



LinGrow User Manual

Multilingual Families Lab, U of Alberta

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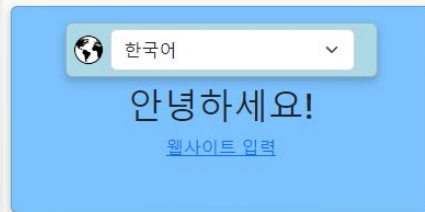
1. Basic Usage

1.1 Website Translation

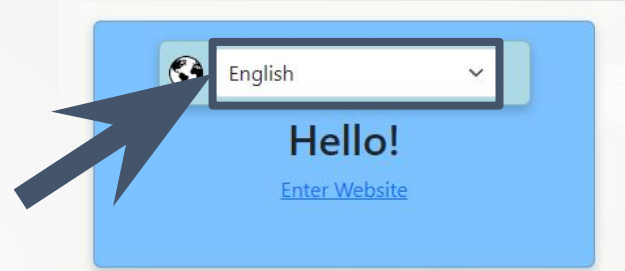
When you open the LinGrow WebApp for the first time you will be greeted by the Welcome Landing Page.

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.

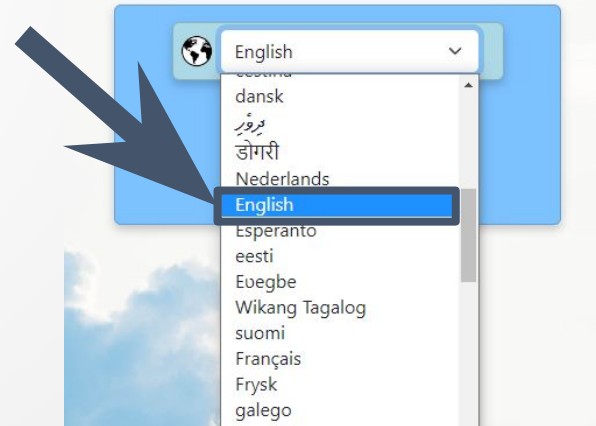
After that all website elements will be translated into the selected language. Until you select a different language.



Welcome Page translated into Korean



Welcome Page with Language List Button



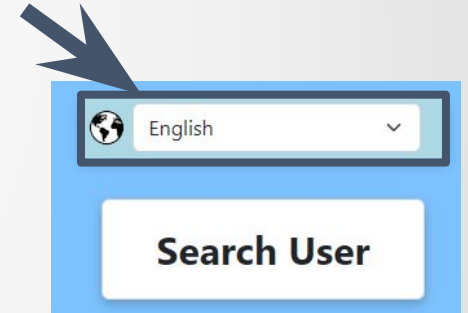
Language List Elements Dropdown Menu

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.



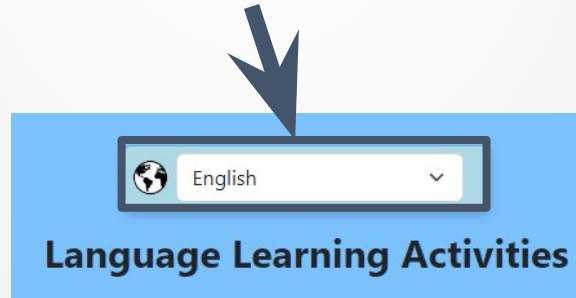
Language List on Login Page



Language List on Search User page



Language List on Parent Self Signup Page

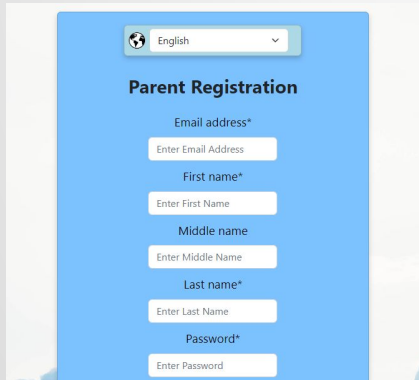


Language button on Language Activities Page

1.2 Parent Self-Signup

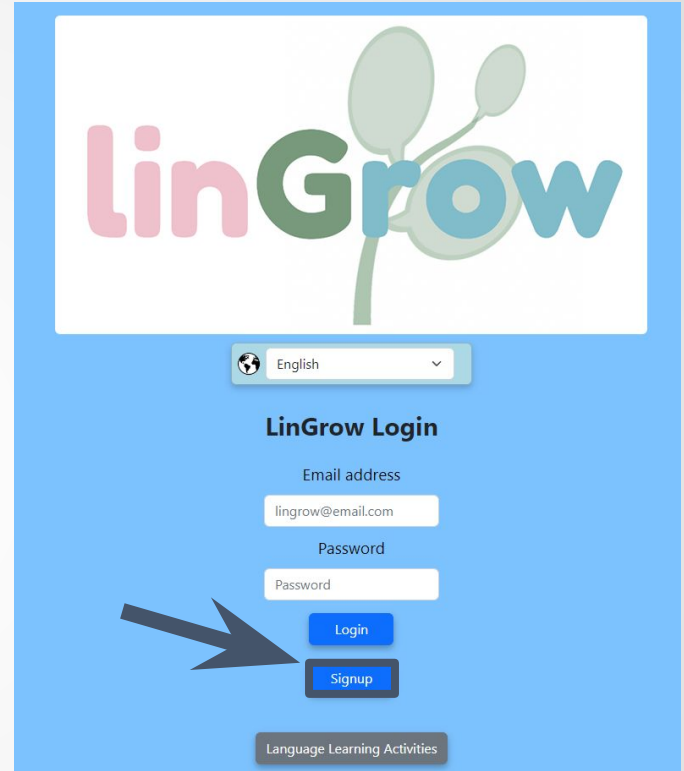
Once you have entered past the Welcome page you reach the login page. Here you can sign up to the LinGrow WebApp as a Parent.

