Manual

SCHOOL MANAGER

Contents

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.

Practically, there are two groups of platform users, as shown below.

The Members are in one group, and the other group consists of Students, Teachers, Managers, Masters, and Parents.
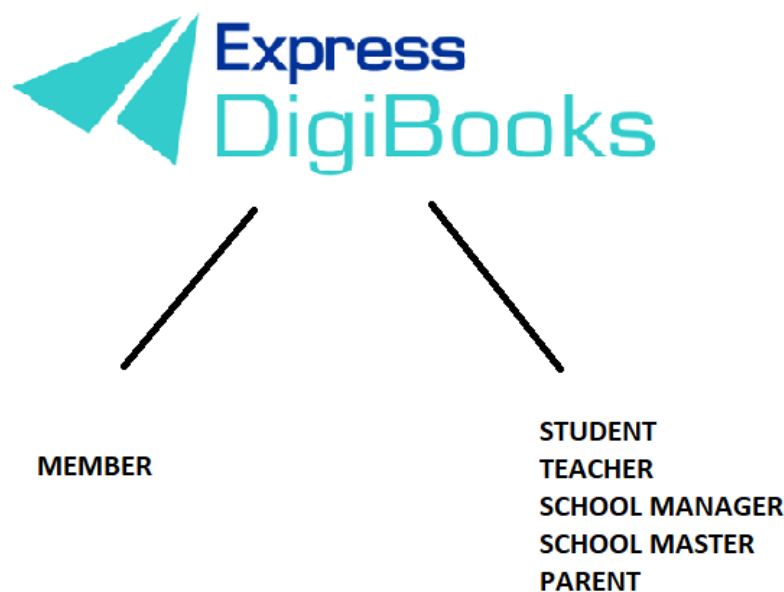
Members are users who have registered on the platform and only have access to the books they have bought. They can do the exercises and the platform will correct them, but they have no interaction with other users. It could be said that Members are 'self study' users, who use the platform to help them with their studies in the absence of a teacher.

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 function 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. They can use the platform to keep up to date with their children's progress, without having to physically go to the school.
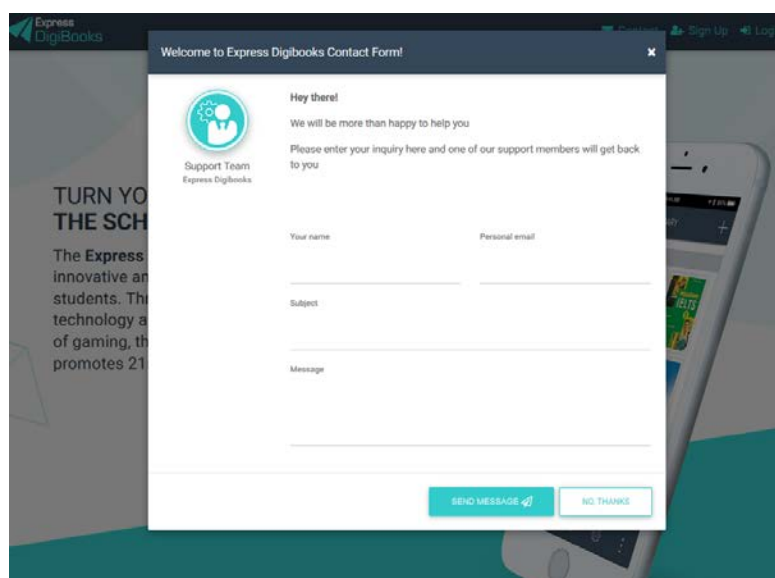
REGISTERING ON THE PLATFORM

Please visit our website www.expressdigibooks.com and see our main 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**.
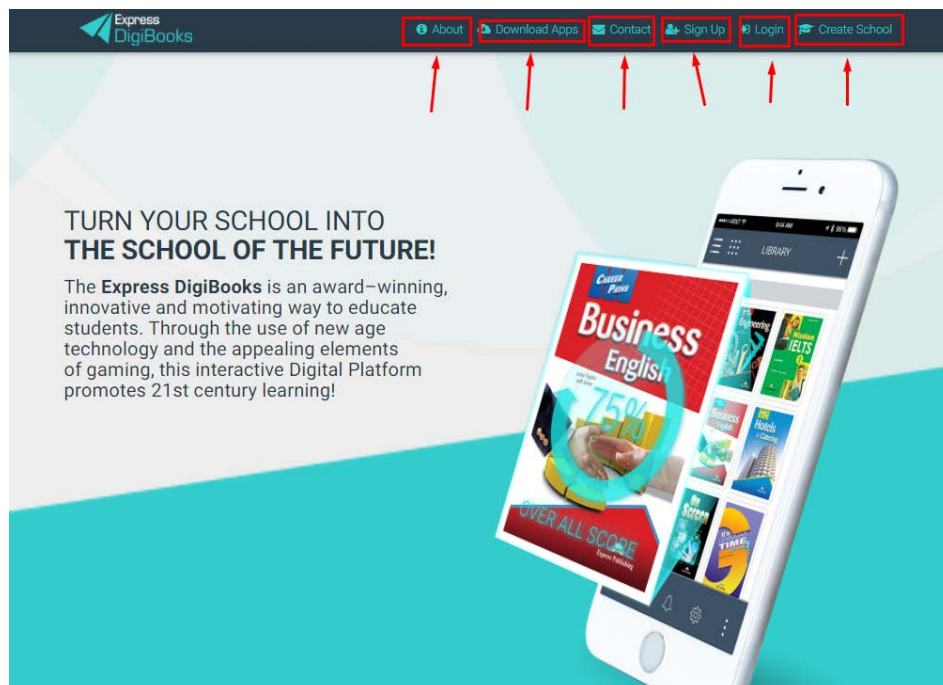
What the buttons do:

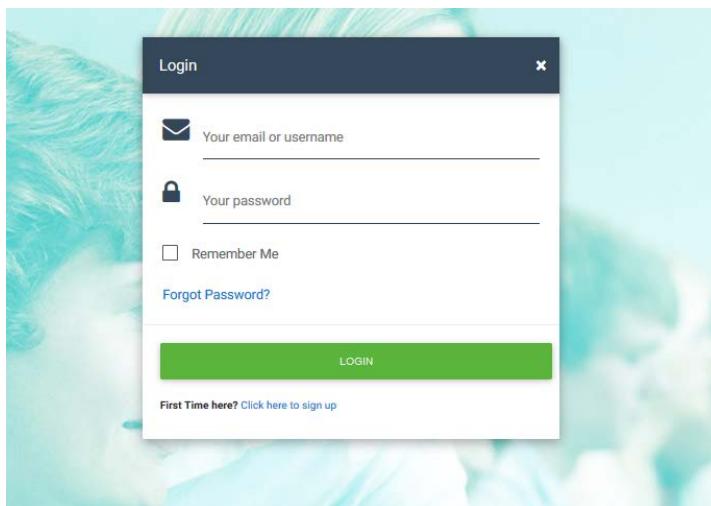- Contact: When you click on Contact, a contact form will open, as you can see below.

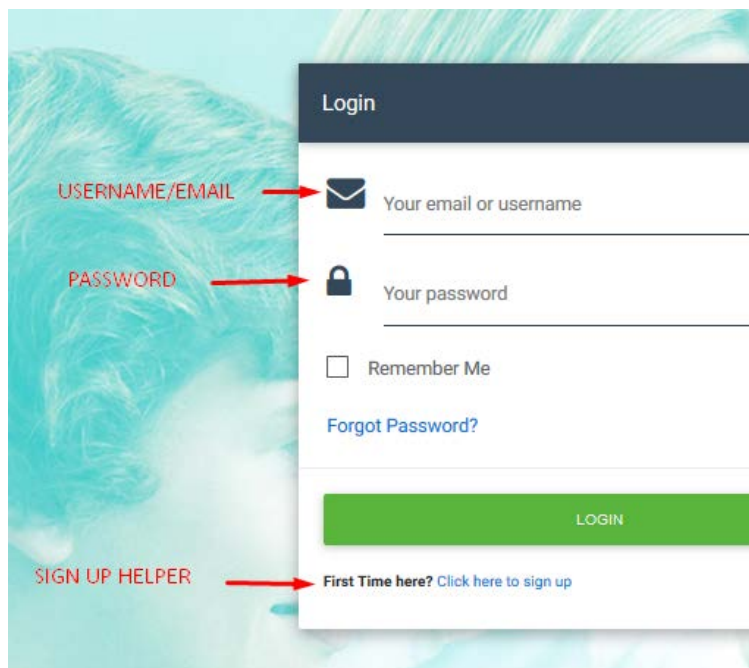Fill in your name, email, and the subject line. Use the Message section to ask your question or make your comment.

- **Sign Up**

This choice is only used by uses who wish to register as Members. <u>The Manager account is created by the School Master/Manager via the platform.</u>

