



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

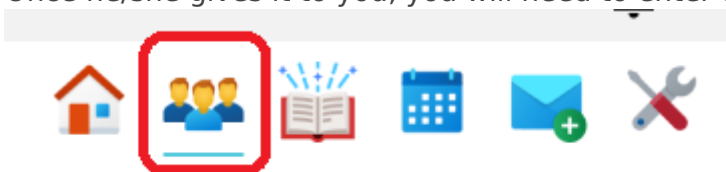
 Share my profile with students

https://Letterorder.com/link_ 

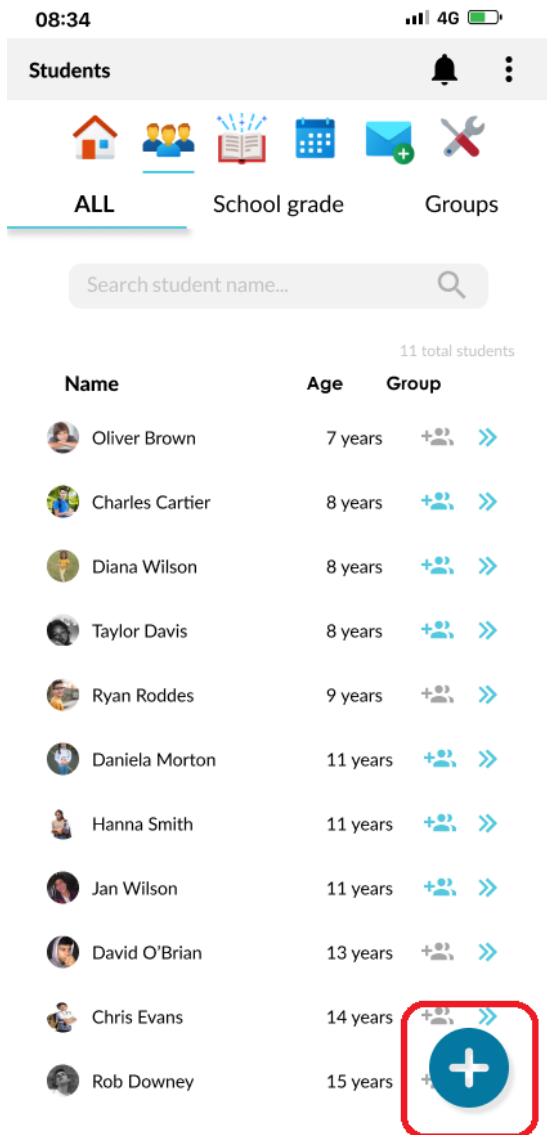
Once your students enter your code, their accounts will be linked and they can begin working.

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.

The screenshot shows the 'Student code' verification screen. At the top, the code 'A-B-C-1-2-3-4' is displayed in a large font, followed by a blue checkmark icon. Below the code, there is a profile picture of a student and the text 'Is who you are looking for? Charlie Doe Smith'. At the bottom, there are two buttons: a red button with a white 'X' icon and the text 'NO', and a blue button with a white checkmark icon and the text 'Yes'.

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

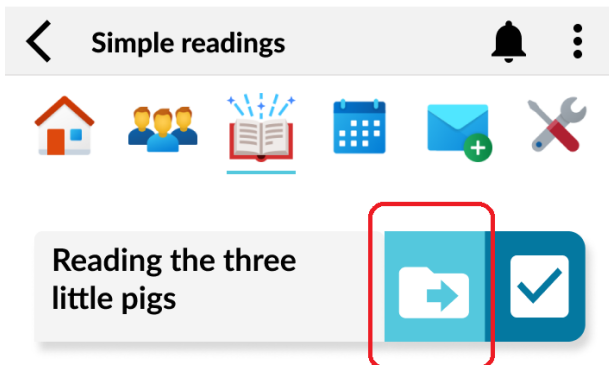


3. Choose the file or take a picture of the material and upload it. Fill in information such as name and description.
4. Select a folder to sort the material and select the type of evidence required to complete the activity, such as voice recording or file submission.
5. Tap save to upload it.

