LinGrow User Manual

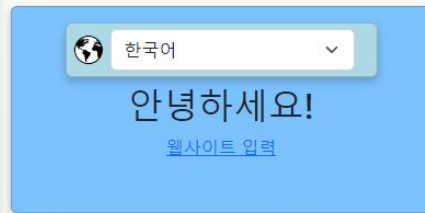Multilingual Families Lab, U of Alberta

Chapters

1. Basic Usage
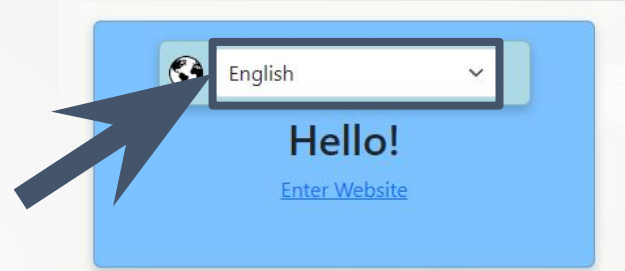
1.1 Website Translation

When you open the LinGrow WebApp for the first time you will be greeted by the Welcome Landing Page.

There Website translation is completed by clicking on the Language List element which creates a drop down menu, where you can select your language of choice.
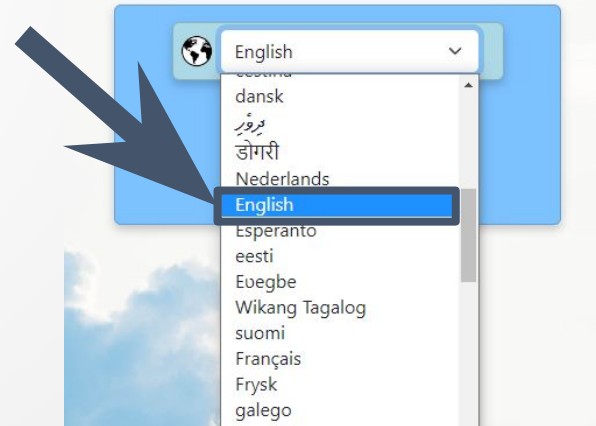
After that all website elements will be translated into the selected language. Until you select a different language.

Welcome Page with Language List Button

Language List Elements Dropdown Menu

Welcome Page translated into Korean
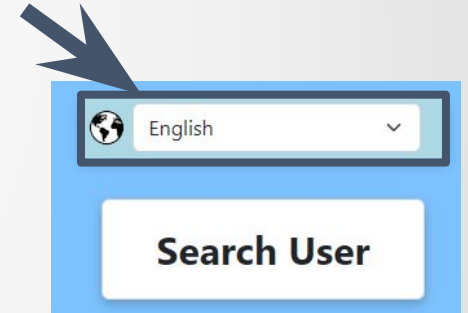
1.1 Website Translation

If you choose the wrong language by mistake, there can be found on virtually every page the same Language List button to change it to a language your recognize.
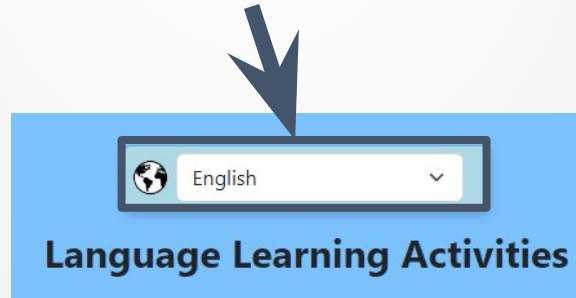

