

2017



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# Manual

SCHOOL MASTER

## Contents

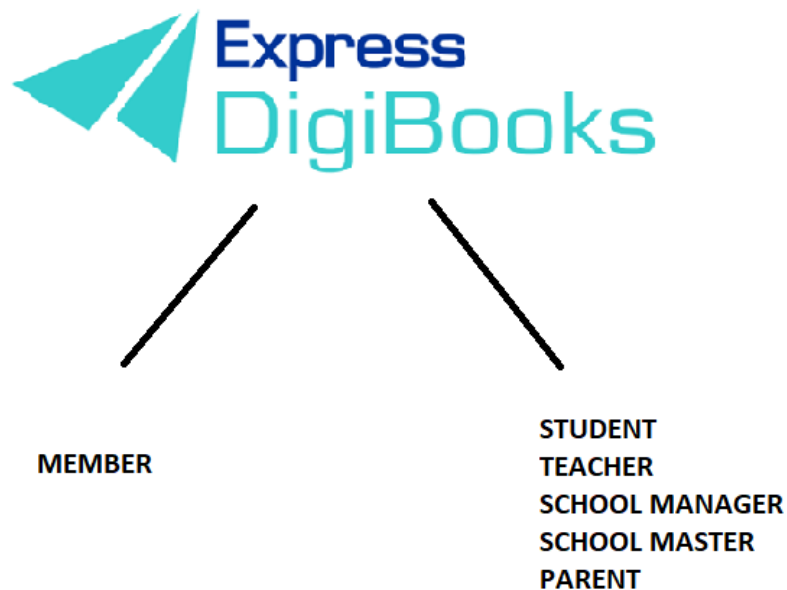
Description of roles and users .....	2
REGISTERING ON THE PLATFORM .....	4
SCHOOL MASTER .....	9
NAVIGATING THE PLATFORM.....	22
USER ACCOUNT .....	23
MY E-BOOKS .....	24
PROGRESS.....	28
SCHOOL.....	30
1. SCHOOL SETTINGS .....	30
2. ANNOUNCEMENTS .....	32
3. CALENDAR EVENTS .....	33
4. SCHOOLS.....	35
5. SCHOOL PERIODS.....	37
6.SUBJECTS – 7.LEVELS – 8.CLASSES.....	38
9.CLASSROOMS .....	39
10.USERS.....	40
10. TEST LOGS.....	44
11. SCORESHEETS .....	44
12. MESSAGES .....	49
*LESSONS.....	50
GAMIFICATION .....	55
CLANS .....	57
Assign Badges .....	60
MISSIONS.....	61
USER RANKING .....	63

## Description of roles and users

There are 6 types of user on the Express DigiBooks platform. These are: Member, Student, Teacher, School Manager, School Master, and Parent.

The users are divided into two groups, as can be seen in the following diagram.

The Members are in one group, and the other group consists of Students, Teachers, Managers, Masters, and Parents.



Members are individual users who are using the platform for self-study, without a teacher, and only have access to the books they have bought. They can do the exercises and the platform will correct them, but they have no interaction with other users.

The other group follows the hierarchy of Student + Parent → Teacher → School Manager → School Master

The **School Master** is the owner/headteacher of the school. They must 'create' their school and do some initial organisation. They must follow a series of steps (explained in detail below) to create their Students, their Teachers, and School Managers, as well as organise things, in general.

The **School Manager** is in charge of the school or department, responsible for its operation and administration. This role is **not required** to operate the platform

There are schools where the manager and owner are the same person. Therefore, it is not necessary to create school managers. They are only necessary if a school has branches, to make administration easier for the School Master.

**Teachers** work at the school. Their accounts can only be opened by the School Master, and their job on the platform is to assign exercises to the Students, to check their work and help them with whatever problems they may face.

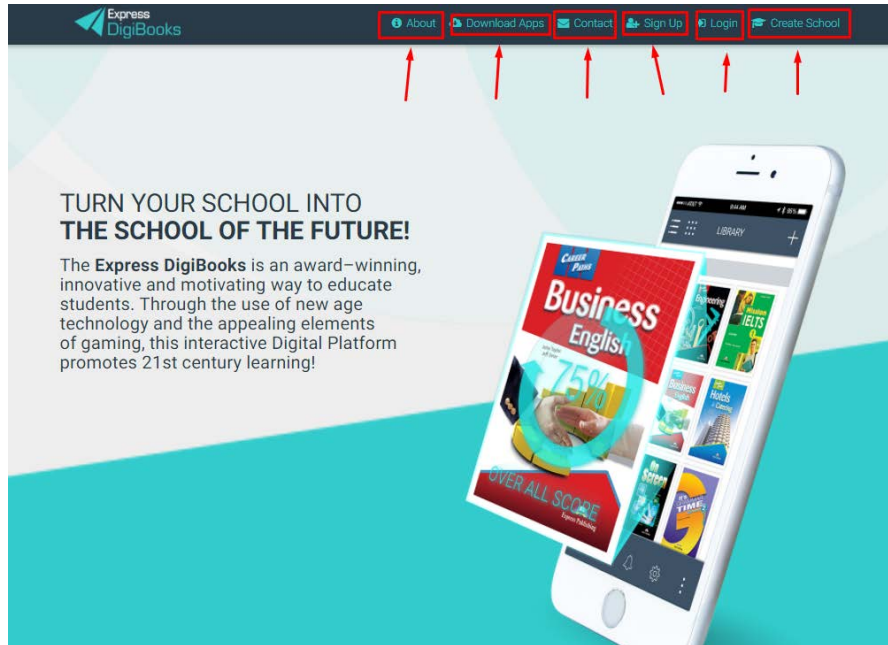
**Students** attend the school. Their accounts can only be opened by the School Master.

**Parents** are the Student's parents or legal guardian. They can use the platform to keep up to date with their children's progress, without having to physically go to the school.

## REGISTERING ON THE PLATFORM

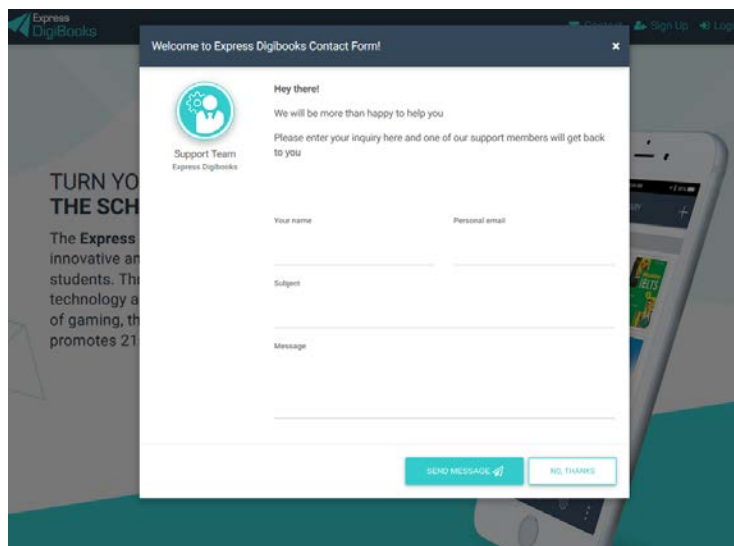
Please visit our website [www.expressdigibooks.com](http://www.expressdigibooks.com) and see the home page.

As you can see from the image below, there is a series of buttons at the top of the screen: **About, Download Apps, Contact, Sign Up, Log In, and Create School.**



What the buttons do:

- **Contact:** When you click on Contact, a contact form will open, as you can see below.



Fill in your name, email, and the subject line. Use the Message section to ask your question or make your comment.

- **Create School:** When you click on Create School, a form will open for you to give us your details and apply for a School Master account.

**Create School**

School Master Information

First Name Last Name  Male  Female

Email Email 2

Father Name Mother Name Birthday  
Click to select Birthday

Address Address 2 Zipcode

City County Select Country

Phone Phone 2

Mobile Phone Mobile Phone 2

School Information

School Name

Address Address 2 Zipcode

City Province Select Country

Please fill out all the required fields carefully (those that are written in **bold**). If you forget anything, the platform will send you a reminder in red letters.

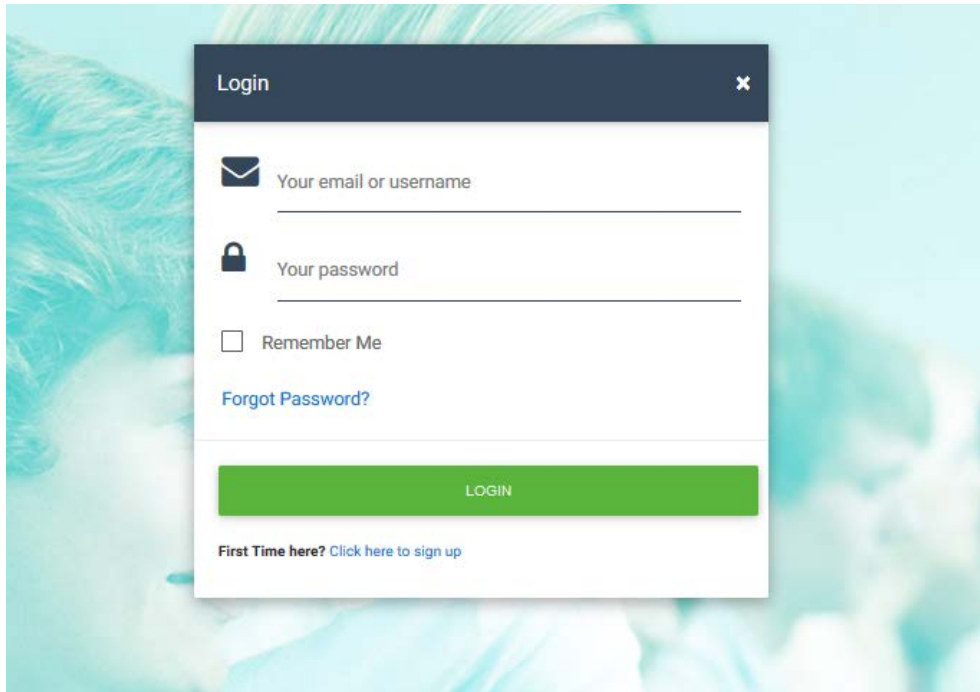
At the bottom of the page, you will see a Captcha Verification Code that you must complete. You must also tick the box next to the Terms and Conditions, after you have read them. Finally, click on Create New School. You will then receive an email that will inform you that your application is being processed. As soon as it is approved, you will receive another mail welcoming you to the platform, which will provide your username and password.

Verify Code **eohetty**

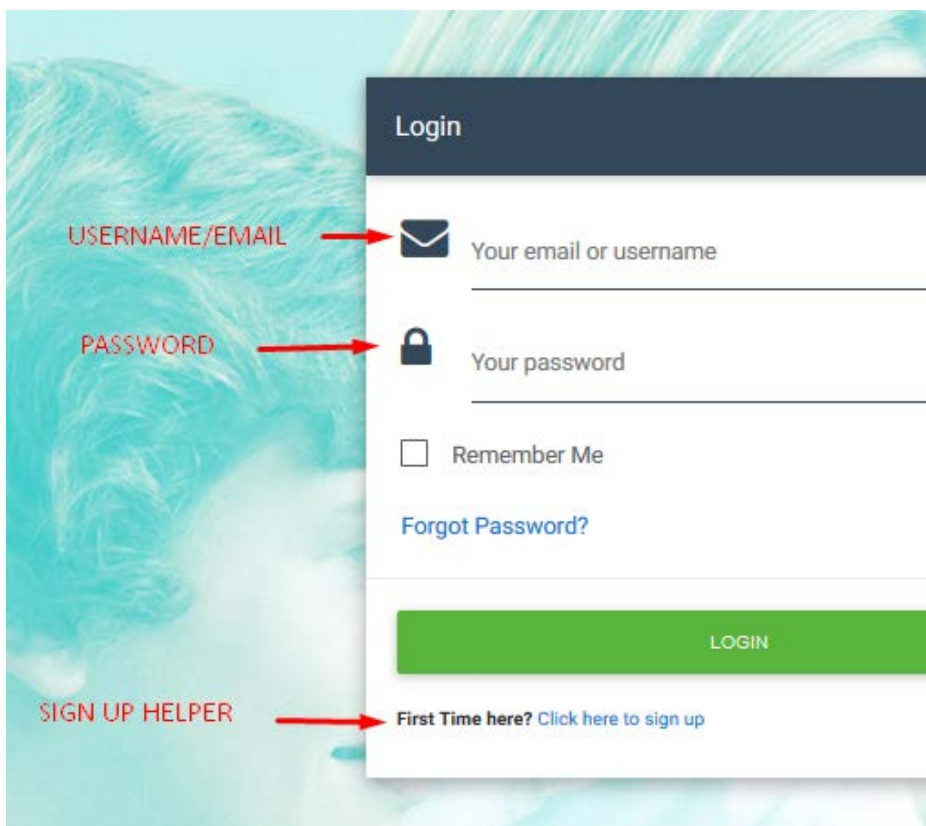
Terms & Condition

**CREATE NEW SCHOOL**

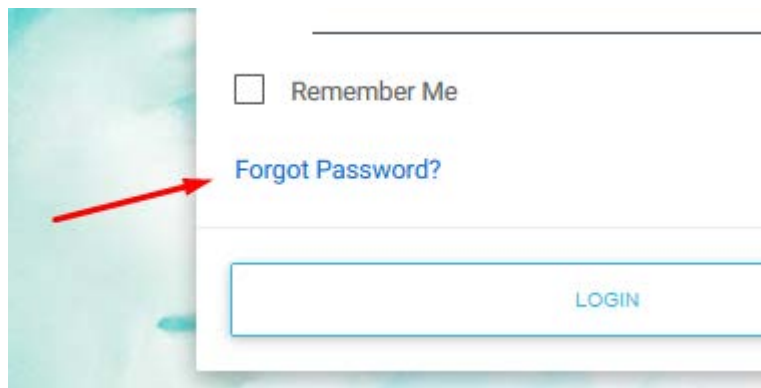
- **Log in:** When you click on Log In, a window will pop up for you to enter your Username and Password (which you will have received by mail), so that you can connect with the platform.



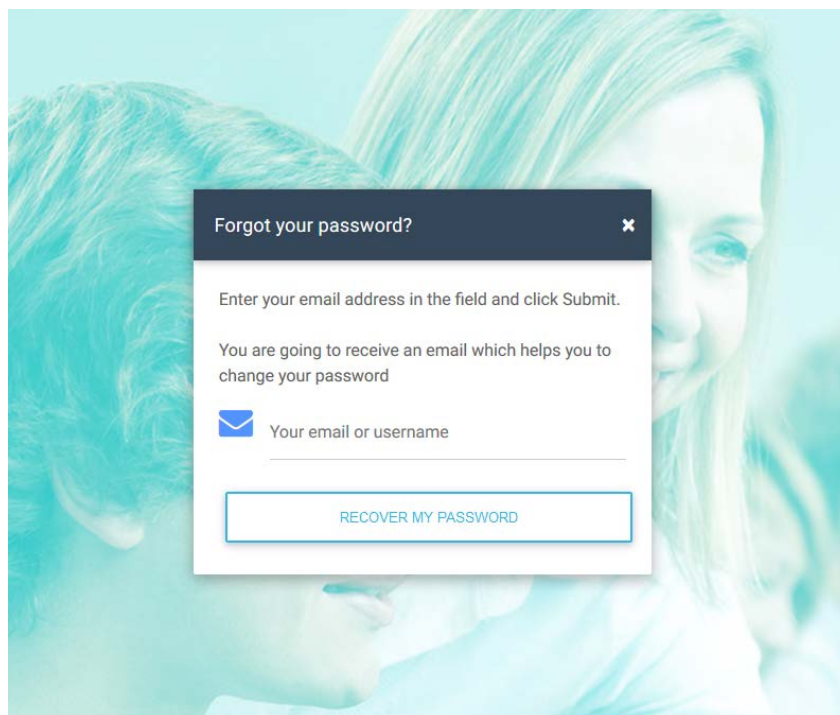
Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button.



There is also a link on this page to help you retrieve your Password; click on **Forgot Password**.



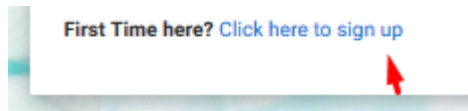
When you click on the button, a new page will appear, where you will be asked to enter your email, so that your password can be sent to you.



Click Recover My Password and then check your personal email account (e.g. Gmail, Yahoo, Outlook, etc.) where you will find that your Password has been sent to you.

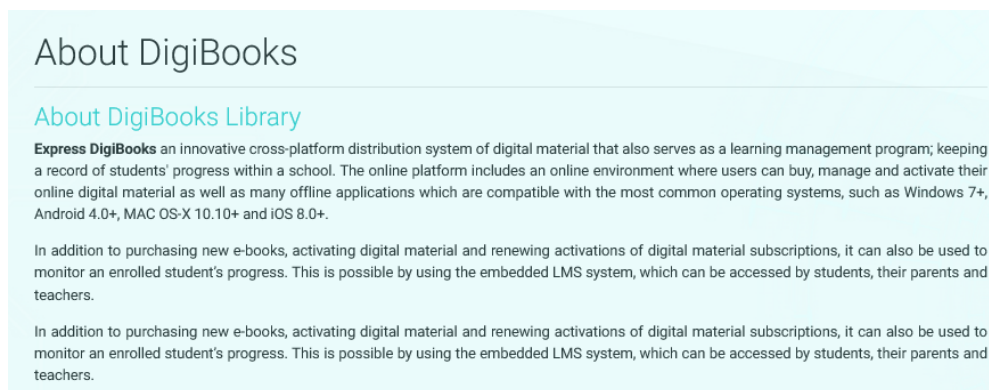


If this is the first time you are connecting with the platform, there is a link that will take you to the SIGN UP page.



- **About**

The **About** page is informational. It includes information about Express DigiBooks platform, as well as a few words about Express Publishing.

