

OAKA™ DIGITAL Teacher Instructions

Fresh Focus on Learning



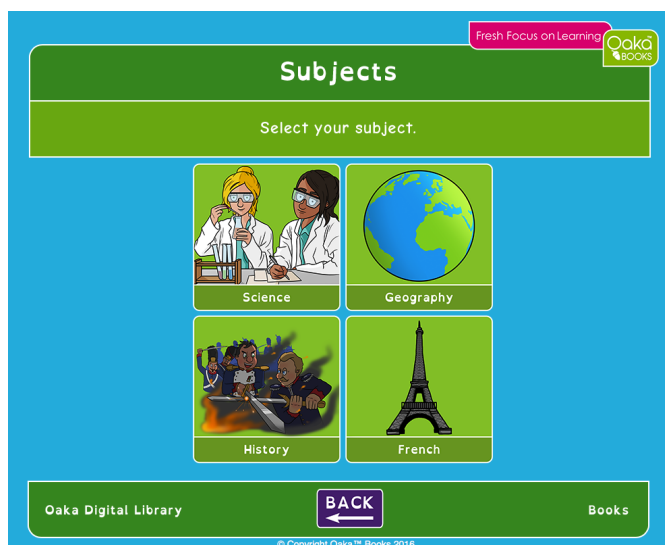
These instructions will enable you to:

- login to your teacher account.
- create student accounts.
- access quizzes.
- use your teacher account.
- check student results.
- generate reports.
- view the Question Bank.
- technical information.

Once signed up for the 30 day free trial, we will immediately begin to set up your library.

Your library will be accessed through your personalised domain name which can be found in your email.

THE DIGITAL LIBRARY OVERVIEW



Within the digital library, each subject is split into separate topics. In these topics, there is a Topic Book (a PDF version of our printed books), access to Oaka's quiz system and access to additional resources.

The topic books, the quiz library and certain resources open in a new tab. To return to the digital library, simply close these tabs.

To get started:

The Oaka™ Team will contact you for a list of teachers so we can create their accounts, along with how you would like to split your students (by class, subject, etc.). To make life easy, we will then set up the basics for you.

Students can then sign up and create their own accounts.

Teacher accounts provide the ability to manage students accounts, view the complete question list, access all quizzes and view student results.

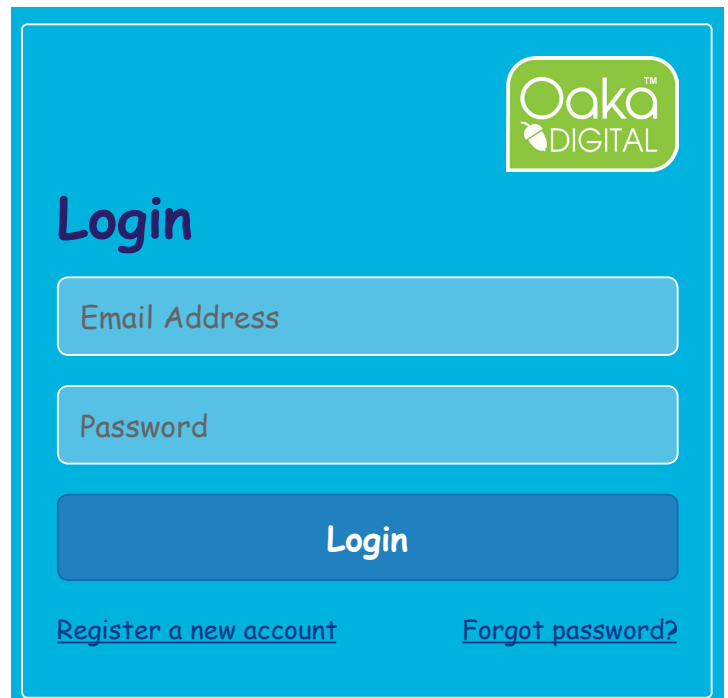
To access the Oaka™ Digital library, please use the domain name that has been emailed to you.



