PLS Click

Admin System

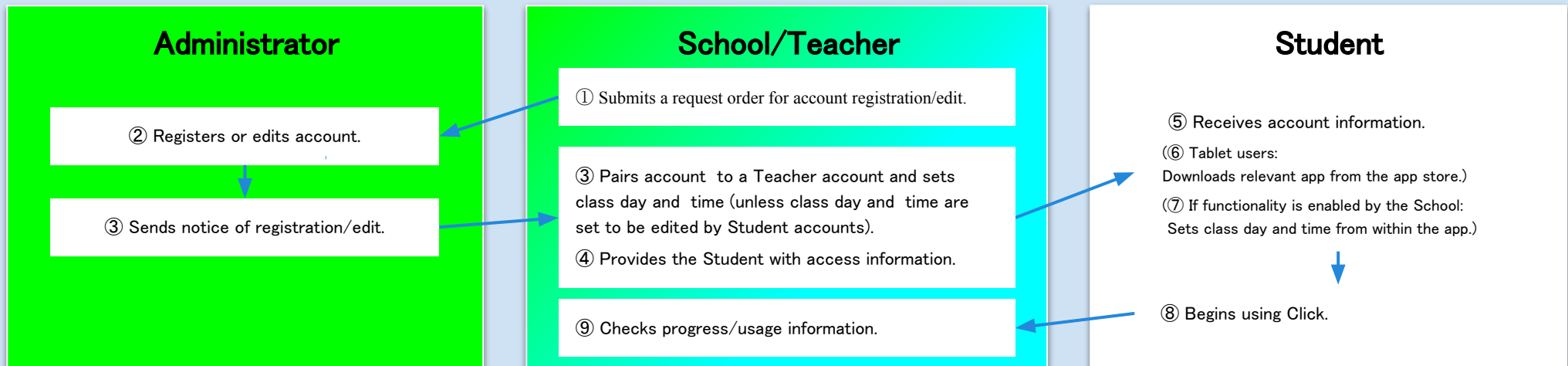# User Manual

Admin System Ver. 2.0x
for Managers / Teachers

Index

Overview of User Types

User Type	Assigned to	Permissions / Restrictions
Administrator	PLS Head Office	Able to create and edit all User Type accounts and enable Click licenses.
School (Listed in green text)	School Managers	Able to view Student accounts registered to the school, including progress and usage. Able to edit elements of Student accounts such as class times and teachers assigned to class. (see pp. 3-5)
Teacher (Listed in blue text)	School Teachers	Able to view Student accounts paired to the Teacher account by a School or Administrator.
Student (Listed in white text)	Students	No access to Admin System. Able to set own class day and time via the Click App (only if this function is enabled by a School or Administrator account).

Administrator

② Registers or edits account.

③ Sends notice of registration/edit.

School/Teacher

① Submits a request order for account registration/edit.

③ Pairs account to a Teacher account and sets class day and time (unless class day and time are set to be edited by Student accounts).
④ Provides the Student with access information.

⑨ Checks progress/usage information.

Student

⑤ Receives account information.

(⑥ Tablet users:
Downloads relevant app from the app store.)

(⑦ If functionality is enabled by the School:
Sets class day and time from within the app.)

⑧ Begins using Click.

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Overview of Accounts Page

Account information is displayed on the right when an account selected from the main list on the left.
★=Elements only visible to School or Administrator accounts (not visible to Teacher accounts)
◆=Only visible if a Student account is selected from the Account List

Accounts:
This tab displays associated accounts

Progress:
This tab displays student usage statistics

ID of the account that is currently logged in

Log Out button

School name

★ Filter list by Teacher

Filter list by Material

Filter list by class day and time

Account List
List of accounts filtered by the above criteria

Toggle display of disabled/expired accounts
Available for three years after license expiry.

Reload/update account list

★ Toggle ability for Student accounts to individually set and edit their class day and time.
Shown as "ON" in the example screenshot, but is "OFF" (grey) by default.