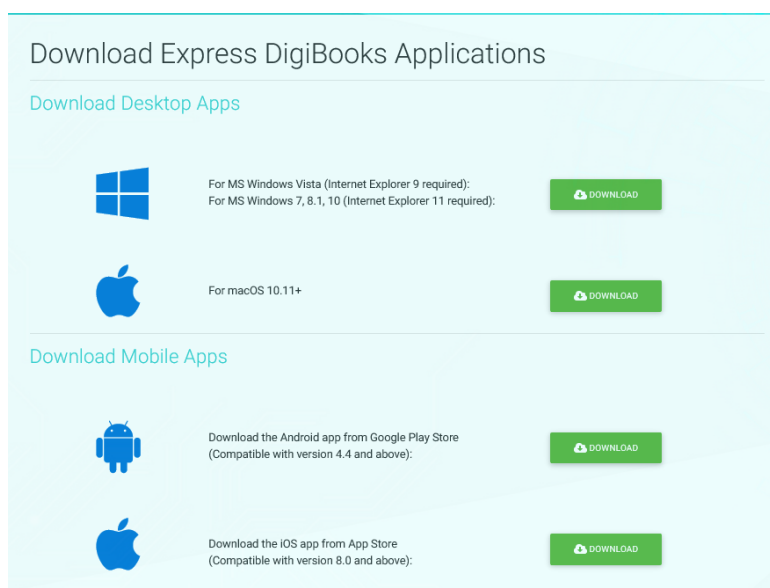


- **Sign Up**

This button is only for MEMBERS and will not be explained in detail here.

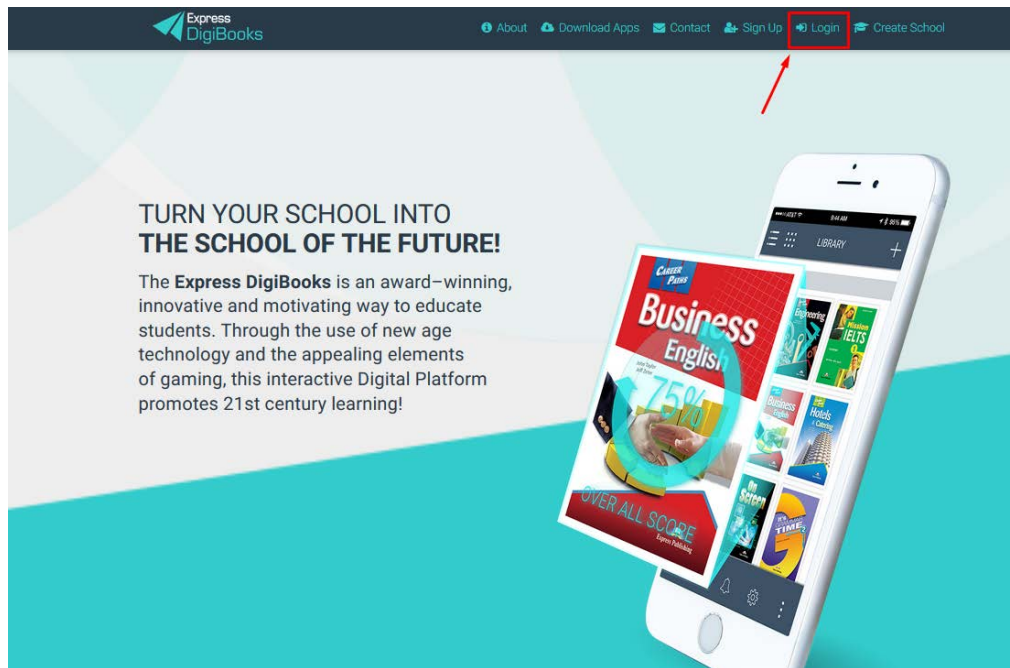
- **Download Apps**

On this page, you can find and download the Express DigiBooks apps, which are compatible with MS Windows Vista+, macOS 10.11+, Android 4.4+, iOS 8.0+.

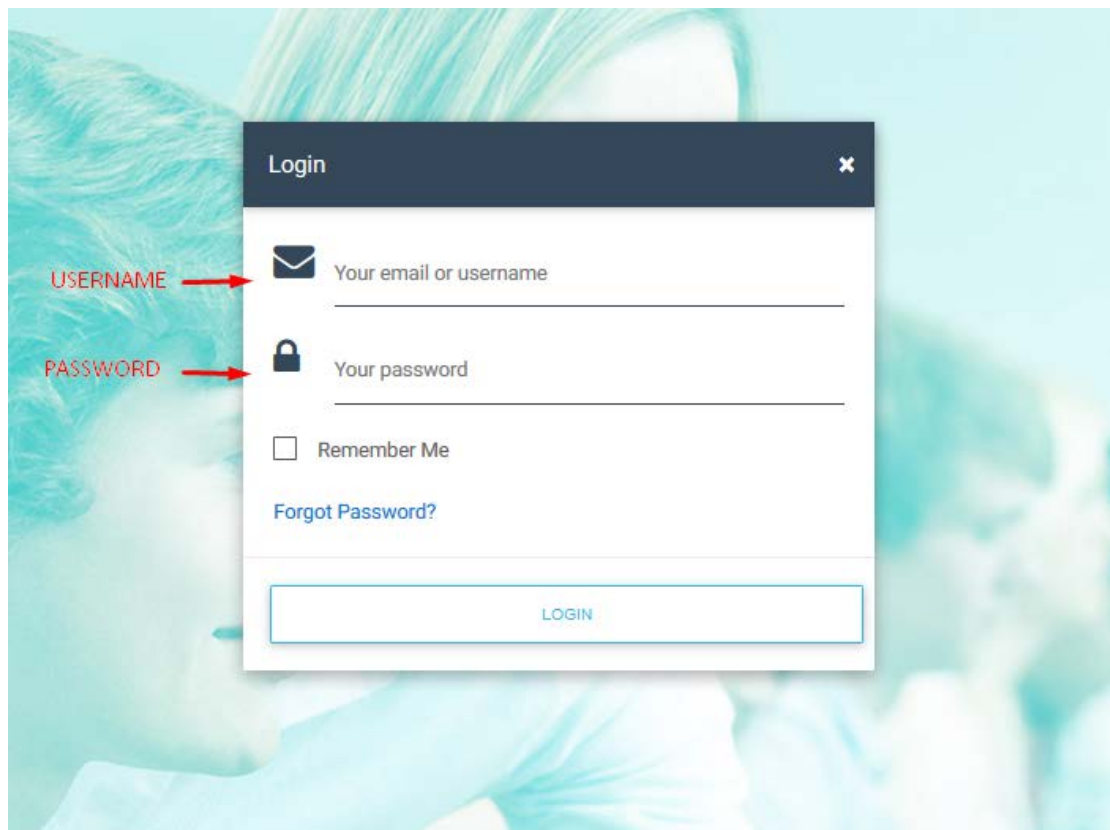


## SCHOOL MASTER

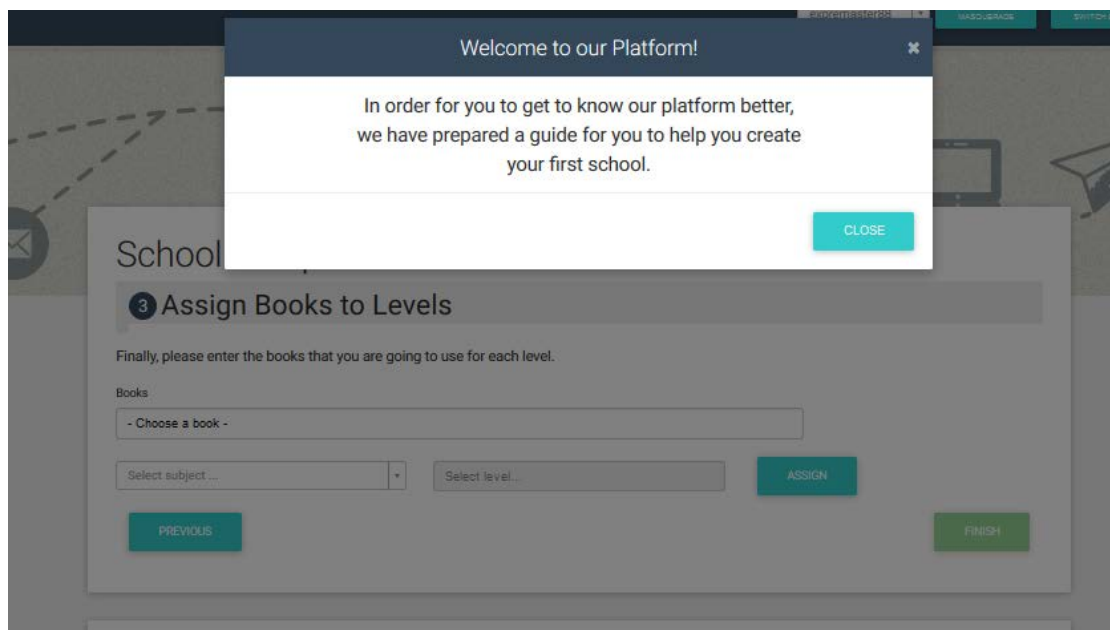
As soon as your registration as School Master has been completed, go to the top right-hand side of the screen and select Log In.



Enter your **username** or **email** and then your **password**, and click on the **Log In** button, as was explained earlier.



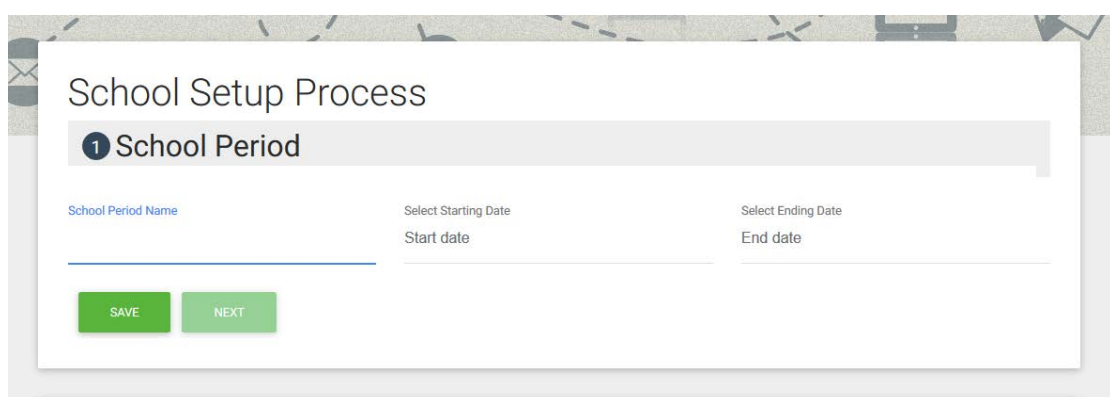
As soon as you are successfully connected to our programme, the following page will appear.



As you can see, a message appears in the centre of the screen to welcome you to the Express DigiBooks platform.

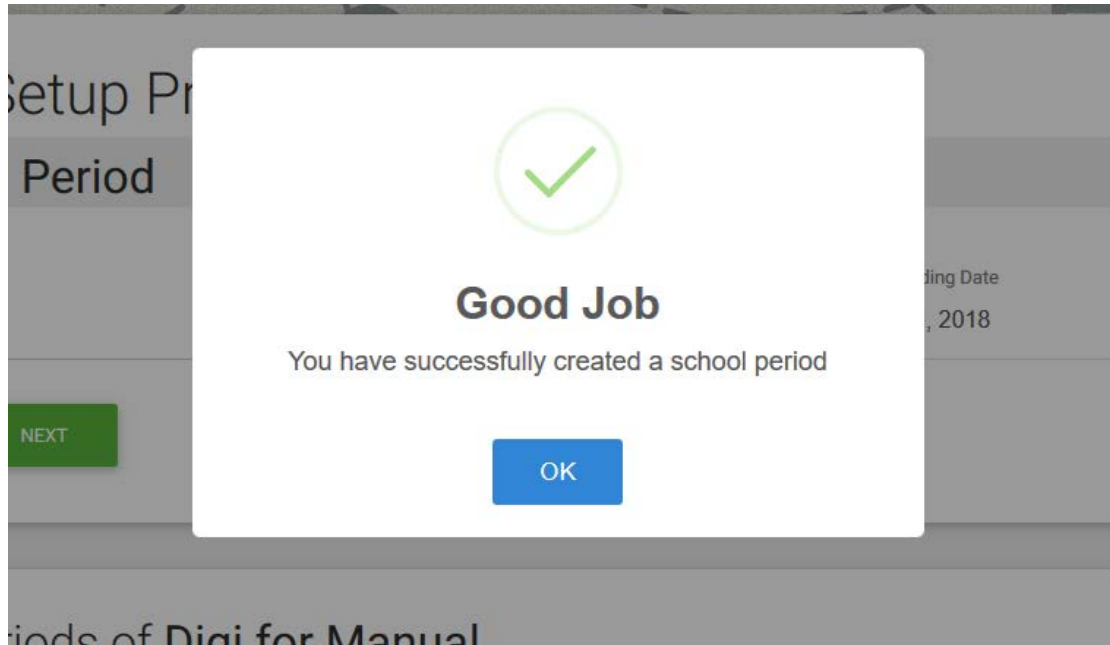
Once you click **Close**, the platform will guide you through the simple steps required to create your first school. This message will only appear until you successfully create your first school.

The first window that opens will ask you to create School Periods. Some schools divide their school year into winter and summer. Other schools may use trimesters or semesters. Here you can specify how you would like to define the school period system you follow in your school.

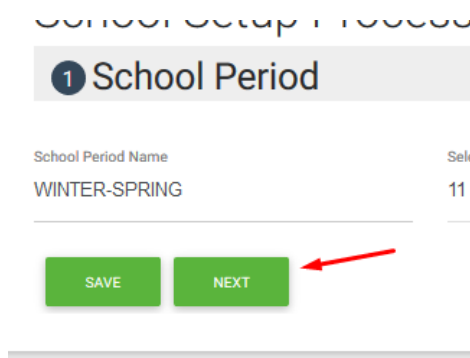


Firstly, decide on the name of the period (e.g. Winter/Spring) and then select how long it lasts (e.g. 15 September to 15 June) and click on Save.

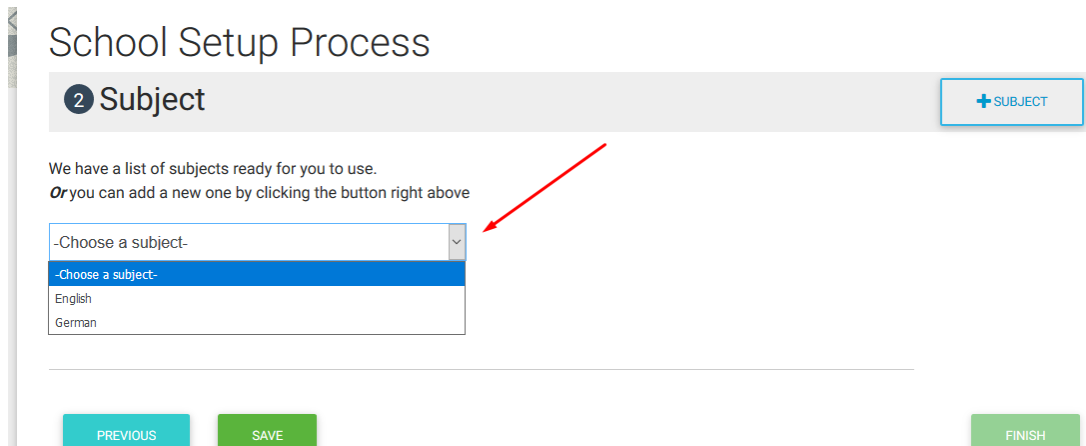
A window will automatically appear to confirm that you have created the school period.



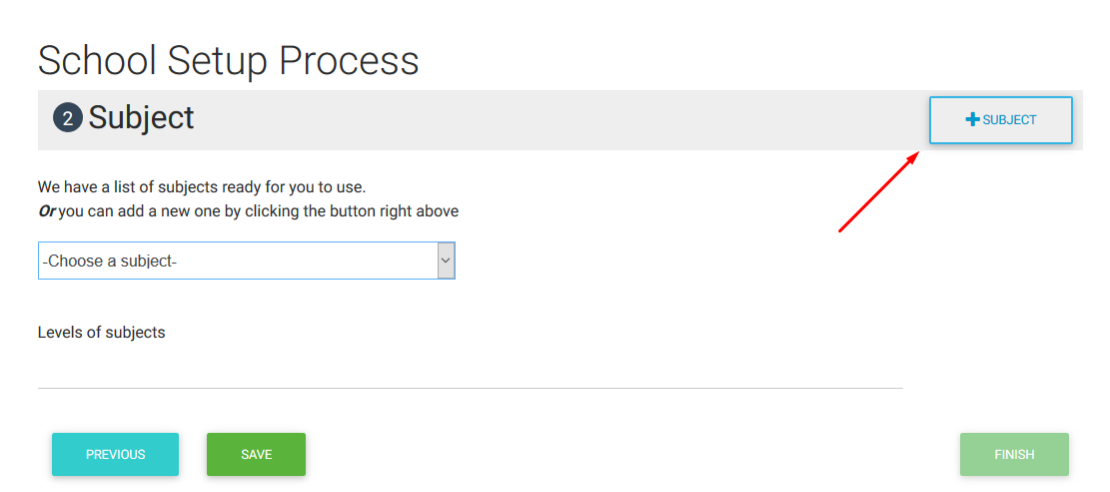
When you click OK, the same page will appear and you can create another period if you want, or you can select Next.



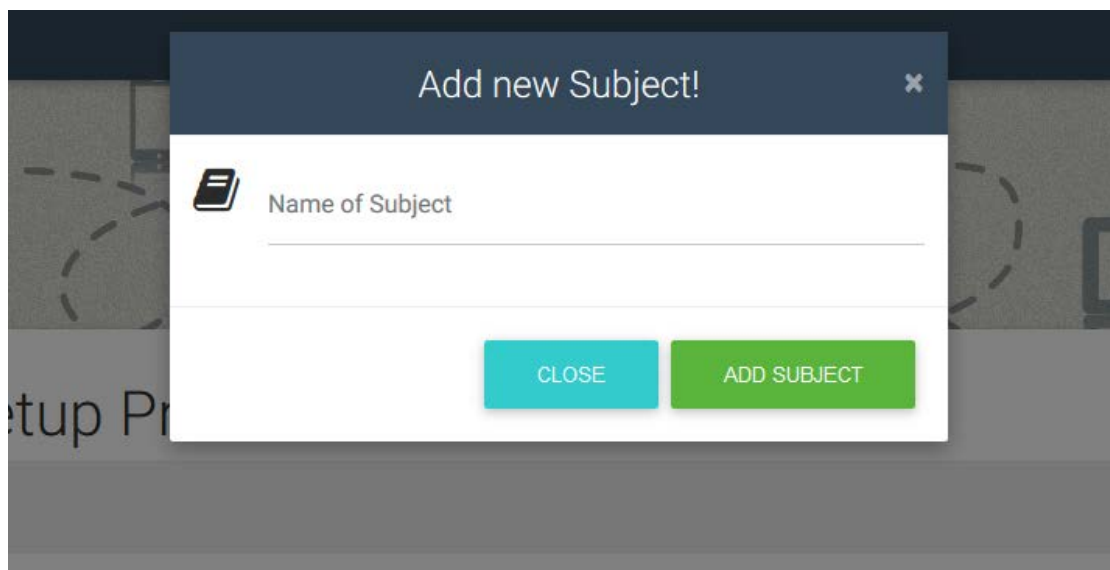
Clicking Next takes you to the form where you can create Subjects. Here, you can select the lessons that are taught at your school (e.g. other languages)



You can also create new subjects that are not on the list but are taught at your school (e.g. Chinese).



