



Teacher Resources Website

User Manual

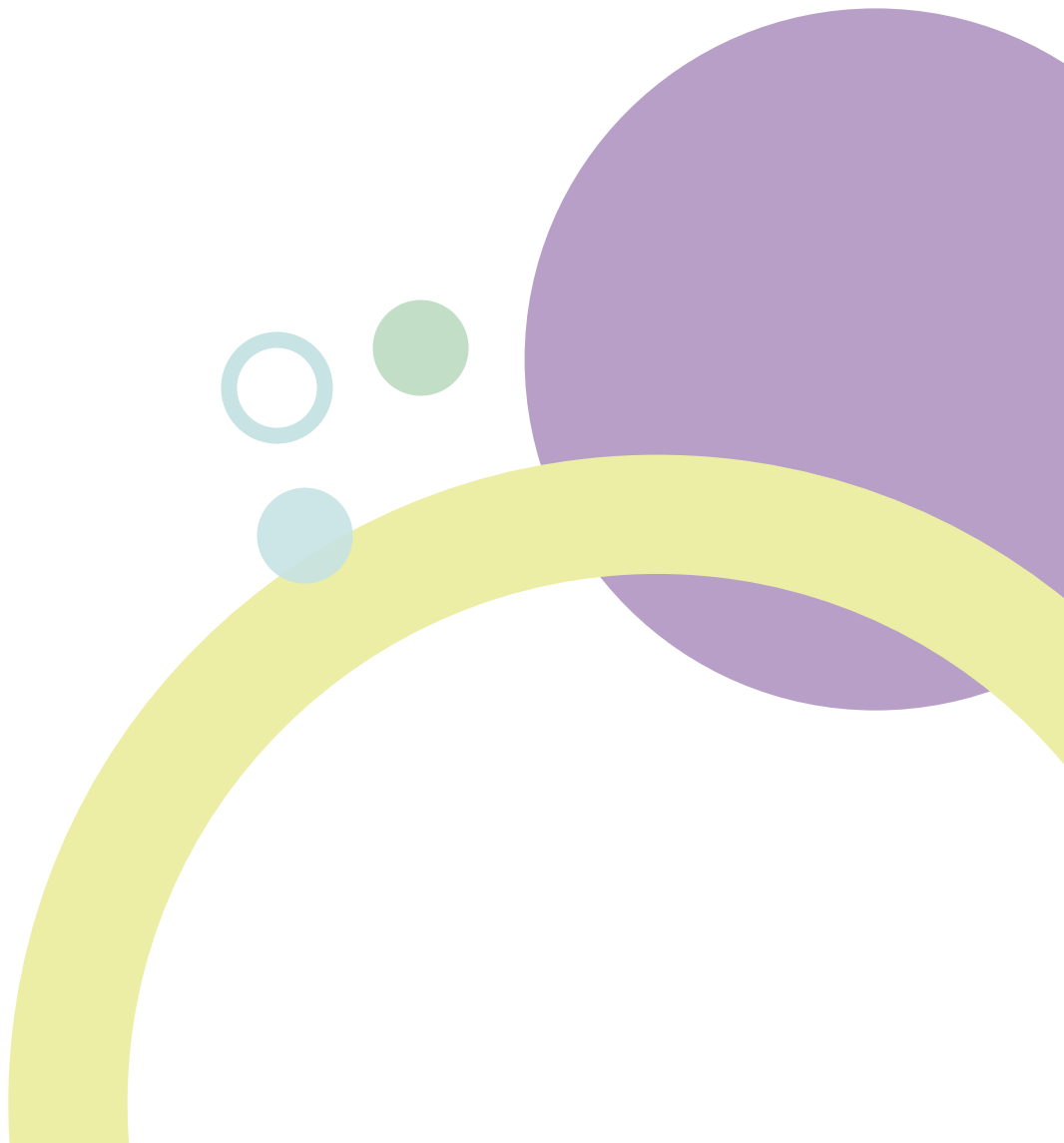


Table of Contents

1. Teacher Resources Website	1
2. Sign In	1
3. Menu	4
4. Unit Materials	5
5. Resources	7
a. Material Icons	7
b. Material Viewers	7
6. Contact	8

1. Teacher Resources Website

Teacher Resources Website hosts online resources for teachers such as manuals, materials, guides, and newsletters.

