

2017



Powered by  Express Publishing

Manual

SCHOOL MASTER

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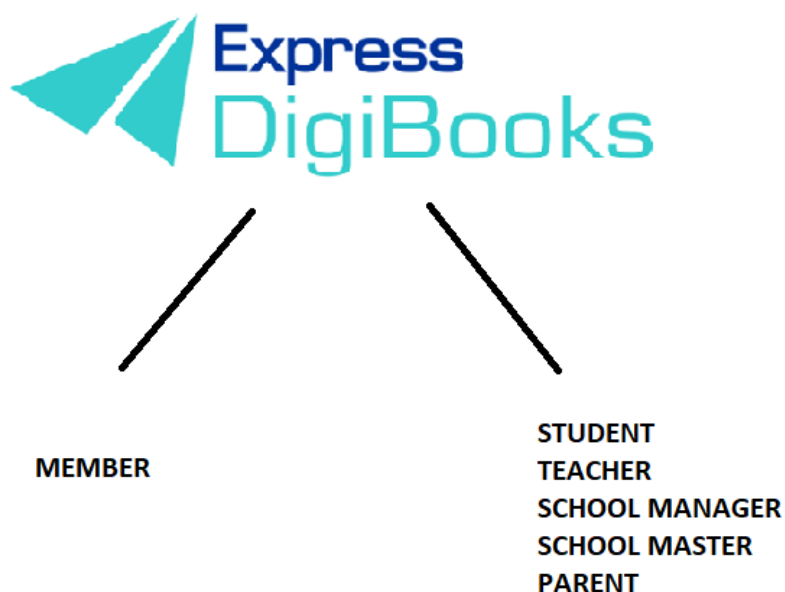
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Description of roles and users

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

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/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, Teachers, and School Managers, as well as organise things, in general.

The **School Manager** is in charge of the school, or department, and is 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, check their work and help them with whatever problems they may face.

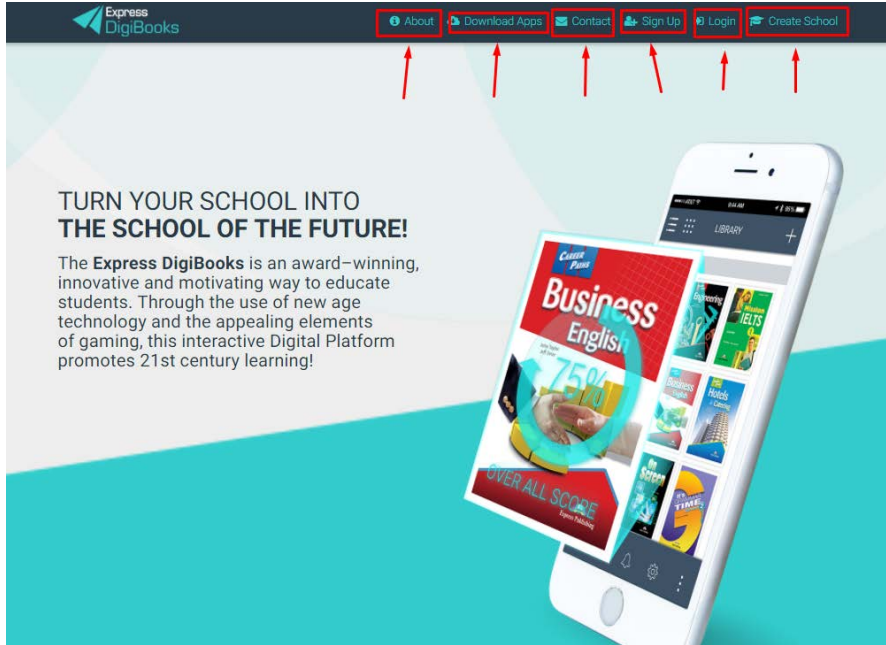
Students attend the school. Their accounts can only be opened by the School Master.

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

REGISTERING ON THE PLATFORM

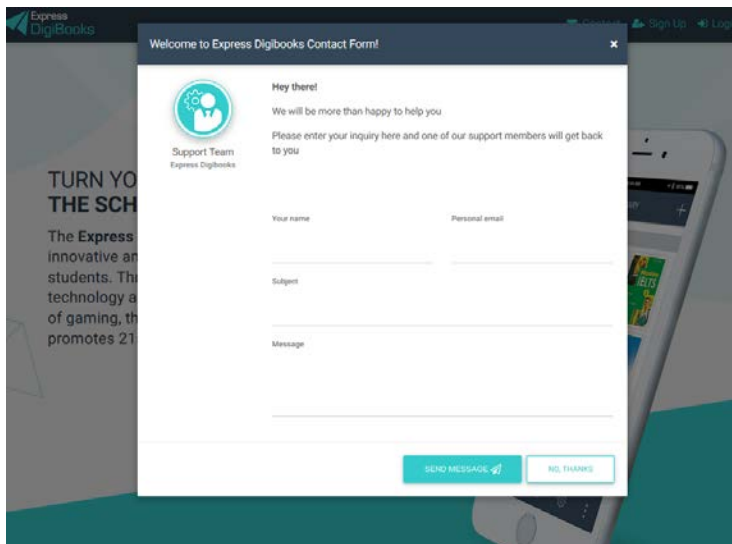
Please visit our website www.expressdigibooks.com and see our main page.

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



What the buttons do:

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



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

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

Create School

School Master Information

First Name Last Name Male Female

Email Email 2

Father Name Mother Name Birthday
Click to select Birthday

Address Address 2 Zipcode

City Country Select Country

Phone Phone 2

Mobile Phone Mobile Phone2

School Information

School Name

Address Address 2 Zipcode

City Country Select Country

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

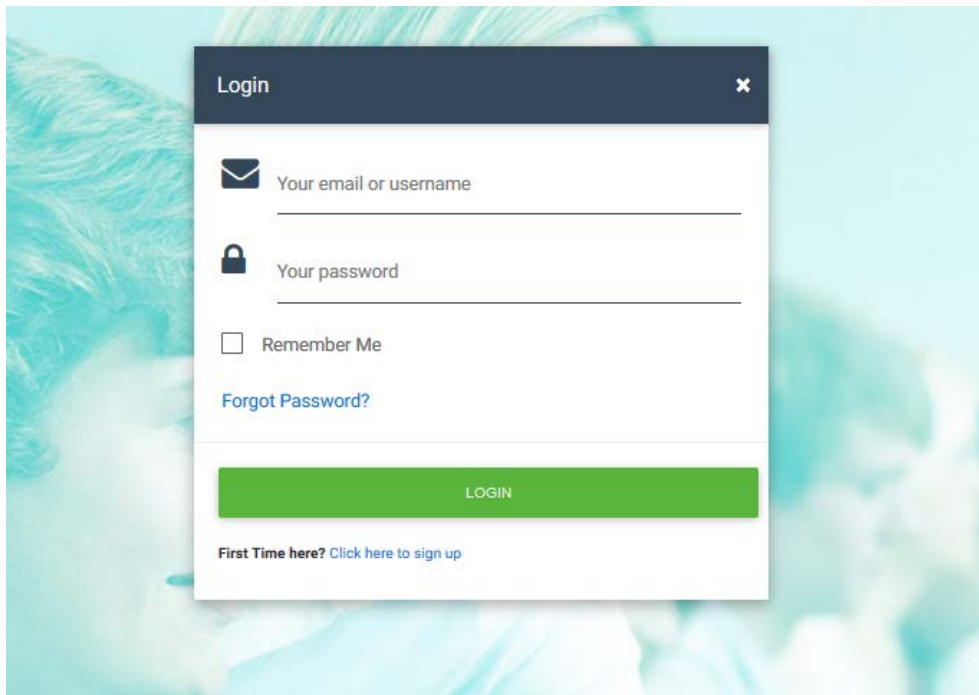
At the end of the page, there is a captcha verification, which you must complete, as well as a box to check next to the terms and conditions, to show that you have read and agree with them. Finally, click on Create New School. You will receive an email that will inform you that your application is being processed. As soon as it is approved, you will receive another mail welcoming you to the platform, which will provide your username and password.

Verify Code **eohetty**

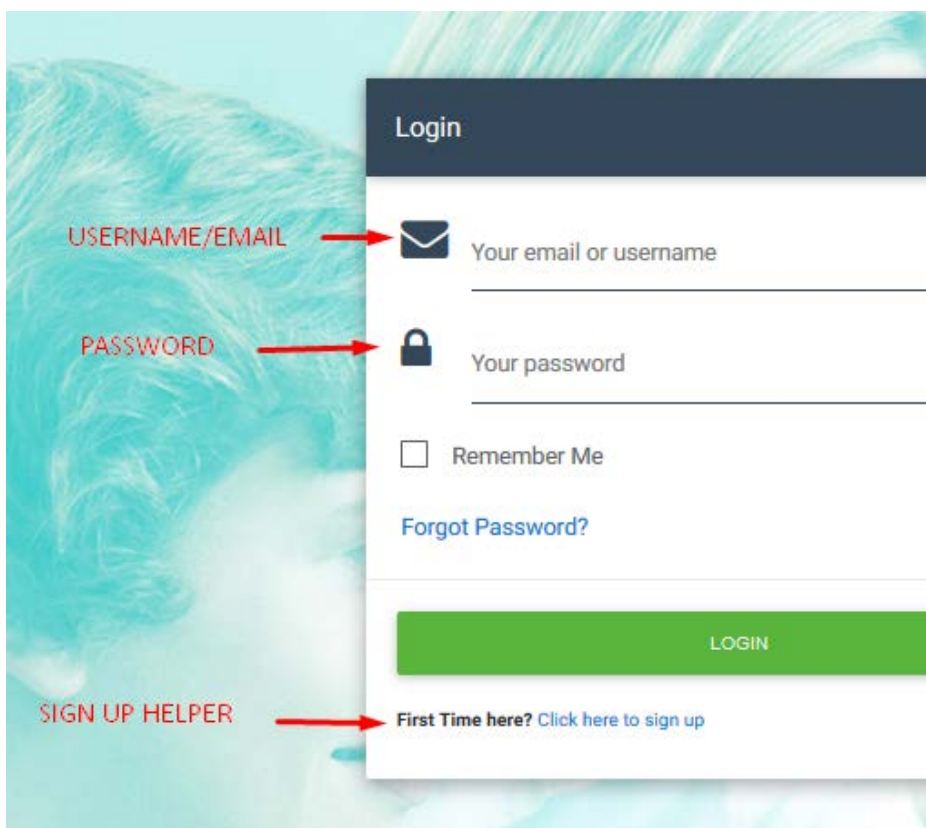
Terms & Condition

CREATE NEW SCHOOL

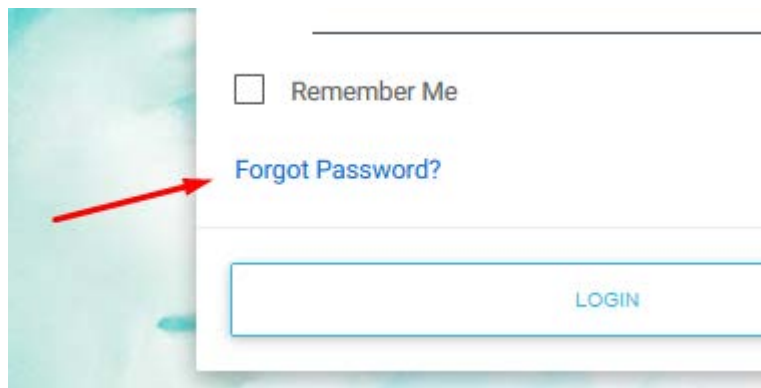
- **Log in:** When you click on Log In, a window will pop up for you to enter your Username and Password (which you will have received by mail), so that you can connect with the platform.



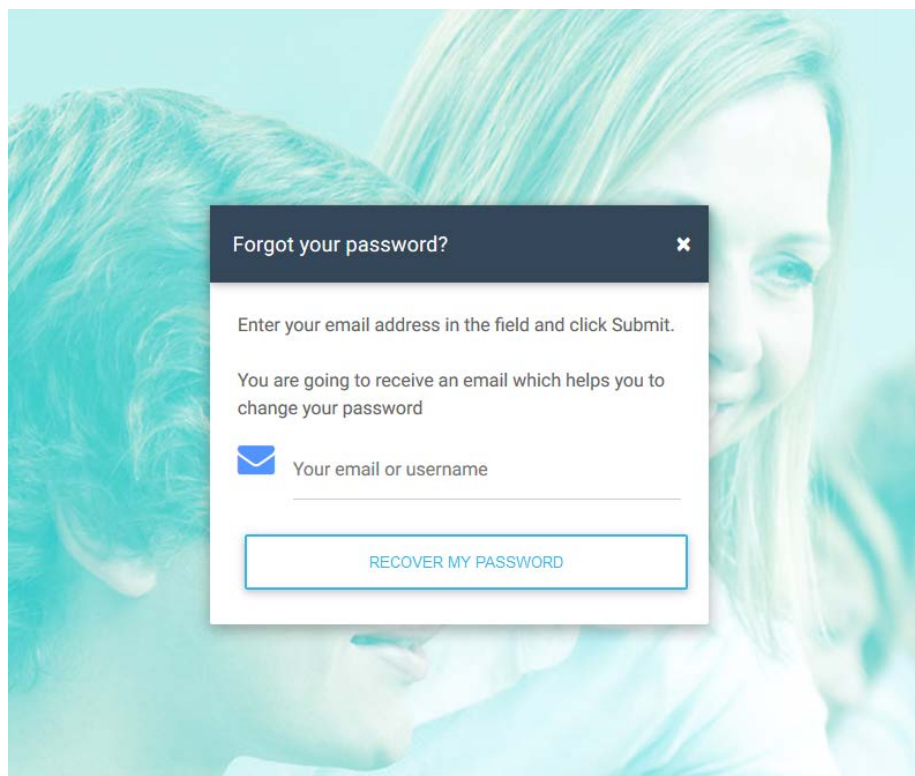
Enter your **Username** or **email** and then your **Password**, and click on the **Log In** button.



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

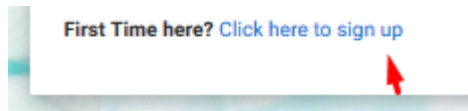


This will take you to a new page, where you will be asked to enter your email address so that your Password can be sent to you.



