# Parents

Letter order, is an application created with the purpose of providing the educational group Student-Interventionist-Parents, a tool that facilitates the process that takes place during the formative stage of students with Dyslexia.


- Get started
  - Create account
  - Login
  - Log out
  - Password recovery
- My profile
- Add a child
- Activities

# Get started

You will find all the information you need to start using the app and oversee your child's intervention services with the touch of a button.

Get started

# Create account

To start using Letter Order, you need to create an account, and the first step is to determine what type of user you are. If you are in this section, it means that you are interested in creating a "Parent" account to keep track of your child's progress.

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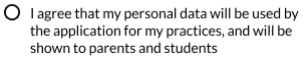
## How to create an account

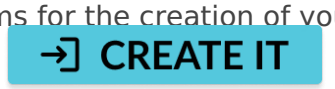
After downloading and installing the app. When you open the app, you will see the option 

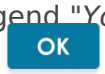
this will be your user type.

1. Tap 

user option
2. Tap 

3. On the pop-up screen you will be asked to fill in your information.
   - Full name
   - Email
   - Password
4. Accept the terms for the creation of your account 

5. Tap the button 

, if all the data are correct your account creation as parent will be accepted. The legend "*Your account has been created*" confirms that your account has been created,  tap 

and you will now be able to login.

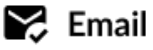
# Login

Once you have created your account as an interventionist, we will log in with the email and password that we previously added when we created our account. If you do not have an account yet, create it.

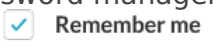
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## Login

1. Select interventionist user 

2. Enter your previously registered email 

name-example@example.com
3. Enter the password you have created 

(write it down somewhere or save it in a password manager for your convenience).
4. Tap 

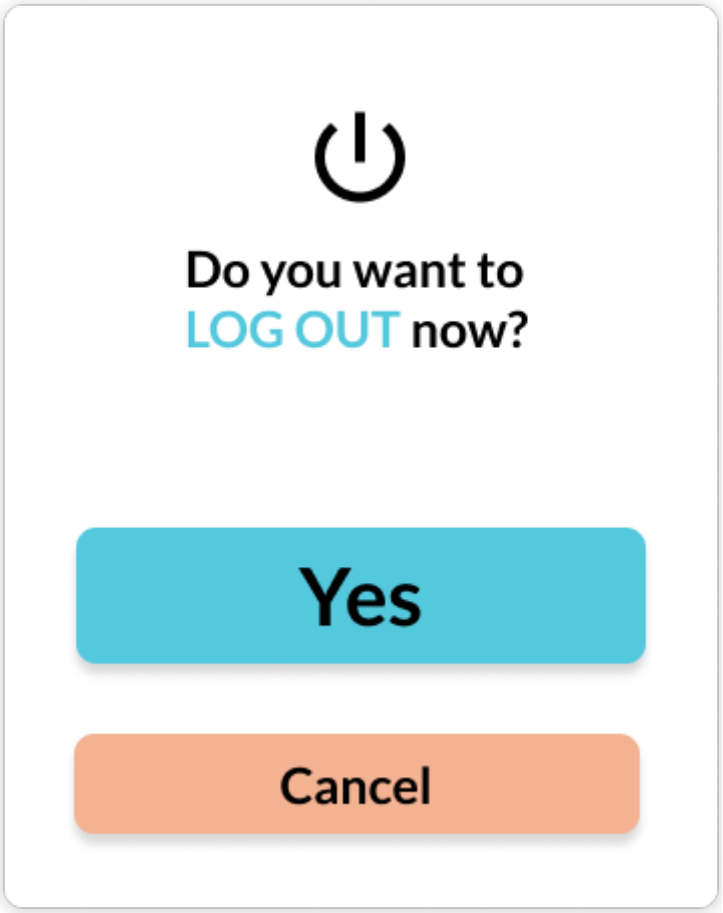
if you want your account to be remembered when you log into the app and be easily accessible.
5. Tap 

. Now you can start using your account.

# Log out

1. Tap the top right icon with three vertical dots wich is next to the notifications icon .
2. A menu will be displayed, in which you must select 

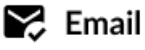
3. In the pop up you have to tap "Yes" if you want to continue or "Cancel" if don't.

