

Manual for schools

→ [Manual for private customers](#)

Contents

1. Create Your Account

2. Login

- 2.1. Single Sign-On
- 2.2. Log in with camera - use QR code
- 2.3. Forgot your password

3. Start

- 3.1. Main menu / Home screen Administrator
- 3.2. Main menu / Home screen Teachers
- 3.3. Main menu / Home screen Pupils
- 3.4. Full screen mode
 - 3.4.1. Desktop and laptop
 - 3.4.2. Tablets

4. Users

- 4.1. Add Users
- 4.2. Remove Users
- 4.3. Create QR code for login
- 4.4. Customize information
- 4.5. Additional information
- 4.6. Direct access to sub-accounts (Sitting)
- 4.7. Groups
 - 4.7.1. Create new group
 - 4.7.2. Assign users to groups

5. Credit

- 5.1. Purchase credit
- 5.2. Quarterly invoice
- 5.3. Redeem valuecard or code
- 5.4. Account statement

6. Learning modules

- 6.1. Manage licenses for learning modules
- 6.2. Extend Licenses
- 6.3. Users and their authorizations

7. Work plan / Progress

- 7.1. Progress
- 7.2. Reset exercise
- 7.3. Work plan
- 7.4. 7 Days Stats and Timeline

8. Profiles

- 8.1. Overview profiles and rights
 - 8.2. Superordinate parameters
-

profax Verlag AG

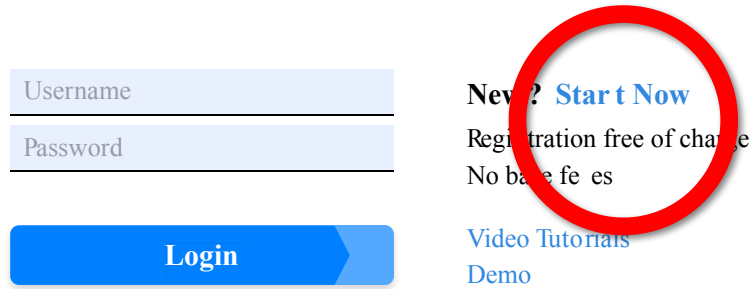
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

1. Create Your Account

To be able to use [profaxonline](#), a one-off registration is required. This is free of charge and profax does not charge any basic fees.

Call up our website [profaxonline.com](#) and select **Start Now**.



Username

Password

Login

New? Start Now

Registration free of charge

No basic fees

[Video Tutorials](#)

[Demo](#)

The form for initial registration is displayed.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

	Private	School
Create account at profaxonline	Free of charge	
Use of free content	Free of charge	
Number of students	1	unlimited
Manage students and permissions	✗	✓
Manage groups and classes	✗	✓
Accompanying Learning: learning statuses	✓	✓
Create individual work plans	✗	✓
Later upgrade to school/community	✗	✓
Prices for paid content	standard	special conditions for schools
Minimum invoice amount ⓘ	0.–	50.–
Payment by credit card or PayPal	✓	✗
Payment against invoice	✗	✓
Licenses on credit with quarterly billing ⓘ	✗	✓
Create account for	Private	School
	<input type="button" value="Choose"/>	<input type="button" value="Choose"/>

Email (Username)

Password

Country

United States of America

I accept the [Terms and Conditions](#)

I accept the [Privacy Policy](#)

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch



Select **Private** if you want to create a **private account**.

Select **School** if you want to create an account as a teacher for your **class** or as an administrator for your **school**.

If you would like to set up **profaxonline** for several schools or for a town or municipality, please contact info@profax.ch.

After clicking on **Create Free Account**, you will receive an automatic e-mail containing a link with which you can confirm and complete your registration. The account is then activated.

The e-mail has a sender ...@profaxonline.com. Make sure that e-mails with this sender are not blocked by your e-mail program or your mail server! Check your spam folder.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

2. Login

Once your account is activated, you can log in to profaxonline.com.

New? Start Now

Registration free of charge

No base fees

[Video Tutorials](#)

[Demo](#)

... or with



[Forgot your password?](#)

Enter **username** and **password** and click on **Login**.

2.1. Single Sign-On

Students with Microsoft™ or Google™ logins do not need to remember any additional passwords. Enter the e-mail address registered there in [profaxonline](https://profaxonline.com) as the username.

After initial authentication, you can log in to [profaxonline](https://profaxonline.com) by clicking on the Microsoft  or Google .

→ [Use single sign-on](#)

2.2. Log in with camera - use QR code

If the user's device has an integrated camera, simplified login to [profaxonline](https://profaxonline.com) via QR code is possible.

→ [Create QR code for login](#)

The students click on the symbol for the QR code  and use it to activate the camera. They then scan the QR code with the camera to log in directly.

Attention

On iPads, use the camera function of the device itself directly and do not take the detour via the button



2.3. Forgot your password

If an e-mail address is stored in your account, you can reset your password. Click on **Forgot your password?** You will receive an automatic e-mail.

Click on the integrated link and assign yourself a new password.

The e-mail has a sender ...@profaxonline.com. Make sure that e-mails with this sender are not blocked by your e-mail program or your mail server! Check your spam folder.

profax Verlag AG

Bahnstrasse 28

9435 Heerbrugg

Schweiz

+41 44 500 60 10

info@profax.ch

www.profax.ch

profax

3. Start

Depending on whether you log in as an administrator, teacher or student, you will see a different start screen that reflects the actions available to you in this role.

3.1. Main menu / Home screen Administrator

Select one of the buttons to call up the desired function.
A red dot in the Finances menu indicates outstanding invoices.

The screenshot displays the administrator interface. The top navigation bar is blue and includes the profaxonline logo, 'Home', 'Users Groups', 'Programs Licenses', 'Progress Work plan', and 'Documentation Help'. A secondary bar shows 'Finances €93.30' with a red notification dot, 'Admin profaxonline', and 'Logout'. A left sidebar lists 'Admin profaxonline', 'Logout', 'Finances €93.30', 'Home', 'Users', 'Programs', 'Teaching', and 'Training'. The main content area features five blue buttons: 'My account' (Manage your own account), 'Training', 'Workshops' (Workshops for admins and teachers at your school), 'Flatrate' (Our flatrate reduces your administrative effort), and 'News'. A second sidebar below shows 'Home', 'Users', 'Programs' (highlighted), 'Teaching', and 'Training'.

