



Powered by **Express Publishing**

# Manual

MANUAL FOR THE PLATFORM  
TEACHER

## Contents

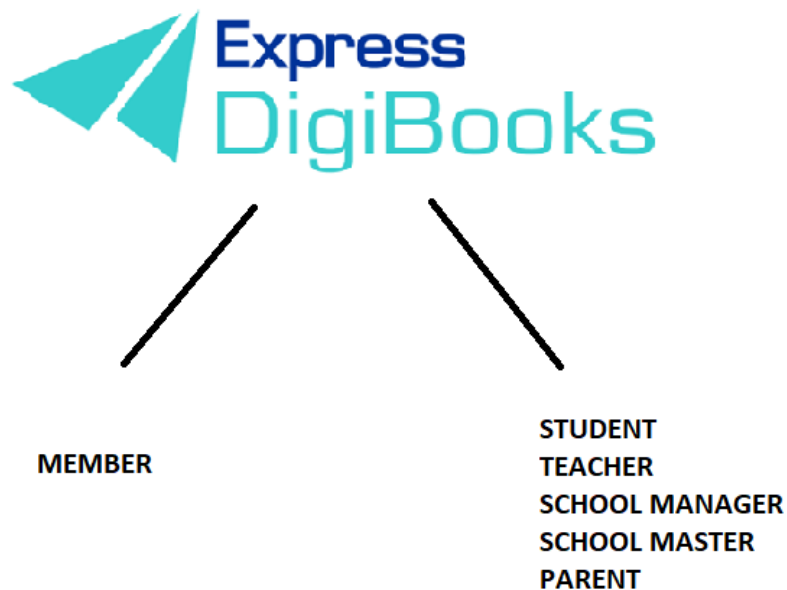
Description of roles and users .....	2
REGISTERING ON THE PLATFORM .....	4
Teacher .....	9
NAVIGATING THE PLATFORM.....	10
User account.....	13
MY E-BOOKS .....	14
PROGRESS.....	18
ASSIGNMENTS .....	20
CALENDAR .....	<b>Error! Bookmark not defined.</b>
GAMIFICATION .....	25
SCHOOL.....	26
USERS.....	26
TESTLOGS.....	27
SCORESHEETS .....	28
MESSAGES .....	28

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

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

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

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

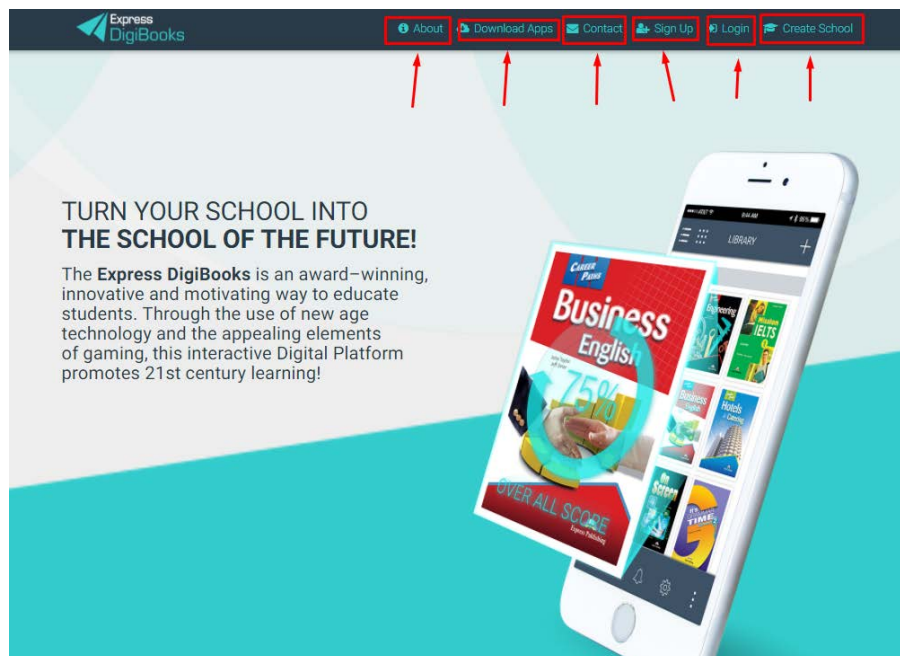
**Students** attend the school. Their accounts can only be opened by the School Master.

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

## REGISTERING ON THE PLATFORM

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

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



What the buttons do:

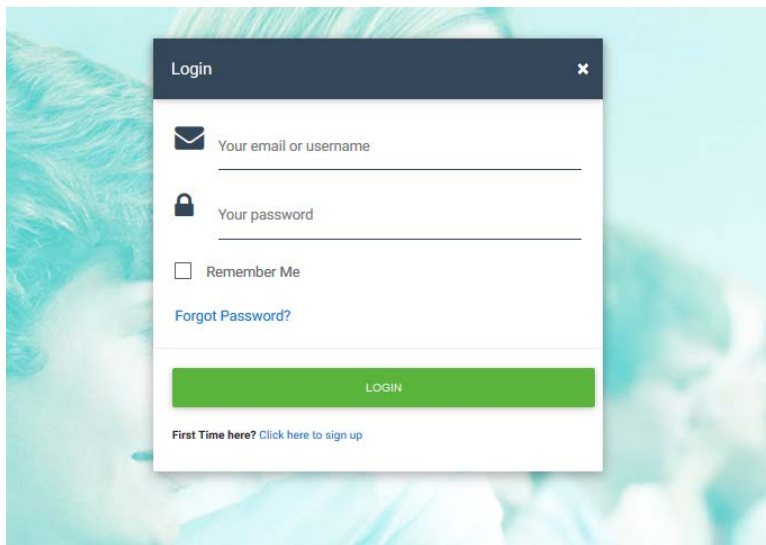
- **Contact:** When you click on Contact, a contact form will open, as you can see below.

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

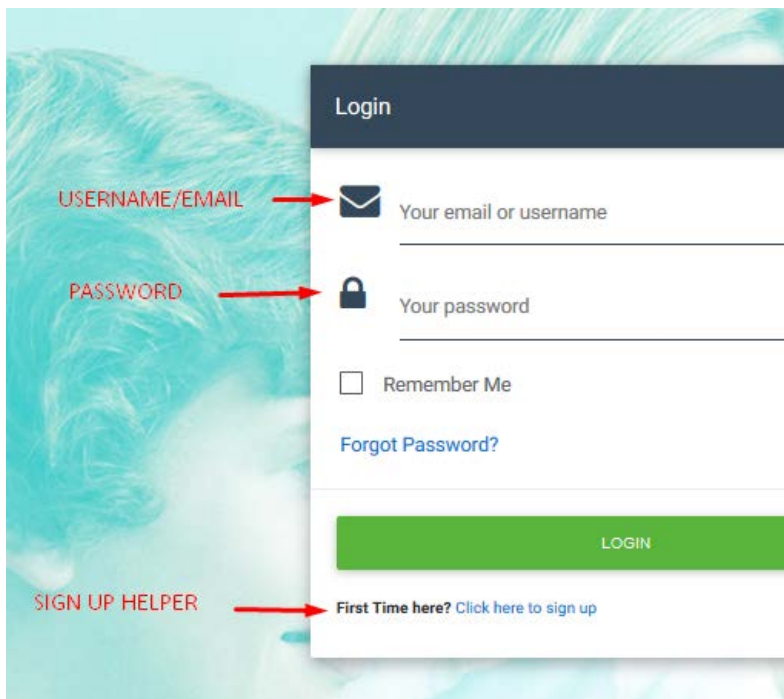
- **Sign Up**

This choice is only used by users who wish to register as Members. The Student account is created by the School Master/Manager via the platform.

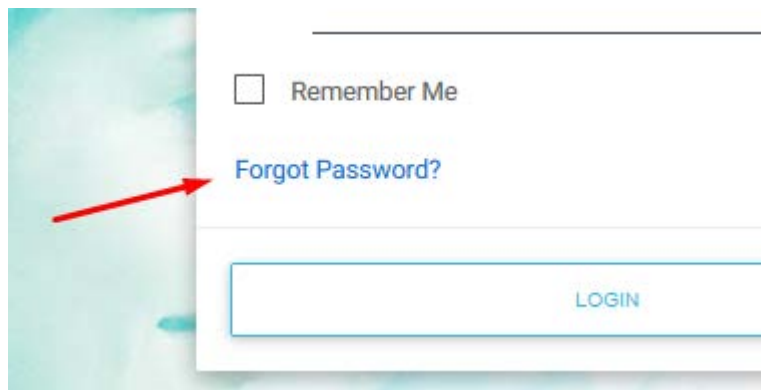
- **Log in:** When you click on Log In, a window will pop up for you to enter your Username and Password (which you will have received by mail), so that you can connect with the platform.



