



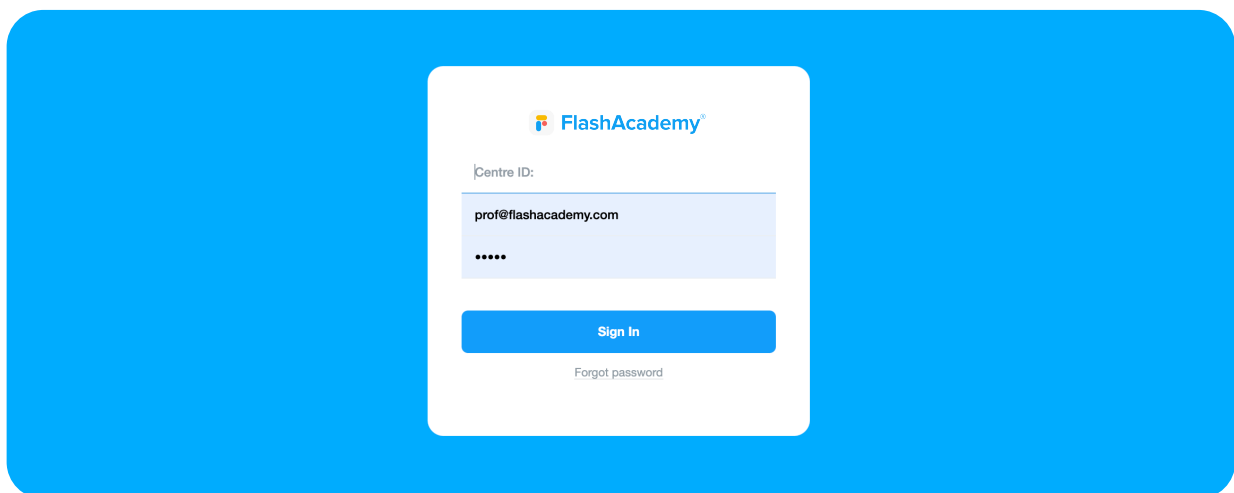
Teacher Dashboard Guide

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:

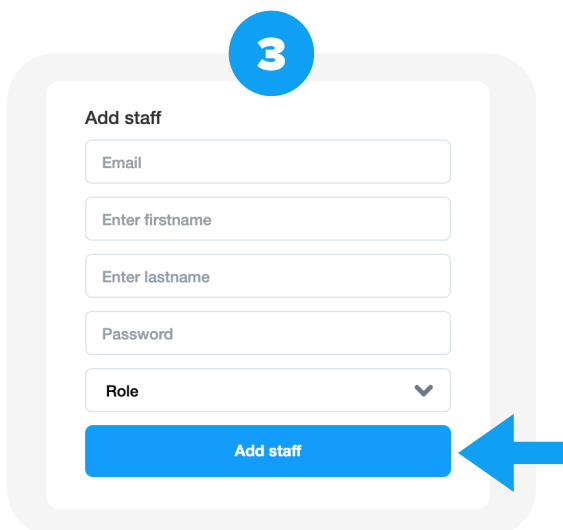
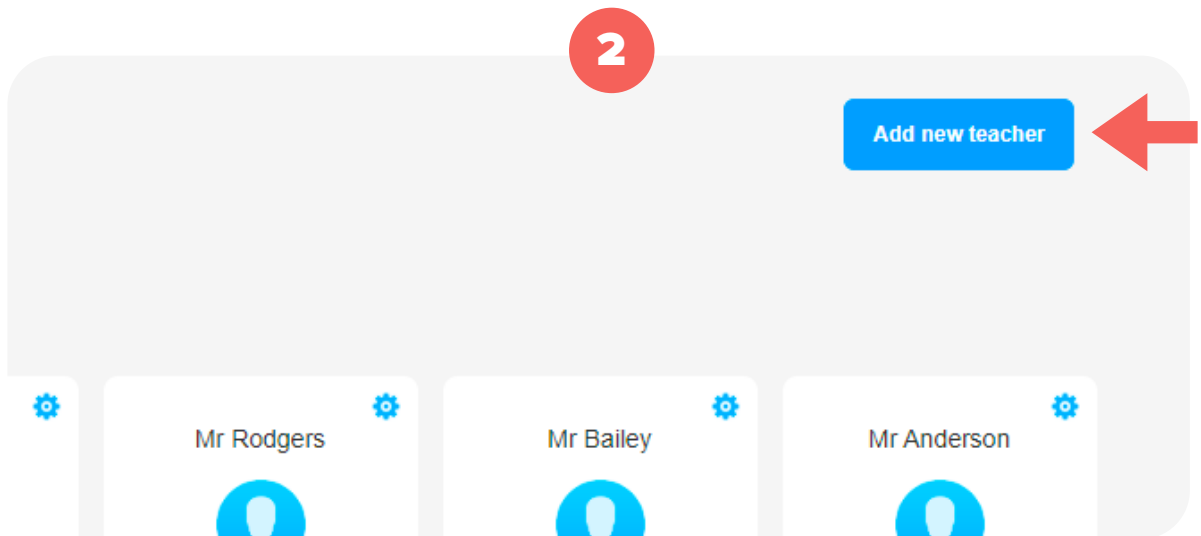
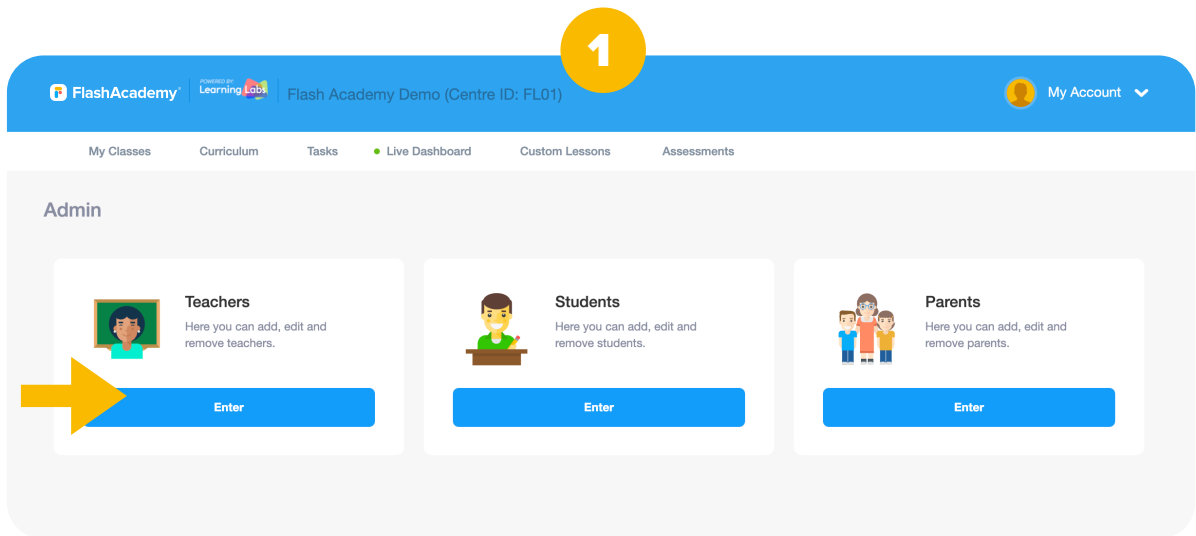
Centre ID

