



myEduPeak

EduPeak Institute Teacher Manual

Join your institute, bring your students in, and read their progress — batch by batch, student by student

For teachers at a school, coaching class or teaching practice that uses EduPeak — the Institute teacher. No technical knowledge is needed. Every screen shown is the real EduPeak app; the institute, people and results in the pictures are fictional.

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jeemain.edupeak.org · edupeak.org

What is in this manual

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1 Welcome

Welcome to EduPeak. This manual is for **teachers at an institute** — a school, a coaching class or a teaching practice that uses EduPeak for its students. In the app your role is called **Institute teacher**.

EduPeak does not teach; you do. EduPeak *measures*. Your students take **Basecamp** (a check of their Class 9 and 10 basics), **Chapter Tests** and full **Mock Tests** on the real exam clock, and every attempt becomes an honest report. As a teacher you see, for each of your batches, how the whole batch is doing — and you can open any student's dashboard and reports to see exactly what they see.

What you can do as a teacher

You want to...	Where	Chapter
Accept your institute's invitation and sign in	the invitation link	2
Find your way around	Start Here and the top bar	3
See your batches, or create a batch of your own	My Batches, + New batch	4
Invite students and follow who has joined	a batch's Students page (the roster)	5
See how a whole batch is doing	a batch's Aggregate view	6
Open one student's dashboard, reports and worked solutions	a student's name	7
Switch between two roles on one account	the YOU ARE menu	8
Know what is — and is not — in a teacher's hands		9

Three ideas that run through EduPeak

- **Bands, never ranks.** Every result is placed on one fixed yardstick — **Strong** (70% and above), **Developing** (45% to 69%) and **Needs work** (below 45%). Students are never ranked against each other, and the batch view shows spreads and averages, never a merit list.
- **Read-only.** You can see a student's work, but you cannot start a test for them or change anything they have done. That stays with the student.
- **Consent first.** A student joins your batch only by ticking a consent box that names your institute. Their account is theirs for life.

About the examples in this manual

Note The pictures use a made-up institute, **Sunrise Science Academy, Pune**, with its admin **Rohan Kulkarni** and teacher **Meera Iyer**. Meera teaches two batches: **JEE 2027 — Batch A** (made by Rohan, with students Aarav Mehta and Diya Shah) and **Class 12 PCM — Evening** (made by Meera herself, with Harsh Patel). All people and results are fictional; your own screens will show your institute.

2 Becoming a teacher

You become a teacher on EduPeak in one way only: **your institute invites you**. Your institute admin types your name and email in their console, and EduPeak sends you a personal invitation. There is no “sign up as a teacher” button — which also means nobody can join your institute without being invited.

The invitation

EduPeak emails the invitation to you. Your admin can also send you the same link on WhatsApp or by email themselves. That message reads like this (with your institute’s and admin’s names):

“Hi 🙌 Rohan has invited you to join Sunrise Science Academy on EduPeak, as a teacher. You’ll be able to follow how your batches are doing and help your students along. 🙌 Join here: ...” — followed by the link, the email address it is locked to, and the date it expires.

Tip EduPeak is a young platform, and its emails sometimes land in **Spam**. If you are expecting an invitation, check there — or simply ask your admin to send you the link on WhatsApp.

Opening your invitation

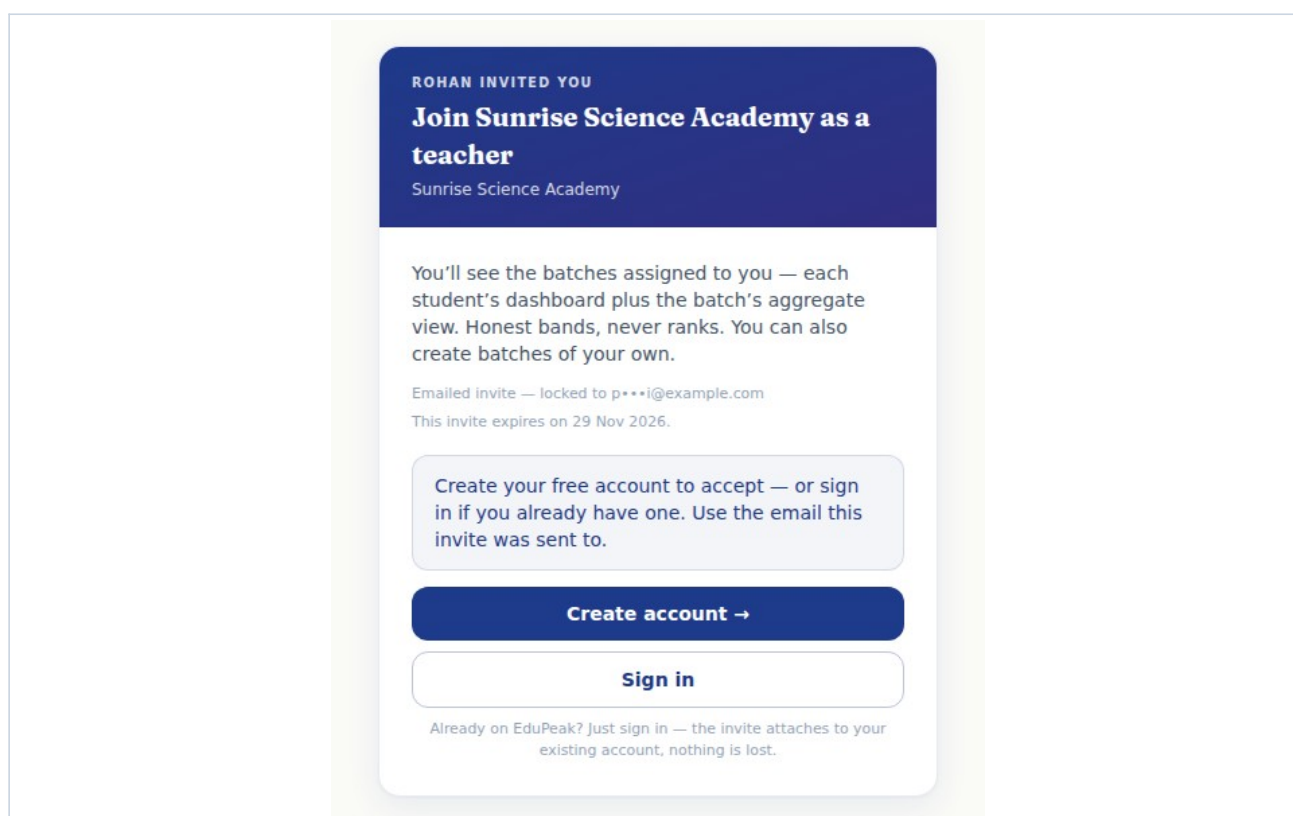


Figure 1. A teacher’s invitation, opened before signing in: “Join Sunrise Science Academy as a teacher”.

The page tells you who invited you, which institute it is, and what you will be able to do: “You’ll see the batches assigned to you — each student’s dashboard plus the batch’s aggregate view. Honest bands, never ranks. You can also create batches of your own.” Below that it says the invitation is **locked** to your email address (shown partly hidden, for example p***i@example.com) and when it **expires** — 60 days after it was sent.

If you are new to EduPeak

1. Press **Create account** →. EduPeak's sign-up page opens on edupeak.org, with a green note: **Your invitation says who you are — You're joining your institute's team on EduPeak.**
2. Type your **First name** and **Last name**.
3. Choose a **User ID** — small letters, numbers and dots, like `meera.iyer`. EduPeak checks it as you type. Choose carefully: you can't change it yet.
4. Type your **Email** — use **the same email address your invitation was sent to**.
5. Type a **Password** (8 or more characters, with an uppercase letter, a lowercase letter and a number) and type it again under **Confirm password**.
6. Press **Create account**. You are signed in and brought back to your invitation.

Figure 2. Creating an account from a teacher's invitation. The green note shows EduPeak already knows why you are here.

Note The sign-up and sign-in pages are EduPeak's own pages on edupeak.org. If EduPeak ever asks you to **Activate your account**, it has emailed you a 6-digit code (from noreply@edupeak.org — check Spam); type it in the box.

If you already have an EduPeak account

Perhaps you already follow your own child on EduPeak, or you teach at another institute. Press **Sign in** instead, and sign in with the email the invitation was sent to. *"Already on EduPeak? Just sign in — the invite attaches to your existing account, nothing is lost."* You never need a second account.

