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# Access

10/17/2024 7:26 am EDT



To access the Richmond Studio Platform, you must have a registration in Santillana Connect. If you do not have this registration, request it from your Educational Institution.

## Follow these steps 🗺️ :

1. Navigate to the login page.

<https://richmondstudio.global>

2. Click on **Santillana Connect**.

**Welcome!**

Log in with your username and password or with Santillana Connect

Username or email

Password

[Forgotten password?](#)

**Sign in**

OR

**Continue with Santillana Connect**

**Don't have an account? [Create one](#)**

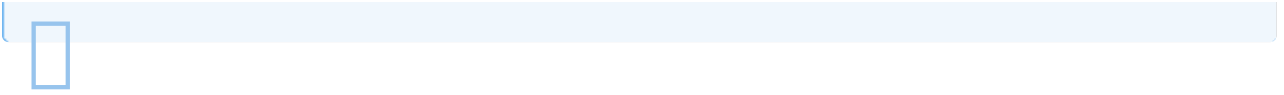
[Richmond ELT](#) | [Privacy Policy](#) | [Cookies Policy](#)

3. Enter the username.
4. Enter the password.
5. Click on **Log In**.

To enter with a token, it is necessary to register and place the assigned token on the purchased material.

### Remember:

The token is located on the second cover (inside front cover of the book).



# My profile

10/17/2024 7:26 am EDT



In My profile, general user information is displayed:

- E-mail
- Username
- Name
- Country / Timezone
- Password change

The screenshot shows a user profile page for Andrea Fernández. At the top, there is a profile picture of a woman with red hair and glasses, wearing a red jacket, with an "Edit Images" button next to it. Below the picture is the name "Andrea Fernández". Underneath the name is a red icon of a person and the text "My profile". The main content area contains several input fields: "Email" with the value "examplemail@richmond.com", "Username" with "Andreafer97", "First name" with "Andrea", "Last name" with "Fernández", "Country" with a dropdown menu showing "Spain", and "Timezone" with "CEST". At the bottom, there is a "Change password" field with a "Change" button next to it, and a large red "Save" button at the very bottom.

In **My Profile**, you can set the image that will be shown to others, as well as make changes to your personal information.



The email must be the one assigned by the educational institution and it cannot be modified.

# Notifications

10/17/2024 7:26 am EDT

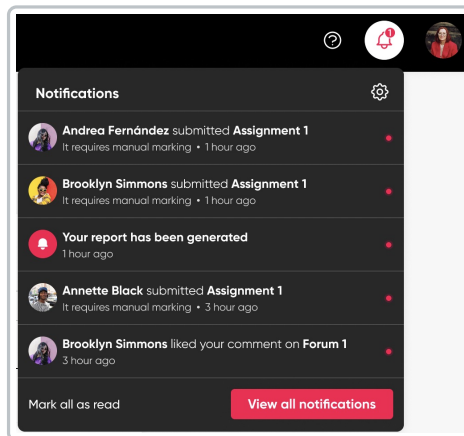


Notifications will be displayed with the number of received notifications in red color.

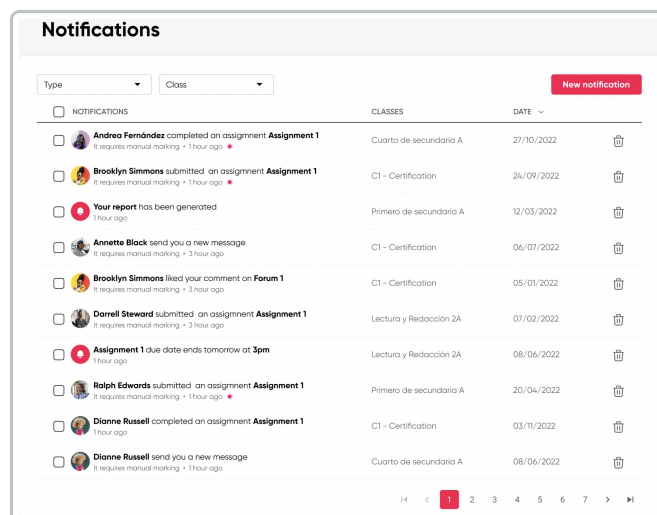
When there is a new or pending notification to view, they are displayed in the upper right corner with the number of received notifications.



To check the notifications, you need to click on the bell icon, and the full notifications section will open.



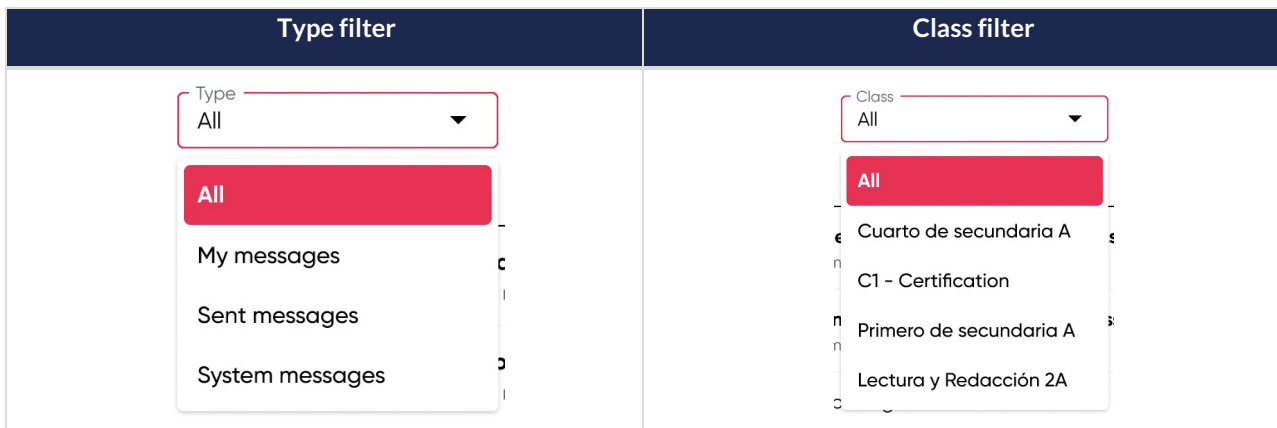
- Click on **View all notifications** to see the complete information.



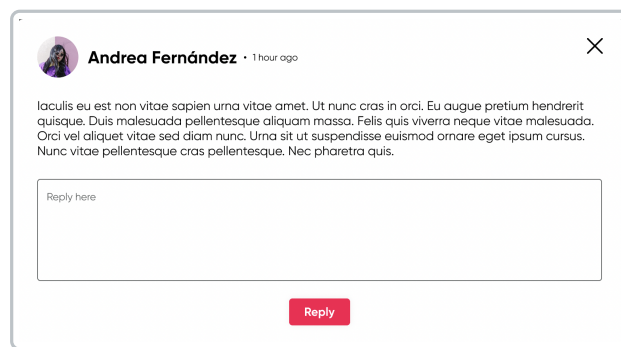
Here you can see all new/unread notifications (distinguished by a red dot) and reviewed notifications.

You have the Type and Class filters available for easier and faster searching.





- Click on the notification to view it in full and to be able to respond.



#### To Communicate with Students:

1. Click on **New Notification**.
2. Select the student(s) you want to send a message to.
3. Click on **Content** to write the message, including:
  - Title
  - Description
4. Click on **Send**.

### Create notification

Students Content

Select students

Search student Class

- Select all
- Juan Alejandro Martin Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

Cancel Send

### Create notification

Students Content

Title

Description

Cancel Send

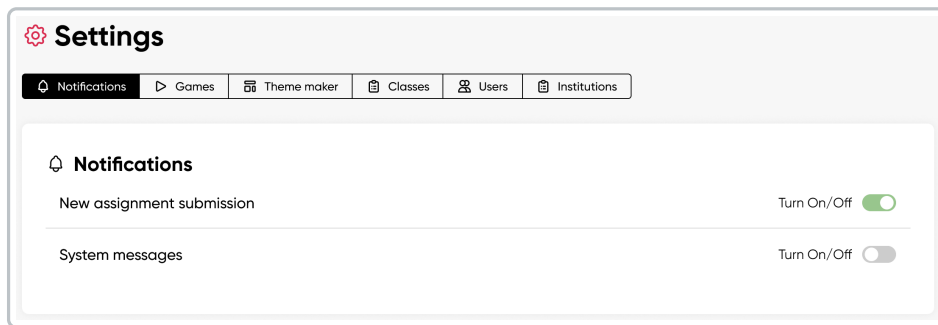
# Notifications

10/17/2024 7:26 am EDT



From the **Settings** -> **Notifications** option, it is possible to turn on and off the alerts corresponding to New assignments submission and System messages.

To turn on/off notifications, it is necessary to click on **Turn On/Off** for the notifications you want to receive or not.



When the option is green, it indicates that the option is on, and when it is gray, it indicates that the option is off.

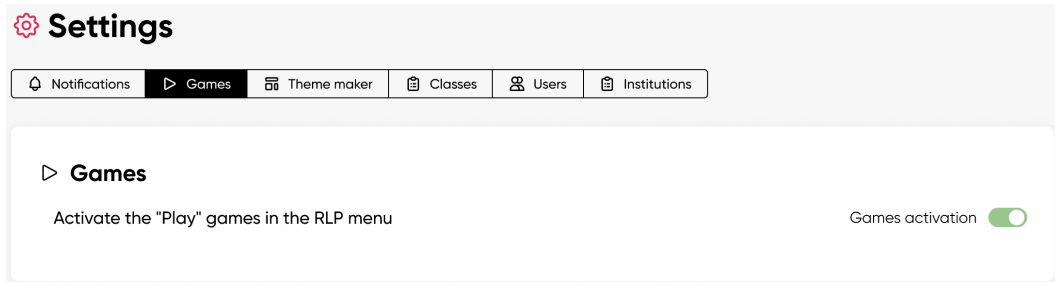
# Games

10/17/2024 7:26 am EDT



In the **Settings** -> **Games** option, **Play** is activated or deactivated in the Richmond Studio Platform (RSP) menu.

This indicates whether students can or cannot use the games to continue practicing the English language.



When the option is green, it indicates that the option is on, and when it is gray, it indicates that the games will not be available for the students.

# Classes

10/17/2024 7:26 am EDT

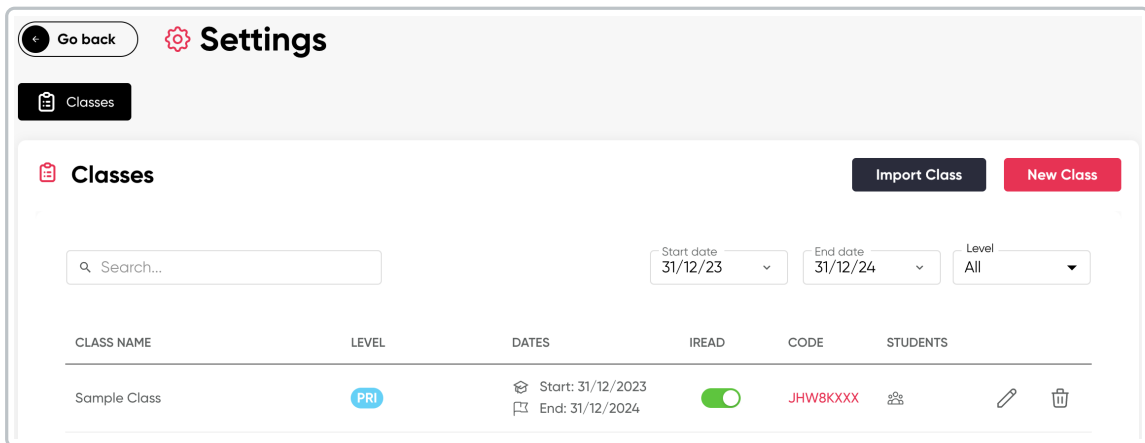


The **Settings -> Classes** option allows you to create and import classes, as well as have a complete view of them. It shows relevant information, such as:

- Class name
- Grade
- Start and end dates
- Class code
- Number of students

The **Training manager** has access to all the information of the created classes, can import classes, and create new classes.

The list shows essential information about the class such as: name, level, start and end dates, the option to enable/disable iRead, class code, and number of students.



The platform is equipped with a search filter to streamline class management and offer an overview of them, along with options to filter by start/end date or level.



## Importing Classes:

In this option, the Training Manager can upload a file containing information about students enrolled in a class in a bulk manner.

How to do it?

1. Click on **Import Classes**.
2. Select the file previously saved on your PC/Mac.

3. Click on **Import**.

## Creating a New Class:

Creating a New Class: The Training Manager can create new classes. To do so, follow these steps to register the class with the following information:

How to do it:

1. Click on **New Class**.
2. Enter Name, Description, Grade (selecting the grade automatically assigns the level), and start and end dates of the class.
3. Click on **Save**.

Imported or created classes will be displayed in the Classes list. They can be edited or deleted directly from the list: click on the pencil icon to edit, and on the trash can icon to delete.



## Edit

Click on the pencil icon.

- You will see the information of the class you want to edit.
- Edit the information.
- Click on **Save**.

### Edit class ✕

Name  
Sample Class

Description

Grade  
4º Cuarto Primaria

primary

Start date  
31/12/23

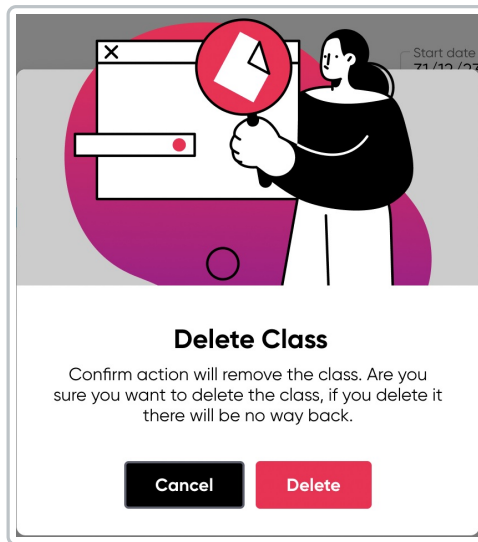
End date  
31/12/24

**Cancel** **Save**

## Delete

Click on the trash can icon.

- A confirmation alert will appear.
- Click on **Delete**.



You must be sure of this action, as once a class is deleted, it cannot be undone. If you are not sure about deleting the class, click Cancel.

# Users

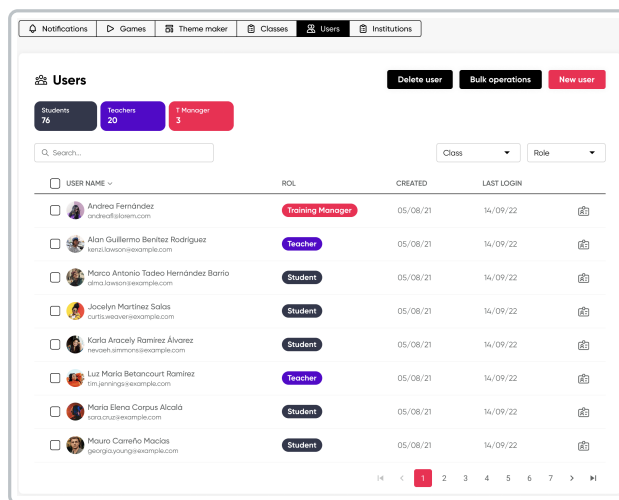
10/17/2024 7:26 am EDT



The **Settings -> Users** It displays the list of all users, including all roles: Training managers, teachers, and students.

This section provides an overview of the total number of users created, divided by role.

From this option, you can delete and create new users or perform bulk uploads.



## Delete user

1. Select the user or users you want to delete.
2. Click on **Delete User**.
3. Confirm this decision.

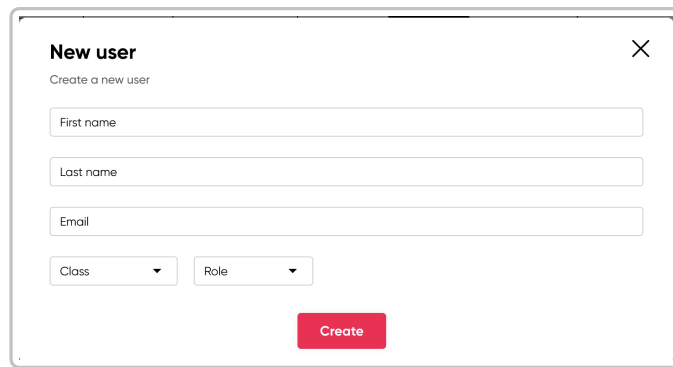


The action of Deleting is irreversible, so you must be sure that it is the correct user and decision.

## New user

- Click on **New User**.
- Fill in the required information:
  - First Name
  - Last Name
  - Email
  - Class
  - Role
- Click on **Create**.





**New user** ✕

Create a new user

First name

Last name

Email

Class  Role



The new user is added to the general list, sorted in alphabetical order.

For quicker and more efficient user location, use the search bar or the available filters:

- By name
- By class
- By role

# Institutions

10/17/2024 7:26 am EDT







**Settings -> Institution.** In this section, the TM (Training Manager) has several options to enable/disable features available for institutions, such as the type of institution or the time zone, among others.

To enable/disable the available options, it is necessary to click on the activation bar in each section.



The available options are:

<p><b>Institution Type</b></p> <p>Institution Type description</p> <p>RLP+ <input type="checkbox"/></p>	<p><b>Institution Type:</b></p> <p>RSP has two versions:</p> <ul style="list-style-type: none"> <li>• <b>RSP+:</b> The full version of RSP for Richmond Studio/Together users. This version contains all the functionalities of RSP JJAA, as well as new functionalities, content, and reports.</li> <li>• <b>RSP:</b> Focused on the Regular Market. In this version, users have access to support and review materials, but not to digital activities or student performance tracking. The rest of the functionalities of RSP+ K12 will not be accessible.</li> </ul>
<p><b>User institution settings</b></p> <p>Users can change their country</p> <p>Editable <input type="checkbox"/></p>	<p><b>User institution settings:</b></p> <p>Enabling it allows the user to edit the country they are in.</p>
<p><b>Lock students profile</b></p> <p>Prevent students from changing their profiles</p> <p>Lock <input type="checkbox"/></p>	<p><b>Lock students profile:</b></p> <p>Enabling it allows students to edit their profiles.</p>
<p><b>Timezone</b></p> <p>GMT+1</p>	<p><b>Timezone:</b></p> <p>Displays the time zone where the institution is located.</p>
<p><b>Custom area Reports</b></p> <p>Enable/Disable area reports</p> <p><input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading Subskills <input type="checkbox"/> Reading skills <input checked="" type="checkbox"/> 21st Century Skills</p>	<p><b>Custom area Reports:</b></p> <p>Enabling the different options will provide access to reports for review and download.</p>

<p><b>iRead Activation</b> Enable/Disable iRead in this institution based on each class grade. Please note that this will incur <b>additional costs</b>.</p> <p><input type="checkbox"/> <b>Primary</b></p> <p><input type="checkbox"/> Prefirst      <input type="checkbox"/> Prefirst (Primaria)      <input checked="" type="checkbox"/> 1º Primero Primaria</p> <p><input checked="" type="checkbox"/> 2º Segundo Primaria      <input checked="" type="checkbox"/> 3º Tercero Primaria      <input checked="" type="checkbox"/> 4º Cuarto Primaria</p> <p><input type="checkbox"/> 5º Quinto Primaria      <input checked="" type="checkbox"/> 6º Sexto Primaria</p> <p><input checked="" type="checkbox"/> <b>Secondary</b></p> <p><input checked="" type="checkbox"/> 1º Primero Secundaria      <input checked="" type="checkbox"/> 2º Segundo Secundaria      <input checked="" type="checkbox"/> 3º Tercero Secundaria</p> <p><input checked="" type="checkbox"/> 1º Primero Bachillerato      <input checked="" type="checkbox"/> 2º Segundo Bachillerato      <input checked="" type="checkbox"/> 3º Tercero Bachillerato</p> <p><input checked="" type="checkbox"/> 4º Cuarto Bachillerato      <input checked="" type="checkbox"/> 5º Quinto Bachillerato      <input checked="" type="checkbox"/> 6º Sexto Bachillerato</p>	<p><b>iRead Activation:</b></p> <p>In this option, iRead can be enabled or disabled. The option can be selected for the entire level or for individual grades (one by one). Enabling iRead incurs additional costs, so it is important to understand the scope of access within the institution.</p>
<p><b>Institution Links</b></p> <p> <b>Richmond Website ES</b> <a href="https://www.richmond.es">https://www.richmond.es</a> </p> <p> <b>Resources on Drive</b> <a href="drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhclU03Q2c7-pvNfAcUzQgN82QIMqZZwWhQ">drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhclU03Q2c7-pvNfAcUzQgN82QIMqZZwWhQ</a> </p> <p style="text-align: right;"><a href="#">New external link</a></p>	<p><b>Institution links:</b></p> <p>It is possible to upload additional links to support the class. These should align with the lesson and be focused on supporting student learning.</p>

Once the scope of the class has been set, it is necessary to click **Save** for the changes to be preserved.

**Institutions**

**Institution Type**

Institution Type description RLP+

**User institution settings**

Users can change their country Editable

**Lock students profile**

Prevent students from changing their profiles Lock

**Timezone**

**Custom area Reports**

Enable/Disable area reports

Language       Reading Subskills       Reading skills       21st Century Skills

**iRead Activation**

Enable/Disable iRead in this institution based on each class grade. Please note that this will incur **additional costs**.

**Primary**

Prefirst       Prefirst (Primaria)       1º Primero Primaria

2º Segundo Primaria       3º Tercero Primaria       4º Cuarto Primaria

5º Quinto Primaria       6º Sexto Primaria



**Secondary**



1º Primero Secundaria       2º Segundo Secundaria       3º Tercero Secundaria

1º Primero Bachillerato       2º Segundo Bachillerato       3º Tercero Bachillerato

4º Cuarto Bachillerato       5º Quinto Bachillerato       6º Sexto Bachillerato

**Institution Links** [New external link](#)

 **Richmond Website ES**  
<https://www.richmond.es> 

 **Resources on Drive**  
<drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhclU03Q2c7-pvNfAcUzQgN82QIMqZZwWhQ> 

[Save](#)

# Logout

10/17/2024 7:26 am EDT

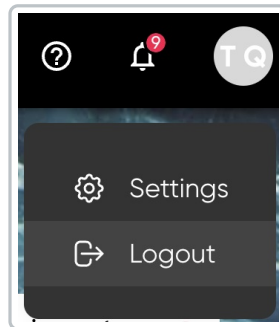


By completing these steps, you will have securely logged out and exited Richmond Studio.

## Logout

To logout of Richmond Studio, follow these steps:

1. Navigate to the Main Menu in the Training Manager Role section of Richmond Studio.
2. Look for the Logout option in the menu.
3. Click on the **Logout** option. This will end your current session in Richmond Studio and disconnect you from the platform.



Always remember to perform a proper logout to keep your data and account privacy protected.

# Widgets

09/25/2024 2:06 pm EDT



The Assignments widget provides the teachers with information related to how many assignments with Manual Marking activities he/she has pending to score.

**Class assignments** for manual making **10**

**Test assignments** for manual making **0**

**iRead assignments** for manual making **101**

Widgets allow for a quick visualization of pending manual markings within the platform. They help maintain effective control and response times.

- Click on the widget to review, and the list of pending assignments to grade will be displayed by level (preschool, elementary, or high school).

**Classes with assignments**

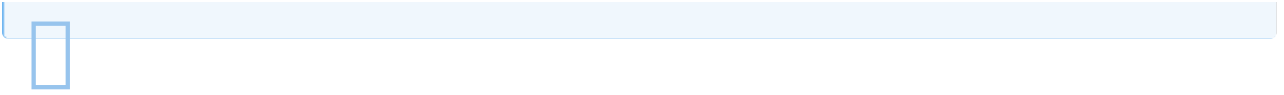
- Secondary Class 1** (Secondary) - 4 Assignments with manual marking
- Primary Class 1** (Primary) - 5 Assignments with manual marking
- Kinder Class 1** (Preschool) - 7 Assignments with manual marking

- Select the class you want to review, and the complete assignments section will open.

**Richmond** - Sample Class: Students | Assignments

TYPE	TITLE	STATUS	SCORE	ASSIGNED	DATE	STUDENTS
Class Assignment	Class Assignment	active	8%	2023-10-10	2024-07-10	10 / 10
Class Assignment	Class Assignment	active	Pending marks	2023-10-10	2024-07-10	10 / 10
iRead Assignment	iRead Assignment	active	Pending marks	2023-10-10	2024-07-10	6 / 10
iRead Assignment	iRead Assignment	active	20%	2023-10-10	2024-07-10	6 / 10
Test Assignment	Test Assignment	not started	15%	2023-10-10	2024-07-10	6 / 10
Test Assignment	Test Assignment	closed	Pending marks	2023-10-10	2024-07-10	10 / 10

The pending marks are highlighted with a purple triangle for better localization within the list.



# My classes

09/20/2024 3:22 pm EDT



My classes refers to the list of classes where the training manager is responsible.

Basic information is displayed for each class:

- Level
- Grade
- Number of students
- Start and end dates
- Class code

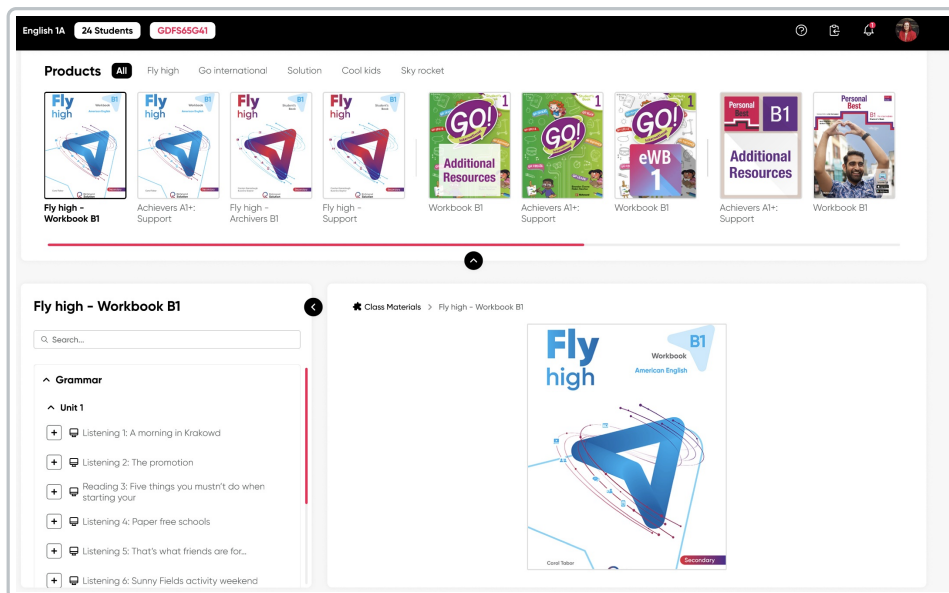
There is a search bar available to quickly and efficiently locate classes, as well as an option to filter classes by grade.

The screenshot shows the 'My Classes' interface. At the top, there is a search bar labeled 'Search...' and a dropdown menu labeled 'Grade'. Below this, there are four class banners, each featuring a profile picture, class name, level, grade, student count, dates, and a class code.

