

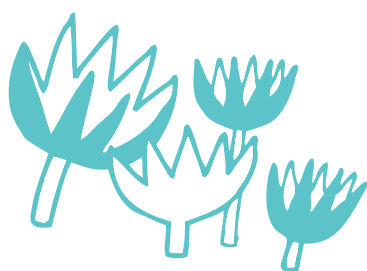
- How to get started
- Group and user management
- Playful Lessons instructions
- Progress reports



CONTENT

Instructions updated
15.01.2021.

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FINDING TOOLS

You can find Tools either directly from the link <http://tools.moominls.com> or by visiting our webpage moominls.com and clicking the **lock icon** at the top right-hand side of the page.

The image shows two screenshots of the Moomin Language School website. The top screenshot is the login page, accessed via the URL `tools.moominls.com/login` in the browser's address bar. The page has a teal header with the 'MOOMIN LANGUAGE SCHOOL' logo and a cartoon Moomin character. Below the header is a white login form with fields for 'Login name' and 'Password', a teal 'LOG IN' button, and a 'FORGOT PASSWORD' link. The bottom screenshot is the homepage, featuring the same logo and a navigation menu with links for 'HOME', 'PRODUCT', 'FREE TRIAL', and 'ABOUT'. A 'lock icon' is highlighted in the top right corner of the navigation bar. The main content area has a large banner with the text 'LANGUAGE LEARNING HAS NEVER BEEN THIS FUN AND EFFECTIVE!' and a 'Watch video' button. The banner also features a photograph of two children and a stylized illustration of a forest.

tools.moominls.com/login

MOOMIN
LANGUAGE SCHOOL

© Moomin Characters™

Login name

Password

LOG IN

FORGOT PASSWORD

MOOMIN
LANGUAGE SCHOOL

HOME PRODUCT FREE TRIAL ABOUT

LOCK ICON

LANGUAGE LEARNING HAS NEVER BEEN
THIS FUN AND EFFECTIVE!

Watch video

LOGGING IN

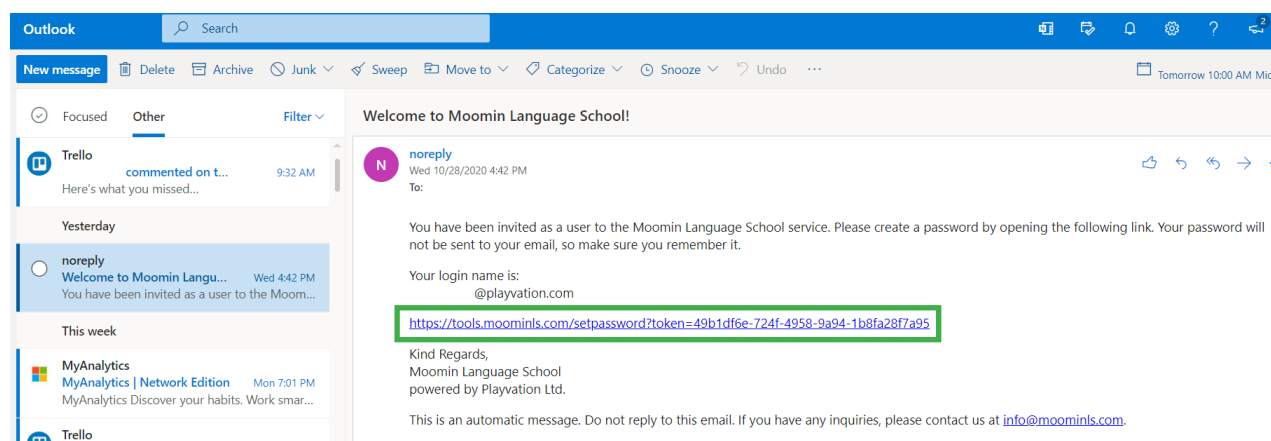
You will need login **credentials** in order to use the service. A profile will be created for you in our webtool (Tools) where you can find **all** the tools for **Moomin Language School**. After this, you will receive an email with your username and a link for creating your password.

Go to your email and open the message.

From: Noreply

Subject: Welcome to Moomin Language School!

If you cannot find the message, check your spam folder.



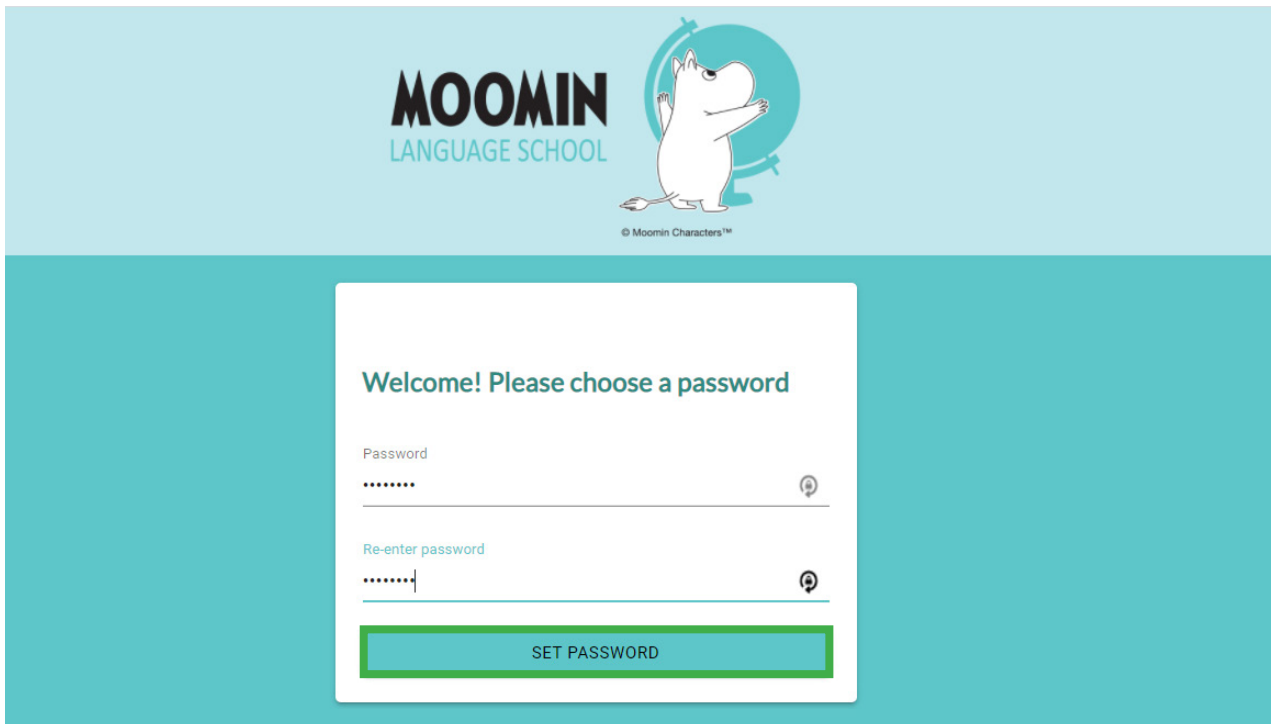
Click the **link** in the message.

