

EnglishCentral

**Teacher's Guide**

<b>1. Registration</b>	4	2.3.1. Students	18	2.6.1. Announcements	43
1.1. Accessing Teacher's Page	4	2.3.2. Teachers	21	2.6.2. View Class Page	45
1.2. Getting Started	5	2.4. Curriculum	24	2.6.3. Delete	46
<b>2. Teach Page [LMS]</b>	7	2.4.1. Set Goals	26	<b>3. Learning with EnglishCentral</b>	48
2.1. Upload Logo	7	2.4.2. Add Courses and Videos	29	3.1. Videos	48
2.2. Add	9	2.4.3. Add Tests	33	3.1.1. Watch the video	48
2.2.1 Class	9	2.5. Reports	38	3.1.2. Learn the words	49
2.2.2. Students	11	2.5.1. Report Type	38	3.1.3. Speak	51
2.2.3. Teachers	14	2.5.2. Date Range	42	3.1.4. Vocab Quiz	54
2.2.4. Group	15	2.5.3. Print / Export	42	3.1.5. Lesson Plan	55
2.3. Manage	18	2.6. Miscellaneous	43	3.2. Courses	55

# EnglishCentral

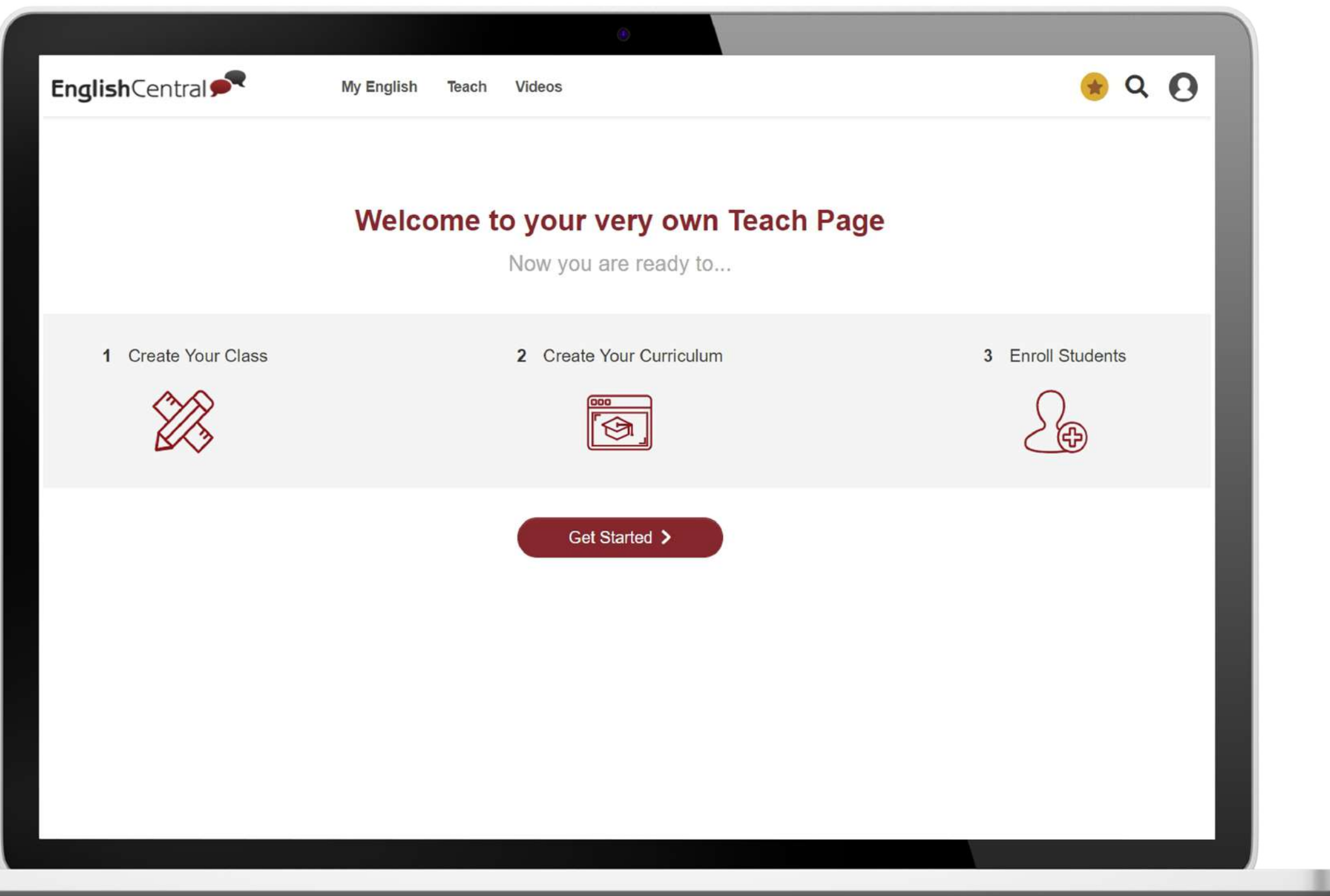
## 1. Registration

### 1.1. Access the teacher's page

URL: <https://www.englishcentral.com/academic/index>

Input your information and click the [Register for FREE] button.

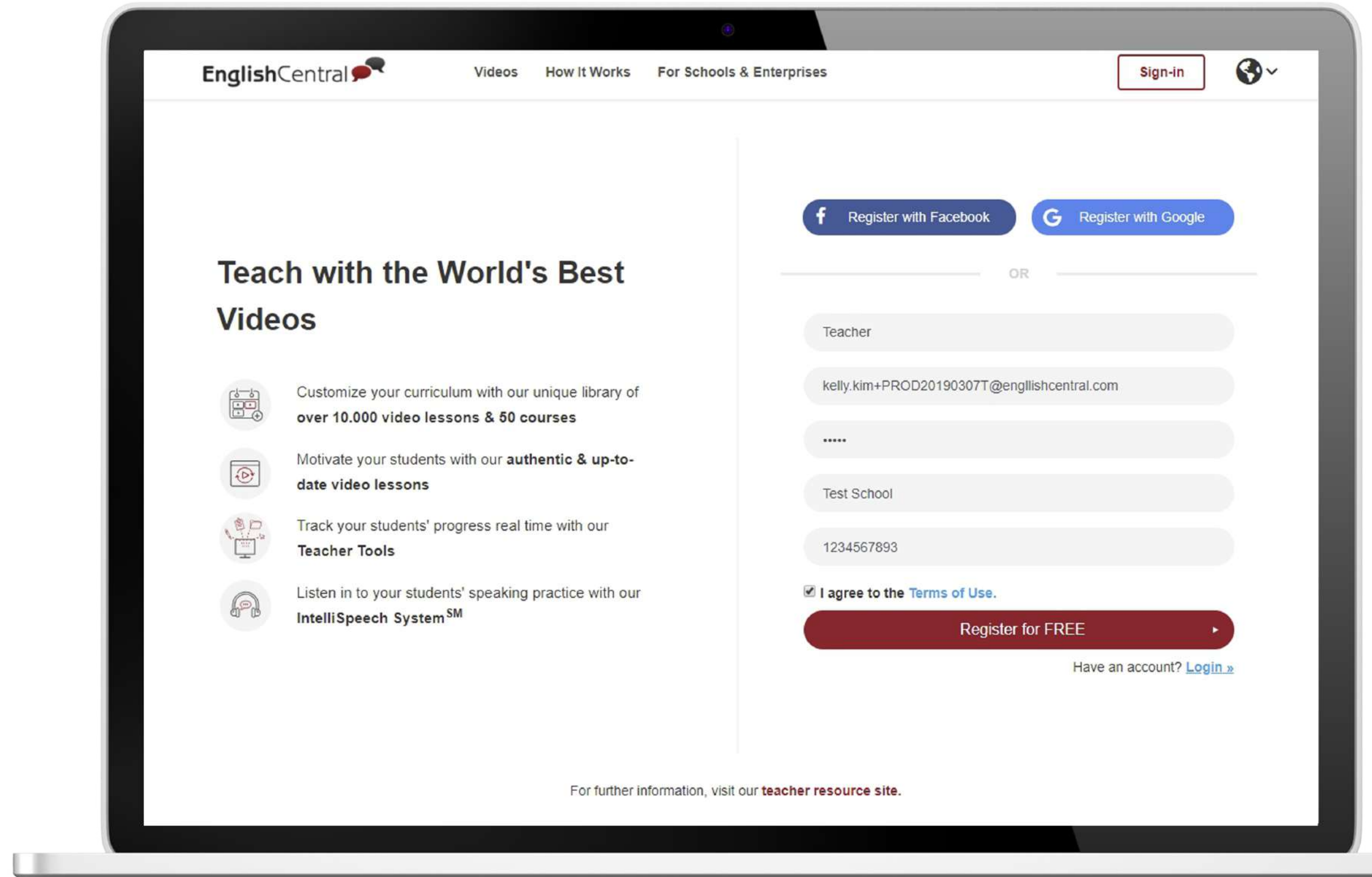
NOTE: We encourage you to sign up using the regular emails instead of the Facebook or Google+ accounts. Please advise your students to do the same as well.





## 1.2. Getting Started

If you have successfully registered, click the [Start Now] button to start.





NOTE: If you already have an existing account with EnglishCentral, it can be converted to a Teacher account. Please contact customer support.



The screenshot shows the EnglishCentral website's registration page for teachers. The page has a blue header with the EnglishCentral logo, navigation links (Videos, How It Works, For Schools & Enterprises), a Sign-in button, and a language selector. The main content area is divided into two columns. The left column, titled 'Teach with the World's Best Videos', lists four benefits: a library of over 10,000 video lessons and 50 courses, authentic and up-to-date video lessons, real-time progress tracking with Teacher Tools, and IntelliSpeech System for speaking practice. The right column contains the registration form. It starts with 'Register with Facebook' and 'Register with Google' buttons, followed by an 'OR' separator. The form fields include 'Teacher' (name), 'Email' (pre-filled with 'kelly.kim+PROD20190307T@englishcentral.com'), a password field with six dots, 'Test School', and a phone number field with '1234567893'. Below the fields is a checkbox for 'I agree to the Terms of Use.' and a large red 'Register for FREE' button. A link for 'Have an account? Login »' is at the bottom right. A footer note at the very bottom says 'For further information, visit our teacher resource site.'

