



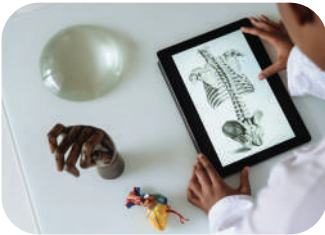
**SUNRISE**  
**VIRTUAL SCHOOL**  
*A Legacy of Excellence*

# Portal User Manual

**British  
International  
Curriculum**

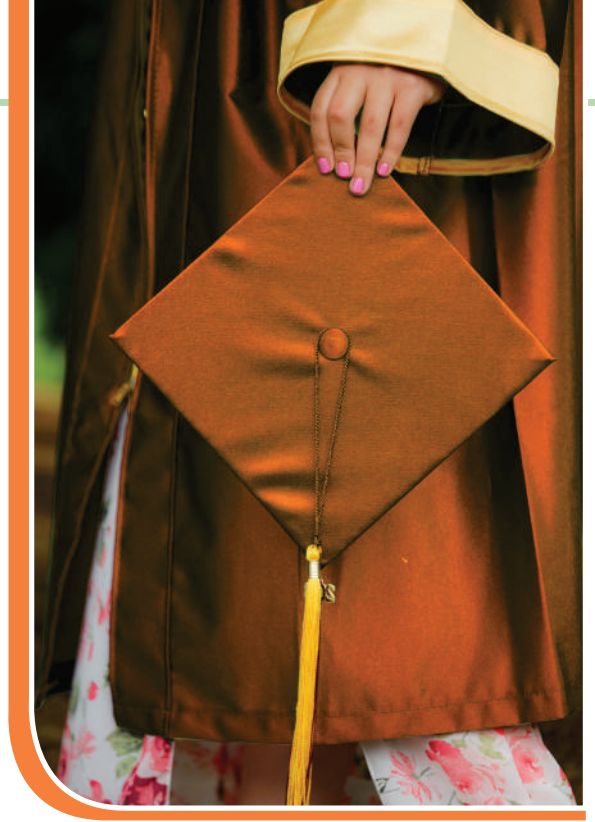


*Safe, Affordable, Convenient, Education*



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# Introduction



Sunrise Virtual School is a virtual school that offers British International curriculum. A real school, away from the physical class. The culture, the philosophy, the community, and the learning experience is excellent, intuitive, and global. We leverage on the access to internet and wide penetration of smart gadgets to give parent alternative mean of giving their children world class approved education to their convenience

We are a leading virtual school with thousands of students already registered with us from over 20 countries. We offer our learners comprehensive and timely syllabus coverage, depth in delivery of concepts though fun, live and interactive virtual classes delivered by best talent qualified and registered teachers. We offer parents guaranteed student output on the pillars of quality, affordability, and convenience.

Our students take 5-8 lessons a day, five days a week three semesters a year, in strict adherence to the British International curriculum.



## Chinese Proverb

“Do not confine your children to your own learning, for they were born in another time



## **Preamble:**

The following rules should be read, signed and adhered to by all students.

1. Videos should always be on throughout lessons, unless there is a problem that has been conveyed to the teacher by the parent/guardian.
2. The videos ought to maintain their original backgrounds all through classes.
3. Learners must maintain silence in class by muting their microphones unless they are responding or asking questions, with the teacher's approval.
4. Raise your virtual hand whenever you want to speak in class.
5. Learners must complete and turn in their assignments on time.
6. If you need to exit the class for any reason, always ask for permission.
7. Observe punctuality and always join classes on time, unless a prior problem has been communicated by the parent/guardian.
9. Dress appropriately for classes and school functions.
10. Always be courteous when addressing your instructors and classmates.
11. To avoid disruption, the learner's studying area should be calm, well-lit.
12. Food, snacks, and drinks are not permitted in class.
13. Cell phones and toys are prohibited in class, unless requested for by the teacher.
14. During physical meetups, learners should strictly adhere to designated areas.
15. All students are expected to actively participate in class activities and physical meet-ups.
16. Chatting and side shows among learners is prohibited during classes.
17. Instigating other learners to do wrong will result to disciplinary action.



## Declaration 1

I \_\_\_\_\_ of year \_\_\_\_\_ Having read and understood these rules,  
I hereby agree to abide by them at all times.

## Signature

\_\_\_\_\_

## Declaration 2

I \_\_\_\_\_ Parent/guardian to \_\_\_\_\_ of Year \_\_\_\_\_  
Commits to support my child in adherence to the above school rules.

## Signature

\_\_\_\_\_

Kindly note that failure to adhere to these rules will result to disciplinary action.