After clicking the link you will be directed to a web page where you need to Accept our **Terms of Use** and **Privacy Policy**.

A screenshot of a web page titled 'Accepting Our Terms and Conditions'. The page has a teal header and a white content area. It contains two sections: 'Terms of Service' and 'Privacy Policy'. Each section has a checkbox that is checked, indicating acceptance. The 'Terms of Service' checkbox is labeled 'I accept the Terms of Service'. The 'Privacy Policy' section has two checkboxes: 'I accept the collection and processing of my personal data and/or my child's personal data as described in the Privacy Policy' and 'I accept that my personal data and/or my child's personal data will be transferred into Playvation's database servers located in the European Economic Area as described in the Privacy Policy'. Both are checked. At the bottom center, there is a teal button labeled 'CONTINUE'.

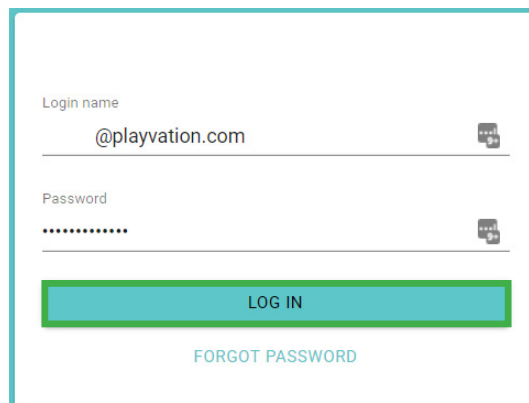
CREATING A PASSWORD

To create a password, enter it twice (2) and click **Set password**.



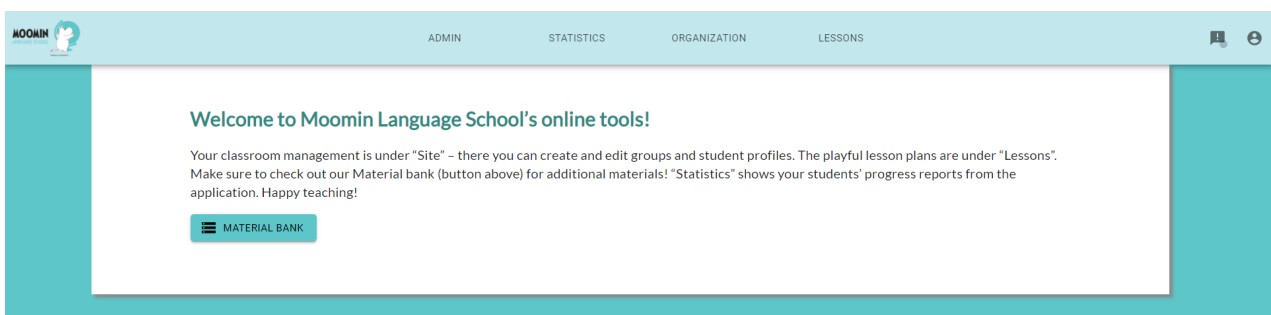
The screenshot shows the Moomin Language School logo at the top, featuring a white Moomin character. Below the logo is a white form with the heading "Welcome! Please choose a password". The form contains two password input fields, each with a "Show/Hide" icon. The first field is labeled "Password" and the second is labeled "Re-enter password". Below the fields is a green button labeled "SET PASSWORD".

Now you can **log in** with the password you just created, and with the username given you in the email.



The screenshot shows the login form with two input fields: "Login name" (containing "@playvation.com") and "Password" (masked with dots). Both fields have "Show/Hide" icons. Below the fields is a green button labeled "LOG IN" and a link labeled "FORGOT PASSWORD".

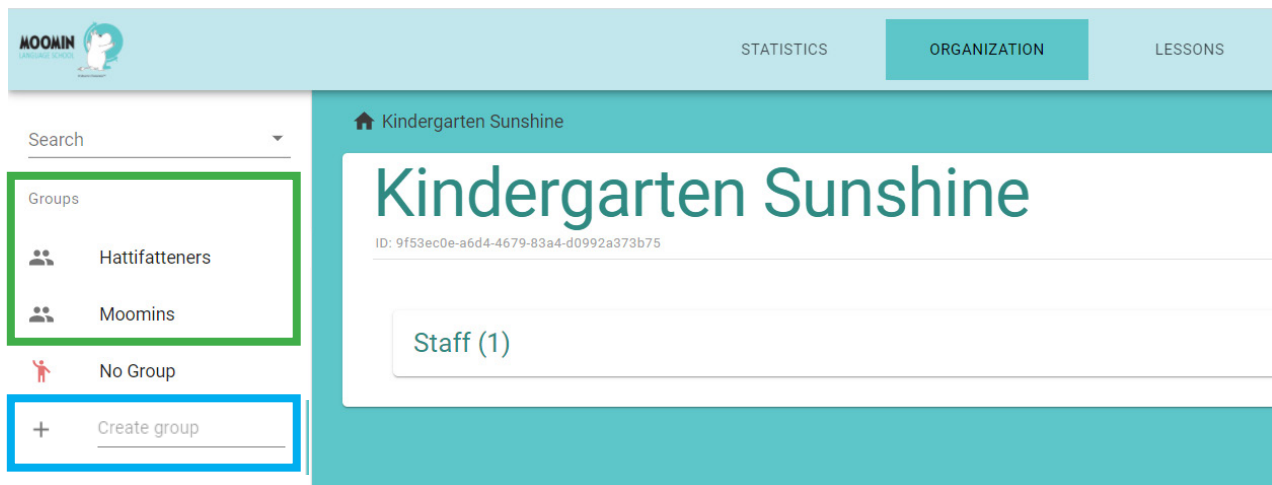
Now you should be in. Welcome to Tools!



The screenshot shows the dashboard with a navigation bar at the top containing links for ADMIN, STATISTICS, ORGANIZATION, and LESSONS. The main content area has a heading "Welcome to Moomin Language School's online tools!" and a paragraph of text: "Your classroom management is under 'Site' - there you can create and edit groups and student profiles. The playful lesson plans are under 'Lessons'. Make sure to check out our Material bank (button above) for additional materials! 'Statistics' shows your students' progress reports from the application. Happy teaching!". Below the text is a button labeled "MATERIAL BANK".

