



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	9
SUMMARY	9
COURSES	10
STUDENT LIST	11
Invited Students	11
Enrolled Students	11
Add Students	11
Student Details	12
Download Button	13
Delete Your Class	13
Archived Classes	14
INVITING STUDENTS TO JOIN	14

INTRODUCTION

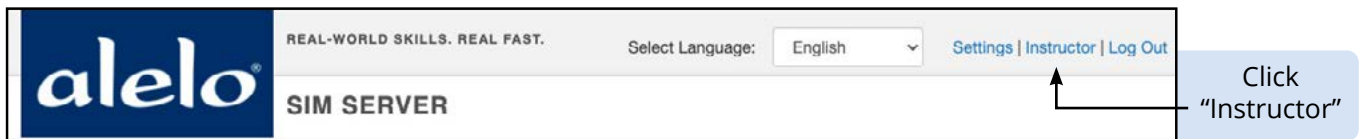
The Instructor Dashboard will let you keep track of all your students and their progress through the Enskill courses.

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.

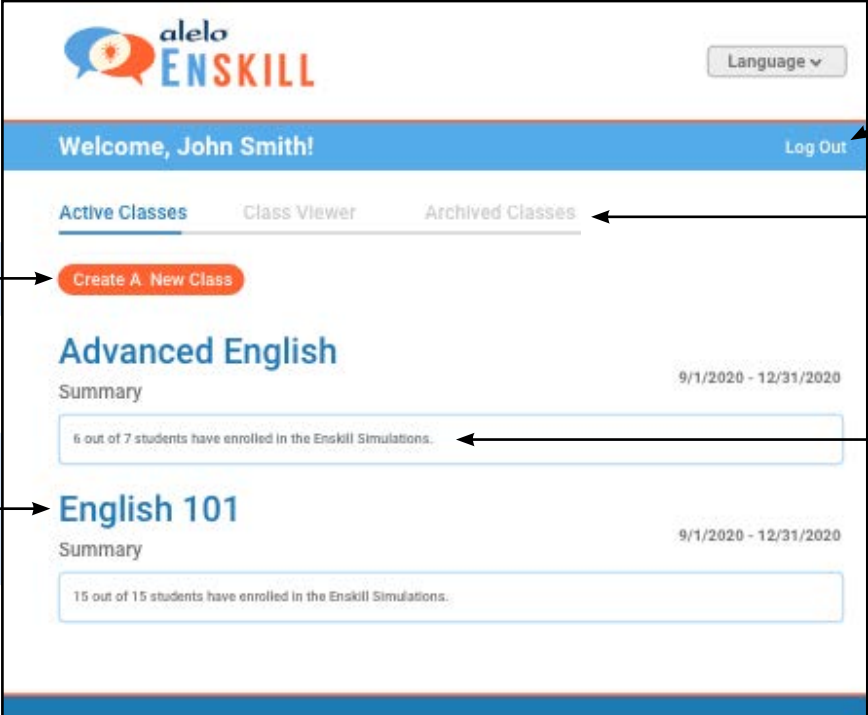


THE INSTRUCTOR DASHBOARD

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 alelo ENSKILL dashboard. At the top, there is a header with the logo, a 'Language' dropdown menu, and a 'Log Out' button. Below the header is a blue bar with the text 'Welcome, John Smith!'. Underneath are three tabs: 'Active Classes', 'Class Viewer', and 'Archived Classes'. A red button labeled 'Create A New Class' is positioned below the tabs. The main content area displays two class cards. The first card is for 'Advanced English', with a summary box indicating '6 out of 7 students have enrolled in the Enskill Simulations.' The second card is for 'English 101', with a summary box indicating '15 out of 15 students have enrolled in the Enskill Simulations.' Callout boxes provide the following information:

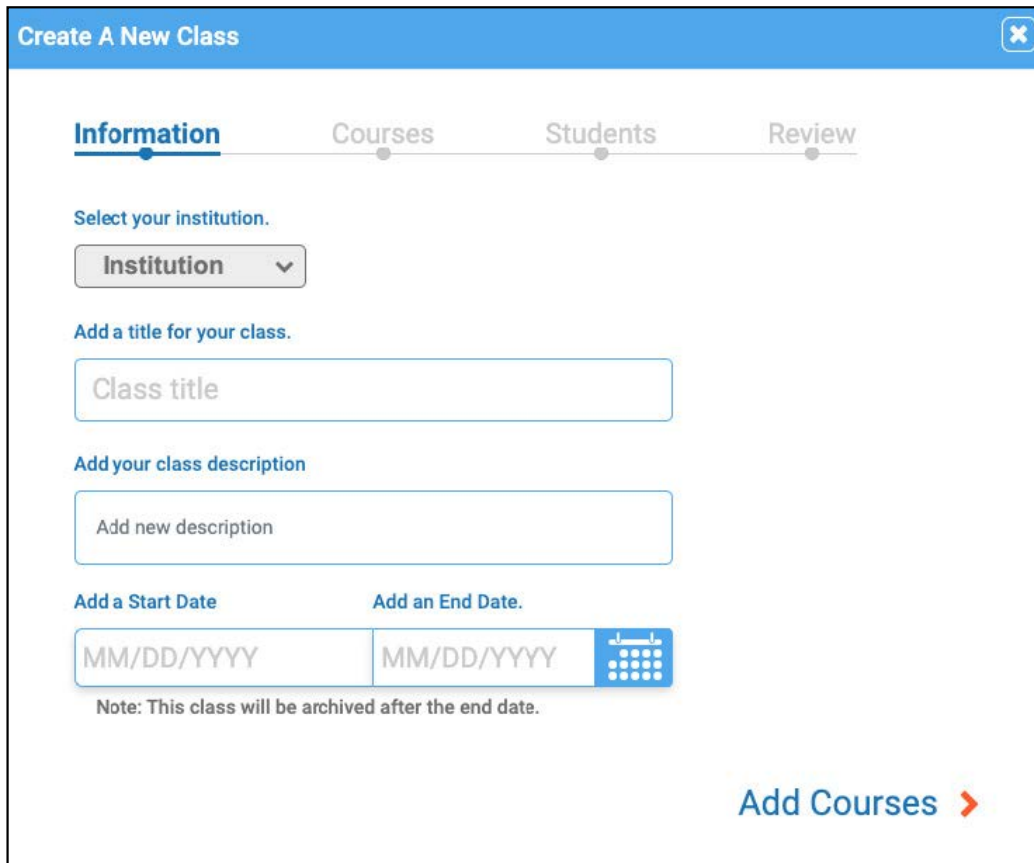
- 'Return to main screen.' points to the 'Log Out' button.
- 'These tabs show your active classes, details of a specific class, and archived classes.' points to the 'Active Classes', 'Class Viewer', and 'Archived Classes' tabs.
- 'Create a new class.' points to the 'Create A New Class' button.
- 'Clicking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

CREATING YOUR CLASS

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

You will be guided through a series of steps (i.e.: Information, Courses, Students, and Review) to build your class and invite students.

INFORMATION



The screenshot shows a web interface titled "Create A New Class" with a close button in the top right corner. Below the title is a progress bar with four steps: "Information" (active), "Courses", "Students", and "Review". The "Information" tab contains the following fields:

- "Select your institution." with a dropdown menu labeled "Institution".
- "Add a title for your class." with a text input field labeled "Class title".
- "Add your class description" with a text area labeled "Add new description".
- "Add a Start Date" and "Add an End Date." with two date input fields, each labeled "MM/DD/YYYY", and a calendar icon to the right of the second field.

Below the date fields is a note: "Note: This class will be archived after the end date." At the bottom right of the form is a blue button labeled "Add Courses" with a right-pointing arrow.

