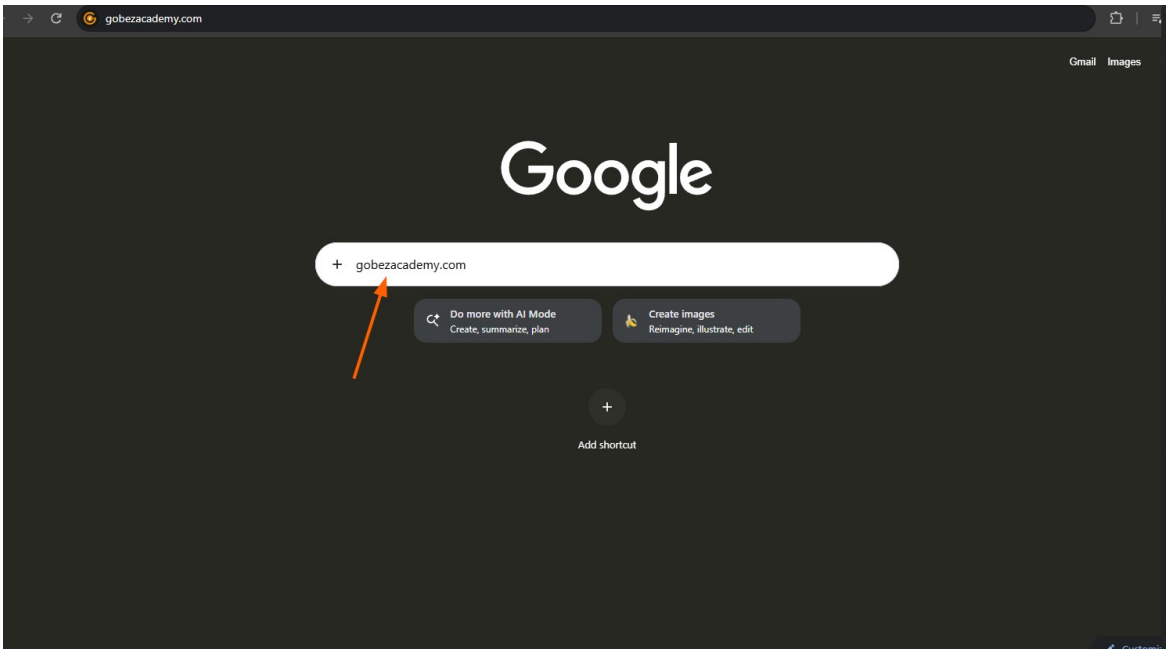
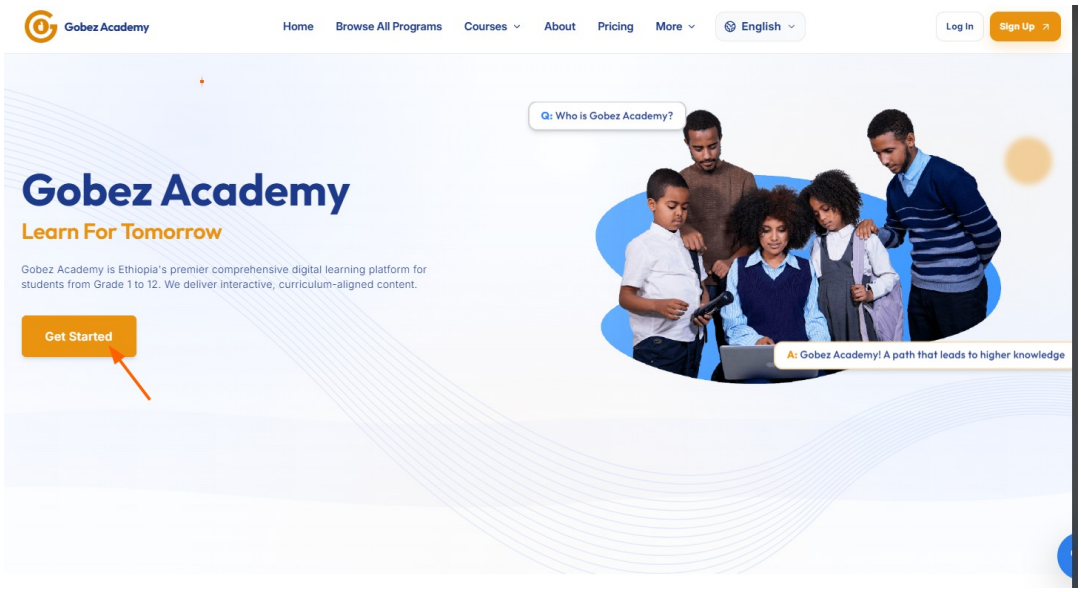
# Gobez Academy's Teachers Portal Guideline
# የጎበዝ አካዳሚ የመምህራን ፖርታል መመሪያ

