



Thank you for downloading our distance learning guide. We are aware of the unfortunate circumstances schools are facing right now concerning COVID-19 and many schools having to close. This guide is designed to help teachers set up a remote learning environment for their students that fits their existing circumstances. This way, students can continue their education remotely with the help of their teachers, and not fall behind on regular teaching.

In this guide, we will go through the process of distance learning using Mangahigh. Topics from getting your account set up to assessing your students' activities will be explained. If you need any help or have questions about Mangahigh, please let us know. We're happy to help!

The Mangahigh Team

What's Included

Getting Started With Mangahigh

1. Set up student and teacher accounts
2. Distribute student logins

How To Use Mangahigh For Distance Learning

3. Assign tasks
4. Review and set individual assignments
5. How to stay connected with your students
6. Assessment

Contact Us

Getting Started With Mangahigh

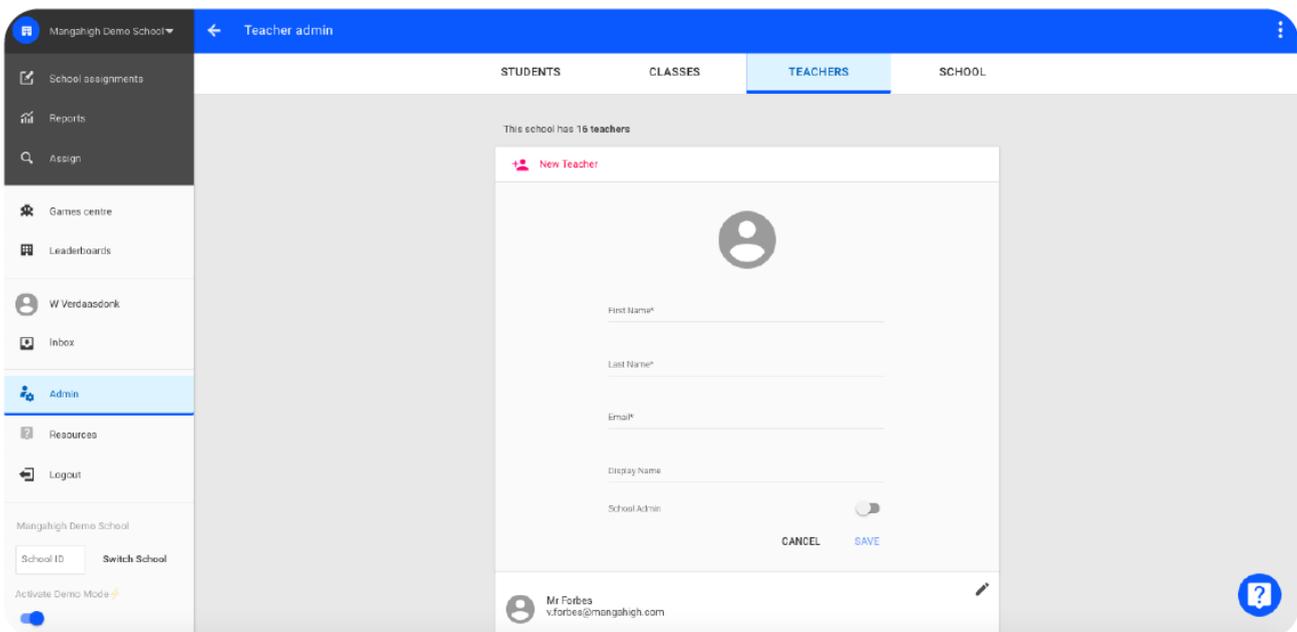
If you haven't created an account yet, you can do so [via this link](#). By registering, you will receive full access to Mangahigh for 60 days straight away. If your school's closure lasts longer than 60 days, please [contact us](#) so we can support you further.

How to Set up Teacher Accounts

When you have created your account and **verified your password**, you can start to add teachers to the platform if needed:

1. When on the Mangahigh platform, click the **Admin** menu link
2. Click **TEACHERS**
3. Click the pink **New Teacher** button to add teachers to your school
4. Enter the teacher's details
5. Select if you want the teacher to be a school admin and **click Save**. If a teacher is an admin, it means that they can add, edit or delete students, classes and other teachers

The teacher will receive a request via email to verify their email address and create a password.



