

User guide for students

Find out how to access, use and get the most out of the Espace Virtuel platform.

Espace virtuel - User guide for student

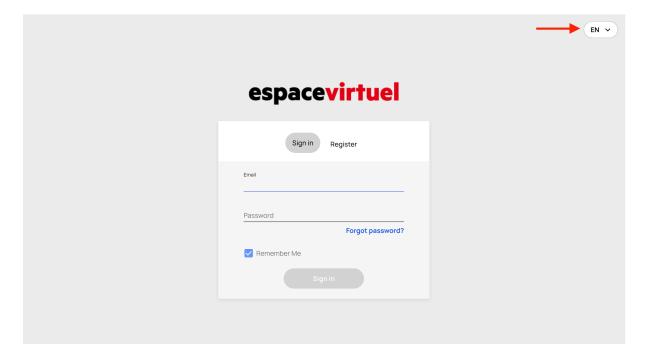
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ACCOUNT

How can I change the language before creating my account?

On the login page, you will see a language button at the top right of the page. Select your preferred language. This will change the entire platform interface to that language. The change will not affect the books, resources and other instructional materials.



How to create an account on the platform?

For security reasons and to protect our users' data, Espace virtuel user accounts are strictly for individual use and cannot be used by several people.

Click on this link

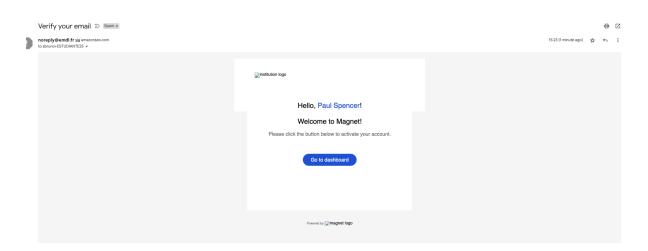
Click on Register and fill in the information required to create your account.





Once you have filled in your details, a letter activating your account will be sent to the account associated with your email address.

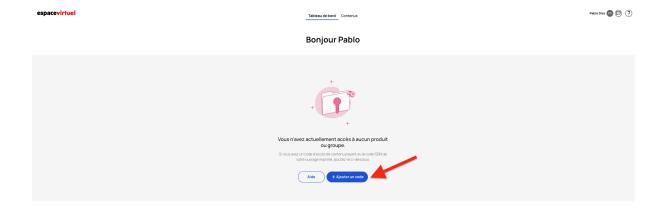
If you can't find it in the main mailbox, please check your spam folder.



Click on the blue Activate my account button.

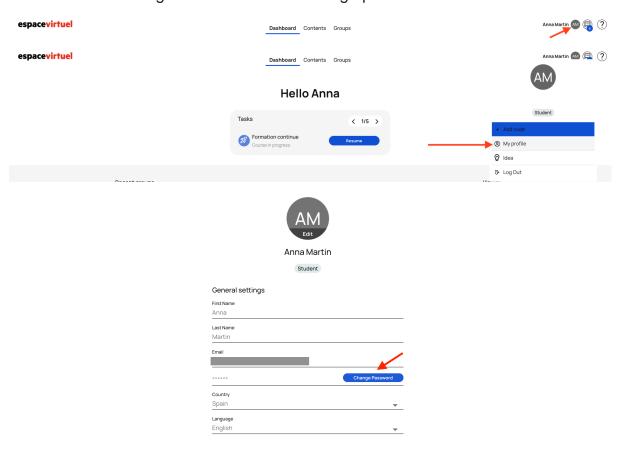
Then click on the blue + Add a code button and enter the access code.





How can I change my password?

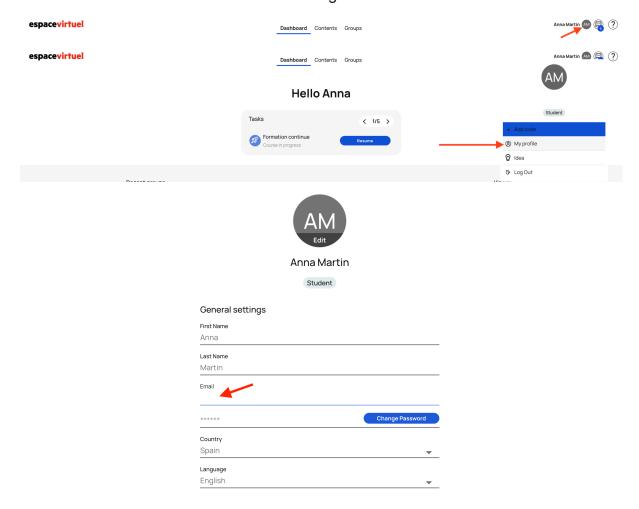
To change your password, go to "My profile" on the top right corner of the screen and in the "General settings" section click on "Change password".





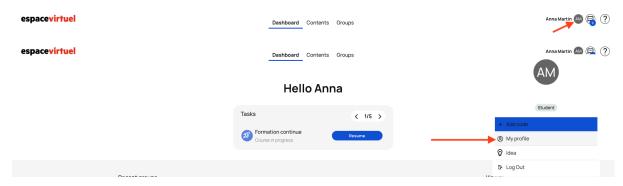
How can I change the email address on my account?

To change the email address associated to your account, access "My profile" on the top right corner of the screen and in the "General settings" section, write the new address. Click on "Submit" to save the changes.



How can I edit my profile?

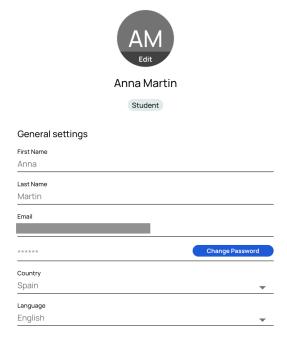
Go to "My profile" by clicking on the icon next to your name on the top right corner of the platform.



