Onboarding Instruction Manual

ADMIN

Next.Lab®

Next.Gurukul®

Next.Lab via Next.Gurukul

Overview

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

- **Administrators** can self-register using their contact information & request to be an admin. This request will be validated with the school & approved. Once approved, they can add teachers and student accounts.

- **Teachers** can manage their class sections by adding students, accessing course materials and learning tools, publishing lab sessions with additional resources and homework, and viewing student usage reports.

- **Students** can self-sign up using a parent's contact information or use the account created by the school. After approval from the administrator, they can explore resources, utilize learning tools, submit homework, and track their own usage reports.

Detailed instructions are provided below.

How to activate your account?

As part of your school onboarding with Next Education, you will receive a welcome email with onboarding instructions and help link. You can complete the self-sign-up process as an admin in two simple steps:

Step 1: Sign up as an Admin

1 Install the Next Gurukul app or open www.nextgurukul.in

2 Sign up with your contact information.

3 Choose your role appropriately & select the correct school.
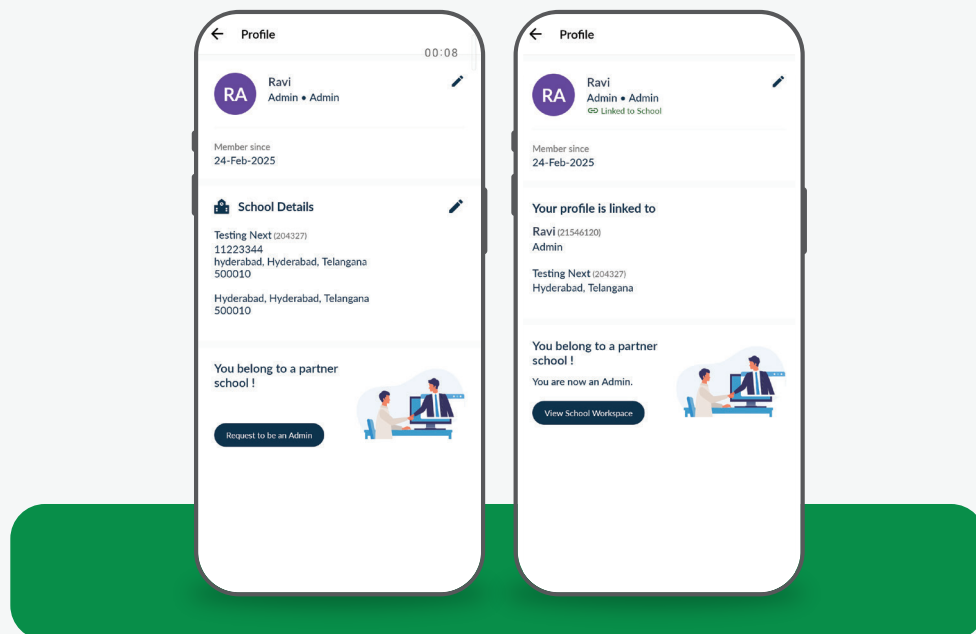
4 Complete the Sign up.

How to activate your account?

Step 2: Request to be an Admin

If your contact information was already shared with the Next Education Support team, your account would be added as an admin to your school and you can see the School Workspace icon on your homepage.

If you do not see it, please follow the below steps:

1 Login to the app or website with your account.

2 Click on Profile icon > Tap view profile.

3 Scroll down and locate the Admin Request banner. In case you are unable to view the banner, please re-check the mapped role & school in your profile.

4 Tap on '**Request to be an Admin**' button

Note:

This request will be sent to the Next Education Support Team. The support team will validate your identity with the school and enable access.
To expedite the process, get an authorization email sent from your official school email address to support@nexteducation.in. Your request will be processed within next 2 working days

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How to set up a Teacher account?

Steps to be followed by you (Admin)

1 Go to School Workspace > Teachers

2 Click on Add ➕ button

3 Enter name, contact information, Choose the classes, Subjects and the Sections they teach.

4 Click on the Submit button to add the teacher.

Once a teacher is added, they will get the invite link via message to the given contact information. Teachers can use it to download the app, sign up using the same contact information and access the course.

Steps to be followed by a Teacher

Teachers will receive an message if they have been added by the school admin. This message will contain the link to install the Next Gurukul application.

Sample Message

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 contact information on which you received the message.*

3 Teachers can access the course resources, learning tools, can publish assignments to students, access their usage reports.

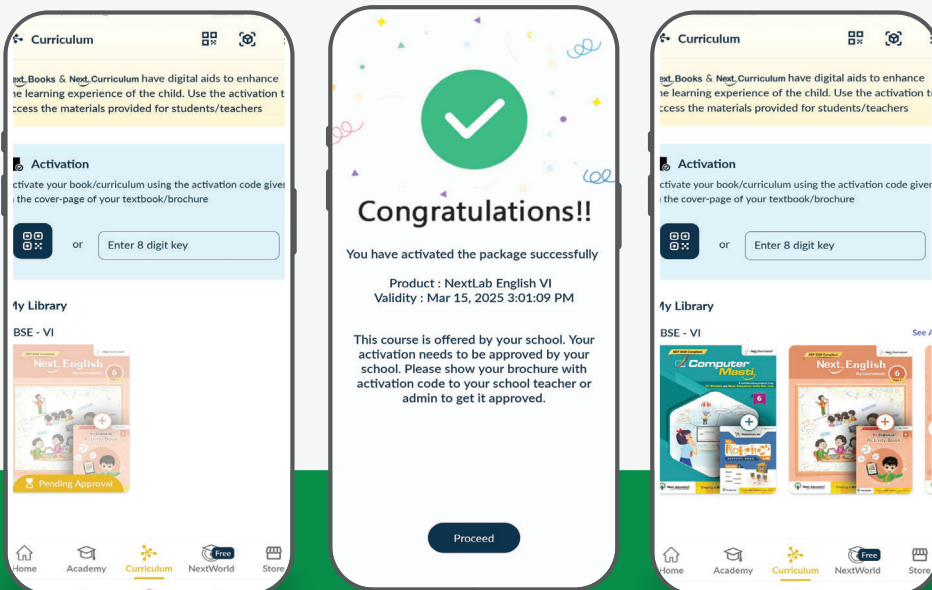Alternatively, they can enroll the students into their assigned class-section.

