

Main functions

Letter Order allows you to add students, create custom groups, add students to these groups, schedule meetings, assign activities, create student or group notes, send notices, and more.

- [Add student](#)
- [Create group](#)
- [Assign to a group](#)
- [Activity assignment](#)
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Add student

You will be able to add students to begin to support them in their learning process.

Add student



1. From the top menu, go to
2. The ALL option is the main option by default

ALL

School grade

Groups

3. Tap located at the bottom right of the screen.
4. Enter the code that has been shared with you by the student previously. (You must request the "Student Code" in advance to add your students.)
5. The icon will be activated if the code is valid. and the name and age of the person to whom the code is assigned will then be on display



Is who you are looking for?

Charlie Doe Smith



NO




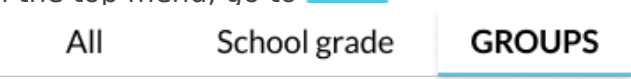








Yes

6. If it's the right person you want to add tap and your students will receive a notification that they have been added to your class. But if is not the right person, tap , re-request the code from your student, and check that it is spelled correctly.

Create group

Creating a group will help you organize the information, tasks, and activities you want to assign to your students, as well as help you communicate with them.

Create a group

1. From the top menu, go to  
2. Tap 
3. Tap  icon located at the bottom right of the screen.  Group name
4. Enter the name you want to give this group  . It is best to use a name that will help you to identify the students you are dealing with.
5. Under  Add student tap the name of the students you want to add to this group, or leave blank if you do not have any students for this group yet.
6. The icon  next to the student's name will become active when you select the student you want to add.
7. To save the group and its members: Tap 
8. The name of the group and the names of the students in the group will be displayed in summary mode in the pop-up screen. Tap  to finish.

Your group has been created. It will appear in your Groups tab.

Assign to a group

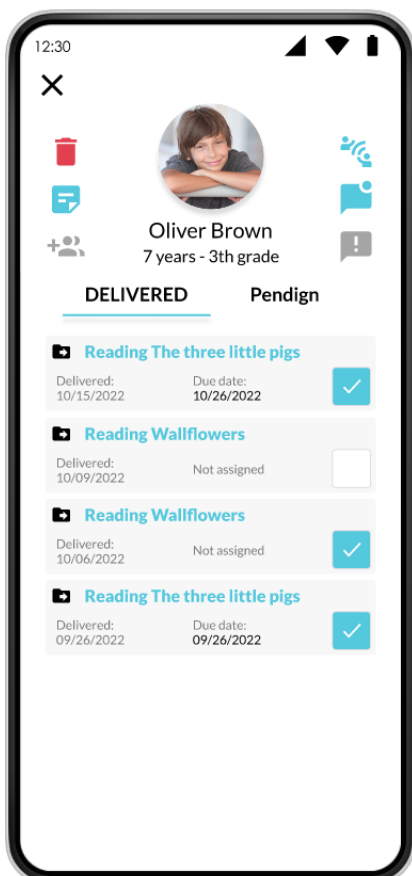
If a new student has joined, you can add that student to a group if you wish.

You can add a student to a group from several places


- From the student's individual profile
- From the list of students on the ALL tab
- From the list of students in GRADE tab.
- From the list of students in GROUPS tab.

From individual profile

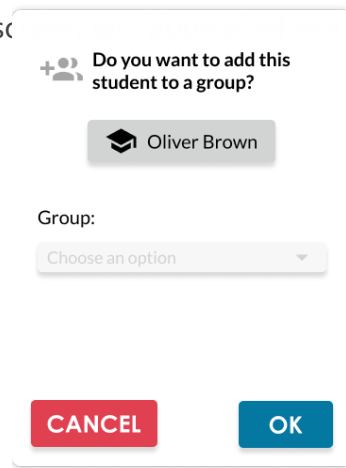
1. Enter the individual profile of the student you want to group.



2. Tap  icon

If the icon is displayed like this:  it means that the student already belongs to a group.

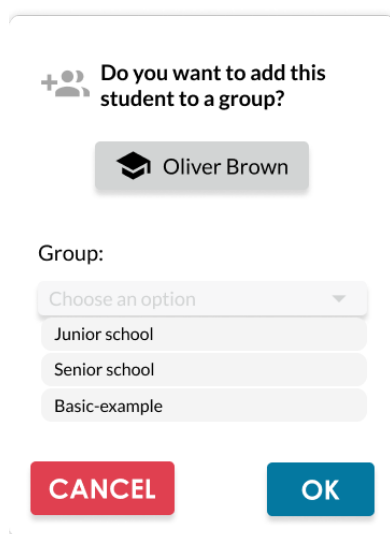
3. If you tap  , a pop-up screen appears where you can select the group to which you




A pop-up dialog box with a title bar. The title bar contains a plus icon and two people icon, followed by the text "Do you want to add this student to a group?". Below the title bar is a button with a graduation cap icon and the text "Oliver Brown". Below that is a label "Group:" followed by a dropdown menu with the text "Choose an option" and a downward arrow. At the bottom are two buttons: "CANCEL" in red and "OK" in blue.

want to assign the student.

