

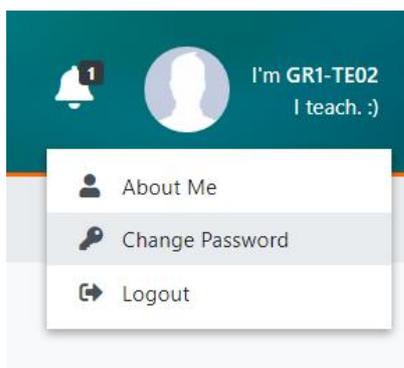
Quick Starter Guide for Teachers

A. Login Account and Update your Own Password

To login to your account, go to mceduhub.com and login using the User ID, School ID and default password provided.

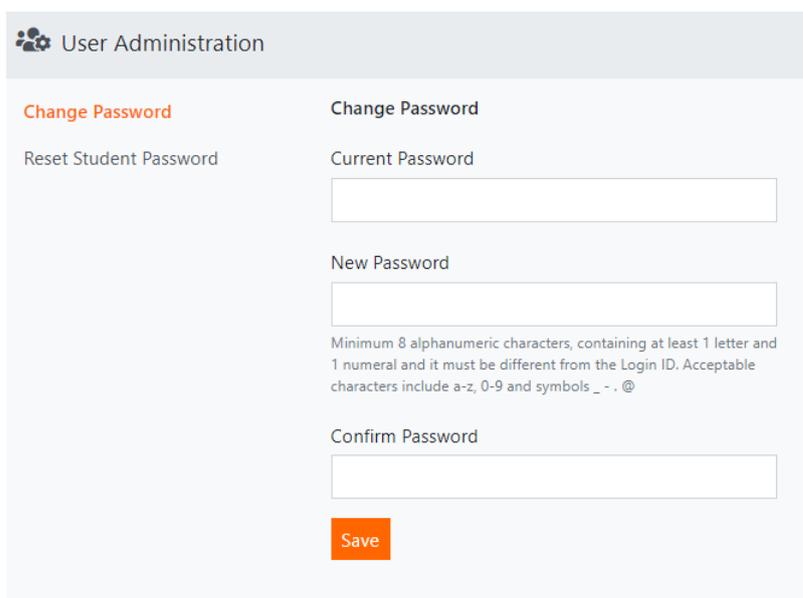


The screenshot shows the login interface for mceduhub.com. At the top, there is a green banner with the 'mc EduHub' logo on the left and the slogan 'Taking every educator to the next level' on the right, accompanied by a photo of five diverse children. Below the banner, there is a navigation bar with a 'Home' button. The main content area contains a login form with the following elements: a link for 'I have an Access Code!', a note 'Get access code to create an account.', a separator 'OR', and a 'Sign in to discover the joy of learning' prompt. The form includes three input fields: 'Username', 'School', and 'Password', each with a corresponding icon. A 'Forgot Password?' link is located below the password field. A green 'Login' button is positioned at the bottom right of the form.



The screenshot displays a user profile dropdown menu. At the top, there is a notification bell icon with a '1' badge, a circular profile icon, and the text 'I'm GR1-TE02 I teach. :)'. Below this, a dropdown menu is open, showing three options: 'About Me' with a person icon, 'Change Password' with a key icon, and 'Logout' with a door icon.

To update your own password, click on the blue avatar at the top right-hand corner and click "Change Password".

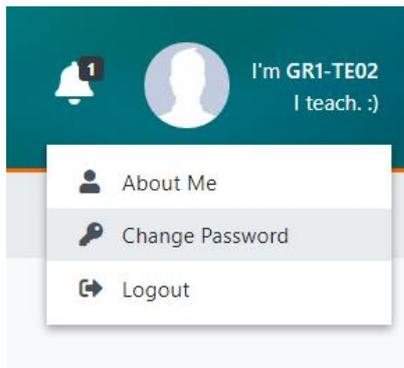


The screenshot shows the 'User Administration' page. The main heading is 'User Administration'. Below it, there is a 'Change Password' section. On the left, there is a link for 'Reset Student Password'. The 'Change Password' form contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the 'New Password' field, there is a note: 'Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ - . @'. At the bottom of the form is a green 'Save' button.

Enter your Current Password and your New Password. Then enter your new password again in the Confirm Password field.

Click Save.

B. Reset Student Password



To reset student password, click on the blue avatar at the top right-hand corner and click “Change Password”.

