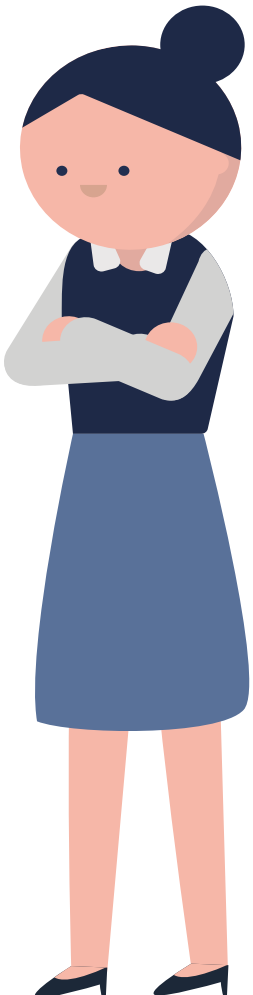
ALSTON DIGITAL

For Responsible Teachers

Guide for

Teacher's Account

A quick guide to get you started! ▶



ALSTON DIGITAL

Welcome to your school's academic delivery platform. As a teacher on this platform, you can access digital books and resources and even communicate with your students and their parents.

This manual will help you to do it easily!

OUR AWARDS

mySecondTeacher TOP eLearning Technology Companies in APAC 2020 Education

AWS EdStart Member

THE EDTECH COOL TOOL AWARDS

Apac Insider Singapore Business Awards

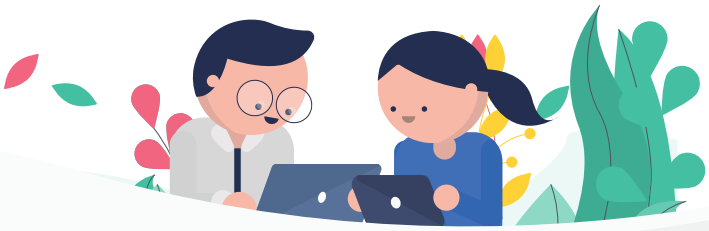
corporatevision Education and Training Awards

APAC Insider Singapore Business Awards

Our **Learning Resources**

eBooks

Active Maths, Active Science, Elfin and Best Friend from Alston Education are available as eBooks on our platform.



Active Maths

Teacher's Guide | Textbook | Workbook

Active Science

Teacher's Guide | Textbook | Workbook

Elfin

Teacher's Guide | Textbook

Best Friends

Teacher's Guide | Textbook

Understanding what

Alston Digital can provide to Teachers

It is an online academic delivery platform that provides you with digital resources and learning materials from Alston Education. Our platform features:

Learn/Read eBooks

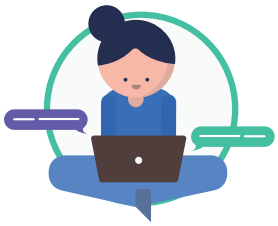
Learn from eBooks from Alston Education and additional learning resources prepared by the authors of your books.

Give Assignments

Create, assign, receive and grade assignments and provide feedback (Normal, Testpaper or eBook assignments).

Review Performance

Get reports of students to gain insight of their platform activity.

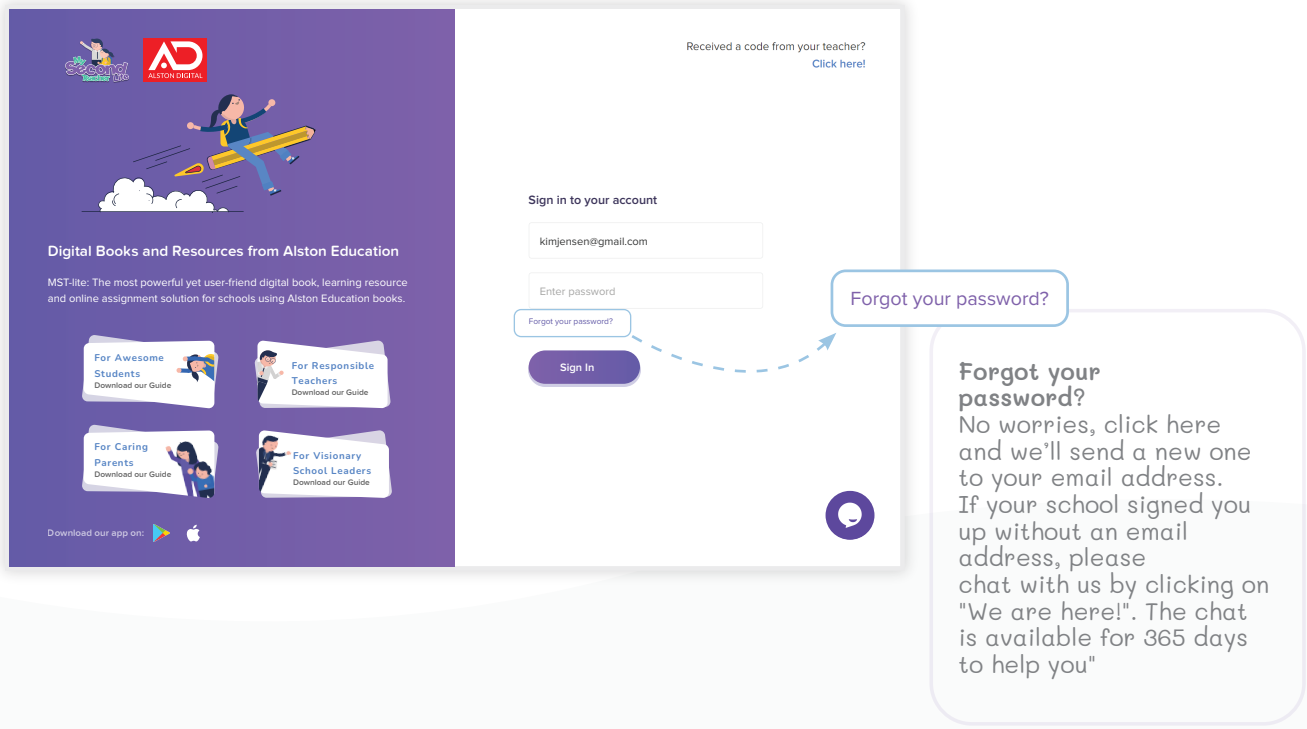


Chat and Announcements

Interact with students via group chat rooms, make announcements to students or provide eConsent forms to parents.

Opening the
Doors of Knowledge

On Alston Digital, we open the doors of knowledge and possibilities to you. To access the digital contents you need to use the login credentials provided to you by the school administrator as you cannot register yourself as a Teacher.



Your **Dashboard**

The Teacher's Dashboard is the primary hub that consists of all the important features that you need. You can view your school's logo, name and motto here.

Here is your Dashboard

Click Here
To return to the Dashboard

Home

5 **Click Here**
To change your **profile picture, email address, password,** etc

Click Here
To view notifications

The Future School - For A Better Future

Home | Classrooms | Teaching Resources | Testpapers | Chat Rooms | Announcements

Teacher

Welcome **Kelvin**, what would you like to do today?

1 **Teaching Resources**

Review eBooks
Access and review eBooks that you have been assigned

Review/Share Additional Learning Resources
Review additional learning resources

2 **Assignments**

Give Assignments
Create and handout assignments to your students based either on the eBooks, Test Papers, or your own worksheets

Grade Assignments
Check submissions and grade your students

3 **Testpapers and Review Performance**

Create Testpaper
Generate question papers for practice. Marking schemes are provided too!

Student's Performance
Review student reports to evaluate their engagement and performance

4 **Chat and Announcements**

Engage in Text-Chat with Students
Chat with the entire class or individual students(s). Post updates and notices for all students to see

Announcements to Students/Parents
Send announcements to class(es) or student(s) and/or parent(s). They will see it immediately upon login

Notice Board Today

"Hello. Due to the recent Independence Day, all physics class will be off on August 17 2023.
- Mr. Kelvin (Teacher)
Aug 04, 2023 - Sep 15, 2023

Sent to: Students of Secondary 3G(Maths)
"Hello Students. Please join group chat session on June 1, 2023 at 10:00 AM."
- Mr. Kelvin (Teacher)

Notice Board Today

"Hello. Due to the recent Independence Day, all physics class will be off on August 17 2023.
- Mr. Kelvin (Teacher)
Aug 04, 2023 - Sep 15, 2023

Sent to: Students of Secondary 3G(Maths)
"Hello Students. Please join group chat session on June 1, 2023 at 10:00 AM."
- Mr. Kelvin (Teacher)
Aug 04, 2023 - Sep 15, 2023

Our support team is online 365 days to help you if you require any assistance

You can send out or receive Notices, Announcements or eConsent forms or get an overview for the task lists for the current day and the next day.