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.



The image shows a 'Parent Registration' form on a blue background. At the top, there is a language dropdown menu set to 'English'. Below this, the title 'Parent Registration' is centered. The form contains several input fields with labels and placeholder text: 'Email address*' with placeholder 'Enter Email Address', 'First name*' with placeholder 'Enter First Name', 'Middle name' with placeholder 'Enter Middle Name', 'Last name*' with placeholder 'Enter Last Name', and 'Password*' with placeholder 'Enter Password'.

Parent
Registration
page



The image shows the 'LinGrow Login' page. At the top is the LinGrow logo, which features the word 'lin' in pink and 'Grow' in green and blue, with a stylized plant graphic. Below the logo is a language dropdown menu set to 'English'. The title 'LinGrow Login' is centered. Below the title are two input fields: 'Email address' with placeholder 'lingrow@email.com' and 'Password' with placeholder 'Password'. Below these fields are two blue buttons: 'Login' and 'Signup'. A large black arrow points from the left towards the 'Signup' button. At the bottom of the page is a button labeled 'Language Learning Activities'.

Signup Button pointed out on Login Page

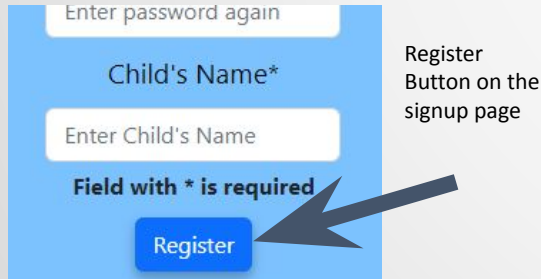
1.2 Parent Self-Signup

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.



Enter password again

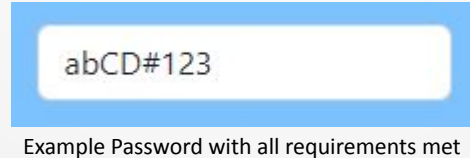
Child's Name*

Enter Child's Name

Field with * is required

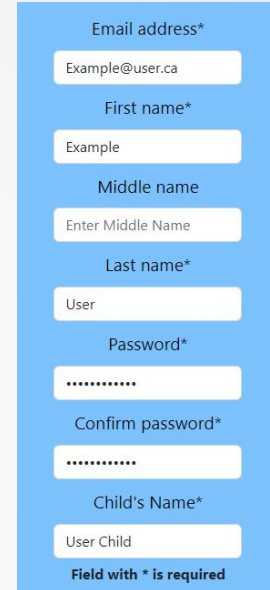
Register

Register Button on the signup page



abCD#123

Example Password with all requirements met



Email address*

Example@user.ca

First name*

Example

Middle name

Enter Middle Name

Last name*

User

Password*

.....

Confirm password*

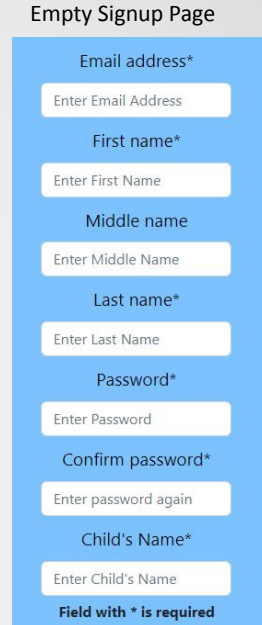
.....

Child's Name*

User Child

Field with * is required

Filled Signup Page



Empty Signup Page

Email address*

Enter Email Address

First name*

Enter First Name

Middle name

Enter Middle Name

Last name*

Enter Last Name

Password*

Enter Password

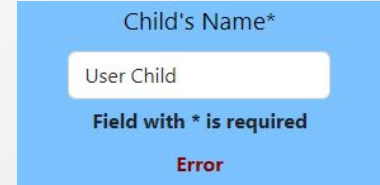
Confirm password*

Enter password again

Child's Name*

Enter Child's Name

Field with * is required



Child's Name*

User Child

Field with * is required

Error

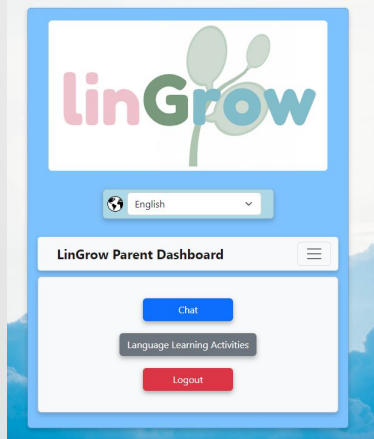
Signup page showing an error message

1.3 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.



