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# Early Literacy Station™ Platinum AfterSchool Edge™ Platinum Version 3 Administrators Guide



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Early Literacy Station™ Platinum  
AfterSchool Edge™ Platinum  
Version 3

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# Main Interface Navigation

## Content Icons

When you click on any of the STREAM icons at the top, you will see a list of the content that is aligned to that subject area. By hovering your mouse over one of the icons, a description of the title will appear.



## Top Dashboard Icons (Left to Right)

- The volume icon will allow users to adjust the volume of the workstation. Users will not be able to exceed the maximum volume you set in the Administrative Control Panel (see page 8).
- The gear icon will prompt a pop up box that shows information about your workstation, including serial number, AWE Learning support contact information, time and date, and more (see page 5).
- The last icon on the right, the Exit button, will end the user's session and initiate a new session. You can set a password to disable the computer from being shutdown in the Administrative Control Panel.

## Bottom Dashboard Icons (Left to Right)

- If you have a Bilingual version of the Early Literacy Station Platinum, you can easily switch between the language versions by clicking the flag icon on the interface menu. This icon will only be present on bilingual units.
- If a session timer is set in the Admin Panel, users will see a timer counting down showing the number of minutes remaining in their session.

# AWE Learning About Box

Click on the gear icon in the top right corner to launch the About Box. This will show AWE Learning's contact details, version of our software you are using, the workstation serial number, and a button to access the Administrative Control Panel. You can also confirm that the date and time set on your workstation are accurate.

**AWE LEARNING**

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Customer Code: AWE  
Software Version: Platinum v3.0.0.1

Early Literacy Station (ELS):   
Bi-Lingual Spanish (BLS):   
Bi-Lingual French (BLF):   
After School Edge (ASE):   
Coding:

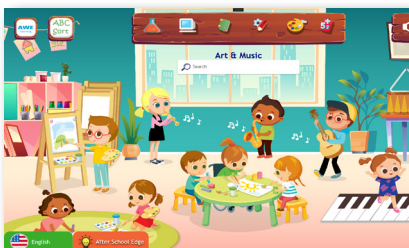
Default Language: English  
Selected Country: United States  
Serial Number: JVTRDL3  
Model Number: Inspiron155510  
Warranty End Date: 06/23/2026  
Time: 10:51:43 AM  
Date: 06/30/2023

[Open The Admin Panel](#)

[Exit](#)

## Subject Area Icons

After clicking on any of the STREAM-subject area icons on the top, users will see a new fun and exciting interface. Subject specific content will be listed on top of the interface.



# Initialization of the Administrative Control Panel

After reading this guide and determining which administrative capabilities are best for your facility and users, you are ready to initialize the Administrative Control Panel.

Enter the Administrative Control Panel by clicking on the gear icon on the top right corner, and click on the button **Open Administration Panel**.

The screenshot displays the 'Privacy Settings And Tools' interface. At the top, there is a navigation bar with tabs for 'Administration', 'Export And Upload', 'PEP', 'Network Settings', 'Timers', 'Software Update', and 'Support'. The main content area is titled 'Privacy Settings And Tools' and includes several sections:

- Set Admin Password:** Fields for 'Password:' and 'Confirm Password:' with a blue eye icon to toggle visibility.
- Enable Session Password:** A checkbox followed by 'Session Password:' and 'Confirm Password:' fields with a blue eye icon.
- Friendly Computer Name:** A text input field containing 'MSACDLSR0102177'.
- Customer Code:** A dropdown menu set to 'ELS'.
- Default Language:** A dropdown menu set to 'English'.
- Select Country:** A dropdown menu set to 'United States'.
- Enable Camera:** A checkbox.
- Max Volume:** A slider control with a blue knob and a '60' label.
- Default Volume:** A slider control.

At the bottom, there are six blue buttons: 'Edit Date/Time', 'Close Save Date', 'Save And Continue', 'Screen Saver Settings', 'Restore To Default', and 'Save and Close'.

## 1. Create an Administrator Password (between 5 and 20 characters)

You must type a password and re-enter the same password in the confirmation box. No settings will take effect until you save and close or save and continue. The Administrator password you create will be required every time you want to enter the Administrative Control Panel.

## 2. Change the System Time and Date

In the Administration tab, click Edit Date/Time. Set the current time and date. Be sure to select AM or PM. For synchronization, usage statistic reporting, and auto shutdown to work, it is essential that the system time is correct. You can confirm the date and time are accurate by clicking the gear logo on the main interface and launching the About Box.

