



For Visionary
School Leaders



Getting started with mySecondTeacher

mySecondTeacher (MST) is an award-winning academic delivery platform, used globally by schools leaders, teachers, students and their parents. On MST, teachers can create, schedule and conduct live video and text classes, give out, receive and grade assignments, access various resources like Interactive Videos, eBooks, generate eTestpapers with marking schemes and socialise, among many other features. **School leaders can get insights on the activities of their students and teachers while generating real-time reports to evaluate the school's academic pulse, and communicate with parents including sending them eConsent forms.**

There are a lot of things that you can do, and this manual will get you started.



Watch our video -
“Insights for School Leaders: 21st Century School Leadership”
<https://youtu.be/cTRR6iJ3uzM>



Our Learning Resources

Interactive Video Lessons

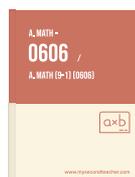
Available Now



IGCSE Physics



IGCSE Biology

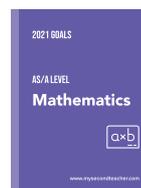
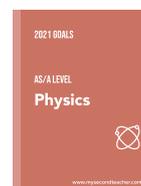


IGCSE A Math



IGCSE Chemistry

AS / A Level subjects coming online in 2021!



eBooks

The entire Cambridge-endorsed TOP series Math and Science Primary 1 to Primary 6 textbooks, workbooks, and teachers guides from Alston Publishing are available as eBooks on our platform for subscription. Additionally, Alston's SMART series Math and Science textbooks and workbooks for lower-secondary are also available on our platform. Alston's English Language series books, which are appropriate for the entire Primary curriculum of Cambridge schools, will be available in early 2021.

Top Science eTextbooks



Science Smart eTextbooks



Top Science eWorkbooks



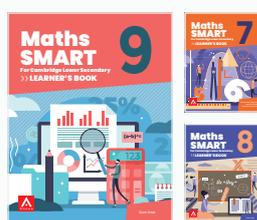
Science Smart eWorkbooks



Top Maths eTextbooks



Maths Smart eTextbooks



Top Maths eWorkbooks



What students say about mySecondTeacher



Nao from Thailand

Ever since I started watching the videos, I start to understand more. It's like everything now makes sense. I know it helped me cuz I did Atomic Physics test last week and my score improved so much compared to previously.



Hashim from Saudi Arabia

Yeaaaahhhh! I mean it's amazing.... the diagnostic report.



Caitlyn from Indonesia

This chat thing! It's so convenient to be able to ask someone all my doubts.



Bernice from Malaysia

It's fun! I didn't know something like this existed or I would have started using it long time ago!



Tony from Singapore

The interactive videos cover the entire syllabus and even comes with loads of questions. So I don't need to refer to the textbook and workbook anymore.



Lydia from Indonesia

Your videos are really helpful! Thanks for helping me and my friends achieve higher grades!



FACT

Official IGCSE Cambridge Results (2019 June Series):

70% of ALL our students scored a distinction for IGCSE Physics.

The average grade of ALL our students is 7.5, which is between A and B.

Understanding what mySecondTeacher can provide to School Leaders



As a school leader, you need to make decisions and intervene at the right time. mySecondTeacher provides you with deep insights into the academic pulse of your school so as to aid your decision-making process. Additionally, mySecondTeacher allows you to demonstrate to current and future students and their parents that your school is future-proof given the advanced educational technology that the school uses.



Monitor Classes

Get detailed reports of class-based academic activities on our platform, and also see comparative stats between them. If your teacher chooses to record the class lessons on our platform, you can then review those class lesson recordings.



Insights into Students

Get detailed reports on individual students, their academic activities and performances



Insights into Teachers

Get detailed reports on the activities of individual teachers using our platform in your school



Make Announcements

Make announcements to teachers/students/parents, and even send and receive eConsent or survey forms electronically.



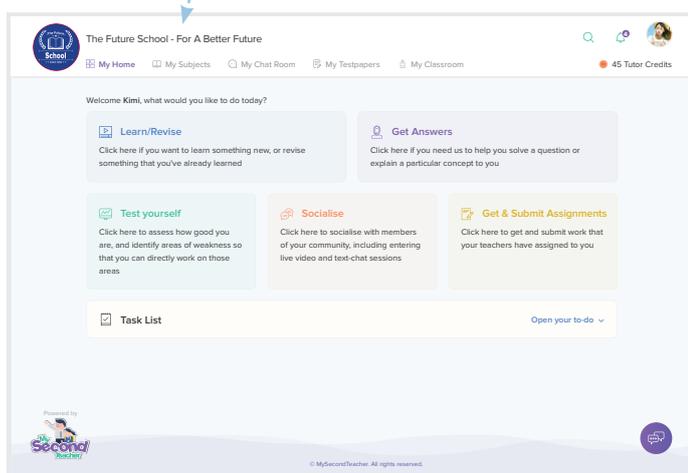
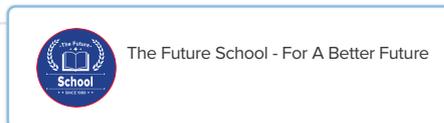
School-based Branding

