



Powered by  Express Publishing

Manual

SCHOOL MASTER

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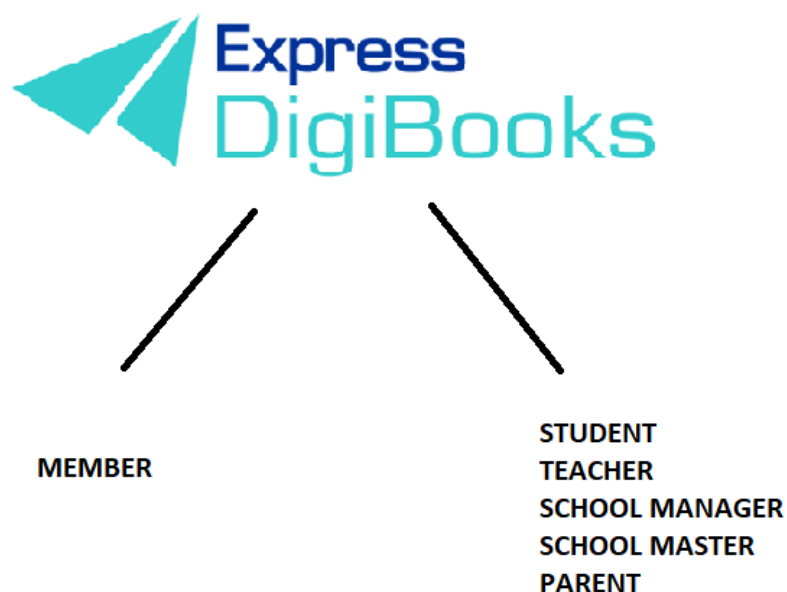
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Description of roles and users

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.

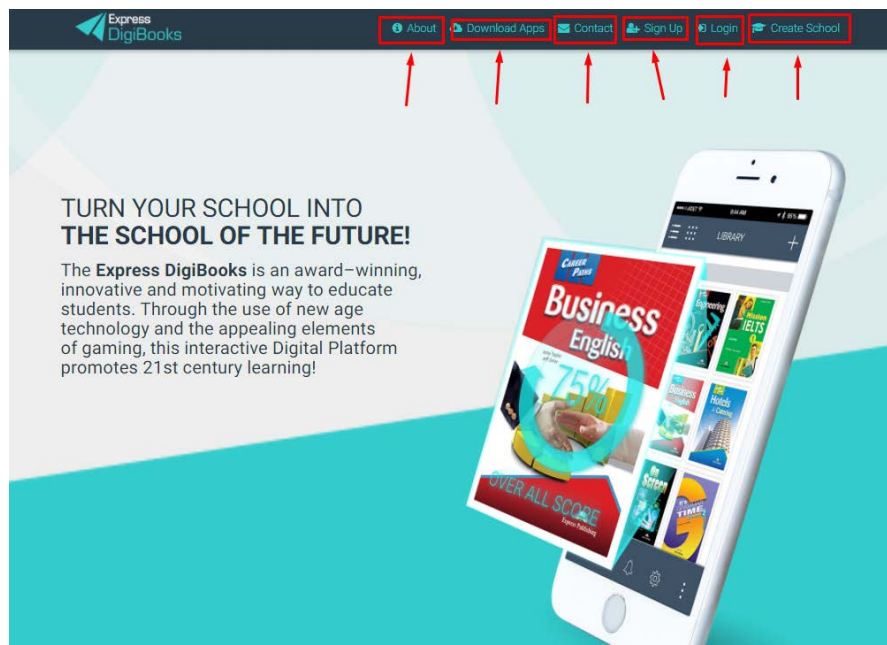
Students attend the school. Their accounts can only be opened by the School Master.

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

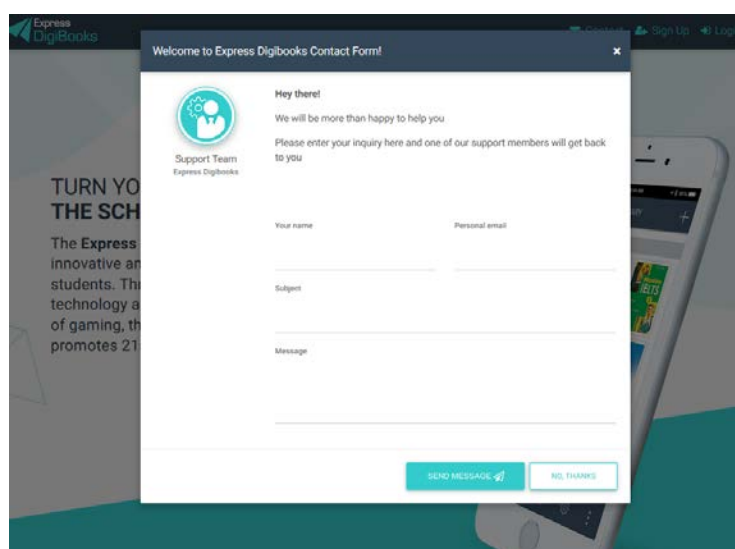
Please visit our website www.expressdigibooks.com and see the home page.

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.



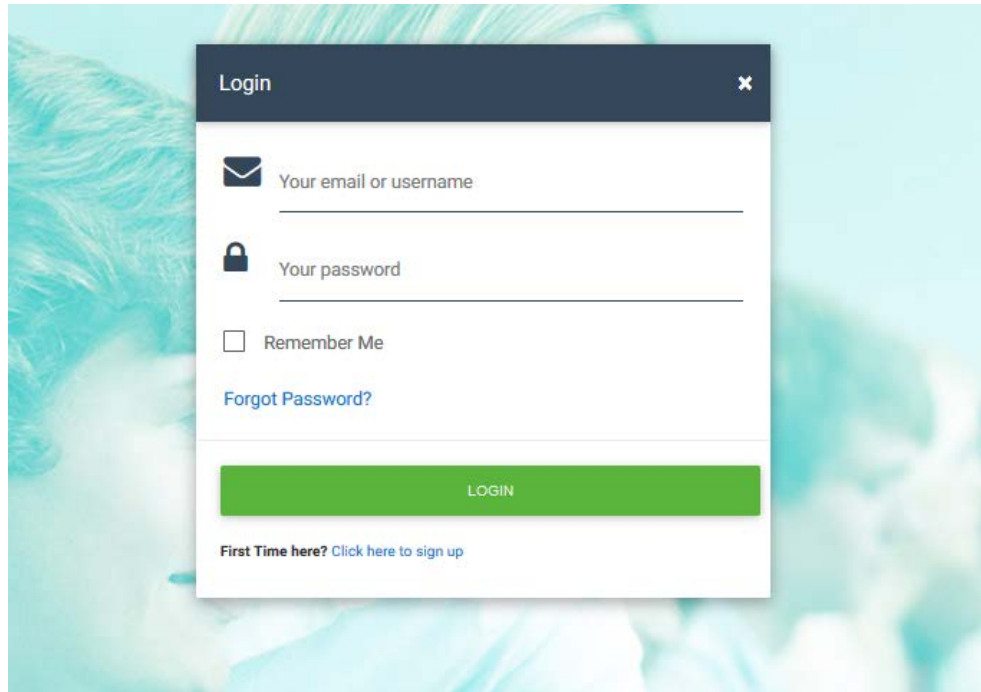
Fill in your name, email, and the subject line. Use the Message section to ask your question or make your comment.

- **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.

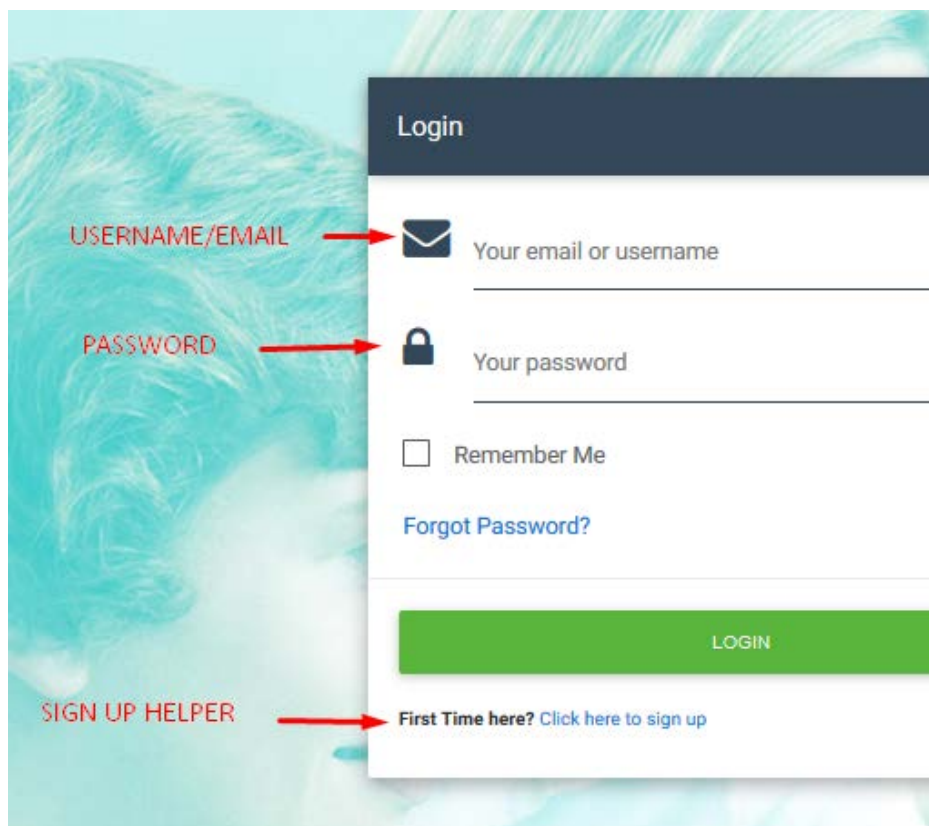
Please fill out all the required fields carefully (those that are written in **bold**). If you forget anything, the platform will send you a reminder in red letters.

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.

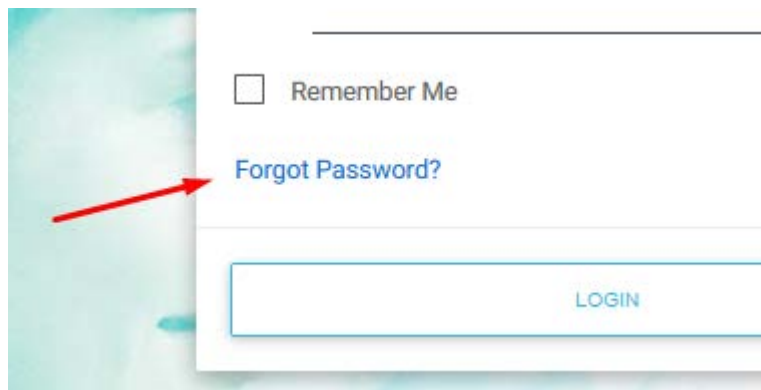
- **Log in:** When you click on Log In, a window will pop up for you to enter your Username and Password (which you will have received by mail), so that you can connect with the platform.



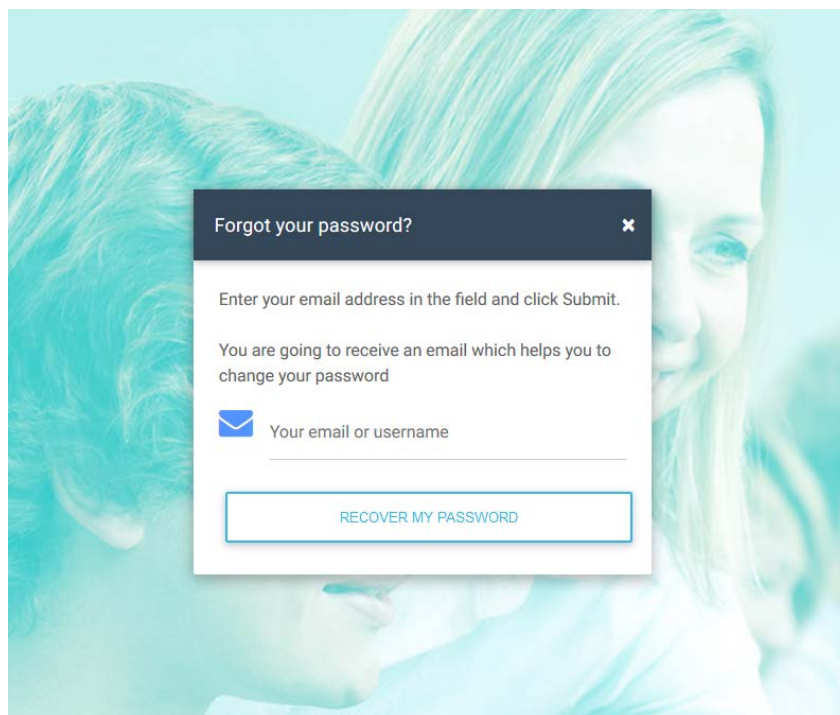
Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button.



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

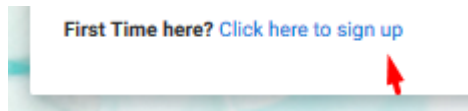


When you click on the button, a new page will appear, where you will be asked to enter your email, so that your password can be sent to you.



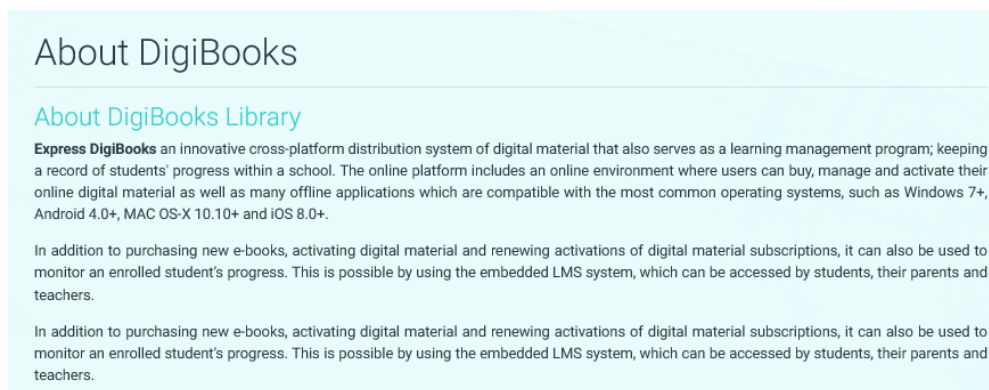
Click Recover My Password and then check your personal email account (e.g. Gmail, Yahoo, Outlook, etc.) where you will find that your Password has been sent to you.

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.

