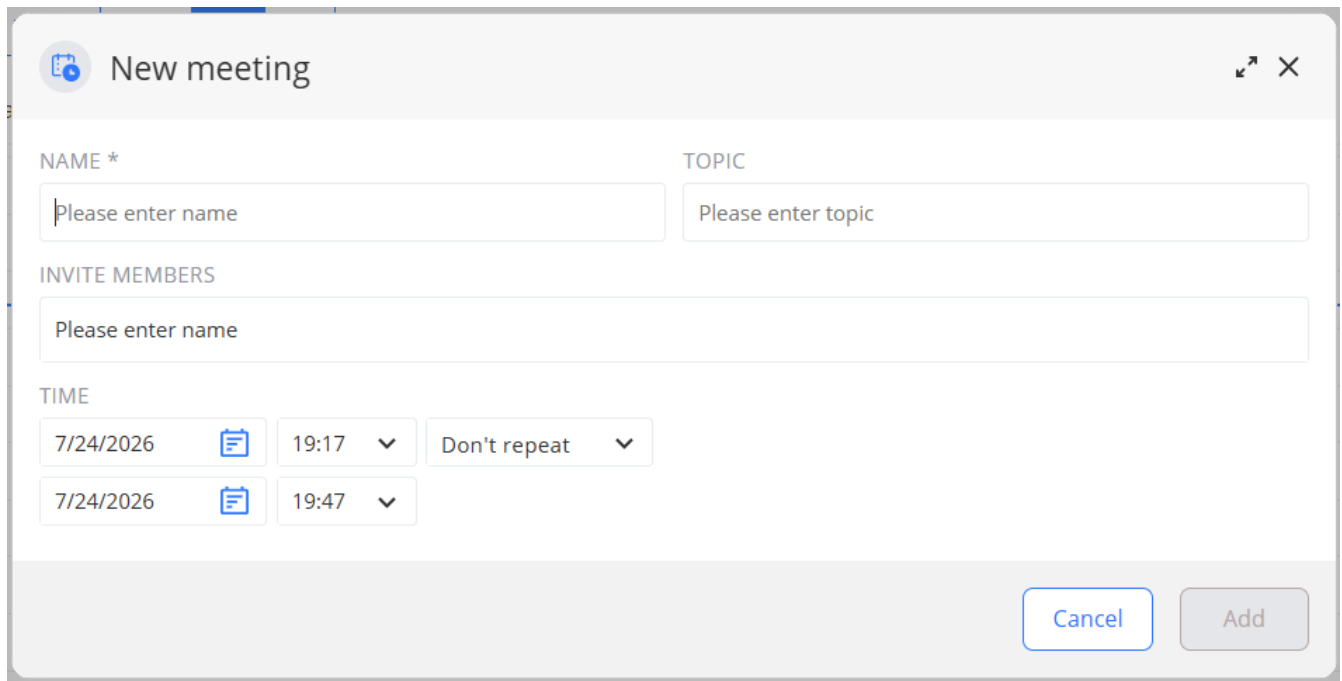
SCREENSHOT – Calendar Entry

22.1 Add Meeting

Rainbow Classroom offers general meetings that are not dependent on any course or class and can be used for any purpose i.e. discussions and announcements. The teachers, students and guests can interact in a meeting via file sharing, text messaging and whiteboard sharing as well as have a collaborative live session. Meetings are only accessible to those users who are added to the meeting by the organization administrator.

This section facilitates an administrator to setup a meeting for teachers, students and guests. The administrator can also view details of all the meetings that exist on Rainbow Classroom and perform necessary configuration to them.

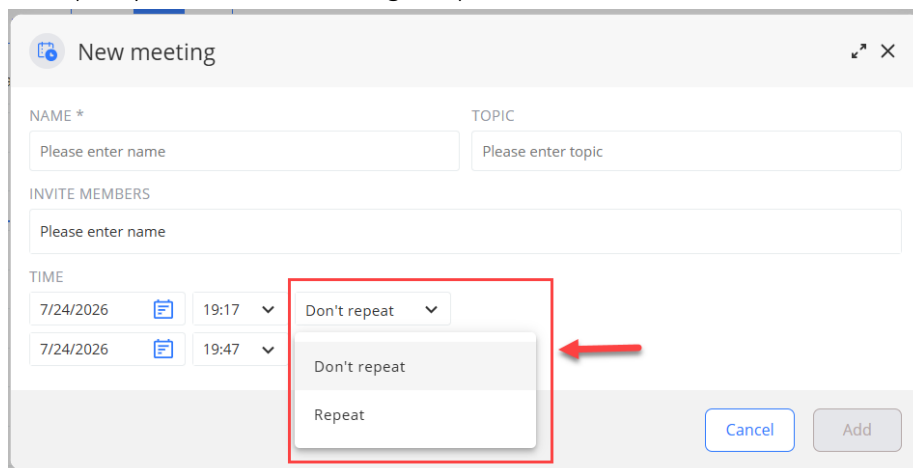
Click on Add Meeting link and following screen is displayed:



SCREENSHOT – Add Meeting

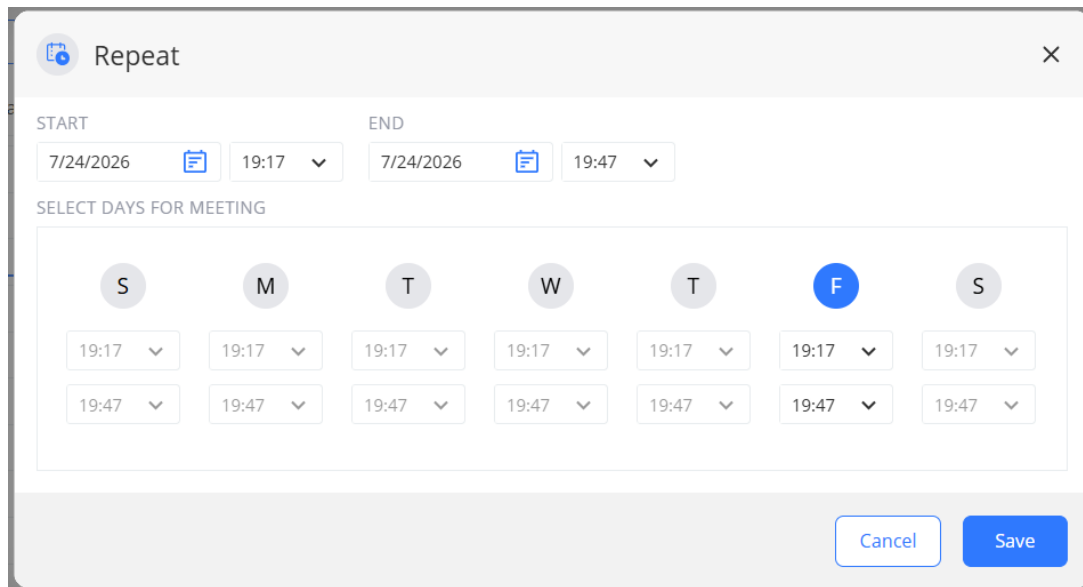
Provide the required meeting information in the available fields:

- **Name:** Specify a descriptive name for the meeting.
- **Topic:** Enter the subject or purpose of the meeting.
- **Invite Members:** Select the participants to be invited to the meeting. Teachers, students and guests can be added as meeting participants.
- **Date & Time:** Specify the meeting date, start time, and end time. Click the calendar icon to select the meeting date.
- **Recurrence:** Specify whether the meeting is repeated or not.



SCREENSHOT – Add Meeting

If a repeat meeting is selected, the Repeat configuration dialog is displayed. Configure the repeating schedule by selecting the required days of the week and specifying the start and end time for each occurrence.



Repeat

START: 7/24/2026 19:17

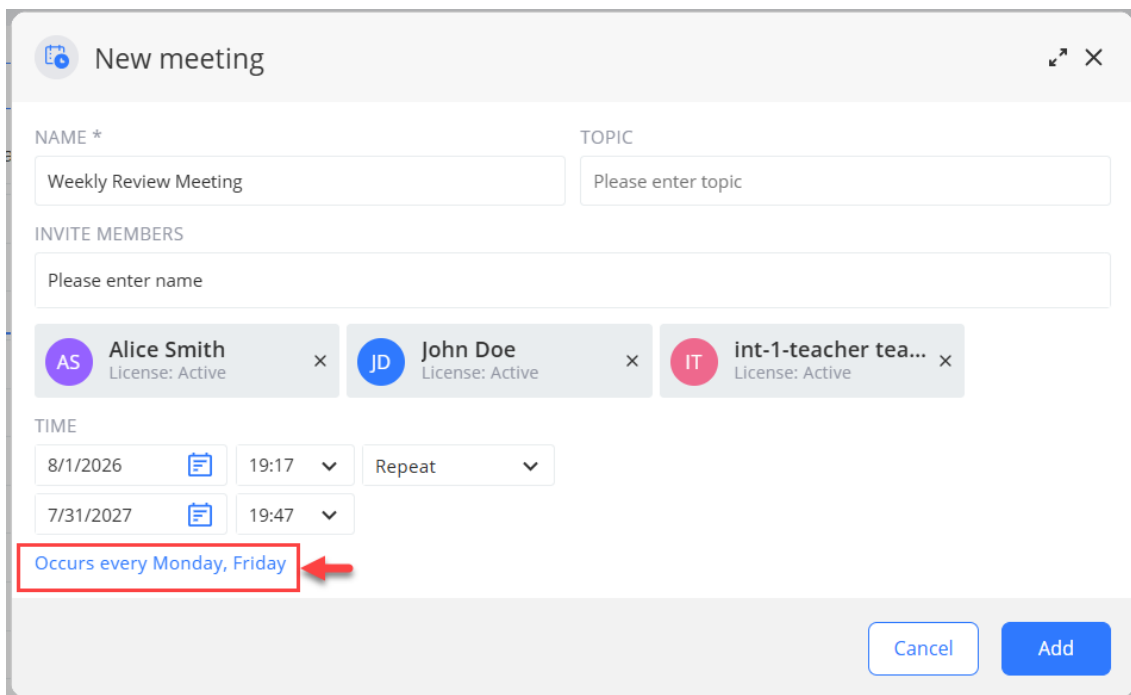
END: 7/24/2026 19:47

SELECT DAYS FOR MEETING

S	M	T	W	T	F	S
19:17	19:17	19:17	19:17	19:17	19:17	19:17
19:47	19:47	19:47	19:47	19:47	19:47	19:47

Cancel Save

After the meeting repetition settings have been configured, click Save to return to the Add Meeting dialog. The configured repetition schedule is displayed for verification.



New meeting

NAME *: Weekly Review Meeting

TOPIC: Please enter topic

INVITE MEMBERS

Please enter name

Alice Smith (AS) License: Active

John Doe (JD) License: Active

int-1-teacher tea... (IT) License: Active

TIME

8/1/2026 19:17 Repeat

7/31/2027 19:47

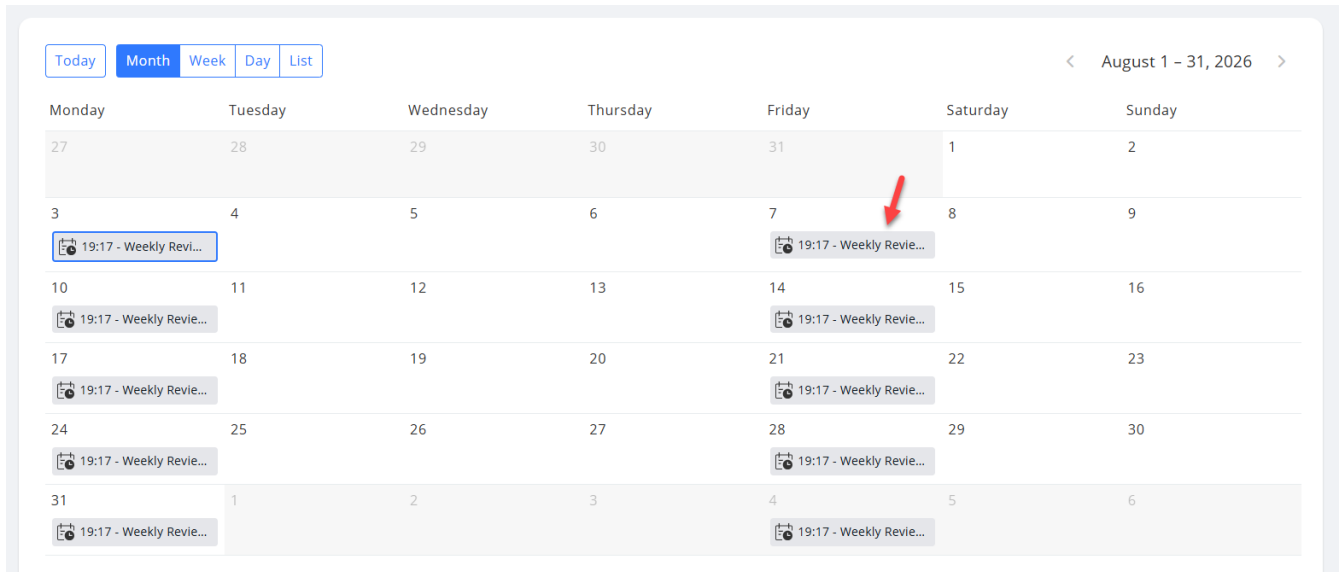
Occurs every Monday, Friday

Cancel Add

Finally, click Add to create the meeting. The meeting is scheduled according to the configured date, time and repetition pattern.