Class Name	Level	Grade	Students	Dates	Class Code
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	WUHXV76M
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	GDFS65G41
Primary Class 1 Highschool 4	Primary	Highschool 4	23	22/09/13 to 23/07/28	DAS6F4ASD
Preschool Class 1 Highschool 4	Preschool	Highschool 4	22	22/09/13 to 23/07/28	5J89AS1DO

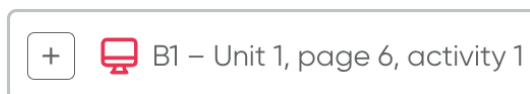
To access the class:

1. Click on the banner of the class you want to enter.
2. The class will open, and all uploaded materials will be displayed.



**To create assignments in the class:**

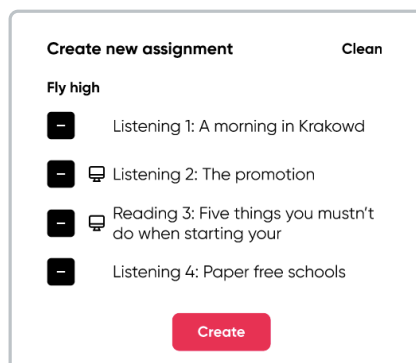
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



3. View the total of added activities at the top right.



4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** of the new assignment.



**New assignment** ✕

English 1A

General Content Students

Title

Instructions

Start date End date

Cancel Send

- In the **Content** option, the created assignments are listed.

**New assignment** ✕

English 1A

General Content Students

Students has to complete the content in order

▼ ▲	📄 Part 1: Reading 1	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Vocabulary 1	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Reading 2	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Vocabulary 2	Fly high - Workbook BI	🗑️

Cancel Send

- In the **Students** option, all the students in the class are listed.

**New assignment** ✕

English 1A

General Content Students

Select students

🔍 Search student

Select all

- Juan Alejandro Martín Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

Cancel Send

5. Click on **Send**.








# Pending assignments

10/17/2024 7:27 am EDT



Dashboard -> Pending assignments, as the name indicates, this section displays the list of assignments that have not yet been graded by the teacher.

## Pending Assignments

 <b>Test 1</b> Secondary Class 1	12/16 Students submitted	1 day left
 <b>iRead assignment 1</b> Secondary Class 2	9/12 Students submitted	1 day left
 <b>Assignment 1</b> Secondary Class 2	7/12 Students submitted	2 days left
 <b>iRead assignment 2</b> Secondary Class 1	9/12 Students submitted	2 days left
 <b>Test 2</b> Secondary Class 2	8/16 Students submitted	4 days left
 <b>iRead assignment 3</b> Secondary Class 1	9/13 Students submitted	5 days left
 <b>Assignment 2</b> Secondary Class 2	12/15 Students submitted	5 days left

This section helps teachers to:

- **Manage the work:** Helps organize and prioritize the assignments that still need to be reviewed and graded.
- **Track progress:** Allows for monitoring how many assignments are left to grade and ensures that all are reviewed on time.
- **Improve efficiency:** Facilitates time management by providing a quick overview of pending tasks, helping to plan and reduce the risk of forgetting any assignment.
- **Meet deadlines:** Helps teachers meet the deadlines set for grading and providing feedback on assignments.


### Editing assignment

English 1A

General Content **Students**

STUDENT	PROGRESS	SCORE
<input checked="" type="checkbox"/> Juan Alejandro Martin Gómez	<div style="width: 89%;"><div style="width: 89%;"></div></div> 5/4	89%
<input type="checkbox"/> Jerome Bell	<div style="width: 51%;"><div style="width: 51%;"></div></div> 5/4	51%
<input type="checkbox"/> Annette Black	<div style="width: 72%;"><div style="width: 72%;"></div></div> 4/5	72%
<input type="checkbox"/> Brooklyn Simmons	<div style="width: 42%;"><div style="width: 42%;"></div></div> 4/5	
<input type="checkbox"/> Courtney Henry	<div style="width: 42%;"><div style="width: 42%;"></div></div> 3/5	42%
<input type="checkbox"/> Robert Fox	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0/5	-
<input type="checkbox"/> Darlene Robertson	<div style="width: 28%;"><div style="width: 28%;"></div></div> 1/5	28%
<input type="checkbox"/> Ronald Richards	<div style="width: 57%;"><div style="width: 57%;"></div></div> 2/5	57%
<input type="checkbox"/> Ronald Richards	<div style="width: 35%;"><div style="width: 35%;"></div></div> 3/5	
<input type="checkbox"/> Jacob Jones	<div style="width: 45%;"><div style="width: 45%;"></div></div> 4/5	
<input type="checkbox"/> Arlene McCoy	<div style="width: 79%;"><div style="width: 79%;"></div></div> 5/4	79%
<input type="checkbox"/> Devon Lane	<div style="width: 15%;"><div style="width: 15%;"></div></div> 1/5	79%

Cancel Save

 The pending assignment alert is highlighted with a purple triangle symbol.

# My products

10/17/2024 7:27 am EDT



They are also known as **tokens** or **Product Access Codes**.


A Product Access Code is a combination of letters and numbers (e.g., RP4E5F678923) that refers to a Richmond product, such as a textbook. It is an alphanumeric code that can range from 12 to 20 characters (e.g., XX00-0X0X-00XX-0XX0) and appears on the inner page of the book's cover, on a card or sheet included with the purchased book, or provided by your institution. For digital products, it may be received via email or as part of the eCommerce purchase. An Access Code is required when you register on the Richmond Studio.

## To view all available products:


- Click on **View all**.
- Select the product you want to check to view its content.

### My Products


View all →



Cool kids 1  
Second Edition




Cool kids 2  
Second Edition



Cool kids 3  
Second Edition




New Product




Andrea Fernández

### My products


View your products or add new products. [Add product](#)




Cool kids 1 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool Kids 2 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool kids 3 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool Kids 4 Second Edition  
Lorem Ipsum  
Expires on: 08/03/2024

### To add Products:

- Click on **New Product**.
- Enter the corresponding Code.
- Click on **Add Product**.

**Redeem a code** ✕

Please enter a code

e.g. RPcde12345fg

Where is my access code?

Add product

Loaded products will be displayed in the **My Classes** section under **Class Materials**.

# My links

09/18/2024 12:39 pm EDT



The TM can share external links on the platform.

The shared links must be relevant to the topics covered in class; they serve as additional material to enrich the information provided by the teacher.

## Links



### Richmond Website ES

 <https://www.richomdelt.es>



### Resources on Drive

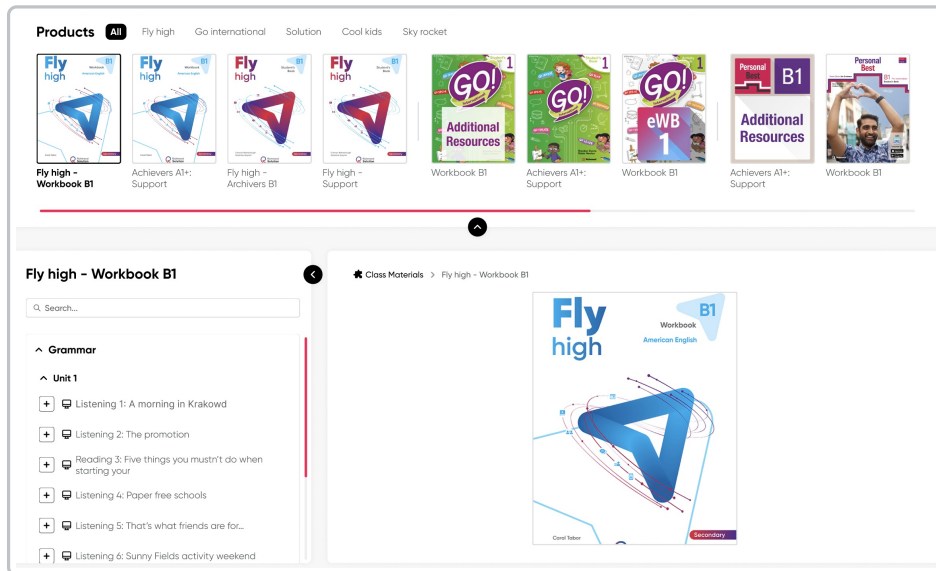
 <drive.google.com/drive/u/0B9GtnyOVQ1nQdHMnVhcU03Q2c?...>

# Class materials

09/19/2024 2:32 pm EDT

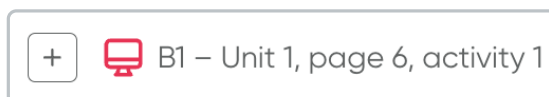


This category includes the materials and resources available for classes. These materials include reading files, audiovisuals, and writing assignments that the teacher can assign to students.



## To create assignments in the class:

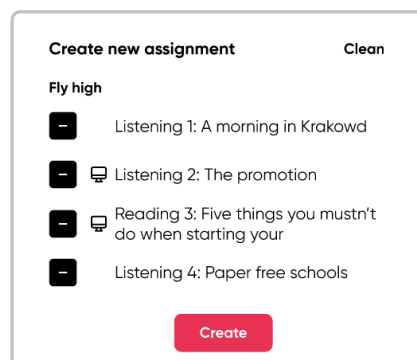
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



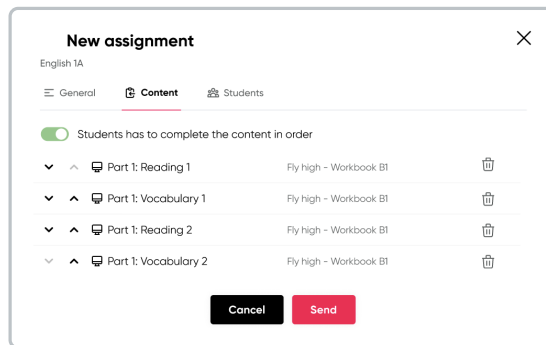
3. View the total of added activities at the top right.



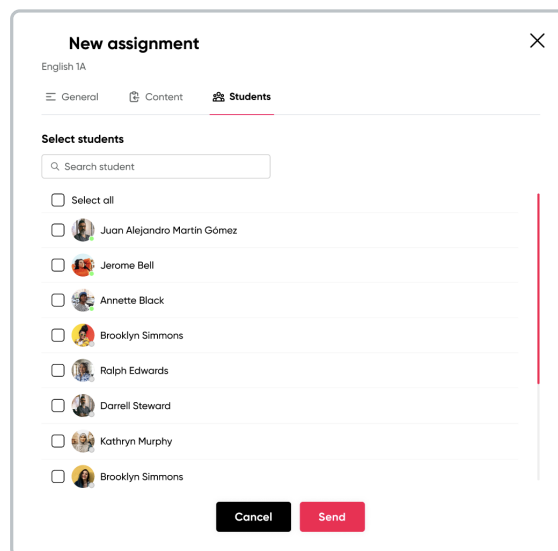
4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** for the new assignment.
- In the **Content** option, the created assignments are listed.



- In the **Students** option, all the students in the class are listed.



5. Click on **Send**.

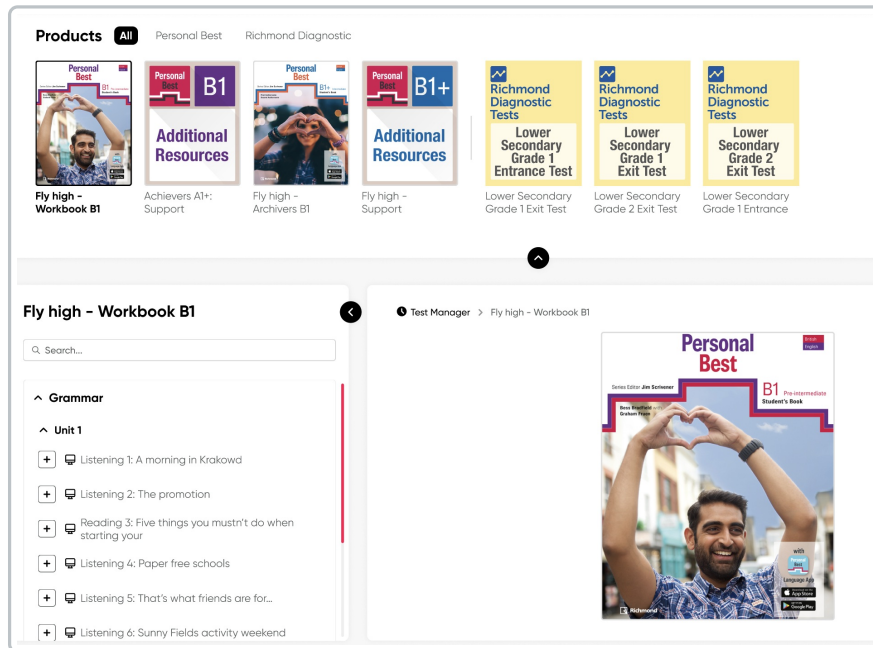


# Test manager

09/19/2024 8:27 pm EDT

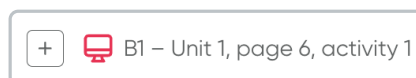


It is a tool that facilitates the administration of online assessments. This option allows teachers to assign assessments to students.



## To create new test in the class:

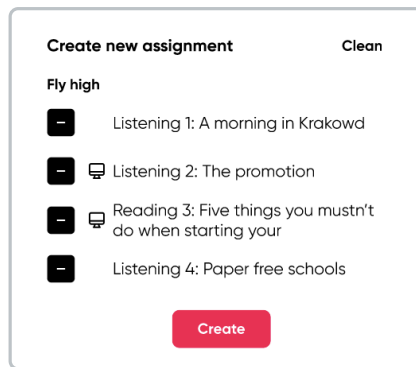
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



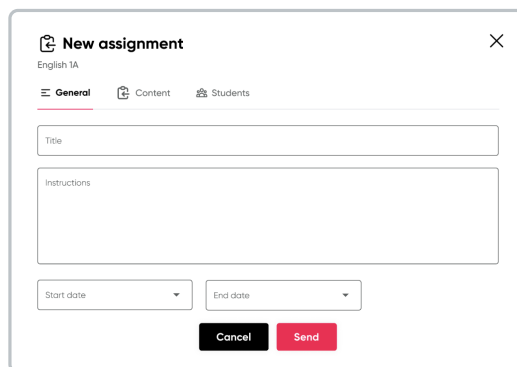
3. View the total of added activities at the top right.



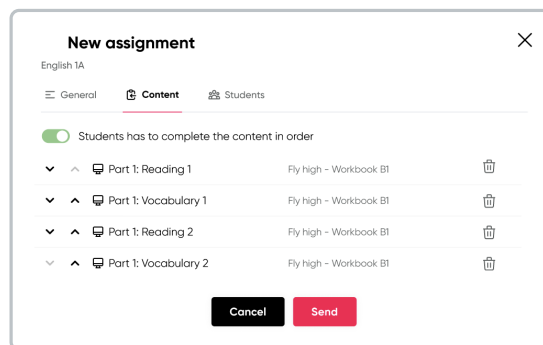
4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** for the new assignment.



- In the **Content** option, the created assignments are listed.



- In the **Students** option, all the students in the class are listed.

### New assignment

English 1A

General Content **Students**

**Select students**

Search student

- Select all
- Juan Alejandro Martin Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

Cancel Send

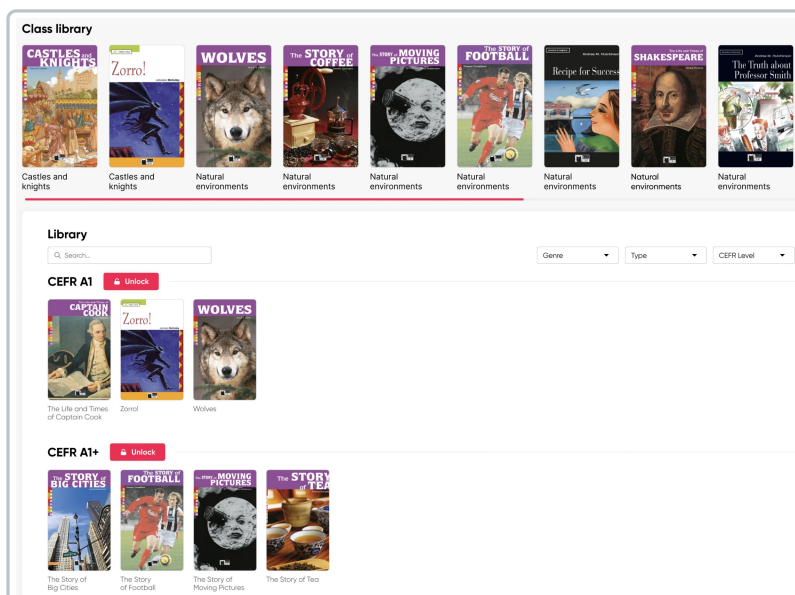
5. Click on **Send**.

# iRead

09/23/2024 6:15 pm EDT



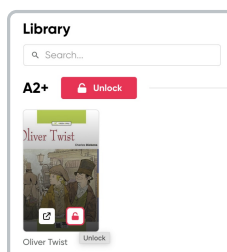
It is a supplement to Richmond Studio, designed to support students in their English language learning process through the reading of complete books.



For students to have access to the books, the teacher needs to unlock them and assign them to the class.

## To unlock the books:

1. Select the book you want to unlock.
2. Click on the **lock icon** (unlock option).



To access the book information, click on the Open option.



**Oliver Twist**  
Charles Dickens

Information Assign

**Description**  
Set in the dark streets of 19th-century London, this unforgettable classic tells the story of Oliver Twist, a penniless orphan who lives through all kinds of hardship for many years. Find out how, in spite of adverse circumstances, he finds happiness in the end.  
*Warning: this Reader has content which may not be suitable for all students.*

**Theme**  
Overcoming challenges; poverty; courage; the Victorian era

**Characteristics**

<b>CEFR Level</b>	A2+	<b>Activities</b>	65
<b>Sector</b>	Primary	<b>Pages</b>	96
<b>Language</b>	British English	<b>Length of audio</b>	01:17:59
<b>Type</b>	Fiction (classic)	<b>Publisher</b>	Black Cat
<b>Genre</b>	Adventure	<b>Year of publication</b>	2013
<b>Word count</b>	9249		

Read

3. Once the book is unlocked, students will be able to access it.

Go back **Adventures of Huckleberry Finn** Read with practice

Before you read: About the Author Reading + Add to assignment Tools

00:00 03:29

**About the Author**

Mark Twain, whose real name was Samuel Clemens, is often called the father of American literature. He was the first author to change the American way of writing with his lively humor and simple language.

He was born in Florida, Missouri on November 30, 1835, but his family moved to Hannibal, Missouri when he was four years old. In 1857 he started working as a steamboat pilot on the Mississippi River and he enjoyed traveling on America's biggest river.

After the discovery of gold in California, Mark Twain decided to join thousands of other people who were going West to look for gold. In 1861 he crossed the American continent by stagecoach and settled in the mining town of Virginia City in Nevada. Here he

## To assign the reading:

1. Click on the plus icon (+).

**Story**

+ A Tiger's Journey

+ Story: Reading

2. The books can be reviewed as read-only or read and practice, activating/deactivating the switch.

Read with practice

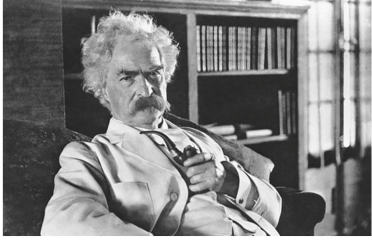
Before you read: About the Author Reading + Add to assignment

Before you read: Reading Activity - Remove from assignment

Tools Reading for detail ⓘ

Answer the following questions.

- 1 Why is Mark Twain considered the father of American literature?
- 2 What was his job on the Mississippi River?
- 3 Why did he decide to go to the West?
- 4 What did he do in San Francisco?
- 5 Where did Mark Twain meet Jim Smiley and how was this meeting important?
- 6 Where did Mark Twain live after he got married?



**About the Author**

Mark Twain, whose real name was Samuel Clemens, is often called the father of American literature. He was the first author to change the American way of writing with his lively humor and simple language.

He was born in Florida, Missouri on November 30, 1835, but his family moved to Hannibal, Missouri when he was four years old. In 1857 he started working as a **steamboat** pilot on the Mississippi River and he enjoyed traveling on America's biggest river.

After the discovery of gold in California, Mark Twain decided to join thousands of other people who were going West to look for gold. In 1861 he crossed the American continent by **stagecoach** and settled in the mining town of Virginia City in Nevada. Here he worked as a miner and also as a newspaper reporter.

A search bar and filters for Type of Reading and CEFR Level are available for more efficient book location.

Search bar	Reading Type Filter	CEFR Level Filter
<p><b>Library</b></p> <p>Search...</p>	<p>Type</p> <p>All ▲</p> <p>All</p> <p>Fiction (original)</p> <p>Fiction (classic)</p> <p>Non-fiction</p>	<p>CEFR Level</p> <p>All ▲</p> <p>All</p> <p>PRE A1</p> <p>A1</p> <p>A1+</p> <p>A2</p>

# Assignments

10/17/2024 7:27 am EDT



This section displays the activities and assignments given by teachers, as well as the assessments.

**Assignments**  
Lorem ipsum dolor sit amet per astra semper fidelis

Search...

Type: All | Status: All | Due: Any time

TYPE	TITLE	STATUS	SCORE	ASSIGNED	DUE
	Class Assignment	active	89%	2023-10-10	2024-08-03
	Class Assignment	active	▲ Pending marks	2023-10-10	2024-08-04
	iRead Assignment	active	▲ Pending marks	2023-10-10	2024-08-03
	iRead Assignment	active	20%	2023-10-10	2024-08-04
	Test Assignment	notStarted	15%	2023-10-10	2024-08-03
	Test Assignment	closed	▲ Pending marks	2023-10-10	2024-08-04

## The information displayed in this section includes:

- **Type of assignment**
  - Class
  - iRead
  - Test
- **Activity status**
  - Active
  - Not started
  - Closed
- **Score** (shown as a percentage and indicates if there are pending marks)
- **Assignment date**
- **Due date**

A search bar and filters for Assignment Type, Status, and Due Date are available for more efficient locating of assignments.

Type filter	Status filter	Due date filter
-------------	---------------	-----------------

Type filter	Status filter	Due date filter
<p>Type All Types ▼</p> <p>All Types</p> <p>Assignment</p> <p>iRead</p> <p>Test</p>	<p>Status All ▼</p> <p>All</p> <p>Active</p> <p>Closed</p>	<p>Due Due ▼</p> <p>Due today</p> <p>Due this week</p> <p>Due this month</p>



# Markbook

10/17/2024 7:27 am EDT








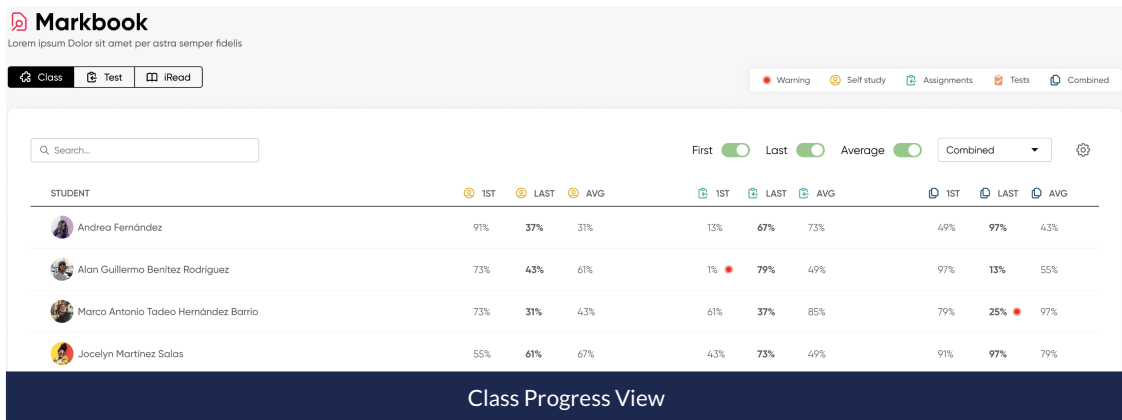
Here, reports on students' academic performance are generated. These reports provide a comprehensive overview of their performance in different areas and activities.

In this section, averaged information per student is presented for class assignments, tests, and iRead. The results show the percentage obtained from initial assignments, final assignments, and the average of both.

## Class

Locate the available annotations and see what each one refers to:

 Warning	 Self study	 Assignments	 Tests	 Combined
Activities that require attention.	Activities corresponding to self-study.	Activities assigned by the teacher.	Assessments assigned by the teacher.	Combination of self-study activities and those assigned by the teacher.



STUDENT	1ST	LAST	AVG	1ST	LAST	AVG	1ST	LAST	AVG
Andrea Fernández	91%	37%	31%	13%	67%	73%	49%	97%	43%
Alan Guillermo Benitez Rodriguez	73%	43%	61%	1%	79%	49%	97%	13%	55%
Marco Antonio Tadeo Hernández Barrio	73%	31%	43%	61%	37%	85%	79%	25%	97%
Jocelyn Martinez Salas	55%	61%	67%	43%	73%	49%	91%	97%	79%

You can toggle the view of the initial scores, the latest scores, or the average score.

- Click the switch to toggle on/off.
  - The green switch indicates that the view is active.
  - The gray switch indicates that the view is inactive.



Use the 'Type' filter to review scores for assignments by the teacher, activities self-study, or the average of both.

## Test

**Markbook**  
Lorem ipsum Dolor sit amet per astra semper fidelis

Class Tests iRead

Warning Tests

Search...

Average

STUDENT	ENTRANCE	PROGRESS	EXIT	AVERAGE
Andrea Fernández	38%	70%	69%	38%
Alan Guillermo Benitez Rodriguez	60%	68%	81%	60%
Marco Antonio Tadeo Hernández Barrio	72%	31%	80%	72%
Jocelyn Martínez Salas	85%	29%	63%	85%

Test Progress View

## iRead

**Markbook**  
Lorem ipsum Dolor sit amet per astra semper fidelis

Class Tests iRead

Warning Self study Assignment Combined

Search...

First  Last  Average  All

STUDENT	TIME SPENT	BOOKS STARTED	TEXTS COMPLETED	ACTIVITIES COMPLETED	LAST	LAST	LAST
Andrea Fernández	24 min	20	32%	57%	26%	95%	49%
Alan Guillermo Benitez Rodriguez	12 min	9	22%	33%	66%	75%	76%
Marco Antonio Tadeo Hernández Barrio	0 min	14	85%	60%	76%	86%	82%
Jocelyn Martínez Salas	22 min	12	100%	97%	77%	52%	55%

iRead Progress View

The view of the results can be customized to have a better view of the percentages you want to review. These categories need to be enabled/disabled.

First  Last  Average  Combined  

Each student can be individually viewed for better tracking.

- Click on the student's name to view their results.
- Click on each activity to review it in detail.

Marco Antonio Tadeo Hernández Barrio  
alma.lawson@example.com

Warning Self study Assignments Combined

Search...

First Last Average Combined

Class materials	LAST	LAST	LAST
Skills Boost B1	74%	73%	67%
Reading	30%	36%	88%
Worksheets	76%	96%	26%
Listening	29%	22%	90%
B1 Listening 1	62%	53%	65%
B1 Listening 1	▲	89%	80%
B1 Listening 1	69%	100%	58%
Reading	91%	41%	71%

### Editing assignment

English 1A

General Content **Students**

**Marco Antonio Tadeo Hernández Barrio**  
English 1A

#### Unit 1 - assignments

Go over the instruction to solve the activity

Start date: 16/15/23      Due date: 17/15/23

Content		Progress	Score
		3/3	80%
Part 1: Reading 1	Fly high - Workbook B1	✓	15%
Part 1: Vocabulary 1	Fly high - Workbook B1	✓	15%
Part 1: Reading 2	Fly high - Workbook B1	✓	89%
Part 1: Reading 3	Fly high - Workbook B1	▲	Add score

Instructions

Voluptat cursus tincidunt proin fusce egestas ultricies lacus eu integer. Malesuada malesuada eget eu vitae adipiscing. Faucibus vitae adipiscing nullam eget. Massa fermentum dignissim gravida ut nisi gravida ut. Purus venenatis pellentesque orci hendrerit feugiat volutpat. Turpis vestibulum diam cursus senectus diam quis.

