USER GUIDE (BASICS)
COOL PLATFORM

JUNE 2020

Content

Navigate directly to:
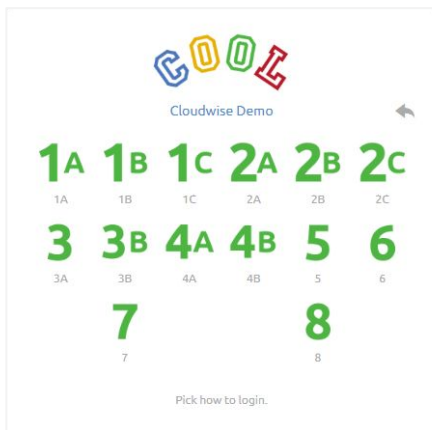
Picture login

1. Choose a class
2. Select your name or avatar
3. Select a picture as a password
4. The COOL Platform will open

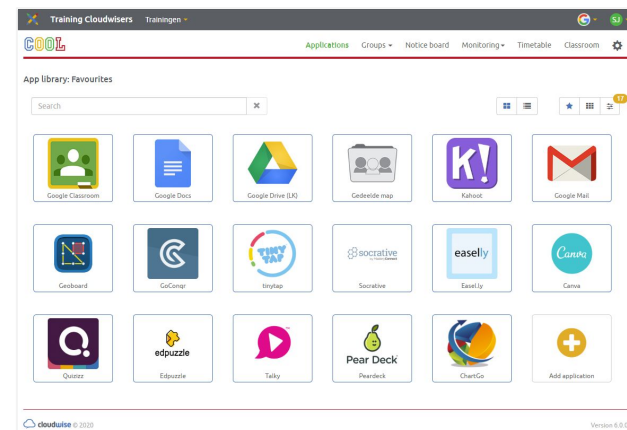**Note:** If you don't use 'Picture login', you can go to 'Username login'
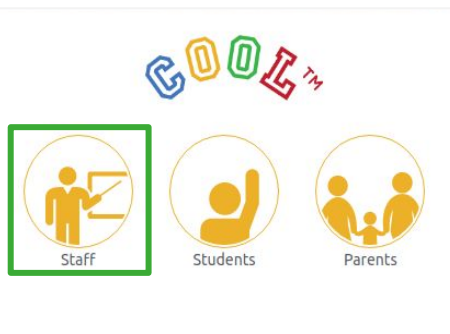
Username login

1. Choose 'Staff' or 'Student'
2. Fill in your username
3. Fill in your password
4. The COOL Platform will open

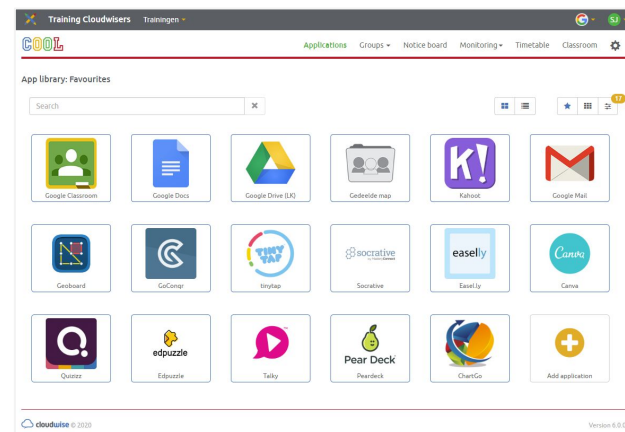**Note:** If you don't use 'Username login', you can go to 'Picture login'

Personal settings

Click your profile picture (or initials) to go to 'My profile', 'Settings' or to 'Logout'

Applications

1. By default you start on the 'Favourites' page
2. Clicking on 'Other Applications' will show a different overview that can be used to store apps you don't use every day
3. Click 'Organise Applications' to get an overview of all your applications

Organize your applications

1. Clicking on 'Organise Applications' gives you an overview that allows you to assign an application to 'Favourites' or 'Other Applications'

Groups

1. Click 'Groups' and select your group
2. You can send direct messages to all students or teachers

Notice board (1)

1. Send new messages with the 'Notice board'
2. Filter messages
3. As the sender of a message you can turn comments on or off

Notice board (2)

1. If you click 'Send message', a new screen appears
2. You can choose to send a message as the teacher of your group or with your own name
3. Turn comments on or off

Google Classroom

Create announcements, assignments and questions for your class. Anything that you post appears in the stream.

See work across all of your classes, your calendar or quickly get to another stream.

Application management

1. Click the 'gear wheel' to go to 'Application management'. Here you see an overview of all applications which are visible for the groups to which you are assigned to.
2. Click 'Add application' to add an application which is not visible in the application overview yet
3. Click the green icon to switch off the application
4. Click the gray icon to switch on the application

Add new application

1. Click 'Add application' to add an application which is not yet visible in the application overview
2. Search for an application in the App Library
3. Click next to add the application

Passwords students (1)

1. At 'Groups' you can see and/or change the passwords of your group(s)
2. Click the icon in the Password column to see the (temporary) passwords of the students
3. Click the home button to return to the 'My applications' page

Passwords students (2)

Click on the pencil icon to change the password of the student. You can only do this for the groups, to which you are assigned to.

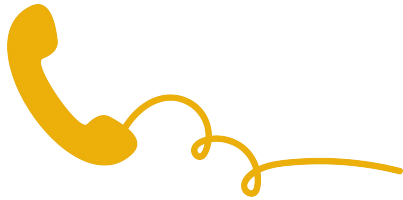# Curious how we could help your school?

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COOL support
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