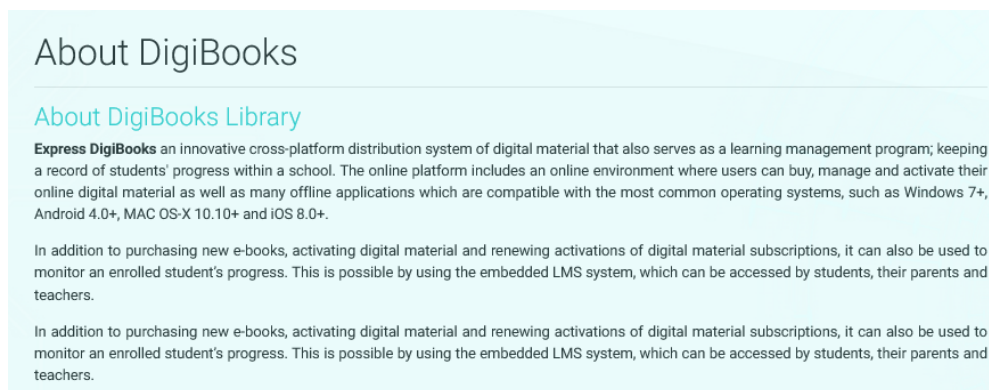
Click Recover My Password and then check your personal email account (e.g. Gmail, Yahoo, Outlook, etc.) where you will find that your Password has been sent to you.

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.

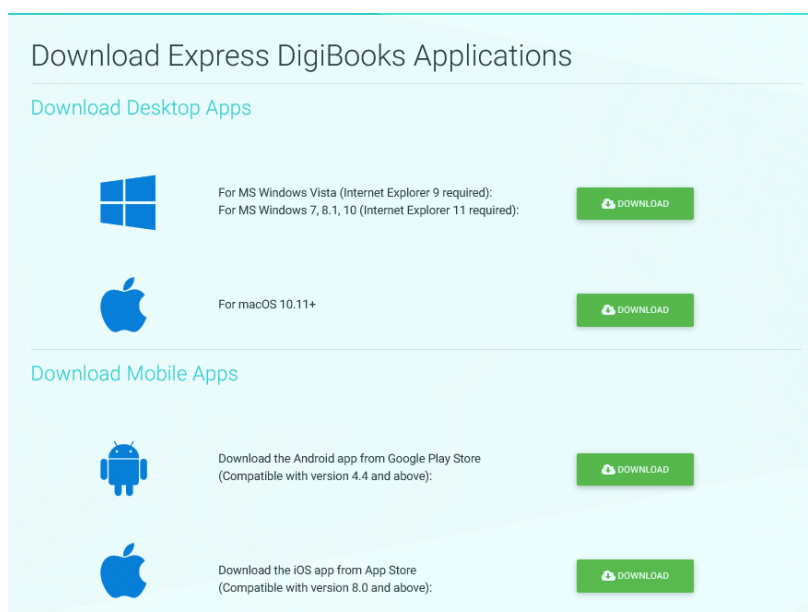


- **Sign Up**

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

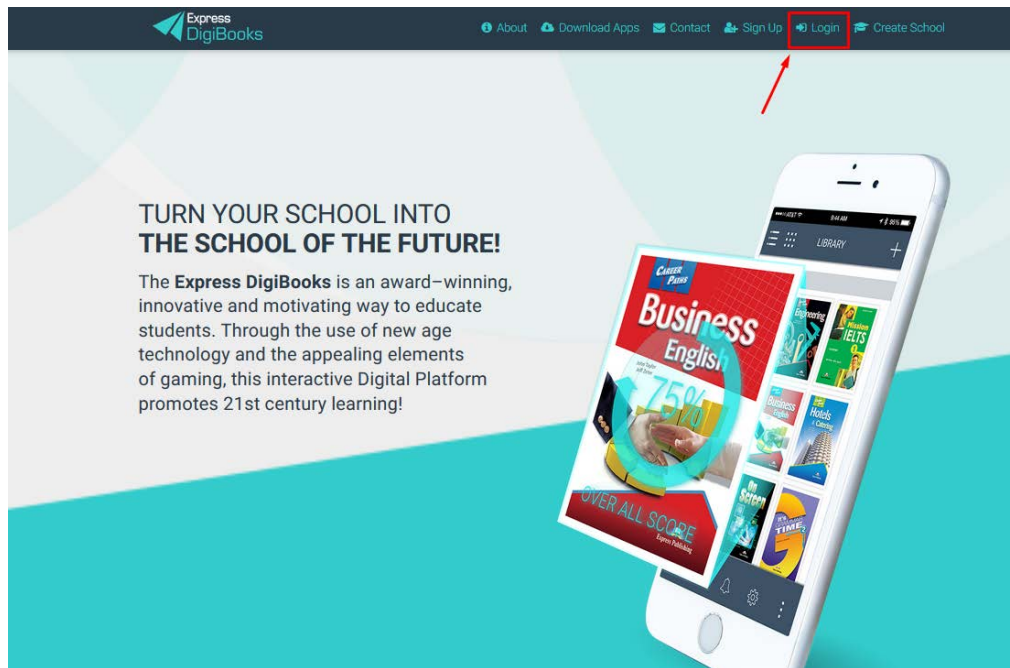
- **Download Apps**

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

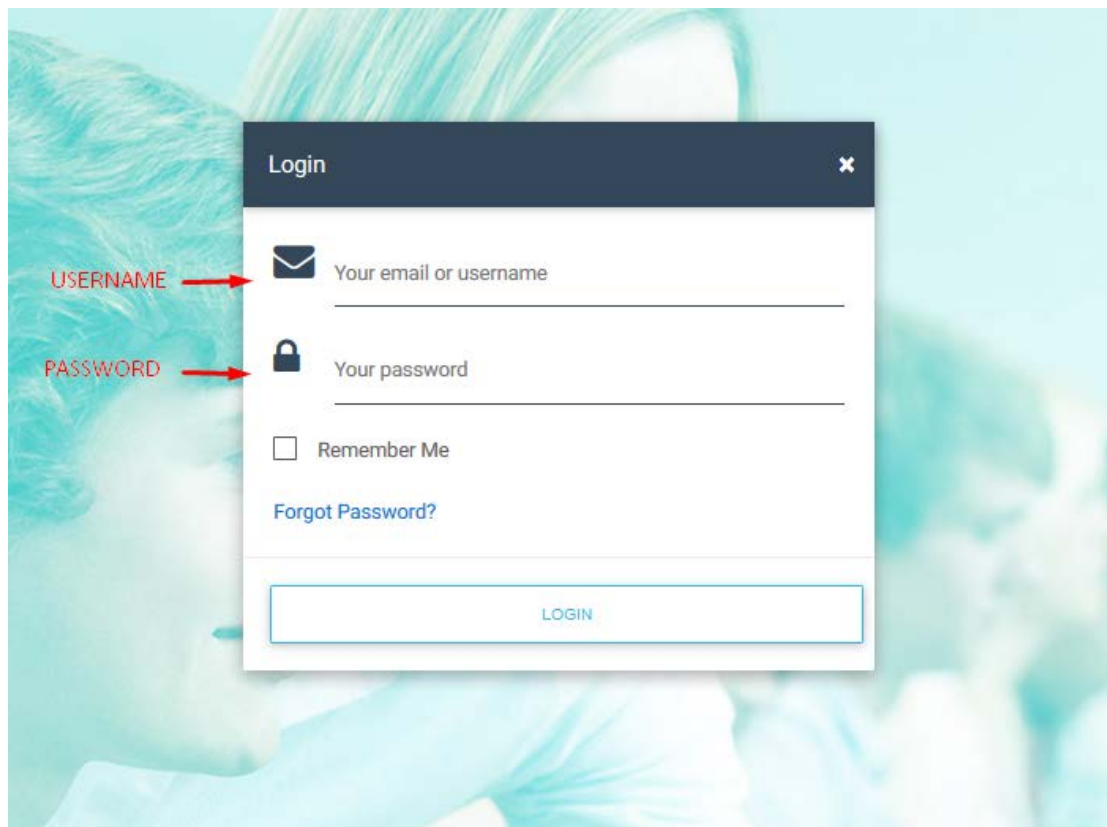


SCHOOL MASTER

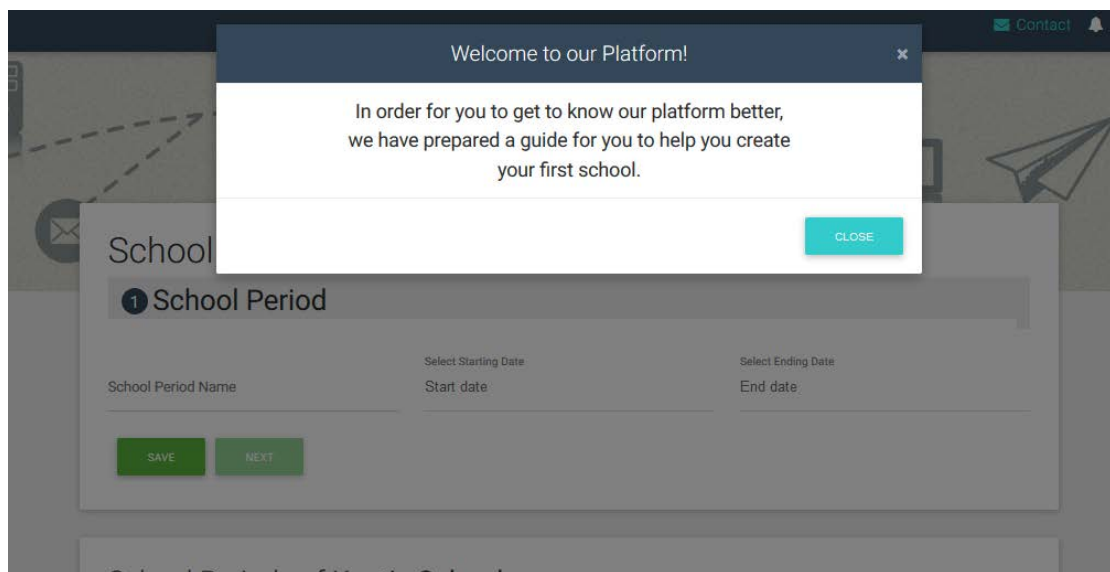
As soon as your registration as School Master has been completed, go to the top right-hand side of the screen and click on Log In.



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



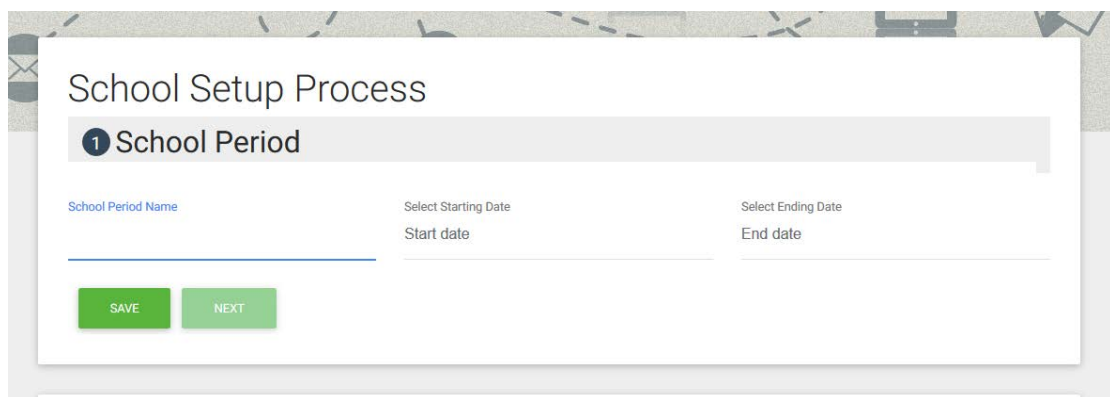
As soon as you are successfully connected to our programme, the following page will appear.



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

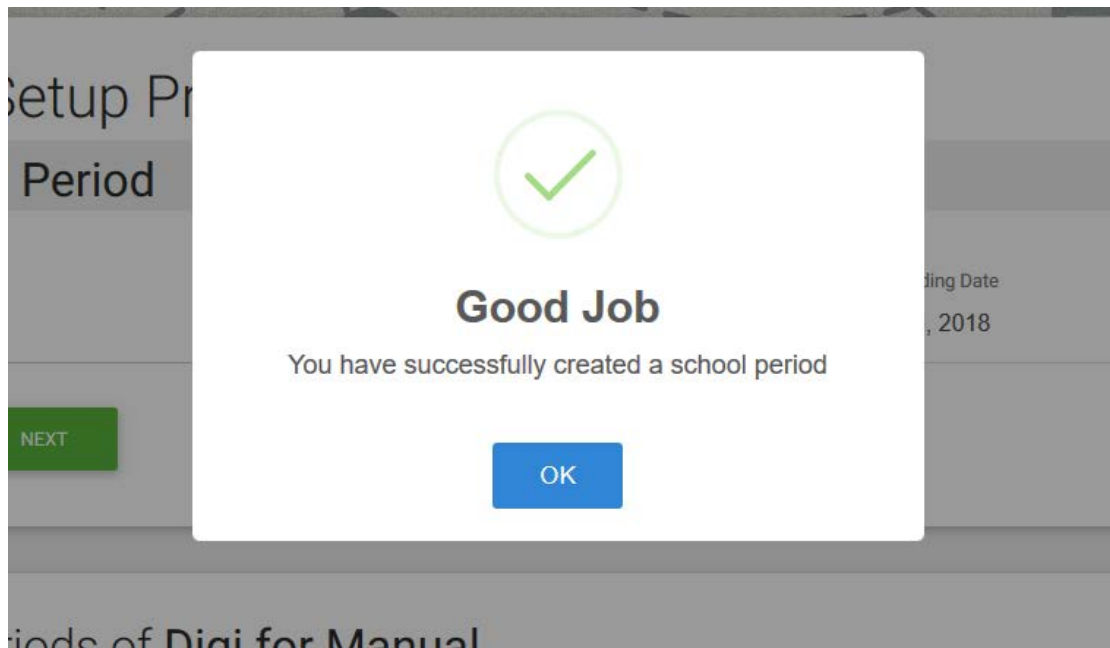
Once you click **Close**, the platform will guide you through the simple steps required to create your first school. This message will only appear until you successfully create your first school.

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. You decide how you would like to define the school period system you follow in your school.

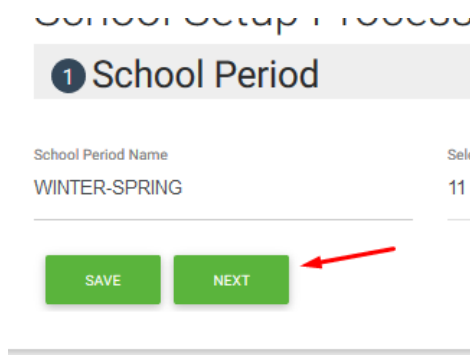


First, enter the name of the period, e.g. Winter or 1st Trimester, and then select how long it lasts, e.g. 15 September to 15 June, and click Save.

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



Once you click OK, the same window will reappear. You can now create the next period, if you wish, following the same procedure as above, or click Next.



