

Da VIP Academy

Digital Administrator & Educator User Manual

Drug and Violence Intervention Program · www.luvdakidz.org

Document	Administrator & Educator Manual — Version 1.0
Platform	Da VIP Academy K-12 (luvdakidz.org/learn)
Audience	Site administrators, educators, program staff, guardians' liaisons
Cost to schools	Always free — no ads, no paid tiers
Support	Da.VIP.314youth@gmail.com · 314-415-0205
Mail / drop-off	2730 Gamble St, St. Louis, MO 63106

This manual covers day-to-day operation of the Da VIP Academy learning platform and the public Da VIP website: account roles, classroom setup, lesson assignment, analytics, content review, guardian communication, donations and intake, offline use, accessibility, privacy, and troubleshooting.

1. Contents

Section	What it covers
2. Platform overview	Public site, Academy, and how they connect
3. Roles & permissions	Who can see and do what
4. Getting started	First sign-in, profile setup, admin access
5. Educator workflows	Classrooms, class codes, assignments, quizzes
6. Curriculum & lessons	Grades, subjects, lesson URLs, worksheets, paths
7. Analytics & mastery	Reading dashboards and acting on data
8. Guardian & family tools	Weekly reports, PDF export, alerts
9. Content review workflow	Flag, approve, and update sources and quizzes
10. Communications	Email log, notification domain, unsubscribes
11. Program operations	Intake applications, donations, volunteers, drop-off
12. Offline & devices	Install as an app, offline lessons, sync
13. Accessibility & inclusion	Reading levels, contrast, keyboard, screen readers
14. Privacy & data safety	Student data handling and access rules
15. Troubleshooting	Common issues and fixes
16. Routine checklists	Daily, weekly, term-start tasks
17. Quick reference	URL map and glossary

2. Platform overview

Da VIP runs two connected experiences on one site.

Public program site

- Home — mission, impact, focus areas, and program highlights.
- Programs — Health and Wellness, After School Academic Support, Workforce Exposure (Taco2sDays), Community Outreach, Violence & Drug Prevention, Trade Skills.
- Get Involved — volunteer sign-up, donation options, and the wish list.
- Drop-off — map and directions to 2730 Gamble St, St. Louis, MO 63106.
- Meet the Founder — biography and photo collage of Kahlil An'Noor.
- Intake — youth program application form.

Da VIP Academy (/learn)

- Free K-12 curriculum browser by grade and subject, plus search and learning paths.
- Lesson pages with teaching content, guided practice, and a mastery check.
- Student dashboard with XP, streaks, badges, and an AI tutor.
- Teacher, family, college-prep, careers, and printable-library centers.
- Street Smart Academy — free courses and games; A-Z Encyclopedia of African American History & Culture.

Lesson pages are open to the public. Anyone can read a lesson and take the practice questions without an account; XP, streaks, badges, and mastery history only save once a learner signs in.

3. Roles & permissions

Role	Can do	Cannot do
Visitor (no account)	Browse the public site and all lesson pages; print worksheets; donate; submit intake and volunteer forms	Save progress, XP, or badges; view any dashboard
Student	Everything a visitor can, plus saved progress, XP, streaks, badges, AI tutor, joining a classroom with a class code	See other students' data; create classrooms
Educator / teacher	Create classrooms and class codes, assign lessons, view class and per-student mastery, generate quizzes from templates	See students outside their own classrooms
Guardian	View their approved learner's attendance, learning time, strengths, mastery trends, weekly report, and alerts	See other families' learners
Administrator	All educator views plus the email log and the content-review dashboard	Bypass privacy rules on student records

Access is enforced on the server for every request, so hiding a link is never the security boundary — a signed-out or unauthorized visitor is redirected to sign-in and no student data is returned.

4. Getting started

First sign-in

- Go to ludakidz.org/auth and sign in with email and password or with Google.
- New accounts confirm by email; check spam if the message does not arrive within a few minutes.
- After sign-in, students land on </learn/dashboard>, educators on </learn/teacher>, guardians on </learn/family>.
- Complete the learner profile (display name, grade level) so the catalog and analytics target the right grade band.

Granting administrator access

- The program email Da.VIP.314youth@gmail.com is provisioned as an administrator automatically on sign-up.
- Additional administrators are added by request to that address — roles live in a dedicated roles table, never on a user profile.
- Never share an administrator login. Each staff member gets their own account so the audit trail stays accurate.