Joining

Once you are signed in, the same page shows one button: **Join the institute** →. Press it. The teacher role is added to your account and **My Batches** opens.

Important If the page 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 (menu with your name → **Sign out**), then sign back in with the invited email. EduPeak never attaches an invitation silently.

If the link does not work

- **This invitation has already been used** — if that was you, you are all set. Press **Continue to my EduPeak** →.
- **This invitation is expired or cancelled** — ask your institute admin for a fresh one.
- **Invitation not found** — the link may be incomplete, or a newer link has replaced it. Ask your admin to send it again.

Signing in next time

Go to jeemain.edupeak.org (the app is called **myEduPeak**) and press **Sign in** at the top right. On **Sign in to EduPeak**, type your **Email or User ID** and your **Password**. If you forget your password, press **Forgot password?** on that page; EduPeak sends a 6-digit code to your email or mobile, and you choose a new password.

Tip Bookmark jeemain.edupeak.org — that is your door from now on.

3 Finding your way around

Start Here

Start Here is your map of myEduPeak. It shows your hat — **As an Institute teacher** — what you can do, where things live, and one button to begin. Under the button, **Your manual** opens this manual on edupeak.org in a new tab, with a PDF to download.

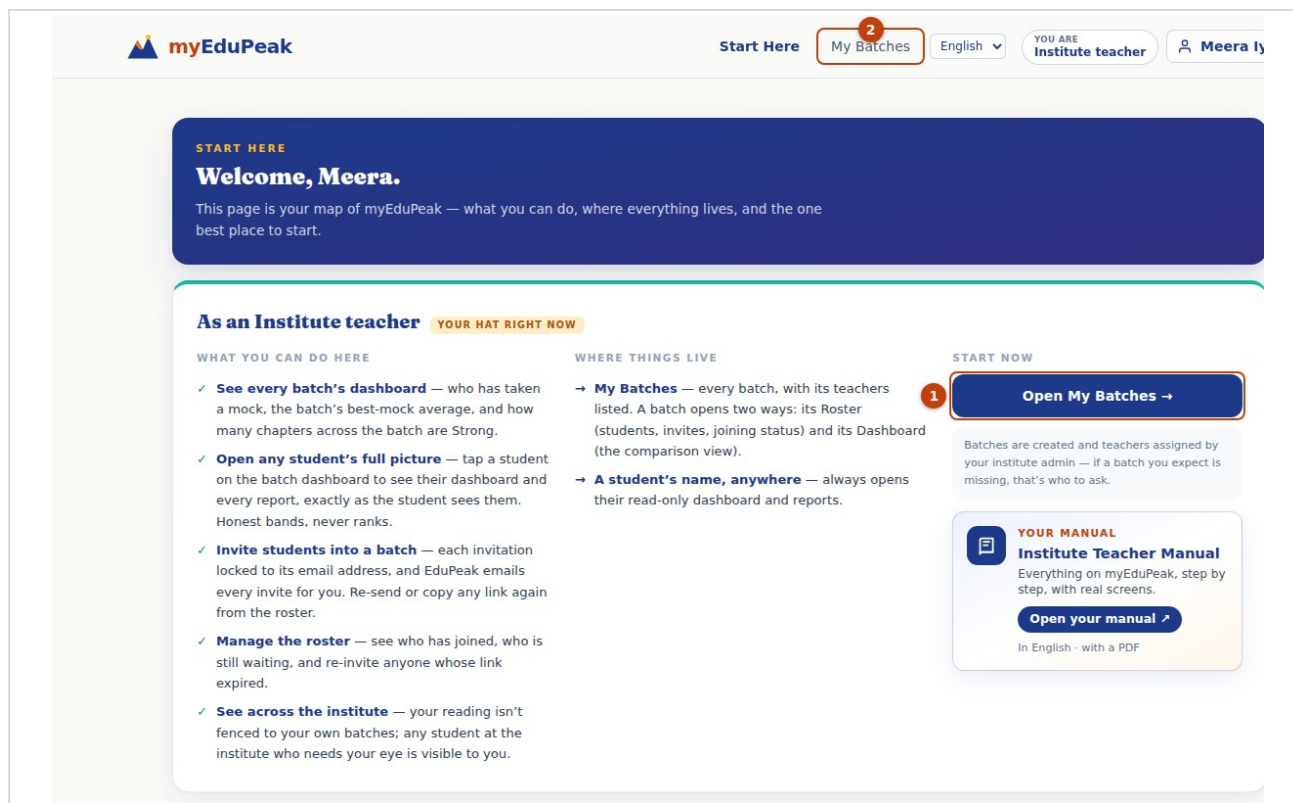


Figure 3. Start Here for a teacher. Open My Batches → (1) and My Batches in the top bar (2) go to the same place; Your manual is under the button.

Note The small grey note on Start Here says batches are created by your institute admin. You can also create a batch of your own (chapter 4); your admin decides who runs the batches they create.

The top bar

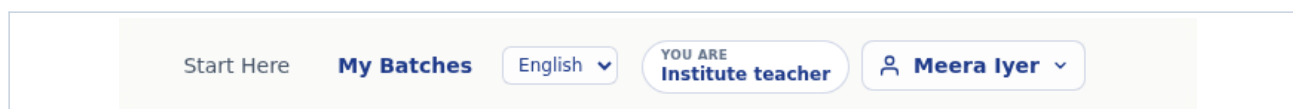


Figure 4. The top bar for a teacher, on a laptop.

From left to right	What it does
Start Here	Your map of myEduPeak (above).
My Batches	Your batches — the page you will use most (chapter 4).
English ▼	The language of the app's screens (chapter 11).
YOU ARE · Institute teacher	The role ("hat") you are using. If you hold more than one role, this becomes a menu for switching (chapter 8).

From left to right	What it does
Your name ▼	Opens a small menu: Signed in as (your email), My Profile and Sign out .

My Profile opens your profile on edupeak.org. On a phone, all of these are inside the menu button ☰ (chapter 11).

A teacher's menu has no **Organisation** link. The institute's own page — its centres, its team and its invitations — belongs to the institute admin.

4 My Batches

A **batch** is a group of students for one academic year, one class (11 or 12) and one exam group (for example the **PCM group** — Mathematics, Physics and Chemistry). **My Batches** lists every batch you run: the ones your institute admin assigned to you, and the ones you created yourself.

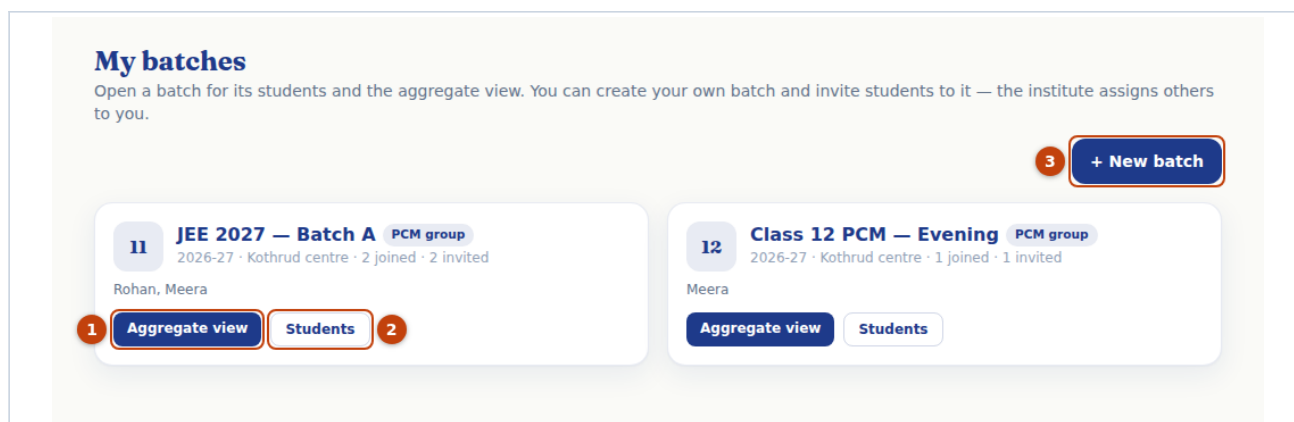


Figure 5. My Batches for Meera: a batch Rohan assigned to her (left) and one she created (right).

Each card shows:

- the **class** (the big 11 or 12), the batch **name** and its **group** chip, such as **PCM group**;
- the academic year, the centre, and how many students have **joined** and are **invited** (still waiting);
- the teachers who run it (first names — here “Rohan, Meera”);
- two buttons: **Aggregate view** (1), the batch dashboard (chapter 6), and **Students** (2), the roster where you invite students (chapter 5).

