KOOV

Classroom Management Tool

Start-Up Guide for Teachers
v.1.0.0

Service Summary

KOOV Classroom Management Tool is a service for educators that offers a student account administration system for safe and reliable use of KOOV in the classroom.

1. Publish and manage students' IDs

Teachers can easily create student accounts for immediate use in the classroom.

2. Keep track of students' progress

Teachers can stay informed of student and class progress with a record of all activities.

3. Access/privacy settings for safe use

Every administrator can set detailed access restrictions. Privacy settings can be set for each student's project.

How to use KOOV in the classroom

Open the KOOV Educator Kit

Check that you have everything inside the box.
When you register for an account, you will need to enter
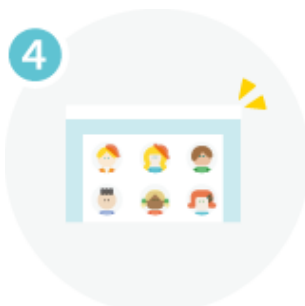the serial number printed on the back of the KOOV Core.

Register for a KOOV account

Create a KOOV account at www.sony.com/koov/resources.
Please skip this step if you already have an account.

Login to KOOV User's Page

You can download the KOOV app, create a classroom and
IDs for your students here.
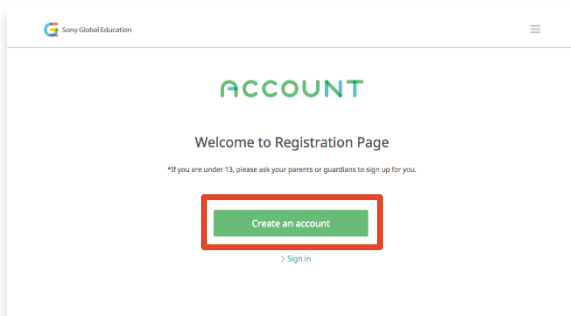
Get your class started with the KOOV app!

Visit www.koov.io/downloads to download the KOOV app
on each student's computer.
Each student can log in with the ID/password created in
KOOV Classroom Management Tool and start coding with
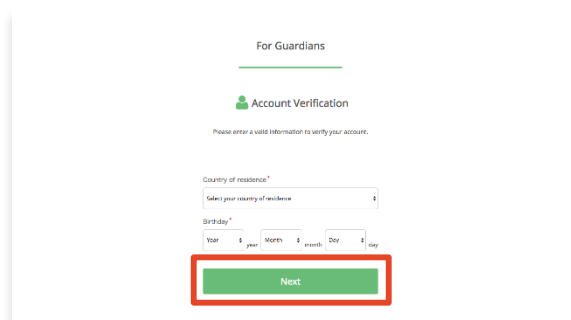KOOV.

Create a KOOV account

01.

Visit **https:/www.sony.com/koov/resources/**
and click on "Register".

02.

Click on "Create an account".
If you already have an account, click on "Sign in" to sign in to your account.
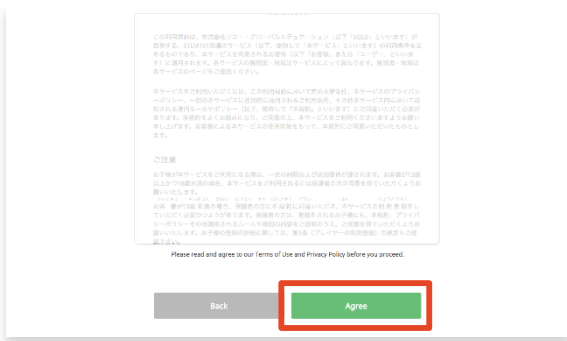

03.

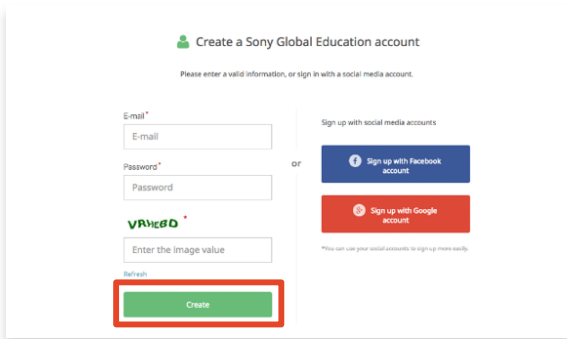Enter your country of residence and birthday and click on "Next".

04.

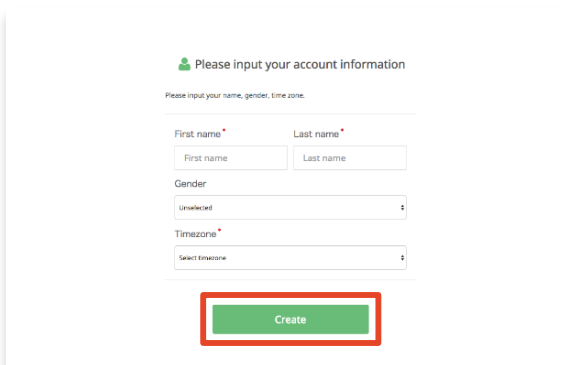Read and agree to the Terms of Use and Privacy Policy and confirm by clicking on "Agree".

05.

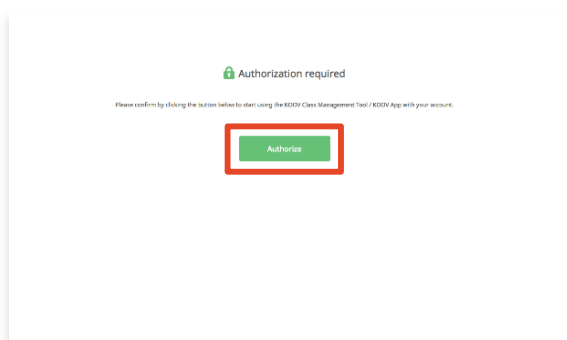Enter your email address and password and click on "Create".

06.

Enter your name, time zone, and click on "Create".