4. When you tap on the bar, you will have a list of group options.



A pop-up dialog box similar to the one above, but with a list of group options. The title bar contains a plus icon and two people icon, followed by the text "Do you want to add this student to a group?". Below the title bar is a button with a graduation cap icon and the text "Oliver Brown". Below that is a label "Group:" followed by a dropdown menu with the text "Choose an option" and a downward arrow. The dropdown menu is open, showing three options: "Junior school", "Senior school", and "Basic-example". At the bottom are two buttons: "CANCEL" in red and "OK" in blue.

5. To finish adding the student: Tap 

From all tab



1. From the top menu, go to ALL
2. The ALL option is the main option by default

ALL

School grade

Groups

3. Each student's individual profile will be on display.

4. You should tap the icon


If the icon is displayed like this: it means that the student already belongs to a group.

5. If you tap , a pop-up screen will appear where you can select the group to which you


The screenshot shows a white pop-up dialog box with rounded corners. At the top left is a small icon of two people with a plus sign. To its right is the text "Do you want to add this student to a group?". Below this text is a grey button with a graduation cap icon and the name "Oliver Brown". Underneath the button is the label "Group:" followed by a dropdown menu with the text "Choose an option" and a downward arrow. At the bottom of the dialog are two buttons: a red "CANCEL" button on the left and a blue "OK" button on the right.

want to assign the student.

6. When you tap on the bar, you will have a list of group options.



Do you want to add this student to a group?



Group:

Choose an option

Junior school

Senior school

Basic-example


CANCEL

OK

7. To finish adding the student: Tap

OK

From school grade tab

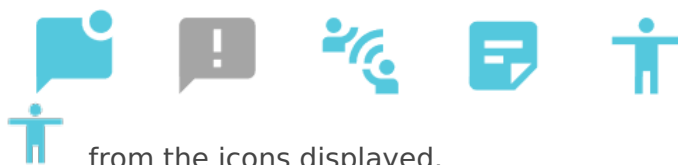
1. From the top menu, go to 

2. Tap SCHOOL GRADE tab bar

All **SCHOOL GRADE** Groups

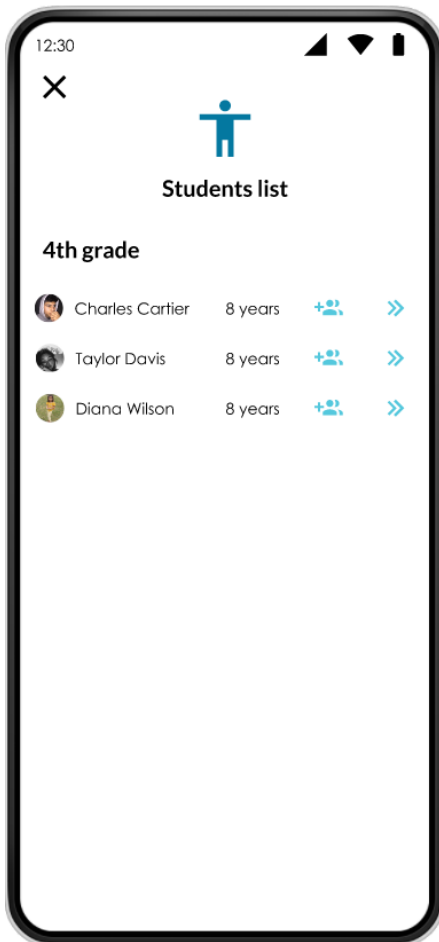
3. Tap the desired group name. A group of options will be displayed


★ 4th grade





4. Tap  from the icons displayed.

5. The students list screen will show you.





6. Each student's individual profile will be on display. (If you want to go to the student's profile tap  icon)

7. You should tap on the icon 

If the icon is displayed like this:  it means that the student already belongs to a group.

8. If you tap  , a pop-up s

 Do you want to add this student to a group?

 Oliver Brown

Group:


Choose an option ▼


CANCEL **OK**

you can select the group to which you

want to assign the student

9. When you tap the bar, you will have a list of group options.

 Do you want to add this student to a group?

 Oliver Brown

Group:

Choose an option ▼

Junior school

Senior school

Basic-example

CANCEL **OK**

10. To finish adding the student: tap

OK

From groups tab



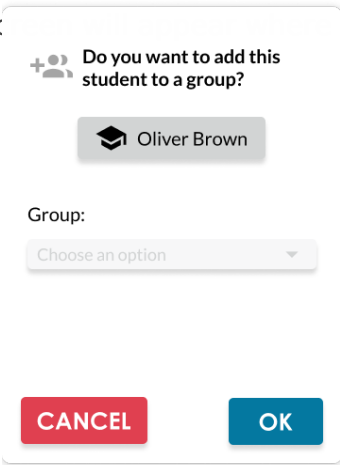
- 1. From the top menu, go to
- 2. Tap GROUPS tab bar



- 3. Tap of the group you wish to view.


Ungrouped			
	Oliver Brown	7 years	+ >>
	Ryan Roddes	9 years	+ >>
	David O'Brian	13 years	+ >>
	Chris Evans	14 years	+ >>
	Rob Downey	15 years	+ >>


- 4. Each student's individual profile will be on display. (If you want to go to the student's profile tap icon)
- 5. You should tap the icon
- If the icon is displayed like this: it means that the student already belongs to a group.
- 6. If you tap , a pop-up screen will appear where you can select the group to which you



want to assign the student.

