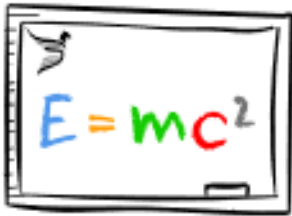




**Wesgreen**  
International School



PHOENIX  
**Classroom**

Student User Guide

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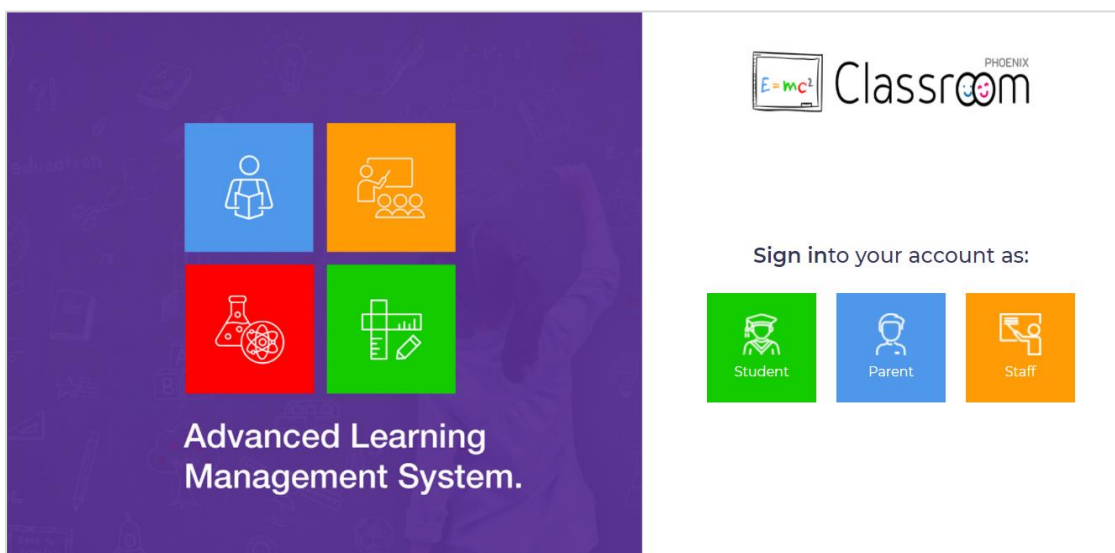
## 1. Phoenix Classroom

Phoenix Classroom is a Learning Management System / Virtual Learning Environment (VLE) with a number of advanced features and functionality to support Students by providing quality education through synchronous / asynchronous lessons delivery. As a student, you have the freedom to access your groups and courses from anywhere and at any time. You can access and complete assignments, post homework, attempt quizzes, watch faculty presentations, participate in discussions with your teachers and peers, receive feedback, access your test grades, view your time table, activities and organize your schedule.

While increasing your knowledge and skills, you will also be honing your digital skills on one of the most sophisticated virtual learning technologies.

## 2. Log on to Phoenix Classroom

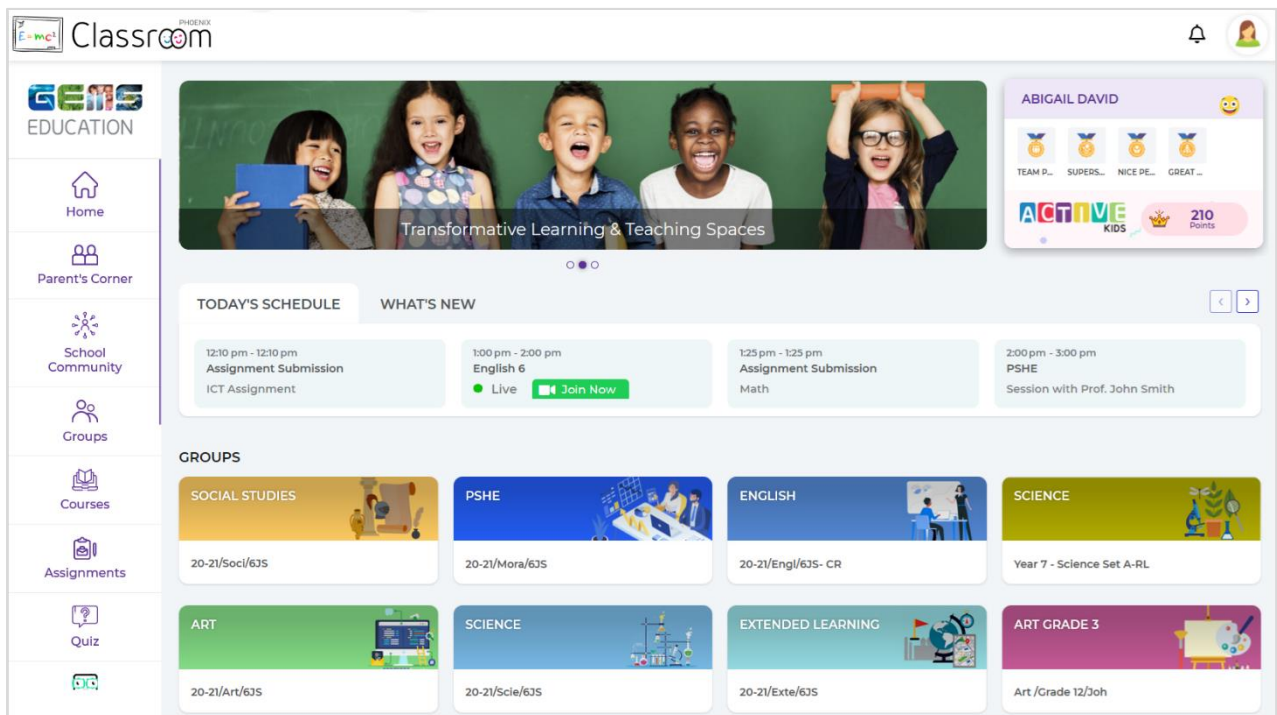
- To access Phoenix Classroom, go to [www.gems.ae](http://www.gems.ae) and click on Phoenix Classroom Tile. Alternatively use this direct URL: <https://gems.phoenixclassroom.com>
- Use your GEMS email and password. For example,  
**Username:** abigail.d\_wgp@gemselearning.com  
**Password:** GEMS password
- If you do not have a username and password, please contact your School's Information and Communication Technology (ICT) department to obtain a username and password.



### 3. Home

Phoenix Classroom home page is divided into various main sections:

- **Left Navigation Menu** – the main navigation menu can be found on the left-hand side of the home page, and from within the navigation menu you can easily access your class groups, assignments, quizzes, your planner and more, at any point by clicking on the relevant option.
- **Banner** - any school activities/programs, announcements, scholastic advertisements will be displayed in the banner for your information.
- **Latest Updates** – within this section you will find two tabs:
  - **Today's Schedule** that displays your schedule of live sessions for the day. You can click and join your next live session from this section.
  - **What's New** that displays the recent updates and/or additions to the various modules related to your profile.
- In the middle of the home page area – you can view at a glance the Groups (classes), Assignments, Planner (Timetable/ Schedule) and Chatter at a consolidated level.



## 4. Groups

A Group is basically a Class. All students are assigned to one or more Groups. You will be added to a Group by the School Administrator and/or by your Teacher(s). Teachers will share learning material, resources, assignments, quizzes and other activities in the Group. Teachers will communicate class messages through Groups, and you can collaborate with your teachers and other students in your Group. In the Groups area you can view all the Groups that you are a member of. You can also view and access any live lessons that are planned for the Group.

There are two types of Groups:

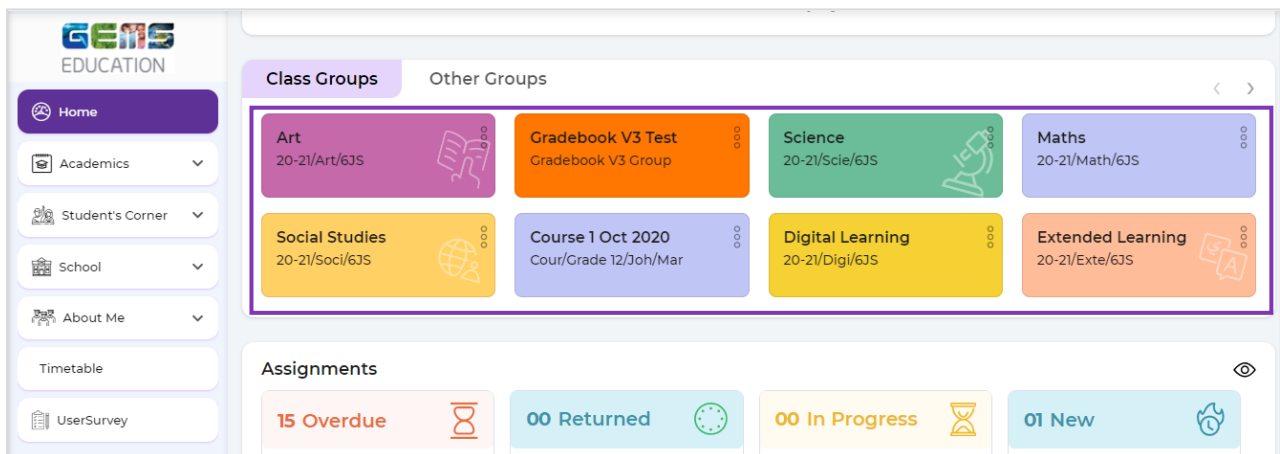
1. **Class Groups** – these are the Groups that have been created within the School Management System, and you have been assigned to by the School.
2. **Other Groups** – these are Groups that have been created by your Teacher(s) to which you have been assigned to.

So just to summarize, from the **Groups** menu you can view all the Groups you are a member of, attend a live lesson, access resources, complete assignments, quizzes and lessons!

