

Emilie

TEACHER

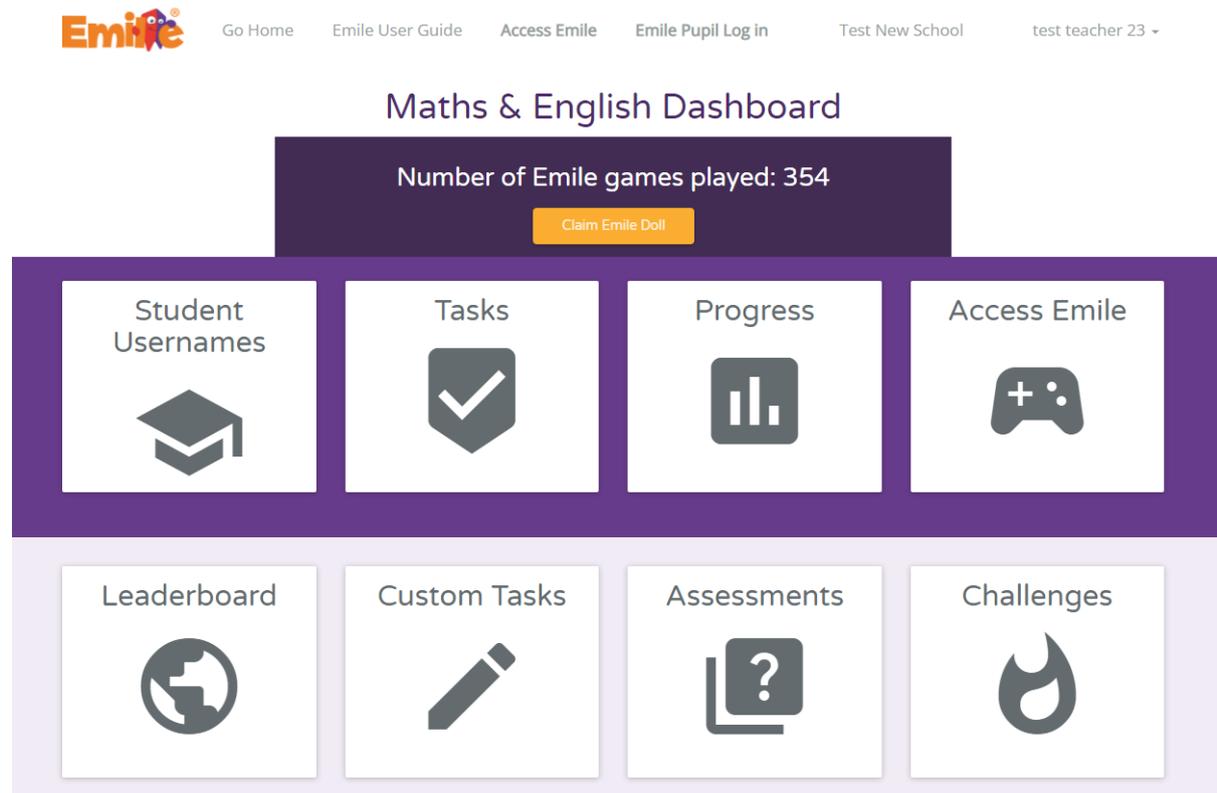
USER GUIDE

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Teacher Portal:

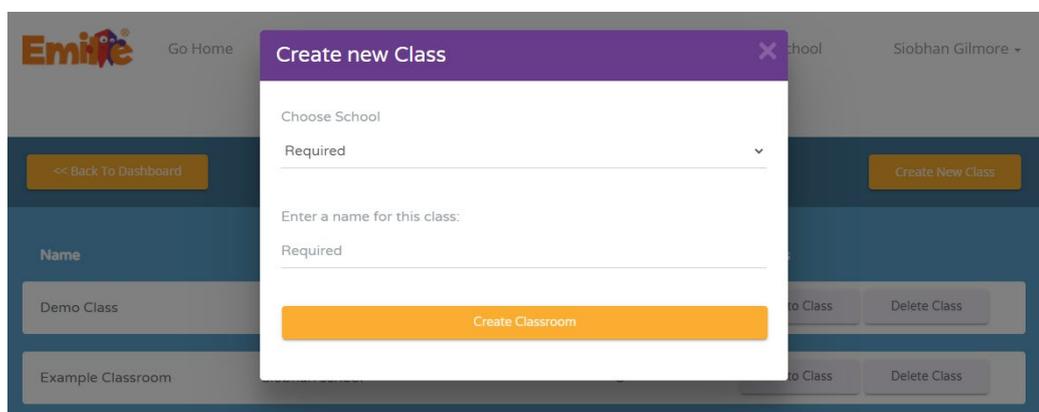
Teachers can manage their classes, add, or remove pupils, set up tasks or challenges, track pupils' activities and generate impact reports and progress with the teachers' portal.