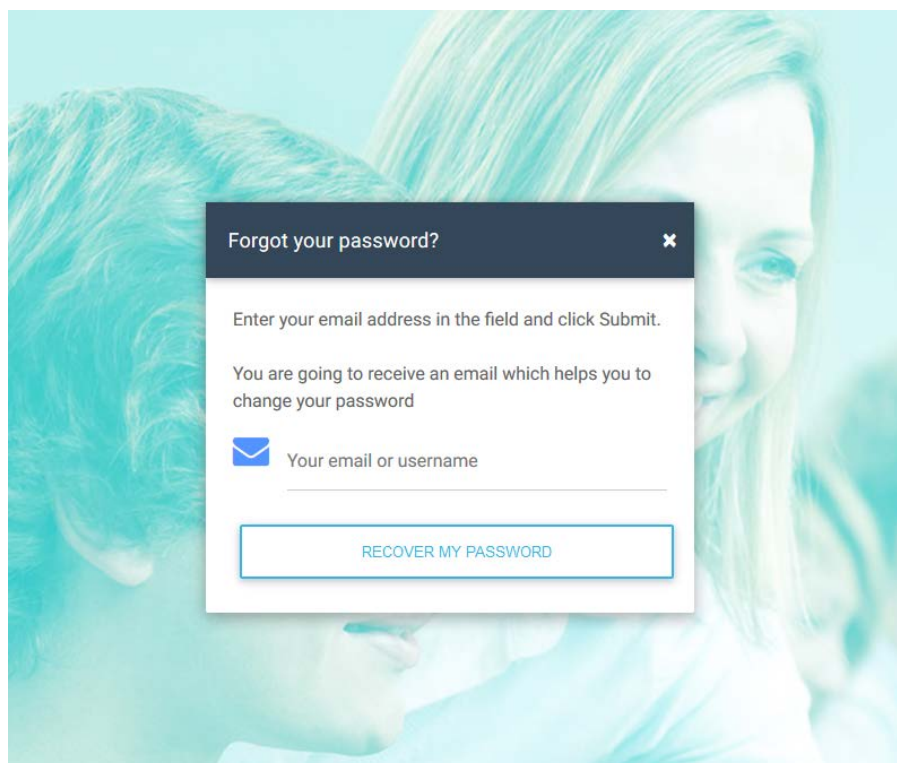
Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button.



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

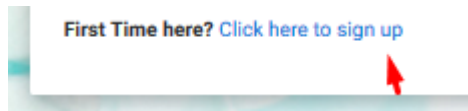


When you click on the button, a new page will appear, where you will be asked to enter your email, so that your password can be sent to you.



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.



- **Create School**

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

- **About**

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

## About DigiBooks

### 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**



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+.

## Download Express DigiBooks Applications

### Download Desktop Apps

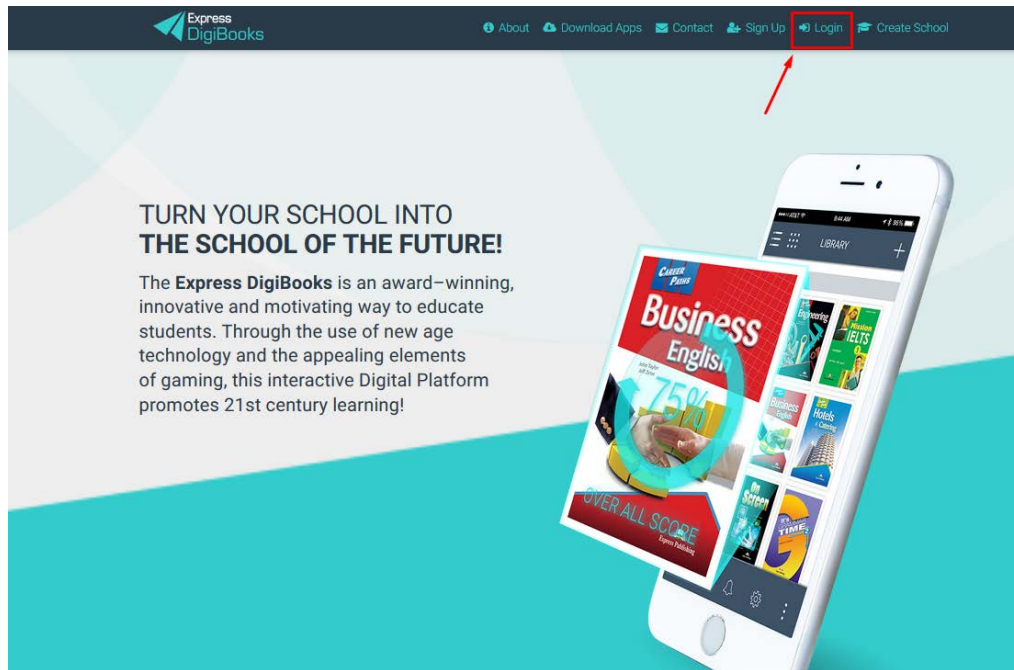
	For MS Windows Vista (Internet Explorer 9 required): For MS Windows 7, 8.1, 10 (Internet Explorer 11 required):	<a href="#">DOWNLOAD</a>
	For macOS 10.11+	<a href="#">DOWNLOAD</a>

### Download Mobile Apps

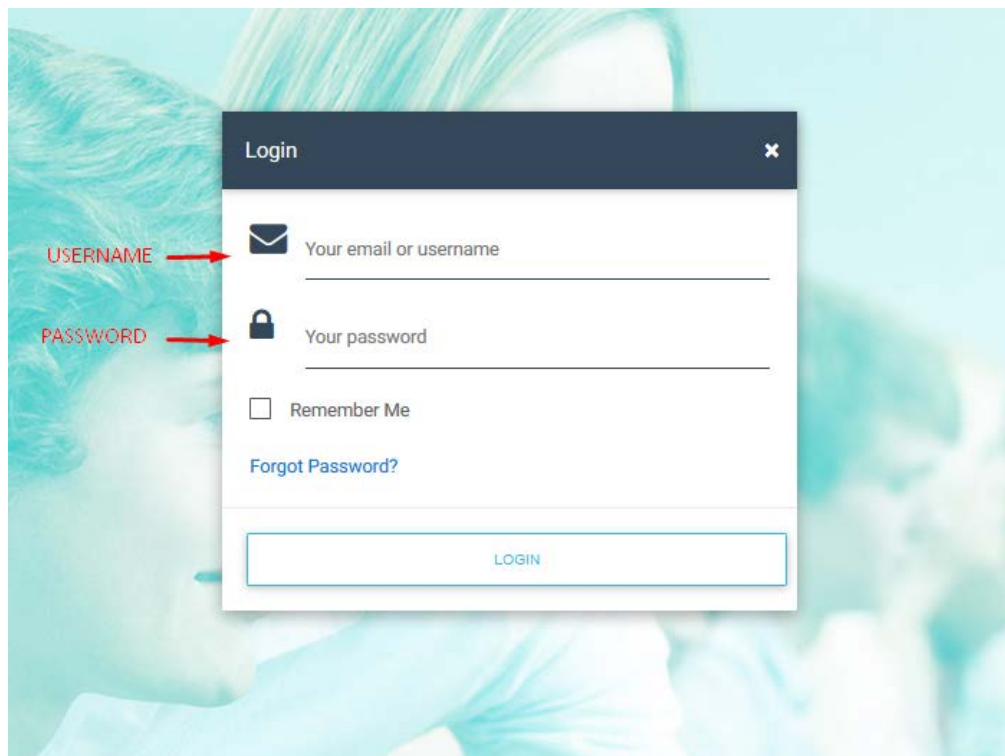
	Download the Android app from Google Play Store (Compatible with version 4.4 and above):	<a href="#">DOWNLOAD</a>
	Download the iOS app from App Store (Compatible with version 8.0 and above):	<a href="#">DOWNLOAD</a>

## Teacher

Once the Manager has completed your registration as Teacher and you have received your username and password via the email you have provided, go to the top right-hand side of the screen and select Log in.

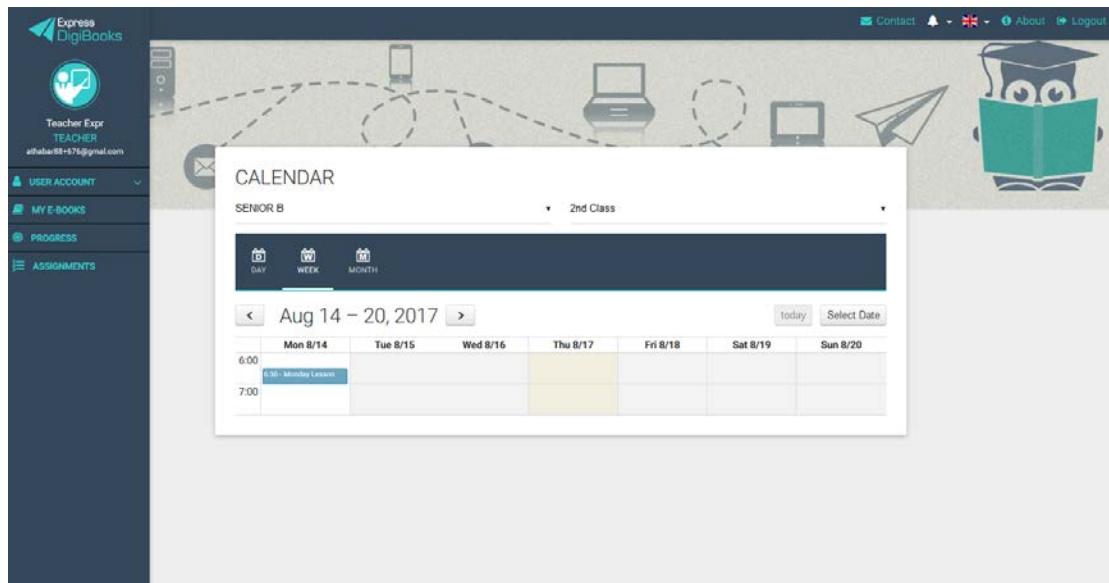


Enter your **username** or **email** and then your **password**, and click on the **Log In** button, as was explained earlier.