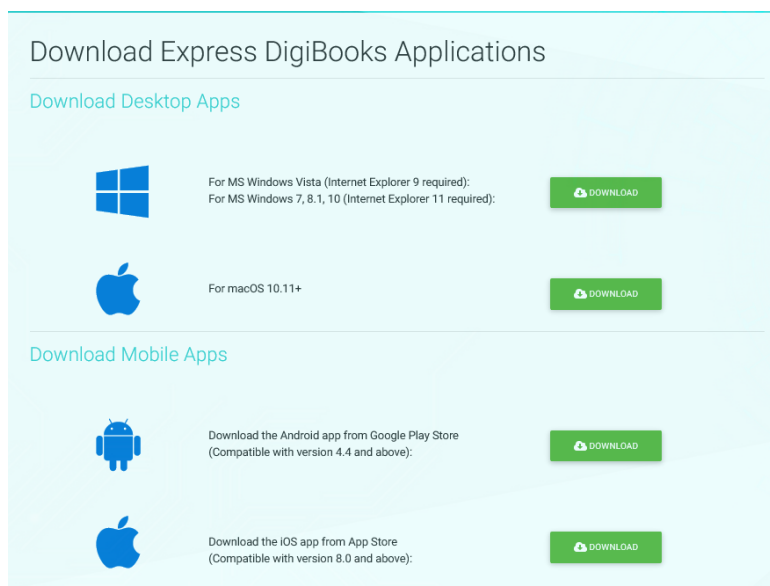


- **Sign Up**

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

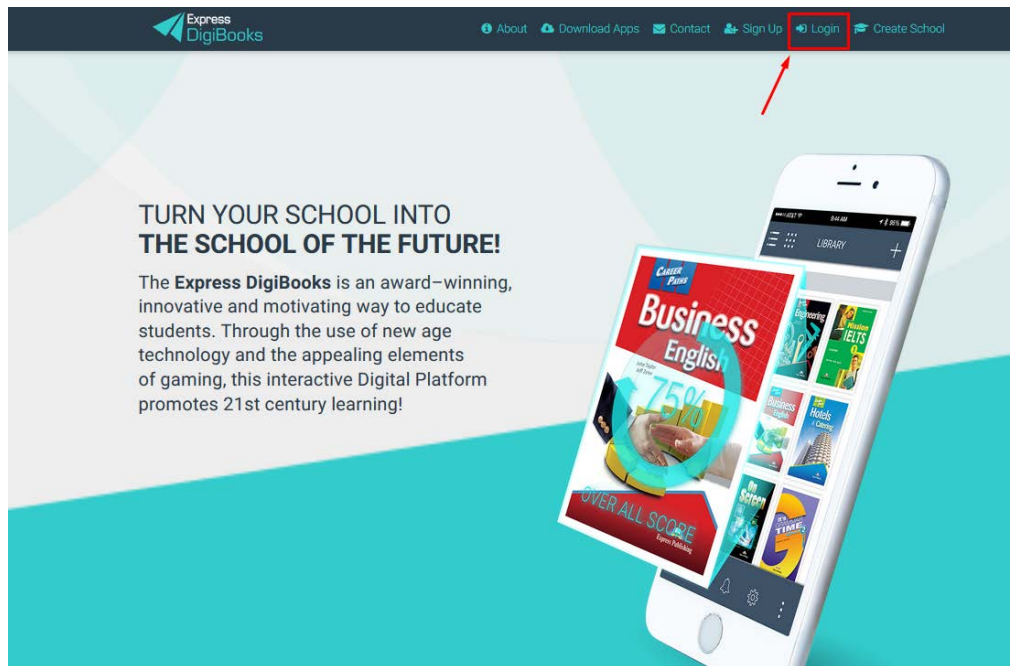
- **Download Apps**

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+.

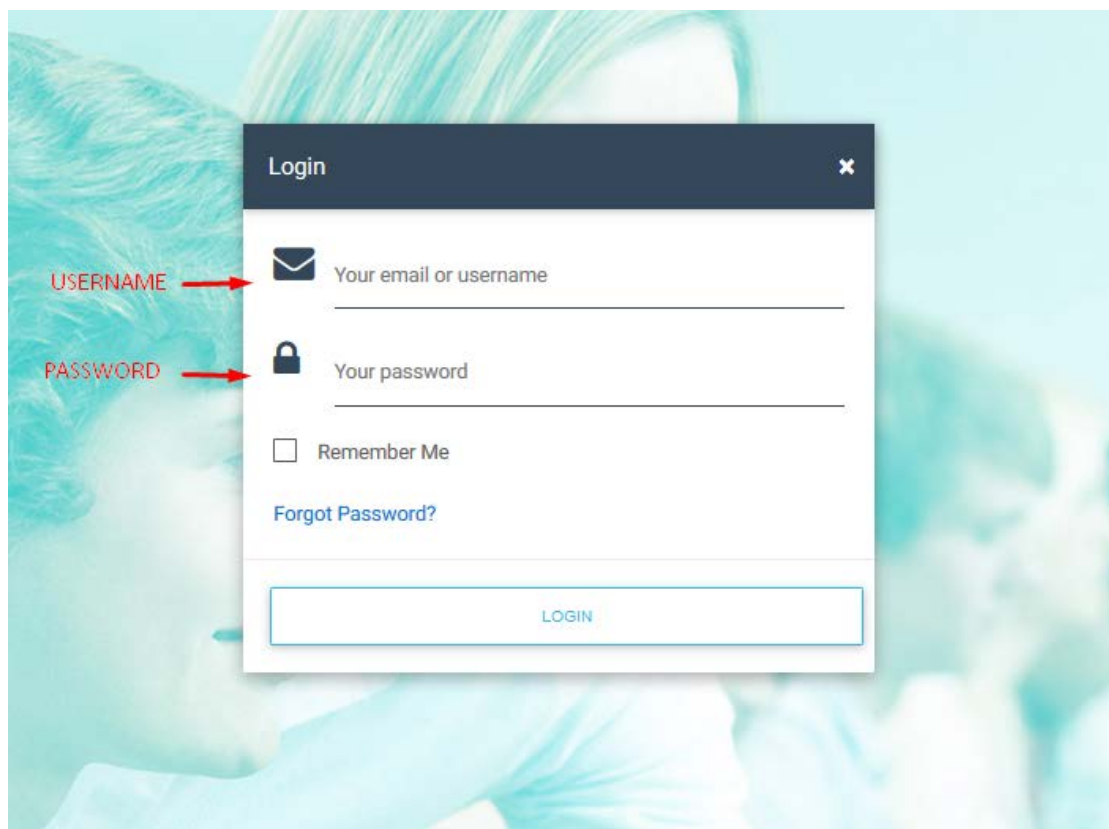


SCHOOL MASTER

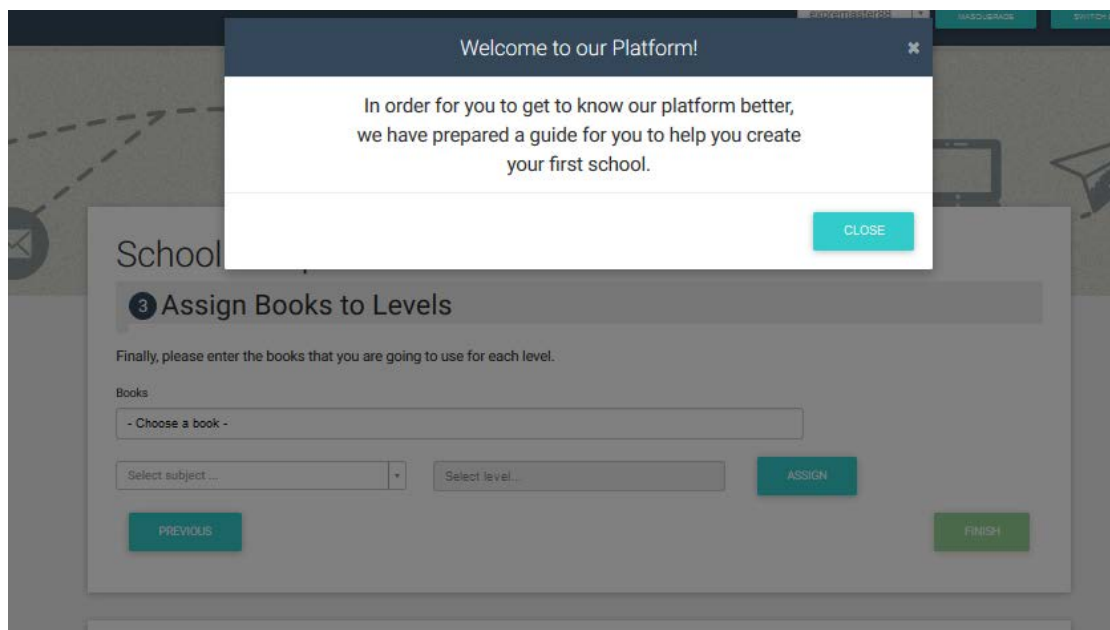
As soon as your registration as School Master has been completed, go to the top right-hand side of the screen and select Log In.



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.

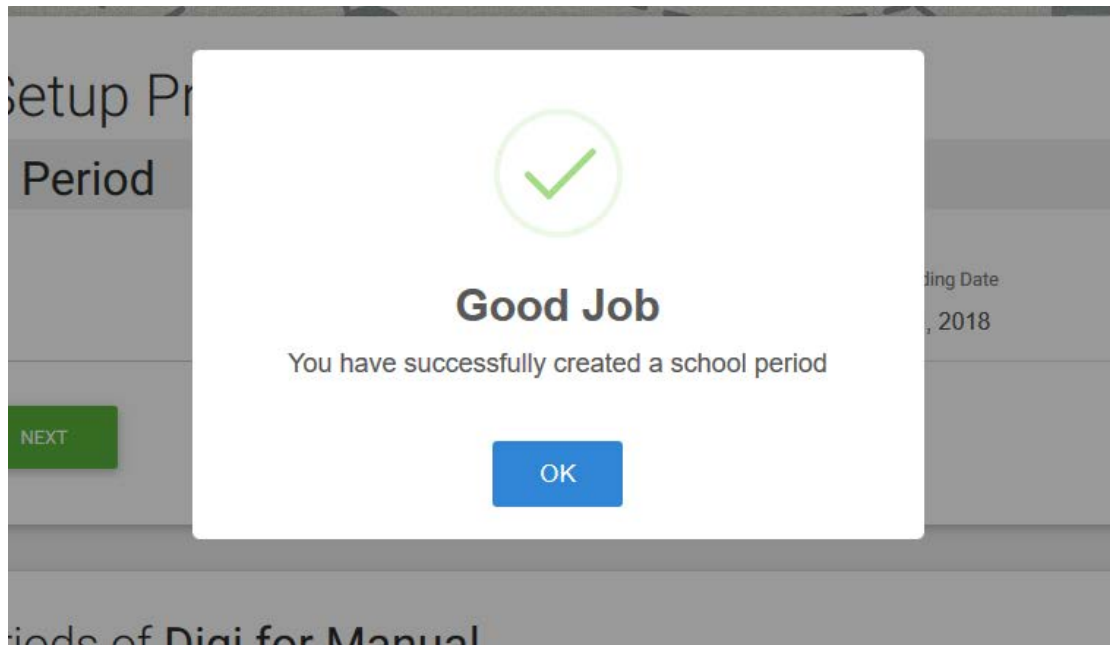
Once you click **Close**, the platform will guide you through the simple steps required to create your first school. This message will only appear until you successfully create your first school.

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.

A screenshot of the 'School Setup Process' window. The title 'School Setup Process' is at the top. Below it, a section titled '1 School Period' is highlighted. The form contains three input fields: 'School Period Name' (with a blue underline), 'Select Starting Date' (with a 'Start date' label), and 'Select Ending Date' (with an 'End date' label). At the bottom of the form are two green buttons: 'SAVE' and 'NEXT'.

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.

A screenshot of the "School Setup" form. The first step is "1 School Period". It has two input fields: "School Period Name" with the value "WINTER-SPRING" and "Select" with the value "11". Below these are two green buttons: "SAVE" and "NEXT". A red arrow points to the "NEXT" button.

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)

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

-Choose a subject-
-Choose a subject-
English
German

PREVIOUS SAVE FINISH

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

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

-Choose a subject-

Levels of subjects

PREVIOUS SAVE FINISH

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

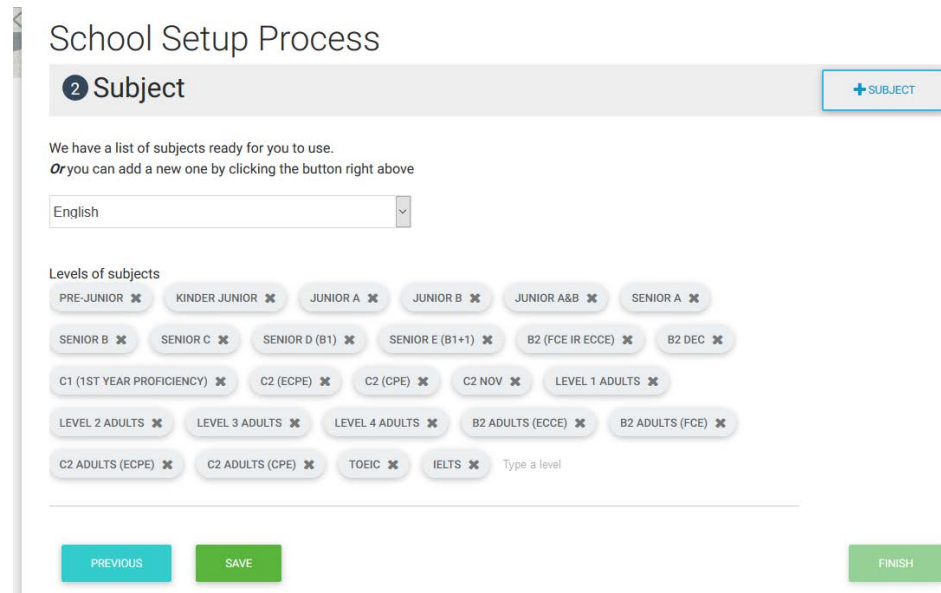
Add new Subject!

Name of Subject

CLOSE ADD SUBJECT

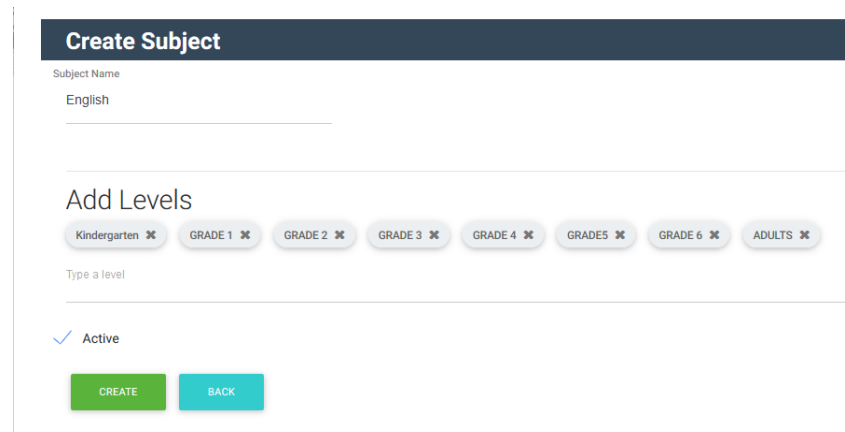
Enter the name of the subject you wish to add and click Add Subject.

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.



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

You can change the appearance in the following way:



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.

Levels of subjects

PRE-JUNIOR ✕ JUNIOR A ✕ 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) ✕ **ADULTS ✕** Type a level

PREVIOUS SAVE FINISH

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.

C2 (ECPE) ✕ **ADULTS ✕** Type a level

PREVIOUS **SAVE**

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

School Setup Process

3 Assign Books to Levels

Finally, please enter the books that you are going to use for each level.

