

# Media Literacy Lab Product manual



An Australian Government Initiative

# Disclaimer

This product manual has been created with the intention of providing guidance and support to schools and educators for the effective and efficient utilisation of our Media Literacy Lab product. It aims to facilitate onboarding and implementation within educational settings.

Please note that while this manual is comprehensive, the user interface of the learning platform may evolve and improve over time. As a result, some features or functionalities mentioned in this manual may be subject to change or enhancements in future updates.

We encourage users to stay updated with the latest versions of the platform and to contact our support team at [esmart@amf.org.au](mailto:esmart@amf.org.au) or 1300 592 151 for any enquiries or additional information. Our support team will be delighted to assist in ensuring a great product experience.

Your valuable feedback and suggestions are welcomed as we continually work towards refining and enhancing our product to better meet your needs.

Thank you for choosing our product, and we look forward to supporting your educational journey.

The Alannah & Madeline Foundation acknowledges the Traditional Owners of the land and waterways throughout Australia, and their continuous connections to land, waters and community. We pay our respects to all Elders past and present, and with their guidance, we are committed to working to ensure all children and young people are safe and inspired with the freedom to flourish.



We strive to create a respectful and inclusive space for people of all cultures and identities.



We are proudly Child Safe.



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# Introduction

## Overview

**eSmart Media Literacy Lab** (MLL / the Lab) is an innovative, engaging, active learning tool using gamification principles to engage enquiring minds.

MLL helps to equip students with essential knowledge and skills to support critical thinking and civic participation in today's digital age. Students are encouraged to reflect on how they engage with media, consider sources of information (e.g. who has developed the content and for whom? What is this information trying to achieve? What evidence is being put forward and what are the alternative positions and voices that are not being presented?) as well as emphasising their responsibility as digital citizens (e.g. creating content responsibly and being effective voices and proactive online participants).

MLL aims to:

- positively increase media literacy education in Australian schools for young people to responsibly engage in media; and
- help to build capacity of teachers to deliver media literacy education in their classrooms.

## Implementing the MLL in your school or setting

The MLL is a module-based learning program which can fit into several curriculum areas.

- Pre and post lessons are designed to be delivered in a whole class or group setting, and involve discussion and collaboration
- The interactive learning modules are designed to be completed individually, and can be accessed in school or home settings, providing flexibility in how you choose to run these with your students.

## What is covered in the MLL modules?

The current modules and learning outcomes are listed below.

| Year level | Module name                           | Learning outcomes  |
|------------|---------------------------------------|--|
| 7          | Module 1: Media Construction          | <ul style="list-style-type: none"><li>○ Identify fact and opinion in a range of media</li><li>○ Explore the idea that media is constructed</li></ul>   |
| 8          | Module 1: Framing the Issues          | <ul style="list-style-type: none"><li>○ Define the concept of media agendas</li><li>○ Explore the idea that stories can be framed to suit media agendas</li></ul>  |
| 9          | Module 1: Unpacking bias              | <ul style="list-style-type: none"><li>○ Define the term "media bias"</li><li>○ Identify three types of media bias — explicit, implicit, and confirmation bias — in a range of media</li></ul>                                    |
| 10         | Module 1: Misinformation and mischief | <ul style="list-style-type: none"><li>○ Define misinformation and its signposts in relation to a range of media</li><li>○ Explore online ethics and restorative practices in situations where misinformation is shared</li></ul> |

# System requirements

|                                   |   |
|-----------------------------------|---|
| Product URL                       | <a href="http://www.portal.medialiteracylab.org.au">www.portal.medialiteracylab.org.au</a>  |
| Product access                    | Online only and free for all Australian schools   |
| Product registration              | Requires registration (see p.10 for information about registration)   |
| Minimum operating systems         | <ul style="list-style-type: none"><li>Windows 10 or later version</li><li>MacOS Monterey 12.6.7 or later version</li></ul>  |
| Web browser                       | <ul style="list-style-type: none"><li>Google Chrome (recommended) latest version</li><li>Safari latest version</li><li>Microsoft Edge latest version</li></ul>      |
| Internet connection               | A stable and reliable internet connection for seamless access with a minimum speed of 5 Mbps is required at all time to access this product                         |
| Hardware requirement              | <ul style="list-style-type: none"><li>4 GB RAM with 1920 x 1080 screen resolution (recommended)</li><li>Printer (for printing Certificate of Achievement)</li></ul> |
| Third-party software dependencies | MS Excel for exporting student CSV files when setting up a class or adding educators  |
| Mobile device compatibility       | This product is not optimised nor designed for smartphones  |
| Accessibility requirements        | Compliance with WCAG 2.0 accessibility standards where applicable   |
| Accessibility compatibility       | Screen readers - JAWS (Windows), NVDA (Windows), VoiceOver (Mac) and TalkBack (Mac) with latest version of Google Chrome, Microsoft Edge, and Firefox.              |

