



INSPIRE | ENCOURAGE | REWARD

User Guide

School Manager

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IMPORTANT NOTICE

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

1. School Manager: Role Explanation

A **School Manager** is the person responsible for managing the **School/Sub School** accounts for school(s)/academic institution(s) that have been registered on the **Express DigiBooks** by the **School Master**. This role is completely optional; however, it helps make the administration/managing of the school/academic institution much easier for the **School Master**.

Each **School Manager** has the ability to:

- Organise the school/academic institution's **School** account on the platform, as well as any **Sub-Schools**, and also create and manage **Student**, **Teacher**, and **School Manager** accounts, following the specific instructions, given further down.
- Give assignments and monitor students' progress.
- Manage extra platform features, such as **Gamification**.

2. Sign Up

The **School Manager** needs to be registered on the platform by the **School Master** or another registered **School Manager**.

3. Logging in to the platform


To log in to the platform and use your **School Manager** account:

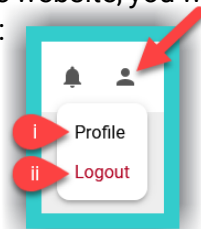
The screenshot shows a login and sign-up form. At the top right is a paper plane icon. The form contains the following elements:

- A red callout box labeled 'A' points to the 'Email or Username*' input field.
- A red callout box labeled 'B' points to the 'Password' input field, which includes a 'Forgot Password?' link to its right.
- A red callout box labeled 'C' points to the 'Remember me' checkbox.
- A red callout box labeled 'D' points to the 'LOG IN' button.
- Below the login section is a link: 'First time here? Click here to Sign Up'.
- At the bottom is a 'SIGN UP' button.

- Enter your email or **Username**
- Enter your **Password**
- Select this field if you want the platform to remember you when you next enter it
- 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 three (2) options:



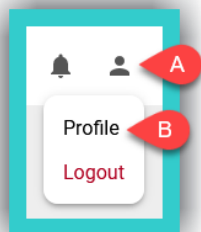
- i. **Profile**: Select it to manage settings for your account
- ii. **Logout**: Select this field to log out of your account.

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. 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 be used to recover a lost/forgotten password.

- Password

Personal Password Devices Preferences Sub Schools

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)

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

For security reasons, the platform will ask you once (1) a year to enter a new password, which must meet the above requirements.

- Devices

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

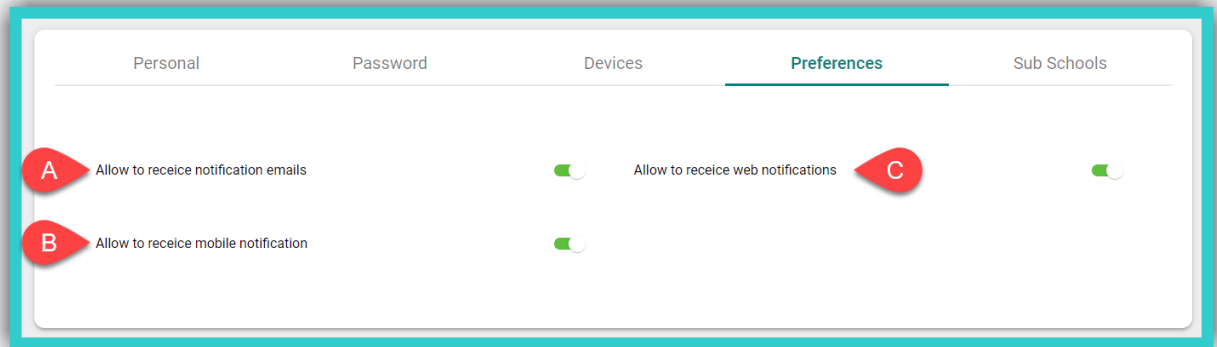
Device name	Device UUID	Device manufacturer	Device OS	Device Model	Device OS Model	Actions
Xiaomi Redmi Note 8 Pro	8aa18096-b796-4372-adea-efd6ef7f2cb0	N/A	Android 11	Redmi Note 8 Pro	N/A	A

- 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 we the *Express DigiBooks* platform can send you notifications:



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

- Sub Schools

Here you can see the list of branches of the school/academic institution you manage.

School Code	Sub School Name	School Name	Country
SC2715EBA5	DigiSchool 1	DigiSchool 1	Greece

5. School: Organisation & Management


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

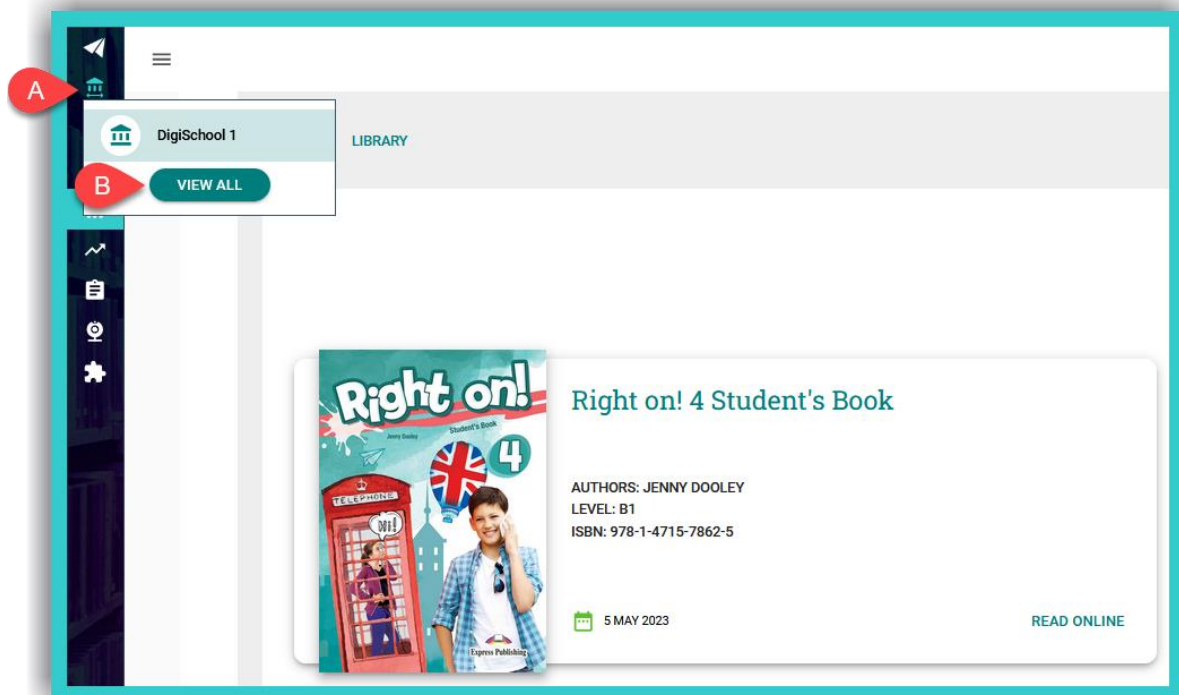
IMPORTANT NOTICE: Do not forget to choose from the side menu (as you can also see in the photo below) both **Sub School** and **School Year**, so that you can create/manage the corresponding **Sub School** with the corresponding **School Year**.

5

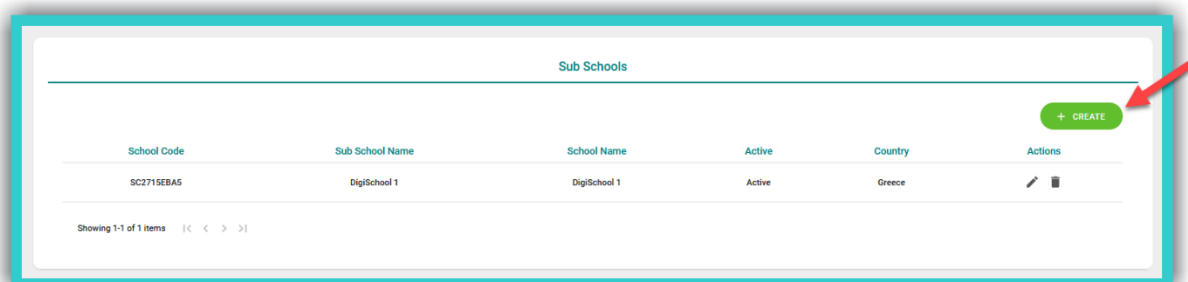
i. Sub Schools: Organisation & Management

If the school/academic institution you manage has branches, you can follow the steps below to create them.

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



Step 2: Select the field 'Create' as the red arrow in the image below shows.



Step 3: Enter the branch's details in the form below (all fields are required).

The screenshot shows a form titled "Create Sub School" with the following fields and buttons:

- A: Sub School Name*
- B: Telephone*
- C: Country*
- D: Email*
- E: Address*
- F: City*
- G: Zip Code*
- Active: A radio button with a green dot.
- I: BACK button
- H: CREATE button

- A. Branch name
- B. Branch telephone number
- C. Branch country
- D. Branch email address
- E. Branch address
- F. Branch city
- G. Branch postcode/P.O. Box
- H. Select the field 'Create' to register the branch on the platform
- I. Select the field 'Back' to either register any additional branches on the platform or to manage those already registered on the platform.

To manage the branches of your school/academic institution, in the **Sub Schools** list, select the 'Edit' field, shown in the red box in the image below:

The screenshot shows a table titled "Sub Schools" with the following data:

School Code	Sub School Name	School Name	Active	Country	Actions
SC2715EBA5	DigiSchool 1	DigSchool 1	Active	Greece	[Edit] [Delete]
SCE516C61D	DigiSchool2	DigSchool 1	Inactive	Greece	[Edit] [Delete]

Showing 1-2 of 2 items | < > >>

IMPORTANT NOTICE: If any **Student** has registered on the platform as a **Member**, then you can give them the 'School Code', as seen in the picture above in the first column on the left, to add themselves to your school/academic institution.

In the form below you can change/update any fields or enable/disable branches.

Edit Sub School

Sub School Name* DigiSchool2

Email* [redacted]

Telephone* [redacted]

Address* [redacted]

Country* [redacted] City* [redacted] Zip Code* [redacted]

Active

BACK UPDATE

- A. Fields that can be updated.
- B. Toggle this switch on/off to render the branch active or inactive in the **Sub schools** list.
- C. If you make any changes (to either field, A or B), select the 'Update' button to register the changes on the platform.

- **School Code**

In this field you can also see the **School Code**. This is the unique code of each **Sub School** that you can give to students or teachers. 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.

School Code

SC2715EBA5

SCE516C61D

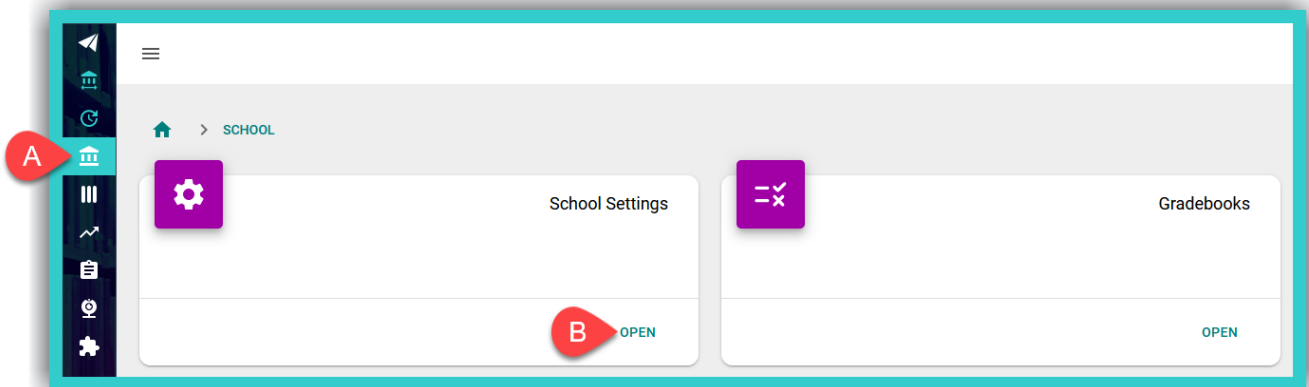
Sub Schools

School Code	Sub School Name	School Name	Active	Country	Actions
SC2715EBA5	DigiSchool 1	DigiSchool 1	Active	Greece	[edit] [delete]
SCE516C61D	DigiSchool2	DigiSchool 1	Inactive	Greece	[edit] [delete]

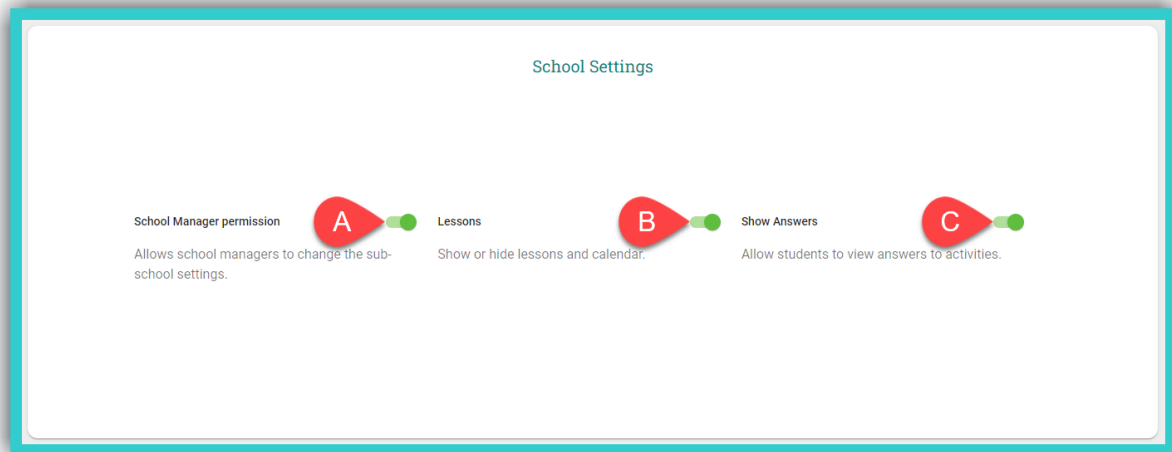
Showing 1-2 of 2 items

ii. School Settings

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



Step 2: You can choose:



- A. For the **School Manager** to have the ability to make changes to the **Sub Schools** settings.
- B. To enable or disable the **Lessons** feature (see the respective user instructions [HERE](#)).

IMPORTANT NOTICE: The **Lessons** feature gives you the ability to manage your school in even more detail. More specifically:

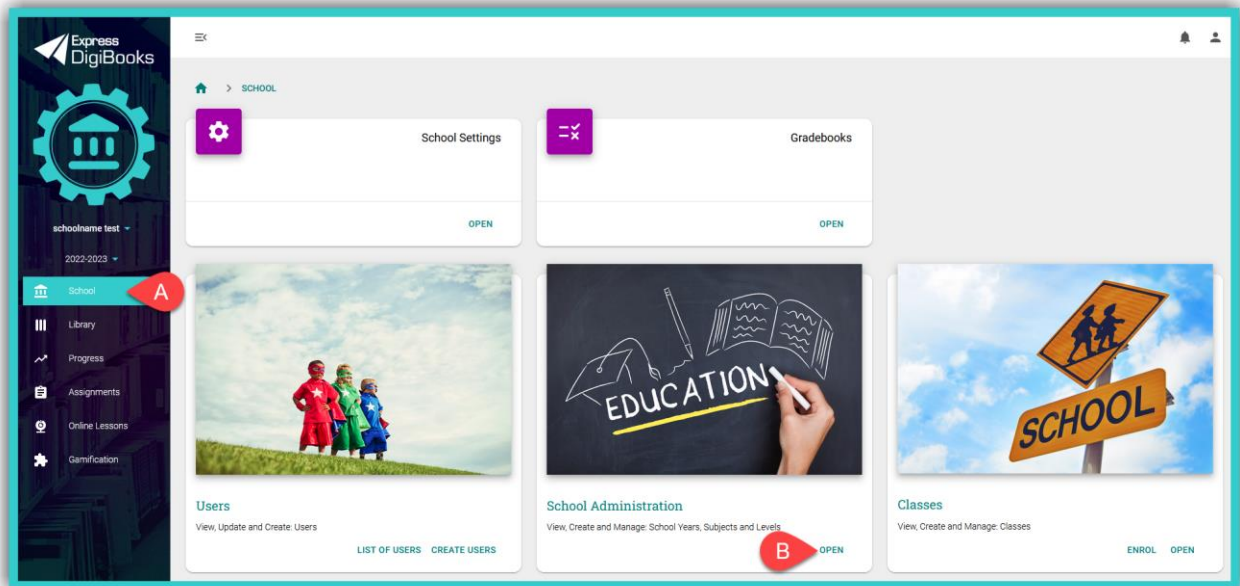
- it gives you the opportunity to organise/manage the annual **Calendar** of each **School** or **Sub School** (i.e. the main school and/or any branches), per teacher and subject taught.
- you can register any student absences.

