eRevision Quick-Set-Up Guide

Log in to www.eRevision.uk using your email

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

> **To view a video explainer on how to add students** ⟶
> https://erevision.uk/Welcome/addStudentsAndGroups

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.
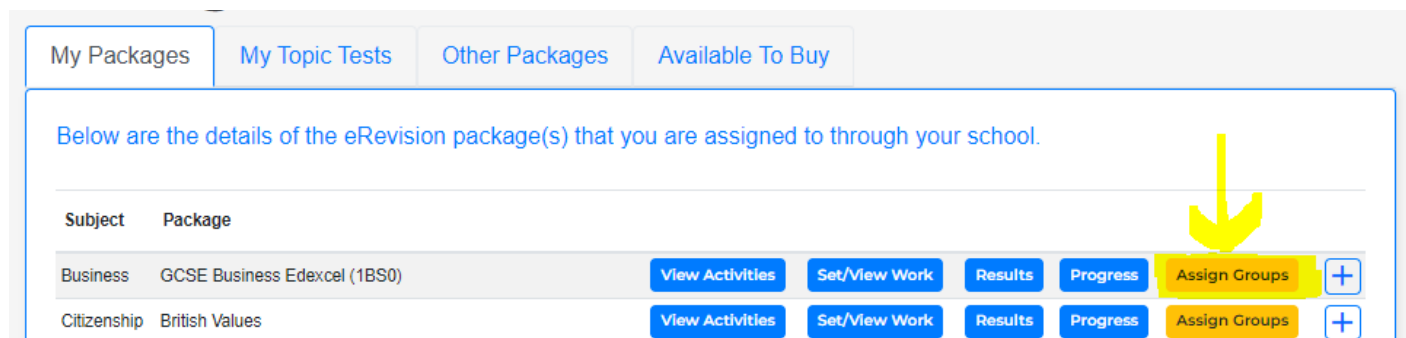
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❶ (a) Add group:

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**.

❶ (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'**.

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

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❷ 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.   *Do not change the headers in row 1, add students from row 2 onwards.*
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.

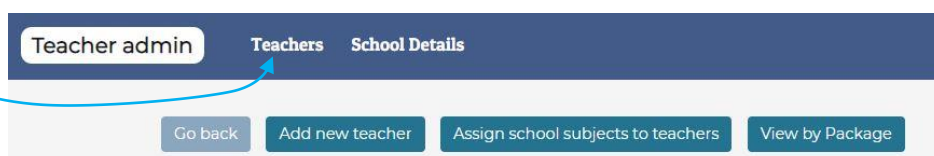**②**   c. *Allow students to add themselves by giving them a time limited code:*

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.

Optional: add teachers in your department

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

Teacher admin   **Teachers**   **School Details**

Go back   Add new teacher   Assign school subjects to teachers   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.

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.