If a batch you expect is missing, ask your institute admin to assign you to it. Only the admin can assign or unassign teachers.

Creating a batch of your own

You can start a batch yourself — for example for an extra evening class. Press **+ New batch** (3).

Figure 6. The New batch window, filled in. The numbers match the steps.

1. Type the **batch name** (1), for example **Class 12 PCM — Evening**.
2. Check the **academic year** (2). It starts as **2026-27**; change it if you need to.
3. Choose **Class 11** or **Class 12** (3).
4. Under **GROUP**, choose the group (4) — **PCM group** or **PCB group**. “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.”
5. Press **Create & add students →** (5). The batch’s roster opens, ready for you to invite students.

As the window says: “You’ll be this batch’s teacher automatically. The institute admin can see it too.”

Important Choose the name, class and group carefully — a batch cannot be renamed or changed from the app today. A batch you create is placed at your institute’s **head office** centre; teachers do not choose the centre. If it should belong to another centre, ask your admin.

Note If your institute is paused by EduPeak (“frozen”), you cannot create batches or invite students, and batch pages do not open. Your institute admin will know why.

5 Bringing students into a batch

Students join a batch only by invitation — one personal invitation for each email address. Open a batch's **Students** page (the **Students** button on its card). A new batch opens here straight away.

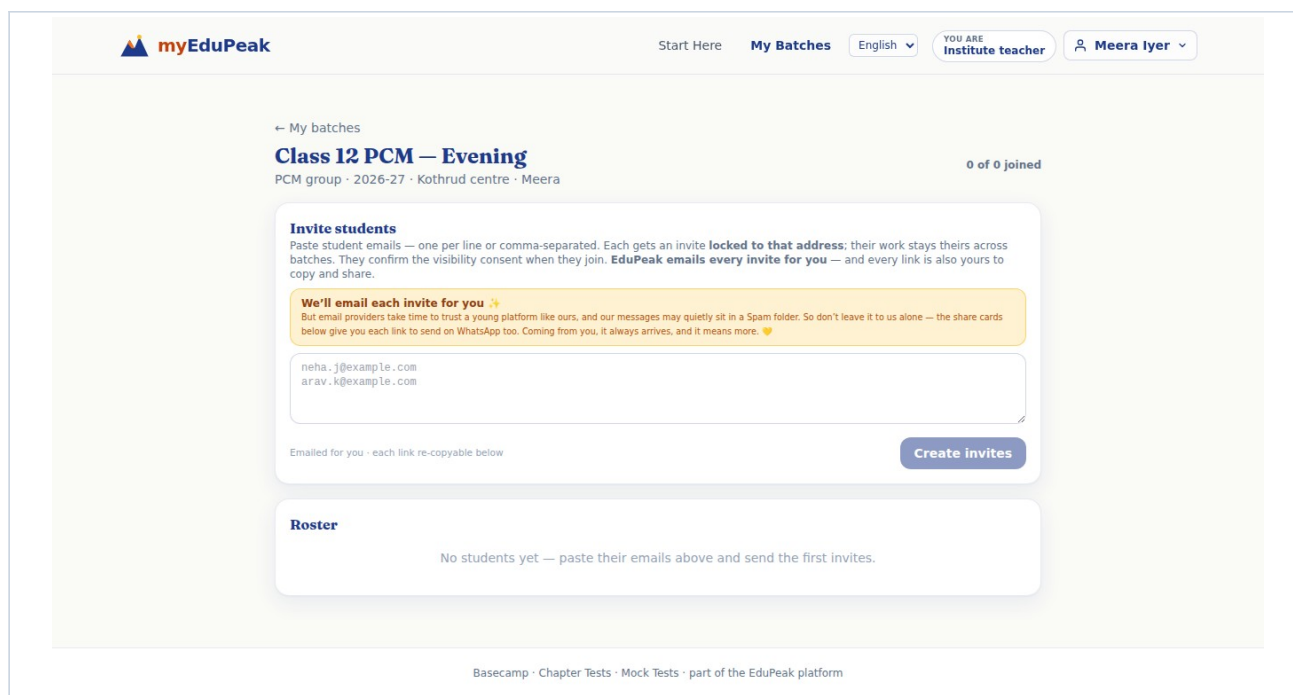


Figure 7. A new batch's Students page: Invite students at the top, the Roster below.

Inviting students

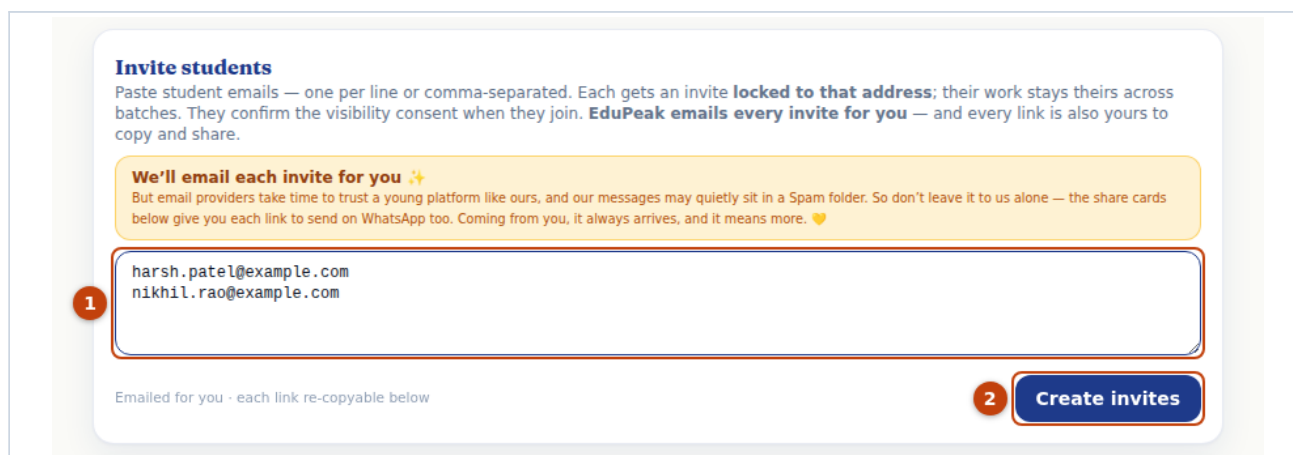


Figure 8. Paste the emails (1), then press Create invites (2).

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 says what happened, for example **2 invites created · 2 emailed**. Below it, **2 INVITES — COPY & SHARE** gives you a share card for each student.

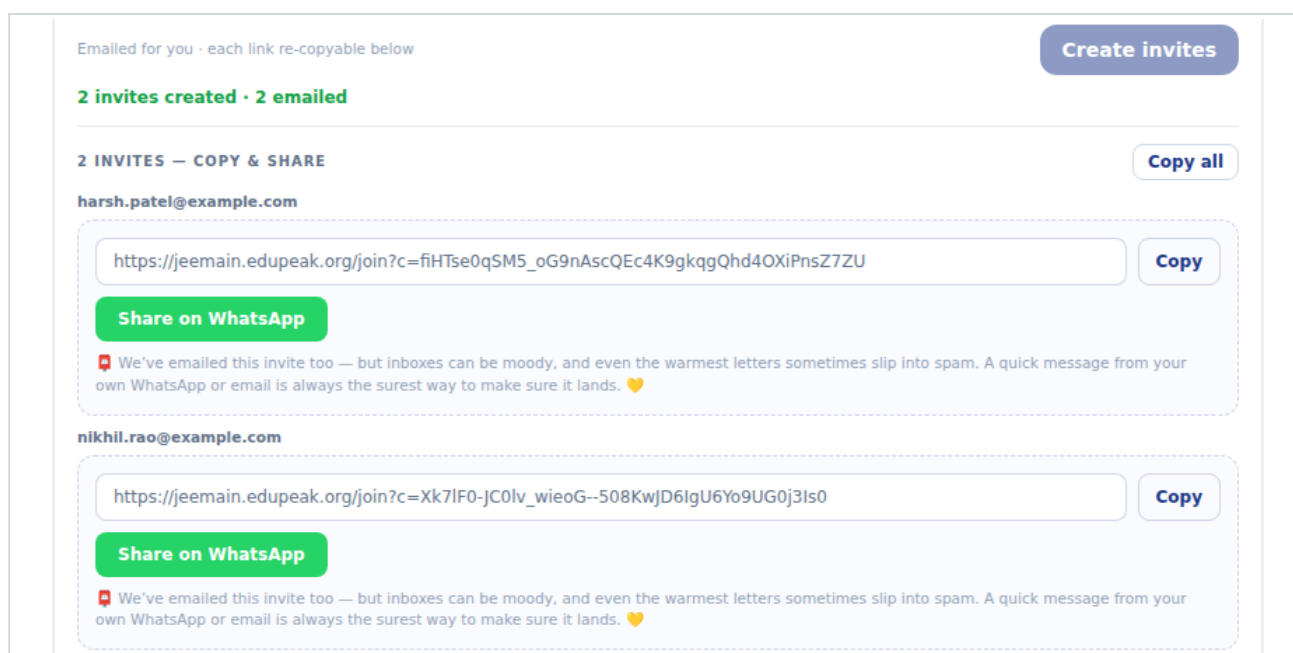


Figure 9. After Create invites: one share card for each invitation. Copy all copies every message at once.

