



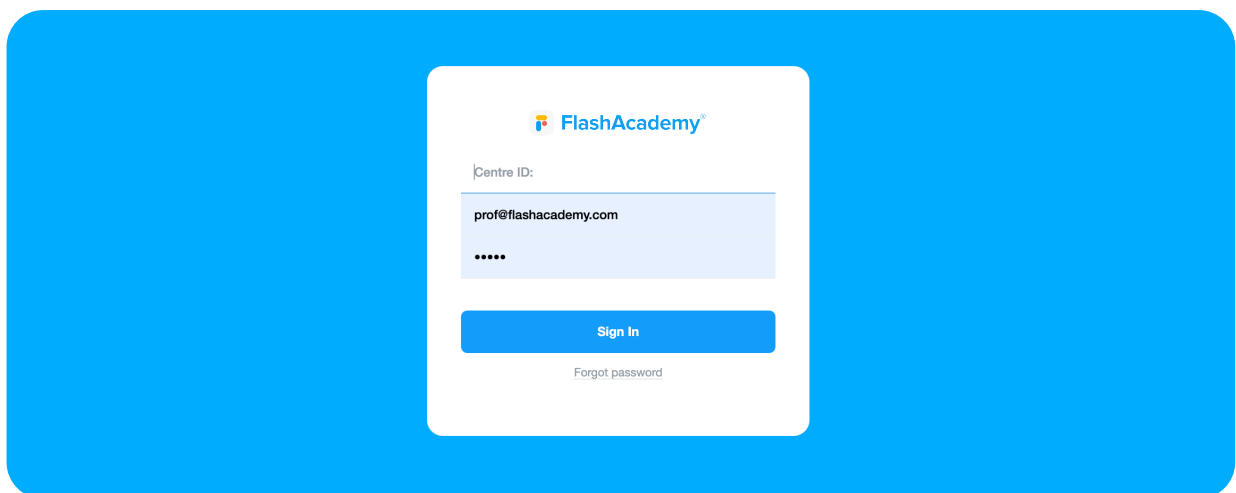
Teacher Dashboard Guide

How To Login

Where do I log in?

Teachers log in via the Teacher Dashboard. In your web browser, search:

edu.flashacademy.com



Where are my login details?

The admin can find their login details in the initial Welcome Email. If you do not have your login details, contact the admin at your school or support@flashacademy.com.

In order to log in to the Teacher Dashboard, you will need:

Centre ID

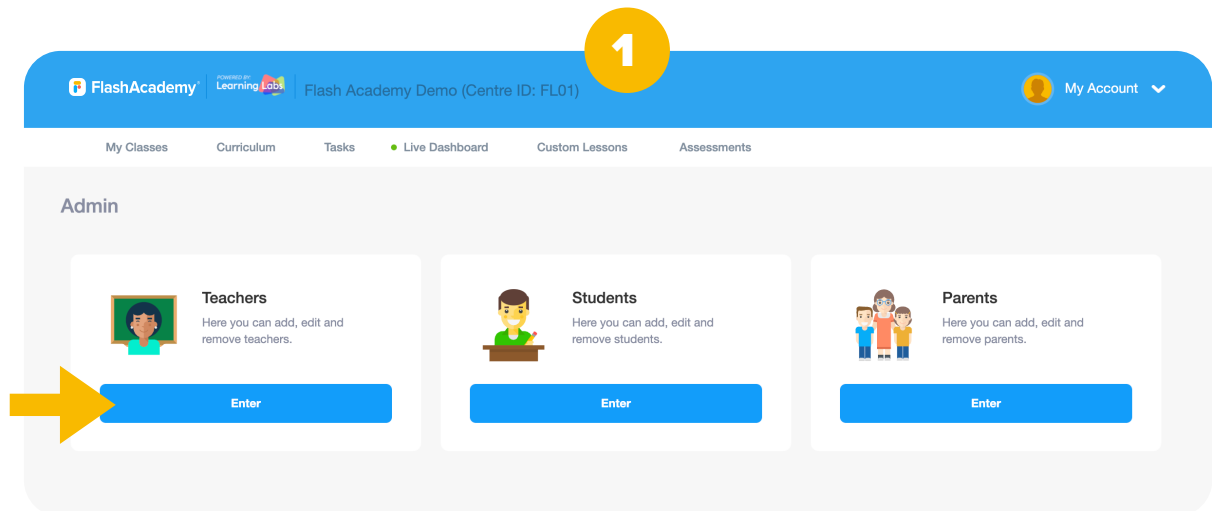
Work email

Password

TIP A Chrome browser works best.

How To Add Teachers

1



FlashAcademy powered by Learning Labs Flash Academy Demo (Centre ID: FL01) My Account

