

Holistic Educational Solutions



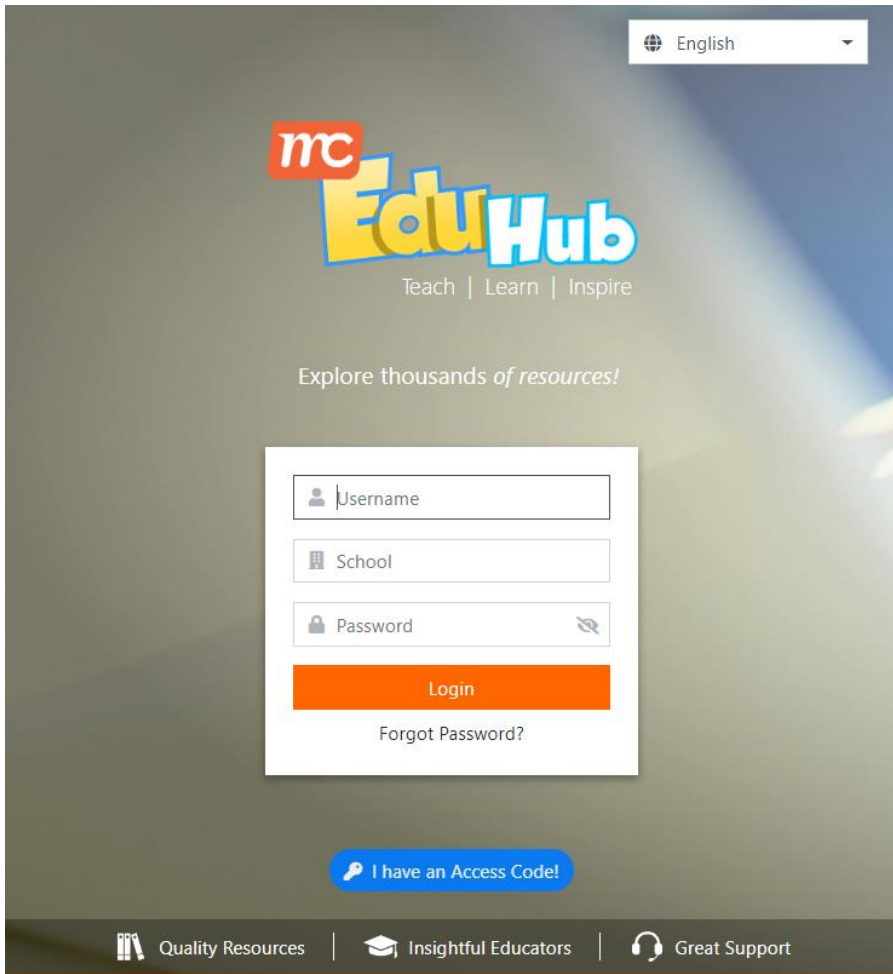
Basic Administration Guide

Contents

- How to login
- How to change your own password
- How to reset student password
- How students can track their own mastery & usage
- How teachers can track student mastery & usage

HOW TO LOGIN?

Logging in



English

mc
EduHub
Teach | Learn | Inspire

Explore thousands of *resources!*

Username

School

Password

Login

Forgot Password?