Parent User Type
Dashboard

A screenshot of the LinGrow Login page. The page has a light blue background. At the top, the text 'LinGrow Login' is displayed in a large, bold, black font. Below this, the label 'Email address' is shown in a smaller black font. Underneath is a white input field containing the text 'parent@email.ca'. Below the email field, the label 'Password' is shown in a smaller black font. Underneath is a white input field filled with ten black dots. At the bottom of the form is a blue button with the word 'Login' in white text.


Filled Login fields


1.4 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.

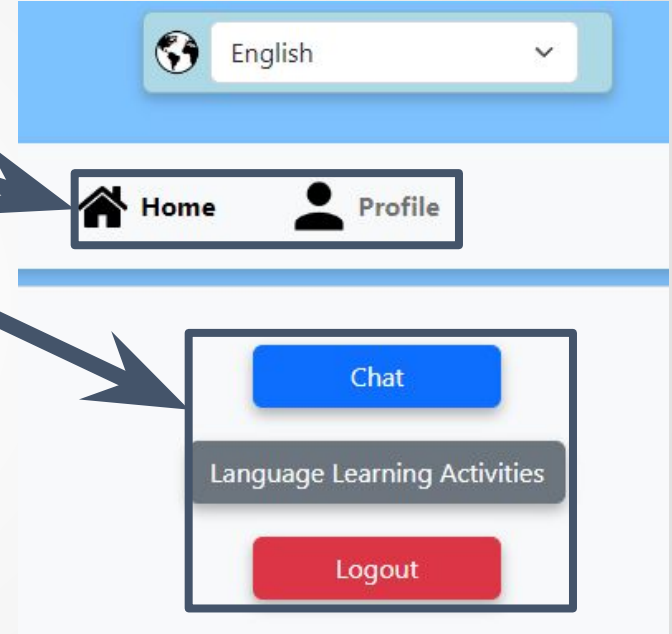
The Home and Profile buttons will be in a navigation bar above the other colored buttons on the main page.

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

1.5 Profile Features

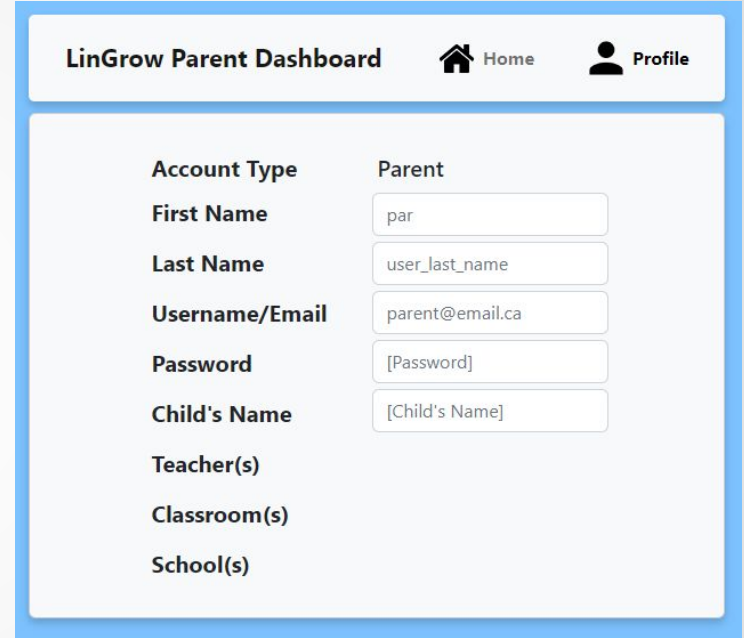
The User Profile page hosts all the information regarding a user, specific to that user.

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.

You can edit the information on this page by typing in replacements, in the field across from its title.

If the information has no field across from it you do not have permission to edit it.

for example a parent cannot change their **Account Type** or what **Teacher** is associated with their child. But they can change their **Name**, **Email**, **Password**, and **Child's name**.



The screenshot shows the 'LinGrow Parent Dashboard' with a navigation bar containing 'Home' and 'Profile' links. The 'Profile' section displays a list of fields with corresponding input boxes for editing. The fields are: Account Type (set to 'Parent'), First Name (set to 'par'), Last Name (set to 'user_last_name'), Username/Email (set to 'parent@email.ca'), Password (placeholder '[Password]'), Child's Name (placeholder '[Child's Name]'), Teacher(s), Classroom(s), and School(s). The fields for Account Type, First Name, Last Name, Username/Email, Password, and Child's Name have input boxes, while the others do not.

