

Training Guide

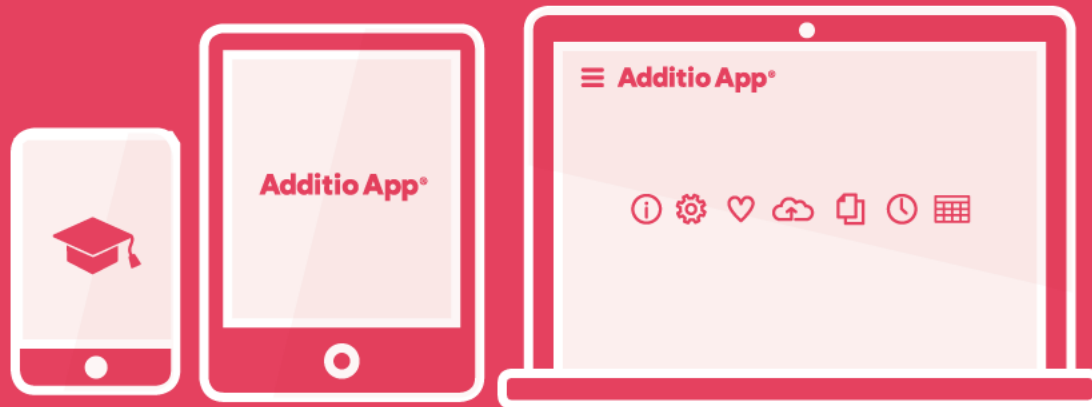


Additio App

What is Additio App

All-in-one app for teachers. Additio App helps teachers focus on what they do best—teach, engage and motivate students to learn.

Easy-to-use gradebook and classroom planner which allows to conveniently manage teachers' day-to-day tasks.



“All teachers deserve amazing tools”

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Information

Digital gradebook



1. Create groups & timetable

2. Add / Import students

3. Types of grades included in App

4. Create structure tabs & columns

5. Order elements

6. Formulas. Functions Fx

Additio App										
Search students...										
Mathematics										
4rd A										
Lab 107										
Term 1										
	+- 10%	Exercise 1	Exercise 2	Exercises average 30%	Exam 40%	Attendance 10%	Participation 10%	Final average	Fail - Pass	
1. Hurtado, Rafael	6	7.4	8	7.7	8.4	9	8.2	7.99	Pass	
2. Vidal, Sergi	6	6.6	7.4	7	7	9.5	9.2	7.37	Pass	
3. Losada, Omar	5	6.5	6 ↑	6.25	7.2	9.5	6.6	6.87	Pass	
4. Casanova, Teresa	6	8.8	8.5	8.65	6.8	9.8	5.8	7.48	Pass	
5. Hinojosa, Andrés	7	7.4	7	7.2	6.7	10	9.8	7.52	Pass	
6. Trias, Lucas	4	4	4.3	4.15	6	10	8.4	5.89	Pass	
7. Cortés, Marta	8	8.5	9	8.75	6.6	10	9	7.97	Pass	
8. Gibert, Karina	5	4.3	4	4.15	5.5 ↑	10	8.6	5.81	Pass	



7. Attendance calculations

8. Conditional Colors and Values

9. Attendance. Filter by dates

10. Random student

11. Class plan

Mathematics 4rd A Lab 107		Attendance and tardiness					
		Thu 17 Nov 16 10:00	Fri 18 Nov 16 10:00	Sat 19 Nov 16 10:00	Sun 20 Nov 16 10:00	Mon 21 Nov 16 10:00	
1. Hurtado, Rafael		●	●	●	●	●	
2. Vidal, Sergi		●	●	●	●	●	
3. Losada, Omar		●	●	●	●	●	
4. Casanova, Teresa		⌚	●	●	●	●	
5. Hinojosa, Andrés		●	⌚	●	●	●	
6. Trias, Lucas		●	●	●	●	●	
7. Cortés, Marta		●	●	●	●	●	
8. Gibert, Karina		●	●	●	●	●	

Planification



1. Planning template

2. Add planning and monitoring sections

3. Copy and paste schedules and sections

4. Move planning to the right

Additio App

Planning and follow up
NOVEMBER 2016 - Week 46

WEEK | UNITS

Monday 14 November

Tuesday 15 November

16:00 - 18:00 - Mathematics

Title

Objectives

Activities

Resources

Follow up

Add

Wednesday 16 November

Thursday 17 November

12:00 - 14:00 - Mathematics

The plan

Objectives

Interpret and recognise figures in the plane.