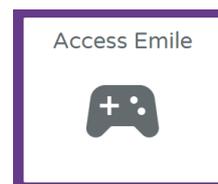
Setting up a Class:

To set-up or manage a class

- Go to your dashboard and click on “Student Usernames”.
- Click on the button “Create a New Class”.



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”

- Upload the class or even the whole school list and Emile’s staff will make sure the classes are set appropriately.

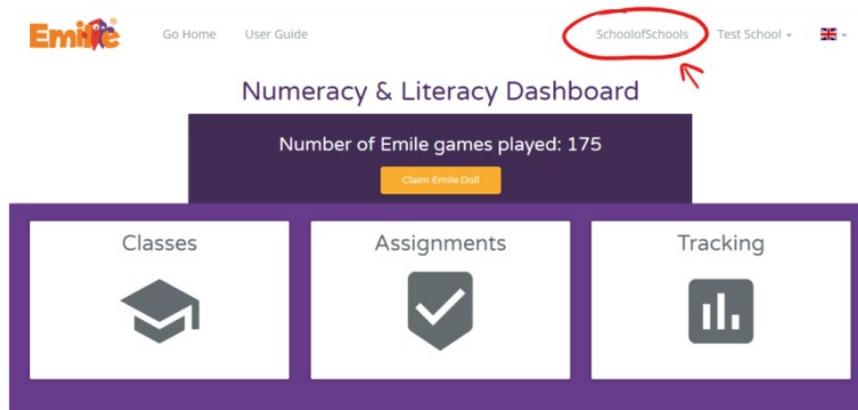
“Import pupils from Spreadsheet”

- Click on “import pupils from spreadsheet” and download the sample .csv file by clicking on “Click Here”
- Opening the file gives you three columns: Pupil Name, Username and Password.
- Create a set of Usernames and Passwords for your pupils.
- **Please Note:** That if after you have uploaded the file a red triangle appears on the left of a pupil’s account, a Username has been duplicated.
 - To fix this simply alter the Username. The Password can remain the same.

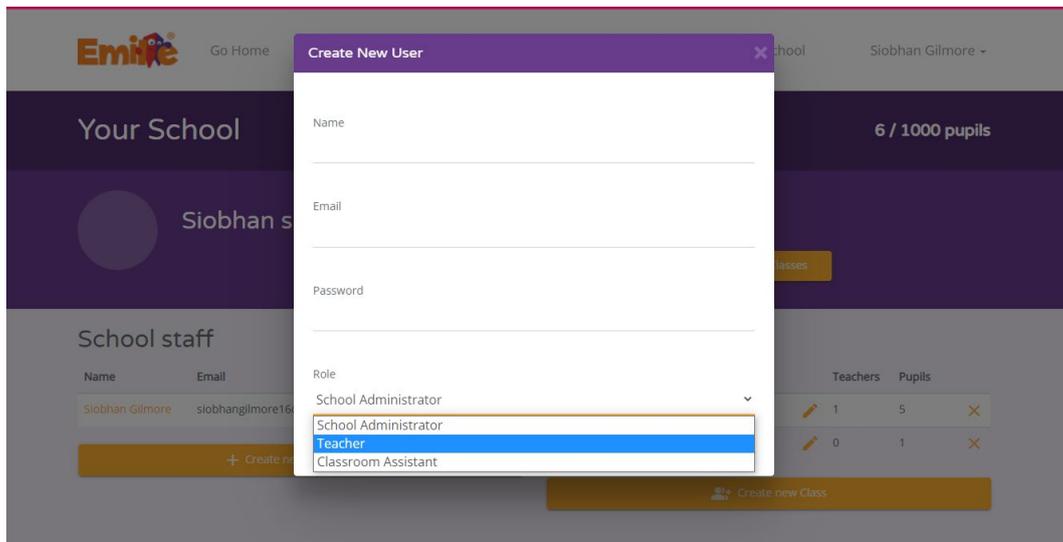
A screenshot of the Emile dashboard. The top left shows the "Emile" logo and a "Go Home" link. The main content area shows "Siobhan school" and "Demo Class Not Set". A modal window titled "Add Pupils" is open in the center. The modal contains instructions: "Upload a file containing pupils. It must be a .csv with four columns; Name, Username, Password and UPN (optional) and one pupil on each row. Click here to download an example." Below this is a "Select a file:" label and a file selection area showing "(no file selected)" with a folder icon. At the bottom of the modal are "Back" and "Add Pupils" buttons. The background dashboard shows a "Pupils" section with a table header: "Name", "Username", "Password", "UPN", "Actions".

