

School Panel

You can access the School Panel from the left menu

The screenshot shows a web browser window with the URL `ealpha.info/courses_1/list`. The page features a green header with the eALPHA logo and navigation links for Home, About Us, and Contact Us. A dark grey sidebar on the left contains a menu with the following items: Mark School, Dashboard, Calendar, Collections, My Subjects, Assignments (32), Connections, Reports, Get the Mobile App, How to Use eAlpha, School Panel (highlighted with a blue arrow), and ExamView Score Upload. The main content area displays the eALPHA logo, a welcome message, an important notice for Mac users, and a 'Welcome to eAlpha Dashboard' section. Below this, there is a 'US K-12 Programs' section with four program icons: ALPHA Reading K1, ALPHA Math 1A, ALPHA Math 7A, and ALPHA Math U.

The screenshot shows the same web browser window with the URL `ealpha.info/schools_1/panel`. The left sidebar menu is identical to the previous screenshot, but the 'School Panel' option is now selected. The main content area displays the eALPHA logo and the same welcome message and notice. Below the notice, the 'School Panel' section is titled, followed by 'School Settings' which includes a list of options: Manage admins, Edit details, Manage icons and banners, Manage members, Manage classes, Manage course licenses, and Create assignment.

1. Manage Admins

- a. Can add or remove who is an administrator at the school. It can only be existing users who can be upgraded to an administrator. There **MUST** be one administrator so you cannot have zero administrators. Search for the name of an existing teacher to **Add** them as an administrator.

IMPORTANT NOTICE for Mac users: The new Mac OS 10.15 (Catalina) will be incompatible with ExamView. Click [here](#) to learn more.

Dashboard

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Manage school admins

School: Mark School

School admins

#	Username	Last name	First name	Actions
1	Mark.MSE	-	-	

Add new admin

Username:

2. Edit Details

- a. Can edit the Basic information fields and Primary information fields.
- b. The URL under Basic information **MUST** be unique amongst ALL schools using eAlpha.

Edit School

School: Mark School

Basic information

These fields are required.

Valid until: 12-31-2019

School name: Mark School

URL: MBS <https://www.ealpha.info/MBS>

National ID: National ID

Profile information

These fields are optional.

School type: Primary School

Email: Email

Website: Website

Address: Address

3. Manage icons and banners

- a. here you can change the icon that appears in the top banner next to the eAlpha logo.
- b. File format for icon **MUST** be either .jpg or .png
- c. Choose the file and then select **Upload**

ALPHA
Mobile eLearning Platform

Welcome to eAlpha, the mobile learning platform that connects both students and teachers, offering you a collaborative, interactive, and mobile environment that impacts every aspect of education.

IMPORTANT NOTICE for Mac users: The new Mac OS 10.15 (Catalina) will be incompatible with ExamView. Click [here](#) to learn more.

Dashboard

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Manage school icons

School: Mark School
Change the icon that is displayed in portal header (upper right corner).

Icon: No file chosen

Upload

4. Manage members

- Add new users to the school (teachers or students).
- Search for a particular student or teacher using fields username, last name or first name. Can search using partial strings rather than full username etc. You must have chosen either Teachers or Students from the tabs before typing your search criteria.

Dashboard

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Manage members

School: Mark School

Advanced search

Teachers | 22 Students | 61 Actions ▾

20 ▾

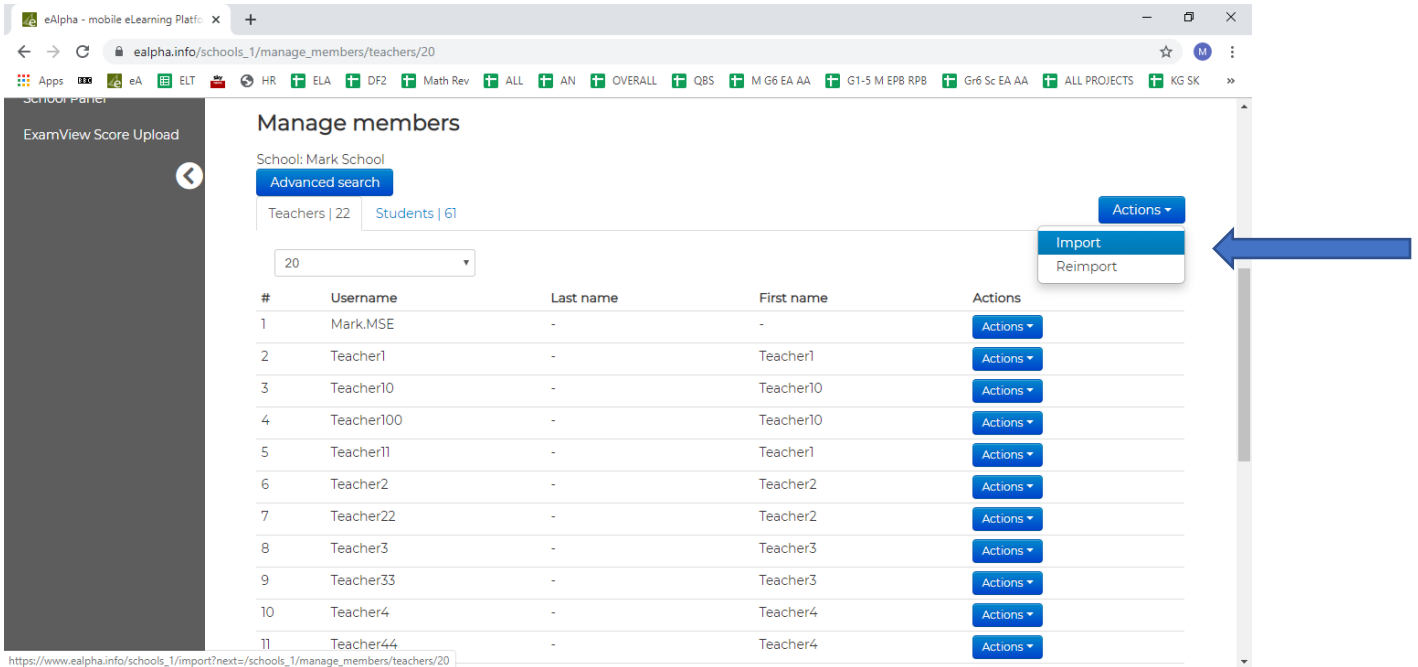
#	Username	Last name	First name	Actions
1	Mark.MSE	-	-	Actions ▾
2	Teacher1	-	Teacher1	Actions ▾
3	Teacher10	-	Teacher10	Actions ▾
4	Teacher100	-	Teacher10	Actions ▾
5	Teacher11	-	Teacher1	Actions ▾
6	Teacher2	-	Teacher2	Actions ▾
7	Teacher22	-	Teacher2	Actions ▾
8	Teacher3	-	Teacher3	Actions ▾

Reset password
Remove

- Change a user's password – Action – *Reset Password*
- Remove a user – Action - *Remove*