- C. If students can see the answers to exercises or not.

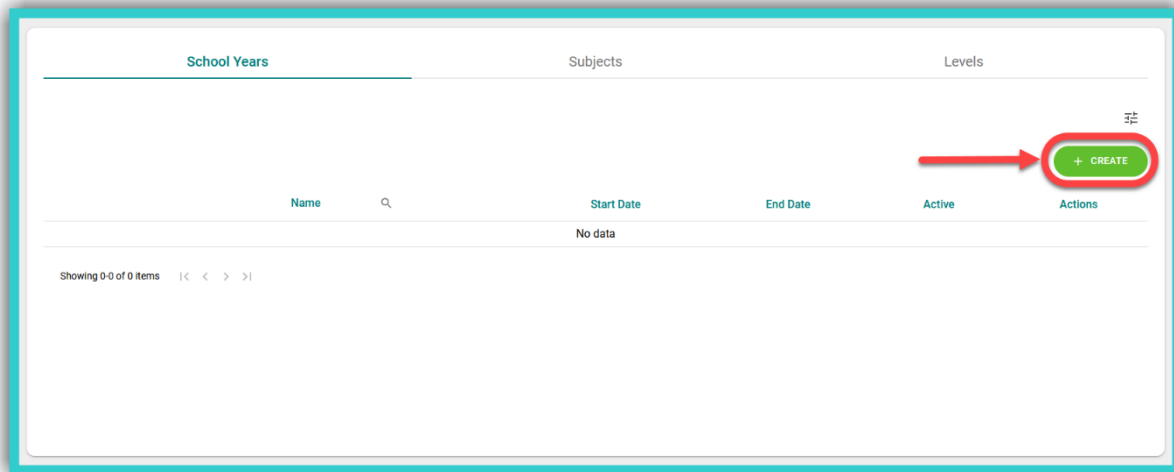
iii. Create: School Year & Terms/Semesters

To organise your **School** you first need to create the **School Year**, as well as any **Terms/Semesters** there might be.

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



Step 2: Select the field 'Create' as shown by the red arrow in the image below.



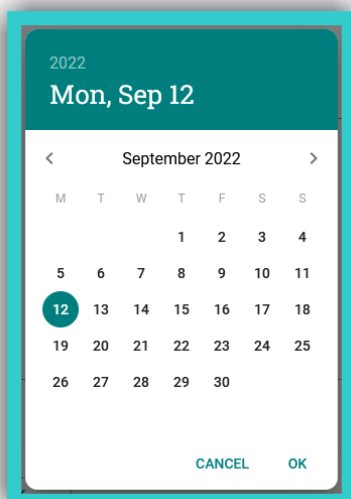
Step 2: Fill in the form below.

The screenshot shows a form titled "Create School Year". It contains the following fields and controls:

- A:** School Year Name (text input)
- B:** Start Date (calendar icon)
- C:** End Date (calendar icon)
- D:** Active (checkbox)
- E:** Terms / Semesters (optional) (+) (button)
- F:** Term / Semester Name (text input)
- G:** Start Date (calendar icon)
- H:** End Date (calendar icon)
- I:** (-) (button)
- J:** CREATE (button)
- K:** BACK (button)

5

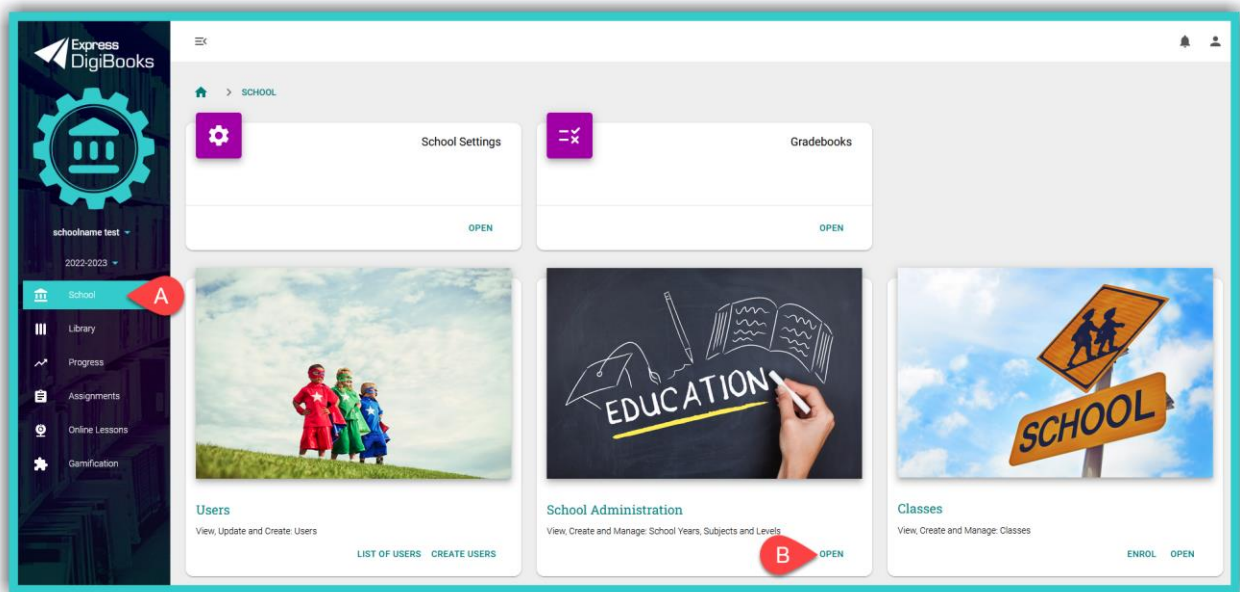
- A. Enter the name of the **School Year**
- B. Enter the **Start Date** of the **School Year** by selecting the date from the calendar that will pop-up (see the image below) and then the field 'OK'



- C. Enter the **End Date** of the **School Year** by selecting the date from the calendar that will pop-up (see the image above) and then the field 'OK'
- D. Choose whether or not the school year will be active
- E. Select this field ['+'] if you wish to create **Terms/Semesters**
- F. Enter the desired name of the **Term/Semester**
- G. Enter the **Start Date** of the **Term/Semester** by selecting the date from the calendar that will pop-up (see the image above) and then the field 'OK'
- H. Enter the **End Date** of the **Term/Semester** by selecting the date from the calendar that will pop-up (see the image above) and then the field 'OK'
- I. Select this field ['-'], if you want to 'Delete' the current **Term/Semester**
- J. Select the field 'Create' to register the **Term/Semester** on the platform
- K. Select the field 'Back' to navigate back to the **School Years** list.

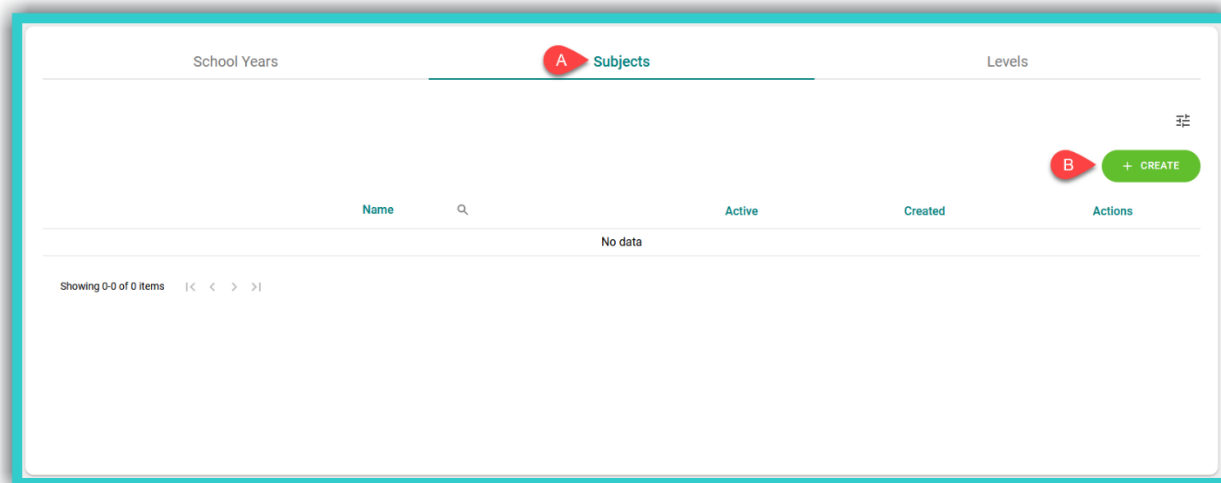
iv. Create: Subject & Levels

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



5

Step 2: First select field A (**Subjects**) and then field B (**School Administration** → 'Create').



Step 3: Enter the name of the subject taught (**Subject Name**) and the **Levels** that correspond to it.

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- A. Enter the name of the subject taught (**Subject Name**).
- B. Enter the **Levels** of the subject taught (e.g. English).

IMPORTANT NOTICE: *Don't forget* to press the **ENTER** key right after you type the name of the **Level**, so that it can register on the platform.

- C. Select the field 'Create' to register the **Subject Name** and **Levels**.
- D. Select the field 'Back' to navigate back to the **Subjects** list.
- E. Select the field [⊗], to delete a level you do not wish to enter at this particular time.

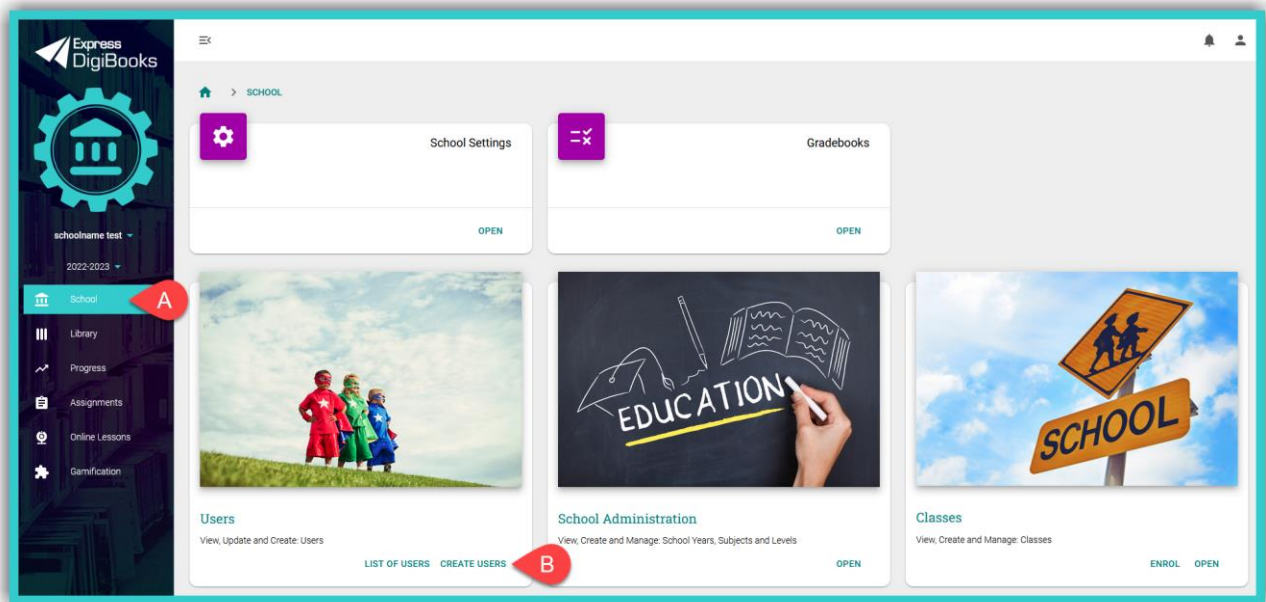
v. Create: Levels

To create **Levels**, please follow the steps below:

1. From the side menu, select: **School** → **School Administration** → 'Open' → **Levels** → 'Create'.
2. In the form that will appear, first select the field **Subject** and then enter the name for the **Level**.
3. Select the field 'Create' to register the **Level**.
4. Select the field 'Back' to navigate back to the **Levels** list.

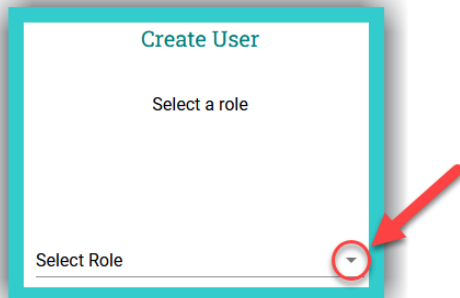
vi. Create: *School Manager* Account(s)

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

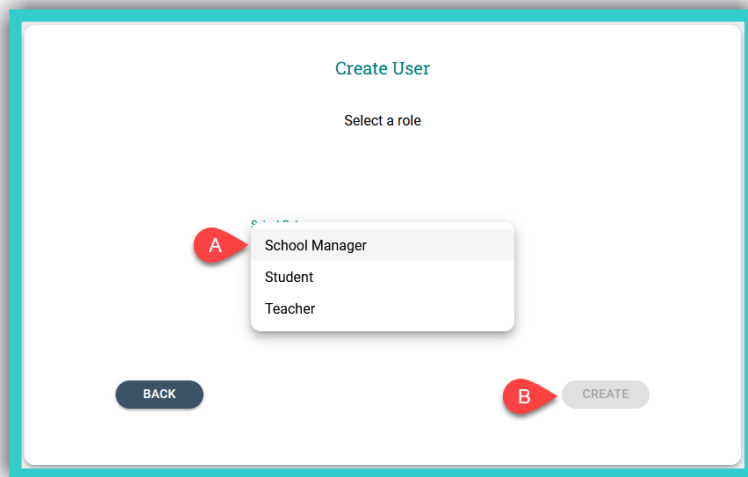


Step 2: Select the role of the user (*School Manager*) you are going to create:

- Select the field indicated by the red arrow in the image below.



First select field A (*School Manager*) and then field B ('Next').



Step 2: First select field A ('New School Manager') and then field B ('Next').

- Select field C if you want to return to the previous form (option to create users on the basis of the desired role).


Step 3: Fill in the form below:

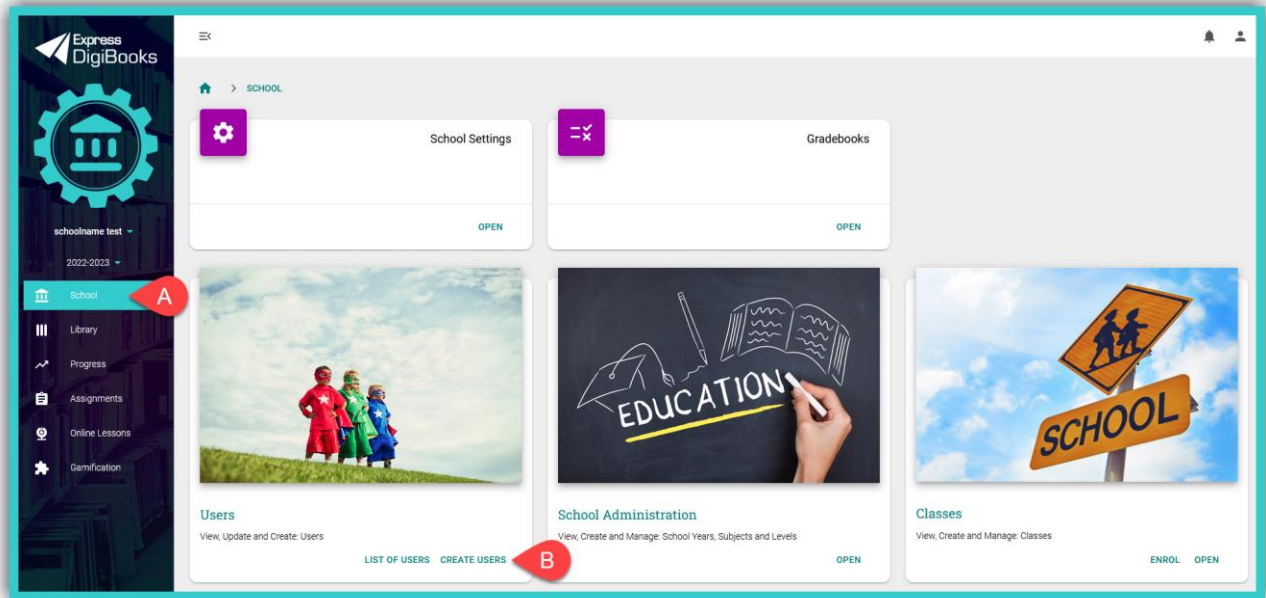
- A. Enter the desired **Username** (required field).
- B. Enter the desired **Password** (required field).