Managing Teachers:

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



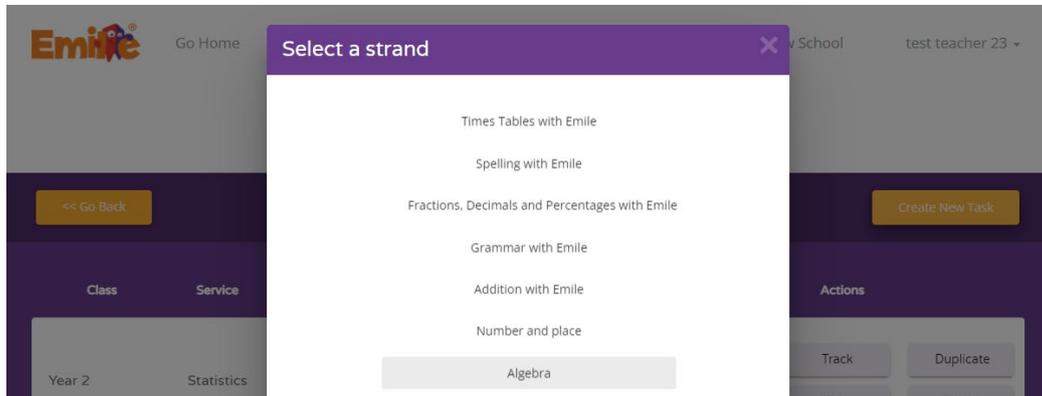
School Admins can see all students and classes in your school. You can also, set the teachers roles.



Setting Work:

To create a Task

- Go to “Tasks”
- Click on the “create new task” button
- Select the subject you require



- Select Class



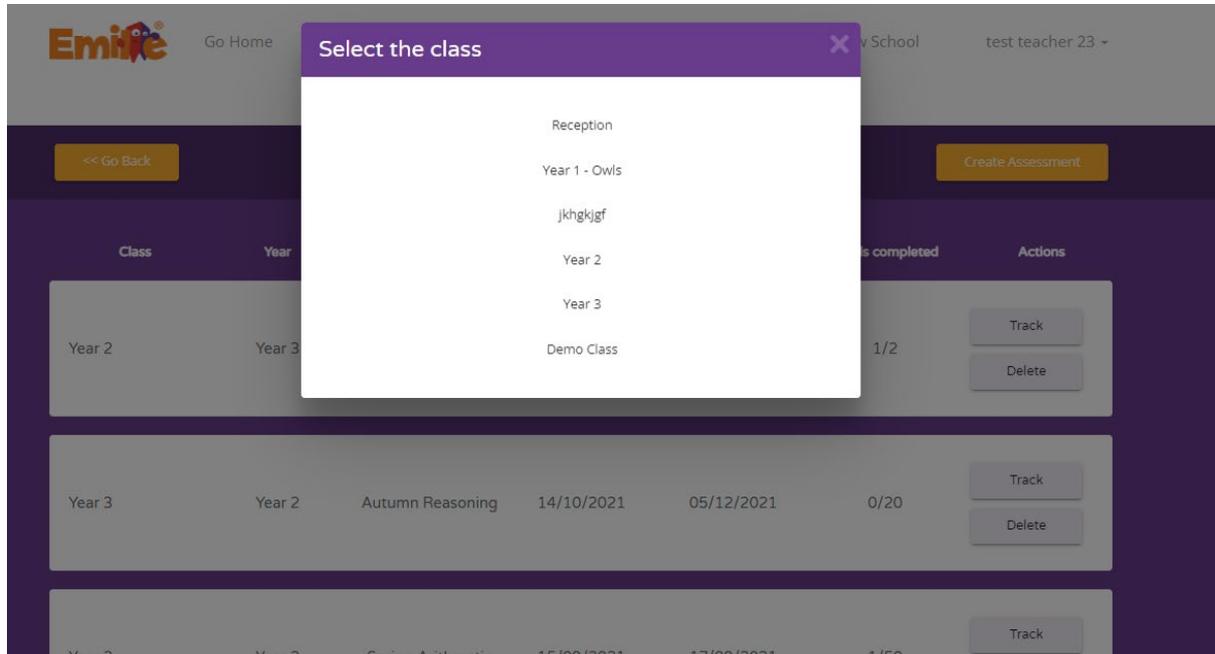
- Add a start and end date for the tasks
- Select chosen topics (max5) within the subject and assign your classes