Here you can edit your basic information, such as:

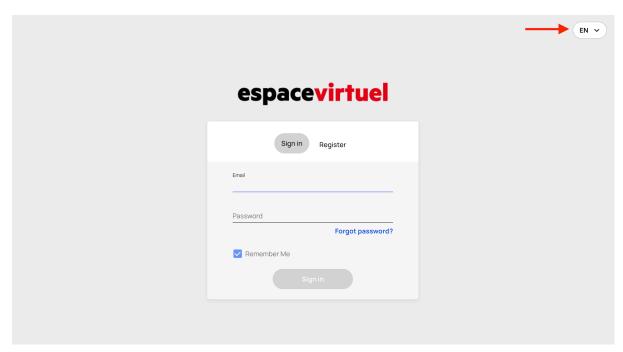


- Your email address
- Your first and last names
- Your avatar
- Your country
- Your password
- Your language



How can I change the language?

On the login page, you will see a language button at the top right of the page. Select your preferred language. This will change the entire platform interface to that language. The change will not affect the books, resources and other instructional materials.



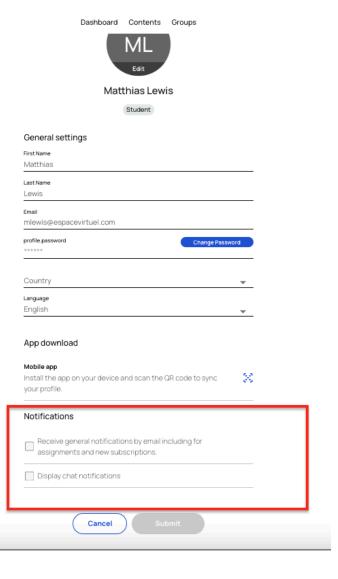
You can also change the language of the interface from "My profile".

espacevirtuel	Conte	ents Groups	Anna Martin (20)
espace <mark>virtuel</mark>	Dashboard Conte	ents Groups	Anna Martin 🙉 📵 🕐
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	Tasks	< 1/5 >	Student + Add code
	Formation continue Course in progress	Resume	® My profile
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Gene	ral settings		
First Nar Anna	ne		
Last Nar Martin			
Email			
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Country Spain	·	<u> </u>	
Languaç Englisi			

How can I activate assignments and messages notifications on my account?

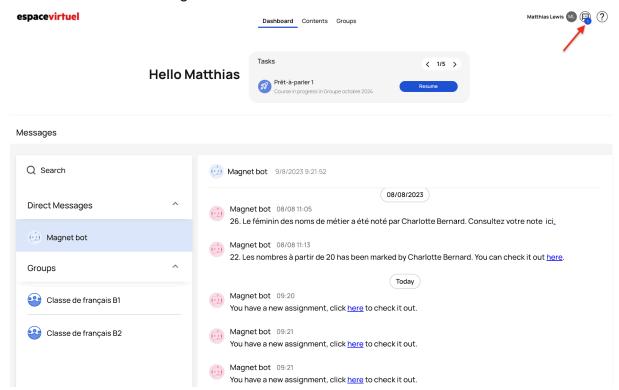
Go to "My profile" by clicking on the icon next to your name on the top right corner of the platform.

espace <mark>virtuel</mark>	Dashboard Cont	tents Groups	Anna Martin	@ ?
espacevirtuel	Conf	tents Groups	Anna Martin	• • ?
	Hello /	Anna		
	Tasks	< 1/5 >	Student	
	Formation continue Course in progress	Resume	+ Add code ② My profile	
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D			₿ Log Out	





We recommend activating the chat messages notifications to receive a notification when a new chat message arrives.



USE OF THE APP

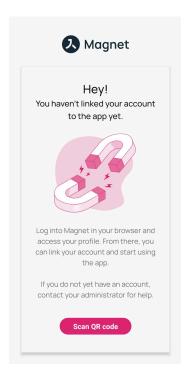
How can I download the app?

To download the Espace Virtuel app for mobile devices, please follow these steps:

1. Open the App Store or Play Store in your device and search for "Avallain Magnet". Download the app "Magnet Learn".



2. Open the app "Magnet Learn" in your device and click on the "scan QR code" icon.



3. Log in to Espace Virtuel from your computer and open "My profile". Look for the section "App download" and click on the QR icon.



App download

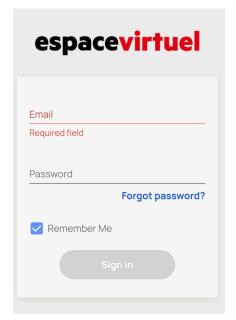
Mobile app

Install the app on your device and scan the QR code to sync your profile.

4. Scan the QR with your mobile device.



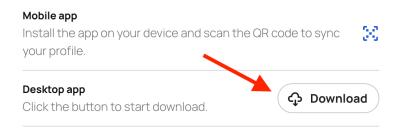
5. Log in to Espace Virtuel with your user and password.



To download the desktop app, open "My profile" on Espace Virtuel, look for the section "App download" and click on the button next to "Desktop app" to start the download.



App download

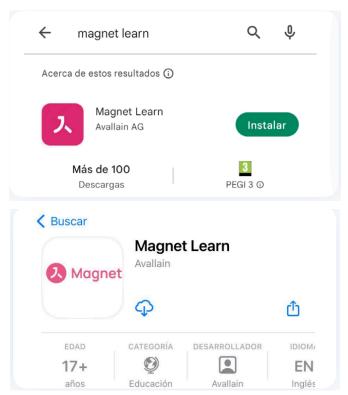


How can I access Espace Virtuel from the mobile phone or tablet?

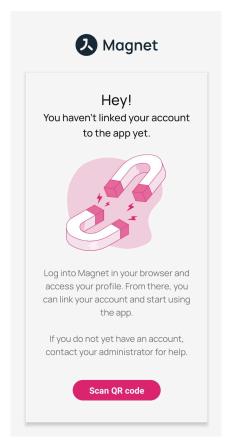
To access Espace Virtuel from a mobile device (mobile phone, tablet, iPad, etc.) we recommend downloading the "Magnet Learn" app instead of using your browser.

To download the Espace Virtuel app for mobile devices, please follow these steps:

1. Open the App Store or Play Store in your device and search for "Avallain Magnet". Download the app "Magnet Learn".

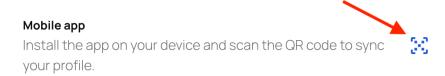


2. Open the app "Magnet Learn" in your device and click on the "scan QR code" icon.



3. Log in to Espace Virtuel from your computer and open "My profile". Look for the section "App download" and click on the QR icon.