Clicking Next takes you to the window where you create the Subject. Schools do not necessarily just teach English, they may teach other languages. You can use the languages that are already included, or create a new Subject, if, for example, your school teaches 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-

-Choose a subject-

English

German

PREVIOUS

SAVE

FINISH

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 box 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 see that 'Levels of Subject' now appears directly below. These are the levels of the subject taught at your school. You can remove some or all of them and create your own levels, depending on what you wish to name them.

School Setup Process

2 Subject

+SUBJECT

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

English

Levels of subjects

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

PREVIOUS SAVE FINISH

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

You can change the appearance in the following way:

Create Subject

Subject Name

English

Add Levels

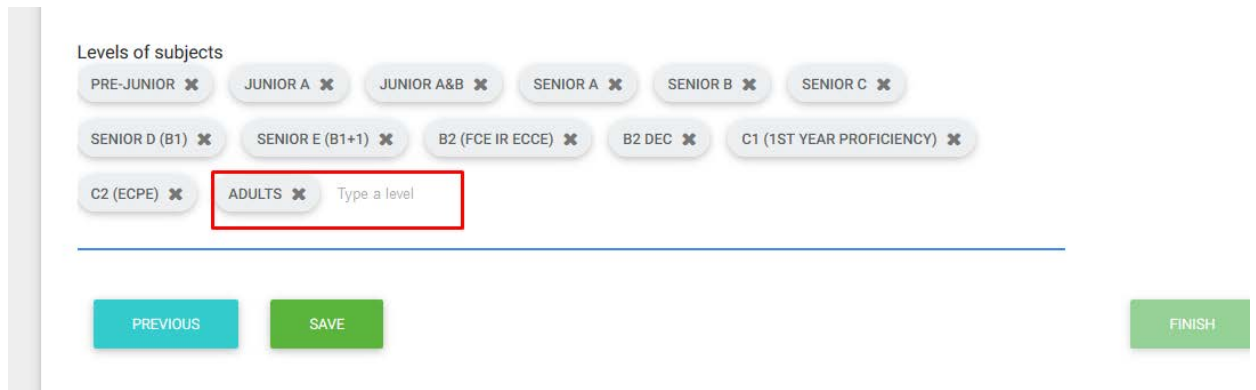
Kindergarten ✕ GRADE 1 ✕ GRADE 2 ✕ GRADE 3 ✕ GRADE 4 ✕ GRADE 5 ✕ GRADE 6 ✕ ADULTS ✕

Type a level

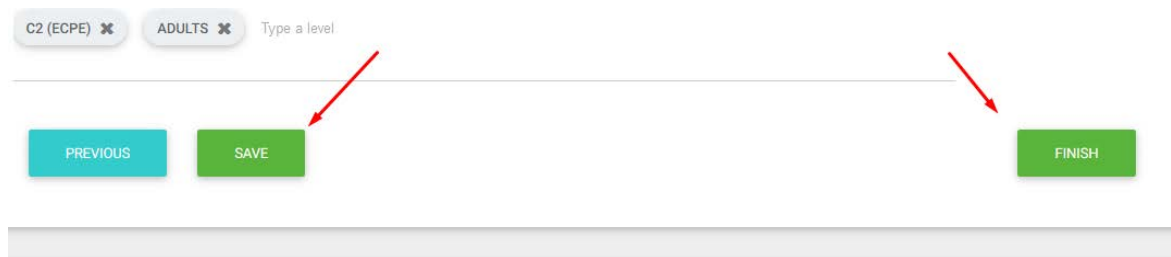
Active

CREATE BACK

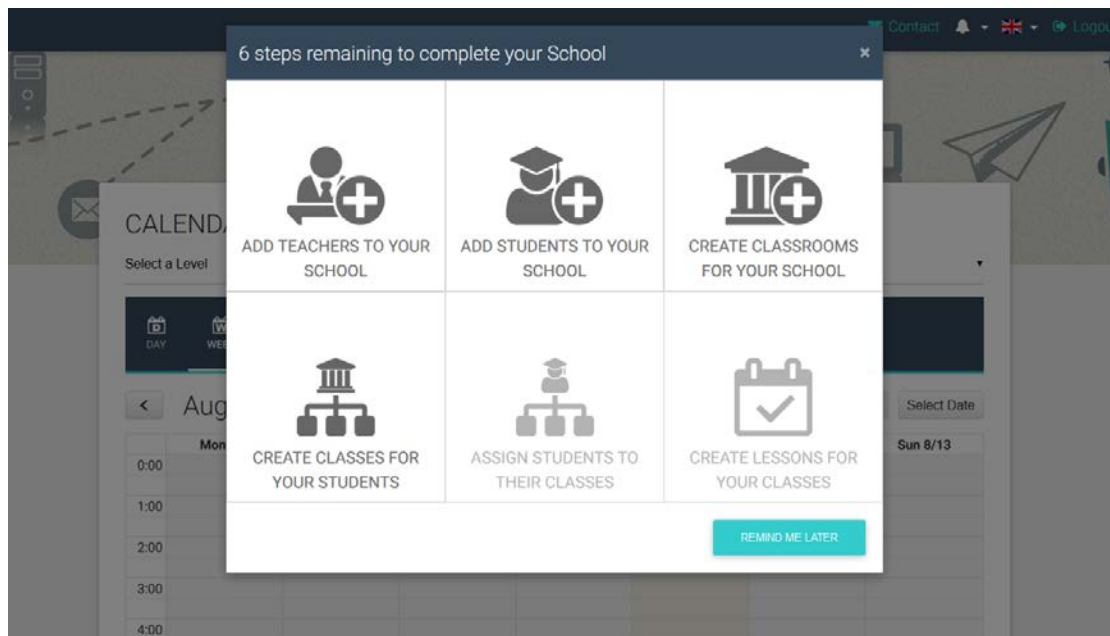
You can remove any of the levels by clicking the 'X' next to it. Then, by clicking Type a Level, you can add your own names, as you wish. Simply type in the name and press Enter.



When you finish, click on the Save button and then the Finish button to the right.



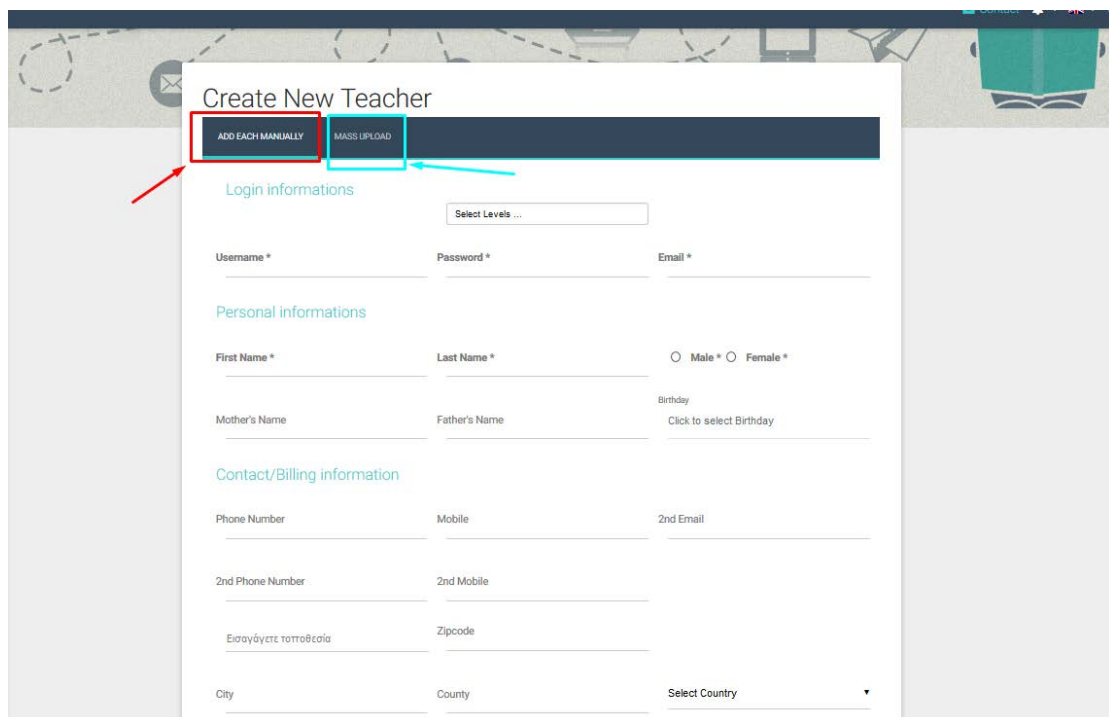
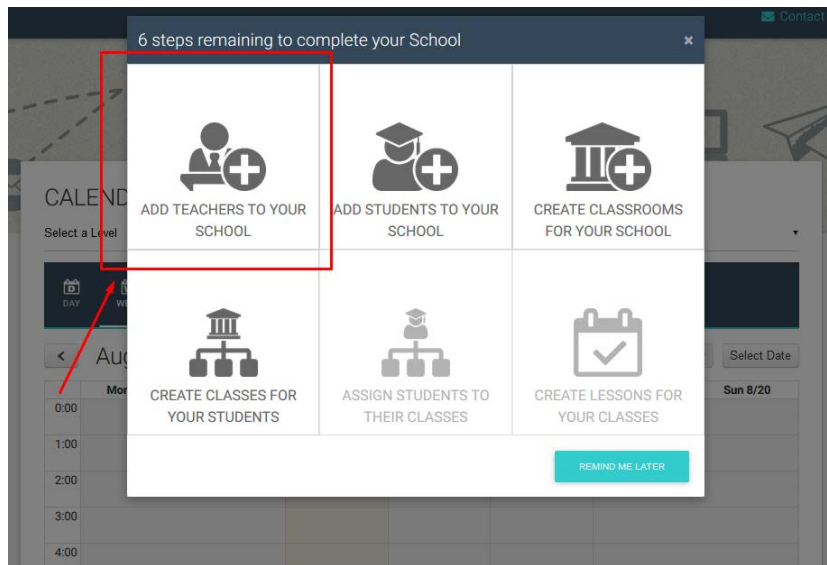
When the process is finished, the following window will open,



which informs you that there are just 6 steps needed to complete the creation of your school.

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

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



As you can 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 the form with all the information required, click on the Create button at the bottom of the page.

Please note that when you create Teachers on the platform (as well as other users), you must say to which Level the particular teacher belongs. You will see that the selections for Level are at the top of the form.

Create New Teacher

ADD EACH MANUALLY MASS UPLOAD

Login informations

Select Levels ...

Username * Password * Email *

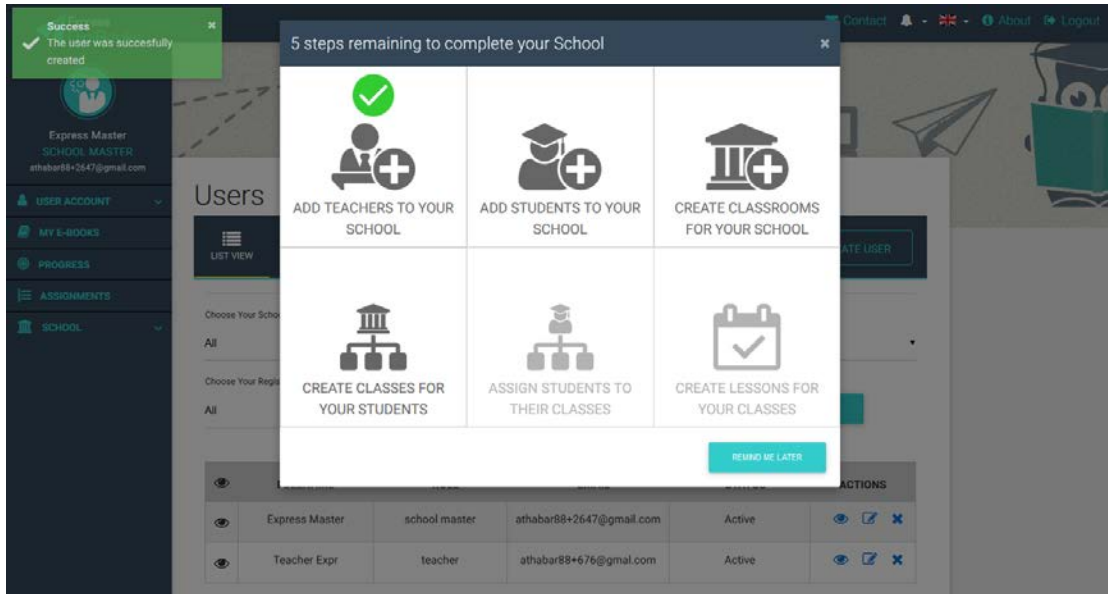
Personal informations

First Name * Last Name * Male * Female *

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

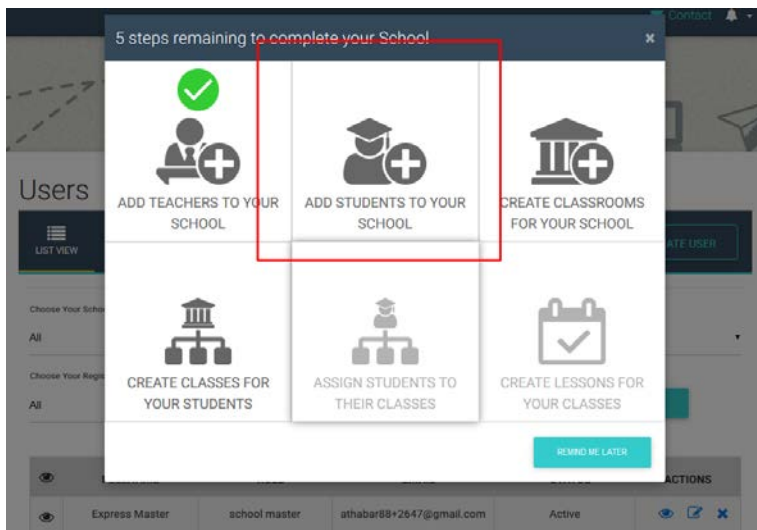
Please double check the email address. It should be current and correct. If the user's mail has been entered incorrectly, they will never receive the mail to activate their account or receive their username and password.

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



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

Use the 2nd box to create Students in the same way that you created Teachers.