EnglishCentral  Videos How It Works For Schools & Enterprises [Sign-in](#) 

### Teach with the World's Best Videos

-  Customize your curriculum with our unique library of **over 10.000 video lessons & 50 courses**
-  Motivate your students with our **authentic & up-to-date video lessons**
-  Track your students' progress real time with our **Teacher Tools**
-  Listen in to your students' speaking practice with our **IntelliSpeech System<sup>SM</sup>**

[f](#) Register with Facebook [G](#) Register with Google

OR

Teacher

kelly.kim+PROD20190307T@englishcentral.com

.....

Test School

1234567893

☒ I agree to the [Terms of Use.](#)

[Register for FREE](#)

Have an account? [Login »](#)

For further information, visit our [teacher resource site.](#)

# Teach Page

EnglishCentral

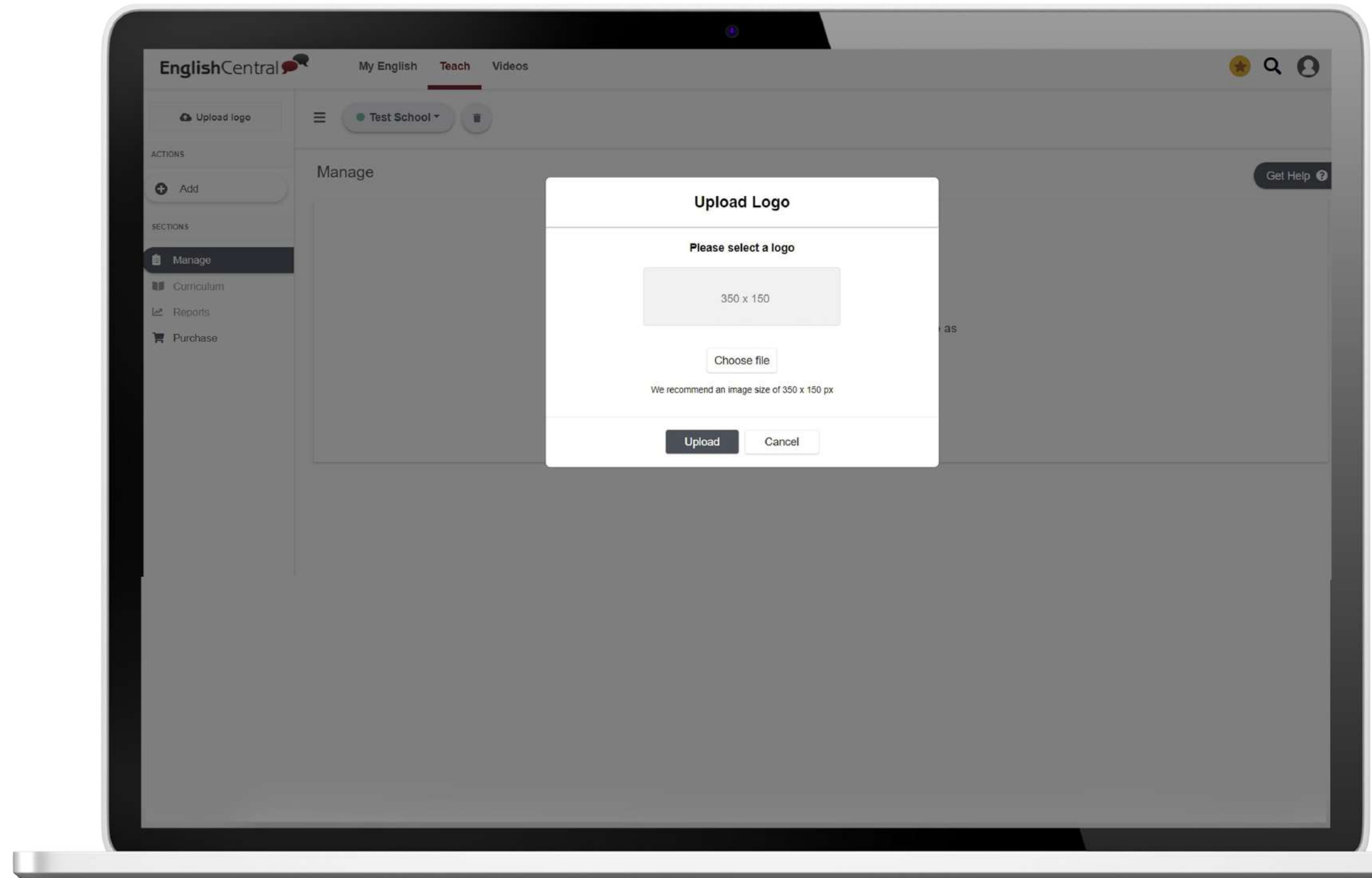


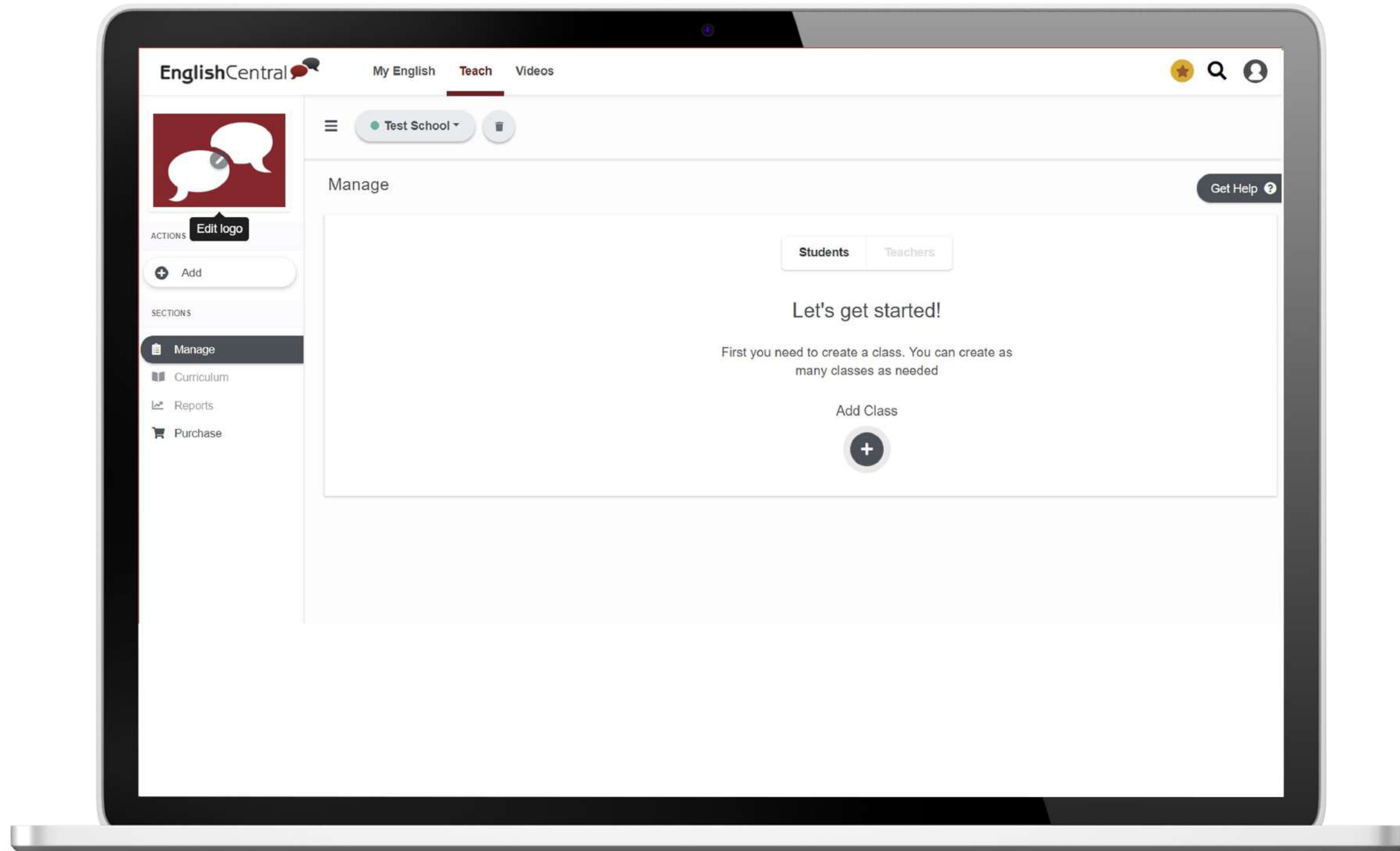
## 2. Teach Page [LMS]

The Teach Page with its various functions allows you to manage school, classes, students, reports and many more.

