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
- Group conversation
- Notes
- Notice
- Meeting
- Student profile

Add student

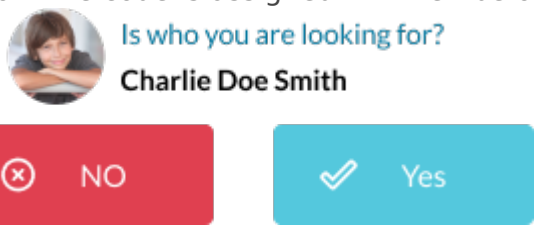
You will be able to add students to begin to support them in their learning process.

Add student

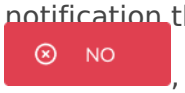
1. From the top menu, go to 
2. The ALL option is the main option by default



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



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 

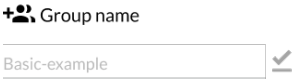
, re-request the code from your student, and check that it is spelled correctly.

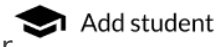
Create group

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.

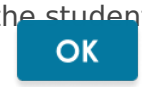
Create a group

1. From the top menu, go to 
2. Tap 

3. Tap  icon located at the bottom right of the screen.
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 

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

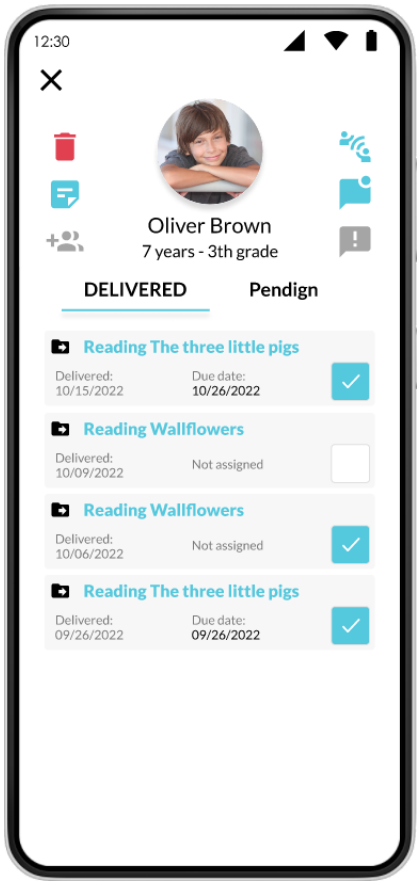
If a new student has joined, you can add that student to a group if you wish.

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.

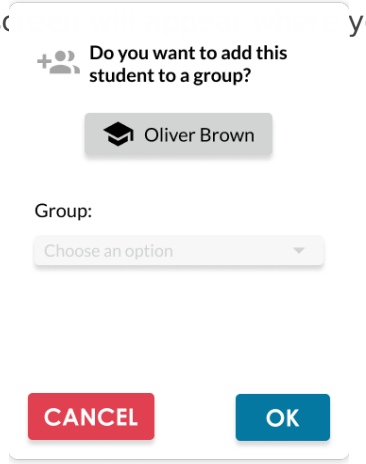
From individual profile

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



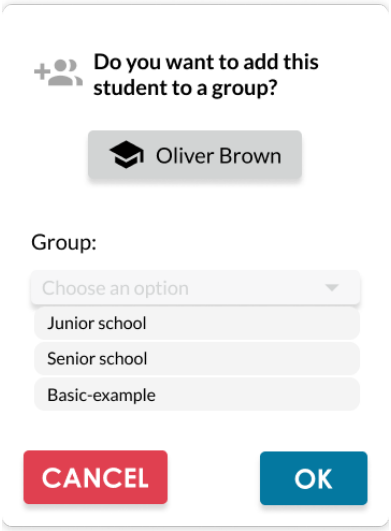
2. Tap icon
   If the icon is displayed like this: it means that the student already belongs to a group.

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



want to assign the student.

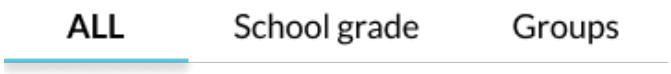
4. When you tap on the bar, you will have a list of group options.