My Classes Curriculum Tasks **Live Dashboard** Custom Lessons Assessments

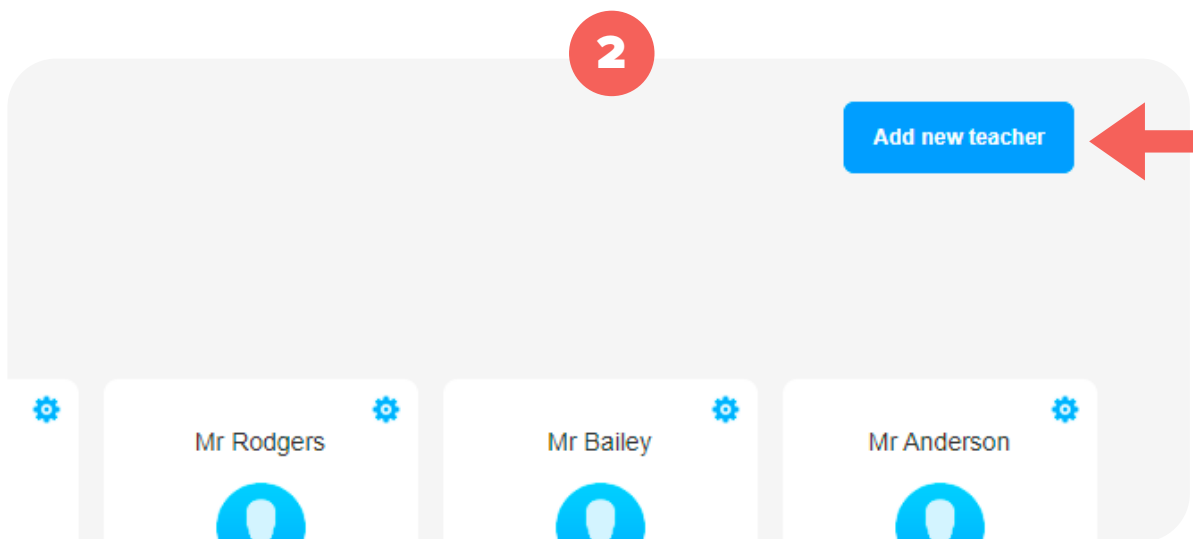
Admin

Teachers
Here you can add, edit and remove teachers.
Enter

Students
Here you can add, edit and remove students.
Enter

Parents
Here you can add, edit and remove parents.
Enter

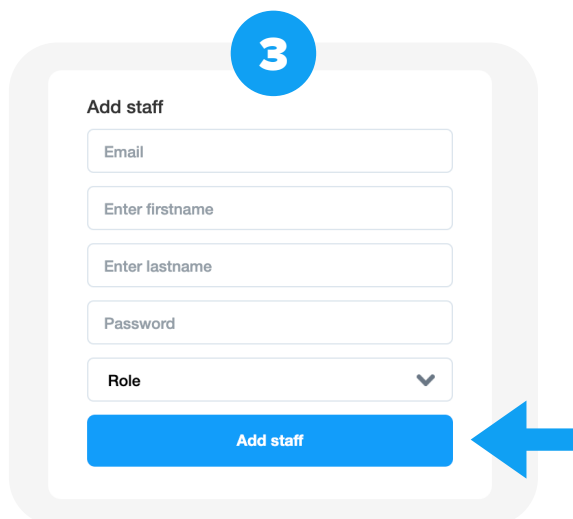
2



Add new teacher

Mr Rodgers Mr Bailey Mr Anderson

3



Add staff

Email

Enter firstname

Enter lastname

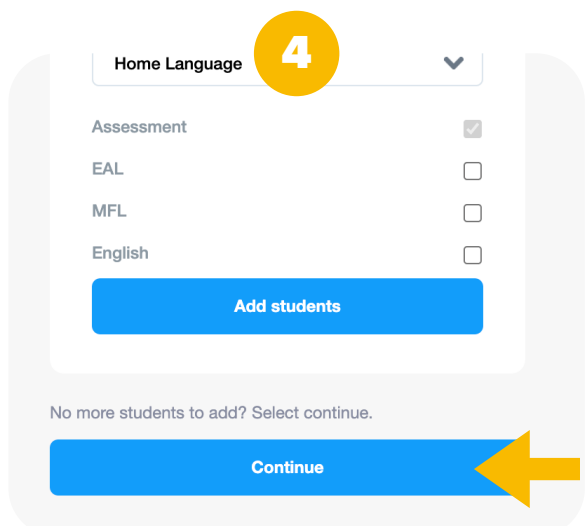
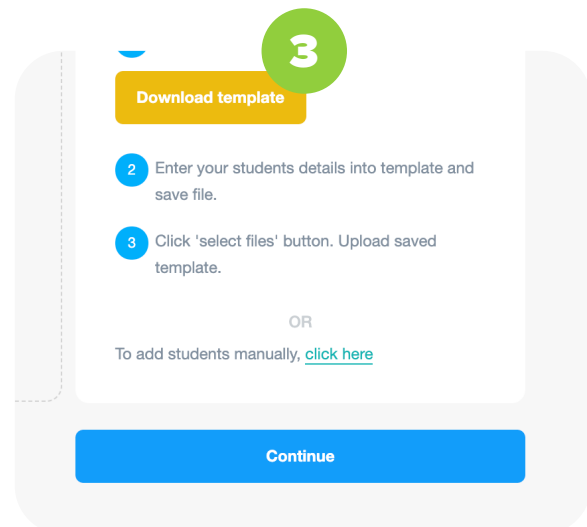
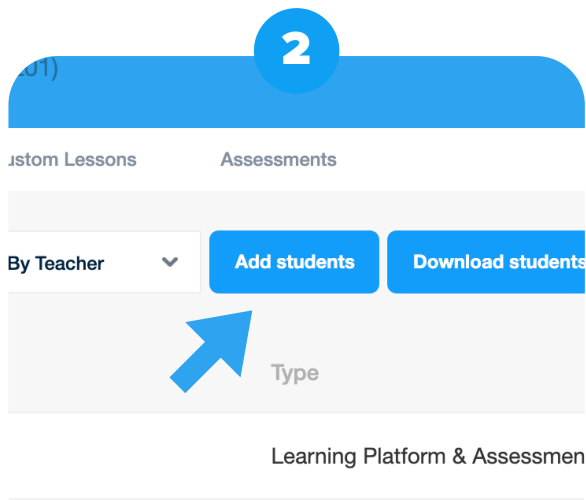
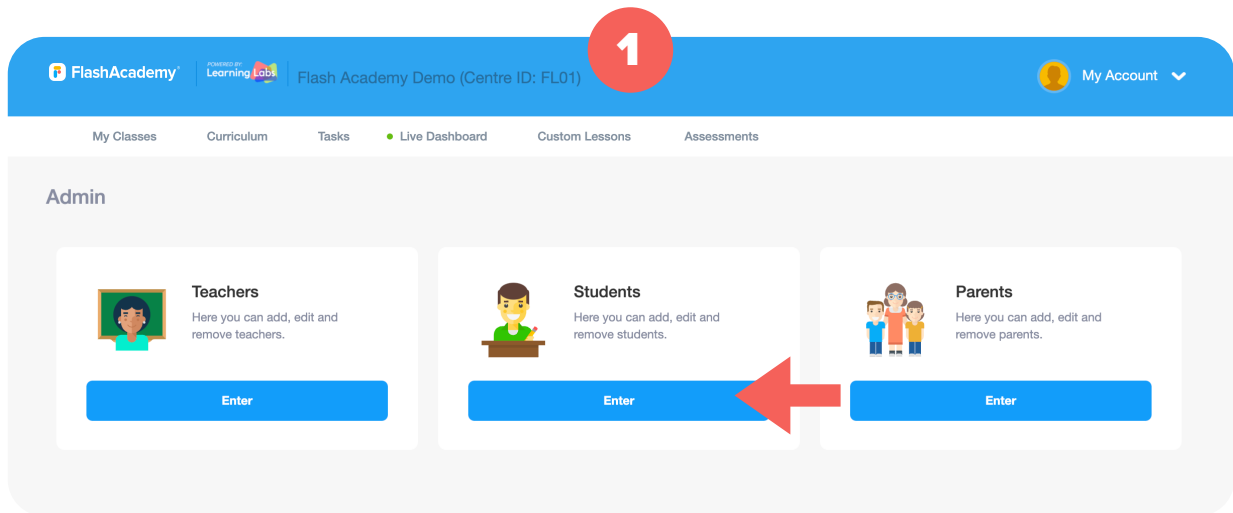
Password

