



# VATT User Guide: Education Manager

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## 1. Introduction

The **Education Manager Role** in the VATT system provides complete control over the webinars, including managing webinars, creating meetings, maintaining webinar configurations and also control over the completion progress of teachers. This guide explains how an Education Manager can sign up and log in to the platform to access these features and track the completion progress report of each teacher.

## 2. Education Manager Role

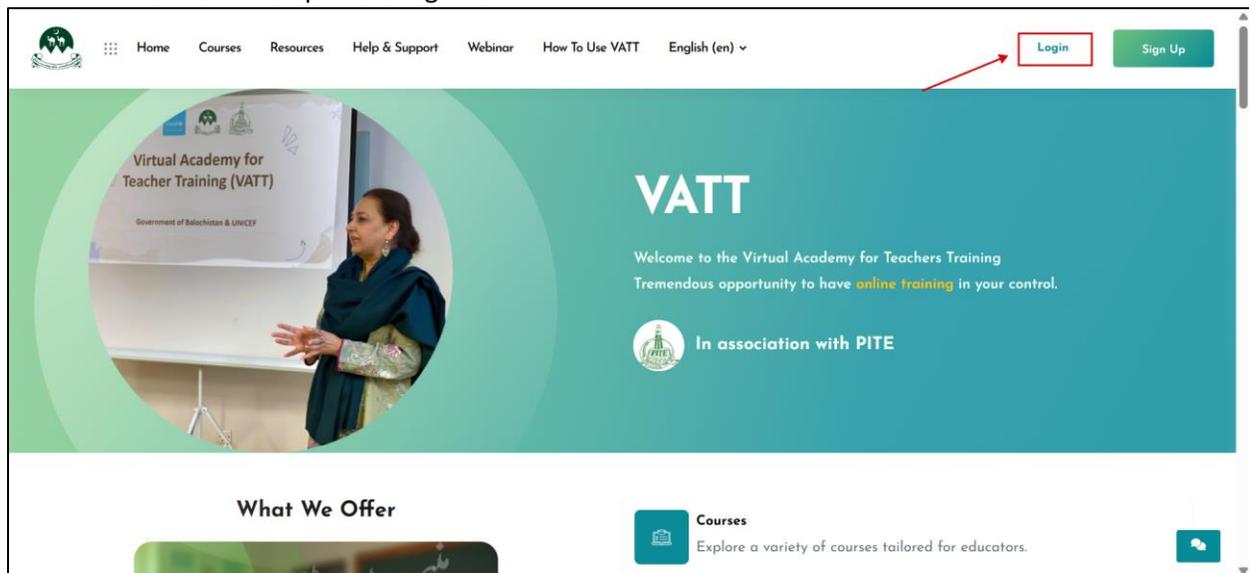
### 2.1. Logging In

#### 1. Visit the Homepage

Navigate to the VATT LMS platform's home page using your browser.

