

How to use your eKidz.eu App

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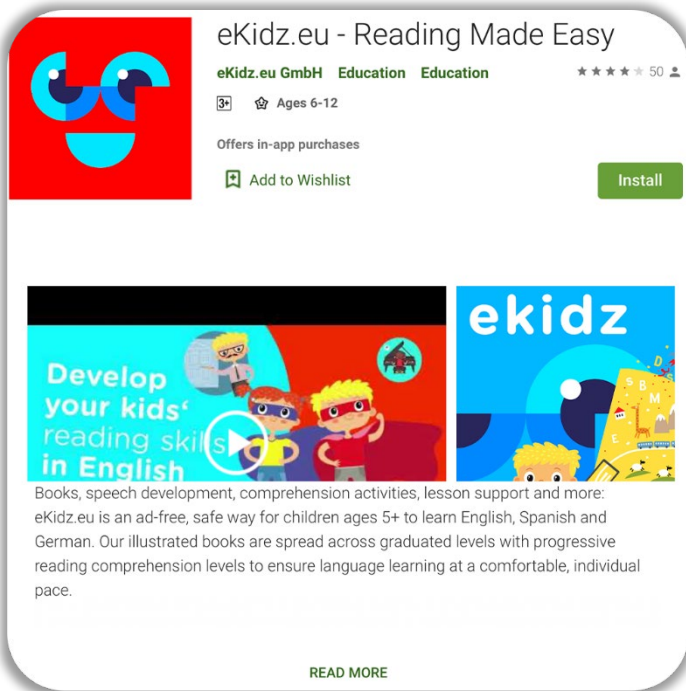
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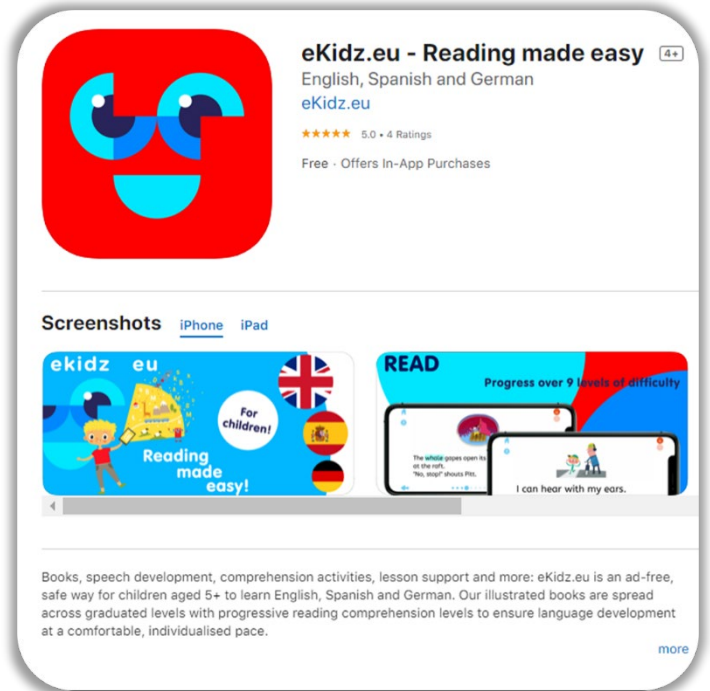
I. Download the eKidz.eu app

Download [eKidz.eu](https://www.eKidz.eu) app from the Apple App Store or Google Play Store directly onto your device . The app runs on mobile devices starting with the Android 7/ iOS 11 (or later) mobile operating system. The app is also compatible with Google Chromebooks, MacBooks (only with modern M1 processor) or via an emulator i.e. BlueStack on Windows/Linux computers.

The images below show the corresponding iPad screens. They also apply to Android.



eKidz.eu in Google Play Store



eKidz.eu in App Store

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II. Register and login

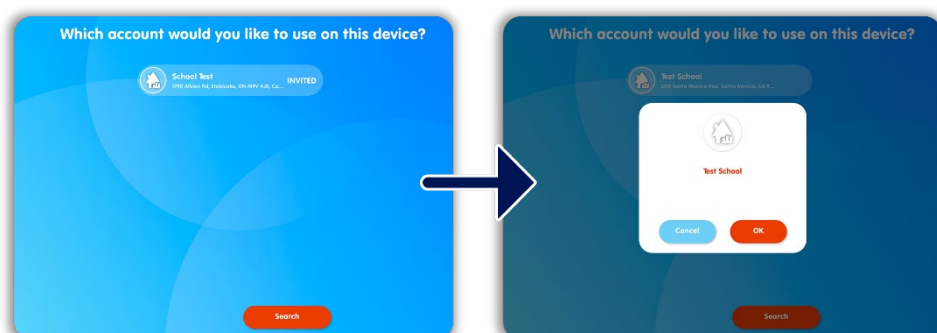
Follow these steps to register your school for the first time and/or to join a school already registered.

a. Register as a new school or as a teacher

1. Click on the "Register as School or Teacher" button in the center of the registration screen.
2. Enter your name, email address and chosen password. Confirm you are over 18 years old, agree to the Privacy Policy and Terms & Conditions (Note: Registering does not mean purchasing! You are not subscribing at this point). Then click on "Register". You will receive a **confirmation code** email from eKidz.eu in your email inbox (check your SPAM folder as well).
3. Enter the confirmation code (from the email) into the box. Registration is now complete! You can now add a new school or join an existing school (see **II.a.4.** and **II.a.5**)
4. Select a school from the list or add a new school. If you are adding a new school, please provide the address.