A screenshot of the task configuration screen. At the top, there are fields for "Start Date:" and "Deadline:" with a date format "dd/mm/yyyy" and a calendar icon. Below this is a section titled "Topics (Max 5):" with a "Deselect All" link. The topics are organized by year level: Year 3, Year 4, Year 5, and Year 6+. Each topic has a checkbox. At the bottom, there is a "Pupils:" section with checkboxes for "Howard", "Pupil 2", "Pupil 12", "Pupil 13", "Pupil 22", and "Pupil 23". There are also "Select All" and "Select None" links.

You can also mark the task as important to make sure your class complete the task before they close the app

To create an Assessment

- Go to “Assessments”.
- Click on the “create assessments” button.
- Select the class you want to set an assessment for.



- Add a start and end date for the assessment
- Select the type of assessment such as “End of Block” and the term for example “Summer”
- Assign the pupils to the assessment.

Create Assessment

Start Date: Deadline:

Select Year:

Year 1

Select Type:

End of Term Arithmetic

Select Term:

Summer

Pupils:

<input type="checkbox"/> Glen1	<input type="checkbox"/> Pupil	<input type="checkbox"/> test3
<input type="checkbox"/> Glen2	<input type="checkbox"/> Tracey 2	<input type="checkbox"/> test4
<input type="checkbox"/> Tracey	<input type="checkbox"/> Glen6	<input type="checkbox"/> test5
<input type="checkbox"/> Glen3	<input type="checkbox"/> Glen5	<input type="checkbox"/> test6
<input type="checkbox"/> Glen4	<input type="checkbox"/> Glen8	<input type="checkbox"/> test7
<input type="checkbox"/> Pupil	<input type="checkbox"/> Glen10	<input type="checkbox"/> test8
<input type="checkbox"/> Pupil	<input type="checkbox"/> Pupil 1	<input type="checkbox"/> test9

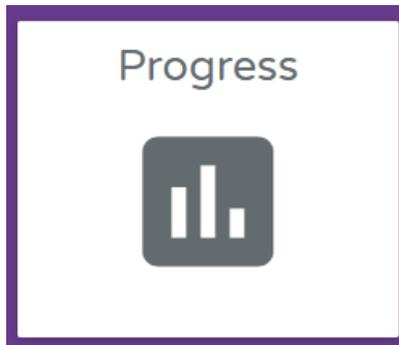
[Select All](#) | [Select None](#)

You can also mark the task as important to make sure your class complete the task before they close the app