IMPORTANT NOTICE: For security reasons your password needs to be at least six 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.

- C. Enter the **Full Name** of the **School Manager** (although this is an optional field, if you fill it in, you will be able to identify **School Managers** more easily on the platform).
- D. Enter the email address of the **School Manager** (optional field).
- E. Select the field 'Create' to register the **School Manager** account on the platform.
- F. Select the field 'Back' to return to the previous form (Create New **School Manager** account).

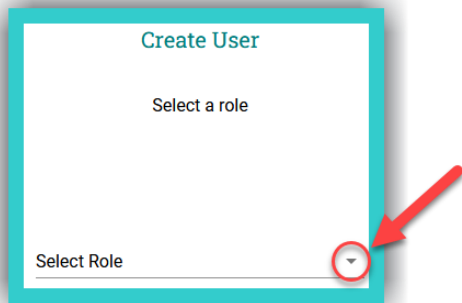
vii. Create: *Teacher* Account(s)

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

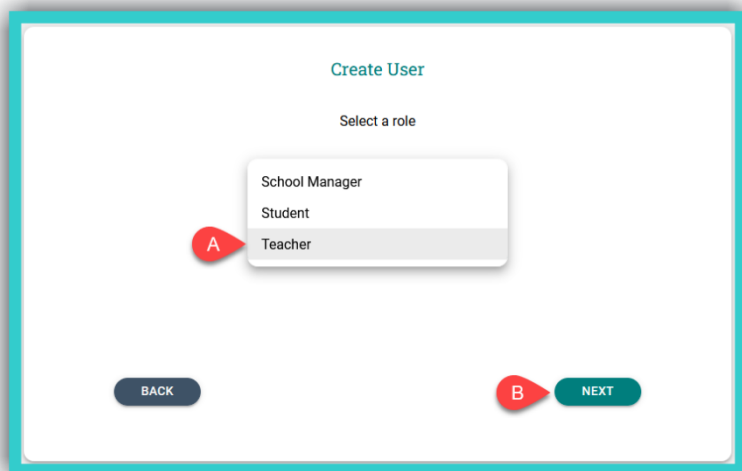


Step 2: Select the role of the user (*Teacher*) you are going to create:

- Select the field indicated by the red arrow in the image below.



- First select field A (*Teacher*) and then field B ('Next').



- In the next form select either the field 'Add Each Teacher Manually' for individual **Teacher** accounts or the 'Mass Creation' field for their mass creation.
- 'Add Each Teacher Manually'.

If you choose to add each teacher manually, fill in the form below:

The screenshot shows a registration form for a 'Teacher' account. The form is titled 'Teacher' and 'Login Information'. It contains four input fields: 'Username*' (labeled A), 'Password*' (labeled B), 'Full Name' (labeled C), and 'Email' (labeled D). The 'Password*' field has a visibility toggle icon. At the bottom, there are two buttons: 'BACK' (labeled F) and 'CREATE' (labeled E).

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

IMPORTANT NOTICE: For security reasons your password needs to be at least six 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.

- Enter the **Full Name** of the **Teacher** (although this is an optional field, if you fill it in, you will be able to identify your teachers more easily on the platform).
- Enter the email address of the **Teacher** (optional field).
- Select the field 'Create' to register the **Teacher** account on the platform.
- Select the field 'Back' to return to the previous form (Choose between 'Add Each Teacher Manually' or 'Mass Creation' of **Teacher** accounts).

IMPORTANT NOTICE: When you register teachers, one at a time, or if they register themselves (as a **Teacher** using the respective **School Code**, during the Sign-Up process), 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 number the total number of teachers you want to register on the platform (required field).
- Enter the desired prefix for your teacher accounts.

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

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

IMPORTANT NOTICE: For security reasons your password needs to be at least six 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.

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


Upon completion of the mass creation of **Teacher** accounts, you can download the CSV file by selecting the field 'Download CSV', which will appear. The file contains the list of teachers that you created and displays only the fields **Username** & **Password**. You can then decide which credentials each teacher 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:

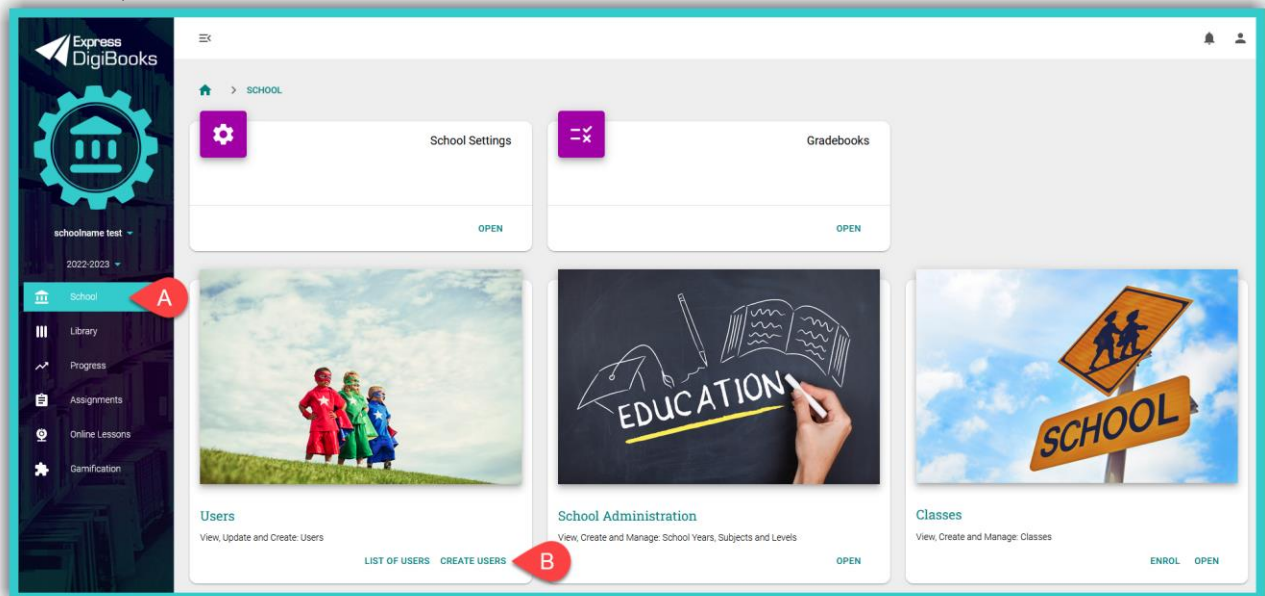
- In column A you can see the **Username**.
- In column B you can see the **Password**.
- In column C you can add the full name of each teacher manually.

	A	B	C	D
1	Username	Password		
2	digischt1	1 !		
3	digischt2	1 !		
4	digischt3	1 !		
5	digischt4	1 !		
6				
7				

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.

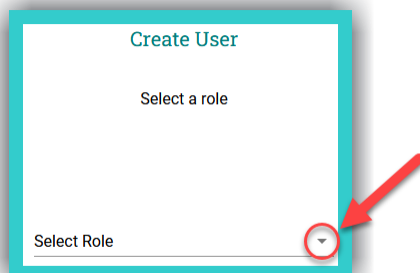
viii. Create: *Student* Account(s)

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

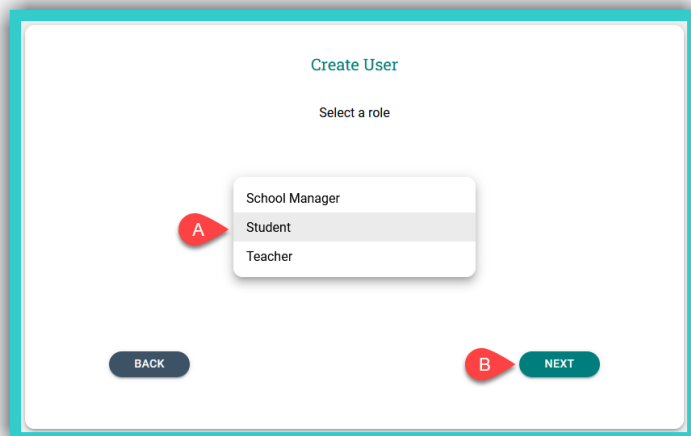


Step 2: Select the role of the user (*Student*) you are going to create:

- Select the field indicated by the red arrow in the image below.



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



- 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 subtitle "Login Information". It features two input fields: "Username*" and "Password*". The "Password*" field includes a toggle icon. At the bottom, there are two buttons: "BACK" and "CREATE". Red callout boxes labeled A, B, C, and D point to the Username field, Password field, CREATE button, and BACK button respectively.

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

IMPORTANT NOTICE: For security reasons your password needs to be at least six 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.

- Select the field 'Create' to register the **Student** account 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).

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 number 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 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.

- 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:

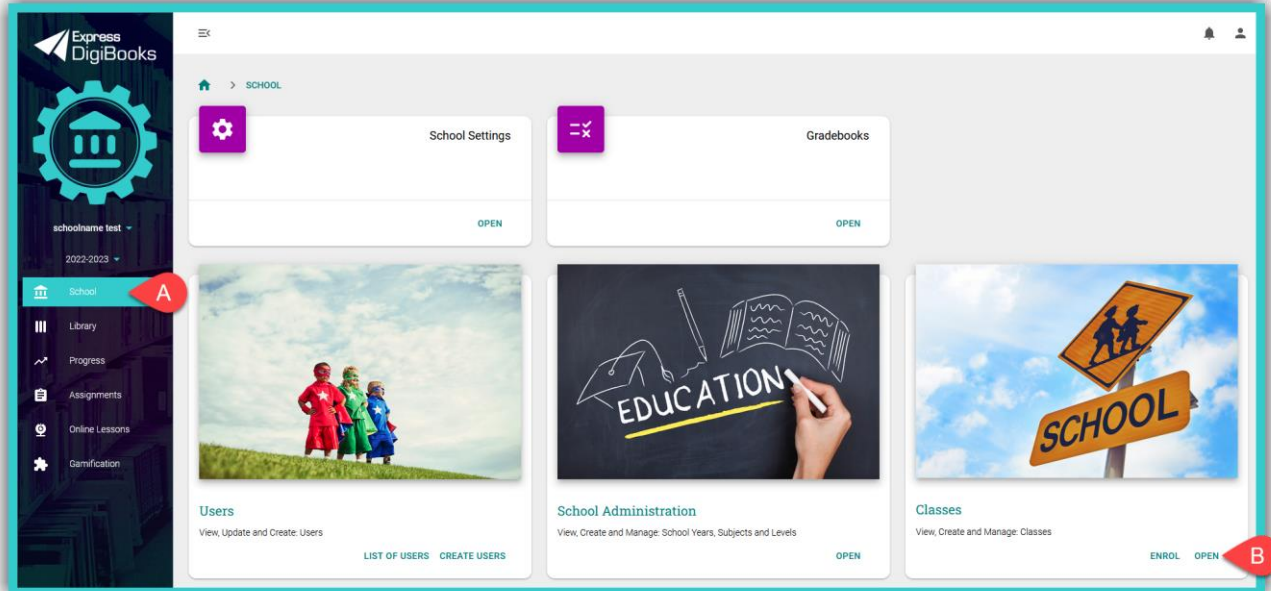
In column A you can see the **Username**.
 - In column B you can see the **Password**.
 - In column C you can add the full name of each student **manually**.

	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			

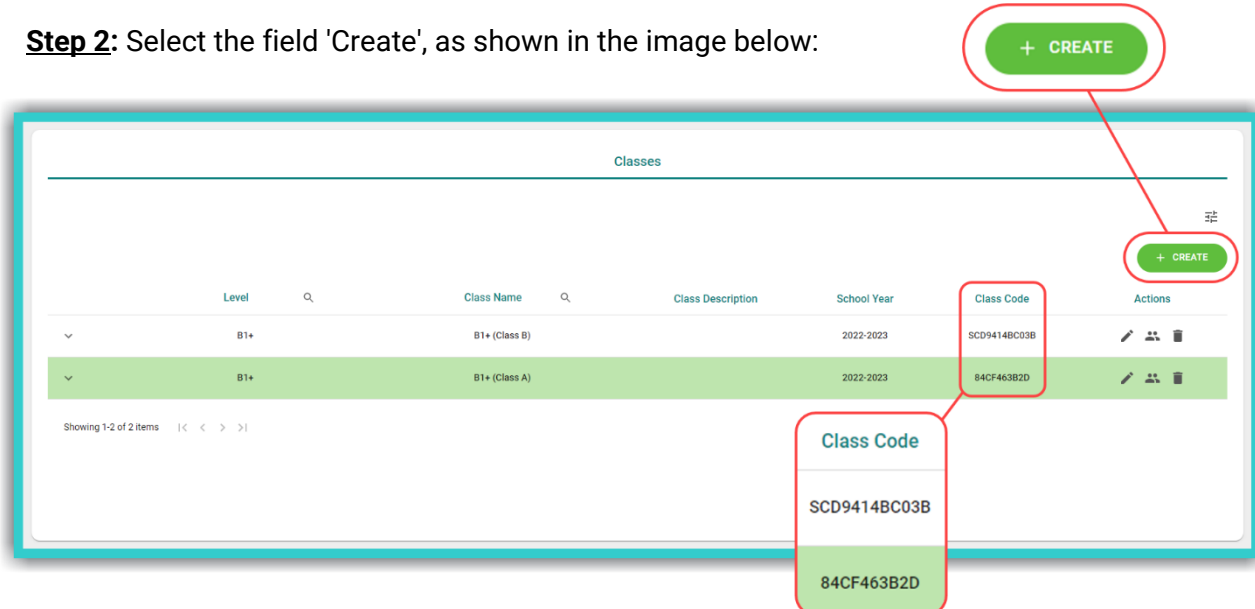
IMPORTANT NOTICE: ALL accounts, both students and teachers, that are created with this method ('Mass Creation'), upon their first login (with the credentials you give them) will be requested, for security reasons, to enter their full name and a new password.

ix. Create & Manage: Classes

Step 1: From the side menu, first select field A (**School**) 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 **School Code** (see instructions where to find it [HERE](#)), and
- 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:

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

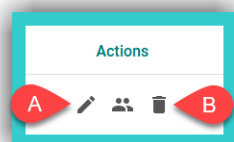
- A:** Subject (text input)
- B:** Level (text input)
- C:** Select Year (dropdown menu, currently showing 2022-2023)
- D:** Enrollable (checkbox)
- E:** Class Name (text input)
- F:** Class Description (text area)
- H:** BACK button
- G:** CREATE button

- A. Select the **Subject** – required field.
- B. Select the **Level** where the **Class** will 'belong' – required field.
- C. Select the **School Year** – required field.
- D. 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.
- E. Enter the desired class name – required field.
- F. Enter any further details concerning the class – optional field.
- G. 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 the classes of the school/academic institution.

- H. 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. 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 B ('Update'), as shown in *Figure B (Edit Class)*, so that you can register them on the platform.



