



# Manual

MEMBER

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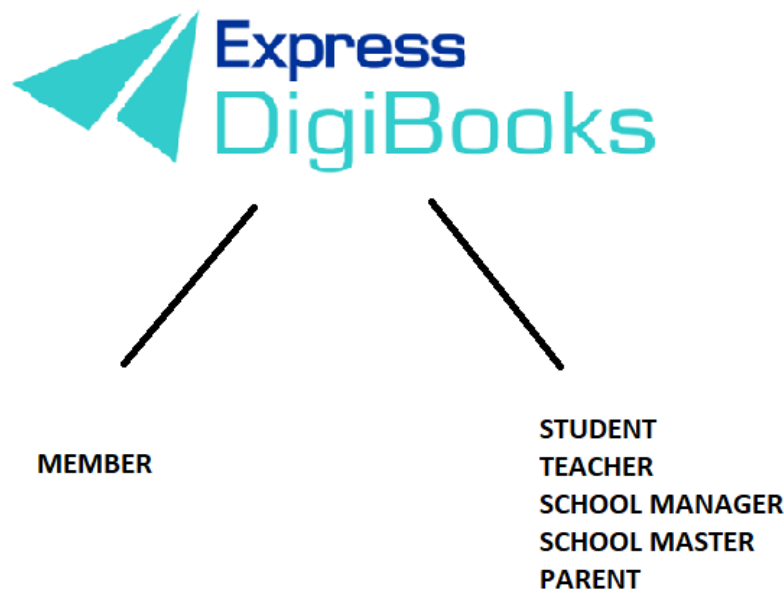
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## Description of roles and users

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

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.

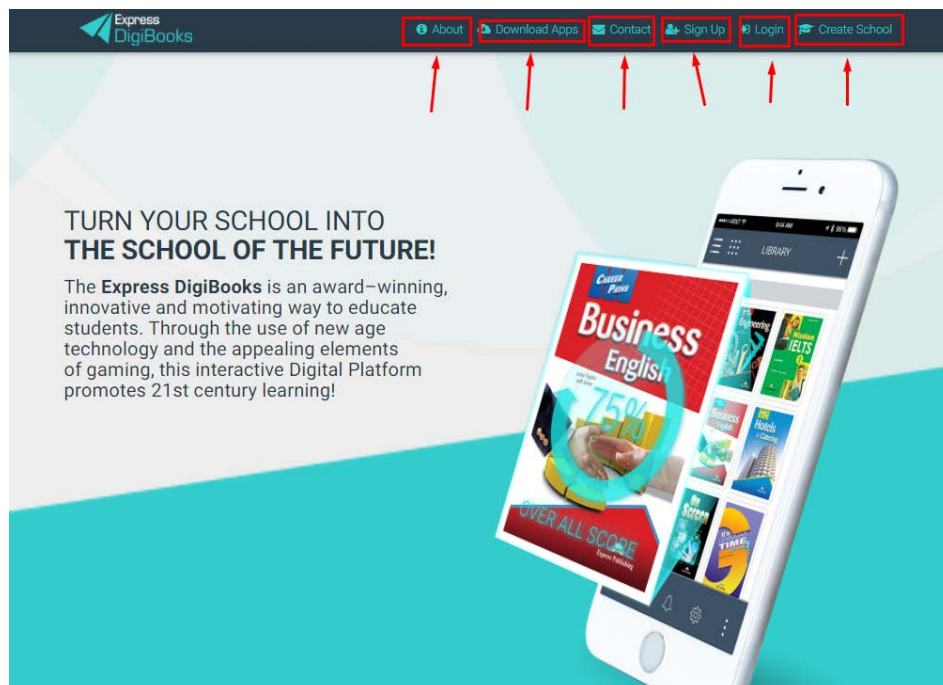
**Students** attend the school. Their accounts can only be opened by the School Master.

**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

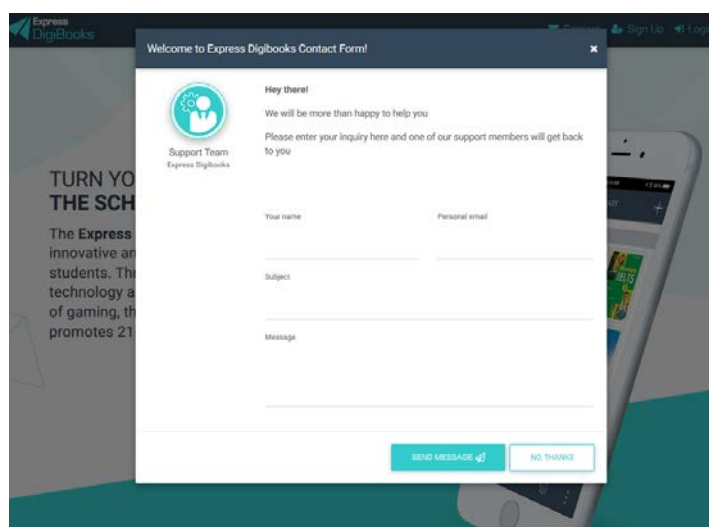
Please visit our website [www.expressdigibooks.com](http://www.expressdigibooks.com) and see our main page.

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:** When you click on Sign Up you will be taken to a form where you can fill in your details so that you can create a **Member** account.

You must fill in your name, surname, select gender, fill in your email (Careful! The email must belong to a real account because that is where you will receive your username), and the password you want.