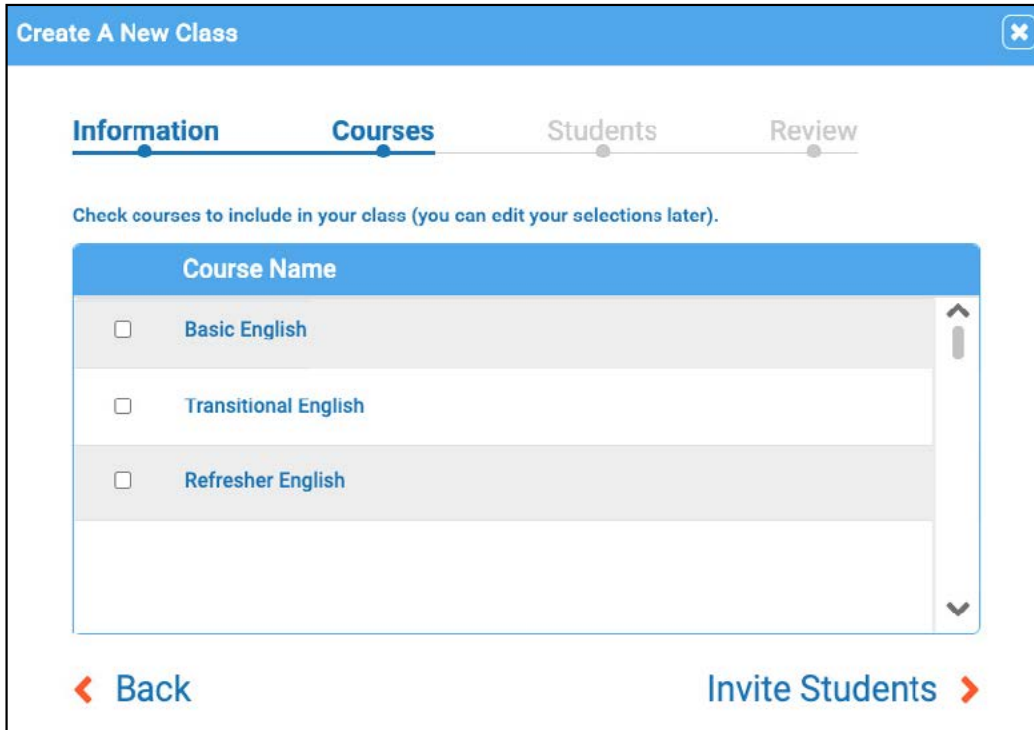
Information allows you to enter the basic information for your class:

- **Institution.** Select your institution.
- **Title.** Create a title for your students to find the class.
- **Description.** The description of your class will be included in the email invitation to your students. Refer to page 14 for examples of the students' invitation and sign-up experience.
- **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).

