



DARE TO DO MORE

Administrative Portal

The XenDirect Administration Module is a comprehensive and powerful tool that empowers administrators to manage and configure all aspects of the educational institution or organization's operations within the XenDirect platform. From user management and permissions to course creation, scheduling, enrollment, attendance tracking, financial management, and generating reports, the Administration Module offers complete control and customization, streamlining administrative tasks and facilitating data-driven decision-making to enhance overall operational efficiency and success.

The XenDirect Administrator Course Module offers numerous benefits for LaGuardia:

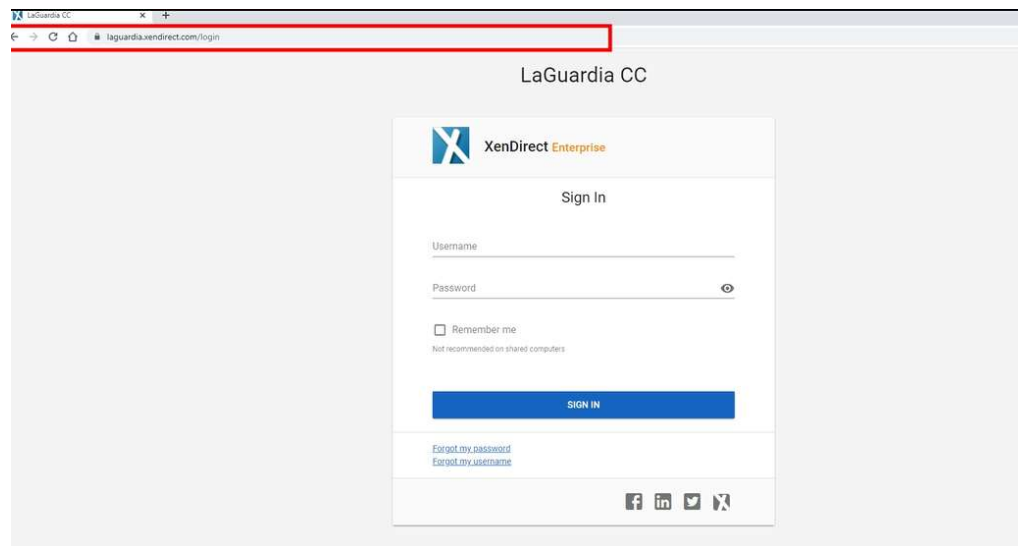
- 1. Comprehensive Control:** Administrators gain complete control over course management, scheduling, enrollment, attendance, grading, and financials, streamlining administrative tasks.
- 2. Efficient User Management:** The module allows easy management of user accounts, permissions, and access levels, ensuring secure and appropriate data access.
- 3. Data-Driven Decision Making:** With access to comprehensive reports and analytics, administrators can make informed decisions based on real-time data and trends.
- 4. Simplified Course Creation:** Creating and managing courses becomes straightforward with user-friendly tools and customizable options.
- 5. Streamlined Enrollment Process:** The module facilitates smooth student enrollment, eliminating the need for manual data entry and ensuring accurate records.
- 6. Attendance Tracking Made Easy:** Administrators can efficiently track and manage student attendance, improving course monitoring.
- 7. Financial Management:** The module enables administrators to manage course fees, payments, invoices, and financial reports seamlessly.
- 8. Time-Saving Automation:** Automated features reduce manual work, improving overall efficiency and productivity.
- 9. Improved Communication:** The module facilitates communication with students, instructors, and staff, enhancing collaboration and engagement.

10. Customizable Dashboards: Administrators can create personalized dashboards to access relevant information quickly and efficiently.

Overall, the XenDirect Administrator Course Module empowers administrators to streamline operations, enhance decision-making, and provide an optimal learning experience for students.

Please open your preferred web browser and go to the following URL:

<https://laguardia.xendirect.com/login>



- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.