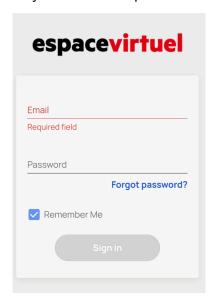
App download



4. Scan the QR with your mobile device.



5. Log in to Espace Virtuel with your user and password.



What are the minimum requirements to use the app?

For an optimal use of the Espace Virtuel app, please make sure that your device meets these minimum requirements:

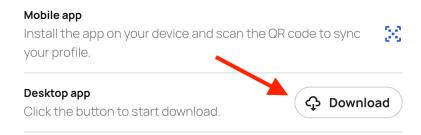
For Android - Operating system: current version and its three previous versions For IOS - Operating system: current version and its three previous versions

How can I download the desktop app?

To download the desktop app, open "My profile" on Espace Virtuel, look for the section "App download" and click on the button next to "Desktop app" to start the download.

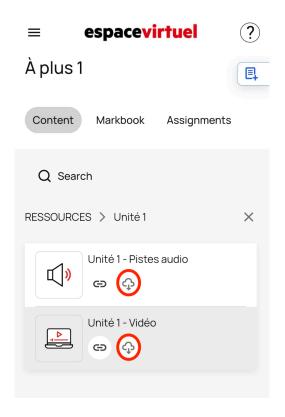


App download

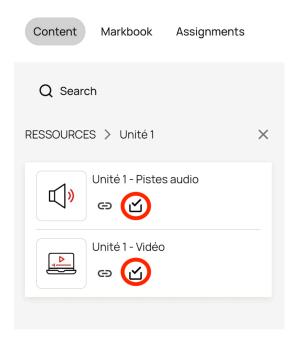


Can I use the app offline?

If you have our app, you can download content to the app so you can work offline. You can start the download by clicking on the download button to the right of the content title.



Once the content has been downloaded, the download icon will turn into a check mark and you will be able to access the content offline anywhere and at any time.



DIGITAL CONTENT AND TEXTBOOK ACTIVATION

Where is my book's access code and how can I activate it?

- If you have purchased **the hybrid edition**, the code you need to enter can be found in the manual:

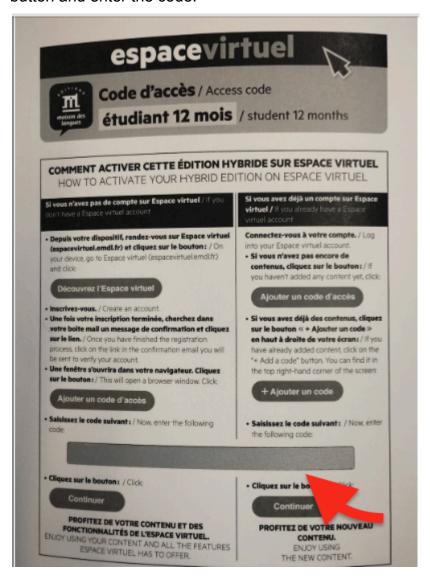
When you open the book, on the back cover, you'll find all the information you need to access the Espace Virtuel platform, as well as the access code, as you can see in the screenshot below.

You need to scratch the silver-gray field shown in the screenshot below to see the code.

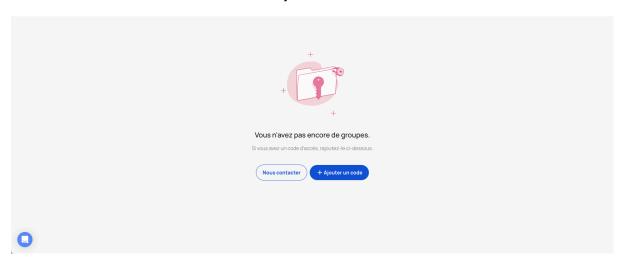
To activate the content, you need to click on the Contents tab, then on the blue + Add code button and enter the code.



To activate the content, click on the Contents tab, then on the blue + Add code button and enter the code.



Bonjour Charlotte



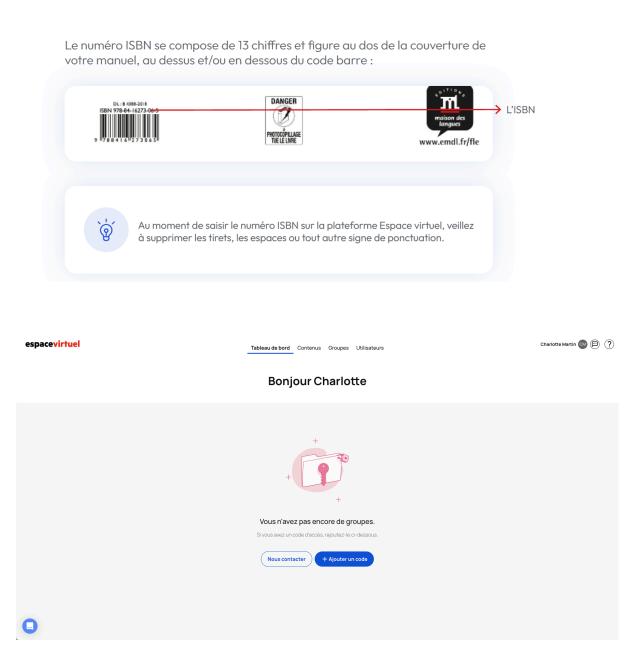
- If you purchased an access to **the digital textbook:** Once the purchase was made, you should have received an email containing a code. If you have not received it, we invite you to check your spam folder.

Codes de licence

Product	Codes de licence
Défi – Collection numérique complète (12 mois) – Professeur	YUYEM3WQ8A5RUGER4XHV

- If you have purchased only **the printed manual**, to activate the free resources associated with the manual (audio tracks, videos, etc.), you need to enter the ISBN code on the back of the book.

To activate the content, click on the blue + Add code button, and enter the ISBN code you'll find at the back of the student's book.



If you already have contents activated or expired on your account, to activate the content, click on the Contents tab, then on the blue + Add code button, and enter the ISBN code you'll find at the back of the student's book.