A. Actions

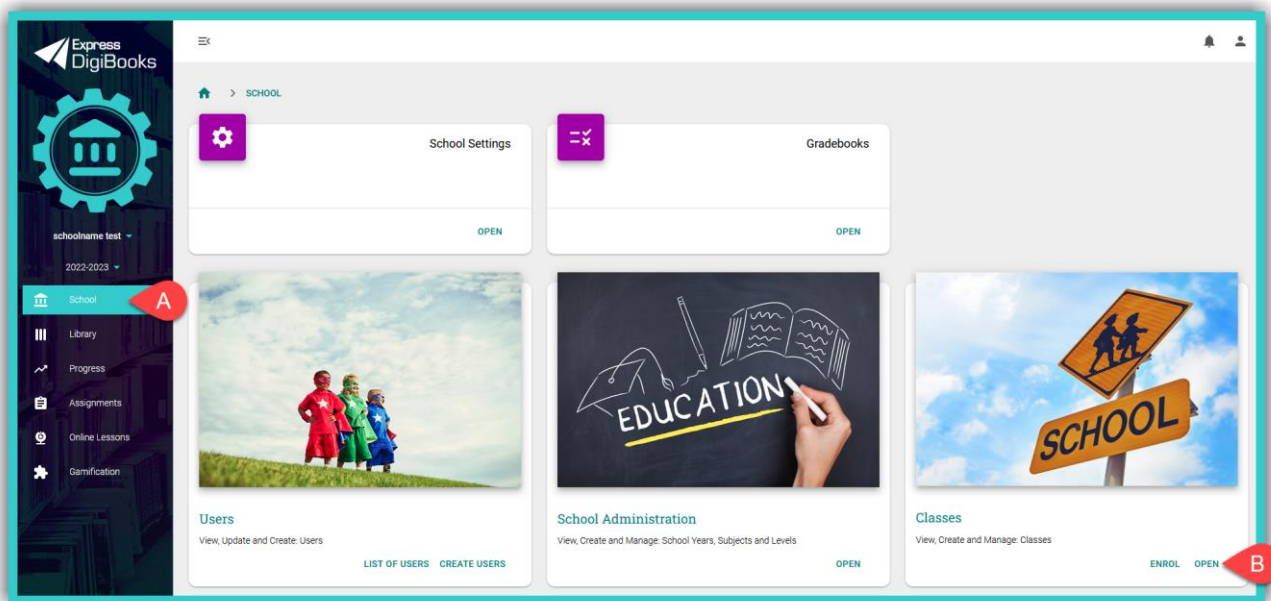
The screenshot shows an 'Edit Class' form with the following fields and callouts:

- Subject: English
- Level: B1+
- Select Year: 2022-2023
- Class Name: B1+ (Class A)
- Class Description: Sample text class description
- B:** UPDATE button


B. Edit Class

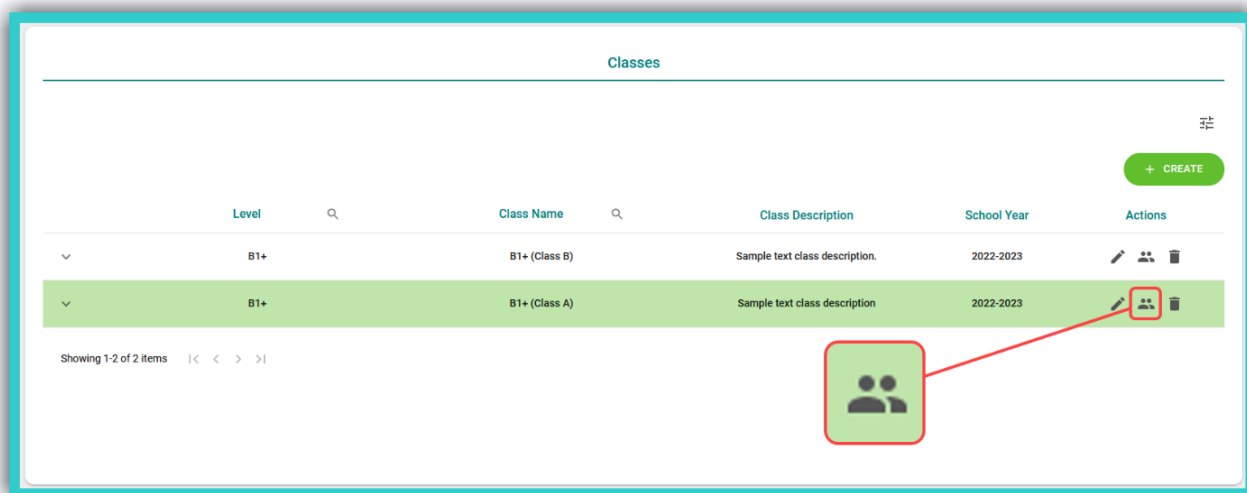
x. Add: *School Master/School Manager/Teacher/Student* to Classes

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



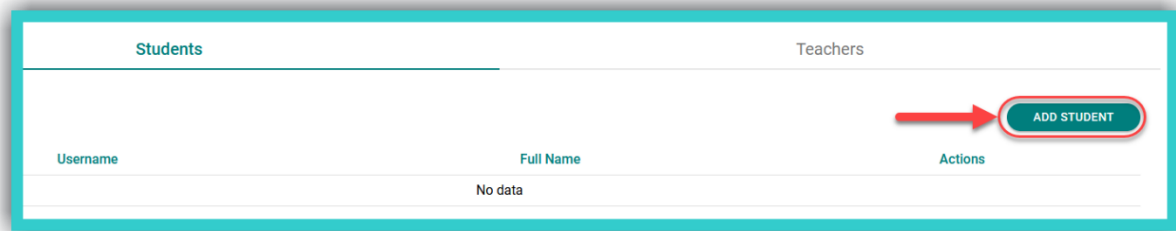
5

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

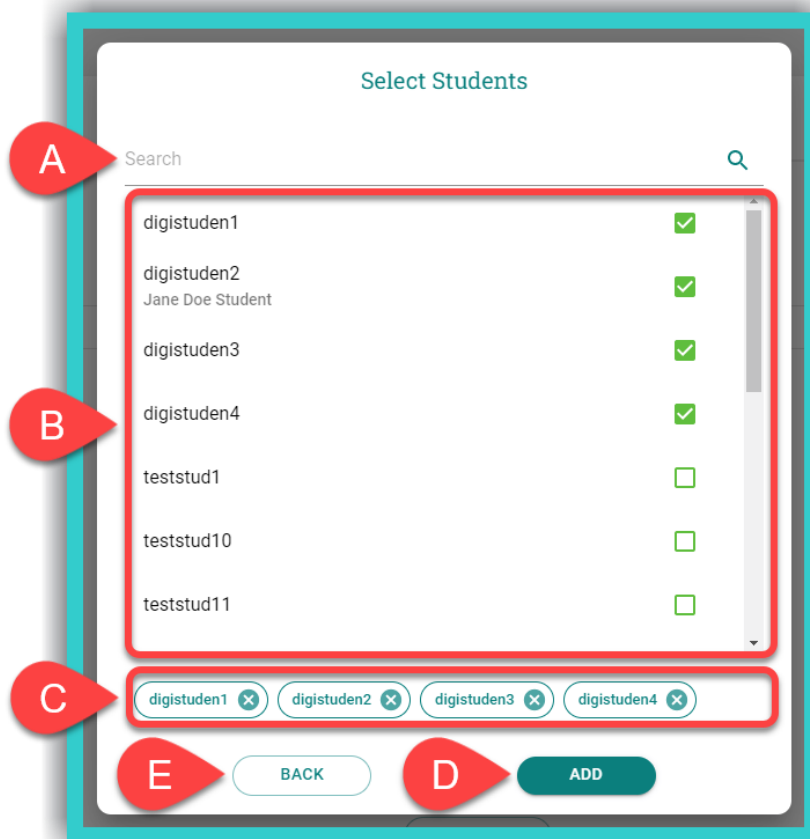


- Add: **Student** accounts

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



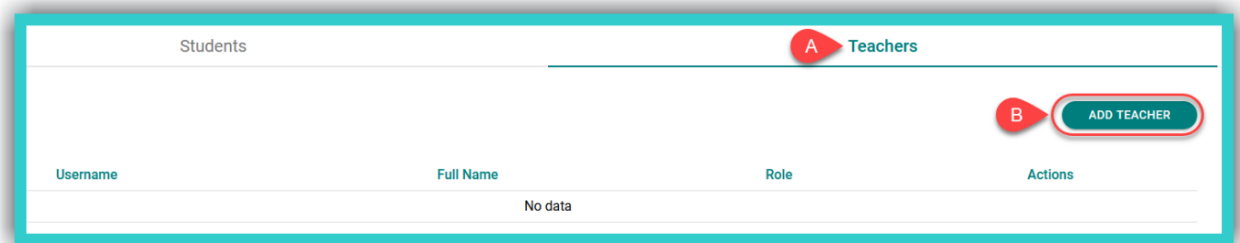
Step 2: Select from the list which will pop-up the **Student** accounts that you wish to add the specific **Class**, as shown in the image below:



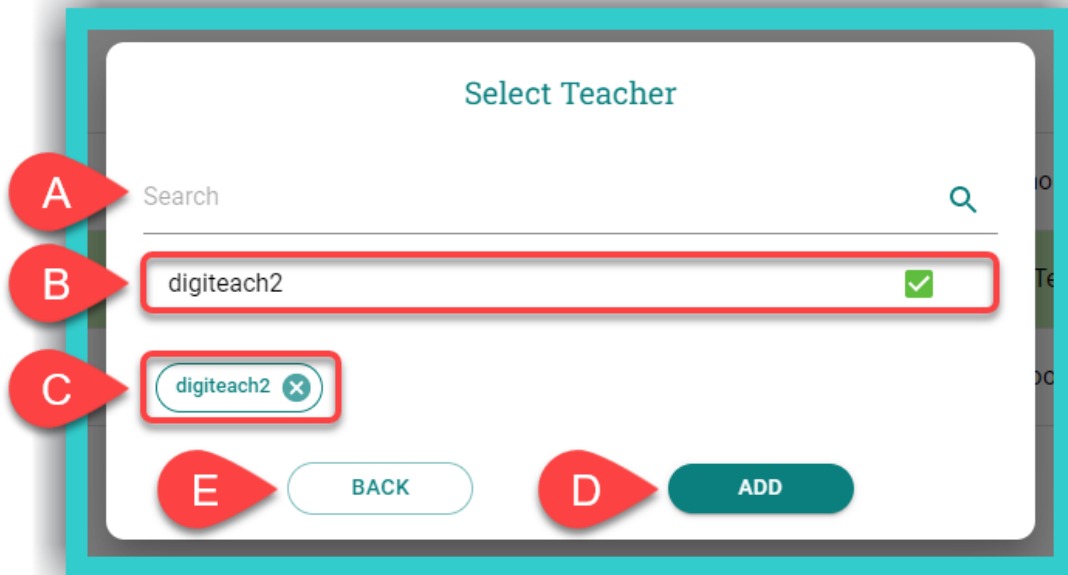
- A. Here you can search for specific **Students** using their **Username**.
- B. Here you can see the complete list of the school's students. You need to tick the respective box of each **Student** account you want to add to the class.
- C. Here is where you can see the **Student** account(s) that will 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**.

- Add: **School Master/School Manager/Teacher** accounts

Step 1: Select field A (**Teacher**) first and then select field B ('Add Teacher').



Step 2: Select from the list which will pop-up the **School Master/School Manager/Teacher** accounts that you wish to add the specific **Class**, as shown in the image below:



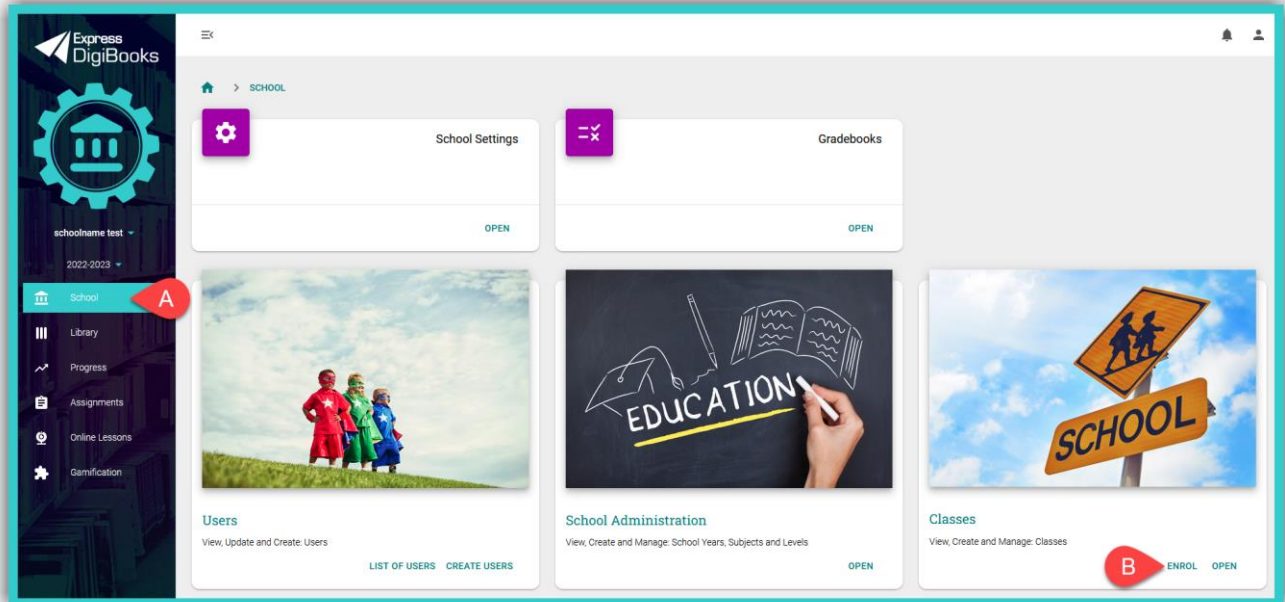
- Here you can search for specific **School Masters/School Managers/Teachers** using their **Username**.
- Complete list of **School Master/School Manager/Teacher** accounts.
- Here is where you can see the **School Master/School Manager/Teacher** account(s) that will be added to the **Class**.
- Select the field 'Add' to register the **School Master/School Manager/Teacher** account(s) in the **Class**.
- Select the field 'Back' to navigate to the complete list of **School Masters/School Managers/Teachers** that have been successfully added to the **Class**.

*If you have enabled the **Lessons** feature, adding a **Teacher** to the **Class** is different. To see how it is done, please go to chapter [9. Lessons: Use & Management](#), and read [Step 3 of Create Lessons, item F](#).*

xi. **Enrol: Students to Levels and Classes**

Once created, **Students** can also be added to **Levels** and **Classes** using an alternative way.

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




Step 2: In the form below,

- A. select the **Subject** taught,
- B. select the **Level** (where you will add the students to),
- C. select the filter you will use to find the student(s) you will add to the level,
- D. type in the first three (3) letters of the students' **Username/Email/Full Name**,
- E. select the student(s) you are going to add to the level,
- F. you can see the **Username(s)** of the student(s) which will be added here,
- G. select the field 'Enrol' to add the student(s) to the **Level**,
- H. select the field 'Skip' to add the student(s) to the (**Class**).

Step 3: In the form below

The screenshot shows the 'Enroll' form with the following elements:


- Subject*:** English (Callout A)
- Level*:** B1+ (Callout B)
- Class:** B1+ (Class A) (4 Students) (Callout C)
- Student List 1 (Left):** A list of 10 test students (teststud5 to teststud16) with checkboxes. Callout D points to the list.
- ASSIGN Button:** A button to assign students to the class. Callout E points to the button.
- Student List 2 (Right):** A list of 4 digital students (digistuden1 to digistuden2) with trash icons. Callout F points to the list.
- BACK Button:** A button to go back to the 'Enrol Students to Level' form. Callout G points to the button.

