



myEduPeak

EduPeak Institute Admin Manual

Register your institute, build your team and batches, and read your students' progress

For the person who registers and runs a school, coaching class or independent teaching practice on EduPeak — the Institute admin. No technical knowledge is needed. Every screen shown is the real EduPeak app; the institute, people and results in the pictures are fictional.

Edition 1 · October 2026
jeemain.edupeak.org · edupeak.org

What is in this manual

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1 Welcome

Welcome to EduPeak. This manual is for the **institute admin** — the person who registers a school, a coaching class or an independent teaching practice on EduPeak and then runs it: its centres, its teachers, its batches and the students in them. In the app your role is called **Institute admin**.

EduPeak does not teach. Your school or coaching class does that. EduPeak *measures*: it gives students Basecamp (a check of their Class 9 and 10 basics), chapter tests and full mock papers on the real exam clock, and turns every attempt into an honest report. As an institute, you bring your students together in **batches** so that you and your teachers can see how each student — and each batch as a whole — is doing.

What an institute gets

This is what EduPeak says to institutes on its own website (edupeak.org → **Teachers**):

- **Nothing to install, nothing to maintain.** EduPeak runs in the browser on any device. Students sign up themselves — free to begin.
- **One setup for every shape.** A multi-campus school, a single coaching centre, or just you teaching independently — all three get the same tools; registration asks only what fits your shape.
- **Batches and a batch dashboard.** You add students to a batch by email and each gets a personal invitation. As they join, your teachers see each student's own dashboard and reports, and the batch's aggregate view — band spreads, never ranks.
- **Papers that can't leak.** Chapter tests are assembled fresh from the question pool for every attempt.
- **One fixed yardstick.** Printable reports with one band model — Strong (70% and above), Developing (45% to 69%) and Needs work (below 45%) — the same at every parent-teacher meeting.
- **Built on consent.** Students agree to your institute seeing their progress when they join a batch. A student's account is theirs for life; leaving a batch removes your visibility, never their work.

On cost, the same page says: *“Free during the launch window, for institutes and for every student they bring. After it, students keep free tests in every part of EduPeak — Basecamp, chapter tests and full papers — each with the complete report, and Prime opens the rest. For institutes we offer one licence and one invoice to the centre, at a rate per student; you decide whether to absorb it into your fee. EduPeak never invoices your parents.”* For anything about pricing for your institute, write to EduPeak (see chapter 13).

EduPeak
Reach your summit

Welcome Students Assessments Teachers Insights About Founder FAQs Contact English

CLASS 11 AND 12 PCM · ZERO SETUP, BROWSER-BASED

Your batches, on one dashboard.

Register your institute in minutes — a multi-campus school, a single coaching centre, or just you teaching independently. EduPeak asks only what is relevant to your shape, and every student you bring gets the full platform: Basecamp, fresh per-chapter tests, a complete mock season, and reports your staff and your students' parents can read.

Register your institute Takes minutes. We only ask what's relevant to you.

You teach. We'll be the IT department.

A few large institutes can afford to build their own testing platforms — servers, question banks, report engines, all of it. For a private teacher or a small coaching institute, that was never a realistic option. And even the big schools that *could* build it usually shouldn't: every hour spent running IT systems is an hour not spent teaching.

Figure 1. EduPeak's page for teachers and institutes, on edupeak.org. Its "Register your institute" button is one of the two ways in.

What you can do as an institute admin

You want to...	Where	Chapter
Register your institute (from an invitation or on your own)	the registration wizard	2
See your institute at a glance — centres, teachers, batches, students joined	Organisation (the console)	3
Add a second campus or centre	Organisation → + Add location	3
Invite a teacher or another admin	Organisation → + Invite teacher / admin	4
Create a batch and choose its teachers	My Batches → + New batch, Teachers	5
Invite students and follow who has joined	a batch's Students page (its roster)	6
See how a batch is doing, then open one student	a batch's Aggregate view	7
Switch between your admin and teacher hats	the YOU ARE menu	8

About the examples in this manual

Every screenshot was taken on the real EduPeak app, using a made-up institute: **Sunrise Science Academy, Pune**, run by **Rohan Kulkarni**. It has two centres (Kothrud and Baner), a teacher, **Meera Iyer**, and a batch called **JEE 2027 — Batch A** with two students, **Aarav Mehta** and **Diya Shah**. The people, email addresses and results are fictional. The other EduPeak manuals (for teachers, students and well-wishers) use the same people, so the pictures agree with each other — in the Teacher manual, Meera also creates a batch of her own, **Class 12 PCM — Evening**.

Note The invitation links in the pictures begin with <https://jeemain.edupeak.org/join?c=...>. Every link is personal and single-use, so none of the ones shown here will work for you.

2 Becoming an institute admin

There are two doors into EduPeak for an institute. Both end in the same short **registration wizard**, and at the end of it you are the institute's admin.

- **An invitation.** Someone from EduPeak — or an EduPeak **Guide** (a partner who introduces institutes to EduPeak) — sends you a personal invitation by email, often with a note, a letter signed by EduPeak's founder, Hiteshwari Trivedi, and the institute brochure. It carries a link that opens EduPeak's invitation page.
- **On your own.** On edupeak.org, press **Register your institute** (on the **Teachers** page), or create an account and choose **I teach students**. You will create your account and go straight on to the wizard.

Your EduPeak account

Your institute hangs off your own personal EduPeak account — one account, with a password you choose. If you already have an EduPeak account (for example as a parent following your own child), use it: the admin role is simply added to it, and nothing you already have changes.

You create your account on EduPeak's sign-up page on edupeak.org: your first and last name, a **User ID** (small letters, numbers and dots, like `rohan.kulkarni` — it cannot be changed yet), your email, and a password of 8 or more characters with an uppercase letter, a lowercase letter and a number. If you came from an invitation, EduPeak brings you back to it when you are done. If you sign up without one, the page shows a short code for you to type in — there is no waiting for an email.

Important An invitation is **locked to the email address it was sent to**. Create your account (or sign in) with that same address. If you sign in with a different one, the invitation page says: *"This invite isn't for this account. It was sent to r...i@example.com — sign out and sign back in with that email. We never attach an invite silently."*

Opening your invitation

Open the link from your email (or from the WhatsApp message the sender forwarded). If you are not signed in yet, you will see the invitation with two buttons:

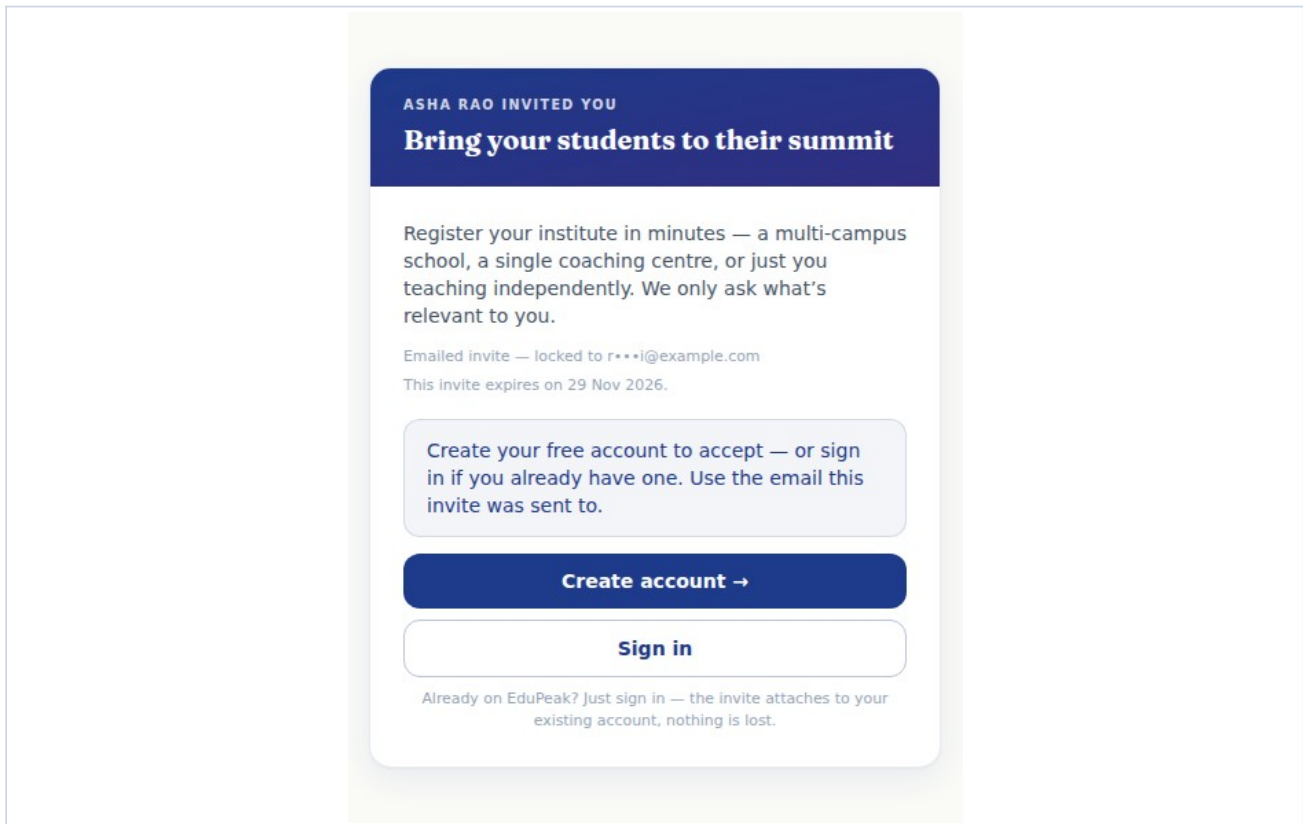


Figure 2. An institute invitation, opened before signing in. “Create account →” is for newcomers; “Sign in” is for anyone already on EduPeak.

The card tells you who invited you, that the invitation was emailed and is locked to your address (shown partly hidden), and when it expires. Invitations last 60 days.