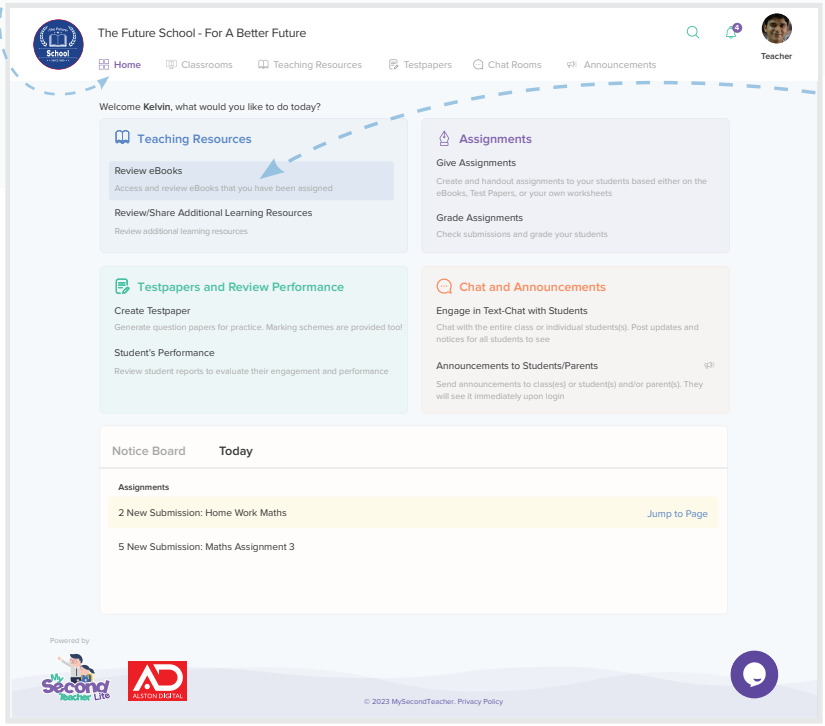
1 Teaching Resources

Review eBooks

You can review the eBooks that comes with the platform. Preparing your lessons using the eBooks and providing eBook assignments are some of the features you can use on your platform.

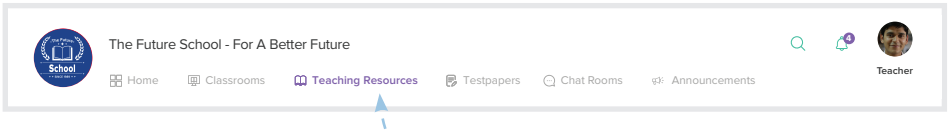
Home Tab

Home



Review eBooks
Access and review eBooks that you have been assigned

Click Here
To review the teaching manuals, eTextbooks, workbooks, etc, for the subjects that you are teaching



Teaching Resources

You can also go to **Teaching Resources Tab** to review the teaching manuals, workbooks, etc, for the subject that you are teaching

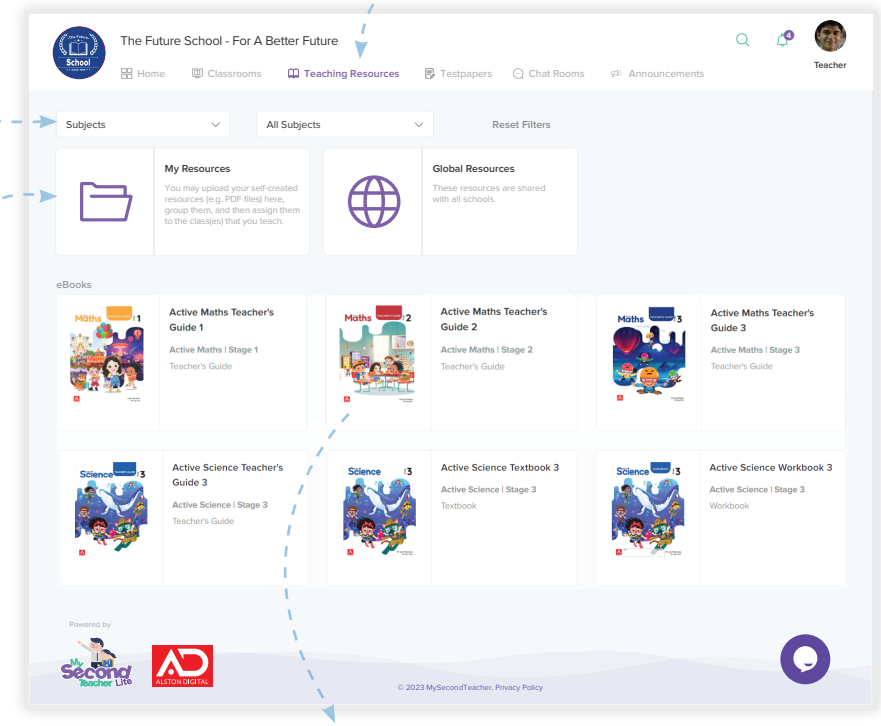
Review Learning Resources (continued...)

Teaching Resources Tab

Teaching Resources

Click Here
To select level

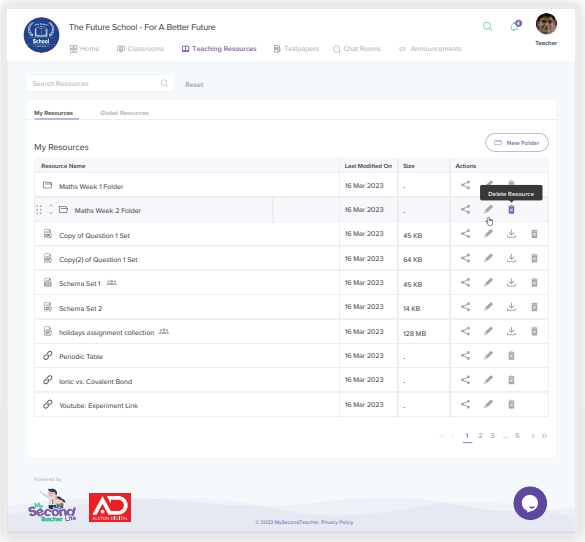
Subject

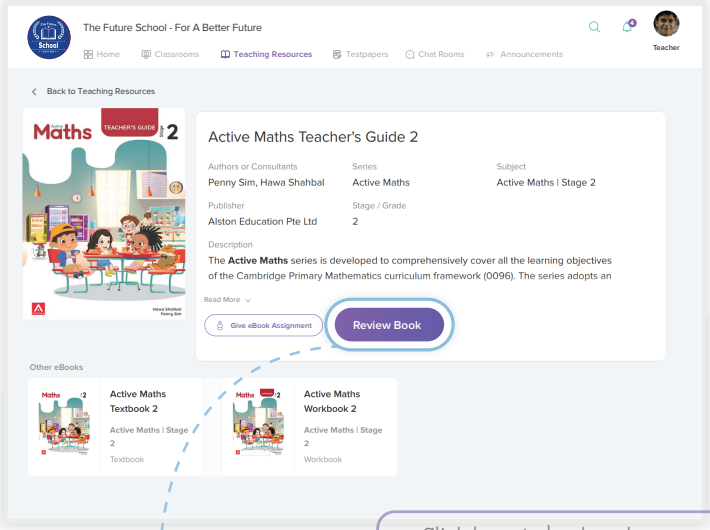


Click Here
To view available Resources

My Resources

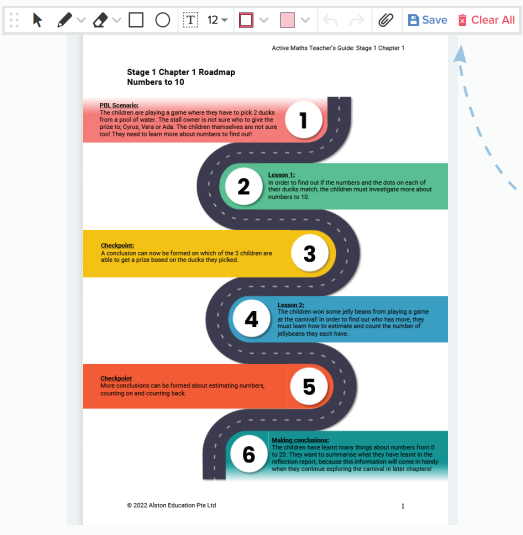
eBook



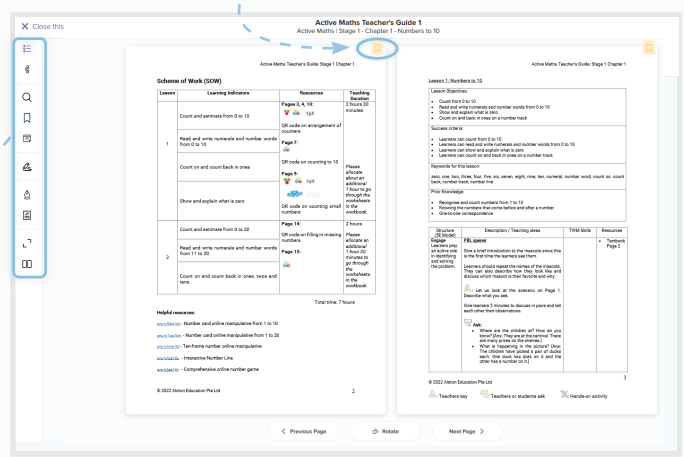


Click here to bookmark your page.
Add some personal notes/comments while bookmarking.