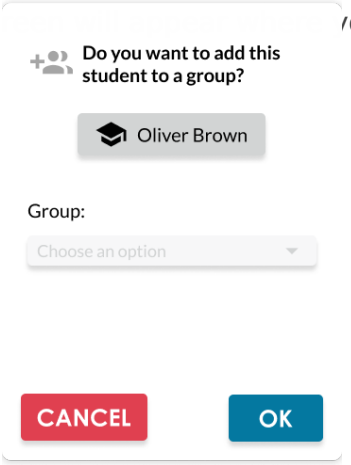
5. To finish adding the student: Tap OK

From all tab

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

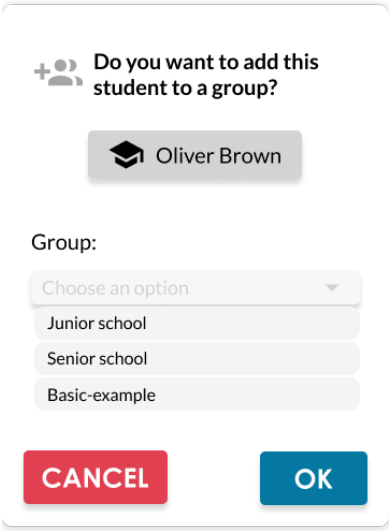


3. Each student's individual profile will be on display.
4. You should tap the icon 
   If the icon is displayed like this:  it means that the student already belongs to a group.
5. If you tap , a pop-up sc ou can select the group to which you



   want to assign the student.

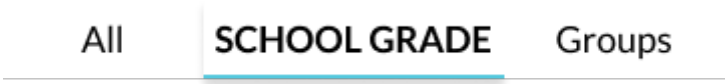
6. When you tap on the bar, you will have a list of group options.



7. To finish adding the student: Tap OK

From school grade tab

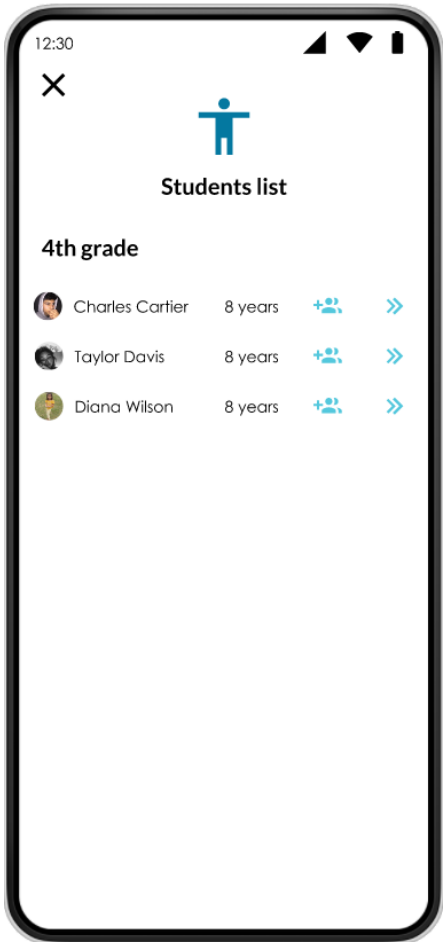
1. From the top menu, go to 
2. Tap SCHOOL GRADE tab bar



