

Emilie

TEACHER

USER GUIDE

Emilie

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Teacher Portal

Teachers can manage classes, add or remove pupils, set up assignments or assessments, track pupils’ activities and generate impact reports with the teachers’ portal.

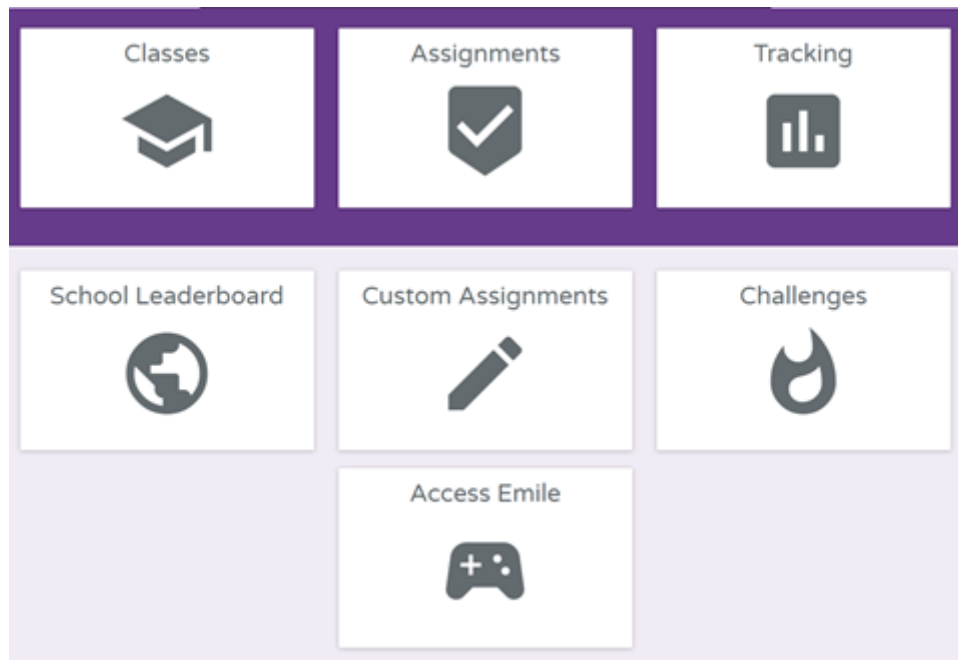
Setting up a Class:

To set up or manage a class

- Go to your dashboard and click on “Classes”.
- Click “Create a New Class”
- Enter the class name as prompted.

You can access the student programme on your dashboard on the Access Emile tab.



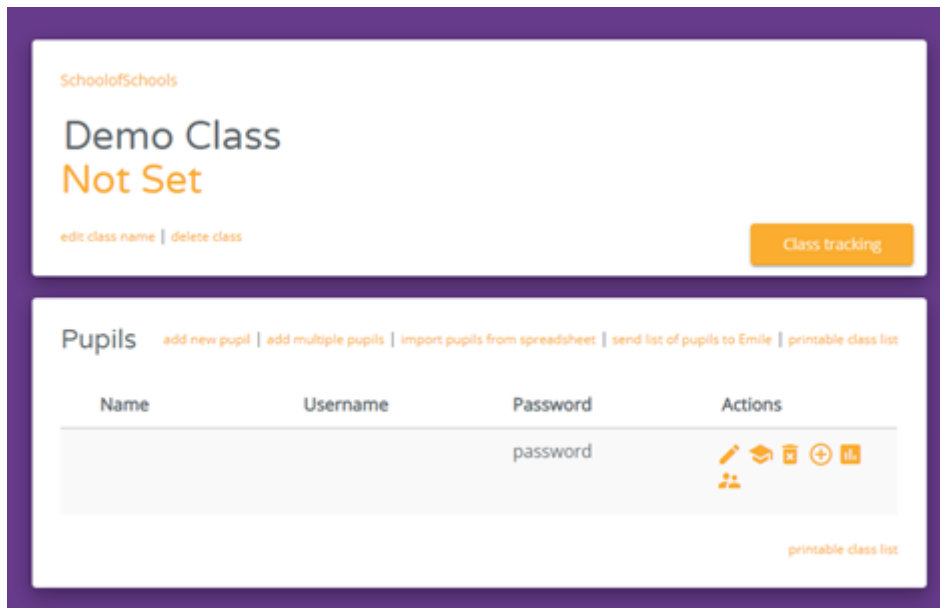


[Uploading/Creating Pupil Accounts:](#)

There are several ways to upload/create pupil accounts.

- **“Send a list of pupils to Emile”.**
 - o Upload the class or even the whole school list and Emile's staff will make sure the classes are set up appropriately.
- **“Import pupils from Spreadsheet”**
 - o Click on **“import pupils from spreadsheet”** and download the sample .csv file by clicking the button highlighted in the image on the right.
 - o Opening the file gives three columns: Pupil name, Username and Password.
 - o Create a set of usernames and passwords for your pupils.
 - o **Please note** that if after you’ve uploaded the file a red triangle appears on the left of a pupil’s account, a username has been duplicated.
 - o To fix this simply alter the username. The password can remain the same.

