

A Teacher's Guide to Setting Up Students!

1. Introduction

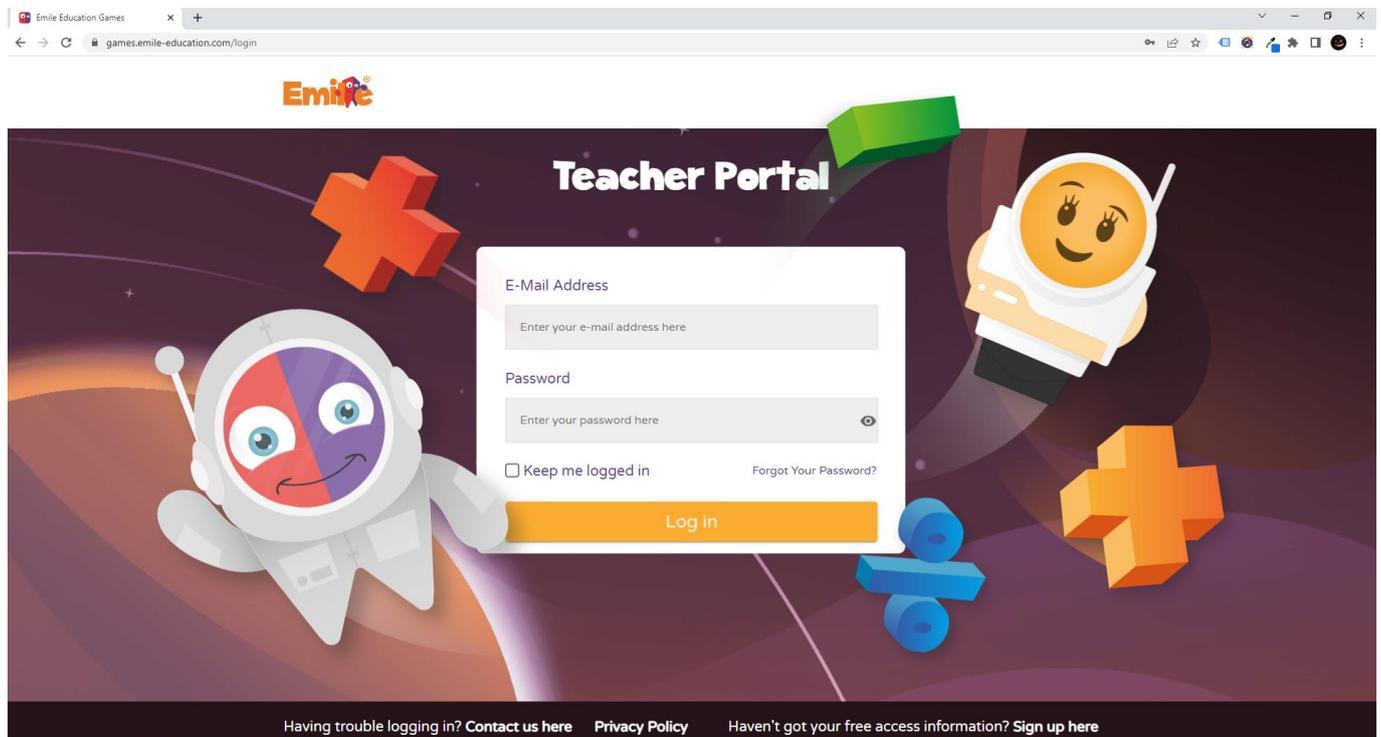
Thank you for entering the National Spelling Competition with Emile!

We really hope that it will help engage your students and lead to some big improvements in fluency (Manchester Uni saw a 24% increase in 3 months over 4,000 schools).

We are running webinars daily to help teachers so please feel free to [register](#) and come along.