- **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 window to help you retrieve your Password; click on **Forgot Password**.
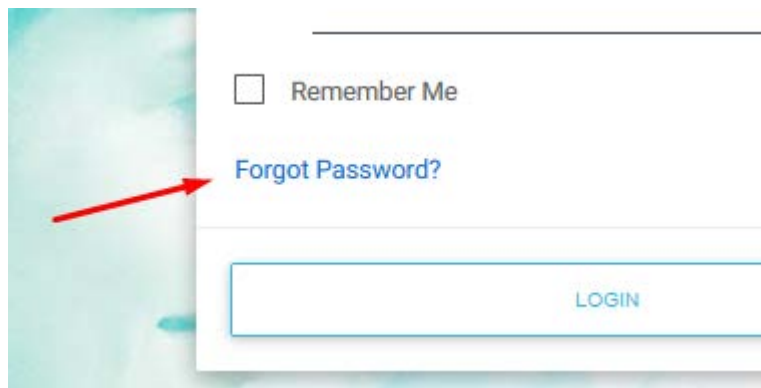
This will take you to a new page, where you will be asked to enter your email address so that your Password can be sent to you.
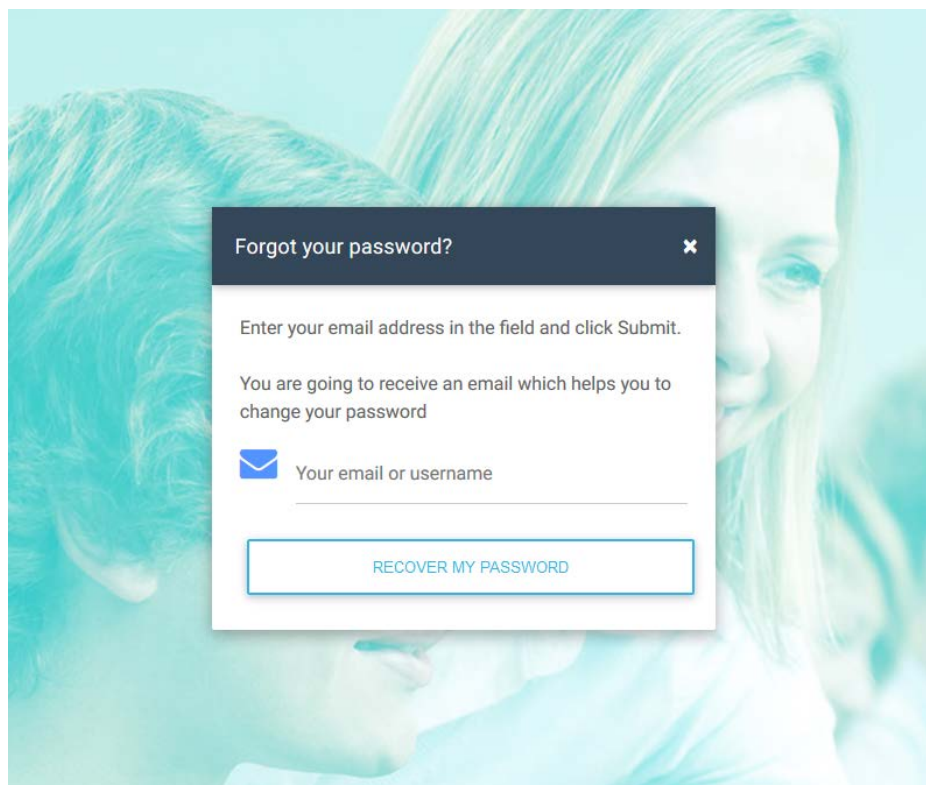
Click **Recover My Password** and then check your personal email account (e.g. Gmail, Yahoo, Outlook, etc.) where you will find that your Password has been sent to you.

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, which will be explained later.
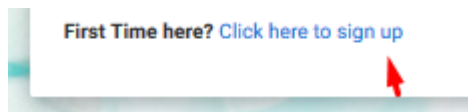
- **Create School**

This is only for users who want to create a School on the platform.

- **About**

The **About** page is informational. It provides a description of what the Express DigiBooks platform is, as well as a few words about Express Publishing.

- **Download Apps**

The page provides the Express Digibooks platform apps that are compatible with MS Windows Vista+, macOS 10.11+, Android 4.4+, iOS 8.0+.
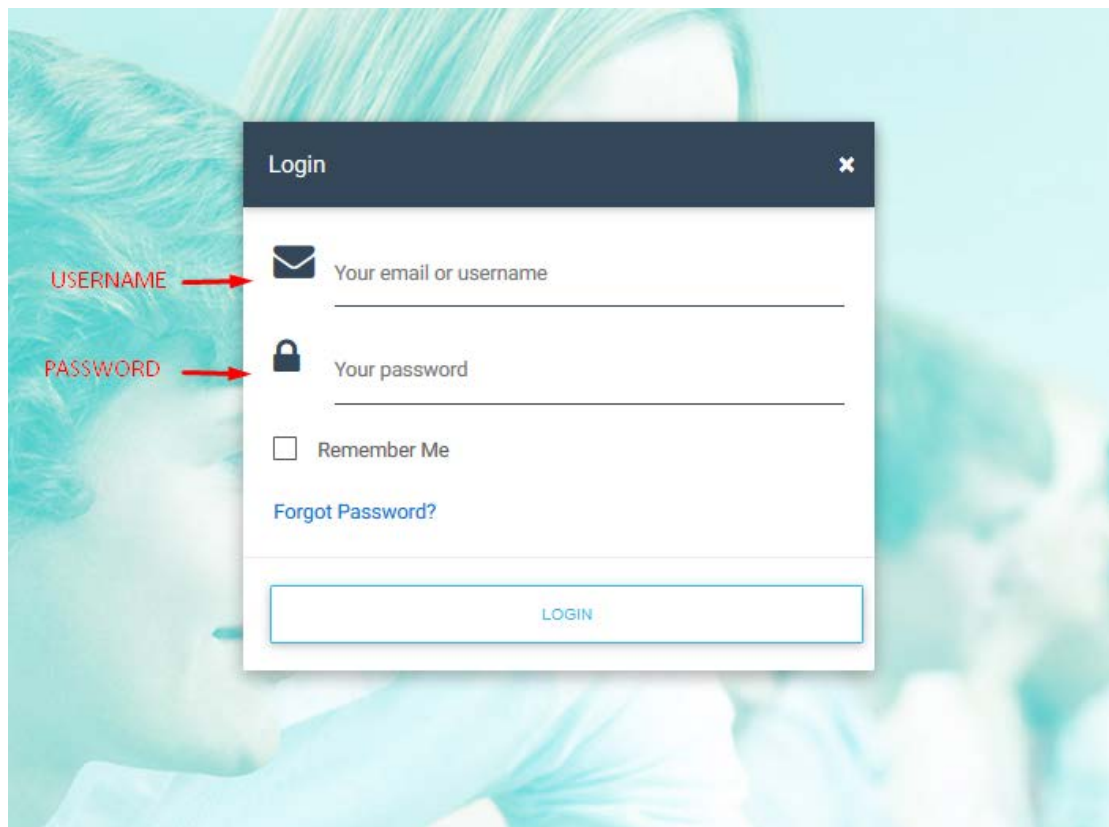
SCHOOL MANAGER

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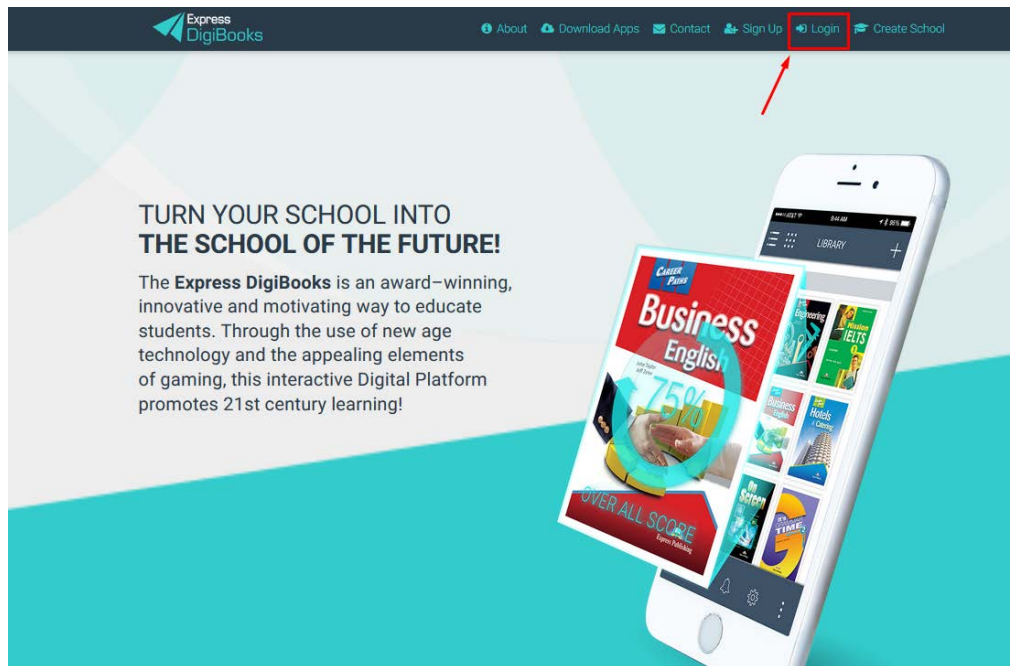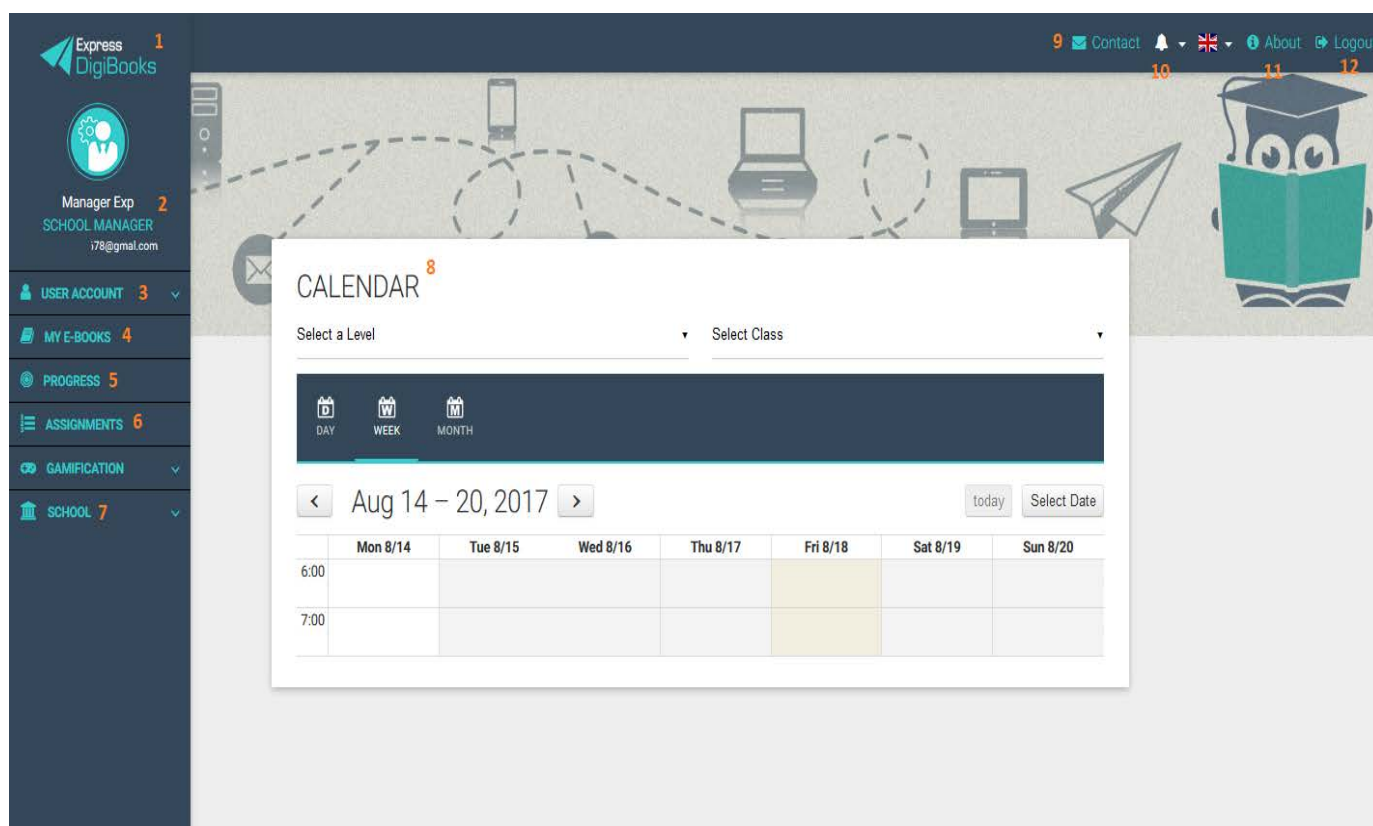

Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button, as was explained earlier.

