



MySmartABC

English E-Learning Platform

User Manual of Teacher Management System

ACTIVATE the Teacher Management System of MySmartABC Portable English Classroom

<Desktop>

Type "www.MySmartABC.com/ABCD" directly onto the address bar of your browser.

1. Browser requirements:

We recommend you use Google Chrome, Microsoft Edge, or Safari of the latest version so that the platform can be used in a more stable and smoother manner:



<Tablet or Mobile Phone>

Please bookmark the e-learning platform and add a shortcut to the home screen.

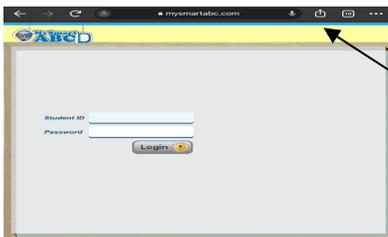
URL: www.MySmartABC.com/ABCD

1. IOS system: IOS 8.0 or above
2. Android system: Android 4.4 or above

Add a bookmark to the Home screen of your tablet or mobile phone

IOS system (Safari)

A



After getting into the website of the platform, click



on the top right corner

B



Then, click "Bookmark"

Bookmark

C

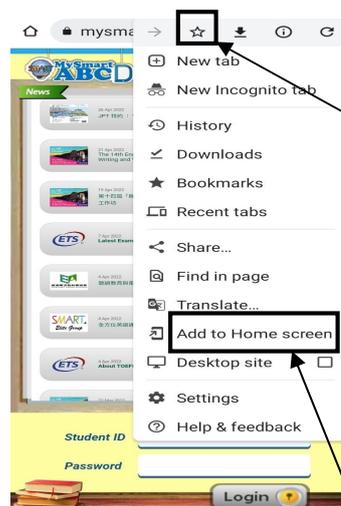


Then the web page is "Bookmarked" as a shortcut on the Home screen

Bookmarked

Android system

A



After getting into the website of the platform,

click



on the top right corner to bookmark the page.

B

Alternatively, click on MySmartABC, select

Add to Home screen

to add a shortcut to the Home screen.

Login

Enter the username and password.
(If you forget your password, please contact our staff enquiry)



Home page

The home page contains 4 parts including: **"Week Schedule"**, **"Grade Top 10"**, **"Teaching Resource"** and **"News and Events"**.

There are 6 buttons at the top of the screen: **"Home"**, **"Schedule"**, **"Report"**, **"Account Management"**, **"Profile"** and **"Logout"**.

Week Schedule displays a list of practice exercises of the current week for each grade. Click "view" to have a look at the exercise.

Publish Date	Topic	View
26 Apr 2022	JPT 特約：當日之升學/工作介紹資訊研討會	View
21 Apr 2022	The 14th English Radio Drama Competition Workshop on Script Writing and Voice Effects Training	View
19 Apr 2022	第十四屆「啟慧中國語文」廣播劇創作比賽頒獎典禮	View

Grade Top 10 shows the ranking of students who perform the best on the platform for each grade. The student's name, class, number, and score can be displayed.

Class	Student Name	Student Number	Score
P1	SmartP1	001	95

Teaching Resource lists all the exercises on the platform, classified by different modules and topics.

- Language Arts Modules:**
 - Learning English through Songs
 - Learning English through Poems
 - Learning English through Short Stories
 - Learning English through Drama
 - Learning English through Pop Culture
- Non-language Arts Modules:**
 - Learning English through Social Issues

News and Events keeps teachers updated with the latest news and information published by our company.

Schedule > View Schedule

1. The page of **View Schedule** will display more detailed information about the exercises assigned to each grade in a month. If one grade is selected on the left column, the 1-month practice content of that grade will be shown. If two or more grades are chosen, the 7-day practice content for each grade will be shown.

2. Click the exercise title to view the content of the selected exercise in a new window, along with the correct answers.

SUN	MON	TUE	Wed	THU	FRI	SAT
01 Sing With Me: Sealed With a Kiss	02 Mainland sewage is fuelling Hong Kong's red tides: Grammar: Mainland sewage is fuelling Hong Kong's red tides:	03 Listening: At the cycling club - Safety First	04 Cats Grammar: Cats	05 E-Book: Cinderella	06 Disney has designs on creative types Grammar: Disney has designs on creative types	07 Spelling Challenge 1: Flying Tiger
08 Sing With Me: For Baby	09 How is school? Grammar: How is school?	10 Listening: At home - I'm hungry!	11 Nick Play	12 Not Yet Assigned	13 Not Yet Assigned	14 Not Yet Assigned
15 Not Yet Assigned	16 Not Yet Assigned	17 Not Yet Assigned	18 Not Yet Assigned	19 Not Yet Assigned	20 Not Yet Assigned	21 Not Yet Assigned
22 Not Yet Assigned	23 Not Yet Assigned	24 Not Yet Assigned	25 Not Yet Assigned	26 Not Yet Assigned	27 Not Yet Assigned	28 Not Yet Assigned
29 Not Yet Assigned	30 Not Yet Assigned	31 Not Yet Assigned				

Report > Top Score

1. **Top Score** shows the Top 10 students that attain the highest scores per grade or per class. Select the class or grade to view and download the report.