How to Set up Student Accounts

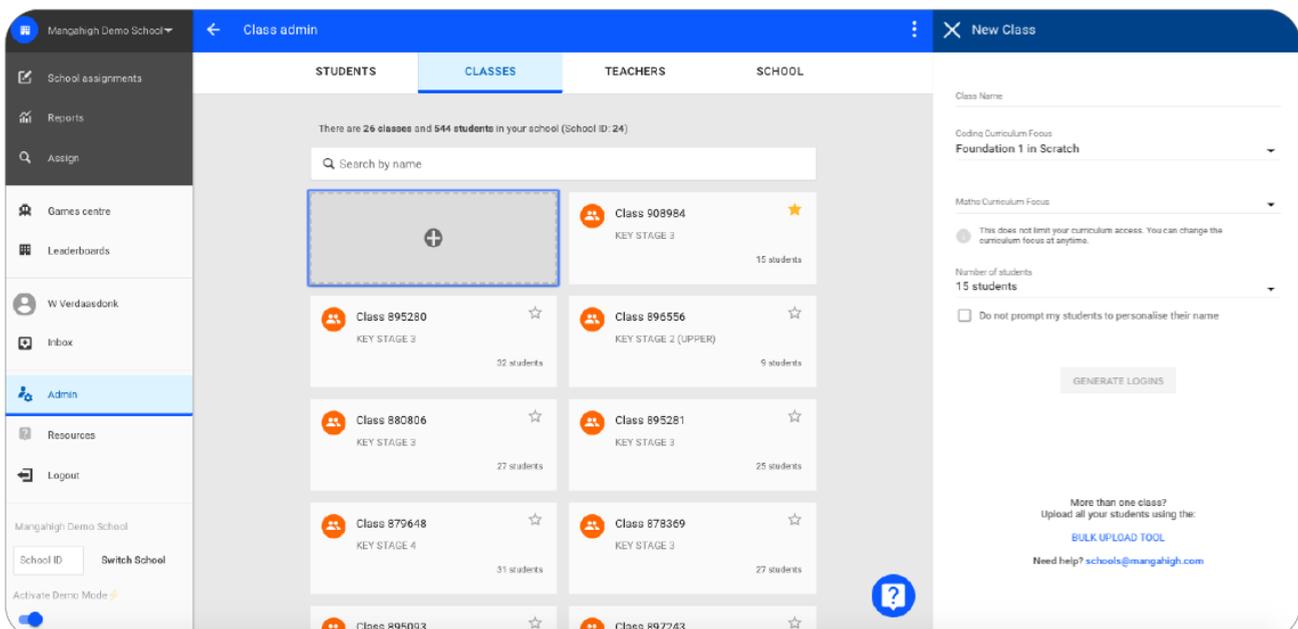
There are two ways to add your students to the platform:

1. You can add them yourself (see instructions below)
2. [Fill in this Excel](#) form and [send it to our team](#) so we can set them up for you

Set up Student Accounts Yourself:

1. When on the Mangahigh platform, click the **Admin** menu link
2. Click **CLASSES**
3. Click the **+ sign** in the grey box to create a class and generate student accounts
4. Enter class details
 - a. Click *Do not prompt my students to personalise their name* to disable students' ability to change their username
 - b. Click **GENERATE LOGINS**
 - c. You can click the pencil icon next to each student's name to edit their generic account information if you want to
5. If you allow student personalisation, you will need to validate names before the changes appear
 - a. Click **GENERATE LOGINS**
 - b. Once your students start to login, they will be asked to personalise their username. At this point, you will see a notification on the class name tile and at the top of the **CLASSES** page that alerts you to validate names

And that's all done!

