

Chinese12Tree Project Functional Specification

2019/01/28

CONFIDENTIAL AND PROPRIETARY

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Project Overview

This document describes the scope of work for Chinese12Tree system which expected to provide a Chinese language education platform.

- **The system consists of 2 major components:**

1. Responsive for desktop, laptop, Pad, mobile for two user roles: Teacher / Parent, and KID
2. Web based Admin Portal for Chinese12Tree staff to manage the system

- The system languages would be in Simplified Chinese, Traditional Chinese and English. Users would be able to change language setting in overall webpages and UI Admin Portal.
- All system users (Teacher & Parent, Kid and System Admins) can log in maximally for 3 devices, no permission for the 4th device. If the user login the account with the 4th device, a message popped-up for reminding the user to log out one of other devices.
- Server Requires Alibaba Cloud or a common server provider that no access restrains from PRC government. Through the linode can be considered.
- Keep the API suitable for adaptive to APP extension development

Detailed features description would be elaborated in the following sections.

Website Functional Details

1. eNews Subscription

- eNews is updates, offers and promotions of Chinese12Tree that are sent by email regularly to all its subscribers.
- There will be a subscribe eNews bar for all visitors to subscribe eNews from Chinese12Tree by inputting their valid email address
- Visitors can unsubscribe anytime.
- The email list of the visitors who has subscribed eNews will be stored and display. The list can be export as Excel format for internal usage.

2. Free Sample Subscription

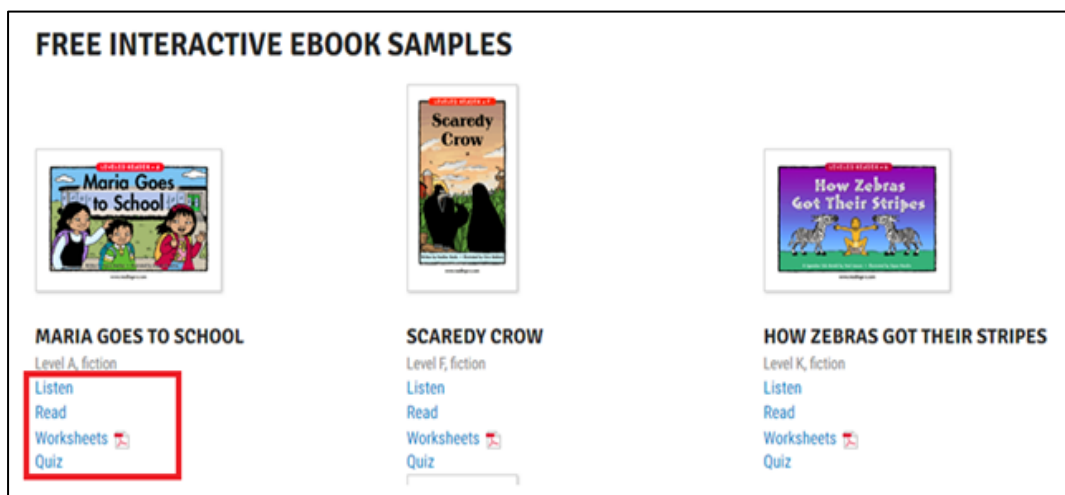
- Free Sample button on webpage for all visitors (non-registered or registered) to subscribe free sample from Chinese12Tree by inputting their valid email address.
- Age for the Free Samples subscriber will be checked in system for the subscriber has to be 14 years old above.
- Below the email filling box, the subscribe box for eNews default checked
- Click the 'Go' button the book covers list appears on lower part of the webpage. The subscriber can see the book covers and determine to click a book cover randomly, or images of Audio, Book, Worksheet for the sample trial reading. Mouse hover to a book cover, the book cover enlarged for effect.
- The emails list for users who have subscribed the Free Samples will be stored and displayed in Admin Portal, together with eNews subscribers' emails list in same table.
- Below is the Free Sample for UI as reference

Provide information below for access to FREE SAMPLES

Email address

In what year were you born?

Sign up to receive our updates and offers. You may unsubscribe at any time



3. Chinese Evaluation page

This part consists of 3 parts:

3.1 Speak to Teacher

- Visitors could click on the 'Speak to Teacher' and to chat by using the pop-up enquiry form, or to make an appointment by filling the form through Contact Us page of Beijing Mandarin website so as for a dedicate assessment.
- The email address left by the visitor will be stored and displayed together with other type of subscribers' emails.

3.2 Self-Assessment

- Self-Assessment plays as an email addresses collection form. It is for visitors to fill and to do self-evaluation by ticking the best match for the Listing & Speaking level and the Reading & Grammar & Comprehension levels after reading through the table for the level description.
- By submitting the form, the email address will be stored and displayed, together with other type of subscribers' emails.

3.3 Free Test

- The Free Test function is only meant to encourage the older student-visitors to come back to see their Chinese level from time to time. The Free Test papers are set for the student-visitors who have been learning Chinese over two years or more than 90 hours, and 14 years old above. The requirement for illegible taking Free Test it is supposedly stated on the webpage.
- Before starting the Free Test, student-visitors are required to provide corresponding personal information. Without the information input, the student-visitor cannot access the Free Test. Click Reset button to clear all field input.
- Personal information including:
 - Last Name

- First Name
- Email Address (incorrect email format would be not allowed. Letter input sets no case sensitive while system default to store in small letters for the email address). The email address will be stored and displayed, together with other type of subscribers' emails
- Student's Academic Level (check-box for student-visitor selection: Kindergarten / Preschool, Lower primary, Upper primary, Junior middle school, Junior high school, Senior high school, College, others).
- State / Country (drop down list for selection)
- Subscribe for eNews shall be ticked by default, the visitor is able to un-tick the checkbox to unsubscribe the eNews.

Last Name, First Name, Email Address and Academic Level are mandatory.

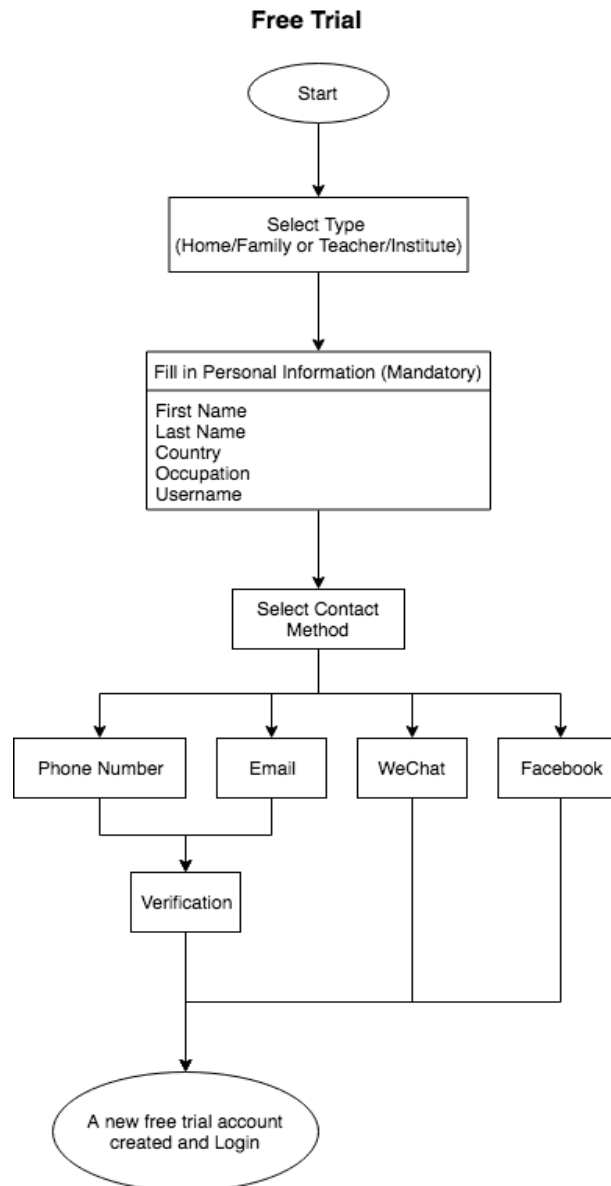
If visitor selects Academic Level "Kindergarten / Preschool, Lower primary", the Free Test cannot be preceded, a message triggered to appear.

- After submitting the form mentioned above, the free test which is divided in two sets appear for visitor to choose: Listening and Speaking test (L&S) and Reading and Grammar test (R&G).
 - The test content is provided and managed by Chinese12Tree and questions would be hardcoded in the system, minimum effort; or it can be of the test management in Admin management; or external link plugin). It can be discussed and determined with the assigned developer.
 - The test content for L&S and R&G would be 30-50 items respectively.
 - There would be less than three questions on each page; all questions would be single choice or multiple choice questions.
 - Student-visitor could terminate the test
 - Student-visitor could back to previous question
 - Student-visitor could quit the test; all test result won't be saved.
 - For the L&S test, audio files need to be played separately for each question. However, for student-visitor's voice recording for the speaking test it is difficult to do the verification. So for this part Chinese12tree shall determine if needed or not. If voice recording is needed without verification, the system would consider the speaking answer as correct as long as the student uploads the audio; if voice recording is needed with verification, the verification detail need to be discussed further and quoted separately.
 - After submitting the test, the test result page will show. Student-visitor is able to retake the test.
- After finish the test,
 - the student-visitor could view and print a certificate or award-liked PDF file. And send the certificate via email by inputting a valid email address. A certificate / award liked PDF would be provided by Chinese12tree and hardcoded in the system.
 - Click 'invite / recommend to take Chinese Test for free' to invite others to take the free test by inputting an email address, an invitation email with a free test link will send to the people.
 - Click Contact Us for redirecting to contact us page of the Beijing Mandarin website.

4. Free Trial Account for Teacher & Parent

4.1 Sign Up for Free Trial Account

- Flowchart for Free Trial Account Sign Up



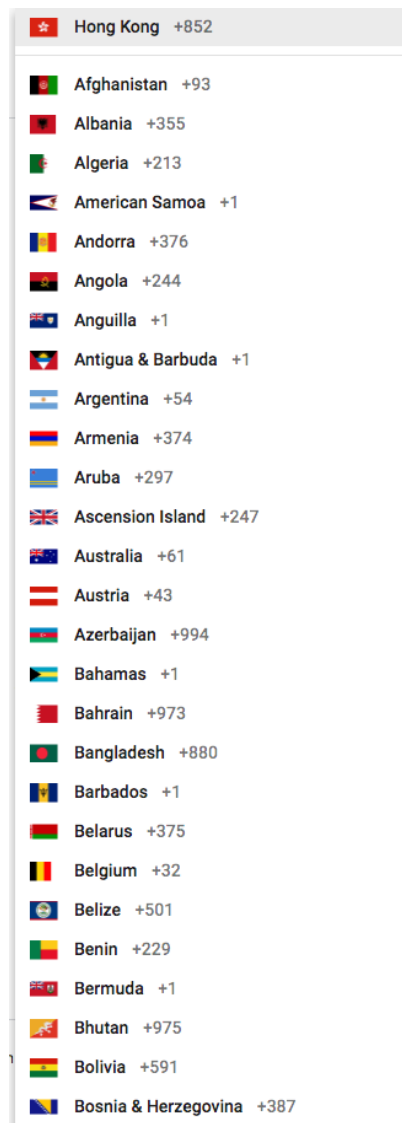
- Select a Role: Home/Family (Parent Account) or Teacher/Institute (Teacher Account).
- User is required to fill in the personal information form for registration:
 - First Name
 - Last Name
 - Country (drop down list for selection)
 - Select the contact: Facebook | WeChat | Email | Phone number
 - Occupation (drop down list for selection)
 - School / Organization
 - Username (should be unique)

First Name, Last Name, Country, Occupation and Username are mandatory items. Username is required to be unique, in other word, the teacher & parent could not use the same username.