Create New Student

ADD MANUALLY MASS UPLOAD

Login informations

Select Level

Username * Password * Email *

Personal informations

First Name * Last Name * Male * Female *

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

Contact/Billing information

Phone Number Mobile 2nd Email

2nd Phone Number 2nd Mobile

Eid/oydets tom/otpa Zipcode

City County Select Country

Select Timezone

Active

CREATE

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

Success
The user was successfully created

Express Master SCHOOL MASTER
athabar88+2647@gmail.com

4 steps remaining to complete your School

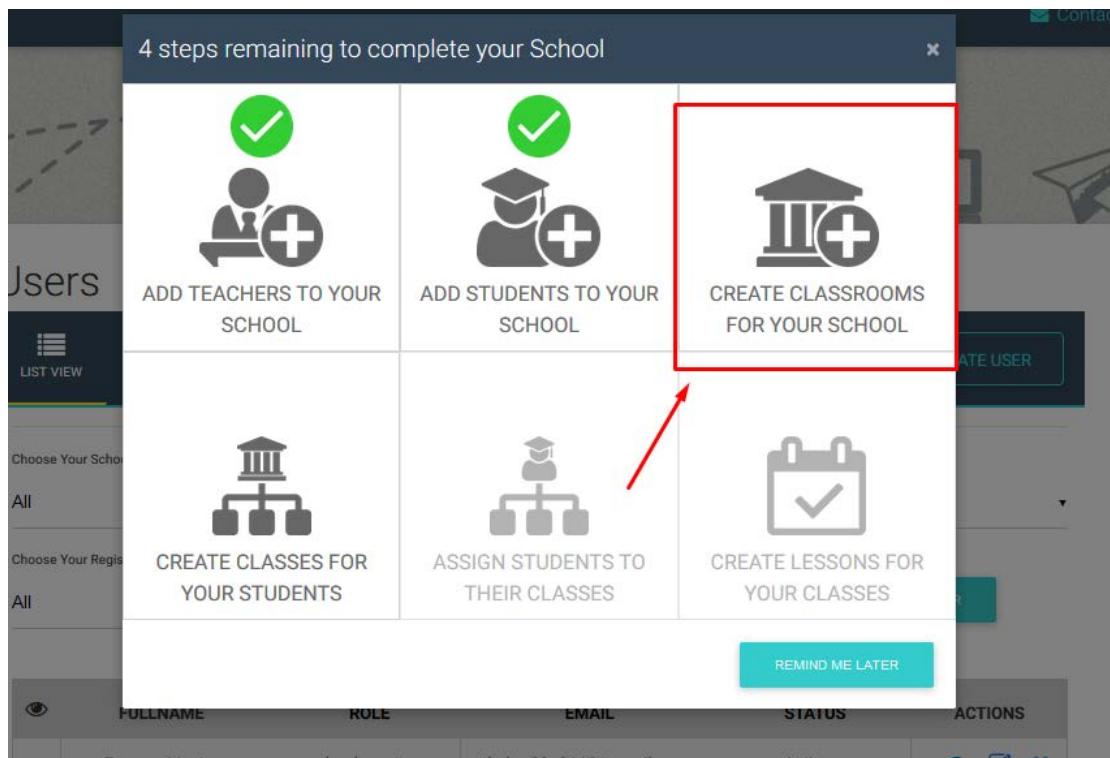
- ADD TEACHERS TO YOUR SCHOOL
- ADD STUDENTS TO YOUR SCHOOL
- CREATE CLASSROOMS FOR YOUR SCHOOL
- CREATE CLASSES FOR YOUR STUDENTS
- ASSIGN STUDENTS TO THEIR CLASSES
- CREATE LESSONS FOR YOUR CLASSES

REMIND ME LATER

Users

FULLNAME	ROLE	EMAIL	STATUS	ACTIONS
Express Master	school master	athabar88+2647@gmail.com	Active	

Once you have finished the first two steps (creating Teachers and Students), you will be asked to create Classrooms for your school.



New Classroom

[ADD NEW](#) [REMOVE](#)

Basic informations

Classroom Name * *Classroom Description*

Capacity *

Extra informations / Classroom Facilities

Accessibility Computer Aircondition Projector WiFi HiFi

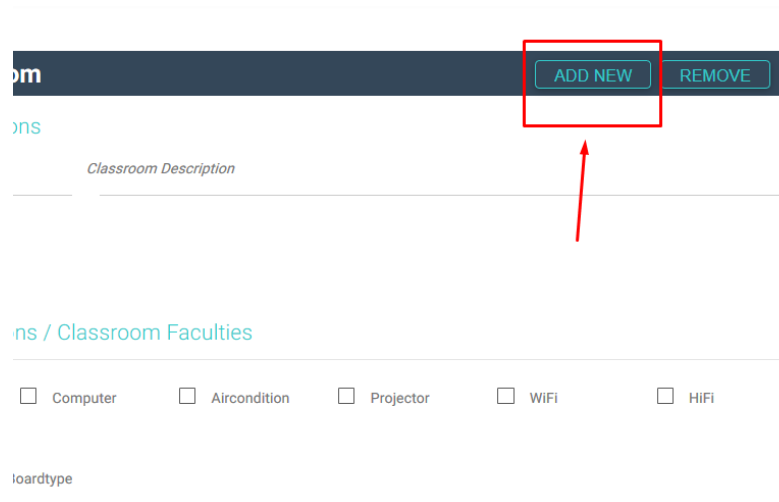
Internet *Boardtype*

Active *

[CREATE](#)

This window requires that you provide a name for the Classroom and state the number of students it can hold. You can enter additional information about each Classroom, as you can see above, i.e. if the classroom is accessible for individuals with special needs, if there are computers, air conditioning, a projector, speakers, as well access to the internet, either WiFi or by cable.

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.



This will open new windows, so that you can create the second, third, fourth Classroom, etc.

The image shows two screenshots of a 'New Classroom' form. The top screenshot shows the form filled with data: 'Classroom Name' is 'London Class', 'Capacity' is '10', and several facilities are checked: 'Accessibility', 'Aircondition', and 'Projector'. The bottom screenshot shows the same form but empty, with a green 'CREATE' button at the bottom left.

New Classroom ADD NEW REMOVE

Basic informations

Classroom Name * *Classroom Description*

London Class

Capacity *
10

Extra informations / Classroom Faculties

Accessibility Computer Aircondition Projector WiFi HiFi

Internet *Boardtype*

Active *

New Classroom ADD NEW REMOVE

Basic informations

Classroom Name * *Classroom Description*

Capacity *

Extra informations / Classroom Faculties

Accessibility Computer Aircondition Projector WiFi HiFi

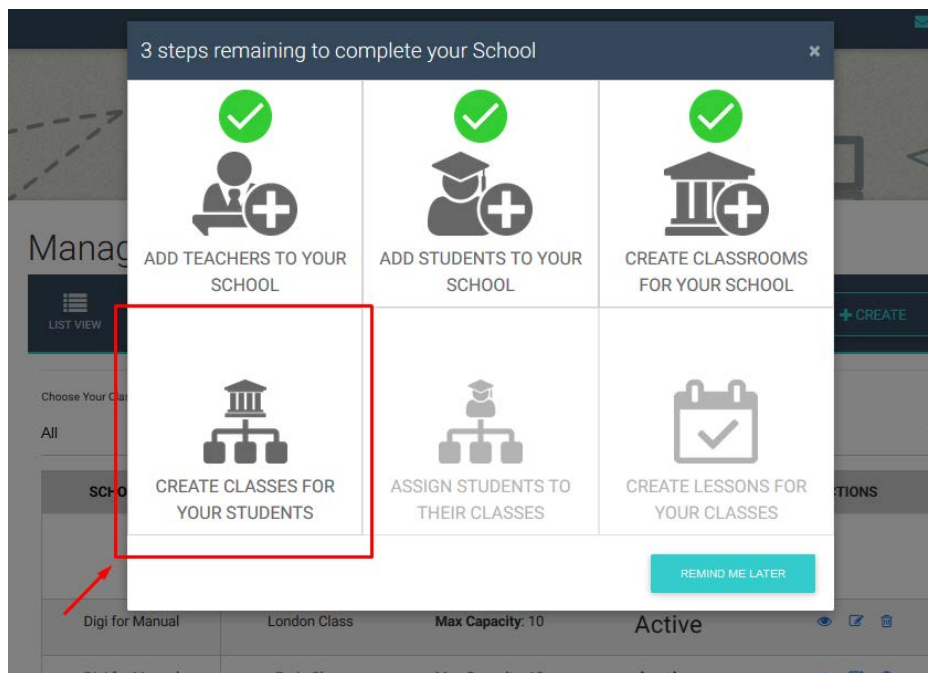
Internet *Boardtype*

Active *

CREATE

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.

The fourth step is to create Classes.



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

New Class

Select...

Select subject * Select Level * Select School Period *

Basic Informations

Class Name * Class Description

✓ Active *

Assign Users to this class (Optional)

Pick the students that belong to this class

Select students ...

CREATE

Start from left to right, selecting the fields one by one.

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

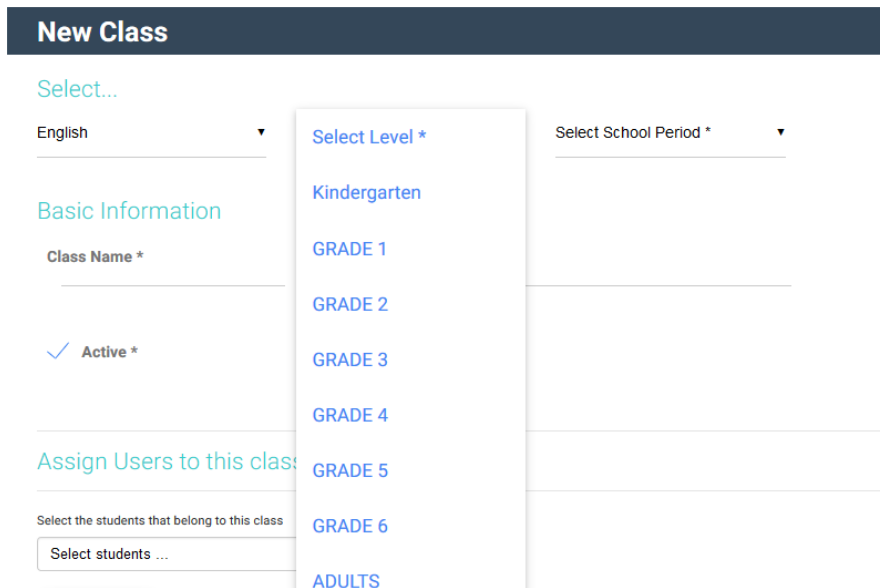
For example, here, we will select English.

New Class

Select...

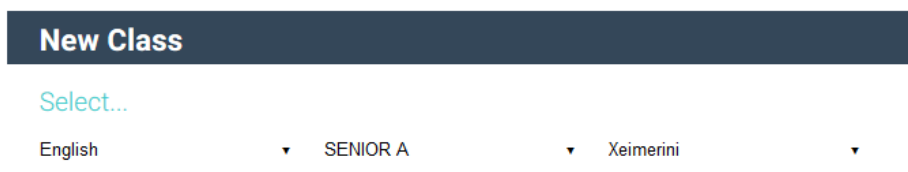
English Select Level * Select School Period *

Then, select the Level of the Class. When you click on Select Level, you will see that a drop-down box opens with the Levels that you have already created for this Subject.



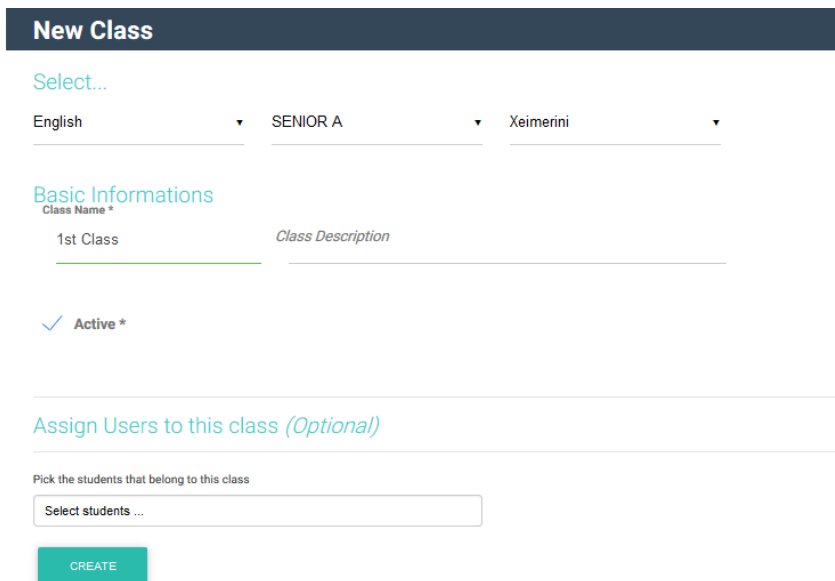
The screenshot shows the 'New Class' form with the 'Select Level' dropdown menu open. The form includes a 'Select...' section with three dropdown menus: 'English', 'Select Level *', and 'Select School Period *'. Below this is the 'Basic Information' section with a 'Class Name *' field, a checked 'Active *' checkbox, and an 'Assign Users to this class' section with a 'Select students ...' button. The 'Select Level *' dropdown menu is open, showing a list of levels: Kindergarten, GRADE 1, GRADE 2, GRADE 3, GRADE 4, GRADE 5, GRADE 6, and ADULTS.

