



**NexConnect**

Connect Digital • Transform Lives

**QUICK-GUIDE FOR NEXCONNECT  
INTERNET SCHOOL ADMINISTRATOR**

**AT**

**NEXCONNECT**

**[www.nexconnect.co.in](http://www.nexconnect.co.in)**



## Welcome to NexConnect

In order to be an NIS OWNER at NexConnect, you will have to visit our website and register yourself as STUDY CENTER ADMINISTRATOR by providing your basic details

A verification code would be sent to you through SMS in your mobile number which you need to enter for verifying your mobile number.

Once you register, our administration will contact you for further verification of your details and assessment of your credentials to be a NEXCONNECT INTERNET SCHOOL OWNER following which your account would be activated.

Post-activation you can login with your **NexConnect Mail Id** and **Password**.

Once you enter your dashboard you can request to get trained in operating the NexConnect site or you can see the instruction guidelines.

You must update your profile with all the basic details, upload picture of your school, and provide details of your school. You can also change your password, in the update profile section.

### **Creating Classroom and Scheduling classes:**

You can then create separate classrooms for each class being taught at your NIS in the **'create classroom' tab**.

Each classroom will be allotted an auto-generated classroom name for **Example a C.R.CR1 for class 6, C.R.CR2 for class 7**. We suggest you create separate classrooms if you have diverse levels of students choosing the same class timings.

You have to provide a password for each new classroom created. You can delete classroom in case you want to do so.

Once you have created your classroom, you can now allot coordinators who will manage these session and you have to provide the classroom id and password to them.

To add students to your class, click on **Student Admin Tab** on the right hand side. There you can student name, address, contact number, and email.



The NIS Administrator must schedule new sessions now. To schedule new sessions, click on the **Class Time Table Tab**. Here you can enter your schedule details below the “Add Class Time table” button.

Fill in all the details regarding class, subject, board, date and time. Finally click on the “Add Class Time table” button to complete the process. To add multiple schedules one must keep adding new slots.

Once a schedule has been added to the panel, you can view the schedule and also request NexConnect for teachers by clicking – **Request for Teacher Tab**.

You can view your classes on the allotted dates by clicking the **Today’s Class Tab**.

You can view **Course Tab** on the top right hand corner to view available courses and choose from the course – teacher combination

You can view the **Teacher Tab** on the top right hand corner to view our esteemed teachers and the NexConnect admin will help you connect with them.

You can view your monetary credit by clicking **credit point** tab (for further knowledge please look up the user manual)

In case you need further support you can request for training at NIS admin by clicking the **Request for Training** tab.

If you want to show educational videos to your students you can click the community tab where you can see the various **broadcast** sessions available for the day.

You can connect your students to experts to solve their queries by clicking on the **Expert connect** section.

They can even post their queries in the **Discussion forum** tab.

**Hope you have wonderful experience at NexConnect !!!**