Scribble Notes



Review Book



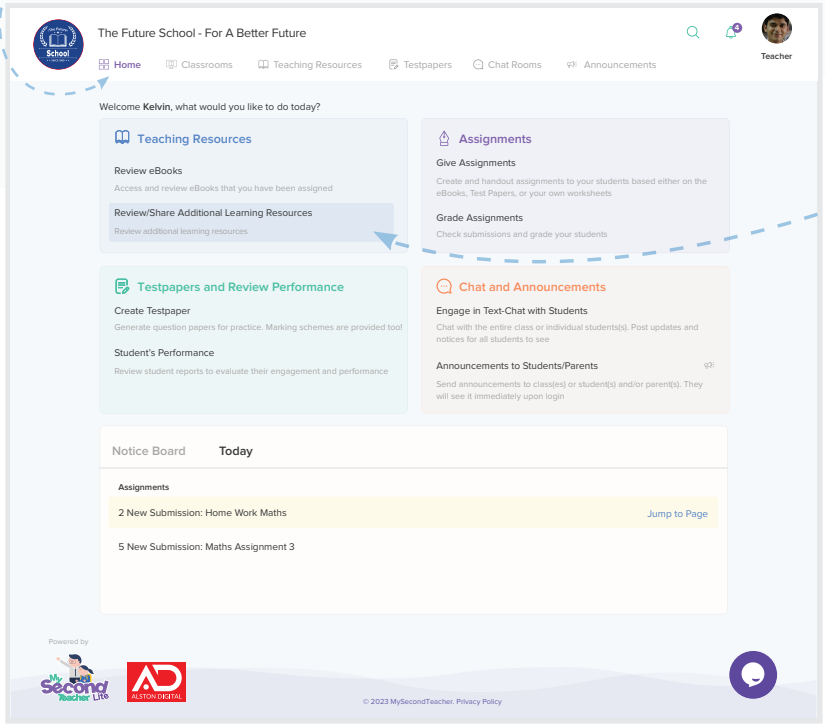
1 Teaching Resources

Review Learning Resources

You can review the eBooks that comes with the platform. Preparing your lessons using the eBooks and providing eBook assignments are some of the features you can use on our platform

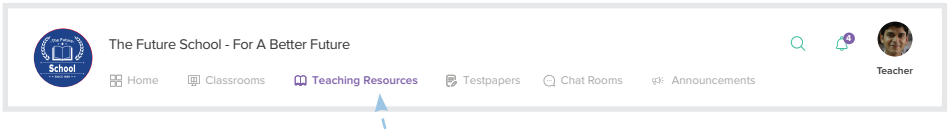
Home Tab

Home



Review/Share Additional Learning Resources
Review additional learning resources

Click Here
To review the teaching manuals, workbooks, etc, for the subjects that you are teaching



Teaching Resources

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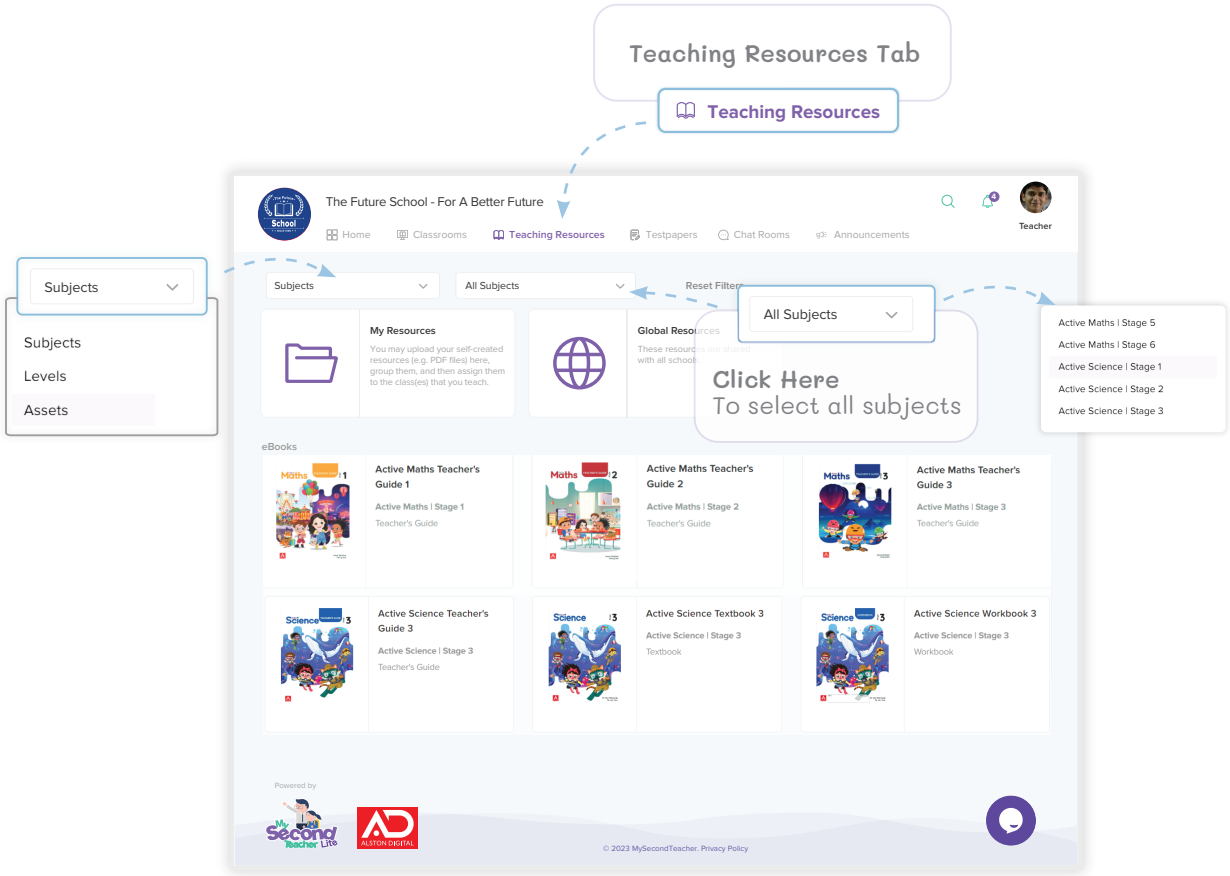
Review Learning Resources (continued...)



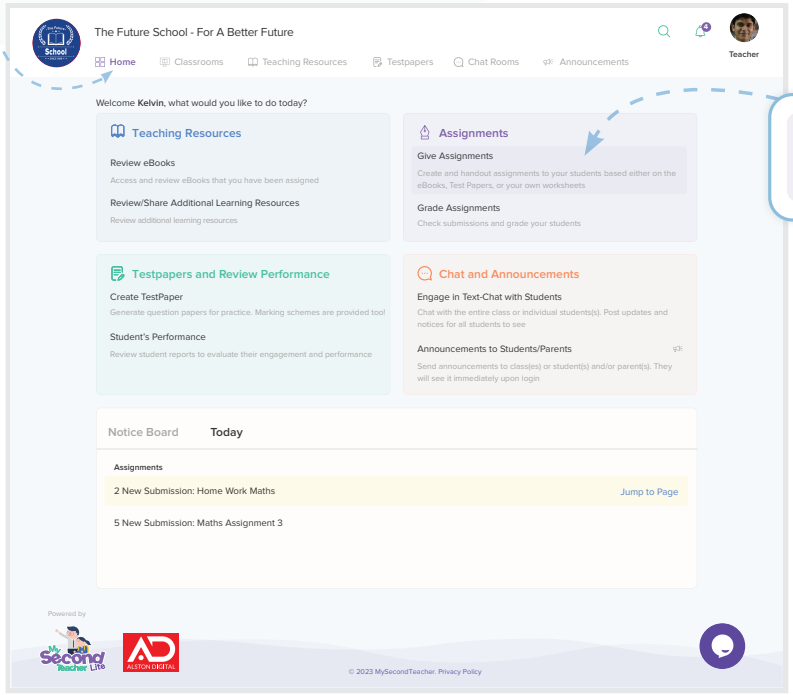
2 Assignments

Give Assignments

Create and hand out assignments to your students with a deadline. You can upload documents, presentations, spreadsheets, photos, videos and even add a URL as a part of your assignment. You can even change the deadline if required.

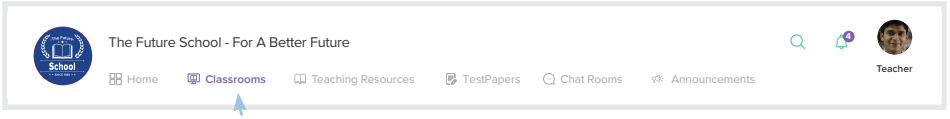
Home Tab

Home



Give Assignments
Create and handout assignments to your students based either on the eBooks, Test Papers, or your own worksheets

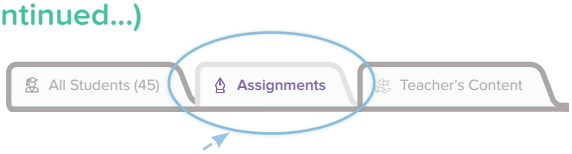
Click Here
To create and hand out assignments to your students



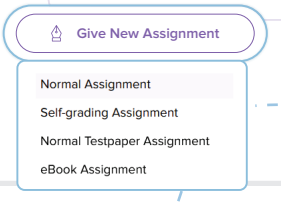
Classrooms

You can also go to **Classrooms Tab** to view the student's performance

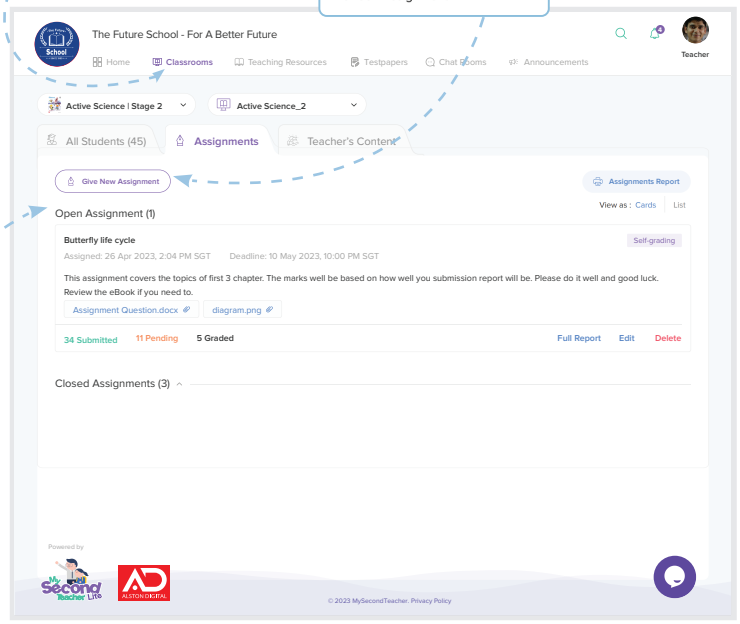
Give Assignments (continued...)



