Math-MATE

Admin User Guide

Learning Disabilities Association of Newfoundland and Labrador (LDANL)

math-mate-ldanl.vercel.app

Admin	Guardian	Child
Platform-wide monitoring and reporting	Manages child accounts (view-only for admins)	Learner accounts (view-only for admins)

What admins can do

View all users, children, guardians, game sessions, games, and tutor guides. Download progress reports. Delete child accounts. Monitor platform-wide statistics.

What admins cannot do

Add or edit users. Delete guardian or admin accounts. Manage games or game content. Promote users to admin. The admin role is primarily a monitoring role.

Platform-wide statistics	All users and child sessions	Games and tutor guides

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1. Getting Admin Access

Admin access is not available through the regular signup process. All new accounts are created as guardian accounts by default.

> **WARNING**
> Only the web developer can grant admin access. There is no self-service way to become an admin or to promote other users to admin.

How to Get Admin Access

1	Sign up for a regular account at https://math-mate-ldanl.vercel.app/auth/signup. You must use an @ldanl.ca email address.
2	Contact the web developer and request admin access.
3	The developer will update your account role to 'admin' directly in the database.
4	Once updated, navigate to https://math-mate-ldanl.vercel.app/admin to access the admin dashboard.

2. Admin Dashboard

Once you have admin access, navigate to the Admin Dashboard for a bird's-eye view of the entire platform.

Admin Dashboard: https://math-mate-ldanl.vercel.app/admin

Platform Statistics

At the top of the dashboard you will see key platform numbers. These statistics refresh automatically every 30 seconds.

Statistic	What It Shows
Total Children	Number of child accounts on the platform
Total Guardians	Number of guardian accounts
Total Admins	Number of admin accounts
Total Game Sessions	How many game sessions have been played across all children. Sessions where a child opened a game but did not play are automatically excluded.
Total Play Minutes	Combined time children have spent playing games across the platform

Quick Links

Card	Destination	URL
Manage Users	View and manage all users	https://math-mate-ldanl.vercel.app/admin/users
View Guardians	See all guardian accounts	https://math-mate-ldanl.vercel.app/admin/guardians
View Children	See all child profiles	https://math-mate-ldanl.vercel.app/admin/kids
Games and Guides	View all games and tutor guide availability	https://math-mate-ldanl.vercel.app/admin/games

All Users List

Below the quick links, a card-style list shows every user on the platform with coloured circle avatars, role badges, guardian info for children, and relative timestamps (e.g. '7h ago'). Child cards include a Download Report button and an expand chevron to view their game sessions. To delete a child account, go to the Manage Users page.

3. Users Page

The Users page shows a card-style list of all users across all roles in one place. This is also where child accounts can be deleted.

https://math-mate-ldanl.vercel.app/admin/users

User Card Layout

Element	Description
Avatar	Coloured circle: blue for children, teal for guardians, purple for admins
Name and badge	Full name with a coloured role pill (Child / Guardian / Admin)
Username	Shown below the name
Guardian info	For children only: shows which guardian they belong to
Timestamp	When the account was created, shown as relative time (e.g. '4d ago')

What You Can Do

Action	How
Filter by role	Click the pill buttons: All, Children, Guardians, Admins. Each button shows the count for that role.
Sort by role	Click 'Sort by role' to group users by their role.
View child game sessions	Click any child card to expand it and see all their game sessions with game title, type badge, start time, duration, accuracy with ratio (e.g. 83% (10/12)), and correct/incorrect counts.
Download child reports	Click the 'Download Report' button on any child card to get a PDF progress report.
Delete child accounts	Click the red 'Delete' button on any child card. A confirmation prompt will appear before the child is permanently removed, including all their game sessions and guardian links.

IMPORTANT
Deleting a child account is permanent and cannot be undone. All game sessions and progress data for that child will be removed. Only child accounts can be deleted from the admin panel.