Language List on Login Page

Language List on Search User page

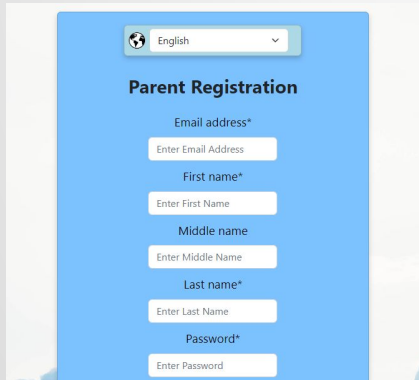Language List on Parent Self Signup Page

Language button on Language Activities Page
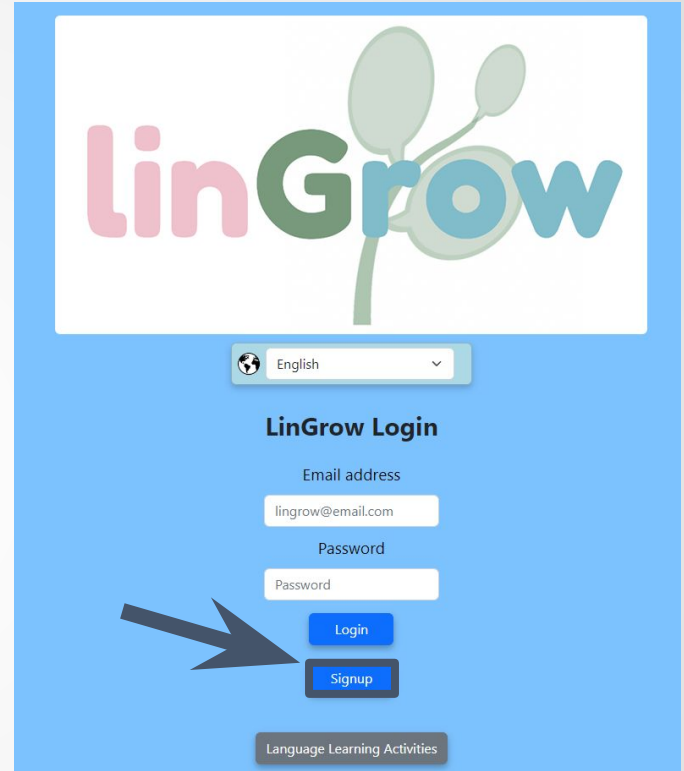
1.2 Parent Self-Signup

Once you have entered past the Welcome page you reach the login page. Here you can sign up to the LinGrow WebApp as a Parent.

To do so you click on the Signup button. This will redirect you to the Parent Registration Page. Where you type in the Email Address, Name, Password and your Child's Name into the Website.

Parent Registration page

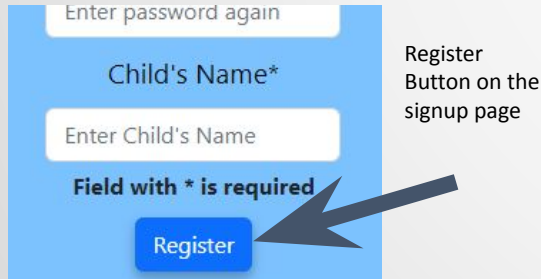Signup Button pointed out on Login Page

1.2 Parent Self-Signup

Every Field with a Asterisk is a mandatory field and must be complete otherwise sign up will be unsuccessful.

Once you have Filled in every mandatory field you click the register button to be redirected back to the login page.

The parent's password must be a String of 6 characters with at least one uppercase letter (ABC), one special character (@!*%), and one number (123).

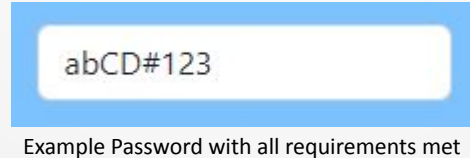You must also retype your password otherwise it will be rejected.

Empty Signup Page

Filled Signup Page
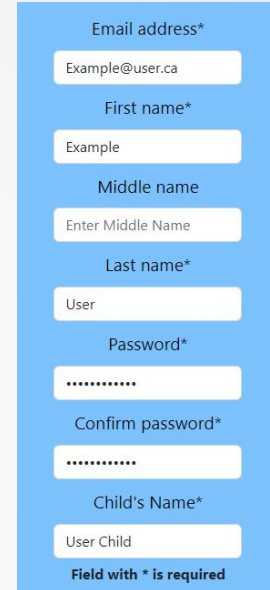
Register Button on the signup page

Example Password with all requirements met
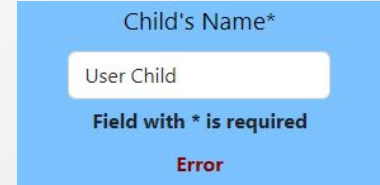
Signup page showing an error message

1.3 Child Signup

A button the parent can press in the dashboard is child signup, to sign up their children. It functions the same as the parent signup, except for their child.

They have the option to select their child's school from a list of schools, and then their child's classroom from a list of classrooms in said school.

1.4 Login

To Login you must be on the login page of the website. Then you must enter in the Email Address you signed up to the website with followed by the Password you also used to signup.

If you entered both correctly clicking on the Login button will take you to the dashboard corresponding to your user type.

If you fail to do this the fields will be reset and you will have to try again.