- 7. When you tap the bar, you will have a list of group options.

 Do you want to add this student to a group?

 Oliver Brown

Group:

Choose an option

Junior school

Senior school

Basic-example

CANCEL

OK

8. To finish adding the student: Tap

OK

Activity assignment

Assigning activities consists of letting the learner know what they are expected to do, providing instructions, and defining the type of content they need to deliver.

1. Once you have uploaded the activity you want to assign (to upload your activity, see:

[Upload my content](#)). Go to Activities




My content

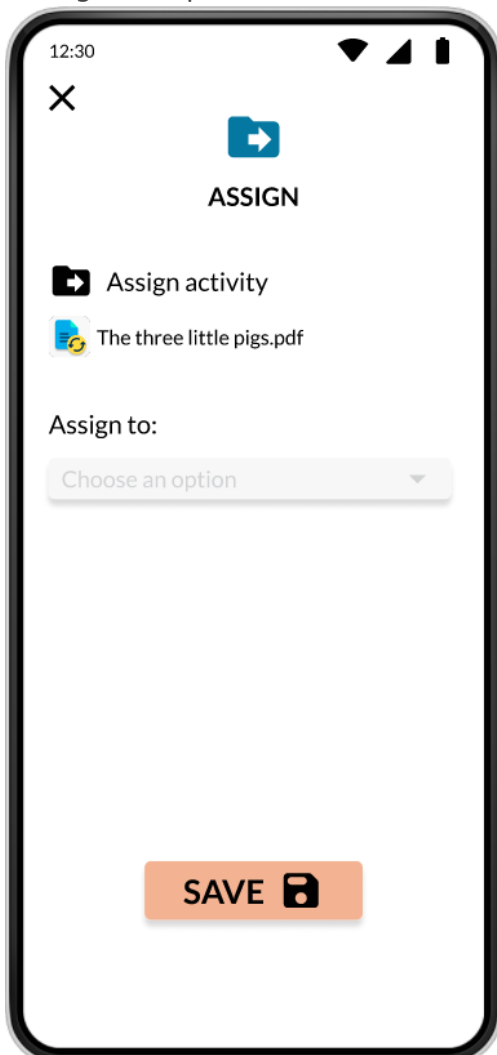
2. Tap
3. Once inside, select the folder that contains the activity you want to assign.
4. Tap the activity you want to assign.

Reading the three
little pigs



5. Two options appear. Tap  icon.

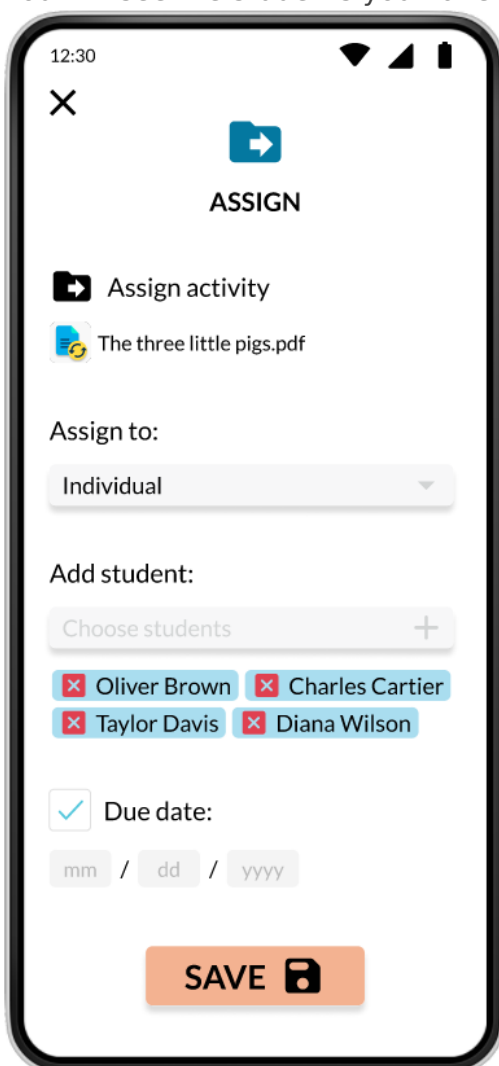
6. On the pop-up screen, you will see the name of the activity you want to assign and the "Assign to" option.



7. Tap the options bar and select the type of assignment you want to make: individual, group or grade.

Individual

1. The screen will change and the "Add Student" option will be added, tap
Add student:
 +
2. On the pop-up screen you will see a list of students available for assignment . Tap ☒ next to the student name to add them to the activity assignment.
3. When you have selected all the students you want, tap to add them.
4. You will see the students you have selected for the activity.




