

iKnow! for Business / iKnow! for Schools

Administrative Tools

iKnow! for Business & Schools Administrative Tools

iKnow! for Business & Schools provides administrative tools to manage and guide your group members.

- **Progress report**

Monitor your members' study progress in detail: hours studied, items studied, and items mastered. Progress reports of the group and an individual can be downloaded in CSV format.

- **Custom content for your group**

Create customized study courses exclusively for your group members.

- **Reminder function**

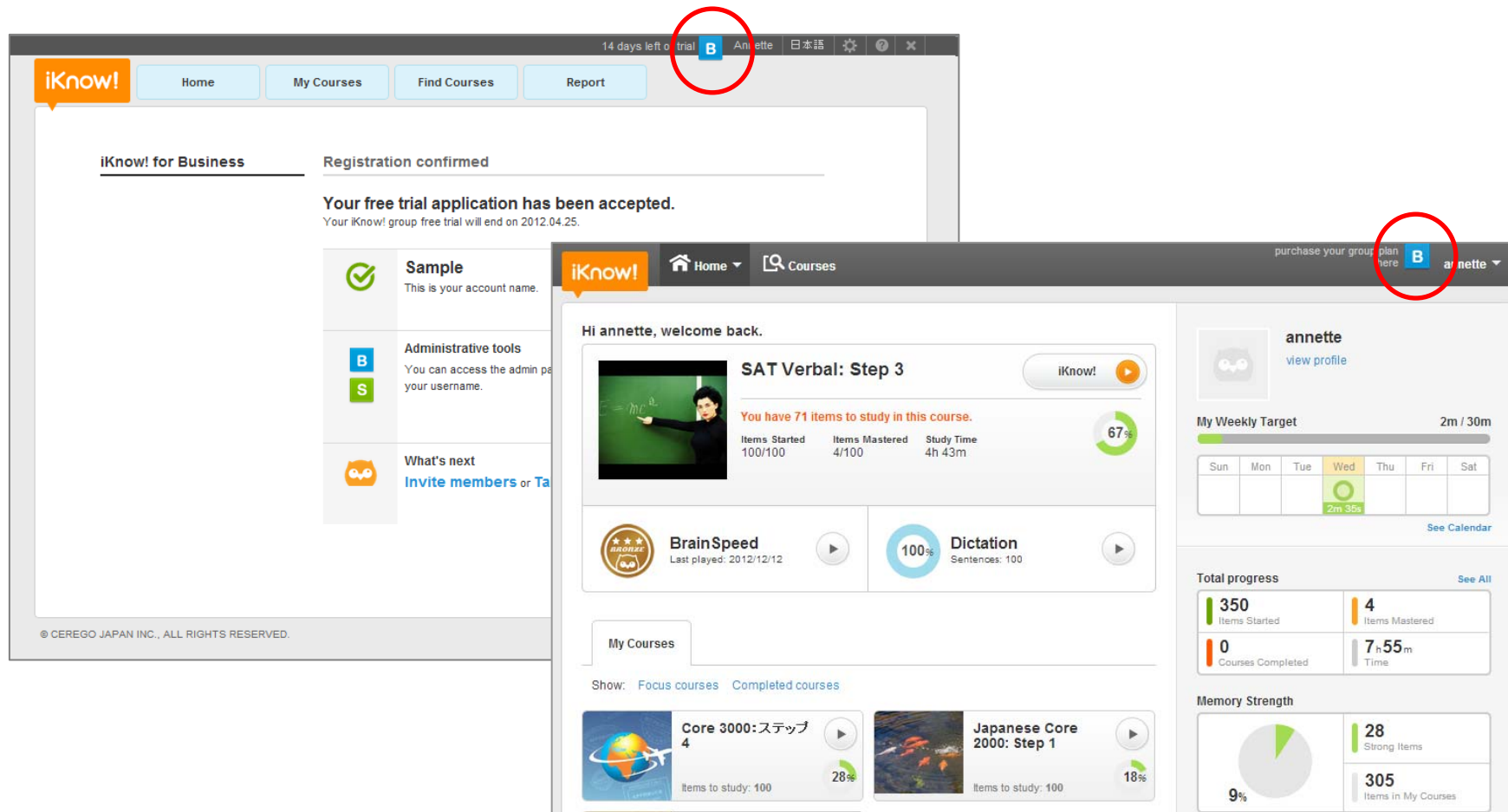
Automatically sends study reminder messages to members who haven't logged in for one week.

- **Add / remove members**

Manage group members by sending out invitation emails to new members to join your group and remove those who are no longer a part of your group.