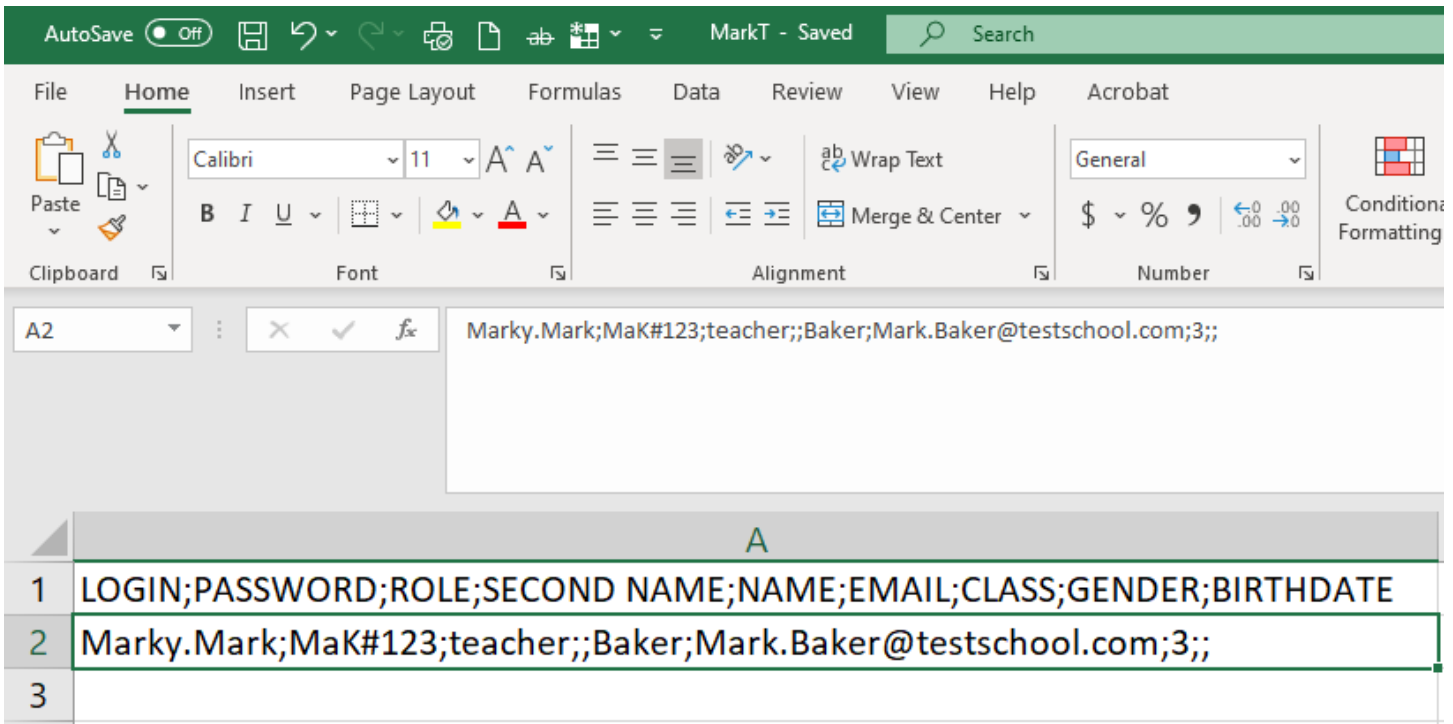
e. Action – Import or Reimport

i. Import – to import a new user (teacher/student)

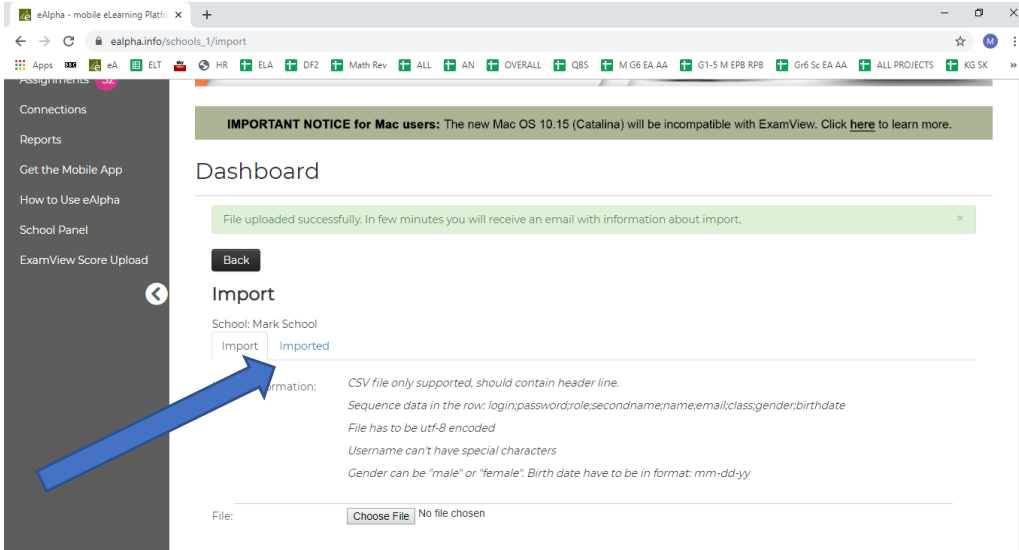


1. Requires CSV file with following fields:

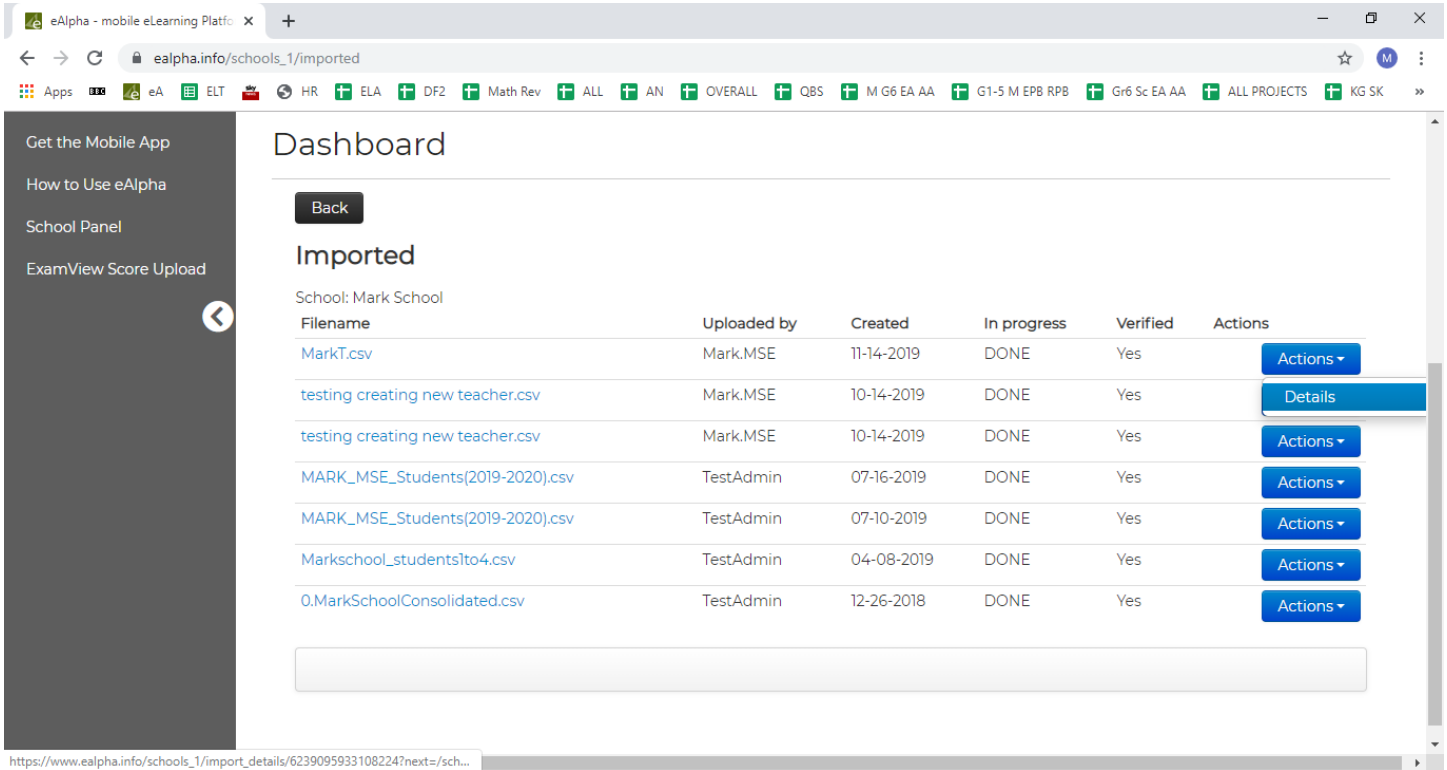
- a. Login (Mandatory); Password(Mandatory); Role [either teacher or student](Mandatory); Surname(Mandatory); Firstname(Mandatory); Email(Mandatory but can be any email address or even a fake one in format xxx.xxx@xxx.com); Class(Mandatory); Gender; Birthdate
For any missing non mandatory information just leave it blank – in the example below gender and birthdate are not included.



