

Emilie

ADMIN

USER GUIDE

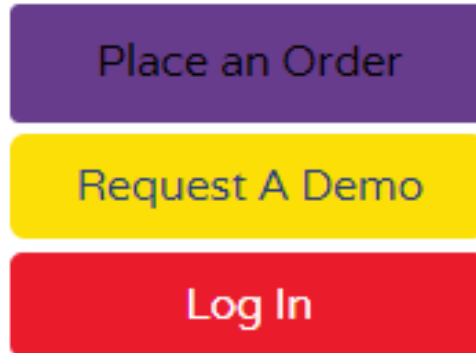
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Admin User Guide:

School Admins can set up Emile for the teachers. Admin can assign accounts for teachers and pupils, keep up to date with updates and new games.

Request Demo or Place an Order:



To Request a Demo:

We always suggest new clients to request a demo. No charges will be made without making an explicit order.

To request a demo simply follow the instructions on the demo request page. You will then receive a confirmation email and a team member will contact you to set up a demo.

The image shows a screenshot of a website page with two main sections. The left section is titled 'Demo Form' and contains the following text and fields:

We run demo's almost daily for teachers throughout the year. They are a great way to see Emile in action and see if it's right for your tutor group, school or group of schools.

Please complete the form below with dates and times and we will do our absolute best to match your requirements.

Please note that if you wish to place an order click [here](#).

Name

School

Email

Requested Date 1 Requested Time 1 (GMT)

Requested Date 2 Requested Time 2 (GMT)

Software preference:
 Zoom Teams Google Meet

The right section is titled 'Typical Agenda' and contains the following text:

Duration:
20 minutes Guided Tour
10 minutes Q&A

1. What is Emile?
2. Student Resource
3. Teacher Portal
4. Using for Homework.
5. The Reward Systems – tamagotchi, trophies & seasons.
6. Impact on Learning Outcomes.
7. Q&A

Below the agenda is an illustration of a smiling orange character with a white helmet and a white body, holding a white device, set against a dark purple background with white stars.

To Place an Order:

All our prices are per annum, are exclusive of VAT and cover whole school licences. We also, provide a 10% discount for a subscription of 2 years and a 15% discount for a subscription of 3 years or more.

Tutors	Schools
Roman Numerals – FREE	Roman Numerals – FREE
Phonics – £25	Phonics – £95
Spelling – £25	Spelling – £95
Grammar – £25	Grammar – £95
Multiplication Table Check – £15	Multiplication Table Check – £45
Times Tables – £25	Times Tables – £95
Number Sense & Addition – £25	Number Sense & Addition – £95
Place Value, Fractions & Maths Vocab – £25	Place Value, Fractions & Maths Vocab – £95
Statistics, Geometry, Algebra, Measurements & Ratios – £25	Statistics, Geometry, Algebra, Measurements & Ratios – £95

Order Now

Select the resources you would like to purchase, put in your schools' details and place your order!

Order

By placing an order below, an email will be sent to our sales team for review & acceptance. We endeavour to send a receipt for your order by email within 1 working hour Monday-Friday (GMT). If the order is accepted, an invoice will be sent by email. Our payment terms are 30 days.

We will link your newly purchased account to your trial account so no data, usernames, or passwords are lost. (Please see our data protection policy for details as to when we delete this data.)

If you have any questions, please get in touch.

Select Resources

- Roman Numerals - FREE
- Phonics - £95+VAT pa
- Spelling - £95+VAT pa
- Grammar - £95+VAT pa
- MTC - £45+VAT pa
- Times Tables - £95+VAT pa
- Number Sense & Addition - £95+VAT pa
- Place value, Fractions & Maths Vocab - £95+VAT pa
- Geometry, Statistics, Measurements, Algebra & Ratios - £95+VAT pa

