



# LaoEdTech

Education Technology for Laos

## Student Manual

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Get the most out of your online classroom

Version 1.0 · April 2026

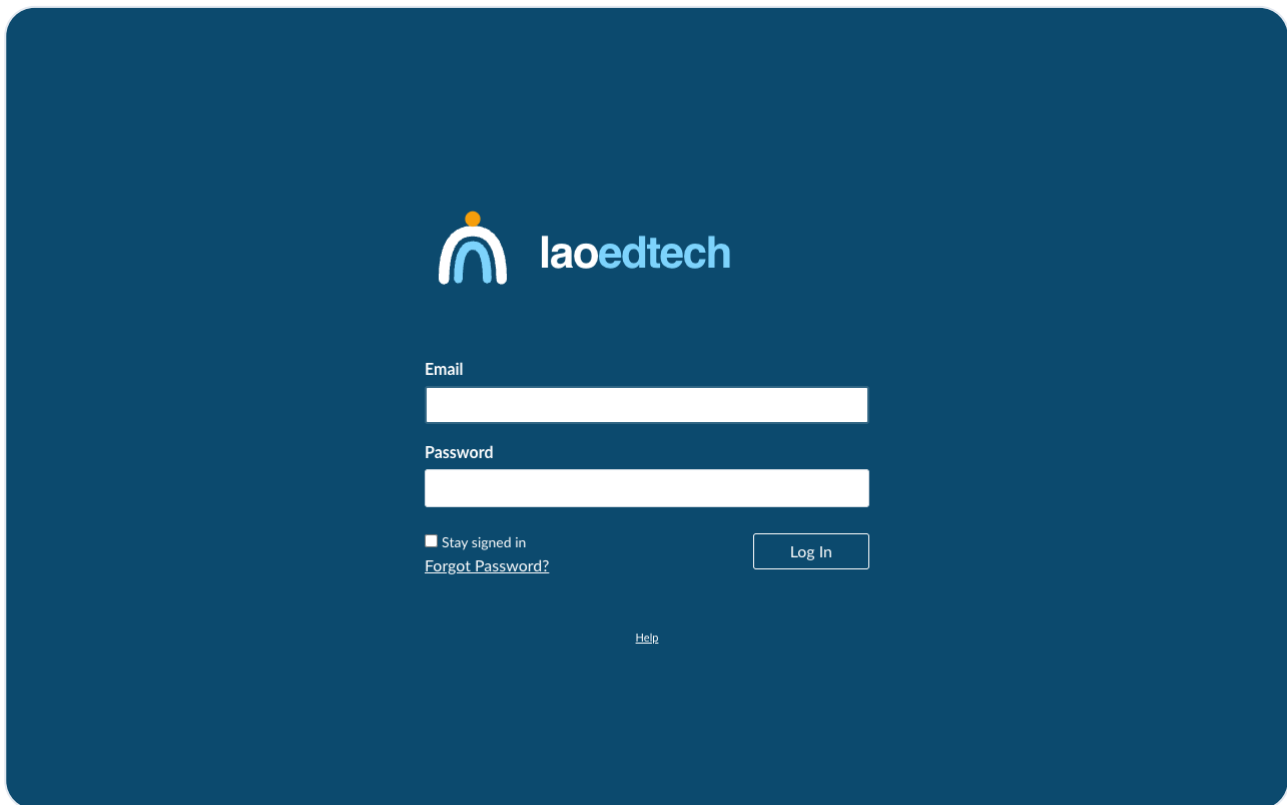
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# 1. Logging In