Filled Login fields
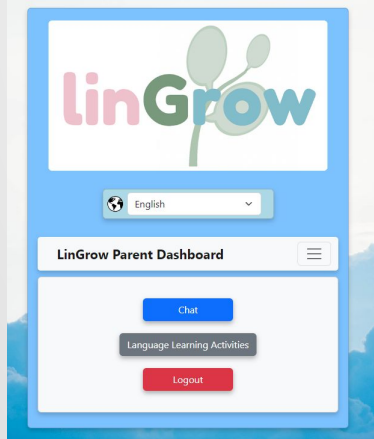
Parent User Type Dashboard

1.5 Dashboard Navigation

The Dashboard Navigation bar will always have the Home and Profile links, and and specialized features for the types of user logged in.

The Home and Profile buttons will be in a navigation bar above the other colored buttons on the main page.

The user specific features will be accessed via a list of buttons below the navigation bar.

The **🏠 Home** link will be inactive while on the main page but will redirect you to it when you are on any other page.

The **👤 Profile** link redirects you to the User Profile page, and will be inactive only on the User Profile page.

The user specific features will redirect you to a corresponding page, to help you accomplish that action.
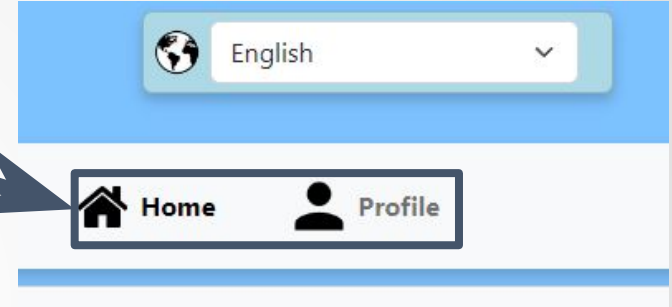
Top arrow points to the Home and Profile buttons on a Parent Dashboard
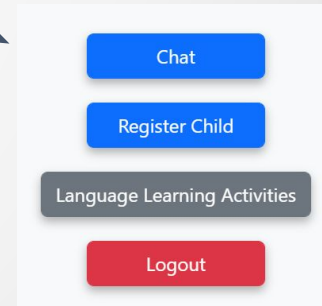
Lower arrow points to the parent specific functions on a Parent Dashboard

1.6 Profile Features

The User Profile page hosts all the information regarding a user, specific to that user.

It shows your **Account Type, Name,** and **Email Address.** Among other information specific to that user, such as **Child's Name**, associated **Teachers**, and **Schools** for parents.

This information is not editable, as admins can change this information if required.

LinGrow Parent Dashboard   🏠 Home   👤 Profile

Account Type	Parent
First Name	parent
Last Name	parent
Username/Email	parent@parent.com
Child's Name	asd
School(s)	null
Classroom(s)	null

An example Parent Profile with their information displayed.

1.7 How To Use the Chat

To chat with someone, click **Chat** button in the dashboard.

For direct chat, you have to create a new chat by clicking **New Chat** and **Select** certain user you want to chat with by clicking them.