(If you want to remove any of them, just tap)

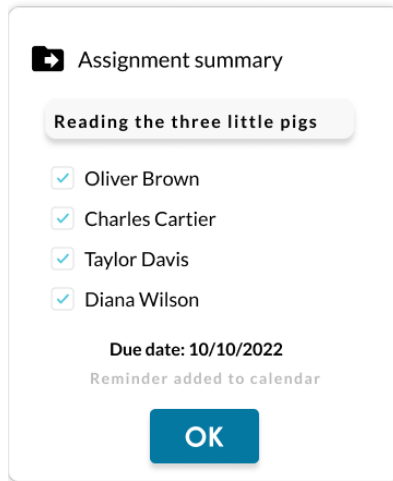
5. You will see the option to add a due date, if you want to activate it, tap

☒ Due date:

6. Enter the date assigned for the submission of the Activity / /
(activities will have a due date time of 23:59).

SAVE 

7. Tap  to send the assignment with the entered data.
8. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the students who were assigned and sent the assignment notification and the deadline for submitting the activity.

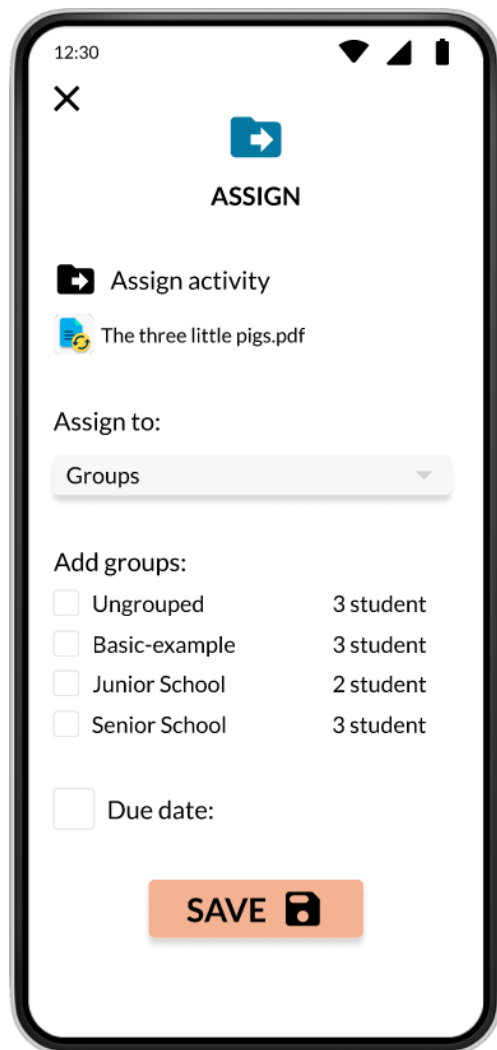


(A reminder of the activity deadline will be added automatically).

9. Tap  to finish

Group

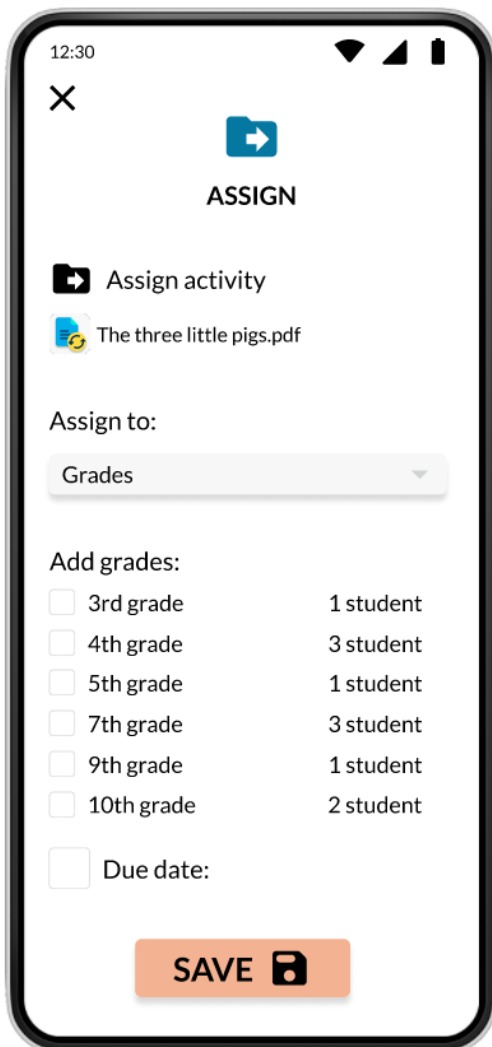
1. If you choose to assign by groups, the screen changes and adds the option to choose from the groups you created.



2. Tap ☐ to add a group to the assignment ☒ Junior School 2 student
3. You will see the option to add a due date, if you want to activate it, tap ☒ Due date:
4. Enter the date assigned for the submission of the Activity / / (activities will have a due date time of 23:59).
5. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the group assigned and sent the assignment notification and the deadline for submitting the activity. (A reminder of the activity deadline will be added automatically).
6. Tap to finish

Grade

1. If you choose to assign by grade, the screen changes and adds the option to choose from the grades.



2. Tap ☐ to add a grade to the assignment.
3. You will see the option to add a due date, if you want to activate it, tap ☒ **Due date:**
4. Enter the date assigned for the submission of the Activity
 / / (activities will have a due date time of 23:59).
5. A pop-up screen will open with a summary of the activity assignment, where you can see the name of the activity, the grade assigned and sent the assignment notification and the deadline for submitting the activity. (A reminder of the activity deadline will be added automatically).
6. Tap to finish






Group conversation

Initiate a group conversation with all students in the group. This feature applies to groups created or groups assigned by school grade.