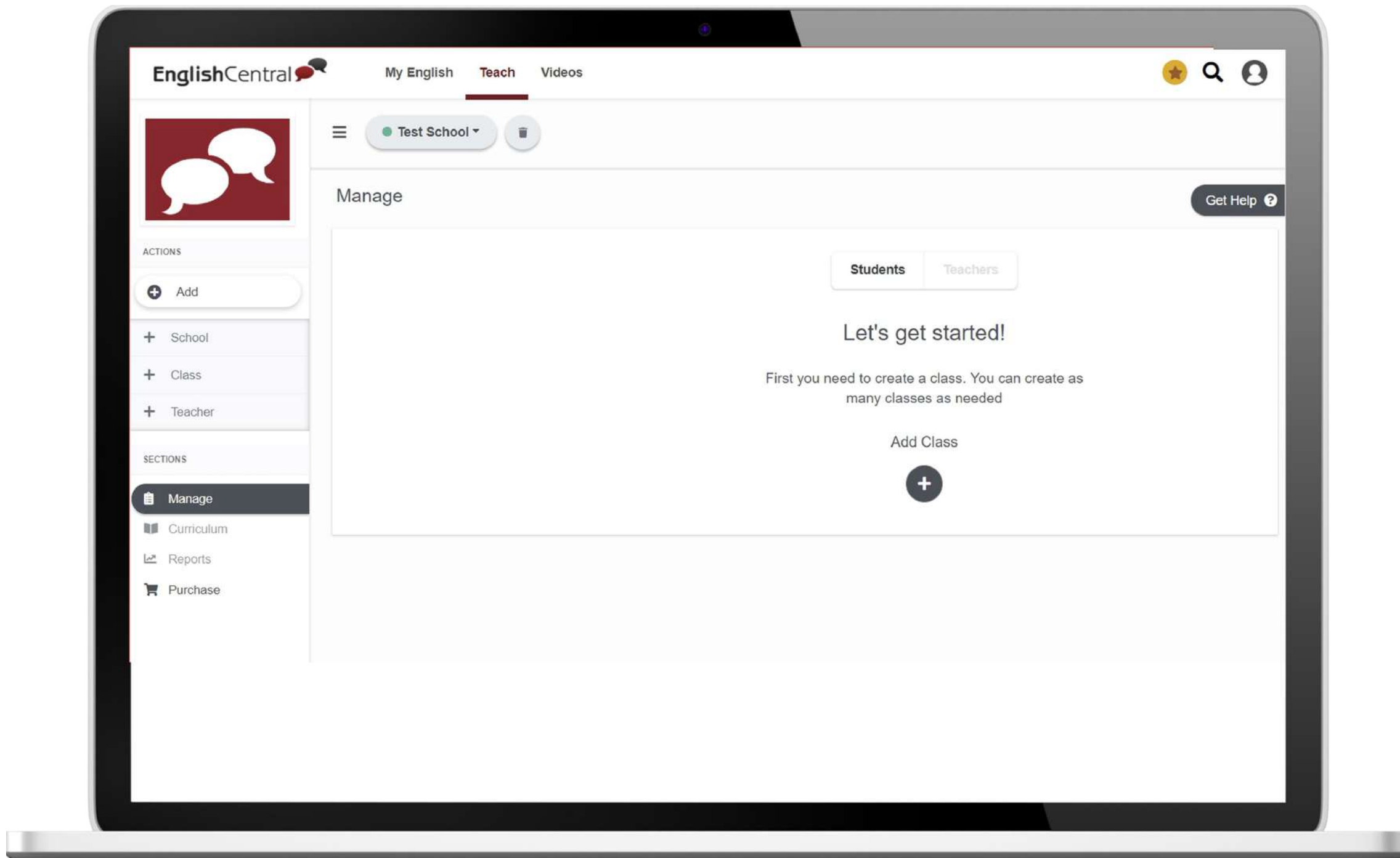
### 2.1 Upload Logo

When you click [Upload logo], a popup appears allowing you to upload the logo as shown below.





Uploaded logos may also be edited by hovering your mouse over the logo displaying the [Edit Logo] icon. Once you click on the pencil icon, it will display the pop-up above will appear again allowing you to edit.



## 2.2. Add

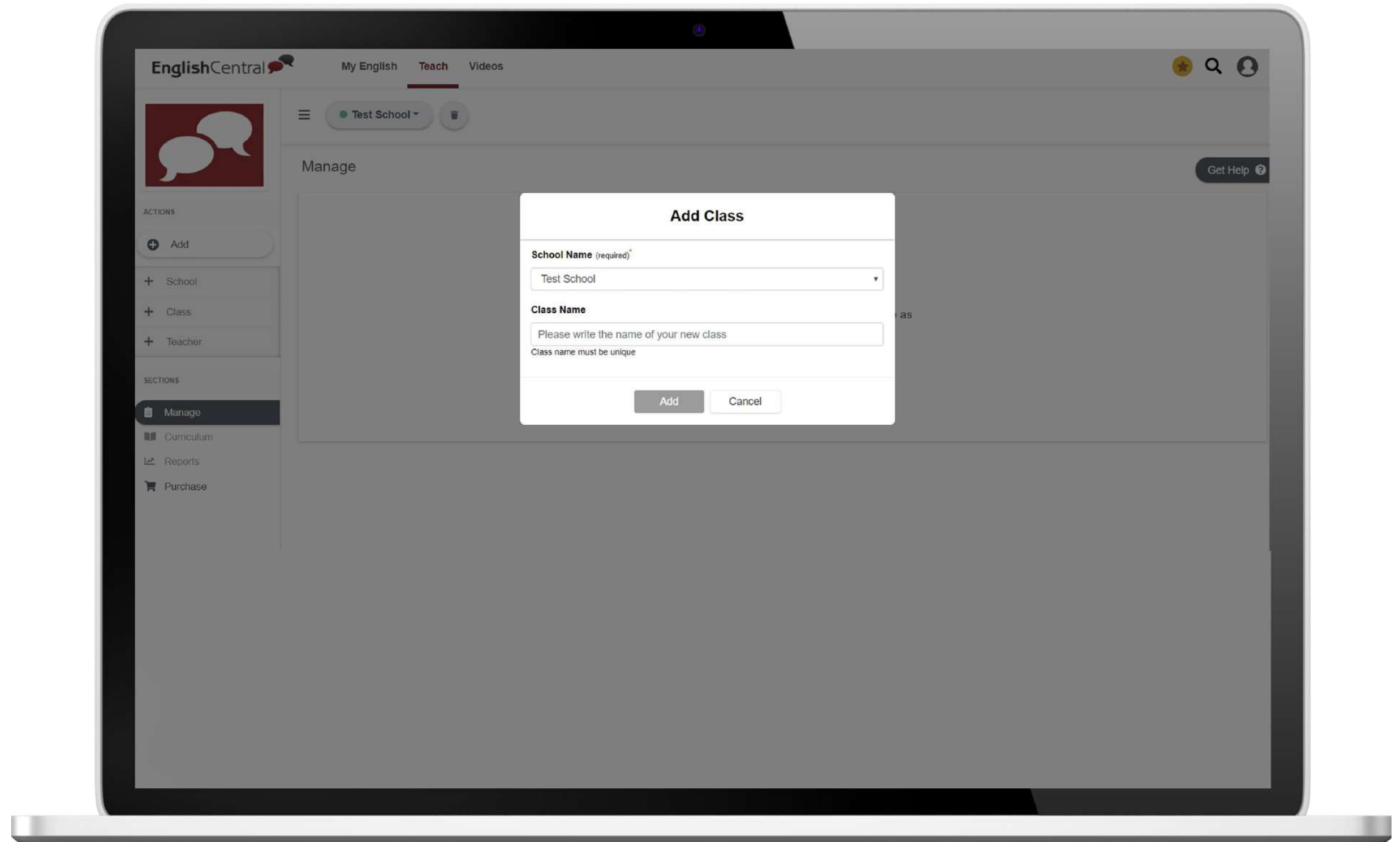
### 2.2.1 Class

1.1. You may create as many classes as needed. To add a class, click on Add from the menu. Then select [+ Class].

Or click on the (+) button below Add Class.

Enter the class name. And click on the [Add] button to create the class.

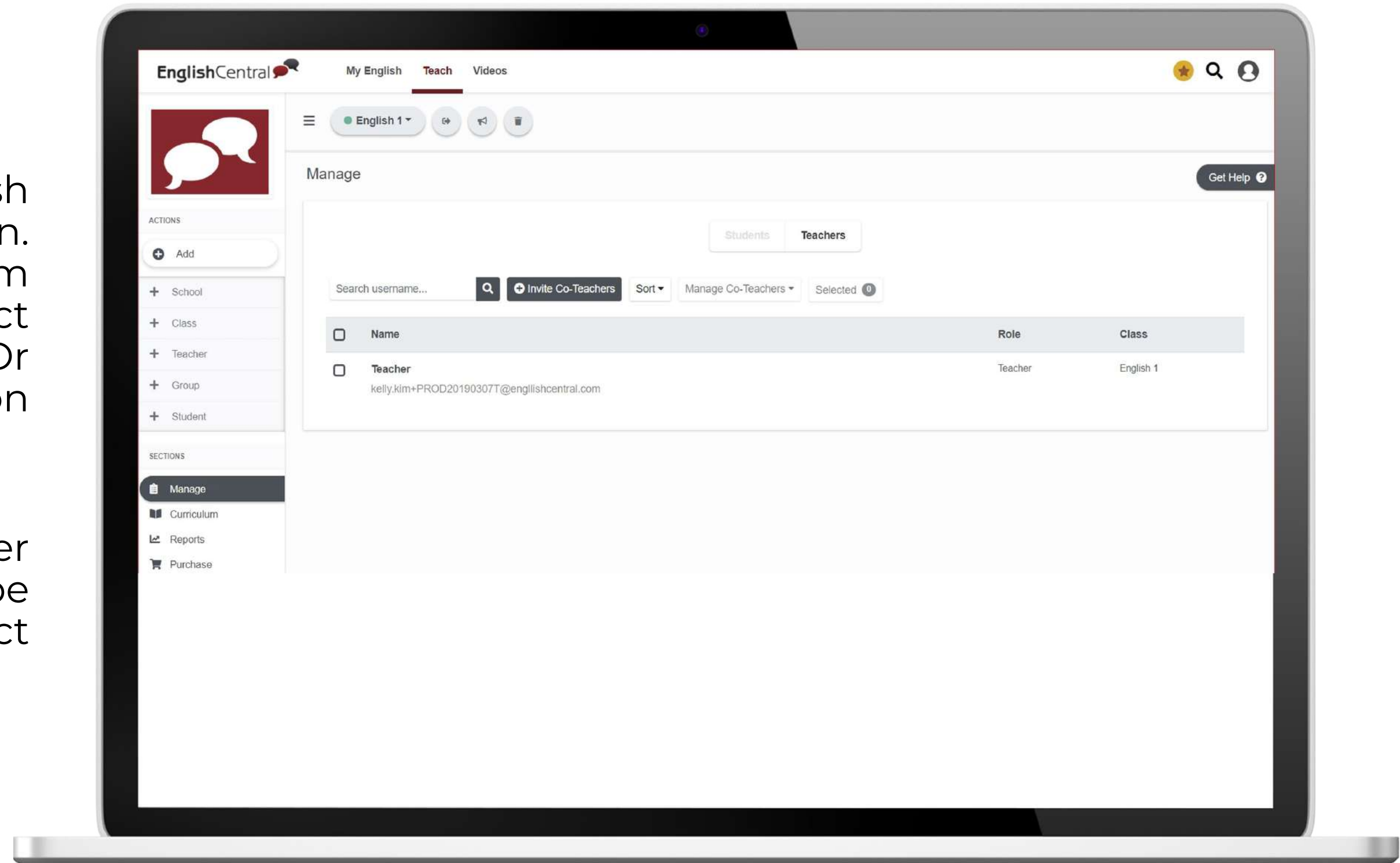
NOTE: Class name should be unique.