Books

- Choose a book -

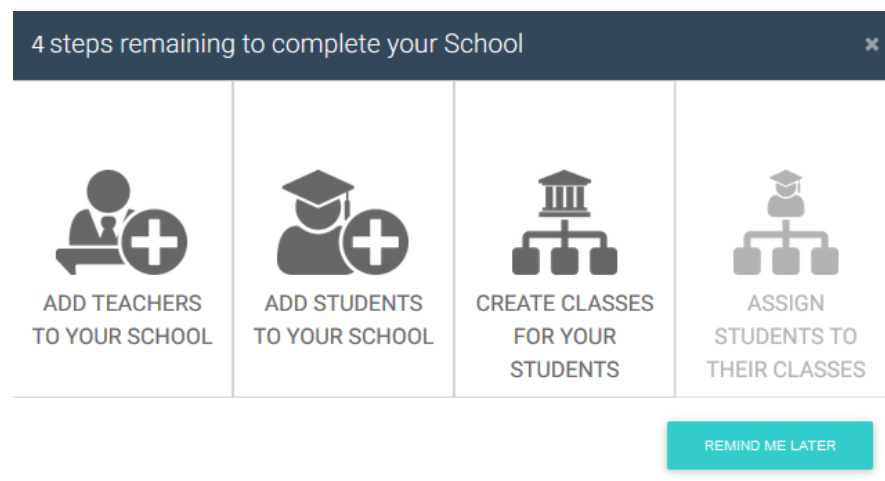
Select subject... Select level... ASSIGN

PREVIOUS FINISH

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

Once you finish, click on Finish.

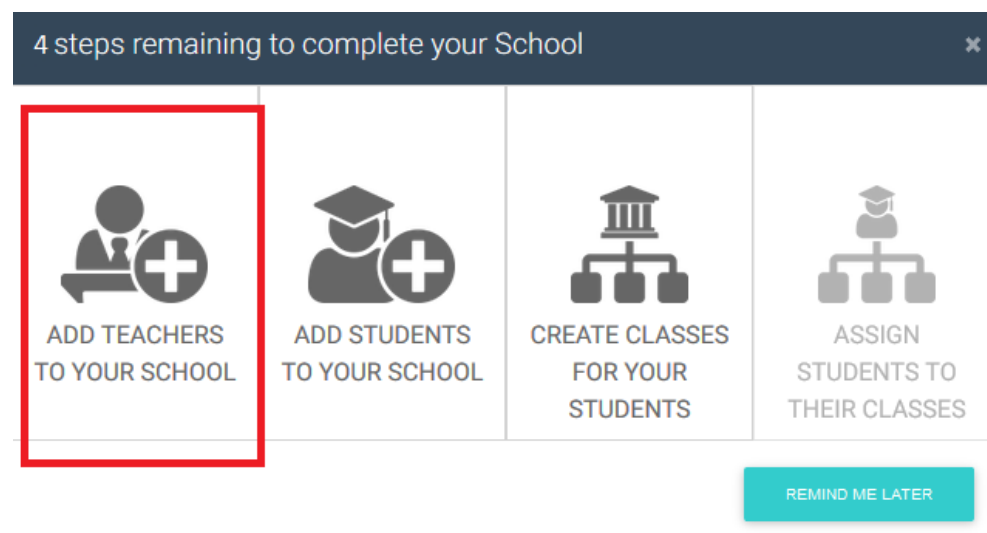
When the process is finished, the following window will open,



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 these buttons, the form is divided into three sections: "Login informations", "Personal informations", and "Contact/Billing information".

Login informations

- Select Levels ...
- Username *
- Password *
- Email *

Personal informations

- First Name *
- Last Name *
- Gender: ☐ 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
- Eurodyct totto@cola
- Zipcode
- City
- County
- Select Country ▼

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.

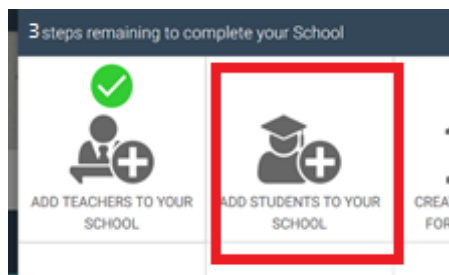
When you have finished creating your Teachers and have clicked on Create, the image below will appear.

The screenshot shows the Express Master School Master interface. At the top left, a green success message box states "Success The user was successfully created". Below this, a user profile card for "Express Master SCHOOL MASTER" is visible. In the center, a progress bar indicates "3 steps remaining to complete your School". The progress bar consists of three steps: "ADD TEACHERS TO YOUR SCHOOL" (marked with a green checkmark), "ADD STUDENTS TO YOUR SCHOOL", and "CREATE CLASSROOMS FOR YOUR SCHOOL". The interface also shows a "Users" section on the left and a "Contact" section on the right.

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.

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



Create New Student

ADD EACH MANUALLY | MASS UPLOAD

Login informations

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

Email/Address 1/2 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.

2 steps remaining to complete your School



ADD TEACHERS
TO YOUR SCHOOL



ADD STUDENTS
TO YOUR SCHOOL


CREATE CLASSES
FOR YOUR
STUDENTS


ASSIGN
STUDENTS TO
THEIR CLASSES

REMIND ME LATER

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.

New Class

Select...

English ▾

Select Level *

Kindergarten

GRADE 1

GRADE 2

GRADE 3

GRADE 4

GRADE 5

GRADE 6

ADULTS

Select School Period * ▾

Basic Information

Class Name *

Active *

Assign Users to this class

Select the students that belong to this class

Select students ...

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

New Class

Select...

English ▾

A Class ▾

Winter ▾

Then fill in the name of the Class.

New Class

Select...

English ▾

A Class ▾

Winter ▾

Basic Information

Class Name *

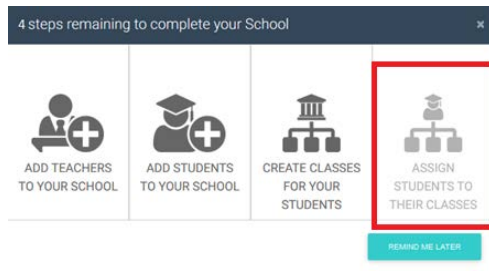
1st Class|

Class Description

Active *

CREATE

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.

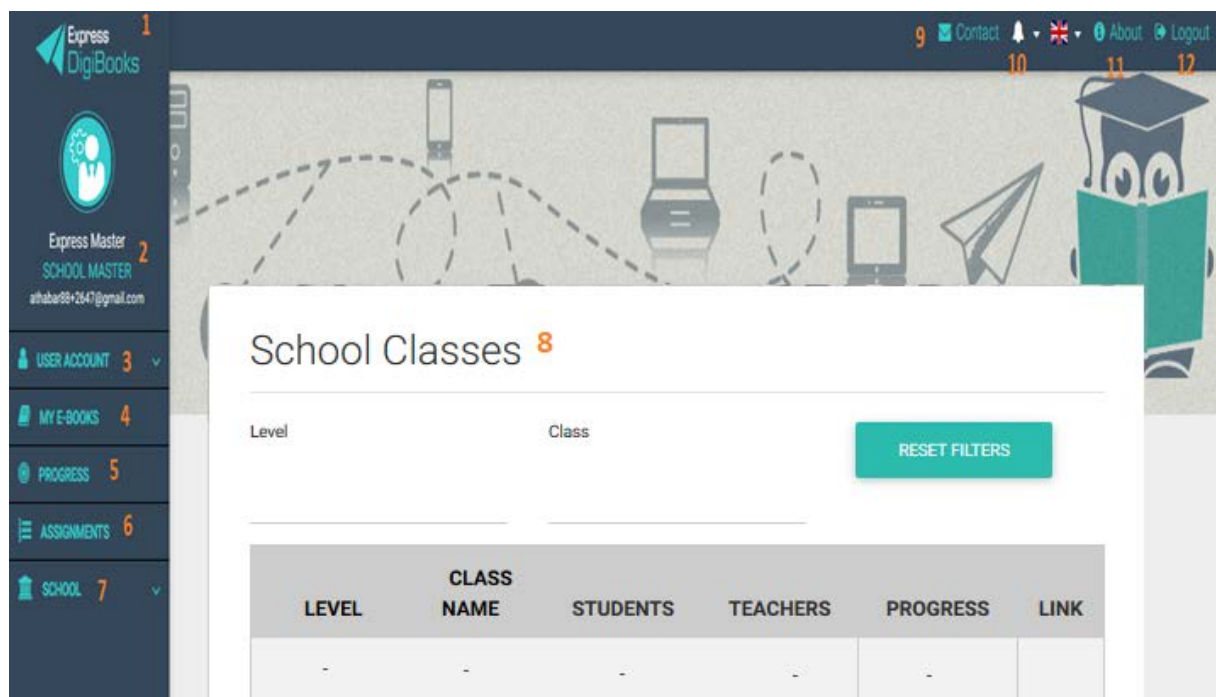
When you click on Select Students, a list appears with all the available Students (who belong to the specific Level) and you select from them to populate the Class you have created.

Finally, click on Create.

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

Note: This pop up assistant will be available until you complete all the steps. Once you have completed all of them the pop up won't appear again.

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

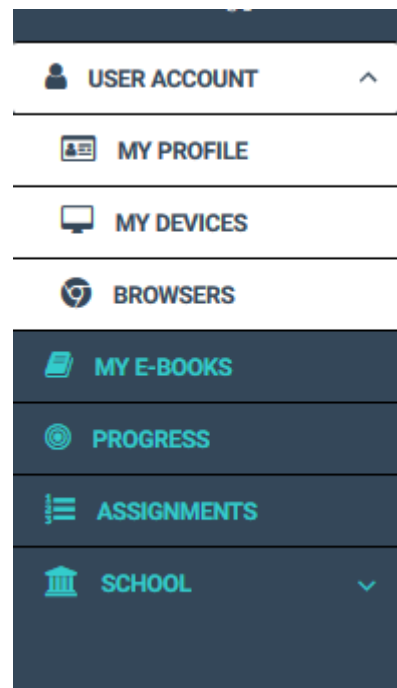
10→Bell: notifications from the platform

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.

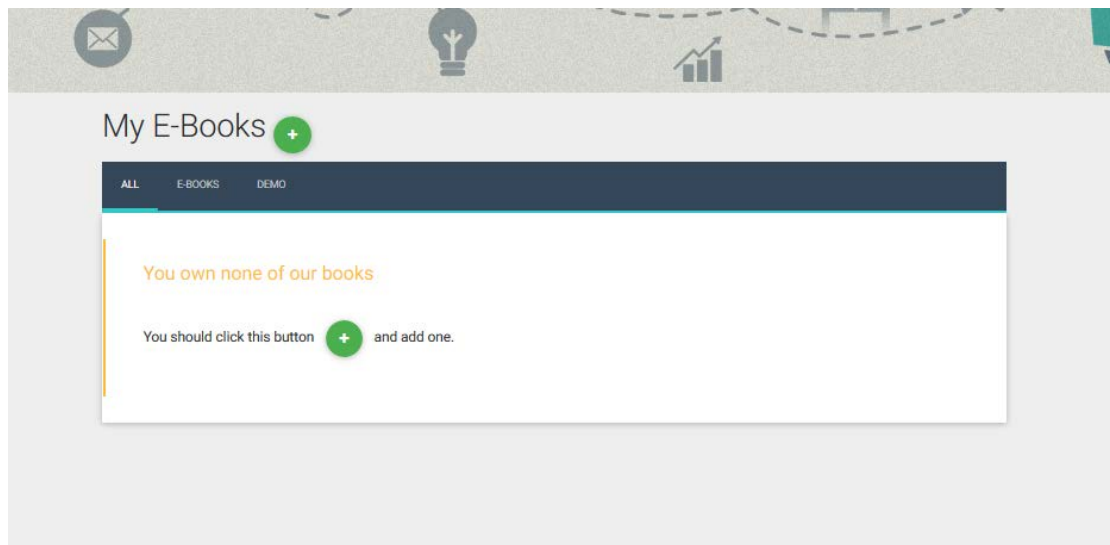
By selecting My Devices or Browsers, users can see which of their devices and which browsers have been connected to the Express DigiBooks platform. You can connect to a maximum of 4 devices at the same time. You can add/remove devices from this menu.

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' page. The title 'My Account' is at the top. Below it is a dark blue header with a white 'PROFILE' label and a user icon. The main content area is divided into sections: 'Update your login information' with fields for 'Email' (express@express.co.uk) and 'Password' (masked with asterisks); 'Personal information' with fields for 'Firstname' (Express), 'Lastname' (Test), 'Fathername' (I), and 'Mothername'; 'Gender' with radio buttons for 'Male' (selected) and 'Female'; and 'Contact Details' with fields for 'Phone' and 'Mobile' (both empty) and 'Phone2' and 'Mobile2' (both empty). There are green horizontal lines under each field.

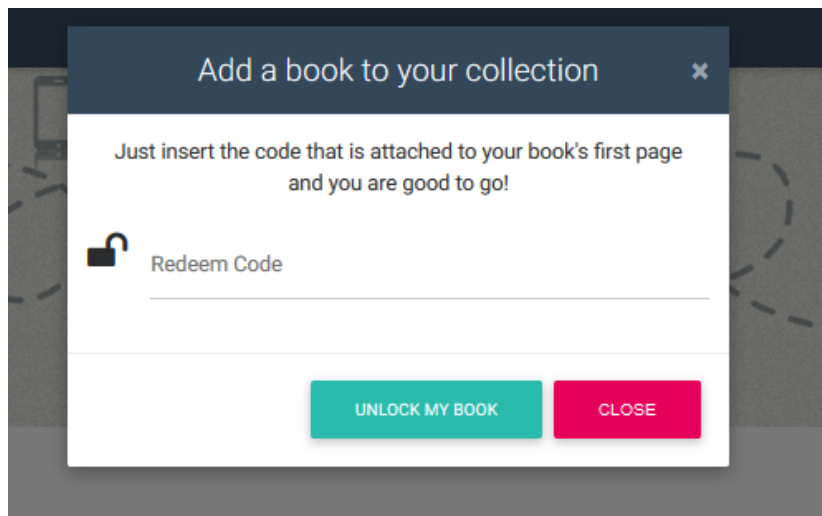
MY E-BOOKS

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

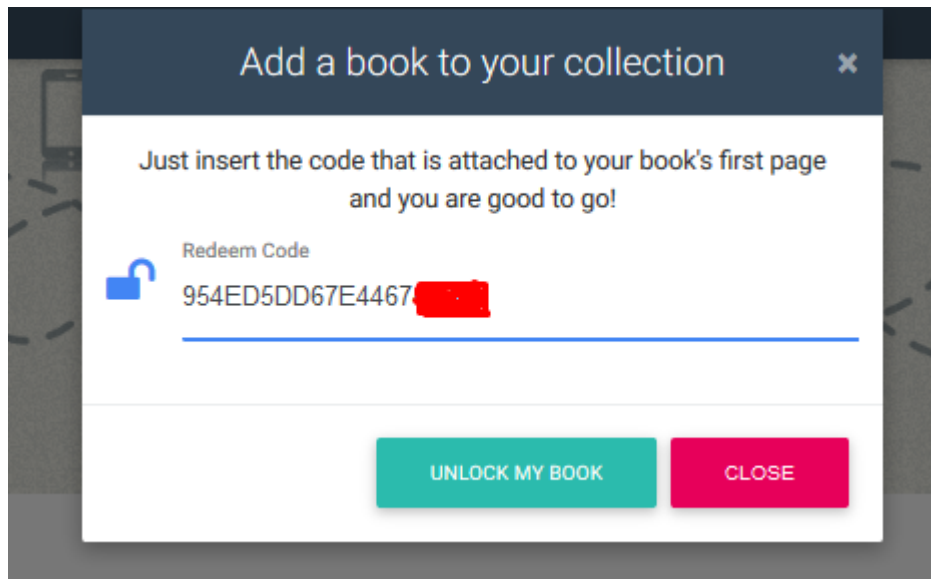


As you can see, there are no books in this account. You have to add your books.