SETTING UP ACCOUNTS

LOGIN TO YOUR TEACHER ACCOUNT

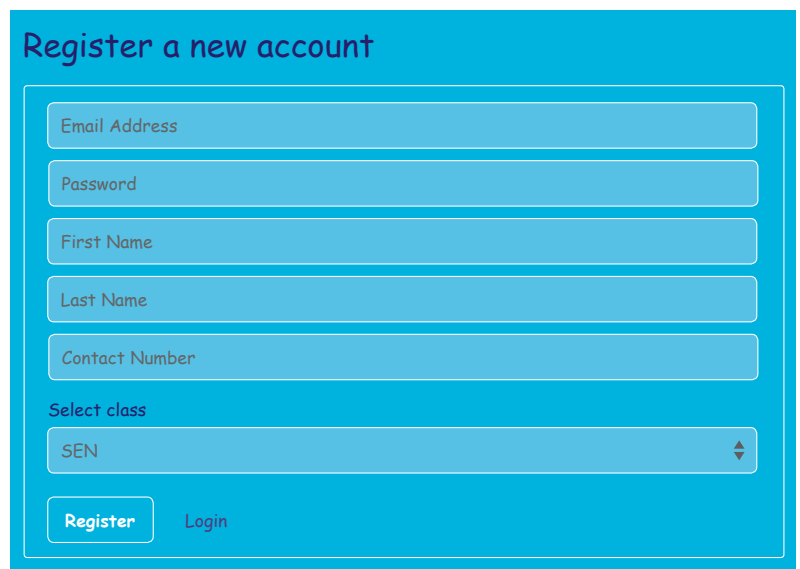
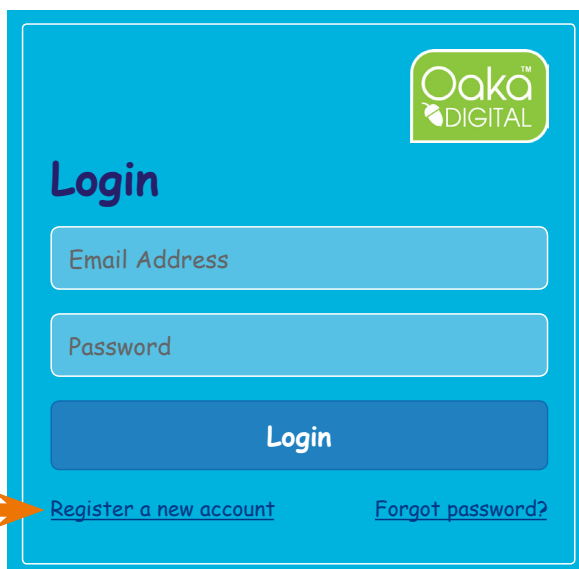
Once your school has signed up for Oaka™ Digital, the Oaka™ team will set up your school's digital library. You will be contacted directly by the team for a list of teachers who will require accounts on the system for access. Once completed, the Oaka™ Team will send you all the teachers' login details.



STUDENT ACCOUNTS

Students can create their own accounts in order to gain access to the quiz by following the steps below:

- They will need to head to:
<http://yourdomainname.oakabooks.co.uk/QuizCat/index.php/login/registration>
- From the login screen, they click on "Register a new account" on the bottom left corner (shown by the orange arrow).
- Then they fill in their contact details (seen below). If you do not require a contact number for your students, this can be left blank.
- If your students do not have email addresses, they can set up their accounts by using the format "firstname@surname". You can use any format you prefer as long as the email field includes the @ sign.



ACCESS QUIZZES (FOR BOTH STUDENTS AND TEACHERS)

To gain access to the quiz, head to:

<http://yourdomainname.oakabooks.co.uk/QuizCat/index.php/login>

Although the teacher and student accounts are different, all quizzes can be accessed by clicking “Quiz” and then “Quiz List” in the top tool-bar here it redirects you to the quiz list page. As a student, the quiz list will be loaded automatically as the first page you see.

