USER MANUAL

LEARNect www.learnect.com is a virtual collaborative learning system promoted by US based global learning technology company Platys Group. It is designed to get students motivated to learn in a familiar blended learning environment.

On LEARNect faculties can continue classroom discussions online via forum, give polls to check for student understanding, assign unlimited assessments, analyse the performance and award certificates to individual students based on performance or behaviour.

A secure online learning platform for schools, colleges, tuition classes & faculties to easily connect and collaborate with students. LEARNect based institutes are engaged in a powerful network platform that connects them to students. This network platform has best resources and tools, to provide a cost effective communication and sharing channel.

LEARNect lesson plans and assessment creation with performance analytics helps the faculty to devote more time in mapping student's capabilities and helping each student to overcome his/her weaknesses.

LEARNect campus digitalisation helps the institute to save cost on printing and stationery as well as save our valuable environment.

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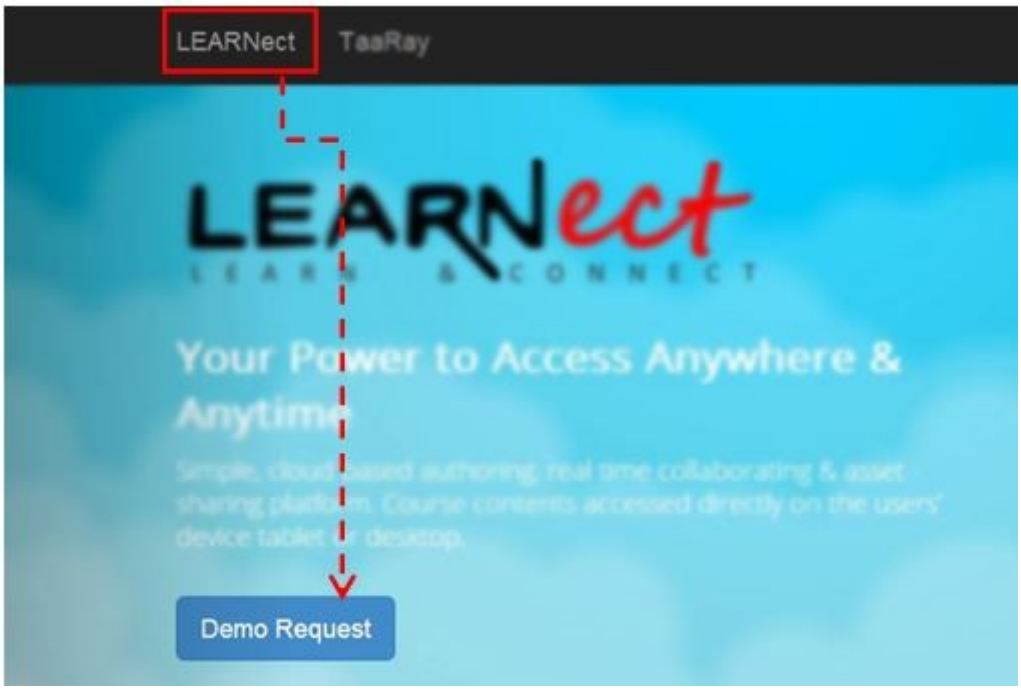
How get a trial period for LEARNect demo?

Step 1: Visit www.learnect.com

Step 2: Click on Demo Request icon

Step 3: Fill all your details in the given registration form & submit.



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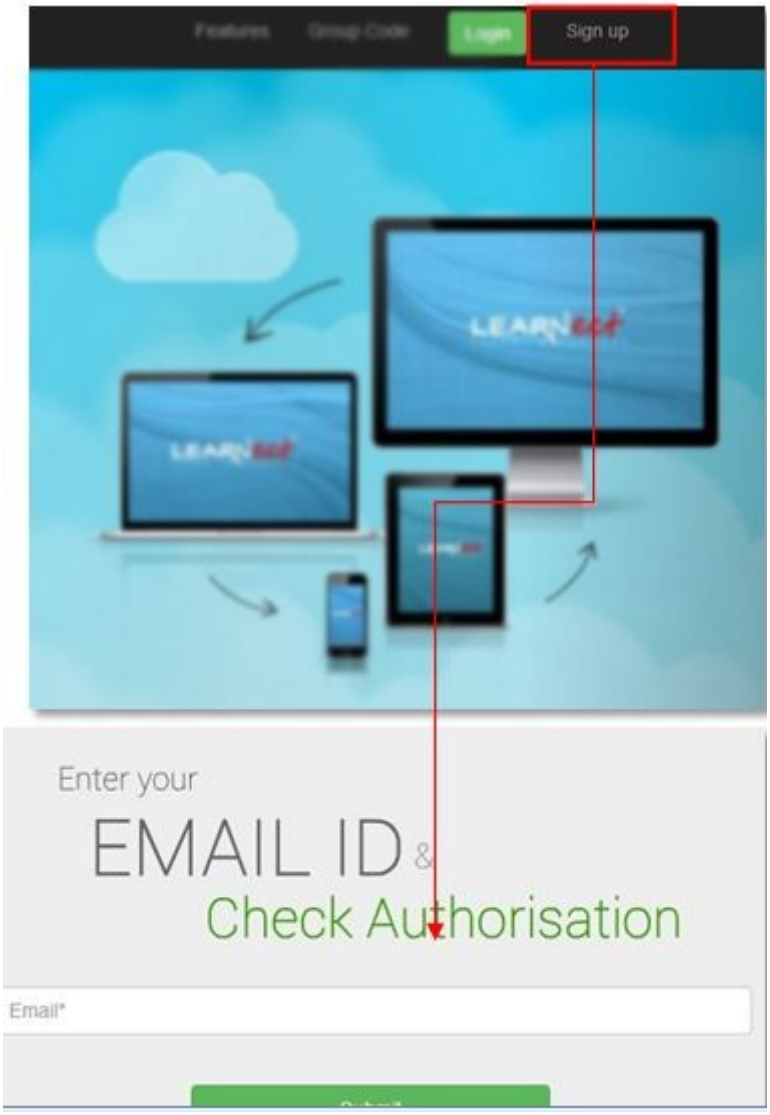
How to Sign Up for your School?

Step 1: Visit www.learnect.com

Step 2: Click on Sign Up icon



Step 3: Enter your respective id to create your school

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How to Login inside your Institute?

Step 1: Visit www.learnect.com

Step 2: Click on Login icon

Step 3: Enter your registered Id & password

Step 4 : Click on Login

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How to register into your respective institute?

Step 1: Visit www.learnect.com

Step 2: Click on enter group code icon

Step 3: Enter the group code given by your school

Step 4: Once you enter the code you will be registered in your school

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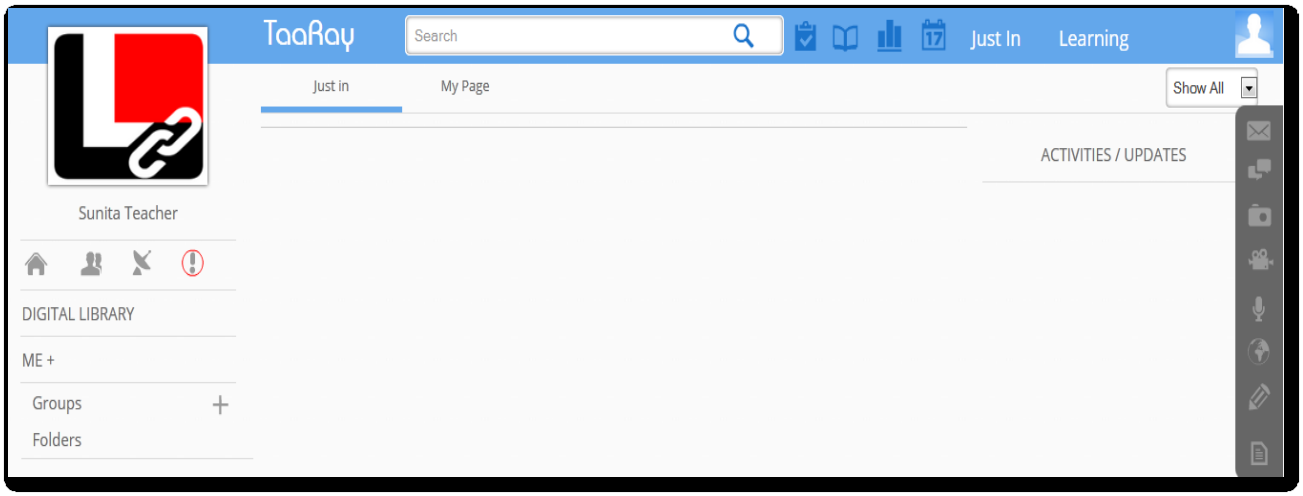
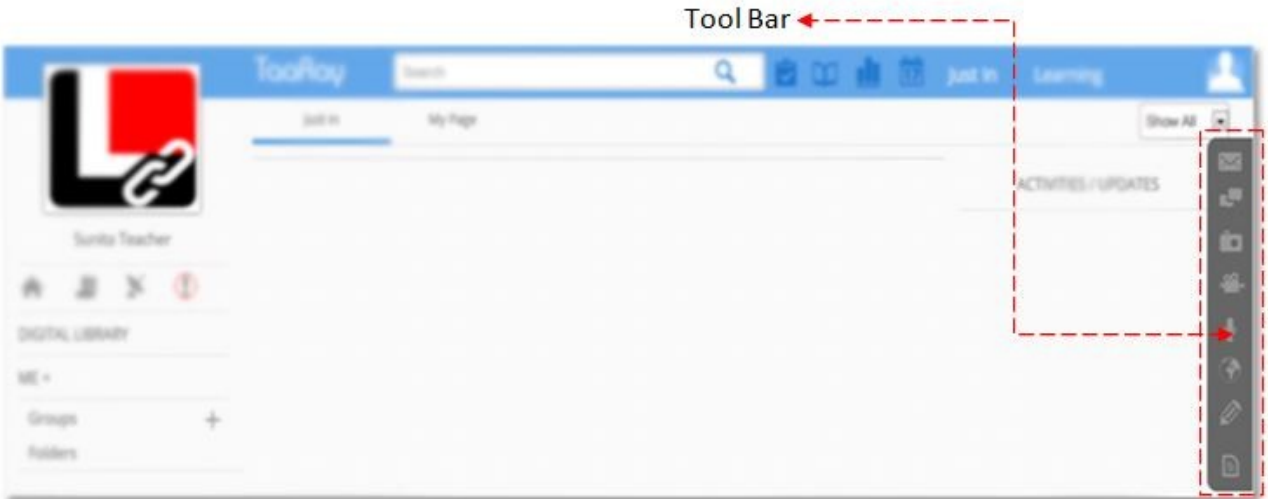
Step 5: The screen will display as given below

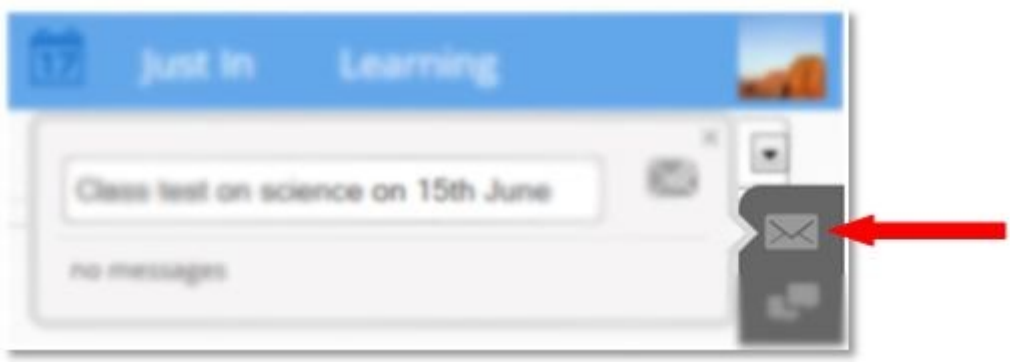


How to Upload Content?

1. Use content uploading tool bar to add your learning content.



How to send message?