## 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.

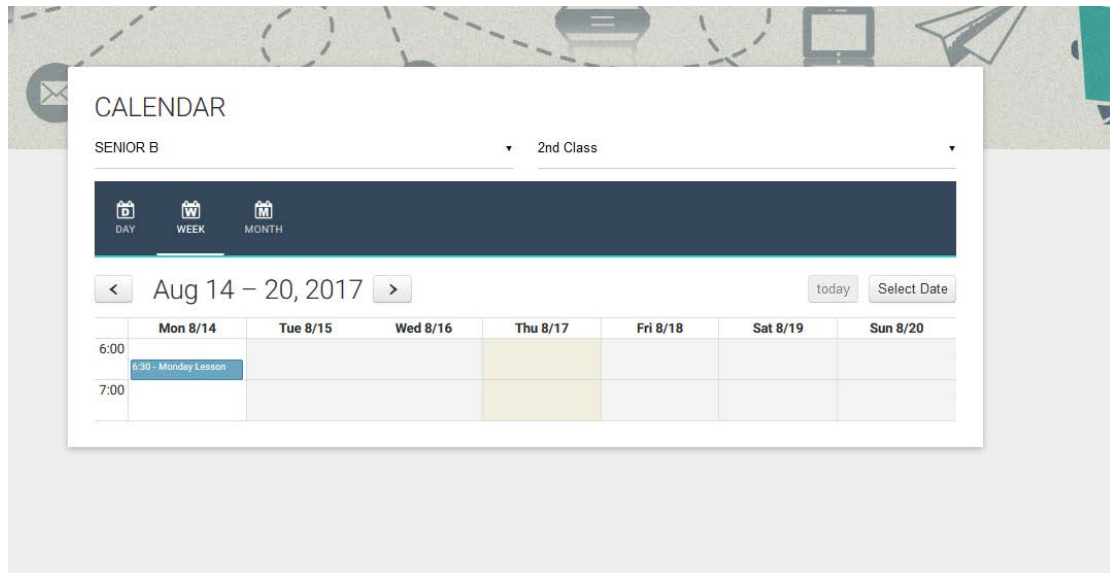
To the left, you can see the Dashboard/main menu for the platform, from which most functions are accessed.

In the centre, there is general information about your account, as well as the calendar.

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

More specifically:

Centre



The calendar will inform you of which lessons you have and when. For greater ease, you can use the filters that are above the calendar to make your searches more specific.

**Note:** If the Calendar does not appear, it means that the School Master/Manager of the school to which you belong has not activated the Lessons as a function, so you assign exercises to a class and not to a Lesson.

Top right



1→Form for contacting the platform support team

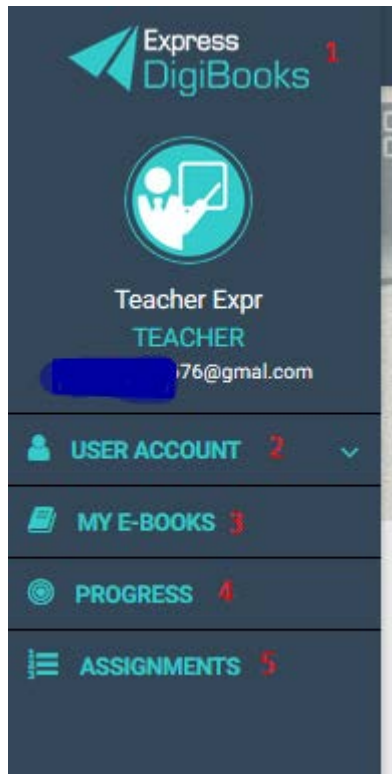
2→Notifications

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→Personal settings menu

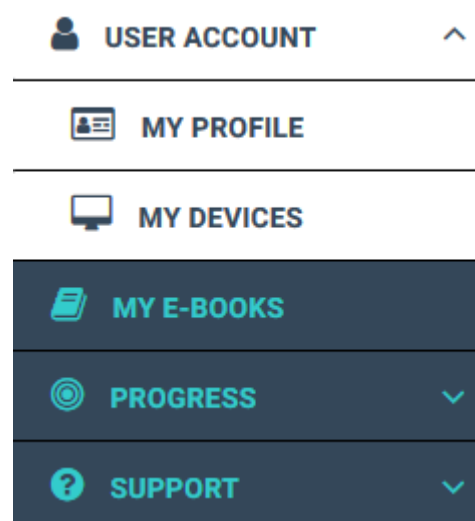
3→Ebooks

4→Students' progress on the platform

5→Homework that you have been assigned

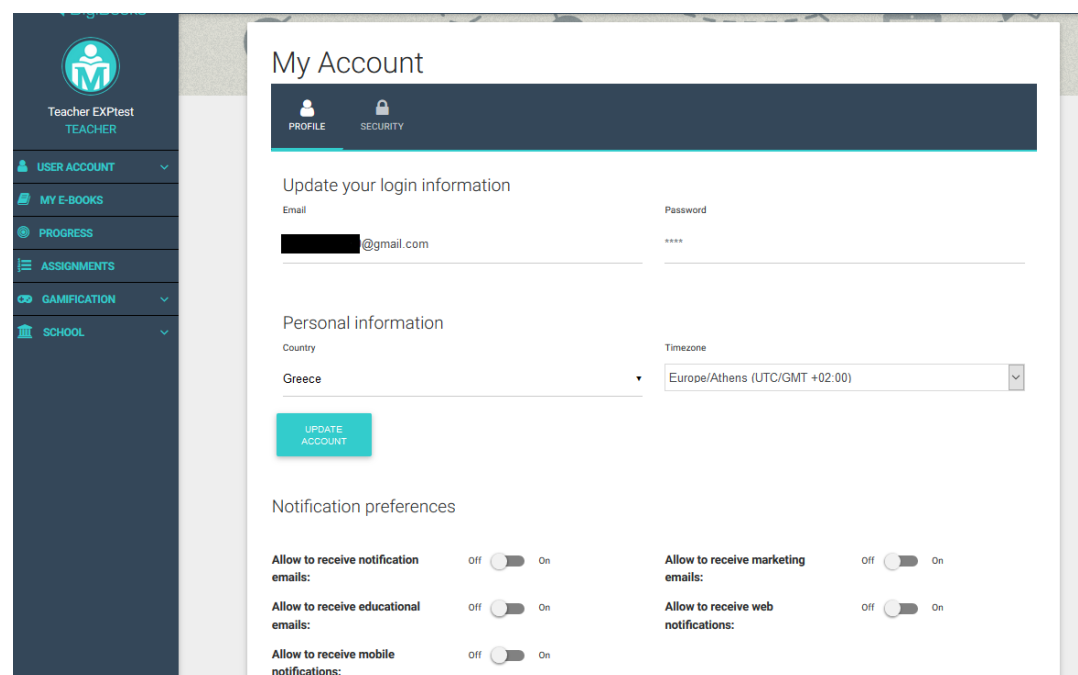
Buttons 2, 3, 4, and 5 comprise the main menu for managing the platform. From here on, this menu will be called the Dashboard.

## User account



Consists of My Profile, My Devices, and Browsers.

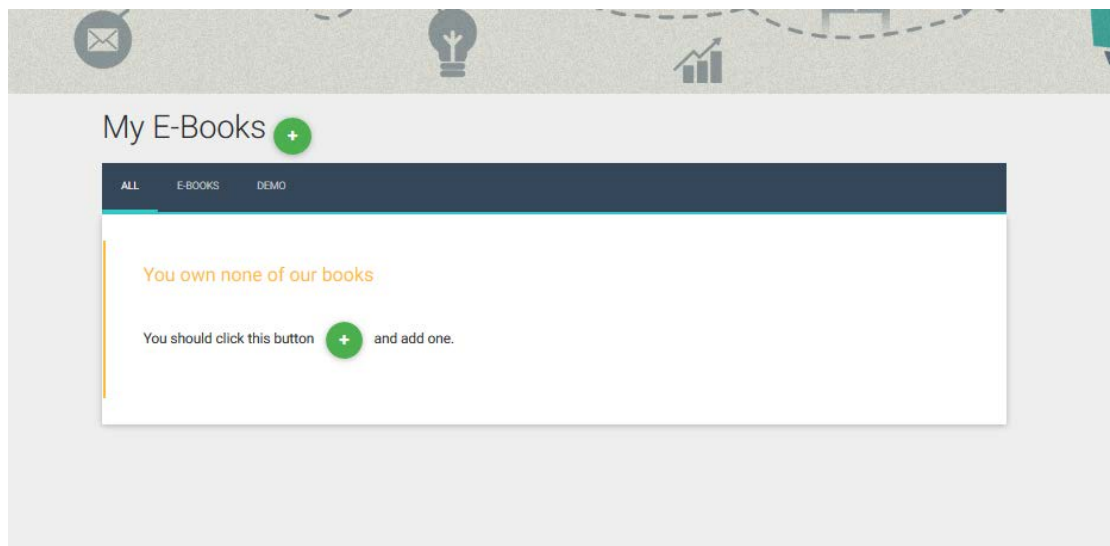
By selecting My Devices, users can see which of their devices have been connected to the Express DigiBooks platform. You can connect to a maximum of 5 devices at the same time. You can add/remove devices from this menu.