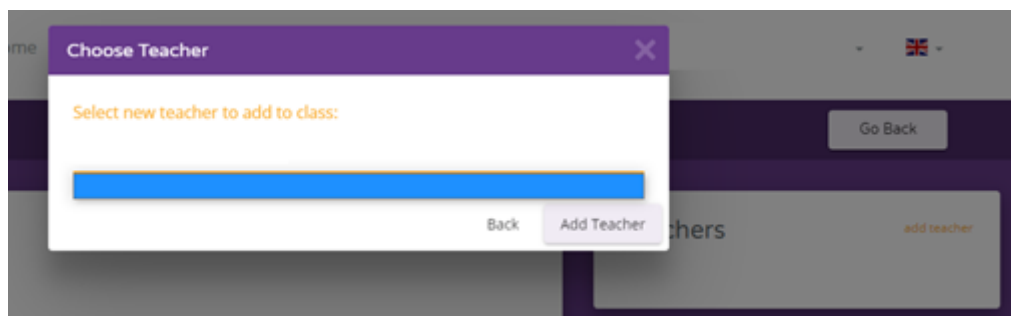




Managing Teachers:

Teachers can be added, deleted and managed by clicking on Your School Name at the top of the page.

School Admins can see all students and classes in a school.



Setting Work:

To create an assignment

- Go to **“Assignments”**
 - o Click on **“create new assignment”** in the top right corner.
 - o Click on the appropriate class, and select a start and an end date for the assignment.



- o Select a topic and assign it to the chosen student(s).
- o There is the option to mark this assignment as important which means that the pupil can do nothing else until they have completed it.

To create assignments for other subjects

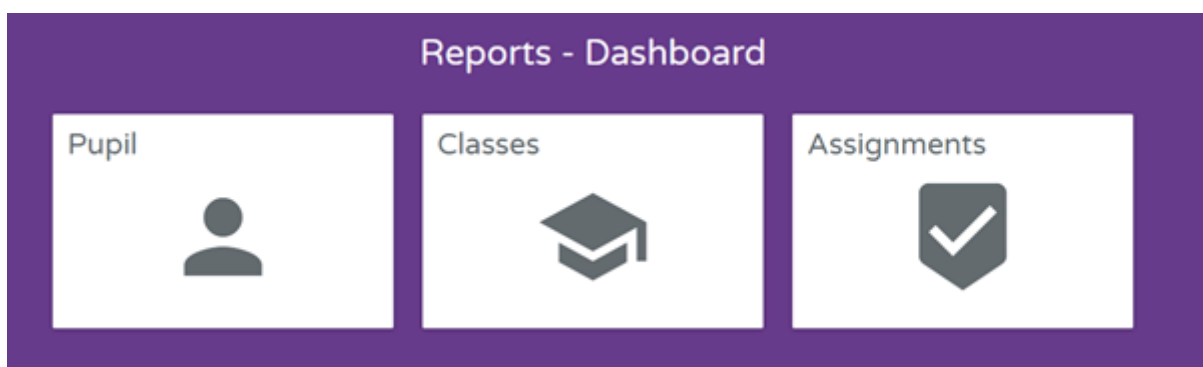
- Click the Emile logo on the top left corner.
- Select the subject and repeat the steps above.

Tracking Progress:

To track pupils' performances

- Go to "Tracking" immediately after logging in.
- From here it is possible to track pupils, classes or assignments.

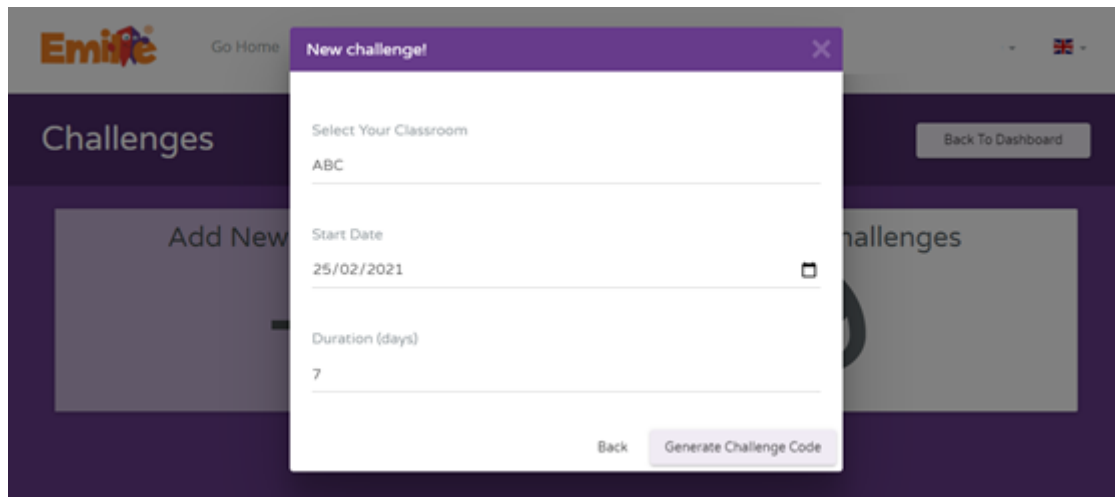
The tracking report on each page can be printed.



Class vs. Class Challenges:

Why not challenge the class next door or a class in another school?

- Simply generate a Challenge Code
- Send it to another teacher
- See who can earn the most Gems!
-

A screenshot of the Emile website's 'New challenge' form. The form is a white modal window with a purple header. It contains three input fields: 'Select Your Classroom' with the text 'ABC', 'Start Date' with the date '25/02/2021', and 'Duration (days)' with the number '7'. At the bottom of the form are two buttons: 'Back' and 'Generate Challenge Code'. The background shows a blurred view of the Emile website interface with a dark purple header and a 'Challenges' section.

Leader boards:

Emile automatically generates leader boards that show:

- The most improved
- The most effort
- The highest scores

These leader boards can be exported to a spreadsheet or printed.



Contact Us:

If you are still in doubt or have any questions don't hesitate on reaching out to us!

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