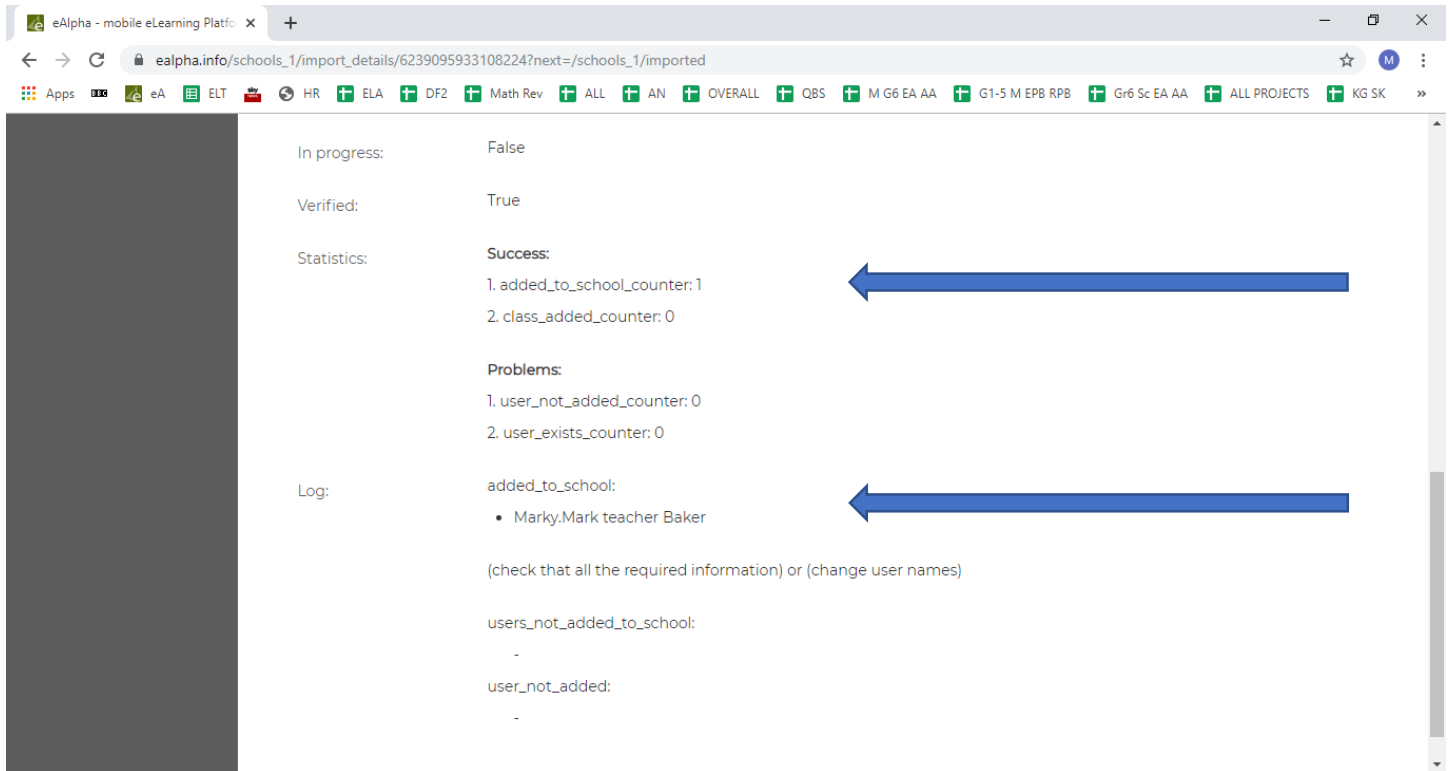
2. After importing CSV file – check status in Verified column. Must say ‘yes’ to be successful. Click on *Imported* tab



3. Find the file you imported – Select *Actions - Details*



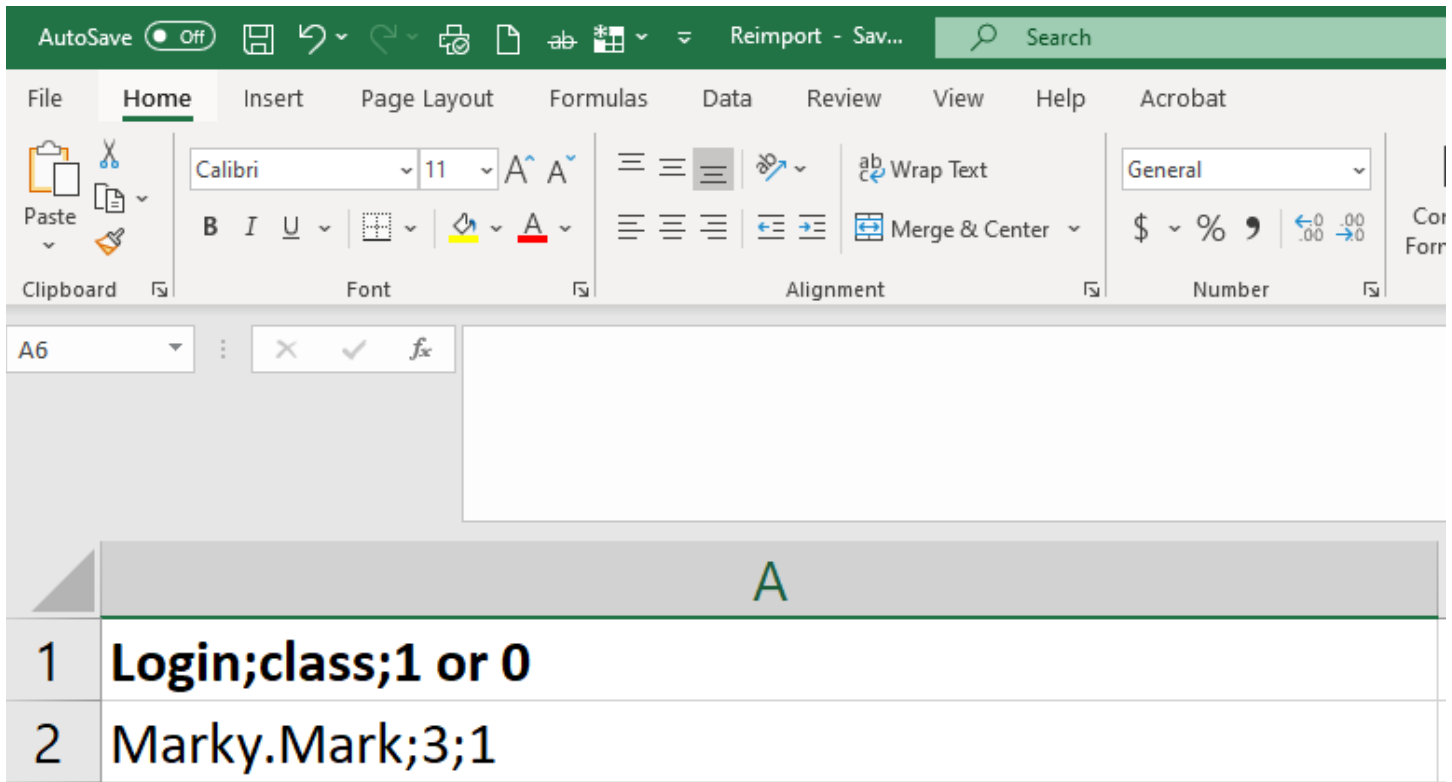
4. Scroll down document to see Statistics and then Log
5. Check that the user(s) has been added



ii. Reimport – to remove user(s) from the school.