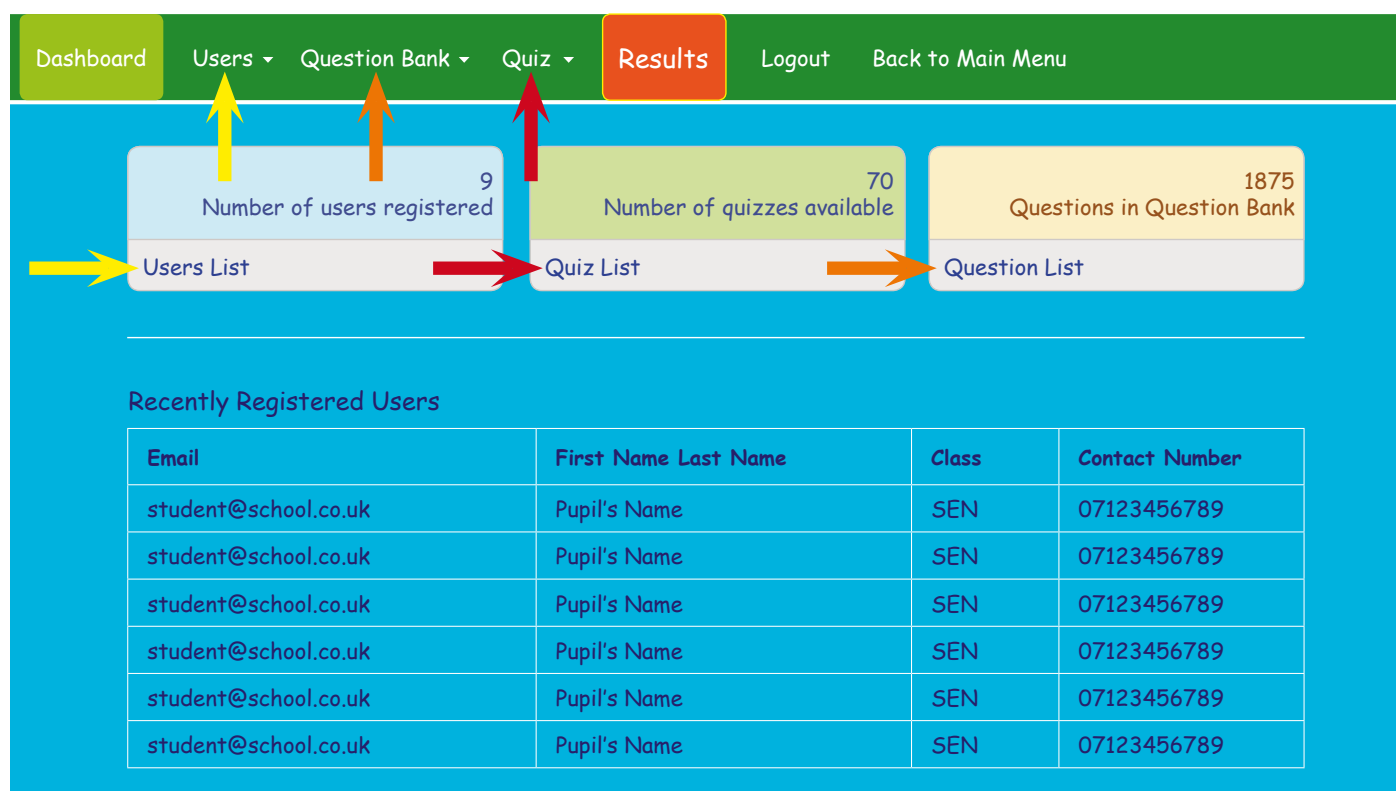
Teacher's Tool-bar:



Student's Tool-bar:



USING YOUR TEACHER ACCOUNT

The image shows a teacher's dashboard with a green top navigation bar and a light blue main content area. The navigation bar has 'Dashboard' (yellow), 'Users' (dropdown), 'Question Bank' (dropdown), 'Quiz' (dropdown), 'Results' (orange), 'Logout', and 'Back to Main Menu'. Below the navigation bar, there are three summary cards: 'Number of users registered' (9) with a 'Users List' link, 'Number of quizzes available' (70) with a 'Quiz List' link, and 'Questions in Question Bank' (1875) with a 'Question List' link. Colored arrows indicate navigation paths: a yellow arrow from 'Users' to 'Users List', an orange arrow from 'Question Bank' to 'Question List', and a red arrow from 'Quiz' to 'Quiz List'. A yellow arrow also points directly to 'Users List'. Below these cards is a section titled 'Recently Registered Users' containing a table with user details.

Email	First Name Last Name	Class	Contact Number
student@school.co.uk	Pupil's Name	SEN	07123456789
student@school.co.uk	Pupil's Name	SEN	07123456789
student@school.co.uk	Pupil's Name	SEN	07123456789
student@school.co.uk	Pupil's Name	SEN	07123456789
student@school.co.uk	Pupil's Name	SEN	07123456789
student@school.co.uk	Pupil's Name	SEN	07123456789

Once you login as a teacher, you will be directed to the dashboard page. From here, you can see:

- All of your students signed up to your account through the “Users List” OR by clicking the “Users” link in the top tool-bar (shown by the yellow arrow).
- The question list through “Question List” OR by clicking “Question Bank” in the top tool-bar (shown by the orange arrow).
- The quiz list through “Quiz List” OR by clicking the “Quiz” link in the top tool-bar (shown by the red arrow).

CHECK STUDENT RESULTS

When logged into your teacher account, click “Results” in the top tool-bar. From here, you will be able to see all of your students’ results.

