



LaoEdTech

Education Technology for Laos

Administrator Manual

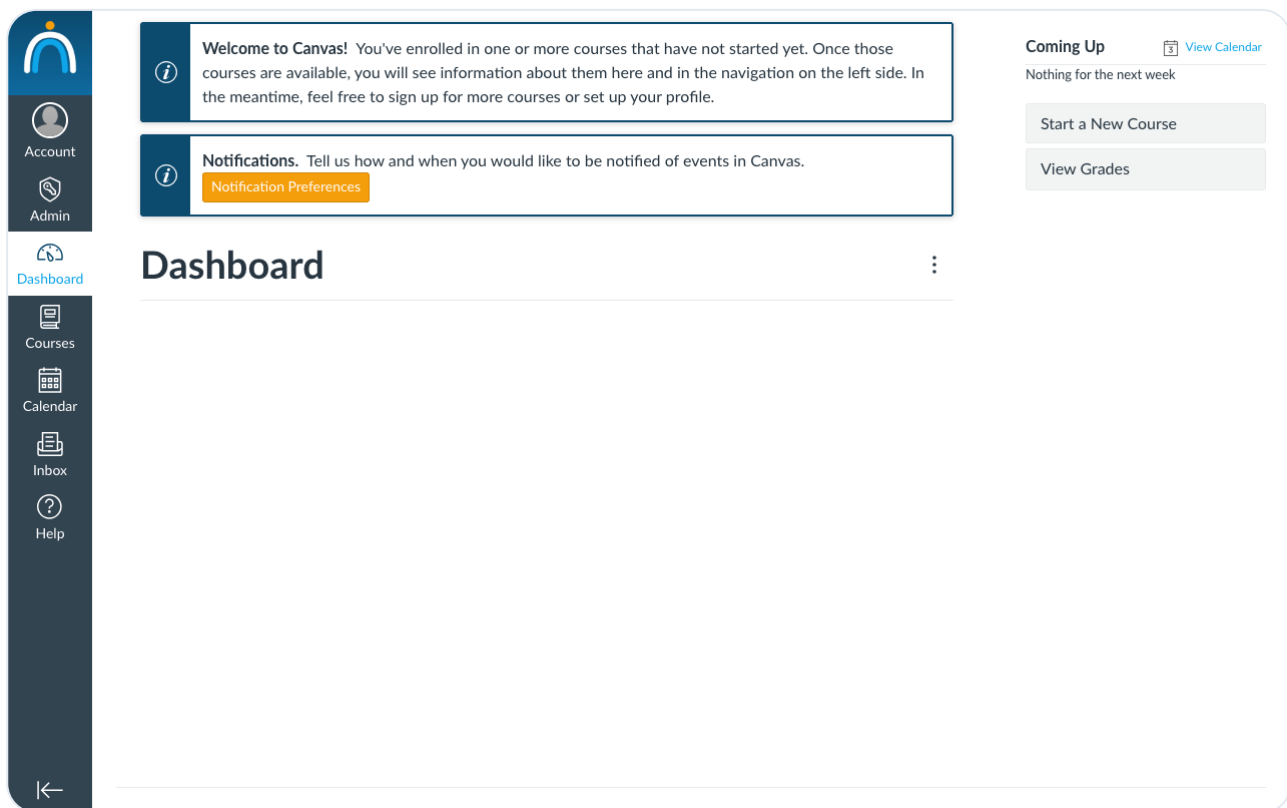
For school principals, IT leads, and account admins

Version 1.0 · April 2026

Table of Contents

1. First Login
2. Adding Teachers and Students
3. Bulk Import via CSV
4. Creating Courses and Sections
5. Setting Up Academic Terms
6. Setting Grading Schemes
7. Viewing Reports and Analytics
8. Resetting Passwords
9. Branding Your School's Portal
10. Getting Help

1. First Login



Admin dashboard view after first login.

When you receive your LaoEdTech login credentials from your school's account, follow these steps to log in for the first time and secure your account.

- 1 Open a browser and go to <https://canvas.laoedtech.com> (or whichever URL your school uses).
- 2 Enter your **email** (or username) and the **password** you were given.
- 3 Click **Log In**.
- 4 On first login, change your password immediately. Click **Account** → **Settings** → **Change Password** in the top right.

TIP

Use a password with at least 12 characters mixing letters, numbers, and symbols. Save it in a password manager — you'll regret writing it on a sticky note.