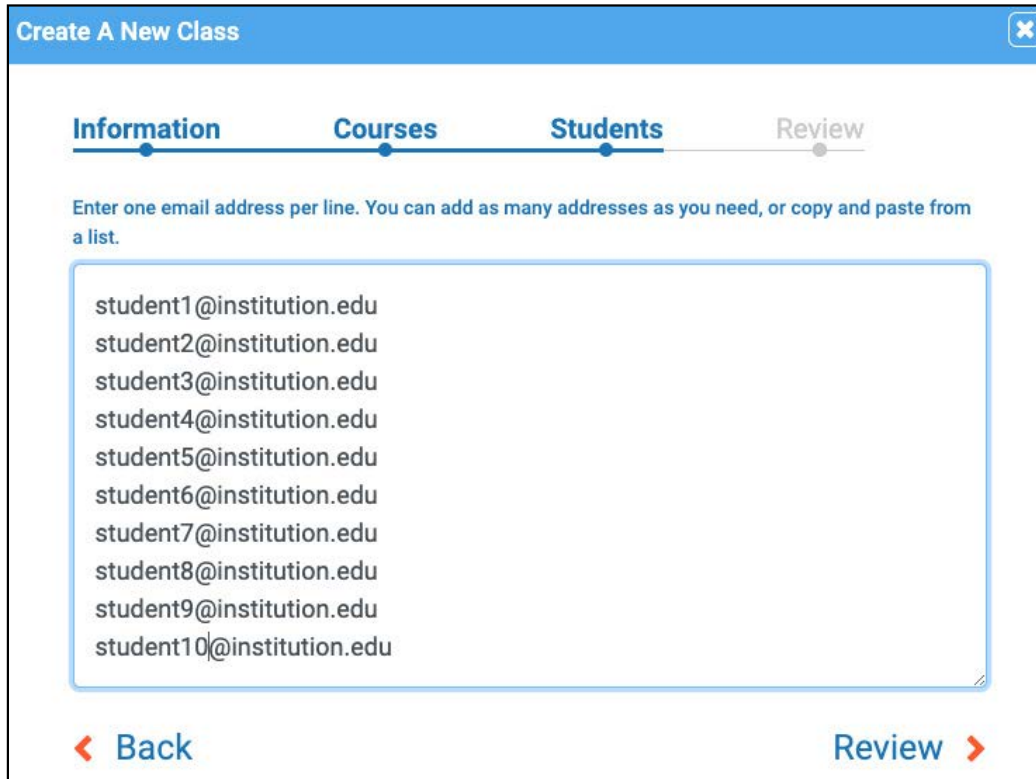
Course Name	
<input type="checkbox"/>	Basic English
<input type="checkbox"/>	Transitional English
<input type="checkbox"/>	Refresher English

< 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 ✓](#)

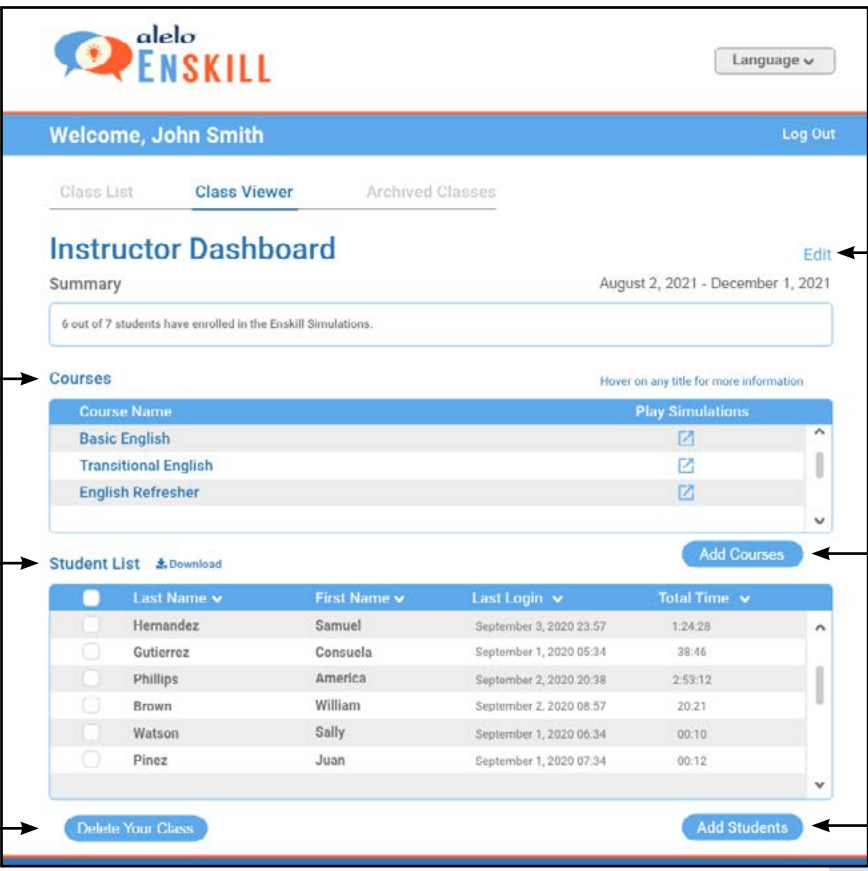
This screen shows all the information you have entered for your class.

