The Chairman's Bao

CHINESE IMMERSION WITH GRADED NEWS

Institutional Subscription Guide

Welcome

Matt Carter

mattcarter@thechairmansbao.com

Token Code : unioftcb2017
Subscription Duration : 12 Months
2017-08-04 - 2018-08-04

| Request Student Increase |
| Request New Teacher |

LOG OUT

| Student | Teacher | Institutional Setup | Assignments |

20	6	2	7	14
Total User Allocation [?]	Active Users [?]	Deactivated Users [?]	Graduated Users [?]	Remaining Tokens Available

Show 50 entries   Search: _____   Choose Action

	First Name	Last Name	Email	Teacher Name	Class	Grades/Year	Graduation Date	Action
☐	Paul	Delamere	pauldelamere@tcb.com	Thomas Reid	2a	2	2018-03-22	Deactivate
☐	George	Grant	georgegrant@tcb.com	Matthew Carter	1b	1	2018-01-26	Deactivate
☐	Jessica	Austin	jessicaaustin@tcb.com	Sean McGibney	1a	1	2018-03-16	Deactivate
☐	Michael	Maulin	michaelmaullin@tcb.com	Thomas Reid	2a	2	2018-03-22	Deactivate
☐	Andy	Noya	id_berisi@yahoo.co.id	Matt Carter	2a	2	2018-05-25	Deactivate
☐	Matt	Carter	mc.shanghai@gmail.com	Matthew Carter	1b	2	2017-08-30	Deactivate
				All	All	All		

Documentation and The Institutional Portal

Upon purchase of an institutional subscription, two documents will be sent to you. These are all you need to get going!

- Subscription Plan - for teachers
- Student Access Document - to distribute to students

The Subscription Plan documents highlight subscription information, whereas the Student Access Document is for distribution to students who you wish to have accounts within the institutional subscription. The assigned Token Code and Institutional Portal URL will be listed on both documents.

Institutional Portal URL - This is the URL that students need to navigate to in order to register their new account and where teachers access the Teacher Portal.

Token Code - This is a code to distribute to students. By using the code, students are able to register for an account. The Token Code can be changed at any time by sending a request to the Account Manager.

Teacher Login Details

Teacher information will be provided upon initial setup. Login details for both the Teacher Portal and TCB Platform will be listed in the Subscription Plan.

Token System

An institutional subscription is purchased based on user number and duration. As an example, if an institution purchases 20 users the total allocation will be 20. Specific to each institution is a Token Code which can be altered at any time. This Token Code is to be distributed among your students and is what they use to register an account. As each user uses the token code to register, the overall tokens available decrease by one. You can request to increase your 'Total User Allocation' at any time by clicking 'Request Student Increase'.

Student Registration

Students must navigate to the registration pages by accessing the Institutional Portal URL and clicking 'Student Activation'. Once registered, students can log into the apps and website using their credentials without the need to visit the Institutional Portal URL.

Student Activation

Use the token code from your teacher to activate your account

Token

unioftcb2017

Submit

When students are presented with this window, they must input the token code highlighted in the Student Access Document (and Teacher Subscription Plan). Upon clicking submit, they will be taken to the 'Create an Account' page to input information.

Students with Existing Accounts
After inputting the token code, students that already have an account on TCB prior to registration will be given the option to register on your institutional subscription using their current account details.

Account Details and Completing Profile
It is on this page that the student inputs their details. It's important that you ask your students to fill this out properly and without errors. This will make it easier for you to find and organise specific student information going forward.

It is possible to request your students to input class and grade/year information. Not all schools require this but it can be useful for larger institutions with multiple classes. Speak to your Account Manager if you wish this to be set up.

There are three potential teacher levels available which will be explained in more detail later in this guide. Those teachers who are assigned to 'Admin Managers' or 'Lead Teachers' will appear for students to select on this screen.

Complete Your Profile

First Name

Timothy

Last Name

Bechtel

Graduation Date

25/01/2018

Grades/Years

1

Class

1b

Teacher Name

Sean McGibney

Save

Teacher Login

Username

Enter your username

Password

Enter your password

LOG IN

Teacher Login

Teachers also log in via the Institutional Portal URL to view subscription information and manage students and teachers. TCB will always set up the main Admin Manager teacher upon initial setup, the login details for whom can be found on the Subscription Plan document sent to you. At any point during your subscription, you can request extra teachers by clicking the 'Request New Teacher' button. If teachers wish to log into TCB as normal, they can use these credentials on the app and website.

Viewing and Managing All Students, In Browser

All student and teacher information can be accessed, filtered and searched for, right from within the Teacher Portal. Three tabs now exist showing Active Users, Deactivated Users and Graduated Users. An extra two tabs exist showing how many users are allocated to your institution and how many users (tokens) you have remaining.

Active Users – Users that currently have an active account on your institutional subscription. When students register they become an active user.