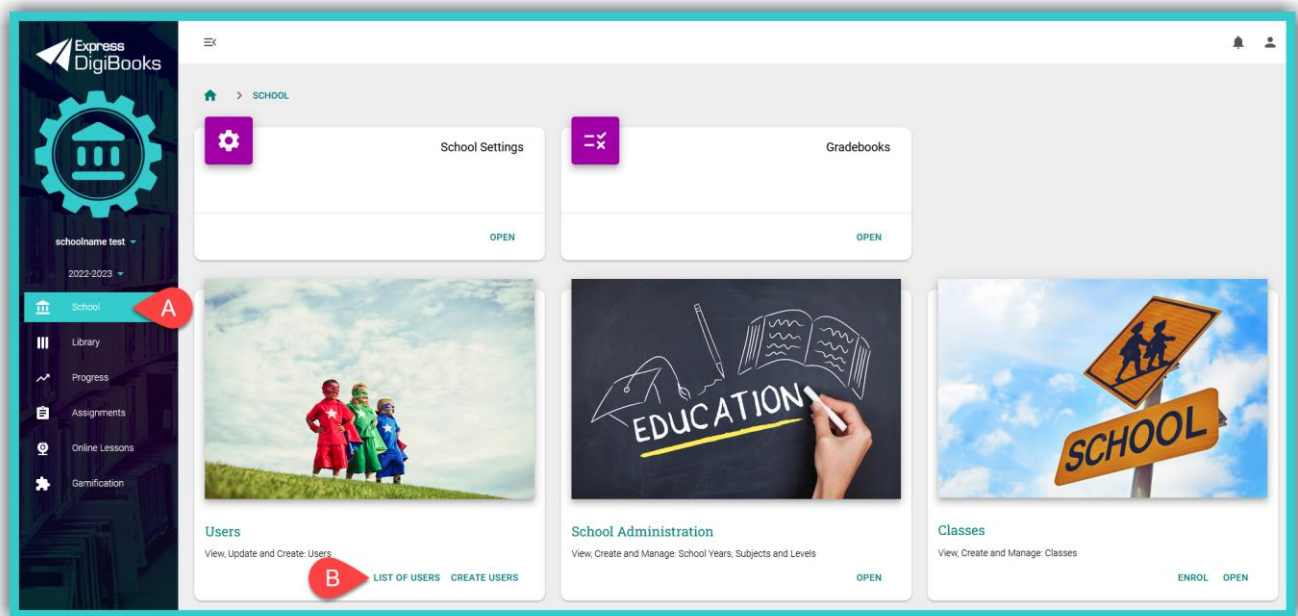
- A. select the **Subject** taught,
- B. select the **Level** (where you will add the students to),
- C. select the **Class** (where you will add the students to),
- D. select the student(s) you will add to the class,
- E. select the field 'Assign' to add the student(s) to the selected class,
- F. here you can see the list of students added to this class,
 - Select the icon  to delete students from the class.
- G. select the field 'Back' to go back to the 'Enrol Students to Level' form.

*If you already assigned **Students** to **Levels**, then you can skip Steps 1 & 2 and by selecting the 'Skip' button in Step 2H and fill in the form above.*





















xii. Manage: *School Manager/Teacher/Student* Accounts


- *School Manager/Teacher*

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



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

Full Name	Username	Role	Status	Clan	Actions
N/A	digischst6	Student	Active	N/A	    
N/A	digischst7	Student	Active	N/A	    
N/A	digischt3	Teacher	Active	N/A	 
N/A	digischt11	Teacher	Active	N/A	 
N/A	digischt4	Teacher	Active	N/A	 
N/A	digischt2	Teacher	Active	N/A	 
John Doe Manager	schmanager	School Manager	Active	N/A	 

A. Select field A () to make any changes you may need to this entry.

B. Select field B to remove the *School Manager/Teacher* from the school/academic institution either temporarily ('Remove from School') or permanently ('Deactivate').

- Making changes to the entry or add (new) personal information.

- A. Here you can see the **Username** which cannot be changed.
- B. Here you can change/add the **Email** of the **School Manager/Teacher**.
- C. Here you change/add the 'Full Name' of the **School Manager/Teacher**.
- D. Select this field ('Update') to register any changes you have made on the platform.

- Adding / Removing a **School Manager/Teacher** to/from a specific **Sub School**.

- A. Select field A (**Sub Schools**).
- B. Select field B to add the **School Manager/Teacher** to another **Sub School** you have created.
- C. Select field C to remove the **School Manager/Teacher** from the **Sub School** you wish to.

*In the field **Password** you can change the original password you created when creating your account. Once you have filled in all the required fields ('Old Password', 'New Password', 'Confirm Password'), select the field 'Update' to register the change on the platform.*


IMPORTANT NOTICE: For security reasons your password needs to be at least six 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.

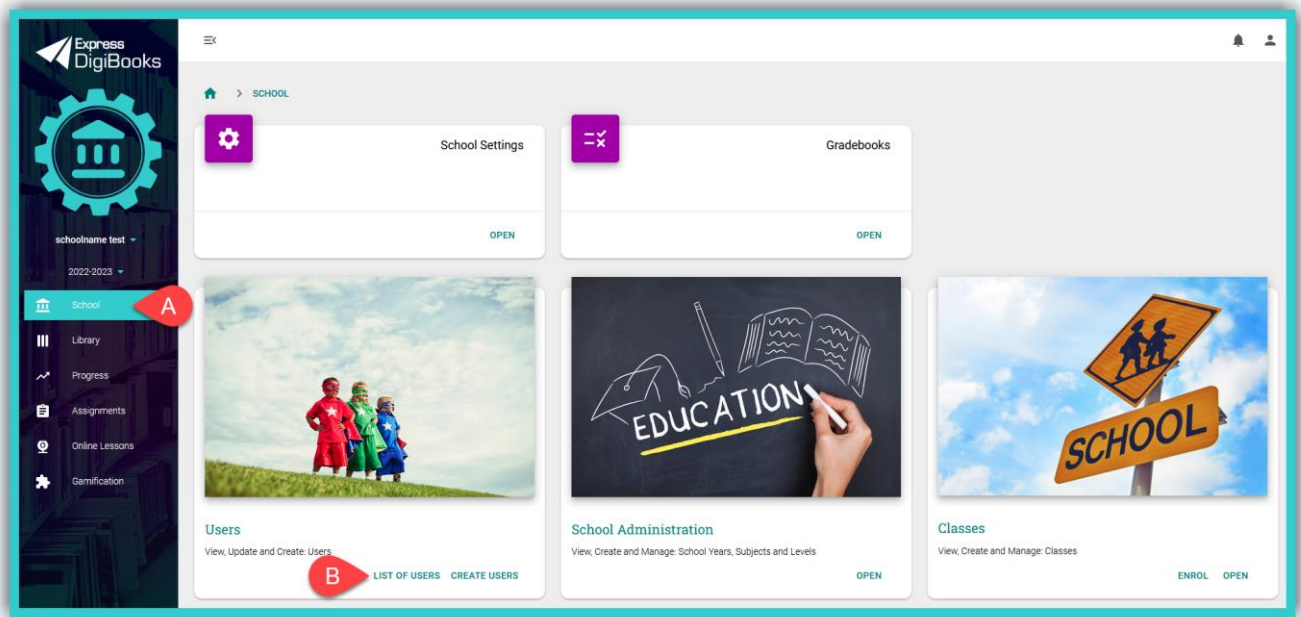
IMPORTANT NOTICE: For each **Sub School** created, the respective settings for it need to be selected. This means you must:

1. Select the **Sub School** from the side menu.
2. Go to: **School** → **School Settings**.
3. Select the specific settings for each **Sub School**.

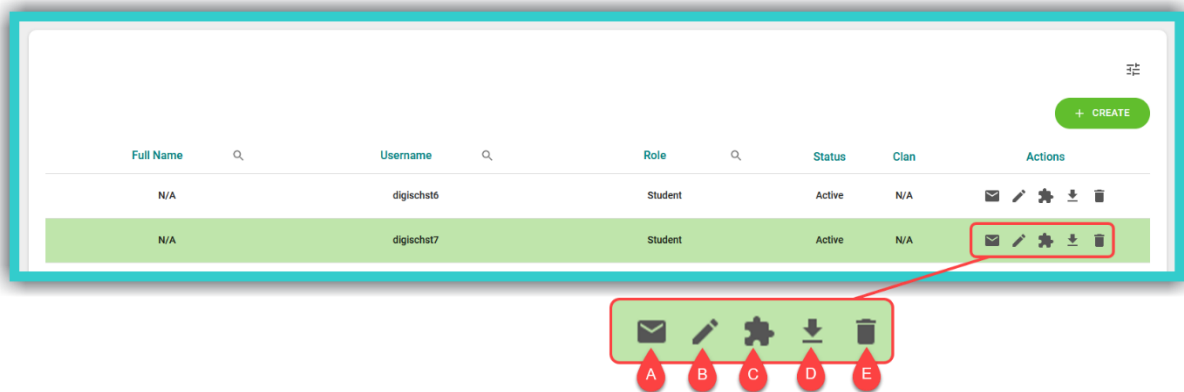
Depending on the **Sub School(s)** that **School Managers** have been added to, and the permissions given to them in the **School Settings** field, they will be able to either manage the entire school or specific **Sub Schools**.

- **Students**

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

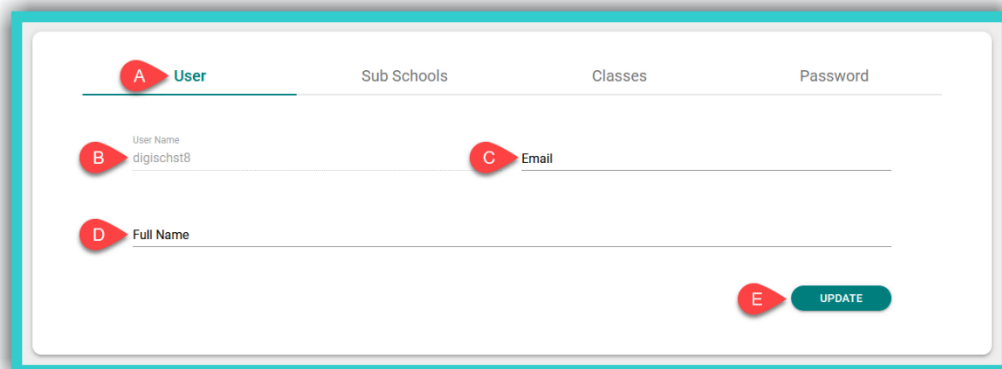


Step 2: From the list of 'Users' select the **Student** whose details you want to change/update.



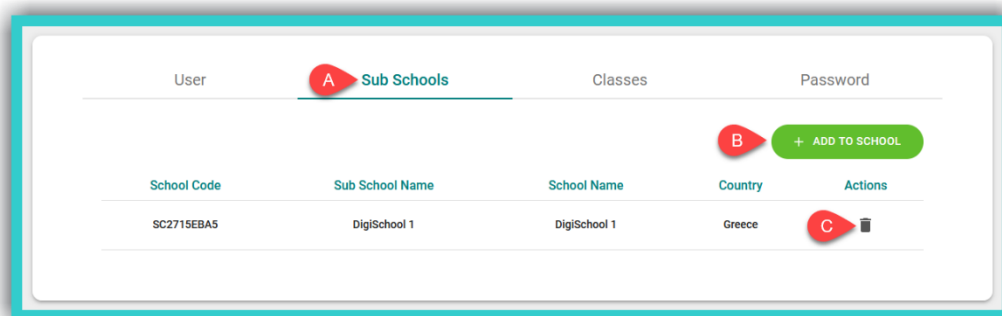
- A. Select this field to re-send the 'Parent/Guardian Email' so that their consent can be given for the student to use the platform.
- B. Select this field to proceed with any changes/additions you may need to make to a student's personal information, as well as adding/removing a student from another **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 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').

- Making changes to the entry or adding (new) personal information.



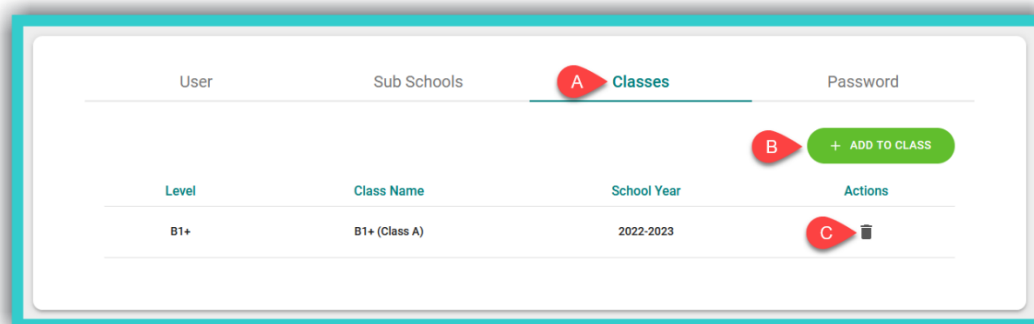
- A. Here you can see the **Username** which cannot change.
- B. Here you can change/add the **Email** of the **Student**.
- C. Here you change/add the **Full Name** of the **Student**.
- D. Select this field ('Update') to register any changes you have made on the platform.

- Adding/Removing a **Student** to/from a specific **Sub School**.



- A. Select field A (**Sub Schools**).
- B. Select field B to add the **Student** to another **Sub School** you have created.
- C. Select field C to remove the **Student** from a **Sub School**.

- Adding/Removing a **Student** to/from a specific **Class**.



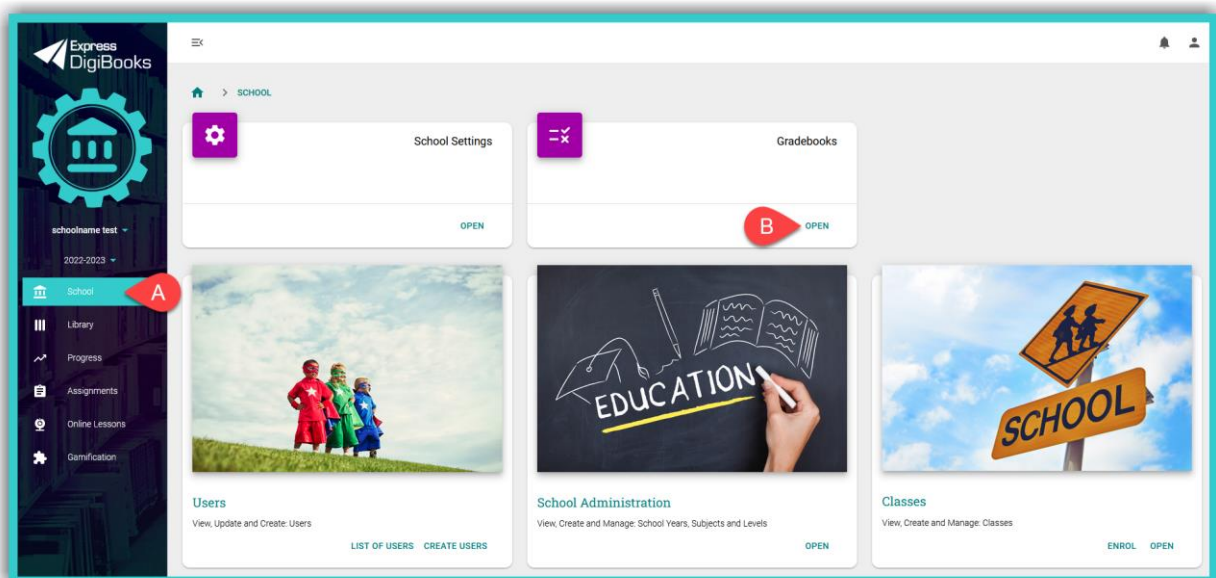
- A. Select field A (**Classes**).
- B. Select field B to add the **Student** to another **Class** you have created.
- C. Select field C to remove the **Student** from a **Class**.

- In the field **Password** you can change the original password you created when creating your account. Once you have filled in all the required fields ('Old Password', 'New Password', 'Confirm Password'), select the field 'Update' to register the change on the platform.