1. Search for gobezacademy.com
   gobezacademy.com ን ይፈልጉ

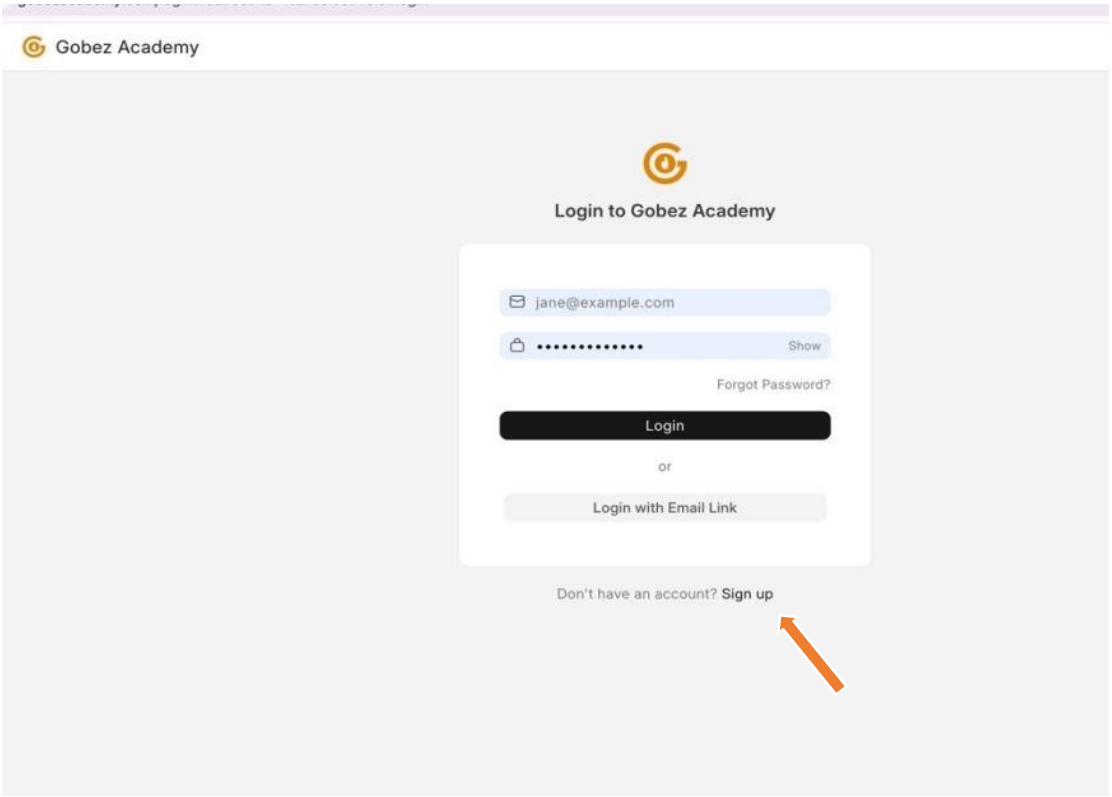


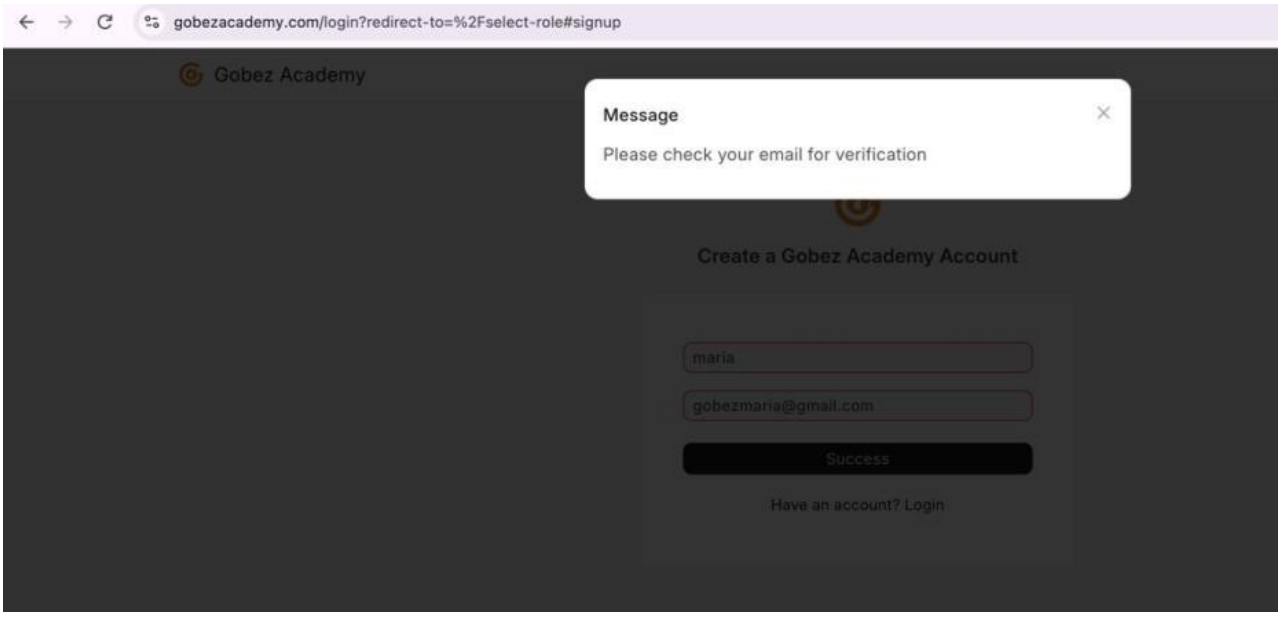
2. Select **Get Started** on Home Page,

በመነሻ ገጽ ላይ **Get Started** የሚለውን ይምረጡ፣

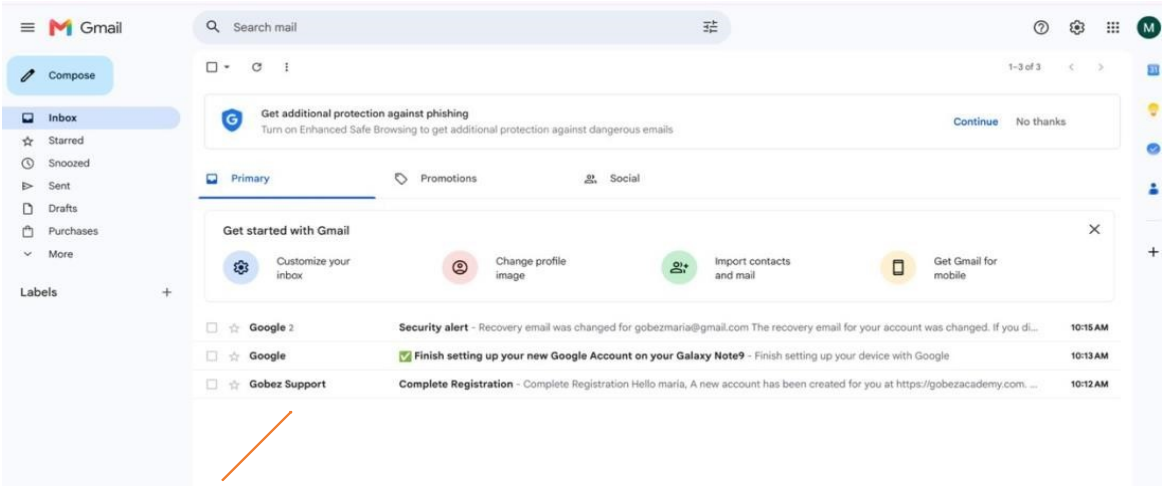


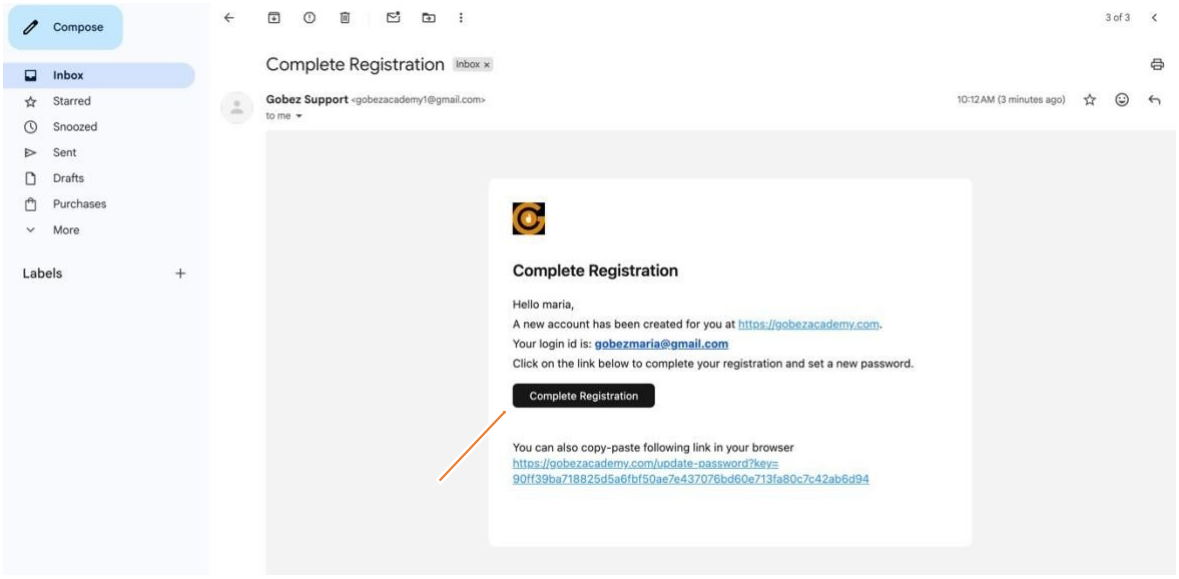

3. Enter your **Name** and **Email** address,
ስምዎን እና የኢሜይል አድራሻዎን ያስገቡ፣



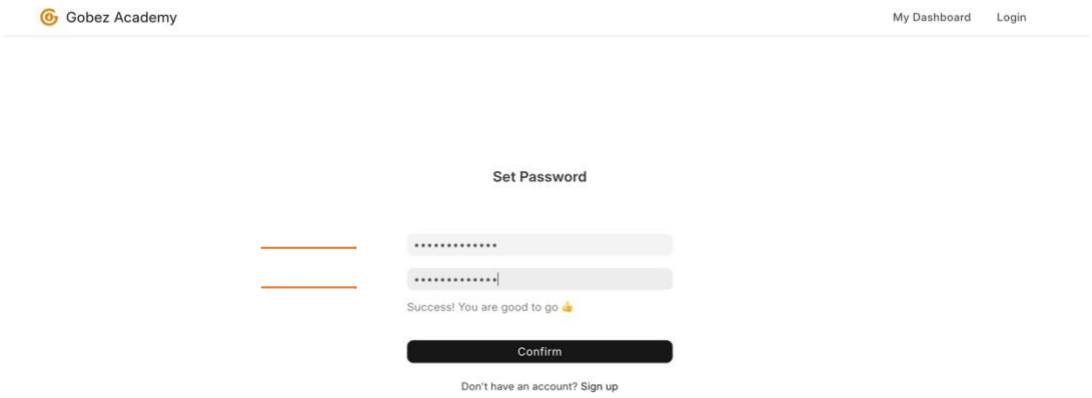



4. Then check your inbox for the registration email,
ከዚያ የምዝገባ ኢሜልዎን ለማግኘት የገቢ መልእክት ሳጥንዎን ያረጋግጡ፣
Open the registration email and select **Complete Registration** to continue.
የምዝገባ ኢሜይሉን ይክፈቱና ለመቀጠል «ምዝገባን ያጠናቅቁ» (Complete Registration) የሚለውን ይምረጡ።

