



GrapeSEED Portal System

User Manual



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1. GrapeSEED Portal System

We appreciate your cooperation in the submission of the Curriculum Application Form. Information you have submitted has been added to the portal system.

GrapeSEED provides digital contents such as online resources for teachers and an app for tablets and smartphones (hereinafter “Student App”). The portal system provides various administrative features for the school administrator so that they can manage the teacher and parent access to the digital contents of GrapeSEED.

System Requirements

The following are the supported browsers:

- Microsoft Edge
- Chrome
- Firefox
- Safari

* Please use the latest version.

2. Sign In

We have sent information of the administrator account (a temporary password is included) to the contact person specified in the Curriculum Application Form. Please check that you had received this email.

If you have not received the email

- Please check that the email address has not been mistyped or misspelled in the Curriculum Application Form you have submitted
- Please check that the email has not been moved to the spam folder.
- Please check that you have not exceeded your email storage allocation.
- Please send your request in the case you require the email to be resent. Contact information is at the last section of this document.

Once you receive the email, please follow the following steps to perform your initial sign-in.

* The password we send you is for temporary usage. Please change your password after your initial sign-in, and use the new password from your next sign -in.



1. Signing in with the temporary password

The screenshot shows a login form titled "サインイン". It contains two input fields: "電子メール" (Email) and "パスワード" (Password). Below the password field is a link that says "パスワードをお忘れの場合" (If you forgot your password). At the bottom is a teal button labeled "サインイン" (Sign In).

- Access the portal system. Sign-in with the account information (email address and temporary password) we have sent you.

2. Opening your profile



- Click the  displayed at the top right of the screen, and select **Edit Profile** from the dropdown list.
- On the My Profile screen, click the  again. Select **Change Password**.

3. Changing your password

The screenshot shows a page titled "パスワードの変更" (Change Password). It has three input fields: "現在のパスワード" (Current Password), "パスワード" (New Password), and "パスワードの確認" (Confirm Password). At the bottom is a purple button labeled "パスワードの変更" (Change Password).

- On the **Change Password** screen, enter the following information.

Current Password	Temporary password we have sent you
Password	New password
Confirm Password	New password (Enter again for confirmation)

* Please sign-in with the new password from the next time.

- Click the [Change Password] button to change the password.

When you sign-in to the system, you will see the following home screen.

The screenshot shows the GrapeSEED management interface. At the top, there is a navigation bar with icons for search, resources, settings, user profile, language, and help. Below the navigation bar, the user is logged in as 'ようこそ 管理 太郎 さん'. A notification banner indicates a new version was released on 2019/07/09. A search bar is present with the text 'スクール、キャンパス、またはクラス名で検索し' and a search icon. Below the search bar is a table listing schools, campuses, and classes. The table has columns for School, Campus, Class, Age/Grade, Curriculum, English Teacher, Student Count, and Unit. The table contains 7 rows of data. At the bottom of the table, there is a pagination control showing '1-6/6' and a page number '1'.

スクール	キャンパス	クラス ▲	年齢/学年	カリキュラム	英語教師	生徒数	Unit
葡萄幼稚園	幼稚園	クラス1-1	年中	GrapeSEED	教師 花子	17	2
葡萄幼稚園	幼稚園	クラス1-2	年中	GrapeSEED	宮城 花子	30	1
葡萄幼稚園	幼稚園	クラス2-1	年長	GrapeSEED		14	7
葡萄幼稚園	幼稚園	クラス3-1	小1	GrapeSEED	教師 花子	13	14
葡萄幼稚園	幼稚園	タドラ-1	年少	LittleSEED	教師 花子	15	6
葡萄幼稚園	幼稚園	タドラ-2	年少	LittleSEED		8	3

A list of schools, campuses, and classes is displayed, and you can open the respective pages by clicking the items.

3. School Information

Click a school on the Home screen to open the school page.