Role

Add staff

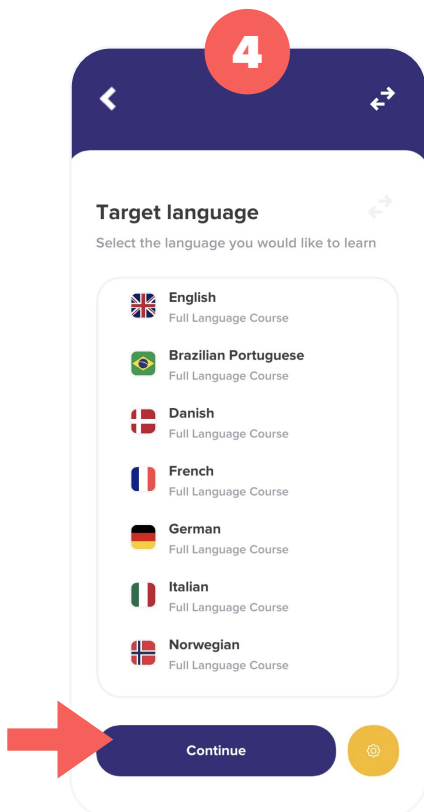
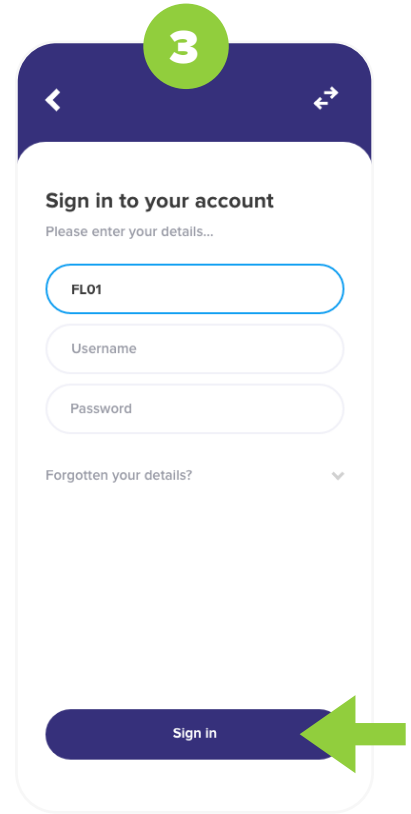
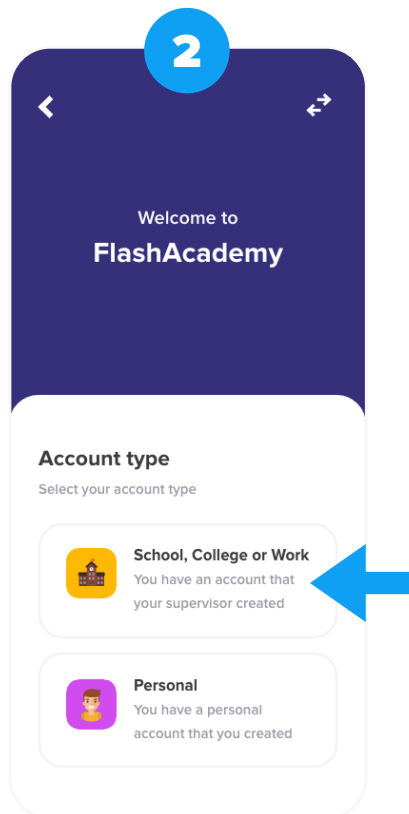
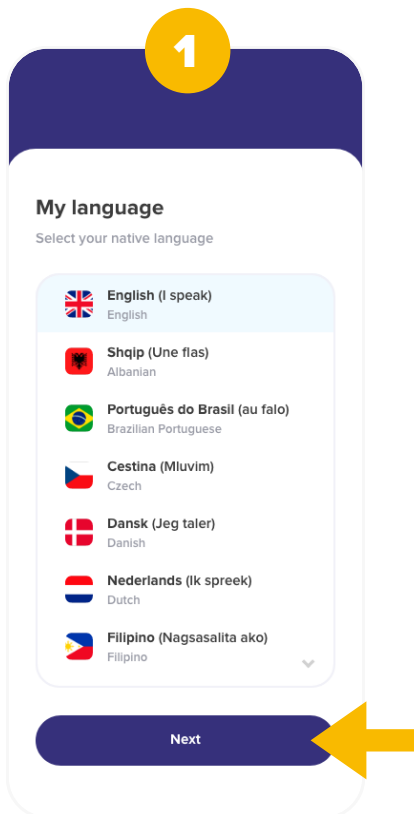
- 1** Go to My Account > User Admin and enter into the Teacher's section
- 2** Click "Add new teacher"
- 3** Fill in the teacher's details and click "Add staff"

How To Add Pupils



- 1 Go to My Account > User Admin and enter into the "Students" section
- 2 Click "Add students"
- 3 Either download the template, fill in the details and upload or click "Click here" and fill in the details manually
- 4 Click "Continue"