The ability to differentiate one's school from another school in the eyes of the general public is a key responsibility of the school leader. Many schools use generic platforms like Google-classroom and Zoom, and there's no way to differentiate one school from another on these platforms. We are different. **mySecondTeacher** allows you to prominently brand the platform based on your school's logo and motto. This way, your students, parents and teachers will be accessing your school's eLearning platform, and not a generic one.

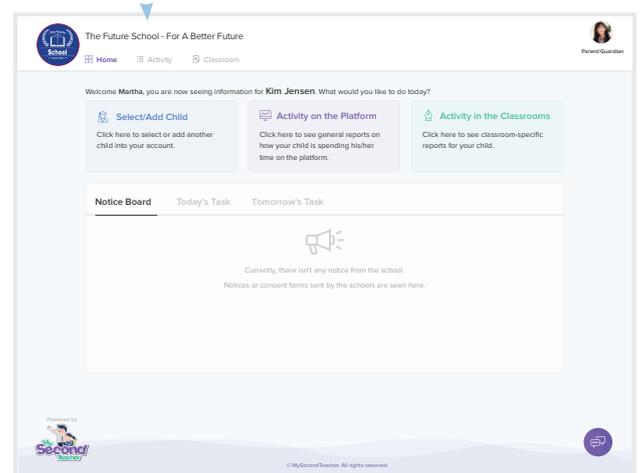


The Future School - For A Better Future

You upload your school's logo and write its message. This is viewed by students, parents and teachers whenever they log into the platform.



Student's Dashboard



Parent's Dashboard

Your Dashboard

The Leader's Dashboard is designed to cater to all your requirements while reviewing your school's academic activities in order to ascertain its pulse.



Here is your Dashboard

Home
Click here to return to your Dashboard no matter where you are

Your school's logo and motto
The Future School - For A Better Future

5
Click here to change your profile picture, email address, password etc.

Welcome Andrew, what would you like to do today?

1 **Classes**
Click here to get reports for the classes in your school, and also see comparative stats between the classes.

2 **Students**
Click here to get reports on the students in your school.

3 **Teachers**
Click here to get reports on the teachers in your school.

4 **Announcements**
Click here to make announcements to teachers, students, and/or even parents. You can also send Notices that requires their acknowledgement (e.g. eConsent Forms).

Current Notices Sent

Sent to: Parents and Students of Secondary 3G(Physics), Secondary 3H(Chemistry)
"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."
[consent_form.pdf](#)
- Arthur Wan (Vice-principal) Aug 08, 2020 - Aug 15, 2020

Sent to: All Teachers, Students Parents of Entire School
"Hello. Due to the recent pandemic of COVID-19, all physics class will be stopped and we will opt to go online. We will conduct class via our own mySecondTeacher platform until further notice. Thank you! and Stay Safe."
- James Carden (Principal) Aug 04, 2020 - Sep 15, 2020

Powered by **MySecondTeacher**

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Our support team is online 24X7 to help you if you require any assistance

All of your announcements are listed here

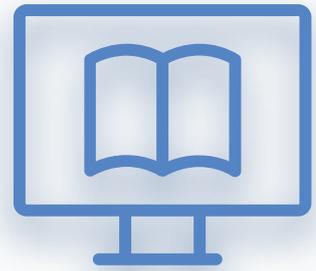


Expert Tip :

You can change or modify your school logo, name and motto anytime you want.

1 Classes

In the **Classes** option, you can review the academic activities of all classes in your school. You'd get information on the classes, the students and teachers therein, reports for their video-based class lessons, reports on the eBooks that they have read, assignment status, and even check comparative statistics between classes, etc.



Home Tab

Home

Classes
Click here to get reports for the classes in your school, and also see comparative stats between the classes.

Click here to get class reports

The Future School - For A Better Future

Welcome Andrew, what would you like to do today?

Classes
Click here to get reports for the classes in your school, and also see comparative stats between the classes.

Students
Click here to get reports on the students in your school.

Teachers
Click here to get reports on the teachers in your school.

Announcements
Click here to make announcements to teachers, students, and/or even parents. You can also send Notices that requires their acknowledgement (e.g. eConsent Forms).

