

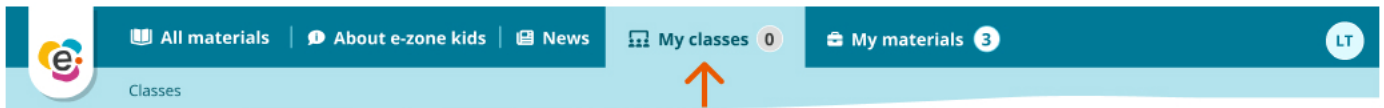
Instructions for learning packages

How to use learning packages:

If you have already created a class and added students and would now like to assign online activities, go directly to step 3 '**Create learning packages**'

1. Create a class

To be able to use learning packages, you need to first create a class. To do this, select '**My classes**'.



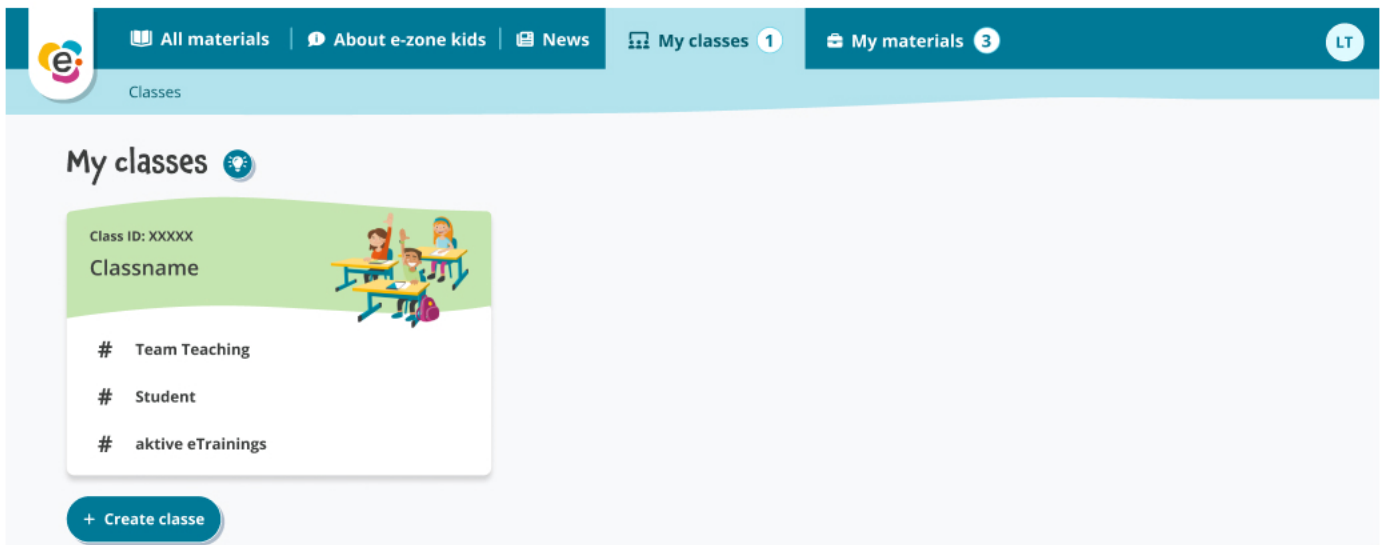
Then click on the '**Create class**' button.

+ Create class

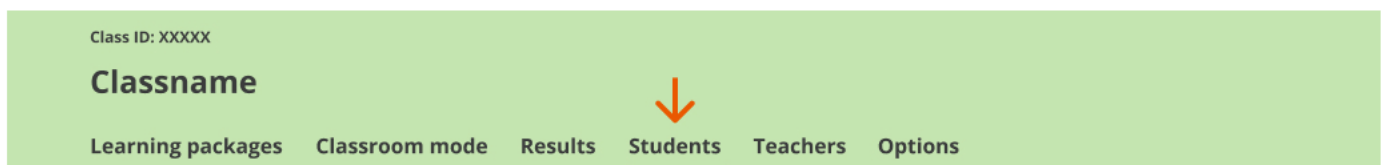
Give the class a name and click '**Save**'.

2. Add students and team teachers to a class

In the class overview, select the class to which you would like to add students.



To add students to your class, select '**Students**'.



You can use the '**Add student**' button to add students to the class individually.

+ Add student

Alternatively, you can upload your students list directly to the form. You can find instructions by clicking on the '**Import**' button.