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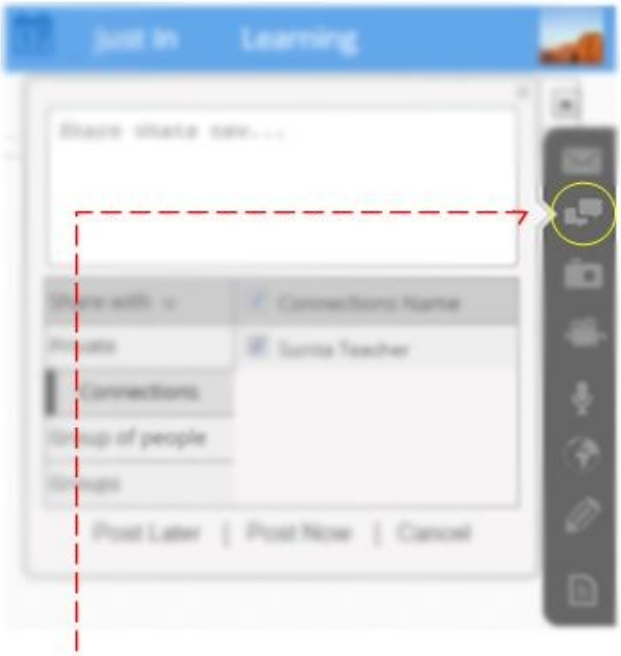
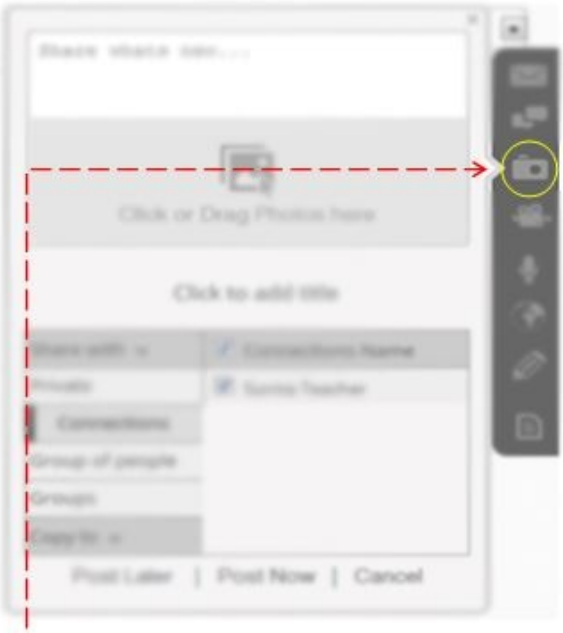
Step 1. Click on “Message” icon
Step 2. Enter member name in “To”
Step 3. Write your message in “Message”
Step 4. Click “Send” to send message

2. To add text comment clicks on “Say something” icon and simply writes your comment.
3. To add image | video | audio | web links | document | note,
    a. Click on specific icon and use “Upload a file” option.
    b. Click “Post” to post



Say Something: Use to add text



Add Image: Use to upload image

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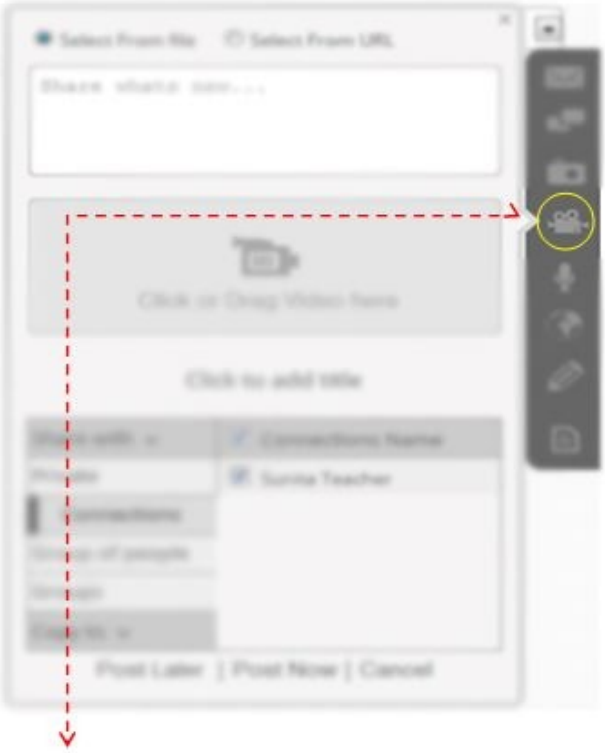
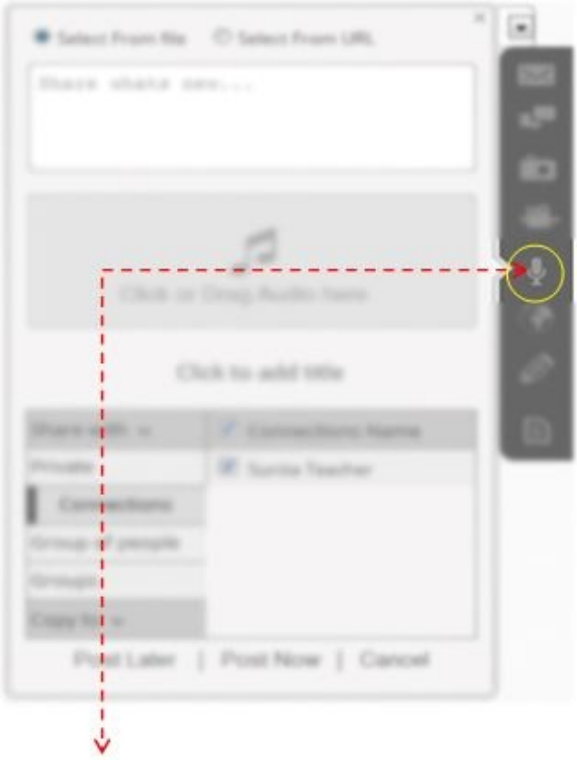


Add Video: Use to upload video files.



Add Audio: Use to upload audio files

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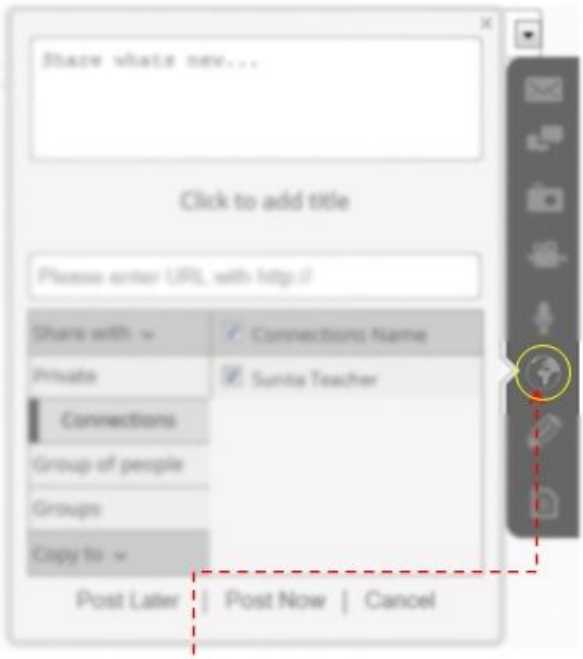
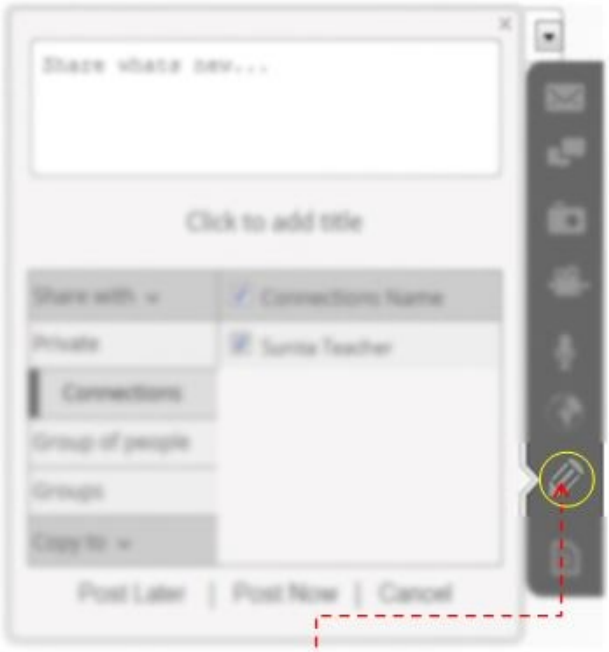


Add Document: To upload Webpage.



Add Note: To upload Notes

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Compatible content file extensions/ formats

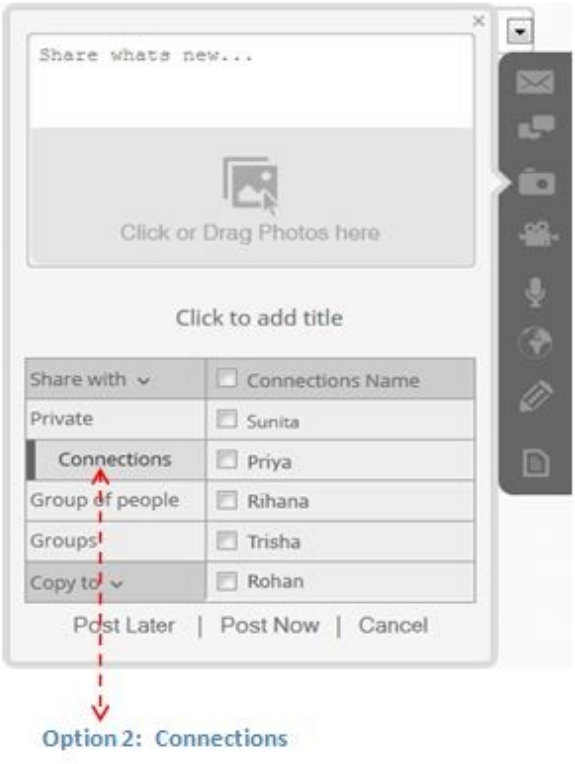
Type	Compatibility formats (allowed)
Image	.jpg /.jpeg/.png/.gif
Video	.wmv/.dat/.avi/.asf/.3gp/.webm/.mp4
Audio	.mp3/.dll/.au/.ra/.rmi
Documents	.txt/.doc/.docx/.ppt/.xls/.xlsx/.pptx/.pdf

How to share content ?

Sharing Centre/ Content Sharing.

Use sharing centre under upload content icon for content sharing.

Option 1: Private



Option 2: Connections

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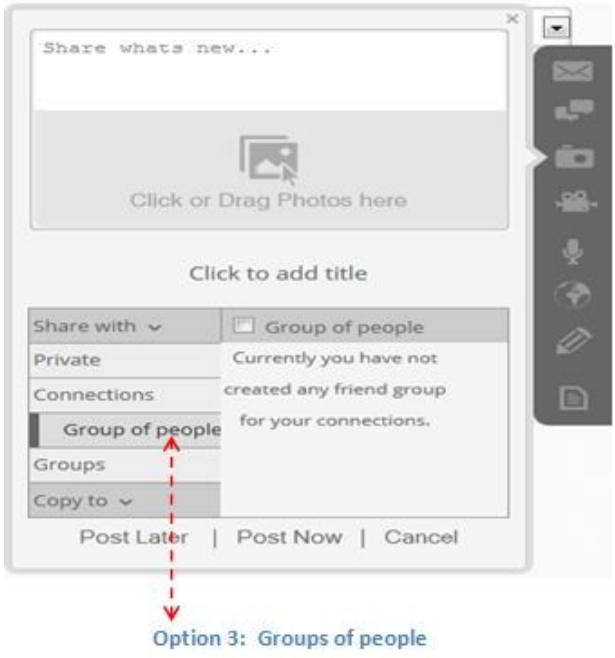

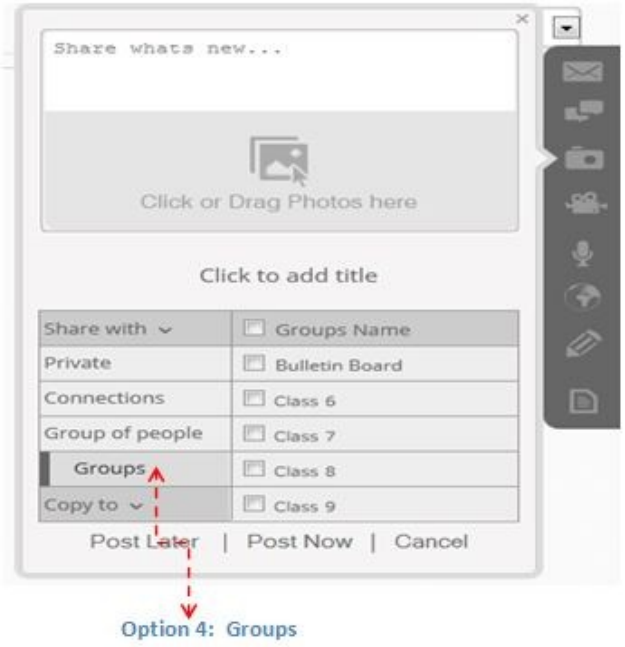

- Click on any of the content icon
- For example if you want to upload and share an image
- Click on “Add Image” icon
- Click on “Upload a file”
- Use “Share with” tab to share content

Option 1: Private: When you don’t want to share your uploaded content with any members and group.

Option 2: Connections: When you want to share uploaded content with your colleagues inside your institute. You can also select individual or group of members for sharing by checking the check box in front of member’s name

Option 3: Group of people: When you want to share uploaded content with specific friends group

Option 4: Groups: When you want to share post in groups / classes.

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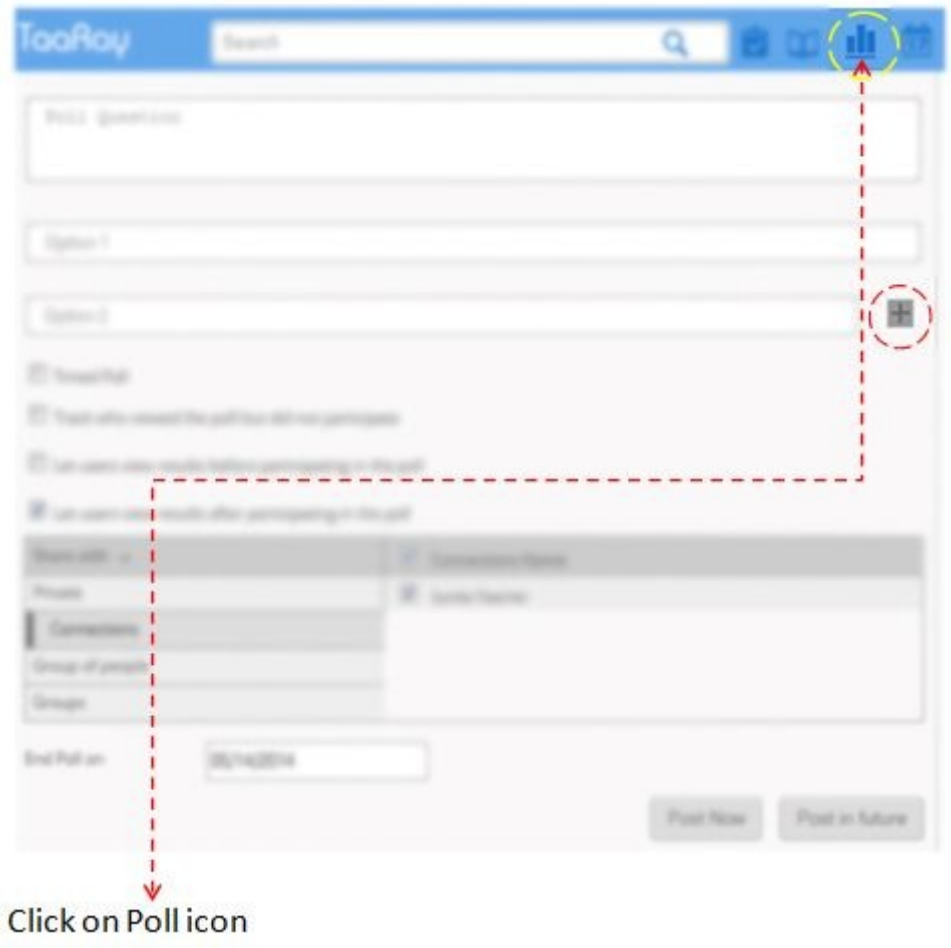
How to Create Poll?



