

Onboarding Instruction Manual

TEACHER



Next.Lab[®]



Next.Gurukul[®]

NextLab - Via NextGurukul

To use NextLab in your school, a login account needs to be created for teachers & students.

Your account will be set up by your school administrator. As a teacher, you 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. You can also set up the student account for the class sections assigned to you.

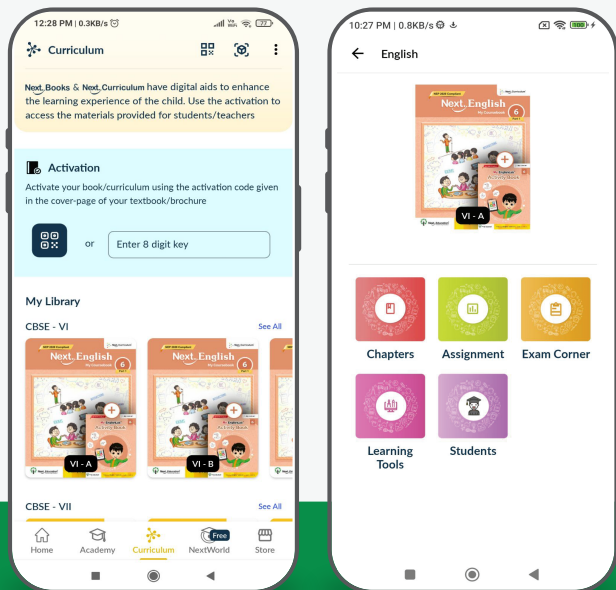


How To Activate Your Account?

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*

- 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.



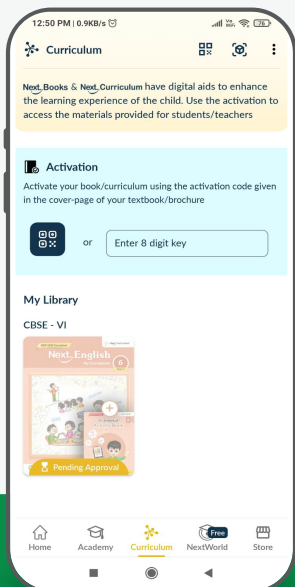
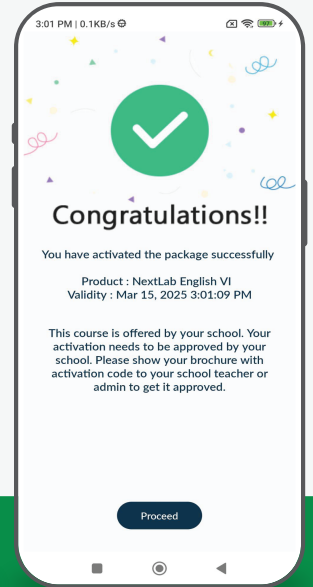
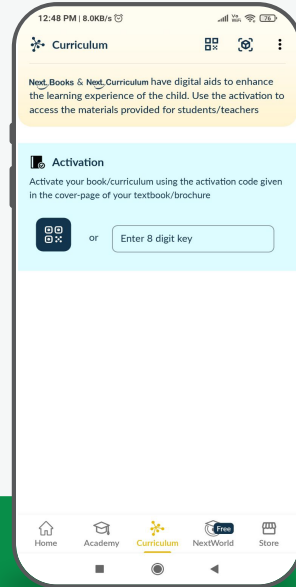
- 2 Use the link to download the mobile app.
- 3 Signup with the same mobile number where the SMS was received. Choose your role as Teacher during signup
- 4 You can access the course resources, learning tools, view/share assignments to students, view their reports. You will also have access to add students.



How To Set Up A Student Account?

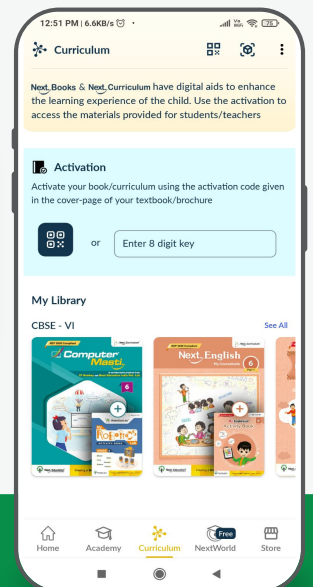
Steps To Be Followed By A Student

- 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, you need to get it approved by your school teacher or administrator by taking the brochure (with activation code) to the school.
- 5 When admin/teacher approves your account, you will get a confirmation sms. Relaunch the app on your mobile to access the course resources & learning tools.



Sample SMS

*Dear Student, Your NextLab activation has been approved by your school. You can access the course and learning tools from NextGurukul app now.
- <http://bit.ly/ngapp> --NextEd*



Note:

In case there is a sibling to be activated, please follow the same steps with another mobile number.



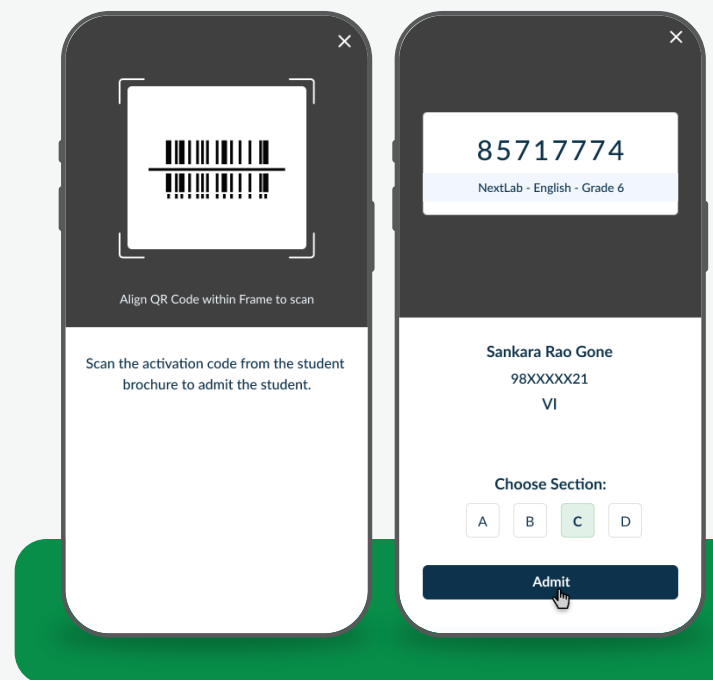
How To Set Up A Student Account?

Steps To Be Followed By You (Teacher)

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 > Choose the desired course for a specific class section > Click on Students icon > 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.



- 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.