

Teaching portal settings manual

Administrator guide • Version 1.2 • 29 October 2026

Use this manual to organise subjects, enrol or unenrol students, publish summary notes and control student download and print access. The instructions match the website controls implemented on 29 October 2026.

Start here

1. Open the teaching portal and sign in with an administrator account.
2. Open Admin. Use Selected subject to choose the course before changing its settings.
3. Use Course settings for the selected course. Use Global settings for students, administrators and other portal-wide tools.

Website: <https://ck-crystal-mission.ck-quah.workers.dev/>

Find the task you need

Task	Page
Turn student note download and print on or off	2
Add, rename, reorder, delete or assign subject tabs	3
Enrol, unenrol or import students	4
Create a subject and set its visibility	5
Update and publish summary notes including XP	6
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Understand the three access controls

Course visibility by role controls whether a course card appears for a group. Enrolment grants access to restricted content. Publication status and opening dates determine when that content is available.

The download and print switch is separate. Turning it off does not remove reading access from eligible enrolled students. Courses sharing one subject code also share enrolment, tab assignment and the summary-note export setting.

1 Control note download and print

Location: Admin → Selected subject → Course settings

1. Choose the subject whose summary-note policy you want to change.
2. Find Allow students to download and print summary notes.
3. Tick the checkbox to turn student exports ON. Clear it to turn student exports OFF.
4. Click Save settings and wait for the Course settings saved message.
5. Reload a published note using an eligible student account to confirm the result. An administrator account always retains export controls.

What each setting does

Reader	Setting OFF	Setting ON
Eligible enrolled student	Can read; student export controls hidden	Can read and use the available export controls
Administrator	Retains export controls	Retains export controls
Student without required access	No new reading access granted	No new reading access granted

Default: Student download and print is OFF unless an administrator enables it.

The setting applies to all summary-note courses with the same Shared subject code. For example, XP and XPN share XP, so they use one export policy. It is not a separate switch for each lecture page.

How students download when enabled

On a note page, Print / Save PDF opens the browser print dialogue. Students can choose a printer or the browser's PDF destination. Download links already included in a note are also available when permitted. The switch does not create a new student Word-export button; Download Word in the admin editor remains an admin control.

Example

To allow downloads for Powder XRD but keep another subject read-only, select XP or XPN, enable the checkbox and save. Then select the other subject, clear the checkbox and save. Check each subject with a student account enrolled in it.

Practical limit: These controls govern the website's normal export actions. They cannot completely prevent screenshots, copying, or retrieval of a previously shared public file URL. Turning the switch off also cannot recall files students already downloaded.

2 Organise subjects into tabs

Location: Admin → Subjects → Manage subject tabs

Add or edit a tab

1. Open Manage subject tabs.
2. To add a tab, enter its name under New tab name. To rename an existing tab, edit its Tab name.
3. Use Order to arrange existing tabs. Lower numbers appear first; use distinct values such as 10, 20 and 30.
4. Click Save. A new tab is added after the existing tabs; reopen the manager to adjust its order if needed.

Names must be unique and no more than 60 characters. All Subjects and Unassigned are reserved built-in tabs and cannot be renamed or deleted.

Assign a subject

1. Choose the course using Selected subject.
2. Open Course settings and choose a Subject tab.
3. Click Save settings. The assignment applies to every course sharing the same subject code.

Each shared subject code has one tab assignment. All Subjects provides the overall course list; you do not assign courses to it separately.

Delete a tab

1. Open Manage subject tabs and click Delete beside the tab.
2. Read and confirm the deletion message. Any unsaved tab-name edits are discarded.
3. The tab is removed and its subjects move to Unassigned. Course content, enrolments and accounts are retained.
4. Reassign these subjects later through Course settings if needed.

What students see

A category tab appears only when the current visitor can access at least one subject in that category. Creating a tab or assigning a subject to it does not grant course access. An empty or inaccessible category stays hidden, including Unassigned when it contains no accessible subjects.

A role-visible course card can still appear in All Subjects with Enrolment required. This means visibility has been granted but enrolment is still needed for its restricted content.

Starting categories

Postgraduate Subjects, Undergraduate Subjects, School of Physics and Others are editable categories. All Subjects and Unassigned remain built in.

3 Manage student enrolment

Location: Admin → Global settings → Students

Enrol existing students

1. Use Filter by role or Filter by batch to find the students.
2. Tick individual accounts, or use Select all shown students. Check the selected-student count.
3. Click Enrol in courses. Review all preselected subjects and tick the required shared subject codes.
4. Click Save. Existing enrolments are retained; the selected courses are added.

One shared code covers its active games and notes. Selecting XP enrolls the student in the linked XP game and XP summary-note courses.

Unenrol students without deleting their accounts

1. For one student, click Unenrol on that student's row. For several students, tick their accounts and click Unenrol from courses.
2. Tick the shared subject codes to remove. Only active enrolments belonging to the selected students are offered.
3. Click Unenrol selected subjects.
4. Check the success message and refresh the student view. Use Enrol in courses to restore access later.

Unenrolment removes enrolment-based access across games, notes and hubs sharing the selected code. The student account and past results remain. Public content remains public, and any separately assigned subject-editor access remains in place.

Use Move selected to Trash only when removing accounts across all courses. It prevents those accounts from signing in; it is different from course unenrolment.

Add or import students

For an individual, click + Add student or + Add student manually. Enter the name, matric number, batch, initial password and role; select the subjects and save. The initial password must contain at least eight characters.

For a batch, use Download Excel template. Fill in Name, Matric Number, IC Number, Batch and Subjects, then choose the workbook and click Import students. In Subjects, use shared codes separated by semicolons, for example XP;ZCT307. Review the import report for errors.