Name *

Email *

School Name *

School Post Code *

No of Years Subscription *

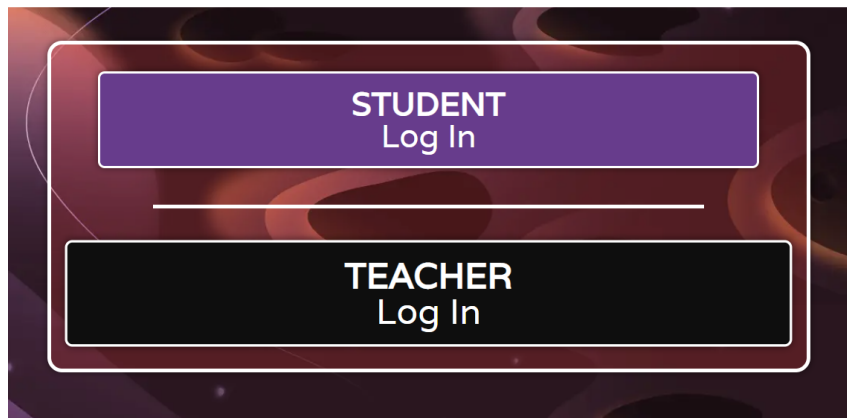
Purchase Order

Invoice Address if Different from School Address

Order

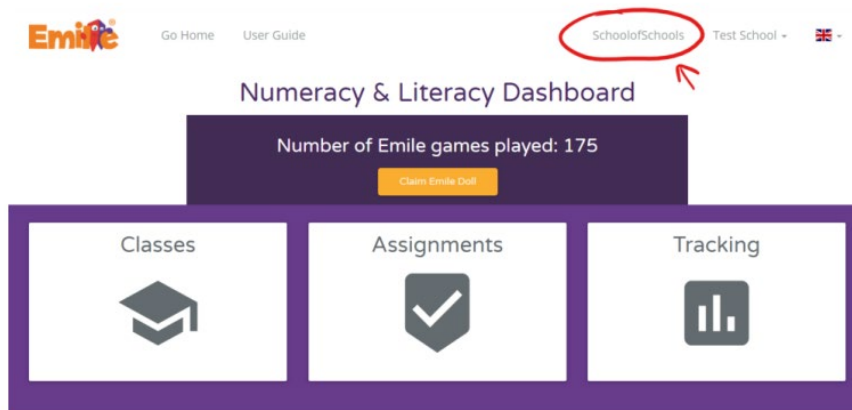
Logging In:

Admins should log in through the teacher portal, this will give them access to the teacher dashboard.

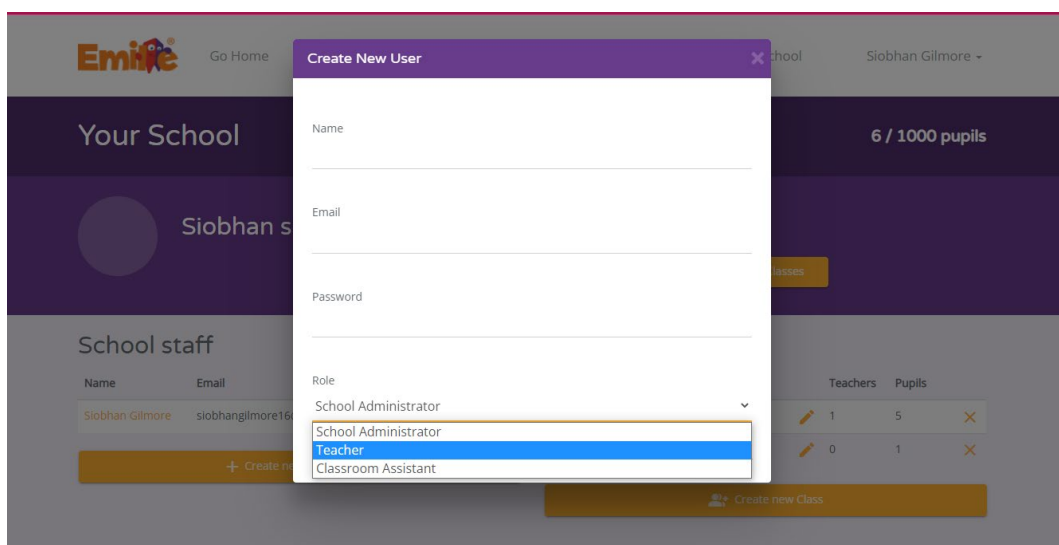


Adding Teachers and Students:

Teachers can be added, deleted, and managed by clicking on Your School Name at the top of the page.



School Admins can see all students and classes in your school. You can also, set the teachers roles.



Uploading/Creating Pupil Accounts:

There are several ways to upload/create pupil accounts.

“Send a list of pupils to Emile”

- Upload the class or even the whole school list and Emile’s staff will make sure the classes are set appropriately.

“Import pupils from Spreadsheet”

- Click on “import pupils from spreadsheet” and download the sample .csv file by clicking on “Click Here”
- Opening the file gives you three columns: Pupil Name, Username and Password.
- Create a set of Usernames and Passwords for your pupils.
- **Please Note:** That if after you have uploaded the file a red triangle appears on the left of a pupil’s account, a Username has been duplicated.
 - To fix this simply alter the Username. The Password can remain the same.

The screenshot shows the Emile website interface. At the top left is the Emile logo and a 'Go Home' link. The main content area displays 'Siobhan school' and 'Demo Class Not Set'. Below this are links for 'edit class name' and 'delete class', and buttons for 'Reset Ratings' and 'Class progress'. A modal window titled 'Add Pupils' is open in the center, containing instructions: 'Upload a file containing pupils. It must be a .csv with four columns; Name, Username, Password and UPN (optional) and one pupil on each row. Click here to download an example.' Below the instructions is a file selection area with the text '(no file selected)' and a file upload icon. At the bottom of the modal are 'Back' and 'Add Pupils' buttons. The background shows a table with columns: Name, Username, Password, UPN, and Actions.

Troubleshooting:



- Trouble shooting page: <https://www.emile-education.com/user-guide/troubleshooting/>

Please ensure that <https://games.emile-education.com> is accessible using a web browser such as Chrome or Internet Edge, and also the browser version <https://web.emile-education.com>

In some very secure networks, it may be necessary for your network manager to whitelist or make exceptions to certain sites.

To host the multiplayer competitions, we also use the following URLs:

<https://config.uca.cloud.unity3d.com> and <https://cdp.cloud.unity3d.com>

- **You may need to request these sites to be whitelisted.**

On sites where there are managed firewalls/proxy servers it may be necessary to put an exception in the firewall for the sites: <https://games.emile-education.com>, <https://config.uca.cloud.unity3d.com> and <https://cdp.cloud.unity3d.com>

The Wonde Log in system uses <https://edu.wonde.com> and <https://api.wonde.com>

Should this not solve this issue please let us know, by contacting us!

Contact:

If you are still in doubt or have any questions don't hesitate on reaching out to us!

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Or on our Socials:

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