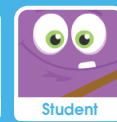


User Guide

This User Guide is relevant for everyone



Using EducationCity via the Puffin Academy App

EducationCity, although moving towards HTML5, requires Flash Player for much of its content, so a free mobile Flash browser app called Puffin Academy, created specifically for teachers and students, needs to be installed for EducationCity to work on mobile devices. This is the case for both Android and Apple iOS devices.

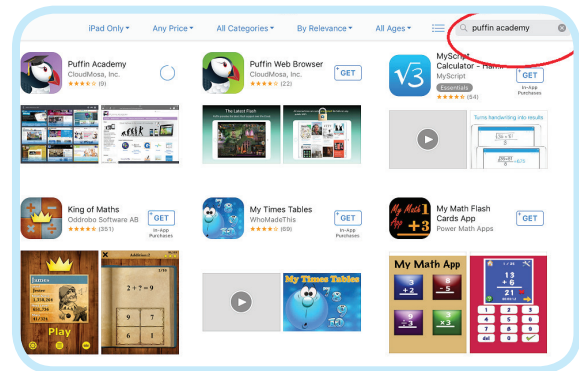
This guide will take you through:

1. Finding Puffin Academy in the App Store (Apple)
2. Finding Puffin Academy in the Google Play Store (Android)
3. Locating EducationCity via the Search Feature
4. Selecting the Best Version of EducationCity for You
5. Logging in Within the App

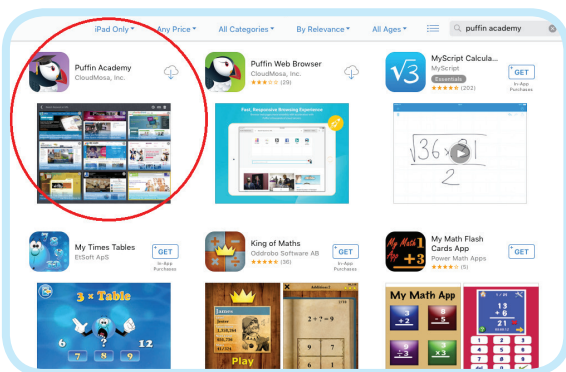
1 Finding Puffin Academy in the App Store (Apple)



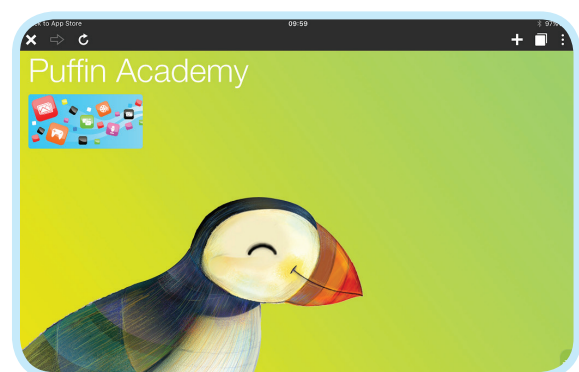
First of all, you will need to go to your App Store, which can usually be found on your device's Home Screen.



Click into it, then search for Puffin Academy using the search function.



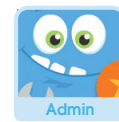
When it appears within the search results, download it. Once installation is complete, open the app on your device.



The Puffin Academy Browser will then open, appear as above and sit on your Home screen. Click into the blue box to enter the app.

User Guide

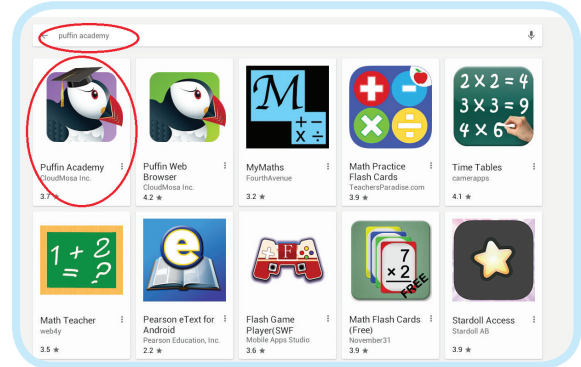
This User Guide is relevant for everyone



2 Finding Puffin Academy in the Google Play Store (Android)



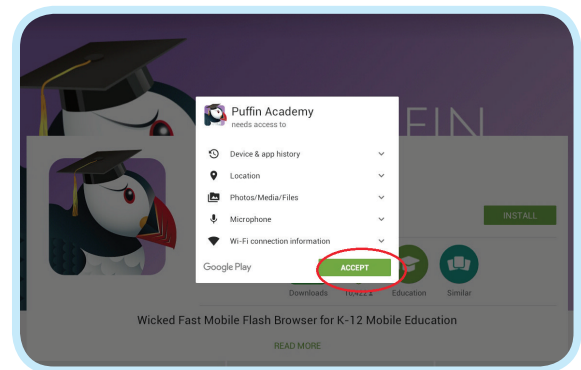
First of all, you will need to go to your Play Store, which can usually be found on your device's Home screen.



