



e-Learning Town

Manual

For Distributors



LANGUAGE
WORLD

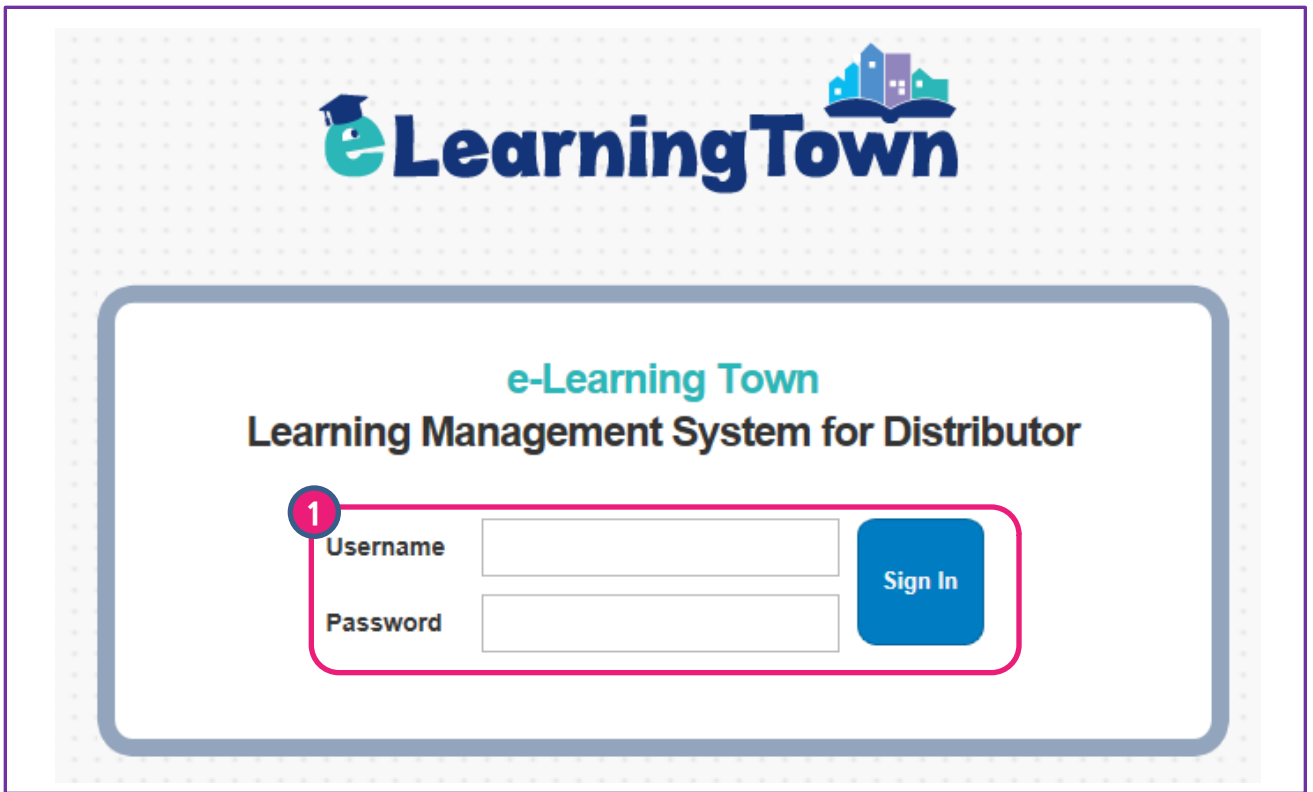
Contents

1. Sign In	3
2. Managing Members	
- Member Registration	4
- Member Profile	5
3. Managing Institutes	6
- Institute Registration	7
4. Distributor Profile	8
5. Statistics	9



1

Sign In



The screenshot shows the e-Learning Town sign-in interface. At the top, the e-LearningTown logo is displayed. Below it, the text "e-Learning Town Learning Management System for Distributor" is centered. A sign-in form is highlighted with a red border and contains the following elements:

- A red circle with the number "1" next to the "Username" label.
- A text input field for the username.
- A "Password" label next to another text input field.
- A blue "Sign In" button.