EduPeak **emails every invitation for you**. It is also honest about email: “*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.*”

- **Copy** copies the whole ready-to-send message (not just the link). Paste it into WhatsApp, SMS or email.
- **Share on WhatsApp** opens your own WhatsApp with the message ready.
- **Copy all** (when there are two or more) copies every message at once.

The message your student receives reads: “Hi 🙌 You’ve been added to Class 12 PCM — Evening on EduPeak by Meera at Sunrise Science Academy. This is where you’ll take your Chapter Tests and Mock Tests and see how your PCM is coming along, chapter by chapter.” — then the link, the email it is meant for, a link to EduPeak’s brochure for students, and the expiry date.

Important Send each link **to that one student**. Do not post links in a class WhatsApp group: each link is locked to one student’s email address and works once.

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

What your student sees

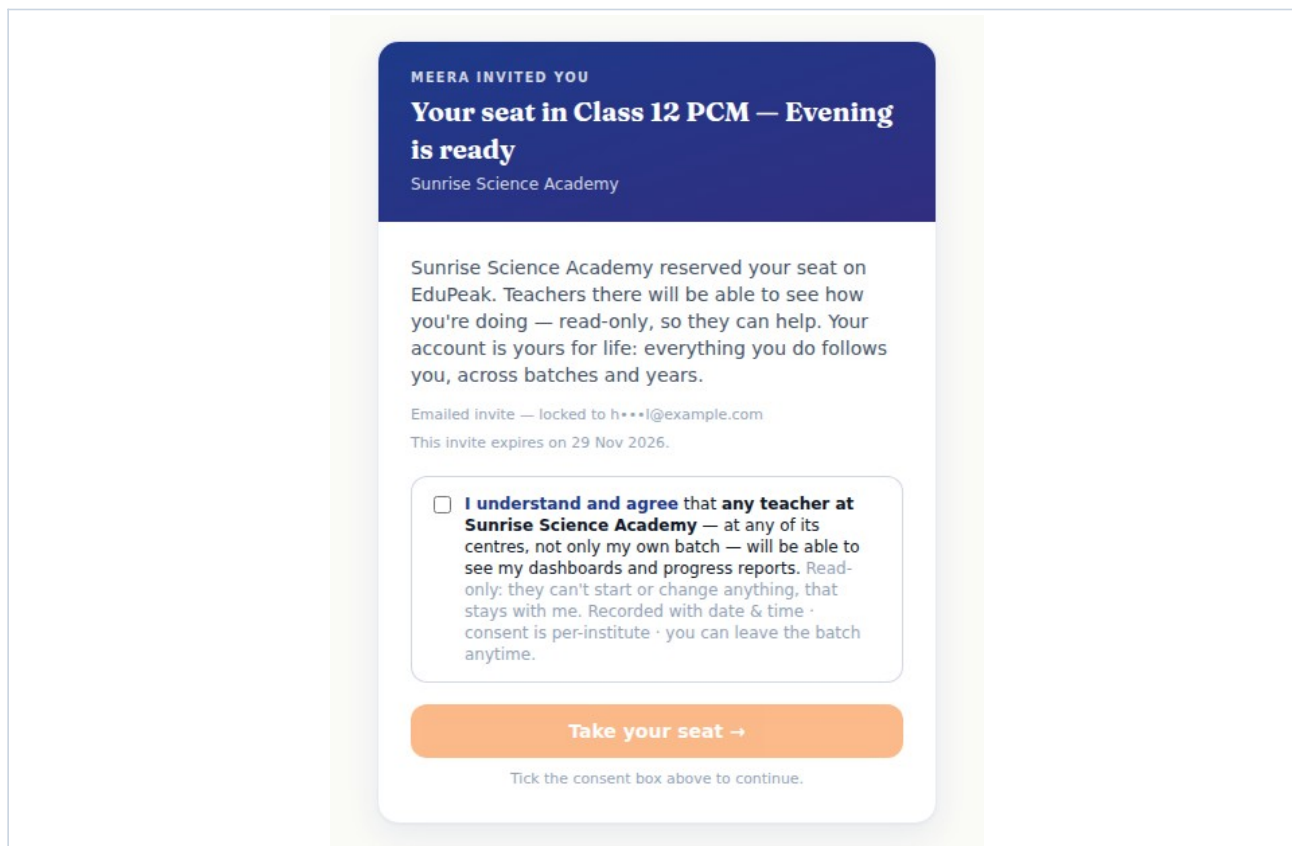


Figure 10. Harsh opens Meera's invitation. He must tick the consent before "Take your seat →" works.

The invitation names you (**MEERA INVITED YOU**), the batch and the institute. To join, the student ticks the consent: *"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."* Then they press **Take your seat →**.

- **Students who already use EduPeak** press **Sign in** with the email you invited. Everything they have already done stays theirs and shows on your dashboards straight away.
- **New students** press **Create account →**, make a free account with the invited email, and come back to the same card to tick the consent.

Tip Ask each student for the email they really use for EduPeak. An invitation only attaches to the account with that exact email.

The roster

The **Roster** lists the students who have joined (A to Z, 50 at a time, with **Search students by name**) and, on the first page, the invitations still waiting. The line at the top right 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 11. The roster of JEE 2027 — Batch A: two students joined, one invitation waiting, one expired (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.	Re-invite or Cancel . Expired rows are folded under ► Show expired (N) .

Looking after waiting invitations

Roster Showing 1-1 of 1 · A-Z

Search students by name

Harsh Patel
joined 30 Sept 2026 JOINED [View →](#)

nikhil.rao@example.com
invited · expires 29 Nov 2026 · 1 new link INVITED [New link](#) [Hide](#) [Fix email](#) [Cancel](#)

<https://jeemain.edupeak.org/join?c=LYQFsMRT7ao2z2lOShzxQZC4pjY67f36Ag8MFNgopqo> [Copy](#)

[Share on WhatsApp](#)

Opens your own WhatsApp — EduPeak sends nothing.

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 12. After New link: a fresh link, ready to copy or send on WhatsApp. “1 new link” is counted on the row.

Button	What it does
Copy again	Shows the link you already sent, with Copy and Share on WhatsApp , so you can send it again. Nothing changes. Hide closes it.

Button	What it does
New link	Makes a fresh link and stops the old one. EduPeak asks first: <i>“This makes a new link and the old one stops working. Send the new link to anyone who hasn’t joined yet.”</i> The new link lasts another 60 days and is emailed again. Up to 3 new links a day per invitation.
Re-invite	On an expired invitation: makes a fresh 60-day link straight away (no warning — the old link is already dead).
Fix email	For a mistyped address. Type the corrected email and press Save (or X to leave it). The invitation moves to the new address with a fresh link; the old link stops working.
Cancel	Withdraws the invitation, after asking: <i>“Cancel this invite? No one still pending can use this link.”</i>

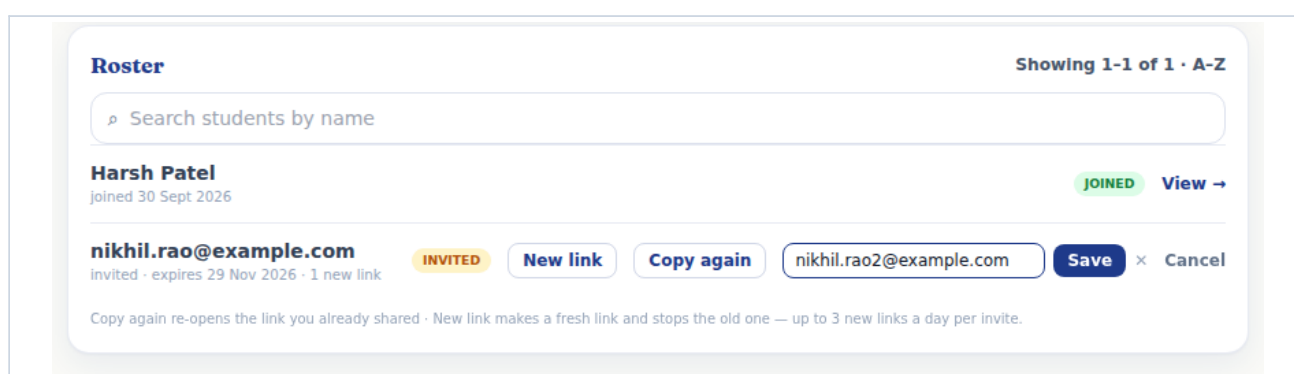


Figure 13. Fix email: type the corrected address and press Save.