To enter a conversation for a grade school group

1. You must enter the [student section](#)

All **SCHOOL GRADE** Groups







2. Tap 
3. Tap the grade you want to send a group message to.
4. Tap  from the display.
5. The group message screen will appear.
6. You can send your message by typing  
7. To send your message, tap  icon
8. Your students will receive a notification of the message and will be able to reply to you in the same conversation.

You can attach text, image or PDF files from your files by tapping the icon 

To enter a conversation for a custom group

1. You must enter the [student section](#)

All School grade **GROUPS**

2. Tap 
3. Tap the bar labeled  **Basic-example** with the group you want to message.
4. Some options and a list of student names will be displayed. Tap  icon.
5. The group message screen will appear.
6. You can send your message by typing  
7. To send your message, tap  icon
8. Your students will receive a notification of the message and will be able to reply to you in the same conversation.





You can attach text, image or PDF files from your files by tapping the icon 

Notes

Create notes to help you plan your content, make notes on student progress or what needs to be reinforced. You can also share these notes with students or parents.



This feature applies to individual, groups created or school grade.

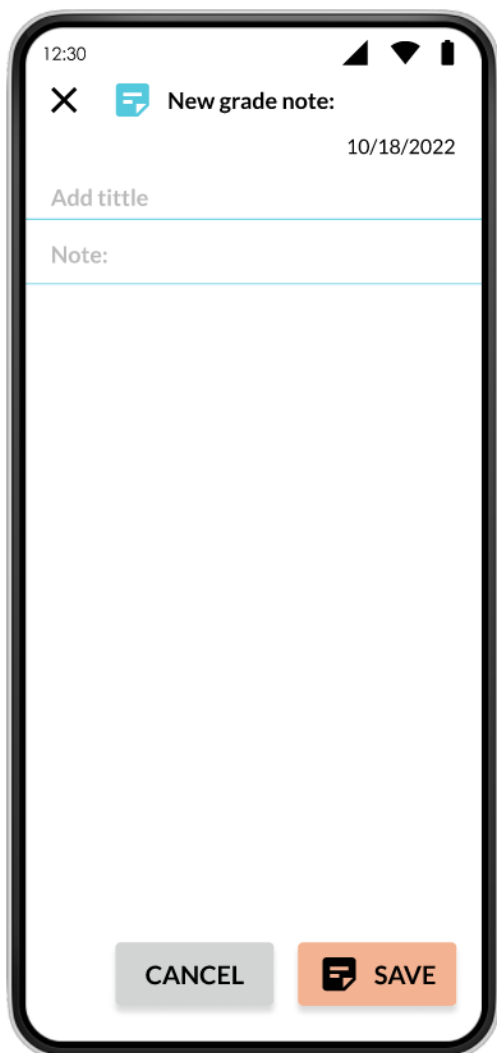
Individual notes

1. Go to [student profile](#)
 2. Tap  icon
 3. The list of notes created for this student will be displayed.
 4. Tap  to create a new note.
 5. On the non-in screen type the name of the note.
 6. At  start typing the note you want to add.
 7. Tap  to save the note you have typed.
 8. The note preview opens with options to share, edit, or delete the note.
-

Groupal notes

To create a note for school grade :

1. You must enter the [student section](#)
2. Tap  icon
3. Tap the grade you want to send a group notice to.
4. Tap  icon from the icons displayed.
5. The note group screen will appear.



6. Add a title for your note, and what you want to write.



7. Finish your note by tapping


The notes are for you, except for the ones that you want to share with others.