Back Save

# Communications

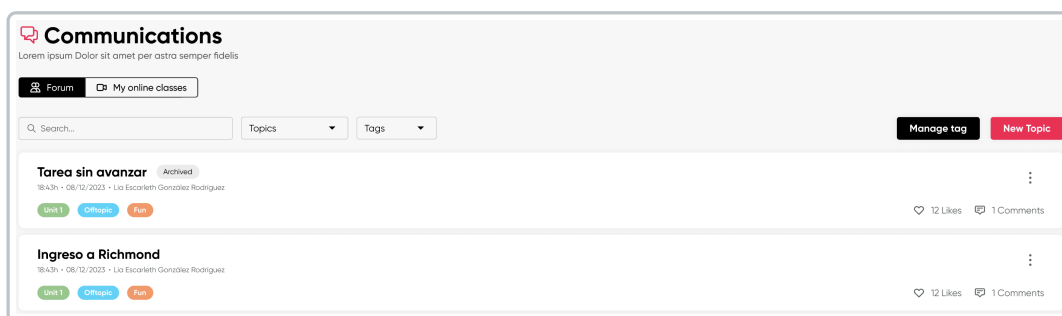
10/17/2024 7:27 am EDT



It is a space for message exchange between class members and creating online classes.  
It facilitates direct communication and the resolution of doubts.

## Forum

A space where teachers and students interact to share announcements of interest and/or resolve doubts.

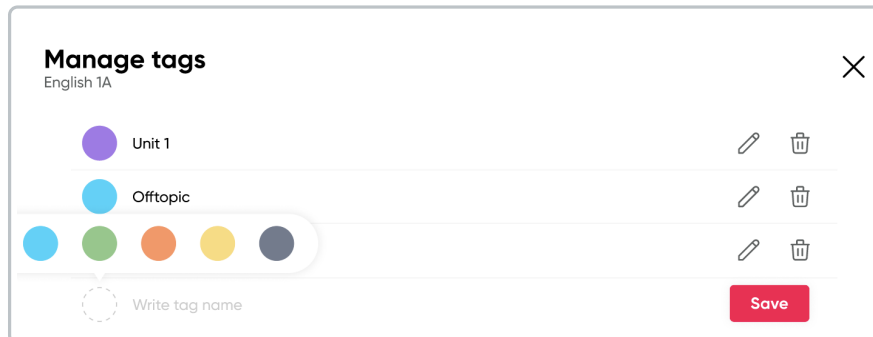


## To create a new topic:

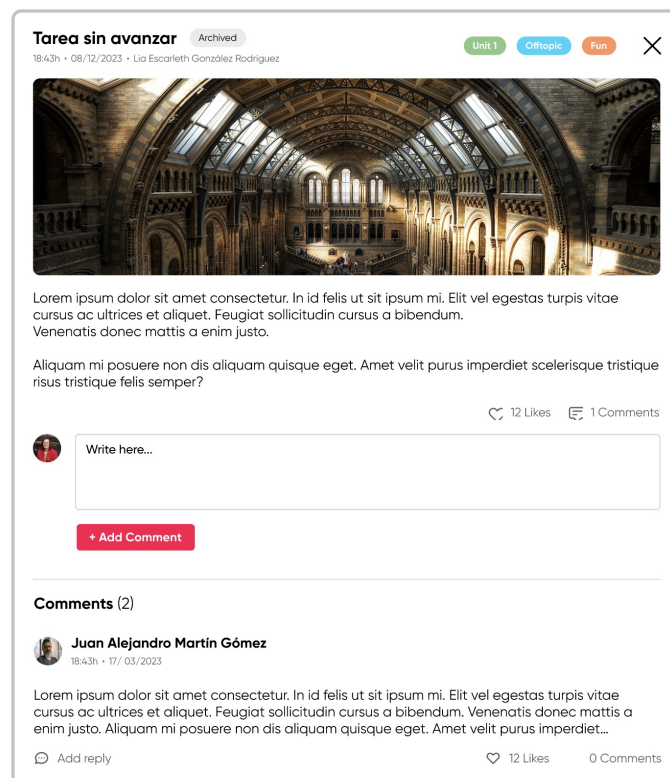
1. Click on **New Topic**.
2. Assign a **Title**.
3. Write the message/announcement.
4. Select a **Tag**.
5. Click on **Create**.

## To create tags:

1. Click on **Manage tag**.
2. Select a tag color.
3. Assign a tag name.



The messages created will be visible to all students, and they can respond by click on **+Add Comment**.



The available filters for effective searching are:



Topic filter	Tag filter
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Topics            All topics ▼         </div> <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">All topics</div> <div style="padding: 5px; margin-bottom: 10px;">My topics</div> <div style="padding: 5px; margin-bottom: 10px;">Archived topics</div> <div style="padding: 5px;">My archived topics</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Tags            All tags ▼         </div> <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">All tags</div> <div style="padding: 5px; margin-bottom: 10px;">Unit 1</div> <div style="padding: 5px; margin-bottom: 10px;">Offtopic</div> <div style="padding: 5px;">Fun</div>

## My online classes

Teachers can create online classes.

1. Click on **New online class**.
2. Assign a **Title**.
3. Select the **start and end date and time** for the class.
4. Choose a tool for conducting the class.
5. Select the students who will have access.
6. Click on **Send**.

**Communications**  
Lorem ipsum Dolor sit amet per castra semper fidelis

Forum
My online classes

Class tool ▼
New online class

ONLINE

**Online class 1**  
Ismael Molina  
20-01-10

10:00 - 12:30

Microsoft Teams icon

ONLINE

**Online class 2**  
Ismael Molina  
20-01-10

10:00 - 12:30

Zoom icon

ONLINE

**Online class 3**  
Ismael Molina  
20-01-10

10:00 - 12:30

Google Meet icon

ONLINE

**Online class 4**  
Ismael Molina  
20-01-10

10:00 - 12:30

Google Meet icon

ONLINE

**Online class 5**  
Ismael Molina  
20-01-10

10:00 - 12:30

Microsoft Teams icon

ONLINE

**Online class 6**  
Ismael Molina  
20-01-10

10:00 - 12:30

Google Meet icon

### Create online class

English 1A




**Write class settings**

Title

Date  Start hour  End hour








Instructions

**Choose an online class tool**

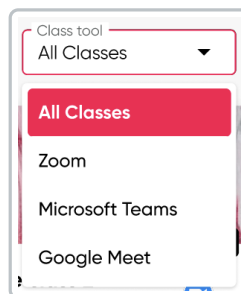

 
 

**Select students**

Select all
 

-  Juan Alejandro Martín Gómez
-  Jerome Bell
-  Annette Black
-  Brooklyn Simmons
-  Ralph Edwards
-  Darrell Steward
-  Kathryn Murphy

It is possible to filter by tool for a more effective search.



# Class library

10/17/2024 7:27 am EDT



This section contains all the documents uploaded and shared by the teacher and students in Richmond Studio.

**Class library**  
Lorem ipsum Dolor sit amet per astro semper fdellis

**Library - English 1A** Upload

Search... Role Type 10,52 MB de 100 MB

**Suggested**

- Image\_2023\_03\_07.png
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.mp4
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.pdf

TITLE	SHARED WITH	CREATED BY	DATE	SIZE	
Image_2023_03_07_164121256.png	Andreo Castro	Guy Hawkins	November 28, 2023	8,9 MB	
Image_2023_03_07_164121256.png	All students	Kathryn Murphy	May 9, 2014	7 kB	
Image_2023_03_07_164121256.png	All students	Devon Lane	May 20, 2015	201 bytes	
Image_2023_03_07_164121256.png	Andreo Castro	Devon Lane	May 20, 2015	8,9 MB	

100 MB of storage is available for file uploads; the formats compatible with the platform are:

- Audio
- Document (.pdf, .docx)
- Image (.png, .jpg)
- Interactive
- Video (.mp4, .mov)

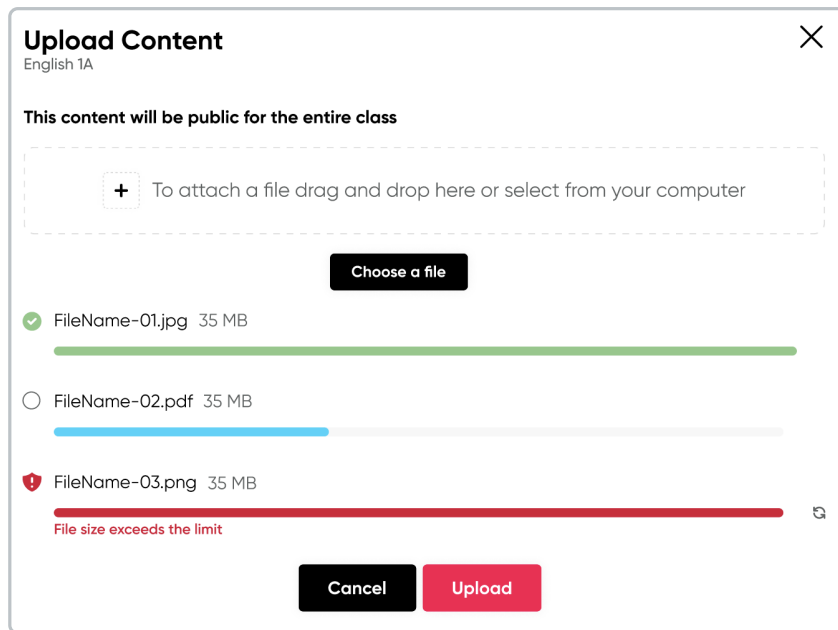
Upload

10,52 MB de 100 MB

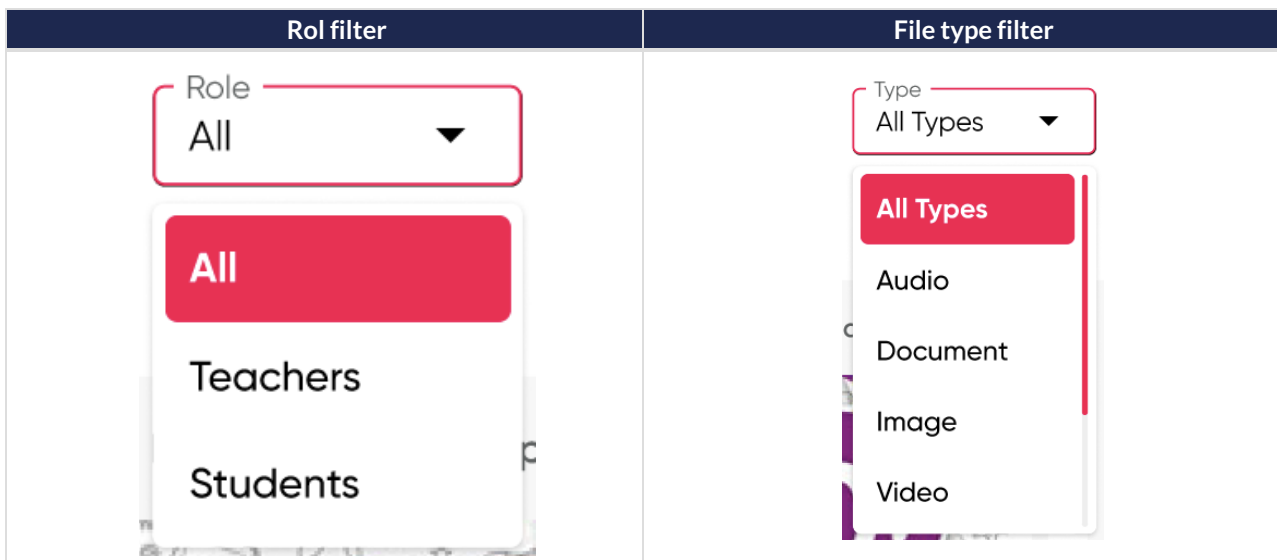
## To upload a new file:

1. Click on **Upload**.
2. Click on **Choose a file** or drag it from your folders.
3. Click on **Upload**.





A search bar and filters are available for more effective location.

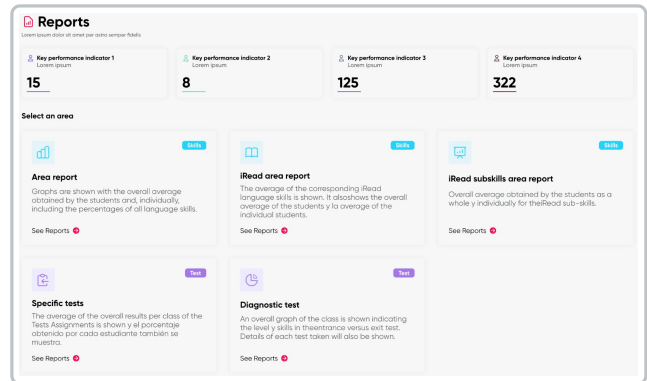
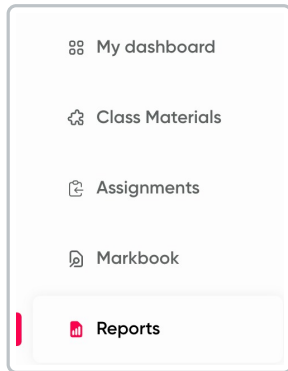


# Reports

09/09/2024 3:56 pm EDT



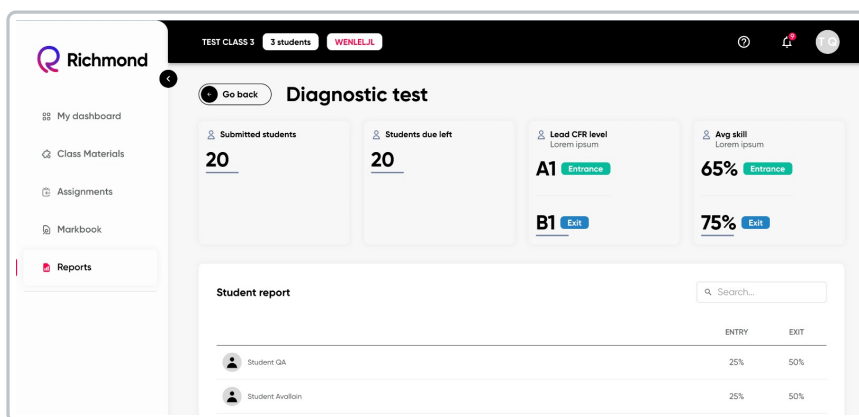
Here, detailed reports on students' academic performance are generated. These reports provide a comprehensive view of their performance in different areas and activities.



Each report presents information averaged by student, by learning area, as well as specific course reports, including diagnostic and practice tests.

- **Area report:** Graphs are shown with the overall average obtained by the students and, individually, including the percentages of all language skills.
- **iRead area report:** The average of the corresponding iRead language skills is shown. It also shows the overall average of the students and the individual average of each one.
- **iRead subskills area report:** The overall average obtained by the students as a whole and individually for the iRead subskills is shown.
- **Specific tests:** The average of the overall results per class of the Test Assignments is shown, and the percentage obtained by each student is also displayed.
- **Diagnostic test:** A general class graph is shown indicating the level and skills in the entrance versus exit test. Details of each test taken will also be shown.

Each report includes a brief summary of the statistics for each report.



# Santillana Connect

09/20/2024 3:00 pm EDT



To access the Richmond Studio Platform, you must have a registration in Santillana Connect. If you do not have this registration, request it from your Educational Institution.

Follow these steps 🗺️ :

1. Navigate to the login page.

<https://richmondstudio.global>

2. Click on **Continue with Santillana Connect**.

3. Enter the username.

4. Enter the password.

5. Click on **Log In**.

The screenshot shows the login interface for Santillana Connect. At the top, there is a logo and the text "Welcome!". Below this, it says "Log in with your username and password or with Santillana Connect". There are two input fields: "Username or email" and "Password". A "Forgotten password?" link is located to the right of the password field. A red "Sign In" button is positioned below the input fields. Below the button, there is a horizontal line with "OR" in the center. Underneath, there is a button labeled "Continue with Santillana Connect" with a small icon to its left. At the bottom, it says "Don't have an account? Create one" with "Create one" in red. At the very bottom, there are three links: "Richmond ELT", "Privacy Policy", and "Cookies Policy".



**Richmond**  
DEV

Username



Password



Remember my login

Login

[Did you forget your password?](#)

# My profile

09/20/2024 3:13 pm EDT



In My profile, general user information is displayed:

- E-mail
- Username
- Name
- Country / Timezone
- Password change

Andrea Fernández

My profile

Email  
examplemail@richmond.com

Username  
Andreafer97

First name  
Andrea

Last name  
Fernández

Country  
Spain

Timezone  
CEST

Change password  
\*\*\*\*\* [Change](#)

[Save](#)

In **My Profile**, you can set the image that will be shown to others, as well as make changes to your personal information.



The email must be the one assigned by the educational institution and it cannot be modified.

# Notifications

09/20/2024 2:26 pm EDT

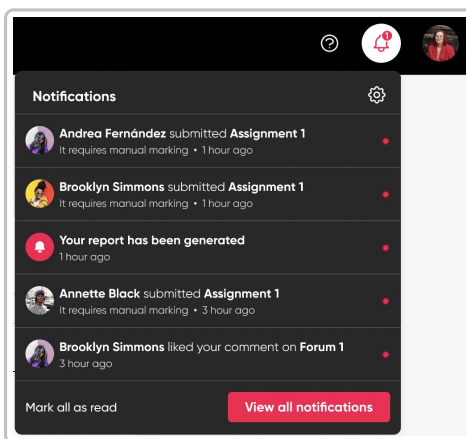


Notifications will be displayed with the number of received notifications in red color.

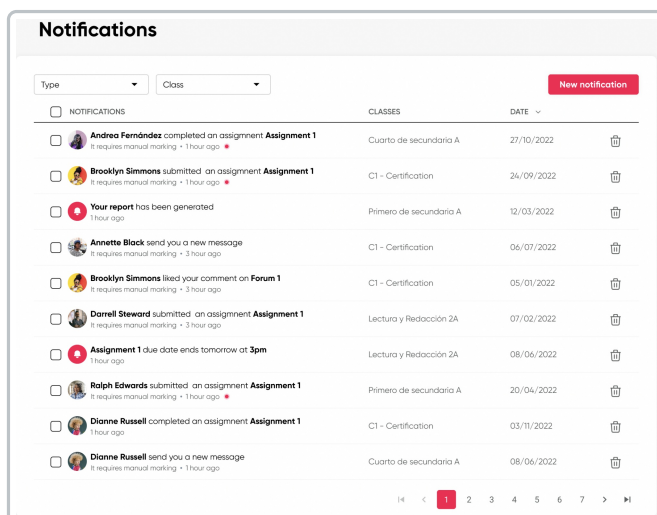
When there is a new or pending notification to view, they are displayed in the upper right corner with the number of received notifications.



To check the notifications, you need to click on the bell icon, and the full notifications section will open.

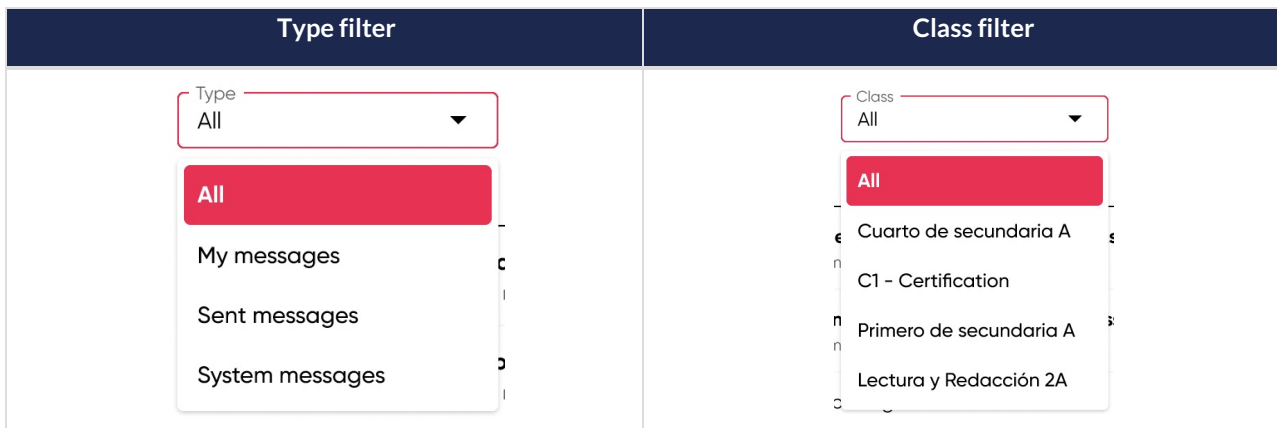


- Click on **View all notifications** to see the complete information.

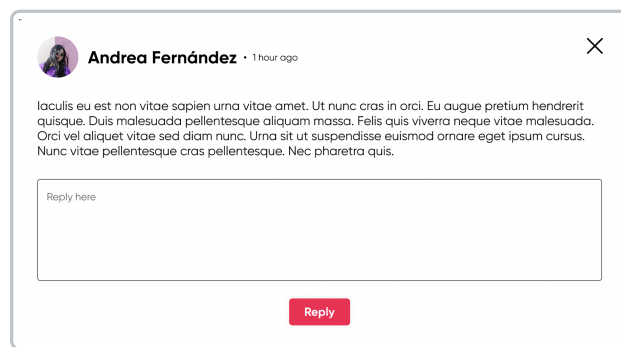


Here you can see all new/unread notifications (distinguished by a red dot) and reviewed notifications.

You have the Type and Class filters available for easier and faster searching.



- Click on the notification to view it in full and to be able to respond.



#### To Communicate with Students:

1. Click on **New Notification**.
2. Select the student(s) you want to send a message to.
3. Click on **Content** to write the message, including:
  - Title
  - Description
4. Click on **Send**.

**Create notification** ✕

**Students** Content

**Select students**

Search student  Class

Select all

- Juan Alejandro Martin Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

**Cancel** **Send**

**Create notification** ✕

**Students** Content

Title

Description

**Cancel** **Send**



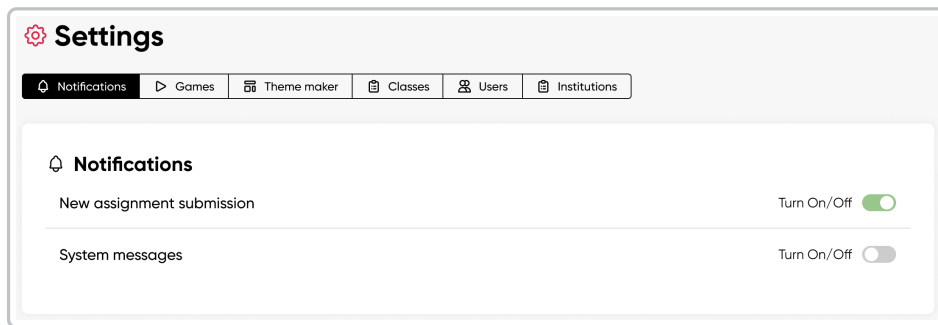
# Notifications

10/17/2024 7:27 am EDT



From the **Settings -> Notifications** option, it is possible to turn on and off the alerts corresponding to New assignments submission and System messages.

To turn on/off notifications, it is necessary to click on **Turn On/Off** for the notifications you want to receive or not.



When the option is green, it indicates that the option is on, and when it is gray, it indicates that the option is off.

# Games

10/17/2024 7:27 am EDT



In the **Settings** -> **Games** option, **Play** is activated or deactivated in the Richmond Studio Platform (RSP) menu.

This indicates whether students can or cannot use the games to continue practicing the English language.



When the option is green, it indicates that the option is on, and when it is gray, it indicates that the games will not be available for the students.

# Classes

10/17/2024 7:27 am EDT



The **Settings** -> **Classes** option allows you to create and import classes, as well as have a complete view of them. It shows relevant information, such as:

- Class name
- Grade
- Start and end dates
- Class code
- Number of students

The **Teacher** has access to all the information of the created classes, can import classes, and create new classes.

The list shows essential information about the class such as: name, level, start and end dates, the option to enable/disable iRead, class code, and number of students.

CLASS NAME	LEVEL	DATES	IREAD	CODE	STUDENTS
Sample Class	PRI	Start: 31/12/2023 End: 31/12/2024	<input checked="" type="checkbox"/>	JHW8KXXX	2

The platform is equipped with a search filter to streamline class management and offer an overview of them, along with options to filter by start/end date or level.

Search... Start date: 31/12/23 End date: 31/12/24 Level: All

## Importing Classes:

In this option, the Teacher can upload a file containing information about students enrolled in a class in a bulk manner.

How to do it?

1. Click on **Import Classes**.
2. Select the file previously saved on your PC/Mac.

3. Click on **Import**.

## Creating a New Class:

Creating a New Class: The teacher can create new classes. To do so, follow these steps to register the class with the following information:

How to do it:

1. Click on **New Class**.
2. Enter Name, Description, Grade (selecting the grade automatically assigns the level), and start and end dates of the class.
3. Click on **Save**.

Imported or created classes will be displayed in the Classes list. They can be edited or deleted directly from the list: click on the pencil icon to edit, and on the trash can icon to delete.



## Edit

Click on the pencil icon.

- You will see the information of the class you want to edit.
- Edit the information.
- Click on **Save**.

### Edit class ✕

Name  
Sample Class

Description

Grade  
4º Cuarto Primaria

primary

Start date  
31/12/23

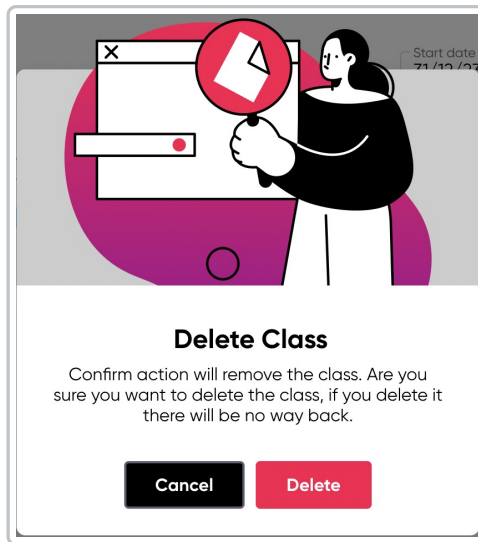
End date  
31/12/24

**Cancel** **Save**

## Delete

Click on the trash can icon.

- A confirmation alert will appear.
- Click on **Delete**.



You must be sure of this action, as once a class is deleted, it cannot be undone. If you are not sure about deleting the class, click Cancel.

# Users

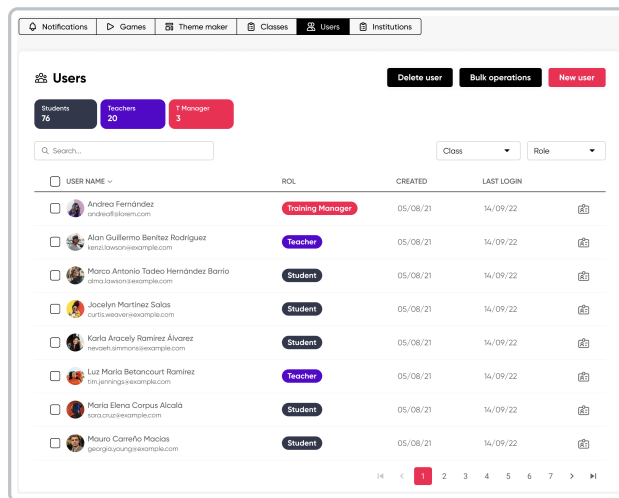
10/17/2024 7:27 am EDT



The **Settings** -> **Users** It displays the list of all users, including all roles: Training managers, teachers, and students.

