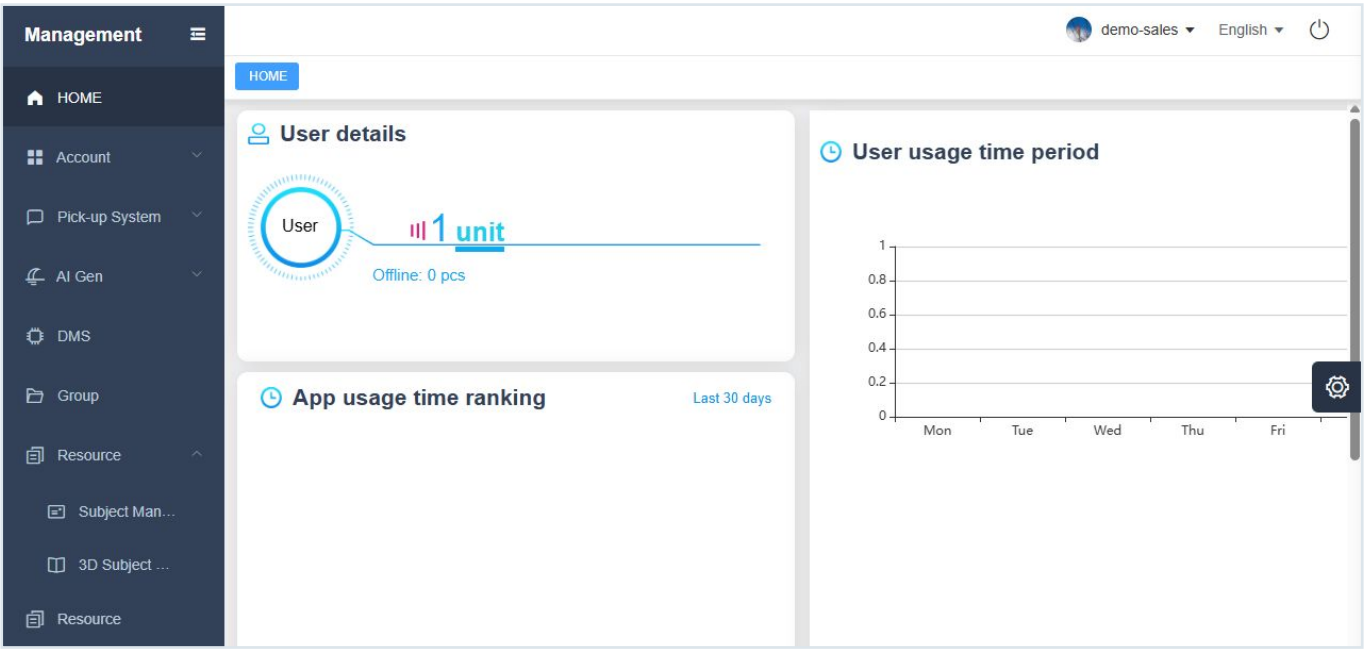
DMS Academy

Learn FTTEGO DMS, step by step.

A practical, illustrated guide to finding devices, viewing screen and classroom images, preparing school forms, creating teaching content, and organizing cloud files. Choose a task and follow its steps.

21 lessons | 7 modules | English



A useful first session

1. Find your device and check its status.
2. Generate a sample lesson and review its content.
3. Find the saved file in AiCloud.

Visitor edition | 19 October 2026

The interactive guide includes full screenshots, bilingual search, and optional reading progress.

Your learning path

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Find your way around

HOME

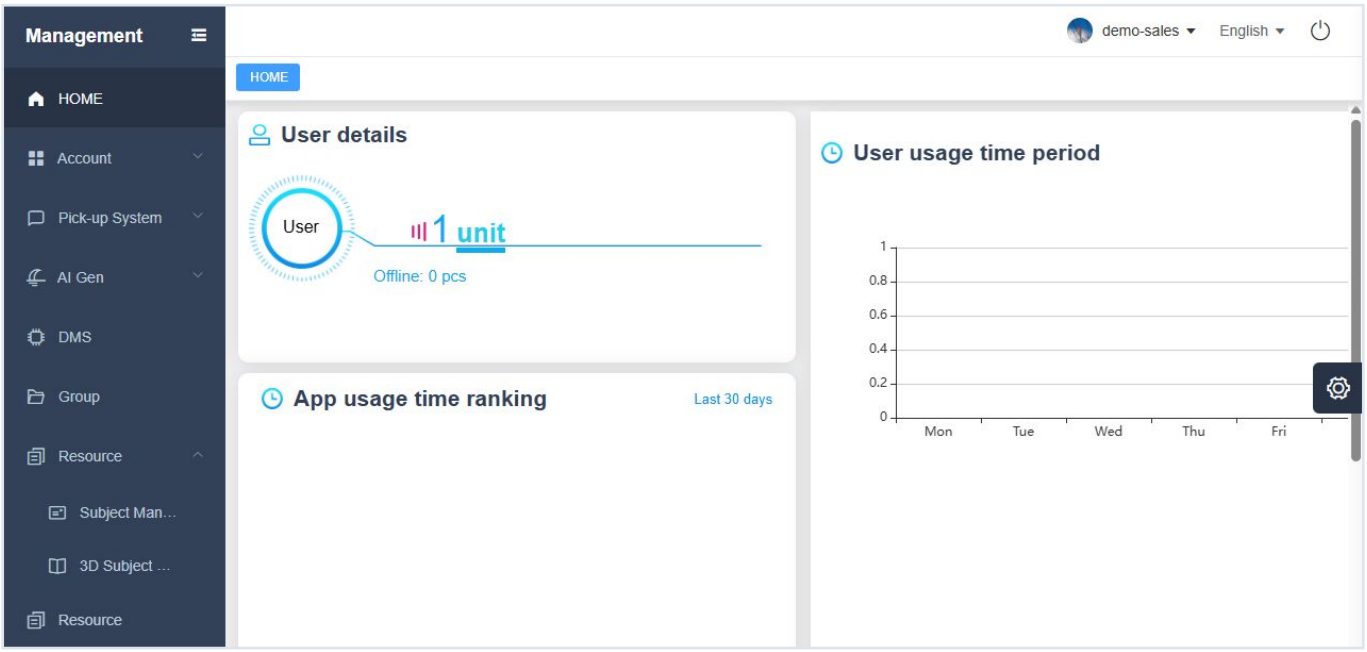
Understand the main parts of the workspace before you start.

All users

1. Open dms.fttego.com and sign in with your assigned account.
2. Use the top-left menu icon to expand the sidebar. Select HOME to return to the dashboard.
3. Use the sidebar to open the section you need, such as DMS, Group, Account, AI Gen, Resource, or MyCenter.
4. Use the tabs across the top to return to an open page. The breadcrumb below them shows your current location.
5. Use the language menu at the top right to change the web interface language. Open Personal Settings from the account menu for your profile.

Result: You can open the module you need and return to HOME.

Useful tip: The sections shown depend on your account permissions. The expandable Resource menu contains subject categories; the separate Resource entry opens the resource modules.



The dashboard and expanded sidebar. Charts and counts reflect the selected account and reporting period.