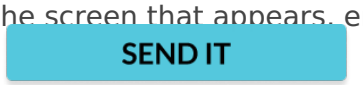


# Password recovery

## If you have forgotten your password...

1. Go to your login
2. Tap 

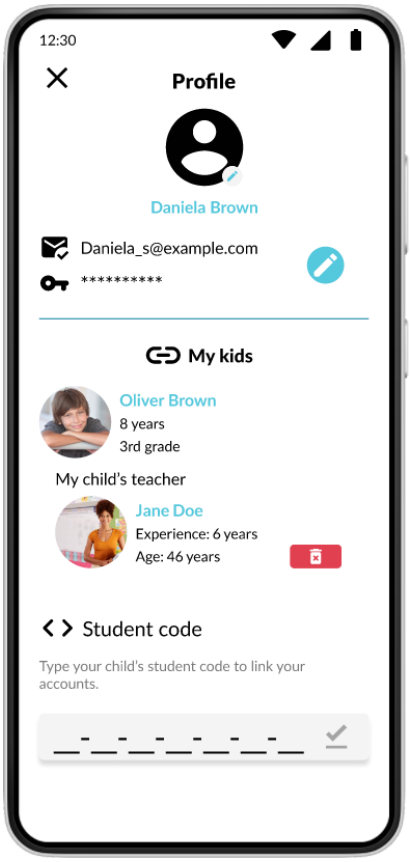
3. On the screen that appears, enter your email address 

again.
4. Tap 

5. A link to securely reset your password will be sent to your registered email address.
6. Once your password has been reset, you will be able to login to your parent account.

# My profile

In your profile you can find your information to display as a parent.




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To visit your profile you must tap on the top right icon with three vertical dots  which is next to the notifications icon .

A menu will be displayed, in which you must select 

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Once there in your profile you will be able to find your information:

- Add or change your profile picture
  1. Tap on your profile picture 
  2. Choose between taking a photo and uploading an image from your files.
  3. Once you have selected the image tap "Done" and your image will be uploaded to your profile.

- Change your password
  1. Tap the edit icon next to your email and password 
  2. The new window will ask you to enter your current password, a new password and repeat the new password.
     *(If you need to change your email address you can contact us at*

*support@letterorder.com)*

3. Tap OK to finish.

   The "Your password has changed" legend confirms the change.

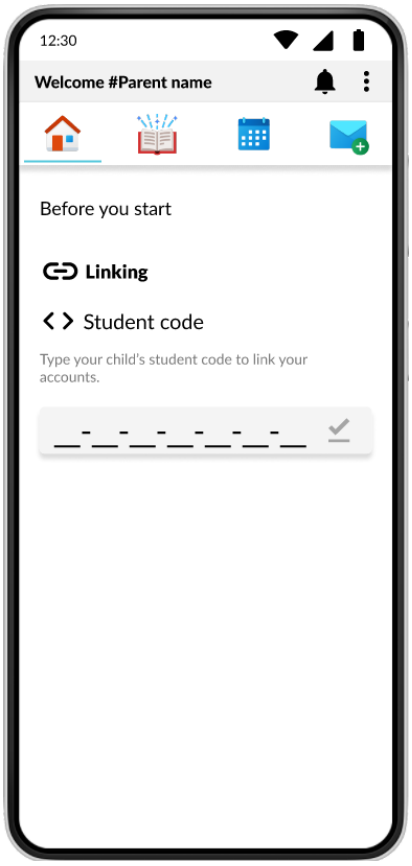
# Add a child

The parent account must be linked to the account of the child or children who are already in a group with a linked interventionist. This will allow you to keep track of meetings with the teacher, homework assignments, and your child's progress."

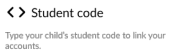
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## From the beginning

