EdAlive®
CENTRAL

School Use Guide

v3.4

EdAlive Central Teachers Guide

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EdAlive

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This manual is designed for use with the EdAlive suite of online learning Web Apps. EdAlive Central is the foundational resource from which these Web Apps draw resources. It is to be read in conjunction with the manual for the relevant Web App.

For more information go to central.edalive.com

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Save time - Set up student, class and teacher details only once
Typing Tournament ONLINE
Maths Invaders ONLINE
Volcanic Panic Reading Success ONLINE
EdAlive Central
SSO
Classes
Teachers
Parents
Students
Admin
Spelling Force ONLINE
Words Rock ONLINE
Baggin' the Dragon Maths ONLINE

The EdAlive Central Suite of Web Apps

EdAlive Central - One app to unite them all

EdAlive Central (central.edalive.com) is the ground-breaking system that unites all the *EdAlive Web Apps* into one seamless whole. It manages all functions relating to *Schools* including:

- *Students* and their usernames and passwords (credentials)
- Teachers and their usernames and passwords (credentials)
- Class lists and *Classes*
- Curriculum correlations
- Administrative functions
- The EdAlive Central Single Sign On (SSO) system
- Interaction with external SSO systems

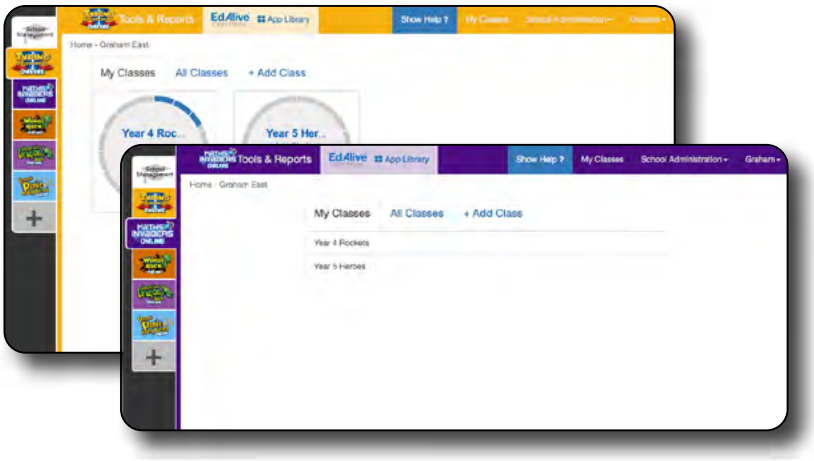
This powerful, innovative structure means that once *Student*, *Class* and *Teacher* details are entered they are accessible to all of the *EdAlive Web App* family.

The individual EdAlive Web Apps

Each of the *EdAlive Web Apps* has its own web address which delivers the student's experience. There is a growing range of *EdAlive Web Apps*.

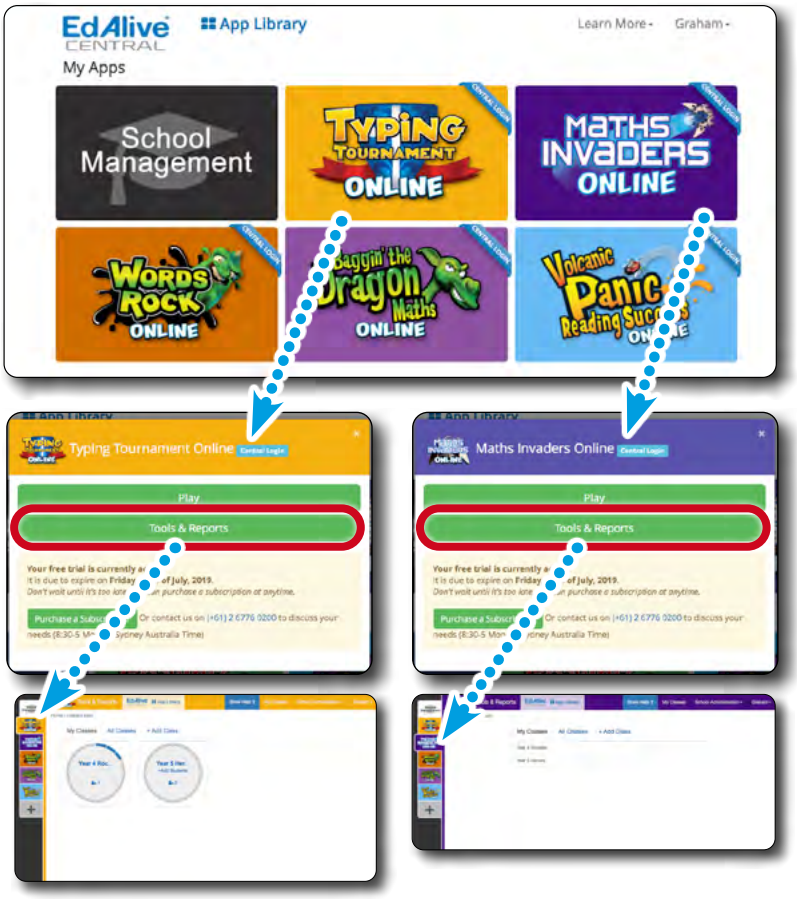
Tools and Reports

Each *EdAlive Web App* has a *Tools and Reports* section where, depending on the web app, *Teachers* can select and allocate learning activities and report on *Students*' progress.



Access to the individual EdAlive Web Apps

- Either access the web site of the individual *EdAlive Web App* by typing its url directly into your web browser *or*
- If you are already in one of the *EdAlive Web Apps* then click on the App Library icon located at the top of most screens or choose *App Library* from the *EdAlive Web App* menu *or*
- Go to *EdAlive Central* by typing *central.edalive.com* into your web browser and click on the icon of the *EdAlive Web App* you wish to access.

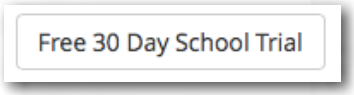


Start a Subscription or a Free Trial

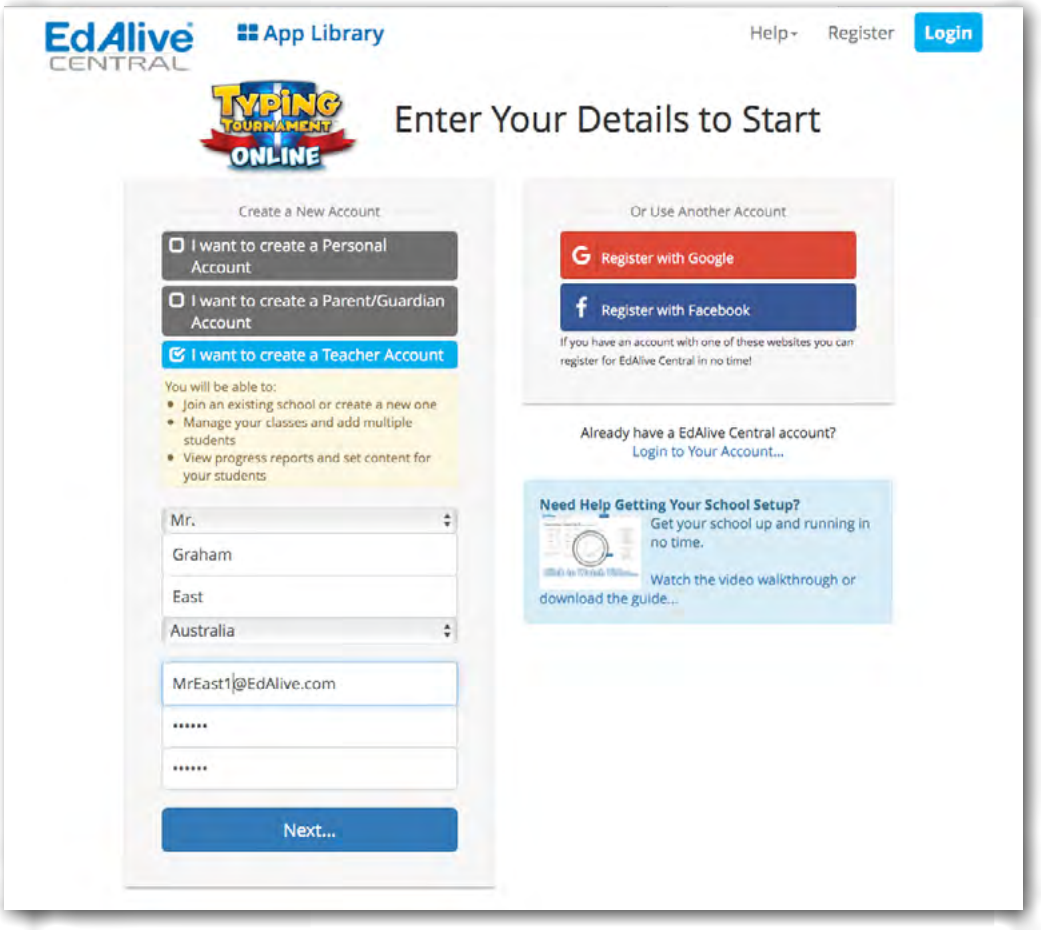
Before using any of the *EdAlive Web Apps* teachers must first create a *Teacher Account* and then link it to the *School* they teach at. This process can be instigated from any of the *EdAlive Web Apps* or from *EdAlive Central*. The creation of *Teacher Accounts* and *School* linking takes place in *EdAlive Central*. Following are some of the ways you can get started:

30 Day Free Trial

Go to the home page of any of the *EdAlive Web Apps* such as *Typing Tournament Online* or *Maths Invaders Online* and click on the FREE 30 DAY SCHOOL TRIAL button or go to central.edalive.com/go.



Enter your details to create a Teacher Account



1. Check the box: *I want to create a Teacher Account.*
2. Enter your *Title, First Name, Last Name* and select your *Country.*
3. Enter an *Email Address* that you use in relation to your work as a teacher.
4. Enter a password that is at least 6 characters long.
5. Press the NEXT button.

Link to your School

Your *Teacher* account will now be linked to your *School.*

Enter your school's details as accurately as you can.

Click the declaration of employment as a *Teacher*.

If your school appears then click Join This School.

If your school does not appear then either refine your search details and click the Search Again button or double check that your school's details are entered correctly then click the Create a New School Using the Details above button.

Join an existing School

If your *School* already exists in *EdAlive Central* it will appear as a result of the search above.

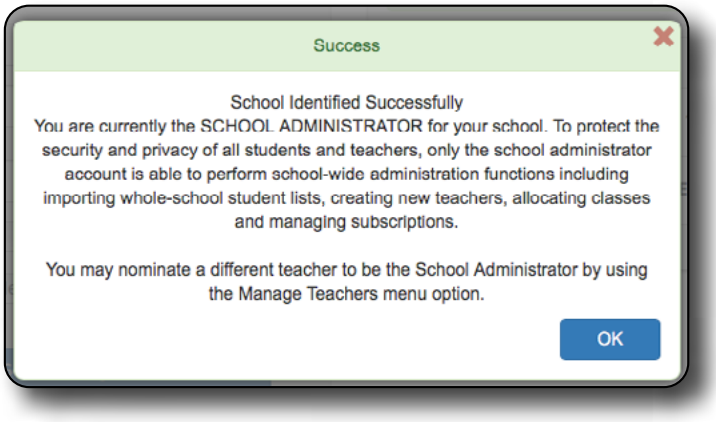
1. A list of matching *Schools* will appear. If your *School* is one of them, click the blue Join This School button beside it.
2. By joining an existing *School* your account status will be that of a *Teacher* at that *School* and not of a *School Administrator*.

Create a new School

Use this option if your *School* does not already exist in *EdAlive Central*.

1. Double check that you have entered your school's details correctly.
2. Click the blue Create a New School Using the Details Above button.
3. You will be the first *Teacher* at this new *School* and will be automatically allocated *School Administrator* status.
4. A series of *School Administrator* related dialogue boxes will appear. Ensure you read them. Click OK for them all.

School Administrator status



School Administrators can access the options in the *School Administration* menu at the top of the *School Management* screen. If you are not a *School Administrator* you will find the names of your *School Administrators* by clicking on the *School Administrator* menu. For more details see the separate *School Administrator* section in this document.

School Administrator no longer at the School

If there is only one *School Administrator* listed and this person no longer works at your *School* please contact us to change the *School Administrator*.

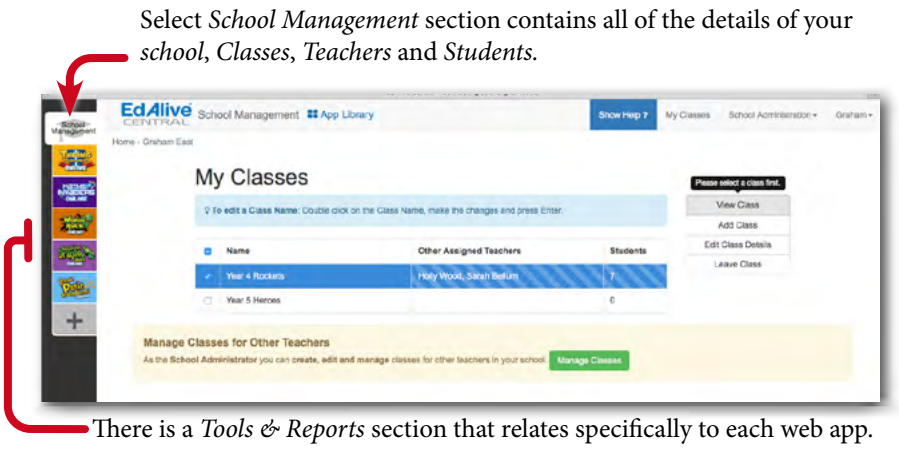
Navigating within EdAlive Central

Name menu

Navigation within *EdAlive Central* and the *Tools and Reports* sections of the *EdAlive Web Apps* is consistent. The following illustrates navigation in *EdAlive Central*.