If you would also like to invite teachers to **team teach** in your class, select the **'Teachers'** option from the menu.



There you will find a **5-digit code** that you can share with the teacher you would like to invite to your class. Each teacher will need to activate a Teacher's book code to have access to the class.



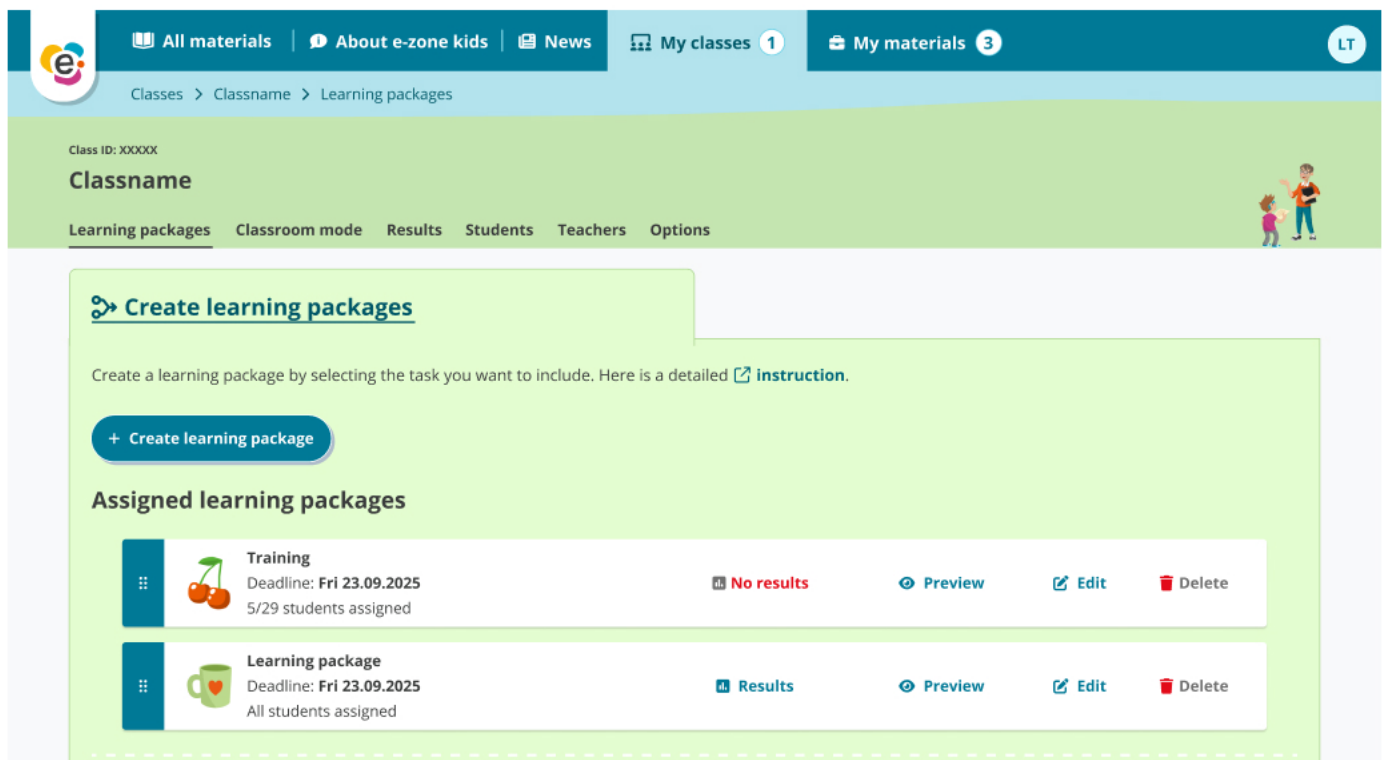
At the very bottom of the class overview (My classes) there is a box for **inputting the class ID**. This is where the additional teacher should enter the **5-digit code**.

Team teaching



3. Create learning packages

You can assign online practice to your students, using the **'Create learning packages'** function. You can assign these learning packages to the entire class or to individual (groups of) students.