1. After login, you will see the 'Link' field on the main screen of the application.



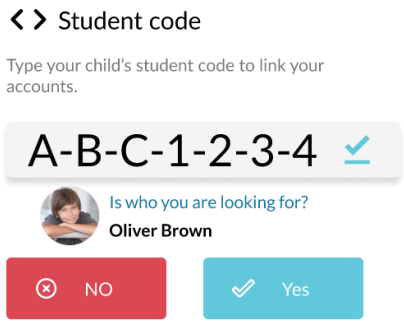

2. You will be prompted for the student code. You should have obtained this code from your child beforehand.




3. Enter the code at



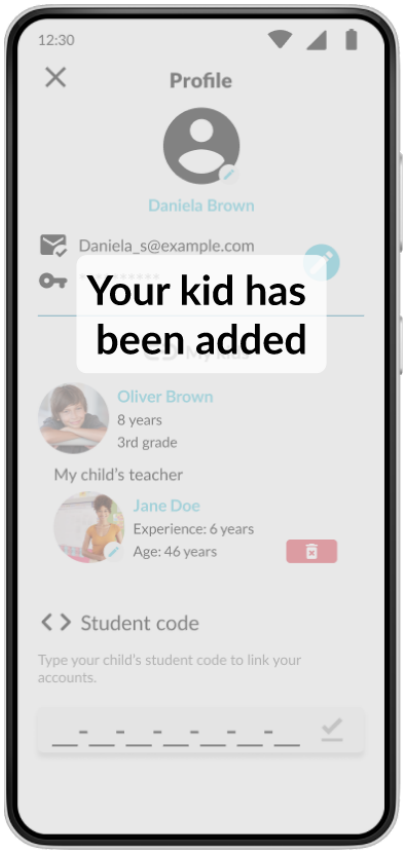

4. If the code is valid, you will see the information for the user to whom the code belongs




5. If it is your child's information, tap  to add them to your account.

6. If it is not, tap  and verify the code to re-enter it.

7. Once added, you will confirm the linking of the accounts

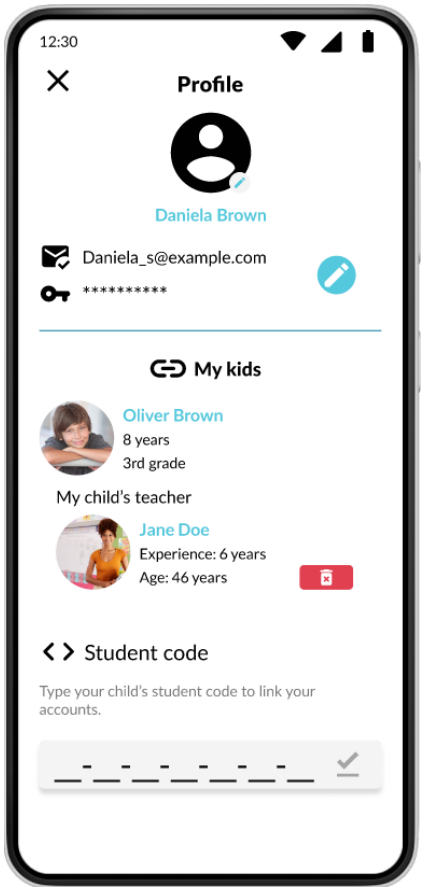


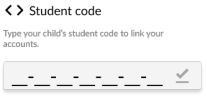

Your main screen will change, displaying your child's information and their associated interventionist.
You will be able to see their pending tasks, and their recent activity.

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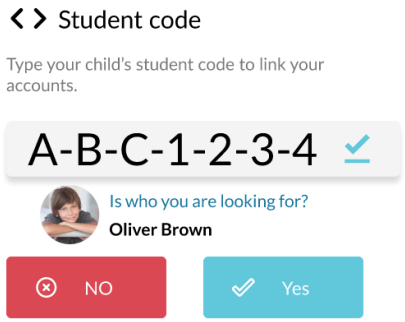
## Add more children

1. Go to "My Profile".
2. You will be able to see your information and below that the information of your child who has already been linked to you.




3. Below this information you will see  again.

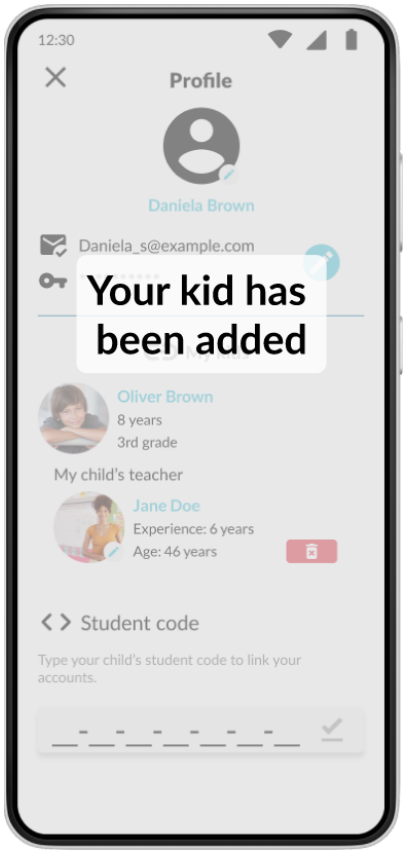
4. You will be prompted for the student code. You should have obtained this code from your child beforehand.
5. Enter the code
6. If the code is valid, you will see the information for the user to whom the code belongs