Field	Value / Placeholder
Account Type	Parent
First Name	par
Last Name	user_last_name
Username/Email	parent@email.ca
Password	[Password]
Child's Name	[Child's Name]
Teacher(s)	
Classroom(s)	
School(s)	

An example parents Profile with their information displayed in editable fields to the side.

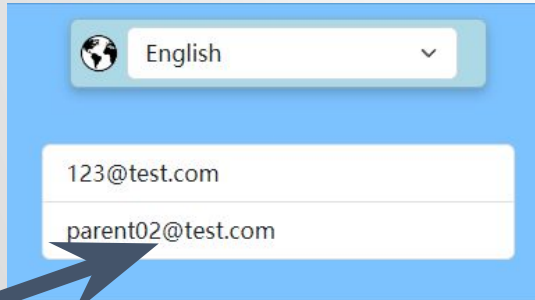
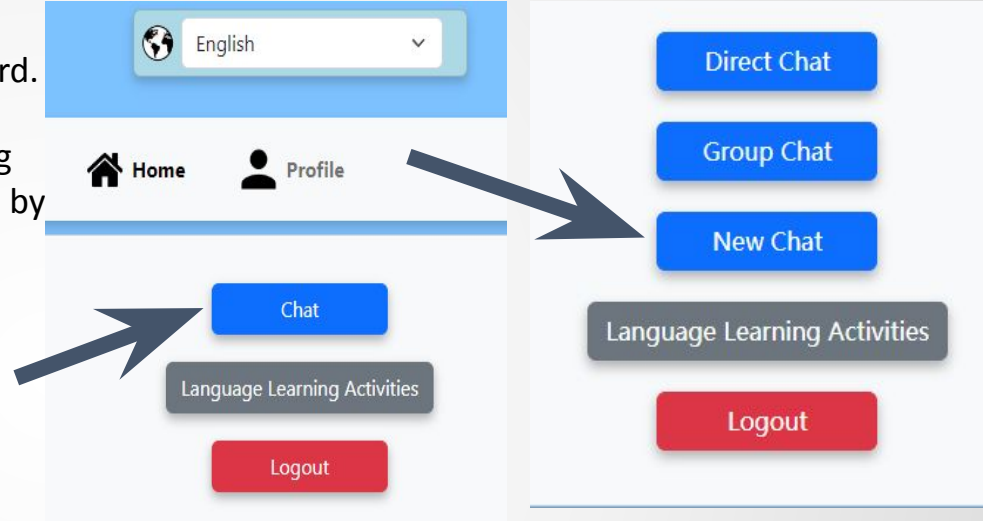
1.6 How To Use the Chat

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.

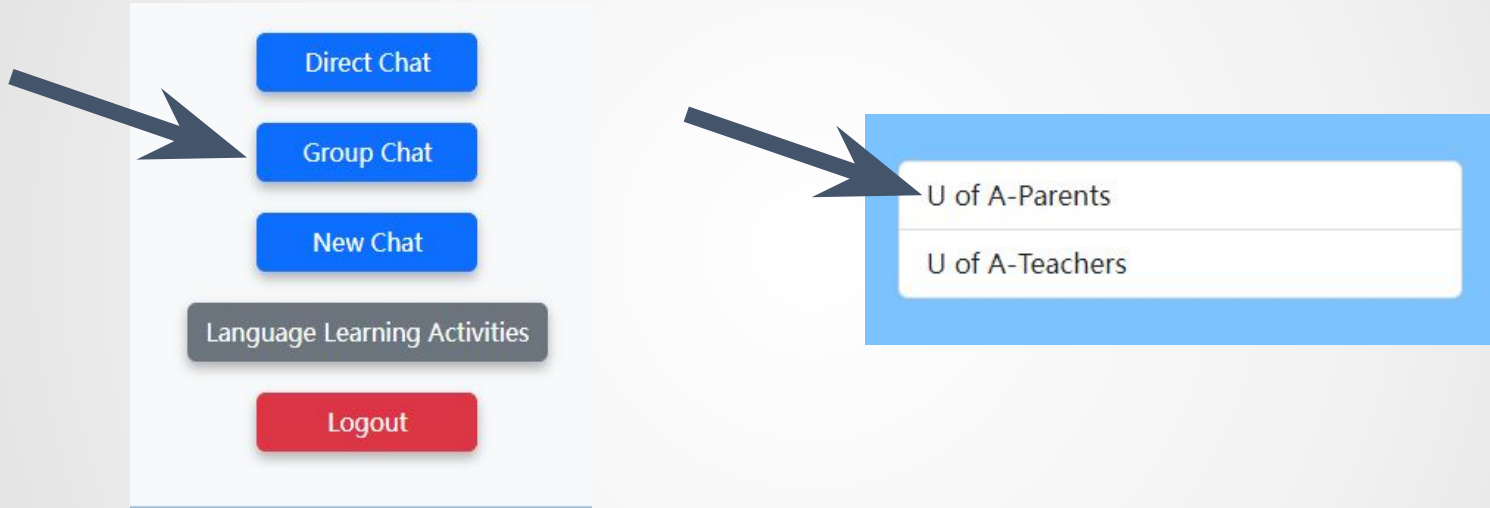
After editing messages, click **Send** to let everyone in the group to see your message.