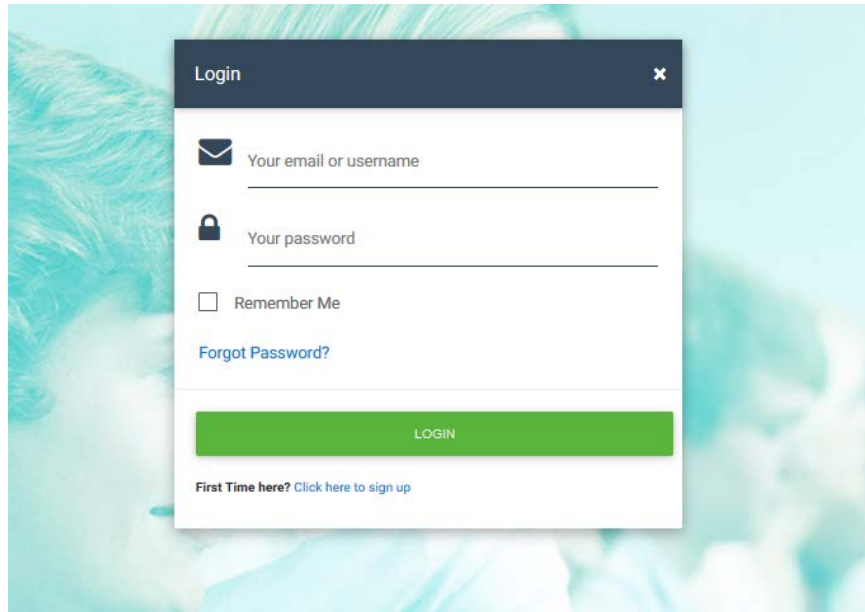
Be careful, your password should follow the four rules provided,

- Must be at least 6 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number or special character.

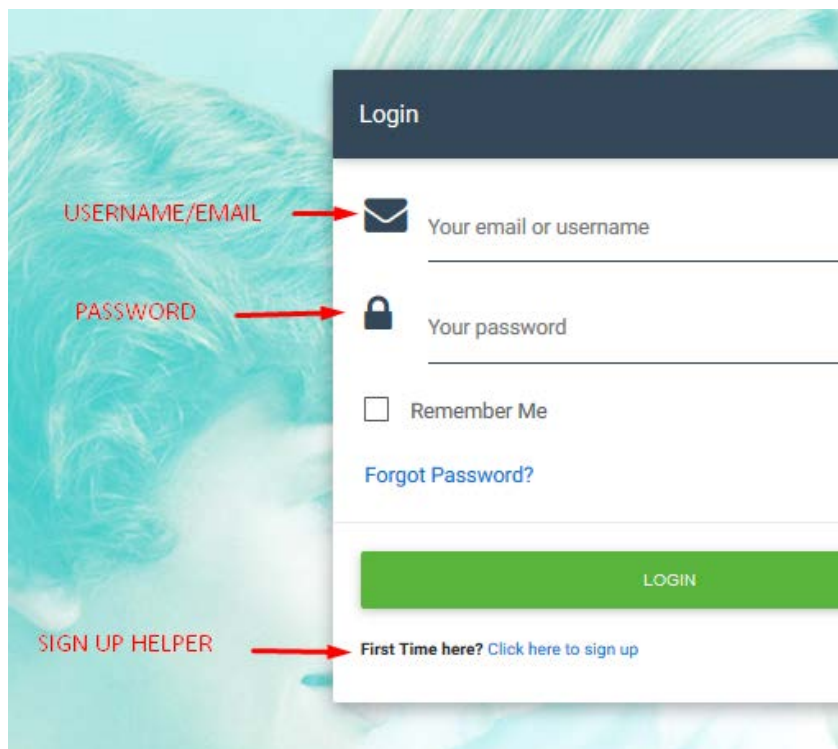
Click on Sign Up and you will be notified that you have successfully registered on the platform. Now, all you have to do is check your email to find your username and password.

The next step is to go the main page [www.expressdigibooks.com](http://www.expressdigibooks.com) and click on Log In.

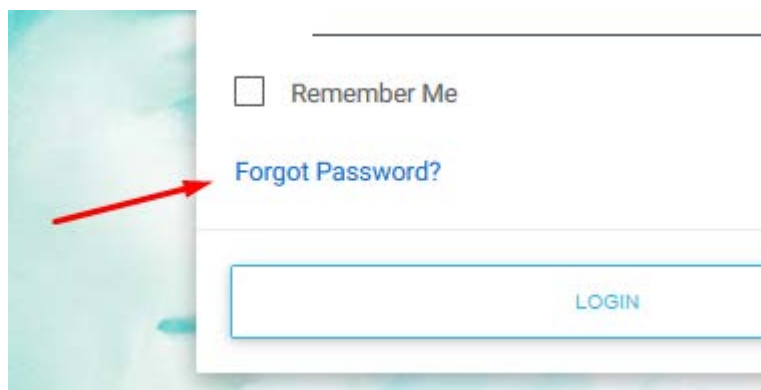
- **Log in:** When you click on Log In, a window will pop up for you to enter your Username and Password, so that you can connect with the platform.