Deactivated Users – Users who have not necessarily left your institution but you wish their account to be non-premium for a time so a student token can be freed up for use by another student. These subscriptions can be reactivated again at any time.

Graduated Users – Users who will not be returning to your institution and that you no longer wish to be included within the student allocation of your institution. Graduating a user completely removes them from your institutional subscription and their account is converted to a standard, non-premium TCB user account.

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Show 50 entries   Search: [   ]   Choose Action

	First Name	Last Name	Email	Teacher Name	Class	Grades/Year	Graduation Date	Action
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☐	Michael	Maulin	michaelmaullin@tcb.com	Thomas Reid	2a	2	2018-03-22	Deactivate
☐	Andy	Noya	id_berisi@yahoo.co.id	Matt Carter	2a	2	2018-05-25	Deactivate
☐	Matt	Carter	mc.shanghai@gmail.com	Matthew Carter	1b	2	2017-08-30	Deactivate
				All	All	All		

Organising, Filtering and Searching

Teachers have the ability to organise all columns in ascending or descending order. Teachers are also able to search for particular students, email addresses, classes, grades/years and even graduation dates to find particular students or groups of students with ease.

Teacher Permissions and Management

The Teacher Portal comes equipped with the ability to manage teachers, assign teacher levels and request to add a new teacher to your subscription. There are three levels of teacher permissions available, details of which can be found below. Only Admin Managers can alter teacher permission levels.

Admin Manager	Lead Teacher	Teacher
• Premium TCB account	• Premium TCB account	• Premium TCB account
• Access to the Teacher Portal	• Log into the teacher portal	
• Deactivate, reactivate and graduate users	• View, filter and search users	
• View, filter and search users	• Request to add a new teacher	
• Manage teacher permissions	• Visible to students for selecting their teacher when registering	
• Request to add a new teacher		
• Visible to students for selecting their teacher when registering		

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Show 50 entries   Search: [   ]   Choose Action

	First Name	Last Name	Email	Admin Manager [?]	Lead Teacher [?]	Teacher [?]
☐	Matthew	Carter	mcarter@thechairmansbao.com	✔	✖	✖
☐	Sean	McGibney	seanmcgibney@tcb.com	✔	✖	✖
☐	Thomas	Reid	tomreid@tcb.com	✖	✔	✖
☐	Paul	Dean	hello@pauldean.me	✖	✔	✖
☐	Matt	Carter	mattcarter@thechairmansbao.com	✔	✖	✖

Showing 1 to 5 of 5 entries

To alter the teacher permission levels, simply click the red cross to assign that teacher to a particular role.

Previous 1 Next

Requesting New Teachers

If an extra teacher is required under your subscription, please click the 'Request New Teacher' button and fill in the necessary details. A member of our team will be in touch within 24 hours to accommodate your request.

Adding & Removing Classes and Grades/Years

As the amount of students using TCB under your institutional subscription increases, it is advisable to have a series of class and grade/year options for students to select upon registration. The presence of these options makes it easier to search, filter and set assignments to specific groups of students.

Admin Teachers can add additional class and grade/year options to their subscription at any time by navigating to the 'Institutional Setup' tab.

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Grades/Years [?] ⊕

Show [50] entries   Search: [   ]   [Choose Action ▼]

☐	Grade/Year Name	Number of Students in Grade/Year	Action
☐	1	4	
☐	2	4	
☐	3	0	Edit Delete

Showing 1 to 3 of 3 entries

Previous | 1 | Next

Classes [?] ⊕

Show [50] entries   Search: [   ]   [Choose Action ▼]

☐	Class Name	Number of Students in Classes	Action
☐	1a	2	
☐	1b	2	
☐	2a	3	
☐	2b	1	

Showing 1 to 4 of 4 entries

Previous | 1 | Next

Assignment Setting and Student Monitoring

From the Classroom Portal, teachers can set assignments to specific students, classes and grades/-years.

1. Find the assignment you wish to set in the TCB Library Database. Assignments with a red hat next to them feature comprehension questions. Teachers can also 'Save' an assignment to set at a later date.

| TCB Lesson Database | Saved Lessons | Active Lessons | Completed Lessons |

HSK Range 1 to 6+

Filter by Category

Choose a Date Range

Search for... 🔍

Search

Show 50 entries

	English title	Chinese title	HSK	Date	Number of times assigned	Action
	"Do It Right Away" Office Opens in Shaanxi	陕西开了一个"马上就办"办公室	3	13-02-2017	3	Set Save
	$100 Million Zhengzhou Overpass Increases Traffic Jams Instead of Reducing Them	郑州花了一亿美元建的立交桥没减少反而增加了交通拥堵	4	19-10-2016	1	Set Save

2. Click 'Set', select/filter the students you wish to send the assignment to and select a due date. Each assignee will be notified by email immediately and the assignment will appear in each student's Learning Hub within 'Assignments'.