Under **Assignments Tab**, you can click on **Give New Assignment** to create new assignments

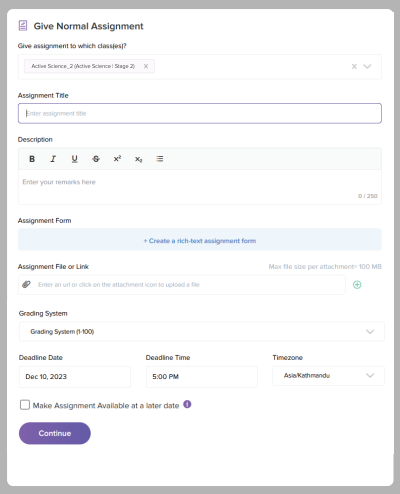


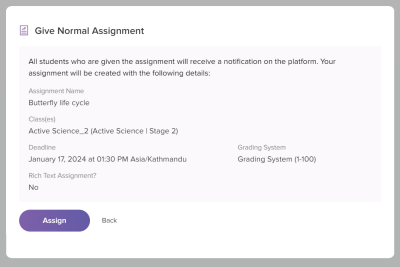
Classrooms Tab

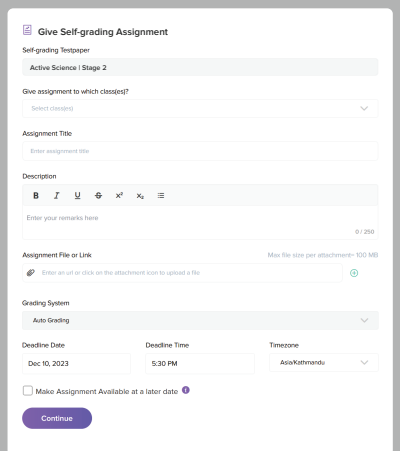


Pop-up appears after you click **Give New Assignment** to give assignment

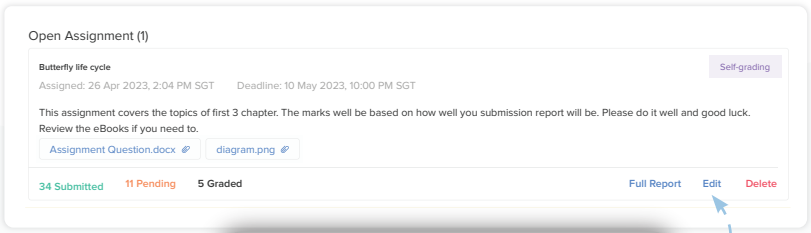
Pop-up



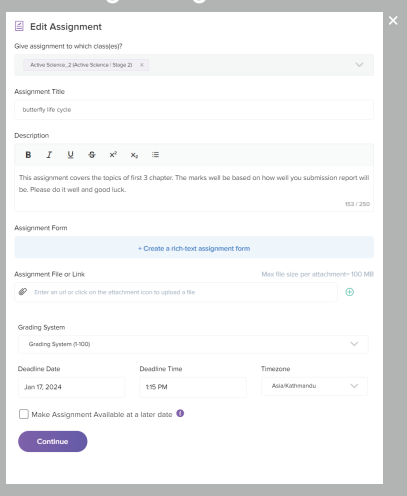




List of Assignments



Editing Assignments



All assignment content and deadlines

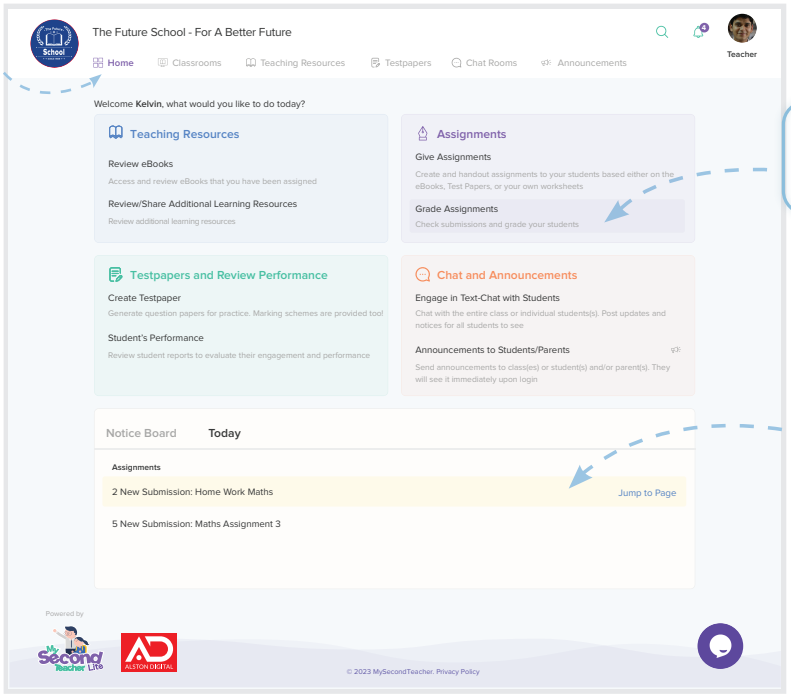
2 Assignments

Grade Assignments

You can receive and grade the submitted assignments, add remarks and publish the report in a few easy steps. You can see the submission status of the assignments that you have given. You can then evaluate them individually and provide the student(s) with the grades and additional feedback. You can also send a direct message to the student, if necessary.

Home Tab

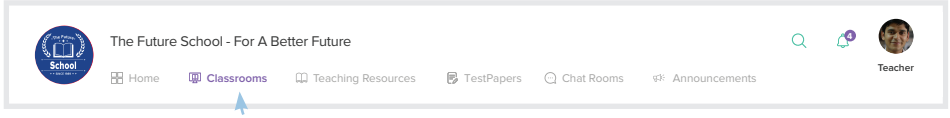
Home



Grade Assignments
Check submissions and grade your students

Click Here
To check submissions and grade your students' work

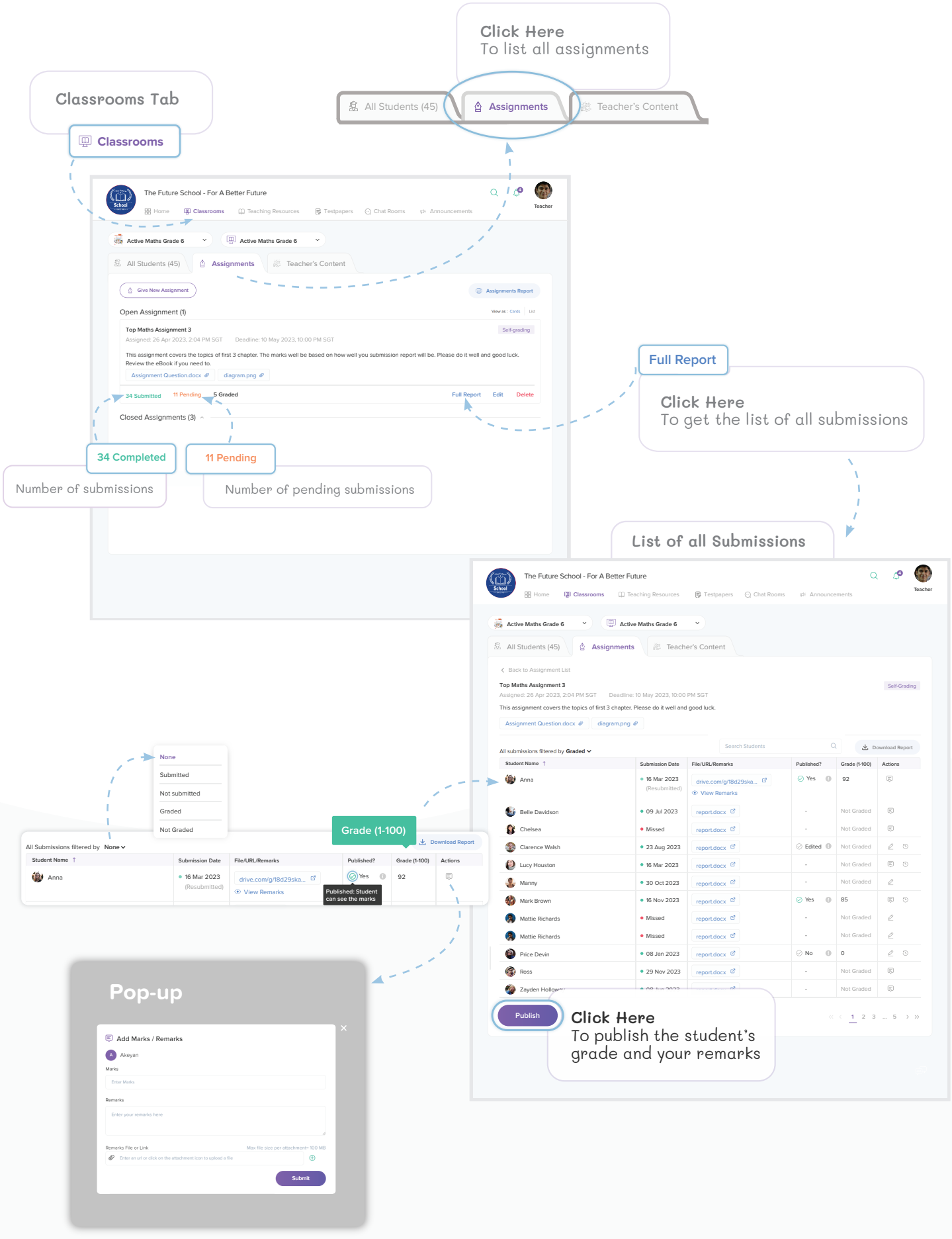
Assignment submission updates



Classrooms

You can also go to **Classrooms Tab** to view the student's performance

Grade Assignments (continued...)