A screenshot of the 'User Administration' interface. The page title is 'User Administration'. On the left, there are three links: 'Change Password', 'Reset Student Password' (highlighted in orange), and 'Reset Teacher Password'. The main content area is titled 'Reset Student Password' and contains three dropdown menus: 'Level' (set to 'Grade 1'), 'Class' (set to '1A'), and 'Student' (set to 'stu1 (stu1)'). Below these are two text input fields: 'New Password' and 'Confirm Password'. A note below the 'New Password' field states: 'Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ - . @'. At the bottom right is an orange 'Save' button.

To reset student password, click “Reset Student Password” and select the correct Grade, Class and Student.

Enter the New Password, then enter the new password again in the Confirm Password field.

Then click Save.

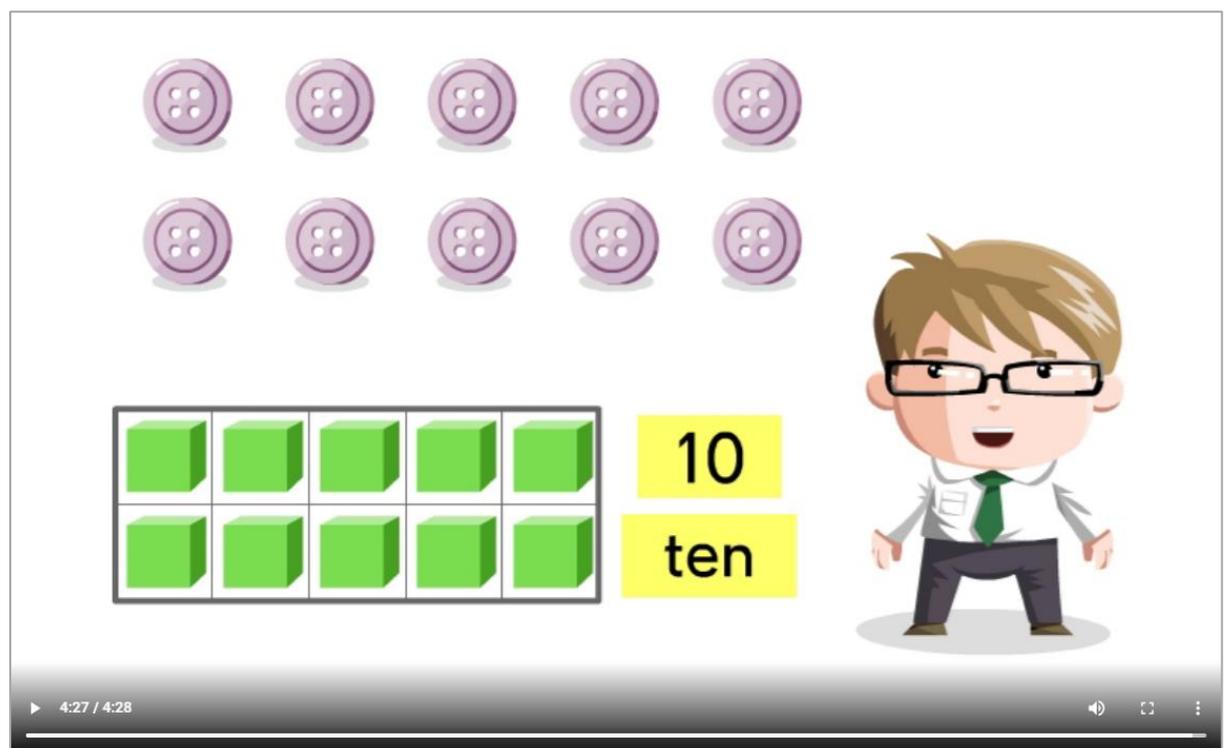
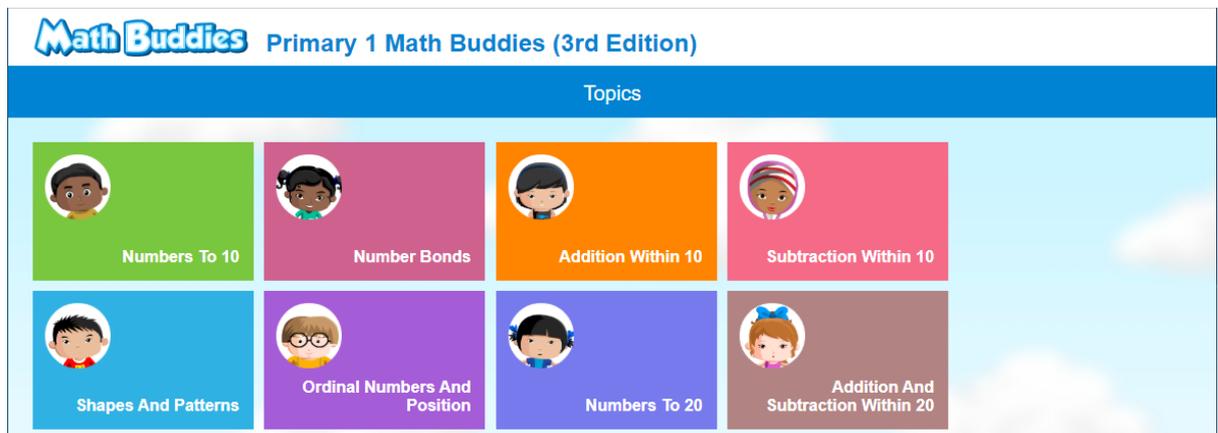
C. Access Available Content

