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School Workspace User guide

Version 0.3



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Guide school staff in using Pythaverse platform



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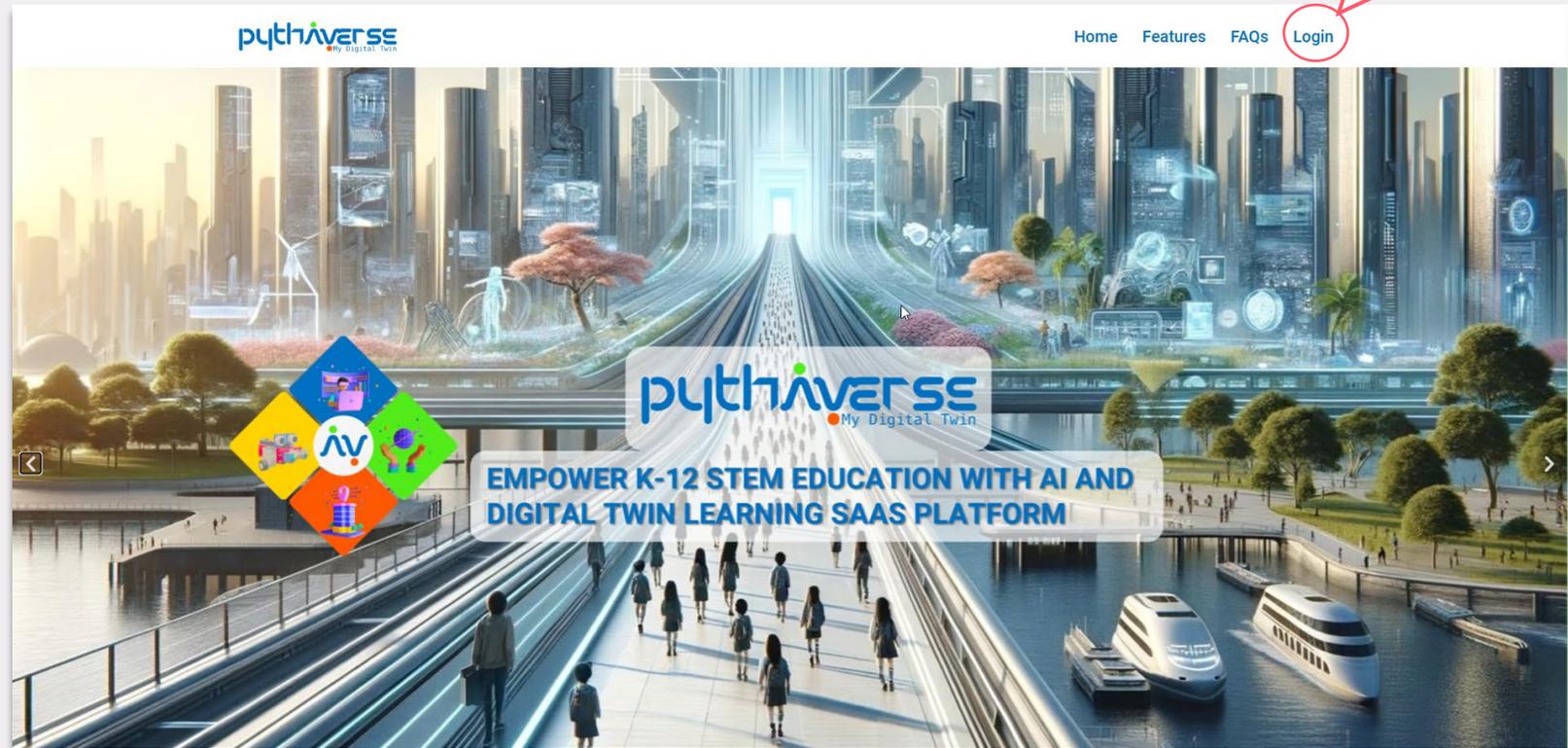
Supporting users in using tools, features and documents on Pythaverse.

1. Login

Log in to Pythaverse system with your account

Step 1: Type <https://pythaverse.space/> on Google Chrome search box (recommend).

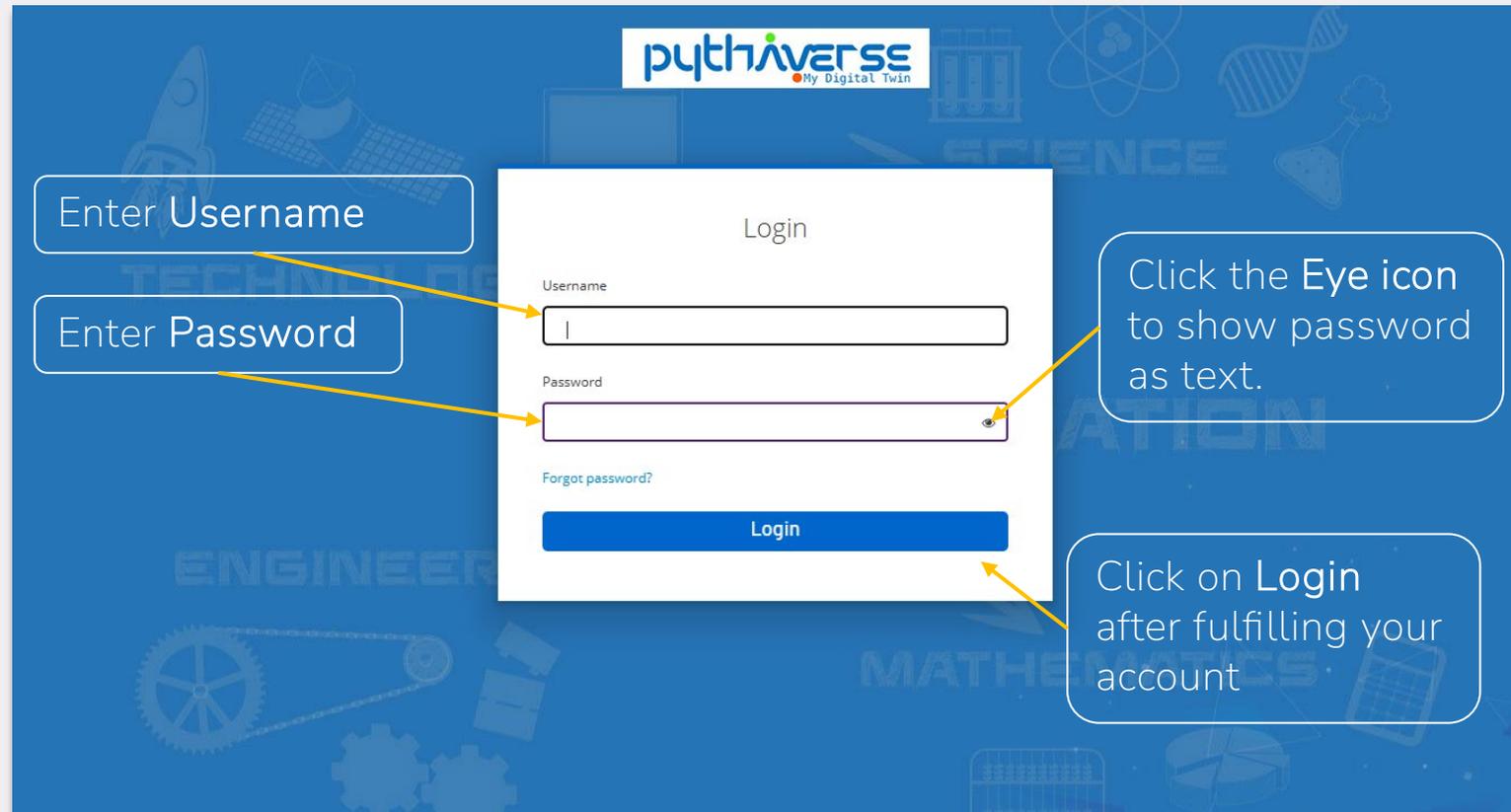
Step 2: After reaching the page, click on **Login** to go to the login page.



1. Login

Log in to Pythaverse system with your account

Step 3: Enter your Username & Password. (Require you to have an existing Pythaverse account)

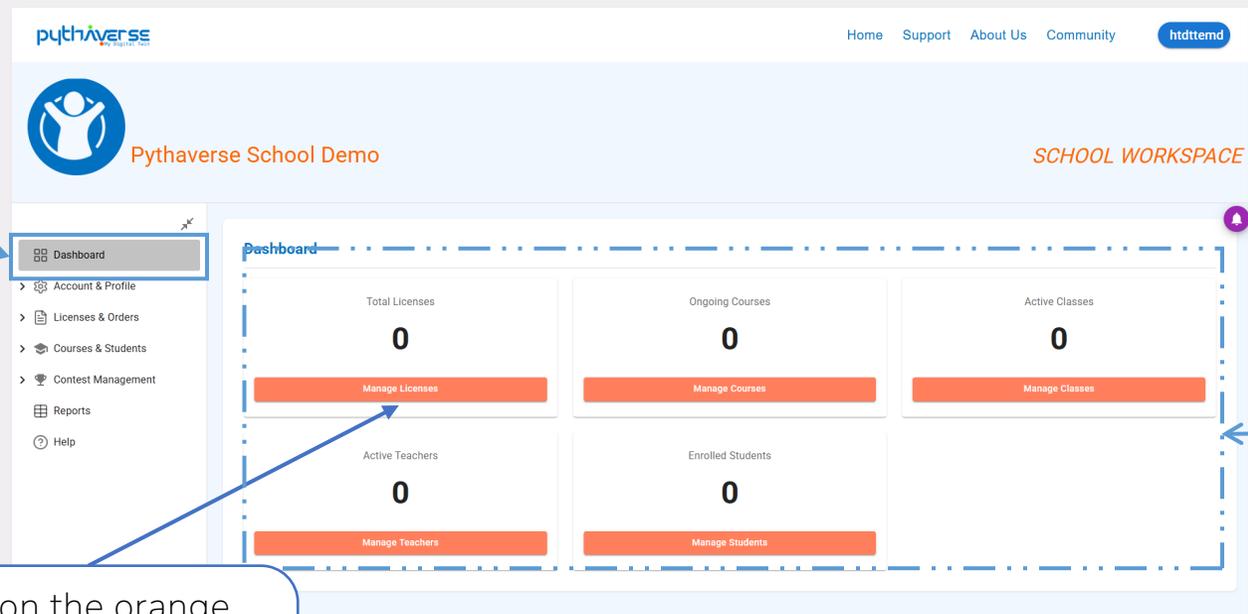


The screenshot shows the Pythaverse login interface. At the top center is the Pythaverse logo with the tagline "My Digital Twin". Below the logo is the title "Login". The form contains three input fields: "Username" with a cursor, "Password" with a small eye icon on the right, and a "Forgot password?" link. A blue "Login" button is at the bottom. Annotations include: "Enter Username" pointing to the username field, "Enter Password" pointing to the password field, "Click the Eye icon to show password as text." pointing to the eye icon, and "Click on Login after fulfilling your account" pointing to the login button.

2. Dashboard

Viewing and accessing general information

After you login, the website will default to Dashboard. Alternatively, you can click on **Dashboard** on the left menu to access this page.

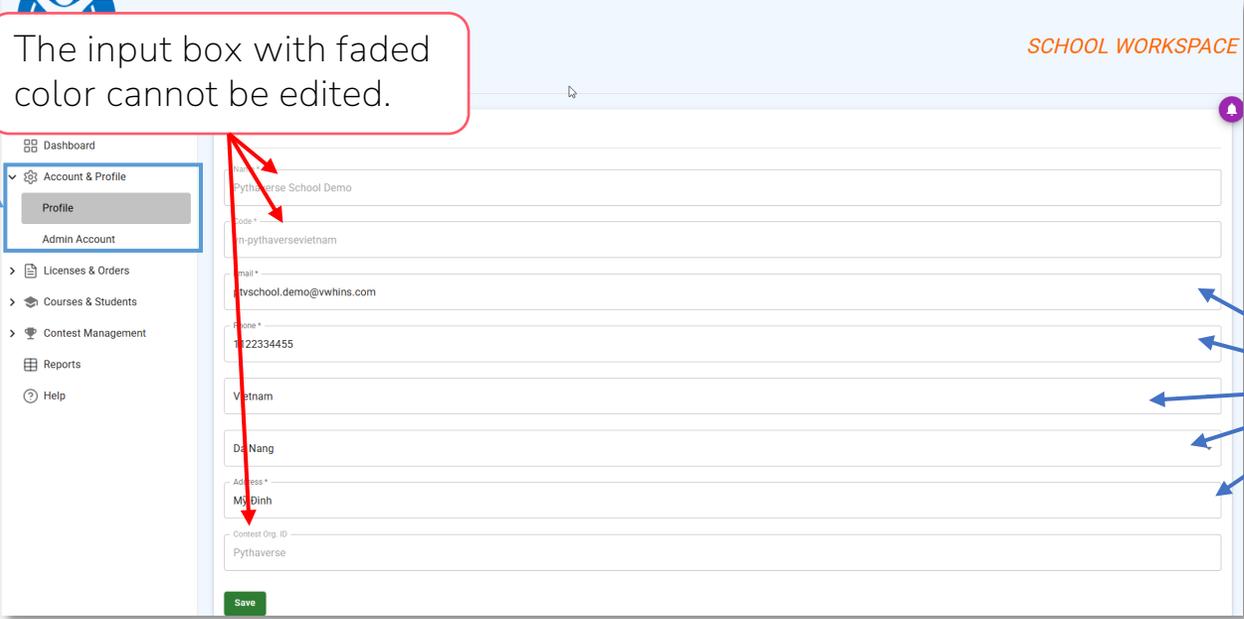


The screenshot shows the Pythaverse School Demo Dashboard. The top navigation bar includes 'Home', 'Support', 'About Us', 'Community', and a user profile 'hdttemd'. The main header features the 'Pythaverse School Demo' logo and the text 'SCHOOL WORKSPACE'. A left-hand navigation menu is visible, with 'Dashboard' highlighted. The main content area displays a grid of six summary cards, each with a '0' value and an orange 'Manage' button: 'Total Licenses' (Manage Licenses), 'Ongoing Courses' (Manage Courses), 'Active Classes' (Manage Classes), 'Active Teachers' (Manage Teachers), and 'Enrolled Students' (Manage Students). A dashed blue box encloses the grid of cards. A callout box on the right points to this grid with the text 'Here is the list of managing pages.' Another callout box at the bottom left points to the 'Manage Licenses' button with the text 'Click on the orange button to access the corresponding managing page.'

3. Account & Profile

Managing the user's information on Pythaverse

Click on **Account & Profile**, choose tab **Profile** to access Account information.



The input box with faded color cannot be edited.

SCHOOL WORKSPACE

Dashboard

Account & Profile

Profile

Admin Account

Licenses & Orders

Courses & Students

Contest Management

Reports

Help

Pythaverse School Demo

Name *

Code *

Email *

Phone *

Country *

City *

Address *

Contest Org. ID

Save

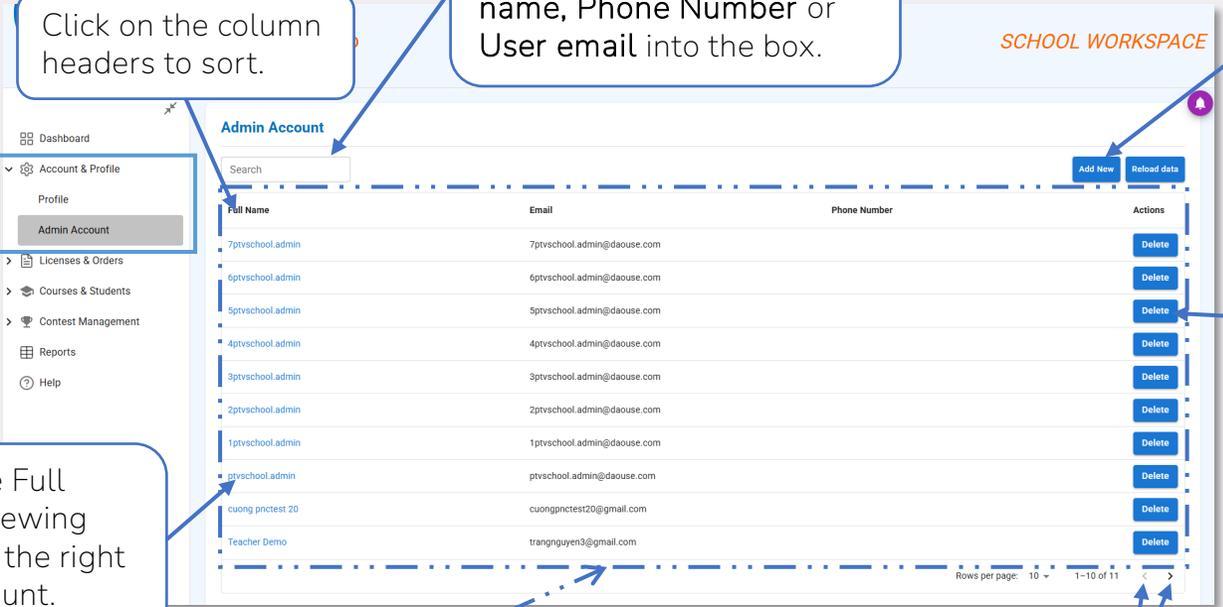
Click on the corresponding input box to edit the information.

Click on **Submit** to save the edited information.

3. Account & Profile

Managing the user's information on Pythaverse

Click on **Account & Profile**, choose tab **Admin Account** to view all the accounts that can access this school:



SCHOOL WORKSPACE

Click on the column headers to sort.

To search for a specific account, type the **Full name, Phone Number or User email** into the box.

For adding a new delegation account, click on **Add New**.

Click on **Delete** to remove the delegation account.

Click on the Full Name for viewing and editing the right for the account.