2. Adding Teachers and Students

The screenshot shows the 'People' page in the LaoEdTech interface. The page title is 'LaoEdTech > People'. On the left is a dark sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a top navigation bar with 'Courses', 'People', 'Statistics', 'Permissions', 'Outcomes', 'Rubrics', 'Grading', 'Question Banks', 'Sub-Accounts', 'Account Calendars', 'Terms', 'Authentication', 'SIS Import', 'Themes', 'Developer Keys', 'Apps', 'Admin Tools', 'ePortfolio Moderation', and 'Settings'. The 'People' section is active, showing a table of users. At the top right of the table area, there is a dropdown menu for 'All Roles', a search bar 'Search people...', a '+ People' button, and a checkbox 'Include deleted users in search results'.

Name	Email	SIS ID	Last Login	
KA Admin, Kingsada	kingsada_sengsavang@outlook.com		10:23pm	🗉 ✉️ 🖋️
A Admin, LaoEdTech	admin@laoedtech.com		11:30pm	🗉 ✉️ 🖋️
A Alan	kingsada_sengsavang1@outlook.com			🗉 ✉️ 🖋️
PB Bounmy, Phetsamone	student3.phetsamone@laoedtech.com			🗉 ✉️ 🖋️
DD Dee, Duang	duangdeethavyxok@gmail.com		Yesterday	🗉 ✉️ 🖋️
KK Keovichith, Kham	student5.kham@laoedtech.com		Saturday	🗉 ✉️ 🖋️
NK Khamvong, Noy	student2.noy@laoedtech.com			🗉 ✉️ 🖋️
K kingsada	kingsada_sengsavang@Outlook.com		10:25pm	🗉 ✉️ 🖋️
K Kingsada	kseng994@aucklanduni.ac.nz		Friday	🗉 ✉️ 🖋️
K Kingsada	duangdeethavyxok@gmail.com		Friday	🗉 ✉️ 🖋️
SP Phongsavath, Somchai	student1.somchai@laoedtech.com		11:29pm	🗉 ✉️ 🖋️
D Screenshot, Manual			11:12pm	🗉 ✉️ 🖋️

The People page — search, view, and add users at the account level.

Adding One User at a Time

- 1 In the left sidebar, click **Admin** and select your school account.
- 2 Click **People**, then click **+ People** in the top right.
- 3 Fill in:
 - **Full Name** — first and last name
 - **Email Address** — also serves as their login
 - **SIS ID** — your school's internal student/teacher ID (optional but recommended)

4

Click **Add User**.**IMPORTANT**

If users don't receive an invitation email, set their password manually by clicking **Edit** on their profile. Email delivery on new servers may need to be configured before invitations work.

3. Bulk Import via CSV

The screenshot shows the 'People' management page in LaoEdTech. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Help, and Settings. The main content area shows a list of users with columns for Name, Email, SIS ID, and Last Login. A search bar and a '+ People' button are visible at the top right of the list.

Name	Email	SIS ID	Last Login
Admin, Kingsada	kingsada_sengsavang@outlook.com		10:23pm
Admin, LaoEdTech	admin@laoedtech.com		11:30pm
Alan	kingsada_sengsavang1@outlook.com		
Bounmy, Phetsamone	student3.phetsamone@laoedtech.com		
Dee, Duang	duangdeethavyxok@gmail.com		Yesterday
Keovichith, Kham	student5.kham@laoedtech.com		Saturday
Khamvong, Noy	student2.noy@laoedtech.com		
kingsada	kingsada_sengsavang@Outlook.com		10:25pm
Kingsada	kseng994@aucklanduni.ac.nz		Friday
Kingsada	duangdeethavyxok@gmail.com		Friday
Phongsavath, Somchai	student1.somchai@laoedtech.com		11:29pm
Screenshot, Manual			11:12pm

Bulk imports populate the People list.

For adding many users at once (e.g., 200+ students at the start of an academic year), use the SIS Import feature. This is the only sane way to onboard a full school.