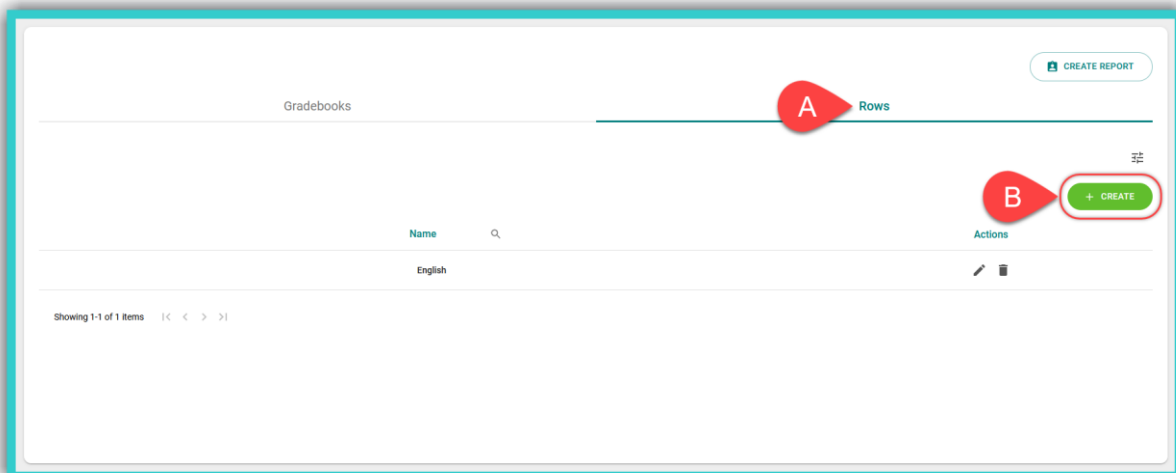
IMPORTANT NOTICE: For security reasons your password needs to be at least six characters (6) long and consist of: one (1) uppercase, *Latin*, letter, one (1) lowercase, *Latin*, letter, one (1) special character (e.g. a symbol), and one (1) number.

xiii. Gradebooks: Create & Manage

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



Step 2: From the side menu, first select field A (**Rows**) and then field B ('Create').



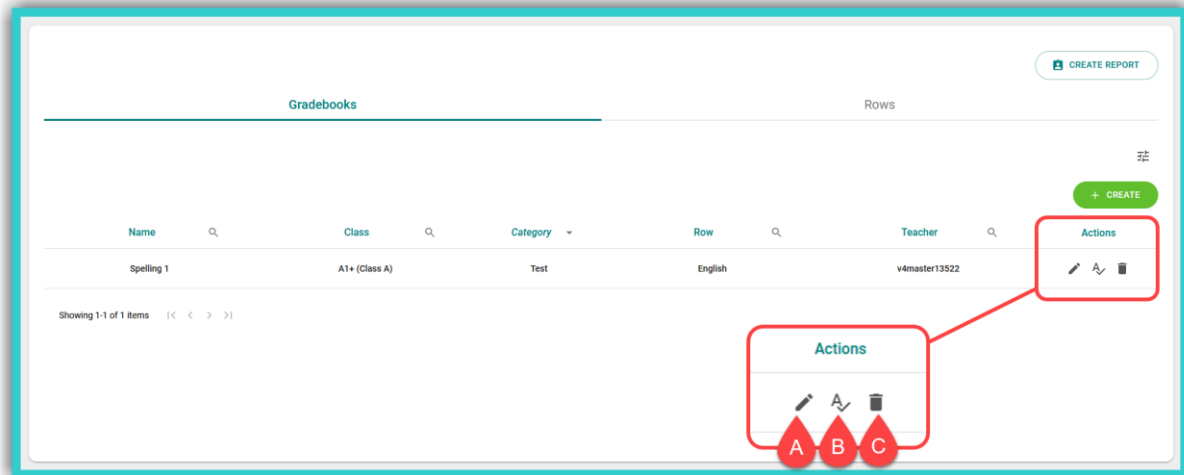
Step 3: In the form below, enter the name of the **Row**, i.e. the general title of what is going to be graded; e.g. the subject being taught (English), the book taught (#English 1), etc. Then select the field 'Create'.

Step 4: From the side menu, first select field A (**Gradebooks**) and then field B ('Create').

Step 5: In the form below:

- A. Enter the name of what is being graded, e.g. Spelling Test 1.
- B. Select the **Class**.
- C. Select the class's teacher.
- D. Select one (1) of four (4) general categories for the type of grade: *General Grade of Semester, Mock Exam, Oral, Test*.
- E. Select the field 'Create' to register the **Gradebook** on the platform.

Step 6: In the image below, select field:



5
6

- A. to edit the **Gradebook's** details, if necessary.
- B. to enter the grades, either by typing them in or by selecting the respective arrows.
- C. to delete a **Gradebook**.

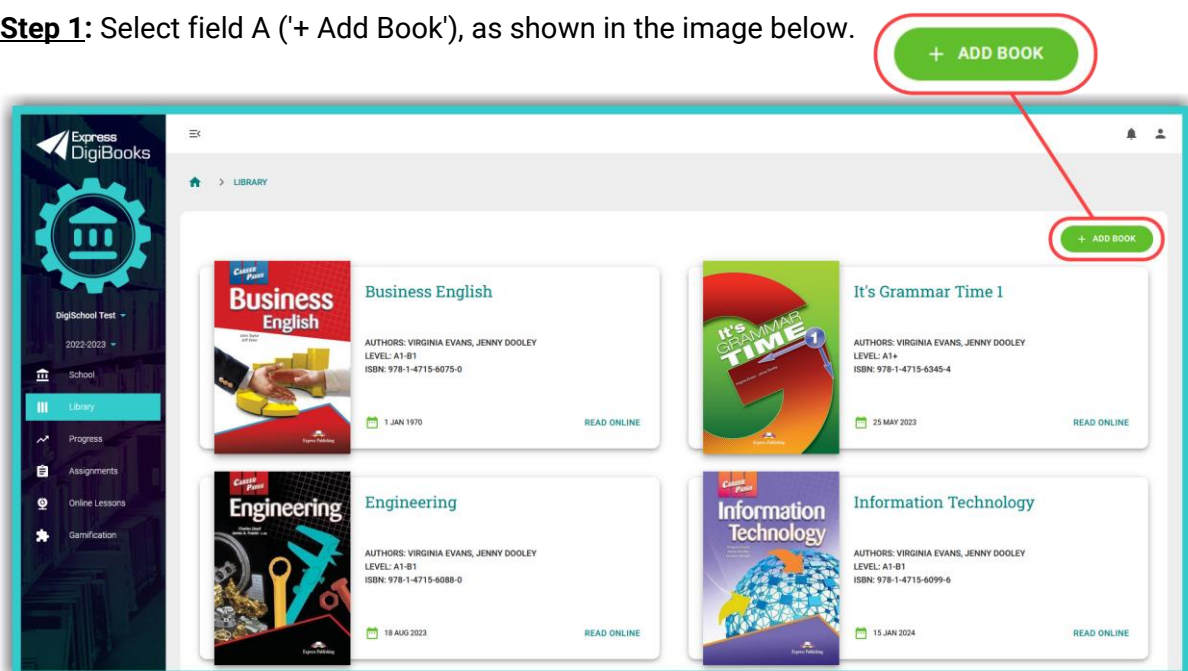
6. Library: Use & Management

i. Activation Codes

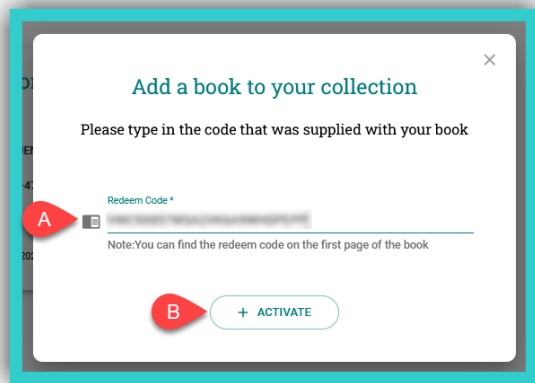
Activation Codes are usually found either inside the front cover of the book or in an email you have received. To activate your books using the codes given, please follow the steps below:

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

Step 1: Select field A ('+ Add Book'), as shown in the image below.



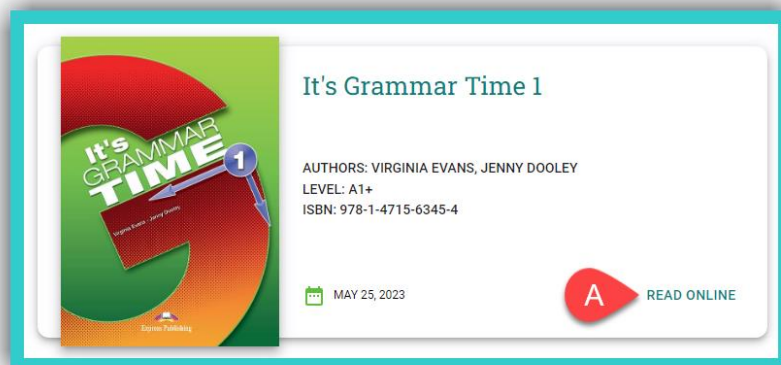
Step 2: Enter the book's **Activation Code** in field A, as shown in the image below, and then select field B ('+ Activate').



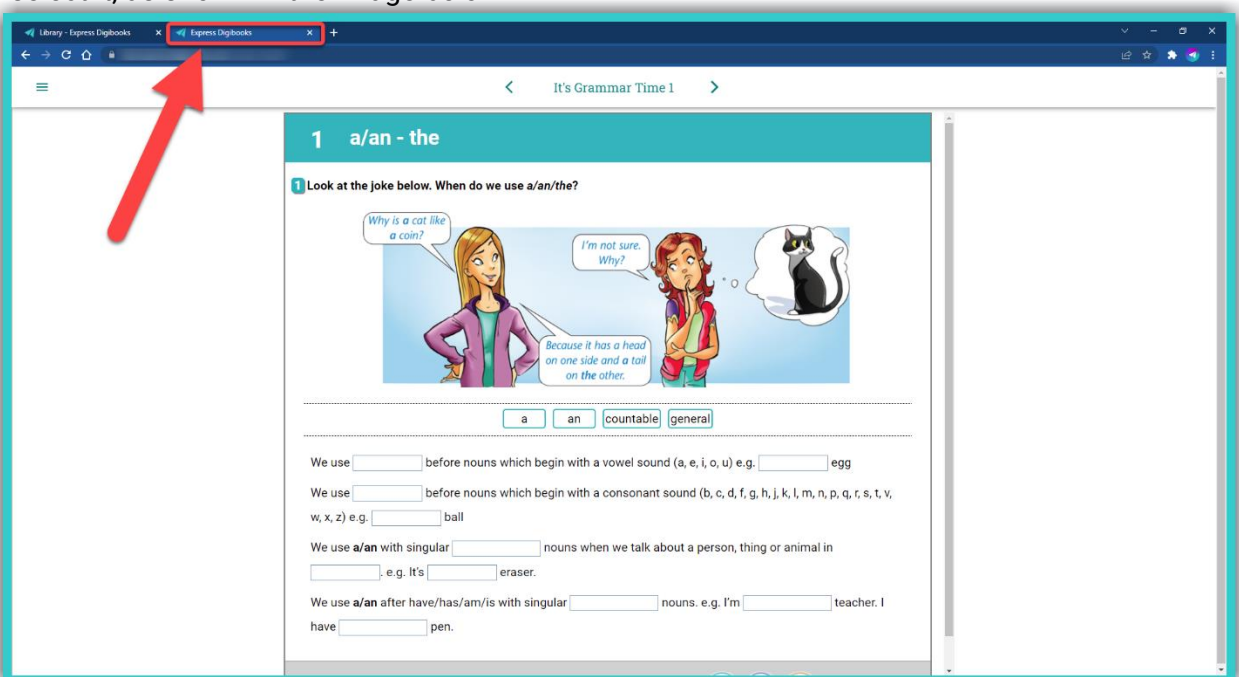
ii. Opening a DigiBooks Title

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').

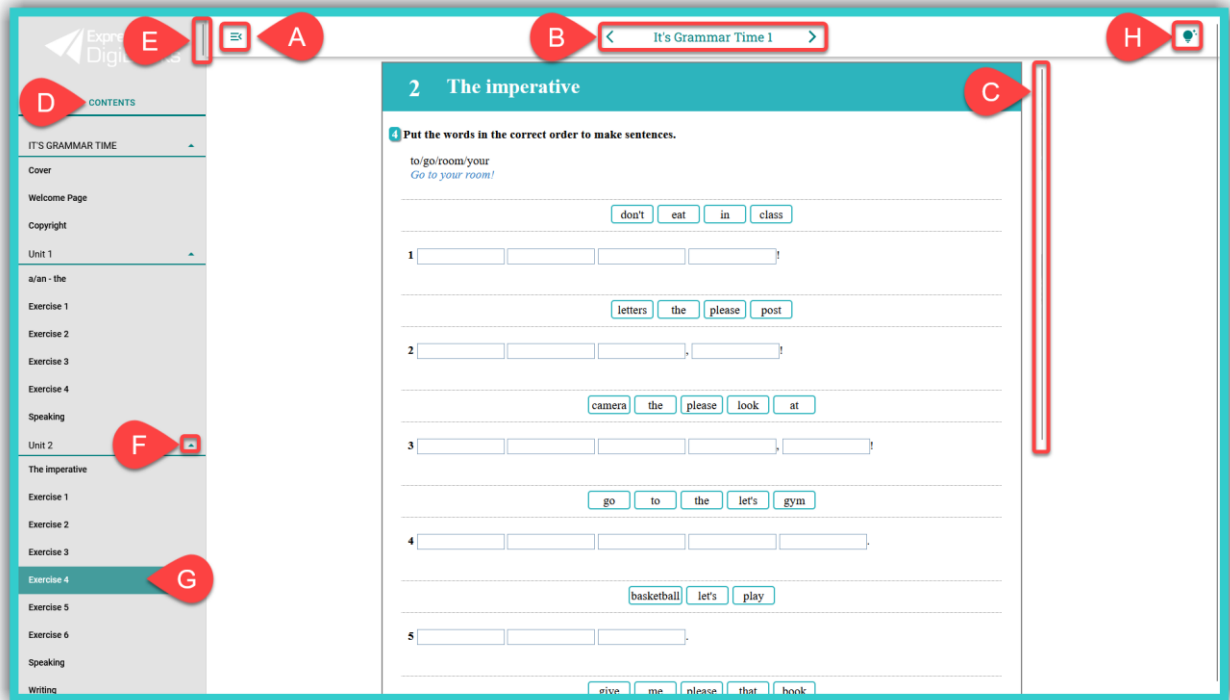



This will open a new tab next to the active one you are currently on. To navigate to this tab, select it, as shown in the image below:



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.