Find a device and read its status

DMS

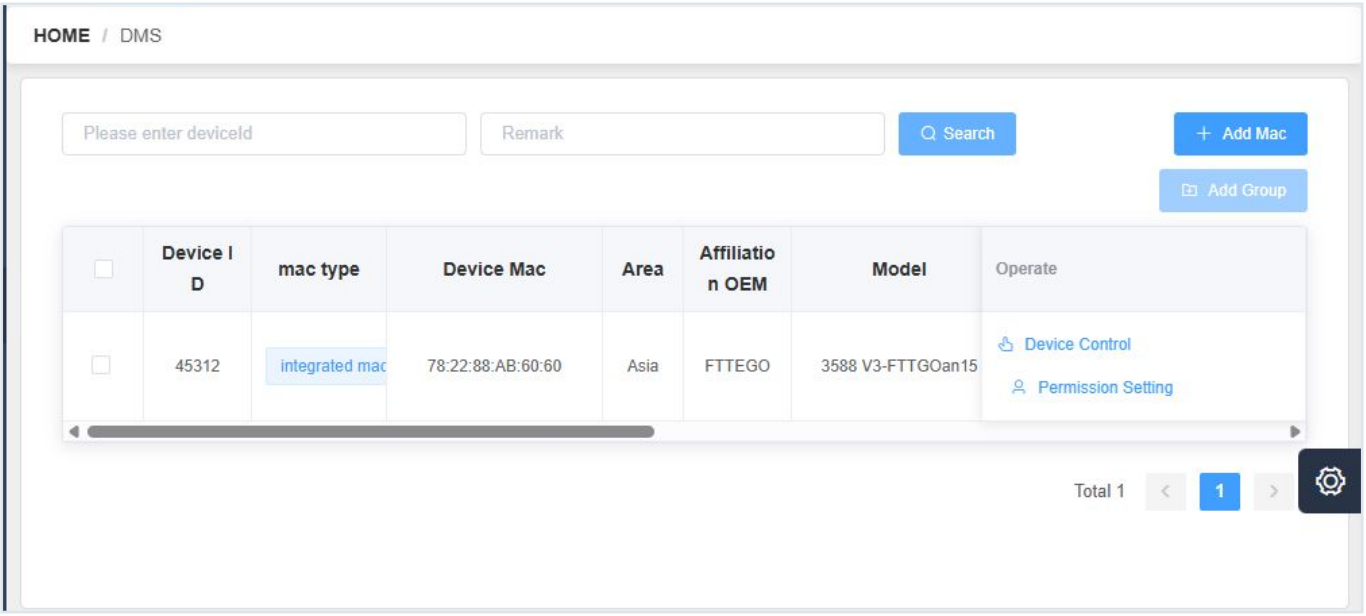
Locate the correct device before opening its controls.

Device users

1. Select DMS in the sidebar.
2. Enter the complete Device Mac in Please enter deviceId, or enter a device note in Remark.
3. Select Search. Clear an unused search field so that it does not restrict the results.
4. Check Device Mac, Model, State, and Online Status. Drag the horizontal scrollbar below the table to reveal more columns.
5. Clear the search fields and select Search to show the device list again.

Result: The table shows the device you want to manage.

Useful tip: Enable describes the device registration state. Online Status shows its connection. Select an Online device for live controls.



The DMS device list: search fields, device details, and row actions.

Prepare a device registration

DMS > Add Mac

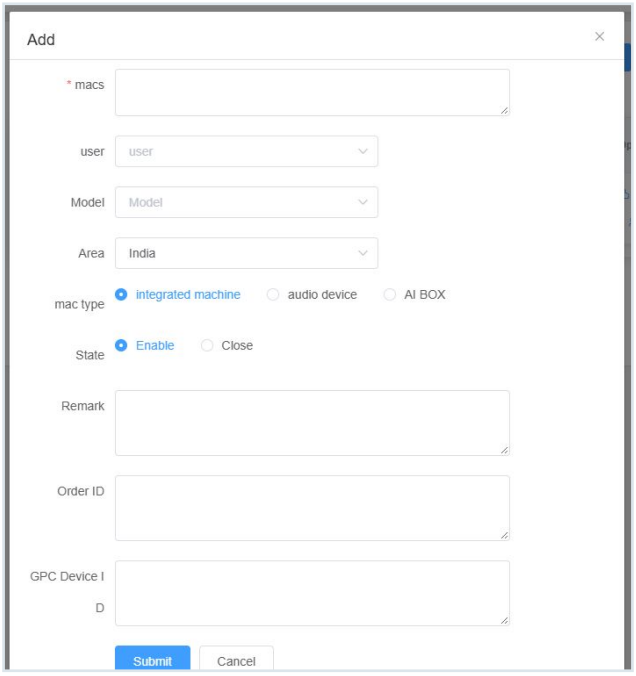
Prepare a device registration using the information supplied by your administrator.

Authorized device managers

1. Select Add Mac from the DMS page.
2. Enter the supplied MAC information in macs. Use the assigned user, Model, and Area selections for your organization.
3. Choose the matching mac type: integrated machine, audio device, or AI BOX. Set State as instructed.
4. Add a useful Remark and any applicable Order ID or GPC Device ID.
5. Review the details before selecting Submit. Use Cancel to leave without submitting a registration.

Result: The registration form contains the device details ready for the administrator to review.

Useful tip: Use the identifiers supplied for the actual device. Check the MAC address carefully and choose a clear Remark for later searches.



Add Mac uses the original interface labels, including macs and mac type.

View the device screen and classroom image

DMS > Device Control > BasicControl

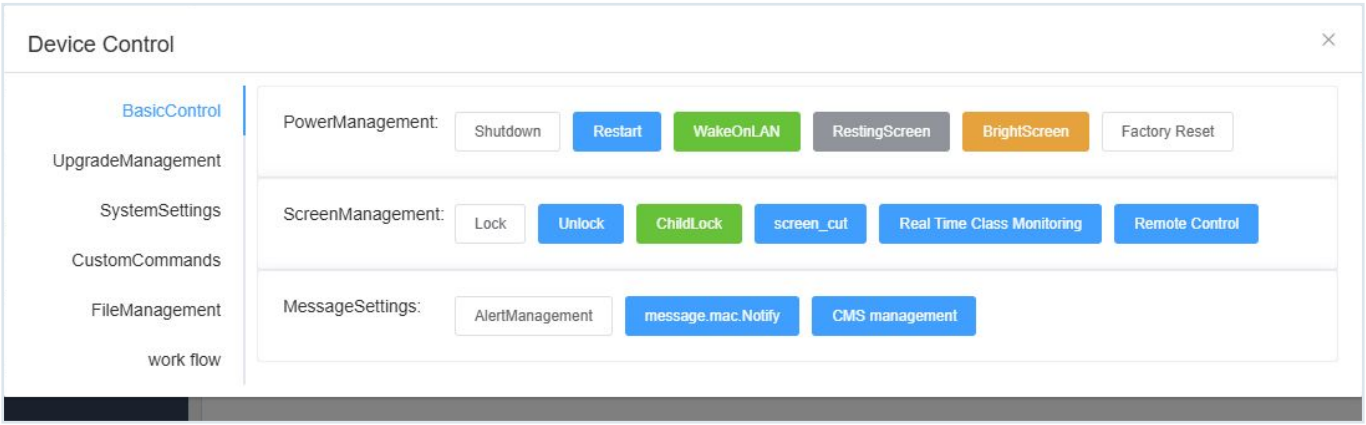
Use screen_cut to inspect the displayed content and Real Time Class Monitoring to view the classroom camera image.

Authorized device users

1. Find the intended device in DMS. Check its Device Mac and confirm that Online Status is Online, then select Device Control.
2. Open BasicControl and locate the ScreenManagement row.
3. Select screen_cut to request a screenshot of the device display. Wait for the image window to appear; the command acknowledgement can appear before the image.
4. Inspect the displayed screenshot, then close its image window using the top-right close button.
5. Select Real Time Class Monitoring to request the classroom camera image. Wait for the image window, inspect the camera view, then close it.
6. Finish one request and close its image window before starting the next. Close Device Control when you have finished.

Result: You can inspect the device display and the classroom camera image in separate requests.

Useful tip: screen_cut shows the device display; Real Time Class Monitoring shows the camera view. Use each image for its intended purpose and wait for the response before repeating a request.



BasicControl groups power, screen, and messaging actions in one panel.

Draft a device notification

DMS > Device Control > BasicControl > message.mac.Notify

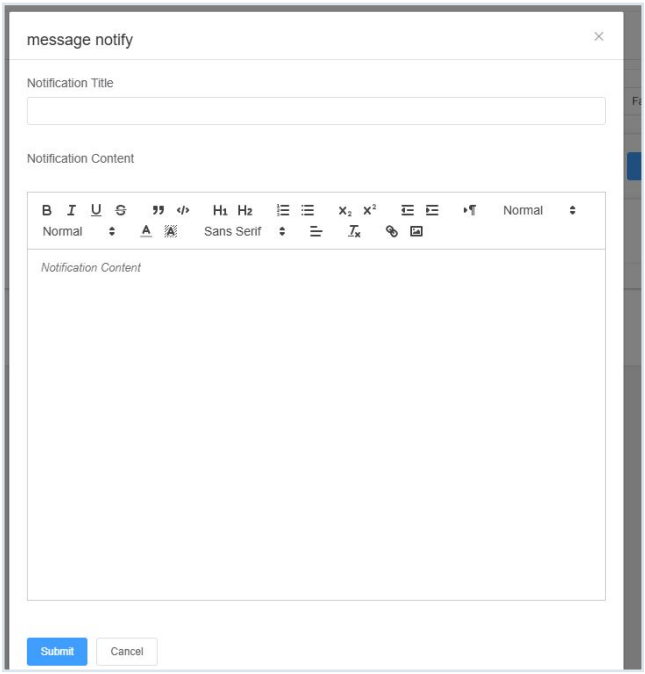
Compose a titled message for a device.