For group chat, you have to click the **Group Chat** button and select the group created.
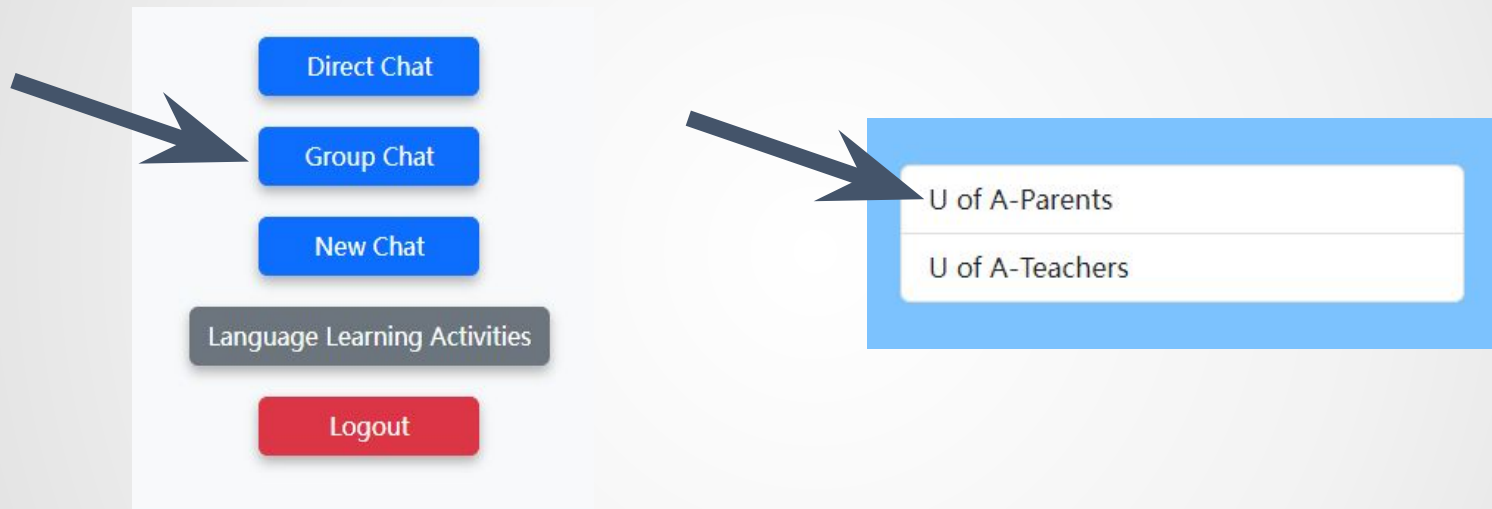
After editing messages, click **Send** to let everyone in the group to see your message.
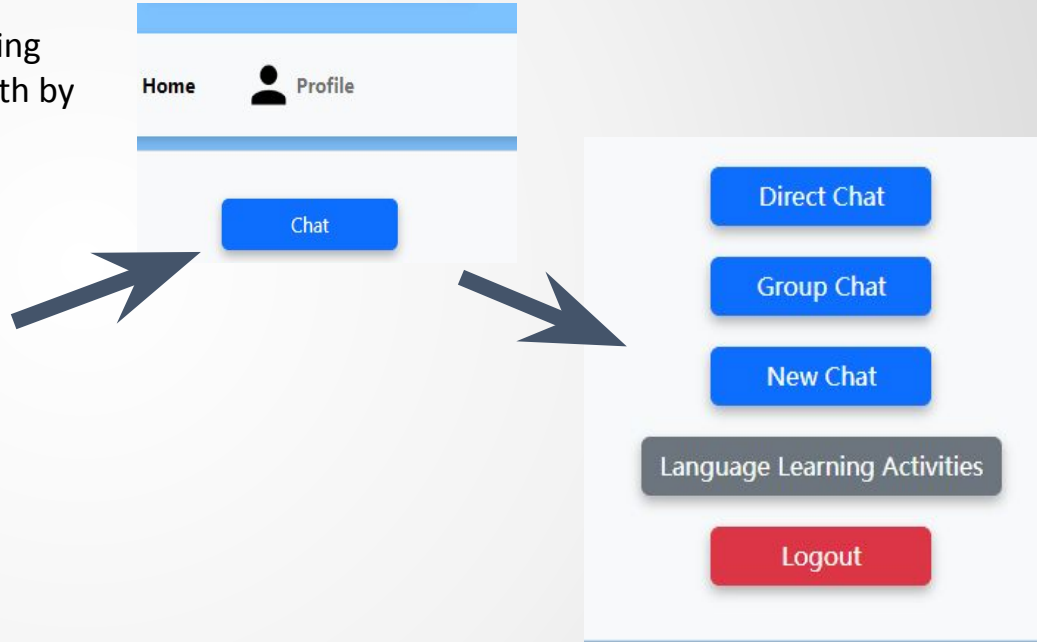
Next time when you want to chat with that user again, click direct chat to see the chat you created.
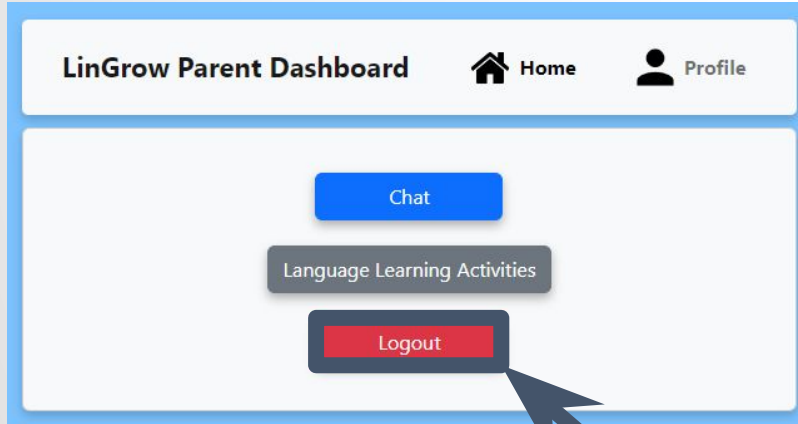
1.7 How To Use the Chat

This is how you enter the group chat:

Click group chat, then select the group you want to chat
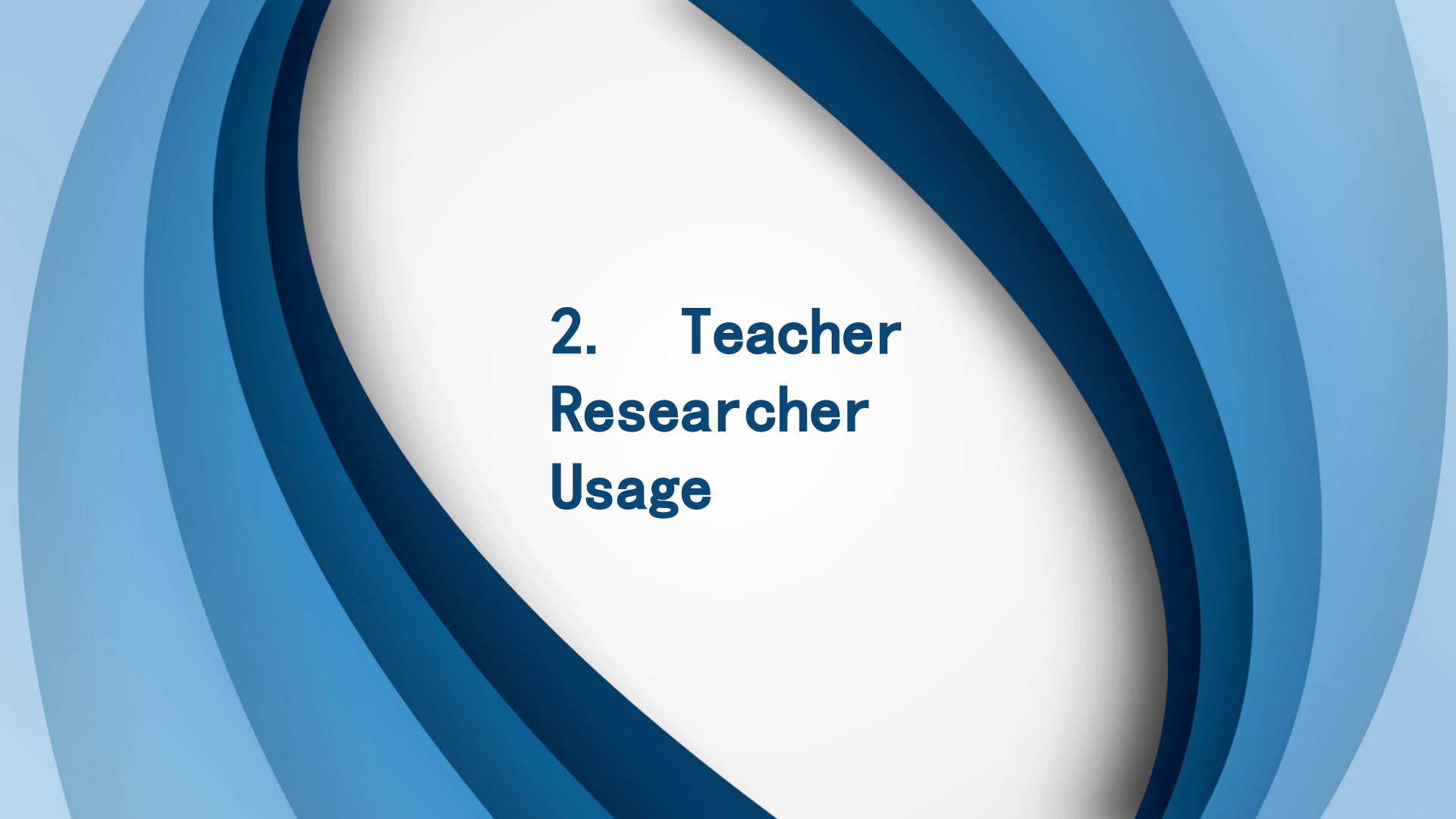
1.8 Logging Out of the Website

Logging out of the website is the easiest task but is only accessible when logged in from the Home Dashboard Page, As shown below. On other pages logout is not available.

