# profaxonline

# 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

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## 8. Profiles

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

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# **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	Nev? Start Now
Password	Reg <mark>istration free of c</mark> No base fe es
Login	Video Tutoriais

The form for initial registration is displayed.

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	Private	School
Create account at <b>profaxonline</b>	Free of	charge
Use of free content	Free of	charge
Number of students	1	unlimited
Manage students and permissions	8	~
Manage groups and classes	8	~
Accompanying Learning: learning statuses	~	~
Create individual work plans	8	~
Later upgrade to school/community	8	~
Prices for paid content	standard	special conditions for schools
Minimum invoice amount 🛈	0	50
Payment by credit card or PayPal	~	8
Payment against invoice	8	~
Licenses on credit with quarterly billing $\oplus$	8	~
Create account for	Private	School
	Choose	Choose



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

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.

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# 2. Login

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



Enter username and password and click on Login.

# 2.1. Single Sign-On

Students with Microsoft<sup>M</sup> or Google<sup>M</sup> logins do not need to remember any additional passwords. Enter the e-mail address registered there in **profaxonline** as the username.

After initial authentication, you can log in to **profaxonline** by clicking on the Microsoft **I** or Google icon **G**.

→ 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** 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.

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# 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.

Æ			Fin	ances € 93.30	Admin profaxonl	ine Logout 🗗	
	profaxon	line Home	Users Groups	Programs Licenses	Progress Work plan	Documentation Help	
Admin profaxonline Logout ⊕ Finances € 93.30	My accol Manage your a account	unt Training	WOI Worksha and tea	kshops ops for admins techers at your school	Flatrate Ourflatrate reduces your administrative effort	News	
Home Users Programs Teaching Training							
Home							
Users							
Programs	, <b>(</b>						
Teaching							
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  $\rightarrow$  Groups.

	profaxonline		Home	User: Grou	Teacher s Progress ps Work plan	3A Logout ₽ Documentation Help
Teacher 3A Logout ₽	My account Manage your own account	Training	Workshops for and teachers a school	DOS admins at your	Flatrate Our flatrate reduces your administrative effort	News
Home Users						

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# 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.



**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.

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**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.





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#### 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.

# 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  $\Theta$  are currently online. Their settings cannot be adjusted at the moment.

# 4.1. Add Users

Click on  $\oplus$  or **Create** to create students and teachers.

12	Groups		Users
	$\oplus$ $\ominus$	<b>(</b> )	
	All users	10	Filter users
Admin orofaxonline	No Group remedial teaching	0	John Smith
Logout 🗗	class 1A	4	Lina Smith
Finances €93.30	class3A	3	Max Smith 🛛 😫
Home			Sofia Smith Yanis Smith
Users			
Programs			leachers
Programs Teaching			T. Curative education
Programs Teaching Training			IeachersT. Curative educationT. Elementary schoolAdmin profaxonlineOutput
Programs Teaching Training Show help			Ieachers         T. Curative education         T. Elementary school         Admin profaxonline
Programs Teaching Training Show help Privacy Policy			Image: Constraint of the second strength of the second strenge strength of the second strength of the seco
Programs Teaching Training Show help Privacy Policy & Support			Image: Constraint of the second state of the second sta
Programs Teaching Training Show help Privacy Policy I Support	Create	ove	Image: Create Structure

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After clicking on  $oldsymbol{\Theta}$  or  $oldsymbol{Create}$  , a table appears.



#### 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<sup>TM</sup> or Google-Account<sup>TM</sup> (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 again. Please write down the passwords of your users carefully.

	user name	password	surna me (optional)	first na me (optional)	groups	Teacher s	
1	LucaM @7744	LucaM 77			class 3A		
2	AnnaB@7744	AnnaB77			class 2A, IF		
3	Teacher3A	Teacher3A77			class 3A		
4	AlredyThere@7744	AlredyThere77			class 3A		
5							

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  $\square$ .

#### 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.

- A 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.



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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  $\Theta$  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.

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#### 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.