This section provides an overview of the total number of users created, divided by role.

From this option, you can delete and create new users or perform bulk uploads.



## Delete user

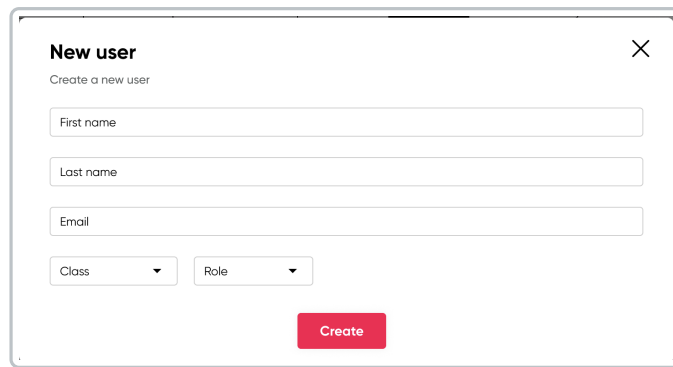
1. Select the user or users you want to delete.
2. Click on **Delete User**.
3. Confirm this decision.



The action of Deleting is irreversible, so you must be sure that it is the correct user and decision.

## New user

- Click on **New User**.
- Fill in the required information:
  - First Name
  - Last Name
  - Email
  - Class
  - Role
- Click on **Create**.



**New user** ×

Create a new user

First name

Last name

Email

Class  Role



The new user is added to the general list, sorted in alphabetical order.

For quicker and more efficient user location, use the search bar or the available filters:

- By name
- By class
- By role

# Institutions

10/17/2024 7:27 am EDT



**Settings -> Institution.** In this section, the Teacher has several options to enable/disable features available for institutions, such as the type of institution or the time zone, among others.





To enable/disable the available options, it is necessary to click on the activation bar in each section.



The available options are:

<p><b>Institution Type</b></p> <p>Institution Type description</p> <p>RLP+ <input type="checkbox"/></p>	<p><b>Institution Type:</b></p> <p>RSP has two versions:</p> <ul style="list-style-type: none"> <li>• <b>RSP+:</b> The full version of RSP for Richmond Studio/Together users. This version contains all the functionalities of RSP JJAA, as well as new functionalities, content, and reports.</li> <li>• <b>RSP:</b> Focused on the Regular Market. In this version, users have access to support and review materials, but not to digital activities or student performance tracking. The rest of the functionalities of RSP+ K12 will not be accessible.</li> </ul>
<p><b>User institution settings</b></p> <p>Users can change their country</p> <p>Editable <input type="checkbox"/></p>	<p><b>User institution settings:</b></p> <p>Enabling it allows the user to edit the country they are in.</p>
<p><b>Lock students profile</b></p> <p>Prevent students from changing their profiles</p> <p>Lock <input type="checkbox"/></p>	<p><b>Lock students profile:</b></p> <p>Enabling it allows students to edit their profiles.</p>
<p><b>Timezone</b></p> <p>GMT+1</p>	<p><b>Timezone:</b></p> <p>Displays the time zone where the institution is located.</p>
<p><b>Custom area Reports</b></p> <p>Enable/Disable area reports</p> <p><input checked="" type="checkbox"/> Language    <input checked="" type="checkbox"/> Reading Subskills    <input type="checkbox"/> Reading skills    <input checked="" type="checkbox"/> 21st Century Skills</p>	<p><b>Custom area Reports:</b></p> <p>Enabling the different options will provide access to reports for review and download.</p>



<p><b>iRead Activation</b> Enable/Disable iRead in this institution based on each class grade. Please note that this will incur <b>additional costs</b>.</p> <p><input type="checkbox"/> <b>Primary</b></p> <p><input type="checkbox"/> Prefirst      <input type="checkbox"/> Prefirst (Primaria)      <input checked="" type="checkbox"/> 1º Primero Primaria</p> <p><input checked="" type="checkbox"/> 2º Segundo Primaria      <input checked="" type="checkbox"/> 3º Tercero Primaria      <input checked="" type="checkbox"/> 4º Cuarto Primaria</p> <p><input type="checkbox"/> 5º Quinto Primaria      <input checked="" type="checkbox"/> 6º Sexto Primaria</p> <p><input checked="" type="checkbox"/> <b>Secondary</b></p> <p><input checked="" type="checkbox"/> 1º Primero Secundaria      <input checked="" type="checkbox"/> 2º Segundo Secundaria      <input checked="" type="checkbox"/> 3º Tercero Secundaria</p> <p><input checked="" type="checkbox"/> 1º Primero Bachillerato      <input checked="" type="checkbox"/> 2º Segundo Bachillerato      <input checked="" type="checkbox"/> 3º Tercero Bachillerato</p> <p><input checked="" type="checkbox"/> 4º Cuarto Bachillerato      <input checked="" type="checkbox"/> 5º Quinto Bachillerato      <input checked="" type="checkbox"/> 6º Sexto Bachillerato</p>	<p><b>iRead Activation:</b></p> <p>In this option, iRead can be enabled or disabled. The option can be selected for the entire level or for individual grades (one by one). Enabling iRead incurs additional costs, so it is important to understand the scope of access within the institution.</p>
<p><b>Institution Links</b></p> <p> <b>Richmond Website ES</b> <a href="https://www.richmond.es">https://www.richmond.es</a> </p> <p> <b>Resources on Drive</b> <a href="drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhcu03Q2c7-pvNfAcUzQgYB2QMqZZvWhQ">drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhcu03Q2c7-pvNfAcUzQgYB2QMqZZvWhQ</a> </p> <p style="text-align: right;"><a href="#">New external link</a></p>	<p><b>Institution links:</b></p> <p>It is possible to upload additional links to support the class. These should align with the lesson and be focused on supporting student learning.</p>

Once the scope of the class has been set, it is necessary to click **Save** for the changes to be preserved.

**Institutions**

**Institution Type**

Institution Type description RLP+

**User institution settings**

Users can change their country Editable

**Lock students profile**

Prevent students from changing their profiles Lock

**Timezone**

GMT+1 ▼

**Custom area Reports**

Enable/Disable area reports

Language       Reading Subskills       Reading skills       21st Century Skills

**iRead Activation**

Enable/Disable iRead in this institution based on each class grade. Please note that this will incur **additional costs**.

**Primary**

Prefirst       Prefirst (Primaria)       1º Primero Primaria

2º Segundo Primaria       3º Tercero Primaria       4º Cuarto Primaria

5º Quinto Primaria       6º Sexto Primaria



**Secondary**



1º Primero Secundaria       2º Segundo Secundaria       3º Tercero Secundaria

1º Primero Bachillerato       2º Segundo Bachillerato       3º Tercero Bachillerato

4º Cuarto Bachillerato       5º Quinto Bachillerato       6º Sexto Bachillerato

**Institution Links** [New external link](#)

 **Richmond Website ES**  
<https://www.richmond.es> 

 **Resources on Drive**  
<drive.google.com/drive/u/0B9GtnyCVQtrQdRtMnVhcu03Q2c7-pvNfAcUzQgYB2QMqZZvWhQ> 

[Save](#)

# Logout

09/20/2024 3:13 pm EDT



By completing these steps, you will have securely logged out and exited Richmond Studio.

## Logout

To logout of Richmond Studio, follow these steps:

1. Navigate to the Main Menu in the Teacher Role section of Richmond Studio.
2. Look for the Logout option in the menu.
3. Click on the **Logout** option. This will end your current session in Richmond Studio and disconnect you from the platform.



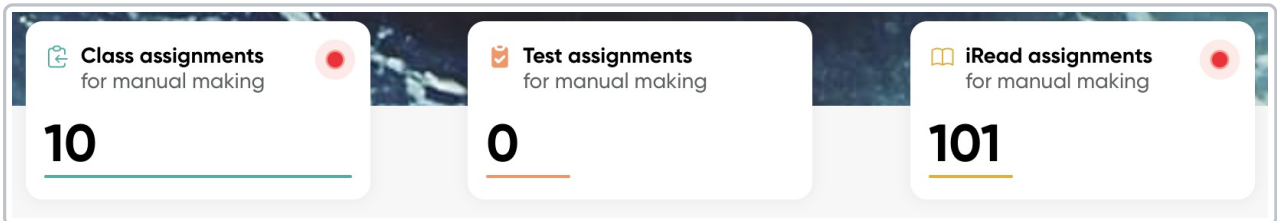
Always remember to perform a proper logout to keep your data and account privacy protected.

# Widgets

09/25/2024 2:07 pm EDT



The Assignments widget provides the teachers with information related to how many assignments with Manual Marking activities he/she has pending to score.



Widgets allow for a quick visualization of pending manual markings within the platform. They help maintain effective control and response times.

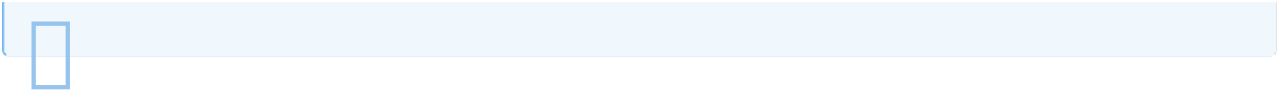
- Click on the widget to review, and the list of pending assignments to grade will be displayed by level (preschool, elementary, or high school).

Class Name	Level	Assignments with manual marking
Secondary Class 1	Secondary	4
Primary Class 1	Primary	5
Kinder Class 1	Preschool	7

- Select the class you want to review, and the complete assignments section will open.

TYPE	TITLE	STATUS	SCORE	ASSIGNED	DUE	STUDENTS
Class Assignment	Class Assignment	active	80%	2023-10-10	2024-07-10	6 / 10
Class Assignment	Class Assignment	active	Pending marks	2023-10-10	2024-07-11	6 / 10
Rioud Assignment	Rioud Assignment	active	Pending marks	2023-10-10	2024-07-10	6 / 10
Rioud Assignment	Rioud Assignment	active	20%	2023-10-10	2024-07-11	6 / 10
Test Assignment	Test Assignment	not started	10%	2023-10-10	2024-07-10	6 / 10
Test Assignment	Test Assignment	closed	Pending marks	2023-10-10	2024-07-11	6 / 10

The pending marks are highlighted with a purple triangle for better localization within the list.



# My classes

09/20/2024 3:30 pm EDT



My classes refers to the list of classes where the teacher is responsible.

Basic information is displayed for each class:

- Level
- Grade
- Number of students
- Start and end dates
- Class code

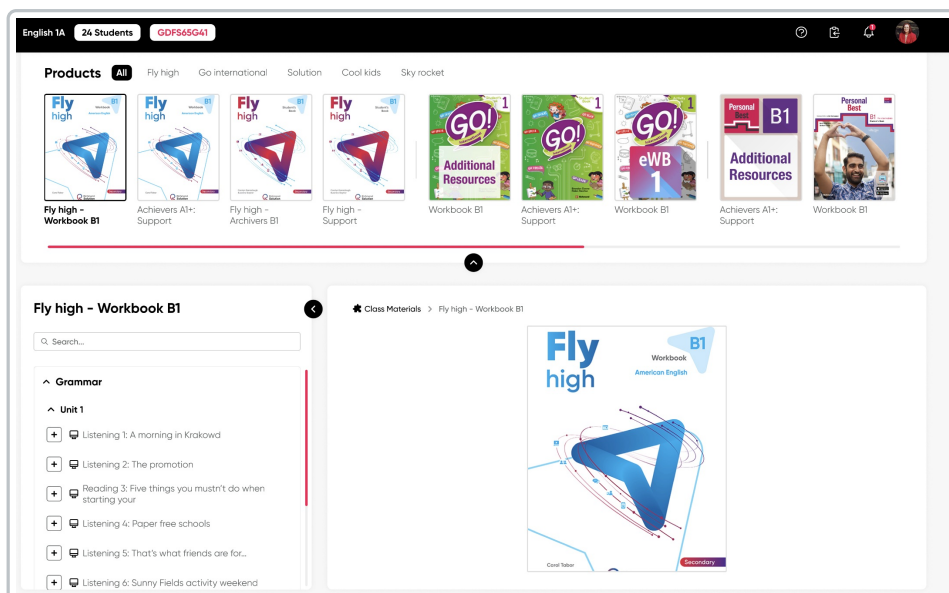
There is a search bar available to quickly and efficiently locate classes, as well as an option to filter classes by grade.

The screenshot shows the 'My Classes' interface. At the top, there is a search bar labeled 'Search...' and a dropdown menu labeled 'Grade'. Below this, there are four class banners, each featuring a profile picture of a student, the class name, level, grade, number of students, start and end dates, and a class code.

Class Name	Level	Grade	Students	Dates	Class Code
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	WUHXV76M
Secondary Class 1 Highschool 4	Secondary	Highschool 4	27	22/09/13 to 23/07/28	GDFS65G41
Primary Class 1 Highschool 4	Primary	Highschool 4	23	22/09/13 to 23/07/28	DAS6F4ASD
Preschool Class 1 Highschool 4	Preschool	Highschool 4	22	22/09/13 to 23/07/28	5J89AS1DO

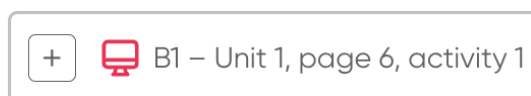
To access the class:

1. Click on the banner of the class you want to enter.
2. The class will open, and all uploaded materials will be displayed.



### To create assignments in the class:

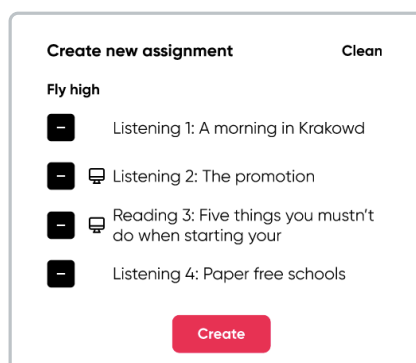
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



3. View the total of added activities at the top right.



4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** of the new assignment.

**New assignment** ✕

English 1A

General Content Students

Title

Instructions

Start date End date

Cancel Send

- In the **Content** option, the created assignments are listed.

**New assignment** ✕

English 1A

General Content Students

Students has to complete the content in order

▼ ▲	📄 Part 1: Reading 1	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Vocabulary 1	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Reading 2	Fly high - Workbook BI	🗑️
▼ ▲	📄 Part 1: Vocabulary 2	Fly high - Workbook BI	🗑️

Cancel Send

- In the **Students** option, all the students in the class are listed.

**New assignment** ✕

English 1A

General Content Students

**Select students**

🔍 Search student

Select all

- Juan Alejandro Martín Gómez
- Jerome Bell
- Annette Black
- Brooklyn Simmons
- Ralph Edwards
- Darrell Steward
- Kathryn Murphy
- Brooklyn Simmons

Cancel Send

5. Click on **Send**.








# Pending assignments

10/17/2024 7:27 am EDT



Dashboard -> Pending assignments, as the name indicates, this section displays the list of assignments that have not yet been graded by the teacher.

## Pending Assignments

	<b>Test 1</b> Secondary Class 1	12/16 Students submitted	1 day left
	<b>iRead assignment 1</b> Secondary Class 2	9/12 Students submitted	1 day left
	<b>Assignment 1</b> Secondary Class 2	7/12 Students submitted	2 days left
	<b>iRead assignment 2</b> Secondary Class 1	9/12 Students submitted	2 days left
	<b>Test 2</b> Secondary Class 2	8/16 Students submitted	4 days left
	<b>iRead assignment 3</b> Secondary Class 1	9/13 Students submitted	5 days left
	<b>Assignment 2</b> Secondary Class 2	12/15 Students submitted	5 days left

This section helps teachers to:
















- **Manage the work:** Helps organize and prioritize the assignments that still need to be reviewed and graded.
- **Track progress:** Allows for monitoring how many assignments are left to grade and ensures that all are reviewed on time.
- **Improve efficiency:** Facilitates time management by providing a quick overview of pending tasks, helping to plan and reduce the risk of forgetting any assignment.
- **Meet deadlines:** Helps teachers meet the deadlines set for grading and providing feedback on assignments.




### Editing assignment

English 1A

General Content **Students**

STUDENT	PROGRESS	SCORE
<input checked="" type="checkbox"/>  Juan Alejandro Martin Gómez	<div style="width: 100%;"><div style="width: 100%;"></div></div> 5/4	89%
<input type="checkbox"/>  Jerome Bell	<div style="width: 100%;"><div style="width: 100%;"></div></div> 5/4	51%
<input type="checkbox"/>  Annette Black	<div style="width: 100%;"><div style="width: 80%;"></div></div> 4/5	72%
<input type="checkbox"/>  Brooklyn Simmons	<div style="width: 100%;"><div style="width: 80%;"></div></div> 4/5	
<input type="checkbox"/>  Courtney Henry	<div style="width: 100%;"><div style="width: 60%;"></div></div> 3/5	42%
<input type="checkbox"/>  Robert Fox	<div style="width: 100%;"><div style="width: 0%;"></div></div> 0/5	-
<input type="checkbox"/>  Darlene Robertson	<div style="width: 100%;"><div style="width: 20%;"></div></div> 1/5	28%
<input type="checkbox"/>  Ronald Richards	<div style="width: 100%;"><div style="width: 40%;"></div></div> 2/5	57%
<input type="checkbox"/>  Ronald Richards	<div style="width: 100%;"><div style="width: 60%;"></div></div> 3/5	
<input type="checkbox"/>  Jacob Jones	<div style="width: 100%;"><div style="width: 80%;"></div></div> 4/5	
<input type="checkbox"/>  Arlene McCoy	<div style="width: 100%;"><div style="width: 100%;"></div></div> 5/4	79%
<input type="checkbox"/>  Devon Lane	<div style="width: 100%;"><div style="width: 20%;"></div></div> 1/5	79%

Cancel Save

 The pending assignment alert is highlighted with a purple triangle symbol.

# My products

09/20/2024 4:03 pm EDT



They are also known as **tokens** or **Product Access Codes**.


A Product Access Code is a combination of letters and numbers (e.g., RP4E5F678923) that refers to a Richmond product, such as a textbook. It is an alphanumeric code that can range from 12 to 20 characters (e.g., XX00-0X0X-00XX-0XX0) and appears on the inner page of the book's cover, on a card or sheet included with the purchased book, or provided by your institution. For digital products, it may be received via email or as part of the eCommerce purchase. An Access Code is required when you register on the Richmond Studio.

## To view all available products:

- Click on **View all**.
- Select the product you want to check to view its content.

### My Products

View all →



Cool kids 1  
Second Edition




Cool kids 2  
Second Edition



Cool kids 3  
Second Edition




New Product




Andrea Fernández

### My products


View your products or add new products. [Add product](#)




Cool kids 1 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool Kids 2 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool kids 3 Second Edition  
Game Product  
Expires on: 08/03/2024



Cool Kids 4 Second Edition  
Lorem Ipsum  
Expires on: 08/03/2024

### Cool kids 1 Second Edition

02 / 07 lessons 35%

**Grammar** Progress Score  
7/7 80%

**Resources**

- Listening 1: A morning in Krakowd 75%
- Listening 2: The promotion 75%
- Reading 3: Five things you mustn't do when starting your 80%
- Listening 4: Paper free schools 60%
- Listening 5: That's what friends are for 95%
- Listening 6: Sunny Fields activity weekend 32%


**Unit 1**

**Unit 2**

**Vocabulary** 2/2 80%

**Extra** 3/6 0%

My products > Cool kids 1 Second Edition



Gabriela Zaplain • Silvia Zaplain Richmond

### To add Products:

- Click on **New Product**.
- Enter the corresponding Code.
- Click on **Add Product**.

### Redeem a code

✕

Please enter a code

Where is my access code?

Loaded products will be displayed in the **My Classes** section under **Class Materials**.

# My links

10/17/2024 7:27 am EDT



The teacher can share external links on the platform.

The shared links must be relevant to the topics covered in class; they serve as additional material to enrich the information provided by the teacher.

## Links



### Richmond Website ES

 <https://www.richomdelt.es>



### Resources on Drive

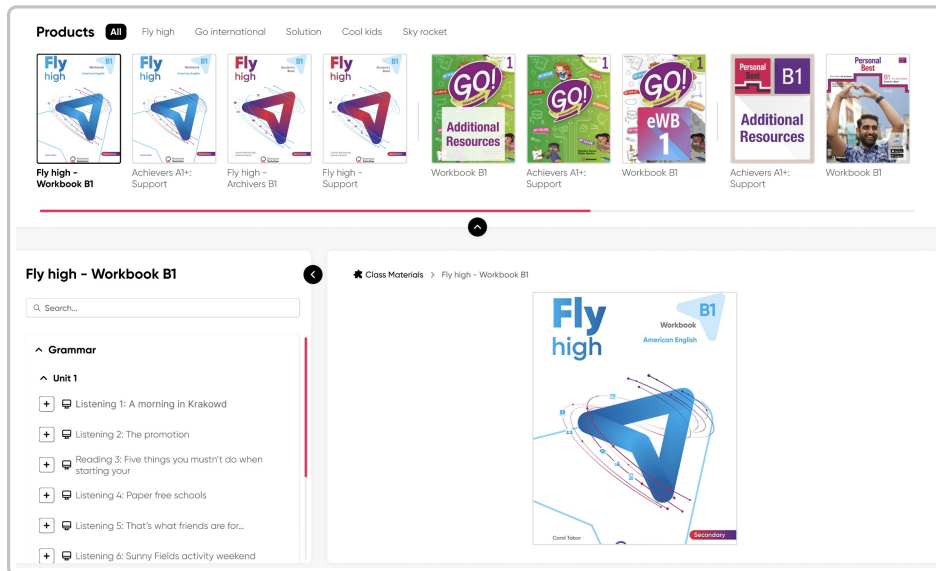
 <drive.google.com/drive/u/0B9GtnyOVQ1nQdHMnVhcU03Q2c?...>

# Class materials

09/19/2024 2:33 pm EDT

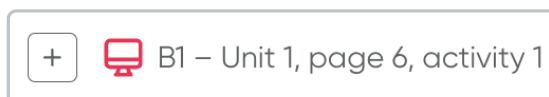


This category includes the materials and resources available for classes. These materials include reading files, audiovisuals, and writing assignments that the teacher can assign to students.



## To create assignments in the class:

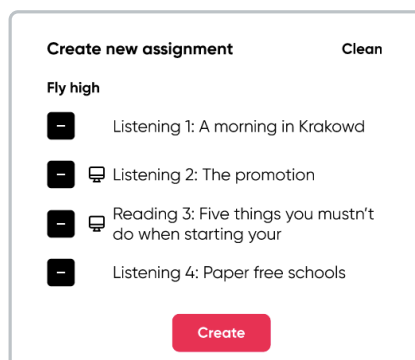
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



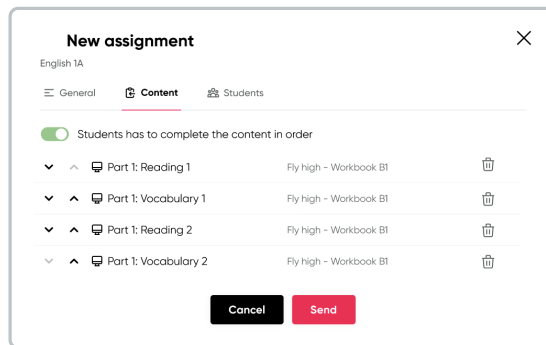
3. View the total of added activities at the top right.



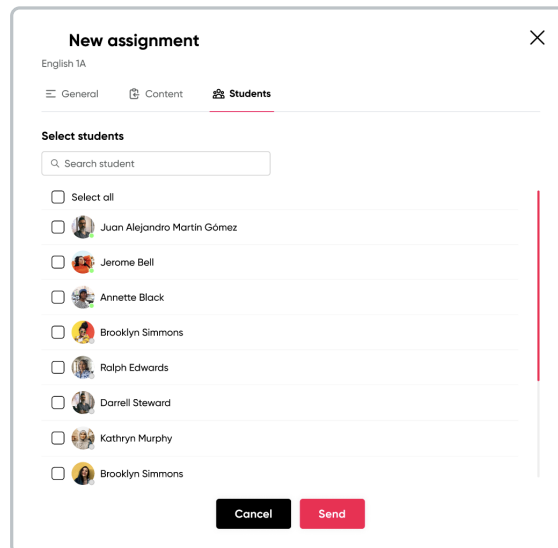
4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** for the new assignment.
- In the **Content** option, the created assignments are listed.



- In the **Students** option, all the students in the class are listed.



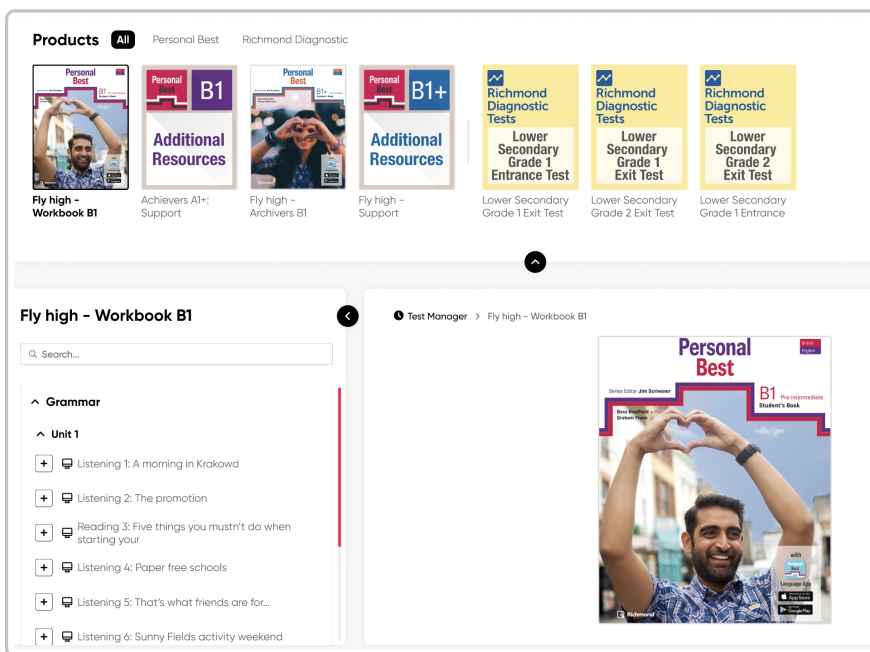
5. Click on **Send**.

# Test manager

09/19/2024 7:12 pm EDT

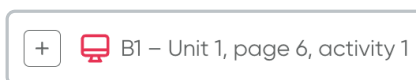


It is a tool that facilitates the administration of online assessments. This option allows teachers to assign assessments to students.



## To create new test in the class:

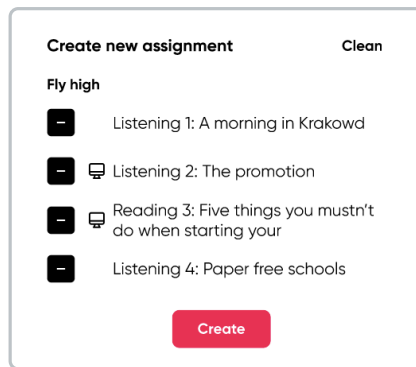
1. Select the product. You can choose from the uploaded series or view all.
2. Click on the plus symbol (+).



