

As a teacher, within your school, you can manage dictionaries, students, classes, teachers, your own profile and dictionary, consult certain usage statistics, and seek words.

### Managing dictionaries

There is a distinction between general, class, and personal dictionaries. Teachers can access all dictionaries within their school.

- The *general dictionaries* are available for browsing to all registered users and non-users as well through public URLs. They cannot be edited.
- *Class dictionaries* are meant to be edited by more than one person. You can assign students to a class dictionary, with either read-only or edit permissions.
- *Personal dictionaries* are meant to be individual to each student. In practice however, it is possible to assign more students to one personal dictionary.

### Adding a dictionary

- Select the <Dictionaries> tab and click on the <Create new dictionary> tab.
  - Alternatively, you can also directly add a school from the starting page through the <Add dictionary> shortcut.
- Edit the dictionary's data in the right frame, and save it by selecting the <Save> button. Note: leaving the page without clicking this option, will not save the data.

### Modifying the dictionary's general data

- Select the <Dictionaries> tab.
- Seek a dictionary through a search query, or pick one directly in the result list:
  - By default (that is, without searching) all dictionaries are shown, albeit on different pages, which you can navigate with the arrow links.
- Click on the desired dictionary and its data will appear in the right frame.
- Edit it and click on the <Save> option. Note: leaving the page without clicking this option, will keep the data unchanged.

### Accessing the dictionary's content

- Select the <Dictionaries> tab.
- Seek a dictionary through a search query, or pick one directly in the result list:
  - By default (that is, without searching) all dictionaries are shown, albeit on different pages, which you can navigate with the arrow links.
- Select the desired dictionary and click on the <View dictionary> option below the dictionary's data in the right frame. This will take you to a new tab with the selected dictionary's content.

## Browsing the dictionary

- Within a dictionary, you can browse the contained words in various ways:
  - The starting page shows a *word cloud*: this is a graphical representation of the words where their size corresponds to the selected criterion: most or less complete / viewed / edited.
  - The starting page also shows a list of recently changed words, which are all clickable.
  - The right column shows three tabs: search, index, top 5. The first allows to search for words, the second shows an index for each letter, the latter shows the top 5 for the most complete, viewed, and edited words.
- At all times, you can access the <Search word> tab and search word entries within either dictionaries of your students or all dictionaries within your school.

## Adding a word

- Within the dictionary page, type a word within the <Type a word> text field and click on <Add word>. The word entry will be created.
- A word consists of at least a word entry. All other sections can be added afterwards through the <Click to edit word> option. See the next section for further explanations.

## Editing a word

- After selecting a word, its entry will appear in the right frame.
- At the top, the <Click to edit word> and <Delete word> options allow editing and deleting of the current entry.
- After selecting <Click to edit word> you can edit all sections of the word's entry. Clicking on an entry will show the editing options:
  - *Word*: the word itself, which is unique. You can define whether it's a noun, which allows adding a plural form and an article. Furthermore, it's possible to directly record a sound sample for the pronunciation.
  - *Definition*. A unique text.
  - *Images*: you can upload multiple images from your computer.
  - *Links*: you can create multiple links, consisting of a title and the actual URL link.
  - *Related words*: you can add related words to a word entry. If the related word is an existing entry, the resulting link will lead directly to this entry. **Note**: If the related word doesn't have an entry yet, it will be automatically created.
  - *Translations*: select a language and add a translation. It is possible to add multiple translations, even for the same language. You can also add sound recordings for the pronunciation.
  - *Sample sentences*: add multiple text entries as sample sentences.
- Click on the <Save> option to save the changes. Note: leaving the page without clicking this option, will keep the data unchanged.

## Managing students, classes, and teachers

### Adding a student

- Go to the <School management> tab, make sure the <student> subtab is selected (this should be shown by default), and click on the <Add student> option.
  - Alternatively, you can use the <Add student> shortcut shown on your starting page.
- Start editing the new student's data in the right frame. Save the changes by clicking the <Save> button below the teacher's data. Note: leaving the page without clicking this option, will not save the data.

