



INSPIRE | ENCOURAGE | REWARD

User Guide

Teacher

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Contents

1. Teacher: Role Explanation	2
2. Sign Up	2
3. Logging in to the platform	7
4. Account Management	7
i. Profile	8
- Personal Information	8
- Password	9
- Devices	9
- Preferences	10
5. School: How to use it	10
i. Viewing the 'List of Students'	10
ii. Viewing your Classes	11
- Class Code	11
6. Library: Use & Management	12
i. Activation Codes	12
ii. Opening a DigiBooks Title	13
iii. Using a DigiBooks Title	14
iv. Check answers	14
7. Assignments: Creation & Management	15
i. Create & Manage: Assignments (for DigiBooks titles)	15
ii. Create & Manage: Classwork	17
ii. Create & Manage: Homework (exercises outside the DigiBooks platform)	18
iii. Create & Manage: Writing	19
8. Progress: How to use it	22
9. Online Lessons: Use & Management	24
10. Gamification: How to use it	25

1. **Teacher:** Role Explanation

Each **Teacher** 'belongs' to a **School** account on the platform and can:

- i. Give assignments and monitor students' progress
- ii. Manage extra platform features, such as **Gamification**, for the **Classes** the **School Master/School Manager** has assigned them to.

2. Sign Up

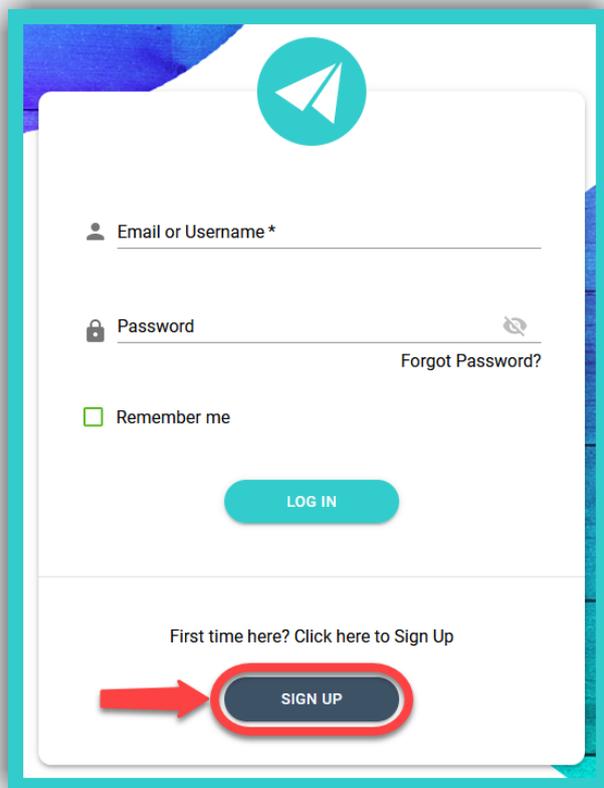
There are two (2) ways to sign up as a **Teacher**:

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

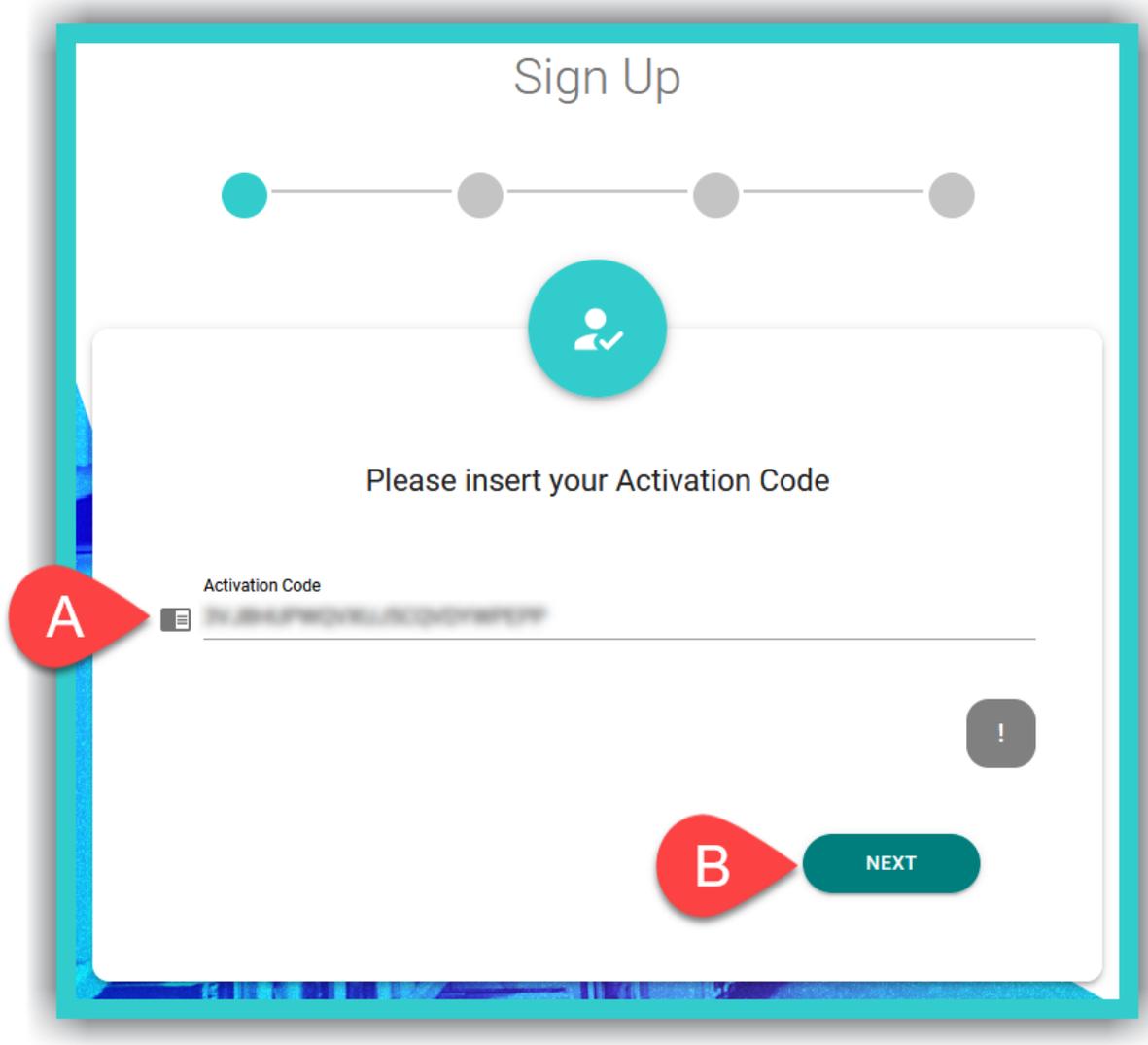
To do this, please follow the steps below:

Step 1: Navigate to www.expressdigibooks.com.