Do not add any spaces, hyphens or other punctuation marks between the numbers in the barcode.

No need to enter exercises textbook ISBN code. By entering the student textbook ISBN code, you have already activated all available resources for both on your profile.



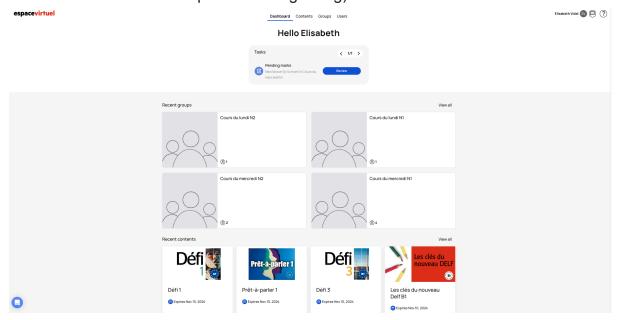


The access to the free digital resources of your book (audio, videos, transcriptions, etc.) activated with the ISBN code of the printed textbook will last for 31 days. But don't worry, as long as the textbook is still available for sale and therefore still available on the platform, you can reactivate the access to the content by entering again the ISBN code as many times as needed.

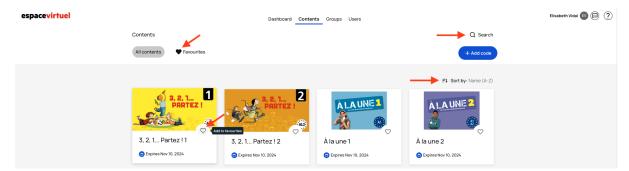
PLATFORM ORGANISATION

How is the platform organised?

After logging in to Espace virtuel, you will see the "Dashboard" section. If it is the first time you access the platform, you will see a message inviting you to add a code to join a group or to activate content. If you already have contents and/or groups in your profile, you will see on your Dashboard the 4 groups and 4 textbooks you have most recently accessed. At the top of the screen you will also see the notifications carousel, where you will receive messages related to your assignments, groups and contents (for example, students will be notified when their teacher has assigned or graded an assignment, while teachers will be notified when their students have submitted activities that require manual grading).



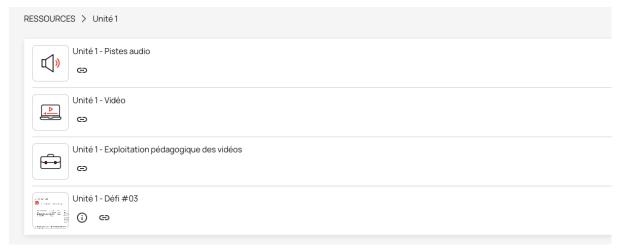
On the "Contents" tab you will see all the textbooks and resources associated with your account. If you have an access to the "Bibliothèque complète" ("Complete Espace virtuel Program Library"), the easiest way to find your content is by using the search bar available in the upper right corner. You can organise your content by name or category by clicking on "Sort by", below the search bar. You can also mark contents as favourites by clicking on the heart icon next to their name. You will be able to access the textbooks you have marked as favourite directly from the "Favourites" tab.



To view the contents, click on the textbook or resource bank you wish to access and then click on the "Content" tab. The resources are organised in folders, which appear as rectangular blocks that open when you click on them.

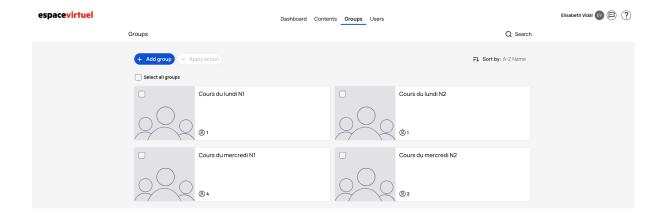


Within each folder, click on any element in the list to open the content.



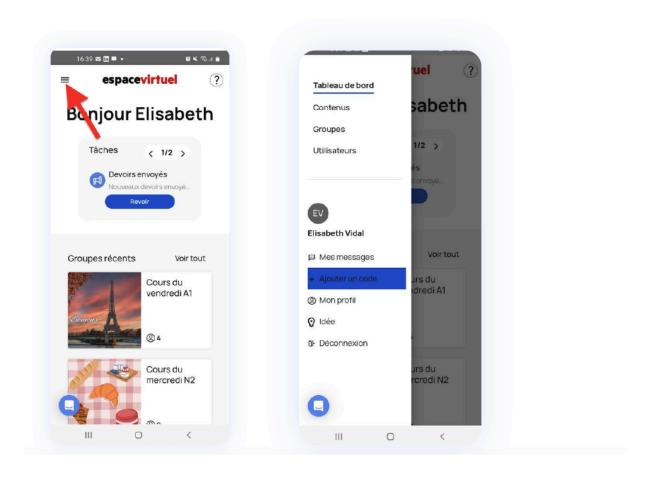
From the "Groups" tab, students will be able to access the content associated to the group (as long as they have activated that content from their accounts), check and complete assignments, track their progress in the activities they have completed independently and start chat conversations with their teacher or with the entire group.





How can I access the platform menu from the phone app (contents, groups, my profile)?

To access the different sections (content, groups, profile, etc.) from the App version of your phone or tablet, you have to click on the "menu" icon at the top left:

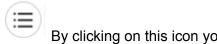




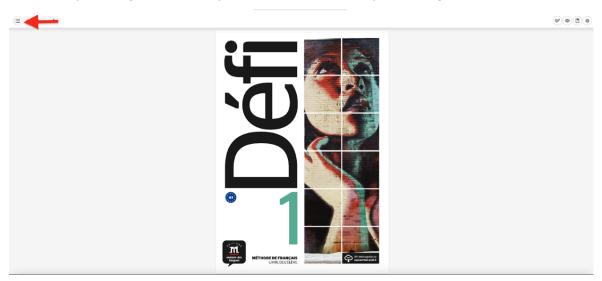
CONTENTS

How to use the flipbook?

To access the digital manual, click on Livre and then on the name of your manual: your digital textbook is displayed on the screen.