Next time when you want to chat with that user again, click direct chat to see the chat you created.

1.6 How To Use the Chat

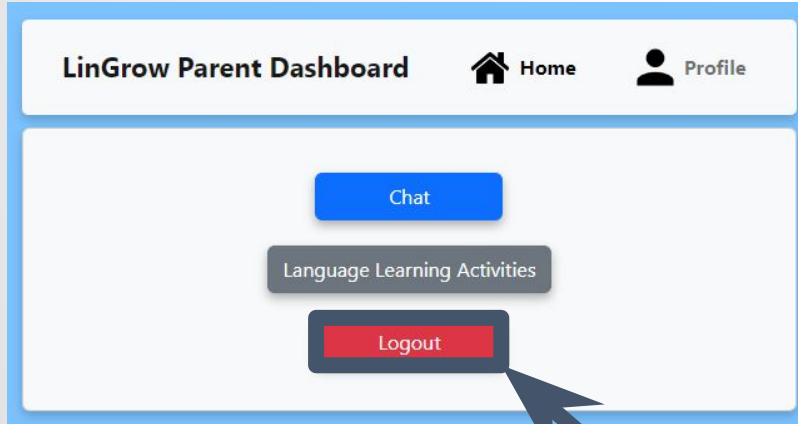
This is how you enter the group chat:



Click group chat, then select the group you want to chat

1.7 Logging Out of the Website

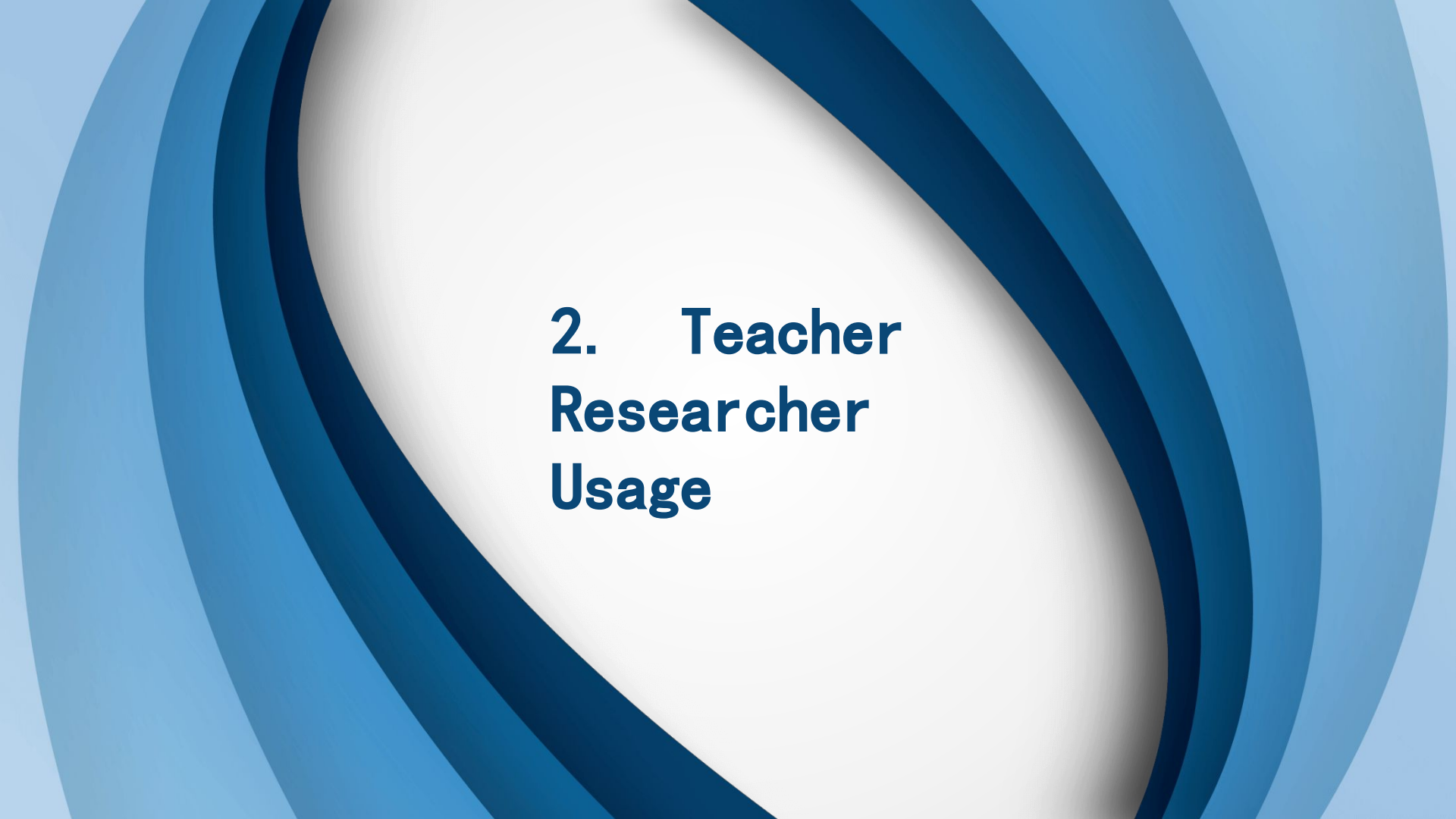
Logging out of the website is the easiest task but is only accessible when logged in from the Home Dashboard Page, As shown below. On other pages logout is not available.