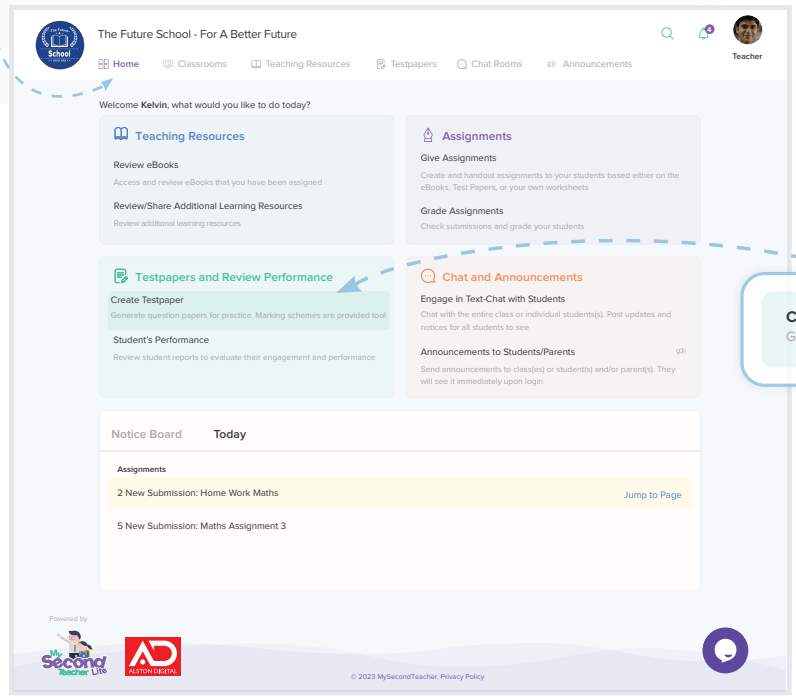
3 Testpapers

Create Testpaper

Test your students' knowledge by generating Self-grading and Normal Testpapers. You can generate chapter-wise “multiple choice” or “open-ended questions”, set difficulty levels, and assign them to your students to test their knowledge. You also have the option to generate Standard and Custom Testpapers.

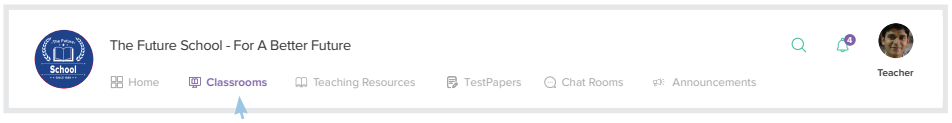
Home Tab

Home



Create Testpaper
Generate question papers for practice. Marking schemes are provided too!

Click Here
To create Testpapers



Classrooms

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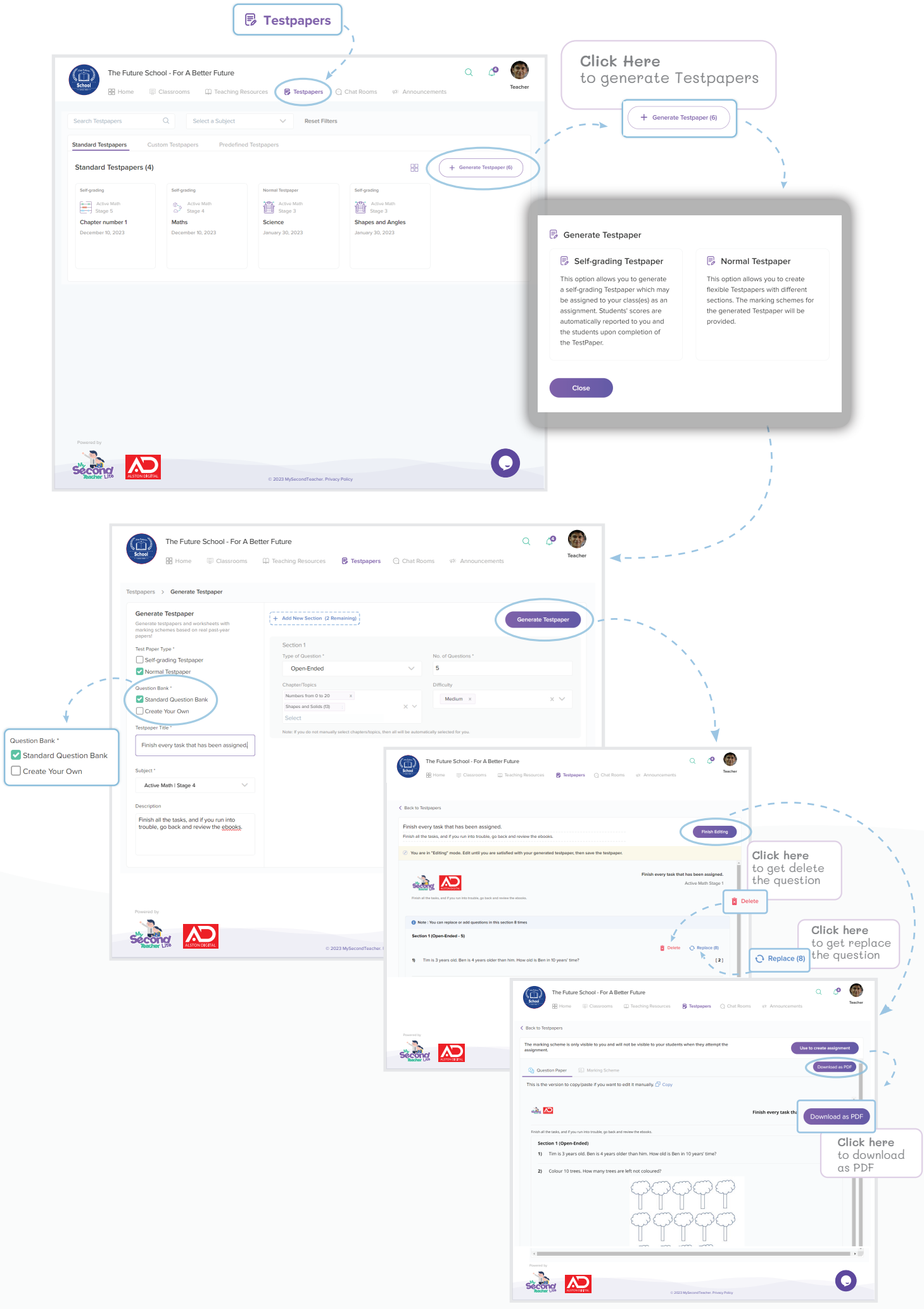

Testpapers
The Future School - For A Better Future
Home
Classrooms
Teaching Resources
Testpapers
Chat Rooms
Announcements
Teacher
Search Testpapers
Select a Subject
Reset Filters
Standard Testpapers
Custom Testpapers
Predefined Testpapers
Standard Testpapers (4)
Generate Testpaper (6)
Chapter number 1
December 10, 2023
Maths
December 10, 2023
Science
January 30, 2023
Shapes and Angles
January 30, 2023
Click Here
to generate Testpapers
Generate Testpaper (6)
Generate Testpaper
Self-grading Testpaper
This option allows you to generate a self-grading Testpaper which may be assigned to your class(es) as an assignment. Students' scores are automatically reported to you and the students upon completion of the TestPaper.
Normal Testpaper
This option allows you to create flexible Testpapers with different sections. The marking schemes for the generated Testpaper will be provided.
Close
Testpapers > Generate Testpaper
Generate Testpaper
Generate testpapers and worksheets with marking schemes based on real past-year papers!
Add New Section (2 Remaining)
Generate Testpaper
Test Paper Type *
Self-grading Testpaper
Normal Testpaper
Question Bank *
Standard Question Bank
Create Your Own
Testpaper Title *
Finish every task that has been assigned
Subject *
Active Math | Stage 4
Description
Finish all the tasks, and if you run into trouble, go back and review the ebooks.
Section 1
Type of Question *
Open-Ended
No. of Questions *
5
Chapter/Topics
Numbers from 0 to 20
Shapes and Solids (13)
Select
Difficulty
Medium
Note: If you do not manually select chapters/topics, then all will be automatically selected for you.
Question Bank *
Standard Question Bank
Create Your Own
Back to Testpapers
Finish every task that has been assigned.
Finish all the tasks, and if you run into trouble, go back and review the ebooks.
Finish Editing
You are in "Editing" mode. Edit until you are satisfied with your generated testpaper, then save the testpaper.
Finish every task that has been assigned.
Active Math Stage 1
Delete
Note : You can replace or add questions in this section 8 times
Section 1 (Open-Ended - 5)
Delete
Replace (8)
1) Tim is 3 years old. Ben is 4 years older than him. How old is Ben in 10 years' time?
[2]
Click here
to get delete
the question
Click here
to get replace
the question
Replace (8)
Back to Testpapers
The marking scheme is only visible to you and will not be visible to your students when they attempt the assignment.
Use to create assignment
Download as PDF
Question Paper
Marking Scheme
This is the version to copy/paste if you want to edit it manually. Copy
Download as PDF
Section 1 (Open-Ended)
1) Tim is 3 years old. Ben is 4 years older than him. How old is Ben in 10 years' time?
2) Colour 10 trees. How many trees are left not coloured?
Click here
to download
as PDF

