



INSPIRE | ENCOURAGE | REWARD

User Guide

Individual Teacher

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1. *Individual Teacher*: Role Explanation

The *Individual Teacher* manages the **Classes** they teach in a school/academic institution and can:

- Create and manage **Classes**
- Create and manage **Students**
- Give assignments and monitor students' progress
- Manage extra platform features, such as **Gamification**.

2. Sign Up

Step 1: Navigate to www.expressdigibooks.com.

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

The image shows a login and sign-up interface. At the top, there is a teal header with a white paper plane icon. Below the header, there are two input fields: 'Email or Username *' and 'Password'. The password field has a 'Forgot Password?' link and a toggle icon. Below the password field is a 'Remember me' checkbox. A teal 'LOG IN' button is centered below the input fields. At the bottom, the text 'First time here? Click here to Sign Up' is displayed above a dark blue 'SIGN UP' button, which is highlighted with a red arrow and a red oval.

Step 3:

The screenshot shows a 'Sign Up' interface with a progress indicator at the top consisting of four circles, the first of which is teal. Below the progress indicator is a teal circle containing a white person icon with a checkmark. The main heading is 'Please insert your Activation Code'. Below this is a text input field with the label 'Activation Code' and a placeholder text 'XXXXXXXXXXXXXXXXXXXX'. 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 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:

Sign Up

Insert your preferred credentials

A User Name*

B Password*
Minimum: 6 characters, 1 uppercase letter, 1 lowercase letter, 1 number, 1 symbol

C Email*

BACK D NEXT

- A. Enter the desired **Username**.
- B. Enter the desired **Password**.

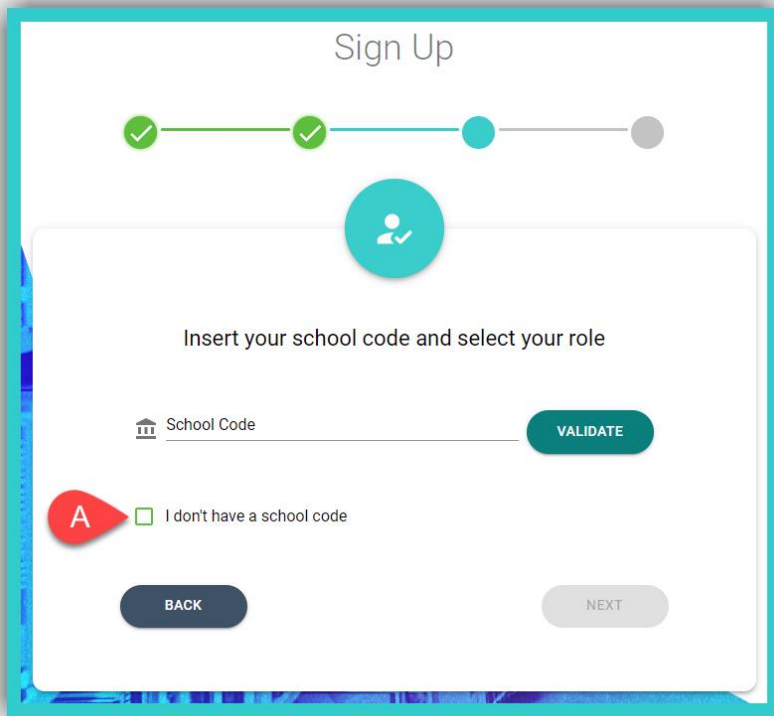
IMPORTANT NOTICE: For security reasons your password needs to be at least six (6) characters long and consist of: one (1) uppercase, *Latin*, letter, one (1) lowercase, *Latin*, letter, one (1) special character (e.g. a symbol), and one (1) number.

- C. Enter a *valid* email address – this field is optional.

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

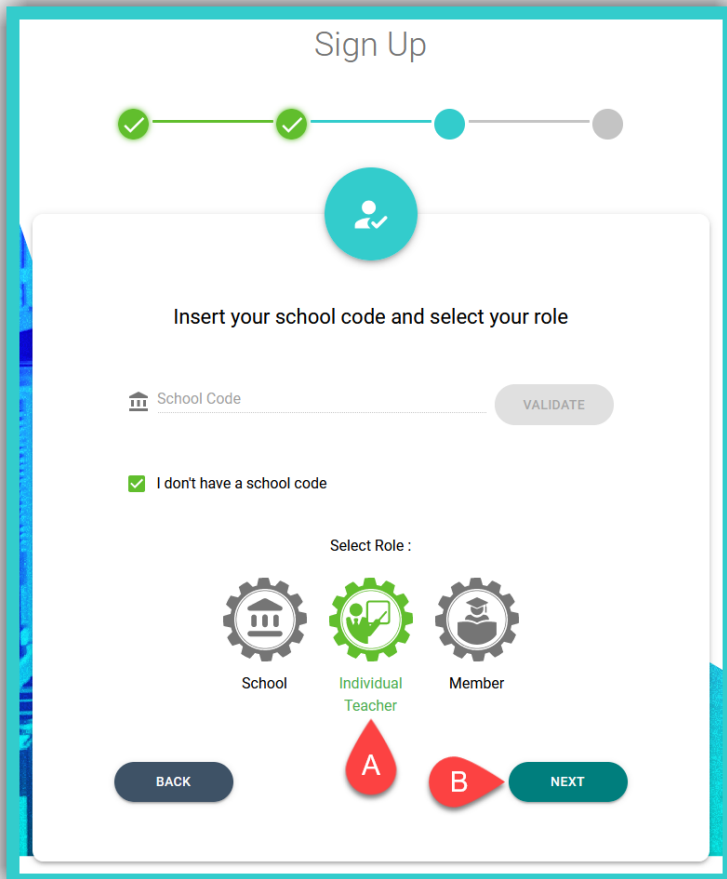
- D. Select 'Next'.

Step 5:



- A. Select this field.
- B. Select 'Next'.

Step 6:



- A. Select the field *Individual Teacher*.
- B. Select 'Next'.

Step 7: Fill in all mandatory fields.

Sign Up

Submit

A Name*

B Email*

C Telephone*

D Address*

E Country*

F City*

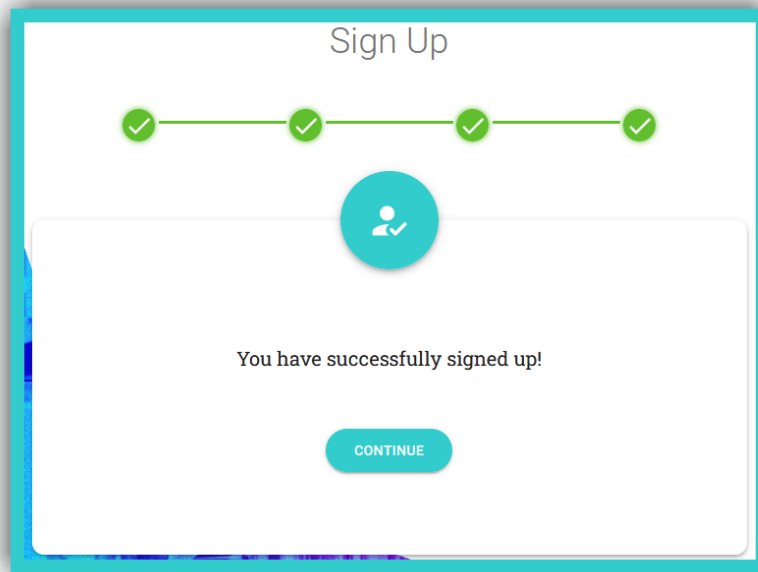
G Zip Code*

H I agree to your [Terms and Conditions](#) and have read the [Privacy Policy](#)

BACK SUBMIT

- A. Your full name
- B. A *valid* email address
- C. The telephone number of the school/academic institution (landline or mobile)
- D. The address of the school/academic institution
- E. The country
- F. The city
- G. Your postcode or P.O. Box
- H. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**
- I. Select the field 'Submit' to successfully complete your registration.

Step 8: Select the field 'Continue' to be automatically redirected to the platform's homepage.

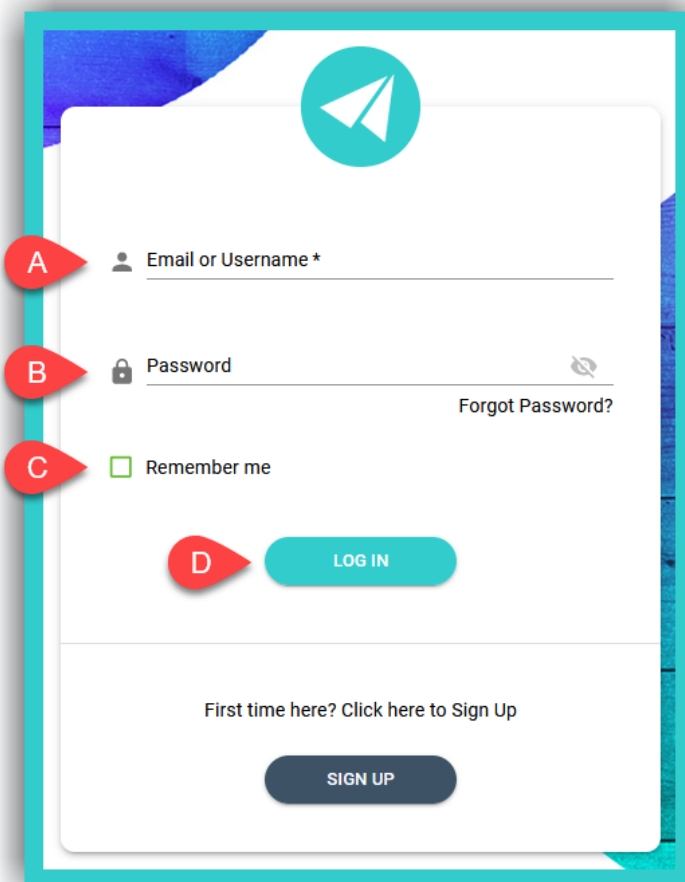


2

3


3. Logging in to the platform

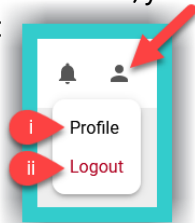
To log in to the platform and use the *Individual Teacher* account:



- 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.

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:



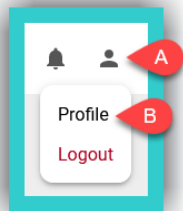
- i. **Profile**: Select this to manage settings for your account.
- ii. **Logout**: Select this to log out of your account.

i. Profile

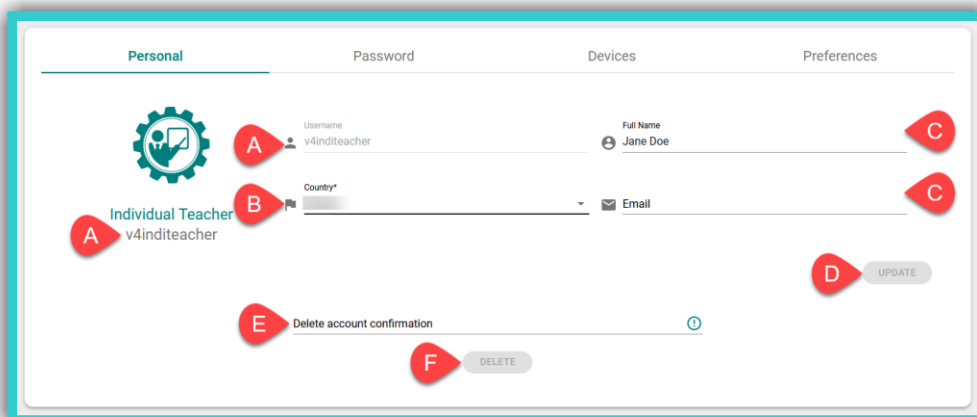
Here you can manage the fields:

- Personal information

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



Step 2:

A screenshot of the 'Personal' profile management page. The page has tabs for 'Personal', 'Password', 'Devices', and 'Preferences'. The 'Personal' tab is active. It shows a profile card with a gear icon and the text 'Individual Teacher v4inditeacher'. Below the card are several input fields: 'Username' (v4inditeacher), 'Full Name' (Jane Doe), 'Country*' (dropdown), and 'Email'. There are 'UPDATE' and 'DELETE' buttons. A 'Delete account confirmation' field is also present. Red callout boxes labeled A through F point to various elements: A (gear icon), B (Country dropdown), C (Full Name and Email fields), D (UPDATE button), E (Delete account confirmation field), and F (DELETE button).