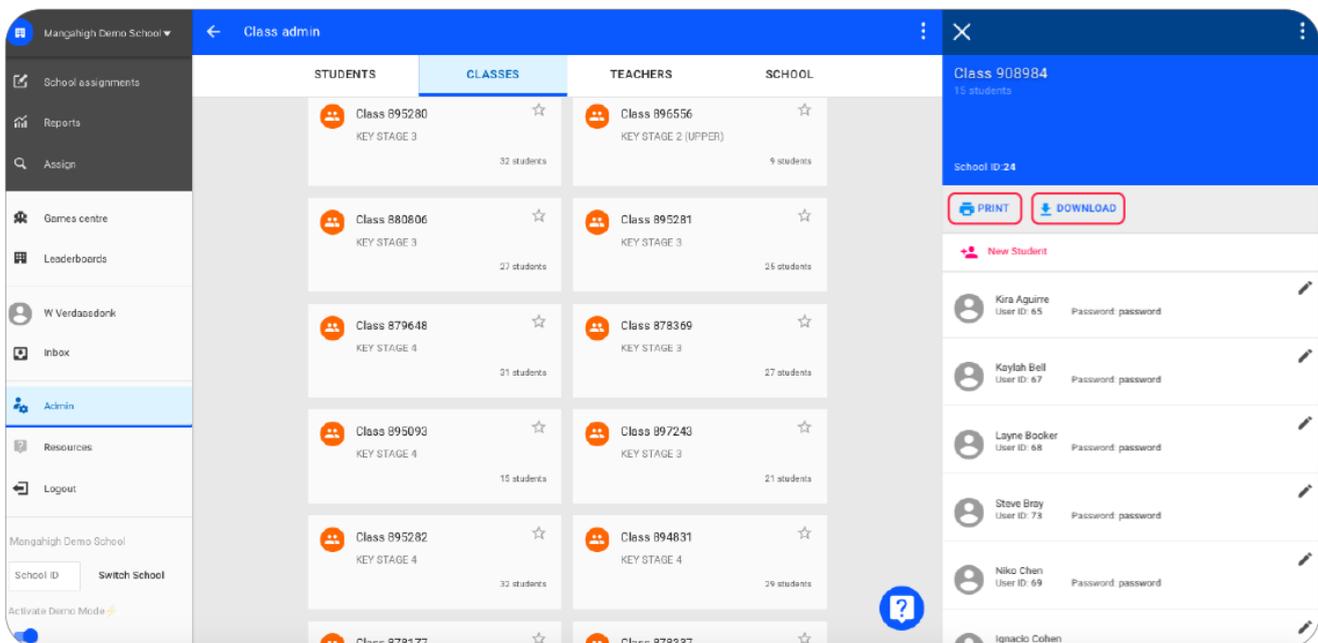


The screenshot shows the 'Class admin' interface with the 'CLASSES' tab selected. The main area displays a grid of class tiles, each representing a class with its ID, key stage, and student count. A grey box with a plus sign is highlighted, indicating the option to create a new class. On the right, the 'New Class' modal form is open, showing fields for Class Name, Coding Curriculum Focus (Foundation 1 in Scratch), Maths Curriculum Focus, and Number of students (15). There is a checkbox for 'Do not prompt my students to personalise their name' which is currently unchecked. A 'GENERATE LOGINS' button is visible at the bottom of the modal. The left sidebar contains navigation options like School assignments, Reports, Assign, Games centre, Leaderboards, W Verbandslink, Inbox, Admin, Resources, and Logout. The bottom of the sidebar shows the School ID and a 'Switch School' button.

How to Distribute Student Logins

There are two ways to distribute your students login information:

1. When your school is at **risk of closure**, we highly encourage you to ensure each student has a login issued to them. Simply click 'PRINT' after generating the logins to **download printable login cards** which you can then give to your students
2. If your school is already closed, you can click 'DOWNLOAD' to download an Excel spreadsheet of the login details. These logins can then be **distributed via the online learning environment** you might have or emailed to your students directly



The screenshot shows the Mangahigh Class Admin interface. The main area displays a grid of classes under the 'CLASSES' tab, organized into 'STUDENTS' and 'TEACHERS' columns. The 'STUDENTS' column lists classes like Class 895280 (KEY STAGE 3, 32 students) and Class 880606 (KEY STAGE 3, 27 students). The 'TEACHERS' column lists classes like Class 896556 (KEY STAGE 2 (UPPER), 9 students) and Class 895281 (KEY STAGE 3, 25 students). A right-hand panel shows details for 'Class 908984' (15 students, School ID 24), with 'PRINT' and 'DOWNLOAD' buttons highlighted in red. Below this, a list of students is shown with their names, user IDs, and passwords, each with an edit icon.