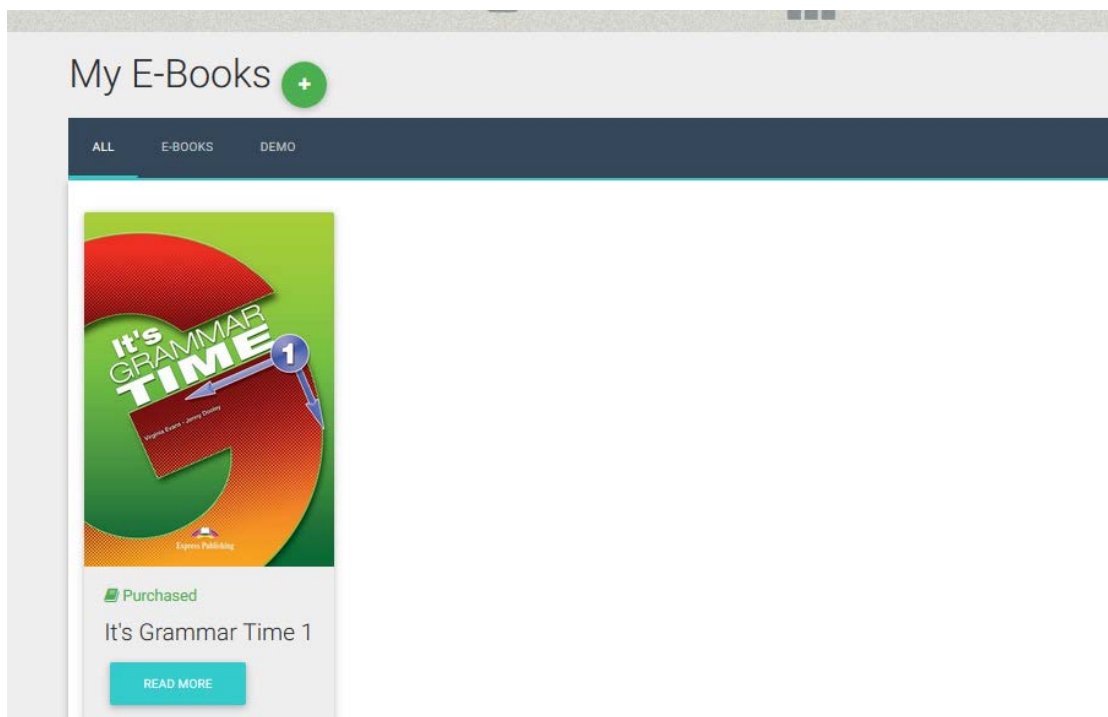
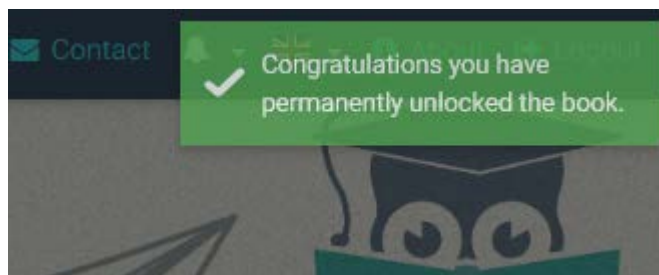
Click on the '+' sign to make this window appear.



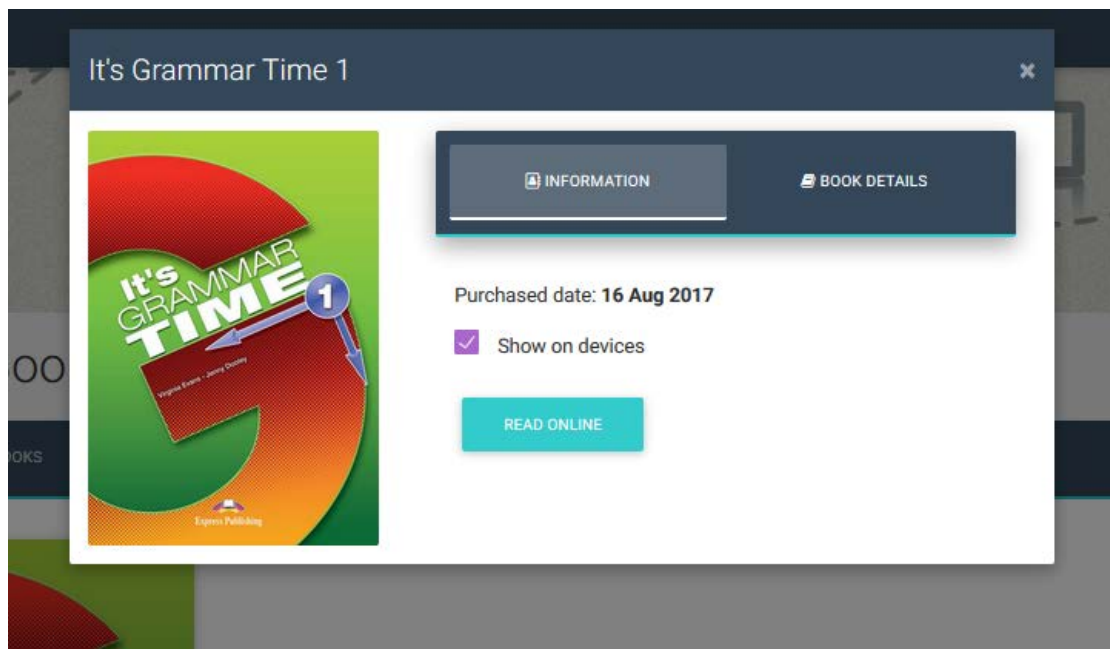
Enter the code that you find on the first page of your book into the field marked 'Redeem Code' and click Unlock My Book.



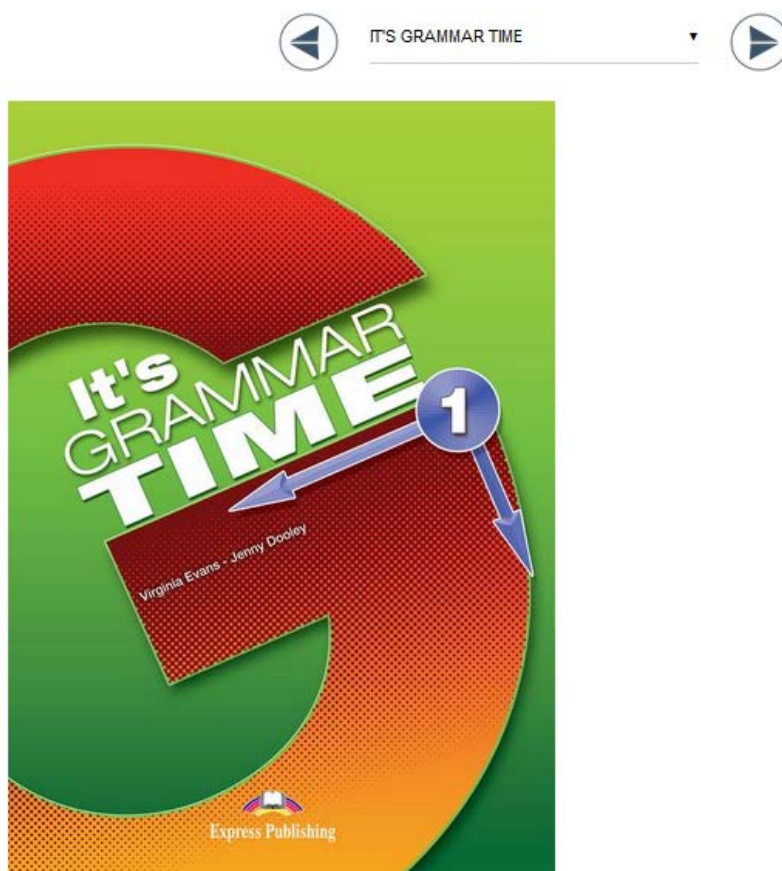
A message confirming successful activation will appear. You now have access to the specific book.



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

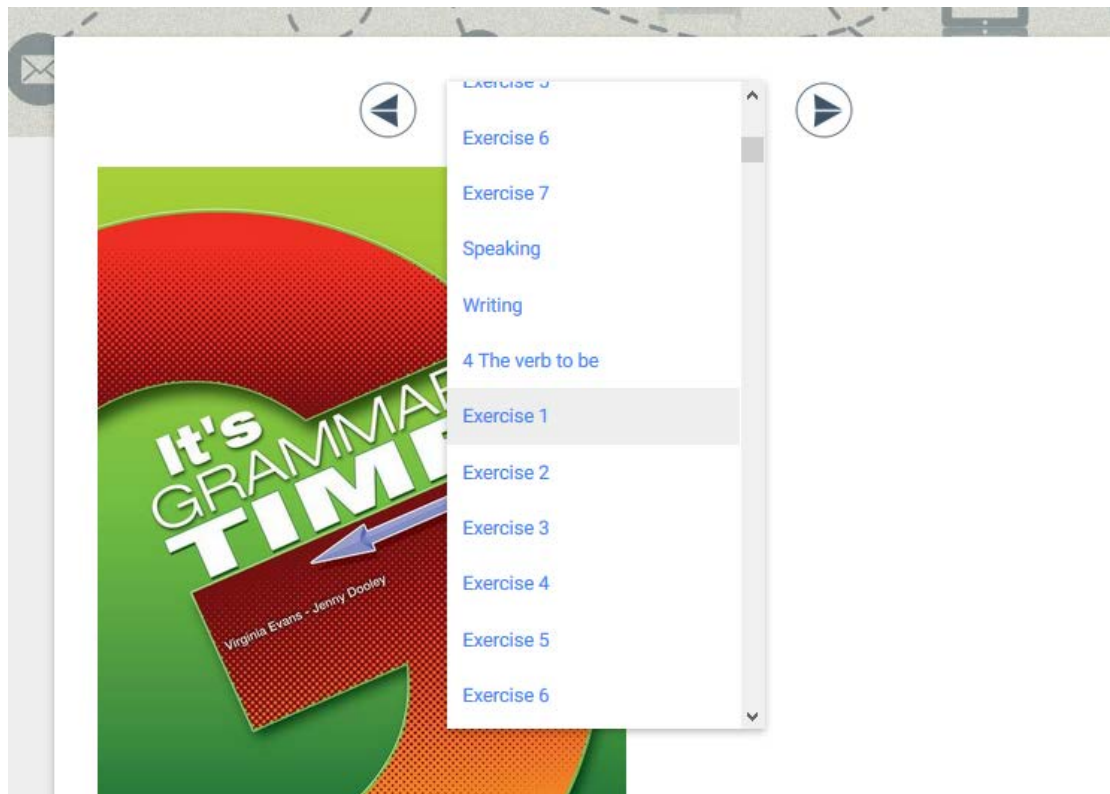


Click on Read Online to open your book.



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)

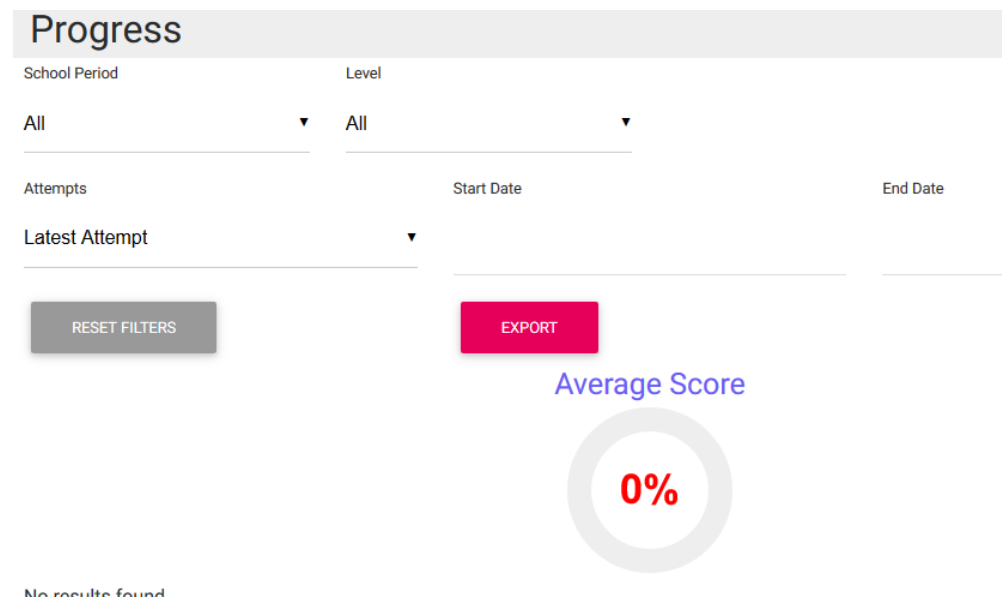
Use can use this option to assign activities to the Classes you have created.

A screenshot of a web form titled 'Assign activity to class'. At the top right of the form are three circular buttons: 'Check' (blue), 'Try Again' (purple), and 'Reset' (yellow). Below these buttons is a horizontal scrollbar. The form contains the following fields: 'Level' with a dropdown menu currently showing 'PRE-JUNIOR'; 'Lesson Name' with a dropdown menu showing 'Select Lesson'; 'Deadline Date' with an empty text field; and 'Deadline Time' with an empty text 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 or a CSV 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.

✕

Daily Report

[illegible]

SCHOOL

GAMIFICATION
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

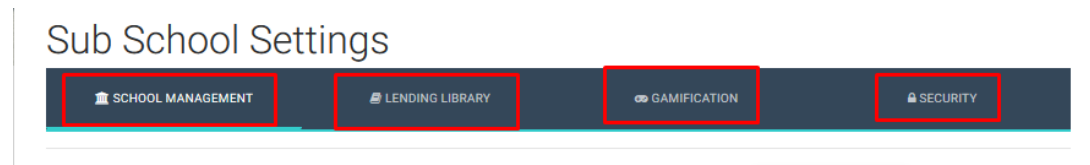
There are some general settings available for the School, many of which are to do with how the School functions, but there are some that relate to users. The School Master can activate or deactivate these functions.