07.

Click on "Authorize".

KOOV

Classroom Management Tool

01. Privacy Settings

KOOV players can share their projects to other players. With KOOV Classroom Management Tool, you can change the privacy settings depending on who you want your students to share their projects with.

01-01. Permission Settings

What are Privacy Settings?

KOOV players can share their projects to other players. With KOOV Classroom Management Tool, you can change the privacy settings depending on who you want your students to share their projects with. All KOOV projects, even those shared on the "Private" setting, are manually reviewed by the KOOV team after being submitted, in order to screen for personal information. Submissions that include personal information will be rejected.

General Public

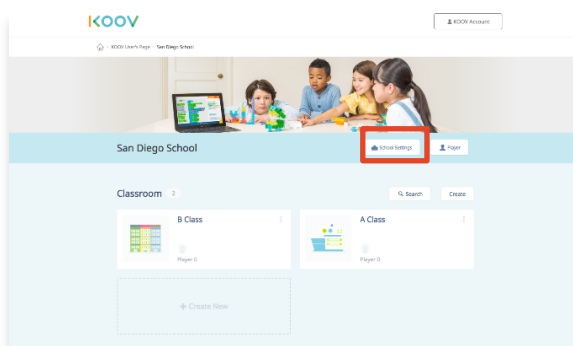Can be viewed by all players that have KOOV.

Within School

Can only be viewed by players within the same school.

Within Classroom

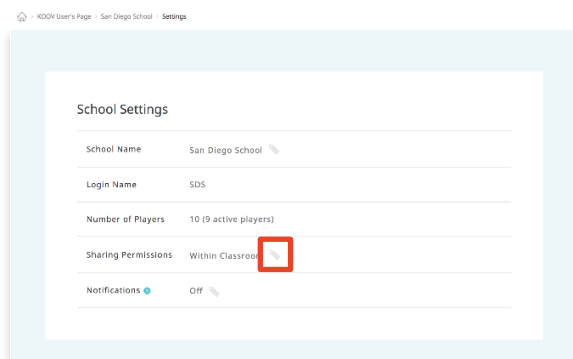Can only be viewed by players within the same classroom. *This is the Default Setting.

Private

Cannot be viewed by others. Can only be seen by the author of the project and by the administrator.

01.

Navigate to User's Page > School Page.

Click on "School Settings" in the upper right.

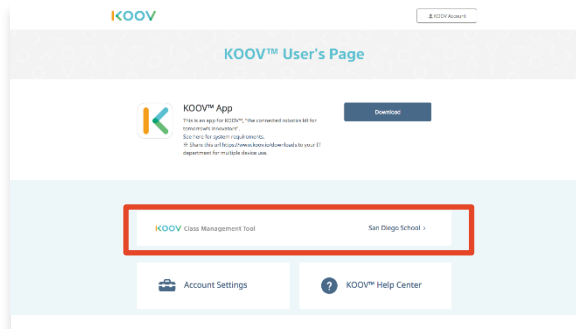## 02.

Click on the pen icon next to "Sharing Permissions".
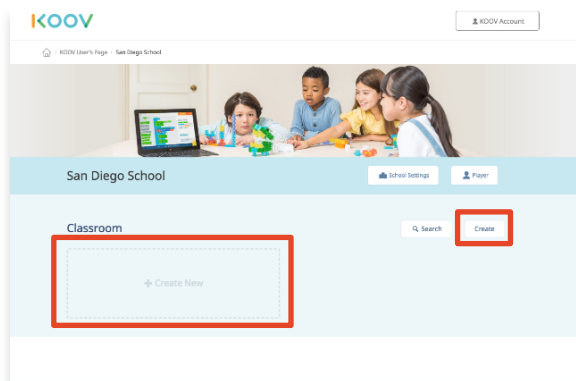
02. Classroom Settings

Using the classroom features it is possible to manage groups of players within a school. For example, a school in San Diego could set up a "San Diego School" and then create groups for each year and classroom (Year 1, Class 3, etc.).
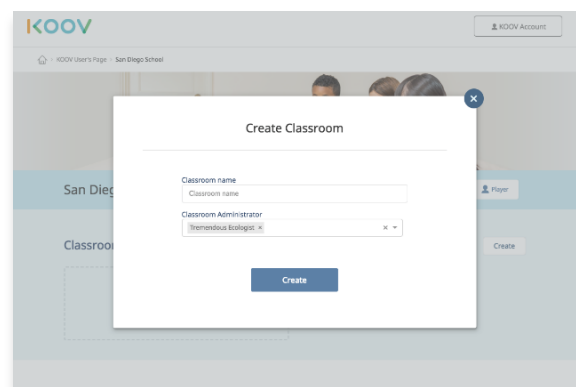
02-01. Create Classroom

01.

Visit the KOOV User's Page and click the "KOOV Classroom Management Tool" link.

02.

Click on "Create" on the right side of the screen, or "Create New" in the middle.
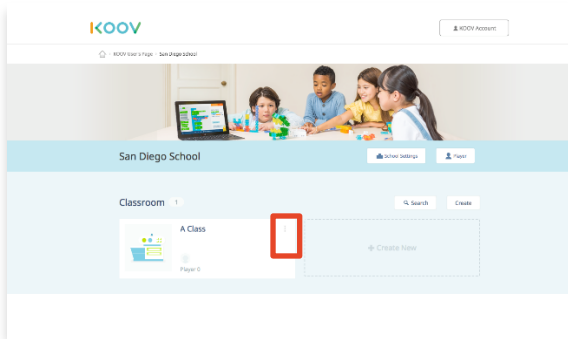

03.

Enter the classroom name and the administrator and click "Create."