Work email

Password

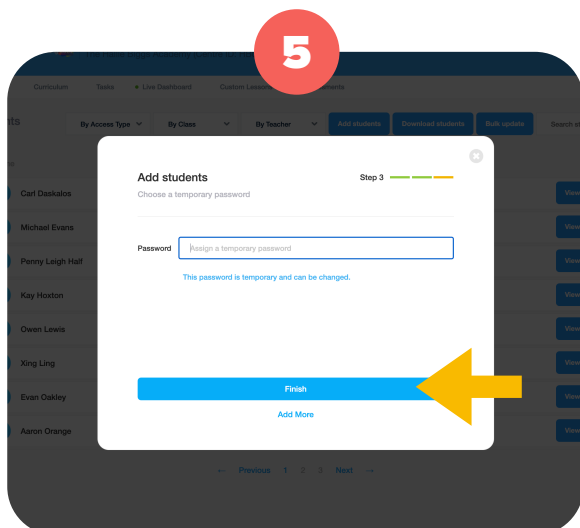
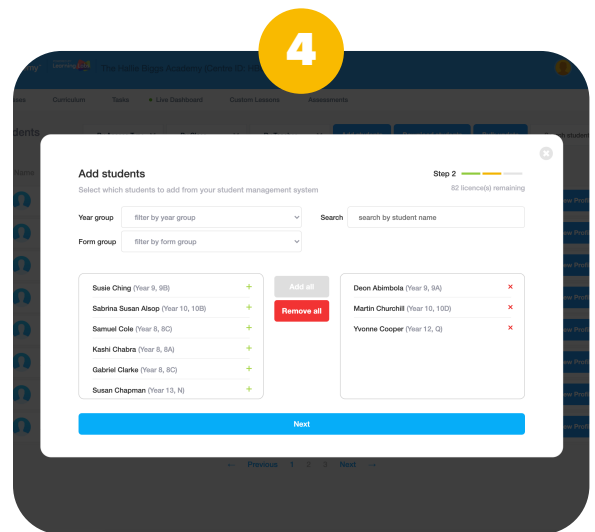
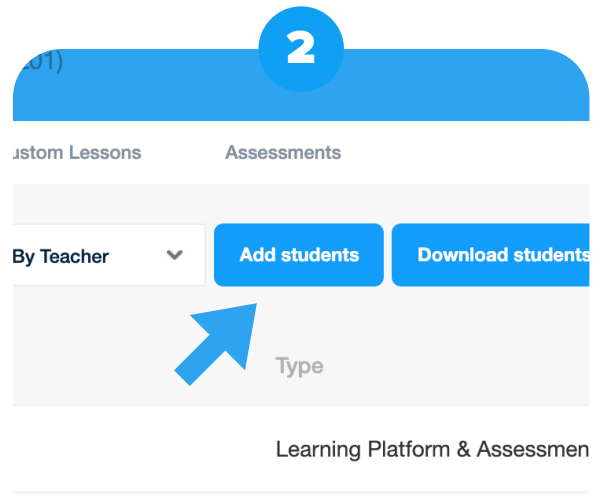
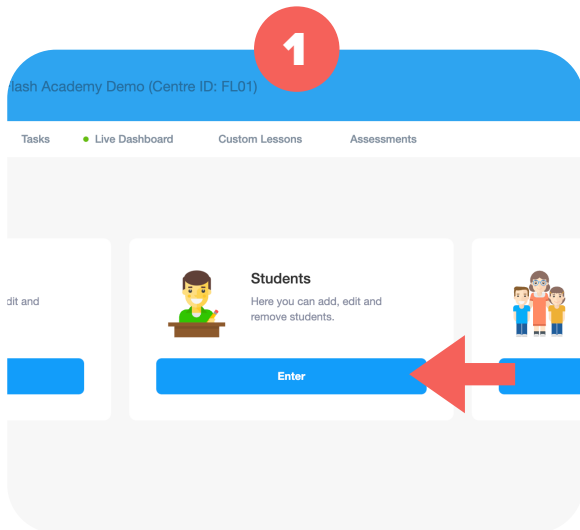
TIP A Chrome browser works best.

