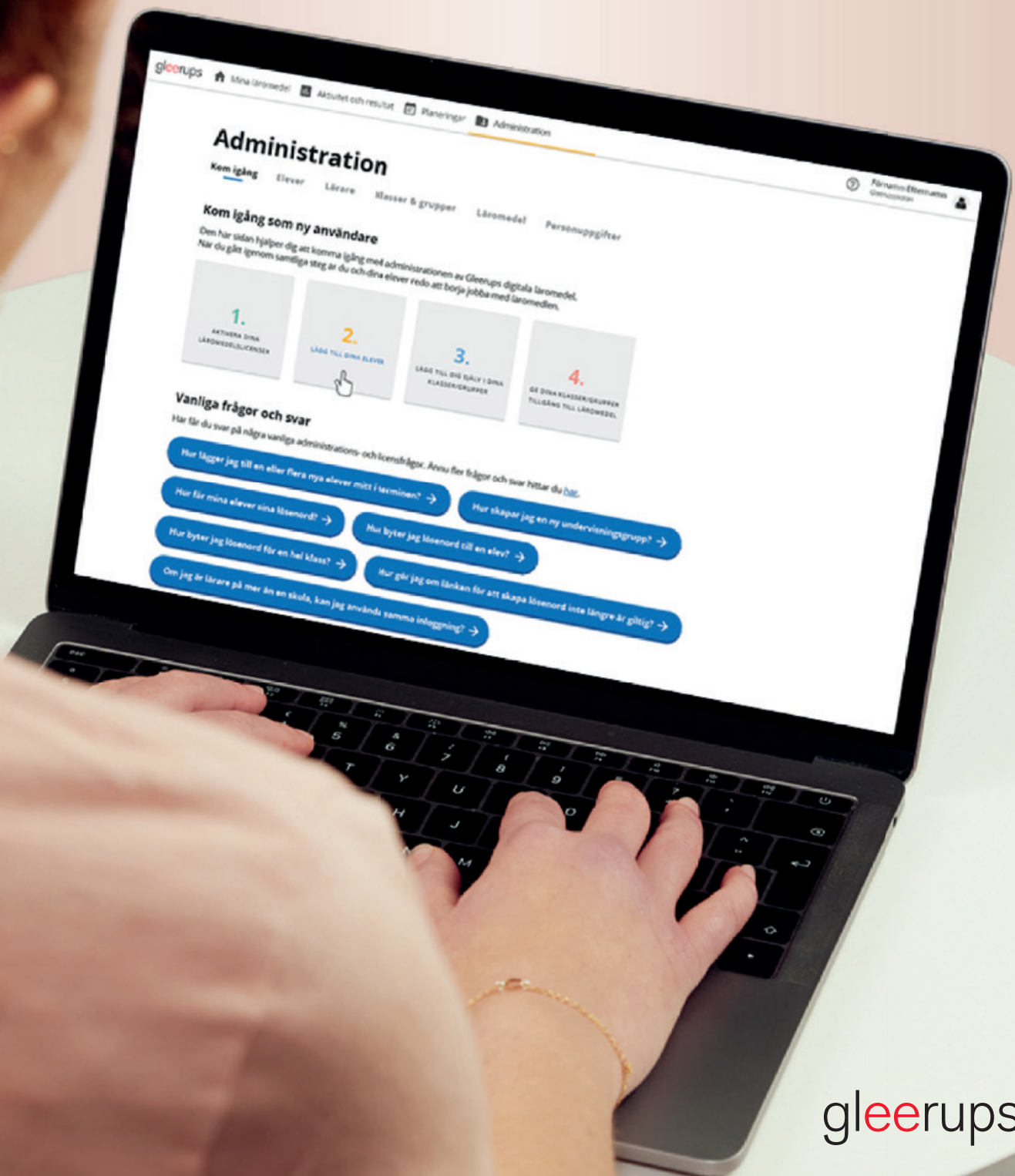


Manual

Administration of Gleerups digital learning materials



Administration of Gleerups digital learning materials

This manual will help you to get started with the administration of Gleerups digital learning materials. Once this is done, you and your class will soon be up and running.