Activities

Interactive activities of planes and straight lines.

Resources

Geogebra application (see attached link).

Follow up

In this class we have studied the concept of plane and we have revised points and straight lines, finishing this unit.

Add

Friday 18 November

Term 1

Term 2

Term 3

Final

1

Planification



5. Remove planning

6. Add resources

7. Planning units

8. Export / Print planning

Additio App®				
WEEK UNITS				
NOVEMBER 2016 - Week 46				
Monday 14 November	Tuesday 15 November	Wednesday 16 November	Thursday 17 November	Friday 18 November
09:00 - 10:00 - 4B Ethics GRAMMAR: NOUNS	09:00 - 10:00 - 3A Language and Literature WRITING: ESSAY	09:00 - 10:00 - 4B Ethics PRONUNCIATION	09:00 - 10:00 - 3A Language and Literature WRITING: STORY	09:00 - 10:00 - 3A Language and Literature DISCUSSION
11:00 - 12:00 - 2B Language and Literature GRAMMAR: PRESENT	10:00 - 11:00 - 3B Language and Literature GRAMMAR: PAST	10:00 - 11:00 - 4A Ethics TEST	10:00 - 11:00 - 4A Ethics GRAMMAR: VERBS	10:00 - 11:00 - 3A Language and Literature READING
12:00 - 13:00 - Tutorial DISCUSSION ABOUT FAMILIES	12:00 - 13:00 - 2A Language and Literature GRAMMAR: FUTURES	11:00 - 12:00 - 3B Language and Literature WRITING: REPORT	11:00 - 12:00 - 2B Language and Literature READING: THE PIANIST	11:00 - 12:00 - 3A Language and Literature WRITING
			12:00 - 13:00 - 2A Language and Literature TEST	

Rubrics



1. Configure rubrics

2. Result types of a rubric

3. Duplicate rubrics

4. Evaluate by rubrics

5. Export / Print
rubrics

Hurtado, Rafael Participation Cancel OK

	Excelent	10	Very good	8	Good	6	Regular	4	Deficient	2
Contributes Often contributes to class discussions										
Show Show interest in class discussions										
Answers Answers questions from the facilitator and peers										
Answers Asks relevant questions										

☐ Jump to next student Mark: 8.2 / 10

Timetable



1. Types of repetition of class days

2. Configure A-B weeks

3. Show the classroom for a specific day of class

4. Go to a date within the timetable

Additio App®					
< NOVEMBER 2016 - Week 46					
Monday 14		Tuesday 15		Wednesday 16	
				Thursday 17	
09:00	4B Ethics Classroom 35 09:00 - 10:00	3A Language and Literature Classroom 3A 09:00 - 10:00	4B Ethics Classroom 35 09:00 - 10:00	3A Language and Literature Classroom 3A 09:00 - 10:00	Tutorial Classroom 3C 09:00 - 10:00
10:00		3B Language and Literature Classroom 08 10:00 - 11:00	4A Ethics Classroom 107 10:00 - 11:00	4A Ethics Classroom 107 10:00 - 11:00	4B Ethics Classroom 35 10:00 - 11:00
11:00	2B Language and Literature Classroom 3-5 11:00 - 12:00		3B Language and Literature Classroom 08 11:00 - 12:00	2B Language and Literature Classroom 3-5 11:00 - 12:00	3A Language and Literature Classroom 3A 11:00 - 12:00
12:00	Tutorial Classroom 3C 12:00 - 13:00	2A Language and Literature Classroom 107 12:00 - 13:00		2A Language and Literature Classroom 107 12:00 - 13:00	
13:00					