List of the delegation accounts which you have set up.

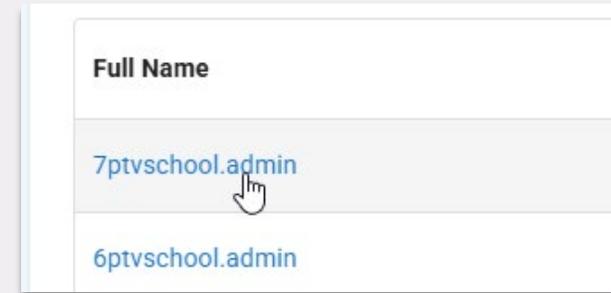
Click on **>** to view more, **<** to return the previous list.

Full Name	Email	Phone Number	Actions
7ptvschool.admin	7ptvschool.admin@daouse.com		Delete
6ptvschool.admin	6ptvschool.admin@daouse.com		Delete
5ptvschool.admin	5ptvschool.admin@daouse.com		Delete
4ptvschool.admin	4ptvschool.admin@daouse.com		Delete
3ptvschool.admin	3ptvschool.admin@daouse.com		Delete
2ptvschool.admin	2ptvschool.admin@daouse.com		Delete
1ptvschool.admin	1ptvschool.admin@daouse.com		Delete
ptvschool.admin	ptvschool.admin@daouse.com		Delete
cuong.pnctest20	cuongpnctest20@gmail.com		Delete
Teacher Demo	trangnguyen3@gmail.com		Delete

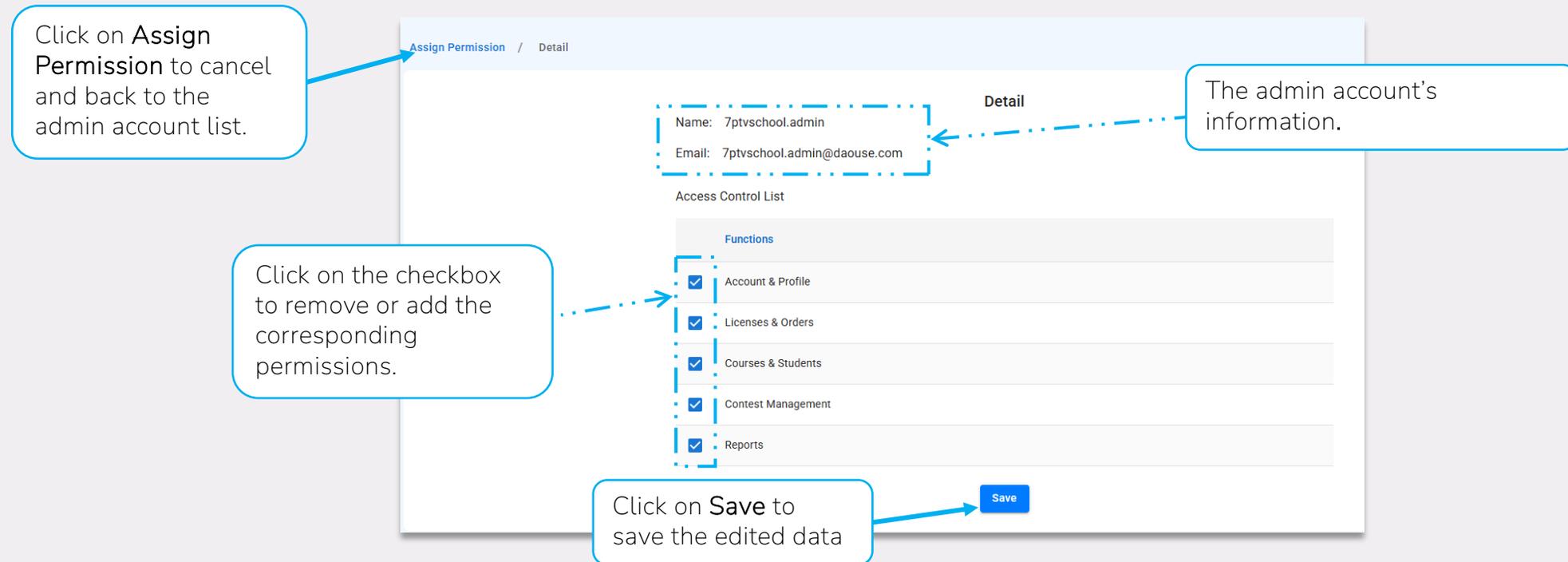
3. Account & Profile

Managing the user's information on Pythaverse

To access the information and the right of a specific delegation account, click on the **Full Name** of that user:
(Delegation Account screen)



Then, a window will be displayed as shown below:



Click on **Assign Permission** to cancel and back to the admin account list.

The admin account's information.

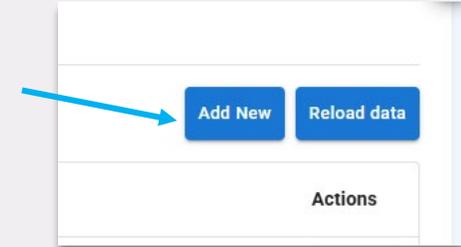
Click on the checkbox to remove or add the corresponding permissions.

Click on **Save** to save the edited data

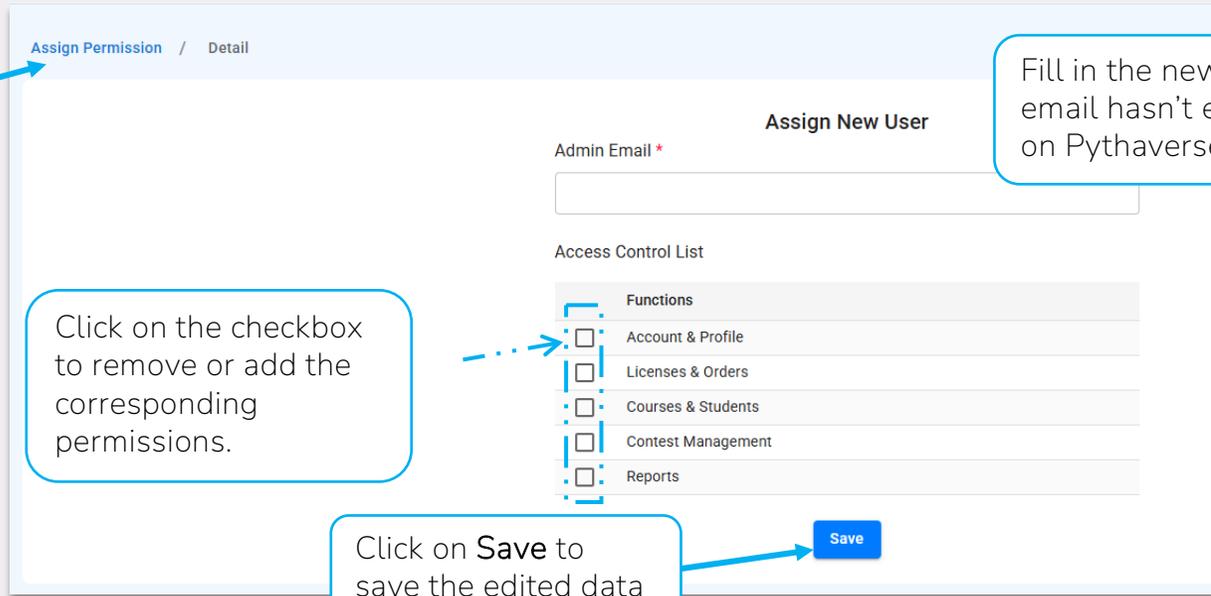
3. Account & Profile

Managing the user's information on Pythaverse

To modify permissions for a specific account, click on **Add New** (Admin Account screen):



After that, a dialog box will be displayed as shown below:



Assign Permission / Detail

Assign New User

Admin Email *

Access Control List

- Functions
 - Account & Profile
 - Licenses & Orders
 - Courses & Students
 - Contest Management
 - Reports

Save

Click on **Assign Permission** to cancel and back to the admin account list.

Click on the checkbox to remove or add the corresponding permissions.

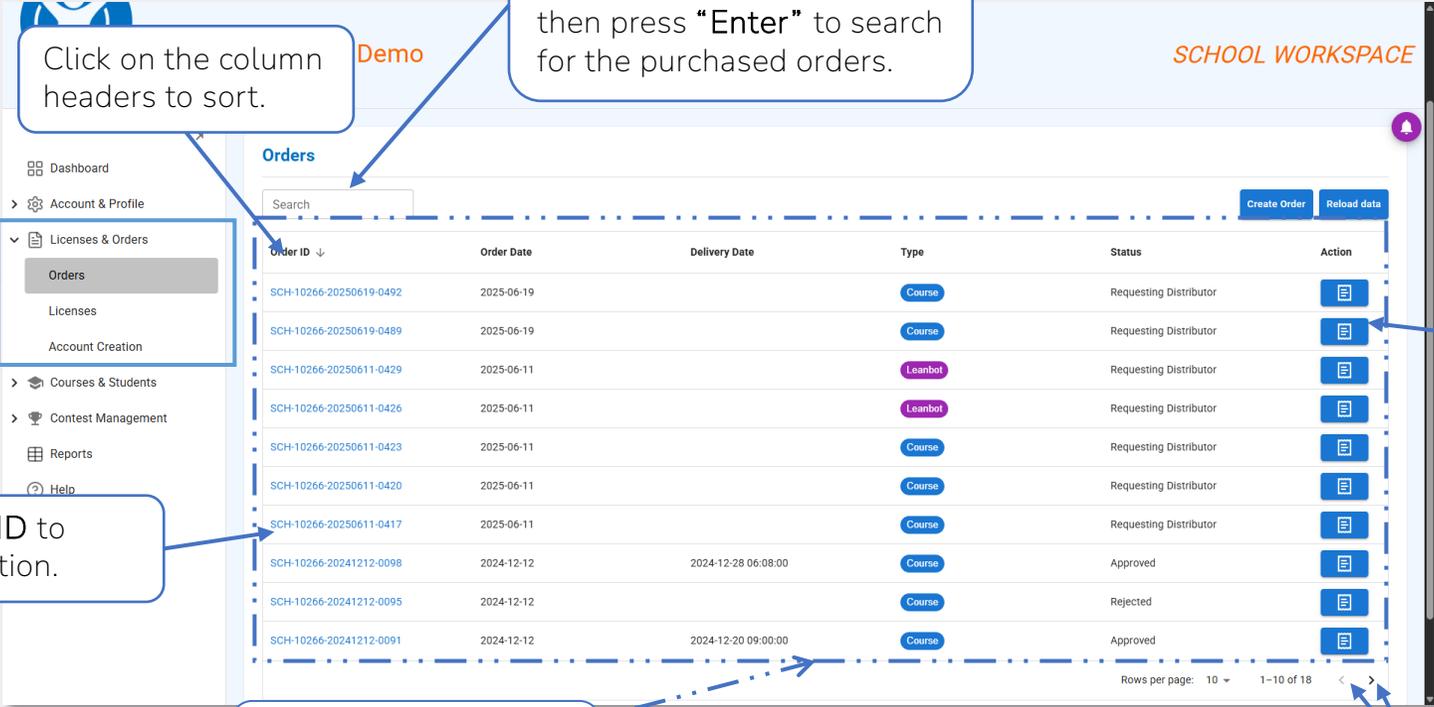
Click on **Save** to save the edited data

Fill in the new email. (the email hasn't ever been used on Pythaverse)

4. Licenses & Orders

Managing user's purchased licenses and orders.

Click on Licenses & Orders then choose Orders to access and tracking the purchased orders.



Orders

Search

Create Order Reload data

Order ID ↓	Order Date	Delivery Date	Type	Status	Action
SCH-10266-20250619-0492	2025-06-19		Course	Requesting Distributor	
SCH-10266-20250619-0489	2025-06-19		Course	Requesting Distributor	
SCH-10266-20250611-0429	2025-06-11		Learnbot	Requesting Distributor	
SCH-10266-20250611-0426	2025-06-11		Learnbot	Requesting Distributor	
SCH-10266-20250611-0423	2025-06-11		Course	Requesting Distributor	
SCH-10266-20250611-0420	2025-06-11		Course	Requesting Distributor	
SCH-10266-20250611-0417	2025-06-11		Course	Requesting Distributor	
SCH-10266-20241212-0098	2024-12-12	2024-12-28 06:08:00	Course	Approved	
SCH-10266-20241212-0095	2024-12-12		Course	Rejected	
SCH-10266-20241212-0091	2024-12-12	2024-12-20 09:00:00	Course	Approved	

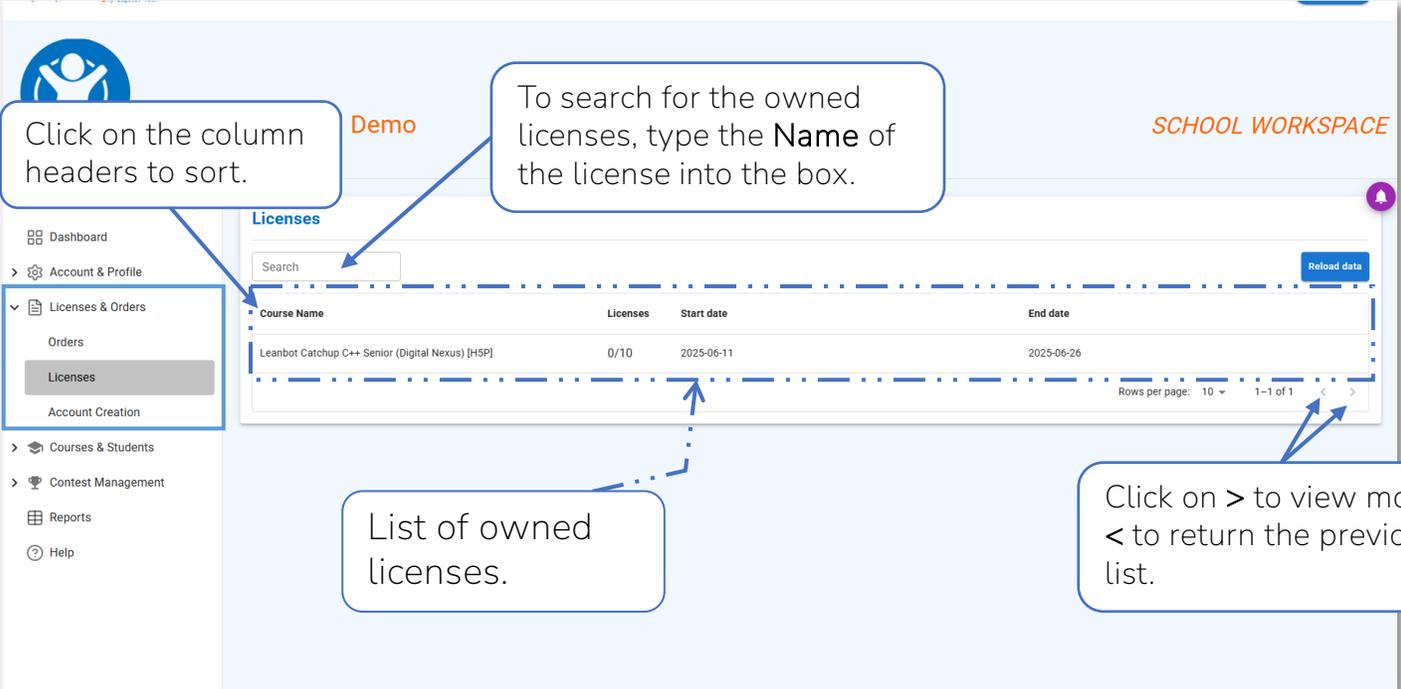
Rows per page: 10 1-10 of 18

Navigation: < >

4. Licenses & Orders

Managing user's purchased licenses and orders.

Click on Licenses & Orders then click on Licenses to view the licenses that you are using.



The screenshot shows a web interface for managing licenses. On the left is a navigation menu with 'Licenses & Orders' expanded to show 'Orders' and 'Licenses'. The main area is titled 'Licenses' and contains a search bar, a table of owned licenses, and pagination controls. Annotations include: 'Click on the column headers to sort.' pointing to the table headers; 'To search for the owned licenses, type the Name of the license into the box.' pointing to the search bar; 'List of owned licenses.' pointing to the table; and 'Click on > to view more, < to return the previous list.' pointing to the pagination arrows.

Demo

SCHOOL WORKSPACE

Click on the column headers to sort.

To search for the owned licenses, type the **Name** of the license into the box.