5. Educator workflows

Create a classroom

- Open </learn/teacher> and choose New classroom.
- Name the class, pick the grade level and subject focus, and save. A class code is generated.
- Share the class code with students; they enter it from their dashboard to join. Codes can be regenerated if one leaks.

Assign lessons

- From the classroom view, choose Assign lesson and search the catalog by grade, subject, or keyword.
- Set a due date. Assigned lessons appear on each student's dashboard with progress state.
- Assign a learning path when you want a multi-week sequence rather than a single lesson.

Generate a quiz

- Use the quiz template engine on the teacher page: pick a lesson or strand, question count, and difficulty.
- Review every generated question before assigning — you are the editorial authority on accuracy and tone.
- Print or project quizzes from the printable library at </learn/library>.

6. Curriculum & lessons

- Grades K-12 across core subjects plus financial literacy, entrepreneurship, technology & AI, career readiness, arts, and community leadership.
- Browse: </learn/grade/<grade>> then </learn/grade/<grade>/subject/<subject>>.
- Lesson URLs are permanent and shareable: </learn/lesson/<lesson-slug>> (for example [g5.math.fractions.1](#)).
- Printable version of any lesson: </worksheets/lesson/<lesson-slug>>.
- Paths and careers: </learn/paths>, </learn/careers>, </learn/college>.
- Search everything at </learn/search>.

Because slugs are permanent, links in lesson plans, newsletters, and printed handouts keep working across school years.

7. Analytics & mastery

Metric	Meaning	Act on it when
Mastery %	Share of mastery-check items answered correctly on a strand	Below 70% for a strand — reteach, then reassign
Learning time	Minutes actively spent in lessons	Time is high but mastery is flat — the lesson level may be mismatched
Streak	Consecutive days of activity	A long streak breaks — send an encouragement nudge
XP	Cumulative effort points	Use for recognition, never for grading
Attempts	Tries per mastery check	3+ attempts on one check — schedule small-group support

Read class trends first, then drill into individual learners. Treat XP and badges as motivation, not assessment; mastery percentage and attempts are the instructional signals.

8. Guardian & family tools

- Guardians open </learn/family> to see attendance, learning time, strengths and growth areas, grades, and mastery trends.
- Weekly report summarizes the last seven days; use Export PDF to download or print it for conferences.
- Alerts are rule-based (for example inactivity or a drop in mastery) and are delivered by email, with SMS where configured.
- A guardian must be approved for a learner before any data is visible — approvals are a deliberate administrator or educator action.
- Every notification includes an unsubscribe link (</unsubscribe>); honor opt-outs immediately.

9. Content review workflow

Educators and administrators moderate primary sources, quizzes, and activities at </admin/content-reviews>.

- Flag — raise an item that is inaccurate, outdated, unclear, or age-inappropriate, with a short note explaining why.
- Review — an administrator or lead educator examines the item and any suggested correction.
- Approve or update — approve as-is, or record the corrected text and mark it updated.
- Every action stores who acted and when, so the encyclopedia and quiz banks carry a visible accuracy trail.
- Priority order: factual errors, then age-appropriateness, then clarity and tone.

10. Communications

- /admin/emails is the delivery log: recipient, type, status, and timestamp for volunteer confirmations, guardian alerts, and program notices.
- Transactional mail sends from the notify.luvdakidz.org notification subdomain so program mail stays separate from staff inboxes.
- Sends are idempotent and retried, so a transient provider failure does not duplicate or silently drop a message.
- If a message shows failed, confirm the address, then resend from the log rather than re-triggering the whole workflow.

11. Program operations

Intake applications

- Families apply at /intake: youth name, date, birth date, address, age, parent or guardian name, and program interest.
- Review submissions in the admin area, contact the family within two business days, and record the outcome.

Donations

- /donate accepts card donations with preset and custom amounts; funds settle to the organization's bank account.
- Confirmations are automatic. Reconcile the donation log against bank deposits monthly.

Volunteers, wish list, and drop-off

- Volunteer sign-ups arrive from /get-involved and trigger a confirmation email.
- The wish list on the same page lists in-kind needs; keep it current so donors give what is actually needed.
- In-kind drop-off details and map: /drop-off — 2730 Gamble St, St. Louis, MO 63106.