To access the learning content, click on the available content package icons in My Library.

Teachers will have full access of all Grades 1 to 6 content, while students will have access only to content in their own respective grade level.

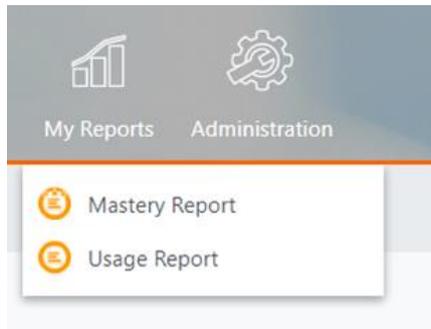


Then click on the required Topic, Subtopic and Lesson.



D. Track Student Usage & Mastery of My Library Content

Teachers may click on My Reports on the top navigation menu and select Mastery Report or Usage Report, then select the required options in the left filter menu.



Report Type
Mastery

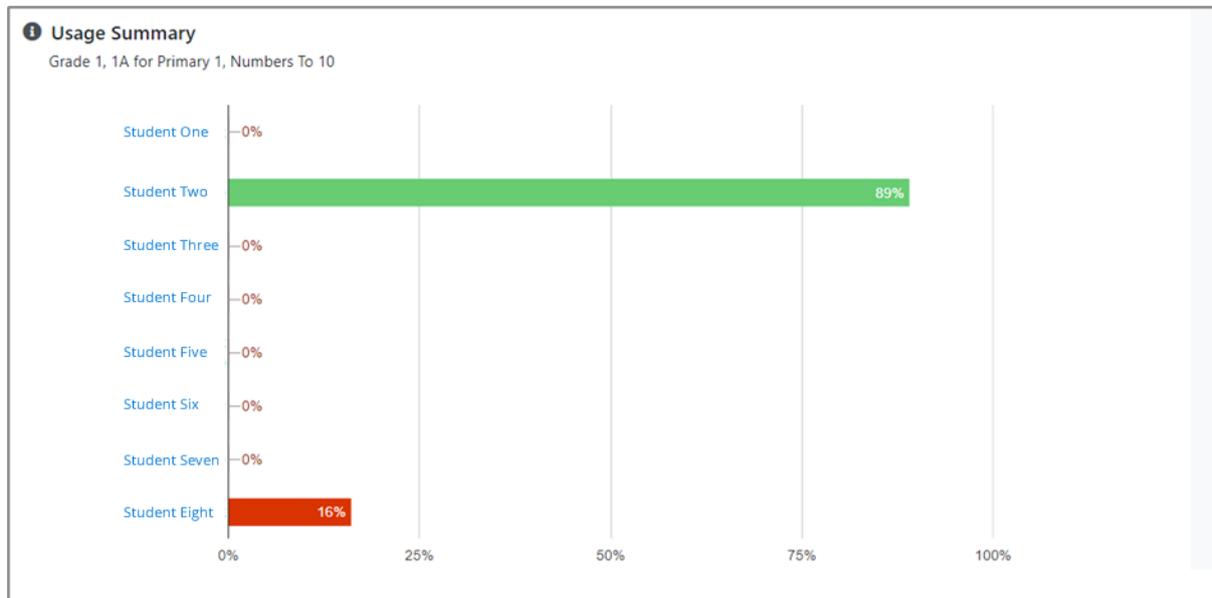
Grade
Grade 1

Class
1A

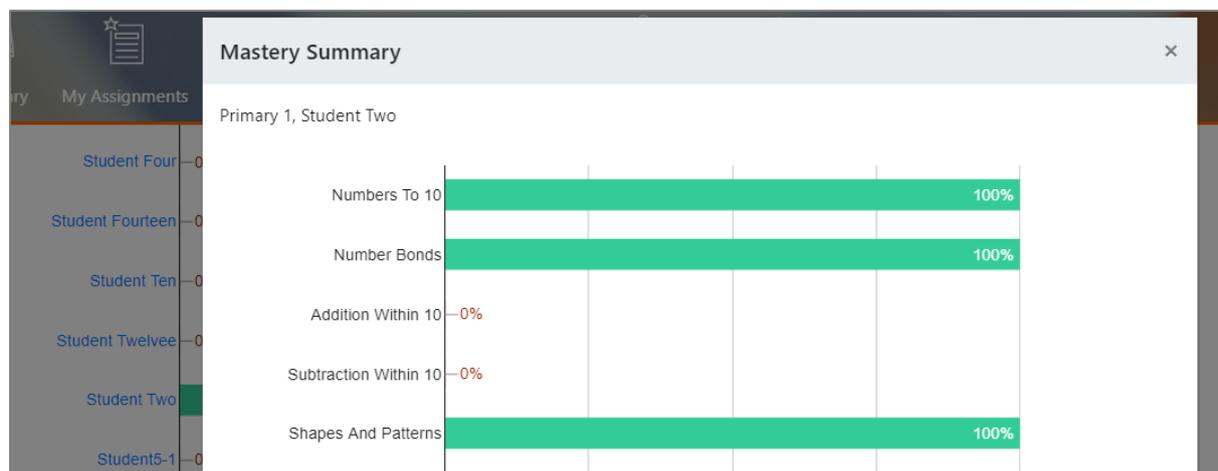
Channel
Primary 1

Topic
All

The Mastery or Usage Summary will then be shown.

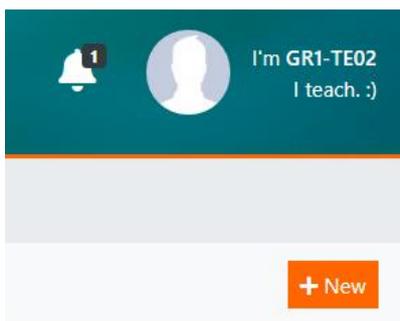


Click on the student's name to view a more detailed summary



E. Create & Assign Custom Lessons

Teachers may click on My Tools and select Lesson Builder.



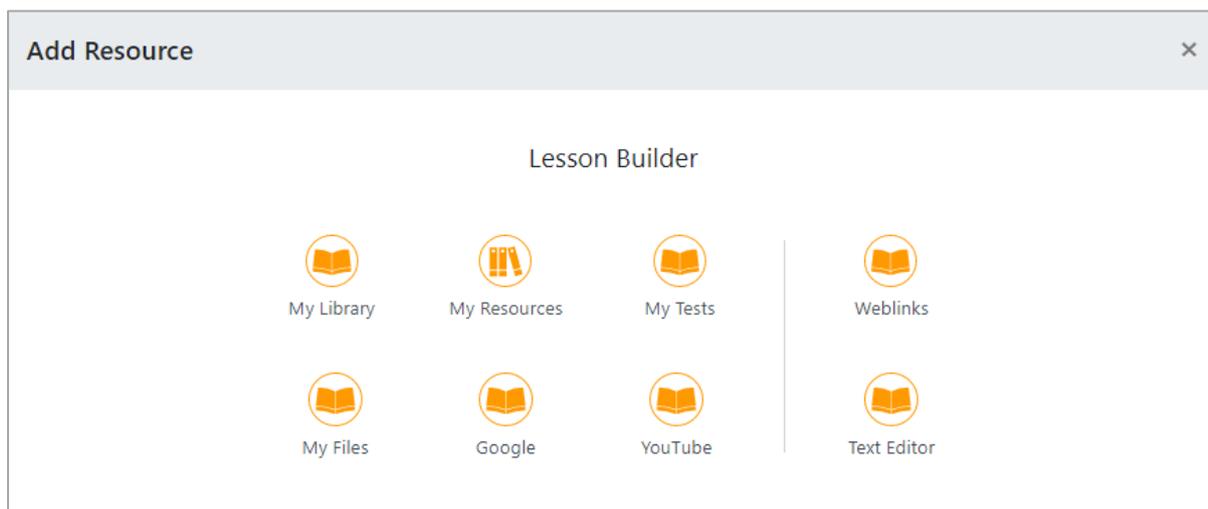
In Lesson Builder, click on the + New button below your avatar.