Course Name	Licenses	Start date	End date
Leanbot Catchup C++ Senior (Digital Nexus) [H5P]	0/10	2025-06-11	2025-06-26

Rows per page: 10 1-1 of 1

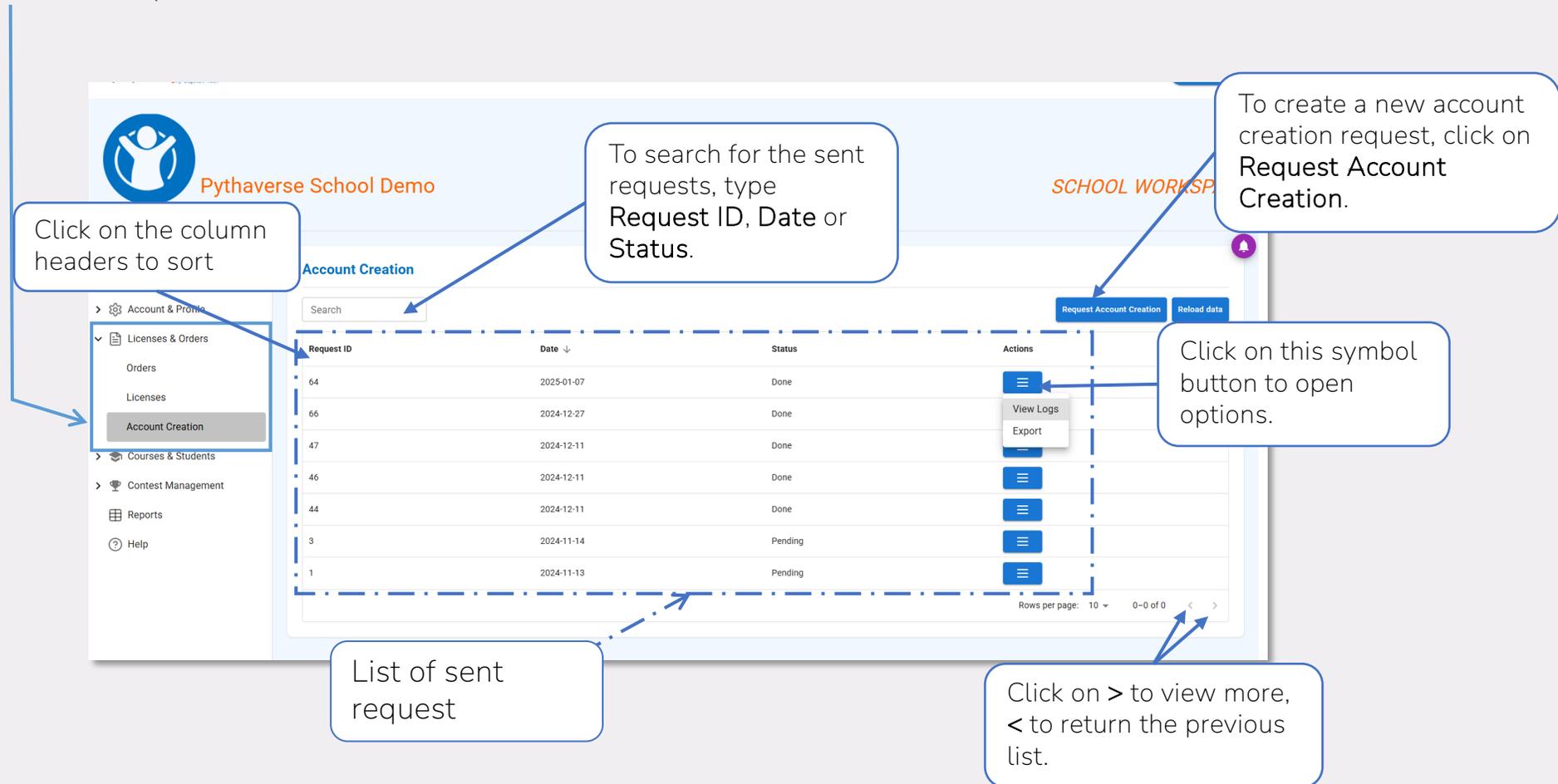
List of owned licenses.

Click on > to view more, < to return the previous list.

4. Licenses & Orders

Managing user's purchased licenses and orders.

Click on **Licenses & Orders** then choose **Request Approval** for viewing and sending the new account creation request.



The screenshot shows the 'Account Creation' page in the Pythaverse School Demo. The left sidebar contains a navigation menu with 'Licenses & Orders' expanded to show 'Orders', 'Licenses', and 'Account Creation'. The main content area features a table of sent requests with columns for Request ID, Date, Status, and Actions. A search bar is located above the table. Callout boxes provide instructions on how to interact with the interface.

Callout 1: Click on the column headers to sort

Callout 2: To search for the sent requests, type Request ID, Date or Status.

Callout 3: To create a new account creation request, click on Request Account Creation.

Callout 4: Click on this symbol button to open options.

Callout 5: List of sent request

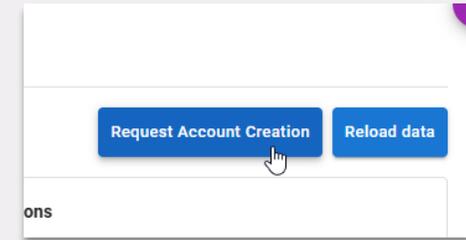
Callout 6: Click on > to view more, < to return the previous list.

Request ID	Date	Status	Actions
64	2025-01-07	Done	[Menu]
66	2024-12-27	Done	[Menu]
47	2024-12-11	Done	[Menu]
46	2024-12-11	Done	[Menu]
44	2024-12-11	Done	[Menu]
3	2024-11-14	Pending	[Menu]
1	2024-11-13	Pending	[Menu]

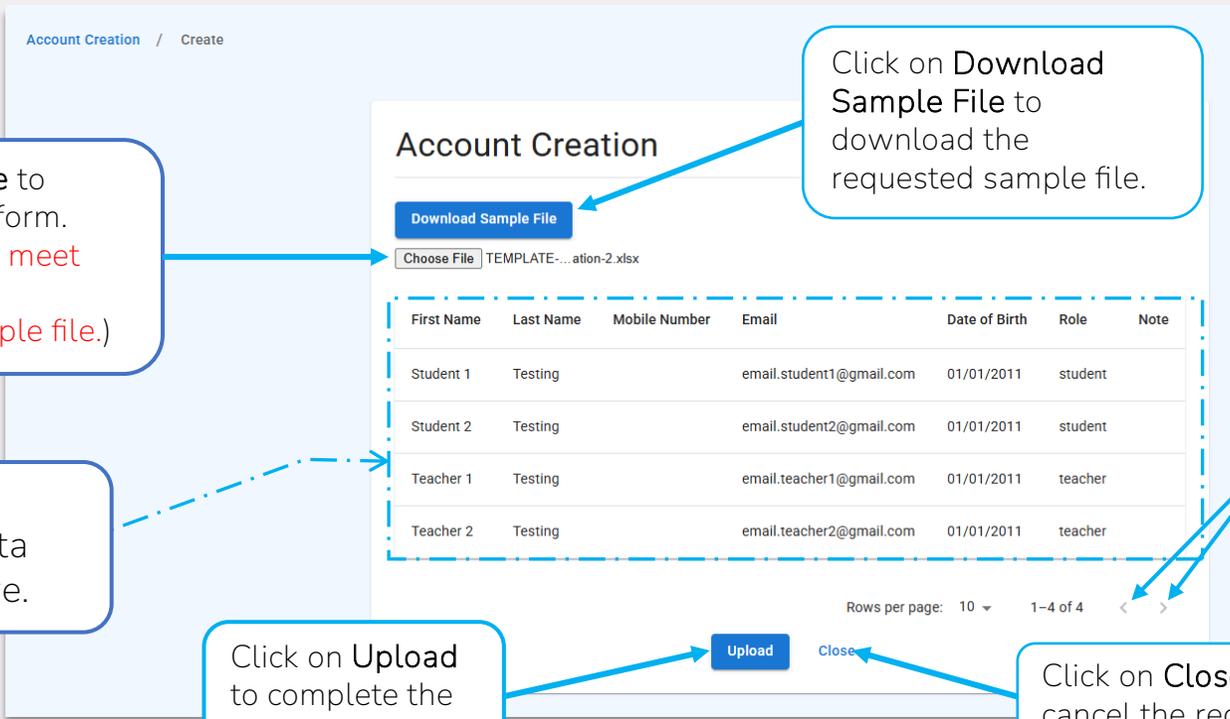
4. Licenses & Orders

Managing user's purchased licenses and orders.

For making a new account creation request, click on **More**, then choose **Request Account Creation** (Request Approval screen).



After that, a dialog box will be displayed as shown below:



Account Creation / Create

Account Creation

Download Sample File

Choose File | TEMPLATE...ation-2.xlsx

First Name	Last Name	Mobile Number	Email	Date of Birth	Role	Note
Student 1	Testing		email.student1@gmail.com	01/01/2011	student	
Student 2	Testing		email.student2@gmail.com	01/01/2011	student	
Teacher 1	Testing		email.teacher1@gmail.com	01/01/2011	teacher	
Teacher 2	Testing		email.teacher2@gmail.com	01/01/2011	teacher	

Rows per page: 10 | 1-4 of 4

Upload | Close

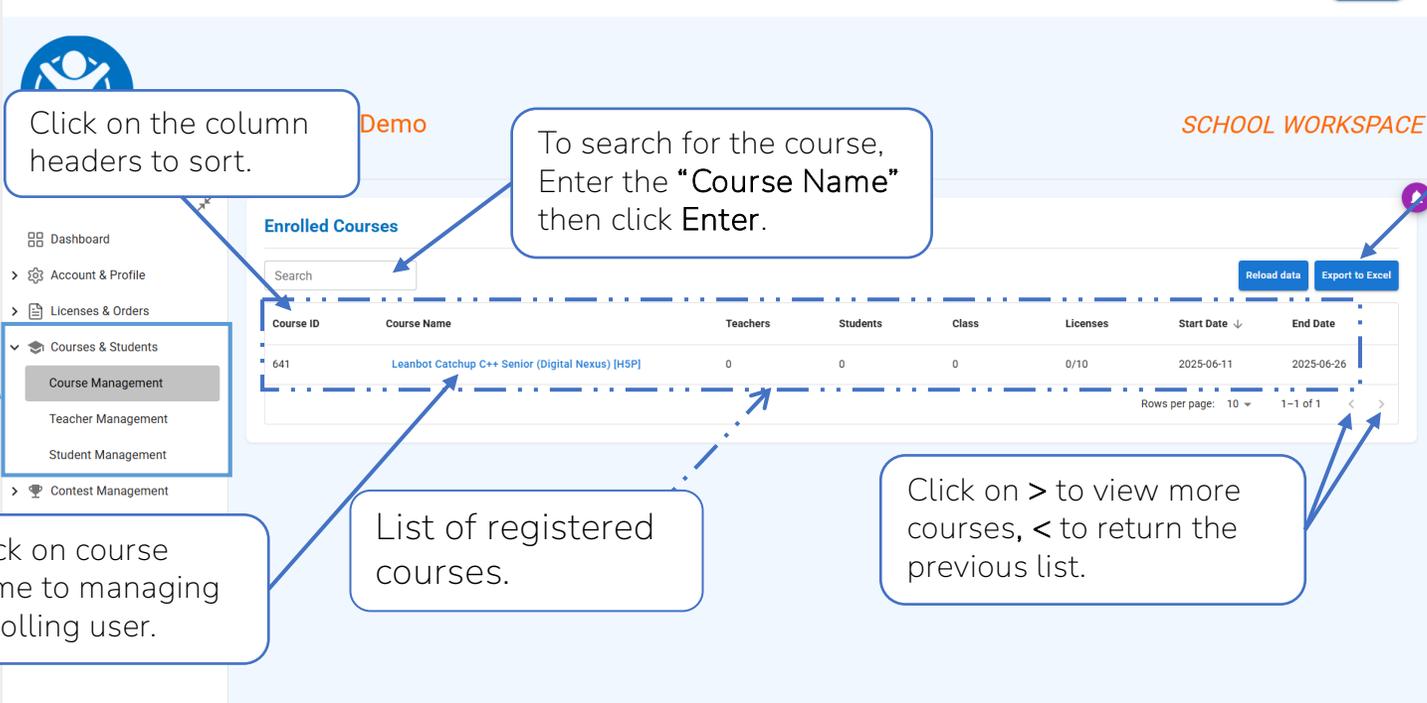
Annotations:

- Click on **Choose File** to upload the request form. (**Note:** The file must meet the requirements as specified in the sample file.)
- Click on **Download Sample File** to download the requested sample file.
- After uploading the requested file, the data list will be shown here.
- Click on **>** to view more, **<** to return the previous list.
- Click on **Upload** to complete the request.
- Click on **Close** to cancel the request.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

Click on **Courses & Students**, then select **Courses Management** to access and modify courses.



Enrolled Courses

Search

Reload data Export to Excel

Course ID	Course Name	Teachers	Students	Class	Licenses	Start Date ↓	End Date
641	Leanbot Catchup C++ Senior (Digital Nexus) [H5P]	0	0	0	0/10	2025-06-11	2025-06-26

Rows per page: 10 1-1 of 1

Annotations:

- Click on the column headers to sort.
- To search for the course, Enter the "Course Name" then click Enter.
- Click **Export to Excel** to download the list of registered courses.
- Click on > to view more courses, < to return the previous list.
- List of registered courses.
- Click on course name to managing enrolling user.

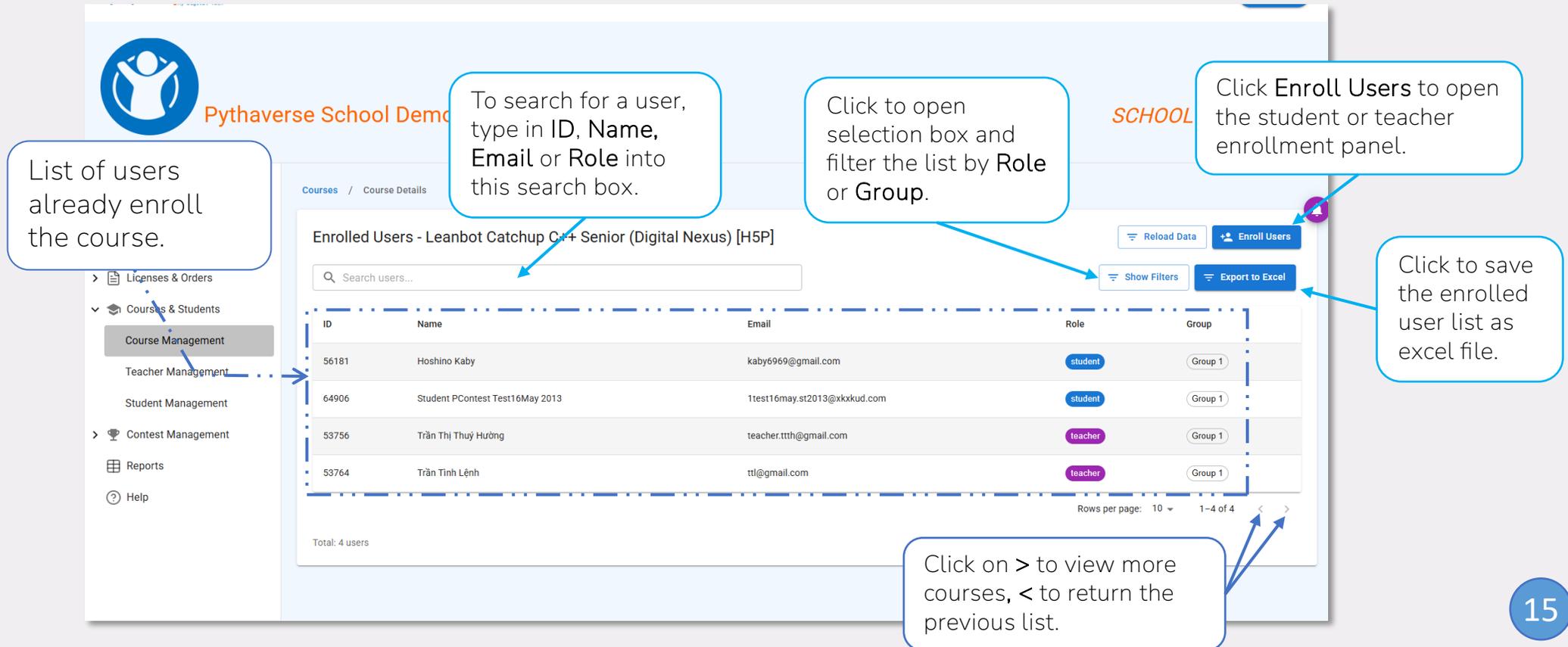
5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To register a course for students or assign a teacher to teach the course, scroll back up to the **Enrolled Courses** section, click on the course name you want to enroll. (Course Management screen):



Then, you can see a dialog box:



Pythaverse School Demo

Enrolled Users - Leanbot Catchup C++ Senior (Digital Nexus) [H5P]

Search users...

ID	Name	Email	Role	Group
56181	Hoshino Kaby	kaby6969@gmail.com	student	Group 1
64906	Student PContest Test16May 2013	1test16may.st2013@xkkud.com	student	Group 1
53756	Trần Thị Thuý Hương	teacher.ttth@gmail.com	teacher	Group 1
53764	Trần Tinh Lệnh	ttl@gmail.com	teacher	Group 1

Rows per page: 10 | 1-4 of 4

Total: 4 users

Buttons: Reload Data, Enroll Users, Show Filters, Export to Excel

Callouts:

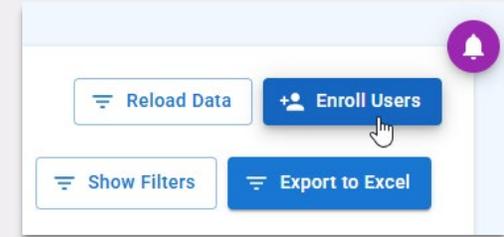
- List of users already enroll the course.
- To search for a user, type in ID, Name, Email or Role into this search box.
- Click to open selection box and filter the list by Role or Group.
- Click Enroll Users to open the student or teacher enrollment panel.
- Click to save the enrolled user list as excel file.
- Click on > to view more courses, < to return the previous list.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To enroll students or teachers into the course, click on **Enroll users**. (Course details screen):

Then, you can see a dialog box:



User Enrollment

Course: Leanbot Catchup C++ Senior (Digital Nexus) [H5P]
Period: 2025-06-11 to 2025-06-26

License Status
Used: 2 / 10
Available: 8

MANUAL SELECTION Click to open the selections and select **Group** and **Assigned** role before enrolling the users.

Enrollment Settings

Groups* ▼ Assign Role* ▼

User Selection

Enrolled Users (4)

Select All

Hoshino Kaby kaby6969@gmail.com student	<input type="checkbox"/>
Student PContest Test16May 2013 11oct16mnu.ct2013@vklkad.com	<input type="checkbox"/>

Filters Select All

Available Users (28)

Nguyen Quoc Trung nguye6tq@mail.uc.edu student	<input type="checkbox"/>
Student 01 Demo student01demo@vafyxh.com student	<input type="checkbox"/>
Student 06 Demo	<input type="checkbox"/>

← Add Remove →

Close

The course information

Click **Manual Selection** to enroll the users manually.