Resources can be viewed online, and for those available for download can be downloaded to your computer.

This document describes how to sign in to the system, and access the resources.

System Requirements

The latest versions of the following browsers are supported:

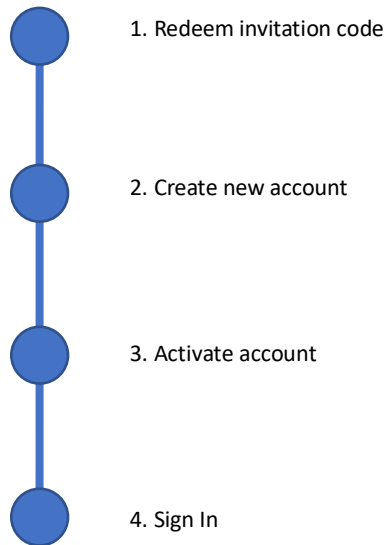
- Microsoft Edge
- Chrome
- Firefox
- Safari

2. Sign In

Once you receive an invitation email from your school administrator, follow the below steps to sign in to Teacher Resources Website.

Please check with your school administrator if you have not received the invitation email.

* The following steps are just for your initial sign in. You can sign in with your email address and password from the next time.



The following describes each step:

1. Redeem invitation code

Redeem invitation code

Please enter the code provided to you

* Code

I'm not a robot

reCAPTCHA
Privacy - Terms

Next

- Click the link included in the invitation email to redeem your invitation code. For secure access, you may need to answer a question to show that you are not a robot. Follow the instructions and click [Next].

2. Account selection

Redeem invitation code

You have been invited as the School Admin of 葡萄幼稚園

You are currently signed in as [redacted]@[redacted]. To redeem the invitation with the account, click here

Use current account

Click here to use an existing GrapeSEED account to redeem this invitation

Use existing account

To create a brand new GrapeSEED account, click here

Register new account

- a. If you have used this system before
 - When you are already signed in with an account, you can redeem the invitation code to the account. Click [Use current account], and follow the instructions to complete the process.
 - You can sign in with your account. Click [Use existing account]. Set your account information and click [Redeem] to complete the process. Please sign in with your account.

3. Create new account

Register new account

* Name

Grace Sendai

* Email

grace.sendai@grapeseed.com

* Password

* Confirm Password

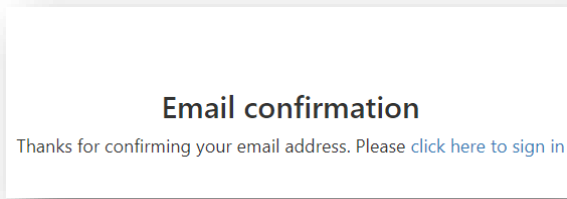
By creating an account, you agree to the terms of our [Privacy Policy](#).

Create

- b. If this is the first time you use this system
 - Click [Register new account].
- Enter information of the new account.
 - * Name and Email is already filled in, but this can be changed.
- Click [Create]. Account activation email will be sent to your email address.

4. Activate account

- Click the link included in the account activation email to activate your account.



5. Sign in

- Enter your email address and password, and sign in.

Sign in

hanako.teacher@grapeseed.com

Password

[Forgot password?](#)

Sign in

You will see the following page when you sign in. Click the **Resources** icon on the top bar, and select **Digital Content**.