How To Add Teachers



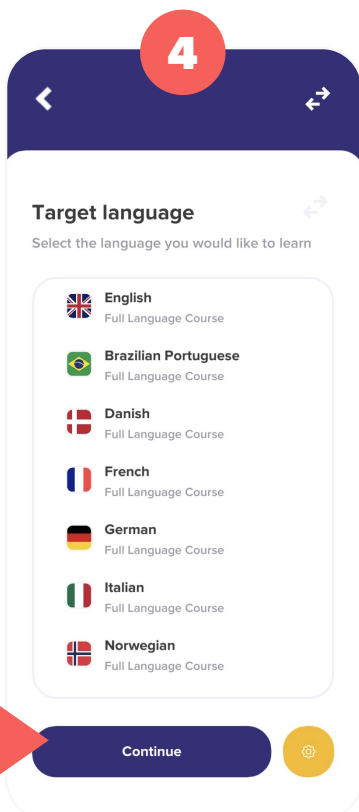
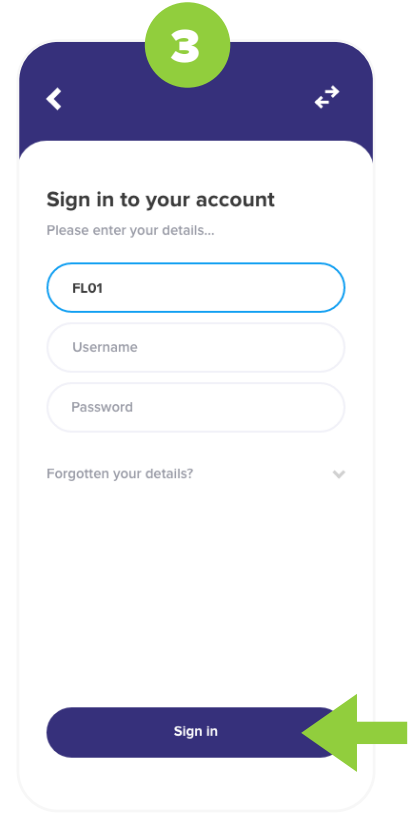
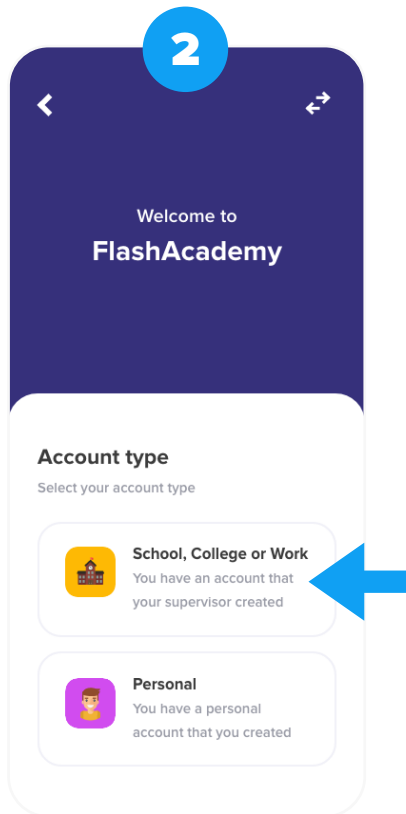
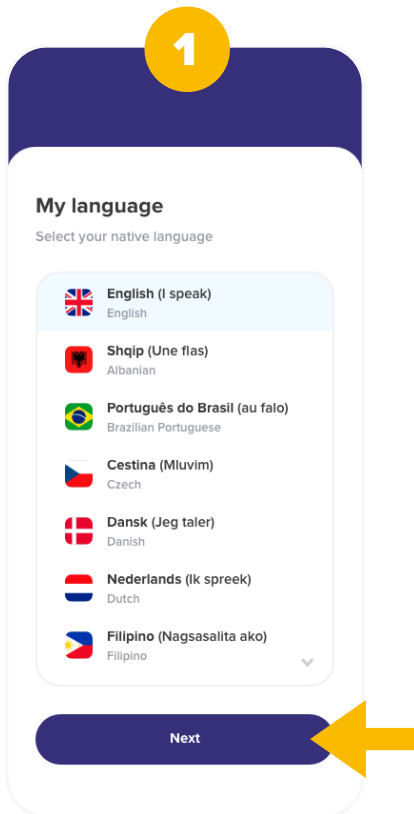
- 1** Go to My Account > User Admin and enter into the Teacher's section
- 2** Click "Add new teacher"
- 3** Fill in the teacher's details and click "Add staff"