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

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 follow 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

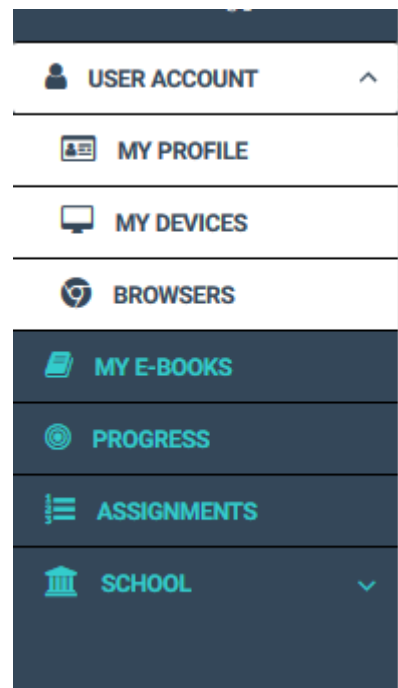8→Calendar, the School calendar on which the Lessons you have created appear

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

USER ACCOUNT

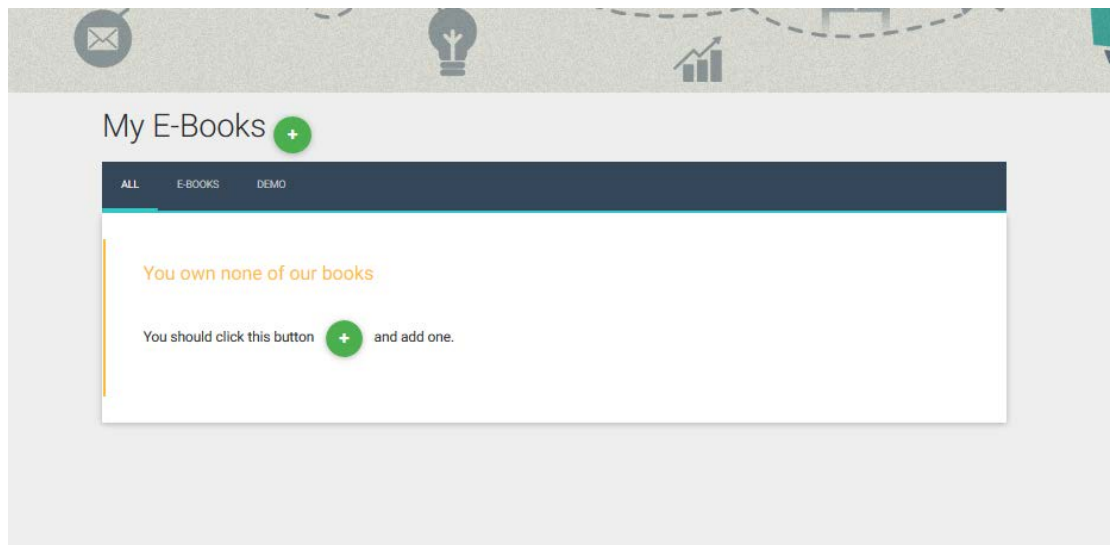Consists of My Profile, My Devices, and Browsers.

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.

MY E-BOOKS

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

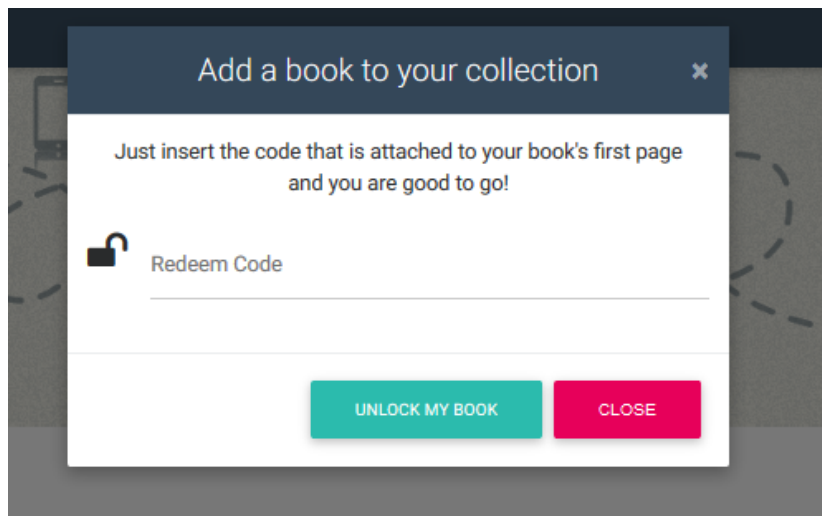
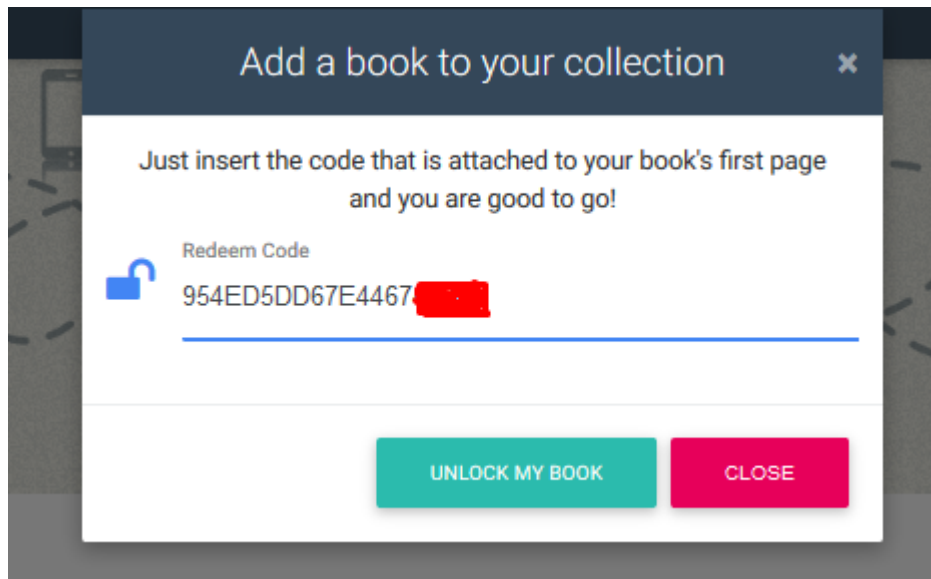As you can see, there are no books in this account. You have to add your books.
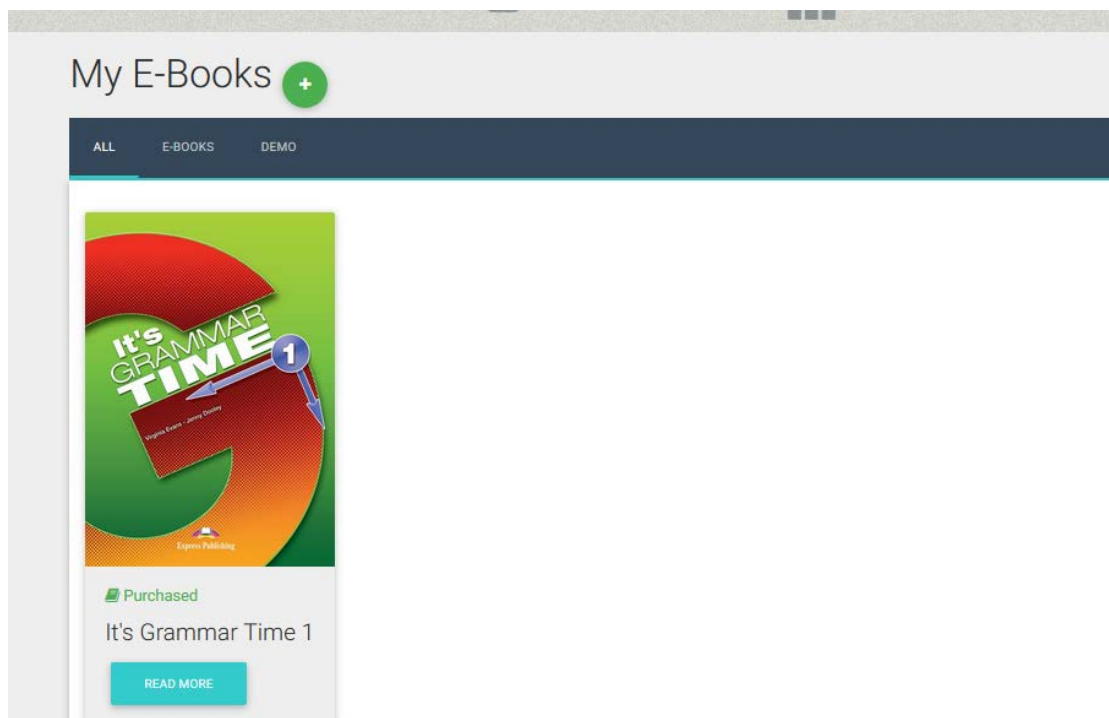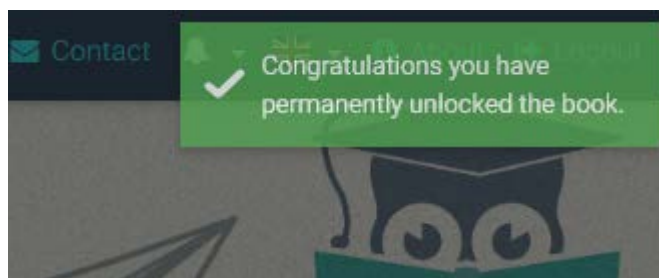
Click on the green '+'

and a window will open.

