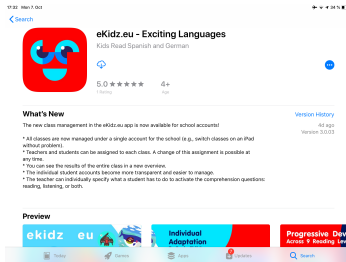


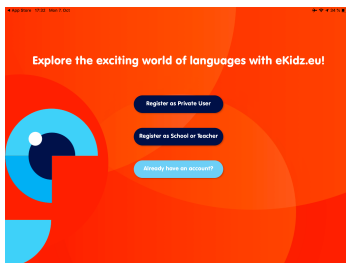
How to eKidz App

I. Sign into your school with an existing account:

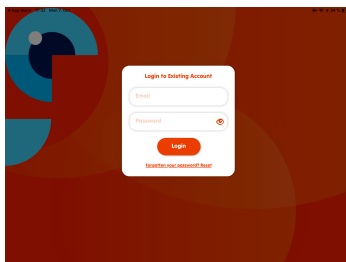
If your school does not already have an account, contact us or follow the guidelines from point II. below



1. Download the [eKidz](#) app directly onto your device from the App Store. The images on the right show the corresponding iPad screen; they also apply to Android (Google Play Store).



2. Do you have already have a user e-mail address and password sent to you by eKidz? Then click "Already have an account". Your school account has been activated by us and you can use the app without registering.



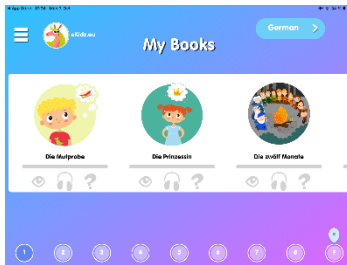
3. Sign in using the email address and password sent to you by eKidz. You can now change the password by clicking "Reset Password".



4. Now confirm your school membership. If you work with eKidz in multiple schools, be sure to select the correct school from the list. IMPORTANT: If you later move schools, you need to delete the app and download it again from your App Store.



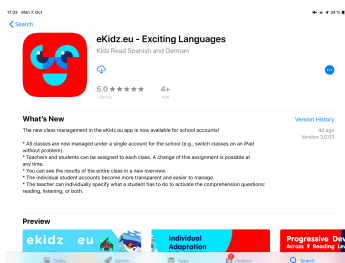
5. Once logged in, you will arrive at the overview page. You will see a series of images with the names of the books on each reading level. Below the images for each book are the icons for the reading, listening, and comprehension tasks. These icons will remain grey for you as the supervisor or teacher. Progress is only stored in student accounts (see point III) and not in teacher accounts. When you click on a book image, the first page of the book will open.



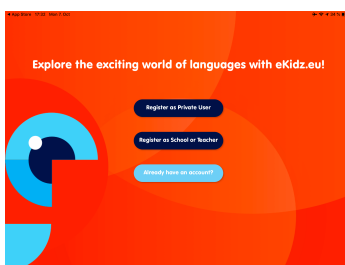
6. All the books on a reading level are downloaded when you click on the reading level on the bottom menu bar. Once all books have been downloaded, your students can listen to and read them offline under their own logins, i.e. without an internet connection. Students need an Internet connection to complete the comprehension task. We therefore recommend using the app with a stable Wi-Fi connection.

II. Register as a new school or teacher

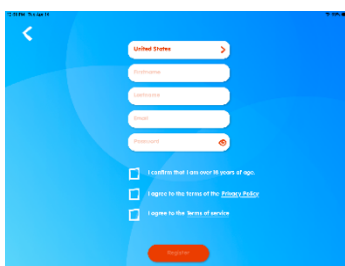
Follow these steps if you want to enroll your school for the first time and/or you want to join a school that has already been registered



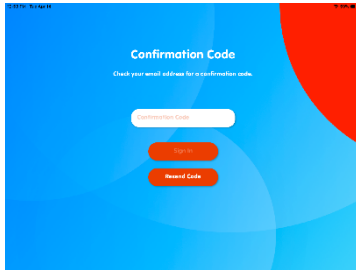
1. Download the eKidz app directly to your device from the App Store. The images on the right show the corresponding iPad screen; they also apply to Android (Google Play Store) devices.



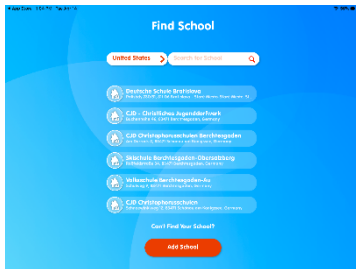
2. Click on the "Register as a school or teacher" button in the centre of the screen.