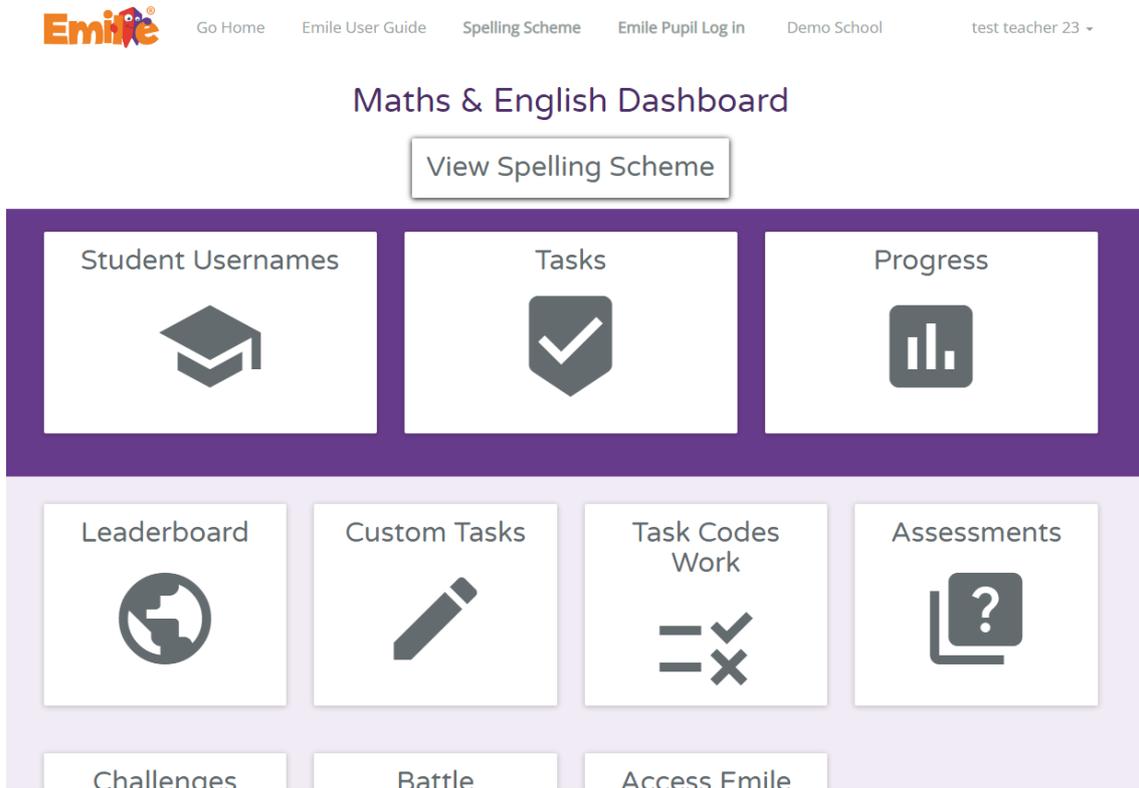
2. Logging on to Emile:

Teachers can log on to Emile [here](#), using their email address and an initial password of “password” (please change this password once you have logged in by clicking on your name in the top right corner).