The following image will appear if you click '+Subject'.



Enter the name of the subject you wish to add and click Add Subject.

If, for example, you select English from the list of pre-defined subjects, you will notice that Levels of Subject appears directly below. These relate to the levels that you teach in your school. You can easily delete some or all of them and create your own levels, according to the terminology you use in your school.

School Setup Process

## 2 Subject +SUBJECT

We have a list of subjects ready for you to use.  
Or you can add a new one by clicking the button right above

English

Levels of subjects

- PRE-JUNIOR ✕
- KINDER JUNIOR ✕
- JUNIOR A ✕
- JUNIOR B ✕
- JUNIOR A&B ✕
- SENIOR A ✕
- SENIOR B ✕
- SENIOR C ✕
- SENIOR D (B1) ✕
- SENIOR E (B1+1) ✕
- B2 (FCE IR ECCE) ✕
- B2 DEC ✕
- C1 (1ST YEAR PROFICIENCY) ✕
- C2 (ECPE) ✕
- C2 (CPE) ✕
- C2 NOV ✕
- LEVEL 1 ADULTS ✕
- LEVEL 2 ADULTS ✕
- LEVEL 3 ADULTS ✕
- LEVEL 4 ADULTS ✕
- B2 ADULTS (ECCE) ✕
- B2 ADULTS (FCE) ✕
- C2 ADULTS (ECPE) ✕
- C2 ADULTS (CPE) ✕
- TOEIC ✕
- IELTS ✕
- Type a level

PREVIOUS SAVE FINISH

The picture above shows the pre-selection already on the platform.

You can change the appearance in the following way:

### Create Subject

Subject Name  
English

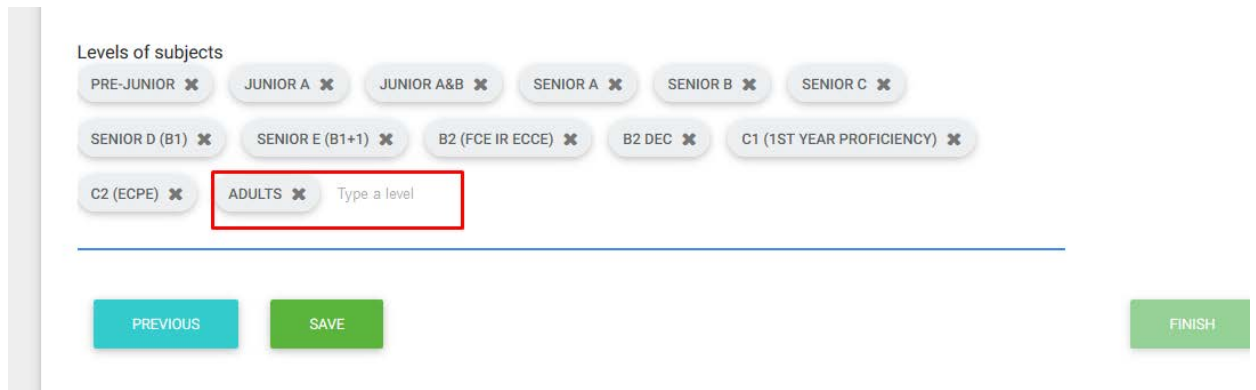
Add Levels

- Kindergarten ✕
- GRADE 1 ✕
- GRADE 2 ✕
- GRADE 3 ✕
- GRADE 4 ✕
- GRADE 5 ✕
- GRADE 6 ✕
- ADULTS ✕
- Type a level

Active

CREATE BACK

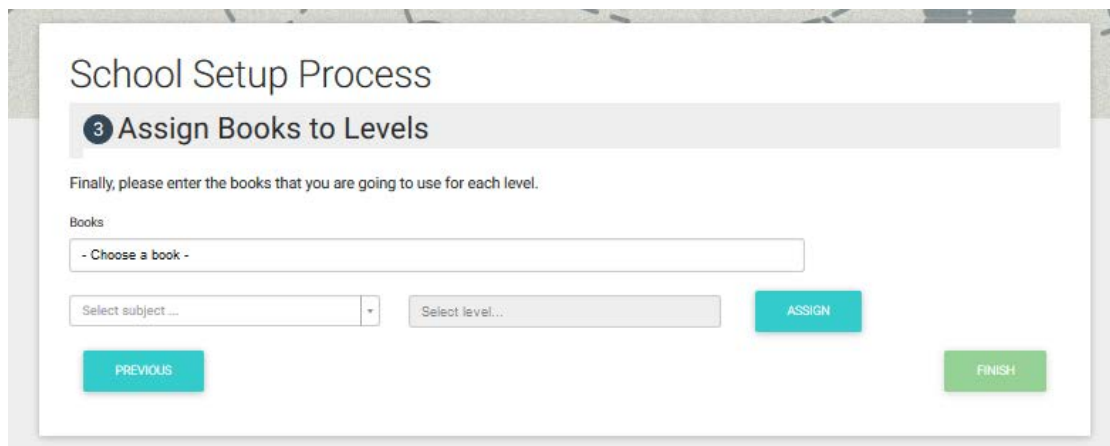
You can remove any of the levels from your school by clicking the 'X' next to it. Then, by clicking Type a Level, you can add your own names, as you wish. Simply type in the name and press Enter.



As soon as you complete the process, click on Save at the bottom of the screen, (a message will appear) and then the Next button.



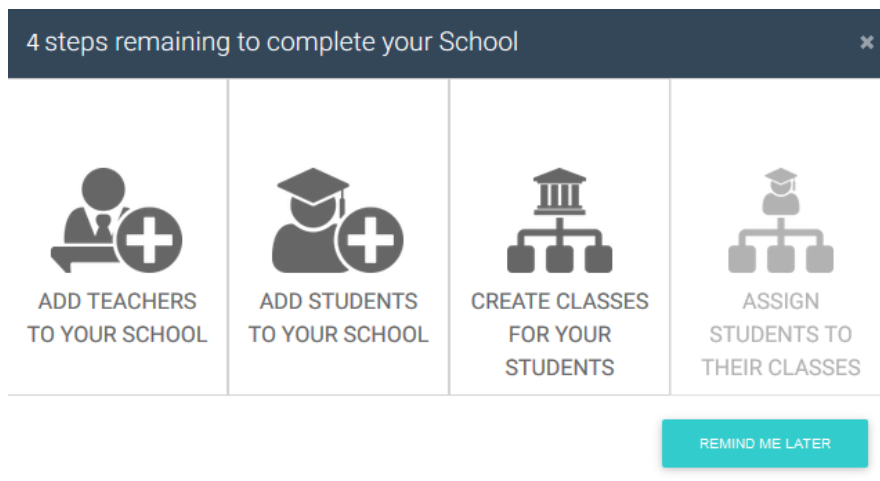
Finally, you will be asked to assign a book to the Level.



Select the book and then to which Subject and Level it belongs.

Once you finish, click on Finish.

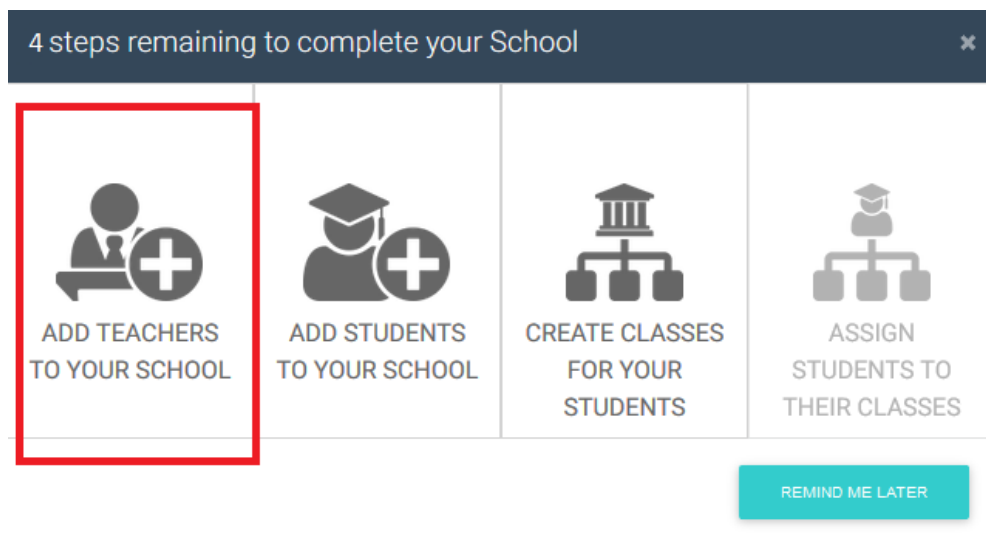
When the process is finished, the following window will open,



which will inform you that there are just 4 steps needed to complete the creation of your school.

Selecting the boxes one by one, you will be asked to create your Teachers, Students, and classes, and assign your Teachers and Students to classes.

When you click on the first box, you will be directed to the page where you can create your Teachers.





The image shows a web form titled "Create New Teacher". At the top, there are two buttons: "ADD EACH MANUALLY" (highlighted with a red box and a red arrow) and "MASS UPLOAD" (highlighted with a blue box and a blue arrow). Below the buttons, the form is divided into several sections:

- Login informations:** Includes a "Select Levels ..." dropdown, "Username \*", "Password \*", and "Email \*" fields.
- Personal informations:** Includes "First Name \*", "Last Name \*", "Mother's Name", "Father's Name", "City", and "County" fields. It also has radio buttons for "Male \*" and "Female \*", and a "Birthday" field with a "Click to select Birthday" link.
- Contact/Billing information:** Includes "Phone Number", "Mobile", "2nd Mobile", "2nd Phone Number", "2nd Email", "Zipcode", and "City" fields.

As you will see from the image above, there are two ways to create your Teachers. The first is by using the online form, where you can add the Teachers one by one and the second is by creating a CSV file. The second method will be explained in detail below and is the same as that used to create Students and Managers.

Once you have filled in all the required sections in the form, click on the Create button at the bottom of the page.

We should stress that when you create Teachers on the platform (as well as other users), you must say to which Level(s) the particular teacher or user belongs. You will notice that the choice of Levels is found at the bottom of the page.

## Create New Teacher

ADD EACH MANUALLY    MASS UPLOAD

Login informations

Select Levels ...

Username \*    Password \*    Email \*

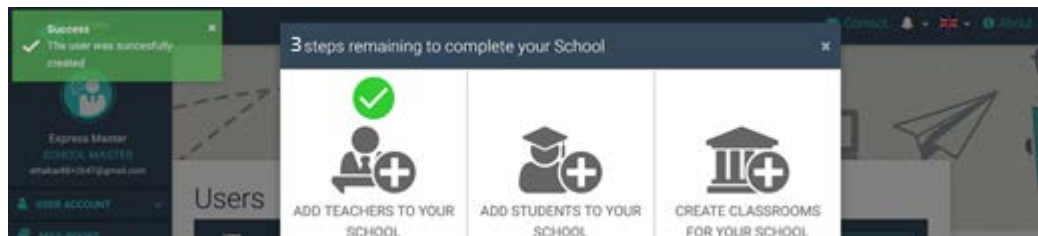
Personal informations

First Name \*    Last Name \*     Male \*  Female \*

Mother's Name    Father's Name    Birthday  
Click to select Birthday

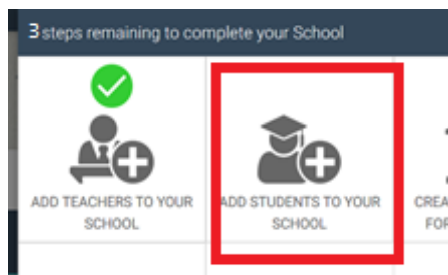
**ATTENTION!** You are reminded that the user's email must be real. If the user's mail has been entered incorrectly, they will never receive the mail to activate their account or their username or password.

When you have finished creating your Teachers and have clicked on Create, the image below will appear.



At the top left there is a message confirming the successful creation of the user and, in the centre, the platform informs you that you have successfully completed one of four steps. You can use the same procedure (Add Teacher) to add as many Teachers as you require.

You can create Students in the same way using the second box.



Create New Student

ADD EACH MANUALLY MASS UPLOAD

Select Level

Username \* Password \* Email \*

Personal informations

First Name \* Last Name \* Male \* Female \*

Mother's Name Father's Name Birthday Click to select Birthday

Contact/Billing information

Phone Number Mobile 2nd Email

2nd Phone Number 2nd Mobile

Etc/digits to mobile/cid Zipcode

City Country Select Country

Select Timezone

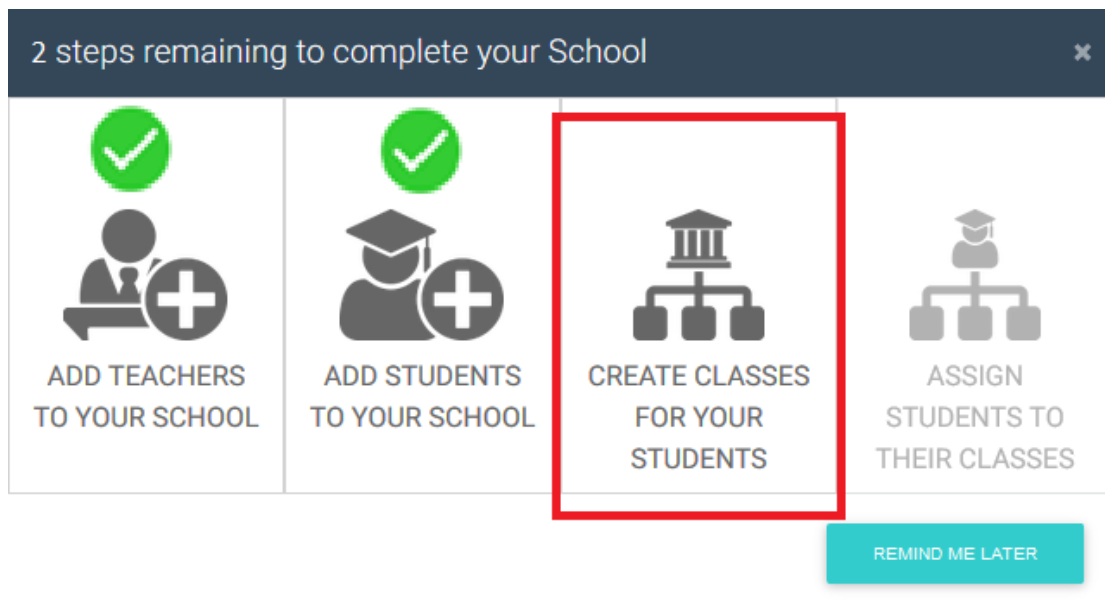
Active

CREATE

Fill in the form to create a Student or use Mass Upload to create many Students at once.



Once you have finished the first two steps, creating Teachers and Students, you will be asked to create Classes.



You will be asked to create the Classes you have in your school.

### New Class

Select...

Select subject \*    Select Level \*    Select School Period \*

#### Basic Informations

Class Name \*    Class Description

Active \*

#### Assign Users to this class (Optional)

Pick the students that belong to this class

Select students ...

CREATE

Starting from left to right, select the fields one by one.

First, select one of the Subjects that you created earlier.

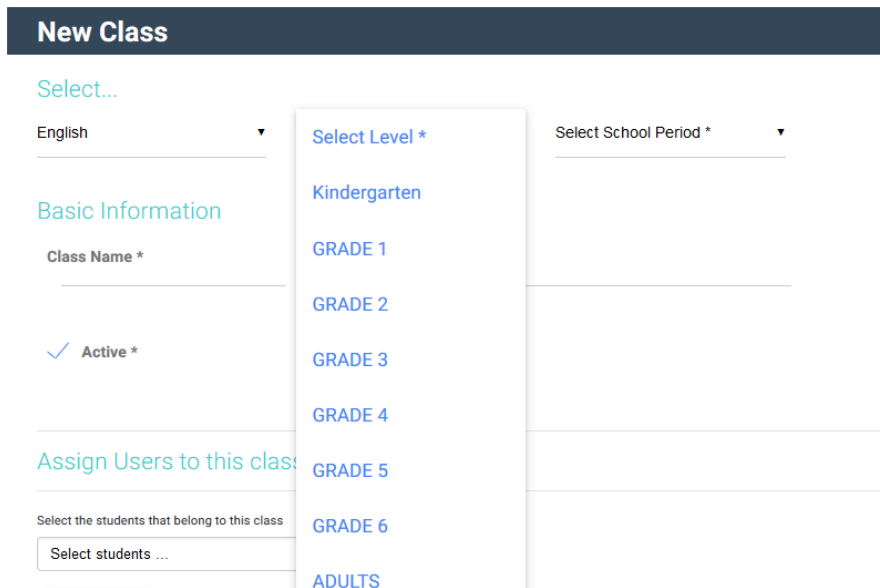
For example, here, we will select English.

### New Class

Select...

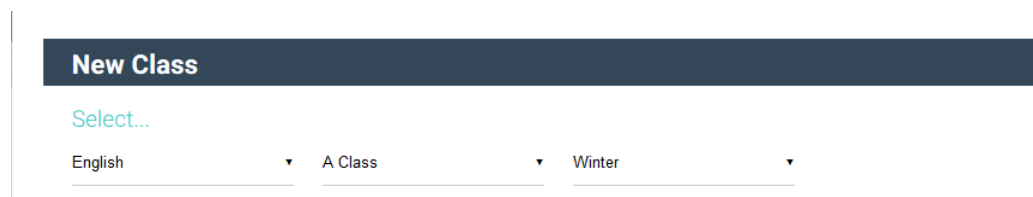
English    Select Level \*    Select School Period \*

Next, select the Level of the Class. When you click on Select Level, you will see that a list opens with the Levels that you have already created for this Subject.



