

## USER GUIDE

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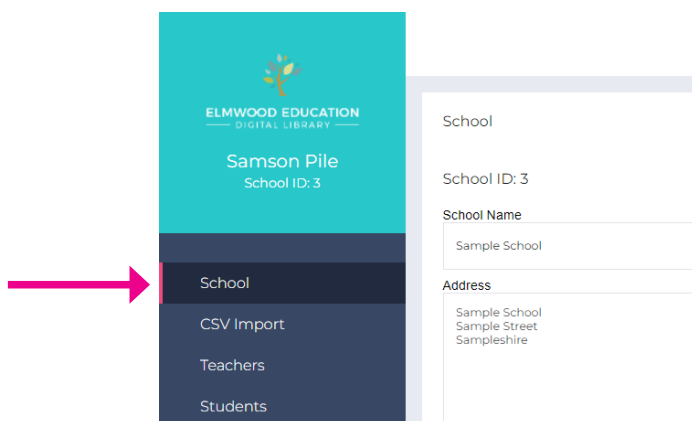
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### 1. Setup and importing

Initial setup of a school/site or individual user is completed by Elmwood upon receipt of an order.

#### First login

Log in to the Digital Library at [library.elmwoodeducation.co.uk](http://library.elmwoodeducation.co.uk) using the details provided to the email address supplied at time of the order. You will be asked to set a password.



**! Single user licences !  
only have access to  
the books tab.**

On the School tab you can amend the site name and address details. You can also set up the details for the admin account (**by default this will be the details used to log in first time**). Each site is limited to one admin account. Only the admin account has access to the School and CSV Import tabs.

## Importing

Log in using the admin details and select the 'CSV Import' tab. Download the example CSV file provided through the in-text link. Details of each column on the import are noted below. Remove example data but leave the headings before importing. \*Indicates required field. \*\*Required for teacher accounts only.

### **user type;\***

User type can be set to either 'teacher' or 'student'. The differences of each users accessibility can be found in [section 2](#).

### **user name;\***

Username will be required to log in. This must be unique, any duplication of a user name will cause the import to fail.

### **email;\*\***

An email address is only required for teachers. This allows password resetting more quickly using the 'forgot my password' feature. This feature is optional for students.

### **classes;**

List class or classes that a student or teacher should have access to. If a user is associated with more than one class, separate these with a comma.

### **password required;**

All teacher accounts require a password. Use this field to choose if students require passwords.

### **password;**

Enter the password for all teachers and for students if required. Teachers are able to change their passwords at anytime.

In the 'CSV Import' tab, upload the completed csv and select submit. If there are any errors with the file the import will be aborted and notification of the error will be displayed.

## 2. Users

There are 3 user types. Details of each user type and their site access levels are detailed in the table below.

User Type	Feature Access
Site Admin	In addition to the same access as a Teacher, Site Admin also has access to amend the Site details tab and the ability to import users and classes.
Teacher	Access to the Class, Teacher, Student and Books tab. Can create/edit classes, teachers and students. Assign teachers, students and books to classes. Reset passwords for teachers and students. Full list of school books in the Books tab.
Student	Access to the Books tab, can view any books that are assigned to the same classes as the students account.

## 3. Classes

On the classes tab select 'Add New Class'. Provide a name for the class then select from the available teachers and assign to the class. Complete this also for Students and Books.

You can select whether to show or hide answer books. Turning this feature on will hide the answer books from any students assigned to the class.

Once you select submit the class will be created. You can view and edit classes in the Class tab at any time.

Students and teachers can be assigned to multiple classes. This allows you to assign a student to an additional class if you wish to provide them with additional support or higher level material. Students do not see the classes they have been assigned to, only a list of books they have been granted access to.

## 4. Books

For Site admins or Teachers, the Books tab will display the books they are assigned to as well as all books the school has access to. Students will only see books assigned to the same Class as their account. If they have answer books assigned to the same class, the visibility of these can be toggled on or off in the Class tab.

## 4. Subscriptions

We offer monthly or yearly subscriptions of our Key Stage Bundles. If further titles or bundles are required during the subscription period please contact us for a quote.

We offer a 30-free trial of our Digital Library with no automatic sign-up. The free trial is limited to one per school.

### **Renewals.**

Digital Library subscriptions do not auto-renew. We do not hold any payment details on the platform.

You should receive a reminder email before your subscription comes to an end. If you would like to renew or amend your subscription please contact our office on 01707 333 232 or email [support@elmwoodeeducation.co.uk](mailto:support@elmwoodeeducation.co.uk).