

Instructor Dashboard

Teacher's Guide

Table of Contents

INTRODUCTION	1
FINDING THE INSTRUCTOR DASHBOARD	1
THE INSTRUCTOR DASHBOARD	1
CREATING YOUR CLASS	2
INFORMATION	3
ADD COURSES	4
INVITE STUDENTS	5
REVIEW	6
CLASS VIEWER	7
EDIT	8
SUMMARY	8
COURSES	9
STUDENT LIST	10
Invited Students	10
Enrolled Students	10
Add Students	10
Student Details	11
Download Button	12
Delete Your Class	12
Archived Classes	13
STUDENT SIGNUPS	13

INTRODUCTION

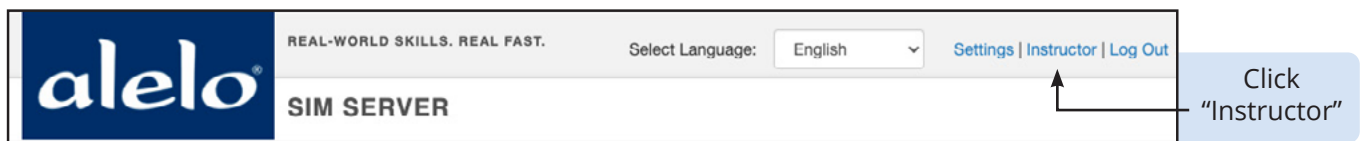
The Instructor Dashboard will let you keep track of all your students and their progress through the Enskill courses.

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

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.

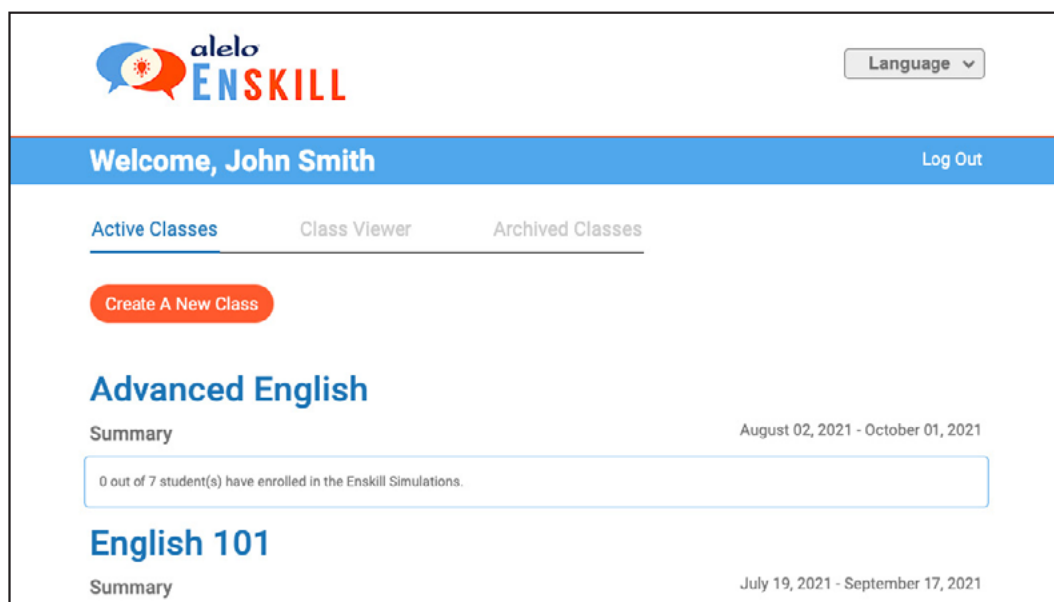
FINDING THE INSTRUCTOR DASHBOARD

The link to the Instructor Dashboard is at the top right of the screen next to **Log Out**. Click **Instructor** to open the Instructor Dashboard.