Calendar



1. Calendar views: week and month

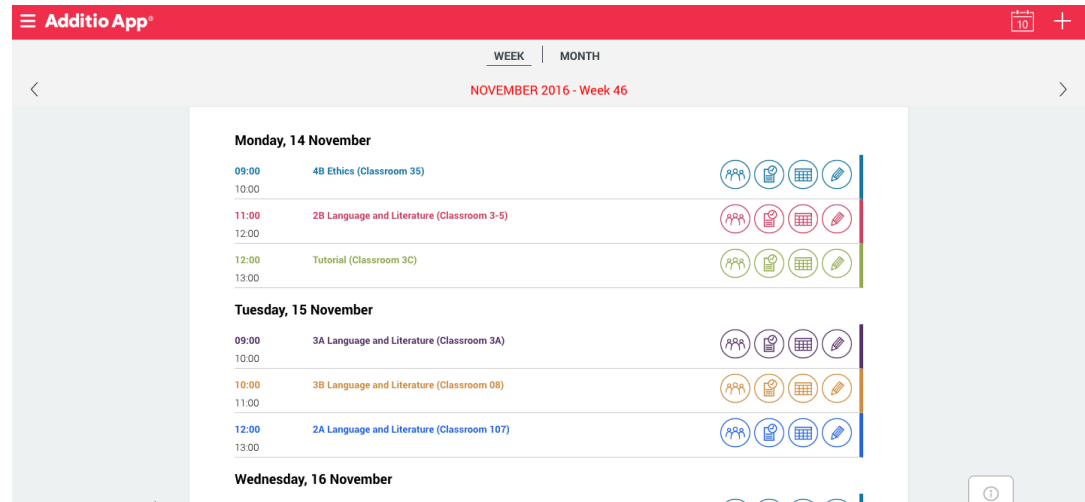
2. Create events

3. Configure A-B weeks

4. Add alarm in an event

5. Allocate an annotation to an event

6. Go to a date within a calendar



Annotations



1. Create group and general annotations

2. Assign annotations to a student

3. Add resources to an annotation

4. Add tags to an annotation

5. Filter annotations by text and tags

6. Annotation templates

New note

Mathematics > Select student

Title
Tutorial

Labels
Tutor X Labels

H1 H2 H3 **B** *I* U

Text

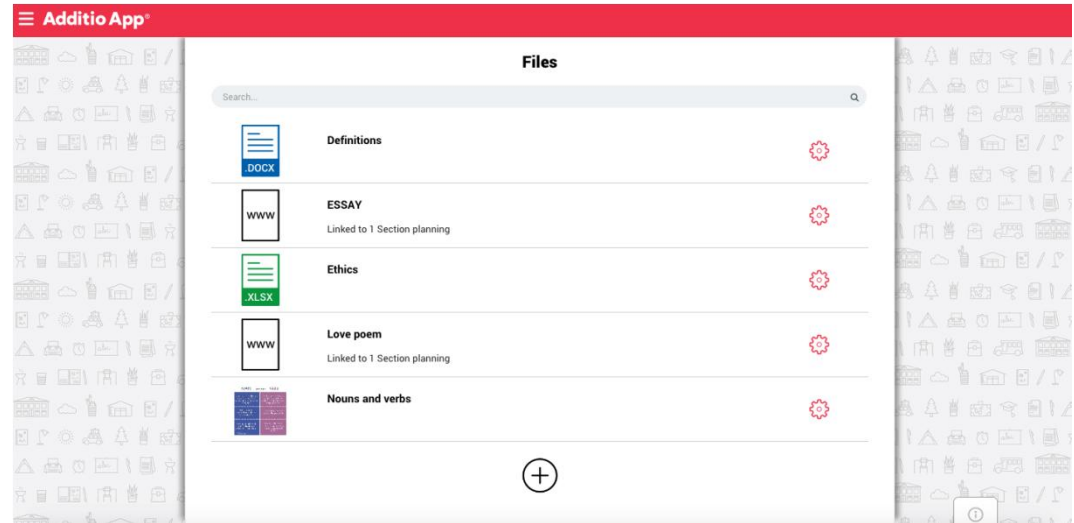
Save Cancel

Save as template
Apply template
Edit templates

Resources



1. Add available resources for the entire App
2. Add resources from the camera and gallery
3. Add audio resources
4. Add resources in the gradebook: columns, cells, group, student
5. Search resources