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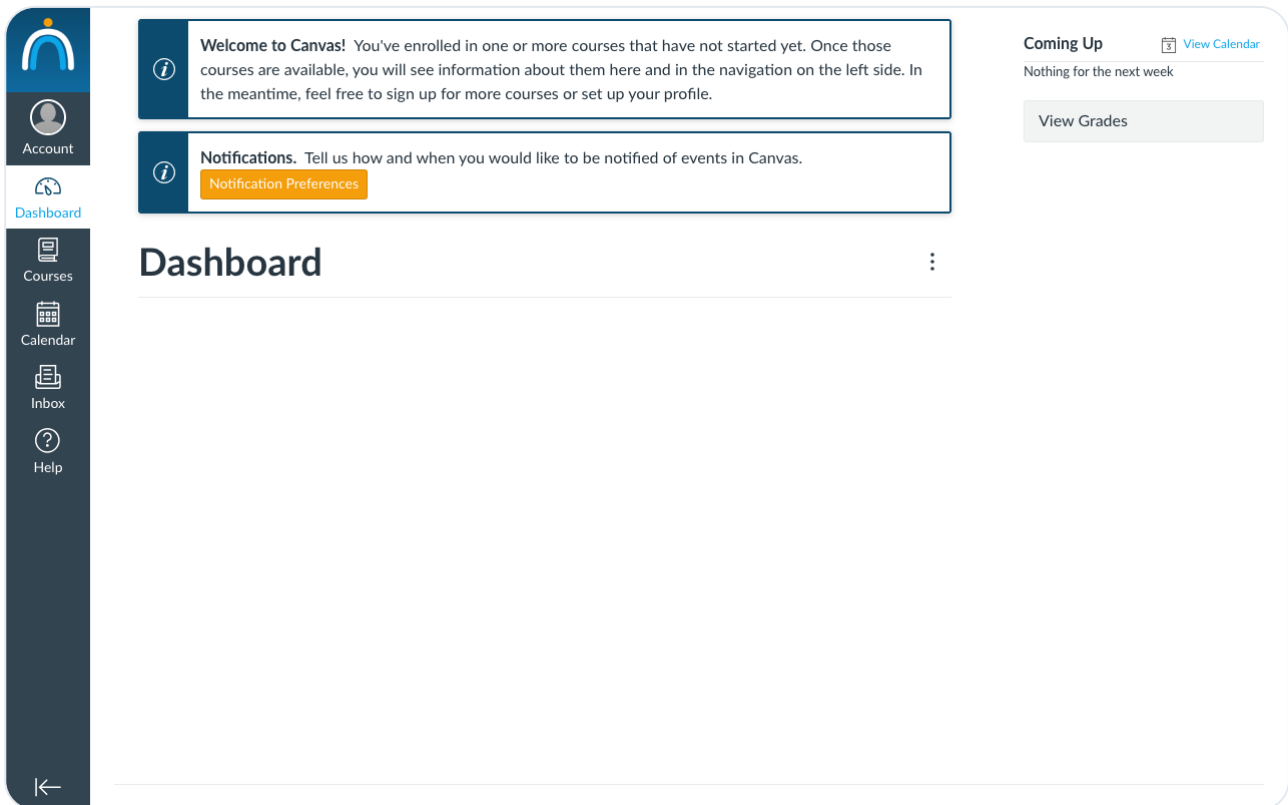
The LaoEdTech login page.

- 1 Open a browser (Chrome, Safari, Edge) and go to the URL your school gave you — usually <https://canvas.laoedtech.com> .
- 2 Enter your email (or username) and password.
- 3 Click **Log In**.

## **FORGOT YOUR PASSWORD?**

Click **Forgot Password?** below the Log In button to receive a reset email. If you don't get the email within 5 minutes, ask your teacher or school admin to reset it manually.

## 2. Finding Your Way Around



Student dashboard — your enrolled courses appear as cards.

After login, you'll see your **Dashboard** — a grid of all your courses. The far-left sidebar (Global Navigation) is the main way you move around LaoEdTech:

Menu Item	What It Does
<b>Account</b>	Profile, settings, change password, notifications
<b>Dashboard</b>	Home page — all your courses and what's coming up
<b>Courses</b>	Full list of every course you're enrolled in
<b>Calendar</b>	All assignments and quizzes across all courses, by date
<b>Inbox</b>	Messages from teachers and classmates
<b>History</b>	Pages you recently visited — useful for finding that one document