Important You can change only the invitations **you sent**. The roster also shows invitations your institute admin (or another teacher) sent, with the same buttons — but for those, **New link**, **Fix email** and **Cancel** will not work for you: New link and Fix email show “invitation not found” near the top of the page, and Cancel leaves the invitation as it is. **Copy again** works for every invitation. For the rest, ask the person who sent it.

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 — for teachers or for admins. If a student leaves, or joined the wrong batch, tell your institute admin; they arrange it with EduPeak (hello@edupeak.org). Students are told the same: *“To end it, ask your institute to remove you from the batch.”*

6 The batch dashboard

Press **Aggregate view** on a batch card. The **batch dashboard** shows the whole batch on one page. The chip at the top right says what it is: **Aggregate · bands, never ranks**.

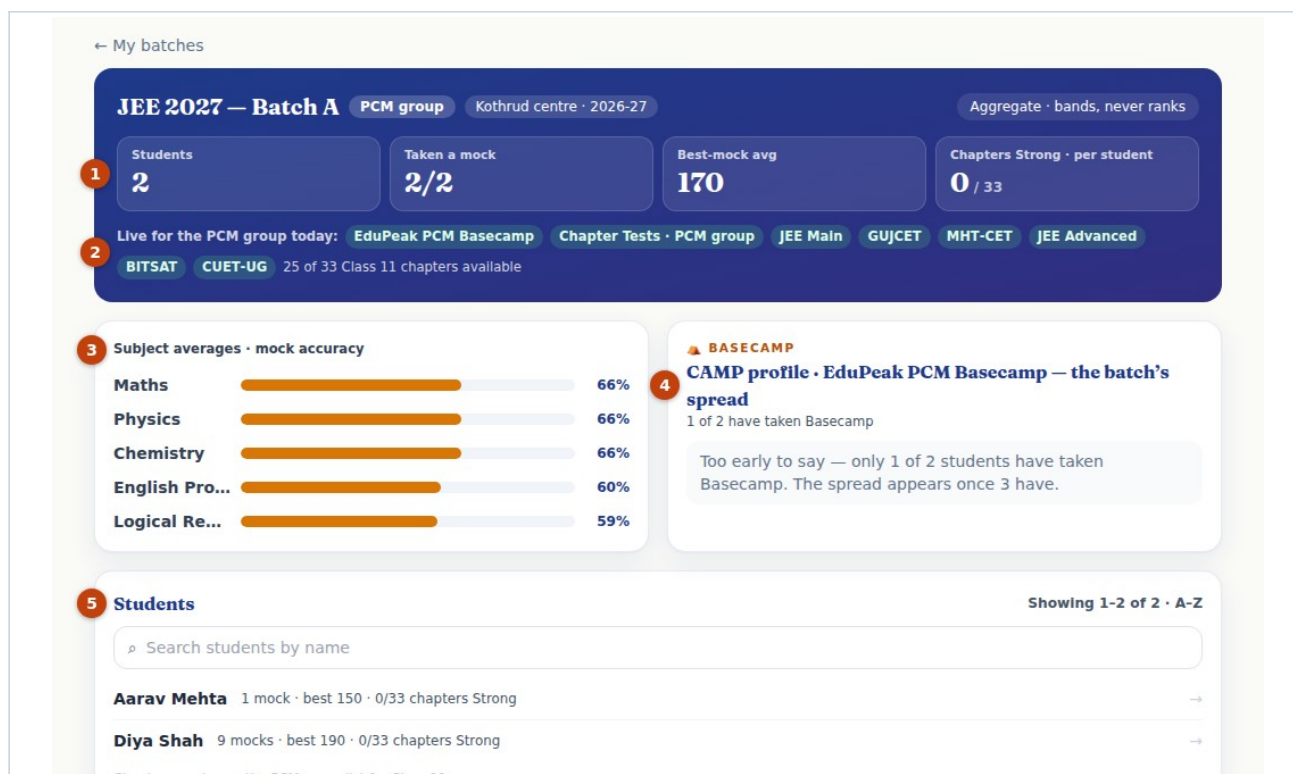


Figure 14. The batch dashboard for JEE 2027 — Batch A. The numbers match the parts described below.

1 · The four tiles

- **Students** — how many have joined. A student whose own group is different from the batch's (for example a PCB student in a PCM batch) is counted separately as "+1 in another group", with a badge in the list, and is left out of the batch figures.
- **Taken a mock** — how many have taken at least one mock test, for example 2/2.
- **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 / 33).

2 · Live for the group today

The tests your students can take right now — exactly what they see in their own app — and how many chapters are available for their class, for example **25 of 33 Class 11 chapters available**.

3 · Subject averages

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% — the same three bands as everywhere on EduPeak.

4 · The CAMP profile 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, for example: “*Too early to say — only 1 of 2 students have taken Basecamp. The spread appears once 3 have.*”

5 · The student list

Under **Students**, each row shows one student’s mocks, best mock score and chapters at Strong — for example **9 mocks · best 190 · 0/33 chapters Strong**. The list is always in **alphabetical order**, never sorted by marks. Use **Search students by name** in a big batch; ‹ **Previous** and **Next** › move between pages of 50. Click a name to open that student (chapter 7).

At the bottom: “*Chapter counts use the PCM group list for Class 11*” and “*Every student’s numbers are their full cumulative work — not just what they did through this batch.*” A student’s work belongs to them, whichever batch they were in when they did it.

Tip A chapter’s colour comes from the student’s **last 3 Chapter Tests** of that chapter. One good or bad day does not change it much — it is a steady picture.

7 One student: dashboard, reports and solutions

Click a student's name on the batch dashboard, or **View →** on the roster. You see the student's own dashboard, exactly as they see it, marked read-only.

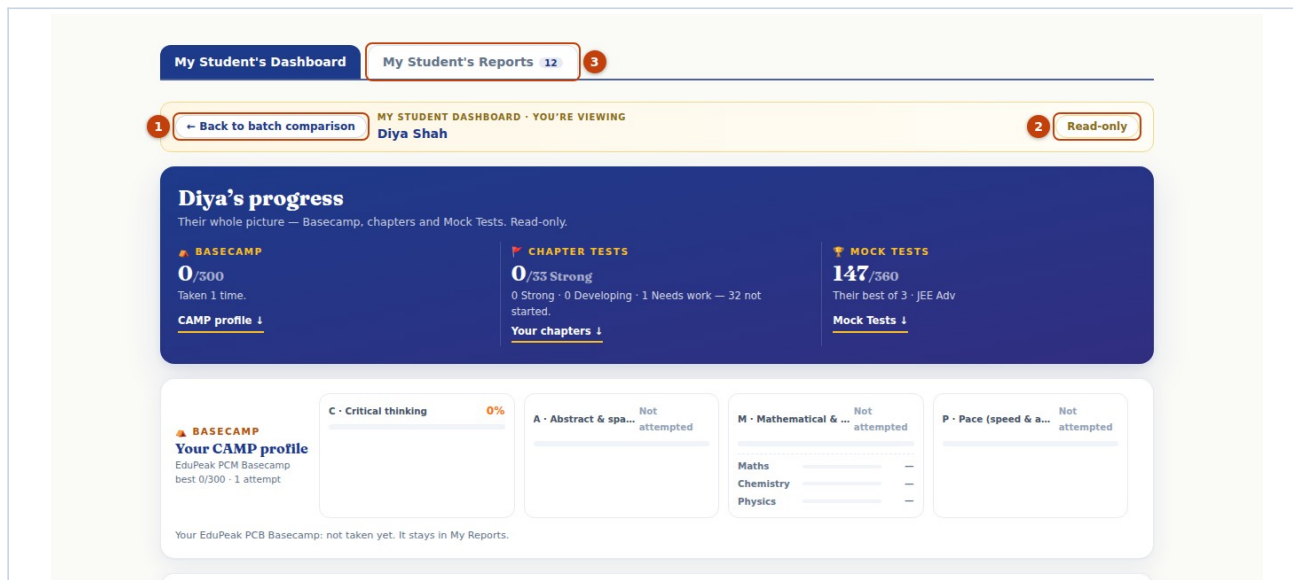


Figure 15. Diya Shah's dashboard, opened by Meera: the way back (1), the Read-only mark (2) and the Reports tab (3).

