Distance Learning With Mangahigh
Thank you for downloading our distance learning guide. We are aware of the unfortunate circumstances schools are facing right now concerning COVID-19 and many schools having to close. This guide is designed to help teachers set up a remote learning environment for their students that fits their existing circumstances. This way, students can continue their education remotely with the help of their teachers, and not fall behind on regular teaching.

In this guide, we will go through the process of distance learning using Mangahigh. Topics from getting your account set up to assessing your students’ activities will be explained. If you need any help or have questions about Mangahigh, please let us know. We’re happy to help!

The Mangahigh Team
What’s Included

Getting Started With Mangahigh

1. Set up student and teacher accounts
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How To Use Mangahigh For Distance Learning

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Contact Us
Getting Started With Mangahigh

If you haven’t created an account yet, you can do so via this link. By registering, you will receive full access to Mangahigh for 60 days straight away. If your school’s closure lasts longer than 60 days, please contact us so we can support you further.

How to Set up Teacher Accounts

When you have created your account and verified your password, you can start to add teachers to the platform if needed:

1. When on the Mangahigh platform, click the Admin menu link
2. Click TEACHERS
3. Click the pink New Teacher button to add teachers to your school
4. Enter the teacher’s details
5. Select if you want the teacher to be a school admin and click Save. If a teacher is an admin, it means that they can add, edit or delete students, classes and other teachers

The teacher will receive a request via email to verify their email address and create a password.
How to Set up Student Accounts

There are three ways to add your students to the platform:

1. Use the Invite Link so your students can create their logins themselves
2. You can add them yourself
3. Fill in this Excel form and send it to our team so we can set them up for you

Use the Invite Link:

1. Click Admin
2. Click CLASSES
3. Click the toggle to turn on the Invite Link
4. Click CREATE NEW CLASS
5. Enter the class name and select a Curriculum Focus
6. Click CREATE CLASS
7. Repeat from step 4 for each class
There are two different types of Invite Links:

1. **Class Invite Links** - A different link per class, students only need to fill in their names and they will be sorted in the right class automatically. Get the unique links by clicking on the classes you created.

2. **School Invite Link** - One link for your entire school; students will need to select the correct class themselves. This link can be found at the top of the Admin -> Classes tab on your dashboard.

Simply send the link to your students, when a student has filled in their name (and class if needed) they will receive the school ID and their automatically generated username and password. They need this information to be able to login in the future so please make sure they write it down.
Set up Student Accounts Yourself:

1. When on the Mangahigh platform, click the **Admin** menu link
2. Click **CLASSES**
3. Click the + sign in the grey box to create a class and generate student accounts
4. Enter class details
   a. Click *Do not prompt my students to personalise their name* to disable students’ ability to change their username
   b. Click **GENERATE LOGINS**
   c. You can click the pencil icon next to each student’s name to edit their generic account information if you want to
5. If you allow student personalisation, you will need to validate names before the changes appear
   a. Click **GENERATE LOGINS**
   b. Once your students start to login, they will be asked to personalise their username. At this point, you will see a notification on the class name tile and at the top of the **CLASSES** page that alerts you to validate names
How to Distribute Student Logins When Manually Creating Student Logins

When you use the Invite Link, you can skip these steps, simply send your students the Class or School Link and they will receive their automatically created login information!

There are two ways to distribute your students login information:

1. When your school is at risk of closure, we highly encourage you to ensure each student has a login issued to them. Simply click ‘PRINT’ after generating the logins to download printable login cards which you can then give to your students

2. If your school is already closed, you can click ‘DOWNLOAD’ to download an Excel spreadsheet of the login details. These logins can then be distributed via the online learning environment you might have or emailed to your students directly
How To Use Mangahigh For Distance Learning

Assigning Tasks to Your Students

To continue your regular teaching, we recommend you assign activities for your students to play. All Mangahigh activities are aligned to the curriculum you are teaching and you can search or browse for the relevant topics.
1. Go to the ‘Assign’ tab in the menu
2. Click on the activities that you want your students to complete
3. Click ‘ASSIGN’
4. Here, you can set the time frame and decide who to assign the activity to
5. Click ‘assign’ again to confirm
6. Students will see the assigned tasks on the front page of their personal dashboard once they login

In addition to setting assignments, you can direct your students to ‘browse all activities’, where students can freeplay all Mangahigh activities at any time.
Review and Set Individual Assignments

Once your students have completed the assigned activities, you can track their work in the ‘School assignments’ section of your dashboard. Using this function, you can see which students have completed activities and at which level they completed them.

Students can earn three medals: Bronze, Silver and Gold. Averagely, a student attempts an activity three times to win a Bronze medal, which shows that the student has a proficient understanding of the mathematics topic. Silver and Gold medals show advanced or exceptional understanding.

If a student did not manage to earn a medal, we recommend assigning more activities to them to encourage them to practice topics that they are struggling with. This way, you can tailor learning to the individual students’ needs. The Mangahigh recommendation engine will also provide them with activities to work through that correlate with the mathematical principles being taught.
How to Stay Connected to Your Students

You can **message your students** on the Mangahigh platform to provide assistance or encourage them with an activity. To message your students, please follow these steps:

1. Click **Inbox**
2. Click **Messages**
3. If it is the first interaction, click the **pink + button** on the bottom right to send a new message.
4. Your conversation will now show up in your inbox and you can message back and forth with your student.

*Important:* Students cannot initiate the first message with a teacher. When you have messaged your student once, they will be able to reply and message you moving forwards.
Remote Assessment
Lastly, you can assess your students efforts on Mangahigh using the progress reports:

1. Click Reports
2. Here you can see an overview of the assignments, curriculum, achievements, effort, independent activities and more
3. To see a report in more detail, click on the desired topic. This will show you an overview per class
4. Clicking on a class will show you the results per student
5. For an advanced results report, click on the three dots on the upper right corner to download the report in Excel.

The reports give the opportunity to view your students progress in real time, which means you can still assess your students progress even though you’re temporarily not sharing a physical classroom.
Contact us

We hope this guide helps you to get started with distance learning. If you haven’t yet, you can create your account here to gain free access to Mangahigh for 60 days.*

In the grand scheme of things our impact may be small, but we are putting all our efforts into making this situation easier for teachers and students. Please let us know if there is anything we can do for you, your students or your school. We’re happy to help!

The Mangahigh Team

support@mangahigh.com
+44 (0)20 7307 8670
Blue Duck Education - Mangahigh.com
First Floor, 4-14 Tabernacle Street London, EC2A 4LU

* Limited offer