How to access your admin tools

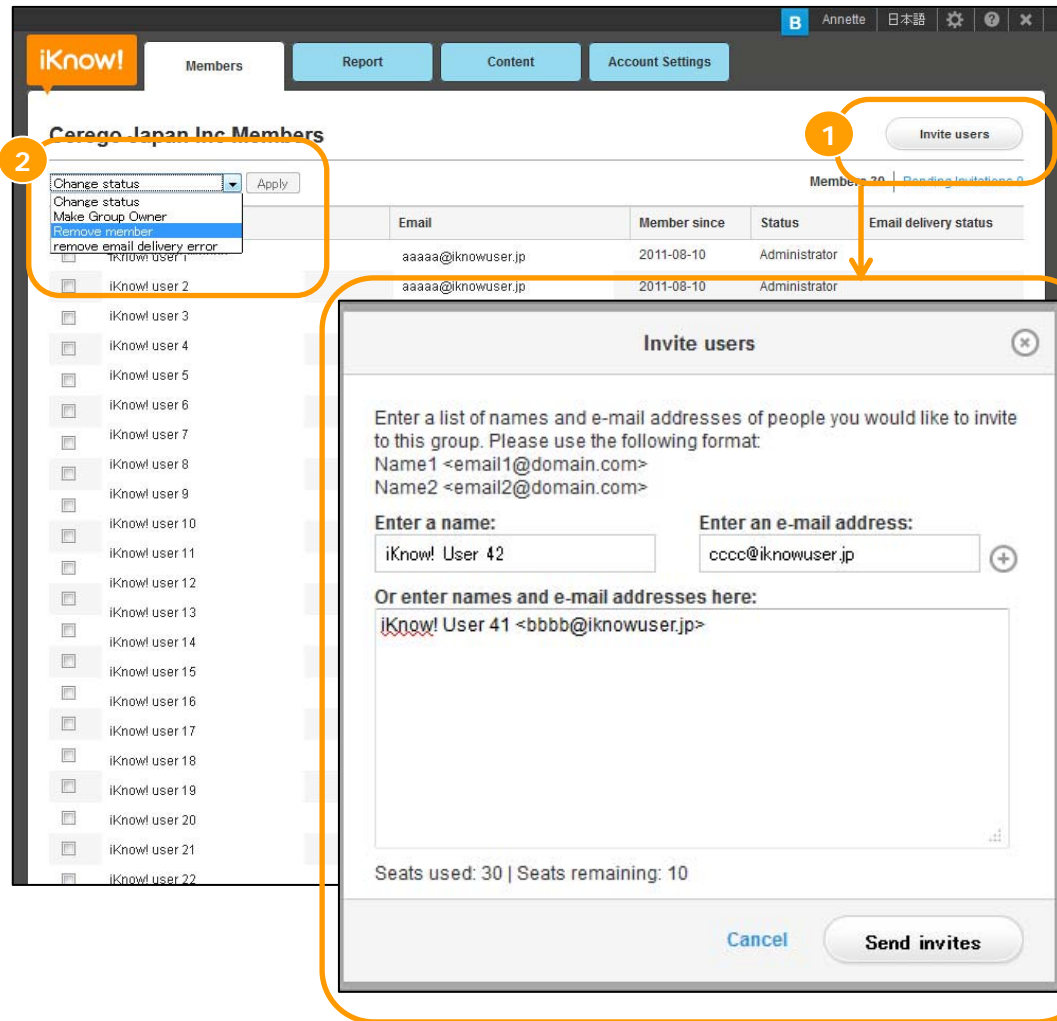
After completing the registration process, the **B** icon (for Business) or the **S** icon (for Schools) will appear at the top of the site. Click the icon to access your admin tools.*



* Only administrators can access the admin tools.

Admin tool: Members

Click on the Members tab to see the list of registered and pending members. Here you can send invitations to add new members and remove existing members.



1 Add new members

To add a member to your group, click on [Invite users] to send them an invitation email.

Enter their name and e-mail address, and click on the [+] icon to make a list of people you would like to invite. You can also enter the information directly using the format* below:

George Smith <xxxxxx@cerego.com>

Alice Smith <xxxxxx@cerego.com>

* Please insert a space between the name and e-mail address in brackets.

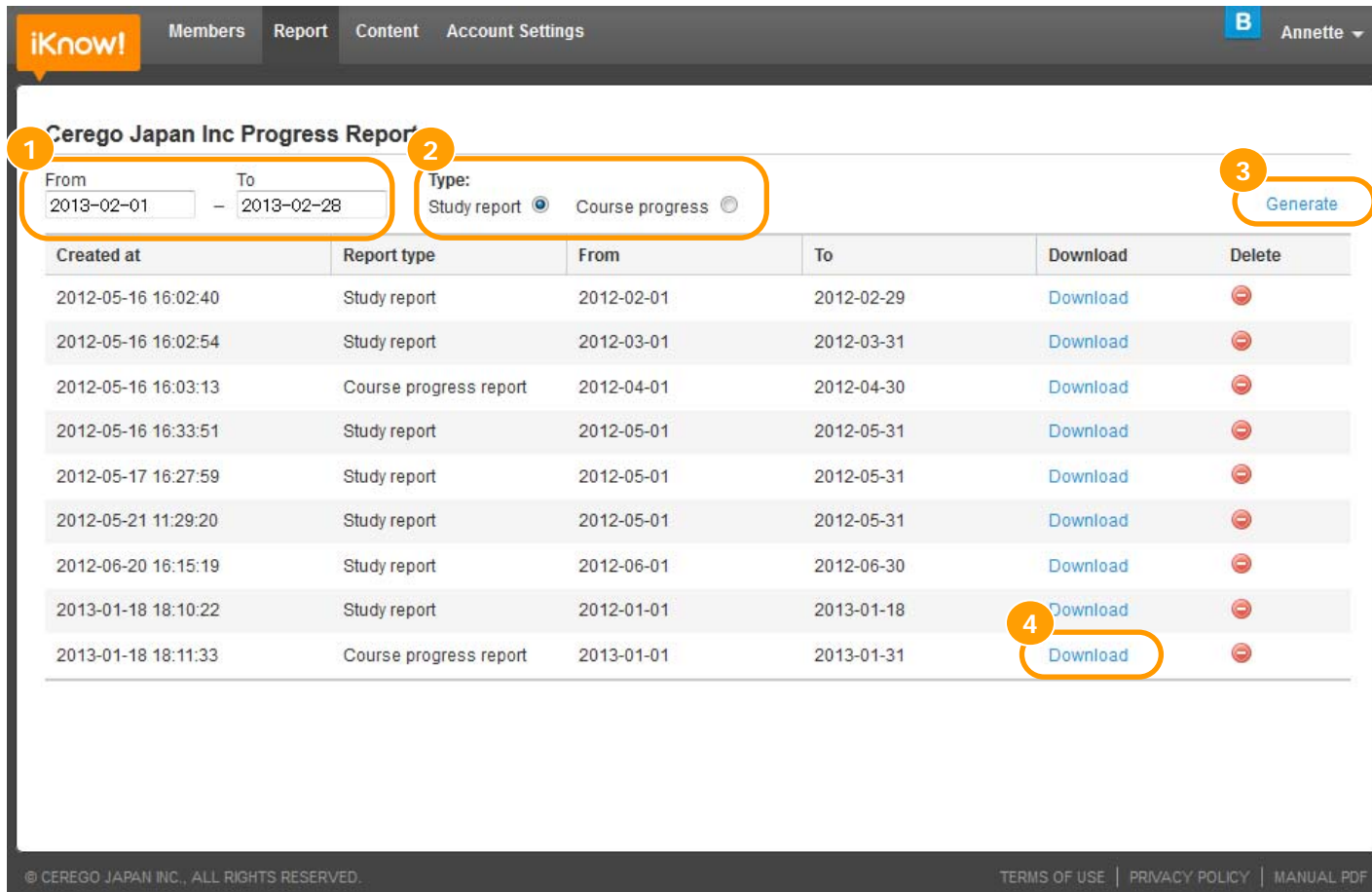
Click on [Send invites] when all email addresses are inserted in the box. Users who receive the invitation will become your group member by registering from the link provided in the mail.

