

L2E User Guide

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Signing In

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

LEARN2EARN Search for a user Sign In

Home User Groups Add New User Manage School Settings

Sign In

Username

Password

☐ Remember me

Sign In

[Forgotten password?](#)

Sign in using:

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

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

Your Dashboard

LEARN2EARN Search for a user Account Settings Sign Out My Credits: 726

Home User Groups Add New User Manage School Settings

My Dashboard

My Balance	Total Spent (in the last month)	Daily Average
726	274	9.13

Total credits by User Group

User Group: Year Group Submit

1						
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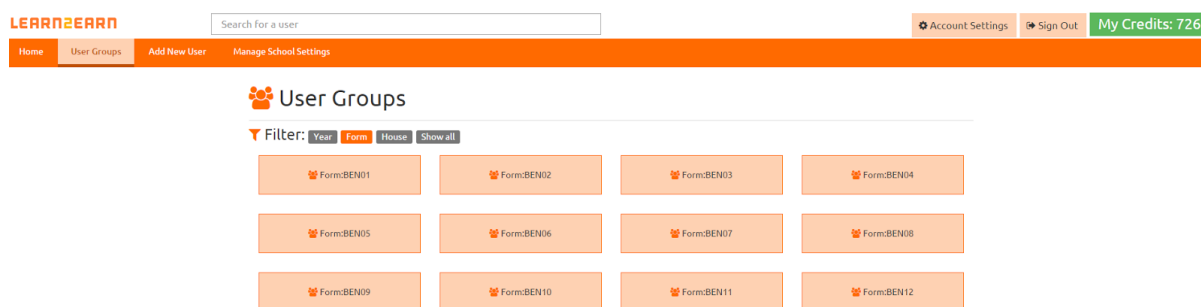
Your dashboard contains some basic statistics that show the amount of credits that you have distributed to other users.

User Groups

User Group Overview

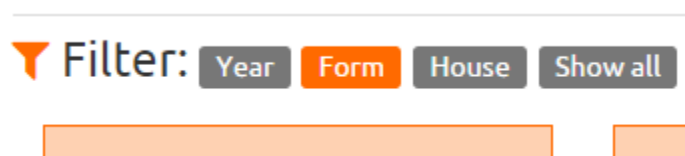
Users are separated into different groups to make searching for them easier. A user can belong to multiple groups e.g. (House, Form, Subject, Year). To filter the users by group, click “User Groups” on the top navigation bar.

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



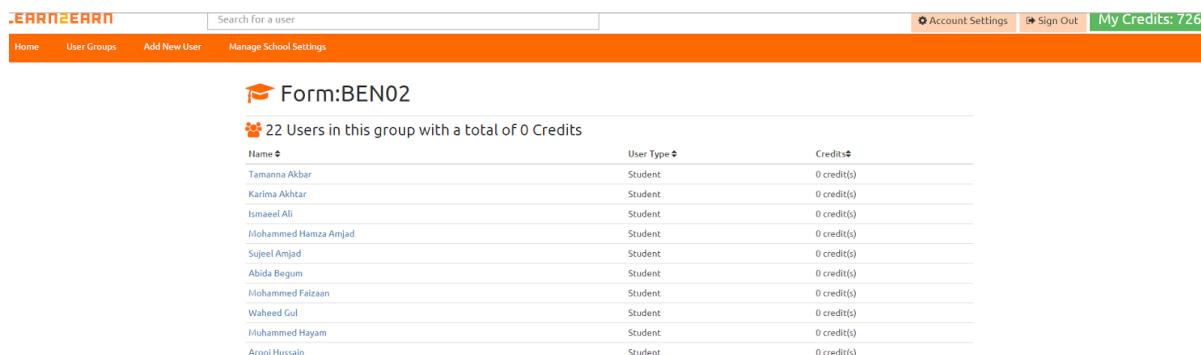
Filtering

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:

LEARN2EARN

HomeUser GroupsAdd New UserManage School Settings

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

moh	
Mohammed Hasan	Form:BEN01
Mohsin Hussain	Form:BEN01
Mohammed Hamza Amjad	Form:BEN02
Mohammed Faizaan	Form:BEN02
Yasin Mohammed	Form:BEN02
Mohammed Naheem	Form:BEN02
Mohammed Alom	Form:BEN03
Yusuf Mohamed	Form:BEN03
Mohammad Hafeez	Form:BEN04
Hamsi Mohammed	Form:BEN04
Mohammed Islam	Form:BEN05
Amir Mohamed	Form:BEN05

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.

The screenshot shows the LEARN2EARN user interface. At the top, there is a navigation bar with the logo, a search bar, and links for Account Settings, Sign Out, and My Credits (72). Below the navigation bar, the user's name 'Mohammed Hamza Amjad' is displayed. Underneath, the user role is 'Student' with details for House (B2A), Year (11), and Form (B2402). The 'Mohammed Hamza's Balance' section shows '0 credits' in a large orange box. To the right of this box are two sets of buttons: 'Add Credits' (green) and 'Remove Credits' (red). Each set includes buttons for 1, 25, 50, and Custom. Below this is a 'Transaction Log' table with columns for Id, Date, From, To, and Amount.

Current Balance

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

★ Mohammed Hamza's Balance:

0 credits

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.

+ Add Credits

A row of four green buttons labeled '1', '25', '50', and 'Custom'.

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.

- Remove Credits

A row of four red buttons labeled '1', '25', '50', and 'Custom'.

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)

Creating a new user

You can manually add

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

Create User

User Role:

Student

Email Address

First Name

Last Name

Password

Confirm Password

User's School Details

School

Washwood Heath Academy

Year

House

Form Group

Save new user

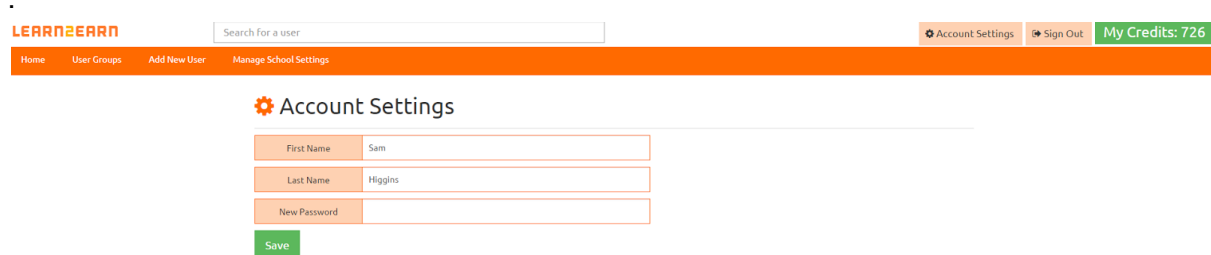
User roles determine which parts of the system are accessible to a user. There are 4 types of user role:

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.



The screenshot shows the LEARN2EARN website interface. At the top, there is a navigation bar with the logo 'LEARN2EARN' on the left, a search bar 'Search for a user', and three buttons on the right: 'Account Settings' (with a gear icon), 'Sign Out' (with a logout icon), and 'My Credits: 726' (in a green box). Below the navigation bar is a secondary bar with links: 'Home', 'User Groups', 'Add New User', and 'Manage School Settings'. The main content area is titled 'Account Settings' with a gear icon. It contains three input fields: 'First Name' with the value 'Sam', 'Last Name' with the value 'Higgins', and 'New Password'. Below these fields is a green 'Save' button.

Signing Out

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