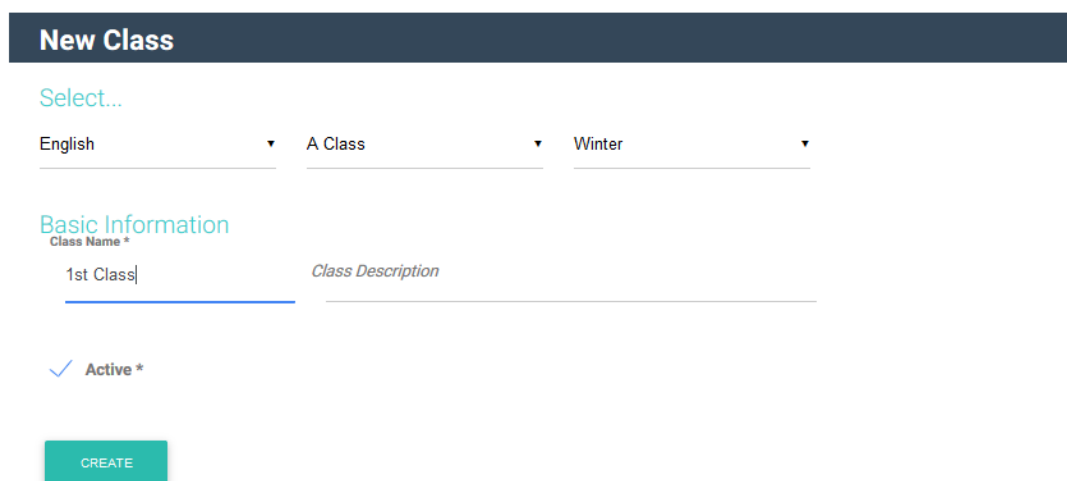
The screenshot shows the 'New Class' form with the 'Select Level' dropdown menu open. The form has a dark blue header with the text 'New Class'. Below the header, there is a 'Select...' link. The form is divided into sections: 'Basic Information' and 'Assign Users to this class'. In the 'Basic Information' section, there are three dropdown menus: 'English', 'Select Level \*', and 'Select School Period \*'. The 'Select Level \*' dropdown menu is open, showing a list of levels: Kindergarten, GRADE 1, GRADE 2, GRADE 3, GRADE 4, GRADE 5, GRADE 6, and ADULTS. There is also a 'Class Name \*' text input field and a checked 'Active \*' checkbox. In the 'Assign Users to this class' section, there is a 'Select the students that belong to this class' label and a 'Select students ...' button.

Next, select the School Period (one of those you have already created).



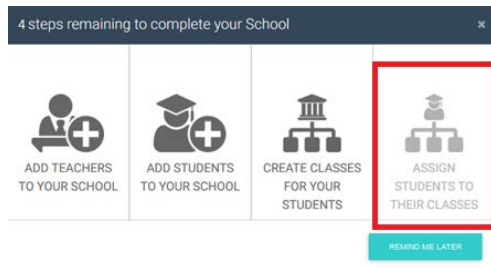
The screenshot shows the 'New Class' form with the 'Select Level' dropdown menu closed. The 'Select Level \*' dropdown menu is now set to 'A Class' and the 'Select School Period \*' dropdown menu is set to 'Winter'. The 'Class Name \*' text input field is empty. The 'Active \*' checkbox is checked. The 'Assign Users to this class' section is still visible.

Then fill in the name of the Class.



The screenshot shows the 'New Class' form with the 'Class Name \*' text input field filled with '1st Class'. The 'Class Description' text input field is empty. The 'Active \*' checkbox is checked. A green 'CREATE' button is visible at the bottom of the form.

Finally, you need to complete the 4th choice in the guide to setting up the platform, Assign Students to the Classes.



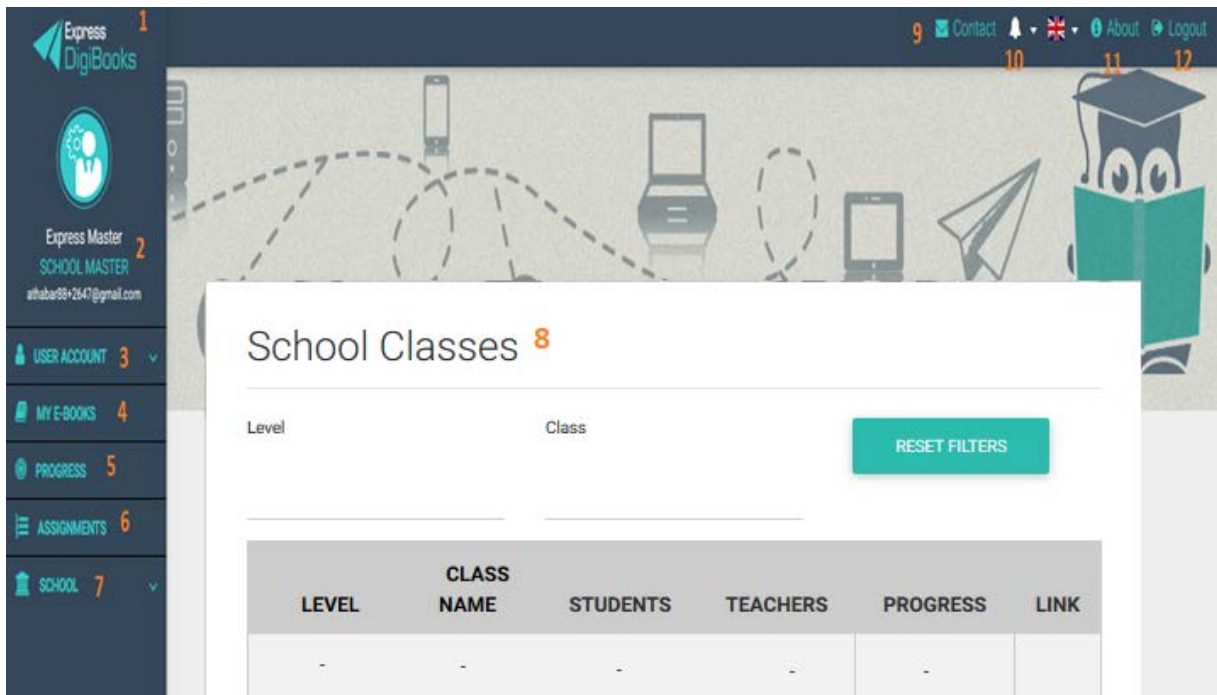
This process connects classes with users, so that homework can be assigned or the teacher can see the progress the class is making.

When you click on Select Students, a list appears with all the available Students (who belong to the specific Level) and you select from them to populate the Class you have created.

Finally, click on Create.

You have now set up your School and are ready to navigate the platform.

## NAVIGATING THE PLATFORM



1→Express DigiBooks Logo/Home Button

2→User info

3→User Account menu, for managing your personal profile

4→My E-Books: the page where you can access your books.

5→Progress: the page where you can see your Students' progress

6→Assignments: the page where you can see which exercises your Students have been assigned

7→School Menu: a menu which contains all the settings for your School

8→School Classes: the classes in your school, as well as the progress of each class

9→Contact: form to contact the Express DigiBooks support team

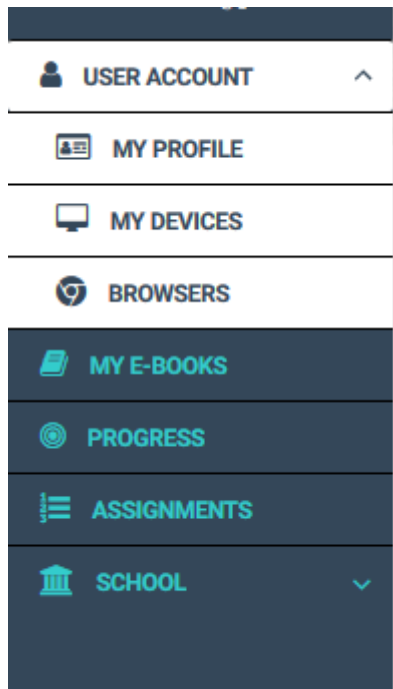
10→Bell: notifications from the platform

11→Change of platform language

12→Log Out: disconnect from the programme

Buttons 3, 4, 5, 6 and 7 comprise the main menu for managing the platform. From here on, this menu will be called the Dashboard.

## USER ACCOUNT



Consists of My Profile, My Devices, and Browsers.

By selecting My Devices or Browsers, users can see which of their devices and which browsers have been connected to the Express DigiBooks platform. You can connect to a maximum of 4 devices at the same time. You can add/remove devices from this menu.

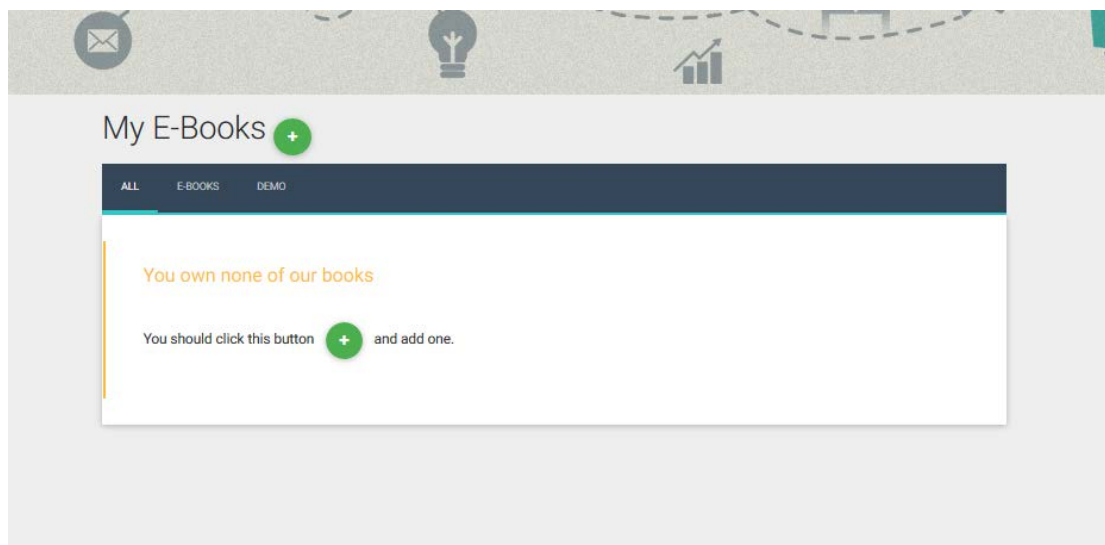
From the My Profile menu, users have access to the personal information they have submitted to the platform, as well as their password. You can change whatever information you want, as long as you click on Update Account when you have finished.

A screenshot of the 'My Account' profile page. The page has a dark header with 'My Account' and a 'PROFILE' sub-header. Below the header, there are three main sections: 'Update your login information', 'Personal information', and 'Contact Details'. Each section contains input fields for various details. The 'Update your login information' section has fields for 'Email' (with the value 'express@express.co.uk') and 'Password' (with masked characters '\*\*\*\*'). The 'Personal information' section has fields for 'Firstname', 'Lastname' (with the value 'Test'), 'Express', 'Fathername', 'Mothername', and 'Birthday'. There is also a 'Gender' section with radio buttons for 'Male' (selected) and 'Female'. The 'Contact Details' section has fields for 'Phone', 'Mobile', 'Phone2', and 'Mobile2'.



## MY E-BOOKS

If you click on My E-Books, you will be taken to the following page:

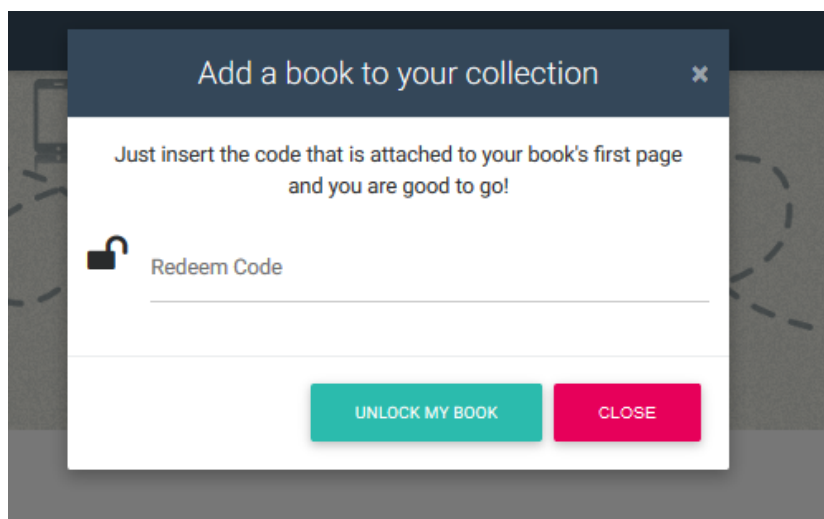


As you can see, there are no books in this account. You have to add your books.

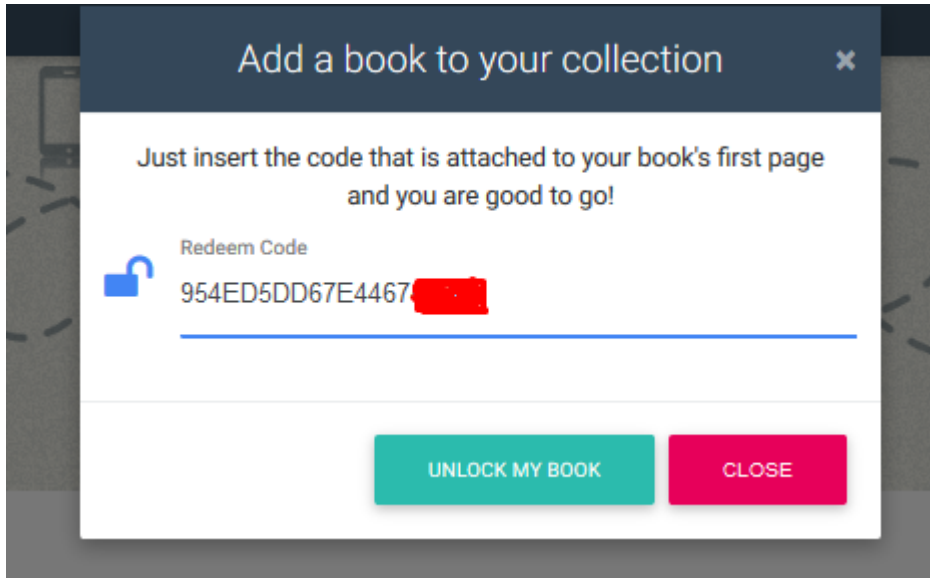
Click on the '+' sign to make



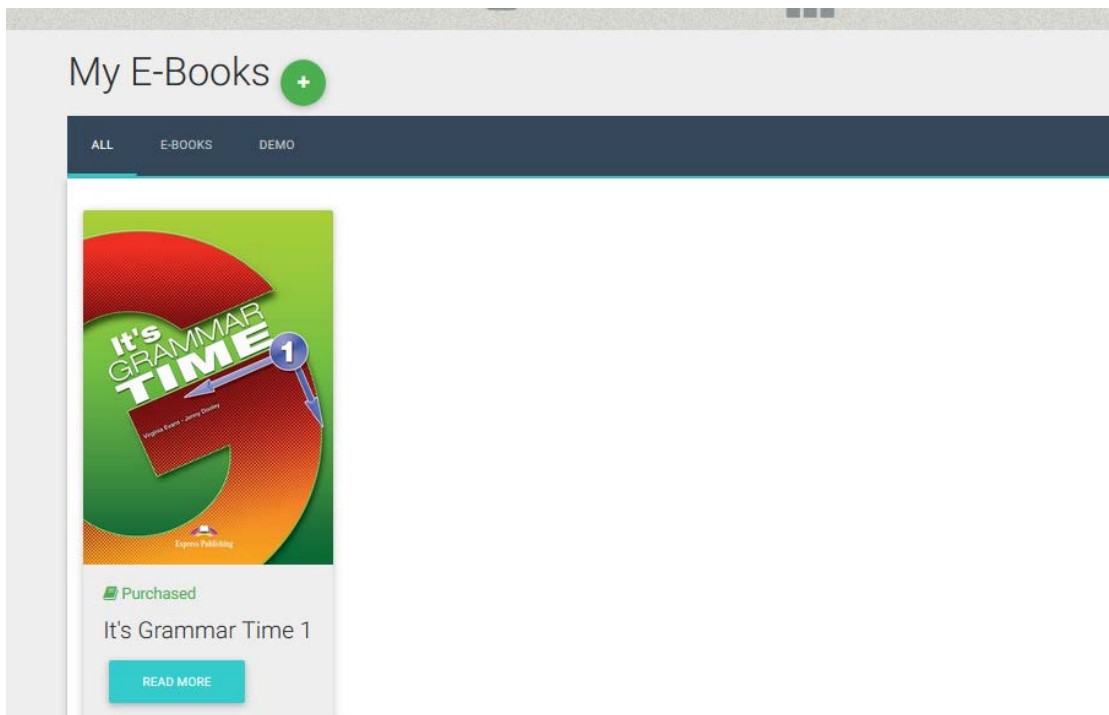
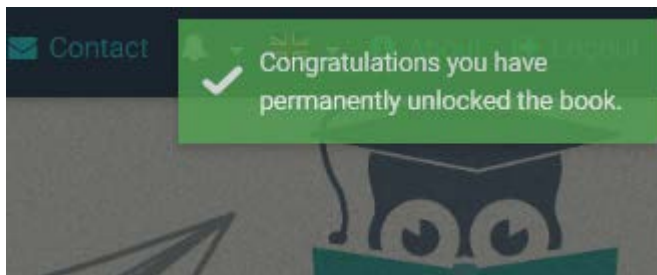
this window appear.