Before you begin:

- Make sure you are working in a browser that has been tested and that is recommended for use with Gleerups digital learning materials: Chrome/Firefox/Safari/Edge
- If your school has an integration between Gleerups learning materials and the school's IT system, students will automatically be created in the system. In this event, you can follow the manual from point 5 below, "Give your class access to learning materials"
- If your school has established an integration with Skolfederation, the students will not be visible in the system until they have logged in for the first time

The manual contains the following steps:

1. Register as a new user
2. Log in and give yourself access to learning materials
3. Add your students
4. Add yourself to the class/group
5. Give your class access to learning materials
6. Create a new class/group
7. Forgotten password
8. Change password
9. Change e-mail address
10. Clear users
11. Clear classes/groups
12. Rename classes/groups
13. Clear licences

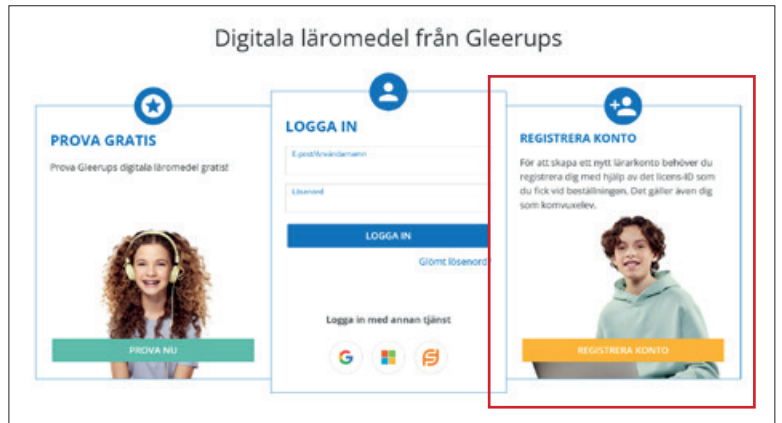
You will find a **Getting Started Manual** in the Gleerups portal, which features a step-by-step guide to help you with the administration of Gleerups digital learning materials. In the main menu, click on **Administration**.

You will find an **instructional video** on how to get started with the administration of Gleerups digital learning materials at gleerups.se

1. For new users

Register as a user

- Go to **www.gleerupsportal.se**
- Click on **Register Account**
- Fill in your e-mail address
- Enter the licence ID that you received by e-mail from Gleerups
- If you and your students already have an account with Gleerups, there is no need to create any new accounts



- Your e-mail address will automatically become your username
- Enter your forename and surname, your role at the school and your telephone number
- Choose a password (Use only letters a-z or A-Z and numbers 0-9, with no spaces)
- Accept the licence conditions
- Click on **Create account** in order to proceed
- An e-mail confirming your login details will now be sent to your e-mail address

The screenshot shows the 'SKAPA NYTT KONTO MED LICENS-ID' form. It includes fields for 'Förnamn*' (First name), 'Efternamn*' (Last name), 'E-postadress*' (Email address, pre-filled with 'test.test@gleerupsskolan.se'), 'Roll' (Role), 'Telefonnummer*' (Phone number), 'Licens-ID (Lex. 236797616QR)*' (License ID), 'Lösenord*' (Password), and 'Bekräfta lösenord*' (Confirm password). There is a checkbox for 'Jag har läst och godkänner licensavtalet för Gleerups digitala läromedel.' (I have read and agree to the license agreement for Gleerups digital learning materials.) and two buttons: 'AVBRYT' (Cancel) and 'SKAPA KONTO' (Create account).

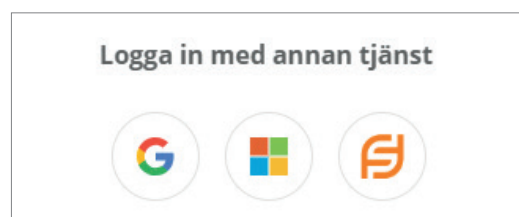
2. When you have created an account

Log in and give yourself access to learning materials

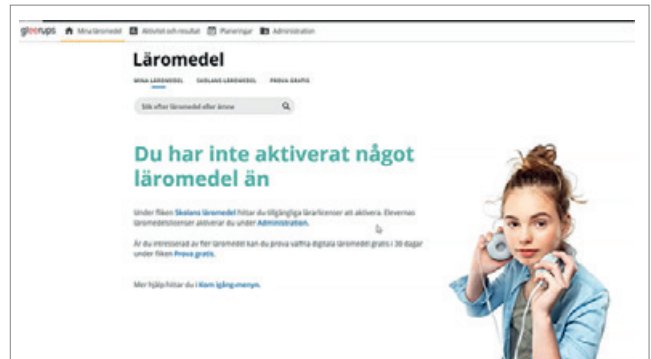
- Go to **www.gleerupsportal.se**
- Log in with your username and password

Tip!