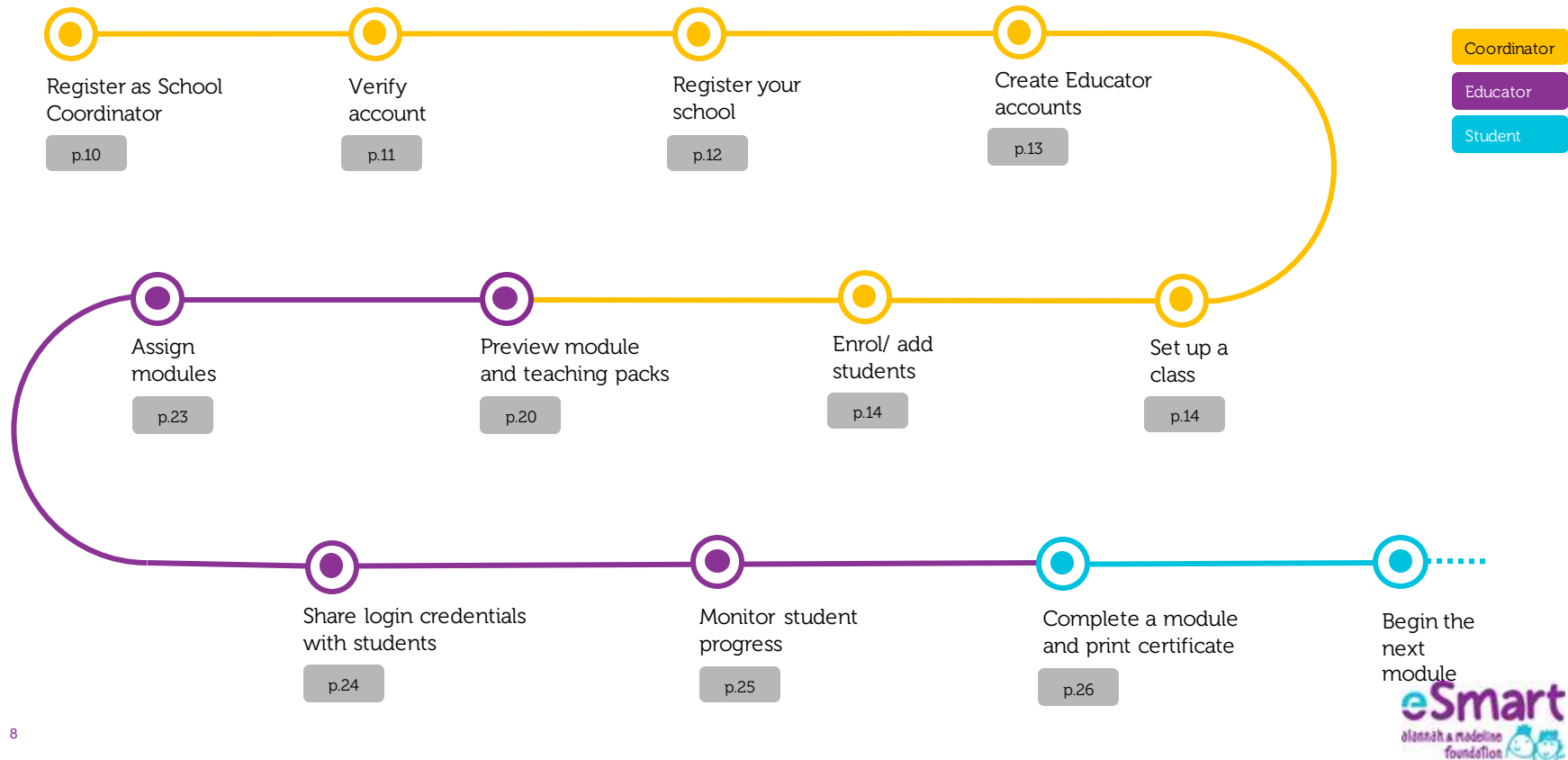
# Roles and access privileges

| Access privilege       | Coordinator | Educator | Student |
|------------------------|-------------|----------|---------|
| Access modules         | ●           | ●        | ●       |
| Print certificate      | ●           | ●        | ●       |
| Edit class             | ●           | ●        | ●       |
| Unlock modules         | ●           | ●        | ●       |
| Delete students        | ●           | ●        | ●       |
| Edit student details   | ●           | ●        | ●       |
| Access teaching packs  | ●           | ●        | ●       |
| Reset modules          | ●           | ●        | ●       |
| Reset student password | ●           | ●        | ●       |
| Set up a new class     | ●           | ●        | ●       |
| Import students        | ●           | ●        | ●       |
| Import educators       | ●           | ●        | ●       |

**This table defines the different levels of permissions and access to users within the MLL.**

By defining roles and assigning them to users, you can control what actions and resources each user is authorised to access.

# Using MLL in your school





# Coordinator access

# Register as School Coordinator

In a web browser, visit [portal.medialiteracylab.org.au](https://portal.medialiteracylab.org.au). Click 'Register' and follow the prompts.



The Coordinator is responsible for the registration and management of your school/ organisation's account, including the creation of educator and student accounts.

The Sign In page features the eSmart logo at the top left. Below it, the text 'Sign In' and 'Welcome! Sign in to access Media Literacy Lab' are displayed. On the left, there is an illustration of three diverse students. To the right of the illustration are two input fields: 'Username / Email Address \*' and 'Password \*'. Below these fields is a yellow 'Login' button and a link for 'Forgot Password?'. A dark grey speech bubble with the word 'Register' in white text points to a yellow 'Register' button located in the top right corner of the page header.

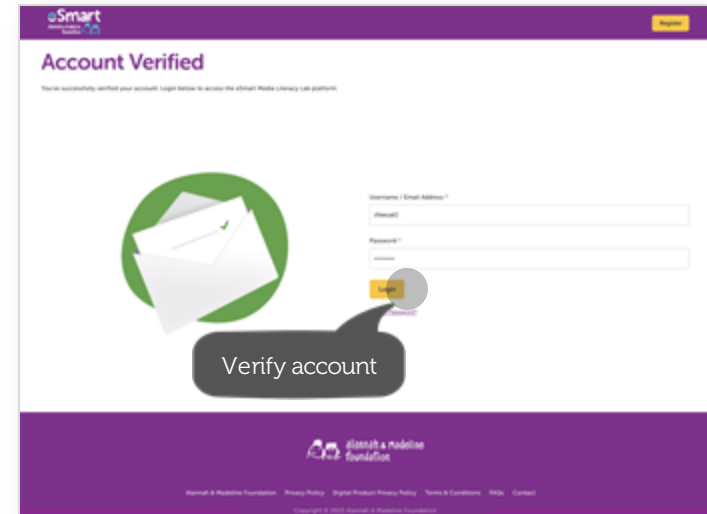
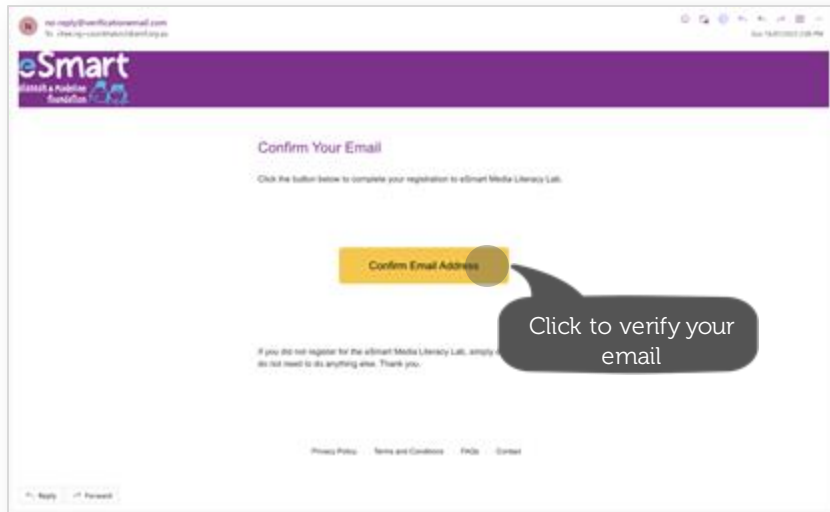
The Register page features the eSmart logo at the top left. Below it, the text 'Register' and 'Register now to become the Media Literacy Lab Coordinator for your school' are displayed. A paragraph explains the role of the Media Literacy Lab Coordinator. The form includes several input fields: 'Country' (with a dropdown menu showing 'Australia'), 'School / Organisation Name' (with a dropdown menu showing 'Imo College - Seaborg 1011'), 'Username \*' (with the text 'jamaal@imc' below it), 'Email Address \*' (with the text 'jama.ahong@imc.com' below it), 'First Name \*' (with the text 'Jama' below it), and 'Last Name \*' (with the text 'Ahor' below it). There are also fields for 'Password \*' and 'Confirm Password \*', both with a note: 'Minimum 8 characters, including at least one number and one symbol'. At the bottom, there are two checkboxes: 'I agree to the Terms and Conditions \*' and 'By clicking this box, you agree to us collecting, using and disclosing information for the purposes of sending you direct marketing communications about the eSmart Media Literacy Lab and eSmart suite of products via channels, including mail, email, social media and text message. You can opt out of receiving these communications at any time. Further information is available here'. At the bottom center, there is a logo for the 'An Australian Government Initiative' and a yellow 'Register' button. A dark grey speech bubble with the word 'Register' in white text points to this button.