2 Remove members

Tick the box of the member(s) you wish to remove, select "Remove member" from the "Change status" pull-down menu, and click on [Apply].

Admin tool: Report

Download the group's progress report in the Report tab. 'Study report' gives the number of items and total time each member studied. 'Course progress' gives the members' progress in each course.



Cerego Japan Inc Progress Report

From: 2013-02-01 To: 2013-02-28

Type: Study report (selected) Course progress

Generate

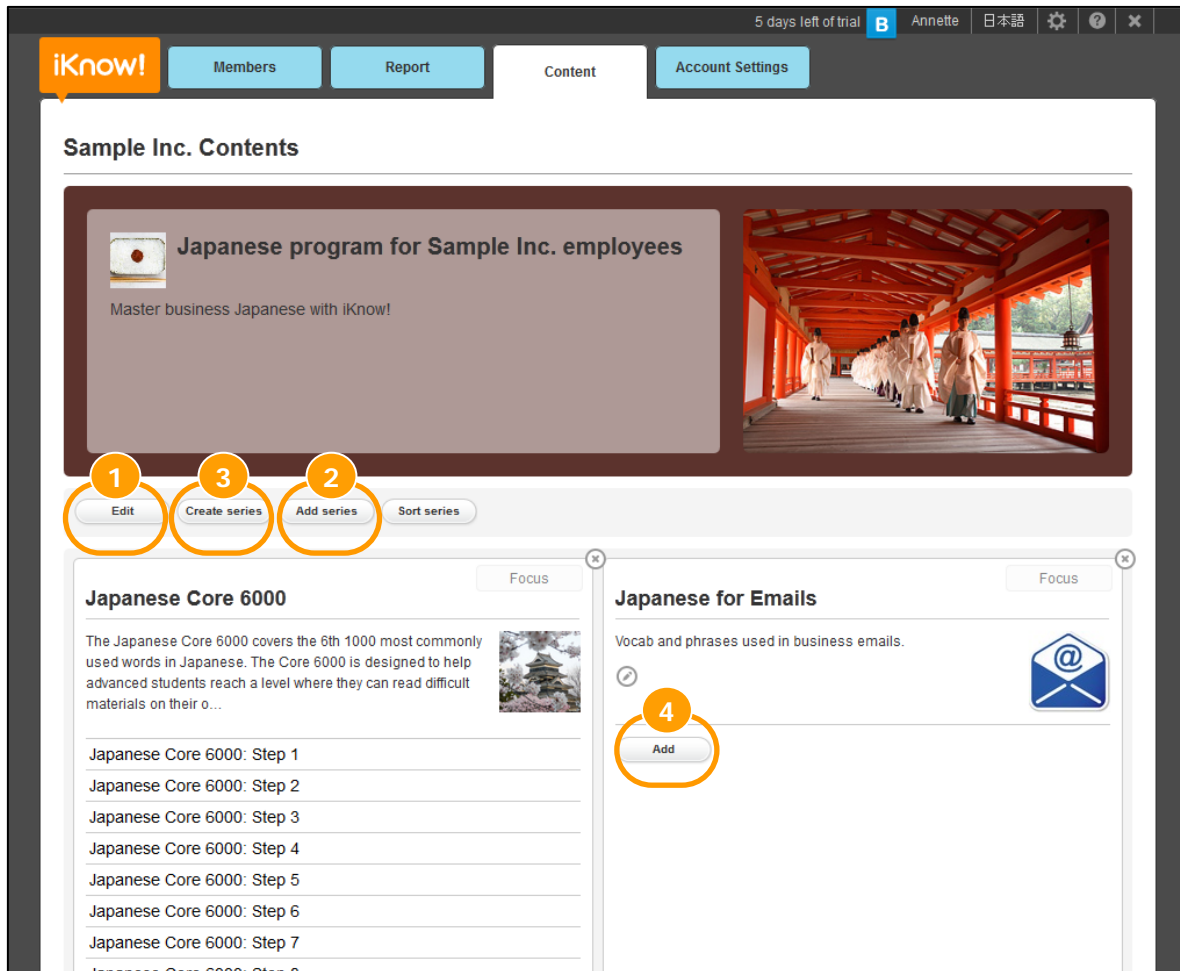
Created at	Report type	From	To	Download	Delete
2012-05-16 16:02:40	Study report	2012-02-01	2012-02-29	Download	⊖
2012-05-16 16:02:54	Study report	2012-03-01	2012-03-31	Download	⊖
2012-05-16 16:03:13	Course progress report	2012-04-01	2012-04-30	Download	⊖
2012-05-16 16:33:51	Study report	2012-05-01	2012-05-31	Download	⊖
2012-05-17 16:27:59	Study report	2012-05-01	2012-05-31	Download	⊖
2012-05-21 11:29:20	Study report	2012-05-01	2012-05-31	Download	⊖
2012-06-20 16:15:19	Study report	2012-06-01	2012-06-30	Download	⊖
2013-01-18 18:10:22	Study report	2012-01-01	2013-01-18	Download	⊖
2013-01-18 18:11:33	Course progress report	2013-01-01	2013-01-31	Download	⊖

© CEREGO JAPAN INC., ALL RIGHTS RESERVED. | TERMS OF USE | PRIVACY POLICY | MANUAL PDF

- 1 Select reporting period.
- 2 Select report type.
- 3 Click on 'Generate.'
It will take a moment for the system to generate your report.
- 4 Click on 'Download' to download your report.