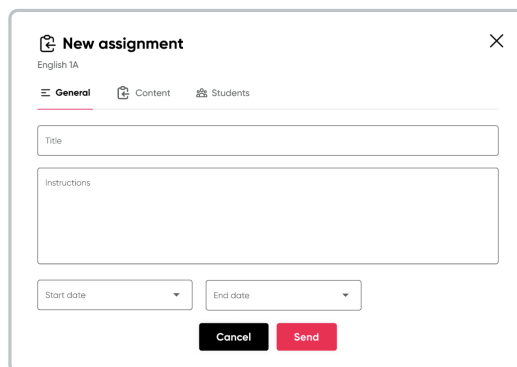
3. View the total of added activities at the top right.



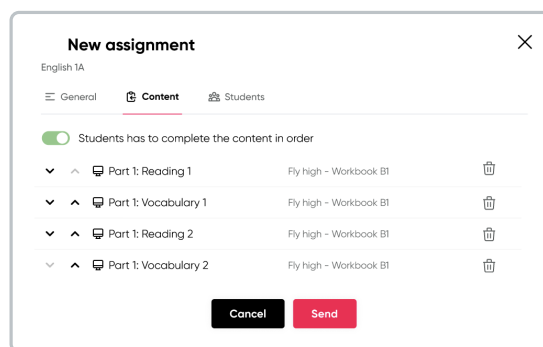
4. Click on **Create**.



- In the **General** option, assign a **title**, describe the **instructions**, and set the **start and end dates** for the new assignment.

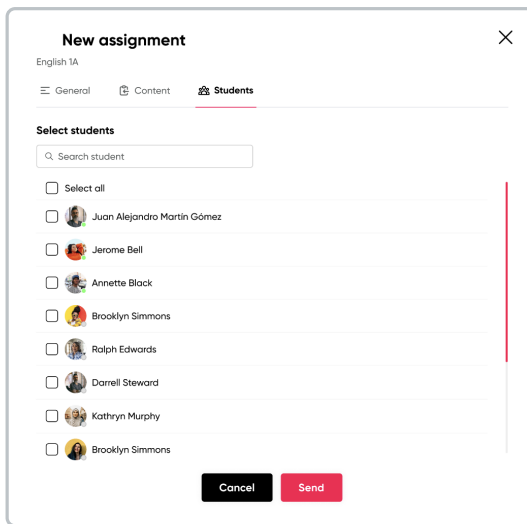


- In the **Content** option, the created assignments are listed.



- In the **Students** option, all the students in the class are listed.





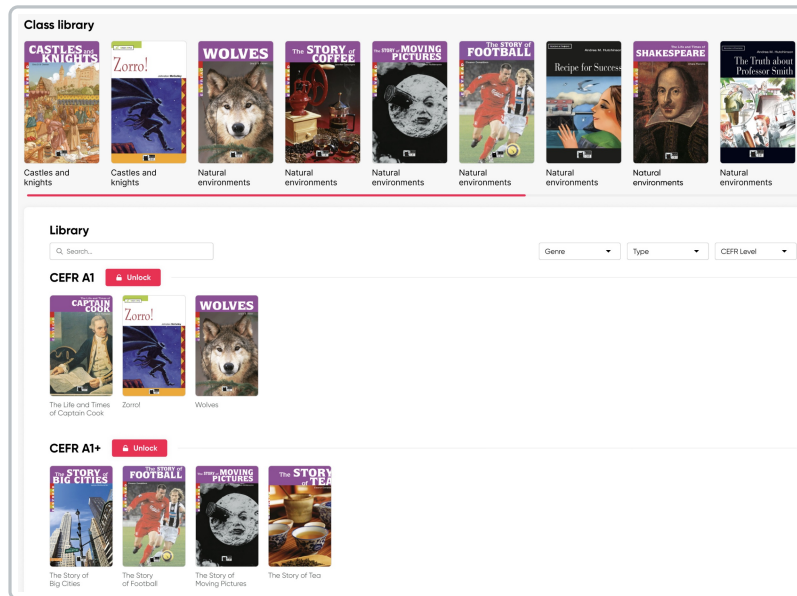
5. Click on **Send**.

# iRead

09/23/2024 6:14 pm EDT



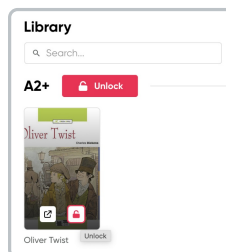
It is a supplement to Richmond Studio, designed to support students in their English language learning process through the reading of complete books.



For students to have access to the books, the teacher needs to unlock them and assign them to the class.

## To unlock the books:

1. Select the book you want to unlock.
2. Click on the **lock icon** (unlock option).



To access the book information, click on the Open option.



**Oliver Twist**  
Charles Dickens

Information Assign

**Description**  
Set in the dark streets of 19th-century London, this unforgettable classic tells the story of Oliver Twist, a penniless orphan who lives through all kinds of hardship for many years. Find out how, in spite of adverse circumstances, he finds happiness in the end.  
*Warning: this Reader has content which may not be suitable for all students.*

**Theme**  
Overcoming challenges; poverty; courage; the Victorian era

**Characteristics**

<b>CEFR Level</b>	A2+	<b>Activities</b>	65
<b>Sector</b>	Primary	<b>Pages</b>	96
<b>Language</b>	British English	<b>Length of audio</b>	01:17:59
<b>Type</b>	Fiction (classic)	<b>Publisher</b>	Black Cat
<b>Genre</b>	Adventure	<b>Year of publication</b>	2013
<b>Word count</b>	9249		

Read

3. Once the book is unlocked, students will be able to access it.

Go back **Adventures of Huckleberry Finn** Read with practice

Before you read: About the Author Reading + Add to assignment Tools

00:00 03:29

**About the Author**

Mark Twain, whose real name was Samuel Clemens, is often called the father of American literature. He was the first author to change the American way of writing with his lively humor and simple language.

He was born in Florida, Missouri on November 30, 1835, but his family moved to Hannibal, Missouri when he was four years old. In 1857 he started working as a steamboat pilot on the Mississippi River and he enjoyed traveling on America's biggest river.

After the discovery of gold in California, Mark Twain decided to join thousands of other people who were going West to look for gold. In 1861 he crossed the American continent by stagecoach and settled in the mining town of Virginia City in Nevada. Here he

**Before you read**

- Before you read: About the Author
- Before you read: Reading
- Before you read: Map
- Before you read: The Characters

**Chapter 1**

- Chapter 1: Vocabulary 1
- Chapter 1: Listening
- Chapter 1: Huck and his friends
- Chapter 1: Reading 1
- Chapter 1: Grammar
- Chapter 1: Vocabulary 2
- Extension: America's Great River: The Mississippi

## To assign the reading:

1. Click on the plus icon (+).

**Story**

- + A Tiger's Journey
- + Story: Reading

2. The books can be reviewed as read-only or read and practice, activating/deactivating the switch.

Read with practice

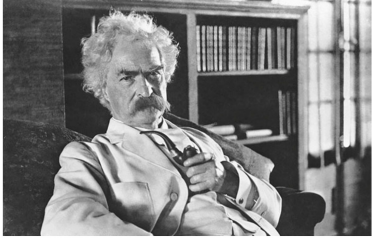
**Before you read: About the Author** Reading + Add to assignment

**Before you read: Reading** Activity - Remove from assignment

Tools

**Reading for detail** ⓘ

Answer the following questions.



**About the Author**

Mark Twain, whose real name was Samuel Clemens, is often called the father of American literature. He was the first author to change the American way of writing with his lively humor and simple language.

He was born in Florida, Missouri on November 30, 1835, but his family moved to Hannibal, Missouri when he was four years old. In 1857 he started working as a **steamboat** pilot on the Mississippi River and he enjoyed traveling on America's biggest river.

After the discovery of gold in California, Mark Twain decided to join thousands of other people who were going West to look for gold. In 1861 he crossed the American continent by **stagecoach** and settled in the mining town of Virginia City in Nevada. Here he worked as a miner and also as a newspaper reporter.

- 1 Why is Mark Twain considered the father of American literature?
- 2 What was his job on the Mississippi River?
- 3 Why did he decide to go to the West?
- 4 What did he do in San Francisco?
- 5 Where did Mark Twain meet Jim Smiley and how was this meeting important?
- 6 Where did Mark Twain live after he got married?

A search bar and filters for Type of Reading and CEFR Level are available for more efficient book location.

Search bar	Reading Type Filter	CEFR Level Filter
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Library</b></p> <p>🔍 Search...</p> </div>	<p>Type <input type="text" value="All"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #e91e63; color: white; padding: 2px;">All</p> <p>Fiction (original)</p> <p>Fiction (classic)</p> <p>Non-fiction</p> </div>	<p>CEFR Level <input type="text" value="All"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #e91e63; color: white; padding: 2px;">All</p> <p>PRE A1</p> <p>A1</p> <p>A1+</p> <p>A2</p> </div>

# Assignments

10/17/2024 7:28 am EDT



This section displays the activities and assignments given by teachers, as well as the assessments.

## Assignments

Lorem ipsum Dolor sit amet per astra semper fidelis

Q Search...

Type ▾

Status ▾

Due ▾

TYPE	TITLE	STATUS	SCORES	ASSIGNED ▾	DUE	STUDENTS SUBMITTED ▾	
	Extra practice Go over the instruction ta...	Active	Pending marks	2022-11-22	2022-11-22	08/23	⋮
	Extra activities 1, 2, 3	Closed	82%	2022-12-01	2022-11-22	23/23	⋮
	Extra activities 1, 2, 3	Active	Pending marks	2022-12-08	2022-12-12	07/23	⋮
	Present continuous vs simple past In the description you will find the...	Active	Pending marks	2022-12-12	2022-12-15	14/23	⋮
	Test 2	Closed	63%	2022-12-22	2022-12-25	23/23	⋮
	Culture Activity Unit 2	Active	71%	2022-12-26	2022-12-30	15/23	⋮
	Unit 3 blog activity Complete in order the...	Closed	Pending marks	2023-01-01	2023-01-05	20/23	⋮
	Unit 3 test	Closed	65%	2023-01-05	2023-01-07	18/21	⋮
	Unit 2 Reading	Active	45%	2023-01-10	2023-01-12	06/21	⋮
	Unit 3 Reading	Active	Pending marks	2023-01-12	2023-01-18	02/22	⋮

14 < 1 2 3 4 5 6 7 > ▶

### The information displayed in this section includes:

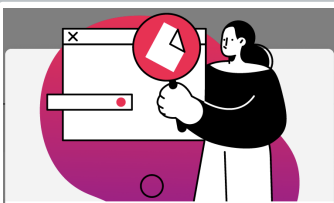
- **Type of assignment**
  - Class
  - iRead
  - Test
- **Activity status**
  - Active
  - Not started
  - Closed
- **Score** (shown as a percentage and indicates if there are pending marks)
- **Assignment date**
- **Due date**
- **Students submitted**

Click on the icon with the three dots to edit or delete an activity.

08/23 ⋮

✎ Edit

🗑 Delete

Edit option	Delete option
<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Edit assignment</b> <span style="float: right;">✕</span></p> <p>English 1A</p> <p>General Content Students</p> <p>Title Test 1</p> <p>Instructions Volutpat cursus trincidunt proin fusca egestas ultricies lacus eu integer. Malesuada malesuada eget eu vitae adipiscing. Faucibus vitae adipiscing nullam eget. Massa fermentum dignissim gravida ut nisi gravida ut. Purus venenatis pellentesque orci hendrerit feugiat volutpat. Turpis vestibulum diam cursus senectus diam quis.</p> <p>Start Date: 2022-11-22 End Date: 2022-11-22</p> <p style="text-align: right;">Cancel Send</p> </div>	<div style="border: 1px solid #ccc; padding: 10px;">  <p style="text-align: center;"><b>Delete Assignment</b></p> <p style="text-align: center;">Confirm action will remove the assignment. The contents will remain in the system, but you cannot undo this action.</p> <p style="text-align: right;">Cancel Delete</p> </div>

Once a student has submitted the activity, it cannot be edited or deleted.

A search bar and filters for Assignment Type, Status, and Due Date are available for more efficient locating of assignments.

Type filter	Status filter	Due date filter
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Type <span style="float: right;">▼</span></p> <p>All Types</p> <p style="background-color: #e91e63; color: white; padding: 2px;">All Types</p> <p>Assignment</p> <p>iRead</p> <p>Test</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Status <span style="float: right;">▼</span></p> <p>All</p> <p style="background-color: #e91e63; color: white; padding: 2px;">All</p> <p>Active</p> <p>Closed</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Due <span style="float: right;">▼</span></p> <p>Due</p> <p>Due today</p> <p>Due this week</p> <p>Due this month</p> </div>

# Markbook

10/17/2024 7:28 am EDT








Here, reports on students' academic performance are generated. These reports provide a comprehensive overview of their performance in different areas and activities.

In this section, averaged information per student is presented for class assignments, tests, and iRead. The results show the percentage obtained from initial assignments, final assignments, and the average of both.

## Class

Locate the available annotations and see what each one refers to:

 Warning	 Self study	 Assignments	 Tests	 Combined
Activities that require attention.	Activities corresponding to self-study.	Activities assigned by the teacher.	Assessments assigned by the teacher.	Combination of self-study activities and those assigned by the teacher.

STUDENT	1ST	LAST	AVG	1ST	LAST	AVG	1ST	LAST	AVG
Andrea Fernández	91%	37%	31%	13%	67%	73%	49%	97%	43%
Allan Guillermo Benitez Rodriguez	73%	43%	61%	1%	79%	49%	97%	13%	55%
Marco Antonio Tadeo Hernández Barrio	73%	31%	43%	61%	37%	85%	79%	25%	97%
Jocelyn Martinez Salas	55%	61%	67%	43%	73%	49%	91%	97%	79%

You can toggle the view of the initial scores, the latest scores, or the average score.

- Click the switch to toggle on/off.
  - The green switch indicates that the view is active.
  - The gray switch indicates that the view is inactive.







Use the 'Type' filter to review scores for assignments by the teacher, activities self-study, or the average of both.

## Test

**Markbook**  
Lorem ipsum Dolor sit amet per astra semper fidelis

Class Tests iRead Warning Tests

Q Search... Average

STUDENT	ENTRANCE	PROGRESS	EXIT	AVERAGE
 Andrea Fernández	38% <span style="color: red;">●</span>	70%	69%	38% <span style="color: red;">●</span>
 Alan Guillermo Benitez Rodriguez	60%	68%	81%	60%
 Marco Antonio Tadeo Hernández Barrio	72%	31%	80%	72%
 Jocelyn Martínez Salas	85%	29%	63%	85%





Test Progress View

## iRead

**Markbook**  
Lorem ipsum Dolor sit amet per astra semper fidelis

Class Tests iRead Warning Self study Assignment Combined

Q Search... First  Last  Average  All ▼

STUDENT	TIME SPENT	BOOKS STARTED	TEXTS COMPLETED	ACTIVITIES COMPLETED	LAST	LAST	LAST
 Andrea Fernández	24 min	20	32%	57%	26%	95%	49%
 Alan Guillermo Benitez Rodriguez	12 min	9	22%	33%	66%	75%	76%
 Marco Antonio Tadeo Hernández Barrio	0 min	14	85%	60%	76%	86%	82%
 Jocelyn Martínez Salas	22 min	12	100%	97%	77%	52%	55%

iRead Progress View

The view of the results can be customized to have a better view of the percentages you want to review. These categories need to be enabled/disabled.

First  Last  Average  Combined ▼ 

Each student can be individually viewed for better tracking.

- Click on the student's name to view their results.
- Click on each activity to review it in detail.



Marco Antonio Tadeo Hernández Barrio  
alma.lawson@example.com

Warning Self study Assignments Combined

Search...

First Last Average Combined

Class materials	LAST	LAST	LAST
Skills Boost B1	74%	73%	67%
Reading	30%	36%	88%
Worksheets	76%	96%	26%
Listening	29%	22%	90%
B1 Listening 1	62%	53%	65%
B1 Listening 1	▲	89%	80%
B1 Listening 1	69%	100%	58%
Reading	91%	41%	71%

### Editing assignment

English 1A

General Content **Students**

**Marco Antonio Tadeo Hernández Barrio**  
English 1A

#### Unit 1 - assignments

Go over the instruction to solve the activity

Start date: 16/15/23      Due date: 17/15/23

Content		Progress	Score
		3/3	80%
Part 1: Reading 1	Fly high - Workbook B1	✓	15%
Part 1: Vocabulary 1	Fly high - Workbook B1	✓	15%
Part 1: Reading 2	Fly high - Workbook B1	✓	89%
Part 1: Reading 3	Fly high - Workbook B1	▲	Add score

Instructions

Voluptat cursus tincidunt proin fusce egestas ultricies lacus eu integer. Malesuada malesuada eget eu vitae adipiscing. Faucibus vitae adipiscing nullam eget. Massa fermentum dignissim gravida ut nisi gravida ut. Purus venenatis pellentesque orci hendrerit feugiat volutpat. Turpis vestibulum diam cursus senectus diam quis.

Back Save

# Communications

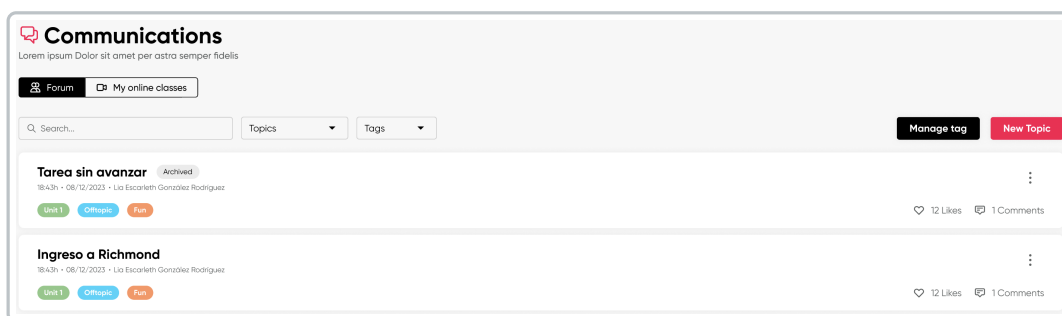
10/17/2024 7:28 am EDT



It is a space for message exchange between class members and creating online classes.  
It facilitates direct communication and the resolution of doubts.

## Forum

A space where teachers and students interact to share announcements of interest and/or resolve doubts.

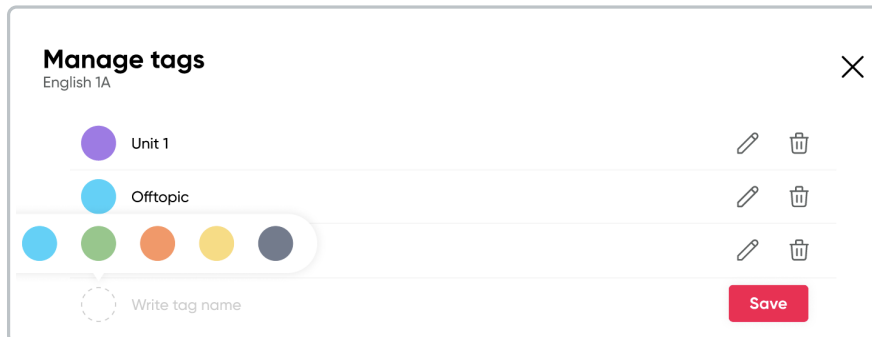


## To create a new topic:

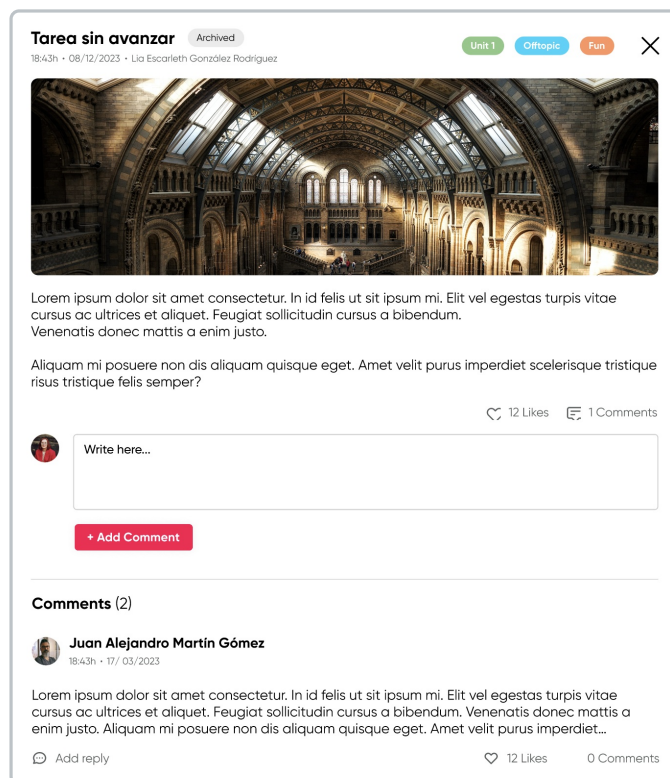
1. Click on **New Topic**.
2. Assign a **Title**.
3. Write the message/announcement.
4. Select a **Tag**.
5. Click on **Create**.

## To create tags:

1. Click on **Manage tag**.
2. Select a tag color.
3. Assign a tag name.



The messages created will be visible to all students, and they can respond by click on **+Add Comment**.



The available filters for effective searching are:



Topic filter	Tag filter
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Topics            All topics ▼         </div> <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">All topics</div> <div style="margin-bottom: 10px;">My topics</div> <div style="margin-bottom: 10px;">Archived topics</div> <div style="margin-bottom: 10px;">My archived topics</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Tags            All tags ▼         </div> <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px; text-align: center;">All tags</div> <div style="margin-bottom: 10px;">Unit 1</div> <div style="margin-bottom: 10px;">Offtopic</div> <div style="margin-bottom: 10px;">Fun</div>

## My online classes

Teachers can create online classes.

1. Click on **New online class**.
2. Assign a **Title**.
3. Select the **start and end date and time** for the class.
4. Choose a tool for conducting the class.
5. Select the students who will have access.
6. Click on **Send**.

### Communications

Lorem ipsum Dolor sit amet per castra semper fidelis

Forum
My online classes

Class tool ▼

New online class

ONLINE

**Online class 1**  
Ismael Molina  
20-01-10

10:00 - 12:30

ONLINE

**Online class 2**  
Ismael Molina  
20-01-10

10:00 - 12:30

ONLINE

**Online class 3**  
Ismael Molina  
20-01-10

10:00 - 12:30

ONLINE

**Online class 4**  
Ismael Molina  
20-01-10

10:00 - 12:30

ONLINE

**Online class 5**  
Ismael Molina  
20-01-10

10:00 - 12:30

ONLINE

**Online class 6**  
Ismael Molina  
20-01-10

10:00 - 12:30

### Create online class

English 1A




**Write class settings**

Title

Date  Start hour  End hour


Instructions


**Choose an online class tool**


    


**Select students**


Select all


 Juan Alejandro Martín Gómez


 Jerome Bell

 Annette Black

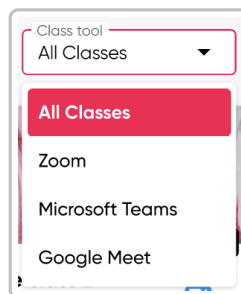
 Brooklyn Simmons

 Ralph Edwards

 Darrell Steward

 Kathryn Murphy

It is possible to filter by tool for a more effective search.



# Class library

10/17/2024 7:28 am EDT



This section contains all the documents uploaded and shared by the teacher and students in Richmond Studio.

**Class library**  
Lorem ipsum Dolor sit amet per astro semper fdellis

**Library - English 1A** Upload

Search... Role Type 10,52 MB de 100 MB

**Suggested**

- Image\_2023\_03\_07.png
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.mp4
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.pdf

TITLE	SHARED WITH	CREATED BY	DATE	SIZE	
Image_2023_03_07_164121256.png	Andreo Castro	Guy Hawkins	November 28, 2023	8,9 MB	
Image_2023_03_07_164121256.png	All students	Kathryn Murphy	May 9, 2014	7 kB	
Image_2023_03_07_164121256.png	All students	Devon Lane	May 20, 2015	201 bytes	
Image_2023_03_07_164121256.png	Andreo Castro	Devon Lane	May 20, 2015	8,9 MB	

100 MB of storage is available for file uploads; the formats compatible with the platform are:

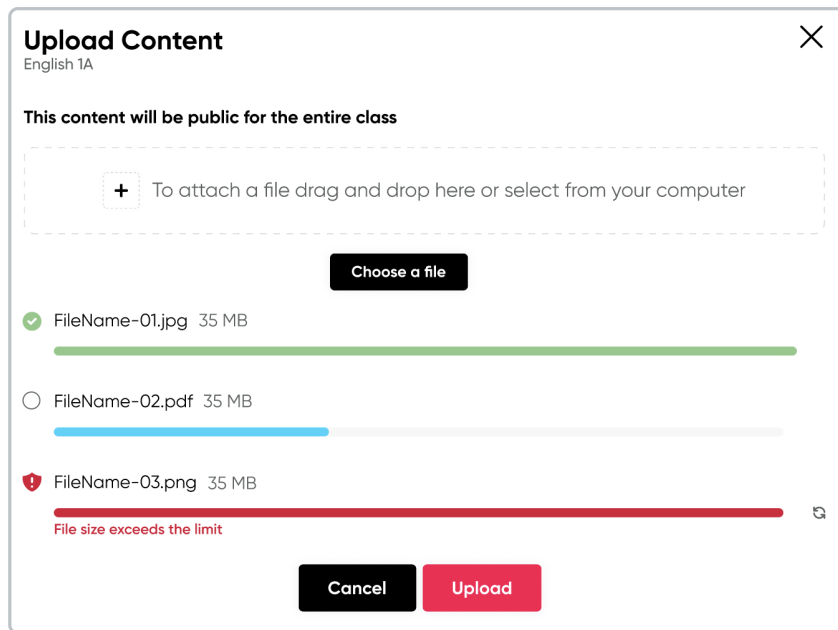
- Audio
- Document (.pdf, .docx)
- Image (.png, .jpg)
- Interactive
- Video (.mp4, .mov)

Upload

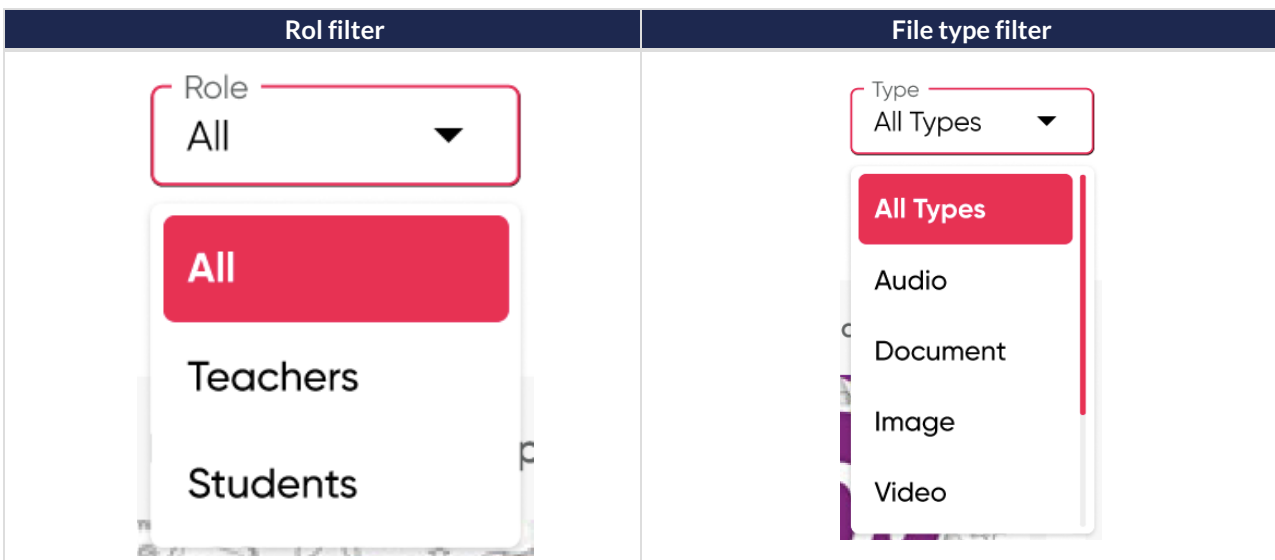
10,52 MB de 100 MB

## To upload a new file:

1. Click on **Upload**.
2. Click on **Choose a file** or drag it from your folders.
3. Click on **Upload**.



A search bar and filters are available for more effective location.