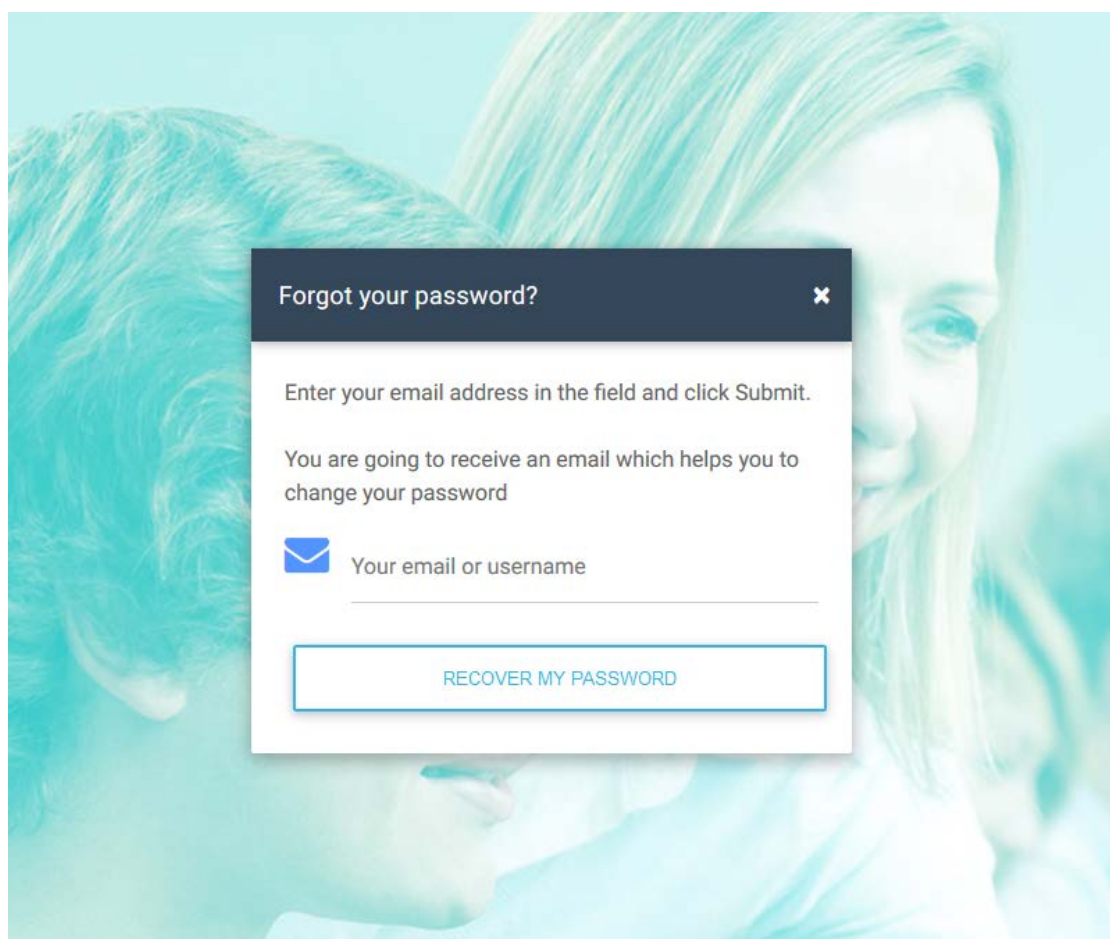
Enter your **Username** or **email** and then your **Password** (which you have received via email following sign up), and click on the **Log In** button.



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



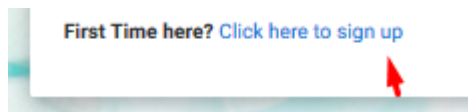
This will take you to a new page, where you will be asked to enter your email address so that your Password can be sent to you.



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.



- **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.

## About DigiBooks

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### About DigiBooks Library

**Express DigiBooks** an innovative cross-platform distribution system of digital material that also serves as a learning management program; keeping a record of students' progress within a school. The online platform includes an online environment where users can buy, manage and activate their online digital material as well as many offline applications which are compatible with the most common operating systems, such as Windows 7+, Android 4.0+, MAC OS-X 10.10+ and iOS 8.0+.

In addition to purchasing new e-books, activating digital material and renewing activations of digital material subscriptions, it can also be used to monitor an enrolled student's progress. This is possible by using the embedded LMS system, which can be accessed by students, their parents and teachers.


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- **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+.


## Download Express DigiBooks Applications

### Download Desktop Apps



For MS Windows Vista (Internet Explorer 9 required):  
For MS Windows 7, 8.1, 10 (Internet Explorer 11 required):


[DOWNLOAD](#)



For macOS 10.11+


[DOWNLOAD](#)

### Download Mobile Apps



Download the Android app from Google Play Store  
(Compatible with version 4.4 and above):

[DOWNLOAD](#)



Download the iOS app from App Store  
(Compatible with version 8.0 and above):