1. Requires CSV file with following fields, all are mandatory:

a. Login;class; 1 or 0 [1 means student/teacher to stay in school, 0 means student or teacher to be removed from school]



5. Manage classes

The screenshot shows the 'Manage classes' dashboard for Mark School. At the top, there is a green banner with an 'IMPORTANT NOTICE for Mac users: The new Mac OS 10.15 (Catalina) will be incompatible with ExamView. Click [here](#) to learn more.' Below the banner is a 'Dashboard' section with a 'Back' button. The main heading is 'Manage classes' with a sub-heading 'School: Mark School' and an 'Add class' button. A table lists classes with 'Edit' and 'Delete' buttons for each:

Class	Edit	Delete
1	Edit	Delete
11	Edit	Delete
11A	Edit	Delete
11B	Edit	Delete
1A	Edit	Delete
1B	Edit	Delete
1C	Edit	Delete
2	Edit	Delete
2A	Edit	Delete
2B	Edit	Delete

a. Edit class name – from *Details* tab

The screenshot shows the 'Edit class' details page for class 1. The page has a green header with the eALPHA logo and navigation links for Home, About Us, and Contact Us. A sidebar on the left shows the school name 'Mark School' and various navigation options. The main content area has a 'Welcome to eAlpha!' message and a 'Back' button. Below that is the 'Edit class' section with 'Class: 1' and tabs for 'Details', 'Teachers | 2', and 'Students | 13'. The 'Details' tab is active, showing a 'Name:' field with the value '1' and a 'Save' button.

b. Remove students from the class – from *Students* tab – find the student and click *Remove*

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ealpha.info/schools_1/edit_class/6009306981859328/students

Apps eA ELT HR ELA DF2 Math Rev ALL AN OVERALL QBS M G6 EA AA G1-5 M EPB RPB Gr6 Sc EA AA ALL PROJECTS KG SK

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Edit class

Class: 1

Preparing data has ended with success.

Details Teachers | 2 Students | 13 Access code

Members

Advanced search

#	Username	Last name	First name	
1	Mark.S1A	-	S1A	Remove
2	Mark.S1B	-	S1B	Remove
3	TrialStu1		Trial	Remove
4	TrialStu2		Trial	Remove

c. Add students to a class. – scroll down to *Non Members* then find the student, select and the click *Assign*

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ealpha.info/schools_1/edit_class/6009306981859328/students

