BINARY ELT SKILLS

Grades Management Platform

Instructions for Teachers

binarylogic

www.binarylogic.net

As a teacher you have access to the classes your supervisor has assigned to you.

Contact your school supervisor for your account.

Go to our website **www.eltskills.com**

1

Sign in by typing your ***Username*** and ***Password***.

2

Click ***Sign in***.

3

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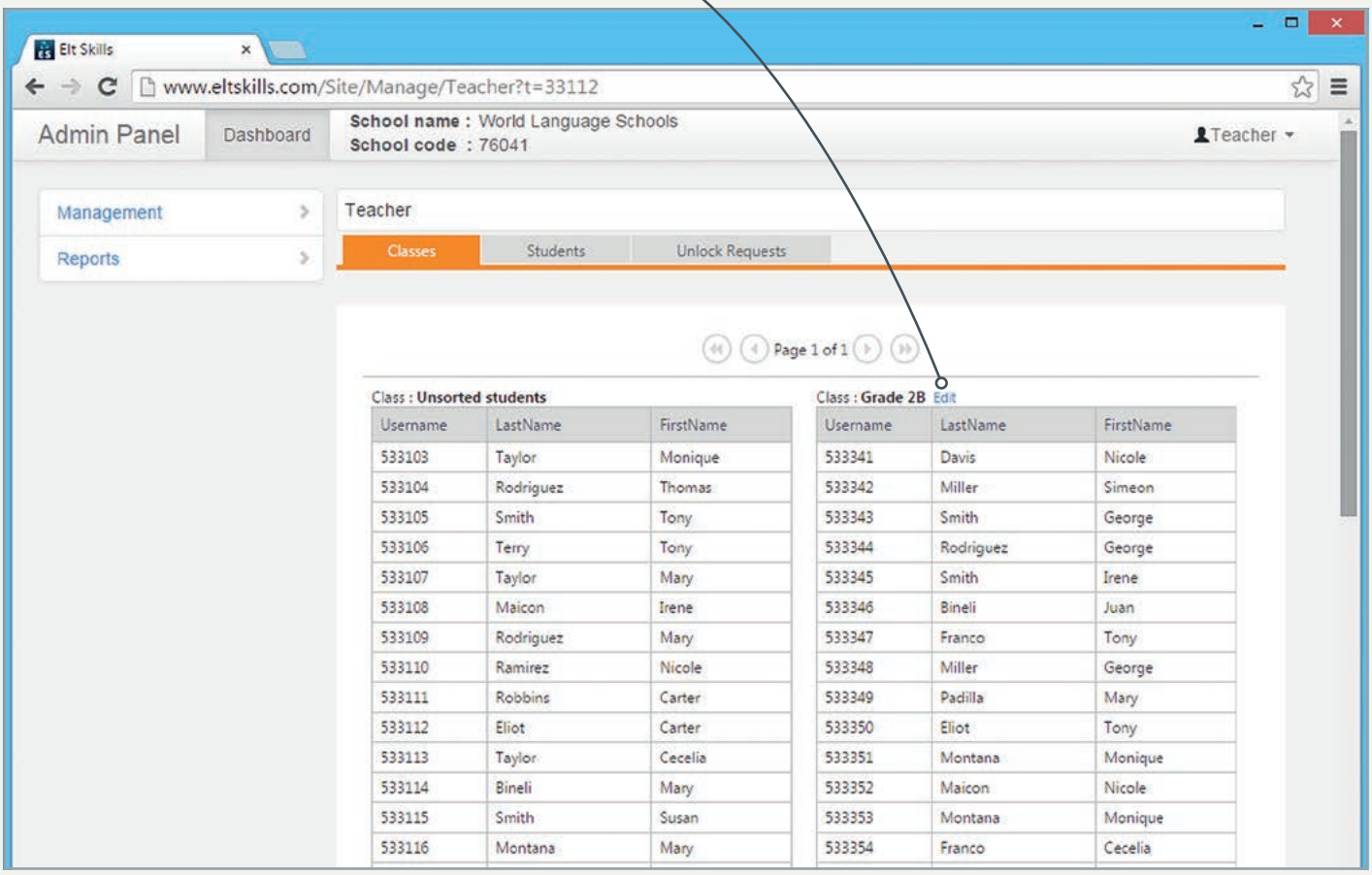
To add students to a class:

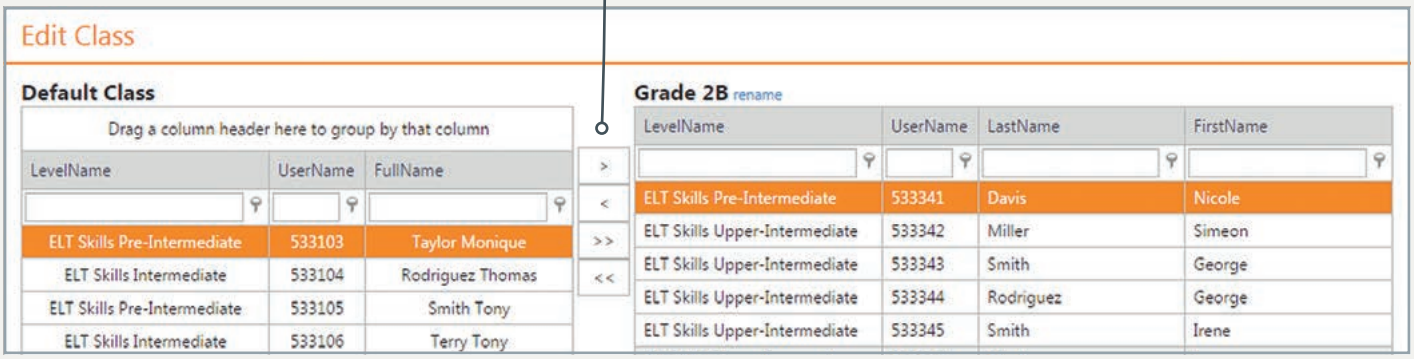
In the tab ***Classes*** click ***Edit***. **1**



The list of the registered students in the **Unsorted students** class appears. Click the student you want to add to your class and then click **>**. **2** Do the same for all the students you want to add. Click **<** to move the selected student from your class to the **Unsorted students** class. Click **>>** or **<<** to move all the students.

Note: *If you want to move students, for example from* ***Class 1*** *to* ***Class 2****, first you have to move them from* ***Class 1*** *to* ***Unsorted students*** *and then from* ***Unsorted students*** *to* ***Class 2****.*