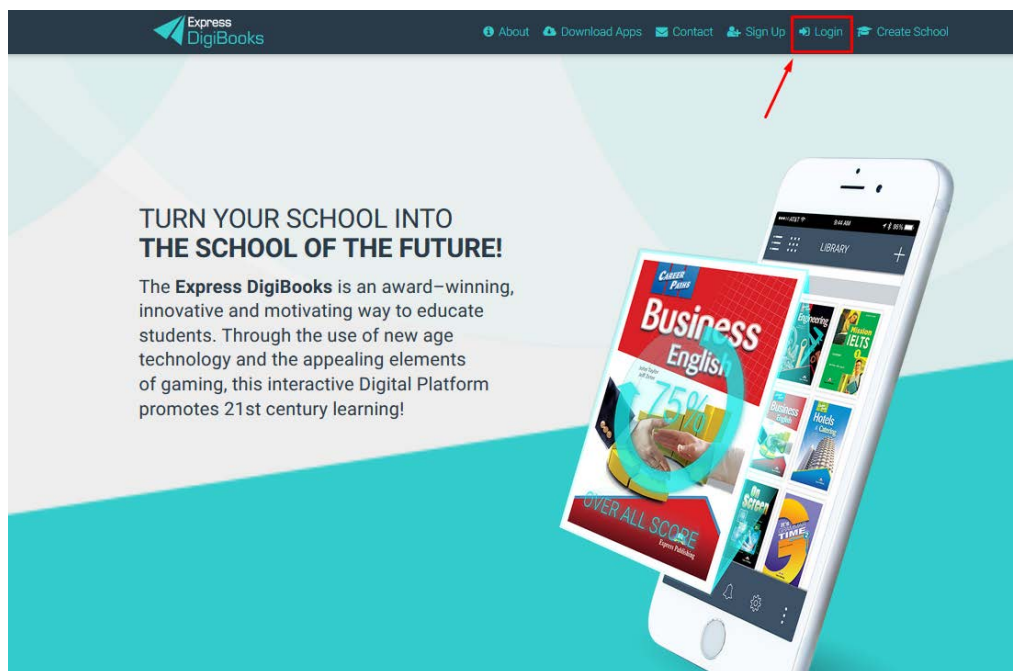
[DOWNLOAD](#)

- **Create School**

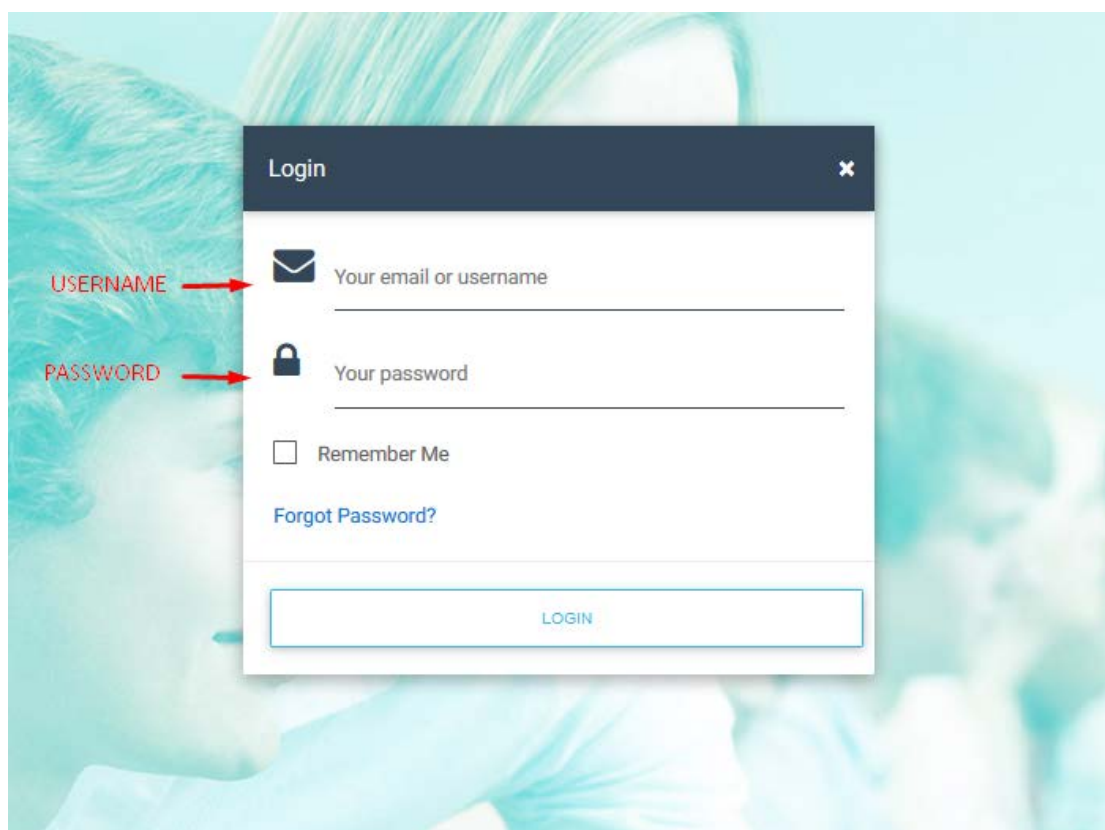
This is only for users who want to create a School on the platform.