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. Finally, you can activate the Security Settings (these are explained in a separate manual).

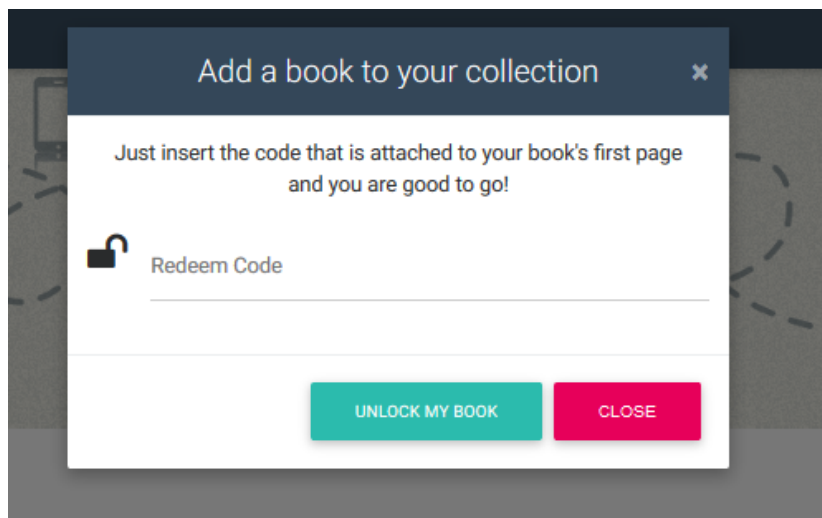
## MY E-BOOKS

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

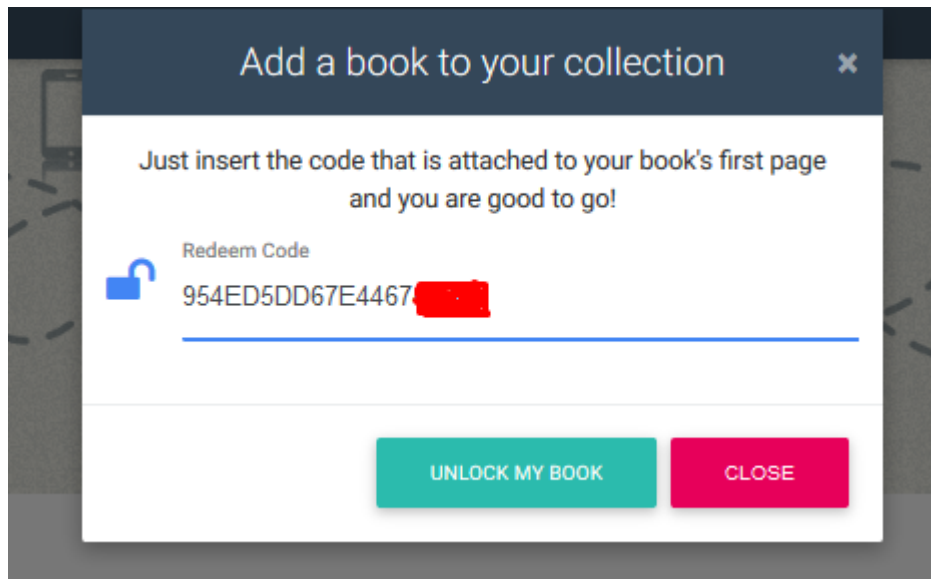


As you can see, there are no books in this account. You have to add your books.

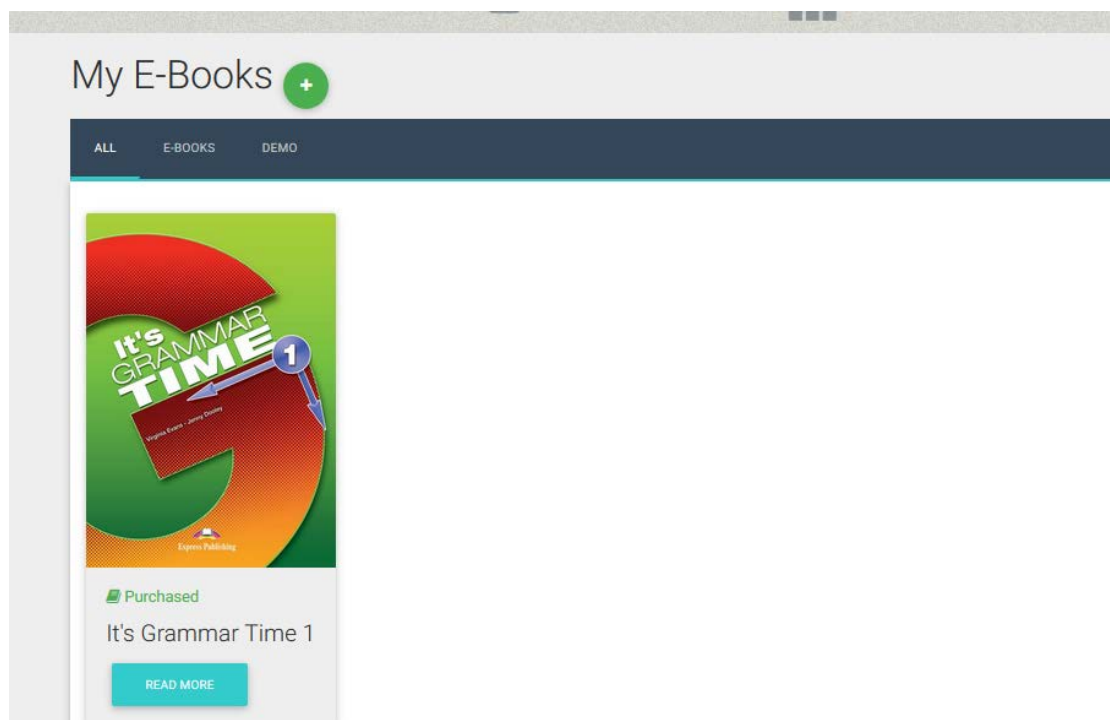
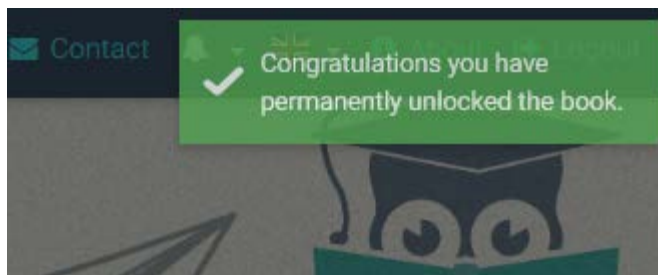
Click on the '+' sign to make this window appear.



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

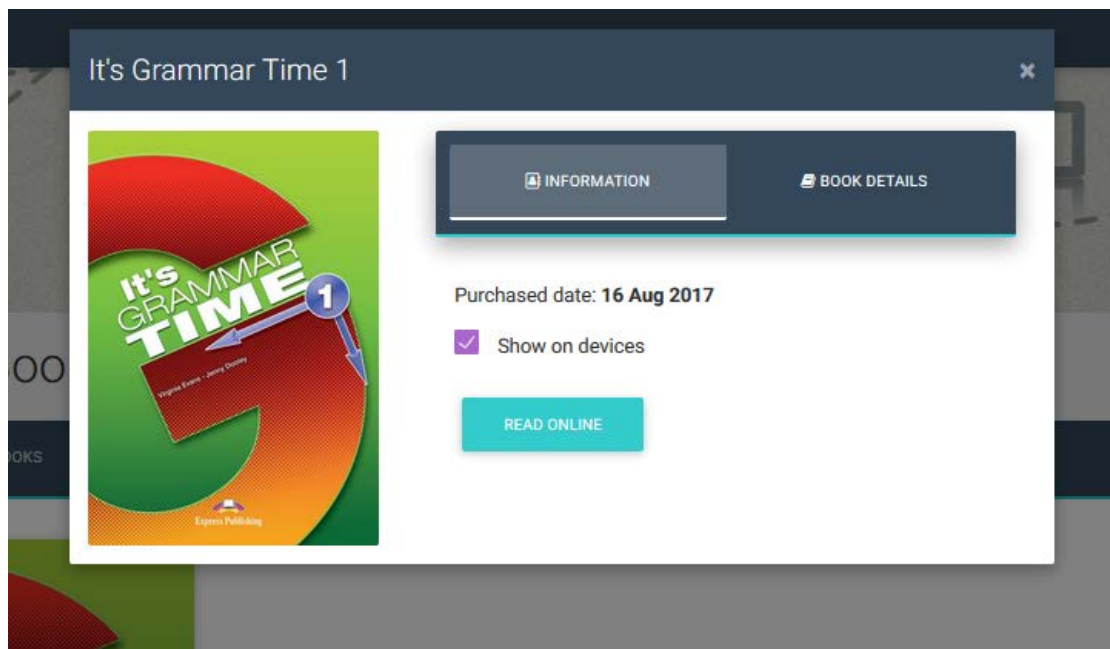


A message confirming successful activation will appear. You now have access to the specific book.