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

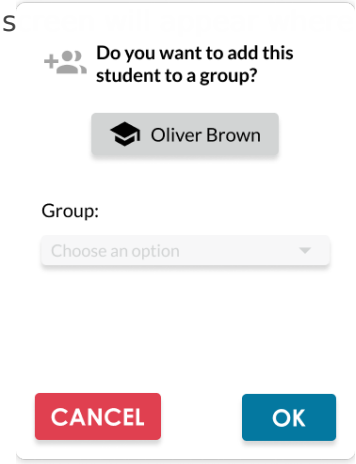


4. Tap  from the icons displayed.
5. The students list screen will show you.

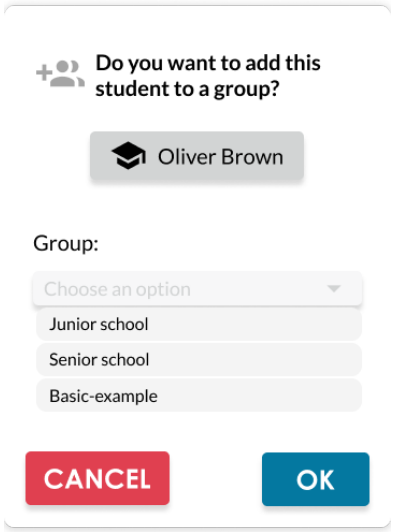


6. Each student's individual profile will be on display. (If you want to go to the student's profile tap » icon)
7. You should tap on the icon
   If the icon is displayed like this: it means that the student already belongs to a group.

8. If you tap , a pop-up s you can select the group to which you want to assign the student



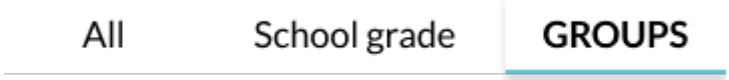
9. When you tap the bar, you will have a list of group options.



10. To finish adding the student: tap OK

From groups tab

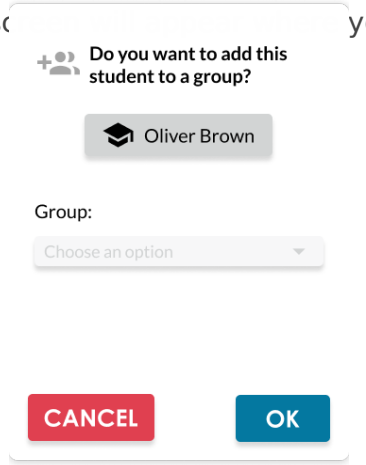
1. From the top menu, go to 
2. Tap GROUPS tab bar



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

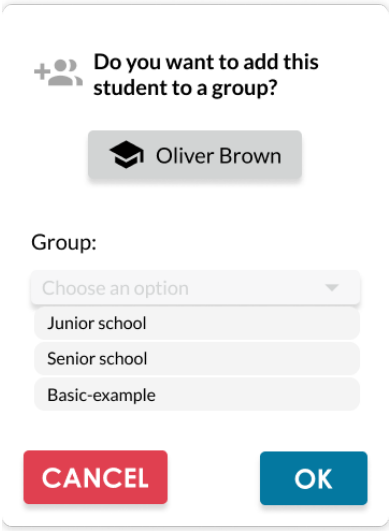


4. Each student's individual profile will be on display. (If you want to go to the student's profile tap » icon)
5. You should tap the icon 
   If the icon is displayed like this:  it means that the student already belongs to a group.
6. If you tap , a pop-up sc you can select the group to which you



want to assign the student.

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

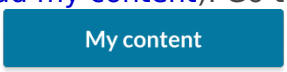


8. To finish adding the student: Tap OK

Activity assignment

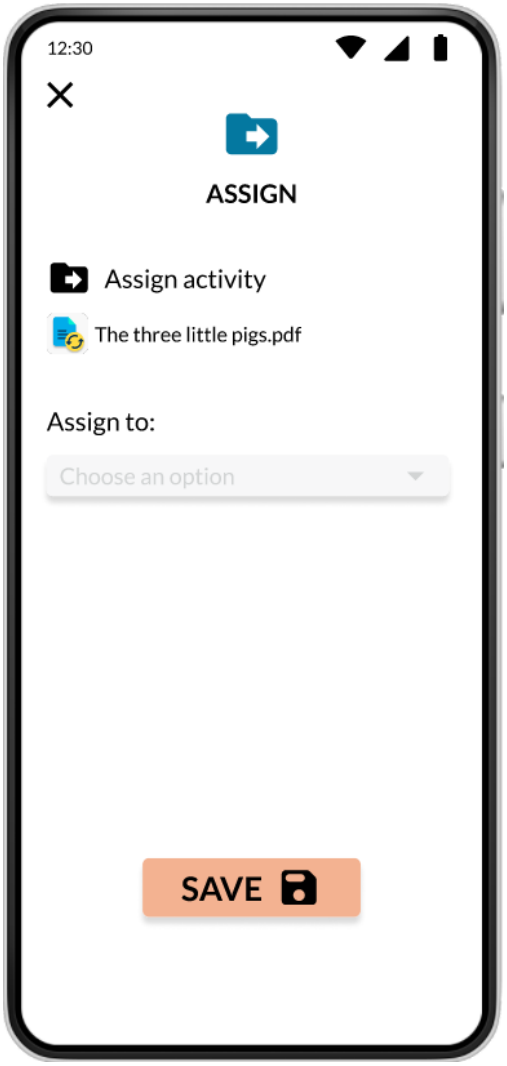
Assigning activities consists of letting the learner know what they are expected to do, providing instructions, and defining the type of content they need to deliver.