# 3. Viewing Courses and Lessons

The screenshot shows the user interface for the 'IELTS-REP > Syllabus' page. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a breadcrumb 'IELTS-REP > Syllabus' and a 'Jump to Today' link. The course title is 'IELTS Preparation / ການກຽມສອບ IELTS'. Below it is 'IELTS Preparation · ການກຽມສອບ IELTS'. A welcome message states: 'Welcome to LaoEdTech's IELTS demo course. This course shows you what a complete IELTS prep program on LaoEdTech looks like — bilingual content, real practice tasks, automatic grading, and discussion threads.' A section titled 'What you'll find here · ສິ່ງທີ່ມີໃນບັ້ງກຮູ້ສູດ' lists five modules: Module 1 (Listening), Module 2 (Reading), Module 3 (Writing), Module 4 (Speaking), and Module 5 (Test-day strategy). A 'Grading · ການໃຫ້ຄະແນນ' section lists: Vocabulary Quiz (30%), Reading Practice (20%), Writing Task 2 (30%), and Speaking Discussion (20%). A note at the bottom says: 'This is a demonstration course. Use it to feel how LaoEdTech works for your school. We can build a course like this for any subject — IELTS, TOEFL, university prep, or your own curriculum — in a few days.' On the right, there is a 'View Course Stream' button and a calendar for April 2026 showing dates from 29 to 9. A note below the calendar states: 'Course assignments are not weighted.'

Inside a course — the home view.

The screenshot shows the user interface for the 'IELTS-REP > Modules' page. The sidebar is identical to the previous screenshot. The main content area has a breadcrumb 'IELTS-REP > Modules'. The course title is 'IELTS Preparation / ການກຽມສອບ IELTS'. Below it, the text reads: 'No modules have been defined for this course.'

Modules tab — lessons grouped into units you work through in order.

- 1 On the Dashboard, click a course tile to open it.
- 2 The course's left menu shows: **Home, Modules, Assignments, Quizzes, Discussions, Grades, People, Files.**
- 3 Click **Modules** to see all the lessons your teacher has organized — usually in chapter order.
- 4 Click any document, video, or page to open it. PDFs can be downloaded for offline reading.

## 4. Submitting Assignments

The screenshot shows the 'IELTS-PREP > Assignments' page. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area has a breadcrumb 'IELTS-PREP > Assignments', a search bar, and buttons for 'SHOW BY DATE' and 'SHOW BY TYPE'. Below this is a section titled 'Undated Assignments' containing a list of three items: 'Writing Task 2 – graded essay' (100 pts), 'Reading practice – short passage' (80 pts), and 'IELTS Vocabulary Quiz · 8 questions' (80 pts).

The Assignments tab showing every task to submit.

- 1 Inside a course, click **Assignments** in the left menu. Or open the assignment from your **Dashboard** "To Do" list.
- 2 Pick the assignment. Note the **Due Date** at the top.
- 3 Click **Start Assignment** or **Submit Assignment** in the top right.
- 4 Choose how you want to submit:
  - **File Upload** — PDF, Word, image, ZIP, etc.
  - **Text Entry** — type your answer in a text box
  - **Website URL** — for projects with an online link
  - **Media** — record audio or video (great for language oral practice)

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Click **Submit Assignment**. A confirmation appears.