Apps eA ELT HR ELA DF2 Math Rev ALL AN OVERALL QBS M G6 EA AA G1-5 M EPB RPB Gr6 Sc EA AA ALL PROJECTS KG SK

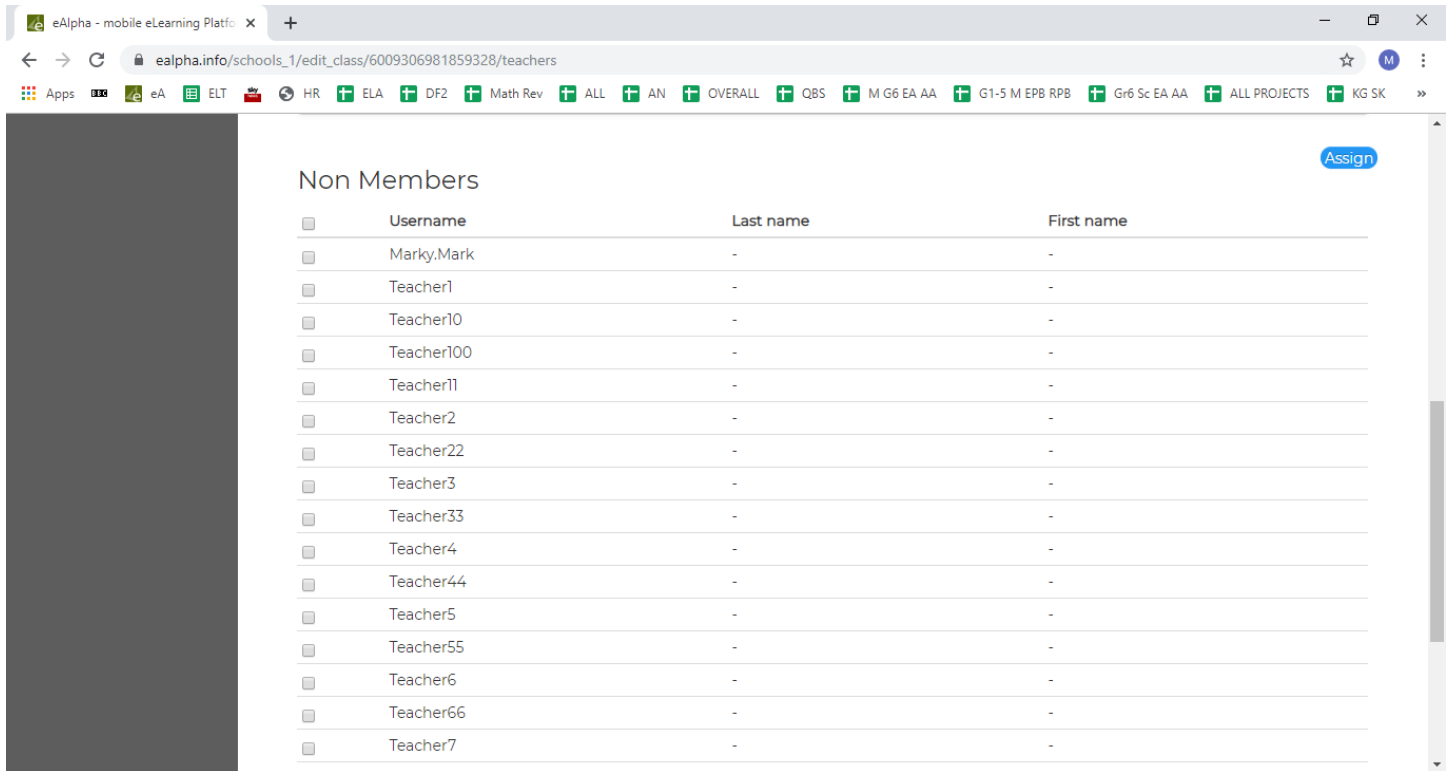
Remove

Assign Advanced search

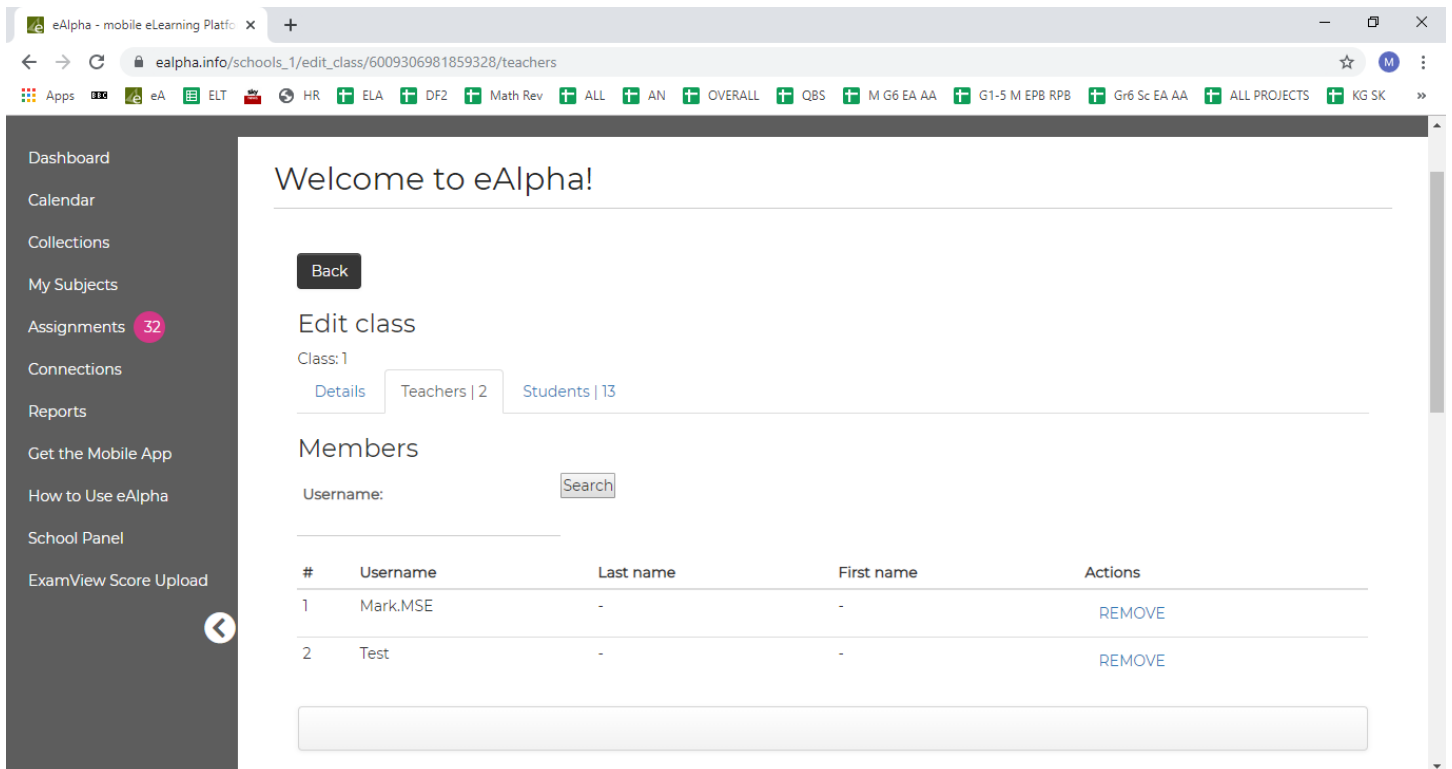
Non Members

<input type="checkbox"/>	Username	Last name	First name
<input type="checkbox"/>	Mark.S6	-	S6
<input type="checkbox"/>	Mark.SS2	-	S2
<input type="checkbox"/>	Mark.SS3	-	S3
<input type="checkbox"/>	Mark.SS4	-	S4
<input type="checkbox"/>	Mark.SS5	-	S5
<input type="checkbox"/>	Mark.SS6	-	S6
<input type="checkbox"/>	msstudent1	-	msstudent1
<input type="checkbox"/>	msstudent2	-	msstudent2
<input type="checkbox"/>	msstudent3	-	msstudent3
<input type="checkbox"/>	msstudent4	-	msstudent4
<input type="checkbox"/>	Student100	-	Student10
<input type="checkbox"/>	Student11	-	Student1
<input type="checkbox"/>	Student22	-	Student2
<input type="checkbox"/>	Student33	-	Student3

d. Add teachers to the class – from *Teachers* tab – scroll down to *Non Members*, find the teacher, select then click *Assign*



e. Remove teachers from a class – from *Teachers* tab – find the teacher and click *Remove*



f. NOTE for (a), (c) above – you still need to grant access to relevant courses through access codes (explained later in this document).

6. Manage course licenses

- a. Add students or teachers to courses.

The screenshot shows a web browser window with the URL `ealpha.info/schools_1/assign_courses`. At the top, there is a navigation bar with various icons for different subjects and levels, including ELA, DF2, Math Rev, ALL, AN, OVERALL, QBS, M G6 EA AA, G1-5 M EPB RPB, Gr6 Sc EA AA, ALL PROJECTS, and KG SK. Below the navigation bar is a dark sidebar with menu items: Reports, Get the Mobile App, How to Use eAlpha, School Panel, and ExamView Score Upload. The main content area is titled 'Dashboard' and contains the 'Assign Courses' form. The form includes a 'Back' button, the school name 'Mark School', and sections for 'Codes' and 'Users', both with the note 'These fields are required.' The 'Access code' field is a text input, and the 'Assignee' field is a dropdown menu currently showing '--'. A green 'Assign' button is located at the bottom of the form.

7. Create assignment

- a. An administrator can create an assignment on behalf of any teacher/class at the school.

To Add a new Teacher or Student

1. Create CSV file from point 4(e) above 'Import' and import file and check that verified column says 'Yes' and then click on the filename itself to open up the report on it and check that the user(s) was added successfully.

Dashboard

Back

Imported

School: Mark School

Filename	Uploaded by	Created	In progress	Verified	Actions
testing creating new teacher.csv	Mark.MSE	10-14-2019	DONE	Yes	Actions
testing creating new teacher.csv	Mark.MSE	10-14-2019	DONE	Yes	Actions
MARK_MSE_Students(2019-2020).csv	TestAdmin	07-16-2019	DONE	Yes	Actions
MARK_MSE_Students(2019-2020).csv	TestAdmin	07-10-2019	DONE	Yes	Actions
Markschool_students1to4.csv	TestAdmin	04-08-2019	DONE	Yes	Actions
0.MarkSchoolConsolidated.csv	TestAdmin	12-26-2018	DONE	Yes	Actions

https://www.ealpha.info/schools_1/import_details/5916021492809728?next=/sch...

Uploaded by: Mark.MSE

Created: 10-14-2019

Modified: 10-14-2019

In progress: False

Verified: True

Statistics:

Success:

1. added_to_school_counter: 1
2. class_added_counter: 0

Problems:

1. user_not_added_counter: 0
2. user_exists_counter: 0

Log:

added_to_school:

- Test teacher Dermott Kevin

(check that all the required information) or (change user names)

users_not_added_to_school:

2. Now teacher is added – need to assign subjects to the teacher.
3. Go to Manage Course licenses
 - a. Put in the access code given by IT for that subject/grade – you will see the course details appear next to *Code details*
 - b. Select from assignee drop down either:
 - i. School class (teacher and all students get access)
 - ii. Teacher (select teacher's username)
 - iii. Student (select student's username)

c. Click *Assign* button

IMPORTANT NOTICE for Mac users: The new Mac OS 10.15 (Catalina) will be incompatible with ExamView. Click [here](#) to learn more.

Dashboard

Back

Assign Courses

School: Mark School

Codes
These fields are required.

Access code: xxxxxxxxxxxx

Code details: Codedetail not found

Users
These fields are required.

Assignee: --
School class
Teachers
Students

Assign

d. Go to Manage Course Permissions

Dashboard

Calendar

Collections

My Subjects

Assignments 33

Connections

Reports

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ALPHA

Mobile eLearning Platform

Welcome to eAlpha, the mobile learning platform that connects both students and teachers, offering you a collaborative, interactive, and mobile environment that impacts every aspect of education.