How To Add Pupils



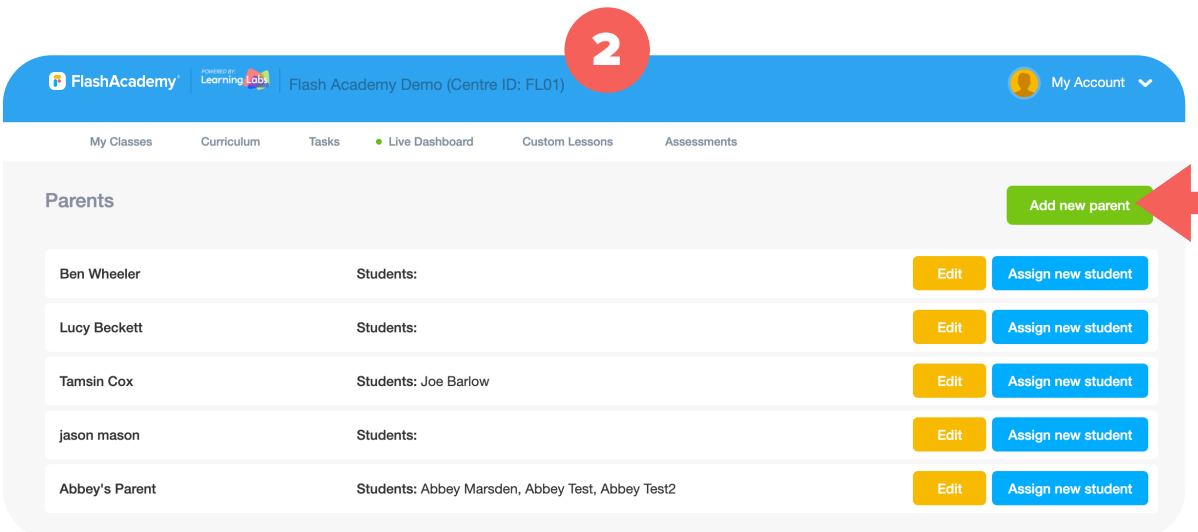
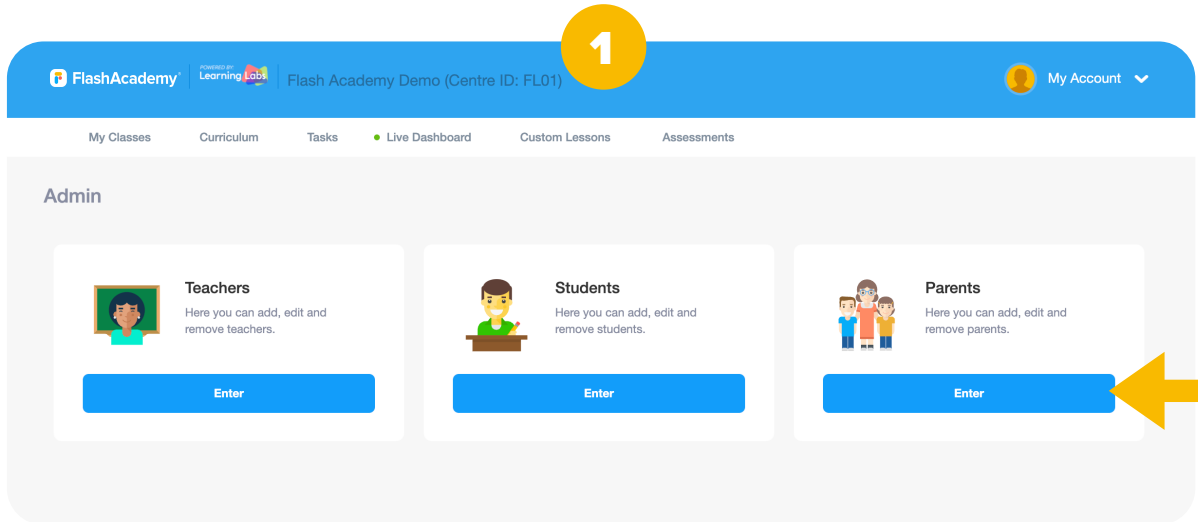
- 1 Go to My Account > User Admin and enter into the "Students" section
- 2 Click "Add students"
- 3 Select which type of student to add
- 4 Select which students to add from your student management system
- 5 Choose a password and click "Finish"