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

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

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 'Instructor Dashboard' for a class. The interface includes a navigation bar with 'Class List', 'Class Viewer', and 'Archived Classes'. The main content area displays the class title 'Instructor Dashboard', a summary of enrollment (6 out of 7 students), and two main sections: 'Courses' and 'Student List'. The 'Courses' section lists 'Basic English', 'Transitional English', and 'English Refresher', each with a 'Play Simulations' checkbox. The 'Student List' section is a table with columns for 'Last Name', 'First Name', 'Last Login', and 'Total Time', listing students like Hernandez, Gutierrez, Phillips, Brown, Watson, and Pinez. Callouts point to various features: '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; 'Delete your class.' points to the 'Delete Your Class' button; 'Adjust the title, description and start / end dates.' points to the 'Edit' link; 'Add additional courses to your class.' points to the 'Add Courses' button; and 'Add additional students to your class.' points to the 'Add Students' button.

List of all the courses in your class

List of all the students in your class

Delete your class.

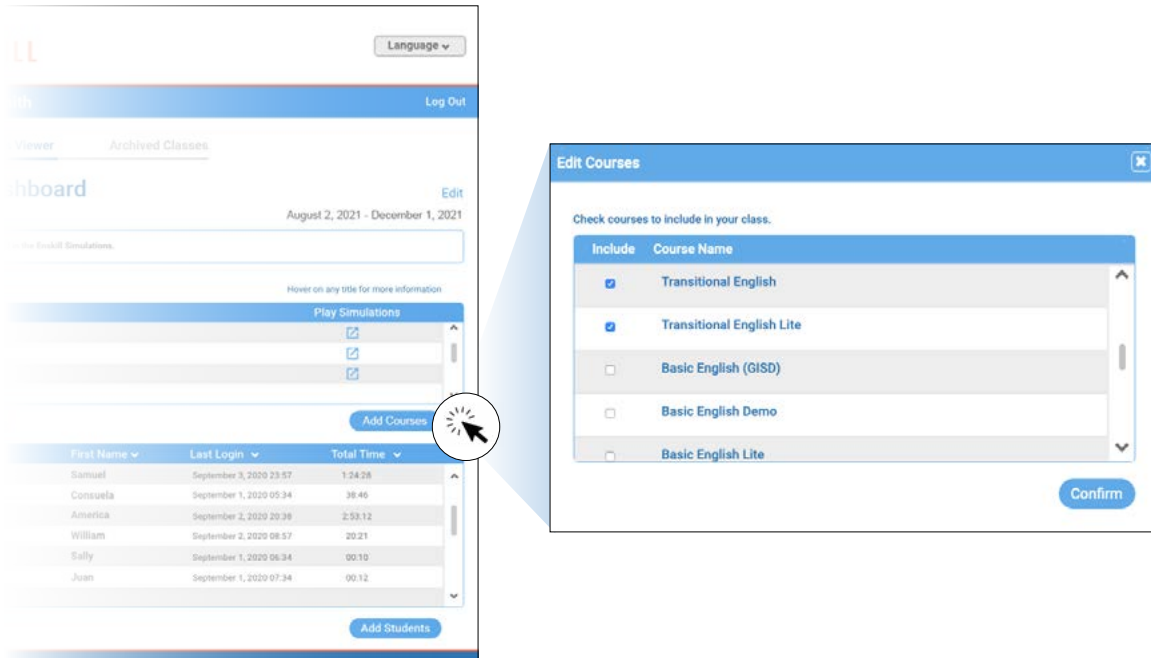
Adjust the title, description and start / end dates.

Add additional courses to your class.

Add additional students to your class.