Once you are signed in with the right email, the card shows one orange button:

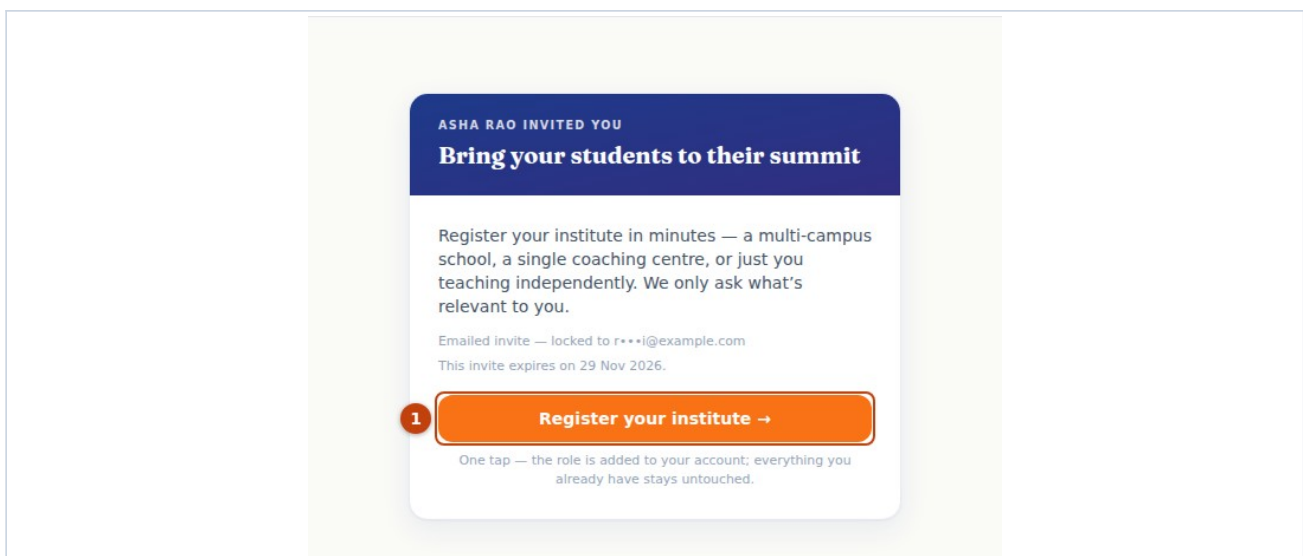


Figure 3. Signed in: press “Register your institute →” (1) to start the registration wizard.

1. Press **Register your institute →** (1). The invitation is marked as used and the registration wizard opens.

Tip If you registered without an invitation, you reach the same wizard from edupeak.org, or — if you are already signed in to the app with no role yet — from the question **How will you use EduPeak?** by choosing **I teach students** (“Bring your batches onto one honest dashboard. Free during launch.”) and pressing **Continue**.

How will you use EduPeak?

You're signed in. Tell us how you'll use EduPeak here — we ask only once.
Pick one. You can add another later.

I'm a student
Take Basecamp, Chapter Tests and Mock Tests — and see exactly where you stand.
Class 10-12 · preparing for an entrance exam

I'm following a student
See their reports exactly as they do — read-only. You can invite your student, or they can invite you.
Parent · Guardian · Private teacher

I teach students
Bring your batches onto one honest dashboard. Free during launch.
School · Coaching centre · Teaching on your own

Continue

Figure 4. Signed in for the first time without an invitation: choose “I teach students”, then “Continue”.

Registering your institute, step by step

The wizard first asks which of three shapes sounds like you. Whichever you pick, EduPeak sets you up the same way underneath — an organisation with a head office, and you as its head **and** a teacher — so you can grow later without redoing anything.

REGISTER YOUR INSTITUTE

Which of these sounds like you?

All three get the same tools. We only ask for what's relevant to you.

A multi-location institute 3 steps

Schools or branches in more than one place, many teachers.

A single-centre coaching class 2 steps

One centre, a few teachers working together — Maths, Physics, Chemistry.

An independent teacher 1 step

You teach on your own — no centre, no colleagues.

Whichever you pick, EduPeak sets you up the same way underneath — an organisation with a head office, and you as its head (and a teacher). So you can grow later without redoing anything.

Figure 5. Choose your shape. The number of steps is shown on the right of each choice.

Choose...	If you are...	Steps
A multi-location institute	schools or branches in more than one place, many teachers	3
A single-centre coaching class	one centre, a few teachers working together	2
An independent teacher	teaching on your own — no centre, no colleagues	1

Tip Picked the wrong one? Every step has a small link, ← not you? choose again, under the step heading.

A multi-location institute (3 steps)

Sunrise Science Academy has two centres in Pune, so Rohan chose this shape.

Figure 6. Step 1 of 3: the organisation's name (1) and its code (2). "✓ available" means nobody else has that code.

1. Type the **organisation name** (1), for example *Sunrise Science Academy*.
2. Choose an **organisation code** (2) — a short, unique name for your institute, such as *SUNRISE-PUNE*. It is changed to capital letters as you type. When you move out of the box, EduPeak checks it and shows ✓ **available** or ✗ **taken**.
3. Press **Next: your head office →**.

Figure 7. Step 2 of 3: your head office — the first centre. Only its name is required.

1. Type the **location name** of your head office or first campus (for example *Kothrud centre*).
2. If you like, add the building or street, the city, the state and the 6-digit PIN code.
3. Press **Next: your first teacher →**. (**Back** returns to step 1 without losing what you typed.)

REGISTER YOUR INSTITUTE · STEP 3 OF 3
[← not you? choose again](#)

Meera Iyer

meera.iyer@example.com Mobile (optional)

They get an email invite; accepting adds the teacher role to their account — existing EduPeak users just log in, no second account. **Email is required; mobile is optional.**

Back Finish setup →

Figure 8. Step 3 of 3: your first teacher. First name, last name and email are required; mobile is optional.

1. Type your first teacher's **first name**, **last name** and **email**. The mobile number is optional.
2. Press **Finish setup** →.

The teacher gets an invitation; accepting it adds the teacher role to their account — people already on EduPeak just sign in, no second account. You can invite more teachers later from the console (chapter 4).

A single-centre coaching class (2 steps)

REGISTER YOUR INSTITUTE · STEP 1 OF 2
[← not you? choose again](#)

Coaching class name — e.g. Peak Point Academy

ORGANISATION CODE — e.g. VIBGYOR

Up to 32 characters — letters & numbers, - and _ allowed, no spaces. This code may appear in your URL one day — choose wisely.

Building / street (optional)

City State... PIN

Your centre automatically becomes its own single location — we won't ask you to manage locations. You become the admin, and you can teach here too.

Next: your teachers →

Figure 9. The coaching-class path, step 1: name, code and address together. Your centre becomes its own single location.

- **Step 1** asks for the coaching class name, the organisation code and (optionally) the address. Your centre automatically becomes its only location — you will not be asked to manage locations. Press **Next: your teachers →**.
- **Step 2** lets you invite a colleague (“You’re already this centre’s first teacher. Invite a colleague now — or skip and add them anytime.”). Fill in their name and email and press **Finish setup →**, or press **Skip for now**.

An independent teacher (1 step)

The screenshot shows a registration form titled "REGISTER YOUR INSTITUTE · STEP 1 OF 1" with a link "[← not you? choose again](#)". The form includes the following fields and elements:

- A text input field for "Building / street (optional)".
- Three input fields for address details: "City", "State..." (a dropdown menu), and "PIN".
- A text input field for "ORGANISATION CODE — e.g. VIBGYOR".
- Below the organisation code field, a note states: "Up to 32 characters — letters & numbers, - and _ allowed, no spaces. This code may appear in your URL one day — choose wisely."
- A yellow callout box containing the text: "That's genuinely all we need — no locations, no other teachers. Underneath you get the same solid setup as a big institute (you = head + only teacher), so if you ever grow, nothing needs redoing."
- A large blue button at the bottom labeled "Finish setup →".

Figure 10. The independent-teacher path: an optional address and an organisation code. Your institute takes your own name.

Give your address if you wish, choose an organisation code and press **Finish setup →**. That is genuinely all: your institute is named after you, and underneath you get the same setup as a big institute (you are its head and its only teacher).

What EduPeak checks

The **Next** and **Finish setup** buttons stay pale until what is needed is filled in correctly:

Field	The rule
Organisation name	Required (multi-location and coaching class).
Organisation code	Required. Up to 32 characters: letters and numbers, with - and _ allowed, no spaces. It must not already be taken by another institute. The wizard warns: "This code may appear in your URL one day — choose wisely."
Head-office name	Required for a multi-location institute.
Address	Optional. If you type a PIN code it must be a valid 6-digit Indian PIN (it cannot start with 0) — otherwise you see "PIN code should be 6 digits".
First teacher	Multi-location: first name, last name and email are required. Coaching class: optional — but if you invite a colleague, give their first name, last name and a real email address. Mobile is always optional.

Note EduPeak does not ask for registration certificates, fees or payment details during registration.

When you finish

If you invited a first teacher, the wizard stops on a success screen — **You're set up.** 🎉 **Your institute is registered.** — with that teacher's invitation, so you cannot miss it. EduPeak emails the invitation to the teacher, and the screen also gives you the link with **Copy** and **Share on WhatsApp** buttons, so you can send it personally too (see "Sharing an invitation" in chapter 4). Then press **Go to your institute console →**.

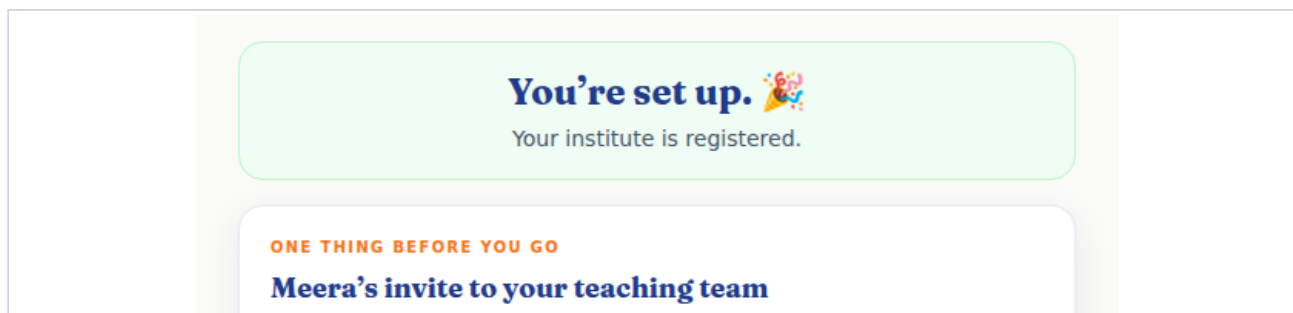


Figure 11. The top of the success screen. Below it are the teacher's invitation link and the "Go to your institute console →" button.