Admin tool: Content

Create customized learning content for your group with official iKnow! courses and custom-made courses.



1 Edit category

Enter the name and description of your group's category. (Category is the curriculum for your group members.)

* See page 7

2 Add official series

Add official iKnow! series to your category. (Series is the set of courses.)

* See page 8

3 Create custom series

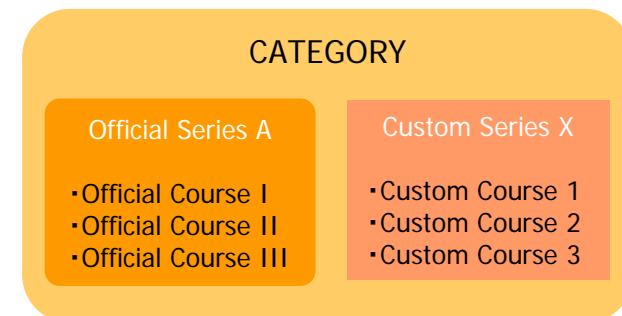
Enter the name, description, etc. and create your own series.

* See page 9


4 Add courses to your series

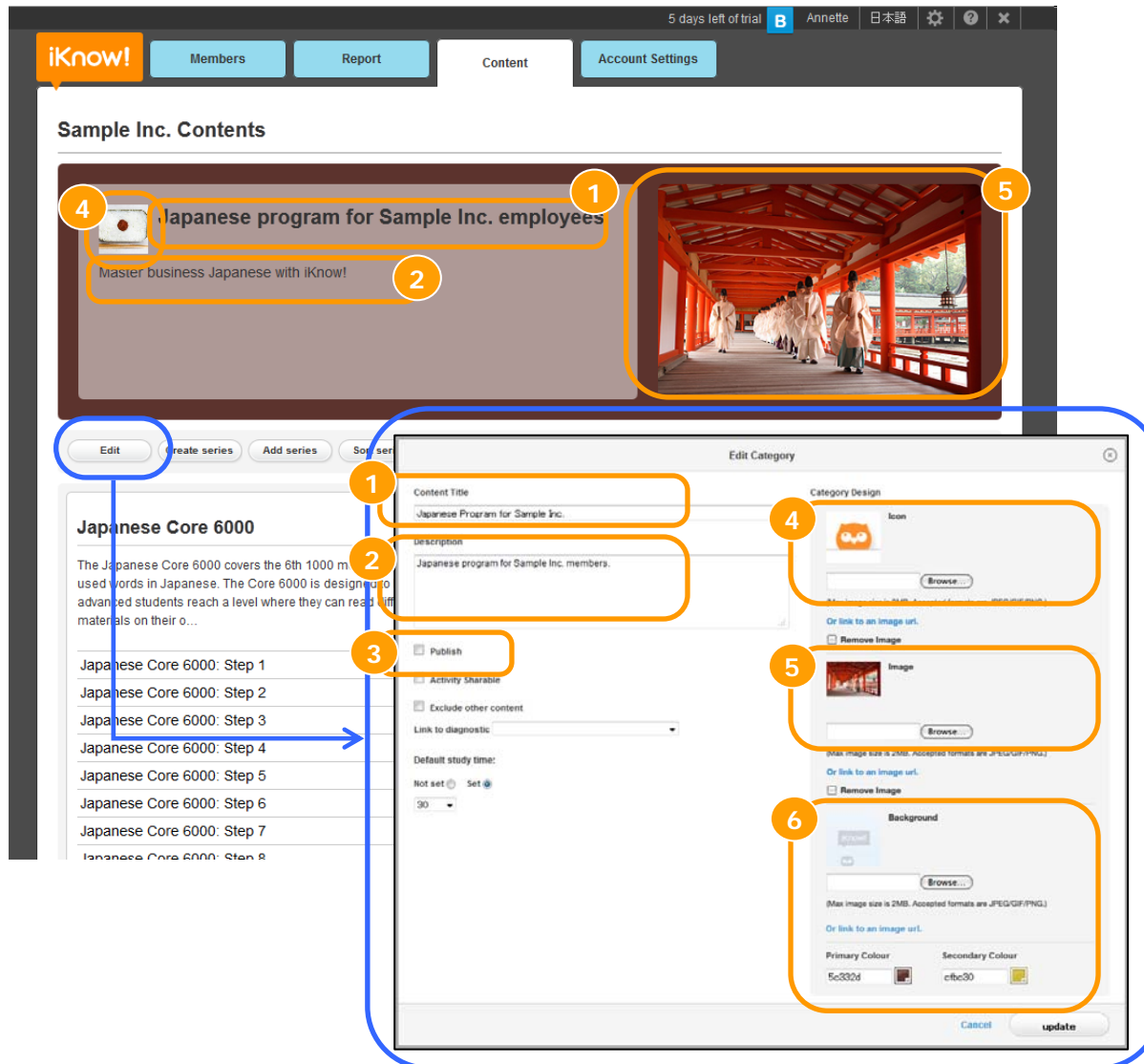
Add custom made courses to your series.