Current Notices Sent

Sent to: Parents and Students of Secondary 3G(Physics), Secondary 3H(Chemistry)
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Sent to: All Teachers, Students Parents of Entire School
"Hello. Due to the recent pandemic of COVID-19, all physics class will be stopped and we will opt to go online. We will conduct class via our own mySecondTeacher platform until further notice. Thank you! and Stay Safe."
- James Carden (Principal) Aug 04, 2020 - Sep 15, 2020

Powered by MySecondTeacher

The Future School - For A Better Future

Home Classes Students Teachers Announcements

School Leader

Classes

You can also go to **Classes Tab** to view class reports

Classes (continued...)

Editing your school information

This allows you to change the school logo, as well as motto of your school. Every teacher, student and parent will see these information on their respective dashboards.

Click here to edit school profile

Edit School Profile

Click here to add/change school logo

Edit School Profile Interface

School Name
The Future School

Enter your school's name

School Message
For A Better Future 32/50

Enter your school's motto

Classes Tab

Classes

Click here to edit your school information

Grade Statistics

Grade	No. Of Students	No. Of Teachers
Grade 1	32	3
Grade 2	45	6
Grade 3	21	2
Grade 4	42	5
Grade 5	54	1
Grade 6	21	6

20 Classes

Class Name	Grade	Subjects	No. of Teachers	No. of Students	Actions
Sec D (Physics)	4	IGCSE Physics 0625	1	45	View Class
Sec D (Chemistry)	4	IGCSE Maths 0606	2	45	View Class
Top Science TB P3 (Physics)	4	IGCSE Physics 0625	1	32	View Class
Sec C (Physics)	5	IGCSE Physics 0625	1	18	View Class
Top Science TB P3 (Maths)	5	IGCSE Maths 0606	2	32	View Class
Top Science TB P3 (Chemistry)	5	IGCSE Chemistry 0620	1	32	View Class
Sec D (Physics)	5	IGCSE Physics 0625	3	45	View Class
Top Science TB P2 (Physics)	5	IGCSE Maths 0606	1	20	View Class
Sec D (Physics)	6	IGCSE Biology 0610	1	45	View Class
Top Science TB P3 (Biology)	6	IGCSE Biology 0610	1	32	View Class
Sec C (Biology)	6	IGCSE Biology 0610	2	18	View Class

Classes (continued...)

Classes Tab
Classes

The Future School - For A Better Future

Home | **Classes** | Students | Teachers | Announcements

230 Total Students | **34** Total Teachers

Grade	No. Of Students	No. Of Teachers
Grade 1	32	3
Grade 2	45	6
Grade 3	21	2
Grade 4	42	5
Grade 5	54	1
Grade 6	21	6

Class Name	Grade	Subjects	No. of Teachers	No. of Students	Actions
Sec D (Physics)	4	IGCSE Physics 0625	1	45	View Class
Sec D (Chemistry)	4	IGCSE Maths 0606	2	45	View Class
Top Science TB P3 (Physics)	4	IGCSE Physics 0625	1	32	View Class
Sec C (Physics)	5	IGCSE Physics 0625	1	18	View Class
Top Science TB P3 (Maths)	5	IGCSE Maths 0606	2	32	View Class
Top Science TB P3 (Chemistry)	5	IGCSE Chemistry 0620	1	32	View Class
Sec D (Physics)	5	IGCSE Physics 0625	3	45	View Class
Top Science TB P2 (Physics)	5	IGCSE Maths 0606	1	20	View Class
Sec D (Physics)	6	IGCSE Biology 0610	1	45	View Class
Top Science TB P3 (Biology)	6	IGCSE Biology 0610	1	32	View Class
Sec C (Biology)	6	IGCSE Biology 0610	2	18	View Class

View Class

Click here to view overall details of a specific subject class

Specific Subject Class Interface

Click here to select the subject

Sec D (IGCSE Chemist...)

The Future School - For A Better Future

Home | Classes | **Students** | Teachers | Announcements

Sec D (IGCSE Chemist...)

Sec D (Chemistry)
IGCSE Chemistry 0620
Grade 4 - My Class
March 20, 2020 - March 20, 2021

75 Videos | 45 Students | 2 Teachers | 6 Live Session | 15 Assignments | Announce Message

This Class vs. My School Average

Mastery Level	This Class	Avg. of other classes
Complete Mastery	45%	37%
Adequate Mastery	25%	24%
Inadequate Mastery	30%	40%

Teacher(s) of the Class

- Elizabeth Rodriguez (elizabeth.r@fmat.com)
- Bradley Bryan (bradleyb@fmat.com)

Students | Live Session | Assignments

45 Students

Student	Complete Mastery	Adequate Mastery	Inadequate Mastery	Actions
Lucy Houston	45	5	25	View Profile
Patrick Gill	45	5	25	View Profile
Leanne Simpson	45	5	25	View Profile
Adrian	45	5	25	View Profile
Norman	45	5	25	View Profile
Fannie L	45	5	25	View Profile
Evelyn M	45	5	25	View Profile
Nellie F	45	5	25	View Profile
Betty C	45	5	25	View Profile
Lucille H	45	5	25	View Profile
Nicholas Rowe	45	5	25	View Profile

Click here to announce message to a particular subject class

Announce Message

Students | Live Session | Assignments

Click the links to view Students, Live Session and Assignments of a particular subject class

Classes (continued...)

