

Get Started Guide

for Teachers

Welcome to Hello Britannica! Getting your classes set up so that students can access Hello Britannica is easy.

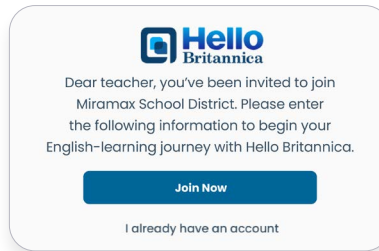
For email-based configuration, simply follow the instructions provided in this guide.

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How to Create Your Teacher Account and Login

1. As a teacher, you will receive an invitation url to set up your teacher account from your account administrator.

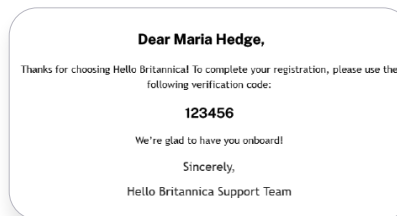


2. Click this invitation url to register by entering the necessary information.

NOTE: Your password should contain a minimum of eight characters, and at least one number, one capital letter, and one special character.

A screenshot of the Hello Britannica registration form. It asks for first and last names, email, and a password. The password field has a strength indicator. There is a 'Next' button at the bottom.

3. Upon submission of your general user account information, you will receive a verification code, via email, from donotreply@hellobritannica-e.com.

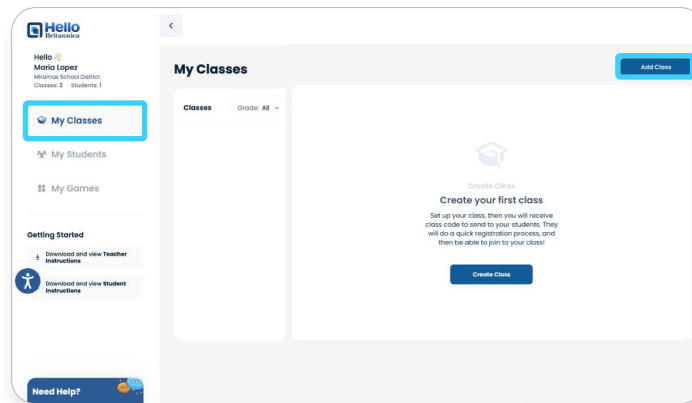


4. Enter the verification code you received in the email to complete your registration.

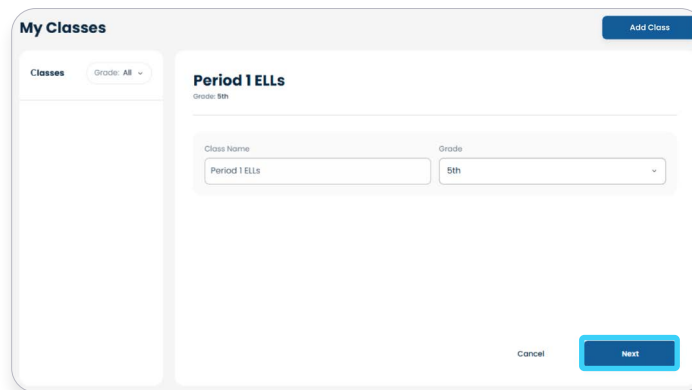
A screenshot of the Hello Britannica email verification form. It asks for the verification code sent to the email address teacher@eb.com. There is a 'Done' button at the bottom.