User Home Dashboard with Logout Button highlighted

Account Type	Parent
First Name	<input type="text" value="par"/>
Last Name	<input type="text" value="user_last_name"/>
Username/Email	<input type="text" value="parent@email.ca"/>
Password	<input type="password" value="[Password]"/>
Child's Name	<input type="text" value="[Child's Name]"/>
Teacher(s)	
Classroom(s)	
School(s)	

User profile page with no logout button present



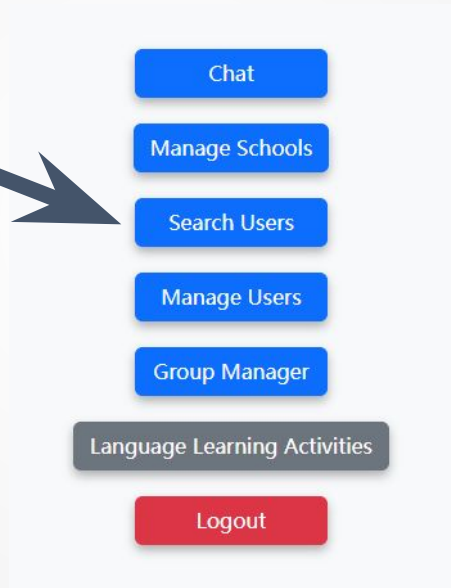
2. Teacher Researcher Usage

2.1 Searching for Users

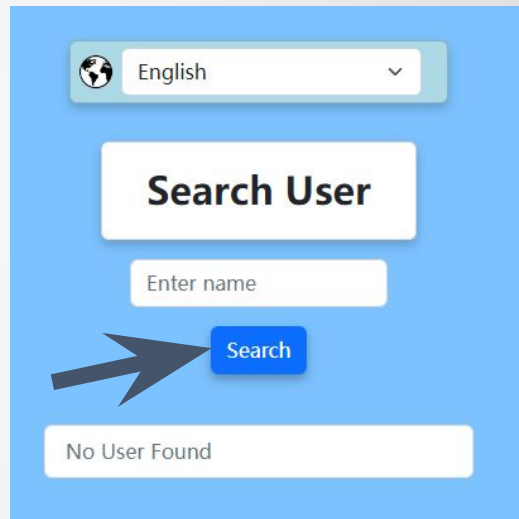
(only for teachers, researchers and administrators)

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

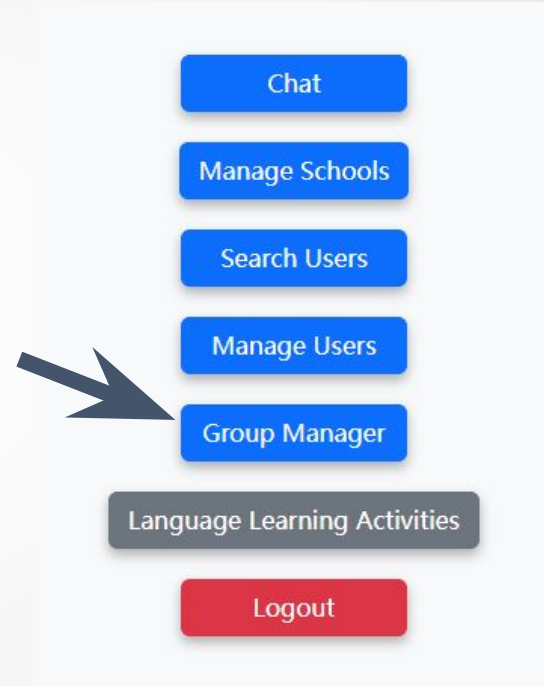
(only for teachers, researchers and administrators)

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.