## 2.2.2. Students

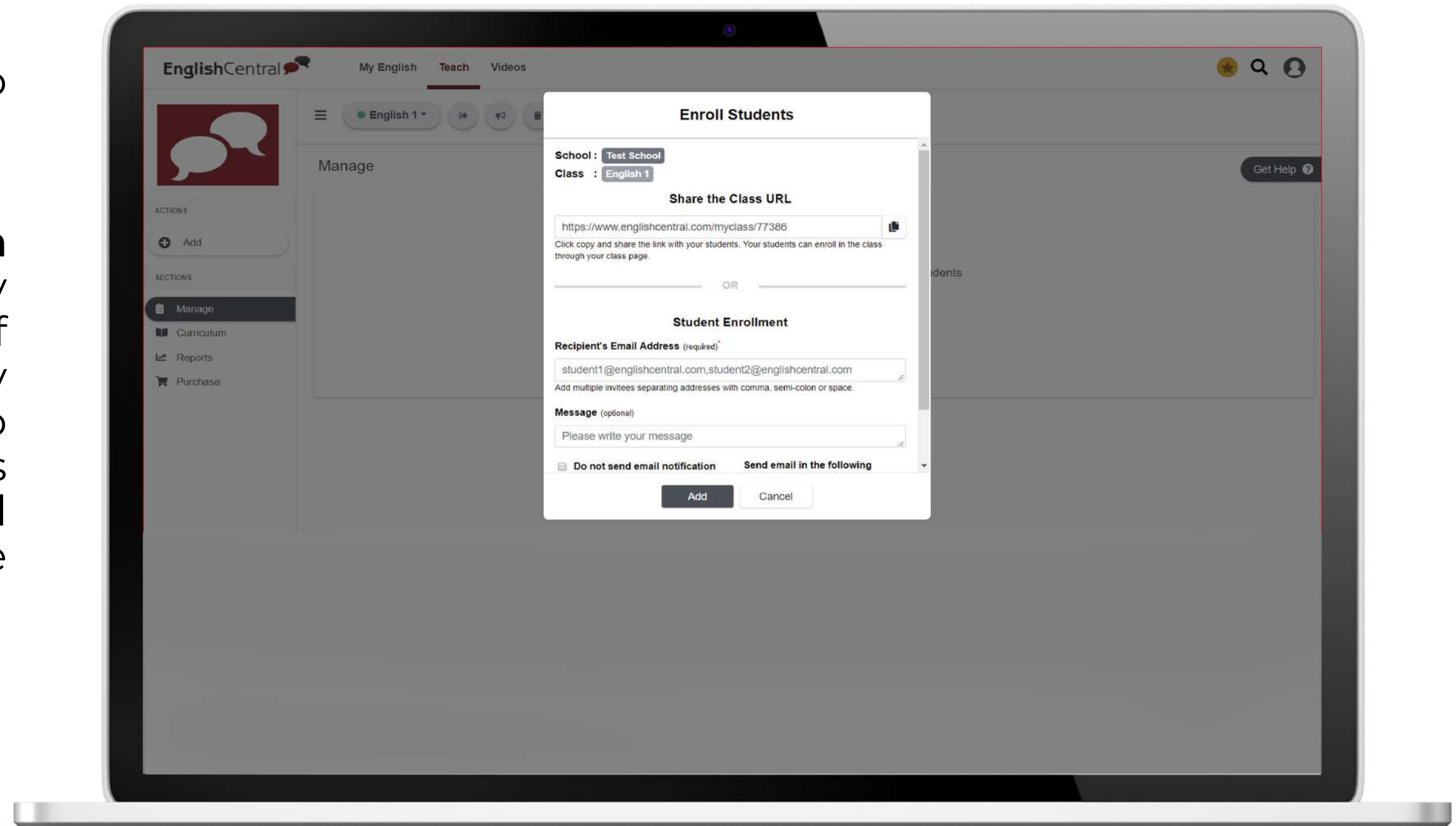
Select the class you wish to enroll students in. Then click on Add from the menu, then select [+ Students] button. Or click on the (+) button below Add students.

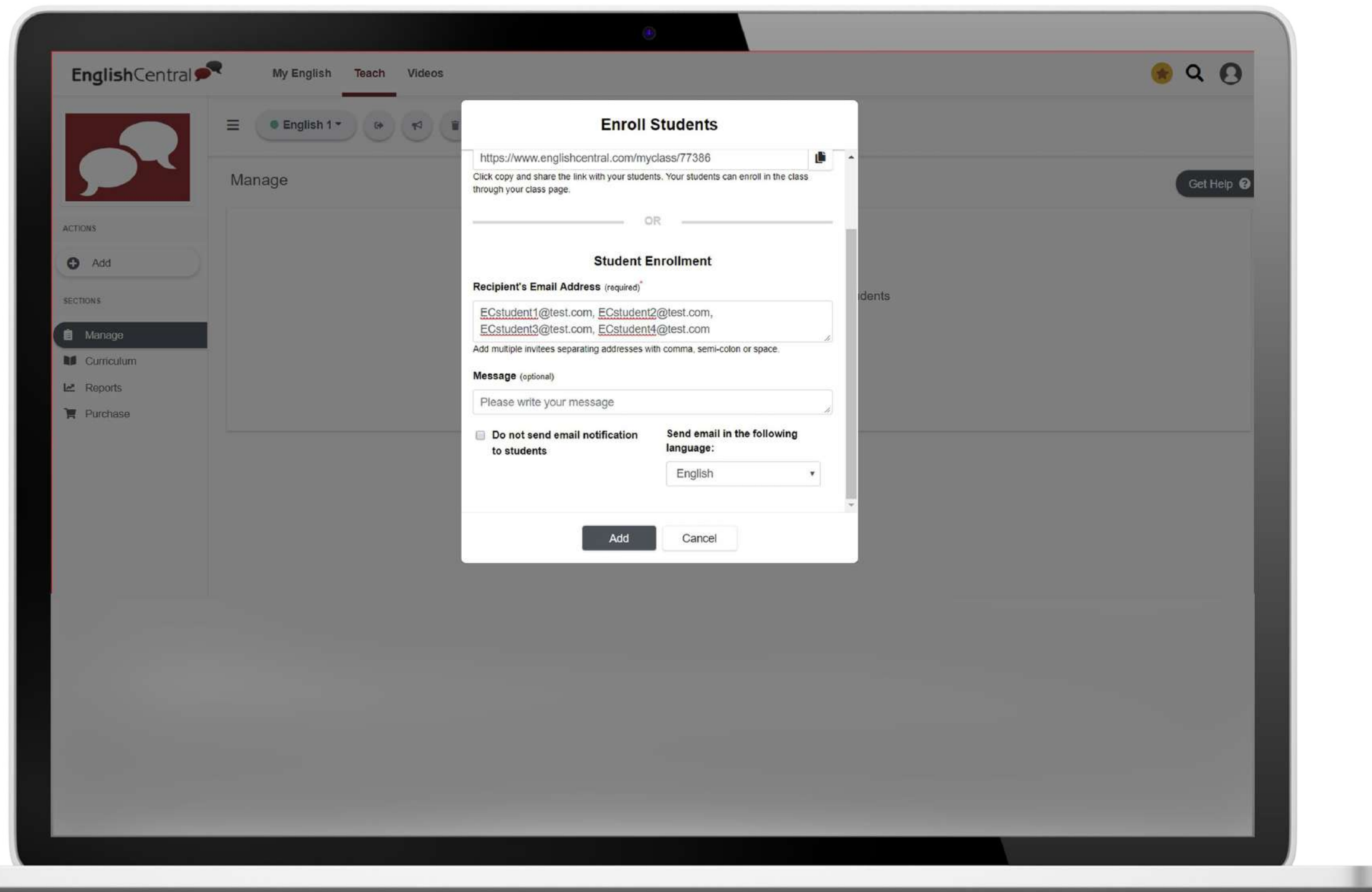
NOTE: If a large number of students need to be enrolled, you may contact support for assistance.



There are two ways to enroll students:

**Share class URL with students.** Click the copy button to the right of the URL link to copy and share it directly to students. Once students access the URL, they will be added directly to the class.



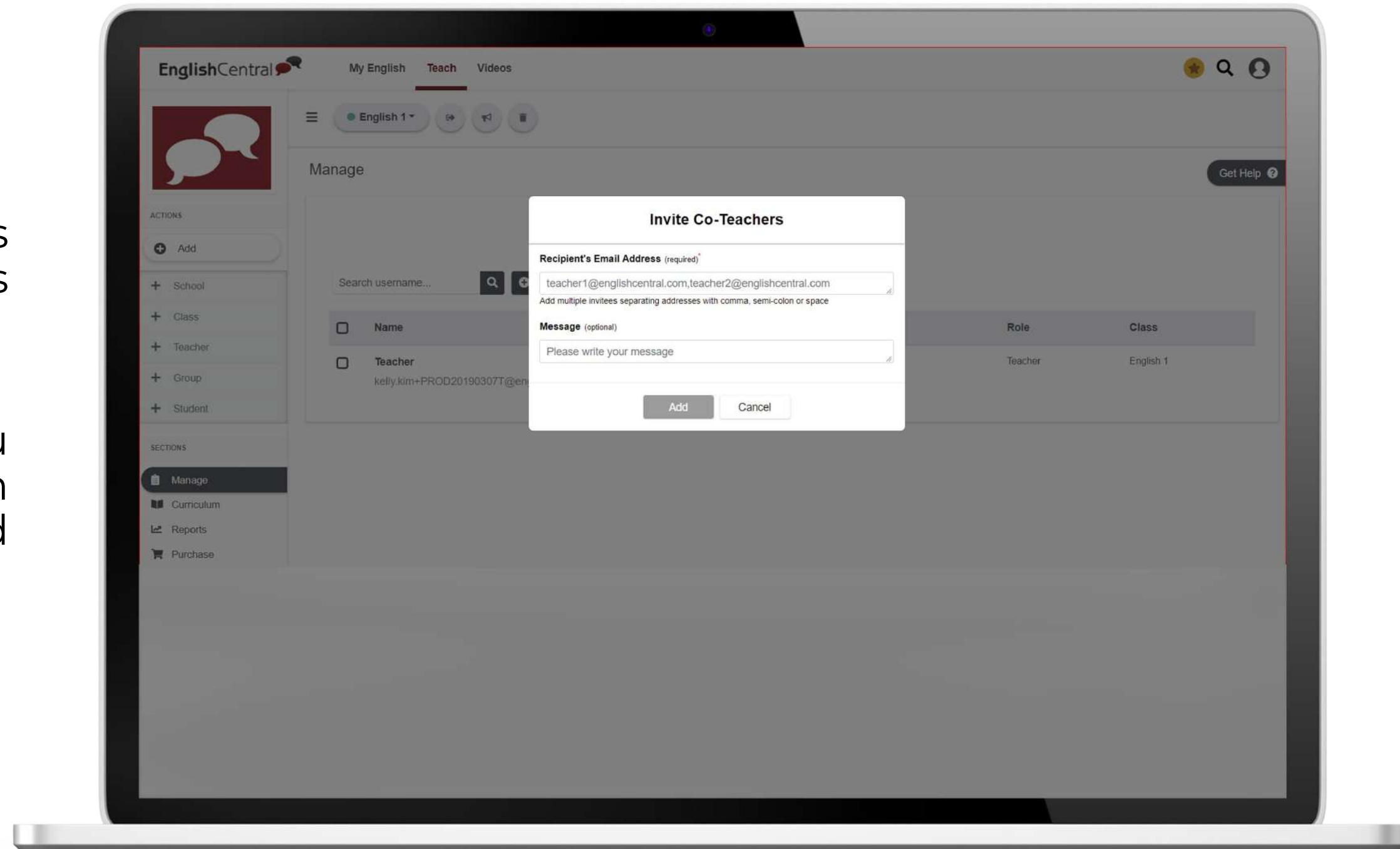


**Add Student Mail and register.** Enter the student's email address in the recipient's email address. You may separate email addresses with a comma (,) semicolon (;) or space. You can add any messages for your students. Or you may opt to not send any emails as needed. If no message is to be sent, make sure to check the box before "Do not send email notification to students" below the message box. Click [Add] to complete the process.

