L2E User Guide

May 2015

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Signing In

Go to: **staff.l2e.co.uk**

Sign in using:

        Username: [STAFFCODE]@washwoodheath.bham.sch.uk
        Password: [STAFFCODE]@washwoodheath.bham.sch.uk

Your Dashboard

Your dashboard contains some basic statistics that show the amount of credits that you have distributed to other users.

User Groups

User Group Overview

Users are separated into different groups to make searching for them easier. A user can belong to multiple groups e.g. (House, Form, Subject, Year). To filter the users by group, click "User Groups" on the top navigation bar.

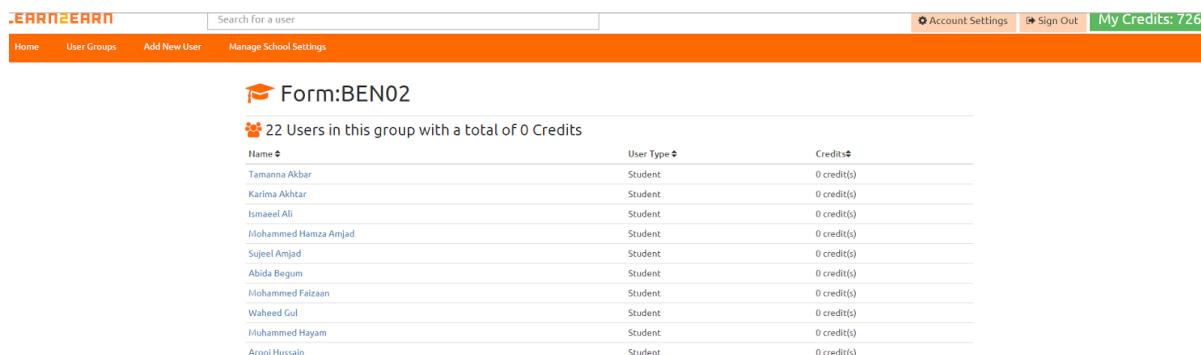The User Groups page lists all the groups that have been activated. By default, they are filtered by form group:
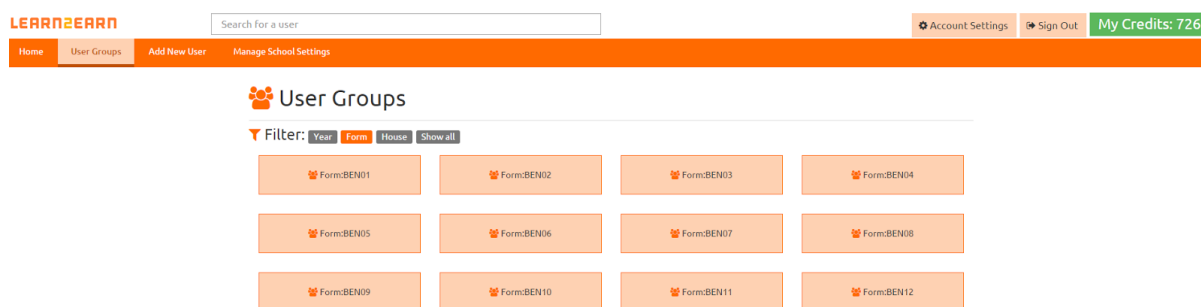
Filtering

To change to a different view, use the buttons on the filter bar:
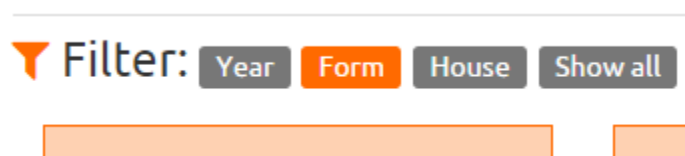
Navigating

Once you have found the group you are looking for, click it and you will see a page that looks like this:

This lists all of the users that have been added to the group FORM:BEN02. From here you can see an overview of the credits awarded to users in this group, and navigate to individual user pages.

Searching for a user

To quickly search for user, user the search bar at the top of the site:

As you start typing the name, user names that match your search will start to appear:

To visit a user page, click on their name.

User page

When you click on a user name from the site search or a user group page, you will navigate to the individual user page.

This is the page where you can distribute and manage a user's' credits.

Current Balance
A users current credit balance is located in the large orange box:

Assigning Credits
To assign credits to a user, use the green milestone buttons. There are default values of 1, 25 or 50. To assign a custom amount of credits, click the green custom button and type in a number.

Removing Credits
To remove credits from a user, use the red milestone buttons. There are default values of 1, 25 or 50. To remove a custom amount of credits, click the red custom button and type in a number.

NB: When you remove credits from a user, they are assigned to the school, they will not be reassigned to your balance.

User Groups

There are quick links to the groups that a user belongs to on the user page. Click these to navigate to that group.

Transaction Log

At the bottom of the user page, there is a log of all credits that have been added and removed, the amount, date and who was involved in the transaction.

This data is used to power reporting but can also be helpful to trace any credits you may have awarded accidentally.

Transaction Log

Id	Date	From	To	Amount
469	5/2/2015 8:02:45 AM	Sam Higgins	Tamanna Akbar	25 credit(s)

Add New User

Creating a new user

You can manually add a new user to the system by clicking the Add New User link on the top navigation.

Fill in the form on this page and press the "Save New User" button to automatically create a new user.
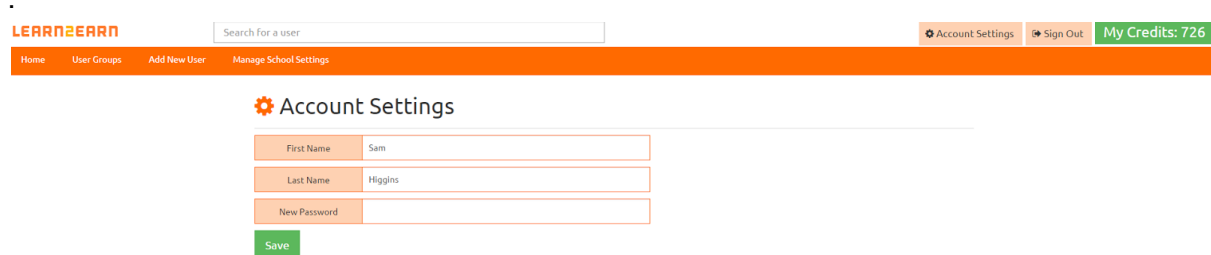

User Roles

User roles determine which parts of the system are accessible to a user. There are 4 types of user role:

Student	Has access to shop. Can spend credits but not allocate credits.
Staff	Has staff access, can allocate credits to other users.
Admin	Has administrator control over a school including importing users and batch credit allocation.

Account Settings

You can update your account settings by clicking the account settings button towards the top right hand corner of the site. This allows you to update the name on the account and set a new password

We recommend changing the password on the account from the default password after you first login.

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Signing Out

To sign out, use the sign out button located next to your balance box.