2



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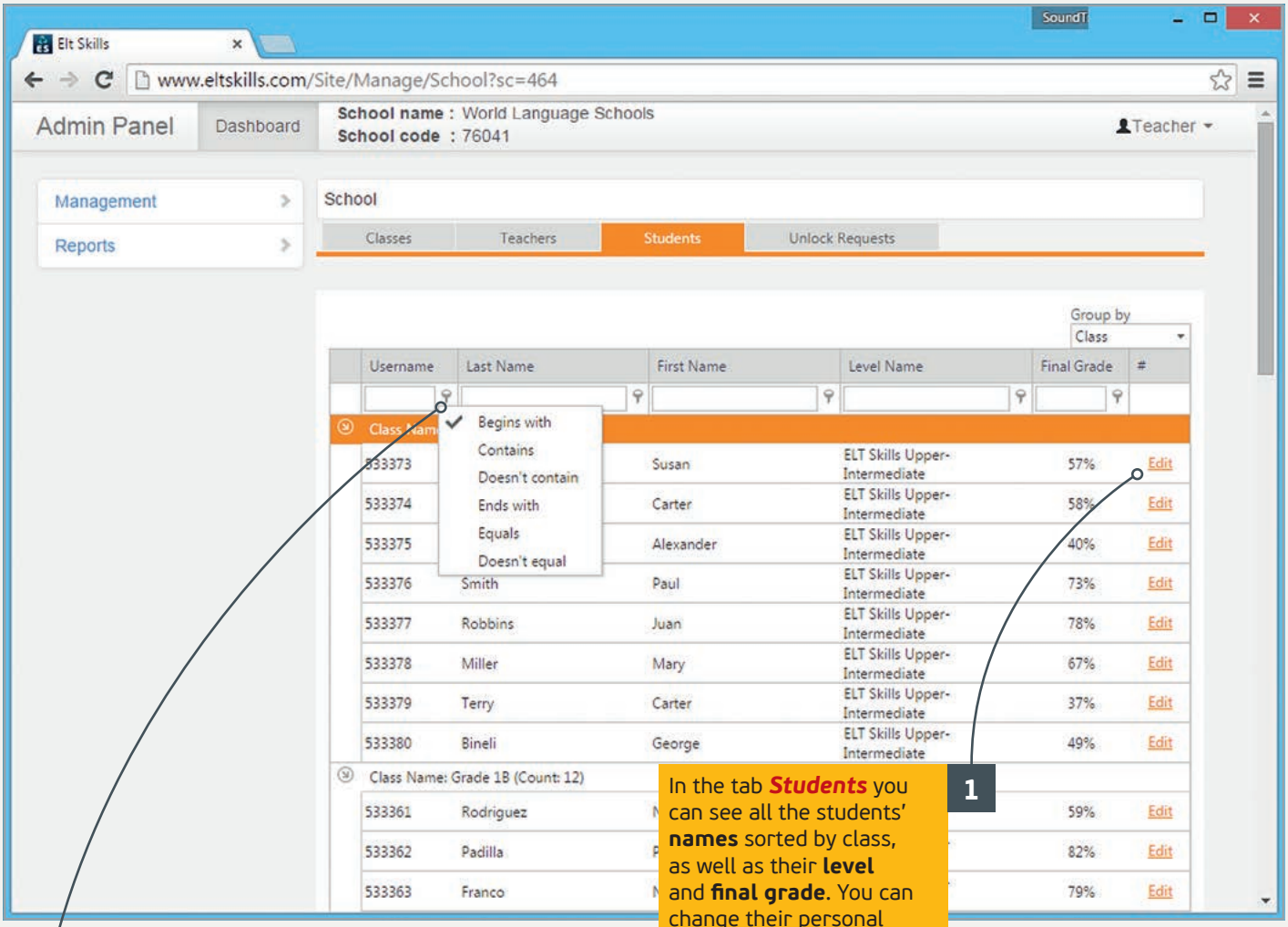
To edit student data:



In the tab ***Students*** you can see all the students' **names** sorted by class, as well as their **level** and **final grade**. You can change their personal data, by clicking ***Edit***. 1

Use the **Filter your data** area to narrow your list.

Make the changes you want and click ***Update*** to save them or ***Cancel*** to discard them. 2

You can see (but not change) the student's password by clicking ***Show Password***. 3