Here is the drop down list for Occupation:



- For the mobile phone number, user needs to select a country code from a drop-down list and input phone number. Country code drop down list would refer to the form of Gmail registration, ordering by alphabet.



- If the user selects the WeChat or Facebook to connect the platform, no account

verification is needed until purchase paid account. In process for creating free trial account,

- If by Wechat, the user ID & Phone no. for WeChat account should be collected into the system if it is allowed by the WeChat.
- if by Facebook: the Facebook account information should be collected into the system if it is allowed by FB.
- The system would integrate with WeChat and only the following user info would be allowed to collect from WeChat.
 - User's nickname
 - Sex
 - Province
 - City
 - Country
 - Profile photo URL, this parameter is null if the user hasn't set a profile photo.
 - No one is allowed to collect WeChat ID because of the privacy policy of WeChat.
- The system would integrate with Facebook, for the Facebook user who registered with email, we could get email address listed on their profile; for the Facebook user who registered with phone number, no one is allowed to collect phone number because of the privacy policy of Facebook.
- For email registration, after submission a verification email will be sent to the email address. Click for email verification and account activation. For phone number registration, a one-time password (OTP) will be sent to the phone for account activation.
- Input desired password (password should be at least 6-20 characters, case sensitive, space is not allowed)
- A ticked checkbox for eNews from Chinese12Tree, can be un-ticked by the user
- After agreed to the Terms of Service, the free trial account for Teacher or Parent account is created. The user could login in the platform to use the Teacher or Parent trial account on the same interface.

4.2 Free Trial Account Login & Forget Password

- Registered free trail account could login with their verified email address or phone number and password. If users forget the password, they could provide the registered email address or phone number to reset the password with the provided link in the received email or one-time-password (OTP) from phone SMS.
- The interface for the free trial account user is mainly to introduce the functions of Chinese12Tree. It shows 'Manage User' and 'Buy More License'.
- In the free trial account there presets two mock-kid-accounts with predefined random password for the try out.
 - The two preset mock-kid-accounts would be the same username under different teacher or parent accounts.

- The two mock-kid-accounts count as the account capacity, so the remaining Kid capacity would be 28 for Teacher, and 3 for Parent respectively.
- Teacher or Parent could see the two mock-kid-accounts password in the interface.
- Teacher and Parent account can add KIDS account within their KIDS account capacity. The KID added by Teacher or Parent can use the password given by the teacher or Parent to access their learning account.

4.3 Functionality for the Free Trial Account

- Both Teacher and Parent free trial account use same interface.
- Teacher account can add 30 KIDS in maximum; Parent account can add 5 KIDS in maximum.
- Nearly full access to the platform.
- There is no Assignment and Assessment feature for free trial account
- There is no Game function for free trial account

4.4 Free Trial Account Upgrade & Expire

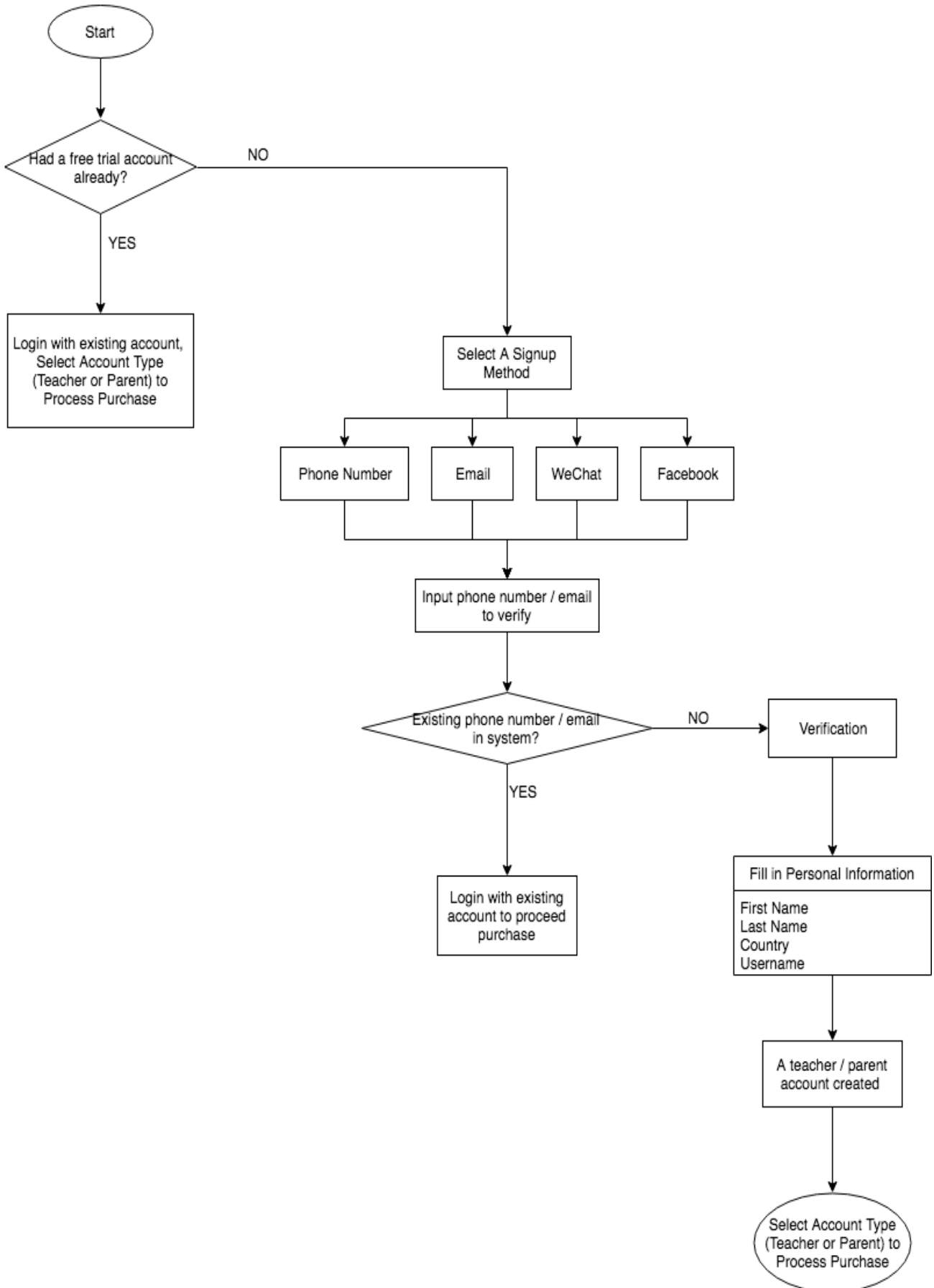
- The validation for all free trial accounts is 14 days. 7 days, 3 days and 1 day to the expiring day, a system reminder notification will be sent to the account inbox and registered email account by the system automatically. Other reminder notification send by other methods, such as Facebook Messenger, WeChat or SMS would be handled by Chinese12tree manually.
- For the user with WeChat or Facebook connection, the user would be required to provide email address or phone number for verification before upgrade free trial account.
- The user of the free trial account click 'Order Now' and choose to purchase either Teacher or Parent account for upgrade. After make payment successfully, the account will be upgraded to the paid Teacher or Parent account, the purchase record and account info will be shown in Admin Portal.
- After free trial account expired, the user can still login with the account, but no feature can be used. The user can only edit profile, view purchase history, and can make purchase to upgrade the account.

5. Teacher & Parent Signup & Login

5.1 Order Now and Online Payment

- Flowchart for Order Now

Order Now



- In the system there will be three types capacities-setting for Teacher or Parent accounts. The 30 KIDS in maximum (mainly used for school class), 5 KIDS (mainly used for homeschooling class) and 1 KID for individual account. Teacher or Parent can choose one of them to purchase for a paid Teacher or Parent account.
- The free trial account (expiring or not) can be upgraded to the paid Teacher or Parent account by clicking 'Order Now'. If the system locates the user registered email address or registered phone number, a reminder shows the account existing. The user can continue to use the same account to purchase.
- Teacher or parent can purchase the paid account directly without free trial account. If the system locates the user registered email address or registered phone number, a reminder shows the account existing. The user can continue to use the same account to purchase.
- Four signup and login methods applied in the system. All following four signup and login methods, there is no linkage among the four methods; each login method would go to different Teacher & Parent account.
- User needs to select a method before signup and login.

5.2 Signup & Login with Phone Number

- User would be asked to provide:
 - First Name
 - Last Name
 - Phone Number (the system would check whether the phone number has been registered, registered phone number would be not allowed to register again)
 - Password (It should be at least 6-20 characters, case sensitive, space is not allowed)

For the phone number, user needs to input a valid area code and input phone number.

- A one-time password (OTP) would send to the phone number, enter the OTP to verify. The account will be directed to the personal information page after verification.
- Verified teacher or parent would be required to provide personal information:
 - Username (should be unique)
 - Email (incorrect email format would be not allowed)
 - Phone number (pre-fill in the registered phone number)
 - Country (drop down list for selection)
 - Occupation (drop down list for selection)
 - School / Organization

Username, Country and Occupation are mandatory items.

- Registered Teacher or Parent could login with their verified phone number and password. If users forget password, they could provide phone number to get OTP and reset the password.

5.3 Signup & Login with Email Address

- User would be asked to provide:
 - First Name
 - Last Name
 - Email (incorrect email format will be not allowed; registered email will be not allowed)
 - Password (same as free trial account subscription)
- A verification email will send to the email address. Click for email verification and account activation. It directs to personal information page after verification. The verified teacher or parent would be required to provide personal information:
 - Username (should be unique)
 - Email (pre-fill in the registered email)
 - Phone number (user need to input a valid area code and input phone number.)
 - Country (drop down list for selection)
 - Occupation (drop down list for selection)
 - School / Organization

Username, Country and Occupation are mandatory items.

- Registered teacher or parent could login with their verified email and password. If users forget password, they could provide email address and reset the password with the provided link in the received email.

5.4 Signup & Login with Facebook & WeChat

- Visitor signup by using their Facebook or WeChat account, after connected successfully, it requires the user to select verification either by email or by phone number (same as the process describes in section 4.2 & 4.3). Registered email or phone number will be not allowed.
- After verification, it directs the users to provide personal information for their Teacher or Parent account:
 - First name
 - Last Name
 - Username (should be unique)
 - Email (pre-fill in the registered email) or Phone number (pre-fill in the registered phone number)
 - Country (drop down list for selection)
 - Occupation (drop down list for selection)
 - School / Organization

Username, Country and Occupation are mandatory items.

- Registered teacher or parent could login with their Facebook or WeChat account directly.

6. Teacher & Parent Interface

6.1 Teacher & Parent Account

6.1.1 Difference between Teacher & Parent Account

- In the system for functionality, there is no difference between Teacher and Parent account. They own same function and use same interface
- The difference is only in capacities allowed for adding the number of KID accounts: 30 KIDS in maximum; 5 KIDS and 1 individual KID in minimum.