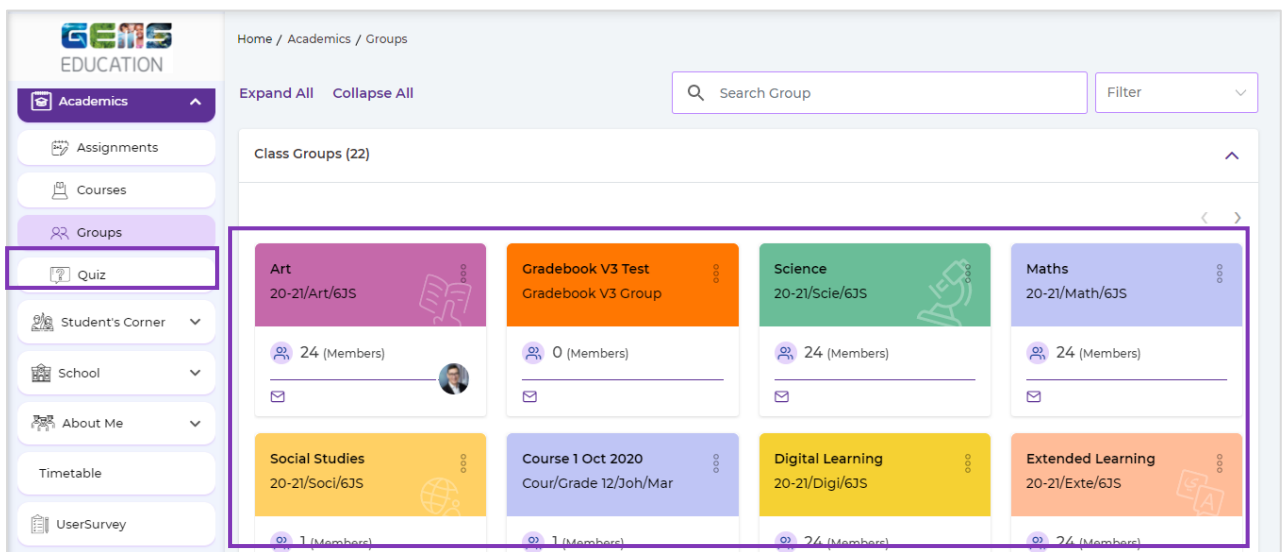
### 4.1. Access My Class Group

All the Groups (classes) that you are a member of, will be displayed in the central part of your home page.

1. To access a class group,
  - a. In the home page, navigate and choose a specific group.




- b. Or, from the left navigation menu, select **Academics -> Groups**.
  - i. In the **Groups** home page, two tabs are displayed: **Class Groups** and **Other Groups**.
  - ii. Select the desired tab and choose the group which you want to view.



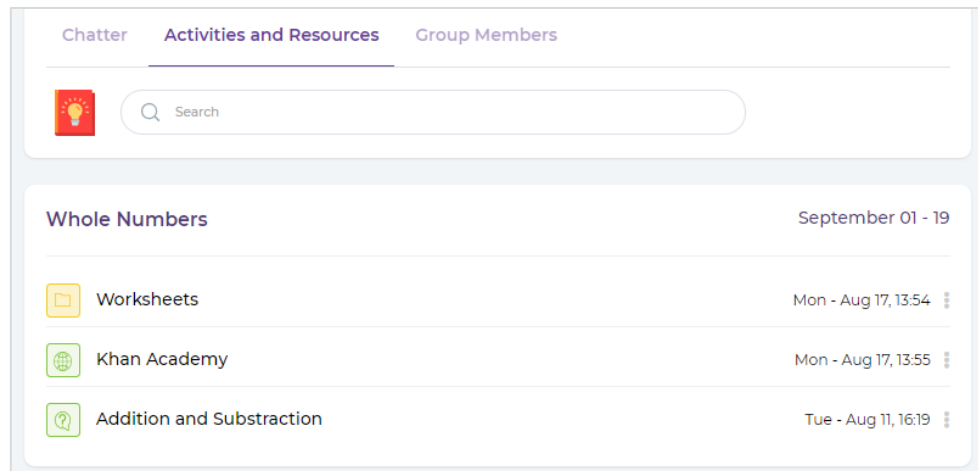
2. Observe that the **Activities and Resources** tab is displayed by default.

#### 4.2. Access Activities and Resources shared within a Class Group

1. In the **Activities and Resources** page, you can view and access all the units and its associated activities and resources shared by the Teacher(s).
2. To select and view a resource:
  - a. Click on the resource.
  - b. Or, select the **View**  icon in the **Actions** column against the specific resource.

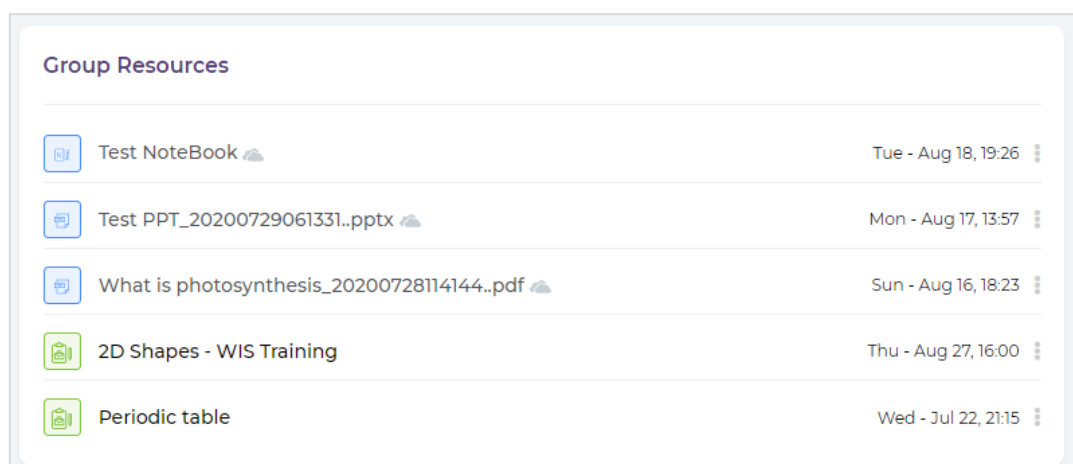
*Note: Depending on the resource shared, you will have the option to view or download the same.*





3. All the resources that are not linked to a unit will be listed under the **Group Resources** section of the **Activities and Resources** page.
4. You can switch between different groups by performing the following steps:
  - a. Select the **Group Details** option located at the top-right corner of the page.
  - b. From the displayed list, choose either **Class Groups** or **Other Groups**.
  - c. Now choose the Group you wish to view the details of.

*Note: All tabs within a class group will display the **Group Details** option at the top-right corner of the page which will enable you to switch groups easily.*



5. To access and work on an assignment shared by the Teacher in the group:
  - a. Click on the required assignment. You will be redirected to the **Student Homework** page in the **Assignments** area.

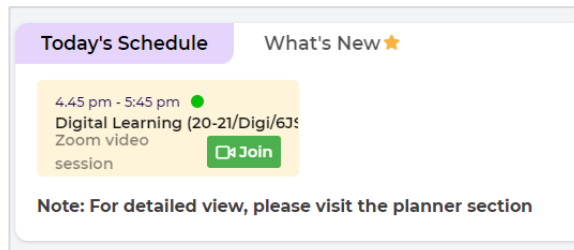
- b. You can complete the relevant assignment and upload supporting files, if any, from your desktop, OneDrive or Google Drive account.
- c. Once you complete the assignment, select **Turn In**.


*Note: To understand the steps to work on an assignment, refer the detailed steps provided in the Assignments section.*

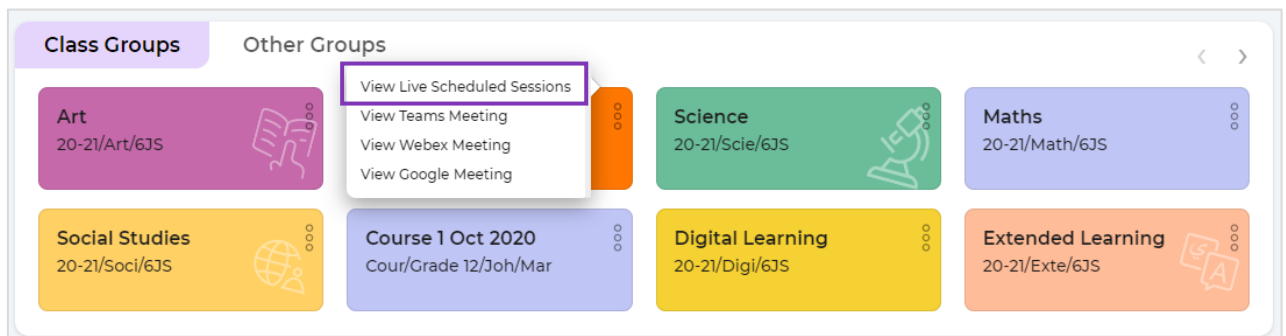
6. To access and attempt a quiz shared by the Teacher in the group:
  - a. Click on the quiz to view it in the **Groups** area.
  - b. Attempt the quiz and click on the **Submit** button.
7. To access a lesson shared by the Teacher in the group:
  - a. Click on the lesson to view it in the **Groups** area.
  - b. In the **Lesson** page of **Groups**, follow the steps or description provided to complete the lesson.
  - c. You can view all the resources of the lesson by moving back and forth in the resources area.
  - d. Click on the specific resource to go through them.
  - e. If you have any doubts or questions about a particular resource, then mention the same in the **Clear Your Doubts** section and select **Add Your Doubt**.
  - f. Observe that your comment, doubt or question is added in a table below for your Teacher(s) to view.
  - g. In the **Actions** column of the doubt you have added, you have the option to edit or delete the doubt.

### 4.3. Join a Live Scheduled Session

1. In the home page, the **Today's Schedule** tab will display all your live sessions for the day.



2. Click on **Join** to participate in the session.
3. Or, navigate to the **Groups** area. In the specific group tile, click on the **Options**  icon located at the top-right corner.
4. Select **View Live Scheduled Sessions**.



5. In the **All Live Sessions** dialog box, all the live sessions will be displayed along with the **Session Name, Start Date, Time, Duration, Meeting Password** and the current **Status** of the live session.
6. Click on **Join** against the session you are about to participate in.
7. You will be redirected to the synchronous learning session on Zoom meeting page.