How to Create Classes and Invite Students

1. Navigate to **My Classes** in the left menu. Select the **Add Class** button.

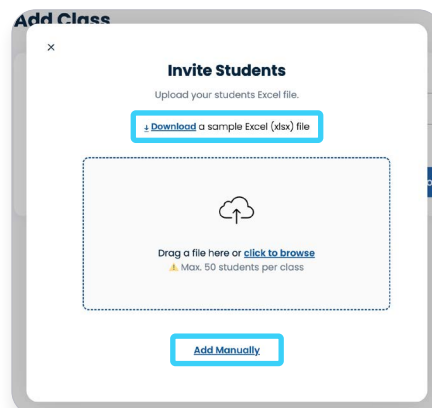


2. Enter your class name and select your grade level.
3. Click **Next**.

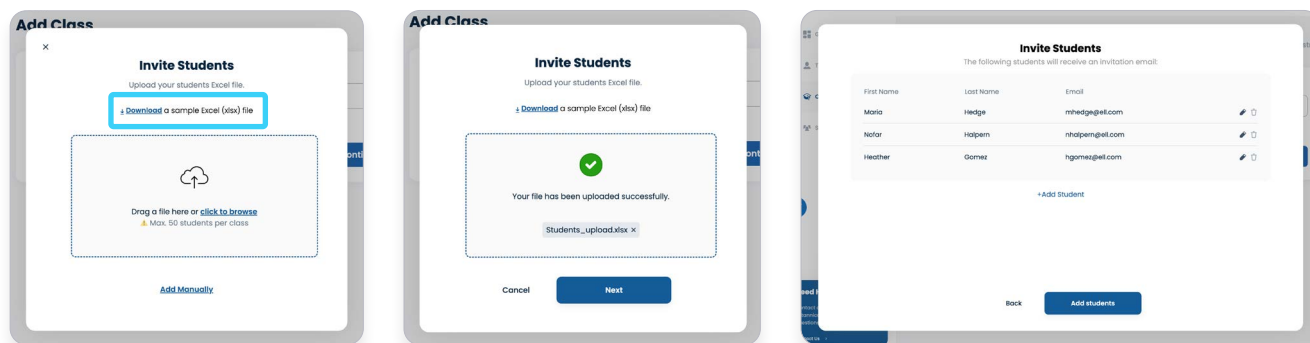


4. You will be prompted to invite students to the class. You have two options: uploading students in an Excel (XLSX) file or adding students manually. Choose whichever you prefer. You only need to do one.

NOTE: With either method, you can add up to 50 students per class.



Uploading Students

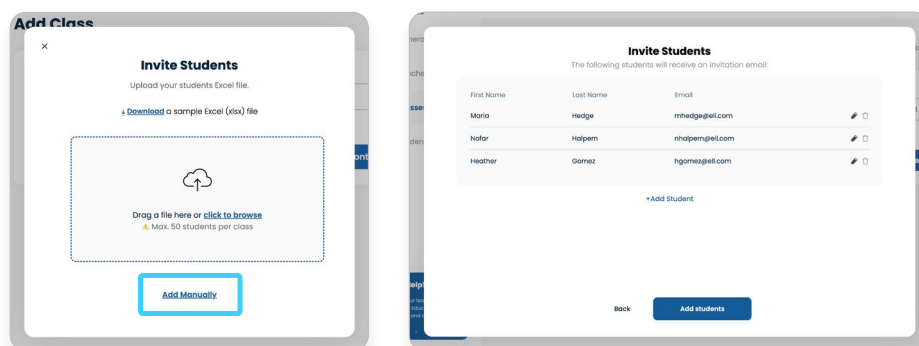


Follow these steps to add multiple students quickly using an Excel file:

1. Download the Excel template.
2. Fill in First Name, Last Name, and Email.
3. Upload the file (drag-and-drop or browse) and click **Next**.
4. Fix any validation errors if prompted.
5. Click **Enroll students** to confirm.

Students will automatically receive an email with a temporary password, an activation link, and login instructions.

Adding Students Manually



Follow these steps to add students' information individually using the Hello dashboard input form:

1. Click on **Add Manually**.
2. Enter a student's first name, last name, and email address. Click **Save**.
3. Click **+Add Student** to add up to 49 additional students.
4. Click on the **Enroll students** button to add all the new students.

Students will automatically receive an email with a temporary password, an activation link, and login instructions.

NOTE: With either method, remind students to check their email soon after you add them. The activation link and temporary password are good for only 60 days.

Each class you create will be listed in your **My Classes** view. Here, you can see details for individual classes, such as counts of total students, active students, and inactive students as well as the co-teacher's name. You also will be able to see the key metrics of average current level, average score, average progress, total time spent, and average time spent—all updated to reflect activity for the selected class.

Within the class details, you can view the student list and each student's status, last login date, starting level, current level, progress in their current level, time spent in their current level, and average score at the current level. You can filter the students by any of these parameters, and export the student list as an XLSX file.