- A. The **Username** is displayed here.
- B. Fill in the **Country** (required field).
- C. The fields **Full Name** and **Email** are optional.
- 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

Personal Password Devices Preferences

A Old Password*

B New Password*
Minimum 6 characters, 1 upper case, 1 number, 1 special character

C Confirm Password*

D CHANGE

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 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.

- Devices

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

Personal Password Devices Preferences

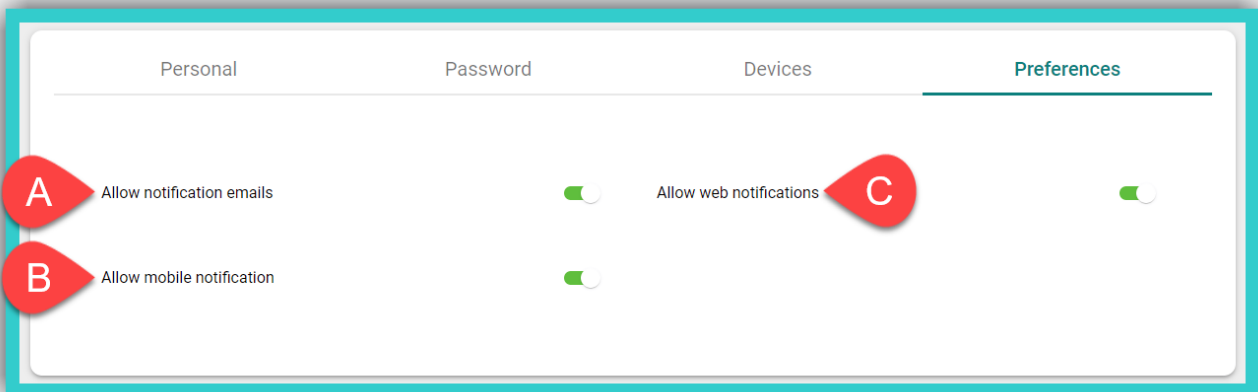
Device name	Device UUID	Device manufacturer	Device OS	Device Model	Device OS Model	Actions
iPhone 13 Pro Max	[blurred]	N/A	iOS 15.2	iPhone	N/A	[trash icon]
OnePlus ONEPLUS A5000	[blurred]	N/A	Android 7.1.1	ONEPLUS A5000	N/A	[trash icon]

- 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).

- Preferences

Here you choose how the *Express DigiBooks* platform can send you notifications:



- A. to your email address
- B. on your mobile device
- C. through your browser.

5. *School*: View & Edit Details

To view the *School* details and make any changes necessary:

Step 1: From the side menu, first select field icon A  and then select field B ('View Details').



Step 2: In the form below, you can:

- A. View/Change your full name
- B. View/Change your email
- C. View/Change the telephone number
- D. View/Change the address
- E. View/Change the country
- F. View/Change the city
- G. View/Change the postcode or P.O. Box
- H. View the **Individual Teacher Code**.
- I. Select this field to register any changes you make in the form above.

- **Individual Teacher Code**

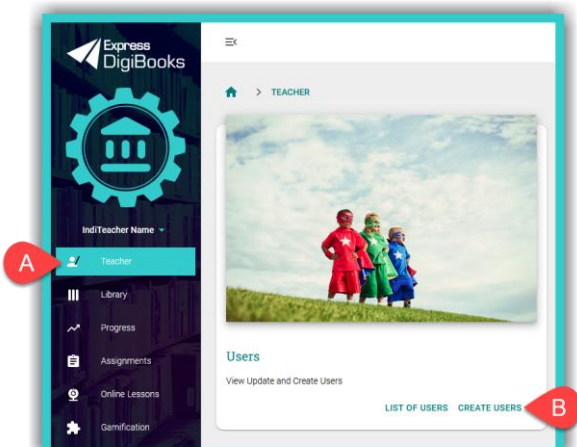
In field H above, you can see the **Individual Teacher Code**, which you can give students. They can use it either during the sign-up process or if they have registered on the platform as a **Member** and need to be added to your school/academic institution.

6. Teacher: Organisation & Management

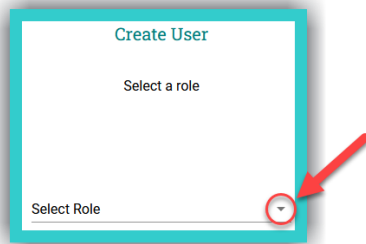
In this field, you organise and manage the **School** account of your school/academic institution.

i. Create: **Student Account(s)**

Step 1: From the side menu, first select field A (**Teacher**) and then field B (**Users** → 'Create Users').

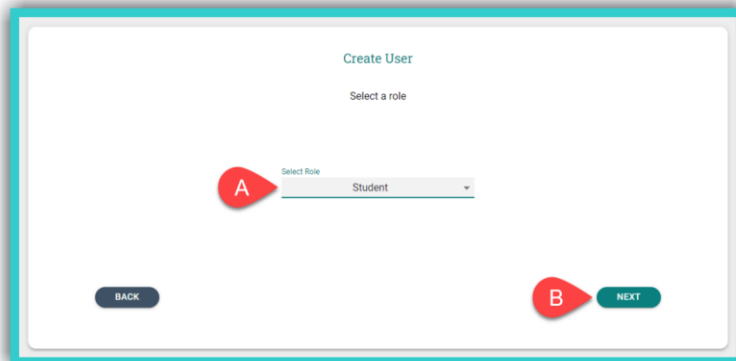


Step 2: Select the field shown by the red arrow, in the image below, to choose the user's role:



The screenshot shows a form titled 'Create User' with the instruction 'Select a role'. Below this is a dropdown menu labeled 'Select Role'. A red arrow points to the downward-pointing arrow of the dropdown menu.

- Select field A (**Student**) and then field B 'Next'.

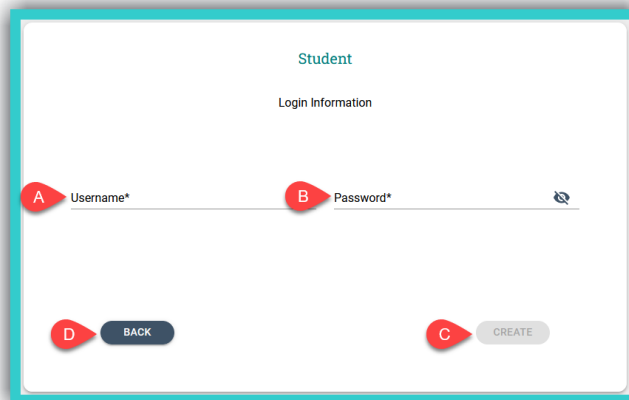


The screenshot shows the 'Create User' form with 'Student' selected in the 'Select Role' dropdown. A red callout 'A' points to the dropdown. At the bottom, there are 'BACK' and 'NEXT' buttons, with a red callout 'B' pointing to the 'NEXT' button.

- In the next form, select either the field 'Add Each Student Manually' to create individual **Student** accounts or the 'Mass Creation' field for mass creation.

- 'Add Each **Student** Manually'.

If you select 'Add Each Student Manually' fill in the form below:



The screenshot shows a form titled 'Student' with the section 'Login Information'. It contains two input fields: 'Username*' (marked with a red callout 'A') and 'Password*' (marked with a red callout 'B'). At the bottom, there are 'BACK' (marked with a red callout 'D') and 'CREATE' (marked with a red callout 'C') buttons.

- A. Enter the desired **Username** (required field).
- B. Enter the desired **Password** (required field).

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. Select the field 'Create' to register the **Student** account on the platform.
- D. Select the field 'Back' to return to the previous form (Choose between 'Add Each Student Manually' or 'Mass Creation' of **Student** accounts).

IMPORTANT NOTICE: When you register students, one at a time, or if they register themselves (either with Member or as Student accounts), to identify them on the platform, they must state their full name, in the respective field (see steps 1 & 2 [HERE](#)).

- 'Mass Creation'

If you select 'Mass Creation' fill in the form below:

- Select the total number of students you want to register on the platform (required field).
- Enter the desired prefix for your **Student** accounts.

IMPORTANT NOTICE: The prefix can consist of **ONLY** four (4) to ten (10) **Latin** characters, e.g. digischst.

- Enter the desired **Password** (required field).

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.

- Select the field 'Create' to register the **Student** accounts on the platform.
- Select the field 'Back' to return to the previous form (Choose between 'Add Each Student Manually' or 'Mass Creation' of **Student** accounts).

Upon completion of the mass creation process of **Student** accounts, you can download the CSV file by selecting the field 'Download CSV', which will appear. The file contains the list of students that you have created and displays only the fields **Username** & **Password**. You can then decide which credentials each student will have and manually enter the necessary information in the .csv file exported and downloaded on your device. See a sample image, of the data the file downloaded has, below:

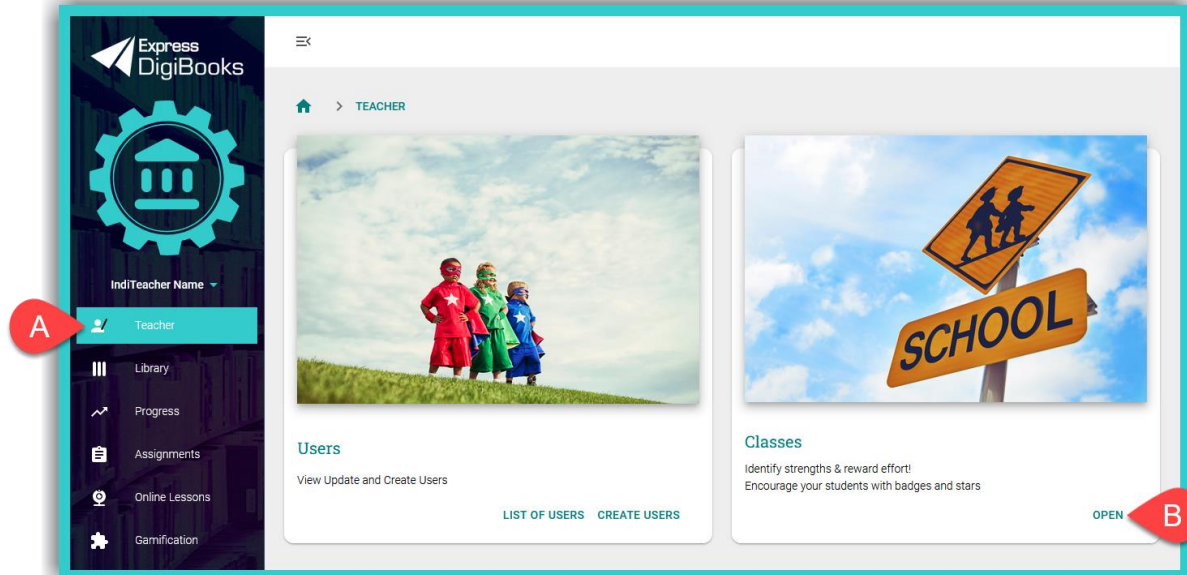
In column A you can see the **Username**.
 - In column B you can see the **Password**.
 - In column C you can add the full name of each student **manually**.