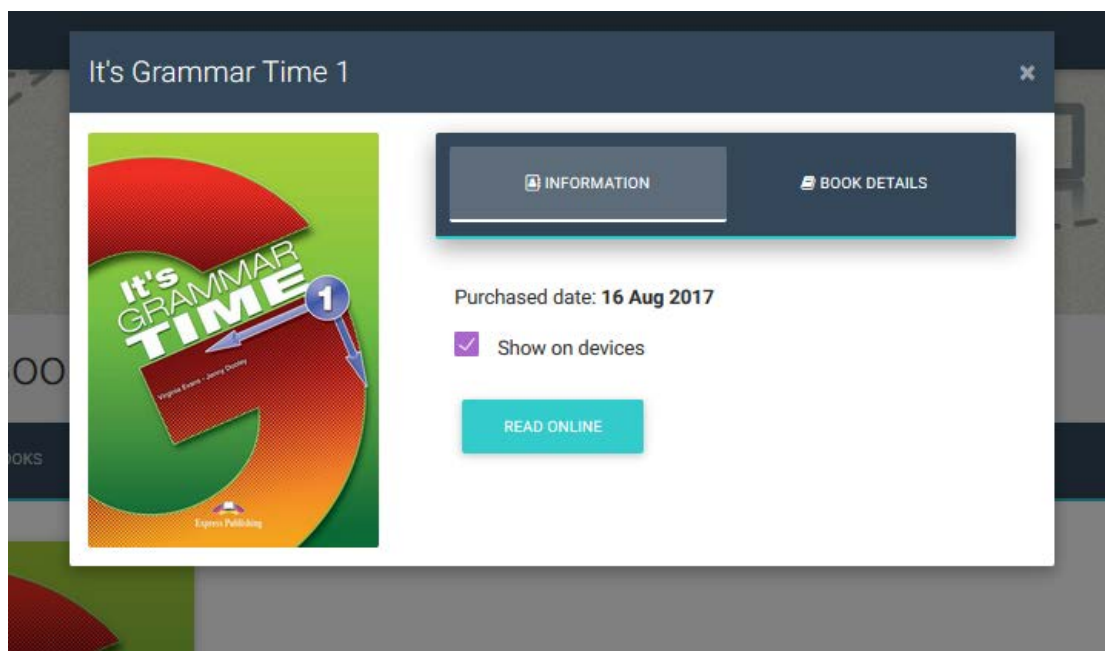
Enter the code that you find on the first page of your book into the field marked 'Redeem Code' and click Unlock My Book.



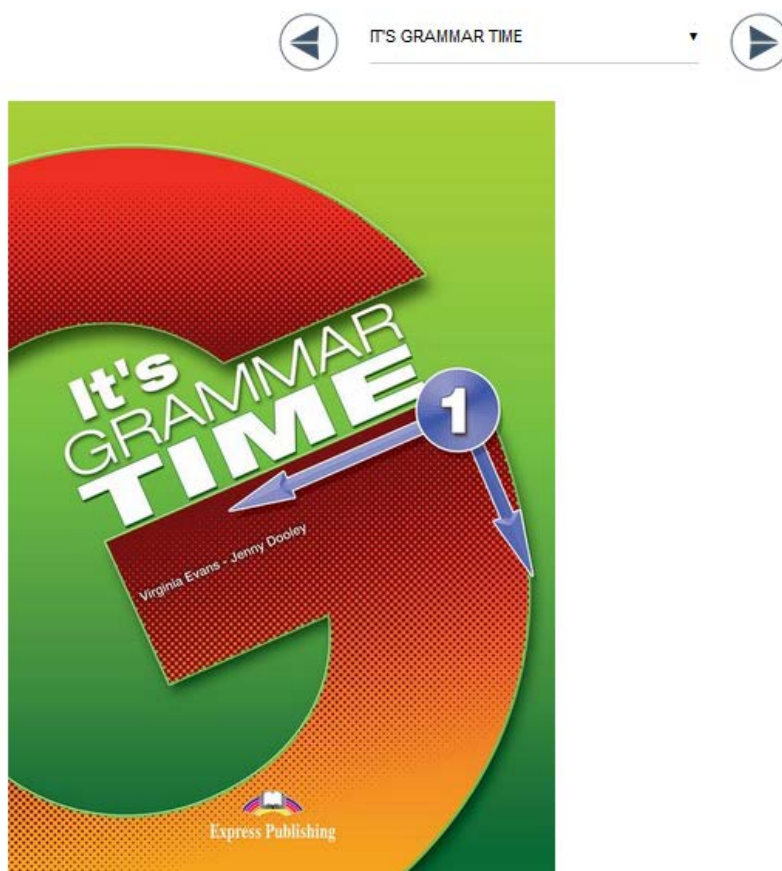
A message confirming successful activation will appear. You now have access to the specific book.



If you click on Read More, a window opens with information about your book, as well as the choice to Read Online.

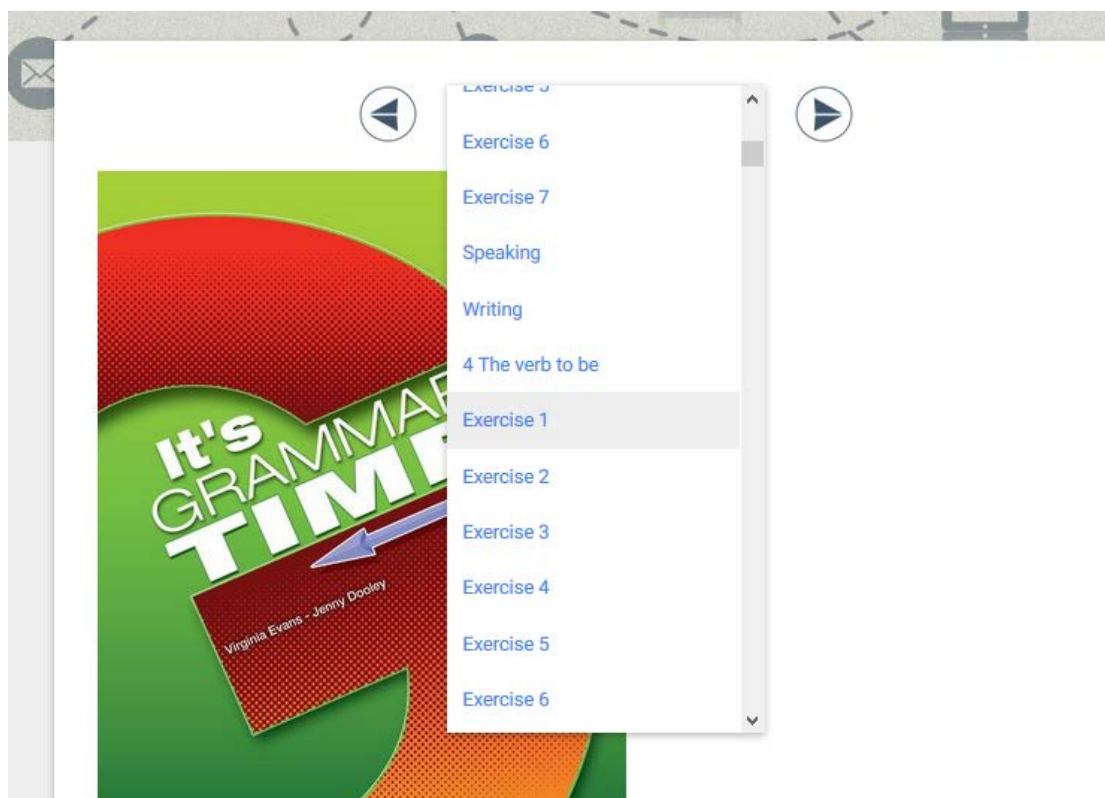


Click on Read Online to open your book.



Using the arrows at the top, you can navigate the book and select the exercise you want.

When you find the activity you want,



click on it to make it appear. There is a separate guide for how to do the exercises and what the various symbols mean.

At the bottom of each exercise you will find the choice to Assign Activity to Class.

(This choice is mainly for the Teacher, but you also have the right to use it)

Use can use this option to assign activities to the Classes you have created.

A screenshot of a web form titled "Assign activity to class". At the top, there is a navigation bar with a book icon and buttons for "Check", "Try Again", and "Reset". The form contains the following fields:

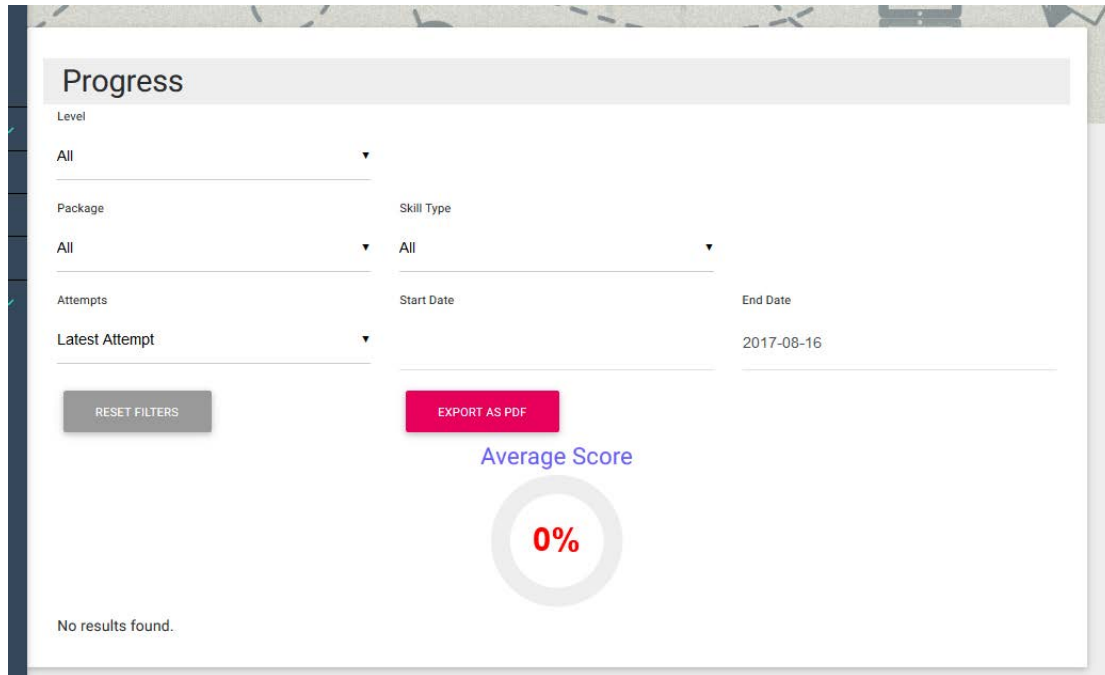
- Level:** A dropdown menu currently showing "PRE-JUNIOR".
- Lesson Name:** A dropdown menu with "Select Lesson" as the placeholder text.
- Deadline Date:** An empty text input field.
- Deadline Time:** An empty text input field.

At the bottom left of the form is a green button labeled "ASSIGN".

Select the Level and Lesson to which you wish to assign the task. You must also select the deadline for the exercise and then click Assign.

## PROGRESS

The system allows the School Master to follow Students' progress. The Progress page shows the percent success rate of each Student in the activities they have done.



At the top of the page, there are a number of choices and filters for presenting the results, which are shown in the second half of the page.

There are the following choices:

- Presentation of the number of attempts the Student made
  - Only the last attempt
  - Select date
  - All attempts
  - Best/worst attempt
- Categorisation of results by Student
  - By level
  - By package (book)
  - By skill type (grammar, listening, etc.)

The button Export as PDF allows the School Master to export the results to a PDF file. The choices here are Default Report and Daily Report. In categorisation of results by Student, only the first choice is available. The Default Report contains the students' scores according to the filters that have been used. You must click on the Download button to download the file.

Select a PDF Style

Default

Express Publishing	
<b>Showing scores for school MySchool</b>	
Class: Class3	All students
Book: Career Paths: Business English	All Modules
All Skill Types	All Activities
<b>Total Score: 53%</b>	
Student: grey	
Application: Career Paths: Business English	Score
Module: Greetings and goodbyes	83%
Skill Type: Reading	
Activity: Exercise 2	
Student: grey	
Application: Career Paths: Business English	Score
Module: Ordering numbers	8%
Skill Type: Writing	
Activity: Exercise 9	
Student: grey	
Application: Career Paths: Business English	Score
Module: Time and expressions	67%
Skill Type: Reading	
Activity: Exercise 2	
Student: brownson	
Application: Career Paths: Business English	Score
Module: Time and expressions	87%
Skill Type: Reading	
Activity: Exercise 2	

Daily Report

Express Publishing																																																																																																																																																																																																											
<b>Monthly report for school MySchool for Nov 2015</b>																																																																																																																																																																																																											
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DOWNLOAD

CLOSE

# SCHOOL

- GAMIFICATION v
- SCHOOL ^
- SCHOOL SETTINGS 1
- ANNOUNCEMENTS 2
- CALENDAR EVENTS 3
- SCHOOLS 4
- SCHOOL PERIODS 5
- SUBJECTS 6
- LEVELS 7
- CLASSES 8
- LESSONS 9
- CLASSROOM 10
- USERS 11
- TESTLOGS 12
- SCORESHEETS 13
- MESSAGES 14

## 1. SCHOOL SETTINGS

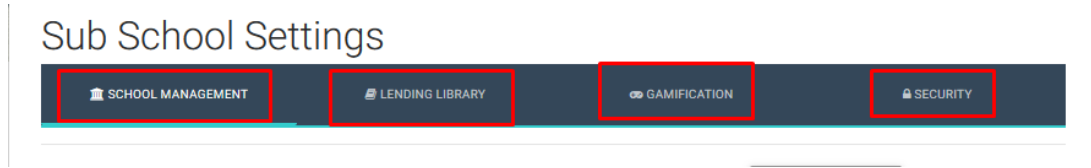
There are some general settings available for the School, many of which are to do with how the School functions, but there are some that relate to users. The School Master can activate or deactivate these functions.

### Sub School Settings

SETTING	DESCRIPTION	ACTION
School Manager Permission	Allow the schoolmanager to change the subschool settings	off <input type="checkbox"/> on
Disable School Activities	Enabling this option blocks the students and teachers from accessing assignments, viewing class and lesson details in their dashboard and blocks teachers from viewing students' progress.	off <input type="checkbox"/> on
Enable Lessons	Enable the calendar, attendance and manual lesson creation. Teachers and Assignments will have to be assigned to the lessons instead of the class from now on.	off <input checked="" type="checkbox"/> on
Leave School	Allow school members to be able to leave their school	off <input type="checkbox"/> on
Send SMS for Verification	Allow school members to validate themselves by SMS	off <input type="checkbox"/> on
Alter Scores	Allow the schoolmanager and schoolmaster to change scores	off <input type="checkbox"/> on
Comments under Time Schedule	Add comments or any other information that you like to print under each student's time schedule	<input type="text"/> <input type="button" value="SAVE"/>
Hide Teachers	Hide teachers' names from students' dashboard	off <input type="checkbox"/> on
Enable Testlogs	Teachers should go to the Testlog menu and assign per class the tests that their students are going to take. Teachers should assign the test 3-4 days prior to the exam date.	off <input checked="" type="checkbox"/> on
Guardians can view absences	Allow Guardians to view absences for their children.	off <input type="checkbox"/> on

Showing 1-10 of 15 items.

More specifically, you will see the following four tabs on the blue bar:



On the first tab, you can decide what permissions you give your School Managers, Teachers and Students. You can also activate the Lesson, Testlogs, Scoresheets and Messages. (These will be explained later)

Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY GAMIFICATION SECURITY

Setting Name Setting Description RESET FILTERS

Search by Name Search by Description

SETTING	DESCRIPTION	ACTION
School Manager Permission	Allow the schoolmanager to change the subschool settings	Off <input type="checkbox"/> On
Disable School Activities	Enabling this option blocks the students and teachers from accessing assignments, viewing class and lesson details in their dashboard and blocks teachers from viewing students' progress.	Off <input type="checkbox"/> On
Enable Lessons	Enable the calendar, attendance and manual lesson creation. Teachers and Assignments will have to be assigned to the lessons instead of the class from now on.	Off <input checked="" type="checkbox"/> On
Leave School	Allow school members to be able to leave their school	Off <input type="checkbox"/> On
Send SMS for Verification	Allow school members to validate themselves by SMS	Off <input type="checkbox"/> On

From the second tab you can activate your Lending Library, if your school has one, as well as manage the permission you give.

## Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY GAMIFICATION

Setting Name Setting Description RESET FILTERS

Search by Name Search by Description

SETTING	DESCRIPTION	ACTION
Lending Library Permission	Activate the lending library feature. Configure your library <a href="#">here</a> .	Off <input type="checkbox"/> On
Lending Library Teacher Permission	Allow teachers to operate the lending library	Edit Teachers' Permissions

Showing 1-2 of 2 items.

On the third tab you can select On to activate the Gamification function for your school.



You can also manage the permissions that you give to the users.

## Sub School Settings

SCHOOL MANAGEMENT   LENDING LIBRARY   **GAMIFICATION**

Setting Name   Setting Description   RESET FILTERS

Search by Name   Search by Description

SETTING	DESCRIPTION	ACTION
View Gamification		Off <input checked="" type="checkbox"/> On
Ask for help	Allow students to request help for their exercises	Off <input type="checkbox"/> On

Showing 1-2 of 2 items.

On the fourth tab you can control the security settings for your account. You can find detailed instructions regarding these in a separate manual.

## 2. ANNOUNCEMENTS

From this page, you can create announcements for your school, which you Students will see on their homepage when the log on to the platform.

Click on Create Announcement

### Create Announcement

Class: Entire School

Announcement Subject:   Announcement Category: Optional

Start: Optional   End: Optional   Priority: Medium

**B I U**

CREATE

Here you can select whether the announcement is for the whole school or for a particular Class. You can also select how long the announcement will be posted and if it is high importance or not. Finally, write the text you want to include in the announcement and click on Create.

### 3. CALENDAR EVENTS

This option allows you to create Events for your calendar, such as a school celebration lasting a day, or the Christmas holiday period. When you create a Calendar Event, all Lessons are deactivated for the specific period, and new ones cannot be created.

To create a Calendar Event, click on the Create button to the top right.

## Calendar Events

EVENT NAME	TYPE	REPEAT	START DATE	END DATE	ACTIONS
No results found.					

The following page will appear:

## Create Event

Event Name <sup>1</sup>

Color <sup>2</sup>

Event Description <sup>3</sup>

Type <sup>4</sup>      Repeat <sup>5</sup>

Event      No

Eventstartdate <sup>6</sup>      Start Time <sup>7</sup>

00:00

Eventenddate <sup>8</sup>      End Time <sup>9</sup>

23:59

CREATE

You must fill in the Calendar Events form in order.

1→ The name of the Event that you want to create

2→ The colour that will appear on you Calendar when you create the specific event.

3→ Enter a description of the event.

4→ Enter the type of event you wish to create. You can choose between an event and a holiday.

5→ Select whether the event is repeated annually.

6→ Select the date your event starts.

7→ Select the time your event starts.

8→ Select the date your event ends.