## Principal's Signature

\_\_\_\_\_

# 1 Login Page

To login to the portal, you will need;

 **Your email student email address**

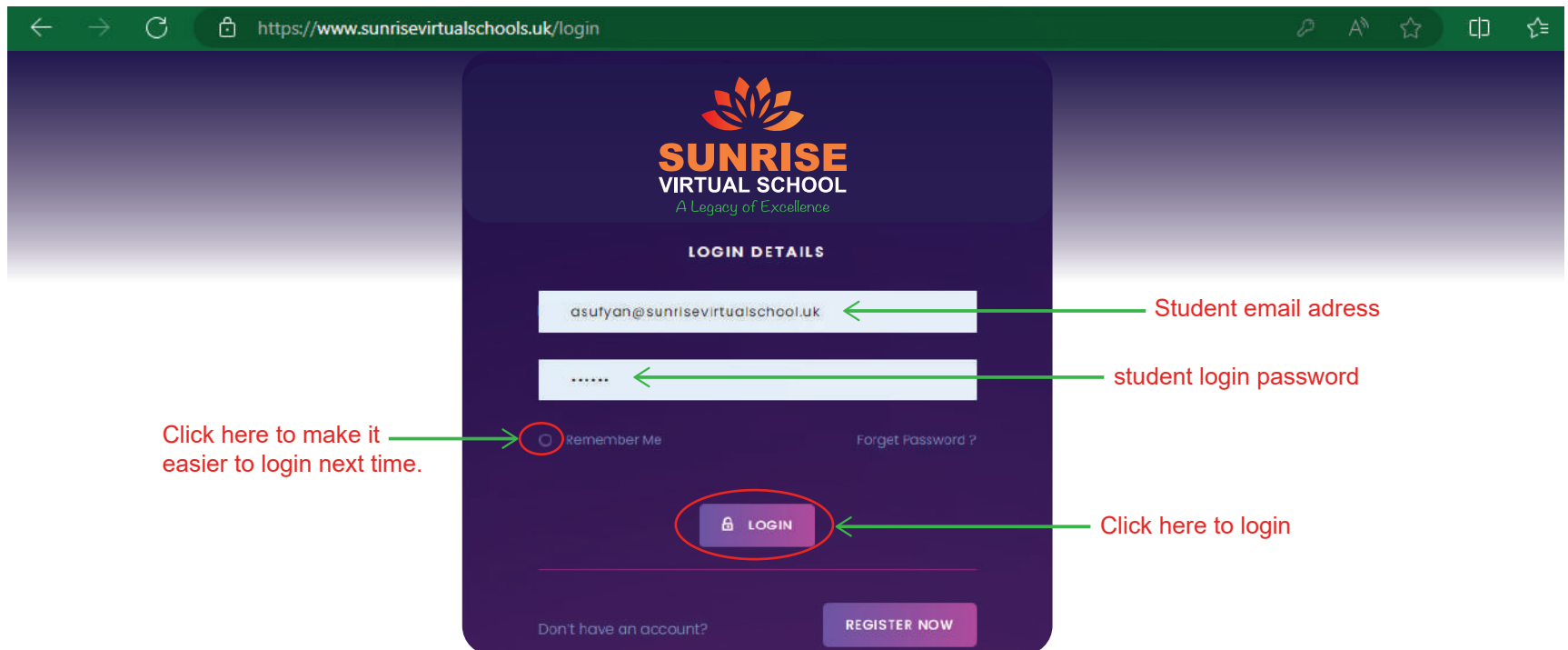
 **Your student password**

Please note:

 **When logging in, if you are using your own computer, it's advisable to click 'Remember me' this will make it easier for you when login in next time.**

On your browser, visit: <https://sunrisevirtualschool.uk/login>

 **The following window appears.**



The screenshot shows a web browser window with the URL <https://www.sunrisevirtualschools.uk/login>. The page features the Sunrise Virtual School logo and the text "A Legacy of Excellence". Below the logo is the heading "LOGIN DETAILS". There are two input fields: the first contains the email address "asufyan@sunrisevirtualschool.uk" and the second contains a masked password ".....". A "Remember Me" checkbox is checked and circled in red, with an annotation pointing to it: "Click here to make it easier to login next time." A "LOGIN" button with a lock icon is also circled in red, with an annotation pointing to it: "Click here to login". Other annotations include "Student email adress" pointing to the email field, "student login password" pointing to the password field, and "Forget Password ?" pointing to the text next to the "Remember Me" checkbox. At the bottom of the form, there is a link "Don't have an account?" and a "REGISTER NOW" button.