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1. Once you have uploaded the activity you want to assign (to upload your activity, see: Upload my content). Go to Activities 
2. Tap 

3. Once inside, select the folder that contains the activity you want to assign.
4. Tap the activity you want to assign
5. Two options appear 

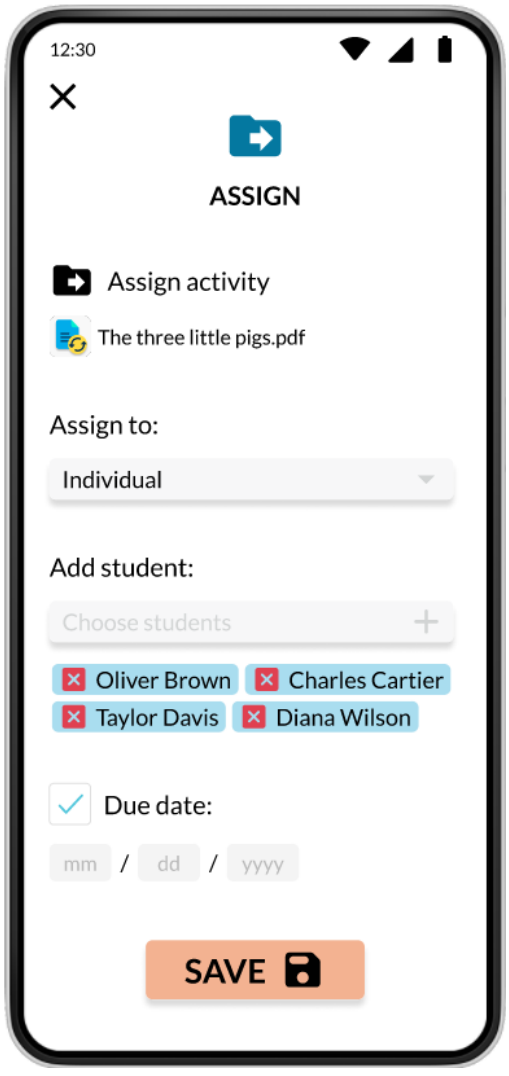
. Tap  icon.
6. On the pop-up screen, you will see the name of the activity you want to assign and the "Assign to" option.



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

Individual

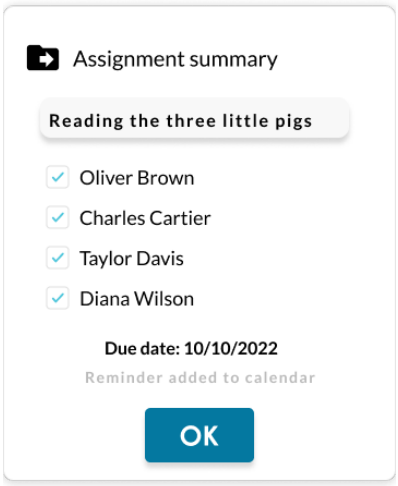
1. The screen will change and the "Add Student" option will be added, tap
   Add student:
   Choose students +
2. On the pop-up screen you will see a list of students available for assignment . Tap ✓ next to the student name to add them to the activity assignment.
3. When you have selected all the students you want, tap OK 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 mm / dd / yyyy (activities will have a due date time of 23:59).

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.