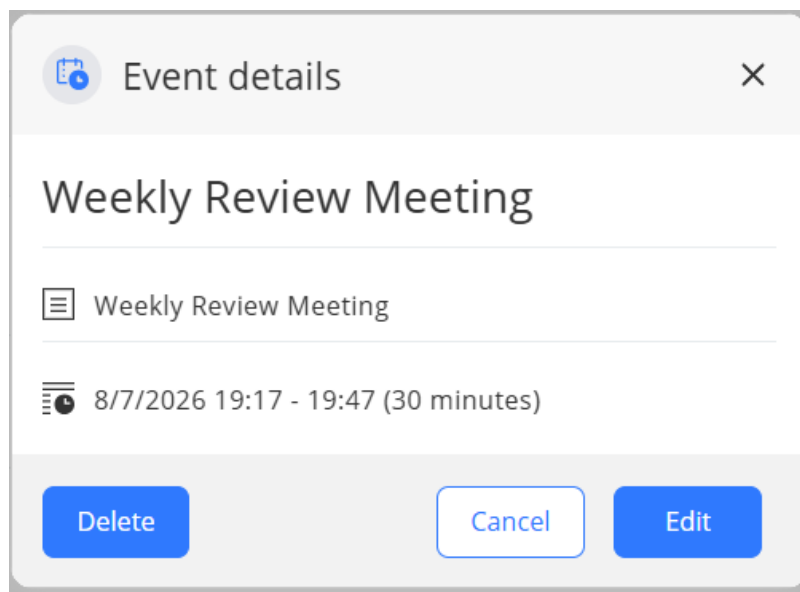
Note: At the moment, meetings will not be automatically started on the selected date and time. Right now, this selection will only be displayed in the form of events.

After the meeting has been created, it is displayed in the Calendar using a distinctive colour, allowing it to be easily identified among other scheduled events.



SCREENSHOT – Calendar

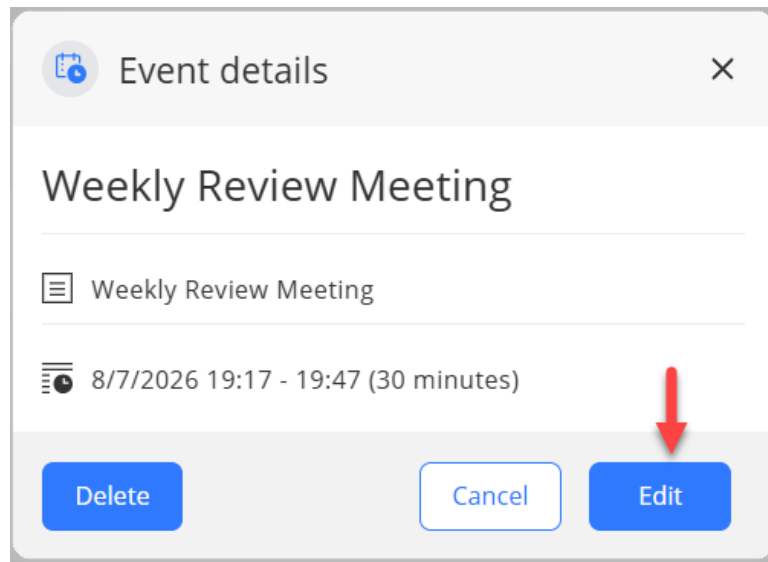
To view the meeting details, click the corresponding meeting entry in the calendar. The meeting details are displayed, as shown below.



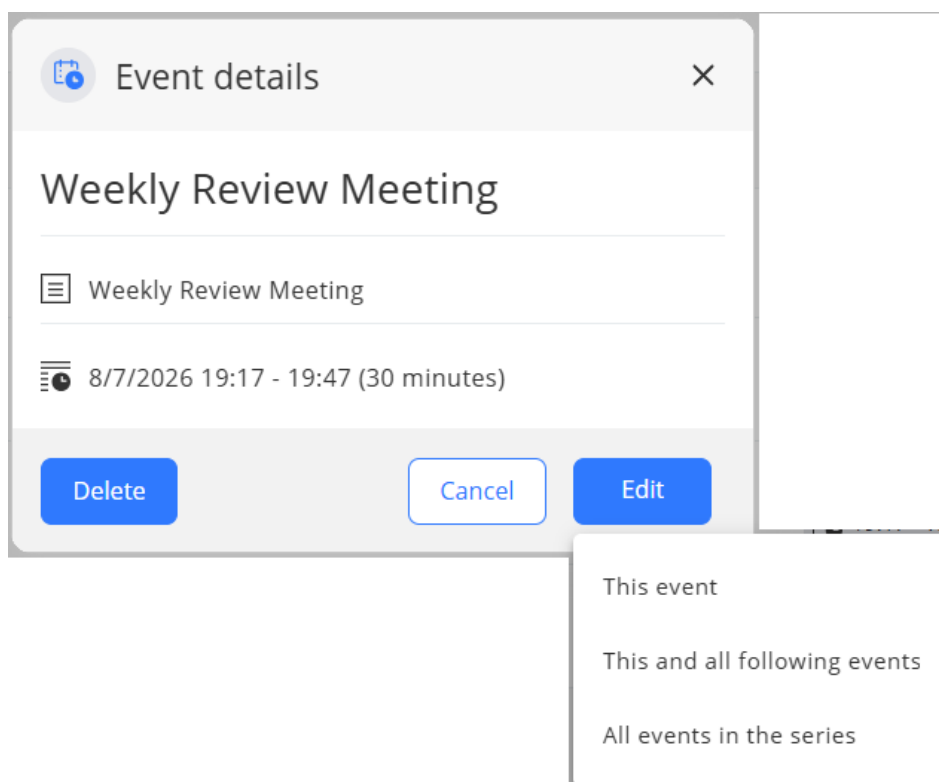
SCREENSHOT – Meeting Entry Details

22.2 Edit Meeting

To modify an existing meeting, open the particular meeting from the calendar and click Edit button on the Event details window as highlighted below:



If the selected meeting is part of a recurring series, the administrator is prompted to choose one of the following Edit options:



- **This Event:** Applies the changes only to the selected meeting occurrence.
- **This and All Following Events:** Applies the changes to the selected occurrence and all subsequent meetings in the series.
- **All Events in the Series:** Applies the changes to every meeting in the recurring series.

After selecting the required option, the **Edit Meeting** page is displayed.

Edit an event

You're editing one event in the series.

NAME *

Weekly Review Meeting

TOPIC

Weekly Review Meeting

TIME

8/7/2026

19:17

8/7/2026

19:47

Delete

Cancel

Update

Edit meeting

You're editing this and all following events in the series.

NAME *

Weekly Review Meeting

TOPIC

Weekly Review Meeting

AS Alice Smith
License: Active

JD John Doe
License: Active

IT int-1-teacher tea...
License: Active

TIME

8/1/2026

19:26

7/31/2027

19:26

Repeat

Occurs every Monday, Friday

Delete

Cancel

Update

Edit meeting

You're editing the series.

NAME *

Weekly Review Meeting

TOPIC

Weekly Review Meeting

INVITE MEMBERS

Please enter name

AS Alice Smith
License: Active

JD John Doe
License: Active

IT int-1-teacher tea...
License: Active

TIME

8/1/2026

19:26

7/31/2027

19:26

Repeat

Occurs every Monday, Friday

Delete

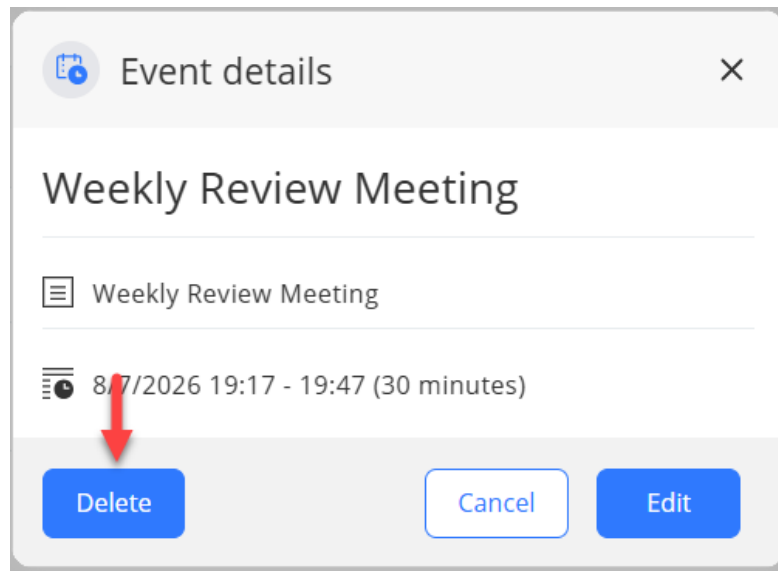
Cancel

Update

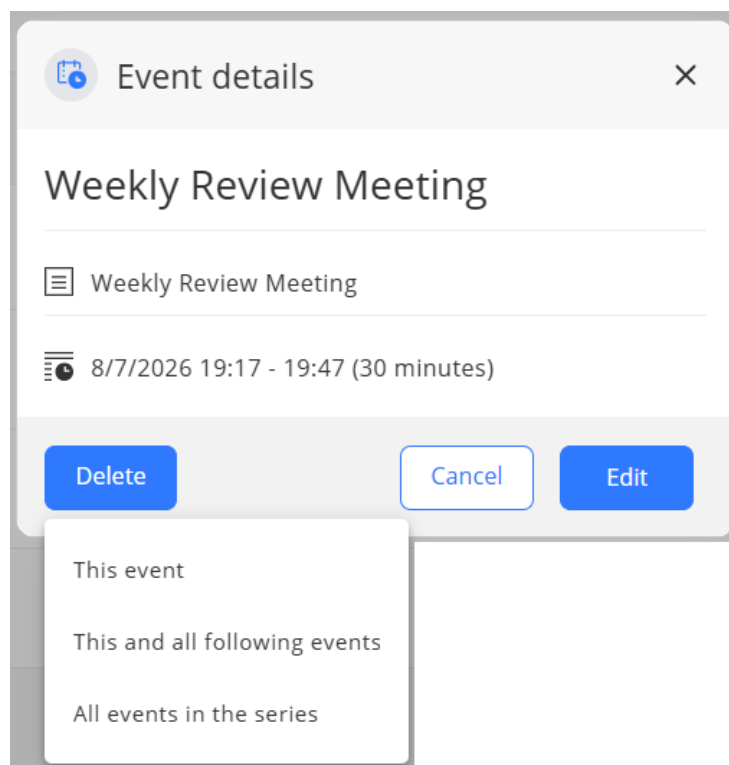
Update the required meeting information and click **Update** to save the changes.