## 5. Assignments

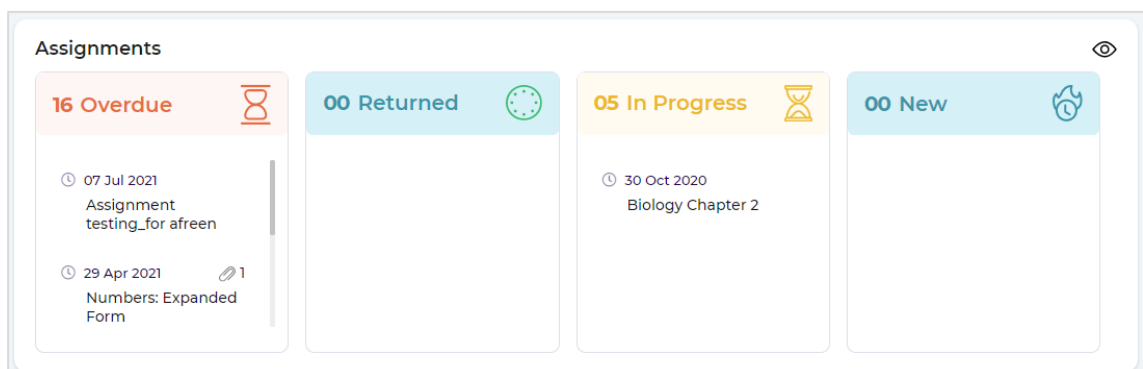
Students can access all their assignments (overdue, returned, in progress and new) from within the **Assignments** listing page. You can see at a glance which assignments are due (along with the number of days left to complete), and the assignments that are overdue (along with the number of overdue days), and which assignments you have completed and submitted. You can also use a Search function to locate a specific Assignment.

It is your own personal assignment dashboard!

### 5.1. View my Assignments

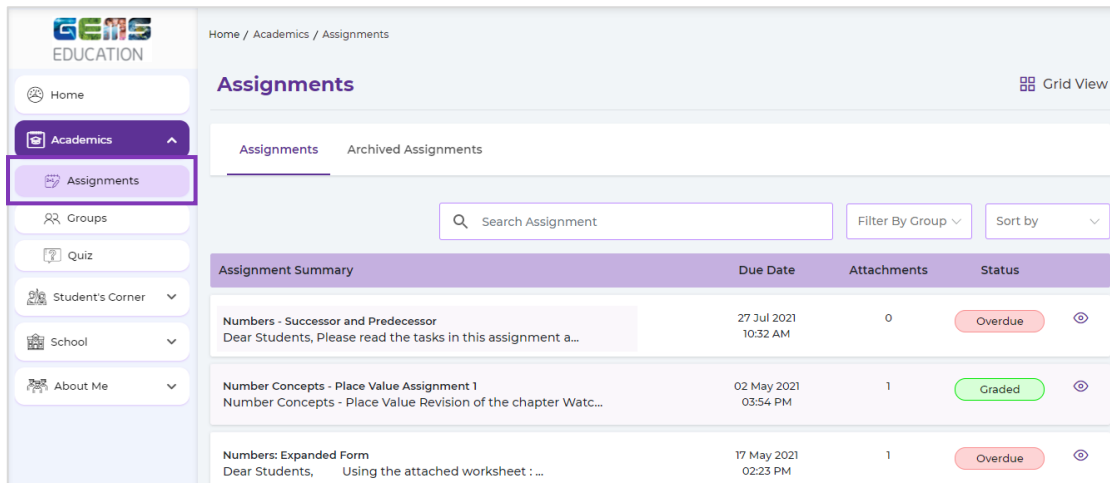
1. In the home page, navigate to the **Assignments** consolidated view. The consolidated view segregates all your assignments into the following four categories:
  - a. **Overdue**
  - b. **Returned**
  - c. **In Progress**
  - d. **New**

The Assignments consolidated view provides the count, as in the total number of **Overdue, Returned, In Progress, and New** assignments.



2. Or, from the left navigation menu, select **Academics -> Assignments**.
3. In the **Assignments** landing page, the list of assignments assigned to you by your Teachers from various class groups are displayed.

- Observe that the assignments are sorted according to **Date** by default. You can also sort your assignments displayed by **Name** or **Status**.
- You also have the option to search for your assignments by typing in the keywords in the **Search** field.



Home / Academics / Assignments

## Assignments

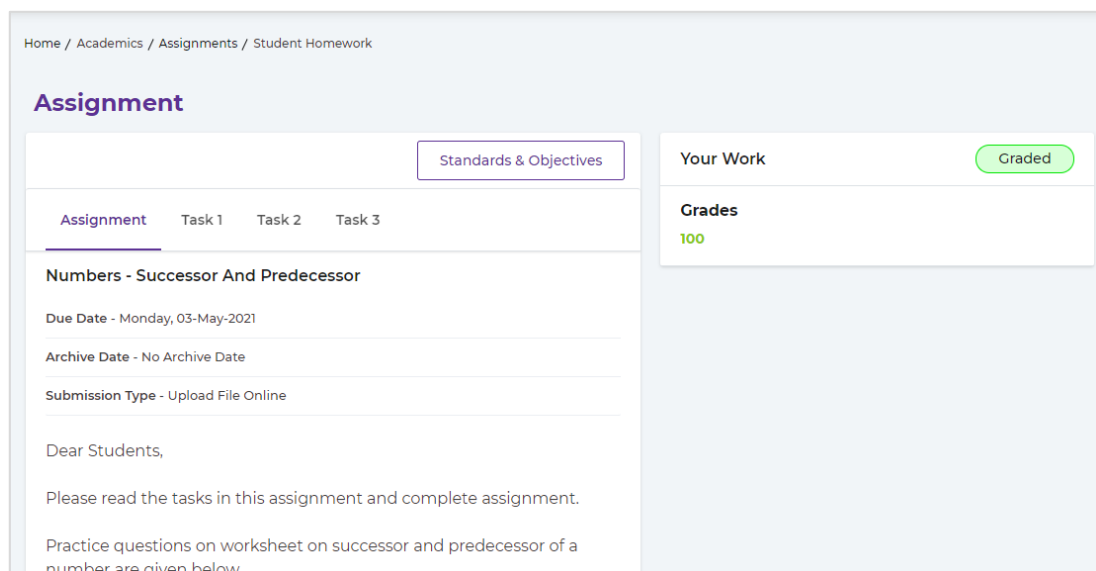
Grid View

Assignments Archived Assignments

Search Assignment Filter By Group Sort by

| Assignment Summary  | Due Date                | Attachments | Status  |
|---|-------------------------|-------------|---------|
| Numbers - Successor and Predecessor<br>Dear Students, Please read the tasks in this assignment a...         | 27 Jul 2021<br>10:32 AM | 0           | Overdue |
| Number Concepts - Place Value Assignment 1<br>Number Concepts - Place Value Revision of the chapter Watc... | 02 May 2021<br>03:54 PM | 1           | Graded  |
| Numbers: Expanded Form<br>Dear Students, Using the attached worksheet : ...                                 | 17 May 2021<br>02:23 PM | 1           | Overdue |

- You can view your completed and submitted Assignment, along with the Grade and feedback provided by the Teacher.



Home / Academics / Assignments / Student Homework

## Assignment

Standards & Objectives

Assignment Task 1 Task 2 Task 3

### Numbers - Successor And Predecessor

Due Date - Monday, 03-May-2021

Archive Date - No Archive Date

Submission Type - Upload File Online

Dear Students,


Please read the tasks in this assignment and complete assignment.

Practice questions on worksheet on successor and predecessor of a number are given below.

Your Work **Graded**


Grades **100**

## 5.2. Complete an Assignment

1. In the **Assignments** landing page, click on the assignment title you want to view or work on.
2. Upon selection, the **Student Homework** page is displayed which displays details such as the assignment Due date, submission type, available resources and assignment tasks that have been allocated by the Teacher(s).
3. To view or download the resources shared by the Teacher(s), click on the resources displayed in the **Resources** section.
4. To upload/attach the completed assignment, in the **Your Work** section, choose one of the following options:
  - a. **One Drive**
    - i. Select **One Drive**  .
    - ii. If necessary enter your login details in the Microsoft Login page.
    - iii. A window pops-up displaying all the folders and files available in your OneDrive. You can search for the desired file by typing in the name or navigate through the folders displayed.
    - iv. Select the desired file(s) and click on the **Save** button.
    - v. Observe that the file has been added to the **Your Work** section.



b. **My Computer**

- i. Select **My Computer** .
  - ii. In the pop-up window that appears, upload the file by Drag & drop method. Alternatively, you can click on the **BROWSE** button and upload the file from your laptop/desktop.
  - iii. Select **Done** to upload your file.
  - iv. Observe that the file has been added to the **Your Work** section.
5. If the Teacher has assigned one or more tasks within the assignment, then it will appear in the **Assignment Tasks** section.
  6. To perform the tasks assigned to you, click on the first task in the list.
  7. Perform the task as mentioned and click on the **Submit** button once complete. Similarly complete the other tasks, if any.
  8. You can add any comment or feedback in the form of audio or text comments for your teacher to view.
  9. Click on **Turn In** once the assignment is complete.

**Note:**

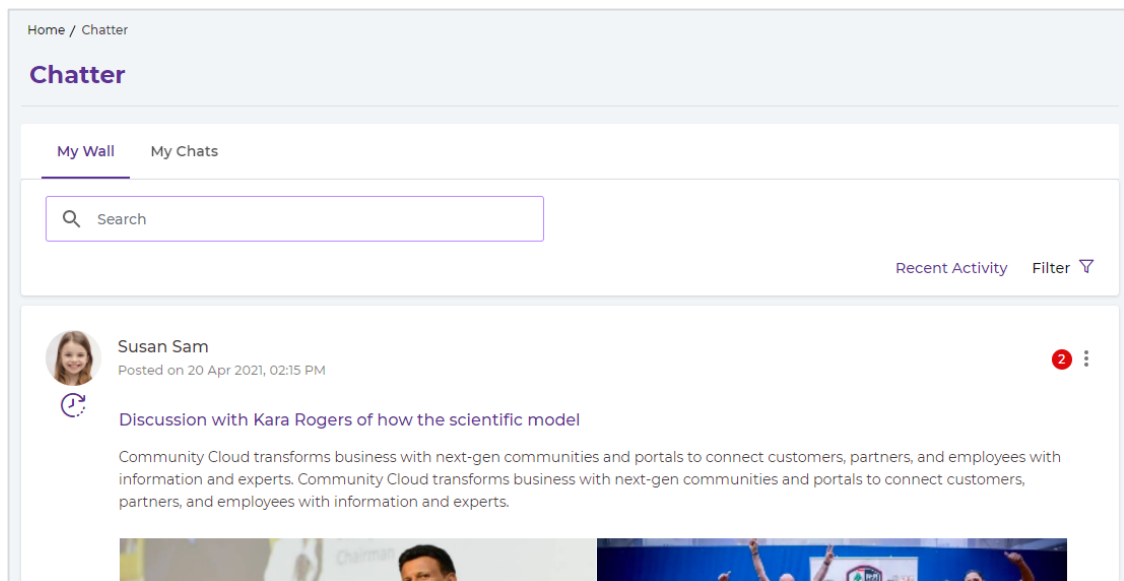
- The status of the assignment changes to **Turned In** when you turn in your assignment.
- If an assignment is not completed by the expected time, an indicator is displayed against the specific assignment stating that the assignment is overdue.
- You can sort the assignments by Date, Name or Status by selecting the required option from the **Sort by** drop-down list.
- Assignments graded by the Teacher will display the status **Graded** against the assignment in the landing page.
- Tasks within Assignments may contain quizzes which you can attempt and submit as part of an assignment task to check your understanding on the topic discussed.