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



The screenshot shows the 'New Class' form with the 'Select School Period *' dropdown menu open. The form includes a 'Select...' section with three dropdown menus: 'English', 'SENIOR A', and 'Xeimerini'. Below this is the 'Basic Information' section with a 'Class Name *' field, a checked 'Active *' checkbox, and an 'Assign Users to this class' section with a 'Select students ...' button. The 'Select School Period *' dropdown menu is open, showing a list of school periods: SENIOR A, SENIOR B, SENIOR C, SENIOR D, SENIOR E, SENIOR F, SENIOR G, SENIOR H, SENIOR I, SENIOR J, SENIOR K, SENIOR L, SENIOR M, SENIOR N, SENIOR O, SENIOR P, SENIOR Q, SENIOR R, SENIOR S, SENIOR T, SENIOR U, SENIOR V, SENIOR W, SENIOR X, SENIOR Y, SENIOR Z, SENIOR AA, SENIOR AB, SENIOR AC, SENIOR AD, SENIOR AE, SENIOR AF, SENIOR AG, SENIOR AH, SENIOR AI, SENIOR AJ, SENIOR AK, SENIOR AL, SENIOR AM, SENIOR AN, SENIOR AO, SENIOR AP, SENIOR AQ, SENIOR AR, SENIOR AS, SENIOR AT, SENIOR AU, SENIOR AV, SENIOR AW, SENIOR AX, SENIOR AY, SENIOR AZ, SENIOR BA, SENIOR BB, SENIOR BC, SENIOR BD, SENIOR BE, SENIOR BF, SENIOR BG, SENIOR BH, SENIOR BI, SENIOR BJ, SENIOR BK, SENIOR BL, SENIOR BM, SENIOR BN, SENIOR BO, SENIOR BP, SENIOR BQ, SENIOR BR, SENIOR BS, SENIOR BT, SENIOR BU, SENIOR BV, SENIOR BW, SENIOR BX, SENIOR BY, SENIOR BZ, SENIOR CA, SENIOR CB, SENIOR CC, SENIOR CD, SENIOR CE, SENIOR CF, SENIOR CG, SENIOR CH, SENIOR CI, SENIOR CJ, SENIOR CK, SENIOR CL, SENIOR CM, SENIOR CN, SENIOR CO, SENIOR CP, SENIOR CQ, SENIOR CR, SENIOR CS, SENIOR CT, SENIOR CU, SENIOR CV, SENIOR CW, SENIOR CX, SENIOR CY, SENIOR CZ, SENIOR DA, SENIOR DB, SENIOR DC, SENIOR DD, SENIOR DE, SENIOR DF, SENIOR DG, SENIOR DH, SENIOR DI, SENIOR DJ, SENIOR DK, SENIOR DL, SENIOR DM, SENIOR DN, SENIOR DO, SENIOR DP, SENIOR DQ, SENIOR DR, SENIOR DS, SENIOR DT, SENIOR DU, SENIOR DV, SENIOR DW, SENIOR DX, SENIOR DY, SENIOR DZ, SENIOR EA, SENIOR EB, SENIOR EC, SENIOR ED, SENIOR EE, SENIOR EF, SENIOR EG, SENIOR EH, SENIOR EI, SENIOR EJ, SENIOR EK, SENIOR EL, SENIOR EM, SENIOR EN, SENIOR EO, SENIOR EP, SENIOR EQ, SENIOR ER, SENIOR ES, SENIOR ET, SENIOR EU, SENIOR EV, SENIOR EW, SENIOR EX, SENIOR EY, SENIOR EZ, SENIOR FA, SENIOR FB, SENIOR FC, SENIOR FD, SENIOR FE, SENIOR FF, SENIOR FG, SENIOR FH, SENIOR FI, SENIOR FJ, SENIOR FK, SENIOR FL, SENIOR FM, SENIOR FN, SENIOR FO, SENIOR FP, SENIOR FQ, SENIOR FR, SENIOR FS, SENIOR FT, SENIOR FU, SENIOR FV, SENIOR FW, SENIOR FX, SENIOR FY, SENIOR FZ, SENIOR GA, SENIOR GB, SENIOR GC, SENIOR GD, SENIOR GE, SENIOR GF, SENIOR GG, SENIOR GH, SENIOR GI, SENIOR GJ, SENIOR GK, SENIOR GL, SENIOR GM, SENIOR GN, SENIOR GO, SENIOR GP, SENIOR GQ, SENIOR GR, SENIOR GS, SENIOR GT, SENIOR GU, SENIOR GV, SENIOR GW, SENIOR GX, SENIOR GY, SENIOR GZ, SENIOR HA, SENIOR HB, SENIOR HC, SENIOR HD, SENIOR HE, SENIOR HF, SENIOR HG, SENIOR HH, SENIOR HI, SENIOR HJ, SENIOR HK, SENIOR HL, SENIOR HM, SENIOR HN, SENIOR HO, SENIOR HP, SENIOR HQ, SENIOR HR, SENIOR HS, SENIOR HT, SENIOR HU, SENIOR HV, SENIOR HW, SENIOR HX, SENIOR HY, SENIOR HZ, SENIOR IA, SENIOR IB, SENIOR IC, SENIOR ID, SENIOR IE, SENIOR IF, SENIOR IG, SENIOR IH, SENIOR II, SENIOR IJ, SENIOR IK, SENIOR IL, SENIOR IM, SENIOR IN, SENIOR IO, SENIOR IP, SENIOR IQ, SENIOR IR, SENIOR IS, SENIOR IT, SENIOR IU, SENIOR IV, SENIOR IW, SENIOR IX, SENIOR IY, SENIOR IZ, SENIOR JA, SENIOR JB, SENIOR JC, SENIOR JD, SENIOR JE, SENIOR JF, SENIOR JG, SENIOR JH, SENIOR JI, SENIOR JJ, SENIOR JK, SENIOR JL, SENIOR JM, SENIOR JN, SENIOR JO, SENIOR JP, SENIOR JQ, SENIOR JR, SENIOR JS, SENIOR JT, SENIOR JU, SENIOR JV, SENIOR JW, SENIOR JX, SENIOR JY, SENIOR JZ, SENIOR KA, SENIOR KB, SENIOR KC, SENIOR KD, SENIOR KE, SENIOR KF, SENIOR KG, SENIOR KH, SENIOR KI, SENIOR KJ, SENIOR KK, SENIOR KL, SENIOR KM, SENIOR KN, SENIOR KO, SENIOR KP, SENIOR KQ, SENIOR KR, SENIOR KS, SENIOR KT, SENIOR KU, SENIOR KV, SENIOR KW, SENIOR KX, SENIOR KY, SENIOR KZ, SENIOR LA, SENIOR LB, SENIOR LC, SENIOR LD, SENIOR LE, SENIOR LF, SENIOR LG, SENIOR LH, SENIOR LI, SENIOR LJ, SENIOR LK, SENIOR LL, SENIOR LM, SENIOR LN, SENIOR LO, SENIOR LP, SENIOR LQ, SENIOR LR, SENIOR LS, SENIOR LT, SENIOR LU, SENIOR LV, SENIOR LW, SENIOR LX, SENIOR LY, SENIOR LZ, SENIOR MA, SENIOR MB, SENIOR MC, SENIOR MD, SENIOR ME, SENIOR MF, SENIOR MG, SENIOR MH, SENIOR MI, SENIOR MJ, SENIOR MK, SENIOR ML, SENIOR MM, SENIOR MN, SENIOR MO, SENIOR MP, SENIOR MQ, SENIOR MR, SENIOR MS, SENIOR MT, SENIOR MU, SENIOR MV, SENIOR MW, SENIOR MX, SENIOR MY, SENIOR MZ, SENIOR NA, SENIOR NB, SENIOR NC, SENIOR ND, SENIOR NE, SENIOR NF, SENIOR NG, SENIOR NH, SENIOR NI, SENIOR NJ, SENIOR NK, SENIOR NL, SENIOR NM, SENIOR NN, SENIOR NO, SENIOR NP, SENIOR NQ, SENIOR NR, SENIOR NS, SENIOR NT, SENIOR NU, SENIOR NV, SENIOR NW, SENIOR NX, SENIOR NY, SENIOR NZ, SENIOR OA, SENIOR OB, SENIOR OC, SENIOR OD, SENIOR OE, SENIOR OF, SENIOR OG, SENIOR OH, SENIOR OI, SENIOR OJ, SENIOR OK, SENIOR OL, SENIOR OM, SENIOR ON, SENIOR OO, SENIOR OP, SENIOR OQ, SENIOR OR, SENIOR OS, SENIOR OT, SENIOR OU, SENIOR OV, SENIOR OW, SENIOR OX, SENIOR OY, SENIOR OZ, SENIOR PA, SENIOR PB, SENIOR PC, SENIOR PD, SENIOR PE, SENIOR PF, SENIOR PG, SENIOR PH, SENIOR PI, SENIOR PJ, SENIOR PK, SENIOR PL, SENIOR PM, SENIOR PN, SENIOR PO, SENIOR PP, SENIOR PQ, SENIOR PR, SENIOR PS, SENIOR PT, SENIOR PU, SENIOR PV, SENIOR PW, SENIOR PX, SENIOR PY, SENIOR PZ, SENIOR QA, SENIOR QB, SENIOR QC, SENIOR QD, SENIOR QE, SENIOR QF, SENIOR QG, SENIOR QH, SENIOR QI, SENIOR QJ, SENIOR QK, SENIOR QL, SENIOR QM, SENIOR QN, SENIOR QO, SENIOR QP, SENIOR QQ, SENIOR QR, SENIOR QS, SENIOR QT, SENIOR QU, SENIOR QV, SENIOR QW, SENIOR QX, SENIOR QY, SENIOR QZ, SENIOR RA, SENIOR RB, SENIOR RC, SENIOR RD, SENIOR RE, SENIOR RF, SENIOR RG, SENIOR RH, SENIOR RI, SENIOR RJ, SENIOR RK, SENIOR RL, SENIOR RM, SENIOR RN, SENIOR RO, SENIOR RP, SENIOR RQ, SENIOR RR, SENIOR RS, SENIOR RT, SENIOR RU, SENIOR RV, SENIOR RW, SENIOR RX, SENIOR RY, SENIOR RZ, SENIOR SA, SENIOR SB, SENIOR SC, SENIOR SD, SENIOR SE, SENIOR SF, SENIOR SG, SENIOR SH, SENIOR SI, SENIOR SJ, SENIOR SK, SENIOR SL, SENIOR SM, SENIOR SN, SENIOR SO, SENIOR SP, SENIOR SQ, SENIOR SR, SENIOR SS, SENIOR ST, SENIOR SU, SENIOR SV, SENIOR SW, SENIOR SX, SENIOR SY, SENIOR SZ, SENIOR TA, SENIOR TB, SENIOR TC, SENIOR TD, SENIOR TE, SENIOR TF, SENIOR TG, SENIOR TH, SENIOR TI, SENIOR TJ, SENIOR TK, SENIOR TL, SENIOR TM, SENIOR TN, SENIOR TO, SENIOR TP, SENIOR TQ, SENIOR TR, SENIOR TS, SENIOR TT, SENIOR TU, SENIOR TV, SENIOR TW, SENIOR TX, SENIOR TY, SENIOR TZ, SENIOR UA, SENIOR UB, SENIOR UC, SENIOR UD, SENIOR UE, SENIOR UF, SENIOR UG, SENIOR UH, SENIOR UI, SENIOR UJ, SENIOR UK, SENIOR UL, SENIOR UM, SENIOR UN, SENIOR UO, SENIOR UP, SENIOR UQ, SENIOR UR, SENIOR US, SENIOR UT, SENIOR UU, SENIOR UV, SENIOR UW, SENIOR UX, SENIOR UY, SENIOR UZ, SENIOR VA, SENIOR VB, SENIOR VC, SENIOR VD, SENIOR VE, SENIOR VF, SENIOR VG, SENIOR VH, SENIOR VI, SENIOR VJ, SENIOR VK, SENIOR VL, SENIOR VM, SENIOR VN, SENIOR VO, SENIOR VP, SENIOR VQ, SENIOR VR, SENIOR VS, SENIOR VT, SENIOR VU, SENIOR VV, SENIOR VW, SENIOR VX, SENIOR VY, SENIOR VZ, SENIOR WA, SENIOR WB, SENIOR WC, SENIOR WD, SENIOR WE, SENIOR WF, SENIOR WG, SENIOR WH, SENIOR WI, SENIOR WJ, SENIOR WK, SENIOR WL, SENIOR WM, SENIOR WN, SENIOR WO, SENIOR WP, SENIOR WQ, SENIOR WR, SENIOR WS, SENIOR WT, SENIOR WU, SENIOR WV, SENIOR WW, SENIOR WX, SENIOR WY, SENIOR WZ, SENIOR XA, SENIOR XB, SENIOR XC, SENIOR XD, SENIOR XE, SENIOR XF, SENIOR XG, SENIOR XH, SENIOR XI, SENIOR XJ, SENIOR XK, SENIOR XL, SENIOR XM, SENIOR XN, SENIOR XO, SENIOR XP, SENIOR XQ, SENIOR XR, SENIOR XS, SENIOR XT, SENIOR XU, SENIOR XV, SENIOR XW, SENIOR XX, SENIOR XY, SENIOR XZ, SENIOR YA, SENIOR YB, SENIOR YC, SENIOR YD, SENIOR YE, SENIOR YF, SENIOR YG, SENIOR YH, SENIOR YI, SENIOR YJ, SENIOR YK, SENIOR YL, SENIOR YM, SENIOR YN, SENIOR YO, SENIOR YP, SENIOR YQ, SENIOR YR, SENIOR YS, SENIOR YT, SENIOR YU, SENIOR YV, SENIOR YW, SENIOR YX, SENIOR YY, SENIOR YZ, SENIOR ZA, SENIOR ZB, SENIOR ZC, SENIOR ZD, SENIOR ZE, SENIOR ZF, SENIOR ZG, SENIOR ZH, SENIOR ZI, SENIOR ZJ, SENIOR ZK, SENIOR ZL, SENIOR ZM, SENIOR ZN, SENIOR ZO, SENIOR ZP, SENIOR ZQ, SENIOR ZR, SENIOR ZS, SENIOR ZT, SENIOR ZU, SENIOR ZV, SENIOR ZW, SENIOR ZX, SENIOR ZY, SENIOR ZZ.

Then enter the name of the Class.



The screenshot shows the 'New Class' form with the 'Class Name *' field filled with '1st Class'. The form includes a 'Select...' section with three dropdown menus: 'English', 'SENIOR A', and 'Xeimerini'. Below this is the 'Basic Information' section with a 'Class Name *' field, a checked 'Active *' checkbox, and an 'Assign Users to this class (Optional)' section with a 'Pick the students that belong to this class' label and a 'Select students ...' button. A 'CREATE' button is visible at the bottom.

Finally, you have the option of assigning users to this Class. You can complete this process either on this form, at the same time that you create Classes, or on a separate form.

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

Assign Users to this class (Optional)

Select the students that belong to this class

Select students ...

CREATE

When you click on Select Students, a drop-down menu 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.

Once you have created your Classes and connected them with Students, the 5th and 6th steps have automatically been completed.

1 step remaining to complete your School

ADD TEACHERS TO YOUR SCHOOL	ADD STUDENTS TO YOUR SCHOOL	CREATE CLASSROOMS FOR YOUR SCHOOL
CREATE CLASSES FOR YOUR STUDENTS	ASSIGN STUDENTS TO THEIR CLASSES	CREATE LESSONS FOR YOUR CLASSES
		REMIND ME LATER

The last step is to create Lessons.

New Lesson

Select...

Select subject ▼ Select Level ▼ Select Class ▼

Select Teacher ▼ Select classroom ▼ Select Package ▼

Lesson Information

Lesson Name Lesson Description

Lesson's Date

Monday ▼ Start Time Duration (min) 0

✓ Repeated

✓ Active

CREATE

Complete the form from left to right, one field at a time. In this window, select the Subject, Level, Class, Teacher, Classroom and finally the Package(s) (books) that will be used in the specific class.

Add the information about the Lesson and finally the day and time the lesson begins, as well as its duration. If you check Repeated, it means that, for example, the same lesson takes place every Monday.