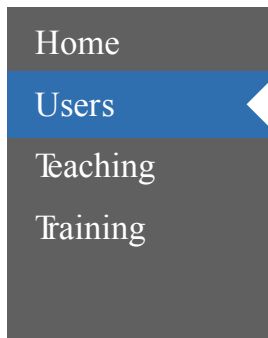
3.2. Main menu / Home screen Teachers

Teachers do not have access to account administration functions (add or remove users, finances). However, they can view learning statuses and create work plans for students who are assigned to their → Groups.

The screenshot displays the teacher interface. The top navigation bar is blue and includes the profaxonline logo, 'Home', 'Users Groups', 'Progress Work plan', and 'Documentation Help'. A secondary bar shows 'Teacher 3A' and 'Logout'. A left sidebar lists 'Teacher 3A', 'Logout', 'Home', 'Users', 'Teaching', and 'Training'. The main content area features five blue buttons: 'My account' (Manage your own account), 'Training', 'Workshops' (Workshops for admins and teachers at your school), 'Flatrate' (Our flatrate reduces your administrative effort), and 'News'.

profax Verlag AG
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch





3.3. Main menu / Home screen Pupils

Students can train with the learning modules activated for them as soon as they have logged in to profaxonline.com at home or at school in an HTML5-enabled browser.

Hallo, Sofia

Continue working
 tempo60 Basic arithmetic

Work plan

Katze mit tz
 Aal (lange Lernw.)
 Fliege (lange Lernw.)
 Vorübung 1: Tierbilder sortieren
 Vorübung 2: Tiergeräusche zuordnen

LOGO 2
 Exercise 1 – Level 3: Assign a shadow to an outline

Programs

Katze mit tz
 Wheel of Sound
 LOGO 1
 LOGO 2
 MULTIDINGSDA
 Regeltrainer
 tempo60 Basic arithmetic
 Wortkartei: Deutsch
 Wortstämme

profax Verlag AG
 Bahnstrasse 28
 9435 Heerbrugg
 Schweiz
 +41 44 500 60 10
 info@profax.ch
 www.profax.ch



Continue working takes students back to where they left off last time.

Work plan shows all exercises that you as a teacher or administrator have added to the student's work plan. Click on the exercise title to start an assigned exercise directly. The work plan also shows the learning status of the exercises. Completed exercises are highlighted in green.

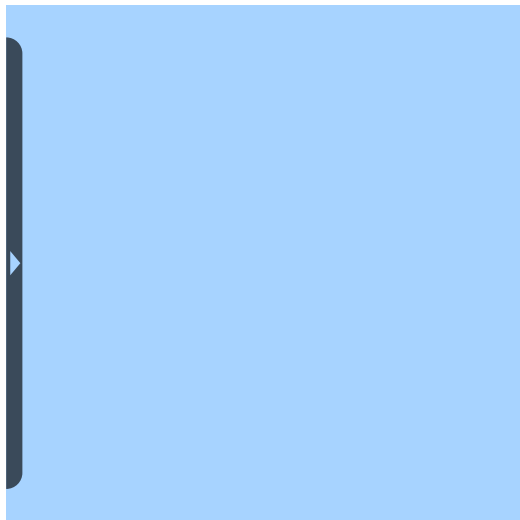
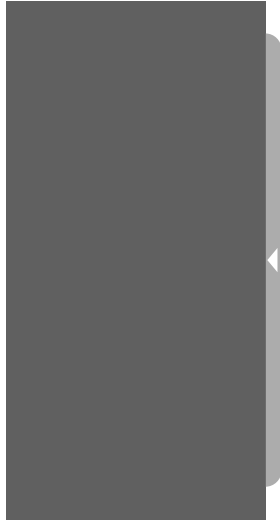


■ **Learning modules** shows all learning modules that are activated for learners and are available for free training.

3.4. Full screen mode

Even if **profaxonline** is opened in a browser, you can work in full screen mode for the training.

During training, the gray column on the left with the management options is automatically hidden. It can be hidden or shown by clicking on the marker on the left-hand side.



profax Verlag AG
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

3.4.1. Desktop and laptop

The **F11** key hides the browser address bar.

By hiding the gray page column and the address bar of the browser, the learning modules are displayed full screen and without distracting elements.

3.4.2. Tablets

Even with tablets such as the iPad, the entire screen is available for training if you create a shortcut for **profaxonline** on the home screen.