Sub School Settings

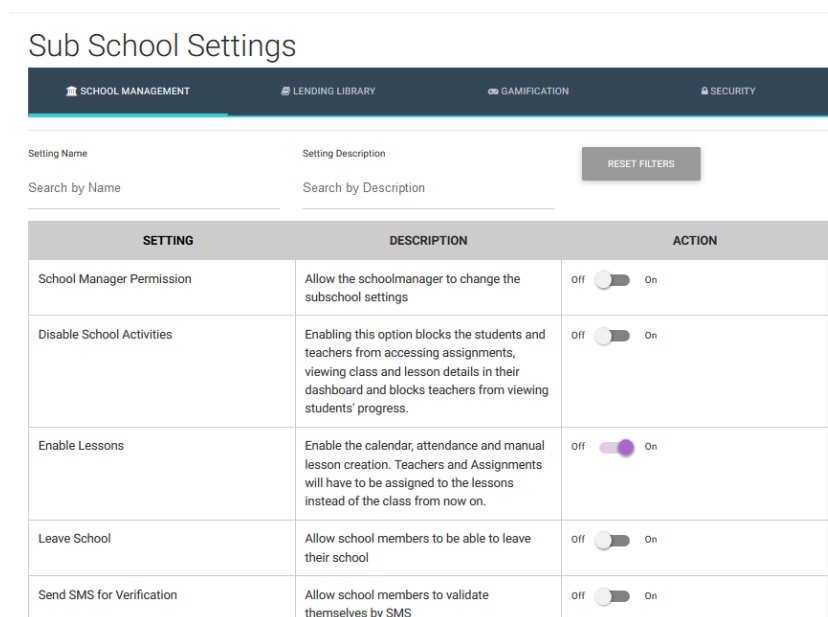
SCHOOL MANAGEMENT		
LEARNING LIBRARY		
GAMIFICATION		
SECURITY		
Setting Name	Setting Description	RESET FILTERS
Search by Name	Search by Description	
SETTING	DESCRIPTION	ACTION
School Manager Permission	Allow the schoolmanager to change the subschool settings	OFF <input type="checkbox"/> ON
Disable School 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
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"/> 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:

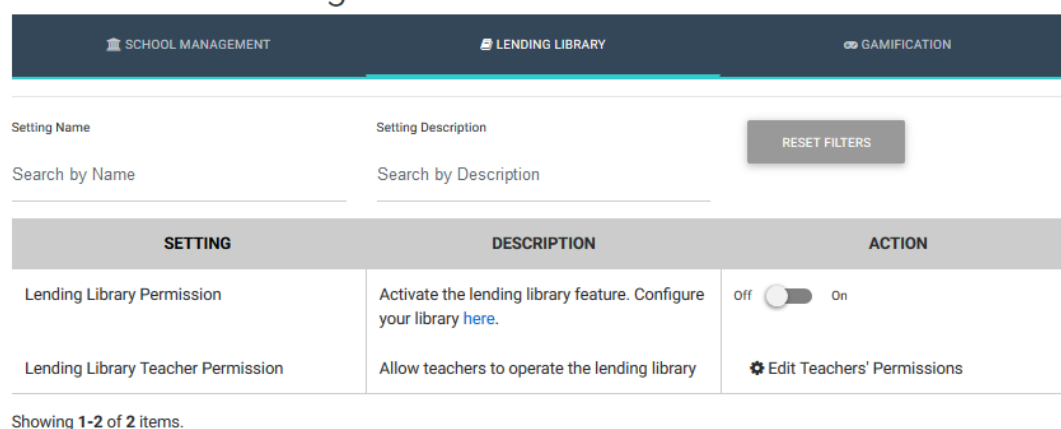


On the first tab, you can decide what permissions you give your School Managers, Teachers and Students. You can also activate the Lesson, Testlogs, Scoresheets and Messages. (These will be explained later)



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



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

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.

2. ANNOUNCEMENTS

Click on Create Announcement

Create Announcement

Class

Entire School

Announcement Subject

Announcement Category

Optional

Start

End

Priority

Optional

Optional

Medium

CREATE

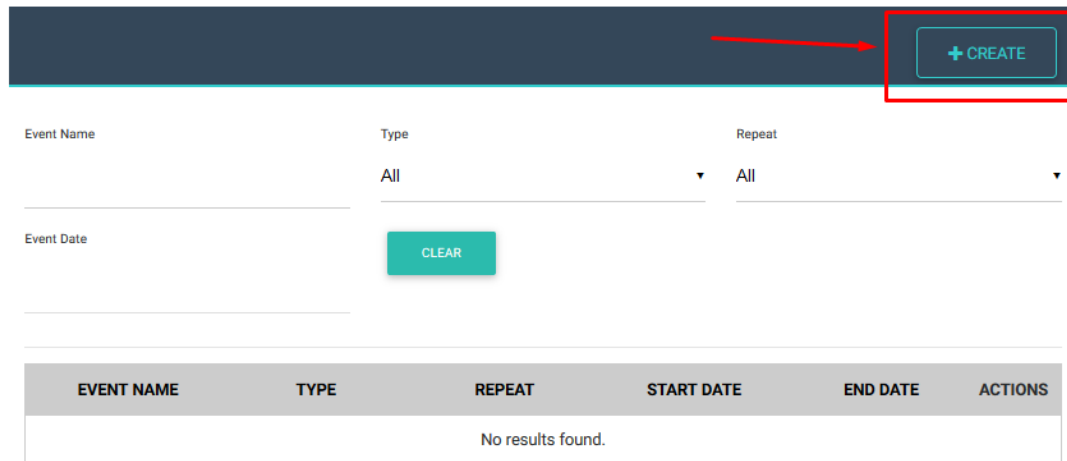
32

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

All

All

Event Date

CLEAR

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

The following page will appear:

Create Event

Event Name ¹

Color ²

Event Description ³

Type ⁴

Repeat ⁵

Event

No

Eventstartdate ⁶

Start Time ⁷

00:00

Eventenddate ⁸

End Time ⁹

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

Christmas Holidays

Color

#ff0000

Event Description

Celebration of Christmas

Type

Holiday

Repeat

Yearly

Eventstartdate

2017-12-22

Start Time

00:00

Eventenddate

2018-01-07

End Time

23:59


CREATE


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

DAY WEEK MONTH						
December 2017						
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

 LIST VIEW + CREATE


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.



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

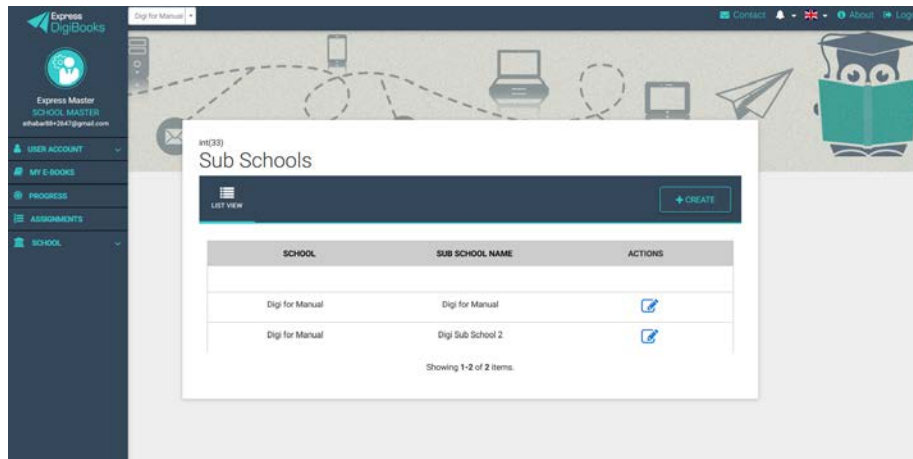
☐ Active


CREATE

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

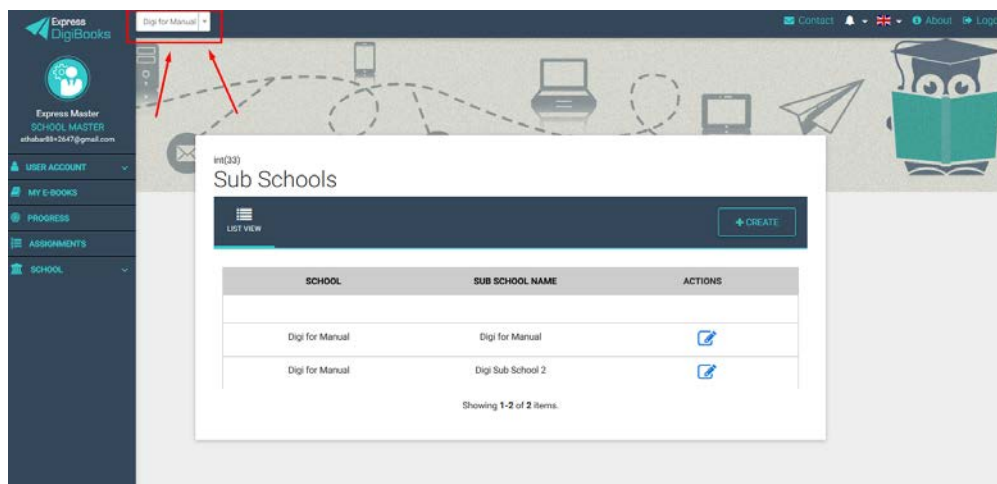
Be careful! To create each Sub-School, you must follow the steps already given in this manual. You must create Levels, Lessons, Teachers, Students, Classes, Classrooms, etc., from the beginning.

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

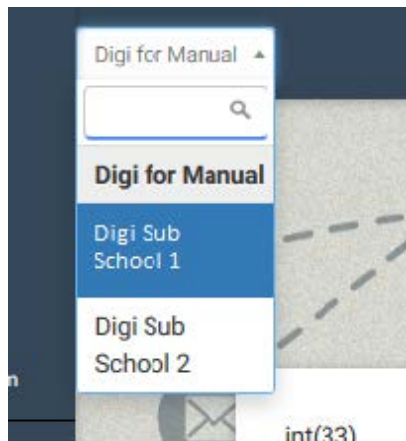


There is now a list with all the Sub-Schools that you have available to you, as well as the blue icon  , which will allow you to edit the details of each Sub-School.

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.

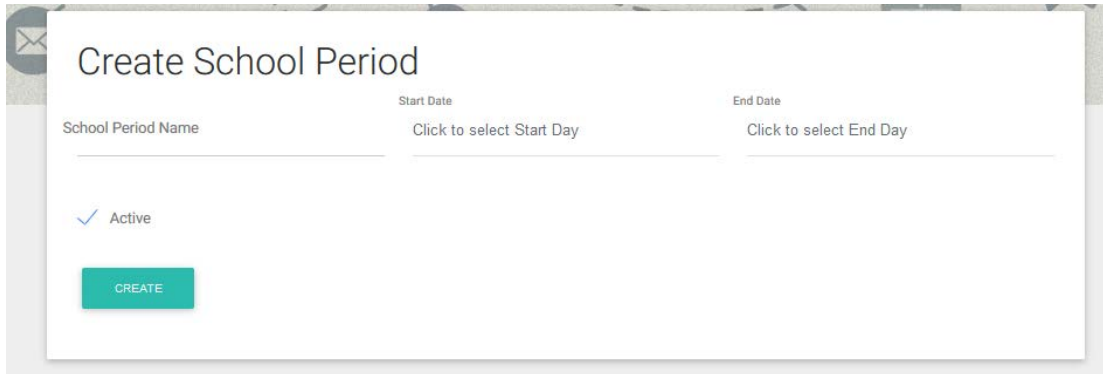
5. SCHOOL PERIODS

 A screenshot of a web application interface titled 'School Period'. The interface has a dark blue header bar with a 'LIST VIEW' toggle and a '+ CREATE' button. Below the header, there are three search filters: 'Search by School Period', 'Start Date', and 'End Date'. Each filter has a corresponding input field. Below the filters, there are 'SEARCH' and 'CLEAR' buttons. The main content area features a table with the following columns: 'SCHOOL PERIOD NAME', 'START DATE', 'END DATE', 'ACTIVE', 'SEMESTERS', and 'ACTIONS'. The table contains one row with the data: 'Xeimerini', '15 Sep 17', '15 Jun 18', 'Yes', '1', and three action icons (edit, calendar, delete). Below the table, it says 'Showing 1-1 of 1 item.'

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

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.



Create School Period

School Period Name Start Date Click to select Start Day End Date Click to select End Day

☒ Active

CREATE

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 Start Date End Date

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

SEARCH **CLEAR**

SCHOOL PERIOD NAME	START DATE	END DATE	ACTIVE	SEMESTERS	ACTIONS
Xeimerini	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 NEWREMOVE

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 NEWREMOVE

ns

Classroom Description

ns / Classroom Faculties

☐ Computer

☐ Aircondition

☐ Projector

☐ WIFI

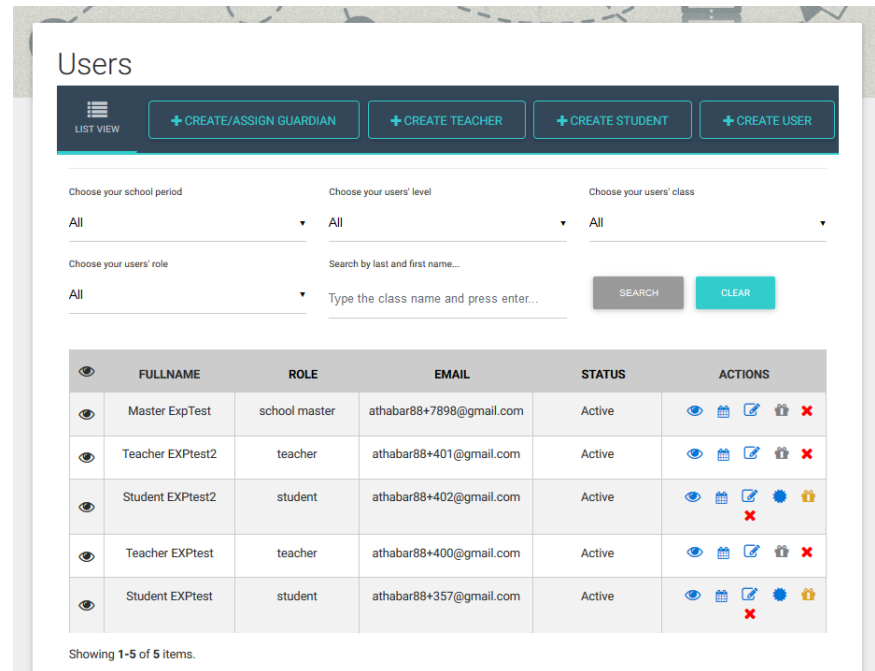
☐ HiFi

boardtype

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



Users

LIST VIEW

+ CREATE/ASSIGN GUARDIAN + CREATE TEACHER + CREATE STUDENT + CREATE USER

Choose your school period: All

Choose your users' level: All

Choose your users' class: All

Choose your users' role: All

Search by last and first name... Type the class name and press enter... SEARCH CLEAR

	FULLNAME	ROLE	EMAIL	STATUS	ACTIONS
	Master ExpTest	school master	athabar88+7898@gmail.com	Active	Eye, Calendar, Edit, Delete, Add
	Teacher EXPtest2	teacher	athabar88+401@gmail.com	Active	Eye, Calendar, Edit, Delete, Add
	Student EXPtest2	student	athabar88+402@gmail.com	Active	Eye, Calendar, Edit, Delete, Add
	Teacher EXPtest	teacher	athabar88+400@gmail.com	Active	Eye, Calendar, Edit, Delete, Add
	Student EXPtest	student	athabar88+357@gmail.com	Active	Eye, Calendar, Edit, Delete, Add

Showing 1-5 of 5 items.

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

UPLOAD

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

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.