Click into it, then search for Puffin Academy using the search function at the top. When it appears in the results, click into it.



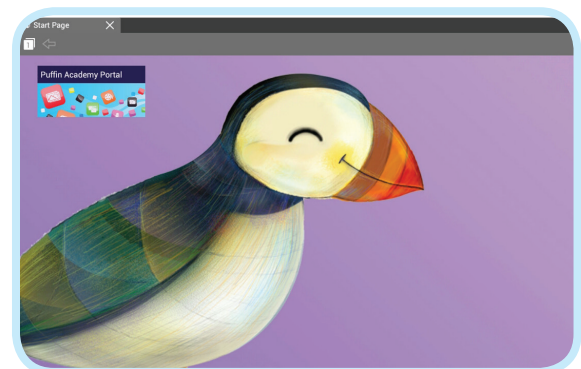
You will then see this page. Click **INSTALL** to install it on to your device.



Click **ACCEPT** for it to access your device and it will then download.



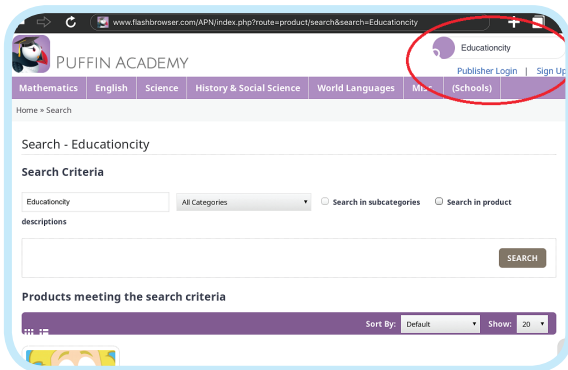
Once installed, click **OPEN**.



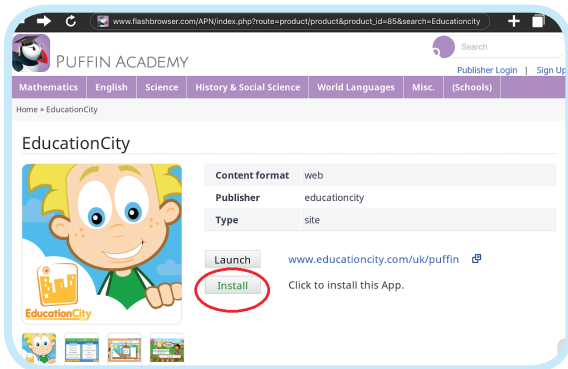
You will see this screen and Puffin Academy will sit on your Home screen. Click the Puffin Academy Portal tab to proceed.



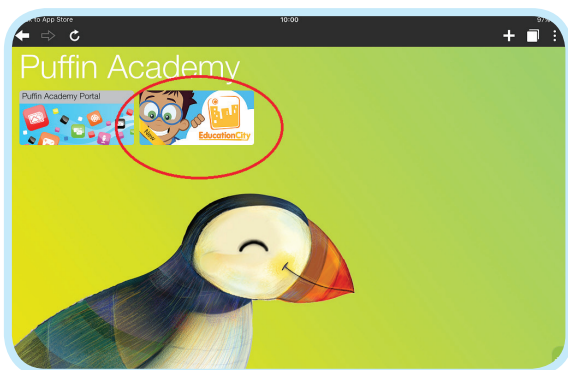
3 Locating EducationCity via the Search Feature



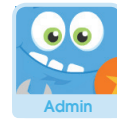
Once within the Puffin Browser app, you will see the same thing whatever your device type, and you will need to search for EducationCity. You can do this using the Search function. Enter 'EducationCity' at the top right and the search results will appear towards the base of the page.



Click on the EducationCity button and more details will be shown. Click **Install**, then **OK**.



The EducationCity button will then appear on the Puffin Academy main page. Click to open it.

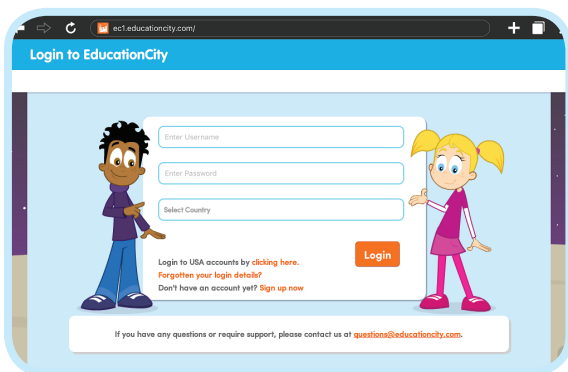


4 Selecting the Best Version of EducationCity for You



The first time you enter EducationCity via the Puffin Browser, you will be asked where you are from so we can direct you to the version of EducationCity you need.

5 Logging in Within the App



Once you've made your selection, you'll be presented with the standard EducationCity login page, from which you can log in as usual.