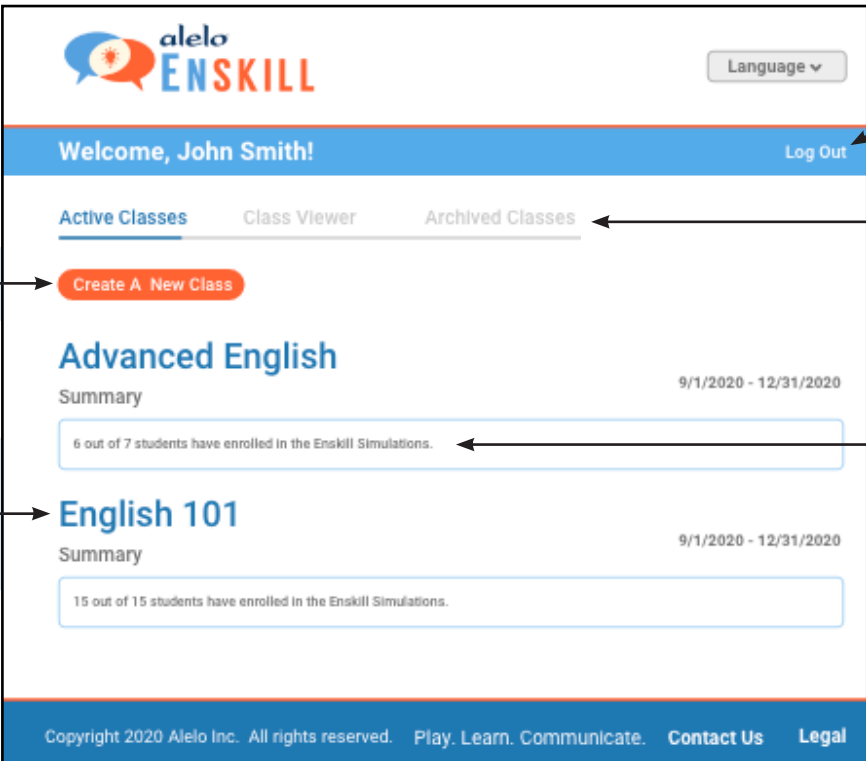


THE INSTRUCTOR DASHBOARD

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.



The screenshot shows the user interface for John Smith. At the top, there is a 'Language' dropdown menu. Below the header, a blue bar says 'Welcome, John Smith!' with a 'Log Out' link. Three tabs are visible: 'Active Classes', 'Class Viewer', and 'Archived Classes'. A red button labeled 'Create A New Class' is positioned below the 'Active Classes' tab. Below this, two class entries are shown: 'Advanced English' and 'English 101'. Each entry includes a 'Summary' section with a progress bar indicating student enrollment (e.g., '6 out of 7 students have enrolled in the Enskill Simulations.').

Callouts from the surrounding text:

- Return to main screen.** Points to the 'Log Out' link.
- These tabs show your active classes, details of a specific class, and archived classes.** Points to the 'Active Classes', 'Class Viewer', and 'Archived Classes' tabs.
- Create a new class.** Points to the 'Create A New Class' button.
- Clicking on a name will take you to the Class Viewer for that class.** Points to the 'English 101' class name.
- Details here shows how many students have enrolled.** Points to the enrollment progress bar for 'English 101'.

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

Create A New Class

Information

Courses

Students

Review

Select your institution.

Institution

▼

Add a title for your class.

Class title

Add your class description


Add new description

Add a Start Date

Add an End Date.

MM/DD/YYYY

MM/DD/YYYY



Note: This class will be archived after the end date.

Add Courses >

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.** Write any notes for yourself (your students will not see this information).
- **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**.

ADD COURSES

Create A New Class

Information

Courses

Students

Review

Check courses to include in your class (you can edit your selections later).

Course Name	
<input type="checkbox"/>	Basic English
<input type="checkbox"/>	Transitional English
<input type="checkbox"/>	Refresher English

< Back

Invite Students >

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**.

INVITE STUDENTS

Create A New Class

Information

Courses

Students

Review

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

student1@institution.edu

student2@institution.edu

student3@institution.edu

student4@institution.edu

student5@institution.edu

student6@institution.edu

student7@institution.edu

student8@institution.edu

student9@institution.edu

student10@institution.edu

< Back

Review >

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**.