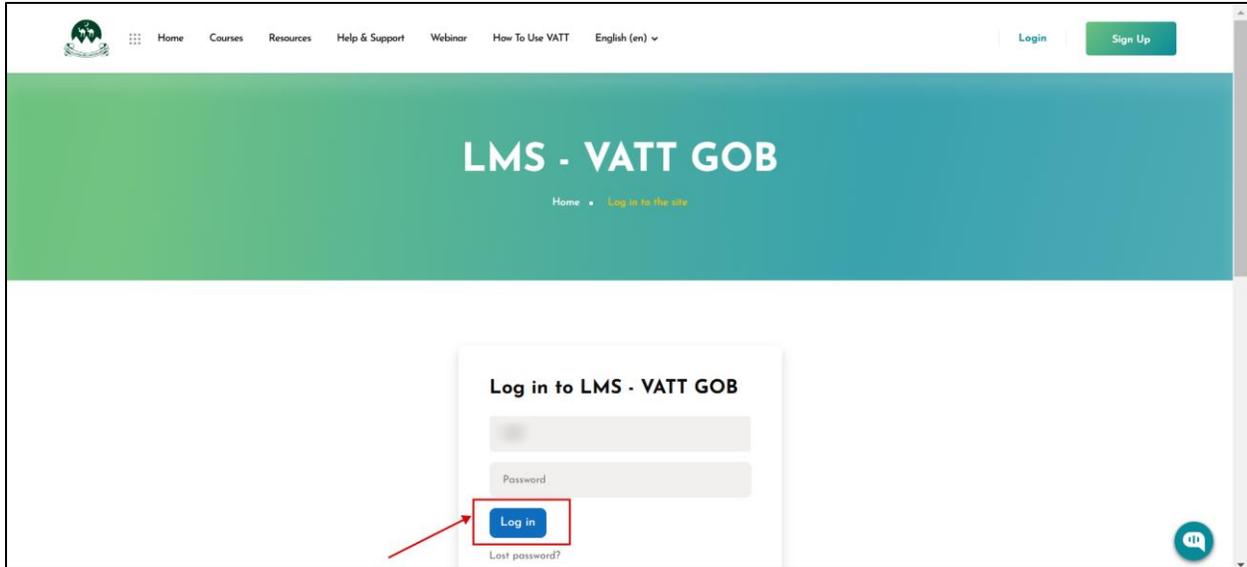
#### 2. Click on "Login"

- Find the **Login** button on the top-right corner of the page.
- Click to open the login form.

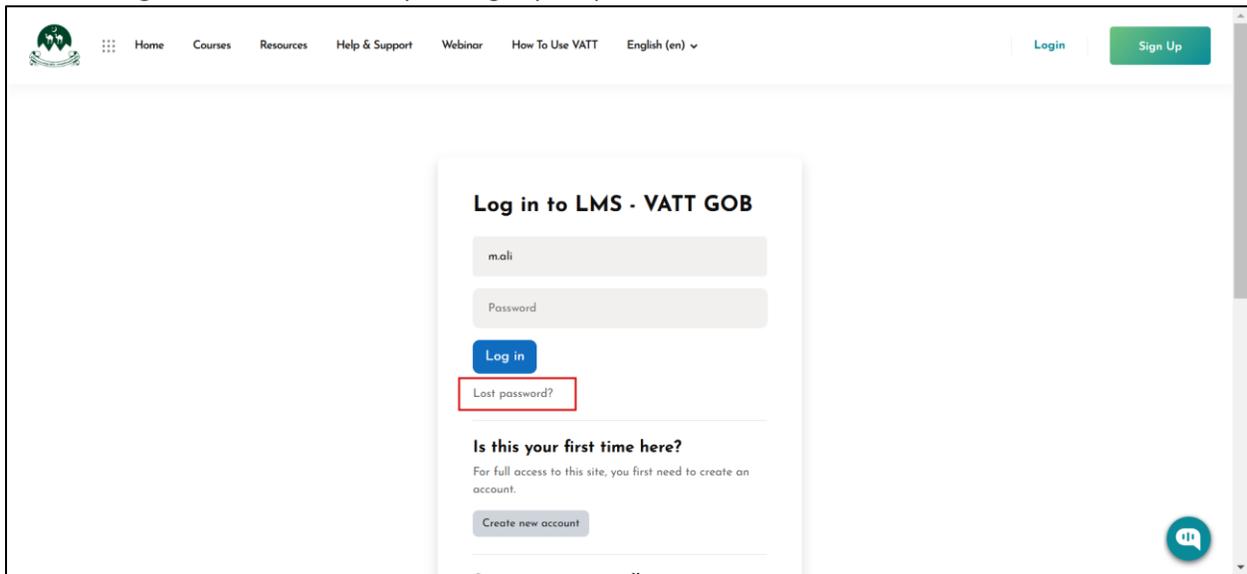


3. **Enter Your Credentials:** Enter your **email address** and the **password** you set during registration.