In the Create Lesson form, enter the Lesson Title and select the correct Grade and Subject.

Then click Create.

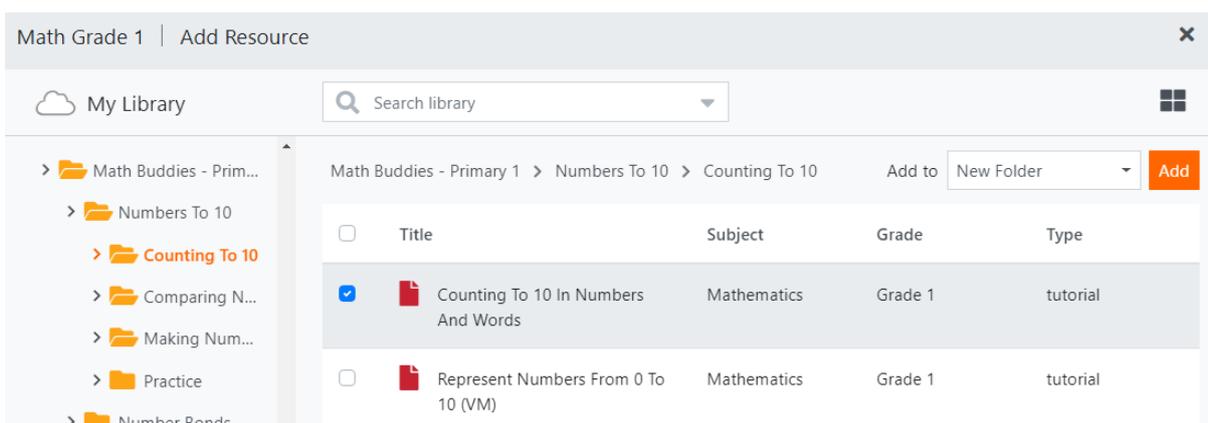
A screenshot of the 'Create Lesson' form. The form has a light grey header with the text 'Create Lesson'. Below the header are several input fields: 'Title' (a text box), 'Grade' (a dropdown menu with 'Grade 1' selected), 'Subject' (a dropdown menu with 'Mathematics' selected), 'Language' (a dropdown menu with 'English' selected), 'Keywords' (a text box), and 'Synopsis' (a larger text box). At the bottom right of the form are two buttons: a grey 'Cancel' button and an orange 'Create' button.

In the Add Resource screen, click on My Library to add resources from the content packages.

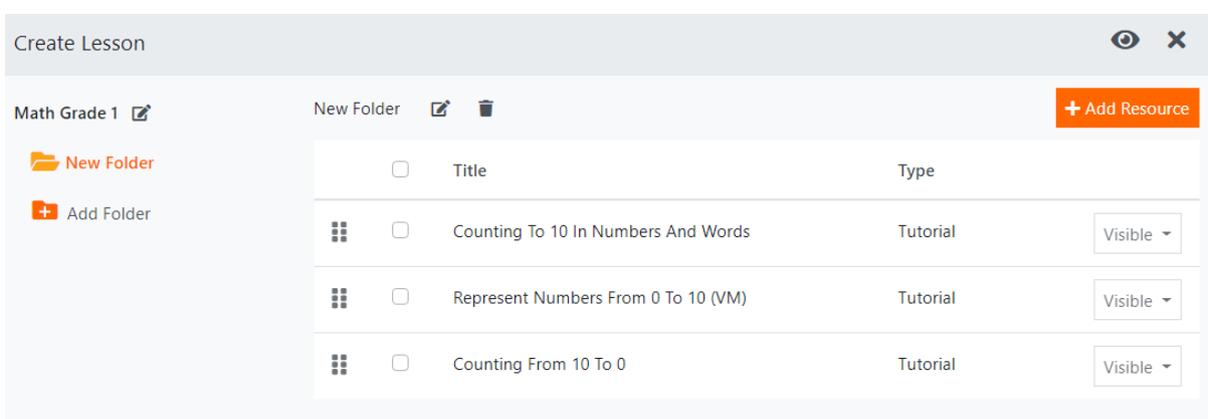


Navigate the various content packages and their respective topics & subtopics, and select the required resources. Then click the Add button to add to your lesson.