Accounts	Progress		Hama

Ver.202

School   Hama PLS
Teacher   John Smith
Material   7th
Class time   Tue-15:25

Aito Ogawa
Daisuke Miyazawa
Hanako Yamada
Jake Hoto
Taichi Yamaoka
Yui Uchida

show inactive users

Reload

Students can set class times   ON

Account Enabled ✓

User type   **Student**
School   Hama PLS
Firstname   Hanako
Surname   Yamada
Teacher   John Smith
Class time   Tue / 15 : 25

Material:
☐ 9th ☑ 8th ☑ 7th ☐ 6th ☐ 5th ☑ AC New
☐ AC Old ☐ QAA ☐ QAB ☑ DEA ☑ DEB ☐ COL
☐ DAV

Expiry   2023/05/02
User ID   hanakoyamada
Since   2020 / 04 / 02

EDIT

Account status (not editable)

School name

◆ Assigned Teacher account

Name

◆ Class day and time
This is set so that weekly usage statistics are displayed correctly for each student.
*Can be set by Students if functionality is enabled by School.

◆ Available materials
Only materials with a check are available for use

License expiry date
Three years after the most recent material registration (default)

User login ID (case sensitive)

★ Edit account information (see next page)

Account creation date

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Editing Accounts

- ❏ Only School and Administrator account types can make edits.
- ❏ Clicking the "Edit" button (see p. 3) will change the account information display to the view on this page.
- ❏ Selecting a different account from the main list before clicking on the "Save" button will negate any edits made.

Assigning a Teacher account to a Student account
- Use the drop down menu to select the Teacher account relevant to the Student.
- Teacher can check that the registered information for the student's profile is correct.

Class Day and Time
- Make changes via the drop-down selection.
- Weekly usage statistics are reset based on the information entered here.
- Can be set by School or Student accounts ("Students can set class times" must be enabled. Students accounts can make edits within Click apps, not the Admin System).

*To ensure the accuracy of student usage statistics, please set the correct class day and time as soon as possible after initial account registration.

Password
- Only once in edit mode (case sensitive).
- Passwords cannot be changed.

Save: Save any changes made and finish editing.

Cancel: Discard edits and quit editing.

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User Progress and Usage Screen

❑   Clicking on the "Progress" tab switches the display to this student usage statistics view.

Statistics for the selected period

Lesson reviews: number of times a review track was viewed or listened to.

Reviewed time: total time spent on review.

Game plays: number of challenge/game attempts.

Material

Select the material statistics you would like to view via this drop-down menu.
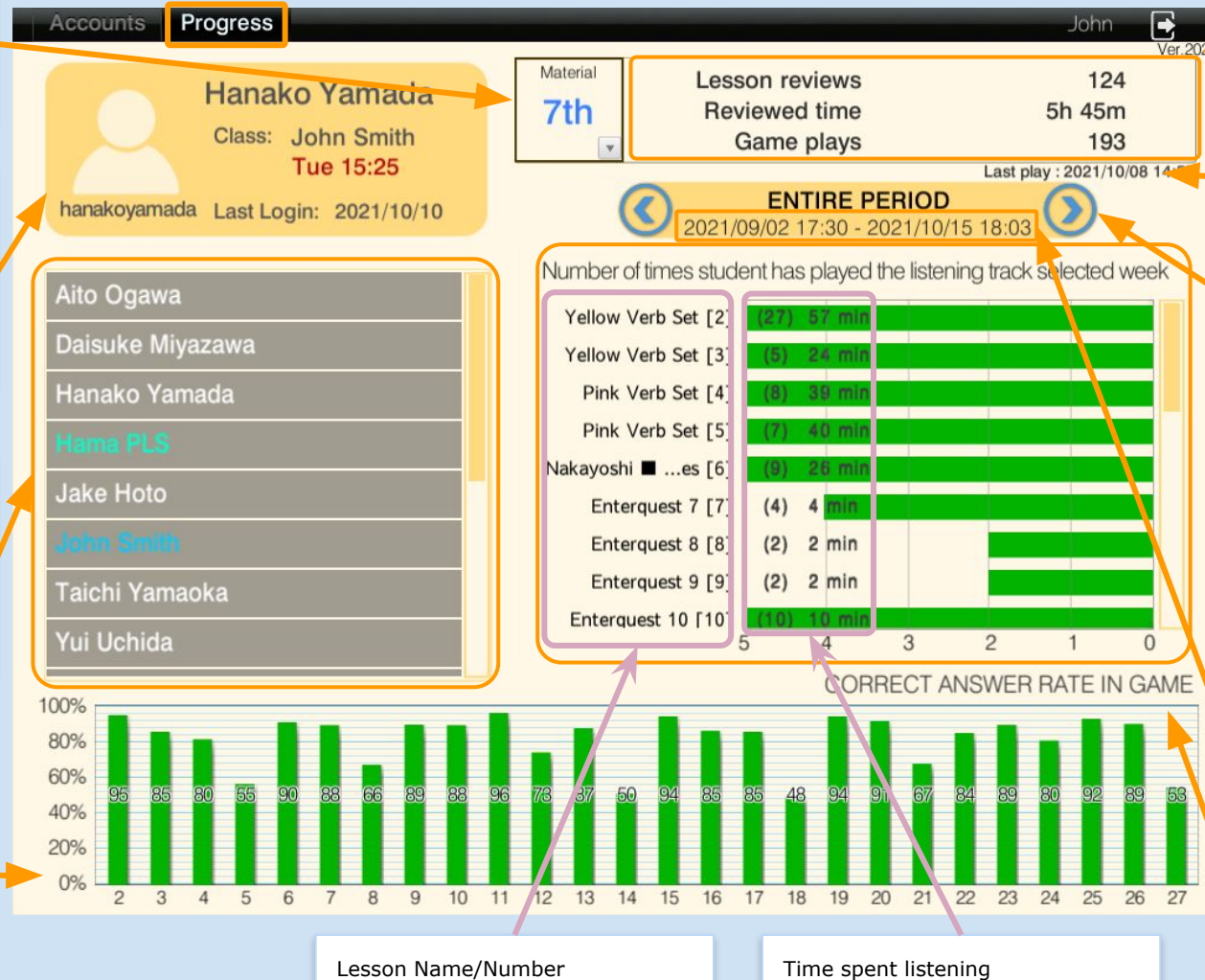
Student Information