	A	B	C
1	Username	Password	
2	digischst1	1 !	
3	digischst2	1 !	
4	digischst3	1 !	
5	digischst4	1 !	
6	digischst5	1 !	
7	digischst6	1 !	
8	digischst7	1 !	
9	digischst8	1 !	
10	digischst9	1 !	
11	digischst10	1 !	
12			

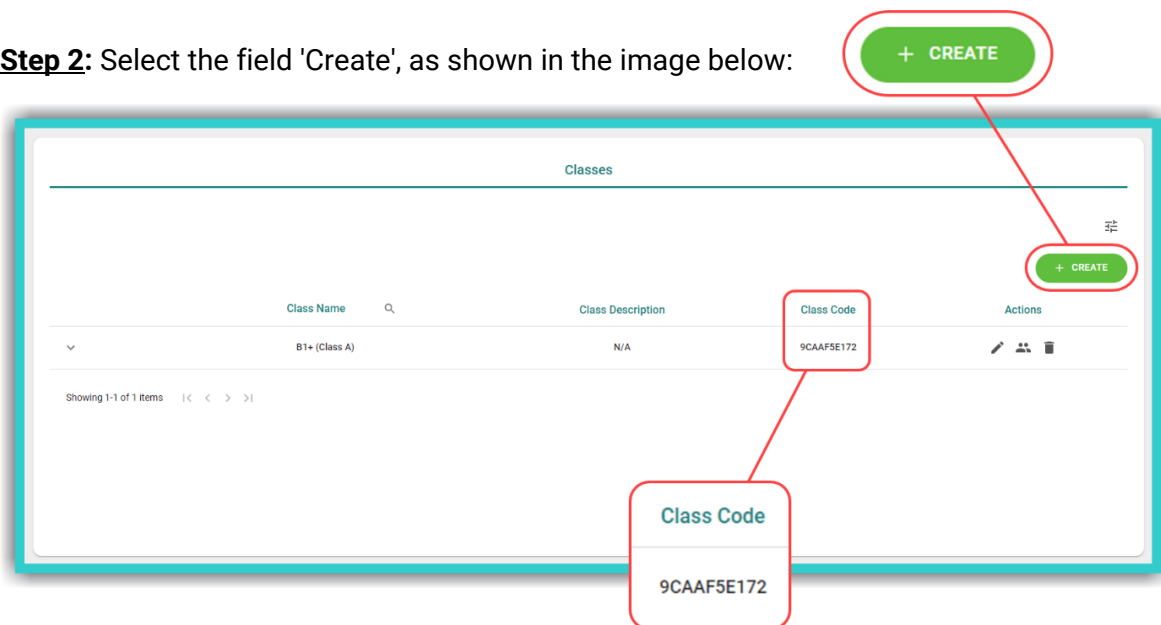
IMPORTANT NOTICE: ALL accounts, both students and teachers, that are created with this method ('Mass Creation'), upon their first login (with the credentials you give them) will be requested, for security reasons, to enter their full name and a new password.

ii. Create & Manage: Classes

Step 1: From the side menu, first select field A (**Teacher**) and then field B (**Classes** → 'Open').



Step 2: Select the field 'Create', as shown in the image below:



IMPORTANT NOTICE: If a student has already registered on the platform as a **Member** or wishes to register on the platform as a **Student**, then you can provide the following details, so that they can add themselves both to the **School** and the **Class** to have a **Student** account:

- The unique **Individual Teacher Code** (see instructions where to find it [HERE](#)),
- The unique **Class Code**, as shown in the image above.

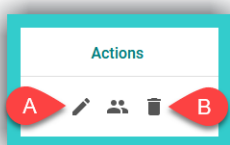
You can give the **Class Code** to students to add themselves to your class **after** they have added themselves to the school/academic institution.

Step 3: Fill in the form below:

- A. Enter the desired class name – required field.
- B. Enter any further details concerning the class – optional field.
- C. Select this box if you want **Students** to be able to enrol in this class with the **Class Code** given. If **NOT** selected, then you will **not** be able to see the unique **Class Code**, in the list of **Classes** and will have to enrol **Students** in **Classes** manually.
- D. Select the field 'Create' to register the **Class**.

*Once you have successfully registered the first **Class**, the platform will remain on this page (**Class** creation form), so that you can register all of the classes of the school/academic institution.*

- E. Select the field 'Back' to navigate to the list of registered **Classes**.
- If you want to update/change data relating to a class, go to the list of registered **Classes**, and in the **Actions** field select field A, while if you want to delete it, select field B in *Figure A (Actions)*.
- If you have made changes to any of the class's details, select field C ('Update'), as shown in *Figure B (Edit Class)*, so that you can register them on the platform.

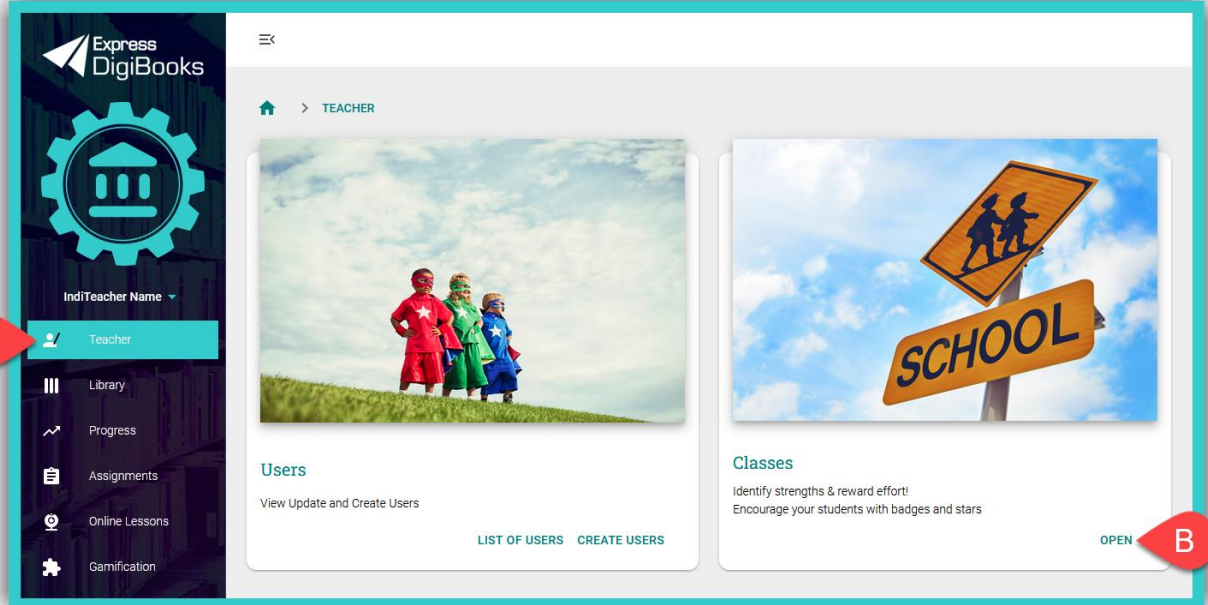



A. Actions

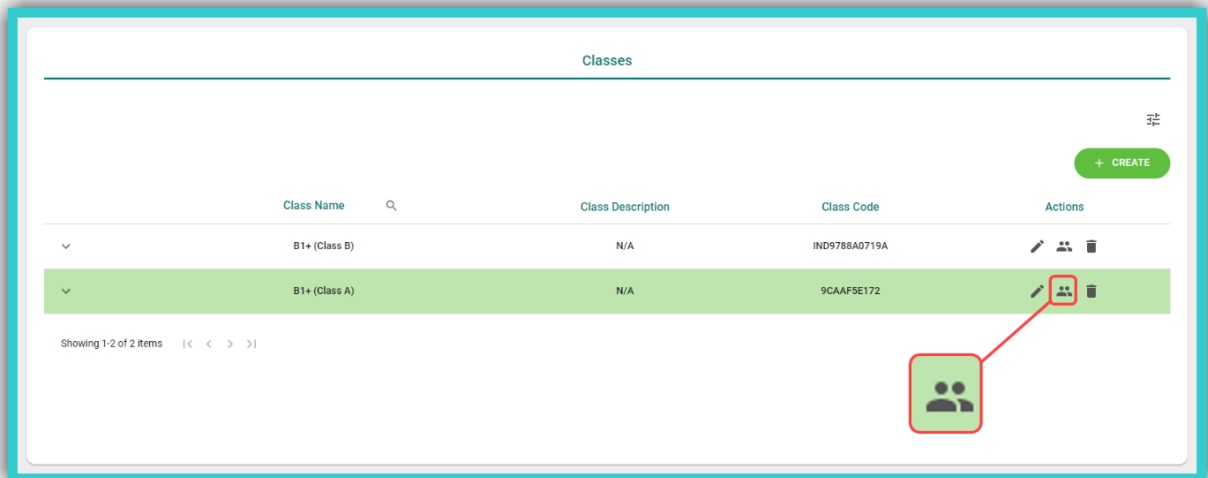
B. Edit Class

iii. Add *Students* to *Classes*

Step 1: From the side menu, first select field A (*Teacher*) and then field B (*Classes* → 'Open').

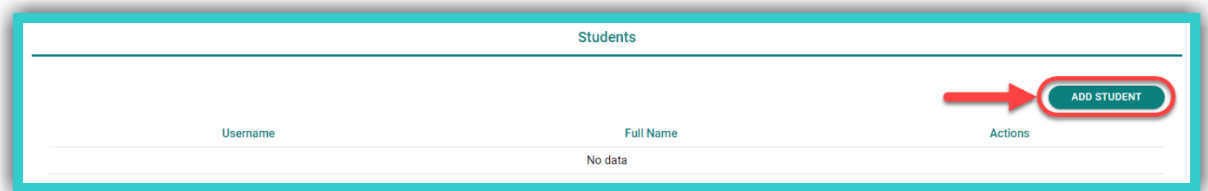


Step 2: Select the *Class* to which you wish to add the *Student* account(s) – e.g. B1+ (Class A). In the field 'Actions' select the  icon, as shown in the image below:

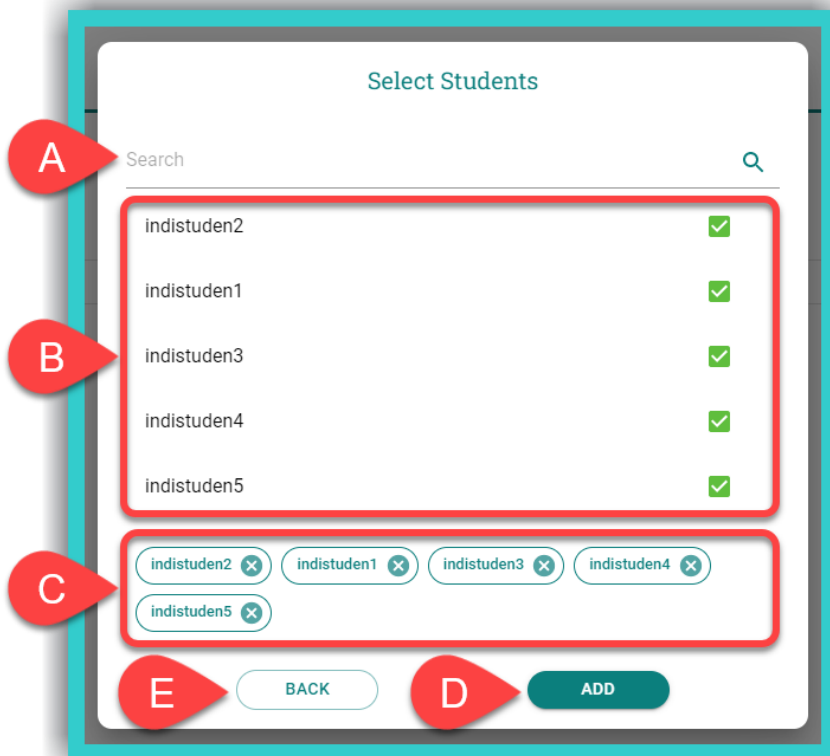


➤ Add: *Student* accounts

Step 1: Select the field 'Add Student', as shown in the image below.