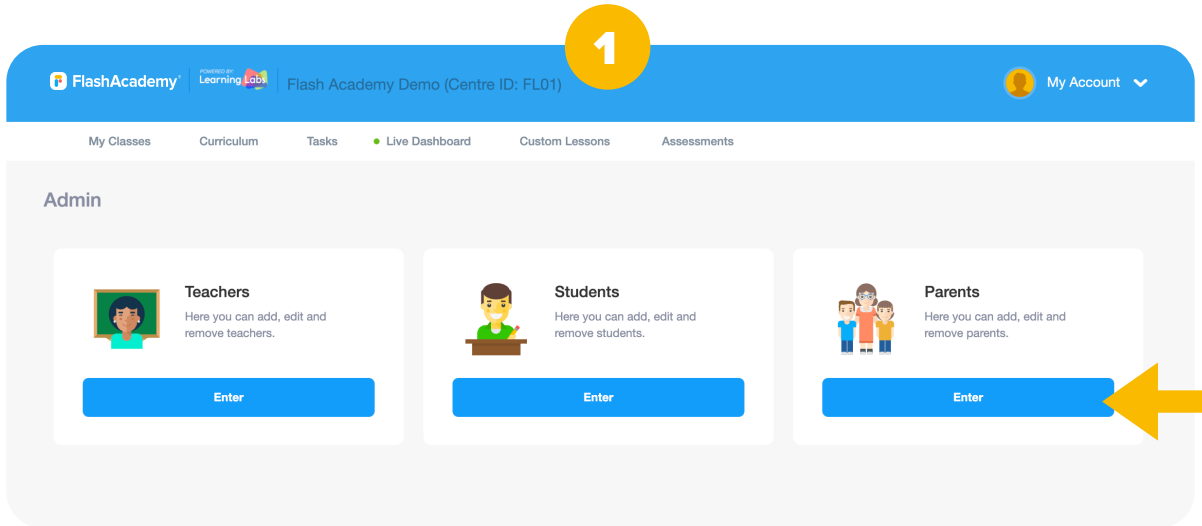
How a Student Logs In



- 1 On the app, choose your home language
- 2 Select "School" or "Work"
- 3 Type in your details and click "Sign in"
- 4 Choose your target language and select "Continue"

How To Set Up a Parent

1



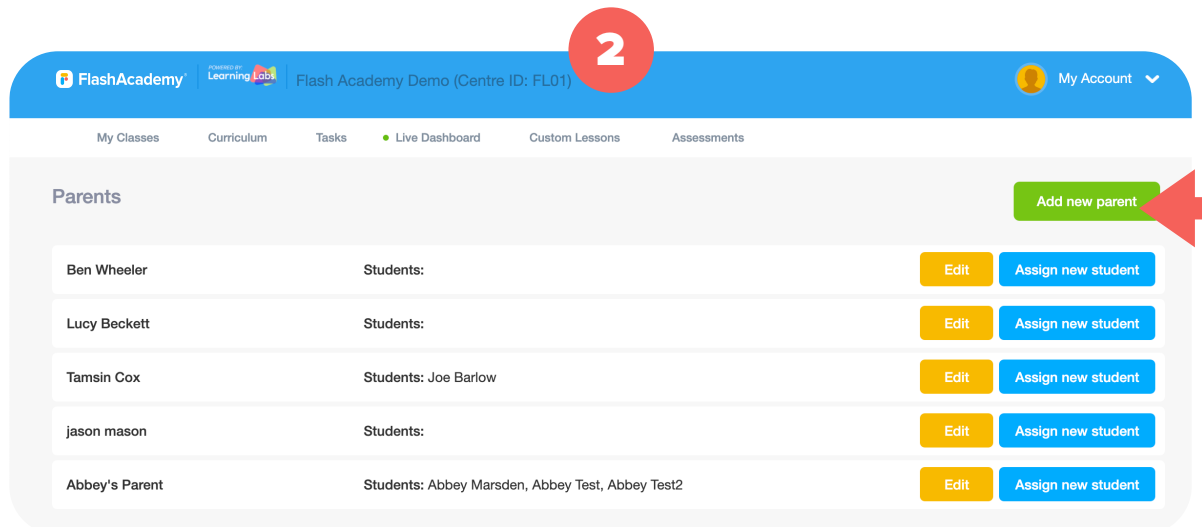
FlashAcademy powered by Learning Labs Flash Academy Demo (Centre ID: FL01) My Account

My Classes Curriculum Tasks **Live Dashboard** Custom Lessons Assessments

Admin

- Teachers**
Here you can add, edit and remove teachers.
[Enter](#)
- Students**
Here you can add, edit and remove students.
[Enter](#)
- Parents**
Here you can add, edit and remove parents.
[Enter](#)

2



FlashAcademy powered by Learning Labs Flash Academy Demo (Centre ID: FL01) My Account

My Classes Curriculum Tasks **Live Dashboard** Custom Lessons Assessments

Parents [Add new parent](#)

Ben Wheeler	Students:	Edit	Assign new student
Lucy Beckett	Students:	Edit	Assign new student
Tamsin Cox	Students: Joe Barlow	Edit	Assign new student
jason mason	Students:	Edit	Assign new student
Abbey's Parent	Students: Abbey Marsden, Abbey Test, Abbey Test2	Edit	Assign new student

3



Students:

Students:

Students:

Students:

Students:

Add parent

Email:

First name:

Surname:

Password:

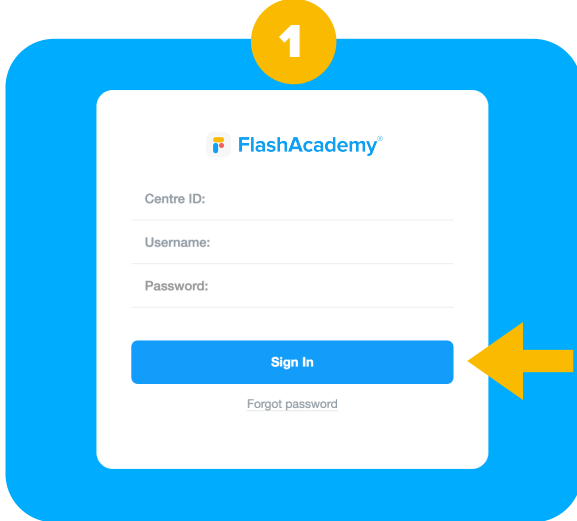
[Add](#)

Parents will receive an email with their login details and a link to the FlashAcademy dashboard.

- 1** Go to My Account > User Admin and enter into the "Parents" section
- 2** Click "Add new parent"
- 3** Fill in the parent's details and click "Add". Click "Next" and the parent will appear. You can now assign the parent to a pupil