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



Step 3:



- 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

User Name*

Password*
 
 Password is valid

Email (optional) 

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

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 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:

The screenshot shows a 'Sign Up' form with a progress indicator at the top consisting of four circles. The first two are green with checkmarks, the third is blue, and the fourth is grey. Below the progress bar is a circular icon of a person with a checkmark. The main form area has the heading 'Insert your school code and select your role'. It contains a 'School Code' input field with a school icon and the text 'SC35177424'. To the right of this field is a 'VALIDATE' button. Below the input field is a checkbox labeled 'I don't have a school code'. Underneath is the 'Select Role:' section with two options: 'Teacher' (with a gear and person icon) and 'Student' (with a gear and graduation cap icon). At the bottom left is a 'BACK' button, and at the bottom right is a 'NEXT' button. Four red callout boxes with white letters A, B, C, and D point to the school code input field, the 'VALIDATE' button, the 'Teacher' role selection, and the 'NEXT' button respectively.

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

Step 6:

The screenshot shows a 'Sign Up' form with a progress indicator at the top consisting of four circles connected by a line. The first three circles are green with checkmarks, and the fourth is blue. Below the progress bar is a circular icon with a person and a checkmark. The form contains a 'Submit' button, a 'Country*' dropdown menu (callout A), a checkbox for 'I agree to your Terms and Conditions and have read the Privacy Policy' (callout B), a 'BACK' button, and a 'SUBMIT' button (callout C).

- A. Click/tap here to enter your country. This field is mandatory
- B. Tick the box to accept the platform's **Terms & Conditions** and that you have been informed of our **Privacy Policy**.
- C. Select the field 'Submit' to successfully complete your registration.

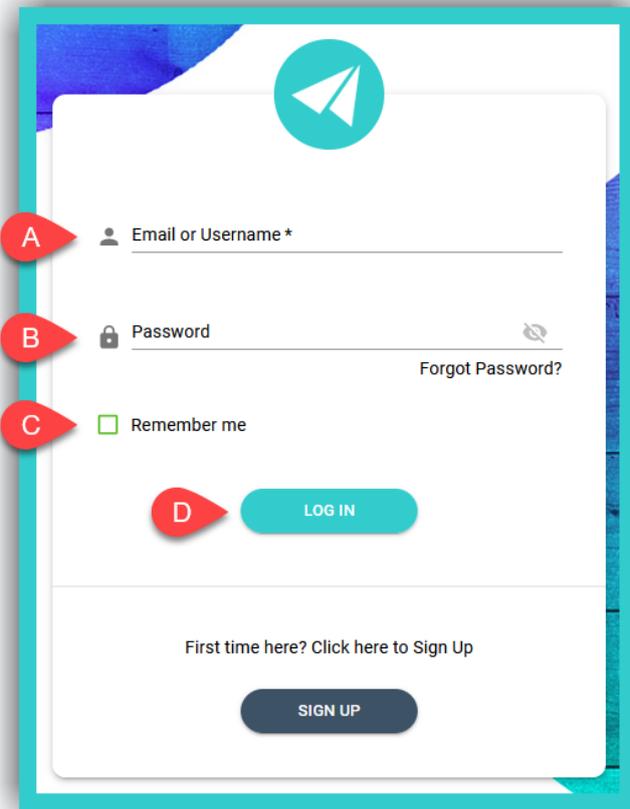
IMPORTANT NOTICE: You can either scroll down the country list to select it or type it in.

Step 7: Select the field 'Continue' to be automatically redirected to the platform's homepage.

The screenshot shows the 'Sign Up' form after successful completion. The progress bar now has four green circles with checkmarks. The form content is replaced by a circular icon with a person and a checkmark, the text 'You have successfully signed up!', and a 'CONTINUE' button.

3. Logging in to the platform

To log in to the platform and use the *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.

3

4

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

4. Account Management

In the upper right corner of the website, you will see four (4) icons. When you select the  icon, you will see three (3) options:



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

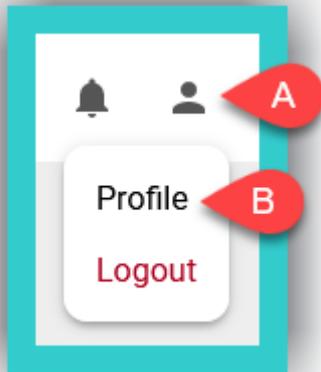
i. Profile

Here you can manage the fields:

- Personal Information

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

4



Step 2:

- The **Username** is displayed here.
- Fill in the **Country** (required field).
- The fields **Full Name** and **Email** are optional; however, we suggest you fill them in so that the **School Master/School Manager** can identify you on the platform.
- If you make any changes to the fields above, select 'Update' to register them on the platform.
- 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 you 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

4

To change/update your password:

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

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.

- Devices

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

Personal Password Devices Preferences

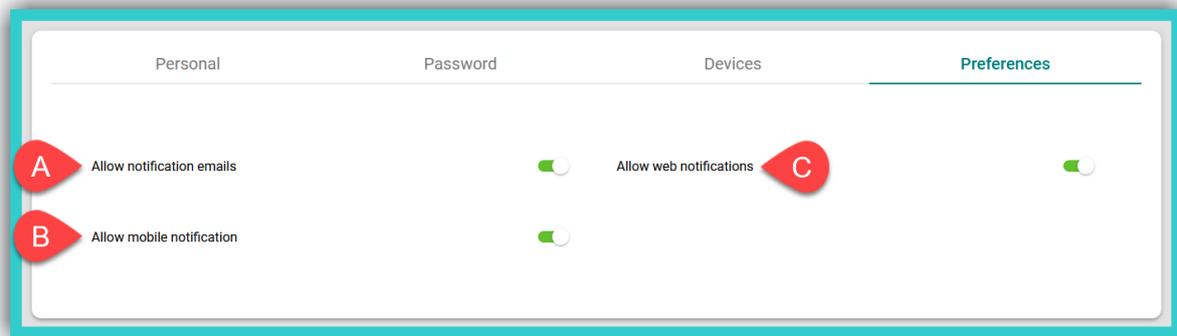
Device name	Device UUID	Device manufacturer	Device OS	Device Model	Device OS Model	Actions
Xiaomi Redmi Note 8 Pro	124154d1-ad8a-4ff6-b5fa-b0b46c207449	N/A	Android 11	Redmi Note 8 Pro	N/A	A

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



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

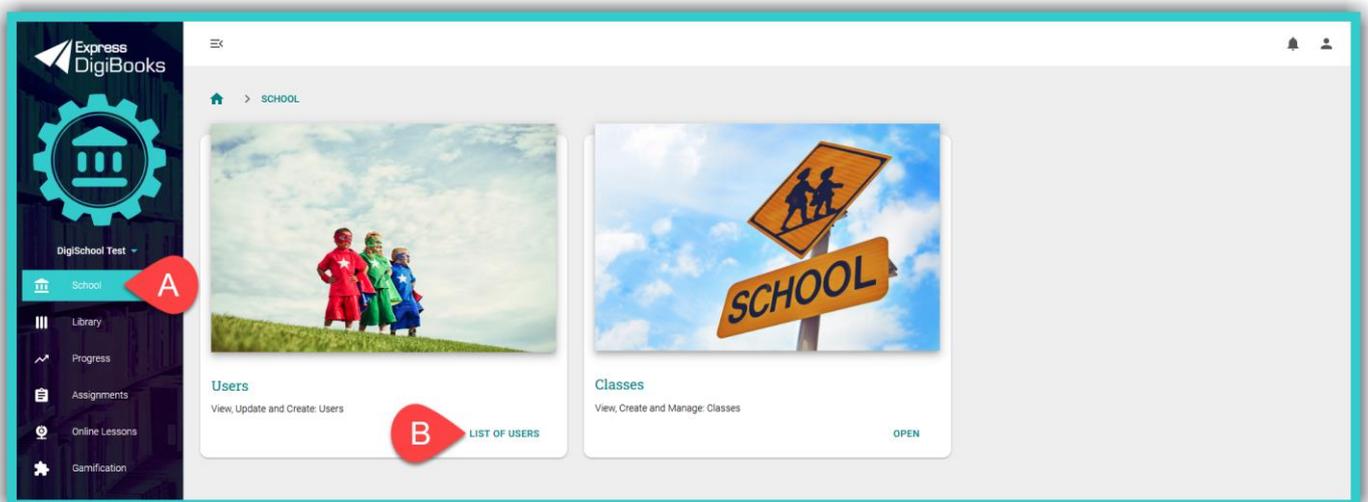
5. School: How to use it

Here you can:

- i. See the complete list of your **Students** to assign extra **ELECs**, **Stars** and/or **Gametime**.
- ii. See the list of your Classes only and the **Students** in them.

i. Viewing the 'List of Students'

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



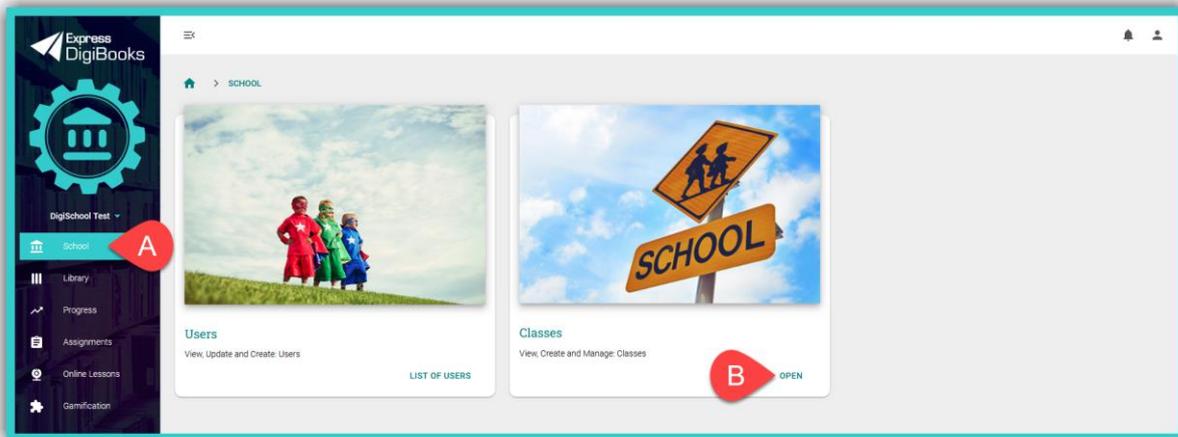
Step 2: From the list of 'Users' select the **Student** you can reward students with extra **ELECs**, **Stars** and/or **Gametime**.

Full Name	Username	Student	Status	Clan	Actions
John Doe Student	v4student	Student	Active	Bots	A ⚙️

A. Select this field to reward your **Students** with (extra) **ELECs/Stars/Gametime**.

ii. Viewing your Classes

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



Step 2: To view the students in each of your classes, select either field A, to expand the drop-down list, or field B, to view the full details of the class members.

Level	Class Name	Class Description	School Year	Class Code	Actions
A1+	A1+ (Class A)		2022-2023	SCF55EDF609D	B 👤
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> A ⌵ → C Students demostud2 demostud3 </div>					

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

- Class Code

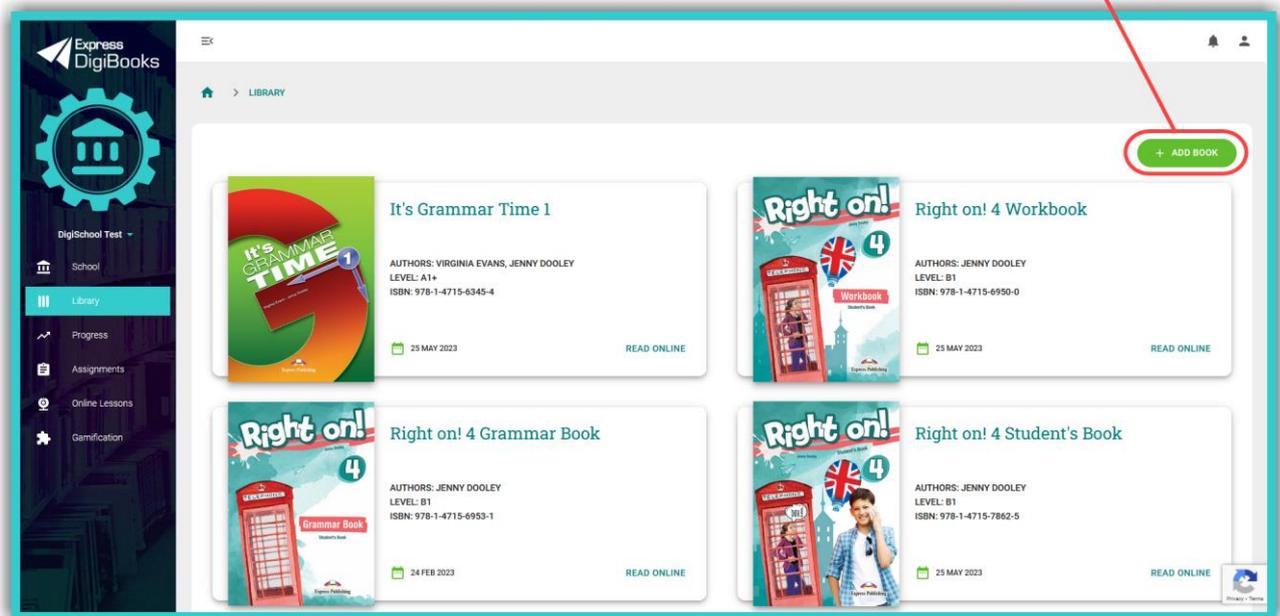
In field C above you can also see the **Class Code**. This is the unique code of each **Class** that you can give to students. They can use it to be added to your class **after** they have added themselves to the school/academic institution.