7. If it is your child's information, tap  to add them to your account.

8. If it is not, tap  and verify the code to re-enter it.

9. Once added, you will confirm the linking of the accounts




Your main screen will change and a page indicator will appear at the top, which you must drag sideways to toggle between one child's profile and another.
You will see each child's information, assigned tasks, and recent activity. You will also see the interventionist assigned to each child.

# Activities

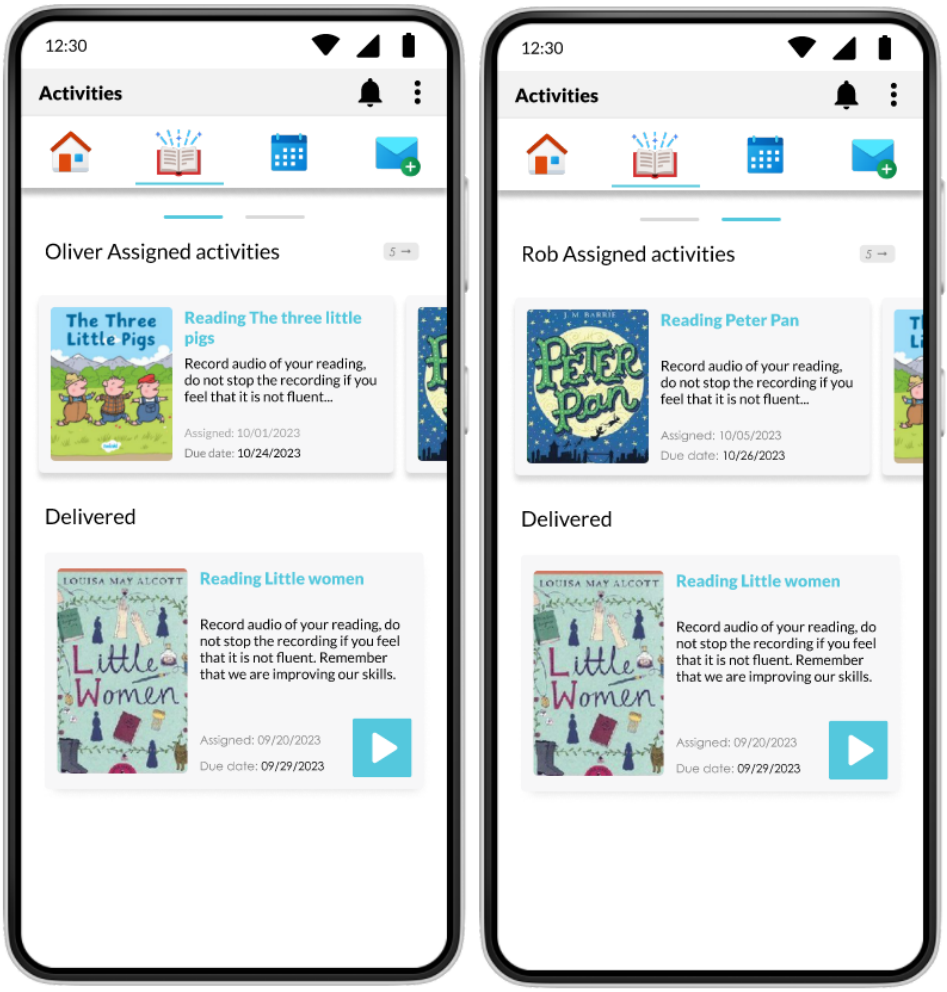
The interventionist is the one who assigns activities for your child to complete to further his/her academic progress.
You will be able to see the activities assigned, receive a notification when an activity is assigned, receive feedback on the activity, see the type of activity and your child's response to the teacher.

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## Assigned activity

When an activity is assigned, your child will receive a notification and the activity will appear in his or her Activities section.
You will be able to have a look at it in the activity section of your app.