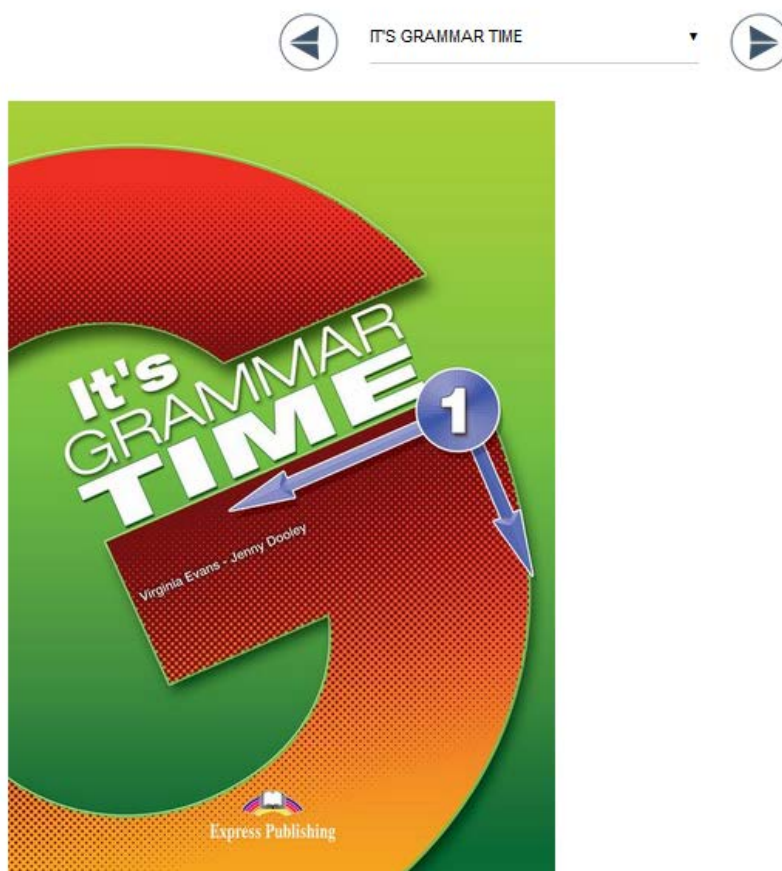




If you click on Read More, a window opens with information about your book, as well as the choice to Read Online.

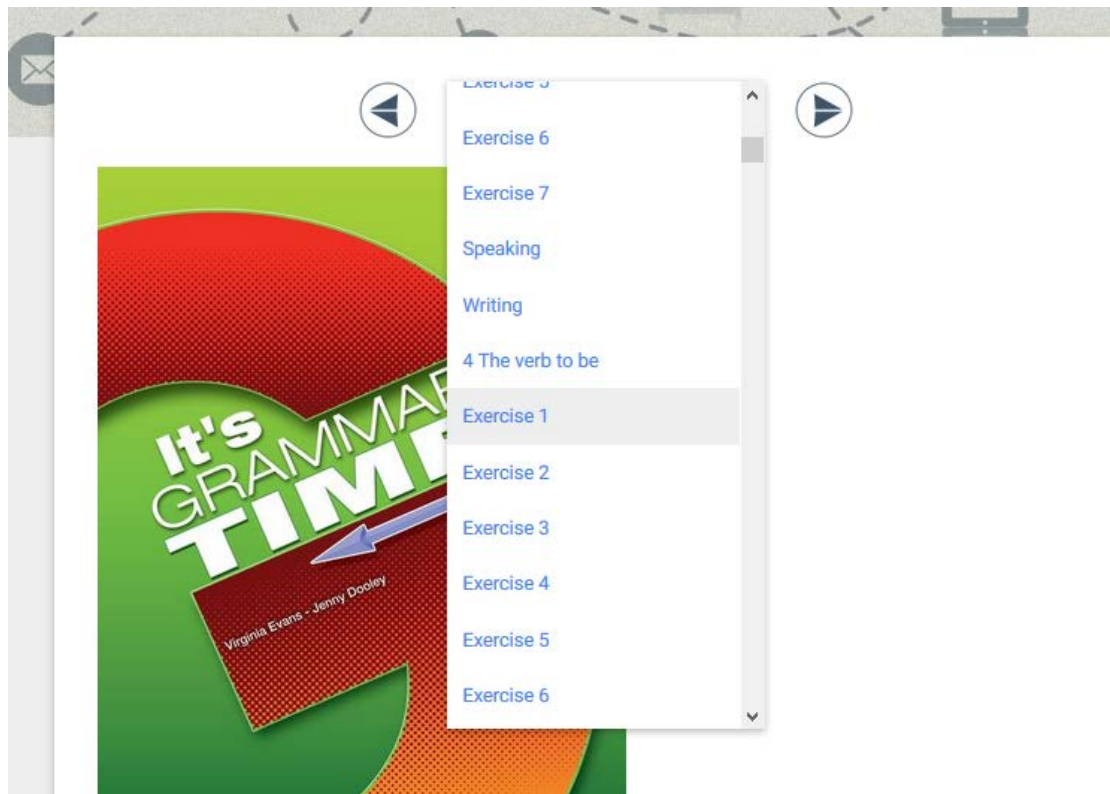


Click on Read Online to open your book.



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.

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'. The form has four main input areas: 'Level' with a dropdown menu currently showing 'PRE-JUNIOR'; 'Lesson Name' with a text box containing 'Select Lesson' and a small downward arrow; 'Deadline Date' with an empty text box; and 'Deadline Time' with an empty text box. At the bottom left of the form is a green button with the word 'ASSIGN' in white capital letters. Above the form, there is a header bar with a book icon on the left and three circular icons labeled 'Check', 'Try Again', and 'Reset' on the right.

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.

The screenshot shows the 'Progress' page interface. At the top, there is a header 'Progress' in a light gray box. Below it, there are several filter sections: 'School Period' with a dropdown set to 'Winter 2018-2021', 'Level' with a dropdown set to 'All', 'Package' with a dropdown set to 'All', and 'Skill Type' with a dropdown set to 'All'. Below these, there are 'Attempts' (dropdown set to 'Latest Attempt'), 'Start Date' (set to '2018-09-02'), and 'End Date' (set to '2021-08-31'). At the bottom left is a 'RESET FILTERS' button, and at the bottom center is a red 'EXPORT' button. Below the 'EXPORT' button is a gauge chart labeled 'Average Score' in blue text. The gauge has a yellow arc indicating a score level.

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 allows the Teacher to export the results to a PDF file or CSV. 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

Express Publishing		Monthly report for school MySchool for Nov 2015		Books Current Publics		Business English	
Student	Class	101	102	103	104	105	106
101	101	101	102	103	104	105	106
102	101	101	102	103	104	105	106
103	101	101	102	103	104	105	106
104	101	101	102	103	104	105	106
105	101	101	102	103	104	105	106
106	101	101	102	103	104	105	106
107	101	101	102	103	104	105	106
108	101	101	102	103	104	105	106
109	101	101	102	103	104	105	106
110	101	101	102	103	104	105	106
111	101	101	102	103	104	105	106
112	101	101	102	103	104	105	106
113	101	101	102	103	104	105	106
114	101	101	102	103	104	105	106
115	101	101	102	103	104	105	106
116	101	101	102	103	104	105	106
117	101	101	102	103	104	105	106
118	101	101	102	103	104	105	106
119	101	101	102	103	104	105	106
120	101	101	102	103	104	105	106
121	101	101	102	103	104	105	106
122	101	101	102	103	104	105	106
123	101	101	102	103	104	105	106
124	101	101	102	103	104	105	106
125	101	101	102	103	104	105	106
126	101	101	102	103	104	105	106
127	101	101	102	103	104	105	106
128	101	101	102	103	104	105	106
129	101	101	102	103	104	105	106
130	101	101	102	103	104	105	106
131	101	101	102	103	104	105	106
132	101	101	102	103	104	105	106
133	101	101	102	103	104	105	106
134	101	101	102	103	104	105	106
135	101	101	102	103	104	105	106
136	101	101	102	103	104	105	106
137	101	101	102	103	104	105	106
138	101	101	102	103	104	105	106
139	101	101	102	103	104	105	106
140	101	101	102	103	104	105	106
141	101	101	102	103	104	105	106
142	101	101	102	103	104	105	106
143	101	101	102	103	104	105	106
144	101	101	102	103	104	105	106
145	101	101	102	103	104	105	106
146	101	101	102	103	104	105	106
147	101	101	102	103	104	105	106
148	101	101	102	103	104	105	106
149	101	101	102	103	104	105	106
150	101	101	102	103	104	105	10

## ASSIGNMENTS

### Assignments & Homework

ASSIGNMENTS

CLASSWORK

HOMEWORK

Search by Lesson

All

Search by Classname

All

Search by Package

All

Search by Module

All

Search by Activity

All

Filter out earlier deadlines

2020-09-09

RESET

	CLASSNAME	LESSON NAME	PACKAGE NAME	MODULE NAME	ACTIVITY NAME	DEADLINE	LINK	ACTION
	A1	Monday A1	It's Grammar Time 1	Unit 7	Exercise 5	2020-09-17 14:10:00		

On this page, you can see what homework you have given your students.

At the top, there are search filters, so that you can find an assignment faster.