# Verify Coordinator account

Check your inbox and click 'Confirm Email Address' to verify your account. Follow the prompts.



If you have not received an email from no-reply@verificationemail.com check your spam folder.



# Register your school

## Find your school or organisation from the list.



If you could not find your school, please contact us on 1300 592 151 to have your school added to the list.

The screenshot shows the 'Organisation' registration page on the eSmart website. The page has a purple header with the eSmart logo and a 'Close Ng.' link. The main heading is 'Organisation' in purple. Below it, the sub-heading is 'Register your Organisation'. A note states: 'To complete your registration, please fill in your organisation's details below to register with Digital Licences.' There are two dropdown menus: the first is labeled 'Country' and has 'Australia' selected; the second is labeled 'School / Organisation Name' and has 'Mirrova Primary School 3216' selected. A yellow 'Register' button is located below the second dropdown. At the bottom of the page, there is a purple footer with the 'elannah & madeline foundation' logo and a list of links: 'Elannah & Madeline Foundation', 'Privacy Policy', 'Digital Product Privacy Policy', 'Terms & Conditions', 'FAQs', and 'Contact'. A copyright notice 'Copyright © 2021 Elannah & Madeline Foundation' is also present.

# Create Educator accounts

Select the Educators tab, choose between 'Import Educators (bulk)' or 'Add Educators (individual)', and follow the prompts accordingly.




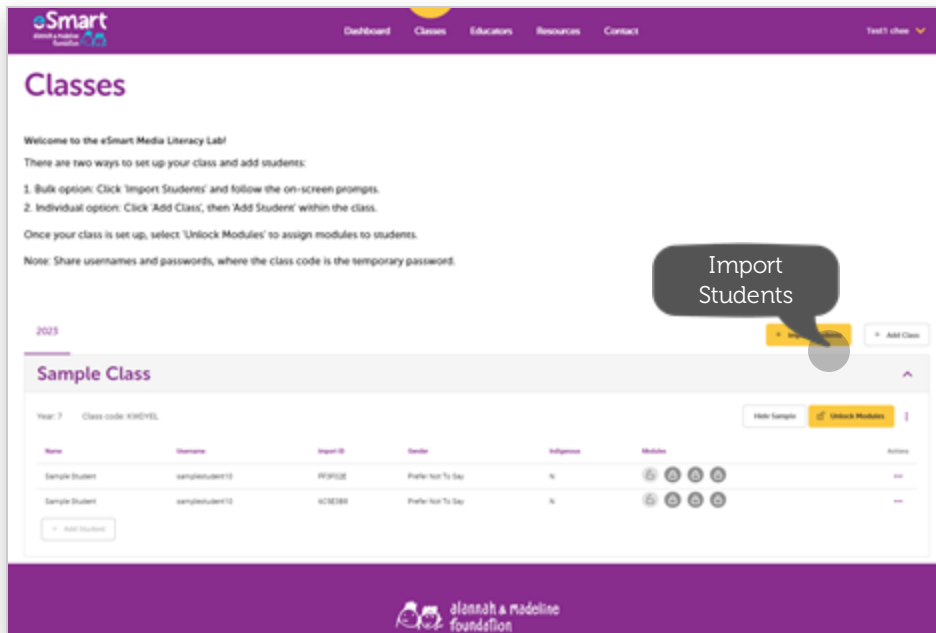
The screenshot shows the 'eSmart' web application interface. The top navigation bar includes 'Dashboard', 'Teaching Packs', 'Class Management', 'Educators', and 'Contact'. The 'Educators' tab is selected. Below the navigation bar, there are two buttons: 'Import Educators' (highlighted with a yellow background) and 'Add Educators' (with a grey background). Callout boxes point to these buttons with the labels 'Import Educators' and 'Add Educators' respectively. Below the buttons is a table with three columns: 'Name', 'Username', and 'Email Address'. The table contains several rows of educator data.

| Name           | Username      | Email Address                  |
|----------------|---------------|--------------------------------|
| Chee Ng        | cheeng        | chee.ng+Coordinator@smf.org.au |
| Chee Ng        | cheeng        | chee.ng+Coordinator@smf.org.au |
| Chee Ng        | cheeng        | chee.ng+Coordinator@smf.org.au |
| Chee Ng        | cheeng        | chee.ng+Coordinator@smf.org.au |
| Chee Ng        | cheeng        | chee.ng+Coordinator@smf.org.au |
| John Dory      | jdory         | jdory@somewhere.com            |
| Martin Freeman | martinfreeman | martin.freeman@gmail.com       |
| test test      | testtest2     | test@test.edu.au               |

# Set up a class and enrol students

To set up a class, to go the 'Classes' tab. Select 'Import Students' and follow the prompts.

 The class creation and student enrolment can only be initiated by the designated Coordinator in your school.



Welcome to the eSmart Media Literacy Lab!

There are two ways to set up your class and add students:

1. Bulk option: Click 'Import Students' and follow the on-screen prompts.
2. Individual option: Click 'Add Class', then 'Add Student' within the class.

Once your class is set up, select 'Unlock Modules' to assign modules to students.

Note: Share usernames and passwords, where the class code is the temporary password.

2023


### Sample Class

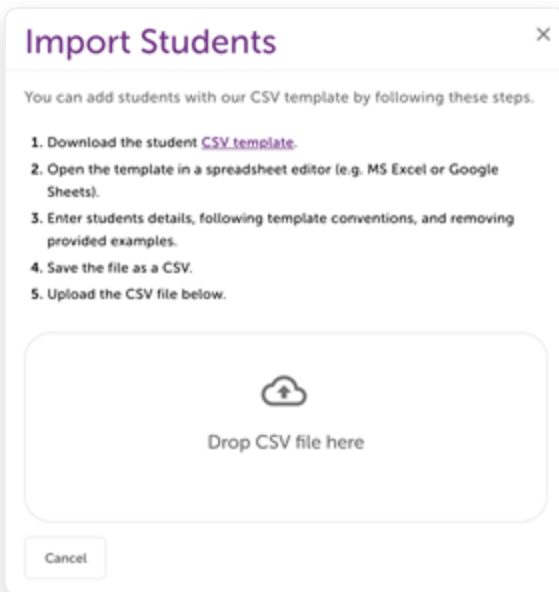
Year: 7 Class code: K9D45L

[Add Sample](#) [Unlock Modules](#)

| Name           | Username        | Import ID | Gender | Religion   | Modules | Actions             |
|----------------|-----------------|-----------|--------|------------|---------|---------------------|
| Sample Student | samplestudent10 | W9F02E    | Female | Non To Day | No      | <a href="#">Add</a> |
| Sample Student | samplestudent10 | K0E080    | Female | Non To Day | No      | <a href="#">Add</a> |

[+ Add Student](#)






### Import Students

You can add students with our CSV template by following these steps.

1. Download the student [CSV template](#).
2. Open the template in a spreadsheet editor (e.g. MS Excel or Google Sheets).
3. Enter students details, following template conventions, and removing provided examples.
4. Save the file as a CSV.
5. Upload the CSV file below.