6. Library: Use & Management

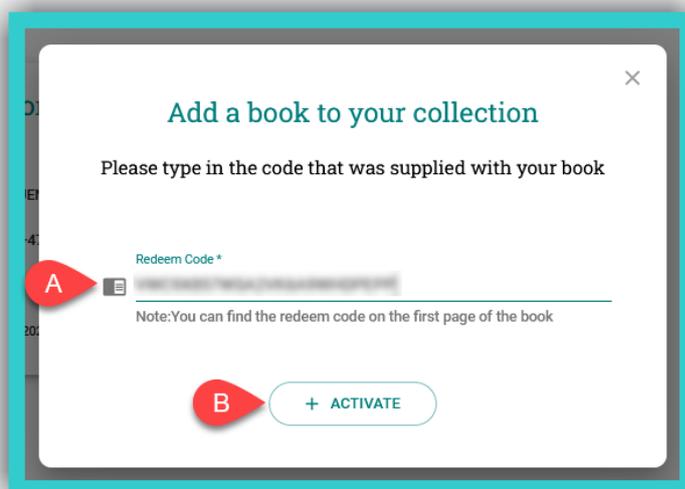
i. Activation Codes

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:

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



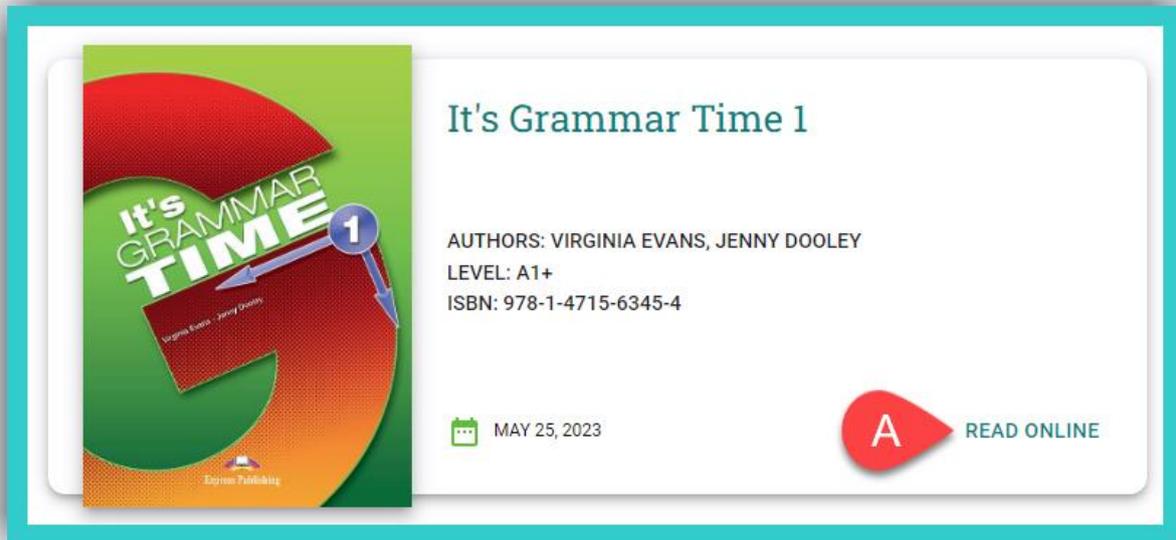
Step 2: Enter the book's **Activation Code** in field A, as shown in the image below, and then select field B ('+ Activate').



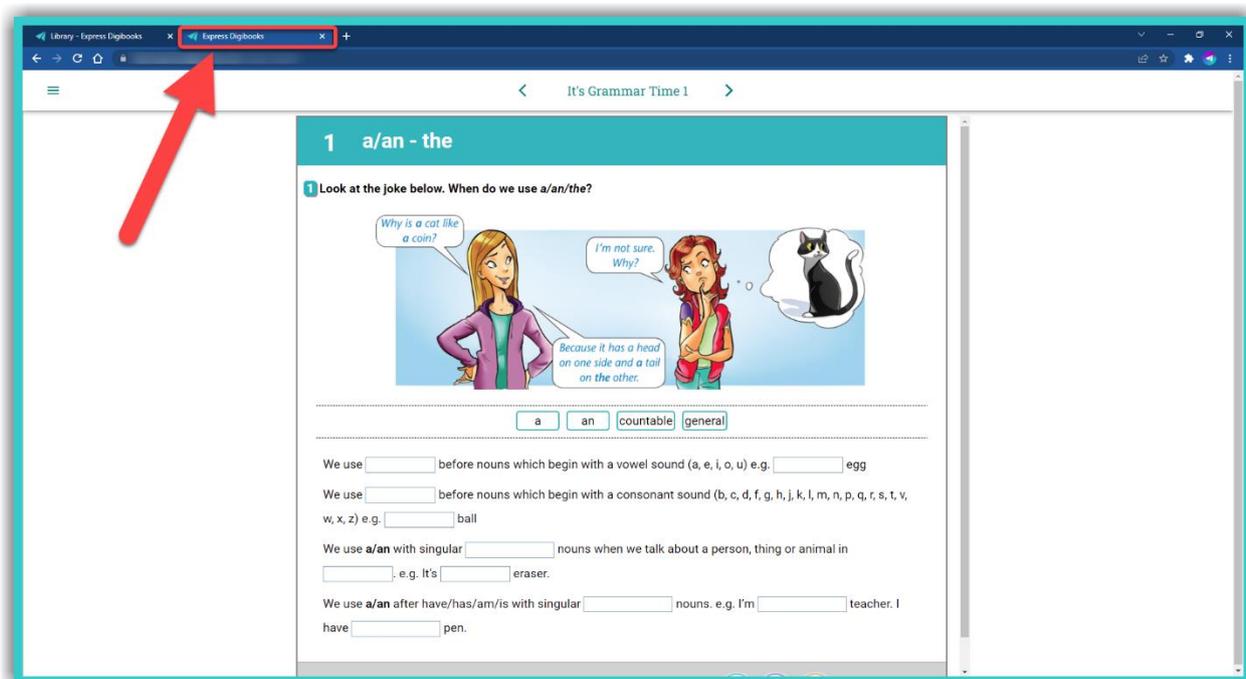
ii. Opening a *DigiBooks* Title

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').

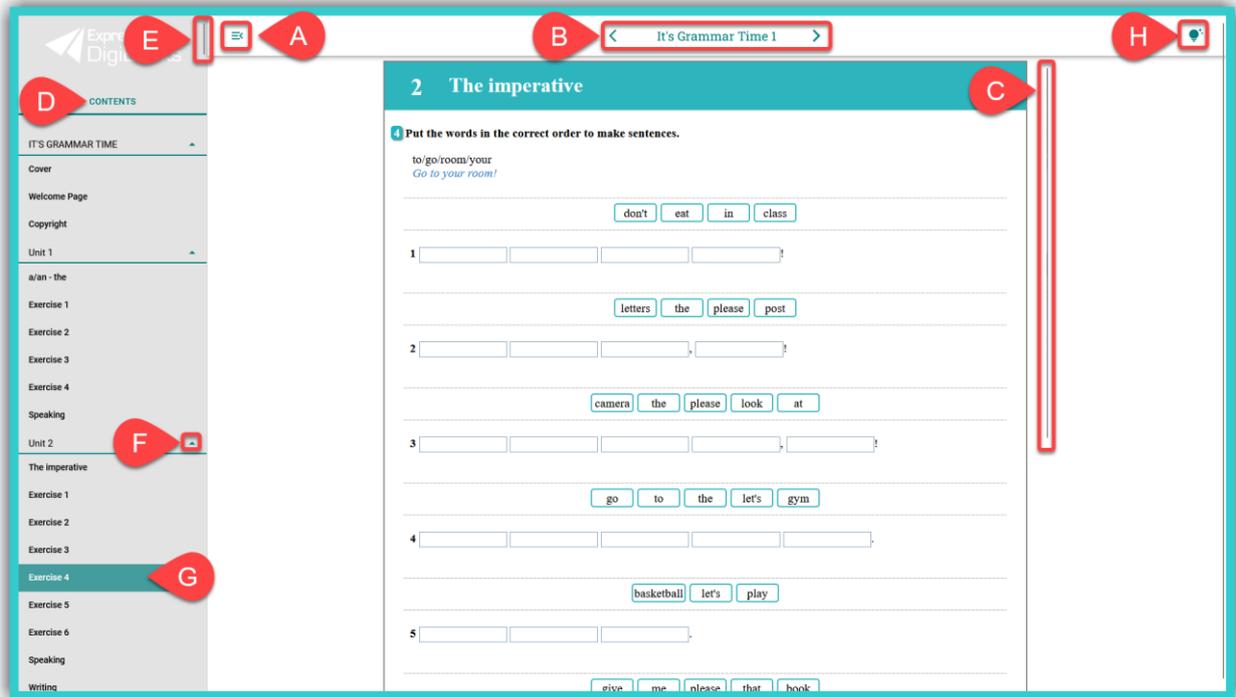


This will open a new tab next to the active one you are currently on. To navigate to this tab, select it, as shown in the image below:



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.

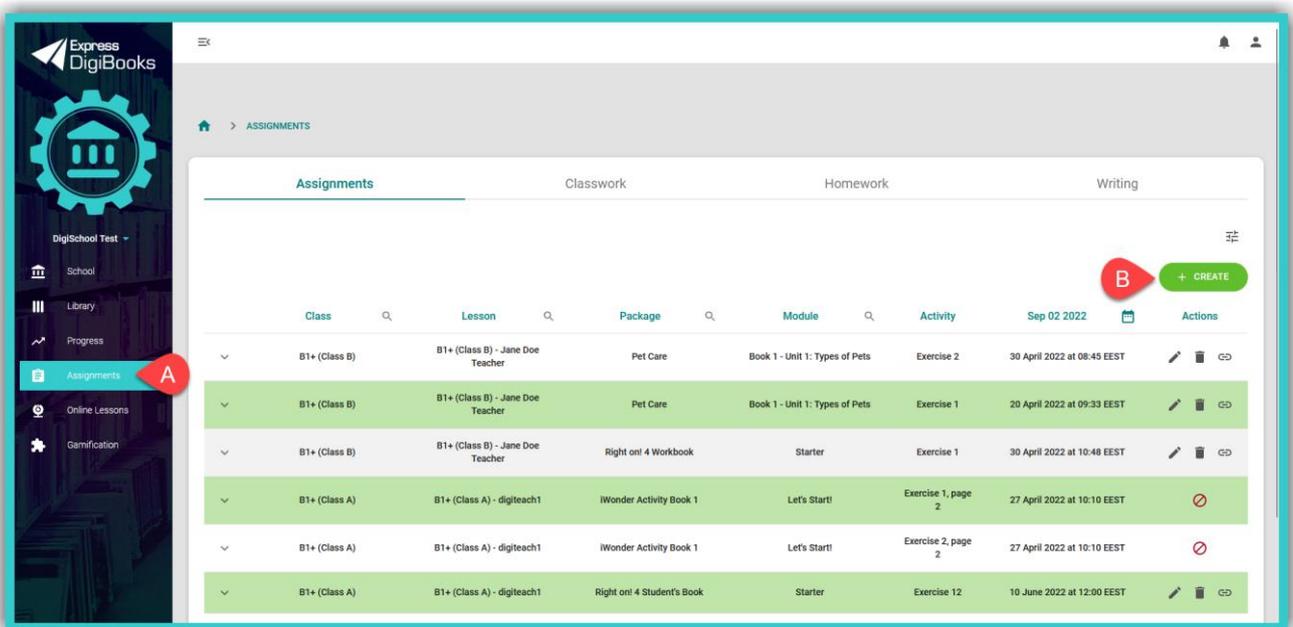
7. Assignments: Creation & Management

In this field you can:

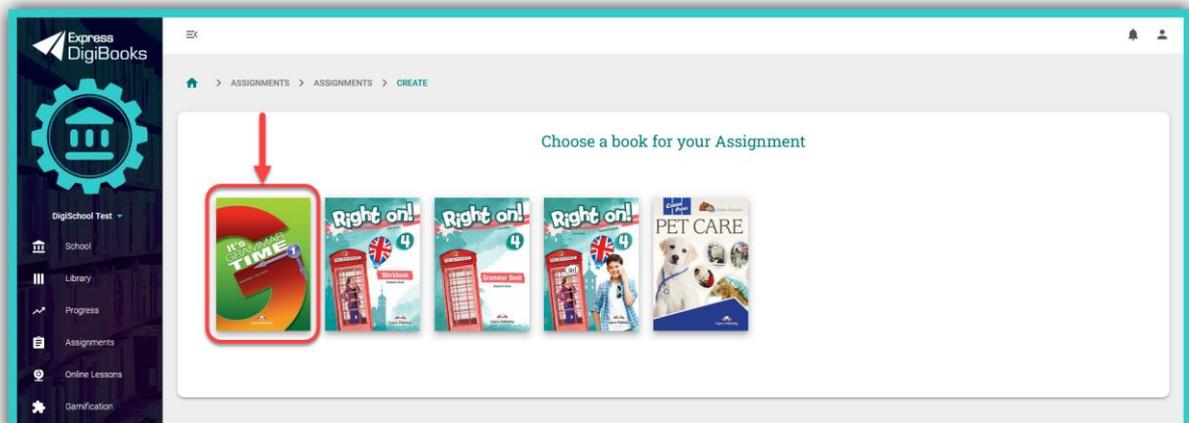
- Create/Manage **Assignments** – the exercises **Students** need to do on the **DigiBooks** platform.
- Create/Manage **Classwork** – what was done during class time: e.g. exercises, book(s) taught, etc.
- Create/Manage **Homework** – the exercises **Students** need to do and are **not** on the **DigiBooks**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

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

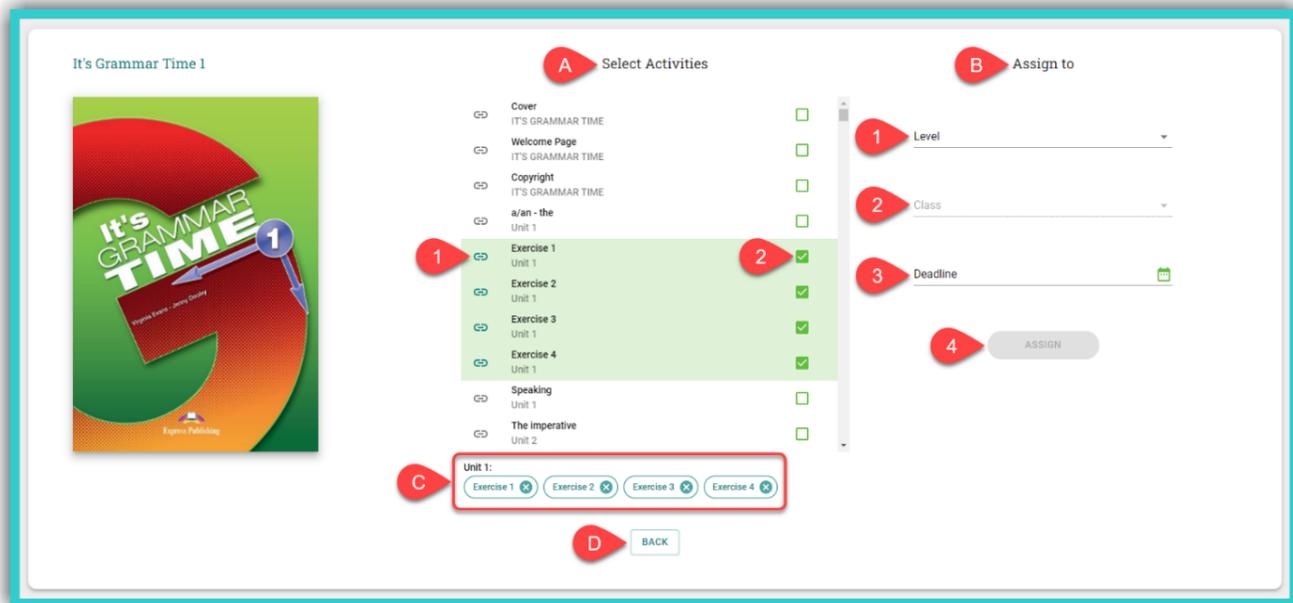
Step 1: From the side menu, first select field A (**Assignments**) and then field B ('Create').