To create a note for custom group

1. You must enter the [student section](#)

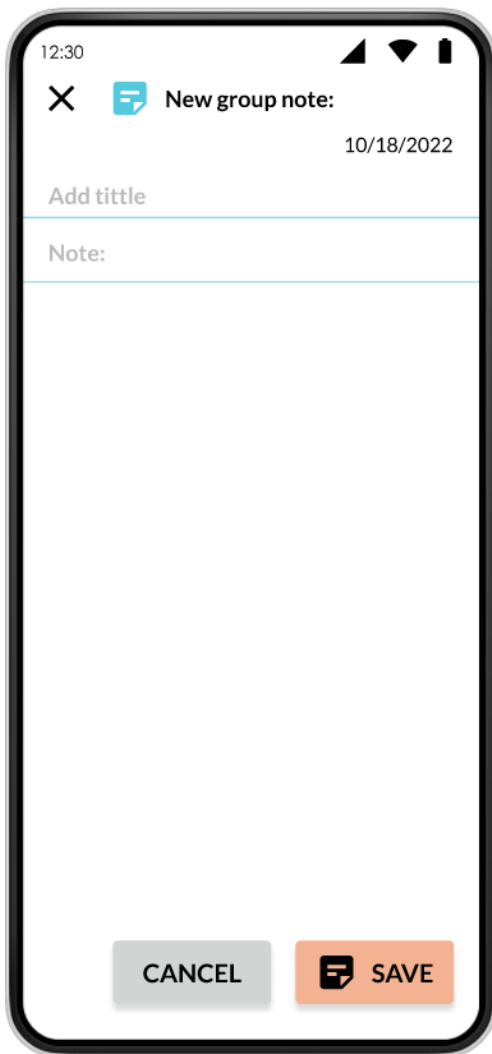
All School grade **GROUPS**

2. Tap

3. Tap the bar labeled  **Basic-example** with the group you want to create a note.

4. In the following screen tap  icon

5. The new group note screen will appear.



6. Add a title for your note, and what you want to write.




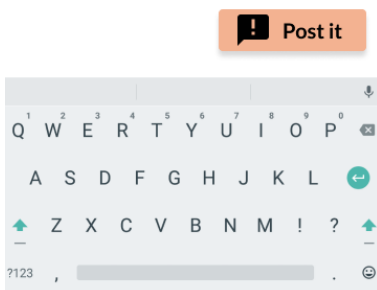
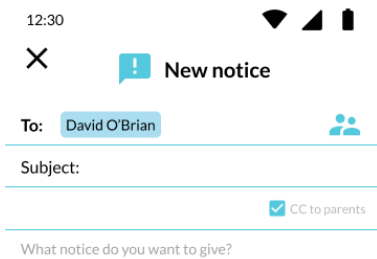
7. Finish your note by tapping


The notes are for you, except for the ones that you want to share with others.

Notice

Individual notice

1. Go to [Student profile](#)
2. Tap  icon
3. The notice screen will appear. The name of the student you have previously selected will appear by default.



4. Type the subject and the notice you want to announce to the group.
5. To send your notice, tap 
6. You student will receive a notification of notice.


Groupal notice

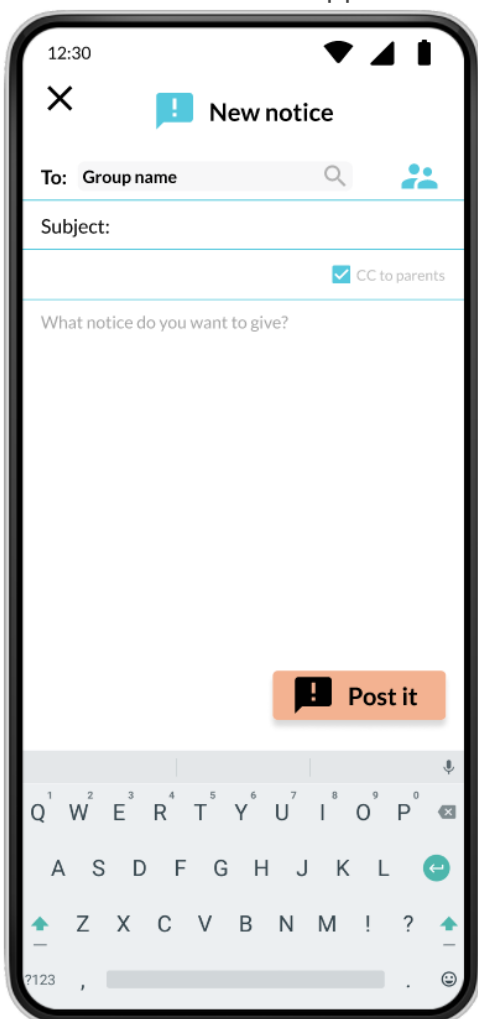
Send notices to all the students in the group.


Notices can be reviews, congratulations, news, schedules, or any other information that does not require a response.

This feature applies to groups created or groups assigned by school grade.

To send a notice for custom group:

1. You must enter the [student section](#)
2. Tap **All** **SCHOOL GRADE** Groups
3. Tap the group you want to send a notice to.
4. Tap  icon from the icons displayed.
5. The notice screen will appear.



6. Type the subject and the notice you want to announce to the group.
 7. To send your notice, tap  **Post it**
 8. Your students will receive a notification of notice.
-

To send a notice for grade school group:

1. You must enter the [student section](#)

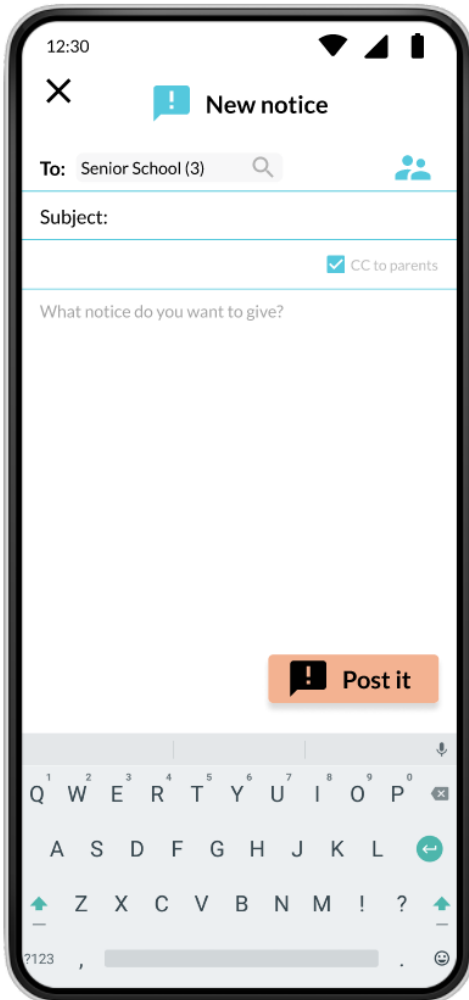
All School grade **GROUPS**

2. Tap

3. Tap the bar labeled **+ Basic-example** with the group you want to send a notice.

4. In the following screen tap  icon

5. The notice screen will appear.




6. Type the subject and the notice you want to announce to grade.

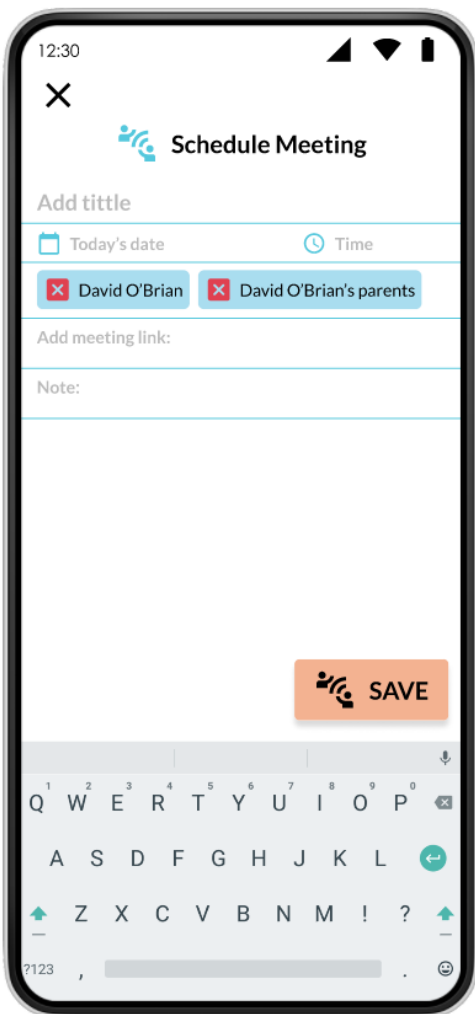
7. To send your notice, tap



8. Your students will receive a notification of notice.

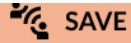
Meeting

Individual meeting

1. Go to [Student profile](#)
2. Tap  icon
3. The meeting screen will appear. The name of the student and parents that you have previously selected will appear by default.



4. If you want only a parents meeting tap  icon next to the student's name, but If you want a student meeting, tap  icon next student parent's name.
5. Fill out the information below to schedule your meeting:
 - Title
 - Date
 - Time,
 - Link to connect to the meeting
 - Note if needed.




6. To finish scheduling your meeting, tap
7. Your student or parents, or both will receive a notification about the meeting schedule.

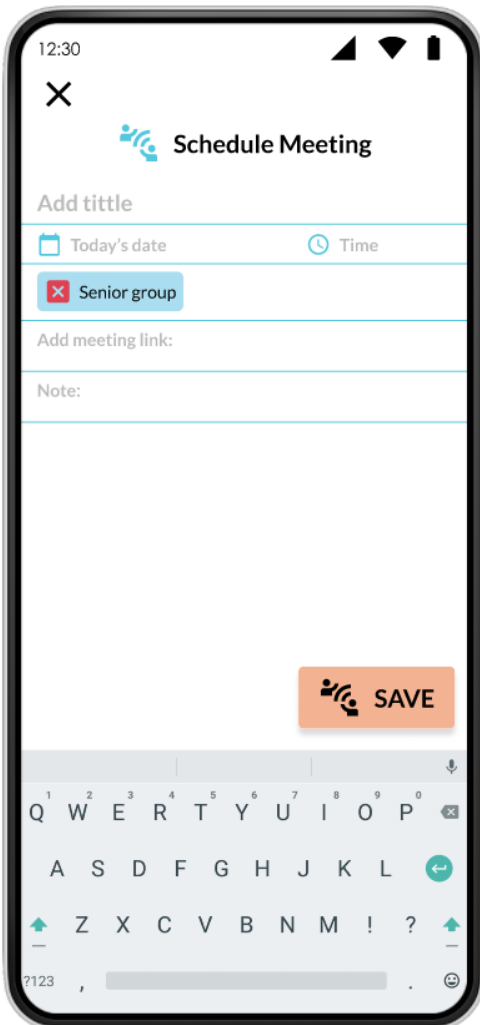
Groupal meeting

Schedule a group meeting, send a notification to all students, and automatically add it to their calendars, just like yours.

This feature applies to groups created or groups assigned by school grade.


To send a notice for custom group:

1. You must enter the [student section](#)
2. Tap **All** **School grade** **GROUPS**
3. Tap the group you want to schedule a meeting for.
4. Tap  icon from the icons displayed.
5. The schedule meeting screen will appear.






12:30

✕

 **Schedule Meeting**


Add title

 Today's date  Time

 Senior group

Add meeting link:

Note:

 **SAVE**

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M ! ?