6.1.2 Edit profile for Teacher & Parent

- Username: which is not allowed to change
- Email address: it is allowed to change; a verification email would send to the new email address for verification.
- Phone number (user need to input a valid area code and input phone number. A one-time password would send to the new phone number for verification.)
- Country (drop down list for selection)
- Occupation (drop down list for selection)
- School / Organization
- Change password (input valid old password and new password twice)
- Change user image
- Email reminder would send to the user 21 days, 7 days, 3 days, 1 day respectively prior to the expiring day by the system automatically.

6.1.3 My Account (Teacher & Parent)

- Account expiring date
- Order Now button displayed on website

Active Until: January 13, 2019

Total Licenses: 1

Your trial has been activated.

ORDER NOW

ACCESS YOUR FREE TRIAL



Cynthia Bondoc

cynthiaonettwothree

Email: leonlandog@163.com

Grade:

State:

[Edit Profile](#)

QUESTIONS?

We've got answers! [Contact Us](#)

- Ordering: To make payment, user is required to
 - Visitor click Order Now button, to choose an account capacity to upgrade
 - Input # of classrooms

- Choose paid account validity (6 months or 12 months)
- Input promo coupon code (if any)
- Generate Invoice & Receipt as PDF format, an invoice / receipt would be provided by Chinese12tree and hardcoded in the system.
- Via Paypal Gateway (or Stripe)

Tell Us More About Your Order

Uncheck to remove from your cart.

YOUR CART
Items currently in your cart.

Please choose your account capacity

30 Kids **5 Kids** **1 Kid**

Current Status: complimentary, expired on 12/28/2018

of Classrooms Length of License

ADD ADDITIONAL PRODUCTS TO YOUR SHOPPING CART
Check to add to your cart.

ORDER SUMMARY

Capacity	# of Classrooms	Term	Unit Price	Total
30	1x	01/04/2020	\$109.95	\$109.95
Subtotal				\$109.95
Applicable sales tax not yet included				
Total (USD)				\$109.95

Add Discount Code: **APPLY**

CONTINUE ORDER

- Order history of the teacher or parent account
 - Order summary for each order history, including purchased product, quantity, unit price, transaction time and payment time, total amount, promo code (if any), etc.
 - Screen captures for reference
- Retail selling to add KID account by using Paypal (or Stripe)
 - Precondition: KID account created and Teacher or Parent has a Paypal account
 - Input amount for the individual Kid account, along with the Teacher or Parent Paypal account information
 - Generate a Paypal payment link
 - Send the Paypal link to corresponding Kid's Guardian by email or system message inbox. The guardian could pay for the account through the Paypal link.
 - Payment Status: Waiting for payment | Request sent (which means the Paypal link sent to the Kid already) | Paid | Cancelled

6.2 Manage Related KIDS Account

6.2.1 Manage KIDS accounts

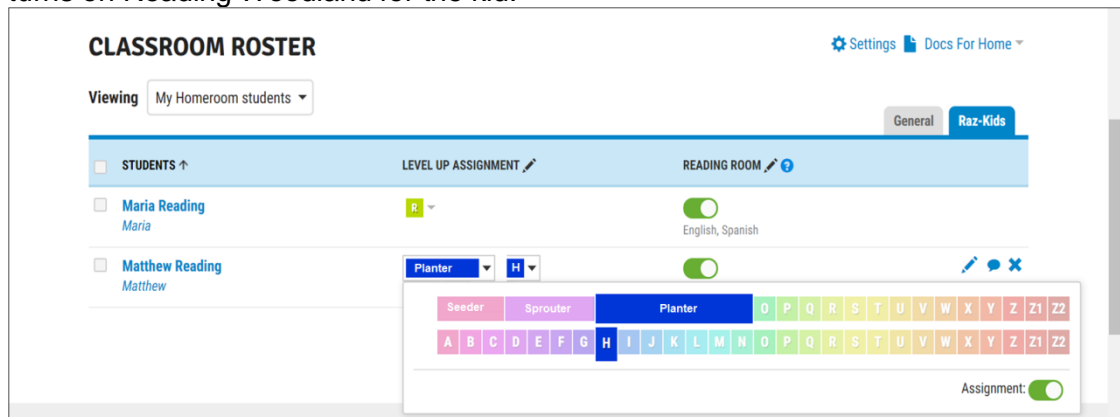
- Teacher or Parent account like classrooms
 - Every Teacher or Parent account functions like a classroom that starts with one classroom which capacity 30 or 5, or 1 respectively.
 - Teacher or Parent can purchase more capacities by adding units of classrooms. The 2nd, 3rd ...purchase units will be counted as 2nd, 3rd ...classroom under his or her own Teacher or Parent account
- To **Add KIDS** account in a classroom:
 - Input a group name freely to create KIDS group.

- Input to add individual student, or import kids name list (username, first name & last name) from an excel file. The excel file format would be defined by the system.
- The password for KIDS' Account can be generated for 4-digit (0-9) randomly.
- **Delete Kid account.**
 - Teacher or Parent can delete any Kid account. The kid account would remove from the teacher or parent account and moved to Restore Student list.
 - After a kid account deleted, the capacity of Teacher or Parent account won't add one.
 - Deleted kid account cannot be logged in.
- **Restore Kid account:** Table form shows a list of kids who have been deleted.
 - All information and Reading progress / Reading Level of the Kid account would be kept, along with 'Delete Kid account time'
 - Restore Kid won't affect the capacity counted.
After restored Kid account, the account could be logged in again; the Kid could continue the reading progress.
- **Roster:** Class management for KIDS account.
 - Class capacity shows: how many KIDS and how many seats left in Teacher or Parent account
 - Table form to display KIDS account information in the order: Username, First Name, Last Name, Password, Parent email, Group title, Parent Request Access, Incentives, Assessment Inbox, Message (refer to below 6.2.5 described), Docs to Home, Account edit / delete
 - For Parent email: Teacher could edit the parent's email address freely.
 - For password: it shows the 4-digit password generated by the system or input manually when created Kids account.
 - Forget password: If the students forget password, they could ask Teacher or Parent to advise the password. Teacher or parent could also generate a new 4-digit password.
 - For groups, Teacher or Parent can edit the group name freely.
 - Parent Request Access: In the table, next to the username, an Edit button 'invite / approve / deny' for a parent access request. (KID's parent wish to monitor their kids reading progress, they can send 'Parent Request Access' via KID logged in homepage by providing Email, first name and last name).
 - Teacher or Parent can click 'Approve / Deny' for the request. If the teacher approves the request, a parent account would be created with provided Email address and generate a 6-letter (a-z) password randomly.
 - If the parent already has an account with the provided Email address, the teacher can add the Kid's account to the parent directly for monitoring Kid reading progress purpose.
 - Teacher can 'invite' KIDS' parent by sending email (The parent email is provided to Teacher offline.) for the access invitation. For the parents invited, the parents don't need teacher's approval; they could login with the credentials listed in invitation email directly. The email content would be hardcoded in the system, the format is similar as below:
 - 'You have been invited to access the Chinese12Tree for XXX (Kid's name).
Here is your log in information:
Username: xxx (email address)
Password: xxx (pre-generated)'
 - The parent will receive an email notice if the request approved or deny. If the request is approved, the account username and password for login would be

sent to the parent by email.

6.2.2 Manage Reading activities

- Kid login time, login hours and reading activities (number of listening, Read, exercises)
- **Reading Level assignment:** for Chinese12Tree books' level only
 - Teacher chooses a Big Level first and then chooses a letter level to assigns to KID. Then the KID account can always see 5 letters' books in total, which include 2 letters' books prior to the assigned letter and 2 letters' behind the assign letter level)
Teacher or parent can adjust the Kid's level manually if needed
 - Control Reading Woodland (turn on / off).
The Kid can see the Reading Woodland in kid's interface only when teacher or parent turns on Reading Woodland for the kid.

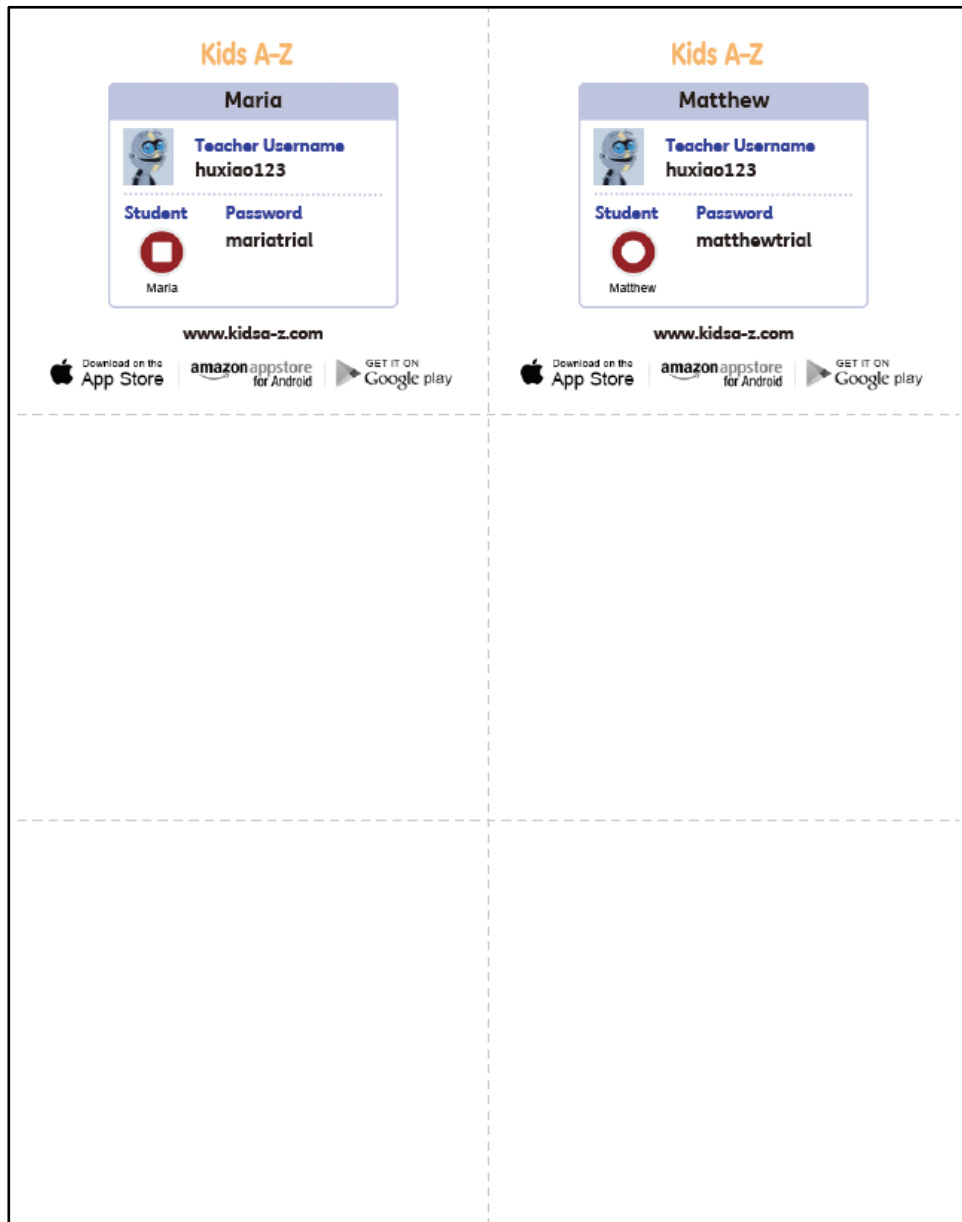


6.2.3 Invite parent access / Approve or Deny parent access request.

- The Invitation for parent access it can be sent by Teacher or Parent account by email
- A kid's parent can click "parent access request" button on KID logged in interface. The teacher or parent can approve or deny the request in the interface.