Authorized device users

1. Open BasicControl for the intended device and select message.mac.Notify.
2. Enter a short, clear Notification Title.
3. Write the message in Notification Content. Use the editor formatting tools to make the text easy to read.
4. Check the title, message, and target device. Use Cancel to leave the editor without sending the draft.

Result: A notification is ready for submission to the intended device.

Useful tip: Keep the title specific and the message brief. Check the selected device before preparing any classroom announcement.



The notification form contains a title field and a rich-text content editor.

Prepare a group and its device list

Group > Add / Config Device

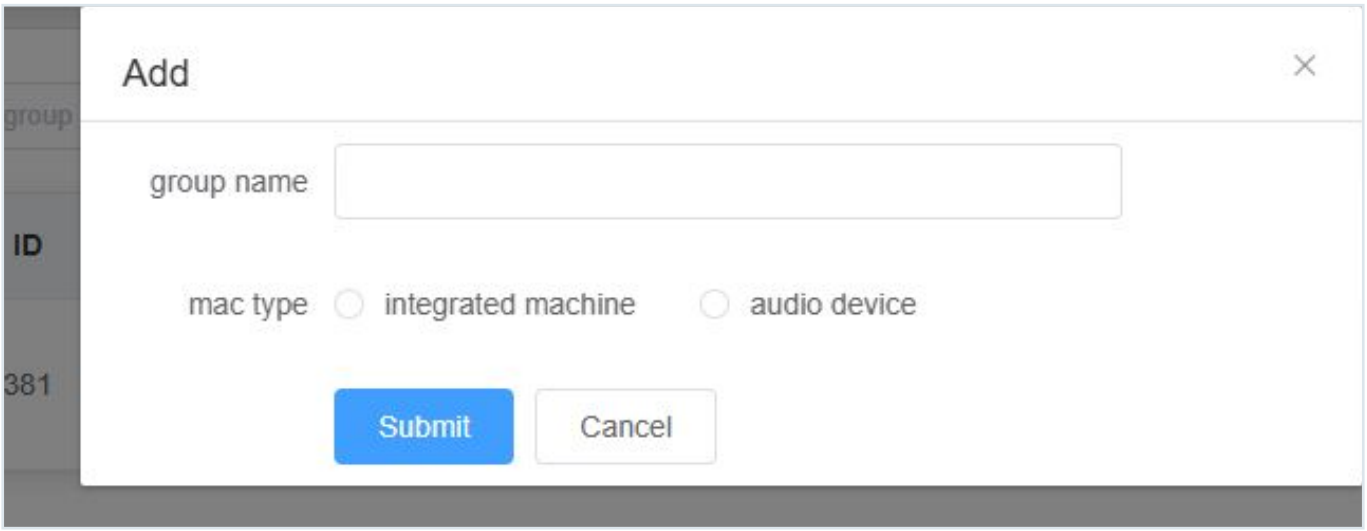
Organize devices before using group controls.

Authorized device managers

1. Open Group, then select Add.
2. Enter a clear group name and choose the matching mac type: integrated machine or audio device. Review before submitting.
3. In the group list, select Config Device for the intended group.
4. Review Not Selected Device and Already Selected Device. Use the selection and transfer controls to prepare the intended membership.
5. Review the two lists before selecting ConfirmingAssignments. Close the dialog if you do not intend to change membership.

Result: You know how to prepare a group and its device membership.

Useful tip: Review both device lists before saving membership. Use a descriptive group name, such as a building, floor, or classroom set.



Group > Add asks for a group name and device type.

Start a group from selected devices

DMS > select devices > Add Group

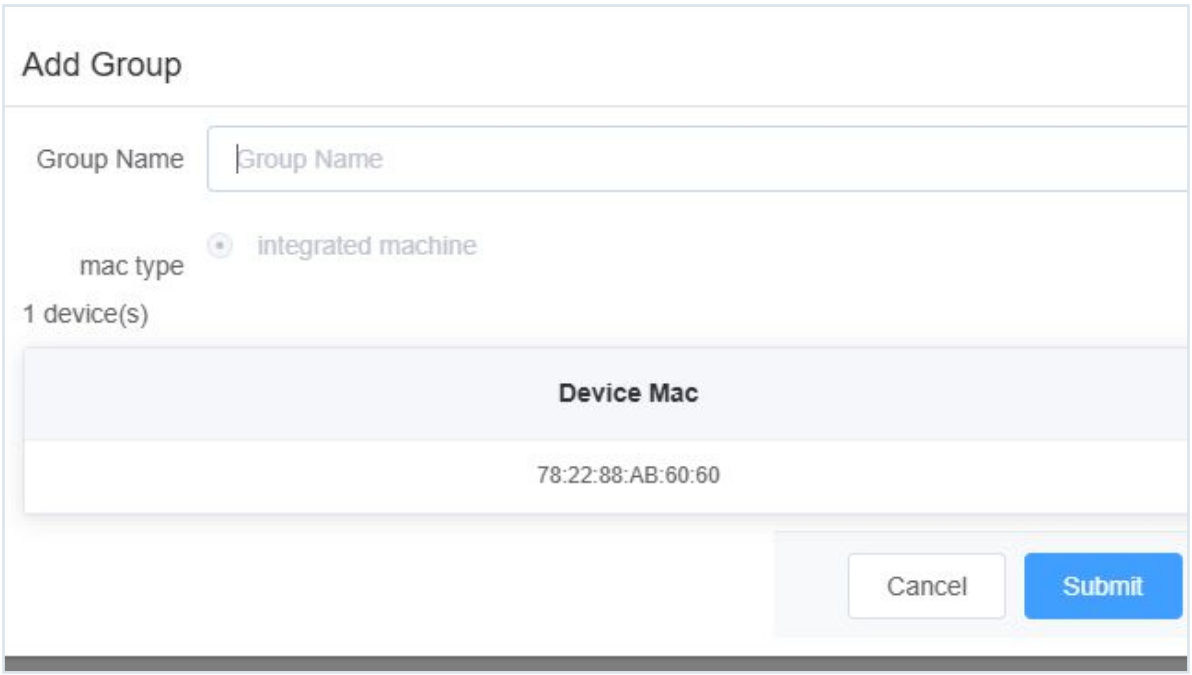
Use the selection-dependent Add Group shortcut.

Authorized device managers

1. Open DMS and tick the rows of the devices you intend to group.
2. Select Add Group. The button becomes available after a device is selected.
3. Enter the Group Name and review the listed MAC addresses and device count.
4. Review the form before selecting Submit. Use Cancel if the selected devices are not the intended ones.

Result: A group form is prepared from the selected device rows.

Useful tip: This shortcut opens a group form using the selected device rows. Check the device count and MAC addresses before continuing.



The DMS Add Group shortcut includes the selected devices for review.

Review who can access a device

DMS > Permission Setting

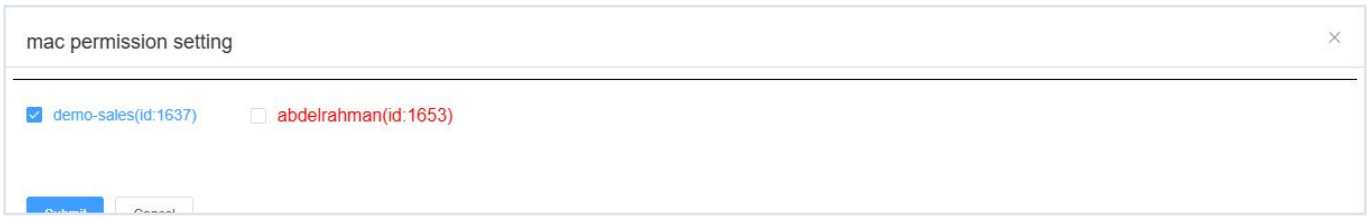
Locate the device's user permission controls.