## 6. Chatter

Chatter is a safe social media tool used by the Teachers to communicate and collaborate with their various class groups. You can use Chatter to participate in Teacher-initiated discussions with your teachers and peers. You can view all posts and participate in discussions taking place within your groups, and initiate one-on-one conversations with your Teachers or participate in group chats with your teachers and peers.

### 6.1. Access Chatter

1. In the home page, navigate and choose a specific post in the Chatter preview of most recent posts.
2. Or, from the left navigation menu, select **Student's Corner -> Chatter**.




3. The Chatter landing page consists of two tabs:
  - a. **My Wall**
  - b. **My Chats**
4. In the **My Wall** tab displayed, you will find posts or discussions related to your groups which you can view and participate. To participate in a blog/post, enter your comments in the field right below the post and click on  to add your comment.

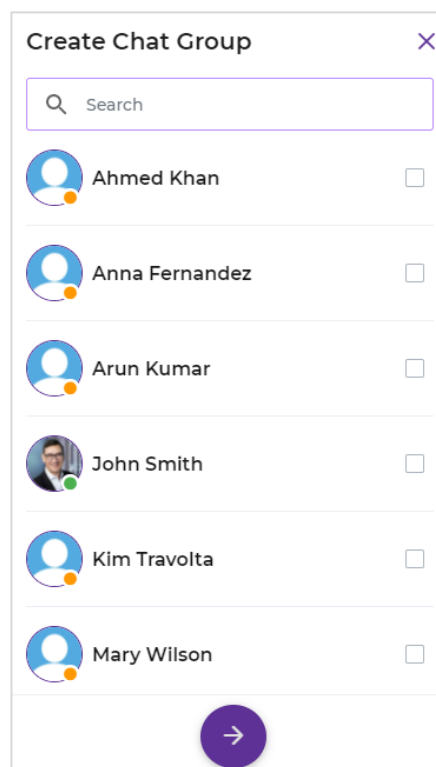


5. You can search for blogs/posts by typing in the keywords in the **Search** field located at the top of the page.
6. Select the **My Chats** tab. Here you can initiate one-on-one conversations with your teachers. You can also participate in teacher-initiated group conversations to discuss your subject or projects.


## 6.2. Initiate a Chat Group

1. In the **Chatter** landing page, select **My Chats** tab.
2. All your recent group and one-on-one conversation will be listed in a column on the left. Select one to display the conversation thread on the right.
3. Click on  to display the **Create Group Chat** side-tab.
4. Select the desired teachers and click on the right arrow below.


*Note: You can initiate group chats only with your teachers and not with students*

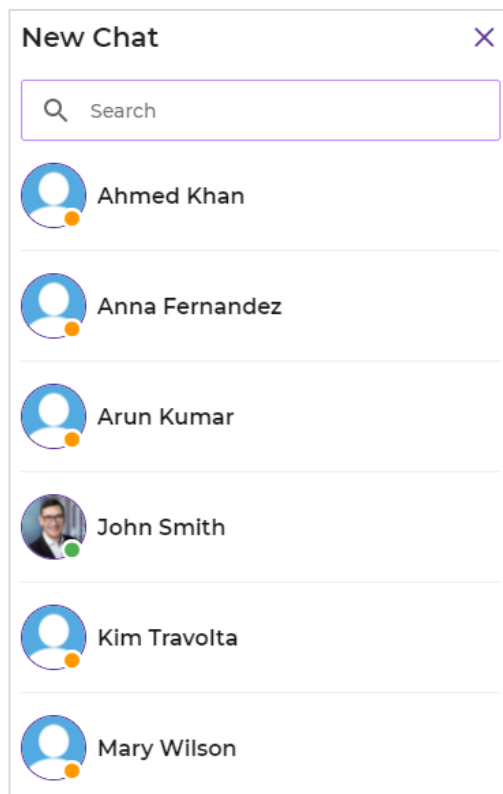


5. In the **Group Details** side-tab, enter a group name.

6. (Optional) Add a group icon to represent the group.
7. Once you have entered all details, click on .
8. Select the newly created group from the left pane to display the conversation thread on the right.
9. Type a new message to start a conversation with the members of the group.

### 6.3. Initiate a One-on-One conversation

1. In the **Chatter** landing page, select **My Chats** tab.
2. Click on  to start a new chat. **New Chat** side-tab is displayed.



3. Select a teacher to display the chat window and to proceed with a conversation.

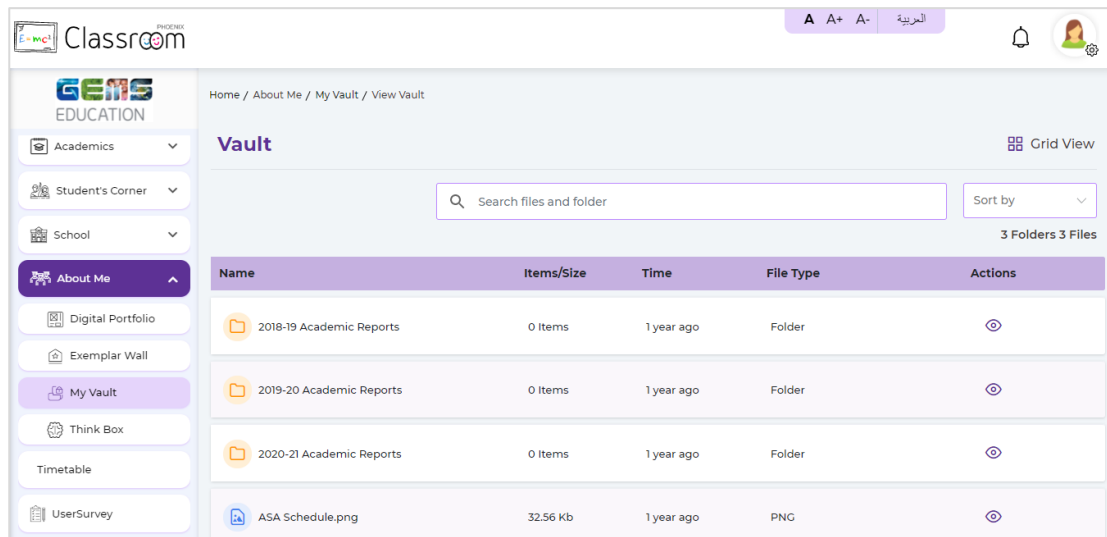
*Note: You can initiate one-on-one conversations only with your teachers and not with students*

## 7. My Vault


The **Vault** is your own personal document repository where all your academic and non-academic reports as well as personalized feedback are shared with you by your teachers.

### 7.1. Access My Vault

1. From the left navigation menu, select **About Me -> My Vault** to view the files related to your academic and non-academic reports and personalized feedback from the Teacher, if any.



| Name                     | Items/Size | Time       | File Type | Actions |
|--------------------------|------------|------------|-----------|---------|
| 2018-19 Academic Reports | 0 Items    | 1 year ago | Folder    |         |
| 2019-20 Academic Reports | 0 Items    | 1 year ago | Folder    |         |
| 2020-21 Academic Reports | 0 Items    | 1 year ago | Folder    |         |
| ASA Schedule.png         | 32.56 Kb   | 1 year ago | PNG       |         |

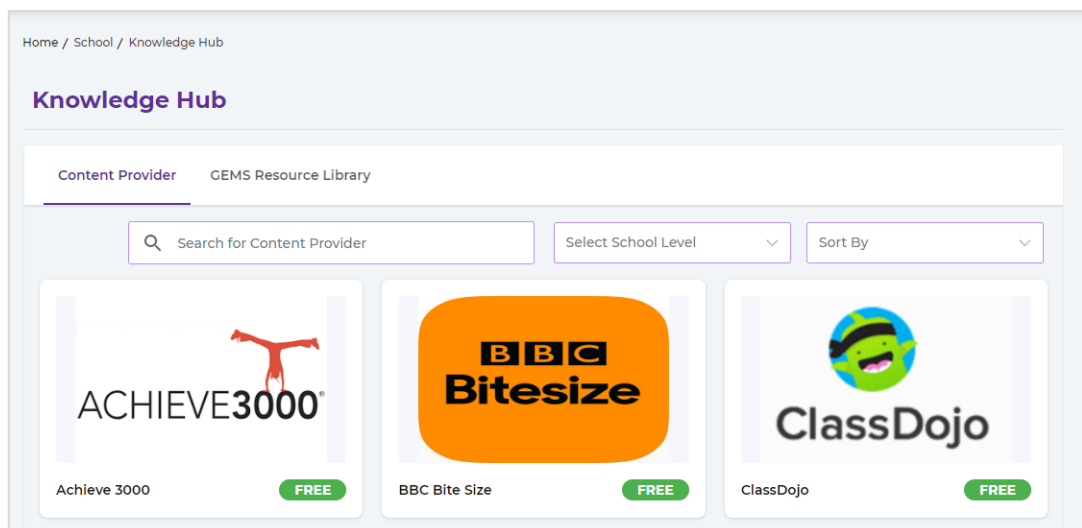
2. In the **View Vault** page that appears, select the specific file or folder to view its details.
3. To view the details of a specific folder, select the **view**  icon in the **Actions** column of the folder you want to view. You can view or download the files shared by your Teachers.

## 8. Knowledge Hub

Through the **Knowledge Hub** you can access links to the various educational reference sites (internal and external) that are shared by your school within your school community.