## 2 Dashboard

On the dashboard, you get to see all the fields that are critical for your study, such as;

- 🌸 Notices
- 🌸 Exams
- 🌸 Pending homework

- 🌸 Attendance report
- 🌸 A menu bar with various fields on the left

Click here to reveal notifications

The dashboard interface includes a left-hand navigation menu with the following items: MENU, DASHBOARD, MY PROFILE, MY WALLET, CLASS ROUTINE, HOMEWORK, DOWNLOAD CENTER, ATTENDANCE, EXAMINATIONS, LEAVE, ONLINE EXAM, and NOTICE BOARD. The main content area features a search bar, a welcome message, and four summary cards. The calendar shows the first week of February 2024.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3

To change your password, see below;

The image displays two screenshots from the Sunrise Virtual School platform. The top screenshot shows the student dashboard for 'DEMO STUDENT23'. It features a navigation menu on the left, a search bar, and a welcome message. Three summary cards show 'Total Notice: 0', 'Total Exam: 0', and 'Total Pending Homework: 0'. A user profile dropdown is open, showing 'VIEW PROFILE', a redacted password field, and 'LOGOUT'. A green arrow points to the redacted field with the text 'Click here to reset password'. The bottom screenshot shows the 'Student Profile' page. It includes a navigation menu on the left and a form with the following fields: Present Address (Nairobi), Permanent Address, PARENT/GUARDIAN DETAILS (Father Name: Asif Khambiye, Occupation, Phone Number: 722793431, Mother Name: Aalia Hawa, Occupation, Phone Number: 757130266, Guardians Name: Asif Khambiye, Email Address: aalia\_hawa@hotmail.com, Phone Number: 722793431).



### 3 Calendar

Calendar enable you to view all the term dates with important scheduled events. You can navigate the calendar to view events for the upcoming month as shown below;

The screenshot shows a web browser window with the URL <https://www.sunrisevirtualschools.uk/student-dashboard>. The page title is "Calendar". The calendar is for February 2024, showing dates from 28th to 2nd. A red arrow points to the left navigation arrow with the text "Click here to navigate event of the other months". The calendar is displayed in a grid format with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 5th is highlighted in purple. The dashboard includes a sidebar with menu items: DASHBOARD, MY PROFILE, MY WALLET, CLASS ROUTINE, HOMEWORK, DOWNLOAD CENTER, ATTENDANCE, EXAMINATIONS, LEAVE, ONLINE EXAM, NOTICE BOARD, SUBJECTS, TEACHER, LIBRARY, and CHAT. A "javascript:void(0)" error message is visible at the bottom left of the sidebar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

## 4 Manage Fields

Under manage position, you can rearrange what you want to see on your dash board, by enabling or disabling some fields, then you click SUBMIT at the bottom.

The screenshot displays the 'Menu Manage' page. On the left is a navigation sidebar with the 'SUNRISE VIRTUAL SCHOOL' logo and a 'MENU' dropdown. The main content area is titled 'Menu Manage' and includes a search bar and a breadcrumb trail: 'Dashboard | Menu Manage | Manage Position'. Below this, the 'Menu Position' section contains two columns of menu items, each with a checkmark and a plus sign. A red arrow points to the 'Leave' item with the text 'Click here to enable or disable menu'. At the bottom, a 'SUBMIT' button is circled in red, with a green arrow pointing to it and the text 'Click here to save changes'. A 'RESET' button is located in the top right corner of the menu items area.

Menu Item	Enabled
Dashboard Menu	✓
My Profile	✓
Class Routine	✓
Homework List	✓
Download Center	✓ +
Attendance	✓
Examination	✓ +
Leave	✓ +
Online Exam	✓ +
Notice Board	✓
Subject	✓
Teachers List	✓
Library	✓ +
Chat	✓ +

## 5 Student Profile

By clicking student profile, you will be able to:

 View your details

 View your applied leave of absence

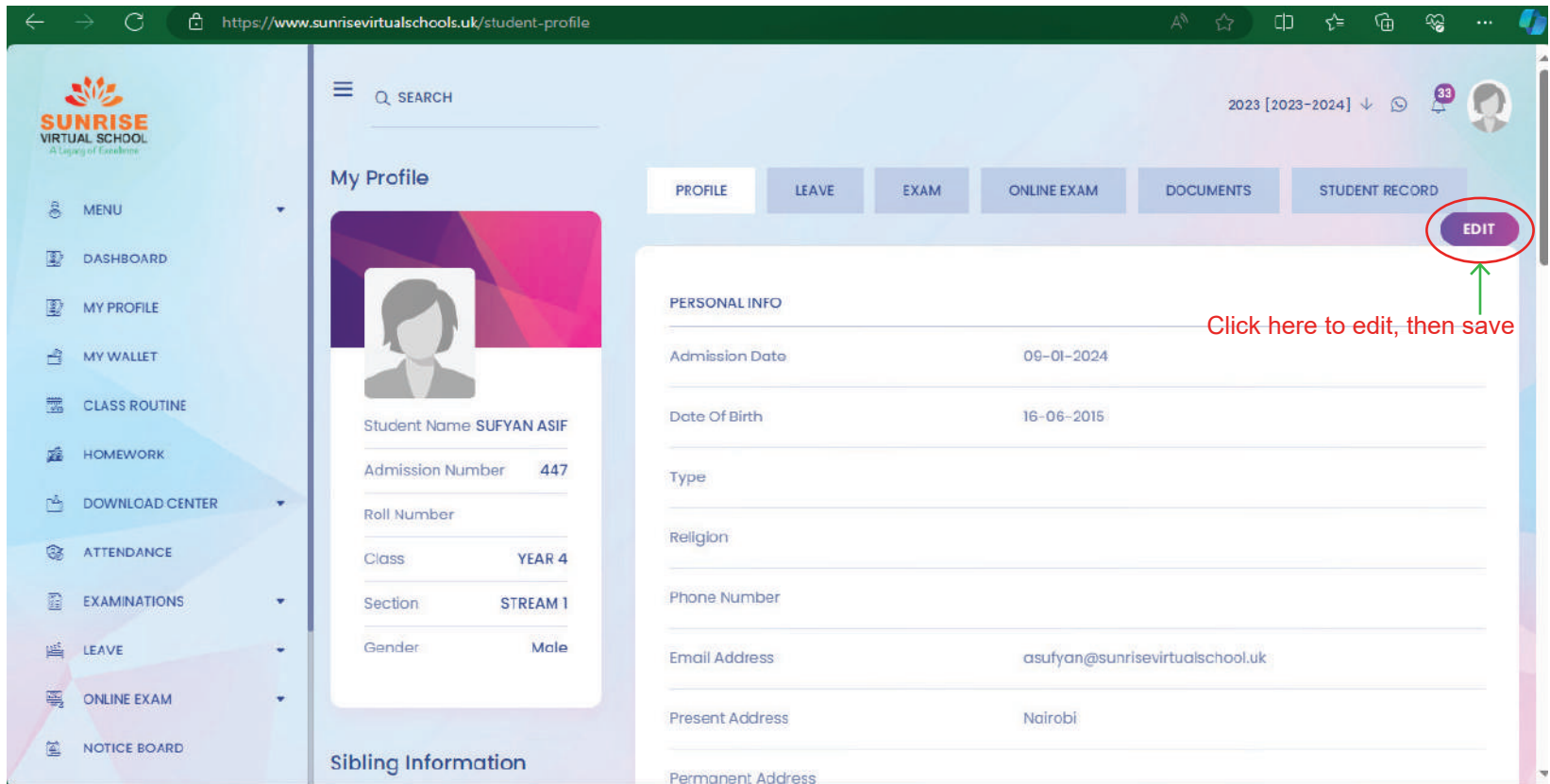
 Exam results

 Online exams marks

 Documents

 Student records

You will be able to edit/upload your personal information and if need be, click EDIT tab to be able to change, then SAVE CHANGES.



https://www.sunrisevirtualschools.uk/student-profile

**SUNRISE VIRTUAL SCHOOL**  
A Legacy of Excellence

MENU

DASHBOARD

MY PROFILE

MY WALLET

CLASS ROUTINE

HOMEWORK

DOWNLOAD CENTER

ATTENDANCE

EXAMINATIONS

LEAVE

ONLINE EXAM

NOTICE BOARD

SEARCH

2023 [2023-2024]

33

My Profile

PROFILE LEAVE EXAM ONLINE EXAM DOCUMENTS STUDENT RECORD

EDIT

PERSONAL INFO

Admission Date 09-01-2024

Date Of Birth 16-06-2015

Type

Religion

Phone Number

Email Address asufyan@sunrisevirtualschool.uk

Present Address Nairobi

Permanent Address

Student Name SUFYAN ASIF

Admission Number 447

Roll Number

Class YEAR 4

Section STREAM 1

Gender Male

Sibling Information

Click here to edit, then save

# 6 Class Routine

Under CLASS ROUTINE, students will be able to:

1. View the comprehensive class timetable with subject name, time, teacher etc.
2. Attend live and interactive classes.

Please note;

- 🌸 Classes are arranged below ever day of the week, to view more classes, scroll down.
- 🌸 The classes start in the time indicated, not before.
- 🌸 The system marks a register for every lesson you attend in 3 categories

- i. Present – when you log in within the first 3 minutes
- ii. Late – when you log in within the first 10 minutes
- iii. Absent – when you log in after 10 minutes, or you don't log in at all

