



INSPIRE | ENCOURAGE | REWARD

User Guide

Student

Express Publishing

Contents

1. Student: Role Explanation	2
2. Sign Up	2
3. Logging in to the platform	6
4. Account Management	6
i. Profile	7
- Personal information.....	7
- Password	8
- Devices	8
- Enrolment.....	9
- Preferences.....	9
5. Library: How to use it	10
i. Activation codes	10
ii. Opening a DigiBooks title.....	11
iii. Using a DigiBooks title	12
iv. Check your answers	12
6. Assignments: How to view & complete.....	13
i. Assignments (for DigiBooks titles): How to view & complete them.....	13
ii. Classwork: How to view it.....	14
iii. Homework (exercises not on DigiBooks): How to view it	14
iv. Writing: How to view & complete it	14
7. Progress: How to see it	15
8. Online Lessons: How to use it	17
9. Gamification: How to use it	17

IMPORTANT NOTICE

User Guide images are subject to change in case of platform updates.

1. Student: Role Explanation

The **Student** belongs to a school/academic institution, and can:

- i. manage their account.
- ii. do the exercises assigned to them and monitor their **Progress**.
- iii. create their **Avatar** on the basis of the **ELECs** they have.

2. Sign Up

To sign up as a **Student** there are two (2) ways:

- i. The **School Master/School Manager/Individual Teacher** registers you on the platform and gives you your credentials to log in.
- ii. The **School Master/School Manager/Individual Teacher** gives you the unique **School Code/Individual Teacher Code** (which is alphanumeric) to use during the sign-up process.

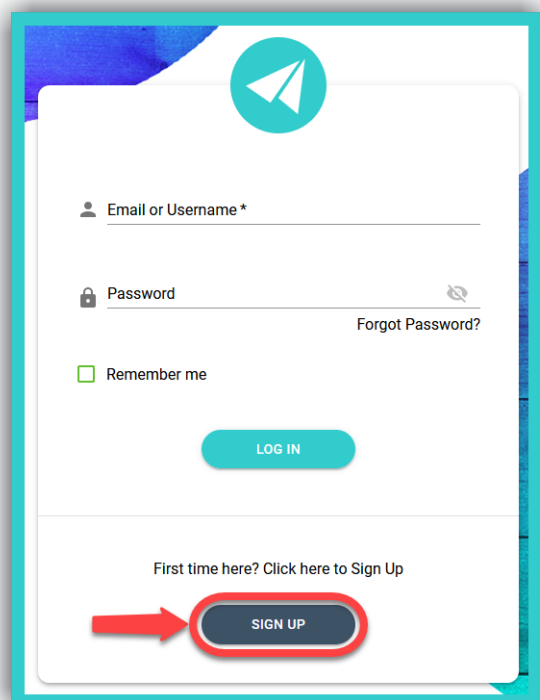
IMPORTANT NOTICE: If you have signed up as a **Member** and now need to have a **Student** account on the platform, please follow the steps below:

1. Log in to the platform.
2. Go to: **Profile** → **Enrolment** → **School Code/Individual Teacher Code**.
3. Enter the **School Code/Individual Teacher Code** given by the **School Master/School Manager/Individual Teacher** and select the 'Join' button.
4. Log out and log in again to the platform to see the change in your role.
5. Go to: **Profile** → **Enrolment** → **Class Code**.
6. Enter the **Class Code** given by the **School Master/School Manager/Individual Teacher** and select the 'Join' button.

To register on your own, please follow the steps below:

Step 1: Navigate to the website www.expressdigibooks.com

Step 2: Choose the field 'Sign Up', as shown by the red arrow in the image below.



Step 3:

The image shows a 'Sign Up' screen with a progress indicator at the top consisting of four dots, the first of which is teal. Below the progress bar is a teal circle containing a white icon of a person with a checkmark. The main heading is 'Please insert your Activation Code'. Below this is a text input field labeled 'Activation Code' with a small document icon on the left. A red callout bubble with the letter 'A' points to the input field. To the right of the input field is a grey button with an exclamation mark. At the bottom right is a teal 'NEXT' button, with a red callout bubble containing the letter 'B' pointing to it.

- A. Enter the **Activation Code** from your book – you can usually find it either inside the front cover page of the book or in an email you have been sent.

IMPORTANT NOTICE: The **Activation Code**, usually, consists of twenty (20) or more, Latin, alphanumeric, characters.

- B. Select 'Next'.

Step 4:

The image shows a 'Sign Up' form with a progress bar at the top indicating four steps. The first step is completed, marked with a green checkmark. Below the progress bar is a circular icon with a person and a checkmark. The main heading is 'Insert your preferred credentials'. There are three input fields: 'Username*', 'Password*', and 'Email (optional)'. Each field has a red callout bubble with a letter (A, B, C) pointing to it. The 'Username*' field has a yellow tooltip that says 'The username needs to consist of minimum 4 and maximum 20 alphanumeric, Latin, characters. Special characters are not allowed.' The 'Password*' field has a yellow tooltip that says 'Minimum: 6 characters, 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character'. The 'Email (optional)' field has a small information icon. At the bottom, there are two buttons: 'BACK' and 'NEXT'. A red callout bubble with the letter 'D' points to the 'NEXT' button.

A. Enter your desired ***Username***.

IMPORTANT NOTICE: The ***Username*** needs to be between four (4) and twenty (20) alphanumeric characters only. No special characters are allowed.

B. Enter your desired ***Password***.

IMPORTANT NOTICE: For security reasons your password needs to be at least six (6) characters long and consist of: one (1) uppercase, ***Latin***, letter, one (1) lowercase, ***Latin***, letter, one (1) special character (e.g. a symbol), and one (1) number.

C. Enter a ***valid*** email address.

IMPORTANT NOTICE: A ***valid*** email address makes it easier to retrieve your password in case you lose/forget it. If an ***invalid*** email address is given, you will not be able to retrieve/reset your password using this method.

D. Select the 'Next' button.

Step 5:

- A. Enter the unique **School Code/Individual Teacher Code** given. The code consists of ten (10) alphanumeric characters.
- B. Select the field 'Validate'.
- C. Select the field **Student**.
- D. Select 'Next'.

