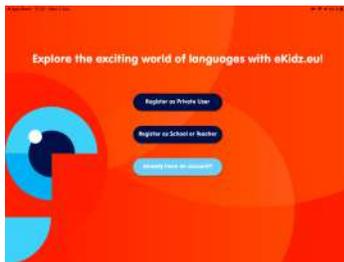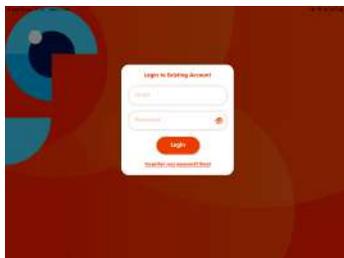# How to eKidz.eu App

I.   Create a teacher/mentor account as the main user:

1. Download the eKidz.eu app directly to your iPad or Android device from the App Store or Google Play.

2. Select *"Register as School or Teacher"* to register and create your school profile. Please note that you need to get in touch with our sales team at info@ekidz.eu if you would like to get a trial access to all the content and functionality. Get in touch and we would be happy to help.
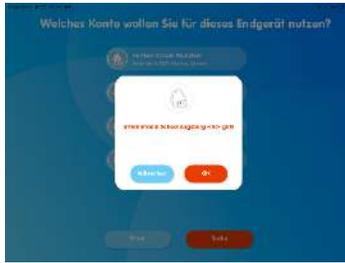
3. Select *"Already have an account?*" if you have been in touch with our sales team and we have pre-registered your school account. Your account is already unlocked and you can proceed to take full advantage of the app.

4. If we pre-registered your school account a provisional password for all teachers at the school has been sent to you by email. You can change the password at any time using the "*Reset*" function which is under the block where you insert your password, next to the *"forgotten your password?"* link.

5. If you already have a private account registered to your school email address OR you are working with eKidz.eu in several schools, please delete the app from your device and download the app from your App Store anew. Then choose the correct school from the list provided after your login with your existing credentials.
Please contact our sales team if you would like to migrate your account from private to a school account.

6. Confirm the name of your school again.

7. Once you have logged in, you will arrive on the "My Books" summary page. You will see a series of pictures with the titles of the texts for each reading level. The symbols for reading (an eye), listening (headphone) and comprehension questions (question mark) are below the title images on the level overview page. These icons remain in grey for you as we do not track teacher's "progress" in the app. If you click on a picture, the first page of the text opens.
Along the bottom of the "My Books" summary page are the numbers relating to the levels. To access students' progress reports you need to access the students' accounts (see II.)

8. The reading levels' texts are downloaded each time you click on the respective reading level (on the lower menu bar of the overview page). Once all texts have been downloaded on a specific device, they can also be heard and read offline by students, without an internet connection. An internet connection is required to access the comprehension questions and the account management system. As a teacher you will always need an internet connection for your main account.

We therefore recommend that you use the app with a permanent WLAN connection.

II.   Creating Classes and Accounts for Students and Teachers

1. If you click on the top "Manage" icon on the side menu (three horizontal stripes) on the top left, you'll access the School or Class Management. This gives you an overview of classes, students and teachers in your school. Here, you can add new students, teachers and classes as well as manage all existing accounts. Both pupils and teachers can be assigned to classes

2. To create a new class, click on the plus sign above the first column "Classes". One class can consist of up to 35 students.

3. Assign students to a class by simply dragging and dropping the child account on the left hand side into the appropriate class account.
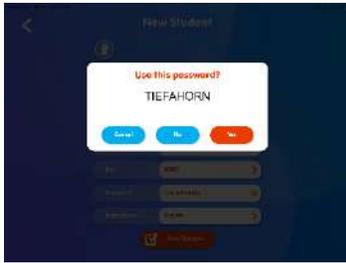
    Note that a student can only be assigned to one language class at a time i.e. a language can be learnt in one class only, so a student can be allocated to a class learning Spanish and to another class learning German, but not to two different classes learning German.

4. To create a student account, click on the plus sign above the third column "Student". The following information must be provided:

   - Avatar
   - First name
   - Last name
   - Gender

   - Year (not mandatory)
   - Password (automatic)
   - (language of) instructions

   Students can later and independently change their individual profile pictures as well as the operational/instructional. Students should use nicknames, pseudonyms or initials. Personal references can be avoided (see privacy policy).

5. Passwords are automatically assigned to each student account. They are not case sensitive and can be changed. It is recommended that the password is selected and changed together with the student so that they can easily memorise it. Teachers always have access to all student passwords (for non-administrators, this rule only applies within their class). The passwords are assigned in the language of instructions for a specific student, the app offers German, English and Spanish passwords for students.

   The password function is NOT case sensitive. Please make a note of the student passwords and pass them on to the student.

   As the administrator teacher, you always have access to all student/child account passwords. If the student has forgotten their password, you or another administrator teacher can view it again in the student's profile

6. In the second section of the student account you can allocate the reading level for each student. There are level tests available to check ability before the programme is started and to evaluate progress once all tasks in each level are completed.

   All level tasks are completed, if:
   A. All texts in that level have been listened to (headphone icon) using the audio function (which aids in the teaching of pronunciation) **and/or**
   B. All the texts have been finger read without the audio function, (eye icon)
   C. All comprehension questions (question mark icon) have been answered

   The teacher can determine whether a student needs to read or listen to the text before doing the comprehension questions. In the student profile, you can activate or deactivate the "Eye" icon for reading and "Headphone" for the reading function.

   You can check each student's progress in "*account overview*" by selecting a student.