REVIEW

Create A New Class

Information

Courses

Students

Review

Click "Confirm" to create your class. To make changes, click on a heading above, or use the back arrow.

Institution:

Alelo

Class Title:

Basic English

Class Description:

Basic English

Class Dates:

07/12/2021 - 09/10/2021

Included Courses:

Basic English

Student Invited:

student1@institution.edu

student2@institution.edu

student3@institution.edu

student4@institution.edu

student5@institution.edu

student6@institution.edu

student7@institution.edu

student8@institution.edu


< Back

Confirm ✓

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

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

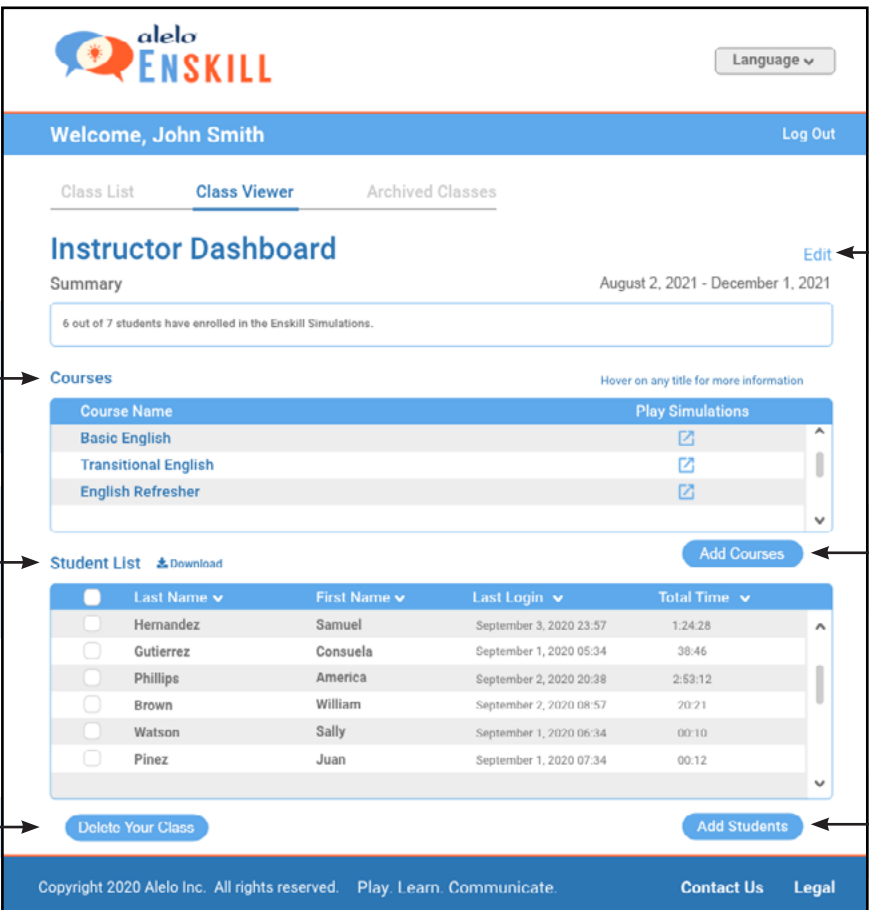
If everything is OK, click the **Confirm** button.

 © 2021 Alelo Inc

6

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.



The screenshot shows the 'Class Viewer' interface for an 'Instructor Dashboard'. The dashboard includes a 'Summary' section with a student enrollment count, a 'Courses' table, a 'Student List' table, and buttons for 'Add Courses', 'Add Students', and 'Delete Your Class'. Annotations point to specific features:

- Adjust the title, description and start / end dates.** Points to the 'Edit' link next to the 'Instructor Dashboard' title.
- List of all the courses in your class** points to the 'Courses' table.
- List of all the students in your class** points to the 'Student List' table.
- Add additional courses to your class.** Points to the 'Add Courses' button.
- Add additional students to your class.** Points to the 'Add Students' button.
- Delete your class.** Points to the 'Delete Your Class' button.