How a Parent Logs In

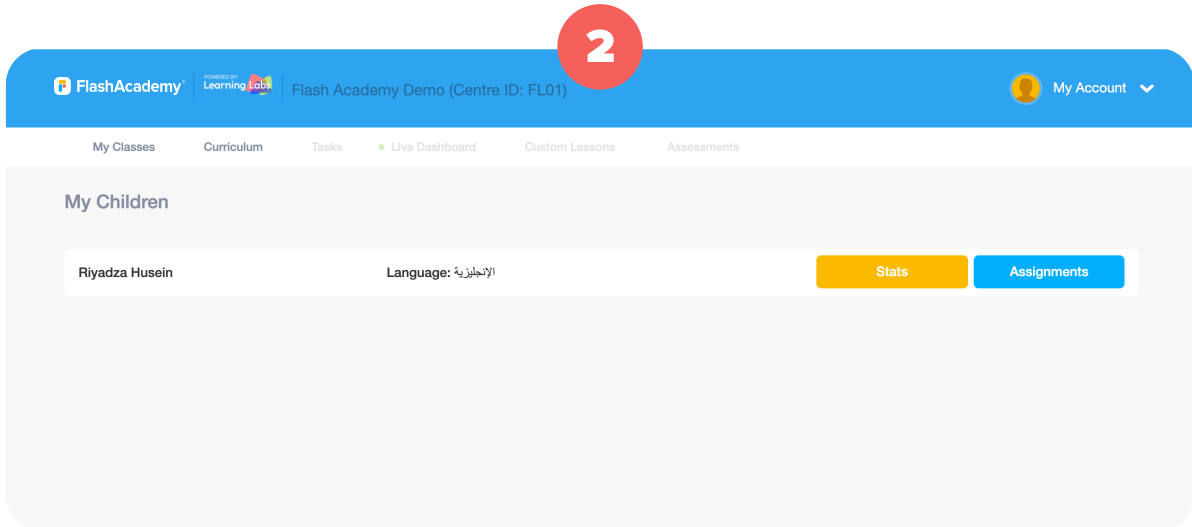
1



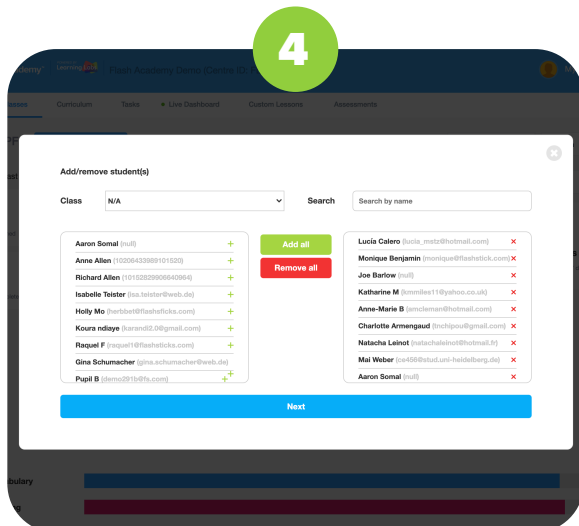
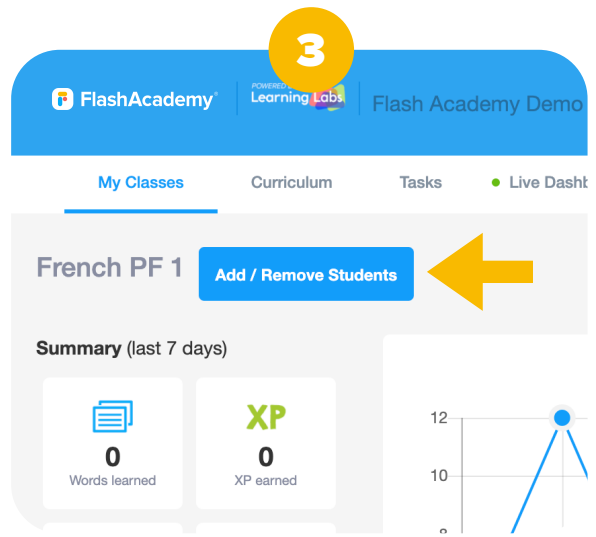
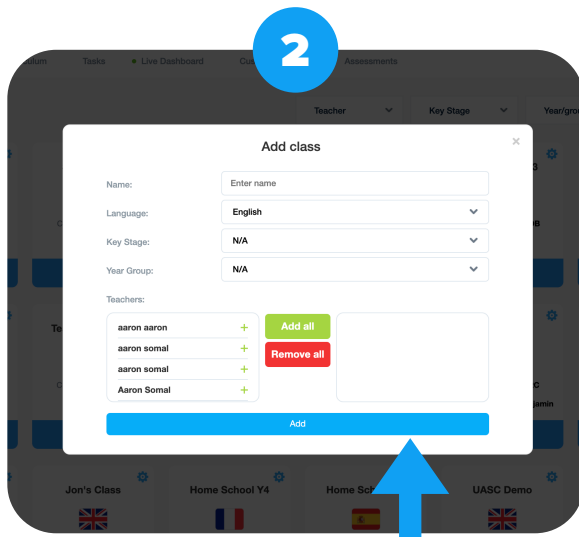
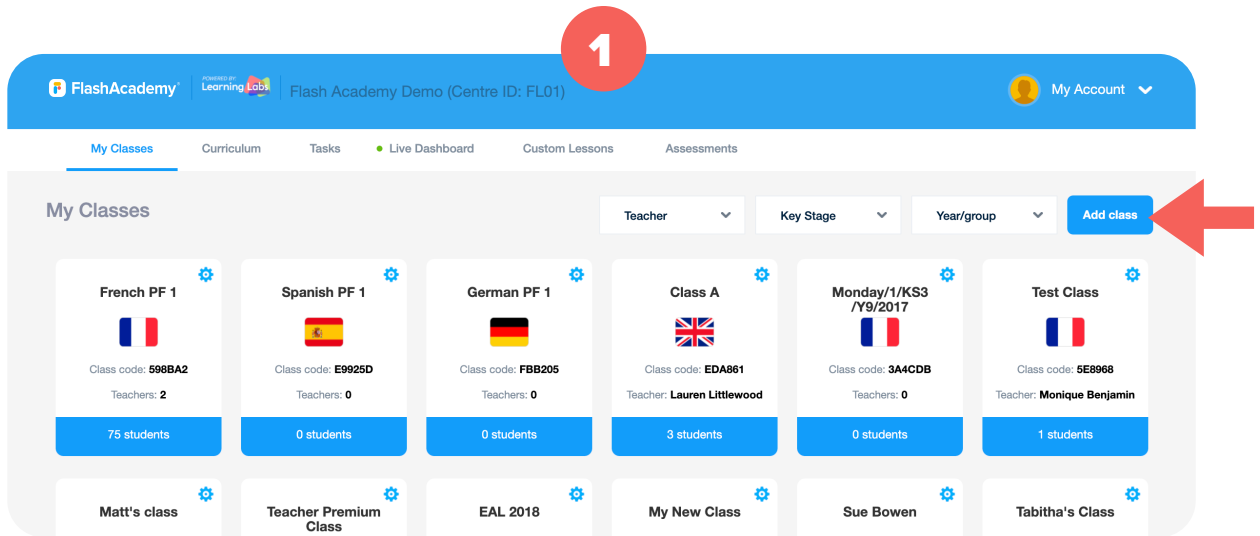
1 Head to edu.flashacademy.com
Fill in the login details given to you by the school and click "Sign in"