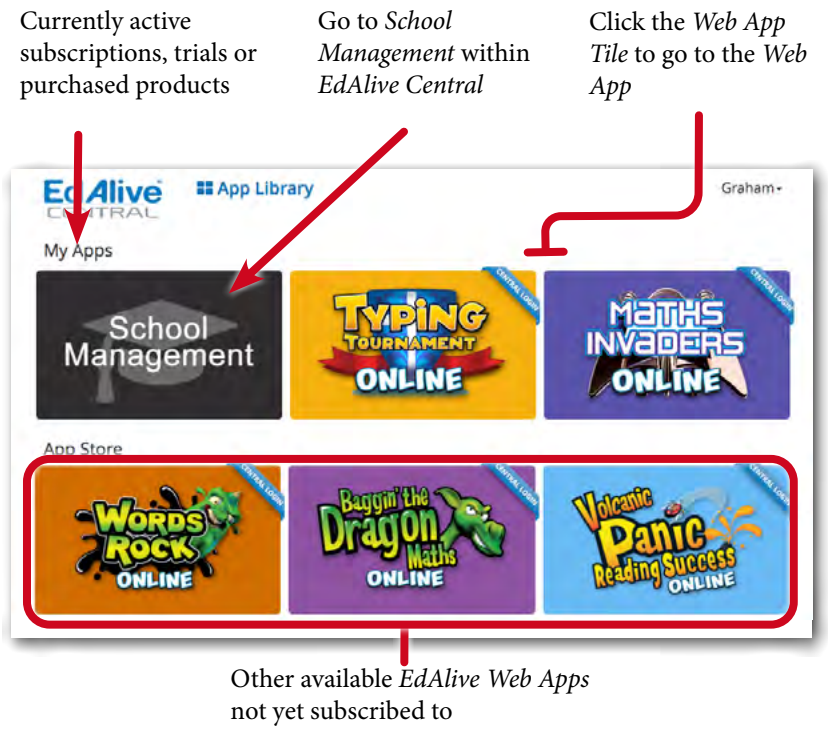
Quick navigation shortcuts

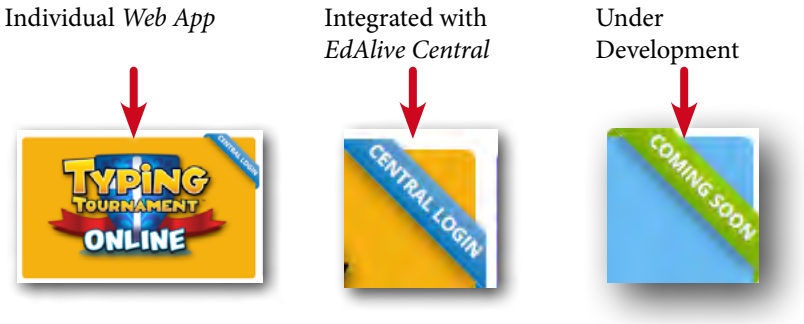
Quickly move between *School Management* and the *Tools & Reports* sections with the side navigation tabs.



Main EdAlive Central screen

When using any of the *EdAlive Web Apps* users are frequently directed to the main *EdAlive Central* screen which connects all of the *EdAlive Web Apps*. It operates as an app store, a school management environment and a way of navigating between the various *EdAlive Web Apps*.

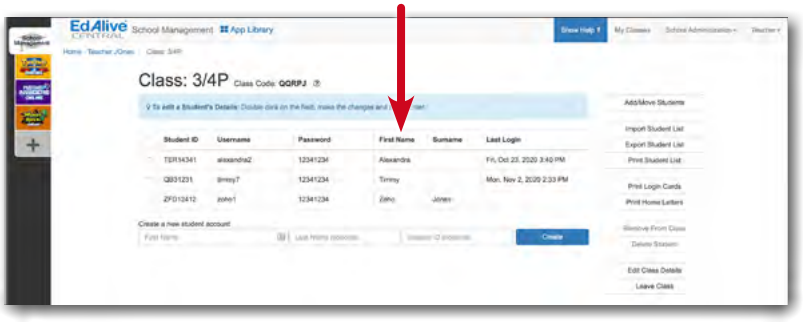




Default sort order

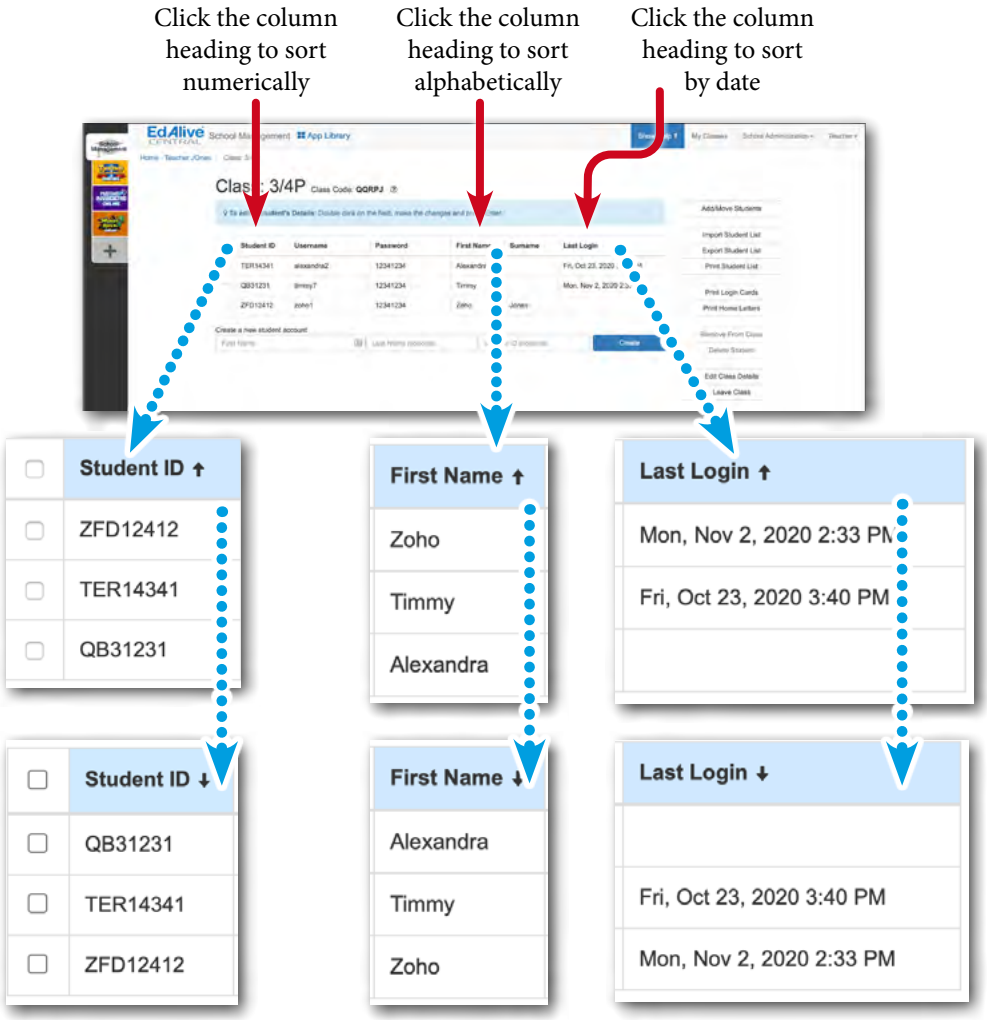
Lists of students in *EdAlive Central* and in each of the *EdAlive Central Web Apps* are sorted alphabetically according to their *First Name* by default.

The default sort order is alphabetically by First Name



Sortable Lists

In most lists in *EdAlive Central* and in each of the *EdAlive Central Web Apps* you can change the sort order by clicking on the column headings above the list. Click once to sort in ascending order and again to sort in descending order. An arrow indicating sort order will appear beside the column heading.



Click the column heading again to change the sort order

EdAlive Central Help

Each School Subscription comes with unlimited support to guide and assist you to get the most successful outcome for your school community.

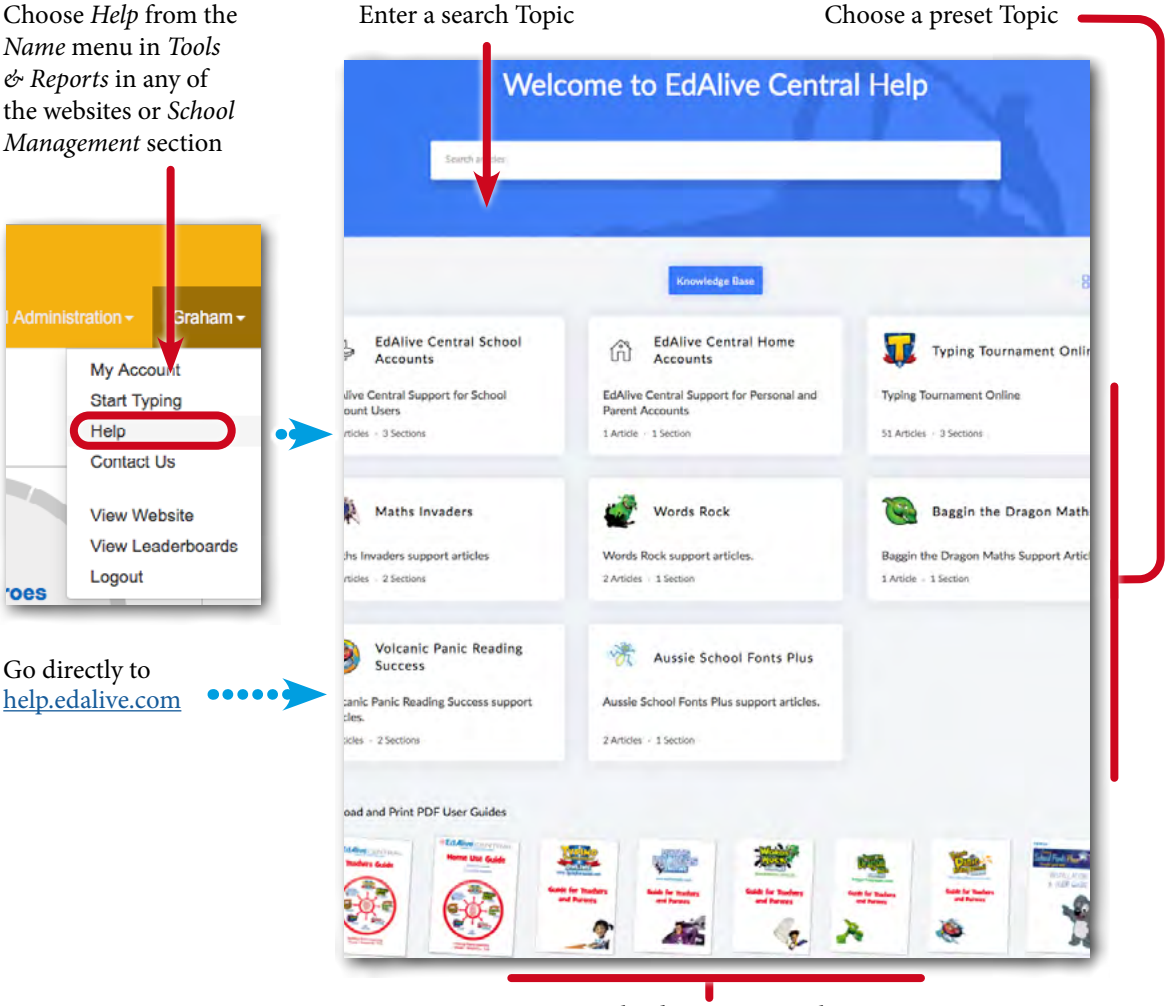
Help is always available at help.edalive.com

Go to **help.edalive.com** or choose *Help* from the menu of any of the E*dAlive Central* websites and then search for the topic you seek. You will find a range of articles, PDFs, and video walkthroughs covering the entire *EdAlive Central* suite.