As a teacher, you determine when your student is ready for the next level. You then need to choose the next higher level in the student profile and release it for the student.
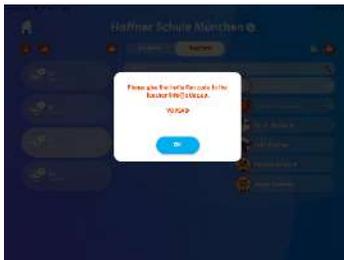

7. Additional staff can be assigned to a class. If a teacher is an administrator, they have access to all classes and all students.
The administrator is effectively "a teacher", as determined by invitation to the school.

8. Classroom assistants or after school supervisors can be added to the school account as a non-administrator. They can then dragged-and-dropped into a class to get full access to this class students.

3. The additional member of staff, if not already registered in the app, can do so on a school device on the school's login screen.
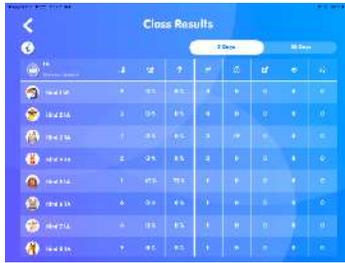
4.

9. The additional member of staff requires the invitation code so they can access the school account if they are registering on a private device or a new school device. The invitation code is displayed when you first create the teacher in the app. You can see the code at any time in the corresponding teacher profile. The code is available to any school administrator teacher.
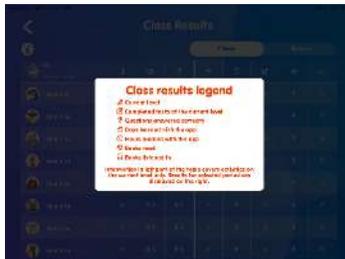

10. **To view all students in a class:**
    A. Select the class.
    B. All school students are listed in the third column. If a student is already assigned to a class, the student profiles is slightly dimmed.
    C. If the student has not yet been assigned to a class, the student profile will be bright.

11. To view the class profile and results:
   A. select the class and go to the "i" icon.
   B. To get to the tabular view of all students results in your class, select the class and go to the "Graph" icon.
   C. The symbols of the tabular view of the progress of your class are indicated by the symbol "i".
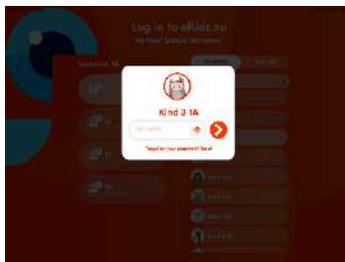   D. You can re-assign language levels directly in this table view of the class.

12. Before your students use the app alone, please log out via the bottom "switch users" icon on the left hand side menu bar.

5. If a student has their own iPad, you must first download the eKidz.eu app onto their iPad. Sign into the app as a teacher with an existing account and log out. This process is unique and protects your school's data, it assigns each school device a security token.
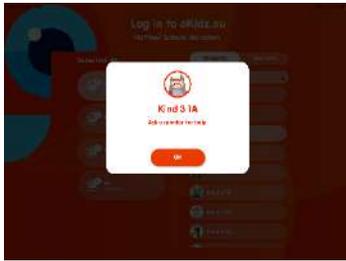
13. Select the student on the login screen from the class list. To allow for easier login please choose your class. You will now see only students and teachers in this class.

14. Before the student uses the app on their own:
   ● Give the students their usernames and passwords
   ● Log out via the bottom left "Switch User" icon on the menu bar (two people and an arrows icon).
   ● The students can now log in to the app independently and start the reading exercises.

The student can now log in with their password. Passwords are not case sensitive. (as per point II 5)

15. There is no reset function available to students, but any of the school administrator teachers or an assistant teacher of the class can help the student to find or reset his password.

16. After registering, the student immediately arrives at the reading level that you have pre-determined and can begin their levelled reading. For a higher reading level, you have to re-assign the child (see point II. 6. above).

On the current version of the app, we also allow the student access to all the reading levels below the assigned reading level. **However, progress is only recorded at the specific reading stage.**
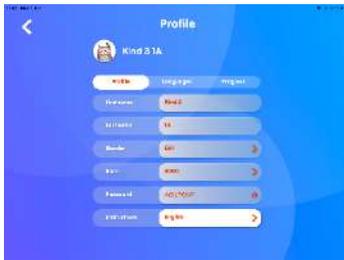
III.   Further functions of the eKidz.eu app

1.   Each page of text is displayed in both audio and reading tasks. A page of audio reading (eye icon) registers as completed when 70% of each page has been narrated. The reading task is represented by an "eye" icon. When reading without the narration function (audio), 100% of the page must be read before it registers as complete. A page is considered unread if a child clicks to the next page in under 3 seconds.

2.   The comprehension questions (question mark icon) are only displayed and unlocked once both the reading and listening tasks have been completed for a text. Completed tasks are indicated by the "eye" and "headphone" icons changing colour (see point III.1.)

3. If your student is a good reader, you can also activate the comprehension questions for him after reading or only listening to the book (see section III.6).

4. The student can independently determine their profile picture and the language of the instruction (e.g. German, English, Spanish or Russian). They cannot change other information in the profile.

5. The student can also see their progress through their access to the app. The progress is displayed in their profile.

6. Selecting the settings icon in the left menu bar will allow you to change the colour of the text background and the highlighter colour. The selection is localised to the respective device. Only teachers have access via their side menu to the settings.

We wish you and your students a lot of fun reading! If you have any questions, please contact us directly via info@eKidz.eu.

Thank you.

eKidz.eu