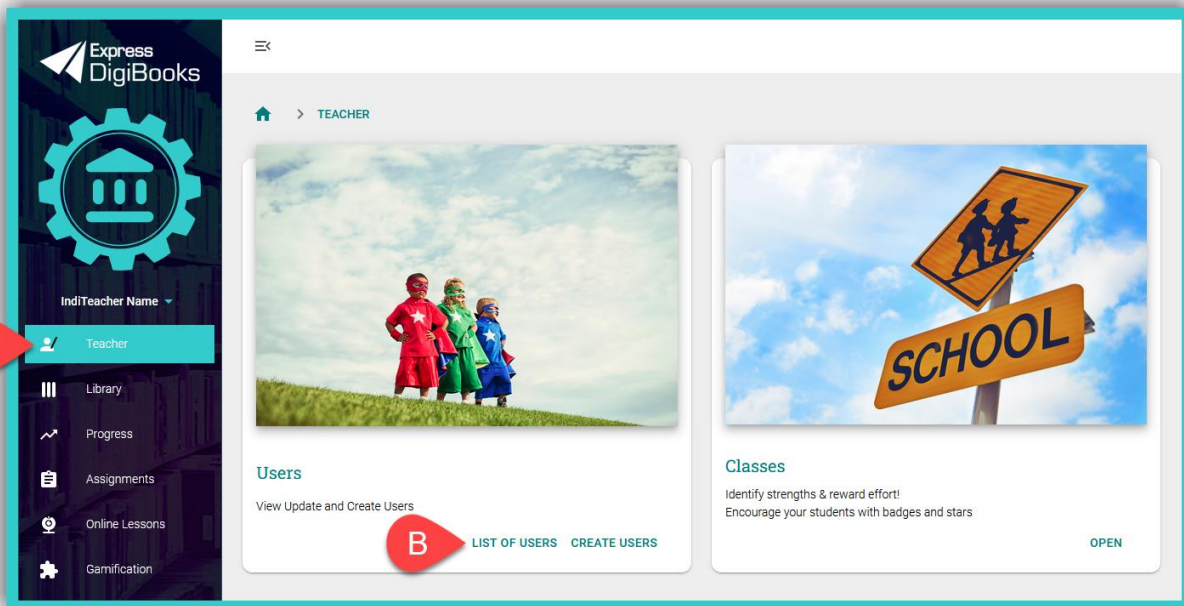
Step 2: Select from the list which will pop-up the **Student** accounts that you wish to add the specific **Class**, as shown in the image below.



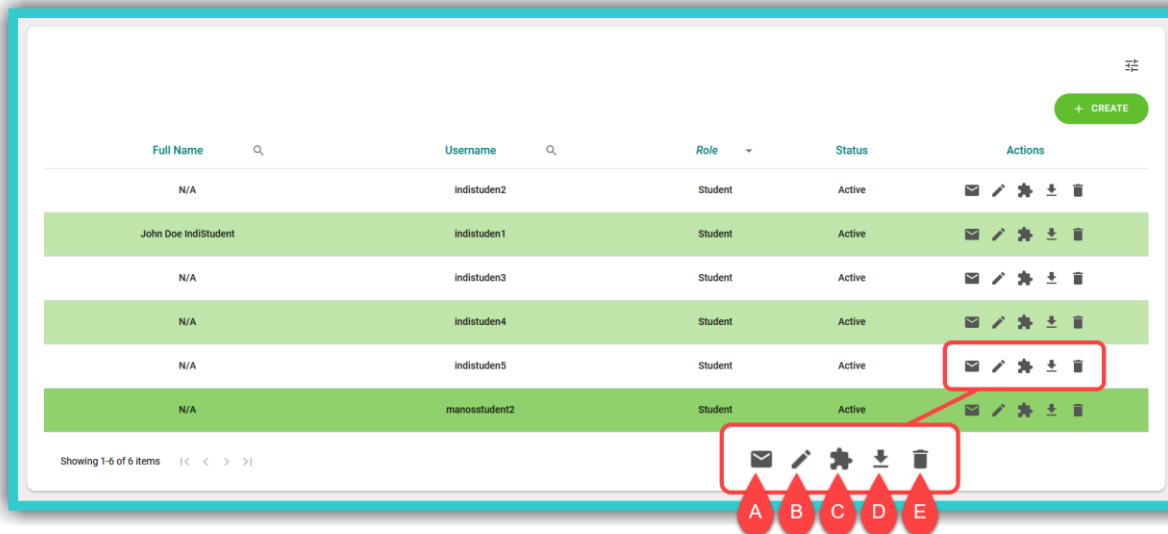
- A. Here you can search for specific **Students** using their **Username**.
- B. Here you can see the complete list of the school's students. You need to tick the respective box of each **Student** account you want to add to the class.
- C. Here is where you can see the **Student** account(s) that will be added to the **Class**.
- D. Select the field 'Add' to register the **Student(s)** in the **Class**.
- E. Select the field 'Back' to navigate to the complete list of **Students** that have been successfully added to the **Class**.

iv. Manage: *Student Accounts*

Step 1: First, select field A (*Teacher*) and then field B (*Users* → 'List of Users').



Step 2: From the list of 'Users' select the *Student* whose details you want to change/update.



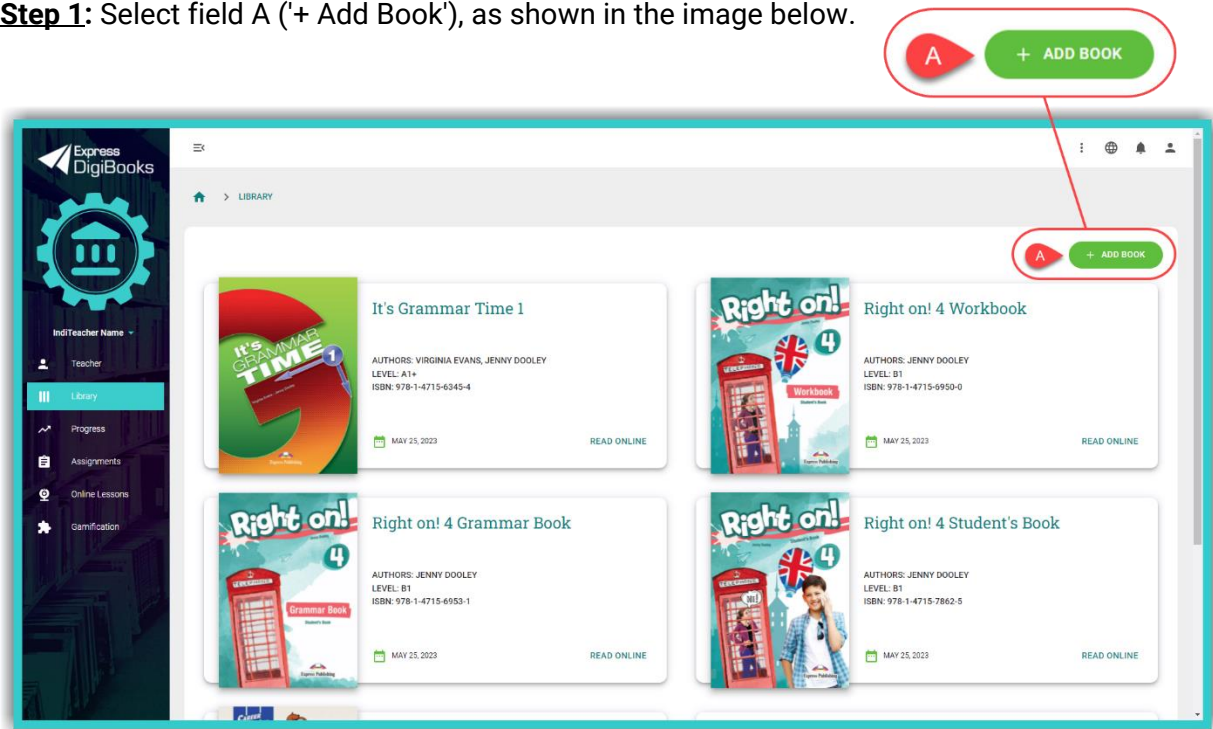
- A. Select this field to re-send the 'Parent/Guardian Email' so that their consent can be given for the student to use the platform.
- B. Select this field to proceed with any changes/additions you may need to make to a student's personal information, as well as adding/removing a student from another **Sub School** you have or a **Class**.
- C. Select this field to reward your *Students* with (extra) **ELECs/Stars/Gametime**.
- D. Select this field to download and save on your device the *Student's* schedule and/or the registration details entered while signing up on the platform.
- E. Select this field to remove the *Student* from the school/academic institution either temporarily ('Remove from School') or permanently ('Deactivate').

7. Library: Use & Management

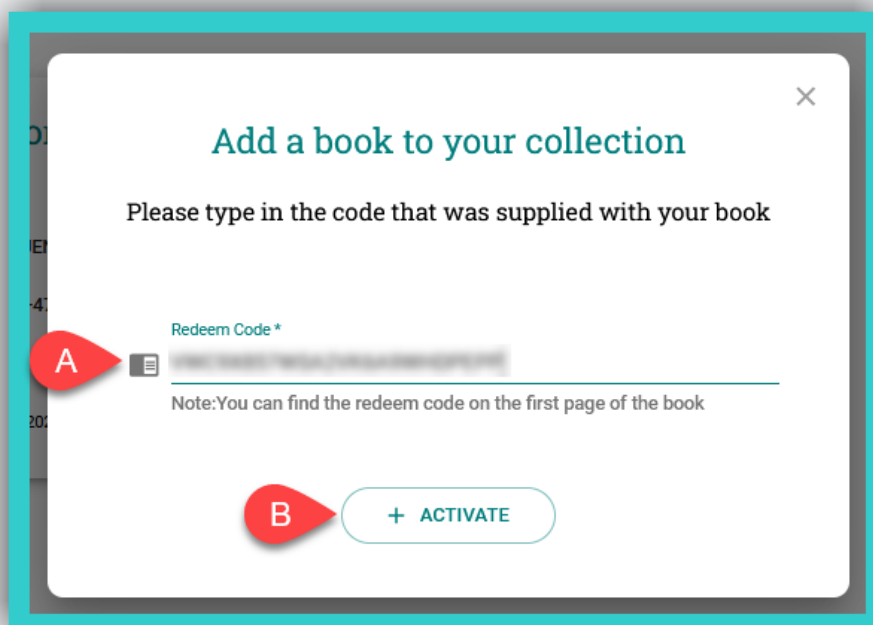
i. Activation codes

Activation Codes are usually found either inside the front cover 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 ('+ Add Book'), as shown in the image below.