## 3. Set the Volume

In the Administration tab, select the maximum volume, and set the default volume to an acceptable level for your institution. While users will be able to adjust the volume, they will not be able to exceed the maximum volume selected.

Press the Save button to save the settings appropriate for your institution.

***Always remember to press Save to save all settings!***

# Administrative Functions

---

All of the functions below, and more, are controlled from the Administrative Control Panel.

- Set the Administrator password to control access to the Administrative Control Panel.
- Assign the workstation a Friendly Computer Name.
- Set the maximum and default volume.
- Edit the date and time.
- Export workstation statistics.
- Export workstation settings.
- Import workstation settings.
- Connect to a wired or wireless network.
- Enable and set an automatic shutdown schedule.
- Enable session timeout.
- Set session timer.
- Set up your screensaver.
- Enable access to the ELF™ Sites.

Note: The Administrative Control Panel is not available from within any of the software applications. Close any program that is running before trying to access it.

# Administration Tab

## Administrator Password

To create or change the administrator password:

- Delete the current password and type the new password in its place (5–20 characters); if there was no previous password, simply type a new password in the text field.
- Re-type the new password in the text field.
- Click the Save button.



## Friendly Computer Name

Enter a user-friendly name for this AWE Learning workstation (example: Early Literacy Station #2). As a default setting, we recommend using the computer's serial number. This name is used to identify the computer in usage statistics reporting.



## Customer Code

The Customer Code is a unique code that AWE Learning uses to identify each of our customers. You will be required to manually add your Customer Code in order to sync data. This Code can be obtained by logging into your Customer Portal account.

## Default Language

The default language will be set to English. If you have a Bilingual Spanish or Bilingual French unit, you can choose to set the default language to Spanish or French.



When the workstation turns on, it will be shown in the default language set.

## Enable Camera \*Some Models do not have a camera

Some of the content allows access to the camera on the workstation.

You can uncheck this box to disable use of the camera.



## Volume Control

Set the maximum volume you will allow, as well as the default volume. Users will be able to adjust the volume on the main interface of the workstation but will never be able to exceed the maximum volume set.

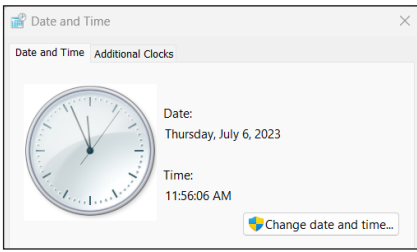


60



## Time & Date Settings

It is important that you set the date and time on your system. If networking is enabled, the time will automatically be set and updated via the internet, and you will not be able to manually edit it.

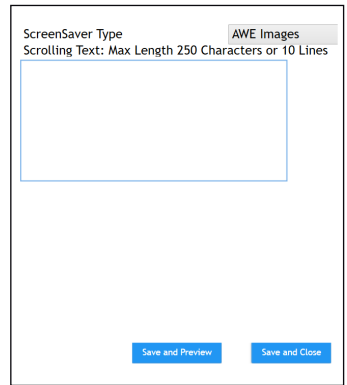


If your system is not networked, manually set the time and date by clicking on the Edit Date/Time button. Another window will appear to edit this information.

## Screen Saver Settings

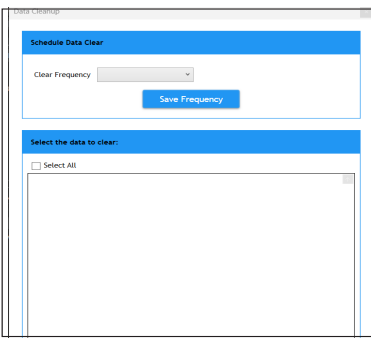
A screensaver will be initiated when the workstation is idle for 30 minutes. There are three options for your screensaver:

- **AWE Learning Images:** You can use images that are already on your workstation as your screensaver.
- **Scrolling Text:** You may create a message for your screensaver. You can enter as many messages as you would like - one line per message.



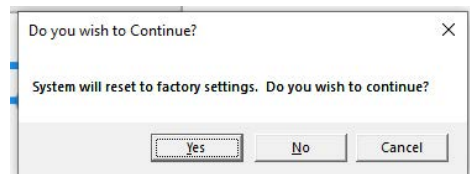
## Clear Saved Data

You can delete any data that is saved within each program. This can be done for all programs, or you can



select specific programs you want data deleted from.