Choose *Help* from the *Name* menu in *Tools & Reports* in any of the websites or *School Management* section

Enter a search Topic

Choose a preset Topic

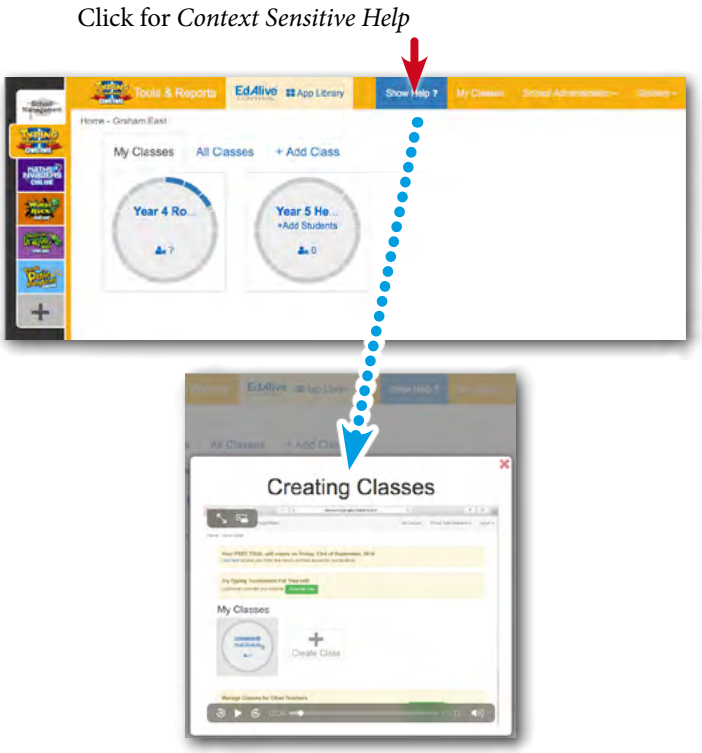


Go directly to help.edalive.com

Download a PDF manual

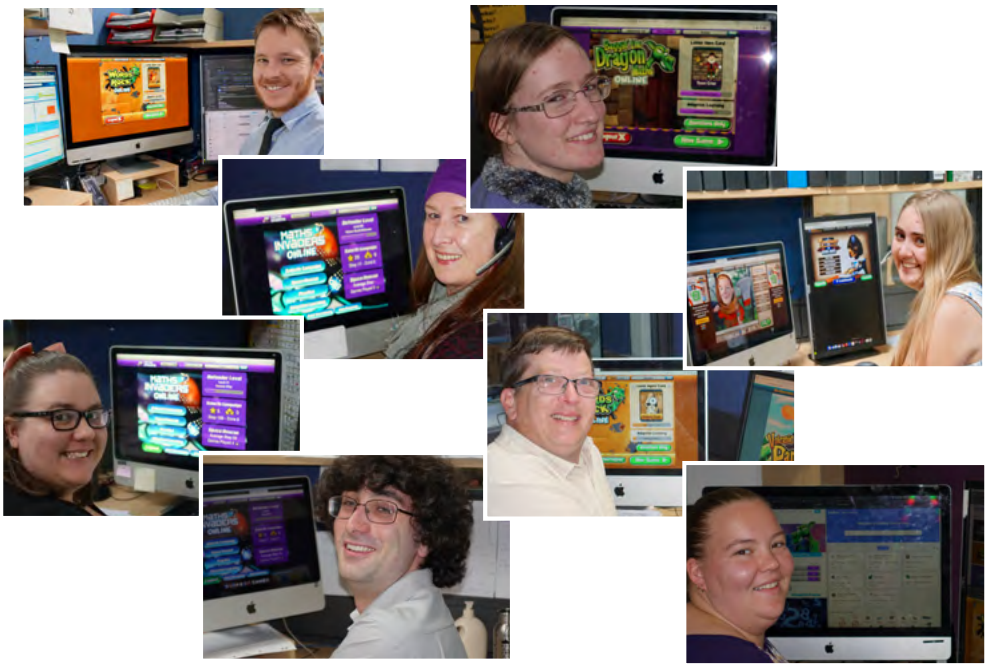
Context sensitive help

Context sensitive Help is available for some screens. It displays Help relevant to the particular screen.



Great customer service

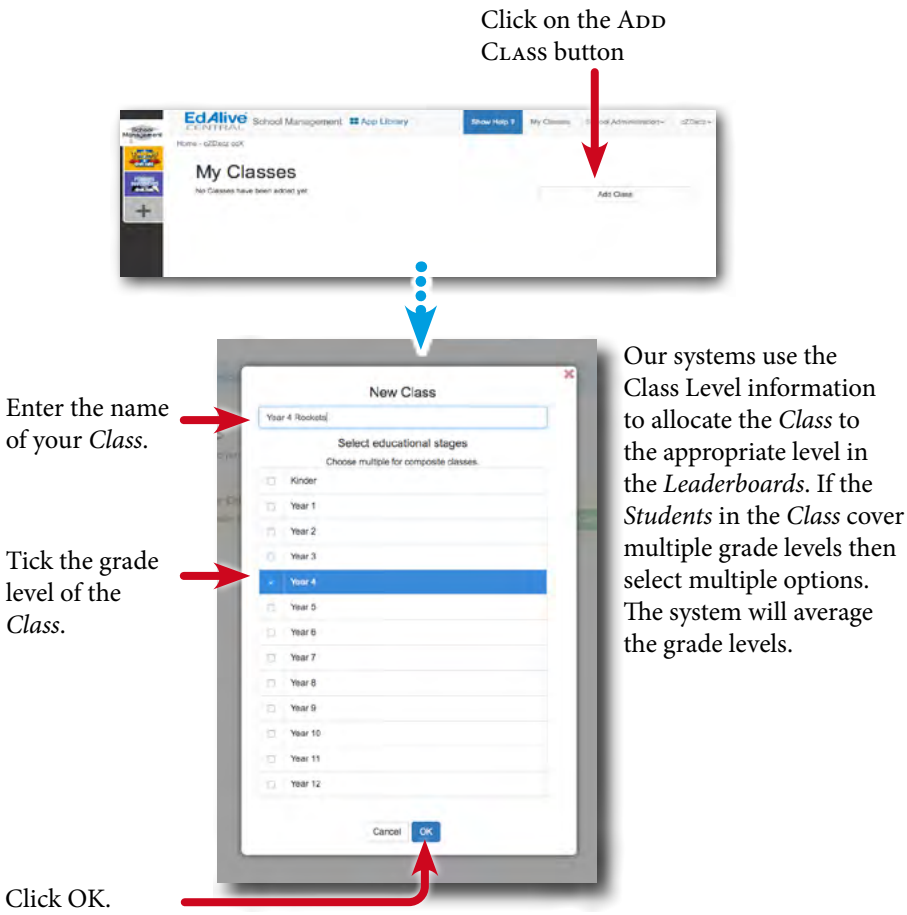
Our friendly staff are always ready to lend a helping hand. You can get in touch by calling us on +61 2 6776 0200 or if in Australia, on Free Call 1800 023 069 or email us at support@edalive.com.



Manage Classes (Teachers)

Create your first Class

After you have created your *Teacher* account and linked it to your *School* you arrive at the *App Library* screen. To create your first *Class* select the *School Management* tile and then follow the steps below.



My Classes Screen

Access to the *My Classes* screen varies.

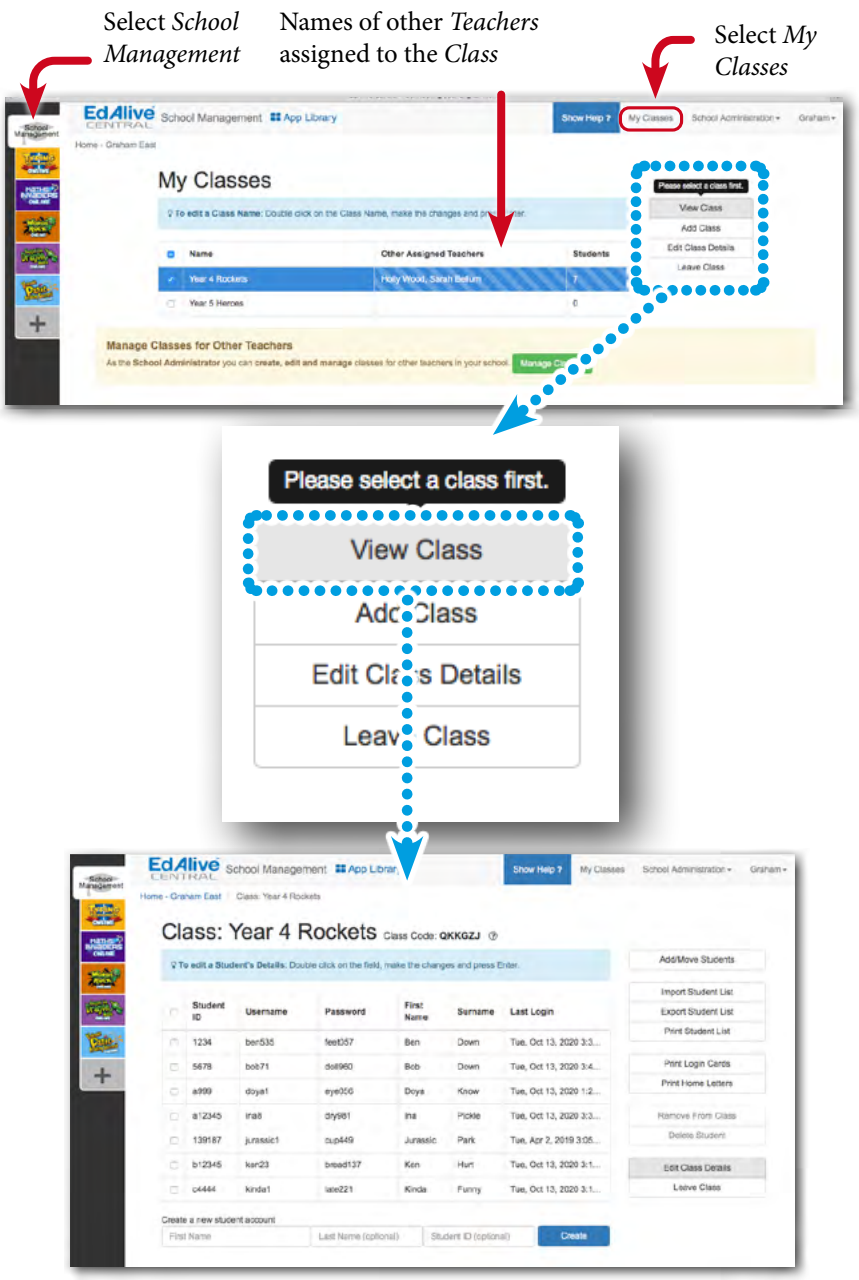
From the App Library

Choose *School Management*.

From Tools & Reports from within an App

Select My Classes from the Menu Bar

NB *Teachers* may only manage *Classes* created by themselves or allocated to them by a *School Administrator*. A Teacher who has been assigned to a *Class* can see the names of other *Teachers* assigned to the *Class* but are unable to add or remove other *Teachers* from the *Class*.


Select *School Management*
Names of other *Teachers* assigned to the *Class*
Select *My Classes*
My Classes
Please select a class first.
View Class
Add Class
Edit Class Details
Leave Class
Class: Year 4 Rockets

View Class

1. Go to the *My Classes* screen.
2. Select the *Class* to view.
3. Click the VIEW CLASS button.

For more details regarding the *Class* screen see the *Manage Students* entry.

Add Class

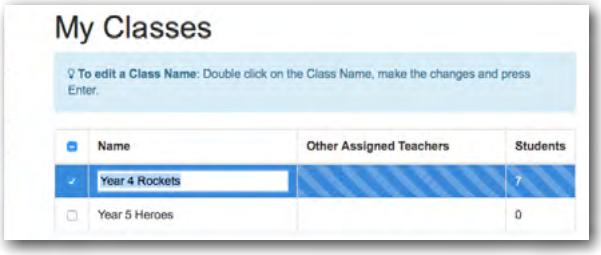
1. Go to the *My Classes* screen.
2. Click the ADD CLASS button.
3. In the *New Class* dialogue enter the name of your *Class* and then select the *Year Level.*
4. Click OK.

Edit Class details

1. Go to the *My Classes* screen.
2. Select the *Class* to edit.
3. Click the EDIT CLASS DETAILS button.
4. Edit the details and Click OK.

Quick edit Class name

1. Go to the *My Classes* screen.
2. Double click the name of the *Class*.
3. Type the new name of the *Class*.
4. Press *Enter* or click outside the box to save the change.



Leave Class

1. Go to the *My Classes* screen.
2. Select the *Class* to leave.
3. Click the LEAVE CLASS button.

If you leave a *Class* the other *Teachers* still attached to that *Class* will be able to continue to work with that *Class*. To *Delete* a *Class* completely see one of the *School Administrators*.

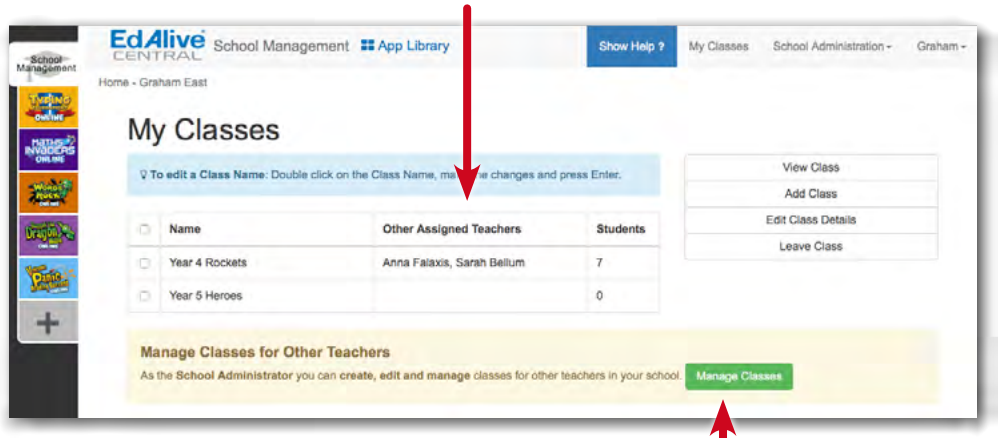
If you are the last *Teacher* to leave a *Class* the *Class* still exists within *EdAlive Central*. *School Administrators* are able to assign fresh *Teachers* to this and any *Class*.