4. **Click "Login":** Press the **Login** button to access the course.

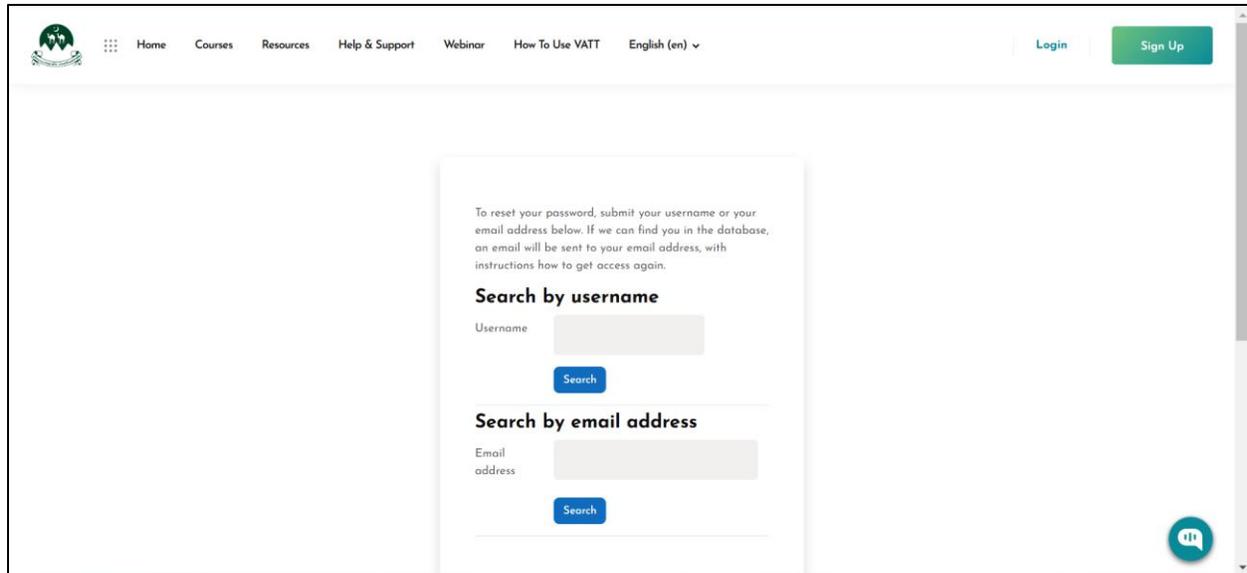


5. **Forgot Your Password:** If you forgot your password, click on the “Lost Password?”



You'll be directed to the password recovery page. Recover your password by:

- Searching via **Username**
- Searching via **Email Address**

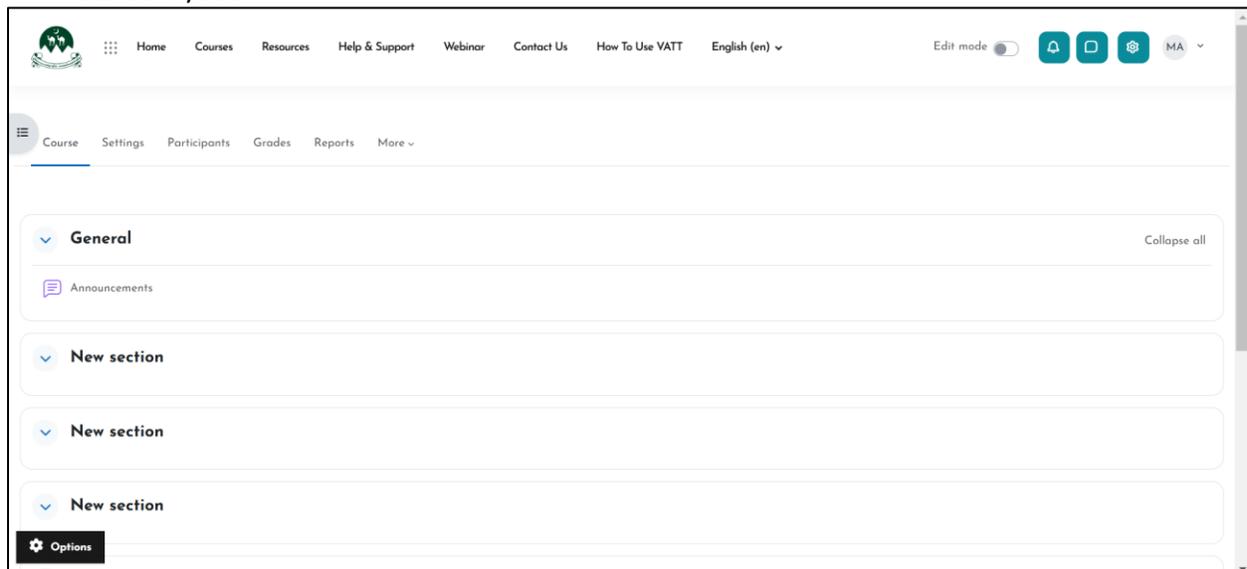


### 3. Access the Education Manager Dashboard

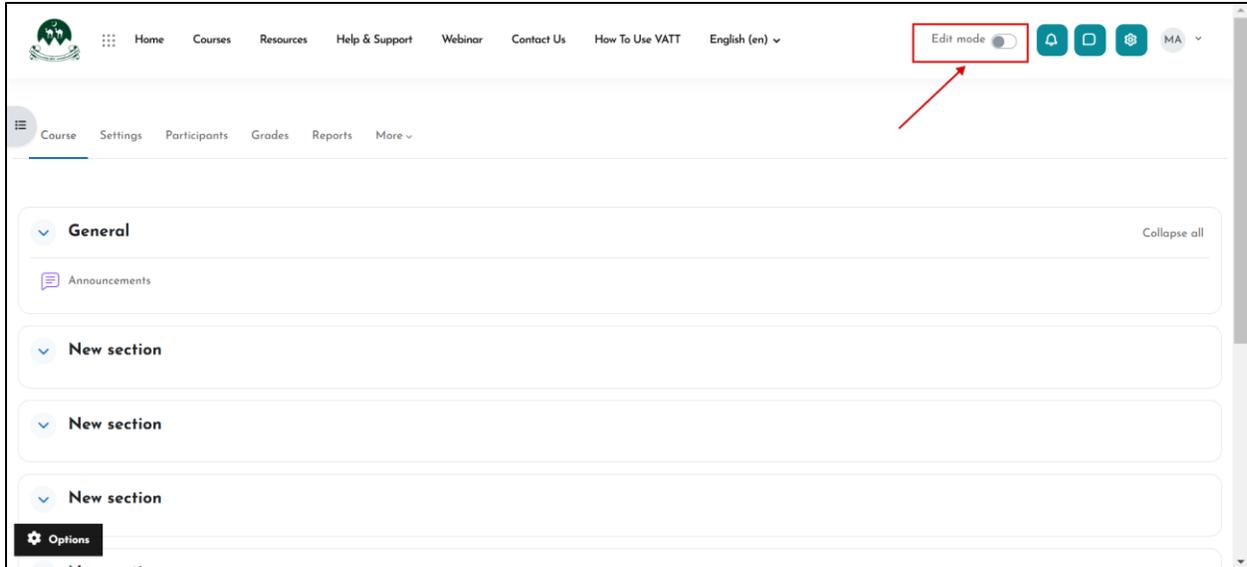
Once logged in, you'll be directed to the course dashboard.