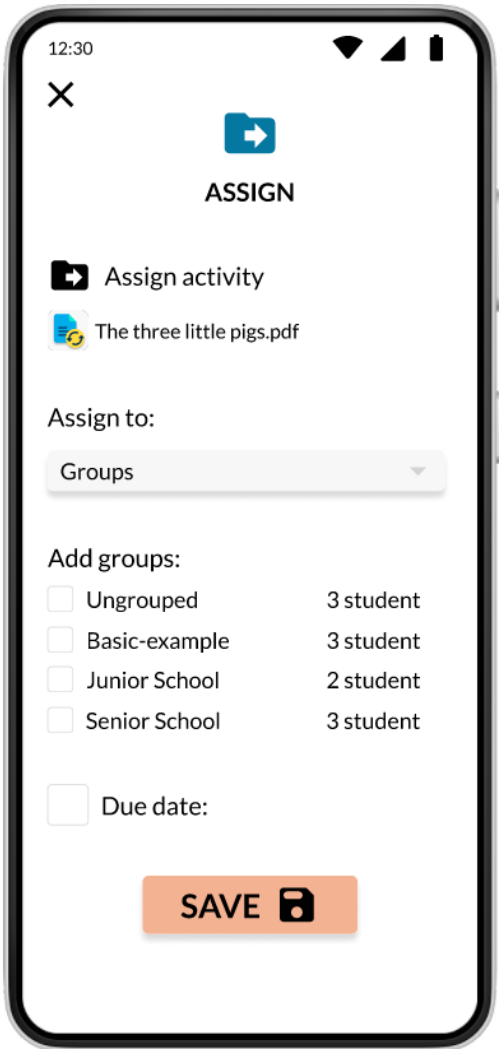


(A reminder of the activity deadline will be added automatically).
9. Tap 

to finish

Group

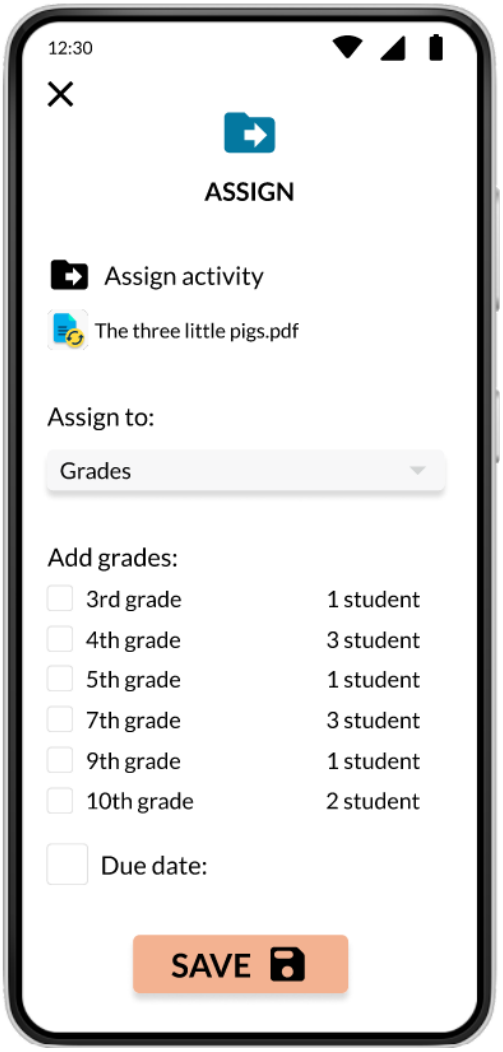
1. If you choose to assign by groups, the screen changes and adds the option to choose from the groups you created.



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 mm / dd / yyyy (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 OK to finish

Grade

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



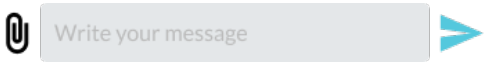
2. Tap ☐ to add a gradeto the assignment.
3. You will see the option to add a due date, if you want to activate it, tap ☑ Due date:
4. Enter the date assigned for the submission of the Activity mm / dd / yyyy (activities will have a due date time of 23:59).
5. A pop-up screen will open with a summary 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 OK 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
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
2. Tap 

3. Tap the bar labeled 

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.