If you did not invite a teacher, you go straight to the console. Either way, the console greets you with a green banner: **You're set up.** 🎉 **Next — create your first batch.**

3 The Institute console

Signing in next time, and the menu

Your EduPeak address is **jeemain.edupeak.org** — bookmark it. Sign in with the same account (your email or User ID, and your password). Forgot your password? Press **Forgot password?** on the sign-in page; EduPeak sends a 6-digit code to your email or mobile. Because registering makes you both an institute admin and a teacher, EduPeak may first ask which hat you want to wear (chapter 8). As an institute admin, the menu at the top has:

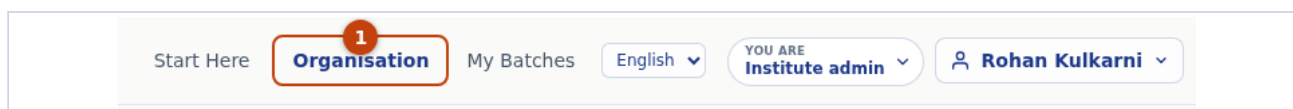


Figure 12. The menu bar in your admin hat: Start Here, Organisation (1), My Batches, the language picker, the YOU ARE hat menu and your account.

- **Start Here** — a one-page map of what you can do in each of your hats.
- **Organisation (1)** — your institute console (below).
- **My Batches** — your batches, their students and their dashboards (chapters 5–7).
- **English ▼** — the language picker (chapter 10).
- **YOU ARE Institute admin ▼** — switches hats (chapter 8).
- **Your name ▼** — **My Profile** (your details, on edupeak.org) and **Sign out**.

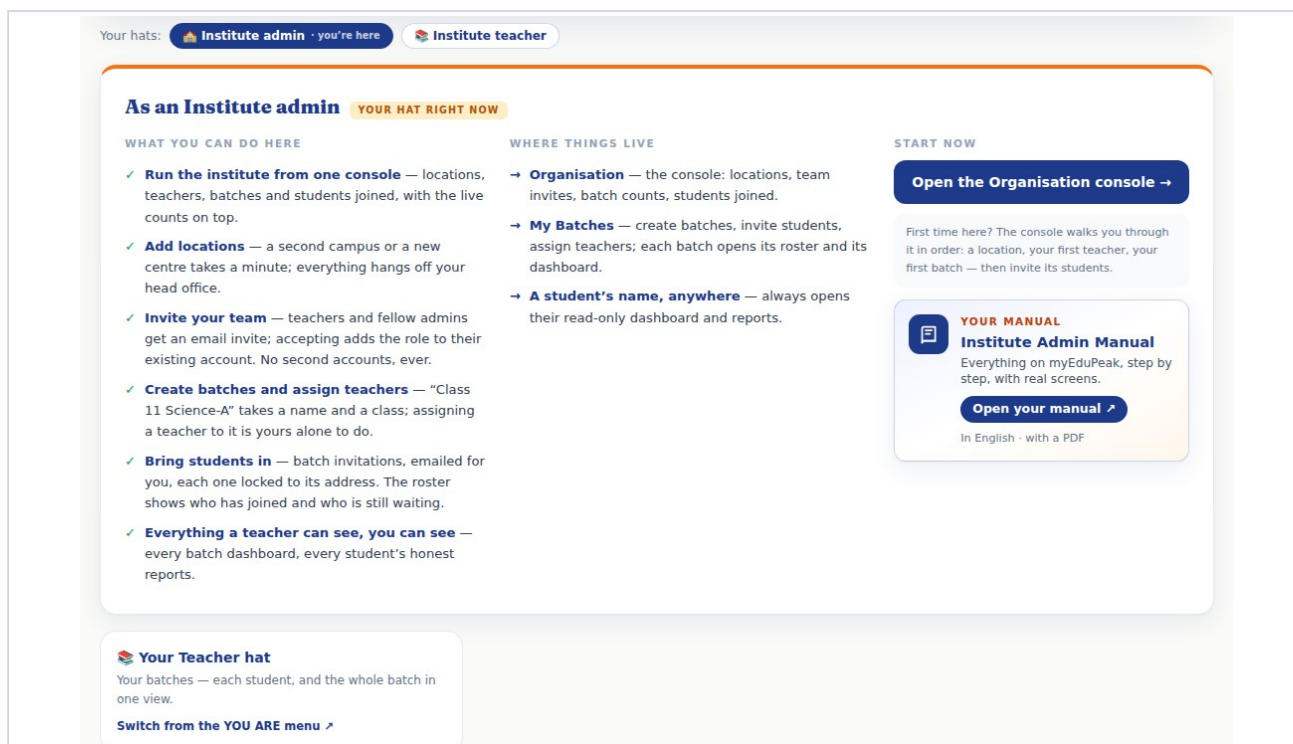


Figure 13. Start Here in the Institute admin hat: what you can do, where things live, a button to open the console and, under it, Your manual. Your other hat is shown underneath.

Your manual, under the button, opens this manual on edupeak.org in a new tab, with a PDF to download. In your teacher hat it opens the Institute Teacher Manual.

Your console

The console is your institute's home. Open it from **Organisation** in the menu. The first time, it carries the green welcome banner with a **Create my first batch →** button; afterwards it looks like this:

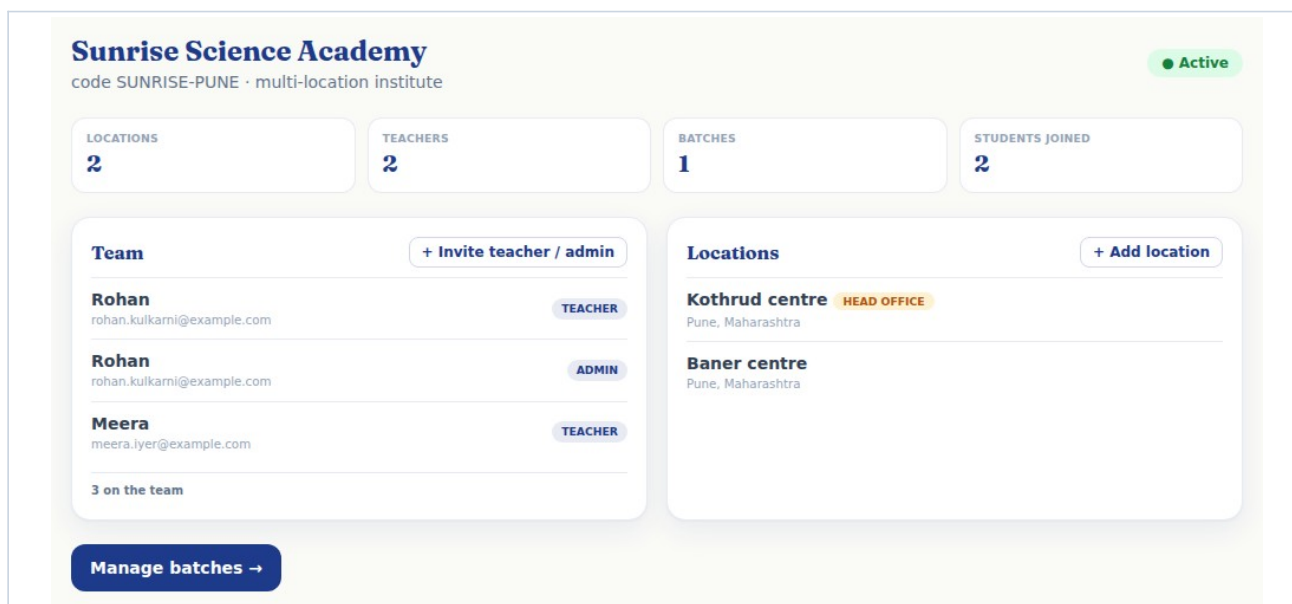


Figure 14. The Institute console for Sunrise Science Academy: name, code and type; the four live counts; the Team and Locations panels; and “Manage batches →”.

- **Name, code and type** — for example “code SUNRISE-PUNE · multi-location institute”.
- **● Active** — your institute is running normally. If it shows **● Frozen**, see “If your institute is frozen” below.
- **Four counts** — **Locations**, **Teachers**, **Batches** and **Students joined**. They are live: they change as teachers accept and students join.
- **Team** — everyone in your institute and their role (**admin** or **teacher**), then pending invitations. Chapter 4 explains it.
- **Locations** — your centres; the head office carries a **head office** label.
- **Manage batches →** — opens My Batches.

Note You appear twice under Team — once as **teacher** and once as **admin** — because registering made you both. The Teachers count includes you, and the line under the list (“3 on the team”) counts each of those rows.

Adding a location

A **location** is one of your centres or campuses. Every batch belongs to one location. Only a multi-location institute has the **+ Add location** button; a coaching class or an independent teacher always has exactly one location, made at registration.

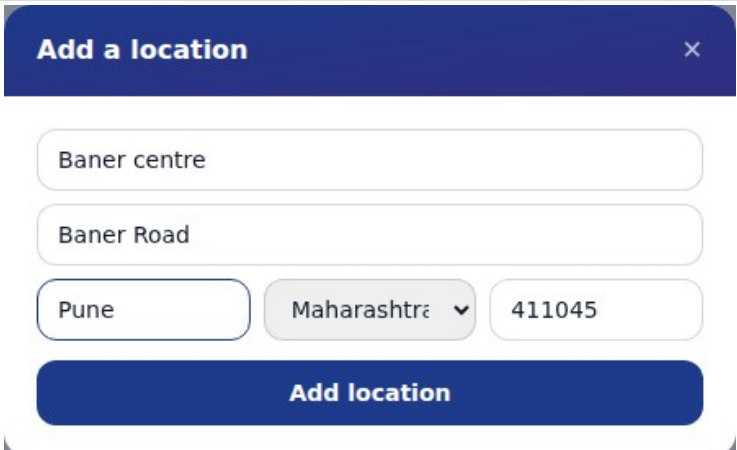


Figure 15. Adding the Baner centre. Only the location name is required.

1. In the console, press **+ Add location** (top right of the Locations panel).
2. Type the **location name** — for example *Baner centre*. The building or street, city, state and PIN code are optional (a PIN, if given, must be 6 digits).
3. Press **Add location**. The new centre appears in the list and the Locations count goes up.

Tip There is no button to rename or remove a location in the console today. If you need to change one, write to EduPeak (chapter 13).

If your institute is frozen

EduPeak can pause — **freeze** — an institute. The console then shows **● Frozen**. While it is frozen, nobody can create batches or invite students, and your teachers cannot see students' progress. Students see that their institute's access is **paused**. Nothing is deleted, and un-freezing restores everything. Only EduPeak can freeze or un-freeze an institute; if you see Frozen and do not know why, write to EduPeak.

4 Your team: teachers and admins

Inviting a teacher or another admin

Invite each colleague by email. Accepting adds the role to their own EduPeak account — people already on EduPeak simply sign in; no one ever needs a second account.