### Modifying a student

- Go to the <School management> tab and make sure the <Student> subtab is selected (this should be shown by default).
- Seek a student through a search query, or pick one directly from the result list:
  - An additional option in searching is whether to search for active or non-active students.
  - By default (that is, without searching) all students are shown, albeit on different pages, which you can navigate with the arrow links.
- Click on the student you want to edit and his/her data will appear in the right frame. Edit it and click on the <Save> option. Note: leaving the page without clicking this option, will keep the data unchanged.

### Adding a class

- Go to the <School management> tab, select the <Class> subtab, and select the <Add class> option.
- Start editing the new class in the right frame. Save the changes by clicking the <Save> button below the teacher's data. Note: leaving the page without clicking this option, will not save the data.
- See the next section for further explanations on editing a class.

### Modifying a class

- Go to the <School management> tab and select the <Class> subtab.
- Choose a class from the pulldown box left. Its data will appear in the right frame.
- You can edit:
  - The *name* of the class.
  - The *teachers* responsible for the class. Delete them with the <Delete> option, and add them by choosing one from the pulldown box and selecting the <Add teacher to this class> option.
  - The *students* belonging to the class. The students section (bottom right) shows the students currently belonging to this class. To add new students, first uncheck the <Search in current groups only> checkbox. Secondly, search for the desired student and check his / her <In this class> checkbox. It is also possible to search with an empty search box, as this will return all available students.
- Save the changes by selecting <Save changes> button below. Note: leaving the page without clicking this option, will not save the data.

## Adding a teacher

- Go to the <School management> tab, select the <teacher> subtab, and click on the <Add new teacher> option.
  - Alternatively, you can also directly add a teacher from the starting page through the <Add teacher> shortcut.
- Start editing the new teacher's data in the right frame. Save the changes by clicking the <Save> button below the teacher's data. Note: leaving the page without clicking this option, will not save the data.

## Modifying a teacher

- Go to the <School management> tab and select the <teacher> subtab.
- Seek a teacher through a search query, or pick one directly in the result list:
  - An additional option in searching is whether to search for active or non-active teachers.
  - By default (that is, without searching) all teachers are shown, albeit on different pages, which you can navigate with the arrow links.
- Click on the teacher you want to edit and his/her data will appear in the right frame. Edit it and click on the <Save> option. Note: leaving the page without clicking this option, will keep the data unchanged.

## Managing your profile

- Select the <About me> tab.
- Click on the <Change data> at the bottom of the data frame right.
- Edit your data and click on <Save>. Note: leaving the page without clicking this option, will keep the data unchanged.

## Statistics

It is possible to view statistics for several items of My Own Dictionary. These are accessible either through the items themselves, or through the <Statistics> tab. In the first case, these items are available:

- *Yourself*: <About me> tab → <Statistics> option. It shows a ranking of your most active students and a comprehensive list of dictionaries belonging to your students.
- *Teacher*: <School management> tab → <Teacher> subtab → select a teacher → <Statistics> option. This shows a ranking of most active students and a list of dictionaries belonging to the teacher's students.
- *Dictionaries*: <General dictionaries> tab → select a dictionary → <Statistics> option. Overview of most active dictionaries (linking to statistics for those dictionaries) and list of words ranked by their score of completeness (related to how many sections have been filled in). Additionally, number of views and changes are shown.
- *Word*: clicking on a word in the statistic list for a general dictionary will show the change history for that word.

The <Statistics> tab allows access to statistics of dictionaries and students. Words are accessible through the dictionaries, as described above.

## Searching for words

- The <Search word> tab allows to search entries within either dictionaries of your students or all dictionaries within your school.
- In addition, it is possible to navigate to dictionaries, browse words, or search in the right-hand column.