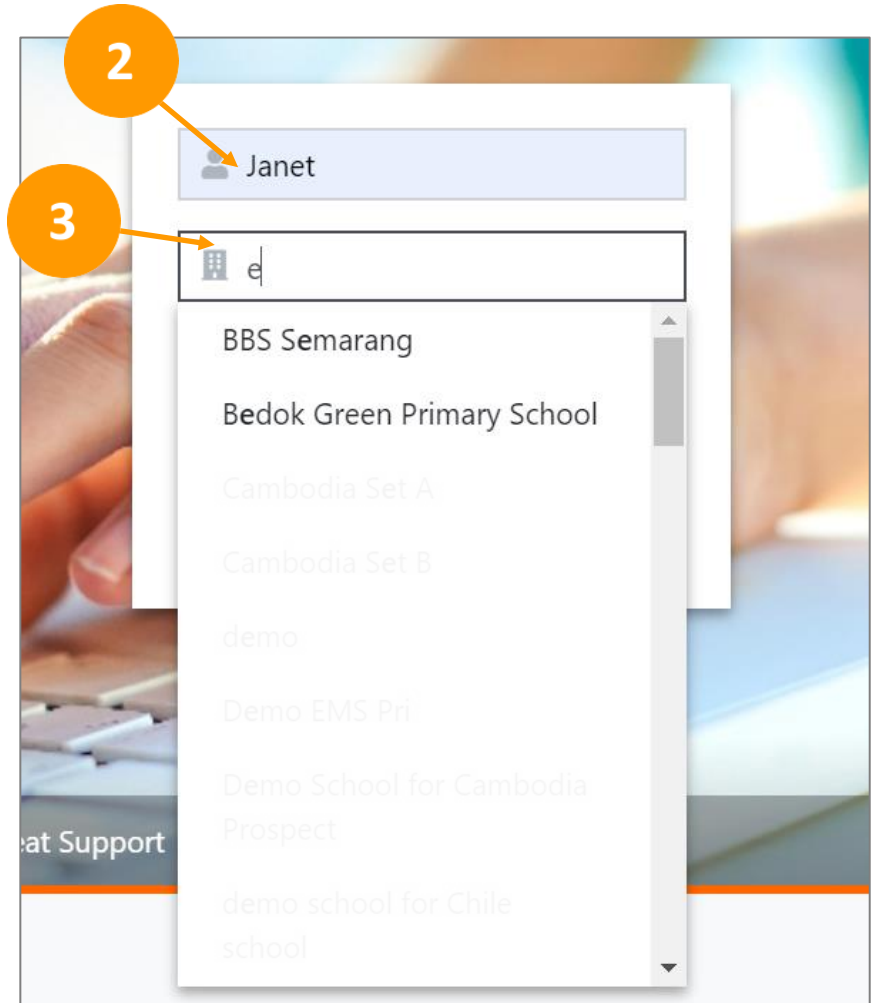
I have an Access Code!