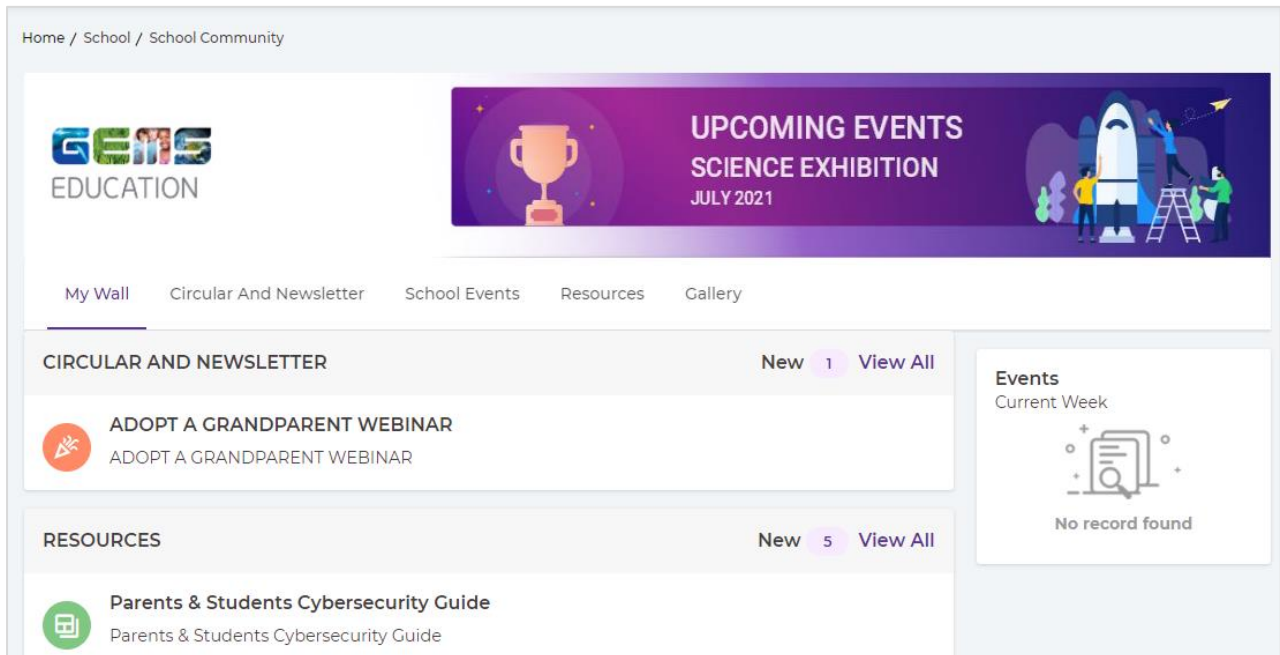
### 8.1. Access Knowledge Hub:

1. On the left navigation menu, select **School -> Knowledge Hub**.
2. The **Knowledge Hub** page displays the various content providers associated with the school.



## 9. School Community

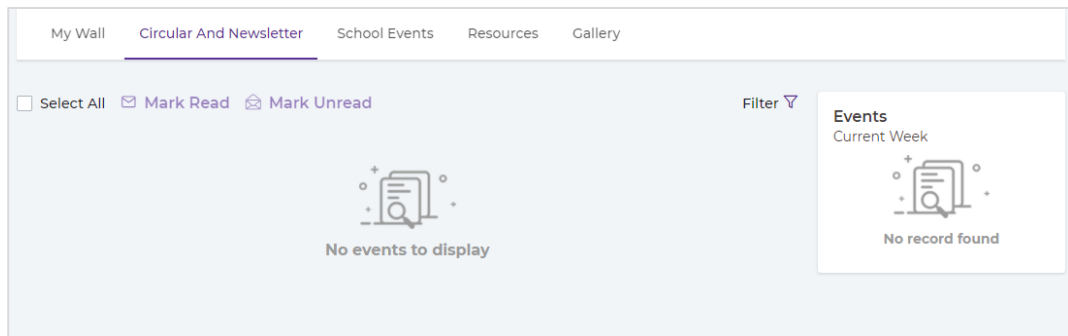
All circulars, newsletters and resources shared by your School can be located in the “School Community” area. Within the “School Community” area you can access and view various resources and galleries, where you can view photographs from recent school events!



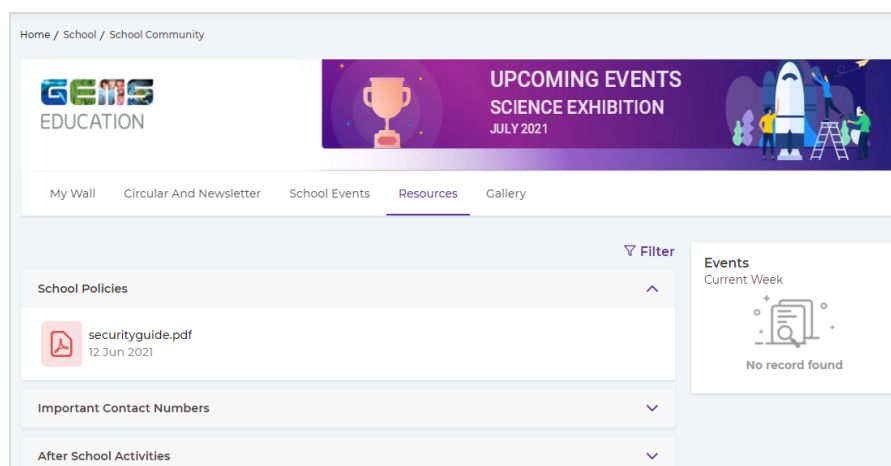
The screenshot shows the 'School Community' page. At the top, there is a breadcrumb trail: 'Home / School / School Community'. Below this is a navigation bar with the GEMS EDUCATION logo on the left and a purple banner for 'UPCOMING EVENTS SCIENCE EXHIBITION JULY 2021' on the right. Underneath the banner is a horizontal menu with five tabs: 'My Wall', 'Circular And Newsletter', 'School Events', 'Resources', and 'Gallery'. The 'Circular And Newsletter' tab is currently selected. Below the menu, there are two main content areas. The left area is titled 'CIRCULAR AND NEWSLETTER' and shows a 'New 1 View All' link. Below this, there is a card for 'ADOPT A GRANDPARENT WEBINAR'. The right area is titled 'RESOURCES' and shows a 'New 5 View All' link. Below this, there is a card for 'Parents & Students Cybersecurity Guide'. On the far right, there is a sidebar titled 'Events Current Week' which shows 'No record found'.

### 9.1. Access the School Community Area

1. Using the left navigation menu, select **School -> School Community**.
2. The **School Community** home page displays the following tabs:
  - a. **My Wall**
  - b. **Circular and Newsletter**
  - c. **School Events**
  - d. **Resources**
  - e. **Gallery**
3. The **My Wall** tab provides an overview of the remaining tabs within the School Community page and is displayed by default.
4. The **Circular and Newsletter** tab displays the circulars and newsletters shared by the School Management.

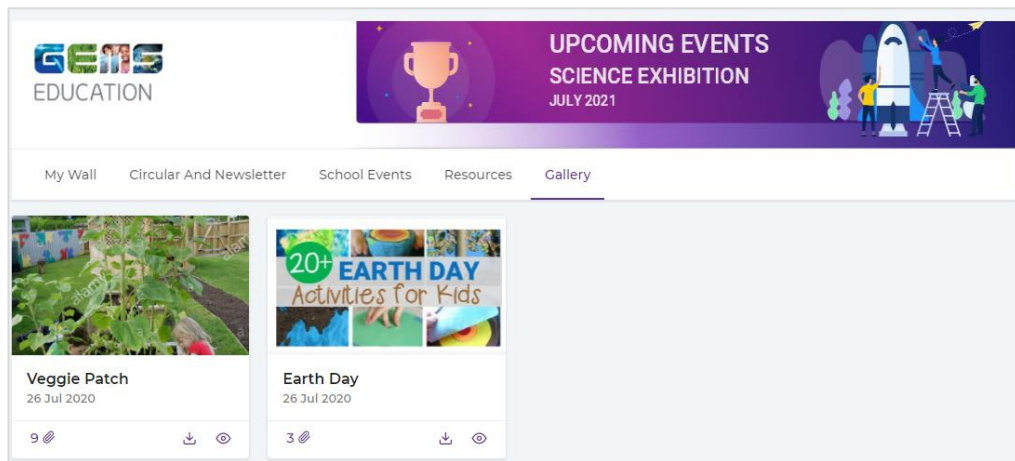


5. Choose the desired circular or newsletter, which you want to view.
6. To search for specific circulars or newsletters,
  - a. In the **Search** field, type the keywords to narrow down the search.
  - b. Or, select the **Show** drop-down and from the displayed list of options, choose **All, Circular or Newsletter**.
  - c. Or, select the **From** and **to** dates to narrow down the search to a particular time period.
7. Select the **School Events** tab to view the various school events.
8. To search for an event, type the keywords in the **Search** field.
9. To view specific categories or all categories, select desired categories from the **Select Category** drop-down list.
10. Select the **Resources** tab to view the various resources shared by the School.



11. To search for a resource, type the keywords in the **Search** field.

12. To view or download a resource,
  - a. Navigate to the desired resource tile.
  - b. Click on the **View Attachment** icon located at the top-right corner of the tile.
13. You can view pictures of school events that have been shared by the school, via the Gallery.

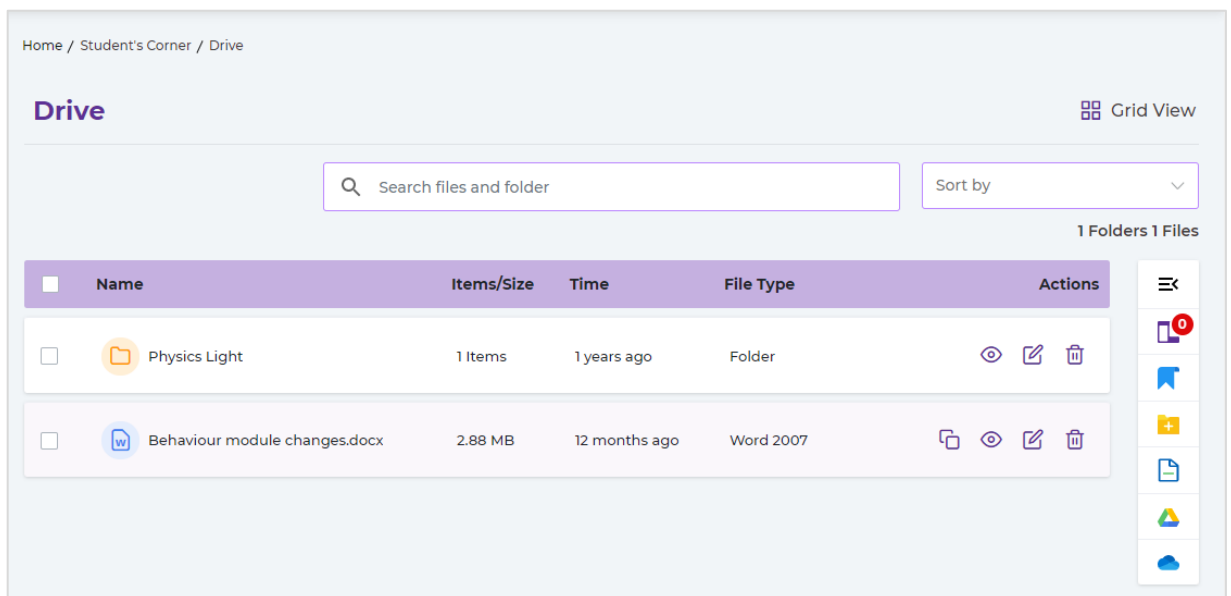



## 10. Drive

The **Drive** section is a personal repository where you can add folders and upload files from your desktop or laptop. You can edit files directly within Phoenix Classroom that you have uploaded from OneDrive or Google Drive. You also have the option to add your favourite bookmarks to your repository. You can fully manage your files within your repository.