List of users already enroll the course.

To search for a user, click into the search box and type **Name** or **User's email**.

After selecting the users, click **Add** or **Remove** the users.

Click **Close** to exit.

The license only counts number of enrolled students. (not include teachers)

Click to open the selection and filter both enrolled users and available users.

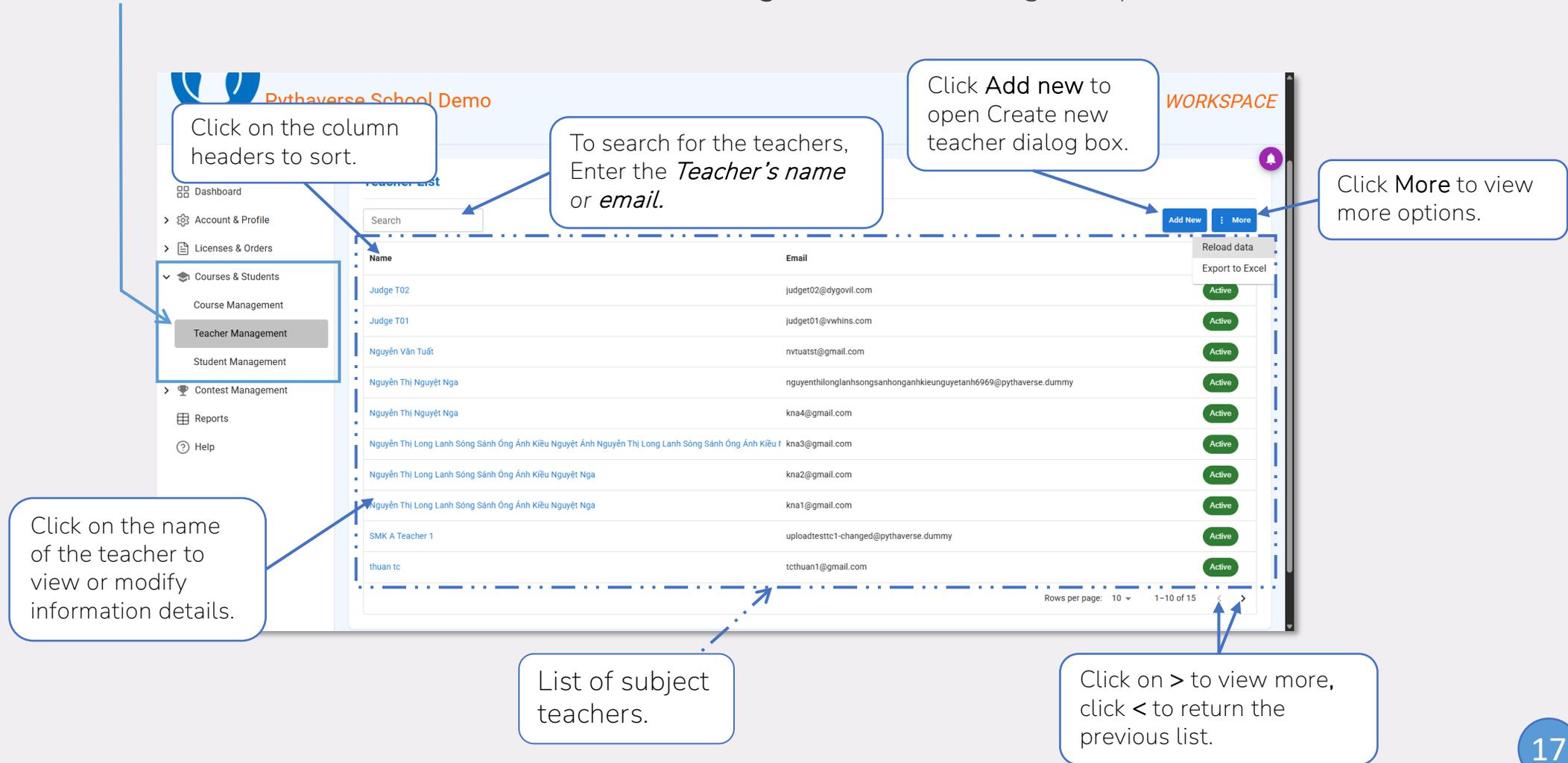
List of available users ready to enroll the course.

Click to select the user.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

Click on **Courses & Students**, select **Teacher Management** to manage responsible teachers.



Click on the column headers to sort.

To search for the teachers, Enter the *Teacher's name* or *email*.

Click **Add new** to open Create new teacher dialog box.

Click **More** to view more options.

Click on the name of the teacher to view or modify information details.

List of subject teachers.

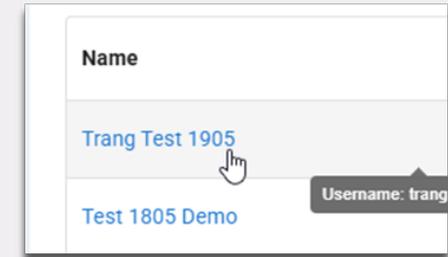
Click on > to view more, click < to return the previous list.

Name	Email	Active
Judge T02	judget02@dygovil.com	Active
Judge T01	judget01@vwhins.com	Active
Nguyễn Văn Tuất	nvtuatst@gmail.com	Active
Nguyễn Thị Nguyệt Nga	nguyenthilonglanhsongsanhonganhkienguyetanhh6969@pythaverse.dummy	Active
Nguyễn Thị Nguyệt Nga	kna4@gmail.com	Active
Nguyễn Thị Long Lanh Sóng Sánh Ông Ánh Kiều Nguyệt Ánh Nguyễn Thị Long Lanh Sóng Sánh Ông Ánh Kiều	kna3@gmail.com	Active
Nguyễn Thị Long Lanh Sóng Sánh Ông Ánh Kiều Nguyệt Nga	kna2@gmail.com	Active
Nguyễn Thị Long Lanh Sóng Sánh Ông Ánh Kiều Nguyệt Nga	kna1@gmail.com	Active
SMK A Teacher 1	uploadtesttc1-changed@pythaverse.dummy	Active
thuan tc	tcthuan1@gmail.com	Active

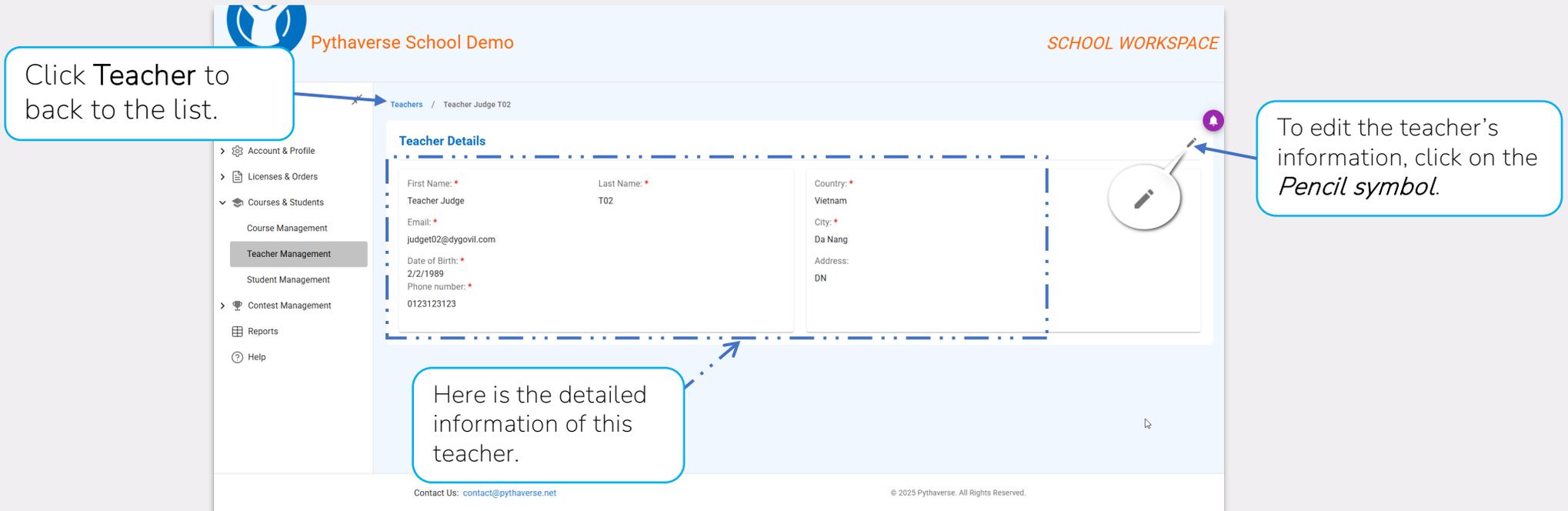
5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To view and modify Teacher's information, click on the corresponding teacher's name: (Teacher Management screen)



Then, here is what you can see:



Click **Teacher** to back to the list.

To edit the teacher's information, click on the *Pencil symbol*.

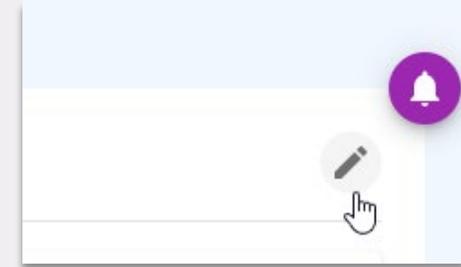
Here is the detailed information of this teacher.

Field	Value
First Name	Teacher Judge
Last Name	T02
Country	Vietnam
City	Da Nang
Address	DN
Date of Birth	2/2/1989
Phone number	0123123123
Email	judget02@dygovil.com

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To view and modify Teacher's information, click on the Pencil Symbol:
(Teacher detailed information screen)



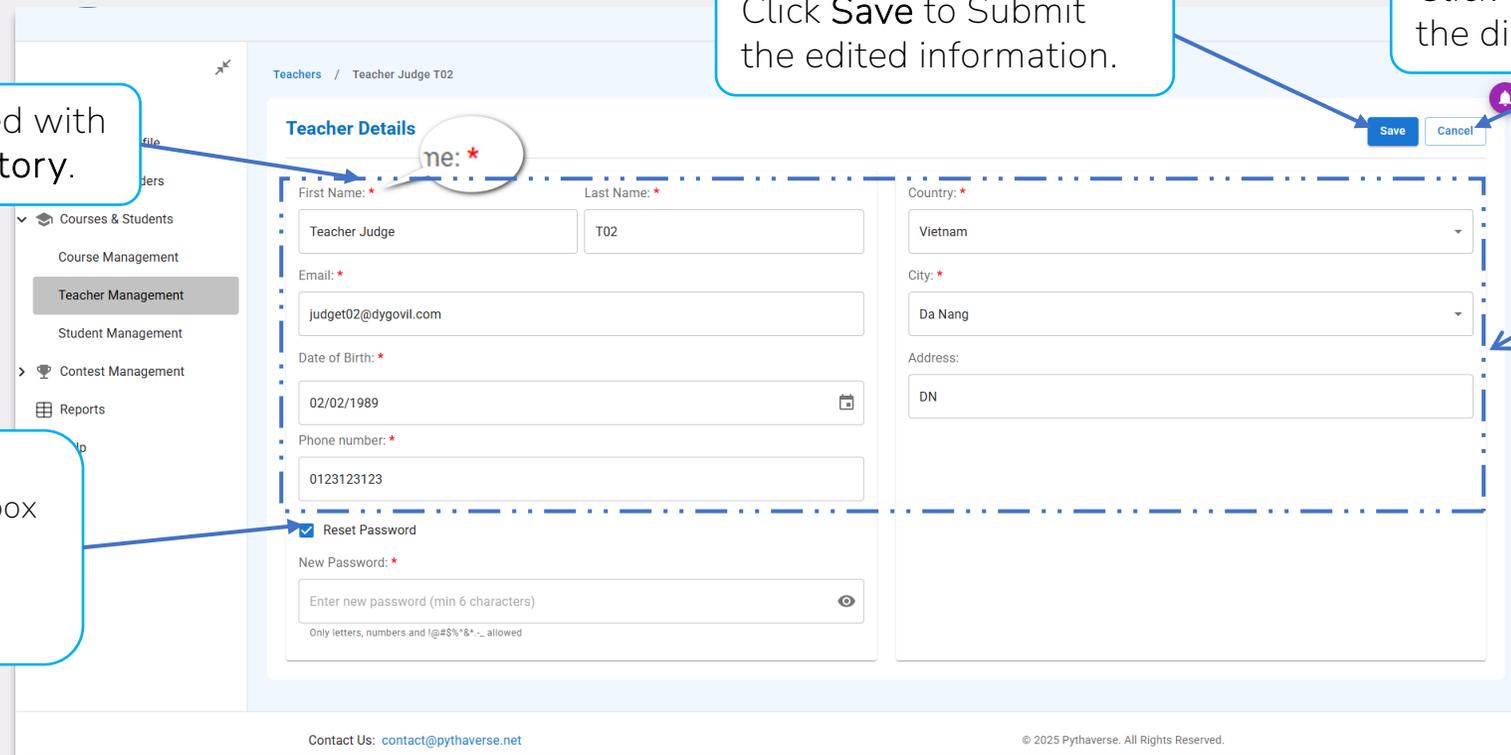
Fields marked with * are mandatory.

Click **Save** to Submit the edited information.

Click **Cancel** to close the dialog box.

Edit the teacher's information in the corresponding input box.

Click **Reset Password** and type the password in the box if you want to update password with the edited information.



Teachers / Teacher Judge T02

Teacher Details

First Name: * Teacher Judge Last Name: * T02 Country: * Vietnam City: * Da Nang Address: DN

Email: * judget02@dygovil.com Date of Birth: * 02/02/1989 Phone number: * 0123123123

Reset Password

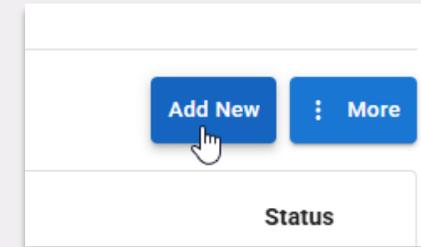
New Password: * Enter new password (min 6 characters) Only letters, numbers and !@#\$%*&*.. allowed

Save Cancel

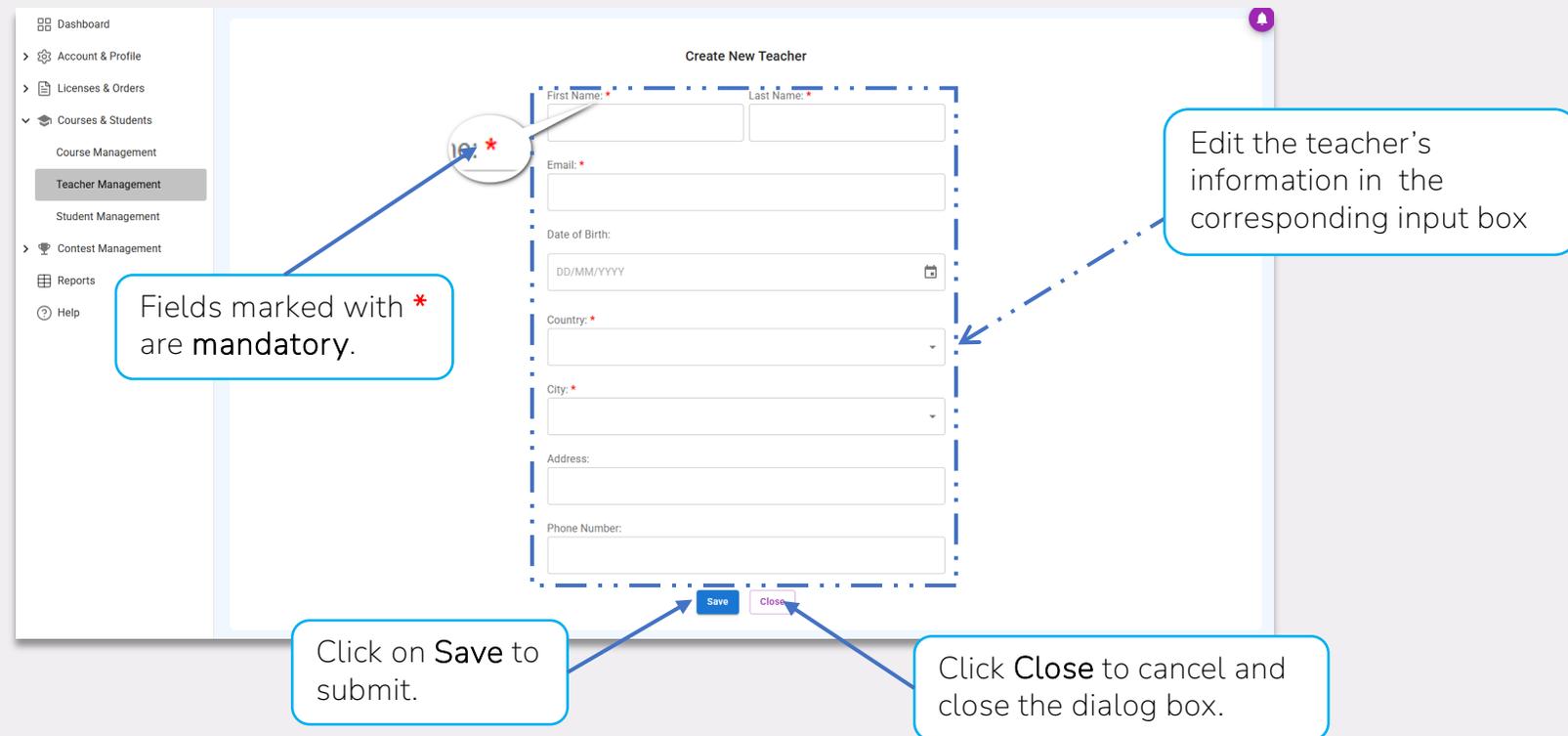
5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To add a new Teacher, click on **More** and select **Add New:** (Teacher Management screen)