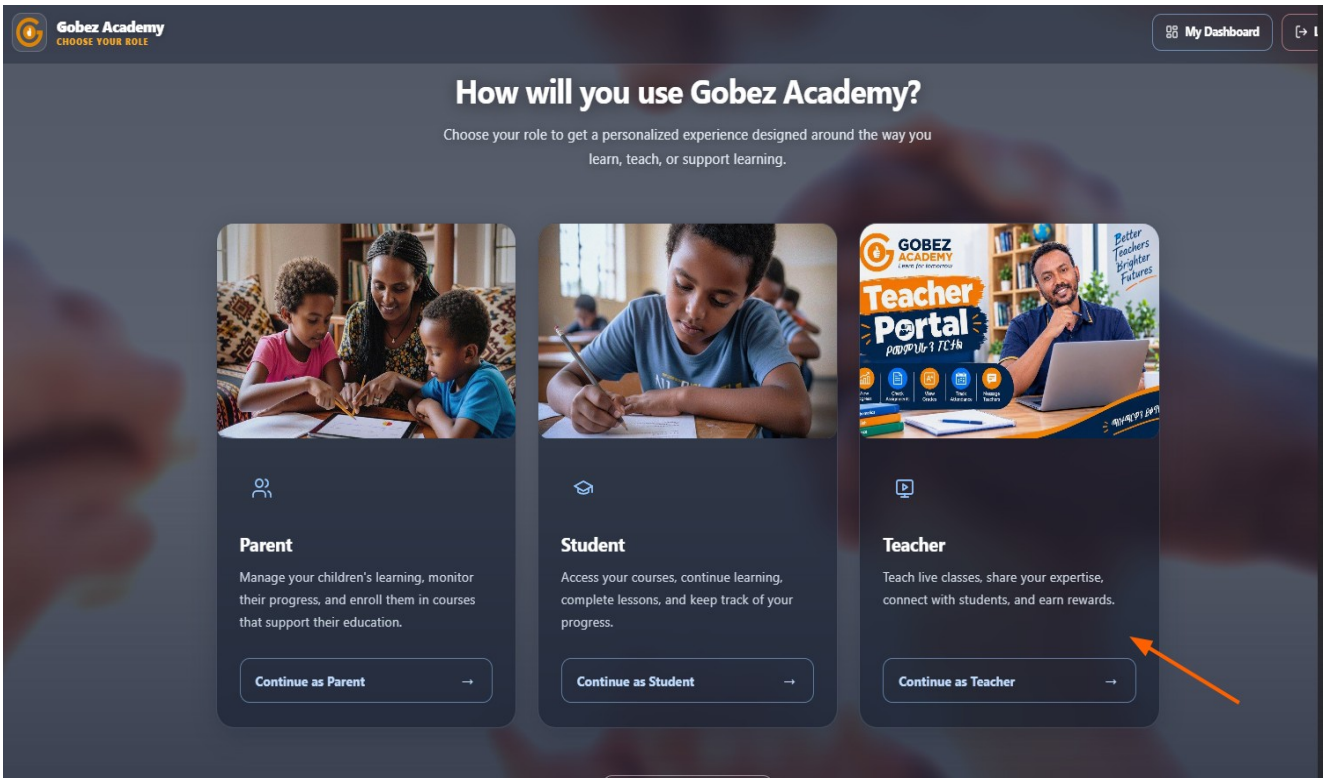


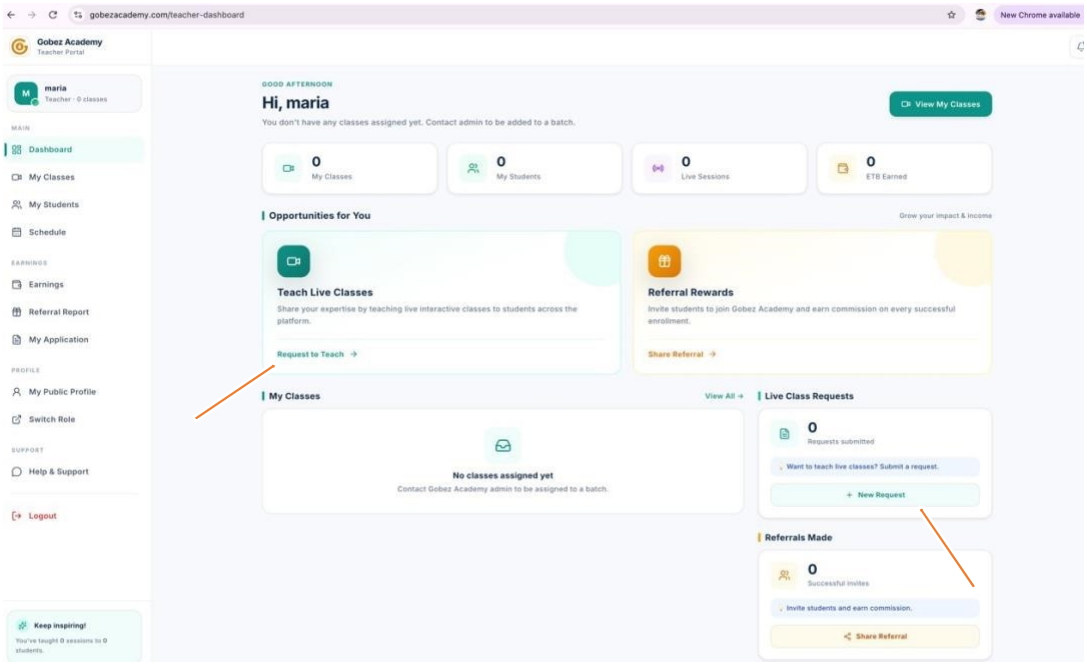

5. **Create** and **Cconfirm** your password,
የይለፍ ቃልዎን ይፍጠሩ እና ያረጋግጡ፣



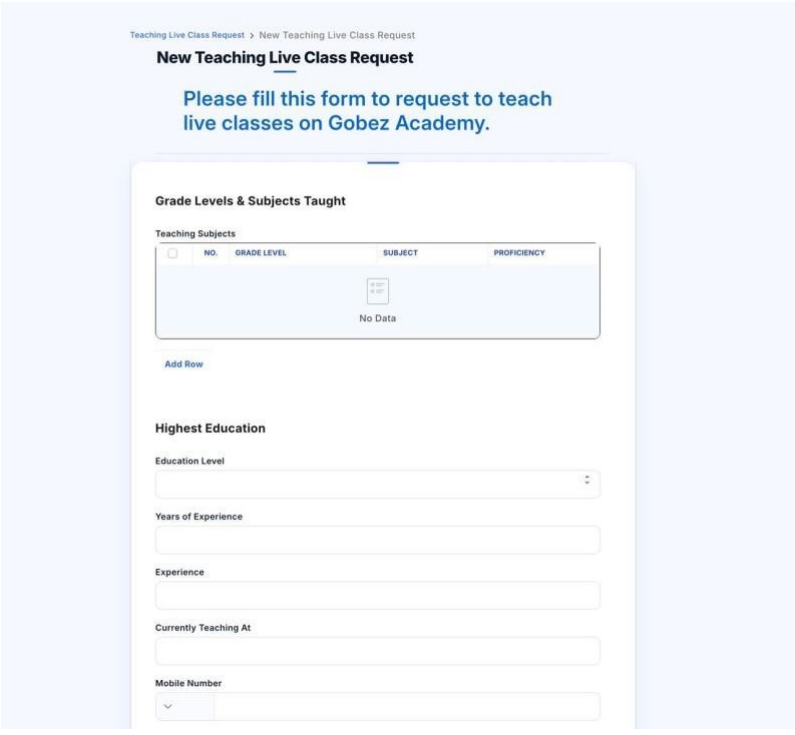

6. After logging in, choose Continue as Teacher.
ወደ ውስጥ ከገቡ በኋላ፣ እንደ መምህር ይቀጥሉ (Continue as Teacher) የሚለውን ይምረጡ።

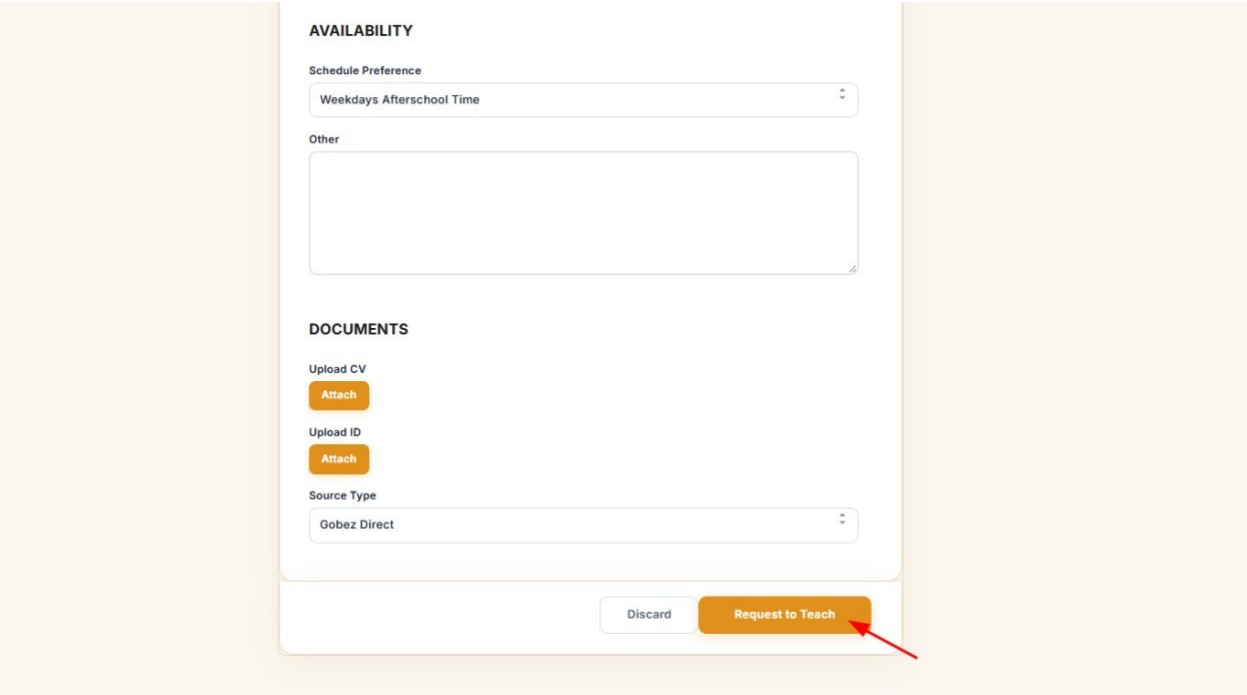



7. Select **Request to Teacher,**
**Request To Teacher** ይምረጡ፣



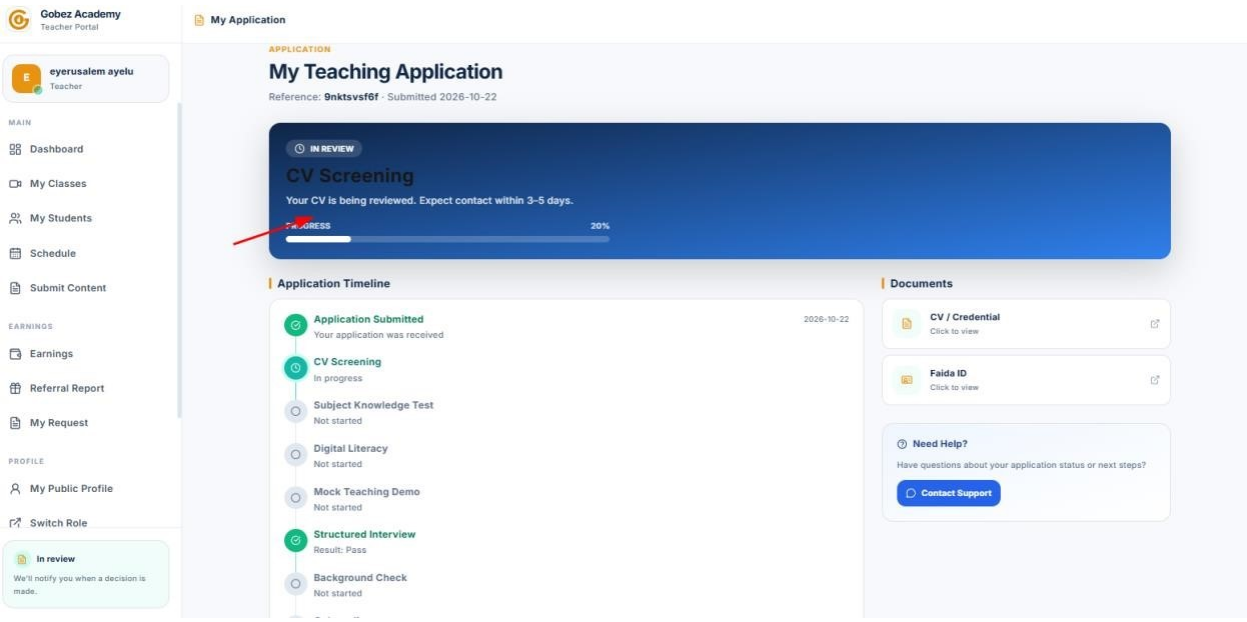

8. and fill in your **information**, **Upload National ID** and **CV**.
መረጃዎን ያስገቡ፤ እንዲሁም ብሔራዊ መታወቂያዎን እና የስራ ልምድ መግለጫዎን (CV) ይስቀሉ።





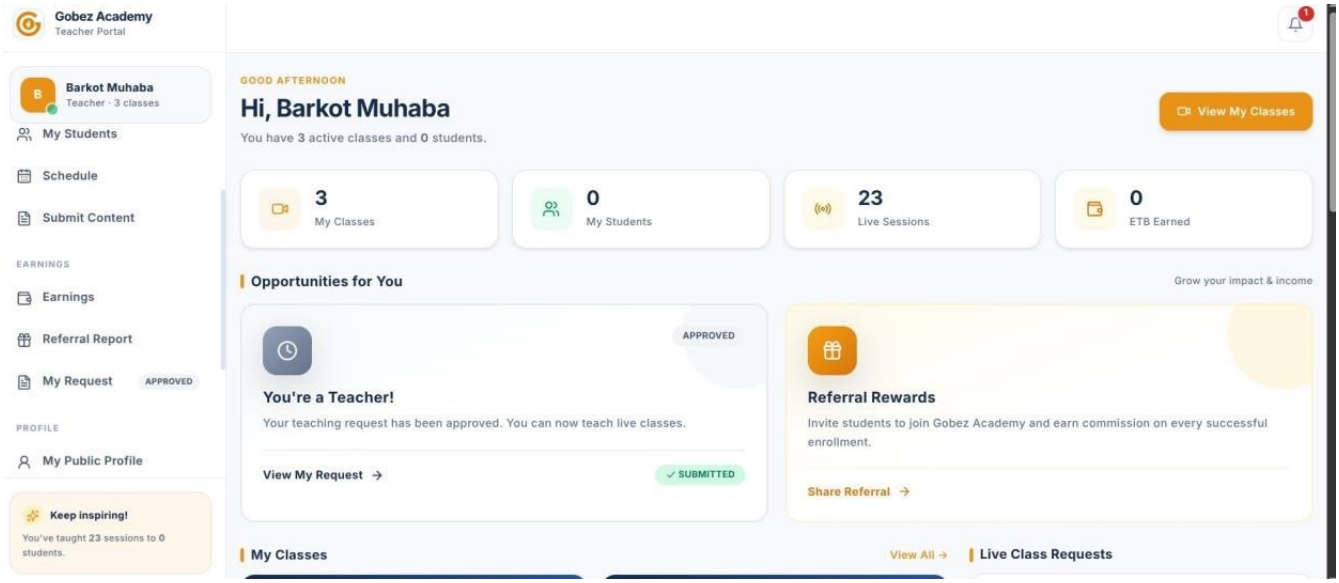

9. Use **My Request** to track your application,

ማመልከቻዎን ለመከታተል **My Request**ን ይጠቀሙ፣



10. If the admin approves your request, you will see **APPROVED** next to M**y Rrequest**.

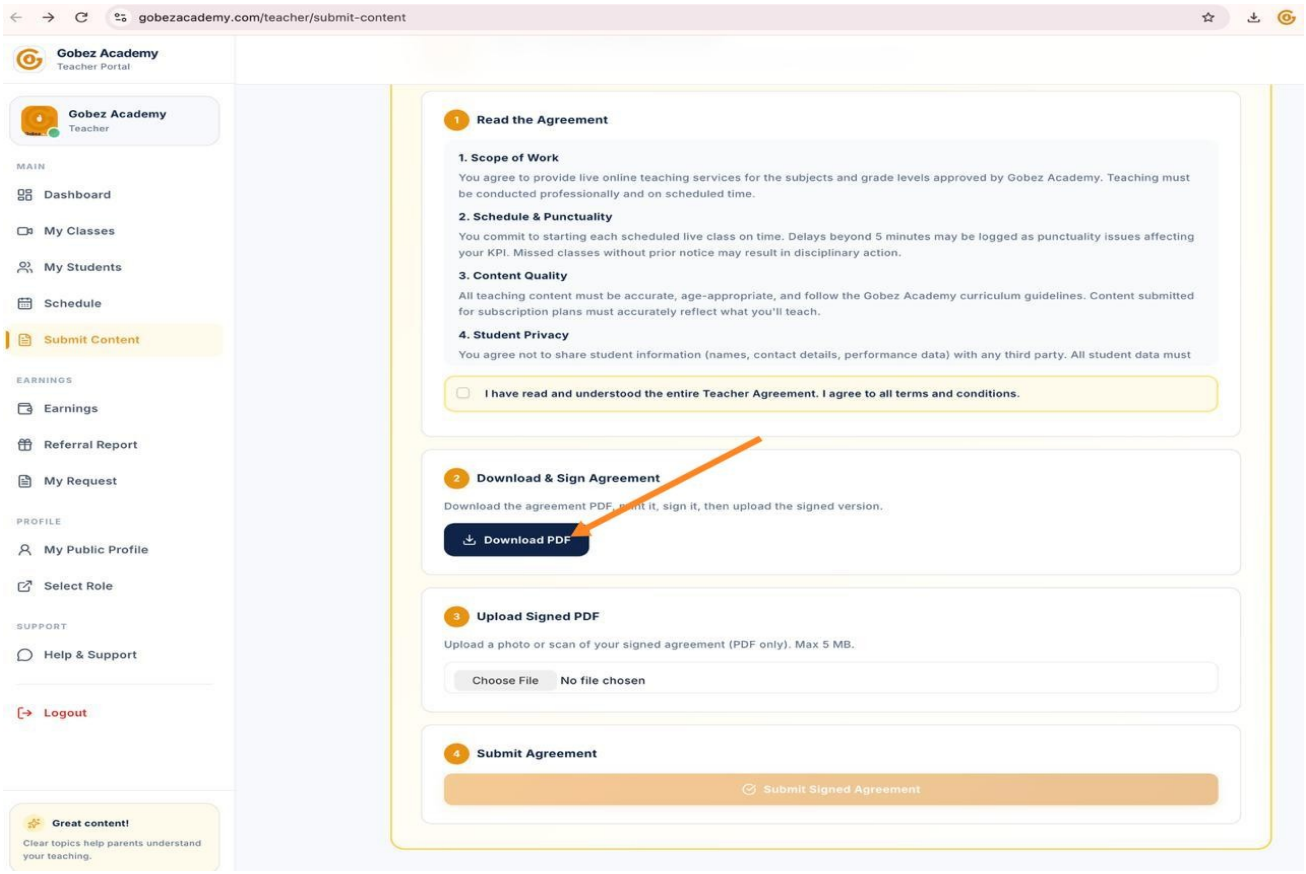
አስተዳዳሪው ጥያቄዎን ካጸደቀው፣ ከ **My Request** ጎን (**APPROVED**) የሚል ጽሑፍ ያያሉ።



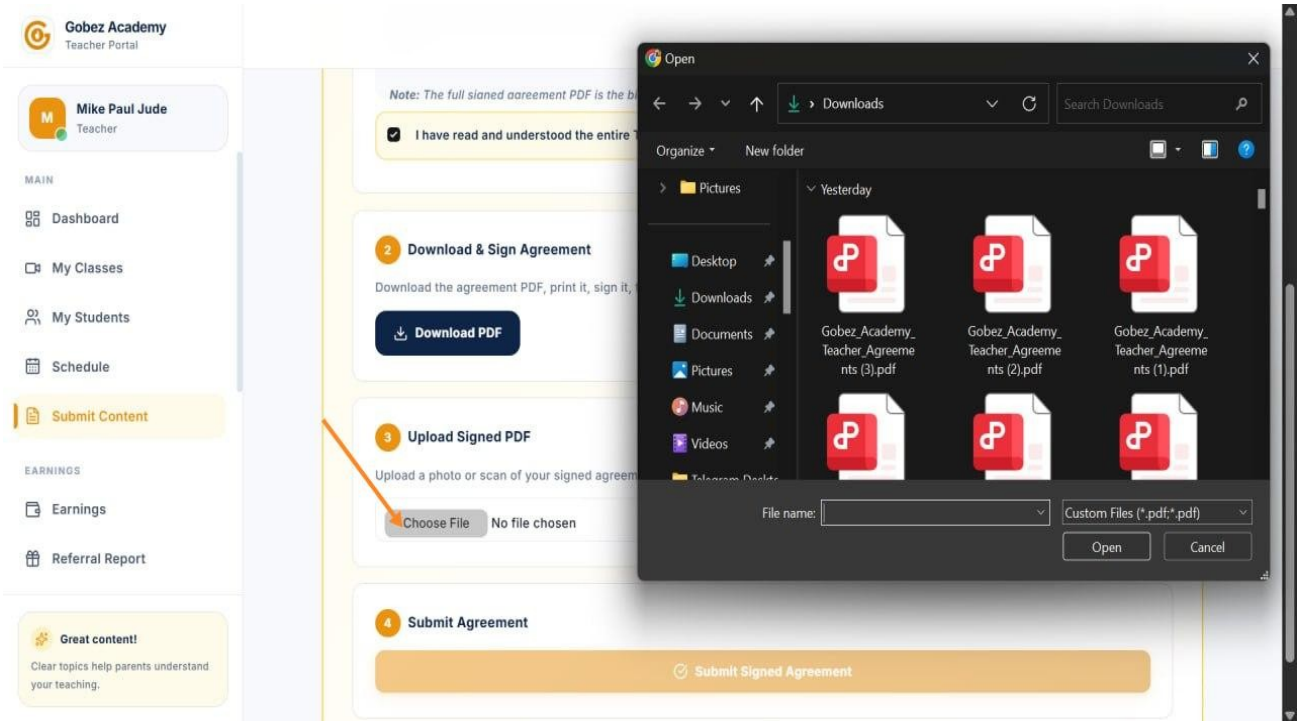

11. When your request shows **Approved**, you will be needed to sign an agreement to proceed.

Click **Download PDF** here**,**

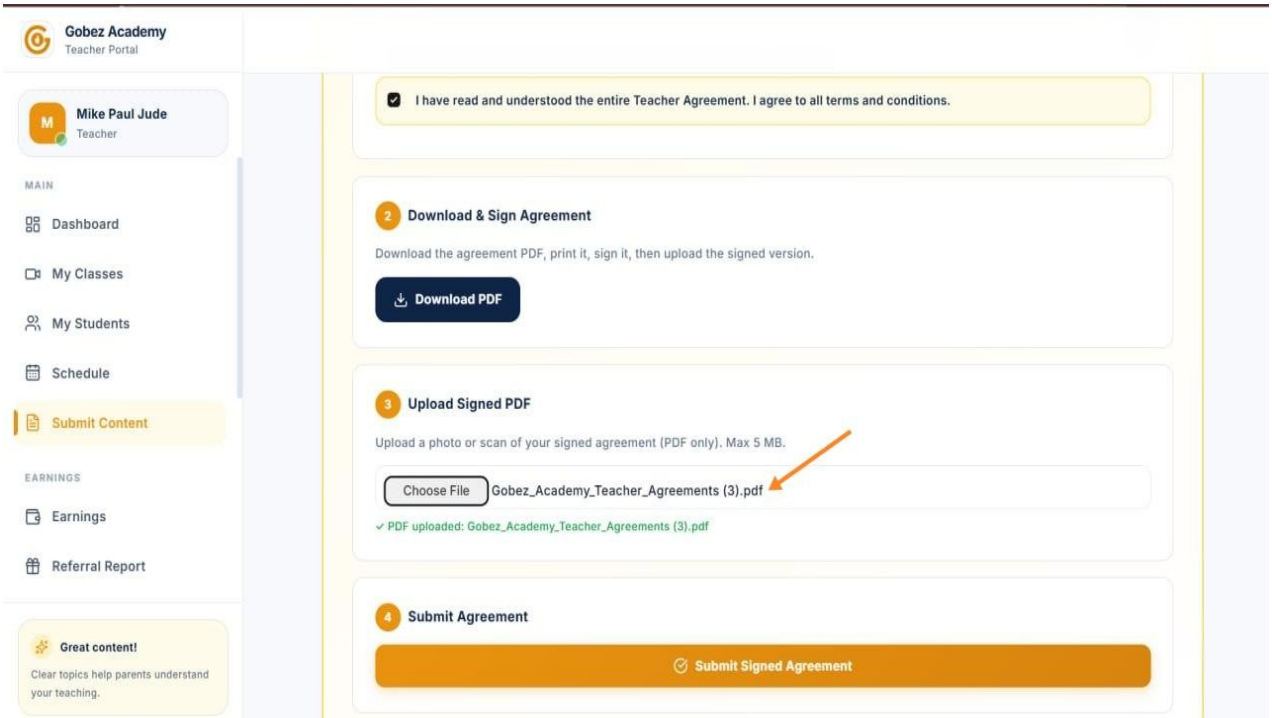
ጥያቄዎ Approved ተብሎ ሲታይ፣ ወደፊት ለመቀጠል በስምምነት ሰነድ ላይ መፈረም ይጠበቅብዎታል። እዚህ ጋር 'Download PDF' የሚለውን ይጫኑ፣