Authorized administrators

1. Find the device in DMS and select Permission Setting.
2. Review the users listed in mac permission setting and their selected state.
3. Use your organization's access policy to decide which users should be selected.
4. Select Submit only when an authorized access change is intended. Select Cancel to leave the existing permissions unchanged.

Result: You can locate the users associated with a device's permission form.

Useful tip: Device access is an administrator responsibility. Review the intended users and your organization access policy before changing a selection.



The mac permission setting screen displays account choices and Submit/Cancel controls.

Review a workflow and its command sequence

DMS > Device Control > work flow

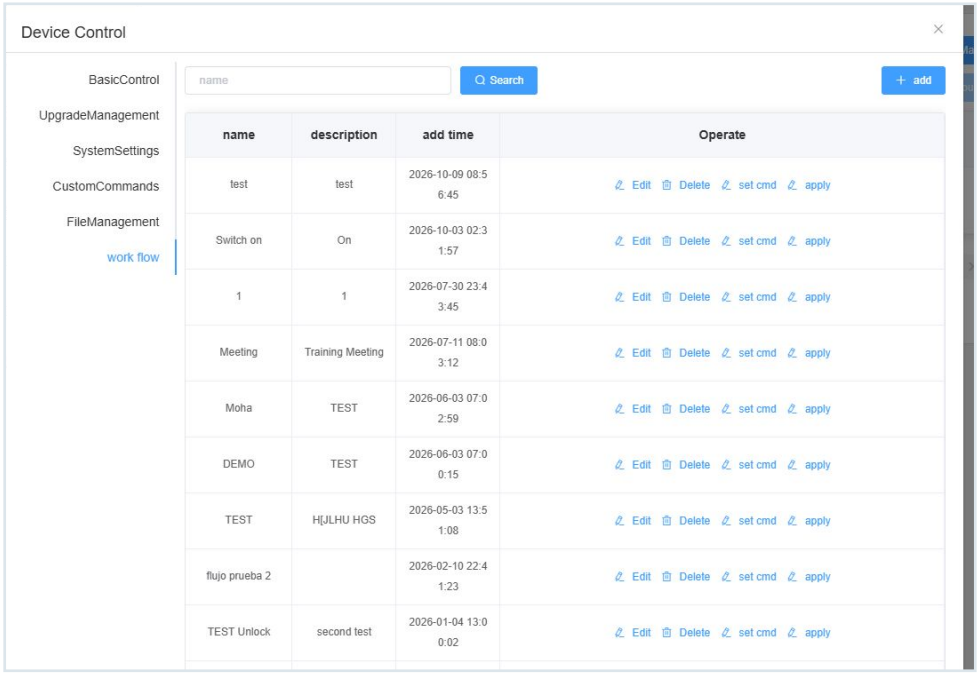
Find a saved workflow and read its ordered command list.

Advanced device managers

1. Open the work flow tab in Device Control. Use name and Search to find an entry.
2. Use Edit to view its name and description. Close the form without saving when you only need to read it.
3. Select set cmd to open the saved command sequence.
4. Read the command names and parameters in order. Compare the sequence with the task you intend to perform.
5. Close the command window after reviewing it. Keep the saved sequence unchanged while browsing.

Result: You can find a workflow and read its saved command sequence.

Useful tip: Read the whole sequence before making changes. The workflow list and the set cmd window show different levels of detail.



Each workflow has separate Edit, Delete, set cmd, and apply actions.

Find and prepare a teacher account

Account > Teacher Management

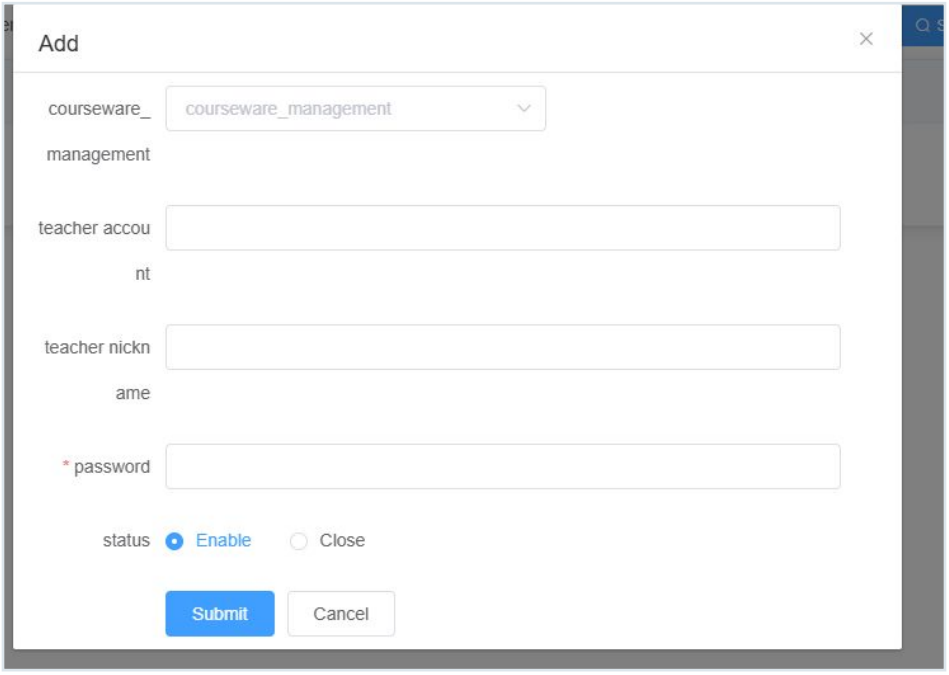
Locate teacher accounts and their account/NFC configuration forms.

Authorized school administrators

1. Open Account > Teacher Management. Use teacher account and the courseware_management selector, then Search, to narrow the list.
2. Select add teacher to open the account form.
3. Review courseware_management, teacher account, teacher nickname, password, and status. The responsible user should enter credentials directly.
4. Use Edit for an existing teacher's account details. Operate Config opens a separate NFC card number form.
5. Submit only an approved account or NFC change. Use Cancel to inspect either form without saving.

Result: You can locate teacher account setup and the NFC card field.

Useful tip: Use the courseware_management choice assigned by your school administrator. Check the teacher account and nickname before preparing an NFC value.



The teacher account form. Required fields and organizational options should be checked before submission.

Prepare grade and class details

Account > Class Management

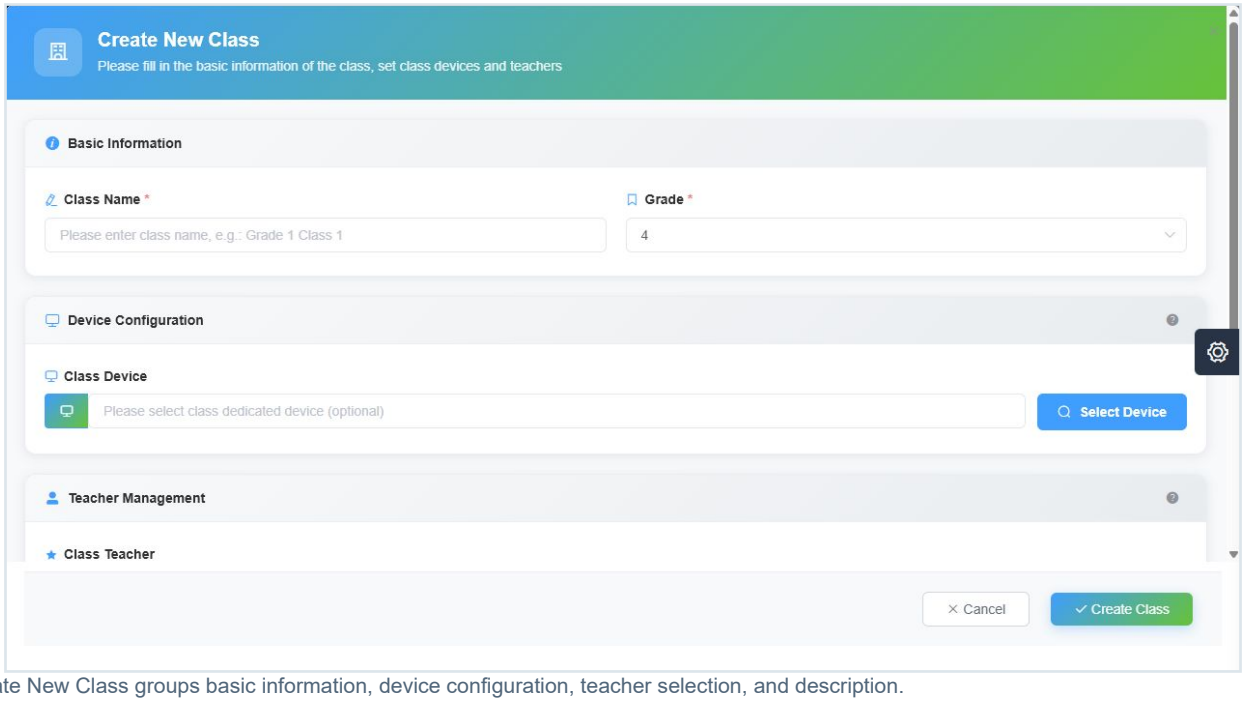
Understand the grade-to-class setup sequence.