- **← Back to batch comparison** (1) — or **← Back to batch** if you came from the roster — returns you to where you were.
- **Read-only** (2) — “You’re viewing ...”. You cannot start or change anything.
- **My Student's Dashboard** — their Basecamp (CAMP profile), their chapters class by class and subject by subject, and their mock tests.
- **My Student's Reports** (3) — every report they have, newest first.

The dashboard is written to the student, so it says “you” and “your”: *Take it once to see exactly where you stand.* When you read it, “you” means your student.

The reports list

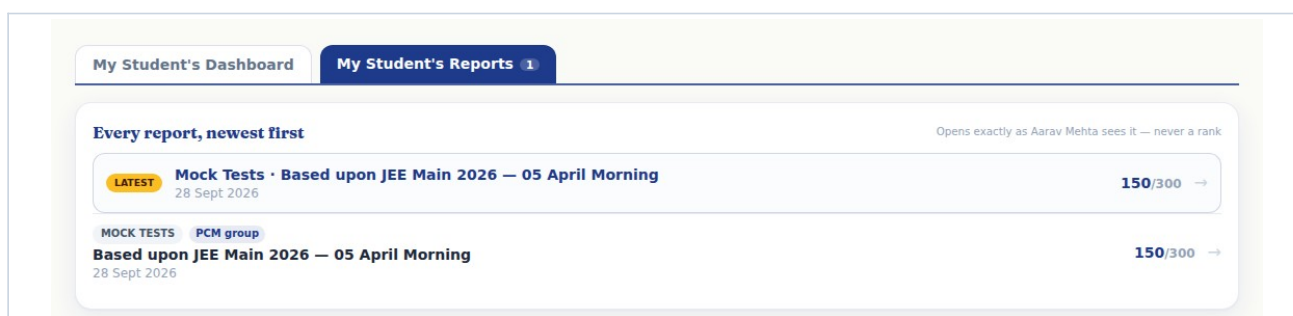


Figure 16. My Student's Reports: “Every report, newest first — Opens exactly as Aarav Mehta sees it — never a rank”.

The newest report is shown on its own, marked **LATEST**. Every report has a chip for its kind — **Basecamp**, **Chapter Tests** or **Mock Tests** — its group, the date, and the score. A report marked **in progress** is a test the student has not finished yet. Press any row to open it.

Reading a report

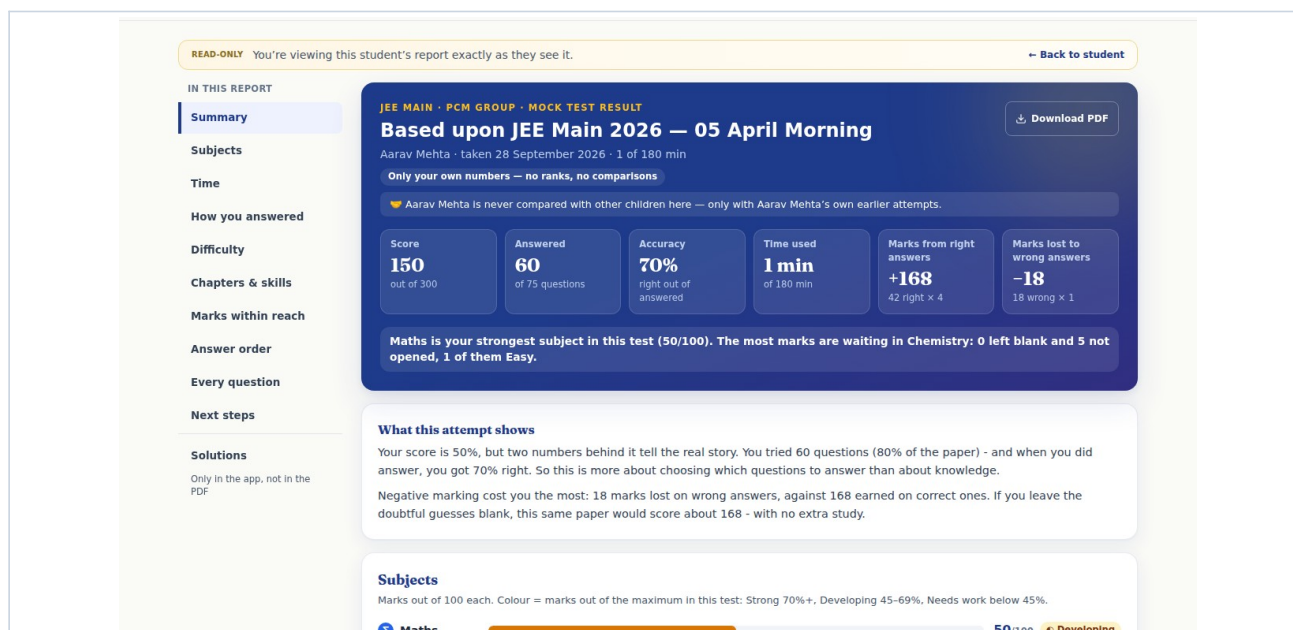


Figure 17. The top of Aarav's mock test report, as his teacher sees it.

A yellow strip at the top says **READ-ONLY — You're viewing this student's report exactly as they see it**, with **← Back to student** at the right. On a laptop, **IN THIS REPORT** on the left lets you jump to any part. The blue panel also carries a line for teachers and well-wishers: “👉 Aarav Mehta is never compared with other children here — only with Aarav Mehta's own earlier attempts.”

Part	What it tells you
Summary and What this attempt shows	Score, questions answered, accuracy, time, marks won and lost — then a few plain sentences. The best place to start.
Subjects	Marks in each subject, coloured Strong / Developing / Needs work.
Time	Where the minutes went.
How you answered	Every question in one of seven groups, using a guide time for each question — for example “Wrong, answered quickly (a guess or a slip)”.
Difficulty	Right answers at each level: Easy, Moderate, Tough.
Chapters & skills	Chapters with enough questions in this test to judge, weakest first.
Marks within reach	Arithmetic on this paper — not a prediction — showing which habit is worth the most marks.
Answer order, Every question, Next steps, Solutions	The order questions were answered, the question map, suggested next steps, and the worked solutions.

A **Basecamp** report looks a little different: it has tabs (Overview, Sections, Solution) and shows the CAMP profile.

The worked-solution panel

1. Scroll to **Every question** (or press it in the list on the left). The **Question map** shows each question as a small box: ✓ right, ✗ wrong, a grey box for left blank, a dashed box for not opened, an orange top for took longer than the guide time, and 🚩 for marked for review.
2. To see only some questions, press a filter such as **Wrong (18)**, **Not opened (15)** or a subject. You can also search question text, chapter or topic.
3. Press a question's box. A panel opens on the right.
4. Read the result (for example **✗ Wrong**), the time taken against the guide time, the marks, and the **How you answered** group. Below come the **Question**, the **Options** — the student's choice is labelled **Your answer**, the right one **Correct answer** — and the **Worked solution**.
5. Press **Next** › or ‹ **Previous** to move through the questions you filtered (the arrow keys work too). Press **Close** (or Esc) to finish.