12. Open the file you downloaded and sign it, then save.
After that, click **Choose File** here and select the file that you signed on,
ያወረዱትን ፋይል ይክፈቱና ይፈርሙበት፣ ከዚያም ያስቀምጡት።
ከዚያ በኋላ፣ እዚህ Choose File የሚለውን ይጫኑ ያድርጉና የፈረሙበትን ፋይል ይምረጡ፣

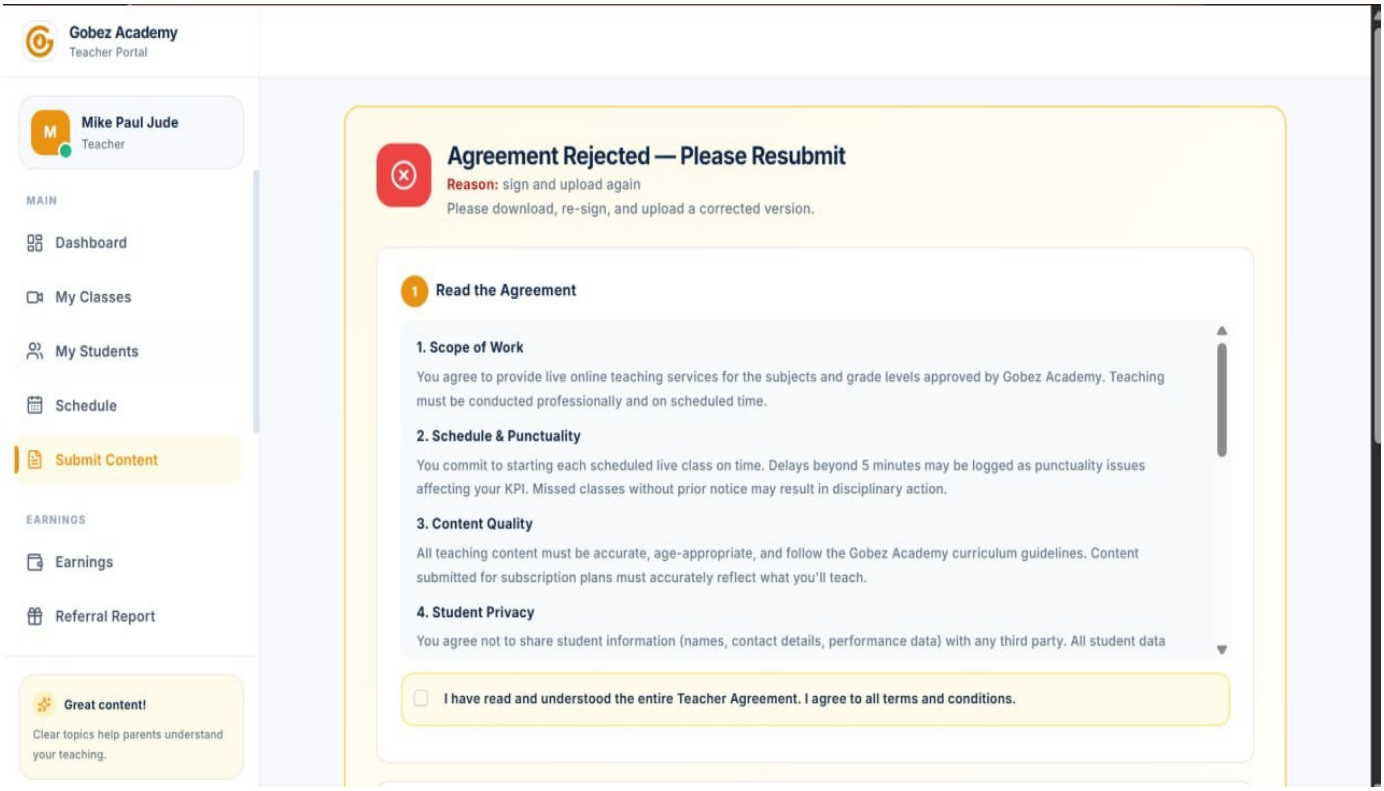



13. Upload and click **Submit Signed Agreement,**
ፋይሉን ከመረጡ በኋላ **Submit Signed Agreement** የሚለውን ይምረጡ



14. If you fail to submit the agreement file properly (not signed or unfilled), you will be rejected and asked to resubmit the agreement.

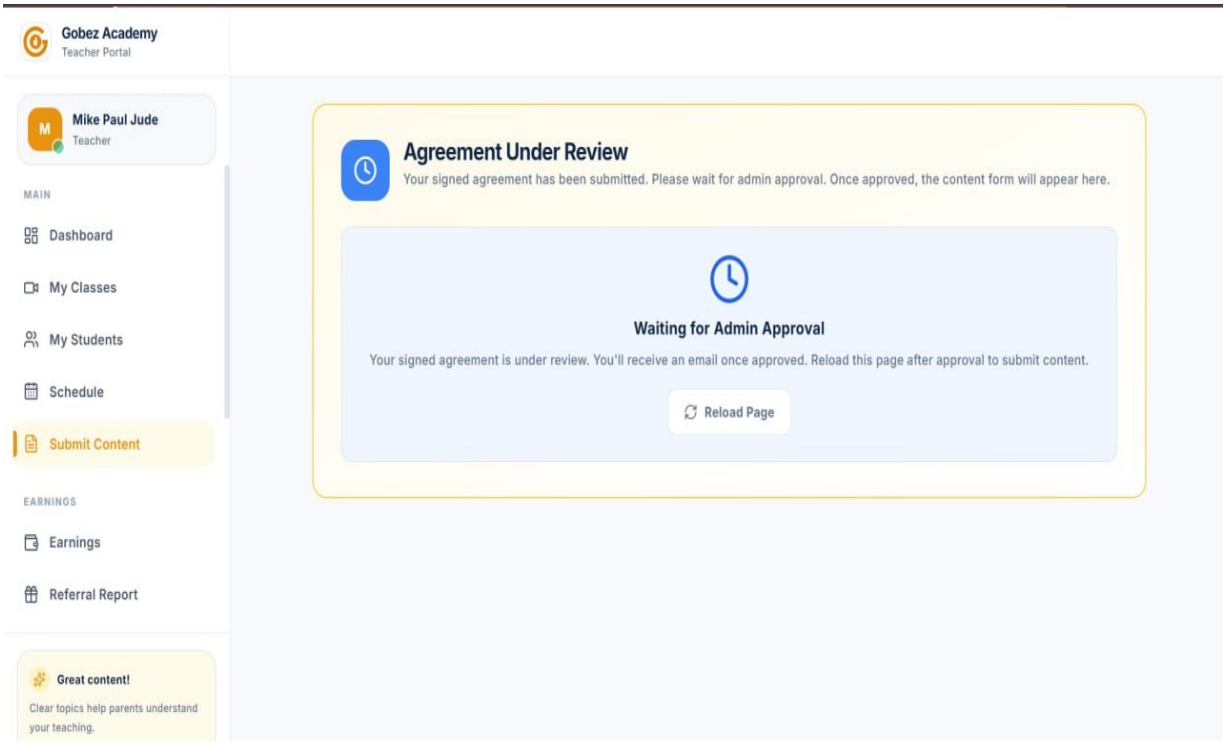
የስምምነት ሰነዱን በትክክል ማስገባት ካልቻሉ (ለምሳሌ ሳይፈርሙ ሲቀር ወይም ሳይሞላ ሲቀር)፣ ሰነዱ ተቀባይነት አያገኝም፤ እንዲሁም ስምምነቱን እንደገና እንዲያስገቡ ይጠየቃሉ።



15. But if submission went successfully, you will get the following “Agreement Under Review” page,

Wait for approval, you will receive an email once approved.

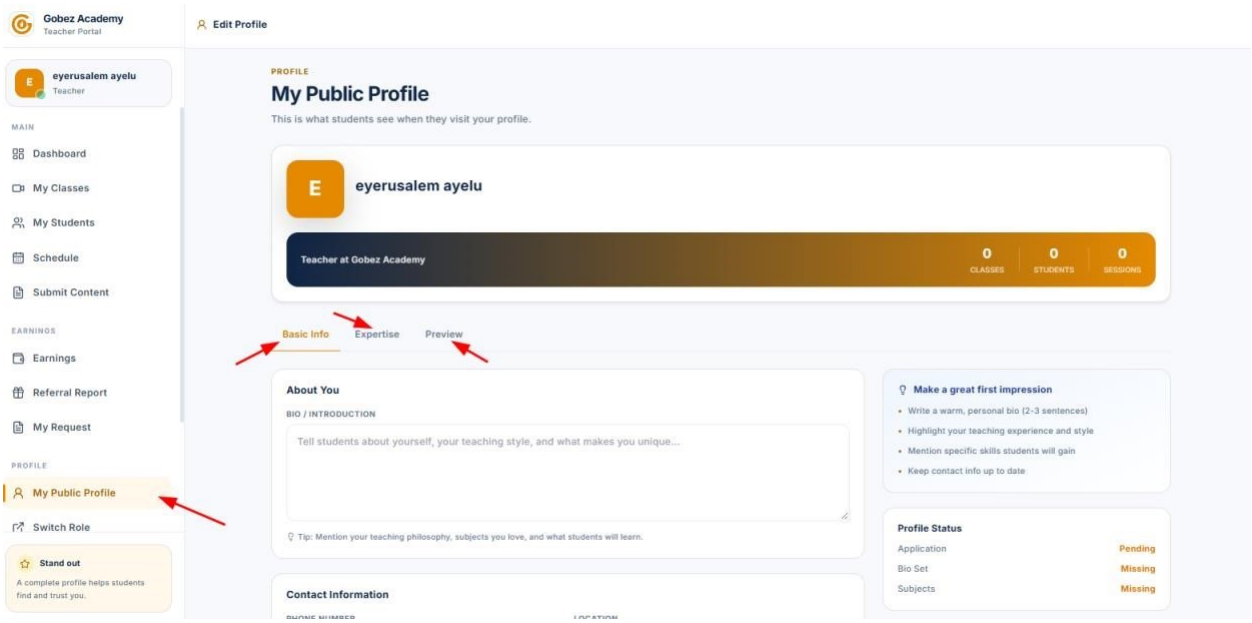
ነገር ግን ማስገባቱ በተሳካ ሁኔታ ከተከናወነ፣ የሚከተለውን “ስምምነቱ በመገምገም ላይ ነው” (Agreement Under Review) የሚል ገጽ ያገኛሉ። እስኪጸድቅ ይጠብቁ፤ አንዴ ከጸደቀ በኋላ በኢሜይል ማሳወቂያ ይደርስዎታል።