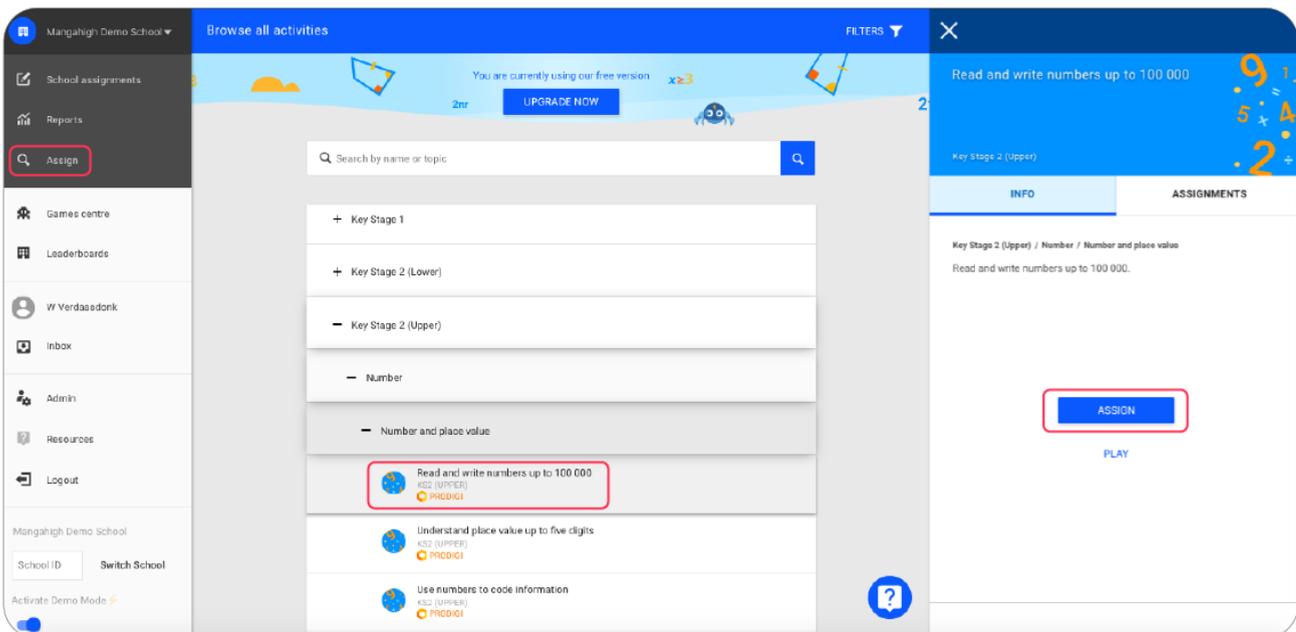
STUDENTS	CLASSES	TEACHERS	SCHOOL
Class 895280 KEY STAGE 3 32 students	Class 896556 KEY STAGE 2 (UPPER) 9 students		
Class 880606 KEY STAGE 3 27 students	Class 895281 KEY STAGE 3 25 students		
Class 879648 KEY STAGE 4 31 students	Class 878369 KEY STAGE 3 27 students		
Class 895093 KEY STAGE 4 15 students	Class 897243 KEY STAGE 3 21 students		
Class 895282 KEY STAGE 4 32 students	Class 894831 KEY STAGE 4 29 students		
Class 878177	Class 878337		

Class 908984 15 students School ID 24		
New Student		
	Kira Aguirre User ID: 65	Password: password
	Kaylah Bell User ID: 67	Password: password
	Layne Booker User ID: 68	Password: password
	Steve Gray User ID: 75	Password: password
	Niko Chen User ID: 69	Password: password
	Ignacio Cohen	