Then, a dialog box will be displayed as below:

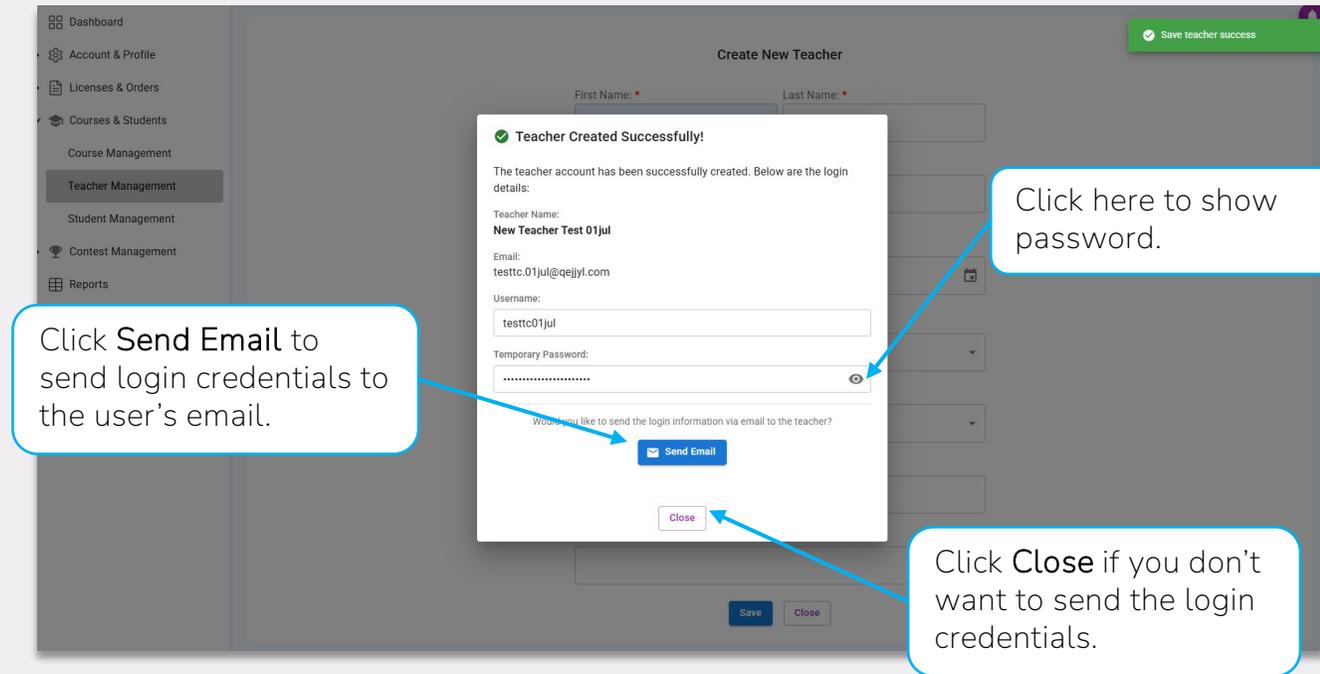


The screenshot shows a 'Create New Teacher' dialog box with the following fields: First Name, Last Name, Email, Date of Birth, Country, City, Address, and Phone Number. The 'Save' and 'Close' buttons are at the bottom. A sidebar on the left shows the navigation menu with 'Teacher Management' selected. Four callout boxes provide instructions: 'Fields marked with * are mandatory.' (pointing to the asterisks on the form fields), 'Edit the teacher's information in the corresponding input box' (pointing to the form fields), 'Click on Save to submit.' (pointing to the Save button), and 'Click Close to cancel and close the dialog box.' (pointing to the Close button).

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

After successfully creating a new teacher account, a dialog box appears to confirm in sending login details to the user's email:



The screenshot shows a 'Create New Teacher' dialog box with the following content:

- Teacher Created Successfully!**
- The teacher account has been successfully created. Below are the login details:
- Teacher Name: **New Teacher Test 01jul**
- Email: testtc.01jul@qeijyl.com
- Username: testtc01jul
- Temporary Password: [masked]
- Would you like to send the login information via email to the teacher?
- Send Email** button
- Close** button

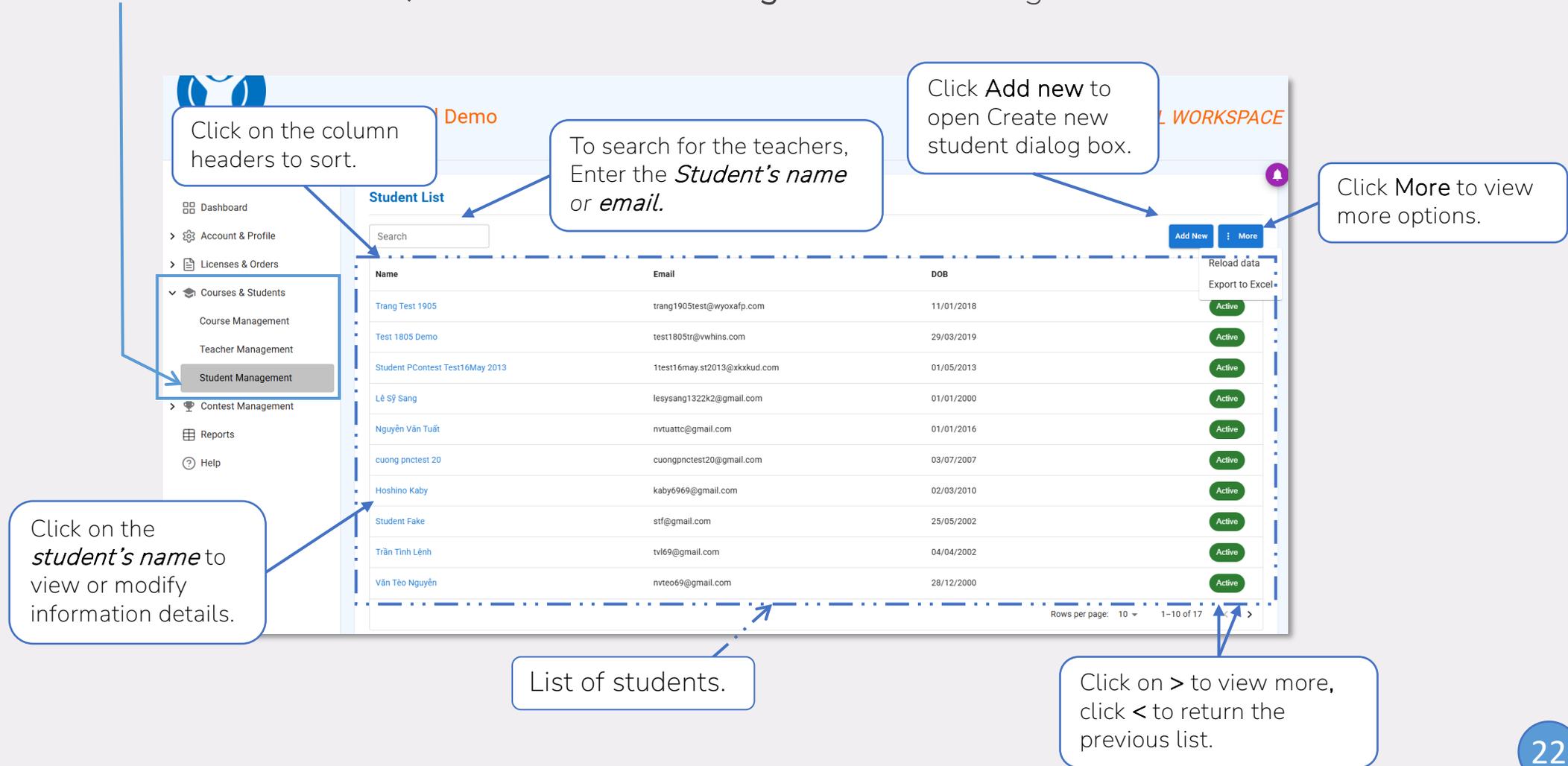
Callouts provide instructions for the buttons:

- Send Email:** Click **Send Email** to send login credentials to the user's email.
- Close:** Click **Close** if you don't want to send the login credentials.
- Temporary Password:** Click here to show password.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

Click on **Courses & Students**, select **Student Management** to manage students' information.



The screenshot shows a web application interface for managing students. On the left is a sidebar menu with the following items: Dashboard, Account & Profile, Licenses & Orders, **Courses & Students** (expanded), Contest Management, Reports, and Help. Under **Courses & Students**, the sub-items are Course Management, Teacher Management, and **Student Management** (highlighted). The main content area is titled "Student List" and features a search bar at the top. Below the search bar is a table with columns for Name, Email, and DOB. The table contains 10 rows of student data. At the bottom of the table, there are controls for "Rows per page" (set to 10) and "1-10 of 17" with navigation arrows. On the right side of the table, there are buttons for "Add New" and "More". A dropdown menu is open from the "More" button, showing options for "Reload data" and "Export to Excel".

Annotations on the screenshot include:

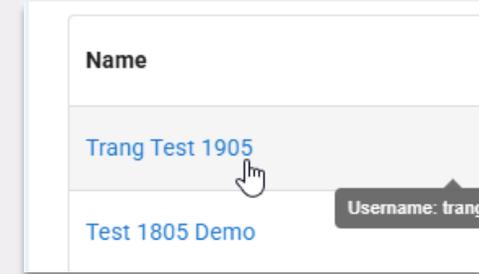
- "Click on the column headers to sort." (pointing to the Name, Email, and DOB headers)
- "To search for the teachers, Enter the *Student's name* or *email*." (pointing to the search bar)
- "Click **Add new** to open Create new student dialog box." (pointing to the Add New button)
- "Click **More** to view more options." (pointing to the More button)
- "Click on the *student's name* to view or modify information details." (pointing to a student name in the table)
- "List of students." (pointing to the table)
- "Click on > to view more, click < to return the previous list." (pointing to the navigation arrows at the bottom of the table)

Name	Email	DOB	Active
Trang Test 1905	trang190stest@wyoxafp.com	11/01/2018	Active
Test 1805 Demo	test1805tr@vwhins.com	29/03/2019	Active
Student PContest Test16May 2013	1test16may.st2013@xkxkud.com	01/05/2013	Active
Lê Sỹ Sang	lesysang1322k2@gmail.com	01/01/2000	Active
Nguyễn Văn Tuất	nvtuattc@gmail.com	01/01/2016	Active
cuong pnctest 20	cuongpnctest20@gmail.com	03/07/2007	Active
Hoshino Kaby	kaby6969@gmail.com	02/03/2010	Active
Student Fake	stf@gmail.com	25/05/2002	Active
Trần Tinh Lệnh	tv169@gmail.com	04/04/2002	Active
Vân Tèo Nguyễn	nvteo69@gmail.com	28/12/2000	Active

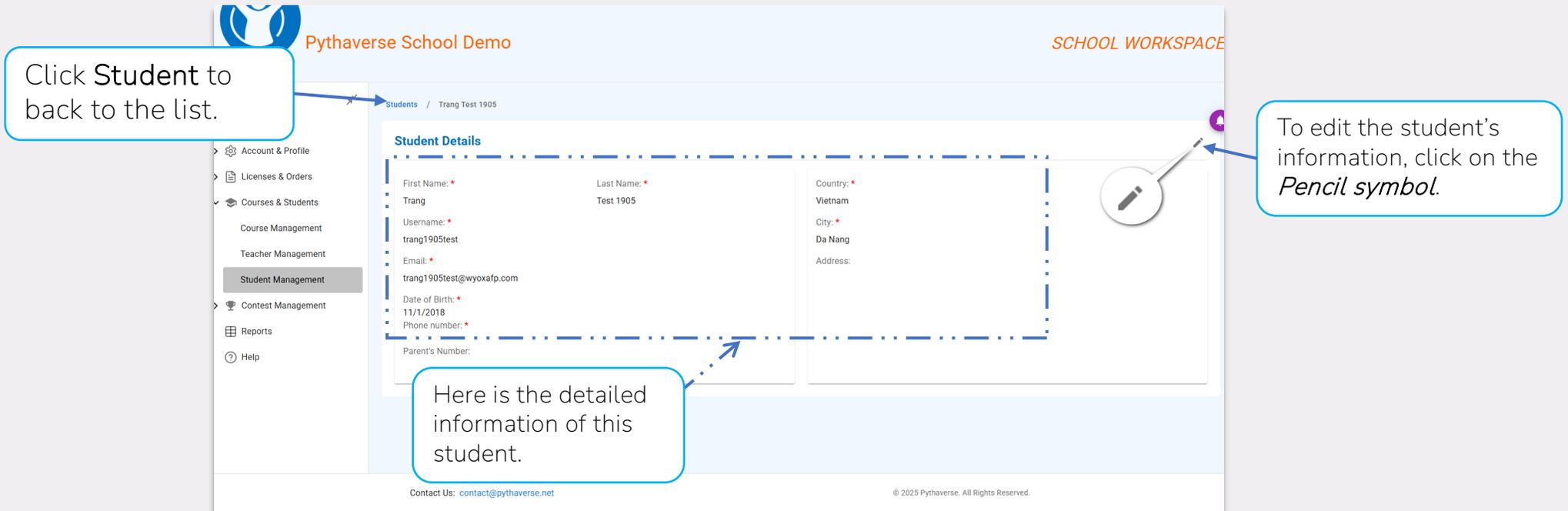
5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To view and modify Student's information, click on the corresponding student's name: (Student Management screen)



Then, here is what you can see:



Pythaverse School Demo SCHOOL WORKSPACE

Students / Trang Test 1905

Student Details

First Name: *	Last Name: *	Country: *
Trang	Test 1905	Vietnam
Username: *		City: *
trang1905test		Da Nang
Email: *		Address:
trang1905test@wyoxafp.com		
Date of Birth: *		
11/1/2018		
Phone number: *		
Parents Number:		

Callouts:

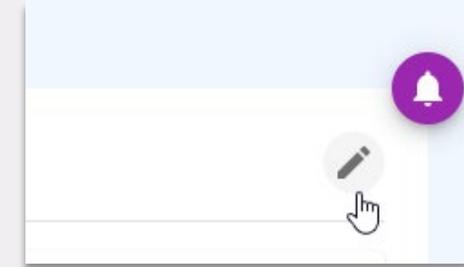
- Click **Student** to back to the list.
- To edit the student's information, click on the *Pencil symbol*.
- Here is the detailed information of this student.

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5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To view and modify Student's information, click on the Pencil Symbol:
(Student detailed information screen)



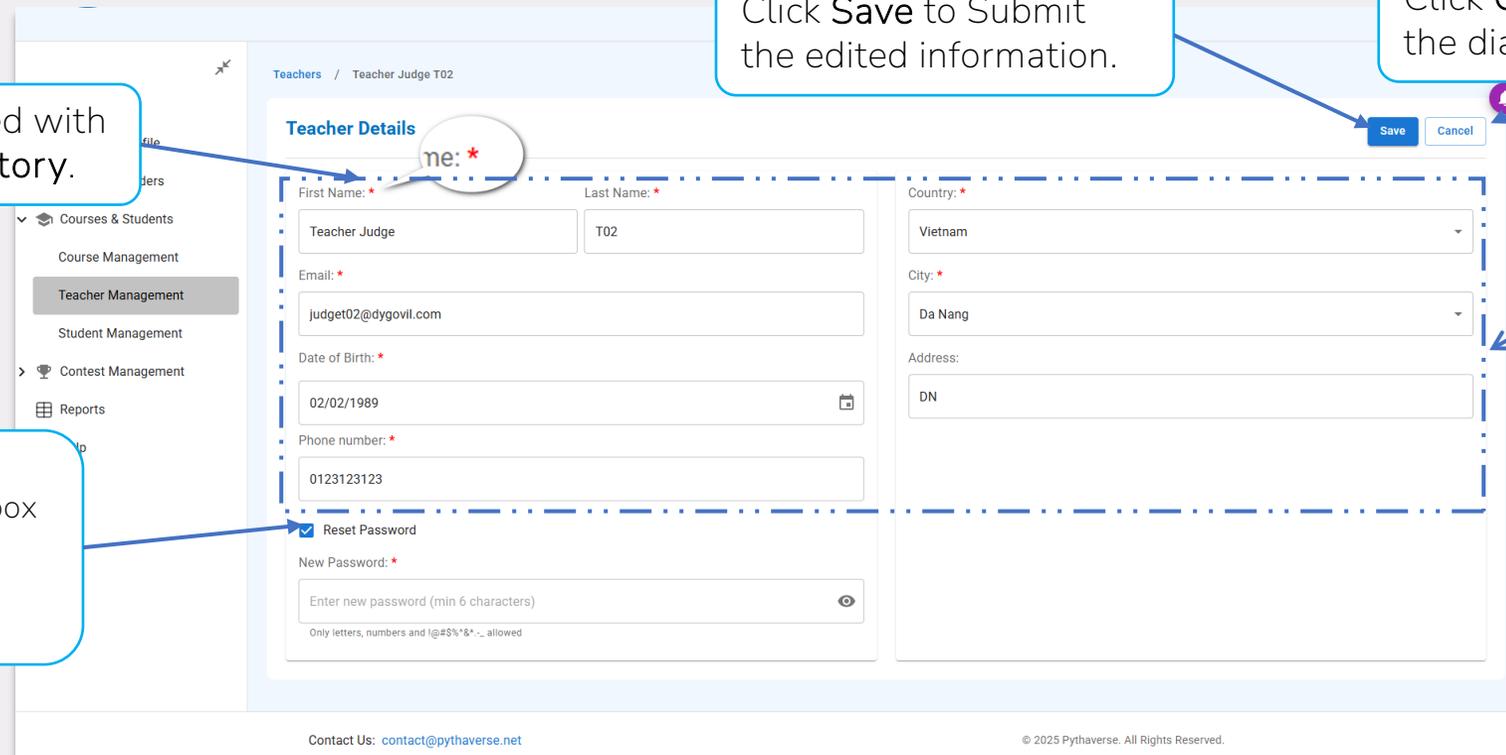
Fields marked with * are mandatory.