The assignments are at the bottom.

LESSON NAME	PACKAGE NAME	ACTIVITY NAME	DEADLINE	LINK	ACTION
Monday Lesson 1	It's Grammar Time 1 2	Exercise 1 3	2017-08-21 18:00:00 4	5            6	7 8

For every assignment you can see:

1→the name of the Lesson to which the assignment belongs

2→which book it is from

3→the number of the exercise

4→the deadline you have set

5→the link that will take you to the exercise

6→the link that will take you to see your students' progress

7→the link that will allow you to change the settings for the exercise

8→Delete the assignment

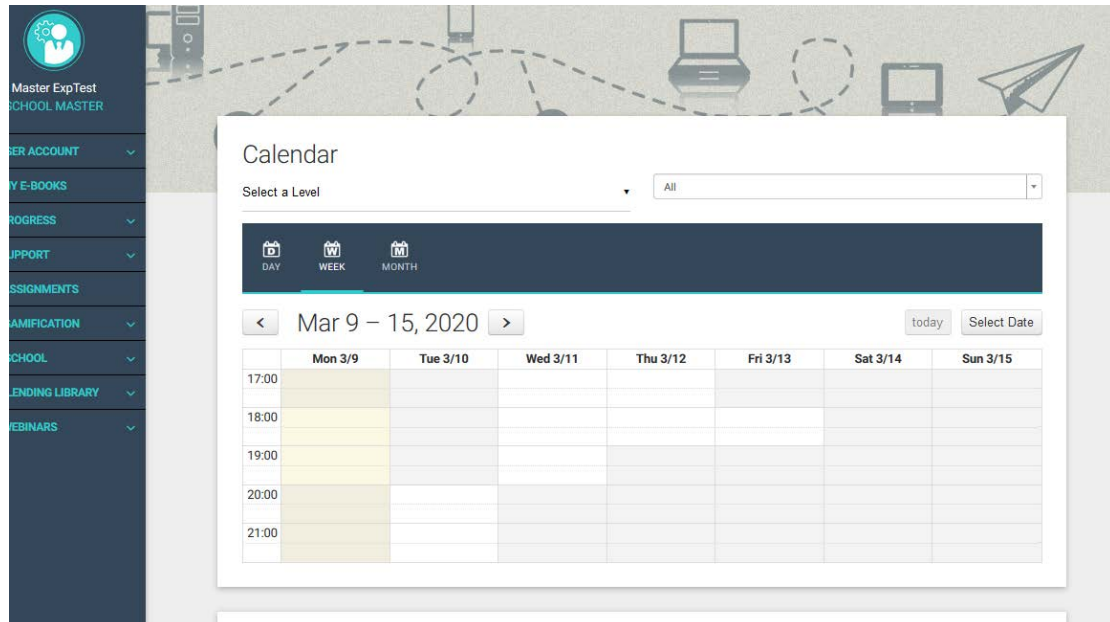
20

## Classwork – Homework – Absences

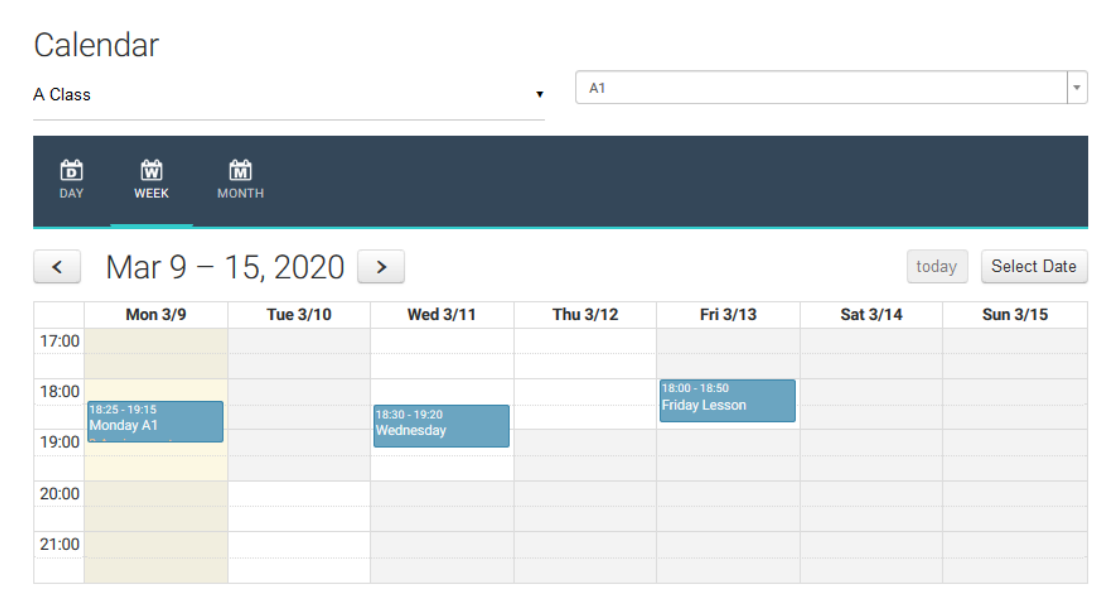
In order to have this feature in Express DigiBooks you have to enable the Lessons in the School Settings.

Open your browser, go to [www.expressdigibooks.com](http://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

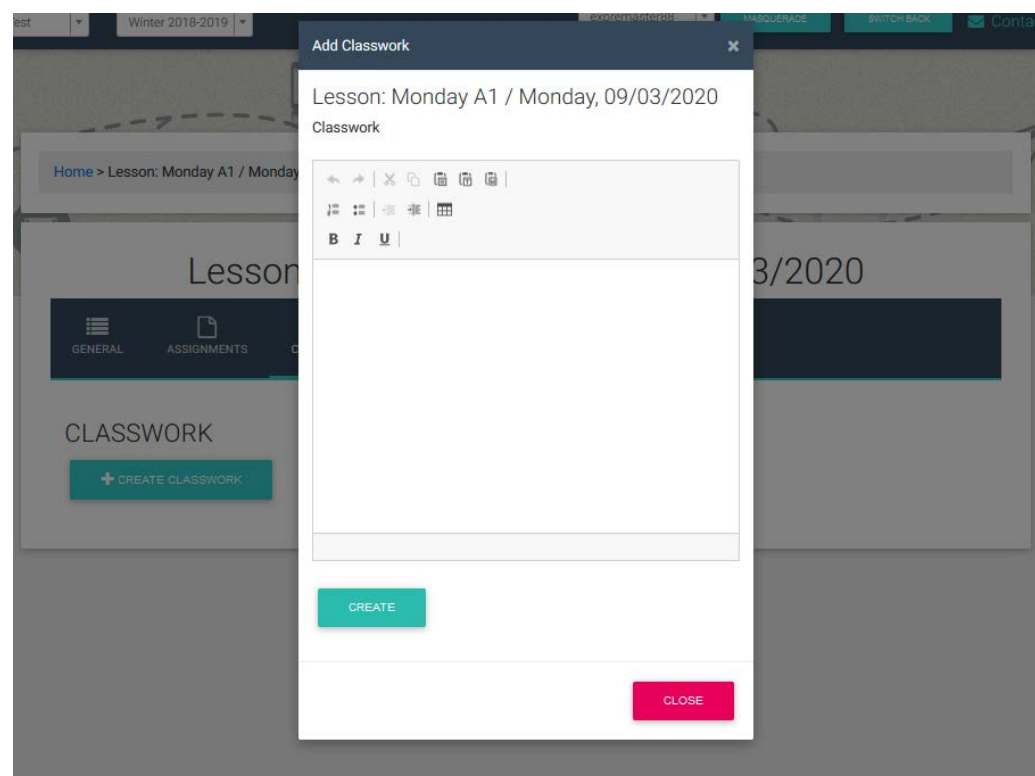
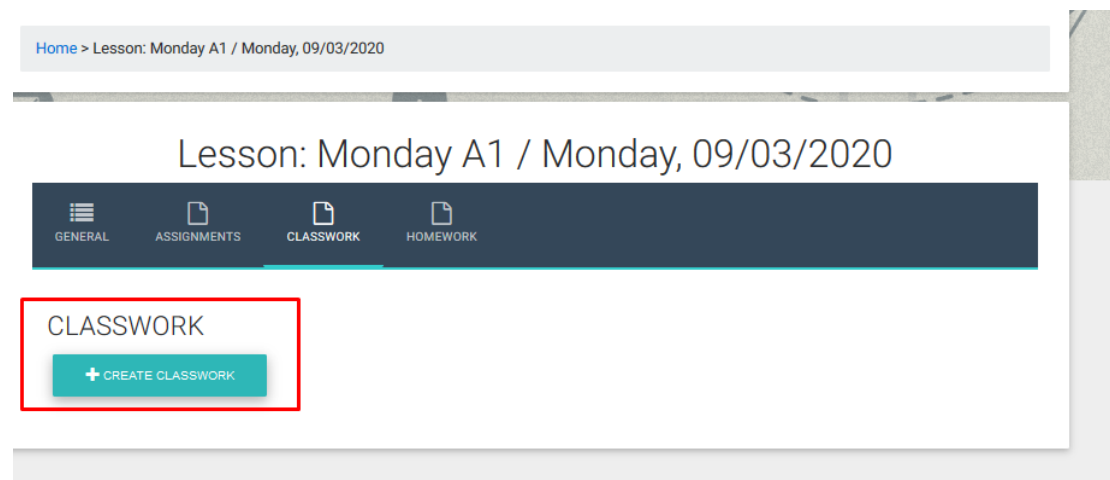
### ASSIGNMENTS