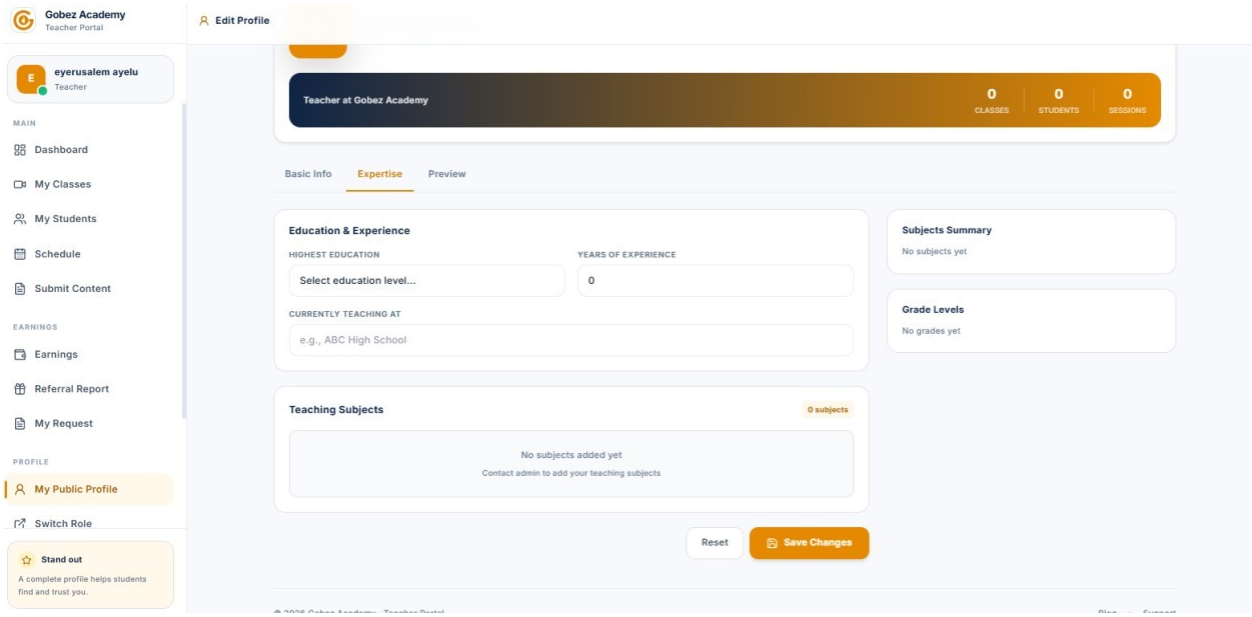



16. Now you can proceed to submitting your teaching contents and update your profile.

Use **My Public Profile** to update and save your profile details,

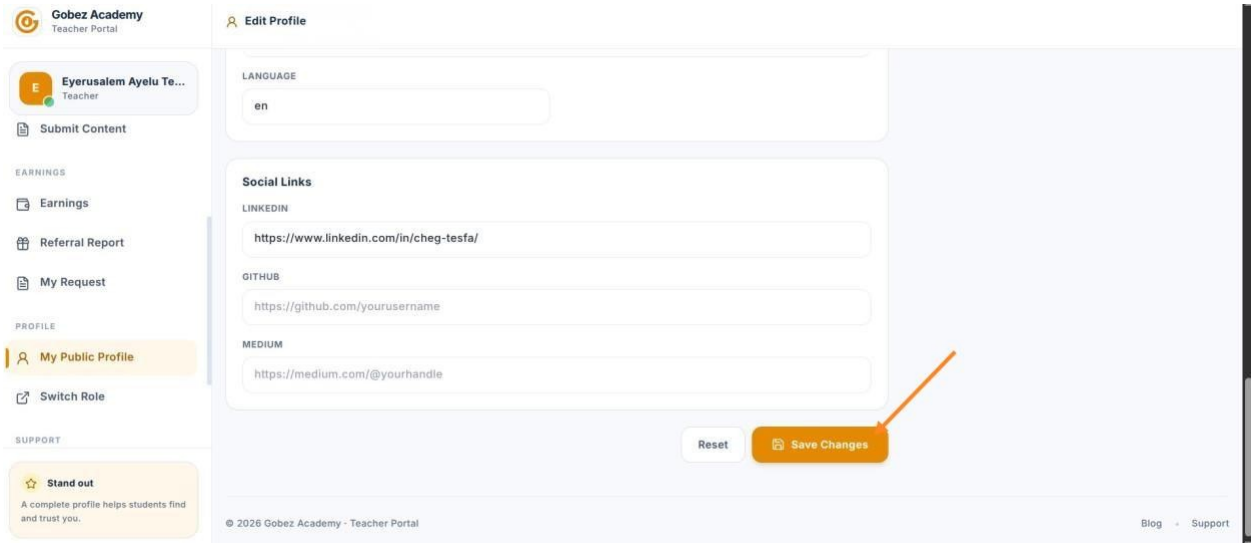
Add basic information’s and expertise about yourself, that will be shown publicly,
አሁን የማስተማሪያ ይዘቶችዎን ማስገባት እና መገለጫዎን (profile) ማዘመን ይችላሉ።
የመገለጫ ዝርዝሮችዎን ለማዘመን እና ለማስቀመጥ "የእኔ ይፋዊ መገለጫ" (My Public Profile) የሚለውን ይጠቀሙ፤
ስለራስዎ መሰረታዊ መረጃዎችን እና የሙያ ብቃትዎን ያክሉ፤ እነዚህም ለሁሉም ሰው በሚታይ ሁኔታ ይቀርባሉ።



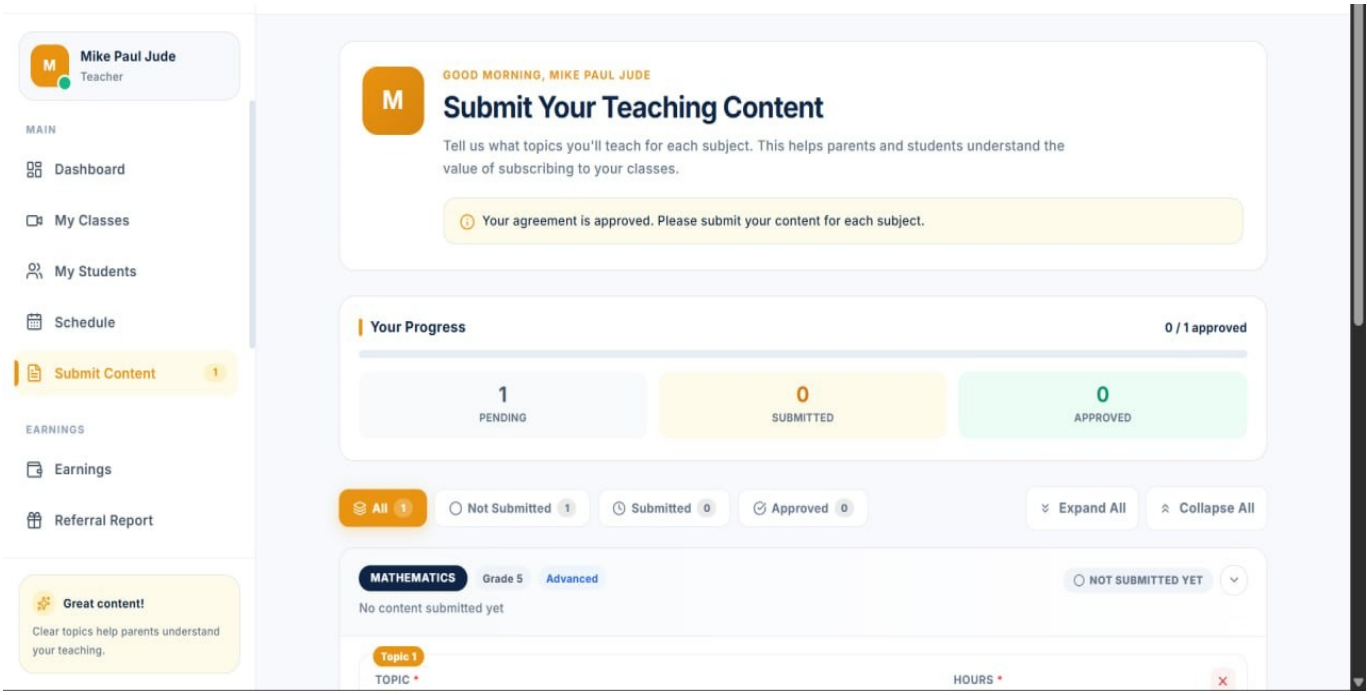

17. Once you are done updating, click **Save Changes**.

ሲጨርሱ Save Changes የሚለውን ይጫኑ።



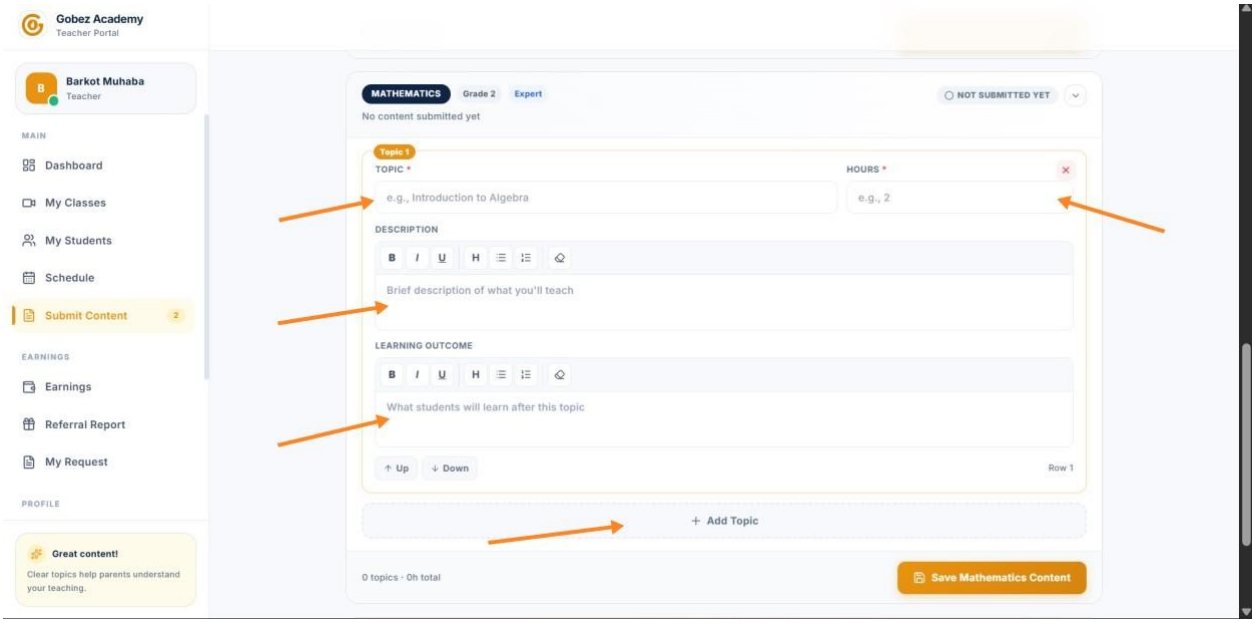

18. To submit your teaching contents, use **Submit Content** from sidebar.

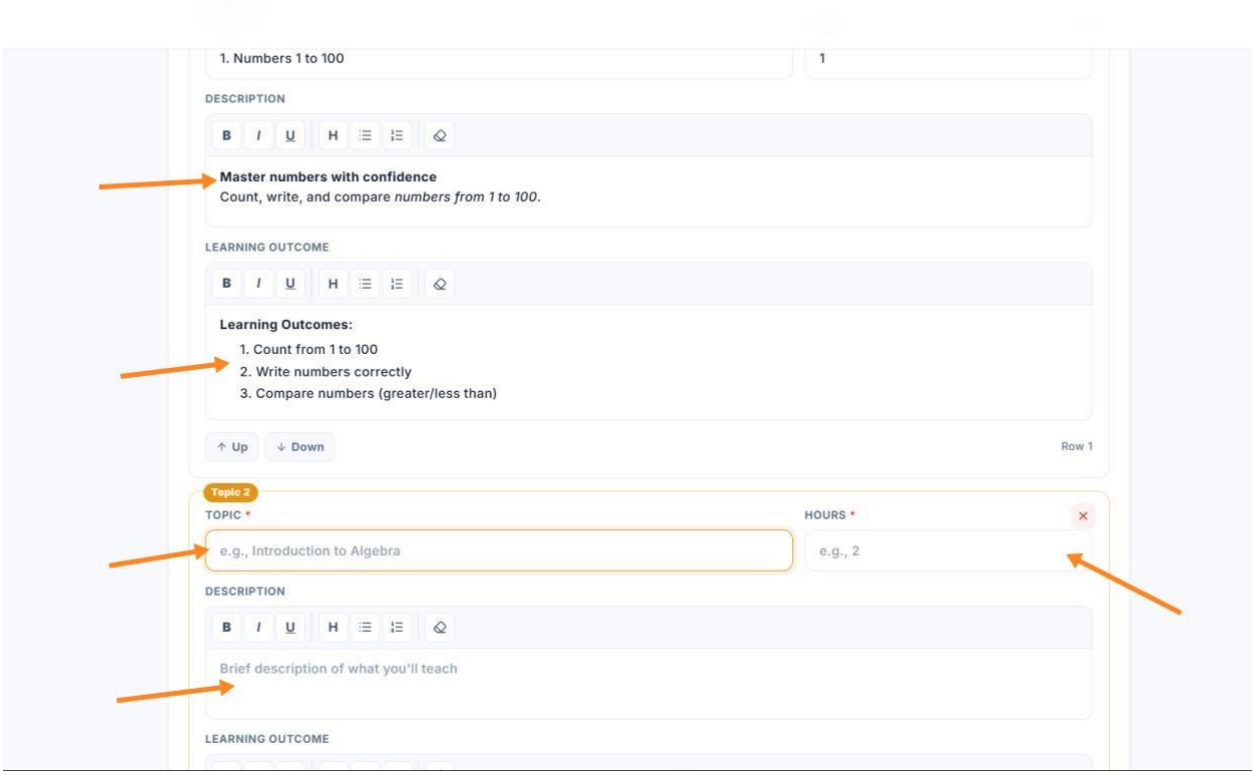
የማስተማሪያ ይዘቶችዎን ለማስገባት፣ ከጎን አሞሌው ላይ 'Submit Content' የሚለውን ይጠቀሙ።