7. Assignments: Creation & Management

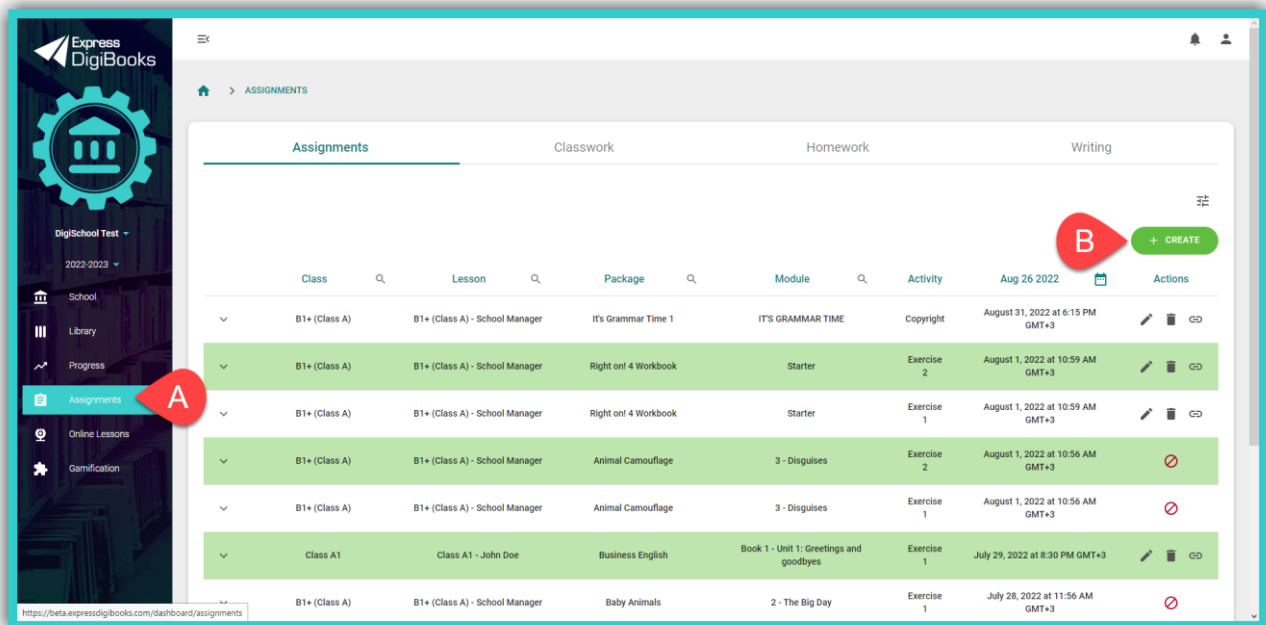
In this field you can:

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

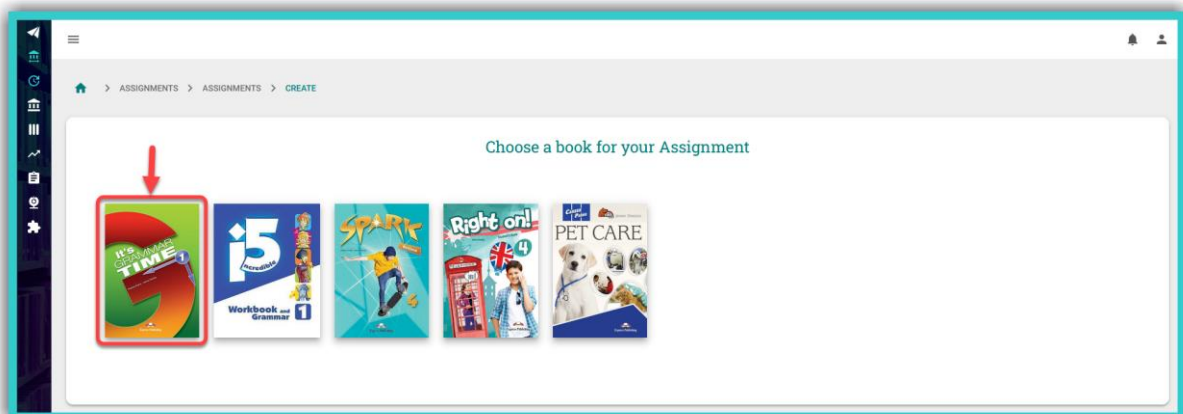
7

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

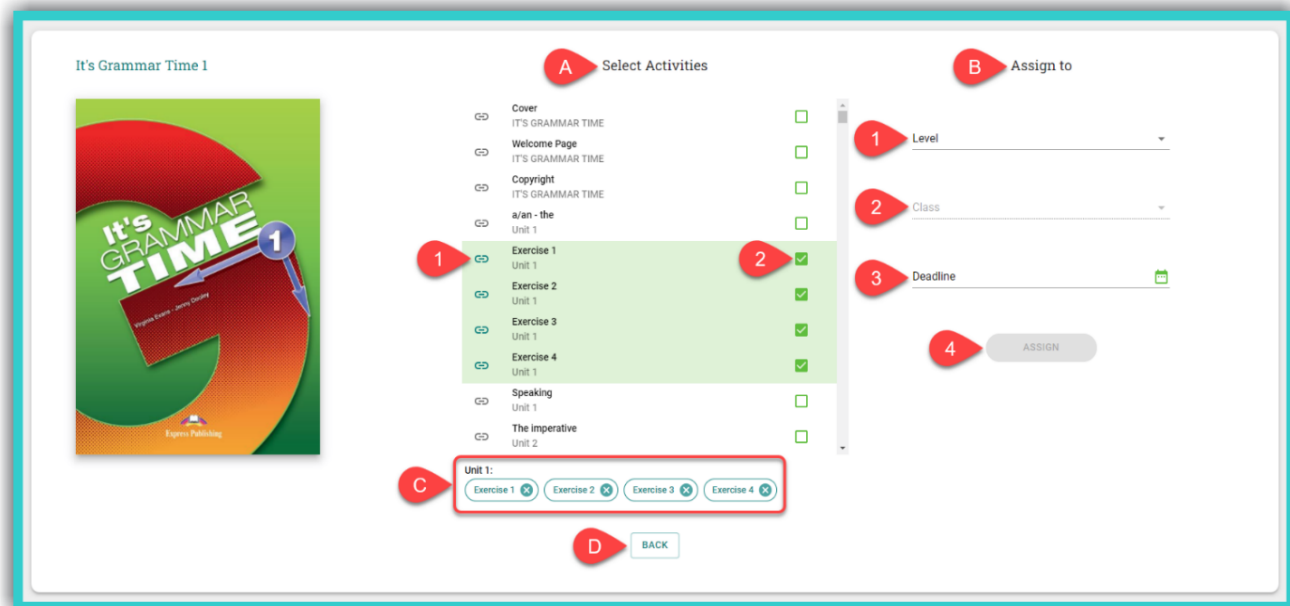
Step 1: From the side menu, first select field A (**Assignments**) and then field B ('Create').




Step 2: Select the book from which you are going to create **Assignments** for your **Students**.



Step 3: In the image below:



A. **NEW FEATURE** 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 relevant box for that exercise.

B. Here you select the **Class** which you are going to assign the exercises to.

1. Select the **Level** to which the **Class** belongs to.
2. Select the **Class**.

*If you activated the **Lessons** feature, in **School Settings**, the current field will ask you to select the **Lesson** instead of the **Class**.*

3. Here you enter the deadline for the exercise(s).
 4. 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**

The screenshot shows a table of assignments and a student record. Callout A points to the 'Class' column. Callout B points to the 'Score' column in the student record. Callout C points to the edit icon in the Actions column. Callout D points to the delete icon. Callout E points to the link icon.

Class	Package	Module	Activity	Deadline	Actions
B1+ (Class A)	Right on! 4 Student's Book	Starter	Exercise 2	October 31, 2022, 6:00 PM GMT+2	[Edit] [Delete] [Link]
B1+ (Class A)	Right on! 4 Student's Book	Starter	Exercise 1	October 31, 2022, 6:00 PM GMT+2	[Edit] [Delete] [Link]

Name	Full Name	Last attempt at	Score
digischst1	John Doe Student	February 18, 2022, 3:38:03 PM GMT+2	100%

- 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.
- In this field you can see the percentage score of the last attempt of the **Students** who have done this exercise.
- Select this field to modify the following exercise assignment fields:
 - the **Level** and/or **Class**, and/or
 - the **Deadline**.

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

- Select this field to delete the assigned exercise.
- Select this field to navigate the assigned exercise.

ii. Create & Manage: **Classwork**



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

The screenshot shows the Classwork management interface. Callout A points to the 'Classwork' tab in the navigation bar. Callout B points to the '+ CREATE' button.

Lesson	Class	Aug 26 2022	Classwork	Actions
B1+ (Class B) - Jane Doe Teacher	B1+ (Class B)	March 31, 2022 at 10:47 PM GMT+3	Worked on irregular verbs.	[Edit] [Delete]
B1+ (Class B) - Jane Doe Teacher	B1+ (Class B)	March 31, 2022 at 1:57 PM GMT+3	test Classwork	[Edit] [Delete]
B1+ (Class A) - digiteach1	B1+ (Class A)	March 3, 2022 at 4:14 PM GMT+2	Sample Teacher assigned classwork.	[Edit] [Delete]
B1+ (Class A) - John Doe	B1+ (Class A)	March 1, 2022 at 3:39 PM GMT+2	Sample classwork text of what was done in class.	[Edit] [Delete]

Step 2: Fill in the form below:

Callout A: Level dropdown menu
Callout B: Class dropdown menu
Callout C: Date field with calendar icon
Callout D: Notes text area
Callout E: CREATE button
Callout F: BACK button



- A. Select the **Level** to which the **Class** belongs.
 - B. Select the **Class**.
 - C. Here you enter the date and time of the lesson.
 - D. Here you can enter details of work done during class time, such as what was taught, the exercises done, etc.
 - E. Select this field to register the **Classwork** entry on the platform.
 - F. 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').

Lesson	Class	Date	Homework	Actions
B1+ (Class A) - digiteach1	B1+ (Class A)	March 31, 2022 at 1:58 PM GMT+3	test homework	
B1+ (Class A) - digiteach1	B1+ (Class A)	June 24, 2022 at 4:14 PM GMT+3	Sample teacher made homework.	
B1+ (Class A) - John Doe	B1+ (Class A)	March 1, 2022 at 3:40 PM GMT+2	Sample text of what students have to do for homework, outside DigiBooks.	

Step 2: Fill in the form below:

- A. Select the **Level** to which the **Class** belongs.
 - B. Select the **Class**.
 - C. Here you enter the deadline for the exercise(s).
 - D. Here you can enter all the details of the **Homework** that **Students** need to do that is **not** on the **DigiBooks** platform.
 - E. Select the current field to register the **Homework** entry on the platform.
 - F. 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** NEW FEATURE

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

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

Step 2: Fill in the form below:

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

- A:** Title (text input)
- B:** Select Class* (dropdown menu)
- C:** Deadline (text input 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' essay(s) or the 'Delete' icon (🗑️) to remove the specific essay from 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
- Table headers: Class, Date, Writing, Actions
- Table row: B1+ (Class A), November 30, 2022 at 6:30 PM GMT+2, Write an article
- Callout **A:** Points to the 'Members' icon (👥) in the Actions column.

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.

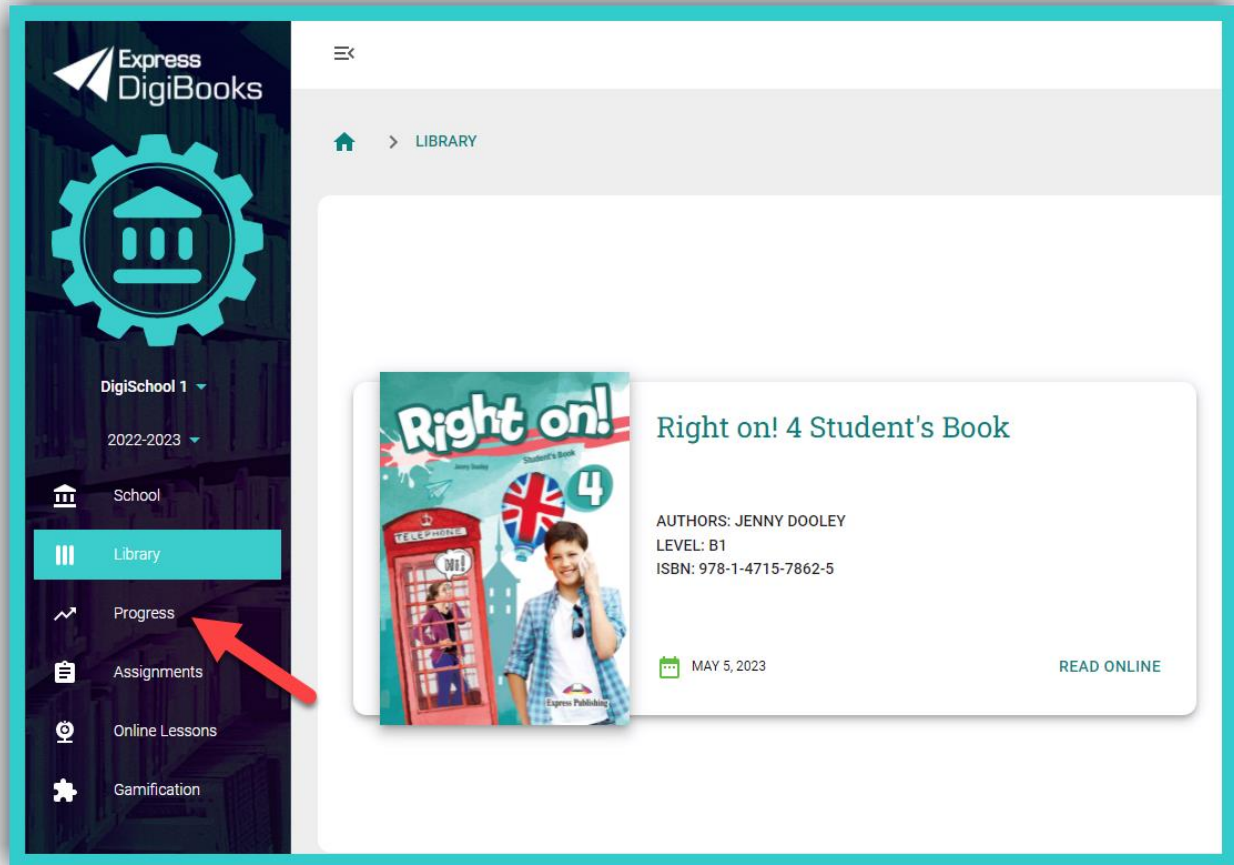
Members				
Student Name	Username	Comments	Mark	Actions
N/A	digischst1	No comments	--	A ↗

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.

8. Progress: How to use it

In order to monitor the **Progress** of your **Students**, please click on the respective field marked by the red 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 P); and search filters which can be used to narrow down the **Progress** results shown in field P, according to:

The screenshot shows the 'PROGRESS' interface. At the top left, there is a home icon and a breadcrumb 'PROGRESS'. Below this is a filter section with a circular progress indicator showing 93% 'Average score' (labeled A). The filter section includes dropdown menus for School Year (2022-2023, labeled B), Level (labeled C), Class (labeled D), Student (labeled E), Package (labeled F), Module (labeled G), Activity (labeled H), SkillType (labeled I), Start Date (2021 Aug 19, labeled J), and End Date (labeled K). Below the filters are buttons for 'RESET FILTERS', 'APPLY', 'EXPORT', and 'REPORT'. At the bottom right of the filter section are buttons labeled L, M, N, and O. Below the filter section, it says 'Showing 1-2 of 2 Items'. Two result cards are shown, each with a circular progress indicator (100% and 85%) and details for 'digschst1' by 'John Doe Student' on 'Feb 18, 2022, 3:38:03 PM'. The details include 'Classes: B1+ (Class A)', 'Package: Right on! 4 Student's Book', 'Module: Starter', 'Activity: Exercise 1', and 'Skill Type: Vocabulary'. A red box highlights the details of the first card, and a red circle labeled P points to the second card.

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

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

9. Lessons: Use & Management

The **Lessons** feature gives you the ability to manage your school in even more detail. More specifically, you can:

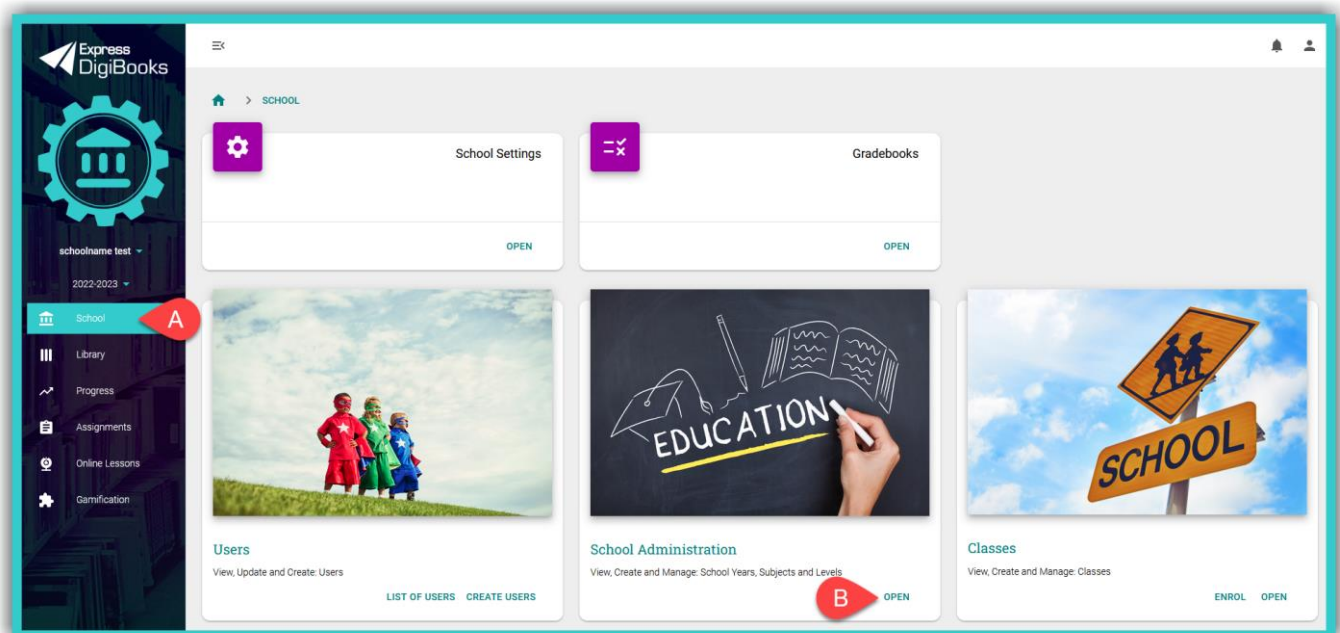
- organise/manage the annual **Calendar** of each **School** or **Sub School** (i.e. the main school and / or any branches), per teacher and taught subject.
- register any student absences.