Drop CSV file here

[Cancel](#)

# Congratulations, your class has been set up!

The new class will appear in the drop down menu in the 'Classes' page. Select the menu to reveal the students and their basic information.



Use the arrow on the panel to navigate between classes.

The screenshot shows a user interface for a class named 'Class ABC'. At the top, there is a header bar with the class name. Below the header, there is a section for 'Year: 8' and 'Class code: 67DBGC'. To the right of this section is a yellow button labeled 'Unlock Modules' and a vertical ellipsis menu. Below this is a table with columns: Name, Username, Import ID, Gender, Indigenous, Modules, and Actions. The table contains two rows of student data. At the bottom left, there is a button labeled '+ Add Student'. Callouts point to the class name, the 'Import ID' column header, and an upward arrow icon in the top right corner.

| Name         | Username    | Import ID | Gender         | Indigenous | Modules | Actions |
|--------------|-------------|-----------|----------------|------------|---------|---------|
| Tom2 Little  | tomlittle   | 7ED9604   | Gender Diverse | Y          |         | ...     |
| fgdhg dghdgh | fgdhgdghdgh | 0A8F034   | Female         | N          |         | ...     |

# Coordinator FAQs

## Can I add, remove, or re-assign Coordinators for our school?

Schools must assign at least one coordinator, and there's no maximum limit for this role. Our Support Team handles the setup on the portal's backend, including adding, removing, and reassigning coordinators for your school. Contact us on **1300 592 151** for assistance.



## I am getting an error message when uploading the educator CSV file. What should I do?

Make sure you download the CSV template provided in the prompt and edit it in MS Excel. The CSV file edited in the Numbers app on Mac may produce data translation issue. Check your CSV file to ensure no missing fields or format mismatched. Follow the format conventions provided in the sample.



## How do I delete an entire class?

You will need to delete all students in the class, then select the menu icon next to the Unlock Modules to delete the class.



## Does the new MLL differ from its predecessor?

The new MLL has been redeveloped after extensive evaluation and consultation with users and Media Literacy experts. Our new MLL has been redeveloped to be more accessible, have clear learning design outcomes and a more engaging user experience..



## Is the MLL curriculum aligned?

Yes, each module contains recommended links to content descriptors within the Australian Curriculum version 9.0. The product could sit well within an English, Media Arts or HPE planner.



## Is there a cost to access MLL?

The MLL is available to all Australian secondary schools for free.





# Educator access

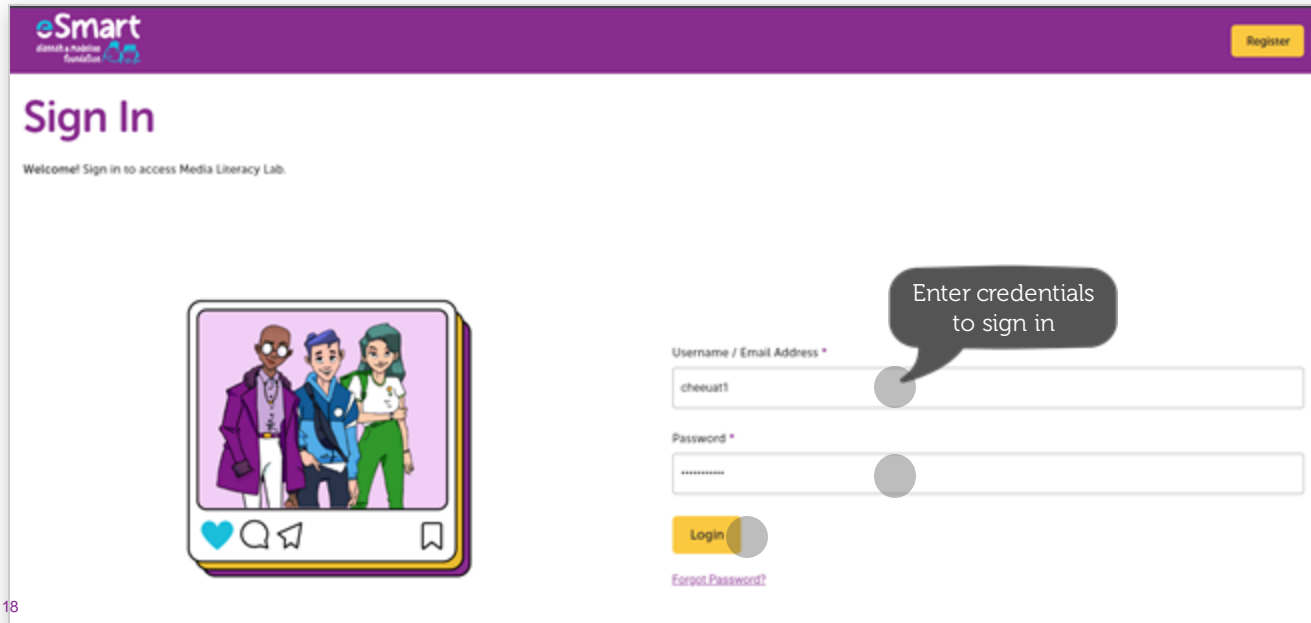
# Educator sign in

In a web browser, visit the staging site below and sign in with your Educator credentials.

<https://portal.medialiteracylab.org.au/>



MLL will work best using Google Chrome.

The image shows a web browser window displaying the 'eSmart Sign In' page. The page has a purple header with the 'eSmart' logo and a 'Register' button. Below the header, the title 'Sign In' is displayed in large purple letters, followed by the text 'Welcome! Sign in to access Media Literacy Lab.' On the left side, there is a cartoon illustration of three diverse characters (a man in a purple jacket, a man in a blue jacket, and a woman in a green jacket) standing together. Below the illustration are icons for a heart, a speech bubble, a share arrow, and a bookmark. On the right side, there are two input fields: 'Username / Email Address \*' and 'Password \*'. The first field contains the text 'cheuat1'. A dark grey speech bubble with the text 'Enter credentials to sign in' points to the first input field. Below the password field is a yellow 'Login' button. At the bottom of the login section, there is a link that says 'Forgot Password?'. The 'eSmart' logo is also visible in the bottom right corner of the page.

