Instructor Dashboard

## Teacher's Guide

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INTRODUCTION

The Instructor Dashboard will let you keep track of all your students and their progress through the Enskill courses.

You will be sent an invitation to create an account on the Alelo Sim Server. Once you have completed the sign-up process, you will need to request instructor status from either your supervisor or from Alelo directly. Once you have instructor status, you will be able to log in to the Instructor Dashboard and create classes for your students.
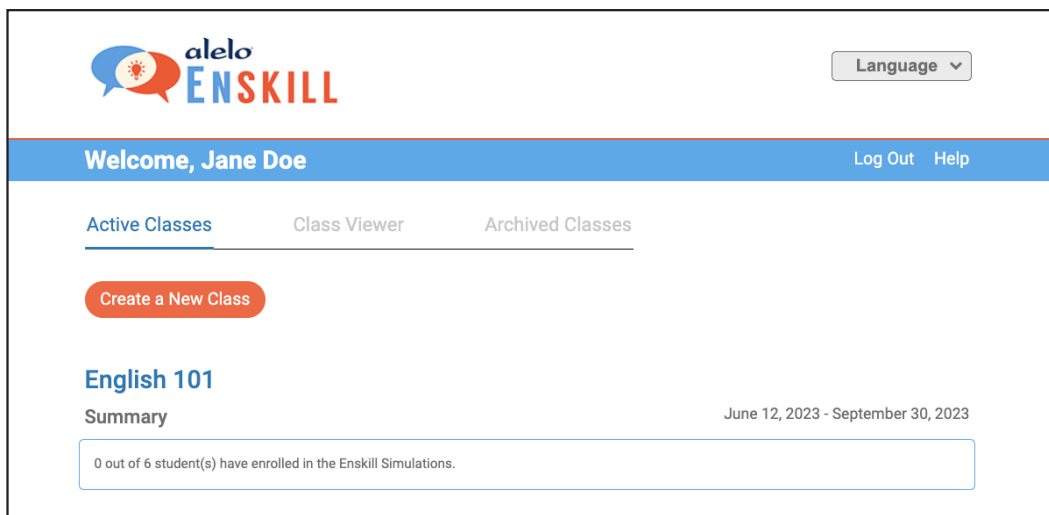
FINDING THE INSTRUCTOR DASHBOARD

The link to the Instructor Dashboard is at the top right of the screen. Click the **Role** dropdown and select Instructor.
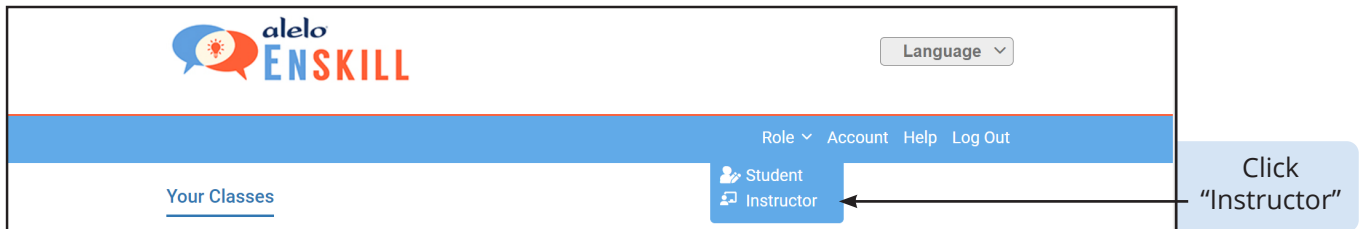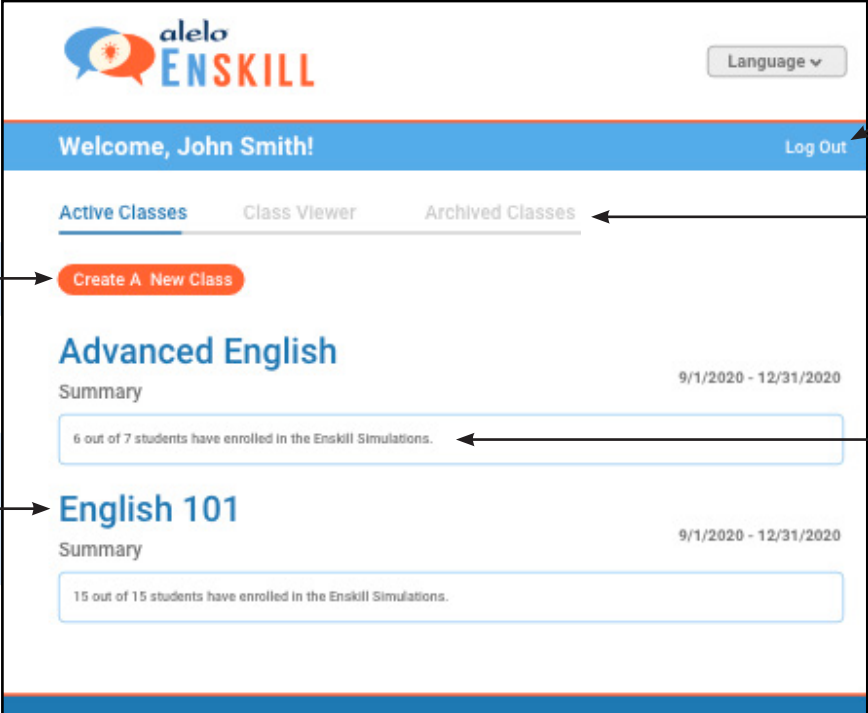