Required CSV Files

File	Contents
users.csv	All teachers and students
courses.csv	All courses (e.g., Math G7, English G8)
enrollments.csv	Who is enrolled in what course, as what role

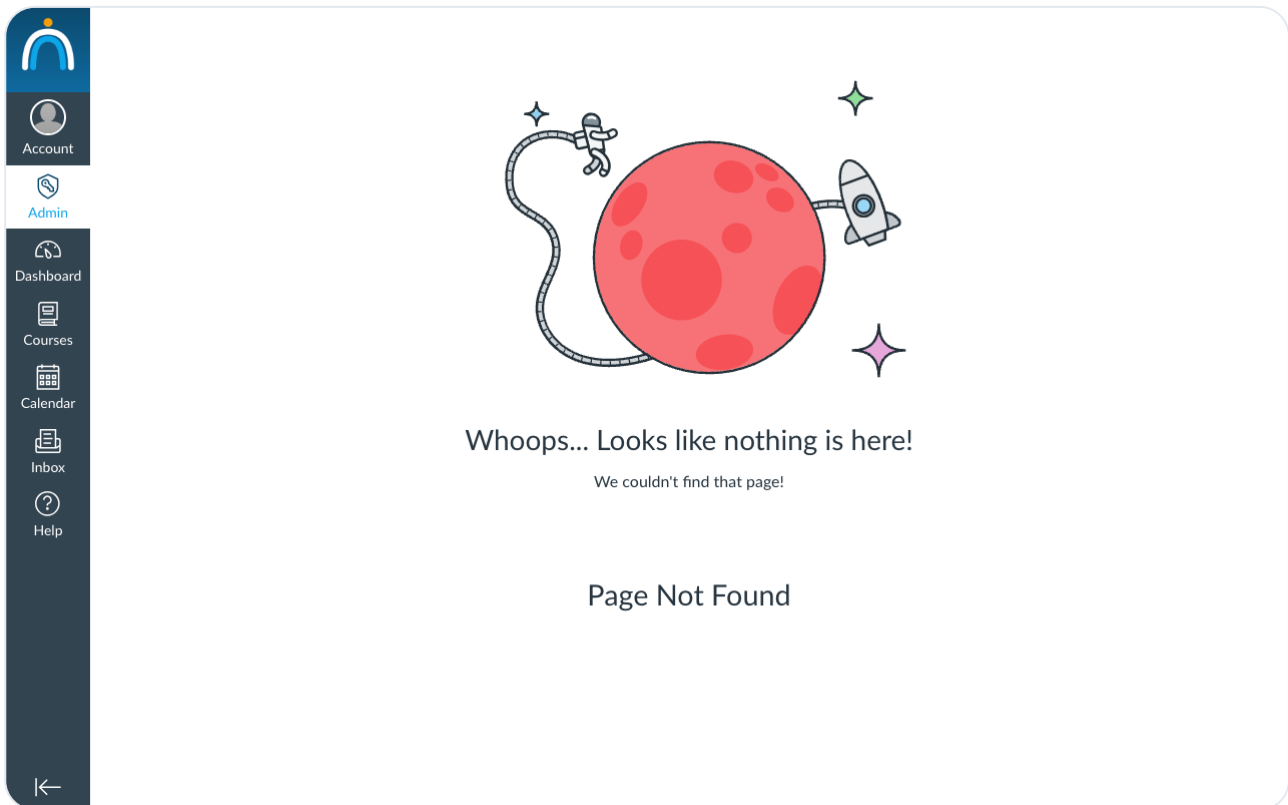
TEMPLATES

Contact LaoEdTech to receive ready-made CSV templates. Your school just fills in names and details — no formatting headaches.

Import Steps

- 1 Go to **Admin** → **Your School** → **SIS Import**.
- 2 Click **Choose File** and select the ZIP containing all 3 CSV files (or upload individually).
- 3 Click **Process Data**. Import takes 1-5 minutes depending on user count.
- 4 Review the error report (if any). Fix the CSV and re-import — Canvas matches existing rows by SIS ID, so re-imports are safe.

4. Creating Courses and Sections



All courses across the institution.

1 Admin → Your School → Courses → + Course.

2 Fill in:

- **Course Name** (e.g., "Mathematics — Grade 7")
- **Reference Code** (e.g., "MATH-7-2026")
- **SIS ID** (optional)
- **Term** — pick the academic term this course belongs to

3 Click **Create & Add Details**.

4 Add teachers and students by going to **People** → **+ People** inside the course. Set the role (Teacher / Student / TA) when adding.