# Educator Dashboard


**Educator Dashboard** is the default landing page after you've signed in. To get started, select one of the cards:

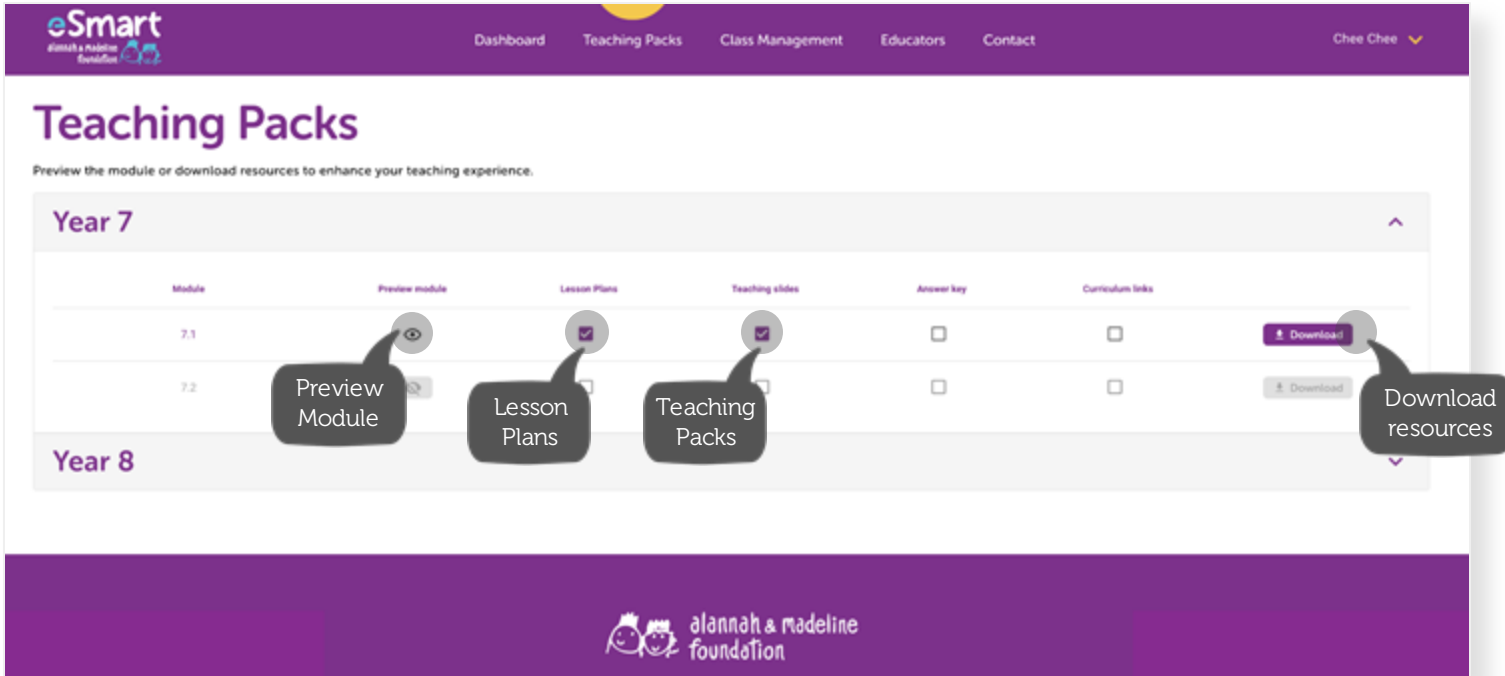
- **Teaching Packs** to download lesson plans, teaching slides, answer keys, and more.
- **Class Management** to view a sample class, enrol students, unlock digital modules, download certificate of achievement, and more.
- **Educators** to see other educators in your school who also have access to MLL.







# Teaching Packs

Preview a digital module or download a variety of resources to support your teaching needs.

 You will be able to select and download single or multiple resources in a zip folder.



The screenshot shows the eSmart website's 'Teaching Packs' section. The header is purple with the eSmart logo and navigation links: Dashboard, Teaching Packs, Class Management, Educators, and Contact. A user profile 'Chee Chee' is in the top right. The main heading is 'Teaching Packs' with a subtext: 'Preview the module or download resources to enhance your teaching experience.' Below this, there are sections for 'Year 7' and 'Year 8'. The 'Year 7' section contains a table with columns: Module, Preview module, Lesson Plans, Teaching slides, Answer key, and Curriculum links. Two rows are visible, labeled 7.1 and 7.2. Callouts point to specific icons in the table: 'Preview Module' points to the eye icon in the 'Preview module' column for row 7.1; 'Lesson Plans' points to the checklist icon in the 'Lesson Plans' column for row 7.1; 'Teaching Packs' points to the checklist icon in the 'Teaching slides' column for row 7.1; and 'Download resources' points to the 'Download' button in the 'Curriculum links' column for row 7.1. The footer is purple with the 'alannah & madeline foundation' logo and the eSmart logo.

| Module | Preview module  | Lesson Plans  | Teaching slides   | Answer key               | Curriculum links                                  |
|--------|---|---|---|--------------------------|---|
| 7.1    |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Download</a> |
| 7.2    |  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Download</a> |

# Teaching Packs


Access curriculum-aligned resources to support implementation in your classes.

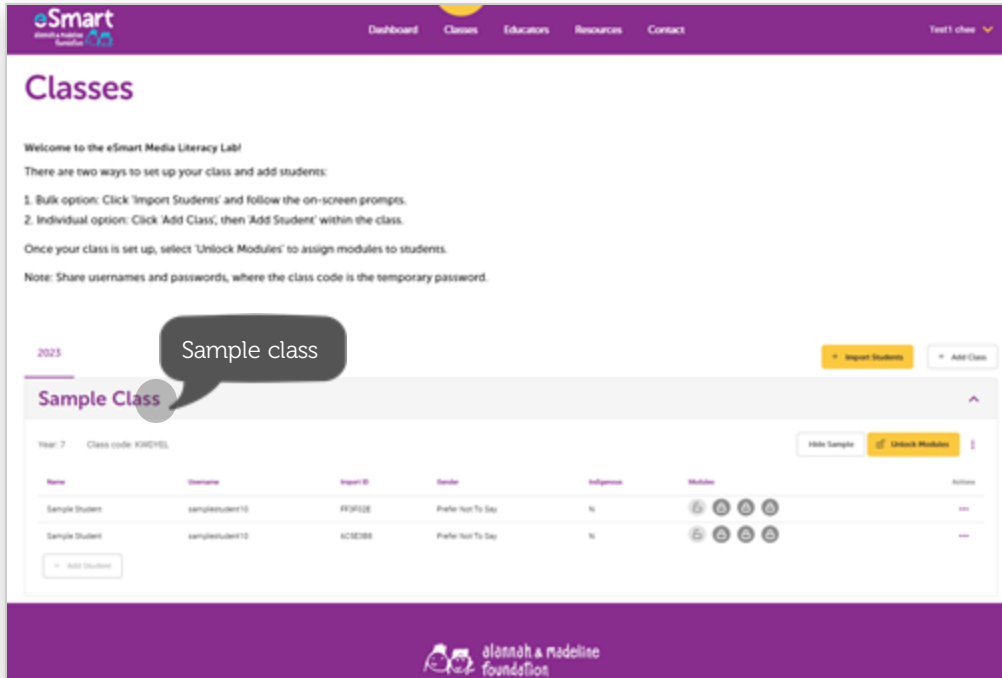
| Resources               | Description   |
|-------------------------|---|
| <b>Preview module</b>   | Allows you to preview the whole module and help you determine its suitability before using it with your students.             |
| <b>Lesson plans</b>     | Use the pre- and post- lesson activities to scaffold knowledge and skills of your students.                                   |
| <b>Teaching slides</b>  | Editable MS PowerPoint slides with teaching notes allow you to customise the content to suit your needs.                      |
| <b>Answer key</b>       | The answer key aiding revision and sparking engaging classroom discussions for active comprehension.                          |
| <b>Curriculum links</b> | Help you integrate content by mapping the modules to curriculum requirements for contextual and effective classroom teaching. |



# Manage your class

A Sample Class has been created to help you navigate the features of a class.