AT	Groups		Users		Manage users and groups	
AB	<b>⊕</b> ⊖	1	$\oplus \ominus$ (1)	r.	Manage Users.	
	All users	10			Create Users Create Groups	
Admin profaxonline Logout ট Finances €93.30	No Group remedial teaching class 1A class 2A class3A	0 6 2 6	John Smith Jonas Smith Lina Smith Max Smith Nele Smith		Click a user to open. Select multiple users by holding ctrl, cmd or shift.	Create Users
Home			Sofia Smith Vanis Smith			Create and manage groups
Users			ranis smith		Use Single Sign-on Learners with logins at Microsoft™ or Google™ do not have to	
Programs					remember any further passwords. Just enter the e-mail address as username.	🛛 Step by Step
Teaching			T. Elementary school			Lieo cinala cian-on
Training			Admin profaxonline	9		ose single sign on
Show help Privacy Policy & Support					Log in with camera The learners scan their QR-Code with the camera and are agged in without password. Fits on 70 x 37 mm address labels. Load QR-Cides for selected users	Suppr Supp
					Logun with personal link Logun with one click without password. The link can be placed on personal start pages, in the electronic homework booklet etc. Load links for selected users Generate new access codes Are QR-Cades or personal links buried in bottle hands? With the codes the old ones lose their validity. Generate new access codes for selected users	Inputs the Login with personal link

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.



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To log in, simply click on the QR code symbol **B** 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.

#### 4.4. Customize information

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

	Groups	Users	User Information
	$ \oplus                                    $		Salutation Mr. / Mrs.
	All users 10	Filter users	Given <u>Sofia</u>
	No Group 📀	John Smith	Smith
Admın profaxonline	remedial teaching 🛛 🕄	Jonas Smith	Mothertonglie Portuguese 🗘
	class 1A 🛛 🖪	Ling Smith	Sername <u>SoliaM</u>
Eingnees	class 2A 🛛 🛛 🧿	Max Smith 😣	Password
€ 93.30	class3A 3	Nele Smith	Options 🗹 can read
		Sofia Smith	Instructions in motherton gue
Home		Yanis Smith	Role User
Users 🧹			
Programs		Teachers	$\rightarrow \Theta$ Cancel Hodate
Teaching		T. Curative education	
Trainina		T. Elementary school	
		Admin profaxonline 😣	

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.





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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  $\triangle$  on an assigned learning module indicates that this authorization will expire shortly. Learning modules with expired authorization are marked with a red  $\triangle$  signal.

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

## 4.6. Direct access to sub-accounts (Sitting)

	Groups		Users	User Inform	nation
	$\oplus \ominus$ (	D	$ \oplus                                    $	Salutation	Mr. / Mrs.
	All users 1	0	Filter users	Given	Sofia
	No Group	0	John Smith	Surname	Smith
Admin orofaxonline	remedial teaching	B	Jonas Smith	Mothertongue	Portuguese 🗘
	class 1A	4		Username	SofiaM
Logout 🗗	class 2A	2	Lina Smith	Password	
Finances	class34	8	Max Smith 😃	Options	🗹 can read
€93.30		_	Nele Smith		🗹 can write
			Sofia Smith		✓ Instructions in mothertongue
Home			Yanis Smith	Role	User 🔶
Users					
Programs			Teachers		
Teaching			T. Curative education		Cancer
Training			T. Elementary school		
nannig			Admin profaxonline  😣		

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

In the User Information column, select  $\rightarrow \Theta$  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.

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### 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

12	Groups		Users	
	$\textcircled{\textcircled{\baselineskip}} \ominus$	<b>(i)</b>	$\oplus$ $\ominus$	(j)
	All users	10	Filter users	
Admin profaxonline Logout ⊖ Finances	No Group remedial teaching class 1A class 2A class3A	0 3 4 2 3	John Smith Jonas Smith Lina Smith Max Smith	θ
€93.30			Nele Smith	
Home			Yanis Smith	
Users				
Programs			Teach	ers
Teaching			T. Curative educe	ation
Training			T. Elementary sch	
Show help				
Show help Privacy Policy				
Show help Privacy Policy 遼 Support				

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

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#### 4.7.2. Assign users to groups

11	Groups		Users	
	$\oplus$ $\ominus$	<b>(i)</b>	$\oplus$ $\ominus$	()
	All users	10	Filter users	
Admin	No Group	0	John Smith	
profaxonline	remedial tea	aching 🛛 🔳 Lina Smith	Jonas Smith	
Logout 🗗	class 1A	Max Smith	Lina Smith	
Finances	class ZA	+1 0	Max Smith	0
€93.30	class3A		Nele Smith	
			Sofia Smith	
Home			Yanis Smith	
Users				
Programs			Teachers	
Teaching			T. Curative educatio	n
Trainina			T. Elementary schoo	l
			Admin profaxonline	0
€ 93.30 Home Users Programs Teaching Training			Nele Smith Sofia Smith Yanis Smith <b>Teachers</b> T. Curative educatio T. Elementary school Admin profaxonline	n L

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.