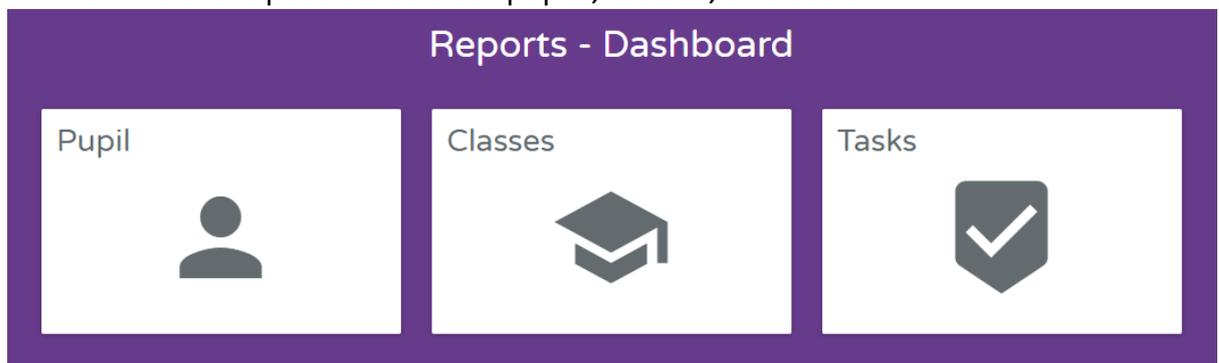
Tracking Progress:

To track pupils' performance

- Go to "Progress" on the Teacher Dashboard



- From here it is possible to track pupils, classes, and tasks

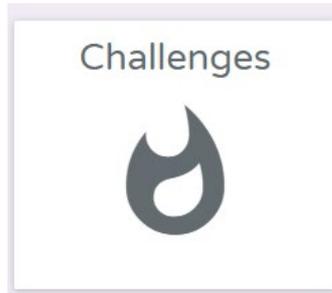


The tracking report on each page can be printed.

Class vs. Class Challenges:

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

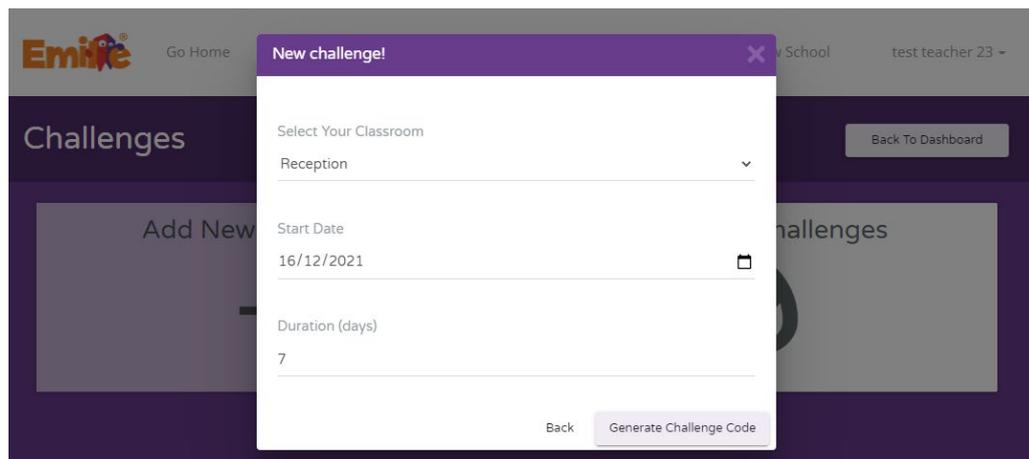
- Click on the Challenges button on the teacher dashboard



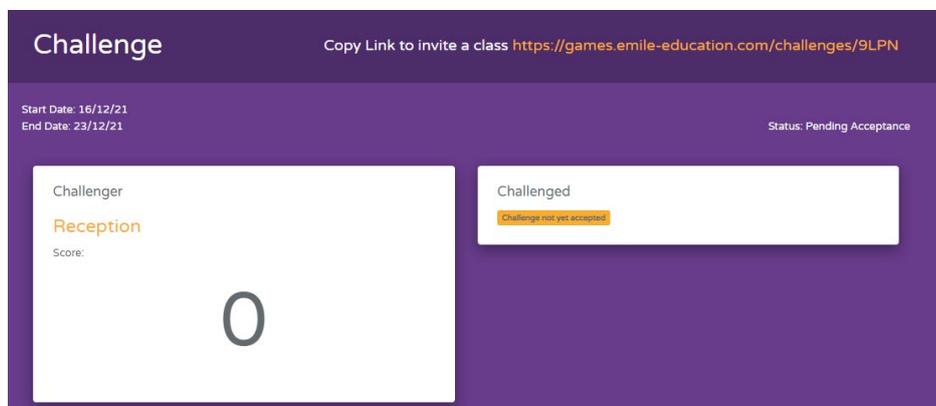
- Click "Add New Challenges"



- Fill out the information in the form and click "Generate Challenge Code"



- Send the code to another Teacher so their class can join the fun



- See who can earn the most Gems!