profax

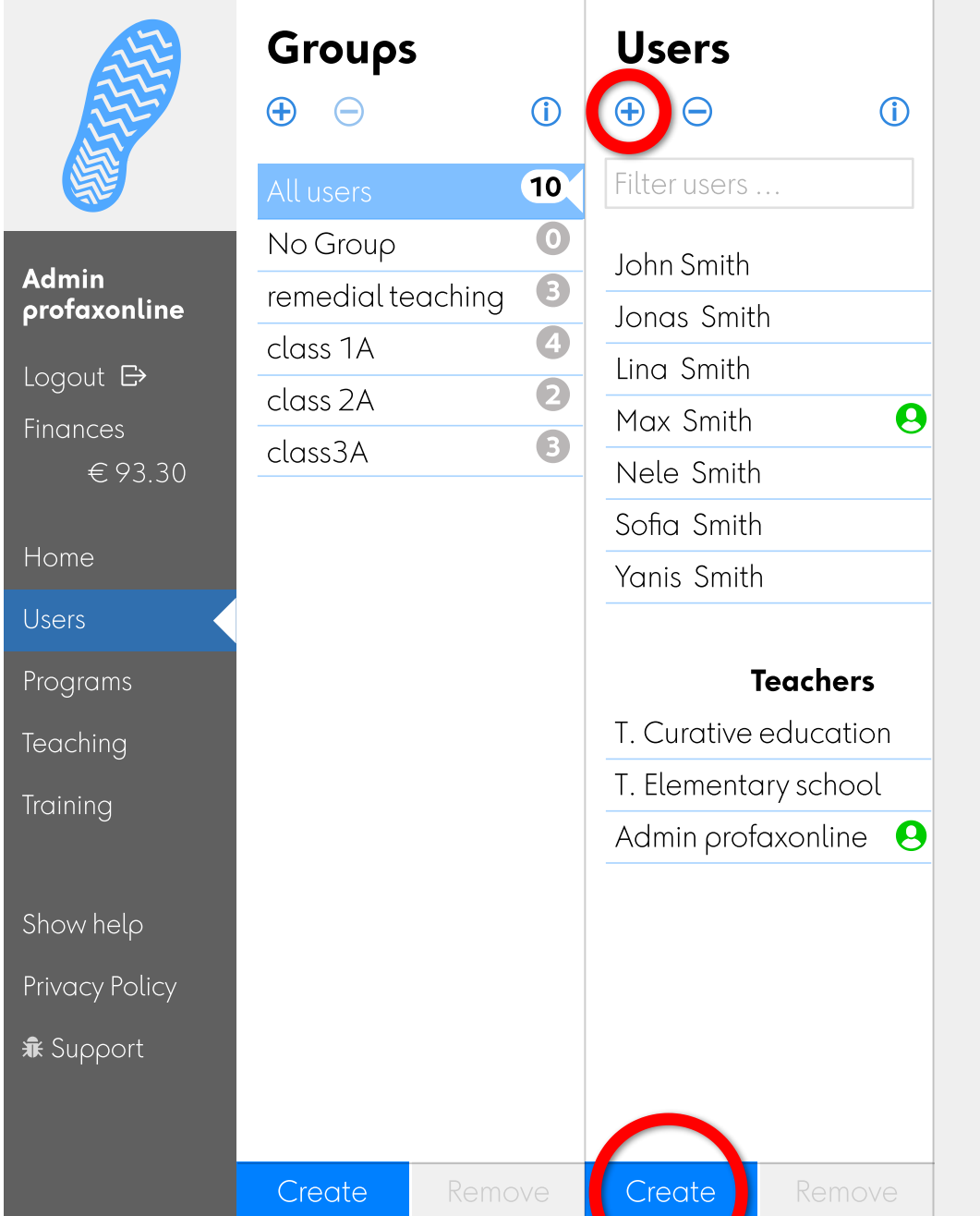
4. Users

As an administrator, you manage the users and groups registered in your account, create new ones or remove them from your account.


Users with the symbol  are currently online. Their settings cannot be adjusted at the moment.

4.1. Add Users

Click on  or **Create** to create students and teachers.



Admin profaxonline

Logout 

Finances € 93.30

Home

Users


Programs

Teaching




Training

Show help

Privacy Policy




 Support

Groups

All users	10
No Group	0
remedial teaching	3
class 1A	4
class 2A	2
class3A	3

Users


  

Filter users ...

John Smith

Jonas Smith

Lina Smith

Max Smith 

Nele Smith


Sofia Smith

Yanis Smith

Teachers

T. Curative education

T. Elementary school

Admin profaxonline 

Create Remove Create Remove

After clicking on  or **Create**, a table appears.

Create user accounts

How to enter new users:

One **user name** and one **password** per line - surname, first name and groups are optional.
For groups several users can be specified, separated by commas (example: class 2A, IF).

QR-Code / Single Sign-on:

- The students log in by QR-Code or sign in via Microsoft™ or Google-Account™ (enter email address as user name).
No password is required.

Note:

You can copy and paste multiple users directly from existing tables.

For data protection reasons, only **hashes** of the passwords are saved, therefore they **cannot be viewed later**, but only set a gain.
Please write down the passwords of your users carefully.

	user name	password	surname (optional)	first name (optional)	groups	Teacher s	
1	LucaM@7744	LucaM77			class 3A	<input type="checkbox"/>	<input type="checkbox"/>
2	AnnaB@7744	AnnaB77			class 2A, IF	<input type="checkbox"/>	<input type="checkbox"/>
3	Teacher3A	Teacher3A77			class 3A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Alredy there@7744	Alredy there77			class 3A	<input type="checkbox"/>	<input type="checkbox"/>
5						<input type="checkbox"/>	

Cancel

Create

Create one person per line. The username and password are mandatory. Last name, first name and groups are optional. Import many users from existing tables and lists using copy/paste.

Important

Each username may only appear once in our database. Therefore, select names according to one of the following patterns, for example:

- frank.smith@my_school
- frank.smith@myCity
- fsmith@my_zip_code

Important

If you would like to use **Single Sign-on**, check the QR code/Single Sign-On box. The username must then match that of the Microsoft or Google account. A password is not required in this case.

Important

Passwords are encrypted and cannot be viewed. Therefore, they cannot be printed out.
It is advisable to save usernames and passwords locally in an encrypted password manager.

Groups: Users can be assigned to one or more groups directly when they are created. Group names must be separated by commas. Example: *class 2A, IF*. If a group name does not yet exist in your account, the group will be created.

Activate the corresponding box for teachers .

Confirm your entries with **Create**.

The symbols on the right-hand side of the table now give you feedback on the status of your entries.

👤 The person has been newly created

✘ The username has already been assigned in the system. Select an alternative.

Important

Once entered, **passwords cannot be read by anyone**. profax only saves a checksum. It is also not possible to create a list of passwords for reasons of data protection. The number of dots displayed in the password field is always the same - regardless of the length of the password.

It is advisable to save usernames and passwords locally in an encrypted password manager.

profax Verlag AG

Bahnstrasse 28

9435 Heerbrugg

Schweiz

+41 44 500 60 10

info@profax.ch

www.profax.ch

profax

4.2. Remove Users

The screenshot displays the 'Users' management interface. On the left is a dark sidebar with navigation options: Admin profaxonline, Logout, Finances (€ 93.30), Home, Users (highlighted), Programs, Teaching, Training, Show help, Privacy Policy, and Support. The main content area is split into two columns: 'Groups' and 'Users'. The 'Groups' column lists 'All users' (10), 'No Group' (0), 'remedial teaching' (3), 'class 1A' (4), 'class 2A' (2), and 'class3A' (3). The 'Users' column has a search filter and lists users: John Smith, Jonas Smith, Lina Smith, Max Smith (with a green person icon), Nele Smith, Sofia Smith (highlighted with a blue arrow), and Yanis Smith. Below the 'Users' list is a 'Teachers' section with entries: T. Curative education, T. Elementary school, and Admin profaxonline (with a green person icon). At the bottom, there are four buttons: 'Create', 'Remove', 'Create', and 'Remove'. A red circle highlights the minus icon in the 'Users' header and the 'Remove' button at the bottom right.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

Select one or more persons in the *Users* column. Click on  or **Remove** to permanently remove students and teachers from your account.