9→ Select the time your event ends.

Finally, click on Create.

## Create Event

Event Name Color

Christmas Holidays #ff0000

---

Event Description

Celebration of Christmas

---

Type Repeat

Holiday Yearly

---

Eventstartdate Start Time

2017-12-22 00:00

---

Eventenddate End Time

2018-01-07 23:59

---

**CREATE** ←

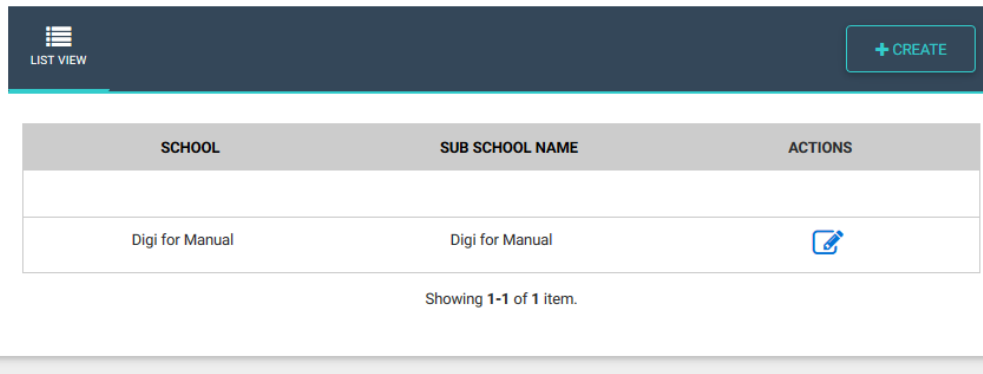
If you go to your Calendar you will see that the event has been successfully created.

The screenshot shows a calendar for December 2017. The event 'Christmas Holidays' is highlighted in red for the dates 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, and 30th. The event is labeled as 'Celebration of Christmas' and has a start time of 17:30 Wedn A1.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Christmas Holidays Celebration of Christmas						
17:30 Wedn A1						
Christmas Holidays Celebration of Christmas						
17:30 Wedn A1						

## 4. SCHOOLS

### Sub Schools



The screenshot shows a web application interface for managing sub-schools. At the top left, there is a 'LIST VIEW' button with a list icon. At the top right, there is a '+ CREATE' button. Below these is a table with three columns: 'SCHOOL', 'SUB SCHOOL NAME', and 'ACTIONS'. The table contains one row with the text 'Digi for Manual' in both the 'SCHOOL' and 'SUB SCHOOL NAME' columns, and a pencil icon in the 'ACTIONS' column. Below the table, it says 'Showing 1-1 of 1 item.'

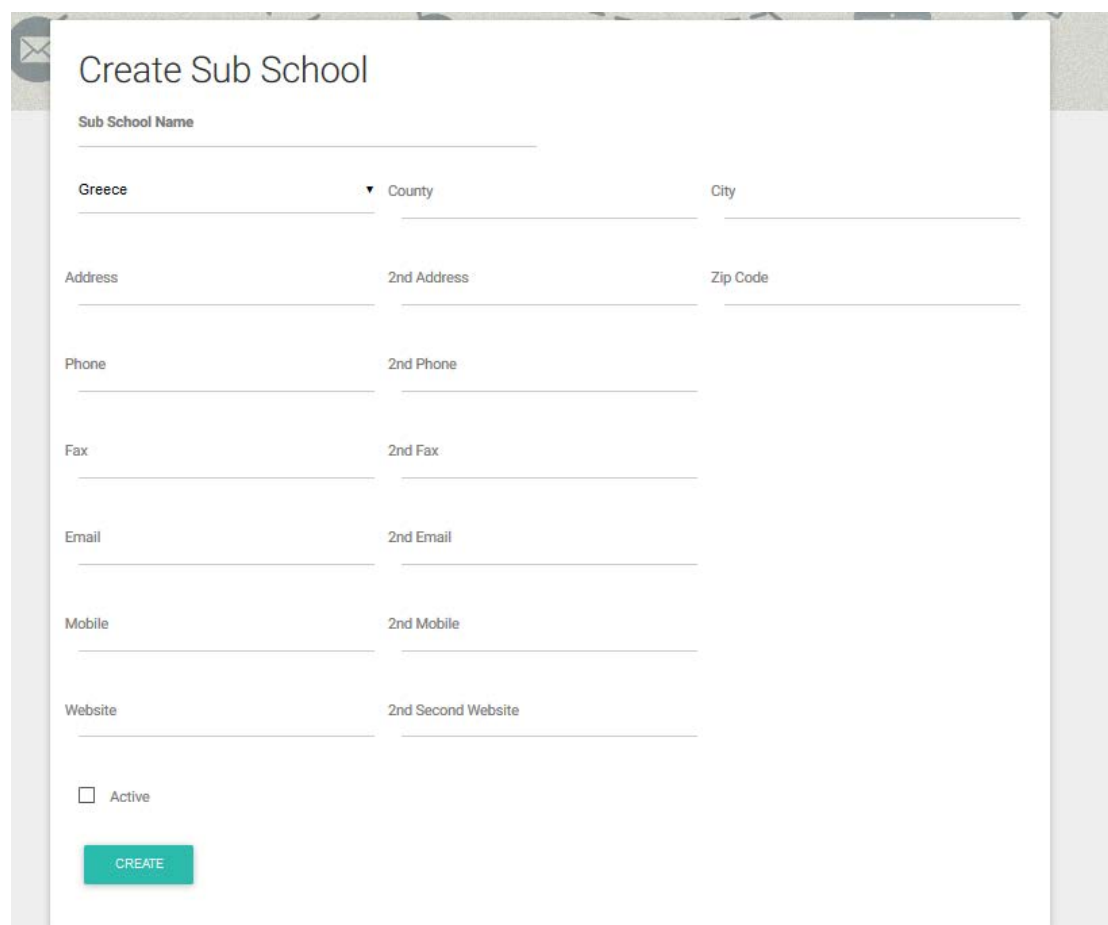
SCHOOL	SUB SCHOOL NAME	ACTIONS
Digi for Manual	Digi for Manual	

Showing 1-1 of 1 item.

As we explained at the start of this manual, as School Master, you have the right to create more than one Sub-School.

Following the pathway, School Schools, you will see the page above, where the first sub-school you have created appears.

If you click on the +Create button at the top right, you will be asked to create a new Sub-School.



The screenshot shows the 'Create Sub School' form. It has a title 'Create Sub School' and a 'Sub School Name' input field. Below that are several input fields for contact and location information: 'Greece' (with a dropdown arrow), 'County', 'City', 'Address', '2nd Address', 'Zip Code', 'Phone', '2nd Phone', 'Fax', '2nd Fax', 'Email', '2nd Email', 'Mobile', '2nd Mobile', and 'Website', '2nd Second Website'. At the bottom left, there is a checkbox labeled 'Active'. At the bottom center, there is a green 'CREATE' button.

Create Sub School

Sub School Name

Greece County City

Address 2nd Address Zip Code

Phone 2nd Phone

Fax 2nd Fax

Email 2nd Email

Mobile 2nd Mobile

Website 2nd Second Website

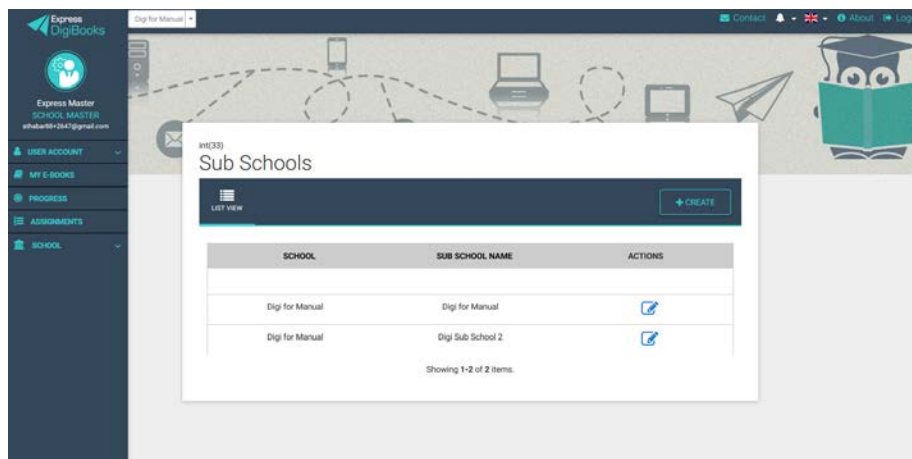
Active


CREATE

Fill in all the information, just a you did the first time, and click on Create.

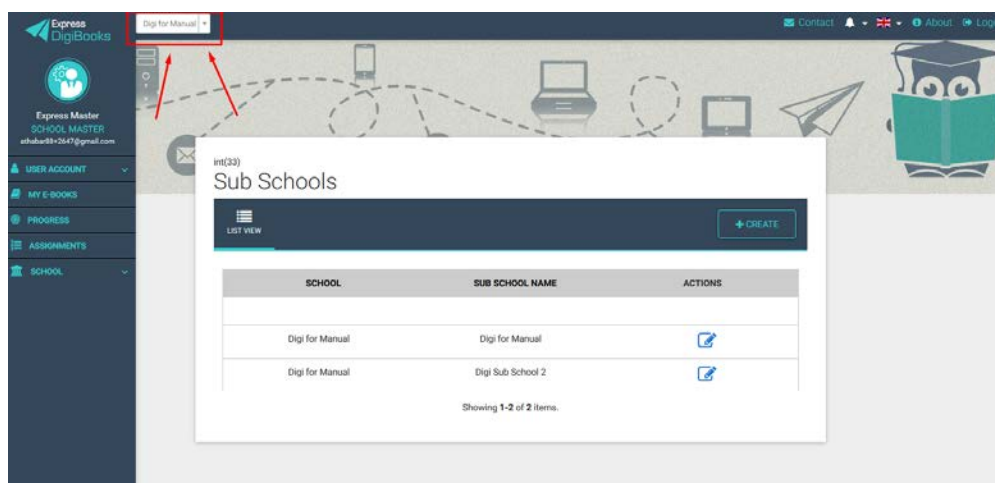
**Be careful!** To create each Sub-School, you must follow the steps already given in this manual. You must create Levels, Lessons, Teachers, Students, Classes, Classrooms, etc., from the beginning.

Once you have successfully created the new Sub-School, the following window will open.

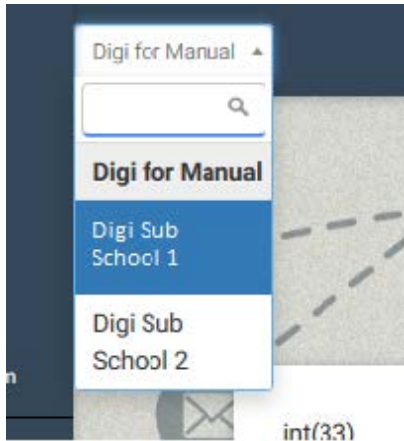


There is now a list with all the Sub-Schools that you have available to you, as well as the blue icon  , which will allow you to edit the details of each Sub-School.

A new window has also been created to the top left of your screen.



This window will now show all the Sub-Schools you have available to you as School Master. If you chose one of them, whatever you do will affect this specific Sub-School and will not affect the others.



Therefore, if you have more than one School/Sub-School, you must be very careful about which School you make changes to. If you want the changes to be applied to all the Schools/Sub-Schools, you must make them to each School/Sub-School separately, one by one.

## 5. SCHOOL PERIODS

 A screenshot of a web application interface for managing 'School Periods'. The page title is 'School Period'. At the top left, there is a 'LIST VIEW' toggle. At the top right, there is a '+ CREATE' button. Below the title, there are search filters: 'Search by School Period' (with a text input 'Type the school's period's name'), 'Start Date' (with a date picker 'Select Start Date'), and 'End Date' (with a date picker 'Select Start Date'). There are 'SEARCH' and 'CLEAR' buttons. Below the filters is a table with the following data:
 

SCHOOL PERIOD NAME	START DATE	END DATE	ACTIVE	SEMESTERS	ACTIONS
Xeimerini	15 Sep 17	15 Jun 18	Yes	1	[Edit] [Calendar] [Delete]

 At the bottom of the table, it says 'Showing 1-1 of 1 item.'

From here, you can add/delete School Periods.

To add a School Period click on the Create button (top right), where you can add the name and duration of the School Period, as you did earlier.

To remove a School Period, use the buttons next to the name of each School Period.




School Period

LIST VIEW + CREATE

Search by School Period

Type the school's period's name      Select Start Date      Select Start Date

SEARCH      CLEAR

SCHOOL PERIOD NAME	START DATE	END DATE	ACTIVE	SEMESTERS	ACTIONS
Xelimerini	15 Sep 17	15 Jun 18	Yes	1	  

Showing 1-1 of 1 item.


You can also make




changes to a school period using the (edit) button.

## 6.SUBJECTS – 7.LEVELS – 8.CLASSES

These operate the same way as School Periods and have the choices Subjects – Levels – Classes.

You can add using the Create button and delete with the  delete button, and

edit using the  edit button.

Subject means the lesson that you created on the platform, for example, English, French, German, etc.

Level means the level of classes that you teach at your school. For example, Grade 1, A Senior, Lower.

**Be careful!** On the Levels page there is also the Book Connections button.

On this page you can specify which book corresponds to each Level that you have created. If you do not assign them, you will not be able to assign exercises and Missions later.

## 9.CLASSROOMS

Go to Dashboard→School→Classrooms→ Create new Classroom(above right)

**New Classroom** ADD NEW REMOVE

Basic informations

Classroom Name \* *Classroom Description*

Capacity \*

Extra informations / Classroom Faculties

Accessibility  Computer  Aircondition  Projector  WiFi  HiFi

Internet  Boardtype

Active \*

CREATE

On this form, you must fill in the name of the classroom as well as its capacity. You can enter additional information about each Classroom, as you can see above, i.e. if the classroom you are entering is accessible for individuals with special needs, if there are computers, air conditioning, a projector, speakers, as well access to the internet.

Once you have provided all the information about the first Classroom, and before you click on Create, you can click on Add New, at the top right.

**om** ADD NEW REMOVE

ns

*Classroom Description*

ns / Classroom Faculties

Computer  Aircondition  Projector  WiFi  HiFi

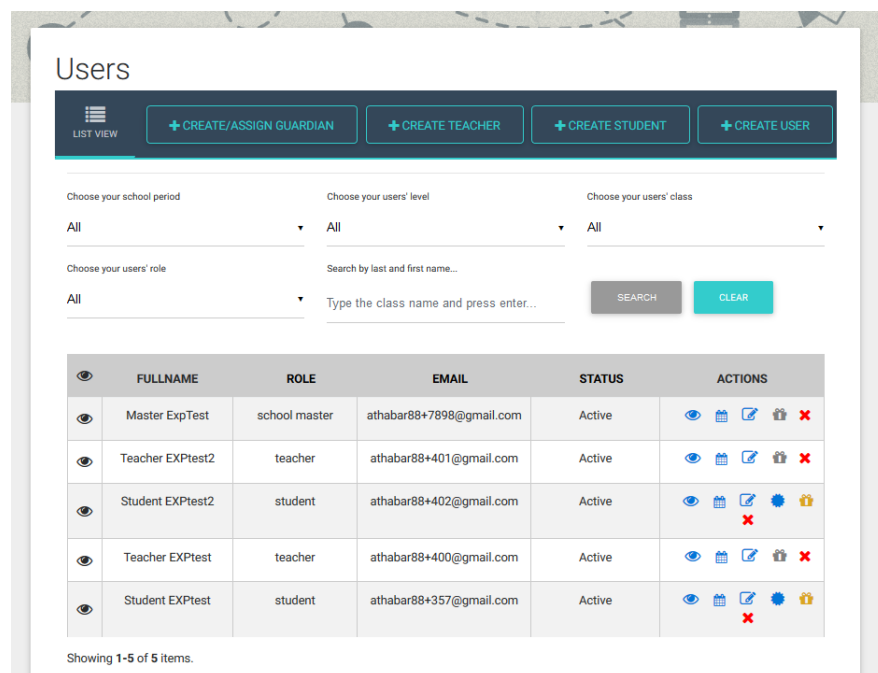
oardtype



This will open a new form below, so that you can create the second, third, fourth, etc. class.

Finally, click on the Create button at the bottom and a message will appear to tell you that you have successfully created your school Classrooms.

## 10.USERS



	FULLNAME	ROLE	EMAIL	STATUS	ACTIONS
	Master ExpTest	school master	athabar88+7898@gmail.com	Active	👁️ 📅 📝 🎁 ❌
	Teacher EXPtest2	teacher	athabar88+401@gmail.com	Active	👁️ 📅 📝 🎁 ❌
	Student EXPtest2	student	athabar88+402@gmail.com	Active	👁️ 📅 📝 🎁 ❌
	Teacher EXPtest	teacher	athabar88+400@gmail.com	Active	👁️ 📅 📝 🎁 ❌
	Student EXPtest	student	athabar88+357@gmail.com	Active	👁️ 📅 📝 🎁 ❌

On this page, you can find the users you have previously created and edit them with the corresponding buttons.

You can change their personal information and contact details, as well as change a user's password if they lose or forget it.

You can also create new users from here. At the top right there are 4 buttons, Create/Assign Guardian - Create Teacher – Create Student – Create User. Each button creates the corresponding type of user, either manually or by mass import via CSV file.

The manual procedure has been covered earlier. The following is an explanation of how to carry out a mass import via CSV file.

## Create New User

ADD EACH MANUALLY    **MASS UPLOAD**

Select Levels ...

CHOOSE FILE    Upload your CSV file    [Click to see our sample CSV.](#) If your upload is successful you will download a file with the newly created users' username and password

UPLOAD

Select School → Users, then the Mass Upload tab, and you will be taken to the screen that looks as follows:

The CSV file that you use initially is created using Microsoft Excel. You will use the first 5 columns on the first worksheet. Each row is for one user. The way you enter the information into the worksheet is as follows:

Column A contains the email of the new user.

Column B contains the name of the new user.

Column C contains the surname of the new user.