22.3 Delete Meeting

To delete an existing meeting, open the particular meeting from the calendar and click Delete button on the Event details window as highlighted below:

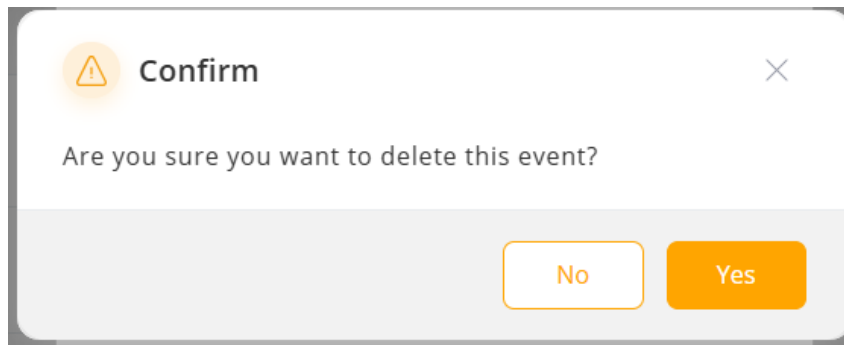


If the selected meeting is part of a recurring series, the administrator is prompted to choose one of the following delete options:



- **This Event:** Deletes only the selected meeting occurrence.
- **This and All Following Events:** Deletes the selected occurrence and all subsequent meetings in the series.
- **All Events in the Series:** Delete every meeting in the recurring series

Once a delete option is selected, a confirmation message is displayed as shown below:

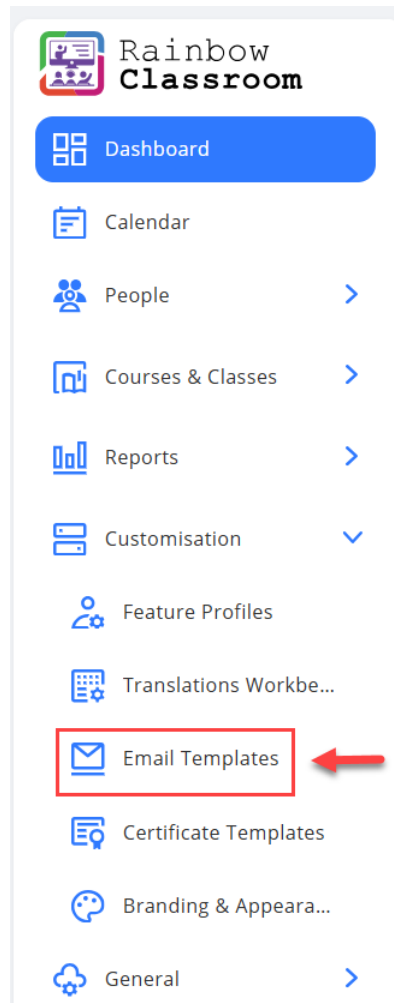


Click Yes and the meeting is deleted.

23 Email Templates

Rainbow Classroom intimates its users about several important events (e.g. Forgot Password, Invitation etc.) with the help of emails. Email sent to users is based on templates that can be edited by the Organization Admins.

In order to view or edit these templates, expand **Customisation** menu in the left-hand panel and click on **Email Templates** as shown below:



SCREENSHOT – Left Hand Panel

Following screen is displayed:

 Customisation > [Email Templates](#)

Communication with Teacher | 4 Templates

Q Search...

COMMUNICATION WITH TEACHER	MODIFIED DATE	MODIFIED BY
 Invitation Email	Thu, Jul 02, 2026 06:22:33	⋮
 Welcome Email	Thu, Jul 02, 2026 06:22:33	⋮
 Forgot Password	Thu, Jul 02, 2026 06:22:33	⋮
 Reset Password Initiated by Administrator	Thu, Jul 02, 2026 06:22:33	⋮

Communication with Student | 4 Templates

Q Search...

COMMUNICATION WITH STUDENT	MODIFIED DATE	MODIFIED BY
 Invitation Email	Thu, Jul 02, 2026 06:22:33	⋮

SCREENSHOT – Email Templates

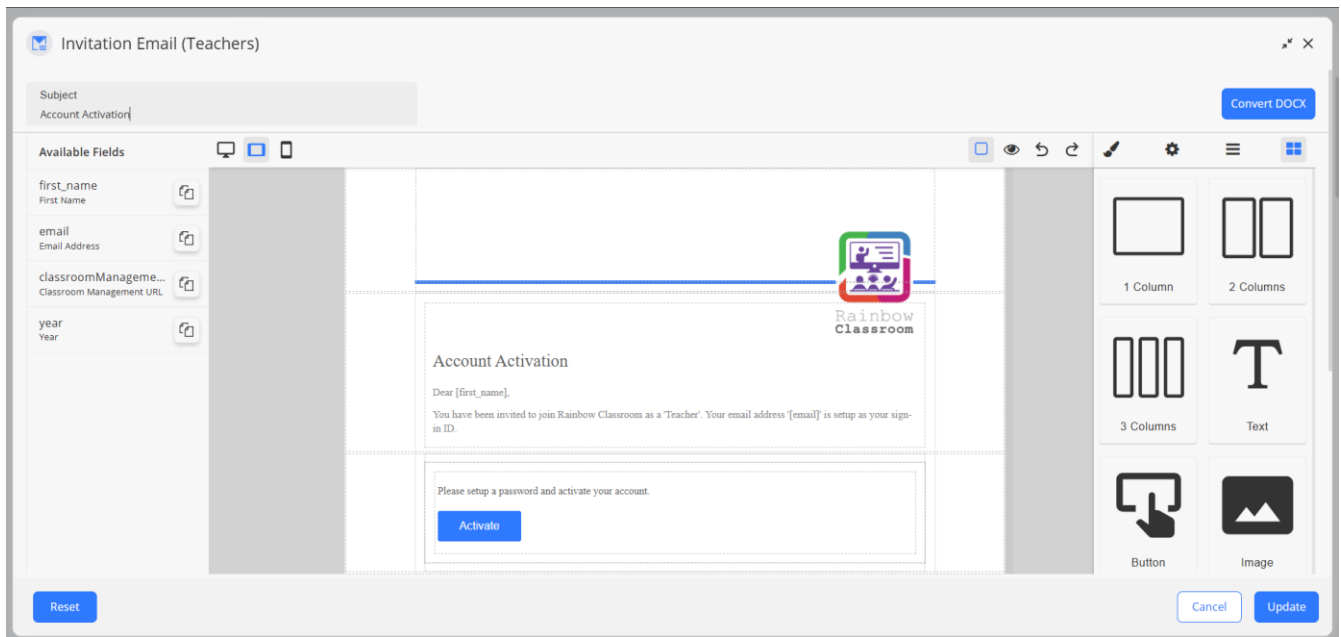
23.1 Customising Email Template

Rainbow Classroom provides a visual email template editor that enables organisation administrators to customize the content and appearance of system-generated emails. The editor supports modification of the email subject, insertion of dynamic fields, layout customization, content formatting, and responsive preview across multiple device types.

In order to customise an email template, click on the  icon displayed next to it and click on Edit as shown below:

COMMUNICATION WITH TEACHER	MODIFIED DATE	MODIFIED BY
 Invitation Email	Thu, Jul 02, 2026 06:22:33	⋮
 Welcome Email	Thu, Jul 02, 2026 06:22:33	 Edit

Following screen is displayed:

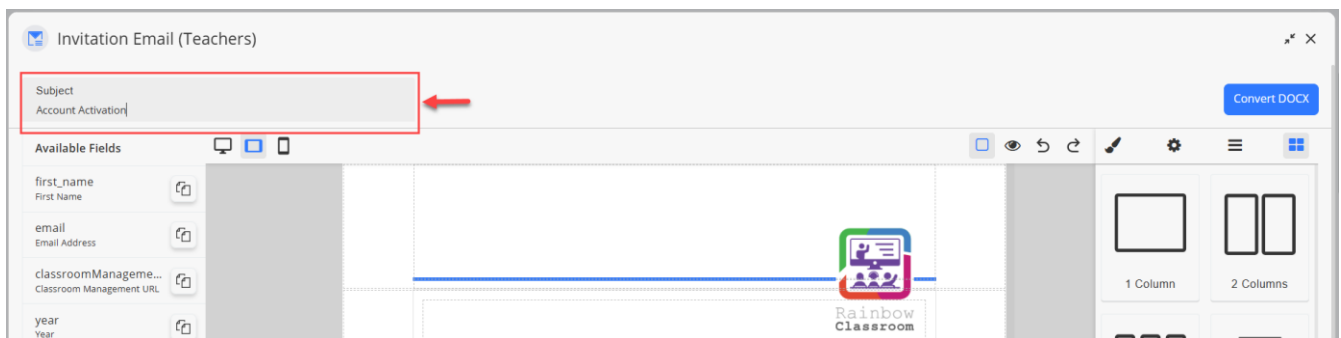


SCREENSHOT – Email Template

Organization Admin are provided with a number of features to customize email templates as per their preference.

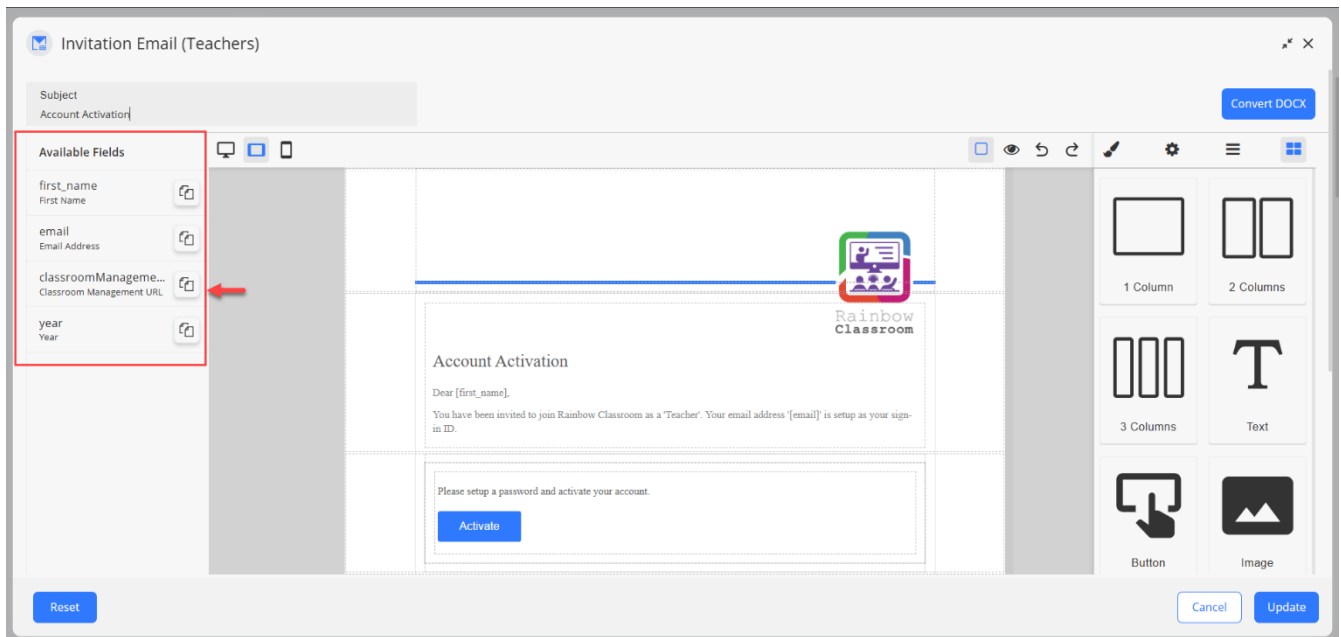
23.1.1 Edit Subject of the Email

The **Subject** field, located at the top of the editor, allows the organisation administrator to modify the subject line of the selected email template. The configured subject is included in every email generated from the template.



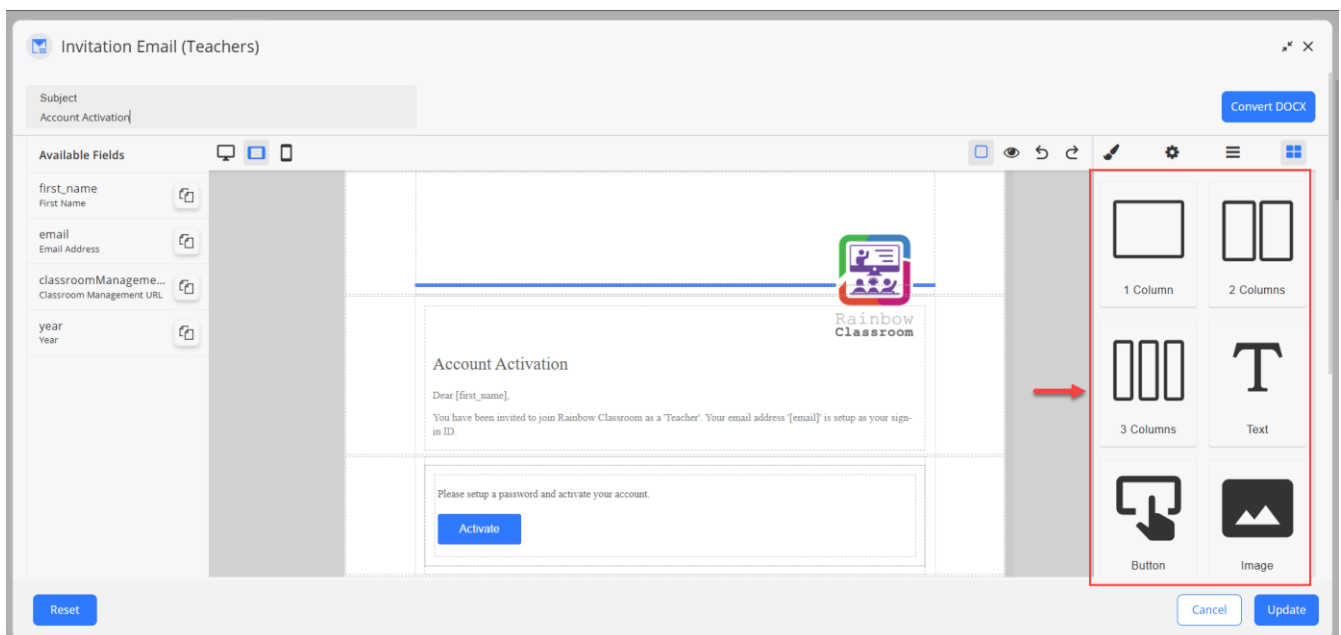
23.1.2 Available Fields

The Available Fields pane displays the dynamic placeholders that are available in the email template. During email generation, these placeholders are automatically replaced with the corresponding information available in the system, ensuring that recipients receive personalized email content. The list of available placeholders varies depending on the selected email template.