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

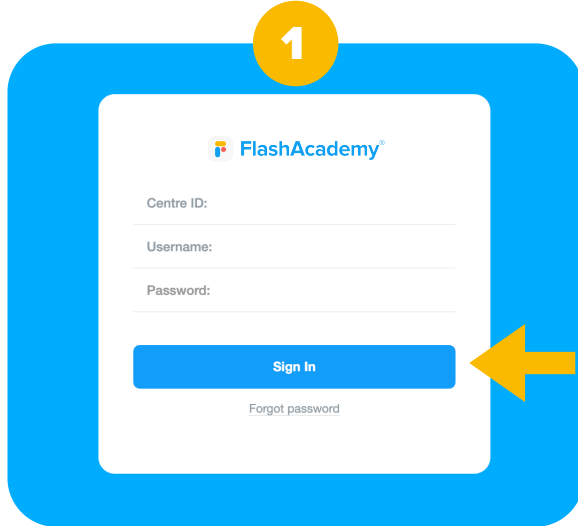


1 Go to My Account > User Admin and enter into the "Parents" section

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



FlashAcademy®

Centre ID: _____

Username: _____

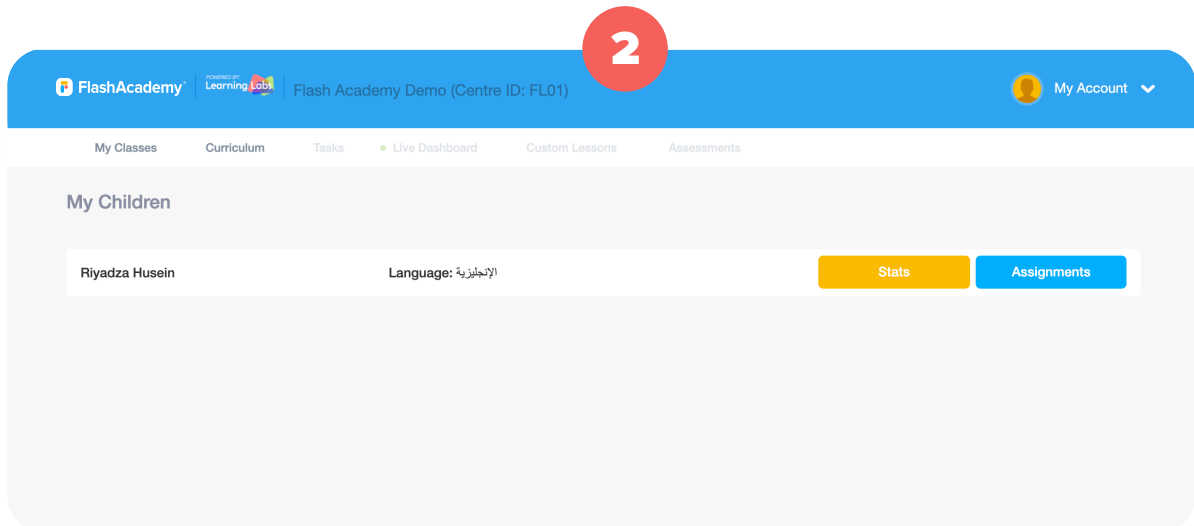
Password: _____

Sign In

[Forgot password](#)

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



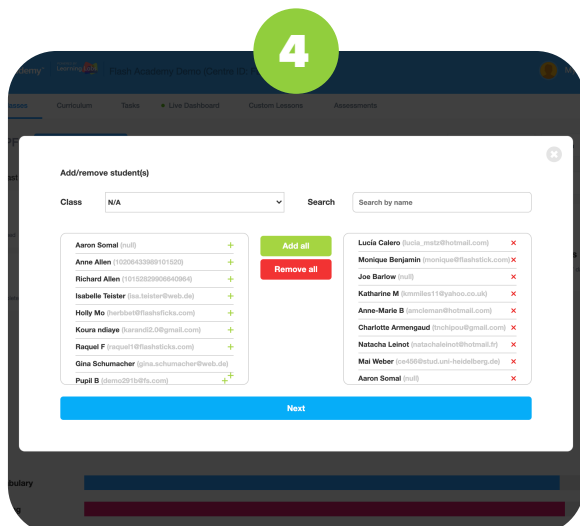
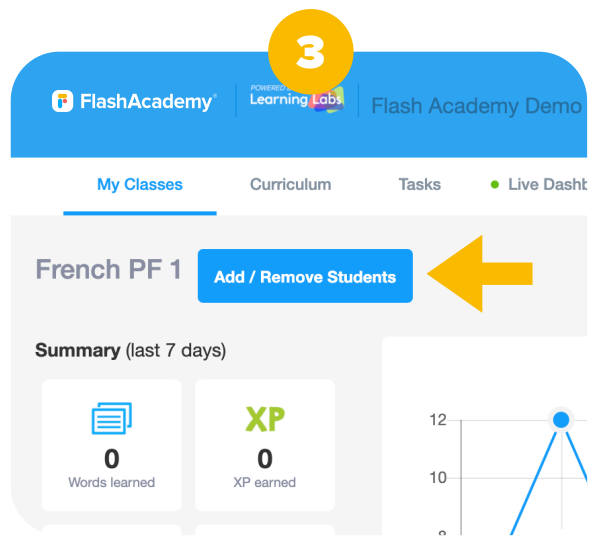
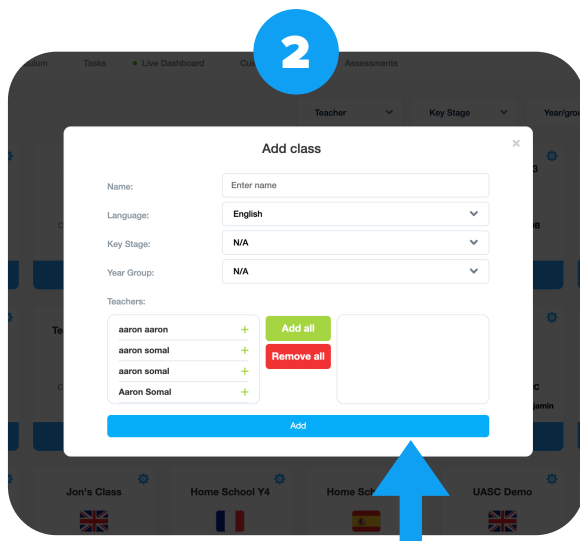
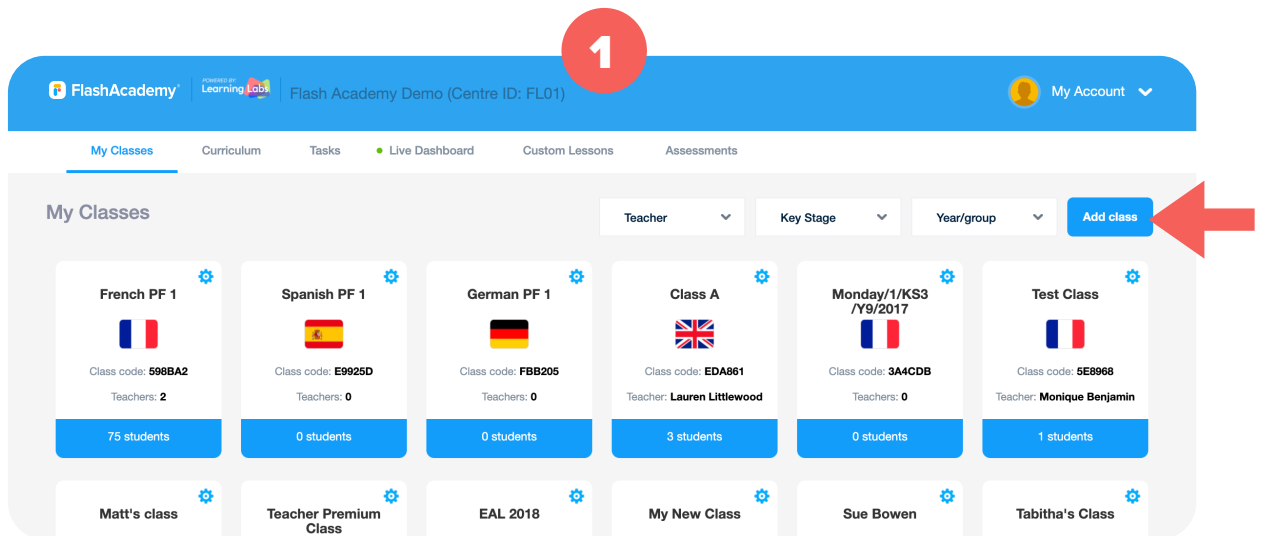
FlashAcademy® Powered by Learning Labs Flash Academy Demo (Centre ID: FL01) My Account