2 You can now view your child

2



How To Set Up a Class



- 1 Go to the my classes tab and click "Add class"
- 2 Fill in the details on the pop up screen and the click "Add"
- 3 Click "Add/remove students"
- 4 Add all pupils in bulk by clicking "Add all" or click on the green + next to the pupils name to add. Click "Next" to finish

How To Track Progress

1

My Classes

Class Name	Class Code	Teacher	Students
Class A	EDA861	Lauren Littlewood	1 students
French PF 1	598BA2	Teachers: 3	57 students
Spanish PF 1	E9925D	Teacher: Professor Flash	0 students
Italian PF 1	D96AE4	Teacher: Professor Flas	0 students

2

French PF 1

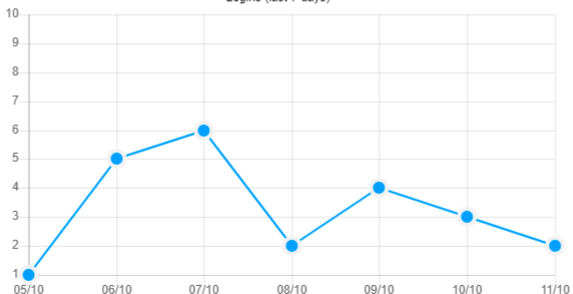
[Edit class](#)

French PF 1 | Login

Summary (last 7 days)

89 Words learned	13500 XP earned
47 Lessons completed	1 Games completed

Logins (last 7 days)



Date	Logins
05/10	1
06/10	5
07/10	6
08/10	2
09/10	4
10/10	3
11/10	2

Last 7 days

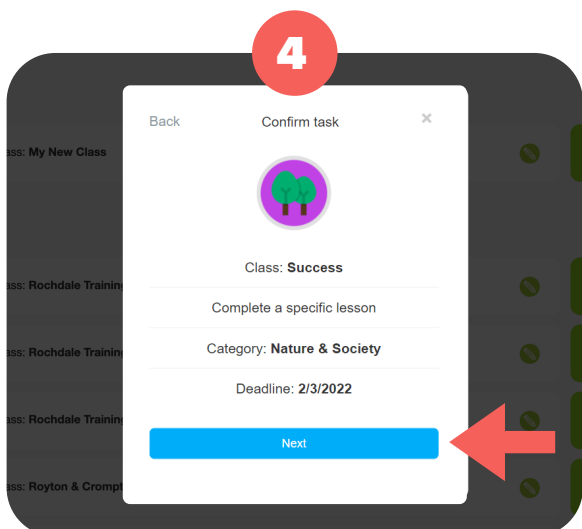
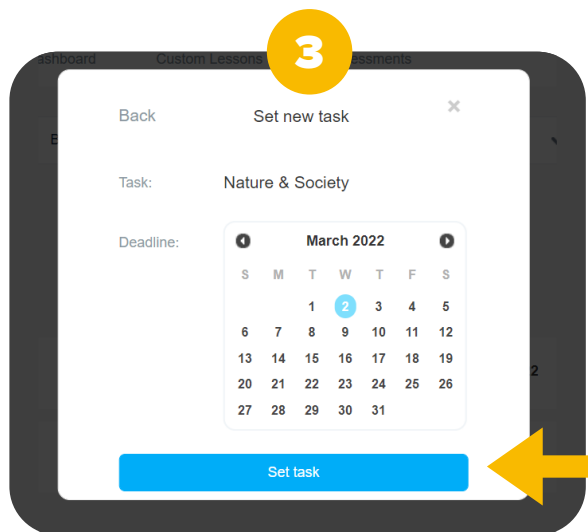
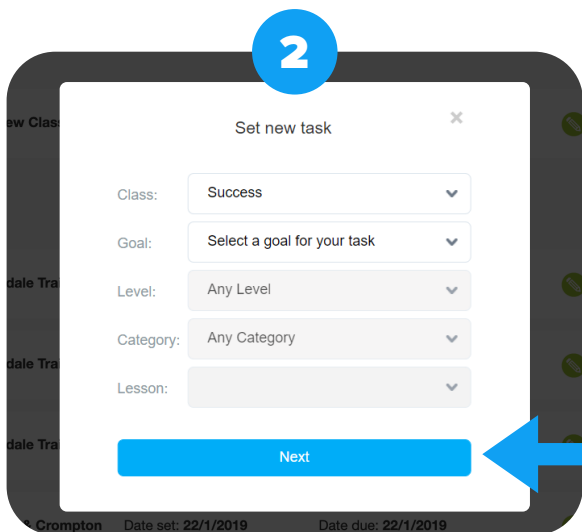
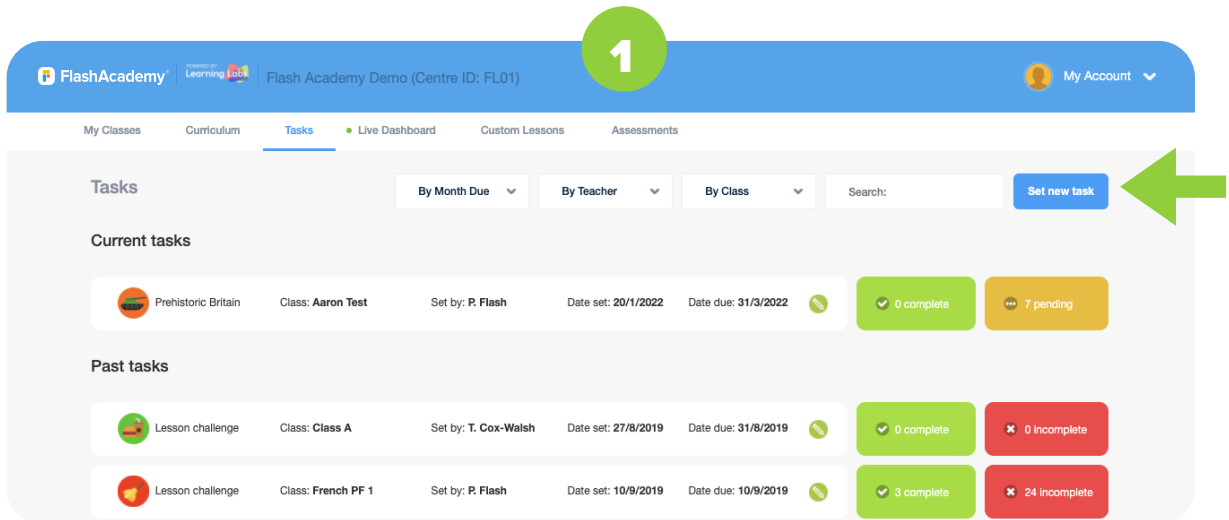
23 Logins