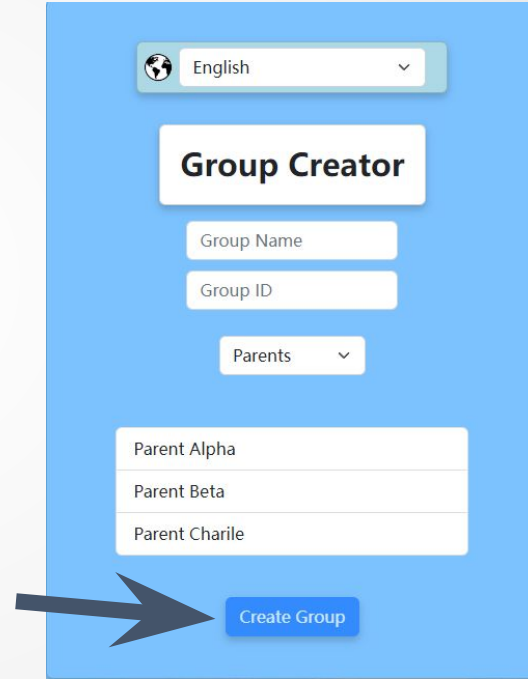
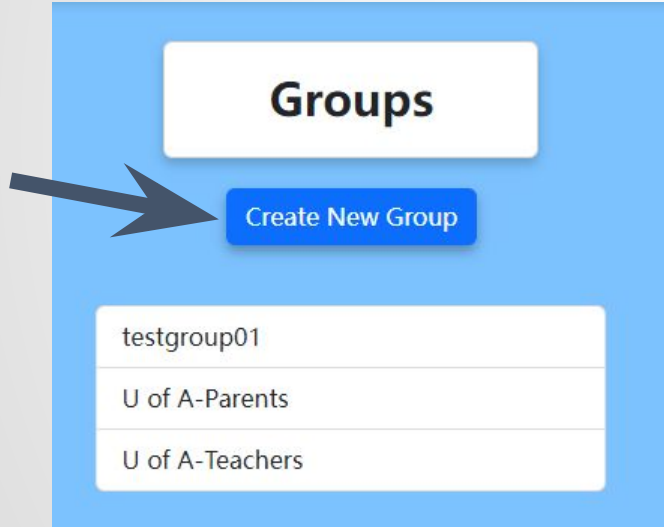


An example admin dashboard

2.2 Group Management

(only for teachers, researchers and administrators)

This is how you create a new group:





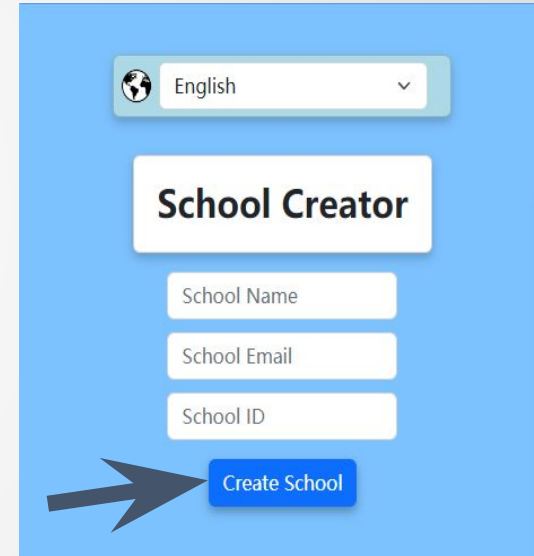
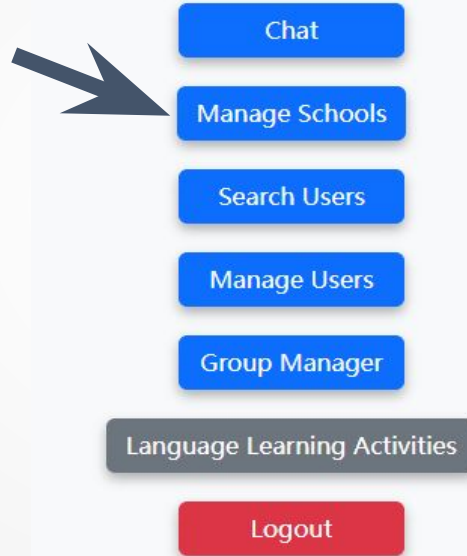
3. Admin Usage

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.