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. **NEW FEATURE** Here you can select one or more exercises to assign to the class (Multiple Exercise 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.

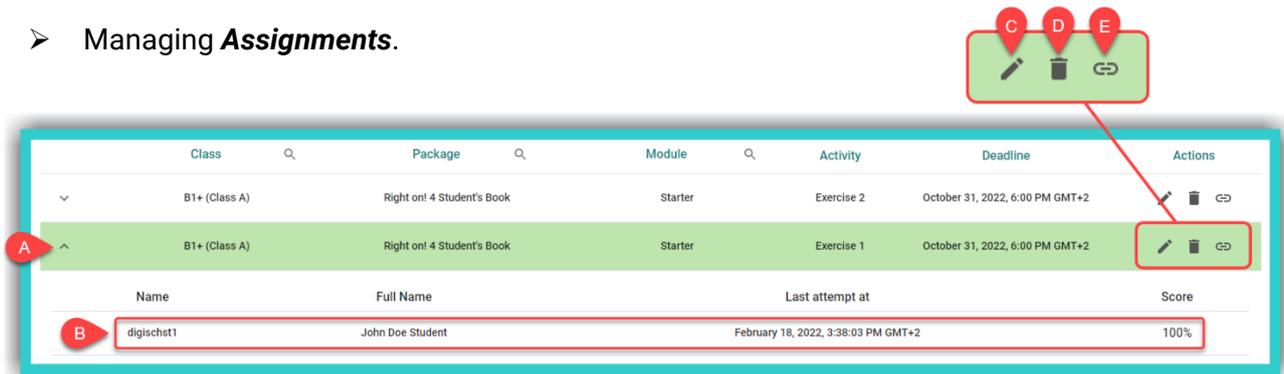
B. Here you select the **Class** to which you are going to assign the exercises.

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

*If the **Lessons** feature is activated by the **School Master/School Manager**, 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**.



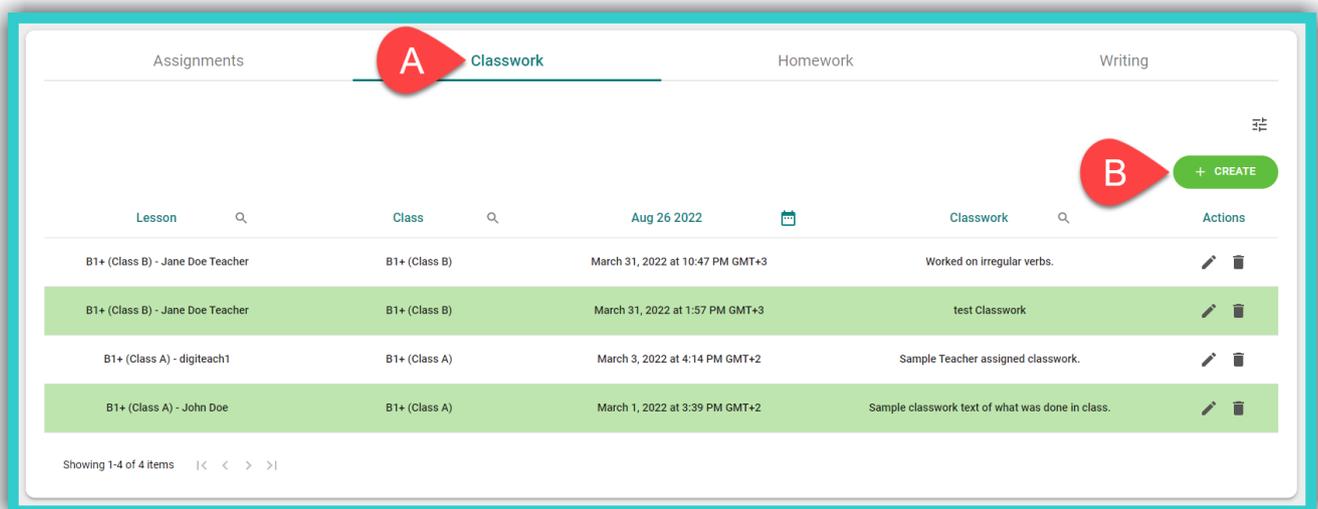
- A. Select this field to see the list of **Students** who have done the specific exercise. If a **Student** has not done the exercise, they will not appear in the list.
- B. In this field you can see the percentage score of the last attempt of the **Students** who have done this exercise.
- C. Select this field to modify the following assignment fields:
 1. the **Level** and/or **Class**, and/or
 2. the **Deadline**.

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

- D. Select this field to delete the assigned exercise.
- E. 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:

Create Classwork

A Level D Notes

B Class

C Date E

F BACK CREATE

7

- 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 the current 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 .

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

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

Assignments Classwork **A Homework** Writing

B + CREATE

Lesson	Class	Aug 26 2022	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.	

Showing 1-3 of 3 items |< > >>

Step 2: Fill in the form below:

- A. Select the **Level** to which the **Class** belongs to.
 - B. Select the **Class**.
 - C. Here you enter the deadline for the exercise(s).
 - D. 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.
 - E. Select this 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 .

iii. 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 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.