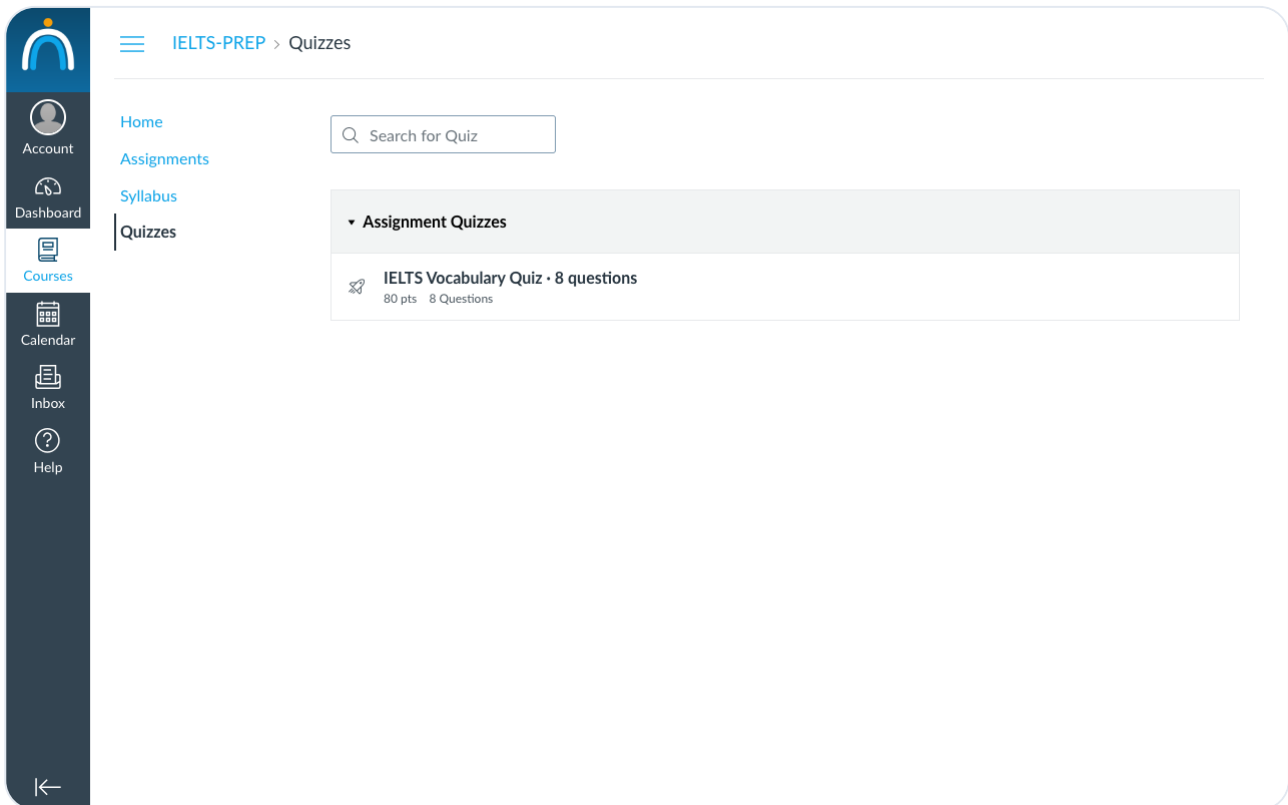
**IMPORTANT — VERIFY YOUR SUBMISSION**

Always check the status shows "**Submitted**" in the top right after you submit. If it still says "Not submitted," your work was NOT sent. Re-submit immediately.

**TIP — LATE SUBMISSIONS**

If you submit after the due date, the assignment is marked "Late." Some teachers accept late work with a penalty; others don't accept it at all. Check your syllabus.