Step 6

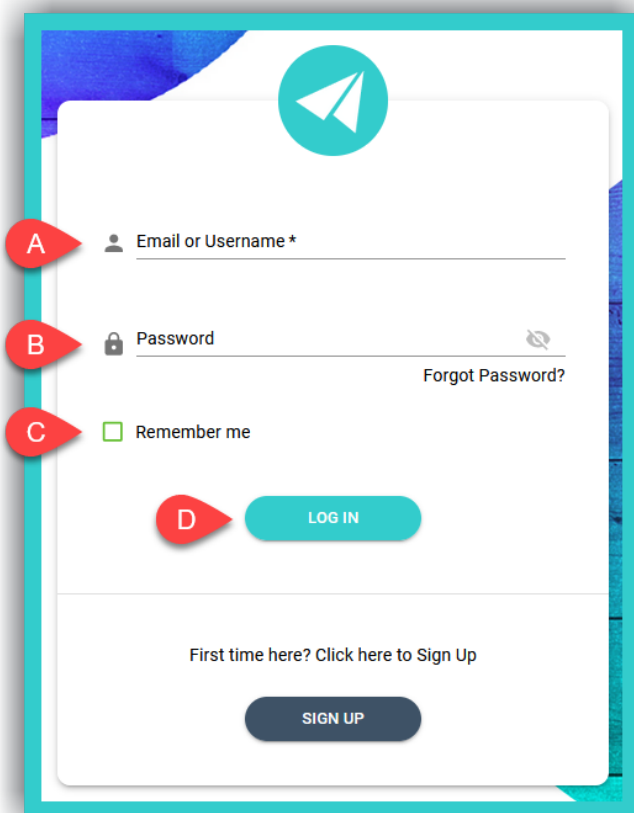
- A. Do not select the switch if you are over 16. If you are under 16, you will be asked to provide a **valid** Parent/Guardian email, so that they can 'consent' to you using the platform.
- B. Click/tap here to enter your country. This field is mandatory.
- C. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**.
- D. Select the field 'Submit' to successfully complete your registration.

IMPORTANT NOTICE: If you enter an **invalid/incorrect** email address, the platform will still allow you to complete your registration, however, you will keep seeing a reminder asking for your Parent's/Guardian's consent.

IMPORTANT NOTICE: You can either scroll down the country list to select it or type it in.

3. Logging in to the platform


To log in to the platform and use the **Student** account:

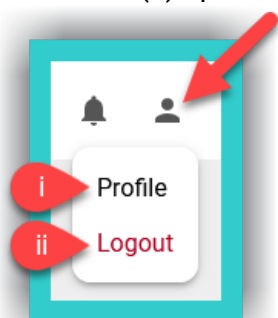
A screenshot of a login form. At the top is a teal circle with a white paper plane icon. Below it are two input fields: 'Email or Username*' and 'Password'. A red arrow labeled 'A' points to the first field, and a red arrow labeled 'B' points to the second field. To the right of the password field is a link that says 'Forgot Password?'. Below the password field is a checkbox labeled 'Remember me' with a red arrow labeled 'C' pointing to it. At the bottom of the form is a teal 'LOG IN' button with a red arrow labeled 'D' pointing to it. Below the login form is a link that says 'First time here? Click here to Sign Up' and a dark blue 'SIGN UP' button.

- A. Enter your email or **Username**.
- B. Enter your **Password**.
- C. Select this field if you want the platform to remember you when you next enter it.
- D. Select this field to log in to the platform.

IMPORTANT NOTICE: Depending on the way in which the **School Master/School Manager** has created your account, then the platform will ask you, for security reasons, to enter a new password – consisting of six (6) characters and containing at least: one (1) Latin, uppercase letter, one (1) Latin, lowercase letter, one (1) special character (e.g. one symbol), and one (1) number – and your **Full Name**.

4. Account Management

In the upper right corner of the website, you will see two (2) icons. When you select the  icon, you will see two (2) options:



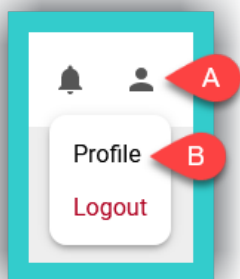
- i. **Profile**: Select it to manage settings for your account.
- ii. **Logout**: Select this field to log out of your account.

i. Profile

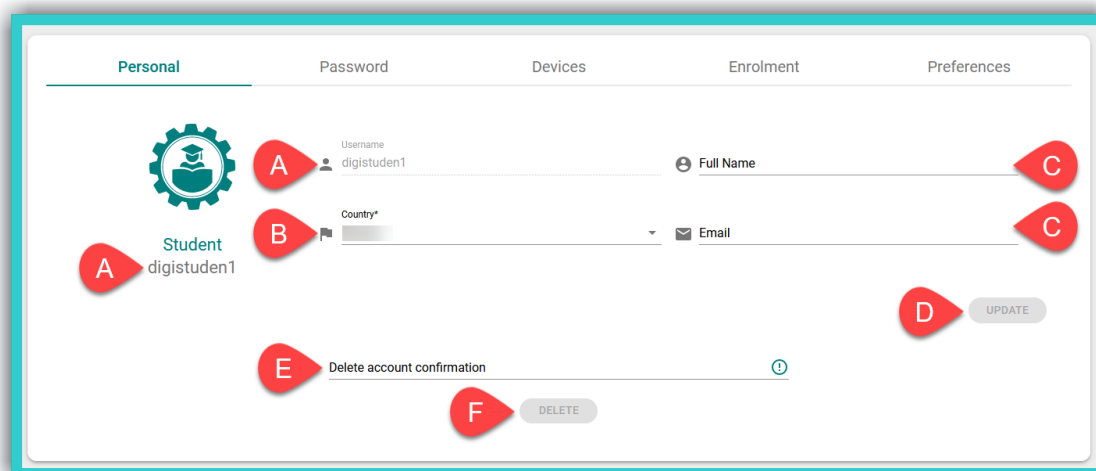
Here you can manage the fields:

- Personal information

Step 1: Select the  icon, as indicated by field A, and then field B (**Profile**).