Class Routine

YEAR 4 (STREAM 1)

Class Routine

You can print the timetable and hang in your study room → **PRINT**

Find classes for each day, arranged in a column


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time : 07:30 AM – 07:50 AM ASSEMBLY (100) Room : SILVER ABIGAELE BUSOLO <b>JOIN NOW</b>	Time : 07:30 AM – 07:50 AM D.E.A.R PROGRAM (101) Room : SILVER ESTHER NYAMBURA <b>JOIN NOW</b>	Time : 08:00 AM – 08:35 AM ISLAMIYAAT (019) Room : SILVER PATRICK OGUNDO <b>JOIN NOW</b>	Time : 07:30 AM – 07:50 AM D.E.A.R PROGRAM (101) Room : SILVER ESTHER NYAMBURA <b>JOIN NOW</b>	Time : 08:00 AM – 08:35 AM ISLAMIYAAT (019) Room : SILVER PATRICK OGUNDO <b>JOIN NOW</b>		

Always check the day

Always check the time

Click here to enter class

Browser address bar: <https://www.sunrisevirtualschools.uk/student-class-routine>



**SUNRISE VIRTUAL SCHOOL**  
A Legacy of Excellence

- MENU
- DASHBOARD
- MY PROFILE
- MY WALLET
- CLASS ROUTINE
- HOMEWORK
- DOWNLOAD CENTER
- ATTENDANCE
- EXAMINATIONS
- LEAVE
- ONLINE EXAM
- NOTICE BOARD

<b>EDUCATION (P.S.H.E)</b> (015) Room : SILVER ESTHER NYAMBURA <a href="#">JOIN NOW</a>	Room : SILVER SYLVIA SERESI <a href="#">JOIN NOW</a>	Room : SILVER CAROLINE MWENDE <a href="#">JOIN NOW</a>	Room : SILVER ESTHER NYAMBURA <a href="#">JOIN NOW</a>	Room : SILVER KELVIN MAGANGI <a href="#">JOIN NOW</a>
Time : 02:40 PM – 03:15 PM <b>MATHEMATICS (01)</b> Room : SILVER CAROLINE MWENDE <a href="#">JOIN NOW</a>	Time : 02:40 PM – 03:15 PM <b>GLOBAL PERSPECTIVES (014)</b> Room : SILVER BILHA BETH <a href="#">JOIN NOW</a>	Time : 02:00 PM – 02:35 PM <b>GLOBAL PERSPECTIVES (014)</b> Room : SILVER BILHA BETH <a href="#">JOIN NOW</a>	Time : 02:40 PM – 03:15 PM <b>KISWAHILI (011)</b> Room : SILVER EVERLYNE LUBUTSE <a href="#">JOIN NOW</a>	Time : 02:00 PM – 02:35 PM <b>ENGLISH (02)</b> Room : SILVER CAROLINE MWENDE <a href="#">JOIN NOW</a>
		Time : 02:40 PM – 03:15 PM <b>CLUBS (027)</b> Room : SILVER EVERLYNE LUBUTSE <a href="#">JOIN NOW</a>		Time : 02:40 PM – 03:15 PM <b>HANGOUT (026)</b> Room : SILVER EVERLYNE LUBUTSE <a href="#">JOIN NOW</a>

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To see more classes for the day - scroll down



# 7 Notes and Other Downloads

Under DOWNLOAD CENTER, you are able to:

- 🌸 View download notes and study materials uploaded by the teachers
- 🌸 View and download syllabus/course outline for the semester
- 🌸 View and download other downloads.

Please note:

- 🌸 Teacher upload notes after every lesson
- 🌸 Notes are uploaded in pdf/ppt/jpg version
- 🌸 Any learning materials in vedio format are sent to your email

**Others Download**

YEAR 4 (STREAM 1)

CONTENT TITLE	TYPE	DATE	AVAILABLE FOR	DESCRIPTION	ACTION
CLASS RULES	Others	22-08-2023	All classes student		SELECT VIEW STUDY.DOWNLOAD
COURSE OUTLINE	Others	31-08-2023	All Students Of (YEAR 4→STREAM 1)		
	Others	22-01-	All Students Of		

# 8 Examination

## Student will be able to:

- View the exam timetable as shown below
- Access the exam materials
- Upload exams and submit to the teacher for marking

## Please note:

- You will note two categories of exams:
  - Mid semester exams
  - End of semester exams

- There are two types of exams
  - PDF exams – that would need to be printed and scanned back to the teacher – usually for early years.
  - Edform links – the student sits for an exam via a live link with count down and closes once the time is up – this is usually for higher years.
- Exams are administered virtually on a live session.
- Teachers will post marked papers to the students on email
- Parents are encouraged to ask the get a printer with a scanner

Click here to choose the exam type.