19. And add the topics, description and learning outcomes of your teaching contents as indicated below.

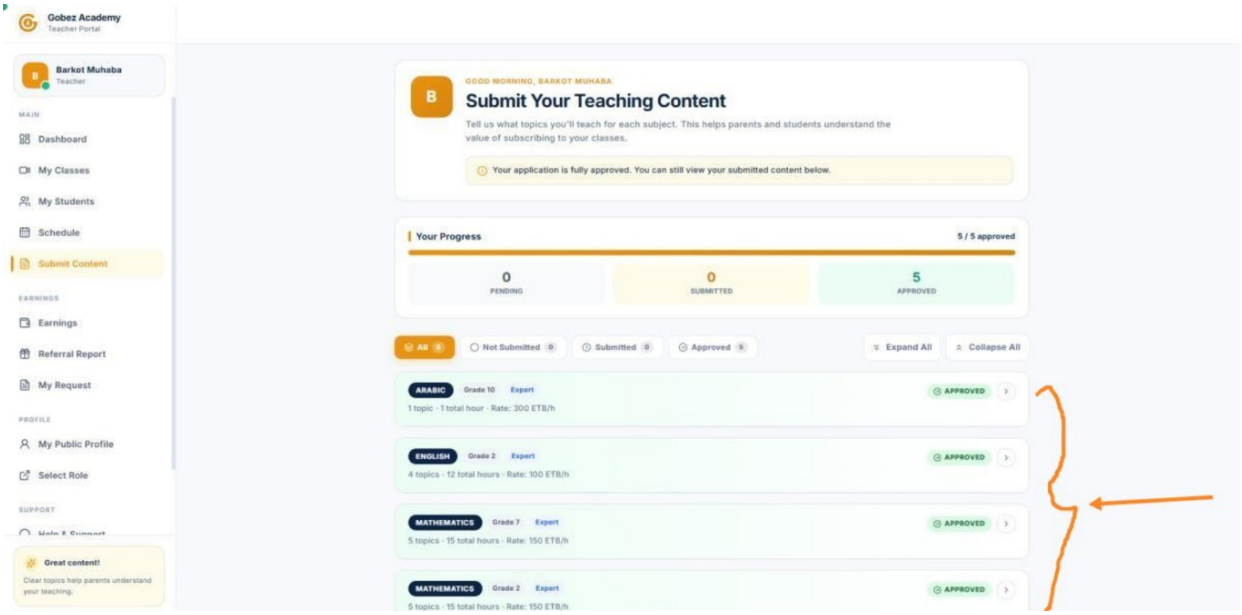
እንዲሁም ከዚህ በታች በተመለከተው መሰረት፣ የማስተማሪያ ይዘቶችዎን ርዕሶች፣ መግለጫ እና የመማር ውጤቶች ያካትቱ።



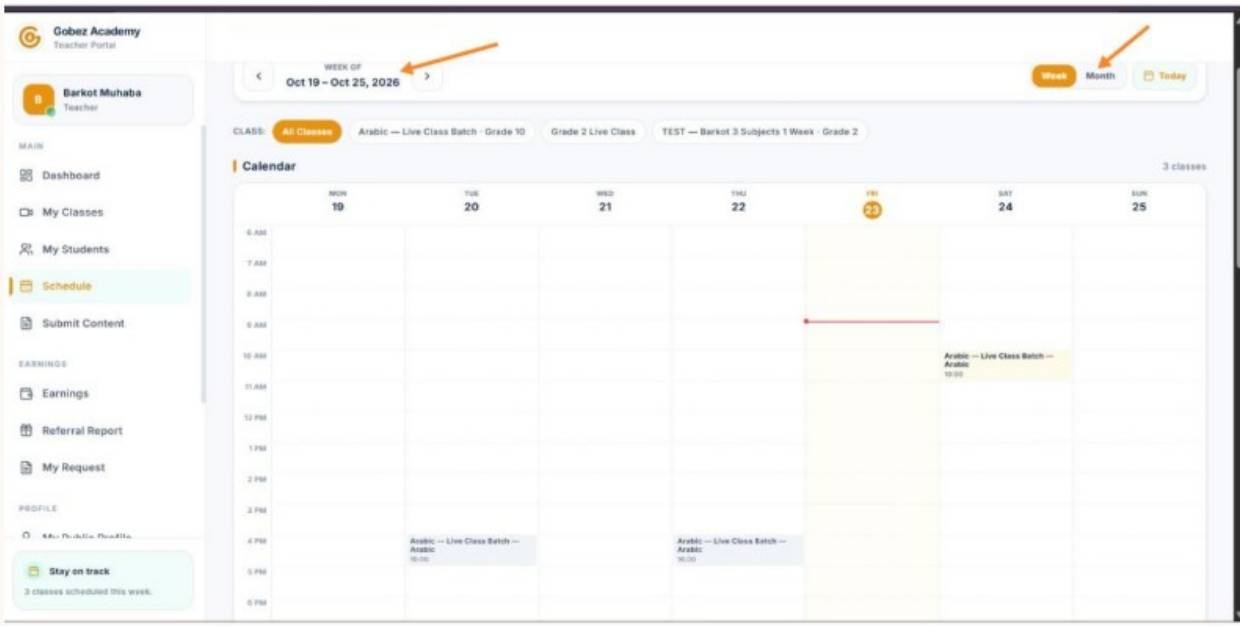




20. Complete the required content details and submit your work for review. Submission does not mean it is approved yet. Your content will be reviewed and **approved** will appear on your submitted content if approved.

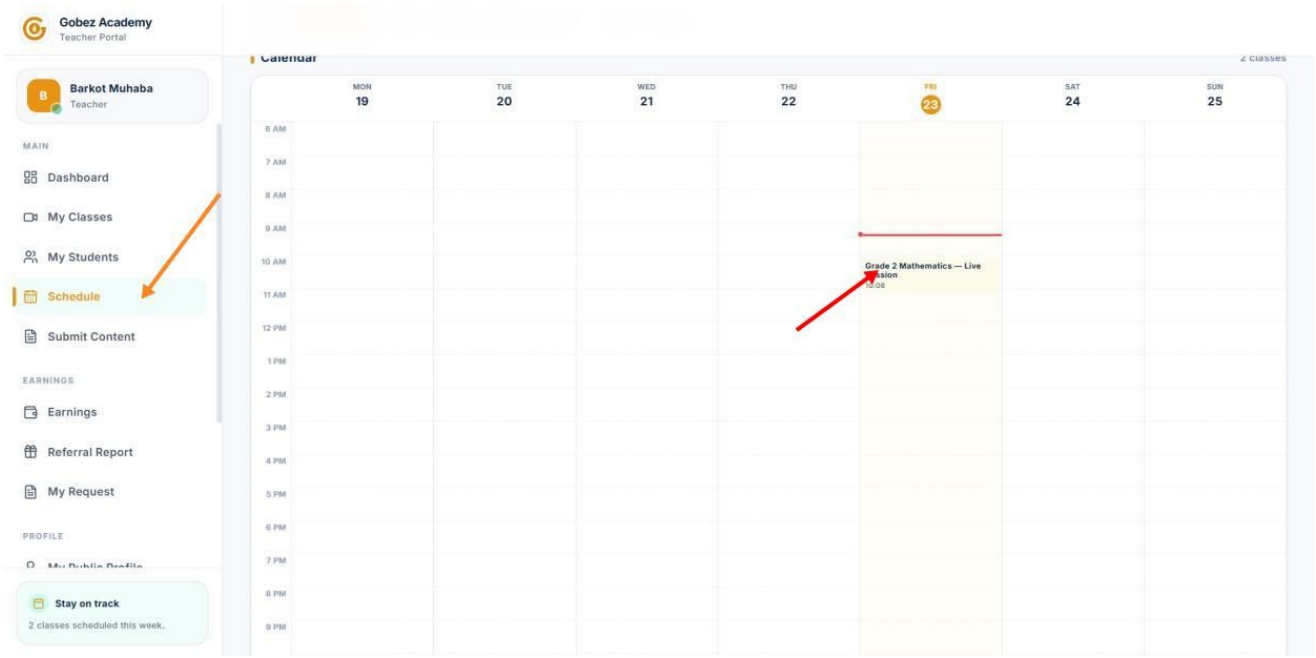
የሚፈለጉትን የይዘት ዝርዝሮች ይሙሉ እና ስራዎን ለግምገማ ያስገቡ። ማስገባት ማለት ስራው ጸድቋል ማለት አይደለም። ይዘትዎ ይገመገማል፤ ከተፈቀደሎትም፣ ባስገቡት ይዘት ላይ **approved** የሚል ምልክት ይታያል።



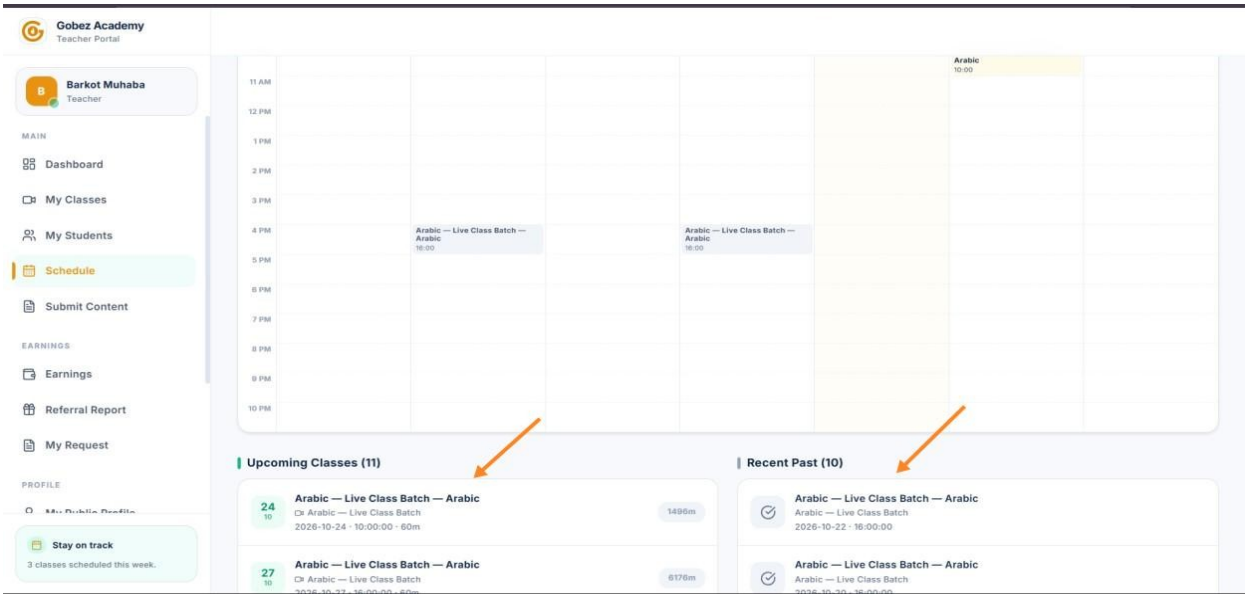

21. Open Schedule from the sidebar to create a live-class schedule and enter the session, details. Check the schedule details carefully and save your class schedule before the session.
የቀጥታ ክፍል መርሃ ግብር ለመፍጠር ከጎን አሞሌው ላይ Schedule ይክፈቱ እና ክፍለ ጊዜውን እና ዝርዝሮቹን ያስገቡ። የጊዜ ሰሌዳ ዝርዝሮቹን በጥንቃቄ ያረጋግጡ እና ከክፍለ ጊዜው በፊት የክፍል መርሃ ግብርዎን ያስቀምጡ።