The person set as administrator will be able to view and edit the information of students in that classroom.
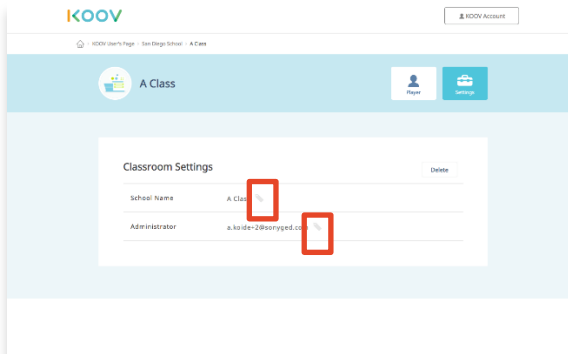The administrator can also view student information using the KOOV app.
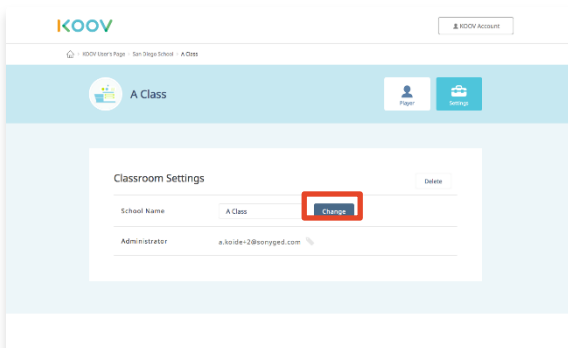
02-02. Edit Classroom

01.

Navigate from the User's Page to the School Page.
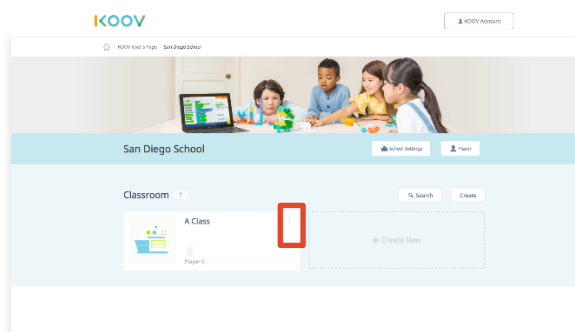Click on the three dots for the classroom that you wish to edit, then click on "Edit."

02.

Click on the pen icon for the subject that you wish to edit.

03.

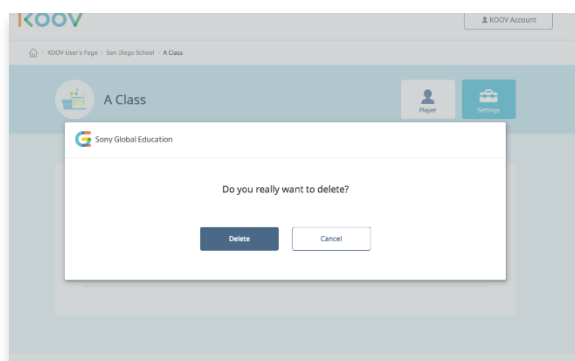Enter the new information, then click "Change."

02-03. Delete Classroom

01.

Navigate from the User's Page to the School Page.
Click on the three dots next to the classroom that you wish to delete, then click on "Delete."

02.

Click on "Delete."

When a classroom is deleted, the players associated with that classroom will not be deleted.
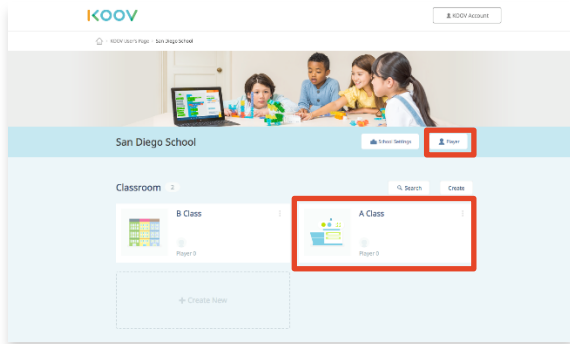
To pause accounts, navigate from the User's Page to the School Page to "Player" and then pause the accounts.
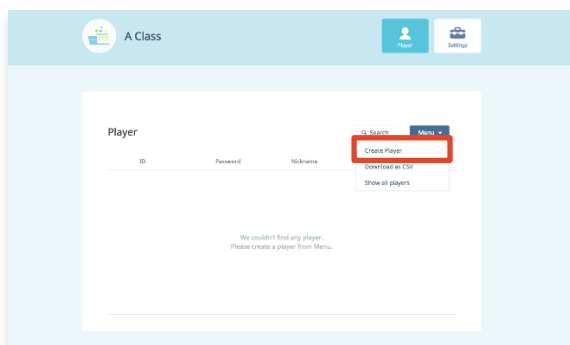
03.Player

A "Player" is the account used by students.
Use the Classroom Management Tool to create
a player, assign an ID and password that can
then be used in the KOOV app.
Administrators can view the activities and
progress of players.
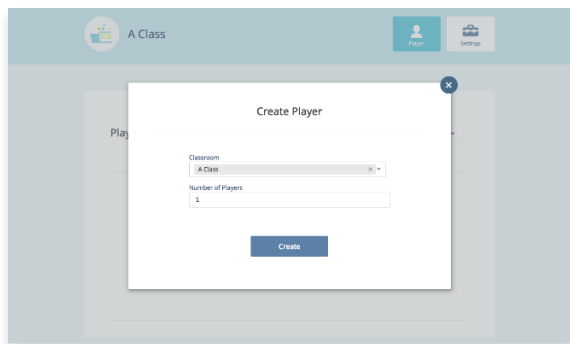
03-01. Create Player

01.

Navigate from the User's Page to the School Page. Click on the classroom in which you would like to add the player. If the player will not be associated with a classroom then click on "Player" in the upper right corner of the screen.
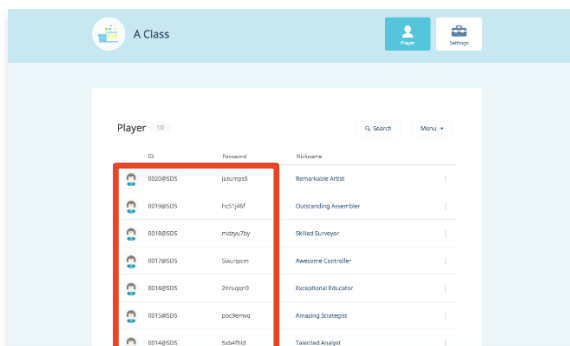

02.