6. Fill out the information below to schedule your meeting:

- Title
- Date
- Time,
- Link to connect to the meeting
- Note if needed.



7. To finish scheduling your meeting, tap

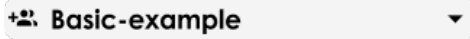
8. Your students will receive a notification about the meeting schedule.

To send a notice for grade school group:

1. You must enter the [student section](#)

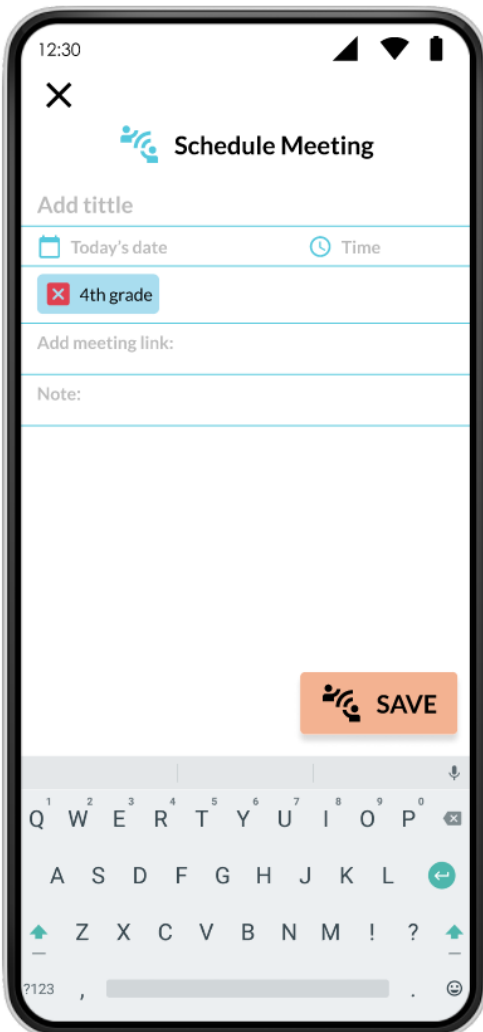
All **SCHOOL GRADE** Groups

2. Tap

3. Tap the bar labeled  with the group you want to schedule.

4. In the following screen press 

5. The schedule meeting screen will appear.

A screenshot of a smartphone screen showing the "Schedule Meeting" app. The status bar at the top shows the time 12:30 and signal icons. The app has a close button (X) in the top left. The title "Schedule Meeting" is at the top with a signal icon. Below the title are input fields: "Add title", "Today's date" (with a calendar icon), "Time" (with a clock icon), a group selection bar showing "4th grade" with a red X icon, "Add meeting link:", and "Note:". At the bottom right is an orange "SAVE" button with a signal icon. A keyboard is visible at the bottom of the screen.

6. Fill out the information below to schedule your meeting:

- Title
- Date
- Time,
- Link to connect to the meeting
- Note if needed.





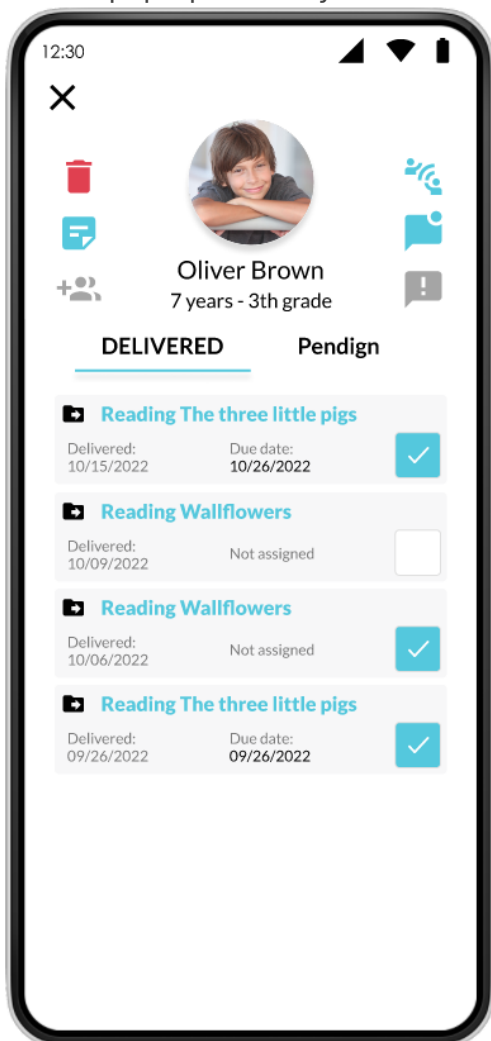
7. To finish scheduling your meeting, tap

8. Your students will receive a notification about the meeting schedule.

Student profile

The Student Profile allows you to have a separate view of each student, view individual options, and see a list of assigned, submitted, and pending activities that you can monitor.

1. Tap  located in the top menu to go to students section.
2. To access the individual profile, tap the student name or  icon.
3. On the pop-up screen you will see the options created for the individual student.



The tools available from there are:

- Delete a Student
- [Create an individual note](#)
- [Add the student to a group](#)
- [Schedule a meeting](#)
- Send a message

- Submitted or pending activities