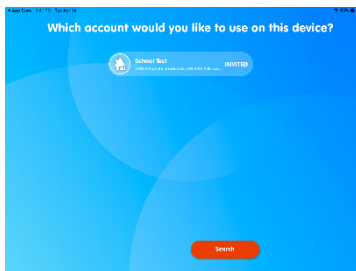
3. Enter your name, email address and chosen password. Confirm you are over 18 years old, privacy policy and terms and conditions (Note: Registering does not mean a purchasing! You are not subscribing at this point). Then click on "Register". You will receive an email from eKidz with a **confirmation code** in your e-mail inbox (check your SPAM folder as well).



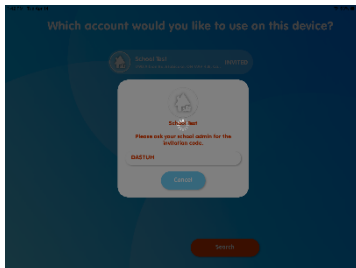
4. Enter the verification code (from the email) in the box. Registration is complete. You can now create or join your school (see the latter point II.6 and II.7)



5. Select a school from the list or add a new school. If you are adding a new school, please provide the address.



6. Did a teacher of your school invite you to the school account by e-mail and give you an invitation code? Then the school will appear automatically. Click on the inviting school. Your e-mail addresses for invitation and registration must be the same.



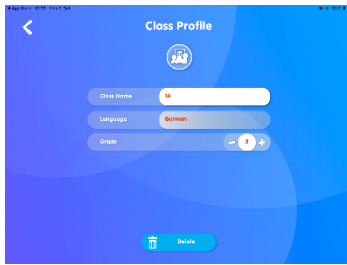
7. Enter the **invitation code** of the inviting school. Finished. You can now use the eKidz's school account.

8. Please read point I.5 and I.6 above.

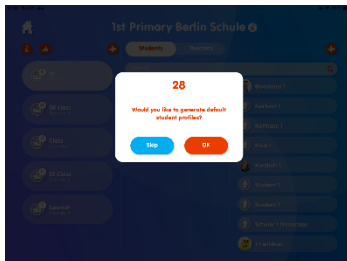
III. Creating Classes and Accounts for Students and Teachers



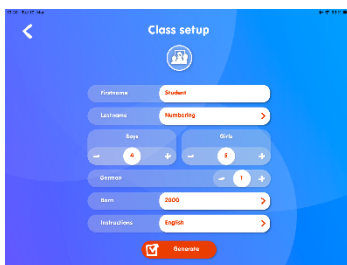
1. Click on the top "Manage" icon on the left side menu to get to the apps school and class management system. Here you will find an overview of the classes, students, and teachers registered on the app in your school. Here you can input new students, teachers, and classes, and manage all existing accounts. Pupils and teachers can be assigned to the classes.



- To create a class, click the plus sign above the first column named "Classes". One class can consist of up to 35 students. To view the class profile again, select the class and go to the "i" icon on the class management screen.



- After creating a class profile, you will immediately be asked if you want to create student profiles ("Do you want to create student profiles for the class?"). Select this option, otherwise the student profiles can be applied individually (see point III.7 below).



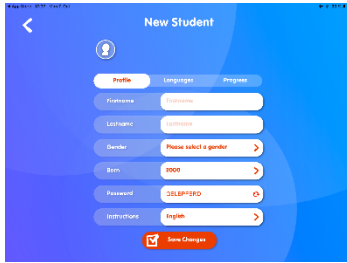
- If you choose to pre-set the class. Give all students a standard first name, such as "child" or "student". You can choose between numbers and letters as their last names. Then enter how many students (boys or girls) are in the class. Here you can also set the first reading level for all students in a uniform manner. Complete the creation of the class by clicking on "Create". The class with the created students appears in the overview.



- Tap on a class and then at the top left of the screen, click on the first red button, "i". This opens the class profile. Then click on the red button at the top right and the class list with all names, reading levels and passwords for each student will be displayed. This allows you to share the passwords with individual students. We suggest writing down the student passwords and giving them to each student.

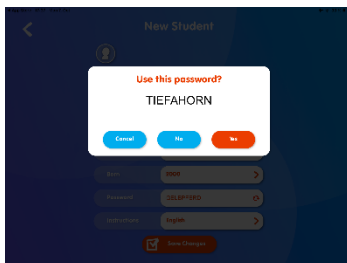


- You can assign or remove a student from a class by simply dragging and dropping after holding the student account on the left, drag the student account to the appropriate class or remove it. If you are using the eKidz app on the Android device please use a double click on the student's name. Before 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.

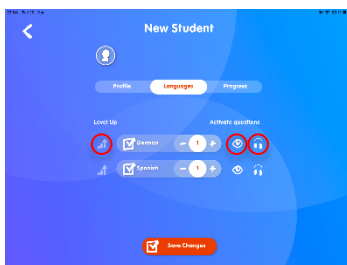


- To create a single student account, click on the plus sign above the third column titled "Students". Student names should be pseudonyms (avoid real names), for example: "Child 1" etc.