Summary August 2, 2021 - December 1, 2021
6 out of 7 students have enrolled in the Enskill Simulations.

Courses Hover on any title for more information

Course Name	Play Simulations
Basic English	
Transitional English	
English Refresher	

Student List [Download](#)

<input type="checkbox"/>	Last Name ▼	First Name ▼	Last Login ▼	Total Time ▼
<input type="checkbox"/>	Hernandez	Samuel	September 3, 2020 23:57	1:24:28
<input type="checkbox"/>	Gutierrez	Consuela	September 1, 2020 05:34	38:46
<input type="checkbox"/>	Phillips	America	September 2, 2020 20:38	2:53:12
<input type="checkbox"/>	Brown	William	September 2, 2020 08:57	20:21
<input type="checkbox"/>	Watson	Sally	September 1, 2020 06:34	00:10
<input type="checkbox"/>	Pinez	Juan	September 1, 2020 07:34	00:12

[Delete Your Class](#) [Add Students](#)

Copyright 2020 Alelo Inc. All rights reserved. Play Learn. Communicate. [Contact Us](#) [Legal](#)

EDIT

Edit Class Details

Your institution.

Alelo

Add a title for your class.

English 101

Add your class description


Basic English

Add a Start Date

Add an End Date.

07/19/2021

09/17/2021



Confirm

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

August 02, 2021 - October 01, 2021

0 out of 7 student(s) have enrolled in the Enskill Simulations.

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

COURSES

Courses		Hover on any title for more information
Course Name	Play Simulations	
Basic English		
Transitional English		
		Add Courses

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

Click **Play Simulations** to go back to the main screen so that you can play any of the courses.

If you need to add or remove courses from your class, click the **Add Courses** button. The courses that are already in your class will have a checkmark next to them, if any other courses are available to your institution you can mark their checkbox.

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.

Clicking on a simulation in the Course Objectives list reveals further details. For example, the CEFR statements, objectives, and specific language skills, where appropriate.

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

Student List Download				
<input type="checkbox"/>	Last Name ▼	First Name ▼	Last Login ▲	Total Time ▼
<input type="checkbox"/>	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

<input type="checkbox"/>	Last Name ▼	First Name ▼	Last Login ▲	Total Time ▼
<input type="checkbox"/>	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.

Add Students

Add Students
✕

Instructions
Enter email addresses, one per line. You can add multiple addresses, and also copy and paste a list into the box.

Invite

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

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.

[← Back to Class Viewer](#)

Summary

John Smith

Student ID: ID

Email: jsmith@gmail.com

Other Information:

Course(s)

Basic English

Simulation ▾	Last Attempt ▾	Highest Score ▾	Completed / Started ▾	Total Time ▾
A Road Trip with Owen	02/09/2021 12:52	80%	1/1	00:01:26
At the Airport	02/17/2021 11:33	50%	4/8	00:25:21
Class Interview with Lily	02/09/2021 11:55	0%	0/1	00:05:02
Describing a Soccer Match	02/09/2021 12:33	42%	1/1	00:04:26
Giving Directions	02/09/2021 11:50	68%	1/2	00:33:51

At the Airport

Hover on any title for more information

	Mastery Score	Objectives Met	Turns per Minute	Hints Used	Time Spent
02/08/2021 10:43	86%	11/11	6.04	0	00:02:19

1

- **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.