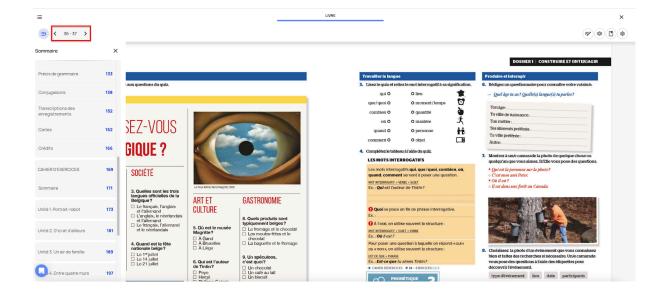


By clicking on this icon you access the summary of the digital textbook.



< 36 - 37 **>**

: Tool/Navigation area on the digital textbook



Use the arrows to scroll through the pages:

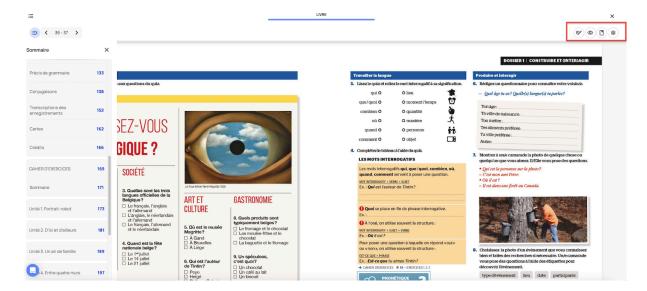


Or enter the page number in the field to go to a specific page:



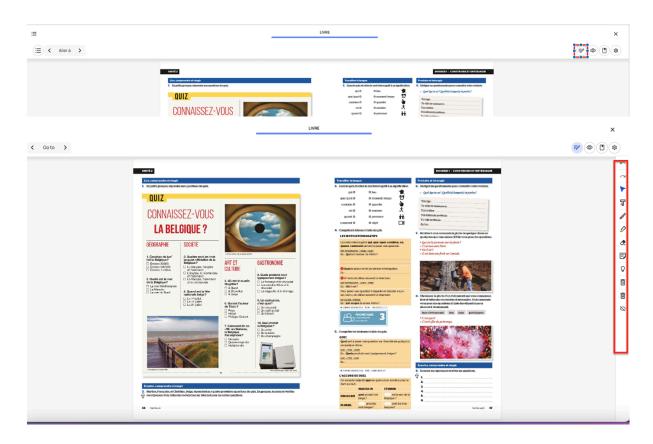
Toolbar:





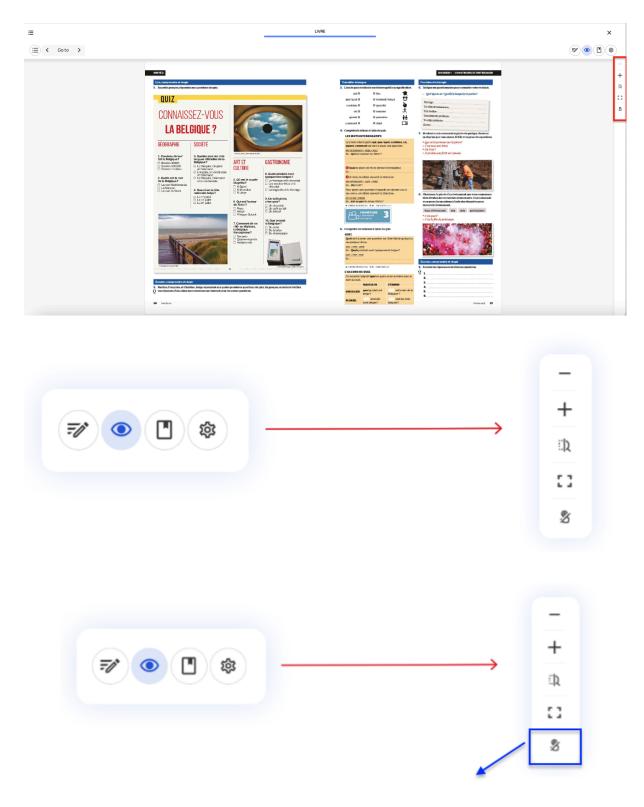
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: Clicking on the pencil icon takes you to the annotation toolbar.



: Clicking on the eye icon takes you to the view toolbar.





Show/hide interactive areas: Activates or deactivates the interactive activities and areas

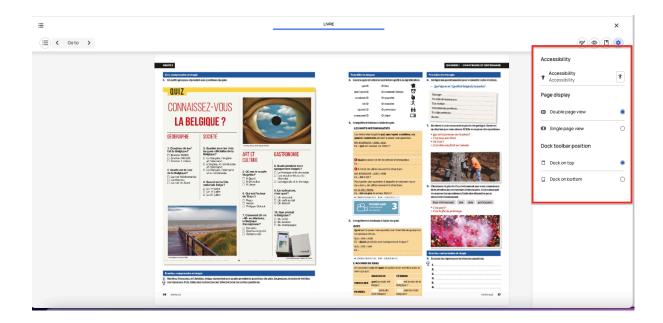
:By clicking on the notebook icon, you access the notes and bookmarks toolbar.





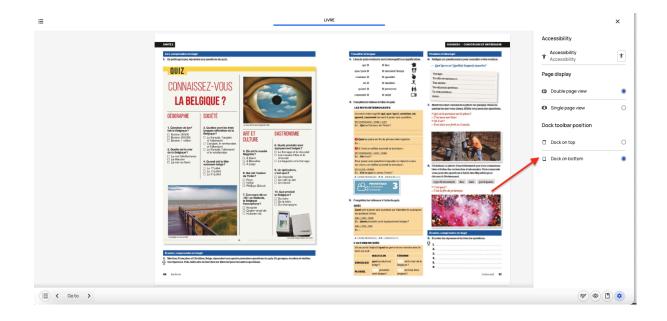


: Clicking on the gear icon takes you to the accessibility toolbar.



