Emile

ADMIN

USER GUIDE

Contents:

Admin User Guide:

School Admins can set up Emile for the teachers. Admin can assign accounts for teachers and pupils, keep up to date with updates and new games.

Request Demo or Place an Order:
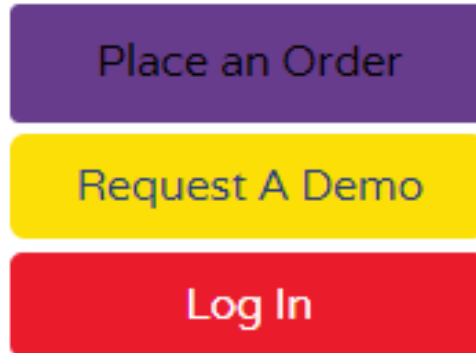
To Request a Demo:

We always suggest new clients to request a demo. No charges will be made without making an explicit order.

To request a demo simply follow the instructions on the demo request page. You will then receive a confirmation email and a team member will contact you to set up a demo.

To Place an Order:

All our prices are per annum, are exclusive of VAT and cover whole school licences. We also, provide a 10% discount for a subscription of 2 years and a 15% discount for a subscription of 3 years or more.

Select the resources you would like to purchase, put in your schools' details and place your order!
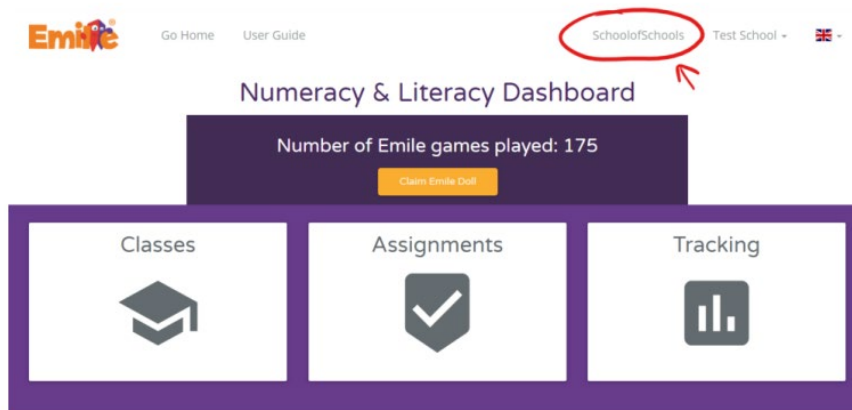
Logging In:

Admins should log in through the teacher portal, this will give them access to the teacher dashboard.
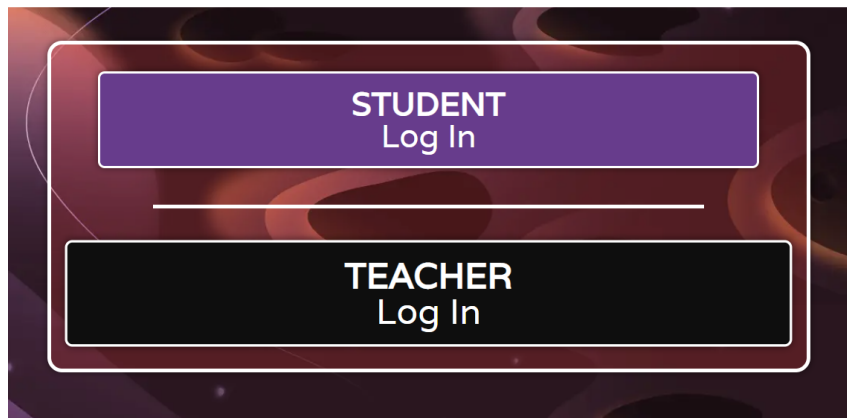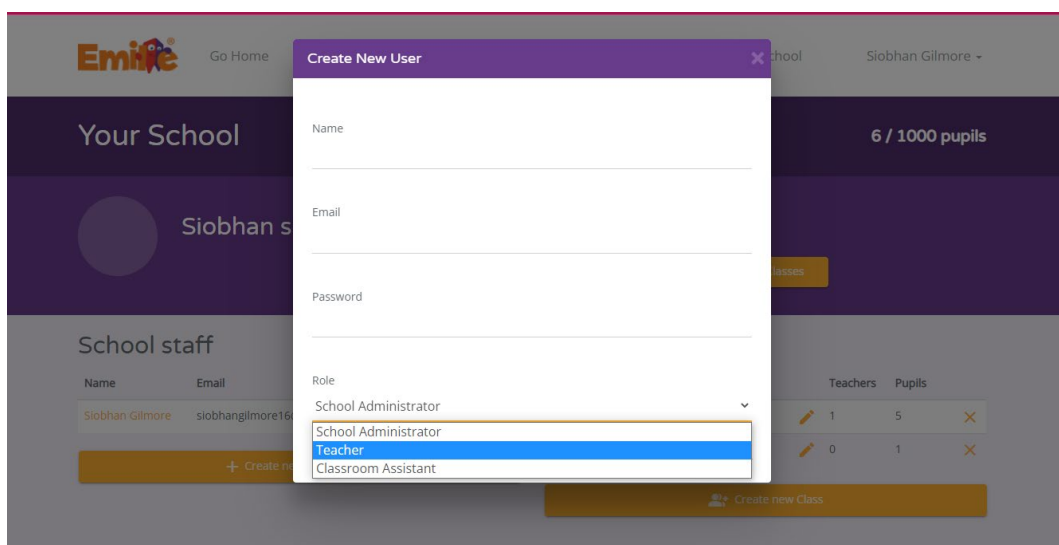

Adding Teachers and Students:

Teachers can be added, deleted, and managed by clicking on Your School Name at the top of the page.

School Admins can see all students and classes in your school. You can also, set the teachers roles.

Uploading/Creating Pupil Accounts:

There are several ways to upload/create pupil accounts.

"Send a list of pupils to Emile"

- Upload the class or even the whole school list and Emile's staff will make sure the classes are set appropriately.

"Import pupils from Spreadsheet"

- Click on **"import pupils from spreadsheet"** and download the sample .csv file by clicking on "Click Here"
- Opening the file gives you three columns: Pupil Name, Username and Password.
- Create a set of Usernames and Passwords for your pupils.
- **Please Note:** That if after you have uploaded the file a red triangle appears on the left of a pupil's account, a Username has bee duplicated.
    - o To fix this simply alter the Username. The Password can remain the same.

Troubleshooting:

- **Trouble shooting page:** https://www.emile-education.com/user-guide/troubleshooting/

Please ensure that https://games.emile-education.com is accessible using a web browser such as Chrome or Internet Edge, and also the browser version https://web.emile-education.com

In some very secure networks, it may be necessary for your network manager to whitelist or make exceptions to certain sites.

To host the multiplayer competitions, we also use the following URLS:

https://config.uca.cloud.unity3d.com and https://cdp.cloud.unity3d.com

- **You may need to request these sites to be whitelisted.**

On sites where there are managed firewalls/proxy servers it mat be necessary to put an exception in the firewall for the sites: https://games.emile-education.com, https://config.uca.cloud.unity3d.com and https://cdp.cloud.unity3d.com

The Wonde Log in system uses https://edu.wonde.com and https://api.wonde.com

Should this not solve this issue please let us know, by contacting us!

Contact:

If you are still in doubt or have any questions don't hesitate on reaching out to us!

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