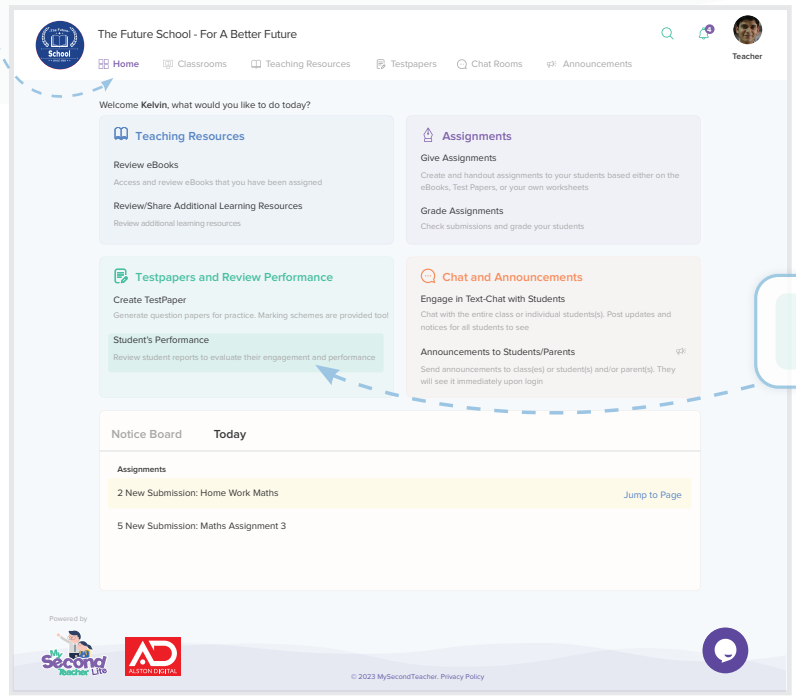
3 Review Performance

Student's Performance

You can get specific and overall insights into the learning behaviours of individual students or entire classes via eBook Log and Assignment Reports. This will give you detailed information of students' strengths and weaknesses.

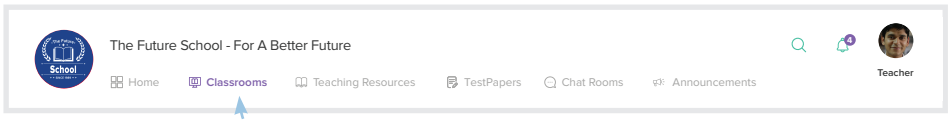
Home Tab

Home



Student's Performance
Review student reports to evaluate their engagement and performance

Click Here
To **View/Evaluate** student's activities and performance



Classrooms

You can also go to **Classrooms Tab** to view the student's performance

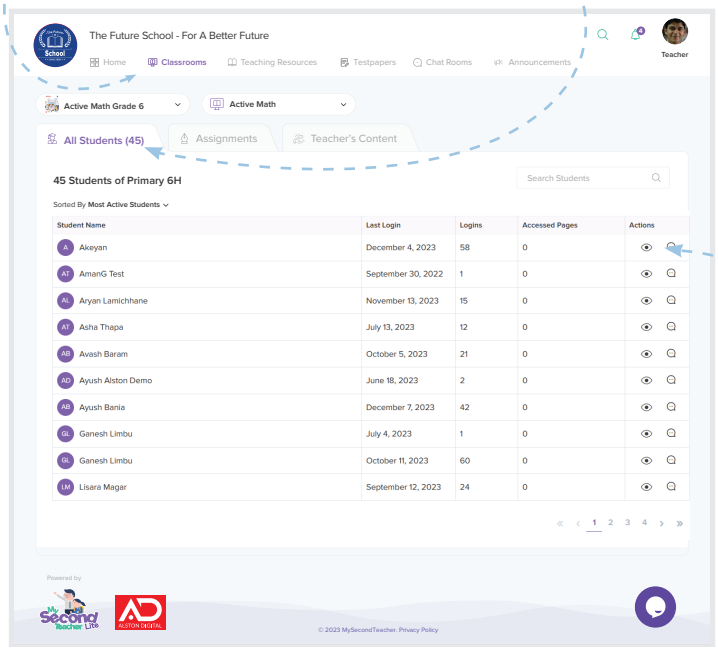
Student's Performance (continued...)

Classrooms Tab

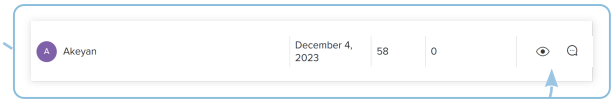
Classrooms

Select **All Students Tab**
To list all the students

All Students (45) | Assignments | Teacher's Content



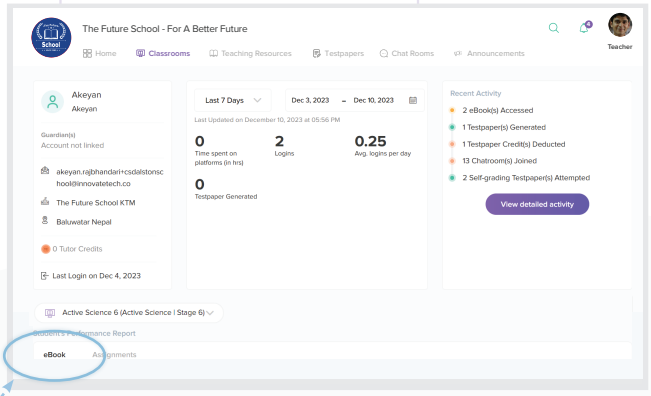
Direct Message | View Profile

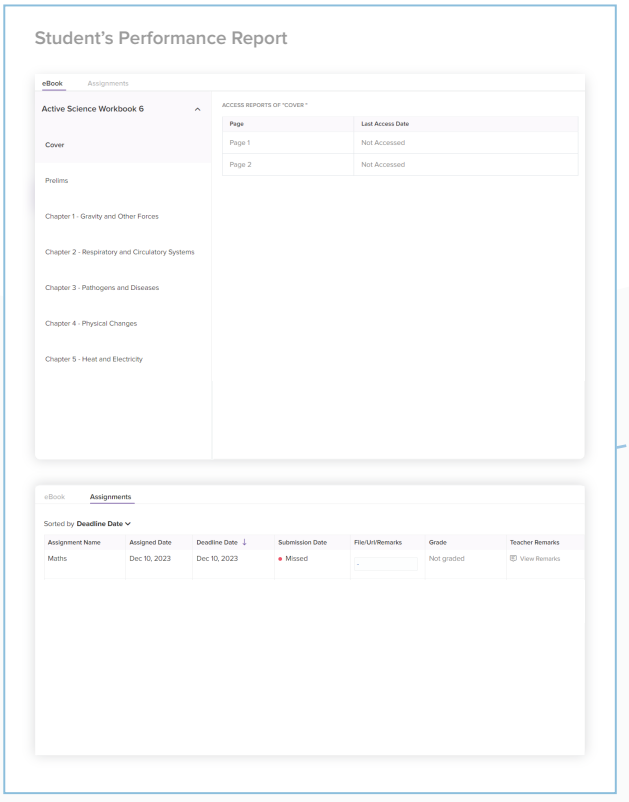


View Profile

Click Here
To view his/her performance report

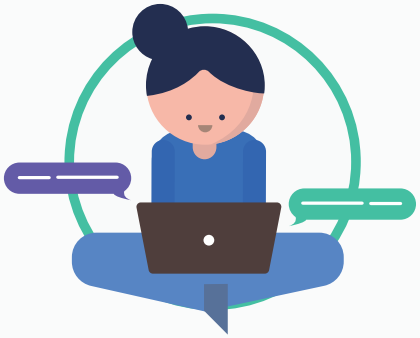
Performance Report of a specific student