Step 2:

A screenshot of the user profile form. The form has tabs for 'Personal', 'Password', 'Devices', 'Enrolment', and 'Preferences'. The 'Personal' tab is active. It contains fields for 'Username' (labeled A), 'Full Name' (labeled C), 'Country*' (labeled B), and 'Email' (labeled C). There is a 'Student' icon (labeled A) and a 'Delete account confirmation' field (labeled E) with a 'DELETE' button (labeled F). An 'UPDATE' button (labeled D) is also present.

- A. The **Username** is displayed here.
- B. Fill in the **Country** (required field).
- C. The fields **Full Name** and **Email** are optional; however, we suggest you fill them in so that the **School Master/School Manager/(Individual) Teacher** can identify you on the platform.
- D. If you make any changes to the fields above, select 'Update' to register them on the platform.
- E. If you want to delete your account, type in the phrase: *Delete my account*. Then select field F to submit your request. This will **PERMANENTLY** delete your account after 30 days. If you want to reverse this action BEFORE the 30 days pass, please send us an email [HERE](#).

IMPORTANT NOTICE: The fields **Full Name** and **Email** are not used by Express Publishing and the Express DigiBooks platform for any purpose other than to identify you on it. A **valid** email address can help recover a lost/forgotten password.

- Password

The screenshot shows the 'Password' tab in a settings menu. It contains three input fields: 'Old Password*', 'Password*', and 'Confirm Password*'. Each field has a red callout letter (A, B, and C respectively) and an eye icon to toggle visibility. Below the fields is a green 'CHANGE' button with a red callout letter D.

To change/update your password:

- A. Enter your old password (required field).
- B. Enter the new password (required field).
- C. Re-enter the new password for confirmation (required field).
- D. Select the field 'Change' to change/ update your password.

IMPORTANT NOTICE: For security reasons your password needs to be at least characters (6) long and consist of: one (1) uppercase, *Latin*, letter, one (1) lowercase, *Latin*, letter, one (1) special character (e.g. a symbol), and one (1) number.

- Devices

Here you can manage the devices you are logged in on.

The screenshot shows the 'Devices' tab in a settings menu. It contains a table with columns: Name, UUID, OS, Model, and Actions. A red callout letter A points to the Actions column, which contains a trash icon.

Name	UUID	OS	Model	Actions
Xiaomi Redmi Note 8 Pro	feb07951-57e1-4a7c-85db-69f072f8a09d	Android 11	Redmi Note 8 Pro	

- A. Select this field to delete devices that you no longer use.

IMPORTANT NOTICE: The maximum number of devices you can log in on, through the corresponding *Express DigiBooks* application, simultaneously, at any given time, is ten (10).

- Enrolment

Personal Password Devices **Enrolment** Preferences

A School code JOIN

B Individual Teacher Code JOIN

C Class code JOIN

IMPORTANT NOTICE
After Enrolment, please log out and then log in again, to view all changes.

To enrol in additional **School** and/or **Individual Teacher** accounts and/or **Classes**, please follow the steps below:

- Enter the unique **School Code** (field A) and select the 'Join' button.
and/or
- Enter the unique **Individual Teacher Code** (field B) and select the 'Join' button.
and/or
- Enter the unique **Class Code** (field C) and select the 'Join' button

Whenever you enter a code in one of the fields in the image above, you must log out and log in again for the changes to take effect.

- Preferences

Here you choose how we can send you notifications:

Personal Password Devices Enrolment **Preferences**

A Allow notification emails ☒ Allow web notifications ☒ C

B Allow mobile notification ☒

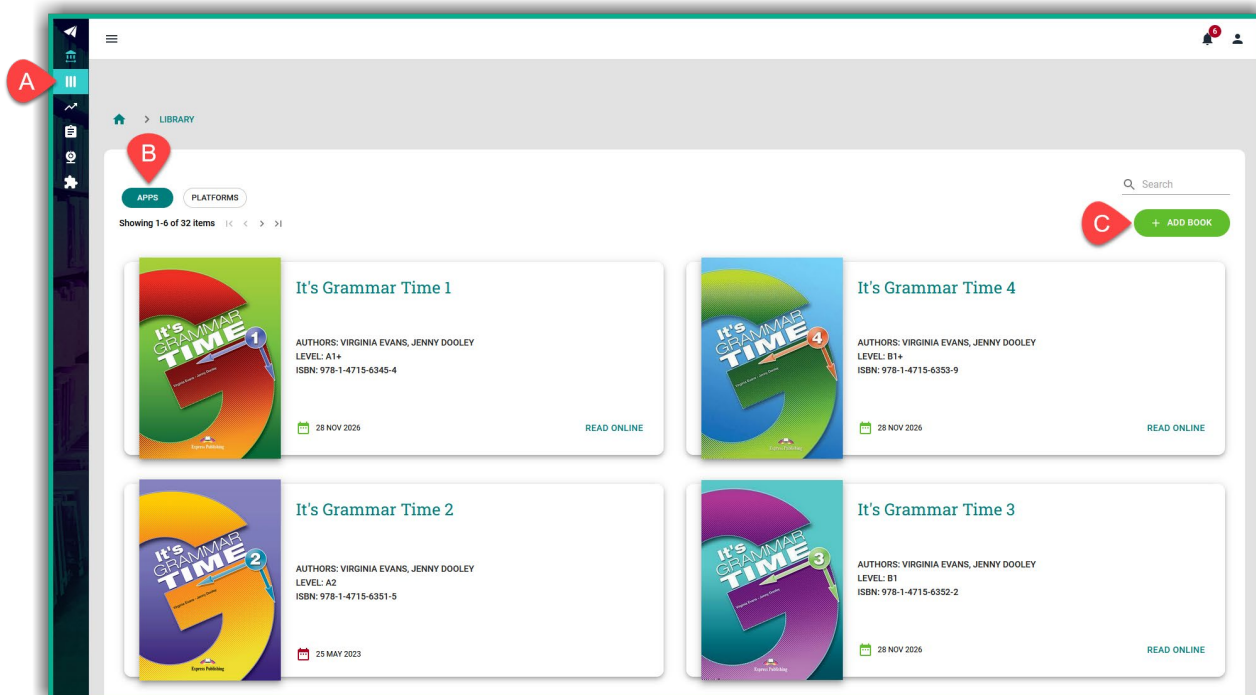
- to your email address.
- on your mobile device.
- through your browser.