Figure 16. Invite to your team: the name and email, the role (1), then “Create invite” (2).

1. In the console, press **+ Invite teacher / admin** (top right of the Team panel).
2. Type the person’s **first name, last name** and **email**. **Mobile** is optional.
3. Choose the role (1): **Teacher** or **Institute admin**. Choose Institute admin only for someone who should run the institute with you (see the note below).
4. Press **Create invite** (2). The window changes to **Invite ready to share**.
5. Press **Done**. The invitation now appears under Team as **invite pending • expires**

EduPeak emails the invitation for you (the window says “We’ve emailed this invite to ...”). The same window also gives you the link to send personally.

Sharing an invitation yourself

Wherever EduPeak creates an invitation, it shows a share card like this one:

Figure 17. A share card: the invitation link, “Copy”, and “Share on WhatsApp”.

- **Copy** copies the complete, ready-to-send message (not just the link) — paste it into an SMS, email or chat.
- **Share on WhatsApp** opens your own WhatsApp with the same message ready to send.

Tip EduPeak is honest about its email: “We’ve emailed this invite too — but inboxes can be moody, and even the warmest letters sometimes slip into spam. A quick message from your own WhatsApp or email is always the surest way to make sure it lands.” A message from you also tells your colleague the invitation is genuine.

What your teacher sees

When your teacher opens the link and signs in with the invited email, they see:

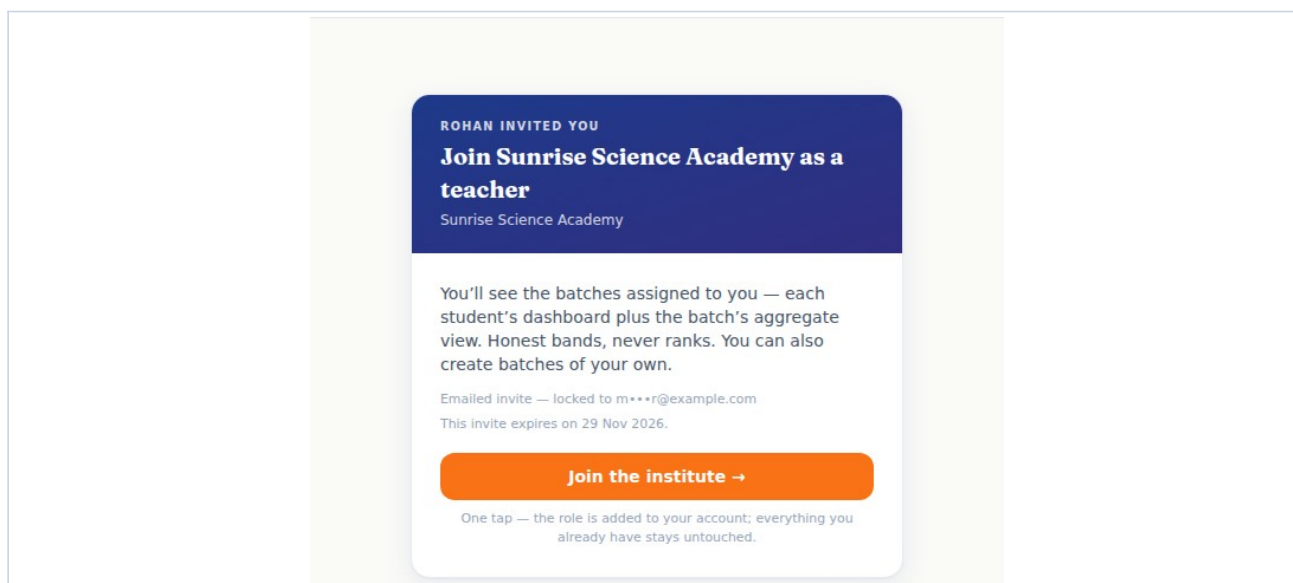


Figure 18. Meera's invitation: "Join Sunrise Science Academy as a teacher". Pressing "Join the institute →" makes her a teacher of your institute.

An invitation to be an admin reads "Join ... as an admin" instead. Once accepted, the person appears under Team with their role, and the Teachers count goes up.

What a teacher can do — and what only you can do

	Institute admin (you)	Teacher
See the console, add locations, invite teachers and admins	Yes	No
Create a batch (the creator becomes its teacher)	Yes	Yes
Assign or unassign teachers on a batch	Yes	No
Invite students to a batch, manage its roster	Any batch	Batches they are assigned to or created
Open a batch dashboard and a student's dashboard and reports (read-only)	Any batch	Batches they run; any student of the institute
Start a test for a student, or change a student's work	No	No

A teacher's **My Batches** lists only the batches they run — the ones they created and the ones you assigned to them. Reading is institute-wide: every teacher at your institute can see student progress, read-only — that is what students agree to when they join (chapter 9).

Note Registering made you both an admin and a teacher, so you can open every student's dashboard and reports. An admin you **invite** gets the console, every batch and every batch dashboard — but to open a student's own dashboard and reports, a person must also be a teacher at your institute. If a new admin needs that, invite them a second time, with the role **Teacher**, once they have joined.

Pending invitations: copy again, new link, re-invite, cancel

Invitations for your team wait under the Team panel until they are accepted. The same buttons appear for student invitations on a batch roster (chapter 6).

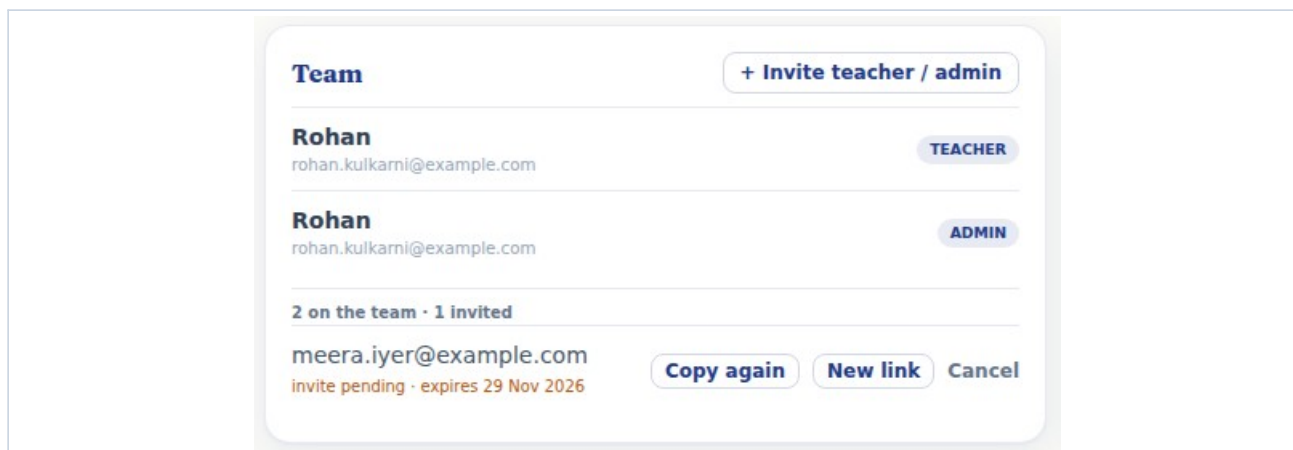


Figure 19. A pending teacher invitation under Team: “invite pending · expires 29 Nov 2026”, with Copy again, New link and Cancel.

Button	What it does
Copy again	Opens the share card for the link you already sent, so you can send it again. Nothing changes; the old link still works. Hide closes it.
New link	Makes a fresh link and stops the old one working. EduPeak asks first: “This makes a new link and the old one stops working. Send the new link to anyone who hasn’t joined yet.” The new link lasts another 60 days. You can make up to 3 new links a day per invitation.
Re-invite	Shown instead of New link once an invitation has expired. It makes a fresh link straight away (no warning — the old link is already dead).
Cancel	Withdraws the invitation: “Cancel this invite? No one still pending can use this link.”

Expired invitations are tucked away under ► **Show expired (N)** — press it to see them. The line above the invitations sums things up, for example “3 on the team · 1 invited · 1 expired”.

When someone leaves your institute

The console has no button to remove a teacher or admin from your institute. Taking someone off a batch (chapter 5) only changes who runs that batch — they can still see student progress while they are a member of the institute. To remove someone from the institute, write to EduPeak (chapter 13).

5 Batches

A **batch** is a group of students for one academic year at one location — for example *JEE 2027 — Batch A*, Class 11, 2026-27, at the Kothrud centre. It is how students come in: you add their emails, each gets an invitation, and as they join, the batch dashboard lights up. A student's work always stays their own, across every batch they are in.

Creating a batch

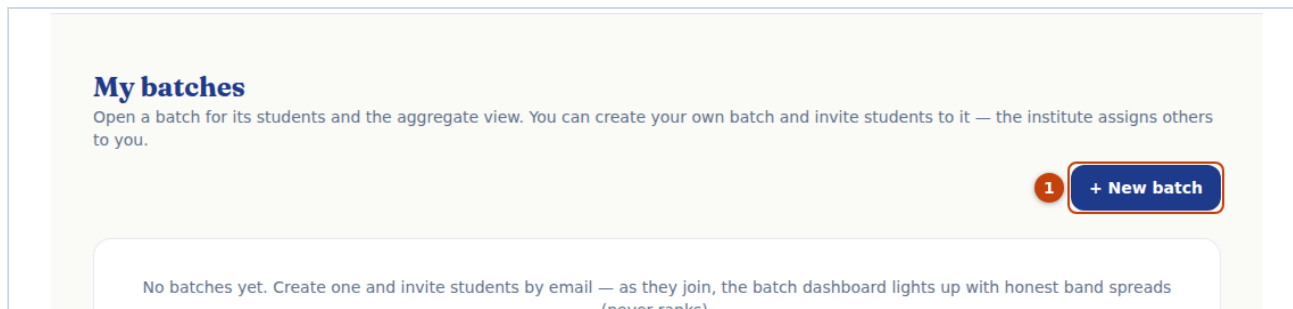


Figure 20. My Batches before the first batch. Press "+ New batch" (1).

1. Open **My Batches** (or press **Manage batches →** or **Create my first batch →** in the console).
2. Press **+ New batch** (1).
3. Type the **batch name** — for example *JEE 2027 — Batch A*.
4. Check the **academic year** (it starts as 2026-27) and choose **Class 11** or **Class 12**.
5. Under **Group**, choose the exam group this batch is for — for example **PCM group • Mathematics, Physics, and Chemistry**. A batch is for one group.
6. If your institute has more than one location, choose the **location** from the last list.
7. Press **Create & add students →**. The batch is created and its Students page opens, ready for invitations (chapter 6).