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

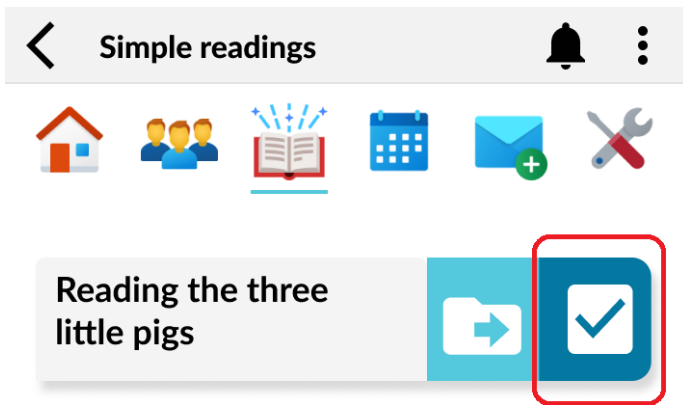
SAVE

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

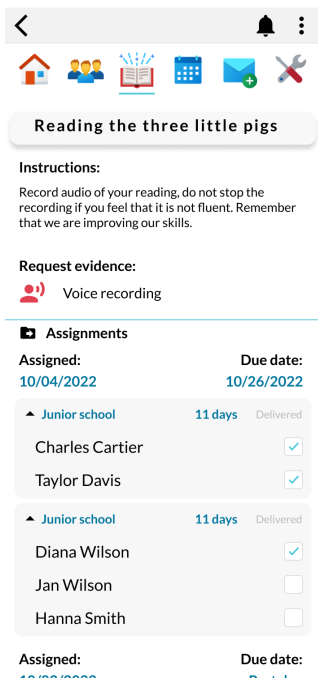
Send feedback

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

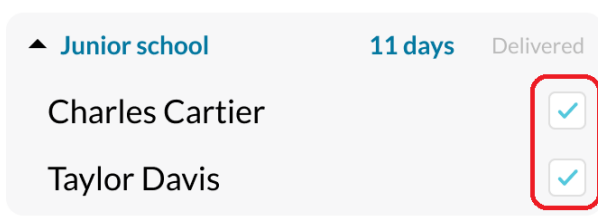
1. Go to the activity you want to review
2. Tap the review icon



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

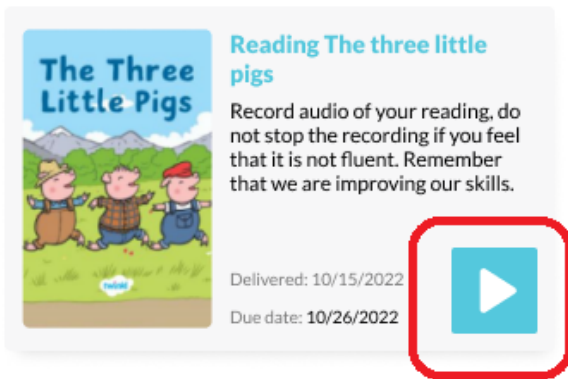


4. Students who have already submitted the activity will look like this:



5. Tap the icon

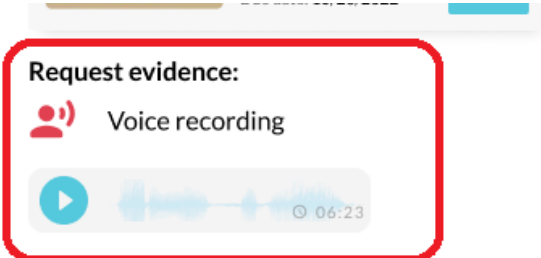
6. Tap to view activity



The card features a cartoon illustration of three pigs on the left. To the right, the title 'Reading The three little pigs' is displayed in blue. Below the title, a paragraph of text reads: '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.' At the bottom left, it says 'Delivered: 10/15/2022' and 'Due date: 10/26/2022'. A red square highlights a blue play button icon on the right side of the card.

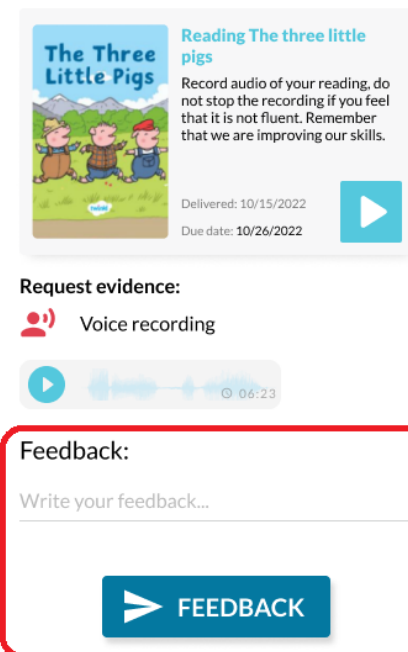
Request evidence:

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



This section is titled 'Request evidence:' and contains a red icon of a person speaking, followed by the text 'Voice recording'. Below this is a blue play button icon and a waveform representing an audio recording, with a duration of 06:23. The entire section is enclosed in a red rounded rectangle.

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



The top part of the block is the same activity card as in step 6. Below it is the 'Request evidence:' section with the voice recording icon and waveform. At the bottom, a red rounded rectangle contains the 'Feedback:' section, which has a text input field labeled 'Write your feedback...' and a blue button with a white right-pointing arrow and the word 'FEEDBACK' in white capital letters.

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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