IMPORTANT: To allow a student to view the books, the student profile must be associated with a class.



- Passwords are automatically created for each student account and can be changed at any time. Teachers have access to all students' passwords (non-administrative supervisors, can only view student passwords of their assigned class).



- In the second section of the student account, you can allocate each student's reading level. Students have access to the entire content of the corresponding reading level. They can also read the books below the assigned reading level.

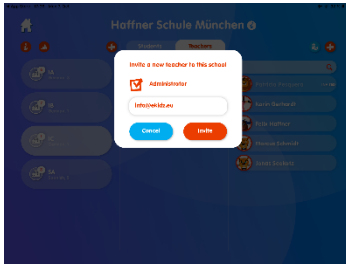
You have the capability of promoting a student to the next reading level: Either the student has to ask you to manually promote them or they are automatically promoted to the next level on completion of the required tasks on the current level.

To allow a student to independently progress from level to level, click "Level Up" which then highlights the icon. The student is now automatically promoted to the next higher level when they have completed the tasks assigned to them at the last reading level.

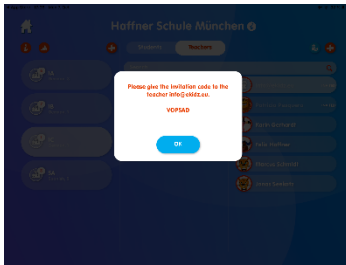
The tasks in the app are reading the books independently, reading them aloud and answering the comprehension questions. The teacher can decide if the student needs to read and/or listen to the books in order to get access to the comprehension questions. In the student profile, you can activate or deactivate the corresponding activities by clicking the "Eye" icon for reading and "Headphones" for the reading function.



- Additional teachers and assistants may also be assigned to a class. If a teacher has administrator status, they have access to all classes and all students. An assistant teacher can administer only the classes that are assigned to them.



If you work with a teaching assistant 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 him to a specific class. If you are using the eKidz app on an Android device please double click on the teacher's plate. Before this action please tap on the chosen class to select it.



11. 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 and use the app. If this is done on a device on which eKidz was used in this school, there is no need to enter the invitation code.

If the new teacher wants to use the app on another device, they need an invitation code. This invitation code allows them to access the school account. First input the teachers' details before sending them the invitation code. The invitation code can always be seen by you and others in the teacher profile.



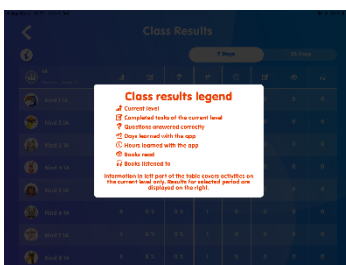
12. To view all students in a class, tap on the corresponding class. In the third column, you can view all the students in the school. If the students are already assigned a class, their student profiles are slightly darkened. If the students are not yet assigned to a class, the student profiles are highlighted.



13. To view the progress table of results for your class, select the class and go to the small red "Graph" icon near the top left-hand side of the screen.

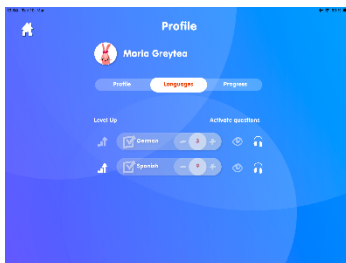
Here you can also change each student's reading level without going into the student's profile.

The key to the symbols relating to the class progress table is accessed via the "i" icon.





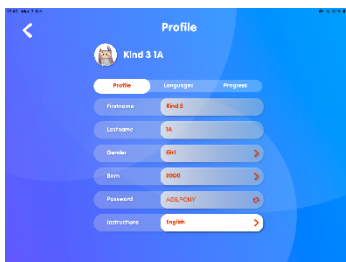
- The comprehension questions are only revealed for the student if the two tasks ("Listening" and/or "Reading") or both have been completed. The "Eye" and "Headphones" icons are highlighted on the book overview screen when the tasks have been completed.



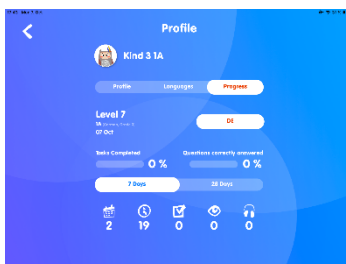
- If a student is a good reader, you can also allow them to do the comprehension after only reading or listening to the book (see point III.9).



- If you go into a student account via class management (first menu bar on the left "Manage"), select class then click on "students" on the middle "students/teacher" switch. Select which student you would like to visit and then click on the "progress" tab at the top right, you will get an overview of the student's reading performance.



- The student can independently select their own profile picture and the language of the instructions (e.g. English, German, Spanish or Russian). They cannot change any other information in their profiles.



- The student also can view their own progress through their access to the app. Their progress is displayed in their profile.

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!