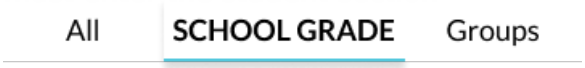
This feature applies to invididual, groups created or school grade.

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 pop-up 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 
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
2. Tap 

3. Tap the bar labeled 

with the group you want to create a note.
4. In the following screen tap  icon
5. The new group note screen will appear.



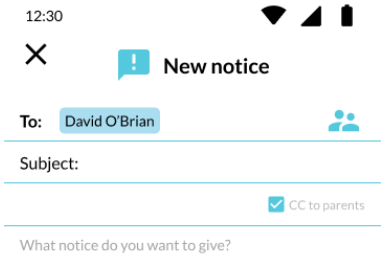
6. Add a title for your note, and what you want to write.
7. Finish your note by tapping 

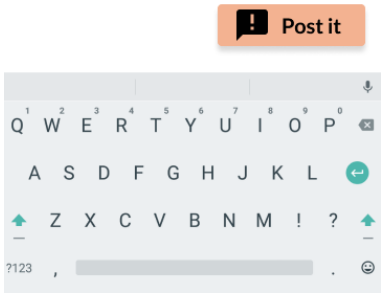
The notes are for you, except for the ones that you want to share with others.

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

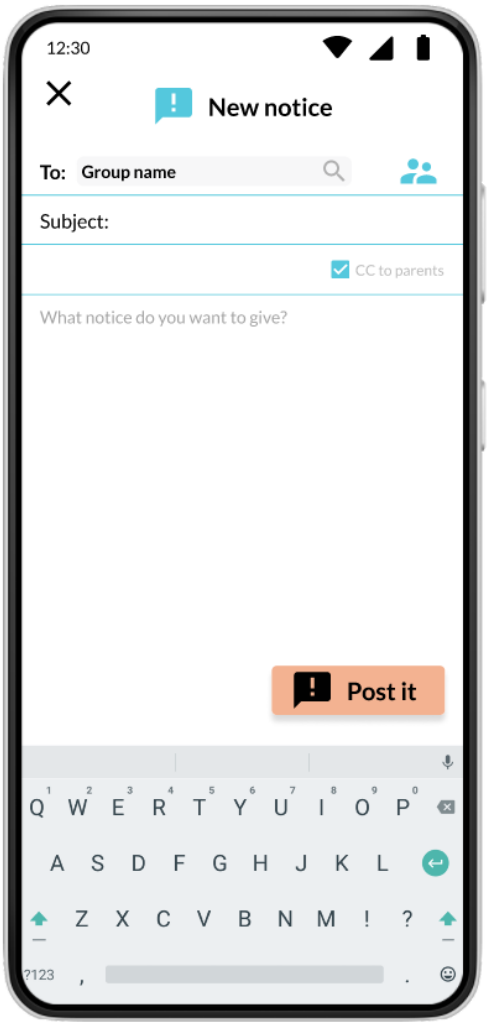
Send notices to all the students in the group.
Notices can be reviews, congratulations, news, schedules, or any other information that does not require a response.

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 

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 

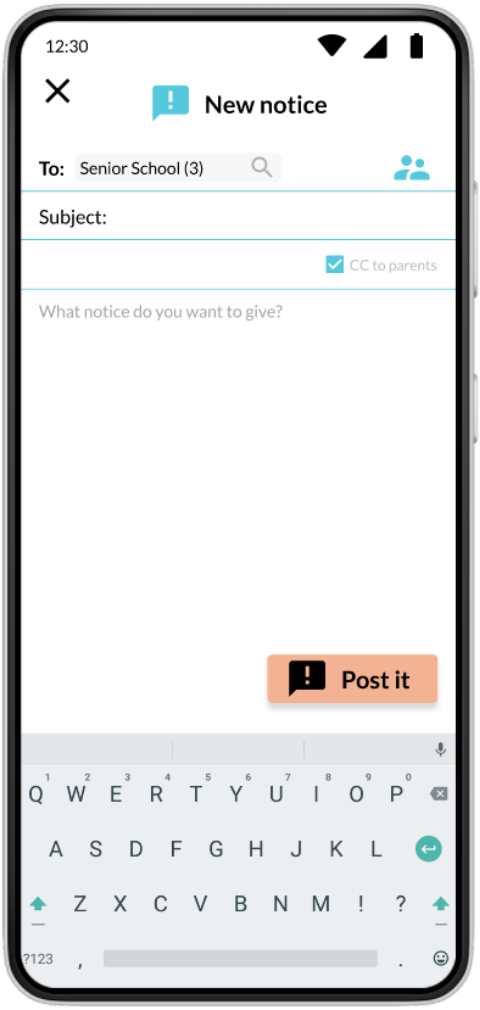
8. Your students will receive a notification of notice.