Quality Resources | Insightful Educators | Great Support

1. Enter the following URL in your browser:
mceduhub.com

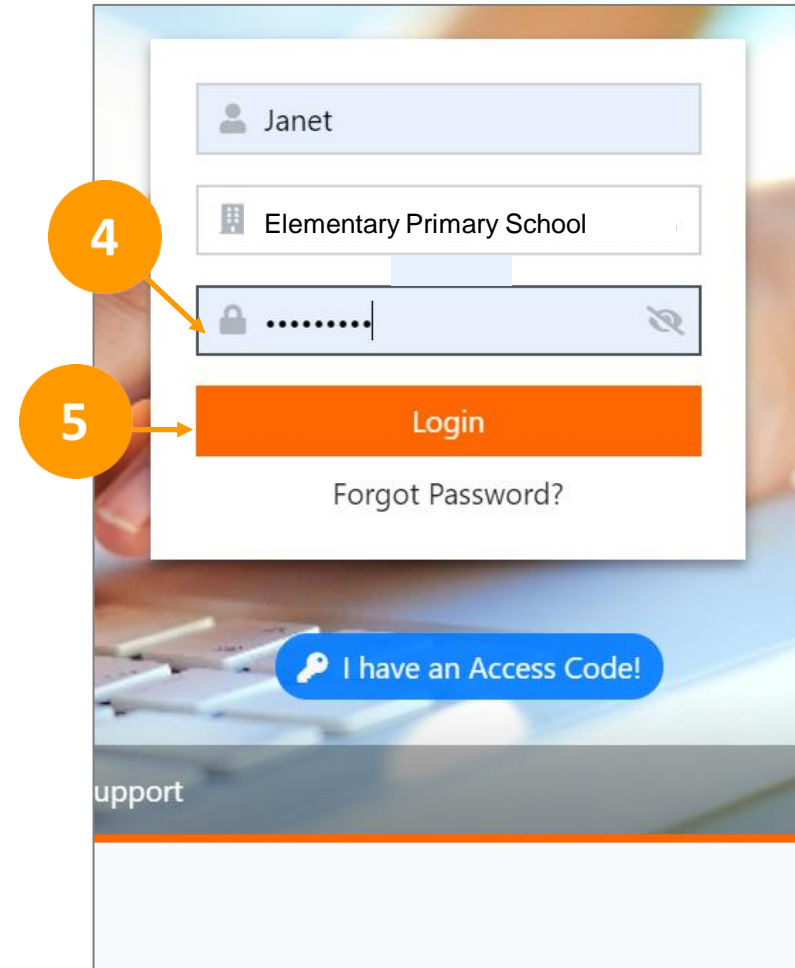
Login Details

2. Enter your User ID
3. Enter your School ID or choose your School Name from the drop-down list



Login Details

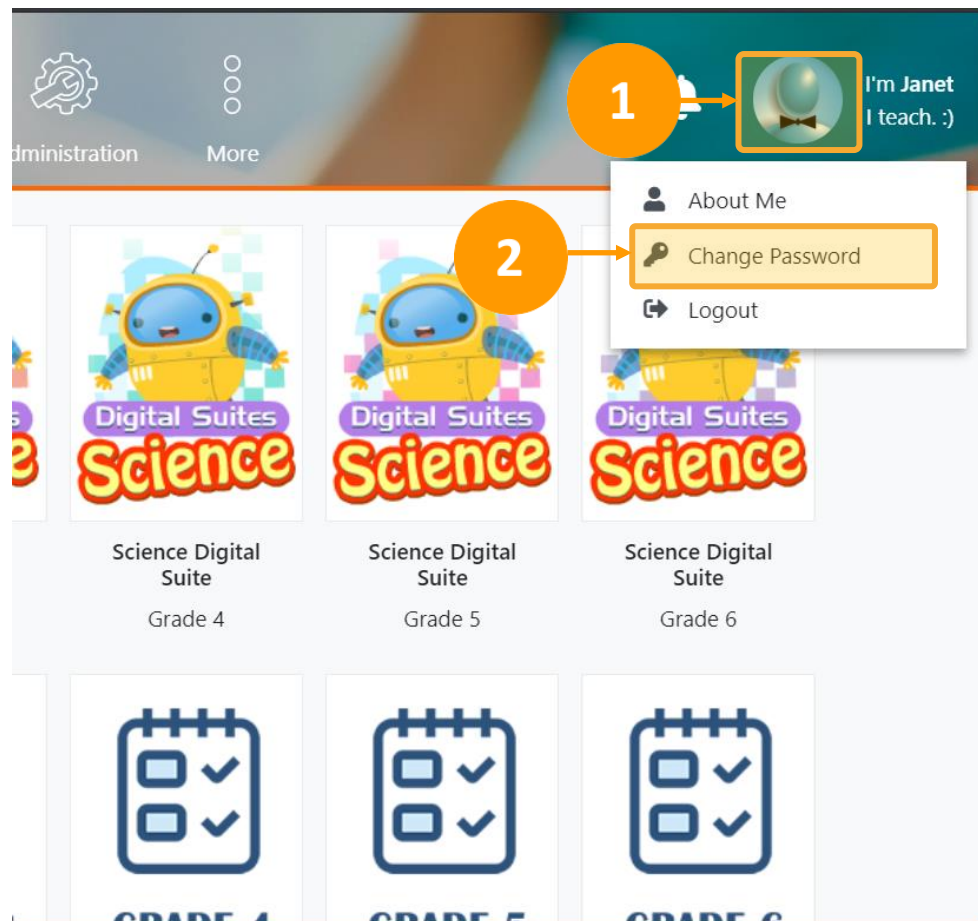
4. Enter your password
5. Click on the **Login** button



HOW TO CHANGE YOUR OWN PASSWORD?

Changing Password

1. Click on your profile icon at the top right hand of the page
2. Click on **Change Password**



Changing Password

The screenshot shows the 'User Administration' section of the EduHub interface. The 'Change Password' form is highlighted with orange boxes and numbered steps:

- 3**: Points to the 'Current Password' input field.
- 4**: Points to the 'New Password' input field. Below this field is a note: "Minimum 8 alphanumeric characters, containing at least 1 letter and 1 numeral and it must be different from the Login ID. Acceptable characters include a-z, 0-9 and symbols _ . @".
- 5**: Points to the 'Confirm Password' input field.
- 6**: Points to the 'Save' button.