Select Students to list students of a particular class



Hover to view student details



Kim Jensen
kimjensen@email.com

Assigned Classes

-  SEC D (Physics) IGCSE Physics 0625
-  Sec D (Chemistry) IGCSE Chemistry 0620
-  Grade 10A (Biology) IGCSE Biology 0610
-  Top Science TB P1 IGCSE Physics 0625
-  Top Maths TB P1 IGCSE Maths 0606
-  Grade 10 (Arts) Arts 0665
-  Grade 10 (Music) Music 0611

Student	Complete Mastery	Adequate Mastery	Inadequate Mastery	Action
Lucy Houston	45	5	25	View Profile
Patrick Gill	45	5	25	View Profile
Kim Jensen	45	5	25	View Profile
Adrian	45	5	25	View Profile
Noonan	45	5	25	View Profile
Farriss	45	5	25	View Profile
Evelyn	45	5	25	View Profile
Nellie F1	45	5	25	View Profile
Billy C1	45	5	25	View Profile
Lucie H	45	5	25	View Profile
Nicholas Rowe	45	5	25	View Profile

View Class

Click here to view overall details of a specific student

Select Live Session to list the Live Sessions created for the class



Session Name	Session Date	Session Time	Present Students	Absent Students	Action
Chemistry Session 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	Play Recording
Individual Session w/ Kim and Adam	16 Mar 2020	10:00 AM - 11:00 AM	35	10	Play Recording
Chemistry Session 2	16 Mar 2020	10:00 AM - 11:00 AM	45	0	No Recording Available
Chemistry Session 3	16 Mar 2020	10:00 AM - 11:00 AM	40	5	Play Recording
Chemistry Session 4	16 Mar 2020	10:00 AM - 11:00 AM	41	4	Play Recording
Individual Session with Kim	16 Mar 2020	10:00 AM - 11:00 AM	38	7	Play Recording

Play Recording

Click here to play the recording

Select Assignments to view Assignments created for the class



Assignment Name	Status	Assigned Date	Deadline	Submitted	Pending / Missed	Graded	Avg Grade
Chemistry Assignment 1	Open	11 Apr 2020	21 Oct 2020	45	2	43	45/100
Chemistry Assignment 2	Open	25 Feb 2020	25 Feb 2020	45	12	23	56/100
Chemistry Assignment 3	Closed	16 Mar 2020	16 Jun 2020	45	5	11	84/100
Chemistry Assignment 4	Open	16 Mar 2020	16 Jun 2020	45	12	17	57/100
Chemistry Assignment 5	Open	16 Mar 2020	16 Jun 2020	45	12	23	57/100
Chemistry Assignment 6	Closed	16 Mar 2020	16 Jun 2020	45	5	19	56/100
Chemistry Assignment 7	Open	16 Mar 2020	16 Jun 2020	45	12	23	28/100

2 Students

You can get specific and overall insights into the learning stages and behaviours of individual students via reports on their interaction with the platform. For instance, you can get reports like – Mastery Reports of the Interactive Videos, Read logs of eBooks, Live Classes, Assignments, etc. Additionally, you can also see the activities of individual students within the platform via daily, weekly, monthly or term-based reports.



Home Tab

Home

A screenshot of the 'Home Tab' in the MySecondTeacher platform. The interface shows a navigation bar with 'Home', 'Classes', 'Students', 'Teachers', and 'Announcements'. The main content area includes a welcome message, four action cards for 'Classes', 'Students', 'Teachers', and 'Announcements', and a 'Current Notices Sent' section with two notices. A 'Home' callout box points to the navigation bar, and a 'Students' callout box points to the 'Students' card.

Students

Click here to get reports on the students in your school.

Click here to get student reports

A screenshot of the navigation bar at the top of the platform. It features the school logo, the name 'The Future School - For A Better Future', a navigation menu with 'Home', 'Classes', 'Students', 'Teachers', and 'Announcements', and a 'School Leader' profile picture. A 'Students' callout box points to the 'Students' tab in the navigation menu.