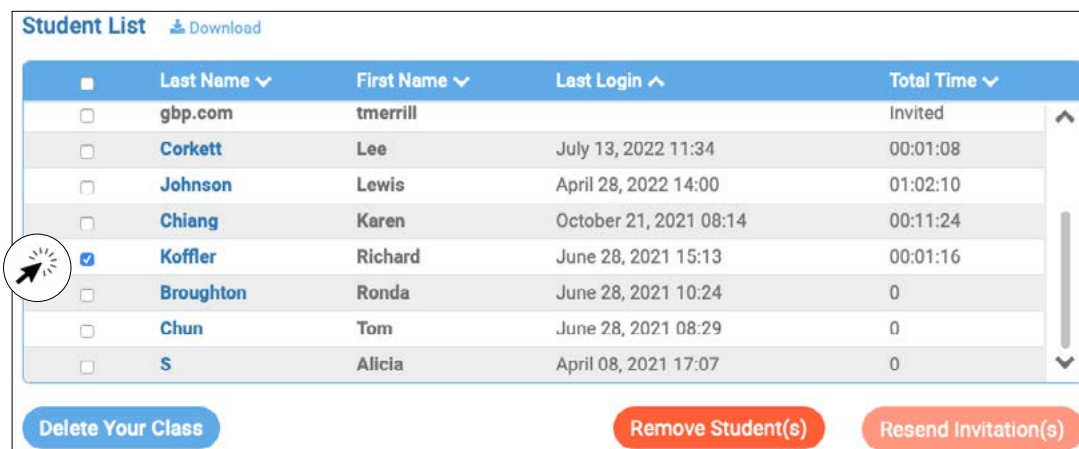
Add / Remove Courses

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 activating 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

Edit Class Details ✕

Your institution.
Alelo

Add a title for your class.

Add your class description

Add a Start Date Add an End Date. 

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	<input checked="" type="checkbox"/>
Transitional English	<input type="checkbox"/>

[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

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'.

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▲	Total Time ▾
<input type="checkbox"/>	Smith	John	July 08, 2021 13:53	01:58:26