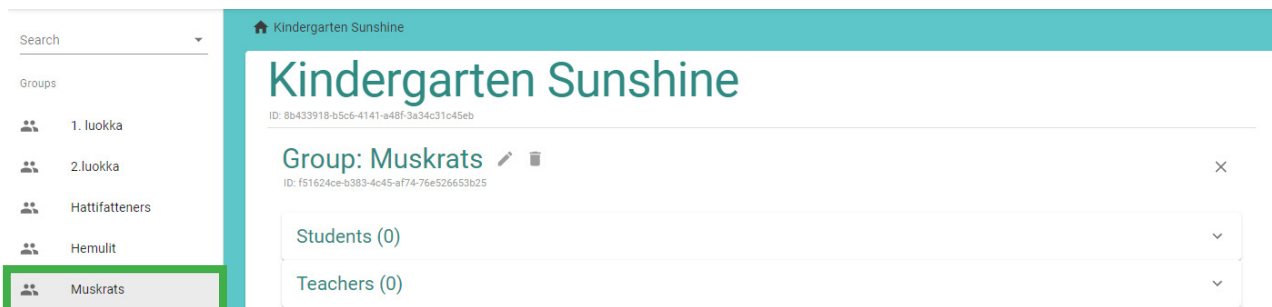
CREATING GROUPS

After logging in, choose **Organization** from the menu at the top of the page. On the left-hand side you can see your organization's **current groups** and **make new ones**.



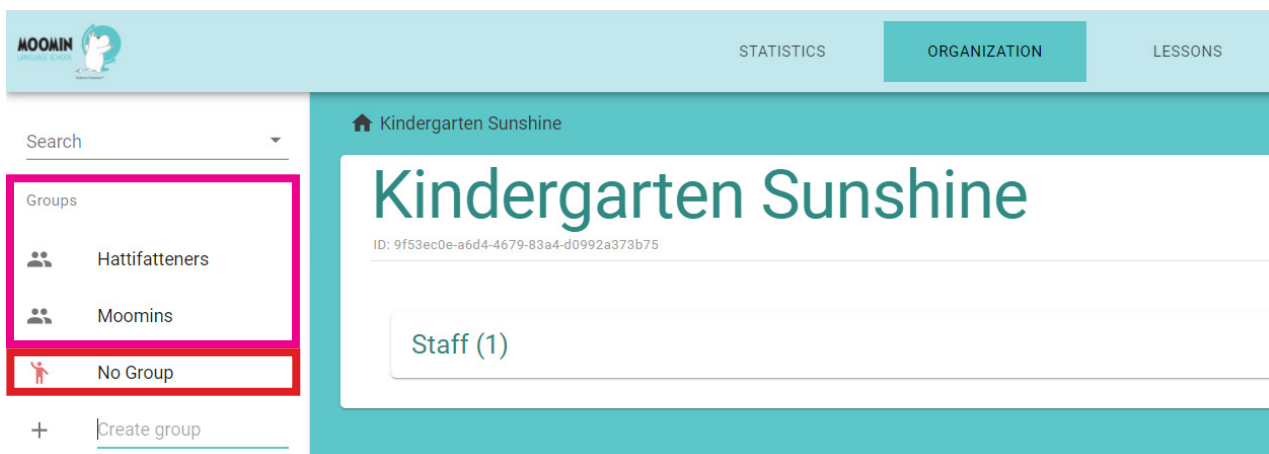
To create groups, just add your group name on the empty line next to a **plus icon** at the bottom of the group selection, under existing groups. Write the name and **press enter on your keyboard**.

Your group's name should now be visible on the left panel under **Groups** with the other groups.

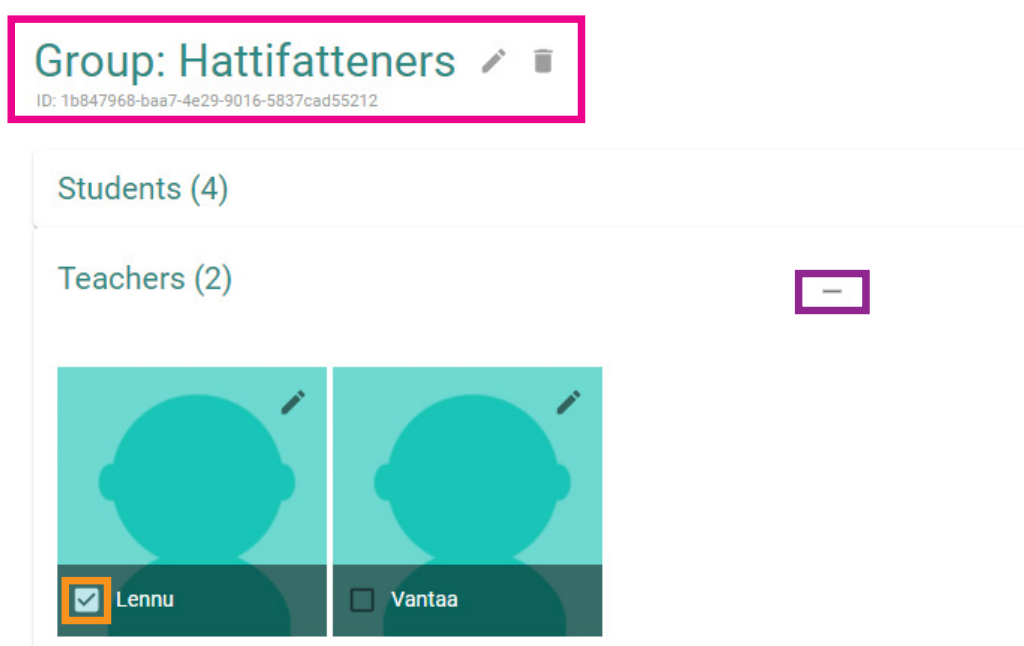


When your profile was created, you were either put in some of the **existing groups** or in the category **no group**. **No group** includes all the student and teacher profiles that have not been assigned to a group.

To add a teacher to a group, find their profile (in **a group** or in the **no group** category) and drag them to the group in which you want to add them. Note that this does not delete that teacher's appearance in the first group, only copies the teacher's profile to the group to which you dragged the profile.

