# **Role student**

Last Modified on 23/04/2024 12:31 pm CDT

## My profile

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## **My Profile**

Within your profile as a Student, you will find information that identifies and allows for effective account management. This information includes:

- Username: Refers to the unique name a user chooses to identify themselves in the RLP. This name is unique to each user.
- First and Last Name: These fields contain the full name of the Student.
- Institution: This field shows the name of the educational institution associated with the account.
- **Parents App:** Here you can copy and paste the Identification Code or, alternatively, scan the QR code from your cell phone to access the parent application, where you can monitor the activities assigned to your children. On this website, you can review the progress of your child or children in their English language learning.





If you have any additional questions, please refer to the Frequently Asked Questions section: <u>Click on</u> <u>here</u>

### My uploads

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### **My Uploads**

**My Files** refers to all the documents and links to web pages that you have uploaded and shared on RLP. In this section, you can upload documents of various types, which you can filter for more effective searching.

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		Título	Compartido	Fecha	Tamaño
		Un mundo de color.mp3	jZí	20/06/23	8 MB
		Cámara-video.png	È	20/06/23	157 KB
	Ð	Manual de usuario_TM_v1.docx	Æ	20/06/23	2 MB
	Ô	Registro_soporte.mp4	Æ	20/06/23	31 MB
		RichmondSolution_BrandGuidelines_V2(040523) (3).pdf	Ĩ	20/06/23	24 MB

You have 100 MB of storage available for File Upload. The compatible formats with the platform include:

- Audio
- Document (.pdf, docx)
- Web pages links
- Image (.png, .jpg)
- Interactive content
- Video (mp4, .mov)

How to upload a file to the platform?

To upload a new file or share a link, click on Upload or the link icon.

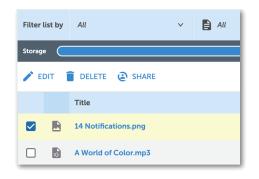
If you choose the link icon, you will be prompted to enter or paste the link you want to share in the corresponding field. Make sure to enter the link accurately and completely so that recipients can access the desired content without any issues.

After completing the necessary steps according to the selected option, be sure to review and verify that the file has been uploaded correctly or that the link has been entered properly. This process ensures that the shared or uploaded resources are available and accessible to users on the platform.

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Click on Image

Uploaded files can be **edited**, **deleted**, or **shared**; to do this, you need to select the respective file to activate the options: **Edit**, **Delete**, and **Share**.



To **Edit** an uploaded file, select this option, and you will be able to modify the file's title, write a description of it, and choose the content type. Additionally, you can enable or disable the school app. The latter option only appears when the file is shared with a school.

EDIT CONTENT		×
Title		
14 Notifications.png		
Description		
Content type		
CLASSES APP OFFLINE SCHOOLS Date created: 13/07/23		*
	× CANCEL	→ SAVE

To **Delete**, select this option, and confirm the action, as it cannot be undone.

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× CANCEL	DELETE
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To Share, select this option, and choose which institution you will share the selected file with.

SHARE	×
CONTENTS	
14 Notifications.png	
With Class	
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#### How can I use the filter option?

The use of filters provides you with the ability to organize, explore, and analyze your items in a more effective and precise manner. These options are designed to enhance your experience when interacting with available content, simplifying the search and selection of the information you need.

You can use the filter by selecting the desired option:

- By Class: This filter allows you to group items according to the class they belong to.
- **By Document Type:** By selecting this option, you can sort and examine items based on the type of document they correspond to.

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	Test secondary.v2			
	Test primary.v1			
	Test bachillerato.v2			

You have the option to view documents based on the following criteria:

- **By Title:** This option allows you to find a specific document if you know its title or part of it. Organizing documents this way makes it easier to identify and access the information you're looking for.
- **By Upload Date:** This option is useful for tracking recently added documents or locating documents that belong to a specific timeframe.
- By Size: This option enables you to sort documents based on their storage size. This is valuable when you want to identify small or large documents.

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If you have any additional questions, please refer to the Frequently Asked Questions section: <u>Click on</u> here

#### Logout

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## Logout

To logout of RLP, follow these steps:

- 1. Navigate to the Main Menu in the Student Role section of RLP.
- 2. Look for the Logout option in the menu.
- 3. Click on the Logout option. This will end your current session in RLP and disconnect you from the platform.

By completing these steps, you will have securely logged out and exited RLP. Always remember to perform a proper logout to keep your data and account privacy protected.