Searching by student name, subject or individual quiz requires you to type it into the search bar in order to gain a results list (shown by the yellow arrow). For example, typing in “Geography” will give you all of the Geography quizzes.

[Dashboard](#) [Users](#) [Question Bank](#) [Quiz](#) **Results** [Logout](#) [Back to Main Menu](#)

Generate Report

[Generate Report](#)

Result List

Pending results contain some long answers which require manual evaluation.
You can sort pending results by selecting the dropdown option from the status column and click on view to evaluate it manually.

Result ID	Name	Subject	Quiz Name	Status	Percentage Obtained	Action
123	Pupil's Name	Geography	Population: Level 1	Almost there	50%	View
123	Pupil's Name	Geography	Population: Level 1	Almost there	45%	View
123	Pupil's Name	Geography	Population: Level 1	Almost there	55%	View
123	Pupil's Name	Geography	Population: Level 1	Got it	60%	View
123	Pupil's Name	Geography	Population: Level 1	Got it	70%	View
123	Pupil's Name	Geography	Population: Level 2	Almost there	35%	View
123	Pupil's Name	Geography	Population: Level 2	Almost there	40%	View
123	Pupil's Name	Geography	Population: Level 2	Almost there	50%	View
123	Pupil's Name	Geography	Population: Level 2	Got it	70%	View

By clicking “view” (shown by the orange arrow), you can get an in-depth analysis of that student’s results. Overviews of your student’s results can be seen at the top in a box (shown to the right).

As a teacher, you will also be able to see the top 10 across all students for that particular quiz. By scrolling down, you can then see which questions the student has got correct, incorrect or didn’t answer.

Students cannot see each other’s results.

[Dashboard](#) [Users](#) [Question Bank](#) [Quiz](#) **Results** [Logout](#) [Back to Main Menu](#)

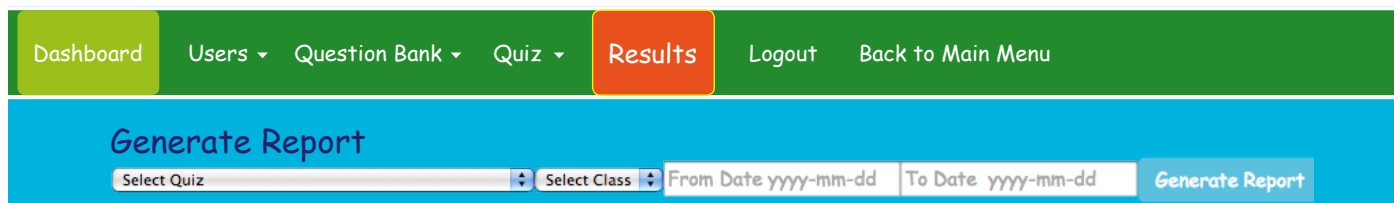
Result ID 577

First Name	Student's name
Last Name	Student's name
Email	student@school.co.uk
Quiz Name	Population: Level 1
Attempt Time	12-10-16 11:05:06
Total Time Spent in min. (approx.)	8
Percentage Obtained	70%
Score Obtained	14
Status	Got it

GENERATE REPORTS

The generate report feature on the Results page allows you to create a report of results which will download onto your computer as a comma separated text file. This can be opened in Excel or other spreadsheet software. These results can be based on class, quiz or group.