- Report Settings** allow teachers to select a specific period.
- Teachers can view the rankings of more students by changing the number in the blank.
- Refresh**.
- Click **Export** button to download the corresponding report if needed.

Grade ranking	Class ranking
<input checked="" type="checkbox"/> S1	<input type="checkbox"/> E:1 ENG AB1
<input type="checkbox"/> S2	<input type="checkbox"/> E:1 ENG AB2
<input type="checkbox"/> S3	<input type="checkbox"/> E:1 ENG AB3
	<input type="checkbox"/> F:1 ENG CD1
	<input type="checkbox"/> F:1 ENG CD2
	<input type="checkbox"/> F:1 ENG CD3
	<input type="checkbox"/> F:2 ENG AB1
	<input type="checkbox"/> F:2 ENG AB2
	<input type="checkbox"/> F:2 ENG AB3
	<input type="checkbox"/> F:2 ENG CD1
	<input type="checkbox"/> F:2 ENG CD2
	<input type="checkbox"/> F:2 ENG CD3
	<input type="checkbox"/> F:3 ENG AB1
	<input type="checkbox"/> F:3 ENG AB2
	<input type="checkbox"/> F:3 ENG AB3
	<input type="checkbox"/> F:3 ENG CD1
	<input type="checkbox"/> F:3 ENG CD2
	<input type="checkbox"/> F:3 ENG CD3

Class Name	Student Name	Student Number	Total Score
F:2 ENG AB3		2B3	220
F:2 ENG AB1		2A12	205
F:2 ENG AB1		2B30	195
F:2 ENG CD3		2C12	190
F:2 ENG CD1		2C27	180
F:2 ENG AB1		2A8	175
F:2 ENG CD2		2C1	175
F:2 ENG CD2		2C8	170
F:2 ENG CD2		2C20	170
F:2 ENG CD2		2C5	170
F:2 ENG AB3		2B10	170

Report > Progress

1. The page of **Progress** provides a more detailed report on the performance and progress of all students in a grade or class. Select a class or a grade, and then click "Next" below.

2. Select **Reporting Period**, click "**Refresh**", then the reports will be created.
(E.g., If a school requires that students need to complete exercises every day, and teachers want to check the progress from 28/04/22-04/05/22, the target number of exercises will be automatically set to 7).

Student Name	Student Number	Reading Level	Against Target%	Completed Assignment	Completed Score%	Average completion time (mins)	Total Score	Total Score (Ontimo)	Full Score	Ontimo Score % Against Full Score	Completed Extra Assignment
01	L7	28%	2	3%	0	10	0	275	0%	0	
02	L7	28%	2	5%	0	15	0	275	0%	0	
03	L7	57%	4	67%	3	185	75	275	27%	0	
04	L7	28%	2	5%	0	15	0	275	0%	0	
05	L7	28%	2	0%	0	0	0	275	0%	0	
06	L7	28%	2	3%	0	10	0	275	0%	0	
07	L7	28%	2	3%	0	10	0	275	0%	0	
08	L7	28%	2	3%	0	10	0	275	0%	0	
09	L7	28%	2	5%	0	15	0	275	0%	0	
10	L7	28%	2	5%	0	15	0	275	0%	0	
11	L7	28%	2	9%	1	25	0	275	0%	0	
12	L7	28%	2	3%	0	10	0	275	0%	0	
13	L7	28%	2	1%	1	5	0	275	0%	0	
14	L7	28%	2	7%	0	20	0	275	0%	0	
15	L7	28%	2	5%	0	15	0	275	0%	0	

4. Click "**Export**" to download the report

Account Management > Account Checklist

Student Name	Account Name	Password	Class - Class No	Active
53650	28-02			Yes
60511	28-03			Yes
62190	28-04			Yes
97279	28-06			Yes
56891	28-07			Yes
28253	28-11			Yes
60902	28-13			Yes
38954	28-14			Yes
33448	28-15			Yes
67611	28-16			Yes
41220	28-17			Yes
40020	28-18			Yes
92890	28-20			Yes
53404	28-21			Yes
50955	28-23			Yes
61795	28-24			Yes
72855	28-25			Yes
60537	28-26			Yes
30548	28-27			Yes
78532	28-28			Yes

Account Checklist helps teachers search for students' information such as their names, account names, and passwords.

All data can be exported for backup.

Profile > Update Profile

Update account information

Logout



Smart Education Co. Ltd.

For more information about MySmartABC Portable English Classroom, please contact us by phone or email.

Tel: Hong Kong: +852 2851 3822 Macau: +852 6261 6000 Fax: +852 2851 8422

Email: info@MySmartEDU.com Website: www.MySmartEDU.com

Office Hours:

Monday to Friday 9:00 am to 7:30 pm
 Saturday 9:00 am to 1:00 pm
 Sundays & Public holidays Closed