3. While the assignment is 'active', teachers can see which students have completed the assignment by clicking on the yellow fraction next to the assignment. This reveals a drop-down of all the students and their 'Overall Scores' (if completed). Note: Assignments with no comprehension questions won't reveal scores, it will simply state whether students have marked the lesson as 'read'.
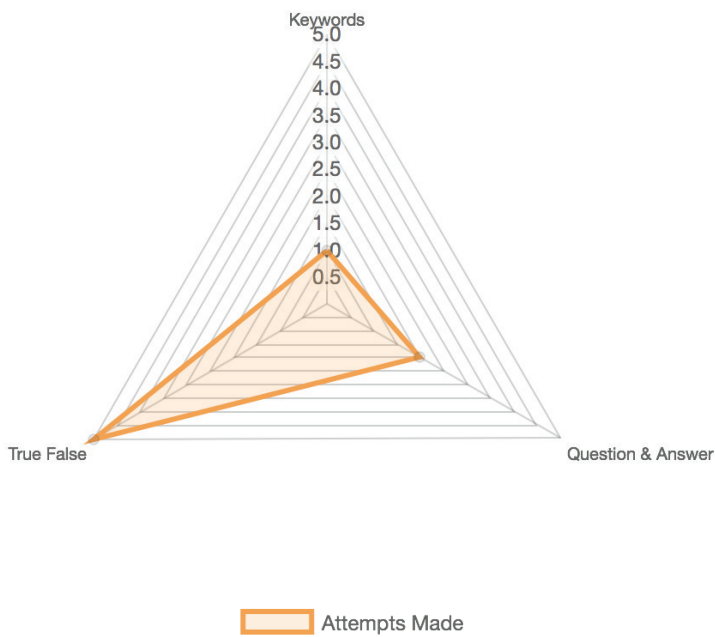
Show 50 entries   Search:

First Name	Last Name	Completion Date	Overall Scores	Completed	Action
George	Grant		0%	✗	Details
Jessica	Austin		0%	✗	Details
Paul	Delamere	2017-08-31	66.67%	✓	Details

4. In addition to the 'Overall Score', teachers can view a comprehensive breakdown of each individual student's performance by assignment. By clicking 'Details', a window opens displaying metrics on how the student performed in that particular assignment. This includes:
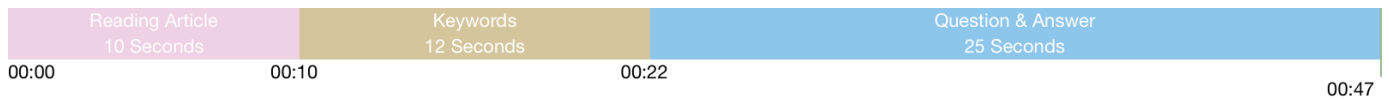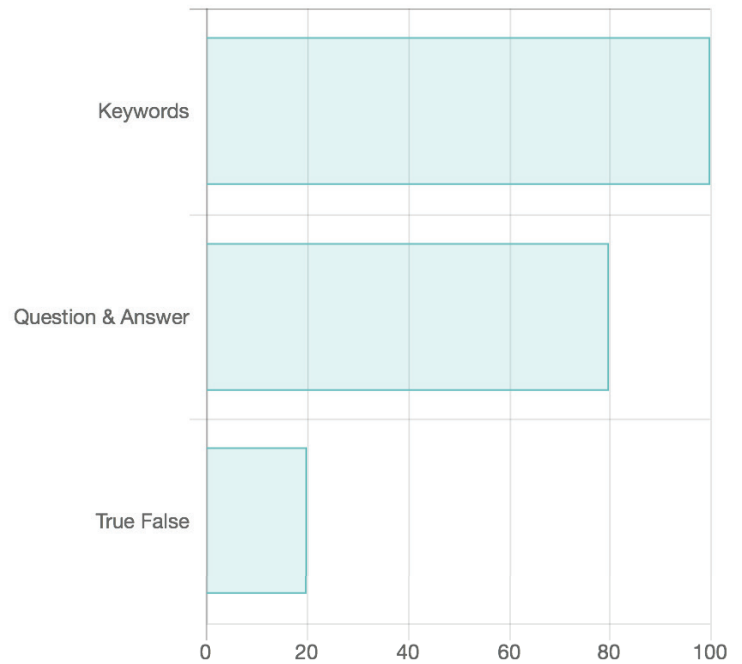   a) Attempts made on each question
    b) Bar displaying percentage scores for each question
    c) Number of words looked up
    d) Number of words saved
    c) A time-line on how long it took to complete the assignment and each section

Assignment Breakdown

Comprehension Question Attempts Made

Keywords
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5

True False   Question & Answer

Attempts Made

Comprehension Question Scores

Keywords

Question & Answer

True False

0   20   40   60   80   100

Reading Article 10 Seconds	Keywords 12 Seconds	Question & Answer 25 Seconds

00:00   00:10   00:22   00:47

Words Looked Up
21

Words Saved
22