THE INSTRUCTOR DASHBOARD

The Instructor Dashboard contains information on your existing classes (if any) and the ability to create new classes and edit existing ones.
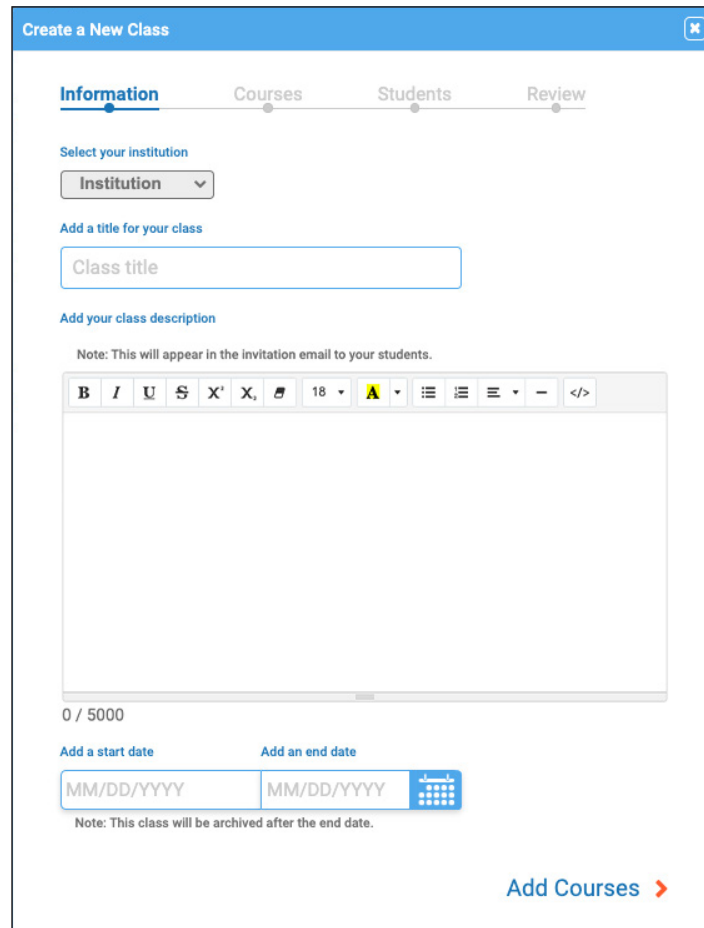
Here is a breakdown of the main onscreen functions for this screen.

Return to main screen.

These tabs show your active classes, details of a specific class, and archived classes.

Create a new class.

Details here shows how many students have enrolled.

Clicking on a name will take you to the Class Viewer for that class.

CREATING YOUR CLASS

Click **Create a New Class** to create a new class.

You will be guided through a series of steps - Information, Courses, Students, and Review - to build your class and invite students.