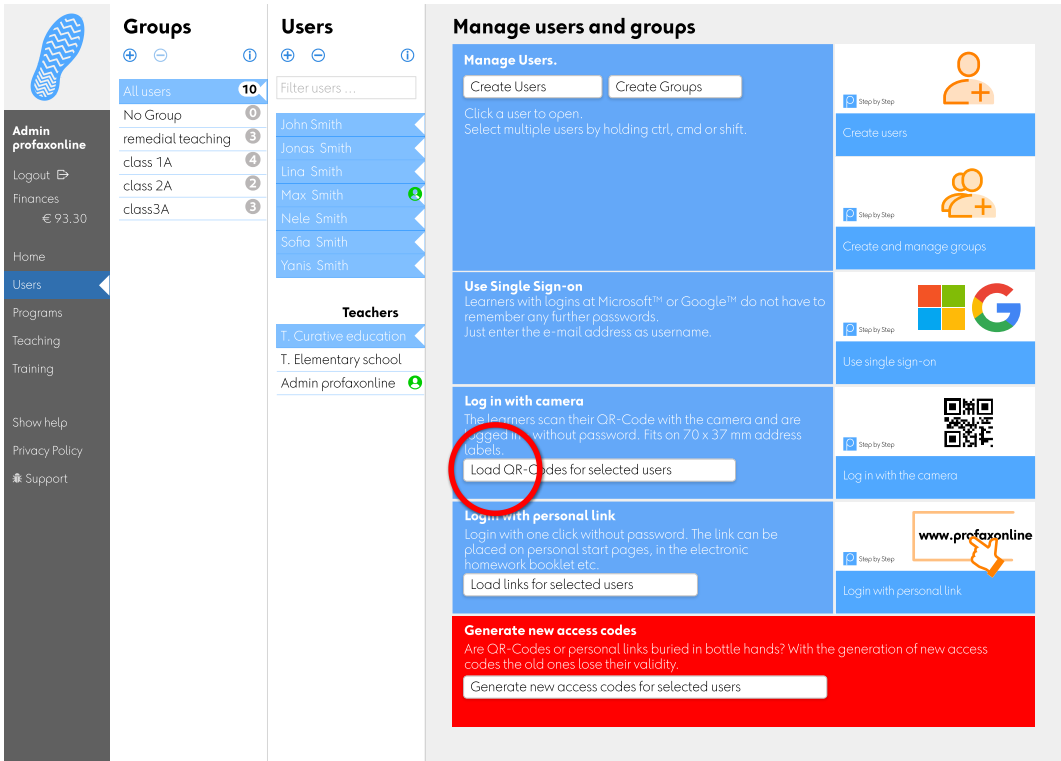
Attention

This will also delete all learning statuses and other data for this person.

If a person is to be changed from your account to that of another administrator (change of school), please contact info@profax.ch.


4.3. Create QR code for login

If the user's device has an integrated camera, simplified login to [profaxonline](#) via QR code is possible.



In the *Users*, select all the people for whom you would like to provide a QR code. Click on **Load QR-Codes for selected users**. A pdf with the desired codes is created and saved locally on your computer. Print out the pdf on an A4 sheet with labels in 70 x 37mm format and give the labels to your students. They can, for example, be stuck in the case or homework booklet so that they are accessible at all times.



To log in, simply click on the QR code symbol  on the login page of [profaxonline](#). Scan the code with the activated camera of the device and log in to the account.

Attention

On iPads, use the camera function of the device itself directly and do not take the detour via the button



Important

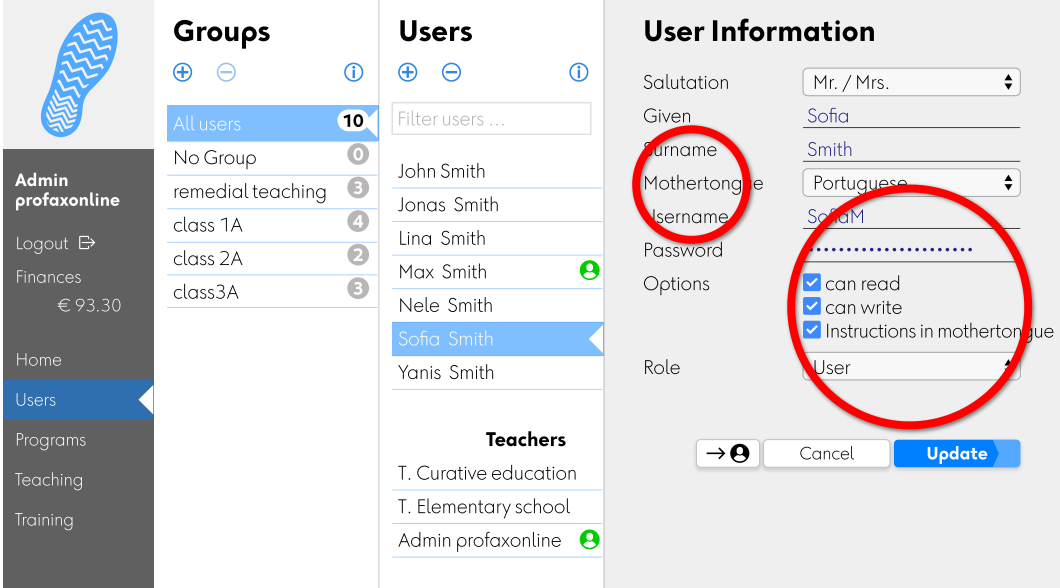
Make sure that the use of the camera is enabled in the device settings.

profax Verlag AG
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch



4.4. Customize information

Users with the symbol  are currently online. Their settings cannot be adjusted at the moment.



The screenshot shows the 'Users' list with 'Sofia Smith' selected. The 'User Information' form displays the following details:

- Salutation: Mr. / Mrs.
- Given: Sofia
- Surname: Smith
- Mother tongue: Portuguese
- Username: SofiaM
- Password: [masked]
- Options:
 - can read
 - can write
 - Instructions in mother tongue
- Role: User

Activate a different first language if you want to activate country-specific language settings (e.g. ß for Germany). Certain learning modules on **profaxonline** also offer instructions in the student's first language.