You will find a code on the first page of your physical book, enter it into the field marked Redeem Code, and click on Unlock My Book.
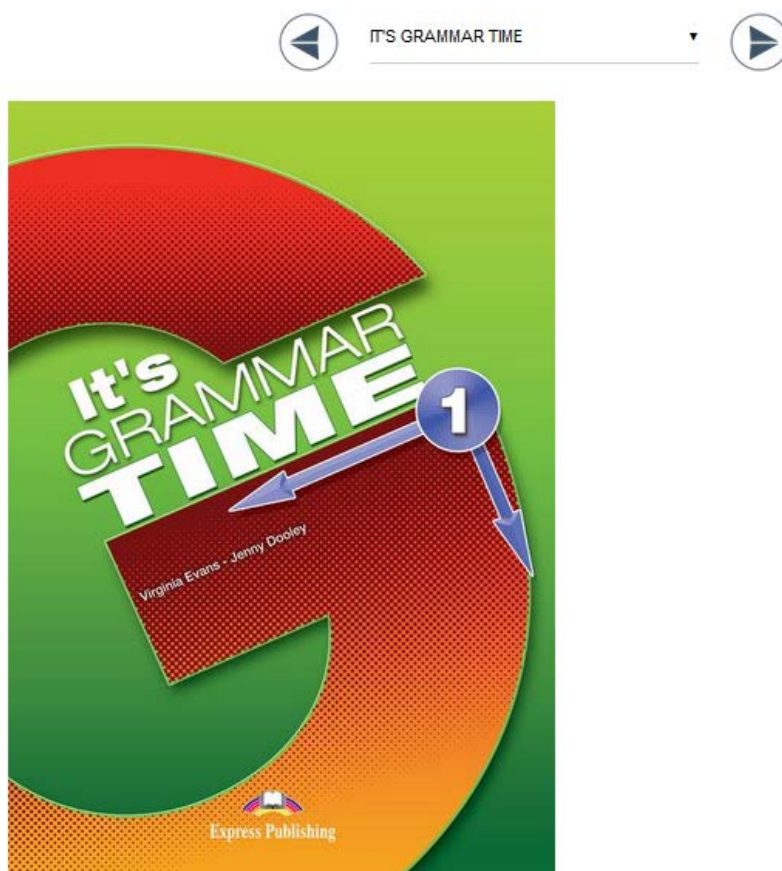
A window will open to let you know that you have successfully activated it. You now have access to the specific book.

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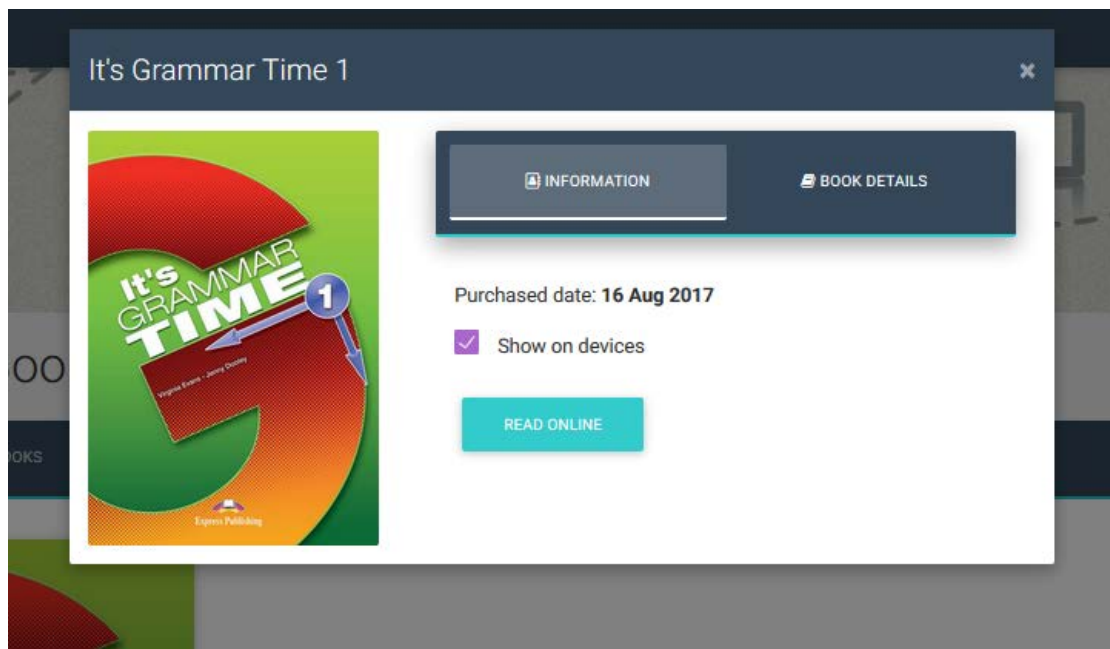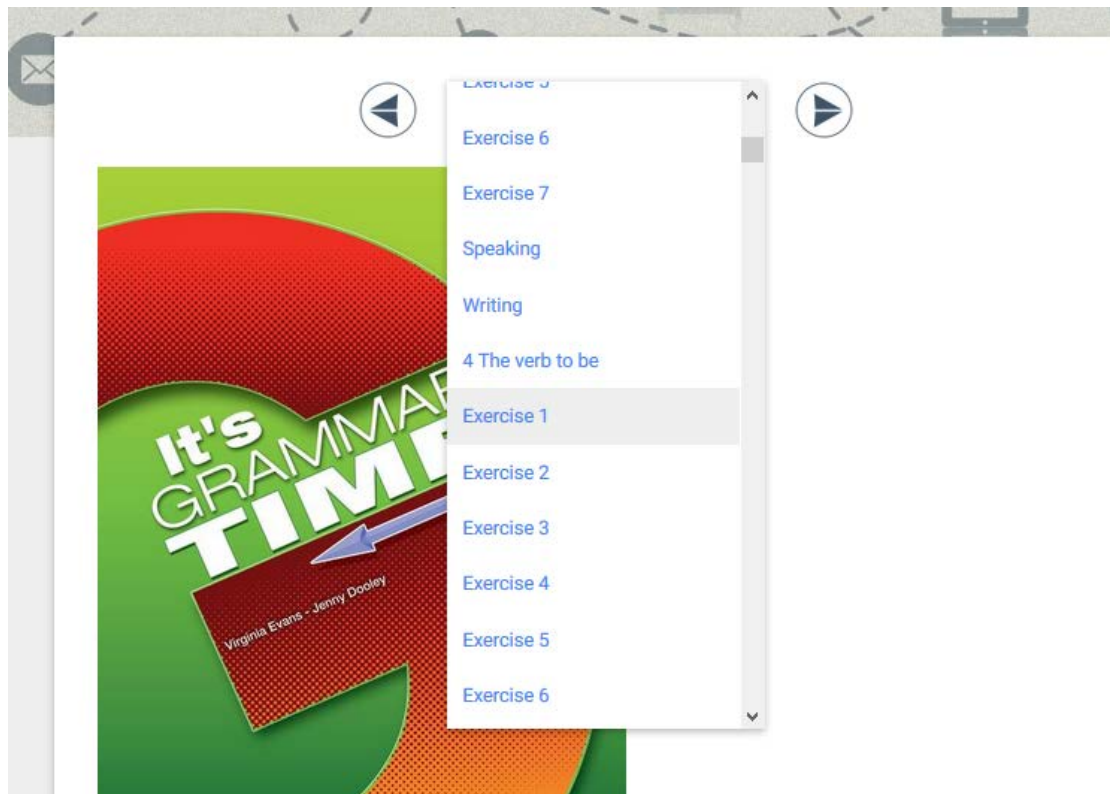

Click on Read Online and your book will open.

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

When you find the activity you want,

select it and it will open. 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 see Assign Activity to Class.

You can use it to assign exercises to the classes that you have created.

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 Manager to follow Students' progress. The Progress page shows the percent success rate of each Student in the activities they have done.
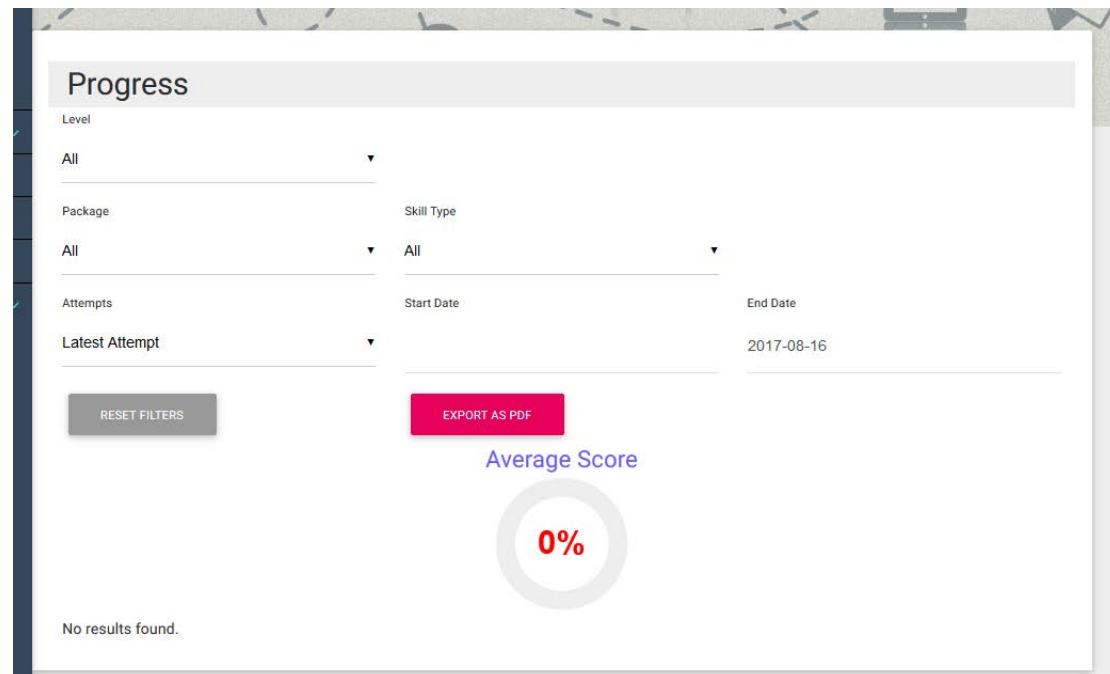
At the top of the page, there are a number of choices and filters for presenting the results, which are shown in the second half of the page.

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 Manager 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 results that have been produced including the filters if they have been used. You must click on the Download button to download the file.

Select a PDF Style

Default

Daily Report

DOWNLOAD   CLOSE

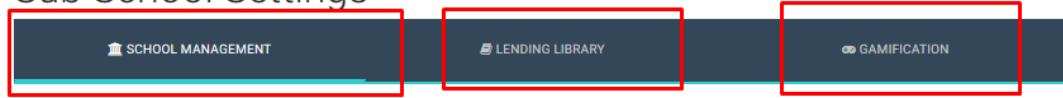# SCHOOL

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 Manager can activate or deactivate these functions.