INFORMATION

Information allows you to enter the basic information for your class:

- **Institution:** Select your institution.
- **Title:** Create a title for your students to find the class.
- **Description:** Use the editor to clearly describe your class. This information will be visible to your students in their invitation email.
  - Using the controls you can format text, create lists, etc. in order to make all the relevant information clear to your students
- **Start/End Date:** Once a class reaches its end date, students will no longer have access and it will be moved to the archive section.

All information is *required*.

Once you have entered all information, click **Add Courses**.

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ADD COURSES

The Courses tab will list the available courses. Check the box next to each course that you need to include for your class.

Once you have selected your courses, click **Invite Students**.

The courses available for your classes are set by your institution.

INVITE STUDENTS

Each email address needs to be on its own line. You can use a spreadsheet program or word processor to place the emails into this format, and then copy and paste them into the box.

Once you have entered all email addresses, click **Review.**

Create a New Class

Information   **Courses**   **Students**   **Review**

Institution:
Alelo Inc

Class Title:
English 101

Class Description:

This is English 101 for Summer school

Class Dates:
06/12/2023 - 09/30/2023

Included Courses: Basic English

Student Invited:

student1@institution.edu
student2@institution.edu
student3@institution.edu
student4@institution.edu
student5@institution.edu

Send email in: Language ⌄

Click "Confirm" to create your class and invite your students.
Click "Back" to make changes.

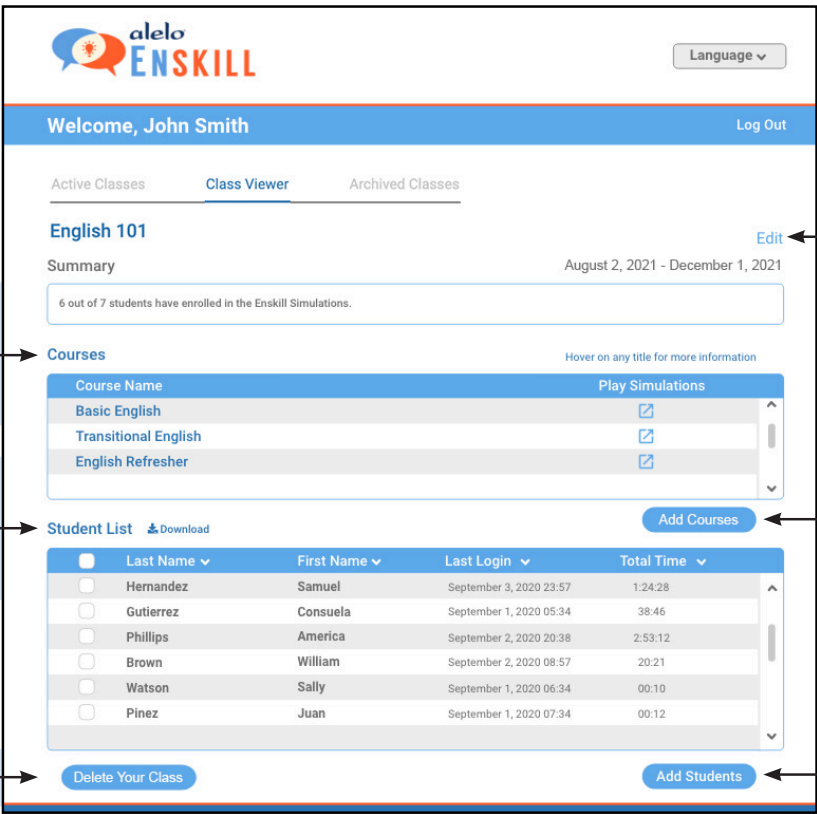‹ Back   Confirm ✔

This screen shows all the information you have entered for your class.

If you need to change anything, click the **Back** button.

If everything is OK, click the **Confirm** button.

CLASS VIEWER

Immediately after creating a new class, you will be taken to the Class Viewer screen. You can also click the class name in Active Classes to reach this screen at any time.

Adjust the title, description and start / end dates.

List of all the courses in your class.

Add additional courses to your class.

List of all the students in your class.

Delete your class.

Add additional students to your class.

Add / Remove Courses

Clicking the **Add Courses** button will allow you to add and remove courses from your class. After opening the dialog, check any course to make it available to your class, or uncheck any course to remove it from your class.

