

# Onboarding Instruction Manual

**TEACHER**



**Next.Lab<sup>®</sup>**



**Next.Gurukul<sup>®</sup>**

**Next.Lab via Next.Gurukul**

## Overview

To use NextLab in your school, login accounts must be created for Teachers, and Students.

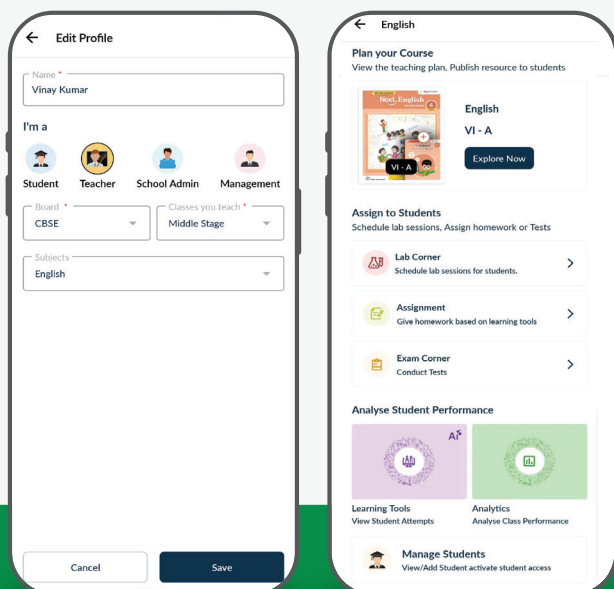
- You can add or update students of your assigned class & sections, schedule lab session, access course materials and learning tools, and publish.
- Students can self-sign up using a parent's phone number or use the account created by the school. After approval from the administrator or teacher, they can explore resources, attempt lab session at home, utilize learning tools, submit homework, and track their own usage reports.

## How to activate a Teacher account?

Teachers account will be set up by school admin. Once it's done, you will receive an SMS. This SMS will contain the link to install the Next Gurukul application.

### Sample SMS

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



- 1 Tap on the link to install the Next Gurukul application.
- 2 Open the app and sign up as a teacher. *Use the same mobile number on which you received the SMS.*
- 3 Teachers can access the course resources, learning tools, can publish assignments to students, access their usage reports. Alternatively, they can enroll the students into their assigned class-section.



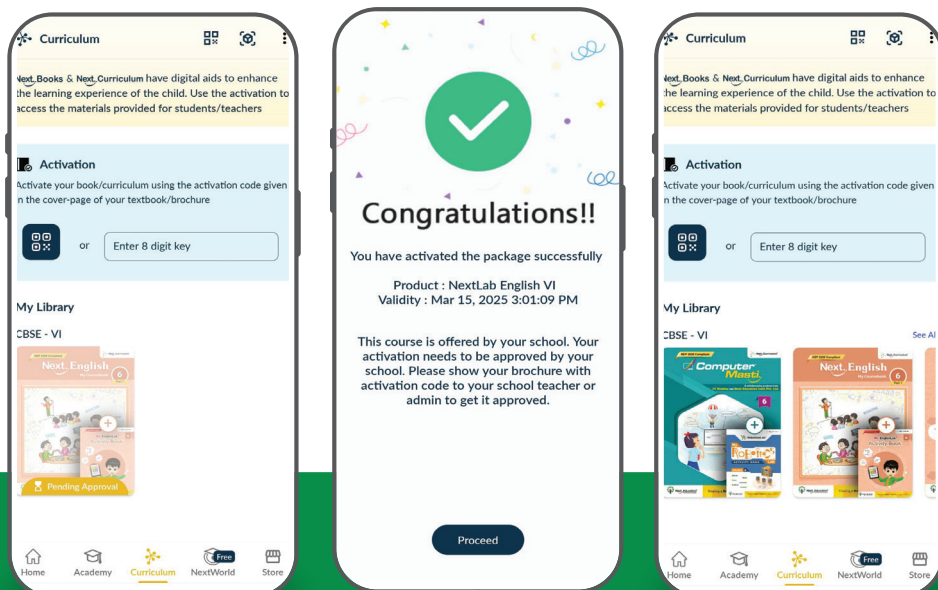
## How to set up a Student account?

### Steps to be followed by a Student

- 1 Scan the QR code given in the NextLab brochure to download & install 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 Lab Handbook.
- 4 Once activated, you can access the AI powered Learning Tools.
- 5 To get full access to the course, your account needs to be approved by your school or you need to use the account created by your school. To get your account approved, please take your lab handbook to the school and check with your teacher.
- 6 Once your account is approved by your school, you will get a confirmation sms.
- 7 Relaunch the app on your mobile to access the entire course.

#### 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:

If a sibling needs to be activated using the same mobile number, follow these steps:

- 1 Navigate and Tap on your name beside **Profile icon** > **Add Profile**
- 2 Fill in the required details by following the on-screen instructions.
- 3 Repeat the activation steps using their product key to enable the course.