## 2.2.3. Teachers

Teachers may be added as co-teachers or administrators within the school or class.

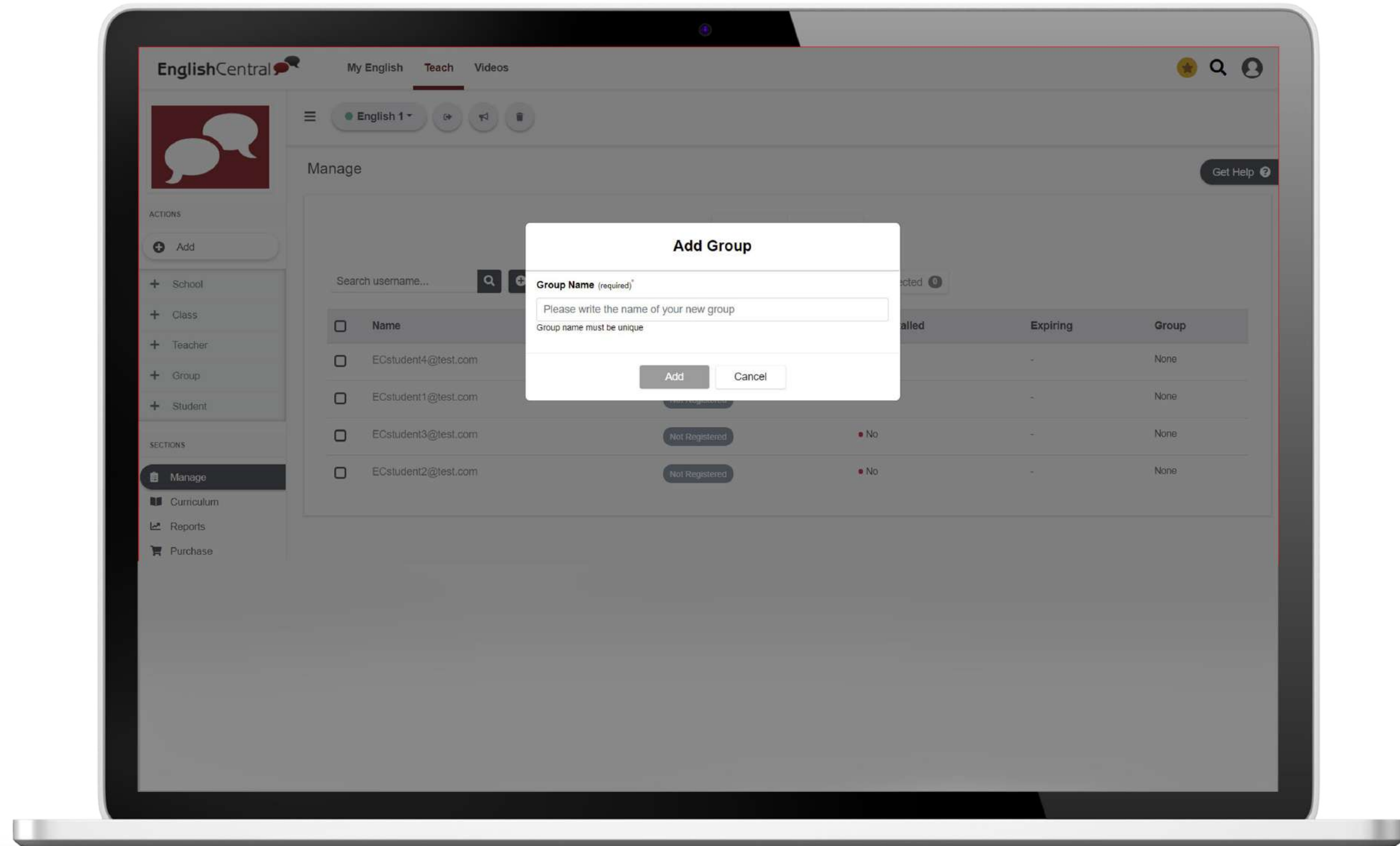
Select the school or class you wish to add teachers. Then click Add from the menu, and select [+ Teachers] button.

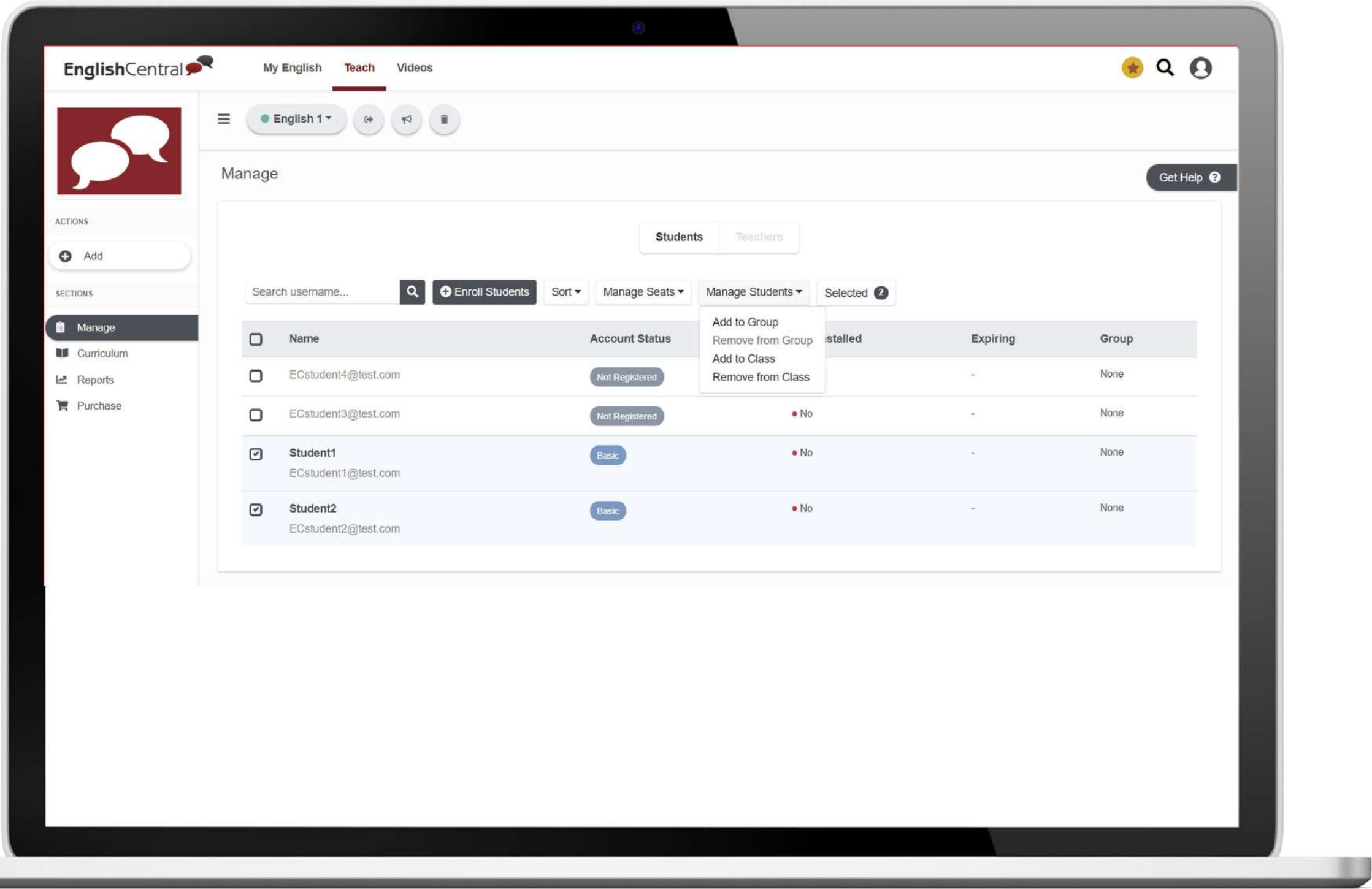


## 2.2.4. Group

If students need to be managed in smaller groups within a class, grouping them makes it easier to manage.