The importer uses IC Number as the account password. For an existing account, leave that cell blank to keep its password. Review the spreadsheet carefully before importing.

Change a role

Use Edit role on an individual row, or select accounts and use Assign role → Apply role to selected students. Changing a role does not replace enrolment in restricted courses.

4 Create and configure subjects

Location: Admin → Subjects → + New subject

1. Enter a unique Course code, Subject title, Academic session and Semester.
2. Set Shared subject code. Leave it blank to use the course code, or enter an existing shared code to link related game and note courses.
3. Choose Course type: Question game, Summary lecture notes or Research hub.
4. Set Display order, Availability and Description, then click Save.
5. Select the new course and open Course settings. Choose its Subject tab and student download/print policy, then click Save settings.
6. Add the course content, set publication access and enrol the intended students.

Keep course codes and shared codes distinct

Course code	Course type	Shared subject code
XP	Question game	XP
XPN	Summary lecture notes	XP

Course codes identify separate cards and editors. A shared subject code joins related courses for enrolment and shared settings. Avoid changing a shared code casually: it changes which courses belong together for these controls.

Edit the course card

In Course settings, edit Course title and Course description. Use an HTTPS image URL or upload a JPG, PNG or WebP up to 5 MB. A selected upload takes priority over the URL. Choose a wide image, then click Save settings. Use default image resets the cover selection; save to apply it.

To change academic session, semester, course type or active status, open Subjects and click Edit on the subject card.

Choose who can see the card

1. In Subjects, click Course visibility by role on the subject card.
2. Tick the intended groups and click Save.
3. Enrol the students who require restricted content. Role visibility alone does not grant that access.

An active enrolment in the shared code can make the card visible regardless of the student's role. Chapter publication and opening dates still apply.

Reuse an existing course

Duplicate copies chapters, questions and notes into a new course. It does not copy student enrolments or results. The copy starts inactive with draft chapters; review its codes, settings and content before publishing.

5 Update and publish summary notes

Location: Admin → Selected subject → choose the notes course → Lecture notes

1. Click + Add lecture note to create a page, or Edit / Upload beside an existing page.
2. Enter the Title and Chapter number. Type the content, or choose a .docx or PDF file up to 20 MB and click Import into editor.
3. Review the imported text, equations, tables and images. Import extracts text; it does not automatically summarise the document or guarantee its original layout.
4. Use Preview content and correct any formatting. Click Save.
5. Open Access settings for the note. Choose the required access, set Display order and any opening or closing dates, then click Save.
6. Use Read to check the published page. Test again with an eligible student account.

New notes start as drafts. Editing and saving an existing note updates its webpage content. Previous versions are available in the editor when a saved note exists. PowerPoint files are not accepted by this note importer; prepare the summary in the editor, Word or PDF first.

Choose the appropriate access

Access	Effect
Publish - Sign In	Restricted to eligible enrolled readers, subject to dates.
Publish - Everyone	Public access. Do not use for enrolment-only notes.
Locked	Visible but unavailable.
Draft	Hidden from students while being prepared.
Archived	Retained but hidden; available for recovery through trash tools.

Powder XRD page structure

Select XPN to update these eight separate pages:

- 01 XP Instructions
- 02 Lab Manual
- 03 Methodology
- 04.1 Dataset 1, 04.2 Dataset 2, 04.3 Dataset 3, 04.4 Dataset 4 and 04.5 Dataset 5 — each as its own note page.

Keep the five datasets separate when replacing content. Check that each page retains its correct plots, reference tables and calculation instructions. The existing XP notes use 372.0 mm film circumference for the datasets; the briefing's divide-by-four example assumes 360 mm.

For existing notes, Downloadable Word template uploads a separate downloadable original file. Its link can be retrieved by anyone who already has it. Use this only when that distribution is intended.

6 Manage games and verify settings

Choose the questions used in a game

Location: Admin → Selected subject → choose the game course → Questions

1. Choose the chapter under Editing chapter. For Powder XRD, choose the chapter in XP.
2. Use + Add question to add content, or edit an existing question. Enter the question, four choices, correct answer, explanation and points, then save.
3. Check the questions to include. Choose Use all checked questions or Random sample from checked questions.
4. For a random sample, enter Questions per game. Click Save selection.

Question order is shuffled. Random mode draws a fresh sample for each game. Live games already running keep their original question set. XP contains 35 questions, including 15 added conceptual questions. Each is worth five points; using all 35 gives a total of 175 points.

Questions also provides Download questions (.docx), Download Word template and Upload Word questions. Uploaded questions are added through the import workflow; review the selected chapter and question count afterwards.

Check the student experience

- Use a separate student session or browser profile. An admin session cannot demonstrate restricted student export behaviour.
- Open an enrolled subject with exports OFF: the notes should remain readable and Print / Save PDF should be absent.
- Open an enrolled subject with exports ON: the export control should appear.
- Check that a category with no accessible subject is hidden for that student.
- After an intentional unenrolment, confirm that restricted content is unavailable while the account and past results remain.

Resolve common problems

No download or print control: Confirm that the setting was saved for the correct shared code, the reader is signed in and eligible, and the note page has been reloaded.

Course visible but notes unavailable: Check enrolment, subject availability, note publication and opening/closing dates. Seeing a course card does not by itself grant reading access.

Tab missing: Confirm the subject's tab assignment and the student's actual access to at least one course in that category.

Admin controls missing: Check that the account is an administrator. A subject editor has narrower permissions.

Other global tools

Global settings includes Cinematic themes, Students login logs, Administrators and Trash. Login logs display Malaysia time and estimated activity, not attendance. Use the Students page to download student results; use the login-log page to export activity logs.