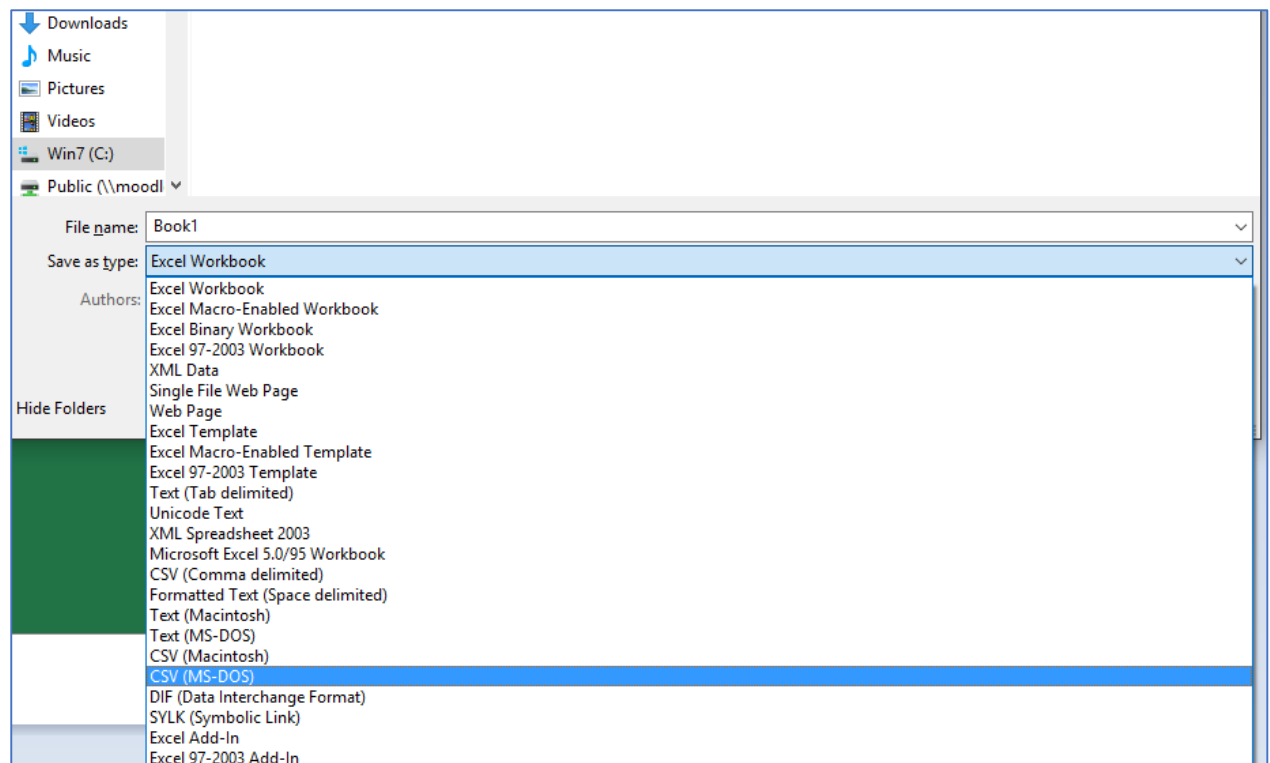
- Column D contains the sex of the new user.

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

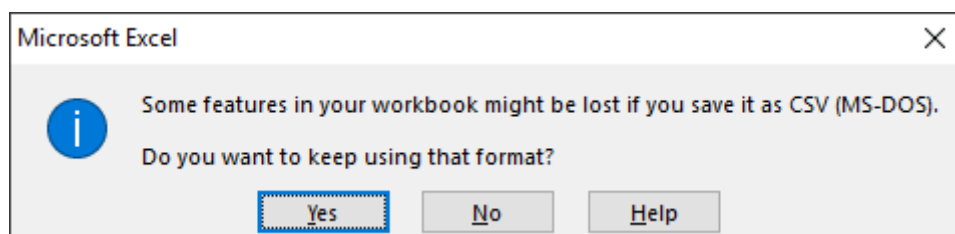
A large number of users can be input in this way.

Clipboard					
Font					
Alignment					
Number					
Styles					
Cells					
Editing					
A1	EMAIL				
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.

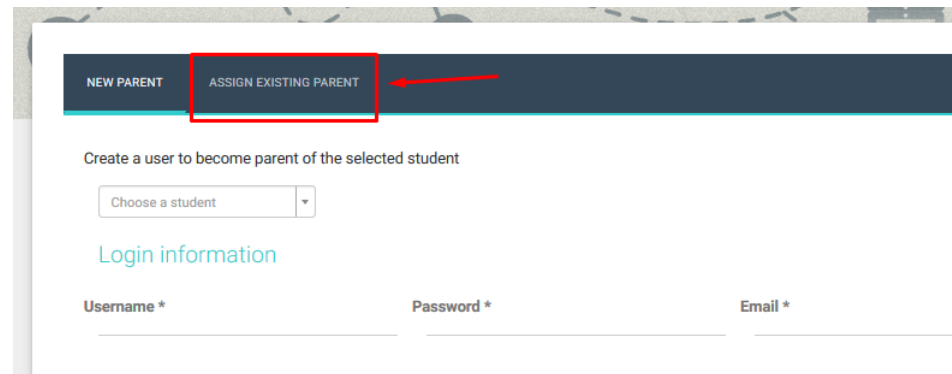
Select Create/Assign Guardian, above left.

A 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.



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

Tags ³

Type ⁴

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

Tags

Type

Scoresheet Name

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](#)

Class	A1
Teacher	EXPTest Teacher
Scoresheet Tag	It's Grammar Time 1
Created	2017-11-20 13:07:42
Created by	ExpTest Master
Printed	Manager has not printed yet
Printed by	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	<div>1 2 3 4 5</div>

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 SCORESHEETSCORESHEET'S TAGSCREATE 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

Semester

Select Semester

You can configure your semesters [here](#)

☐ Show Gamification Report

CREATE REPORT

Students

Select Students

Report Title

Optional

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

Level

A Class

Semester

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

You can configure your semesters [here](#)

☒ Show Gamification Report

CREATE REPORT

Students

studentexp2 × studentexp ×

Report Title

Optional

		1 / 3				75% ▾					
--	--	-------	--	--	--	-------	--	--	--	--	--

ThanosTest

Mak 3

Phone Num.: 123

Date: 20/11/2017

Semester Report

Full Name: Student Exptest

Level: A Class

Classes: A1

Teachers: Teacher Exptest

Test

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

Oral

Lesson	Oral 1
It's Grammar Time 1	20
Right On! 1	20
Average grade	20

FINAL GRADE	19.6
--------------------	-------------

Absences

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

<div style="display: flex; align-items: center;"> DIGIBOOK 84.2/100 </div>
<div style="display: flex; align-items: center;"> MISSIONS ★ 9 </div>
<div style="display: flex; align-items: center;"> RANKING <div style="flex-grow: 1; text-align: center; font-weight: normal;">BRONZE SILVER GOLD PLATINUM DIAMOND</div> </div>

Comments:

.....

.....

Guardian's Signature

12. MESSAGES

Inbox

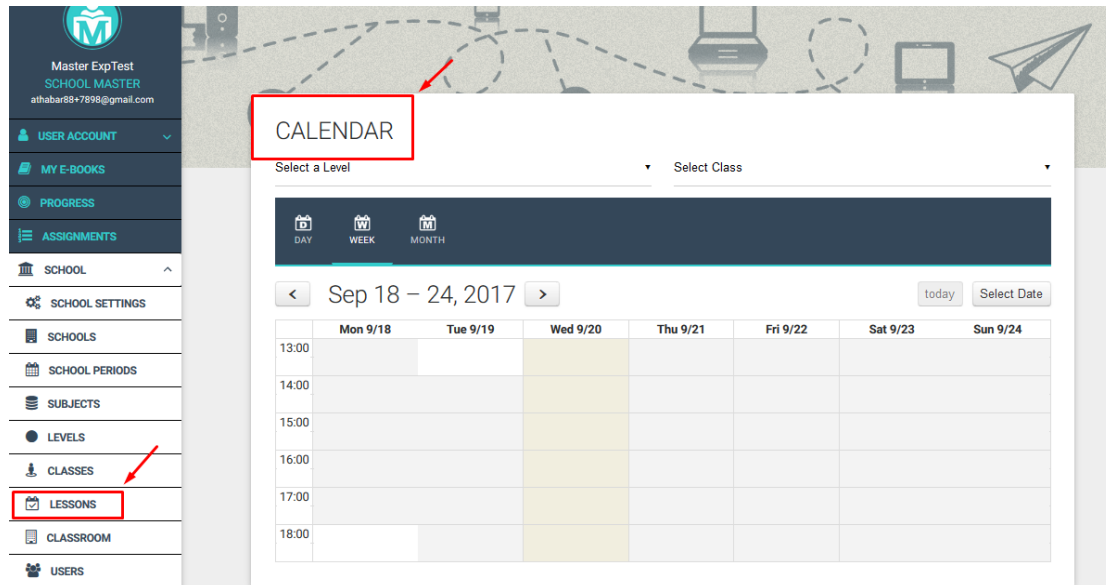
49

*LESSONS

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

Click On and refresh the page.

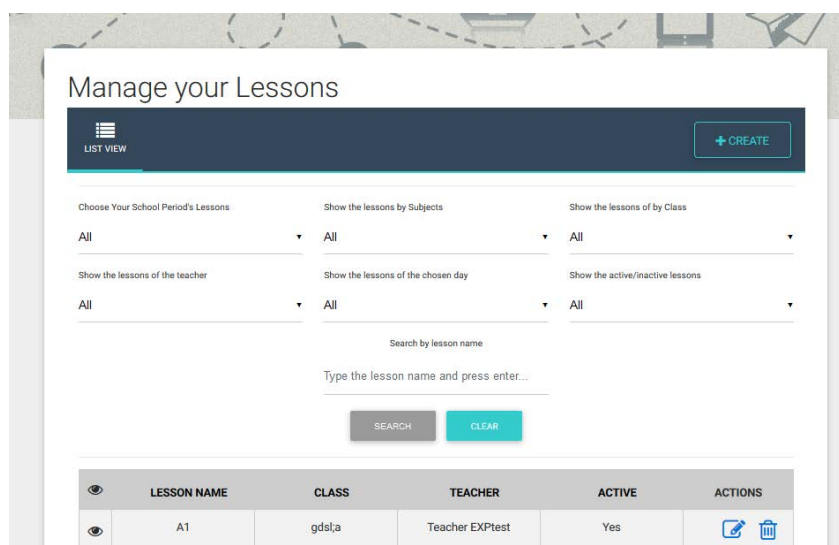
When the page has finished refreshing, you will see that below School there is the Lessons option. The Calendar will also appear on the main page.



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.

The screenshot shows a 'New Lesson' form with the following elements and annotations:

- 1**: School Period (dropdown menu)
- 2**: Select subject (dropdown menu)
- 3**: Select Level (dropdown menu)
- 4**: Select Class (dropdown menu)
- 5**: Select Teacher (dropdown menu)
- 6**: Select Classroom (Optional) (dropdown menu)
- 7**: Select a Book (Optional) (dropdown menu)
- 8**: Lesson Name (text input)
- 9**: Lesson Description (text input)
- 10**: None (dropdown menu for Date of Lesson)
- 11**: Start Time (text input)
- 12**: Duration (min) (text input, currently 50)
- 13**: Repeated (checkbox)
- 14**: CREATE button

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

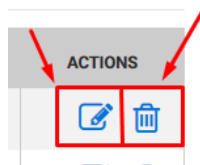
12→ How long it lasts

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

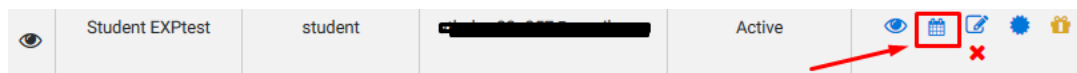
14→ Click on Create to create the Lesson

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.

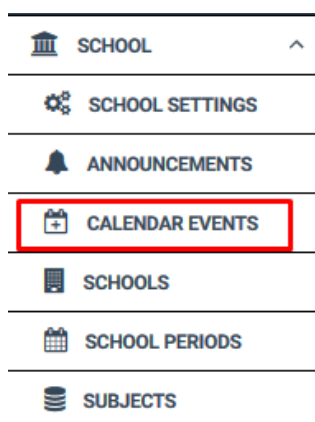


Furthermore, if you have activated the Lessons function, you can print each student's programme. Go to School→ Users and click on the icon that you see in the picture below.



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.

Calendar Events

+ CREATE

Event Name

Type

Repeat

All

All

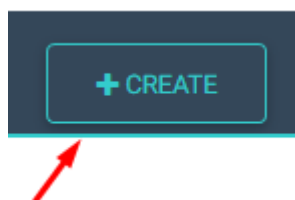
Event Date

CLEAR

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.

Click on Create at the upper right of the screen.



You will be taken to the following page.

Create Event

Event Name 1

Event Description 2

Type 3

Repeat 4

Event

Eventstartdate 5

Start Time 6

Eventenddate 7

End Time 8

CREATE

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.

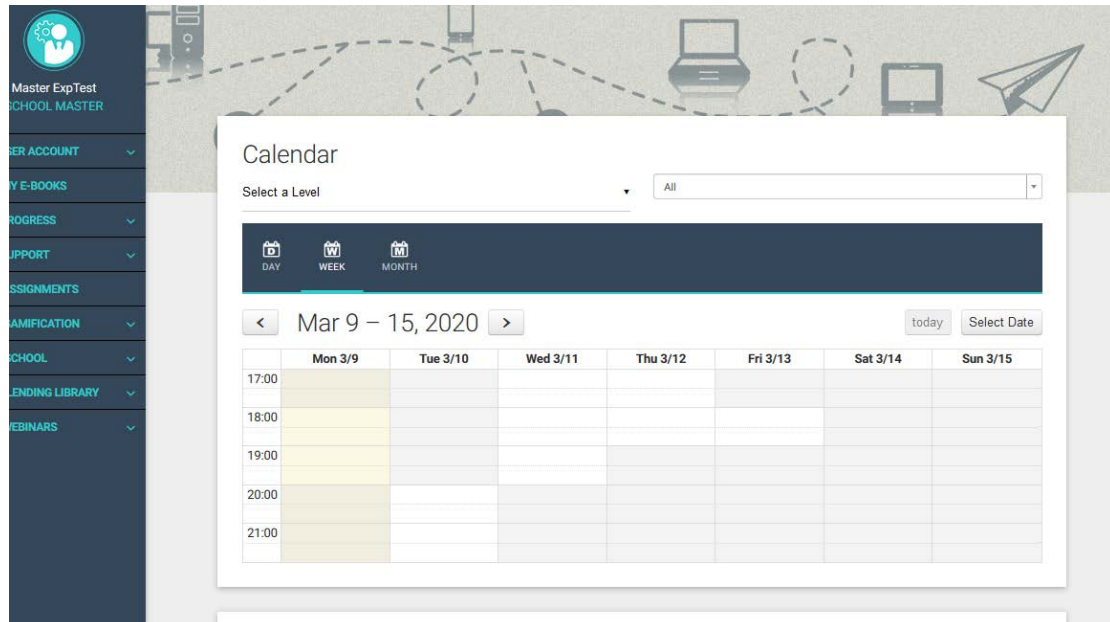
In this way, when you print the timetable for the schools, these specific days will be exempted and no new lessons will be created on them.