## Member

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

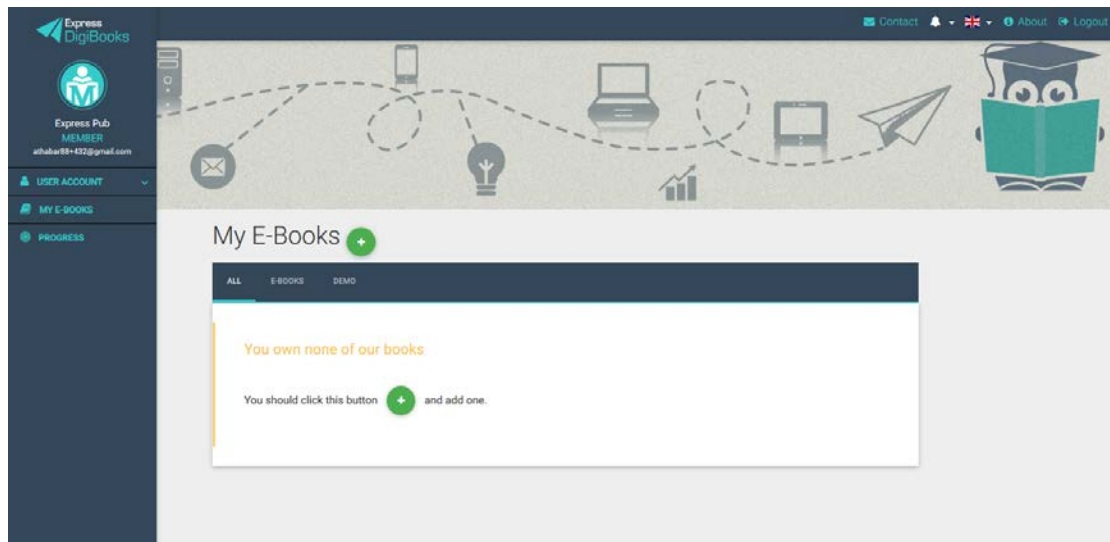


Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button, as was explained earlier.



## NAVIGATING THE PLATFORM

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



It is the main page of your account.

To the left, you can see the Dashboard for the platform, which has various functions.

In the centre you can see the books you own.

To the top right, there is a contact form, notifications as well as the button to disconnect from the platform.

More specifically:

Top right



1→Form for contacting the platform support team

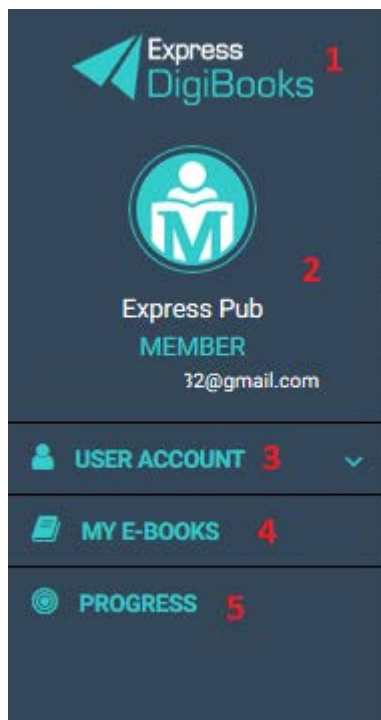
2→Notifications

3→Change of platform language

4→Information about the platform.

5→Button to disconnect from the platform.

Centre



1→Express DigiBooks Logo/Home Page

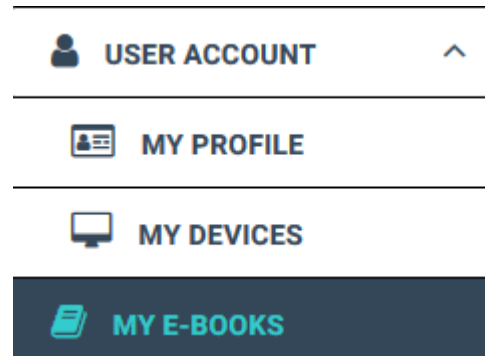
2→Account info

3→Personal settings menu

4→Ebooks

5→Personal progress on the platform.

## User account



Consists of My Profile, My Devices, and Browsers.

Selecting My Devices, users can see which of their devices have been connected to the Express DigiBooks platform. You can connect to a maximum of 5 devices at the same time. You can add/remove devices from this menu.

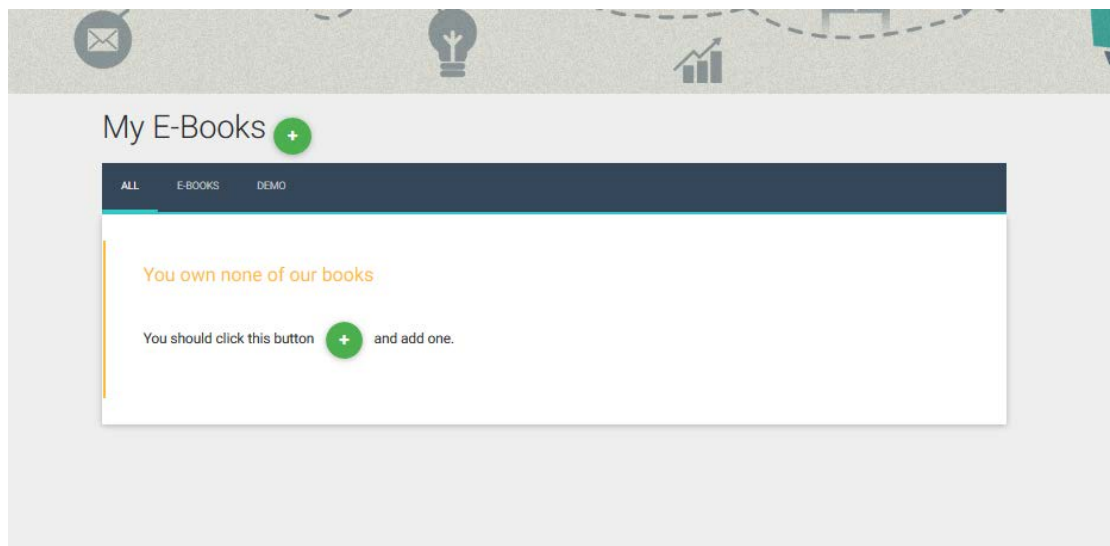
From the My Profile menu, users have access to the personal information they have submitted to the platform, as well as their password. You can change whatever information you want, as long as you click on Update Account when you have finished.

