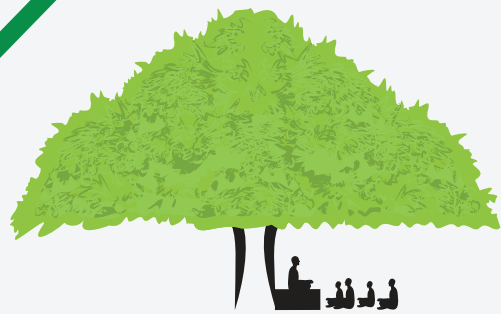# Onboarding Instruction Manual

ADMIN

Next..Lab®

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NextLab - Via NextGurukul

To use NextLab in your school, a login account needs to be created for your school's Administrator, Teachers and Students.

As an administrator, you can set up student and teacher accounts. Teachers can view students for his/her class sections, access course resources, publish additional resources and homework to students and view the usage reports of students.

Students can access resources, explore learning tools, submit homework, and view usage reports of themselves.

Account Setup

Your account will be set up by the NextEducation support team. Once it's set up, you can set up the teacher and student accounts. Teachers can also set up student accounts for the students in his/her class section.

Please find the detailed instructions below.

How To Activate Your Account?

1 As part of your school onboarding with NextEducation, your account will be set up by the NextEducation Support team. Once it's done, you will get an SMS with the link to the mobile app.
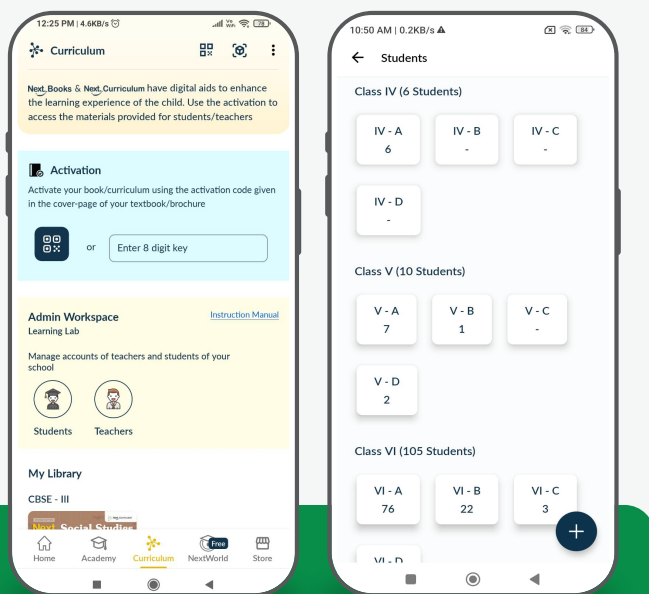
Sample SMS

Dear Rahul, You have been invited as admin to your school's NextLab account. Please signup using this mobile number to get started - http://bit.ly/ngapp - NextEd

2 Download the app & sign up with the same mobile number where the SMS was received. Choose your role as a Teacher during signup.

3 Manage Teachers and Students. Add Teachers by their name & mobile number. Add Students by scanning the activation code from the students brochure.

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How To Set Up A Teacher Account?

Steps To Be Followed By You (Admin)

1 Open Curriculum > Teachers

2 Click on Add (+) button

3 Enter name, mobile number of the teacher. Choose the classes, subjects and the sections he/she teaches. Click on the Submit button to add the teacher.

Once a teacher is added, he/she will get the invite link via SMS to the given mobile number. Teachers can use it to download the app, signup using same number and access the course.

Steps To Be Followed By A Teacher

1 Your account will be set up by your school administrator. Once it's done, you will get an SMS with the link to the mobile app.

Sample SMS

Dear Teacher, Your school admin has invited you to access the NextLab course. Please signup using this mobile number to activate your account - http://bit.ly/ngapp --NextEd
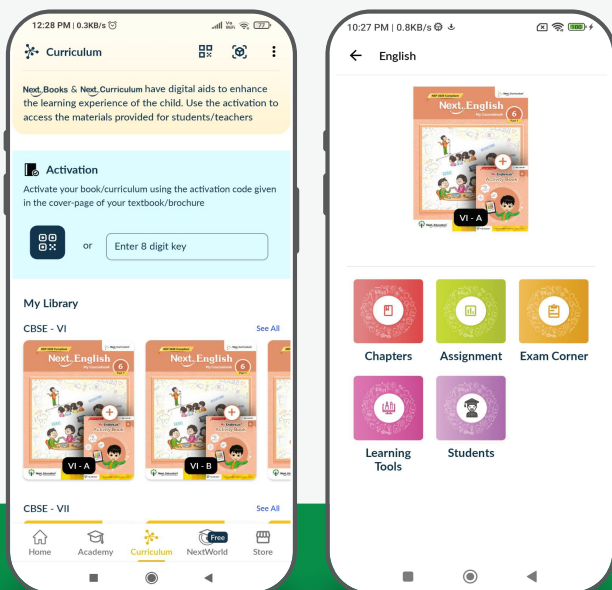
2 Use the link to download the mobile app.

3 Signup with the same mobile number where the SMS was received. Choose your role as Teacher during signup

4 You can access the course resources, learning tools, view/share assignments to students, view their reports. You will also have access to add students.

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How To Set Up A Student Account?