23.1.3 Customising the Email Layout

The **Blocks** pane provides a collection of predefined content blocks that can be used to design and structure the email template. Administrators can drag and drop the required blocks into the email body to create the desired layout.



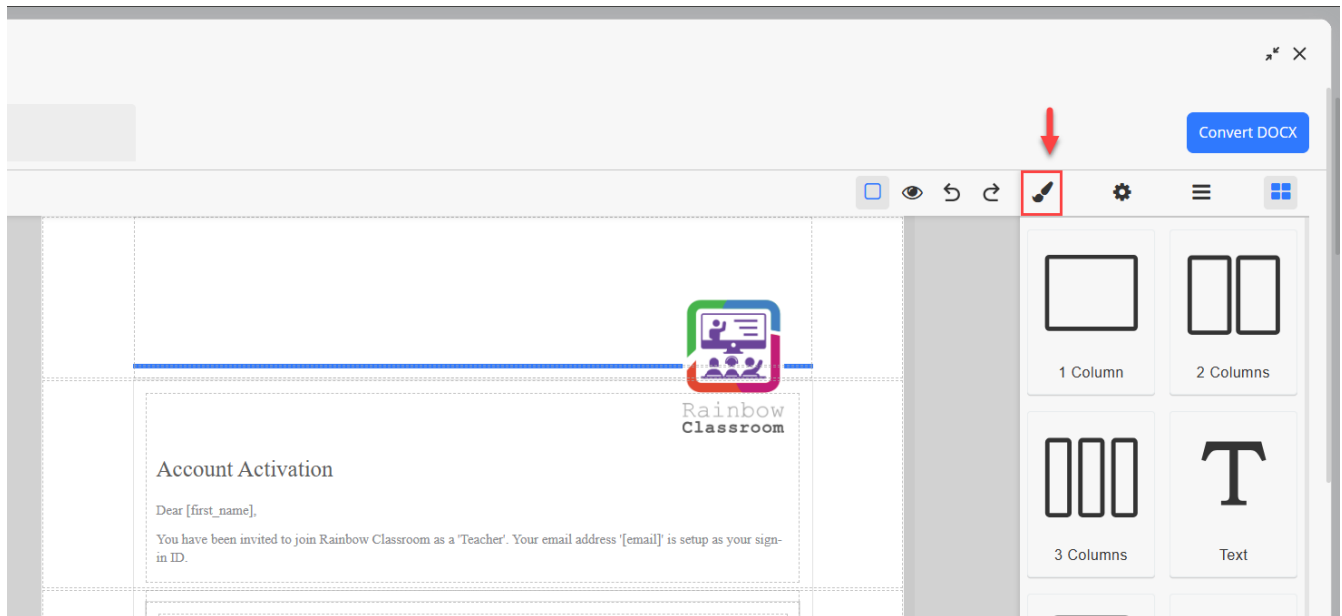
Available blocks include common layout and content elements such as:

- One-column layouts
- Two-column layouts
- Three-column layouts
- Text blocks
- Additional formatting and content components

Existing blocks within the template can also be repositioned or modified to meet specific branding or communication requirements.

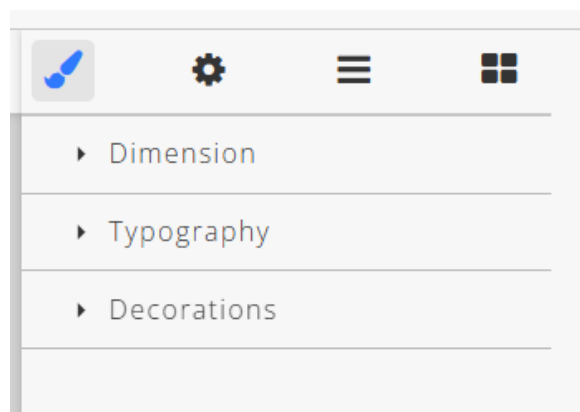
23.1.4 Formatting Template Content

After selecting a content block, the **Style Manager** pane provides formatting options for customizing its appearance.



Depending on the selected block, the following properties can be configured:

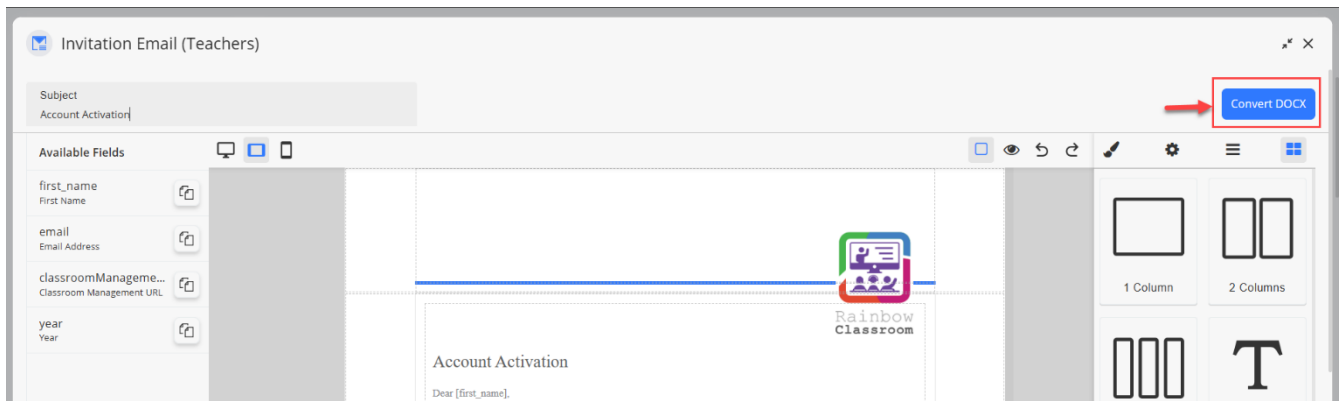
- Dimensions
- Typography
- Decorations



These options enable administrators to tailor the visual presentation of individual elements while maintaining a consistent appearance throughout the email template.

23.1.5 Importing Content from a Microsoft Word Document

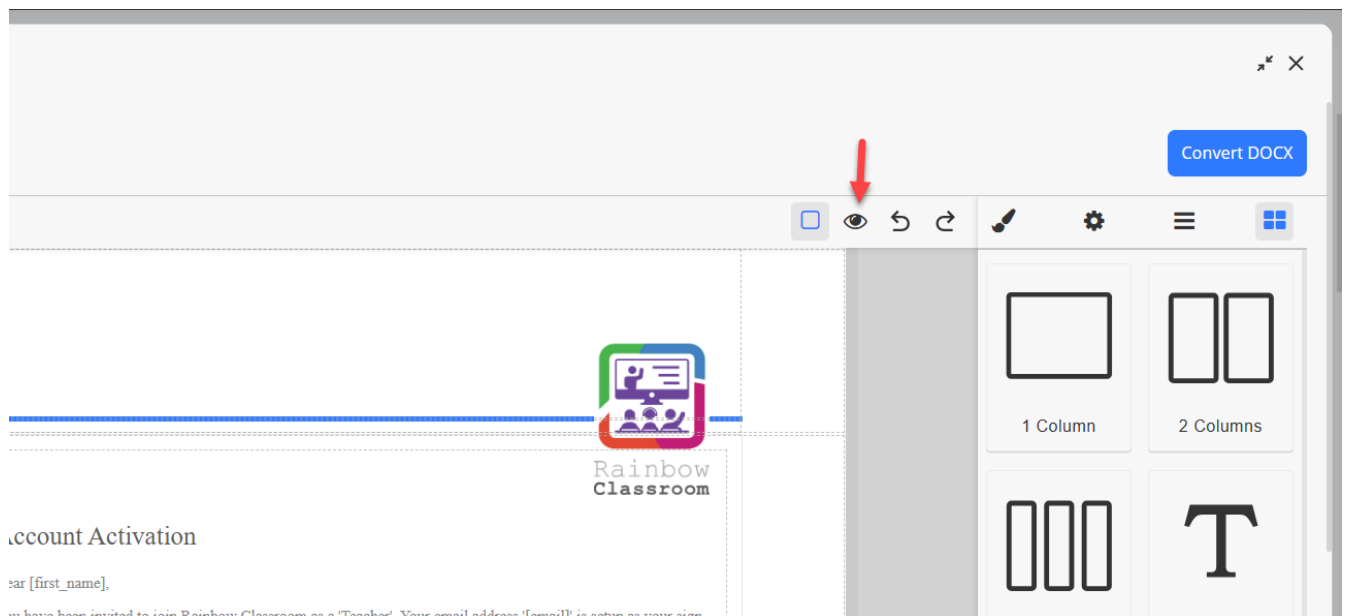
The email template editor provides the option to import content directly from a Microsoft Word document (.docx), allowing administrators to reuse existing email content without recreating it manually. To import a document, click **Convert DOCX** in the upper-right corner of the editor.



Select the required Microsoft Word (.docx) file. The document content is automatically converted and populated into the visual email editor, where it can be reviewed and further customized before saving the template.

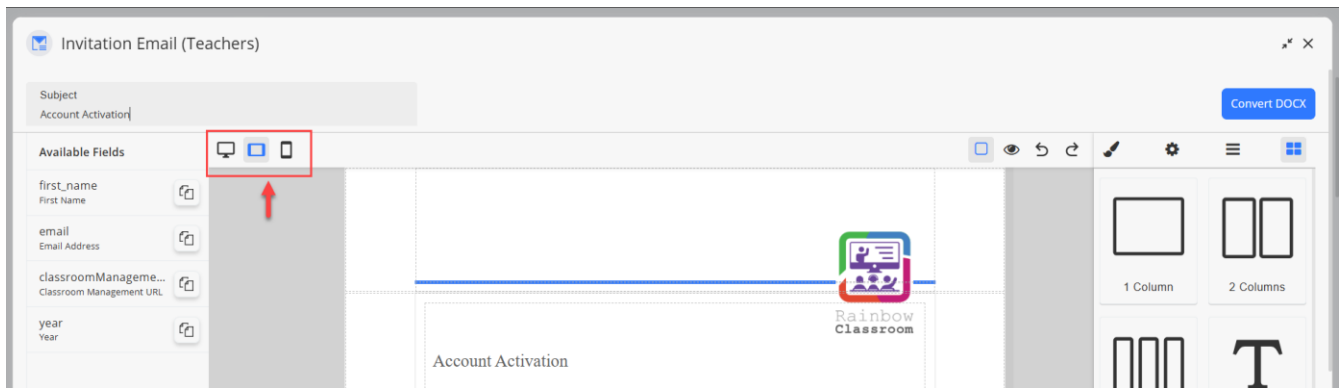
23.1.6 Previewing the Email Template

Before saving the template, administrators can preview its appearance using the available preview tools. The **Preview** option displays the email as it will appear when delivered to recipients.