12. Offline & devices

- Da VIP Academy installs as an app: on a phone use Add to Home Screen; on desktop use the browser's install icon.
- Lesson content a learner has opened is cached on-device, so lessons keep working when the connection drops.
- Progress completed offline is queued and syncs automatically once the device is back online — do not clear site data before syncing.

- Works on shared Chromebooks, tablets, and phones. Sign out at the end of a session on shared devices.

13. Accessibility & inclusion

- The encyclopedia offers reading-level switching so the same topic serves early elementary through middle grades.
- Color contrast meets WCAG AA; all interactive controls are reachable and operable by keyboard.
- Images carry descriptive alt text and content is structured with real headings for screen readers.
- Printable worksheets give non-screen access for classrooms with limited devices.
- If you find an accessibility barrier, report it to Da.VIP.314youth@gmail.com — treat it as a defect, not a request.

14. Privacy & data safety

- Collect the minimum needed: a display name and grade level are enough to run a classroom.
- Student records are readable only by that student, their approved guardians, their own educators, and administrators.
- Never post student names, photos, or results publicly without written guardian consent.
- Use individual staff accounts; never a shared login. Sign out of shared devices.
- Export student data only for a legitimate educational purpose and store exported PDFs securely.
- Deletion or correction requests go to Da.VIP.314youth@gmail.com and should be actioned promptly.

15. Troubleshooting

Symptom	Likely cause	Fix
Dashboard is blank after sign-up	Profile not finished, or the session did not attach	Reload once, complete the learner profile, then sign out and back in
Progress not saving	Learner is signed out (guest mode)	Sign in — the lesson banner shows when progress is not being saved
Class code rejected	Code typed with a wrong character, or regenerated	Re-share the current code from the teacher page
Guardian sees no data	Guardian is not approved for that learner	Approve the guardian link, then refresh

Symptom	Likely cause	Fix
Alert email never arrived	Filtered as spam, or the family unsubscribed	Check /admin/emails status, then confirm the address
Page looks stale after an update	Old cached app version on the device	Hard refresh, or close and reopen the installed app
Offline work missing	Device data cleared before sync	Reconnect before clearing storage; unsynced work cannot be recovered
Donation not in the log	Payment abandoned at the card step	Ask the donor to retry; only completed payments are recorded

16. Routine checklists

Daily (educator)

- Check assignments due today and who has not started.
- Scan class mastery for any strand below 70%.
- Reply to student questions from the classroom view.

Weekly (educator + administrator)

- Review the weekly guardian reports before sending or exporting them.
- Clear the content-review queue.
- Check /admin/emails for failed deliveries.
- Update the wish list and volunteer follow-ups.

Term start

- Create classrooms and issue new class codes.
- Confirm each learner's grade level.
- Approve guardian links for new families.
- Assign the first learning path per class.
- Reconcile donations and intake records for the prior term.

17. Quick reference

URL	Purpose
/	Program home
/get-involved	Volunteer, donate, wish list
/drop-off	Donation drop-off address and map
/meet-the-founder	Founder biography

URL	Purpose
/intake	Youth program application
/donate	Card donations
/courses	Street Smart Academy — free courses and games
/encyclopedia	A-Z Encyclopedia of African American History & Culture
/learn	Academy home
/learn/search	Search all lessons
/learn/paths	Multi-week learning paths
/learn/careers	Career exploration
/learn/college	College preparation
/learn/library	Printable worksheets and quizzes
/learn/teachers	Educator resources (manual download)
/learn/parents	Guardian resources
/learn/teacher	Teacher dashboard (sign-in)
/learn/family	Guardian dashboard (sign-in)
/learn/dashboard	Student dashboard (sign-in)
/admin/emails	Email delivery log (admin)
/admin/content-reviews	Content review queue (admin)

Glossary

- Class code — short code a student enters to join a classroom.
- Mastery check — end-of-lesson assessment that drives mastery percentage.
- Learning path — ordered sequence of lessons toward a goal.
- XP / streak / badge — motivation signals, not grades.
- Slug — the permanent identifier in a lesson URL.

Da VIP — Drug and Violence Intervention Program · 2730 Gamble St, St. Louis, MO 63106 · 314-415-0205 · Da.VIP.314youth@gmail.com · www.luvdakidz.org. Free to copy and share with educators and families.