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

On the first tab, you can decide what permissions you give your Teachers and Students.

On the second tab, you can change permissions for the Lending Library

On the third tab, you can change the permissions regarding whether your school will use the Gamification aspect of the platform.

Sub School Settings

SCHOOL MANAGEMENT	LENDING LIBRARY	GAMIFICATION

Setting Name	Setting Description	
Search by Name	Search by Description	RESET FILTERS

SETTING	DESCRIPTION	ACTION
View Gamification		Off ◯ On
Ask for help	Allow students to request help for their exercises	Off ◯ On

Showing **1-2** of **2** items.

From here, you can select On if you wish your school to use the Gamification feature.

2.SCHOOLS

Sub Schools

☰ LIST VIEW		

SCHOOL	SUB SCHOOL NAME	ACTIONS
Digi for Manual	Digi for Manual	✎

Showing **1-1** of **1** item.

As School Manager, you can change the settings for your school by clicking on the

Edit button   .

3.SCHOOL PERIODS

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.

You can also make changes to a school period using the (edit) button.

4.SUBJECTS – 5.LEVELS – 6.CLASSES – 7.LESSONS – 8.CLASSROOMS

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

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

9.USERS

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

You can change your 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 3 buttons, Create Teacher – Create Student – Create User. Each button creates the corresponding type of user, either manually or by Mass Upload via CSV file.

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

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.

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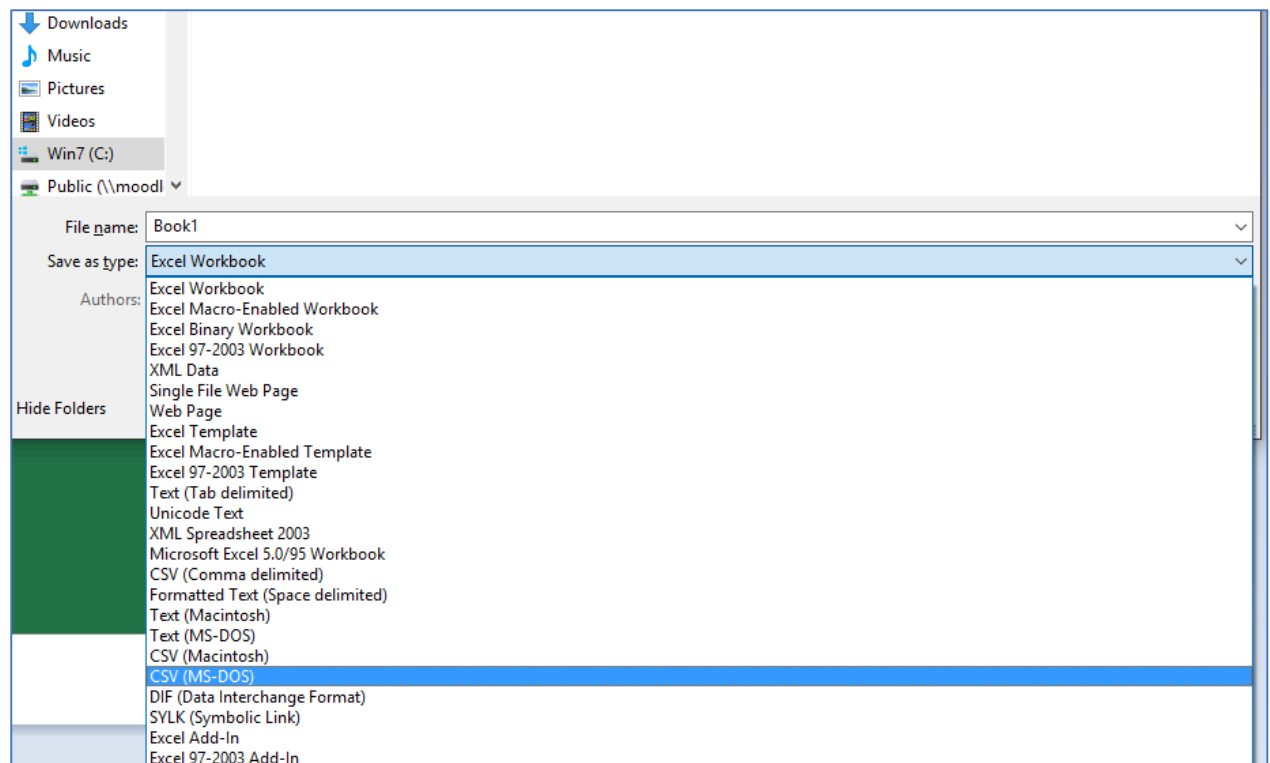
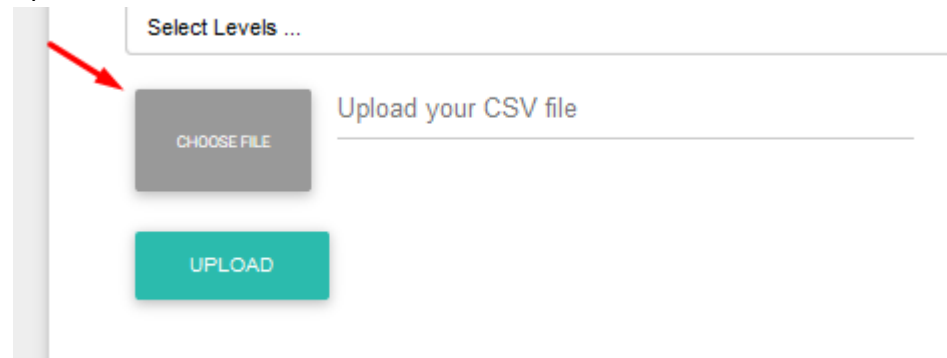It is likely that during the saving process the following window will appear. If it does, click on Yes.
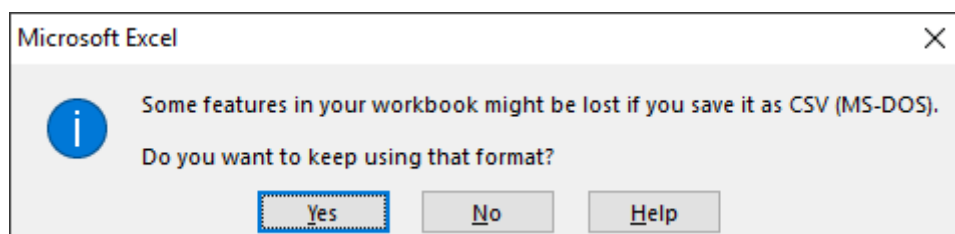
IMPORTANT!

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

Uploading the file and creating users

Once you have created the file, the School Manager can upload it to create users. First, they have to select the Level of the School for which they will create users. 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), 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.
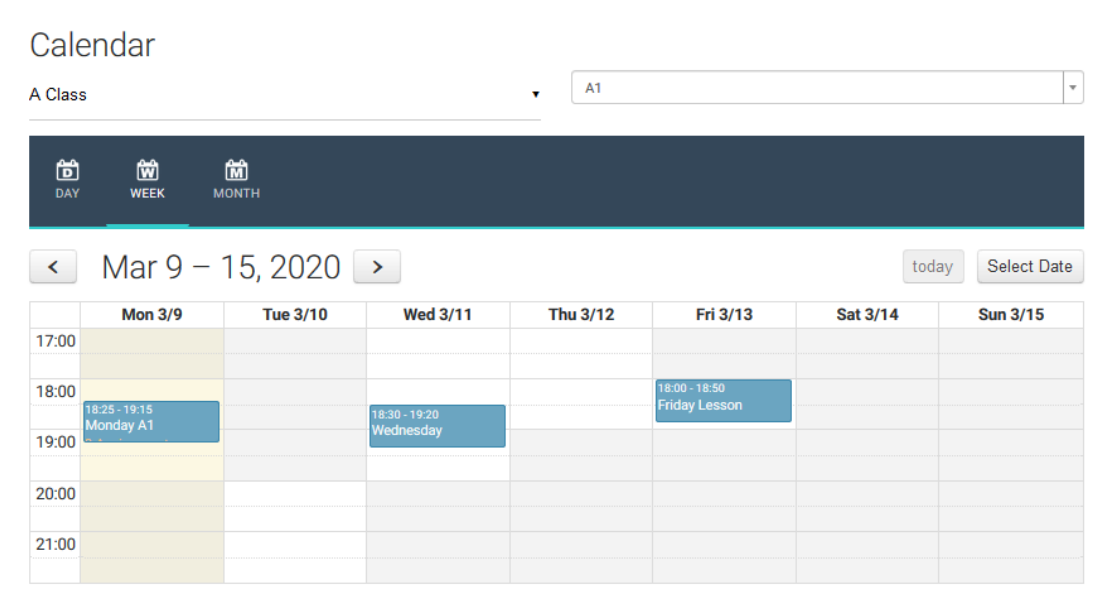
Classwork – Homework – Absences

In order to have this feature in Express DigiBooks you have to enable the Lessons in the School Settings.

Open your browser, go to www.expressdigibooks.com and log in.

In the first page you will be able to see the Calendar with the Lessons.
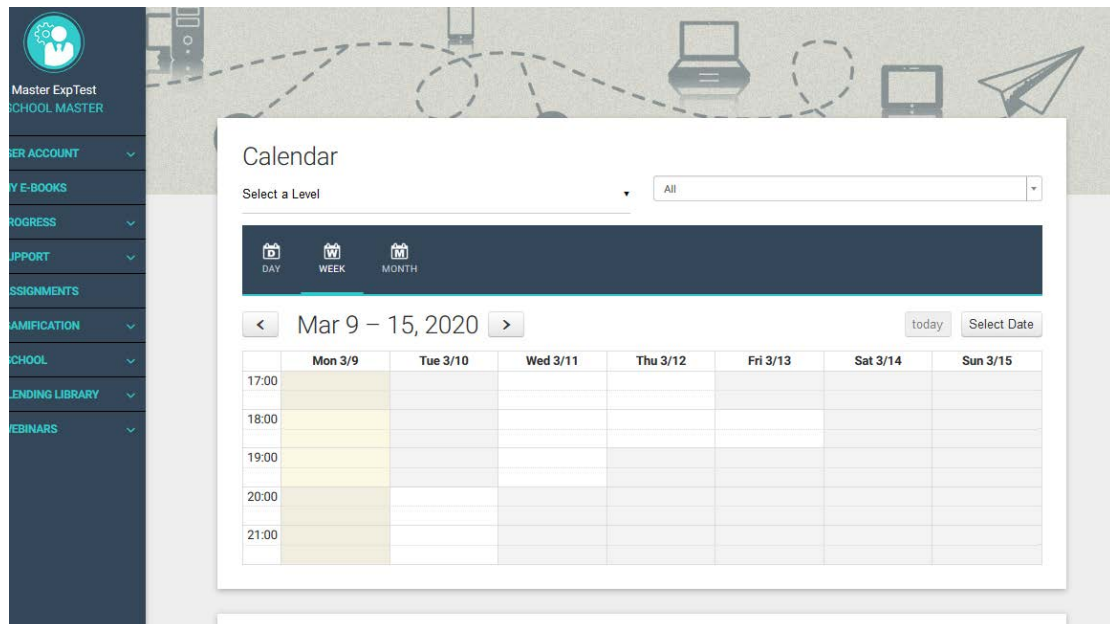
Select a Level and a Class in order to see the Lessons.

