



MBSSE LMIS

Teacher Training Manual

Verified teaching, subject delivery, assessment, feedback and attendance

Audience	Verified secondary-school teachers and approved teacher trainers
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Classification	Official - operational and training use

Secondary School Learning Management Information System for Sierra Leone

How to use this document

Navigation: Use Word or PDF bookmarks to move between headings. Screenshots show the verified August 2026 demonstration build. Version 1.1 adds managed/manual live classes, recorded lessons, legal-information routes, curriculum and examination controls, real-time messaging and current mobile boundaries.

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Document conventions

Convention	Meaning
Bold control name	A button, tab, link, field or module visible on screen.
Important	A control, data-protection or safeguarding requirement.
Checkpoint	Evidence that confirms a procedure completed successfully.
Role boundary	An action reserved for a named role; do not bypass by sharing accounts.

1. About this manual

Purpose: This manual shows verified teachers how to deliver assigned MBSSE subjects, create learning activities, assess learners and record attendance without exceeding school or role permissions.

By the end of this manual you can

- Use the teaching dashboard and open assigned subjects.
- Add safe, curriculum-aligned learning activities and resources.
- Create quizzes and use the reusable/past-paper question bank responsibly.
- Review submissions, similarity evidence, grades and feedback.
- Record attendance and communicate safely with learners.

Access and safety rules

- Use only your own verified account. Never share passwords, one-time codes, recovery codes or API tokens.
- Check the MBSSE LMIS name and approved HTTPS address before entering credentials.
- Use the question-mark button for page-purpose guidance and hover over or focus labelled controls for tooltips.
- Read the Privacy policy and Terms and conditions from the public page footer. Ask the school or MBSSE contact if a rule is unclear.
- Report missing access, suspicious activity, safeguarding concerns or exposed learner information through the approved helpdesk.
- Screenshots use demonstration information. Do not copy real learner information into training materials or support tickets.

MBSSE LMIS
Secondary School Learning Platform

IMPLEMENTATION SUPPORT
UNOPS

Log in to MBSSE LMIS

Enter your school or ministry account details.

Username or email address

Password [Forgot password?](#)

☐ Keep me signed in on this device

Sign in securely

New learner? [Create an account](#)

MBSSE LMIS - Ministry of Basic and Senior Secondary Education
[Privacy](#) · [Terms](#) · [Implementation support from UNOPS](#)

Figure 1. The common MBSSE LMIS secure sign-in screen.

Sign in

1. Open the approved MBSSE LMIS web address.
2. Enter your school or ministry username/email address and password.
3. Select Keep me signed in only on a private, protected device.
4. Choose Sign in securely. Complete any email verification, 2FA, passkey or MBSSE SSO step configured for your account.
5. Confirm that your name and correct role appear in the top-right account area.

Checkpoint: The platform opens the teacher landing screen. If a different role appears, stop and contact the administrator; do not continue using another person's permissions.

2. Teaching dashboard

The screenshot shows the MBSSE LMIS Teaching dashboard for a verified teacher. The dashboard includes a header with the MBSSE LMIS logo, navigation tabs for Dashboard and Teaching subjects, a search bar, and a user profile icon. The main content area is divided into several sections:

- Today's teaching:** Shows the current date (Wednesday, 12 August 2026) and a link to view the full calendar.
- No deadlines scheduled for today:** A message encouraging the teacher to prepare learning activities or review learner work, with an 'Open subject' button.
- Assigned teaching subjects:** A table listing assigned subjects with columns for Subject, Code, Class, Learners, Average Completion, and Actions. The table shows one subject: Mathematics SSS 3 (MATH301, SSS 3A, 38 learners, 67% completion). An 'Open' button is next to the subject.
- Upcoming deadlines:** A table listing upcoming deadlines with columns for Date, Activity, Subject / Class, Due, and Status. The table shows one deadline: Quiz: Algebraic Expressions (28 Aug 2026, Mathematics SSS 3).
- Tasks needing attention:** A section for priority teaching work, including an overdue assignment (Quadratic Equations) and a weekly attendance task.
- Quick access:** A section for core teaching tools, including a question bank, assessments, and attendance.

Figure 2. Verified teacher dashboard.

- **Verified teacher:** confirms administrator approval. It does not replace the need for an active subject assignment.
- **Create learning activity:** opens the current assigned subject workflow when available.
- **Today's teaching and Upcoming deadlines:** prioritise lessons, quizzes, assignments and live sessions.
- **Assigned teaching subjects:** only active administrator assignments appear.
- **Tasks needing attention:** overdue learner work, attendance and subject-plan reminders.
- **Quick access:** Question bank, Assessments, Attendance, Reports and Content bank.