User Home Dashboard with Logout Button highlighted

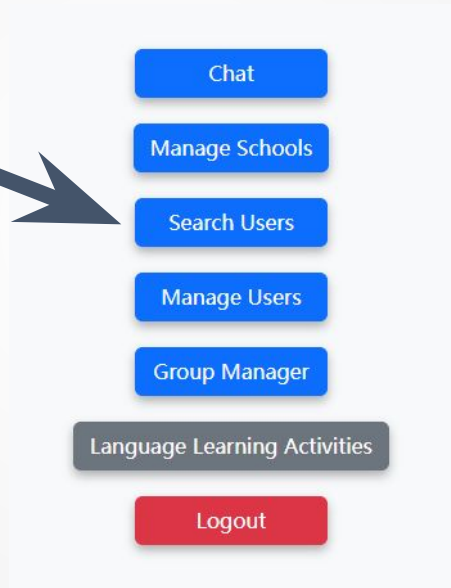User profile page with no logout button present

2.   Teacher Researcher Usage
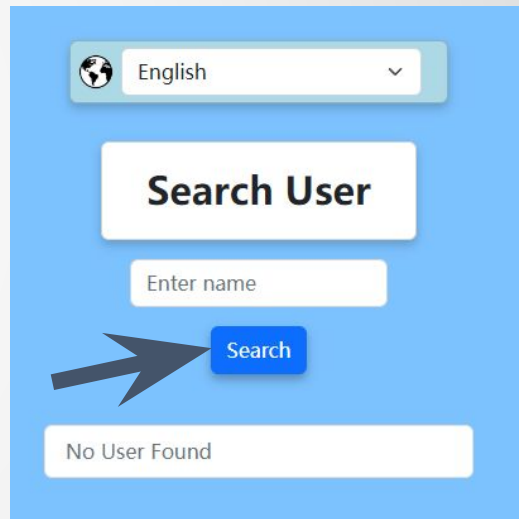
2.1 Searching for Users

(only for teachers, researchers and administrators)

To search users, you have to login as a teacher, researcher or admin.

Once you logged in as above user type, click **Search Users**, and type the name (first or last name are fine) then click **Search**

An example admin dashboard
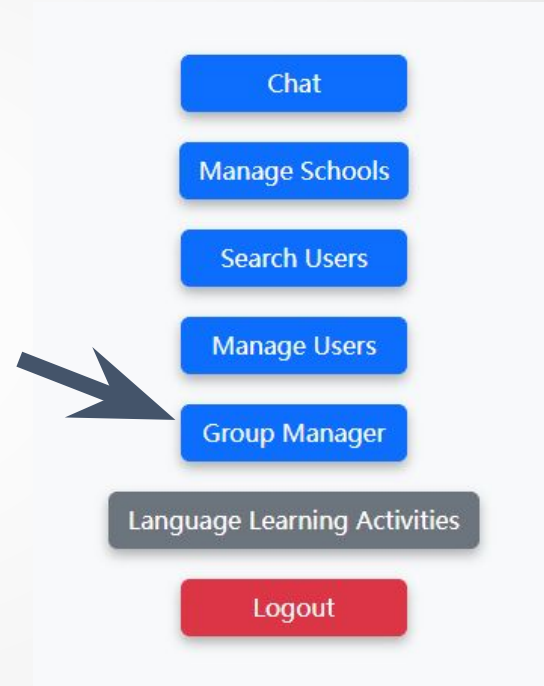
2.2 Group Management

(only for teachers, researchers and administrators)

To either create, delete groups, you have to login as a teacher, researcher or admin.

Once you logged in as above user type, click **Group Manager.**

To check the group detail, click the group in the group list

To create a new group, click Create New Group, after filling in group name and id, selecting users you would like to invite, click Create group.
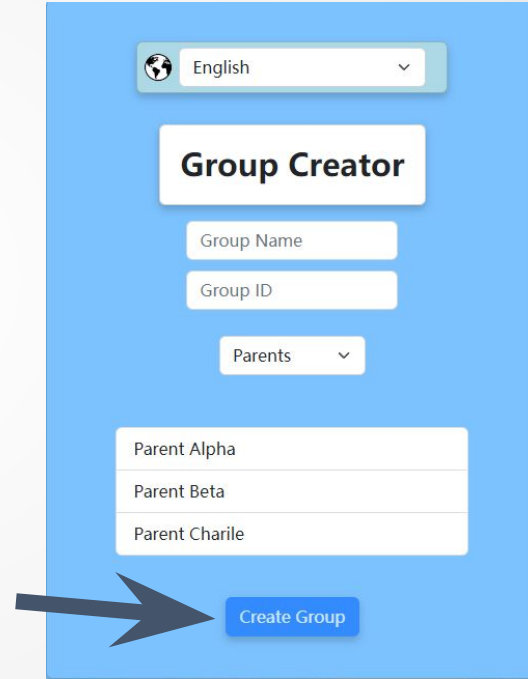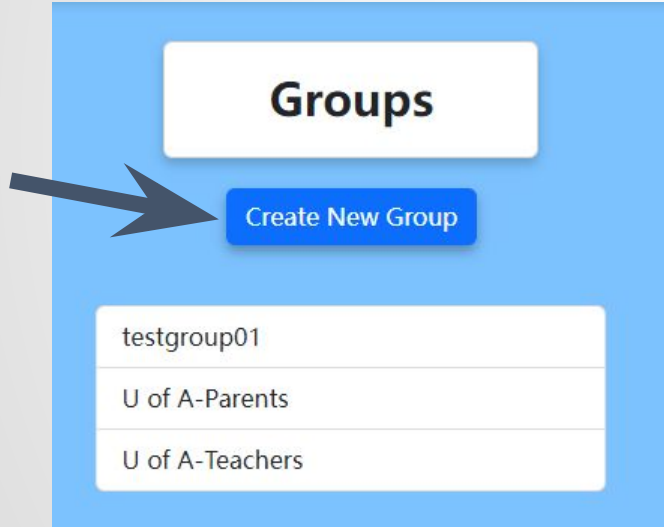