6.2.4 Docs to home:

- Personalized Kid Login Card
 - The login credential (Teacher's username, Kid's Username and password) would show in the Kid Login Card, maximum six cards show in one paper.
 - Teacher or Parent could select Kid accounts to generate Kid Login Card as PDF format.



- Letter to parent can be in 3 languages (English, Traditional Chinese, and Simplified Chinese which can be selected by the sender. Content of the letter would be provided by Chinese12tree). English and Chinese Letter samples on next page are for UI reference. Send the letter to parent by email (the parent's email filled in the Kid account).
- Report to parent in letter form
- Reward form or certificate form to parent or the kid

Jon12345

Kids A-Z

Dear Parent or Guardian:

Your child has access to award-winning digital resources through Kids A-Z, Learning A-Z's website created for students. After your child logs in, each website your child's teacher has subscribed to is shown. Your child can work on assignments or select other resources for reading and writing practice.

Website Resources for Your Student


	eBooks and eQuizzes at just-right reading levels (in English and Spanish)*
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* Access resources on mobile devices by downloading the Kids A-Z app from the app store. Data rates may apply.

Kids A-Z Login Instructions

Step 1: Go to www.kidsa-z.com

Step 2: Enter or choose the teacher's username, cynthiaone@twothree

Step 3: Your child finds his or her username on the class chart,  Jon12345

Step 4: Your child enters his or her password,  

How to Register for and Receive Progress Reports

If you would like to receive activity and progress reports for your child and send him or her messages, you can register for parent access from your child's teacher. Once the teacher approves access, you can view reports and send your child messages by clicking on the parent link at the top of the screen at www.kidsa-z.com. Here are the three options for requesting access:

- After your child logs in, click on the green parent button at the top right of the screen and enter your email address.
- Send your email address(es) to your child's teacher at leonlandog@163.com
- Clip and fill out the form below and return it to your child's teacher.

TEACHER NAME: cynthiaone@twothree

STUDENT NAME: Jon12345

PARENT E-MAIL ADDRESS(ES): _____

SIGNATURE: _____ DATE: _____




Maria

Kids A-Z

尊敬的家长或监护人：

您的孩子可通过 Kids A-Z 享用一流的数字资源，Kids A-Z 是 Learning A-Z 为学生打造的在线学习网站。在孩子登录之后，由教师所订阅的网站便会全部显示。您的孩子可以进行作业或选择其他资源进行阅读和写作练习。

您的学生可享用的资源

	数千种印刷和数字格式、按水平分级的书籍和资源（英语和西班牙语）*
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* 通过在应用商店下载 Kids A-Z 应用，在移动设备上访问资源。需要数据连接。

Kids A-Z 登录说明

第 1 步：转至 www.kidsa-z.com

第 2 步：输入或选择教师的用户名， leonlandog

第 3 步：班级图表上出现您孩子的用户名，  Maria

第 4 步：您的孩子输入自己的密码， maria123

如何注册和接收进展报告

如果您希望接收自己孩子的活动与进展报告以及给孩子发送消息，您可以在孩子的教师处注册家长访问。教师批准后，您便可在 www.kidsa-z.com 查看报告，也能通过点击画面顶端的家长链接向自己的孩子发送消息。申请访问有三种方法可供选择：

- 在您的孩子登录之后，点击画面右上角的绿色家长按钮并输入您的电子邮件地址。
- 将您的电子邮件地址发送至孩子的教师 leonlandog@gmail.com
- 剪下并填写下方的表格，并将其返还给您孩子的教师。

教师姓名: leonlandog

学生: Maria

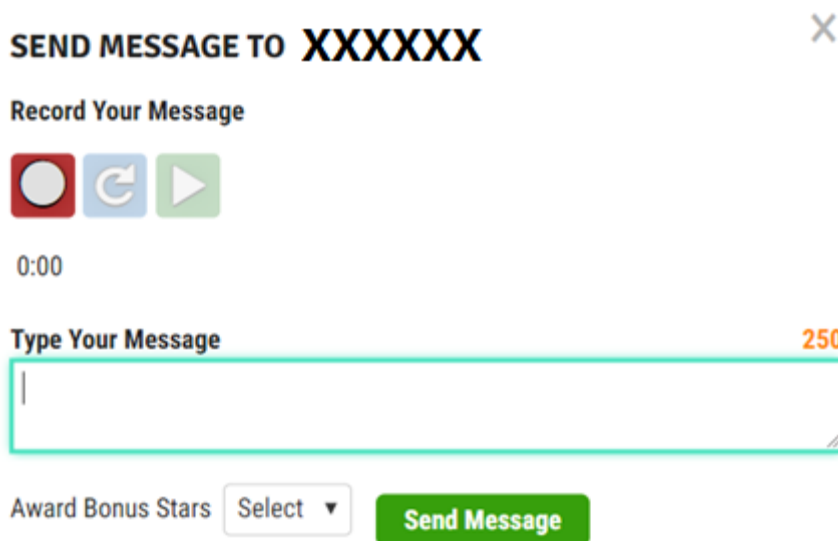
家长电子邮件地址: _____

签名: _____ 日期: _____






6.2.5 Message

- Teacher or Parent can send preset text message to related Kids. The preset text would be provided by Chinese12tree and hardcoded in the system.
- Teacher or Parent can send message (plain text and audio) to related Kids.
- Teacher or Parent can receive message (plain text and audio) from related Kids.
- Teacher or Parent can receive message (plain text and audio) from system broadcasting.
- All messages between Teacher or Parent and related Kid will be recorded and listed in Teacher or Parent account.
- Below is for UI reference



SEND MESSAGE TO XXXXXX ×

Record Your Message

0:00

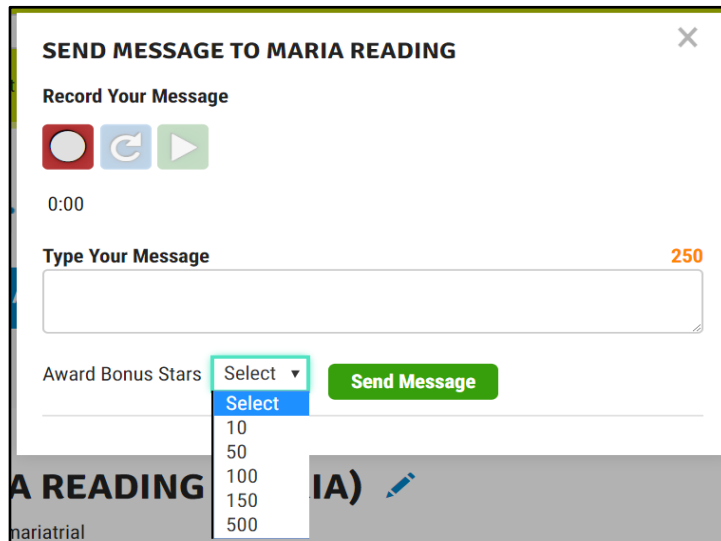
Type Your Message 250

Award Bonus Stars Send Message

6.2.6 Incentives

Teacher can grant kids Incentives for all kind of reading activities, for example.

- After Kid complete an assigned letter level, can earn a “You Got a Level Up” Badges :
- Accuracy lower than 80% for a letter level, Kids receive a message “Add Oil” Badges
- Accuracy higher than 80%, the system would add a growth badges to ‘Grow Up’ in Kid account as the incentive.
- Accuracy higher than 90%, a certificate / award liked PDF can be sent by Teacher or Parent to the Kid. The certificate would be provided by Chinese12tree and hardcoded in the system
- Stars earns or the top earners, Teacher or Parent can add stars to KIDS account. Below is for UI reference.



- Select the amount of stars from a list. The list of star amount (10, 50, 100, 150, 200, 300 and 500) would be hardcoded in the system.
- Input incentive reason with plain text
- A message will send to the kid account inbox, the number of Kid account stars will increase. The message would be recorded in Teacher or Parent account.

6.2.7 Manage Assignment

- The assignment is to assign a book. The book for assignment is from the book resources.
- Assignment button appears on KID account logged in Interface only when Teacher or Parent assigns the assignment to a kid.
- It gives Kids access to the assignments from the teacher or parent where it assigned.
- Teacher or Parent assigns a book to student's account..
- KID click the assigned book to read, the activities will be the same like other books. Teacher or Parent can see the same progress like the KID.
- To Assign an Assignment: Assign / Edit / delete / the suitable book level to kid
 - Choose a kid to assign a book
 - Choose book(s) from Resources to assign it to kid, by using the assign button placed next to each book

6.2.8 Manage Assessment

- Teacher or Parent could choose a book or a passage from book resources for a kid's assessment. .
- Table form to show a list of Kid's names with assessment type ('Benchmark Passages for Running Records' or 'Benchmark Books for Paper running records'), book's name, letter level, duration and completed date.

Assessments

REVIEWED ON ↓	NAME	TYPE	DETAILS	COMPLETED	WCPM	ACCURACY RATE	RETELLING	QUIZ	NOTES
12/30/18	Maria Reading	Running Record	My Animals Level aa	12/30/18	300	100	Review	-	

- Each kid's name item can be directed to an Assessment Review page which includes three parts, Reading, Retelling and Quiz.
 - Reading. It includes the audio recorded by the Kid for teacher to review, passage or book content in text, message to student (a text box to write comment to related student), award bonus stars for student (a dropdown list of star amount (10, 50, 100, 150, 200, 300 and 500) would be hardcoded in the system), and remarks (for teacher usage).
 - Retelling. It includes the audio recorded by the Kid, a list of items for teacher to score as the capture below, and remark (for teacher usage).