Here's what you'll see:

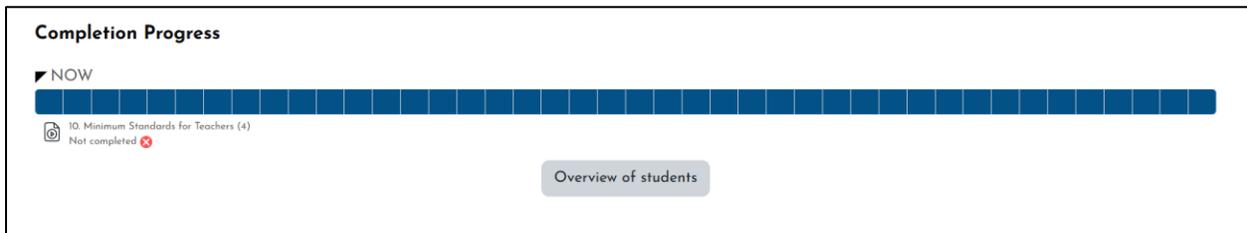
- **General Section:** This is the default section, typically containing course-wide announcements.
- **New Sections:** Empty sections are displayed below the general section, allowing for the addition of new activities or resources.
- **Options:** Located at the bottom left, this menu offers further customization or settings for the course layout.



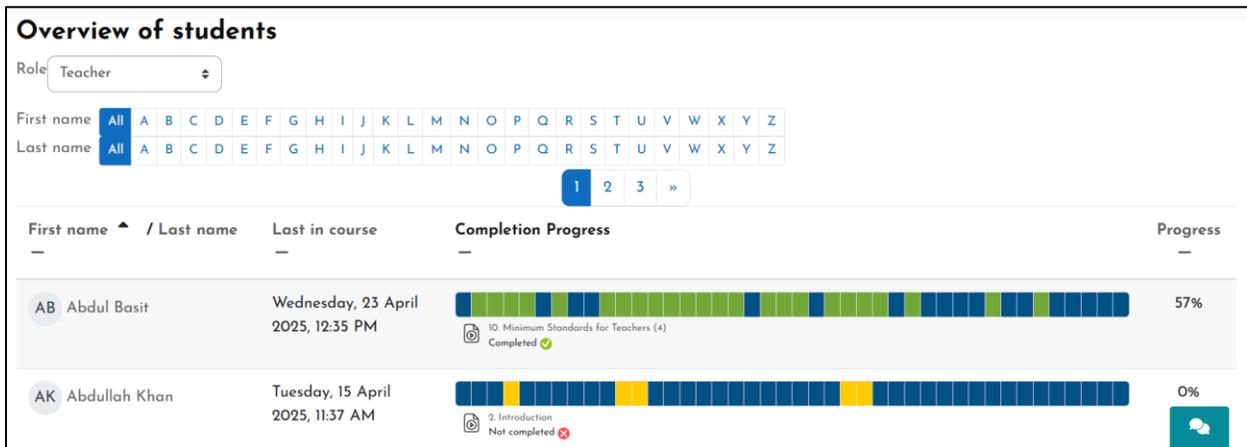
- Add content or activities to any section by toggling **Edit Mode** (top right corner).



- **Completion Progress bar:** This section provides the overview of activities in the course modules with completion status



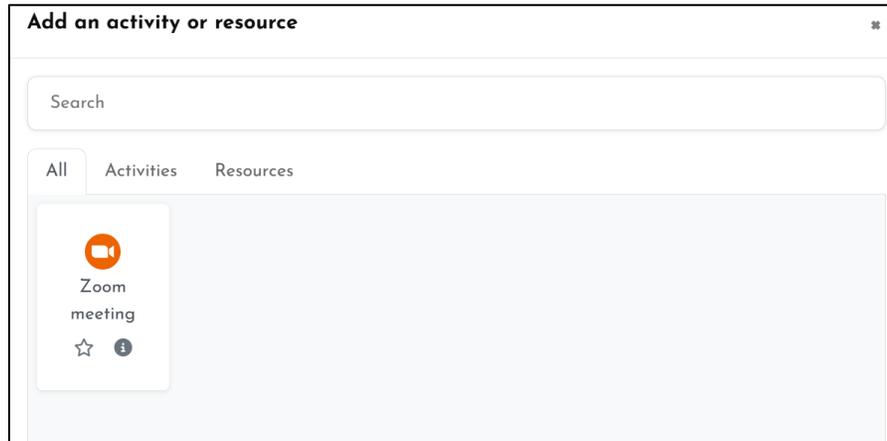
- Click on **“Overview of students”**.