New batch ✕

A batch is how students come in: add their emails, each gets an invite, and as they join you unlock the batch dashboard — band spreads and averages, no ranks. A student's work always stays their own, across every batch they're in.

JEE 2027 — Batch A

2026-27 Class 11 ▼

GROUP

☒ **PCM group · Mathematics, Physics, and Chemistry**

☐ **PCB group · Physics, Chemistry, Botany, and Zoology**

A batch is for one group. A batch for a group that has not opened yet can be created now — students can join today, and its tests open when the group opens.

Kothrud centre ▼

Create & add students →

You'll be this batch's teacher automatically. The institute admin can see it too.

Figure 21. The New batch window, filled in for JEE 2027 — Batch A (PCM group, Class 11, Kothrud centre).

Note A group that has not opened yet shows as “expected {month}” or “planned” and can still be chosen: students can join today, and its tests open when the group opens. You become the batch's teacher automatically.

Your batches

Each batch appears on My Batches as a card: the class (11), the name and group, the year and location, how many have joined and are invited, and its teachers.

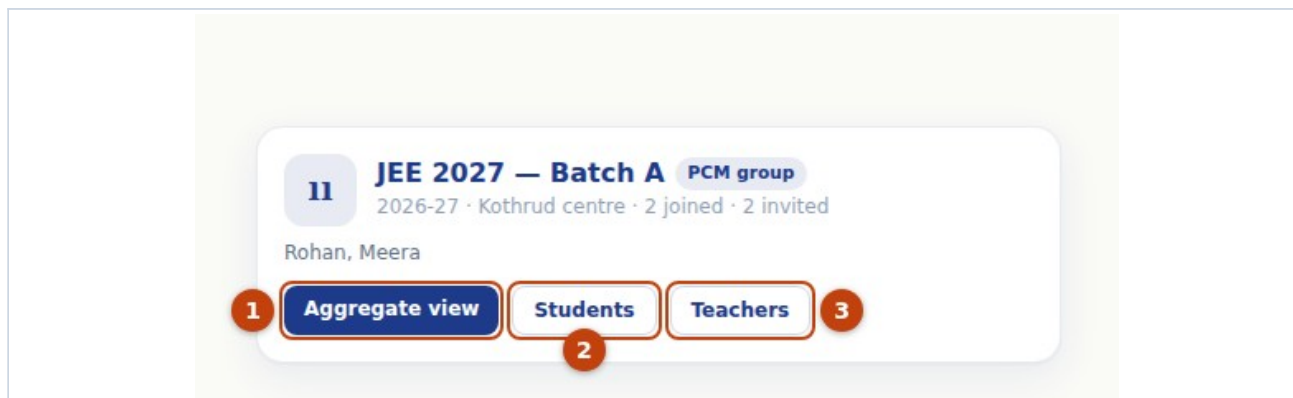


Figure 22. A batch card: Aggregate view (1) opens the batch dashboard; Students (2) opens the roster; Teachers (3) chooses who runs the batch.

Choosing who runs a batch

Assigning teachers is yours alone to do. A teacher must already be a member of your institute — if someone is missing, invite them first (chapter 4).

1. On My Batches, press **Teachers** (3) on the batch card.
2. Every teacher of your institute is listed. Press **Assign** next to a teacher to give them the batch, or **Unassign** to take it away.
3. Close the window with **×**. The teachers' names appear on the card.

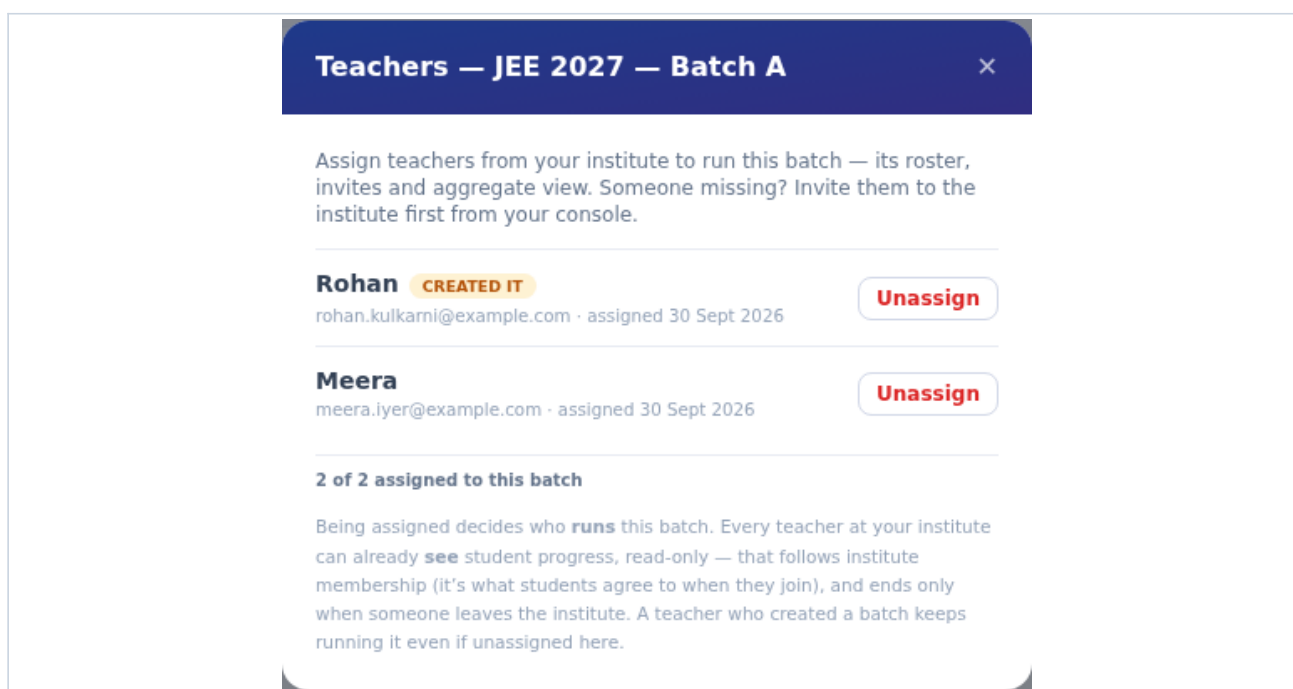


Figure 23. Teachers — JEE 2027 — Batch A. Rohan created the batch; Meera has been assigned. “2 of 2 assigned to this batch”.

What “assigned” means, in EduPeak’s own words: being assigned decides who **runs** the batch — its roster, invitations and aggregate view. Every teacher at your institute can already **see** student progress, read-only — that follows institute membership and ends only when someone leaves the institute. A teacher who created a batch keeps running it even if unassigned here.

Tip There is no button to rename, archive or delete a batch today.

6 Bringing students in

Students join a batch only by invitation, one personal invitation per email address. Open the batch's **Students** page (the **Students** button on its card, or straight after creating it).

Inviting students

← My batches

JEE 2027 — Batch A

PCM group · 2026-27 · Kothrud centre · Rohan

0 of 0 joined

Invite students

Paste student emails — one per line or comma-separated. Each gets an invite **locked to that address**; their work stays theirs across batches. They confirm the visibility consent when they join. **EduPeak emails every invite for you** — and every link is also yours to copy and share.

We'll email each invite for you ✨
But email providers take time to trust a young platform like ours, and our messages may quietly sit in a Spam folder. So don't leave it to us alone — the share cards below give you each link to send on WhatsApp too. Coming from you, it always arrives, and it means more. ❤️

1

aarav.mehta@example.com
diya.shah@example.com
ishaan.joshi@example.com
tanvi.rao@example.com

2

Created invites

2

Create invites

Emailed for you · each link re-copyable below

Figure 24. Invite students: paste the emails (1), then press “Create invites” (2).

1. In **Invite students**, paste the students' email addresses (1) — one per line, or separated by commas. You can paste up to 200 at a time.
2. Press **Create invites** (2).
3. A green line reports what happened, for example “4 invites created · 4 emailed”. Below it, a share card for each invitation lets you copy or WhatsApp every link yourself; **Copy all** copies all the messages at once.

EduPeak emails every invitation for you — the page says so plainly: “We'll email each invite for you ✨ But email providers take time to trust a young platform like ours, and our messages may quietly sit in a Spam folder. So don't leave it to us alone — the share cards below give you each link to send on WhatsApp too.” A class WhatsApp group is not a good place for the links: each link is locked to one student's email.

If an address is skipped, the line says why — **already in this batch** (the student has joined) or **invite already pending** (there is an open invitation for that email).

What your students see

Your student opens their link and sees a card like this. They must tick the consent box before **Take your seat** → works:

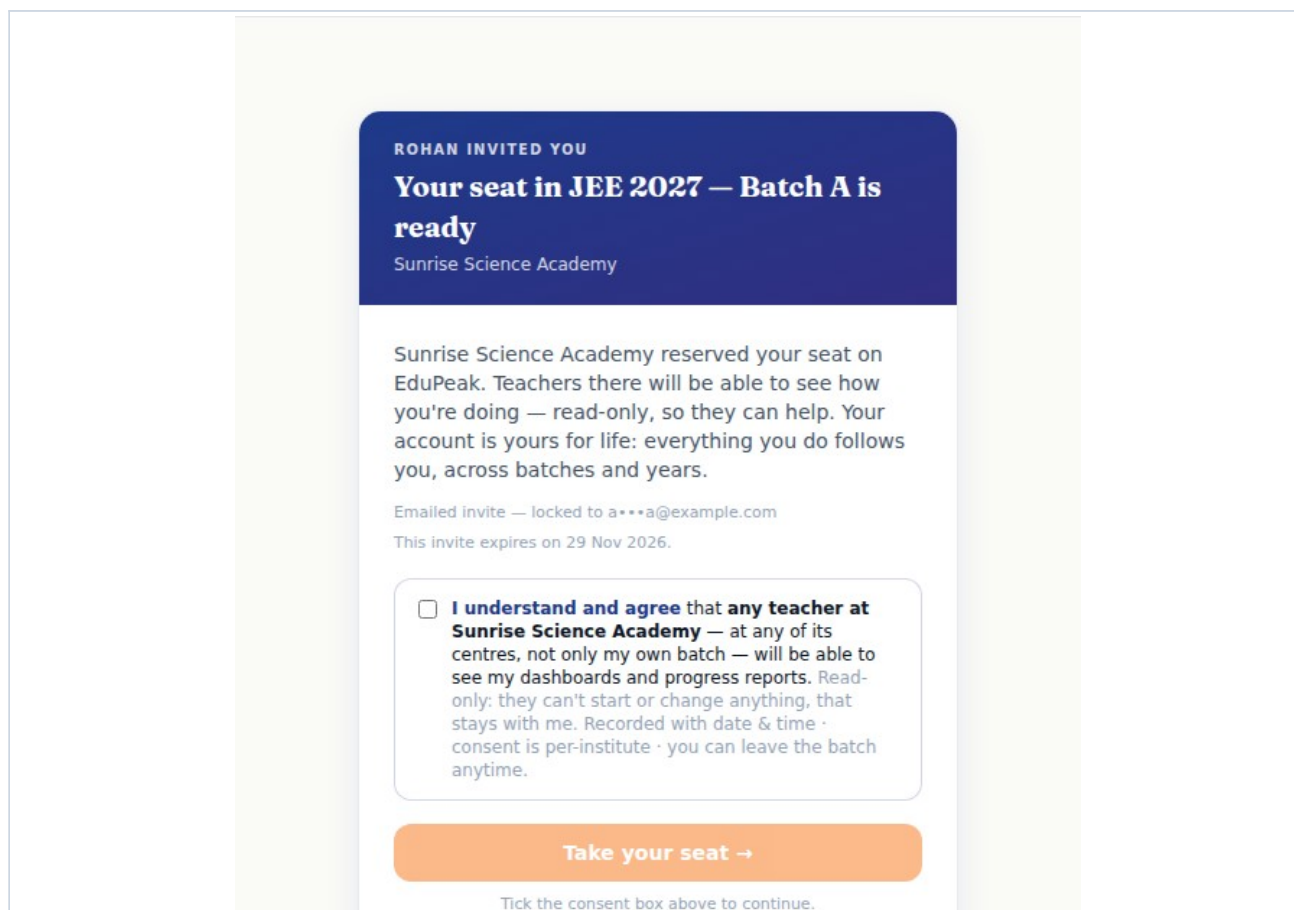


Figure 25. Aarav's invitation to JEE 2027 — Batch A, with the consent the student ticks.

The consent reads: “I understand and agree that any teacher at Sunrise Science Academy — at any of its centres, not only my own batch — will be able to see my dashboards and progress reports. Read-only: they can't start or change anything, that stays with me. Recorded with date & time · consent is per-institute · you can leave the batch anytime.”

Students who already have an EduPeak account

Many students will already be practising on EduPeak. They open the link, **Sign in** with the email you invited, tick the consent and press **Take your seat →**. The invitation attaches to their existing account — everything they have already done stays with them and shows on your dashboards straight away. Invite them with the email they use for EduPeak.

Students who are new to EduPeak

New students press **Create account →** on the invitation, create their free account with the invited email, and come back to the same card to tick the consent and take their seat. Joining is free, with no card needed.

Important If a student signs in with a different email from the one you invited, the invitation will not attach (“This invite isn't for this account...”). Either they sign in with the invited email, or you correct the address with **Fix email** (below).

The roster

The **Roster** lists the students who have joined (A–Z, 50 at a time, with a name search) and, on the first page, the invitations still waiting. The heading sums it up — for example “2 of 4 joined · 1 invited · 1 expired”.

Roster Showing 1-2 of 2 · A-Z

Search students by name

Aarav Mehta
joined 30 Sept 2026 JOINED [View →](#)

Diya Shah
joined 30 Sept 2026 JOINED [View →](#)

ishaan.joshi@example.com
invited · expires 29 Nov 2026 · 1 new link INVITED [New link](#) [Copy again](#) [Fix email](#) [Cancel](#)

▼ Hide expired (1)

tanvi.rao@example.com
invite expired 28 Sept 2026 EXPIRED [Re-invite](#) [Cancel](#)

Copy again re-opens the link you already shared · New link makes a fresh link and stops the old one — up to 3 new links a day per invite.

Figure 26. The roster of JEE 2027 — Batch A: two students joined, one invitation pending (with one new link made), and one expired invitation shown under “Hide expired (1)”.

You see	It means	What you can do
JOINED	The student accepted and gave consent (“joined 30 Sept 2026”).	View → opens their dashboard and reports (chapter 7).
INVITED	Waiting for the student (“invited · expires 29 Nov 2026 · 1 new link”).	New link, Copy again, Fix email, Cancel.
EXPIRED	The invitation passed its 60 days unused (“invite expired 28 Sept 2026”).	Re-invite (a fresh link, emailed again) or Cancel .

Copy again, New link, Re-invite and **Cancel** work exactly as for team invitations (chapter 4). Expired invitations are folded under ► **Show expired (N)**. With many pending invitations, a **Show all N pending invitations** button appears.

Fixing a mistyped email

ishaan.joshi@example.com
invited · expires 29 Nov 2026 · 1 new link INVITED [New link](#) [Copy again](#) [Save](#) × [Cancel](#)

Figure 27. Fix email on a pending invitation: type the corrected address, then Save.

1. On the pending invitation, press **Fix email**.
2. Type the corrected address and press **Save** (or **×** to leave it).
3. The invitation moves to the new address with a fresh 60-day link, and EduPeak emails it. The old link stops working.

Removing a student

You can **Cancel** an invitation that has not been accepted. There is no button to remove a student who has already joined. If a student asks to leave your batch — or joined the wrong one — write to EduPeak (chapter 13). Students are told the same thing on their side: “To end it, ask your institute to remove you from the batch.”

7 The batch dashboard and student reports

Press **Aggregate view** on a batch card to open the **batch dashboard**. It shows the whole batch at once — in honest bands and averages, never ranks. The student list is always in alphabetical order; nothing is sorted by marks.

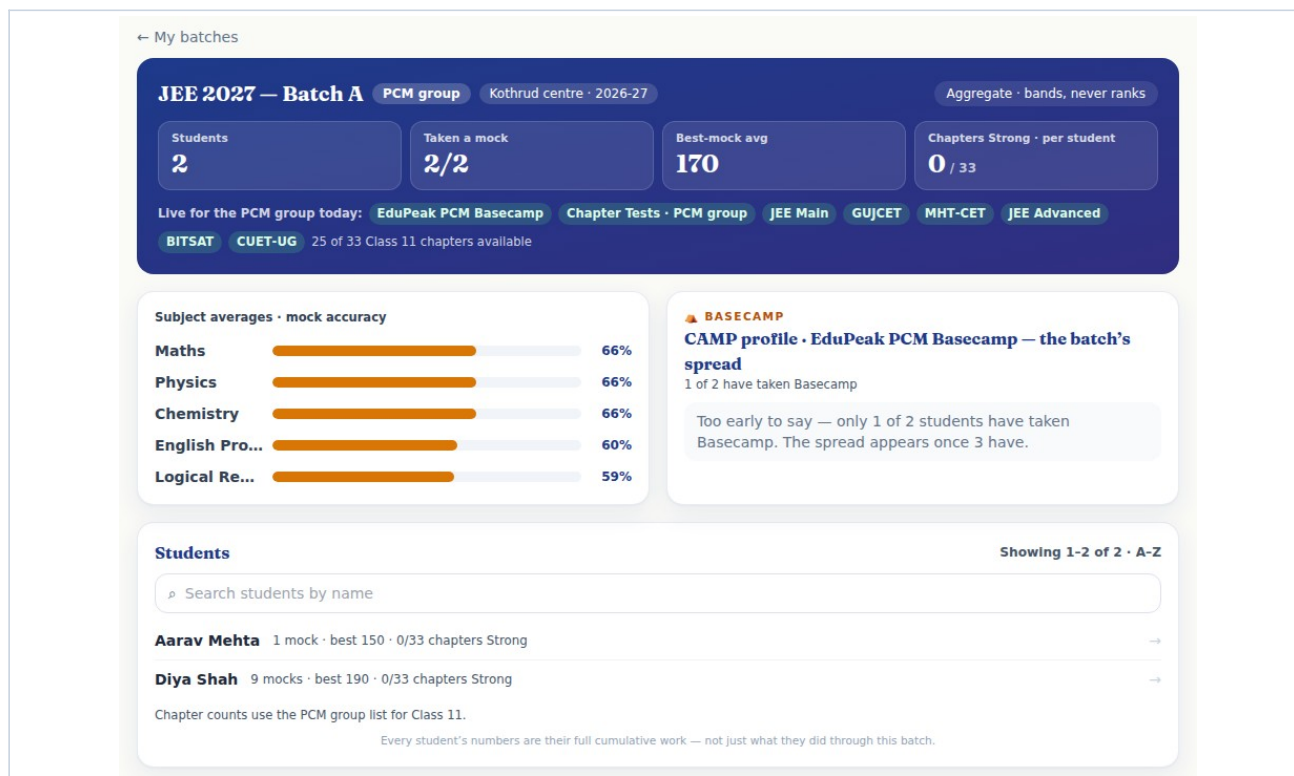


Figure 28. The batch dashboard for JEE 2027 — Batch A.

The top panel

- **Students** — how many have joined (students of another group are counted separately, e.g. “+1 in another group”).
- **Taken a mock** — how many have taken at least one mock test, out of the batch.
- **Best-mock avg** — the average of each student's best mock score.
- **Chapters Strong · per student** — on average, how many chapters each student has at Strong, out of the chapters in the group's list for the batch's class (here 0 of 33).
- **Live for the PCM group today** — the tests open to your students right now, and how many chapters are available for their class (“25 of 33 Class 11 chapters available”).

Subject averages and the Basecamp spread

- **Subject averages · mock accuracy** — the batch's average accuracy in each subject of its mock tests. Green is 70% and above, amber 45% to 69%, orange below 45%.
- **CAMP profile — the batch's spread** — once at least 3 students have taken Basecamp, bars show how many are Strong, Developing and Needs work in each Basecamp area — “never who”. Before that you see “Too early to say — only 1 of 2 students have taken Basecamp. The spread appears once 3 have.”

The student list

Under **Students**, each row gives a student's mocks, best mock score and chapters at Strong — for example “9 mocks · best 190 · 0/33 chapters Strong”. Use **Search students by name** in a large batch; ‹ **Previous** and **Next** › move between pages of 50. The note at the bottom matters: “Every student's numbers are their full cumulative work — not just what they did through this batch.”

Opening one student

Click a student's name — on the batch dashboard, or **View →** on the roster. You see their dashboard exactly as the student sees it, marked **Read-only**: you cannot start a test for them or change anything they have done.