Fiction

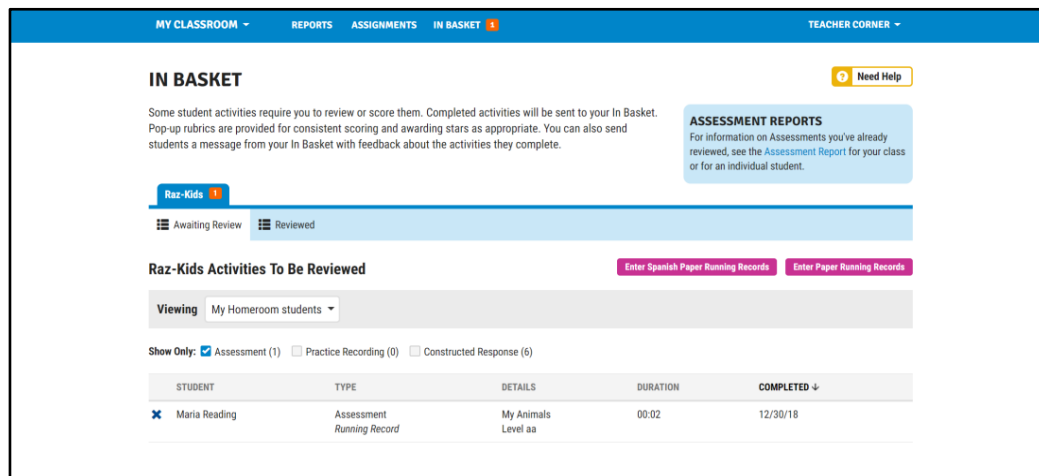
Sequence Did the student describe what happened in the proper order?	Score ▾
Problem Did the student tell the problem in the story?	Score ▾
Characters Did the student tell who the main characters are and why they are the most important?	Score ▾
Resolution Did the student tell how the problem in the story is solved and how the story ends?	Score ▾
Setting Did the student describe where the story takes place?	Score ▾
Level of Prompting Score the amount of prompting the student needed during the retell.	Score ▾

The image shows a dropdown menu for 'Score' with options 0, 1, 2, and 3. To its right is a 'Scoring Guide' box with the following content:

Score	Description
0	Inaccurate or not included
1	Fragmentary (sketchy)
2	Partial
3	Complete

- Quiz. It shows the quizzes did by student. For multiple choice, the system should correct the answers automatically.
- There are two status of each assessment, "Awaiting" for review and "Reviewed".
- To Assign an Assessment (The function works as a book quiz).
 - Step 1: Click "Assign an Assessment" button to assign.
 - Step 2: Choose Assessment type: Running record, Paper Rounding recording or quiz
 - Step 3: Select a KID from kid names list
 - Step4: Choose a big level and letter level from Chinese12Tree books. Books appeared accordingly on the lower part.
 - Step 5: choose a passages (part of a book content) / book to assign for assessment
 - At last, click the button "Assign an Assessment" to complete the assessment assigning. (After an assessment assigned, the assessment button appears in the KID's interface.
- The completed assessment by the kid it will display in Teacher or Parents 'Assessment Inbox' under the kid's name.
- Progress bar shows the percent of the current letter level

- Assessment Inbox: Student completed the assigned assessment could be stored here
 - Only recording and text submission would be assigned and stored here.
 - There are two sections on the assessment inbox: 'Awaiting for Review' and 'Reviewed'. All new assessment submitted by Kid would show in Awaiting for Review and ordering by submission time (descending); after reviewed, the teacher or parent shall mark it as reviewed, the assessment would show in Reviewed section.
 - Teacher or Parent could search assessment by student name and submission time.
 - Below screen captures for UI design reference.



6.2.9 KIDS Performance Report (Statistics)

- Table to display the following information so as to manage the KIDS performance report Username, First name, Last name, Reading Report assignment, Assignment assigning, Assessment assigning, completion of Reading Progress
- All the reports can be filter by following
 - Last 7 days
 - Last 30 days
 - Last 90 days
- Assignment report, in 2 views
 - View by assignment (displayed in book covers list): Listing all the assigned books in timeline. All the assignment can be previewed and edited (or deleted). Teacher can see assigned kid names on each assignment
 - View by kid. Listing all the kids with reading level, the assignment (number of books, mouse hover showing the assigned book name list) and the assessments (in statement). Teacher can see assigned assignment on each kid.

6.3 Book Resources

- Here it shows all Book Ranges for all the books in platform as Reading Woodland in the KID interface. The reading activities image, as well as the assign button could be placed by each book for giving assignment in Teacher and Parent's account.
- Search function for book resource

7. KIDS Interface

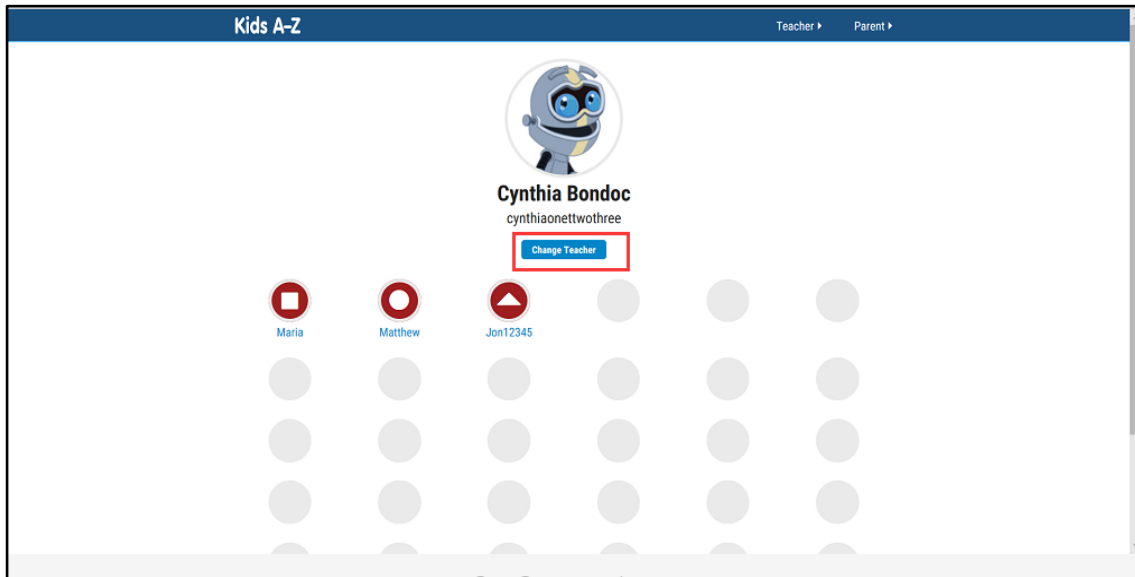
7.1 KIDS Login Page

7.1.1 KID Login

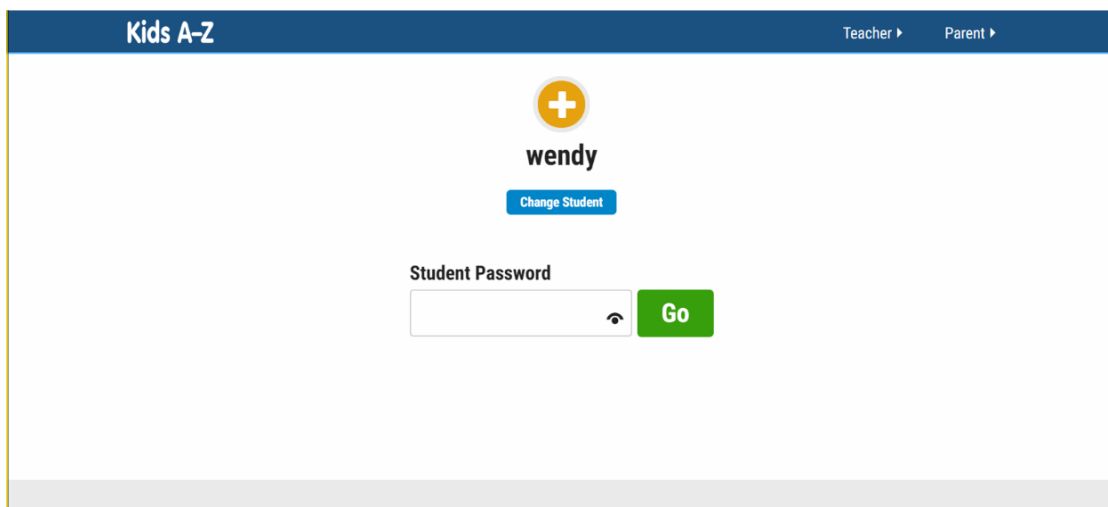
- Input Teacher's or Parent's username which is provided by Teacher or Parent. The KID gets into Teacher's or Parent's 'classroom' there presents all KIDS name shown in symbolic. There would be only one single 'room' for all Teacher and Parent accounts.
- KIDS names' symbolic would be of 5 symbols (Tiger, cat, dog, monkey, panda) in a row (for Parent account), for 6 different colors for the 5 animal symbols in a column (for

Teacher account). Symbols and colors are hardcoded in the system.

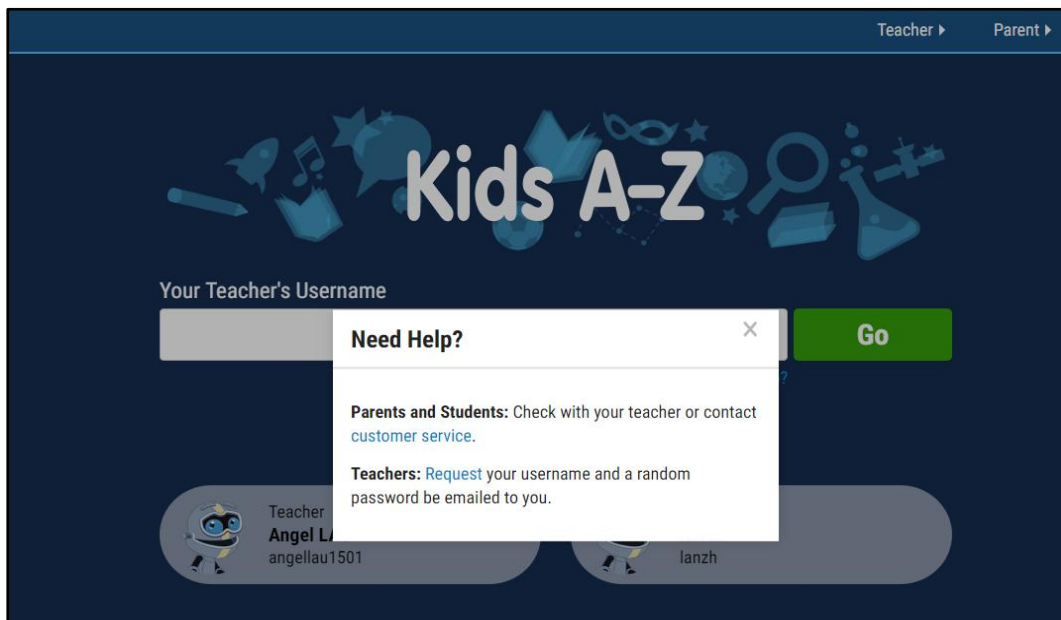
- KID allocates and clicks on his or her name, input correct password provided. If the Kids forget password, they need to ask their related teacher to get or reset their password.
- If the Kid inputs Teacher's name wrongly or Kid has more than one related Teacher account, need to go back to the teacher name inputting page to re-input teacher's name.