5. Did a teacher at your school invite you to the school account by email? In this case the school will appear automatically. Click on the inviting school. Always use the same email address for invitation and registration.
6. You can now use the eKidz.eu school account. For further details on the process of inviting another teacher please check **III.c.**

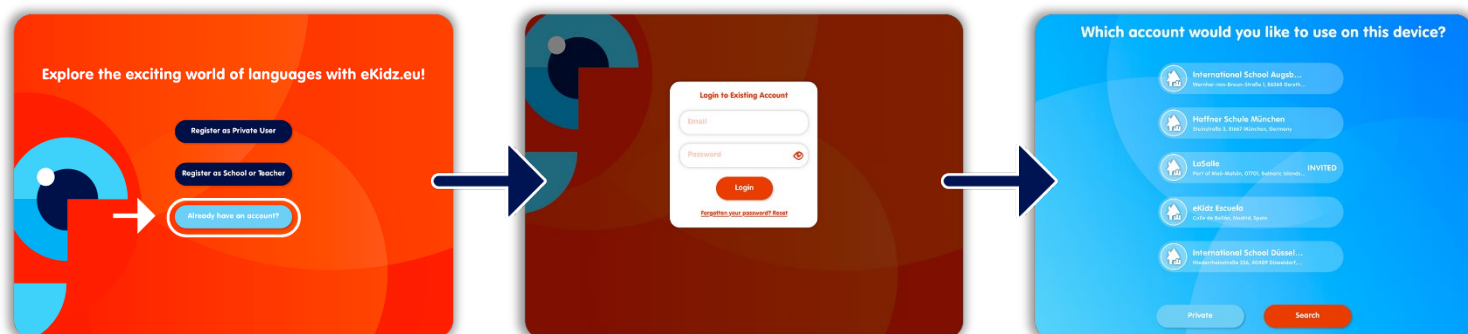


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b. Sign in into your school with an existing account

If your school does not yet have an account, contact us or follow the guidelines from point **II.a**.


1. Do you already have a user email address and a password sent to you by eKidz.eu?
2. Then click on "Already have an account". Your school account is now activated, and you can use the app without registering.
3. Sign in using the email address and password as provided. You can change the password by clicking on "Reset Password" at any login.
4. Now confirm your school membership. If you work with eKidz.eu in multiple schools, make sure to select the correct school from the list. IMPORTANT: if you need to change schools later, you need to log out of the app. You will find the "Log out" button in settings (side menu inside the app). If you are invited to join a new school, you will see a new school in the list of your schools after re-logging in.