Authorized school administrators

1. Open Account > Class Management. Review the Grade List on the left.
2. Use Add Grade to prepare Grade Name, Sort Order, and Description.
3. Select the intended grade, then use Add Class.
4. Enter Class Name and check Grade. Optionally choose a Class Device with Select Device, choose the Class Teacher, and add a Description.
5. Review the details before Create Class. Use the class-name and teacher-name search fields to find an existing class.

Result: You can prepare a class within the intended grade.

Useful tip: Class Name and Grade are required. Device and teacher selections are optional. Check the grade before entering class details.



Create New Class groups basic information, device configuration, teacher selection, and description.

Prepare a student and parent record

Account > Student Management

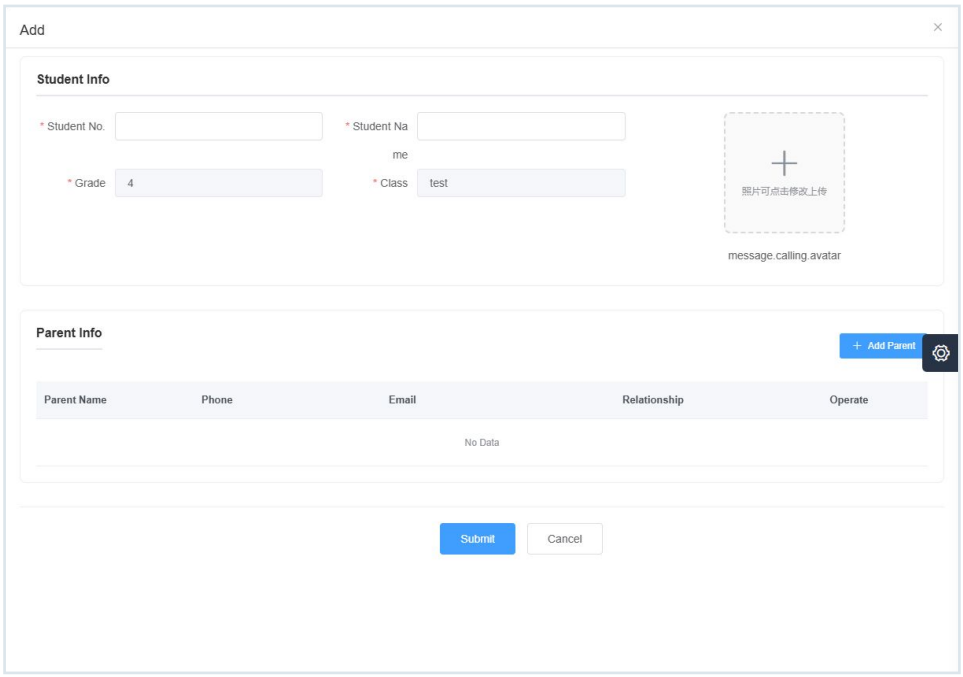
Select the correct class before entering a student and parent details.

Authorized school administrators

1. Open Student Management and select the grade and class in the left-hand panel.
2. Use Student No. or Student Name and Search to find a record. Select Add Student to prepare a new one.
3. Enter Student No. and Student Name. Check the Grade and Class displayed in the form before continuing.
4. Use Add Parent to enter Parent Name, Phone, optional Email, and Relationship. Review the parent entry before submitting it to the form.
5. Review the complete student record and parent details together. Use Cancel to leave without saving a new record.

Result: A student record can be prepared for the intended class, with the correct parent contact details.

Useful tip: Check the grade, class, student number, and parent relationship together to avoid placing a record in the wrong class.



Add Student shows the selected grade/class and the Parent Info section.

Prepare a pick-up position

Pick-up System > Position

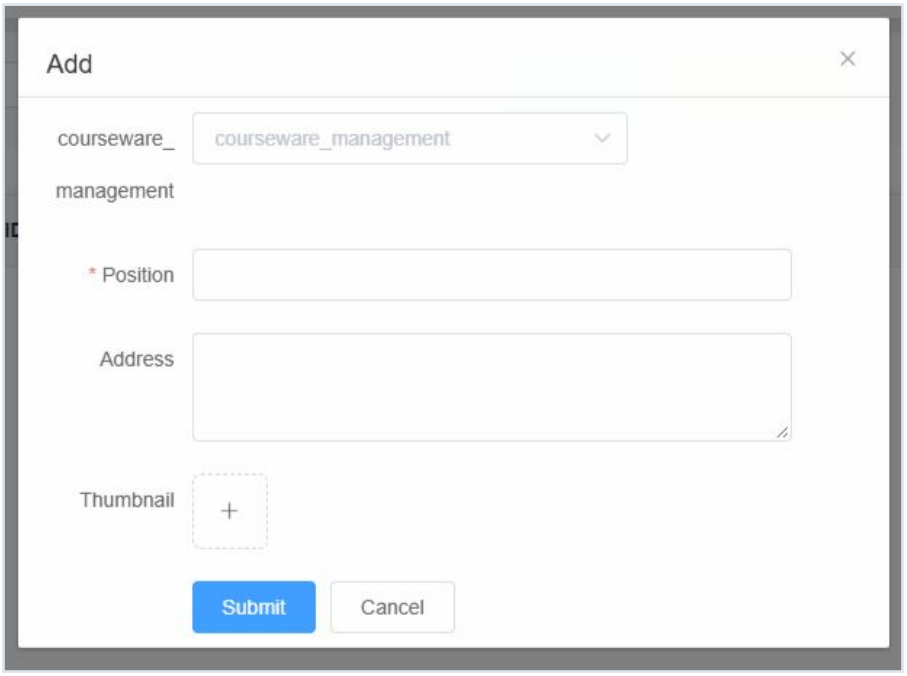
Locate the position list and its setup form.

Authorized school administrators

1. Open Pick-up System > Position.
2. Use Position Name or Address and Search to find a position.
3. Select Add Position. Check courseware_management, enter the required Position, and add Address and Thumbnail if needed.
4. Review before Submit, or select Cancel to leave without creating a position.

Result: You can prepare a pick-up position record.

Useful tip: Use a recognizable position name and a complete address. Choose a thumbnail that helps staff identify the location.



Add Position contains the position, address, and thumbnail fields.