Students

You can also go to the **Students Tab** to get student reports

Students (continued...)

Students Tab

Students

Click here to select the class

All Classes

Hover to view student's details

Kim Jensen
kimjensen@email.com

Assigned Classes

- SEC D (Physics) IGCSE Physics 0625
- Sec D (Chemistry) IGCSE Chemistry 0620
- Grade 10A (Biology) IGCSE Biology 0610
- Top Science TB P1 IGCSE Physics 0625
- Top Maths TB P1 IGCSE Maths 0606
- Grade 10 (Arts) Arts 0665
- Grade 10 (Music) Music 0611

View Class

Click here to view overall details of a specific student

Specific Student's Interface

Click here to view guardian details

Guardians
Martha Jensen, Chrish Jensen

Click here to select the subject

Secondary 3G (IGCSE...)

Interactive Videos Sessions Assignments

Click the links to view Interactive Videos, Sessions and Assignments reports of a particular student

Click here to view activities in detail

View Detailed Activity

Students (continued...)

Select **Interactive Videos** to view the interactive videos report of a particular student

Interactive Videos Sessions Assignments

Click here to view your student's detailed mastery report

Select **Sessions** to view the sessions attended by a particular student

Interactive Videos Sessions Assignments

Session Name	Status	Session Date	Session Time	Action
Chemistry Session 1	Attended	16 Mar 2020	10:00 AM - 11:00 AM	Play Recording
Individual Session w/ Kim and Adam	Missed	16 Mar 2020	10:00 AM - 11:00 AM	Play Recording
Chemistry Session 2	Attended	16 Mar 2020	10:00 AM - 11:00 AM	No Recording Available
Chemistry Session 3	Attended	16 Mar 2020	10:00 AM - 11:00 AM	Play Recording
Chemistry Session 4	Missed	16 Mar 2020	10:00 AM - 11:00 AM	Play Recording
Individual Session with Kim	Attended	16 Mar 2020	10:00 AM - 11:00 AM	Play Recording

Play Recording

Click here to play the recording of a particular session

Select **Assignments** to list down the assignments report of a particular student

Interactive Videos Sessions Assignments

Assignment Name	Submission Date	Student's File/URL/Remarks	Grade	Action
Chemistry Assignment 1	16 March 2020	report.docx	Not yet graded	View Remarks
Chemistry Assignment 2	09 Jul 2020	drive.g/182k28	87	View Remarks
Chemistry Assignment 3	Missed	-	-	View Remarks
Chemistry Work 1	23 Aug 2020	assignment report.docx	87	View Remarks
Chemistry Work 2	16 March 2020	-	82	View Remarks
Chemistry Assignment 4	Missed	-	-	View Remarks
Chemistry Assignment 5	16 Nov 2020	assignment report.docx	58	View Remarks

View Remarks

Click here to view remarks of a particular assignment

3 Teachers

You can get specific and overall insights into the teaching activities of your teachers on the platform. For instance, you can get information on the classes and subjects they're undertaking, review video-playback of their class lessons, assignments, average grades of their students, and other activities on the platform.



Home Tab

Home

Teachers
Click here to get reports on the teachers in your school.

Click here to get teacher reports

The Future School - For A Better Future

Welcome Andrew, what would you like to do today?

- Classes**
Click here to get reports for the classes in your school, and also see comparative stats between the classes.
- Students**
Click here to get reports on the students in your school.
- Teachers**
Click here to get reports on the teachers in your school.
- Announcements**
Click here to make announcements to teachers, students, and/or even parents. You can also send Notices that requires their acknowledgement (e.g. eConsent Forms).

Current Notices Sent

Sent to: Parents and Students of Secondary 3G(Physics), Secondary 3H(Chemistry)
"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."
consent_form.pdf
- Arthur Wan (Vice-principal) Aug 08, 2020 - Aug 15, 2020

Sent to: All Teachers, Students Parents of Entire School
"Hello. Due to the recent pandemic of COVID-19, all physics class will be stopped and we will opt to go online. We will conduct class via our own mySecondTeacher platform until further notice. Thank you! and Stay Safe."
- James Carden (Principal) Aug 04, 2020 - Sep 15, 2020

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The Future School - For A Better Future

Home Classes Students **Teachers** Announcements

Teachers

You can also go to the **Teachers Tab** to get teacher reports

Teachers (continued...)