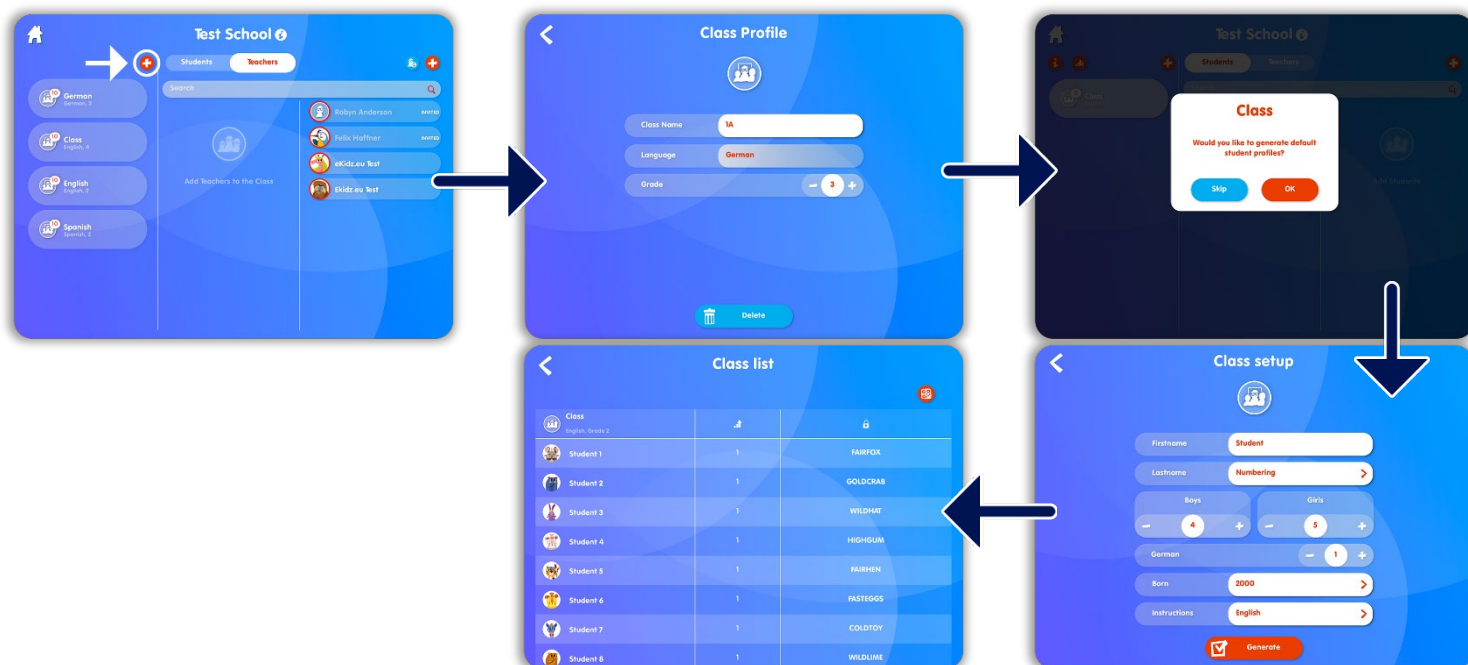


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III. Create classes, set-up student profiles and invite teachers

a. Create classes, set-up student profiles and passwords





1. Click on "Manage" on the left side menu to get to the 'School and Class Management System'. Here you will find an overview of the classes, students and teachers registered in the app in your school. You can now add new students, teachers and classes as well as manage all the existing accounts. Students and teachers can be assigned to the classes.
2. To create a class, click on the "+" sign above the first column called "Classes". Enter the name of your class, select the teaching language for this class (English, German or Spanish) and a grade (i.e. K-12).
3. After creating a class profile, you will be asked whether you want to **set-up** student profiles for the class ("Do you want to create student profiles for the class?"). Select this option, otherwise the student profiles can be added individually, or you can access this option in the class profile later. One class can include up to 35 students. If you choose to pre-set the class: Give all the students a standard first name, such as "child" or "student". You can choose between numbers and letters as their last names. Then enter how many students (boys or girls) are in the class. Here you can also set the initial reading level for all the students in a uniform manner. Complete the creation of the class by clicking on "Create". The class list will appear in the overview.
4. Tap on a class and then at the top left of the screen, click on the first red button,  to open the class profile. Upon clicking on the red button at the top right, the class list (with all the names, reading levels and **passwords** for each student) will be displayed. This allows you to share the passwords with individual students. We recommend printing out the list and giving a password to each student. Use the QR code button on the top right corner to email or print the list.
5. You can assign or remove a student from the class by simply dragging and dropping: click on the student account on the left and drag it to the appropriate class or remove it. **If you are using the eKidz.eu app on Android devices, please double click on the student's name.** Before this action please tap on the chosen class to select it. Please note that a student can only be assigned to one class (for one language) at a time.