## 5. Taking Quizzes



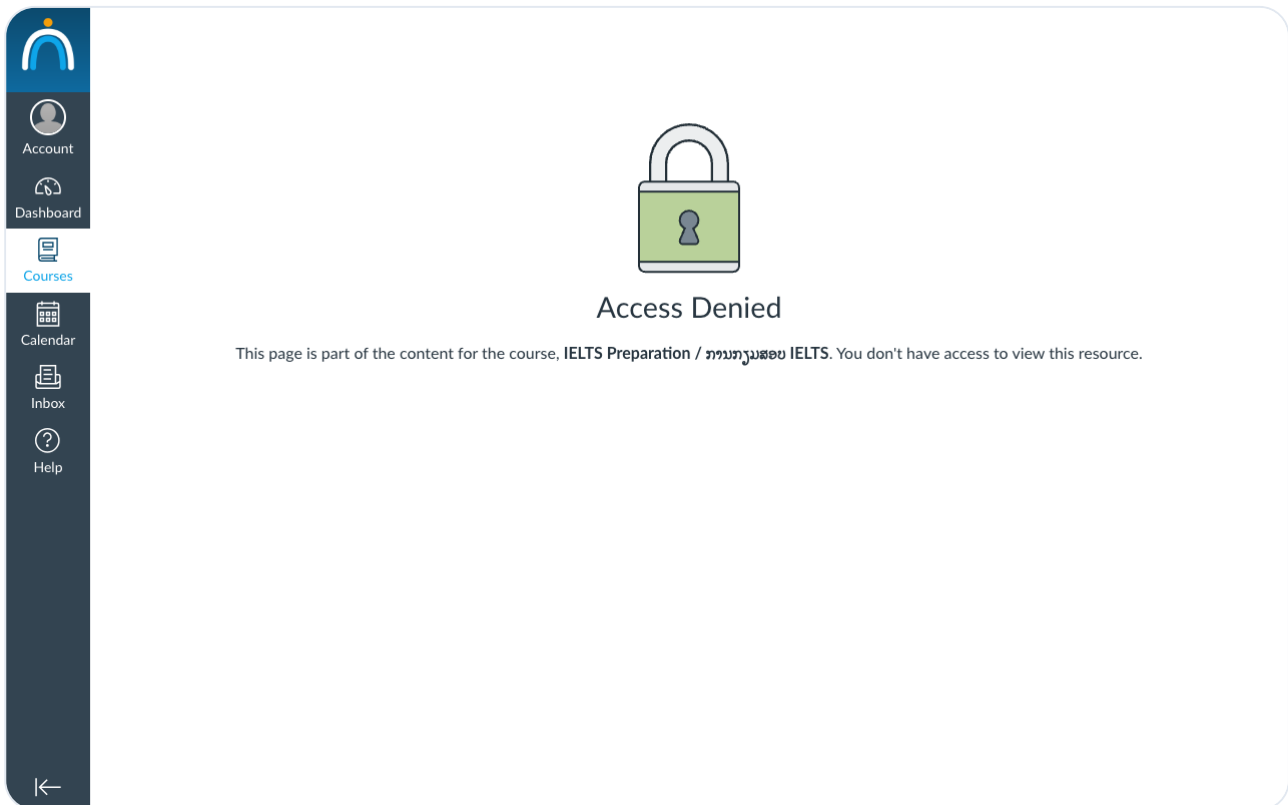
Quizzes — auto-graded for multiple choice; teacher-graded otherwise.

- 1 Inside a course → **Quizzes** → choose the quiz.
- 2 Read the instructions: time limit, number of questions, attempts allowed, what's allowed (notes? calculator?).
- 3 Click **Take the Quiz** to start. The timer starts immediately if there's a time limit.
- 4 Answer each question. The timer (top right) shows time remaining.
- 5 When done, click **Submit Quiz** at the bottom. Don't forget — un-submitted answers don't count!

**CRITICAL — DON'T CLOSE THE BROWSER**

Don't close the browser tab or restart your computer mid-quiz — your answers may be lost. If your internet drops, refresh the page and continue. If the timer runs out, your work auto-submits.