Step 1. Enter poll question
Step 2. Enter poll options
Step 3. Click ⊕ button to add more poll option
Step 4. Select poll option
Step 5. ☑ Timed Poll Let people answer this within sec seconds

☑ Track who viewed the poll but did not participate

☑ Let users view results before participating in the poll

☑ Let users view results after participating in the poll

Step 6. Share Poll: Use sharing centre to share poll (ref point #3. Sharing Centre)
Step 7. Set end poll date or use “Post in future” to publish poll in future

End Poll on 08/10/2013 Post Date 08/09/2013

Step 8. Click “Post” to post poll

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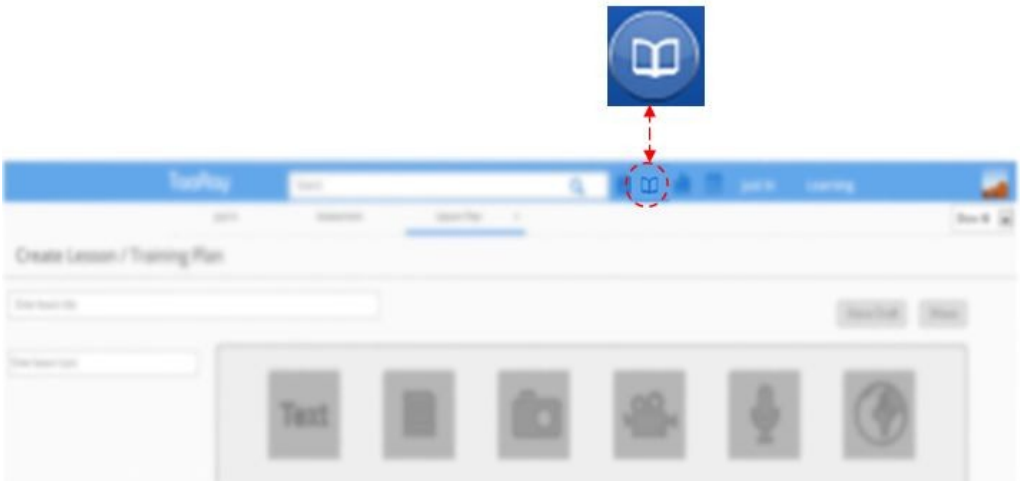
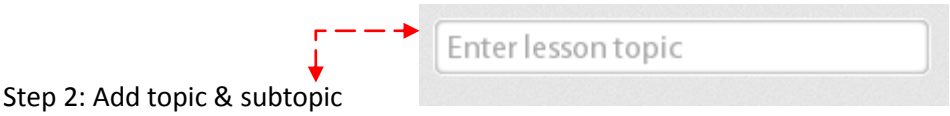
How to Create, Digital Lesson Plan?

To create Digital lesson plan or digital project or course, click on create lesson plan icon

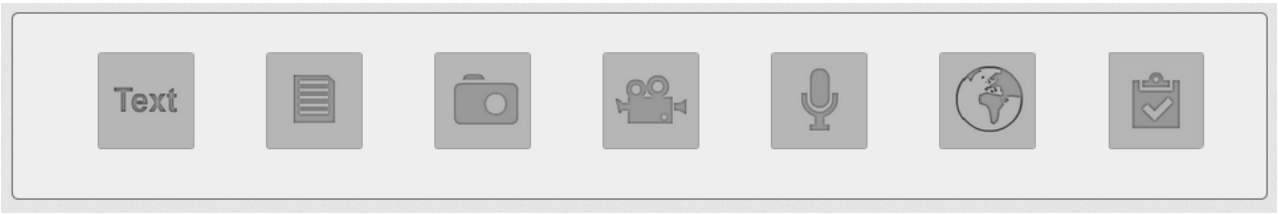


Step 1: Enter Title of the lesson



Step 2: Add topic & subtopic

Step 3: Use Content Uploading Panel to Upload Content



Click on desired icon

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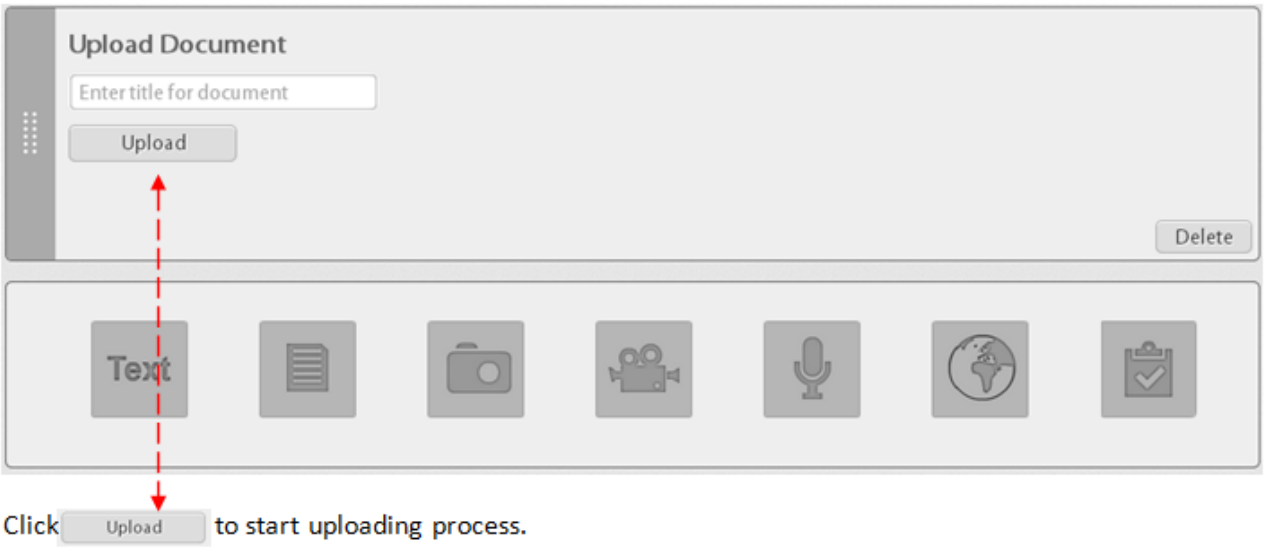


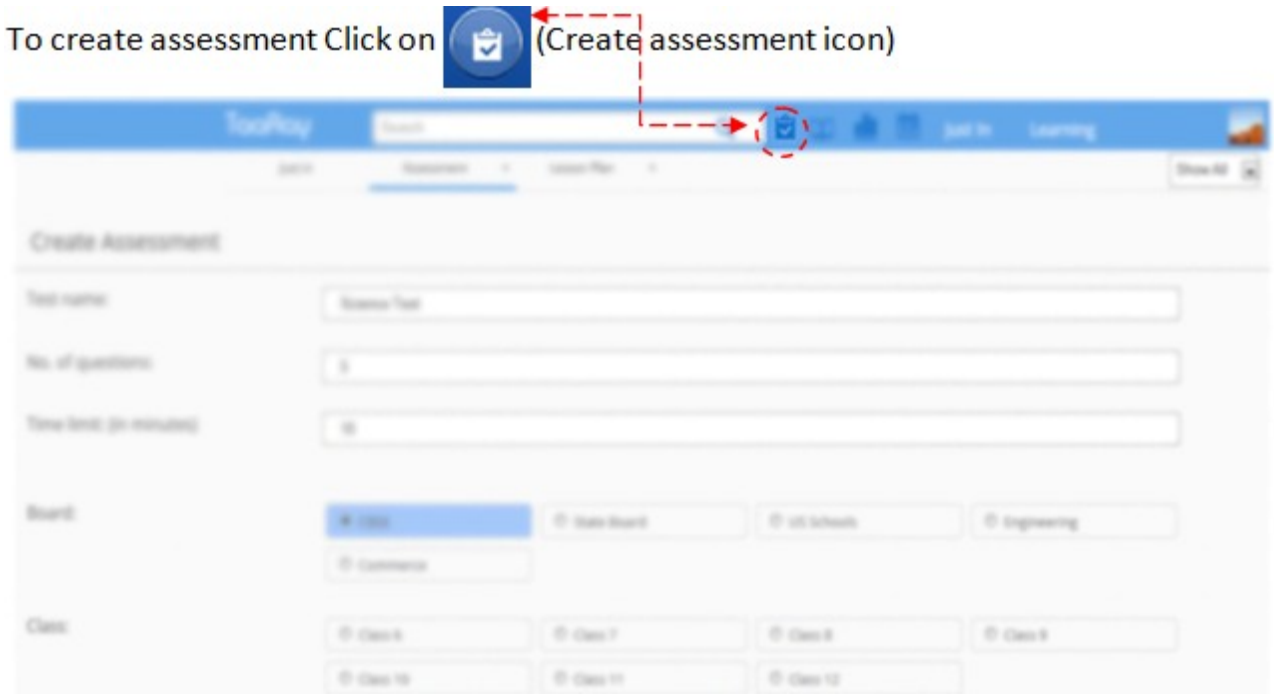
Step 4: Once all your contents are uploaded follow step 5 & 6

Step 5: Click on 'Save Draft' if you want to save your Lesson Plan

OR

Step 6: Click on 'Share' icon if you want to share your Lesson Plan

How to Create, Publish & Share Assessments?



Step 1: Enter test name

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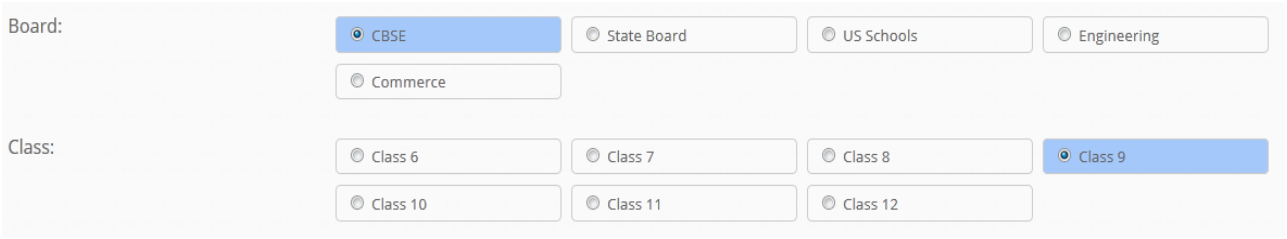
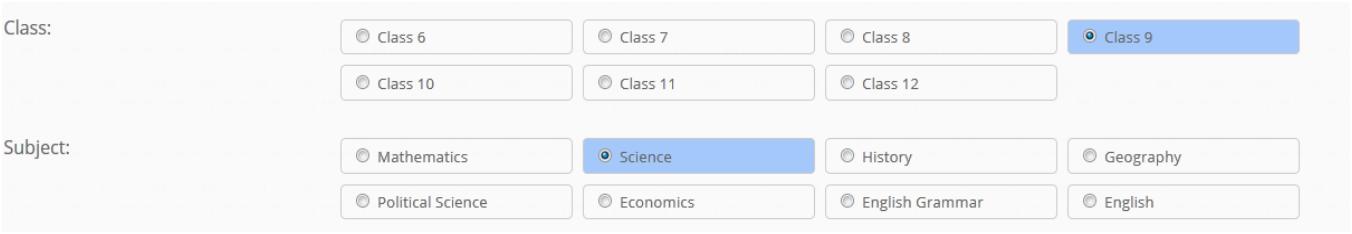
Step 2: Enter number of questions

Step 3: Enter time limit

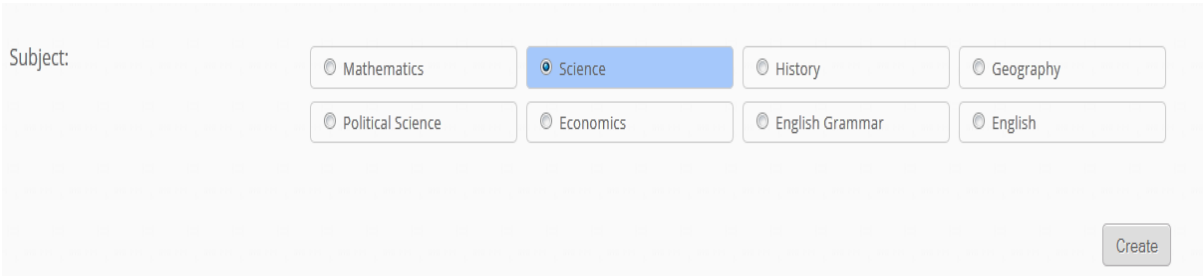
Step 4: Select board



Step 5: Select class



Step 6: Select subject



Step 7:

How to use search question?