www.eAlpha.info

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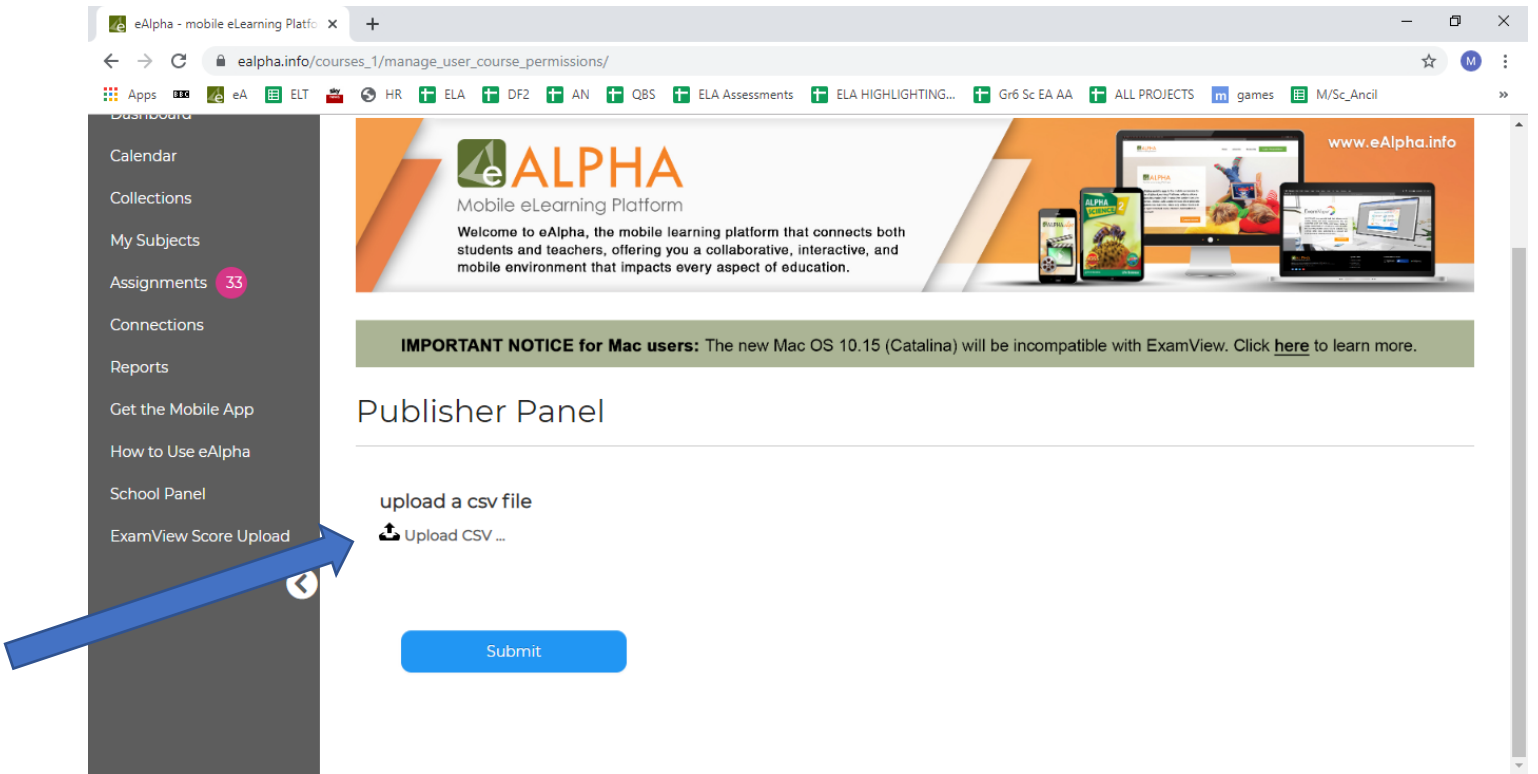
School Panel

School Settings

- Manage admins
- Edit details
- Manage icons and banners
- Manage members
- Manage classes
- Manage course licenses
- Manage Course Permissions
- Create assignmentnt

https://www.ealpha.info/courses_1/manage_user_course_permissions/

Upload a CSV file



The screenshot shows a web browser window with the URL `ealpha.info/courses_1/manage_user_course_permissions/`. The page features a dark sidebar on the left with navigation options: Dashboard, Calendar, Collections, My Subjects, Assignments (33), Connections, Reports, Get the Mobile App, How to Use eAlpha, School Panel, and ExamView Score Upload. A blue arrow points to the 'ExamView Score Upload' option. The main content area has a header for 'eALPHA Mobile eLearning Platform' with a welcome message. Below this is an 'IMPORTANT NOTICE for Mac users' regarding Mac OS 10.15 (Catalina) compatibility. The 'Publisher Panel' section contains the text 'upload a csv file' and a file upload icon with the label 'Upload CSV ...'. A blue 'Submit' button is located below the upload area.

The CSV file needs to be in the following format

Login;Subject;

(if more than one subject then:

Login;Subject,Subject,Subject;

For example:

`Test.ScienceT;Alpha Math;`

The list of accepted Subject names are:

Alpha KG Reading (ELA)

Alpha Reading (ELA)

Alpha Literature

Alpha KG Math

Alpha Math

Alpha Science

Pandy and Friends

Super English Reading and Writing (KSA)

Super English Speaking and Listening (KSA)

Super English Phonics (KSA)

Go for English (KSA)

English Leader (KSA)

English Leader (MENA)

Go for English (MENA)

Target English

Target English (LATAM)

Four World into English

So for a teacher with login Test.ScienceT to give them permission to view the Science resources the CSV file would be:

Test.ScienceT;Alpha Science;

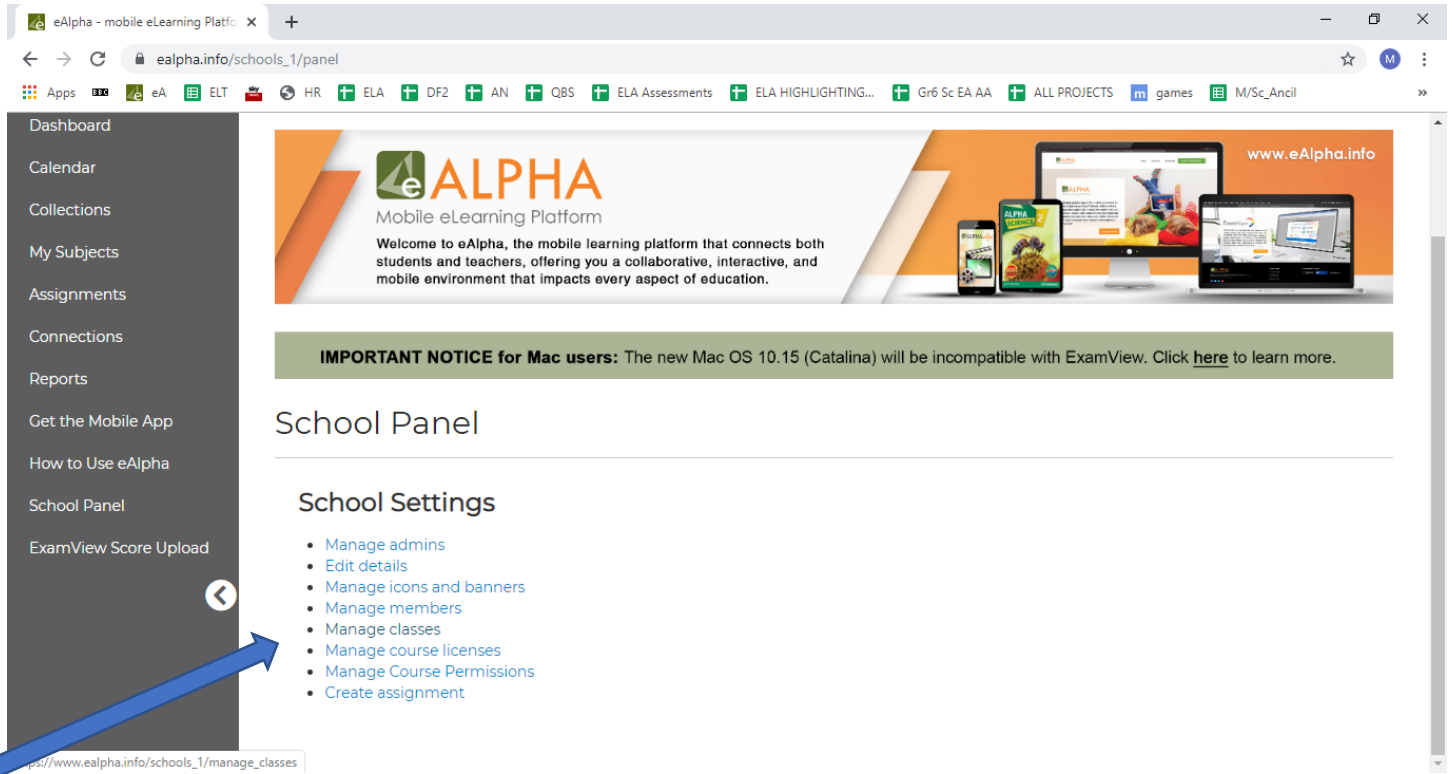
Then you Submit the file

The screenshot shows a web browser window with the URL `eAlpha - mobile eLearning Platform` and `eAlpha - mobile eLearning Platform`. The browser address bar shows `eAlpha - mobile eLearning Platform` and the page title is `eAlpha - mobile eLearning Platform`. The page content includes a navigation menu on the left with items like `Calendar`, `Collections`, `My Subjects`, `Assignments` (33), `Connections`, `Reports`, `Get the Mobile App`, `How to Use eAlpha`, `School Panel`, and `ExamView Score Upload`. The main content area features a banner for `eALPHA Mobile eLearning Platform` and a section titled `Publisher Panel` with the heading `upload a csv file` and a button `Upload CSV ...`. A green `Submit` button is visible below. A blue arrow points from the left side of the page towards the `Submit` button.