## How to set up a Student account?

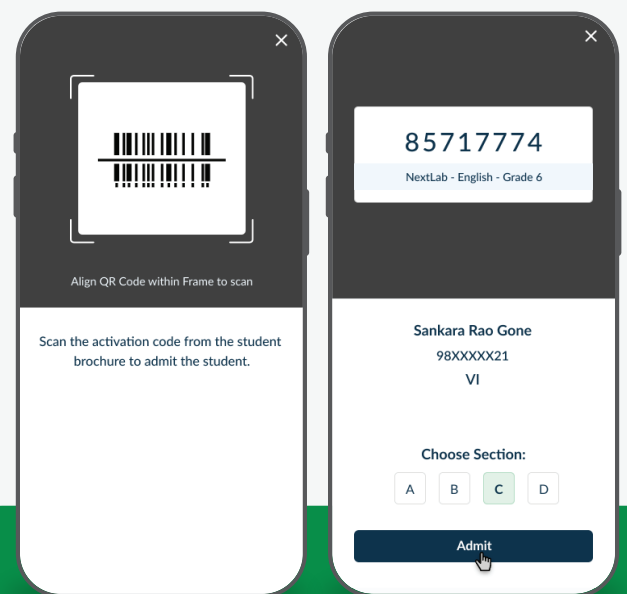
### Steps to be followed by you (Teacher)

As an Admin, you have two choices to enroll students & activate their accounts in the Next Gurukul. You can utilize any of them as per your convenience.

#### 1. Admit with Activation code

If the student has already signed up using a parent's mobile number and activated the code printed on their lab handbook, you can enroll them by just scanning the same activation code:

- 1** Go to: Curriculum > Select a Course > Manage Students > Tap on **+** > Admit with Activation Code.
  - If using the **Next Gurukul mobile app**, the QR code scanner will launch automatically.
  - If using the **web version**, you will be prompted to manually enter the activation code.
- 2** Scan or enter the activation code from the student's **lab handbook**.
- 3** The app will display the **Student Name & Class** linked to the activation code.
- 4** **Verify** the student's details & Choose the section he/she belongs to
- 5** Tap **Admit**
- 6** Repeat the above steps to enroll more students.



#### Note:

In case a student has not yet activated the code, you can still scan and assign them to sections if you know the student for whom the code belongs. The student will be automatically admitted and approved once they activate the same code.



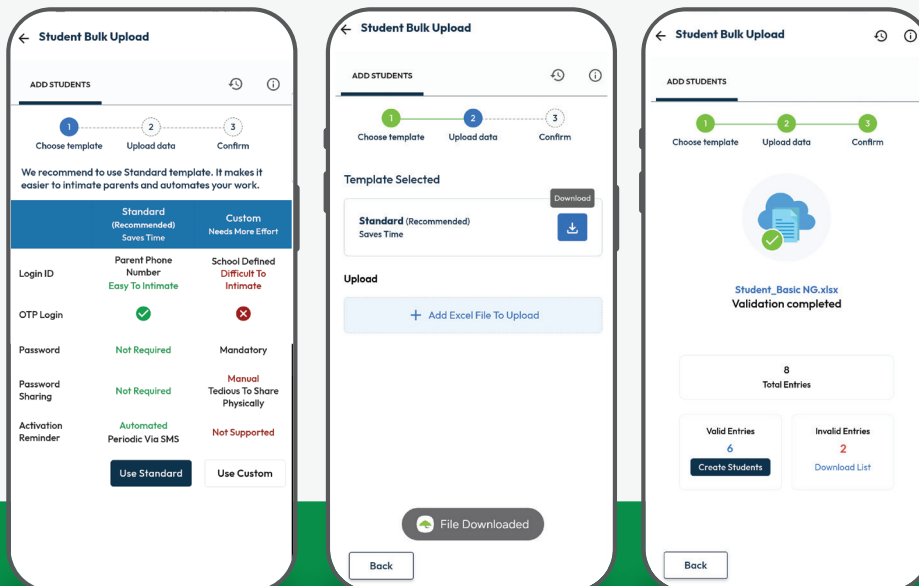
## How to set up a Student account?

### Steps to be followed by you (Teacher)

#### 2a. Add Students in bulk

If student enrollment is not yet done, You can do a bulk upload using excel.

- 1 Go to: Curriculum > Select a Course > Manage Students > Tap on **+** > Bulk Upload.
- 2 Choose one of the excel templates available & download it.
- 3 Fill the excel with the student details - Name, Class & Section.
- 4 Fill in a unique LoginID or student phone number depending on the template chosen.
- 5 Upload the excel file.
- 6 Once system validates the file, Click on Create Students button shown in the Valid entries section






## How to set up a Student account?

### Steps to be followed by you (Teacher)

#### 2b. Activate Student's Lab access

If student enrollment has been completed by the school administrator, students will be able to access course resources only after their access has been activated.

- 1 Go to: Curriculum > Select a Course > Manage Students > Tap on 
- 2 Identify the students for activation, then tap **Activate Now**.
  - a. If using the **mobile app**, the QR code scanner will launch automatically.
  - b. If using the **web version**, you will be prompted to manually enter the product key.
- 3 Scan or enter the activation code from the student's **lab handbook**.
- 4 Scanned code will be displayed against the student name.
- 5 Repeat the process for multiple students if needed.
- 6 Tap the **Activate** button to activate access for the selected students at once.