Classwork – Homework – Absences

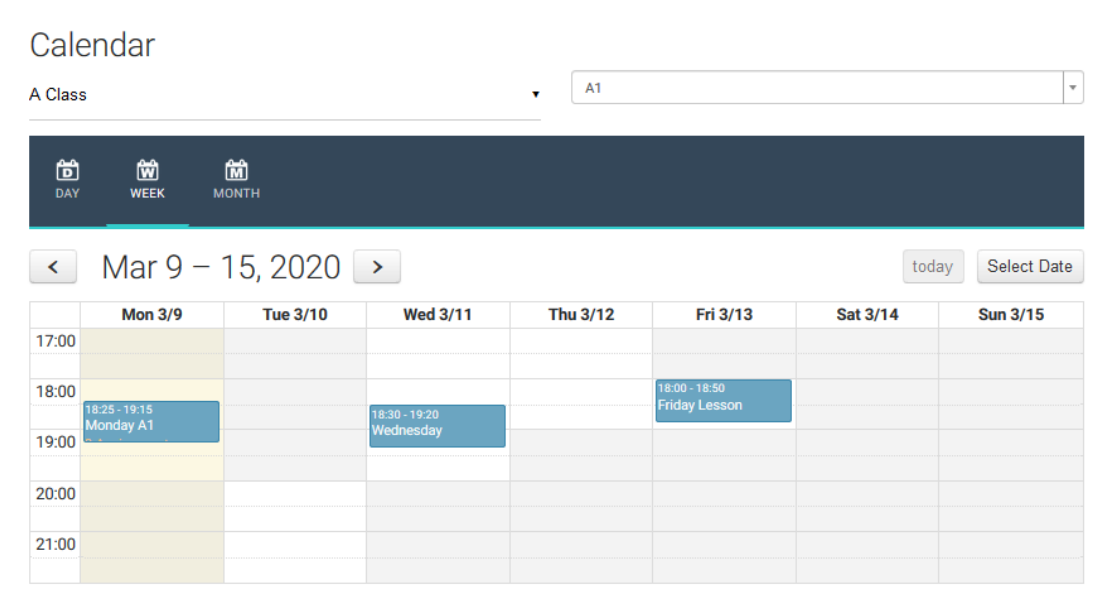
In order to have this feature in Express DigiBooks you have to enable the Lessons in the School Settings.

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:

[Home](#) > Lesson: Monday A1 / Monday, 09/03/2020

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

GENERAL

ASSIGNMENTS

CLASSWORK

HOMEWORK

SUBJECT: English
CLASS: A1
CLASSROOM: None
TEACHER: Teacher EXPtest
LEVEL: A Class
HOURS: 18:25:00 - 19:15:00
PACKAGE: None

18/18
ATTENDANCES

3
HOMEWORK

Canceled
No ☐ Yes ☐

Teacher Absent
No ☐ Yes ☐

Lesson Comments

SAVE

STUDENTS

EXPORT ABSENCES

NAME	SCORE	PRESENT	ABSENCE	COMMENTS	LATE	ACTIONS
student6 Test6	0	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	-	-	0 minutes	
Maria Retz	0	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	-	-	0 minutes	

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

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

GENERAL

ASSIGNMENTS

CLASSWORK

HOMEWORK

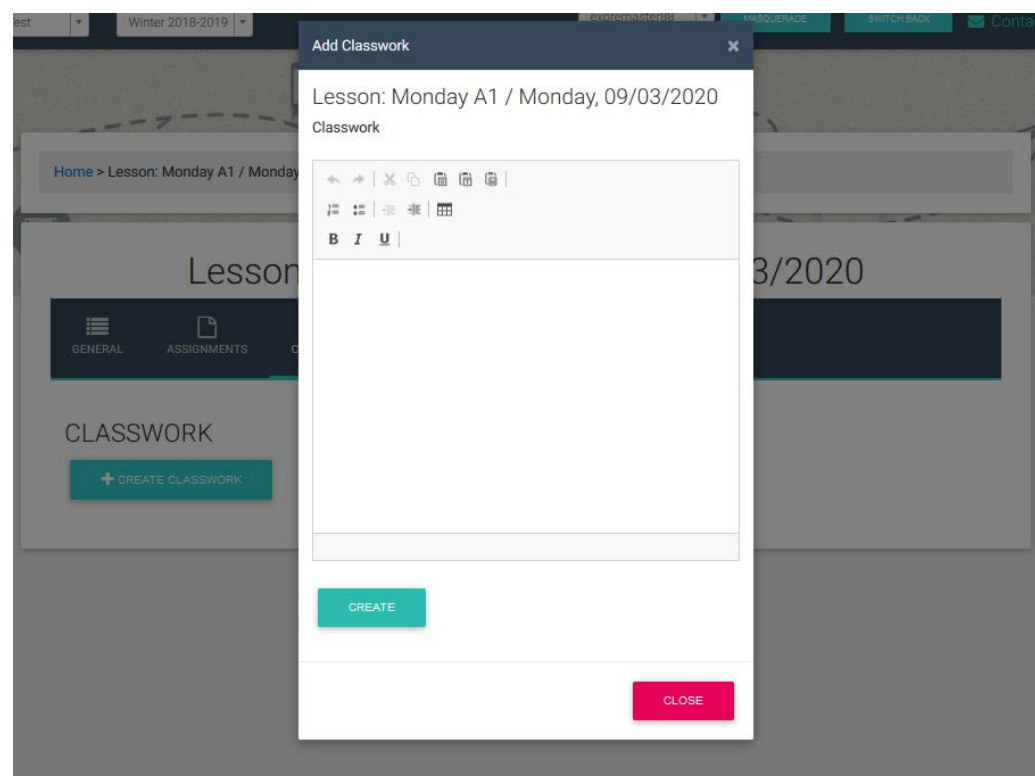
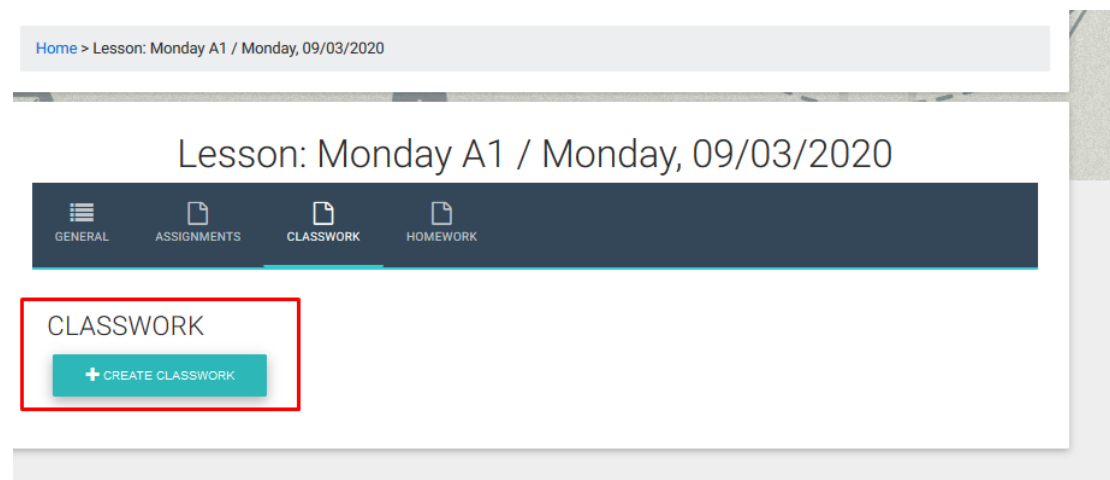
ASSIGNMENTS

VIEW ALL ASSIGNMENTS

LESSON NAME	ACTIVITY NAME	PACKAGE NAME	DEADLINE	LINK	ACTION
Monday A1	Exercise 1	It's Grammar Time 1	2020-03-06 18:30:00		
Monday A1	Exercise 12	It's Grammar Time 1	2020-03-02 21:45:00		

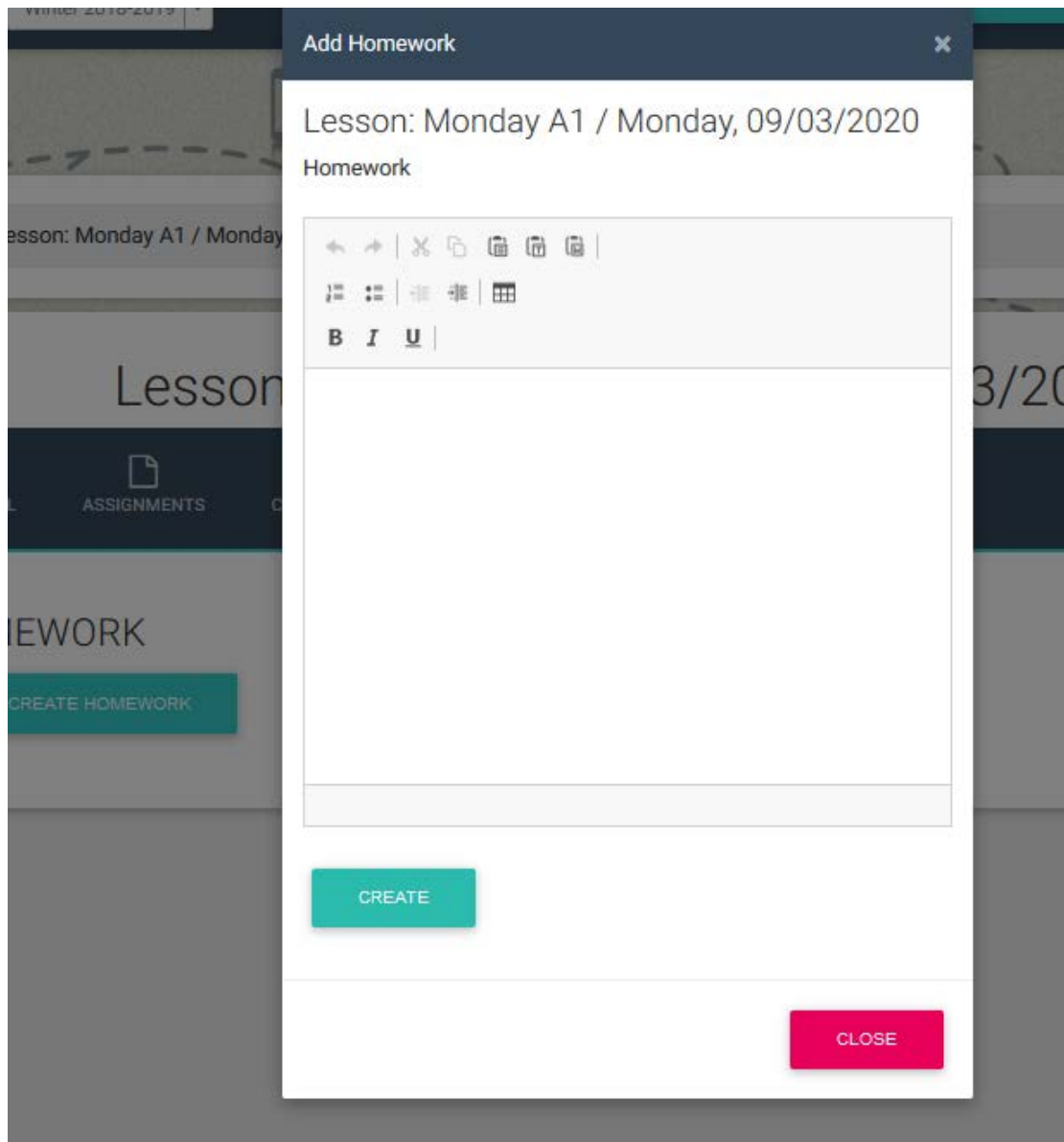
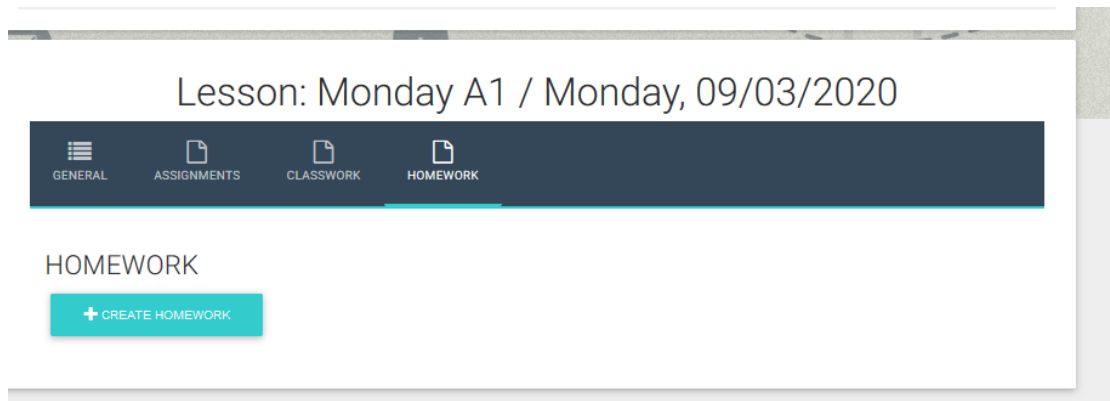
56

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”

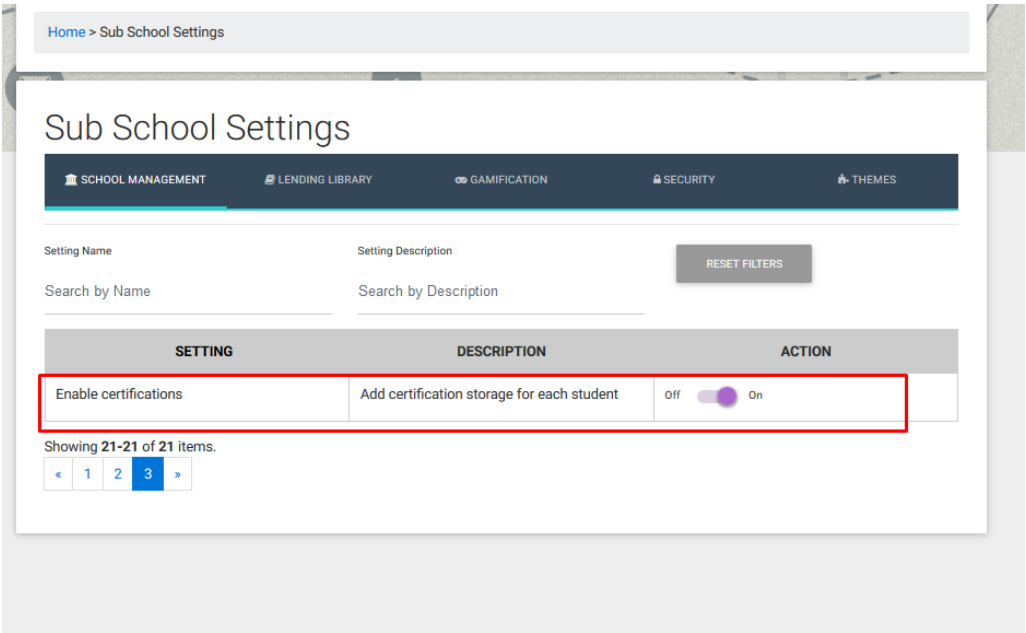
At the Homework tab you can write assignments outside the DigiBooks (books that are not in the platform or whatever else)



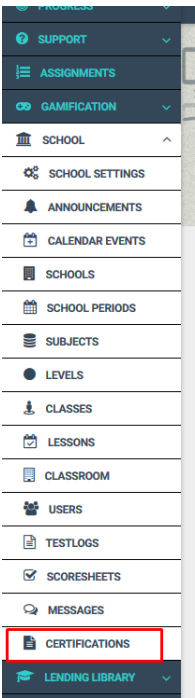
For example: “For the next Lesson bring an essay with the following issue: “Technology in class. Do you think is good or bad?”. Also bring your last years grammar book in order to make a revision in Past tenses”.