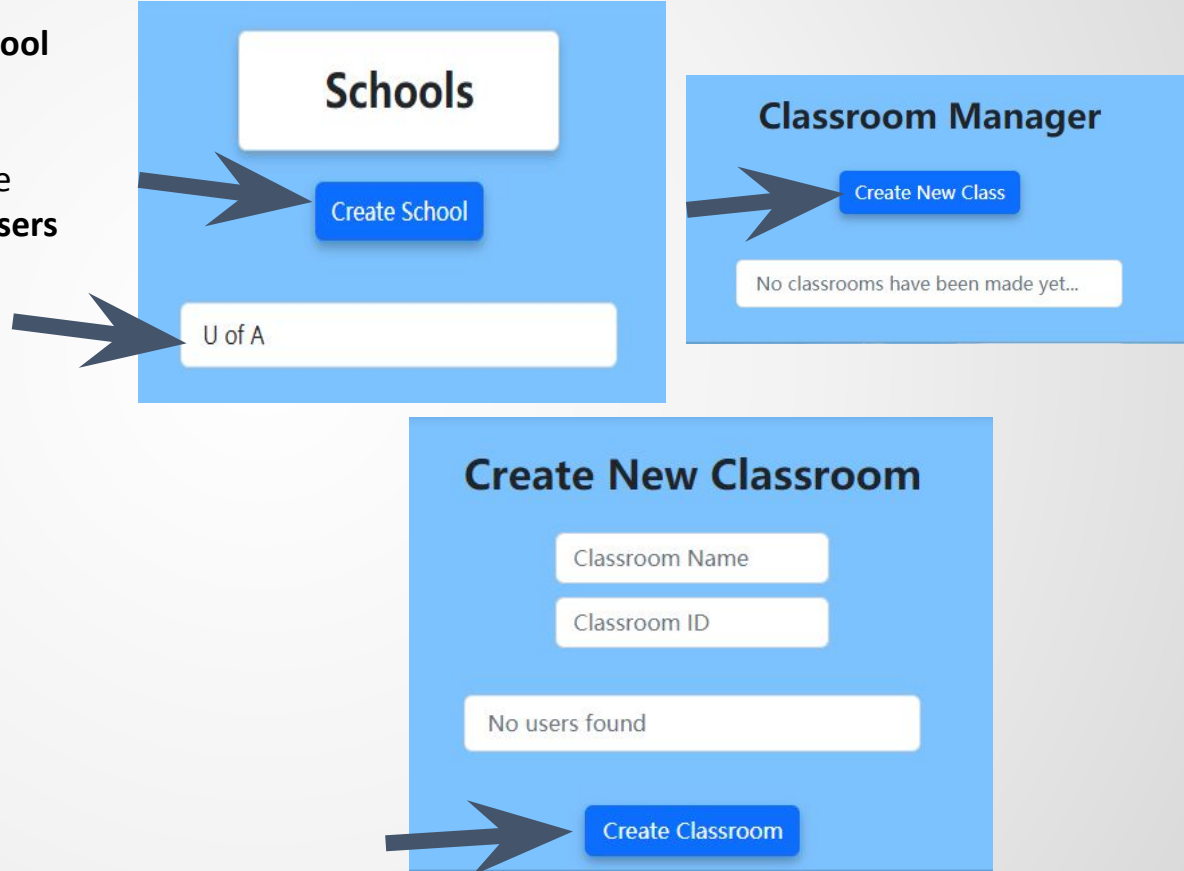


An example admin dashboard

3.2 Classroom Management

To create/delete a classroom, click an **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

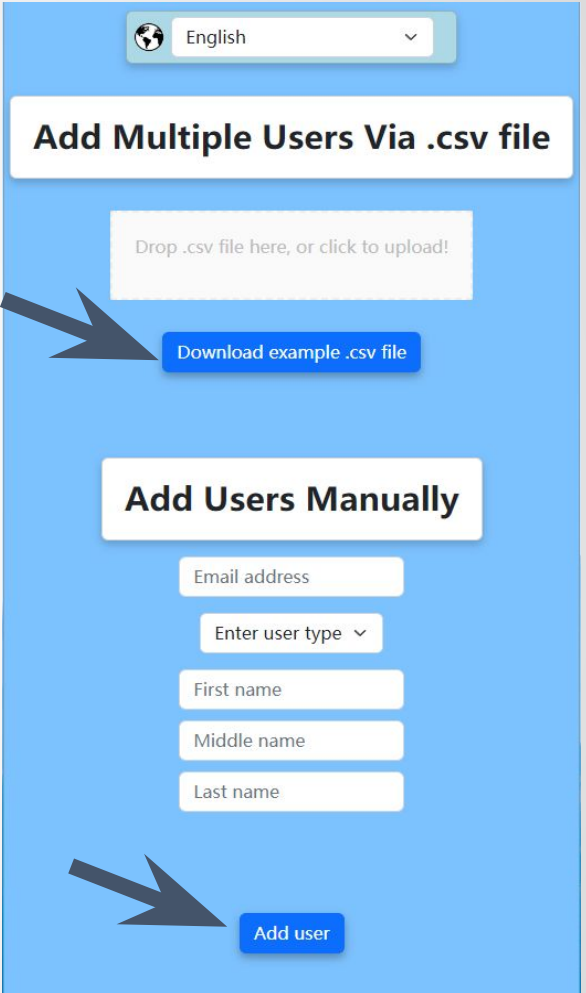
To add a **teacher**, you will need to select the **School** and **classroom** for that teacher.

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**



The 'User Manager' interface is shown on a light blue background. At the top, there is a white box with the text 'User Manager'. Below it is a blue button labeled 'Add New Users'. An arrow points from the 'Add New Users' button in the text area to this button. Below the button is a white box containing a list of user names: 'Parent Alpha', 'Parent Beta', and 'Parent Charile'.



The 'Add Multiple Users Via .csv file' and 'Add Users Manually' interface is shown on a light blue background. At the top, there is a language selector showing 'English'. Below it is a white box with the text 'Add Multiple Users Via .csv file'. Below this is a white box with the text 'Drop .csv file here, or click to upload!'. An arrow points from the 'Download example .csv file' button in the text area to this button. Below the upload box is a blue button labeled 'Download example .csv file'. Below this is a white box with the text 'Add Users Manually'. Below this box are four input fields: 'Email address', 'Enter user type' (with a dropdown arrow), 'First name', 'Middle name', and 'Last name'. An arrow points from the 'Add user' button in the text area to this button.

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!

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