Download Button



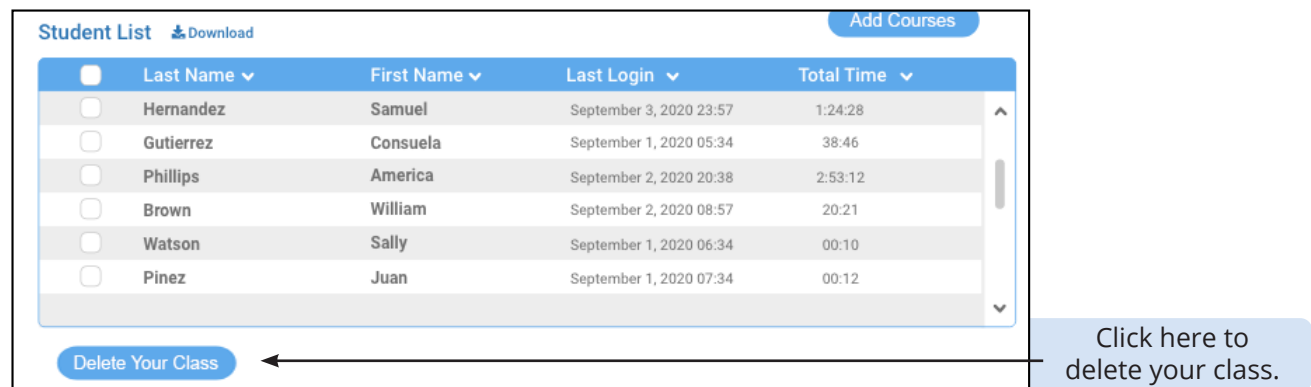
Click here to download the details of your class.

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▾	Total Time ▾
<input type="checkbox"/>	Hernandez	Samuel	September 3, 2020 23:57	1:24:28

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.

Delete Your Class

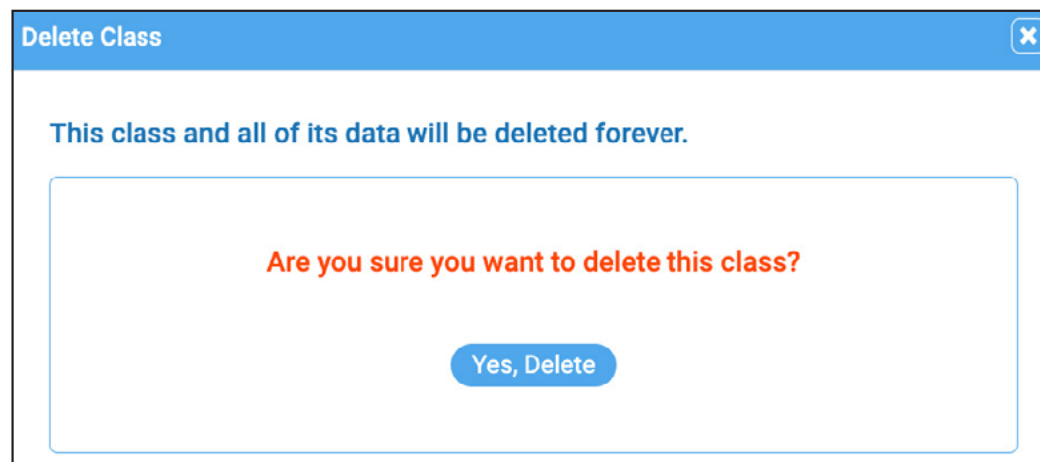


Click here to delete your class.

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▾	Total Time ▾
<input type="checkbox"/>	Hernandez	Samuel	September 3, 2020 23:57	1:24:28
<input type="checkbox"/>	Gutierrez	Consuela	September 1, 2020 05:34	38:46
<input type="checkbox"/>	Phillips	America	September 2, 2020 20:38	2:53:12
<input type="checkbox"/>	Brown	William	September 2, 2020 08:57	20:21
<input type="checkbox"/>	Watson	Sally	September 1, 2020 06:34	00:10
<input type="checkbox"/>	Pinez	Juan	September 1, 2020 07:34	00:12

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.

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.



Delete Class [X]

This class and all of its data will be deleted forever.

Are you sure you want to delete this class?

Yes, Delete

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.

STUDENT SIGNUPS

Students will receive your invitation to the class in their email.

Remind your students to check their spam folders and that they need to use a valid email address to sign up.

Once they have accepted 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.