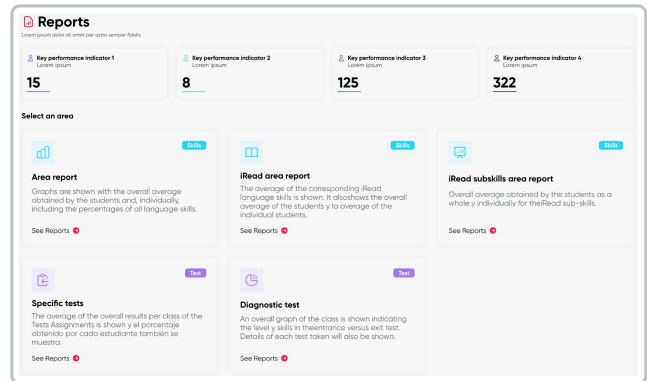
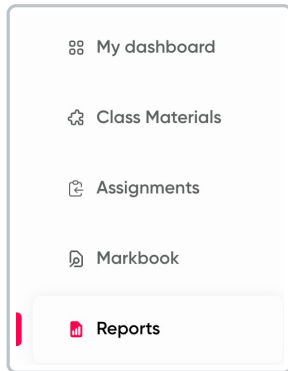


# Reports

09/09/2024 3:42 pm EDT



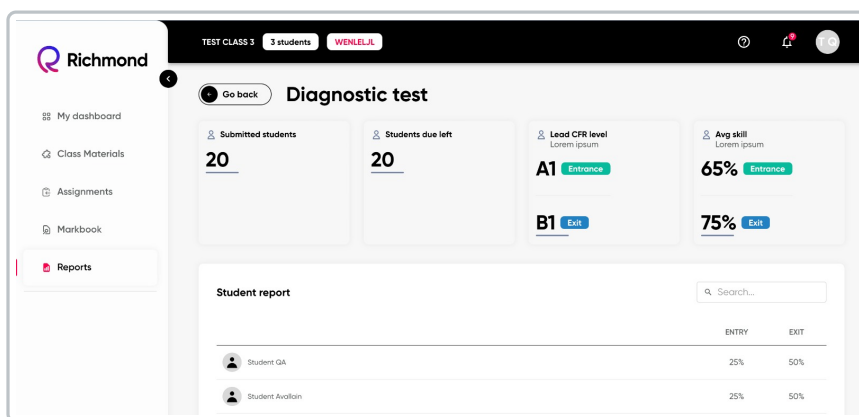
Here, detailed reports on students' academic performance are generated. These reports provide a comprehensive view of their performance in different areas and activities.



Each report presents information averaged by student, by learning area, as well as specific course reports, including diagnostic and practice tests.

- **Area report:** Graphs are shown with the overall average obtained by the students and, individually, including the percentages of all language skills.
- **iRead area report:** The average of the corresponding iRead language skills is shown. It also shows the overall average of the students and the individual average of each one.
- **iRead subskills area report:** The overall average obtained by the students as a whole and individually for the iRead subskills is shown.
- **Specific tests:** The average of the overall results per class of the Test Assignments is shown, and the percentage obtained by each student is also displayed.
- **Diagnostic test:** A general class graph is shown indicating the level and skills in the entrance versus exit test. Details of each test taken will also be shown.

Each report includes a brief summary of the statistics for each report.





# Access

10/17/2024 7:28 am EDT



To access the Richmond Studio Platform, you must have a registration in Santillana Connect. If you do not have this registration, request it from your Educational Institution.

## Follow these steps 📌 :

1. Navigate to the login page.

<https://richmondstudio.global>

2. Click on **Santillana Connect**.

**Welcome!**

Log in with your username and password or with Santillana Connect

Username or email

Password

[Forgotten password?](#)

**Sign in**

OR

**Continue with Santillana Connect**

**Don't have an account? [Create one](#)**

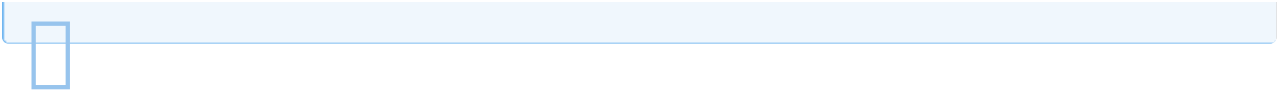
[Richmond ELT](#) | [Privacy Policy](#) | [Cookies Policy](#)

3. Enter the username.
4. Enter the password.
5. Click on **Log In**.

To enter with a token, it is necessary to register and place the assigned token on the purchased material.

### Remember:

The token is located on the second cover (inside front cover of the book).



# My profile

10/17/2024 7:28 am EDT



In My profile, general user information is displayed:

- E-mail
- Username
- Name
- Country / Timezone
- Password change

The screenshot shows a user profile page for 'Jocelyn Martinez'. At the top, there is a profile picture of a dog wearing glasses and an 'Edit Images' button. Below the name, the heading 'My profile' is displayed with a person icon. The main content area contains several input fields: 'Email' (exampleemail@richmond.com), 'Username' (Jocelynmar97), 'First name' (Jocelyn), 'Last name' (Martinez), 'Country' (Spain), and 'Timezone' (CEST). There is also a 'Change password' field with a 'Change' button next to it. A red 'Save' button is located at the bottom of the form.

In **My Profile**, you can set the image that will be shown to others, as well as make changes to your personal information.



The email must be the one assigned by the educational institution and it cannot be modified.

# Notifications

10/17/2024 7:28 am EDT

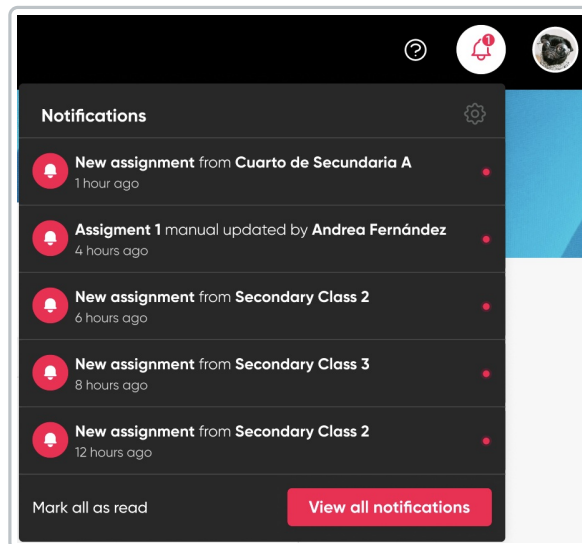


Notifications will be displayed with the number of received notifications in red color.

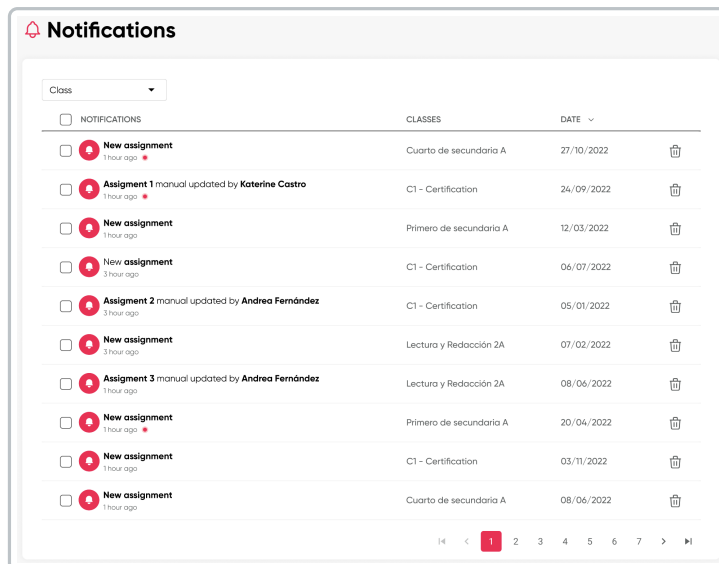
When there is a new or pending notification to view, they are displayed in the upper right corner with the number of received notifications.



To check the notifications, you need to click on the bell icon, and the full notifications section will open.

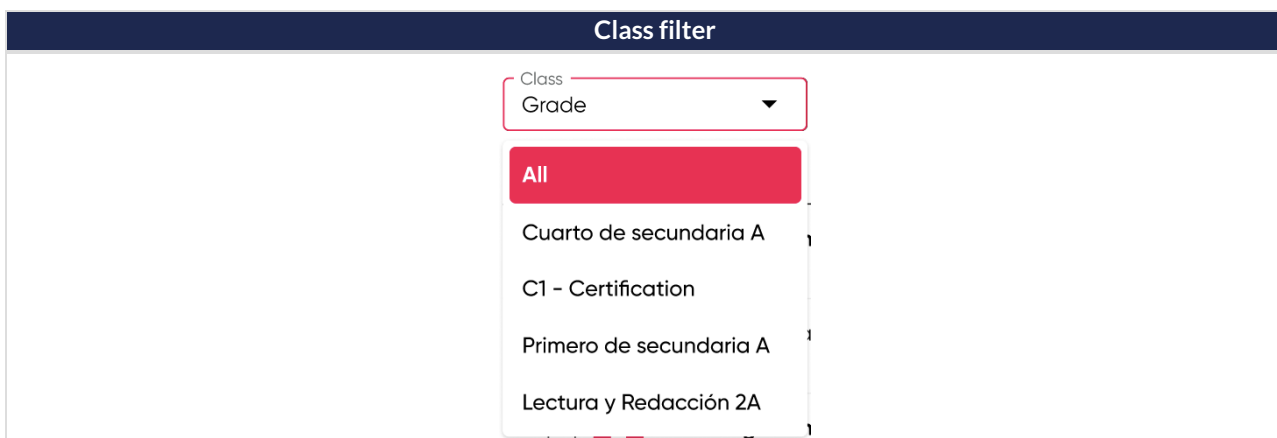


- Click on **View all notifications** to see the complete information.

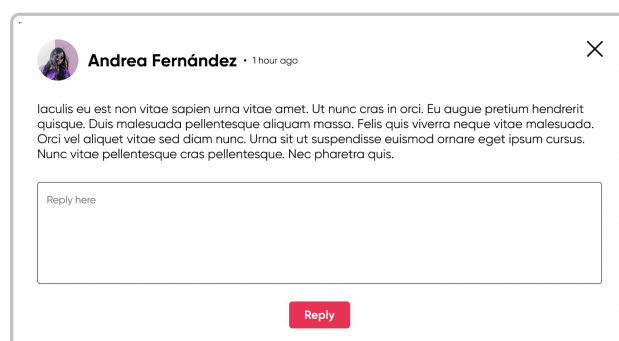


Here you can see all new/unread notifications (distinguished by a red dot) and reviewed notifications.

You have the Class filter available for easier and faster searching.



- Click on the notification to view it in full and to be able to respond.



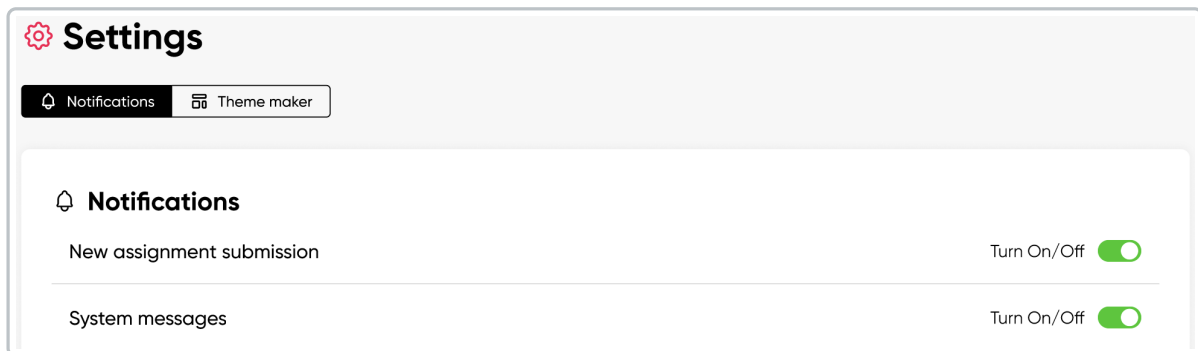
# Notifications

10/17/2024 7:28 am EDT



From the **Settings** -> **Notifications** option, it is possible to turn on and off the alerts corresponding to New assignments submission and System messages.

To turn on/off notifications, it is necessary to click on **Turn On/Off** for the notifications you want to receive or not.



When the option is green, it indicates that the option is on, and when it is gray, it indicates that the option is off.

# Logout

10/17/2024 7:28 am EDT

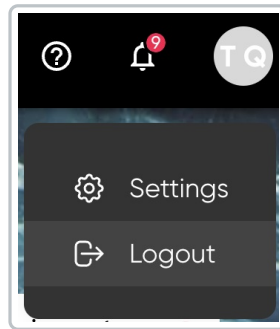


By completing these steps, you will have securely logged out and exited Richmond Studio.

## Logout

To logout of Richmond Studio, follow these steps:

1. Navigate to the Main Menu in the Student Role section of Richmond Studio.
2. Look for the Logout option in the menu.
3. Click on the **Logout** option. This will end your current session in Richmond Studio and disconnect you from the platform.



Always remember to perform a proper logout to keep your data and account privacy protected.

# Widgets

10/17/2024 7:28 am EDT



The Assignments widget provides the students with information related to the activities they have pending.

**Class Assignments**  
Pending to be done  
**3**

**Test Assignments**  
Pending to be done  
**1**

**iRead Assignments**  
Pending to be done  
**4**

Widgets show students their pending activities, helping them keep track of them and organize their time to complete them.

- Click on the widget to view the assignments that are pending.

**Classes with assignments** [Close]

**Secondary Class 1** Secondary  
Highschool 4  
27 Students · 22/09/13 to 23/07/28  
**Assignments** **1**  
Pending to be done

**Secondary Class 2** Secondary  
Highschool 4  
27 Students · 22/09/13 to 23/07/28  
**Assignments** **2**  
Pending to be done

**Assignments**  
Lorem ipsum Dolor sit amet per castra semper fidells

Q Search... [Assignment] [Status] [Due]

TYPE	TITLE	STATUS	SCORES	ASSIGNED	DUE
	Extra activities 1, 2, 3	Not started	52%	2022-12-01	2022-11-22
	Extra activities 1, 2, 3	Started	Pending marks	2022-12-08	2022-12-12
	Unit 3 blog activity Complete in under the...	Started	Pending marks	2023-01-01	2023-01-05



The pending assignments are highlighted with a purple triangle for better localization within the list.



# My progress

10/17/2024 7:28 am EDT



Show the percentage of progress for the different activities assigned by the teacher.

### My Progress

Great job, your scores have averaged 70% this week.

WorkBook 70%

Test 84%

Study materials 62%

Assignment 73%

iRead 73%

Secondary Class 1

This section shows the overall progress of the Workbook and, specifically, the percentage of progress for each section with assignments:

- Test assignments
- Study materials activities
- Class assignments
- iRead assignments



If the student is enrolled in more than one class, they will be able to review the progress of each one.

They just need to select which class they want to review.

Class


Secondary Class 1

Secondary Class 1

Secondary Class 2

Click on any of the displayed sections, the Marbook section will open to review the information in detail.

Search...

 **60%** Tests

Test Products

 SCORE

Lower Secondary Grade 1 Exit Test - 2021	98%
Lower Secondary Grade 2 Exit Test - 2021	24%
Lower Secondary Grade 3 Exit Test - 2021	39%
Lower Secondary Grade 4 Exit Test - 2021	32%

# My classes

10/17/2024 7:28 am EDT



My classes refers to the list of classes where the student is enrolled.

Basic information is displayed for each class:


- Number of class
- Grade
- Number of students
- Start and end dates




To add a new class, the teacher needs to assign a class code, which you will enter in the **Class Code** section and then click **+Add**.

## My Classes

Code class  
RPcde12345fg + Add



**Secondary Class 1** Secondary  
Highschool 4  
25 Students  
Start date: Mar 02  
End date: Dec 31




**Secondary Class 2** Secondary  
Highschool 4  
32 Students  
Start date: Feb 02  
End date: Mar 31


## To access the class:

1. Click on the banner of the class you want to enter.
2. The class will open, and all uploaded materials will be displayed.
3. It shows the percentage of progress in the workbook and the score obtained in each completed assignment.


**Products** All Fly high Go international Solution Cool kids Sky rocket




**Fly high - Workbook B1**




Achievers A1+: Support




Fly high - Archivers B1




Fly high - Support




Workbook B1




Achievers A1+: Support



Workbook B1



Achievers A1+: Support



Workbook B1

---

### Fly high - Workbook B1

02/07 activities 35%

Search...

	Progress	Score
<b>Grammar</b>	7/7	80%
<b>Resources</b>		
Listening 1: A morning in Krakowd	<span style="color: green;">✔</span>	75%
Listening 2: The promotion	<span style="color: green;">✔</span>	75%
Reading 3: Five things you mustn't do when starting your	<span style="color: green;">✔</span>	80%
Listening 4: Paper free schools	<span style="color: green;">✔</span>	60%
Listening 5: That's what friends are for...	<span style="color: black;">●</span>	95%
Listening 6: Sunny Fields activity weekend	<span style="color: black;">●</span>	32%
<b>Unit 1</b>		
<b>Unit 2</b>		
<b>Unit 3</b>		
<b>Unit 4</b>		

**Class Materials** > Fly high - Workbook B1

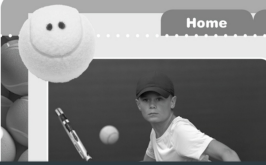
### Listening 1: A morning in Krakowd

**WRITING** A blog post

1 Read Matias's blog post. Choose what he eats and drinks.

	breakfast	lunch	snack	dinner
fruit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pasta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Home
About
Blog
Contact



**LUNCH**

Many people at school have packed lunch in the classroom, but I have school dinners. There's a cafeteria at school and the food is good. I prefer hot food for lunch. I always have something healthy - pasta with vegetables, or fish and rice. I don't like meat - it's horrible. My friends have cake or ice cream, but I don't have sweet things.

Clear
Try again
Submit

# Pending assignments

10/17/2024 7:28 am EDT



Dashboard -> Pending assignments, as the name indicates, this section displays the list of assignments you have yet to submit.

## Pending Assignments

- Test 1**  
Secondary Class 1 1 day left
- iRead assignment 1**  
Secondary Class 2 1 day left
- Assignment 1**  
Secondary Class 1 2 days left
- Test 2**  
Secondary Class 2 4 days left

This section helps students to:

- Track their progress and the scores of completed assignments.

### Editing assignment

English 1A

General Content **Students**

STUDENT	PROGRESS	SCORE
<input checked="" type="checkbox"/> Juan Alejandro Martin Gómez	<div style="width: 89%;"><div style="width: 89%;"></div></div> 5/4	89%
<input type="checkbox"/> Jerome Bell	<div style="width: 51%;"><div style="width: 51%;"></div></div> 5/4	51%
<input type="checkbox"/> Annette Black	<div style="width: 72%;"><div style="width: 72%;"></div></div> 4/5	72%
<input type="checkbox"/> Brooklyn Simmons	<div style="width: 42%;"><div style="width: 42%;"></div></div> 4/5	
<input type="checkbox"/> Courtney Henry	<div style="width: 42%;"><div style="width: 42%;"></div></div> 3/5	42%
<input type="checkbox"/> Robert Fox	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0/5	-
<input type="checkbox"/> Darlene Robertson	<div style="width: 28%;"><div style="width: 28%;"></div></div> 1/5	28%
<input type="checkbox"/> Ronald Richards	<div style="width: 57%;"><div style="width: 57%;"></div></div> 2/5	57%
<input type="checkbox"/> Ronald Richards	<div style="width: 60%;"><div style="width: 60%;"></div></div> 3/5	
<input type="checkbox"/> Jacob Jones	<div style="width: 80%;"><div style="width: 80%;"></div></div> 4/5	
<input type="checkbox"/> Arlene McCoy	<div style="width: 79%;"><div style="width: 79%;"></div></div> 5/4	79%
<input type="checkbox"/> Devon Lane	<div style="width: 14%;"><div style="width: 14%;"></div></div> 1/5	79%

Cancel Save



The pending assignment alert is highlighted with a purple triangle symbol.

---

# My products

10/15/2024 6:44 pm EDT



They are also known as **tokens** or **Product Access Codes**.

A Product Access Code is a combination of letters and numbers (e.g., RP4E5F678923) that refers to a Richmond product, such as a textbook. It is an alphanumeric code that can range from 12 to 20 characters (e.g., XX00-0X0X-00XX-0XX0) and appears on the inner page of the book's cover, on a card or sheet included with the purchased book, or provided by your institution. For digital products, it may be received via email or as part of the eCommerce purchase. An Access Code is required when you register on the Richmond Studio.

## To view all available products:

- Click on **View all**.
- Select the product you want to check to view its content.

### My Products

View all →



Cool kids 1  
Second Edition



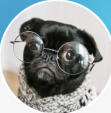
Cool kids 2  
Second Edition



Cool kids 3  
Second Edition



New Product




Jocelyn Martínez

### My products


Lorem ipsum Dolor sit amet per astra semper fidelis

Add product




Cool kids 1 Second Edition  
Game Product

Expires on: 08/03/2024




Cool Kids 2 Second Edition  
Game Product

Expires on: 08/03/2024



Cool kids 3 Second Edition  
Game Product

Expires on: 08/03/2024



Cool kids 4 Second Edition  
Lorem Ipsum

Expires on: 08/03/2024

### Cool kids 1 Second Edition

02 / 07 lessons 35%

Search...

**Grammar** Progress Score  
7/7 80%

**Resources**

- Listening 1: A morning in Krakowd 75%
- Listening 2: The promotion 75%
- Reading 3: Five things you mustn't do when starting your 80%
- Listening 4: Paper free schools 60%
- Listening 5: That's what friends are for... 95%
- Listening 6: Sunny Fields activity weekend 32%


**Unit 1**

**Unit 2**

**Vocabulary** 2/2 80%

**Extra** 3/6 0%

My products > Cool kids 1 Second Edition



Gabriela Zaplain • Silvia Zaplain Richmond

### To add Products:

- Click on **New Product**.
- Enter the corresponding Code.
- Click on **Add Product**.

### Redeem a code

✕

Please enter a code

e.g. RPcde12345fg

Where is my access code?

Add product



# My links

10/17/2024 7:28 am EDT



Your teacher can share external links on the platform.

The shared links must be relevant to the topics covered in class; they serve as additional material to enrich the information provided by the teacher.

As a student, you can review this material to reinforce your learning.

## Links



### Richmond Website ES

 <https://www.richomdelt.es>



### Resources on Drive

 <drive.google.com/drive/u/0B9GtnyOVQ1nQdHMnVhcU03Q2c?...>

# Class materials

10/17/2024 7:28 am EDT

This category includes the materials and resources available for classes. These materials include reading files, audiovisuals, and writing assignments that the teacher can assign to students.

The screenshot displays the 'Class Materials' interface. At the top, there are navigation tabs for 'Products' (All, Fly high, Go International, Solution, Cool kids, Sky rocket) and a carousel of resource cards including 'Fly high - Workbook B1', 'GO! Additional Resources', and 'Personal B1 Additional Resources'. Below this, the 'Fly high - Workbook B1' section is active, showing a progress bar for '02/07 activities' at 35%. A sidebar on the left lists assignments with their progress and scores: Grammar (7/7, 80%), Listening 1: A morning in Krakowd (75%), Listening 2: The promotion (75%), Reading 3: Five things you mustn't do when starting your... (80%), Listening 4: Paper free schools (60%), Listening 5: That's what friends are for... (95%), and Listening 6: Sunny Fields activity weekend (32%). The main content area shows 'Listening 1: A morning in Krakowd' with a 'WRITING A blog post' task. It includes a table for selecting food items for breakfast, lunch, snack, and dinner.

	breakfast	lunch	snack	dinner
fruit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pasta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a blog post titled 'LUNCH' with a photo of a boy and a text block. At the bottom, there are 'Clear', 'Try again', and 'Submit' buttons.

Displays the progress and score of assignments given by the teacher.

Each student can review the available assignments and complete them from this option.

To review the activity in full screen, you need to click on the expand arrows or the full-screen icon.

- Expand arrow



- Full-screen icon



Products **All** Fly high Go international! Solution Cool kids Sky rocket

★ Class Materials > Fly high - Workbook B1

**Listening 1: A morning in Krakow**

**WRITING A blog post**

1 Read Matias's blog post. Choose what he eats and drinks.

	breakfast	lunch	snack	dinner
fruit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pasta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Home About Blog Contact**

**LUNCH**  
 Many people at school have packed lunch in the classroom, but I have school dinners. There's a cafeteria at school and the food is good. I prefer hot food for lunch. I always have something healthy - pasta with vegetables, or fish and rice. I don't like meat - it's horrible. My friends have cake or ice cream, but I don't have sweet things.

Clear Try again Submit

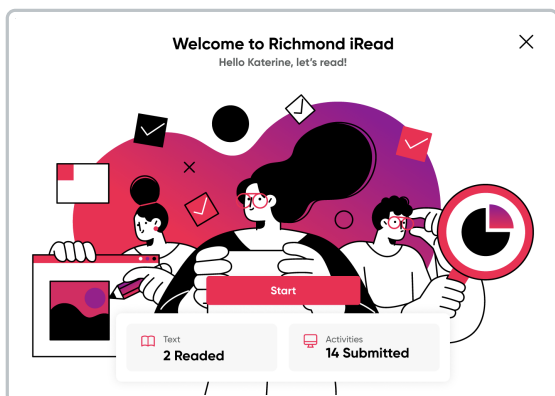


To return to the initial view and see the menu, click on the full-screen icon.

# iREAD

10/17/2024 7:28 am EDT

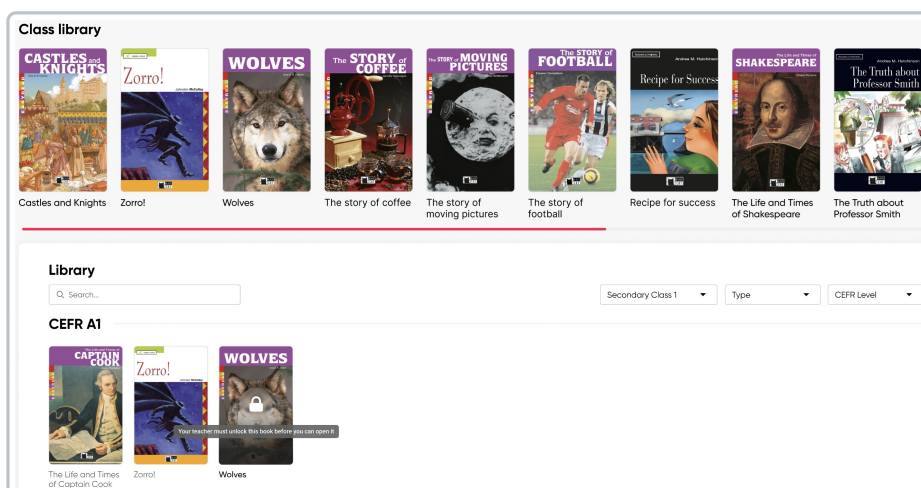
It is a supplement to Richmond Studio, designed to complement your English language learning process through the reading of complete books and activities related to them.