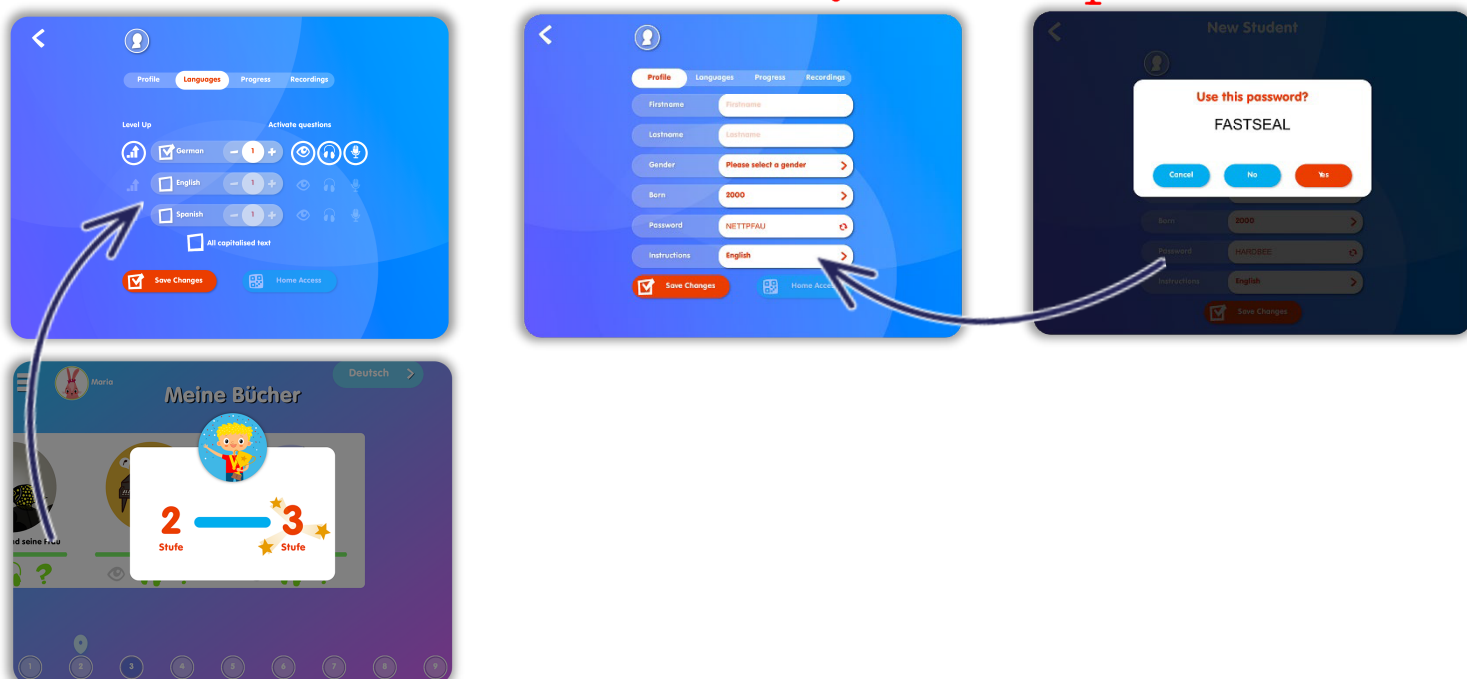


b. Individual student profile / personalization of reading experience


1. To create a single student account, click on the  plus sign above the third column called "Students". Student names should be pseudonyms (avoid real names), for example: "Child 1" etc. **IMPORTANT:** To allow a student to access the books, any student profile must be associated with a class.

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2. Passwords are automatically created for each student account and can be changed at any time. Teachers have access to all students' passwords (non-administrative assistant teachers can only view the students' passwords of their assigned class).
3. In the second section of the student account, you can assign a reading level to each student. Students have access to the entire content of the corresponding reading level. They can also read the books below the assigned reading level.
 - You have the capability of advancing students to the next reading level either by manually moving them up or down, or they automatically proceed to the next level upon completion of the tasks required at the current level.
 - To allow a student to independently progress from level to level, click on "Level Up"  to highlight the icon. The student will automatically proceed to the next reading level upon completing the tasks assigned to them at the last level.
4. The tasks include: reading books independently, listening to the audio narration or reading books aloud with the recording feature and answering comprehension questions. The teacher can decide whether the student needs to read and/or listen to the books and/or record to get access to the comprehension questions. The corresponding activities can be activated/ deactivated in the student profile by clicking on the  icon for reading,  for listening and  for recording.



c. Invite teachers to join the school account

1. To create a new teacher profile associated with the school account, click on the  plus sign above the third column called "Teachers" (make sure to switch from student to teachers). Enter the email address of the teacher to send a notification. Please ask the teacher to register in the app and enter the school account. For this new teacher's registration. Important: the same email address should be used (see point **II.a.5.** above).
2. Additional teachers and assistants may also be assigned to a class.
 - The teacher with an **administrator** status has access to all classes and all students.
 - Assistant teachers can only administer the classes that are assigned to them. If you work with an assistant teacher or if you want to include an afternoon care colleague to your class, invite that teacher to the school account as a **non-administrator**, and then drag-and-drop them into a specific class. **If you are using the eKidz.eu app on an Android device please double-click on "Teacher".** Before this action, please tap on the chosen class to select it.
3. If a new teacher is not yet registered in the app, they can do so on a school device via the app's login screen. Please click on "switch users" so your colleagues can register from the login area. The confirmation code will be sent to this teacher's email and he/she can confirm the registration and start using the app.

If the new teacher wants to use the app on another (private) device, they need to download the app and register as a teacher. The confirmation code will be sent to this teacher's email and he/she can

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confirm the registration. This teacher will be led to the school that invited him/her to collaborate and can now start using the app.