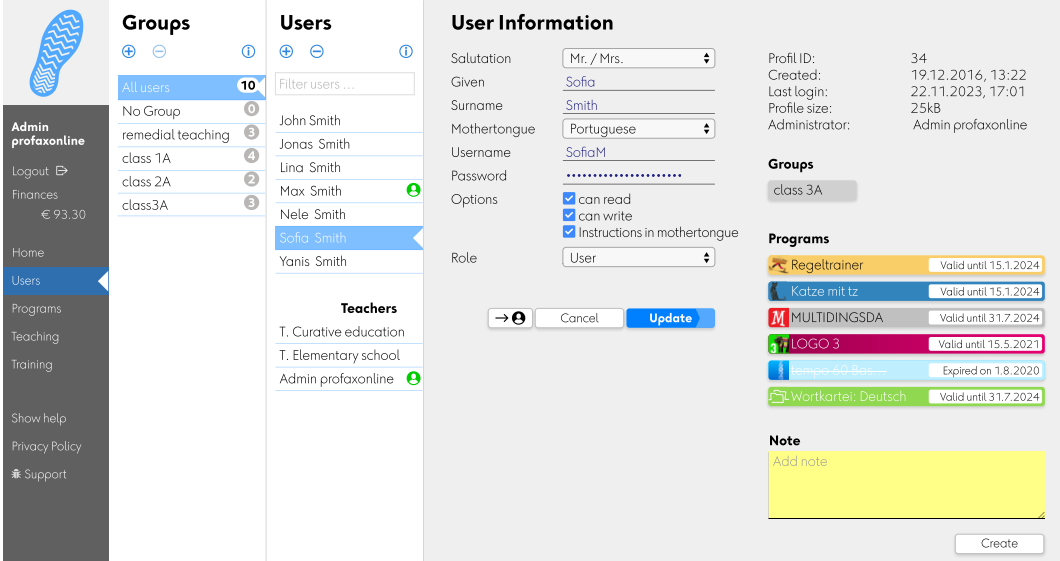
For students who are not yet able to read and write, deactivate the corresponding boxes under *Options* (e.g. for the MULTIDINGSDA learning module).

Important

If the username is changed, the password must be entered again.

4.5. Additional information



Select the name of the person in the *Users* column to obtain additional information.



The screenshot shows the 'User Information' form with additional details:

- Profile ID: 34
- Created: 19.12.2016, 13:22
- Last login: 22.11.2023, 17:01
- Profile size: 25kB
- Administrator: Admin profaxonline
- Groups: class 3A
- Programs:
 - Regeltrainer (Valid until 15.1.2024)
 - Katze mit tz (Valid until 15.1.2024)
 - MULTIDINGSDA (Valid until 31.7.2024)
 - LOGO 3 (Valid until 15.5.2021)
 - Empfehle das Buch (Expired on 1.8.2020)
 - Wortkartei: Deutsch (Valid until 31.7.2024)
- Note: Add note

The column on the far right shows which groups the person is assigned to and which learning modules are activated in the account.

A yellow warning signal  on an assigned learning module indicates that this authorization will expire shortly. Learning modules with expired authorization are marked with a red  signal.

In the notes field, you can add notes that are only visible to you. Example: Notes on learning behavior.

profax Verlag AG
 Bahnstrasse 28
 9435 Heerbrugg
 Schweiz
 +41 44 500 60 10
 info@profax.ch
 www.profax.ch



4.6. Direct access to sub-accounts (Sitting)

As an administrator or teacher, you have the option of accessing a student's account directly.

The screenshot displays the Admin profaxonline interface. On the left is a navigation sidebar with options: Admin profaxonline, Logout, Finances (€ 93.30), Home, Users (highlighted), Programs, Teaching, and Training. The main content area is divided into three columns: 'Groups', 'Users', and 'User Information'. The 'Groups' column lists 'All users' (10), 'No Group' (0), 'remedial teaching' (3), 'class 1A' (4), 'class 2A' (2), and 'class3A' (3). The 'Users' column has a search filter and lists users: John Smith, Jonas Smith, Lina Smith, Max Smith, Nele Smith, Sofia Smith (highlighted), and Yanis Smith. Below this is a 'Teachers' section with 'T. Curative education', 'T. Elementary school', and 'Admin profaxonline'. The 'User Information' column shows fields for Salutation (Mr. / Mrs.), Given (Sofia), Surname (Smith), Mothertongue (Portuguese), Username (SofiaM), Password (masked), Options (checked for 'can read', 'can write', and 'Instructions in mothertongue'), and Role (User). At the bottom of the 'User Information' column, there is a button with a right arrow and a person icon, circled in red, next to 'Cancel' and 'Update' buttons.

In the *User Information* column, select → 👤 and switch directly to the student's account (sitten). You will then leave your own account.

To return there, you must log out of the student's account and log in again as an administrator or teacher.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

4.7. Groups

Users can be divided into any number of groups. Create groups as you see fit: year teams, classes, teachers, ...

4.7.1. Create new group

The screenshot displays the profaxonline interface with two main columns: **Groups** and **Users**. The **Groups** column features a list of groups: 'All users' (10), 'No Group' (0), 'remedial teaching' (3), 'class 1A' (4), 'class 2A' (2), and 'class3A' (3). A red circle highlights the '+' icon at the top of the Groups column and the 'Create' button at the bottom. The **Users** column includes a search filter 'Filter users ...' and a list of users: John Smith, Jonas Smith, Lina Smith, Max Smith (with a green profile icon), Nele Smith, and Yanis Smith. Below the Users list is a **Teachers** section with entries: T. Curative education, T. Elementary school, and Admin profaxonline (with a green profile icon). The bottom navigation bar contains 'Create' and 'Remove' buttons for both sections, with the 'Create' button for Groups circled in red.