Choose one Lesson and click over it.

You will be redirected to the following page:

Here you can see the Lesson's info and edit the Absences of the students or the Teacher.

At the top there are 4 tabs, General, Assignments, Classwork and Homework.

In the Assignments you can see the exercises you have assigned to this Class

At the Classwork tab you can write what you have done during the lesson
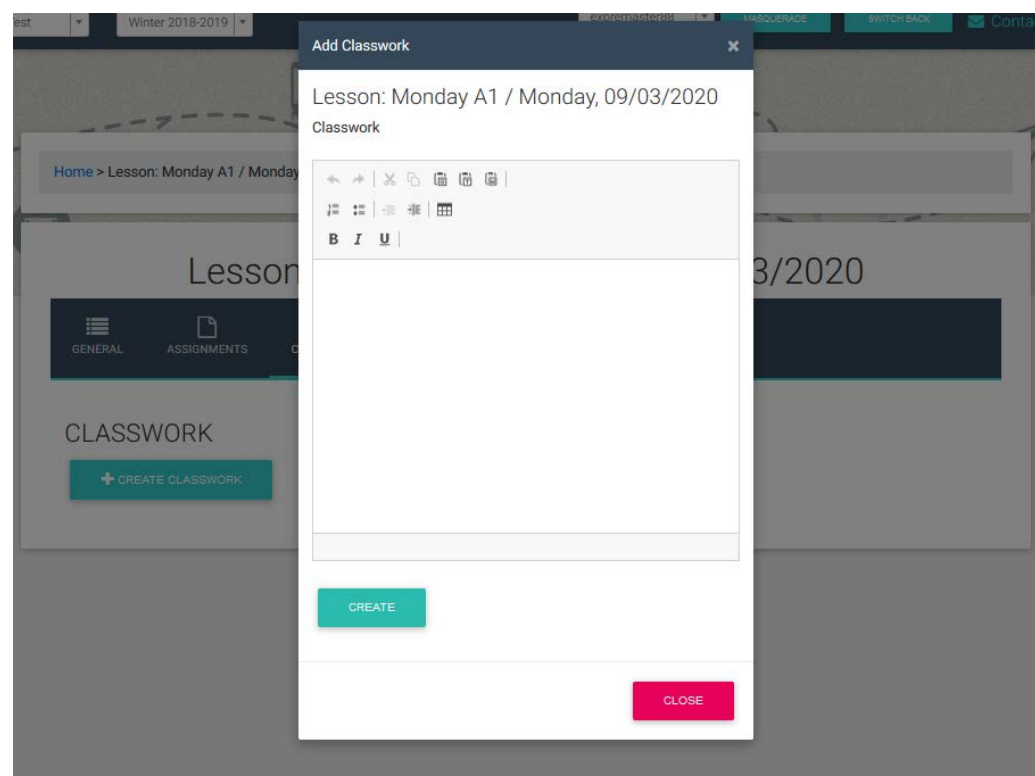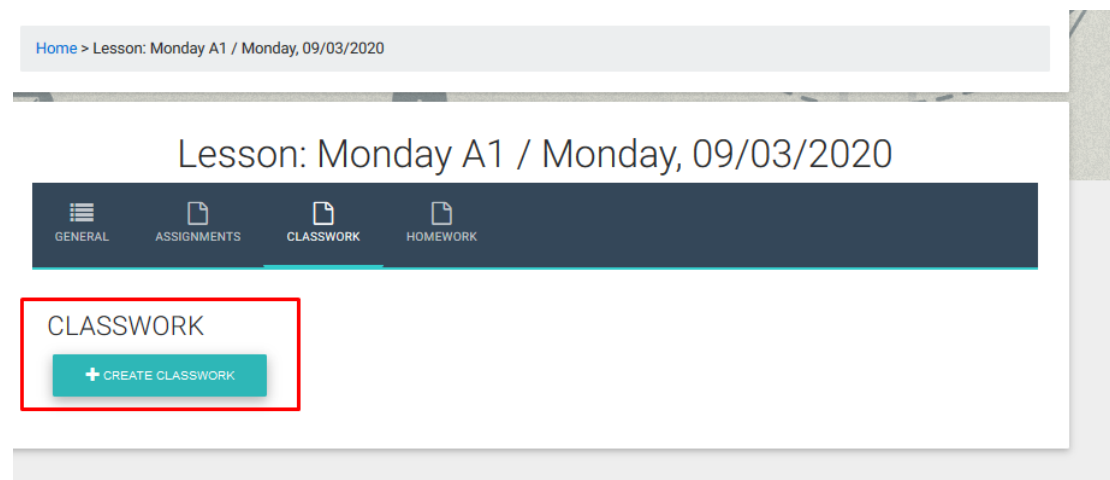
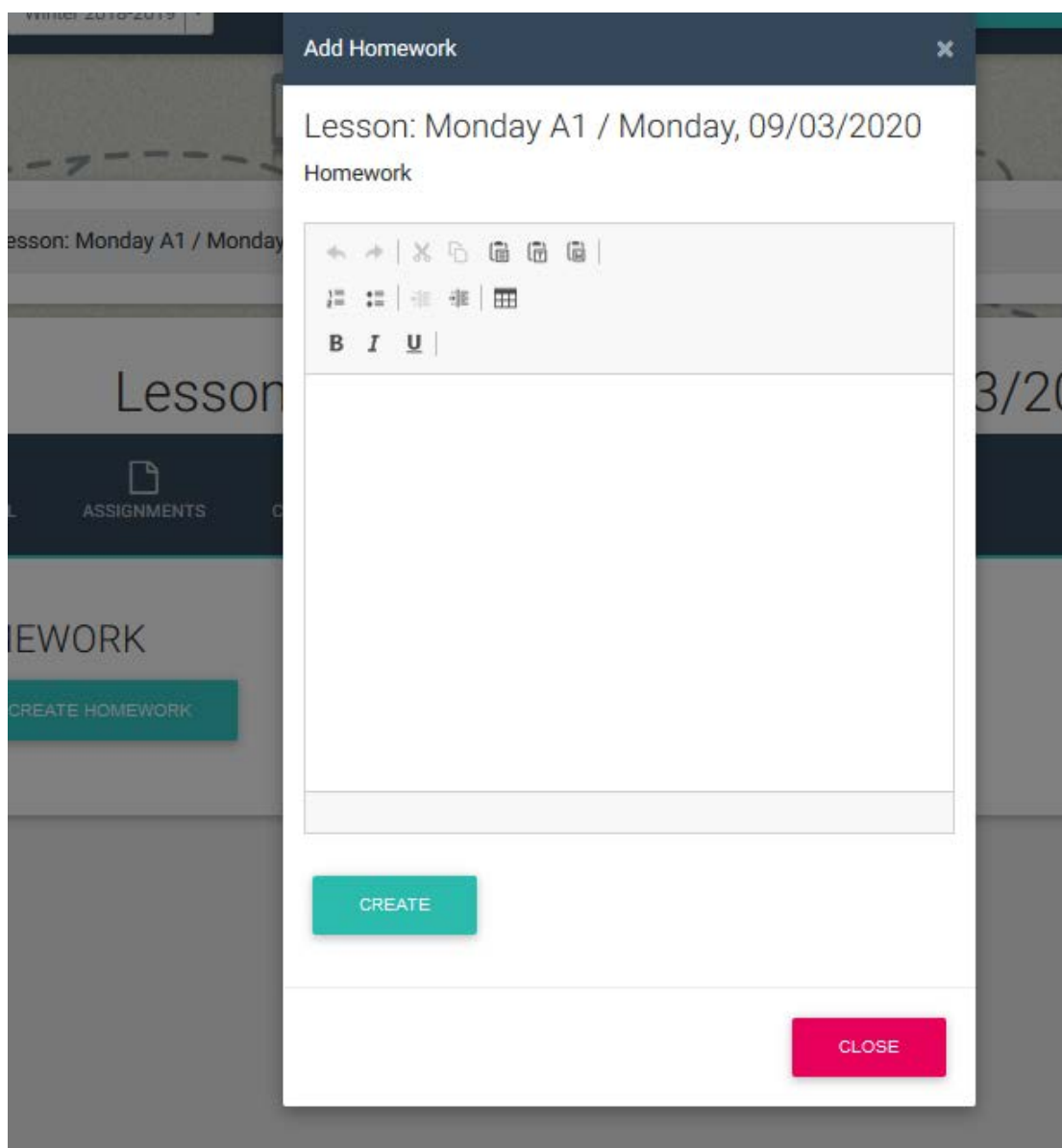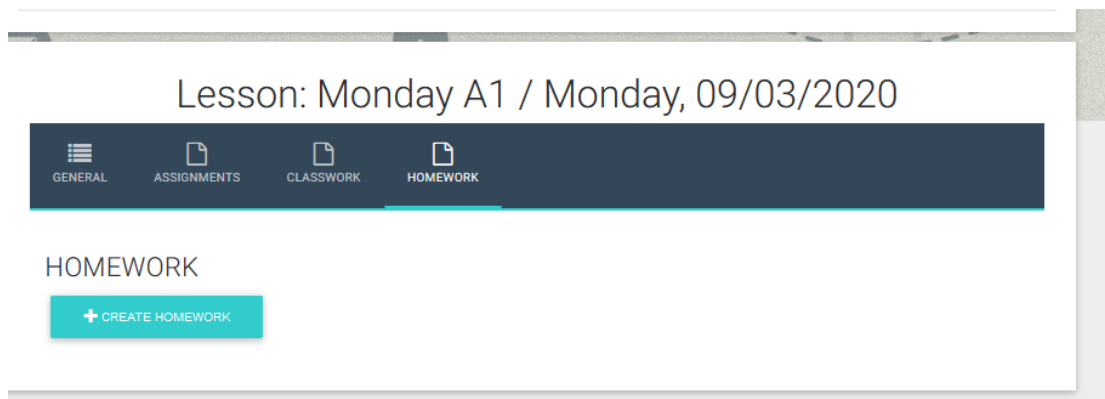For example, "During this Lesson we did Ex.3 page 35 of On Screen B1+ Workbook, then we read the page 49 of On Screen B1+ Student's Book and had a quick quiz test"

At the Homework tab you can write assignments outside the DigiBooks (books that are not in the platform or whatever else)

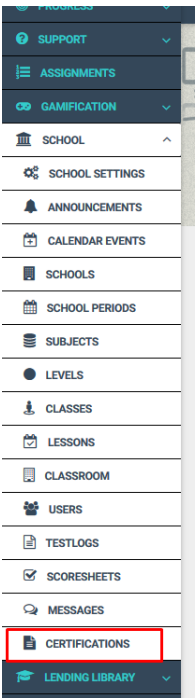## Lesson: Monday A1 / Monday, 09/03/2020

| GENERAL | ASSIGNMENTS | CLASSWORK | HOMEWORK |

HOMEWORK

+ CREATE HOMEWORK

Add Homework ✕

Lesson: Monday A1 / Monday, 09/03/2020

Homework

B *I* <u>U</u>

CREATE

CLOSE

For example: "For the next Lesson bring an essay with the following issue: "Technology in class. Do you think is good or bad?". Also bring your last years grammar book in order to make a revision in Past tenses".