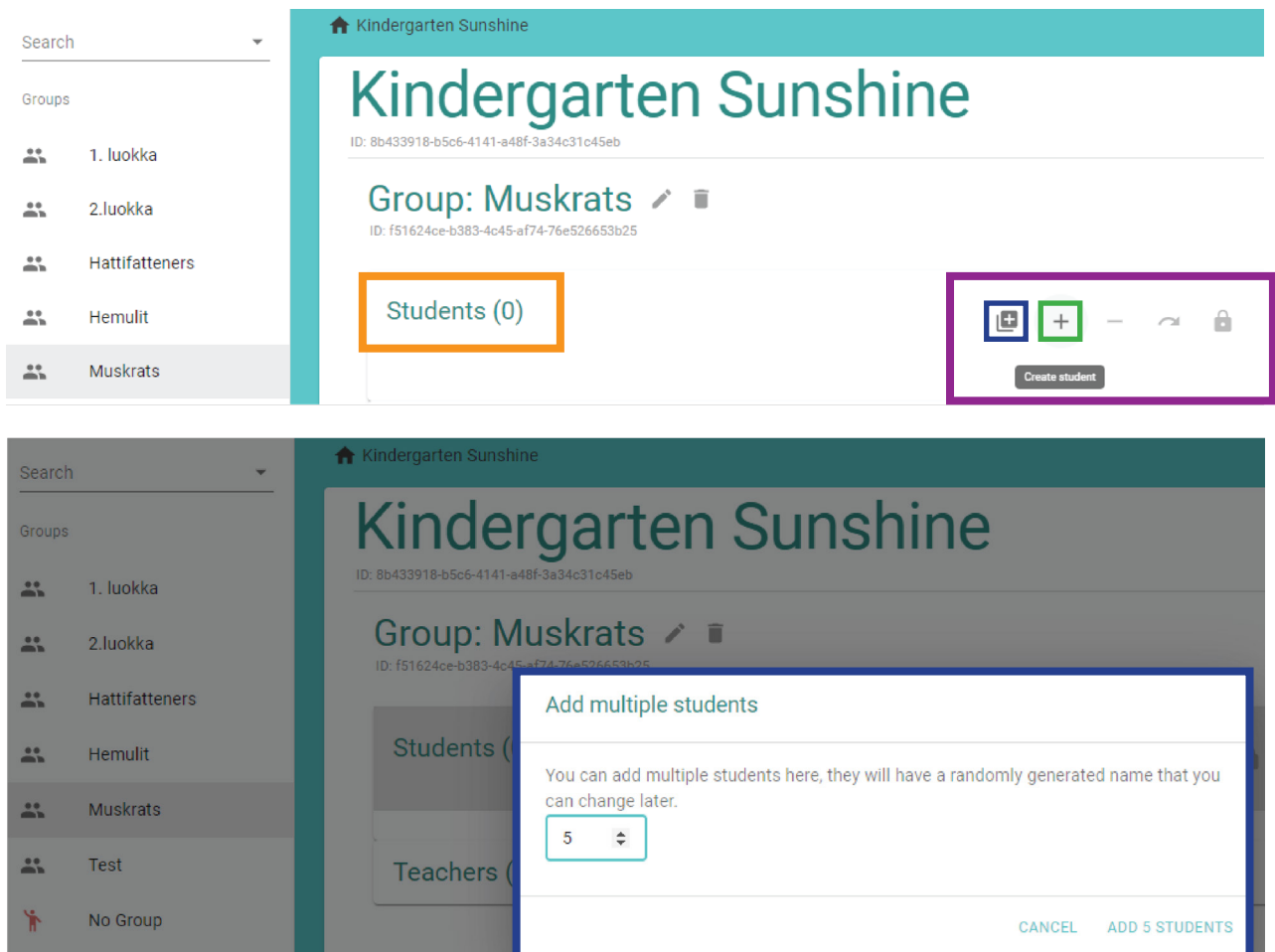


To remove a teacher from a group, click **the empty box** in the bottom left corner of the teacher's avatar **inside the group you wish to remove the profile from** and press **the minus icon** next to the header Teachers.



CREATING USERS

Now that you have your group ready and teacher(s) added, you can add your students. In order to create new student profile(s), go group's view. In order to create **new** student profile(s), go to your group's view. Under your group's name is the word **Students**. Next to it you should see **multiple icons**. The first **plus icon** (with a gray background) is for adding multiple students at once. The second **plus icon** is for adding an individual student.



If you already have student profiles in the service, you can move them between groups by dragging them from one group to another. Go to the group where the student is and click and hold the student's avatar while dragging it to the other group's name on the left-hand side of your screen.

Alternatively, you can use the **arrow icon** to move (multiple) students from the selected group to another group.

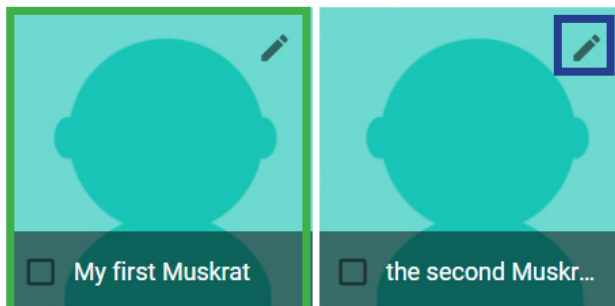


To add more info in the student's profile, click the **pencil icon** on the top right corner of their **avatar**.