5. Library: How to use it

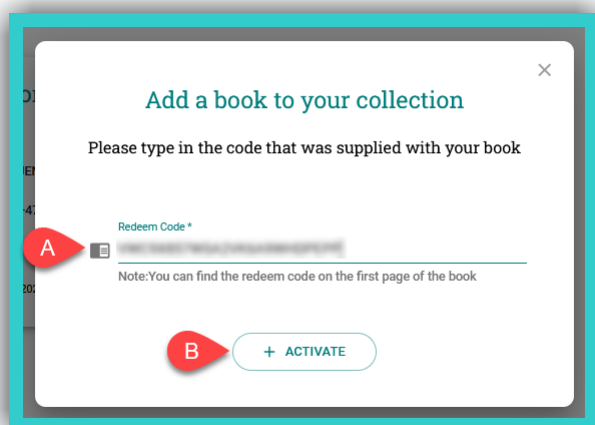
i. Activation codes

Activation Codes are usually found either inside the front cover page of the book or in an email you have received. To activate your books, using the codes given, please follow the steps below:

Step 1: Select field A (**Library**), then B (**Apps**) and finally C ('+ Add book') as shown in the image below.



Step 2: Enter the book's **Activation Code** in field A, as shown in the image below, and then select field B ('+ Activate').

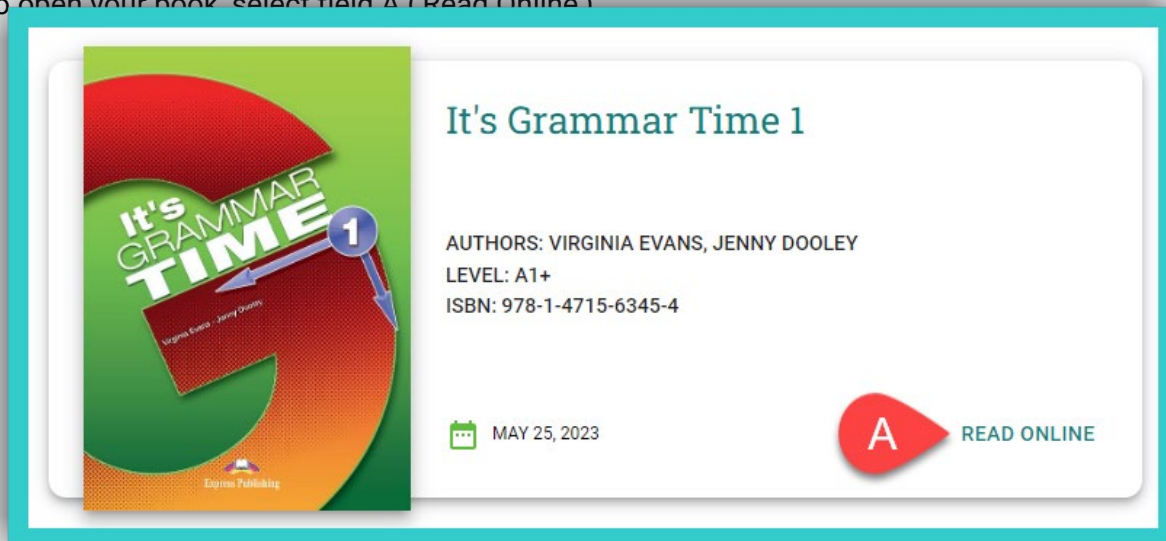


IMPORTANT NOTICE: The **Activation Code**, usually, consists of twenty (20) or more, Latin, alphanumeric, characters.

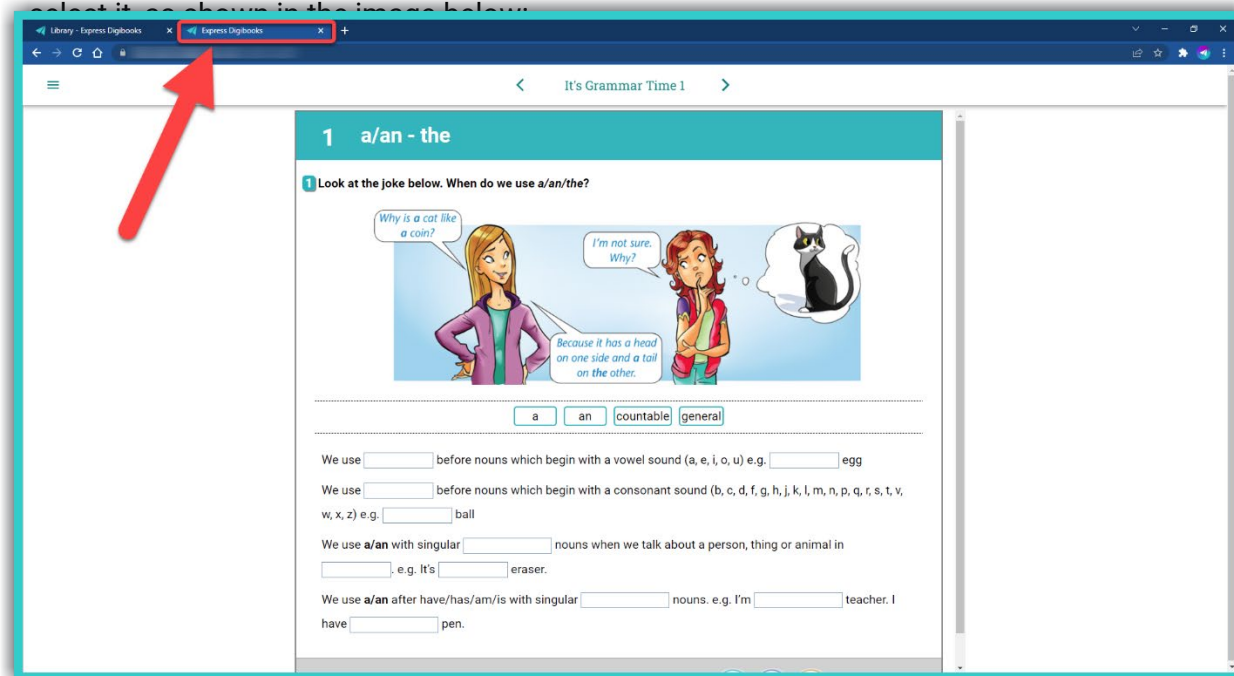
ii. Opening a *DigiBooks* title

Upon entering the platform, you will be automatically directed to your **Library** (which contains the list of Express Publishing books that you have activated in your account).