The screenshot shows the school information page for '葡萄幼稚園'. The page has a breadcrumb trail: 'ホーム > Japan > 葡萄幼稚園'. The main heading is '葡萄幼稚園'. Below the heading, there is a form with the following fields: 'スクール:' with a dropdown menu showing '葡萄幼稚園' and an edit icon; '管理者:' with the name '管理 太郎' and an edit icon; 'キャンパス:' with radio buttons for 'All(1)', 'Active(1)', and 'Inactive(0)', and a '+ キャンパスの追加' button. Below the form is a table with columns for '名前', '都道府県', '市区町村', '番地', '電話番号', and 'Fax'. The table contains one row of data: '幼稚園', '宮城県', '仙台市', '仙台市泉区紫山X丁目X-X', '999999999999'. At the bottom of the page, there is a pagination control showing '1-1/1' and a page number '1'.

The following information is displayed.

(1) School name

(2) School administrator

(3) Campus (For other than exceptional cases, a single campus with the system defined name will be created)


4. Class Information

Click a class on the Home screen to open the class page.



The following information is displayed:

- (1) Class name
- (2) Main teacher (if a teacher is associated with the class)
- (3) Number of students
- (4) Creates Student App invitation codes for parents
- (5) The unit the class is studying
- (6) Students who have registered for Student App (When you open the page for the first time, no students will appear.)

Click the  next to the class name to open the class details.

The following information refers to the Curriculum Application Form that has been submitted. Please do not change them on the system.

- Class name
- Age/grade of the class
- Start date of the class

5. Adding Teachers

Teachers can be added to the system. Adding a teacher to the system will enable them to sign-in to the system and access the online resources (manuals, materials, guides, and newsletters).

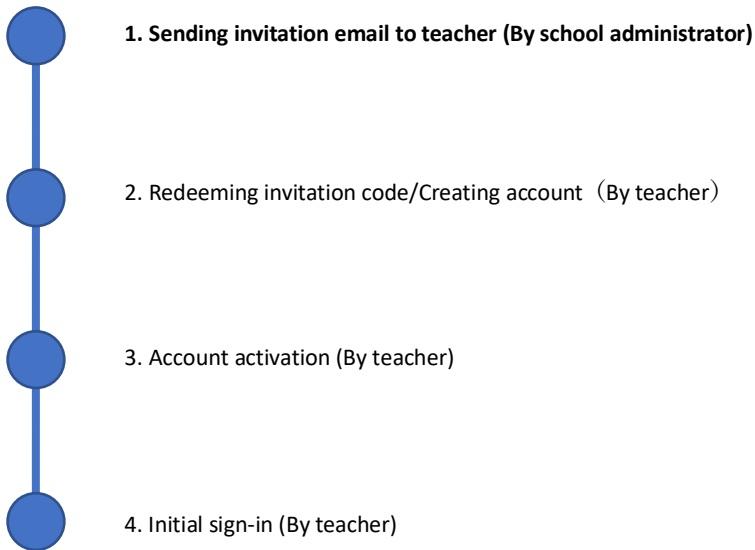
If Student App is used

Teachers and school administrators can sign-in to the Student App with their accounts. Please enjoy the opportunity to preview the Student App.

Teachers can be added in the following two methods:

- a. As a teacher associated with a class
The teacher can access the information of the class they are associated with.
- b. As a teacher associated with the school (not associated with any classes)
The teacher cannot access the information of any classes.

Teachers are added in the following steps for either of the methods.




The following describes the school administrator’s task to send the invitation email in step 1.

a. Adding teacher associated with class

1. Class teachers



- Click a class on the Home screen, and open the class page.
 - Click the  next to the teacher to open the list of teachers.
- * The list will be blank if no teacher is added to the class.

2. Inviting a teacher



- Click **Invite teacher**.



- Enter information of the teacher

Email	Email address of teacher
Main teacher	Check if the teacher is the main teacher of the class. * If a main teacher is already added, the checkbox will be disabled.
Name *	Name of the teacher
Invitation Template *	Choose the template for the invitation email. Japanese and English templates are available.

* Name and Invitation Template is displayed if the

email address does not exist in the system.

- Click the [Invite] button to send the invitation email.
The teacher is expected to follow the instructions in the email to redeem the invitation code.