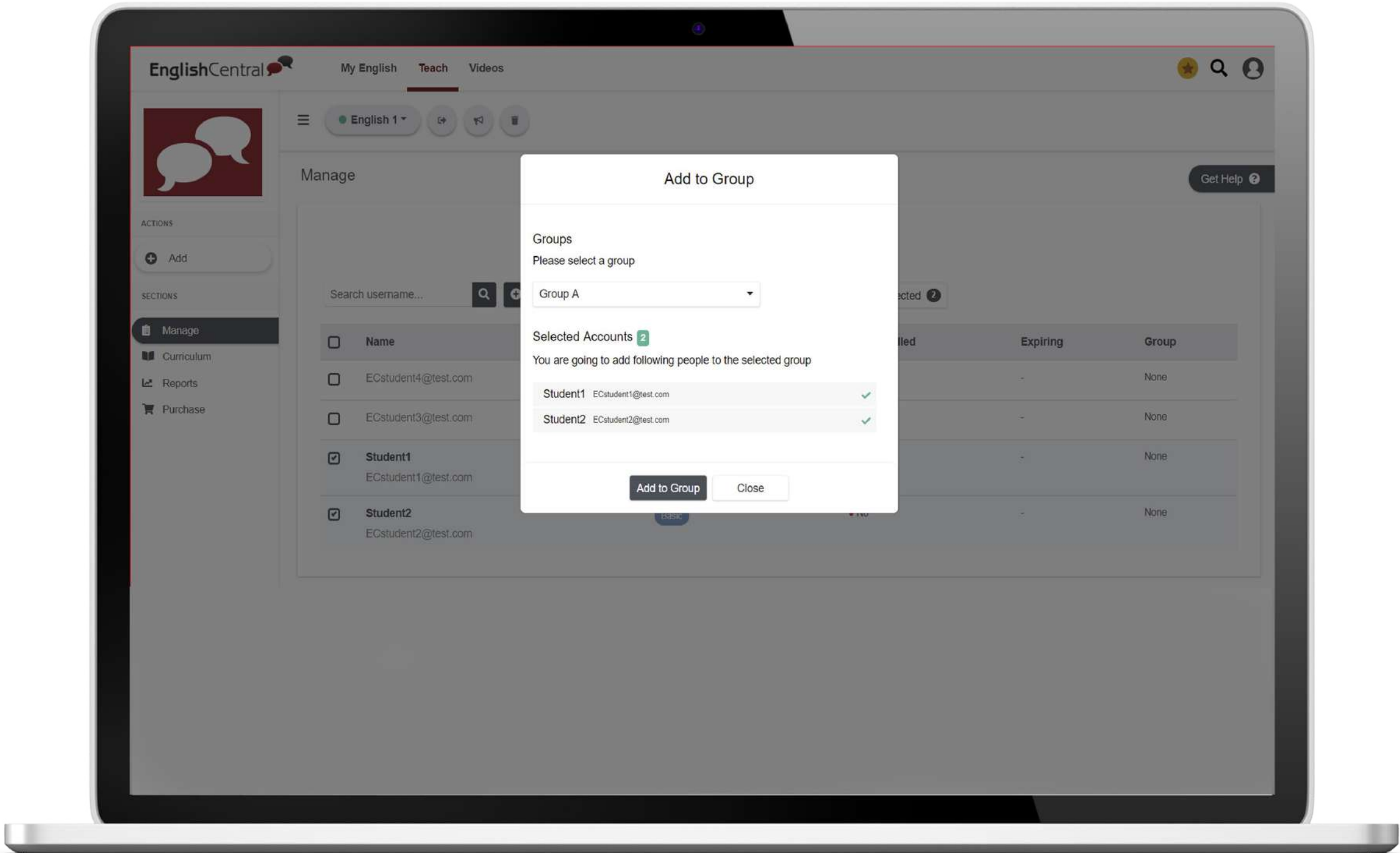
Select the class you wish to add a group. Click Add from the menu, and select [+ Group] button.





Once the groups are created, go back to the class and select the students you wish to group together. Then click on the Manage Students dropdown and select Add to Group.

NOTE: Only students who are registered may be grouped.



A pop-up will appear displaying the students. Select the group you wish to add the students to and click [Add to Group] button.