How to Edit or Delete Classes and Students

Editing a Class

1. Navigate to **My Classes** in the left menu.
2. Select the class to edit from your list of classes.
3. Click the **pencil icon**  next to the current class grade.
4. Edit the class name and/or grade and click **Save**.

Adding New Students to an Existing Class

1. Navigate to **My Classes** in the left menu.
2. Select the class to edit from your list of classes.
3. Click the **pencil icon**  next to the current class grade.
4. Click the **Add New Students** option.
5. Follow the prompts to **Upload Students** or **Add Manually**. These are the same processes as when creating a new class and inviting students.

Deleting a Class

1. Navigate to **My Classes** in the left menu.
2. Select the class to delete from your list of classes.
3. Click the **pencil icon**  next to the class grade.
4. Click **Delete class**.
5. Click **Delete** again to confirm. This cannot be undone.

NOTE: Only empty classes may be deleted. Any students in a class must be removed before deleting the class.

Editing a Student

1. Navigate to **My Classes** in the left menu.
2. Select the class the student belongs to from your list of classes.
3. Find the student in the list of students enrolled in the class.
4. Click the **arrow icon** → to the far right of the row with their name.
5. On their student detail screen, click the **pencil icon** .
6. At the next screen, edit the student's first name, last name, current level, and/or interface language as needed.
7. Click **Save**.

Deleting a Student

1. Navigate to **My Classes** in the left menu.
2. Select the class the student belongs to from your list of classes.
3. Find the student in the list of students enrolled in the class.
4. Click the **arrow icon** → to the far right of the row with their name.
5. On their student detail screen, click the **pencil icon** .
6. At the next screen, click **Delete student**.
7. Select the appropriate reason and click **Delete** again to confirm. This cannot be undone.

NOTE: All student progress data will be lost upon deletion.

How to Play Activities

1. Begin by navigating to **My Games** in the left menu.
2. Click on any of the **units** to open the **learning path** below. Each learning path is comprised of several **topics**.