英語教師

[英語教師の招待](#)

名前	電子メール	主担当の英語教師	
教師 花子	[Redacted]	<input checked="" type="checkbox"/>	
葡萄 太郎(保留)	[Redacted]	<input type="checkbox"/>	

- Teachers who have been invited are added to the list.
Following buttons are displayed next to each teacher:

- Teacher has not yet redeemed the invitation code.
Click this button to resend the invitation email.
- Delete the teacher from the class.
* Teacher will remain as a teacher of the school.

b. Adding teacher associated with school

1. School teachers

葡萄幼稚園

スクール:

管理者: 管理 太郎

キャンパス: ● 全て(1) ● 有効(1) ● 無効(0)

[キャンパスの追加](#)
[招待](#) [英語教師](#)

名前	都道府 県	市区町 村	番地	電話番号	Fax
幼稚園	宮城県	仙台市	仙台市泉区葉山X丁目X-X	999999999 99	

- Click a school from the Home page, and open the school page.
- Click **Teachers** to open the teacher list.
* The list will be blank if no teacher is added.

2. Inviting a teacher





- Click **Invite teacher** and enter the information of the teacher.

Email	Email address of the teacher
Name *	Name of teacher
Invitation Template *	Choose the template for the invitation email. Japanese and English templates are available.

* Name and Invitation Template is displayed if the email address does not exist in the system.

- Click the [Invite] button to send the invitation email. The teacher is expected to follow the instructions in the email to redeem the invitation code.
- Teachers who have been invited are added to the list. Following buttons are displayed next to each teacher:

-  Teacher has not yet redeemed the invitation code.
Click this button to resend the invitation email.
-  Delete the teacher from the school.

6. Changing Unit Plan [For Student App]

The Student App enables students to access the digital contents referring to the unit plan of the class. The unit plan can be adjusted as necessary.

Note

- The unit plan on the system is used by the Student App to manage students' access to the digital contents.
This unit plan does not update the shipment schedule of the materials.
- Please submit us the STUDENT/UNIT PLAN ADJUSTMENT APPLICATION FORM (Excel file) to adjust the shipment schedule of the materials.

The following are the steps to change the unit plan.

1. Opening the unit plan



- Click a class on the Home screen, and open the class page.
- Click the number next to the **Current unit**.
* **None** is displayed if no lessons have been started.

2. Changing the unit start date

ユニット	開始日	アプリのロック
1	2019/04/01	(ロック)
2	2019/06/14	(ロック)

- Change the **Start Date** of the applicable unit.
- To change the date, click it. When the mouse moves to the calendar image next to the date, it changes into a delete image. The date can be deleted by clicking the image.
- Click the [Save] button to save the change.

7. Preventing Unit from Becoming Available on App [For Student App]

When the unit start date arrives, the new unit becomes available on the App. If you want to prevent the new unit from becoming available on the App, you can lock the unit.

The following are the steps to lock a unit on the App.

1. Opening the unit plan



- Click a class on the Home screen, and open the class page.
- Click the number next to the **Current unit**.
 - * **None** is displayed if no lessons have been started.

2. Locking a unit

ユニット	開始日	アプリのロック/ロック解除	アプリの状態
1	2019/04/01	白 <input checked="" type="checkbox"/> (ロック解除)	利用可能
2	2019/06/14	白 <input type="checkbox"/> (ロック)	利用不可
3	2019/08/27	白 <input checked="" type="checkbox"/> (ロック解除)	待機中: 2019/08/27 まで

- Change the **App Unlock State** of the applicable unit to **Locked**.
 - * Until the unit is unlocked, it cannot be played on the App.
 - * If you set the **App Unlock State** to **Unlocked**, the unit will become available on the App after the unit start date.

8. Creating Invitation Codes for Parents [For Student App]

To enable students to use the Student App, the school administrator is expected to create invitation codes for each class, and provide them to the parents. When the parent redeems the invitation, the student can start using the Student App.

Note

- **Provide invitation code at appropriate timing**

No contents are displayed on the Student App before a class begins the first lesson of the start unit.

Provide the invitation code to the parents considering the class's start date of the first unit.