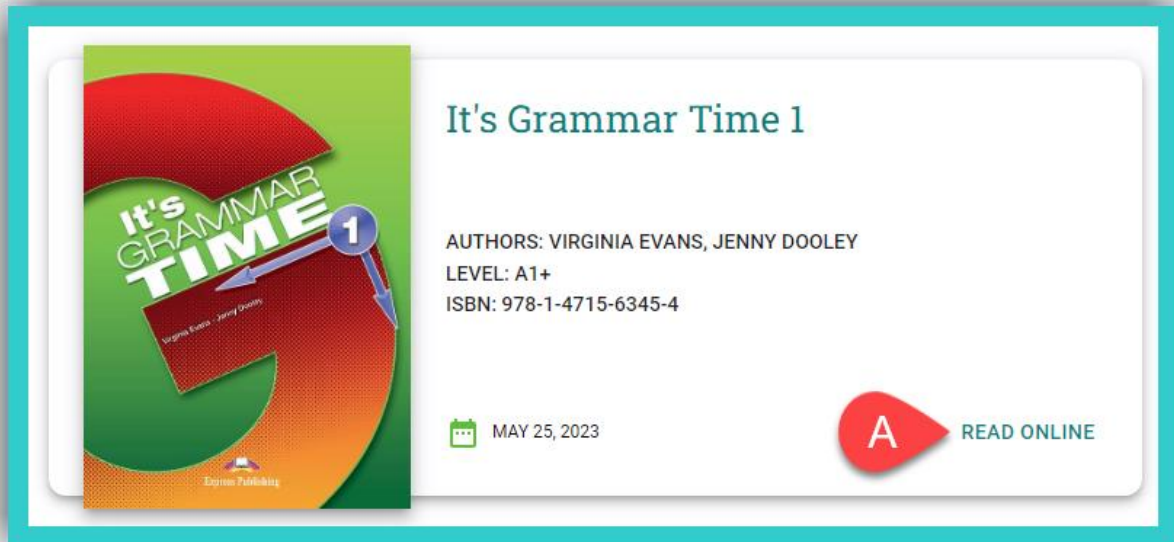
Step 2: Enter the book's **Activation Code** in field A, as shown in the image below, and then select field B ('+ Activate').



ii. Opening a DigiBooks Title

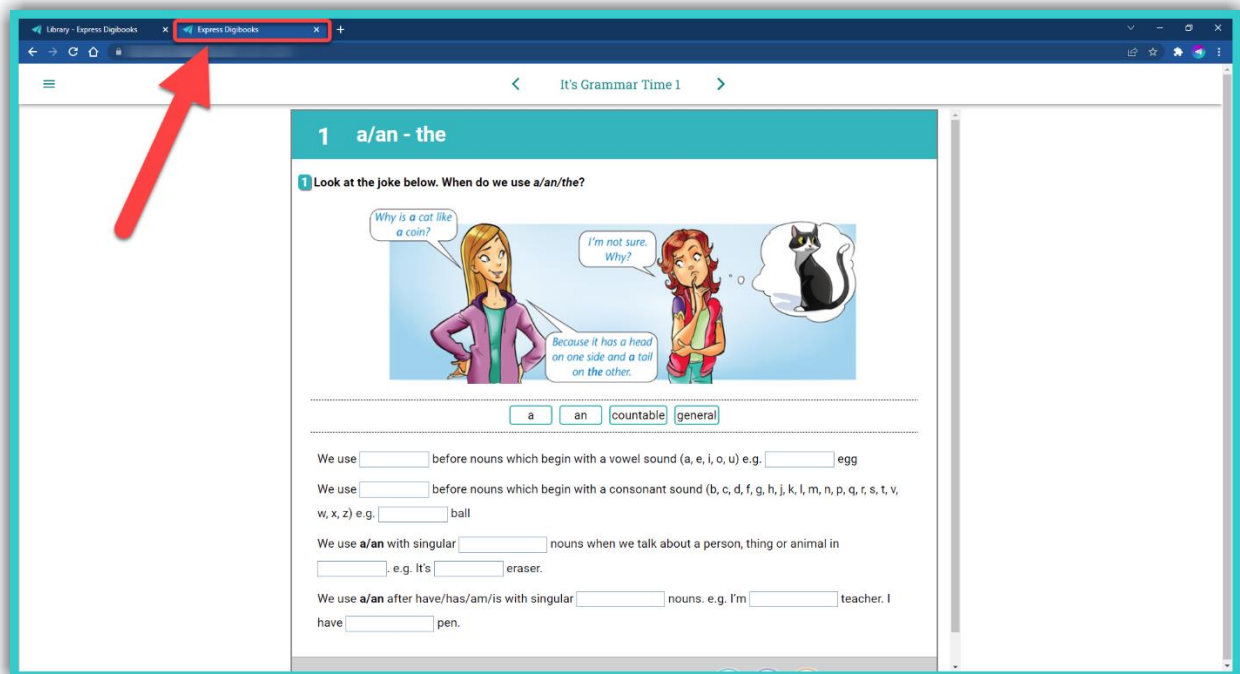
Upon entering the platform, you will be, automatically, directed to your digital **Library** (which contains the list of Express Publishing books that you have activated in your account).

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



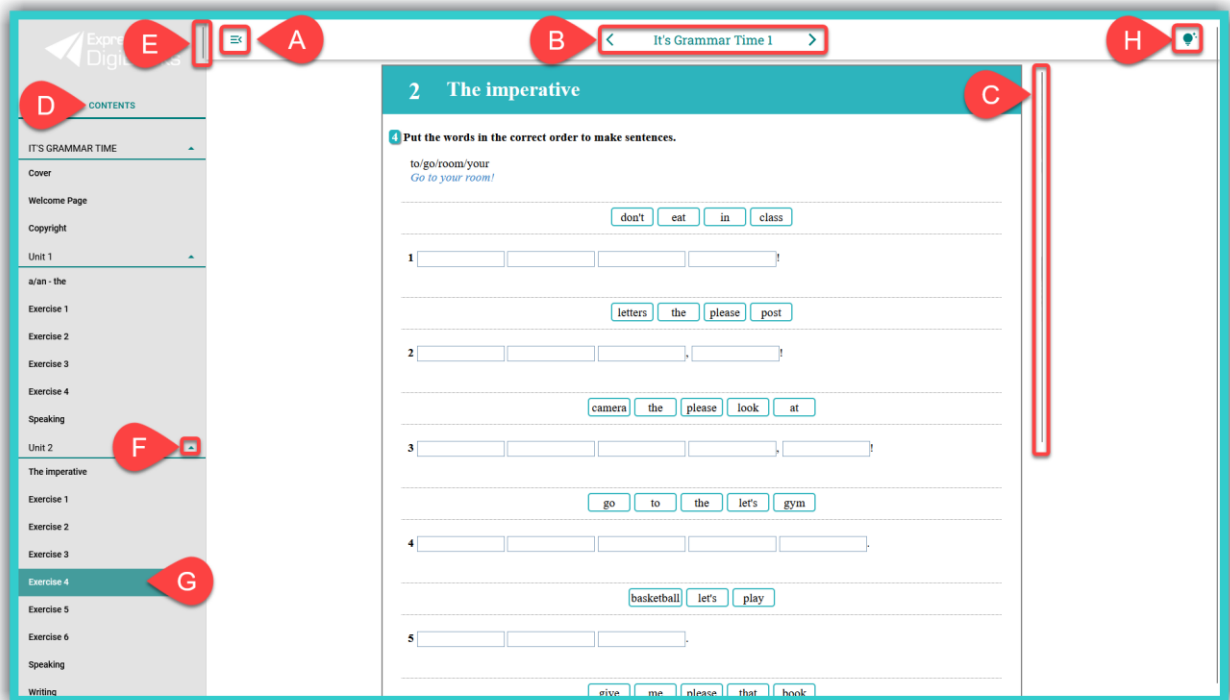
7


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.
- H. Click this icon  to 'Show the Answers' for the exercise.

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 Answers*

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



- A. Selecting this field, students can see whether the answers are correct or not.
- B. Selecting this field, students can keep the correct answers and reattempt those that are wrong.
- C. Selecting this field, the answers given are erased (reset), so that students can do the exercise from scratch.

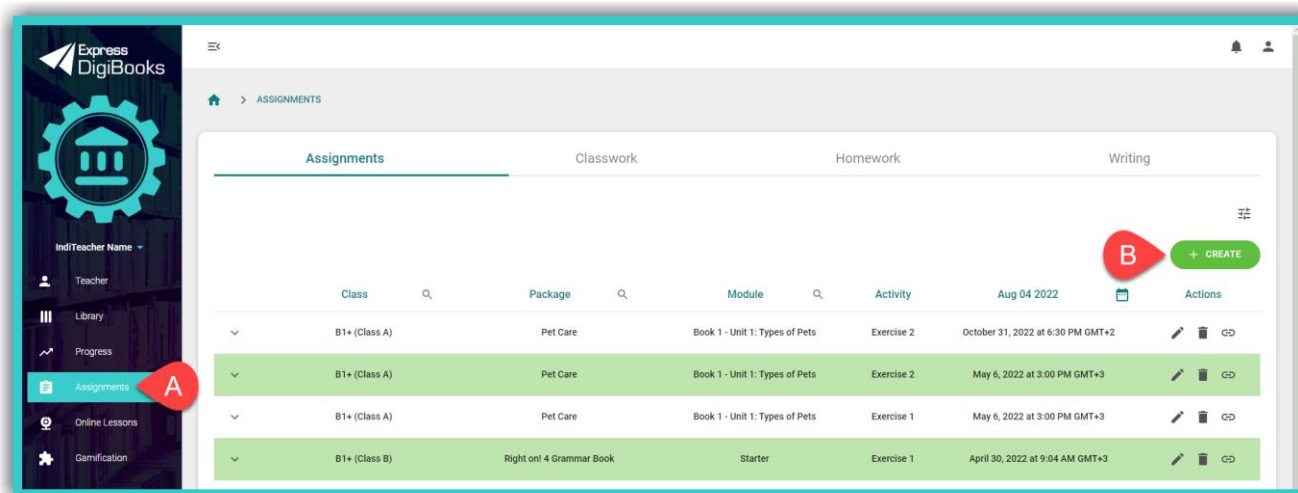
8. Assignments: Creation & Management

In this field you can:

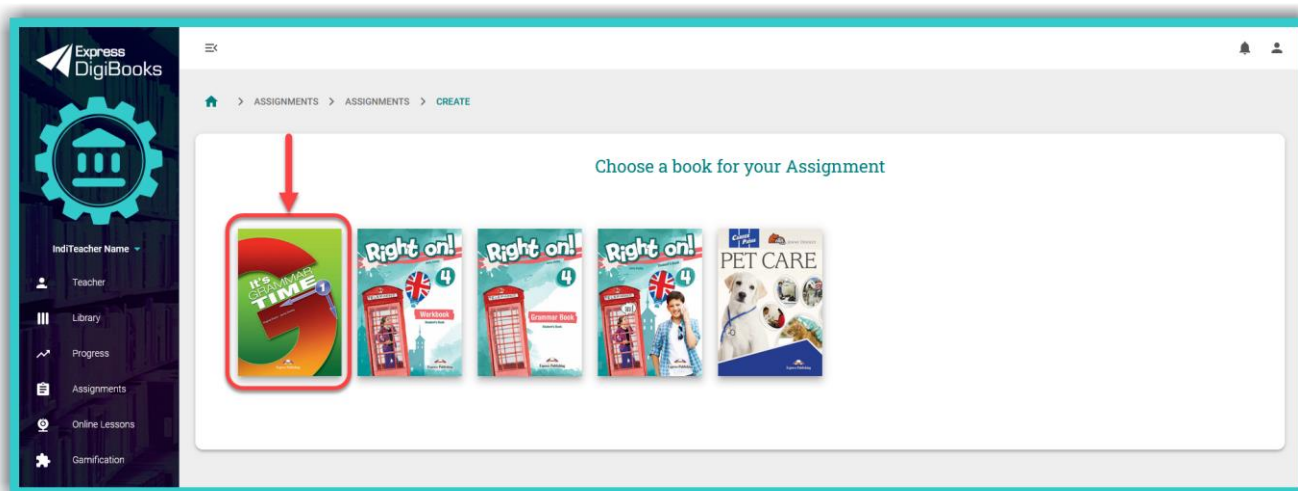
- Create/Manage **Assignments** – the exercises **Students** need to do on the **DigiBooks** platform.
- Create/Manage **Classwork** – what was done during class time: e.g. exercises, book(s) taught, etc.
- Create/Manage **Homework** – the exercises **Students** need to do and are **not** on the **DigiBooks** platform.
- Create/Manage **Writing** – the **Writing Students** need to do on the **DigiBooks** platform.

i. Create & Manage: Assignments (for DigiBooks titles)

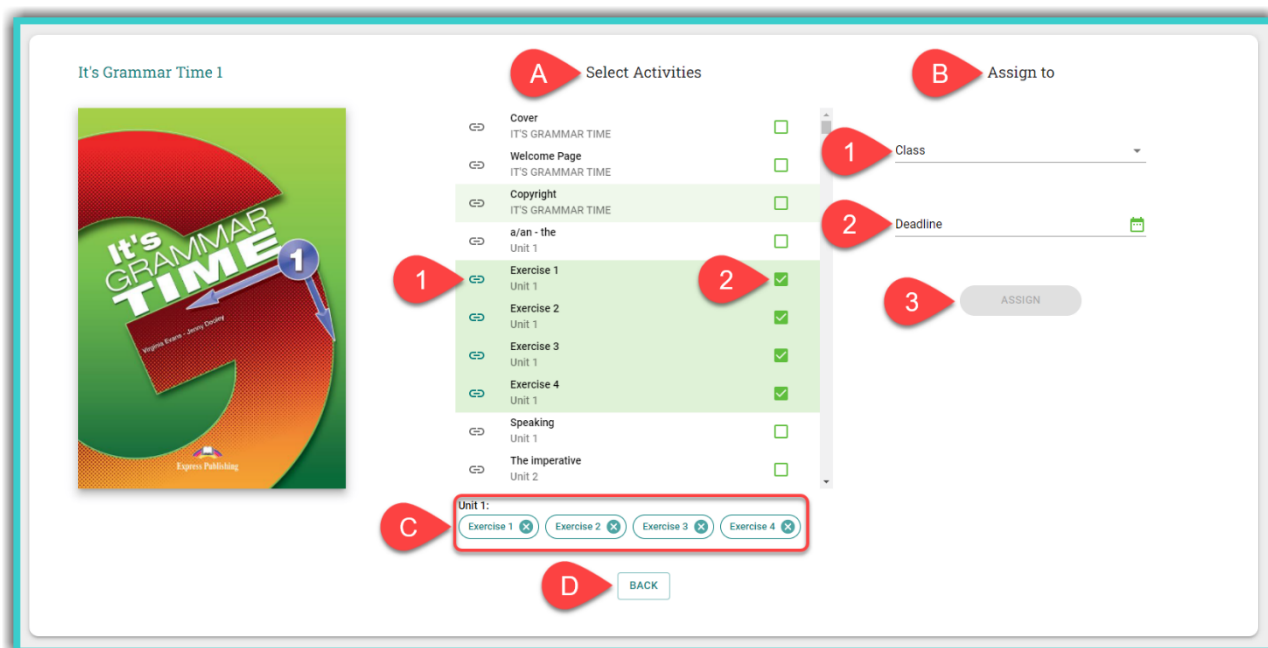
Step 1: From the side menu, first select field A (**Assignments**) and then field B ('Create').




Step 2: Select the book from which you are going to create **Assignments** for your **Students** (e.g. *It's Grammar Time 1*).

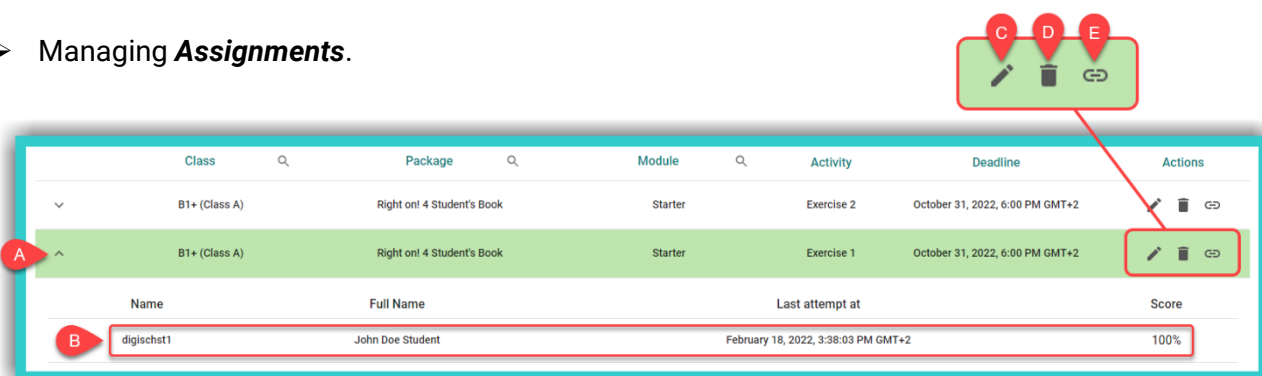


Step 3: In the image below:



- A. Here you can select one or more exercises to assign to the class (Multiple Exercises Assigning).
1. Here you can select the icon  to view the particular exercise in a new tab, before assigning it.
 2. Tick this box to assign the particular exercise. For each additional exercise you need to assign, please tick the box that corresponds to that exercise.
- B. Here you select the **Class** which you are going to assign the exercises to.
1. Select the **Class**.
 2. Here you enter the deadline for the exercise(s).
 3. Select the field 'Assign' to register the exercise(s) on the platform.
- C. Here you see the complete list of exercises assigned – exercises are grouped under the title of the corresponding section (e.g. Unit 1).
- D. Select this field to return to the list of **Assignments**.

➤ Managing **Assignments**.



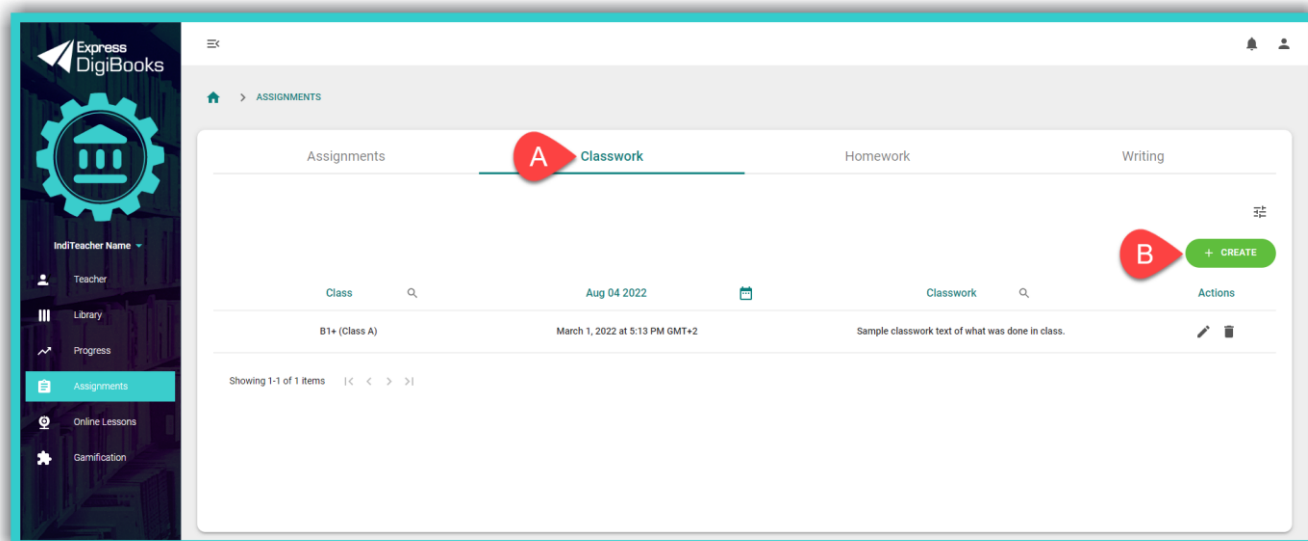
- A. Select this field to see the list of **Students** who have done the specific exercise. If a **Student** has not done the exercise, they do not appear in the list.
- B. In this field you can see the percentage of the last attempt of the **Students** who have done this exercise.
 1. Select this field to modify the assignment's **Deadline**.

After you have completed any modifications to the form, select the 'Update' field to register them.

- C. Select this field to delete the assigned exercise.
- D. Select this field to open the assigned exercise.

ii. **Create & Manage: Classwork**

Step 1: First select field A (**Classwork**) and then field B ('Create').



Step 2: Fill in the form below:

Classwork creation form with fields for Class, Date, and Notes, and buttons for BACK and CREATE.

- A. Select the **Class**.
 - B. Here you enter the date and time of the lesson.
 - C. Here you can enter details of work done during class time, such as what was taught, the exercises done, etc.
 - D. Select the current field to register the **Classwork** entry on the platform.
 - E. Select this field to return to the list of **Classwork** entries.
- If you want to update/change a **Classwork** entry in the list, first, you need to select the icon in the 'Actions' field, and then, to register any changes/additions made on the platform, you need to select the field 'Update'.
- To delete a **Classwork** entry, select the icon .

iii. Create & Manage: **Homework** (exercises outside the **DigiBooks** platform)



Step 1: First select field A (**Homework**) and then field B ('Create').

Express DigiBooks interface showing the 'ASSIGNMENTS' section. The 'Homework' tab is selected, and the '+ CREATE' button is visible. The table below shows two homework entries:

Class	Date	Homework	Actions
B1+ (Class B)	Aug 04 2022	Notes for homework	
B1+ (Class A)	March 31, 2022 at 6:30 PM GMT+3	Sample text of what students have to do for homework, outside DigiBooks.	