Step 1: Click “Search Question”

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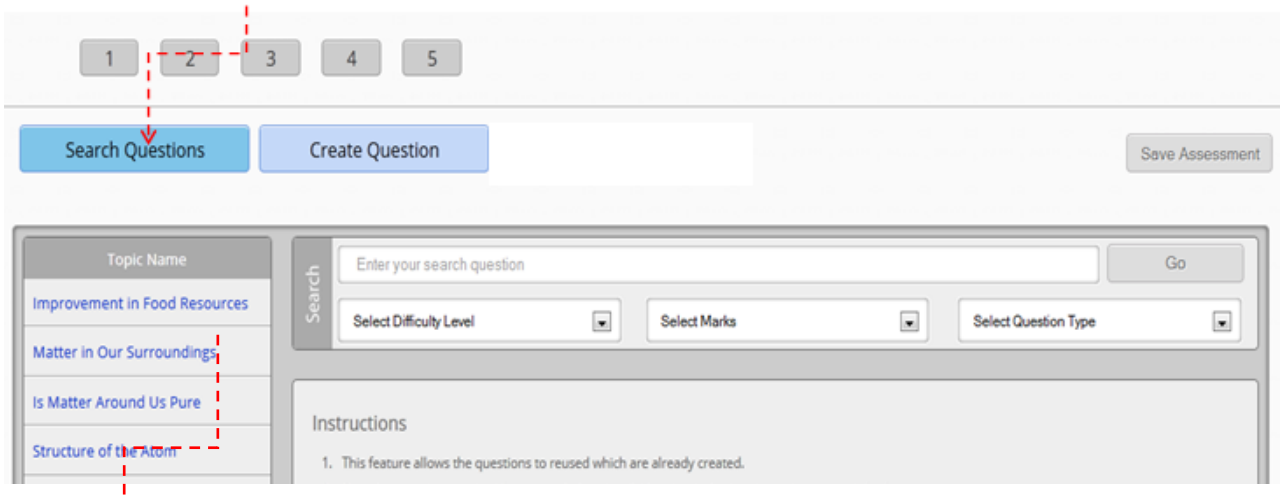
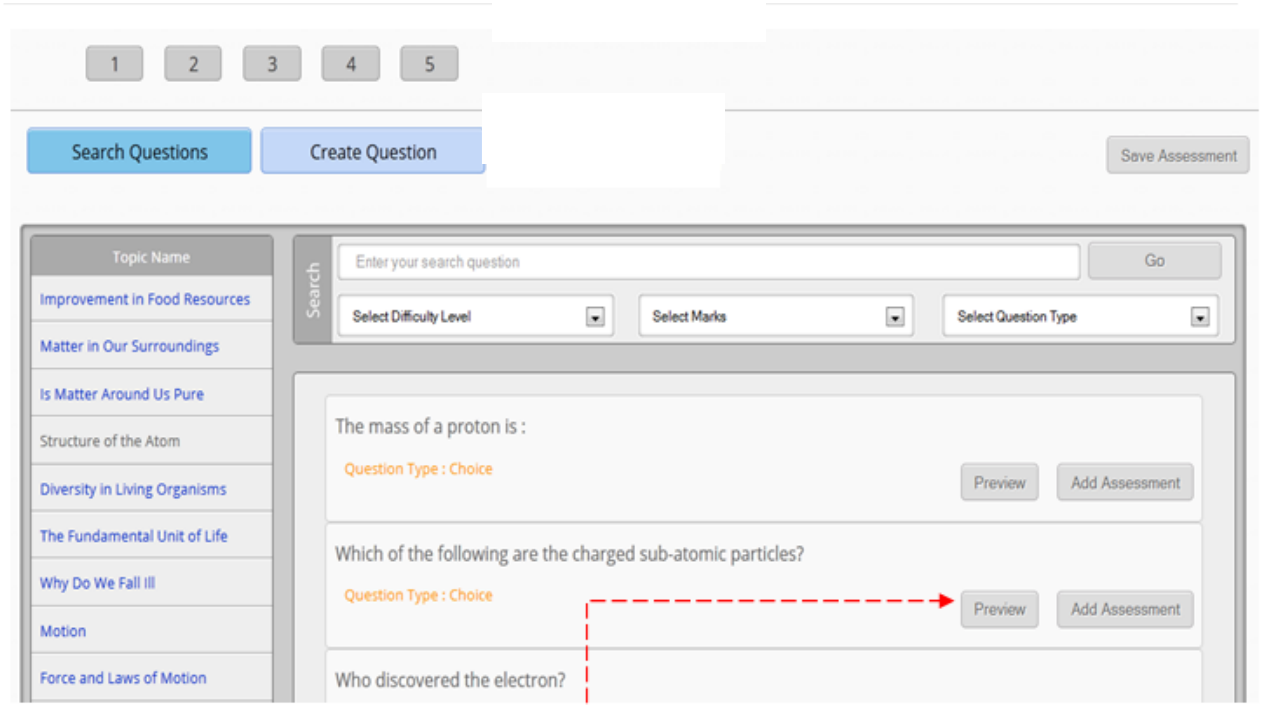


Step 2: Select topic name (To see the list of database questions)



Step 3: Scroll & select desired question

Click Preview to view question

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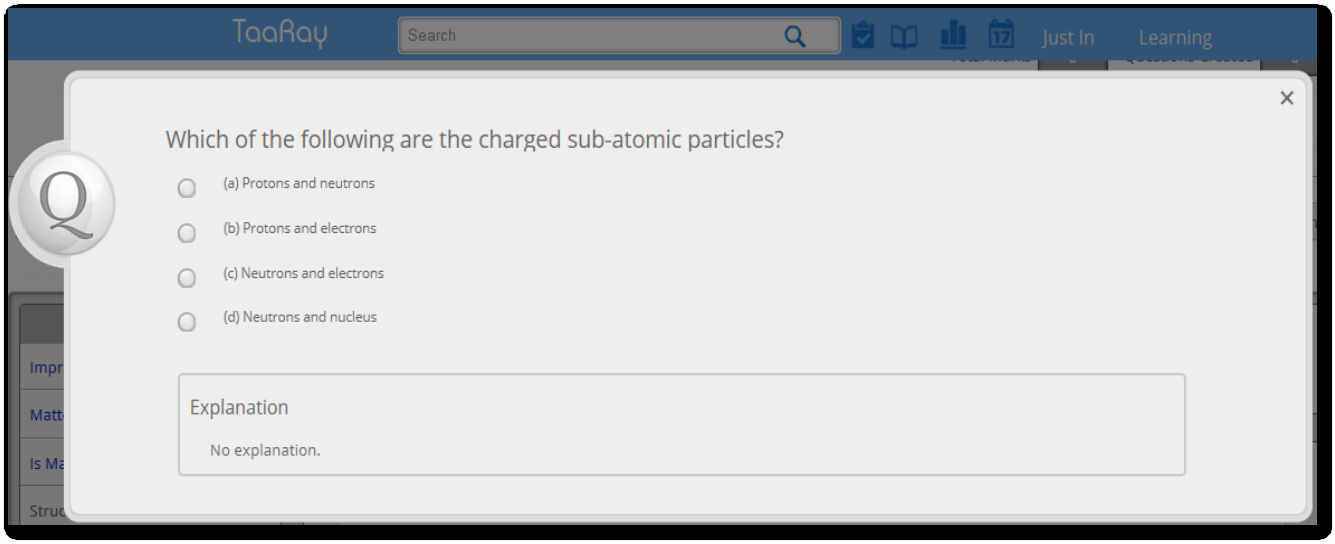
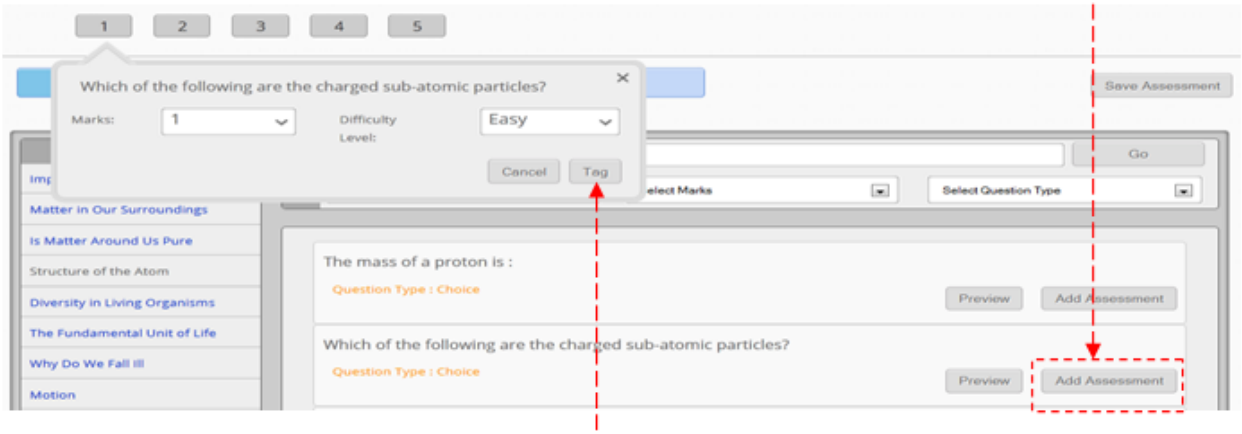


Note: Close Preview and Click "Add Assessment"

Click Add Assessment to add question in assessment.



Step 4: Select "Marks"

Step 5: Select "Difficulty Level"

Step 6: Click Tag Your Selected question will add on assessment

Repeat the process and to add desired number of questions.

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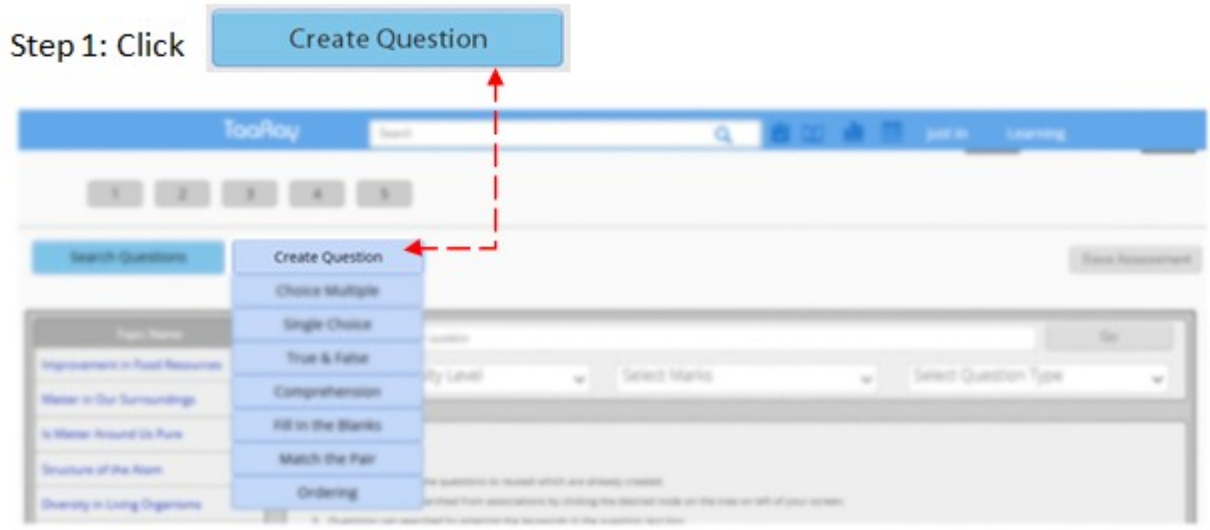
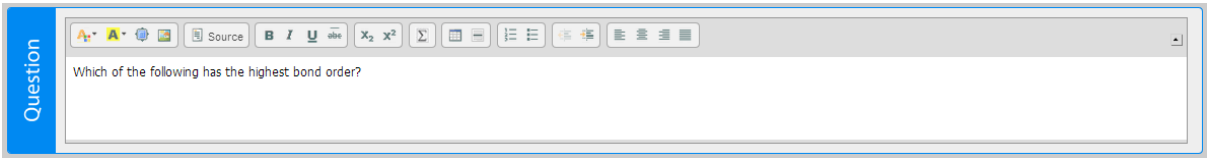
How to use Create Question?