Select "Create Player" from the "Menu."

03.

Enter the classroom, and the number of players you wish to create, then click on "Create."
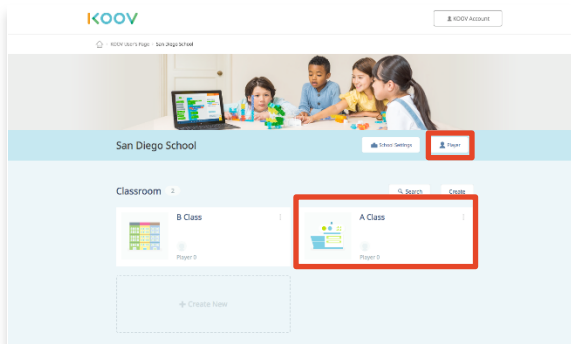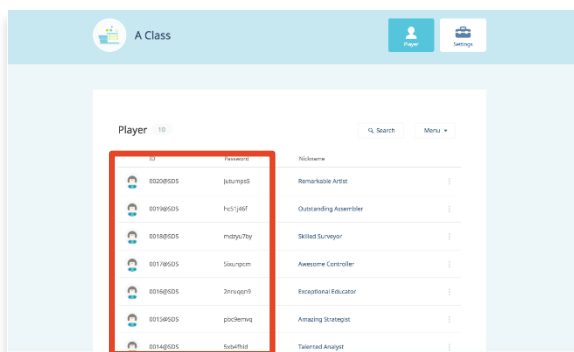Each player will be registered with a random nickname.

04.

Confirm the login IDs and passwords for the players.
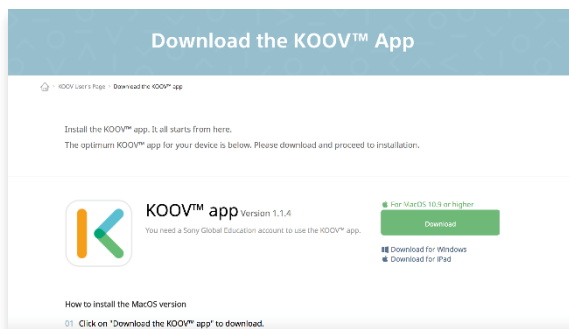
03-02.　Player Login

01.

Navigate from the User's Page to the School Page. Select the classroom of the player you wish to access, or click on "Player" in the upper right corner.
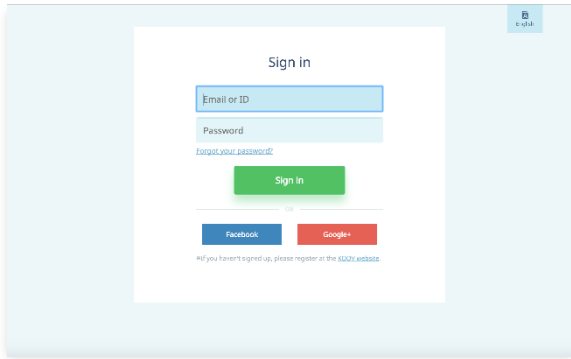

02.

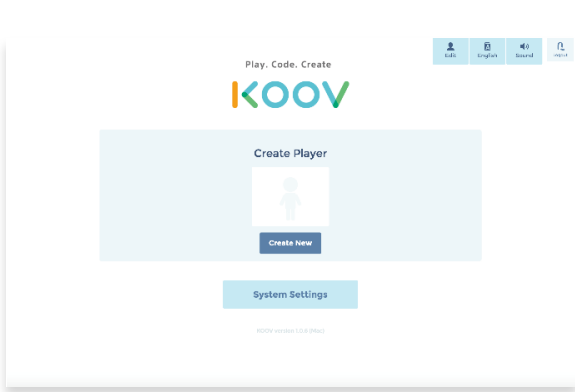Confirm the login IDs and passwords for the players.

03.

Students can download the KOOV app to their device at www.koov.io/downloads.

04.

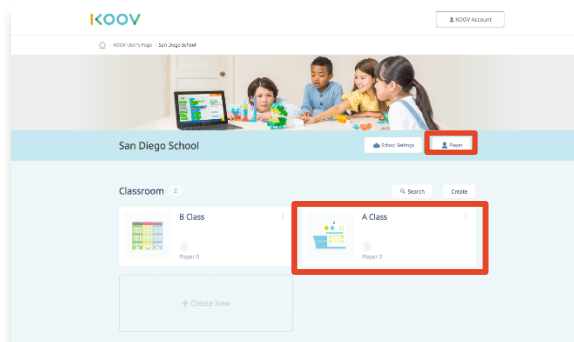Students can start the KOOV app and login using the ID and password confirmed in step 02.

05.

The home screen will be displayed.

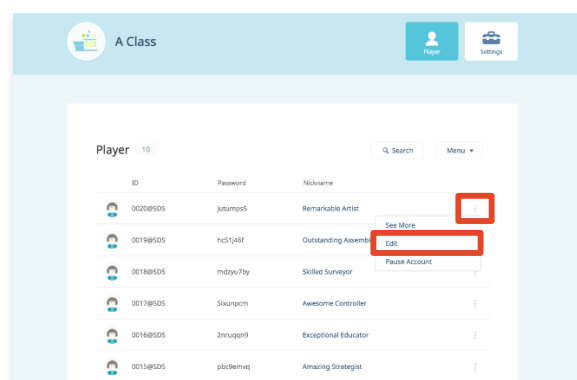The player information and edit screen will be displayed if this is the first login.
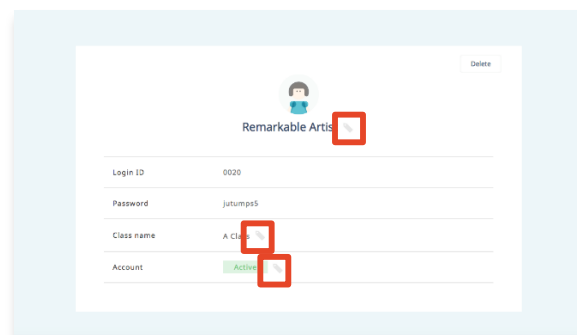
03-03. Edit Player

01.