## 6. Checking Your Grades



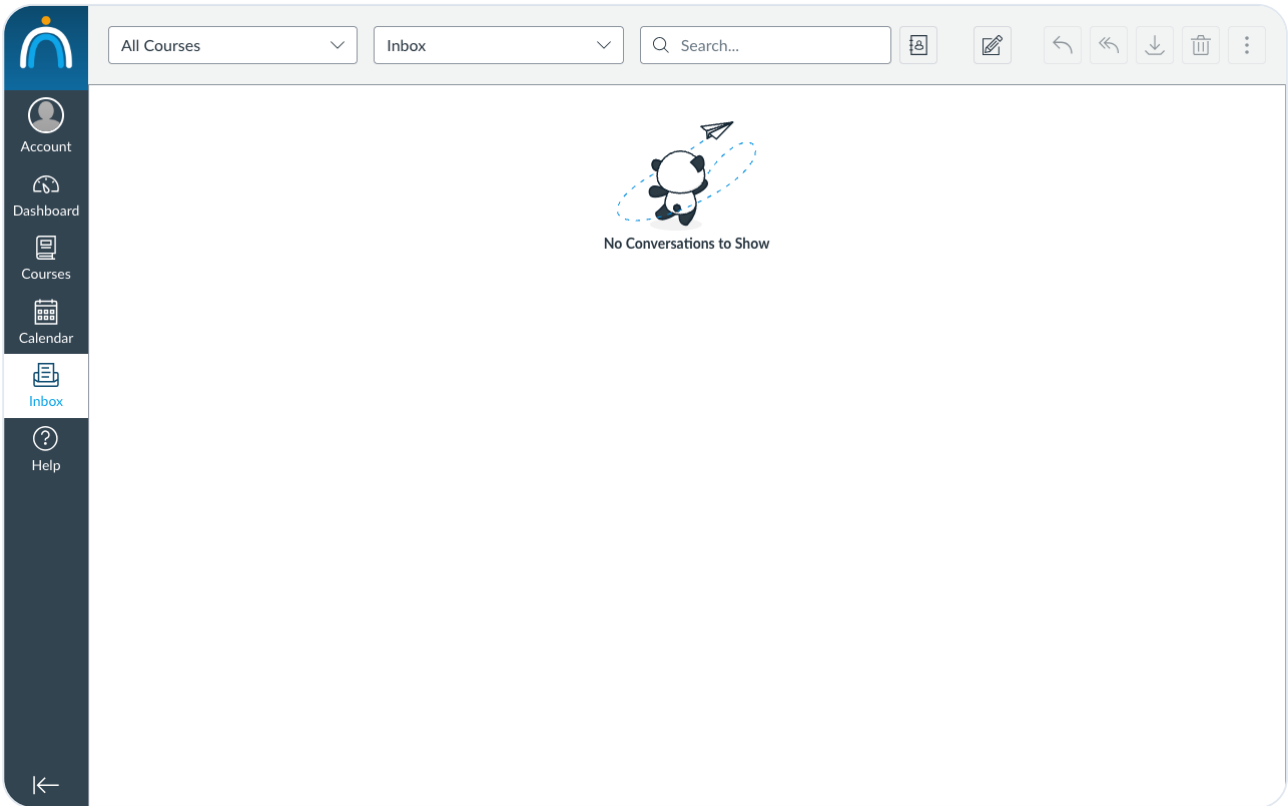
Your grades for every assignment and quiz in this course.

- 1 Inside a course → left menu → **Grades**.
- 2 You'll see a list of every assignment and quiz, your score, the teacher's comments, and your running total grade.
- 3 Click an assignment name to see detailed feedback — comments, rubric breakdown, and (for essays) any inline annotations the teacher made.