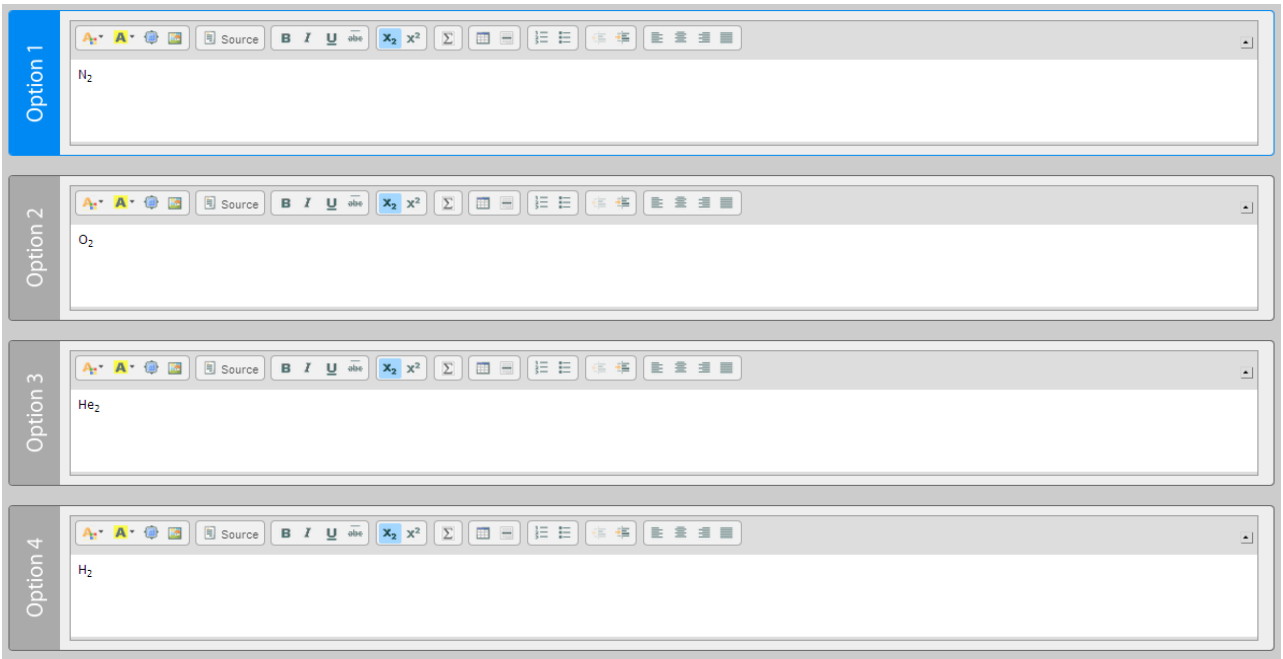
Step 1: Click



Step 2: Type or copy paste your own questions



Step 3: Type or Copy Paste answer in Option



Step 4: Type or copy paste explanation.

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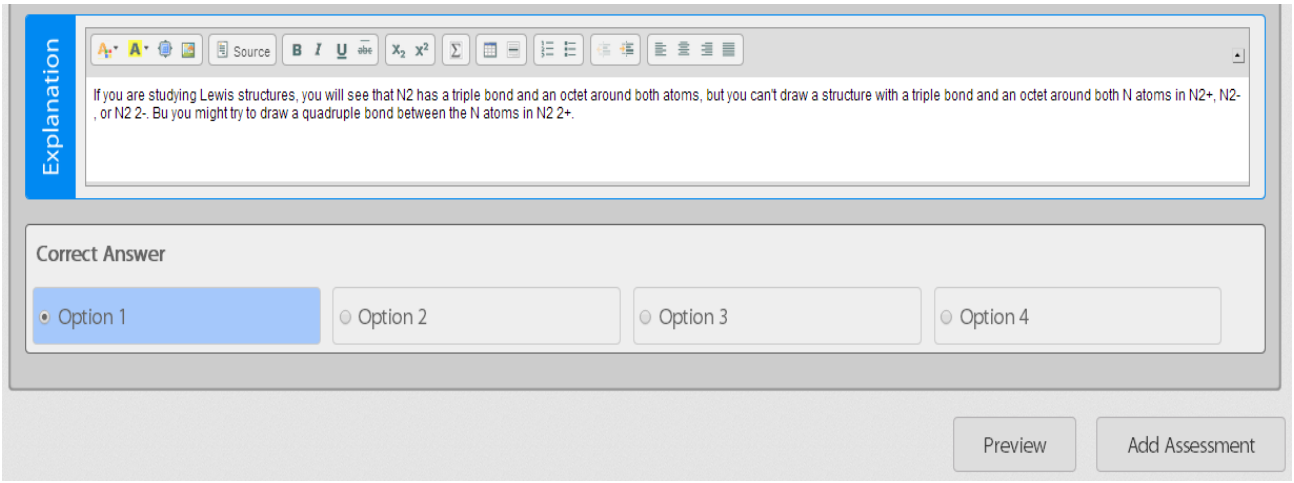
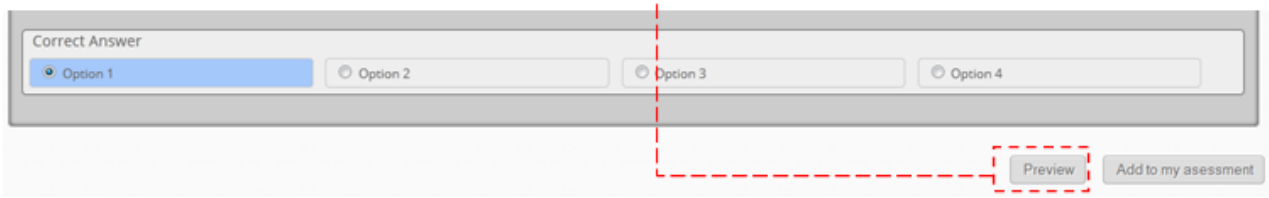
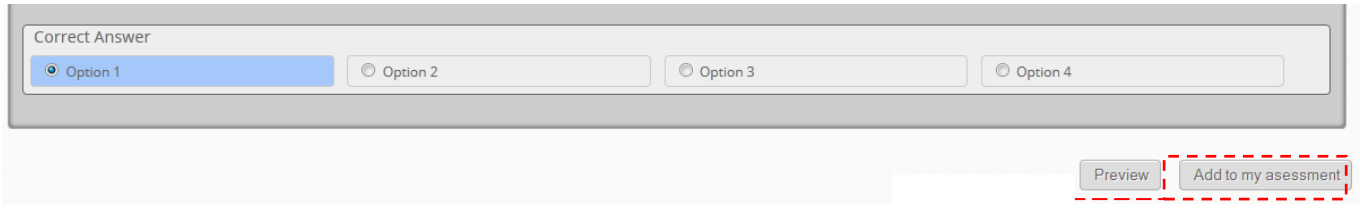


Step 5: Select correct option

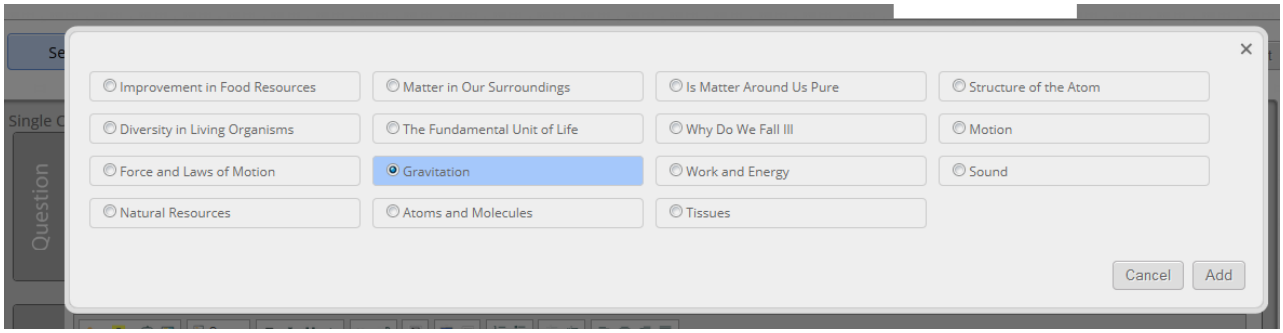
Step 6: Click: Preview to preview the question you created



Step 7: Click: Add Assessment



Step 8: Select question topic



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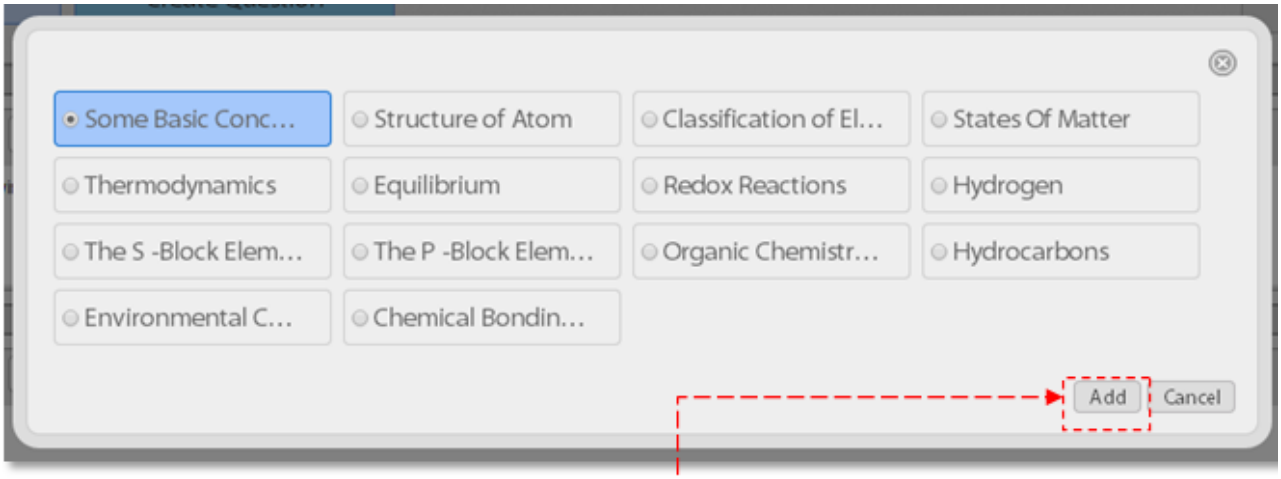


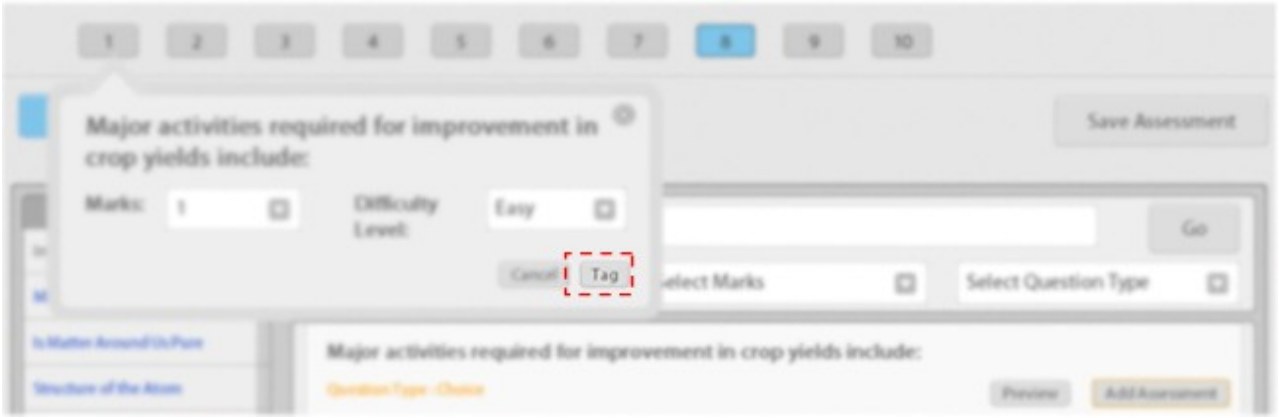
Step 9: Click Add

Step 10: Select “Marks”

Step 11: Select “Difficulty Level”

Step 12: Click Tag your selected question will add on assessment

Repeat the process and to add desired number of questions.



To View assessment analysis report

Step 1.Click

Click All Students Report to view report of all students.

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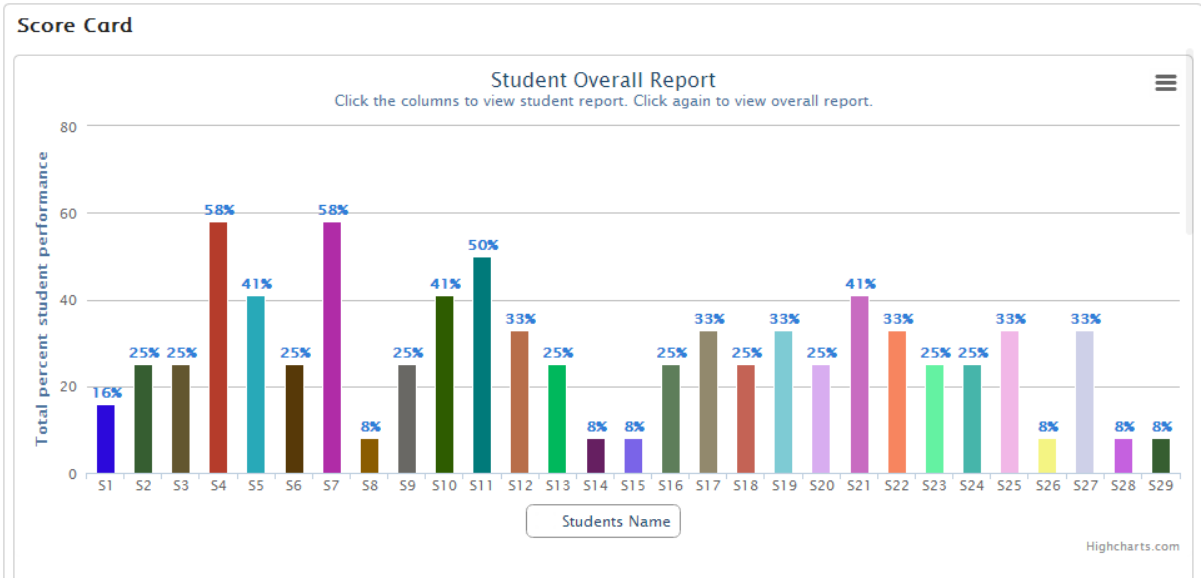
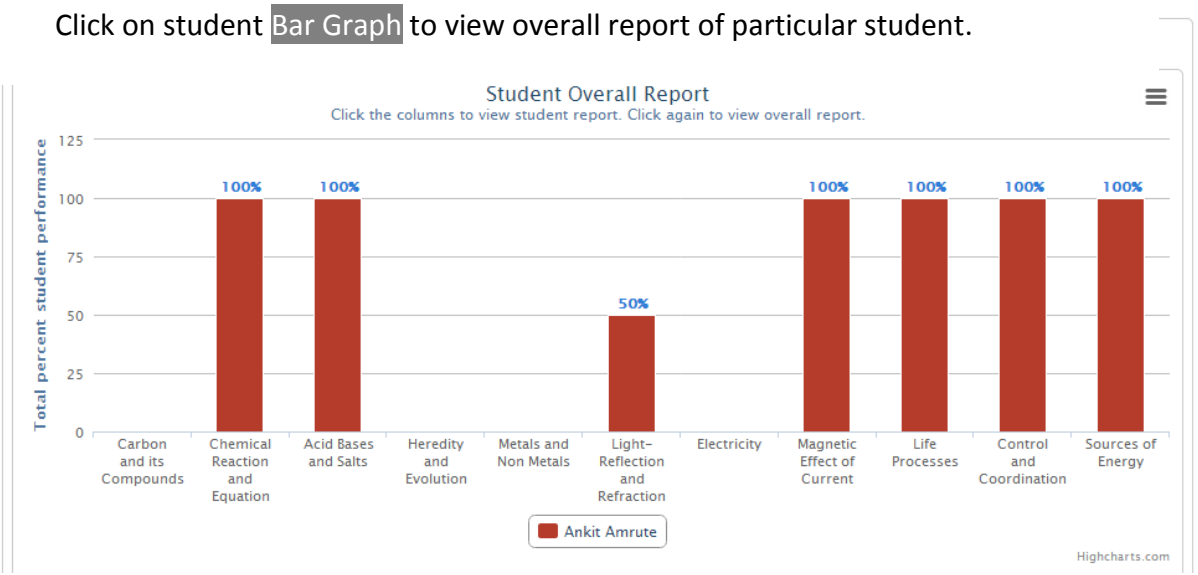
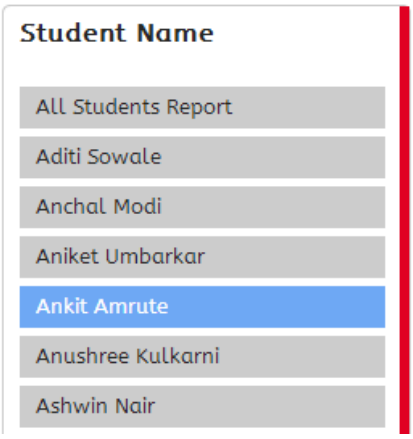