To enable the **Lessons** feature, you need to go from the side menu to: **School** → **School Settings** → **Lessons** and toggle the switch on.

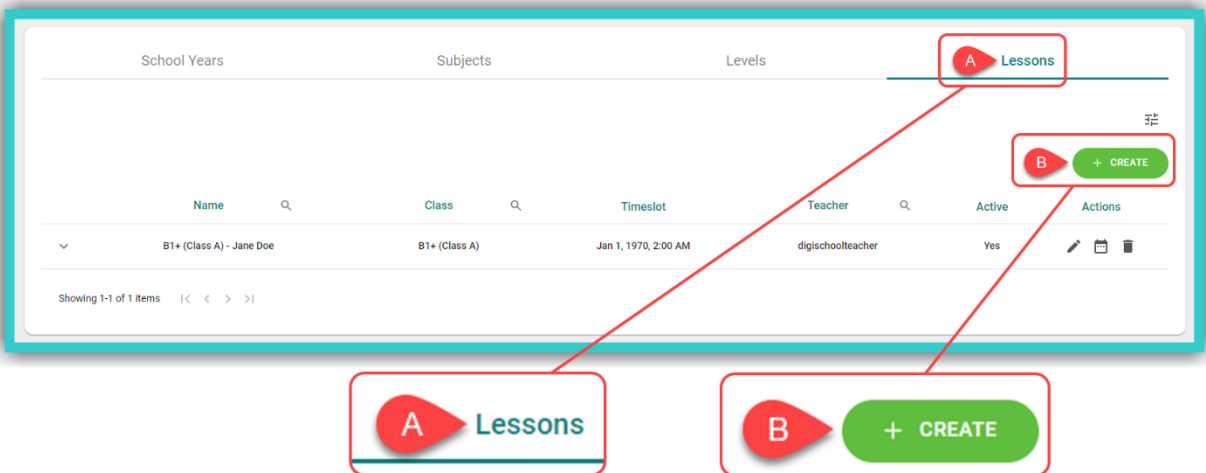
i. Create: Lessons

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

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Step 2: First select field A (**Lessons**) and then field B ('Create').

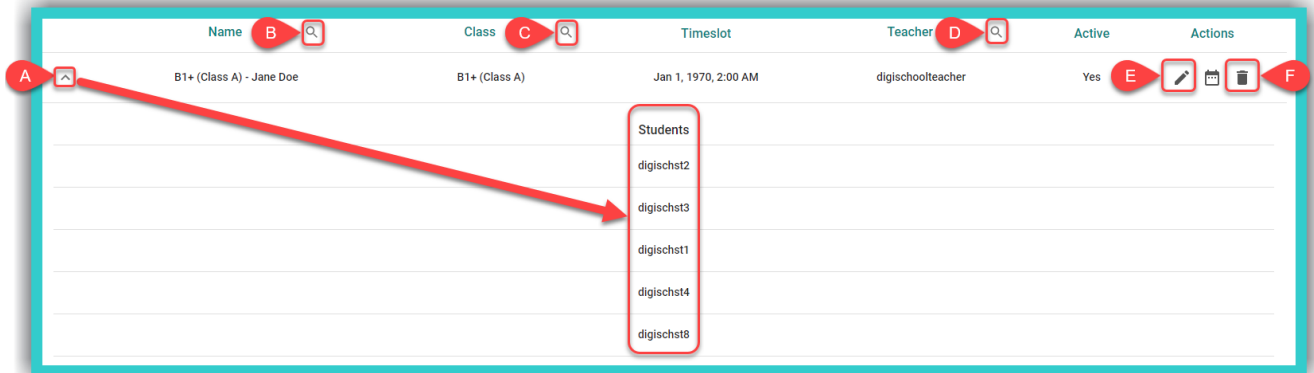


Step 3: In the following form, you:

- A. Select the **School Year**
- B. Select the **Subject** taught (e.g. English)
- C. Select the **Level** for which you are going to create the **Lesson**
- D. Select the **Class** for which you are going to create the **Lesson**
- E. Select the desired **Lesson** name to distinguish it from any other **Lessons** you might create.
- F. Select the **Teacher** of the **Lesson**
- G. Select the **Start Date & Time** of the specific **Lesson**
- H. Can enter any additional information that applies to the **Lesson**, e.g. what is taught on the day
- I. Enter the **Duration** of the **Lesson** in minutes
- J. Can select if the **Lesson** is active or not
- K. Can select if the **Lesson** is repeated (e.g. every Monday at the time you have entered in field G)
- L. Can select if two (2) or more **Lessons** that can take place at the exact same time
- M. Select the field 'Create' to register the **Lesson** on the platform
- N. Select the field 'Back' to return to the list of **Lessons** entries.

ii. Manage: Lessons

In the list of **Lessons** entries:



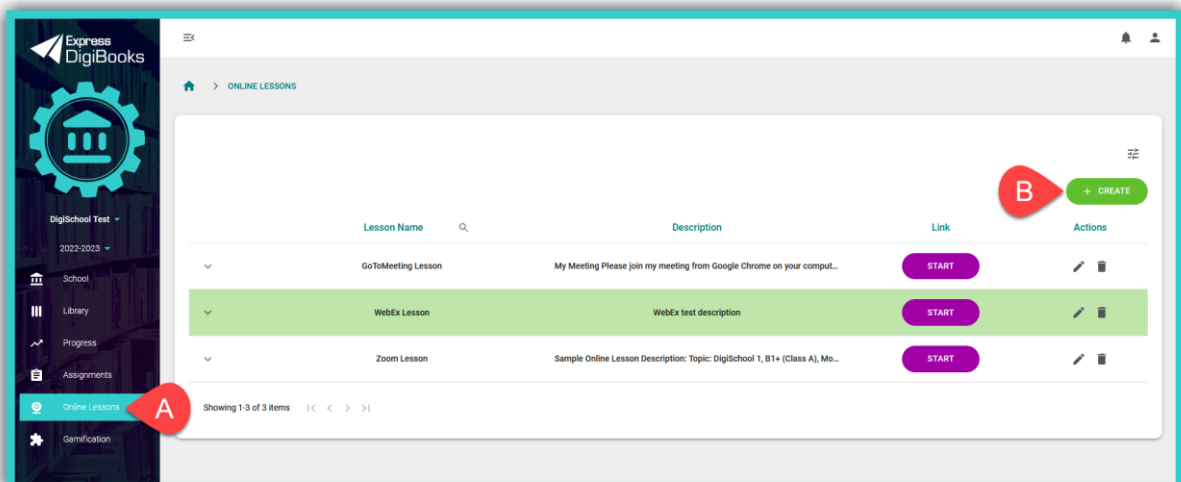
- A. Select this icon to expand the list of **Students** which belong to this **Lesson**.
- B. Search for **Lessons** according to their name.
- C. Search for **Lessons** of a specific **Class**.
- D. Search for **Lessons** according to the **Username** of the **Teacher**.
- E. Select this icon to modify the details of the **Lesson**. If you make any modifications to the **Lessons** form, you will need to select the 'Update' button to register them.
- F. Select this field to delete the **Lesson**.

10. Online Lessons: Use & Management

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

- Create an **Online Lessons** entry.

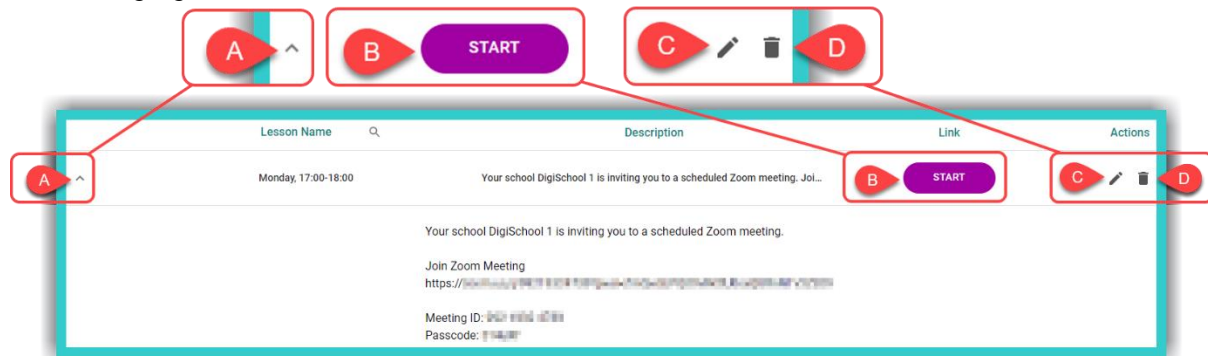
Step 1: From the side menu, first select field A (**Online Lessons**) and then select field B ('Create').



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, such as the meeting details teleconference platforms provide 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.

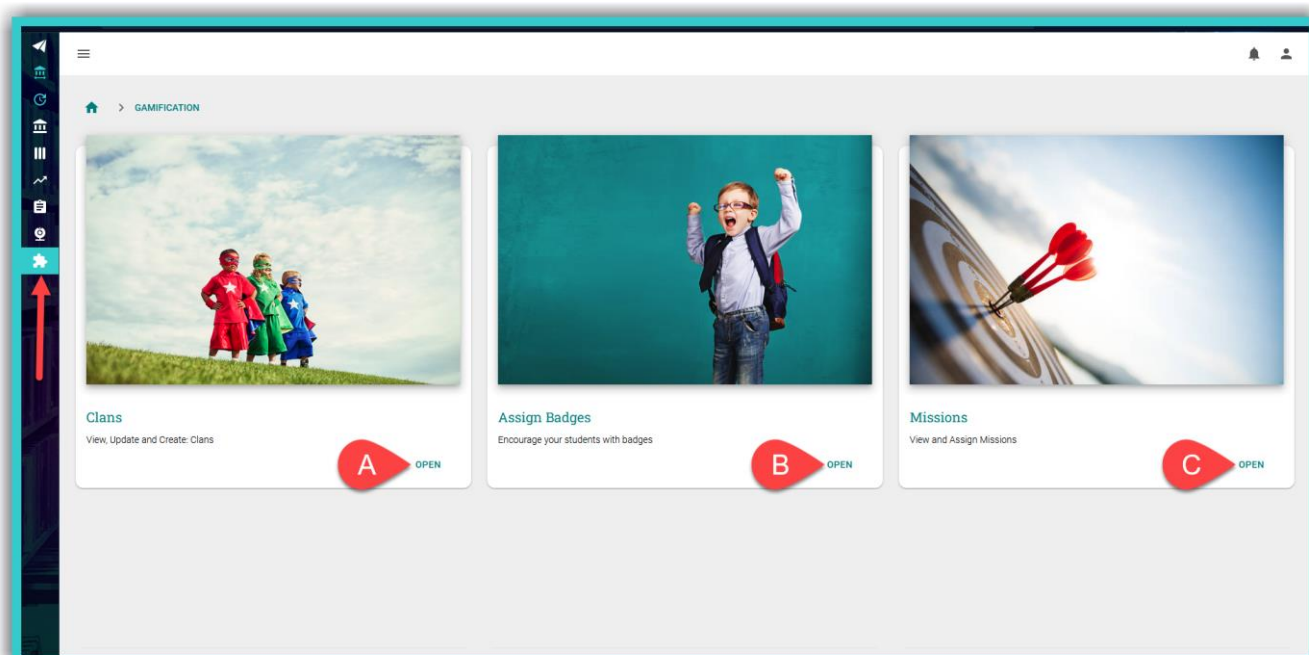
➤ Managing the list of **Online Lessons** entries.



- 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 you may need to for the **Online Lesson**. If you make any modifications, in the respective **Online Lessons** form, you will need to select the 'Update' button to register them.
- D. Select this icon to delete the **Online Lesson** you need.

11. Gamification: Use & Management

To use **Gamification**, you first need to select the field shown by the red arrow in the following image. Then selecting 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 **Levels** or from within the same **Level**. 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)
- E**: BACK button
- D**: CREATE 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 visible with the following data:

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

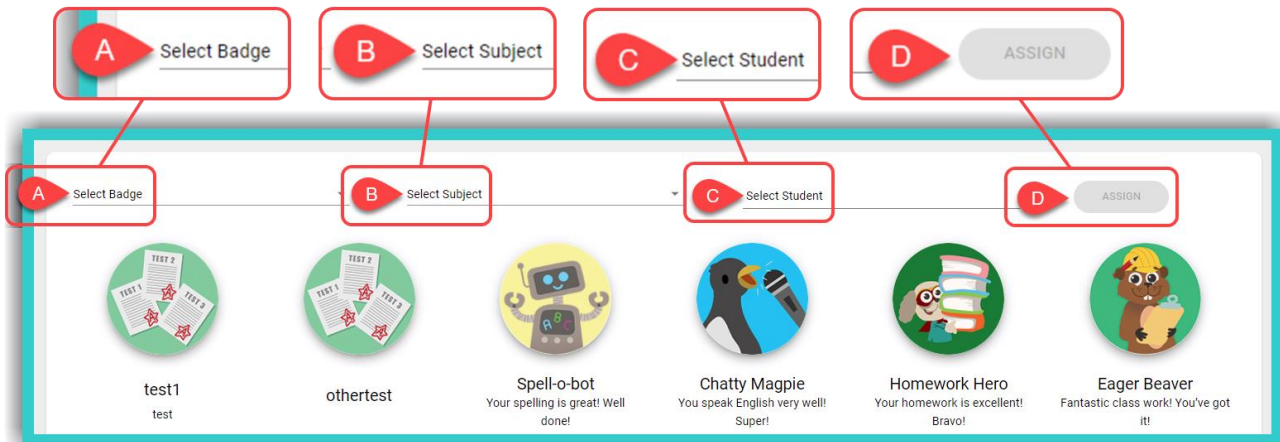
Callouts A through F point to the following elements:

- A**: Expand icon (chevron down)
- B**: Search icon in the Category column
- C**: Search icon in the Clan Name column
- D**: Add members icon (group of people)
- E**: Edit icon (pencil)
- F**: Delete icon (trash can)

- 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 you need for the **Clan**.
- F. Select this icon to delete the **Clan**.

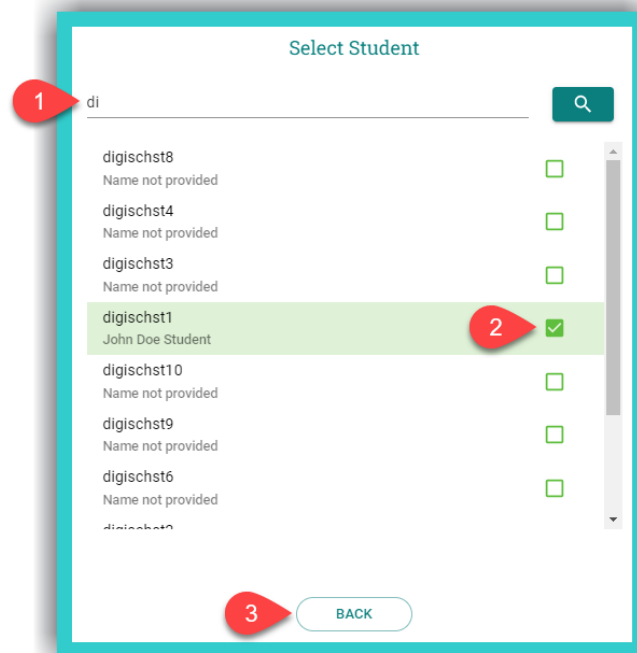
➤ **Assign Badges**

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 **Subject** taught.
- C. 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.

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- D. Select this field ('Assign') to register that the **Badge** has been assigned 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.

- Select the **Class**
- 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
- Select the **Mission** you want to assign
- Select this field ('Assign') to assign the **Mission** on the platform
- 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)	

- Search for **Missions** according to **Class** name.
- Search for **Missions** according to their name.
- 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.*