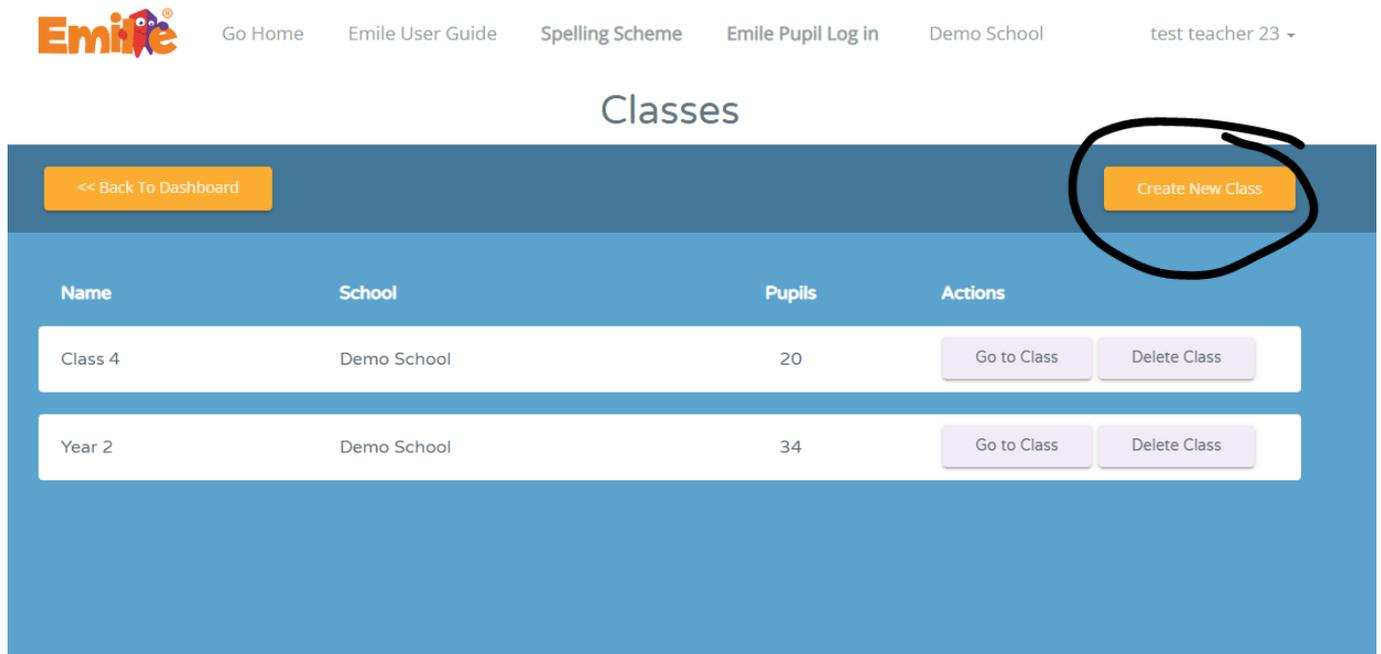


3. Emile

Once you have logged into Emile, you will reach our Maths & English Dashboard:



Select “Student Usernames” and then “Create New Class”.



Go to the Class you created:

The screenshot shows the 'Classes' page in the Emile interface. At the top, there is a navigation bar with the Emile logo and links for 'Go Home', 'Emile User Guide', 'Spelling Scheme', 'Emile Pupil Log in', 'Demo School', and 'test teacher 23'. Below the navigation bar is a header with '<< Back To Dashboard' and 'Create New Class' buttons. The main content is a table with the following data:

Name	School	Pupils	Actions
Class 4	Demo School	20	Go to Class Delete Class
Example Class	Demo School	0	Go to Class Delete Class
Year 2	Demo School	34	Go to Class Delete Class

You then have a choice, you can upload your students with a csv file (excel type file) or send your class or school list securely to Emile:

The screenshot shows the 'Example Class' page in the Emile interface. At the top, there is a navigation bar with the Emile logo and links for 'Go Home', 'Emile User Guide', 'Spelling Scheme', 'Emile Pupil Log in', 'Demo School', and 'test teacher 23'. Below the navigation bar is a header with 'Go Back' and 'App Settings' buttons. The main content is divided into several sections:

- Example Class:** Shows 'Demo School' and 'Example Class Not Set'. There are links for 'edit class name' and 'delete class', and a 'Class progress' button.
- Teachers:** Shows 'test teacher 23' with an 'add teacher' link and a close button.
- Classroom Actions:** Shows three buttons: 'Award Coins', 'Print Pupil Login Cards', and 'Reset Ratings'.
- Pupils:** Shows a table header with columns for Name, Username, Password, UPN, and Actions. There are links for 'add new pupil', 'add multiple pupils', 'import pupils from spreadsheet', 'send list of pupils to Emile', and 'printable class list'. The 'import pupils from spreadsheet' link is circled in black.