## Restore to Default



Select the Restore to Default button to clear the **admin panel** of settings. A pop up will ask you to confirm your selection before the system applies any changes.

# Exports and Uploads Tab

## Offline Services

These options should be used when your workstations are not networked.

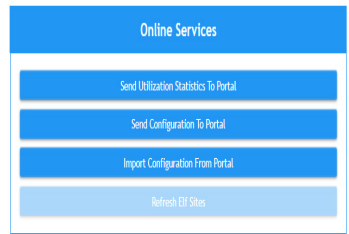
- **Export Statistics:** After connecting a USB drive, click this button to export statistics from your workstation onto the drive. You can import them into the Customer Portal to access your workstation's utilization reports.
- **Export Configuration:** If the device is not networked, you can use this button to export the configuration and save it to a USB drive as a backup, or to import it to another device. This allows you to set up the settings once and import them to any other workstations you have.
- **Import Configuration:** Click this button to import the configuration you exported with the *Export Configuration* button.



## Online Services

These options should be used when your workstations are networked.

- **Push Statistics:** Click this button to force the usage data from your workstation(s) to be synched to the Customer Portal.
- **Push Configuration:** If networked, you can use this to push the configuration of a workstation to the Portal as a backup or to pull down to another unit.
- **Pull Configuration:** If networked, you can pull down the configuration from the Portal that was pushed with the Push Configuration button.



## Enable Elf Sites

Click the check box to enable elf sites.

- Save and Continue
- Save and Exit

# PEP Tab

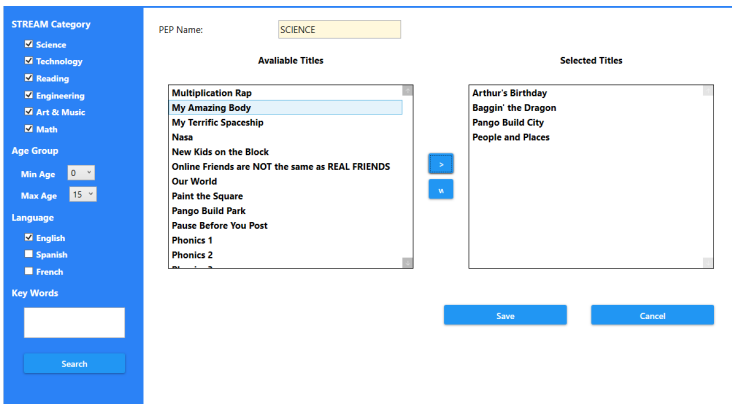
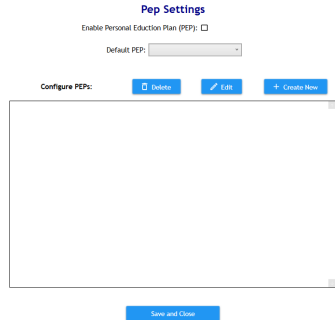
The Personalized Education Plan (PEP) feature gives you the capability to customize the educational content available to users. Using this feature, you can dynamically

control which titles will be displayed on the main interface. For example, you can create “Math Monday” or “Science Day” and select the specific math and science programs for users to access. This enables the workstation to be integrated into your children’s programming in a specific, targeted way.

## Creating a PEP

To create a PEP, click on the + button next to Configured Personal Education Plans. This will open up a page for you to create your Personalized Education Plan. On the left side of the page, you can filter content by STREAM category (Science, Technology, Reading, Engineering, Art and Music, Math), age group, and language. Note, you will only have access

to Spanish and French content if you have a Bilingual Spanish or Bilingual French unit.



The content that falls into the categories you selected will appear in the *Available Titles* box. To add them to your PEP, click the arrow. They will now appear in the *Selected Titles* box. Before saving your PEP, add a title in the PEP Name box at the top. To save your PEP, click the Save Button.

This PEP will now appear in the *Configured Personal Education Plans* box. To enable a PEP, select your PEP title from the Default PEP dropdown box. The *Enable Personal Education Plan* box must be checked. When you click Save, only those titles that are in that PEP will appear for your users.

At any point, you can disable this PEP and restore to all titles on the workstation.