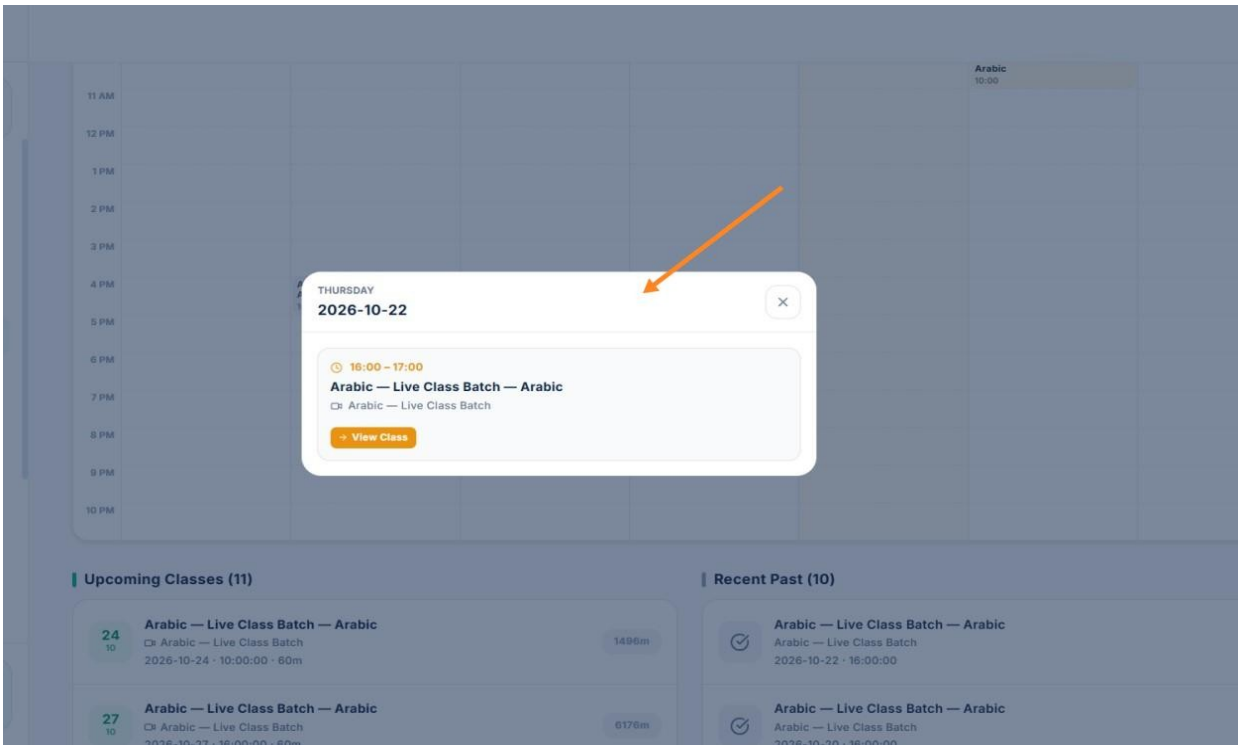


22. The established schedules will appear as shown in **Schedule**,
የጊዜ ሰሌዳዎች በሰንጠረዡ ውስጥ እንደሚታየው ይታያሉ፣



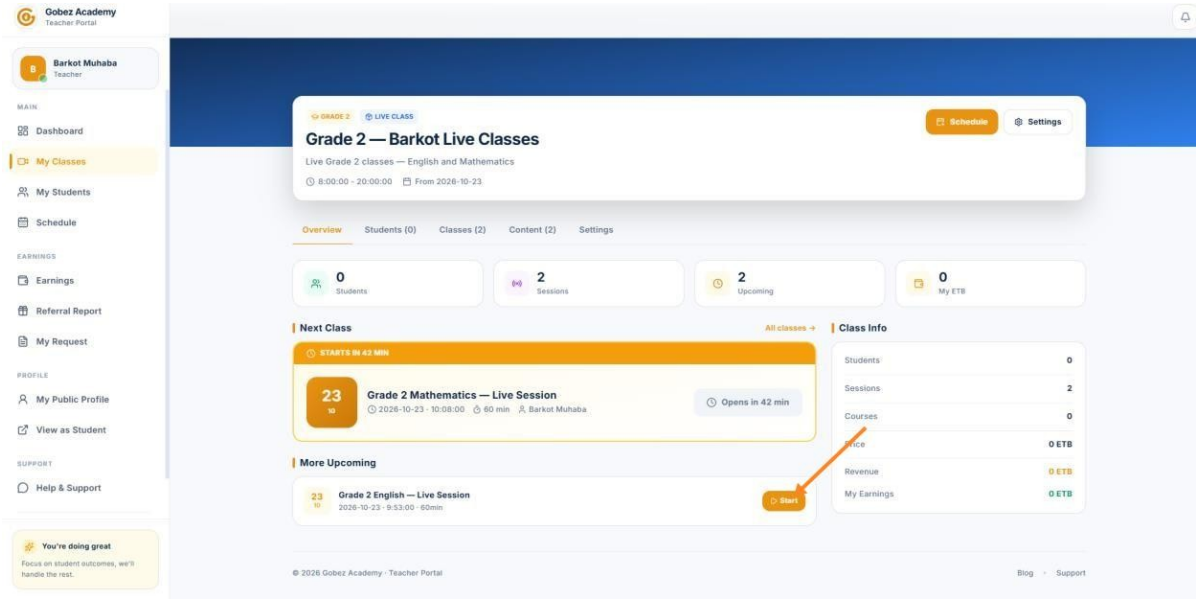
23. Also, can view the upcoming and recent past classes,
እንዲሁም የሚመጡትን እና የቅርብ ጊዜዎቹን ትምህርቶች ማየት ይችላሉ፣



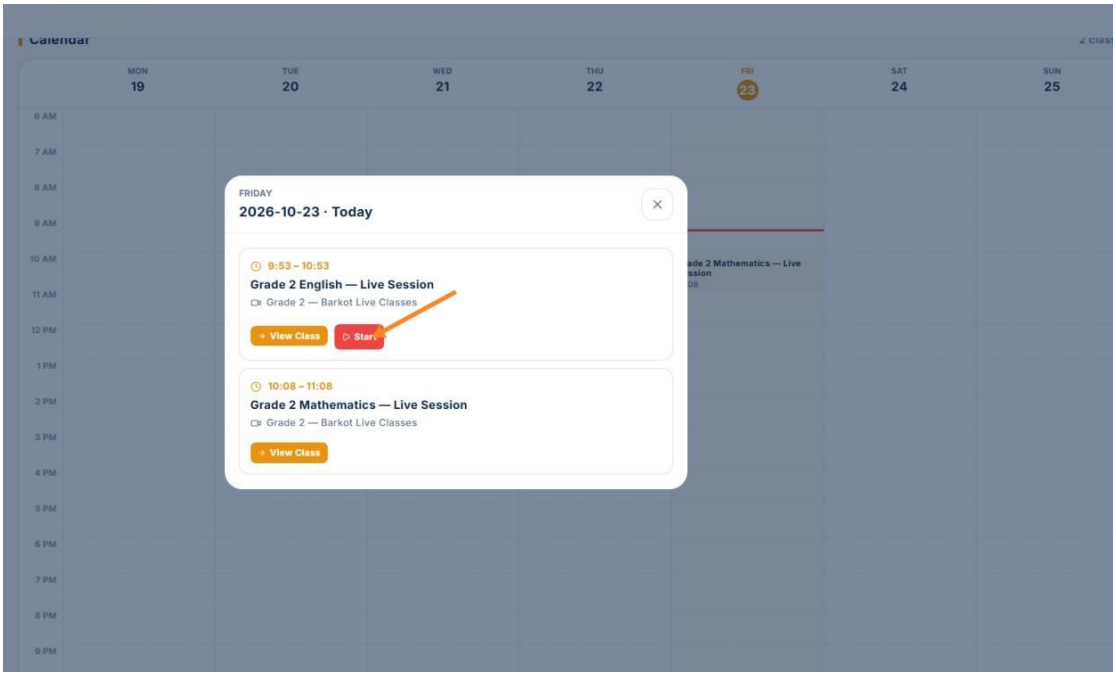



24. When the scheduled time arrives, select **Start** to begin the session. Here,

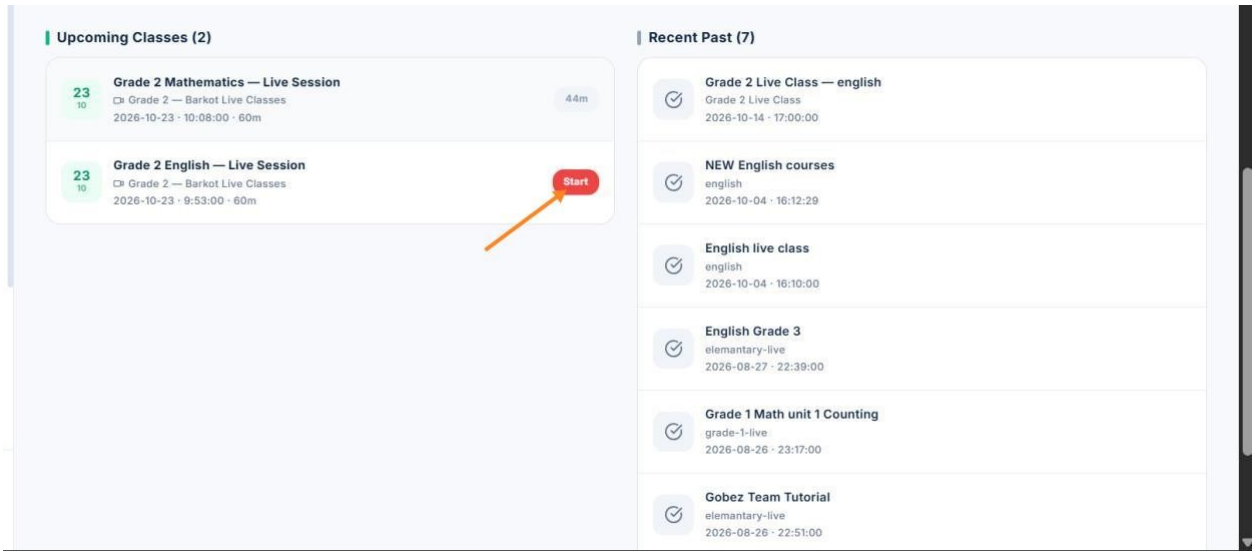
የተወሰነው ጊዜ ሲደርስ፣ ክፍለ ጊዜውን ለመጀመር Start የሚለውን ይምረጡ።