Once an account has been created, you can make it easier to log in to Gleerups digital learning materials by using your existing Google or Office 365 account. If your school is connected to Skolfederation, click on the Skolfederation button in order to log in.

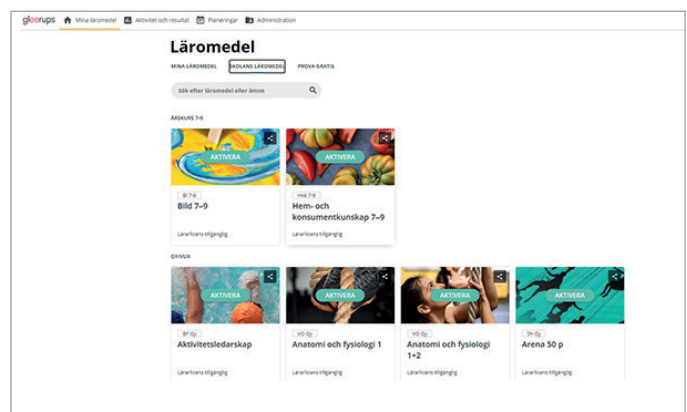


Once you have logged in, you will be directed to your personal home page. When you log in for the first time, the page will not contain any learning materials, but it is here that you will be able to see all your digital learning materials once you have added them.



- To give yourself access to learning materials, Click on **The school's learning materials**. Here you will see all the available learning materials for your school
- Search for the learning materials you have ordered
- Click on **Activate selected licence, and confirm**
- Repeat this for all the learning materials you want to add

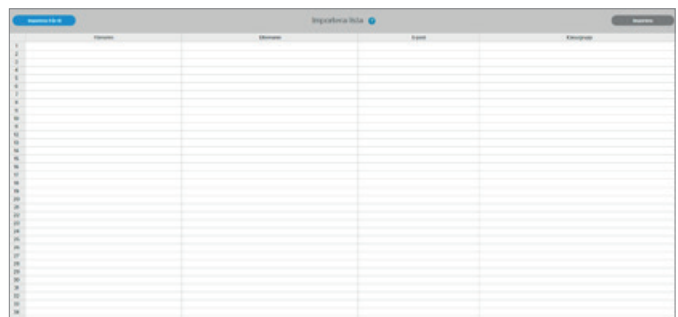
+ Lägg till eget läromedel



Once the licences have been activated, they will automatically be moved to the My Learning Materials page.

3. Add your students

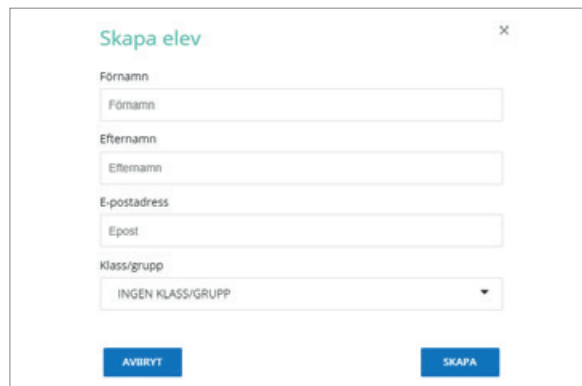
Before adding students, you should check whether they are already present in the system. Perhaps one of your colleagues has already added them, or perhaps your school's system is integrated with that of Glerups, which means that students will be created automatically.