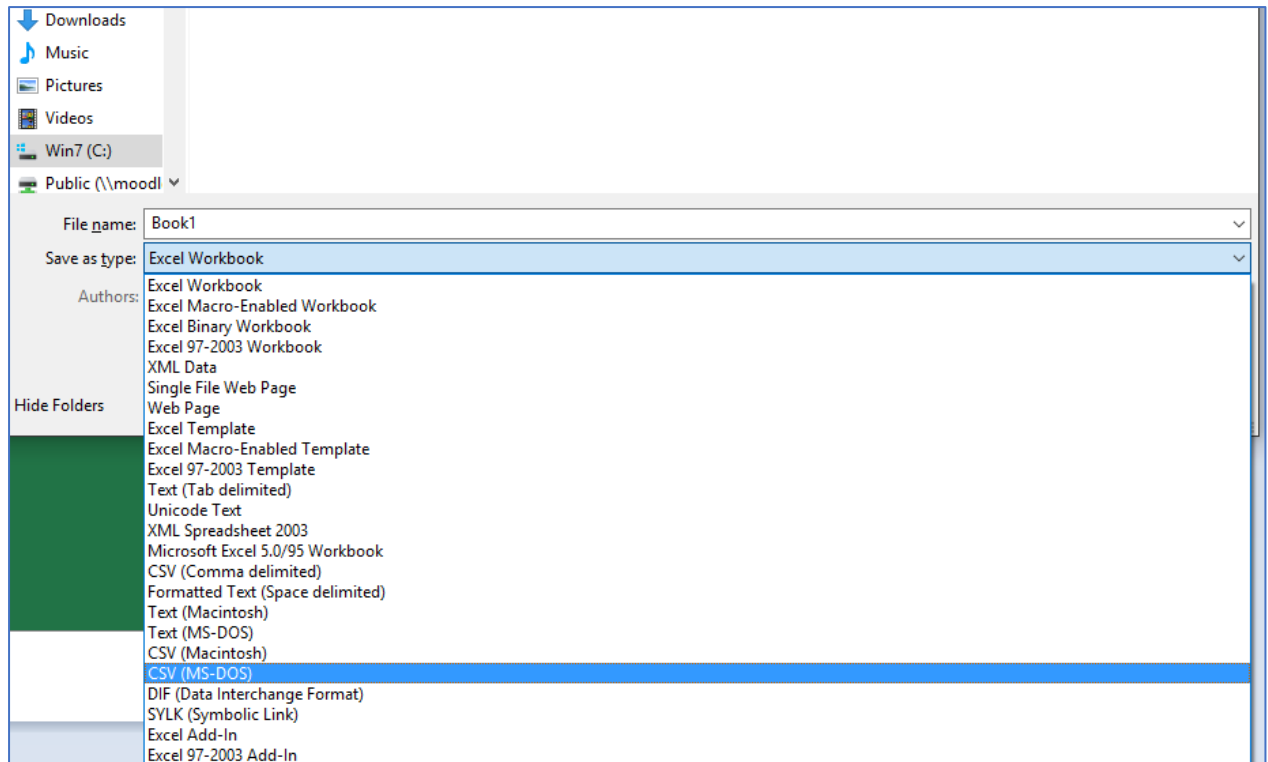
- Column D contains the sex of the new user.

Column E contains the role of the new user, e.g, Student, Teacher, Manager.

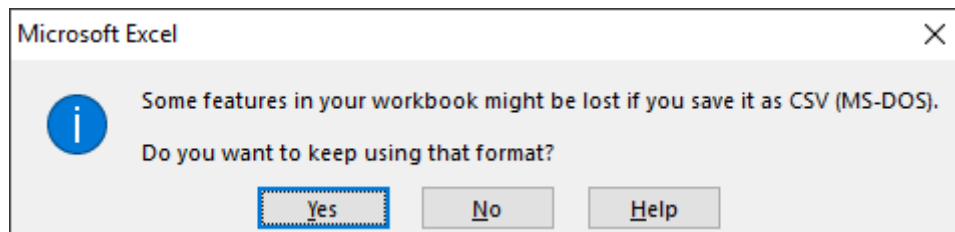
A large number of users can be input in this way.

	A	B	C	D	E
1	EMAIL	FIRSTNAME	LASTNAME	GENDER(male/female)	ROLE(student/teacher/school manager)(defaults to student if not set) !!!!REMOVE THIS LINE BEFORE UPLOADING!!!!
2	email1@gmail.com	name1	last1	MALE	student
3	email2@gmail.com	name2	last2	female	school manager
4	email3@gmail.com	name3	last3	MALE	
5	email4@gmail.com	name4	last4	male	teacher
6					

To save the file in CSV format, use the pathway File→Save As→Location where the file will be stored. Then, give the file a name and select CSV (MS-DOS) as the file type, as in the image below. Finally, save the file.



It is likely that during the saving process the following window will appear. If it does, click on Yes.

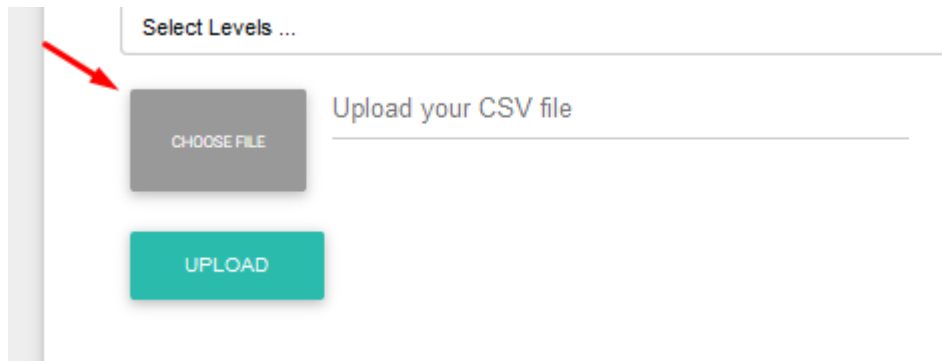


### **IMPORTANT!**

You have to create a new CSV file for each Level.

#### *Uploading the file and creating users*

Once the file has been created the file, the School Master can upload it to create users. First, they have to select the Level of the School for which they will create users. Then, to upload the file, click on Choose File



and then select the CSV file from where it was stored earlier. Click Open. To complete the process, click on Upload.

If there is a problem during the process, the user will be sent a message. The same will happen if the process is completed successfully. In this way (CSV file), when the creation of new users has been completed successfully, the system allows the School Manager to download a CSV file with the details of the users that they have just created. This file contains the email, name, surname, username, and password of each new user.

As soon as the users are created, an email will be sent to each of them with their credentials for the system (username and password). The email will also contain a link for the user to activate their account on the system. The user must activate their account before they can use it.

### **CREATE/ASSIGN GUARDIAN**

Parents/guardians can be connected to students on the platform.

Select Create/Assign Guardian, above left.

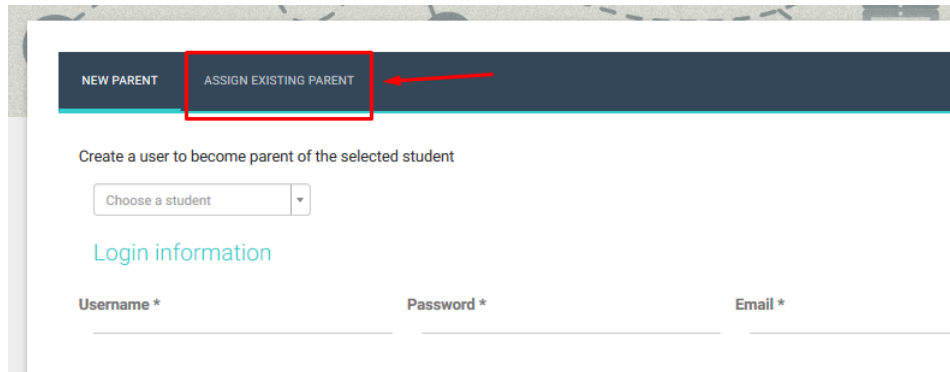
A screenshot of a web form titled 'NEW PARENT' and 'ASSIGN EXISTING PARENT'. The form is used to create a user to become a parent of a selected student. It includes sections for Login information, Personal information, and Contact/Billing information. The form has several input fields and a dropdown menu for 'Choose a student'. The 'Login information' section includes fields for Username, Password, and Email. The 'Personal information' section includes fields for First Name, Last Name, Gender (Male/Female), Mother's Name, Father's Name, and Birthday. The 'Contact/Billing information' section includes fields for Phone Number, Mobile, 2nd Phone Number, 2nd Mobile, Address, Zipcode, City, Country, and Select Country.

A form will appear for you to fill in.

First, select the student who will be connected to the guardian you are creating.

Fill in all the information and click on Create.

If a guardian has created a Member account of their own, you can select Assign Existing Parent from the top left.



NEW PARENT    ASSIGN EXISTING PARENT

Create a user to become parent of the selected student

Choose a student





Login information

Username \*      Password \*      Email \*

## 10. TEST LOGS

Teachers use Test Logs to record by class the tests that their students are due to take. (This option must be activated in School Settings)

### My Testbooklets

CLASS	STUDENTS	TESTBOOKLET	DEADLINE	HANDLED BY	ACTION
A1	3	Test for Grade 1 students at Unit 1-4 of It's Grammar Time 1	2017-11-07	Not yet	   

Showing 1-1 of 1 item.

Each time a Teacher in your school creates a Test Log, you will receive an email as well as a notification on the bell located at the top right of the screen of the School Master.

You have permission to see the Test Log and make changes to it. As soon as you have done what is necessary, you can mark the Test Log Completed using the Edit function.

## 11. SCORESHEETS

You can use this page to create Scoresheets for every student in your school. These record the scores for every test taken in your school, as well as scores for speaking. They can all be combined to create a report card for each student.

# Scoresheets

[CREATE SCORESHEET](#) [SCORESHEET'S TAGS](#) [CREATE REPORT](#)

#	CLASS	TEACHER	SCORESHEET NAME	SCORESHEET TAG	CREATED	CREATED BY	ACTION
No results found.							

To begin creating the Scoresheet, you must first create the Scoresheet Tags.

## Scoresheets

[CREATE SCORESHEET](#) [SCORESHEET'S TAGS](#) [CREATE REPORT](#)

SCORESHEET

Click on Create Scoresheet Tags

## Scoresheet Tags

[SCORESHEETS](#) [CREATE SCORESHEET TAGS](#)

#	LEVEL	SCORESHEET TAG	ACTION
No results found.			

Select the Level and the name you want to give the Tag. In this example, we will make a Tag for Level A (Grade 1) and we will use the names of the books that are taught as tags.

Select level

A Class

Add scoresheet tags

It's Grammar Time 1 Right On! 1 type a tag

[ALL TAGS](#) [ADD](#)

After the Tags have been created, go back to the Scoresheet page and select Create Scoresheet.

## Scoresheets

[CREATE SCORESHEET](#) [SCORESHEET'S TAGS](#) [CREATE REPORT](#)

SCORESHEET

Fill in the form below.

## Create Scoresheet

Classes **1** Teacher ID **2**

Select class ... Select teacher

Tags **3** Type **4**

Select tag ... Select type ...

Scoresheet Name **5**

---

1 → Enter the class for which you have made the scoresheet

2 → Select the teacher who teaches the specific class

3 → Select one of the Tags that you have created

4 → Select whether you are creating a Scoresheet for oral (speaking) or a test (written) marks.

5 → Enter the name of the Scoresheet

Finally, click on Create.

## Create Scoresheet

Classes Teacher ID

A1 EXPTest Teacher

Tags Type

It's Grammar Time 1 Test

Scoresheet Name

Test 1|

---

When the Scoresheet has been created you will be taken to the following page, where you can see details of the Scoresheet and record your students' marks.

# Test 1

[DELETE](#) [UPDATE](#) [ADD GRADES](#)

<b>Class</b>	A1
<b>Teacher</b>	EXPtest Teacher
<b>Scoresheet Tag</b>	It's Grammar Time 1
<b>Created</b>	2017-11-20 13:07:42
<b>Created by</b>	ExpTest Master
<b>Printed</b>	Manager has not printed yet
<b>Printed by</b>	User not available

Click on Add Grades.

[Home](#) > [Scoresheets](#) > Test 1 for A1

## Test 1 for A1

Fullname	Grade
EXPtest2 Student	17
EXPtest Student	

[SUBMIT](#)

Fill in the students' marks and click on Submit.

You can edit a Scoresheet using the following action buttons:

Scoresheets

[CREATE SCORESHEET](#) [SCORESHEET'S TAGS](#) [CREATE REPORT](#)

#	CLASS	TEACHER	SCORESHEET NAME	SCORESHEET TAG	CREATED	CREATED BY	ACTION
1	A1	EXPtest Teacher	Test 1	It's Grammar Time 1	2017-11-20 13:07:42	ExpTest Master	

1 → View Scoresheet

3 → Add Scores to students

5 → Delete Scoresheet

2 → Edit Scoresheet

4 → Print Scoresheet






When you have created all the Scoresheets you need, you can then aggregate the data to produce each student's report card.

Select Create Report.

Home > Scoresheets

## Scoresheets

CREATE SCORESHEET SCORESHEET'S TAGS **CREATE REPORT**

#	CLASS	TEACHER	SCORESHEET NAME	SCORESHEET TAG	CREATED	CREATED BY	ACTION
1	A1	EXPtest Teacher	Test 1	It's Grammar Time 1	2017-11-20 13:07:42	ExpTest Master	  

In order, select which class, student and period you wish to create the report card for.

Home > Create Report

Level: A Class

Students: Select Students

Semester: Select Semester

You can configure your semesters [here](#)

Show Gamification Report

CREATE REPORT

If you select the Show Gamification Report box, the student's performance in gamification will also be included.

Level: A Class

Students: studentexp2 x studentexp x

Semester: Semester 1 (2017-09-11 - 2018-01-28)

You can configure your semesters [here](#)

Show Gamification Report

CREATE REPORT

When you click Create Report, a report card for each student will be downloaded in PDF format.

ThanosTest  
Mak 3  
Phone Num.: 123

Date: 20/11/2017

### Semester Report

**Full Name:** Student Exptest      **Classes:** A1  
**Level:** A Class      **Teachers:** Teacher Exptest

#### Test

Lesson	Test 1	Test 2
It's Grammar Time 1	19	18
Right On! 1	20	20
<b>Average grade</b>	<b>19.3</b>	

#### Oral

Lesson	Oral 1
It's Grammar Time 1	20
Right On! 1	20
<b>Average grade</b>	<b>20</b>

FINAL GRADE    19.6

#### Absences

Month	September 2017	October 2017	November 2017	December 2017	January 2018
Absences			1		

**DIGIBOOK**

**84.2/100**

---

**MISSIONS**

---

**RANKING**

BRONZE | **SILVER** | GOLD | PLATINUM | DIAMOND

Comments: \_\_\_\_\_

**Guardian's Signature**

You can print them and give them to your students.

## 12. MESSAGES

This page allows the School Master and Teacher to send messages to each other. It also works between teachers.

### Inbox

+ NEW MESSAGES

Inbox 0

Outbox

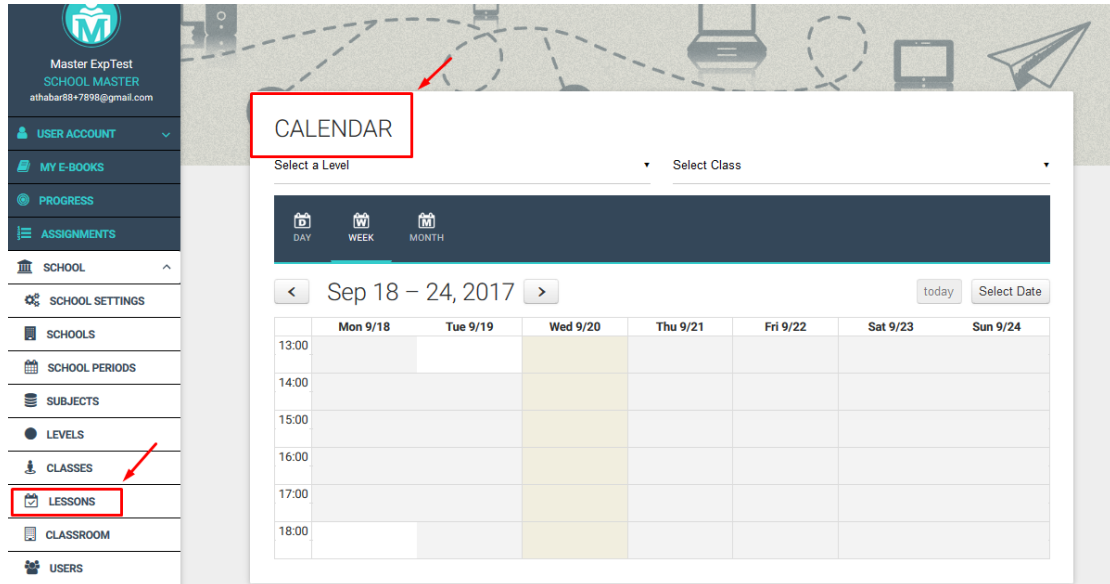
#	SENDER	SUBJECT	CREATED	ACTION
No results found.				

## \*LESSONS

If you want, you can activate the Lessons function by selecting SCHOOL → SCHOOL SETTINGS → ENABLE LESSONS

Click On and refresh the page.

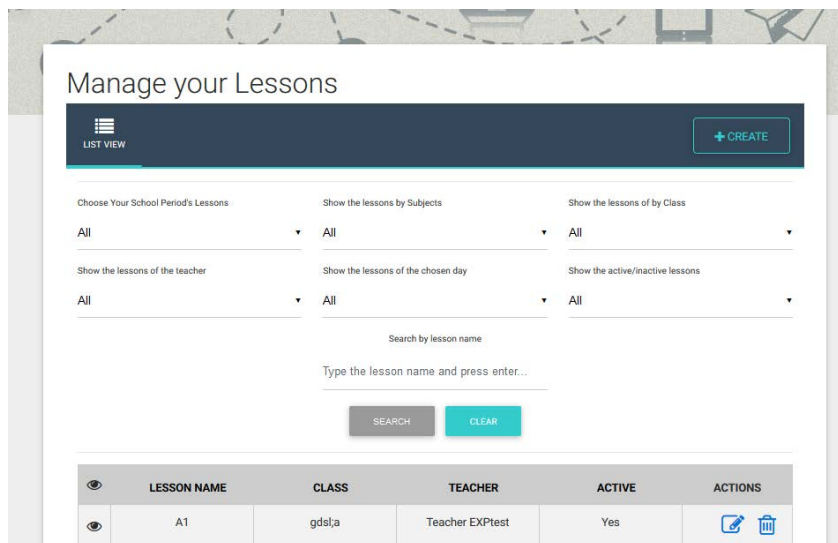
When the page has finished refreshing, you will see that below School there is the Lessons option. The Calendar will also appear on the main page.