Other Assigned (Multiple) Teachers

There is no limit to the number of *Teachers* who can be assigned to a *Class*. The function of assigning and removing *Teachers* from a *Class* can only be performed by a *School Administrator.*

NB It is the responsibility of *School Administrators* and *Teachers* to manage the privacy and security implications of *Teacher* access. Care must be taken to ensure that only duly authorised persons have access to appropriate *Classes*.

Other *Teachers* who can view and work with the *Students* in this *Class*

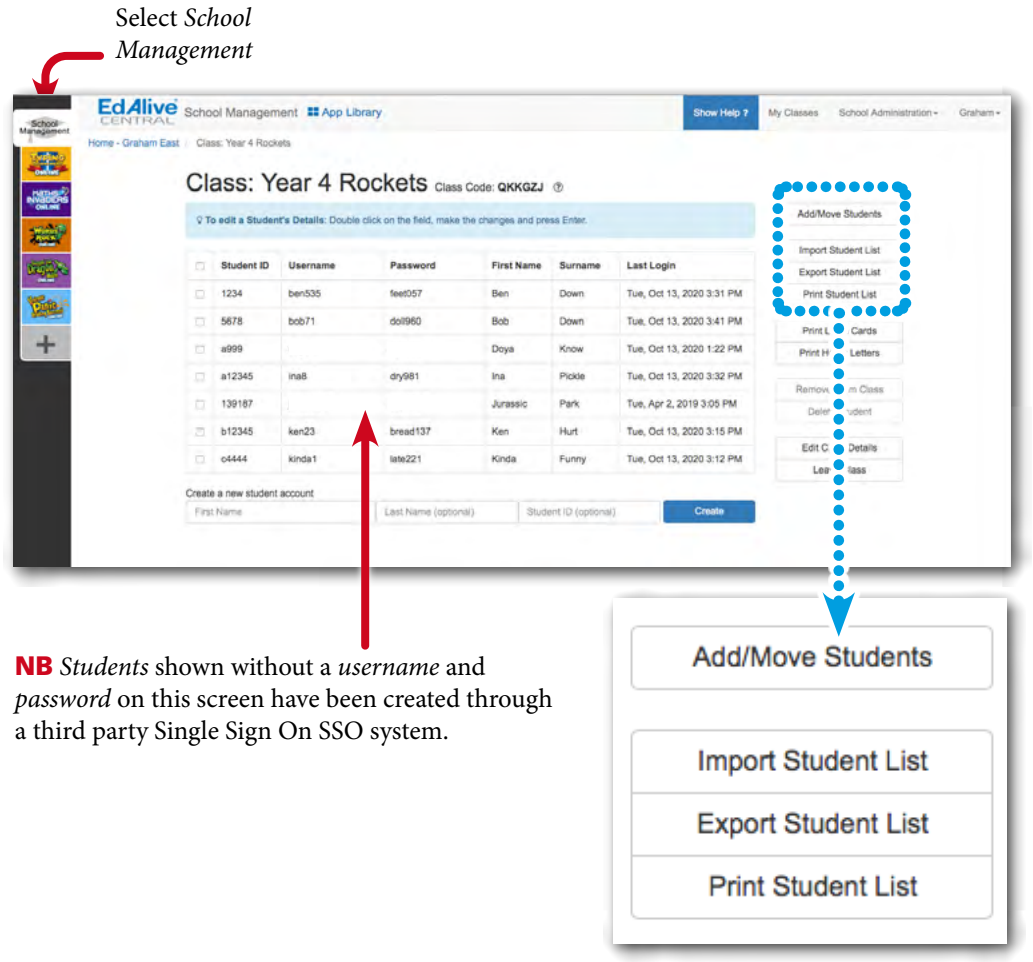


Only School Administrators can add other *Teachers* to a *Class*.

Manage Students

To give schools flexibility in setting up *Student* accounts in congruence with their student privacy policies the *EdAlive Central* system uses a highly flexible system with minimal required student information.

To access the *Class* screen choose *School Management*, then select *My Classes* from the Menu Bar, choose the *Class* and click the View Class button

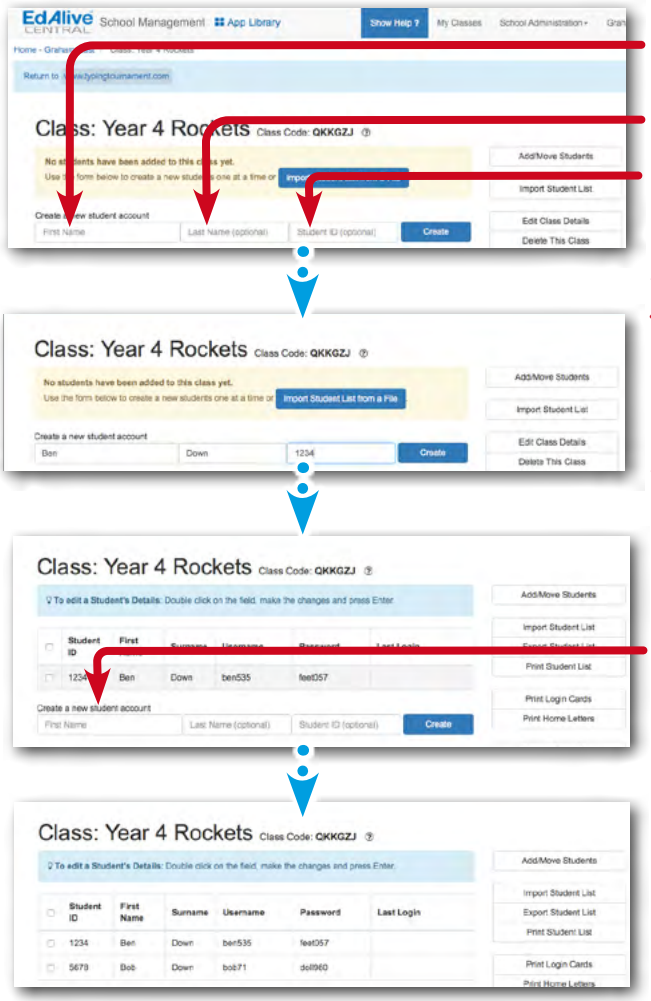


NB *Students* shown without a *username* and *password* on this screen have been created through a third party Single Sign On SSO system.

Manually add Students to a Class

NB If possible use the *Import a Whole Class* option. If possible have a *School Administrator* use the *Import a Whole School* option as it is quicker and less error prone. If on the other hand you only need to create a couple of *Students* then use this manual process.

1. Click on *My Classes* from the menu bar at the top of the *EdAlive Central School Management* screen.
2. Select a *Class* and click the VIEW CLASS button.
3. Use the *Create a new Student account* section at the bottom to add a *Student* to the *Class*



First Name: Only 1 letter required. Use pseudonyms if desired.

Last Name: Optional

Student ID: Optional

NB ***We strongly recommend that schools use the Student ID. Its use greatly simplifies the end-of-year rollover of Classes and the general maintenance of the system. For more information regarding School Student ID see the relevant section in this document.***

Add more *Students*. There is no limit to the number of *Students* in each *Class*.

Add/Move Students

From the *View Class* screen you can click the ADD/MOVE STUDENT button.

NB *Teachers* may only manage *Classes* created by themselves or allocated to them by a *School Administrator*. A Teacher who has been assigned to a *Class* can see the names of other *Teachers* assigned to the *Class* but are unable to add or remove other *Teachers* from the *Class*.

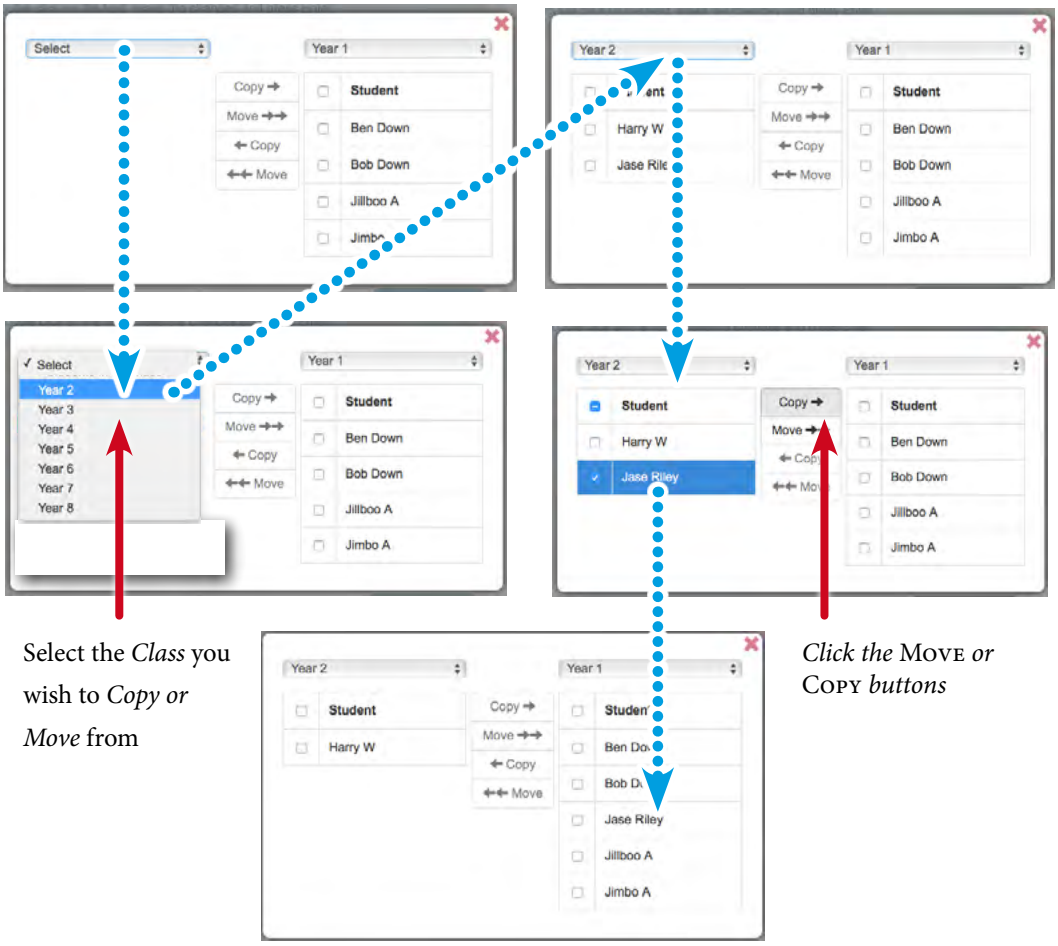
The Add/Move *Students* dialogue allows Teachers to:

Move Students between Classes

1. Click on the drop down menus on either side of the top of dialogue box and select the *Classes* to *Move* the *Students* to or from.
2. Click on the appropriate MOVE button for the direction you wish to *Move* the *Student*.

Copy Students to other Classes

1. Click on the drop down menus on either side of the top of dialogue box and select the *Classes* to *Copy* the *Students* to or from.
2. Click on the appropriate COPY button for the direction you wish to *Copy* the *Student*.



Select the *Class* you wish to *Copy or Move* from

Click the MOVE *or* COPY *buttons*

Import Student List (a whole Class)

NB We strongly recommend that you have a *School Administrator* use the *Import a Whole School* option. If on the other hand you only need to import a single *Class* then use this option.

⚠ To successfully use the Student Import function each student's EdAlive Central Student Account will require a unique Student ID. If you have already created EdAlive Central Student Accounts without Student IDs the Student IDs will need to be manually entered using the Class screen before proceeding. For more information see the About Student IDs section.

Use the powerful, flexible import functions to add a whole *Class*. The import functions also make it easy to rollover and rearrange *Classes* at the end of the school year.

1. View the *Class* into which you will be importing the *Students*.
2. Click on the IMPORT STUDENTS button.
3. You will need to obtain a list of all of the *Students* you wish to import **with the ID number your school uses to identify each Student** and save it as a CSV file.
4. Arrange your CSV file as shown on the *Class Import* screen.
5. Follow the detailed on-screen instructions.

	A	B	C	D
1	First Name	Last Name	Student Id	Password
2	Oscar	Tame	10001	
3	Will	S	10002	
4	Melody	Jones	SS191MJ	letmein
5	Alexandra		QBC928NNAO	letmein
6	Maxwell	Smart	AGNT86	letmein

Hint: If you want all the *Students* in your *Class* to have the same password or a specific password, set the password column in your spreadsheet to the desired password. Once the import is complete, all the designated *Students* will have the password you have set.