3. Enter your current password and your new password.

4. Enter your new password again in Confirm Password field

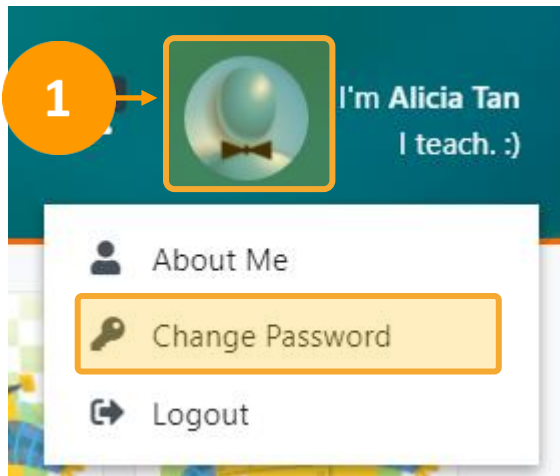
5. Click **Save** to update your password

***Your password must contain at least 8 alphanumeric characters, with at least 1 letter and 1 numeral**

*For Teachers & School Administrators

HOW TO RESET STUDENT PASSWORD?

Reset Student Password



1. Click on **your Avatar** in the top right-hand corner and click **Change Password** from the drop-down list

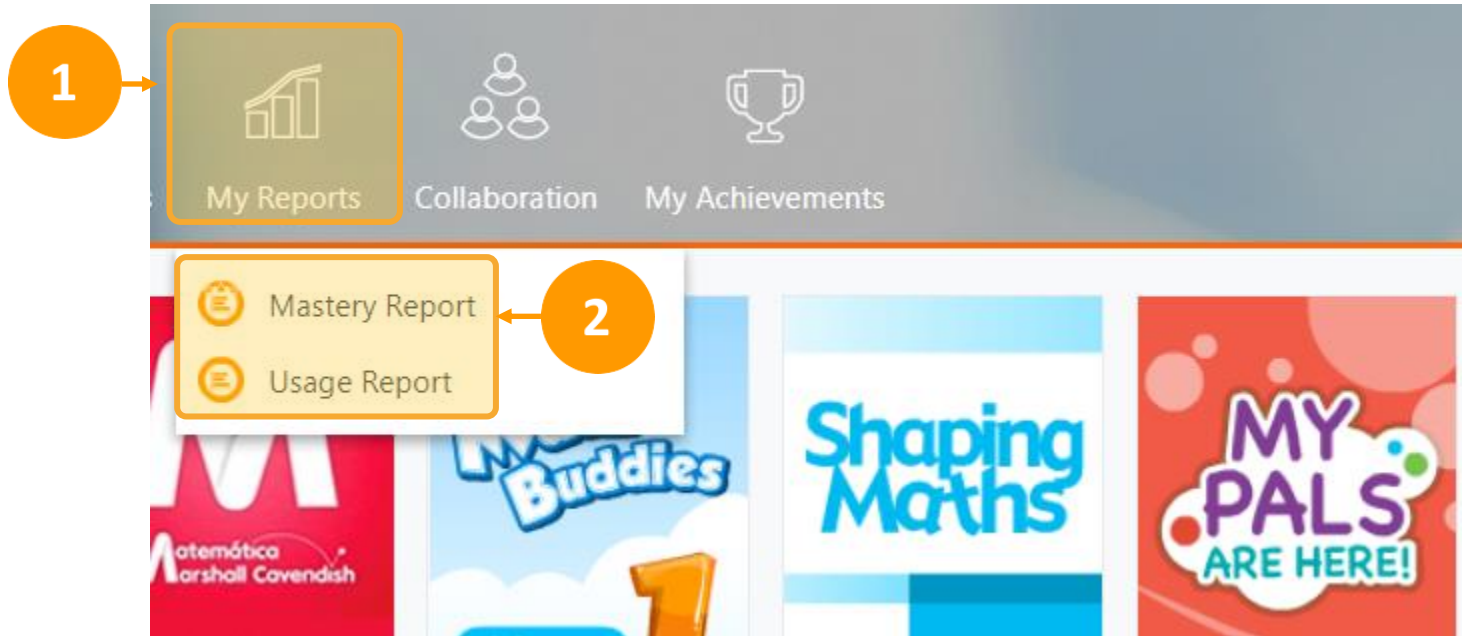
Reset Student Password

The screenshot shows the 'User Administration' section with a 'Reset Student Password' form. The form is divided into two main sections: 'Change Password' and 'Reset Student Password'. The 'Reset Student Password' section contains three dropdown menus: 'Level' (Grade 1), 'Class' (1A), and 'Student' (Student Four (Student4)). Below these are two text input fields: 'New Password' and 'Confirm Password'. A 'Save' button is located at the bottom right of the form. Five numbered callouts (1-5) are overlaid on the image: 1 points to the 'Reset Student Password' button in the left panel; 2 points to the 'Reset Student Password' button in the left panel; 3 points to the 'Level' dropdown; 4 points to the 'New Password' input field; 5 points to the 'Save' button.