To open your book, select field A ('Read Online')

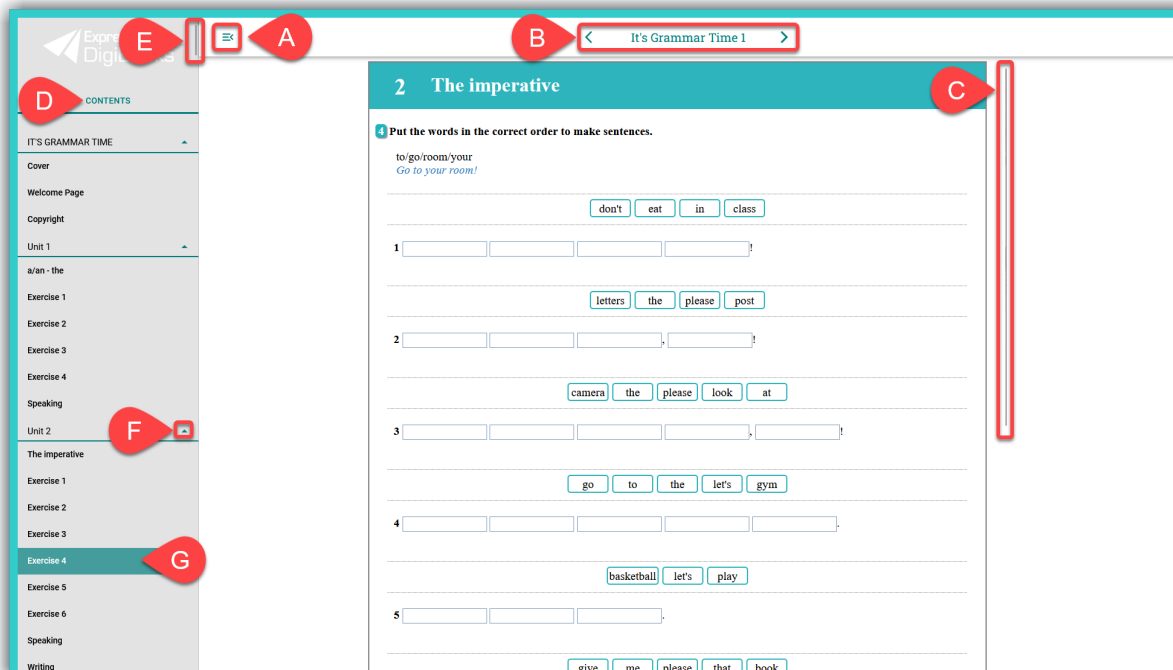


This will open a new tab next to the active one you are currently on. To navigate to this tab, select it as shown in the image below:



iii. Using a *DigiBooks* title

In the new tab that you have opened:

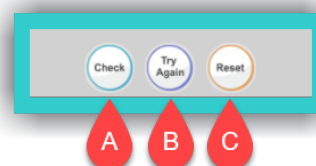


- A. Select this icon to collapse/expand the side menu, so that you can browse the contents of the book with greater ease.
- B. Use the '<' arrows (left) & '>' (right) to go to the previous or next exercise/book page.
- C. You can select the scroll bar (or your mouse's scroll wheel) to navigate within the exercise.
- D. Select here to view the book's 'Contents'.
- E. You can select the scroll bar (or your mouse's scroll wheel) to navigate within the book's 'Contents'.
- F. Select this icon to collapse/expand the book's *Modules/Units*.
- G. Click/tap on any given exercise you want to do or view.

IMPORTANT NOTICE: If you want to browse your *Library* again, you can either close the tab with the open book or select the open *Library* tab using your computer mouse.

iv. Check your answers

At the end of each exercise, you will see the following fields:



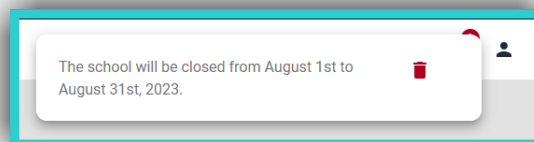
- A. Select this field, to check if the answers are correct or not.
- B. Select this field, to keep the correct answers and reattempt those that are wrong.
- C. Select this field, to erase (reset) the answers given and do the exercise from scratch.

6. Assignments: How to view & complete

When you log in to the platform, in the top right corner you can see a 'Notifications' icon (image A). Here you can see notifications about: Announcements, Assignments, Classwork, Homework and Writing (image B). If you have multiple notifications, you need to scroll down, within the 'Notifications' list, to see all of the **Notifications** and delete the ones you have already seen.



A. Notification icon



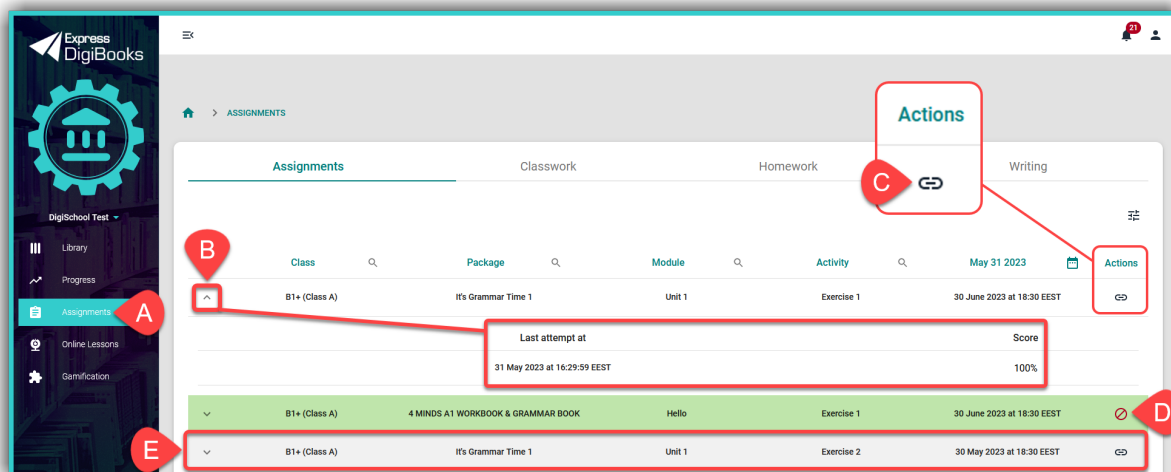
B. Notification text

In this field you can view:

- Assignments** – the exercises you need to do on the **DigiBooks** platform and their deadline.
- Classwork** – what was done during class time: e.g. exercises, book(s) taught, etc.
- Homework** – the exercises you need to do that are **not** on the **DigiBooks** platform.
- Writing** – the essays you need to do on the **DigiBooks** platform.

i. Assignments (for **DigiBooks** titles): How to view & complete them

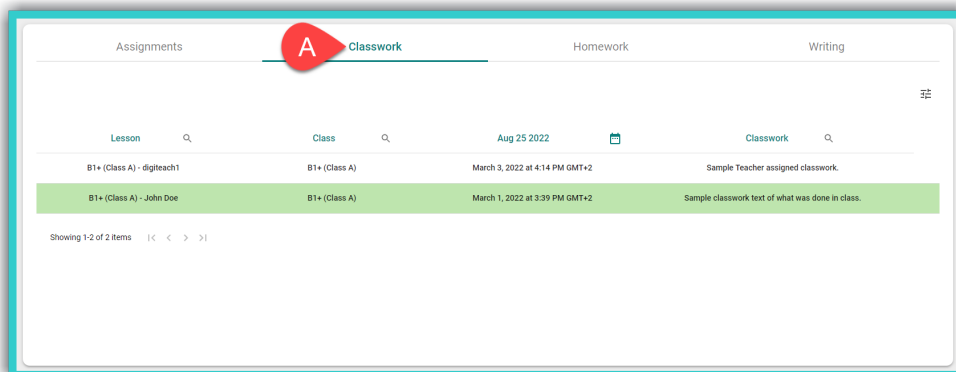
- First, select field A (**Assignments**) and then in field C (**Actions**) select the 'Open Assignment' icon (🔗) to open the exercise you have to do in a new tab. As soon as you complete it, close the open tab to do the next exercise assigned.



- By selecting field B (the drop-down menu icon) you can see the result (as a percentage – %) from your last attempt. **If you do an exercise past the deadline, it will not show in the list above; ONLY in the **Progress** field.**
- If you do not own a book or its use has expired, you will see this icon 🚫, in field D.
- When an **Assignment** expires, the entire row is greyed out, to highlight it (field E in the image above). You can still do the exercise(s), so that you can practise and learn.

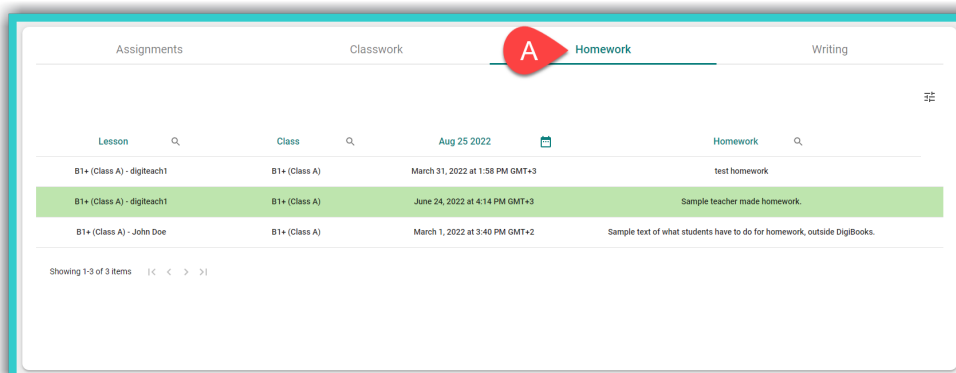
ii. **Classwork:** How to view it

Select field A (**Classwork**) to view the list of **Classwork** entries.





iii. **Homework (exercises not on DigiBooks):** How to view it

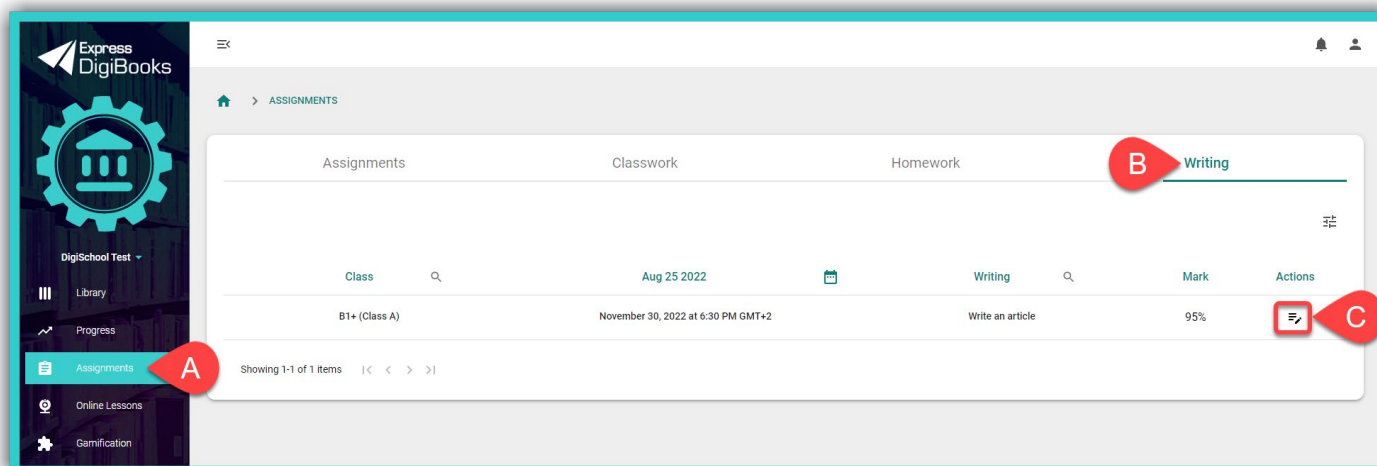
Select field A (**Homework**) to view the list of **Homework** entries.



iv. **Writing:** How to view & complete it

➤ To fill in a **Writing** on the platform, please follow the steps below.