There will be a message to say if you are successful or not (if not successful, please review your CSV file in NOTEPAD to double check that there are no extra spaces on the line below the text).

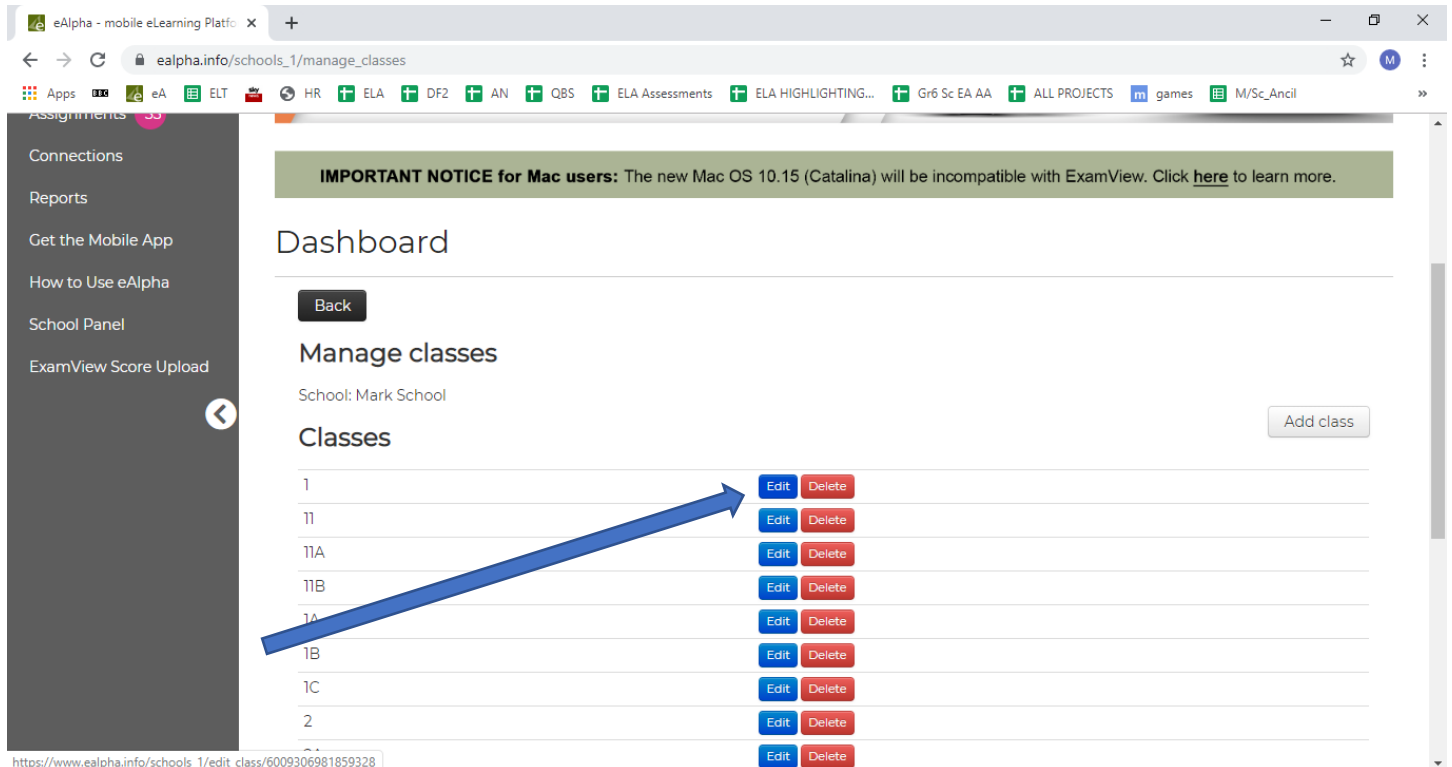
To move a single student/teacher from a class to another

1. Go to *Manage Classes* in the School Panel menu



The screenshot shows the eAlpha School Panel interface. On the left is a dark sidebar menu with the following items: Dashboard, Calendar, Collections, My Subjects, Assignments, Connections, Reports, Get the Mobile App, How to Use eAlpha, School Panel, and ExamView Score Upload. A blue arrow points from the 'School Panel' menu item to the 'Manage classes' link in the 'School Settings' section of the main content area. The main content area features a banner for 'eALPHA Mobile eLearning Platform' with a welcome message. Below the banner is an 'IMPORTANT NOTICE for Mac users' regarding Mac OS 10.15 compatibility. The 'School Panel' heading is followed by 'School Settings' which includes a list of links: Manage admins, Edit details, Manage icons and banners, Manage members, Manage classes, Manage course licenses, Manage Course Permissions, and Create assignment.