* See page 10-11



Admin tool: Content: Edit category

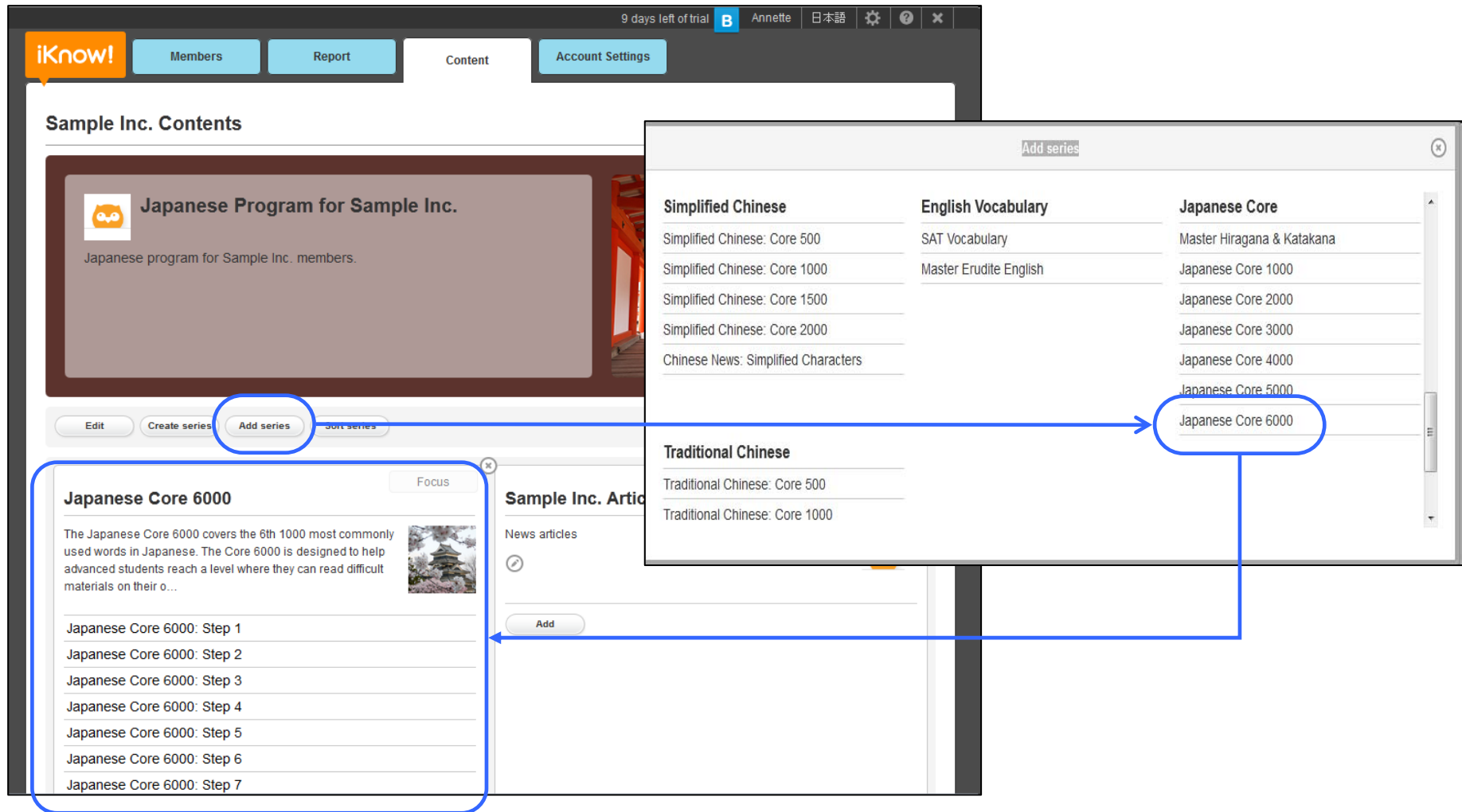
Category is your group's curriculum. Click on the  icon to set your preferences.



- 1 Category Title**
Edit the category title.
- 2 Description**
Edit the category description.
- 3 Publish**
Tick the box to publicize the category to your members.
- 4 Icon**
Set the category icon.
- 5 Image**
Set the category image.
- 6 Background**
Set the background image or color. Secondary colors are only available on smartphone apps.