2. On the left panel, select **Reset Student Password**
3. Select the correct **Level, Class & Student Name**
4. Enter the **New Password** and **Confirm the Password**
5. Click **Save**

HOW DO STUDENT TRACK THEIR OWN MASTERY & USAGE?

Tracking own mastery or usage

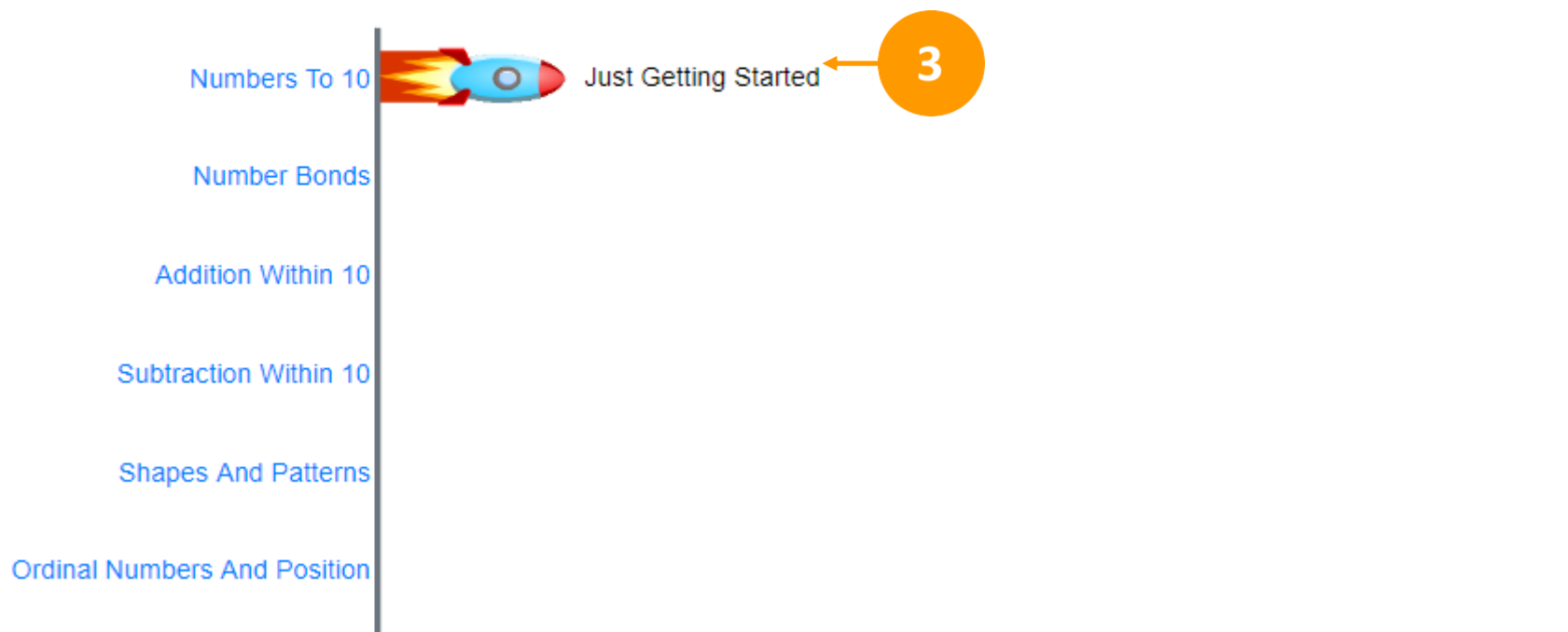


1. Click on **My Reports**
2. Click on **Mastery** or **Usage** Report

Tracking own usage