Or here,

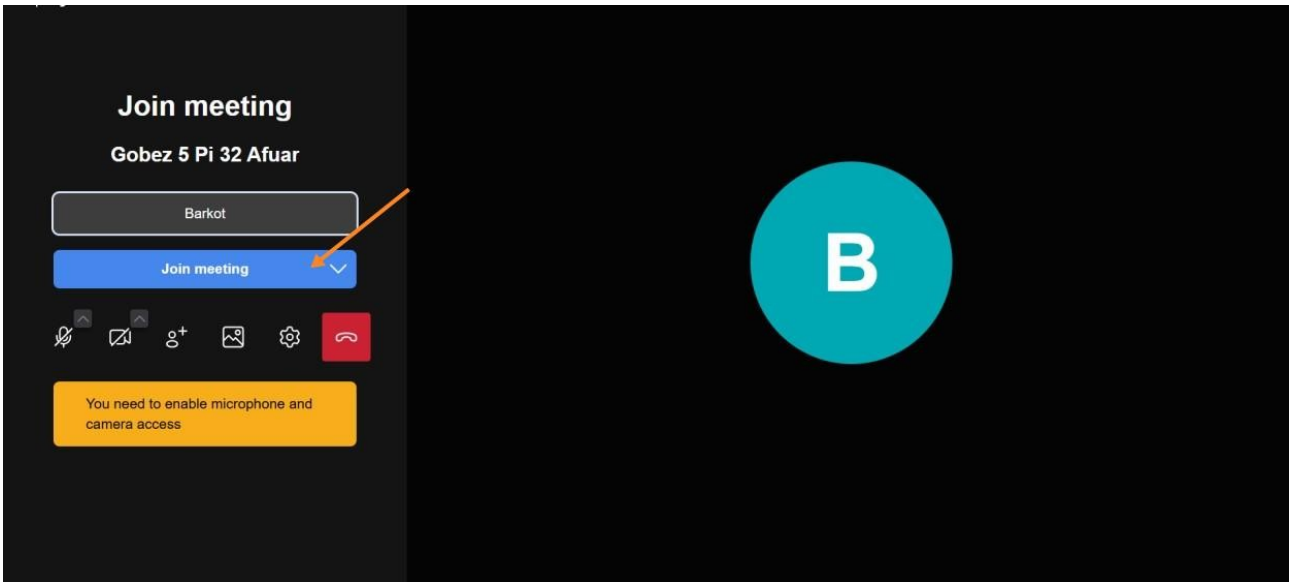


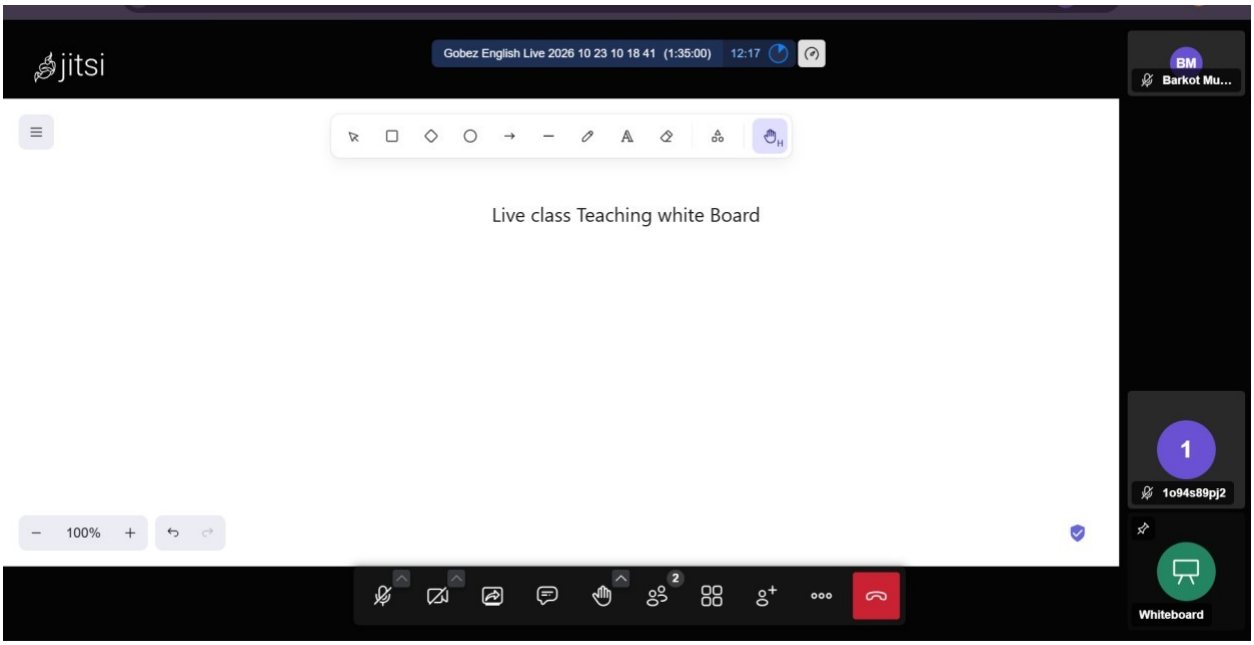

Or here,



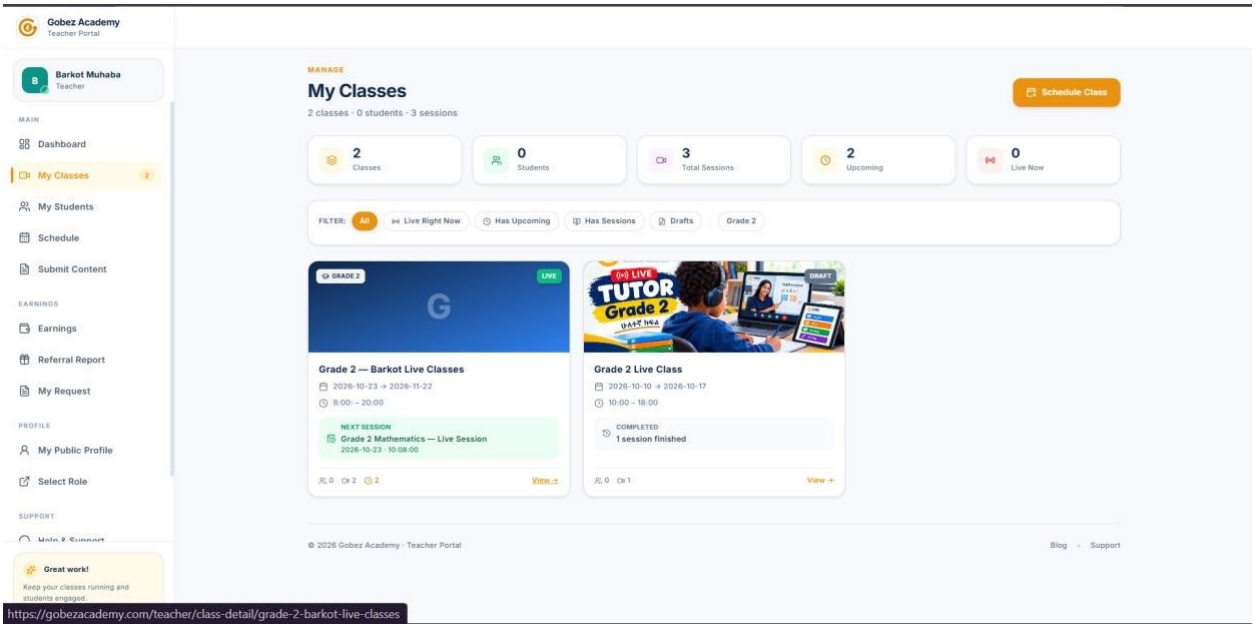

25.Follow the onscreen prompts to join or launch the live session. Check your audio and connection before teaching.

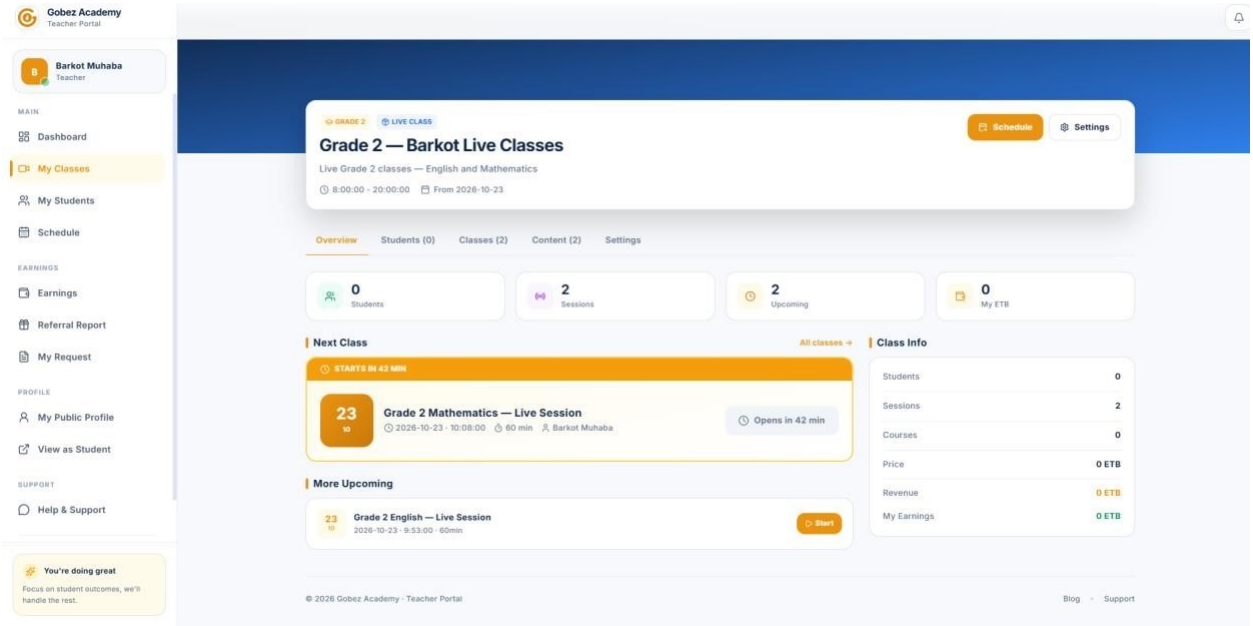
የቀጥታ ስርጭት ክፍለ ጊዜውን ለመቀላቀል ወይም ለመጀመር በስክሪኑ ላይ የሚታዩትን መመሪያዎች ይከተሉ። ማስተማር ከመጀመርዎ በፊት የድምጽ እና የግንኙነት ሁኔታዎን ያረጋግጡ።


Join meeting
Gobez 5 Pi 32 Afuar
Barkot
Join meeting
You need to enable microphone and camera access
B


jitsi
Gobez English Live 2026 10 23 10 18 41 (1:35:00)
12:17
BM
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Live class Teaching white Board
100%
1
1o94s89pj2
Whiteboard

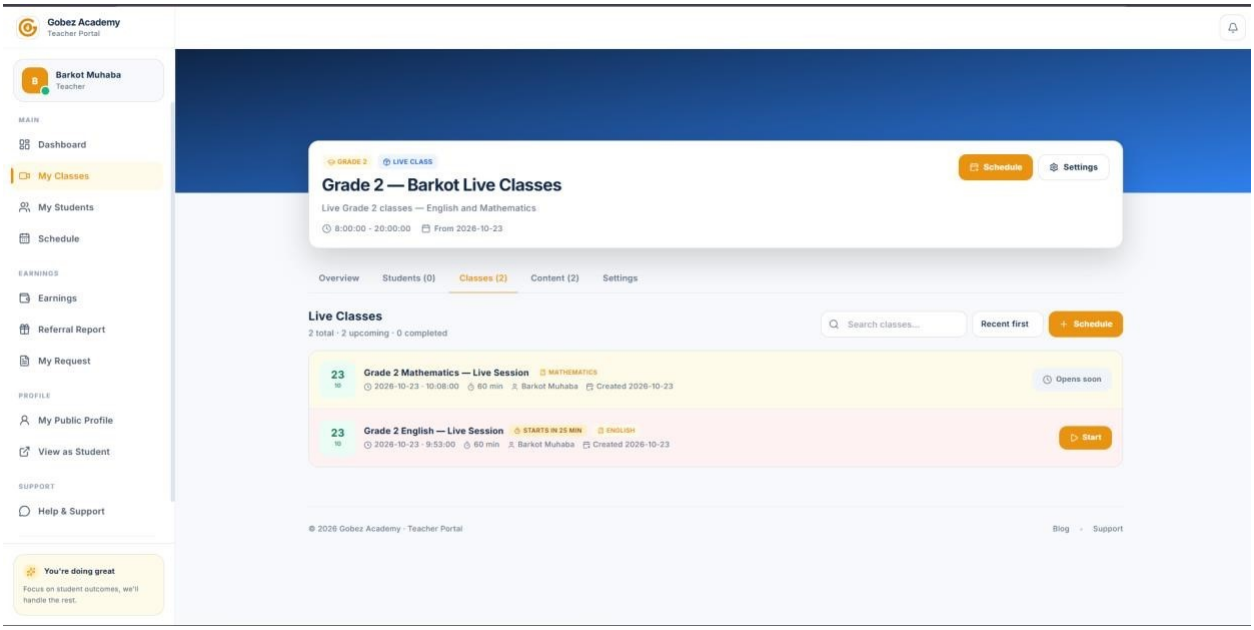
26. Use **My Classes** in the sidebar to view your classess.
ክፍሎችዎን ለማየት በጎን ባለዉ ወርቃማዉ ቀለም ላይ የሚገኘውን My Classes ይጠቀሙ።



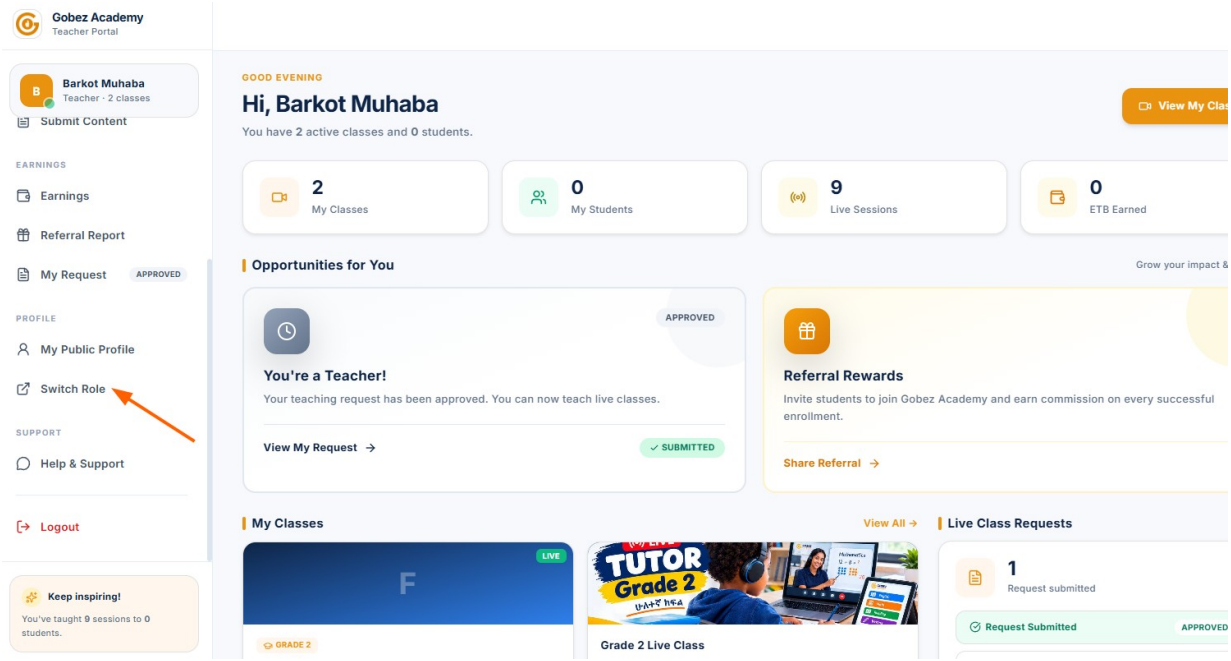

27. You can check the session details here and use the available **Start** button at the scheduled time.

የክፍለ ጊዜውን ዝርዝሮች እዚህ ማየት እና የቀጠሮዉ ሰዓት የሚገኘውን **Start** ቁልፍ መጠቀም ይችላሉ።




28. On **Gobez Academy**, you don't need to create a separate account if you want to enroll in a course to learn or to add and monitor your child as a parent, all while keeping your teaching role. You can simply switch between roles at any time by selecting "**Switch Role**" from your sidebar.

በጎበዝ አካዳሚ ውስጥ፣ የማስተማር ሚናዎን በመጠበቅ፣ ለመማር ኮርስ ለመመዝገብ ወይም ልጅዎን እንደ ወላጅ ለመጨመር እና ለመከታተል ከፈለጉ የተለየ መለያ መፍጠር አያስፈልግዎትም። ከጎን ማንዋል ውስጥ "**Switch Role**" የሚለውን በመምረጥ በማንኛውም ጊዜ በቀላሉ በሚናዎች መካከል መቀያየር ይችላሉ።


Gobez Academy
Teacher Portal
Barkot Muhaba
Teacher · 2 classes
Submit Content
EARNINGS
Earnings
Referral Report
My Request
APPROVED
PROFILE
My Public Profile
Switch Role
SUPPORT
Help & Support
Logout
Keep inspiring!
You've taught 9 sessions to 0 students.
GOOD EVENING
Hi, Barkot Muhaba
You have 2 active classes and 0 students.
View My Cla
2
My Classes
0
My Students
9
Live Sessions
0
ETB Earned
Opportunities for You
Grow your impact &
APPROVED
You're a Teacher!
Your teaching request has been approved. You can now teach live classes.
View My Request →
✓ SUBMITTED
Referral Rewards
Invite students to join Gobez Academy and earn commission on every successful enrollment.
Share Referral →
My Classes
View All →
LIVE
F
GRADE 2
TUTOR
Grade 2
Grade 2 Live Class
Live Class Requests
1
Request submitted
Request Submitted
APPROVED

29. It will redirect you to the page where you initially selected your teaching role. From there, choose the role you want, selecting "**Parent**" will take you to your parent dashboard, while "**Student**" will take you to your student dashboard. You can also look for the "**Switch Role**" option on those dashboards whenever you want to switch to your teacher portal.

የማስተማር ሚናህን/ሽን መጀመሪያ ወደ መረጣችሁበት ገጽ ይመራቹሃል። ከዚያ የፈለጋችሁትን ሚና ምረጡ፣ "ወላጅ" ን መምረጥ ወደ ወላጅ ዳሽቦርድ ይወስድቹሃል፣ "ተማሪ" ደግሞ ወደ የተማሪ ዳሽቦርድ ይወስድሃቹሃል። እንዲሁም ወደ አስተማሪዎ ፖርታል ለመቀየር በፈለጉ ጊዜ በእነዚያ ዳሽቦርዶች ላይ የ"Switch Role" አማራጭን መፈለግ ይችላሉ።