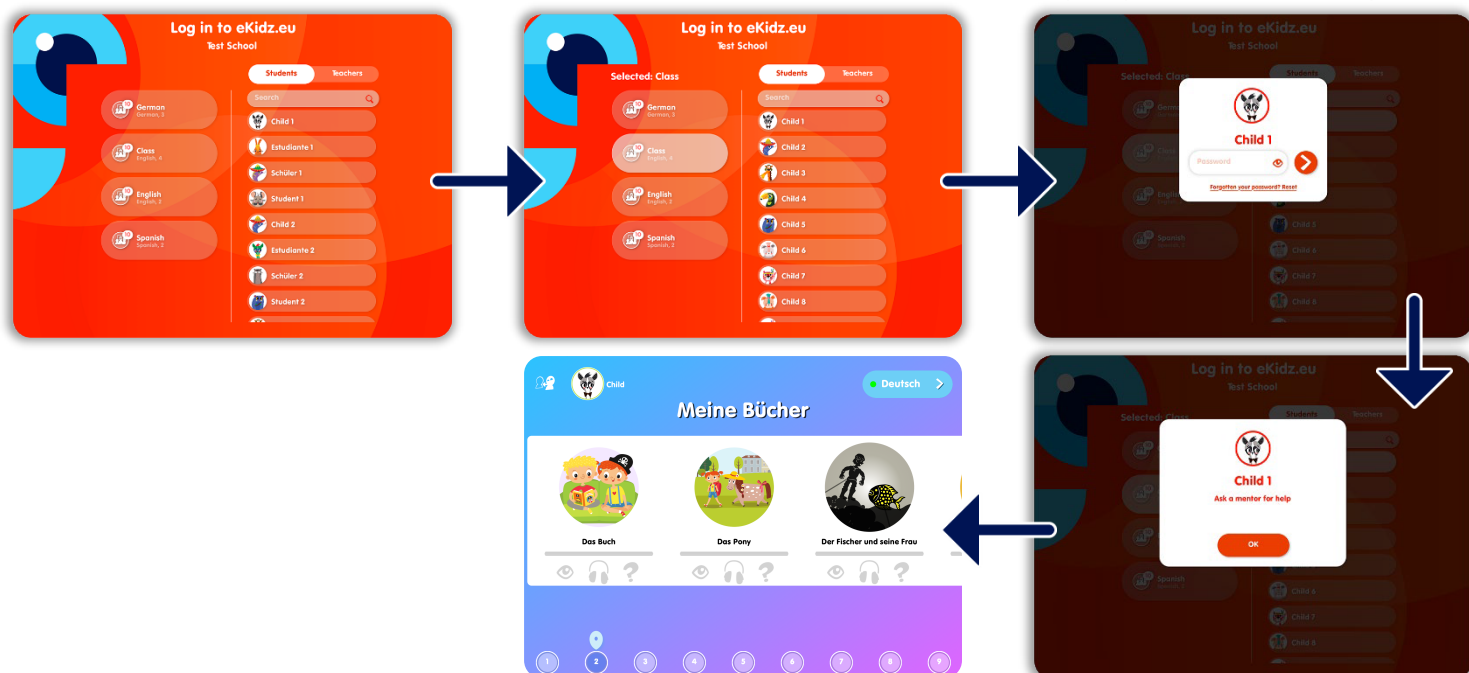
d. Class results

1. To view all students in a class, tap on the corresponding class. In the third column, you can view all the students in the school. If the students are already assigned to a class, their student profiles are slightly darkened. If the students are not yet assigned to a class, the student profiles are highlighted.
2. To view your class's progress table, select the class and go to the small red "Graph" icon near the top left-hand side of the screen. Here you can also change each student's reading level without going into the student's profile.
3. The key to the symbols relating to the class progress table is accessed via the **i** icon.



e. Implementation in class, students login

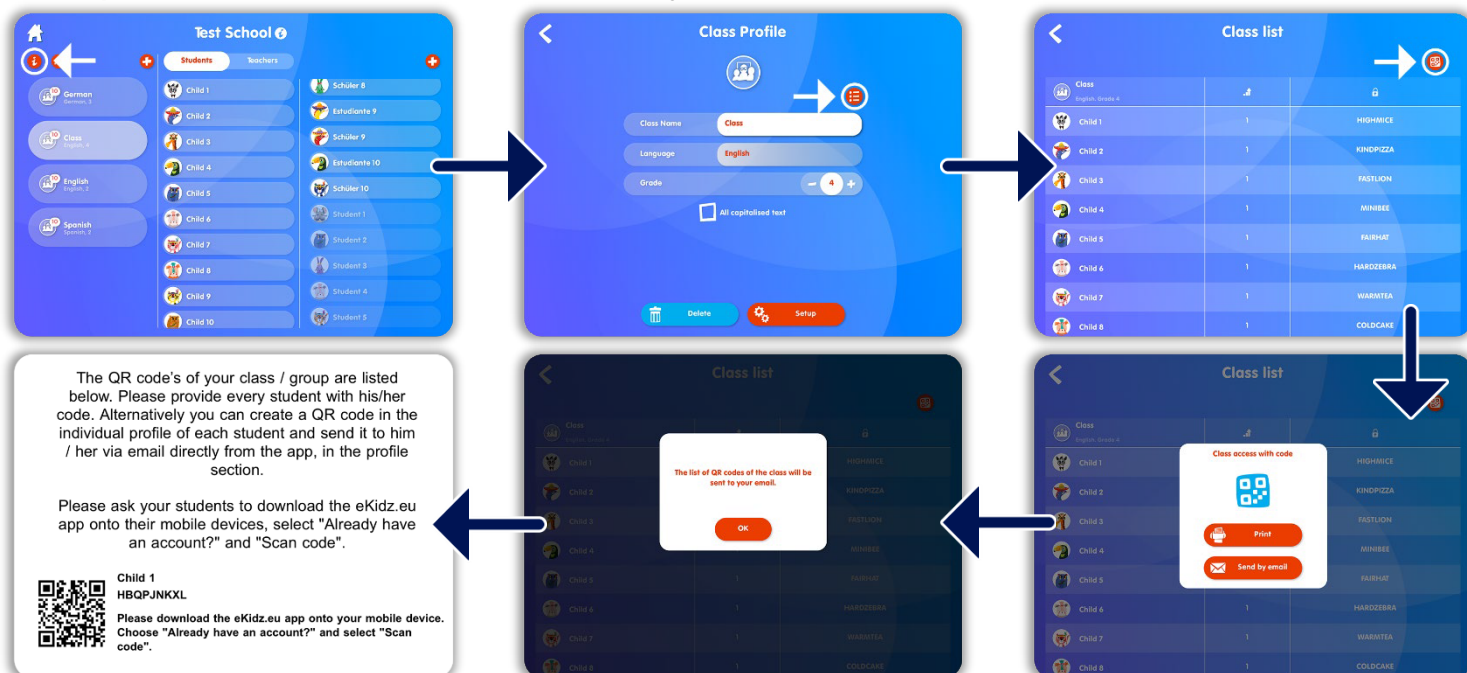
1. Prior to using the app on a school device, the eKidz.eu app must be downloaded to the student's device. Log into the app as a teacher to confirm that the school account can be used from the given device and then log out again. This process is unique and protects your school's data.
2. If you were using the app and are passing the device to your student, please log out by using the "switch user" button at the bottom of the menu bar on the left.
3. On the login screen select a class to view, then select either the students or teachers who belong to that class. The students can now log in with their passwords. **These passwords are not case sensitive.**
4. If the student forgets the password, either you or another administrator can view it in the student profile or on the class profile page.
5. After registration the students are directed to the reading level preselected by the teacher. They can start reading at this level. Students can access all reading levels below the highest reading level set by the teacher. However, progress is only recorded from the highest reading level. For a student to access a higher reading level, the teacher must reset it. (see point III.b.3. above).