QUESTION AND WORKED SOLUTION ✕ Close

Q3 **Maths**
Matrices and Determinants · Determinants and their properties · Single correct · Tough

✗ Wrong You took 0 s · guide time 3 min 36 s **Marks: -1**

How you answered: Wrong, answered quickly (a guess or a slip)

QUESTION

Let A be a 3×3 matrix such that $A^T \begin{bmatrix} 1 \\ 0 \\ 1 \end{bmatrix} = \begin{bmatrix} 5 \\ 2 \\ 2 \end{bmatrix}$,
 $A^T \begin{bmatrix} 0 \\ 1 \\ 1 \end{bmatrix} = \begin{bmatrix} 3 \\ 1 \\ 1 \end{bmatrix}$, $A \begin{bmatrix} 1 \\ 0 \\ 1 \end{bmatrix} = \begin{bmatrix} 3 \\ 4 \\ 4 \end{bmatrix}$ and $A \begin{bmatrix} 0 \\ 1 \\ 1 \end{bmatrix} = \begin{bmatrix} 3 \\ 1 \\ 1 \end{bmatrix}$. If $\det(A) = 1$, then $\det(\text{adj}(A^2 + A))$ is equal to:

OPTIONS

✗ A. 16 Your answer

B. 25

C. 49

✓ D. 64 Correct answer

WORKED SOLUTION

Idea: multiplying a matrix by a standard unit column picks out one of its columns; multiplying A^T by it picks out a row of A . Rebuild A , then use $\det(\text{adj } M) = (\det M)^{n-1}$ for an $n \times n$ matrix.

Let $A = [a_{ij}]$. Then $A^T \begin{bmatrix} 0 \\ 1 \\ 1 \end{bmatrix}$ is the third column of A^T ,

Figure 18. Question 3 in the solution panel: Aarav chose A ("Your answer"); D was correct.

Tip The groups in **How you answered** make good conversation starters. A question "Wrong after some thought" usually points to an idea worth revisiting; "Wrong, answered quickly" is more often a slip or a guess.

Note Questions and solutions carry a faint watermark with **your** name and email. They are EduPeak's protected content — please do not photograph or forward them. **Download PDF** prints the scores and charts only; questions and solutions stay in the app.

Important Buttons such as **Practise** → or **Start the Chapter Test** → in a report are meant for the student — it is the same report they see. Tests are always taken by the student, in their own account.

8 If you wear more than one hat

On EduPeak each role you hold is a **hat**, and one account can hold several. A teacher may also be a **Well-wisher** following their own child, a teacher at a second institute, or the **Institute admin** of their own institute. You never need a second account.

The role picker

When you hold more than one hat, EduPeak asks which one you want when you open it:

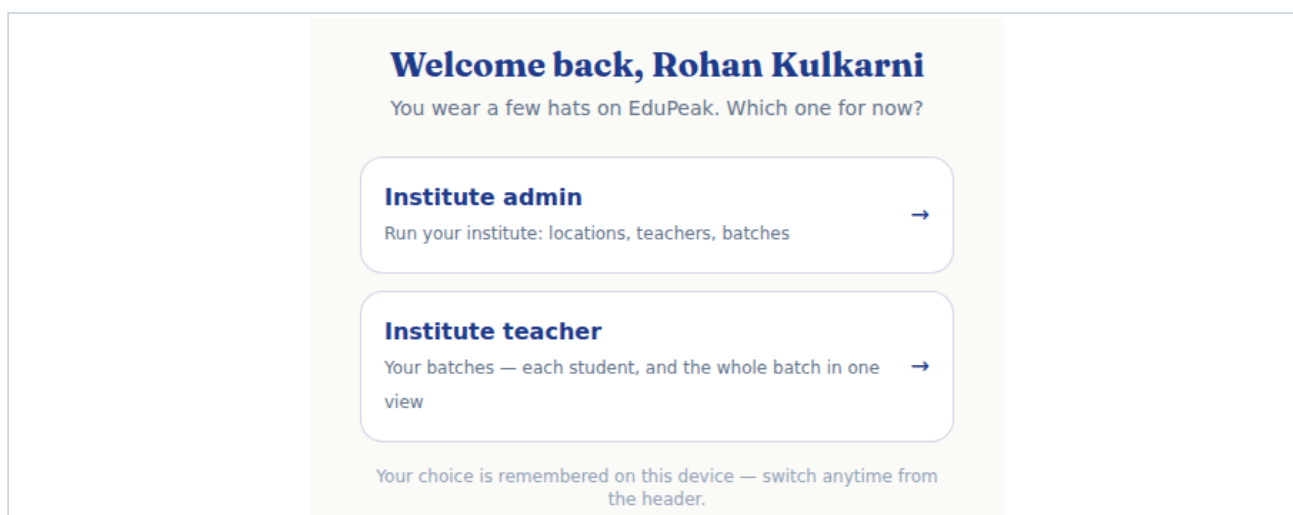


Figure 19. The role picker for someone who is both an institute admin and a teacher.

Choose **Institute teacher** (“Your batches — each student, and the whole batch in one view”) to land on My Batches. “Your choice is remembered on this device — switch anytime from the header.”

Switching hats

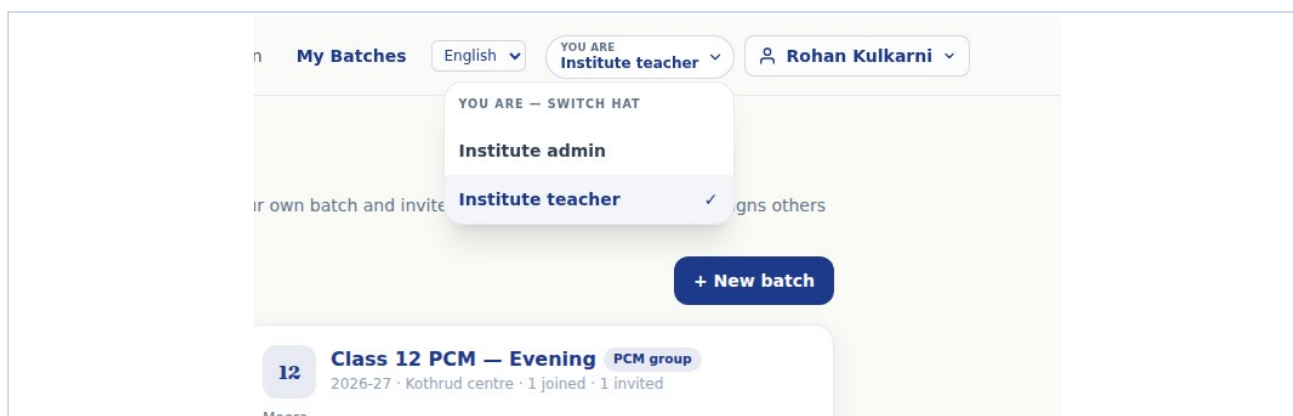


Figure 20. The YOU ARE menu. The tick shows the hat you are wearing.

1. Press **YOU ARE ... ▼** at the top right. (On a phone, open the menu ☰ first.)
2. Under **YOU ARE — SWITCH HAT**, choose the other hat. You go to that hat’s home page, and the menu changes to match.

With just one hat, **YOU ARE • Institute teacher** is a plain label, not a menu.

9 What a teacher can and cannot do

	Teacher (you)	Institute admin
Create a batch (you become its teacher)	Yes	Yes
Invite students, see the roster	Batches you run	Every batch
New link, Fix email, Cancel on an invitation	Invitations you sent	Every invitation
Open a batch dashboard, a student's dashboard and reports (read-only)	Yes	Yes
Assign or unassign teachers on a batch	No	Yes
Rename a batch, or change its class, group or centre	No	No — write to EduPeak
Remove a student who has joined	No	No — write to EduPeak
Institute page: centres, team, inviting teachers and admins	No	Yes
Start a test for a student, or change their work	No	No

Batches you run and students you can see

Two different things are true at once, and it helps to keep them apart:

- **Running a batch** — inviting students into it and looking after its roster — belongs to the teachers assigned to it and to whoever created it. That is what **My Batches** lists.
- **Seeing progress** is institute-wide. When a student joins, they agree that *any teacher at your institute* may see their dashboards and reports, read-only. So being taken off a batch changes what you run, not what you may read; that ends only if you leave the institute.

In practice you reach students through your own batches. A batch you do not run does not appear in your list, and its roster does not open for you.

Note The institute page (**Organisation**) is for admins. If you open it from a link as a teacher, it does not load. Ask your admin for anything about centres, the team or the institute's details.

If you leave the institute

Tell your institute admin. Removing a teacher is done by EduPeak on the institute's request; once you are no longer a member, you stop seeing its students. Your own EduPeak account, and any other hats on it, stay yours.