Navigate from the User's Page to the School Page. Click on the classroom of the player that you wish to edit, then click on "Player" in the upper right corner.

02.

Click the three dots next to the player, then click "Edit."

03.

Click the pen icon next to the information that you wish to edit.

04.

Enter the new information, then click "Change."

03-04. Delete Player

01.

Navigate from the User's Page to the School Page. Click on the classroom of the player that you wish to edit, then click on "Player" in the upper right corner.
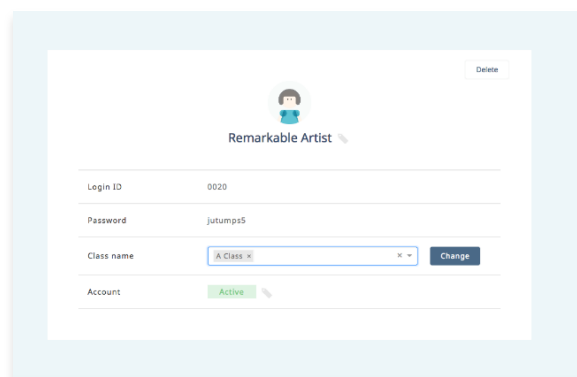

02.

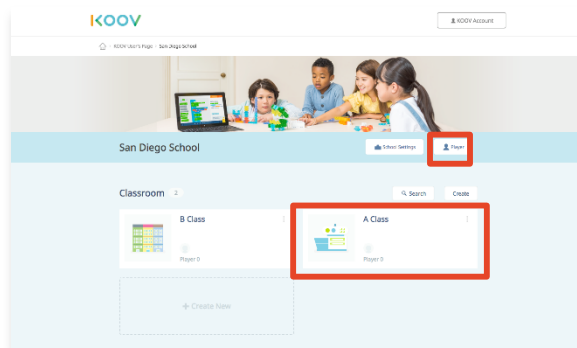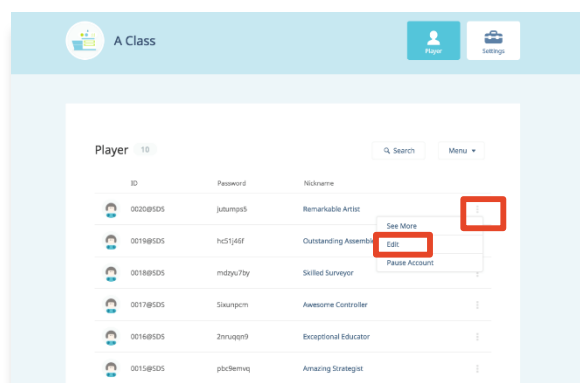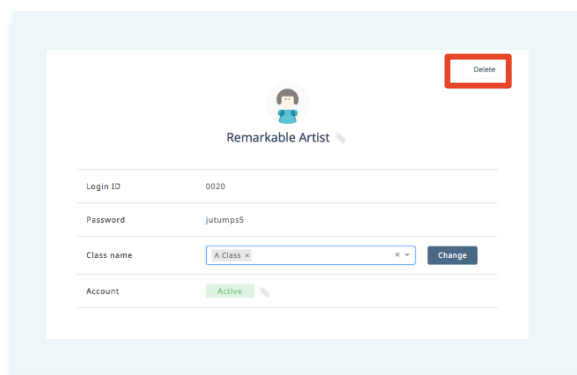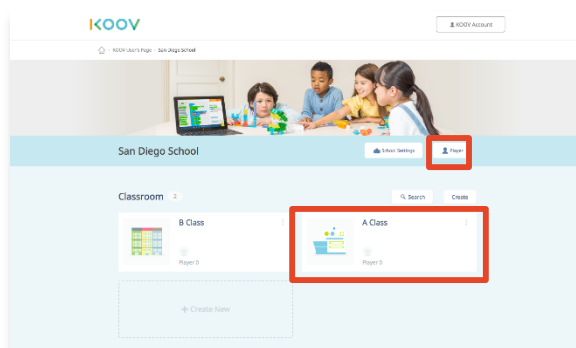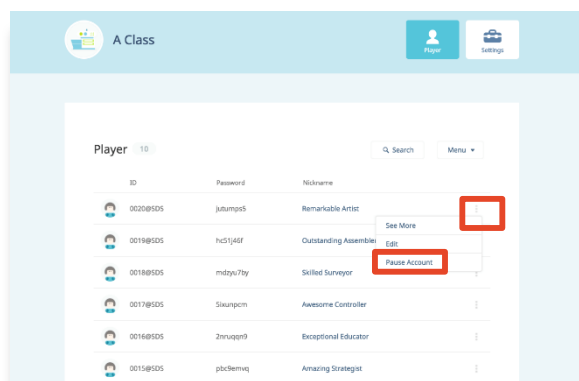Click the three dots next to the player, then click "Edit."

03.

Click on "Delete" in the upper right corner.
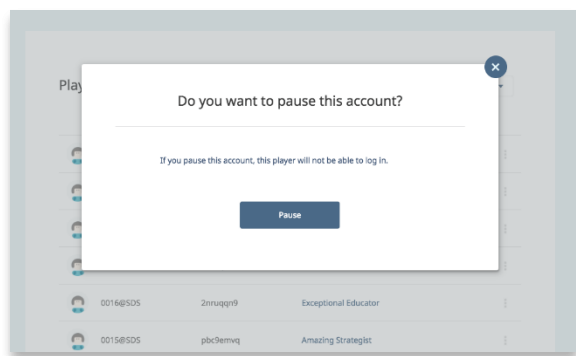
03-05. Pause/Activate Accounts

01.

