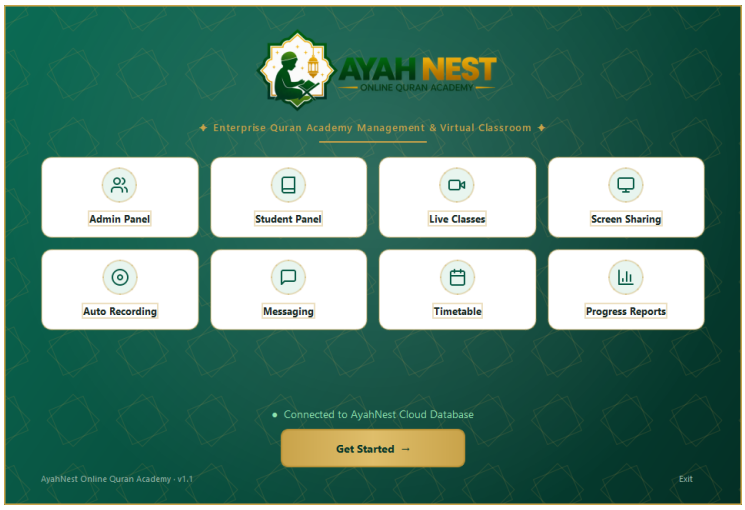
BISMILLAH IR-RAHMAN IR-RAHEEM

In the Name of Allah, the Most Gracious, the Most Merciful

AYAHNEST

Faculty & Teacher Operational Manual — Daily Classroom & Tajweed Management



OFFICIAL FACULTY & TEACHER HANDBOOK

AyahNest Online Quran Academy · Faculty Edition 2026

Standard Operating Procedures for Quran Instructors, Qaris & Tajweed Educators

1. Logging In & Daily Schedule Inspection

AyahNest streamlines your daily teaching routine, eliminating manual attendance taking and link sharing:

Daily Routine:

1. **Teacher Login:** Launch AyahNest, select **Teacher** role, enter your username and password, and check **'Remember me'** for 1-click startup.
2. **Inspect Timetable:** Go to the **Timetable** tab to inspect your assigned classes, registered student names, and designated time slots for the week.
3. **Course Awareness:** Review whether each class is Noorani Qaida, Nazra Quran, Tajweed-ul-Quran, or Hifz-ul-Quran.

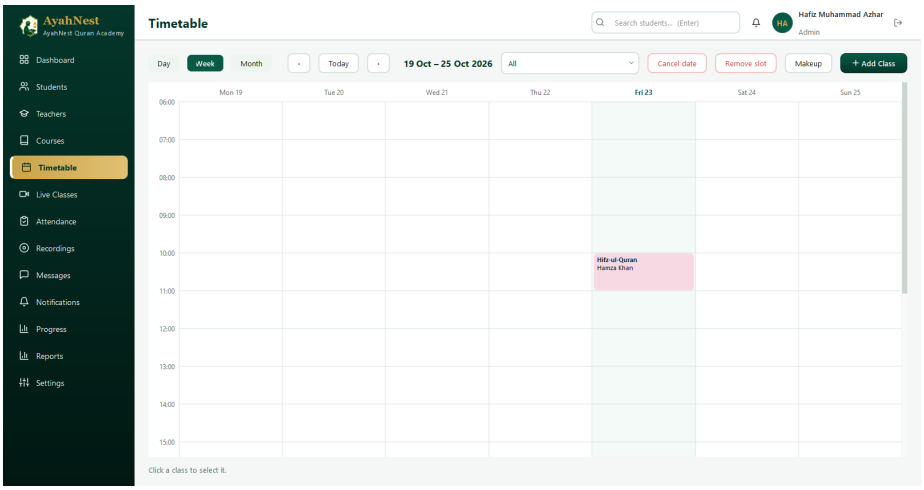


Figure 1: Weekly Timetable & Daily Schedule Calendar

Punctuality Standard: Teachers are required to be logged into AyahNest 3 minutes prior to the scheduled slot to ensure smooth class commencement.

2. Conducting Classes & 1-Click Instant Meetings

A. Launching 1-Click Instant Classes:

- Need to take an unscheduled class, makeup session, or extra revision? Click **[Start Instant Class]**.
- Select your student and the course from the dropdown menu, then click Launch.
- **Instant Dispatch:** The student and the Academy Administrator receive real-time alerts and direct messages to join immediately.

B. In-Class Teaching Controls:

- **Screen-Sharing Mushaf:** Click the screen-share button to display the digital Mushaf or Qaida. Keep pages centered and zoomed.
- **HD Audio & Microphone:** Use a dedicated headset for clear pronunciation of Arabic letters from correct Makharij.
- **In-Class Chat:** Use the chat tab to write difficult words, spellings, or Harakat for the student.

C. Ending the Session with [End Meeting For All]:

- When the lesson finishes, click **[End Meeting For All]**.
- Total minutes taught are calculated automatically.
- Student attendance is automatically marked as **Present** in the database.
- The session is permanently saved to the Recordings archive.



Figure 2: Seamless One-Click Classroom Portal

3. Communications & Faculty Code of Conduct

A. Student & Admin Communication:

- In the **Messages** window, teachers see only the Admin and their own assigned students.
- Send homework reminders, Sabaq assignments, or notify students of upcoming makeup classes.
- Complete personal privacy: You do not need to share your personal mobile number with students or parents.

B. Faculty Code of Conduct & Teaching Ethics:

1. **Patience & Encouragement:** Treat young Quran learners with gentleness (Rifq) and continuous encouragement.
2. **Makharij & Tajweed Perfection:** Pay strict attention to Noon Sakinah, Meem Sakinah, Ghunnah, and Madd rules.
3. **Islamic Duas:** Always begin with Ta'awwuz and Tasmiyah, and conclude the lesson with a brief encouraging Dua.
4. **Accurate Logging:** Always conclude classes with [End Meeting For All] so your teaching hours are fully credited.

Hadith of the Prophet (SAW): *'The best of you are those who learn the Quran and teach it.'* (Sahih al-Bukhari).
May Allah reward our teachers for their noble dedication to Quranic education.