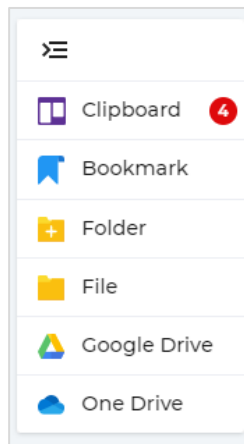
### 10.1. Access the Drive

1. To view your personal repository, select **Student's Corner** -> **Drive** from the left navigation menu.
2. The **Drive** landing page will list all your files, folders and bookmarks.




3. On the right hand side of the page, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.






### 10.2. Add a file or a document that has been saved on to your Clipboard


1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.
2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **Clipboard** option.
4. In the **Clipboard** right pane that appears, select the file(s) you want to add to your Drive and click on **Add To Folder**.
5. Observe that the file has been uploaded successfully.

### 10.3. Add a Bookmark

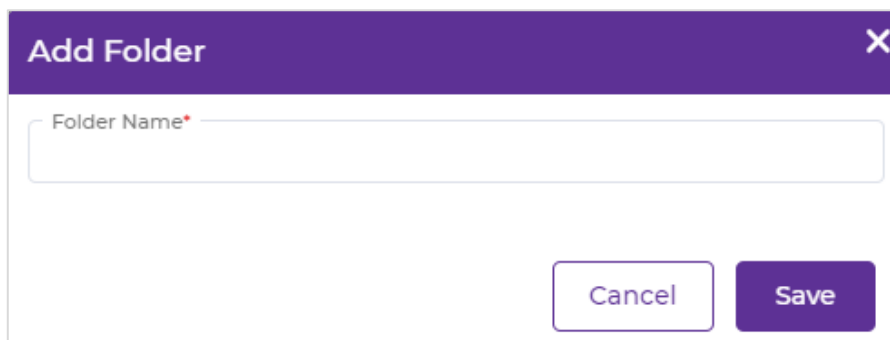
1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.
2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **Bookmark** option.

4. In the **Add Bookmark** side pane that appears, specify the following:
  - **Bookmark Name** - The name of the bookmark
  - **Bookmark Description** - A brief description of your bookmark.
  - **URL** – The URL link that connects to the bookmark.
5. Click on **Save** to save your bookmark under the **Bookmarks** section. Scroll down to view the section.


#### 10.4. Add a Folder to the Drive

1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.
2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **Folder** option.
4. In the **Add Folder** side pane that appears, specify the **Folder Name**.
5. Click on **Save** to save your folder in your drive.

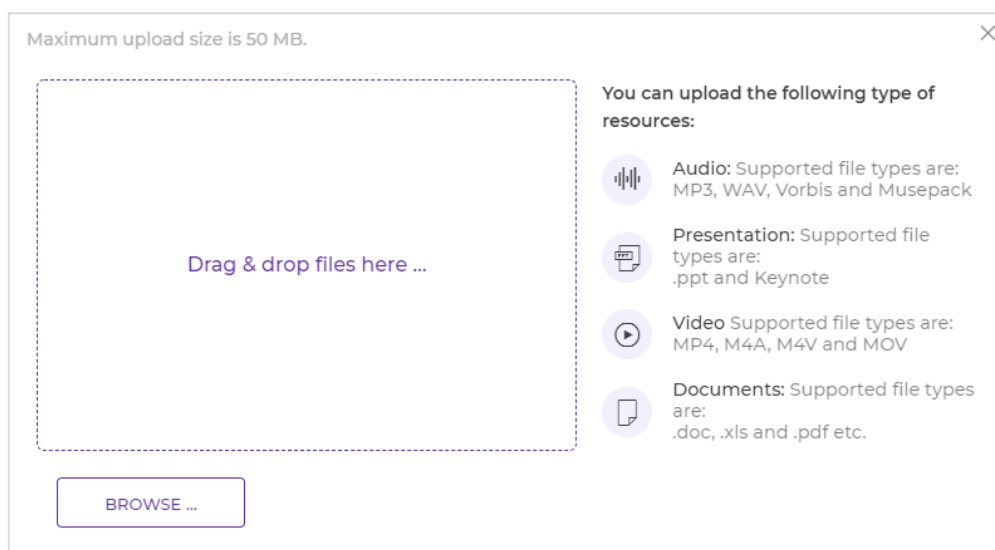
*Note: To add files to a folder, select the desired folder and then perform the steps required to add files to the folder.*



## 10.5. Add a File to the Drive


1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.
2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **File** option.
4. In the pop-up window that appears, upload the file by Drag & drop method. Alternatively, you can click on the **BROWSE** button and upload the file from your laptop/desktop.
5. Click on **Done** to upload your file.

*Note: File size cannot exceed the maximum allowed upload size of 50 MB.*




## 10.6. Upload Files from Google Drive


1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.

2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **Google Drive** option.
4. Log into your Google Drive account, if necessary.
5. In the **Google Drive Files** pane that appears, select the required files.
6. Click on **Save** to save the file(s) to your drive.


### 10.7. Upload Files from One Drive

1. In the Phoenix Classroom home page, from the left navigation menu, select **Student's Corner -> Drive** to view your personal repository.
2. On the right corner, you have a list of options from where you can move your files or documents from and save it in your drive. Click on the **Expand**  icon to view the options available.
3. Select the **One Drive** option.
4. Log into your One Drive account, if necessary.
5. In the **One Drive Files** pane that appears, select the required files.
6. Click on **Save** to save the file(s) to your drive.


### 10.8. Edit a File or Folder

1. In the **Drive** landing page, select the required file or folder and click on **Edit**  icon under the **Actions** column.
2. In the pop-up window that appears, make the required changes.
3. Click on **Save** to save the changes.


### 10.9. Edit a Bookmark

1. In the **Drive** landing page under the **Bookmarks** section, select the required bookmark and click on **Edit**  icon under the **Actions** column.
2. In the **Edit Bookmarks** pop-up window that appears, make the required changes.
3. Click on **Save** to save the changes.


### 10.10. View Details a Bookmark

1. In the **Drive** landing page under the **Bookmarks** section, select the required bookmark and click on **View**  icon under the **Actions** column.
2. The details of the bookmark can be viewed.

### 10.11. Download a File


1. In the **Drive** landing page, select the required file and click on **Download**  icon under the **Actions** column.
2. The file gets downloaded.

### 10.12. Delete a File or Folder

1. In the **Drive** landing page, select the required file or folder and click on the **Delete**  icon under the **Actions** column.
2. In the pop-up window that appears, select **Yes**. The file or folder is deleted from the **Drive** section.

*Note:* You can choose to display the files and folders in the Grid View of Line View by selecting the icons  and  simultaneously.

### 10.13. Delete a Bookmark

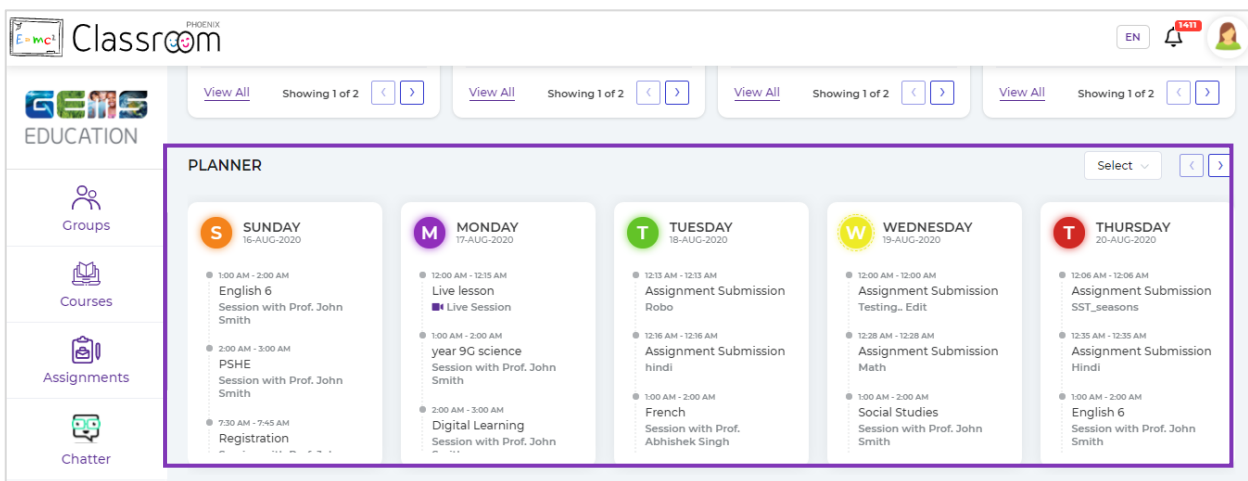
1. In the **Drive** landing page, under the **Bookmarks** section, select the required bookmark and click on the **Delete**  icon under the **Actions** column.
2. In the pop-up window that appears, click on **Yes**. The bookmark is deleted from the **Bookmarks** section.