Teachers Tab

Teachers

The Future School - For A Better Future

Home | Classes | Students | **Teachers** | Announcements

School Leader

Last 7 Days | Aug 20, 2020 - Aug 27, 2020 | No. of Teachers

34 Total Teachers

1823 Logins

43 Avg. Unique Login per day

All Classes

34 Teachers

Teacher	Subjects	Actions
Matthew Lina		View Profile
Diana Campos		View Profile
Bradley Bryan		View Profile
Peter Teo		View Profile
Cvita Di		View Profile
Edward	SEC D (Physics) IGCSE Physics 0625	View Profile
Goob In	Sec D (Chemistry) IGCSE Chemistry 0620	View Profile
Frank B	Grade 10A (Biology) IGCSE Biology 0610	View Profile
Devoed	Top Science TB P1 IGCSE Physics 0625	View Profile
Su Xinyi	Grade 10 (Maths) IGCSE Maths 0606	View Profile
Juan Esteban Sarmiento	Grade 10 (Music) Music 0611	View Profile

Click here to select the class

All Classes

Hover to view teacher's details

Bradley Bryan
by.bryan@email.com

Assigned Classes

- SEC D (Physics) IGCSE Physics 0625
- Sec D (Chemistry) IGCSE Chemistry 0620
- Grade 10A (Biology) IGCSE Biology 0610
- Top Science TB P1 IGCSE Physics 0625
- Top Maths TB P1 IGCSE Maths 0606
- Grade 10 (Arts) Arts 0665
- Grade 10 (Music) Music 0611

View Class

Click here to view overall details of a specific teacher

Specific Teacher's Interface

The Future School - For A Better Future

Home | Classes | Students | **Teachers** | Announcements

School Leader

Mr. Brad
Bradley Bryan

by.bryan@email.com
The Future School
Novena, Singapore

Last 7 Days | Aug 20, 2020 - Aug 27, 2020

96 Hours Time spent on platform

2.13 Hours Avg. Session Time

12 Testpaper Generated

45 Logins

6 Avg. logins per day

Recent Activity

- 1 Assignment Given
- 1 Live Class Attended
- 2 eBooks Accessed
- 5 Assignments Graded
- 1 Testpaper Generated

View Detailed Activity

Secondary 3G (IGCSE...)

Teacher's Performance Report

Sessions | Assignments

All session filtered by None

Session Name	Session Date	Session Time	Present Students	Absent Students	Action
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	Play Recording
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	

Click here to select the subject

Secondary 3G (IGCSE...)

Click here to view activities in detail

View Detailed Activity

Sessions | Assignments

Click the links to view Sessions and Assignments created by a particular teacher

The Future School - For A Better Future

Home | Classes | Students | Teachers | Announcements

School Leader

Start Date | End Date | Activity Type | Reset

All Activity

August 04, 2020 | Test 3 Logins

- Login at 8:05 PM - 8:00 PM (45 Minutes)
- Physics Homework Assignment 1 | Assigned to Secondary 3G
- Physics Classroom Session (5:30 PM - 6:00 PM) | Joined
- Login at 2:22 PM - 4:02 PM (87 Minutes)
- Chem Homework 2 | 2 submissions graded
- Chem Homework 2 | 4 submissions graded
- Mock Paper for Practice (IGCSE Physics 0625)
- Login at 1:05 PM - 2:30 PM (85 Hours)
- Physics Practice Set 1 | Assigned to Secondary 3G
- Physics Practice Set 2 | Assigned to Secondary 3G, Secondary 3H
- Top Maths Workbook 5A | Accessed 3 pages
- Top Maths Workbook 5A | Accessed 3 pages

August 03, 2020 | Test 3 Logins

- Login at 10:00 PM - 10:00 PM (45 Minutes)
- Physics Homework Assignment 1 | Secondary 3G (IGCSE Physics 0620)

Teachers (continued...)

Select Sessions
to list down the detailed
session reports of a particular teacher

Sessions

Assignments

Sessions Assignments

All sessions filtered by None

Session Name	Session Date	Session Time	Present Students	Absent Students	Action
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	▶ Play Recording
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	No Recording Available
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	▶ Play Recording
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	▶ Play Recording
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	▶ Play Recording
Chemistry Assignment 1	16 Mar 2020	10:00 AM - 11:00 AM	41	4	▶ Play Recording

Select Assignments
to list down the detailed
assignment reports of a particular teacher