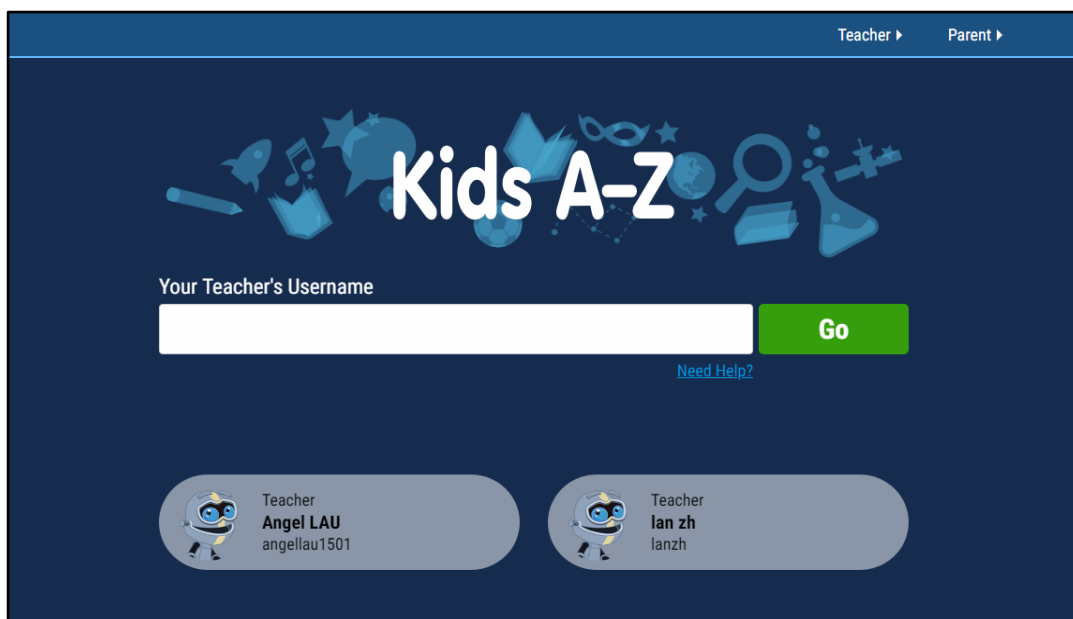
- If the Kid clicked the wrong name, the Kid could click 'Change Student' to go back to the student list of related Teacher or Parent.



- On KIDS Login Page, 'Need Help?' button would display for Teacher and Parent, Kid.
 - For Kids and their parents: Check with your Teacher /Parent or contact customer service. Click 'Customer Service', it would redirect to Contact Us page of Beijing Mandarin website.
 - For Teacher or Parent account: Request your username and a random password be emailed to you. Click 'Request', it would turn to forget password page of Teacher or Parent.



- On KIDS Login Page, sign up for new Teacher account and registered teacher account login links should be displayed for a quick access for new visitor or the registered users.
- Once a Kid logged in the account successfully, the log record would be saved in the device. The Kid doesn't need to input teacher's username when next time login; click the teacher icon to access the teacher's 'room' directly.



7.1.2 Request Parent Access

- If the Kid has an account assigned by the teacher, and the Kid's parent would like to log in, the parent can send a request to Kid's teacher for login permission with the mandatory items: First Name, Last Name and Email. (Notes: Parent request access for the parent who has the kid account. And the request can make only when the KID has logged in.)
- If Teacher account approves the parent access request, an email contains login

credential (email address and a generated password with 6 letters) would send to the parent. The parent is able to login with the email and password to check the reading progress of the Kid.

7.2 KIDS Logged in Interface

- **KID account bar**
 - Username for the KID account
 - Number of the gained stars
 - Avatar / Image for the KID account: Kids are allowed to change the avatar / image by image uploading from their devices.
 - Parent request access
- **7 buttons / sections displayed as following.**
 - **Grow Up!**
 - **Reading Woodland** (Reading Hall title and icon, with book ranges' titles and icons)
 - **Assignment** (Icon / Button only appears when teacher or parent assign a book assignment)
 - **Assessment** (Icon / Button only appears when teacher or parent assign an assessment)
 - Message Inbox
 - My Stats (stars gain, badges win, and so on)
 - Gardening game (next phase)

Among the sections above, the functions Grow Up! and Reading Woodland are almost same, the difference is in the displaying for books which are described below.

7.2.1 Books Displaying

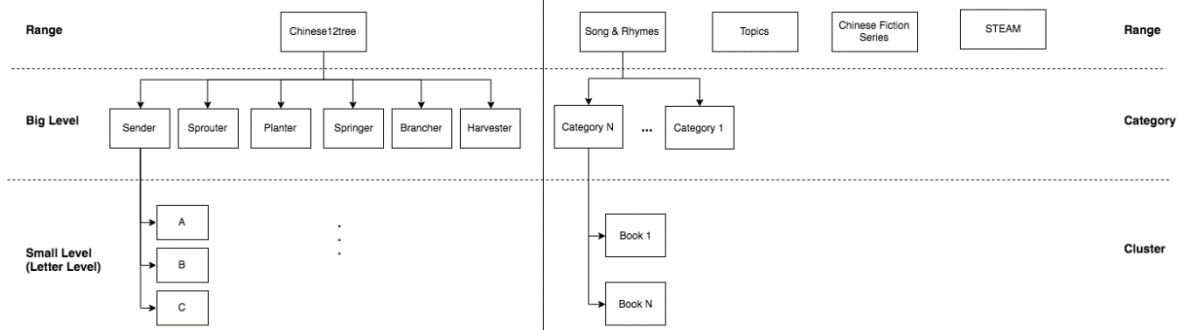
- **Grow Up! it shows:**
 - KID Avatar and Reading level
 - Mainly display the KID's core reading for assigned level of Chinese12Tree. It is for recording Kids reading history and the progress. It contains a preselected collection of eBooks at each level that Kids must read and then complete quizzes on with a score of 80 percent or better in order to advance automatically to the next reading level
 - Here it shows all the books of the assigned reading level by Teacher or Parent account or the books the Kid has been chosen from Reading Woodland in the past, as below. Current Chinese12Tree books level assigned progress bar on the top.
 - KIDS reading books
 - Reading level books that preselected by Teacher or Parent account
- **Reading Woodland, here it shows:**

Entire books for the system, in name of **Ranges** and their icons will be listed as follow.

 - **Reading Hall:** It displays the readings of
 - Recent: show all the books read by the Kid recently. Ordering by read book time (descending order).
 - My Favorite: the books added to 'My Favorite' by the Kid.
 - Popular Books: among peers for the same level books, within the Chinese12Tree booklets. Ordering by the number of peers read (descending order).

- Chinese12Tree A-Z Leveled Books (defaulted shown range, and shown level)
- Song & Rhymes
- Topics
- Chinese Fiction Series
- STEAM

The book ranges and the books levels' chart for the Reading Woodland shown as follow



- **Range for Chinese12Tree A-Z Leveled Books (Defaulted shown)**

- Beneath the Range Titles and Icons, it is the **six big levels (category)** of Chinese A-Z leveled Books. Each level (category) contains a few letter level (cluster). Each letter level (cluster) consists of a bunch of books.

- 1) Seeder: A B C
- 2) Sprouter: D E F G
- 3) Planter: H I J K L M N
- 4) Springer: O P Q R S T
- 5) Brancher: U V W X Y Z
- 6) Harvester: X₁ X₂ X₃ Y₁ Y₂ Y₃ Z₁ Z₂ Z₃

- The letter level (cluster) books listed from top to bottom.
- An introduction for each letter level (called cluster in other range) shows when clicking the letter, the letter introduction shows on the above of the book cover list.
- Each letter level (cluster) contains 10 to 15 individual booklets, shows as book cover list under the letter introduction.
- The page defaulted shows the KID's current assigned reading level (category) by the Teacher or Parent account.

- **Range for Song & Rhymes**

- Here it contains 3 categories displayed in bookshelf, similar to A-Z Leveled book

- **Range for Topics**

- Food
- Human Body
- Home & Family
- Animal Friends
- Friendship
- Holidays and Celebrations
- How To?
- Sport
- Strange & Wacky

- **Range for Chinese Fiction Series**

- Monkey King

- Chinese Sayings
- Etc.
- **Range for STEAM**
 - Science
 - Technology
 - Engineering
 - Math
 - Art

7.2.2 Reading Activities

- **All books are display for the following**
 - Book cover
 - Book Title
 - Hover the book cover, text box appears. Showing the book's a brief information
 - 3 activity clip icons in order: Listening, Reading and Exercises which showing the learning status of the books. There would be animation when mouse hover:
 - Status of listen: Not Start | Completed | Not Completed | Completed but Failed
 - Status of read: Not Start | Completed | Not Completed | Completed but Failed
 - Status of exercises: Unavailable | Not Start | Not Completed | Completed | Completed but Failed
 - Click a book listening icon or the cover image of a book. The book pages will be turned as following flow:
 - loading animation effect
 - book cover page showing the book cover image, book title, author)
 - book content page by page
 - Summary of learning content page.
 - Copyright page / disclaimer.
 - Info page for the book reading level
 - Congratulations page with stars earned from this book reading.
 - Close and exit from this book reading activity, closing animation effect
 - A book opened for 15 mins each time, overtime book will be closed automatically, the Kid need to open the book again.
- **Reading Activity for all books except Letter A, B, C levels in Chinese12Tree range**

Book content text showing includes Traditional Chinese, Simplified Chinese, Pinyin and no text showing. It is selected by KID user before reading the book.

 - **Listening**
 - Click listening icon or the cover image of the book to start listening. Two types of listening: Play/Pause Book, and Listening by Page Turning. Paly speed: Normal, slow or two times of normal speed.
 - Audio plays automatically by page turning, Kids could also turn pages manually. Kids could pause, repeat audio and adjust play speed (slow, normal or fast). When playing, the page presents the corresponding audio and subtitle highlighted.
 - The subtitle language would be displaying based on what system language the Kid set.
 - Click to add the book to My Favorites, which would show in My Favorites list of Reading Hall.
 - Each time a book completed (i.e. turn to last page of the book), an animation would indicate 'Done'. By clicking "Done", an award page showing the scores

gained for this activity.

○ **Reading**

- Click 'Reading' button, activities showing: **Speak, Read, Draw and Note.**
- In "Speak" mode, KID can
 - 1) do real-time recording by turning to the page of the book. An animation to indicate the audio recording is done. The audio would be saved. the saved audio can be played, can be sent via email to someone like parent, can be deleted.
 - 2) The Kid must enable the microphone access of the browser before recording, real-time recording is applicable on desktop browsers, tablet Chrome and iPad Safari (iOS 11 above)
- In "Read" mode, KID can
 - 1) Draw: Kid can use pen, highlighter to sketch or draw on the book page directly. Pen has 6 colors for selection (black, red, blue, green, orange and purple), and highlighter has 5 colors for selection (pink, pink blue, pink green, pink orange and pink purple). Click Reset button to clear the drawing. The drawing would be displaying on the book page that saved the sketching, the Kid can find the saved drawing by turning to the corresponding page of the book afterward.
 - 2) Add Stamp on the book page directly, Six stickers for selection (thumb, star, smile, arrow, tick and question mark). Click Reset button to clear the selected stamps. The stamp would be displaying on the book page that added the stamp, the Kid can find the added stamp by turning to the corresponding page of the book afterward.
 - 3) Write Memo: Kids can type plain text on the note slip, click to save or clear the note. A memo icon would appear to indicate there is a memo saved when turning to the corresponding page of the book, the Kid could click the icon to check the memo.
 - 4) Write Learning Notes:
 - My Word List: create a new word by inputting word, definition, sentence, synonym, and antonym and select the part of speech from the drop down list. The words would be added to the word list of the book, as well as the word list of the Kid account. The Kid can check the book word list by opening the book, check the global Kid word list (all words created on different books) in My Stats.
 - Reflection: input plain text as the reflection of the book.
- Click to add the book to My Favorites, which would show in My Favorites list of Reading Hall.
- Each time a small book completed (i.e. turn to last page of the book), an animation would indicate 'Done'. By clicking "Done", an award page showing the scores gained for this activity.