## 11. Planner

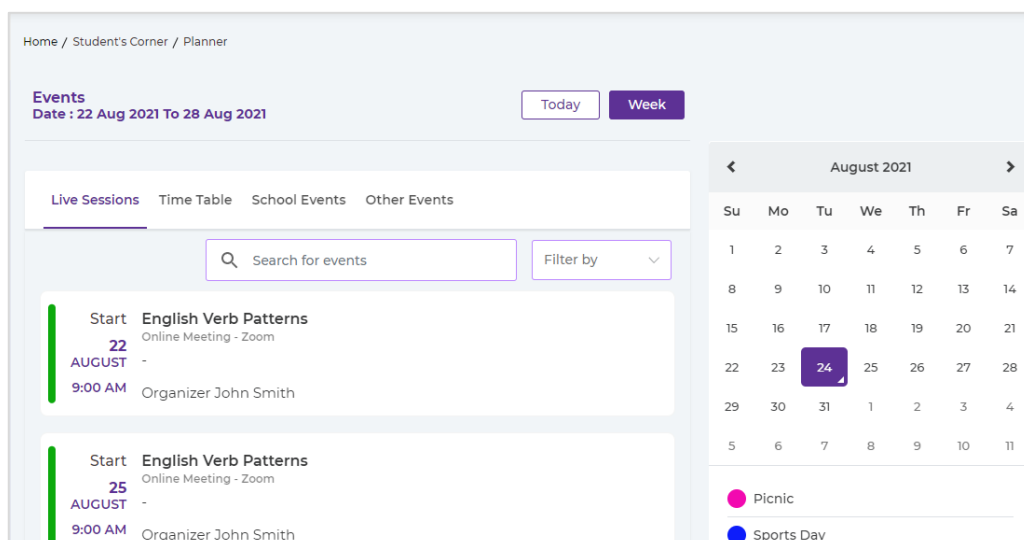
Using the **Planner** feature you can view your schedule, timetable, school events and live sessions, all in your own personal Planner dashboard. You can search for specific events and view events by category i.e. all sport events within the Planner area.

### 11.1. Access My Planner

- a. In the home page, navigate to the consolidated Planner view to view the events listed.



- b. Or, from the left navigation menu, select **Student's Corner** -> **Planner** to view your schedule, timetable and events.



- c. To search for a specific event or category,
  - i. Type the name or category you want to view in the **Search** field.
  - ii. Or, select the desired category(s) from the **Category** drop-down located at the top-right corner of the page and view the event details.

*Note: You can choose to view the list of events on a daily, weekly or monthly basis by selecting the **Today**, **Week** and **Month** tab(s).*

## 11.2. Access a live session/online class from Planner?

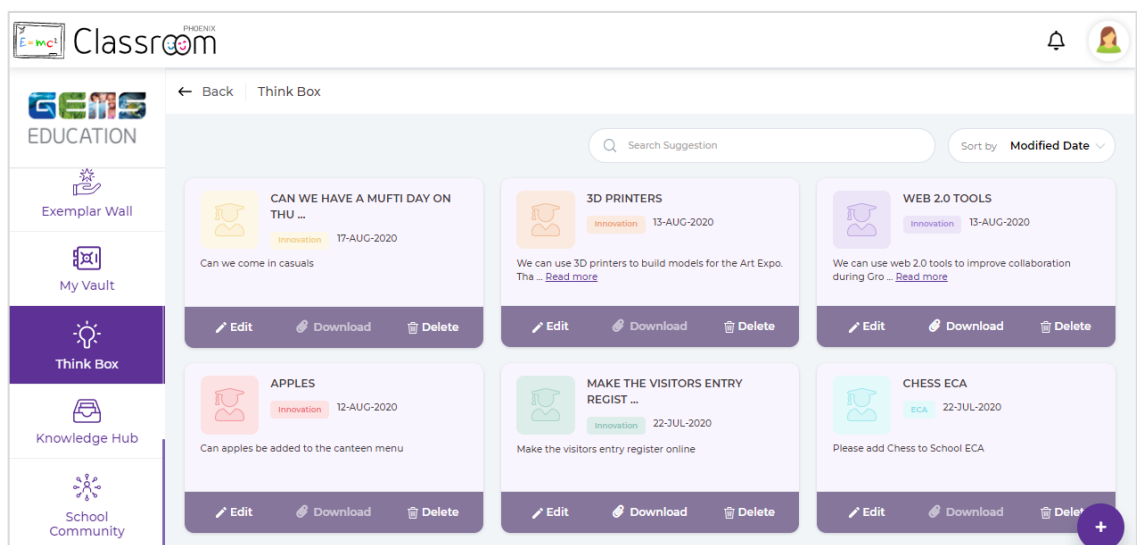
- a. To access Online Class from the consolidated Planner view:
  - i. In the home page, navigate to the consolidated Planner view to view the events listed.
  - ii. Navigate and click on the **Live Session** you want to access.
  - iii. You will be redirected to the synchronous learning session on Zoom meeting page.
- b. To access Online Class from the **Planner** module through the Navigation menu:
  - i. From the left Navigation menu, select **Student's Corner -> Planner**.
  - ii. Navigate and click on the **Live Session** you want to access.
  - iii. If you have not accepted the event invite, then an **Accept Event Invitation** pop-up window appears. Click on the **Accept** button.
  - iv. If accepted, then click on **Join Live session**.
  - v. You will be redirected to the synchronous learning session.

## 12. Think Box

Think Box, a suggestion box section within Phoenix Classroom, provides you with the opportunity to share any ideas, solutions and processes that you think will help improve your school environment. You can add any great ideas or suggestions here. Your suggestions will be sent for approval to panel members. Approved suggestions will then be visible in Think Box for other students to view.

### 12.1. Access Think Box:

- a. From the left navigation menu, select **About Me -> Think Box** tab to view the ideas and suggestions recorded by you.



- b. You have access to view the suggestions posted by you, download the same by clicking the **Download** link.

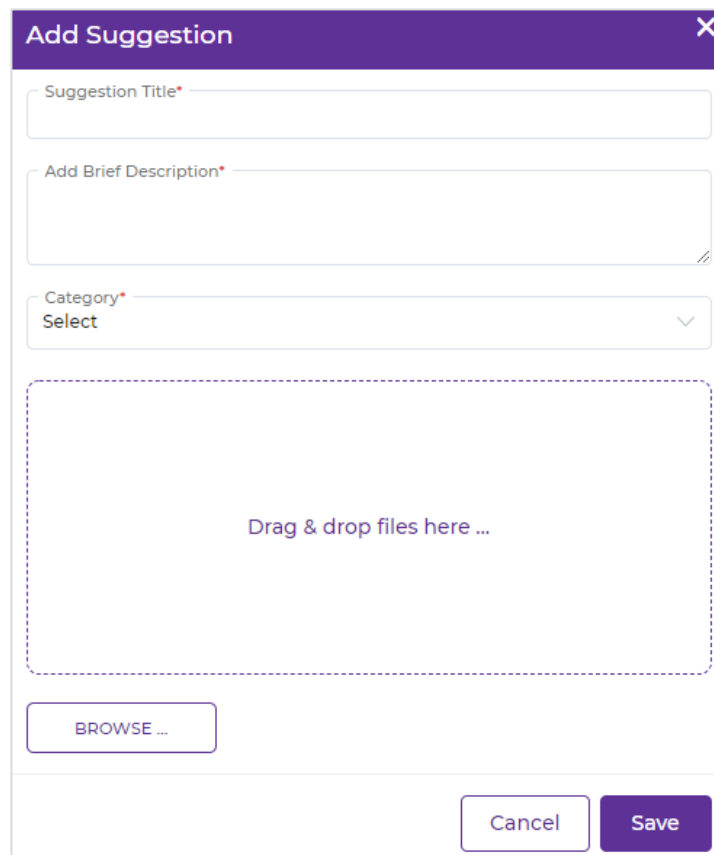
### 12.2. Add an Idea or Suggestion

- a. In the **Think Box** landing page, click on the **Add Suggestion** button located at the top-right corner of the page.
- b. In the **Add Suggestion** side tab that appears, specify the following details
  - **Suggestion Title** - The title of your idea



- **Description** - A brief description of your idea.
- **Category** – The category to which your idea belongs to.
- **Attachments** – Upload the attachment by Drag & drop method. Alternatively, you can click on the **BROWSE** button and upload the file from your laptop/desktop.

c. Click on **Save**. to save your idea in the **Think Box** section.



The screenshot shows a web form titled "Add Suggestion" with a purple header and a close button (X) in the top right corner. The form contains the following fields and elements:

- A text input field labeled "Suggestion Title\*".
- A larger text area labeled "Add Brief Description\*".
- A dropdown menu labeled "Category\*" with the text "Select" and a downward arrow.
- A large dashed rectangular box containing the text "Drag & drop files here ...".
- A button labeled "BROWSE ..." below the dashed box.
- At the bottom right, there are two buttons: "Cancel" and "Save".

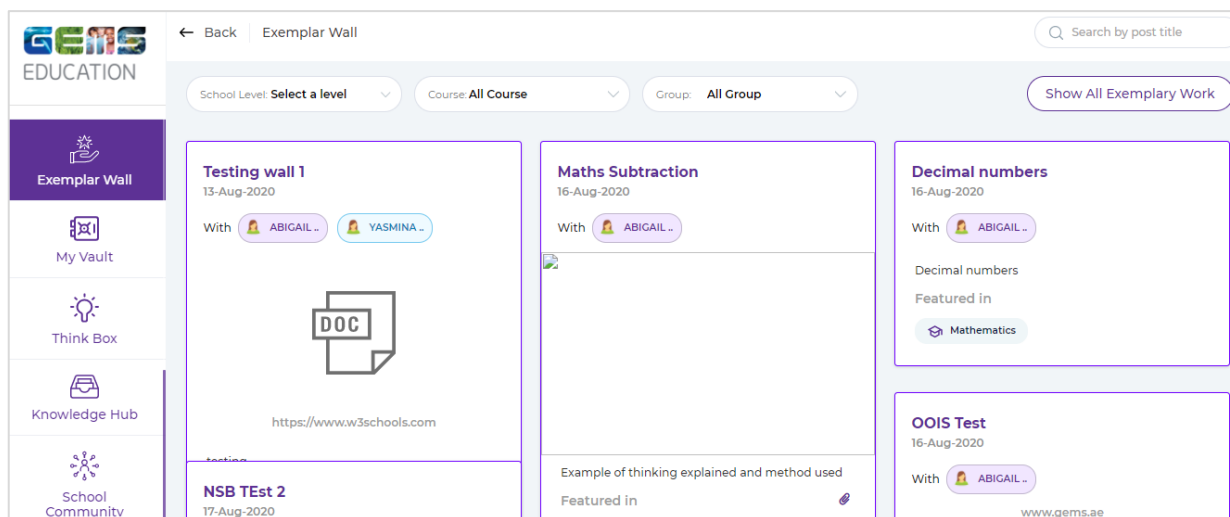
## 13. Exemplar Wall

The **Exemplar Wall** area is where you can view all the exemplary work shared by the teacher with the Class. You can filter all exemplar work by level, course and group i.e. by high-school (level), Art (Course) and Art Grade 4 (Group).