Generate a lesson

AI Gen > Lesson

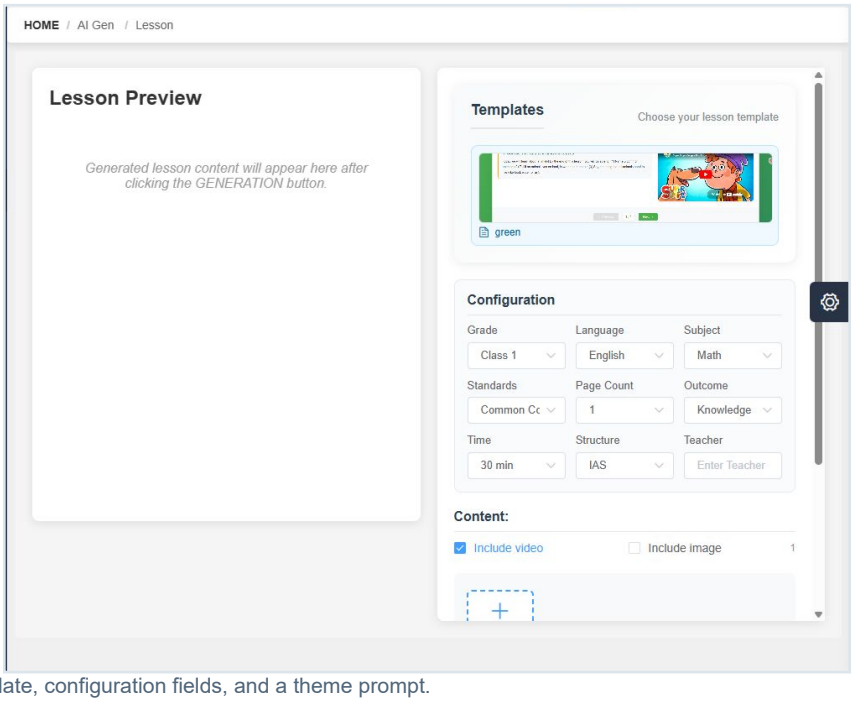
Create and review a lesson from a short teaching prompt.

Teaching-content users

1. Open AI Gen > Lesson and review the available template.
2. Set Grade, Language, Subject, Standards, Page Count, Outcome, Time, and Structure. Add Teacher if needed.
3. Choose whether to include video or image content, then enter a specific theme in the prompt area.
4. Select GENERATION and wait for the preview. Review all generated pages or sections and check the educational content.
5. Select Save HTML to store the result, then open the lower Resource entry > AiCloud(owner) > lesson to confirm the saved file.

Result: A generated lesson appears in the preview and can be saved in AiCloud.

Useful tip: Example topic: Adding numbers from 1 to 10 using simple beginner examples. Read every preview section and check its content before saving.



Lesson combines a template, configuration fields, and a theme prompt.

Generate and review a quiz

AI Gen > Quizzes

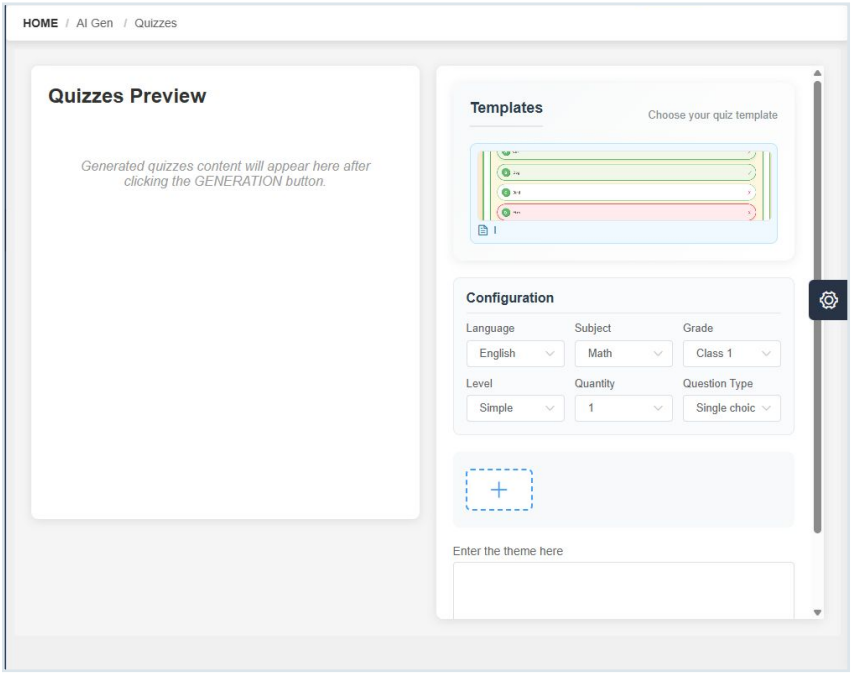
Prepare quiz questions and review their answers before classroom use.

Teaching-content users

1. Open Quizzes and review the template.
2. Choose Language, Subject, Grade, Level, Quantity, and Question Type.
3. Enter the topic and select GENERATION.
4. Review the generated question and options. Use Check Answer to display the correct answer and explanation; Reset Answer lets you try again.
5. Review every generated question and its explanation before using the quiz in a lesson.

Result: A quiz preview is available for checking before use.

Useful tip: Check each question, answer, and explanation before classroom use. Regenerate a question that needs correction and review it again.



Quiz configuration includes the quantity and question type.

Generate flashcards

AI Gen > FLASH

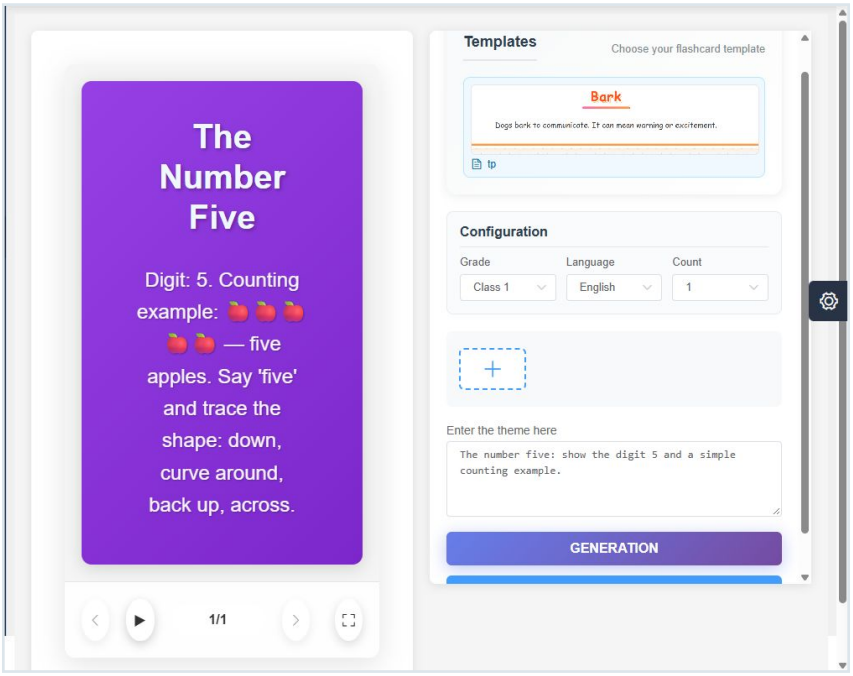
Create a short set of teaching cards.

Teaching-content users

1. Open FLASH and review the flashcard template.
2. Choose Grade, Language, and Count.
3. Enter the theme, then select GENERATION.
4. Review the generated card text, numbers, and examples in the preview.
5. Select Save HTML and confirm the saved file in the lower Resource entry > AiCloud(owner) > flashcard.

Result: A flashcard appears in the preview and can be stored in AiCloud.

Useful tip: Use one teaching idea per card and check the wording, numbers, and examples before saving.



The generated number-five card, with configuration and preview controls alongside it.