Navigate from the User's Page to the School Page. Click on the school or classroom of the player in question and then click "Player" in the upper right corner of the screen.

02.

Click the menu icon next to the player you wish to adjust, then click either "Pause Account" or "Activate Account."
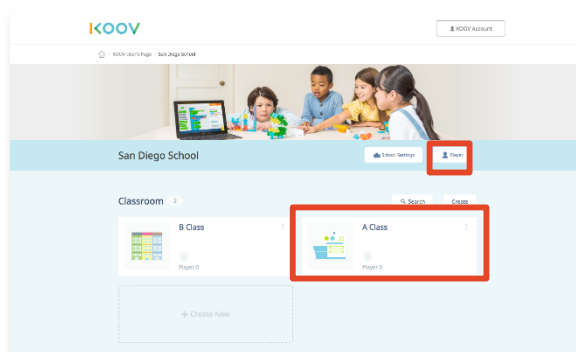

03.

Click on "Pause" or "Activate" to confirm.

If pause is selected, it will be impossible to log in to the account.
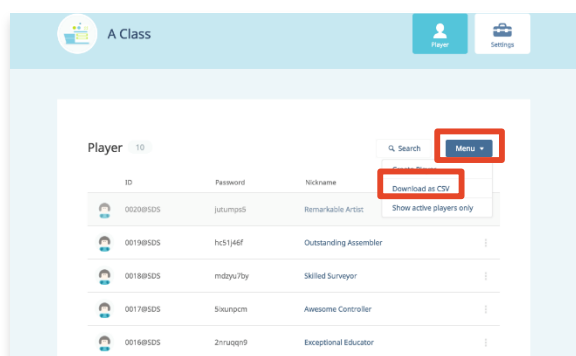
KOOV

03-06. CSV File Export

It is possible to save player information into a CSV file.

01.

Proceed from the User's Page to the School Page. Click on the classroom or school of the player whose information you wish to output.

If you want to output the data for every player associated with a school, click on "Player" in the upper right corner on the School Page.
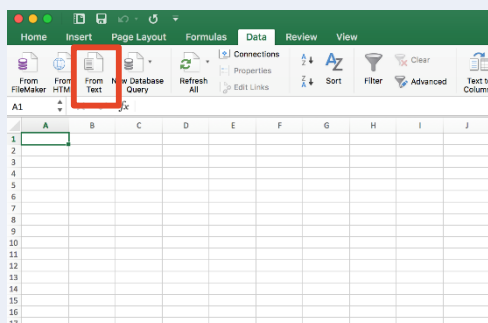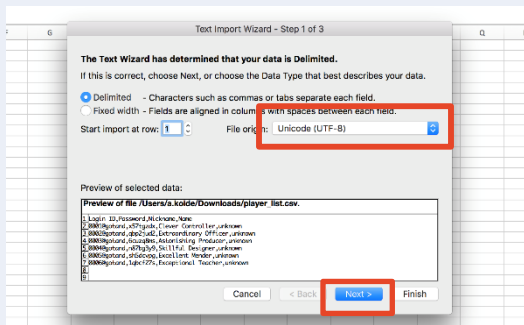

02.

Click on "Menu" and then "Download as CSV".
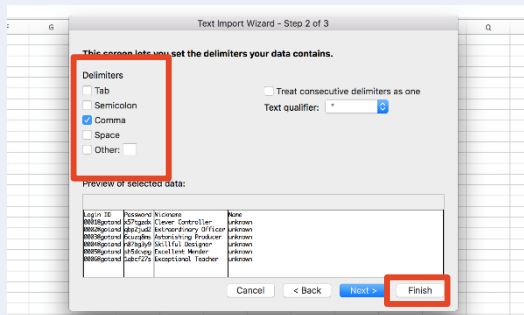
Corrupted Characters

The CSV file will be output in the UTF-8 encoding. If special characters are used then they may appear to be corrupted, depending on your environment. If this occurs, please follow the steps below.

1. Open Excel, navigate from "Data" and click on "From Text".

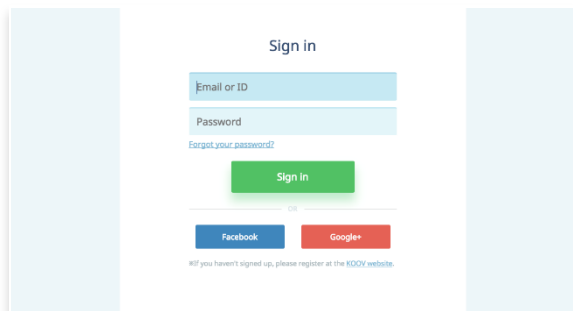2. Select "UTF-8" for the file origin, then click "Next."

3. Select "Comma" as the delimiter, then click "Finish."

04. Administrator Player

Teachers can monitor students' progress by logging in to the KOOV app using their KOOV account ID.
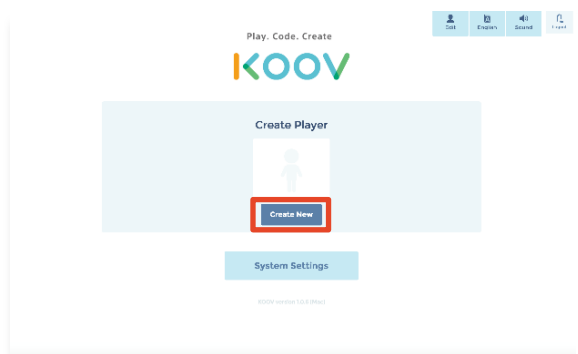
04-01. Administrator Player Settings

01.