Step 1: First, select field A (**Assignments**), then field B (**Writing**), in the image below, and finally the icon  in field C (**Actions**). When a **Writing** expires, the entire row is greyed out, to highlight it, and you will see this icon . This means you cannot fill it in and will not get a grade for it.



Step 2: Fill in the **Writing** in field A and then select field B ('Submit') for your teacher to see and grade.

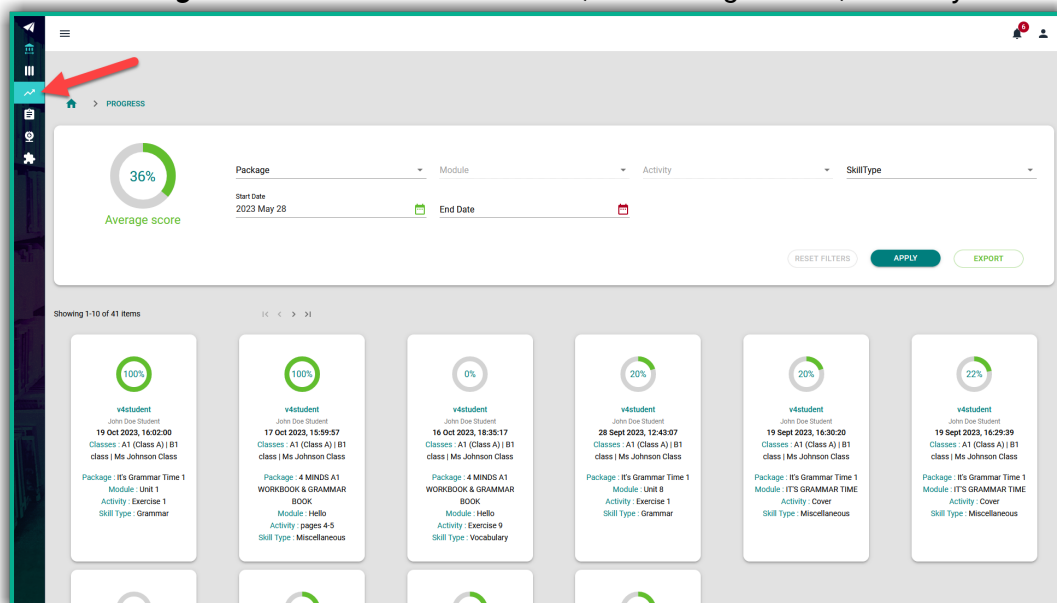
➤ In the field **Writing** you see:

	Class		Writing	Mark	Actions
A	B1+ (Class A)	B	C	D	
		Aug 25 2022	Write an article	95%	

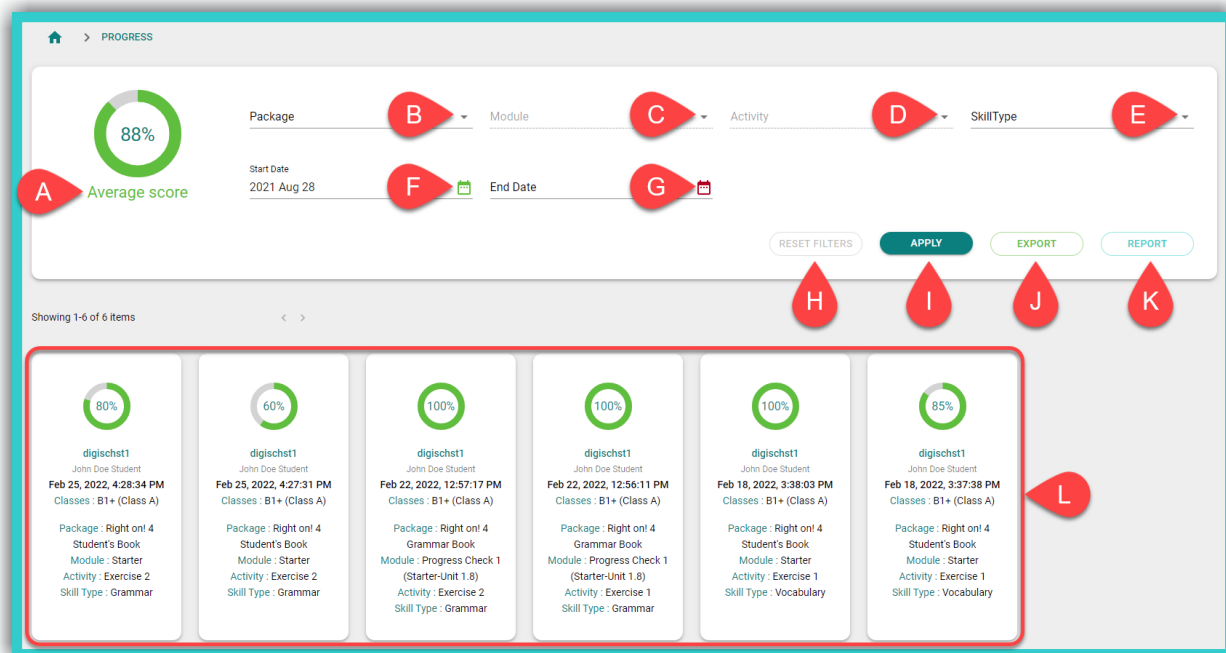
- A. **Class:** Here you see the class you belong to. If, by any chance, you belong to one or more classes, you can use the search field next to the icon 🔍 to search for it.
- B. **Date:** Here you can see the deadline for each **Writing**.
- C. **Writing:** Here you see the title of the **Writing**.
- D. **Mark:** Here you see the mark of the **Writing**, if you have written it; otherwise, you see a hyphen.

7. Progress: How to see it

Select the **Progress** field the red arrow shows, in the image below, to view your own progress.