If access is missing: Do not use another teacher's account. Ask the administrator to verify your staff record, school placement and teacher-subject assignment.

3. Assigned subjects

Teaching subjects Verified teacher Return to teaching dashboard

My subjects are the curriculum offerings assigned by MBSSE or my school administrator.

Assigned subjects: 1 | Learner enrolments: 38 | Academic period: Term 2 · 2026/27

Search teaching subjects... | All curriculum subjects | All statuses

Your verified assignments
Open a subject to manage learning activities, learners and assessment.

SUBJECT	CODE	CLASS	ACTIVITIES	LEARNERS	AVERAGE COMPLETION	
Mathematics SSS 3 Mathematics - Published	MATH301	SSS 3A	4	38	67%	Open subject

Teaching tools
Tools apply only to your assigned subjects.

- Question bank
- Assessments
- Attendance
- Progress reports

Curriculum-led subject delivery
Use verified MBSSE curriculum and WAEC syllabus evidence when planning teaching and assessment.

Figure 3. Teaching subjects catalogue.

1. Open Teaching subjects from the top navigation or dashboard.
2. Confirm the subject, code, class and learner count are correct.
3. Use search and filters when more than one subject is assigned.
4. Choose Open to enter the subject workspace.
5. Report incorrect or missing assignments to the administrator; teachers cannot self-assign subjects.

Sierra Leone context: Use official subject and class terminology. Align activities to the approved Basic Education, Senior Secondary or verified WASSCE syllabus source shown for the subject.

4. Build learning activities

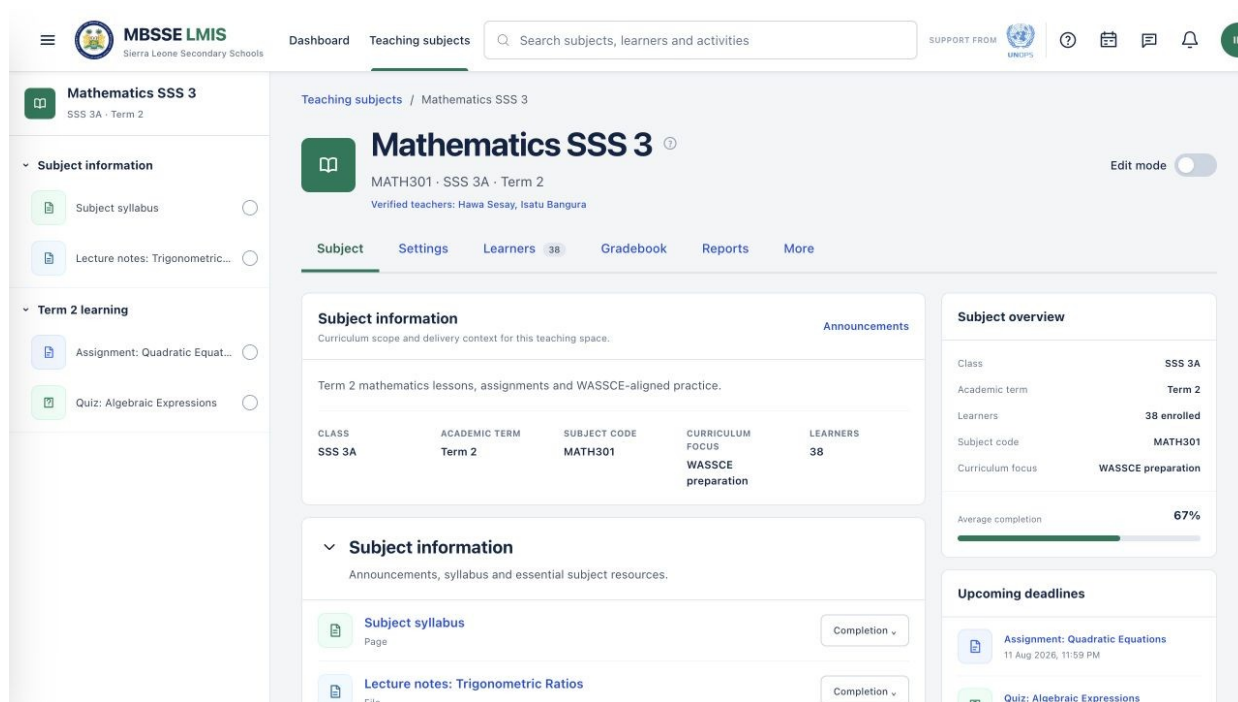


Figure 4. Teacher subject workspace.