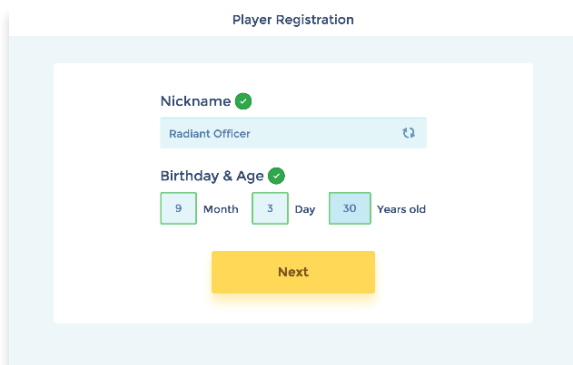Start the KOOV app and login to the administrator account.

02.

Click on "Create New" to create a new player.
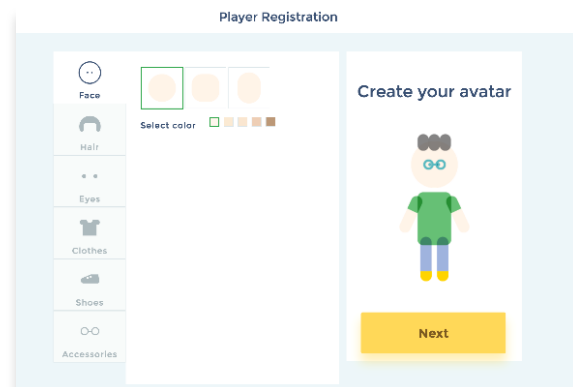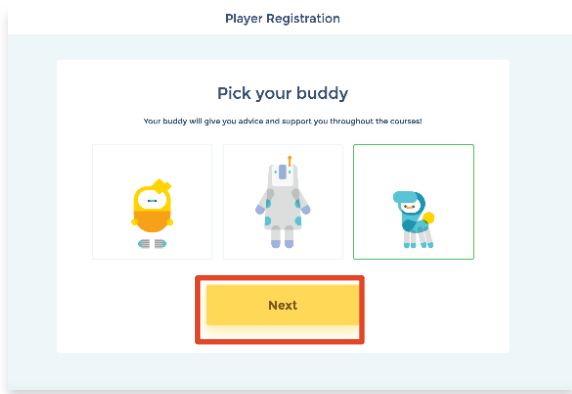
03.

Select a nickname and enter your birthday and age. Then, click on "Next".

04.

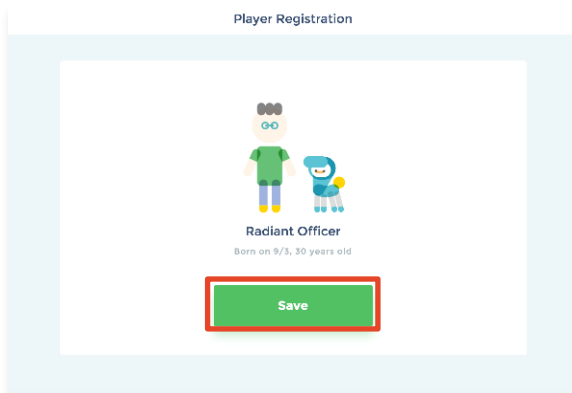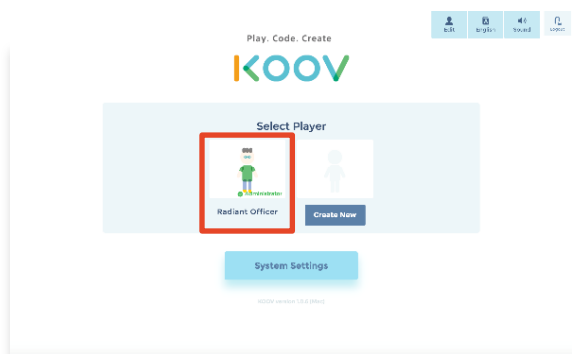Select the parts and create an avatar.

05.

Select a "buddy" and click on "Next".

06.

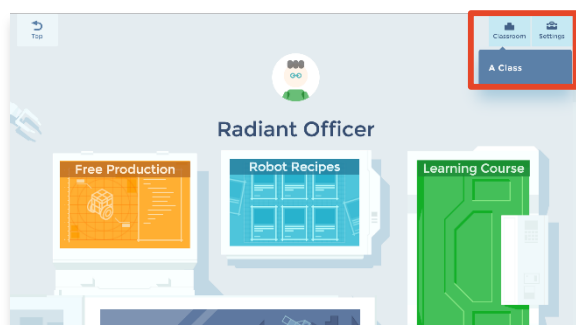Confirm the information and click on "Save".

07.

Click on the player to get started.

04-02. View Classroom

01.

Login to the KOOV app using an administrator account and select the administrator player.

Click the "Classroom" icon in the upper right, then select the classroom that you wish to view.

Classrooms that you do not have permission to view will not appear. Please refer to "05-02 Add an Administrator" to add an administrator.

02.

In the classroom, the players that have been assigned to that classroom will appear.

Also, if you click on a player then the activities and projects made by that student will be displayed.
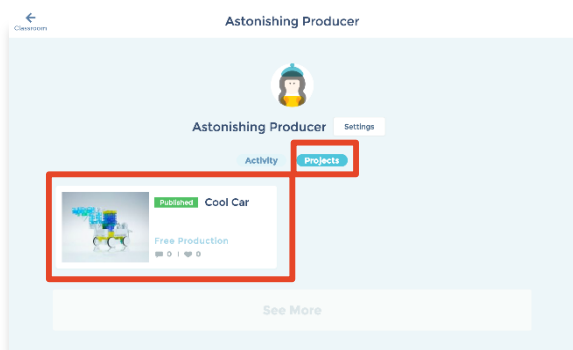
Use the tabs to switch the display between projects and activities.

Click on a project to view the details of that particular project.

05. Administrator Settings

Administrator accounts are for use by teachers or staff.

Multiple administrators can be registered to set access restrictions.

05-01. Administrator Permissions

Administrator Permissions for Schools

Player (Create, Edit, Delete)
> This allows administrators to create players, view and edit players for an entire school, pause and activate player accounts.