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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 handbook to download & install the NextGurukul mobile app.

2 Sign up using your parents NextGurukul 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 message.

7 Relaunch the mobile app to access the entire course.

Sample Message

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 contact information, 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 activation code to enable the course.

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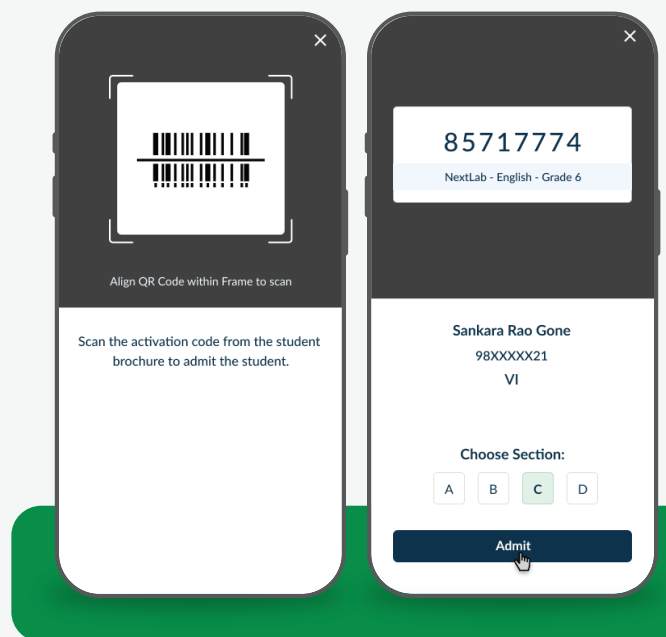
How to set up a Student account?

Steps to be followed by you (Admin)

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 contact information and activated the code printed on their lab handbook, you can enroll them by just scanning the same activation code:

1 Go to: School Workspace > Students > Admit with Activation Code

   a. If using the **Next Gurukul mobile app**, the QR code scanner will launch automatically.

   b. If using the **web version**, you will be prompted to manually enter the activation code.

Align QR Code within Frame to scan

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

85717774
NextLab - English - Grade 6

Sankara Rao Gone
98XXXXX21
VI

Choose Section:
A B C D

Admit

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.
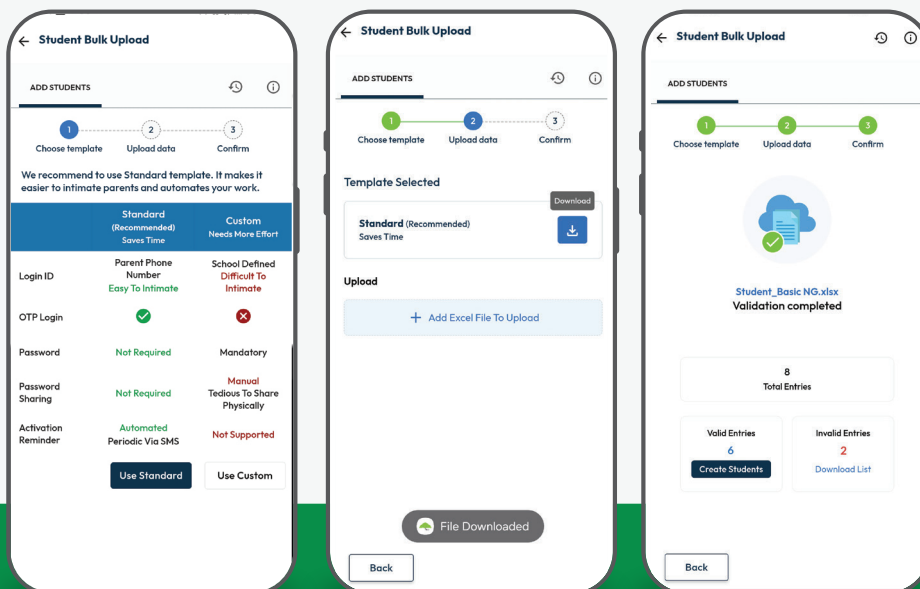
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How to set up a Student account?

Steps to be followed by you (Admin)

2a. Add Students in bulk

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

1 Go to School Workspace > Students > Add Students > 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 contact information 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

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How to set up a Student account?

Steps to be followed by you (Admin)

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 Open School Workspace > Student Activation > Tap on Pending count shown under Students Activated

2 Tap **View** link next to the class you want to activate.

3 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.

4 Scan or enter the activation code from the student's **lab handbook**.

5 Scanned code will be displayed against the student name.

6 Repeat the process for multiple students if needed.

7 Tap the **Activate** button to activate access for the selected students at once.

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