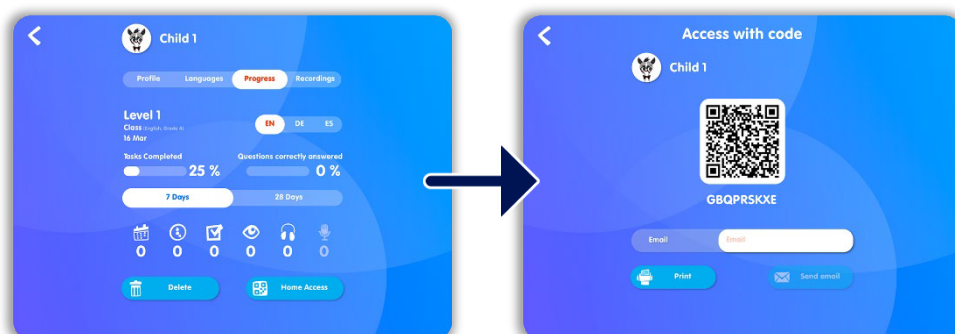
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IV. Home access

1. To provide your families with home access for students, go to the class list to generate class QR-codes. **Please do not use the QR-Code access on the shared school devices, as QR-codes provide for individual student access only.**

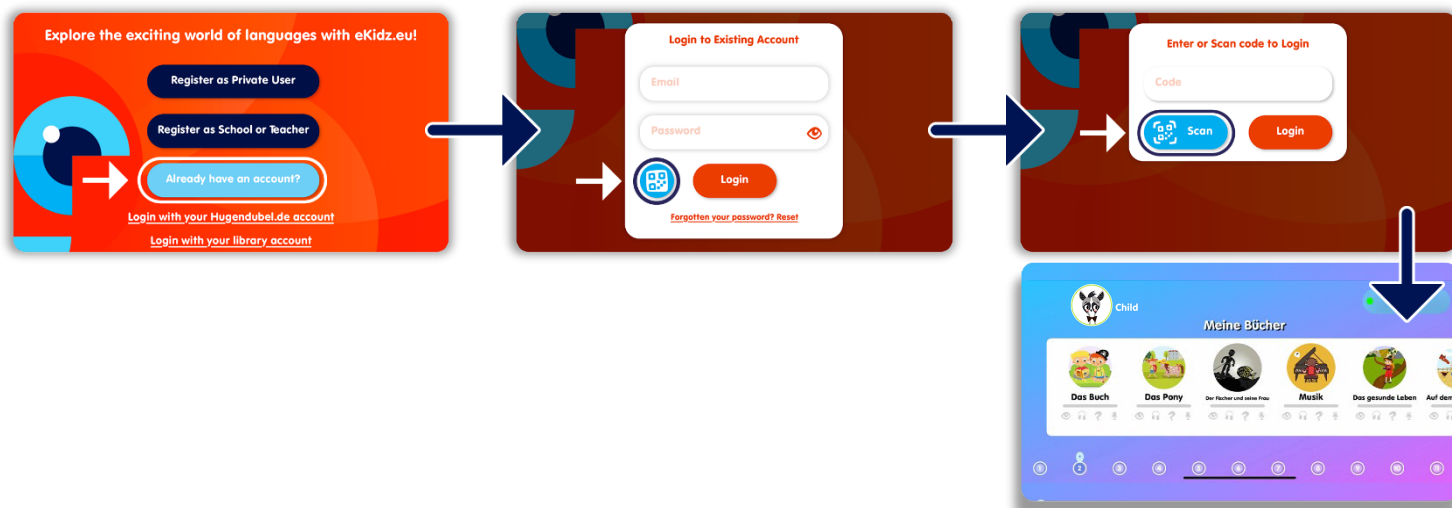


2. You can also provide each student with the QR-code for home access by sending them the QR-code via email.



3. Students can access the school account from their private devices at home by scanning the QR-code or entering a code manually. If the families use QR-codes to access the school account they will only have access to their child's login.

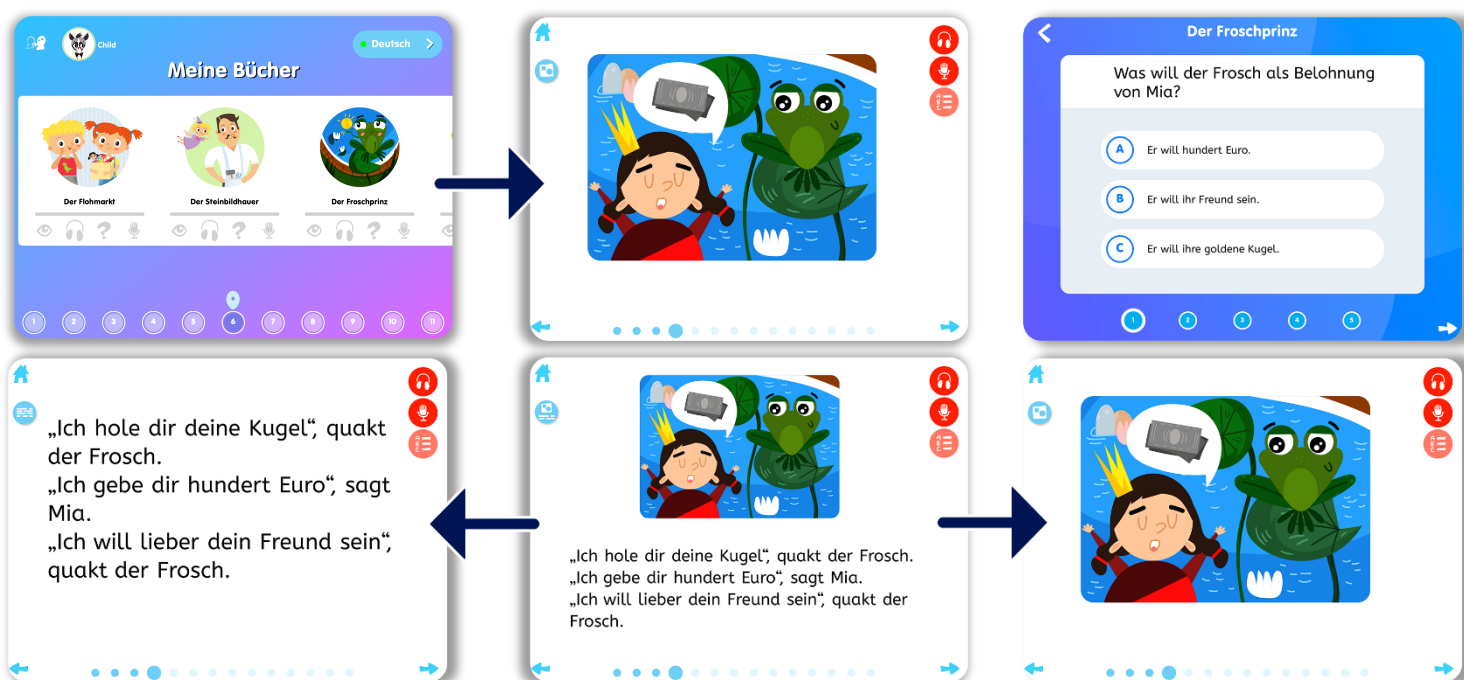
Please do not use the QR-Code access on the shared school devices.