- If the students are not already present in the system, you can choose whether to register an individual student or multiple students
- **A** – Add an entire class
- In the main menu, click on **Administration**. Click on **Step 2. Add your students**. Here you can search for your students
- If you would like to add several students at the same time, click on **Register multiple students**
- Then click on **Import from file**
- Once your list is complete, click on **Finish**, and then **Finish registration**
- Once students have been registered, an e-mail will automatically be sent to them with a link to create a new password. Students will then be able to log in to the Glerups portal. If a student has not received an e-mail, they should first check their junk mail folder. If they are still unable to find their login details, they can always use the "Forgotten password" function at glerupsportal.se

B – Add an individual student manually

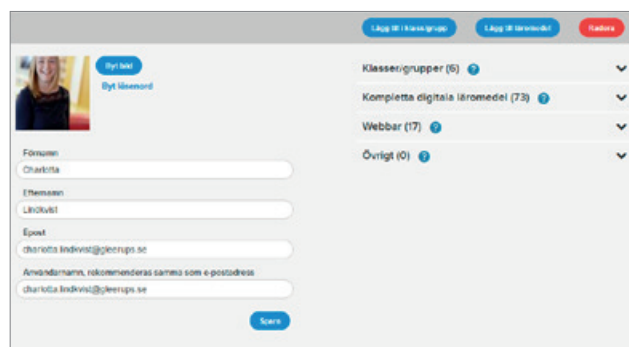
- Click on the **Register an individual student button**
- A box will appear where you can enter the required details
- Then click on the **Create button**
- Once you have created a student in the system, a link will be sent to the student by e-mail. By following this link, the student will be able to choose a new password



4. Add yourself to the class/group

You must also be a member of a group in order to communicate with your students inside the learning material and to see their results.

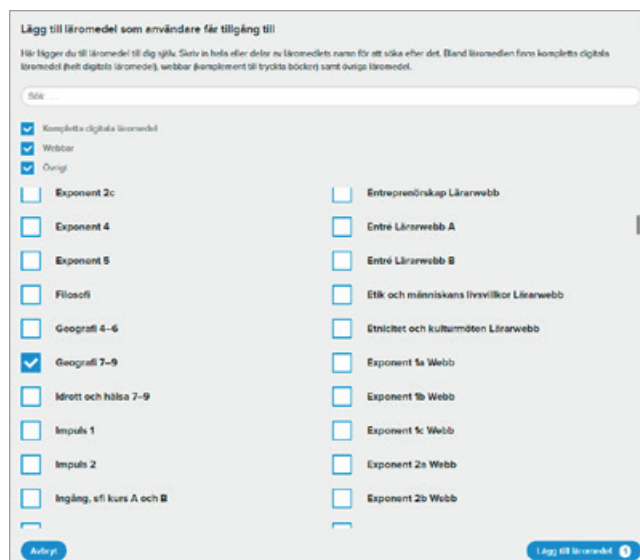
- In the main menu, click on **Administration**. Click on **Step 3. Add yourself to the group**
- Enter your name in the Search field
- Click on your name
- Click on the **Add to class/group button**
- Select the class(es)/group(s) you wish to join
- Click on **Add**



5. Give your class access to learning materials

A – Give an entire class access to learning materials

- In the main menu, click on **Administration**. Click on **Step 4. Assign students the learning material**
- Search for the class/group
- Click in the checkbox in front of the class/group, and select **Add learning material**
- Find the learning material you want to share from the list. Click in the checkbox

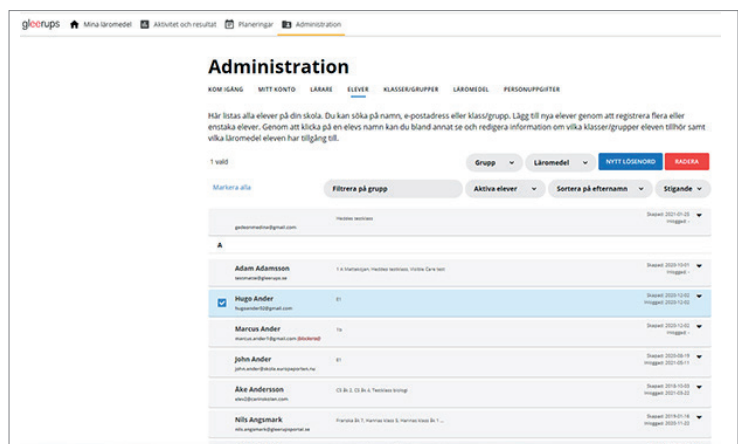


- Click on **Add learning material**.
The available licences are displayed.
Select the relevant licence. Click on **Finish**

Remember that you should only assign to you and your students those products for which you have purchased a licence.