 By default, a class contains basic information such as year level, class code, name and username, student ID (import ID), and more.



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Dashboard Classes Educators Resources Contact Test1 class

## Classes

Welcome to the eSmart Media Literacy Lab!

There are two ways to set up your class and add students:

1. Bulk option: Click 'Import Students' and follow the on-screen prompts.
2. Individual option: Click 'Add Class', then 'Add Student' within the class.

Once your class is set up, select 'Unlock Modules' to assign modules to students.

Note: Share usernames and passwords, where the class code is the temporary password.





2025


**Sample class**

Import Students Add Class

**Sample Class**

Year: 7 Class code: KNDYEL Hide Sample Unlock Modules

| Name           | Username        | Import ID | Gender            | Indigenous | Modules   | Actions   |
|----------------|-----------------|-----------|-------------------|------------|---|---|
| Sample Student | samplestudent10 | FF9F12E   | Prefer Not To Say | N          |  |  |
| Sample Student | samplestudent10 | 8CDE388   | Prefer Not To Say | N          |  |  |



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# Assign modules to students

To assign a digital module to students, select 'Unlock Modules' and follow the prompts.



The first unit for each respective year level will be automatically accessible to students at that level.

The screenshot shows the Smart dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Class Management', 'Educators', and 'Contact'. The user 'John HOPKINS' is logged in. Below the navigation bar, there's a section for '2023' with a 'Sample Class' dropdown menu. The dropdown is open, showing 'Class A', 'Class B', and 'Class C'. A callout bubble points to the 'Unlock Modules' button in the bottom right corner of the dashboard.

| Name           | Username      | Import ID | Gender        | Indigenous | Modules | Actions |
|----------------|---------------|-----------|---------------|------------|---------|---------|
| Anna WINTER    | awinter       | 8140005   | Not specified | Unknown    |         |         |
| James BOND     | jamesbond     | 8140005   | Male          | N          |         |         |
| Jennifer LOPEZ | jenniferlopez | 8140006   | Female        | N          |         |         |
| John HOPKINS   | johnhopkins   | 8140002   | Male          | N          |         |         |
| Mary POPPINS   | marypoppins   | 8140006   | Other         | Y          |         |         |

The screenshot shows the 'Unlock Module' dialog box. It has a title bar 'Unlock Module' and a close button. Below the title bar, there's a 'Select Module' dropdown menu with 'Module 1: Framing the Issue' selected. A callout bubble points to this dropdown with the text 'Select topic to be unlocked'. Below the dropdown, there's a description of the module: 'Media Construction' and 'Welcome to the exciting world of media decoding! In this module, we will dive deep into the realm of media and unravel the mysteries behind fact, opinion, and the construction of media itself. By the end of this module, you will have the skills to identify fact and opinion in various forms of media and understand how media is constructed to shape our understanding and beliefs.' There's an illustration of a smartphone with a speech bubble. Below the description, there's a button 'Unlock for Whole Class' with a callout bubble pointing to it that says 'Unlock for whole class'. Below this button, there's a list of students with a status for each: 'John HOPKINS', 'James BOND', 'Jennifer LOPEZ', 'Mary POPPINS', and 'Anna WINTER'. All status messages say 'This module has already been unlocked'. At the bottom, there's a 'Cancel' button and a 'Confirm Unlock' button with a callout bubble pointing to it that says 'Confirm Unlock'.

# Share username and class code with students

## Share username and class code with your students.



The class code is the temporary sign-in password for students. They will be prompted to reset password when signing in for the first time.

| Class C       |                    |           |
|---------------|--------------------|-----------|
| Year: 8       | Class code: 3S26QG |           |
| Name          | Username           | Import ID |
| Anna WINTER   | annawinter         | BUL0035   |
| James BOND    | jamesbond          | BAN0005   |
| Jenifer LOPEZ | jeniferlopez       | BAR0066   |
| John HOPKINS  | johnhopkins        | AYR0002   |

Class code is the temporary sign-in password

Each student has a unique username



# Monitor student progress

In the 'Class Management' tab, select a class to view the student learning progress represented by icons.

The screenshot shows the eSmart 'Class Management' interface. At the top, there's a navigation bar with 'Dashboard', 'Class Management', 'Education', and 'Contact'. Below this, a 'Sample Class' dropdown is set to 'Class A'. A table lists students with columns for Name, Username, Year ID, Gender, and Progress. A callout box labeled 'Module icons' points to a grid of icons in the 'Progress' column for one student.

| Name        | Username | Year ID | Gender | Progress |
|-------------|----------|---------|--------|----------|
| Anna WINTER | awinter  | 202020  | Female | 100%     |
| James KING  | jking    | 202020  | Male   | 100%     |
| James LIPST | jlipst   | 202020  | Male   | 100%     |
| John WINTER | jwinter  | 202020  | Male   | 100%     |
| May WINTER  | mwinter  | 202020  | Female | 100%     |

## Module Information

| Icon | Meaning  |
|------|--|
|      | Module is locked. The student cannot access the module.                    |
|      | Module is unlocked. The student can access the module.                     |
|      | Student has started the module, but has not reached any milestones.        |
|      | Student has partially completed the module.                                |
|      | Student has completed the module.  |
|      | Student has completed the module with at least two stretch goals achieved. |

# View certificate of achievement

The system will generate a certificate of achievement when a student has successfully completed a digital module. Select the 'Actions' menu to view, download, or print the certificate.

The screenshot shows the eSmart dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Class Management', 'Educators', and 'Contact'. The user 'John HOPKINS' is logged in. Below the navigation bar, there's a section for 'Sample Class' with dropdowns for 'Class A', 'Class B', and 'Class C'. A table lists students with columns for Name, Username, Email ID, Gender, Religion, and Modules. An 'Actions' menu is open for the first student, Anna WINTER, showing options: Reset Module, Reset Password, Edit Student, Get Certificate (highlighted with a dashed purple box), and Delete Student. A callout bubble points to the 'Actions' menu.

| Name            | Username     | Email ID | Gender       | Religion | Modules |
|-----------------|--------------|----------|--------------|----------|---------|
| Anna WINTER     | annawinter   | BAW0005  | NotSpecified | Unknown  | ...     |
| James BOND      | jamesbond    | BAW0006  | Male         | %        | ...     |
| Jennifer LIPKID | jenniferlipk | BAW0004  | Female       | %        | ...     |
| John HOPKINS    | johnhopkins  | BAW0007  | Male         | %        | ...     |
| Mary HOPKINS    | maryhopkins  | BAN0008  | Other        | %        | ...     |

- Reset Module
- Reset Password
- Edit Student
- Get Certificate**
- Delete Student

# More in Actions menu

The Actions menu also allows you to perform the following actions.



**Reset Module**

This feature will reset the module to its default settings, erasing any progress made on the module up to this point.



**Reset Password**

This feature will reset the student's password to the class code.