MID SEMESTER EXAM - YEAR 4 (STREAM 1)

To access exams, click here

Exam Routine

PRINT

To view exam results, click here

↓ DATE & DAY	↓ SUBJECT	↓ CLASS (SECTION)	↓ TEACHER	↓ TIME	↓ DURATION	↓ ROOM
25-08-2023 Friday	MATHEMATICS (01)	YEAR 4 (STREAM 1)	CAROLINE MWENDE	09:50 AM - 11:50 AM	02 hours 00 minutes	SILVER

Showing 1 to 1 of 1 Entries

To view additional pages, click here

# 9 Homework

Under HOMEWORK, you will be able to:

- 🌸 View homework list
- 🌸 Download the homework
- 🌸 Due date
- 🌸 Upload the completed homework

Please Note:

- 🌸 Parents will also get a copy of your homework report indicating time timeframe of submission.

The screenshot shows the 'Homework List' page for a student. The page includes a sidebar menu, a search bar, and a table of homework assignments. A red box highlights a set of icons (download, print, share) with the text 'Note these options'. A dropdown menu is open for the 'MATHEMATICS' assignment, showing options: 'INCOMPLETED', 'SELECT ↑', 'VIEW', and 'ADD CONTENT'. Green arrows point to the plus sign in the table row, the 'SELECT ↑' button, and the 'VIEW' and 'ADD CONTENT' options, with red text labels: 'Click here to reveal options', 'Click here to reveal options', 'Click here to view homework', and 'Click here to submit homework'.

SUBJECT	MARKS	HOMEWORK DATE	SUBMISSION DATE	EVALUATION DATE	OBTAINED MARKS
COMPUTING	30	13-09-2023	13-09-2023		
MATHEMATICS	10	25-08-2023	25-08-2023		

Annotations:

- Note these options (pointing to icons: download, print, share)
- Click here to reveal options (pointing to the plus sign in the table row)
- Click here to reveal options (pointing to the SELECT button)
- Click here to view homework (pointing to the VIEW option)
- Click here to submit homework (pointing to the ADD CONTENT option)



# 10 Attendance

Under ATTENDANCE, you will be able to:

- 🌸 View your automatically generated attendance report
- 🌸 Your parent will receive SMS notification incase you are late to join class

- 🌸 Your parent will also get a copy of this report
- 🌸 If you have a genuine reason as to why you will not be able to attend class, you will be required to liaise with your parent/guardian and apply leave of absence.
- 🌸 Remedial classes are available to students who have applied leave of absence

The screenshot shows a web browser at <https://www.sunnisevirtualschools.uk/student-my-attendance>. The left sidebar contains navigation options: DASHBOARD, MY PROFILE, MY WALLET, CLASS ROUTINE, HOMEWORK, DOWNLOAD CENTER, ATTENDANCE, EXAMINATIONS, LEAVE, ONLINE EXAM, NOTICE BOARD, SUBJECTS, TEACHER, LIBRARY, and CHAT. The main content area is titled 'Attendance' and includes a search bar, a breadcrumb trail 'Dashboard | Attendance', and a 'Select Criteria' section with a 'SELECT MONTH \*' dropdown set to '2024' and a 'SEARCH' button. Below this, a legend for attendance indicators is shown: Present: P, Late: L, Absent: A, Half Day: F, Holiday: H. A red box highlights this legend with the text 'Note the attendance indicators'. A 'PRINT' button is also visible. At the bottom, a calendar grid is partially visible with columns for days of the week and dates from 1 to 21.

# 11 Leave of Absence from Class

Under LEAVE, you will be able to:

- Apply for a leave of absence
- Applied leave will not be approved unless with approval from the parent.
- Even when leave of absence from class is approved, the student is expected to study away from class.
- Remedial classes may be arranged with the teacher to cover to lost class time.

The screenshot displays the student portal interface for applying for leave. The left sidebar contains a navigation menu with the following items: MY WALLET, CLASS ROUTINE, HOMEWORK, DOWNLOAD CENTER, ATTENDANCE, EXAMINATIONS, LEAVE (highlighted), PENDING LEAVE REQUEST, ONLINE EXAM, NOTICE BOARD, SUBJECTS, TEACHER, LIBRARY, and CHAT. The 'LEAVE' menu item is highlighted in dark blue, and the 'APPLY LEAVE' option is enclosed in a red rectangular box. A green arrow points from this box to the text 'Click to apply'.

The main content area is titled 'Apply Leave' and includes a breadcrumb trail: Dashboard | Student | Apply Leave. Below the title is a section for 'My Remaining Leaves' with a table that has the following headers: TYPE, REMAINING DAYS, EXTRA TAKEN, LEAVE TAKEN, and LEAVE DAYS. The table is currently empty, displaying 'No Data Available In Table'.