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V. Reading and language learning program features

1. The books on a reading level are downloaded, when you click on the reading level on the bottom menu bar. Once all books are downloaded, your students can listen to and read them offline under their own logins, i.e. without an internet connection. Students need an Internet connection to complete the comprehension tasks. It is therefore recommended to use the app with a stable Wi-Fi connection.
2. When a student selects an activity i.e. reading, listening to or recording, the page labels at the bottom of the screen indicate whether it has already been read, heard or recorded. In the listening task, a text counts as completely heard, if at least 70% of the text has been listened to on each page. When reading (without the narration function) 100% of the text must be read. A text page is considered unread if the child clicks on the next page in under 3 seconds. For the recording, the activity is shown in the class results and accepted as completed if 30% of the book is recorded.
3. The comprehension questions are only revealed for the student if the tasks ("Reading" and/or "Listening" and/or "Recording") have been completed. The 👁️, 🎧 and 🗣️ icons are highlighted on the book overview screen, once the tasks are started (in red) or completed (in green).
4. If students are good readers, you can allow them to test their comprehension after only reading or listening to the book. If you are focused on the emphasised reading practice, you can select recording (see point III.b.4).
5. To get an overview of reading performance, go into a student account via class management (first menu bar on the left "Manage"), select class, then click on "students" in the middle of the "students/teacher" switch. You can now select, which student you would like to review and then click on the "progress" tab at the top right.
6. The student can independently select their own profile picture and the instruction language (e.g. English, German, Spanish or Russian). They cannot change any other information in their profiles.
7. The students also can view their own progress through their access to the app. Their progress is displayed in their profile.



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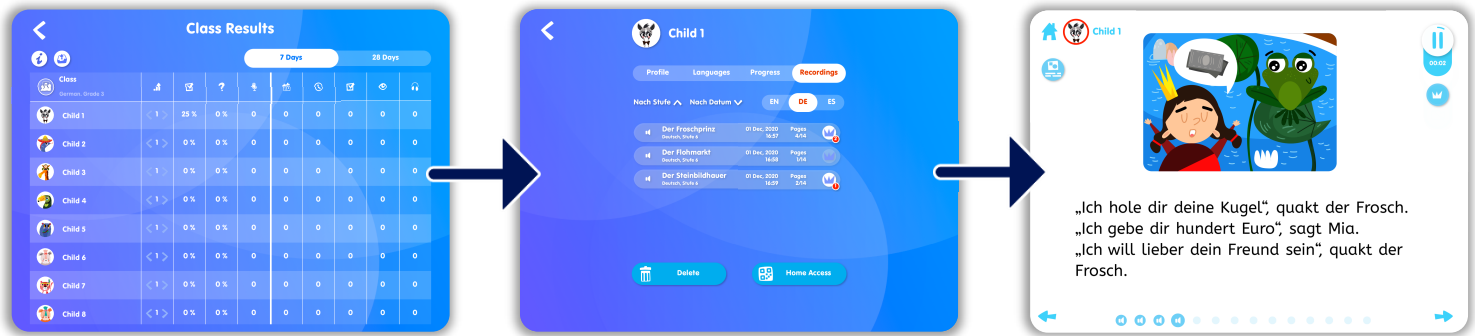
VI.NEW: Student recording

1. NEW! Recording! Students can record themselves reading aloud and retelling eKidz.eu stories. Dive into languages with this exciting feature:
 - **Reading fluency:** students can listen to their own reading and get motivated to continue practicing.
 - **Pronunciation training:** The recording feature supports pronunciation training for students learning English, Spanish or German as a second language.
 - **Emphasised reading and comprehension:** Reading a text with appropriate emphasis, speed and pauses supports reading comprehension.
2. Only students can use the recording function at the moment. If you, as a teacher, want to test the recording feature, please create a test student profile and login as a student. **Make sure to note the student's password prior to switching users.**
3. To prepare for the recording (that will be completed page by page), the student must open the book and select the recording from the media control. To start recording, tap on the 🗣️ icon. The recording starts after a countdown. A student can choose to record his/her own story by using the story boards or practice emphasized reading. The recordings can be replayed afterwards either page by page or in full (long touch on the replay icon).

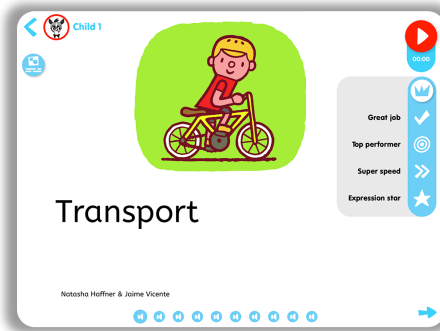
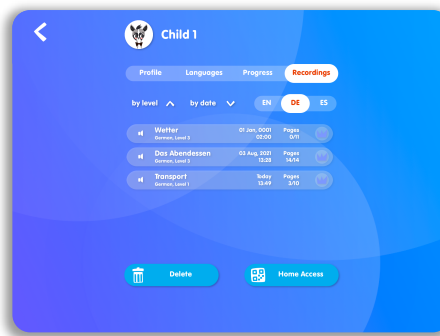


4. Teachers can review recordings in the individual student profiles or in the class results by tapping on the recording results of each student.

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5. NEW: Reward students for each recording they make while retelling or reading an eKidz.eu story. Choose a student, go to his/her profile and tap on the selected recording. Listen to the recording and give page by page rewards!
6. There are 4 types of rewards: a) "Great job", b) "Top performer", c) "Super speed" and d) "Expression star"



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

Thank you!