**Edit Student**

This feature allows you to edit student's first name, last name, gender, and Indigenous status.



**Get Certificate**

This feature allows you to view, save, download, or print a certificate of achievement.

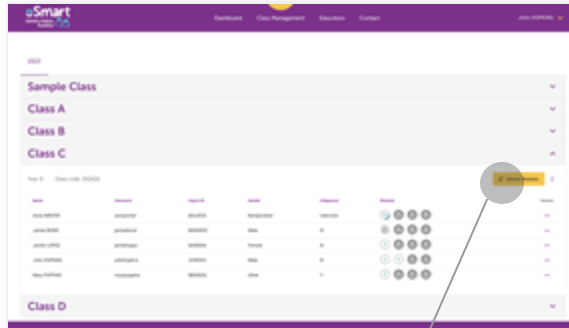


**Delete Student**

This feature will permanently remove the student from the class. If you need to add students back to the class, please contact your school Coordinator.


# More Class features

The Class menu allows you to personalise your class and make class management easier.



 **Unlock Modules**

 **Edit Class**

 **Print Class Sheet**

This feature allows you to change the class name and its year level.

This feature will allow you to view, save, download, or print a class sheet.

# Educator FAQs

## How can I add or import students to a class?

Educators cannot add or import students to a class directly. Please contact your School Coordinator for assistance.



## How can I move a student from one class to another?

Currently you do not have the ability to move or transfer a student from one class to another. We will consider it in our future product roadmap.




## How do I print students' certificates of achievement in bulk?

We don't have this functionality currently and we will consider it in our future product roadmap.



## How can I preview a digital module and see how it appears to students?

In the Teaching Packs tab, select a year level to reveal the digital modules within it. Click the preview icon  to explore the digital module in a new tab.



## How can I change my user access from Educator to Coordinator?

Seek approval from your School Coordinator. The coordinator will contact us to request the access change.



# Student access

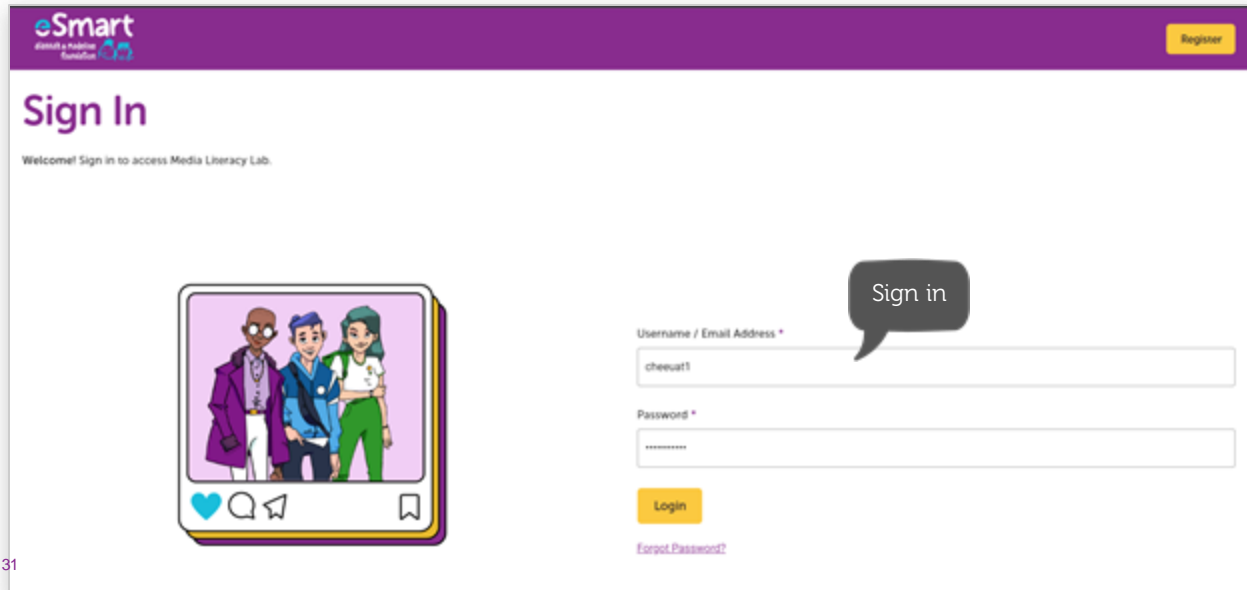

# Student sign in

In a web browser, visit the site below and sign in with your credentials:

<https://www.portal.medialiteracylab.org.au>



If you're a student signing in for the first time, use the username and password (class code) given to you by your teacher. After you've entered the class code as password, you'll be prompted to reset the password. Choose a secure password that is memorable to you.



The image shows a web browser window displaying the 'Sign In' page of the eSmart olannh & madeline foundation portal. The page has a purple header with the logo and a yellow 'Register' button. Below the header, the title 'Sign In' is displayed in purple, followed by the text 'Welcome! Sign in to access Media Literacy Lab.' On the left, there is a cartoon illustration of three diverse students (two boys and one girl) standing together, with a heart, comment, share, and bookmark icon below them. On the right, there is a 'Sign in' speech bubble pointing to the 'Username / Email Address \*' field, which contains the text 'cheeuat1'. Below this is the 'Password \*' field, which is masked with asterisks. A yellow 'Login' button is positioned below the password field. At the bottom left of the form area, there is a link that says 'Forgot Password?'. The eSmart olannh & madeline foundation logo is also visible in the bottom right corner of the page.

Username / Email Address \*

cheeuat1

Password \*

\*\*\*\*\*

Login

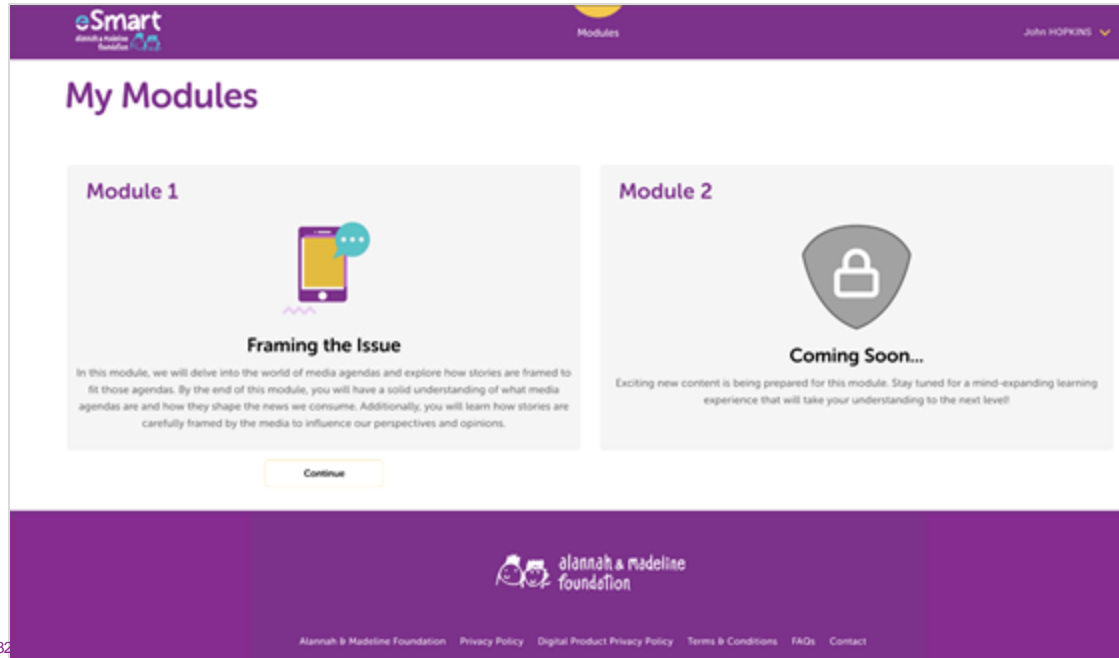
[Forgot Password?](#)

# Access a digital module

**After signing in, select an unlocked module to begin your learning journey.**




If your module is locked, please check in with your teacher or School Coordinator.