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		

22

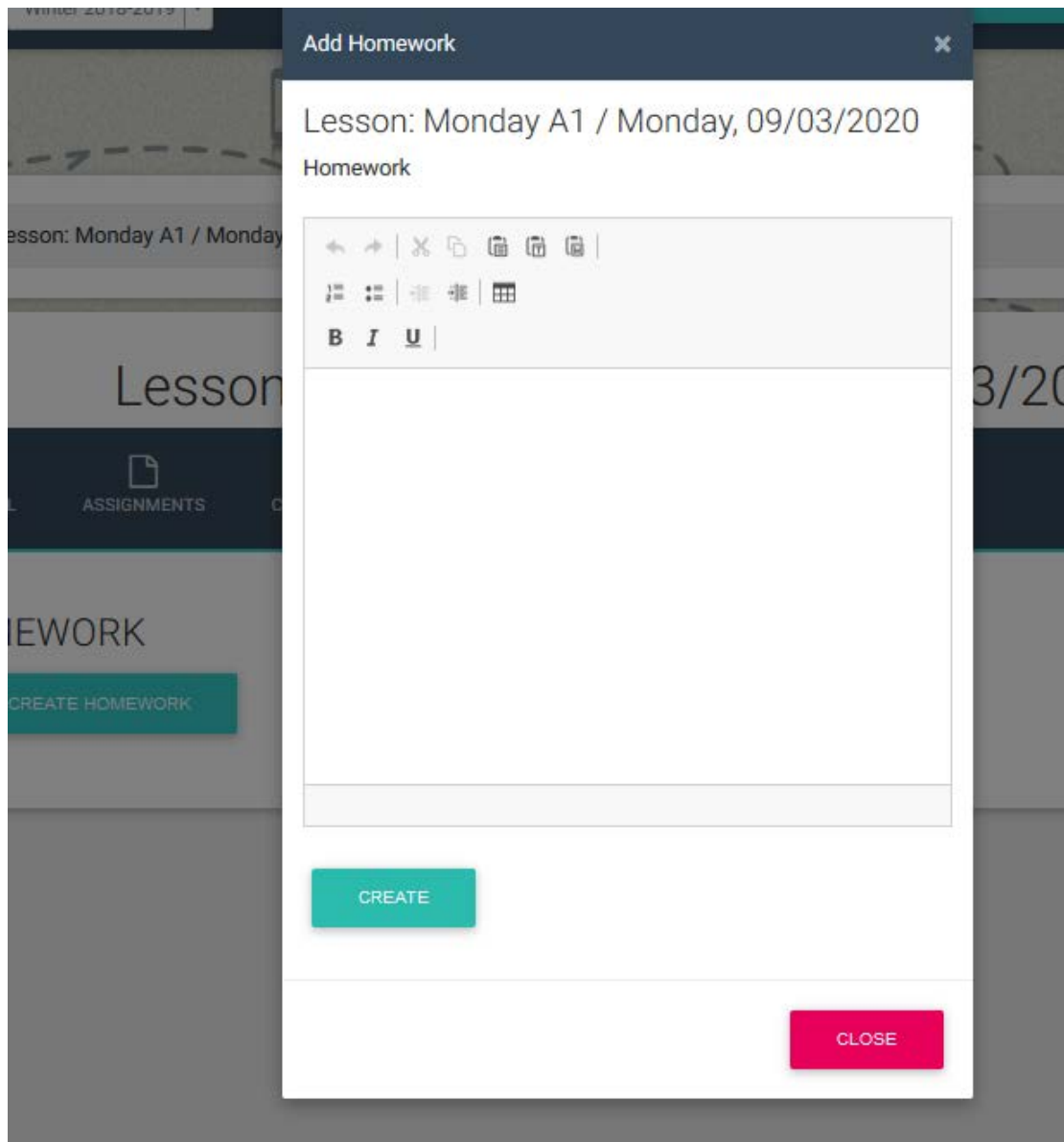
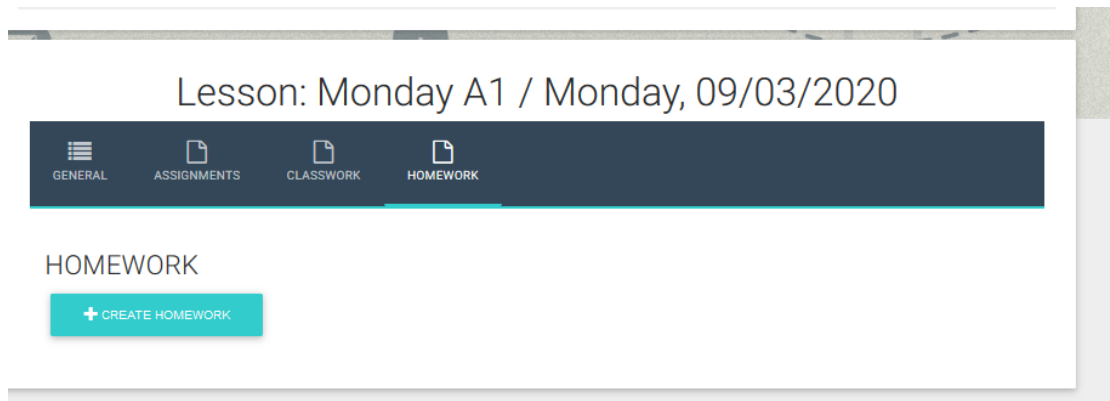
At the Classwork tab you can write what you have done during the lesson



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)

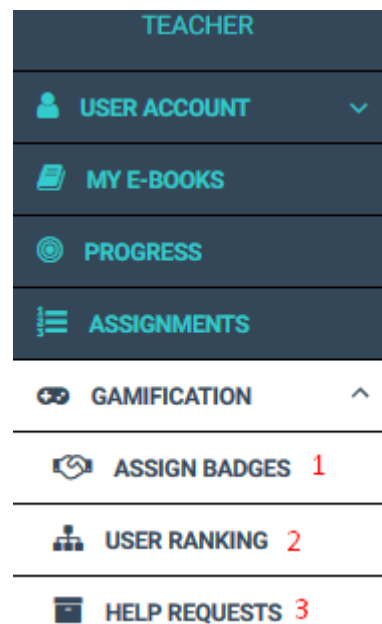




For example: “For the next Lesson bring an essay with the following issue: “Technology in class. Do you think is good or bad?”. Also bring your last years grammar book in order to make a revision in Past tenses”.

## GAMIFICATION

If the school to which you belong has activated Gamification, the following choices will appear on the Dashboard.



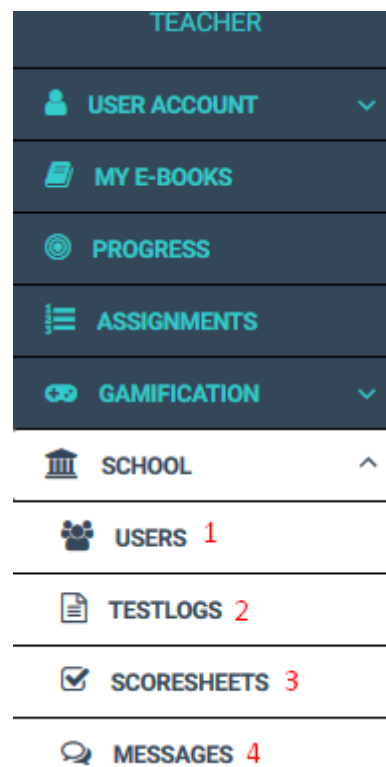
1→Give your students Badges (independantly of Missions).

2→See the progress of your students in the Missons you have assigned them.

3→Handle the requests for help that your students have sent. This choice will be activated by the School Master before it is active for you. Each student for whom this choice is active can ask for help either from his/her teacher or from a fellow student.

## SCHOOL

By clicking on School, the following choices become available.



Note: Testlogs, Scoresheets and Messages only appear if your School Master has activated them.

## USERS

From this page you can see the students who belong to your class and give them Badges and ELECS to reward their efforts.

### Users

LIST VIEW

Choose your school period

Choose your users' level

Choose your users' class

All

All

All

Choose your users' role

Search by last and first name...

SEARCH

CLEAR

All

Type the class name and press enter...

Full Name	Role	Status	Actions
Student EXPtest	student	Active	
Student EXPtest2	student	Active	

Showing 1-2 of 2 items.

## TESTLOGS

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

## My Testlogs

CLASS	STUDENTS	TESTLOG	DEADLINE	HANDLED BY	ACTION
A1	2	Unit 1 - Test 1 It's Grammar Time 1	2017-11-17	Not yet	<div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div>

Showing 1-1 of 1 item.

Click on Create Testlog.

# Create Testlog for a class

Classes **1**

Select class ...

Testlog Name **2**

Testlog Description **3**

Deadline **4**

CREATE





- 1→Select the class that will take the test
- 2→The name of the test
- 3→Give a description of the test
- 4→Set when the deadline expires for the School Master to amend the Testlog

Click on Create. The School Master will automatically receive notification that you have created a Testlog and that he/she must act accordingly.