Over the last 7 days

- 1** Go to “My Classes” and click on the class you want to view
- 2** This page contains the class data

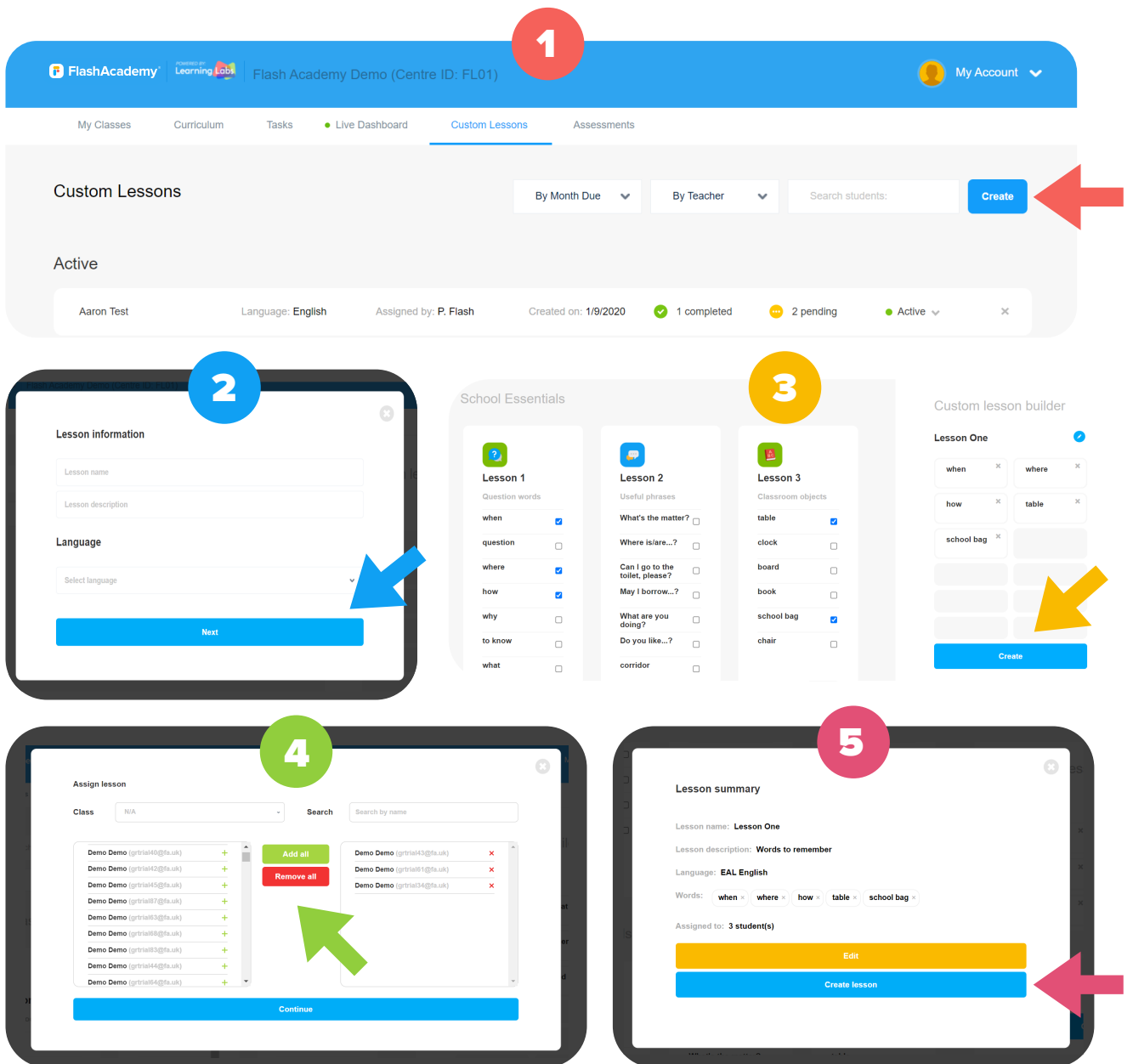
TIP: If you scroll down and click on a pupil, you can view their individual data.

How To Create a Task



- 1 Go to the Tasks tab and click "Set new task"
- 2 Fill in the task details and click "Next"
- 3 Set the deadline and click "Set task"
- 4 Click "Next" and the task will appear

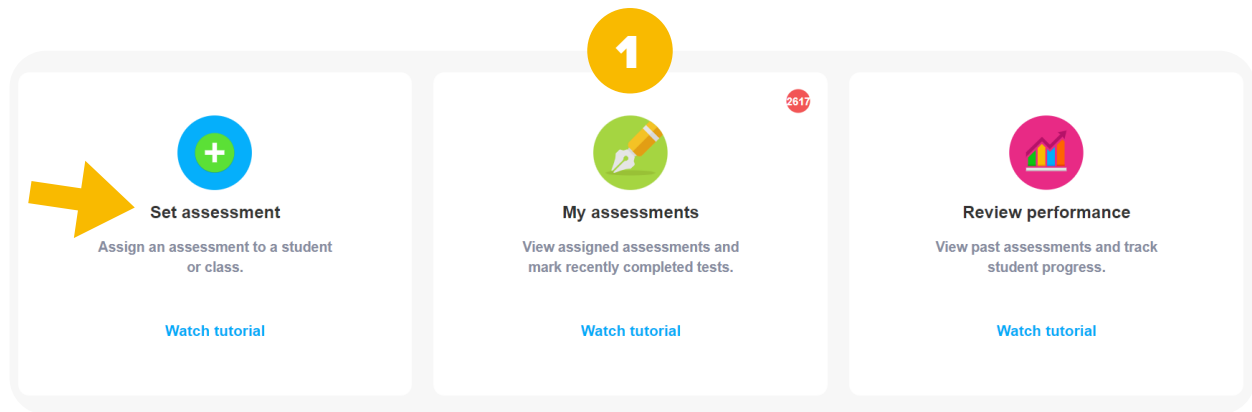
How To Create a Custom Lesson



- 1 Click the Custom Lessons tab and click 'Create'.
- 2 Complete the lesson information form with lesson name, lesson description and select the target language from the language drop-down menu.
- 3 Tick the boxes next to the vocabulary you want to include in the lesson. You must select a minimum of 4 words and a maximum of 12. Once selected, click 'Create'.
- 4 Select which students you wish to assign the Custom Lesson to. Once selected, click 'Next'.
- 5 Review the information and click 'Create lesson'.