An example admin dashboard

2.2 Group Management
(only for teachers, researchers and administrators)

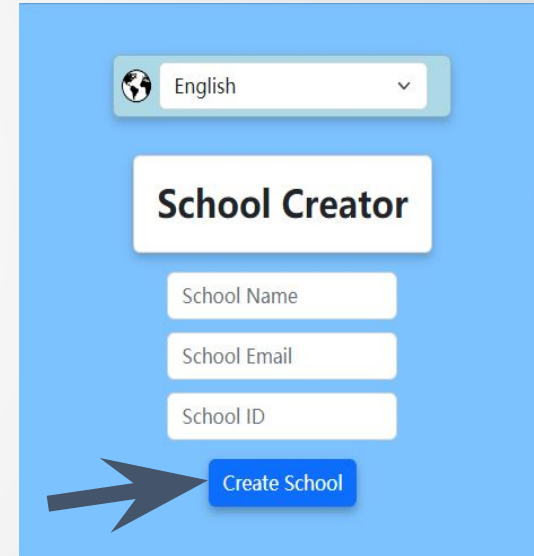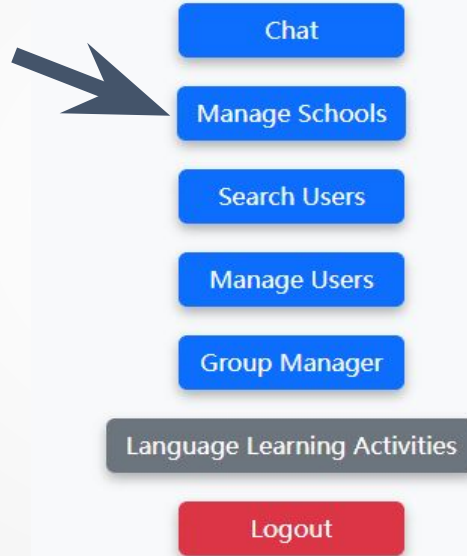This is how you create a new group:

3.　Admin Usage

3.1 School Management

To create/delete a school or classroom, you have to login as an administrator.