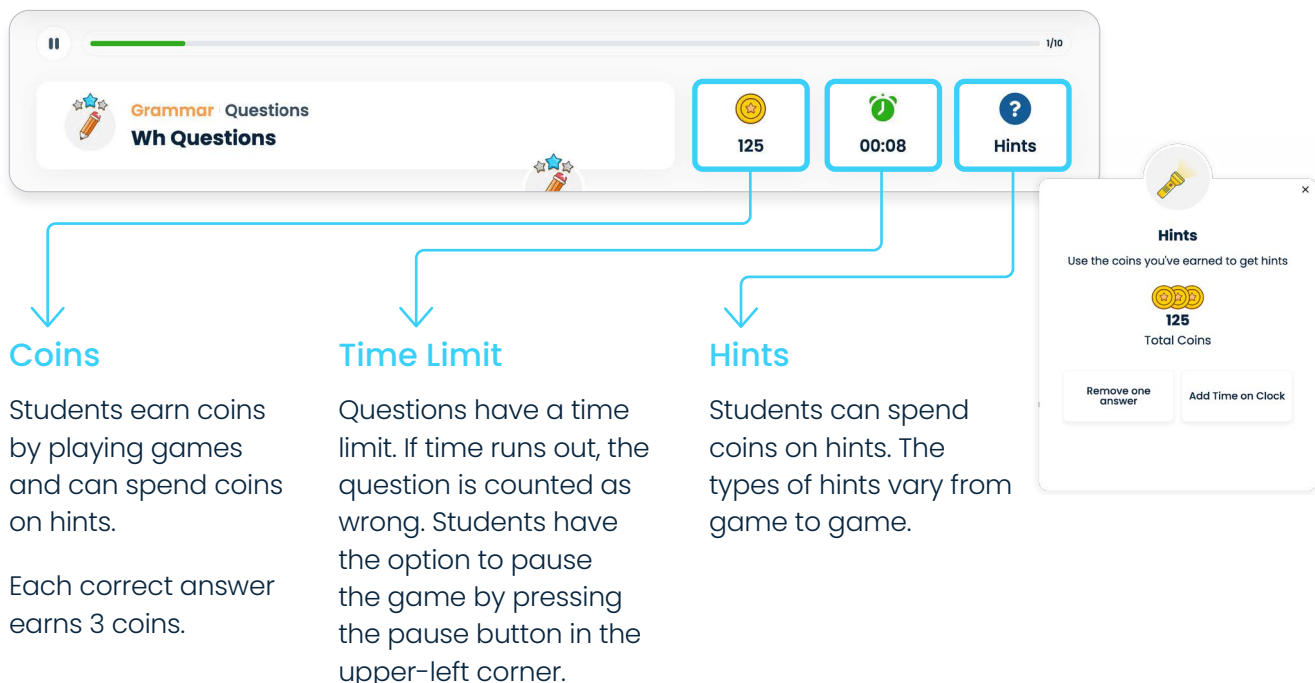


3. Click on a topic in the learning path and then select an **activity**.

NOTE: Teachers can play any of the games in the teacher profile.

In the student profile, topics will be locked so that students have to make linear progress.

Gameplay



Coins

Students earn coins by playing games and can spend coins on hints.

Each correct answer earns 3 coins.

Time Limit

Questions have a time limit. If time runs out, the question is counted as wrong. Students have the option to pause the game by pressing the pause button in the upper-left corner.

Hints

Students can spend coins on hints. The types of hints vary from game to game.

Student Levels

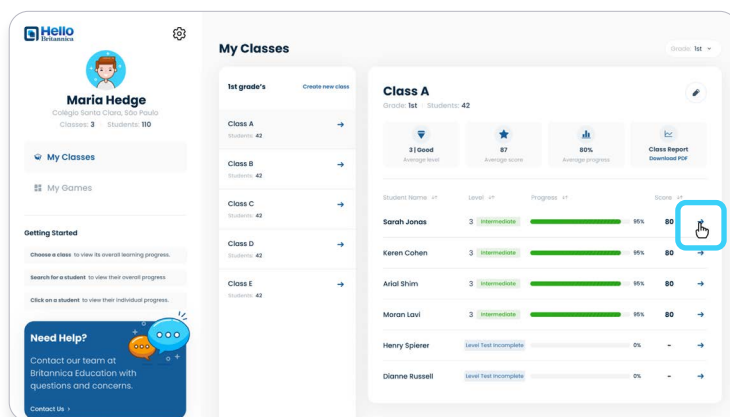
Level Placement Test

Before playing games, students take the level test to determine their learning level.

How to Change a Student's Level

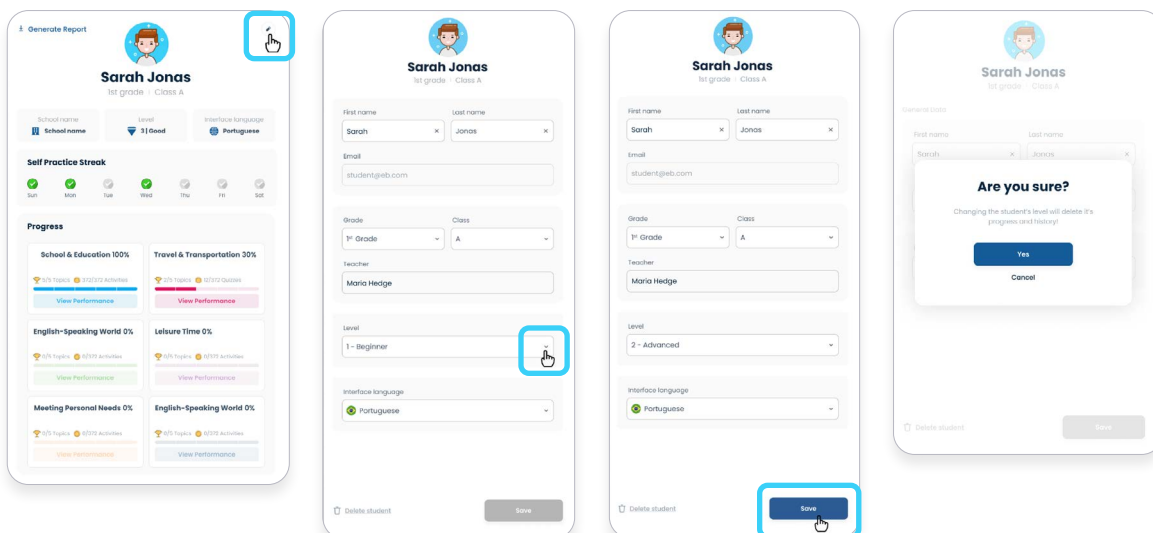
As a teacher, you may only update a student's level if the student has been registered into the system and if they have completed their initial level test.