Step 2: Fill in the form below:

The screenshot shows a 'Create Homework' form. At the top center is the title 'Create Homework'. Below it are two rows of input fields. The first row has a field labeled 'Class' with a red callout 'A' and a field labeled 'Notes' with a red callout 'C'. The second row has a field labeled 'Date' with a red callout 'B' and a calendar icon. At the bottom of the form are two buttons: 'BACK' with a red callout 'E' and 'CREATE' with a red callout 'D'.

- A. Select the **Class**.
 - B. Here you enter the deadline for the exercise(s).
 - C. Here you can enter all of the details that apply to the **Homework** that **Students** need to do that is **not** on the **DigiBooks** platform.
 - D. Select this field to register the **Homework** entry on the platform.
 - E. Select this field to return to the list of **Homework** entries.
- If you want to update/change a **Homework** entry in the list, you, first, need to select the  icon in the 'Actions' field, and then register any changes/additions made on the platform, then select the field 'Update'.
- To delete a **Homework** entry, select the icon .

iv. Create & Manage: **Writing**

To create **Writing**, please follow the steps below.

Step 1: First select field A (**Writing**) and then field B ('Create').

The screenshot shows a navigation menu with 'Assignments', 'Classwork', 'Homework', and 'Writing'. The 'Writing' tab is selected and highlighted with a red callout 'A'. Below the menu is a table with columns for 'Class', 'Date', and 'Writing'. The first row shows 'B1+ (Class A)', 'November 30, 2022 at 6:30 PM GMT+2', and 'Write an article'. To the right of the table is an 'Actions' column with a '+ CREATE' button highlighted by a red callout 'B'. Below the screenshot are two callout boxes: one with 'A Writing' and another with 'B + CREATE'.

Step 2: Fill in the form below:

The screenshot shows a 'Create Writing' form with the following fields and callouts:

- A:** Title input field.
- B:** Select Class* dropdown menu.
- C:** Deadline input field with a calendar icon.
- D:** Description text area.
- E:** SUBMIT button.
- F:** BACK button.

- A. Enter the **Writing** title (e.g. An email to the editor).
- B. Select the **Class** to which the **Writing** will be assigned.
- C. Here you enter the deadline for the **Writing**.
- D. Enter the **Writing** rubric (topic & instructions).
- E. Select this field to register the **Writing** entry on the platform.
- F. Select this field to return to the list of **Writing** entries.

➤ To manage **Writing**:

From the list of **Writing** entries, select the class you want and, in the field 'Actions', either select the 'Members' icon (👤) to grade your students' **Writing** or the 'Delete' icon (🗑) to remove the specific **Writing** registered on the platform.

➤ To grade **Writing**:

In the list of **Writing** entries:

Step 1: First select field A ('Members'), to grade the **Writing** of the specific class selected – e.g. B1+ (Class A).

The screenshot shows the 'Writing' list view with the following details:

- Navigation tabs: Assignments, Classwork, Homework, Writing (selected).
- Buttons: + CREATE, filter icon.
- Table headers: Class, Aug 04 2022, Writing, Actions.
- Table row: B1+ (Class A), November 30, 2022 at 6:30 PM GMT+2, Write an article, Actions (edit, members, delete icons).
- Callout **A:** points to the 'Members' icon in the Actions column.
- Footer: Showing 1-1 of 1 items, navigation arrows.

Step 2: Select field A ('Edit') to grade and/or make comments on the **Writing** for each **Student**. Field A ('Edit') can also be used to make changes to either the score or the comments – even after the original entry.

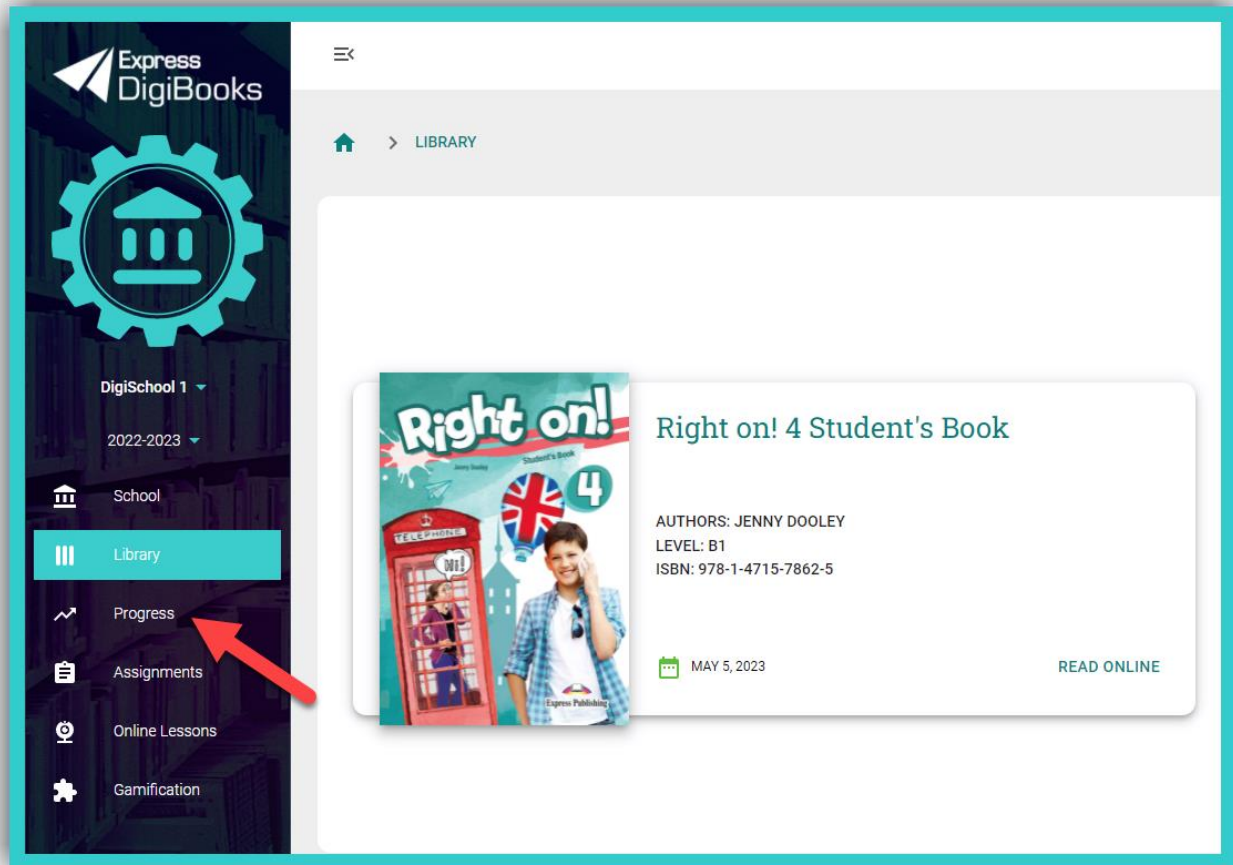
Members				
Student Name	Username	Comments	Mark	Actions
N/A	digischst1	No comments	-	A

Step 3: In the form below, you can:

- A. See the **Username** of the **Student** whose **Writing** you will grade.
- B. See the topic of the **Writing**.
- C. See the **Student's Writing**.
- D. Write any comments about the **Student's Writing**.
- E. Grade the **Student's Writing** by dragging the dot on the bar from left to right, or
- F. Grade the **Student's Writing** by typing it in here.
- G. Select this field to register the grade and any comments you have made on the platform.
- H. Select this field to return to the list of **Writing** entries.

9. Progress: How to use it

In order to monitor the **Progress** of your **Students**, please click on the field the red arrow points to in the image below:



In the **Progress** field you can see the **Average Score** of the entire school, i.e. exercises done by all of your **Students**, from all of your classes and from all of the books (field A); the result from all of the exercises and books (field N); and search filters which can be used to narrow down the **Progress** results shown in field N, according to:

The screenshot shows a user interface for the 'Progress' field. At the top, there is a circular progress indicator showing 19% with a red 'A' callout. Below it are several filter dropdown menus: Class (B), Student (C), Package (D), Module (E), Activity (F), SkillType (G), Start Date (2021 Oct 18, H), and End Date (I). At the bottom of the filter section are buttons for 'RESET FILTERS' (J), 'APPLY' (K), 'EXPORT' (L), and 'REPORT' (M). Below the filters, it says 'Showing 1-10 of 306 items'. The main area displays a list of seven individual student progress cards, each with a circular progress indicator and details like student name, date, class, package, module, activity, and skill type. A red 'N' callout is positioned to the right of the results list.

- B. The **Class** – e.g. B1+ (Class A).
- C. **Student** [to use this filter you must first use filter B].
- D. The **DigiBooks** title.
- E. The **Module** [to use this filter you must first use filter D].
- F. The **Exercise** [to use this filter you must first use filter E].
- G. The general **Skill Type** being assessed, e.g. Grammar.
- H. The **Start Date** of assigned exercises (i.e. exercises which have been solved from a specific date onwards).
- I. The **End Date** of assigned exercises (i.e. exercises which have been solved up to a specific date).

Select the following fields each time you want to:

- J. Reset the search results.
- K. See the **Progress** search results based on the filters you selected.
- L. Export the **Progress** results (with the filters selected) to a .csv spreadsheet format, which can be opened with, for example, Microsoft Excel.
- M. See general statistics for your school.

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.

10. Online Lessons: Use & Management

IMPORTANT NOTICE: To register the links for your online lessons, you need to have first created and organized the respective lessons on the teleconference platform of your choice (e.g. Zoom, Skype, WebEx, GoToMeeting, etc.)

➤ Create an **Online Lessons** entry.

Step 1: From the side menu, first select field A (**Online Lessons**) and then select field B ('Create').

The screenshot displays the 'ONLINE LESSONS' management page. The left sidebar contains a menu with 'Online Lessons' highlighted by a red callout 'A'. The main content area shows a table of lessons with a '+ CREATE' button highlighted by a red callout 'B'.

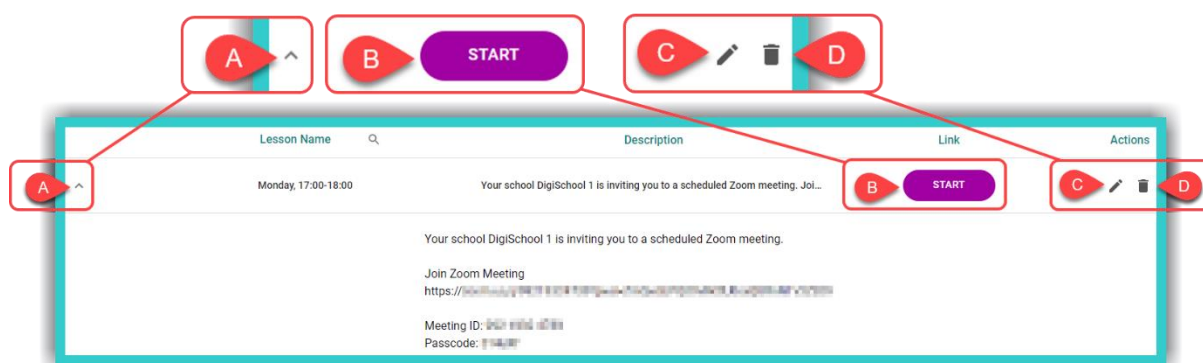
Lesson Name	Description	Link	Actions
online lesson 005 edit	desc	START	[Edit] [Delete]
Online Lesson Android	Hello from Gery	START	[Edit] [Delete]
Test IOS lesson	This is a test lesson, created on IOS	START	[Edit] [Delete]
Online Lesson Class A	online lesson class A	START	[Edit] [Delete]
Monday 16:00-17:00	Topic: DigiSchool 1, B1+ (Class A), Monday Time: Oct 10, 2022 17:00 Ath...	START	[Edit] [Delete]

Showing 1-5 of 5 items |< < > >|

Step 2: Fill in the following form.