You can create a new group by clicking on **Create** at the bottom of the *Groups* column or by clicking on **+** at the top of the *Groups* column.

profax Verlag AG
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

4.7.2. Assign users to groups

The screenshot shows the Admin interface for profaxonline. On the left is a navigation menu with options: Admin profaxonline, Logout, Finances (€ 93.30), Home, Users (selected), Programs, Teaching, and Training. The main area is split into two columns: 'Groups' and 'Users'. The 'Groups' column has a search bar and a list of groups with user counts: 'All users' (10), 'No Group' (0), 'remedial teaching class 1A' (3), 'class 2A' (4), and 'class3A' (3). The 'Users' column has a search bar and a list of users: 'John Smith', 'Jonas Smith', 'Lina Smith', 'Max Smith', 'Nele Smith', 'Sofia Smith', and 'Yanis Smith'. Below the users is a 'Teachers' section with 'T. Curative education', 'T. Elementary school', and 'Admin profaxonline'. A blue selection bar highlights 'Lina Smith' and 'Max Smith' in the Users column, and a plus sign is visible over 'remedial teaching class 1A' in the Groups column.

In the *Users* column, select the people you would like to assign to a group. Drag this selection over the corresponding group name.

Important

Also assign teachers to the individual groups. This is the only way they can create work plans for their students and gain an insight into their learning progress.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax


5. Credit


As a school, you can purchase authorizations to use the learning modules in exchange for credit. You can order credit in several ways.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch


The logo for profax, featuring the word "profax" in a blue, lowercase, sans-serif font. The letter 'f' is stylized with a long, thin vertical stroke that extends upwards and curves slightly to the right.



Finances € 93.30 ¹
Admin profaxonline
Logout 

Home
Users
Groups
Programs
Licenses
Progress
Work plan
Documentation
Help

Admin profaxonline

Logout 

Finances
€ 93.30 ¹

Home

Users


Programs

Teaching

Training

Show help


Privacy Policy



Support 

Finances

My Bills

All open and paid invoices of the last 365 days:
It may take up to 10 business days for your transfer to be recorded by accounting.

Invoice No 12945  € 50.00 due for 10 days

Invoice No 10283  € 50.00 paid 

You have currently € 93.30 available to buy licenses.

Address

Billing Delivery Deliver invoices by email

Organization profaxonline – Schritt für Schritt

Given Admin

Surname profaxonline

Street Myway 3

ZIP Code 99999

City Mytown

Email adminprofaxonline@profax.ch

Separate billing address

[Change](#)

Topup credit against invoice

Please specify amount:

€

[Order](#)

Refer authorizations to quarterly billing

Registered schools can purchase licenses on account.
If the account has a negative credit balance at the end of a quarter, profax will send an invoice.

[Activate function](#)

Redeem valuecard or code

Please scan or enter the code you want to redeem:

Code

[Redeem](#)

→ Scan QR-Code
→ Scan Text Code

Transactions

Date	User	Action	Total

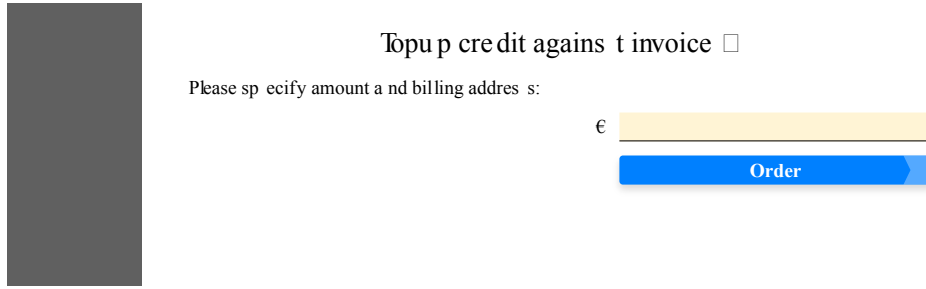
profax Verlag AG
 Bahnstrasse 28
 9435 Heerbrugg
 Schweiz
 +41 44 500 60 10
 info@profax.ch
 www.profax.ch



Your current account balance is displayed in the gray column on the left. Clicking on **Finances** takes you to the options for purchasing credit and to an overview of all your transactions.

In the upper area, you will see information on outstanding and paid invoices, the current account balance or the expected invoice amount of a quarterly invoice.

5.1. Purchase credit



Top up credit against invoice

Please specify amount and billing address:

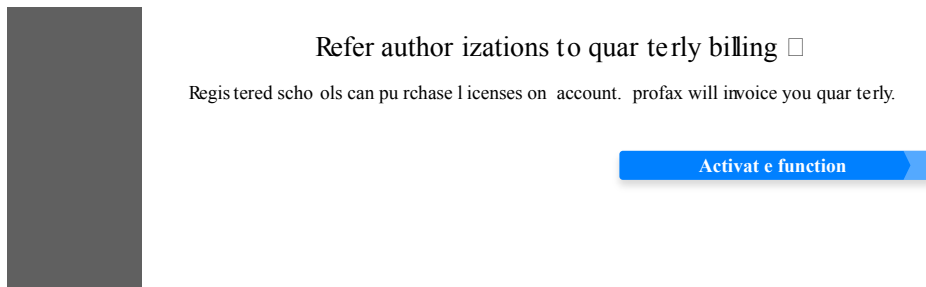
€

Order

You can set up a credit balance with [profaxonline](#). Enter the desired amount up to which you would like to purchase authorizations. A minimum invoice amount of € 50 applies to credit orders. If necessary, add the billing address to your details.

Click on **Order** to confirm your order. The credit will be credited to your account within one working day and you will receive an invoice from profax Verlag AG for the type of delivery you have requested.

5.2. Quarterly invoice



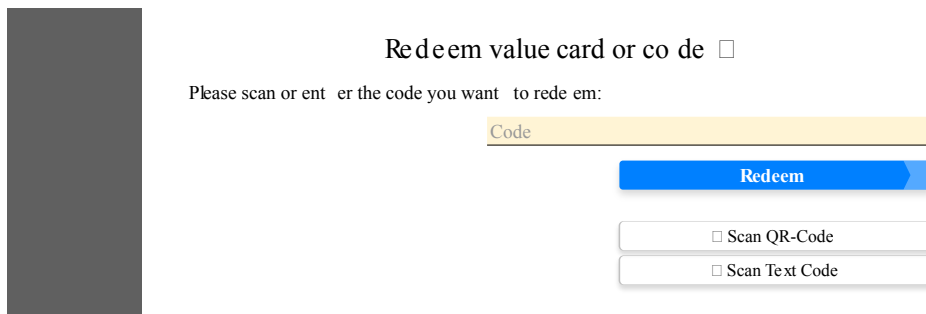
Refer authorizations to quarterly billing

Registered schools can purchase licenses on account. profax will invoice you quarterly.