Remove Students / Resend Invitations

Select any student in the student list by activitating the checkbox to the left of their name. Doing so will reveal two additional buttons. Click **Remove Student(s)** to remove the selected students. Click **Resend Invitation(s)** to resend the invitation to the selected students. After clicking either button, you will receive a warning asking you to confirm the action.

EDIT

The **Edit** link allows you to adjust the title, description, and start/end dates for your class.

When you are done, click the **Confirm** button.

SUMMARY

Summary shows the number of students who have enrolled out of the number who have been invited.

COURSES

The Courses section displays which courses have been added to your class.

Courses

Hover on any title for more information

Course Name	Play Simulations
Basic English	⬀
Transitional English	⬀

Add Courses

Click **Play Simulations** to launch the course in a new browser tab.

If you need to add or remove courses from your class, click the **Add Courses** button.

Click on a course name to open Course Objectives which lists the simulations within the course. Select a simulation from Course Objectives for more information.

Course Objectives

Select a simulation for more information

- Finding an Apartment
- Hiring a Coworker
- Hotel Check-In
- Jerry's Spaghetti

Finding an Apartment

CEFR Statements / Students can:
- Understand simple information and questions about family, people, homes, work and hobbies.
- Describe my home and where I live.
- Ask and answer simple questions about home and country, work and free time, likes, and dislikes.

Objectives	Skills
Tell Ken you're looking for an apartment for you and your cat.	Pronouns
Ask at least three questions about each apartment.	Apartment Vocabulary To Have Phrasal Verbs: Common Yes/No Questions
Answer questions about yourself.	To Have Phrasal Verbs: Common Yes/No Questions
Choose an apartment.	Pronouns Yes/No Questions To Have

STUDENT LIST

The Student List shows all the students invited to, and enrolled in your class.

Invited Students

	Last Name ⌄	First Name ⌄	Last Login ⌃	Total Time ⌄
☐	institution.com	name		Invited

Students who have not accepted an invitation will display email domain as last name and characters before email domain as the first name, for example jsmith@gmail.com would show as First Name 'jsmith' and Last Name 'gmail.com'.

Enrolled Students

	Last Name ⌄	First Name ⌄	Last Login ⌃	Total Time ⌄
☐	Smith	John	July 08, 2021 13:53	01:58:26

Students who have accepted the invitation and completed their registration will display their last and first names, last login, and total time spent in simulations.

Download Button

Click here to download the details of your class.

Click the **Download** button above the Student List to download a file of all the students in your class and the complete details of their actions within each course. This report will be emailed to you.

The report has two tabs: summary and details. These tabs correspond to the screens in the Instructor Dashboard with a summary for the class as a whole and then details on attempts for each simulation.

Add Students

Click the **Add Students** button to add more students to the class.