When you have filled in the Lessons, they will be added to your calendar, to help you manage your school better.

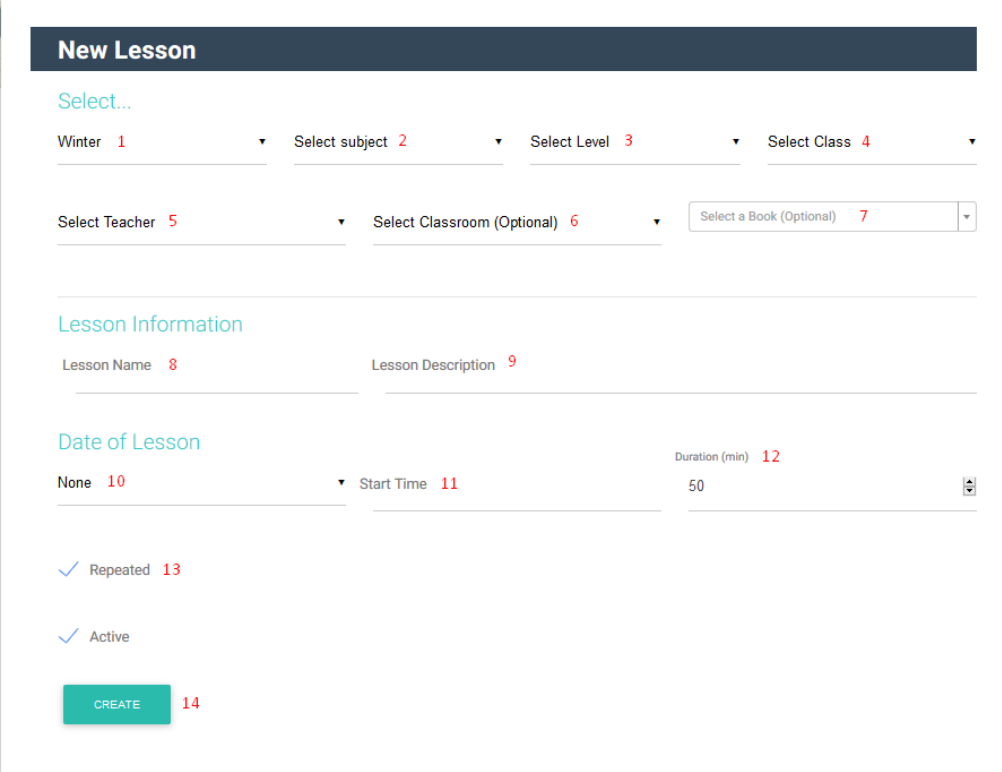
## Creating a lesson

Go to Dashboard → School → Lessons



As you can see, the following appear: search filters for Lessons, a list with all your Lessons, and the Create button to the top right.

Click on Create.



**New Lesson**

Select...

Winter 1    Select subject 2    Select Level 3    Select Class 4

Select Teacher 5    Select Classroom (Optional) 6    Select a Book (Optional) 7

**Lesson Information**

Lesson Name 8    Lesson Description 9

**Date of Lesson**

None 10    Start Time 11    Duration (min) 12  
50

Repeated 13

Active

**CREATE** 14

You must fill in all the information required in order.

1→ School Period

2→ Subject

3→ Level

4→ Class

5→ The Teacher who teaches the Lesson

6→ The Classroom where the Lesson will take place (optional)

7→ The book that will be taught (optional)

8→ The name of the Lesson to distinguish it from the others

9→ A description of the Lesson

10→ The day the Lesson is taught

11→ The time the Lesson begins

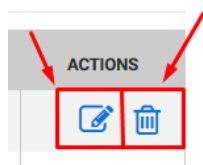
12→ How long it lasts

13→ If the same Lesson is repeated, for example, every Monday

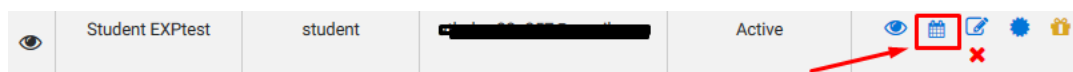
14→ Click on Create to create the Lesson

You can edit a Lesson if there is a change.

Next to the list of lessons, there are action buttons, which allow you to edit a Lesson or delete it if you no longer need it.

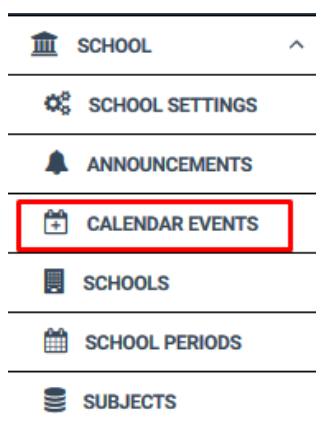


Furthermore, if you have activated the Lessons function, you can print each student's programme. Go to School→ Users and click on the icon that you see in the picture below.

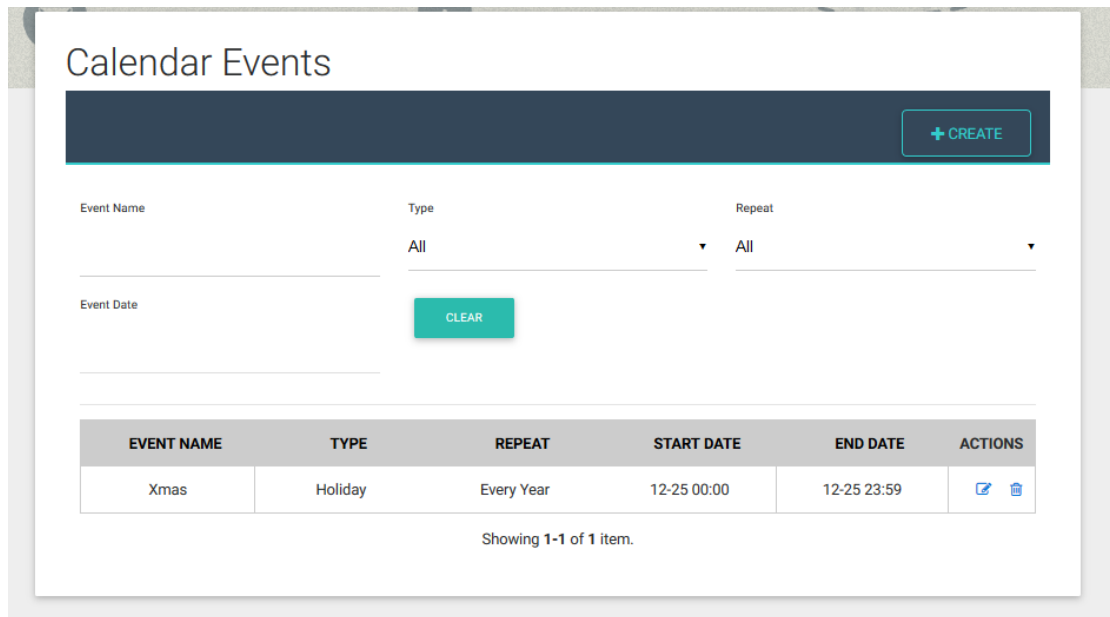


**Be careful!** Make sure you have selected the School Period you are interested in before you produce the timetable.

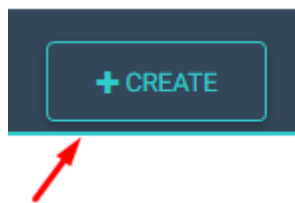
Finally, you will see that Calendar Events option has been added to the Main Menu.



Select this option and you will be taken to a page when you can organise a school Event, as well as input holidays when lessons will not take place.



Click on Create at the upper right of the screen.



You will be taken to the following page.

1 → The name of the Event

2 → A description of the Event.

3→The type of the Event: if it is an Event or a Holiday

4→If the specific entry is repeated every year



5→The date the Event starts

6→The time the Event begins

7→The date the Event ends

8→The time the Event ends

Click on Create.

EVENT NAME	TYPE	REPEAT	START DATE	END DATE	ACTIONS
Xmas	Holiday	Every Year	12-25 00:00	12-25 23:59	 

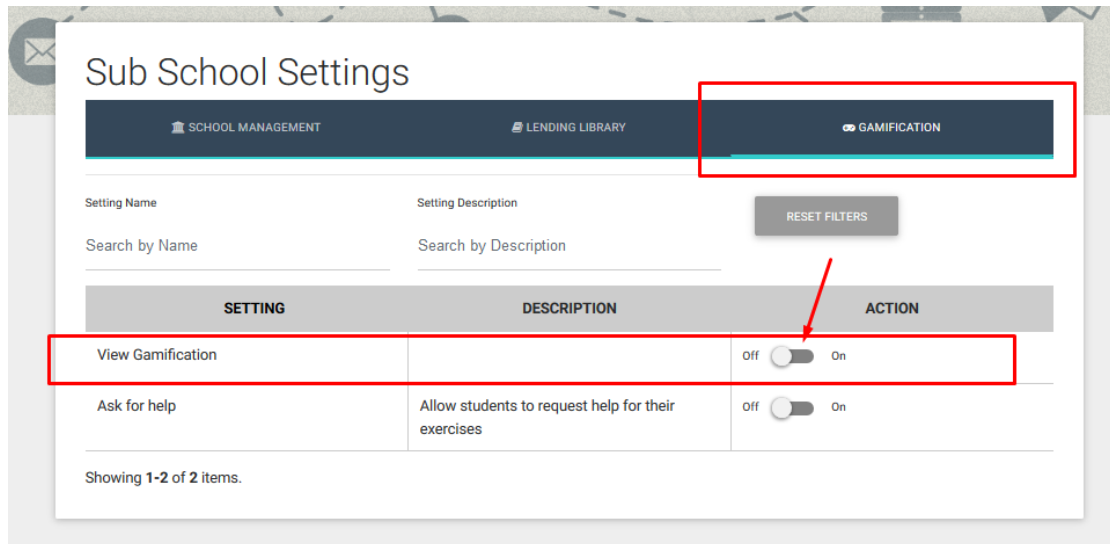
Showing 1-1 of 1 item.

In this way, when you print the timetable for the schools, these specific days will be exempted and no new lessons will be created on them.

## GAMIFICATION

If you wish your school to use Gamification, then you must do the following:

Go to Dashboard → School → School Settings → Gamification (3rd tab) → View Gamification → On

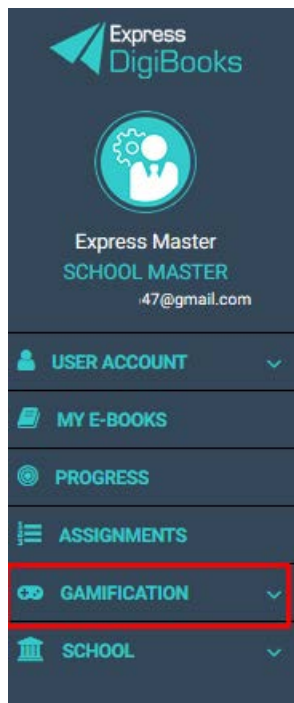


The screenshot shows the 'Sub School Settings' page. At the top, there are three tabs: 'SCHOOL MANAGEMENT', 'LENDING LIBRARY', and 'GAMIFICATION'. The 'GAMIFICATION' tab is highlighted with a red box. Below the tabs, there are search fields for 'Setting Name' and 'Setting Description', and a 'RESET FILTERS' button. A table below lists the settings:

SETTING	DESCRIPTION	ACTION
View Gamification		Off <input checked="" type="checkbox"/> On
Ask for help	Allow students to request help for their exercises	Off <input type="checkbox"/> On

Showing 1-2 of 2 items.

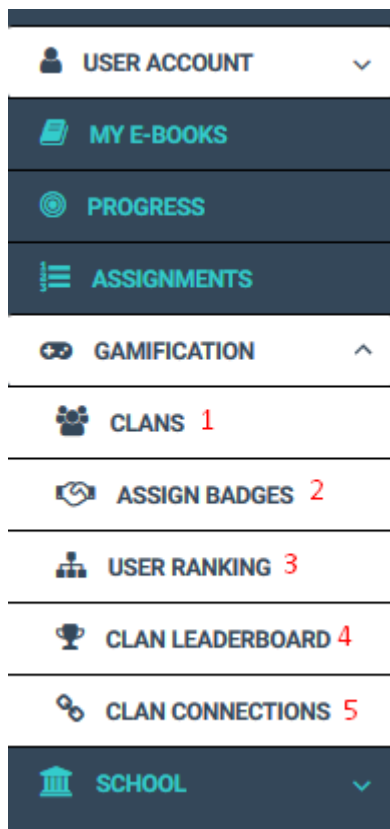
Following activation of Gamification, you will see a change to your Dashboard. It will now look like this:



The screenshot shows the Express DigiBooks dashboard sidebar. The sidebar is dark blue with white text and icons. At the top, it says 'Express DigiBooks'. Below that is a circular icon with a gear and a person. Underneath, it says 'Express Master SCHOOL MASTER' and '47@gmail.com'. The sidebar menu items are: 'USER ACCOUNT', 'MY E-BOOKS', 'PROGRESS', 'ASSIGNMENTS', 'GAMIFICATION', and 'SCHOOL'. The 'GAMIFICATION' item is highlighted with a red box.



Now, you can click on Gamification and open the following menu:



1→Clan management

2→Badge management

3→How students are progressing in the Gamification function

4→A graphic representation of the progress of the teams

5→Connection of Clans between two sub-schools

## CLANS

The students are grouped into Clans, which you need to create for them to participate in Gamification. Each Clan can be made of up of students from different or the same Levels. It is up to you how you organise these groups. Each Clan 'competes' with the others in a championship of knowledge.

At first, the Clan page is as shown below.

### Clans

LIST VIEW + CREATE NEW CLAN

Clanname RESET FILTER

Search by Clan Name

#	CLANNAME	LOGO	MEMBERS
No results found.			

: Edit this clan  
 : View this clan's members and add new ones  
 : Delete this clan

To begin creating the Clans, click on the button top right +Create New Clan.

### Create Clan

Clanname

---

Logo

None ▼

---

No image

CREATE

Enter the name of the Clan you are creating and then select the logo for the specific Clan. Finally, click on the Create button below.

## Create Clan

Clan Name

Fighters

Logo

Bees



CREATE

A message will appear that the Clan has been successfully created and you will be taken back to the main Clan page.

## Clans

LIST VIEW + CREATE NEW CLAN


Clanname


RESET FILTER

Search by Clan Name

#	CLAN NAME	LOGO	MEMBERS	
2	Fighters		0	  

Showing 1-2 of 2 items.

 : Edit this clan

 : View this clan's members and add new ones

 : Delete this clan

To create other Clans, follow the same procedure as above.

The next job is to assign Students to Clans.

Click on the second button, as shown in the image.


#	CLANNAME	LOGO	MEMBERS	
1	FIGHTERS		0	  

Showing 1-1 of 1 item.

 : Edit this clan  
 : View this clan's members and add new ones  
 : Delete this clan

Click on the field to the top left labelled Select Student

### Clan Members


Select Students  

#	USERNAME	STARS	ELECS

No results found.

and select the Students whom you want to belong to that Clan.

### Clan Members

studentexp  

#	USERNAME	STA
---	----------	-----

Finally, click on Add.

## Assign Badges

From the Assign Badges page you can give your students badges that are educational in nature and will reward them for their achievements or skills.

Badges are not compulsory. You can give them whenever you want and to whomever you want.

To give a Badge, follow the procedure below:

Select the Badge you want from the list above and to the left.

## Assign Badges

Badge User

Select Badges Select Students

SHOW/HIDE SUBBADGES	NAME	DESCRIPTION	IMAGE
---------------------	------	-------------	-------

Then, select the Student to whom you want to give the badge from the adjacent list.

## Assign Badges

Badge User

Select Badges Select Students

SHOW/HIDE SUBBADGES	NAME	DESCRIPTION	IMAGE
---------------------	------	-------------	-------

Finally, click on Assign.

## MISSIONS

As School Master, you can assign your classes Missions. The Students can accept or reject a Mission. If the Students accept a Mission and solve it successfully, they are awarded Stars and ELECS. The Stars are given according to how well each Student does in a Mission. For a result over 70%, the Student earns 1 Star; from 80% to 90% they earn 2 Stars; and from 90% and above they earn 3 Stars.

### **ASSIGNING A MISSION**

To assign a Mission for your school, go to  
Dashboard→School→Classes→Edit→Class\*→Assign Mission to this Class.

## Update Class: 2nd Class (Class ID:1009)

### Update Class

Select...

English    SENIOR B    Xeimerini

### Basic Informations

Class Name\*    Class Description  
2nd Class

✓ Active \*

### Assign Users to this class (Optional)

Pick the students that belong to this class

Student Epxre x

### Assign Missions to this class (Optional)

Pick the missions that are available to this class

Select missions ...

UPDATE

There is a drop-down menu there, which shows the available Missions, depending on the book(s) that a specific class is using.

Click on the box,

---

### Assign Missions to this class *(Optional)*

---

Pick the missions that are available to this class

Select missions ...

UPDATE

and then select the appropriate Mission (you can choose more than one) and then click on the Update button.

Note: If no Missions appear in your list, it is likely that you have not yet assigned the books to this specific Level and Class. To assign books go to Dashboard→School→Levels→Book Connections→Add Packages To Level

### Add Packages to Level

Select subject

Select Level

Select Packages

ADD

To select the Subject and the Level you want to assign the book to, select the book you want from the Select Packages list and click on Add.

## USER RANKING

On this page, you can see your Students' scores for Gamification, and how many stars each Student has earned in the Missions you have assigned them.

### User Ranking

1

FIRSTNAME	LASTNAME	USERNAME	STARS
Student	Epxre	studentexp	0
Student	Epxre	studentexp	0

2

Showing 1-2 of 2 items.

1→Filters that make it easier to find a specific Student.

2→Ranking of Students in your school in descending order of Stars

**IMPORTANT:** If your school teaches lessons other than English, e.g. French, Italian, etc., you can create accounts for these students, who will not have a book on the platform. Following the procedure that we have described, you must create the Lesson, e.g. French, and for Package-Book you must assign No Package. In this way, you can reward your students with ELECS\* and Badges without them having to complete Missions.

\*To award a student ELECS go to Dashboard→School→Users. Find the student you want to reward with ELECS and select the option Give ELECS.

Student EXPtest	student	athabar88+357@gmail.com	Active			
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Showing 1-2 of 2 items.