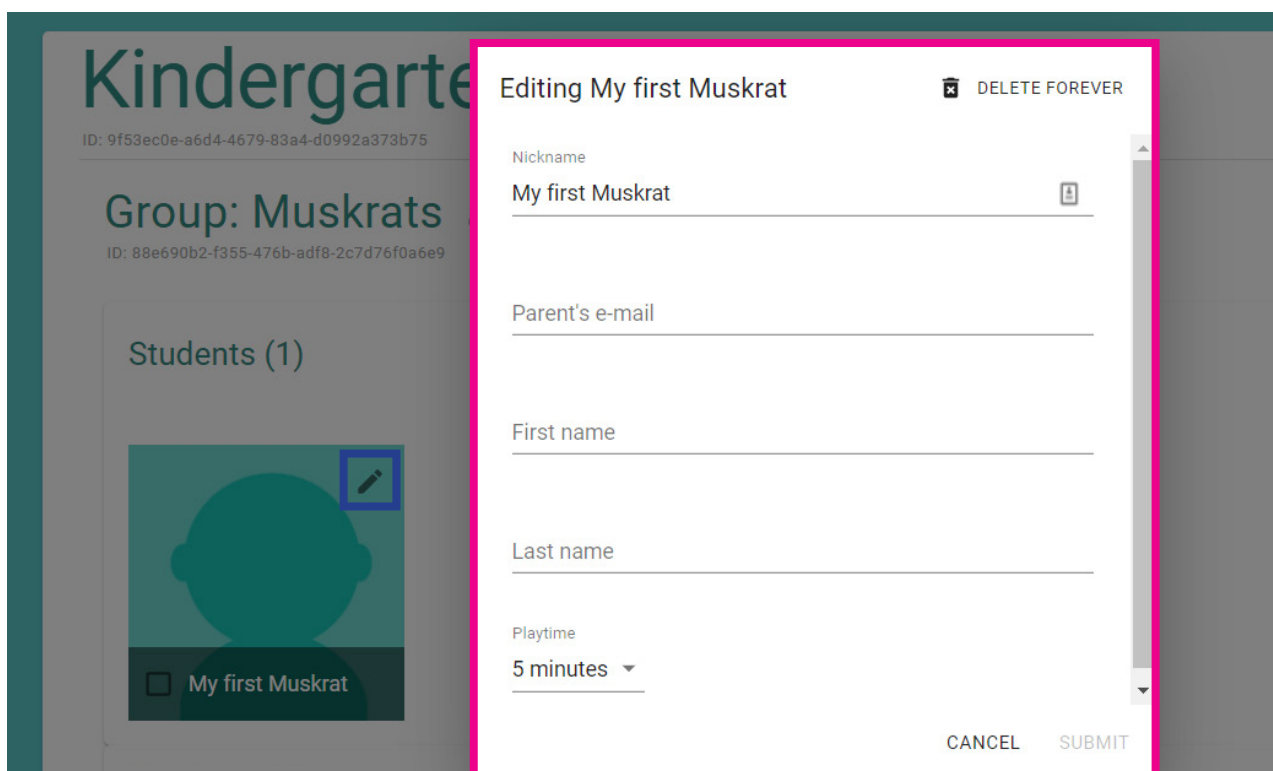
Group: Muskrats

ID: 88e690b2-f355-476b-adf8-2c7d76f0a6e9

Students (2)



Now you should have their profile in **editing mode** on your screen. Here you can add your student's full name and their parent's email, manage their playtime or delete their profile.



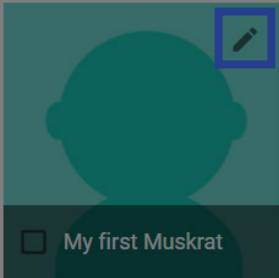
Kindergarten

ID: 9f53ec0e-a6d4-4679-83a4-d0992a373b75


Group: Muskrats


ID: 88e690b2-f355-476b-adf8-2c7d76f0a6e9

Students (1)


☐ My first Muskrat

Editing My first Muskrat

 DELETE FOREVER

Nickname
My first Muskrat 

Parent's e-mail

First name

Last name

Playtime
5 minutes ▼

CANCEL SUBMIT






DELETING GROUPS AND USERS

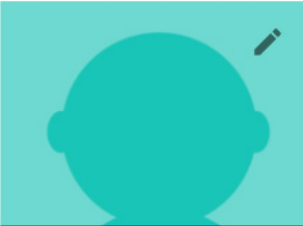
If you want to **remove a student** from a group, select the student by clicking **the empty box** on the student's avatar (bottom left). Then click the **minus icon** (next to the plus icon you used to create individual users). You can remove multiple students at once.

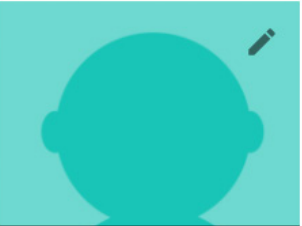
Note that this does not delete the student profiles completely but moves them to the 'no group' category.

Group: Muskrats  
ID: 88e690b2-f355-476b-adf8-2c7d76f0a6e9

Students (2)

☒ 
My first Muskrat

☐ 
the second Muskr...

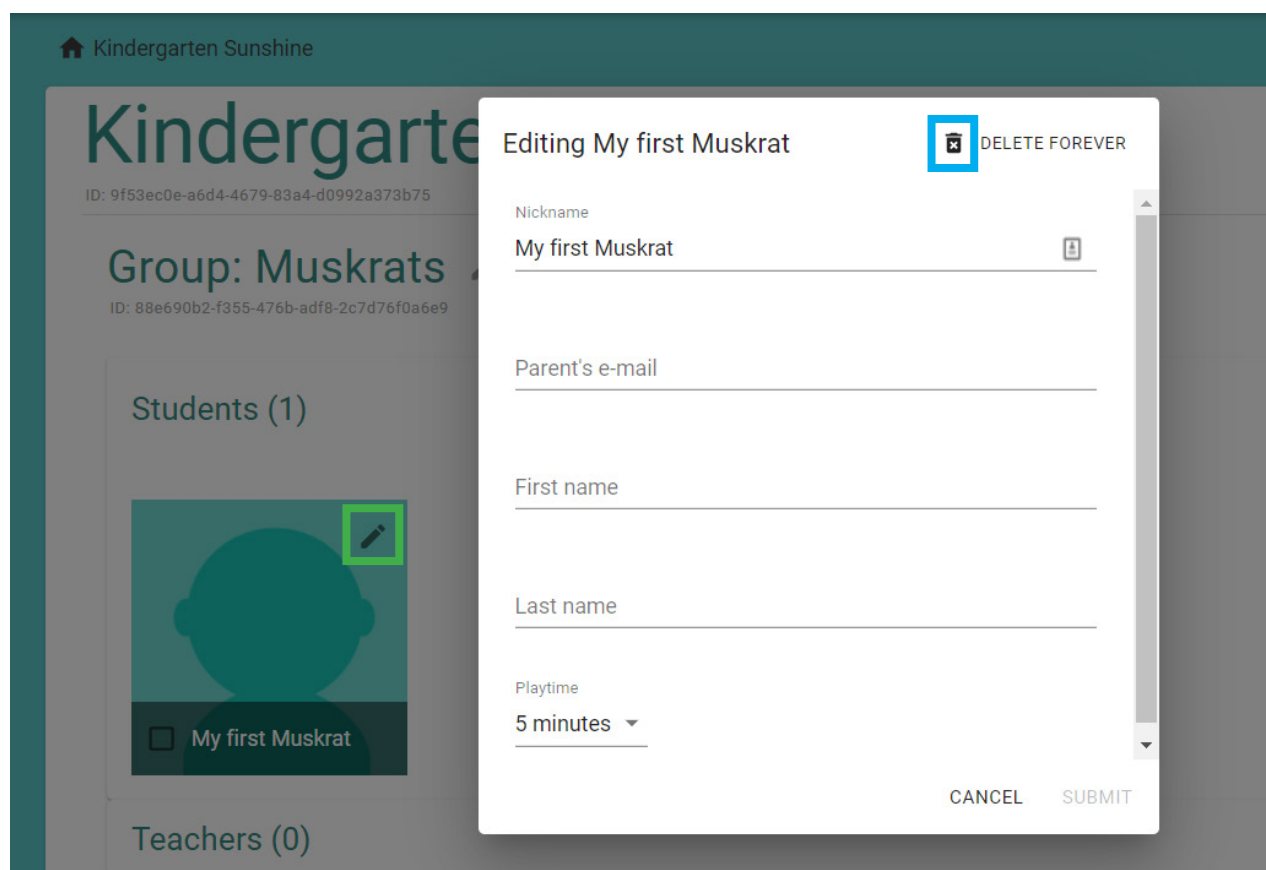
Remove selected student(s) from group

If you want to delete a group, go to the group's view and click the **trashcan icon** on the right side of your group's name. Any users in the deleted group are moved to the "no group" category.