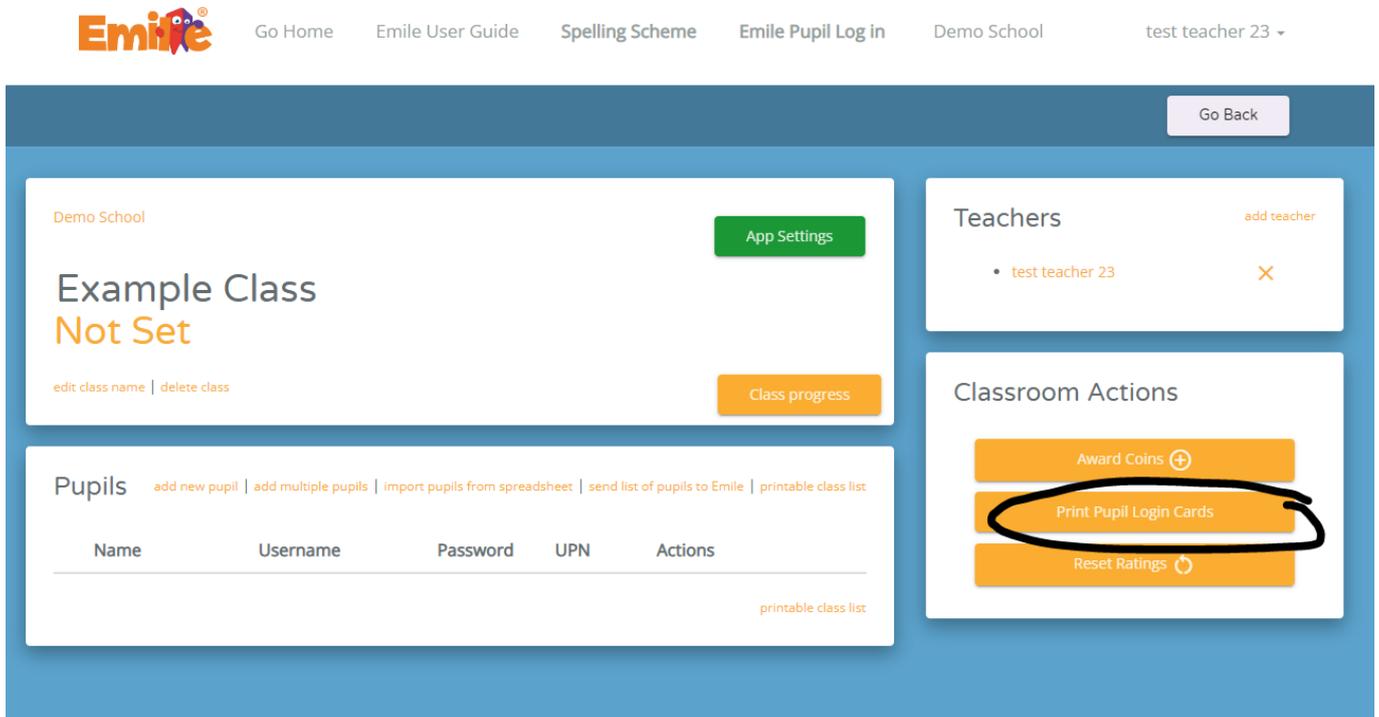
If you want to upload your students using a csv file, please make sure the columns are: name, username, password, and UPN (optional). There is no need for a header row.

Please note that usernames have to be unique in the school and that passwords do NOT need to be unique and have to be three characters or more.

Once all your students are set up, they are ready to take part in the National Spelling Competition!

4. Share Student Log in Details.

We recommend printing off the students' usernames and passwords:



The screenshot shows the Emile app interface. At the top, there is a navigation bar with the Emile logo and links for 'Go Home', 'Emile User Guide', 'Spelling Scheme', 'Emile Pupil Log in', 'Demo School', and 'test teacher 23'. A 'Go Back' button is located in the top right corner of the main content area.

The main content area is divided into several sections:

- Example Class:** Displays 'Demo School' and 'Example Class Not Set'. It includes buttons for 'App Settings' and 'Class progress', and links for 'edit class name' and 'delete class'.
- Teachers:** Shows 'add teacher' and a list of teachers including 'test teacher 23' with a delete icon.
- Classroom Actions:** Contains three buttons: 'Award Coins', 'Print Pupil Login Cards' (circled in black), and 'Reset Ratings'.
- Pupils:** Features a table with columns for Name, Username, Password, UPN, and Actions. It includes links for 'add new pupil', 'add multiple pupils', 'import pupils from spreadsheet', 'send list of pupils to Emile', and 'printable class list'. A 'printable class list' link is also present at the bottom right of the table.