Name

Class: Assigned Teacher
          Class day and time
          Last login date

Account list

Select the account you wish to view

White text: Student
Green text: School
Blue text: Teacher

Challenge/Game score statistics

Numbers in the middle of the bar graph represent the percentage of correct answers. The number at the bottom represent the challenge game in the app.

Last recorded usage date of the selected material.

Display Period

Use the left and right buttons (< >) to switch between the periods you wish to view.

- ENTIRE PERIOD: Since registration
- THIS WEEK: A period of time up to seven days synced to the set class day and time
- LAST WEEK: a full seven day period from the time viewed
- -2 ~ -4 WEEK:
- LAST MONTH:
- -2 ~ -6 MONTH:

Date and Time of selected range

Number of times the student has played the review track and total duration.

Bar graph: displays up to 5 steps.

Screen content

Accounts | **Progress**   John | Ver.202

Material
7th

Lesson reviews	124
Reviewed time	5h 45m
Game plays	193

Last play : 2021/10/08 14:5

Hanako Yamada
Class: John Smith
Tue 15:25

hanakoyamada   Last Login: 2021/10/10

◀ **ENTIRE PERIOD** ▶
2021/09/02 17:30 - 2021/10/15 18:03

Number of times student has played the listening track selected week

| Account list |
| Aito Ogawa |
| Daisuke Miyazawa |
| Hanako Yamada |
| Hama PLS |
| Jake Hoto |
| John Smith |
| Taichi Yamaoka |
| Yui Uchida |

Track	Times	Time
Yellow Verb Set [2]	(27)	57 min
Yellow Verb Set [3]	(5)	24 min
Pink Verb Set [4]	(8)	39 min
Pink Verb Set [5]	(7)	40 min
Nakayoshi ■ ...es [6]	(9)	26 min
Enterquest 7 [7]	(4)	4 min
Enterquest 8 [8]	(2)	2 min
Enterquest 9 [9]	(2)	2 min
Enterquest 10 [10]	(10)	10 min

5   4   3   2   1   0

CORRECT ANSWER RATE IN GAME

100%
80%
60%
40%
20%
0%

95 85 80 55 90 88 66 89 88 96 73 37 50 94 85 85 48 94 91 67 84 89 80 92 89 53

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27

Lesson Name/Number

Time spent listening

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