Group: Muskrats  
ID: 88e690b2-f355-476b-adf8-2c7d76f0a6e9

To **permanently delete** a student's profile, click the **pen icon** on the student's avatar (top right) to open the editing window. Click the **trashcan icon** next to the text 'delete forever' (top right).

Note that this deletes the student's profile and progress from the service completely.



RESETTING STUDENT PASSWORDS

The **lock icon** is for resetting student passwords. **Note that you will not be able to view the password after you have closed the window**, so make sure you **copy it** before that.



Reset student passwords


Every student has a unique student login username and password. To see the password you need to reset it. Reset passwords will be visible only once! Make sure to copy and paste them somewhere safe.

Nickname	Username	Password
my first muskrat	student-hc4vwh	RESET
student-6g93u7	student-6g93u7	RESET
student-ka6dwc	student-ka6dwc	RESET

I HAVE WRITTEN DOWN THE PASSWORDS

Reset student passwords

Every student has a unique student login username and password. To see the password you need to reset it. Reset passwords will be visible only once! Make sure to copy and paste them somewhere safe.



Nickname	Username	Password
my first muskrat	student-hc4vwh	d2e6b8 
student-6g93u7	student-6g93u7	RESET
student-ka6dwc	student-ka6dwc	RESET

I HAVE WRITTEN DOWN THE PASSWORDS

If you create passwords for students, remember to send the username and password to them!

CHANGING LEVELS

To change a group's level, go to the group and click **Advanced actions** under the student and teacher lists. Clicking the **question mark** lets you review the level descriptions. Then just use **the slider** to choose the group's starting level.

Group: Moomins   ×

ID: f25ab727-2abb-4b2e-8a72-b62c4bb11045

Students (3) ▼

Teachers (2) ▼

Advanced actions

Starting level  


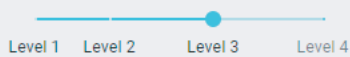
Progression week 


Progression day 3 ▼

SAVE CANCEL

After choosing the level, make sure to move **the progression slider** to the same week where the level starts and click **save**!

Advanced actions

Starting level  

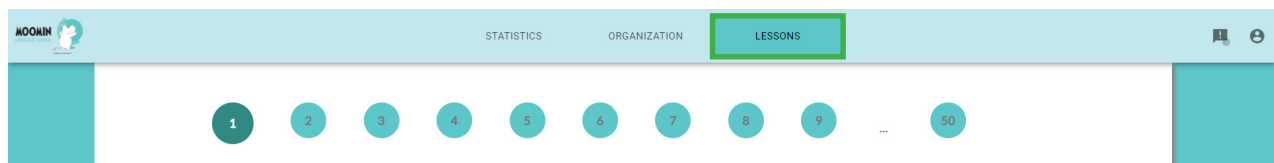
Progression week 

Progression day 1 ▼

SAVE CANCEL

LESSON PLANS

After you log in, choose **Lessons** in the menu at the top of the page.



Playful lessons can be organised in two different ways:

1. You can organise one full playful lesson once a week (approx. 30-45 minutes depending on the group), where you go through the whole lesson from circle time to theme and goodbye.
2. You can divide the playful lesson into several smaller entities throughout the week by choosing 1-2 activities at a time.

These instructions follow the first option. If you want to organise the playful lesson in several smaller entities, you can use the different sections as a suggestion (circle time activities in the morning, goodbye activities at the end of the day), but you are not required to do so.

Playful lessons are divided into four parts:

1. Preparation

Here's a list of all the materials needed in this specific playful lesson.

2. Circle time

Here are instructions for activities to begin the lesson.

3. Theme

Here are instructions for activities that deal with the week's theme.

4. Goodbye

Here are instructions for activities to end the playful lesson.

1. PREPARATION

The Preparation section lists all the materials needed for that specific playful lesson. Most of the materials are commonly found in kindergartens, such as toys, crayons and paper. Picture cards and coloring pictures are listed as a **PDF link** and can be printed out.

The screenshot shows the MOONIN website interface. At the top, there is a navigation bar with the MOONIN logo on the left and three menu items: STATISTICS, ORGANIZATION, and LESSONS. The LESSONS menu item is highlighted. Below the navigation bar, there is a row of 50 circular buttons numbered 1 to 50. Button 1 is highlighted. Below the buttons, the text "Lesson 1" is followed by the title "Family". Underneath the title, there is a horizontal tab bar with four tabs: PREPARATION, CIRCLE TIME, THEME, and GOODBYE. The PREPARATION tab is selected and highlighted. Below the tab bar, the section "Materials" is listed with the following items:

- Music
- Stereo (or other device for playing music)
- Soft toy
- **Picture cards (girl, boy, mom, dad, grandma, grandpa, family)**
- Blu-tack or tape
- Paper
- Crayons and/or coloring pens

2. CIRCLE TIME

The Circle Time section has instructions for activities at the beginning of the playful lesson to welcome and include each child into the group. At the beginning of each activity, there is a list of all the materials needed in that specific activity. Instructions for each activity is found under the Instructions header.

STATISTICS

ORGANIZATION

LESSONS

1

2

3

4

5

6

7

8

9

...

50

Lesson 1

Family

PREPARATION

CIRCLE TIME

THEME

GOODBYE

1. Circle time

This section starts the lesson. The teacher and children sit in a circle on the floor and do activities together. This is a good way to begin: every child gets the opportunity to be heard and seen, and everyone will feel that they are a part of the group.

Song: Namecheck

(Tune: Frere Jacques)

Where is ____? Where is ____?

Here I am! Here I am!

Can you come and join us?

Can you come and join us?

Yes I can! Yes I can!

You can listen to the songs by clicking the Play button.

You can stop the song by clicking the Stop button.

The song will start from the beginning when pressed again.

16

3. THEME

The Theme section includes instructions for activities that deal with the week's theme in a versatile way. Like in the instructions for the circle time activities, instructions for theme activities include a materials list and then instructions for the activity.

STATISTICS

ORGANIZATION

LESSONS

1

2

3

4

5

6

7

8

9

...