1. Navigate to **My Classes**, select the class the student belongs to from your list of classes, find the student in the list, and click the **arrow icon** → to the far right of the row with their name.



2. On their student detail screen, click the **pencil icon** ✎. At the next screen, choose the new level from the **Level drop-down menu**, and click **Save**.

NOTE: Regardless of downleveling or upleveling, once a student's level is updated, the student's progress will be completely reset to align with the new level. However, the student will retain their coins across levels. Once the level change is saved, this data cannot be recovered.



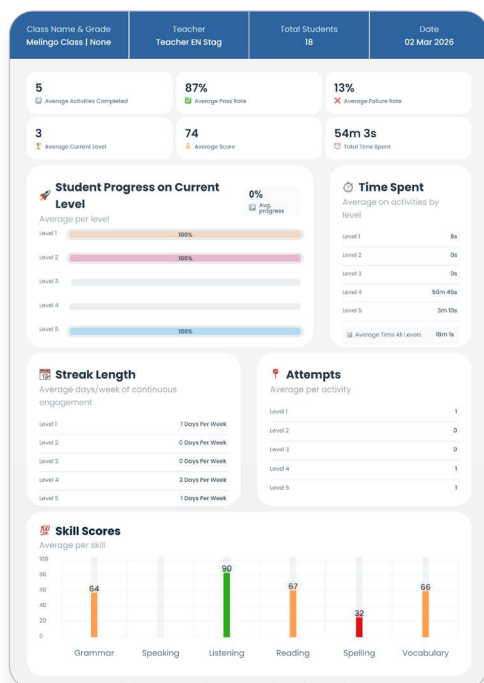
3. Directly inform the student(s) whose level was updated to log out and log back in to the system. If they do not, they will be logged out automatically within one hour of the level being updated and will need to log in again. Once they log in, they will likely see a pop-up informing them that their level has been updated.

Generating Reports

How to Generate a Class Report

1. Navigate to **My Classes** in the left menu.
2. Select the desired class from your list of classes.
3. Click **Download Class Report** in the upper-right corner.

The screenshot shows the 'My Classes' dashboard. On the left, there's a list of classes: 'ELL Skills' (1 student) and 'Mi clase favorita' (0 students). The main area displays details for 'ELL Skills 1st Grade', including a 'Download Class Report' button, student counts (1/50), and a 'Filter' button. Below this, five key metrics are shown: Average Current Level (2), Average Score (73), Avg. progress (0%), Total Time Spent (4m 51s), and Time Spent (4m 51s).



Class metrics: The average current level, game score, number of activities completed, time spent, and pass/fail rates across all students in the class

Student Progress: By level, the average student progress at the current level

Time Spent: The average amount of time spent per game

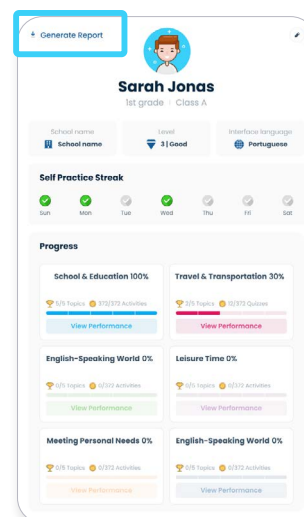
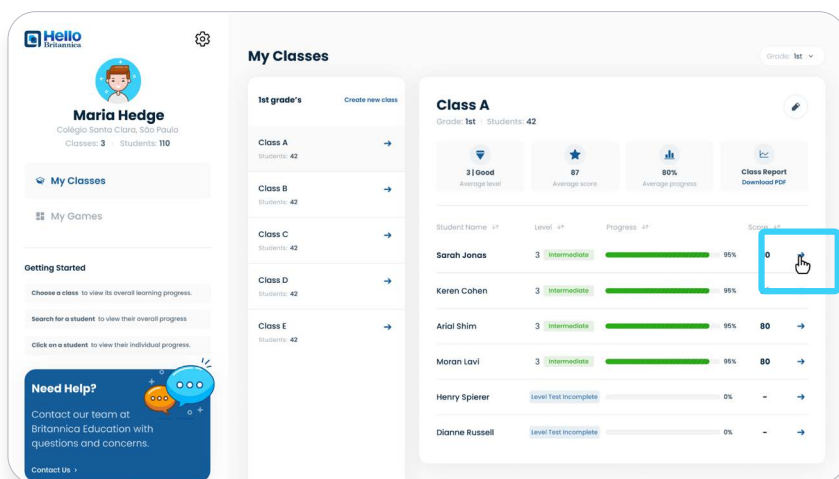
Streak Length: Continuous engagement measured in average active days per week across each level

