Program name	Duration:	Trainee entry level
6 Noor System Course	Month 45 training hours	Primary school certificate at least

Design of this program:

The "Noor System" course is one of the basic courses in the field of digital educational management. It aims to provide participants with the skills and knowledge necessary to efficiently use the Noor System, the central system approved by the Ministry of Education in the Kingdom of Saudi Arabia for managing all student, teacher, school, and educational reporting affairs. The course covers the practical and applied aspects of the system, enabling trainees to accurately perform daily and administrative tasks. It contributes to improving the quality of work within the school and facilitating communication with all parties involved in the educational process.

Overall Program Objective:

- Understanding the structure of the Noor system and its various uses.
- Creating accounts and managing user permissions
 - Registering students and managing their data
.- Entering grades and monitoring academic performance.
- Issuing statistical reports and statements. –
Tracking attendance and absence and submitting attendance reports.
- Using the system to communicate effectively with parents

Detailed Program Objectives:

1. Introduction to the Noor System:
Definition of the system, its features, objectives, and structure.
2. Preparing basic data:
Adding teachers, students, classes, and schedules.
3. Academic processes:
-Registering new students.
-Entering and modifying grades.
-Printing transcripts and certificates.
4. Administrative follow-up:
- Attendance and absence.
-Warnings, behavior, and attendance
5. Reporting:
- Extracting performance and achievement reports.
- Preparing school and monthly reports.
6. Permissions and Users
- Managing the accounts of leaders, teachers, and parents
Target Audience
- School leaders.
- Teachers.
- School administrators.
- Noor system supervisors.
- Parents interested in monitoring their children's progress.
. Education department employees