Enrolled Students

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

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

Add Students
✕

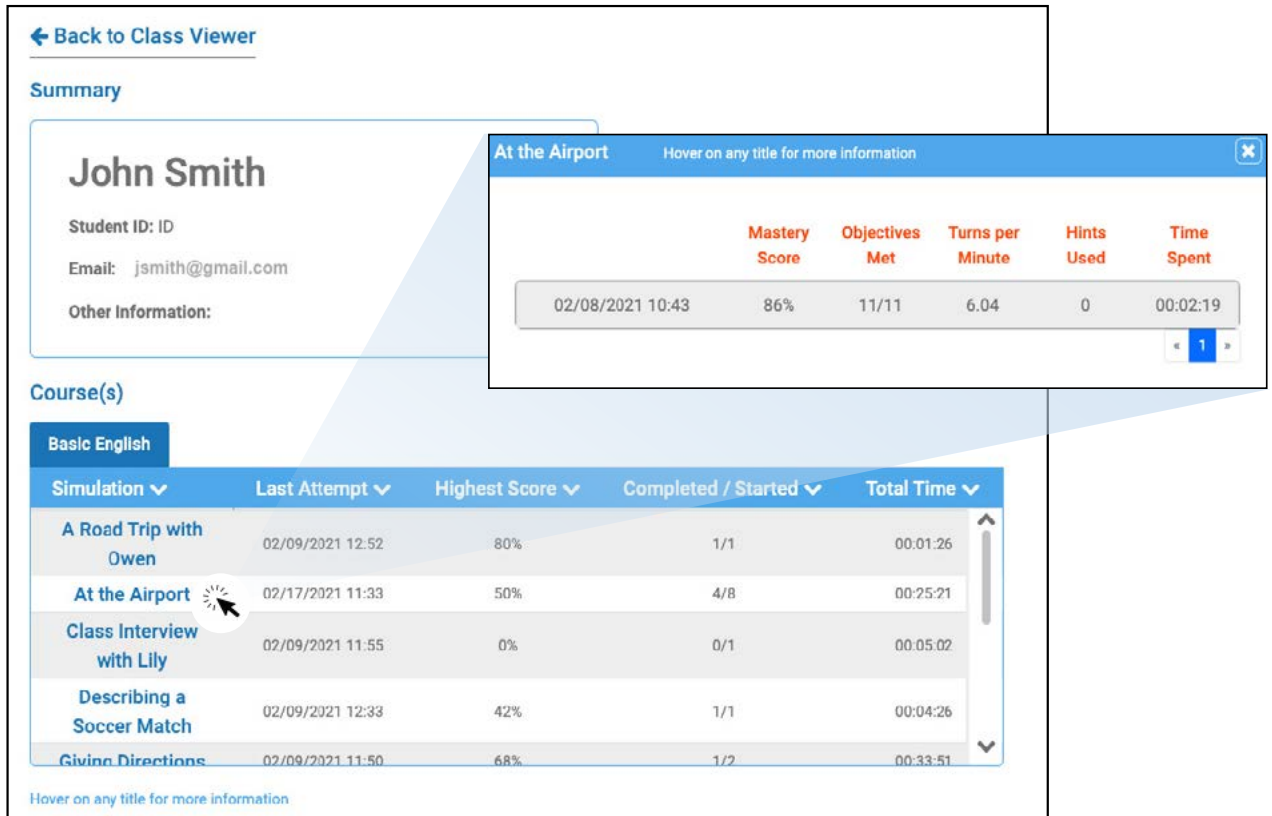
Instructions

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

Invite

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.



← 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

Hover on any title for more information

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

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.

Download Button

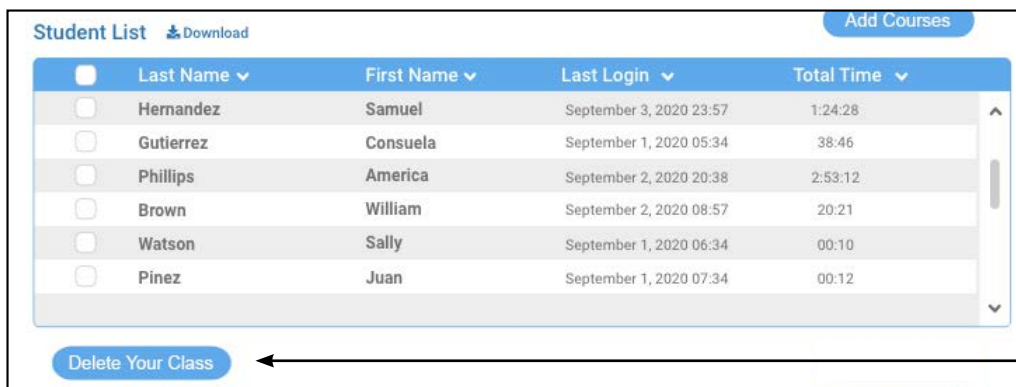


Click here to download the details of your class.

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.

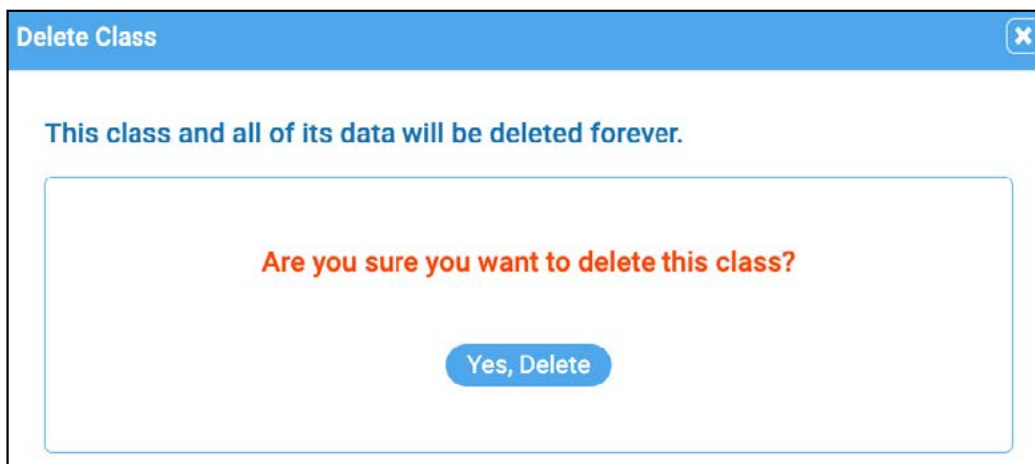
Delete Your Class



Click here to 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.