Grape SEED Search Resources Administration Franny English Help

Welcome, Franny

Teacher Training
Digital Content

Bulletin Board

There are no notifications at this time

Show more

Search using School/Campus/Class Name

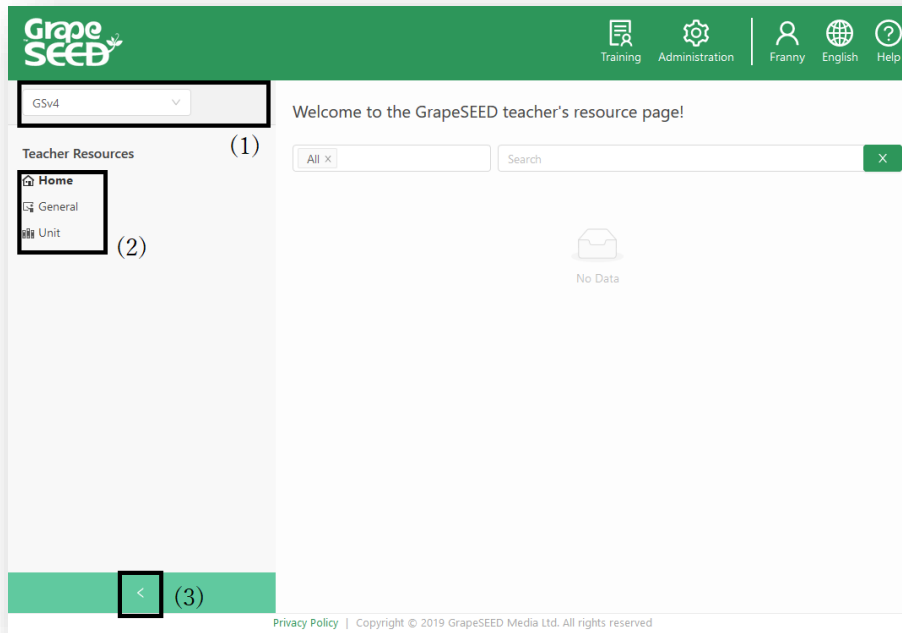
Export

School ▲	Campus	Class	License type	Age/Grade	Students	Unit	TSI/REP	Minutes per week	Days
葡萄幼稚園	幼稚園	クラス3-1	GrapeSEED	小1	13	14			
葡萄幼稚園	幼稚園	タドラー1	LittleSEED	年少	15	6			

1-2 of 2 items < 1 >

3. Menu

You will see the following page when you open the Teachers Resources Website.



(1) Product selection

The following are the selectable products:

- GSv4 (GrapeSEED)
- Lsv1 (LittleSEED) [Displayed for applicable schools only]

(2) Menu selection

The following are the selectable sections:

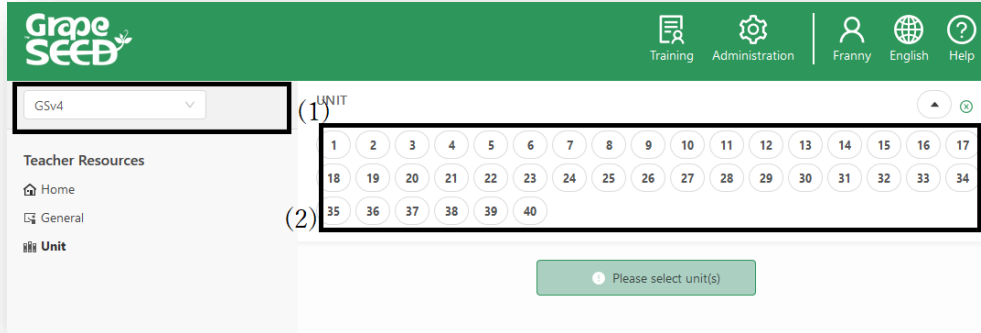
- Home
Provides a search box to search resources by keyword(s). From the first input box, you can select the category of the materials to search.
- General
Provides guides for REP and migration.
- Unit
Provides materials associated with units.

(3) Expands/collapses the menu.

4. Unit Materials

Click the Unit section from the menu to access the unit materials.

If your school has signed up for both GrapeSEED and LittleSEED, select a product from the dropdown list on the menu to switch between GrapeSEED and LittleSEED materials.