To verify that the email is displayed correctly on different devices, the editor also provides the following responsive preview modes:

- Desktop
- Tablet
- Mobile

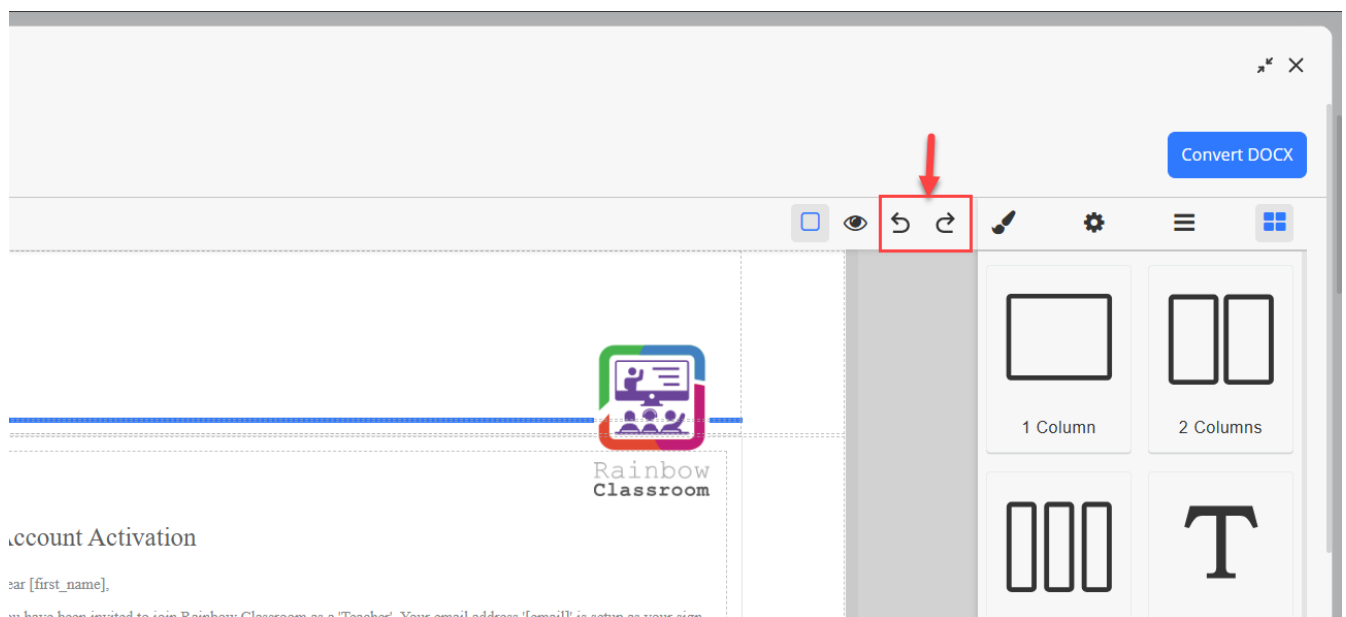


These preview modes help ensure that the email content and layout are rendered correctly across different screen sizes.

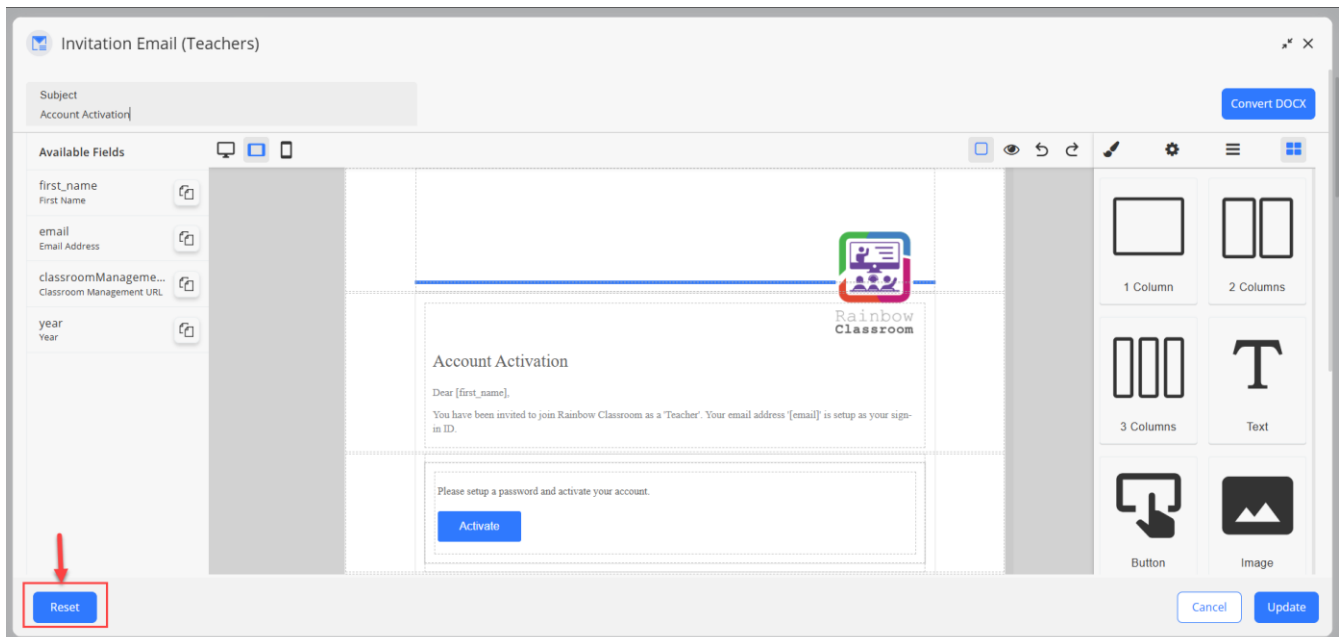
23.1.7 Managing Template Changes

The editor provides the following options for managing modifications made during template customization:

- **Undo:** Reverts the most recent change.
- **Redo:** Reapplies the last reverted change.



- **Reset:** Restores the selected email template to its default content and formatting, discarding all customizations.



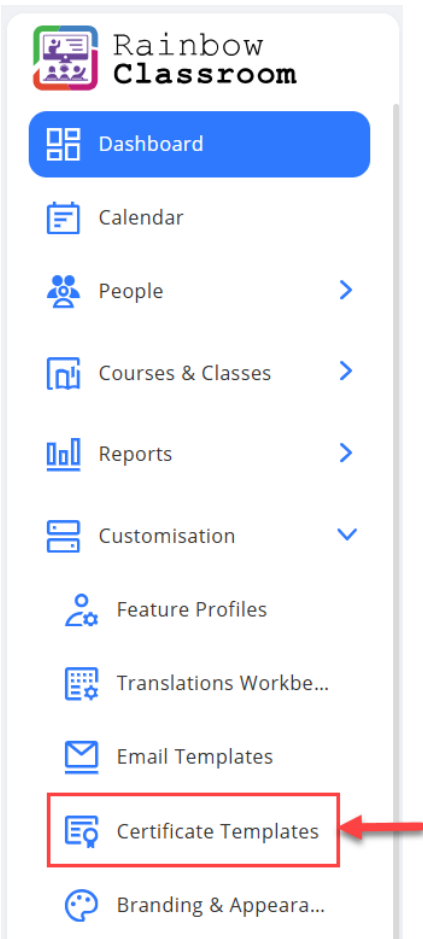
The screenshot displays the 'Invitation Email (Teachers)' editor in the Rainbow Classroom Management Center. The interface includes a 'Subject' field with the text 'Account Activation', a 'Convert DOCX' button, and a list of 'Available Fields' on the left: first_name (First Name), email (Email Address), classroomManageme... (Classroom Management URL), and year (Year). The main editor area shows a preview of the email template with the Rainbow Classroom logo, a greeting 'Dear [first_name]', an invitation message, and an 'Activate' button. A red arrow points to a 'Reset' button at the bottom left. On the right, there are layout options for columns (1, 2, 3) and content types (Text, Button, Image). At the bottom right, there are 'Cancel' and 'Update' buttons.

Once done, click on the Update Button.

24 Certificate Templates

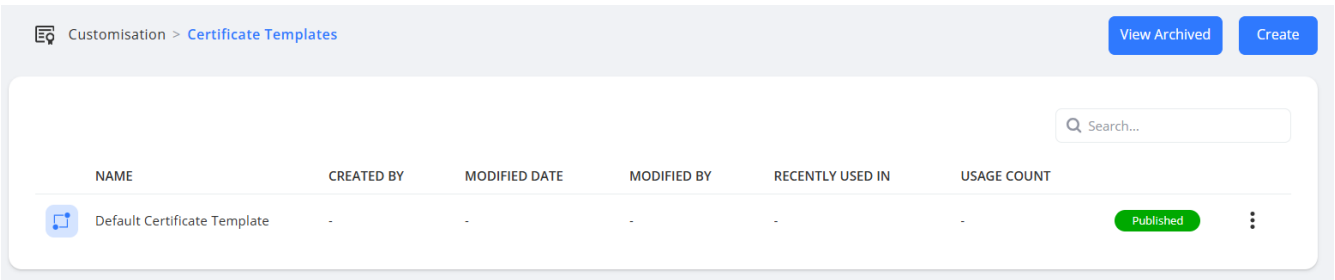
Rainbow Classroom enables Organization Admins to generate and issue course completion certificates to participants of different classes. These certificates are delivered directly to the participants’ Rainbow Classroom accounts. The certificates are based on templates that can be customized by Organization Admins.

In order to view or edit these templates, expand **Customisation** menu in the left-hand panel and click on **Certificate Templates** as shown below:



SCREENSHOT – Left Hand Panel

Following screen is displayed:



SCREENSHOT – Certificate Templates

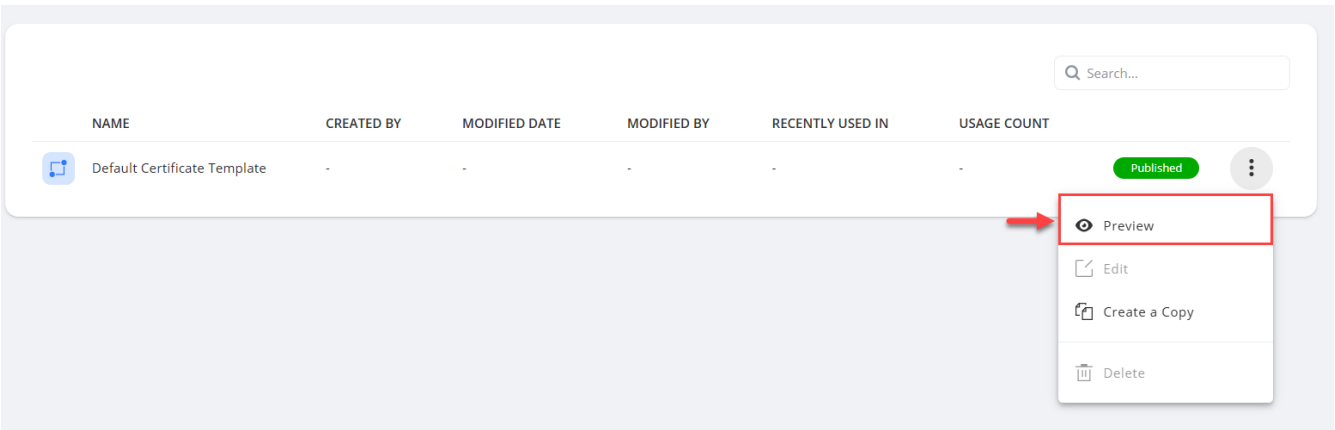
Rainbow Classroom provides a collection of predefined certificate templates that can be used as the basis for creating organisation-specific certificates. These templates enable administrators to maintain a consistent certificate design while allowing customization to meet institutional branding and certification requirements.

24.1 Managing Certificate Templates

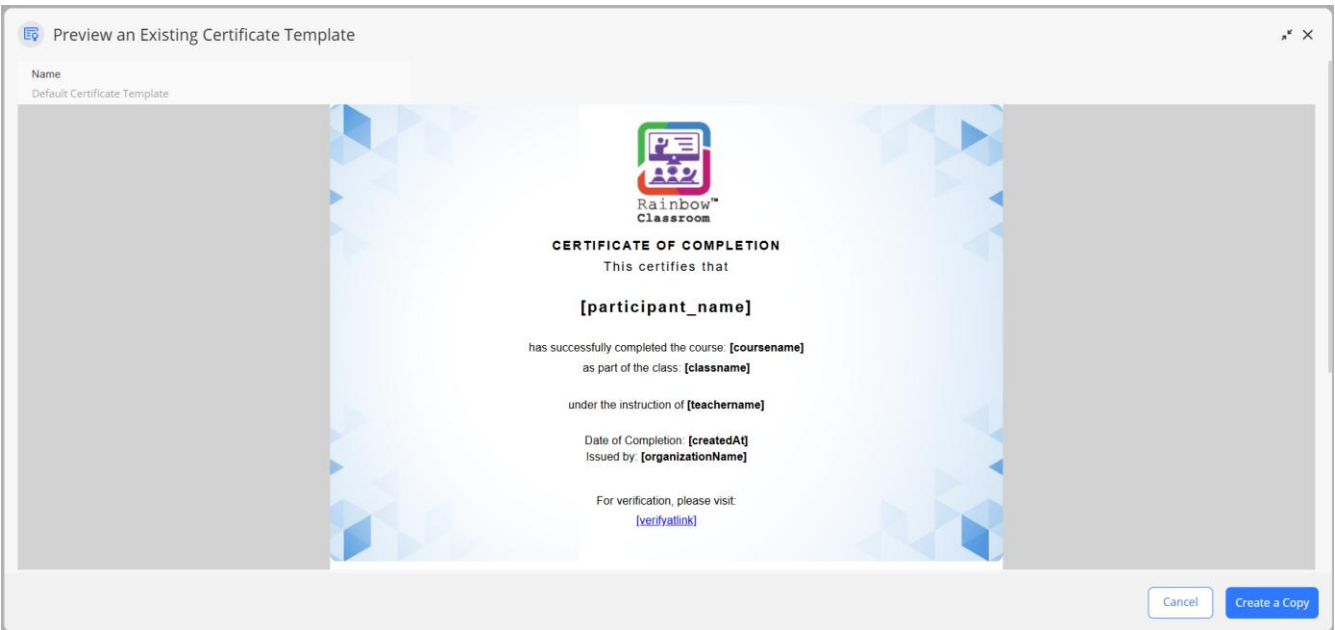
24.1.1 Default Certificate Templates

The default certificate templates are provided by the system and are intended to serve as starting points for custom certificate designs. These templates are read-only and cannot be modified or deleted.