Add Students

Class Description
This description appears in the invitation email that will be sent to your students
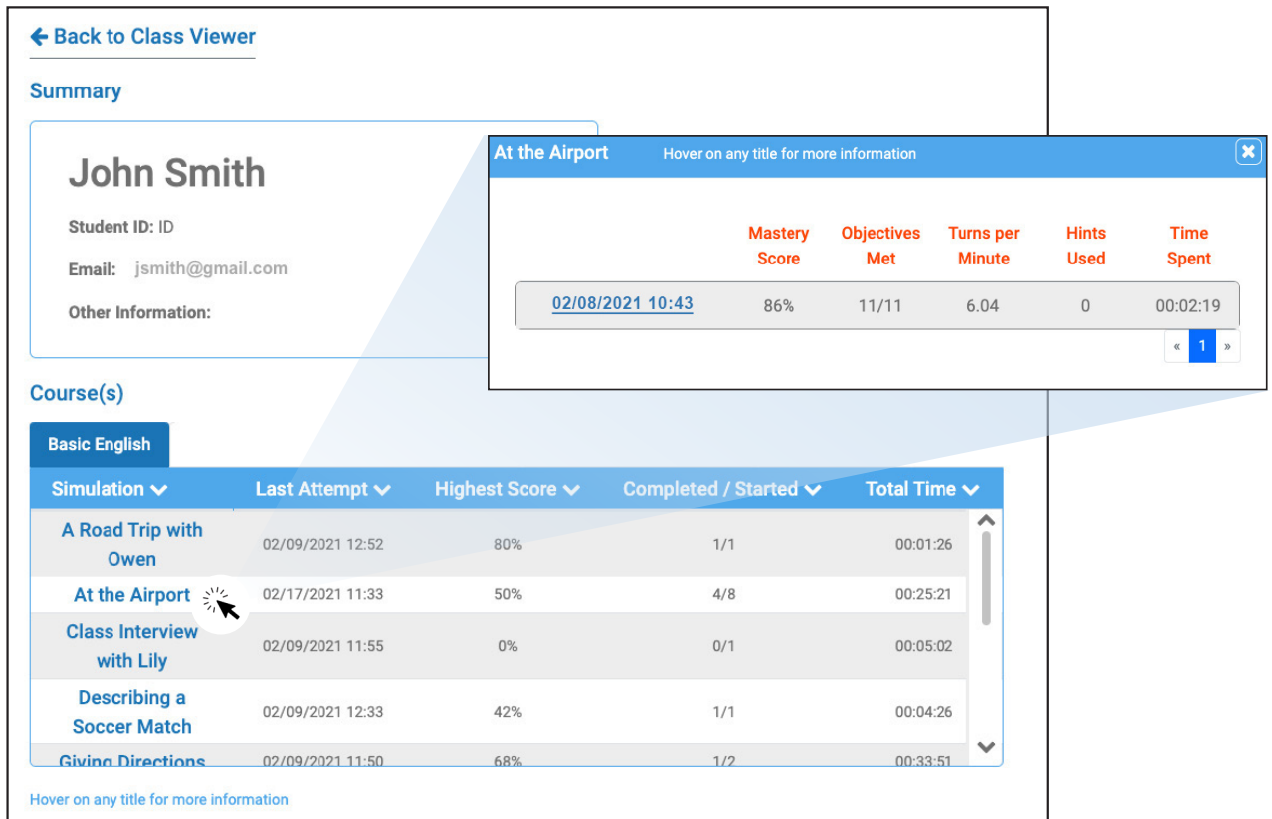
This is English 101 for Summer school

Enter Email Addresses
Enter one email address per line. You can add as many addresses as you need, or copy and paste from a list.

Invite

Student Details

Click on any student name to display details of their score and attempts. Students have the opportunity to enter their Student ID when they create their account. You can ask your students to update this field themselves.

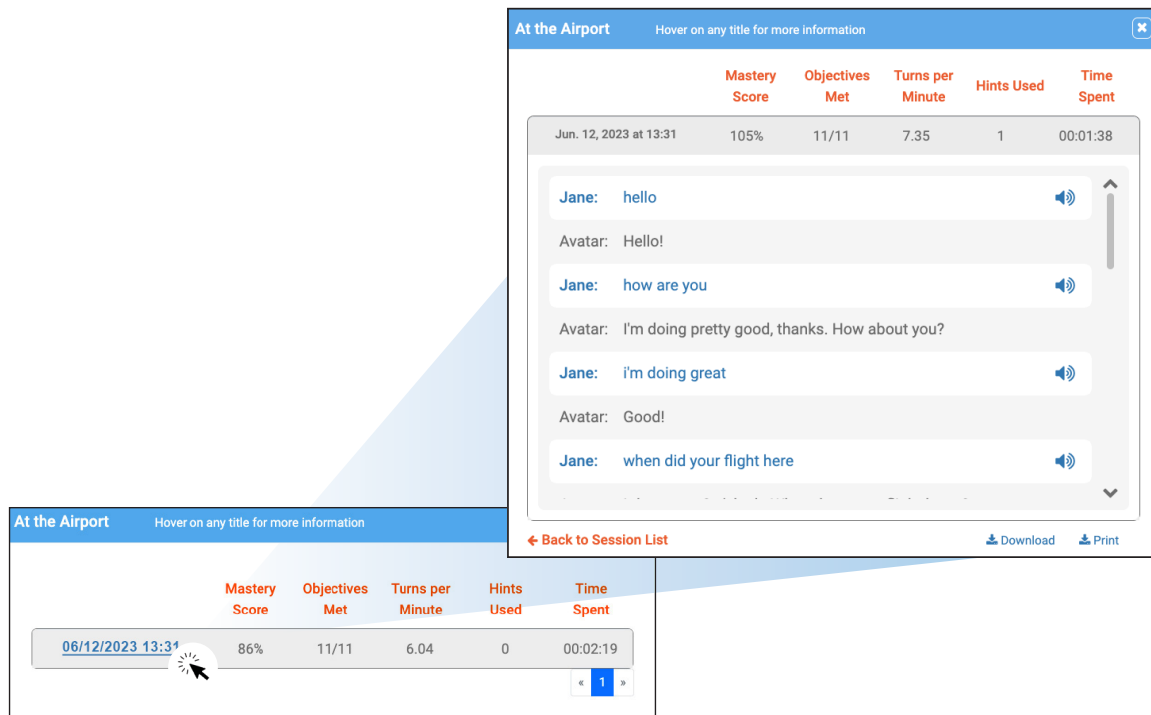Click on any simulation to reveal further details.