This will allow you to pick resources across various topics, as well as assign resources from other grade levels to your students. Click on the X at the top right-hand corner when completed.



Click on the Eye icon to preview your lesson as a student. Click on the X at the top right-hand corner when completed.



Select your new lesson and click on the Assign icon (folder icon with the tick).

The screenshot shows the 'Lesson Builder' interface. At the top, there is a search bar with the text 'Search lessons'. Below the search bar, there are navigation options: 'My Lessons', 'Shared With Me', 'Shared By Me', and 'Lesson Bank'. The 'My Lessons' section shows '5 records found' and a '+ New' button. A table lists the lessons with columns for 'Title', 'Assignment Status', and 'Last Modified'. One lesson, 'Math Grade 1', is selected with a blue checkmark and shows it was modified '3 minutes ago'.

Select the correct Class, Start & End Dates and click the Assign button. You may also opt to Notify students via Announcements.

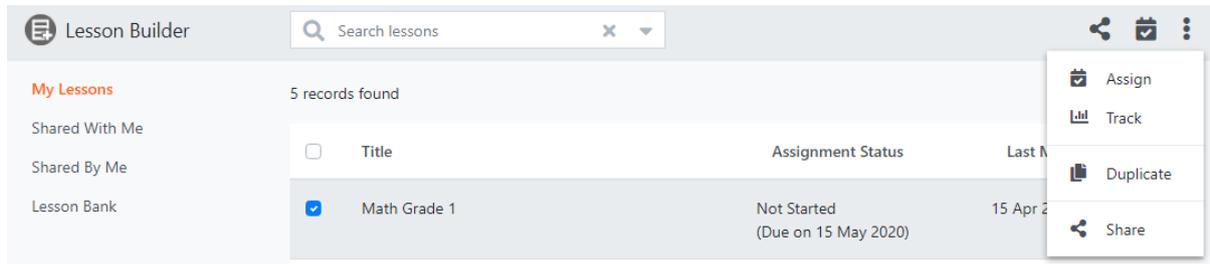
The screenshot shows the 'Assignment Settings' dialog box for 'Math Grade 1' (Mathematics, Grade 1). It features an 'Assign' button. The 'Form Groups' section has checkboxes for 'Grade 1', '1A', '1B', and '1C', with 'Grade 1' and '1A' selected. The 'Settings' section includes 'Start Date & Time' (15 Apr 2020 8:00 AM), 'End Date & Time' (15 May 2020 8:00 AM), and 'Monitoring Teachers' (with an 'Add' button and a 'Select from list' button). There is also an 'Options' section with a checkbox for 'Notify via Announcements'.

Students may then access your custom lesson via My Assignments.

The screenshot shows the 'My Assignments' page in the EduHub interface. At the top, there are navigation icons for 'My Library', 'My Assignments', and 'My Reports'. The 'My Assignments' section shows '9 records found.' and a filter sidebar with options for 'All Assignments', 'Started', 'Closed', and 'Not Started'. Three assignment cards are displayed: 'Math Grade 1' (16 Apr 2020 - 15 May 2020, Not Started), 'Counting to 10' (31 Mar 2020 - 30 Apr 2020, 0% completed), and 'Week 1 Quiz' (26 Mar 2020 - 26 Apr 2020, Not submitted).