Administrators can use the **Preview** option to review the layout and content of a default template before creating a customized version.

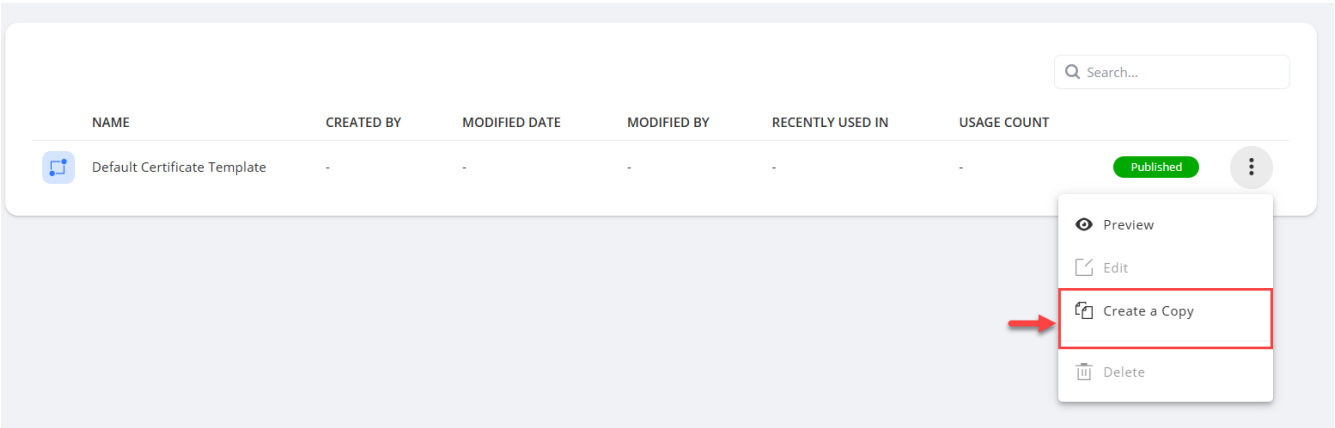


The preview is displayed as shown below:

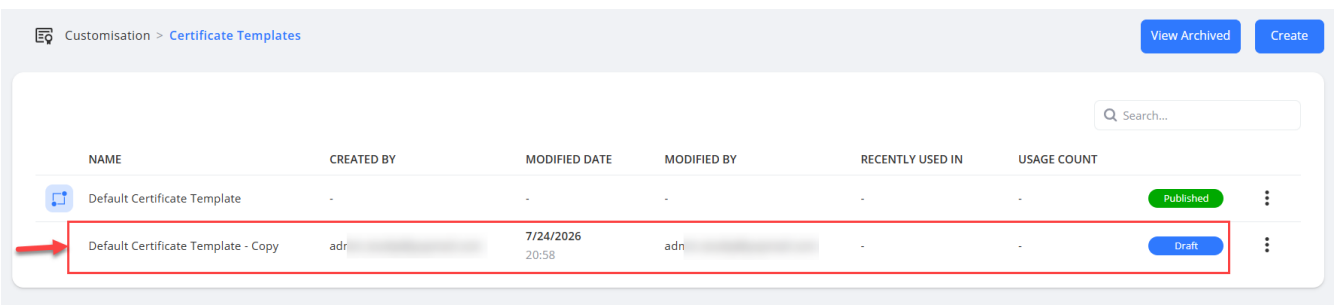


24.1.2 Creating a Custom Certificate Template

To customize a default certificate template, click the More Options (⋮) menu corresponding to the required template and select Create a Copy.



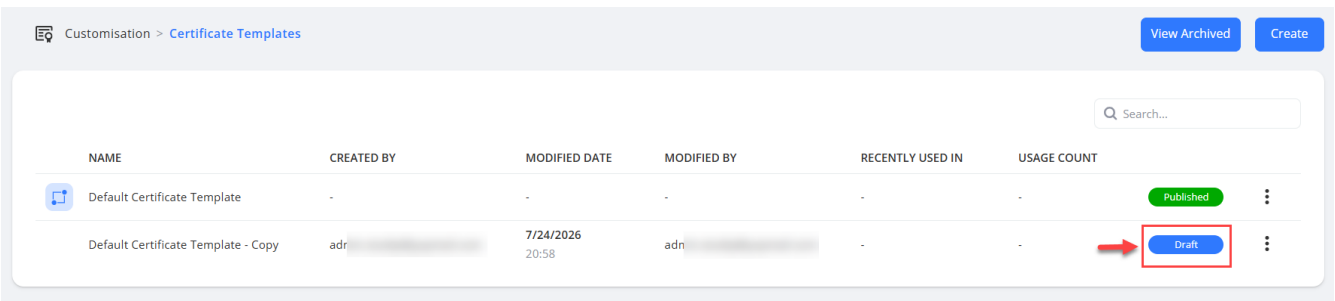
A duplicate of the selected template is created and added to the certificate template list.



The copied template is fully editable and can be customized to meet the organisation's branding and certification requirements.

24.1.3 Draft Templates

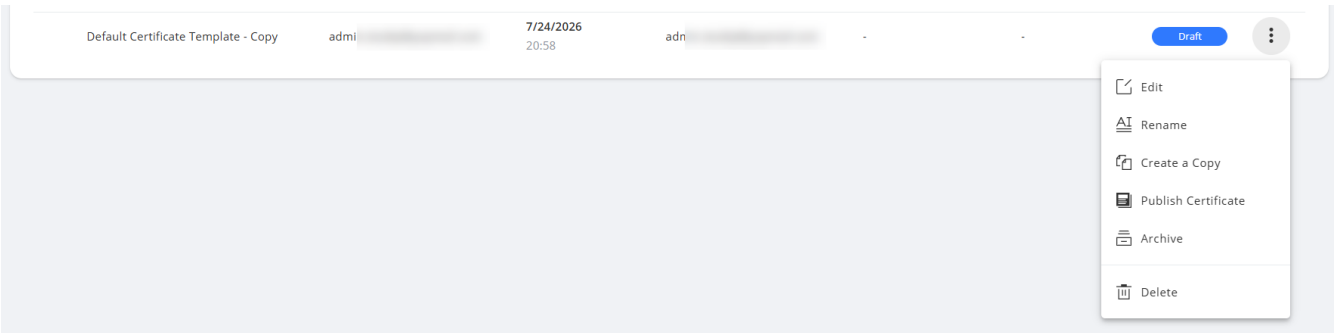
Newly created certificate templates are initially saved as **Drafts**. Draft templates are identified by the **Draft** label and remain unavailable for general use until they are published.



This allows administrators to review and refine certificate layouts before making them available for issuing certificates.

24.1.4 Manage Custom Templates

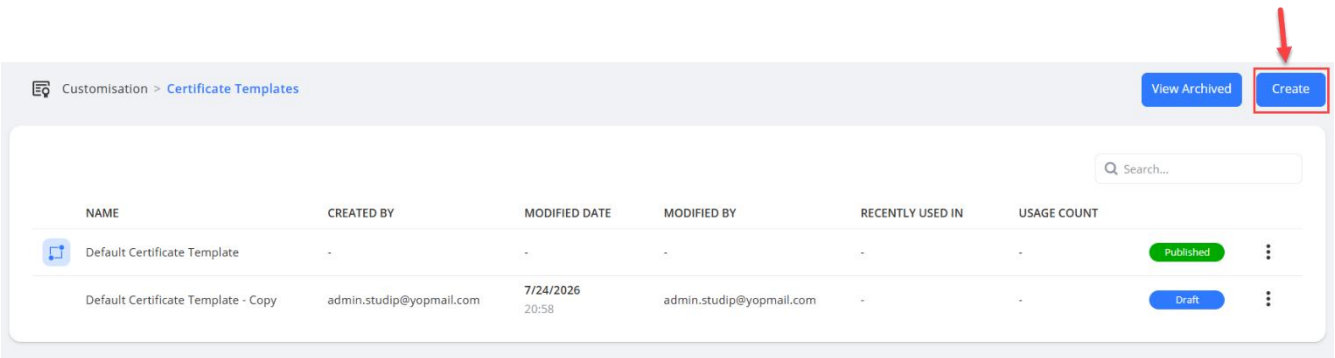
For templates created by an administrator, the following options are available:



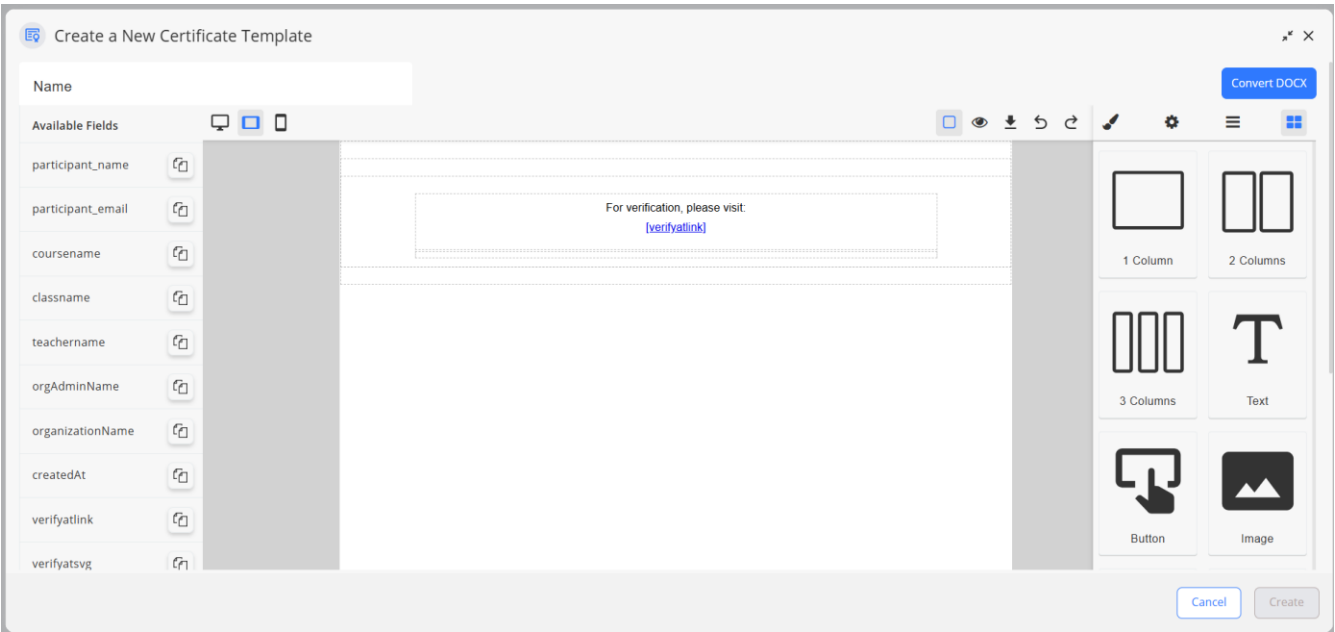
- **Edit:** Opens the template editor to modify the certificate layout, content, and formatting.
- **Rename:** Changes the display name of the certificate template.
- **Create a Copy:** Creates a duplicate of the selected template, allowing additional variations to be developed without modifying the original.
- **Publish Certificate:** Publishes the template, making it available for administrators to generate and issue certificates to eligible participants.
- **Archive:** Moves the template to the archive while preserving it for future reference or reuse.
- **Delete:** Permanently removes the selected certificate template from the organisation.