Remove Student from Class or Delete a Student

- Removing a *Student* from a *Class* does not remove the *Student* from the E*dAlive Central* system.
- Deleting a *Student* from the *School* completely removes the *Student* and all their related data from the *EdAlive Central* system.

Working with your Classes

Using the buttons to the right of the *Class* screen you can:

1. Export a *Student* list to a CSV file for external modification.
2. Print a list of *Students* with their *usernames* and *passwords.*
3. Print individual *Student Login Cards.*
4. Print a letter for parents inviting them to use the *EdAlive Web Apps* that your school is subscribed to at home with their children.

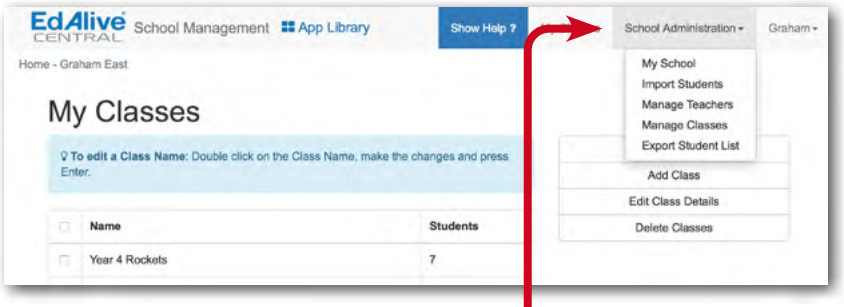
School Administrator Functions

The Role of a School Administrator

Each *School* starts with one designated *School Administrator*. This first *School Administrator* can assign *Administrator* status to any number of the *Teachers* at the *School*.

The role of an *Administrator* is to perform bulk management tasks for the *School* and to ensure the privacy of the *Students* by limiting each *Teacher's* access to the *Classes* and *Students* they are responsible for.

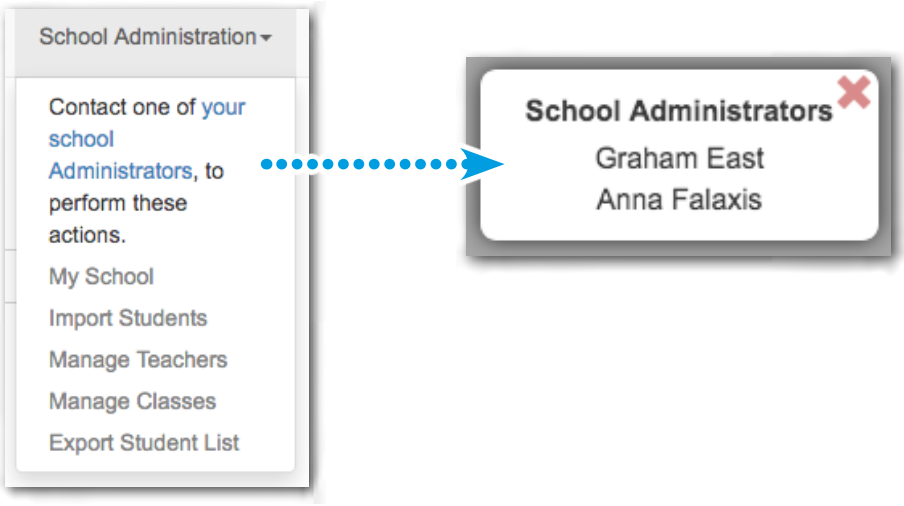
To access the *School Administrator* functionality you must be a designated *School Administrator* and be signed in to *EdAlive Central*.



Access the *School Administrator* menu from within *EdAlive Central*

Who are your School Administrators?

If you are not one of the *School Administrators* you can access the *School Administrator menu* and the person or persons currently designated as *School Administrators* will be displayed. You will need to contact any one of them to have *School Administration* tasks performed.



Multiple School Administrators

The *EdAlive Central* system includes the flexibility to allow for any number of *Teachers* to be added to the *School's* list of authorised *School Administrators*.

- When a teacher registers a new *School* in *EdAlive Central*, that teacher will automatically become the first *Teacher* on the list of *School Administrators*.
- All *School Administrators* have equal privileges.
- Any *Teacher* added to the list of *School Administrators* will be able to perform any and all of the *School Administration* tasks including adding/removing other *Teachers* from the list of *School Administrators*.

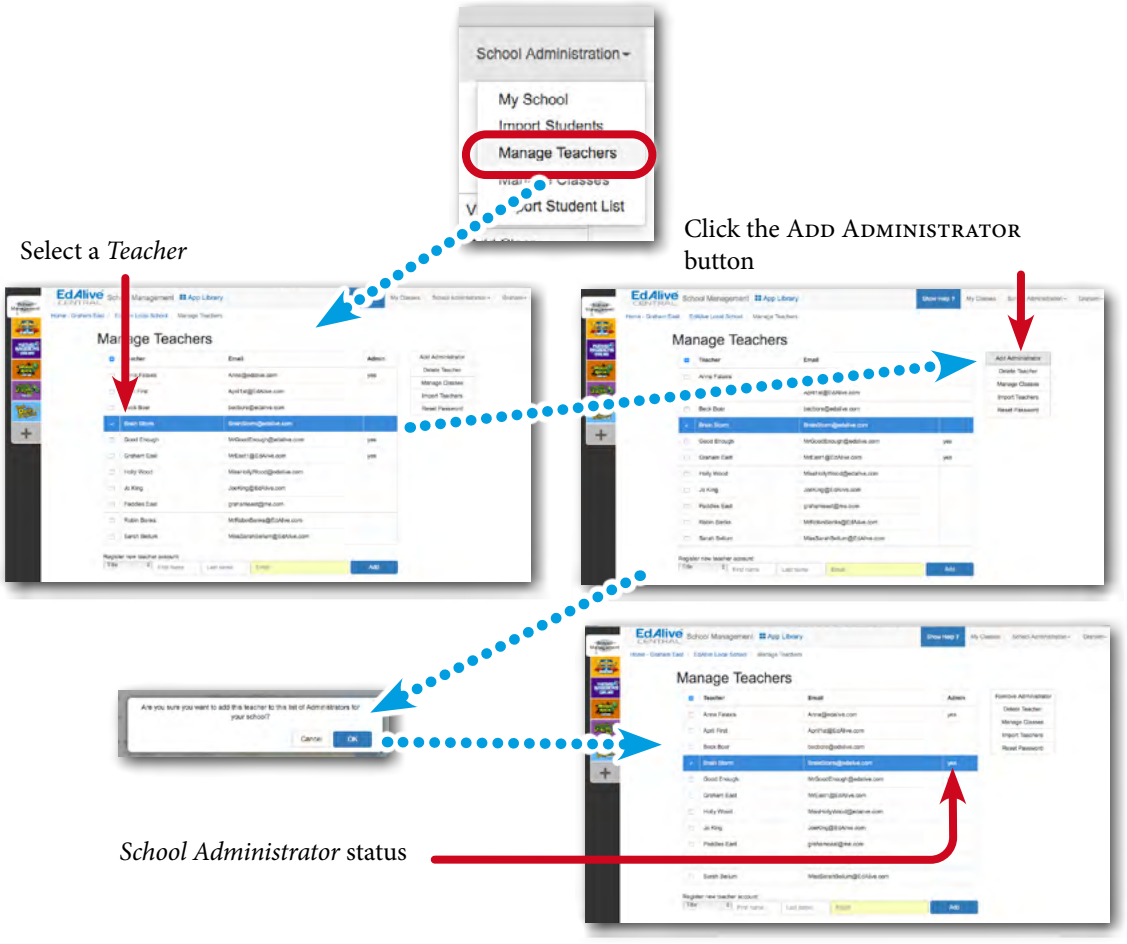
Privacy and Security with Multiple Administrators

It is important to remember that all *Teachers* on the *School Administrators* list have FULL ACCESS to the entire list of *Classes*, *Teachers* and *Students* at the *School* – including *Student* data and other reports.

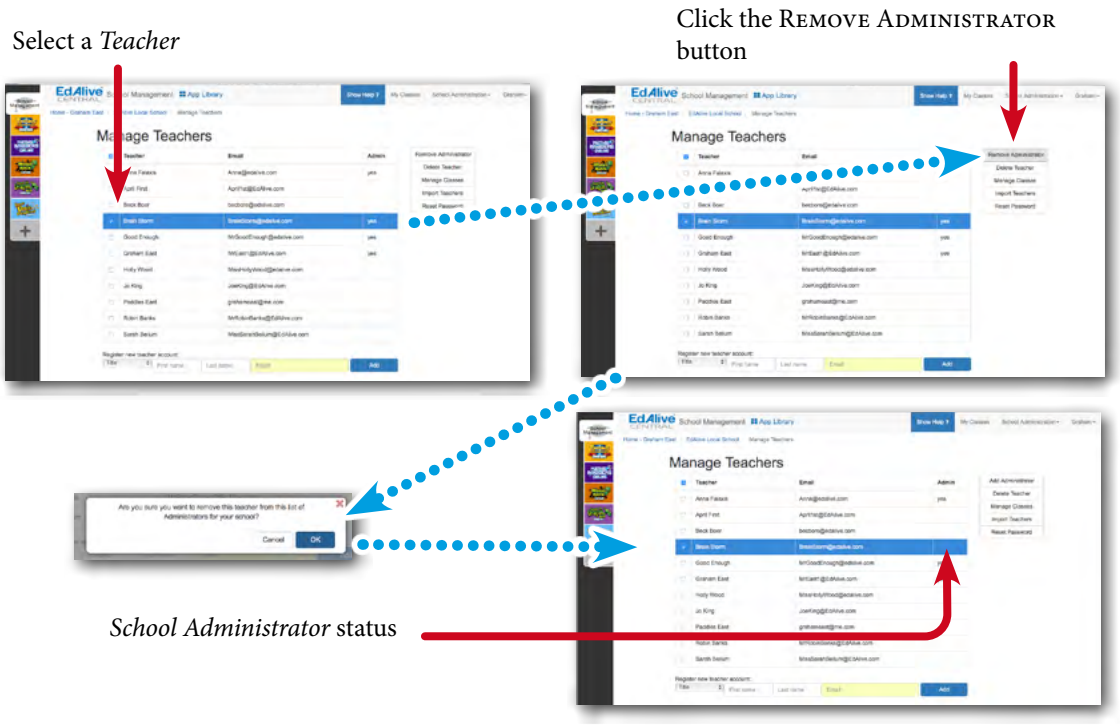
⚠ **Typically these additional functions touch on matters of student privacy and the security of Student and Teacher data. It is the responsibility of the school to ensure that care is taken to accord with the school policy with regard to these issues.**

Adding and Removing School Administrators

To to add a *School Administrator* choose *Manage Teachers* from the *School Administration* menu.

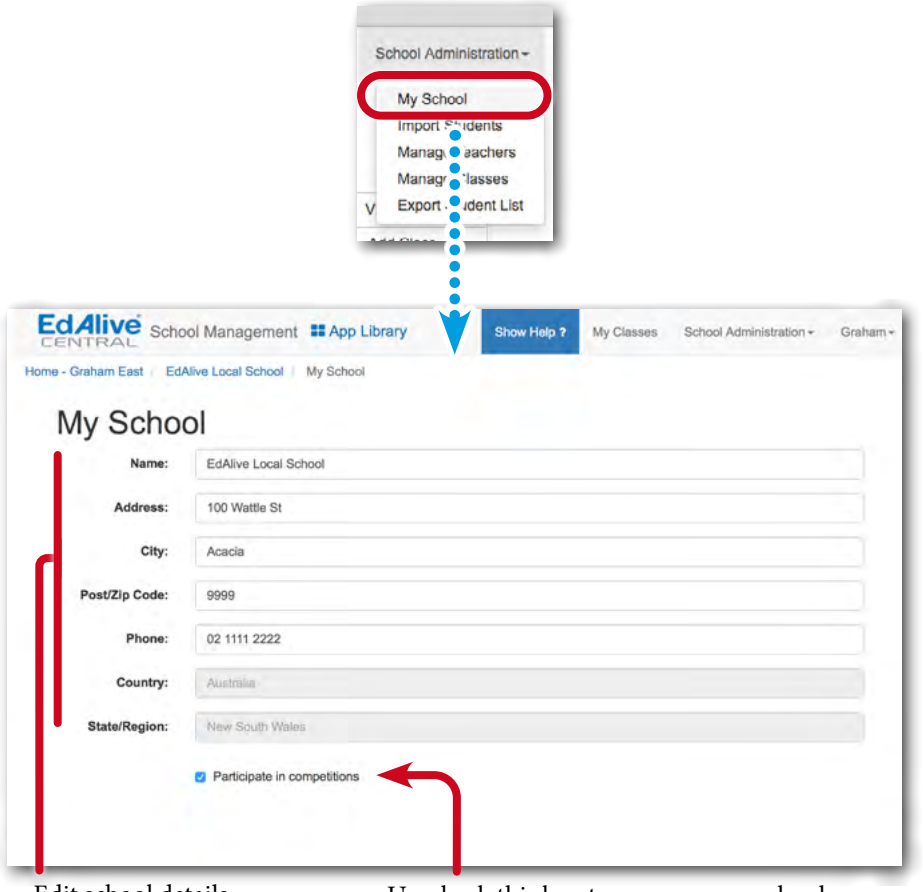


To remove a *School Administrator* choose *Manage Teachers* from the *School Administration* menu then:



My School - Edit School (School Administrator)

Choose *My School* from the *School Administration* menu.



