

# eRevision Quick-Set-Up Guide

Log in to [www.eRevision.uk](http://www.eRevision.uk) using your email

- 2 easy steps:
- 1 (a) Add a group(s) and (b) assign group to your package
  - 2 Add student(s) to a group

You will need a list of students (first name, surname, email) that you wish to add; then it should only take less than 4 minutes to complete the 2 steps. Alternatively use 2c) to allow students to add themselves by giving them a code.

## 1 (a) Add group:

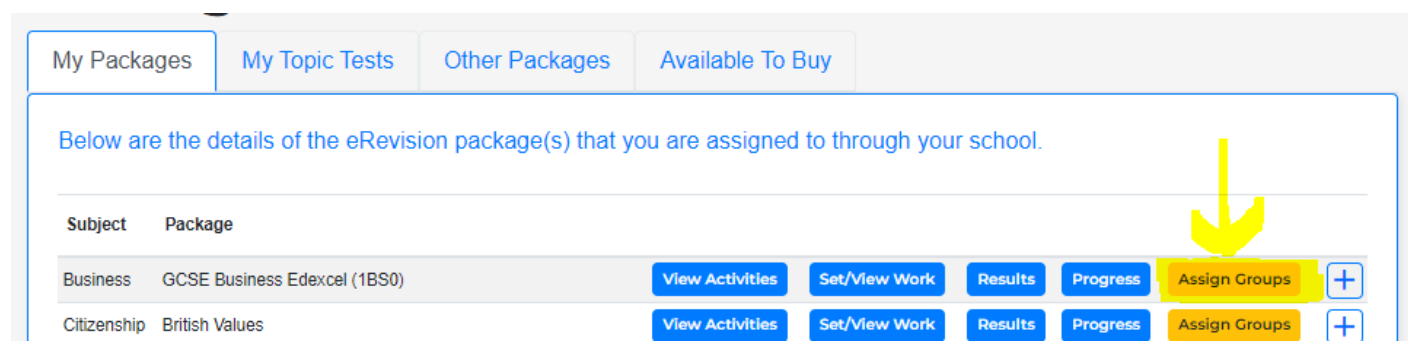
A 'group' is a selection of students (often a teacher's class) who can access a package. Students are linked to groups and groups are linked to a package. In this way a group links students to a package; (Package ↔ Group ↔ Students). You might want to make 2 groups, e.g. 'Mr Jones German Class' and 'Mrs Smith German Class'; *if you are unsure then we recommend you set up 1 group to start with.*

Click on the 'Groups' link in the navigation bar, click 'Add Group', name this new group, then click the 'Save' button.



## 1 (b) Assign groups to package(s):

1. Click on the 'Packages' link in the navigation bar (top of the page, top bar).
2. Click on the 'Assign Groups' button (highlighted below) to give a specific group(s) access to the package.
3. Next select the group(s) to add to this package by clicking on the checkbox next to that group, and click 'Update'.



Subject	Package	View Activities	Set/View Work	Results	Progress	Assign Groups	
Business	GCSE Business Edexcel (1BS0)	View Activities	Set/View Work	Results	Progress	Assign Groups	+
Citizenship	British Values	View Activities	Set/View Work	Results	Progress	Assign Groups	+

**Note:** groups can be given access to more than one package, and pupils can be members of more than one group.

## 2 Add student(s) to a group:

There are 3 possible methods:

### a. Add a Single Student:

1. Click on the 'Students' link in the navigation bar (top of the page, top bar)
2. Click on the 'Add new Student' button
3. Add the student's first name, last name and email address
4. Select a group from the second dropdown
5. Click on the 'Add Student' button

Add yourself so you can see eRevision from a student perspective.  
Completing activities in student mode saves your scores & you will appear on the Leaderboard.

### b. Add Multiple Students:

0. Preliminary think... Read step 4 below & consider how many groups you want to set-up. If unsure, we recommend you set up 1 group. If you want 2 groups, e.g. 'Mr Jones German Class' & 'Mrs Smith German Class' then arrange these students into 2 spreadsheets & repeat the steps below for each spreadsheet.

Repeat steps below with a spreadsheet for each group:

1. Click on the 'Students' link in the navigation bar (top of the page, top bar) → 'Import Multiple Students'
2. Click on the 'Download Spreadsheet Template' button to download it
3. Add students' details (first name, last name, email) to the spreadsheet, then save it.
4. Click on the drop down box, next to the label, 'Import Students To Group' and select the group you want these students to be added to. Now Click 'Choose File' and select the spreadsheet you have just saved.
5. Click on the 'Import' button. Check the confirmation message to confirm the students have been added successfully.

**Note:** students are automatically sent a welcome email with a link to set their password.

- c. Allow students to add themselves by giving them a time limited code: See overleaf.

**2** c. Allow students to add themselves by giving them a time limited code:

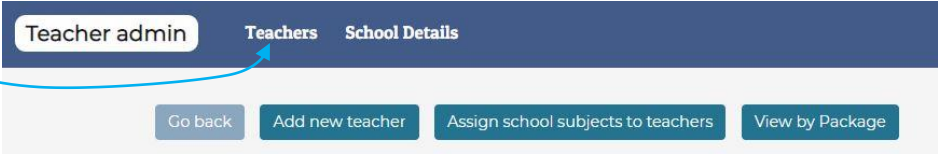
Remember to assign the group to a package, or your students will not be able to access the package!  
*See step 1b) above*

1. Click on the '**Students**' link in the navigation bar (top of the page, top bar)
2. Click on the '**Add Students by code**' button
3. **Select the group and expiry date from the dropdowns** and click '**Create new code**'
4. If they don't have one already, tell your students to register an account with eRevision and to login.
5. Once logged in, the students should click on '**My profile**' in the navigation bar and then click the '**Join School Group**' button
6. They can then enter the code you have given them and they will be added to your group.

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**Optional: add teachers in your department**

1. Click on the '**Teachers**' link in the *Teacher Admin* menu



The screenshot shows a dark blue navigation bar with three items: 'Teacher admin', 'Teachers', and 'School Details'. The 'Teachers' item is highlighted in white. A blue arrow points from the text 'Teachers' link in the Teacher Admin menu to the 'Teachers' item in the navigation bar. Below the navigation bar, there are four buttons: 'Go back', 'Add new teacher', 'Assign school subjects to teachers', and 'View by Package'.

2. Click on the '**Add new teacher**' button and complete the form to add a new teacher (no fields can be blank)
3. You can assign teachers to their subjects by **clicking on the 'Assign school subjects to teachers' button**. Teachers will then be able to access any package that belongs to that subject.

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**Logging on Problem - Quick Solutions:**

- i If a student or teacher doesn't receive their initial email, it is likely to be in their spam folder; otherwise they can use the 'Forgotten your password?' link on the login page to prompt a new login email.
- ii If **none** of your students receives their email **or if no teacher** receives any email, then ask your IT department to allow emails from *@eRevision.uk* and *@eRevision.co.uk* through the school firewall and/or spam filter.