



Chamilo Guide – Al-Bashir Academy (V1)

Logging on for the first time

You will have already received an email with your login username and password as below:

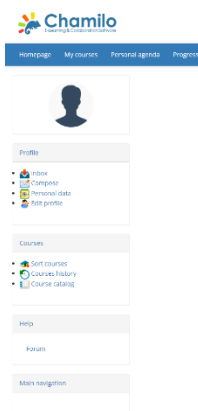


In this instance the username is “test” and the password is “dG35nDsF”. Click on the link in the email, or type the address into your internet browser. Alternatively click on: <http://chamilo.albashir.co.uk> .

This will bring you to the login page:

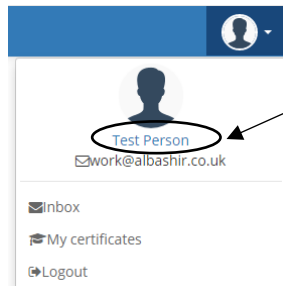
Enter your username and password into the correct box. *Please note that if you type an incorrect password you will need to verify the captcha that appears.* This will bring you onto our homepage. Congratulations, you have logged on!

Changing your password



On the home page click on the person icon on the top right corner. _____

Next click on your name to go to the settings:



The following profile page will open. Follow the next steps to change your password:



Profile

First name Test

Last name Person

Username test

Code

e-mail work@albasher.co.uk

Phone

Add image No file chosen
Only PNG, JPG or GIF images allowed

Language English

Graphical theme

Pass

New password

Confirm password

Skype

LinkedIn profile URL

Step 1: Enter your old password here.

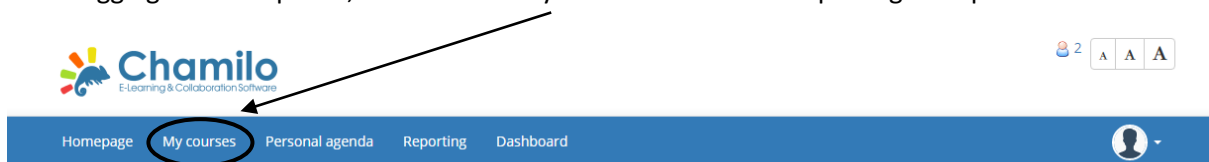
Step 2: Enter a new password here.

Step 3: Reenter the same new password here.

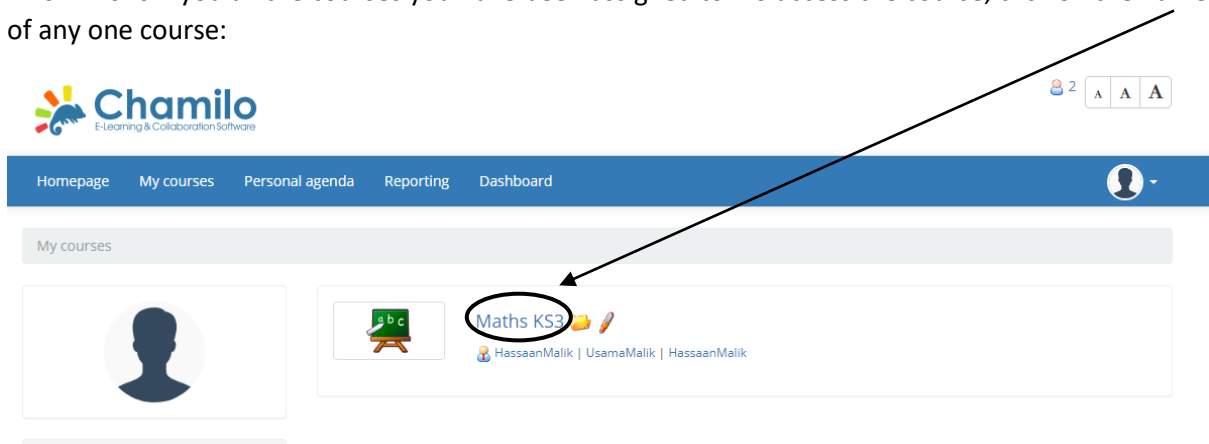
Step 4: Click here to save your new password.

Accessing the courses you're enrolled on

After logging onto the portal, click on the "My courses" tab in the top navigation panel:



This will show you all the courses you have been assigned to. To access the course, click on the name of any one course:





This will bring you to the home page of the course with all the relevant sections that you can access:

Checking and submitting your homework:

On the homepage of the course click on the announcement tab as shown above.

Title	By	Latest update	Detail
Maths Homework	Hassaan Malik	January 11, 2021 at 01:17 PM	
Welcome	Hassaan Malik	January 11, 2021 at 01:14 PM	

Click on the announcement to see your homework task.



Maths Homework

Complete the attached sheet on percentages and submit in the assignment.

Latest update : 14 minutes ago

Percentage Increase decrease.docx -

You can click on the file in the announcement to see the attachment. This could be part of your homework. Your teacher might add more files in the documents section of the course. Read the announcement carefully to see where your homework files have been placed.

After you complete the homework task, you will need to submit it in the assignment section. You can find this in the homepage of the course. Click on the assignment:

Maths KS3 / Assignments

Type	Title	Deadline	Feedback	Last upload
	Maths Homework	2021-01-14 23:59:00		

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Next click on upload assignment:

Maths KS3 / Assignments / Maths Homework

Upload my assignment

Maths Homework

Description

Submit your maths homework here

Type	Title	Feedback	Date	Detail
				No records to view

Then you can drag and drop the files into the blue space:

Upload [Upload \(Simple\)](#)

Click on the box below to select files from your computer (you can use CTRL + clic to select various files at a time), or drag and drop some files from your desktop directly over the box below. The system will handle the rest!

Click or drag and drop files here to upload them



Alternatively you can select the files and upload them with a title. Click on the “Upload (simple)” button to see the following screen.

Upload Upload (Simple)

Upload a document

* Title

File extension

* Upload a document No file chosen

* Required field

Sometimes your teacher might want you to write your response in the description box. Then you will see the screen below. In order to ensure you don't lose your work, complete such a task in Microsoft Word, then copy and paste it into the description part below:

Upload Upload (Simple)

Upload a document

* Title

File extension

Upload a document No file chosen

Description

Words: 0

* Required field

The latest version of this guide can be found on our website at <https://www.albashir.co.uk/chamilo/>

If you have any questions or need help with any other aspects of this application please contact Hassaan at hassaan@albashir.co.uk.