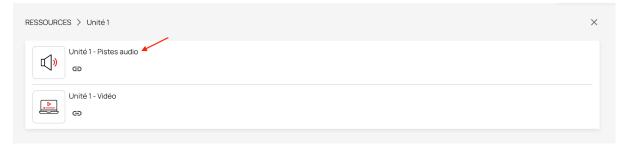
By clicking Dock on bottom, you can dock the navigation and tool bar at the bottom of the screen:



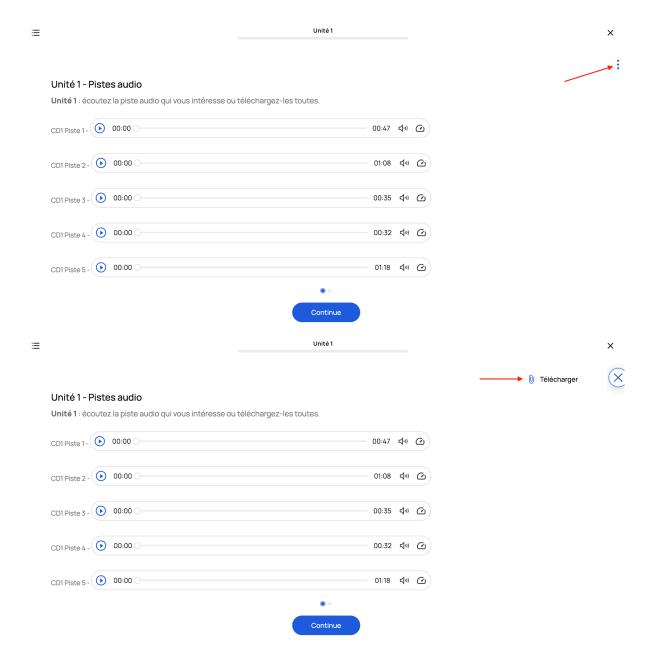


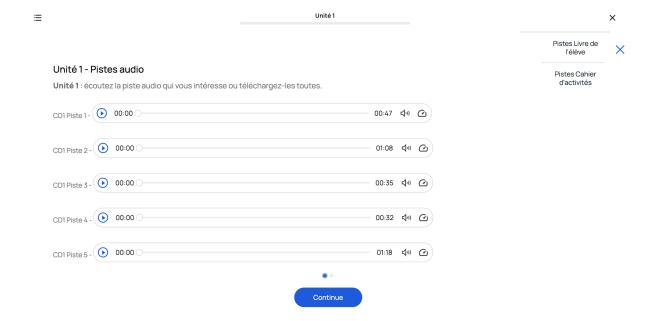
How can I download my book's audios?

Once you have activated your book's resources, click on the book's cover. Go to Content > Ressources and open "Pistes audio" in the corresponding unit.



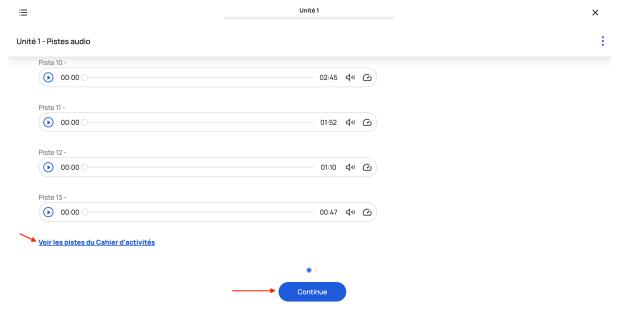
To download all the audios of the unit, click on the icon with the three dots at the top right corner of the window.





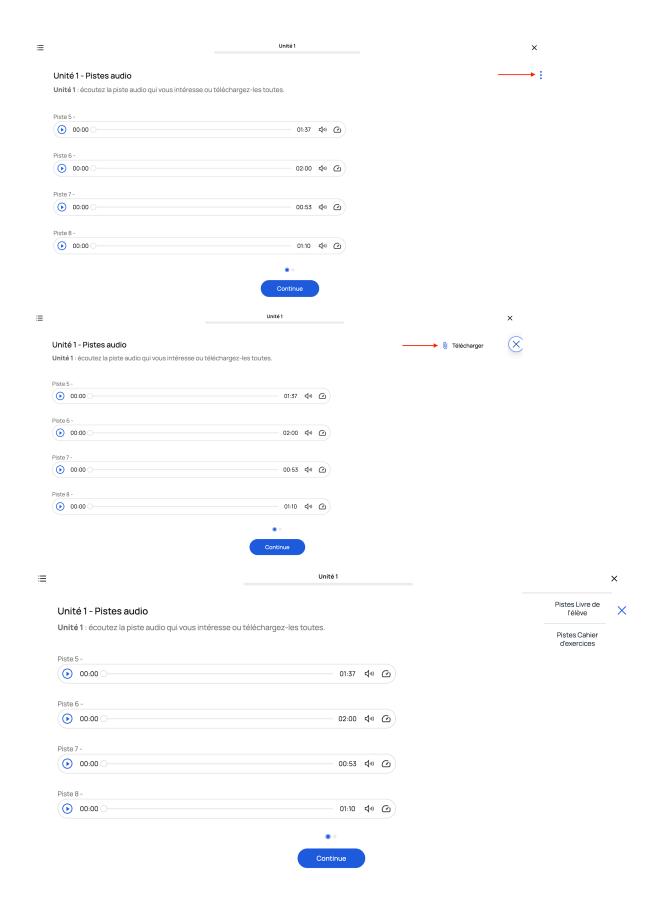
How can I access the audios in the exercise book?

When you add a book to your contents on the platform, the resources for both the student book and the exercise book are included. To play the exercise book audio files, open the window with the audio files for the corresponding unit and click on the "Continue" button or scroll down until you find a link that says "Voir les pistes du Cahier d'activités". You will go from the student book files to those of the exercise book.



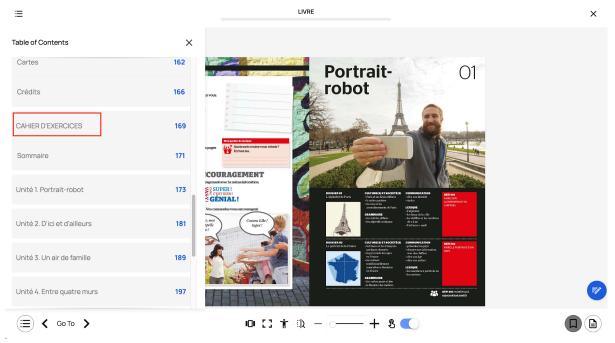
You can download the audios for the student and exercise books by clicking on the button with the three dots on the top right corner of the screen and selecting the corresponding section.