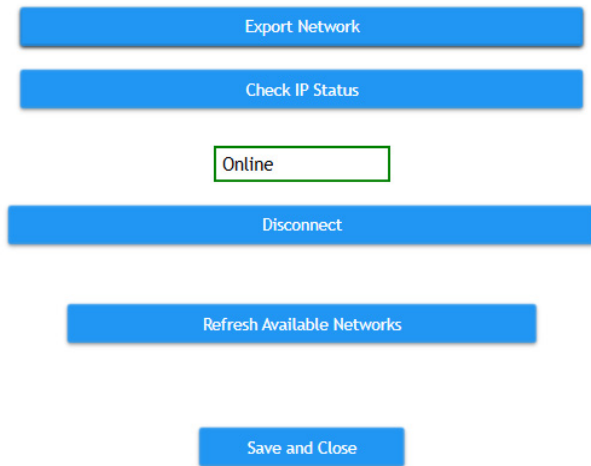
# Network Settings Tab

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In this tab, you will connect your workstation to the Internet. Networking your workstation gives you many benefits such as automatic updates, automatic statistics in the Customer Portal, access to additional educational titles via the ELF™ Child-Safe Browser, and more.

## Export Network

This button enables you to setup different special network connections, VPN connections, etc. (Open Network and Sharing Center).



## Check IP Status

This will open a pop-up box that will show your IP Configuration.

## Disconnect

- Refresh available networks
- Save and close

# Timers Tab

## System Auto Shutdown

System Auto Shutdown allows you to have your workstations automatically shut down at your desired time each day. To enable auto shutdown, click the box next to Enable Auto Shutdown. Select the number of minutes before each scheduled shutdown time that a message will appear notifying the user on the unit that the workstation will shut down soon.

The screenshot shows the 'Enable Automatic Shutdown' section. It features a checkbox for 'Enable Automatic Shutdown' which is currently unchecked. Below this is a 'Shutdown Warning (minutes)' input field with a value of 5. At the bottom, there are seven tabs for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each day has a corresponding input field for setting a specific shutdown time.

Type in your desired auto shutdown time in the box next to each day. If you would like them to shut down at the same time each day, simply type in the time in the Sunday box, and click on the down arrow next to it. This will automatically put this time in all of the boxes below.

## Session Settings

Setting a session time out allows you to select the number of minutes each user can be on the workstation. When a session time is set, there will be a timer on the bottom of the main interface informing the user how many minutes they have left in the session.

The screenshot shows the 'Session Settings' section. It includes a checkbox for 'Enable Session Timeout' which is checked. Below it are three input fields: 'Session Timeout (minutes)' with a value of 15, 'Session Locking Timeout (seconds)' with a value of 100, and 'Session Ending Warning Message' with a text area containing a yellow box.

## Enable Session Inactivity Timeout

Note: This timer will only appear if session timeout is enabled.

The screenshot shows the 'Enable Session Inactivity Timeout' section. It features a checkbox for 'Enable Session Inactivity Timeout' which is checked. Below it is an input field for 'Inactivity Timeout (minutes)' with a value of 35.

Session Inactivity Timeout will end the session if no activity is detected after the set amount of minutes.

## Enable Session Intermission

Session Intermission sets the amount of time between sessions. Once enabled, a timed delay will occur before the user can begin a new session.

The screenshot shows the 'Enable Session Intermission' section. It features a checkbox for 'Enable Session Intermission' which is checked. Below it is an input field for 'Session Intermission (Seconds)' with a value of 60. At the bottom, there is a 'Session Intermission Message' text area with a yellow box.

- Save and Continue
- Save and Close

# AWE Learning Customer Portal

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The AWE Learning Customer Portal <https://portal.awe-net.com> is the online command center of AWE Learning's digital learning solutions. Use the portal to manage your AWE Learning account, from viewing your account information to accessing utilization reports.

If you do not have this log-in information, please contact AWE Learning Customer Support at [support@awelearning.com](mailto:support@awelearning.com) or 866-463-6357.