Edit school details

Un-check this box to remove your school from the *Leaderboards* and any other competition run from time to time

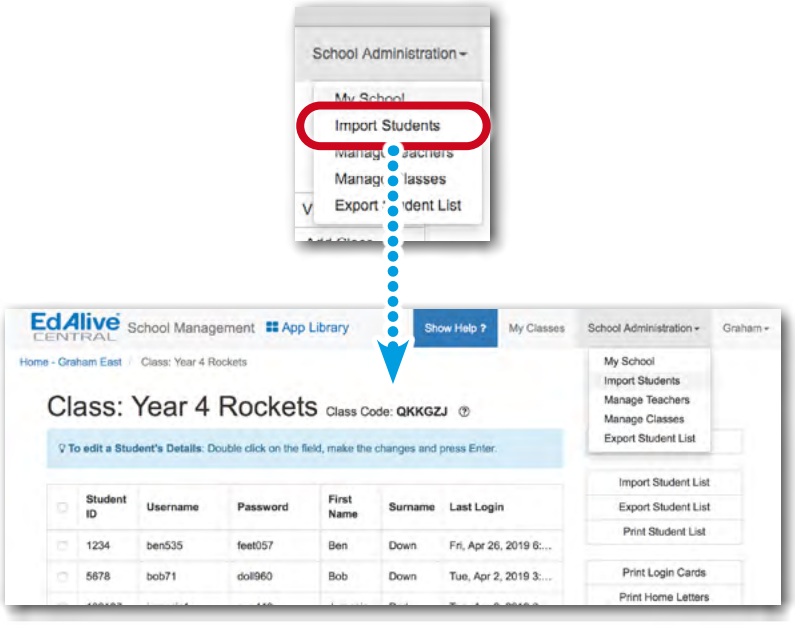
Withdraw your School from the Leaderboard

A *School Administrator* can withdraw a *School* from the *Leaderboards* or any other competitions that are organised by *EdAlive*. Withdrawing from competitions will be universally applied to all subscribed *EdAlive Web Apps*.

Import Students (School Administrator)

⚠ To successfully use the Student Import function each student's EdAlive Central Student Account will require a unique Student ID. If you have already created EdAlive Central Student Accounts without Student IDs the Student IDs will need to be manually entered using the Class screen before proceeding. For more information see the About Student IDs section.

Choose *Import Students* from the *School Administration* menu.



The *School Administration - Import Students* function enables the bulk import of *Student* records to any *Classes* in a *School* or the whole *School* at once.

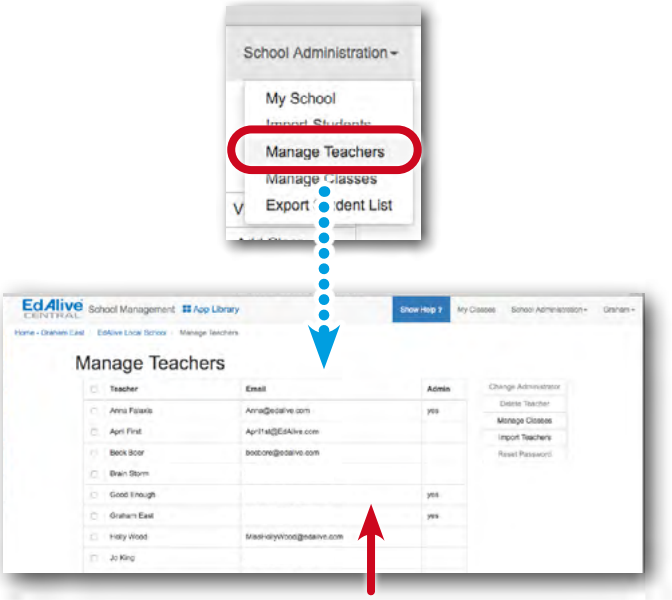
1. Go to the *School Administrator* menu at the top right of the screen and choose the *Import Students* option.
2. You will need to obtain a list of all of the *Students* you wish to import **with the ID number your School uses to identify each Student** and save it as a CSV file.
3. Arrange your CSV file detailed in the *Import Students List (A whole Class)*. The import will be arrange as follows.

	A	B	C	D	E
1	First Name	Last Name	Student Id	Class	Password
2	Oscar	Tame	10001	3/4G	
3	Will	S	10002	3/4G	
4	Melody	Jones	SS191MJ	Class 2W	letmein
5	Alexandra		QBC928NNAO	Class 2W	letmein
6	Maxwell	Smart	AGNT86	Class 2W	letmein

Hint: If you want all the *Students* in your *Class* to have the same password, set the password column in your spreadsheet to the desired password. Once the import is complete, all the designated *Students* will have the password you have set.

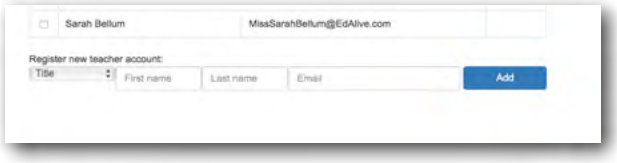
Manage Teachers (School Administrator)

Choose *Manage Teachers* from the *School Administration* menu at the top of your screen.



NB *Teachers* shown without an email address on this screen have been created through a third party Single Sign On SSO system.

Create a new Teacher



1. Enter the new Teacher's details in the *Register a New Teacher Account* section at the bottom of the *Manage Teachers* screen.
2. Once created, their *password* will be emailed to them. Ensure that they check their email including their spam folder to locate their *password*.
3. They will need to use the allocated password to login. Once they have logged in we suggest that they set their own *password* by selecting *My Account* from the *Name Menu*, filling all the fields and clicking SAVE.

"Username has been taken" message

If you are seeing the message: *Username has been taken* it is likely that there is an existing EdAlive Central account with the same email address. This could arise for a number of reasons:

1. An account with this email address was created at a previous *School* - The remedy is for you to contact us and we will move your account to your new school.
2. You have used this email address to create a *Home Account* - The remedy is for you to contact us and we will update your account.
3. You have forgotten that you have an *EdAlive Central Account* - The remedy is for you to use the *Reset Password* option and enter your email address as the Username.

Delete Teacher

Permanently deletes a *Teacher* from the *School*. Select the *Teacher* and click the DELETE TEACHER button.

Import Teachers

Imports a list of *Teachers* from a CSV file.

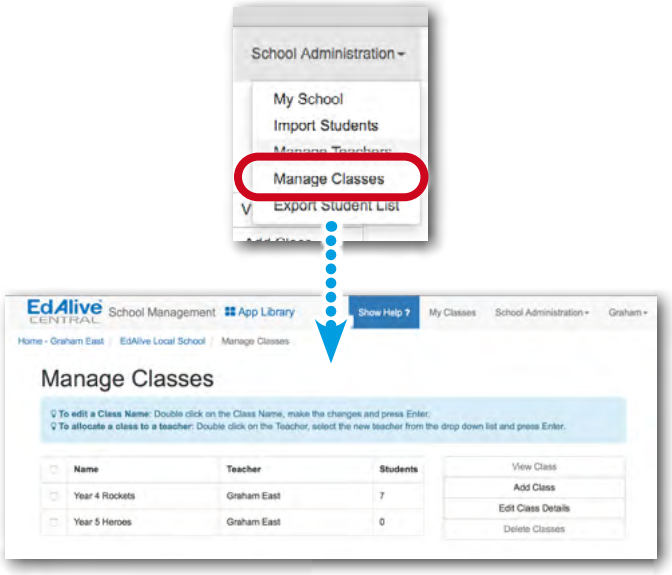
The system will automatically create new *Teachers* and send them an email indicating their *password*. Ensure that *Teachers* check their email including their spam folder to locate their password.

Reset (Teacher's) Password

Resets a *Teacher's* password and emails a password reset confirmation to them. Ensure that *Teachers* check their email including their spam folder to locate their password reset email. For instructions on resetting passwords refer to the *Reset Password* section in this guide.

Manage Classes (School Administrator)

Choose *Manage Classes* from the *School Administration* menu at the top of your screen.



All of the "My Class" functions

School Administrators may perform any of the *My Classes* functions available to *Teachers*. Additionally *School Administrators* can perform a range of *Class* related functions.

⚠ **Typically these additional functions touch on matters of student privacy and the security of Student and Teacher data. It is the responsibility of the school to ensure that care is taken to accord with the school policy with regard to these issues.**

View Class

1. Go to *School Administration - Manage Classes* screen.
2. Select the *Class* and then click on the VIEW CLASS button.

As a *School Administrator* you can view all of the *Classes* in the *School* together with the reports for each *Student*.

Add Class

1. Go to *School Administration - Manage Classes* screen.
2. Click the ADD CLASS button.
3. In the *New Class* dialogue enter the name of the *Class*, assign the appropriate *Teachers* and then select the *Year Level.*
4. Click OK.

Edit Class details

1. Go to *School Administration - Manage Classes* screen.
2. Select a *Class* from the list and then click the EDIT CLASS DETAILS button.
3. Modify the *Class* details as required and click the OK button

Delete Classes

1. Go to *School Administration - Manage Classes* screen.
2. Select the *Classes* you wish to delete from the list and then click the DELETE CLASSES button.

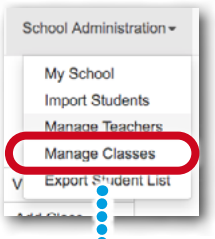
⚠ Deleting a Class will not delete the Student Accounts of students in the Class and they will remain in any other Classes they are currently in. If a Student ends up in no Class at all an Administrator will be able to recover the Student from the Students in No Class class and then add them to a Class. For more information see the Students in no Class entry.

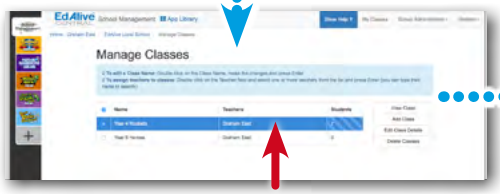
Adding multiple Teachers to a Class

There is no limit to the number of *Teachers* who can be assigned to a *Class*. The function of assigning and removing *Teachers* from a *Class* can only be performed by a *School Administrator.*

Once added to a *Class* all *Teachers* have the same privileges (can do the same things) as the other *Teachers* assigned to the *Class.*

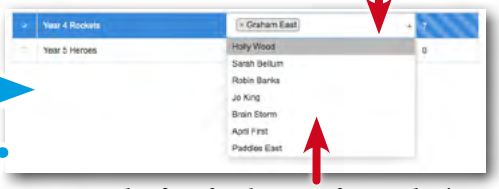
To add a Teacher to a Class



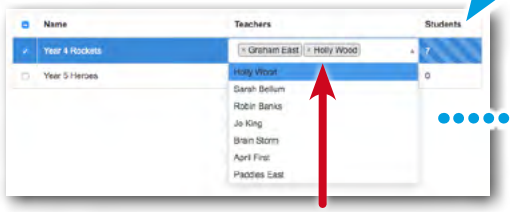


Select the *Class* to which to add *Teachers* and then click on the Teachers column again.

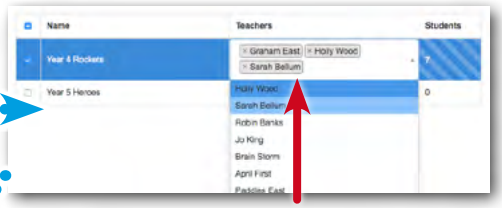
A list of *Teachers* will appear. Click on the name of the *Teacher* to be added.



Just type the first few letters of a *Teacher's* name to narrow the focus of the list



The *Teacher Holly Wood* has now been added to this *Class*.

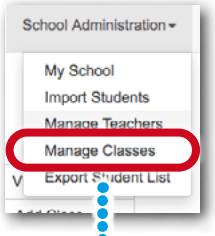


Let's add Sarah Bellum as another.

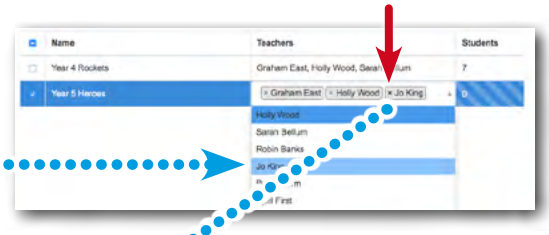
Name	Other Assigned Teachers	Students
Year 4 Rockets	Holly Wood, Sarah Bellum	7
Year 5 Heroes		0

Final list of *Teachers* assigned to this *Class*.