***Note:** If you have skipped one of the steps, it will not be possible to complete the last step.

NAVIGATING THE PLATFORM

The screenshot displays the Express DigiBooks platform interface. On the left is a dark sidebar menu with numbered items 1 through 7. At the top right, there are utility icons for Contact (9), a notification bell (10), a language selector (11), and About/Logout (12). The main content area features a 'CALENDAR' modal window (8) with a header for 'Select a Level' and 'Select Class'. Below the header are three view options: DAY, WEEK, and MONTH. The calendar shows the week of August 14-20, 2017, with a grid of time slots (0:00, 1:00, 2:00) and days (Mon 8/14, Tue 8/15, Wed 8/16, Thu 8/17, Fri 8/18, Sat 8/19, Sun 8/20). A 'today' button and a 'Select Date' button are also visible.

1→ Express DigiBooks Logo/ Home Button

2→User info

3→User Account menu, for managing your personal profile

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

5→Progress, the page where you can follow your Students' progress

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

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

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

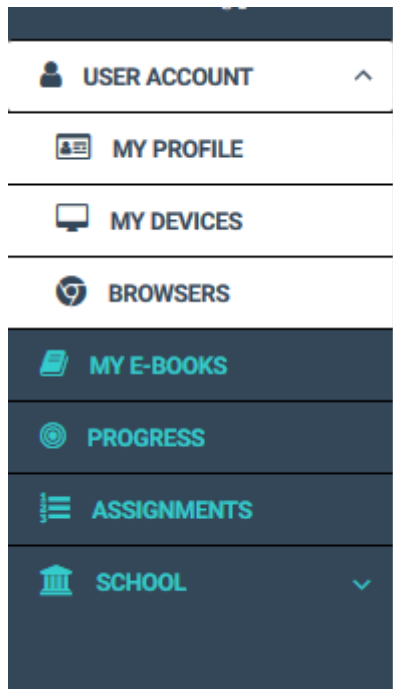
9→Contact, form to contact the Express DigiBooks support team

10→Bell, notifications from the platform

11→Change of platform language

12→Log Out, disconnect from the programme

USER ACCOUNT



Consists of My Profile, My Devices, and Browsers.

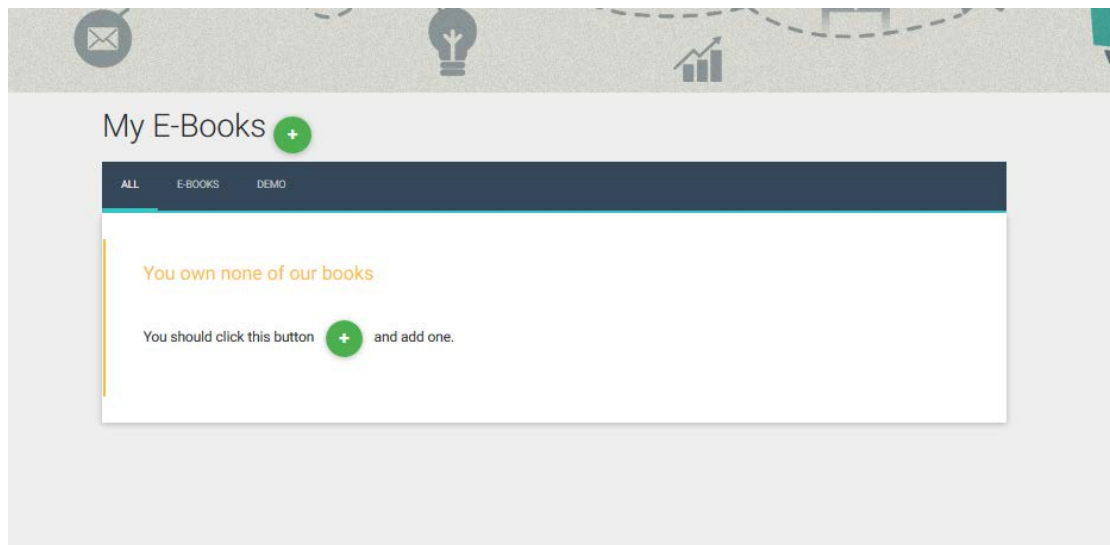
Selecting My Devices or Browsers, users can see which of their devices and which browsers have been connected to the Express DigiBooks platform. You can connect to a maximum of 4 devices at the same time. You can add/remove devices from this menu.

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

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

MY E-BOOKS

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

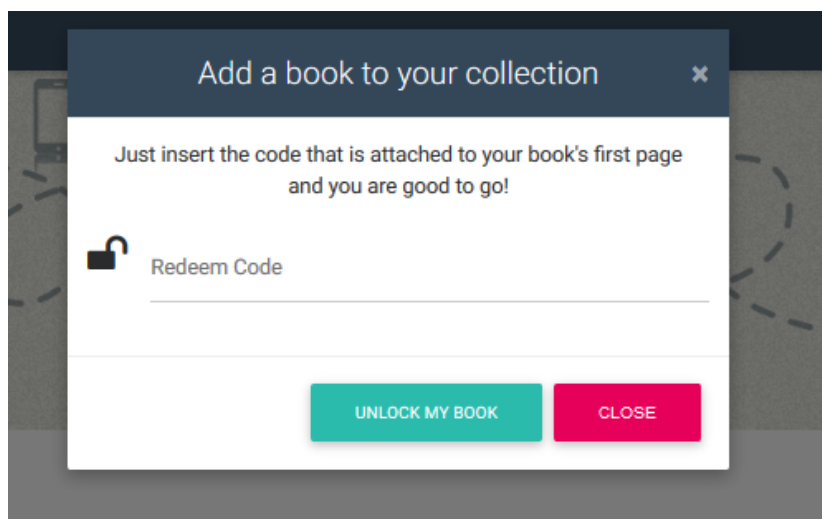


As you can see, there are no books in this account. You have to add your books.

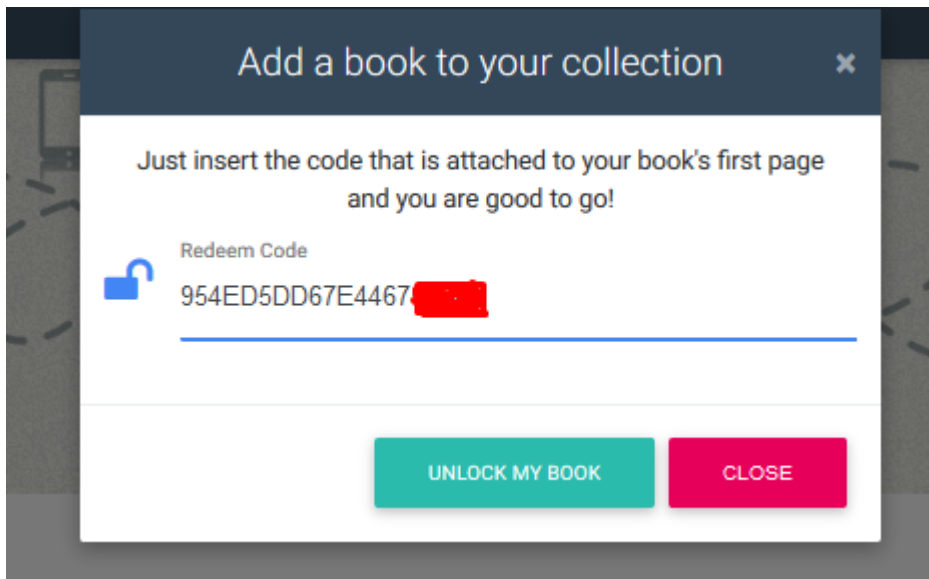
Click on the green '+'



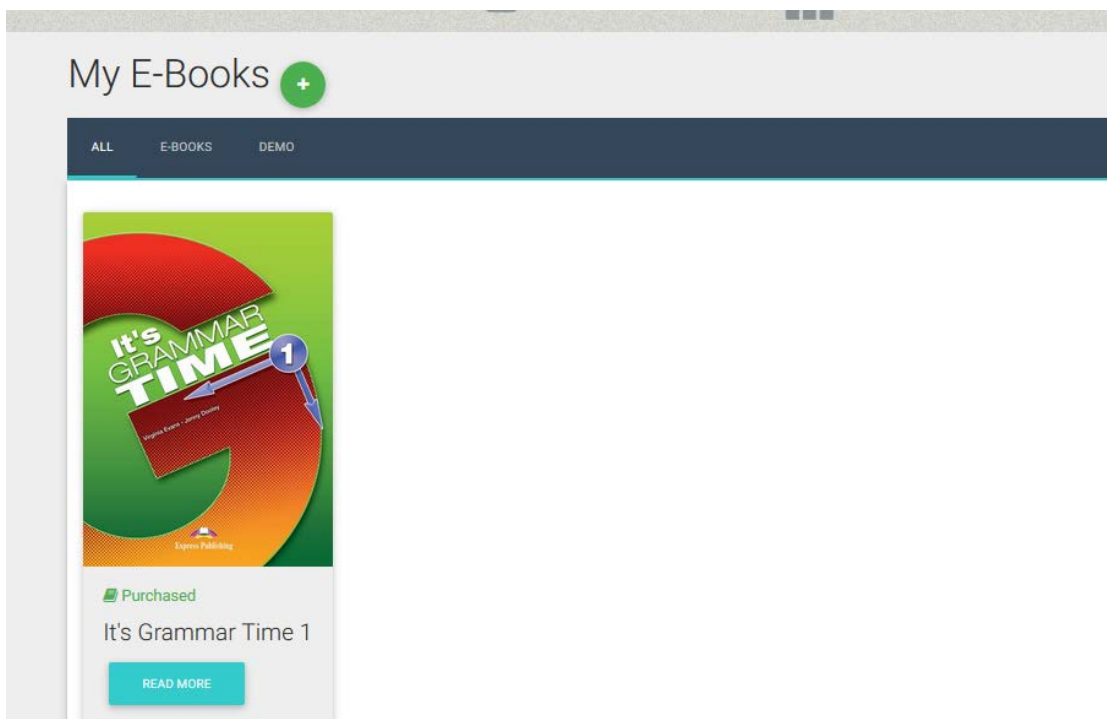
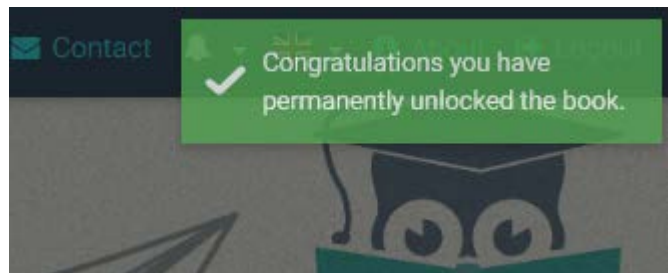
and a window will open.



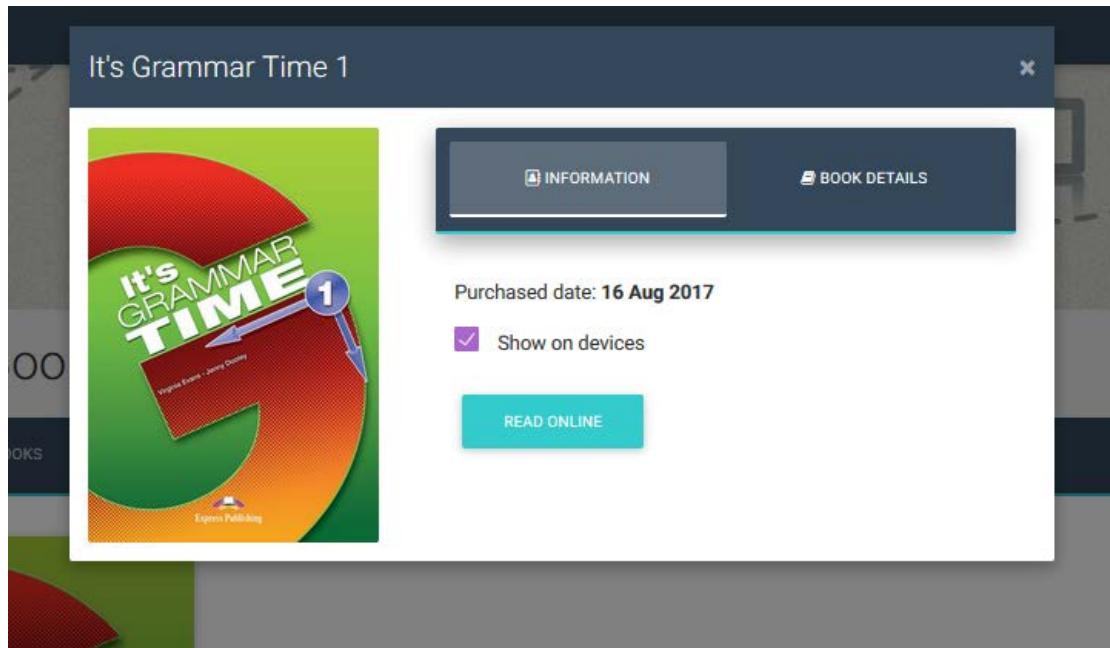
You will find a code on the first page of your physical book, enter it into the field marked Redeem Code, and click on Unlock My Book.



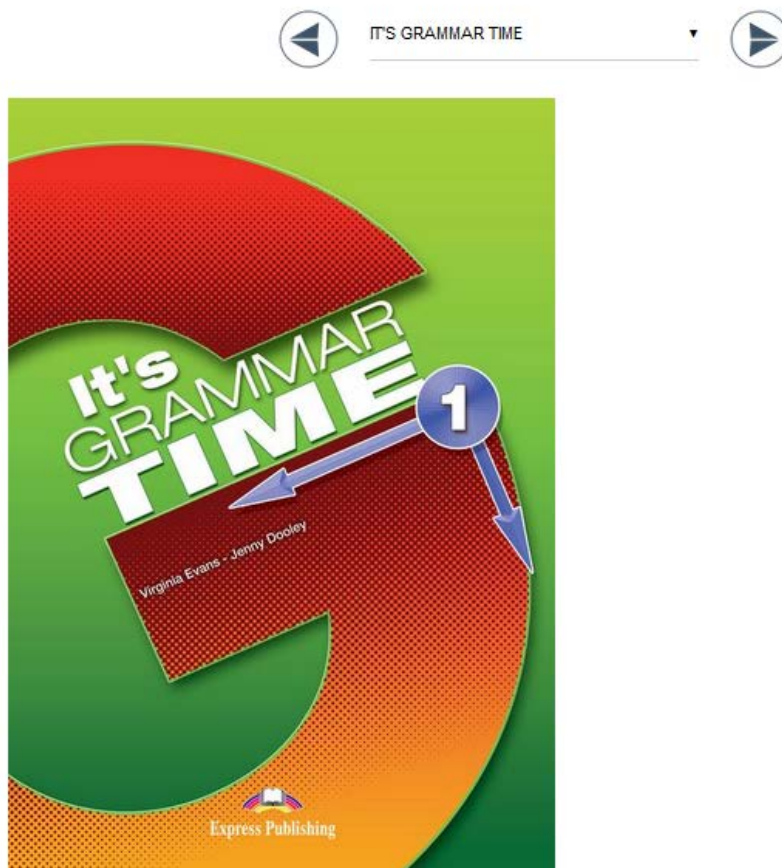
A window will open to let you know that you have successfully activated it. You now have access to the specific book.