○ **Exercises**

- The exercise function is not clickable until the Kid complete one of above listening and reading.
- Types of exercise:
 - 1) True or False (Yes or No)
 - 2) Single Choices
 - 3) Multiple Choices
 - 4) Pair
 - 5) Text Submit (short or long)
 - 6) Text filling / Text pull to rearrange the order

- The questions the Kids have done can be re-do and the system will record the latest accuracy.
 - For Text Submit question, the system won't check whether the answer is correct or match with the model answer, it would be considered as correct once answer submission.
 - The accuracy of the questions is lower than 50%, which needs to 'redo'; if it is still less than 50% for the second time. The status of exercises will mark as 'Not Start'. At the same time, the system would send out a message asking Kids to listen and read one more time.
 - The accuracy of the questions is lower than 70%, the 'Continue to work hard' sticker will show.
 - The accuracy of the questions is higher than 80%, the 'Well done' Sticker will show.
 - The accuracy of the questions is higher than 90%, the 'Thumbs up' will show.
 - The accuracy of the questions is 100%, the 'Applause' will show.
- **Special Reading Activities for Letter A, B, C levels in Chinese12Tree range**
 - **Listening** format displaying should be similar to the description above (Letter D-Z₃) the main content listed as below:
 - Letter A: To listen the Chinese Character Alphabet (CCA)
 - Letter B: To listen the Radicals & Stem Characters
 - Letter C: To listen the words (single character words, two characters words, 3 characters words, and so on)
 - **Reading** format displaying
 - Letter A: To read the strokes of the CCA. All strokes for the CCA would be provided by Chinese12Tree
 - Letter B: To read Radicals (not readable) & Stem Characters
 - There would be a special reading task: use the CCA to spell a pre-defined single Chinese word.
 - There would be a fixed CCA strokes for all the single Chinese word in the special ready task. Kid ticks the CCA strokes from the CCA, if it is the correct answer, the corresponding character would be highlighted in the single Chinese word. An animation displays if the Kid spell the word completely correct.
 - Letter C: To read aloud the words (single character words, two character words, 3 character words, and so on)
 - There would be a special reading task: use the provided characters to combine a word.
 - There would be a predefined single character words list for each type of the words (single character words, two character words, 3 character words, and so on). Kid ticks the word one by one from the character words list to combine words. Correct word would be highlighted. An animation displays if the Kid spell the word completely correct.
 - **Exercises** format displaying:
 - Four types of exercise described in above section, like other books
 - Puzzle game design might needed for Letter A, B and C as below
 - Letter A: Chinese Character Alphabet
 - Letter B: By using CCA to form Radicals & Stem Characters

- Letter C: By using Radicals & Stem Characters to form words

For the book content creation in Admin Portal would be described in section 3.3.2 in admin portal part.

7.2.3 Assignment

- The assignment is a book assigned. Assignment button appears on KID account logged in Interface only when Teacher or Parent assigns the assignment to a kid.
- KID click the assigned book to read, the activities will be the same like other books.
- Teacher or Parent can see the same progress like the KID.

7.2.4 Assessment

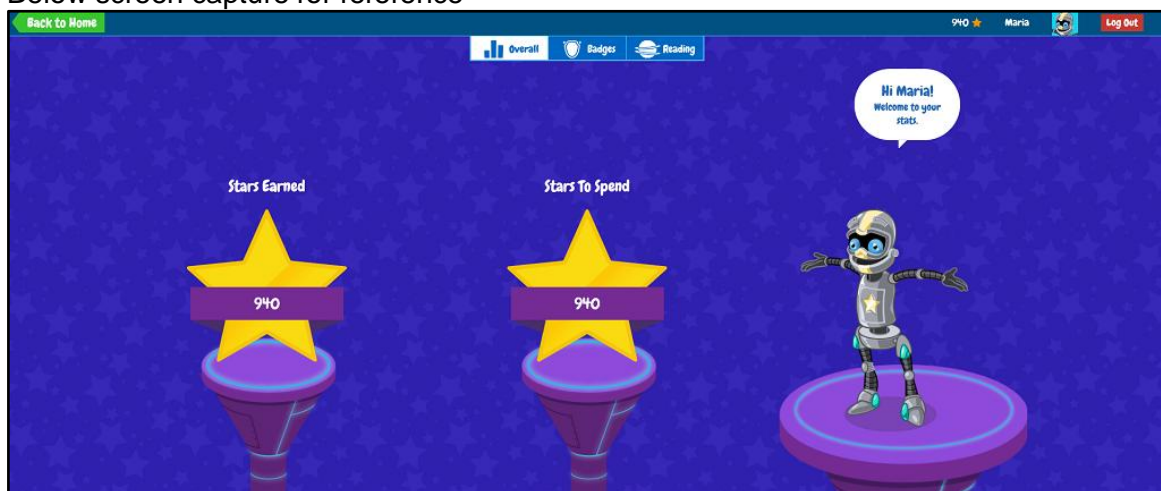
- Assessment button appears on KID account logged in interface only when Teacher assigns the assessment to a Kid.
- Two methods applied for assessment: Benchmark Passages for Running Records, Benchmark Books for Paper running records
- Flow for doing the assessment.
 - First, Reading. It is for Kid to do a real-time recording by turning to the page of the book. An animation to indicate the audio recording is done. The audio would be saved and sent to teacher for review.
 - Second, Retelling. It is for Kid to do a real-time recording by retelling the story that he did in previous Reading. An animation to indicate the audio recording is done. The audio would be saved and sent to teacher for review.
 - Third, Quiz. It is for Kid to do exercises. Same interface with Exercises.
 - Lastly, it is a congratulation page showing with 300 stars earned.
- The finished assessment would be stored in assessment inbox in Teacher or Parent account.
- The Kid must enable the microphone access of the browser before recording, real-time recording is applicable on desktop browsers, tablet Chrome and iPad Safari (iOS 11 above)

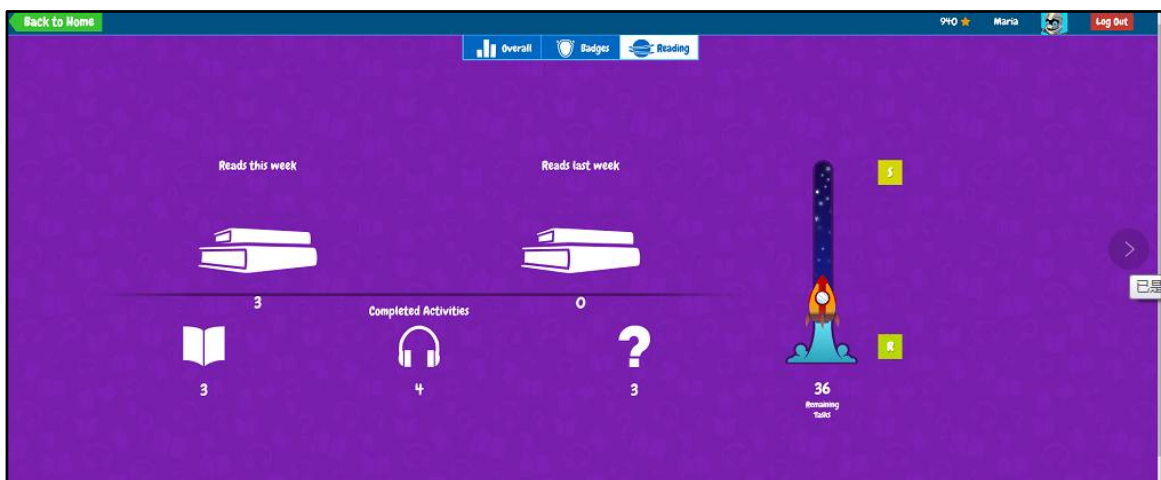
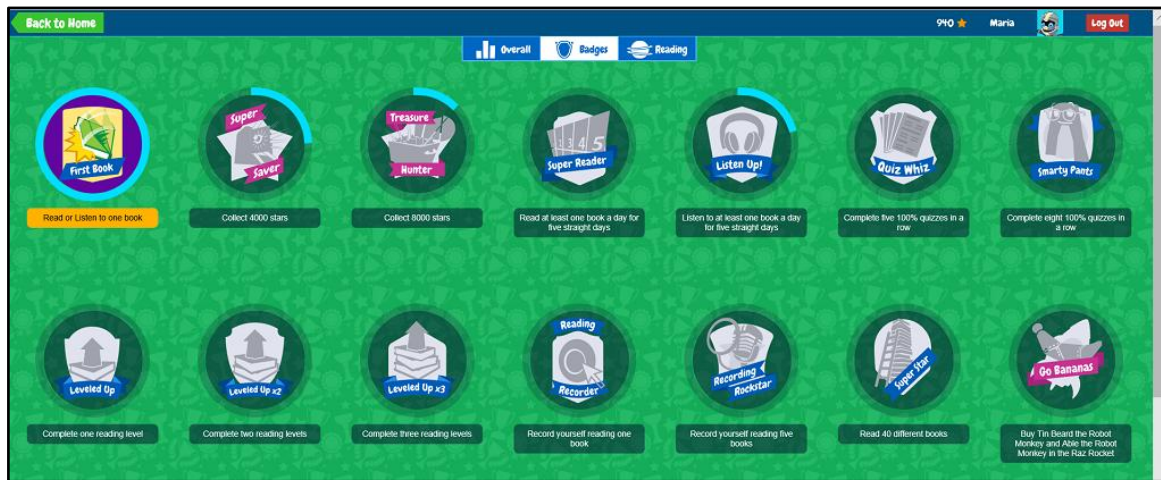
7.2.5 My Stats (stars gain, badges win, and so on)

- Overall: Star gained (introduce as below: 'how to gain stars') and Stars to Spend
- Badges: To win and won (KID accumulates a number of stars, the first book completed badges, etc.). The type of 'to win badges' would be provided by Chinese12tree, all available 'to win badges' would be hardcoded and displayed in the system, won badges would be highlighted.
- Reading activities report: Book read last week | book read this week, level of reading, completed activities, etc.
- Stars in the system is the same with 'points' concept.
- How to gain stars
 - Kids could gain stars by doing listening, reading and exercises
 - Reading: gain 10 scores when the first time complete reading the book (i.e. turn to last page of the book). After that, it will no star reward any more.
 - Listening: gain 10 scores when the first time complete listening the book (i.e. turn to last page of the book). After that, it will no star reward any more.
 - Exercise: gain 10 scores for each correct answer and text answer / audio submission
 - Kids can receive stars along with message sent by teacher

- Kids can gain stars by login the system by calendar check-in. The crown star will show on the calendar date when Kids logged in.
- The number of stars would be show on homepage and My Stats of Kid account after Kid account login. For this phase, the stars are just showing only. Any redemption feature would be discussed at next phase. All stars reward for doing listening, reading, exercises and login would be hardcoded in the system, which means Chinese 1-2-Tree admin is not be able to control how many stars gained for completed a task.
- Stats display page
 - Global word list which save all words created on different books.
 - View rewarded stars history by types of gained stars
 - How many books read this month
 - The stars gain this month
 - The comparison (stars gain and book read) with last month
 - The comparison (stars gain and book read) with other Kids this month
 - Badges awarded
- Badges would be hardcoded in the system, badges types as below:
 - 1) 1st book completion Badge
 - 2) 1000 stars earned Badge
 - 3) 3000 stars earned Badge
 - 4) 5000 stars earned Badge
 - 5) 10000 stars earned Badge
 - 6) Read at least one book a day for five straight days.
 - 7) Listen to at least one book a day for five straight days
 - 8) complete five 100% quizzes
 - 9) complete eight 100% quizzes
 - 10) record yourself reading one book
 - 11) record yourself reading five books
 - 12) complete one reading level
 - 13) complete two reading levels
 - 14) complete three reading levels
 - 15) read 40 different books
 - 16) You Got a Level Up
 - 17) Add Oil!