1. Open the subject and review the syllabus/section sequence before editing.
2. Turn on Edit mode. Choose the correct section, then Add an activity.
3. Select the activity type: page, private file, video/audio/presentation, URL, live session, forum, wiki, assignment or quiz.
4. Enter a clear learner-facing title, instructions, dates, completion rule and any grading settings.
5. Upload only authorised files. Add captions/transcripts or alternatives for audio/video where required.
6. Preview as a learner where available, test links and dates, then publish the activity.
 - Use small, clearly ordered activities for low-bandwidth learners.
 - Do not place personal learner information in shared resources or forums.
 - Scheduled Zoom/Teams/Meet/stream links are visible only to authorised participants; follow the school recording/retention policy.
 - Use Mark as done only for resources where manual completion is appropriate.

Create a live class

1. In the assigned subject, turn on Edit mode, choose the correct section and select Add an activity or resource.

2. Choose Live class / stream, select Zoom, Microsoft Teams, Google Meet or the approved provider, and enter a clear learner-facing title.
3. For configured Zoom or Teams, choose Create managed meeting in LMIS. Otherwise choose Paste a participant link manually and paste only the learner join URL.
4. Enter the start and end time in Africa/Freetown time, add participation instructions and confirm the intended class/subject.
5. Save and display. Test the protected Join live class action with an authorised test learner before announcing the session.
6. Start the meeting from the institutional host account. Tell participants before recording and follow the approved consent, safeguarding and retention rules.

Meeting-link safety: Never paste or publish a Zoom start_url, host token, provider access token or organiser-only link. If managed creation fails, do not save a broken activity; retry or use the approved manual participant link.

Publish a recorded lesson

1. Record in the approved Zoom or Teams account only after the required notice and consent process.
2. Wait for provider processing, then download the approved MP4. Remove unrelated private chat, learner information or unapproved segments before publication.
3. In the subject, turn on Edit mode, choose the correct section, select Add an activity or resource and choose Video.
4. Enter a curriculum-based title and description, upload the MP4, add a transcript/caption or low-data alternative where required, and set completion/availability.
5. Save and display, test authorised playback/download as a learner, then announce the recording. Apply the approved retention date.

5. Assessments and question bank

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Dashboard Teaching subjects Search subjects, learners and activities

SUPPORT FROM UNICEF

Dashboard / Assessments

Assessments

Manage published quizzes, examinations, attempts, and grades.

[+ Create assessment](#)

Assessments **1**

Graded attempts **39**

Average score **80.8%**

Assessment register
Publication windows, question banks and attempt volume.

[BECE/WASSCE question bank](#)

ASSESSMENT	SUBJECT	TYPE	WINDOW	ATTEMPTS	STATUS
Algebra Foundations Quiz	Mathematics SSS 3	Quiz	11 Jul – 11 Nov 2026	39	Published

[Questions](#)

Figure 5. Teacher assessment management.

1. Open Assessments and select the correct assigned subject.
2. Create the assessment with name, dates, duration, marks and attempt/review settings.
3. Add questions manually or attach verified items from the Question bank.
4. Test automatic answers, marks, randomisation, shuffling and teacher-graded items.
5. Preview with a disposable test account before releasing to learners.
6. After release, avoid changing marks or correct answers without the approved moderation procedure.

BECE & WASSCE question bank

Build a verified, reusable collection of past questions, answers, marking guides, and teacher-created practice.

WASSCE syllabus library Import question bank

+ Add question

All questions 4 Past-paper questions 2 Verified 2

Reusable questions

Use filters to find items, then add them from any assessment in the same subject.

Search question or topic All subjects All exams All WASSCE syllabuses All years Apply filters

QUESTION	SUBJECT	EXAM SOURCE	TYPE	QUALITY
Which expression is a quadratic equation? Imported assessment questions - 1 point	Mathematics SSS 3 MATH301	WASSCE 2025 - Paper 1 - Q1	Multiple Choice 4 options	Verified 12 Aug 2026
What is the factorisation of $x^2 + 5x + 6$? Imported assessment questions - 1 point	Mathematics SSS 3 MATH301	WASSCE 2025 - Paper 1 - Q2	Multiple Choice 4 options	Verified 12 Aug 2026
If $3x = 18$, what is x ? Imported assessment questions - 1 point	Mathematics SSS 3 MATH301	Teacher-Created	Multiple Choice 4 options	Review Pending

Figure 6. Reusable and past-paper question bank.