B – Give individual students access to learning material

- In the menu, select **Students**
- Search for the student
- Click on the student's name
- Click on the **Add learning material** button
- Find the learning material(s) you would like to distribute from the list. Click in the checkbox
- Click on **Add learning material**.
The available licences are displayed.
Select the relevant licence. Click on **Finish**

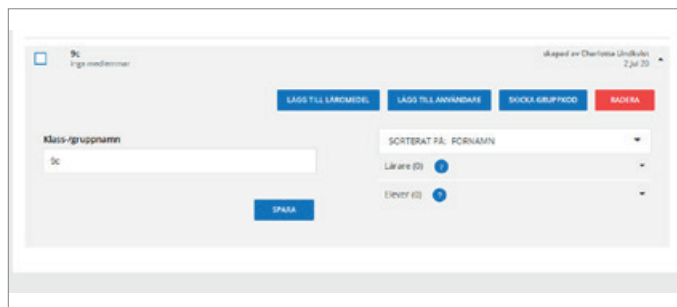
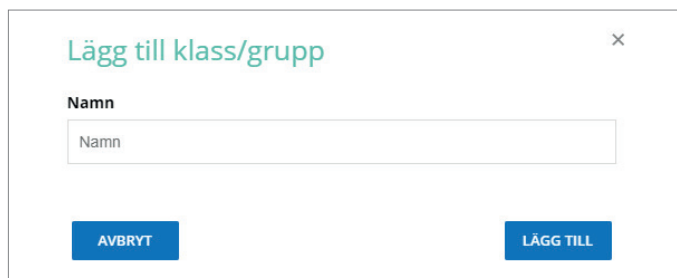


Remember that you should only assign to you and your students those products for which you have purchased a licence.

6. Create a new class/group:

Use this if you want to create a new group in addition to the class/group in which the students have been registered.

- Select **Classes/groups** in the menu
- Click on **Create class/group**
- Enter the name of the class/group and click on **Add**
- Once you have added your class/group, search for it in the list and click on the name
- Click on **Add user** and select from the list



Students and teachers can belong to several groups.

Don't forget!

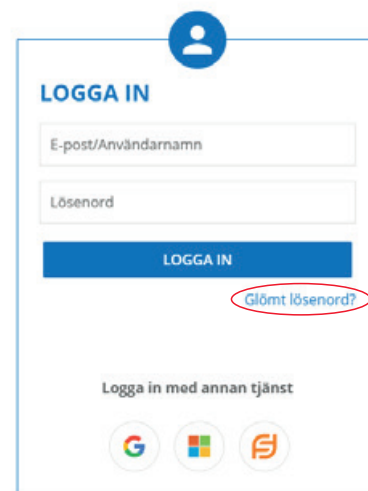
In order for teachers to communicate with students in a group when using Gleerups digital learning materials, the teacher must also be a member of the group. See point 4.



7. Forgotten password

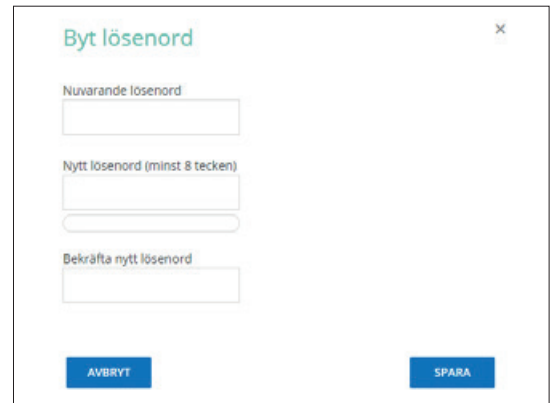
- Go to gleerupsportal.se and select **Forgotten password**
- Enter your e-mail address, and you will be sent a link to reset your password. The link will be valid for 7 days

Your students can also order a link to reset their password at gleerupsportal.se



8. Change password

- Select **Account settings** from the menu, which you can access by clicking on your name in the top right-hand corner
- Select **Change password**. Enter your old password and the new password (twice)
- Click on **Save**



Change a student's password

You can help students to change their password, either individually or in groups

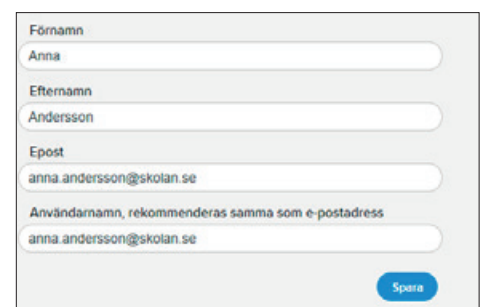
- Select **Students** in the "Administration" menu
- Search for the student
- Click in the checkbox in front of the name of the student(s)
- A new button will appear: **New password**. Follow the instructions