[My Classes](#) [Curriculum](#) [Tasks](#) [Live Dashboard](#) [Custom Lessons](#) [Assessments](#)

My Children

Riyadza Husein	Language: الإجليزية	Stats	Assignments
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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

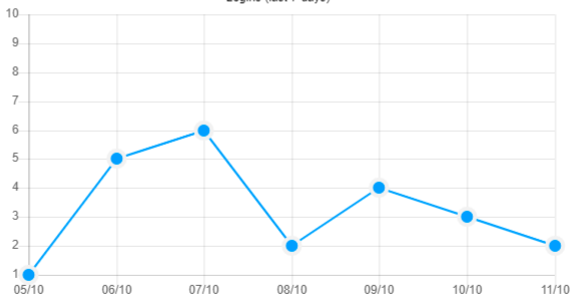
French PF 1 [Edit class](#)

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

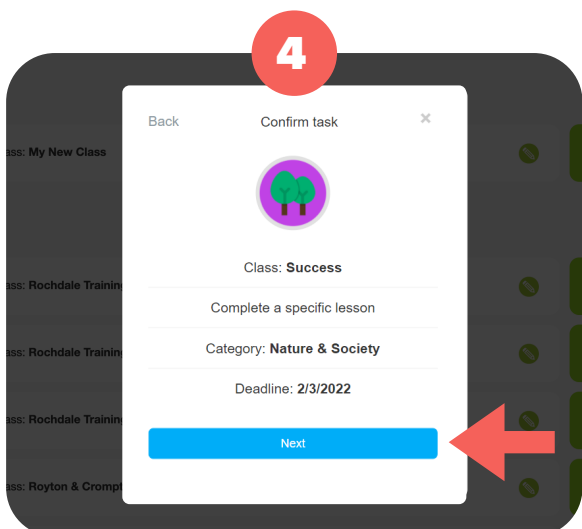
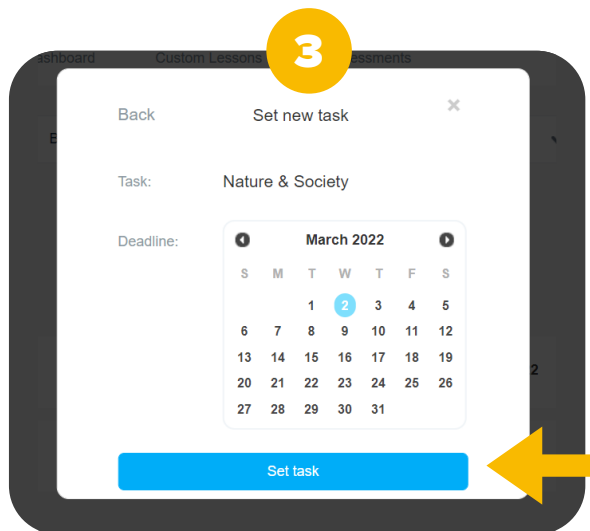
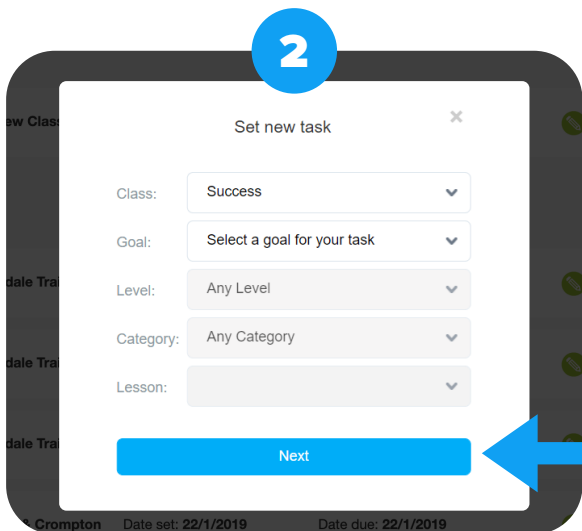
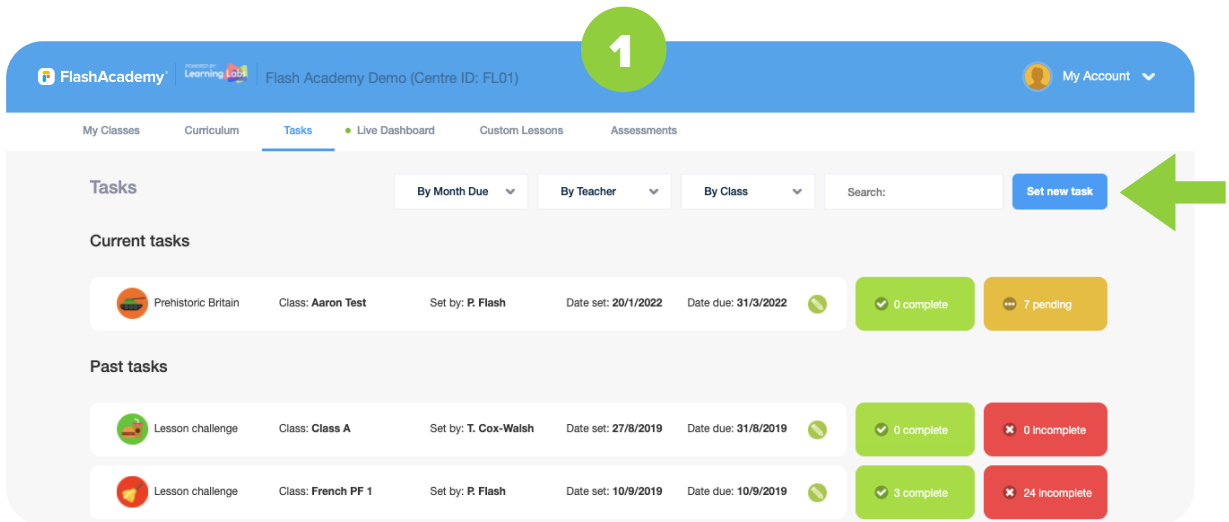
Last 7 days