Sessions

Assignments

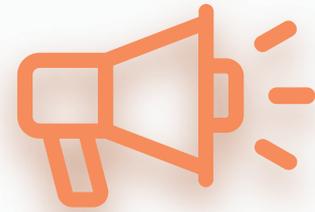
Sessions Assignments

All assignments filtered by None

Assignment Name	Status	Assigned Date	Deadline	Submitted	Pending / Missed	Graded	Avg. Grade
Chemistry Assignment 1	Open	25 Feb 2020	25 Feb 2020	45	12	23	56/100
Chemistry Assignment 2	Open	25 Feb 2020	25 Feb 2020	45	12	23	56/100
Chemistry Assignment 3	Closed	16 Mar 2020	16 Jun 2020	45	5	11	56/100
Chemistry Assignment 4	Open	16 Mar 2020	16 Jun 2020	45	12	17	56/100
Chemistry Assignment 5	Open	16 Mar 2020	16 Jun 2020	45	12	23	56/100
Chemistry Assignment 6	Closed	16 Mar 2020	16 Jun 2020	45	5	19	56/100
Chemistry Assignment 7	Open	16 Mar 2020	16 Jun 2020	45	12	23	56/100

4 Announcements

You can make announcements to teachers, students and/or even parents. You can also send notices that require their acknowledgement and feedback like consent forms, etc.



Home Tab

Home

Announcements

Click here to make announcements to teachers, students, and/or even parents. You can also send Notices that requires their acknowledgement (e.g. eConsent Forms).

Click here to make announcements

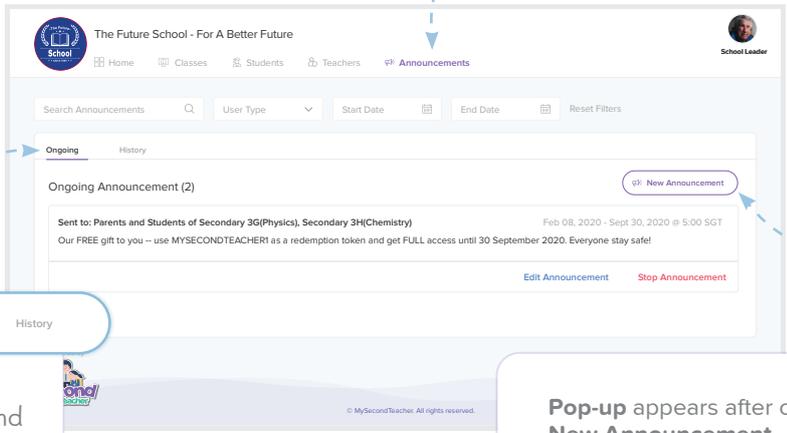
Announcements

You can also go to the **Announcements Tab** to make announcements

Announcements (continued...)

Announcements Tab

Announcements



Click here to make new announcements

New Announcement

Ongoing History

Click the links to view Ongoing and the History of announcements

Pop-up appears after clicking New Announcement

Pop-up

To make new Announcement

Make Announcement / Get Response

Do you want to make a general announcement or seeking to get a response (e.g. sending eConsent Forms)?

Get Response (e.g. Send eConsent Forms)

Whom do you want to announce the message to?

Select parents, teachers or students

Announce to entire school or specific classes?

Announce message to entire school

Continue

Whom do you want to announce the message to?

Select parents, teachers or students

Click here to select whom you want to announce the message to

Make Announcement / Get Response

Do you want to make a general announcement or seeking to get a response (e.g. sending eConsent Forms)?

Get Response (e.g. Send eConsent Forms)

Whom do you want to announce the message to?

Parents

Announce to entire school or specific classes?

Announce message to entire school

Continue

Announce to entire school or specific classes?

Announce message to entire school

Announce message to specific class(es)

Announce message to particular grade

Click here to make announcement to entire school or specific classes

Announcements (continued...)

Click here to type your message

Your Message

"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."

Click here to include an attachment

Assignment File or Link

consent_form.PDF

Click here to set end announcement date

End Announcement Date

Aug 15, 2020

Click here to confirm announcement

Announce

Pop-up

To make new Announcement (continued...)

Announce Message

Get Consent from parents of entire school [Edit](#)

Your Message

"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."

Assignment File or Link

consent_form.PDF [Add Another](#)

Poll Options

a) Yes, I Agree b) No, I disagree

End Announcement Date: Aug 15, 2020

End Announcement Time: 5:00

Timezone: SGT

[Back](#) [Continue](#)

Click here to add another attachment

+ Add Another

Click here to select timezone

Timezone

SGT

Click here to set end announcement time

End Announcement Time

5:00

Make Announcement / Get Response

Users will see your announcement when they login. Your message will be announced with the following details:

User Type	Duration
Parents	Aug 08, 2020 - Aug 15, 2020 @ 5:00 SGT
Class(es)	All Classes

Message

"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."

consent_form.pdf

Poll Options

Yes, I agree No, I disagree

[Announce](#) [Back](#)

Sent to: Parents of All Classes Aug 08, 2020 - Aug 15, 2020 @ 5:00 SGT

"Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent."

consent_form.pdf

85% / 15%

[Full Report](#)

Click here to edit announcement

Edit Announcement

Click here to stop announcement

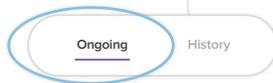
Stop Announcement

Click here to view full report

Full Report

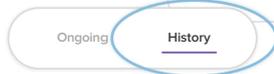
Announcements (continued...)