- **Mastery Score.** A measure of accuracy and fluency. Scores are rated from 0% (neither accurate nor fluent) to 100% or higher (very accurate and fluent). The score is calculated based on the number of recorded answers, the time taken, and the objectives completed.
- **Objectives Met.** The number of completed objectives versus the total number of objectives in the simulation.
- **Turns per Minute.** The number of speaking turns per minute. That is to say, how often the student recorded answers.
- **Hints Used.** The number of times the student opened the Transcript or suggested utterances in Directions.
- **Time Spent.** The total time spent within the simulation from start to completion.

Note: Metrics will vary depending on the features of the product. Not all metrics will be available for all products. If a metric is not available, the value will appear as 0.

TRANSCRIPT

The transcript allows you to view, print, or download a transcript of a student's performance in a simulation. The transcript will display the avatar's lines, the text of what the student recorded, and Listen buttons to play the student's audio.

To access a transcript, click on the date/time link for one of the student's completed simulations.
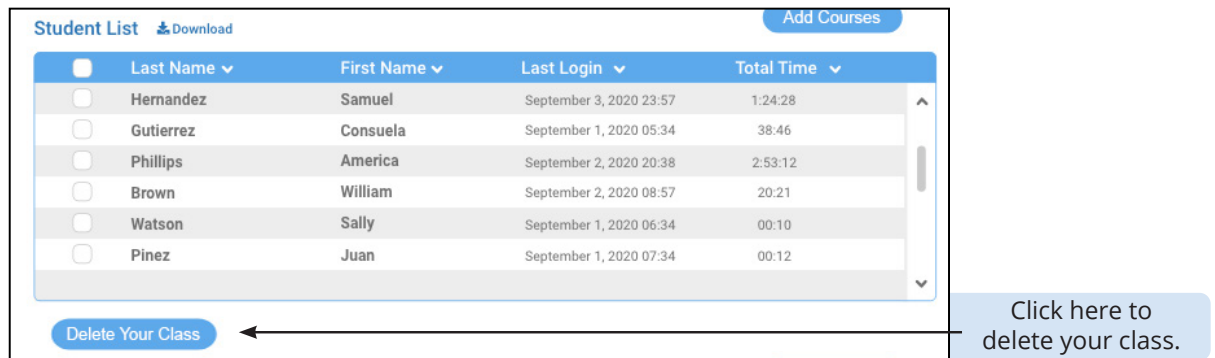
Student Transcript

View the transcript on the screen. You can scroll up and down to see the entire conversation and click on the **Listen** button to hear the student's recording.

If the student has played the same simulation more than once, all of their transcripts will be available sorted by date. You can click **Back to Session List** to see other simulations or courses, or the **X** button to close that student's transcripts.

At the bottom of the pop-up window, click the **Download** button to download a .CSV file of the transcript, or the **Print** button to open the transcript in a new tab for printing.