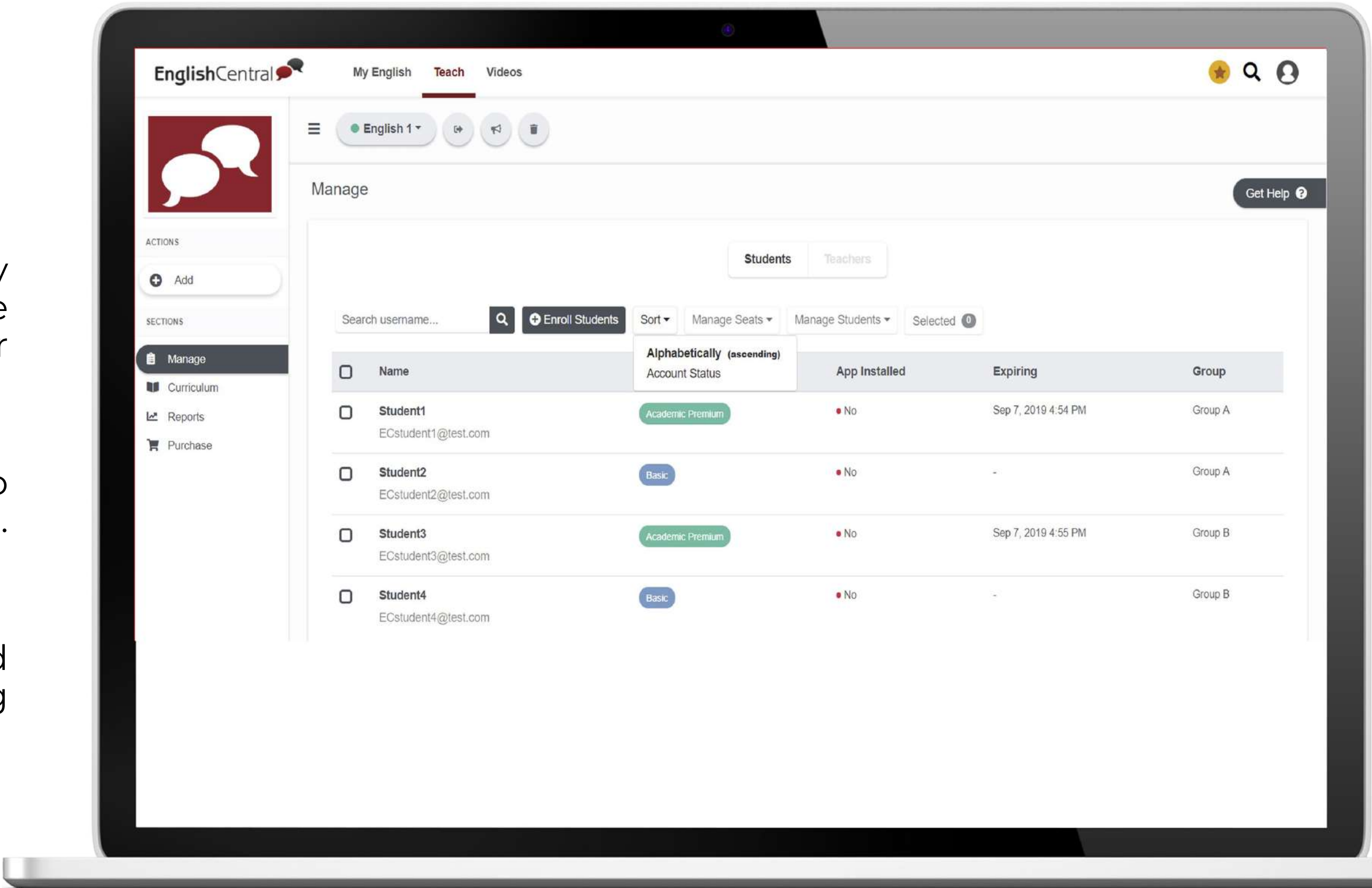
2.3. Manage

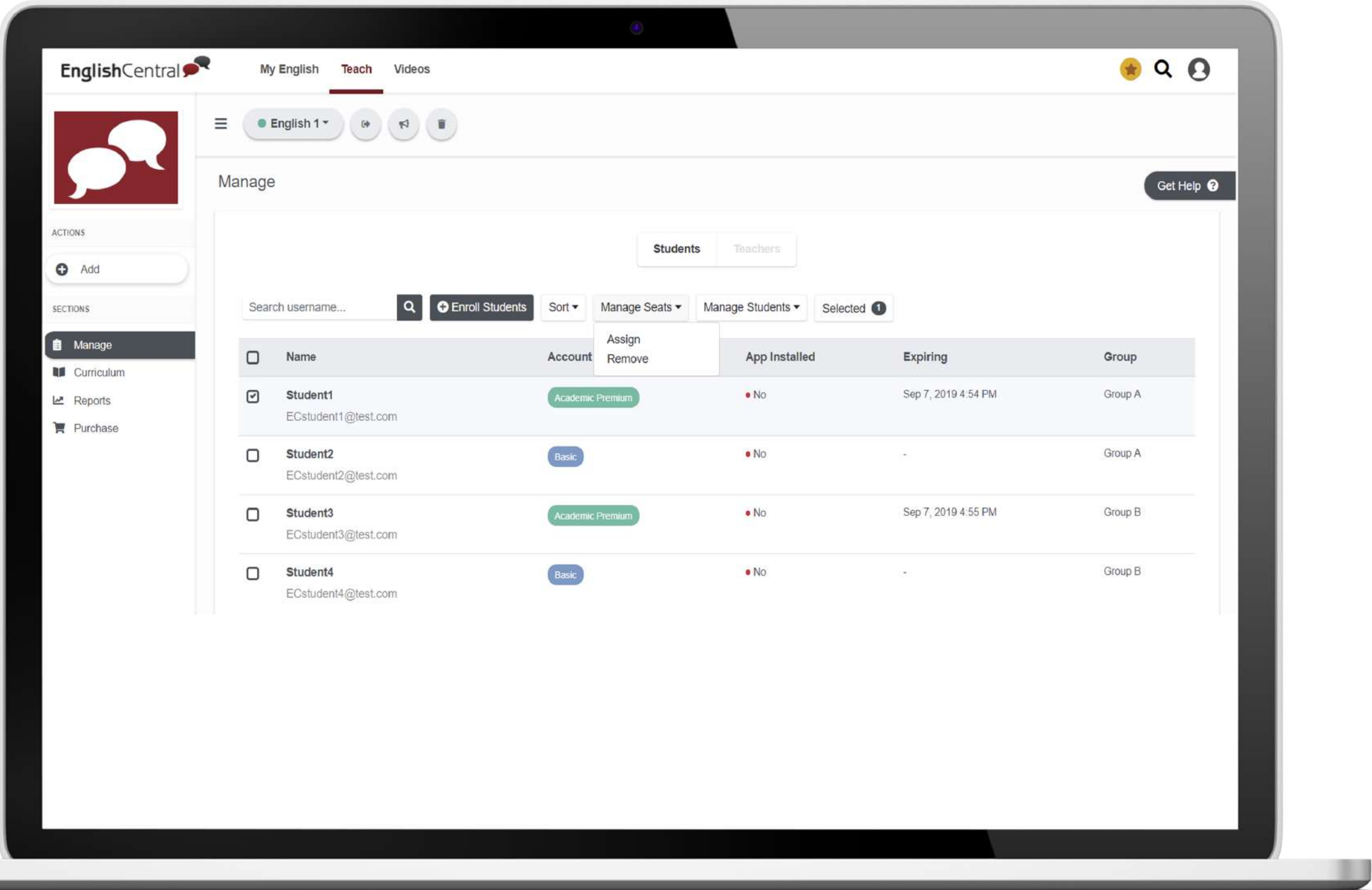
2.3.1 Students

**Search:** If there are many students in a class, use the search function to search for specific accounts.

**Enroll Students:** Used to enroll students in the class. Same as [Add Students]

**Sort:** Students can be sorted Alphabetically by ascending order or by Account Status.

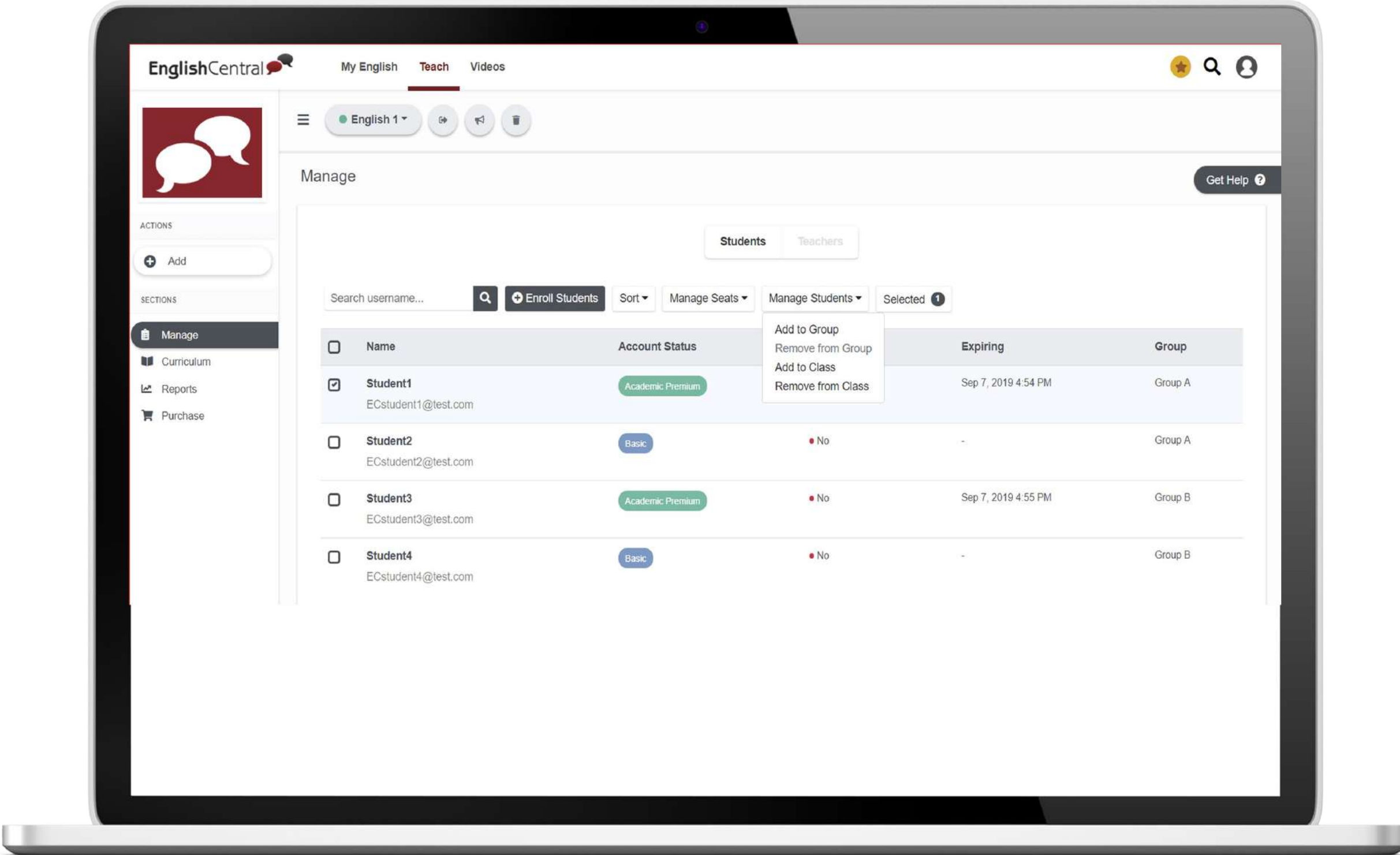




**Manage Seats:** If Academic Premium Seats were purchased in the Teacher's account, these Academic Premium Seats may be managed through here. Teacher may assign or remove seats as needed.

