

# Quick start

The basic steps for using Letter Order are: create an account, add students, share my code, upload materials, assign materials, review activities.

## Create account

1. Open the app
2. Tap  ADMIN user
3. Tap 
4. Fill in the information required to create the account.
5. Add a certificate of education and a certificate of specialization as an interventionist, either as an image or PDF file.
6. Tap



Once the account is created, you must log in with the email and account you have previously added.

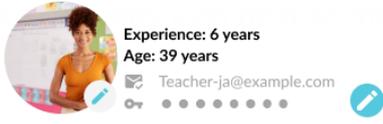
Once logged in, you will be able to add a student.

## Add student

To add students there are 2 options:

1. Go to "my profile" by tapping on the top bar 
2. Tap 

3. Interventionist code that you will share with your students.



Experience: 6 years  
Age: 39 years  
Teacher-ja@example.com

 Professional profile

 Education-certification.pdf

 Interventionist-certification.pdf

 Upload + doc

 Share my code

Share this code with your students, from their app they will be able to register you as their teacher.

**JMAR121278** 

Or

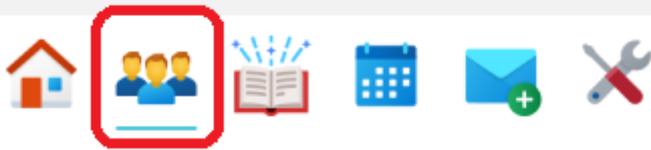
 Share my profile with students

[https://Letterorder.com/link\\_](https://Letterorder.com/link_) 

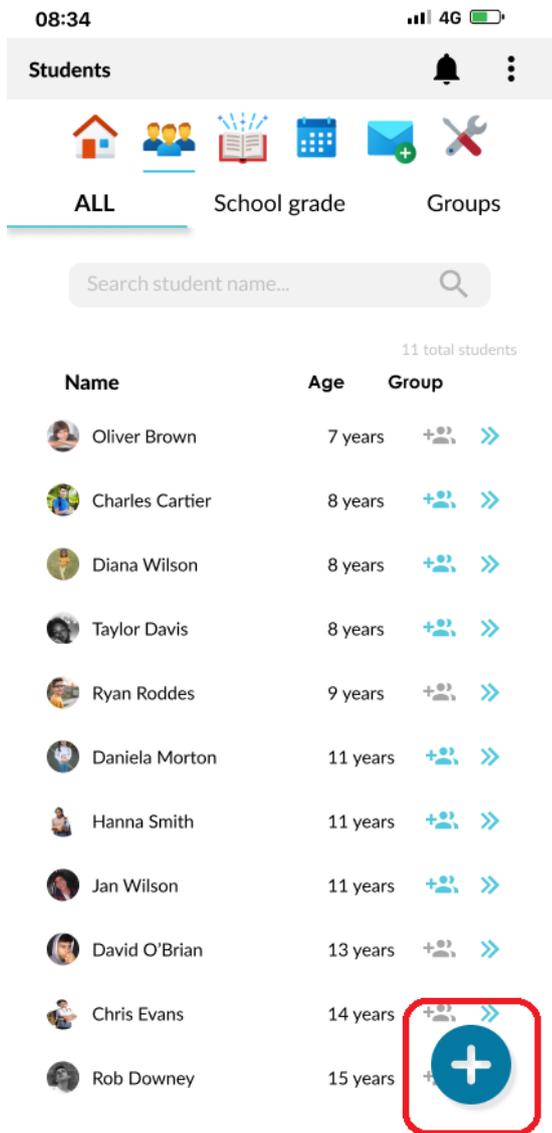
Once your students enter your code, their accounts will be linked and they can begin working.

The other way is:

1. Ask the student you want to add for their student code.
2. Once he/she gives it to you, you will need to enter the Student section.



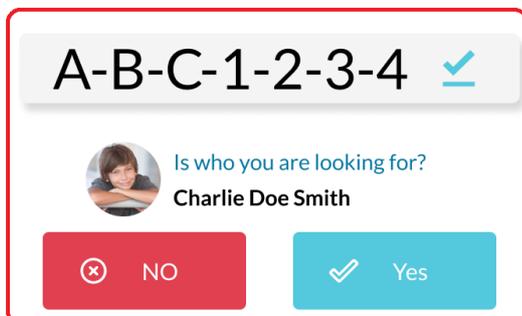
3. Tap on the add icon



4. Enter the student's code and verify that the information is correct for the person you are adding.

### < > Student code

Request a student code from your student to link the accounts.



5. Touch "Yes" if it is correct and tap "No" if it is not and try again.

## Upload material

To upload your work material

1. Tap activities section



2. Tap upload icon

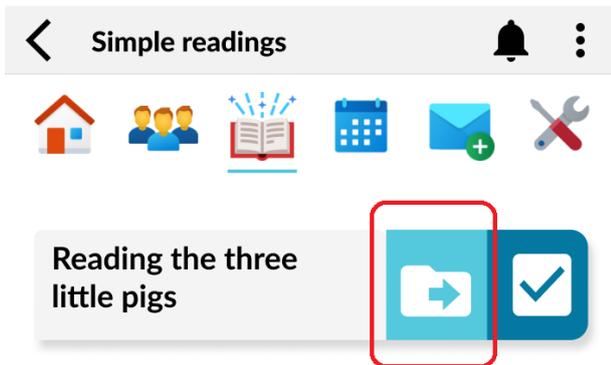


3. Choose the file or take a picture of the material and upload it. Fill in information such as name and description.
4. Select a folder to sort the material and select the type of evidence required to complete the activity, such as voice recording or file submission.
5. Tap save to upload it.