DELETE YOUR CLASS

Your class will automatically archive when it reaches its end date. You can access all archived classes by clicking on the Archived Classes tab. If you need to remove a class sooner, click the **Delete Your Class** button.
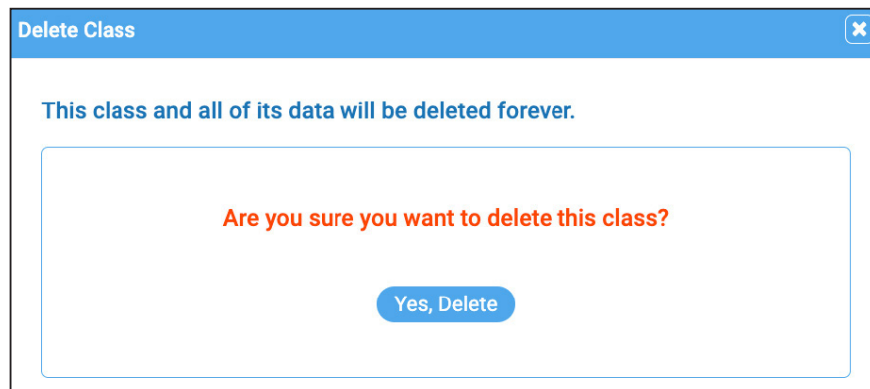

Click here to delete your class.

You will be asked to confirm your decision since the class and its data will be deleted forever. If you are certain, click the **Yes, Delete** button.

ARCHIVED CLASSES

Once a class reaches its end date, it will be placed in Archived Class. Archived classes can be viewed but no longer edited.

INVITING STUDENTS TO JOIN

Students will receive your invitation to the class in their email (see screenshots below). Remind your students to check their spam folders and that they need to use a valid email address to sign up.

Once they have clicked the **Confirm** button in the email and created their own account, they will be able to take any of the courses in your class and you will be able to see the details of their progress in the Instructor Dashboard.

Student Invitation Email

The example below is from our Community Health Worker Reskilling Course. The email follows a format that uses the name of your class in the first sentence and includes the description of the class in the second sentence.
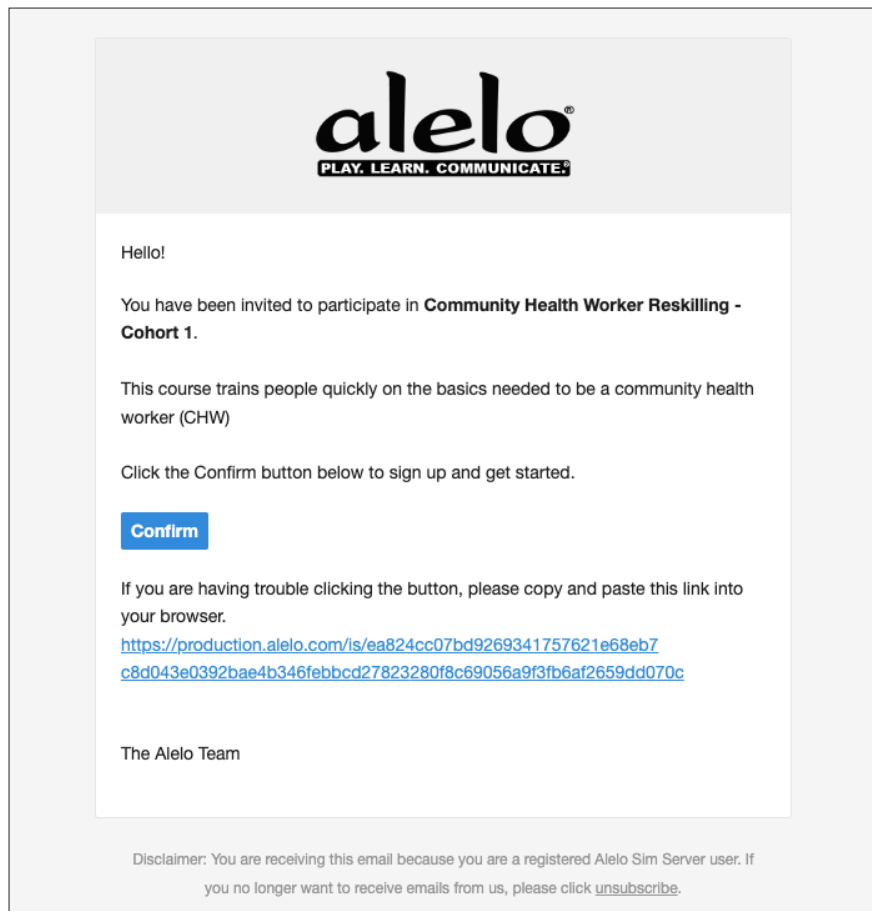
Student Sign Up

First time students will be prompted to sign up for an account and accept the Terms of Service.