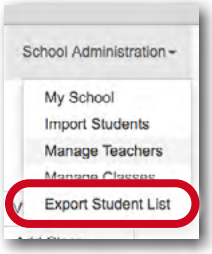
To remove a Teacher from a Class



Click the ✕ to remove a Teacher



Export Student List

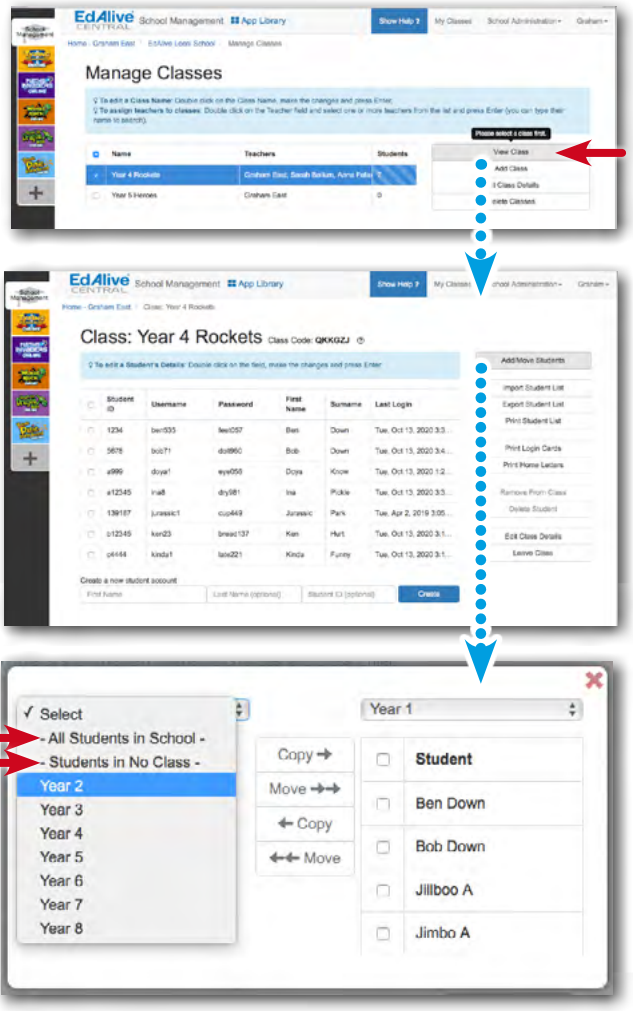


Exports a CSV file of all *Students* in all *Classes* in the *School*. The export is saved to the default folder on your computer. Some browsers may prompt for a location to which to save the CSV file.

Add/Move Students (School Administrator)

In addition to the *Add/Move* options available in the *Teacher* version of the *Add/Move* dialogue, *School Administrators* have access to powerful tools to aid in the management of *Students* and *Classes* within the *School*.

To access the *School Administrator - Add/Move Students* capability select a *Class* from the *Manage Classes* screen.



All Students in the School

Displays all of the *Students* in the *School* and allows their allocation to any *Class*.

Students in no Class

Displays *Students* in the *School* who are not currently allocated to any *Class*. This may occur where *Students* are removed from a *Class* but not deleted from the *School* or when a *Class* is deleted from the *Manage Classes* list and the *Students* are in no other *Class*.

NB A *Student* who is in no *Class* but is still in the *School* may login. Their activity and results will not be visible from *Tools & Reports*.

Student IDs

Why you should use Student IDs

Student IDs work within *EdAlive Central* to uniquely identify *Students* so that the import features may be used. The *EdAlive Central* system will work without *Student IDs* however they are designed to automate many functions particularly, in regard to the rollover of *Classes* from one year to another. Without the implementation of *Student IDs, Student Accounts* will need to be manually rolled over each year by *Teachers* or *Administrators* who will need to individually edit each *Student's* details.

⚠ **It is essential to include Student IDs if you intend to use any of the bulk Student import features. We strongly recommend that School IDs are included from the initial creation of Student Accounts. This will greatly simplify School and Class administration functions including the annual end of year rollover of classes**

How Student IDs and Student Accounts interact

Student IDs work to uniquely identify *Students* and correctly link them to their corresponding account so that their details may be updated through one of the import functions. This allows a *School* to change *Student* details such as their F*irst Name*, *Last Name* or *Class* whilst maintaining a constant unchangeable field that can be used to match the record with the student's details contained in the import file. Whether a *Student's* details are changed intentionally or accidentally their progress will remain intact and any details that are changed can be reverted back.

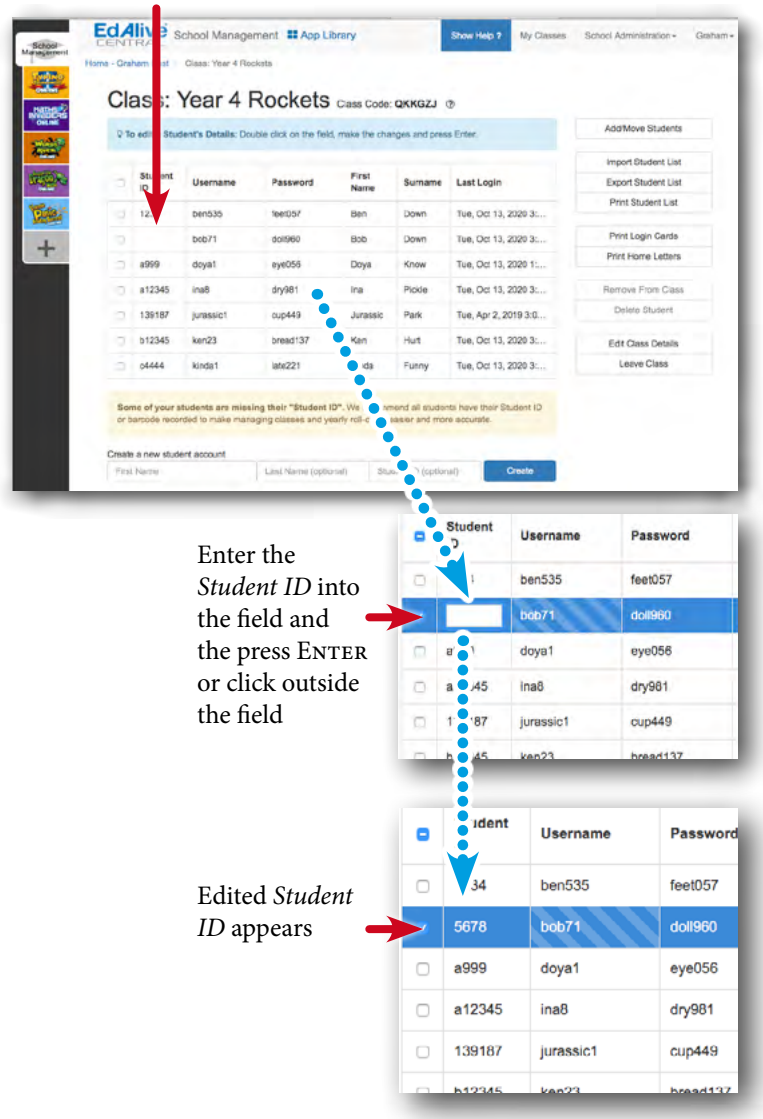
Student ID Import Checklist

- ☐ All *Students* in the *School* must have unique *Student IDs.*
- ☐ We urge *Schools* to use an identification system that is already in place. Good examples of these would be the school assigned student IDs used in the everyday function of the school or government issued IDs. Choosing an identification system that is already in place maintains continuity when *Administrators* leave and is recognisable to teachers who may wish to use the *Class Import* function.
- ☐ We ask that you refrain from recycling old *Student IDs* or using systems that make it too easy to accidentally replicate *IDs* e.g. a name-initial combination. This will minimise the possibility of errors developing in your *School's Student Data* within *EdAlive Central* and reduce the chance of *Students* loosing the progress data from their records.
- ☐ S*tudent IDs* must be alphanumeric and less than 64 characters in length.
- ☐ All *Student Accounts* to be updated or modified through an import must have their *Student ID* prior to import.

How to set up Student IDs

Manually adding Student IDs

On the *Class* screen double click on the *Student ID* field you want to edit or add an *ID* to



Importing Student IDs

New *Student Accounts* that are created as a result of an import that contains *Student IDs* will have these *Student IDs* attached to them. For instructions see the respective *Class Import* and *School Import* entries.

⚠ **If your school has existing Student Accounts that do not have Student IDs and you wish to do an import please contact us for support with the list of Students and their Student IDs to be updated.**

How Student IDs operate in practice

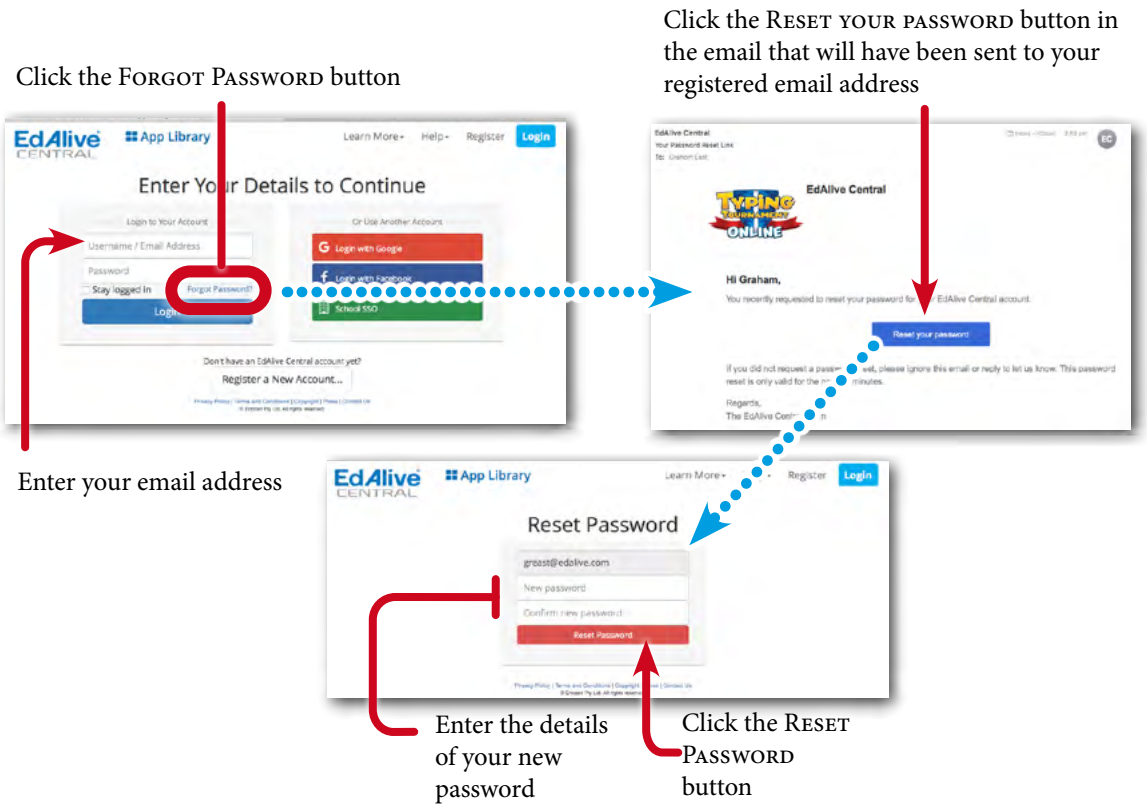
- Once entered the *Student ID* is only visible within the *School* by the *Student's* Class *Teacher* and any *Teacher* with *School Administrator* status. They cannot be viewed by third parties including other *Teachers* within the *School* but not assigned to the *Class*.
- If a S*tudent Account* has an existing *Student ID*, then that *Student ID* must be used for the duration of that *Student's Account* unless it is manually changed on the *Class* screen.
- The *Student ID* cannot be updated via a *Class* import or a *School* import. If a *School* attempts to do this, the corresponding imported record will not match the existing *Student ID* belonging to the *Student's Account* and a new *Student Account* will be created.

Password Reset

If you have forgotten your password it can be reset as follows:

1. Enter your email address on the *Login* screen. (The email address entered must be one that has previously been used with an *EdAlive Central Web App).*
2. Click on the link: *Forgot Password?*
3. An email will be sent to the email address entered. If you receive an error message indicating that the email address you entered couldn't be found then you may need to try a different one.
4. Locate the email and click on the embedded Password Reset link and follow the on-screen instructions to choose a new password.
5. Once you have reset the password you can then login to *EdAlive Central* and proceed.

NB The password reset link embedded in the email will expire 60 minutes after it is sent. If it has expired when you go to use it, simply repeat the process above and use the fresh link within 60 minutes.