7

- A. Enter the **Writing** title (e.g. An email to the editor).
- B. Select the **Class** to which the **Writing** will be assigned.
- C. Set 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** 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, Search, Filter.
- Table header: Class, Date, Writing, Actions.
- Table row: B1+ (Class A), November 30, 2022 at 6:30 PM GMT+2, Write an article, Actions (edit, members, delete).
- Footer: Showing 1-1 of 1 items, pagination.
- 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

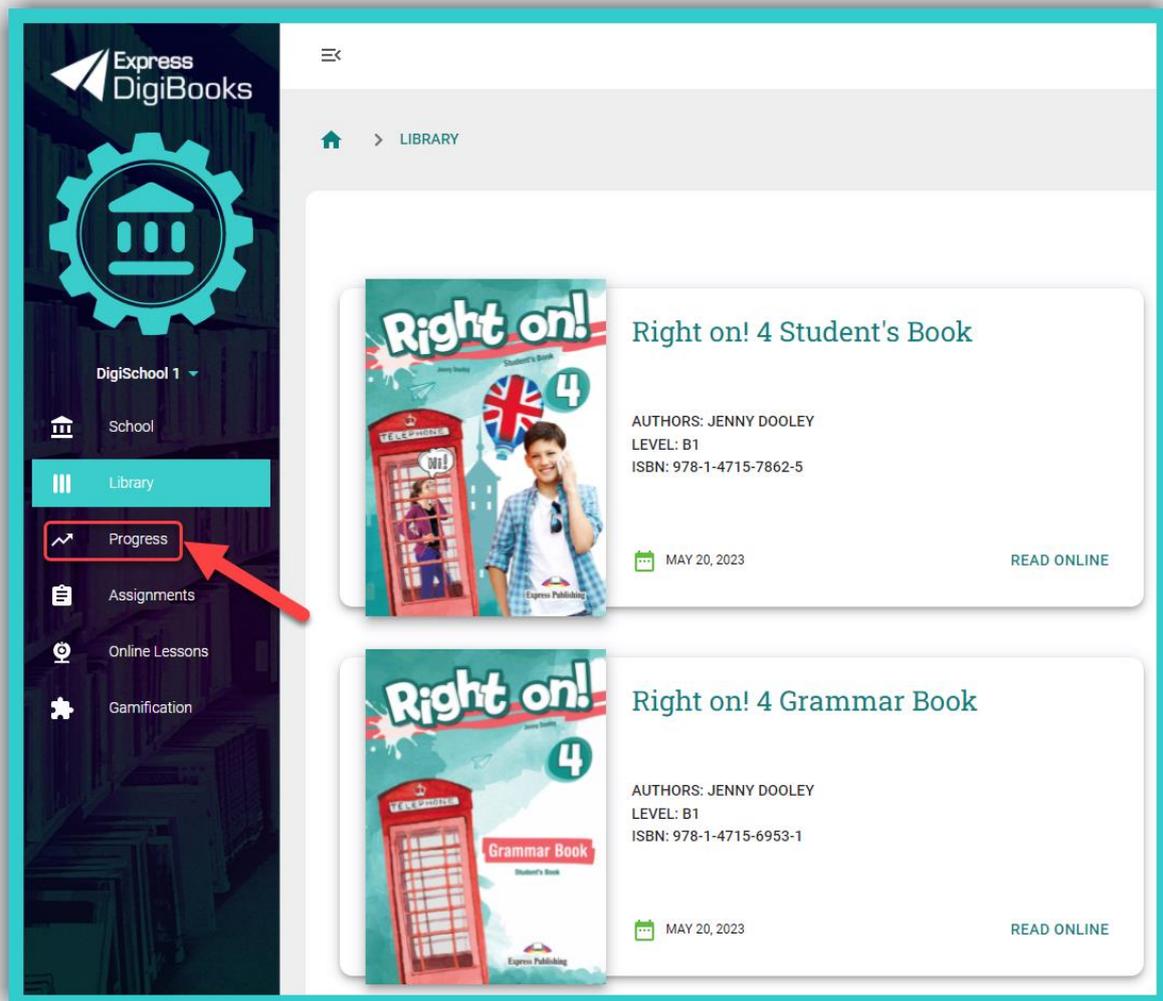
Step 3: In the form below, you can:

7

- 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 field the red arrow points to in the image below:



The screenshot displays the Express DigiBooks interface. On the left is a dark sidebar with the Express DigiBooks logo at the top. Below the logo is a gear icon with a school building inside. The sidebar contains a menu with the following items: 'DigiSchool 1' (with a dropdown arrow), 'School' (with a school icon), 'Library' (with a bookshelf icon), 'Progress' (with a line graph icon and a red arrow pointing to it), 'Assignments' (with a clipboard icon), 'Online Lessons' (with a location pin icon), and 'Gamification' (with a puzzle piece icon). The main content area is titled 'LIBRARY' and shows two book cards. The top card is for 'Right on! 4 Student's Book' by Jenny Dooley, Level B1, ISBN 978-1-4715-7862-5, available from May 20, 2023, with a 'READ ONLINE' button. The bottom card is for 'Right on! 4 Grammar Book' by Jenny Dooley, Level B1, ISBN 978-1-4715-6953-1, also available from May 20, 2023, with a 'READ ONLINE' button. Both book covers feature a red telephone booth and a young boy.

In the **Progress** field you can see the **Average Score** of all your classes, 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. On the left, a green circular progress indicator shows '93%' with a red callout 'A' pointing to it. Below this is a filter section with several dropdown menus: 'School Year' (2022-2023, callout B), 'Level' (callout C), 'Class' (callout D), 'Student' (callout E), 'Package' (callout F), 'Module' (callout G), 'Activity' (callout H), 'SkillType' (callout I), 'Start Date' (2021 Aug 19, callout J), and 'End Date' (callout K). At the bottom of the filter section are buttons for 'RESET FILTERS' (callout L), 'APPLY' (callout M), 'EXPORT' (callout N), and 'REPORT' (callout O). Below the filters, it says 'Showing 1-2 of 2 Items'. Two result cards are shown, each with a circular progress indicator (100% and 85% respectively) and a red callout 'P' pointing to the second card. The cards contain details for 'digischt1' by 'John Doe Student' on 'Feb 18, 2022, 3:38:03 PM' and 'Feb 18, 2022, 3:37:38 PM' respectively, including package, module, activity, and skill type information.

- 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.

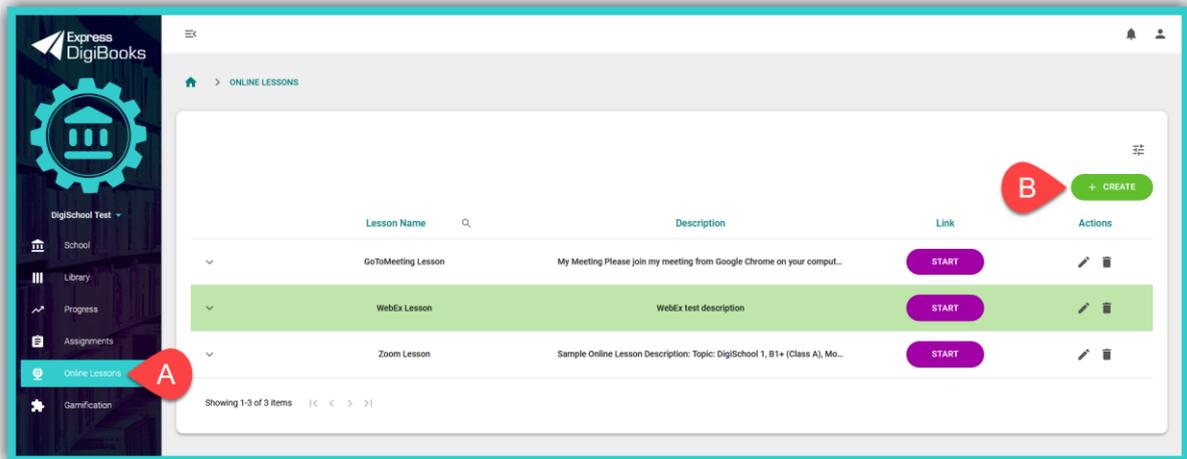
IMPORTANT NOTICE: The platform by default shows you the items (attempts made by students in exercises) of the last six (6) months. Depending on the number of items you want to see, the **Progress** results could take a few seconds before they load.