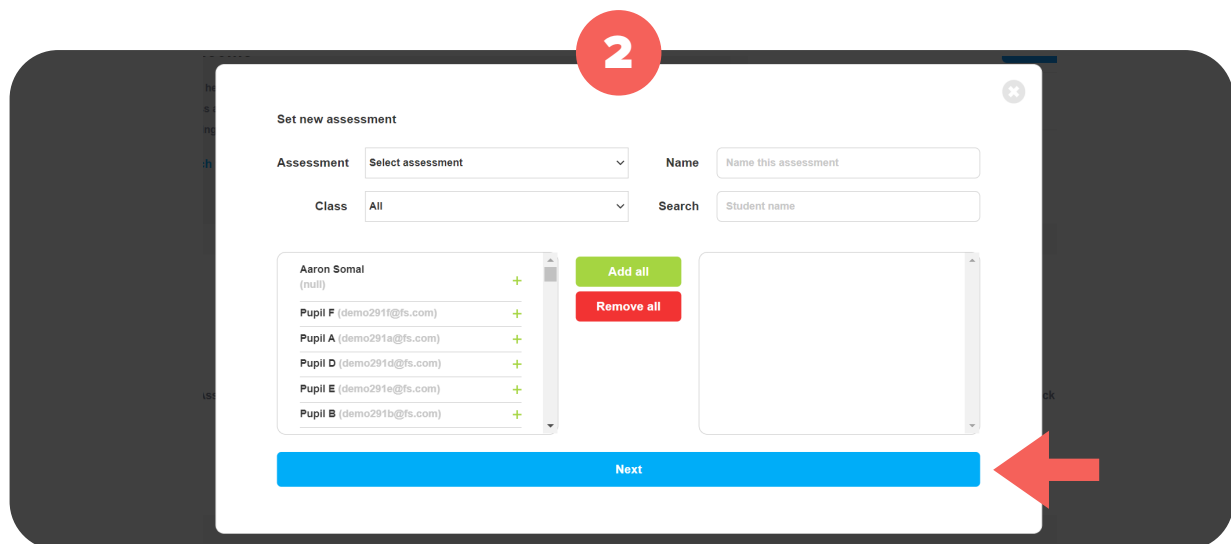
How To Set an Assessment

1



- Set assessment**
Assign an assessment to a student or class.
[Watch tutorial](#)
- My assessments**
View assigned assessments and mark recently completed tests.
[Watch tutorial](#)
- Review performance**
View past assessments and track student progress.
[Watch tutorial](#)

2



Set new assessment

Assessment: Name:

Class: Search:

Aaron Somal (null) +

Pupil F (demo291f@fs.com) +

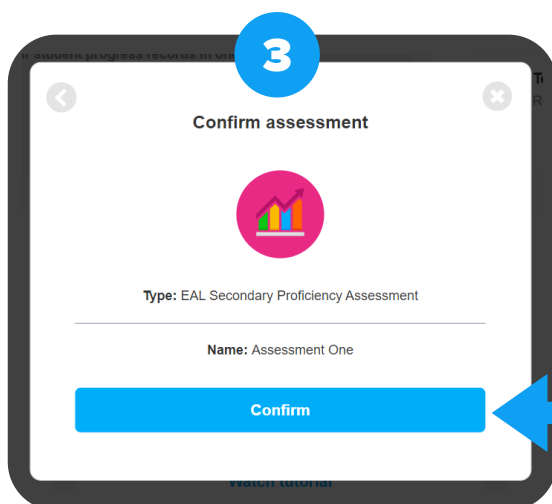
Pupil A (demo291a@fs.com) +

Pupil D (demo291d@fs.com) +

Pupil E (demo291e@fs.com) +

Pupil B (demo291b@fs.com) +

3



Confirm assessment

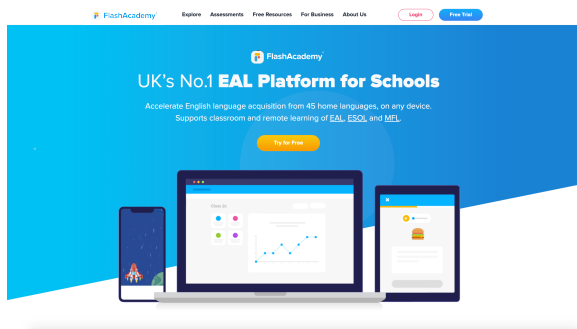
Type: EAL Secondary Proficiency Assessment

Name: Assessment One

- 1** Go to the **Assessment** tab and click on the **'Set assessment'** box.
- 2** Select the appropriate assessment, fill in the assessment name, and select which students you'd like to assess. Then click **'Next'**.
- 3** Click **'Confirm'** and go into the **'My assessments'** box to track and mark the assessment.

What To Access Where

There are three places to access FlashAcademy



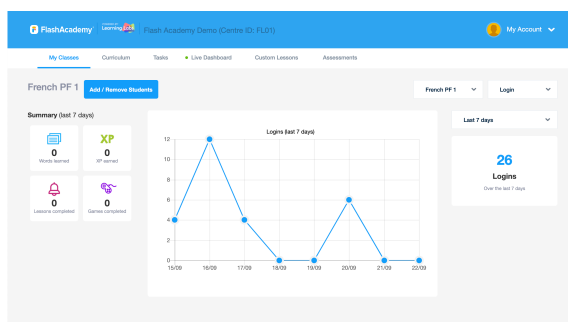
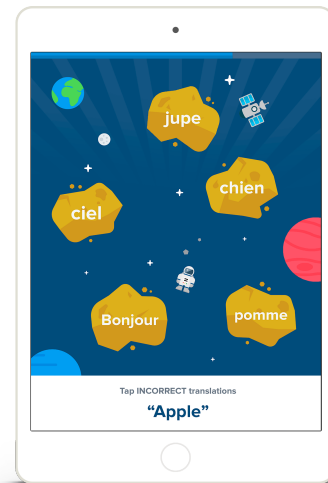
Our Website

www.flashacademy.com

For the general public

The App

This is where the students access to learn! Downloadable on tablets, iPads, computers and laptops.



The Dashboard

edu.flashacademy.com

This is where teachers track and view students' progress and set assignments.