On the initial screen, the available readings and the number of activities to be completed are detailed.

To enter:

- Click on **Start**.



The books available for reference can be found in the **Class Library** section.

The readings displayed in the **Library** must be unlocked by the teacher for access.

## How do I access the available readings?

- Click on the reading you want to consult (the corresponding information such as description, topic, and main features will be displayed).
- Click on **Read**.

**Castles and Knights**  
Gina D. B. Cleman



**Information**

**Description**  
Two greedy businessmen want to destroy a beautiful wildlife reserve in New Orleans, where **Andy and Brian have summer jobs**, and they plan to build a huge shopping center. Mysterious and terrible deaths, and an ecological disaster shock the people of New Orleans. Andy, Brian and Megan **decide to solve this bizarre mystery**, but can they find the important document that will save the wildlife reserve and its animals? Suspense and danger run high as time runs out... **Set in one of America's most unique cities**, this is a baffling mystery solved by three young detectives, with an unexpected twist.

*Warning: this Reader has content which may not be suitable for all students.*



**Theme**  
Adventure; teenagers working together; friendship; protecting the environment

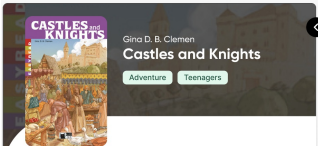
Adventure Teenagers

**Characteristics**

CEFR Level	A1	Number of activities	7
Sector	Secondary	Number of book pages	24
Language	British English	Length of audio	07:04
Type	Non-fiction	Publisher	Black Cat
Genre	CLIL	Year of publication	2005
Word count	860		

[Read](#)

Go back **Castles and Knights** Read with practice   



**Before you read**

- Part 1: Let's look at castles


**Part 1**

- Part 1: Let's look at castles

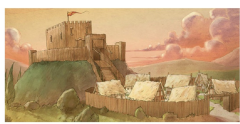
**Part 2**

- Part 1: Let's look at castles

**Part 1: Let's look at castles** Reading


00:00 04:30  [Tools](#)

**Let's look at castles**



**IN THE 10TH CENTURY** people build small wooden castles in Europe.

**IN 1066** William the Conqueror attacks England. He is from Normandy, in France. He builds the first big stone castle in England. He also starts building the Tower of London in about 1078. The Normans build about 80 stone castles in England.



**IN THE 12th AND 13th CENTURIES** there are many stone castles in Europe. They are big, and they can protect many people.

To view the full screen, click on the dropdown arrow that will hide the reading index.

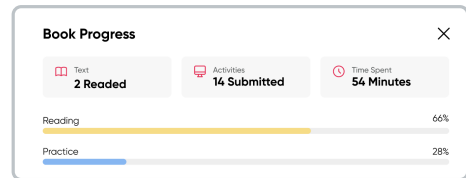
Click on **Tools** to activate options that allow for a more interactive experience, such as:

- Audio
- Text highlighting
- Option to make annotations

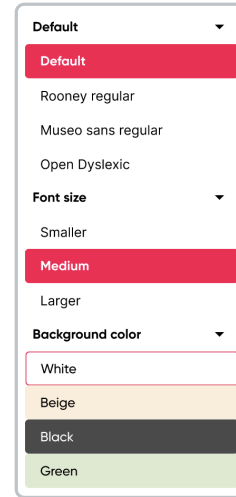
To complete the activities available for each reading, activate the **Read with practice** option.

Read with practice

- Click on the graph icon to review the progress of the books and the available activities.



- Click on the gear icon to make changes to the font type, font size, and apply a colored background to the reading.



# Assignments

10/17/2024 7:28 am EDT



This section displays the activities and assignments given by teachers, as well as the assessments.

TYPE	TITLE	STATUS	SCORE	ASSIGNED	DUE
	Extra practice Go over the instruction to...	Completed	▲ Pending marks	2022-11-22	2022-11-22
	Extra activities 1, 2, 3	Not started	-	2022-12-01	2022-11-22
	Present continuous vs simple past In the description you will find the...	Started	▲ Pending marks	2022-12-12	2022-12-15
	Extra activities 1, 2, 3	Completed	▲ Pending marks	2022-12-08	2022-12-12
	Test 2	Not started	52%	2022-12-22	2022-12-25
	Culture Activity Unit 2	Started	52%	2022-12-26	2022-12-30
	Unit 3 blog activity Complete in order the...	Started	▲ Pending marks	2023-01-01	2023-01-05

## The information displayed in this section includes:

- **Type of assignment**
  - Class
  - iRead
  - Test
- **Activity status**
  - Active
  - Not started
  - Closed
- **Score** (shown as a percentage and indicates if there are pending marks)
- **Assignment date**
- **Due date**

A search bar and filters for Assignment Type, Status, and Due Date are available for more efficient locating of assignments.

Type filter	Status filter	Due date filter
<p>Type <input type="text" value="All Types"/></p> <p>All Types</p> <p>Assignment</p> <p>iRead</p> <p>Test</p>	<p>Status <input type="text" value="All"/></p> <p>All</p> <p>Active</p> <p>Closed</p>	<p>Due <input type="text" value="Due"/></p> <p>Due today</p> <p>Due this week</p> <p>Due this month</p>

- Click on the activity to view the detailed progress.

### Extra practice

Go over the instruction to solve the activity.

Start date **16/15/23**      Due date **17/15/23**

Content		Progress	Score
Part 1: Reading 1	Fly high - Workbook B1	✓	100%
Part 1: Vocabulary 1	Fly high - Workbook B1	✓	100%
Part 1: Reading 2	Fly high - Workbook B1	✓	100%
Part 1: Vocabulary 2	Fly high - Workbook B1	✓	▲

**Cancel**   **Save**

- Click on the content to open the activity.

Cool kids 1 Second Edition

### Listening 1: A morning in Krakow

Time remaining: 20 minutes left

Think about your favorite hobbies or the activities you do in your free time. Write a blog post about three of your hobbies. Use adverbs of frequency and *because, so, or that's why*. Write about 120 words.

- What are the hobbies?
- How often do you do them?
- Why are they important to you?

**B I U X**   **¶**   **↶**   **↷**

This is a writing

**Clear**   **Export**   **Submit**

- Click on **Submit**.



# Markbook






10/17/2024 7:28 am EDT



In this section, the overall scores obtained in the various activities, assessments, and consulted books are displayed.

## Class

Locate the available annotations and see what each one refers to:

 Warning	 Self study	 Assignments	 Tests	 Combined
Activities that require attention.	Activities corresponding to self-study.	Activities assigned by the teacher.	Assessments assigned by the teacher.	Combination of self-study activities and those assigned by the teacher.

- Click on the general activity to see the activities it contains and the breakdown of scores.

The screenshot shows the Markbook interface with a search bar and navigation tabs for Class, Test, and iRead. A legend at the top identifies icons for Warning, Self study, Assignments, Tests, and Combined. The main content area displays a table of scores for 'Skills Boost B1' and its sub-activities.

Class materials	1ST	LAST	AVG	1ST	LAST	AVG	1ST	LAST	AVG
Skills Boost B1	52%	74%	74%	98%	73%	74%	78%	67%	86%
Reading	68%	30%	85%	93%	36%	32%	98%	88%	57%
Worksheets	64%	76%	77%	43%	96%	59%	78%	26%	45%
Listening	87%	29%	63%	97%	22%	78%	94%	90%	39%
BI Listening 1	70%	62%	75%	28%	53%	98%	27%	65%	60%
BI Listening 1	44%	▲	47%	23%	89%	86%	82%	80%	48%
BI Listening 1	91%	69%	74%	77%	100%	62%	61%	58%	74%
Reading	95%	91%	66%	54%	41%	42%	83%	71%	92%
Skills Boost B1	84%	62%	64%	92%	21%	46%	56%	84%	48%
Skills Boost B1+	64%	90%	30%	73%	50%	23%	45%	35%	80%
Skills Boost B1+ American Edition	72%	41%	49%	71%	82%	50%	93%	45%	61%

- Click on each activity to view its details.

### Editing assignment

English 1A

General Content **Students**

**Marco Antonio Tadeo Hernández Barrio**

English 1A

#### Unit 1 - assignments

Go over the instruction to solve the activity

Start date  
**16/15/23**

Due date  
**17/15/23**

Content		Progress	Score
Part 1: Reading 1	Fly high - Workbook BI	3/3	80%
Part 1: Vocabulary 1	Fly high - Workbook BI	100%	15%
Part 1: Reading 2	Fly high - Workbook BI	100%	89%
Part 1: Reading 3	Fly high - Workbook BI	0/3	Add score

Instructions

Volutpat cursus trincidunt proin fusce egestas ultricies lacus eu integer. Malesuada malesuada eget eu vitae adipiscing. Faucibus vitae adipiscing nullam eget. Massa fermentum dignissim gravida ut nisi gravida ut. Purus venenatis pellentesque orci hendrerit feugiat vulputat. Turpis vestibulum diam cursus senectus diam quis.

You can toggle the view of the initial scores, the latest scores, or the average score.

- Click the switch to toggle on/off.
  - The green switch indicates that the view is active.
  - The gray switch indicates that the view is inactive.



Use the 'Type' filter to review scores for assignments by the teacher, activities self-study, or the average of both.

## Test

- Click on the general test to review the assessments it contains and the breakdown of scores.

**Markbook**

Lorem ipsum Dolor sit amet per astro semper fidelis

Warning Tests

Class Test iRead

60% Tests

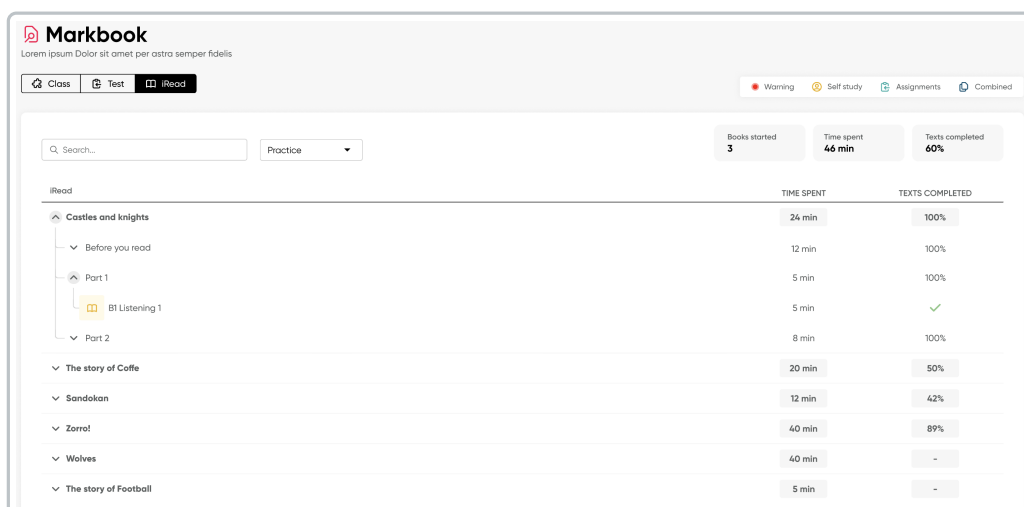
Search...

Test Products	SCORE
<ul style="list-style-type: none"> <li>Lower Secondary Grade 1 Exit Test - 2021               <ul style="list-style-type: none"> <li>Reading 51%</li> <li>Worksheets 96%</li> <li>Listening 77%                   <ul style="list-style-type: none"> <li>BI Listening 1 100%</li> <li>BI Listening 2 45%</li> <li>BI Listening 3 28%</li> </ul> </li> <li>Reading 95%</li> </ul> </li> <li>Lower Secondary Grade 2 Exit Test - 2021 26%</li> <li>Lower Secondary Grade 3 Exit Test - 2021 39%</li> <li>Lower Secondary Grade 4 Exit Test - 2021 32%</li> </ul>	<p style="font-size: 8px;">98%</p>

120

## iRead

- Click on the title to review the parts it contains, details time spent, and texts completed.



The screenshot shows the Markbook iRead interface. At the top, there's a navigation bar with 'Class', 'Test', and 'iRead' tabs. Below that, a search bar and a 'Practice' dropdown are visible. A summary box shows 'Books started: 3', 'Time spent: 46 min', and 'Texts completed: 60%'. The main content is a table with columns for 'iRead', 'TIME SPENT', and 'TEXTS COMPLETED'. The table lists several books with their respective progress details.

iRead	TIME SPENT	TEXTS COMPLETED
Castles and knights	24 min	100%
Before you read	12 min	100%
Part 1	5 min	100%
B1 Listening 1	5 min	✓
Part 2	8 min	100%
The story of Coffe	20 min	50%
Sandokan	12 min	42%
Zorro!	40 min	89%
Wolves	40 min	-
The story of Football	5 min	-



Use the filter to review information that is read-only or information that includes reading with practice.

# Communications

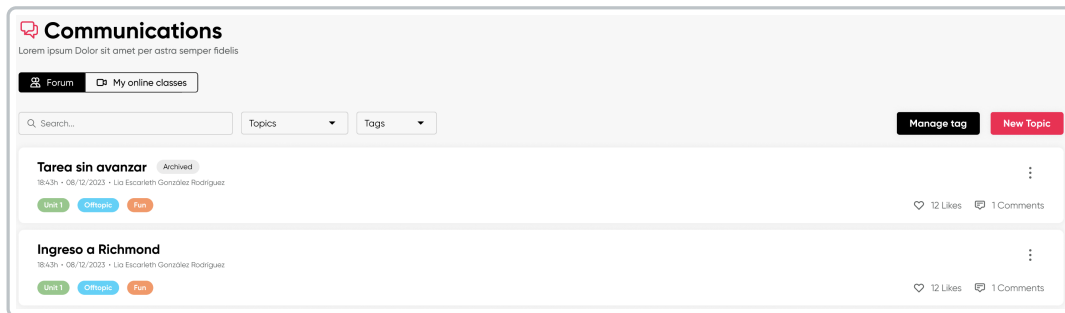
10/17/2024 7:28 am EDT



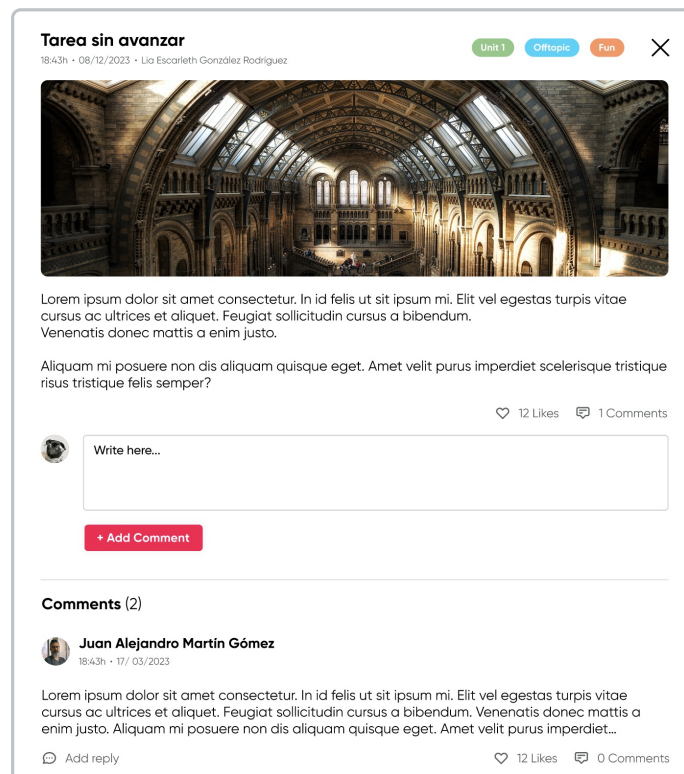
It is a space for message exchange between class members and enter the available online classes. It facilitates direct communication and the resolution of doubts.

## Forum

A space where teachers and students interact to share announcements of interest and/or resolve doubts.



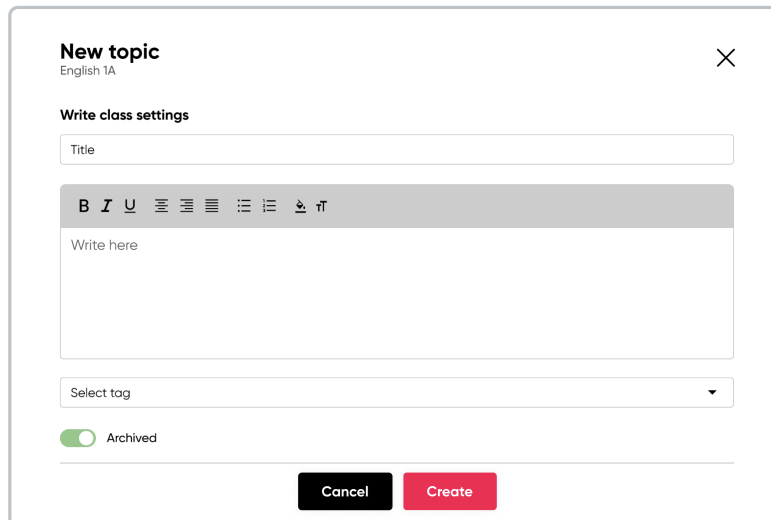
- Click on a specific message to read it and provide a response, which will be visible to my classmates.
- To respond, click on the **Write here...** text box.
- Then, click on **+Add Comment**.



If you like a comment, click on the heart icon.

## To create a new topic:

1. Click on **New Topic**.
2. Assign a **Title**.
3. Write the message/announcement.
4. Select a **Tag** (solo puedes elegir los tags creados con antelación por tu maestro).
5. Click on **Create**.



**New topic**  
English 1A

Write class settings

Title

**B I U** [List icons] [Link icon] [Undo icon] [Redo icon]

Write here

Select tag

Archived

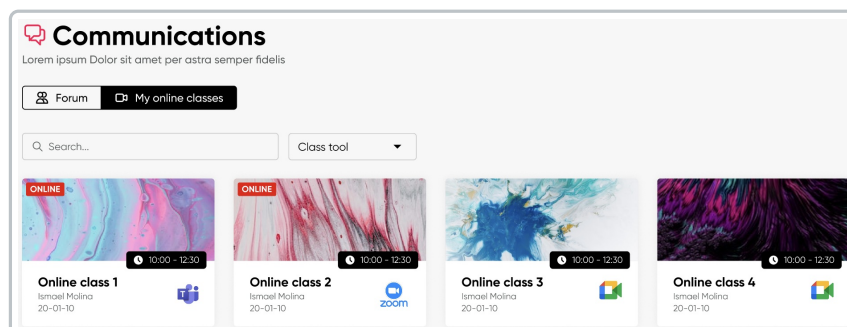
Cancel Create

Use the topic or tag filters to find messages more quickly.

## Online Classes

This section displays the available online classes, detailing the following information:

- Platform where the class will take place (Microsoft Teams / Zoom / Google Meet)
- Date
- Time



**Communications**  
Lorem ipsum Dolor sit amet per astra semper fidelis

Forum My online classes

Q Search... Class tool

Class Name	Platform	Time	Date
Online class 1	Microsoft Teams	10:00 - 12:30	20-01-10
Online class 2	Zoom	10:00 - 12:30	20-01-10
Online class 3	Google Meet	10:00 - 12:30	20-01-10
Online class 4	Google Meet	10:00 - 12:30	20-01-10

When a class is currently in progress, the word **Online** will appear in red.

- Click on the class to join.



Use the class tool filter to view classes on a specific platform.

---

# Class library

10/17/2024 7:28 am EDT



This section contains all the documents uploaded and shared by the teacher and students in Richmond Studio.

**Class library**  
Lorem ipsum Dolor sit amet per astro semper fdellis

**Library - English 1A** Upload

Search... Role Type 10,52 MB de 100 MB

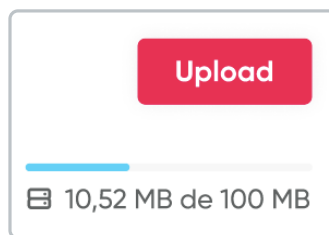
**Suggested**

- Image\_2023\_03\_07.png
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.mp4
- Image\_2023\_03\_07.pdf
- Image\_2023\_03\_07.pdf

TITLE	SHARED WITH	CREATED BY	DATE	SIZE
Image_2023_03_07_164121256.png	Andreo Castro	Guy Hawkins	November 28, 2023	8,9 MB
Image_2023_03_07_164121256.png	All students	Kathryn Murphy	May 9, 2014	7 kB
Image_2023_03_07_164121256.png	All students	Devon Lane	May 20, 2015	201 bytes
Image_2023_03_07_164121256.png	Andreo Castro	Devon Lane	May 20, 2015	8,9 MB

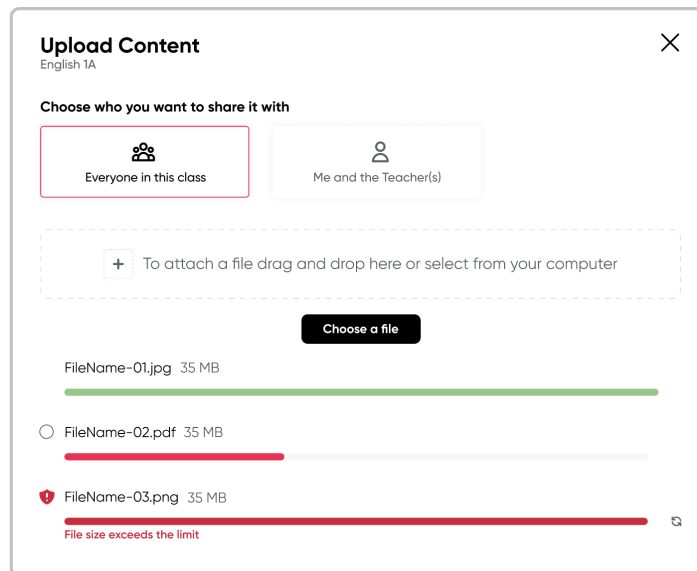
100 MB of storage is available for file uploads; the formats compatible with the platform are:

- Audio
- Document (.pdf, .docx)
- Image (.png, .jpg)
- Interactive
- Video (.mp4, .mov)

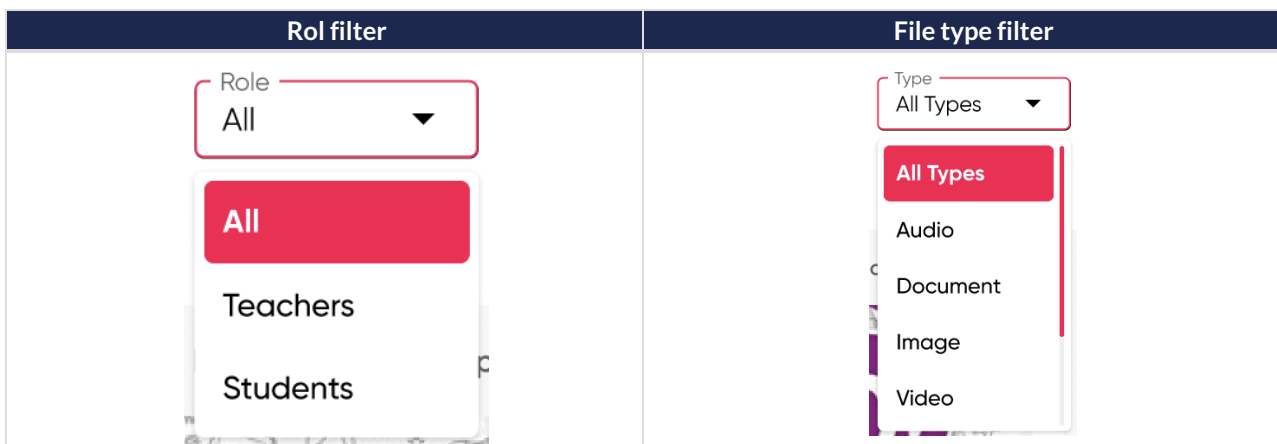


## To upload a new file:

1. Click on **Upload**.
2. Choose who you want to share the files with the entire class or only with the teacher.
3. Click on **Choose a file** or drag it from your folders.
4. Click on **Upload**.



A search bar and filters are available for more effective location.



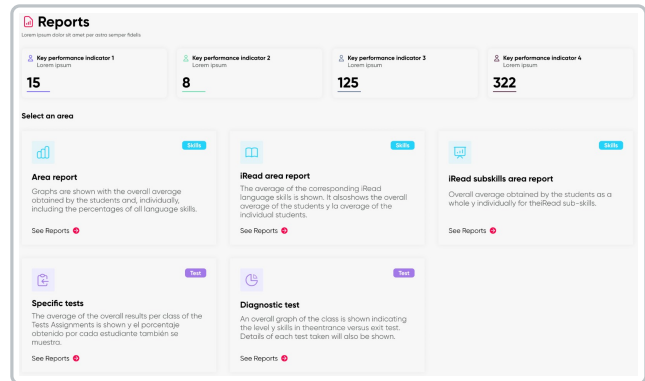
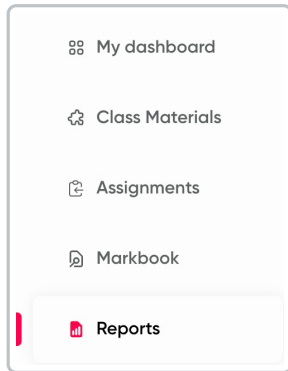


# Reports

09/09/2024 8:29 pm EDT



Here, detailed reports on students' academic performance are generated. These reports provide a comprehensive view of their performance in different areas and activities.



Each report presents information averaged by student, by learning area, as well as specific course reports, including diagnostic and practice tests.

- Area report
- iRead area report
- iRead subskills area report
- Specific tests
- Diagnostic test

Each report includes a brief summary of the statistics for each report.

# Objective

10/17/2024 7:28 am EDT



Validate and ensure the functionality, usability, performance, and security of the Richmond Solution Platform (RSP) through various testing scenarios before releasing it to production.

---

# Definition of objectives

10/17/2024 7:28 am EDT

Concept	Description
Functionality	Verify that all features and functions operate as expected.
Usability	Evaluate the ease of use and user experience.
Performance	Measure the speed and efficiency of the platform under different conditions.
Security	Ensure that user data is protected against unauthorized access.

---

# Schedule

10/17/2024 7:28 am EDT

## General schedule

PI 20		PI 21		PI 22		PI 23	
Nov ✓	CMS ✓ Login ✓ Dashboard ✓	Feb	Assignments ↑	May	Launch Strategy Settings ↑ Notifications	Aug	Launch
Dec ✓	Login ✓ Class Materials ✓	Mar	Markbook ↑	Jun	Communications BE Integration ↑		
Jan ✓	Class Materials ✓ iRead ✓	Apr	Reports BE Integration ↑	Jul	Testing		

## Detailed schedule

Week	Days	Activity
Week 1-2 Preparation and Configuration		Preparation of the testing environment.
		Definition of necessary variables for the application.
Week 3 Unit and Integration Testing		Execute automated unit tests, document, and correct any errors found.
		Execute integration tests to validate interaction between modules, document, and correct any errors found.
		Analysis of unit and integration test results, adjustments, and improvements based on the findings.
Week 4 System testing		Execute system tests to validate the complete functionality of the platform, document, and correct any errors found.
		Analysis of system test results, adjustments, and improvements based on the findings.
Week 5 Performance testing		Configuration of performance testing tools, definition of test scenarios.
		Perform load tests, monitor system performance.
		Analysis of performance test results and areas for improvement.
		Configuration of security testing tools, definition of test scenarios.