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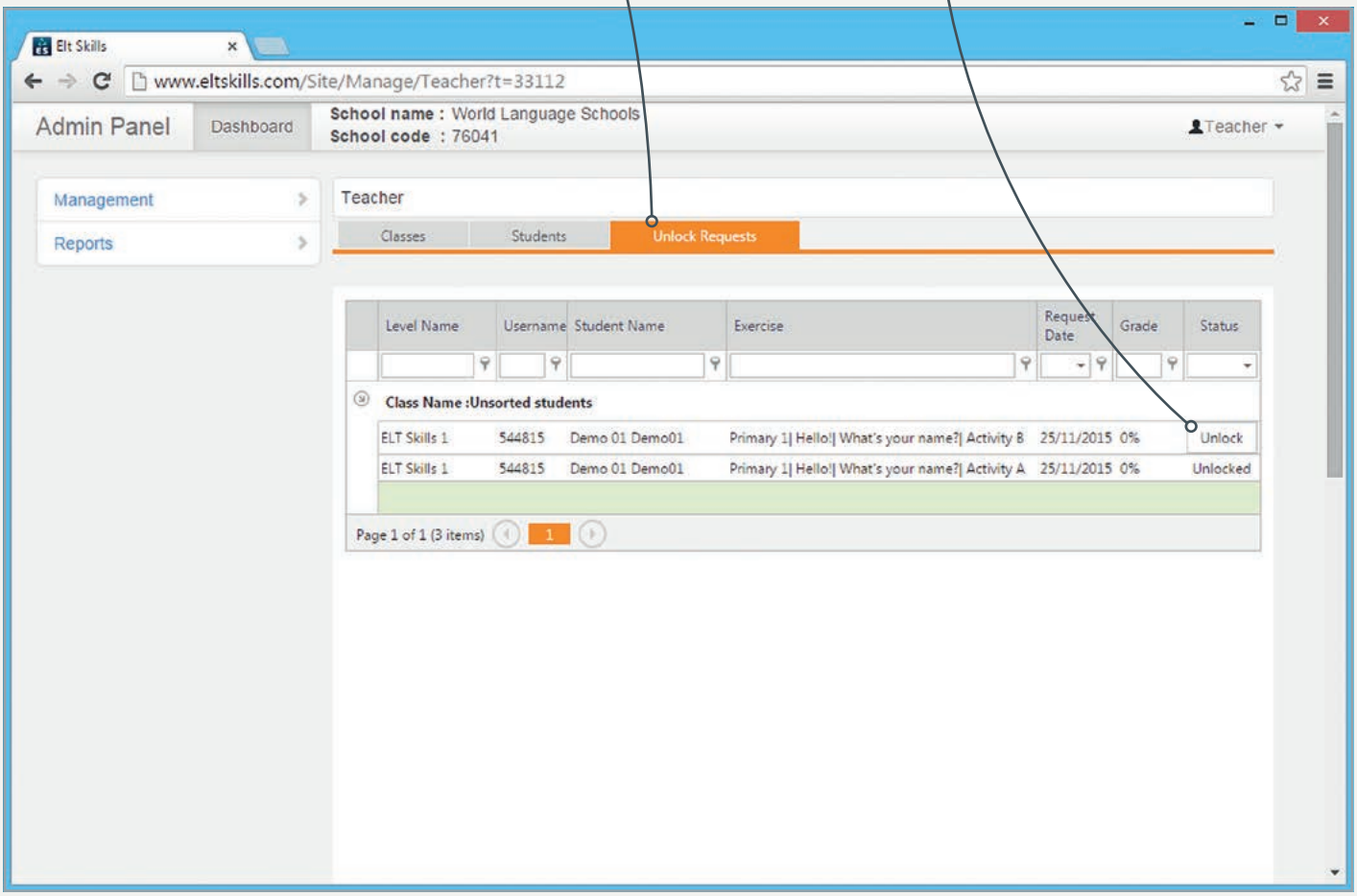
Unlock requests:

In the ***Unlock requests*** tab, you can see the list of the unlock requests your students have sent you. **1**

2 Check if you want to give your student one more chance to work again with the specific activity so to have the opportunity to improve his grade and click ***Unlock***. [1]



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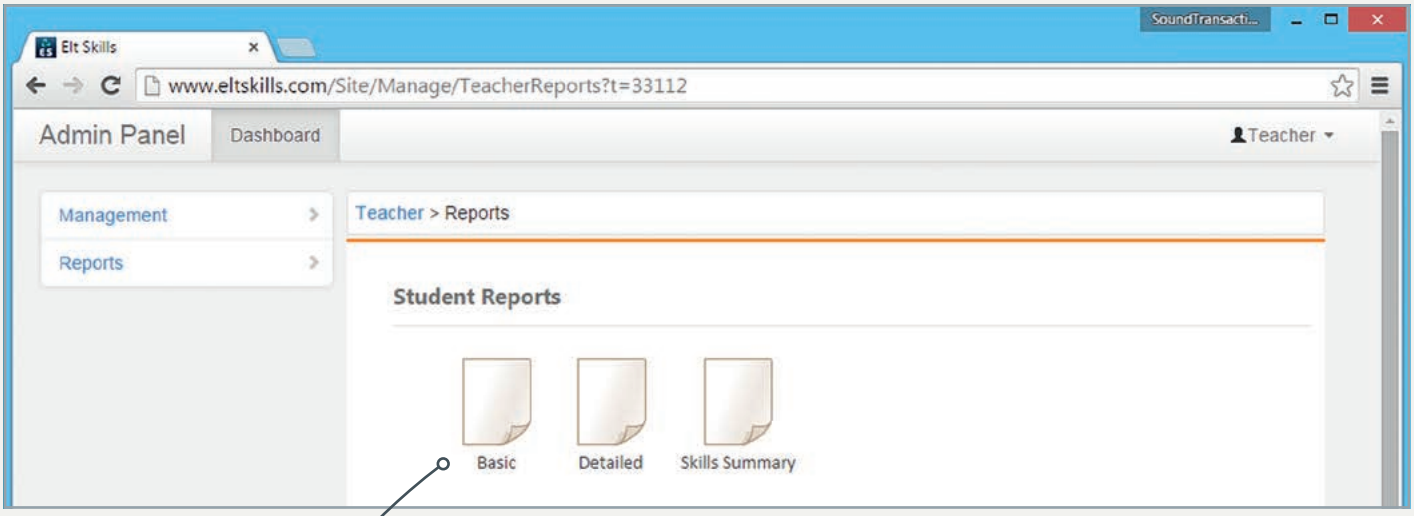
To take reports:

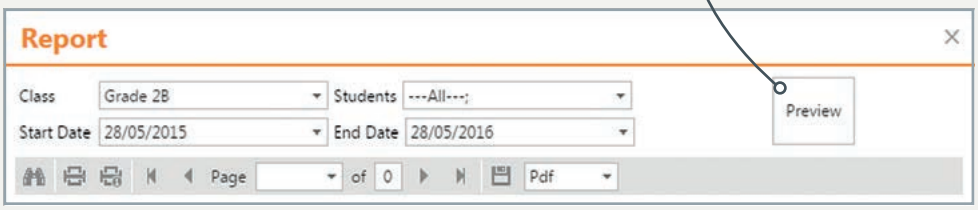


1

In the tab ***Reports***, choose the type of Report that you prefer.

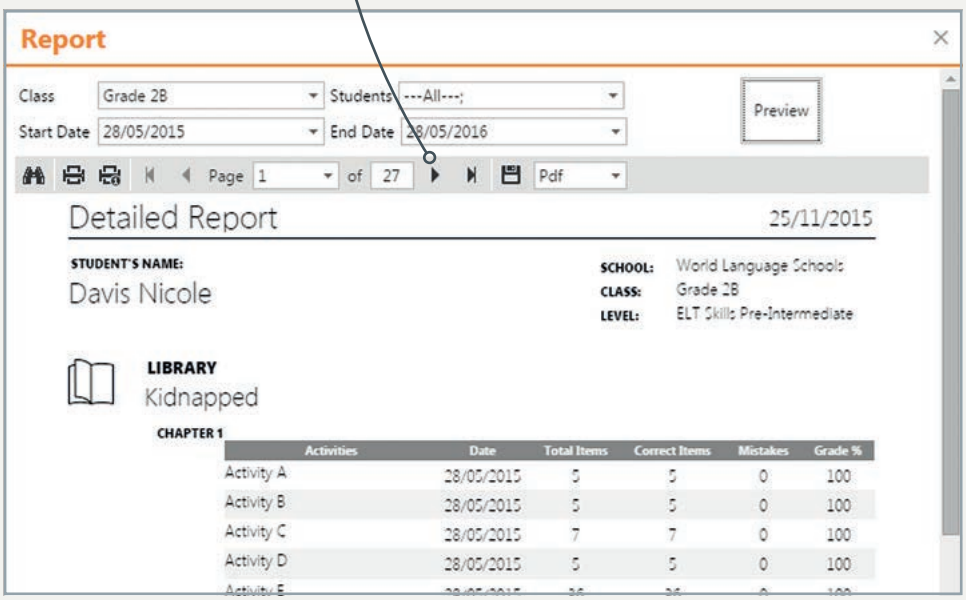
Choose the ***Class***, the ***Student*** and the ***Period*** and click ***Preview***, to see the report on screen.

2



Use the buttons to navigate in the report, print, save as PDF file or export it as XLS file.

3



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