50

Lesson 1

Family

PREPARATION

CIRCLE TIME

THEME

GOODBYE

2. Family

In this section, you will go through the theme and related vocabulary in a versatile way. Read the instructions carefully, and explain the rules and activities to the children.

Play: Which One Is Missing?

Materials:

- Picture cards (girl, boy, mom, dad, grandma, grandpa, family).

Instructions:

- Sit down with the children.
- Go through the picture cards with the children and practice saying the words.
- Put the picture cards on the table/floor with the picture side up.
- Ask the children to close their eyes. Take one picture card away and hide it behind your back.
- Ask the children to open their eyes. Ask them to guess which picture card is hidden. If the children don't know the word in English, they can say the word in their mother tongue.
- Repeat the word in English.
- Once the children know what to do, let one child be the one to take away a picture card. You can also let them take away more than one.

4. GOODBYE

The Goodbye section includes instructions for the ending of the playful lesson. The ending is always the same: there is first a Goodbye rhyme, and then children are given stickers or stamps as a reward for their participation.

STATISTICS

ORGANIZATION

LESSONS

1

2

3

4

5

6

7

8

9

...

50

Lesson 1

Family

PREPARATION

CIRCLE TIME

THEME

GOODBYE

3. Time to say goodbye

This section ends the lesson. Repeat the Goodbye Rhyme with the children and let them choose a sticker for their sticker book.

Rhyme: Goodbye ▶

"Good-bye, good-bye, (clap your knees on good and hands on bye)
It's been fun, fun, fun, (clap your hands on fun, fun, fun)
Good-bye, good-bye, (clap your knees on good and hands on bye)
See you soon again WOHO!" (raise your hands up in the air and wave at WOHO)

Instructions:

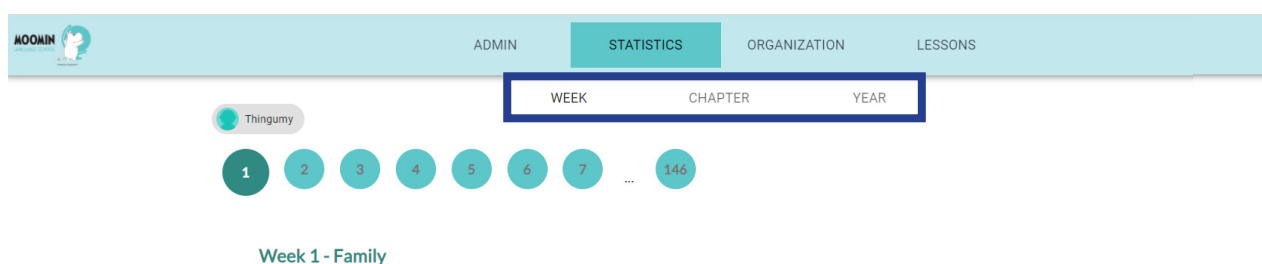
1. Sit by the table or on the floor.
2. Introduce the rhyme to the children and show when and how to clap (instructions are next to the rhyme).
3. Repeat the rhyme together.

STATISTICS

After login, choose Statistics from the menu at the top of the page.

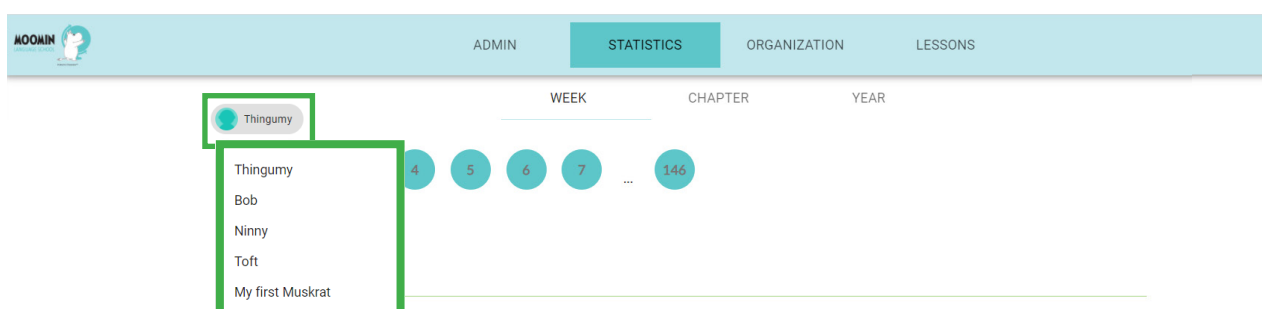
In this menu, you can observe your students' progress reports (**week, month, or year**) and the information includes:

- **Used time**
- **Number of sessions**
- **New words**
- **Right and wrong answers**



• On the opening page, you can view the reports on the children's progress in the **application**. First choose the time frame (week, month, or year) and then the week/month/year you want to view from the numbers at the top of the report view.