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:

The screenshot shows the 'Certifications' page. At the top, there is a breadcrumb trail: 'Home > Certifications'. Below this, the page title 'Certifications' is displayed. A dark blue navigation bar contains two tabs: 'ACTIVE' (selected) and 'INACTIVE'. To the right of the tabs are four buttons: '+ CREATE', 'EXPORT CSV', 'EXPORT PDF', and 'EXPORT STUDENTS'. Below the navigation bar, there are two dropdown menus: 'Filter by Subject' (set to 'All') and 'Level' (set to 'Select Level'). Below these are 'SEARCH' and 'CLEAR' buttons. A table with the following headers is shown: NAME, SUBJECT, LEVEL, DUE DATE, WRITING DATE, and ACTIONS. The table body contains the text 'No results found.'

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

Complete the provided form

The screenshot shows the 'Create Certification' form. At the top, there is a breadcrumb trail: 'Home > Certifications > Create Certification'. Below this, the page title 'Create Certification' is displayed. The form contains several input fields, each with a red number indicating a step: 1. Name* (required), 2. Select Subject (dropdown), 3. Select Level (dropdown), 4. Writing Date, 5. Price, 6. Due Date, 7. Info, and 8. A red number 8 is also placed above the 'CREATE' button. At the bottom, there are two buttons: 'CREATE' and 'CANCEL'.

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:

Home > Certifications > Create Certification

Create Certification

Name*
Cambridge B2 May 2020

Subject
English

Level
B2

Writing Date
23-05-2020

Price
180

Due Date
10-04-2020

Info

CREATE CANCEL

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

Certifications

ACTIVE INACTIVE + CREATE EXPORT CSV EXPORT PDF EXPORT STUDENTS

Filter by Subject: All Level: Select Level

SEARCH CLEAR

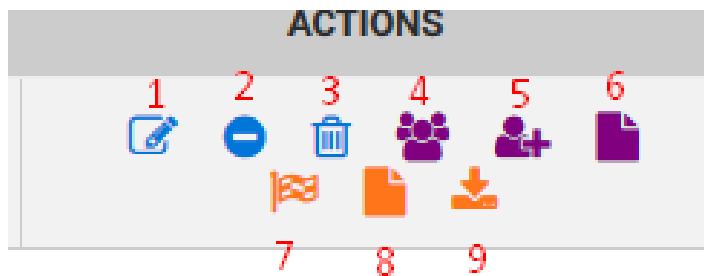
	NAME	SUBJECT	LEVEL	DUE DATE	WRITING DATE	ACTIONS
	Cambridge B2 May 2020	English	B2	10-04-2020	23-05-2020	

Showing 1-1 of 1 item.

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

Update Certification

Name*	Cambridge B2 May 2020	English	B2
Writing Date	23-05-2020	Price	180.00
		Due Date	10-04-2020
Info			

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.

Certifications

ACTIVE INACTIVE

Filter by Subject

Level

All

Select Level

	NAME	SUBJECT	LEVEL	DUE DATE	WRITING DATE	ACTIONS
	Cambridge B2 May 2020	English	B2	10-04-2020	23-05-2020	

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.

Add Candidate

Select Candidate	<input type="checkbox"/> Payoff	
Writing Venue	Writing Date	Writing Time
Oral Venue	Oral Date	Oral Time

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:

Add Candidate

Select Candidate	<input type="checkbox"/> Payoff 3	
Writing Venue 1	Writing Date 2	Writing Time 4
Oral Venue 5	Oral Date 6	Oral Time 7

- 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 ▼		<input type="checkbox"/> 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





ADDCANCEL

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

Upload your CSV file

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

Your CSV file should be like this

	A	B	C	D	E	F	G	H	I	J	K
1	ID	Fullname	Writing Venue	Writing Date	Writing Time	Oral Venue	Oral Date	Oral Time	Payoff		
2	8836	studentexp EXPtest	Grand Hotel, Main Street 18A	22/5/2020	10:00	Small Hotel, Secondary Street 9B	30/5/2020	16:00	0		
3	8873	Student EXPtest2	Grand Hotel, Main Street 18A	22/5/2020	10:00	Small Hotel, Secondary Street 9B	30/5/2020	16:00	1		
4	11311	test MEBEr Barou	Grand Hotel, Main Street 18A	22/5/2020	10:00	Small Hotel, Secondary Street 9B	30/5/2020	16:00	1		
5	13584	Student Test3	Small Hotel, Secondary Street	22/5/2020	10:00	Small Hotel, Secondary Street 9B	30/5/2020	16:00	1		
6	13595	student5 Test5	Small Hotel, Secondary Street	22/5/2020	14:00	Grand Hotel, Main Street 18A	29/5/2020	13:00	0		
7	13596	student6 Test6	Small Hotel, Secondary Street	22/5/2020	14:00	Grand Hotel, Main Street 18A	29/5/2020	13:00	0		
8											
9											
10											

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"

Certifications

ACTIVE
INACTIVE
+ CREATE
EXPORT CSV
EXPORT PDF
EXPORT STUDENTS

Filter by Subject: All
Level: Select Level
SEARCH
CLEAR


	NAME	SUBJECT	LEVEL	DUE DATE	WRITING DATE	ACTIONS
	Cambridge B2 May 2020	English	B2	10-04-2020	23-05-2020	

Showing 1-1 of 1 item.



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 

Select Result

Fail

Pass

Pending

Score

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:

0	FAIL
1	PASS
2	PENDING

Result:

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.

	Manager to add comments for students.	
Enable online lessons	Allow usage of online lessons, by providing a link from a third party service	Off <input checked="" type="checkbox"/> On

Showing 21-29 of 29 items.

« 1 2 3 »

Step 1

Click on the [Online Lessons](#) button below.

Master ExpTest
SCHOOL MASTER

- USER ACCOUNT
- MY E-BOOKS
- PROGRESS
- SUPPORT
- ASSIGNMENTS
- ONLINE LESSONS**
- GAMIFICATION
- SCHOOL
- LENDING LIBRARY
- WEBINARS

Calendar

Select a Level

DAY WEEK MONTH

< Sep 7 – 13, 2020 >

	Mon 9/7	Tue 9/8	Wed 9/9	Thu 9/10
9:00				
10:00				
11:00				

Step 2

Click on the [Create Online Lessons](#) button below.

Home > Online lessons

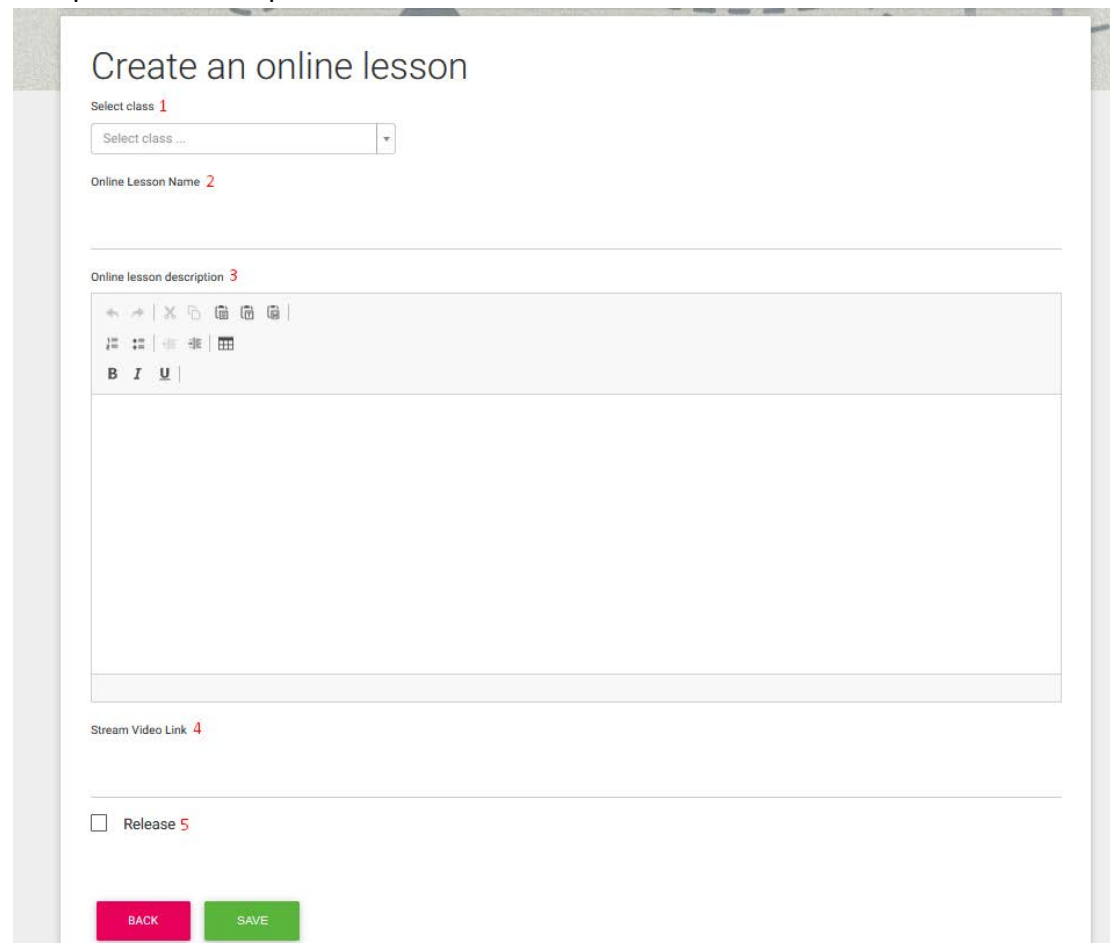
Online lessons

CREATE ONLINE LESSONS

LESSON	DESCRIPTION

Step 3

Complete the form provided



The screenshot shows a web form titled "Create an online lesson". It contains the following fields and elements:

- Select class 1**: A dropdown menu with the placeholder text "Select class ...".
- Online Lesson Name 2**: A text input field.
- Online lesson description 3**: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and table. Below the toolbar is a large text area for the description.
- Stream Video Link 4**: A text input field.
- Release 5**: A checkbox.
- Buttons**: Two buttons at the bottom, "BACK" (pink) and "SAVE" (green).

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**.




Step 4

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.

[Home](#) > Online lessons

Online lessons

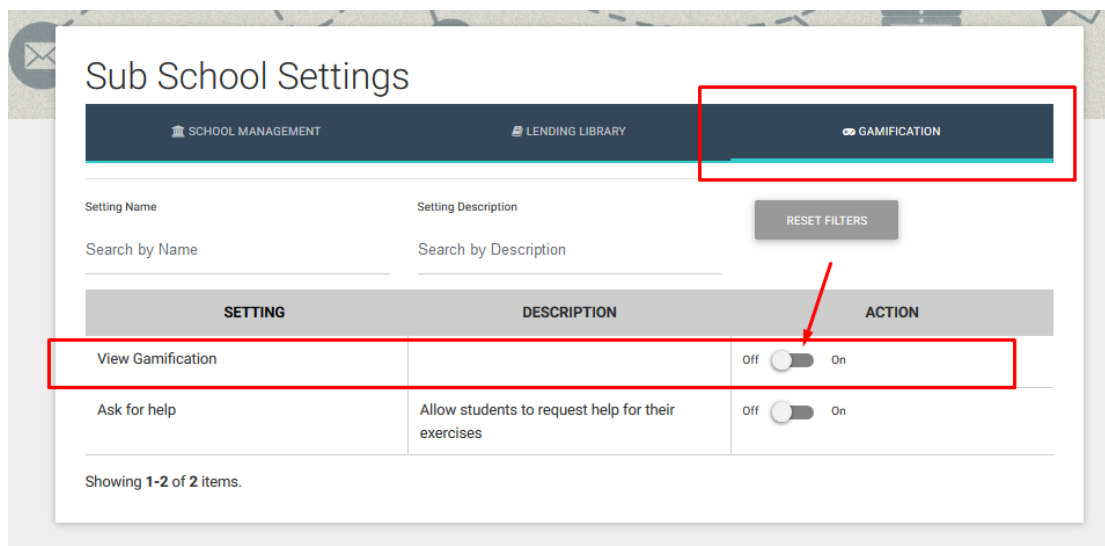
CREATE ONLINE LESSONS

LESSON	DESCRIPTION	LINK	ACTION
AS1 Monday with Mrs X	<p>Mrs X. is inviting you to a scheduled Zoom meeting.</p> <p>Topic: AS1, Monday, Mrs X.</p> <p>Time: Aug 24, 2020 04:00 PM Athens</p> <p>Join Zoom Meeting</p> <p>https://zoom.us/j/12345678910?pwd=WIBVaXIMUE4zYVkJ0OGJzZkhsSFirUT09</p> <p>Meeting ID: 123 4567 8910</p> <p>Passcode: g76g32</p>	<div>START</div>	  

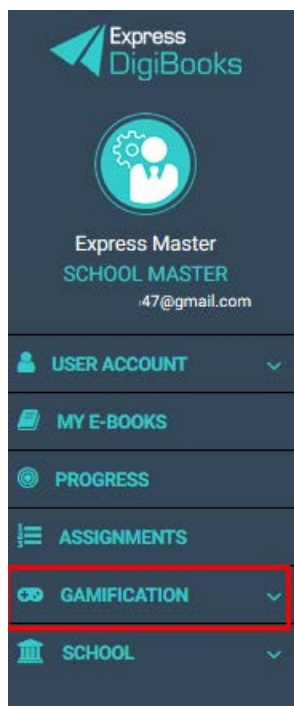
GAMIFICATION

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

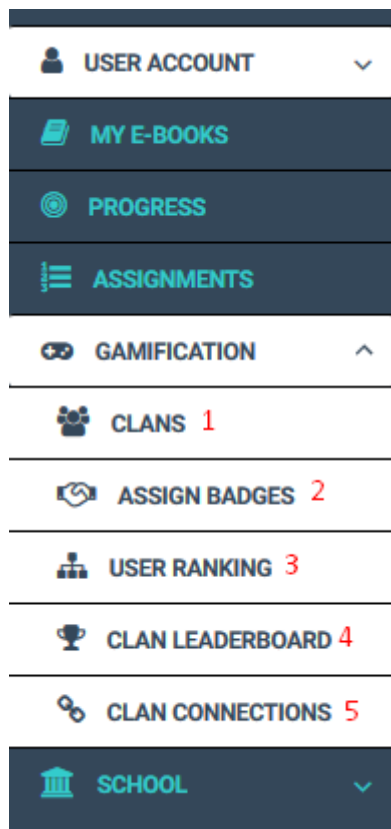
Go to Dashboard→School→School Settings→Gamification (3rd tab)→View Gamification→On



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 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

Select Badges

User

Select Students

ASSIGN

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

Select Badges

User

Select Students

ASSIGN

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

Finally, click on Assign.

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 *

2nd Class

Class Description

✓ 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

LIST

Firstname Lastname Username

Search by Firstname Search by Lastname Search by Username

Subject Level

Filter by Subject Filter by Level

RESET FILTERS

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	  
-----------------	---------	-------------------------	--------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Showing 1-2 of 2 items.