Attempts: The average number of times games are attempted per level

Skill Scores: The average class score for each of the six skills

NOTE: Students can replay games to improve their score.

How to Generate a Student Report



1. Navigate to **My Classes**, select the class the student belongs to from your list of classes, find the student in the list, and then click the **arrow icon** → to the far right of the row with their name.
2. On their student detail screen, you will see an overview of their Self Practice Streak, their assessment scores, and their progress in each of the units.
3. Click **Generate Report** in the upper-left corner.

Overall Progress, Pass and Fail Rates: The overall level progress and average pass and fail rates for the individual student

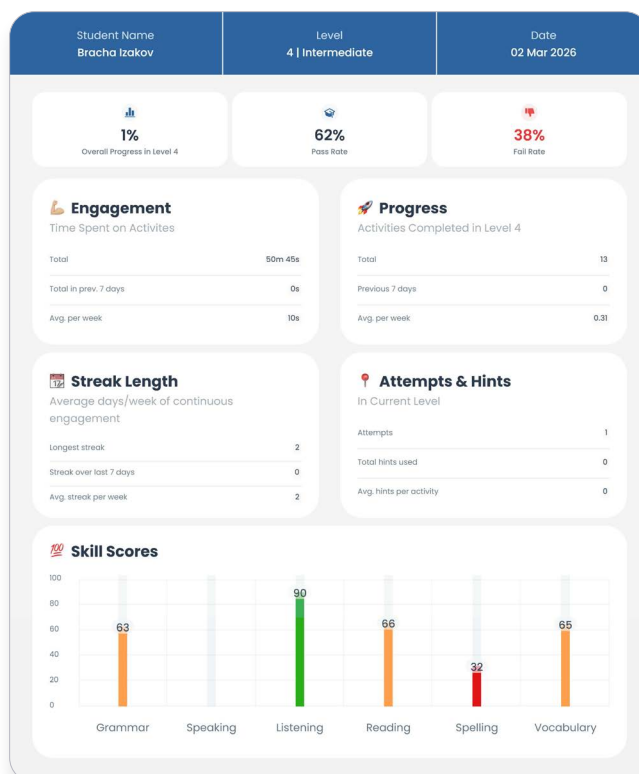
Engagement: The average amount of time spent on all activities in the student's current level

Progress: The average number of activities completed in the student's current level

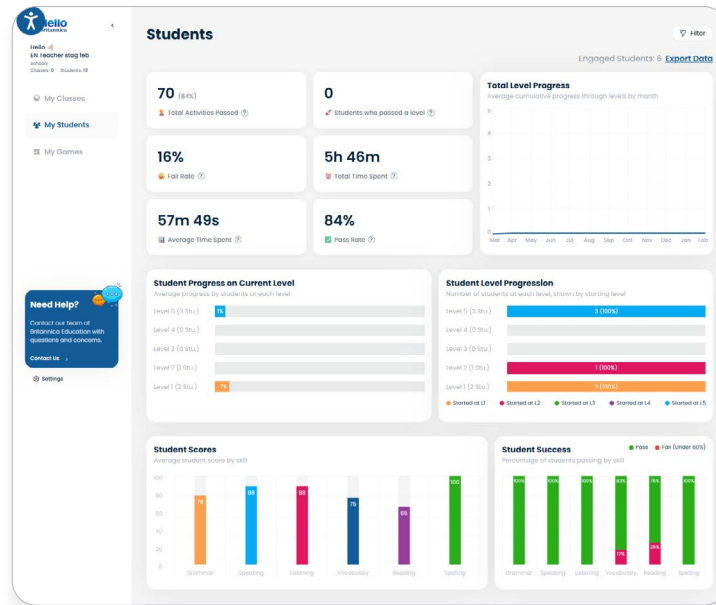
Streak Length: Continuous engagement rates for the student in the current level