Click on student Bar Graph to view overall report of particular student.



Click on Student Name to view score card of individual student.



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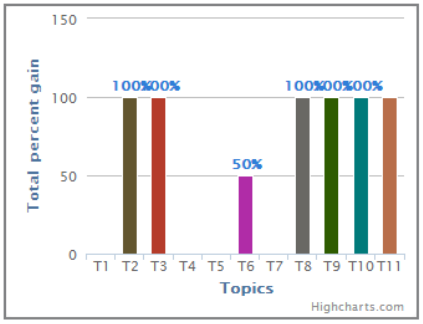
Score Card

Date	Marks Scored	Correct Answers	Incorrect Answers	Not Attempted
8/29/13	7	7	5	0

Topic Wise Analysis

Sr.	Topics	No. of Question	Correct Answers	Status
T1	Carbon and its Com...	1	0	
T2	Chemical Reaction ...	1	1	
T3	Acid Bases and Sal...	1	1	
T4	Heredity and Evolu...	1	0	
T5	Metals and Non Met...	1	0	
T6	Light-Reflection a	2	1	

Marks Distribution



How to Share My Added Content?

Step 1: Click Learning

Step 2: All | Content's By Me *All contents added by the user*

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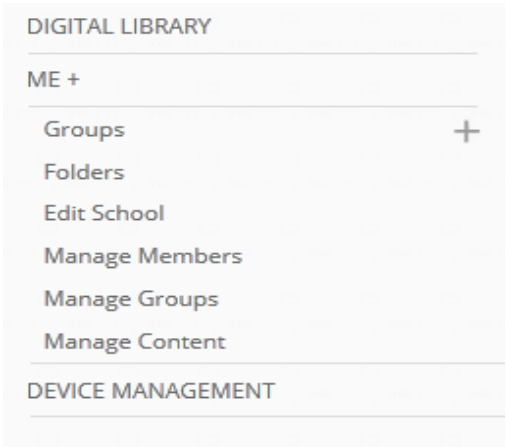
Step 3: Click on (Share Button) to share your content

Step 4: Click on (View Report) to view report card

Step 5: Click on (Delete Content) to delete your content

Administrators Controls



How to create groups?

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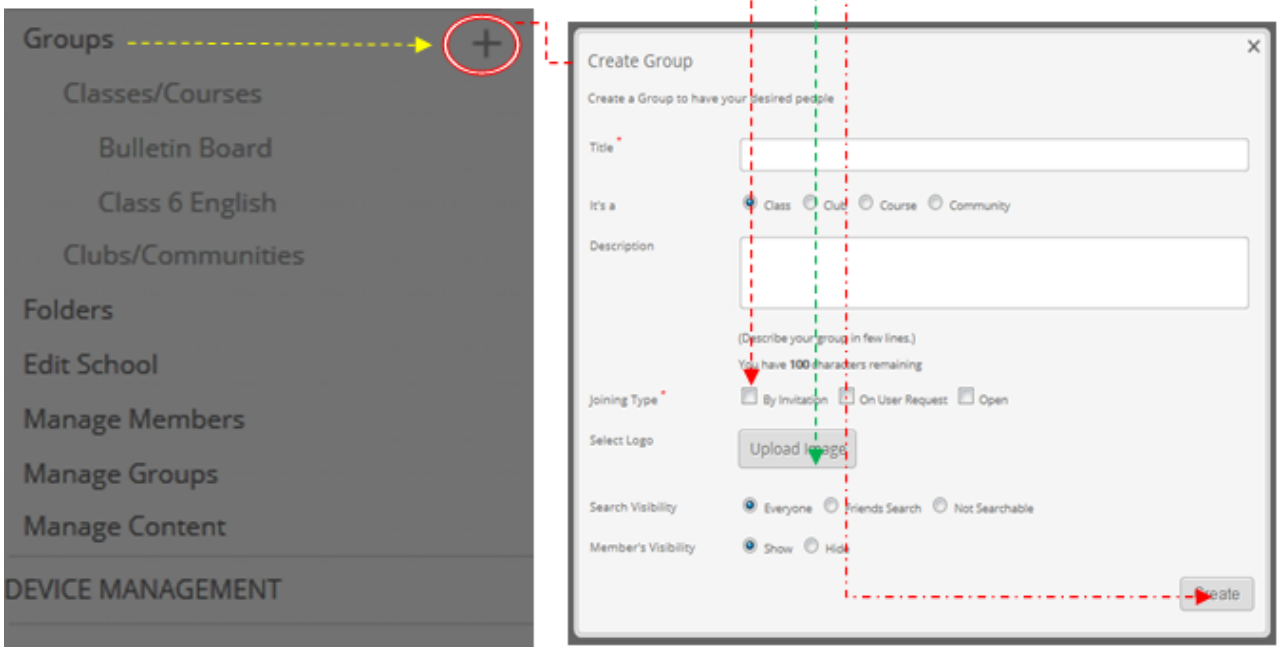
- Click "+" icon
- Fill the Group name
- Fill the Group description
- Click "By Invitation "radio button
- Upload the Group logo or image
- Click on "Not Searchable" radio button
- Click on "Create" radio button



What is the use of my folders?

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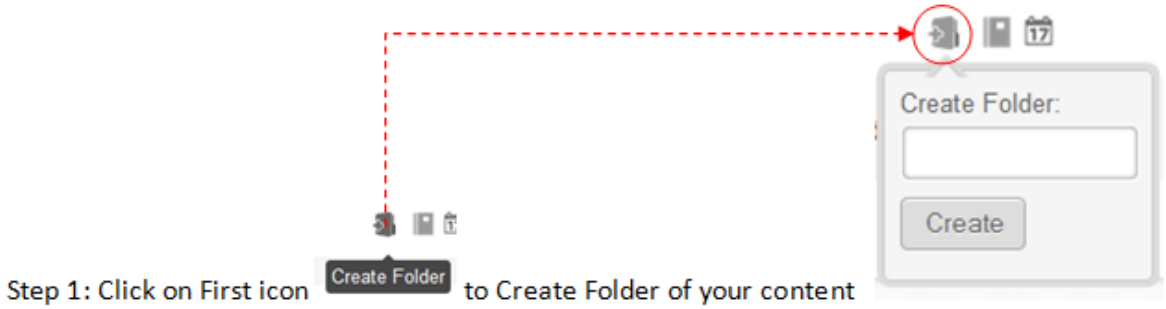
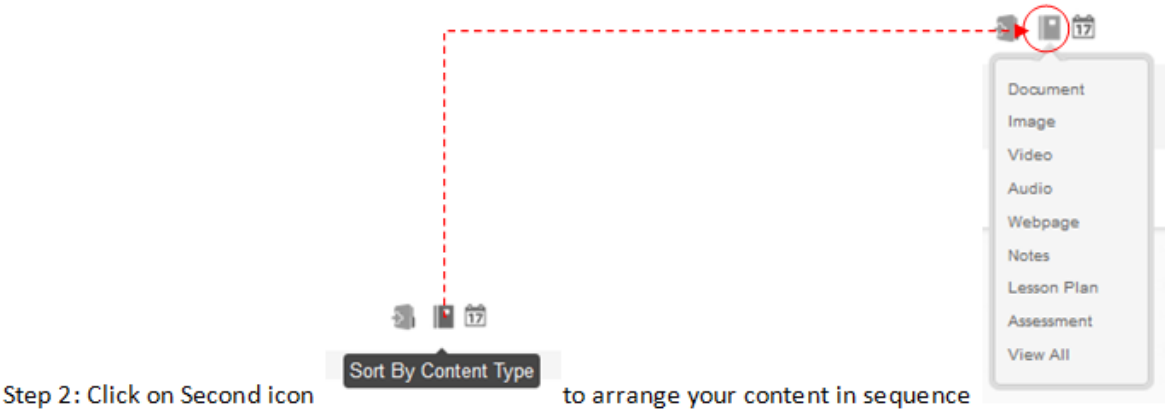
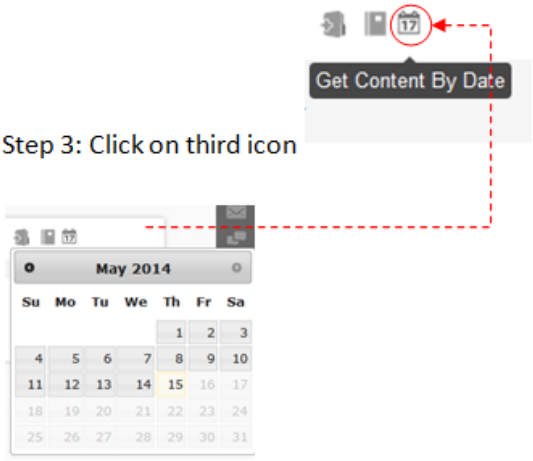


Step 1: Click on First icon to Create Folder of your content



Step 2: Click on Second icon to arrange your content in sequence



Step 3: Click on third icon to schedule your sharing content or assessment

How to Edit School?

Step 1: Click on “Edit School” icon

Note:-Make the changes you wish to change in your school

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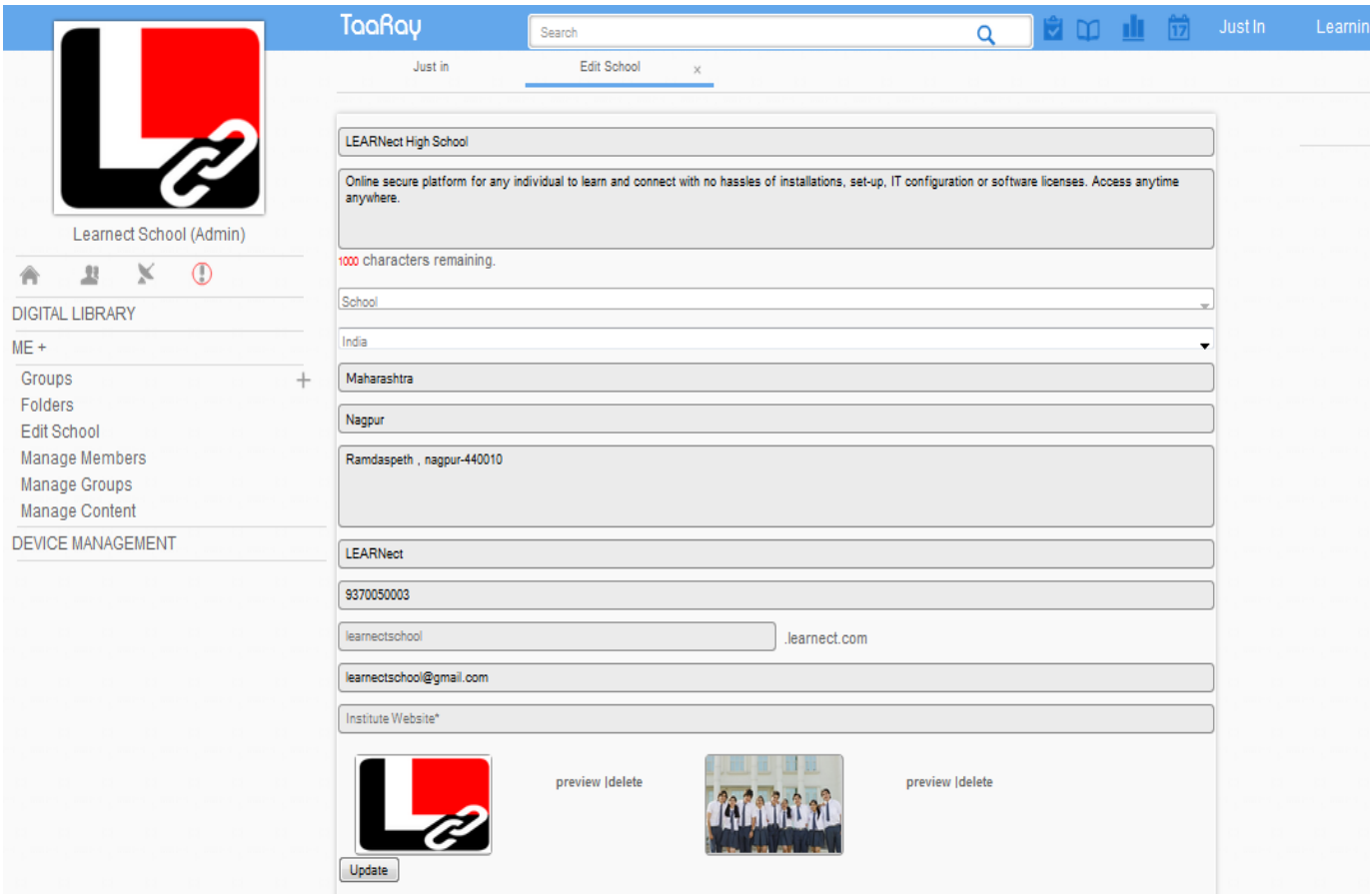