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.

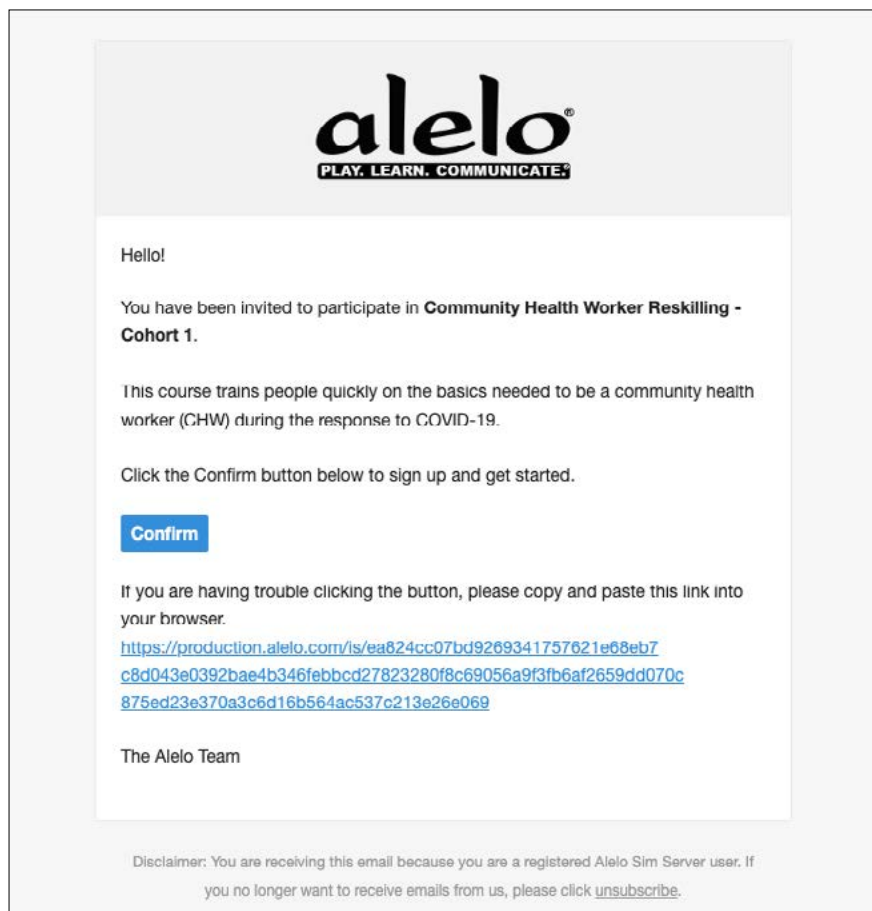
INVITING STUDENTS TO JOIN

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.

Sign Up



You have been invited to the class:
Community Health Worker Reskilling - Cohort 1
Please sign up to get started.

Sign Up

Email

First Name

Last Name

Student ID (Optional)

Password

Passwords must have at least 8 characters.

Confirm Password

Terms of Service

Effective [June 9, 2022]

Please read the following carefully. These Terms of Use (these "Terms") govern your access to and use of Alelo Inc.'s ("Alelo," "we," "us," "our") website at alelo.com (the "Corporate Site"), your access to and use of our Enskill educational platform (the "Enskill Platform,"), your engagement with our content, and/or your use of any of our products or services (collectively,

Scroll to read full Terms of Service before agreeing.

I accept the Terms of Service and I am over 13 years of age.

To find out how we collect and use your personal information as part of the Enskill service, please see our [Privacy Policy](#).

Sign Up