- A. Select the **Class**.
- B. Enter the name of the online lesson (e.g. a name which helps you distinguish it from other **Online Lessons**).
- C. Enter the link for the online lesson you have created on your videoconferencing platform.
- D. Enter any additional information you want, such as the meeting details provided by teleconference platforms or whatever else you think might be useful.
- E. Select the field 'Create' to register the **Online Lesson**.
- F. Select the field 'Back' to return to the list of **Online Lessons** entries.

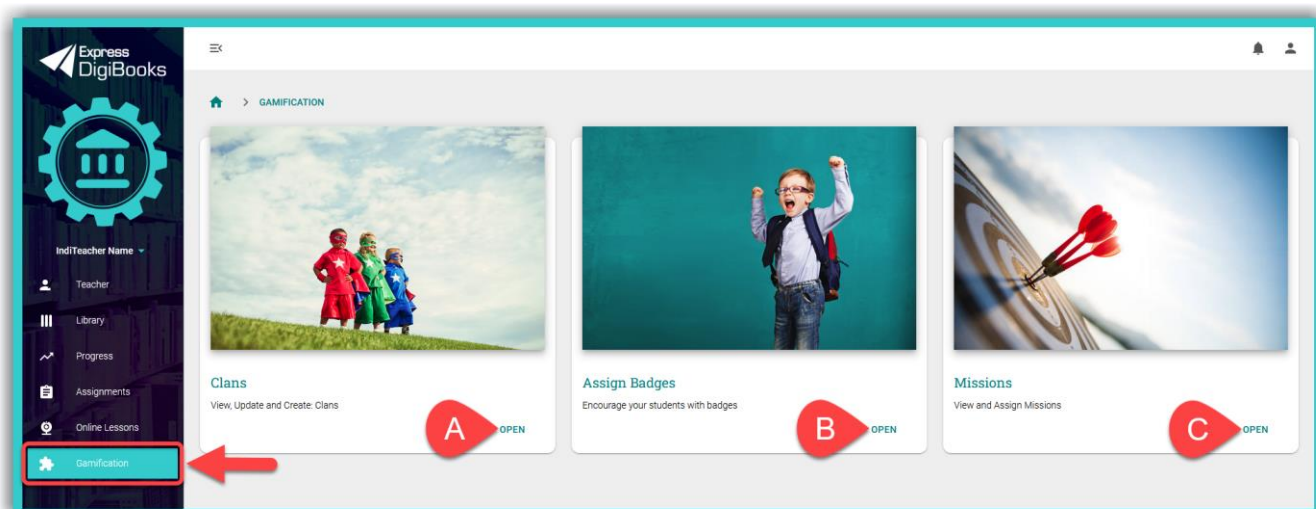
➤ Managing the list of **Online Lessons** entries.



- A. Select this icon to expand the **Online Lesson** and view its full description.
- B. Select this field ('Start') to begin the **Online Lesson**.
- C. Select this field to modify any information about the **Online Lesson**. If you make any modifications to the **Online Lessons** form, you will need to select the 'Update' button to register them.
- D. Select this icon to delete an **Online Lesson**.

11. Gamification: Use & Management

To use **Gamification**, you first need to select the field shown by the red arrow in the following image. Then select field:



- A. **Clans** → 'Open': you can create and manage your **Clans**. **Clans** are the various groups/teams you need to create so that they can participate in **Gamification**. Each **Clan** can be composed of **Students** from various **Classes** or from within the same **Class**. It is up to you to organise the groups/teams. Each **Clan** 'competes' against the other in an unofficial championship of knowledge.
- B. **Assign Badges** → 'Open': you can give (assign) virtual stickers (badges) to your **Students**. These are of a completely educational nature and are used to reward students for their achievements and/or skills. **Badges** are optional. They can be given at any given time to whichever **Student** you want. Once assigned, **Badges** cannot be unassigned.
- C. **Missions** → 'Open': you can assign **Missions** to your **Classes**. **Students** are asked to complete a **Mission**. Once completed successfully, a **Student** is awarded **Stars** and **ELECs**. Depending on the **Student** performance in a **Mission**, the respective **Stars** are awarded. For a performance of greater than 70% the student is awarded 1 **Star**, between 80% and 89% 2 **Stars**, and from 90% and above 3 **Stars**.

➤ Clans

▪ To create **Clans**:

- From the side menu select: **Gamification** → **Clans** → 'Open'.
- Select the field 'Create'.
- Fill in the form below:

The screenshot shows a 'Create Clan' form with the following fields and buttons:

- A**: Clan Name (text input field)
- B**: Extra stars (text input field)
- C**: Logo (dropdown menu)
- D**: CREATE (button)
- E**: BACK (button)

- A. Enter the desired **Clan** name.
- B. Enter any additional **Stars** with which you wish to reward the **Students**.
- C. Select the **Clan** logo from the list given to you.
- D. Select the field 'Create' to register the **Clan** on the platform.
- E. Select the field 'Back' to return to the list of **Clans** entries.

▪ To manage the **Clans**:

- In the list of entries below:

The screenshot shows a table with the following columns: Logo, Category, Clan Name, and Actions. A row is highlighted with the following data:

Logo	Category	Clan Name	Actions
A	Dinosaurs	Dinos 1	D E F

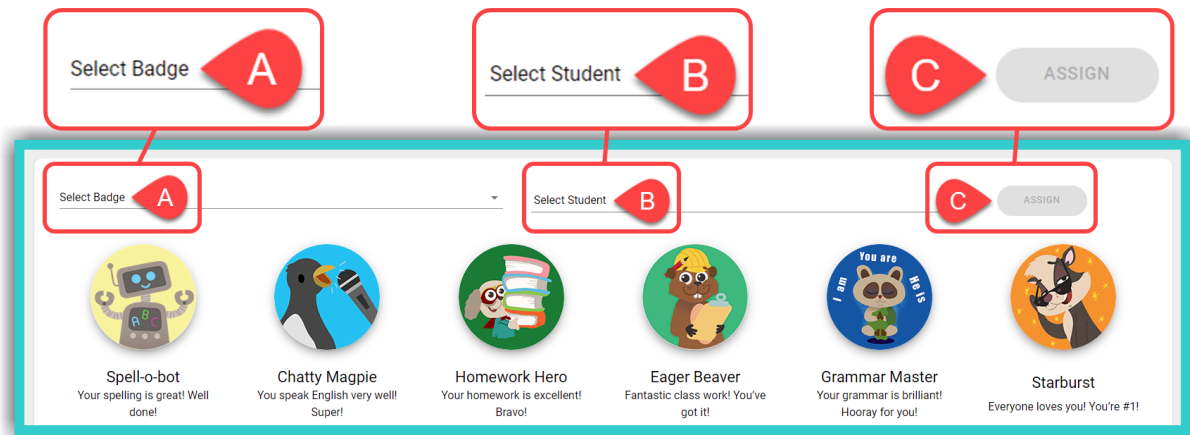
Callouts A-F indicate the following actions:

- A**: Expand the clan logo.
- B**: Search for clans by category.
- C**: Search for clans by name.
- D**: View and/or add clan members.
- E**: Modify clan information.
- F**: Delete the clan.

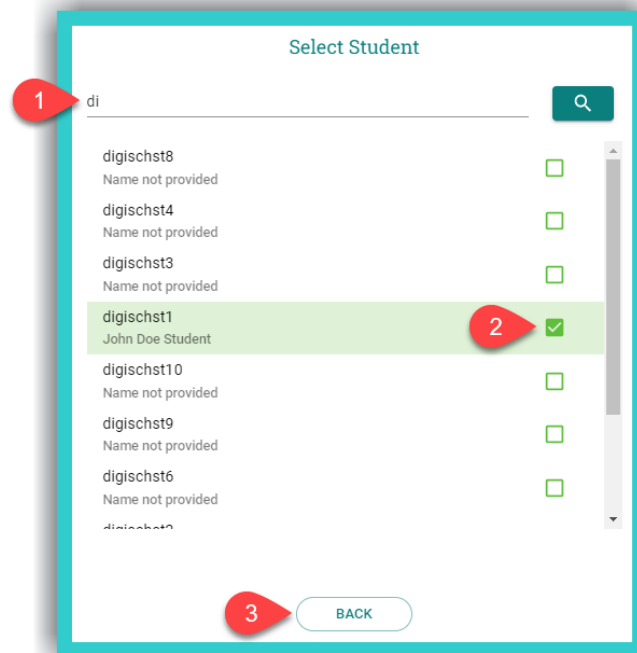
- A. Select this icon to expand the **Clan** and view the **Students** in it.
- B. Search for **Clans** according to the general 'Logo' category.
- C. Search for **Clans** according to the name you have given them.
- D. Select this icon to view and/or add **Clan** 'Members'.
- E. Select this icon to modify any information for the **Clan**.
- F. Select this icon to delete the **Clan**.

➤ **Assign Badges**

To **Assign Badges** from the side menu select: **Gamification** ➔ **Assign Badges** ➔ 'Open'.



- A. Select one of the **Badges** either from the list in the drop-down menu or from the images you see in the picture above.
- B. Select the **Student**: Enter the **Username** – all of it or at least its first two letters (field 1 in the image below) – of the **Student** who will be rewarded and tick the respective box (field 2). Finally, select field 3 ('Back') to return to the **Assign Badges** page.



- C. Select the current field ('Assign') to register the **Badge** assigning on the platform.

*You can only give (assign) one (1) **Badge** at a time, to one **Student** at a time.*

➤ Missions

- To create **Missions**:
 - From the side menu select: **Gamification** → **Missions** → 'Open'.
 - Select the field 'Create'.
 - Fill in the form below:

The screenshot shows a form titled "Assign to" with three dropdown menus and two buttons. Callout A points to the "Class" dropdown, B to "Select Package", and C to "Mission". Callout D points to the "ASSIGN" button, and E points to the "BACK" button.

- A. Select the **Class**.
- B. Select the **DigiBooks** title by either typing it in (e.g. right on 4 – the titles are not case sensitive) and then selecting it from the list in the drop-down menu, or by scrolling down the list in the drop-down menu until you find the **DigiBooks** title needed.
- C. Select the **Mission** you want to assign.
- D. Select this field ('Assign') to assign the **Mission** on the platform.
- E. Select this field 'Back' to return to the list of **Missions** entries.

- To manage **Missions**:
 - In the list of **Missions** entries:

The screenshot shows a table with columns: Class, Mission Name, Description, and Actions. Callout A points to a search icon in the Class column, B to a search icon in the Mission Name column, and C to a delete icon in the Actions column.

Class	Mission Name	Description	Actions
B1+ (Class B)	Right on! 4 Grammar Book - Mission 1	Complete Progress Check 1 (Starter - Unit 1.8)	

- A. Search for **Missions** according to **Class** name.
- B. Search for **Missions** according to their name.
- C. Delete **Missions** you do not want.

*You can see more details about the **Mission**, i.e. which part of the book **Mission** refers to, in the 'Description' column in the list of entries.*