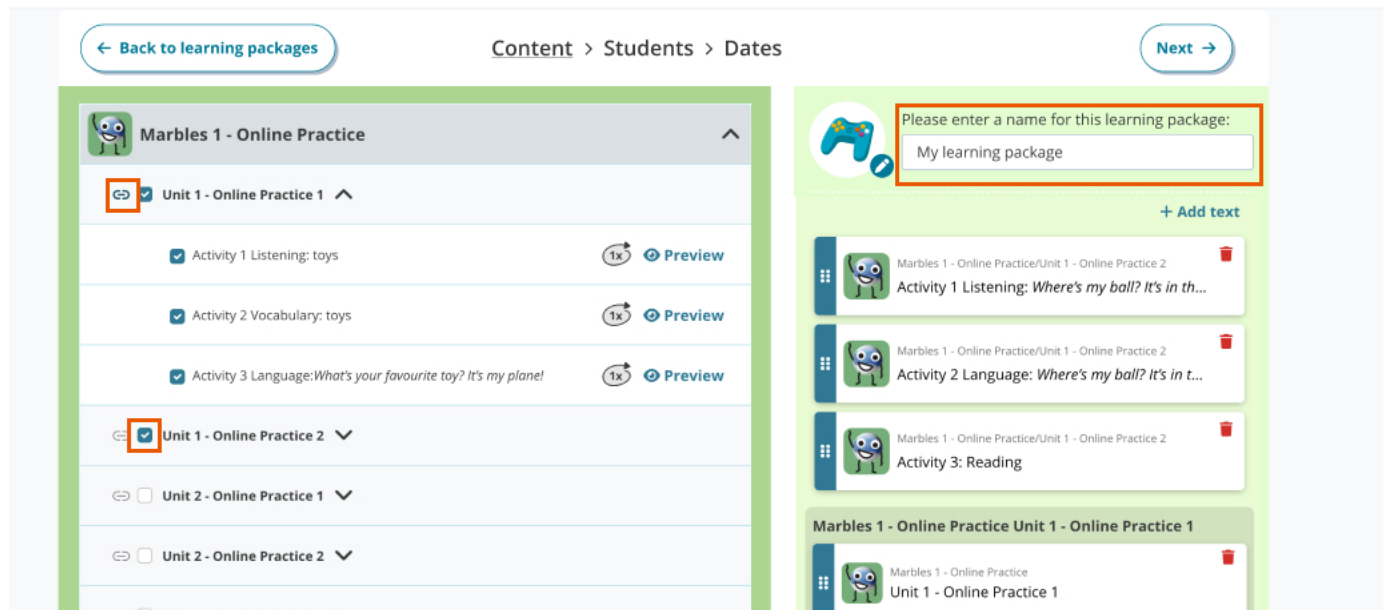


To create a new learning package, click on **'Create learning package'**.

+ Create learning package

Select the content you want to include using the **checkboxes**. You can also select a group of content by clicking on the **group icon**.

Type a name for your Learning Package here e.g. Unit 1, Online Practice 1.



Click on **'Next'** once you have selected the content for your learning package.

In the next step, you can assign the learning package using the checkboxes to either the entire class or **individual students**.

To set the duration of your learning package, click **'Next'**.

Learning package will be assigned to:

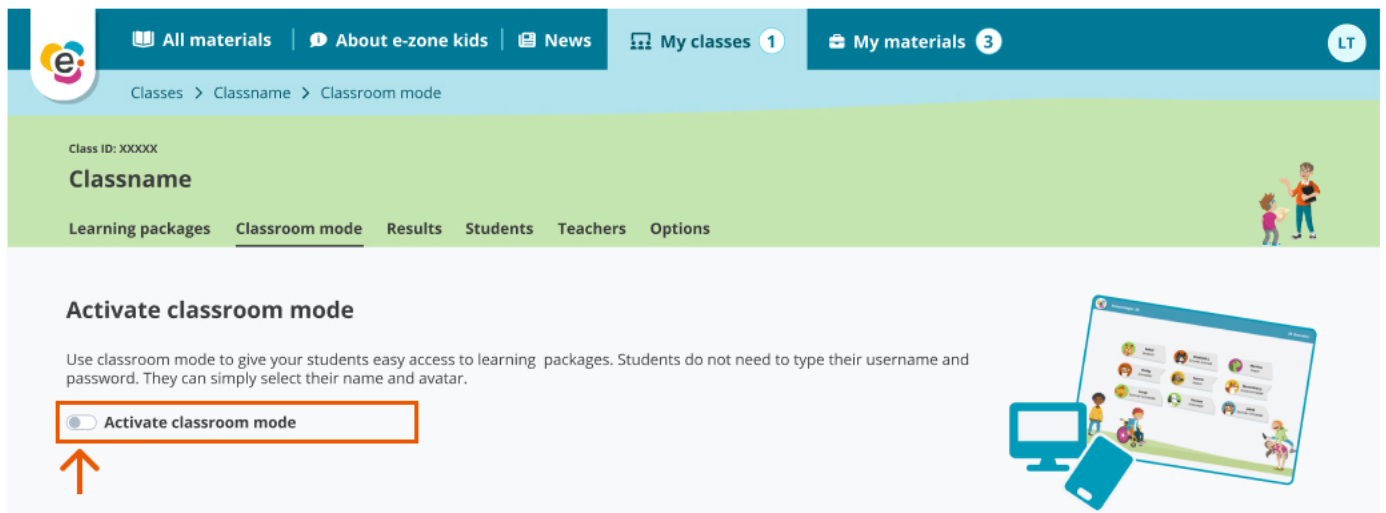
- ☒ all students
- ☒ Ferdinand Fuchs
- ☐ Hansi Hamster
- ☒ Kerstin Katze
- ☐ Helmut Hund