Steps To Be Followed By A Student

1 Scan the QR code given in the NextLab brochure to download the mobile app.

2 Sign up using your parents mobile number and login to the app.

3 Go to the Curriculum tab and activate the lab course by scanning the activation code given in the brochure
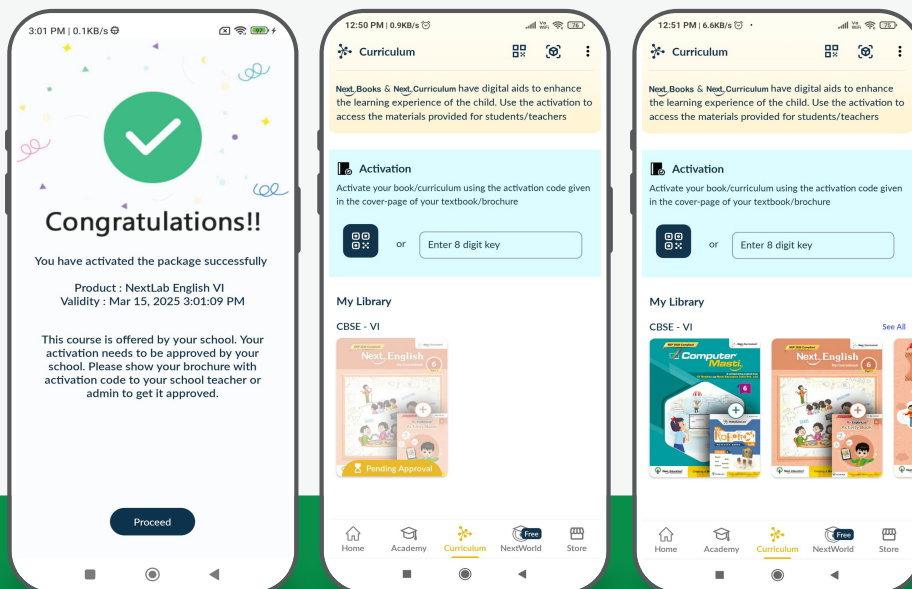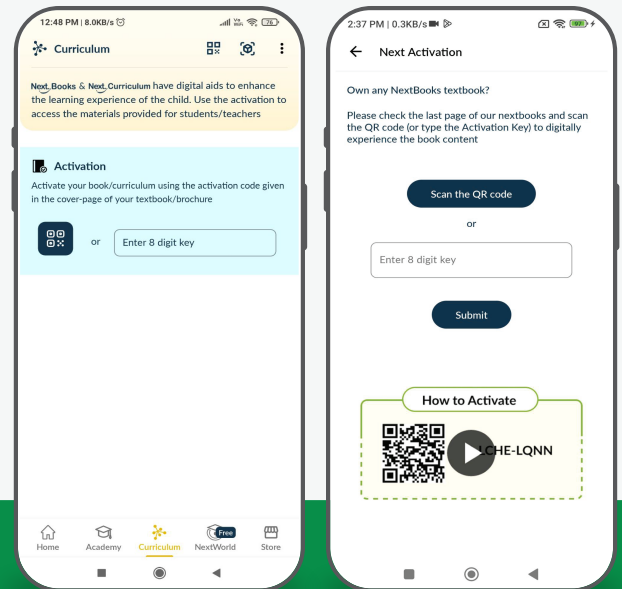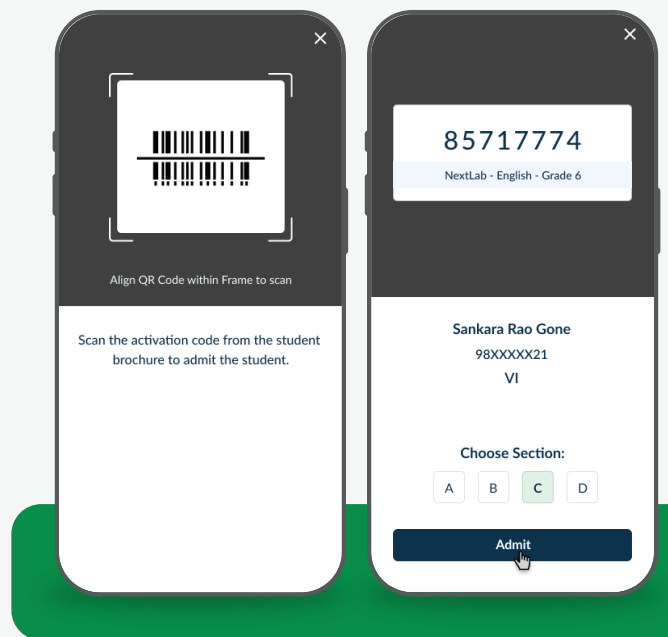

4 Once it's activated, it needs to be approved by your school teacher/administrator. You need to take the brochure with activation code to the school and get it approved.

5 Once it's approved by teacher/admin, relaunch the app on your mobile. You will be able to access the course resources & learning tools.

Steps To Be Followed By You (Admin)

Students need to register using parents mobile number and scan the activation code from the brochure first and then bring the same brochure to the school.

You can ask them to write their name, class-section details and submit and you can process them one by one or You can call them one by one and process it.

1 Open Curriculum > Students. It will show you the list of class-sections. Choose the Class-Section and click on the Add(+) button.

2 Scan the activation code from the NextLab brochure of the student.

3 App will show the details of the student who has registered and activated the same code. Validate the name & class. Choose the section of the student and click on the Admit button.

Align QR Code within Frame to scan

Scan the activation code from the student brochure to admit the student.

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NextLab - English - Grade 6

Sankara Rao Gone
98XXXXX21
VI

Choose Section:

A   B   C   D

Admit

4 Once admitted, Click on Next button to add next student or click on close button to go back to the list page. Once the student is added, he/she will be able to access the course resources.

Note:
In case a student has not yet activated the code, you can still assign the section if you know the student whom the code belongs to. Student will be automatically admitted whenever he activates that code.