Activate function

Schools and municipalities can also obtain authorizations on credit. If your balance is negative at the end of a quarter, you will be invoiced (minimum invoice amount € 50, any difference to the actual amount will be credited to your balance).

5.3. Redeem valuecard or code



Redeem value card or code

Please scan or enter the code you want to redeem:

Redeem

Scan QR-Code

Scan Text Code

Prepaid cards can be obtained from our partner publishers or are issued by profax Verlag. Enter the relevant code in the field highlighted in yellow or, if your input device has a camera, scan the QR code.

5.4. Account statement

profax Verlag AG
Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

Transactions

Date	User	Action	Total
5 Sept 2023 13:07 ID 1401	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 LOGO 1	0.00 0.00
30 Aug 2023 11:26 ID 1386	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 Wortsämme 1	3.55 3.55
23 Aug 2023 10:23 ID 1384	profaxonline – Step by Step profaxonlineAdmin	Code FHS3-FHS3-FHS3-FHS3 redeemed 1 Hörwelt Ritter	0.00 0.00
22 Aug 2023 16:23 ID 1383	profaxonline – Step by Step profaxonlineAdmin	Code 3HEP-3HEP-3HEP-3HEP redeemed 1 Hörwelt Bauernhof	0.00 0.00
19 Aug 2023 18:07 ID 1382	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 LOGO 1	0.00 0.00
13 Aug 2023 15:57 ID 1378	profax Verlag AG profax	Invoice No 3 80.– credit	80.00 80.00
13 Aug 2023 10:23 ID 1377	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 Katze mit tz	3.55 3.55
13 Aug 2023 10:21 ID 1376	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 3 Regeltrainer	12.60 12.60

At the bottom of **Finances** you will find a table with details of all your transactions and changes to your account settings.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

6. Learning modules

6.1. Manage licenses for learning modules

As soon as you have a **positive balance** or the **Enable authorizations against quarterly invoice** function is activated, you can assign chargeable authorizations. Learning modules that are free of charge can also be used without credit.

Click on **Learning modules** in the grey column on the left to call up the management of authorizations. Each learning module has a tile with brief information on content, price and suitable age. The bottom edge of the tile shows how many authorizations have already been allocated for this learning module and how many you have purchased.

Example: Licenses **3/4**

You have acquired 4 licenses and have been allocated 3 of them.

Note

You will always find learning modules on **profaxonline** that are currently or permanently free of charge. You can use these to test all the possibilities of **profaxonline**.

Login

... or with



[Forgot your password?](#)

New? Start Now

Registration free of charge

No base fees

[Video Tutorials](#)

[Demo](#)

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax

All learning modules can also be viewed in demo mode. No user data is saved during this process.

Clicking on the tile of the desired learning module opens the window with the detailed information on the learning module and the assigned authorizations are displayed in the *Users* column.

The screenshot shows the Admin profaxonline interface. On the left is a navigation menu with options like Home, Users, Programs, Teaching, Training, Show help, Privacy Policy, and Support. The main area is divided into three columns: 'Groups', 'Users', and a large blue tile for the 'tempo60 Basic arithmetic' learning module. The 'tempo60' tile includes a grade selector (1-9), a description 'Fast, accurate mental arithmetic!', and a 'Distribute licenses' dialog box. The dialog box asks to confirm the distribution of licenses to selected users, showing that 2 licenses are selected and 1 is already purchased. The 'Users' column lists users like John Smith, Jonas Smith, Lina Smith, Max Smith, Nele Smith, Sofia Smith, and Yanis Smith, with checkboxes for authorization. The 'Groups' column shows 'All users' selected with 10 users.

Users who have already been assigned an authorization for the learning module are highlighted in blue and marked with .

Click on the names of individual persons to assign them an authorization or to remove it.

At the bottom, you can click **select all** to assign or remove permissions for all users within the selected group.

Attention

You may not deselect users who already have an authorization and should retain it. Authorization is assigned to all selected users; authorization is withdrawn from all non-selected users, if available.

Complete your selection by clicking on **Distribute licenses** and confirm any new or additional permissions in the subsequent dialog.

Note

If you want to use learning modules yourself as an administrator or teacher, e.g. for demonstration purposes, you must also assign yourself authorization to do so. Exception: Learning modules of the Flatrate profax are free of charge for teachers.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

6.2. Extend Licenses

profaxonline

Home Users Groups Programs Licenses Progress Work plan Documentation Help

Finances € 93.30 Admin profaxonline Logout

My account Training Workshops Flatrate News

Admin profaxonline

Logout

Finances € 93.30

Home

Users

Programs

Teaching

Training

Show help

Privacy Policy

Support

My account
Manage your own account

Training

Workshops

Flatrate
Our flatrate reduces your administrative effort

News

Memo

When renewing licenses all userdata is retained. The licenses will renew on expiration-date. If already expired, will run for one year after renewing them.

If you do not want to renew all but **only individual authorizations**, wait until these have expired and then assign new authorizations to the learners concerned..

Find an overview of all your transactions in (→ Balance → Show account statement).

The user's data is retained in any case.

! These licenses will expire within the next 30 days:

1	LOGO 5 Users: sofia_m	Extend by 1 year
---	--------------------------	------------------

! These licenses expired within the last 90 days and where not renewed:

2	tempo60 Basic arithmetic Users: sofia_m, yanis_m	Extend by 1 year
1	LOGO 2 Users: sofia_m	Extend by 1 year
1	MULTIDINGSDA Users: sofia_m	Extend by 1 year
2	Wortkartei: Deutsch Users: linda_m, nele_m	Extend by 1 year

Click on the **Extend by 1 year** button if you want to renew **all** authorizations seamlessly **in the same number** after one year. The authorizations will be renewed on the expiry date and charged to your balance or invoiced at the end of the quarter.

If a renewal has been forgotten, you will still be notified of this for 90 days. The corresponding authorizations can be renewed immediately at the touch of a button.

Important

If you require fewer or more authorizations than in the previous year, proceed as described under [6.1. acquire authorizations](#).

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch





6.3. Users and their authorizations

Select the name of the person in the *Users* column to obtain additional information.