<p>Week 6 Safety testing</p>		<p>Execute penetration and vulnerability tests, document and correct vulnerabilities found.</p>
<p>Week 7 User acceptance testing.</p>		<p>Analysis of security test results, implementation of additional security measures if necessary.</p> <p>Setting up the environment for the user, selecting test cases based on user requirements.</p> <p>Key users execute test cases, document, and correct errors found.</p> <p>Analysis of results, final approval by users.</p>
<p>Week 8 Final review and preparation for deployment into production.</p>		<p>Final review of all test results, update of technical and user documentation.</p> <p>Implementation of final adjustments based on test results, optimization of performance and security.</p> <p>Planning and communication of the production deployment plan, final validation of the production environment.</p>

### Additional Considerations

- **Communication:**
  - Maintain constant communication with the development and testing teams to quickly resolve issues.
  - Hold meetings to review progress and obstacles.
- **Flexibility:**
  - The schedule is flexible to accommodate unforeseen events and new discoveries during testing.
- **Documentation:**
  - Document all findings, errors, and adjustments made during the testing process.

# Requirements

10/17/2024 7:28 am EDT

## Functional and non-functional



Functional and non-functional requirements are key aspects in RSP testing.

### Functional Requirements:

- Login: Users should be able to log in using their credentials through integration.
- Profile Management: Users should be able to edit their profile, add additional information, and change their password.
- Upload Content: Users should be able to upload multimedia files (such as images, videos, documents) to the platform.
- Search and Filtering: Users should be able to search and filter content within the platform.
- Notifications: Users should receive notifications about relevant activities on the platform, such as new messages or comments on their content.
- Content Management: Users should be able to edit or delete the content they have uploaded to the platform.
- Security: The platform must ensure the security of user data through encryption and measures to protect against unauthorized access.
- Compatibility: The platform must be compatible with different devices and web browsers.

### Non-Functional Requirements:

- Performance: The platform must handle a high volume of users and content without performance degradation.
- Response Time: Products should load quickly with minimal response times.
- Usability: The platform must be intuitive and easy to use, with a clear user interface and simple navigation.
- Availability: The platform must be available at all times, with minimal downtime for scheduled maintenance.
- Security: The platform must be resilient to cyber attacks and comply with industry security standards to protect user information.
- Compatibility: The platform must be compatible with various operating systems, web browsers, and mobile devices.
- Regulatory Compliance: The platform must comply with personal data protection regulations.

# Devices and specifications

10/17/2024 7:28 am EDT



To conduct testing, it's essential to consider various devices and specifications to ensure that the platform functions smoothly across different environments.

## Desktop devices

Windows PC	<ul style="list-style-type: none"><li>• Operating System: Windows 10 or higher.</li><li>• Processor: Intel Core i5 or higher.</li><li>• RAM: 4 GB or more.</li><li>• Browsers: Google Chrome, Mozilla Firefox, Microsoft Edge (latest versions).</li></ul>
Mac	<ul style="list-style-type: none"><li>• Operating System: Mac OS X (10.13.6) or higher.</li><li>• Processor: Intel Core i5 or higher (or equivalent in Apple Silicon).</li><li>• RAM: 4 GB or more.</li><li>• Browsers: Safari, Google Chrome, Mozilla Firefox, Microsoft Edge (latest versions).</li></ul>

## Mobile devices and tablets

iPhone	<ul style="list-style-type: none"><li>• Operating System: iOS 12.4 or higher.</li><li>• Models: iPhone 5S or newer.</li><li>• Browsers: Safari (preferred), Google Chrome.</li></ul>
iPad	<ul style="list-style-type: none"><li>• Operating System: iOS 12.4 or higher.</li><li>• Models: iPad (9th generation) or newer.</li><li>• Browsers: Safari (preferred), Google Chrome.</li></ul>
Android	<ul style="list-style-type: none"><li>• Operating System: Android 8.0 or higher.</li><li>• Models: Variety of manufacturers (Samsung Galaxy S9 or newer, Google Pixel 3 or newer).</li><li>• Browsers: Google Chrome (preferred), Mozilla Firefox.</li></ul>

## Testing and Considerations

- **Browser Compatibility:** Ensure that RSP functions correctly on the most used browsers on each device.
- **Performance:** Verify that RSP loads quickly and responds efficiently on devices with different specifications.
- **Adaptability:** Test the user interface to ensure it is adaptable and functional across different screen sizes and resolutions.
- **Security:** Verify that RSP meets security standards to protect user information.

# Teams and roles

10/17/2024 7:28 am EDT



To effectively carry out RSP testing, a team covering different roles is essential. Each team member brings specific skills and perspectives to ensure that the RSP functions correctly and meets user expectations.

## Project manager

### Responsibilities:

- Coordinate and oversee the entire testing process.
- Ensure project objectives are met within the allocated time and budget.
- Facilitate communication between different teams.
- Understand and document the requirements of the e-learning platform.
- Ensure that tests cover all relevant requirements and use cases.
- Act as a liaison between developers and end users.

## Developers

### Responsibilities:

- Fix identified bugs during testing.
- Collaborate with QA to understand and resolve issues.
- Implement changes and improvements based on test results.

## QA

### Responsibilities:

- Design and execute test cases.
- Report and document errors and issues found.
- Ensure the platform meets quality standards.
- Conduct follow-up tests after corrections.
- Verify that all platform functionalities perform as expected.
- Test different usage scenarios from the end-user perspective.
- Identify usability and functionality issues.
- Execute automated tests and analyze results.
- Reduce repetitive testing time.
- Identify security vulnerabilities in the platform.
- Ensure user data is protected against unauthorized access.
- Evaluate platform performance under different workloads.
- Perform load, stress, and scalability testing.



- Identify and resolve performance issues.

### UX/UI designers

#### Responsibilities:

- Ensure the user interface is intuitive and easy to use.
- Gather user feedback and conduct usability tests.
- Collaborate with developers and testers to enhance the user experience.

### End Users (Beta Testers)

#### Responsibilities:

- Test the platform in a real-world environment.
- Provide valuable feedback on usability and functionality.
- Identify issues that were not detected during internal testing.

### Technical Support

#### Responsibilities:

- Resolve technical issues reported during testing.
- Provide assistance to QA and end users.
- Document and communicate solutions to technical problems.
- Develop and maintain an FAQ section to help address common questions quickly and efficiently.

### Documentation Specialist

#### Responsibilities:

- Create and maintain documentation (user manuals, installation and configuration guides, technical documentation).
- Test the functionality of learning resources and tools.
- Document test cases.
- Log and track errors.
- Communicate with developers and QA.

# Success criteria

10/17/2024 7:28 am EDT



To evaluate the success of the tests performed, it is essential to define specific and measurable criteria.

## Functionality and Stability

- Error rate: The percentage of actions resulting in errors should be minimal.
- Uptime: The RSP should be available and operational at least 90% of the time. (Confirm expected %)
- Performance under load: The RSP should be able to handle the expected number of simultaneous users without significant performance degradation.

## Usability and User Experience

- User satisfaction: Usability tests should show high satisfaction among users.
- Task completion time: Critical tasks should be completed in a reasonable and consistent amount of time.

## Functionality

- Requirement coverage: All specified functional requirements must be implemented and function correctly.
- System integration: The RSP should seamlessly integrate with other systems and applications.

## Security

- Penetration testing: Penetration tests should be conducted to identify and address vulnerabilities.
- Access control: Appropriate access controls must be implemented to protect sensitive information and prevent unauthorized access.

## Performance

- Load speed: RSP components should load within an acceptable time, typically less than 2-3 seconds.

## Maintenance

- Updates: The RSP should allow updates and maintenance without causing significant service disruptions.
- Documentation: All functionality should be well-documented to facilitate maintenance.

## Compatibility

- Cross-platform: The RSP should be compatible with major web browsers and mobile devices.
- Interoperability: The RSP should function correctly across different operating systems and software versions.

## Continuous Improvement

- Ongoing review: Implement a continuous feedback system to identify areas for improvement.
- Iterations based on feedback: Make updates and improvements based on feedback received from users and tests conducted.

# Functional testing workflow

10/17/2024 7:28 am EDT

## Environment setup

Action	Description
Detailed plan	Scope Requirements Schedule Success criteria

## Test case design

Action	Description
Test case identification	Develop test cases based on requirements and specifications.
Definition of inputs and expected outputs	Specify the inputs to be tested and the expected outputs for each test case.

## Test environment setup

Action	Description
Environment configuration	Ensure the test environment is ready, including necessary hardware, software, and network configurations.
Test data	Prepare the data to be used during testing.

## Execution of test cases

Action	Description
Manual or automated execution	Manual.
Recording results	Using an established format.

## Format

Module	Description	Operating systems
--------	-------------	-------------------

## Error report

Action	Description
Log of identified errors	Record any errors encountered during the test execution.
Communication with the team	Informing the development team about the errors found for correction.

## Validation

Action	Description
Error correction	The development team corrects the reported errors.
Re-testing	Re-test the cases where errors were found to ensure they have been fixed.
Validation of changes	Ensure that the corrections have not introduced new errors.

## Test closure

Action	Description
Evaluation of exit criteria	Verify if the defined exit criteria in the test plan have been met.
Final report	Create a final report summarizing the testing activities, results, defects found, and their status.

## Maintenance

Action	Description
Monitoring and maintenance	Continuous monitoring of the RSP in production and performing maintenance testing as needed to ensure it continues to function correctly after updates or changes.

## Recommendations

- **Clear Documentation:** Maintain detailed and clear documentation of all test cases and results.
  - **Automation:** Automate repetitive tests to save time and reduce human errors.
  - **Continuous Communication:** Maintain continuous communication between the testing team and the development team.
  - **Regular Review:** Regularly review and update test cases and test data to reflect changes in requirements.
-

# Creating test cases

10/17/2024 7:28 am EDT

## Format - Example

<b>Test Case ID</b>	TC001
<b>Description</b>	User login verification.
<b>Preconditions</b>	The user will log in via Santillana Connect.
<b>Steps to follow</b>	<ol style="list-style-type: none"><li>1. Navigate to the login page.</li><li>2. Click on "Santillana Connect".</li><li>3. Enter the username.</li><li>4. Enter the password.</li><li>5. Click on "Log In".</li></ol>
<b>Test data</b>	<ul style="list-style-type: none"><li>• Username: test_user</li><li>• Password: test_password</li></ul>
<b>Expected result</b>	The user is redirected to the main page of the platform.
<b>Priority</b>	High

# Objetivo

10/17/2024 7:28 am EDT



Validar y asegurar la funcionalidad, usabilidad, rendimiento y seguridad de la Richmond Solution Platform (RSP) a través de diferentes escenarios de pruebas antes de liberarlo a producción.

---

# Definición de objetivos

10/17/2024 7:29 am EDT

Concepto	Descripción
Funcionalidad	Verificar que todas las características y funciones operan como se espera.
Usabilidad	Evaluar la facilidad de uso y la experiencia del usuario.
Rendimiento	Medir la rapidez y eficiencia de la plataforma bajo diferentes condiciones.
Seguridad	Garantizar que los datos de los usuarios estén protegidos contra accesos no autorizados.

# Cronograma

10/17/2024 7:29 am EDT

## Cronograma general

PI 20		PI 21		PI 22		PI 23	
Nov	CMS Login Dashboard	Feb	Assignments ↑	May	Launch Strategy Settings ↑ Notifications	Aug	Launch
Dec	Login Class Materials	Mar	Markbook ↑	Jun	Communications BE Integration ↑		
Jan	Class Materials iRead	Apr	Reports BE Integration ↑	Jul	Testing		

## Cronograma detallado

Semana	Días	Actividad
Semana 1-2 Preparación y Configuración		Preparación del entorno de pruebas.
		Definición de variables necesarias para la aplicación.
Semana 3 Pruebas Unitarias y de Integración		Ejecutar pruebas unitarias automatizadas, documentar y corregir errores encontrados.
		Ejecutar pruebas de integración para validar la interacción entre módulos, documentar y corregir errores encontrados.
		Análisis de resultados de pruebas unitarias e integración, ajustes y mejoras según los resultados.
Semana 4 Pruebas de Sistema		Ejecutar pruebas de sistema para validar la funcionalidad completa de la plataforma, documentar y corregir errores encontrados.
		Análisis de resultados de pruebas de sistema, ajustes y mejoras según los resultados.
Semana 5 Pruebas de Rendimiento		Configuración de herramientas de pruebas de rendimiento, definición de escenarios de prueba.
		Ejecutar pruebas de carga, monitorear el rendimiento del sistema.
		Análisis de resultados de pruebas de rendimiento, y áreas de mejora.



Semana 6 Pruebas de Seguridad		Configuración de herramientas de pruebas de seguridad, definición de escenarios de prueba.
		Ejecutar pruebas de penetración y vulnerabilidad, documentar y corregir vulnerabilidades encontradas.
		Análisis de resultados de pruebas de seguridad, implementación de medidas de seguridad adicionales si es necesario.
Semana 7 Pruebas de Aceptación del Usuario (UAT)		Configuración del entorno de para el usuario, selección de casos de prueba basados en los requisitos del usuario.
		Los usuarios clave ejecutan casos de prueba, documentar y corregir errores encontrados.
		Análisis de resultados de UAT, aprobación final por parte de los usuarios.
Semana 8 Revisión final y preparación para despliegue en producción		Revisión final de todos los resultados de las pruebas, actualización de la documentación técnica y de usuario.
		Implementación de ajustes finales basados en los resultados de las pruebas, optimización del rendimiento y seguridad.
		Planificación y comunicación del plan de despliegue en producción, validación final del entorno de producción.

## Consideraciones Adicionales

- **Comunicación:**
  - Mantener una comunicación constante con el equipo de desarrollo y pruebas para resolver problemas rápidamente.
  - Realizar reuniones para revisar el progreso y los obstáculos.
- **Flexibilidad:**
  - El cronograma es flexible para adaptarse a imprevistos y nuevos descubrimientos durante las pruebas.
- **Documentación:**
  - Documentar todos los hallazgos, errores y ajustes realizados durante el proceso de pruebas.

# Requerimientos

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## Funcionales y no funcionales



Los requerimientos funcionales y no funcionales son aspectos clave en las pruebas de la RSP.

### Requerimientos Funcionales:

- Inicio de sesión: Los usuarios a través de integración deben poder iniciar sesión utilizando sus credenciales.
- Gestión de perfil: Los usuarios deben poder editar su perfil, agregar información adicional y cambiar su contraseña.
- Subir contenido: Los usuarios deben poder subir archivos multimedia (como imágenes, videos, documentos) a la plataforma.
- Búsqueda y filtrado: Los usuarios deben poder buscar y filtrar contenido dentro de la plataforma.
- Notificaciones: Los usuarios deben recibir notificaciones sobre actividades relevantes en la plataforma, como nuevos mensajes o comentarios en su contenido.
- Gestión de contenido: Los usuarios deben poder editar o eliminar el contenido que han subido a la plataforma.
- Seguridad: La plataforma debe garantizar la seguridad de los datos de los usuarios, mediante el uso de encriptación y medidas de protección contra accesos no autorizados.
- Compatibilidad: La plataforma debe ser compatible con diferentes dispositivos y navegadores web.

### Requerimientos No Funcionales:

- Rendimiento: La plataforma debe ser capaz de manejar un alto volumen de usuarios y contenido sin bajar el rendimiento.
- Tiempo de respuesta: Los productos deben cargarse rápidamente, con tiempos de respuesta mínimos.
- Usabilidad: La plataforma debe ser intuitiva y fácil de usar, con una interfaz de usuario clara y navegación sencilla.
- Disponibilidad: La plataforma debe estar disponible en todo momento, con un tiempo de inactividad mínimo para mantenimiento programado.
- Seguridad: La plataforma debe ser resistente a ataques cibernéticos y cumplir con los estándares de seguridad de la industria para proteger la información del usuario.
- Compatibilidad: La plataforma debe ser compatible con una variedad de sistemas operativos, navegadores web y dispositivos móviles.
- Cumplimiento normativo: La plataforma debe cumplir con la protección de datos personales.

# Dispositivos y especificaciones

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Para realizar las pruebas es fundamental considerar diversos dispositivos y especificaciones para garantizar que la plataforma funcione sin problemas en diferentes entornos.

## Dispositivos de Escritorio

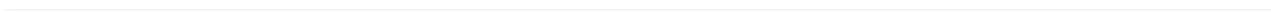
PC con Windows	<ul style="list-style-type: none"><li>• Sistema Operativo: Windows 10 o superior.</li><li>• Procesador: Intel Core i5 o superior.</li><li>• Memoria RAM: 4 GB o más.</li><li>• Navegador: Google Chrome, Mozilla Firefox, Microsoft Edge (últimas versiones).</li></ul>
Mac	<ul style="list-style-type: none"><li>• Sistema Operativo: Mac OS X (10.13.6) o superior.</li><li>• Procesador: Intel Core i5 o superior (o equivalente en Apple Silicon).</li><li>• Memoria RAM: 4 GB o más.</li><li>• Navegador: Safari, Google Chrome, Mozilla Firefox, Microsoft Edge (últimas versiones).</li></ul>

## Dispositivos Móviles y Tablets

iPhone	<ul style="list-style-type: none"><li>• Sistema Operativo: iOS 12.4 o superior.</li><li>• Modelos: iPhone 5S o más recientes.</li><li>• Navegador: Safari (de preferencia), Google Chrome.</li></ul>
iPad	<ul style="list-style-type: none"><li>• Sistema Operativo: iOS 12.4 o superior.</li><li>• Modelos: iPad (9ª generación) o más recientes.</li><li>• Navegador: Safari (de preferencia), Google Chrome.</li></ul>
Android	<ul style="list-style-type: none"><li>• Sistema Operativo: Android 8.0 o superior.</li><li>• Modelos: Variedad de fabricantes (Samsung Galaxy S9 o más recientes, Google Pixel 3 o más recientes).</li><li>• Navegador: Google Chrome (de preferencia), Mozilla Firefox.</li></ul>

## Pruebas y Consideraciones

- **Compatibilidad de Navegadores:** Asegurar que RSP funcione correctamente en los navegadores más utilizados en cada dispositivo.
- **Rendimiento:** Verificar que RSP cargue rápidamente y responda de manera eficiente en dispositivos con diferentes especificaciones.
- **Adaptabilidad:** Probar que la interfaz de usuario para asegurar que sea adaptable y funcional en diferentes tamaños de pantalla y resoluciones.
- **Seguridad:** Verifica que RSP cumpla con los estándares de seguridad para proteger la información de los usuarios.



# Equipos y roles

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Para llevar a cabo pruebas de RSP de manera efectiva, se cuenta con un equipo que cubre diferentes roles. Cada integrante aporta habilidades y perspectivas específicas para asegurar que el RSP funcione correctamente y cumpla con las expectativas de los usuarios.

## Gerente de proyecto

### Responsabilidades:

- Coordinar y supervisar todo el proceso de pruebas.
- Asegurarse de que los objetivos del proyecto se cumplan dentro del tiempo y presupuesto asignado.
- Comunicación entre los diferentes equipos.
- Entender y documentar los requisitos de la plataforma de e-learning.
- Asegurar que las pruebas cubran todos los requisitos y casos de uso relevantes.
- Actuar como enlace entre los desarrolladores y los usuarios finales.

## Desarrolladores

### Responsabilidades:

- Corregir los errores identificados durante las pruebas.
- Colaborar con QA para entender los problemas y solucionarlos.
- Implementar cambios y mejoras según los resultados de las pruebas.

## QA

### Responsabilidades:

- Diseñar y ejecutar casos de prueba.
- Reportar y documentar errores y problemas encontrados.
- Asegurar que la plataforma cumple con los estándares de calidad.
- Realizar pruebas de seguimiento después de las correcciones.
- Verificar que todas las funcionalidades de la plataforma responden como se espera.
- Probar diferentes escenarios de uso desde la perspectiva del usuario final.
- Identificar problemas de usabilidad y funcionalidad.
- Ejecutar pruebas automatizadas y analizar los resultados.
- Reducir el tiempo de pruebas repetitivas.
- Identificar vulnerabilidades de seguridad en la plataforma.
- Asegurar que los datos de los usuarios estén protegidos contra accesos no autorizados.
- Evaluar el rendimiento de la plataforma bajo diferentes cargas de trabajo.
- Realizar pruebas de carga, estrés y escalabilidad.

- Identificar y resolver problemas de rendimiento.

### Diseñadores de UX/UI

#### Responsabilidades:

- Asegurar que la interfaz de usuario sea intuitiva y fácil de usar.
- Recoger feedback de usuarios y realizar pruebas de usabilidad.
- Colaborar con desarrolladores y testers para mejorar la experiencia de usuario.

### Usuarios Finales (Beta Testers)

#### Responsabilidades:

- Probar la plataforma en un entorno real.
- Proporcionar feedback valioso sobre la usabilidad y funcionalidad.
- Identificar problemas que no se hayan detectado durante las pruebas internas.

### Soporte técnico

#### Responsabilidades:

- Resolver problemas técnicos reportados durante las pruebas.
- Proveer asistencia a QA y usuarios finales.
- Documentar y comunicar soluciones a problemas técnicos.
- Desarrollar y mantener una sección de FAQ's para ayudar a resolver dudas comunes de manera rápida y eficiente.

### Especialista de documentación

#### Responsabilidades:

- Creación y mantenimiento de la documentación (Manuales de usuario, guías de instalación y configuración, documentación técnica).
- Probar la funcionalidad de los recursos y herramientas de aprendizaje.
- Documentación de casos de prueba.
- Registro y seguimiento de errores.
- Comunicación con desarrolladores y QA.

# Criterios de éxito

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Para evaluar el éxito de las pruebas realizadas, es fundamental definir criterios específicos y medibles.

## Funcionamiento y Estabilidad

- Tasa de errores: El porcentaje de acciones que resultan en errores debe ser mínimo.
- Tiempo de actividad: La RSP debe estar disponible y operativa al menos el 90% del tiempo. (preguntar % esperado)
- Rendimiento bajo carga: La RSP debe ser capaz de manejar el número esperado de usuarios simultáneos sin disminuir significativamente su rendimiento.

## Usabilidad y Experiencia de Usuario

- Satisfacción del usuario: Las pruebas de usabilidad deben mostrar una alta satisfacción entre los usuarios.
- Tiempo para completar tareas: Las tareas críticas deben poder completarse en un tiempo razonable y consistente.

## Funcionalidad

- Cobertura de requisitos: Todos los requisitos funcionales especificados deben ser implementados y funcionar correctamente.
- Integración de sistemas: La RSP debe integrarse sin problemas con otros sistemas y aplicaciones.

## Seguridad

- Pruebas de penetración: Deben realizarse pruebas de penetración para identificar y resolver vulnerabilidades.
- Control de acceso: Deben implementarse controles de acceso adecuados para proteger la información sensible y prevenir accesos no autorizados.

## Rendimiento

- Velocidad de carga: Los componentes de la RSP deben cargarse en un tiempo aceptable, generalmente menos de 2-3 segundos.

## Mantenimiento

- Actualización: La RSP debe permitir actualizaciones y mantenimiento sin causar interrupciones significativas en el servicio.
- Documentación: Toda la funcionalidad deben estar bien documentados para facilitar el mantenimiento.

## Compatibilidad

- Multiplataforma: La RSP debe ser compatible con los principales navegadores web y dispositivos móviles.
- Interoperabilidad: La RSP debe funcionar correctamente en diferentes sistemas operativos y versiones de software.

## Mejora Continua

- Revisión continua: Implementar un sistema de retroalimentación continuo para identificar áreas de mejora.
- Iteraciones basadas en la retroalimentación: Realizar actualizaciones y mejoras basadas en la

retroalimentación recibida de los usuarios y las pruebas realizadas.

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# Flujo de trabajo del testing funcional

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## Preparación del ambiente

Acción	Descripción
Plan detallado	Alcance Requerimientos Cronograma Criterios de éxito

## Diseño de casos de prueba

Acción	Descripción
Identificación de casos de prueba	Desarrollar casos de prueba basados en los requisitos y especificaciones.
Definición de entradas y salidas esperadas	Especificar las entradas que se probarán y las salidas esperadas para cada caso de prueba.

## Preparación del ambiente de pruebas

Acción	Descripción
Configuración del ambiente	Asegurar que el entorno de pruebas esté listo, incluyendo hardware, software y configuraciones de red necesarias.
Datos de prueba	Preparar los datos que se utilizarán durante las pruebas.

## Ejecución de casos de prueba

Acción	Descripción
Ejecución manual o automática	Manual.
Registro de resultados	A través de un formato establecido.

## Formato

(incluir link de acceso - formato filtrado)

Módulo	Descripción	Sistemas operativos
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## Reporte de errores

Acción	Descripción
Registro de errores encontrados	Registrar cualquier error encontrado durante la ejecución de las pruebas.

Acción	Descripción
Comunicación con el equipo	Informar al equipo de desarrollo sobre los errores encontrados para su corrección.

## Validación

Acción	Descripción
Corrección de errores	El equipo de desarrollo corrigen los errores reportados.
Re-testing	Volver a probar los casos donde se encontraron errores para asegurarse de que se han corregido.
Validación de cambios	Asegurarse de que las correcciones no han introducido nuevos errores.

## Cierre de pruebas

Acción	Descripción
Evaluación de criterios de salida	Verificar si se han cumplido los criterios de salida definidos en el plan de pruebas.
Reporte final	Crear un informe final que resuma las actividades de prueba, los resultados, los defectos encontrados y su estado.

## Mantenimiento

Acción	Descripción
Monitoreo y Mantenimiento	Monitoreo constante del RSP en producción y realizar pruebas de mantenimiento según sea necesario para asegurarse de que sigue funcionando correctamente después de las actualizaciones o cambios.

## Recomendaciones

- **Documentación Clara:** Mantener una documentación detallada y clara de todos los casos de prueba y resultados.
  - **Automatización:** Automatizar pruebas repetitivas para ahorrar tiempo y reducir errores humanos.
  - **Comunicación Continua:** Mantener una comunicación fluida entre el equipo de pruebas y el equipo de desarrollo.
  - **Revisión Regular:** Revisar y actualizar regularmente los casos de prueba y los datos de prueba para reflejar cambios en los requisitos.
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# Creación de casos de prueba

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## Formato - Ejemplo

<b>ID del Caso de Prueba</b>	TC001
<b>Descripción</b>	Verificación del inicio de sesión del usuario.
<b>Precondiciones</b>	El usuario ingresará por Santillana Connect.
<b>Pasos a Seguir</b>	<ol style="list-style-type: none"><li>1. Navegar a la página de inicio de sesión.</li><li>2. Hacer clic en "Santillana Connect"</li><li>2. Ingresar el nombre de usuario.</li><li>3. Ingresar la contraseña.</li><li>4. Hacer clic en "Iniciar sesión".</li></ol>
<b>Datos de Prueba</b>	-Nombre de usuario: test_user -Contraseña: test_password
<b>Resultado esperado</b>	El usuario es redirigido a la página principal de la plataforma.
<b>Prioridad</b>	Alta

# Ejecución de casos de prueba

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# Revisión y corrección

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