Leader boards:

Emile automatically generates leader boards that show:

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

You can also filter the results submitted by pupils by what game they have been playing, classroom, mode, and duration.



Select App: Times Tables with Classroom Year 1 - Owls Mode: Highscore Duration 7 Days

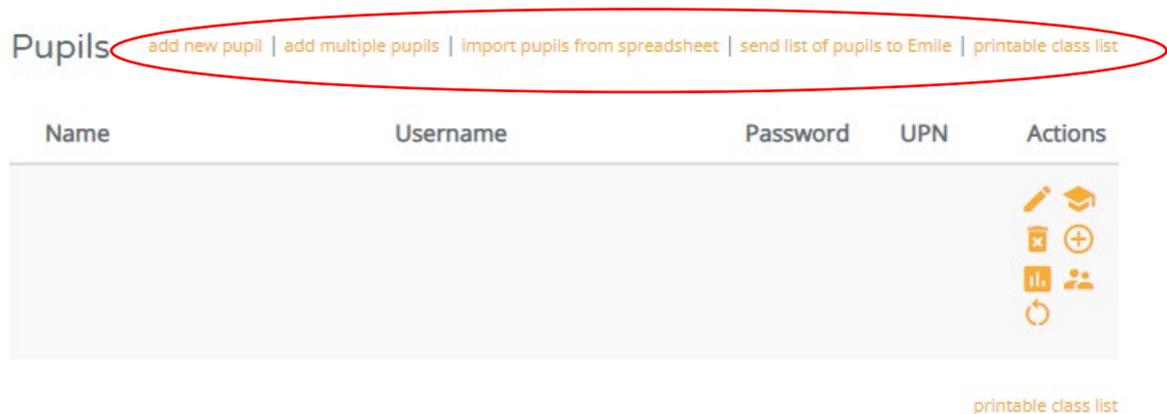
Position	Pupil	Classroom	Rating
Unranked	Howard	Year 1 - Owls	N/A
Unranked	Pupil 2	Year 1 - Owls	N/A
Unranked	Pupil 3	Year 1 - Owls	N/A
Unranked	Pupil 4	Year 1 - Owls	N/A
Unranked	Pupil 5	Year 1 - Owls	N/A
Unranked	Pupil 6	Year 1 - Owls	N/A
Unranked	Pupil 7	Year 1 - Owls	N/A
Unranked	Pupil 8	Year 1 - Owls	N/A
Unranked	Pupil 9	Year 1 - Owls	N/A
Unranked	Pupil 10	Year 1 - Owls	N/A

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

How to Set Up your First Lesson with Emile

Make sure that the most up to date version of the application “Learn with Emile” is downloaded on to all devices. OR if you are using “Learn with Emile”, online make sure that your class can access it on the School’s Internet Server.

If you have either sent a list of pupils to Emile or created your own unique usernames and passwords for you students, you should now have all your classes set up.



Before your lesson starts set the class assignments that are to be done that lesson according to their year/level (For example year 5 Spelling).

See further up this guide to find out how to set an assignment.

When your lesson starts give each username and password to your students and help them get set up (You can use the student guide for help).

Before your students complete any assignment, they will need to complete the rating game on the given topic. Navigate them to which topic you would like them to cover this lesson each, carefully produced in line with the national curriculum. Now they can start the “Rating Game Mode”.

Only then, can you access and analyse their competency and level of knowledge in the Teacher Dashboard. The next game modes are now unlocked, and your class can now practise, learn, and develop their knowledge with their personal catered level of gameplay.

The assignment that you set for your class before the lesson started can now be completed as well.

NOTE: Before your class logs off the assignment you set must be completed if you have set it as important.

Contact:

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

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