1 Sign in with your username and password.

URL > <http://www.e-superstar.com/Head>

2

Managing Members: Member Registration

1. Register Students: Proceed with registration in one of the following ways.

- **Self-Registration**: A student can sign up for membership and select the institute.
- **By Institute**: An institute manager or a teacher can register students by proxy.
- **By Distributor**: A distributor manager can register students by proxy.

2. Register Teachers: An institute manager or a distributor manager can register teachers.

Member

Profile

- Student
- Teacher

Registration

- Student / Teacher

Member > Registration > Student/Teacher

< Notes for Registration >

We do not recommend acting as a proxy in member registration in accordance with the privacy policy. Language World Ltd does not have legal responsibilities when privacy issues occur during proxy in registration. Please enter the information marked with asterisk(*) when registering by proxy.

Type	<input checked="" type="radio"/> Group Student <input type="radio"/> Teacher	
Name*	First Name	<input type="text"/>
	Last Name (Family Name)	<input type="text"/>
Username*	<input type="text"/>	Confirm
Enter 4-12 digits of letters or numbers to create a username.		
Password*	<input type="password"/>	
Enter 6-16 digits of letters or numbers to create a password.		
Password Confirmation*	<input type="password"/>	
E-mail*	<input type="text"/> @ <input type="text"/> Enter	<input type="button" value="v"/>
Your password will be sent to your e-mail account when forgotten.		
Type*	Group Student	
Institute*	Select an Institute <input type="button" value="v"/>	