i How Much I've Completed

Primary 1 Math Buddies (3rd Edition) - HTML for Student Fifteen

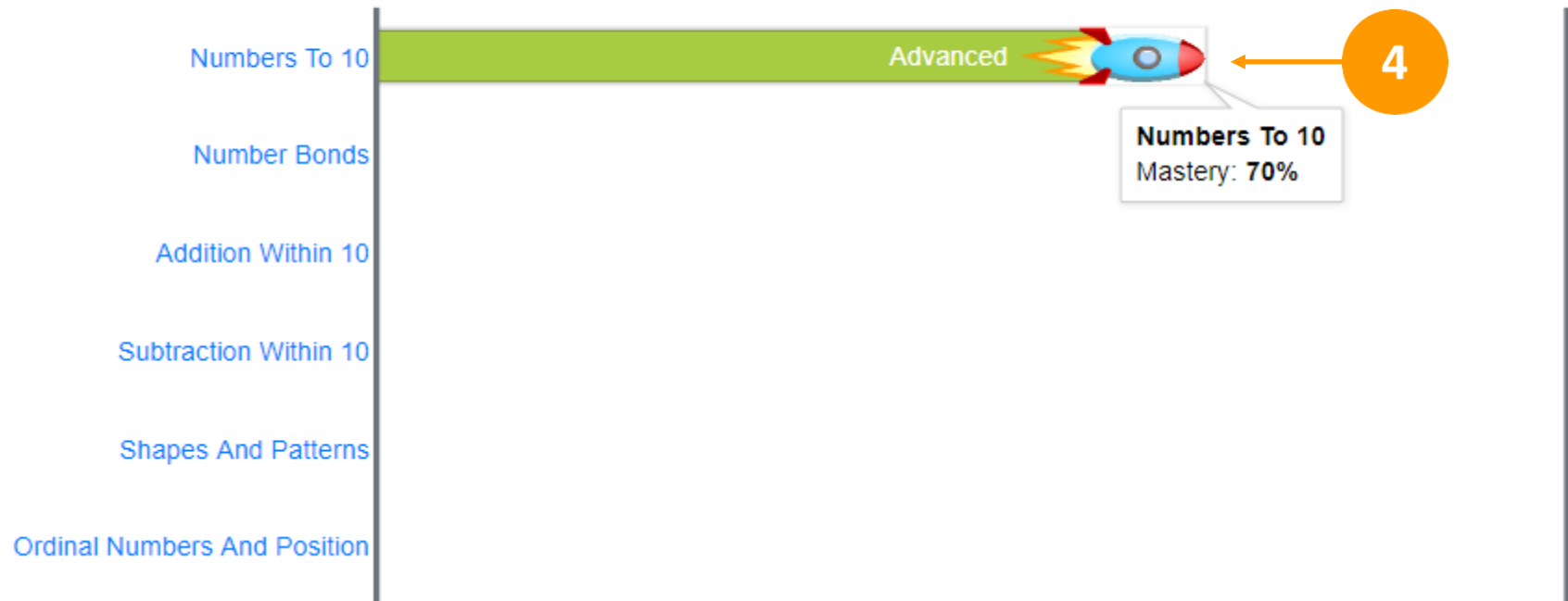


3. Review your own usage of each content package or topic

Tracking own mastery

i How Well I've Done

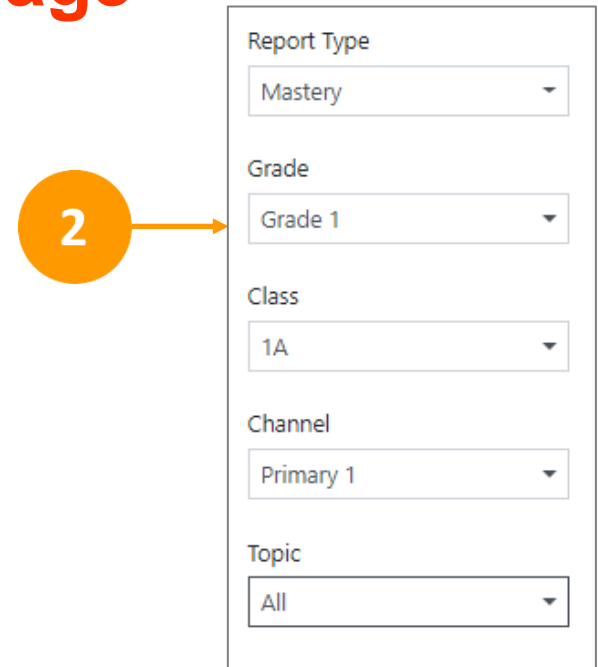
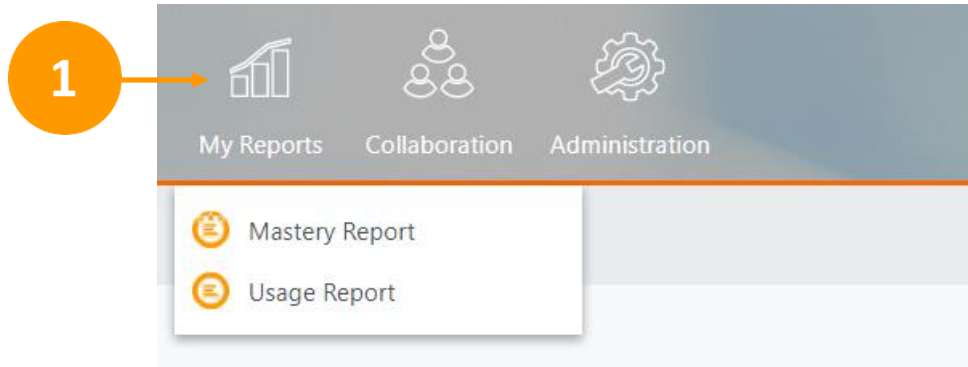
Primary 1 Math Buddies (3rd Edition) - HTML for Student Fifteen