Below the 'My Remaining Leaves' section are two sub-sections: 'Add Apply Leave' and 'Leave List'. The 'Add Apply Leave' section includes a form with an 'Apply Date\*' field set to '02/05/2024' and a 'LEAVE TYPE\*' dropdown menu. The 'Leave List' section has a table with headers: TYPE, FROM, TO, APPLY DATE, STATUS, and ACTION. This table is also empty, displaying 'No Data Available In Table'.

https://www.sunrisevirtuelschools.uk/student-apply-leave

MY WALLET  
CLASS ROUTINE  
HOMEWORK  
DOWNLOAD CENTER  
ATTENDANCE  
EXAMINATIONS  
**LEAVE**  
APPLY LEAVE  
PENDING LEAVE REQUEST  
ONLINE EXAM  
NOTICE BOARD  
SUBJECTS  
TEACHER  
LIBRARY  
CHAT

Apply Date\*  
02/05/2024

LEAVE TYPE \* ↓

Leave From\*  
02/05/2024

Leave To\*  
02/05/2024

REASON

ATTACH FILE **BROWSE**

✓ SAVE APPLY  
LEAVE

↓ TYPE ↓ FROM ↓ TO ↓ APPLY DATE ↓ STATUS ↓ ACTION

No Data Available In Table

Showing 0 To 0 OF 0 Entries

# 12 Subject List

This consists the subject list;

View your subject teachers here

The screenshot shows the 'Subject' page for 'YEAR 4 (STREAM 1)'. The page features a search bar and a table with columns for 'SUBJECT', 'TEACHER', and 'SUBJECT TYPE'. A red box highlights a set of icons (copy, print, share, etc.) with a red arrow pointing to them and the text 'Notes these options'.



↓ SUBJECT	↓ TEACHER	↓ SUBJECT TYPE
ASSEMBLY	ABIGAEI BUSOLO	Theory
CLUBS	EVERLYNE LUBUTSE	Theory
COMPUTING	Richard Mutinda	Theory
D.E.A.R PROGRAM	ESTHER NYAMBURA	Theory

# 13 Teachers

This consists the list of teachers;

Teachers List

YEAR 4 (STREAM 1)

Name of teacher	Teacher's email	Teacher's Telephone no
↓ TEACHER NAME ↓	↓ EMAIL ↓	↓ PHONE ↓
 ABIGAELE BUSOLO	c [REDACTED]	+254 [REDACTED]
 BILHA BETH	b [REDACTED]	[REDACTED]

# 14 Notice Board

Under NOTICE BOARD, you will be able to:

- 🌸 View all notices posted for you by the teachers and admin.
- 🌸 Click any of the notices to reveal the details.

The screenshot shows a web browser window with the URL <https://www.sunrisevirtualschools.uk/student-noticeboard>. The page features a left-hand navigation menu with options: DASHBOARD, MY PROFILE, MY WALLET, CLASS ROUTINE, HOMEWORK, DOWNLOAD CENTER, ATTENDANCE, EXAMINATIONS, LEAVE, ONLINE EXAM, NOTICE BOARD, SUBJECTS, TEACHER, LIBRARY, and CHAT. The main content area is titled 'Notice Board' and includes a search bar and a user profile icon with a notification badge showing '33'. Below this, a list of notices is displayed under the heading 'All Notices'. The first notice, 'Virtual Academic Clinics', is circled in red, with a red arrow pointing to it and the text 'Click the notice to reveal the details'. The notice details include 'Virtual Academic Clinics: 3rd -5th April 2024' and 'Publish Date : 14-01-2024'. Other notices in the list include 'Good Friday & Easter Monday', 'Closing day & Virtual Cultural day', 'End of Semester Two Examinations.', 'Resumption date', and 'Mid-Semester 2 break'.

# 15 Chat Board

You will be able to chat with fellow students and teachers and parents under chat board as shown below.

You will have to send an invitation to the person you want to chat with first and they have to accept. Students have to employ decorum, respect and mutual courtesy in private messaging. You can always block and report a user at your own volition and without any explanation.