## Assign activity

With the uploaded material, you can assign the activity

1. Touch the activity you want to assign.
2. Tap assign option



3. Choose who you want to assign the activity to, either individually, in a group, or by grade level.
4. You can set a deadline for the delivery of the activity or leave it open.



## ASSIGN

 Assign activity

 The three little pigs.pdf

Assign to:

Grades

Add grades:

- |                                     |            |           |
|-------------------------------------|------------|-----------|
| <input checked="" type="checkbox"/> | 3rd grade  | 1 student |
| <input checked="" type="checkbox"/> | 4th grade  | 3 student |
| <input type="checkbox"/>            | 5th grade  | 1 student |
| <input type="checkbox"/>            | 7th grade  | 3 student |
| <input type="checkbox"/>            | 9th grade  | 1 student |
| <input type="checkbox"/>            | 10th grade | 2 student |

Due date:

10 / 10 / 2022

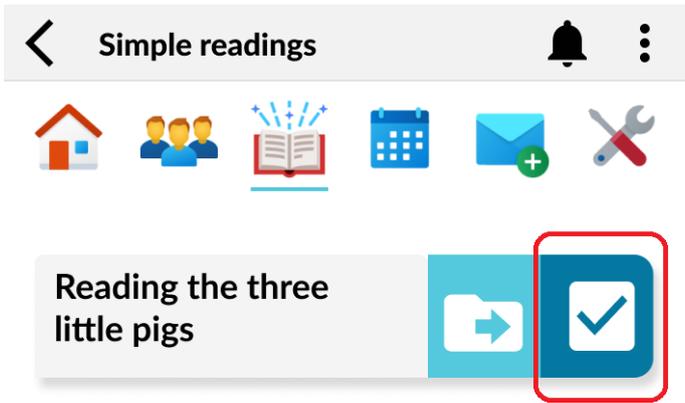
**SAVE** 

5. Tap Save, and the activity is assigned and added to the calendar with the due date for both you and the student

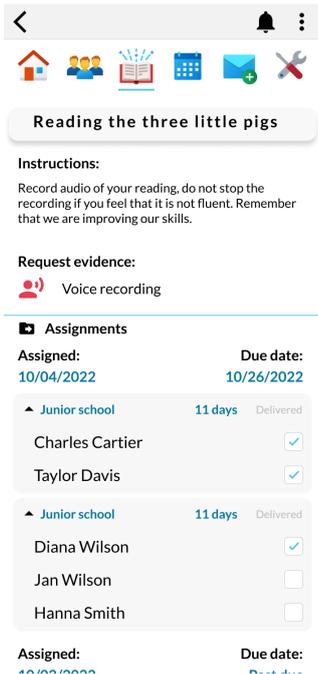
## Send feedback

Once the activities are returned for review, you will receive a notification.

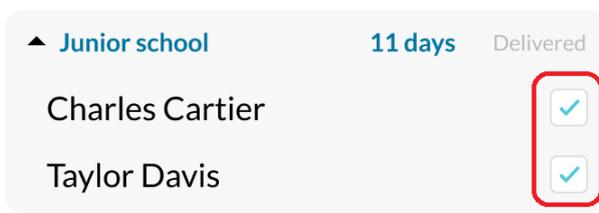
1. Go to the activity you want to review
2. Tap the review icon



3. You will see the activity information and the list of students who have been assigned the activity.

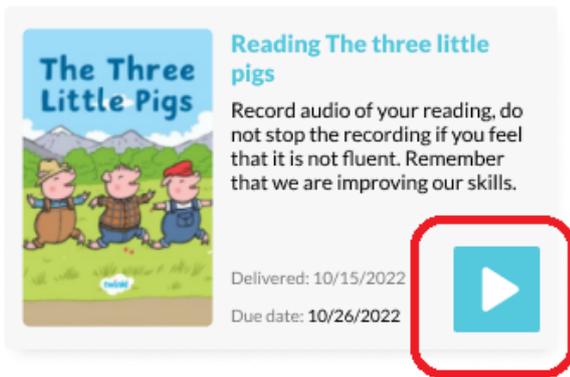


4. Students who have already submitted the activity will look like this:



5. Tap the icon

6. Tap to view activity



The Three Little Pigs

Reading The three little pigs

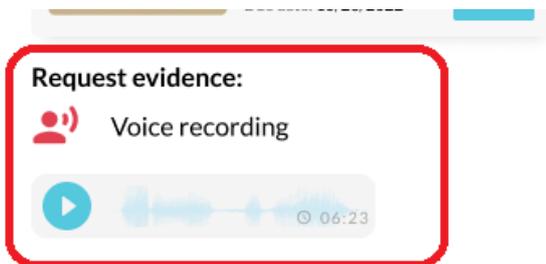
Record audio of your reading, do not stop the recording if you feel that it is not fluent. Remember that we are improving our skills.

Delivered: 10/15/2022  
Due date: 10/26/2022

A red rounded rectangle highlights a blue play button icon in the bottom right corner of the activity card.

**Request evidence:**

7. Tap to listen to the audio or view the attached file, as appropriate.



**Request evidence:**

 Voice recording



A red rounded rectangle highlights the entire 'Request evidence' dialog box.

8. Add your comment and send it to the student for feedback.



The Three Little Pigs

Reading The three little pigs

Record audio of your reading, do not stop the recording if you feel that it is not fluent. Remember that we are improving our skills.

Delivered: 10/15/2022  
Due date: 10/26/2022

A blue play button icon is visible in the bottom right corner of the activity card.

**Request evidence:**

 Voice recording



**Feedback:**

Write your feedback...

 FEEDBACK

A red rounded rectangle highlights the feedback input area and the feedback button.

*There are many more functions that you can use, read the prepared documentation. Good luck.*

Revision #2

Created 27 September 2023 23:52:17 by Maria Valencia

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