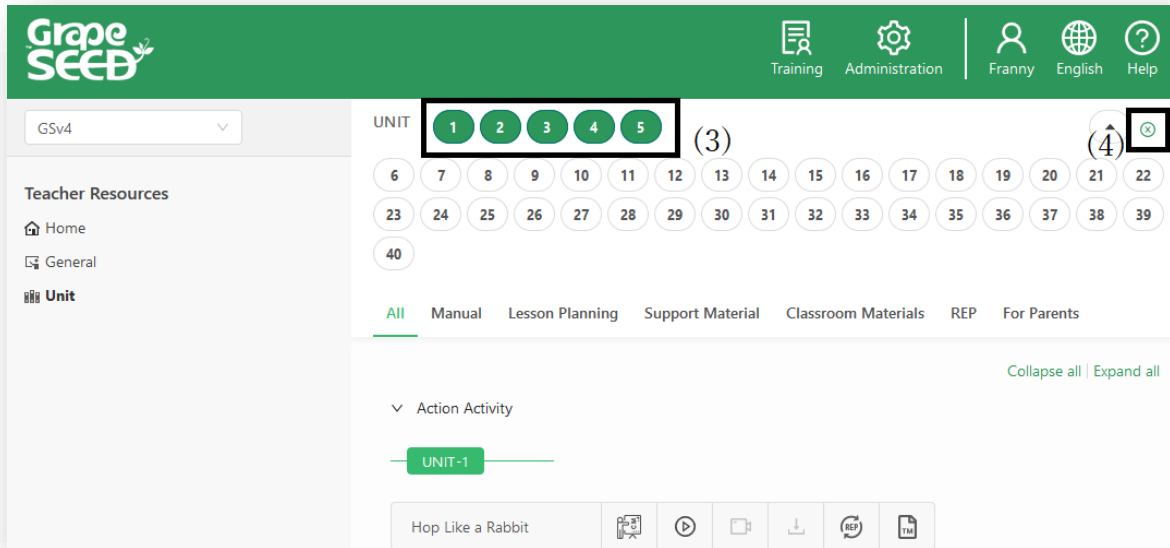
(1) GrapeSEED is selected.

(2) GrapeSEED units available to you are displayed.

Units available to you:

- If you are a teacher of a class, you can access up to the maximum unit planned to be taught to your class(es) this year. For example, if you are the teacher of Class A (units 4–8 will be taught) and Class B (units 9–13 will be taught), you can access the materials of units 1–13.
- If you don't teach any class, you can access up to the maximum unit the school has signed up.

Click the unit(s) to view the materials. Up to five units can be selected at a time.



(3) Selected units

(4) Cancels selection of all units at once

* You can also click the unit number to individually unselect a unit.

Materials of the selected unit(s) are displayed in the following categories:

- All** Lists all materials.
- Manual** Lists the Teacher Manual.
- Lesson Planning** Lists the Individual Lesson Plans, Transition Guide (for unit 2 and onwards), and Unit Lesson Plan.
- Support Material** Lists the phonic audio files and other resources helpful for teachers.
- Classroom Materials** Lists the materials in categories of songs, stories, action activities, vocabulary cards, phonograms, shared reading, chants, and others. The categories slightly vary according to the materials provided in the unit.
- REP** Lists the materials for students to perform REP. Materials are provided in the following categories:
 - Activity Pages
The coloring and writing fun pages found in the back of REP books
 - Student
All materials in the unit
 - Writer
Writer book of the unit (for unit 3 and onwards)
- For Parents** Unit newsletters for parents

5. Resources

a. Material Icons

To view or download a material, click the icons next to the material. If an icon is grayed-out, it means the feature is not available for the material.

Example:



This icon shows that video is available for the material.



This grayed-out icon shows that video is not available for the material.

The following are the icons you will see:



View classroom materials



Play song



Play video



Download PDF



View REP PDF file



View Teacher Manual PDF



View PDF

b. Material Viewers

The materials can be viewed within the browser window. According to the content of the material, one of the following viewers will automatically start when you click the material icon:

Video Player

Plays the video material. The following features are provided:

- The title bar displays the video name.
- The player can be closed by clicking the [X] button on the top-right.
- The status bar at the bottom has:
 - A Start/Pause button on the left
 - Video length/current position information in the center

- An option to select the video quality
- An option on the right-most to view the video in full screen mode (press ESC key to return to the normal view)

Audio Player Plays the audio material. Features provided are almost the same with the video player.

File Viewer Displays the material in a readable format. The following features are provided:

- The title bar displays:
 - Current page/total pages information in the center
 - Zoom in/out icons on the right (as - / + signs)
 - Print icon on the right if the material is available for printing
- The viewer can be closed by clicking the [X] button on the top-right.
- Navigate through pages by clicking:
 - Right/Left arrow keys on the keyboard
 - Next/Previous icons on the right and left sides of the viewer
 - The thumbnail of the page displayed on the status bar

6. Contact

Teacher Resources Website is managed by GrapeCity, Inc. GrapeSEED Division.

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

GrapeCity, Inc. GrapeSEED Technical Support Team

Email: jp-techsupport@grapeseed.com