### 13.1. To Access Exemplar Wall:

1. From the left navigation menu, select **About Me -> Exemplar Wall** to view exemplary work shared by your teachers.
2. Select **Show All Exemplary Work** to view all the model works of your peers.
3. You can search for a specific post by typing in the **Search** field.
4. You can filter/narrow down a post by level, department, course and/or group.
5. Navigate to the desired post and click on **View All** to view all the attachments

*Note: You can either download the attachments or access any link provided in the Exemplar Wall.*



The screenshot displays the 'Exemplar Wall' interface. At the top left is the GEMS Education logo. Below it is a navigation menu with options: Exemplar Wall (selected), My Vault, Think Box, Knowledge Hub, and School Community. The main area features a search bar 'Search by post title' and filter dropdowns for 'School Level: Select a level', 'Course: All Course', and 'Group: All Group'. A 'Show All Exemplary Work' button is also present. The grid shows several posts:

- Testing wall 1** (13-Aug-2020) by ABIGAIL and YASMINA, featuring a DOC attachment and a link to <https://www.w3schools.com>.
- Maths Subtraction** (16-Aug-2020) by ABIGAIL, featuring an image and the text 'Example of thinking explained and method used'.
- Decimal numbers** (16-Aug-2020) by ABIGAIL, featuring the text 'Decimal numbers' and 'Featured in Mathematics'.
- OOIS Test** (16-Aug-2020) by ABIGAIL, featuring the text 'www.gems.ae'.

## 14. Digital Portfolio

### Introduction

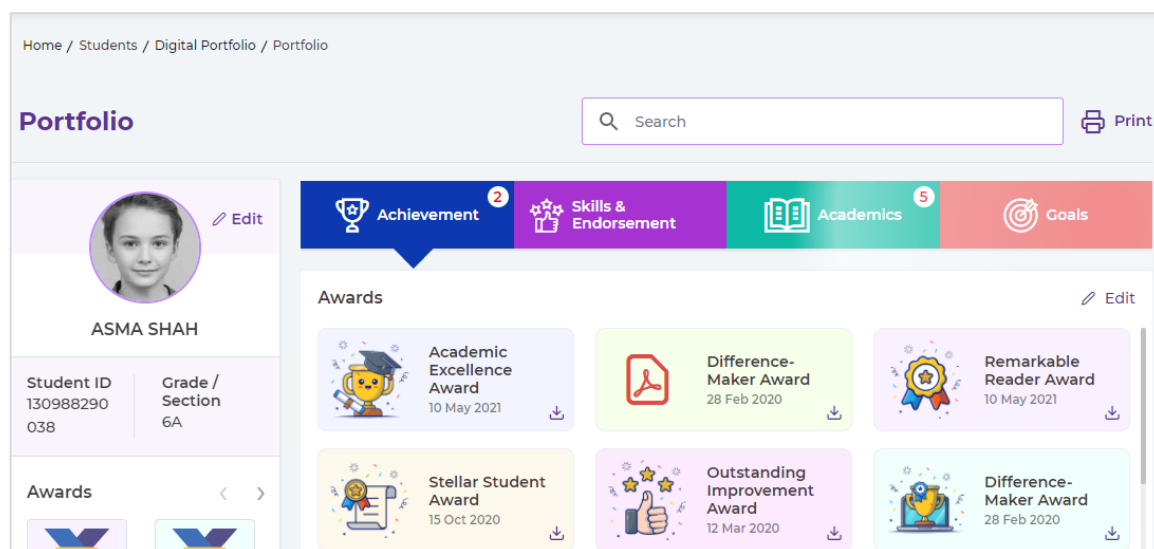
Digital portfolios aren't just a way to record and collate achievements but also enables you to reflect on their growth and learning. It demonstrates progress, acquisition of skills or knowledge, and creativity over time.

Using the Digital Portfolio feature in Phoenix Classroom you can record and manage all your academic and non-academic achievements, certificates and share your endorsements and top skills. Let's take a quick look at some of the things you can do within your Digital Portfolio space:

- You can add a short bio/profile about yourself
- Add new achievements and certificates that you gain throughout your academic years
- Add new skills/update existing ones within your portfolio
- Receive/share endorsements

### 14.1. Access Your Digital Portfolio

1. From the left navigation menu, select **About Me -> Digital Portfolio** to view your portfolio that includes both the academic and non-academic achievements.



2. In the **Portfolio** page, you can view your achievements, skills and endorsements academics and goals by selecting the relevant tabs .

## 14.2. Add or edit your profile summary

1. In your **Digital Portfolio**, in your profile section on the left, click on the **Edit** icon next to your profile picture.
2. In the **About Me** section, write a short summary about yourself.
3. The **Add Badges** section will list all the badges assigned to you. Select the **Show on portfolio** option against the badge if you want to display it on your digital portfolio.
4. Click on **Save** to save the changes made to your profile.

## 14.3. Add an Award

1. In the **Digital Portfolio** page, observe that the **Achievements** tab is displayed by default.
2. The **Achievements** tab houses the **Awards**, **Achievements** and the **Teacher Assigned Certificates** sections.
3. In the **Achievements** tab, in the **Awards** section, click on the **Edit** button.
4. In the **Edit Awards** side window that appears, click on the **Add New Award** button.
5. In the **Add Award** side window, specify the following details:
  - **Title** – Enter the title of the award
  - **Create On** – Enter the date it was created on.
  - **Files** – The copy of the award can be uploaded here by Drag & drop method. Alternatively, you can click on the **BROWSE** button and upload the file from your laptop/desktop.
6. Select **Save**.
7. Observe that the newly added award has been sent to your teacher for approval.
8. Upon approval, the newly created award will be available in the **Edit Awards** page. Navigate and select the **Show on portfolio** option next to the award.

9. Click on **Save** to display the award in your portfolio.

*Note: The awards you upload onto your digital portfolio will be sent for your Teacher's approval. Once the Teacher approves it, only then will it be visible on your Digital Portfolio.*

#### 14.4. Add an Achievement

1. In the **Digital Portfolio**, observe that the **Achievements** tab is displayed by default.
2. The **Achievements** tab houses the **Awards**, **Achievements** and the **Teacher Assigned Certificates** sections.
3. In the **Achievements** section, click on the **Edit** button.
4. In the **Edit Achievements** side window that appears, click on the **Add New Achievement** button.
5. In the **Add New Achievement** side window, specify the following details:
  - **Event Date** – Enter the date the event happened.
  - **Title** – Enter the title of the achievement
  - **Files** – The copy of the achievement can be uploaded here by Drag & drop method. Alternatively, you can click on the **BROWSE** button and upload the file from your laptop/desktop.
6. Click on **Save**. Observe that the newly added achievement has been sent to your teacher for approval.
7. Upon approval, observe that the newly created achievement is displayed in the **Edit Achievements** page. Select the **Show on portfolio** option against the new achievement.
8. Click on **Save** to display the achievement on the student portfolio.

*Note: The achievements you upload onto your digital portfolio will be sent for your Teacher's approval. Once the Teacher approves it, only then will it be visible on your Digital Portfolio.*

#### 14.5. Add a Skill or Endorsement

1. In the **Digital Portfolio** landing page of a student digital portfolio, select the **Skills & Endorsements** tab.
2. In the **Skills and Endorsement** section, select the **Edit** button.
3. In the **Edit Skills & Endorsements** side window that appears, click on the **Add New Skill** option.
4. In the **Add New Skill** side window, specify the following details:
  - **Skill** - The skill you wish to endorse
  - **Date** – The date by when the skill was achieved
  - **Subject** – The subject to which the skill is related to
  - **Description** – A short description of the skill you wish to endorse
5. Observe that the skill has been added to the **Edit Skills and Endorsements** side window.
6. Select the **Show on portfolio** option and click on **Save**.
7. Select **Save** to save the newly added skill & endorsement to the student portfolio.

**Academics** page is divided into two sections:

- **My Assignments** – Students can showcase outstanding assignments, projects and academic/non-academic documents.
- **Academic Reports** – A report of the grades that has been awarded to you at the end of the academic year. The report of the selected academic year will be displayed.

#### 14.6. Add an Assignment

1. In the **Digital Portfolio** landing page of a student digital portfolio, select the **Academics** tab.
2. In the **My Assignments** section, select the **Edit** button.

3. In the **Edit Assignment** side window that appears, you have the option to add or delete an assignment.
  - a. To add a new assignment:
    - i. Click on the **Add new Assignments** button.
    - ii. In the **Add new Assignments** side window, from the **Select Assignment** drop-down, select the desired assignment.
    - iii. Click on **Save**. Observe that it appears in the **Edit Assignment** page.
    - iv. Select the **Show on portfolio** option against the assignment and click on **Save** to view it on the student portfolio.

*Note: You do not have the option to edit or delete the assignments added to your Digital Portfolio.*

#### 14.7. View an Academic Report

1. In the **Digital Portfolio** landing page, select the **Academics** tab.
2. In the **Reports** section, from the Academic Year drop-down list, select the desired academic year report.
3. It will now be displayed in your portfolio for everyone to view.

*Note: You can display more than one academic report in your digital portfolio.*

#### 14.8. Add Goals to your Digital Portfolio

1. In the **Digital Portfolio** landing page, select the **Goals** tab.
2. In the **Goals** section consists of two tabs, to display goals that are **In Progress** and those that are **Completed**.
3. Click on the **Edit** button in the **Goals** section.
4. In the **Edit Goals** side window that appears, click on the **Set New Goals** button.
5. In the **Set New Goals** side window, specify the following details:
  - **Title** - The type of the goal.



- **Description** – A short description of the goal.
  - **Expected Completion Date** – The date on which the goal is expected to be achieved or completed.
  - **Teacher Name** – The teacher whose class the goal is related to.
6. Click on **Save**. The goal is sent for approval.
  7. Upon approval, the newly added goal appears in the **Edit Goals** page.
  8. Select the **Show on portfolio** option against the goal to view it in your portfolio.
  9. Click on **Save** to save the changes made.

*Note: You do not have the option to delete a goal.*