In the field **Progress** you can see the **Average Score** from all of the exercises and from all the books in your account (field A); the result from all the exercises and from all the books (field L); and filters to narrow down search results for your **Progress** in field L, according to:



- B. The **DigiBooks** title.
- C. The **Module** [to use this filter you must first use filter B].
- D. The **Exercise** [to use this filter you must first use filter C].
- E. The general **Skill Type** being assessed, e.g. Grammar.
- F. The **Start Date** of assigned exercises (i.e. those solved from a specific date onwards).
- G. The **End Date** of assigned exercises (i.e. those solved up to a specific date).

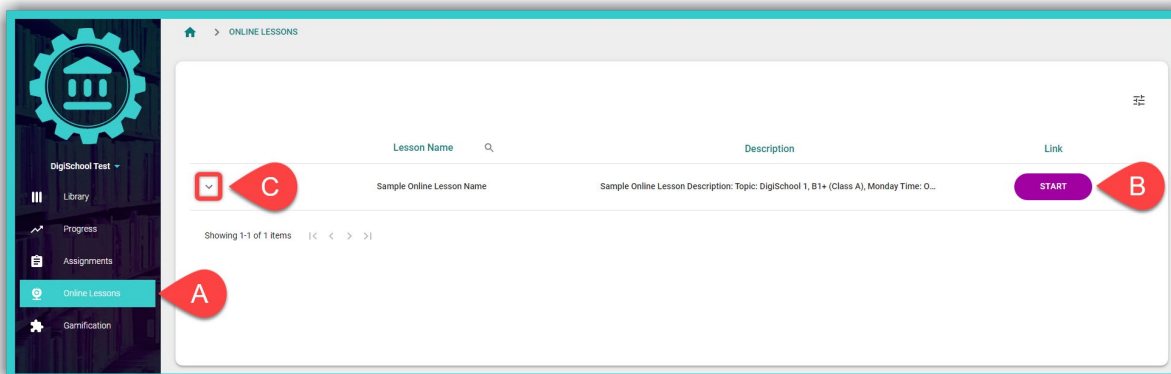
Select the following fields each time you want to:

- H. Reset the search results.
- I. See the **Progress** search results based on the filters you selected.
- J. Export the **Progress** results (with the filters selected) to a .csv spreadsheet format, which can be opened with, for example, Microsoft Excel.
- K. Export general statistical data relating to your progress.

IMPORTANT NOTICE: The platform by default shows you the items (attempts made by students in exercises) of the last six (6) months. Depending on the number of items you want to see, the **Progress** results could take a few seconds before they load.

8. Online Lessons: How to use it

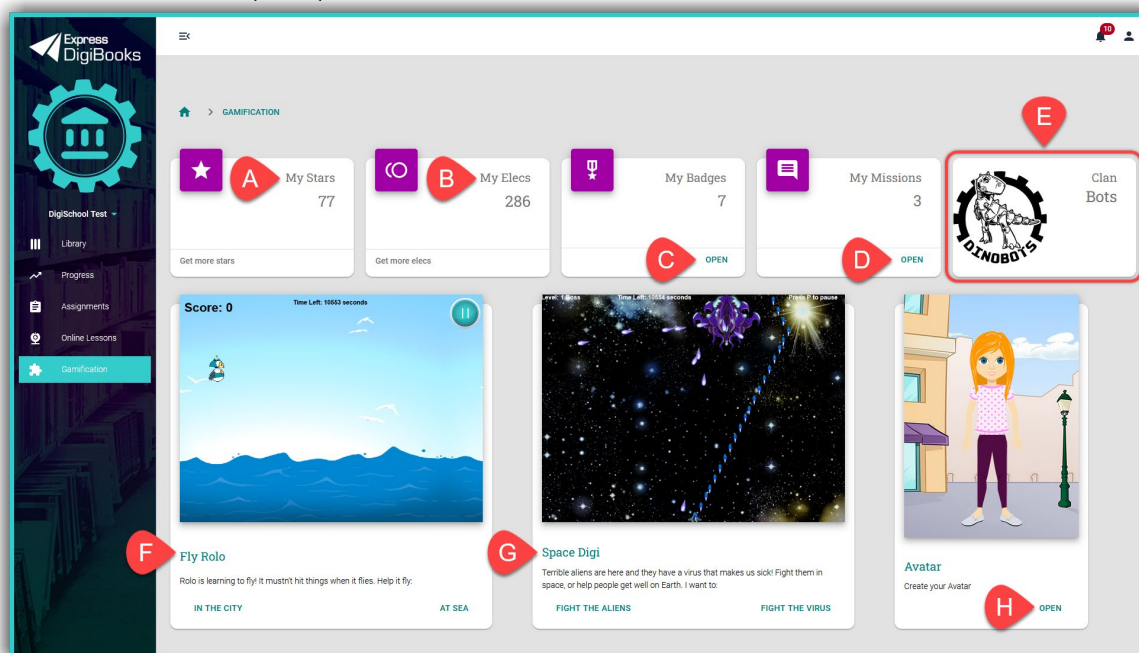
In the image below:



- A. Select this field to navigate to the list of **Online Lessons** entries.
- B. Select this to 'Start' the online lesson.
- C. Select the drop-down menu arrow to view the online lesson's entire 'Description'.

9. Gamification: How to use it

From the side menu, first, select the **Gamification** field. In field:



- A. **My Stars**: You view the total number of **Stars** you have.
- B. **My ELECs**: You view the total number of **ELECs** you have.
- C. **My Badges** → 'Open': You view any **Badges** you have.
- D. **My Missions** → 'Open': You view the assigned **Missions**. Solving **Missions** correctly, earns you **Stars** and **ELECs**. Depending on your performance in **Mission** the respective **Stars** are awarded. To be more precise, for a performance of greater than 70% you are awarded 1 **Star**, between 80% and 89% 2 **Stars**, and from 90% and above 3 **Stars**.
- E. You see the **Clan** you belong to.
- F. **Fly Rolo** → 'In the City' and/or 'At Sea': To play this game for as long as you have been allowed by the **School Master/School Manager**.

- G. **Space Digi** → 'Fight the Aliens' and/or 'Fight the Virus': To play this game for as long as you have been allowed by the **School Master/School Manager**.
- H. **Avatar** → 'Open': To create your own **Avatar**, depending on the **ELECs** you have.

*If the **School Master/School Manager** does not assign you 'Gametime' (e.g. 120 seconds), then you will not be able to see and play a game.*