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# 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.

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			Financ	ces € 93.30 <sup>1</sup>	Admin profaxonline	Logout 🗗
	profaxonline					
Admin profaxonline Ur yout B Pinances (e 93.30) Home Users Programs Teaching Training Show help Privacy Policy # Support	Finances My Bills ① All open and paid invoices of It may take up to 10 business days Invoice No 12945 © € 50 Invoice No 10283 © € 50 You have currently € 93.30 Address	of the last : for your trar 0.00 due f 0.00 paye available Bi	365 days: Insfer to be record or 10 days d ✓ to buy license lling Delivery	ded by accounting es. Deliver invoid		~
			Organization Given Surname Street ZIP Code City Email	profaxonline Admin profaxonline Myway 3 99999 Mytown adminprofa:	e – Schritt für Schri e konline@profax.cl	11 11 11 11 11 11 11 11 11 11 11 11 11
	Topup credit agains Please specify amount: Refer authorization Registered schools can purc If the account has a negative invoice.	st invoid s to que hase licer e credit bo	ce ① ∉ arterly bil uses on accou	E ling ① Int. end of a quarte	Change Order Pr, profax will sence ivate function	l an
	Redeem valuecard Please scan or enter the coo Transactions	or cod le you war <u>c</u>	e ① nt to redeem: Code	→ →	Redeem Scan QR-Code Scan Text Code	
	Date User	Α	ction			Total

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.

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#### 5.1. Purchase credit

Topu p credit agains t invoice 🗆				
Please sp ecify amount a nd billing addres s:				
€				
	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  $\in$  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



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  $\in$  50, any difference to the actual amount will be credited to your balance).

#### 5.3. Redeem valuecard or code

Redeen	Redeem value card or code $\Box$					
Please scan or ent er the code you w	Please scan or ent er the code you want to rede em:					
	Code					
		Redeem				
		□ Scan QR-Code				
		🗆 Scan Text Code				

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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

Transactions
--------------

nanoac				
Date	User	Action		Total
5 Sept 2023 13:07 ID 1401	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 LOGO 1		0.00
30 Aug 2023 11:28 ID 1386	profaxonline – Step by Step profaxonlineAdmin	Licenses bought online 1 Wortstämme 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
22 Aug 2023 16:23 ID 1383	profaxonline – Step by Step profaxonlineAdmin	Code 3HEP-3HEP-3HEP-3HEPredeemed 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
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
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.

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# 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**.



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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.

æ	Groups	Users		
	All users 10	Filter users		
	No Group 0	John Smith 🛛	2	
Admin	closs 1A	Jonas Smith 🛛	X.	tomoo60 and a
profaxonline	class 7A	Lina Smith 🛛 🗹	<b>4</b>	CCTTIPOOO Basic arithmetic Product description →
Logout 🗗	class2A B	Max Smith 🛛 🖪		
Finances	00335/1	Nele Smith 🔲		
€ 93.30		Sofia Smith 🗹	ist through stingidde	
		Yanis Smith 🛛	KG 1 2 3 4	5 6 7 8 9 ++
Homo				
		Teachers	Fast, accurate ment	al arithmetic!
Users		T. Curative education		
Programs		T. Elementary school 🗌	tomoo60 holos imora	
Teaching		Admin profaxonline 🛛	complete each of the	10 By (de)selecting the user(c) you distribute and remove licenses
Training				for tempo60
Show help				DWs
Privacy Policy				In person_1 🗹 can train with the learning module
			In the test mode, you t	person_2 L has no authorization
₩ Support			of the questions remai	ins
				Cancel
				Licenses: <b>2</b> selected / <b>1</b> already purchased / <b>1</b> additionally required
		select all		

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

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.