Admin tool: Content: Add official series

Click on the  icon to add official iKnow! series to your category.*



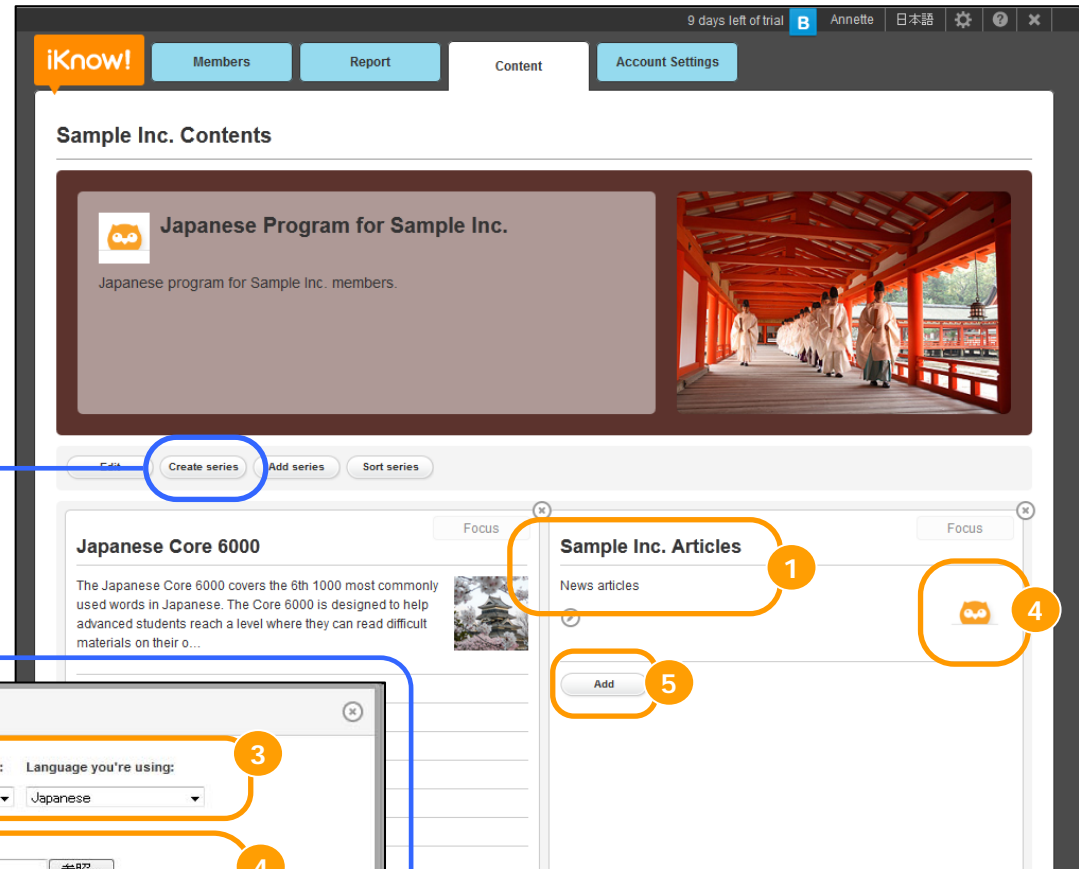
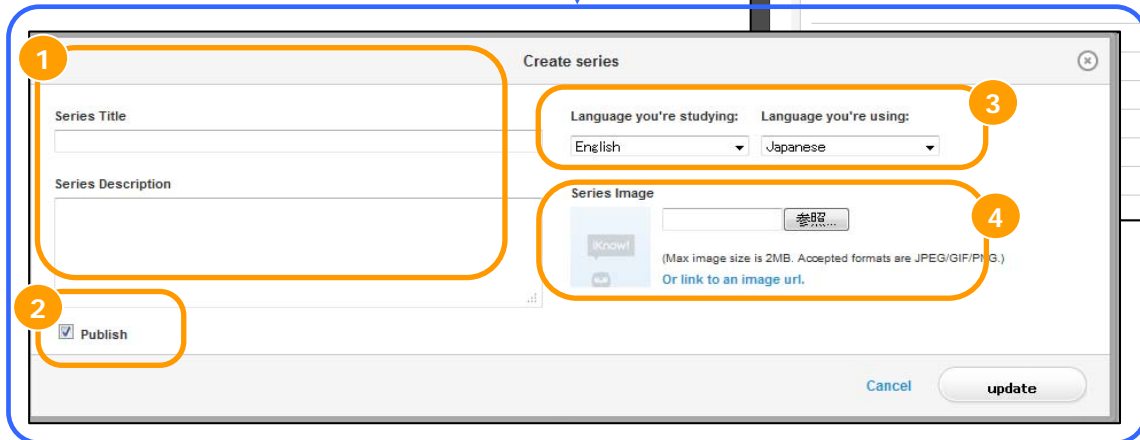
The screenshot shows the iKnow! admin interface. The main content area displays 'Sample Inc. Contents' with a 'Japanese Program for Sample Inc.' card. Below the card are buttons for 'Edit', 'Create series', 'Add series', and 'Join series'. The 'Add series' button is circled in blue. A modal dialog titled 'Add series' is open, showing a list of series categories: Simplified Chinese, English Vocabulary, Japanese Core, and Traditional Chinese. The 'Japanese Core' category is expanded, showing a list of series including 'Japanese Core 6000', which is circled in blue. A blue arrow points from the 'Add series' button to the 'Japanese Core 6000' series in the dialog. Another blue arrow points from the 'Japanese Core 6000' series in the dialog to the 'Add' button in the series details view below. The series details view for 'Japanese Core 6000' is also circled in blue and shows a description and a list of steps from Step 1 to Step 7.

* Official series cannot be edited.

Admin tool: Content: Create custom series

Click on the  icon to create custom series using your custom courses.

- 1 **Series Title & Description**
Edit the series title and description.
- 2 **Publish**
Tick the box to publicize the series to your members
- 3 **Language settings**
Set the language you are studying and using.*
- 4 **Series Image**
Set the series image.
- 5 **Add**
Choose custom courses to be added to your series.