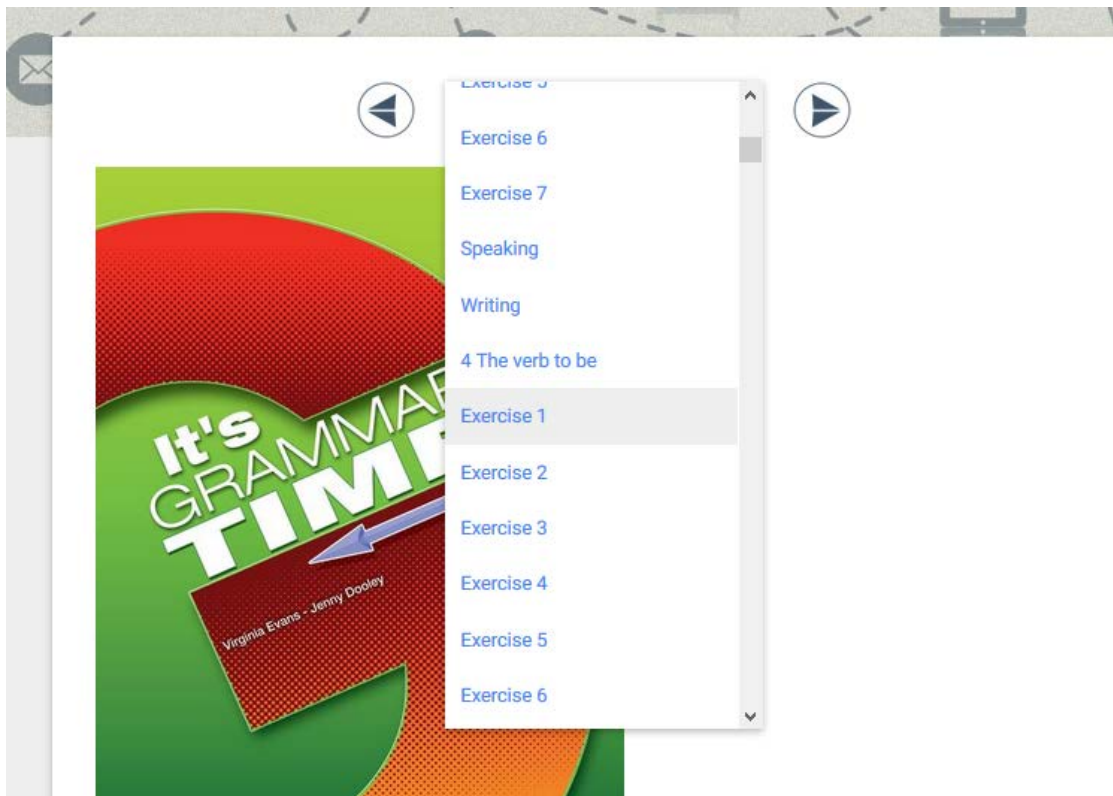
If you click on Read More, a window opens with information about your book, as well as the choice to Read Online.



Click on Read Online and your book will open.



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



When you find the activity you want, select it and it will open. There is a separate guide for how to do the exercises and what the various symbols mean.

At the bottom of each exercise, you will see Assign Activity to Class.

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

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

[Assign activity to class](#)

Level: PRE-JUNIOR

Lesson Name:

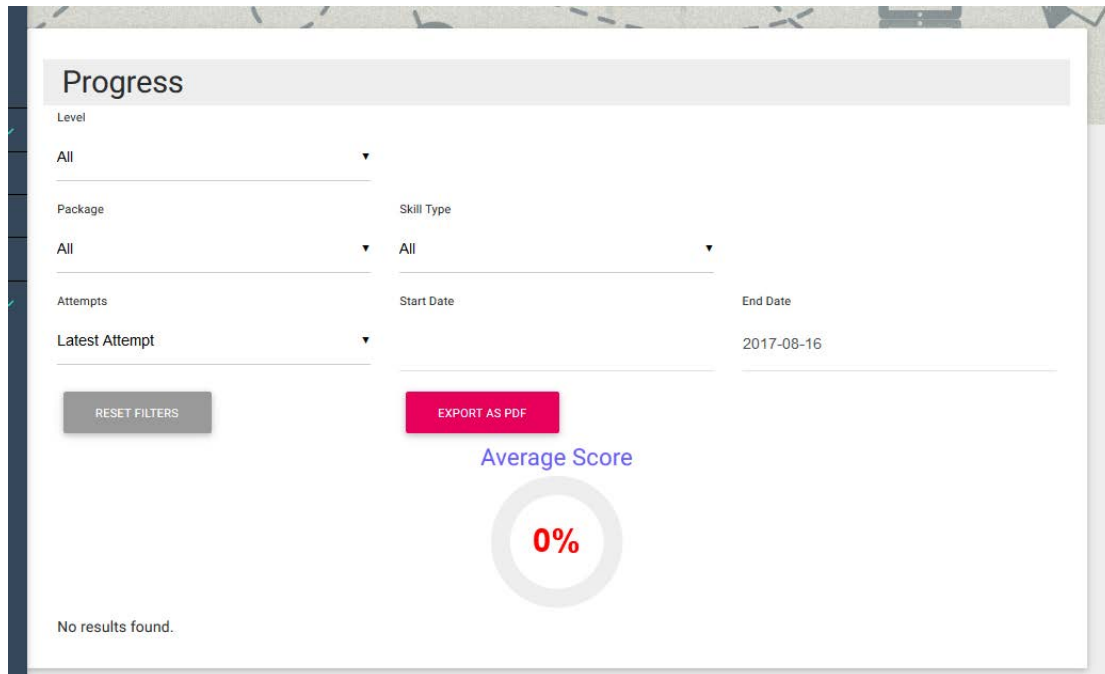
Deadline Date:

Deadline Time:

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

PROGRESS

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



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

There are the following choices:

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

The button Export as PDF allows the School Master to export the results to a PDF file. The choices here are Default Report and Daily Report. In categorisation of results by Student, only the first choice is available. The Default Report contains the 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

Express Publishing

Showing scores for school MySchool

Class: Class3	All students
Book: Career Paths: Business English	All Modules
All Skill Types	All Activities

Total Score: 53%

Student: grey	
Application: Career Paths: Business English	Score
Module: Greetings and goodbyes	83%
Skill Type: Reading	
Activity: Exercise 2	

Student: grey	
Application: Career Paths: Business English	Score
Module: Ordering numbers	8%
Skill Type: Writing	
Activity: Exercise 9	

Student: grey	
Application: Career Paths: Business English	Score
Module: Time and expressions	67%
Skill Type: Reading	
Activity: Exercise 2	

Student: dhoanoden	
Application: Career Paths: Business English	Score
Module: Time and expressions	87%
Skill Type: Reading	
Activity: Exercise 2	

Daily Report

Express Publishing

Monthly report for school MySchool for Nov 2015

Book: Career Paths: Business English

Class: Class3	
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DOWNLOAD

CLOSE

SCHOOL

- PROGRESS
- ASSIGNMENTS
- GAMIFICATION
- SCHOOL
- SCHOOL SETTINGS 1
- SCHOOLS 2
- SCHOOL PERIODS 3
- SUBJECTS 4
- LEVELS 5
- CLASSES 6
- LESSONS 7
- CLASSROOM 8
- USERS 9

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 are relevant to users. The School Master can activate or deactivate these functions.

Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY GAMIFICATION

Setting Name Setting Description [RESET FILTERS](#)

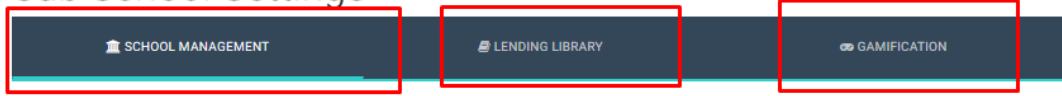
Search by Name Search by Description

SETTING	DESCRIPTION	ACTION
School Manager Permission	Allow the schoolmanager to change the subschool settings	Off <input type="checkbox"/> On
Create Student		Edit Teachers' Permissions
Leave School	Allow school members to be able to leave their school	Off <input type="checkbox"/> On

Showing 1-3 of 3 items.

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

Sub School Settings



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

Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY GAMIFICATION

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
Create Student		⚙️ Edit Teachers' Permissions
Leave School	Allow school members to be able to leave their school	Off <input type="checkbox"/> On

Showing 1-3 of 3 items.

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

Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY GAMIFICATION

Setting Name Setting Description RESET FILTERS

Search by Name Search by Description

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

Showing 1-2 of 2 items.

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

Sub School Settings

SCHOOL MANAGEMENT LENDING LIBRARY **GAMIFICATION**

Setting Name Setting Description [RESET FILTERS](#)

Search by Name Search by Description

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

Showing 1-2 of 2 items.

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

2. 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 as 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 Sub-School, the following window will open.


Express DigBooks

Express Master SCHOOL MASTER

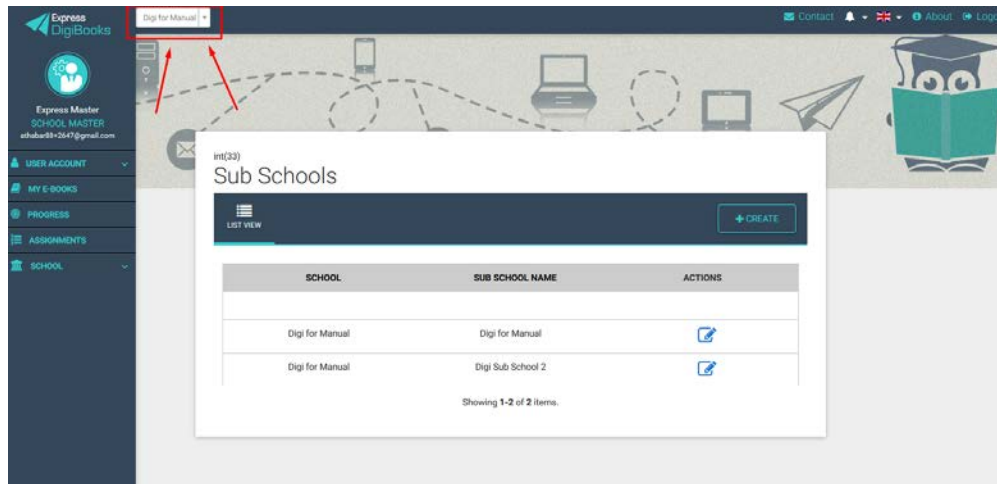
Sub Schools

SCHOOL	SUB SCHOOL NAME	ACTIONS
Digi for Manual	Digi for Manual	✎
Digi for Manual	Digi Sub School 2	✎

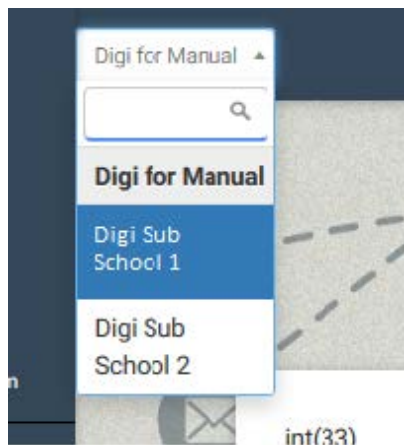
Showing 1-2 of 2 items

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 do will affect this specific Sub-School only and the others will remain unchanged.



Therefore, if you have more than one School/Sub-School, you must be very careful from now on as to 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.

3. SCHOOL PERIODS

The screenshot shows the 'School Period' management interface. At the top, there is a dark blue header with a 'LIST VIEW' icon and a '+ CREATE' button. Below the header, there are search filters for 'School Period Name', 'Start Date', and 'End Date'. A 'SEARCH' button and a 'CLEAR' button are positioned below the filters. The main content is a table with the following columns: 'SCHOOL PERIOD NAME', 'START DATE', 'END DATE', 'ACTIVE', 'SEMESTERS', and 'ACTIONS'. The table contains one row with the following 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.'


From here, you can add/delete School Periods.

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

The screenshot shows the 'Create School Period' form. It has three input fields: 'School Period Name', 'Start Date' (with a 'Click to select Start Day' prompt), and 'End Date' (with a 'Click to select End Day' prompt). Below these fields is a checked 'Active' checkbox and a 'CREATE' button.


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


This screenshot is identical to the first one, but with a red rectangular box highlighting the 'ACTIONS' column of the table. A red arrow points to the delete icon (trash can) within the 'ACTIONS' column for the 'Xeimerini' row.

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

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

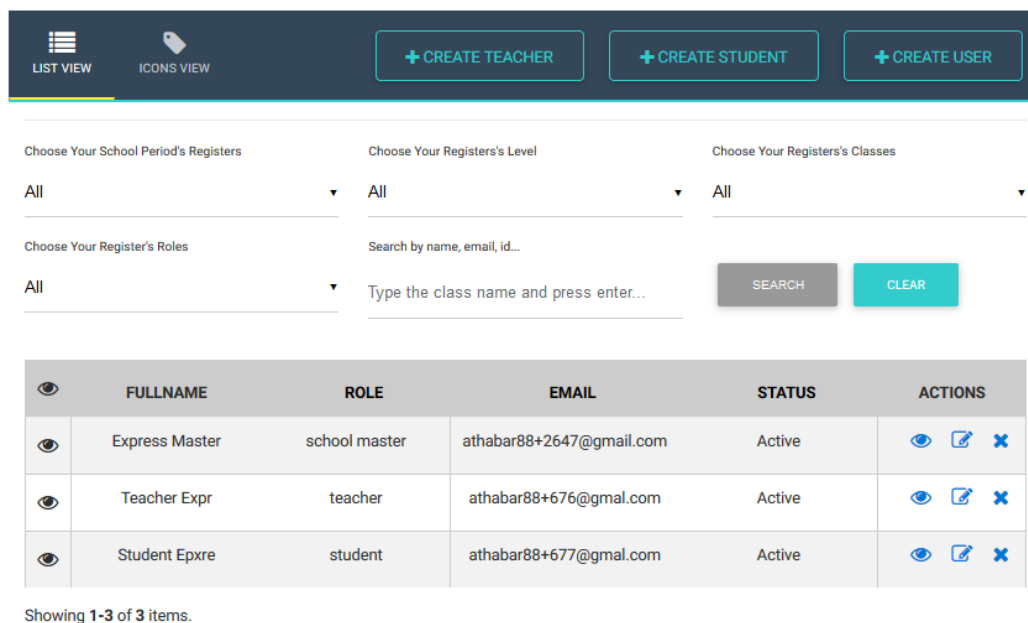
These operate the same way as School Periods and have the choices Subjects – Levels – Classes – Lessons – Classrooms.














