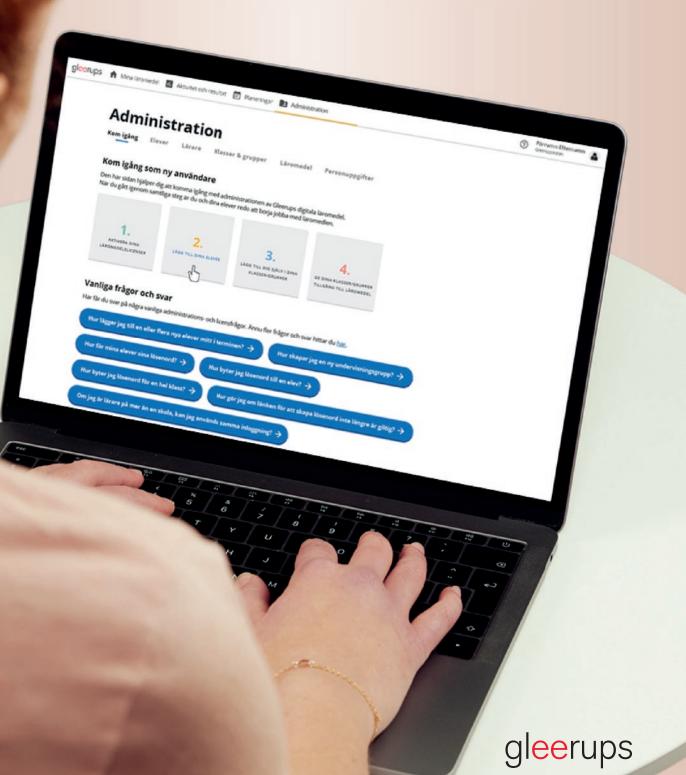
Manual

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

For schools with an integration:

- 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
- If your school has established an integration with Skolon all administration is done in Skolon. It is not possible tot add your students or give your class access to learning materials in Gleerups portal. Please note, teachers and students are not visible in the system until they have access to learning materials by Skolon

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

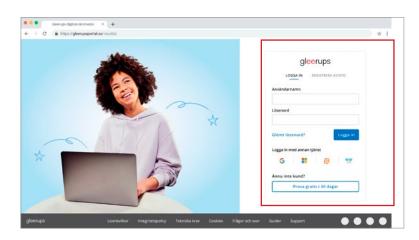
You will find a **Getting Started Manual** in the Gleerups portal, which features a step-bystep guide to help you with the administration of Gleerups digital learning materials. In the main menu, click on **Administration**.

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



* The person at your school who ordered the digital learning material will receive a licence ID by e-mail from Gleerups. Each school has a unique license ID. The license-ID is the same for all users at the school.

- 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

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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 or Skolon, click on the respective icon 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.

Läromedel
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Sixk efter täromedel efter änne Q
Inga aktiverade läromedel än
Under filken Skolans Jaromedel hittar du tillgängliga Järarlicenser att aktivera. Elevernas
laromedeblicenser aktiverar du under <u>administration</u> .
År du intresserad av fler läromedel kan du prova valfria digitala läromedel gratis i 30 dagar under
filken <u>Prova gratis</u>
Mer hjälp hittar du i Kom igång-menyn.

- 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, then Activate selected licence, and Confirm
- Repeat this for all the learning materials you want to add

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

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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 Gleerups, which means that students will be created automatically.

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- 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 Gleerups 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 gleerupsportal.se

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- **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

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charictta.lindkvist@gleerups.se		
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Kompletta digitala läromedel	
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Geografi 4–6	Etnicitet och kulturmöten Läranwebb
Geografi 7–9	Exponent 1a Webb
Idrott och hälsa 7–9	Exponent 1b Webb
Impuls 1	Exponent 1c Webb
Impuls 2	Exponent 2a Webb
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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

Administra	tion			
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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.

X Namn AVBRYT LÄGG TILL AVBRYT LÄGG TILL Avgentenser

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

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Användarnamn
Lösenord
Glömt lösenord? Logga in
Logga in med annan tjänst
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Ännu inte kund?
Prova gratis i 30 dagar

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

Nuvarande lösenord	
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Bekräfta nytt lösenord	

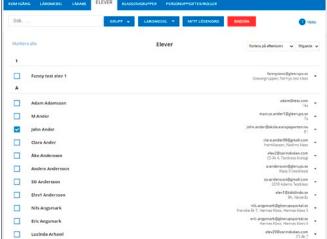
Anna	
Efternamn	
Andersson	
Epost	
anna.andersson@skolan.se	
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anna.andersson@skolan.se	

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. <u>Gleerups support centre >></u>



Bear in mind

Ensure that you work in accordance with the technical requirements for Gleerups digital learning materials: <u>https://www.gleerups.se/support/tekniska-krav</u>

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.