To send a notice for grade school group:

1. You must enter the student section
2. Tap 

3. Tap the bar labeled 

with the group you want to send a notice.
4. In the following screen tap  icon
5. The notice screen will appear.



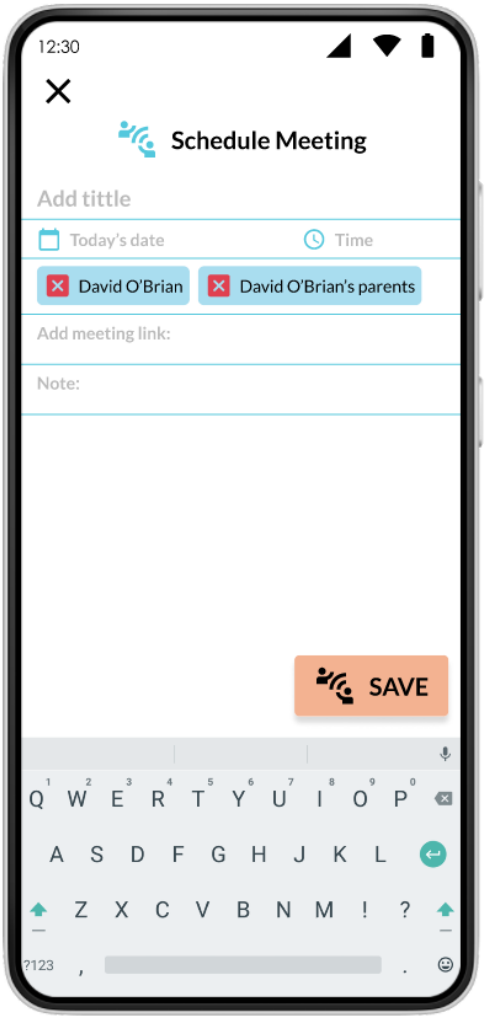
6. Type the subject and the notice you want to announce to grade.
7. To send your notice, tap 

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

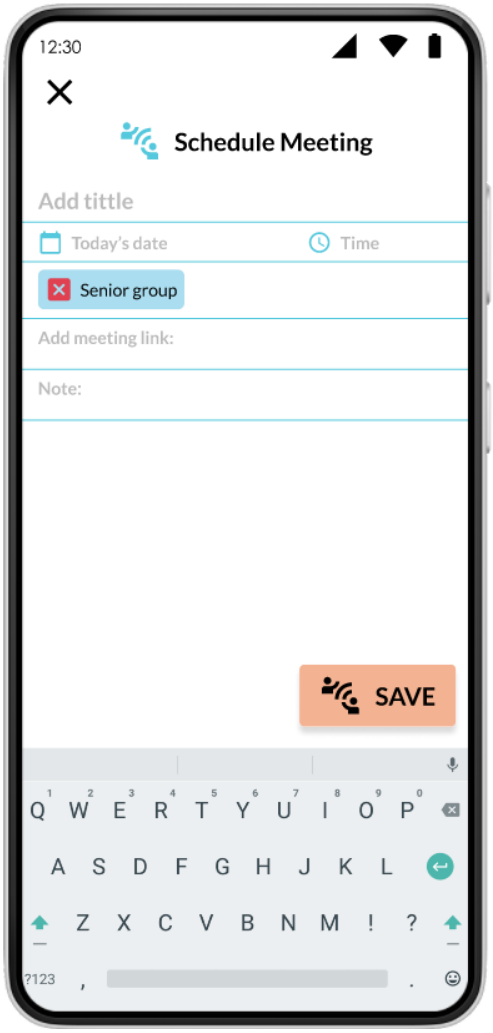
Schedule a group meeting, send a notification to all students, and automatically add it to their calendars, just like yours.