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

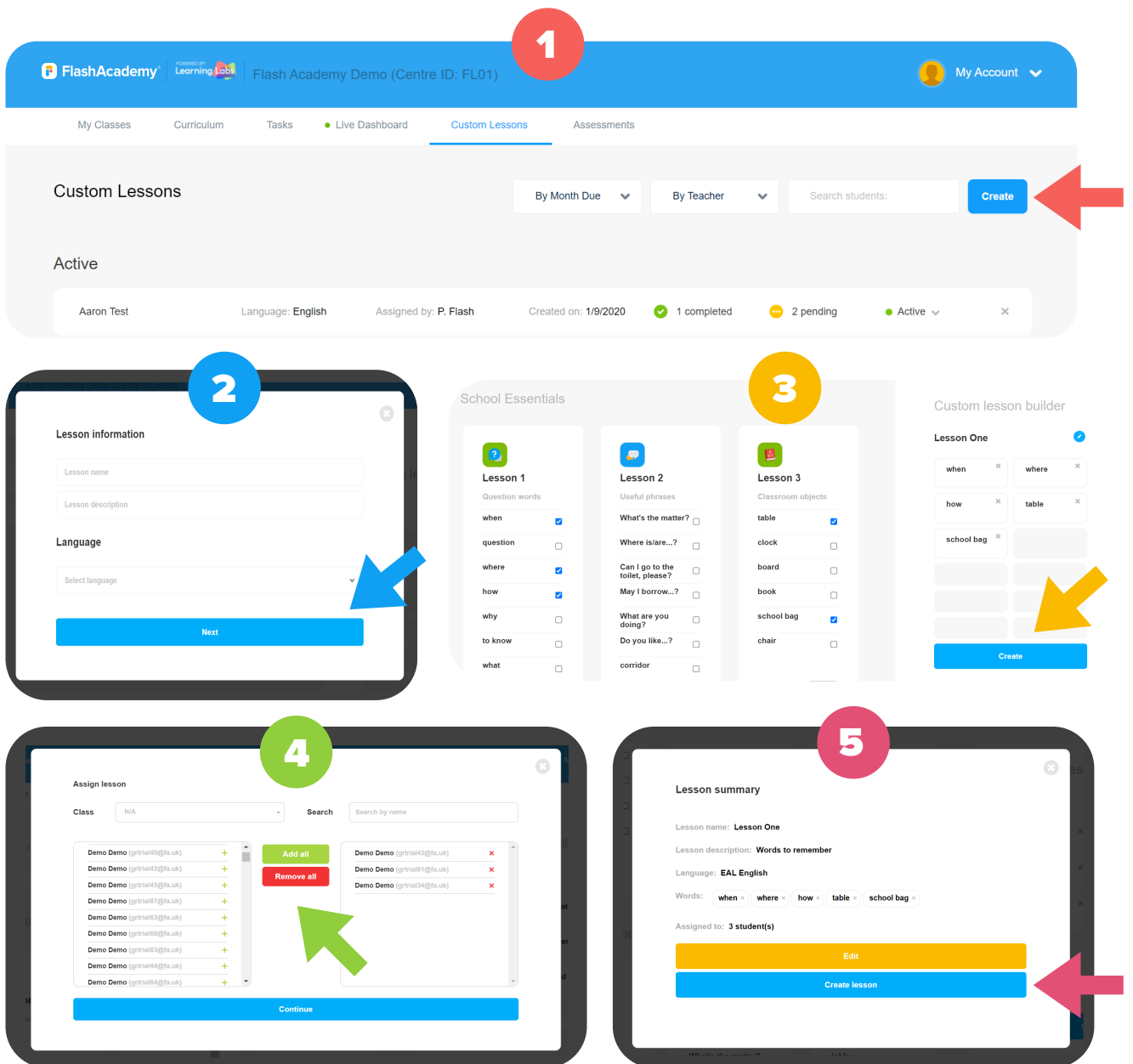
TIP: If you scroll down and click on a pupil, you can view their individual data.

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.