Certifications

Go to School→ School Settings→ School Managements 3rd tab
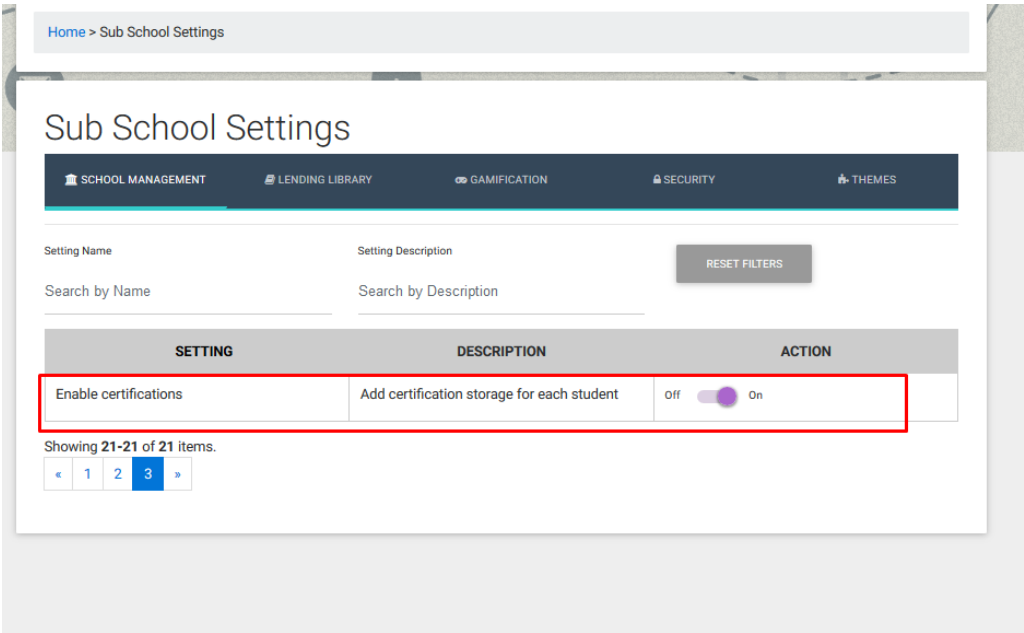
Refresh the Express DigiBooks page and you will find the new button under the School Section

Click the Certifications button and you will be transferred to the page below:

In order to get started click the "+Create" button on the top.

Complete the provided form

1. Name of Examination
2. Select Subject (it's a drop down menu with the Subjects you already have in your school)
3. Select Level (it's a drop down menu with the Levels you already have in your school)
4. Writing Date (when the examination takes place)
5. Price (the price of the examination)
6. Due Date (the deadline in order to pay the Price)

7. Info (information about the examination)
8. Create

Look below for an example:

After the successful creation you will see in list the Certifications that you have created.

The Certifications can be Active or Inactive. Active are the Certifications that will take place in the future and inactive the ones that took place in the past.

You have to create a separate Certification for each examination. For example if the examination takes place twice a year you have to create Examination B2 May 2020 and Examination B2 December 2020.

Action Buttons
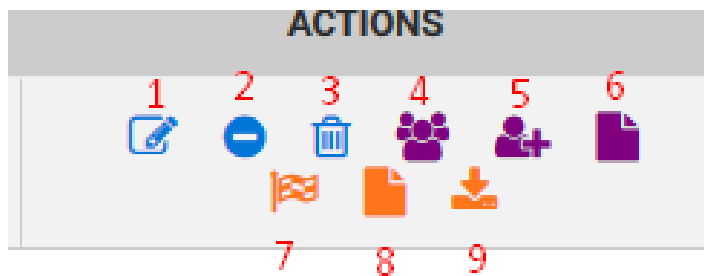
1. Edit

   You can change the information of the Certification you have created

2. Deactivate

   Once the examination is finished and you have inserted the grades you can deactivate the Certification.
   The Certification is not been deleted. You can find it in the Inactive area by clicking the button at the top of the page.

3. Delete

   You can delete a Certification that you do not need any more.

4. Candidates

   Here you will see a list of the Candidates that will attend the examination.

5. Add Candidate

You can add a candidate one by one choosing this option.

The candidates that belong to the Level of your Certification will appear in the drop down menu "Select Candidate". Here you will find only the students with the correct Level. If you are not able to find a student you should go to School→ Users and edit their Class or their Level.

Complete the form:

i) Writing Venue (where the writing examination will take place)
ii) Writing Date
iii) Payoff (if the Candidate has already paid for the examination, you can edit it also later)
iv) Writing Time
v) Oral Venue (where the oral examination will take place)
vi) Oral Date
vii) Oral Time

Add Candidate

Demo Student ▾			☐ Payoff

Writing Venue	Writing Date	Writing Time
Grand Hotel, Main Street 18A	22-05-2020	10:00

Oral Venue	Oral Date	Oral Time
Small Hotel, Secondary Street 9B	30-05-2020	16:00

[ADD] [CANCEL]

After the successful addition of the Candidate you will be transferred to the Candidates page (where you can find the list of candidates)

Candidates

☰ LIST VIEW						📄 EXPORT CANDIDATES

Cambridge B2 May 2020 : Active

👁	NAME	WRITING DATE	WRITING TIME	ORAL DATE	ORAL TIME	PAYOFF	ACTIONS
👁	Demo Student	22-05-2020	10:00	30-05-2020	16:00	✖	📝 🗑

Showing **1-1** of **1** item.

Here you can Edit your Candidate and change the Payoff section or Delete a Candidate from the list.

6. Import Candidates from CSV

Add New Candidates from CSV

[CHOOSE FILE]	Upload your CSV file

[UPLOAD]

Choose your file from your PC and click the Upload button.

Your CSV file should be like this

Mind that the format of the cells should be like:

Date: dd/mm/yyyy (day/month/year)

Time: mm:hh (minutes:hour)

Payoff: 0 for No,

        1 for YES

You can find the file of your students at the first page of Candidates section by clicking the button "Export Students"

7. Results

You can enter one by one the results of your Candidates by clicking the Edit button.

Results

	LIST VIEW

Cambridge B2 May 2020 : Active

NAME	RESULT	SCORE	ACTIONS
Demo Student	-		✏️ 🗑️

Showing **1-1** of **1** item.

Update Result

Candidate : Demo Student

Certification : Cambridge B2 May 2020

Select Result ▾	Score
Select Result	
Fail	
Pass	
Pending	

Update Result

Candidate : Demo Student

Certification : Cambridge B2 May 2020

Pass ▾	Score
	85

UPDATE   CANCEL

Cambridge B2 May 2020 : Active

NAME	RESULT	SCORE	ACTIONS
Demo Student	Pass	85	✏️ 🗑️

Showing **1-1** of **1** item.

8. Import Results from CSV

You can add the results of your Candidates massively by using a CSV file
Your file should be like this:

id	Student	Result	Score
11	Demo Student	1	85

You can download the file in order to fill it from the Download Results button.

Mind that the format of the cells should be like this:

Result:

0	FAIL
1	PASS
2	PENDING

default=2 → Pending

Score: No restriction, you can enter numbers or letters.

9. Download Results

You can download the results of this Certification for all your students.

Online Lessons

In order to open the feature "Online Lessons" you have to go to School→ School Settings. At the last page you will see the option "Online Lessons". Click the button in order to enable it.
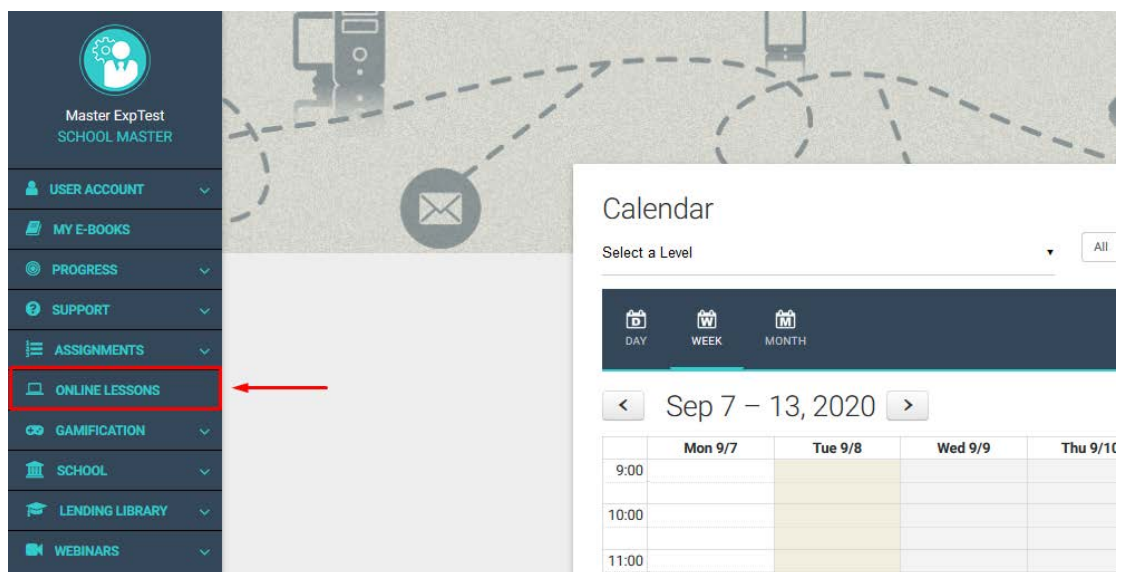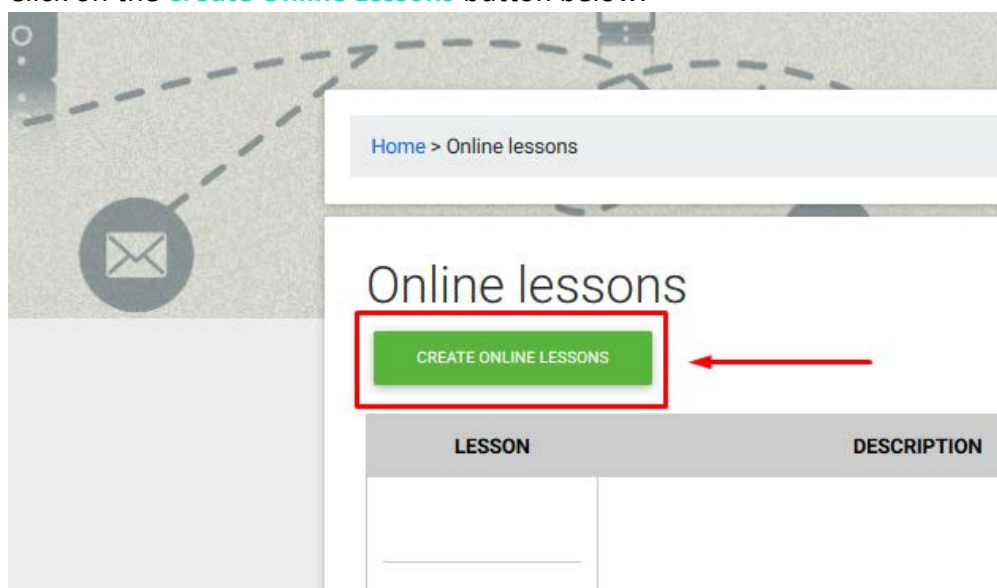