Review AI configuration choices

AI Gen > Setting

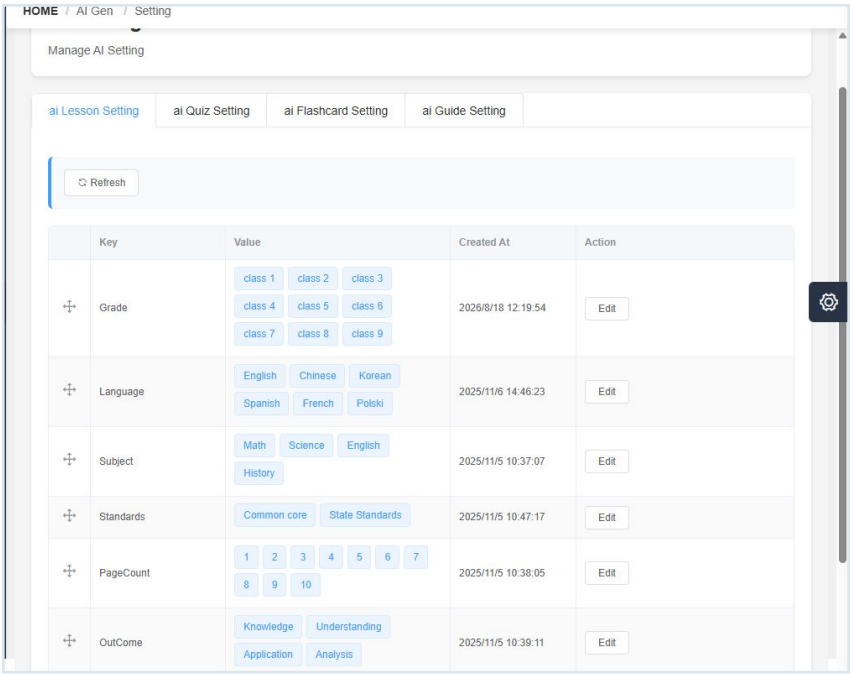
Find the lists of values used by the AI generation forms.

Authorized content administrators

1. Open AI Gen > Setting.
2. Choose ai Lesson Setting, ai Quiz Setting, ai Flashcard Setting, or ai Guide Setting.
3. Review each Key and its Value list. These include choices such as languages, grades, subjects, counts, and question types.
4. Use Edit only when you are authorized to change the available options. Use Refresh to reload the displayed list.

Result: You can locate the configured option lists behind the generation forms.

Useful tip: These tabs organize the choices used in generation forms. Check the relevant content type before opening an option list.



AI Setting has separate tabs for lesson, quiz, flashcard, and guide choices.

Browse PHET, 3D, and cloud resource folders

Lower Resource entry

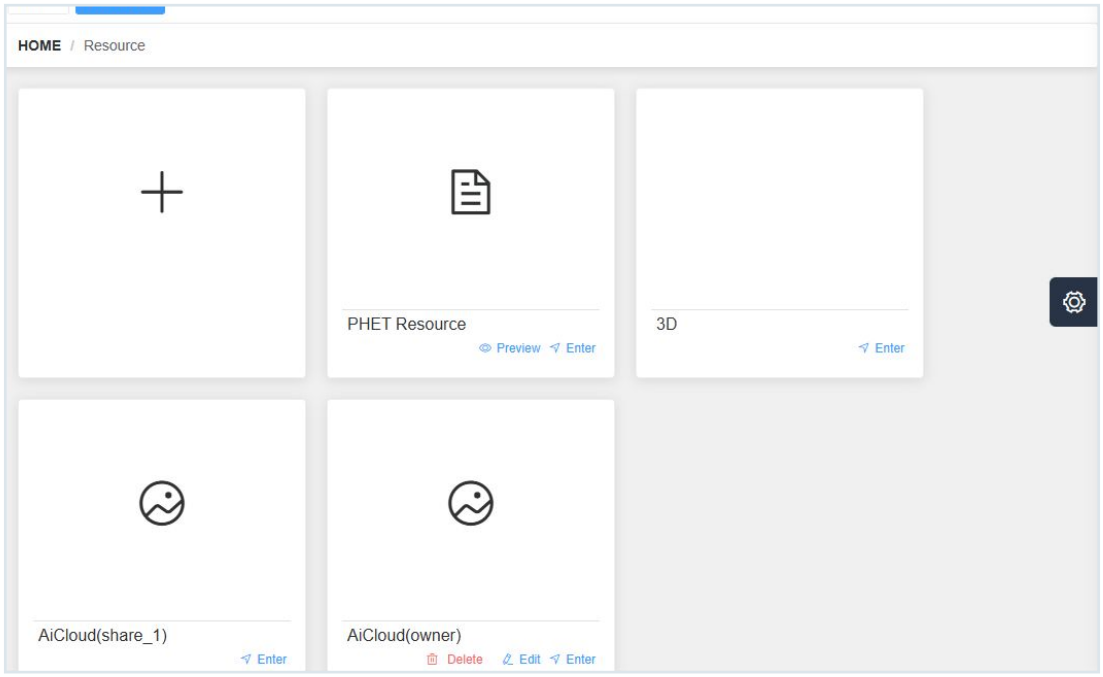
Choose the right resource module.

Resource users

1. Select the lower Resource sidebar entry, which opens the module cards.
2. Choose Enter on PHET Resource to browse the simulation catalog. Use pagination to browse the available rows.
3. Choose Enter on 3D to browse subject folders such as Astronomy, Biology, Chemical, Geograph, and Physics.
4. Double-click a folder to open it. For planet model files, browse Astronomy > Planet > Terrestrial planet.
5. Choose AiCloud(owner) for your account's resources or an available shared cloud card for shared material. Use Back to Top to return to the module cards.

Result: You can navigate from the module catalog to the resource collection you need.

Useful tip: Use the module cards to choose a collection, then use pagination or folders to browse it. The breadcrumb identifies your current folder.



The lower Resource entry opens module cards, including PHET Resource, 3D, and AiCloud.

Organize files in AiCloud

Lower Resource entry > AiCloud(owner)

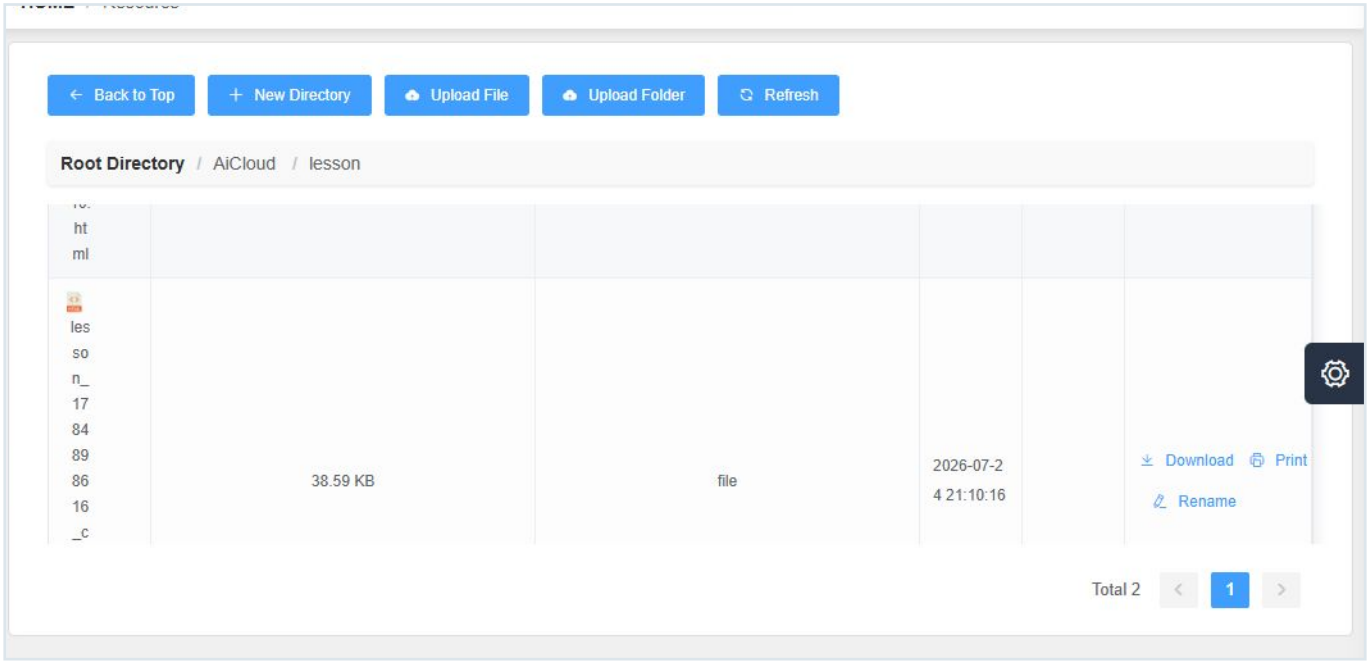
Find saved AI content and understand the file actions.