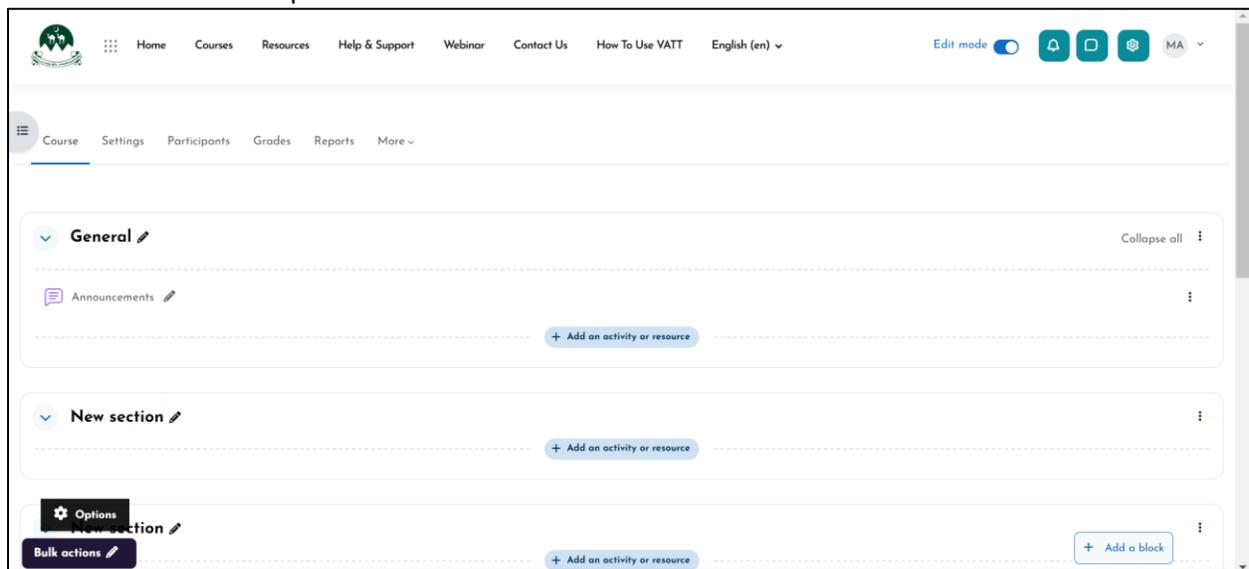
- All teacher’s completion report of activities with the percentage of completion will appear.
- The **“Green Color”** indicates that the activity is completed
- The **“Blue Color”** indicates that the activity is not completed
- The **“Yellow Color”** indicates that the activity is completed but not submitted by the teacher.

### 3.1 Steps to Add Zoom Meetings

1. **Activate Edit Mode:** Toggle the **Edit mode** switch located at the top-right corner of the page.
2. **Add Resources or Activities:** Click the **+ Add an activity or resource** button under any section to include zoom meetings etc.



3. **Additional Settings:** The three-dot menu on the far-right side of each section offers customization options.



### 3.2 Creating Zoom meeting:

- Click on Zoom Meeting.
- You are redirected to new zoom meeting creation page.



## New Zoom meeting

**General**

Title !

Description

- Provide title of meeting, and select meeting type as **“Public”**, and under Schedule set the time and date and also select **“This is webinar”** checkbox.

Meeting Type !

**Schedule**

When

Duration

Recurring meeting  This is a recurring meeting ?

Webinar  This is a webinar ?

Show Schedule section  Show Schedule section on meeting page ?

- Click on **“Save and Display”**.