A screenshot of the 'My Account' page. The page has a dark blue header with a 'PROFILE' tab. Below the header, there are three sections: 'Update your login information' with fields for Email (express@express.co.uk) and Password (masked with dots); 'Personal information' with fields for Firstname (Express), Lastname (Test), Fathename (empty), Mothername (empty), Birthday (empty), and Gender (radio buttons for Male and Female, with Male selected); and 'Contact Details' with fields for Phone (empty), Phone2 (empty), Mobile (empty), and Mobile2 (empty). There is an 'Update Account' button at the bottom right of the form.

**Note:** A Member can from this page become a Student in a school. Go to the bottom of the page and select "Add me to School". Enter the School Code provided by the School Master.

## MY E-BOOKS

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

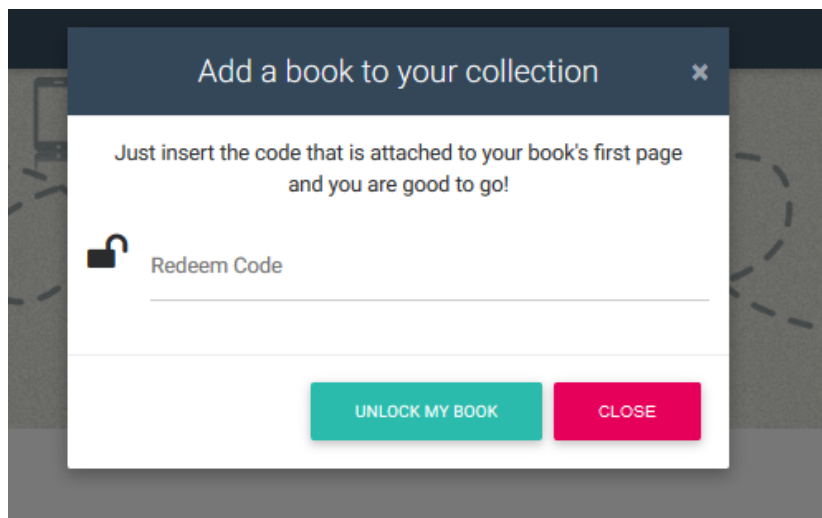


As you can see, there are no books in this account. You have to add your books.

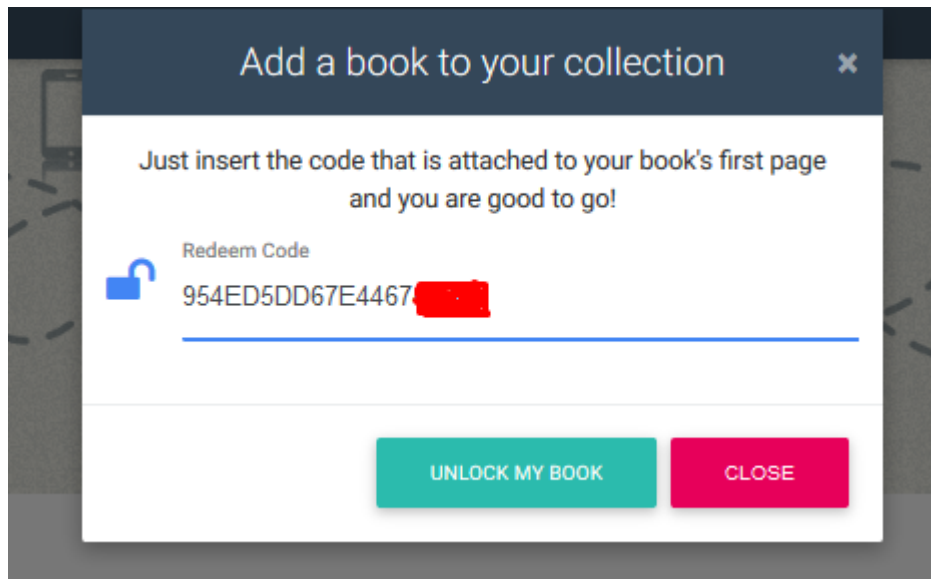
Click on the green '+'