5. Setting Up Academic Terms

The screenshot shows the 'LaoEdTech > Settings' page. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Help, and Settings. The main content area is titled 'Account Settings' and includes the following fields:

- Account Name:** LaoEdTech
- Default Language:** English (United States) (with a note: "This will override any browser/OS language settings. Preferred languages can still be set at the course/user level.")
- Default Due Time:** Account default (11:59pm) (with a note: "This influences the user interface for setting due dates. It does not change the time due for any existing assignments.")
- Default Time Zone:** Bangkok (+07:00/+07:00)
- Multi-Factor Authentication:** Disabled
- Allow logins to the mobile apps via the use of QR codes
- Allow Self-Enrollment:** Never
- Trusted HTTP Referers:** https://example.edu

An 'Update Settings' button is located at the bottom right of the settings area.

Account Settings — configure terms, defaults, and integrations.

Terms control when courses start and end. Useful for splitting an academic year into semesters or quarters, and for archiving old courses without deleting data.

1 Admin → Your School → Terms.

2 Click + **Term**, set the name (e.g., "AY 2026-2027 Term 1") and start/end dates. Save.

3 When creating courses going forward, assign them to the appropriate term so they auto-start and auto-end on the right dates.

6. Setting Grading Schemes

LaoEdTech supports multiple grading schemes. Lao schools commonly use 0-10 or 0-100 systems.

Scheme	Description
0-10	Out of 10, passing at 5
0-100	Out of 100, passing at 50
A-F	American letter grades
Custom	Define your own scale and pass thresholds

1

Admin → Your School → Settings → Grading Schemes.

2

Click + **Add Grading Scheme**, set the name and define each grade boundary (e.g., 90% = A, 80% = B, etc.).

3

Save, then apply to your courses by editing each course's settings or by setting it as the account default.

7. Viewing Reports and Analytics

The screenshot shows the 'Statistics' page in the LaoEdTech interface. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Help, and a back arrow. The main content area is titled 'LaoEdTech > Statistics' and includes the following sections:

- Account Statistics**
 - General Numbers**

Generated: Apr 26 at 6:59am

Courses:	1	over time
Teachers:	0	over time
Students:	1	over time
Users:	1	over time
 - File Storage**

Uploaded:	70.6 MB from 19 files	over time
Media:	0 Bytes from 0 files	over time
 - Recently Created Courses**
 - IELTS Preparation / [טסט IELTS](#) created Apr 26 at 8:02pm by [Manual Screenshots](#)
 - IELTS Preparation created Apr 25 at 10:25pm by [Kingsada Sengsavang](#)
 - Recently Started Courses**

None to show

Account-level statistics — enrolment, courses, activity.

As an admin, you have visibility into:

- Students with missing assignments
- Average score per course / per teacher
- Teacher and student login activity
- At-risk students (low scores or low engagement)
- Storage and bandwidth usage

1 Admin → Your School → **Statistics** or **Reports** in the left sidebar.

2 Choose the report type and date range, then click **Run Report**.

3 Reports can be downloaded as CSV for further analysis in Excel or shared with the school board.

USEFUL REPORTS FOR PRINCIPALS

- **Students with Failing Grades** — early warning for at-risk students
- **Last User Access** — find teachers who haven't logged in (might need training)
- **Course Activity** — which courses are being used vs. abandoned

8. Resetting Passwords

The screenshot shows the 'People' management page in LaoEdTech. The sidebar on the left contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'LaoEdTech > People' and includes a search bar, a dropdown menu for 'All Roles', and a checkbox for 'Include deleted users in search results'. Below this is a table of users with the following columns: Name, Email, SIS ID, and Last Login. Each row has a row menu with icons for edit, message, and delete.

Name	Email	SIS ID	Last Login
KA Admin, Kingsada	kingsada_sengsavang@outlook.com		10:23pm
A Admin, LaoEdTech	admin@laoedtech.com		11:30pm
A Alan	kingsada_sengsavang1@outlook.com		
PB Bounmy, Phetsamone	student3.phetsamone@laoedtech.com		
DD Dee, Duang	duangdeethavyxok@gmail.com		Yesterday
KK Keovichith, Kham	student5.kham@laoedtech.com		Saturday
NK Khamvong, Noy	student2.noy@laoedtech.com		
K kingsada	kingsada_sengsavang@Outlook.com		10:25pm
K Kingsada	kseng994@aucklanduni.ac.nz		Friday
K Kingsada	duangdeethavyxok@gmail.com		Friday
SP Phongsavath, Somchai	student1.somchai@laoedtech.com		11:29pm
D Screenshot, Manual			11:12pm

Click a user and choose "Reset Password" from the row menu.