24.2 Creating and Editing Certificate Template

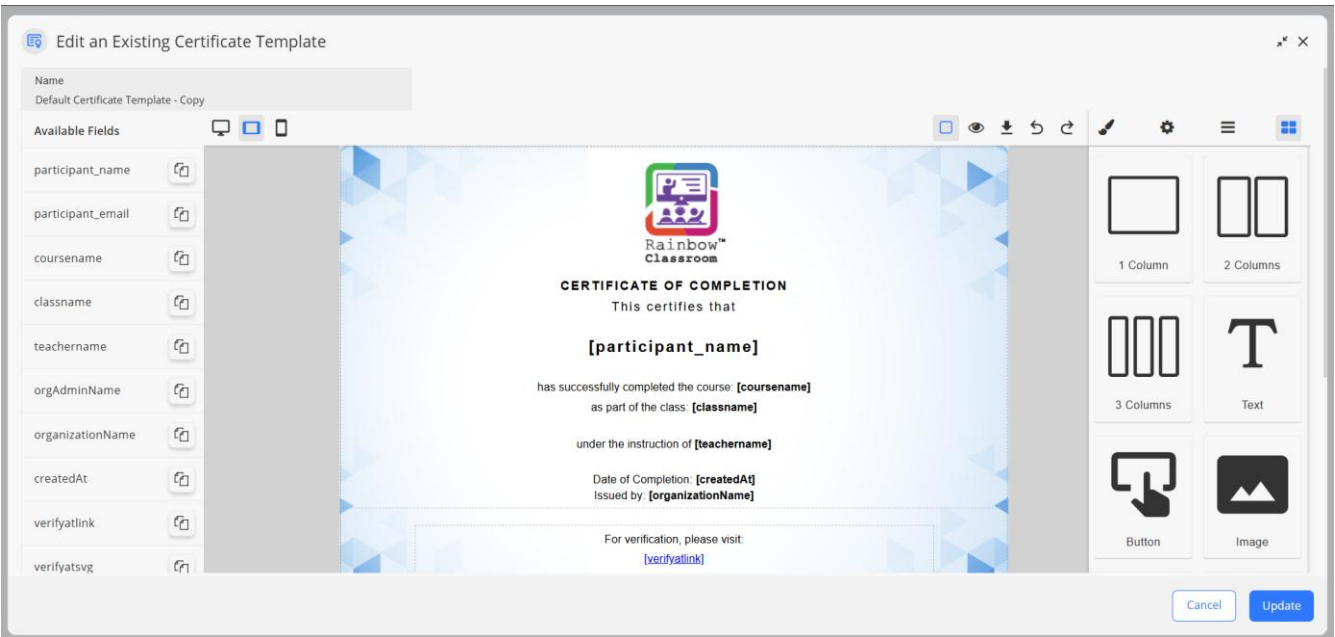
To create a new certificate template, navigate to the Certificate Templates page and click Create. The Certificate Template Editor is displayed.



Following wizard opens up:



Existing certificate templates are also opened in the same editor when the **Edit** option is selected, providing a consistent interface for creating new templates and modifying existing ones.

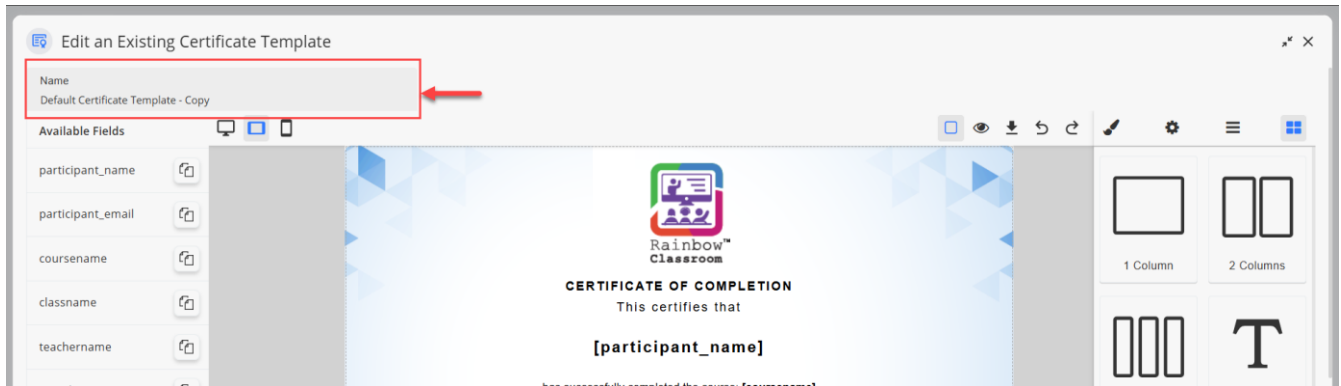


The Certificate Template Editor provides a comprehensive set of design and formatting tools that enable organisation administrators to create certificates that align with the institution's branding and certification requirements.

The editor provides a collection of predefined placeholders that can be inserted into the certificate template. These placeholders are automatically populated with participant-specific information when a certificate is generated, enabling each certificate to contain personalized information without requiring manual editing. Typical placeholders include participant details, course information, completion dates, and other system-generated values.

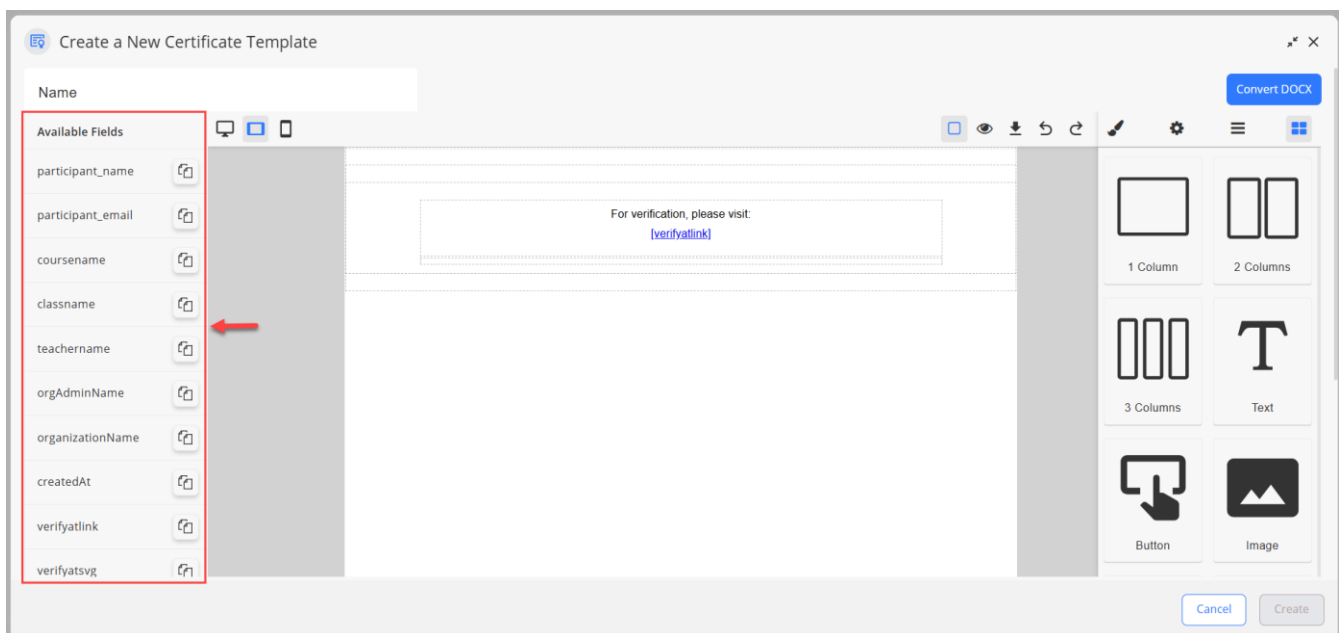
24.2.1 Editing/ Adding Name of the Template

The **Name** field, located at the top of the editor, allows the organisation administrator to modify the subject line of the selected certificate template. The configured subject is included in every certificate generated from the template.



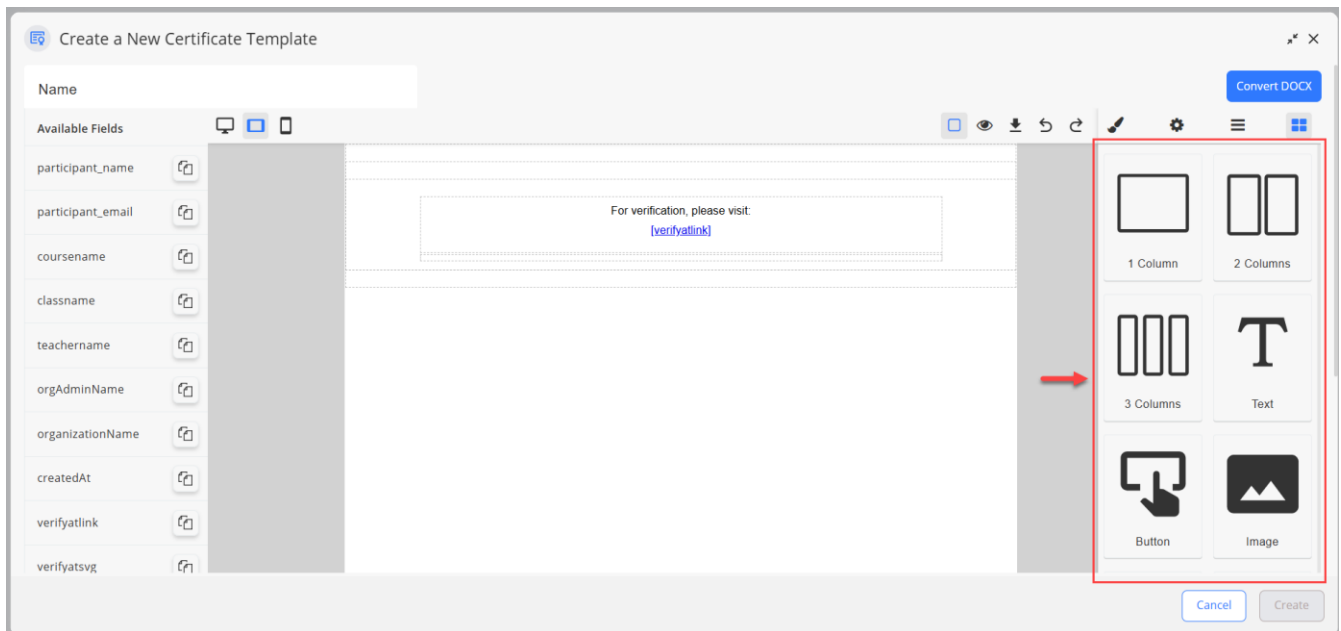
24.2.2 Available Fields

The Available Fields pane displays the dynamic placeholders that are available in the certificate template. During certificate generation, these placeholders are automatically replaced with the corresponding information available in the system, ensuring that recipients receive personalized certificate content. The list of available placeholders varies depending on the selected certificate template.



24.2.3 Customising the Certificate Layout

The **Blocks** pane provides a collection of predefined content blocks that can be used to design and structure the certificate template. Administrators can drag and drop the required blocks into the certificate body to create the desired layout.



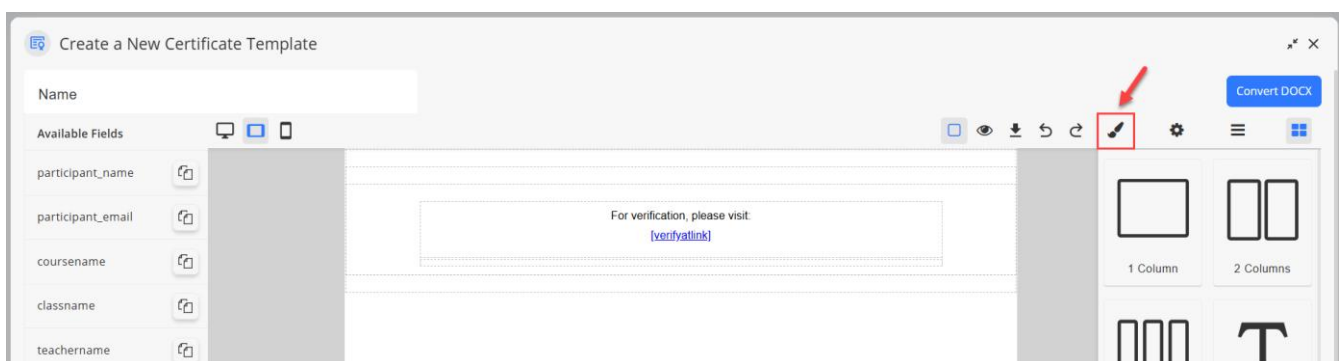
Available blocks include common layout and content elements such as:

- One-column layouts
- Two-column layouts
- Three-column layouts
- Text blocks
- Additional formatting and content components

Existing blocks within the template can also be repositioned or modified to meet specific branding or communication requirements.