Click **Save** to Submit the edited information.

Click **Cancel** to close the dialog box.

Edit the teacher's information in the corresponding input box.

Click **Reset Password** and type the password in the box if you want to update password with the edited information.



Teachers / Teacher Judge T02

Teacher Details

First Name: * Teacher Judge Last Name: * T02 Country: * Vietnam City: * Da Nang Address: DN

Email: * judget02@dygovil.com Date of Birth: * 02/02/1989 Phone number: * 0123123123

Reset Password

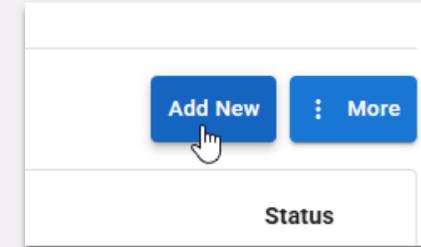
New Password: * Enter new password (min 6 characters) Only letters, numbers and !@#\$%^&*~., allowed

Save Cancel

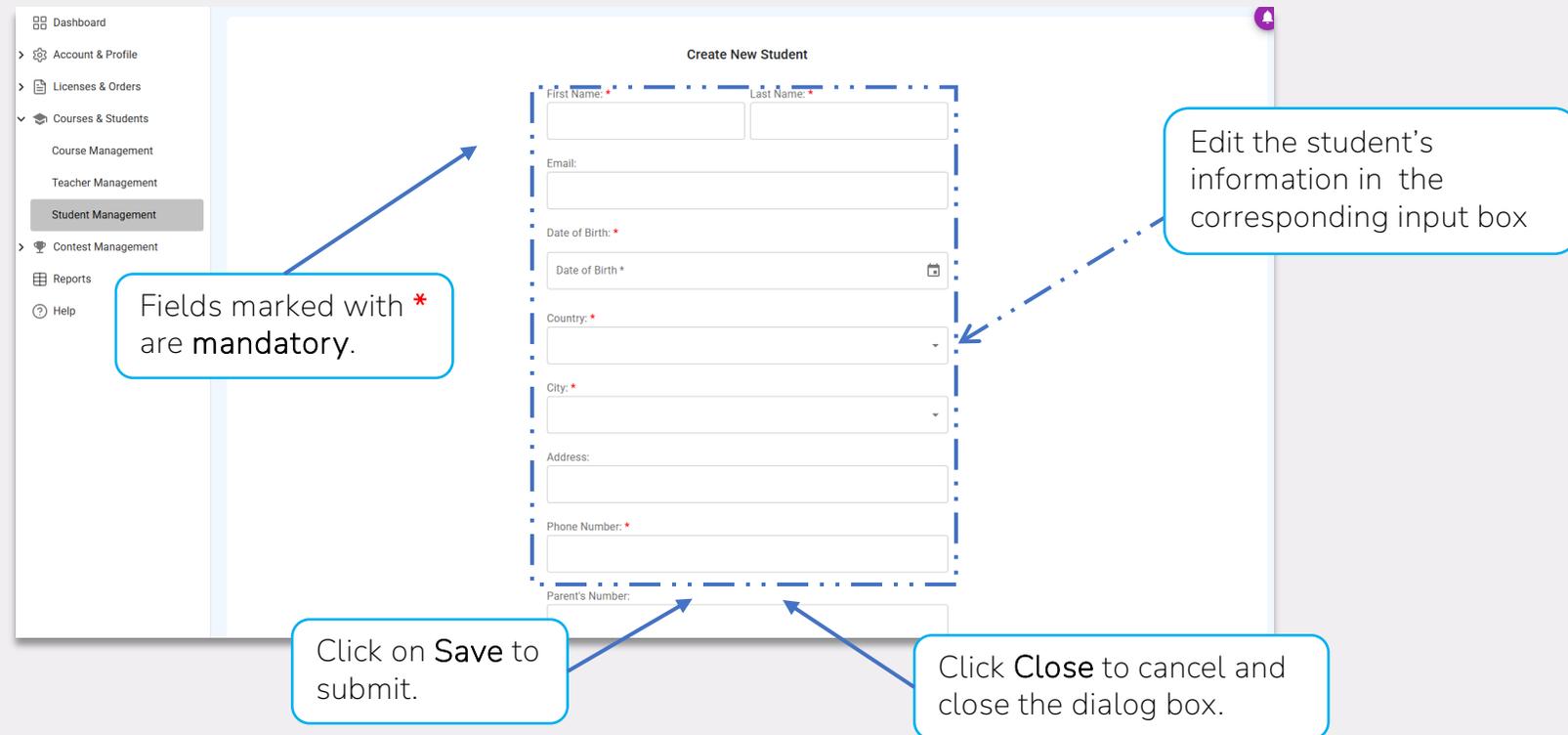
5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To add a new Student, click on **More** and select **Add New:** (Student Management screen)



Then, a dialog box will be displayed as below:

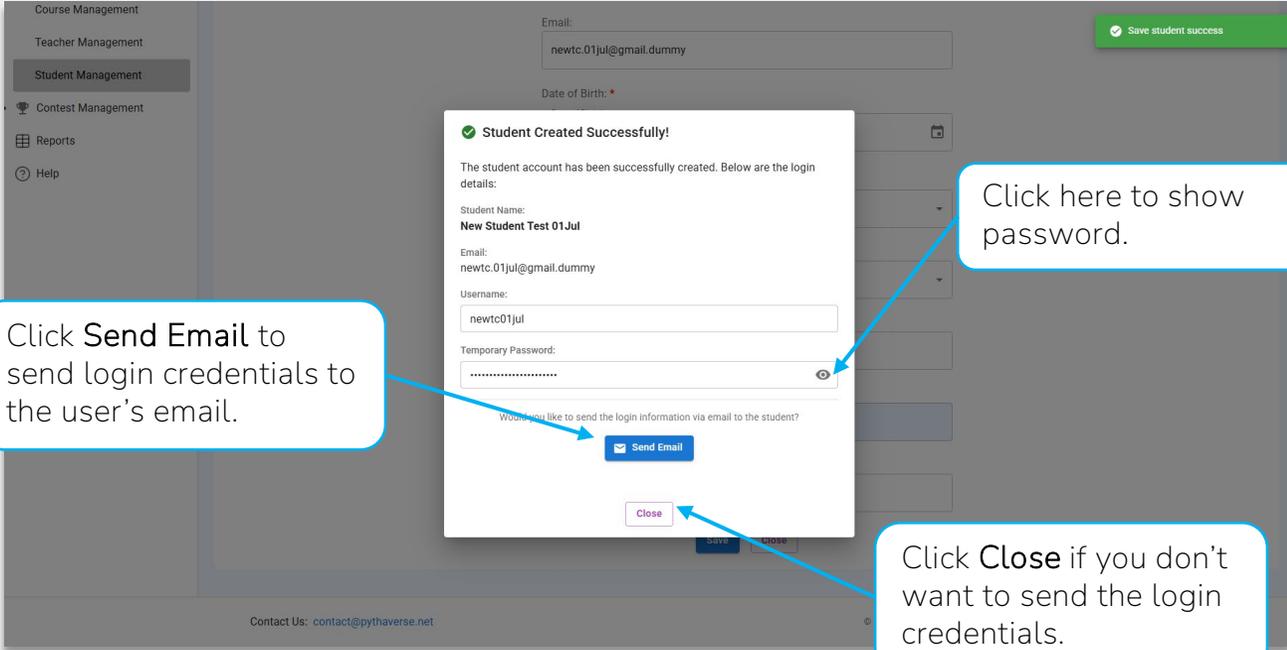


The screenshot shows a 'Create New Student' dialog box with a sidebar on the left. The sidebar includes: Dashboard, Account & Profile, Licenses & Orders, Courses & Students (with sub-items: Course Management, Teacher Management, Student Management), Contest Management, Reports, and Help. The 'Student Management' item is highlighted. The main dialog box contains the following fields: First Name (*), Last Name (*), Email, Date of Birth (*), Date of Birth (*), Country (*), City (*), Address, Phone Number (*), and Parent's Number. A dashed blue box highlights the mandatory fields. Annotations include: 'Fields marked with * are mandatory.' pointing to the asterisks; 'Edit the student's information in the corresponding input box' pointing to the Country field; 'Click on Save to submit.' pointing to the bottom right; and 'Click Close to cancel and close the dialog box.' pointing to the bottom left.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

After successfully creating a new student account, a dialog box appears to confirm in sending login details to the user's email:

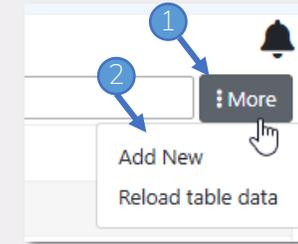


The screenshot shows a web interface with a sidebar on the left containing 'Course Management', 'Teacher Management', 'Student Management', 'Contest Management', 'Reports', and 'Help'. The main area displays a form for creating a student account with fields for 'Email' (newtc.01jul@gmail.dummy) and 'Date of Birth'. A green 'Save student success' button is visible. A white dialog box is centered on the screen with the title 'Student Created Successfully!' and a green checkmark icon. The dialog contains the following text: 'The student account has been successfully created. Below are the login details:'. It lists 'Student Name: New Student Test 01Jul', 'Email: newtc.01jul@gmail.dummy', and 'Username: newtc01jul'. There is a 'Temporary Password' field with a masked password and an eye icon to toggle visibility. Below this is a question: 'Would you like to send the login information via email to the student?'. There are two buttons: a blue 'Send Email' button with an envelope icon and a pink 'Close' button. Three callout boxes with blue arrows point to these buttons: 'Click Send Email to send login credentials to the user's email.' points to the 'Send Email' button, 'Click here to show password.' points to the eye icon, and 'Click Close if you don't want to send the login credentials.' points to the 'Close' button. The footer of the page says 'Contact Us: contact@pythaverse.net'.

5. Courses & Students

Viewing and managing courses, teachers' information and students' information.

To add a new Student, click on **More** and select **Add New**: (Student Management screen)



Then, a dialog box will be displayed as below:

Create New Student Account

Student Name:*	<input type="text"/>	<input type="text"/>	
Username:*	<input type="text"/>		
Password:*	<input type="password"/>		
Email Address:*	<input type="text"/>		
Date of Birth:*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country:*	<input type="text"/>		
State/City/Province:*	<input type="text"/>		
Address:	<input type="text"/>		
Parent's Number:	<input type="text"/>		

Click on **Submit** to save.
Click **Close** to cancel or close the dialog box.

Username: *

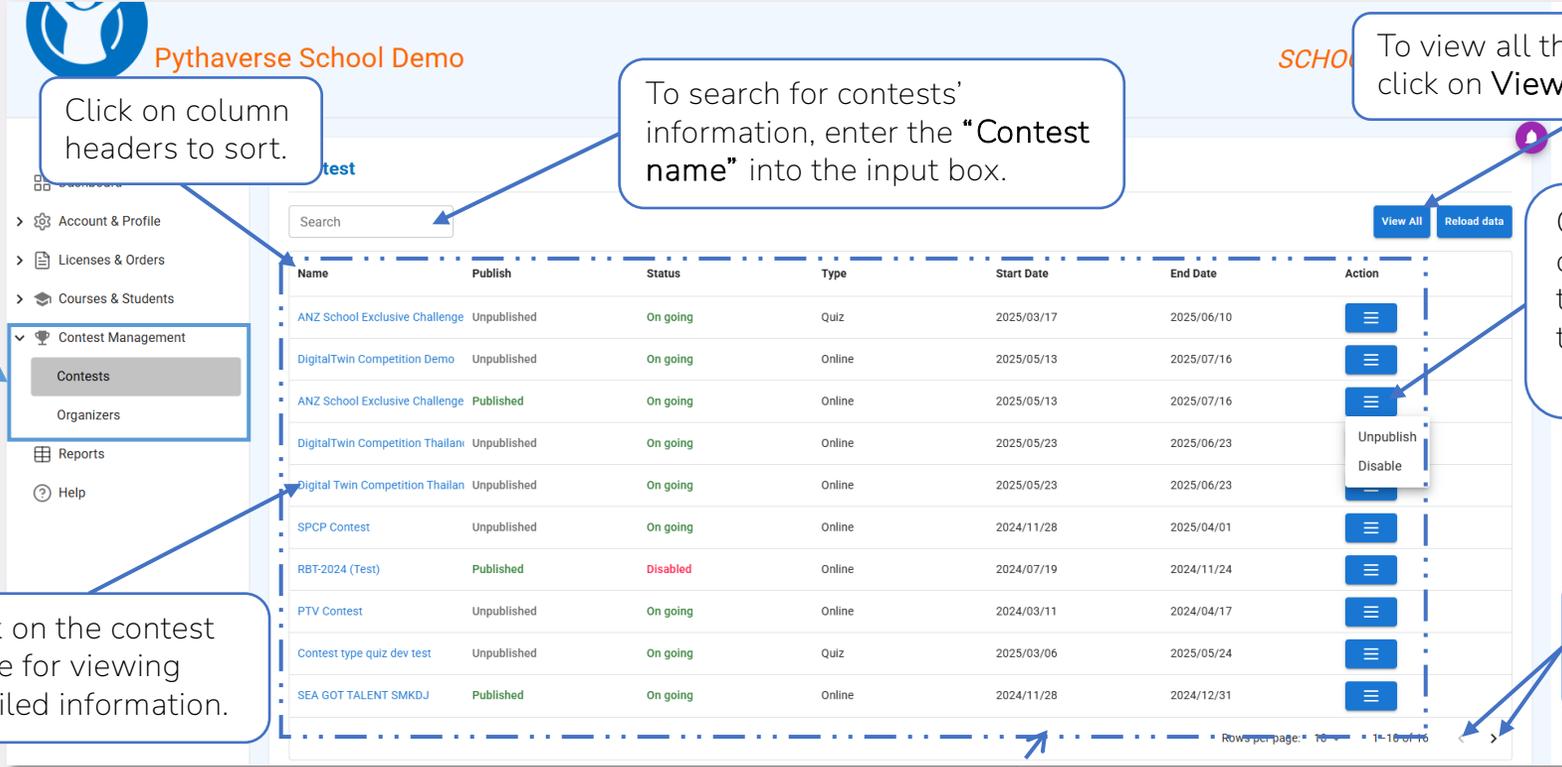
Fields marked with * are mandatory.

Enter the student's information in the corresponding input box

6. Contest Management

Tracking and updating contests organized on Pythaverse.

Click on **Contest Management** then select **Contests** to track and access contests managed by Pythaverse:



Pythaverse School Demo

Account & Profile
Licenses & Orders
Courses & Students
Contest Management
 Contests
 Organizers
Reports
Help

Search

View All Reload data

Name	Publish	Status	Type	Start Date	End Date	Action
ANZ School Exclusive Challenge	Unpublished	On going	Quiz	2025/03/17	2025/06/10	⋮
DigitalTwin Competition Demo	Unpublished	On going	Online	2025/05/13	2025/07/16	⋮
ANZ School Exclusive Challenge	Published	On going	Online	2025/05/13	2025/07/16	⋮
DigitalTwin Competition Thailand	Unpublished	On going	Online	2025/05/23	2025/06/23	⋮
Digital Twin Competition Thailand	Unpublished	On going	Online	2025/05/23	2025/06/23	⋮
SPCP Contest	Unpublished	On going	Online	2024/11/28	2025/04/01	⋮
RBT-2024 (Test)	Published	Disabled	Online	2024/07/19	2024/11/24	⋮
PTV Contest	Unpublished	On going	Online	2024/03/11	2024/04/17	⋮
Contest type quiz dev test	Unpublished	On going	Quiz	2025/03/06	2025/05/24	⋮
SEA GOT TALENT SMKDJ	Published	On going	Online	2024/11/28	2024/12/31	⋮

Rows per page: 10 1-16 of 16

Unpublish
Disable

To view all the contests, click on **View All**.

To search for contests' information, enter the "**Contest name**" into the input box.

Click on column headers to sort.

Click the button on the corresponding row, then choose the option to manage the contest.

Click on the contest name for viewing detailed information.