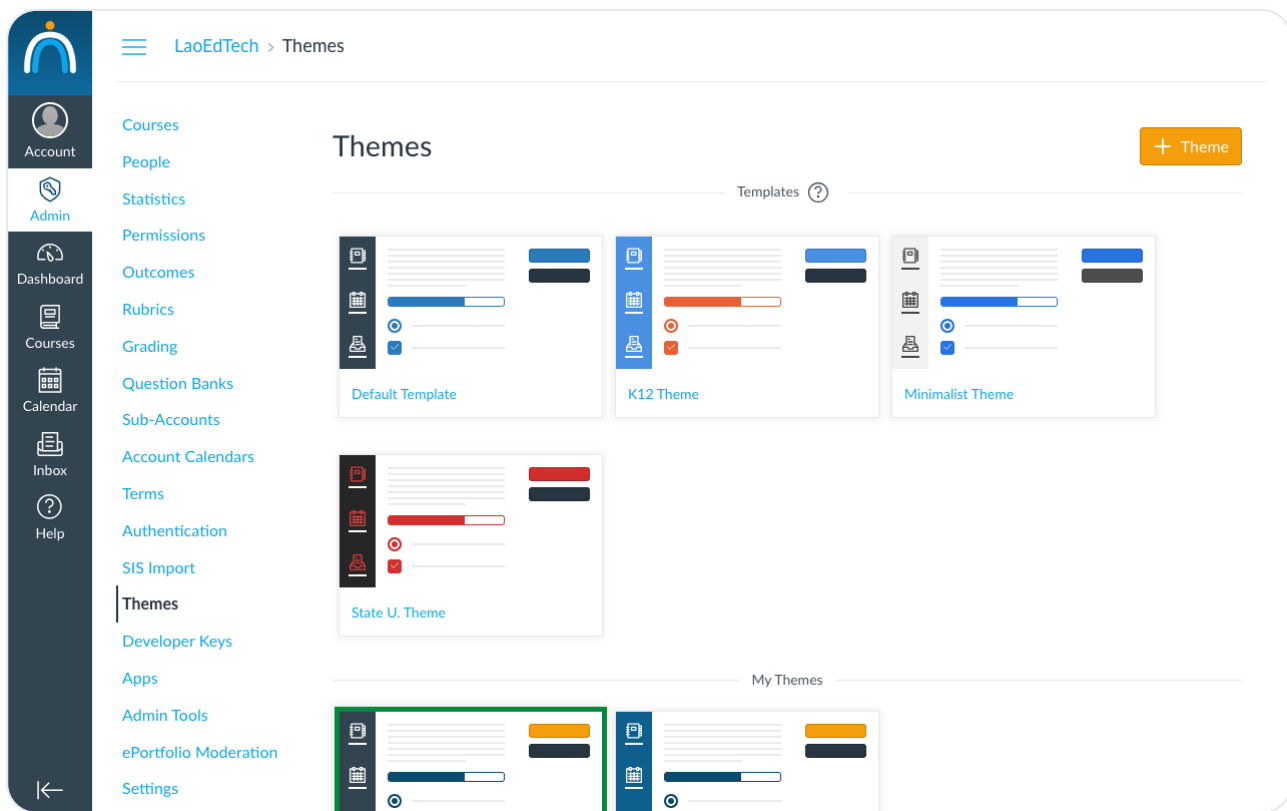
1 Admin → People, search for the user by name or email.

2 Click their name, then on the right click **Edit Account**.

3 Enter a new password (8+ characters), click **Update Login**.

4 Notify the user via Telegram, WhatsApp, or phone. Tell them to change it on first login.

9. Branding Your School's Portal



Themes — upload your school logo and set brand colors.

Make LaoEdTech feel like your school's own platform — your logo, your colors, your name.

1 Admin → Your School → Themes.

2 Click + **Theme**, then upload:

- School logo (PNG, ~200×80px, transparent background works best)
- Favicon (32×32px PNG)
- Primary brand color (hex code, e.g., #0c4a6e)
- Secondary/accent color

3 Click **Save**, then **Apply Theme** to make it live.

TIP

Preview the theme before applying — it shows you exactly what teachers and students will see. Test on both desktop and mobile.

10. Getting Help

Need Help?

WhatsApp: +856 20 52474277

Email: support@laoedtech.com

Web: <https://canvas.laoedtech.com>

The LaoEdTech team responds in Lao and English within 24 hours on weekdays. For urgent issues during exam periods, message Telegram for faster response.