1. Check user data and license
2. App protection by code
3. Configure grade types, rubrics, and conditional values
4. Set the way the calendar is displayed
5. Set vacation days

Profile and licence

[Cancel](#)[Save](#)[My information](#)[My licence](#)[My devices](#)[My promotions](#)[ACT](#)

Licence

Type of purchased licence

Trial licence

Licence end date

12 de diciembre de 2017

Storage space

Storage plan

Plan 1 GB

2.1 MB / 1 GB (0%)



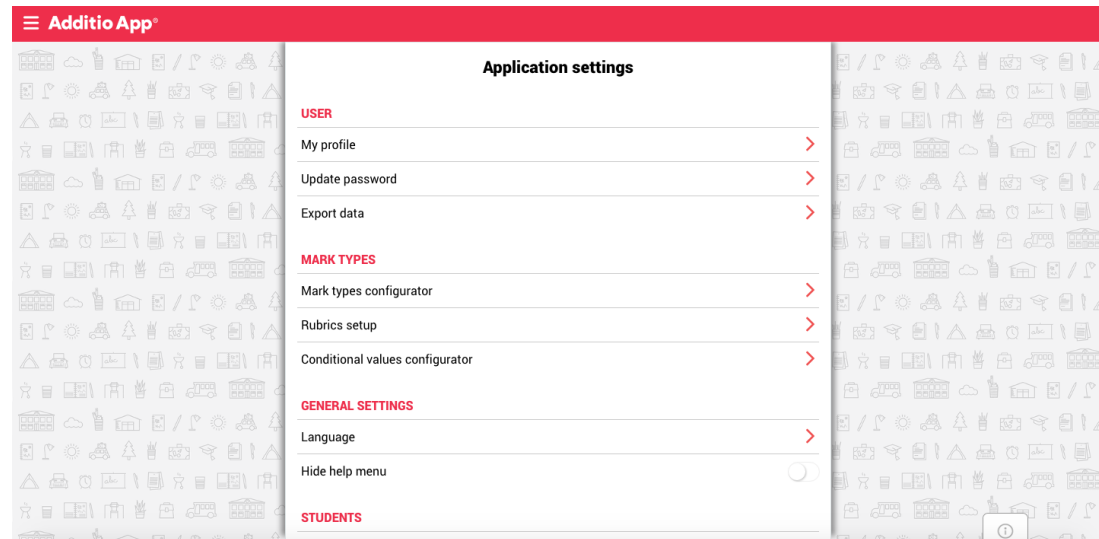
6. Student configuration: name format and random selection