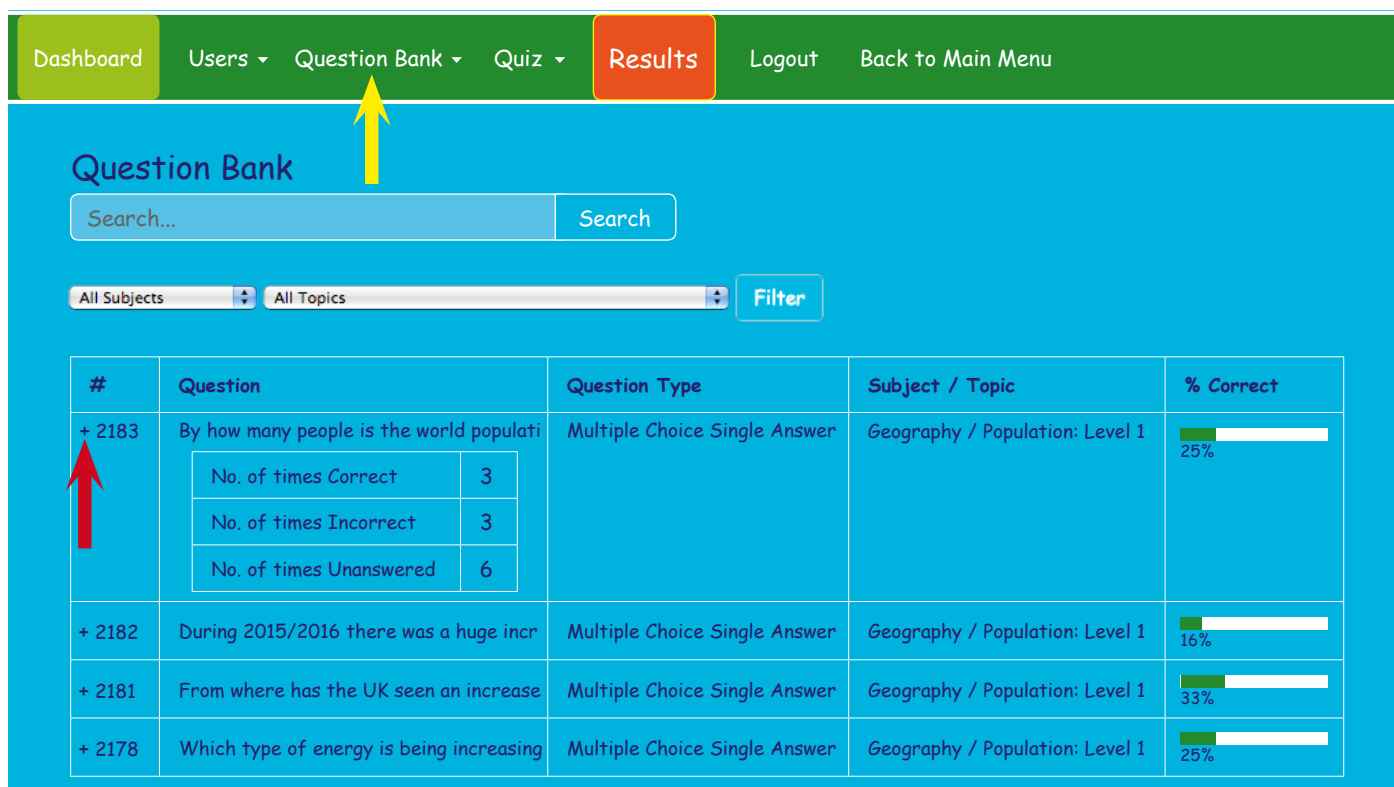
To generate, select the quiz/class/group, enter the date range that you wish for the report to include and then click "Generate Report".



THE QUESTION BANK

As a teacher, you will be able to view all questions individually. To access this, click "Question Bank" in the tool-bar (shown by the yellow arrow) and then click "Question List".

Questions can be searched either by the subjects or topics drop down menu and then click "Filter" (shown by the orange arrow). Alternatively, you can type in the search bar.



#	Question	Question Type	Subject / Topic	% Correct						
+ 2183	By how many people is the world populati <table border="1"><tr><td>No. of times Correct</td><td>3</td></tr><tr><td>No. of times Incorrect</td><td>3</td></tr><tr><td>No. of times Unanswered</td><td>6</td></tr></table>	No. of times Correct	3	No. of times Incorrect	3	No. of times Unanswered	6	Multiple Choice Single Answer	Geography / Population: Level 1	25%
No. of times Correct	3									
No. of times Incorrect	3									
No. of times Unanswered	6									
+ 2182	During 2015/2016 there was a huge incr	Multiple Choice Single Answer	Geography / Population: Level 1	16%						
+ 2181	From where has the UK seen an increase	Multiple Choice Single Answer	Geography / Population: Level 1	33%						
+ 2178	Which type of energy is being increasing	Multiple Choice Single Answer	Geography / Population: Level 1	25%						

Clicking the "+" (shown by the red arrow) next to the questions, allows you to see the overall answers by your class. This helps you to see where your class could do with some extra help.

We love feedback from teachers, so please let us know if you have any suggestions or questions you would like included.

You can email us at digital@oakabooks.co.uk.

TECHNICAL INFORMATION

As you will notice, the domain name that you use to access the digital library is specific to your school institution. Each subscriber's library and database is held individually to ensure maximum security of your information and to ensure that we can easily monitor access and usage. The library is hosted on a dedicated Linux virtual server which is running Apache web services and MySQL database server.

Due to the file sizes, we host all of our books in an Amazon Web Service S3 secure bucket. All of this comes together to ensure that children aren't left waiting for things to load, whilst also ensuring that all database data is held securely with absolutely no crossover.

**If you have any technical questions (no matter how small),
please email us at digital@oakabooks.co.uk**