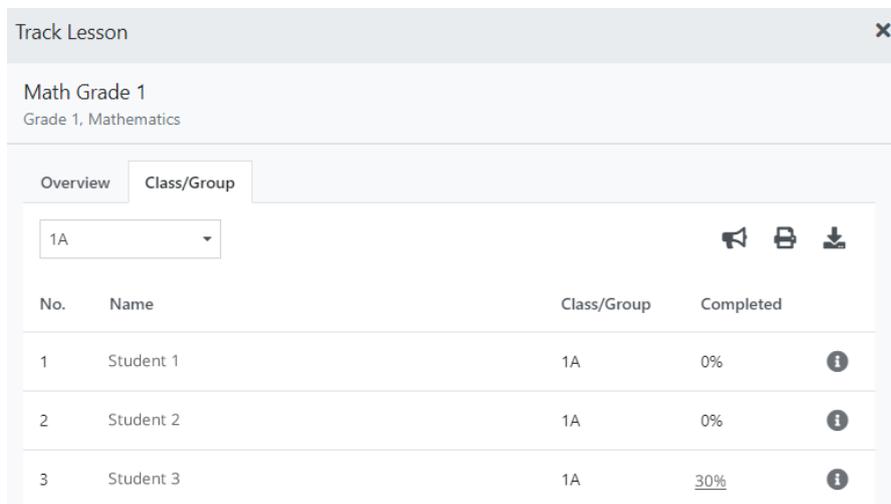
F. Track Assigned Lessons

Go to My Tools and select Lesson Builder. Select your assigned lesson and click Track on the right menu.



The screenshot shows the Lesson Builder interface. On the left, there are filters for 'My Lessons', 'Shared With Me', 'Shared By Me', and 'Lesson Bank'. The main area displays a table with 5 records found. The first record is 'Math Grade 1' with an assignment status of 'Not Started (Due on 15 May 2020)'. A context menu is open over this record, showing options: Assign, Track, Duplicate, and Share.

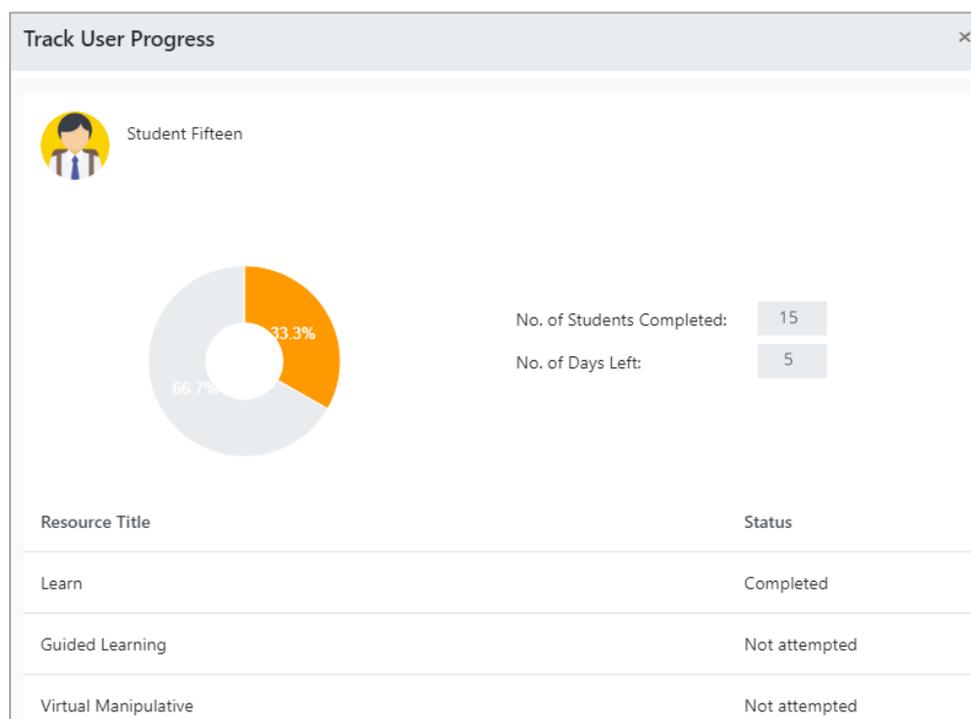
In Track Lesson, view the student list and their respective completion status. To view in further detail, click on the student's completion percentage in the Completed column.



The screenshot shows the 'Track Lesson' window for 'Math Grade 1' (Grade 1, Mathematics). The 'Class/Group' is set to '1A'. A table lists three students with their completion percentages:

No.	Name	Class/Group	Completed
1	Student 1	1A	0%
2	Student 2	1A	0%
3	Student 3	1A	30%

View the student's detailed completion status in the Track User Progress screen.



The screenshot shows the 'Track User Progress' window for 'Student Fifteen'. It features a donut chart showing completion progress: 33.3% (orange) and 66.7% (grey). Summary statistics are shown: 'No. of Students Completed: 15' and 'No. of Days Left: 5'. Below is a table of resource completion status:

Resource Title	Status
Learn	Completed
Guided Learning	Not attempted
Virtual Manipulative	Not attempted