7. Set vacation days

8. Student configuration: name format and random selection

9. Language configuration

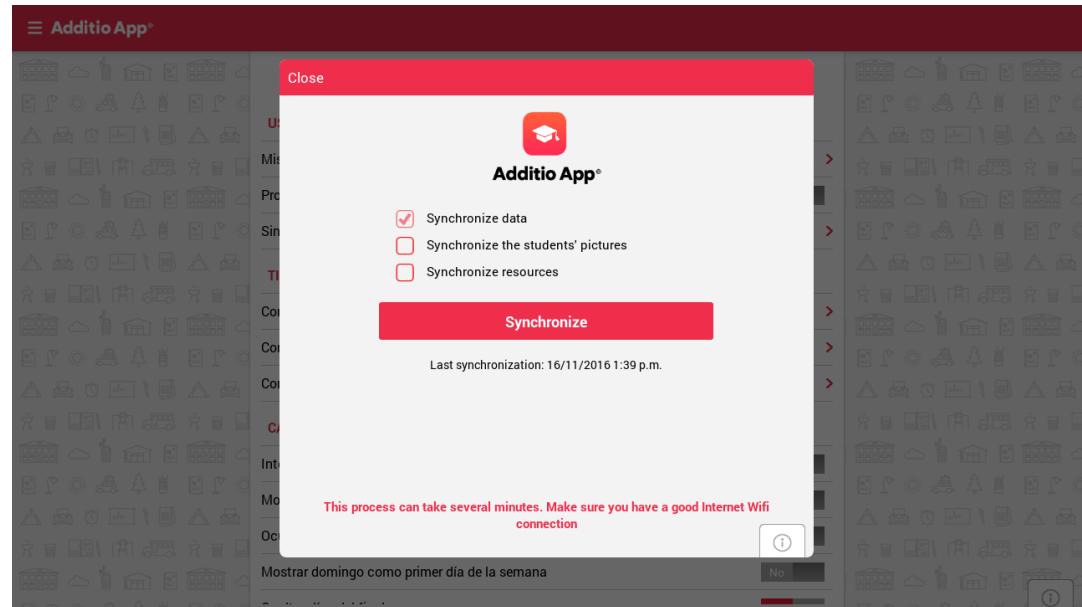
10. Show / Hide help menu



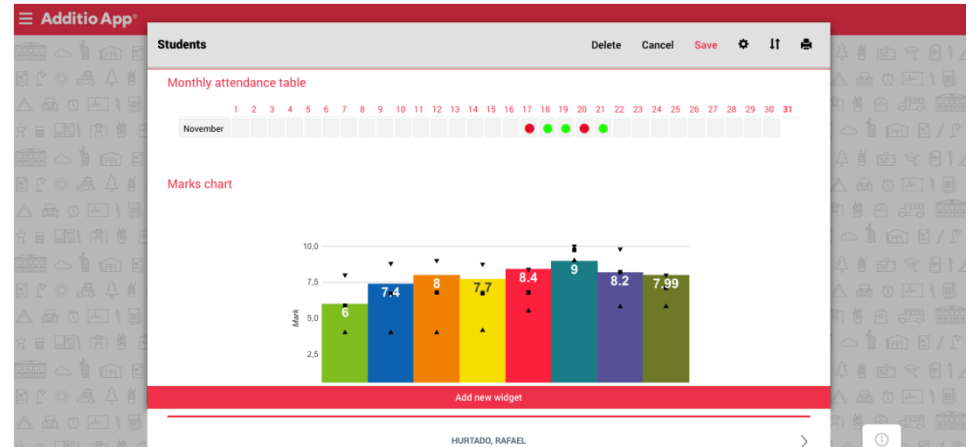
Synchronization



1. Synchronize data between Web and devices
2. Synchronize student photos
3. Synchronize resources
4. Additional storage space for resources in the cloud
5. Archive groups in the cloud



1. Group reports
2. Student reports
3. Reporting via predefined widgets
4. Extensive collection of widgets with listings, tables and graphs



Exports of data



1. Exports of data from the Apps
2. Export all data from the web
3. Export of rubrics
4. Export planning

Export data

[Cancel](#)[Export](#)

Export data

XLSX

Data to include

5 item(s) selected >

Groups

Set up >

[< Back](#)

Data to include

[OK](#)