2
3

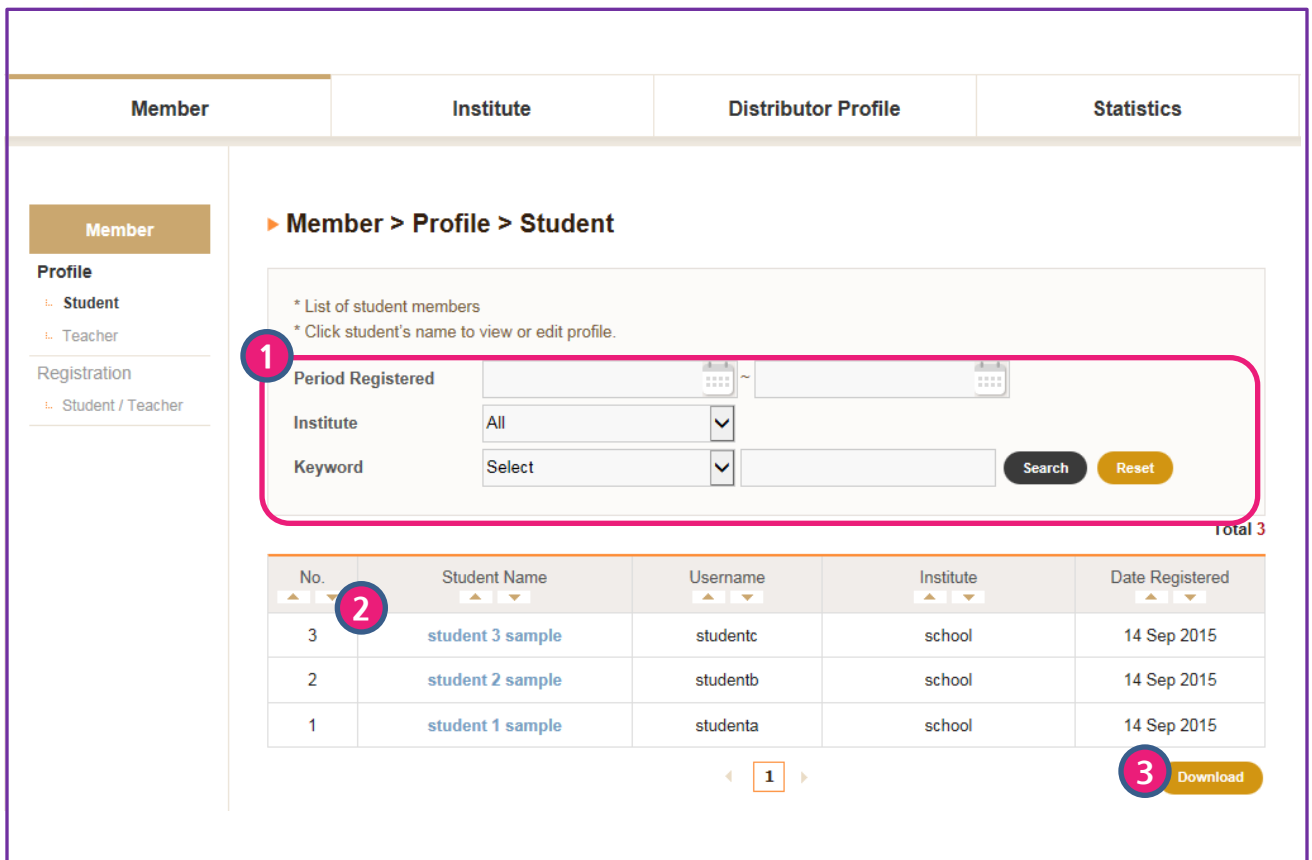
Member > Registration

Register students or teachers.

- 1 Select a type and enter profile .
- 2 If you want to initialize profile details, click 'Reset' .
- 3 Finish registration by clicking 'Save'.

2

Managing Members: Member Profile



The screenshot shows the 'Member Profile' page. On the left, there is a navigation menu with 'Member' selected. The main content area is titled 'Member > Profile > Student'. Below the title, there are instructions: '* List of student members' and '* Click student's name to view or edit profile.' A search filter box is highlighted with a red circle and the number 1. It contains fields for 'Period Registered' (with a date range selector), 'Institute' (a dropdown menu set to 'All'), and 'Keyword' (a text input field with a dropdown menu set to 'Select'). There are 'Search' and 'Reset' buttons. Below the search box, a table lists student members. The table has columns for 'No.', 'Student Name', 'Username', 'Institute', and 'Date Registered'. The first row is highlighted with a red circle and the number 2. At the bottom right of the table, there is a 'Download' button highlighted with a red circle and the number 3. A pagination control shows '1' in a box.

No.	Student Name	Username	Institute	Date Registered
3	student 3 sample	studentc	school	14 Sep 2015
2	student 2 sample	studentb	school	14 Sep 2015
1	student 1 sample	studenta	school	14 Sep 2015