Change the passwords for an entire class

- Select **Students** in the "Administration" menu
- Click on "Filter by group", and select the desired group from the drop-down list. This filters the results so that only students in the selected class are shown
- Select **Select all**
- A new button will appear: **New password**. Follow the instructions

9. Change e-mail address

- Select **Account settings** in the menu, which you can access by clicking on your name in the top right-hand corner
- Change your e-mail address
- Click on **Save**



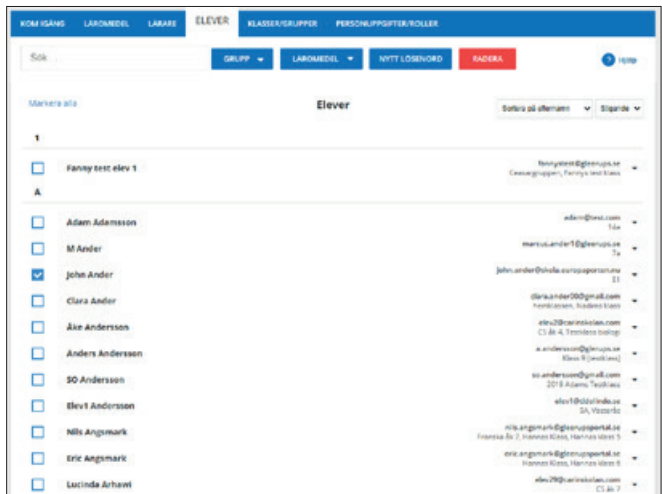
Change e-mail address for a student

- Select **Students** in the "Administration" menu
- Click on the student
- Change the student's e-mail address

10. Clear users

We recommend that you purge the system's users before each school year, removing all students and teachers who have left.

- In the menu, select **Students**
- Click in the checkbox in front of the name of the student(s) you wish to remove
- In the menu, select **Delete**
- Confirm by clicking on **Delete**



Follow the same process if you wish to remove a teacher, but select **Teachers** from the menu instead. Click in the checkbox in front of the teacher, and select **Delete**.

When you delete a user, you remove their authorisation for any licences to which they were associated.

11. Clear classes/groups

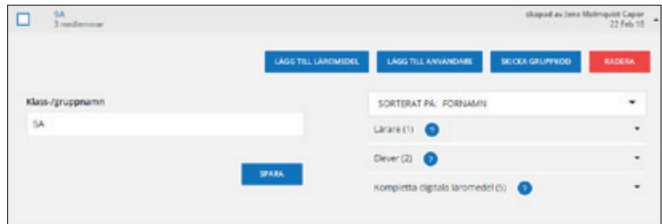
At the end of a school year, it is a good idea to remove those classes and groups that will not be used in the coming school year, and to rename the classes that will be used in the coming year

- In the menu, select **Classes/groups**
- Click in the checkbox in front of the class/group you wish to remove
- In the menu, select **Delete**
- Confirm by clicking on **Delete**

Bear in mind that you are only deleting the group. The members of the group will not be deleted, and neither will their licence authorisations. See point 13. Clear licences.

12. Rename classes/groups

- In the menu, select **Classes/groups**
- Click on the class to see all the information
- Enter a new name in **Class/group name**
- Select **Save**
- Confirm by clicking on **Save**



13. Clear licences

- Select **Students** in the menu
- Click in the checkbox in front of the student/ students you wish to remove
- Go to **Learning materials** in the menu, and select **Remove learning material** in the list
- Click in the checkbox in front of the learning material
- Click on **Remove**

We are here to help!

Frequently Asked Questions

At the Gleerups support centre, you will find instructional videos, guides, FAQs and other helpful information that you might need in order to get started with your digital learning materials.

[Gleerups support centre >>](#)



Bear in mind

Ensure that you work in accordance with the technical requirements for Gleerups digital learning materials:

<https://www.gleerups.se/support/tekniska-krav>

Gleerups support is here to help you and to answer your questions and concerns.
You can contact us by telephone: 040-20 98 10 or e-mail: info@gleerups.se.