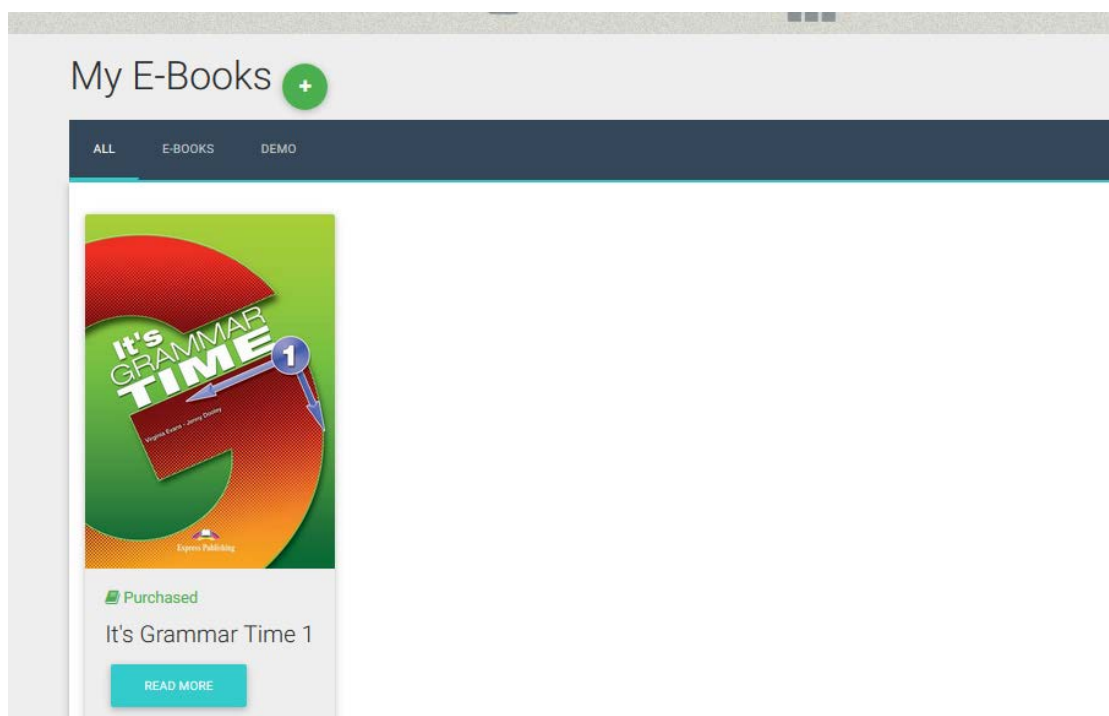
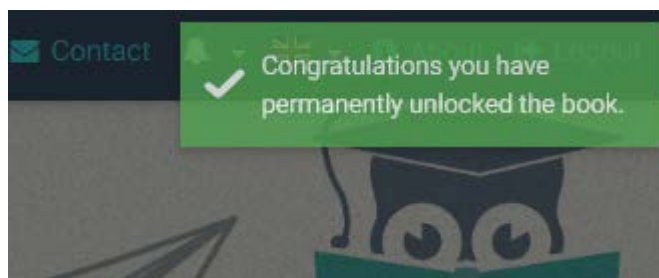
and a window will open.



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.

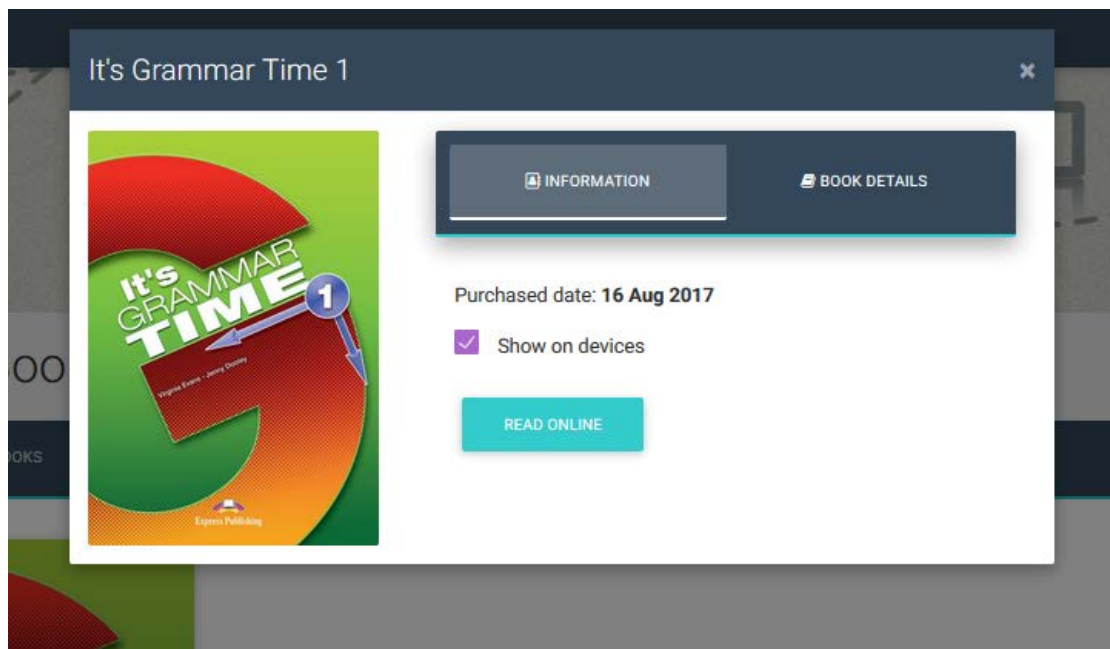


A window will open to let you know that you have successfully activated it. You now have access to the specific book.