9. 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.

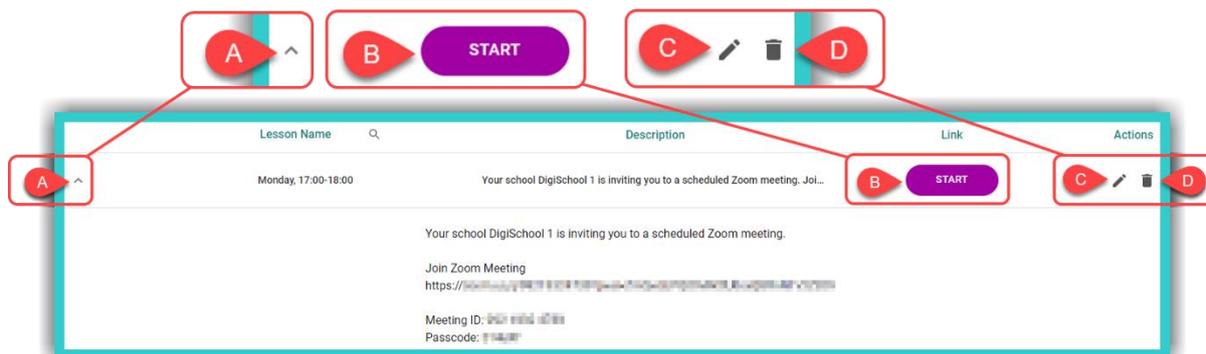
Step 1: First select field A (**Online Lessons**) and then select field B ('Create').



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 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.

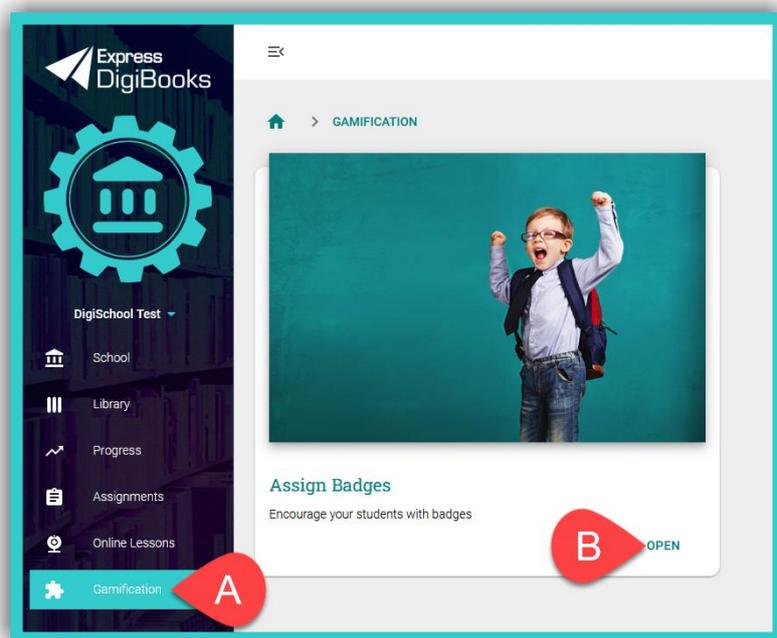
- Managing the list of **Online Lessons** entries.



- 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**.

10. Gamification: How to use it

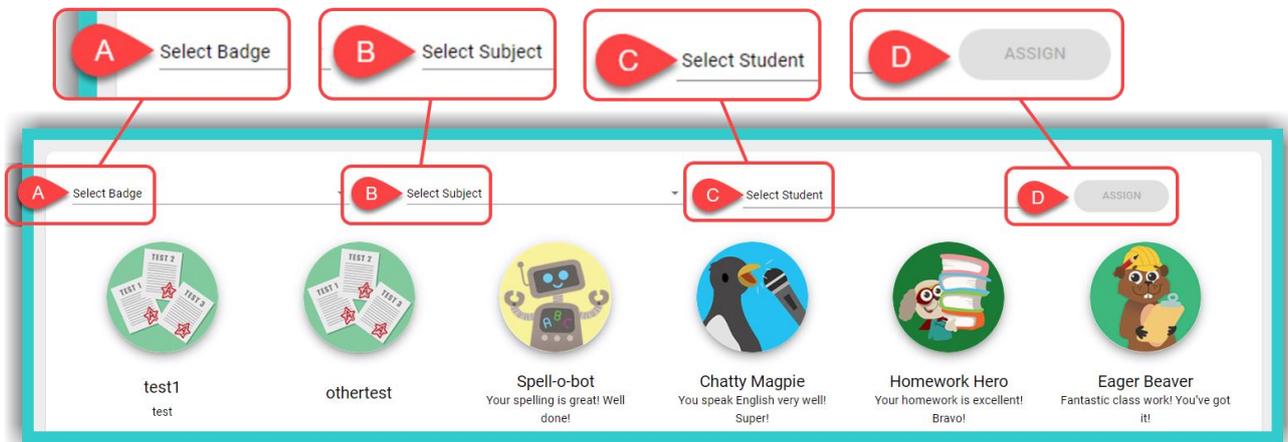
To use **Gamification**, first select the field A (**Gamification**) and then field B ('Open').



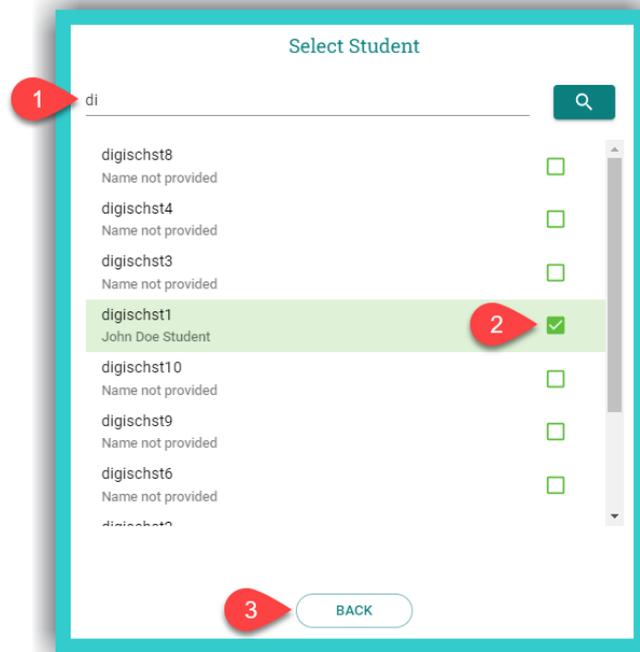
Assign Badges ➡ 'Open': Here you can give (assign) virtual stickers (badges) to your **Students**. These are of a completely educational nature and are used to reward students for their achievements and/or skills. **Badges** are optional. They can be given at any given time to whichever **Student** you want. Once assigned, **Badges** cannot be unassigned.

➤ **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.



- D. Select the field ('Assign') to register the **Badge** on the platform.

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