Classroom (Create, Edit, Delete)
> This allows administrators to create classrooms, edit and delete classrooms, view and edit all players associated with the classroom, and pause/activate the player accounts within the classroom.

Administrator (Create, Edit, Delete)
> Allows administrators to invite new administrators, edit and delete administrators, and modify school settings.

Regarding Classroom Permissions

Classroom permissions allow for the viewing and editing of all players within a classroom, as well as the pausing and activating of their accounts.

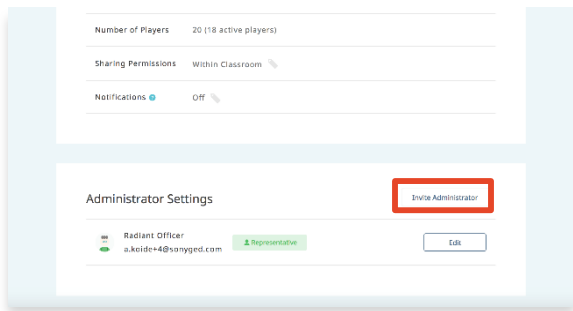It does not allow the administrator to create new players within a classroom.

Administrators must have school permissions to create new players.
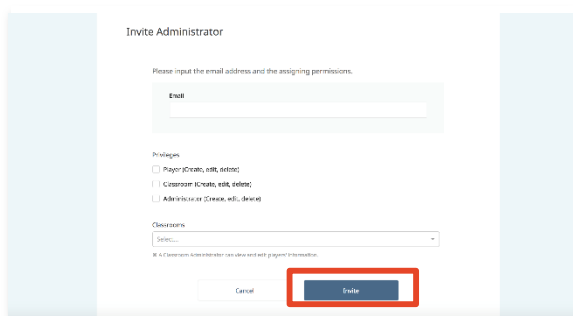
05-02. Add an Administrator

01.
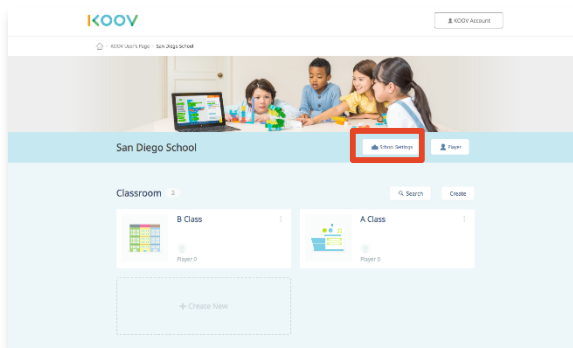
Proceed from the User's Page to the School Page. Click on "School Settings" in the top right.

02.

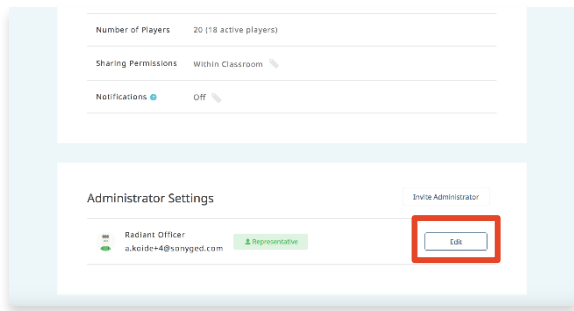From "Administrator Settings" click on "Invite Administrator."

03.

Input the administrator's email address and assign permissions, then click "Invite."
For details on permissions, please refer to "05-01 Administrator Permissions."

If you are going to assign classroom privileges to the administrator then please be sure to create the classroom first.
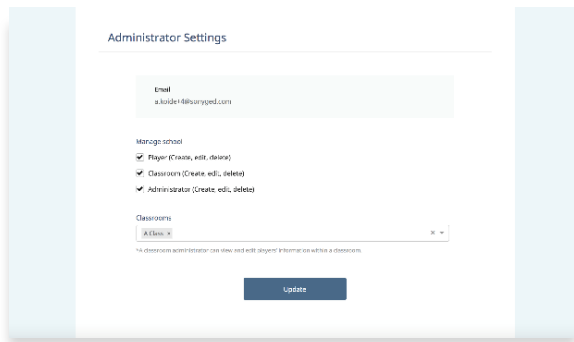
05-03. Edit Administrator

01.

Navigate from the User's Page to the School Page and then "School Settings."
In the Administrator Settings area, click on "Edit Administrator" next to the appropriate administrator.
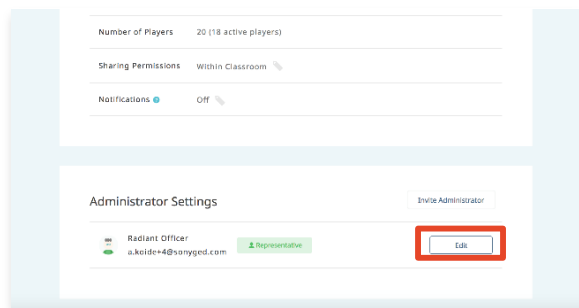
02.

Click on the appropriate permissions and then click on "Update."
For details on permissions, please refer to "05-01 Administrator Permissions."
These permissions can be changed even for administrators who are in the middle of the invite process.

05-04. Delete Administrator

01.

Navigate from the User's Page to the School Page and then "School Settings." In the Administrator Settings area, click on "Edit" next to the appropriate administrator.
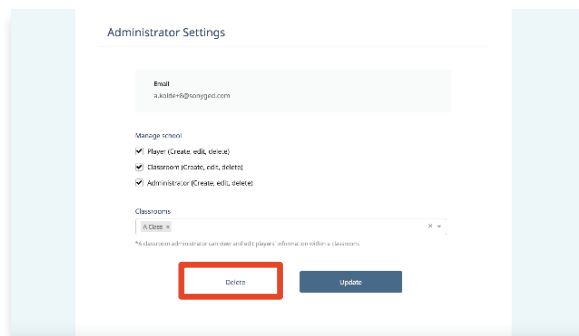
02.

Click "Delete."

Representative accounts cannot be deleted.