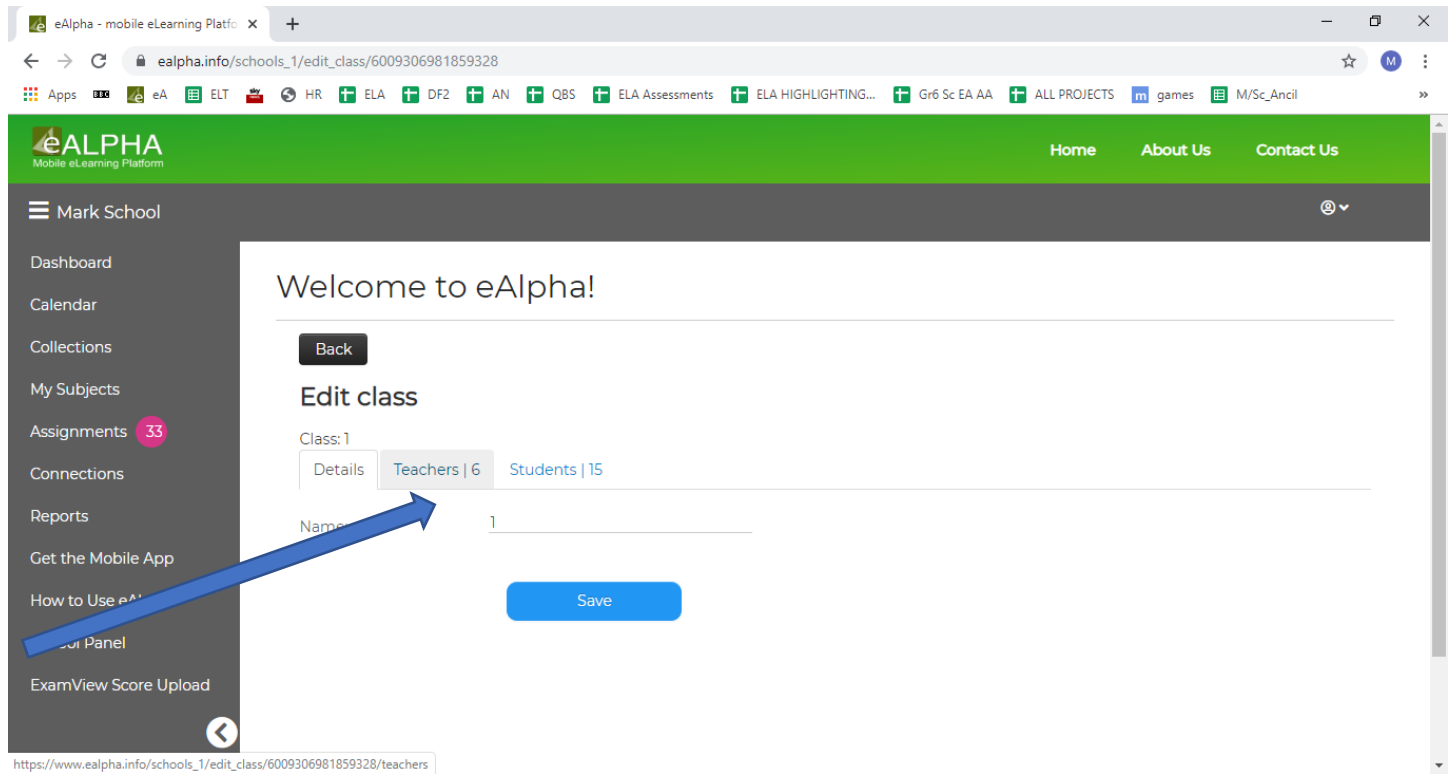
2. Find the class and select *Edit*



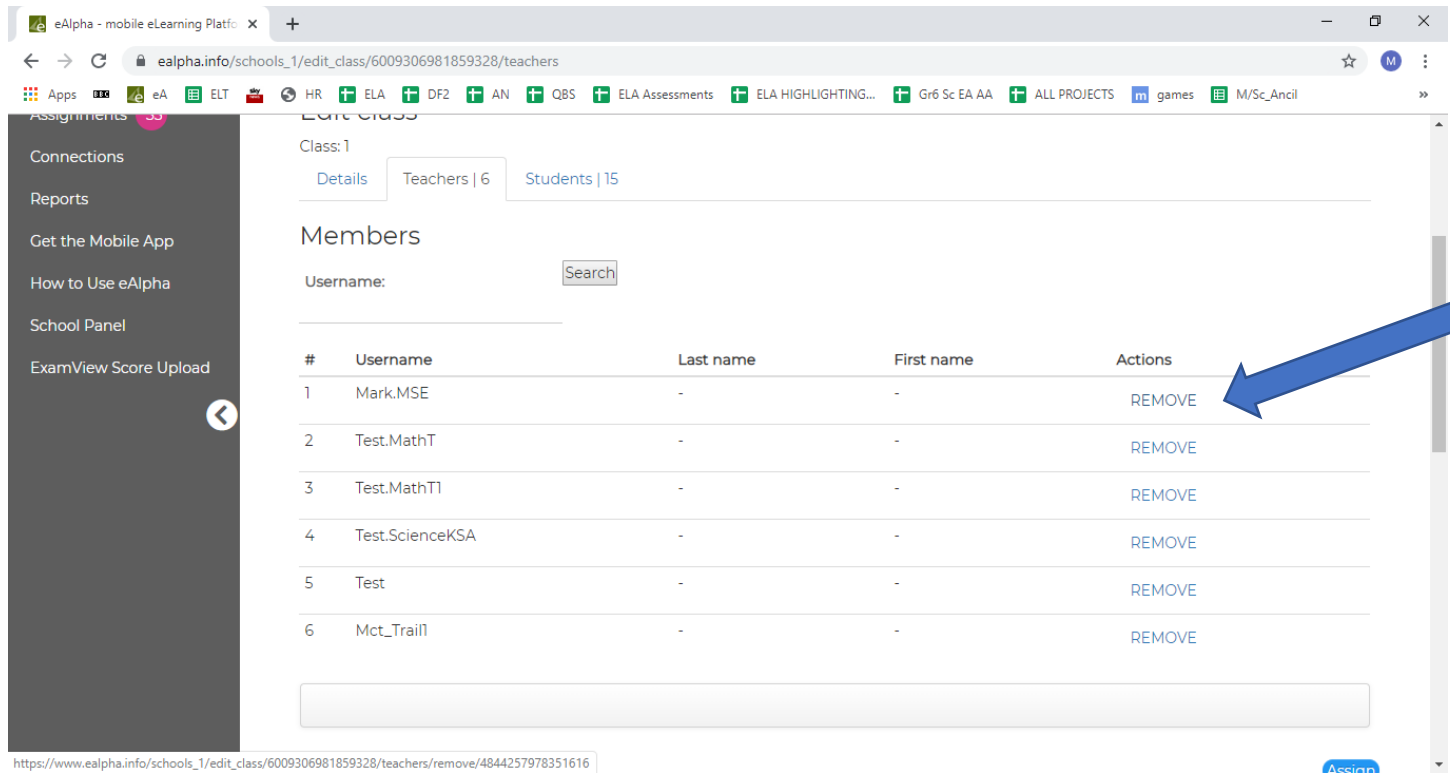
The screenshot shows the 'Manage classes' page in the eAlpha School Panel. The page title is 'Dashboard' and it includes a 'Back' button. Below the title is the heading 'Manage classes' and the text 'School: Mark School'. There is an 'Add class' button in the top right corner. A table lists several classes, each with an 'Edit' button (in blue) and a 'Delete' button (in red). A blue arrow points from the 'Edit' button for class '11A' to the 'Edit' button for class '11'. The URL at the bottom of the page is https://www.ealpha.info/schools_1/edit_class/6009306981859328.

Class	Edit	Delete
1	Edit	Delete
11	Edit	Delete
11A	Edit	Delete
11B	Edit	Delete
1A	Edit	Delete
1B	Edit	Delete
1C	Edit	Delete
2	Edit	Delete

3. Select either the *Teachers* or *Students*



4. Find the teacher or student from the list and select *Remove*.



5. Go back to *Manage Classes*.
6. Find the new class you wish to move the teacher or student into.
7. Click *Edit*.
8. Select either the *Teachers* or *Students* tab.

9. Scroll down the page to find the list of *Non Members*.
10. Find the teacher or student you wish to add to the class and check the box next to their name and click on *Assign*.
11. NOTE: The student or teacher moved will still only have access to the same materials as before unless you update their course licenses.

The screenshot shows the eAlpha mobile eLearning Platform interface. On the left is a dark sidebar with navigation options: 'Get the Mobile App', 'How to Use eAlpha', 'School Panel', and 'ExamView Score Upload'. The main content area is titled 'Members' and includes a search bar labeled 'Username: Search'. Below the search bar is a table with the following data:

#	Username	Last name	First name	Actions
1	Mark.MSE	-	-	REMOVE

Below the 'Members' table is a large empty input field. Underneath that is the 'Non Members' section, which contains a table with the following data:

	Username	Last name	First name
<input type="checkbox"/>	Marky.Mark	-	-
<input checked="" type="checkbox"/>	Teacher1	-	-
<input type="checkbox"/>	Teacher10	-	-
<input type="checkbox"/>	Teacher100	-	-
<input type="checkbox"/>	Teacher11	-	-
<input type="checkbox"/>	Teacher2	-	-
<input type="checkbox"/>	Teacher22	-	-
<input type="checkbox"/>	Teacher3	-	-

In the top right corner of the 'Non Members' section, there is a green 'Assign' button, which is highlighted by a blue arrow.

To move many users from one class to another (usually students)

1. Need to Reimport users (point 4.e.ii above p6) and input 0 so students are still in the system but not associated with the school.
2. Again check reimport file for success.
3. Import file (point 4.e.i above p4) with teacher/students associated with new class.
4. Go to Manage Course licenses
 - a. Put in the code given by IT for that subject/grade
 - b. Select from assignee drop down either:
 - i. School class (teacher and all students get access)
 - ii. Teacher (select teacher’s username)
 - iii. Student (select student’s username)
 - c. Click Assign button