Started: Thursday, 5 June 2025, 12:05 PM

[Start Meeting](#)

### Schedule

Start Time	Thursday, 5 June 2025, 12:05 PM
Duration	1 hour
Add to calendar	<a href="#">Download iCal</a>

### 3.3 Starting the Webinar

- Go to the Zoom activity in Moodle.
- Click **Start Webinar**.
- You'll be taken to the Zoom interface as host.

### 3.4 Managing the Webinar

- Admit participants from the waiting room (if enabled).
- Moderate Q&A and chat.
- Share screen, launch polls, or allow students to speak (if necessary).
- Record the webinar (cloud or local).
- 

### 3.5 After the Webinar

- **Access Reports:** Attendance, Q&A, Polls via Zoom Web Portal.
- **Recording Access:**
  - Download/upload to Moodle manually **OR**
  - Use Zoom-Moodle integration to **auto-post recordings** to the course page.
- Post follow-up materials or quizzes based on webinar content.

### 3.6 Recordings of Webinar:

- list of recordings will be shown after clicking on "Recordings & Transcripts" in left sidebar
- after clicking on specific recording manager will be able to download and share it



**Recordings and Transcripts**

[Cloud recordings](#) [Shared with me](#) [Computer recordings](#) [Transcripts](#) [Trash](#)

Search by topic or meeting ID  Search text in audio transcript  [Advanced search](#) ▼



**webinar 10 am**

Inara Software Engi...  
Jun 3, 2025 09:48



**Consultative Meeting**

Inara Software Engi...  
May 17, 2024 09:07



**Inara Software Engineering's Z...**

Inara Software Engi...  
Feb 22, 2024 09:11

[Recordings and Transcripts](#) > [webinar 10 am](#)

### webinar 10 am ✎

[Share](#)

Jun 3, 2025 09:48 Islamabad, Karachi, Tashkent ID: 818 4223 4433

0 total views • 0 total downloads [Recording Analytics](#)



#### Recording 1 ✎

2 Files 647 KB

[Download](#)

[Copy shareable link](#)

[Add to Zoom Clips](#)

[Delete](#)

The recording includes the files listed below:

Shared screen with speaker view

353 KB

Audio only

294 KB

## 3.7 Attendees Report:

- In invitation tab, there is the list of webinar attendees.



My Webinars > Manage "webinar 10 am" Schedule a webinar with the same setting

< Details **Invitations** Email Settings Waiting Room Branding Polls/Quizzes Survey Q&A >

Invite Panelists No panelists invited

Invite Attendees Webinar Size: 500 attendees

**Registration Link**  
[https://us06web.zoom.us/webinar/register/WN\\_\\_2rmGjr-QYWjQB2o2t56Mg](https://us06web.zoom.us/webinar/register/WN__2rmGjr-QYWjQB2o2t56Mg)

**Source Tracking Link** + Add  
You have not yet created any source tracking links

Registration Settings

- Automatically Approve
- ✓ Allow panelists and attendees to join from multiple devices
- ✓ Show join info on registration confirmation page
- ✓ Show social share buttons on registration page
- ✗ Enable Disclaimer

Manage Attendees **Total Registrants: 2** [View attendee report](#)  
Approved: 2 Denied/Blocked: 0

- After clicking on "View attendee report"
- For webinar report click on "Generate CSV report"

Step 1: Select Report Type

Registration Report  Attendee Report  Performance Report  Q&A Report  Poll Report  Survey Report  Reaction Report

Step 2: Choose a Webinar

From: 09/06/2024 To: 10/06/2025 Filter 81842234433 Search

Maximum report duration: 1 Month

Date	Time	Topic	Webinar ID	Unique Viewers	Total Users	Max Concurrent Views
Jun 3, 2025	09:48	webinar 10 am	818 4223 4433	2	4	2

Step 3: Generate Report

Summary information will be included at the top of the report

Sort the attendee list by attended status

[Generate CSV Report](#)