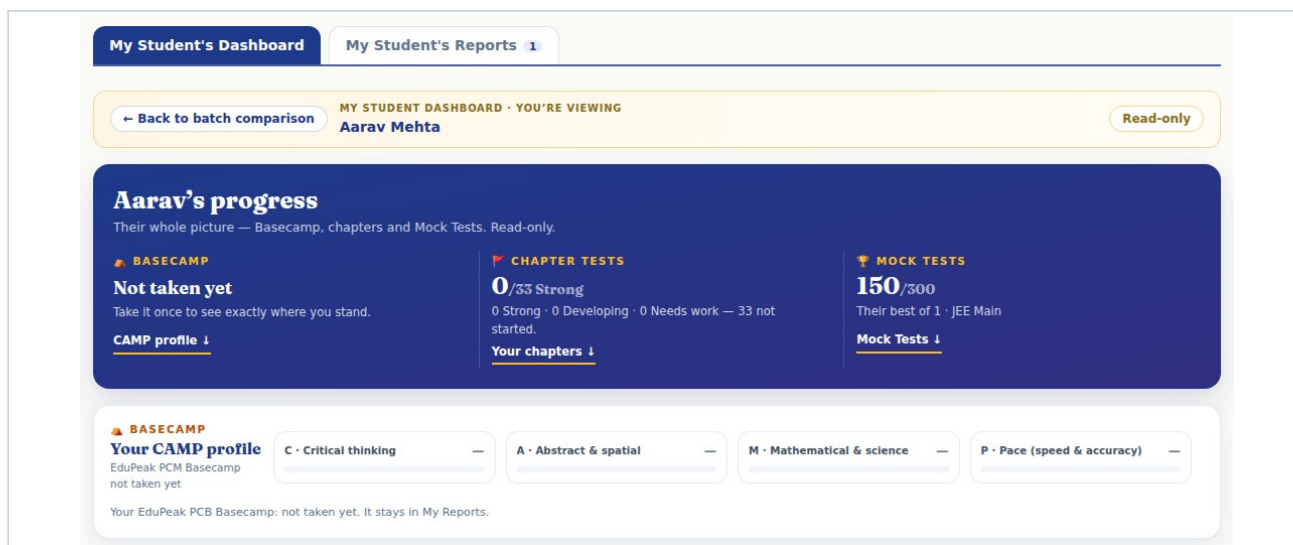


Figure 29. Aarav Mehta's dashboard, opened by the institute admin: “You're viewing Aarav Mehta”, “Read-only” and “← Back to batch comparison”.

- **My Student's Dashboard** — Basecamp, chapter readiness (class by class, subject by subject) and mock tests.
- **My Student's Reports** — every report, newest first. Open any report to read it in full, exactly as the student does.
- **← Back to batch comparison** (or **← Back to batch**, from the roster) returns you to where you came from.

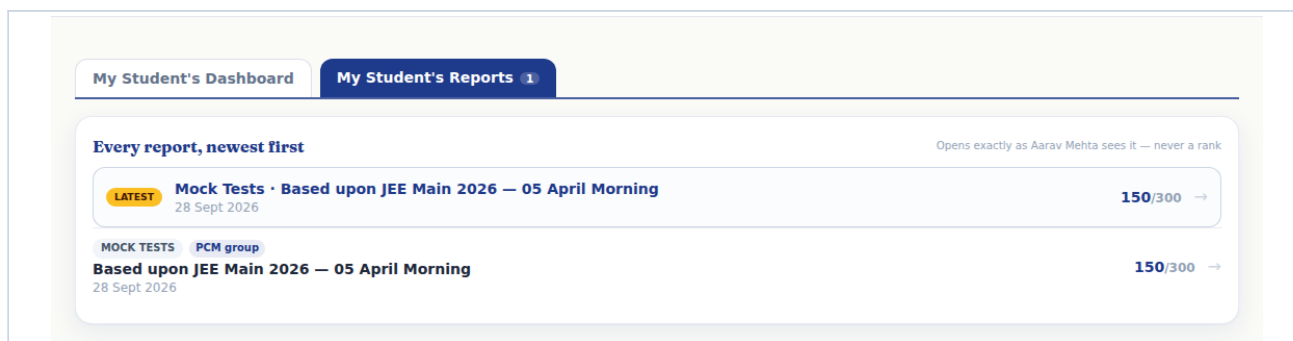


Figure 30. My Student's Reports: every report, newest first — “Opens exactly as Aarav Mehta sees it — never a rank”.

8 Two hats: admin and teacher

On EduPeak, each role you hold is a **hat**. Registering your institute gives you two: **Institute admin** and **Institute teacher** — so you can always teach at your own institute. If you also have another role (for example as a well-wisher following your own child), that is one more hat on the same account.

The role picker

When you open EduPeak, it may ask which hat you want for now:

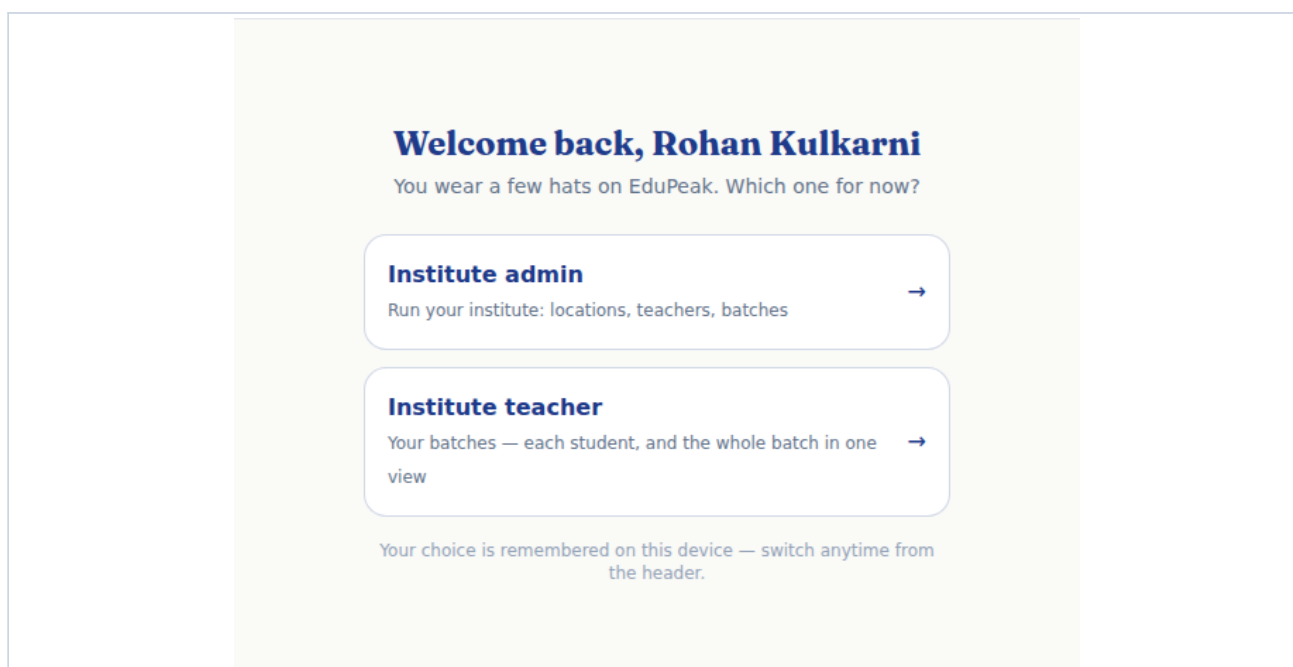


Figure 31. The role picker: “You wear a few hats on EduPeak. Which one for now?”

Choose **Institute admin** (“Run your institute: locations, teachers, batches”) to land on the console, or **Institute teacher** (“Your batches — each student, and the whole batch in one view”) to land on My Batches. Your choice is remembered on that device.

Switching hats

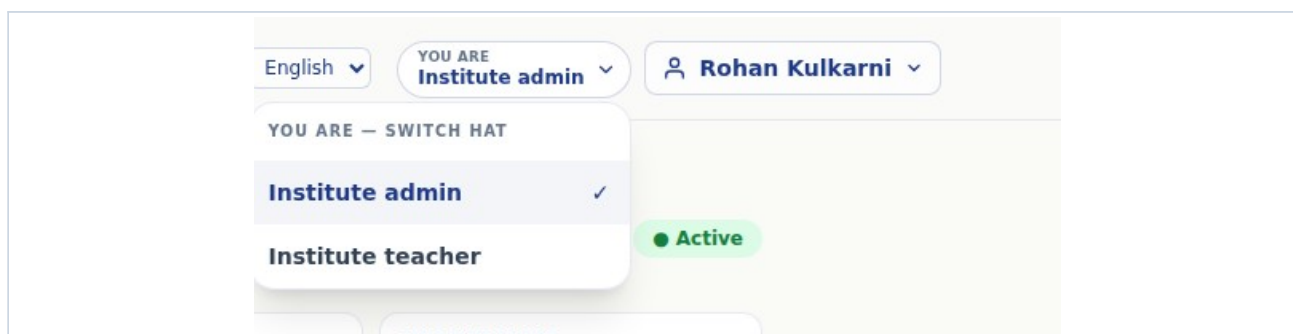


Figure 32. The YOU ARE menu at the top right: pick the other hat. The tick shows the one you are wearing.

1. Press **YOU ARE Institute admin ▼** at the top right. (On a phone, open the menu ☰ first.)
2. Choose the other hat. You go to that hat’s home page.

For an institute admin, the two hats differ mainly in where you start and what **Start Here** explains: in both, the menu shows **Organisation** and **My Batches**, and your admin powers (such as assigning teachers) come from the role you hold, not from the hat you are wearing.

9 Consent, privacy and safety

- **Students consent first.** A student joins your batch only by ticking the consent on their invitation. EduPeak records it with the date and time. Consent is per institute.
- **Visibility is institute-wide, and read-only.** The consent names your institute, not one teacher: any teacher at your institute — at any of its centres — can see the student's dashboards and reports. Nobody at your institute can start or change anything in a student's account.
- **The student can see you, too.** In their EduPeak, under "Your institute can see you too", a student sees your institute's name, their batches and the date they joined: "Any teacher here can see your dashboards and reports, read-only."
- **No ranks, ever.** The batch dashboard shows bands, averages and spreads. The student list is alphabetical. Students are never placed against each other or against other centres.
- **A student's work is theirs.** Their account is theirs for life. If they leave your batch, your institute stops seeing them; their work stays with them.
- **Invitations are personal.** Each invitation is locked to one email address, used once, and expires after 60 days. EduPeak never attaches an invitation to a different account without asking.
- **Parents are separate.** A parent sees a student's reports only if the student invites them (as a "well-wisher"). Your institute's access does not give parents access, and parents' access does not give you anything.