## SCORESHEETS

Scoresheets are a means by which a school gives grades to its students. The School Master is responsible for creating them. You have to enter them and enter your students' marks.

### Scoresheets

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

Select the Add Grades button and enter your students' marks in the form your are given. The, click Submit.

### Test 1 for A1

Fullname	Grade
EXPtest2 Student	17
EXPtest Student	19

[SUBMIT](#)

## MESSAGES

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

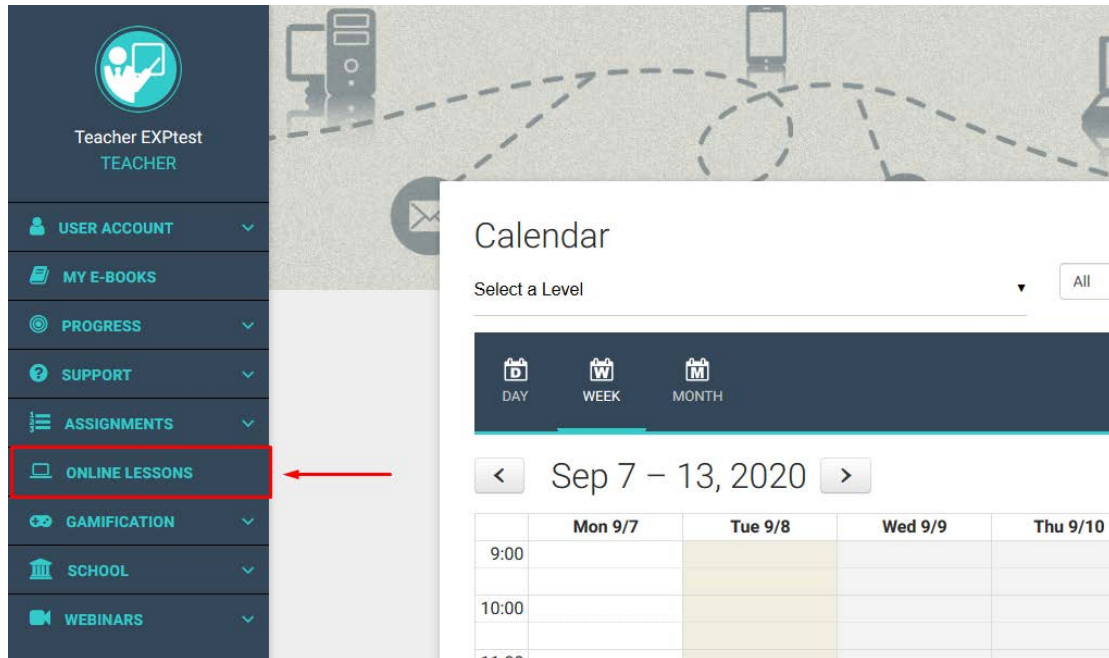
### Inbox

#	SENDER	SUBJECT	CREATED	ACTION
No results found.				

## Online Lessons

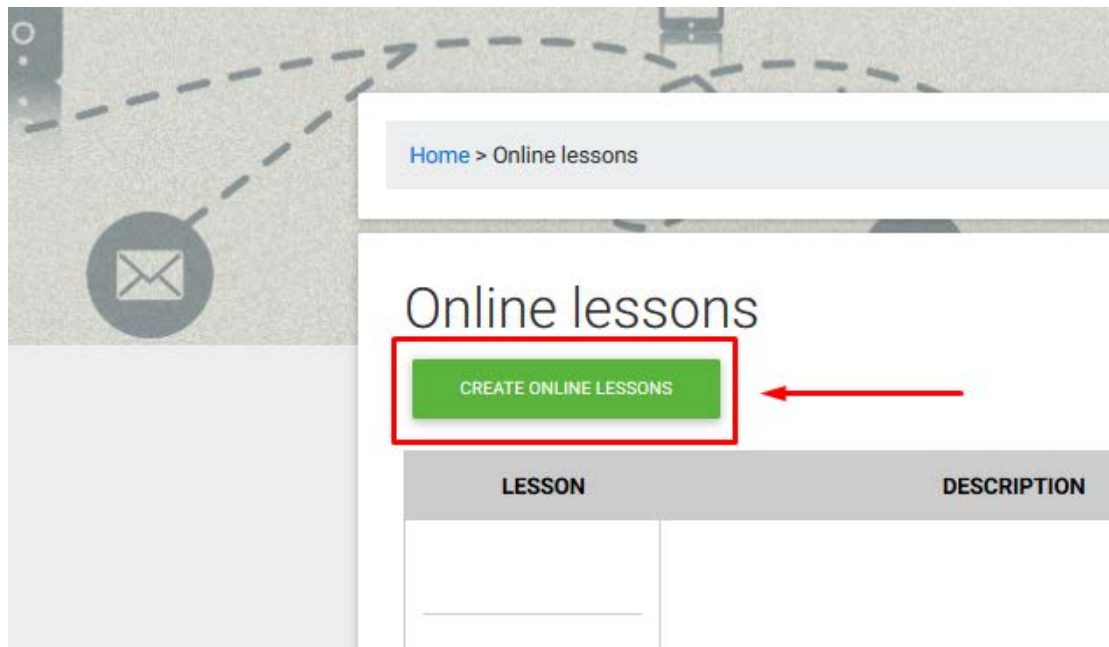
### **Step 1**

Click on the *Online Lessons* button below.



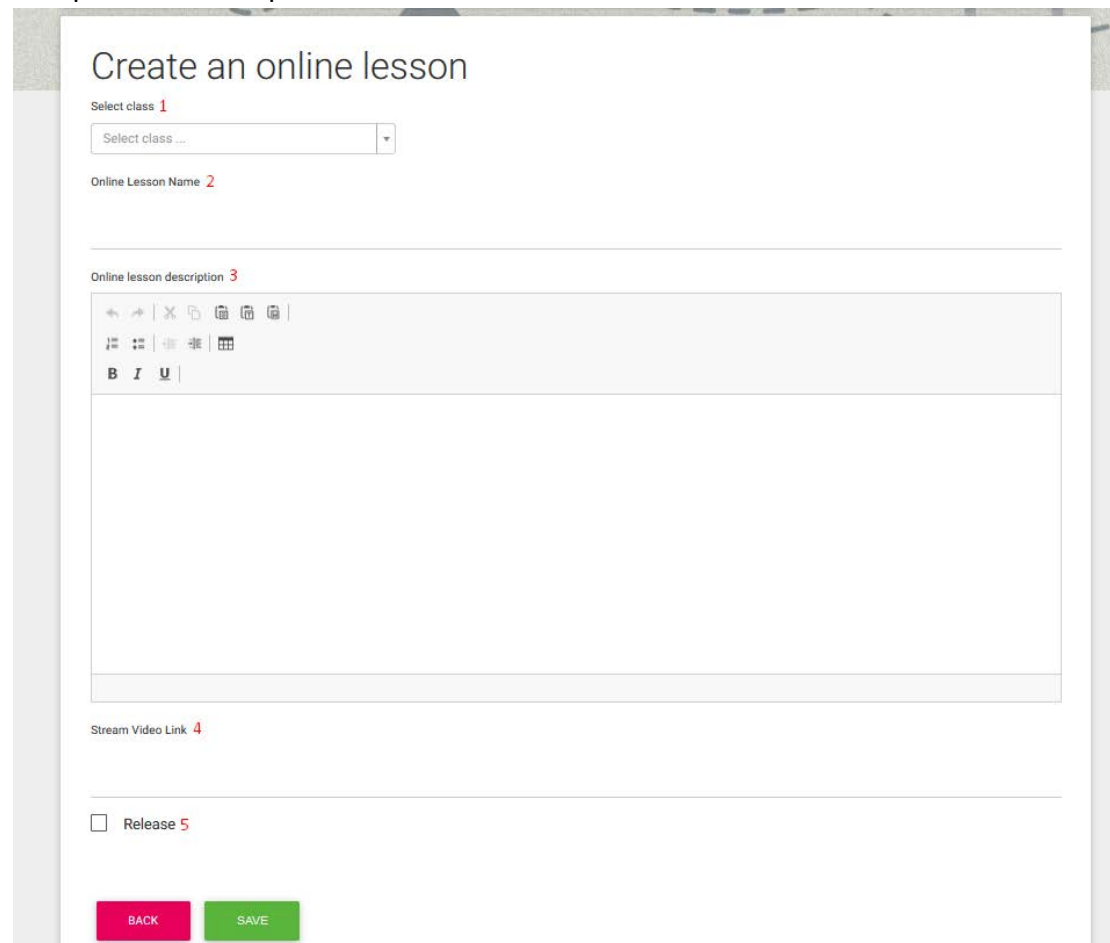
### **Step 2**

Click on the *Create Online Lessons* button below.



### Step 3

Complete the form provided



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.
- 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><a href="https://zoom.us/j/12345678910?pwd=WIBVaXIMUE4zYVvK0OGJzZkhsSFirUT09">https://zoom.us/j/12345678910?pwd=WIBVaXIMUE4zYVvK0OGJzZkhsSFirUT09</a></p> <p>Meeting ID: 123 4567 8910</p> <p>Passcode: g76g32</p>	<div>START</div>	