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 

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.



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 

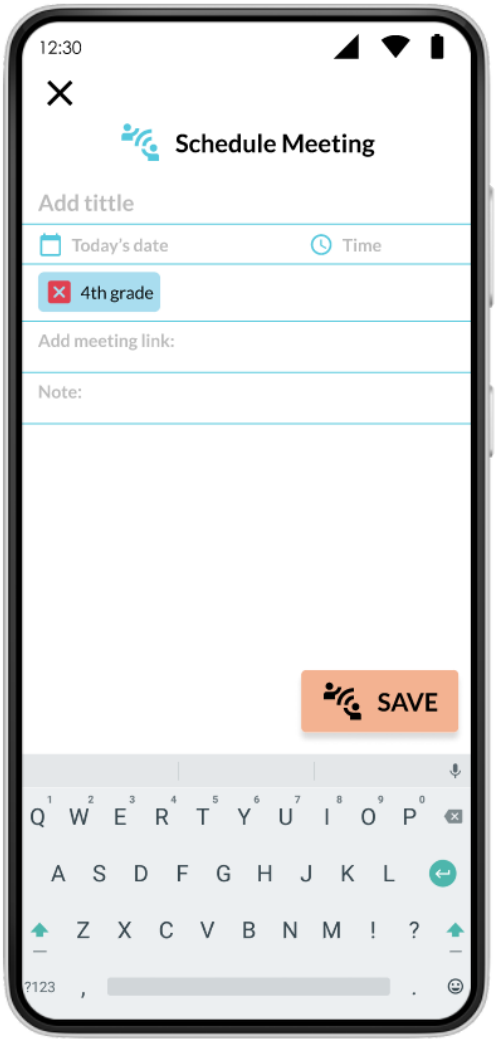
8. Your students will receive a notification about the meeting schedule.

To send a notice for grade school group:

1. You must enter the student section


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.



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 

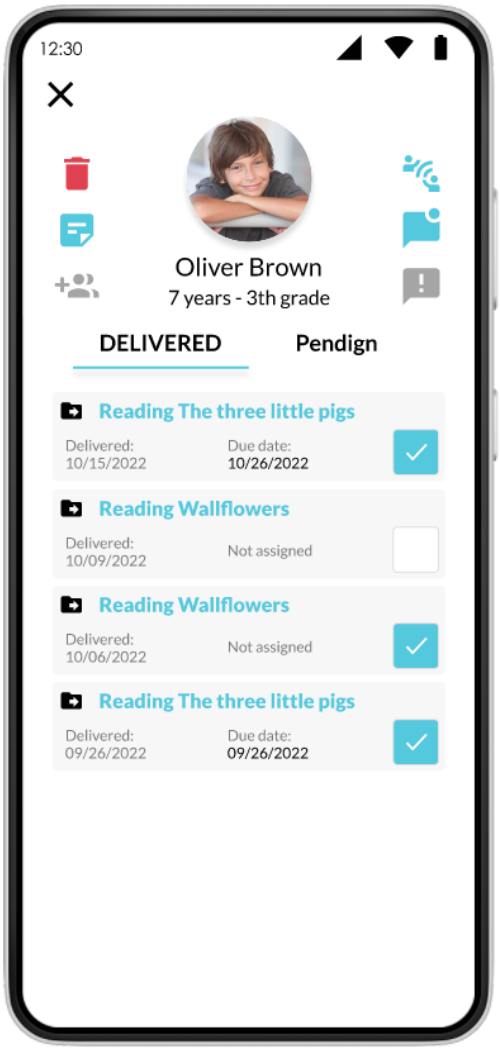
8. Your students will receive a notification about the meeting schedule.

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.

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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