- Supported types include multiple-choice, true/false, short-answer, numerical, matching, calculated, embedded-answer and essay.
- Past-paper items require year, examination level, paper/question identifier, answer and marking-guide/source information.
- Teachers may add original or school-approved items. Only authorised reviewers may set official verification status.
- Use CSV templates for bulk import and review the preview/errors before attaching items to an assessment.

6. Grade and give feedback

- Open the assignment or assessment and review the learner attempt/submission.
- For files, download only to an approved protected device and remove local copies according to policy.
- Review local similarity evidence as a prompt for professional judgement; a high percentage is not automatic proof of misconduct.
- Apply the rubric or mark scheme consistently and enter constructive, learner-safe feedback.
- Save/release the result according to the assessment settings. Use extensions, reopen controls and overrides only with an authorised reason.

- For moderated changes, preserve the append-only grade history and obtain independent approval when required.

Feedback standard: Describe what the learner did well, what needs improvement and the next action. Never include insults, diagnoses, confidential family information or another learner's result.

7. Attendance and communication

The screenshot displays the 'Attendance register' page in the MBSSE LMIS system. The page header includes the MBSSE LMIS logo, navigation links for 'Dashboard' and 'Teaching subjects', a search bar, and a date selector set to '08/12/2026'. The main content area is titled 'Attendance register' and includes a sub-header 'Record daily attendance used in parent monitoring and school reports.' Below this, there is a section for 'Register for Wednesday, 12 August 2026' with a 'Save register' button. The table below lists learners and their attendance status.

LEARNER	SCHOOL	ATTENDANCE STATUS
Abu Bah 021 learner021@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Abu Bangura 001 learner001@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Abu Conteh 041 learner041@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Adama Bah 022 learner022@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Adama Bangura 002 learner002@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Adama Conteh 042 learner042@salonelearn.edu.sl	Prince of Wales Secondary School	Present
Alhaji Bah 023 learner023@salonelearn.edu.sl	Prince of Wales Secondary School	Present

Figure 7. Teacher attendance register.

- Open Attendance and choose the correct assigned subject and date.
 - Mark each learner Present, Late, Absent or Excused using the approved school rule.
 - Review the register before saving. Correct errors promptly through the authorised process.
 - Contact the school focal person when the roster is wrong; do not create duplicate learner accounts.
- Use subject forums for moderated academic discussion.
 - Use Messages for direct accountable communication; assume messages may be retained for safeguarding and support.
 - Use Calendar for deadlines and live sessions. Check dates/times before publishing.
 - Do not share personal phone numbers or move required school communication to unapproved channels.

8. Content packages and safe delivery

- Upload SCORM/H5P through Content bank and wait for validation/preparation.
- Publish only packages with a valid/approved runtime state and representative-device test.
- The platform persists SCORM status, score, progress, location and suspend data; standard H5P library packages require the approved adapter.
- Do not upload executable, encrypted or unknown-source archives. Report invalid or suspicious packages.
- Prefer compressed, captioned, downloadable resources and avoid unnecessary large video for low-data learners.

Learning-material publication check

- Use Page for short text, File for downloadable documents, Audio for listening resources, Video for protected MP4 lessons and Presentation for approved slide decks.
- Use a descriptive filename and title, state the learning objective and estimated study time, and place the item in the correct curriculum section.
- Test the learner view on desktop and a narrow mobile screen. Confirm authorisation, file opening, playback, captions/transcript and completion behaviour.
- Provide a lower-data alternative when a large media file is not essential. Do not force repeated streaming where a protected download is approved.

Copyright and provenance: Use official curriculum resources, authorised school content and properly licensed media. Verification of a past paper or syllabus is an administrative/provenance decision, not a formatting decision.

9. Teaching checklists

Before each lesson or release

- Correct subject/class and section.
- Clear instructions, due date, completion and accessibility/low-bandwidth alternative.
- Links/files tested; learner view checked; no personal data exposed.
- Quiz answers/marks and assignment rubric tested.

Weekly

- Review tasks needing attention, submissions, attendance and messages.
- Give timely feedback and follow approved late/extension procedures.
- Review progress/participation and refer support needs through the school pathway.

End of term

- Reconcile attendance, released grades and completion.
- Complete moderation and resolve draft/unreleased results.
- Archive or carry forward content only through approved subject cloning/backup and administrator review.