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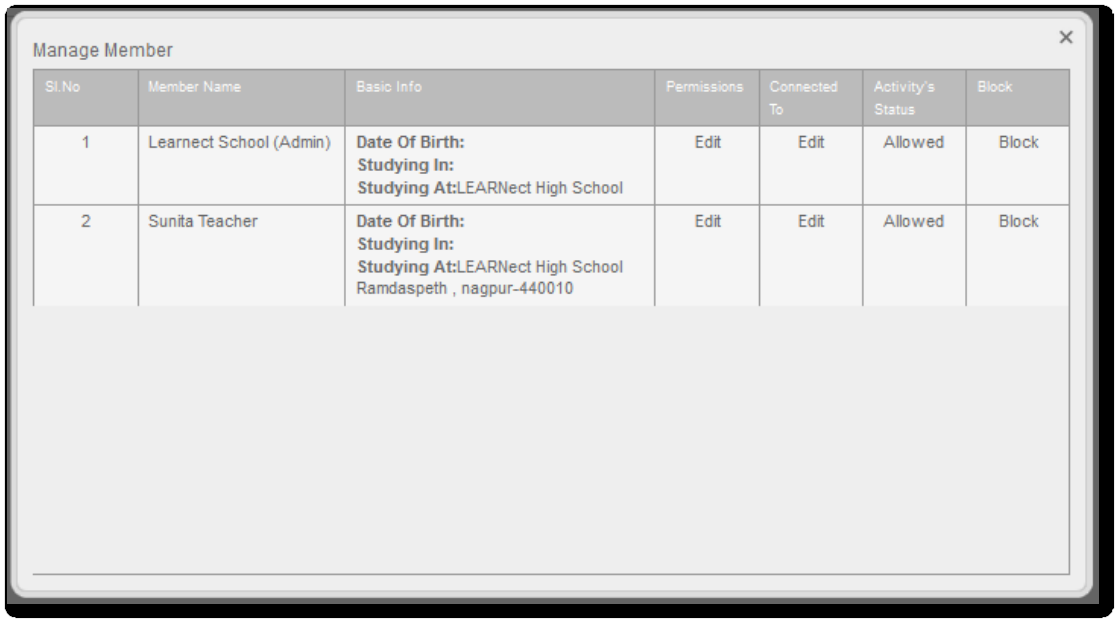
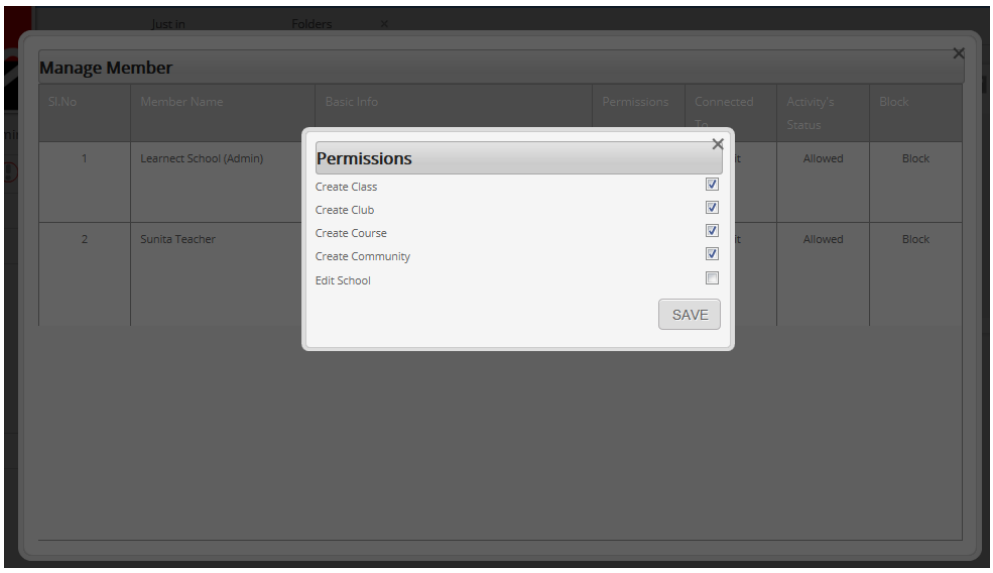
How to Manage Members?



Step 1. Click on "Manage Member" to manage members inside your institute

a. **Permissions edit:** Use when you want to provide specific permissions to the member



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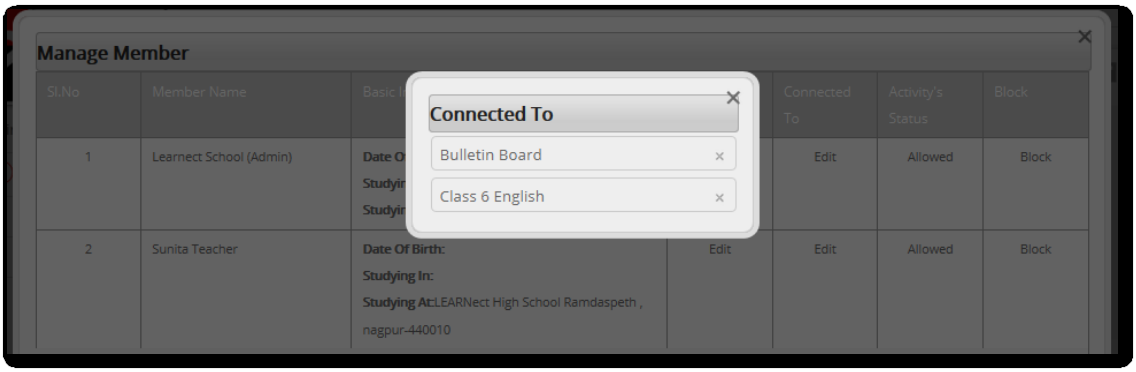
Step 2. Select individual member from list to whom you want to provide specific permissions.

Step 3. Click “Edit” under Permissions tab to edit member permissions.

a. Create Class: When user wants your institute member to create class.
b. Create Club: When user wants your institute member to create club.
c. Create Course: When user wants your institute member to create course.
d. Create Content: User wants to permit member of your institute to upload content.
e. Edit Institute: User wants to permit members to edit institute information.

Step 4. Click “Save” to save permissions.

b. Connected To: Use when you want to edit groups / classes connection of member.



Step 1. Select individual member from list whose group / classes connectivity you want to change
Step 2. Click “Edit” under “Connected To” tab to edit connectivity
Step 3. “X” to remove member from the particular group

c. Activity Status

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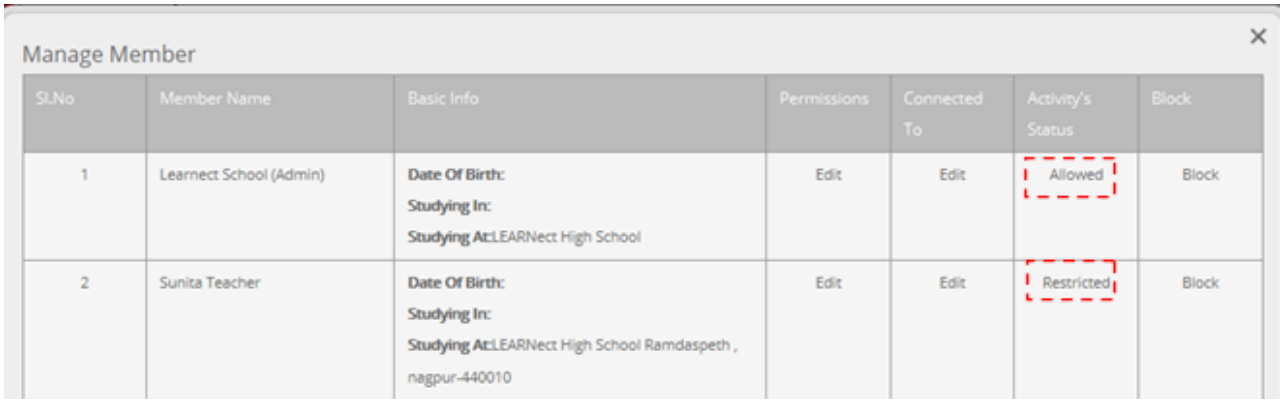
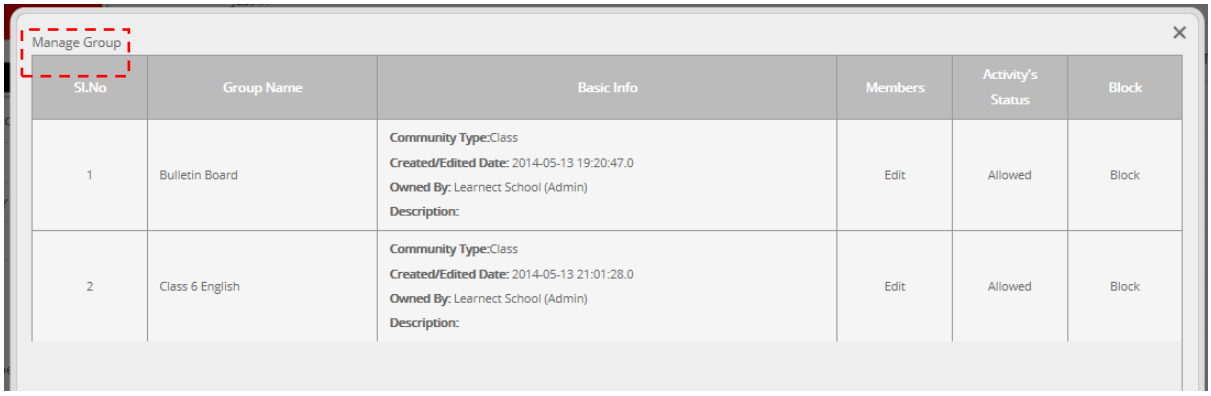


"Allowed" permitting member to do to active in side school.

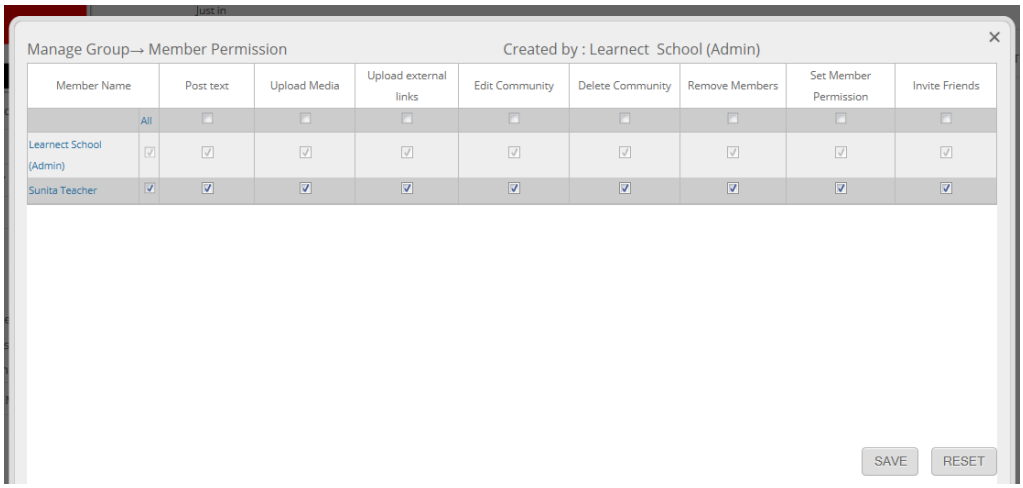
"Restricted" to keep members are on read-only mode.

How to Manage Groups?