- **Create invitation code for each class**

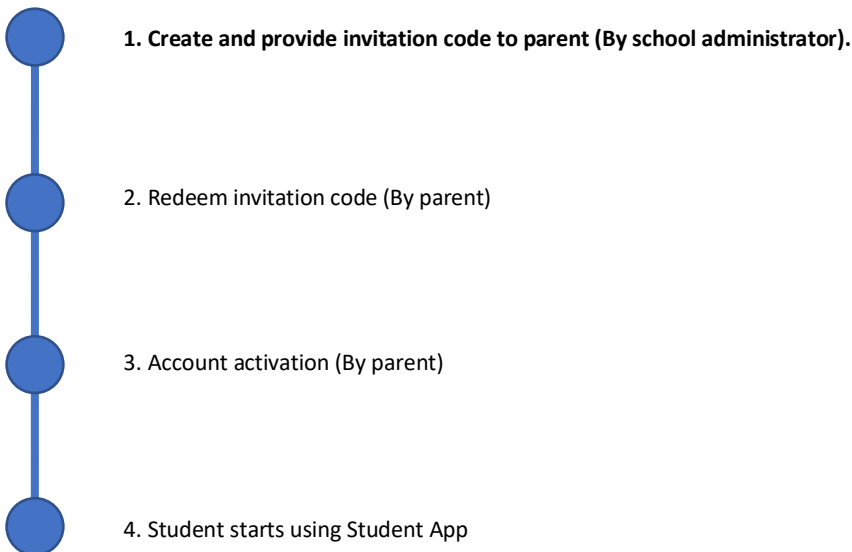
In Student App, contents are made available to students according to the progress of a class.

Create invitation codes for each class, and provide the codes to the parents of the applicable classes.

- **Be aware of expiration date**

Invitation code will expire after two months from when it was created. Encourage parents to redeem the code before the expiration date. An error message is displayed when a parent tries to redeem the expired code. In the case the code expires, create a new invitation code and provide it to the parent.

The following are the steps to enable a student to use the Student App.



The following describes the school administrator's task to create and the invitation code in step 1.

1. Creating an invitation code



- Click a class on the Home screen, and open the class page.

- Click **Add students**.

Enter the following information to the dialog displayed:

Count	Number of invitation codes to create. The system subtracts the number of students who have redeemed the code from the student count. This is the maximum number of codes that can be created at once.
Template	Choose the template of the message to attach to the invitation code. Japanese and English templates are available.

* Invitation code is created as a PDF file. Download this file to your computer.

* The PDF file contains individual pages for each code created. You can print this file and provide each page to individual parents.

* Students are listed when their parents have redeemed the invitation.

- Parents are expected to follow the instructions in the document to redeem the invitation code.

9. Removing Student from Class/Moving Student Between Classes [For Student App]

Please update the system if there are the following changes to the class students who use the Student App

- When a student is leaving from the class
- When a student is moving to another class

Note

- When there are the above changes, **please submit us the STUDENT/UNITPLAN ADJUSTMENT APPLICATION FORM (Excel file).**
 - * To send the appropriate number of materials according to the class progress, submission of the form is required even when the total number of students are the same.

The following are the steps to update the system in each case.

a. Removing Student from Class

1. Opening the License page



- Click a class on the Home screen, and open the class page.
- Click the student count to open the License page.

2. Removing a student



- Each student who has redeemed the invitation code is displayed as below.



The following buttons are displayed for each student.
Remove the applicable student.

- ① Opens the information of the student.
- ⊗ Removes the student.

b. Moving Student Between Classes

1. Opening the License page



- Click a class on the Home screen, and open the class page.
- Click the student count to open the License page.

2. Opening the Move Students page



- Click **Move Students** on the top right of the screen.

3. Moving the student



- Select the destination class from the dropdown list on the right.
- Drag and drop the applicable student from the left to the right.
- Click the [Move] button. Check the details on the confirmation dialog displayed, and click the [OK] button if the details are correct.

10. Reports

Click **Administration** on the top right of the screen, and select **Reports** from the dropdown list.



The following reports can be generated on the report site:

- Current numbers of classes, students, and teachers
- Monthly report of student count per unit

11. Contact

The portal system is managed by GrapeCity, Inc. GrapeSEED Division.

If you have questions regarding the system, please contact us:

GrapeCity, Inc. GrapeSEED Technical Support Team

Email: jp-techsupport@grapeseed.com