4. Review your own mastery of Topics

HOW DO TEACHER TRACK STUDENT MASTERY & USAGE?

Tracking student mastery & usage

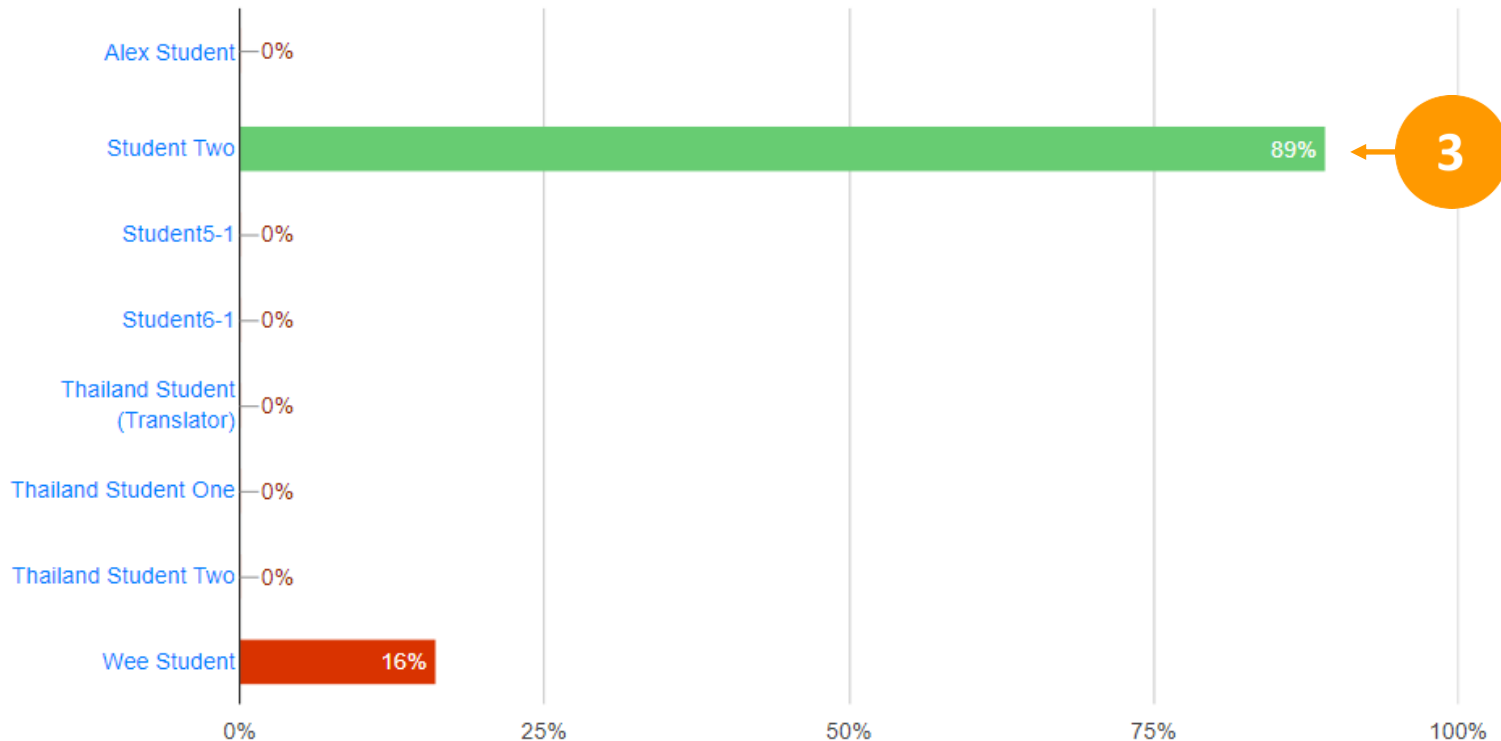


1. Click on **My Reports** and select **Mastery** or **Usage** Report
2. Select the required options in the filter menu