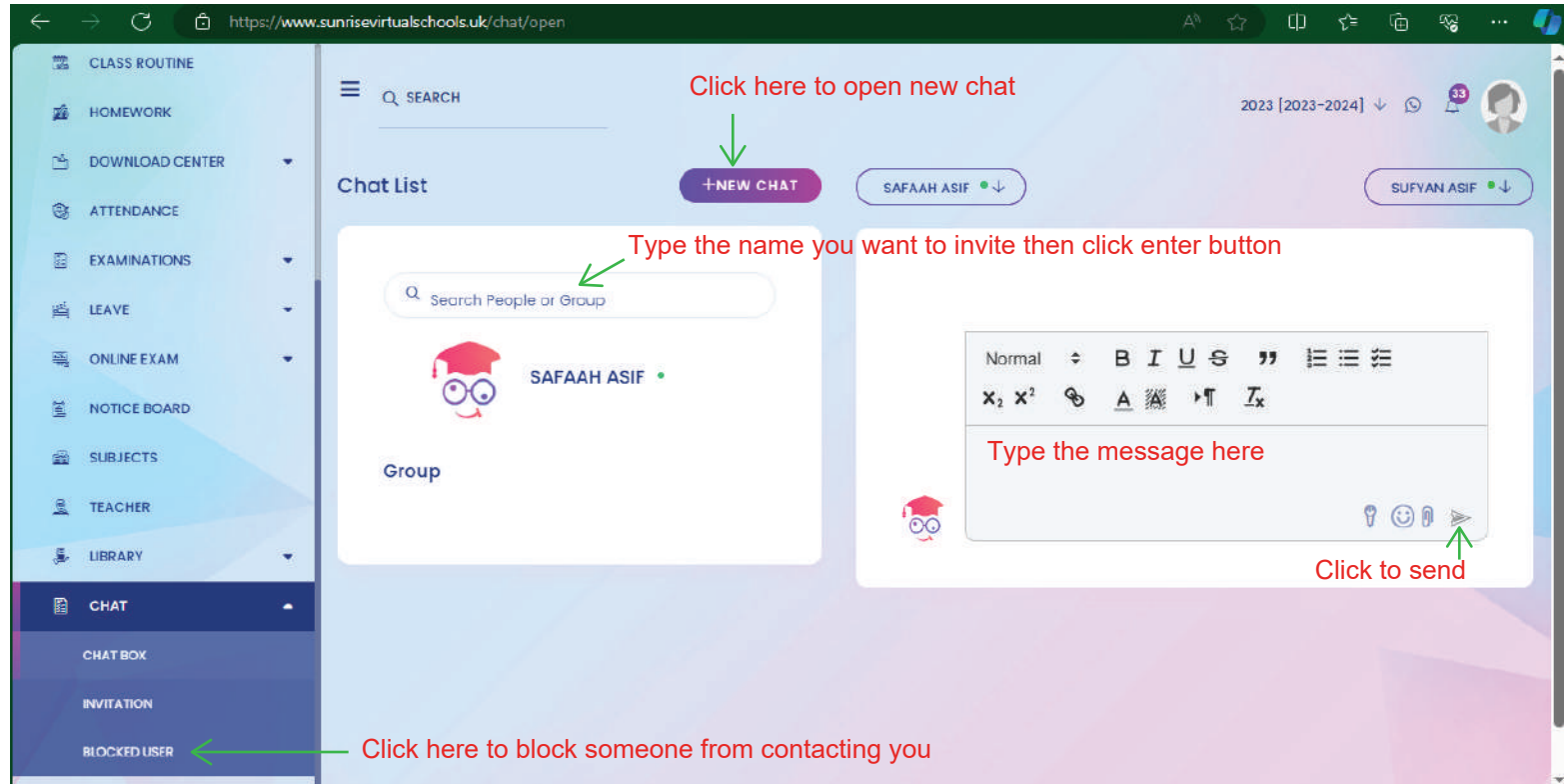
While messaging, you have an option to:

 **Record messages**

 **Attach documents**

 **Use memes and smiley faces**

**Note**, a history of your chats will be maintained on our portal, even if you delete on your end and maybe used as evidence in the event of a complaint.



← → ↻ <https://www.sunrisevirtualschools.uk/chat/users/blocked> 🔍 ☆ 📄 ⌵ 🗂️ 🔄 ⋮

- CLASS ROUTINE
- HOMEWORK
- DOWNLOAD CENTER ▾
- ATTENDANCE
- EXAMINATIONS ▾
- LEAVE ▾
- ONLINE EXAM ▾
- NOTICE BOARD
- SUBJECTS
- TEACHER
- LIBRARY ▾
- CHAT** ▲
- CHAT BOX
- INVITATION
- BLOCKED USER

☰ 🔍 SEARCH

2023 [2023-2024] ↓ 🕒 🔔 33 👤

### Blocked User

People

No Found User!





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-  (+254) 706 007 008
-  (+254) 777 007 008





100% Quality



Expert Tutors



  
**SUNRISE**  
VIRTUAL SCHOOL  
*A Legacy of Excellence*

-  Extra curricular activities
-  Wide network of students
-  Registered teachers
-  Safe & Affordable

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