4 Chat and Announcements

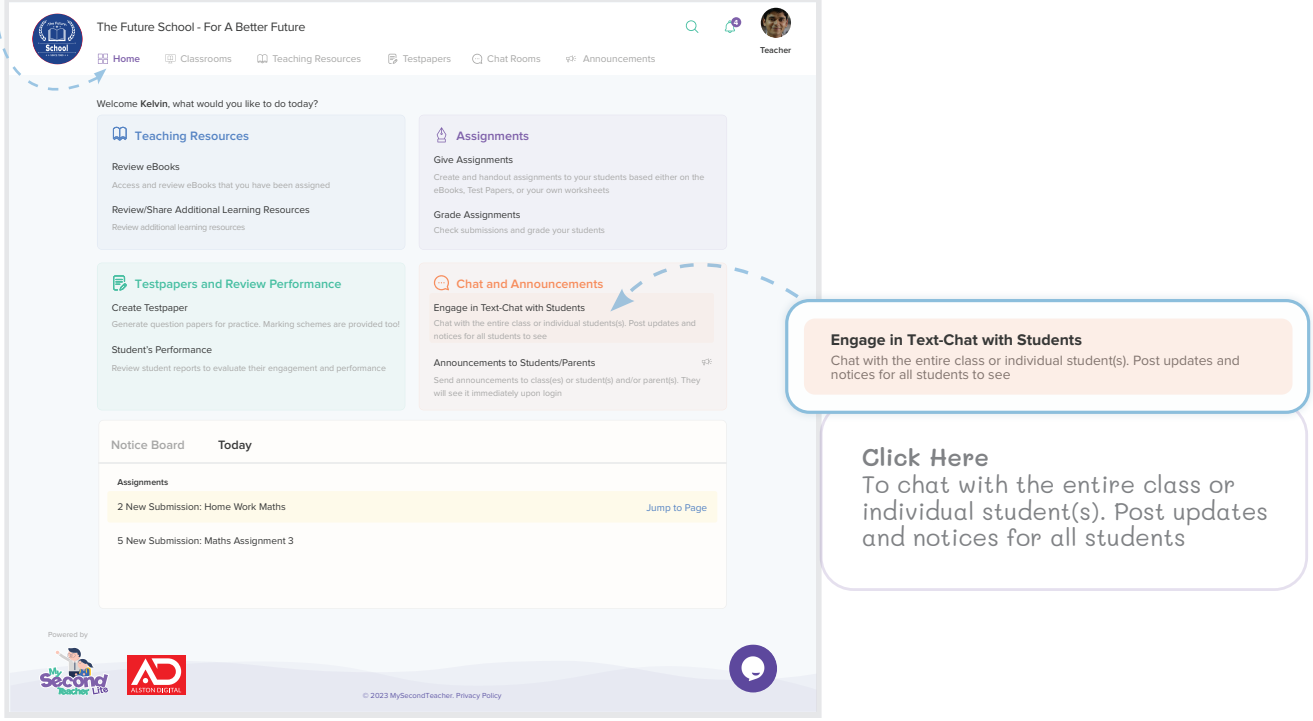
Engage in Text-Chat with Students



You can form virtual project groups with students using the group chat feature on our platform. Creating digital notice boards, sharing various files, videos, photos and even emojis in our chat rooms makes the interaction with students much easier, without any distraction.

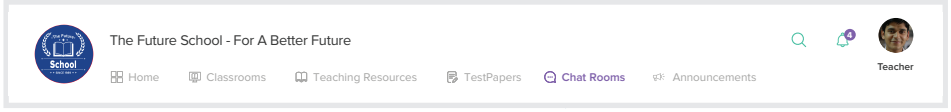
Home Tab

Home



Engage in Text-Chat with Students
Chat with the entire class or individual student(s). Post updates and notices for all students to see

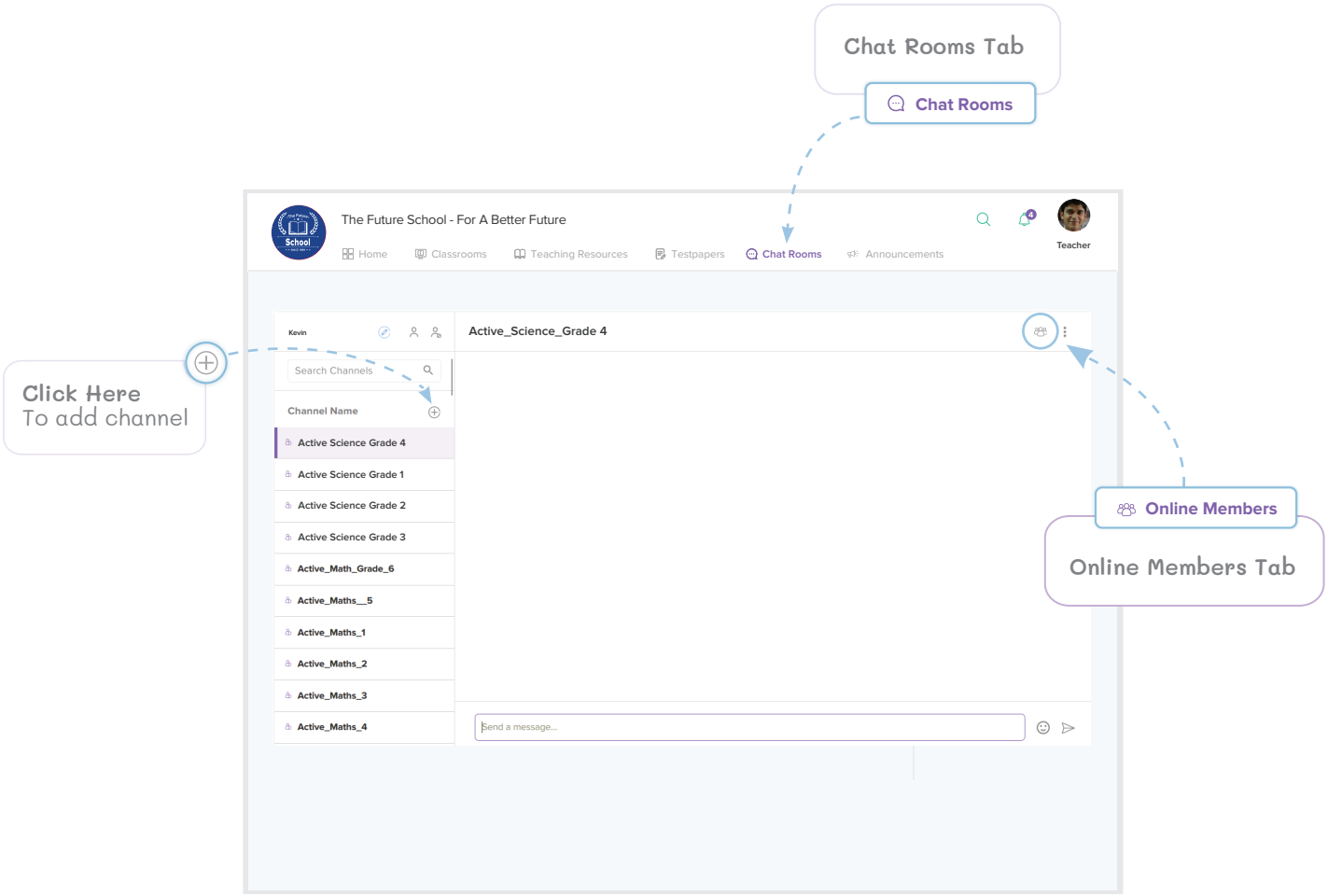
Click Here
To chat with the entire class or individual student(s). Post updates and notices for all students



Chat Rooms

You can also go to **Chat Rooms Tab** to chat with entire class or individual student(s). Post updates and notices for all students to see

Engage in Text-Chat with Students (continued...)



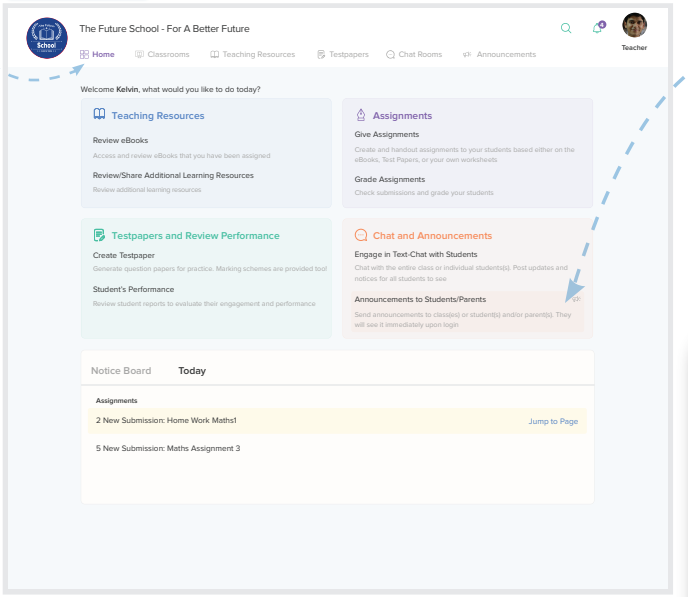
4 Chat and Announcements

Announcements to Students

You can make announcements to students, their parents and even your colleagues via our platform. Every time they log in, the announcements will be visible on their dashboard. You can edit and stop the announcements as per your wish.