Below screen capture for reference





- Edit profile image by uploading image from own device
- Calendar check-in. There is bonus star marked for each login date.
- The system will send statistical monthly report of the Kid to the parent (who has the access right to monitor Kids reading progress) by email. The statistical monthly report only with plain text, any design for the email content shall be quoted separately.

7.2.6 Messages

- Kids can check message here for
- Stars received
- Badges received
- Assignment received
- Assessment received
- Docs to home
- Congratulation letter
- Message (pre-set text, plain text and audio) from related teacher or parent, as well as send message (plain text and audio) to related teacher or parent.
- System notice message send by system admin manually



7.2.7 Gardening Game

- Kid can play game here (next phase)

8. Message Inbox

- Teacher or Parent could check message here for
 - System notice message send by system admin manually
 - Message (pre-set text, plain text and audio) from related kid, as well as send message (plain text and audio) to related kid.
 - System hardcode message: welcome message, account expiry date reminder

9. Search Engine Optimization (SEO)

- Use HTML tag for the search engine crawler to extract website content easily
- Saturate the use of SEO keywords on Page Title, meta descriptions, subheadings, contents, images, URLs, etc. The SEO keywords shall be long-tail keywords (highly specific, lower competition search terms).

Admin Portal

Login Admin Portal with email and password. System logs out the accounts automatically if the admin user is not active over 15 mins.

1. Admin Management

There are five different types of admin:

- System Admin: system admin is the highest management level for the overall Chinese12tree system. Super Admins are able to use all Admin Portal functions and manage admin users (create / edit / delete Librarian, Author, Grader and Accountant).
- Librarian: librarians are allowed to manage book category, level and introduction.
- Author: authors have the right to manage book content.
- Grader: graders have the right to manage exercises for each book.
- Accountant: accountants are allowed to manage price, order records and promo code.

Edit right details for above five types of admin listed as below table:

Edit Right		Admin	Accountant	Librarian	Author	Grader
Admin Management		✓				
User Management		✓				
Subscriber Management		✓				
Price Management		✓	✓			
Order Records Management		✓	✓			
Promo Code Management		✓	✓			
System Notice Broadcasting		✓				
Report Generation		✓				
Content Management	Range	✓		✓		
	Category	✓		✓		
	Letter Level / Cluster	✓		✓		
	Introduction for Level	✓		✓		
	Book covers on shelf	✓		✓		
	Book info	✓		✓		
	Contents for book	✓		✓	✓	
	Book inner content	✓		✓	✓	
	Book medias	✓		✓	✓	
	Exercise	✓		✓	✓	✓
	Free Test for website	✓		✓	✓	✓
	Free books open for website public visitors	✓		✓	✓	

2. User Management

2.1. Teacher & Parent Account Management

All teacher and parent accounts are listing here.

- View / create / edit / block / unblock Teacher and Parent account
- Increase / decrease KID account capacities for Teacher and Parent account (At present, Teacher account allow 30 kids in maximum while Parent account contains 1 and 5 KID accounts respectively for the first purchase unit)
- On / Off Teacher or Parent retail function
- Filter by paid account, account type (Teacher or Parent), free trial account and account validity (expiry date). Search by teacher's or parent's username, email and phone number, the related account user.
- Export teachers & parents account report (Excel file format) for internal usage.

2.2. KID Account Management

All Kids accounts are listing here.

- View / edit / block / unblock Kids account
- Add / remove Kid accounts from related Teacher or Parent account
- Search by related Teacher or Parent username, and Kid username
- Search by Kid group
- Export Kid account report (Excel file format) for internal usage.

3. Book Content Management

- All contents related to books are controlled in Admin Portal.
- All books are displayed like a bookshelf which displays the book cover.
- Traditional Chinese, Simplify Chinese and English version of book contents should be input separately.

3.1. Book Range & Book Level / Category Management

- Create / view / edit / delete Book Range title and the range icon.
 - Edit the display order for the Book Ranges
 - After delete a Book Range, all content under the range will be deleted accordingly
- Under a Book Range, to create / view / edit / delete a Book Category title
 - Book Category displayed under a Book Range.
 - 6 Level Categories for Reading Woodland
 - 3 Level Categories for Songs & Rhymes
 - Edit the display order for Book Categories
 - After delete a Book Category, all content under the category will be deleted accordingly.

3.2. Book Level (letter group) / Cluster Management

- Under a Book Category, to create / view / edit / delete the book level (letter group) / Cluster titles
- Create / view / edit / delete / preview Book Level (letter group) / Cluster introduction and

content

- Edit book covers displaying order for the Book Level (letter group) / Cluster.
- After deleted a Book Level (letter group) / Cluster, all content under it will be deleted accordingly

3.3. Individual Book Management

- Create / view / edit / delete an individual book under a Book Level (letter group) / Cluster
- There is no limitation on the number of books in the system.
- Feature / un-feature book for free trial user usage.
- Filter book by book level
- Search book by book title

3.3.1. Book Cover

- View / edit
 - Cover image: upload / delete single image
 - Title
 - Author
 - Illustrator
 - Read by “name”
 - Preface for content objectives: including input text and upload audio
 - Characters
 - Words
 - Key Sentences
 - Grammar points

3.3.2. Book Content

- Create / edit / delete book reading content
 - Upload / delete multiple images
 - Upload / delete multiple videos
 - Upload / delete PDF files
- Create / edit / delete book listening content
 - Upload / delete PDF files
 - Upload / delete multiple audios and corresponding subtitle for each PDF page.

For the special reading activity about Letter A, B and C mentioned above page 31, The Exercises may be as follow.

- Letter A: the reading activity will be similar with others.
- Letter B: Use the CCA to spell a pre-defined Chinese word.
 - Create (by inputting Chinese word) / edit (by inputting Chinese word) / delete single Chinese word
 - The Chinese Character Alphabet would be defined as six group which present as numbers 1-6 (e.g. 1 stands for Heng 横; 2 stands for Shu 竖; 3 stands for Pie 撇; 4 stands for Na 捺; 5 stands for Dian 点; 6 stands for Ti 提). Create / edit / delete the correct number for spelling the Chinese word. Thus, the system could recognize and judge the correct answer.
- Letter C: Use the provided characters to combine words (single character words, two character words, 3 character words, and so on)
 - Create (by inputting Chinese word) / edit (by inputting Chinese word) / delete single

Chinese word, it would be expected words for Kid to combine

- For each expected word, admin could create (by inputting Chinese word) / edit (by inputting Chinese word) / delete character words list. It would be the word list for Kid to tick.
- Mark / unmark the word from the word list as correct answer. Thus, the system could recognize and judge the correct answer.

3.3.3. Book Exercise

- Create / edit / delete book exercises
 - True or False
 - Question
 - True or false option
 - Multiple Choices
 - Question
 - Multiple options
 - Text Submit
 - Question
 - Pair
 - Pair list
- Upload / delete multiple images
- Upload / delete multiple videos
- Upload / delete multiple audios

3.4. Free Books Management for Public Visitors

- Select / unselect books as free books for public visitors
- The history of free books would be recorded by date and time, admin could check the history.

The Free Books setting is for overall public visitors, it is not applied on specific website visitor or user.

4. Free Test Management (link in Chinese Evaluation)

- eNews Option need to be discussed for the platform about test management. It shall be discussed and determined with the assigned developer.

5. Subscriber Management

The newsletter subscribers' page would list all users who subscribed Chinese12Tree newsletter. The subscriber list would be ordered by subscribe time.

- Create / view / delete subscriber
- Search by email address; by subscribe date.
- Filter by subscribe / service type: eNews, Free Sample, User Status, etc.
- In the table as below, each email address would be marked if the one has registered for System users or not so as to indicate their status in the system.

Email address	eNews	Free sample	User Status
DdsVFSLVBN@DDFSFVN.COM	√		

fafhgweo@vbsksb.com	✓	✓	Paid User (Teacher)
dafhjrighn@adg.org	✓	✓	Free Trial account
fafhgweo@vbsksb.com	✓	✓	Paid User (Parent)

- The list can be export as Excel format for internal usage

6. Price Management

- All prices would input and calculate as USD.
- Prices for Teacher or Parent account are controlled in Admin Portal. Admin can manage the price, create, edit and delete, and review pricing history.
- Pricing calculation for admin could refer below at present:

No. of Students	1 Kid account	5 Kids account	30 Kids Account
1 months	\$9.16 Basic price		
6 months	\$54.96	\$219.84	\$989.28
12 months	\$109.92	\$351.79	\$1384.99

- Teacher or Parent account can do the resell by sending a Paypal request so as to add a KID account in Teacher or Parent interface.
- Management:
 - View / edit unit prices
 - Create Unit prices
 - Effective date (the exchange rate will take effect from the date).
For effective date of unit price, the system will get and use the latest effective unit price for the calculation of the teacher account subscription
 - Assign promo code by sending the promo code via message inbox, if needed.
 - Manage the capacity of the Teacher or Parent account
 - Add / Reduce / View the capacity of Teacher or Parent account
 - The capacity could be more than 30.

7. Order Records Management

- View order records
 - Make order time
 - Payment time
 - Order details: user account info, account type, validity (expiry date), no. of Kids
 - Amount, etc.
- Update order status. When the admin updates the order status, an automatic email would be sent to the user's email address.
 - Waiting for Payment
 - Payment Received
 - Order Confirmed
 - Cancelled
- Filter by order date and order status
- Export Order Record report (excel file format).

8. Promo Code Management

Option 1: Generate promo code

- The promo code will be a combination of 6 random characters and digit and export report (excel file format). The number of promo code generation and expiry date of the promo code batch can be defined by admin before generating promo code.
- Listing all generated promo codes, promo code that has been used will be marked as 'activated'; expired promo code will be marked as 'expired'.
- Promo Code would be a fixed amount discount, or a percentage discount.
- Promo Code would be single use.

Option 2: Admin could self-fill a promo code name.

- User could define a desired promo code (English character and digit only) and define an expiry date for the promo code.
- Self-filling a promo code would be unlimited times of use.
- Promo Code would be a fixed amount discount, or a percentage discount.

9. System Notice

- For KIDs account, messages send to Kids account "Message" for their activities
- Message type can be pre-set text, plain text and audio
- For Teacher & Parent account, the system hardcode message are: account expiry date reminder, and so on
- System Notice Broadcasting is for sending text message to specific user or all users. (e.g. Happy New Year greeting for all users; Happy Teachers Day to teacher account, etc.)
- Select a user or a user type (parent, parent or kid) to send out the notice (plain text and video)
- Corresponding users would get inbox message.

In System Notice, there is message called 'welcome message' for user registration which triggered by the user logged in.

10. Report Generation for Internal Use

Generating reports in Excel format, the report sample would be provided by Chinese12Tree.

- Report 1: User Account Report (Teacher & Parent & Kid)
- Report 2: Order Record Report
- Report 3: Promo Code Report