Functions and features of the AWE Learning Customer Portal\*:

- Manage your AWE Learning account
- View workstation inventory, including serial numbers and warranty end dates
- View and download utilization statistics
- Run and review reports such as:
  - Time used per computer sessions
- Add ELF™ Child-Safe Browser links

## Accessing the Customer Portal

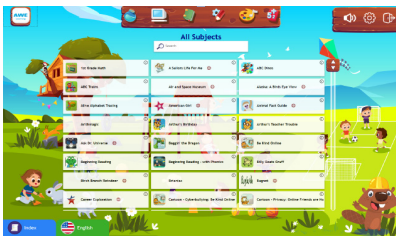
- Go to <https://portal.awe-net.com> to access the AWE Learning Customer Portal
- Enter your username and password and click Login

\*Note: AWE Learning reserves the right to disable services and product functionality if contractual subscription terms are not met or warranty periods are expired.

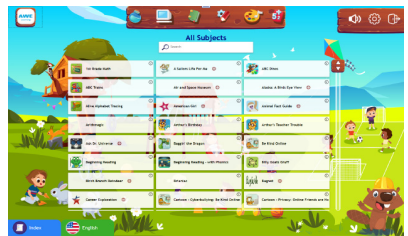
# ELF™ Child-Safe Browser

The ELF™ Child-Safe Browser (ELF) allows children to safely explore carefully selected and highly engaging learning activities on the internet. With ELF, children can only visit enabled education sites on a secure network managed by AWE Learning. The content control software also provides you the ability to add or remove websites for your users to access. This can be done in the AWE Learning Customer Portal.

ELF content can be intergrated directly into the child-friendly interface allowing access to a predefined list of websites.

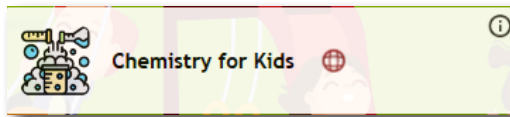


All-In-One Workstation Interface



Tablet Interface

ELF website links are distinguished by a globe icon next to the name of the title.



To enable the ELF™ Child-Safe Browser content:

1. Connect your workstation to a network either via Ethernet or Wi-Fi by accessing the Network Settings tab in the Administration Control Panel.
2. Select Enable ELF Sites on the Exports and Uploads tab.
3. Click Save to save your changes. It may take up to 45 minutes for all the ELF websites to be synchronized to your workstation and displayed in the children's interface.

To edit the websites that appear on your workstation, log into the AWE Learning Customer Portal and add or remove websites by selecting My Safe Browsing Links from the left navigation panel. Click the + New button to add a new site. You will be asked to include the website link, title, icon, description, subject area(s), and age group(s) for the link.

# Miscellaneous

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## Tip Sheet

A Tip Sheet that explains keyboard shortcuts and other useful tips for content titles can be accessed directly from the AWE Learning Welcome Kit: <https://awelearning.com/welcome-kit>

## Customer Support

Visit AWE Learning's compiled list of Frequently Asked Questions (FAQs) for answers to many of your inquiries at [www.awelearning.com/support](http://www.awelearning.com/support)

Contact AWE Learning Customer Support with any questions regarding your AWE Learning product:

866-463-6357 | [support@awelearning.com](mailto:support@awelearning.com) | [www.awelearning.com/support](http://www.awelearning.com/support)

## Credits:

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Under terms of the GPL agreement, corresponding source code is available from AWE Learning for those product versions and for Sumatra PDF source and for Sumatra PDF source modifications made by AWE Learning, for a period of three years after our last shipment of Version 6 of this product, which will be no earlier than 2013-03-01.

During that time period copies of the software under GPL agreement may be obtained by e-mail request to the services support line above. The requestor should write "Source Request for GPLv2 product \_\_\_\_\_" in the subject line of your payment and send a money order or check for to cover cost of media preparation, documentation, shipping and handling for the requested product to:

AWE Learning - GPL Compliance  
2501 Seaport Drive, Suite 410-SH  
Chester, PA 19013

Request for the current payment amount to handle the above mentioned costs may be determined by addressing an e-mail to the [support@awelearning.com](mailto:support@awelearning.com) services support address mentioned above and specifying whether the desired media is by return e-mail or CD-ROM shipment. The source code download may also be found by Internet search for the named product.



# Notes

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### Keystroke Shortcuts

To access the Admin Panel: **CTRL + ALT + M**

To exit a program: **ALT + F4 or ESC**

To end a session: **CTRL + ALT + END**

To skip Intro or Credits: **For most titles, press space-bar or click on screen**

Increase audio volume (if enabled): **ALT + (“plus” key) - Shortcut only available on homepage**

Decrease audio volume (if enabled): **ALT - (“minus” key)- Shortcut only available on homepage**



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