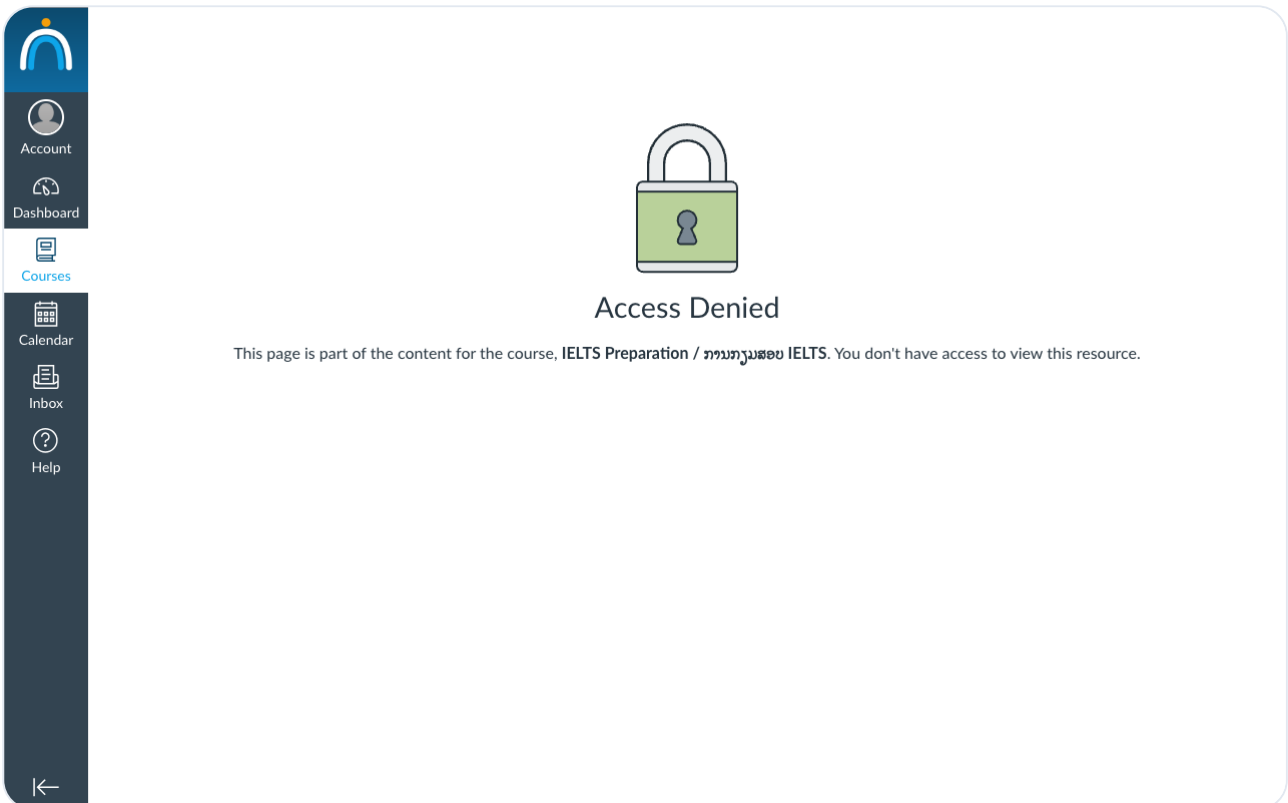
### TIP — GRADE CALCULATION

The "Total" at the bottom is your current grade — but it only counts what's been graded so far. Items still being graded show as "—". Don't panic if your total looks low early in the term.

# 7. Messaging Teachers and Classmates



Inbox — direct messages with teachers and classmates.



Discussions — threaded class-wide conversations.

- 1 Far-left sidebar → **Inbox**.
- 2 Click the **pencil icon** (Compose).
- 3 Pick the course → choose your teacher (or a classmate) → write your message → click **Send**.

### **POLITE COMMUNICATION**

Be respectful. Use proper greetings ("Sabaidee teacher," "Dear Teacher Somchai,"). Teachers may take 24-48 hours to reply, especially on weekends.

## 8. Using LaoEdTech on Your Phone

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LaoEdTech works directly in your phone's browser (Chrome, Safari) — no app install required. But you can install it as a "web app" so it acts like a real app on your home screen.

### Install on iPhone (Safari)

- 1 Open LaoEdTech in Safari.
- 2 Tap the **Share** button (square with up arrow at the bottom).
- 3 Scroll down and tap **Add to Home Screen**. The LaoEdTech icon appears on your home screen.

### Install on Android (Chrome)

- 1 Open LaoEdTech in Chrome.
- 2 Tap the ☰ menu (top right) → **Install app** or **Add to Home screen**.
- 3 The LaoEdTech icon appears on your home screen — tap it like any app.

#### ENABLE NOTIFICATIONS

Allow notifications so you get instant alerts for new messages, grades, and assignment due dates. **Account** → **Notifications**.

## 9. Common Problems and Fixes

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Problem	Fix
"I don't see my course"	Your teacher may not have published it yet. Wait a day, then ask them.
"I forgot my password"	Click <b>Forgot Password?</b> on the login page. Or ask your teacher to reset.
"I submitted but it shows 0%"	The teacher hasn't graded yet. Be patient — give them at least a week.
"Quiz won't load"	Refresh the page. Try a different browser. Check your internet.
"File upload too big"	Max file size is usually 100 MB. Compress your file or split it.
"Page is slow"	Hard reload (Ctrl/Cmd + Shift + R). Clear browser cache. Try a different network.
"I see my friend's name in my account"	Log out fully and back in. If it persists, contact support immediately.

## 10. Getting Help

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### Need Help?

For class-related questions (missing assignments, wrong grade, can't see content):  
contact your **teacher** or **school administrator** first.

For technical problems (login broken, page errors, account issues):

**WhatsApp:** +856 20 52474277

**Email:** support@laoedtech.com