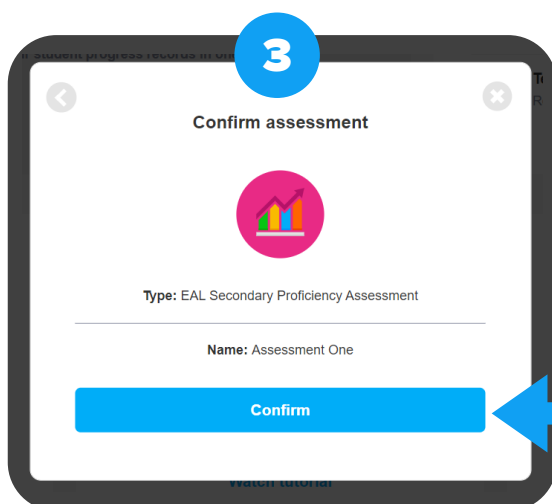
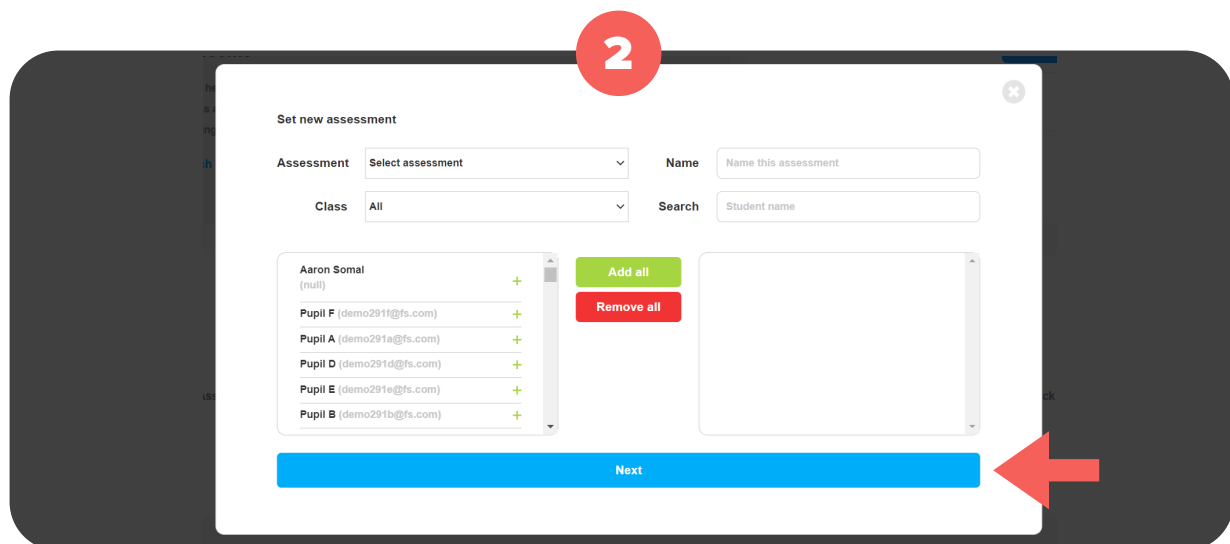
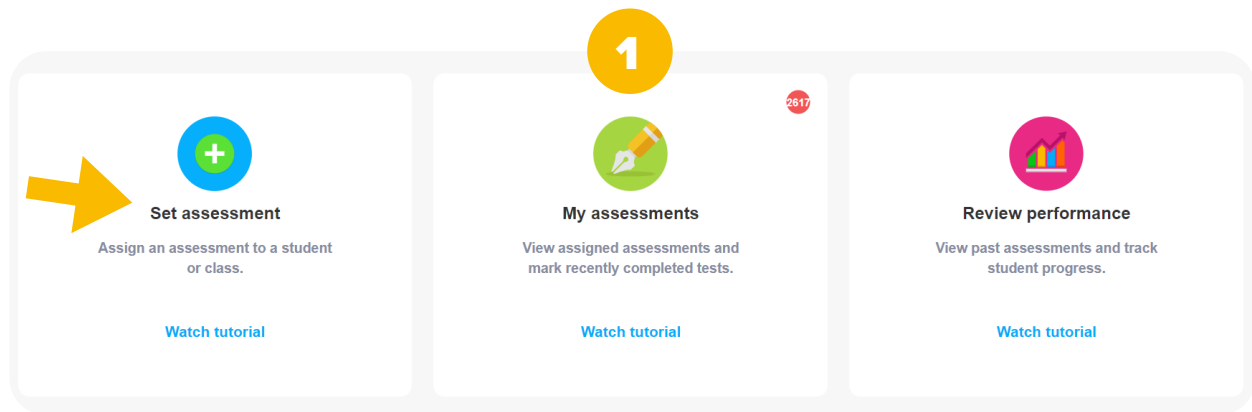
3 Tick the boxes next to the vocabulary you want to include in the lesson. You must select a minimum of 4 words and a maximum of 12. Once selected, click 'Create'.

4 Select which students you wish to assign the Custom Lesson to. Once selected, click 'Next'.

5 Review the information and click 'Create lesson'.

- 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 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



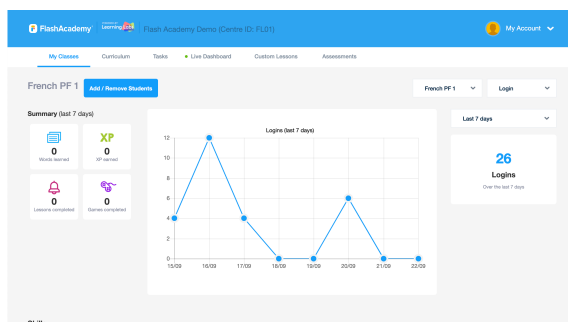
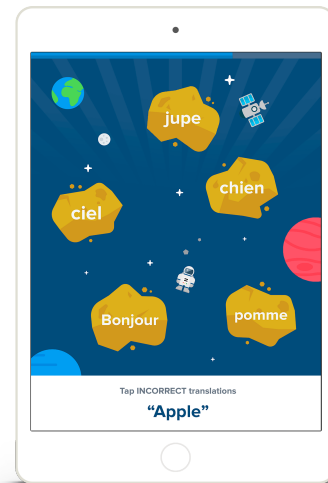
Our Website

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.