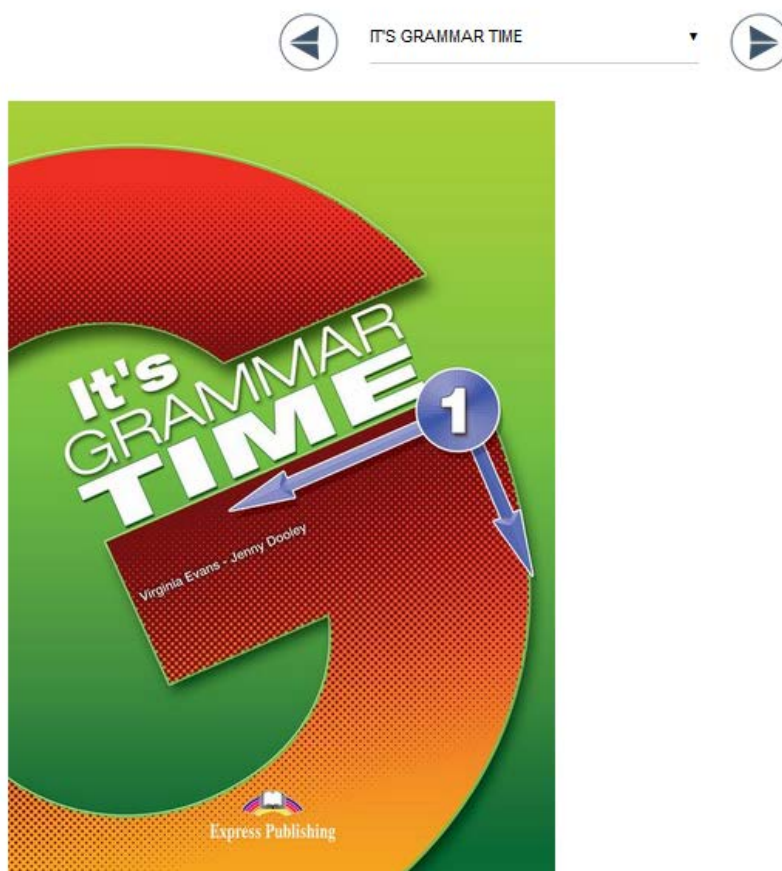




If you click on Read More, a window opens with information about your book, as well as the choice to Read Online.



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.

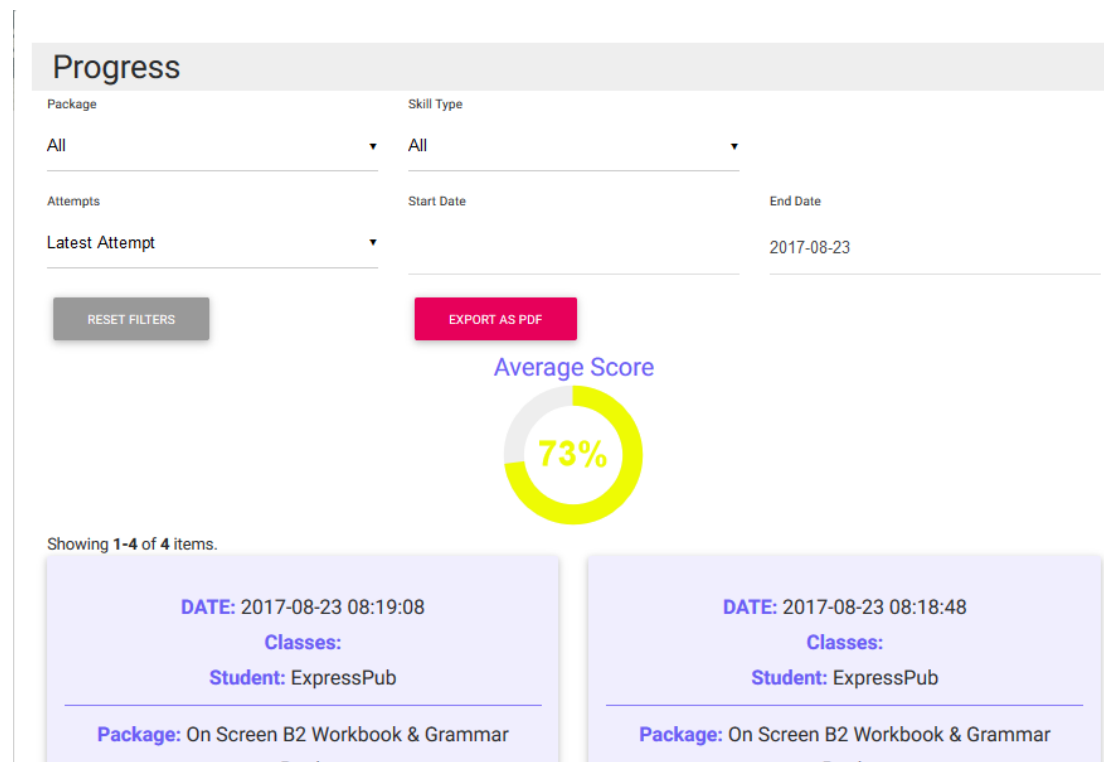
When you find the activity you want,



select it and it will open. There is a separate guide for how to do the exercises and what the various symbols mean.

## PROGRESS

The system allows a Member to follow their own progress. The Progress page shows the percent success rate of the activities that have been 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 package (book)
  - By skill type (grammar, listening, etc.)

The button Export as PDF allows a Member to export the results to a PDF file. The choices here are Default Report and Daily Report. 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

 <b>Express Publishing</b>	
<b>Showing the best Attempts</b>	
Member: Express Pub	
All Books	All Modules
All Activities	All Skill Types
<b>Total Score: 80%</b>	
Classes:	Student: Express Pub
Book: On Screen B2 Workbook & Grammar Book	Score
Module: Module 1a	
Skill Type: Vocabulary	70%
Activity: Exercise 3	
Classes:	Student: Express Pub
Book: On Screen B2 Workbook & Grammar Book	Score
Module: Module 1a	
Skill Type: Vocabulary	100%
Activity: Exercise 4	
Classes:	Student: Express Pub
Book: On Screen B2 Workbook & Grammar Book	Score
Module: Module 1a	
Skill Type: Vocabulary	70%
Activity: Exercise 5	

DOWNLOAD

CLOSE