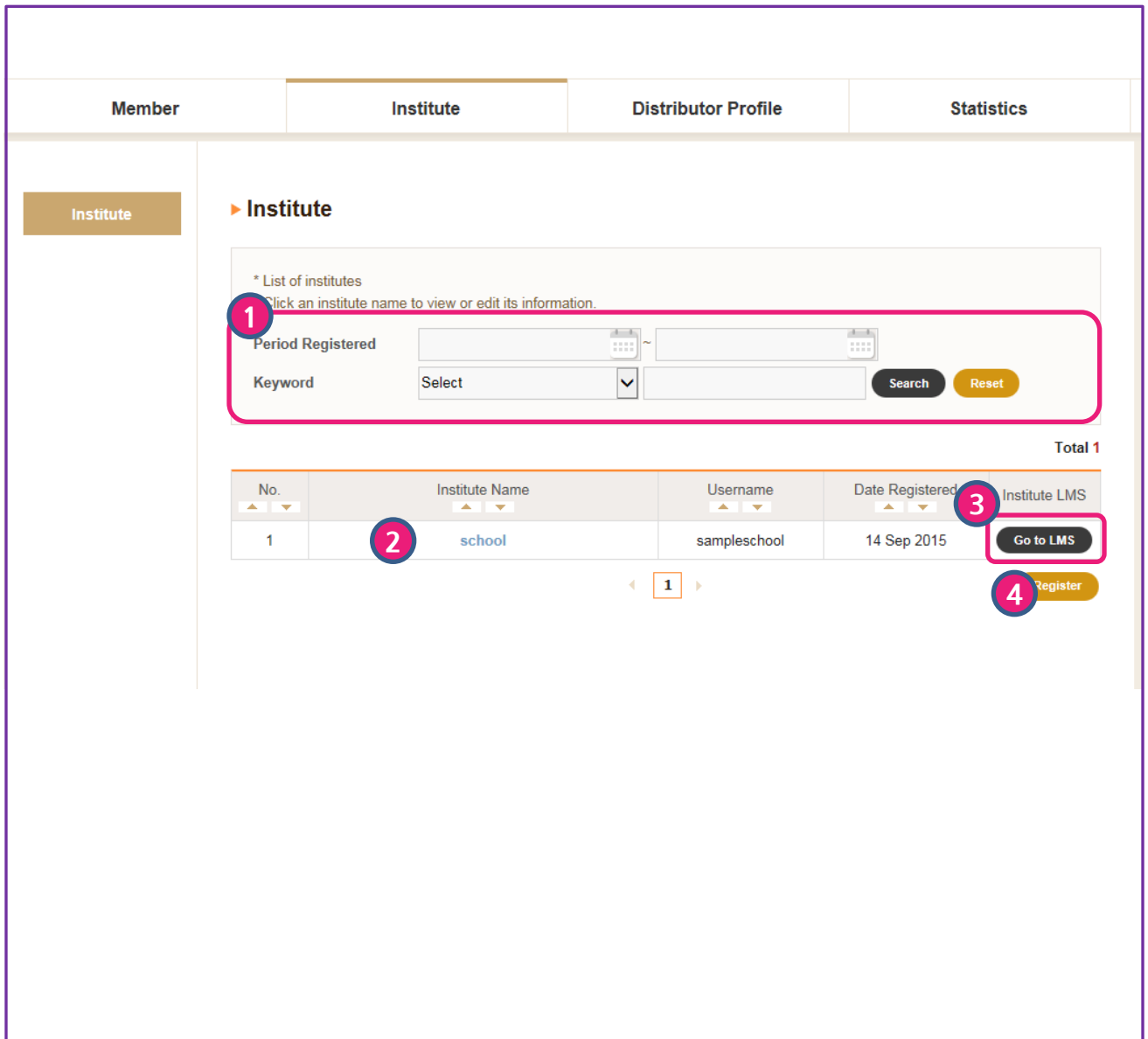
Member > Member Profile

List of students or teachers registered to the distributor

- 1 You can search members by 'Registration Period', 'Institute' or a keyword. Click 'Search' to view the results.
- 2 A list of students or teachers is shown. Click each name to view the detailed profile.
- 3 You can download the list of members by clicking 'Download.'

3

Managing Institutes



Institute

* List of institutes
Click an institute name to view or edit its information.

Period Registered ~

Keyword

Total 1

No.	Institute Name	Username	Date Registered	Institute LMS
1	school	sampleschool	14 Sep 2015	<input type="button" value="Go to LMS"/>

Institute > Registration

List of institutes registered to the distributor

- 1 You can search institutes by 'Registration Period' or a keyword. Click 'Search' to view the results.
- 2 A list of institutes is shown. Click each name to view the detailed profile.
- 3 You can move to each LMS for an institute by clicking 'Go to LMS.'
- 4 Click 'Register' to add an institute.