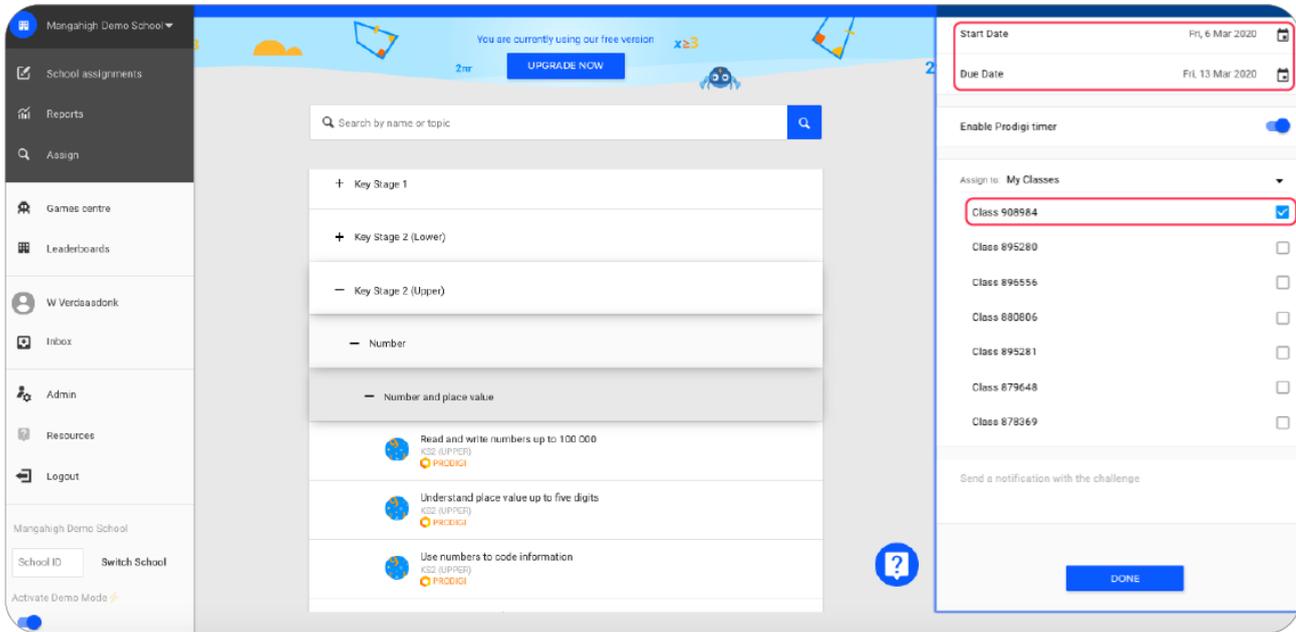
How To Use Mangahigh For Distance Learning

Assigning Tasks to Your Students

To continue your regular teaching, we recommend you [assign activities](#) for your students to play. All Mangahigh activities are aligned to the curriculum you are teaching and you can search or browse for the relevant topics.



1. Go to the **'Assign'** tab in the menu
2. **Click on the activities** that you want your students to complete
3. Click **'ASSIGN'**
4. Here, you can **set the time frame** and decide who to assign the activity to
5. **Click 'assign'** again to confirm
6. Students will see the assigned tasks on the front page of their personal dashboard once they login



The screenshot displays the Mangahigh interface for configuring an assignment. The left sidebar contains navigation options: School assignments, Reports, Assign, Games centre, Leaderboards, W Verleasdonk, Inbox, Admin, Resources, and Logout. The main content area shows a search bar and a list of activities under 'Number and place value':

- Read and write numbers up to 100 000 (KS2 (UPPER) PRODIGI)
- Understand place value up to five digits (KS2 (UPPER) PRODIGI)
- Use numbers to code information (KS2 (UPPER) PRODIGI)

The right-hand panel is used for setting assignment parameters:

- Start Date: Fri, 6 Mar 2020
- Due Date: Fri, 13 Mar 2020
- Enable Prodigy timer:
- Assign to: My Classes
- Class selection list:
 - Class 908984
 - Class 895280
 - Class 895556
 - Class 880606
 - Class 895281
 - Class 879648
 - Class 878569
- Send a notification with the challenge:
- Done button