Where is the exercise book?

When you add a book to your content on the platform, it includes the resources in both the student book and the workbook. If you have access to the digital book, you will find the digital workbook after the student book. You can click on the icon on the far left of the toolbar to display the table of contents and go directly to the exercise book.



To play the exercise book audio files, open the window with the audio files for the corresponding unit and click on the "Continue" button or scroll down until you find a link that says "Voir les pistes du Cahier d'activités". You will go from the student book files to those of the exercise book.

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00:00	02:45 석이 ②	
Piste 11 -		
00:00	01:52 덕에 🕜	
Piste 12 -		
00:00	01:10 석切 🕜	
Piste 13 -		
00:00	00:47 석ッ ②	



You can download the audios for the student and exercise books by clicking on the button with the three dots on the top right corner of the screen and selecting the corresponding section.

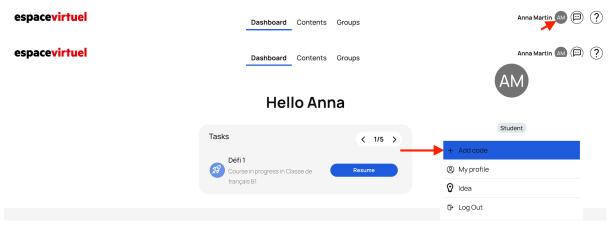
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Cont Unité ité 1 - Pistes audio té 1 : écoutez la piste audio qui vous intéresse ou téléchargez-les toutes.	inue				l'élève Pistes Cahier
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Cont Unité ité 1 - Pistes audio té 1 : écoutez la piste audio qui vous intéresse ou téléchargez-les toutes. 25 - 00:00 - 26 - 00:00 - 27 - 00:00 - 28 -	01:37 02:00	다.)) 다.))			l'élève Pistes Cahier



GROUPS

How do I join my teacher's group?

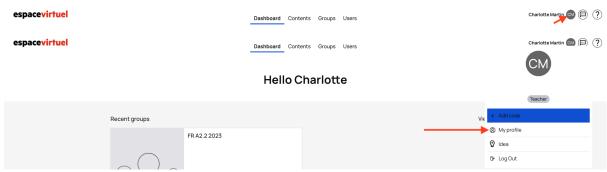
In order to join a group, your teacher will need to send you a 6-character code. Once you have the code, you can redeem it to join the group by clicking on the "+ Add code" blue button in the dropdown menu that opens when you click on the icon next to your name on the top right corner, and entering the code.



After clicking on "Continue", you will see a message confirming you have successfully joined the group.

I can't access the textbook associated to my group (students)

When your teacher associates a textbook to a group, he or she does not automatically give you access to it. To access the textbook, you must activate a licence in your own account. In order to do so, click on the icon next to your name on the top right corner of the screen and then click on "+ Add code". Then, introduce the 20 character code that was sent to you after your purchase (if you bought a digital licence) or that is printed on the internal part of the book's cover (if you bought the hybrid edition of a textbook).





EVALUATION (MARKBOOK)

Where can I see the scores and feedback my teacher has given me?

Some of the activities that can be evaluated by your teacher may include creating written or audio content. Once you have submitted this activity, the lessons will be marked with a clock symbol, indicating that your work is awaiting evaluation by your teacher.



When the activity has been reviewed and evaluated by your teacher, you will receive notifications in the Magnet bot conversation in the message centre and in the notifications carousel on the Dashboard and in the notifications carousel in the corresponding group. You will be able to see the score and any feedback or comments your teacher has introduced for that activity by clicking on the link on the message (in the message centre) or on the "Review" button (in the notifications carousel).



Magnet bot 08/08 11:13

22. Les nombres à partir de 20 has been marked by Charlotte Bernard. You can check it out here.



EVALUATION (ASSIGNMENTS)

Where can I see the homework my teacher has assigned me?

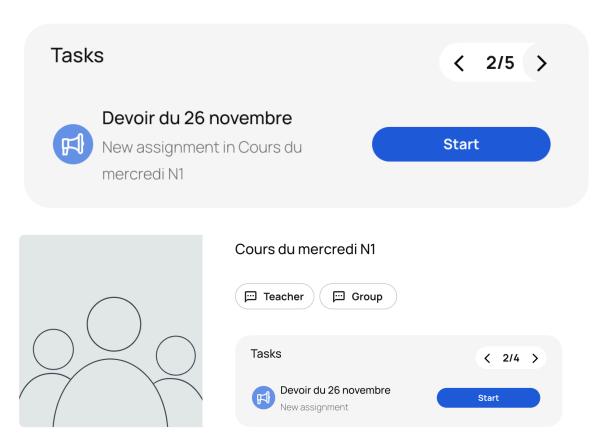
When your teacher assigns you homework, you will receive notifications in the Magnet bot conversation in the message centre, in the notifications carousel on the Dashboard and in the notifications carousel in the corresponding group.



Magnet bot 09/08 09:21

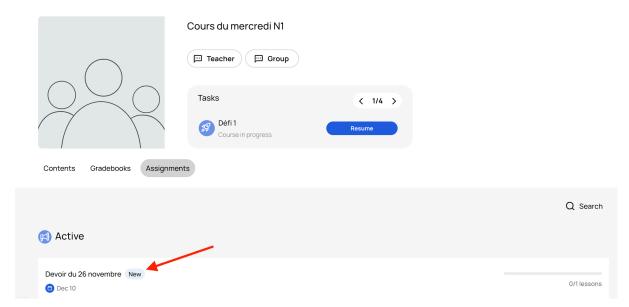
You have a new assignment, click here to check it out.

Hello Alex



You can access the assignment directly by clicking on the link on the message (in the message centre) or on the "Start" button (in the notifications carousel). You can also check if you have any new assignments in the "Assignments" tab of your group.