10 Consent, privacy and care

- **Students consent first.** A student joins only by ticking the consent on their invitation. EduPeak records it with the date and time. Consent is given to the institute, not to one teacher.
- **Read-only, always.** Nobody at the institute can start or change anything in a student's account.
- **Students can see you, too.** In their own EduPeak, a student sees that your institute can see them — its name, their batches and the date they joined.
- **No ranks.** Bands, averages and spreads only; lists are alphabetical. Please keep it that way when you talk about results — compare a student with their own earlier attempts, not with classmates.
- **A student's work is theirs.** Their account is theirs for life, across batches and years.
- **Invitations are personal.** Each is locked to one email, works once, and expires after 60 days. Send each to its own student, never to a group.
- **Protected questions.** Questions and solutions are watermarked with your name. Do not photograph or forward them.

Important Invite a student only with their agreement, using the email they really use. If a student asks to leave your batch, pass it on to your institute admin promptly.

11 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 that people typed — the institute, the batches, students — stay as they were written. Questions and worked solutions in a student's report appear in your language where a translation exists, whatever language the student took the test in; a question not yet translated is shown in English and says so, with a small **in English** tag.

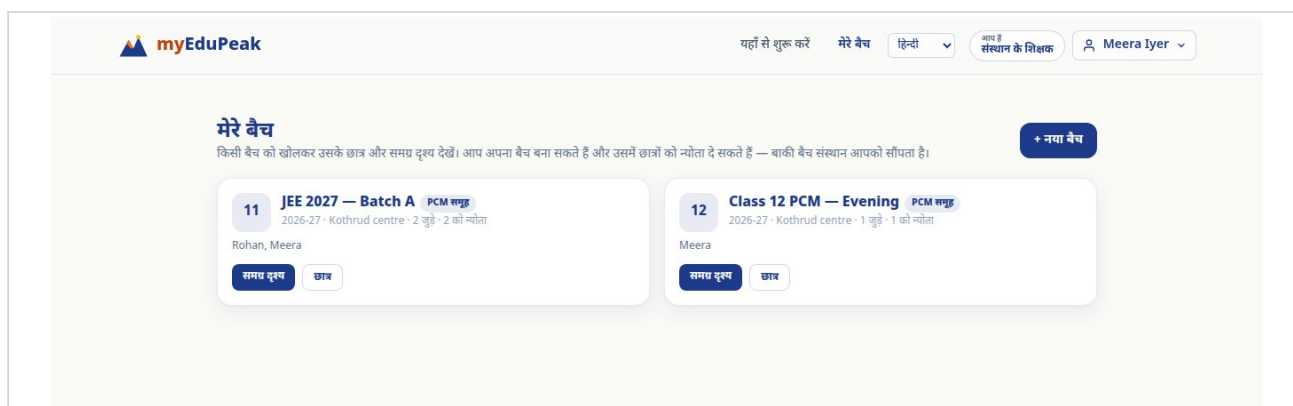


Figure 21. My Batches in Hindi (मेरे बैच). Batch names stay as typed.

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; **Start Here**, **My Batches**, the **YOU ARE** hat, **My Profile** and **Sign out** are inside it.

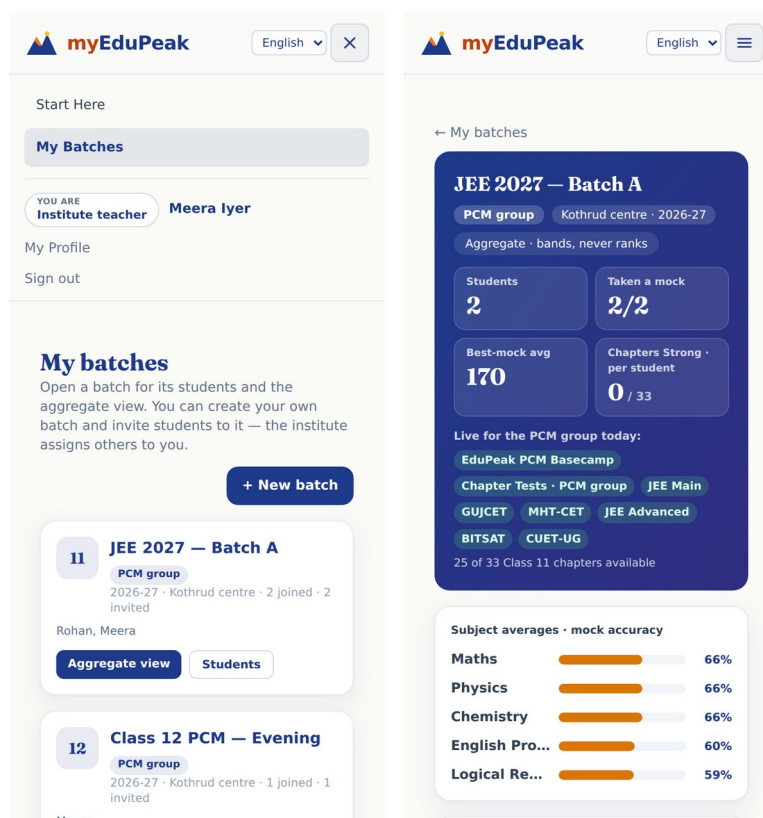


Figure 22. On a phone: the ☰ menu open over My Batches (left), and the batch dashboard (right).

12 Questions and answers

I cannot find my invitation email.

Look in Spam. If it is not there, ask your institute admin to send you the link on WhatsApp — they can copy it from their console.

The invitation says “This invite isn’t for this account”.

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

A batch I teach is not in My Batches.

My Batches lists the batches you run — ones you created or were assigned to. Ask your institute admin to assign you to it.

Can I create my own batch?

Yes — press **+ New batch** on My Batches (chapter 4). You become its teacher automatically, and your admin can see it too.

A student did not get the email.

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

A student’s invitation expired.

Press ► **Show expired** on the roster, then **Re-invite**. They get a fresh 60-day link.

“invitation not found” appears when I press New link or Fix email.

That invitation was sent by someone else — usually your institute admin. You can still **Copy again**; for anything else, ask the person who sent it.

Can I invite a student who already practises on EduPeak?

Yes. Invite the email they use for EduPeak. When they join, everything they have done shows on your dashboards straight away.

A student is in two batches. Whose numbers are they?

Their own. Every batch shows a student’s full cumulative work, not just what they did “through” that batch.

How do I remove a student who has left?

There is no button for this. Tell your institute admin, who arranges it with EduPeak.

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

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

Can I take a test on a student’s behalf, or reset one?

No. Everything you see is read-only; tests are always taken by the student in their own account.

I spotted a mistake in a question or its answer.

Write to EduPeak at hello@edupeak.org with the test name, the date it was taken and the question number. A screenshot of the question helps.

13 Glossary

Term	What it means
Institute teacher	You: a teacher who is a member of an institute on EduPeak.
Institute admin	The person who runs your institute on EduPeak — its centres, team and batches. They invite teachers and assign them to batches.
Batch	A group of students for one academic year, one class (11 or 12) and one exam group, at one centre.
Group	The exam group a batch is for: PCM group (Mathematics, Physics, Chemistry) or PCB group (Physics, Chemistry, Botany, Zoology).
My Batches	Your list of the batches you run — created by you or assigned to you.
Roster (Students page)	A batch's list of students who have joined, and invitations still 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, valid for 60 days.
Copy again / New link / Re-invite	Send the same link again / make a fresh link (the old one stops) / make a fresh link for an expired invitation. Up to 3 new links a day per invitation.
Consent	The tick a student gives when joining, agreeing that teachers at your institute may see their progress, read-only. Recorded with date and time.
Bands	Strong (70% and above), Developing (45% to 69%), Needs work (below 45%).
Basecamp	The first test a student takes: a check of their Class 9 and 10 basics that gives 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, for example based upon JEE Main.
Guide time	The time a question should take, worked out from its difficulty and subject; used in "How you answered".
Hat	One of your roles on EduPeak. Switch hats from the YOU ARE menu.
Well-wisher	A parent, guardian or private teacher a student has invited to follow their progress, read-only.
myEduPeak	The app at jeemain.edupeak.org, where batches, tests and reports live. edupeak.org is EduPeak's main website, where accounts are created.

14 Getting help

For anything about **your institute** — which batches you run, a student who needs to leave, a batch at the wrong centre, a colleague's invitation — start with **your institute admin**.

For anything else, write to EduPeak at **hello@edupeak.org**. EduPeak says: "A person answers", and aims to reply within two business days.

To help EduPeak help you quickly, include:

- your name, your institute's name, and the batch name;
- the student's name and email, if it is about a student;
- what you did, what you expected, and what you saw instead — a screenshot helps.