The screenshot displays the Admin profaxonline interface. On the left is a navigation menu with options like Home, Users, Programs, Teaching, Training, Show help, Privacy Policy, and Support. The main area is divided into three panels: Groups, Users, and User Information. The Users panel shows a list of users, with 'Sofia Smith' selected. The User Information panel shows details for Sofia Smith, including her salutation, given name, surname, mother tongue, username, password, options (can read, can write, instructions in mother tongue), and role (User). On the right, there are sections for Groups (class 3A) and Programs (Regeltrainer, Katze mit tz, MULTIDINGSDA, LOGO 3, Wörterkarte: Deutsch), each with a validity date. A Note section is also present with a yellow background and a 'Create' button.

The column on the far right shows which groups the person is assigned to and which learning modules are activated in the account.

A yellow warning signal  on an assigned learning module indicates that this authorization will expire shortly. Learning modules with expired authorization are marked with a red  signal.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch



7. Work plan / Progress

The *Progress* area allows the teacher to accompany students on their individual learning path.

Teachers only see students from groups to which they themselves belong. To do this, the administrator must assign the responsible teacher to the corresponding groups. A teacher can be assigned to several groups.

Click on **Progress** in the gray column on the left to display the «Work plan / Progress».

Choose a person.

In the *Progress* column, all learning modules assigned to the person are displayed. Show or hide all exercises of a learning module by clicking on the title of the learning module.

If you activate the checkbox for **only worked exercises**, only the exercises that are currently being worked on or whose training has been completed will be displayed.

7.1. Progress

Exercise 1 – Level 1				
Exercise 1 – Level 2				
Exercise 7 – Level 1				

For exercises with individual tasks, the learning status is displayed with a colored field for each task.

Birds: Exercise 1A				
Technology: Exercise 1A				
Rhythm: Exercise2B				

For exercises with a flashcard, the learning status is displayed as a progress bar.

They mean:

- green** Correct answer
- red** Wrong answer
- orange** the task is currently being revised
- grey** not worked on it



Wortkartei



Wort in Kartei aufnehmen ...

fahren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
die Gelatine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
die Schifffahrt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sitzen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
trainieren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The module [Wortkartei](#) can be added to the work plan as a whole. The bar above the input field shows the processing status of the vocabulary already entered. Words can be assigned to the learning vocabulary via the input field. The dots show in which station of the training the individual words are located.

7.2. Reset exercise

Click on to reset exercises. The learning status is deleted and the exercise can be edited again.

Note

The learning status of GUT1 cannot be reset at the request of the author and because of the integrated reward system.

7.3. Work plan

By clicking on , exercises can be added to or removed from the work plan of the selected student, by clicking on of the selected group. If an exercise is in the work plan, the name of the training module and the progress indicator are highlighted in yellow. If the line is green, the training work is complete.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch



7.4. 7 Days Stats and Timeline

If you work with a *weekly plan*, you will receive feedback on how long you have worked with the individual learning modules in the last seven days under **7 Days Stats**.

The **Timeline** shows when which exercises have been completed in the last 30 days. The **red** and **green** numbers indicate how many tasks were solved correctly or incorrectly.

The following parameters are recorded:

- if a child works before 07.00, no time is displayed and all tasks of the same exercise are combined;
- if a child works after 07.00, the time is displayed and all tasks of the same exercise are combined if they are done within an hour;
- if a child works after 5 p.m., no time is displayed and all tasks of the same exercise are combined;
- if a child works past midnight, the entry is spread over both days; the time shown starts when the first task is solved;
- if the child is inactive, the time is not counted.

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

The logo for profax, featuring the word "profax" in a blue, lowercase, sans-serif font. The letter 'p' is stylized with a long vertical stroke that extends upwards and curves slightly to the right.

8. Profiles

8.1. Overview profiles and rights

	Area, Action	Administrator	Teacher * own groups only	Pupil
Main menu		<ul style="list-style-type: none"> Home Users Programs Teaching Training 	<ul style="list-style-type: none"> Home Users Teaching Training 	<ul style="list-style-type: none"> Training
Administration	Manage Users add / update / remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manage user roles Teacher / Pupil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manage groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assign authorizations add / remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View authorizations	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
Progress	View topics and tasks of the learning modules	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
	View the progress of the pupil	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
	Create work plans	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
	Access additional material	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
Training Modules with assigned authorizations	<i>Continue working</i> Continue with the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Work plan</i> Work with the exercises listed in the personal work plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Free practice</i> Work with the assigned modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account settings	Access to settings in your own account	Salutation: Mr / Mrs. Given: Sofia Surname: Smith Mother tongue: Portuguese Username: SofiaM Password: Options: <input checked="" type="checkbox"/> can read, <input checked="" type="checkbox"/> can write, <input checked="" type="checkbox"/> Instructions in motherl. Role: User	Salutation: Mr / Mrs. Given: Teacher Surname: Class 3A Mother tongue: English Username: teacher3A Password: Options: <input checked="" type="checkbox"/> can read, <input checked="" type="checkbox"/> can write, <input checked="" type="checkbox"/> Instructions in motherl. Role: Teacher	Given: Sofia Surname: Smith Mother tongue: Portuguese Password: Options: <input checked="" type="checkbox"/> can read, <input checked="" type="checkbox"/> can write, <input checked="" type="checkbox"/> Instructions in motherl.
Password	Change password	All Passwords	Own Password, Passwords of own group	Only own password
	Forgotten password	Reset Password by email via Forgot your password? on profaxonline.com	Reset password by administrator	Reset password by teacher or administrator

profax Verlag AG
 Bahnstrasse 28
 9435 Heerbrugg
 Schweiz
 +41 44 500 60 10
 info@profax.ch
 www.profax.ch



8.2. Superordinate parameters

The following information can only be changed by **profax**:

- **Anschrift der Organisation / Rechnungsanschrift**
z.B. Lakeside School, Nextdoor 4, 1000 Seatown
- **Separate billing address**
if the invoice is sent directly to the municipal administration, for example
- **E-mail address and username of the administrator**

profaxonline
selbstständig lernen: jederzeit & überall

profax Verlag AG

Bahnstrasse 28
9435 Heerbrugg
Schweiz
+41 44 500 60 10
info@profax.ch
www.profax.ch

profax