Click "Manage Group" to manage groups / classes created by you

a. Member: Click "Edit" under member tab to manage members permission inside group



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- Use check box to set permissions on the member inside group.
  - ✓ Post text: Use when you want to allow member to post inside group
  - ✓ Upload Media: Use when you want to allow member to upload media files
  - ✓ Upload external links: Use when you want to allow member to upload web links
  - ✓ Edit Community: Use when you want to allow member to edit community
  - ✓ Delete Community: Use when you want to allow member to delete community
  - ✓ Remove Members: Use when you want to allow member to remove other member
  - ✓ Set Member Permission: Use when you want to allow member to set permissions of other members
  - ✓ Invite Member: Use when you want to allow member to invite other members inside groups
- Click "Save" to save members permission
- Click "Rest" to go to default members setting

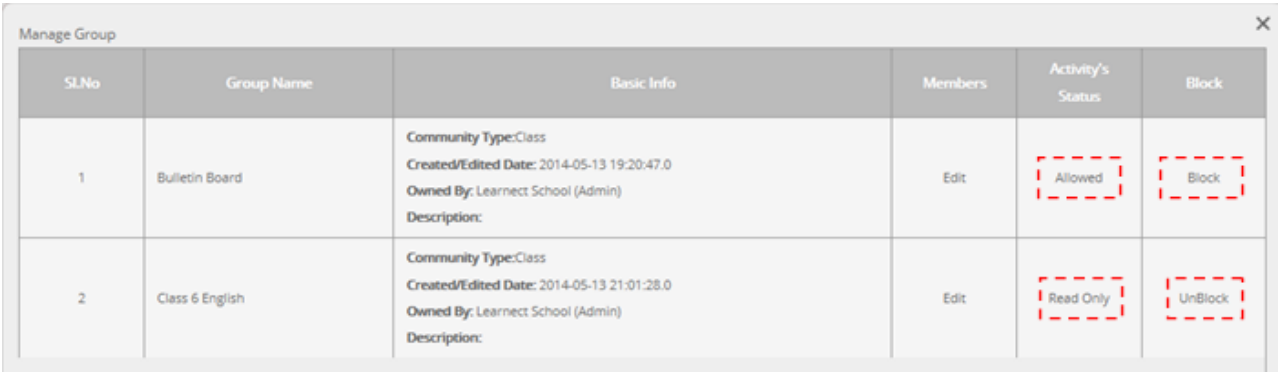
b. Activity Status:

Allowed – By-default setting (when you want the group to be active). Member can perform content posting

Read Only – Members will only be able to view content inside group, members cannot perform content posting

Block – Use to block group

Unblock – Use to unblock group.



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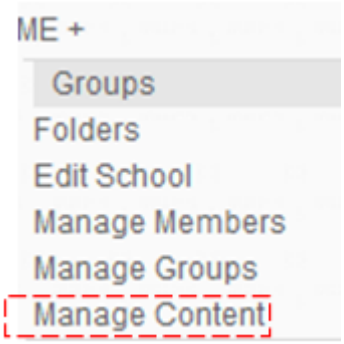
How to Manage Content?

Click “Manage Content” under Admin Control to access manage content



Action:

Block: Use when you want to block uploaded content, Blocking means members would not be able to access content in inside institute and inside group.

Unblock: Use when you want to unblock content.

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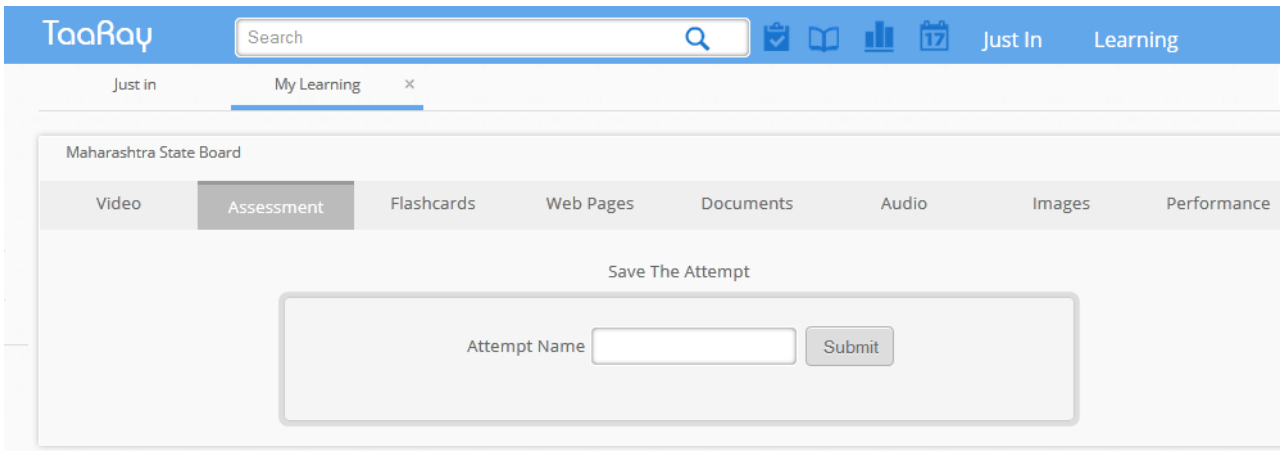
Free Learning Content & Practice Section

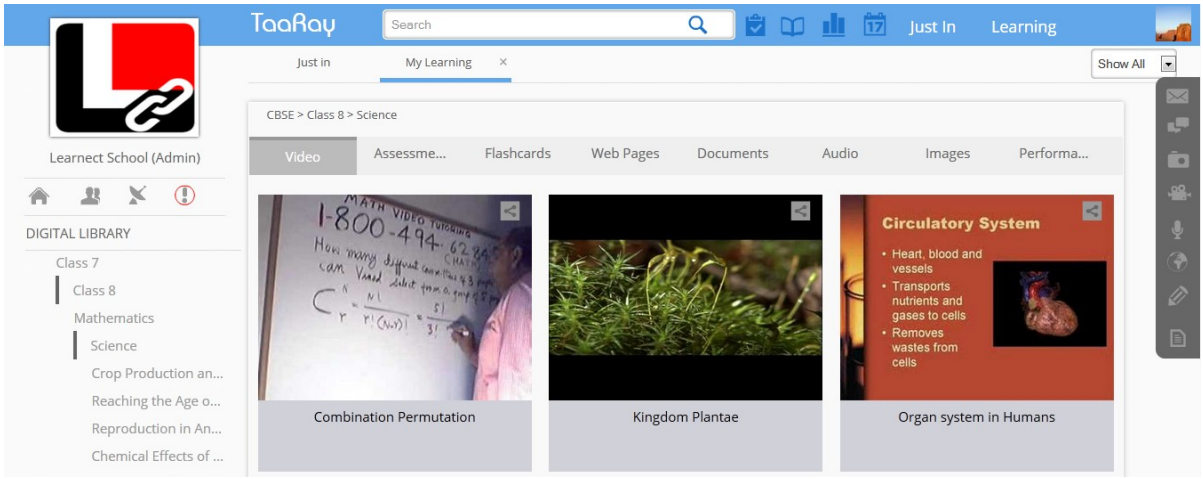


How to Access Free Learning Content?

- Learnect.com provides variety of free learning for students to study online.
- To access free learning content click **Learning** on top of the page.

Step 1. Click CBSE select your Class & Subject.

Step 2. Click on your selected video to start studying.



How to Access Unlimited Practice Questions

Learnect.com provides unlimited question for students to practice on line.

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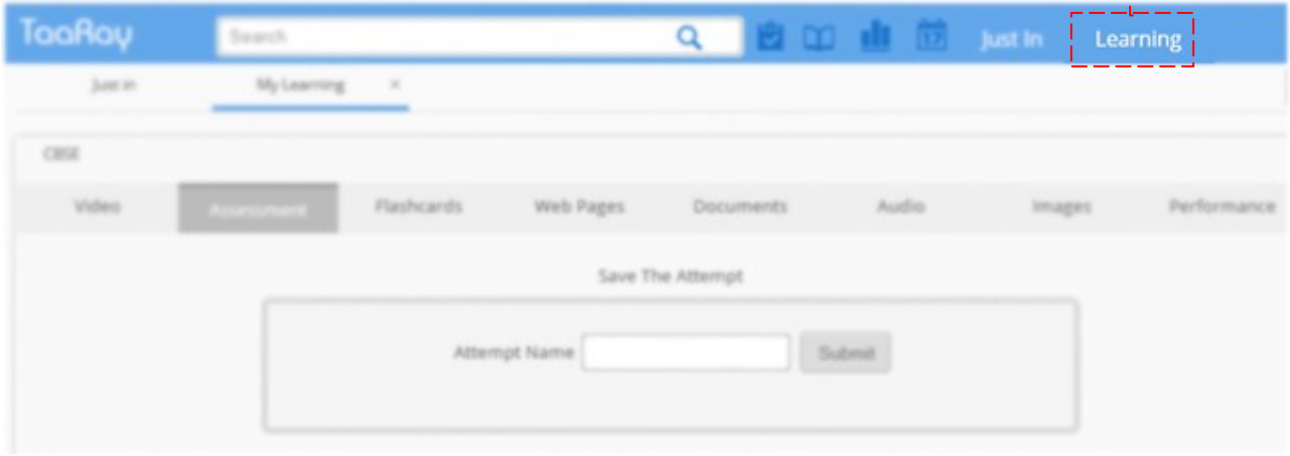
To access unlimited practice question Click **Learning** on top of the page.

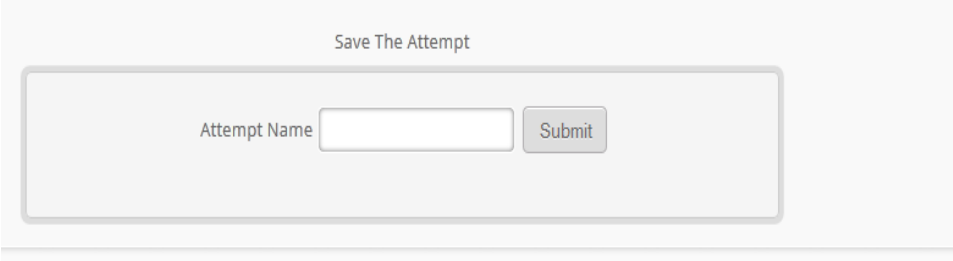


Step 1. Select CBSE on the left side of the panel

Step 2. Select your Class & Subject

Step 3. Click Assessment

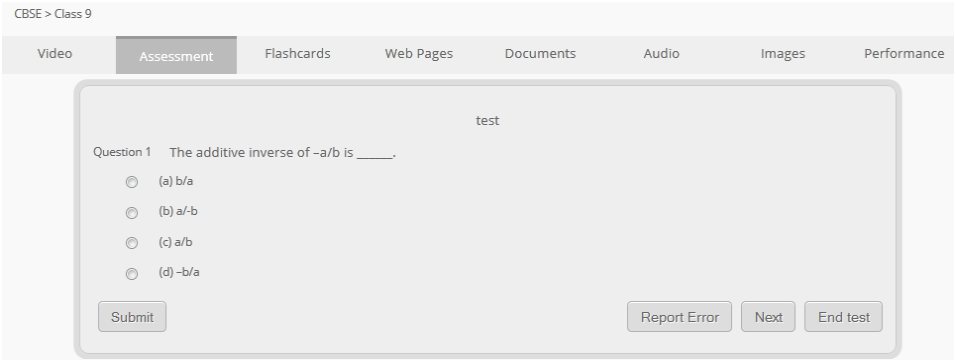
Step 4. Fill Attempt Name & submit



Note: The Question panel will open

Step 5. Click **Next** to jump to next question.

Step 6. Click **End test** to view report card.



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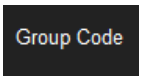
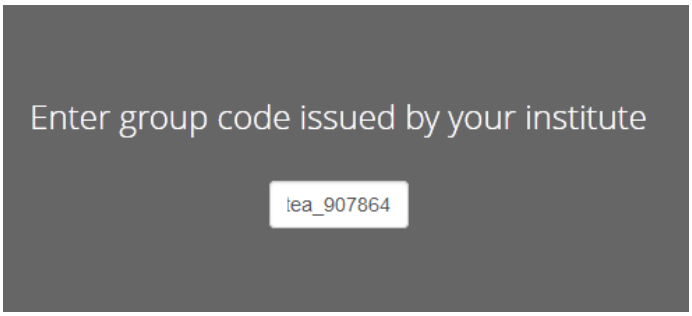
How to add students inside classes ?

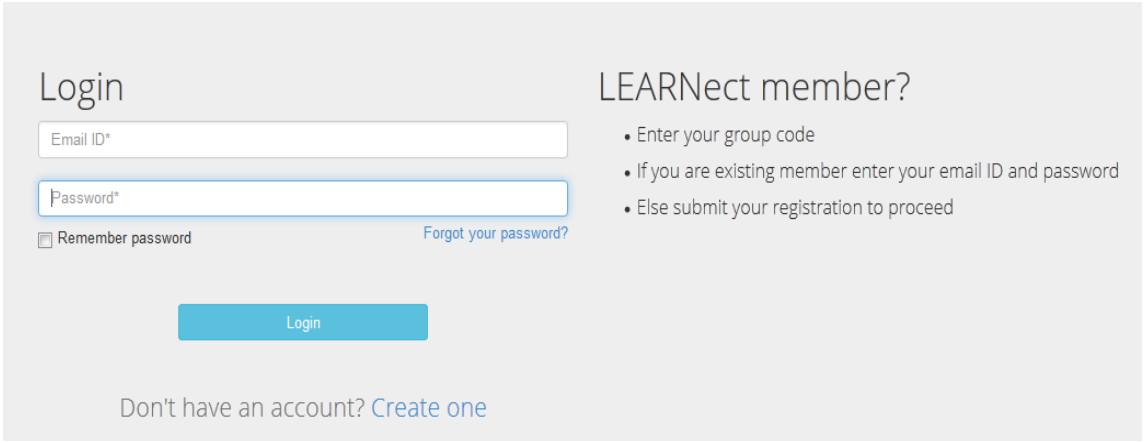
Step 1: Visit www.learnect.com

Step 2: Click 

Step 3: Enter Group Code



Step 4: Fill Login Form



Step 5: Click:

to enter inside your Virtual School.

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