Once you logged in as above user type, click **Manage Schools.**

After filling up **School Name**, **School Email** (to identify school members) and **School ID**, click Create School to create a school.
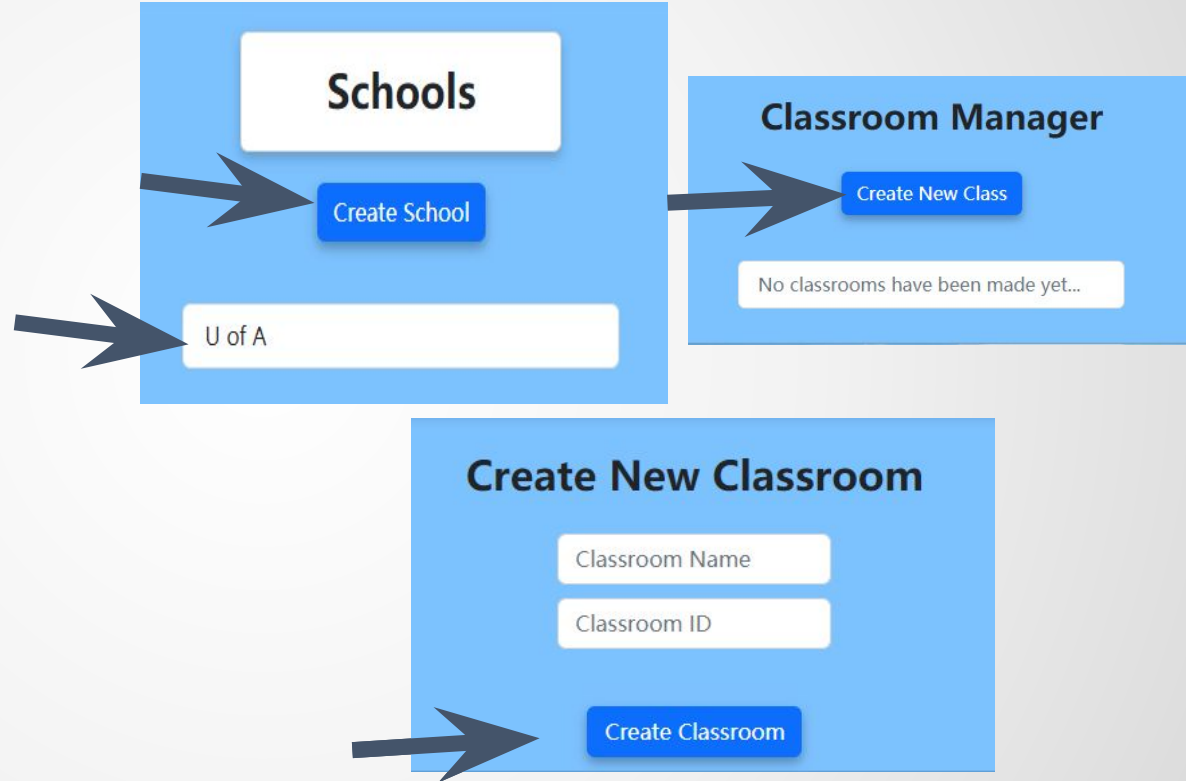
An example admin dashboard

3.2 Classroom Management

To create/delete a classroom, click a **school** in the school list

Click **Create New Class**, after filling up the **Classroom** and **Classroom ID**, selecting **users in user list** you would like to invite, click **Create Classroom.**

3.3 User Management

To add/delete a user, click **Manage Users**
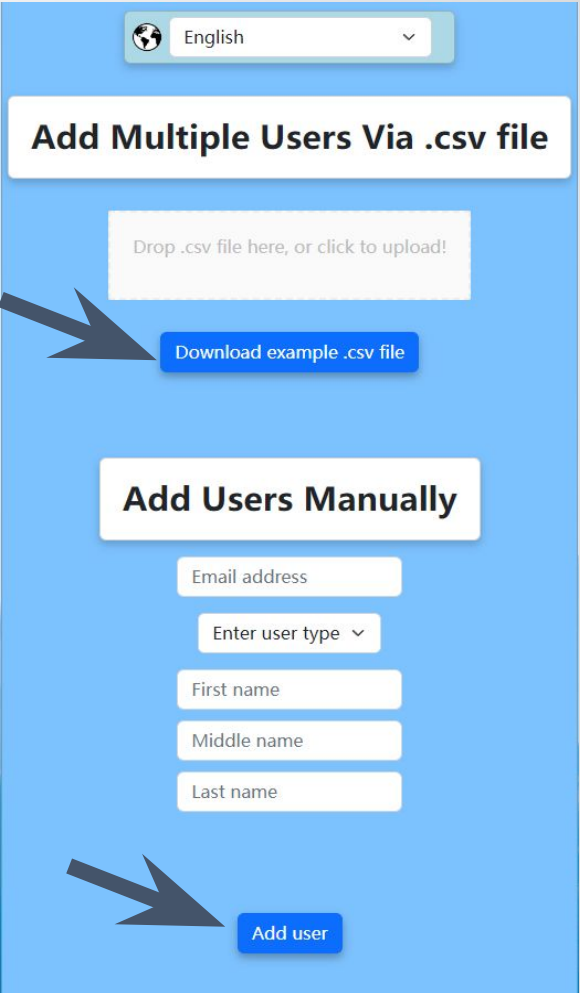
Click **Add New Users** to add a new user

To add a **teacher**, you will need to select the **School** and **classroom** for that teacher.

After filling up the **Email Address**, **User Type**, **Names**, click **Add users** to finished creating.

You could also drop a **.csv** file in the dropbox with information of users you wanted to create. To see more information about a .csv file, click **Download example .csv file**

For Further Clarification reach out to the **Developers of LinGrow,** or the **Multilingual Families Lab at the U of A**

One of the primary features of the LinGrow Webapp is Ease of Use, so if anything is unclear reach out to us to give us feedback!

Copyright