Select Ongoing
to list down the ongoing announcements



A screenshot of the 'Ongoing' announcements page. At the top, there are tabs for 'Ongoing' and 'History', with 'Ongoing' selected. Below the tabs, the page title is 'Ongoing Announcement (2)' and there is a '+3 New Announcement' button. The first announcement is titled 'Sent to: Parents and Students of Secondary 3G(Physics), Secondary 3H(Chemistry)' and includes a date range 'Feb 08, 2020 - Sept 30, 2020 @ 5:00 SGT' and a description: 'Our FREE gift to you -- use MYSECONDTEACHER1 as a redemption token and get FULL access until 30 September 2020. Everyone stay safe!'. It has 'Edit Announcement' and 'Stop Announcement' buttons. The second announcement is titled 'Sent to: Parents of All Classes' and includes a date range 'Aug 08, 2020 - Aug 15, 2020 @ 5:00 SGT' and a description: 'Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent.'. It has a 'consent_form.pdf' attachment link and '85% / 15%' progress indicators. It also has 'Full Report' and 'Stop Announcement' buttons.

Select Ongoing
to list down the history of announcements



A screenshot of the 'History' announcements page. At the top, there are tabs for 'Ongoing' and 'History', with 'History' selected. Below the tabs, the page title is 'Announcement History (2)' and there is a '+3 New Announcement' button. The first announcement is titled 'Sent to: Parents and Students of Secondary 3G(Physics), Secondary 3H(Chemistry)' and includes a date range 'Feb 08, 2020 - Sept 30, 2020 @ 5:00 SGT' and a description: 'Our FREE gift to you -- use MYSECONDTEACHER1 as a redemption token and get FULL access until 30 September 2020. Everyone stay safe!'. The second announcement is titled 'Sent to: Parents of Physics Class A' and includes a date range 'Aug 08, 2020 - Aug 15, 2020 @ 5:00 SGT' and a description: 'Hello. We are organizing an educational re-treat to visit the National Museum of Indonesia on Sunday, August 09, 2020. Please see the complete details in the attachment file below and let us know your consent.'. It has a 'consent_form.pdf' attachment link and '85% / 15%' progress indicators. It also has a 'Full Report' button.

5 Basic Information

You can personalise your mySecondTeacher experience. You can change your profile picture, change your password, and other information.

The image shows a screenshot of the 'mySecondTeacher' 'My Profile' page. The page is titled 'The Future School - For A Better Future' and includes a navigation bar with 'Home', 'Classes', 'Students', 'Teachers', and 'Announcements'. The 'My Profile' section is divided into a sidebar menu and a main content area. The sidebar menu includes 'Basic Information', 'School Profile', 'Change Password', and 'Popup Guides'. The main content area shows a form for 'Basic Information' with fields for 'Full Name' (Andrew Karl), 'Nick Name' (Mr. Andrew), 'Email Address' (andrewkarl@gmail.com), and 'Phone Number' (+65 281 12345). There is a 'Save Changes' button at the bottom. A profile picture is shown on the right side of the form. Callouts with dashed arrows point to various elements: 'Click here to change/update your school name, motto, and logo' points to the 'School Profile' menu item; 'Click here to change your password' points to the 'Change Password' menu item; 'Click here to disable/enable popups' points to the 'Popup Guides' menu item; 'Click here to change your details' points to the 'School Leader' profile picture in the top right corner; and 'Click here to change your profile picture' points to the profile picture in the main content area.

Click here to change/update your school name, motto, and logo

Click here to change your password

Click here to change your details

Click here to change your profile picture

Click here to disable/enable popups

School Profile

Change Password

Popup Guides

Full Name
Andrew Karl

Nick Name
Mr. Andrew

Email Address
andrewkarl@gmail.com

Phone Number
+65 281 12345

Save Changes

Need more information?

Some schools use mySecondTeacher for flip learning. Others use our platform to help students prepare for tests and examinations. Some even use our platform to aid them with differentiated learning, or as extensions of themselves so that their students have out-of-school academic support. We are happy to work with you in any manner that you deem fit. Hence, contact us if you'd like to explore ideas on working together!



/mysecondteacher



/mysecondteacher



support@mysecondteacher.com



www.mysecondteacher.com

Ready for more?

Explore the platform on app.mysecondteacher.com

We are available on demand **24X7** to assist you.
We hope to support you through your journey
at **mySecondTeacher**.

Happy Teaching!