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

edit using the  edit button.

9.USERS

Users



	FULLNAME	ROLE	EMAIL	STATUS	ACTIONS
	Express Master	school master	athabar88+2647@gmail.com	Active	  
	Teacher Expr	teacher	athabar88+676@gmal.com	Active	  
	Student Epxre	student	athabar88+677@gmal.com	Active	  

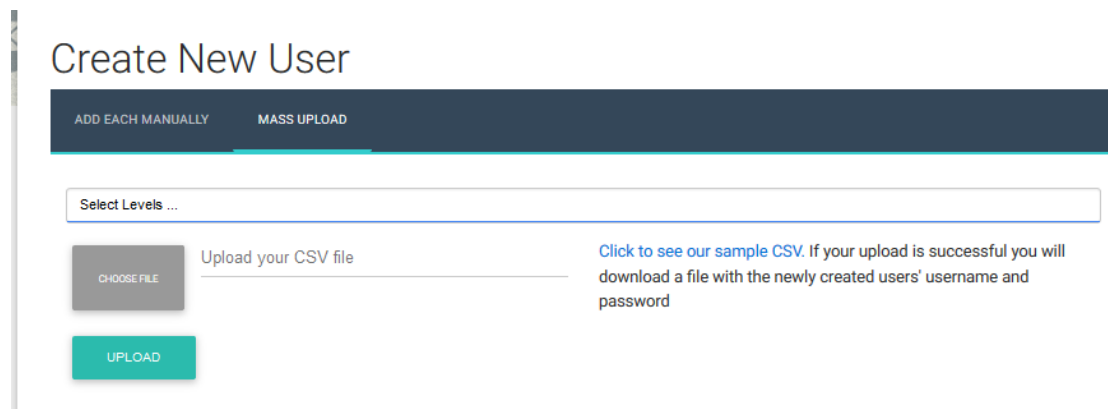
Showing 1-3 of 3 items.

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

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

You can also create new users from here. At the top right there are 3 buttons, Create Teacher – Create Student – Create User. Each button creates the corresponding type of user, either manually or by Mass Upload via CSV file.

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



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

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

Column A contains the email of the new user.

Column B contains the name of the new user.

Column C contains the surname of the new user.

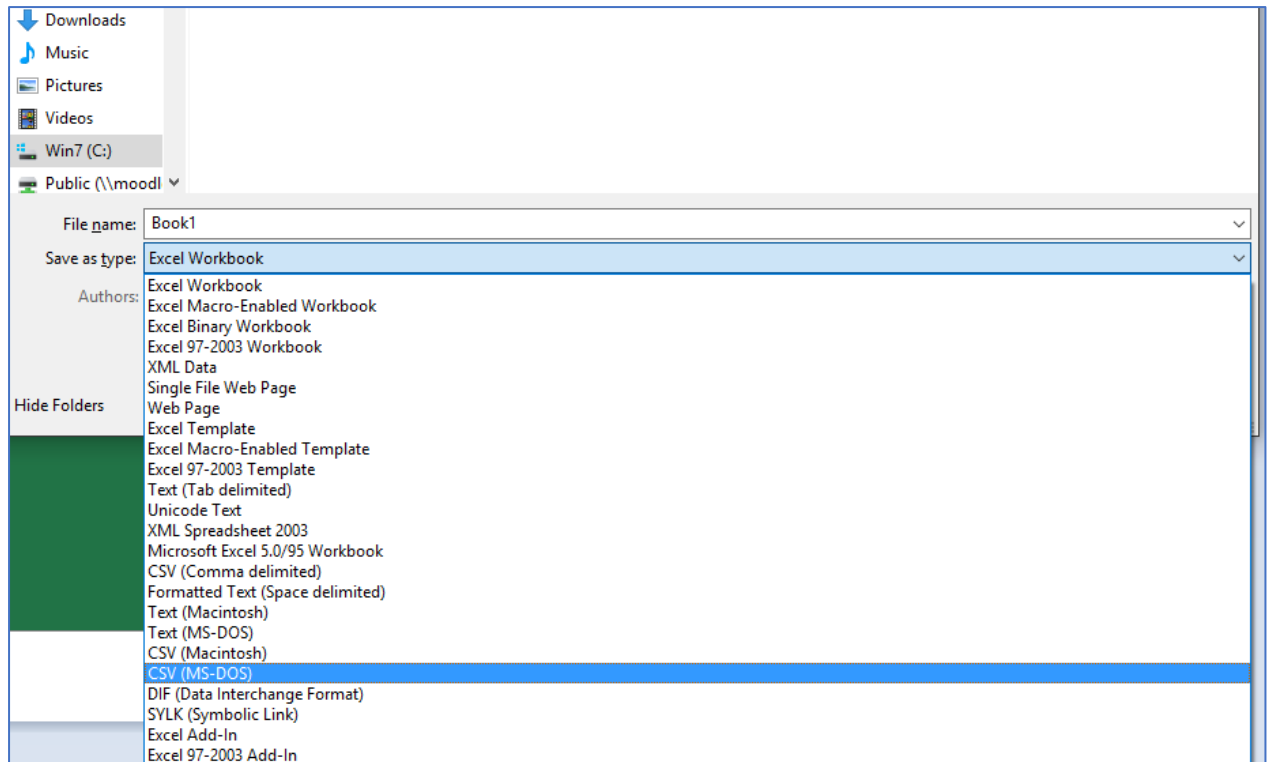
Column D contains the sex of the new user.

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

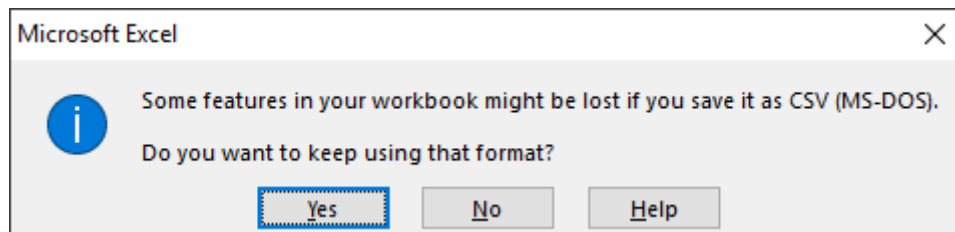
	A	B	C	D	E
1	EMAIL	FIRSTNAME	LASTNAME	GENDER{male/female}	ROLE{student/teacher/school manager}(defaults to student if not set) !!!!REMOVE THIS LINE BEFORE UPLOADING!!!!
2	email1@gmail.com	name1	last1	MALE	student
3	email2@gmail.com	name2	last2	female	school manager
4	email3@gmail.com	name3	last3	MALE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

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

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



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

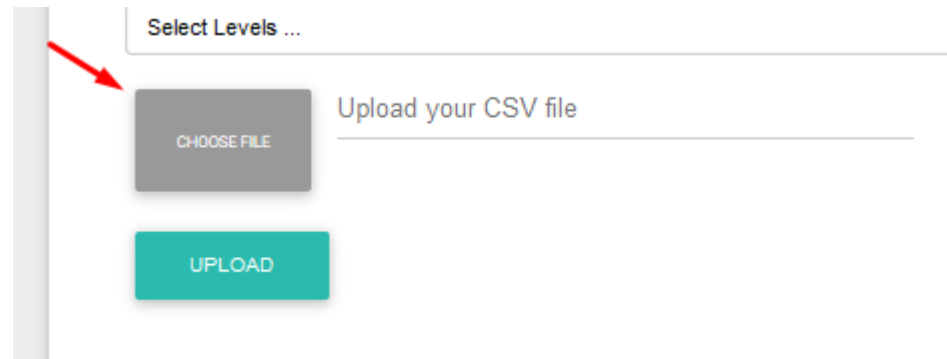


IMPORTANT!

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

Uploading the file and creating users

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



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

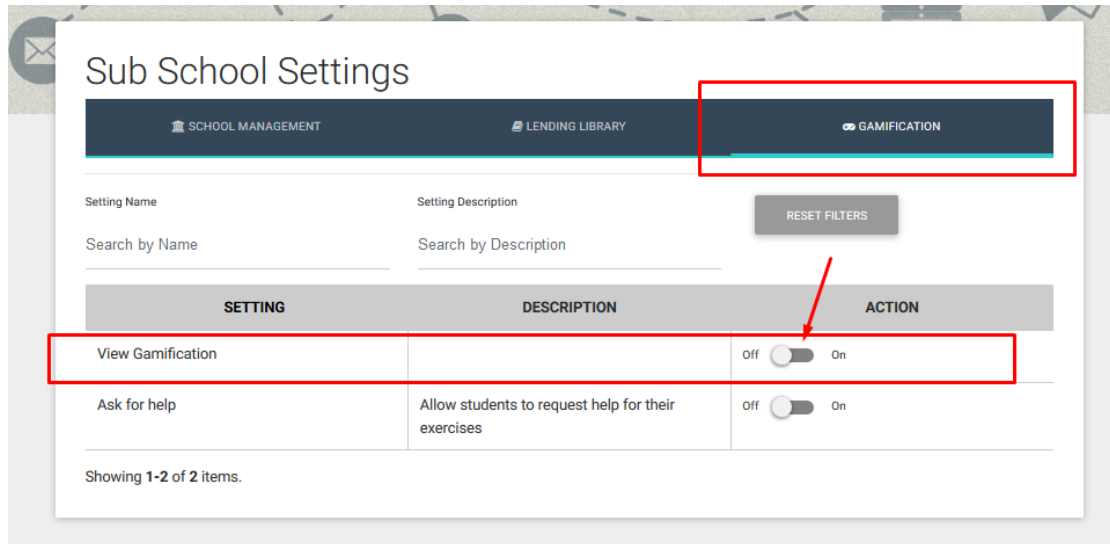
If there is a problem during the process, the user will be sent a message. The same will happen if the process is completed successfully. The system allows the School Manager to download a CSV file with the details of the users that they have just created. This file contains the email, name, surname, 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.

GAMIFICATION

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

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

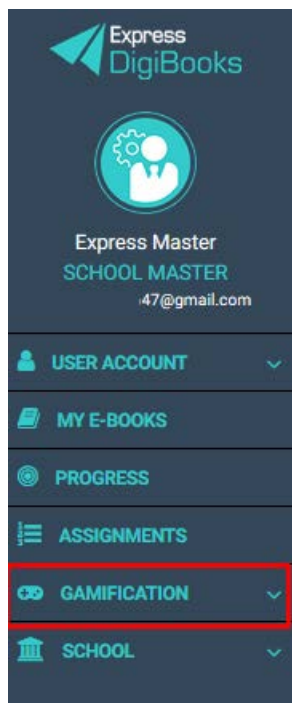


The screenshot shows the 'Sub School Settings' interface. At the top, there are three tabs: 'SCHOOL MANAGEMENT', 'LENDING LIBRARY', and 'GAMIFICATION'. The 'GAMIFICATION' tab is highlighted with a red box. Below the tabs, there are search fields for 'Setting Name' and 'Setting Description', and a 'RESET FILTERS' button. A table below lists settings with columns for 'SETTING', 'DESCRIPTION', and 'ACTION'. The 'View Gamification' setting is highlighted with a red box, and its toggle switch is turned 'On'. A red arrow points to the toggle switch.

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

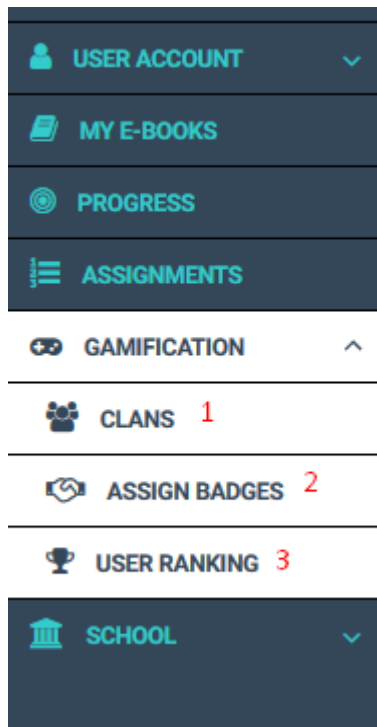
Showing 1-2 of 2 items.

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



The screenshot shows the Express DigiBooks dashboard. At the top, there is the Express DigiBooks logo and a user profile section for 'Express Master SCHOOL MASTER' with the email '47@gmail.com'. Below the profile, there is a vertical menu with several items: 'USER ACCOUNT', 'MY E-BOOKS', 'PROGRESS', 'ASSIGNMENTS', 'GAMIFICATION', and 'SCHOOL'. The 'GAMIFICATION' item is highlighted with a red box.

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



1→Clan management

2→Badge management

3→How students are progressing in the Gamification process

CLANS

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

At first, the Clan page is as shown below.

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 and click on the Create button at the bottom.

Create Clan

Clan Name

Fighters

Logo

Bees



CREATE

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

Clans

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 2nd 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 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.

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

To give a Badge, follow the procedure below:

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

Assign Badges

Badge User

Select Badges Select Students

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

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

Assign Badges

Badge User

Select Badges Select Students

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

Finally, click on Assign.

MISSIONS

As School Master, you can assign your classes Missions. The Students may 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 earns 3 Stars.

ASSIGNING A MISSION

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

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

Update Class

Select...

English SENIOR B Xeimerini

Basic Informations

Class Name* Class Description
2nd Class

✓ Active *

Assign Users to this class (Optional)

Pick the students that belong to this class

Student Epxre x

Assign Missions to this class (Optional)

Pick the missions that are available to this class

Select missions ...

UPDATE

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

Click on the box,

Assign Missions to this class *(Optional)*

Pick the missions that are available to this class

Select missions ...

UPDATE

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

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

USER RANKING

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

User Ranking

The screenshot shows the 'User Ranking' page. At the top, there is a dark blue header with a 'LIST' button. Below it, a red box labeled '1' encloses a filter section with three search fields: 'Search by Firstname', 'Search by Lastname', and 'Search by Username'. There are also two dropdown menus for 'Filter by Subject' and 'Filter by Level', and a green 'RESET FILTERS' button. Below the filters, a green box labeled '2' encloses a table with the following data:

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

Below the table, it says '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

Be careful: If you like you can give extra ELECS to your Students. Go to **DASHBOARD→SCHOOL→USERS**. Find the Student and click on the button "Give ELECS".

The screenshot shows a row in a table with the following columns: 'Student EXPtest', 'student', 'athabar88+357@gmail.com', 'Active', and a set of action icons. The action icons include an eye, a document, a red 'x', and a gift icon. The gift icon is highlighted with a red box and a red arrow pointing to it.

Showing 1-2 of 2 items.