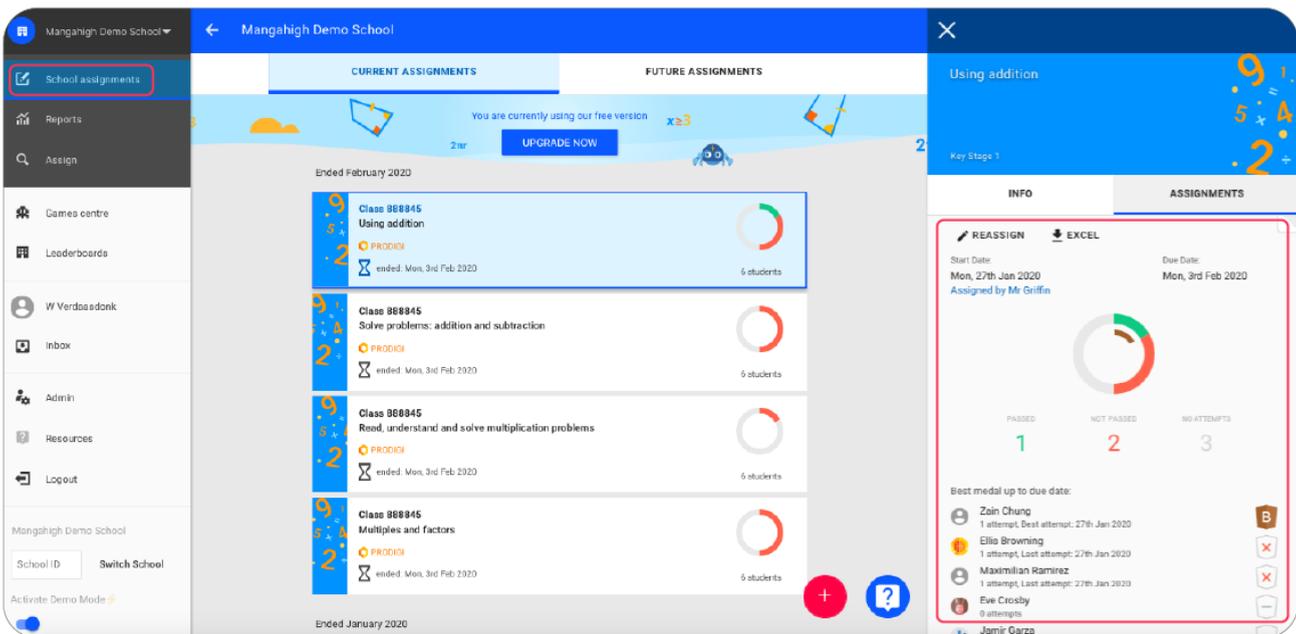
In addition to setting assignments, you can direct your students to **'browse all activities'**, where **students can freeplay** all Mangahigh activities at any time.

Review and Set Individual Assignments

Once your students have completed the assigned activities, you can track their work in the **'School assignments'** section of your dashboard. Using this function, you can see which students have completed activities and at which level they completed them.

Students can earn three medals: Bronze, Silver and Gold. Averagely, **a student attempts an activity three times to win a Bronze medal**, which shows that the student has a proficient understanding of the mathematics topic. Silver and Gold medals show advanced or exceptional understanding.

If a student did not manage to earn a medal, we recommend to assign more activities to them to encourage them to practice topics that they are struggling with. This way, **you can tailor learning to the individual students needs**. The Mangahigh **recommendation engine** will also provide them with activities to work through that correlate with the mathematical principles being taught.



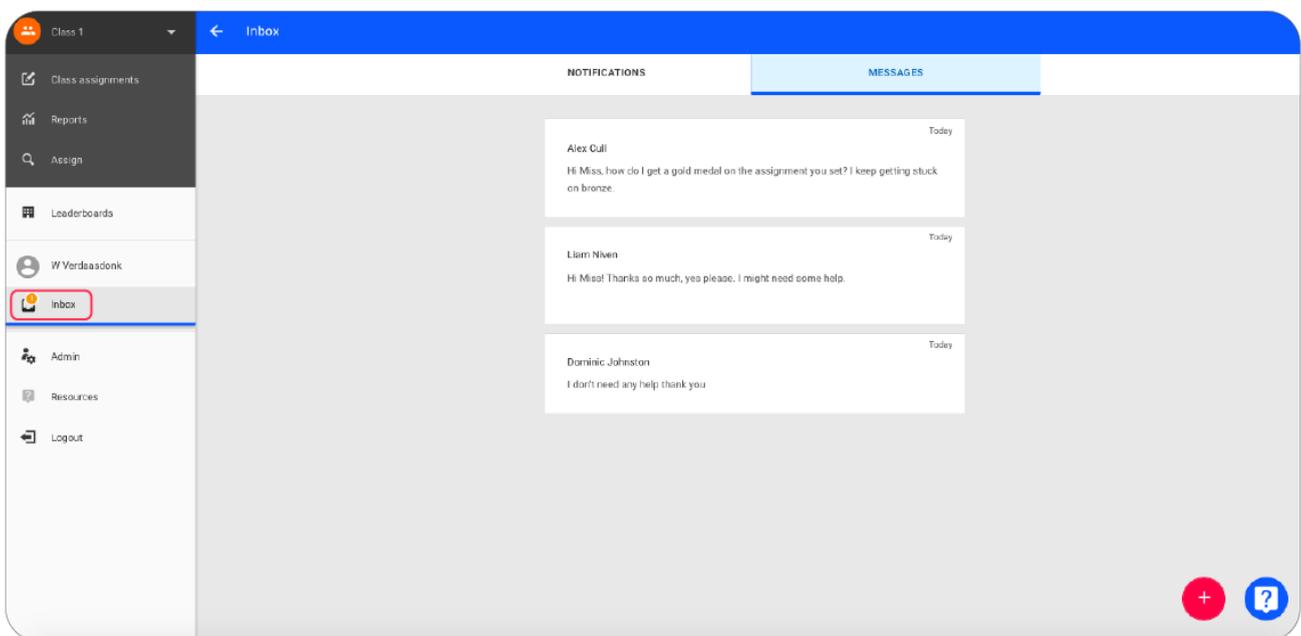
The screenshot displays the Mangahigh dashboard for 'Mangahigh Demo School'. The main area shows a list of assignments under 'CURRENT ASSIGNMENTS' and 'FUTURE ASSIGNMENTS'. A sidebar on the left contains navigation options like 'School assignments', 'Reports', 'Assign', 'Games centre', 'Leaderboards', 'W Verdasdonk', 'Inbox', 'Admin', 'Resources', and 'Logout'. A top navigation bar includes 'Mangahigh Demo School', 'UPGRADE NOW', and 'Key Stage 1'. A detailed view of an assignment titled 'Using addition' is shown on the right, including 'INFO' and 'ASSIGNMENTS' tabs. The 'ASSIGNMENTS' tab lists students and their performance:

Student	Attempts	Best attempt	Due date
Zain Chung	1 attempt	Best attempt: 27th Jan 2020	27th Jan 2020
Ellis Browning	1 attempt	Last attempt: 27th Jan 2020	27th Jan 2020
Maximilian Ramirez	1 attempt	Last attempt: 27th Jan 2020	27th Jan 2020
Eve Crosby	0 attempts		
Jamir Garza			

How to Stay Connected to Your Students

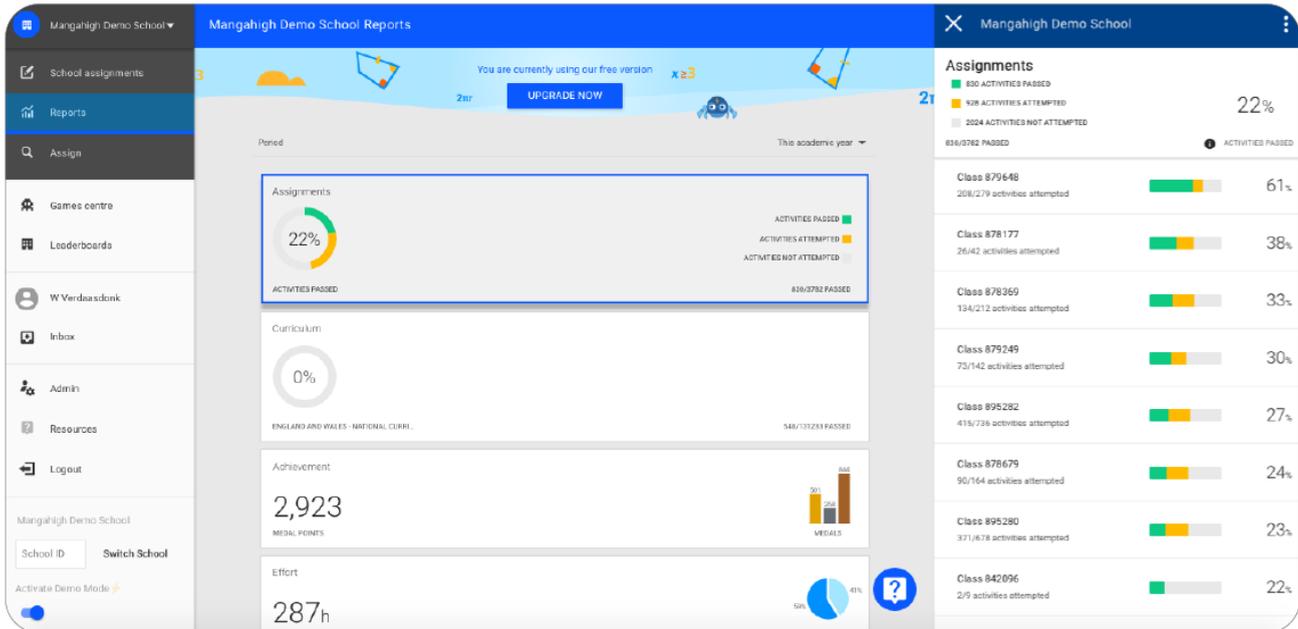
You can **message your students** on the Mangahigh platform to provide assistance or encourage them with an activity. To message your students, please follow these steps:

1. Click **Inbox**
2. Click **Messages**
3. If it is the first interaction, click the **pink + button** on the bottom right to send a new message.
4. Your conversation will now show up in your inbox and you can message back and forth with your student



Important: Students cannot initiate the first message with a teacher. When you have messaged your student once, they will be able to reply and message you moving forwards.

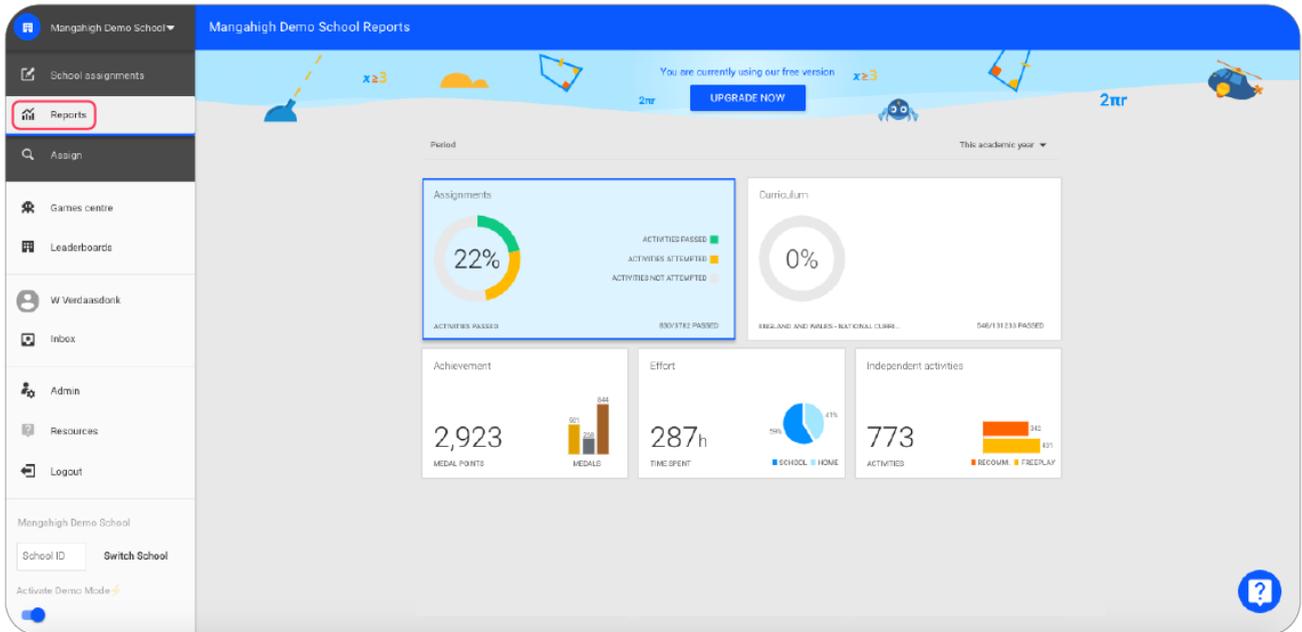
Remote Assessment



Lastly, you can assess your students efforts on Mangahigh using the progress reports:

1. Click **Reports**
2. Here you can see an overview of the **assignments, curriculum, achievements, effort, independent activities** and more
3. To see a report in more detail, click on the desired topic. This will show you an overview per class
4. **Clicking on a class** will show you the results per student
5. For an advanced results report, **click on the three dots** on the upper right corner to download the report in Excel.

The reports give the opportunity to view your students progress in real time, which means you can still **assess your students progress** even though you're temporarily not sharing a physical classroom.



Contact us

We hope this guide helps you to get started with distance learning. If you haven't yet, you can create your account here to gain free access to Mangahigh for 60 days.*

In the grand scheme of things our impact may be small, but we are putting all our efforts into making this situation easier for teachers and students. Please let us know if there is anything we can do for you, your students or your school. We're happy to help!

The Mangahigh Team

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** Limited offer*