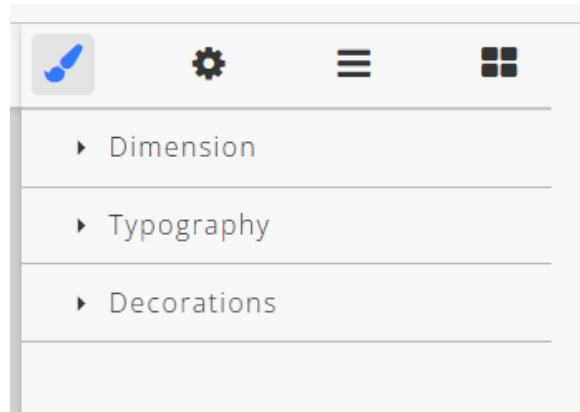
24.2.4 Formatting Template Content

After selecting a content block, the **Style Manager** pane provides formatting options for customizing its appearance.



Depending on the selected block, the following properties can be configured:

- Dimensions
- Typography
- Decorations

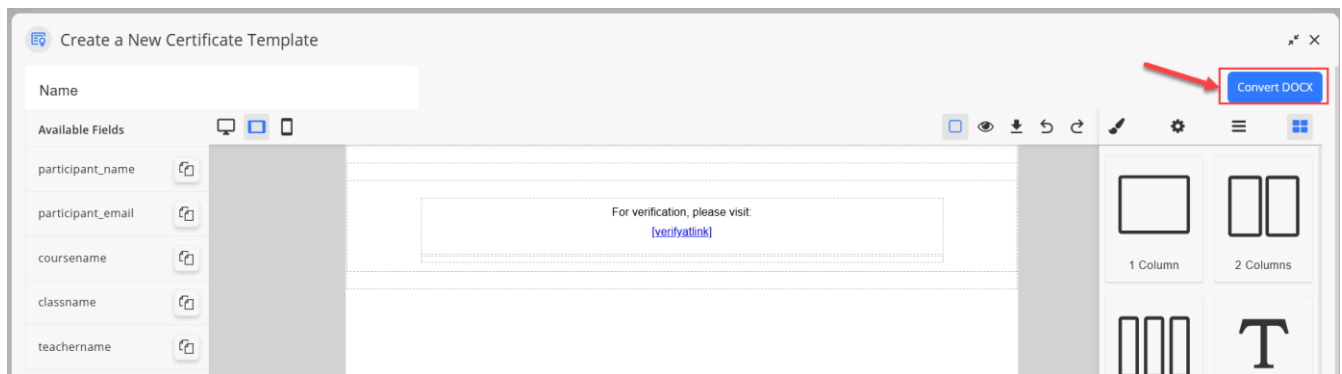


These options enable administrators to tailor the visual presentation of individual elements while maintaining a consistent appearance throughout the certificate template.

24.2.5 Importing Content from a Microsoft Word Document

The certificate template editor provides the option to import content directly from a Microsoft Word document (.docx), allowing administrators to reuse existing certificate content without recreating it manually.

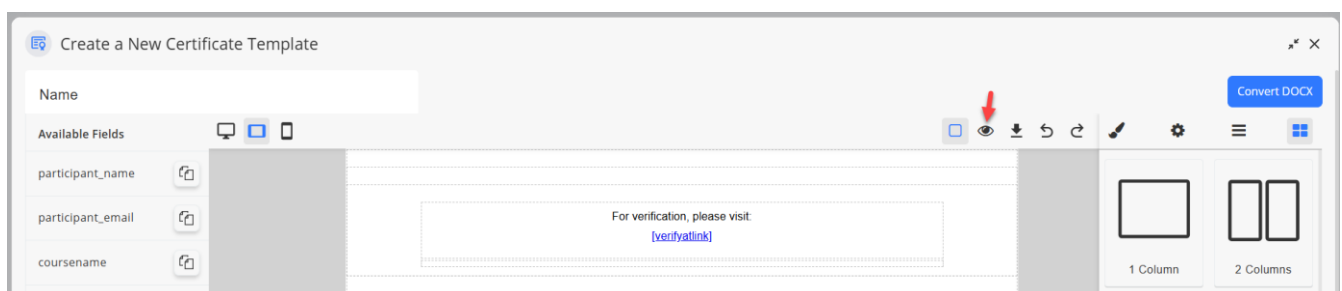
To import a document, click **Convert DOCX** in the upper-right corner of the editor.



Select the required Microsoft Word (.docx) file. The document content is automatically converted and populated into the visual certificate editor, where it can be reviewed and further customized before saving the template.

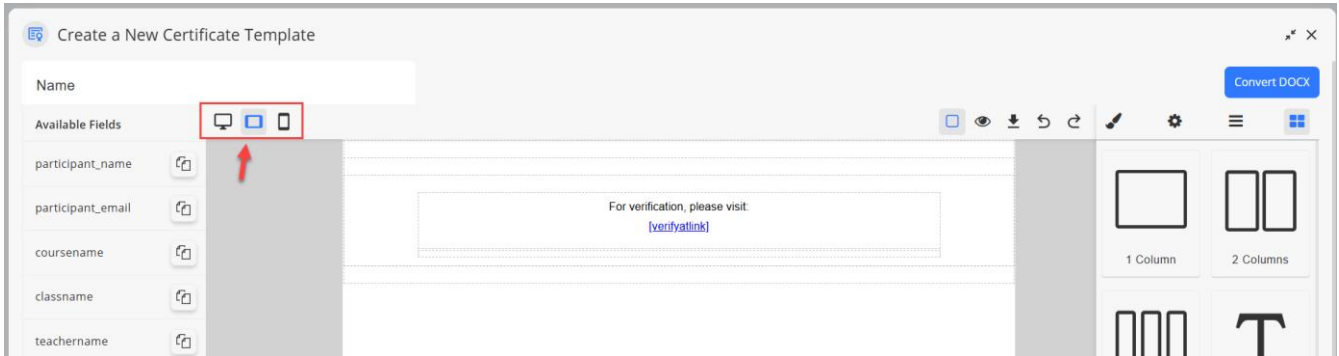
24.2.6 Previewing the Certificate Template

Before saving the template, administrators can preview its appearance using the available preview tools. The **Preview** option displays the certificate as it will appear when delivered to recipients.



To verify that the certificate I is displayed correctly on different devices, the editor also provides the following responsive preview modes:

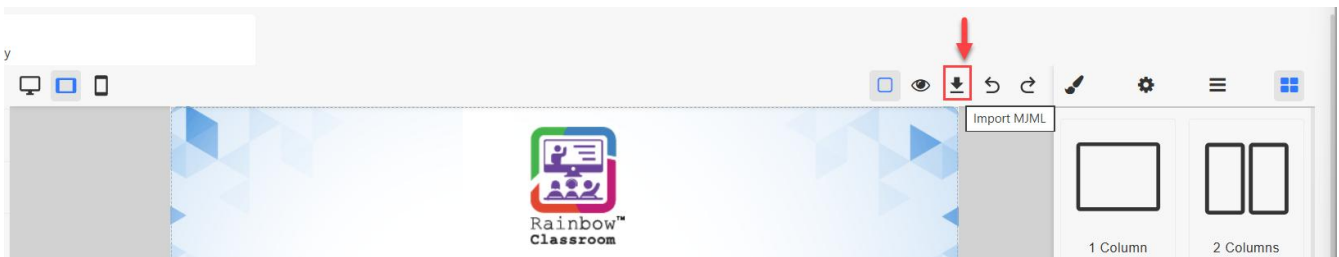
- Desktop
- Tablet
- Mobile



These preview modes help ensure that the certificate content and layout are rendered correctly across different screen sizes.

24.2.7 Importing an MJML Template

The editor also supports importing certificate templates created in **MJML (Mailjet Markup Language)**. Click the **Import MJML** option and select the required MJML file.

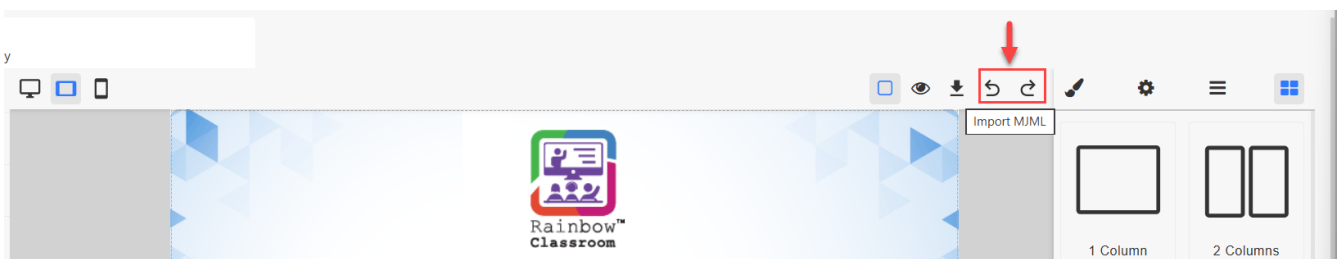


The imported template is converted and loaded into the Certificate Template Editor, where it can be reviewed, customized, and saved as a Rainbow Classroom certificate template.

24.2.8 Managing Template Changes

The editor provides the following options for managing modifications made during template customization:

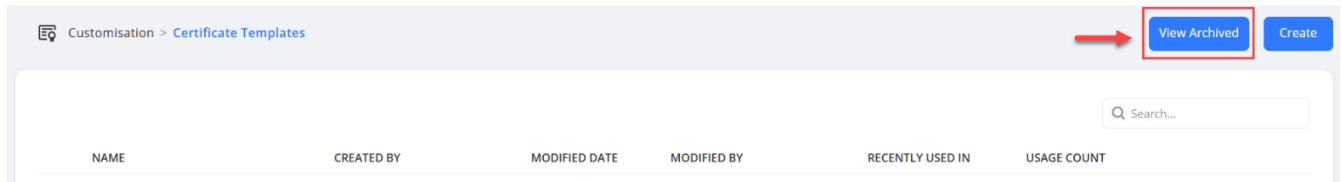
- **Undo:** Reverts the most recent change.
- **Redo:** Reapplies the last reverted change.



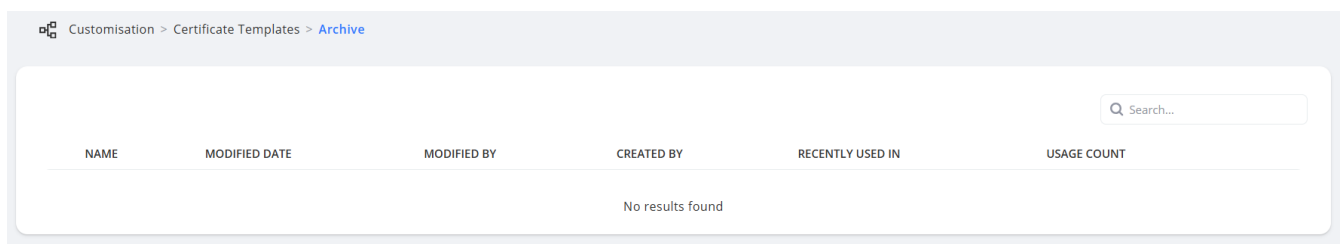
Once done, click on the Update Button.

24.3 Archived Templates

The Archived Certificate Templates page provides a centralized view of certificate templates that have been archived by the organisation. Click on the View Archived button to access this page:

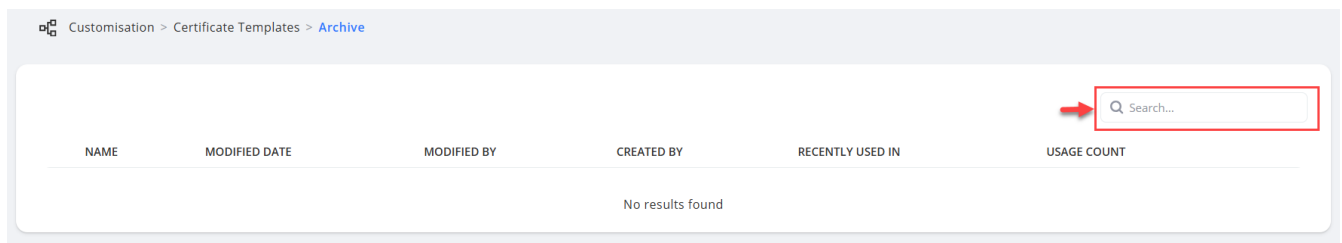


Following screen is displayed:



Archived templates are retained for reference and administrative purposes but are not available for issuing certificates until they are restored.

Administrators can use the Search field to locate archived templates by name.



The following information is displayed for each archived template:

- **Name:** Displays the name of the certificate template.
- **Modified Date:** Indicates the date and time when the template was last modified.
- **Modified By:** Identifies the administrator who last modified the template.
- **Created By:** Identifies the administrator who originally created the template.
- **Recently Used In:** Displays the most recent course, class or activity in which the template was used, where applicable.
- **Usage Count:** Indicates the total number of times the certificate template has been used to generate certificates.

Archived templates can be reviewed and managed as required without affecting active certificate templates available within the organisation.

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