Select data to include

☐ Select all data to include



Marks



Planning and follow up



Events



Notes



Attendance

1. Security of the information

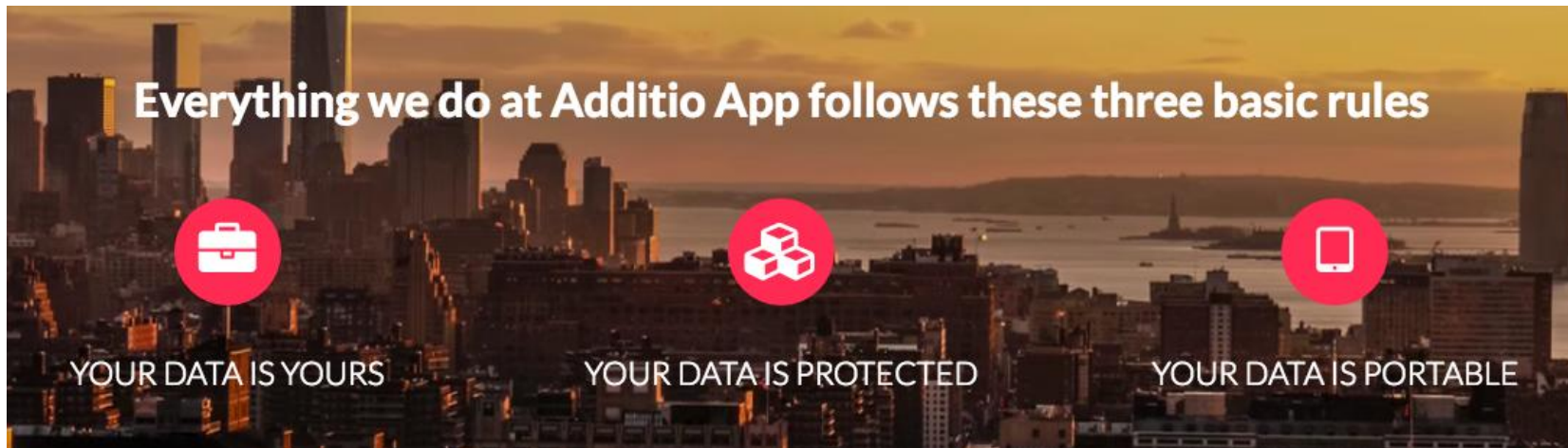
<http://www.additioapp.com/security-data-privacy/>

3. Compliance with international standards for data protection

2. Privacy Policy

<http://www.additioapp.com/politica-de-privacidad/>

4. Compliance with the LOPD (Spanish Organic Law of Data Protection)





1. Registration Form

<https://web.additioapp.com/access/signup/>

2. Plan Plus 30-day trial period

3. Comparison between the Essential and Plus licenses

<http://www.additioapp.com/precios/#landing-features>

4. Pricing of licenses

<http://www.additioapp.com/precios/>

5. Upgrade from the Essential license to the Plus. Plus License Demo

Compare and choose the plan that better suits your needs

The free trial version starts here

Essential	Plus
Everything you need, easy to configure	All the features for the optimal organisation of your courses
3,99€ per year	7,99€ per year
Multi-device: web + 1 device	Multi-device: web + 3 devices
<ul style="list-style-type: none">• Marks and attendance management• Courses planning and schedule• Customized support: 48h	<p>Essential and...</p> <ul style="list-style-type: none">• Events and notes• Attach files – resources• Assessment through rubrics• Reports and statistics• Technical support in less than 24h
Buy	Buy

Plan for centers



1. Registering process of an educational center
2. Management platform of school center licenses
3. Issue of invoices

Additio App® Learning management platform English ▼

Home / Manage team

INSTITUTO PEDRO CASILLA
Team: 3 users

- Profile
- Manage team**
- Manage plans
- Invoices
- Help
- Exit

Manage team

If you want to assign users who are already registered on the platform, please send us an e-mail to support@additioapp.com with the users' list once you have registered the other users

#	Email	Name	Surname	
1	canoelprofesor@gmail.com	José Ricardo	Cano Gómez	⚙️ ▼
2	juhernandez2312@gmail.com	Julia	Hernandez	⚙️ ▼
3	silviamartilope@gmail.com	Silvia	Martinez	⚙️ ▼

[Create](#)

Referral program



1. Recommend the App to your educational center.
Email preview

2. Recommend the app to your colleagues. Advantages for both

<http://www.additioapp.com/es/programa-recomendacion/>

3. Change recommendation alerts from the Apps



Tell your friends and win 1 free year!

Close



Write the email address of your colleagues separated by com

Enviar

In order to win it:

In the renewal of your licence you will get:



If 8 colleagues sign up



If 3 colleagues purchase Additio App



1. Advantages of being a
Additio Certified Teacher

2. Request to join the program
Additio Certified Teacher

<http://www.additioapp.com/additio-certified-teacher/>

3. Test to complete to be selected as
Additio Certified Teacher





Web

<http://www.additioapp.com>



Tutorials

<https://additioapp.zendesk.com/hc/es>



Webinars

<https://www.youtube.com/c/additioapp>



Email

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