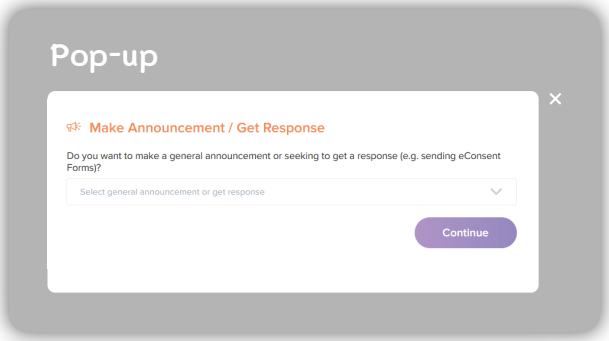
Home Tab

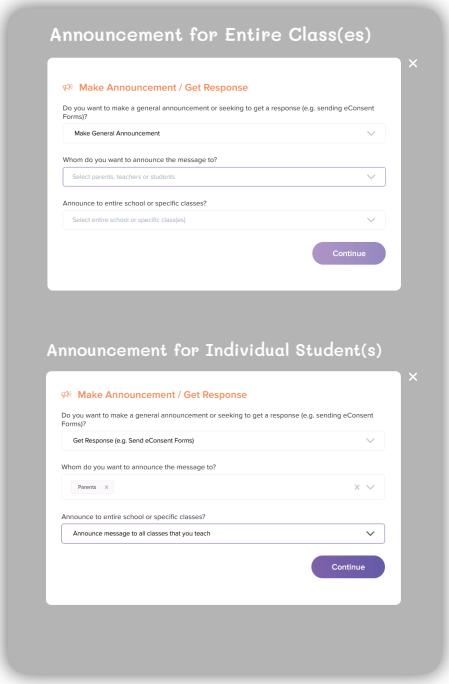
Home

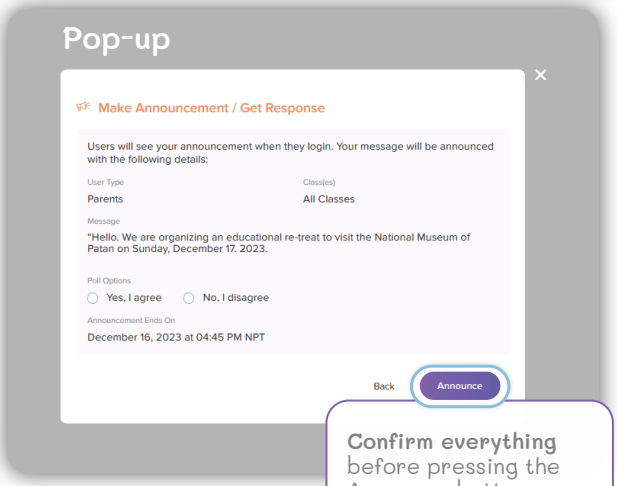


Announcements to Students
Send announcements to class(es) or student(s). They will see it immediately upon login

Click Here
To send announcements to class(es) or student(s)

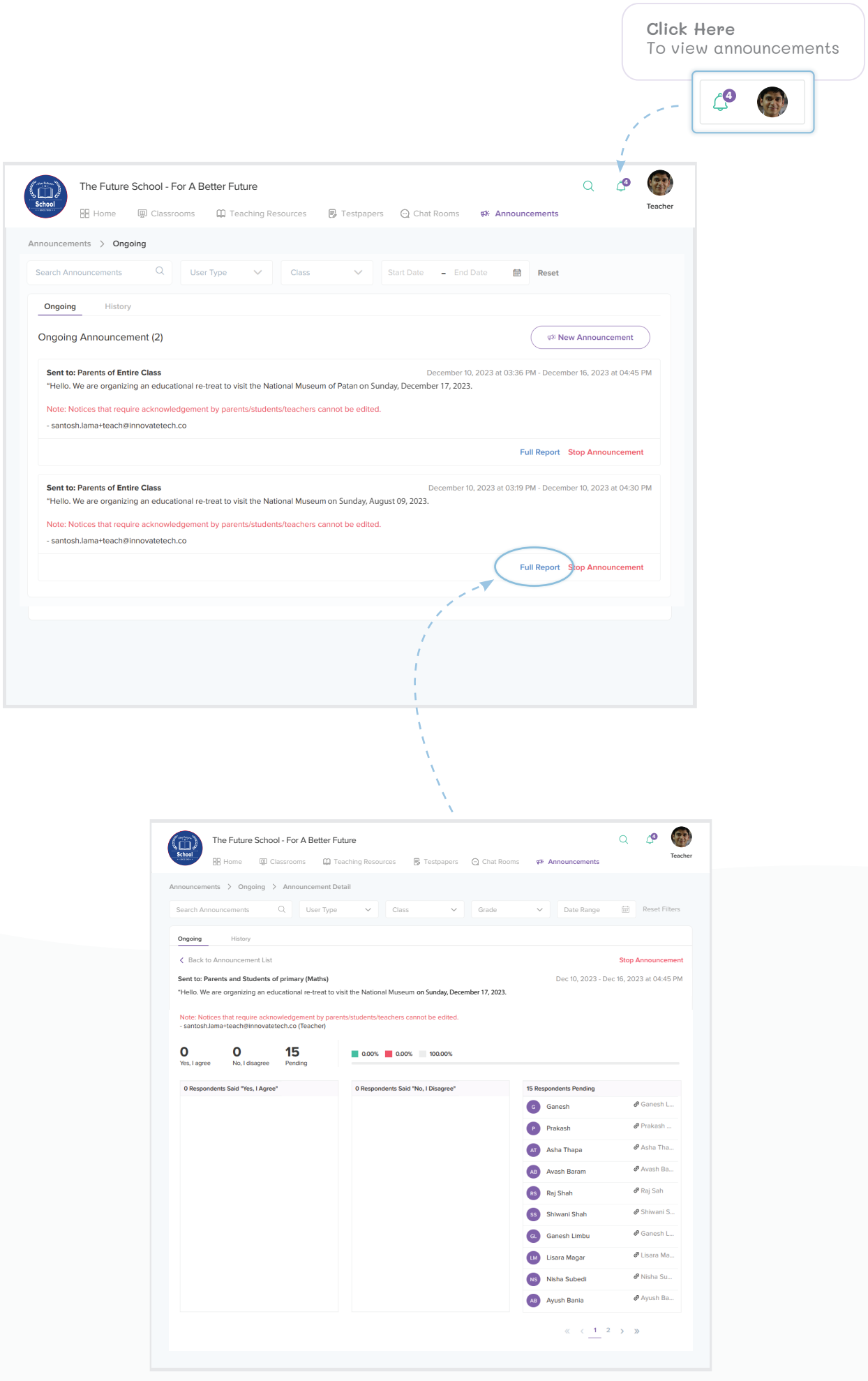






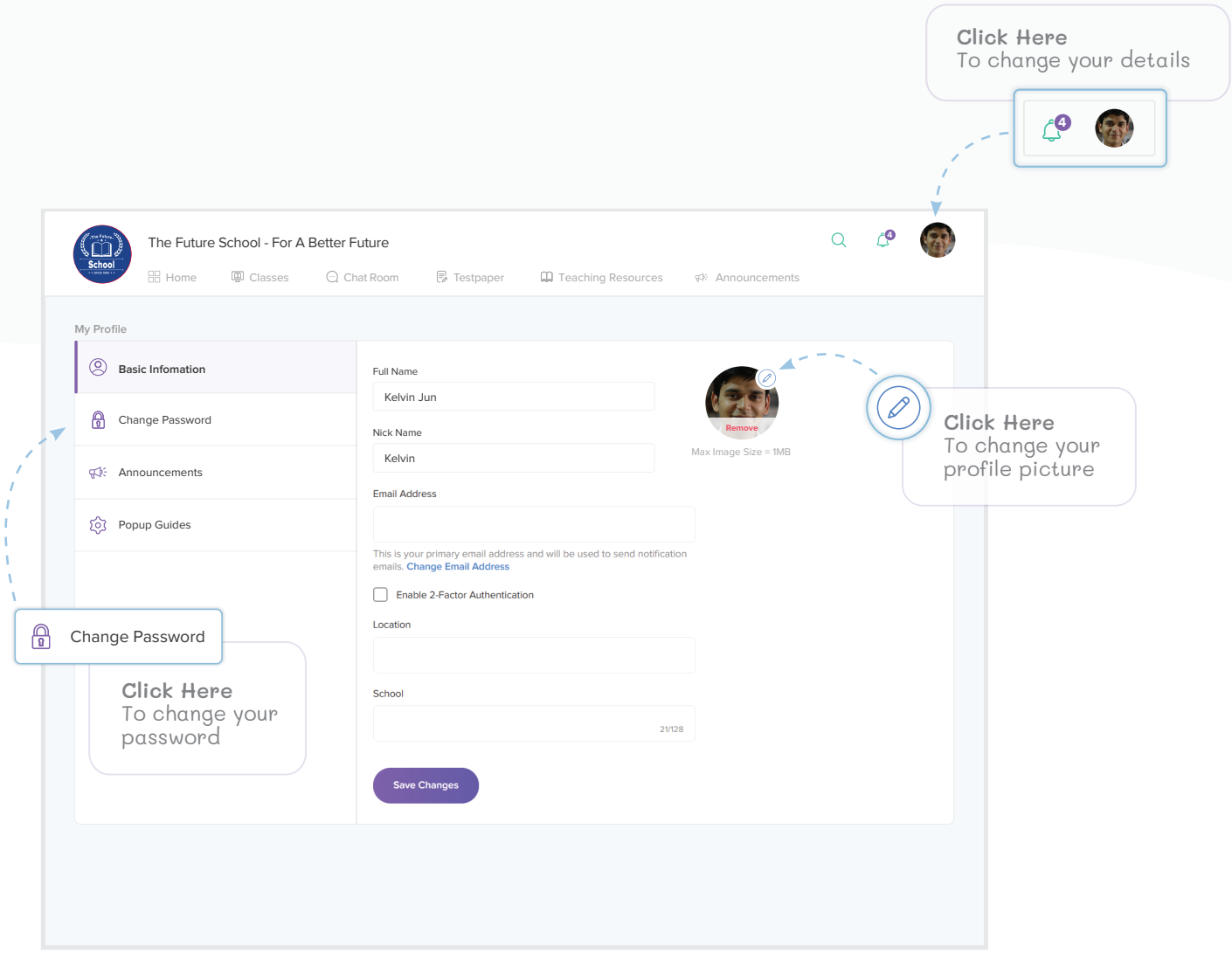
Confirm everything before pressing the Announce button

Announcements to Students (continued...)



5 Basic Information

You can personalise your Alston Digital experience. You can change your Profile Picture, Full name, Nick name, Email address, Passwords and more on our platform.



Need more information?

enquiry@alstoneducation.com

www.AlstonEducation.com