3

Managing Institutes: Registration

▶ Institute > Registration

1	<input type="text"/>	Institute Name*	<input type="text"/>
			Special characters cannot be entered excluding hyphen, underscore and comma.
	<input type="text"/>	Username*	<input type="button" value="Confirm"/>
			Enter 4-12 digits of letters or numbers to create a username.
	<input type="password"/>	Password*	
			Enter 6-16 digits of letters or numbers to create a password.
	<input type="password"/>	Password Confirmation*	
	<input type="text"/>	Phone No.*	
	<input type="text"/> @ <input type="text"/>	E-mail*	Enter <input type="button" value="Enter"/> <input type="button" value="v"/>
			Temporary password will be sent to your e-mail account when forgotten.
	<input type="text"/>	Institute Logo	<input type="button" value="찾아보기..."/>
			(Image Size: 166 * 76 / File Size: Max 10M) (File Format: .jpg, .jpeg, .png, .gif, .bmp)
	<input type="text"/>	Institute Address	

Institute > Registration

Register an institute to the distributor.

- 1 Enter the institute profile. The sections marked with an asterisk(*) are required.
- 2 You can upload the institute logo. The uploaded logo will be shown on the upper left side of the website. In case no institute logo is uploaded, the distributor logo will be shown.

(Example)



- 3 Finish registration by clicking 'Save'.

4

Distributor Profile

Member	Institute	Distributor Profile	Statistics
<div style="display: flex; justify-content: space-between;"> Distributor Profile ▶ Distributor Profile > Details </div>			
Distributor Name*		<input type="text" value="sample"/> <small>Special characters cannot be entered excluding hyphen, underscore and comma.</small>	
Name*	First Name	<input type="text" value="sample"/>	
	Last Name(Family name)	<input type="text" value="distributor"/>	
Username*	<input type="text" value="sample"/> 1		
Password	<input type="password"/> <small>Enter 6-16 digits of letters or numbers to create a password.</small>		
Password Confirmation	<input type="password"/>		
Phone No.*	<input type="text" value="123456"/> <input type="checkbox"/> Hidden		
E-mail*	<input type="text" value="sample"/> @ <input type="text" value="gmail.com"/> <input type="text" value="gmail.com"/>	<small>Temporary password will be sent to your e-mail account when forgotten.</small>	
Distributor Logo	<div style="display: flex; align-items: center;"> 2 <input style="width: 150px;" type="text"/> <input type="button" value="찾아보기..."/> <input type="checkbox"/> Delete (Logo file will be deleted when it is ticked.) </div> <small>(Image Size: 166 * 76 / File Size: Max 10M) (File Format: .jpg, .jpeg, .png, .gif, .bmp)</small>		
Distributor Address	<input type="text"/>		<input checked="" type="checkbox"/> Hidden
		3 <input type="button" value="Edit"/>	

Distributor Profile > Details

Edit the distributor profile details. (Please note that your username cannot be edited.)

- 1 Enter a new password if you want to change your password.
- 2 You can upload the distributor logo. The uploaded logo will be shown on the upper left side of the website.
In case the distributor logo is not uploaded, the logo for e-Learning Town will be shown.
- 3 Finish editing by clicking 'Edit'.

5

Statistics

Member
Institute
Distributor Profile
Statistics

Statistics

▶ **Statistics**

1 **Number of Members**

Institute	Individual Student	Group Student	Teacher	Total
1	0	3	2	6

2 **Period Registered** ~ Search Reset

* Sorted by registration period. Please set the date.

Number of members during the selected period

3

Institute	Individual Student	Group Student	Teacher	Total
1	0	3	2	6

Total 1

Date Registered	Institute	Individual Student	Group Student	Teacher	Total
14 Sep 2015	1	0	3	2	6

◀ 1 ▶

Statistics > Registration Data

Check the registration data for the distributor.

- 1** Check the total number of current members registered for the distributor. The number of institutes, teachers, group students and individual students is provided.
- 2** You can search the registered members by 'Registration Period'. Click 'Search' to view the results.
- 3** You can check the number of members during the selected period.