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			Finances € 93.30	Admin profaxonli	ne Logout 🗗	
	profaxonline					
Admin profaxonline Logout ⊡ Finances €93.30	My account Manage your own account	Training	Workshops	Flatrate Our flatrate reduces your administrative effort	News	
Homo			Memo			
Users Programs Teaching Training Show help Privacy Policy	<ul> <li>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.</li> <li>If you do not want to renew all but <b>only individual authorizations</b>, wait until these have expired and then assign new authorizations to the learners concerned</li> <li>Find an overview of all your transatcions in (→ Balance → Show account statement).</li> <li>The user's data is retained in any case.</li> </ul>					
♣ Support		se licenses wil	l expire within th	ne next 30 days	:	
	1 5	LOGO 5 Users: sofia_m		Extend by 1	year	
These licenses expired within the last 90 days of not renewed:					d where	
	2	tempo60 Basic ar Users: sofia m. van	ithmetic is m	Extend by 1	year	
	1 👔	LOGO 2		Extend by 1	year	
	1 1	MULTIDINGSDA Users: sofia_m		Extend by 1	year	
	2	Wortkartei: Deuts Users: linda_m, nel	ch e_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.

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#### 6.3. Users and their authorizations

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

A2	Groups	Users	User Information	
	⊕ ⊖ () All users 10	Filter users	Salutation         Mr. / Mrs.         Profil ID:         34           Given         Sofia         Created:         19,12,20           Last login;         22,11,20	16, 13:22
Admin profaxonline	No Group remedial teaching	John Smith Jonas Smith	Surname Smith Profile size: 25KB Mothertongue Portuguese CAdministrator: Admin pro Username SafiaM	ofaxonline
Logout ⊖ Finances € 93.30	class 2A Class 3A Class 3A	Lina Smith Max Smith Nele Smith	Password Groups Options Can read Class 3A	
Home		Sofia Smith Yanis Smith	Instructions in mothertongue     Programs       Role     User	until 15.1.2024
Users Programs		Teachers		until 15.1.2024
Teaching Training		T. Curative education T. Elementary school	Cancel Update M Moli Italii(USDA Valid)     Suparte Valid)     Immpo 40 Baser Expire	until 15.5.2021 red on 1.8.2020
Show help		Adminiperdationance e	رث Wortkartei: Deutsch Valid	until 31.7.2024
Privacy Policy Æ Support			Add note	
				Create

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  $\triangle$  on an assigned learning module indicates that this authorization will expire shortly. Learning modules with expired authorization are marked with a red  $\triangle$  signal.

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# 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	C	长城
Exercise 7 – Level 1	C	**

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Birds: Exercise 1A	☆☆C
Technology: Exercise 1A	装ない
Rhythm: Exercise2B	☆☆C

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

They mean:

greenCorrect answerredWrong answerorangethe task is currently being revisedgreynot worked on it

Wortkar tei: Deut sch	
Wortkartei	
Wort in Kartei aufnehmen	
fahren	
die Gel atine	
die Schifffahrt	
sitzen	
trainiaran	

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 **9** 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  $\bigstar$ , exercises can be added to or removed from the work plan of the selected student, by clicking on  $\bigstar$  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.

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# 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.

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# 8. Profiles

# 8.1. Overview profiles and rights

	Area, Action	Administrat or	Teacher * own groups only	Pupil
Main menu		Home Users Programs Tea ching Training	Home Users Tea ching Training	Training
Administration	Manage User s add / u pdat e / remove			
	Manage user rol es Teacher / P upil			
	Manage grou ps			
	Purchase cre dit			
	Assign author izations add / remove			
	View author izations		*	
Progress	View topics and t asks of the learning modules		*	
	View the progress of the pu pil		*	
	Create work plans		*	
	Access additional mat erial		*	
Training Modules with assigne d author izations	<i>Continue working</i> Continue with the training			
	<i>Work plan</i> Work with the exercises listed in the personal work plan			
	<i>Free practice</i> Work with the assigne d modules			
Account set tings	Access to set tings in your own account	Salutation [Mr./Mrs. 2] Given Softa Summe Sunith Modertongae Pertupnes 2 Userranne SafiaM Password Password Password Password Passer Password Password P	Salutation         Mr. / Mrs. 2           Given         Tac cher           Samane         Class 3A           Modertoragee         Engish 6           Username         tec cher3A           Password         "an word           Gan word         Gan word           Bassword         "an write           Gan model         Gan word           Bassword         "an write           Bassword         "an write           Bassword         "an write	Given Sola Suman Smith Nathertorgue (Portgasse 2) Pasword (Gan real Gan real Ratrockions in mothert
Password	Change p assword	All Passwords	Own Password, Passwords of own grou p	Only own password
	Forgotten password	Reset Password by email via Forgot your password? on profaxonl ine.com	Reset p assword by adminis trat or	Reset p assword by teacher or adminis trat or

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#### 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



selbstständig lernen: jederzeit & überall

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