Step 1
Click on the *Online Lessons* button below.
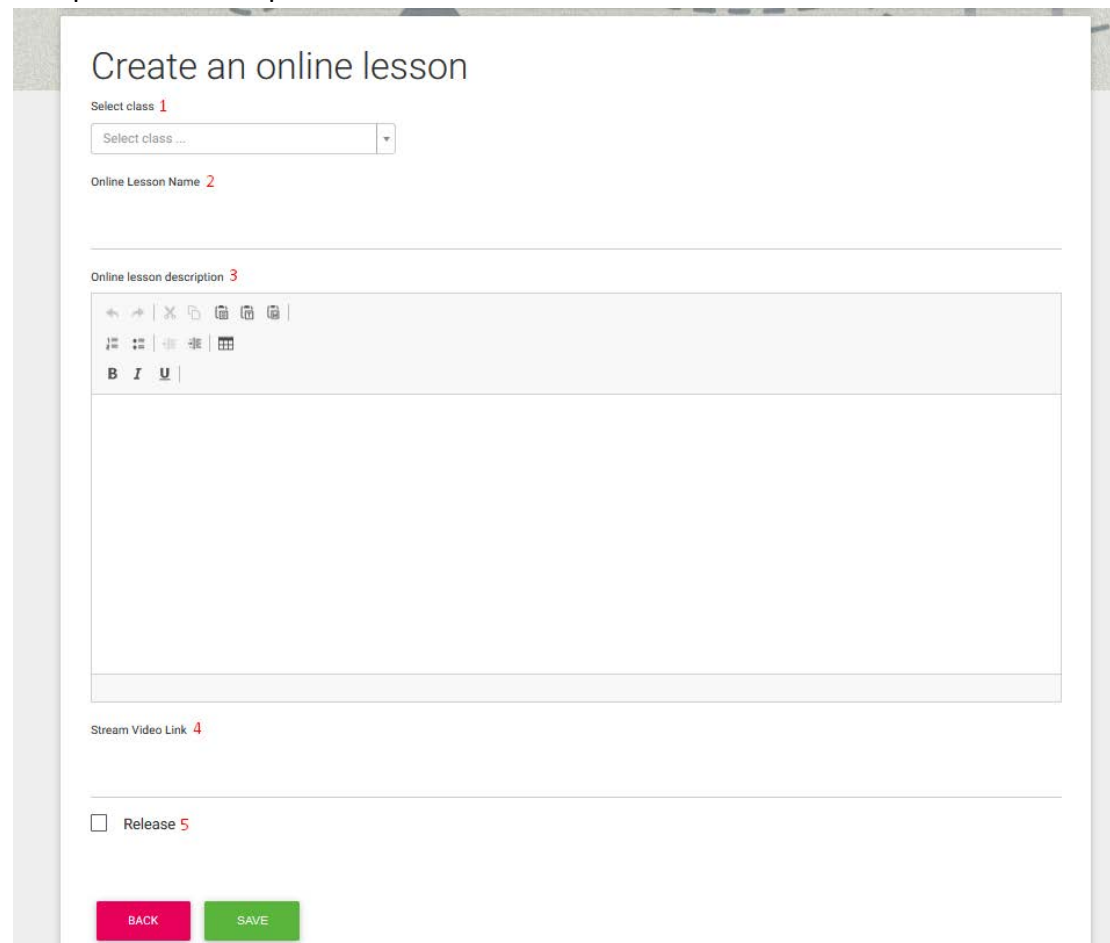
Step 2
Click on the *Create Online Lessons* button below.

Step 3

Complete the form provided

1. Select the class for which you are creating the *Online Lesson*.
2. Type the name of the *Online Lesson* (a characteristic name which helps you identify the specific *Online Lesson*).
3. In the text editor, you can type in the details/description the teleconference platform, you use, provides you with.
4. Insert the link the teleconference platform of your choice provides you with.
5. Click on the *Release* box, if you want to let your teachers and /or students see the *Online Lesson*.

Finally click on the *Save* button to be able to see the *Online Lesson* in your list of created *Online Lessons*.

<u>Step 4</u>

Once you have saved your *Online Lesson*, the platform will re-direct you to the list of created *Online Lessons*. When the time comes for the lesson, click on the *Start* button below to start the online lesson created.

GAMIFICATION

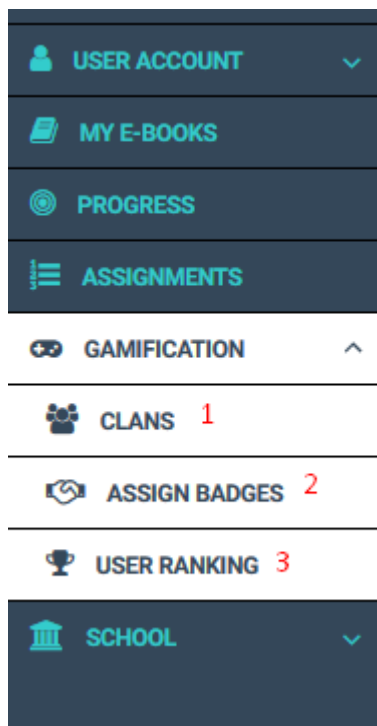If you wish your school to use Gamification, the following steps must be taken:

Go to Dashboard→School Settings→Gamification (3rd tab)→View Gamification→On
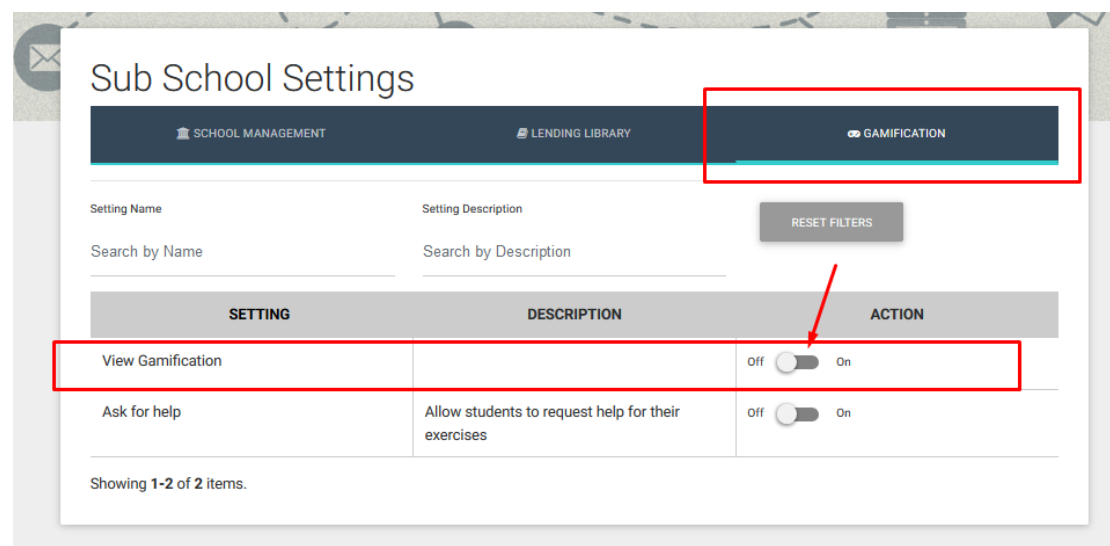
Following activation of Gamification, you will see a change to your Dashboard. It will now look like this:
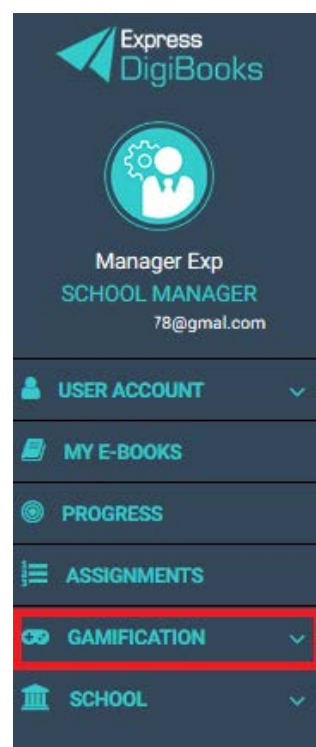
Now you can click on Gamification and open the following menu:

1→Clan management

2→Badge management

3→How students are progressing in the Gamification process

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.

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

Enter the name of the Clan you are creating and then select the Logo for the specific Clan and click on the Create button at the bottom.

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

#	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 2nd button, as shown in the image.

Click on the field to the top left labelled 'Select Student'
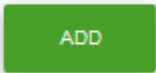
and select the Students you want to belong to that Clan.

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.

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,

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

Finally, click on Assign.

MISSIONS

As School Manager, 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.

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

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 appropiate 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

Then 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.

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

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