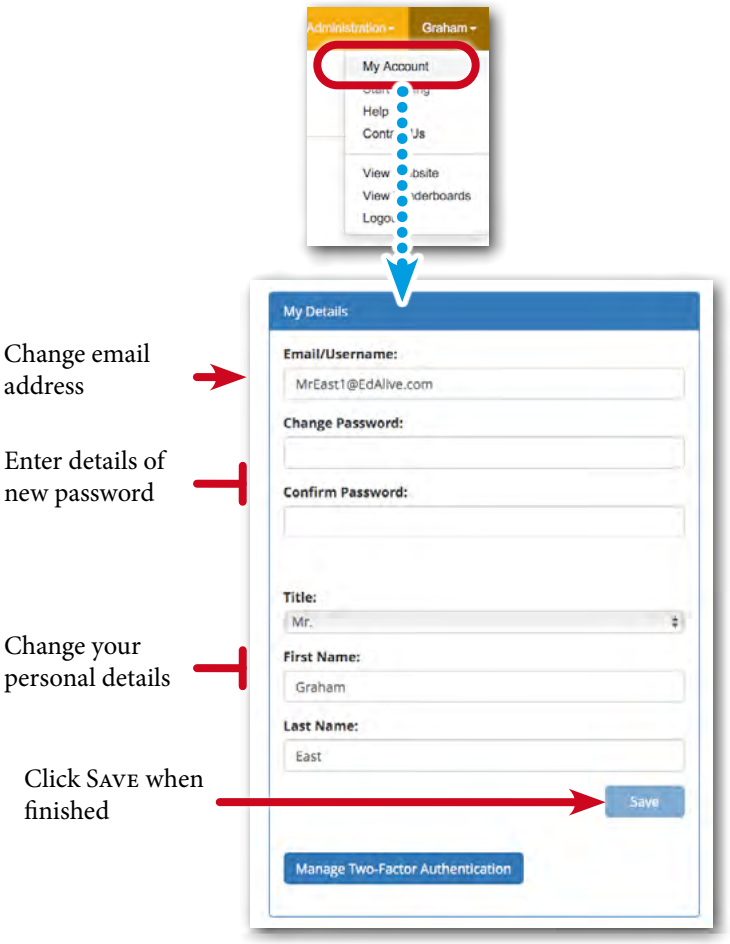


My Account

Change Password, Change Name, Change email address

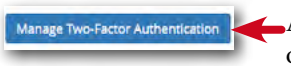
As required, Teachers and Administrators can change their recorded details, the email address they use to login, or their password.

To access the *My Details* screen choose My Account from the *Your Name* menu at the top of the screen.

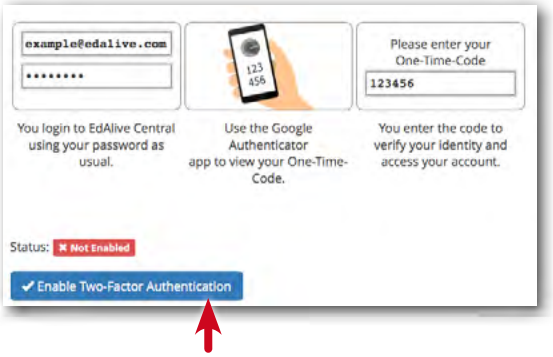


Two Factor Authentication

Two-Factor Authentication adds an extra layer of protection to your account so that even if your *Password* were to become compromised your mobile phone would still be needed to authorise access to your account.



Click the MANAGE TWO FACTOR AUTHENTICATION button on the bottom of the *My Details* screen



Click to here and follow the on-screen instruction to enable *Two Factor Authentication*.

Printing

PDF printing

In order to maximise printing compatibility *EdAlive Central* sends its printed output to PDF files. The PDFs are saved to the default download location for your browser. To print the files, open them in a PDF viewer and print.

Printed output available

The following printed output relates to *Students*' *usernames* and *passwords* and is supplied to facilitate communication of the same to *Students* and their families and for use in the classroom.

To access the printable options below go to *School Management*, select the *Class* and click on the View Class button.

Student list

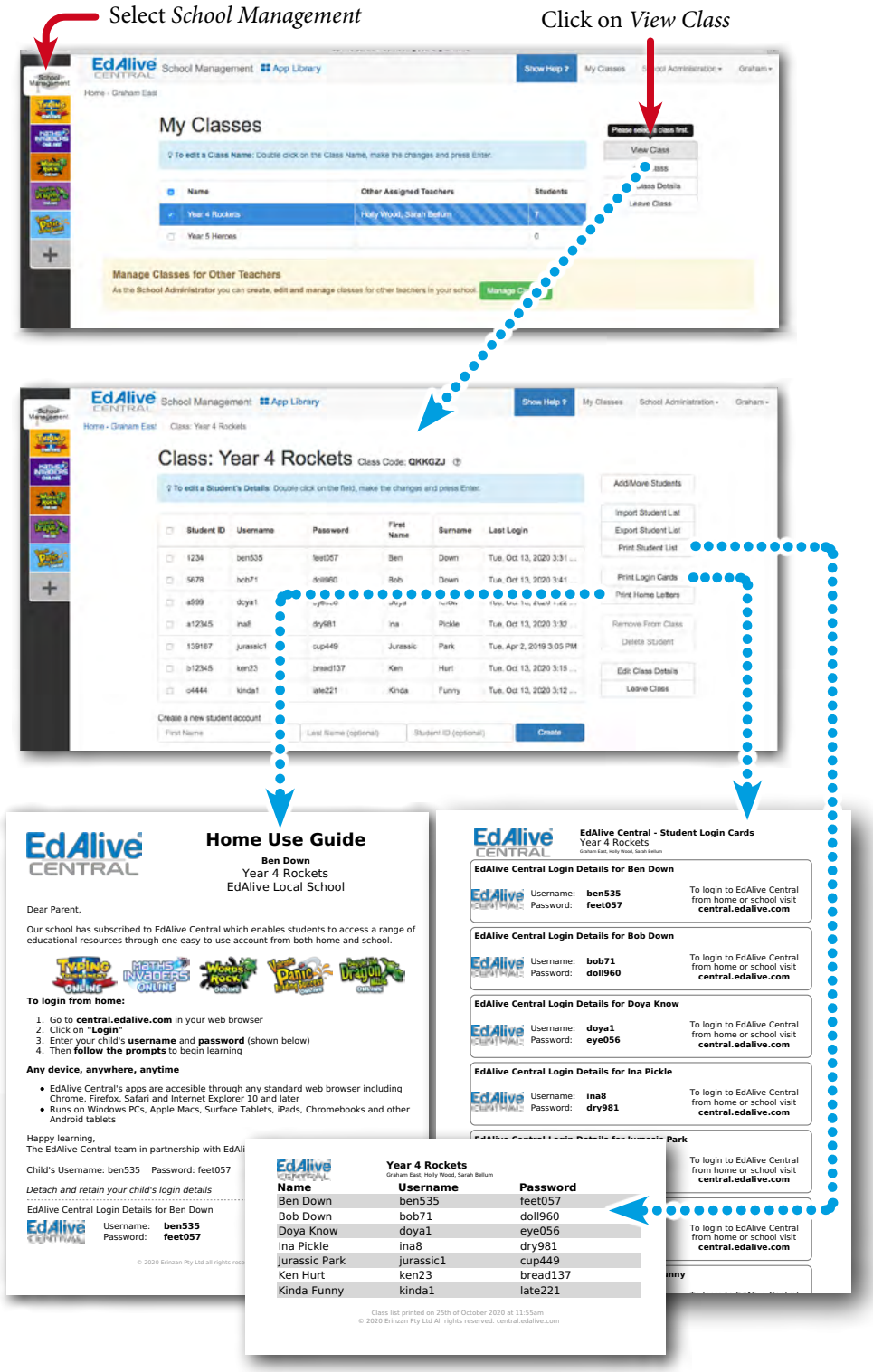
A list of *Students* from the selected *Class* with their *usernames* and *passwords*. Print this list for a handy in-*Class* reference.

Login cards

Prints individual Login cards with *username* and *password* for the selected *Students* in the *Class*.

Home letters

Prints a letter to parents explaining that a *Student* can login to the licensed *EdAlive Web Apps* from home. Includes the S*tudent's username* and *password*.


Select *School Management*
Click on *View Class*
My Classes
Class: Year 4 Rockets
Home Use Guide
Ben Down
Year 4 Rockets
EdAlive Local School
EdAlive Central - Student Login Cards
Year 4 Rockets
Year 4 Rockets
Name
Username
Password
Ben Down
ben535
feet057
Bob Down
bob71
doll960
Doya Know
doya1
eye056
Ina Pickle
ina8
dry981
Jurassic Park
jurassic1
cup449
Ken Hurt
ken23
bread137
Kinda Funny
kinda1
late221

Performing an End of Year Rollover

At the end of each school year, you will need to perform a *Rollover* of the *Students* to the new *Classes* and *Teachers* for the new year, add new enrolments and remove *Students* who have left the school.

EdAlive Central makes this process a breeze with its easy-to-use *School Administration* features.

Rollover methods

1. If you used *Student IDs* when you added your *Students* to *EdAlive Central* you will be able to perform a completely automated *Rollover* using *Student* data in CSV format.
2. If you have not used *Student IDs* or you want to perform a manual *Rollover*, you will use a simple select-and-copy-to-class process.

NB If you did not include Student IDs when you first set up your school they can be added later however you will need our assistance to do this.

Who can perform a Rollover?

1. Teachers may only perform *Rollover* functions for the *Classes* they administer.
2. *School Administrators* may perform *Rollover* functions for all *Classes* in the *School*.

Accessing the Rollover Guide and Video

To step you through the *Rollover* process we have created a guided Rollover video and a step-by-step instruction PDF. To access these go to help.edalive.com and type in "rollover"

Rollover and SSO

Rollover of the various different SSO systems varies. Consult help.edalive.com and type in "the name of your SSO system" and "rollover" or contact EdAlive for assistance.

Single Sign On (SSO)

EdAlive Central Single Sign On

The *EdAlive Central* system is in itself a *Single Sign On* system. Once a *Student* has been issued with their *credentials* (*username* and *password*) they can use these *credentials* to sign into any of the *EdAlive Central linked Web Apps* for which the school has an active subscription or a trial.

EdAlive Central and other SSO systems

The *EdAlive Central* system supports a range of third party *Single Sign On (SSO)* systems including:

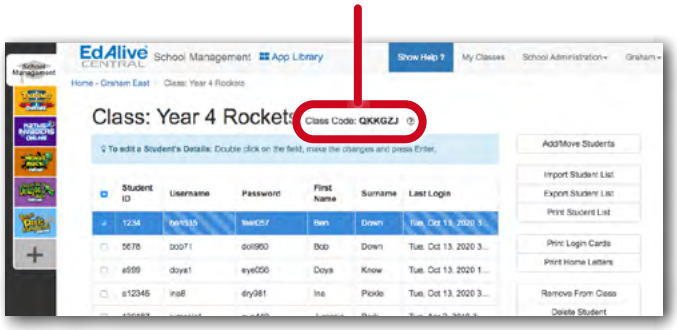
1. Google
2. Facebook
3. Microsoft Office 365 and Azure Active Directory
4. Most SAML enabled Active Directory Federation Services (ADFS)

Class Codes for SSO

The *Class Code* is a unique identity code for each *Class* in *EdAlive Central* displayed next to the *Class* name on the *Class* screen.

It is used during *Single Sign On (SSO)* registration. Typically Students will need to follow the normal sign in for the SSO system and then enter their *Class Code* when prompted. They will automatically be added to the corresponding *School* and *Class*. The procedure can vary depending on the SSO system in question.

Class Code



Linking EdAlive Central and other SSO systems

Configuring third party SSO systems is context specific and beyond the range of this manual.

To access the system specific instruction go to help.edalive.com and search for "SSO" or the name of the system you would like to link to.

System Requirements

Any device, anywhere, anytime

1. All *EdAlive Central Web Apps* work on any device including Windows PCs, Apple Macs, Surface Tablets, iPads, Chromebooks and other Android tablets.
2. Unlimited Access 24/7 wherever there is an Internet connection.
3. No need for the installation of an App as it is fully web delivered.

Supported Browsers

Use the latest version of any of the following HTML 5 compatible browsers including:

- Chrome
- Firefox
- Microsoft Edge
- Android Browser
- Safari version 13+ (iOS & OSX)
- Internet Explorer version 11+ – Ensure that any customised security settings do not block script access or local storage access.

Browser Settings

- JavaScript enabled
- Cookies enabled
- Local Storage enabled
- Private / Incognito Browsing disabled

Common Troubleshooting

Delivery of content is being blocked by the school system

- The most common cause of connection issues is that the school network is blocking content from either central.edalive.com or cdn.central.edalive. Please ensure that both sub-domains are whitelisted along with the application's www. and cdn. sub-domains.

Internet Explorer security settings

- If using Internet Explorer – Ensure that any customised security settings are not blocking script access or local storage access. This can sometimes be resolved by:
  - Adding https://central.edalive.com and https://cdn.central.edalive.com to the "Trusted Sites" list in Internet Explorer's security options
  - Enabling the Enhanced Protected Mode in Internet Explorer
  - Checking the integrity setting on the AppData\LocalLow folder is correctly set to "Low"

Browser issues

- Ensure the browser is not in Private or Incognito mode.
- Empty the browser cache and then try reloading the web page.

Last resort

- Try using the Google Chrome web browser if all else fails.
- If you are still unable to connect, please check the "Console" and Network" tabs available under the Developer Tools of most browsers and send screenshots of any displayed errors to support@edalive.com.

Whitelisting

Whitelist required URLs

The following URLs should be whitelisted or unblocked from your network filters and added to Internet Explorer's Trusted Sites list (if used).

For EdAlive Central:

- central.edalive.com
- cdn.central.edalive.com

Additionally if using Typing Tournament Online

- www.typingtournament.com
- cdn.typingtournament.com

Additionally if using Maths Invaders Online

- www.mathsinvaders.com
- cdn.mathsinvaders.com

Additionally if using Words Rock Online

- www.wordsrock.com
- cdn.wordsrock.com

Additionally if using Baggin' the Dragon Online

- www.bagginthedragon.com
- cdn.bagginthedragon.com

Additionally if using Volcanic Panic Reading Success Online

- www.volcanicpanic.com.au
- cdn.volcanicpanic.com.au
    - *note these domains end in .com.au*