1. From the main screen, press 
2. Swipe to the screen of the child you want to view




3. The Pending Activities will appear at the top and the delivered Activities will appear below them.

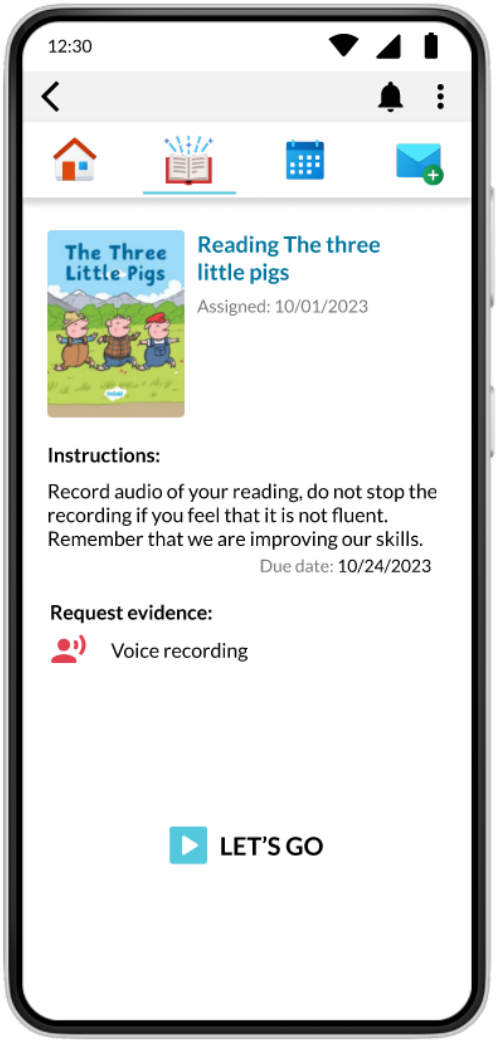
4. See the number of pending activities on

Oliver Assigned activities 5 →

## Activity

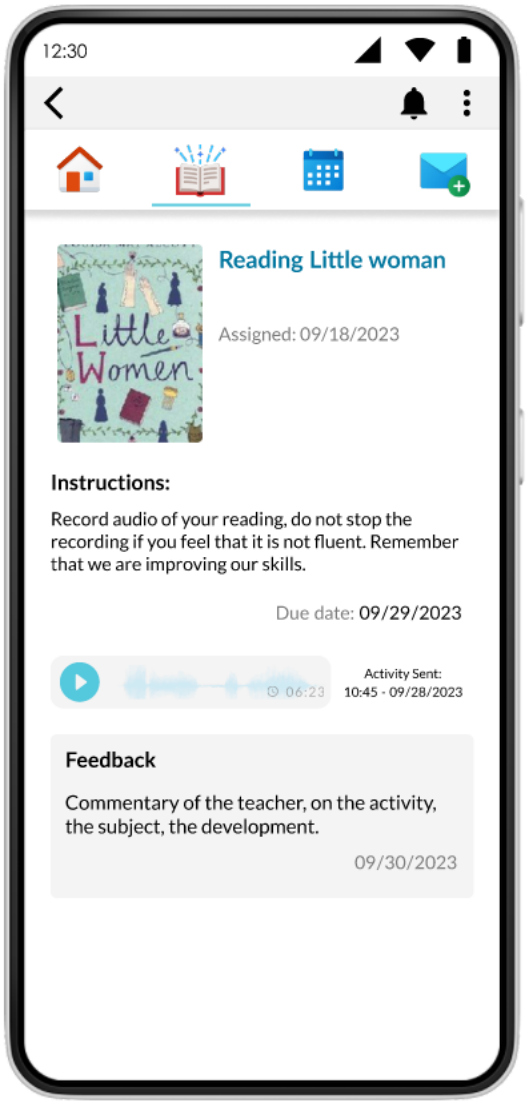
Activities are composed of:

- Name of the activity
- File (photo, pdf, word, etc.)
- Date of assignment
- Date of delivery
- Instructions
- Request proof
- Feedback request




## Feedback

The teacher will provide some comments and feedback after an activity is submitted for review. Once the feedback has been submitted, you and your child will get notified.




1. From the main screen, tap 
2. Swipe the screen of the child you want to check
3. Tap the name of the activity you wish to view
4. When the activity has feedback, the  button will change to the feedback box.