Tracking student's mastery & usage

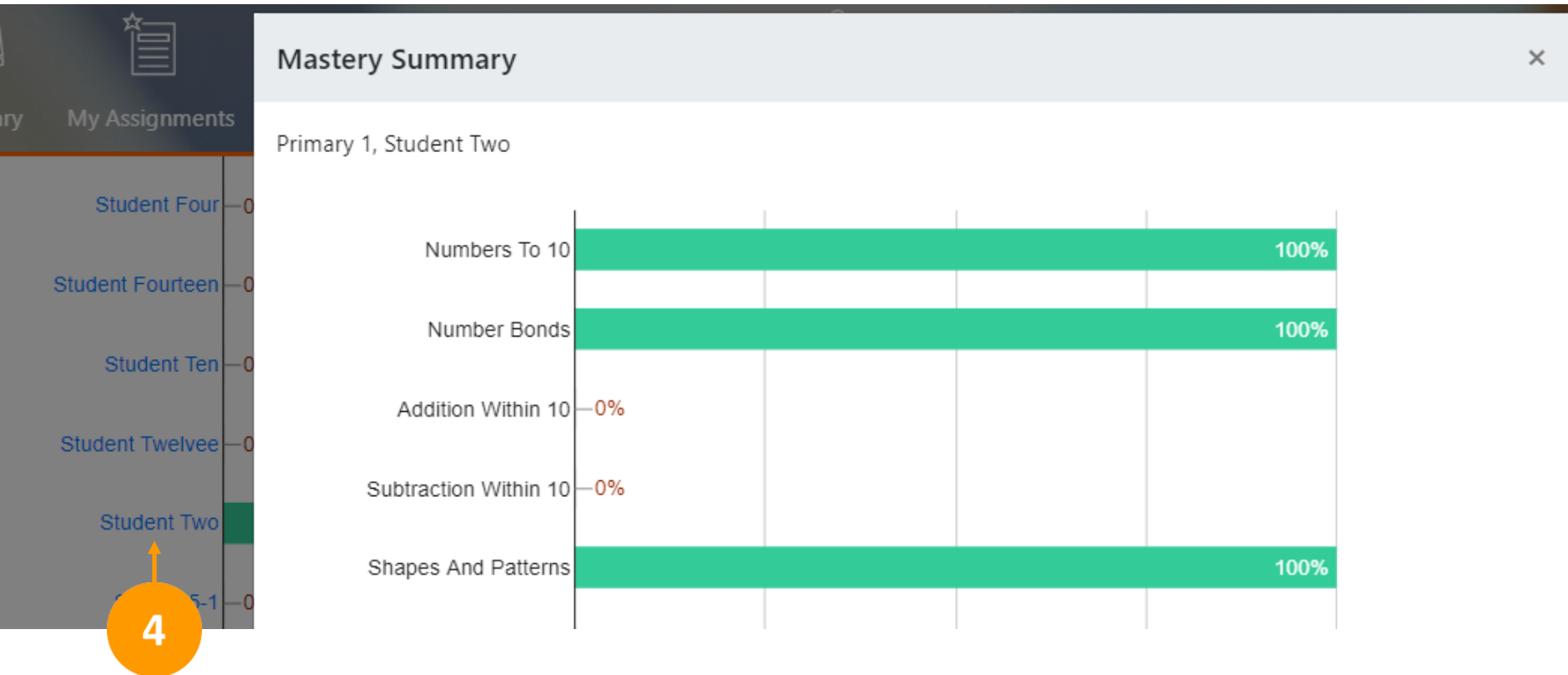
Usage Summary

Grade 1, 1A for Primary 1, Numbers To 10



3. The Mastery or Usage summary will be shown

Tracking student's mastery & usage



4. Click on the student's name to view a more detailed summary

THE END