Important Ask each student for the email they really use, and invite them only with their agreement. Never put invitation links in a shared group: a link is meant for one person.

10 Language and phone use

Language

The language picker at the top (**English ▼**) switches the app's screens between English, हिन्दी (Hindi), ગુજરાતી (Gujarati), मराठी (Marathi), தமிழ் (Tamil) and తెలుగు (Telugu). Names you typed — your institute, locations and batches — stay as you wrote them. A student's report — its questions and worked solutions — follows your choice too, wherever a translation exists; a question not yet translated is shown in English and says so.

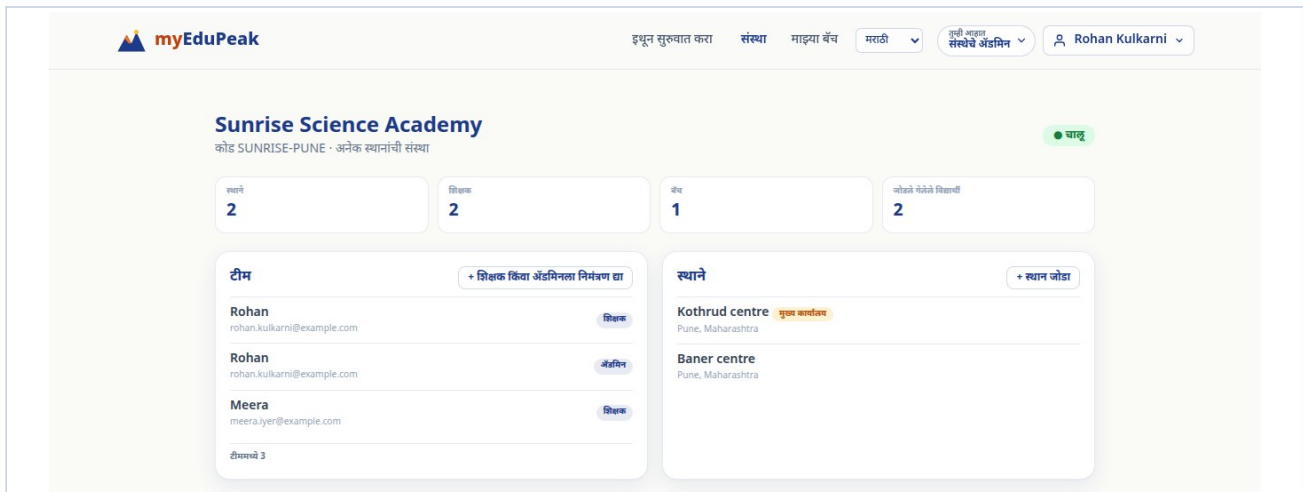


Figure 33. The same console in Marathi. The institute, location and people's names stay as typed.

On a phone

Everything in this manual works in a phone's browser — there is nothing to install. On a narrow screen, the menu folds behind the ☰ button; the YOU ARE hat menu, My Profile and Sign out are inside it too.

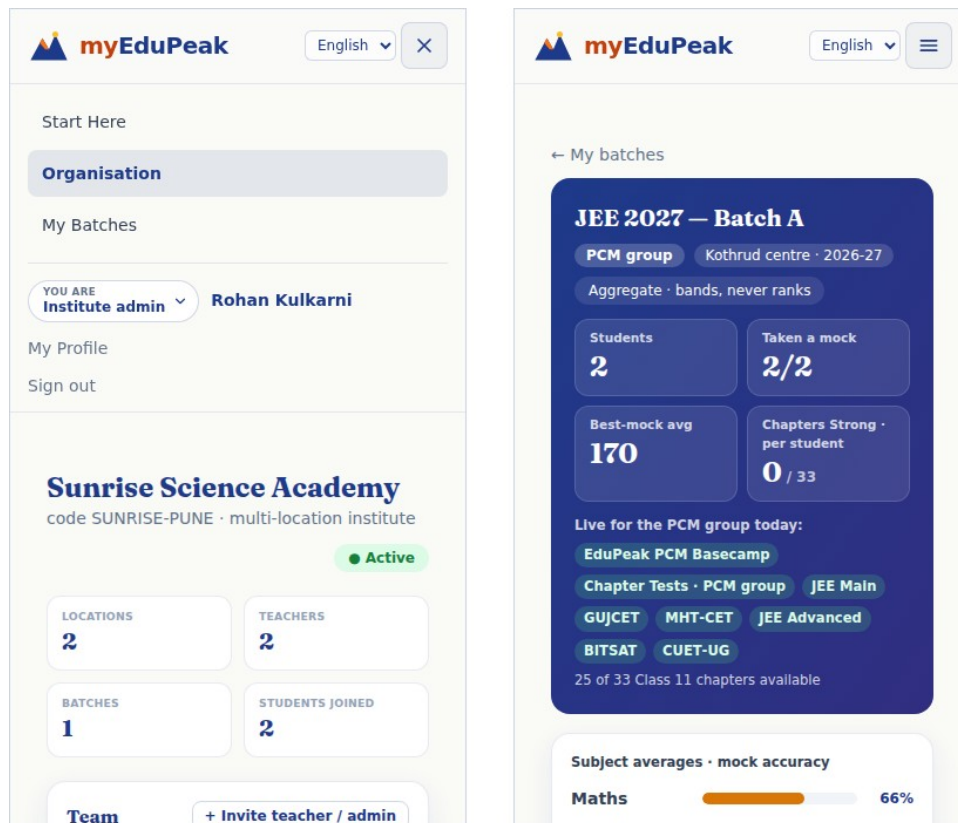


Figure 34. On a phone: the ≡ menu open over the console (left) and the batch dashboard (right).

11 Questions and answers

Does registering cost anything?

EduPeak says registration is free to begin, and free during the launch window for institutes and every student they bring. For the institute licence after that, write to EduPeak (chapter 13).

I clicked my invitation but it says “This invite isn’t for this account”.

You are signed in with a different email from the one the invitation was sent to. Sign out, then sign in (or create your account) with the invited email.

My invitation link says “Invitation not found” or that it is expired.

Links are single-use and expire after 60 days, and a link stops working when a new one is made. Ask the sender for a fresh invitation. A link you have already used simply says it has been used, with a button to continue to EduPeak.

The organisation code I want is “taken”.

Codes are unique across EduPeak. Add something to make it yours — a city or an area, for example SUNRISE-PUNE.

I chose “coaching class” but we are opening a second centre.

Only a multi-location institute has “+ Add location”. Write to EduPeak and explain what you need.

A teacher says they cannot see a batch in My Batches.

A teacher’s My Batches lists the batches they teach or created. Open the batch card’s **Teachers** and press **Assign** next to their name. If they are not listed, they are not yet a member of your institute — invite them from the console.

A student did not get the email.

Ask them to check Spam. Then open the roster, press **Copy again** on their invitation and send the link yourself on WhatsApp or by email. If the address was wrong, use **Fix email**.

A student’s invitation expired.

Open the roster, press ► **Show expired**, then **Re-invite** on their row. They get a fresh link, valid for 60 days.

Can I invite a student who already practises on EduPeak?

Yes — invite the email they use for EduPeak. When they accept, their existing work shows on your dashboards straight away. Nothing they have done is lost.

Can the same student be in two batches?

Yes. Their work is theirs, and every batch they are in shows their full cumulative numbers.

How do I remove a student who has left?

There is no button for this today. Write to EduPeak with the student’s name and batch.

Why can’t I see which student is top of the batch?

EduPeak never ranks. It shows where each student stands against a fixed yardstick (Strong, Developing, Needs work), and the batch as spreads and averages.

Can I change the batch’s name or class later?

Not from the app today. Choose the name, class, group and location carefully when you create it.

12 Glossary

Term	What it means
Institute admin	You: the person who runs an institute on EduPeak — its locations, team and batches.
Institute teacher	A teacher who is a member of your institute. They run the batches assigned to them and can read every student's progress at your institute.
Institute (organisation)	Your school, coaching class or independent practice as registered on EduPeak, with a name, a code and one or more locations.
Organisation code	Your institute's short unique name on EduPeak, e.g. SUNRISE-PUNE. Letters, numbers, - and _.
Location	One centre or campus of your institute. The first one is the head office.
Batch	A group of students for one academic year, at one location, for one exam group and class.
Group	The exam group a batch is for, e.g. PCM group (Mathematics, Physics and Chemistry) or PCB group.
Roster	A batch's Students page: who has joined and which invitations are waiting.
Aggregate view (batch dashboard)	The whole batch on one page — counts, averages and band spreads, never ranks.
Invitation	A personal, single-use link, locked to one email address, that lasts 60 days.
New link / Re-invite	Making a fresh invitation link. The old link stops working; the new one lasts 60 days. Up to 3 a day per invitation.
Consent	The tick a student gives when joining a batch, agreeing that your institute's teachers may see their progress, read-only. Recorded with the date and time.
Bands	Strong (70% and above), Developing (45% to 69%) and Needs work (below 45%) — EduPeak's one fixed yardstick.
Basecamp	The first test a student takes: a check of their Class 9 and 10 basics that gives them a CAMP profile.
CAMP profile	A student's Basecamp result in four areas: Critical thinking, Abstract & spatial, Mathematical & science, and Pace (speed & accuracy).
Chapter test	A test on one chapter, assembled fresh for every attempt.
Mock test	A full paper on the real exam clock, e.g. based on JEE Main.
Hat	One of your roles on EduPeak. Switch hats from the YOU ARE menu.
Guide	An EduPeak partner who introduces institutes and students to EduPeak and may send your institute its invitation.
Well-wisher	A parent, guardian or private teacher whom a student has invited to follow their progress, read-only.
Frozen	Paused by EduPeak. No new batches or invitations, and no one at the institute can see student progress until it is un-frozen.

13 Getting help

Write to EduPeak at **hello@edupeak.org**. EduPeak's page for institutes says: "Write to us at hello@edupeak.org. A person answers.", and its Contact page adds, "We aim to reply within two business days."

To help EduPeak help you quickly, include:

- your institute's name and **organisation code** (shown under the name in the console),
- the batch name, and the student's or teacher's name and email if it is about a person,
- what you did, what you expected, and what you saw instead — a screenshot helps.

Things only EduPeak can do today, so write to them: remove a student from a batch, remove a teacher or admin from your institute, rename or remove a location, change your institute's shape (for example from a coaching class to a multi-location institute), and un-freeze a frozen institute.

Tip If you think a question or an answer key in a report is wrong, write to hello@edupeak.org with the test name, the date it was taken and the question number. A screenshot of the question helps.