4. Children Page

The Children page focuses on all child accounts on the platform, displayed as a card-style list.

https://math-mate-ldanl.vercel.app/admin/kids

What Each Child Card Shows

Info	Description
Avatar	Blue circle with the child's initial
Name	The child's display name
Grade badge	Grade level shown as a blue pill (e.g. 'Grade K')
Username	The child's login username
Guardian	Which guardian(s) are linked to this child, shown in teal
Sessions	Number of game sessions and total play time
Timestamp	When the account was created (relative time)
Report	Download button for the child's progress report

Download Reports

Click the Download Report button next to any child to get a PDF progress report containing:

- Child profile: name, grade, age, and guardian name
- Total sessions and total play time
- Games played with session counts
- Best accuracy and average accuracy per game
- Per-session breakdown with score (correct/incorrect), accuracy with ratio (e.g. 71% (10/14)), type badge, and duration

5. Guardians Page

The Guardians page shows all guardian accounts and their linked children.

https://math-mate-ldanl.vercel.app/admin/guardians

What Each Guardian Card Shows

Info	Description
Avatar	Teal circle with the guardian's initial
Name and badge	Guardian's display name with 'Guardian' role badge
Username	The guardian's login username
Email	The guardian's @ldanl.ca email address
Children count	How many children are linked to this guardian, shown in blue
Timestamp	When the account was created (relative time)

Expanded View

Click any guardian card to expand it and see their linked children as nested cards, each showing:

- Child's avatar, name, and grade badge
- Username, session count, and total play time
- Download Report button for each child (the PDF includes the guardian's name)

6. Games and Tutor Guides Page

The Games and Guides page shows all 21 games organised by category and type, with tutor guide availability status for each game.

https://math-mate-ldanl.vercel.app/admin/games

Page Layout

Element	Description
Summary stats	At the top of the page: Total Games, Guides Available, and Guides Missing
Category sections	Games grouped into 3 sections: Jessie's Counting, Kelly's Addition, and Kelly's Subtraction
Type grouping	Within each category, games are further grouped by type: Learn, Train, and Practice
Guide status dot	Each game shows a green dot (guide available) or amber dot (guide missing)

What You Can Do

Action	How
View a tutor guide	Click 'View' on any game that has a guide to open an embedded PDF viewer
Download a tutor guide	Click 'Download' to save the tutor guide PDF locally
Check guide coverage	The summary stats and per-category counts show how many guides are available vs missing across all 21 games

Adding New Guides

To add a tutor guide for a game, drop a PDF named by the game slug into the **public/games_tutorguide/** folder (e.g. kelly-tally-addition.pdf). The admin page will pick it up automatically on the next page load.

> **NOTE**
> Adding new tutor guides requires direct access to the codebase. Contact the web developer to add or update guide files.

7. Understanding Scores and Accuracy

When viewing game sessions in expanded user cards or in progress reports, here is how to read the data.

Score and Accuracy Formats

Display	What It Means
Score: 10 / 4	The child got 10 questions right and 4 wrong. Correct count shown in green, incorrect in red.
Accuracy: 71% (10/14)	The child answered 10 out of 14 total questions correctly, which is 71% accuracy.
Accuracy colour	Green = 80% or above. Amber = 50 to 79%. Red = below 50%.
Dash (-)	The game recorded activity but no individual question scores. Can happen in some training activities.

Session Filtering

- Sessions where a child opened a game but did not answer any questions are automatically hidden from all views and statistics.
- This keeps counts accurate, only real play sessions are counted.

Type Badges

Badge	Colour	Meaning
Train	Orange	Guided play with demonstrations before the child tries
Practice	Blue	Exercise mode where the child applies what they have learned

8. What Admins Cannot Do

The admin role is primarily a **monitoring role** with limited management capabilities. The following actions are not available from the admin panel.

Action	Why Not Available
Add or create child accounts	Only guardians can add children from their own dashboard.
Add or create guardian accounts	Guardians must sign up themselves through the regular signup flow.
Edit user profiles	You can view all user data but cannot modify names, grades, or other fields.
Delete guardian or admin accounts	Only child accounts can be deleted from the admin panel. Guardian and admin accounts cannot be deleted through the admin panel.
Add or modify games	Games are managed by the development team, not through the admin panel.
Promote or demote other users	Only the web developer can change user roles directly in the database.

WARNING
If you need to make changes to user accounts, games, or access levels, contact the web developer directly.

9. Admin Capabilities Summary

A quick-glance reference of everything the admin role can and cannot do.

Action	Admin Can Do It?
View all users across the platform	**Yes**
View all child accounts	**Yes**
View all guardian accounts	**Yes**
View child game sessions	**Yes**
Download child progress reports	**Yes**
View platform-wide statistics	**Yes**
Filter and sort users by role	**Yes**
View games and tutor guides	**Yes**
Delete child accounts	**Yes**
Add children	**No**
Add guardians	**No**
Edit any user profile	**No**
Delete guardian or admin accounts	**No**
Manage or modify games	**No**
Grant admin access to other users	**No**

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