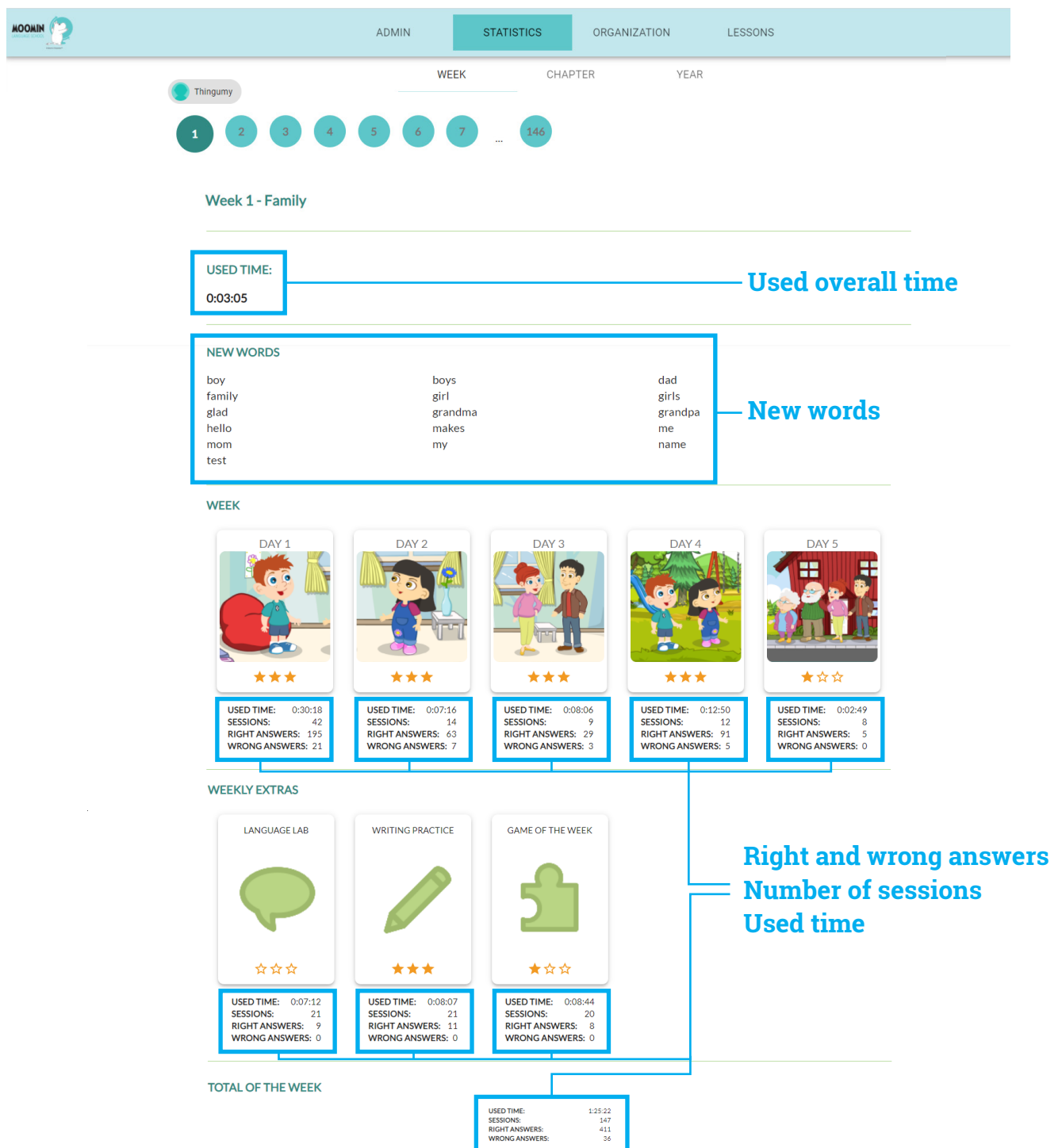
• You can switch between children by choosing the child from the **drop-down menu** at the upper left-hand side of the report view, over the week numbers.



THE REPORT

In the report, you can first see which week/month/year you are currently viewing, and how much time the child has used in the application during that time frame. In the week view, you can also see a list of all the new words introduced during that week.

In the week view, you can then see information on each of the week's exercises. In the month view you can see information on each week in that month, and in the year view there is information on each month in that year.



CHANGING YOUR PASSWORD

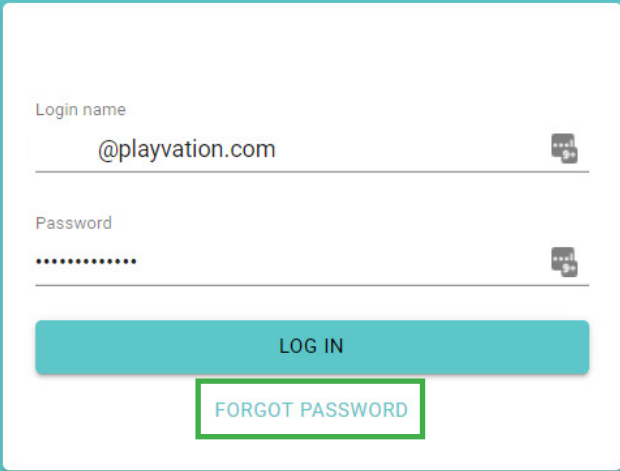
**In case you need to change your password
or forgot your password:**

Go to Tools website: <https://tools.moominls.com>

Choose **Forgot password**.

Insert your email address.

Click Get a new password.



Login name

@playvation.com

Password

.....

LOG IN

FORGOT PASSWORD

Wait until you see **this message**. It might take a while – please be patient.

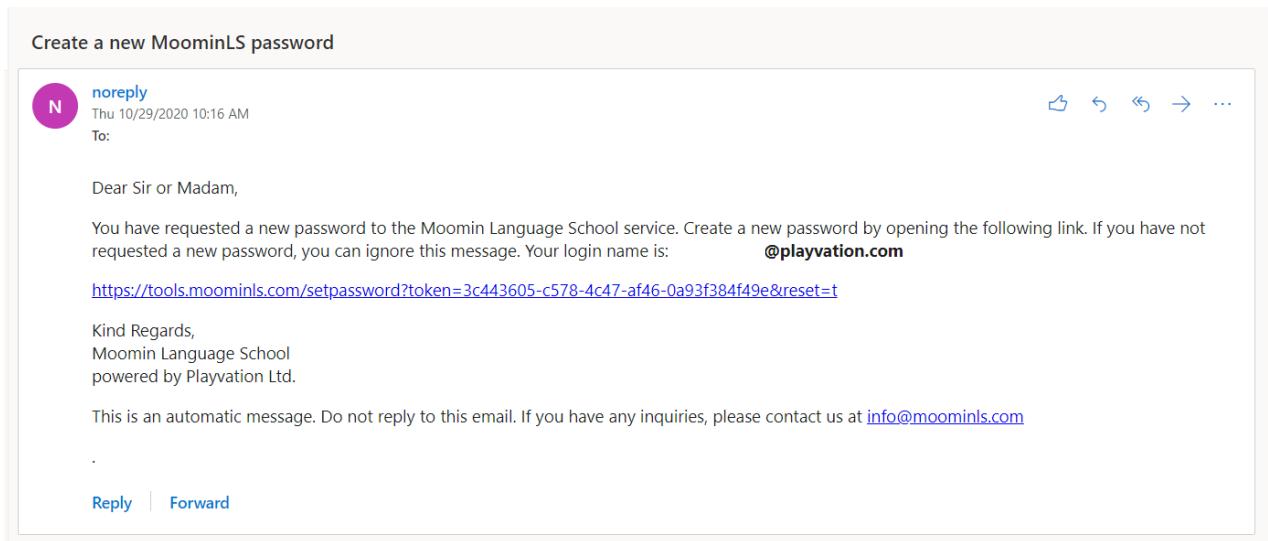
Password reset initiated

Your reset password has been sent. It should arrive immediately.

In rare occasions the delivery may take a couple of minutes and sometimes the mailbox decides to put it into spam-folder.

Please, check your mail! Happy learning!

Go to your email and open the message:



From: Noreply

Subject: Create a new MoominLS password.

If you cannot find the message, please check your spam folder.

Click the link in the message, enter your new password twice (2), and click **Set password**.

A screenshot of a web form titled "Welcome! Please choose a password". It has two input fields: "Password" and "Re-enter password". Both fields have a green outline and a small eye icon to the right. Below the fields is a large green button with the text "SET PASSWORD".