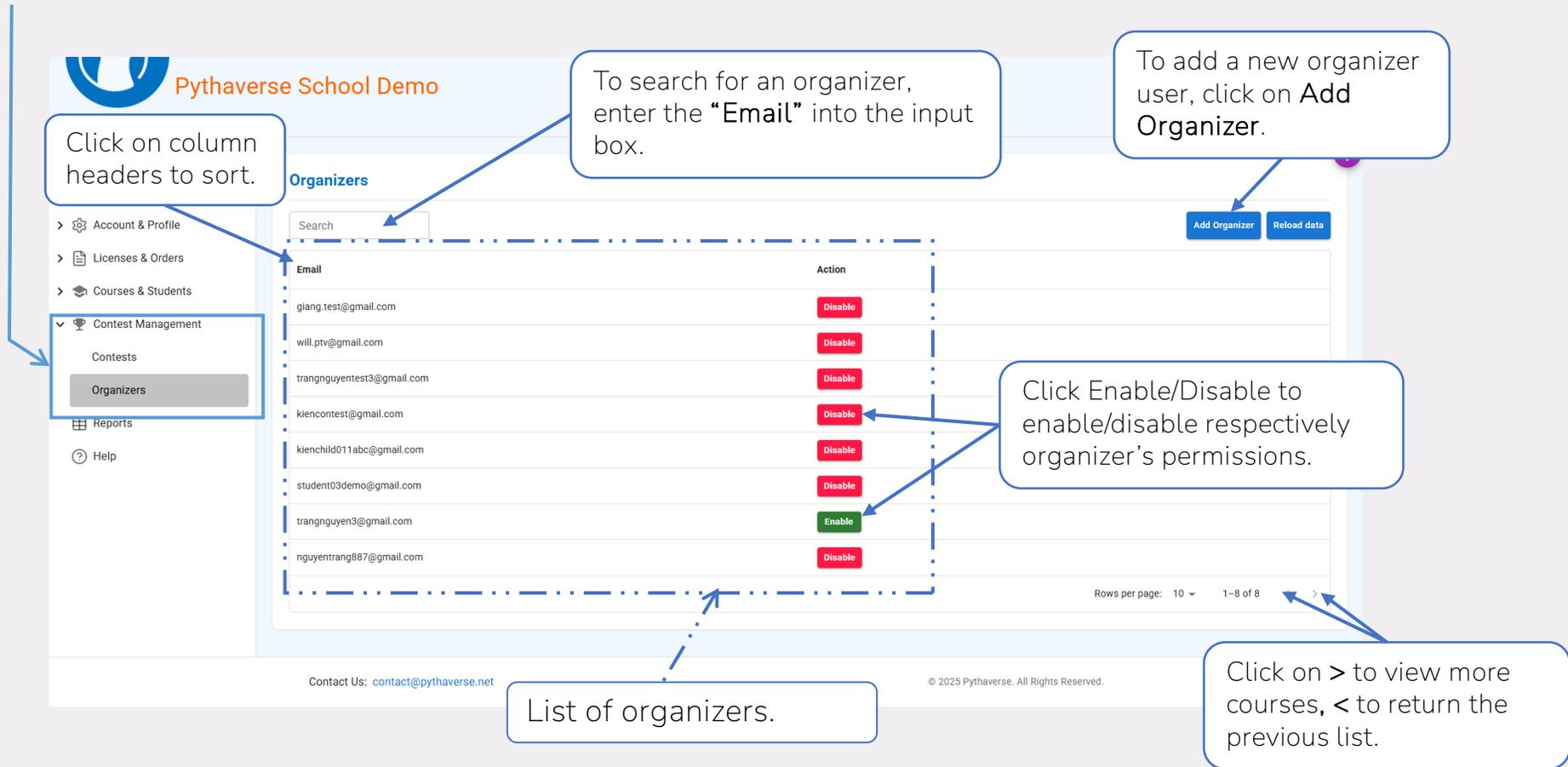
Click on > to view more courses, < to return the previous list.

List and schedule of competition that have taken place or are currently ongoing.

6. Contest Management

Tracking and updating contests organized on Pythaverse.

Click on **Contest Management** then select **Contests** to track and access contests managed by Pythaverse:



Pythaverse School Demo

Click on column headers to sort.

To search for an organizer, enter the "Email" into the input box.

To add a new organizer user, click on **Add Organizer**.

Click Enable/Disable to enable/disable respectively organizer's permissions.

List of organizers.

Click on > to view more courses, < to return the previous list.

Email	Action
giang.test@gmail.com	Disable
will.ptv@gmail.com	Disable
trangnguyentest3@gmail.com	Disable
kiencontest@gmail.com	Disable
kienchild011abc@gmail.com	Disable
student03demo@gmail.com	Disable
trangnguyen3@gmail.com	Enable
nguyentrang887@gmail.com	Disable

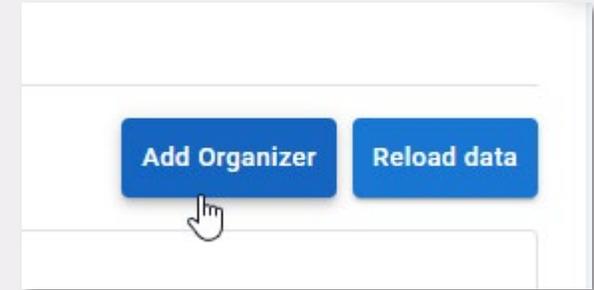
Rows per page: 10 | 1-8 of 8

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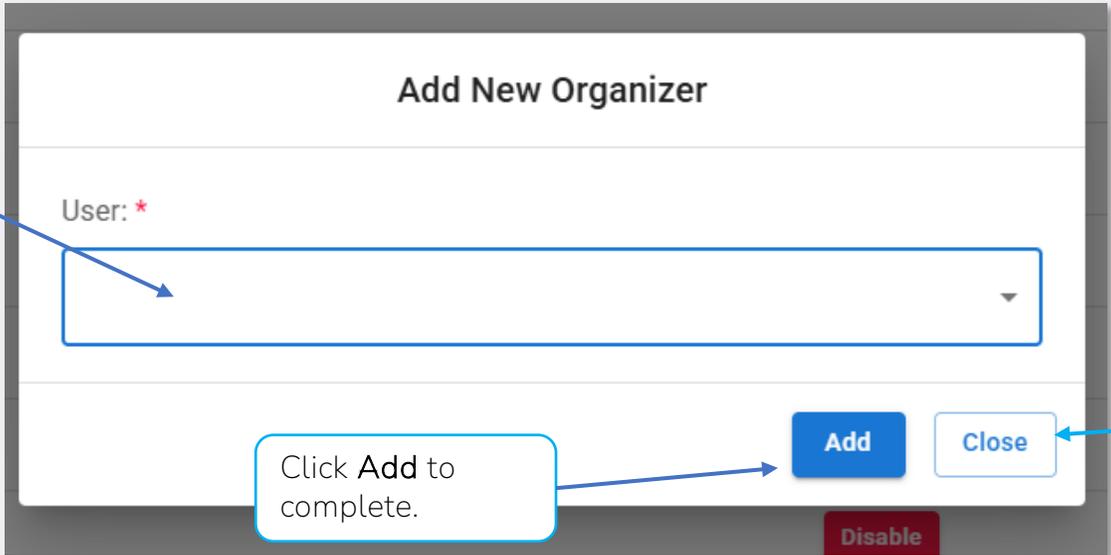
6. Contest Management

Tracking and updating contests organized on Pythaverse.

To add a new organizer, click **Add Organizer** (Organizers screen).



Then, a dialog box will be displayed as below:



Add New Organizer

User: *

Click to view and select the user that is eligible to become an organizer.

Click **Add** to complete.

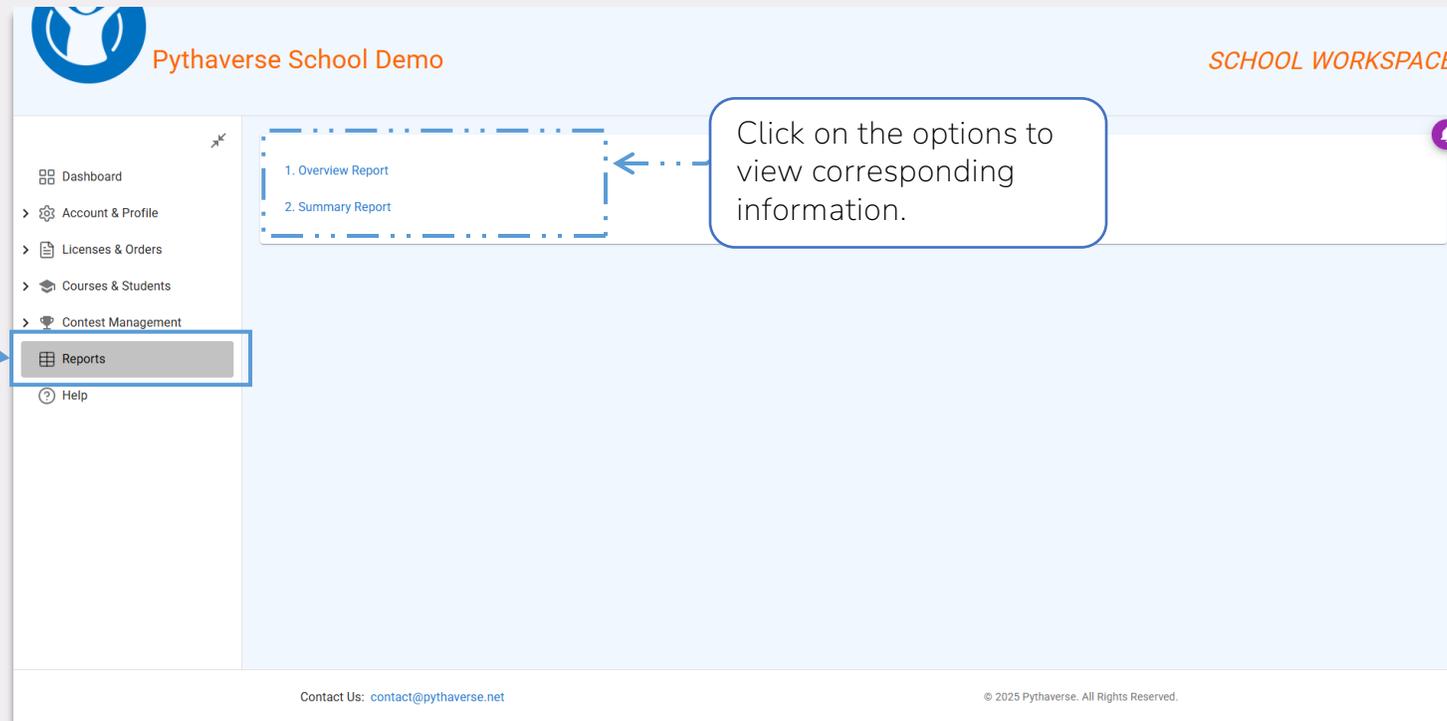
Click **Close** to cancel or close the dialog box.

Disable

7. Reports

Analyzing data from courses, classes, contests and more.

Click on **Reports** to reach the analyzed information.



7. Reports

Analyzing data from courses, classes, contests and more.

Click **Overview Report** to view the analysis about the course progress of students and teachers

1. Overview Report
2. Summary Report

Then the page will direct you to the report board like this:

The screenshot shows the 'School Overview Report' interface. A sidebar on the left contains navigation options: Dashboard, Account & Profile, Licenses & Orders, Courses & Students, Contest Management, Reports (highlighted), and Help. The main content area is titled 'School Overview Report' and includes a 'Report Filters' section with dropdowns for Time Period (Last 30 days), Course (All Courses), Group (All Groups), and Role (All). Below the filters are four summary cards: Active Students (0), Active Teachers (0), Avg. Completion Rate (39.11%), and Total Logins (44). At the bottom, there is an 'Activity Trend (Last 30 days)' chart showing Logins and Course Completions. A 'Report' menu is visible in the top left, and 'Excel' and 'CSV' download buttons are in the top right.

Annotations on the screenshot include:

- Click to go back previous screen. (points to the back arrow in the top left)
- Click to choose the time periods. (points to the Time Period dropdown)
- Click to select the course. (points to the Course dropdown)
- Click to select the group which belongs to the course. (points to the Group dropdown)
- Click to select role. (points to the Role dropdown)
- Click apply the filter. (points to the Apply Global button)
- Click to download the data as an Excel or CSV file. (points to the Excel and CSV buttons)
- List of the reports for the corresponding selection. All the section below will be affected by your selection. (points to the Report menu in the sidebar)

7. Reports

Analyzing data from courses, classes, contests and more.

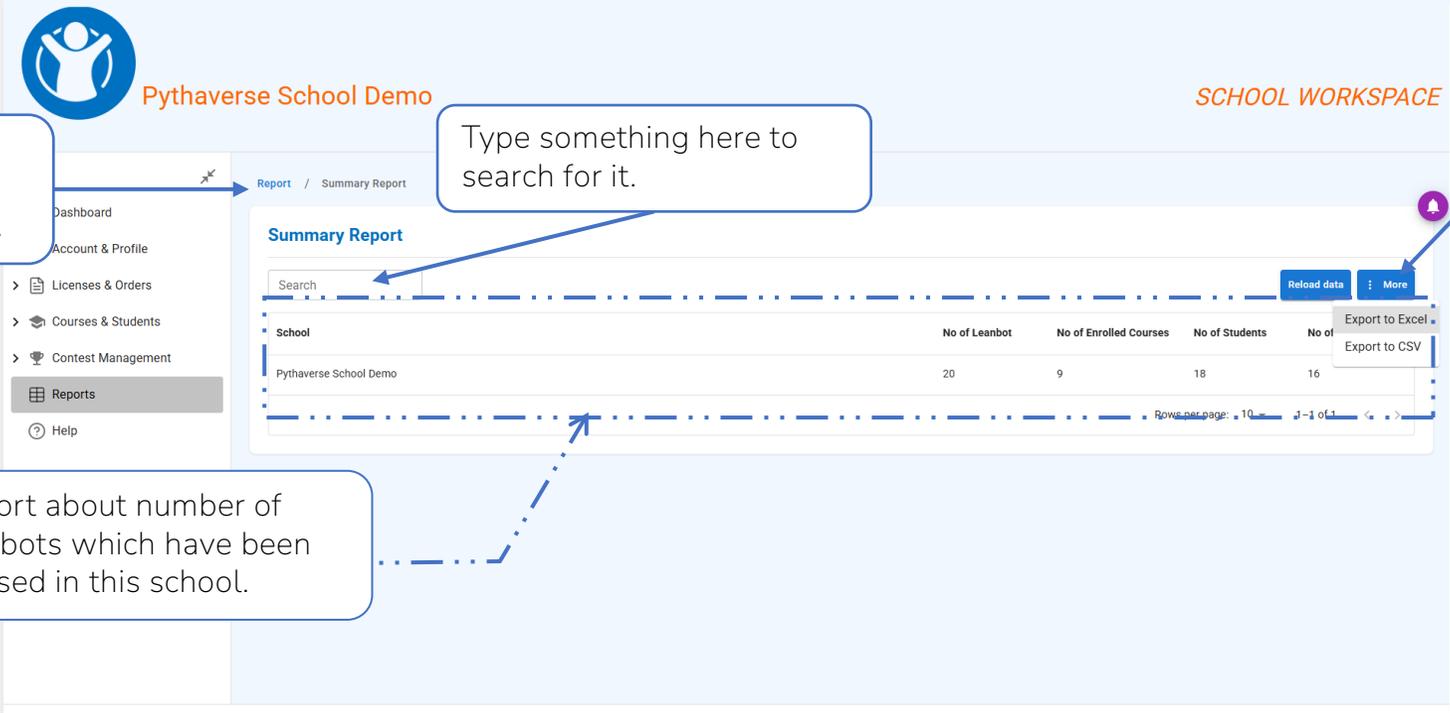
Click **Summary Report** to view the analysis about the course progress of students and teachers

1. Overview Report

2. Summary Report



Then the page will direct you to the report board like this:



Pythaverse School Demo SCHOOL WORKSPACE

Report / Summary Report

Click to choose the time periods.

Type something here to search for it.

Click **More** to view more options.

List of report about number of users/leanbots which have been enrolled/used in this school.

School	No of Leanbot	No of Enrolled Courses	No of Students	No of
Pythaverse School Demo	20	9	18	16

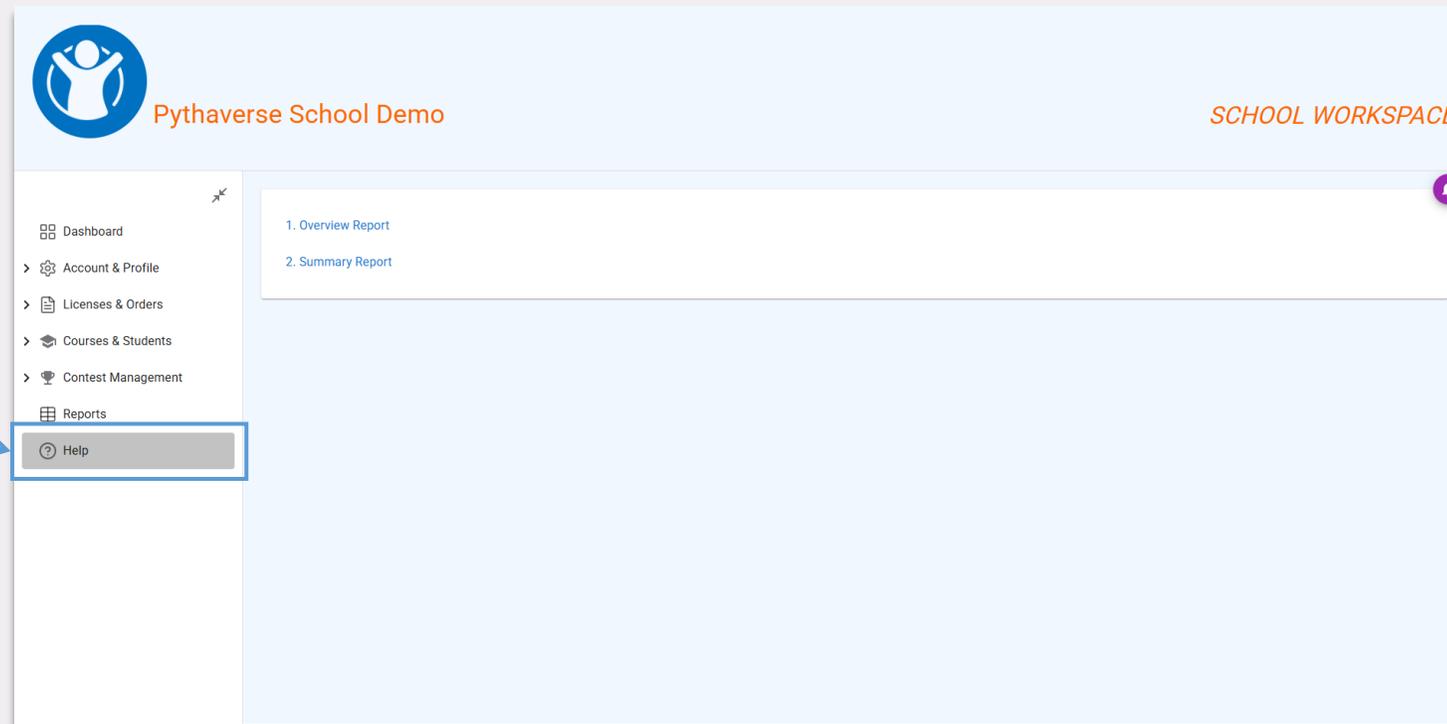
Export to Excel
Export to CSV

Rows per page: 10 1-1 of 1

8. Help center

Supporting users in using tools, features and documents on Pythaverse.