Attempts & Hints: Average attempts per activity and total and average numbers of hints used for all activities across the level

Skill Scores: The student's average score per skill



Viewing Student Metrics



As a teacher, you can view charts and graphs that provide a summative overview of your learners and their collective progress. Click on **My Students** in the left menu. This dashboard compiles data only from students assigned to you as the teacher. It can be filtered to show only data specific to certain classes, levels, or grades.

The dashboard displays the following information:

- Total number of activities that students have passed cumulatively
- Total number of students who have passed at least one level
- Overall student pass and fail rates
- Total time spent on activities by all students
- Average time spent per student on activities

Additionally, you will see the following charts:

Chart	Description
Total Level Progress	The cumulative average number of levels students have completed by month
Student Progress on Current Level	The average percentage of activities completed by students currently working on each level, with the number of students at the level
Student Level Progression	The number of students at each level and what level they started in
Student Scores	The average score for various skills
Student Success	The percentage of students who pass or fail each skill, with fail defined as scoring less than 60

Each chart can be clicked on to dig deeper into the information. The drill-down reports can also be filtered and sorted by additional specific data points.

The three charts related to student progress will drill down to the following details:

- Student Name
 - Status
 - Teacher Name
- Class
- Grade
- Starting Level
- Current Level
- Progress
- Time Spent
- First Login date
- Last Login date

The two charts related to student scores and skills will drill down to the following details:

- Student Name
 - Teacher Name
- Class
- Grade
- Grammar
- Speaking
- Listening
- Vocabulary
- Reading
- Spelling

Students

Student Level Progression

Name & teacher	Class	Grade	Starting Level	Current Level	Progress	Time		
Adrian Murray ● Active EN Teacher stag feb	Birds	4th	5	5	7 (1%)	30r		
Beth Summerfield ● Active EN Teacher stag feb	Birds	4th	1	1	37 (2%)	1h 1		
Hayley Brett ● Active EN Teacher stag feb	Big Ben	5th	5	5	18 (3%)	1h 1		
Luke Saunders ● Active EN Teacher stag feb	Birds	4th	2	2	1 (1%)	2m 37s	N/A	10 Apr 2025
March six stu en ● Active EN Teacher stag feb	Class 1	3rd	1	1	3 (1%)	1m 7s	N/A	6 Mar 2025
Samantha Bantala ● Active EN Teacher stag feb	Birds	4th	5	5	2 (1%)	2h 43m	N/A	10 Apr 2025

Filter

Class Name Reset

Search class

Level Reset

All

Grade Reset

All

Reset All

Using the Hello Britannica App Across Devices

The Hello Britannica app is accessible via a web browser as well as native Android and iOS applications, allowing learning to continue across devices.

Android and iOS apps are available to download via this [link](#). Click on the App Store or Google Play badges to download the app. This will require an existing Hello Britannica account to log in.



Android and iOS App Functionality

Android and iOS applications provide support for use of the Hello Britannica applications, both with and without Internet access.

Use without Internet Access

To provide a quality learner experience in Hello Britannica when Internet connectivity is interrupted, the Hello Britannica Android and iOS apps are designed to download a limited subset of content to the student's local device so they can continue learning.

- **What Your Students Can Access:** When connected to the Internet, the app will automatically start downloading the previous, current, and next topics. A message will appear that says, "Prefetching offline data." Then the message "Prefetching process successfully done." will confirm this process is complete. These topics will be available for your students to work on offline.
- **What Won't Work Offline:** The level placement test needs an Internet connection to work, so make sure your students are online when they take it. Students won't be able to complete activities that rely on AI while offline (e.g., activities that include use of a microphone or evaluation of writing entries). Once connected to the Internet again, students will be prompted to complete any skipped activities while offline.
- **Progress Tracking:** Students' progress will be tracked on the device while offline. Your students can pick up right where they left off once they're back online!