Create series

1 Series Title

Series Description

2 Publish

3 Language you're studying: English Language you're using: Japanese

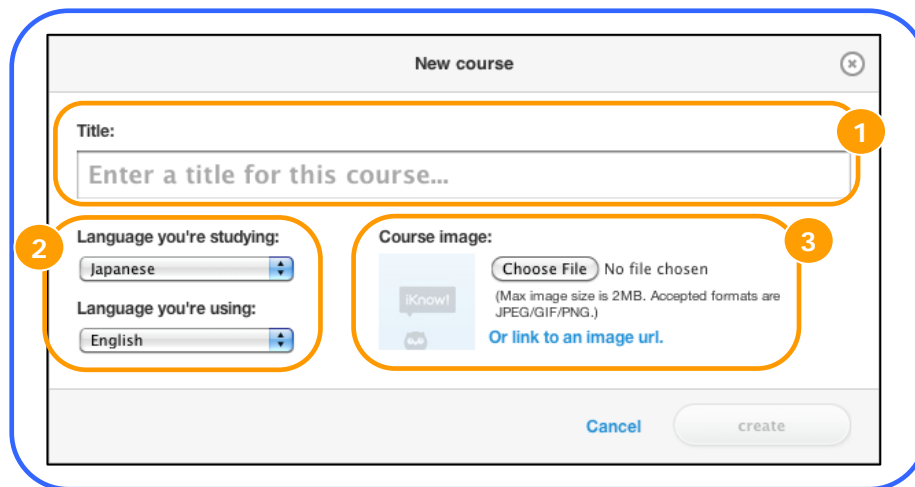
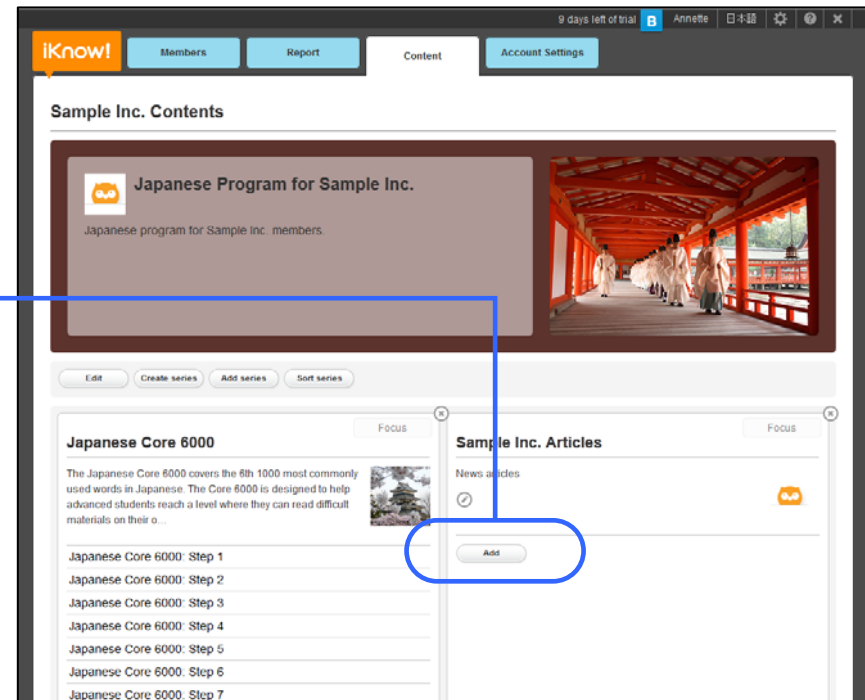
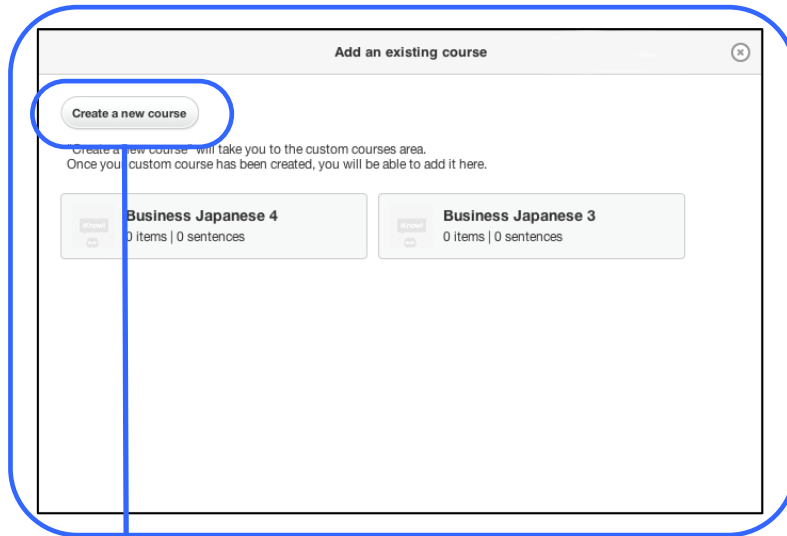
4 Series Image  (Max image size is 2MB. Accepted formats are JPEG/GIF/PNG.) Or link to an image url.

Cancel update

* You can only add courses of the language chosen in [Language you're studying].

How to make custom courses (1)

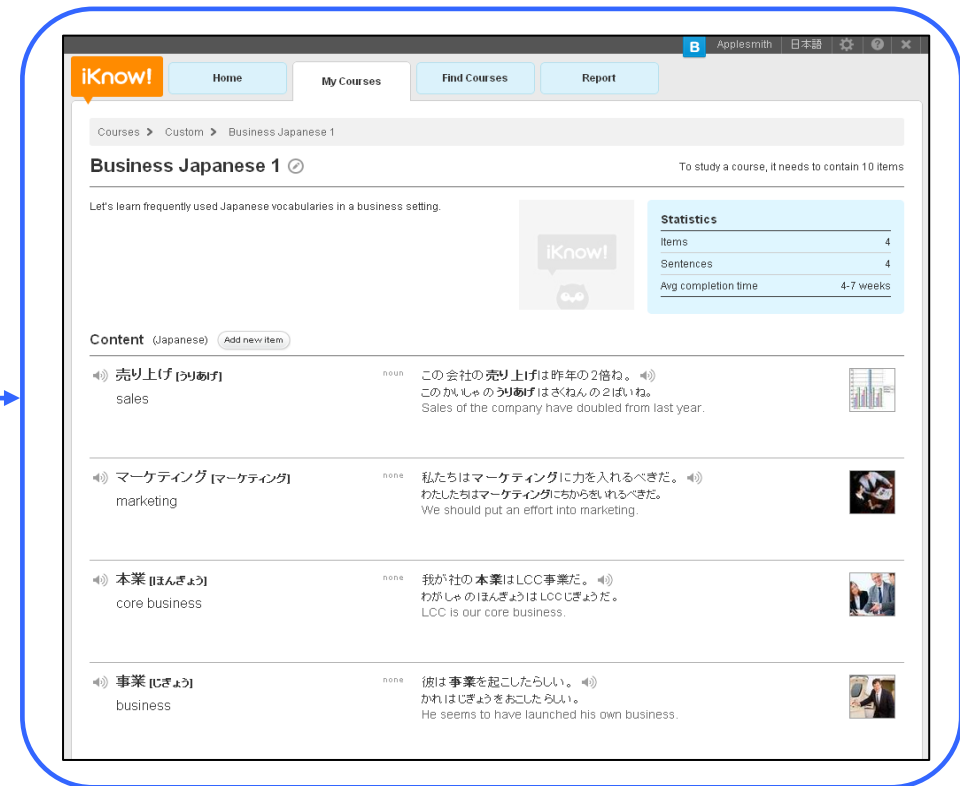
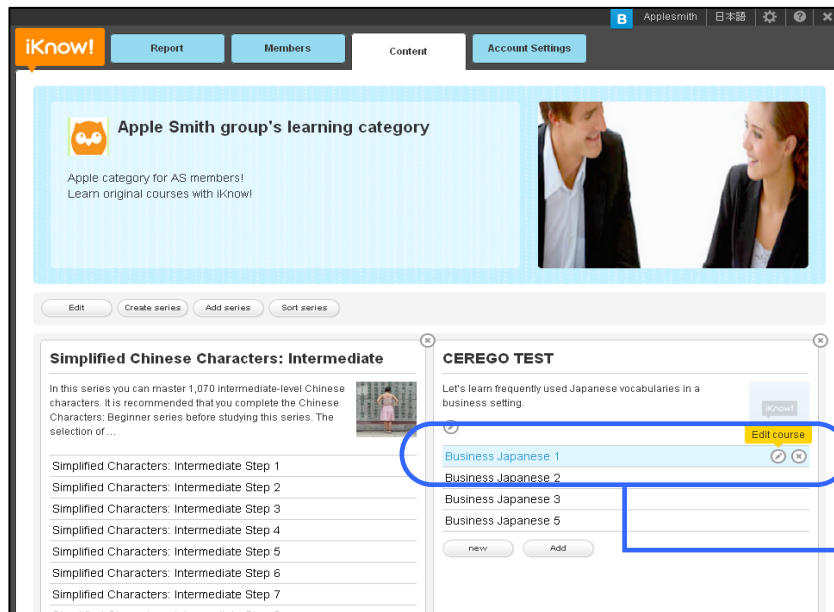
After creating a custom series, create custom courses to be add to your series.