The screenshot shows the 'My Modules' page on the eSmart platform. The header is purple with the eSmart logo, a 'Modules' tab, and a user profile for John Hopkins. The main content area has a light gray background and features two module cards. Module 1, 'Framing the Issue', is unlocked and shows a smartphone icon with a speech bubble. It includes a description of the module's focus on media agendas and a 'Continue' button. Module 2, 'Coming Soon...', is locked, indicated by a padlock icon, and states that new content is being prepared. The footer is purple and contains the Alannah & Madeline Foundation logo and a list of links: Alannah & Madeline Foundation, Privacy Policy, Digital Product Privacy Policy, Terms & Conditions, FAQs, and Contact.

**My Modules**

**Module 1**




**Framing the Issue**

In this module, we will delve into the world of media agendas and explore how stories are framed to fit those agendas. By the end of this module, you will have a solid understanding of what media agendas are and how they shape the news we consume. Additionally, you will learn how stories are carefully framed by the media to influence our perspectives and opinions.


[Continue](#)

**Module 2**



**Coming Soon...**

Exciting new content is being prepared for this module. Stay tuned for a mind-expanding learning experience that will take your understanding to the next level!

 alannah & madeline foundation

[Alannah & Madeline Foundation](#) [Privacy Policy](#) [Digital Product Privacy Policy](#) [Terms & Conditions](#) [FAQs](#) [Contact](#)

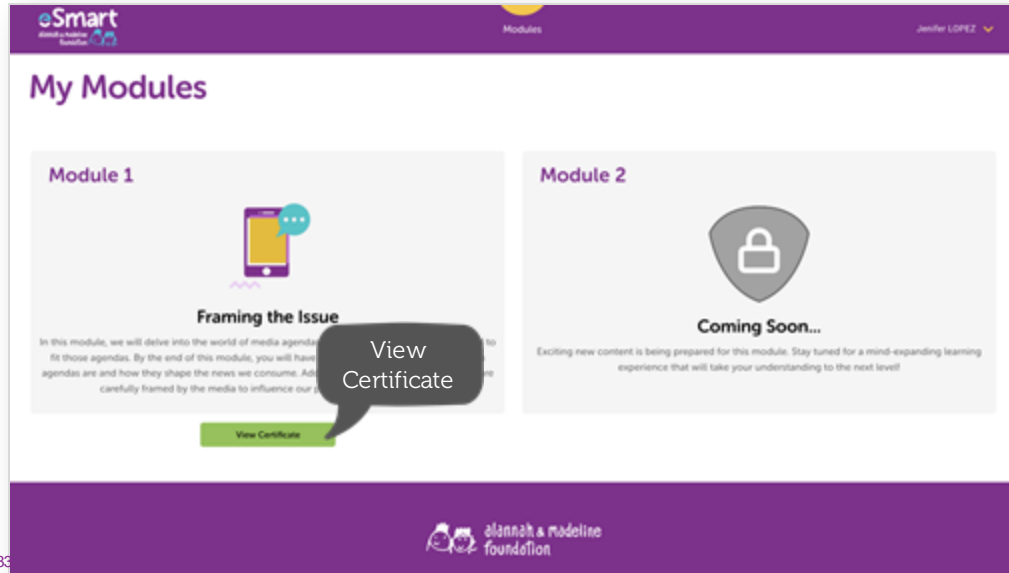


# View certificate of achievement

After you have successfully completed and passed a module, you'll be presented a Certificate of Achievement.



Click View Certificate to view, download, or print your certificate to showcase your achievements.



# Student FAQs

## How can I reset my student password?

Only the school administrator or educator can reset the student's password. After your password has been reset, your password will be the Class code. Then you will be prompted to change your password. Remember to select a password that is at least 8-digit with a minimum of one number and one symbol.



## Can I print my certificate in bulk?

We don't have this functionality currently and we will consider it in our future product roadmap.



## What is a class code and what do I do with it?

If you are signing in to the MLL portal for the first time, you will need to enter the class code as password.



## How do I access a digital module?

Visit [portal.medialiteracylab.org.au](https://portal.medialiteracylab.org.au) and sign in. Then you will be redirected to the Modules page where you can start a new module or continue with the module that you have already started.



## What will happen to my score if I leave halfway through the module?

If you leave halfway through the module, your score will be saved in the portal. When you return, you can continue from where you stopped.





# Support and enquiries

# We're here to help



Fill out a web form:

**[medialiteracylab.org.au/contact](https://medialiteracylab.org.au/contact)**



Email us at:

**[esmart@amf.org.au](mailto:esmart@amf.org.au)**



Call us during the office hours:

**1300 592 151**



# Glossary

# Glossary

| Term                       | Definition  |
|----------------------------|---|
| Certificate of achievement | The certificate of achievements aim to celebrate and recognise the importance of both excellence and learning growth for students in their MLL learning journey.  |
| Class code                 | A class code is an alphanumeric code generated when a class is set up. A class code serves as a temporary password for students to sign in to the MLL portal for the first time.  |
| Coordinator                | A person, typically a teacher, deputy principal, or principal, responsible for overseeing the coordination and organisation of the MLL in their school.   |
| Educator                   | Educator refers to the teaching staff who provide educational instructions to a student cohort.   |
| Import ID                  | Import ID is a unique student number (an identifier) assigned by your school Coordinator to each student in a class. The import ID could be student ID.   |
| Import Students            | Import Students is the act of enrolling students into a class by importing their basic information in CSV files into the portal. Only the school Coordinator has the privilege to set up a class and import students.   |
| Module                     | Also known as digital learning modules. A module is a self-contained and structured unit of educational content delivered to students through the MLL portal.   |
| Sample class               | A sample class is a demo class set up in the Coordinator and Educator dashboards. The purpose of the sample class is to help users navigate and get acquainted with the features in a class. User can hide the sample class in the class panel or unhide it in their Personal Settings. |
| Sign in                    | Sign in, also use interchangeably as login, is the process by which a user gains access to the MLL portal by providing their unique credentials, such as a username and password.   |
| Unlock modules             | Unlock modules refer to the action of assigning or making a specific digital module accessible to students. When a module is 'locked,' it is not available for viewing or interaction by students.  |



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