If you do not set a different date for the deadline, the deadline will be 7 days after the start date. After the deadline date students will no longer have access to the learning package and teachers can view their students' results.

Start on		Deadline	
Date:	Time:	Date:	Time:
17.06.2024	08:00	19.06.2024	22:00

4. Classroom mode

You can use learning packages in '**Classroom mode**' by clicking on the tab in the menu.



Activate classroom mode using the **switch**. You can then choose from two options:

Option 1: Start classroom mode on this device

This starts classroom mode directly on the device on which you are logged in. Click on the '**Start classroom mode**' button to start the session and your students will then select their user.



Click below to start classroom mode on this device.

→ Start classroom mode

Option 2: Start classroom mode on other devices

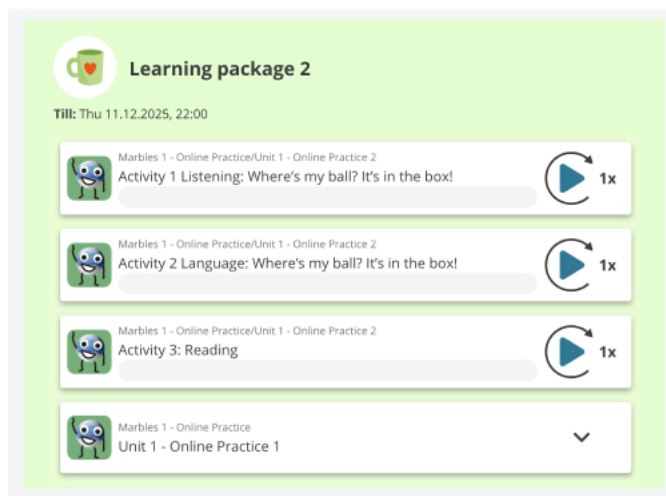
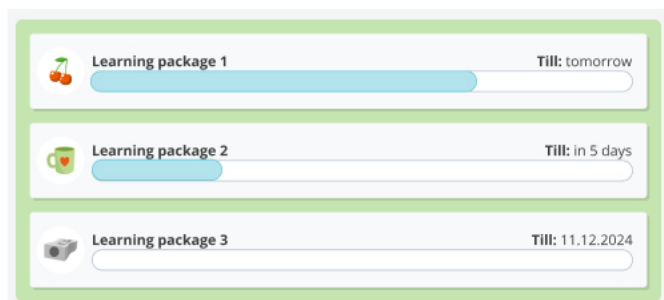
Option 2 allows you to share access to the learning area with your students via a **link** or **QR code**. This enables them to access the learning area from their own devices and select their own user from there.



5. Selection of the assigned tasks

As soon as classroom mode has been started and your students have selected their user, they will see the assigned learning packages.

Students can click on a learning package and select an exercise. Within the learning packages, there is a submenu with the individual or groups of exercises that you have put together.



6. Log out students and end classroom mode

By clicking on the **'Logout'** button in the centre of the header students return to the user selection screen. If using one device, when a student logs out, the next child can select their name and avatar to start their turn.



If you click on **'Close'** at the top right, you will be redirected to the e-zone-kids homepage.

To prevent your pupils from accessing the teacher's profile, the teacher will also be logged out at the same time.



We hope you have a lot of fun with e-zone kids!