Resource owners

1. Open AiCloud(owner). Double-click lesson or flashcard to open the folder. Use the breadcrumb or parent-directory row to go back.
2. Find the saved lesson or flashcard by its name in the file list.
3. Select Rename for a file you own. Enter the New File Name, preserve its extension, then select Confirm.
4. Check the updated name in the list. Use clear names that identify the subject and teaching topic.
5. Open Setting to review Thumbnail and Is Public. Close the form without changing access when you only need to inspect it.

Result: You can locate saved content and organize owned files.

Useful tip: Save HTML for lessons and flashcards stores the file in AiCloud. Open the matching folder to find it; this action is separate from a browser download.



The lesson file was saved to AiCloud/lesson and renamed successfully.

Find subject categories

Expandable Resource > Subject Management

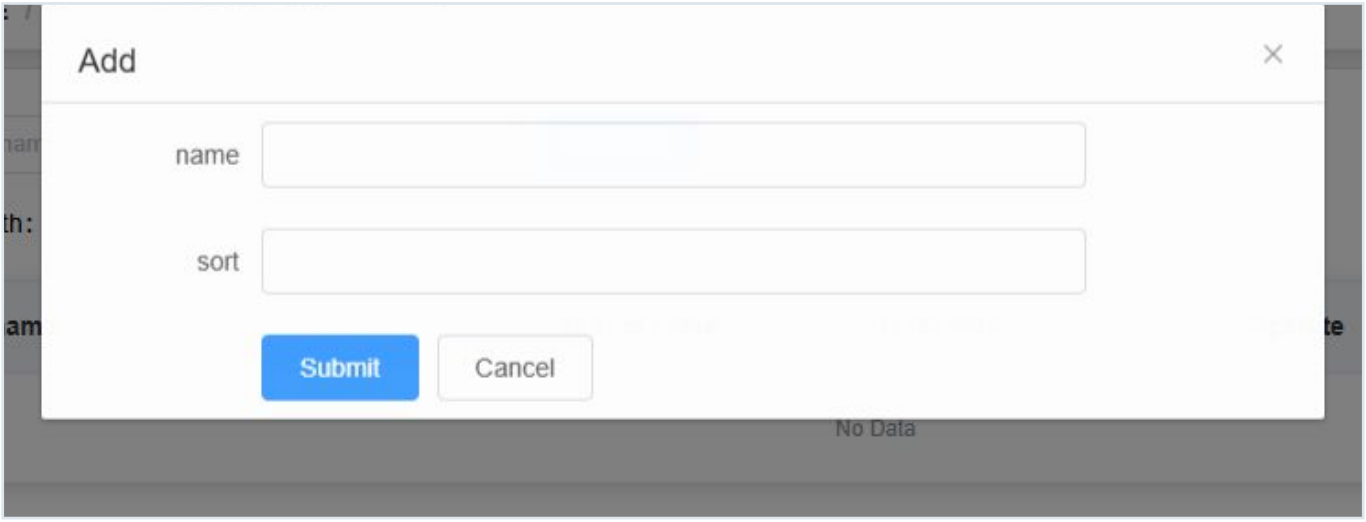
Distinguish subject-category management from the resource module catalog.

Authorized resource managers

1. Expand the upper Resource menu and select Subject Management.
2. Use name and Search to find a category, or Refresh to reload the list.
3. Use add cate to prepare a category name and sort value.
4. Check the displayed Path before submitting a category. Select Cancel if you are only exploring the form.

Result: You can find the subject-category list and its add form.

Useful tip: Subject Management organizes category names and sort values. Use the separate Resource module cards to browse the resource library.



add cate asks for name and sort inside Subject Management.

Find personal and email settings

MyCenter > Setting

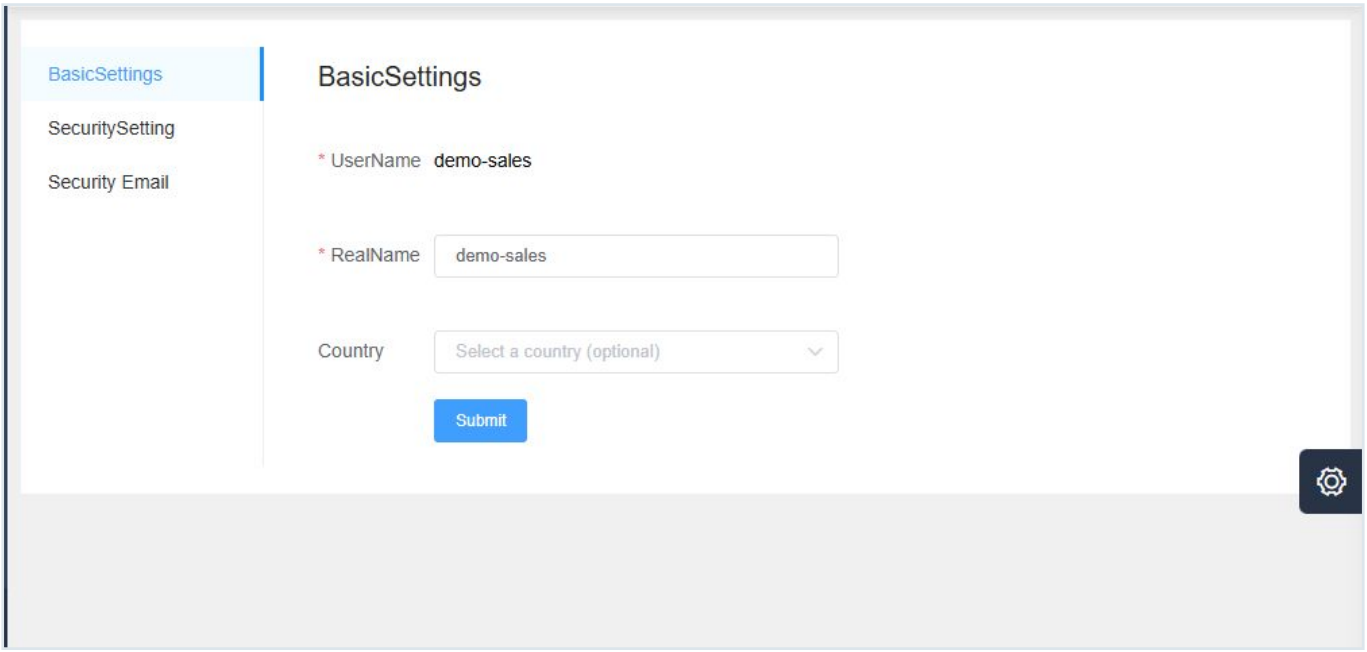
Locate your profile and mail-server configuration fields.

Account users; email setup by administrators

1. Open MyCenter > Setting, or select Personal Settings from the account menu.
2. In BasicSettings, review UserName, RealName, and the optional Country selection.
3. Open Security Email to locate Email, Email Password, Email Port, Email Host, and Email From.
4. Obtain the mail-server values from your administrator. Close the form without saving when you only need to inspect the fields.

Result: You can find the appropriate account or mail-configuration area.

Useful tip: Security Email contains mail-server and sender settings. Use your organization mail-server details for these fields.



BasicSettings shows the username, editable real name, and optional country.

Help & common questions

Why is a device marked Enable but unavailable?

Check Online Status separately. Enable describes the registration state. Check device power and network connectivity, then search again.

Why is Add Group disabled?

Select at least one device row in DMS. Then open Add Group and review the selected device list.

How do I search for a specific device?

Enter the complete Device Mac in Please enter deviceId, clear an unused Remark filter, and select Search. You can also search by Remark.

Where does Save HTML store a lesson or flashcard?

Open the separate Resource entry, choose AiCloud(owner), then open lesson or flashcard. Save HTML stores the file in the cloud.

What is the difference between screen_cut and class monitoring?

screen_cut displays a screenshot of the device display. Real Time Class Monitoring displays the classroom camera image. Close one image request before starting the next.

Why is a list empty?

Check the selected grade, class, folder, and search filters. Use Search or Refresh where available and wait for loading to finish.

How should I review AI teaching content?

Read all generated sections and check facts, wording, answers, and explanations before use. Regenerate content that needs correction.

How do I browse a form without changing data?

Open the form, read its fields, then select Cancel or its close button. Use Submit only when you intend to save or send an action.