- 1 Title**
Edit the course title.
- 2 Language settings**
Set the language you are studying and using.
- 3 Course image**
Set the course image.

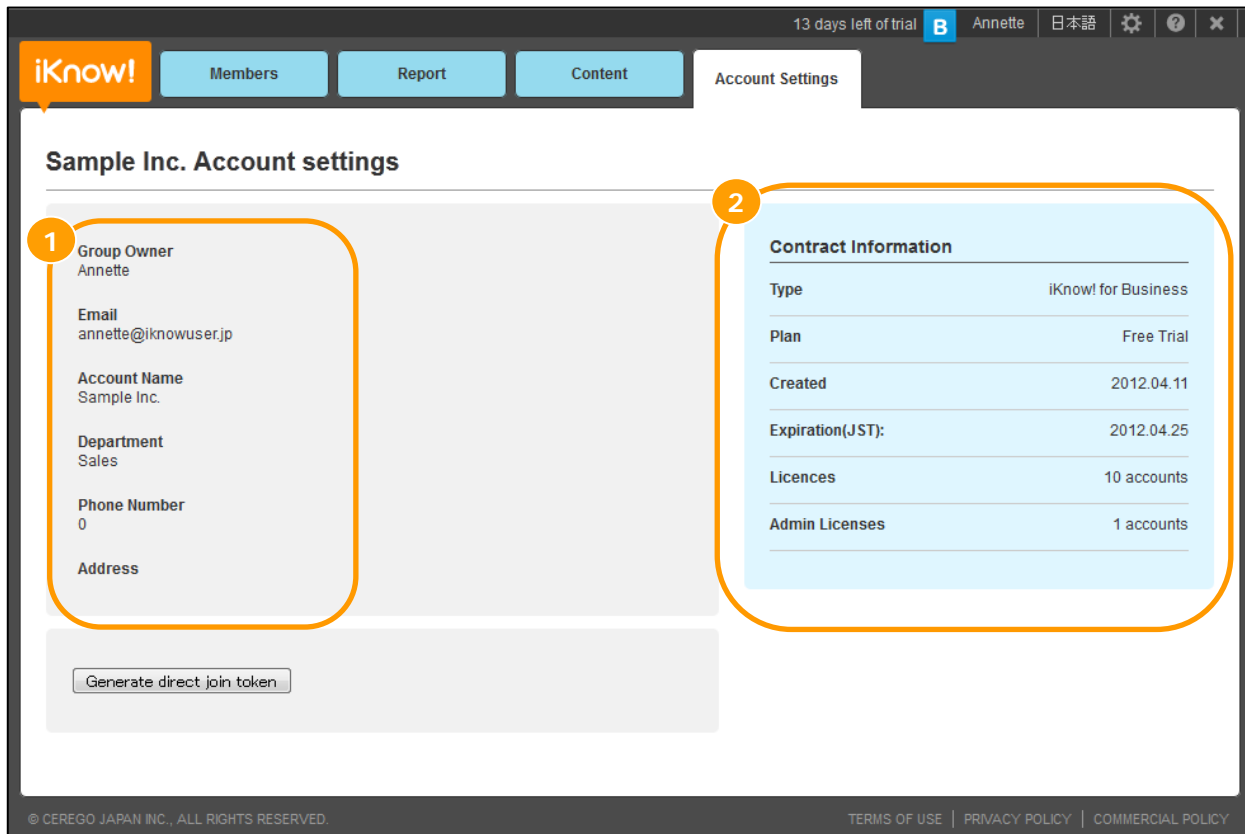
How to make custom courses (2)

Add words and phrases to your custom course. The Custom Course Editor tour can be found at <http://iknow.jp/custom>.



Admin tool: Account Settings

Click on the Account Settings tab to confirm your group information.



1 Account Information

- Group Owner
- Email Address
- Group Account Name
- Department
- Phone Number
- Address

2 Contract Information

- Contract Type
- Contract Plan
- Date Created
- Expiration Date
- Licences (number of users)
- Admin Licenses



For any inquiry, please contact us at
corporate.sales@cerego.com.