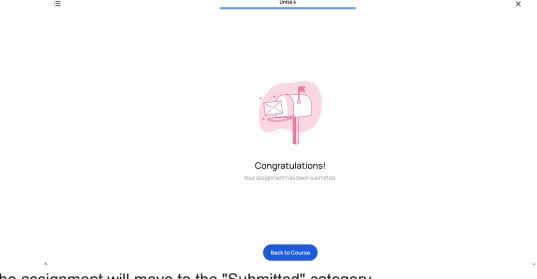
Once inside the assignment, you must click on "Start" to begin. Depending on the type of activity assigned, you may be able to get instant feedback. Otherwise, you will have to wait for your teacher to correct the task.

How are the assignments organised? (student role)

In the "Assignments" tab, inside the group panel, you will find two categories:

- Active: here you will find the assignments you have not completed or sent to your teacher yet.
- Submitted: here you will find the assignments you have already sent to your teacher. These assignments cannot be modified.

Remember that if you complete an assignment but do not click on "Submit", your teacher will not receive it and will not be able to mark it. When an assignment has been correctly sent, you will see this confirmation message.



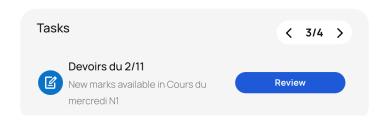
The assignment will move to the "Submitted" category.



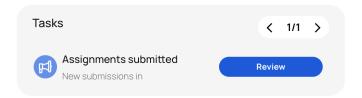
How do I receive notifications?

At the top of the Dashboard, you will see the notifications carousel, a box where you will receive messages related to your assignments, groups and contents (for example, if you are a student, you will be notified when your teacher has assigned or graded an assignment and if you are a teacher, you will be notified when your students have submitted activities that require manual grading). Click on the arrow to view all your notifications.

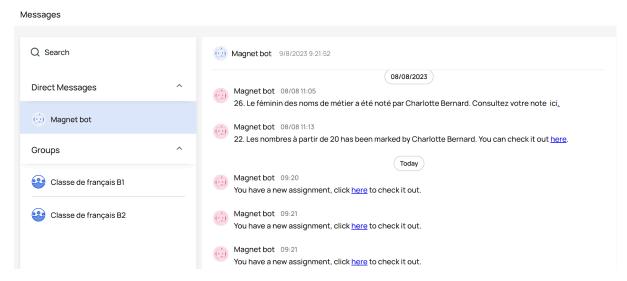
Hello Matthias



Hello Elisabeth

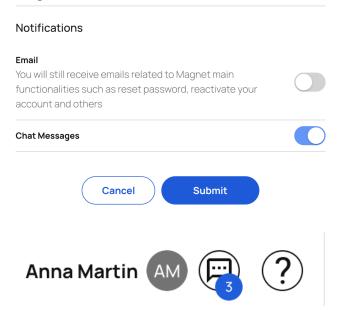


You will also receive task notifications in the message centre (chat) via the Magnet bot conversation.



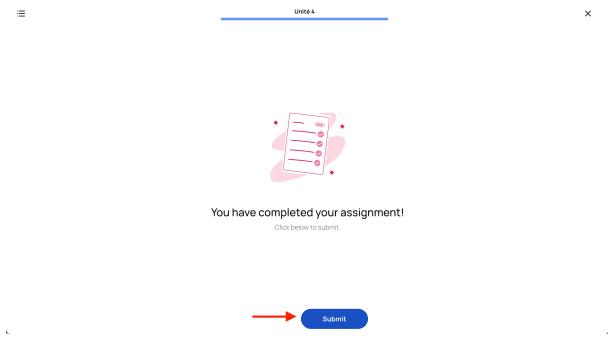


We recommend activating the chat messages notifications to receive a notification when a new chat message arrives.



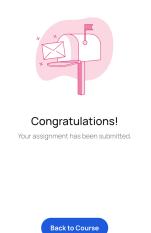
My teacher does not receive the assignments that I am submitting

If your teacher tells you they have not received your assignment, it could be because you did not submit it correctly. When you complete an assignment, you will first see this message:



If you close the window here, your teacher will not receive the assignment. You must click on "Submit". Then, you will see this confirmation message:





Your assignment will no longer appear in the "Active" category but in "Submitted" and your teacher will be able to see and mark it.

Where can I see the grades and feedback my teacher has given me?

Some of the activities that can be evaluated by your teacher may include creating written or audio content. Once you have submitted this activity, the lessons will be marked with a clock symbol, indicating that your work is awaiting evaluation by your teacher.

When the activity has been reviewed and evaluated by your teacher, you will receive notifications in the Magnet bot conversation in the message centre, in the notifications carousel on the Dashboard and in the notifications carousel in the corresponding group.

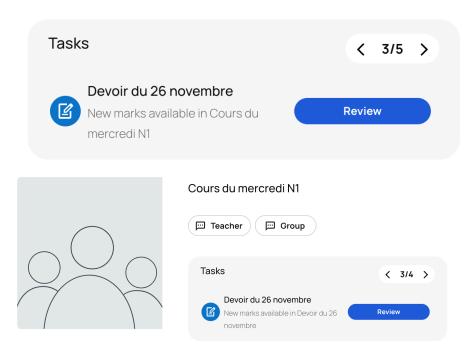


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Magnet bot 16:41

20. Les nombres à partir de 20 has been marked by Elisabeth Vidal. You can review <u>here</u>.

Hello Alex



You will be able to see the score and any feedback or comments your teacher has introduced for that activity by clicking on the link on the message (in the message centre) or on the "Review" button (in the notifications carousel).

I don't receive the homework my teacher is assigning me

If your teacher tells you they are assigning you homework but you are not receiving it, it could be because:

- you haven't joined any groups yet. To join a group, click on "Add code" and introduce the group code that your teacher will give you.
- your teacher created the assignment when you had not yet joined the group.
- you haven't seen the notification for the assignment. When your teacher
 assigns you homework, you will receive notifications in the Magnet bot
 conversation in the message centre, in the notifications carousel on the
 Dashboard and in the notifications carousel in the corresponding group. You
 can also check if you have any new assignments in the "Assignments" tab
 of your group.