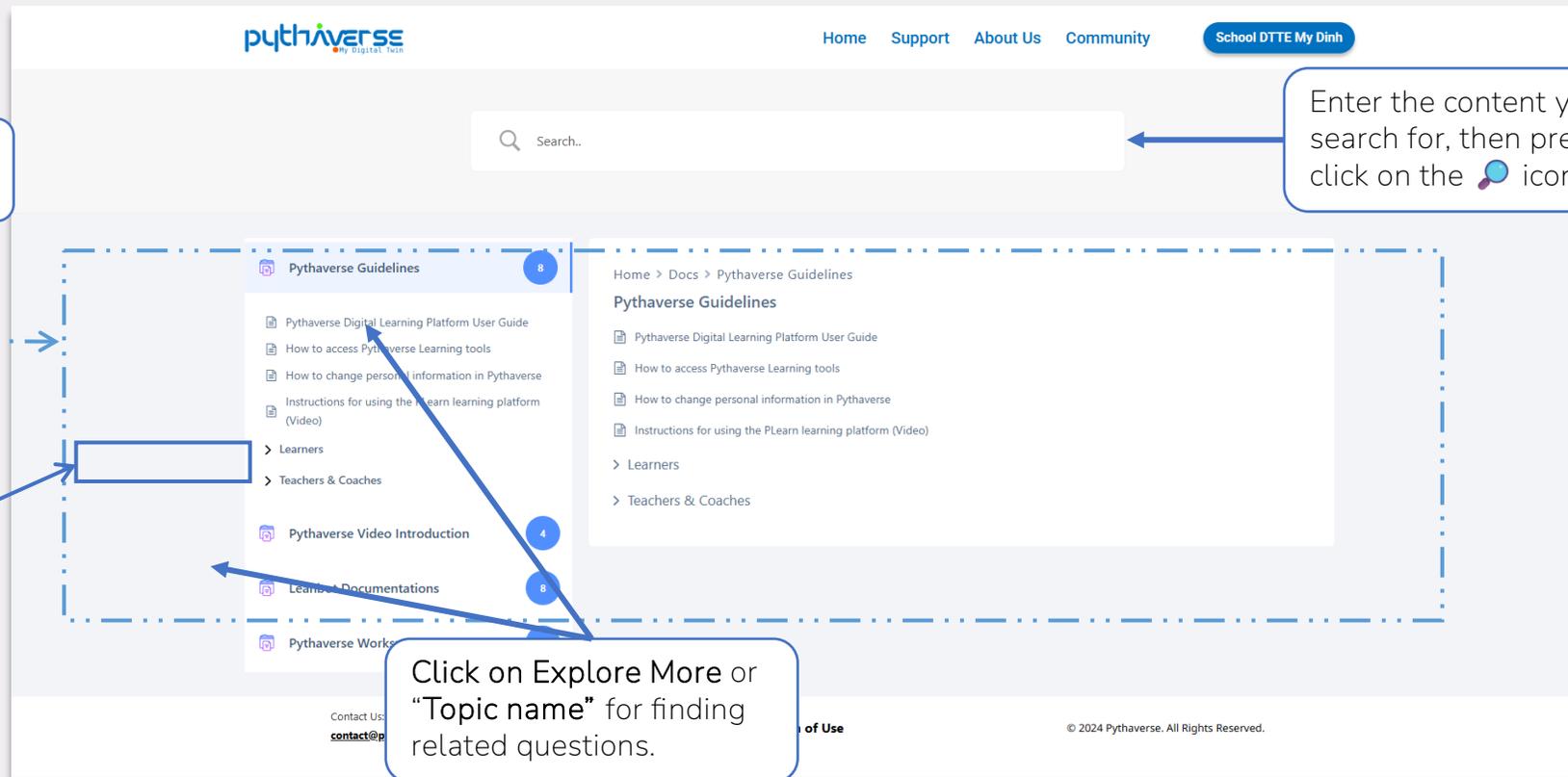
Click on **Help** to get redirected to the page to find guide and reference documentation:



8. Help center

Supporting users in using tools, features and documents on Pythaverse.

After that, the website will redirect you to the page for guidance on user inquiries and frequently asked questions, as shown below:



List of topics and questions, along with reference guides.

Enter the content you want to search for, then press **Enter** or click on the  icon to search.

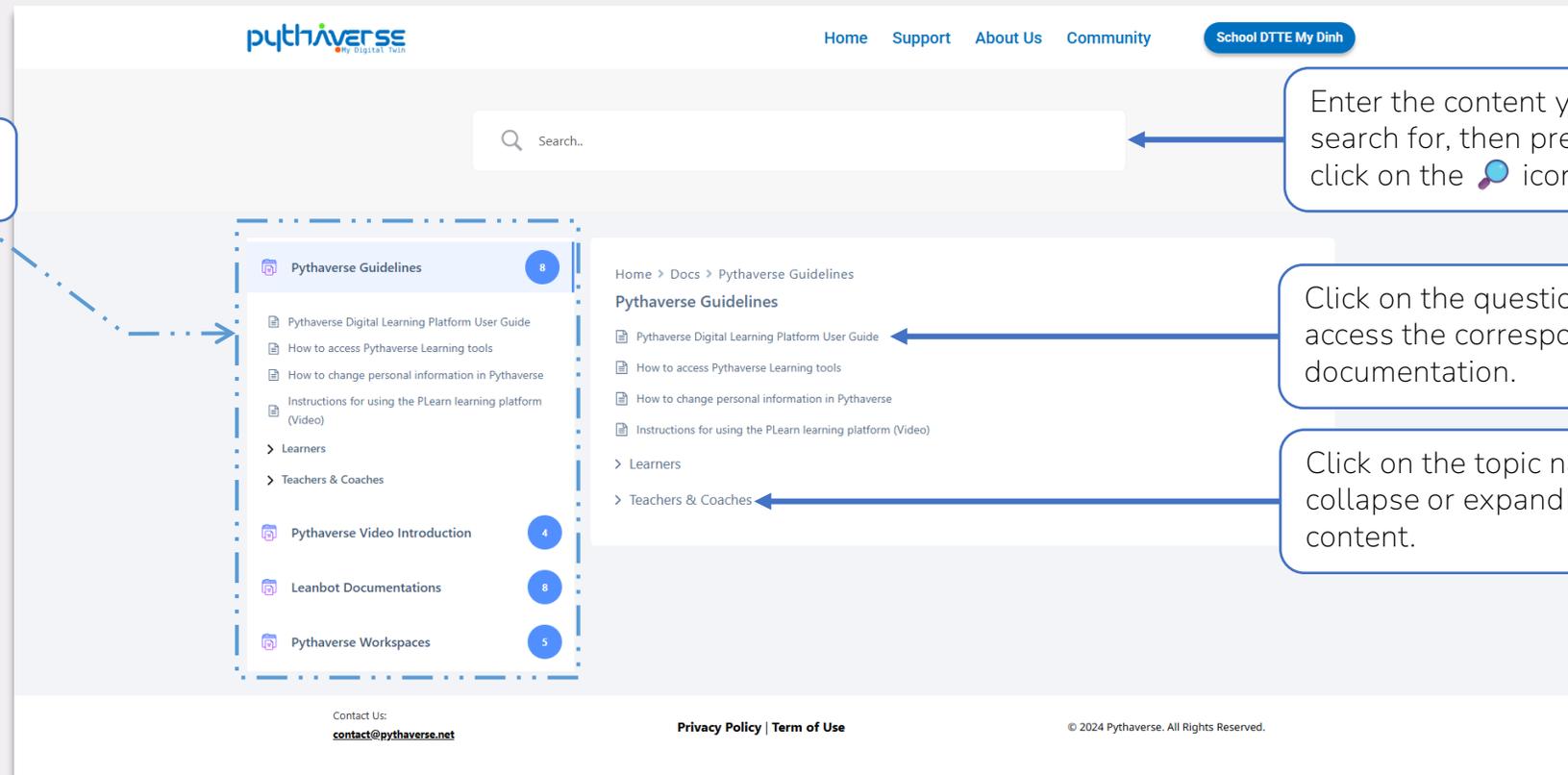
Click on the question to access the corresponding documentation.

Click on Explore More or "Topic name" for finding related questions.

8. Help center

Supporting users in using tools, features and documents on Pythaverse.

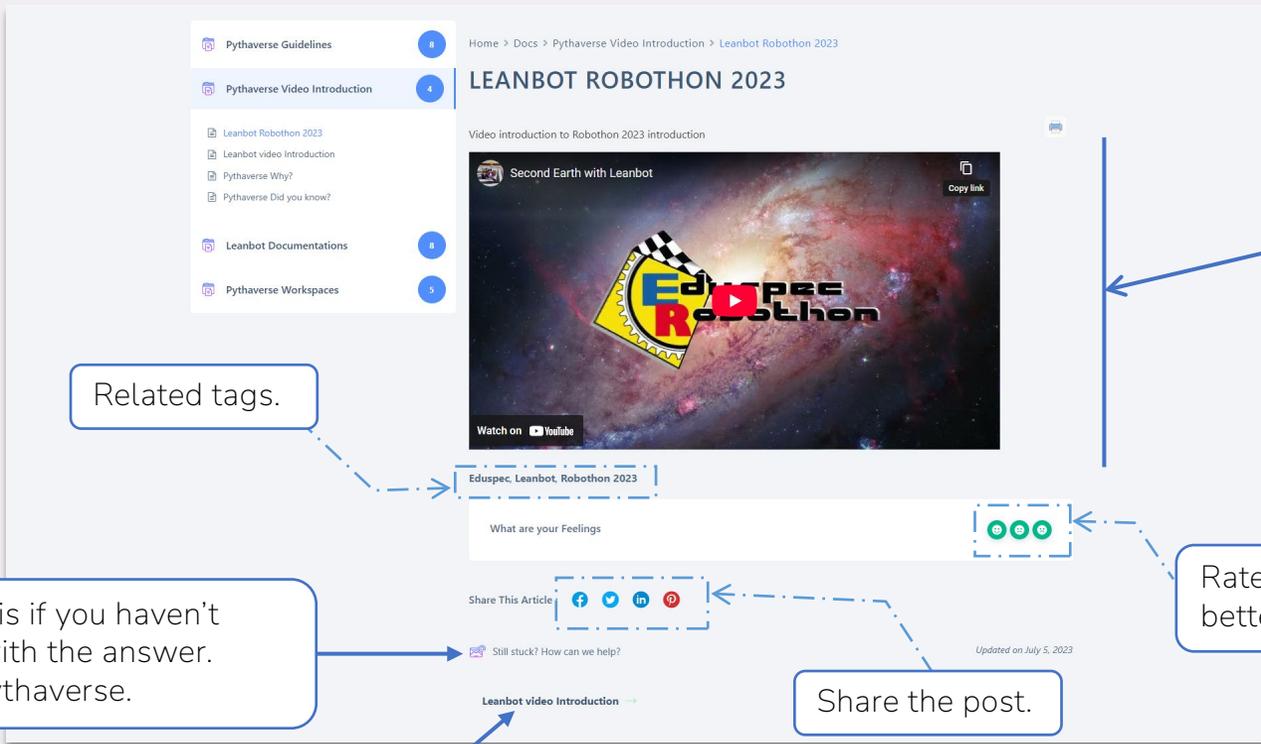
After that, the website will redirect you to the page for guidance on user inquiries and frequently asked questions, as shown below:



8. Help center

Supporting users in using tools, features and documents on Pythaverse.

After clicking on the question, user will get redirected to the guidance page like this:



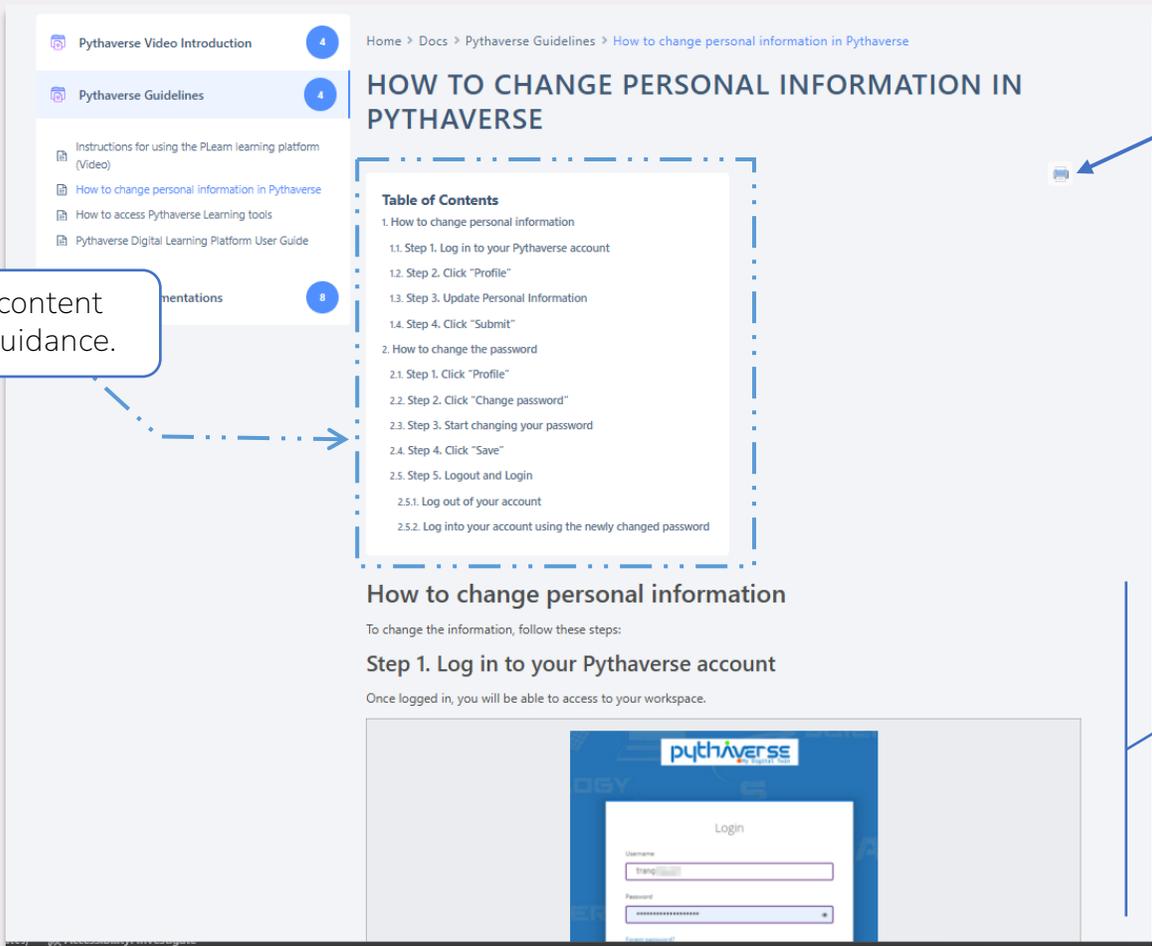
The screenshot shows a help center article page for 'LEANBOT ROBOTHON 2023'. The page includes a sidebar with navigation links, a main content area with a video player, and a footer with contact and related links. Callouts point to specific features:

- Related tags:** Points to the tag 'Eduspec, Leanbot, Robothon 2023' below the video player.
- The content of the guidance:** Points to the video player area.
- Rate the guide for better improvement:** Points to the rating stars below the video player.
- Share the post:** Points to the social sharing icons (Facebook, Twitter, LinkedIn, Pinterest).
- Click on this if you haven't satisfied with the answer. Contact Pythaverse:** Points to the 'Still stuck? How can we help?' link.
- Related documentation:** Points to the 'Leanbot video Introduction' link.

8. Help center

Supporting users in using tools, features and documents on Pythaverse.

Instructions for using the Text-based guide section.



The screenshot shows a help center article page. On the left is a navigation sidebar with items like 'Pythaverse Video Introduction', 'Pythaverse Guidelines', and 'Instructions for using the PLearn learning platform'. The main content area has a breadcrumb trail: 'Home > Docs > Pythaverse Guidelines > How to change personal information in Pythaverse'. The article title is 'HOW TO CHANGE PERSONAL INFORMATION IN PYTHAVERSE'. Below the title is a 'Table of Contents' section with a list of steps: 1. How to change personal information (with sub-steps 1.1-1.4), 2. How to change the password (with sub-steps 2.1-2.4), 2.5. Step 5. Logout and Login (with sub-steps 2.5.1 and 2.5.2). Below the table of contents is the main heading 'How to change personal information' followed by the instruction 'To change the information, follow these steps:'. The first step is 'Step 1. Log in to your Pythaverse account' with the subtext 'Once logged in, you will be able to access to your workspace.' At the bottom, there is a screenshot of the Pythaverse login page with fields for 'Username' and 'Password'.

Table of content for this guidance.

Click to print this document.

The content of this guidance.

School Workspace User guide

Version 0.3



8. Help Center

7. Reports

6. Contest Management

5. Courses & Students

4. Licenses & Orders

3. Account & Profile

2. Dashboard

1. Login