**Manage Students:** Students may be added/removed from groups; added to another class or removed from a class.

**Selected:** If students are selected, clicking on this button will display the list of selected students.



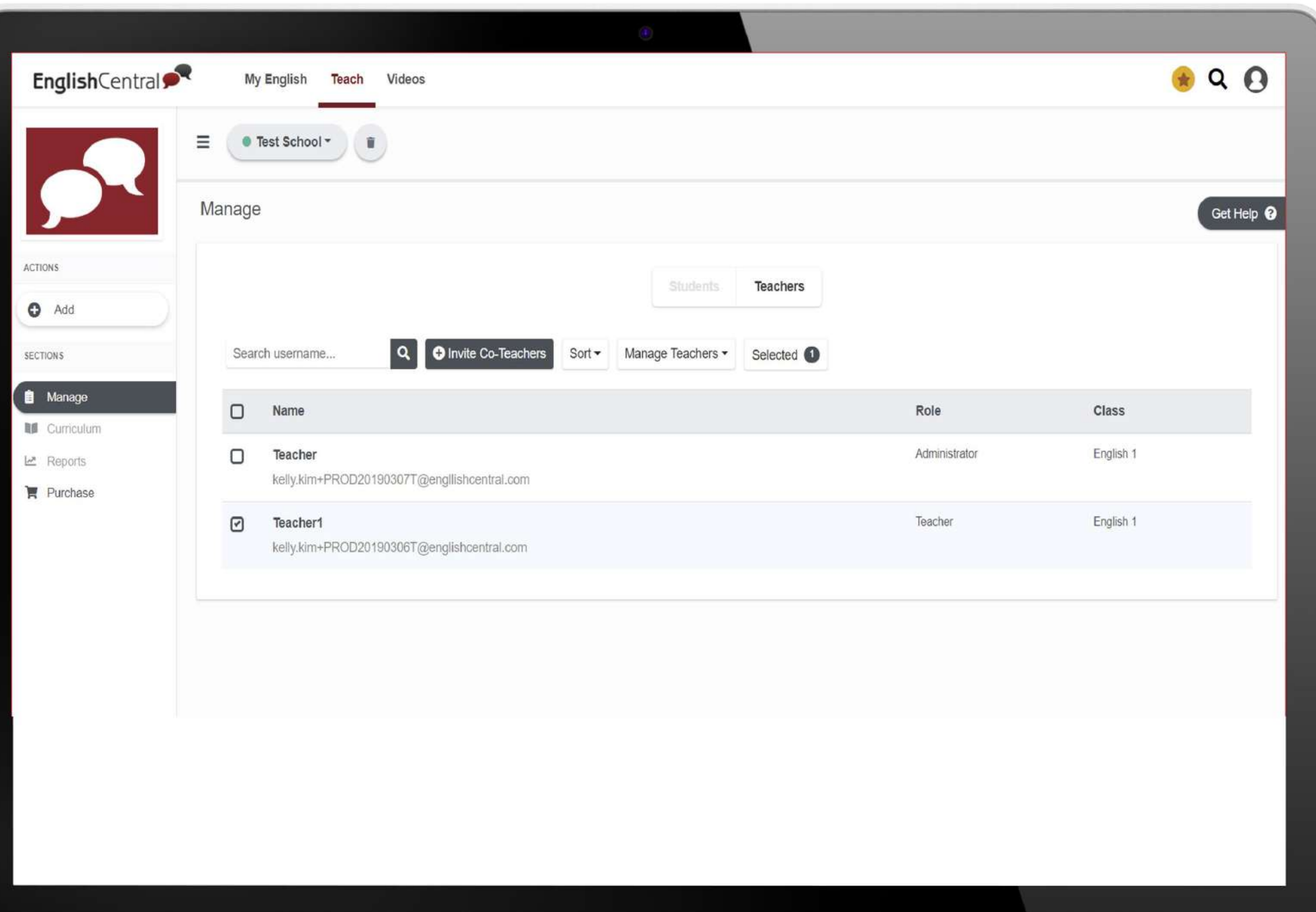
## 2.3.2 Teachers

**Search:** Search for specific Teacher accounts.

**Invite co-teachers:** Used to invite co-teachers in the school/class. Same as [Add Teachers].

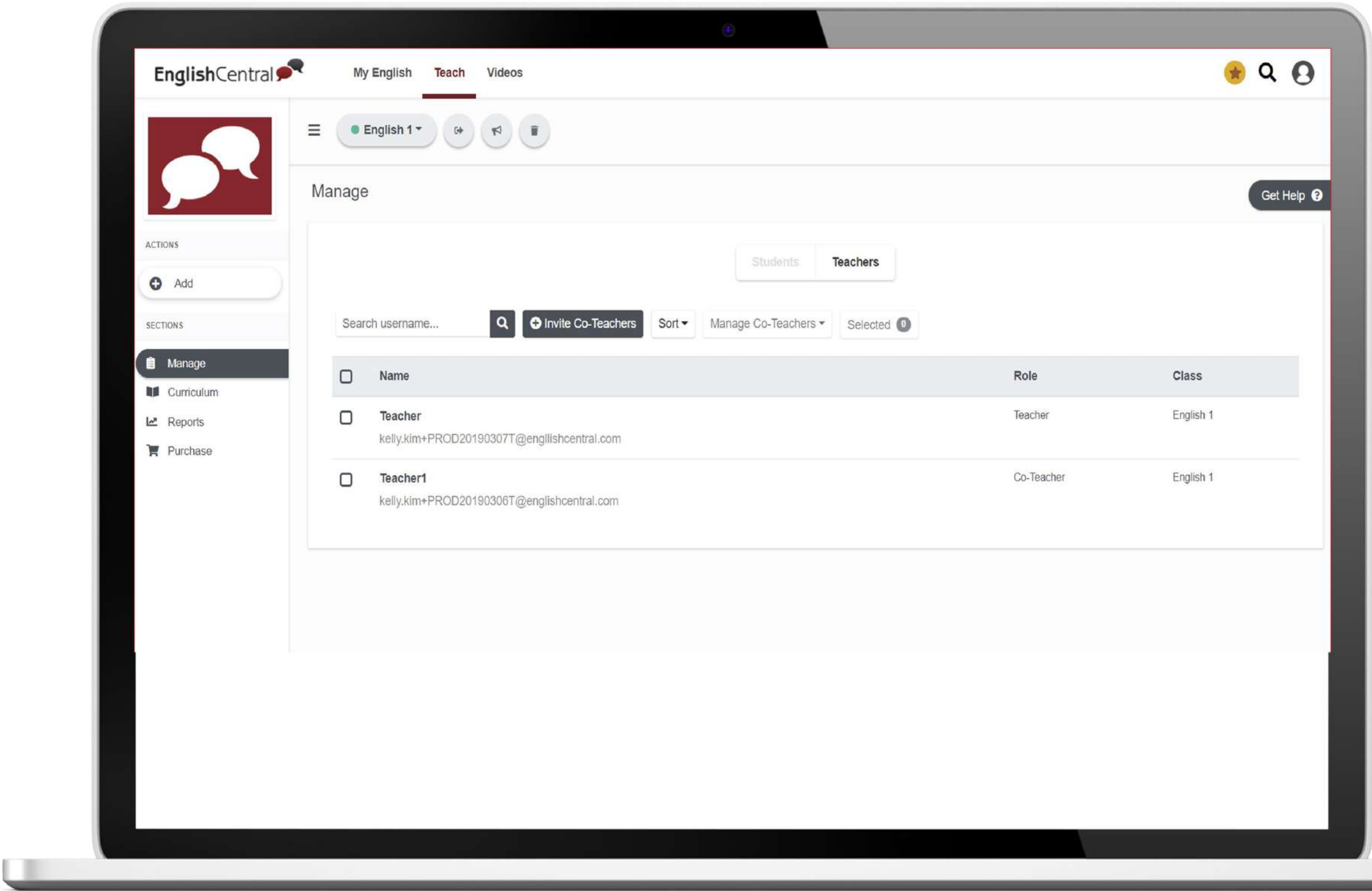
**Sort:** Teachers may be sorted Alphabetically by ascending order or by Role.

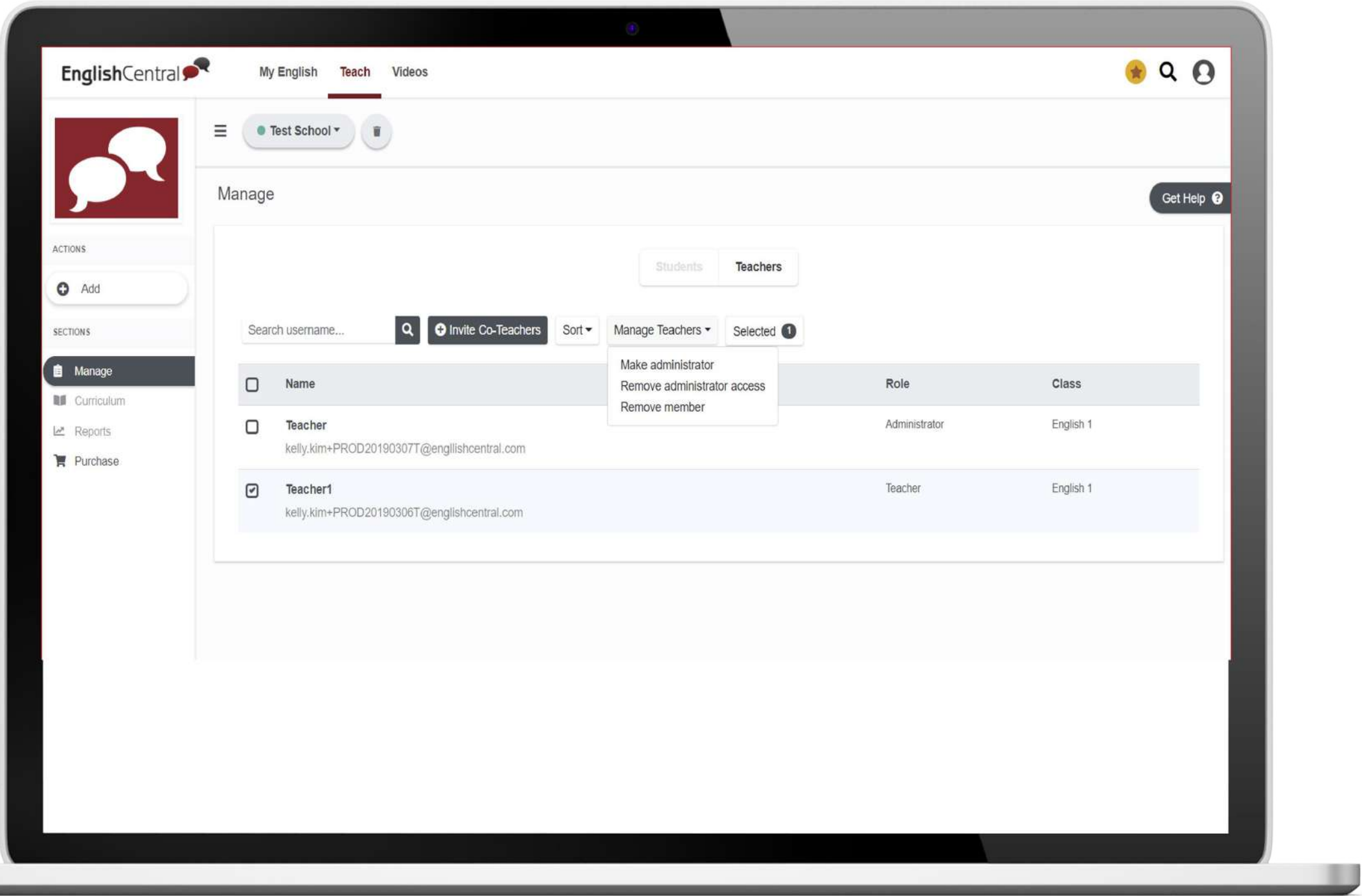
- School Roles. Administrator or Teacher.
- Class Roles. Teacher or Co-Teacher.



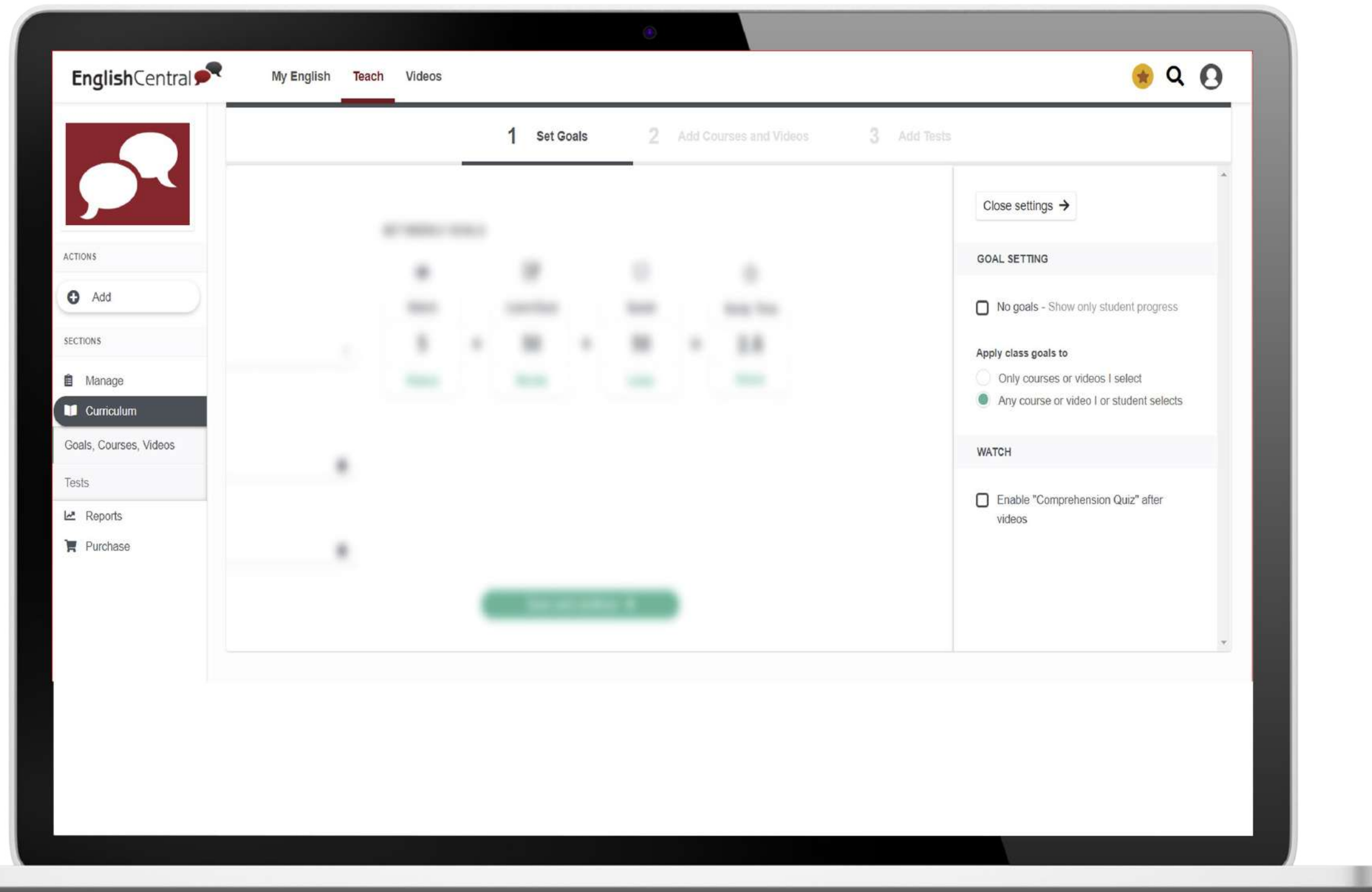
**Manage Teachers:**  
Teachers may be assigned or removed administrator access.

Also, teachers may be removed from the school or class as needed.



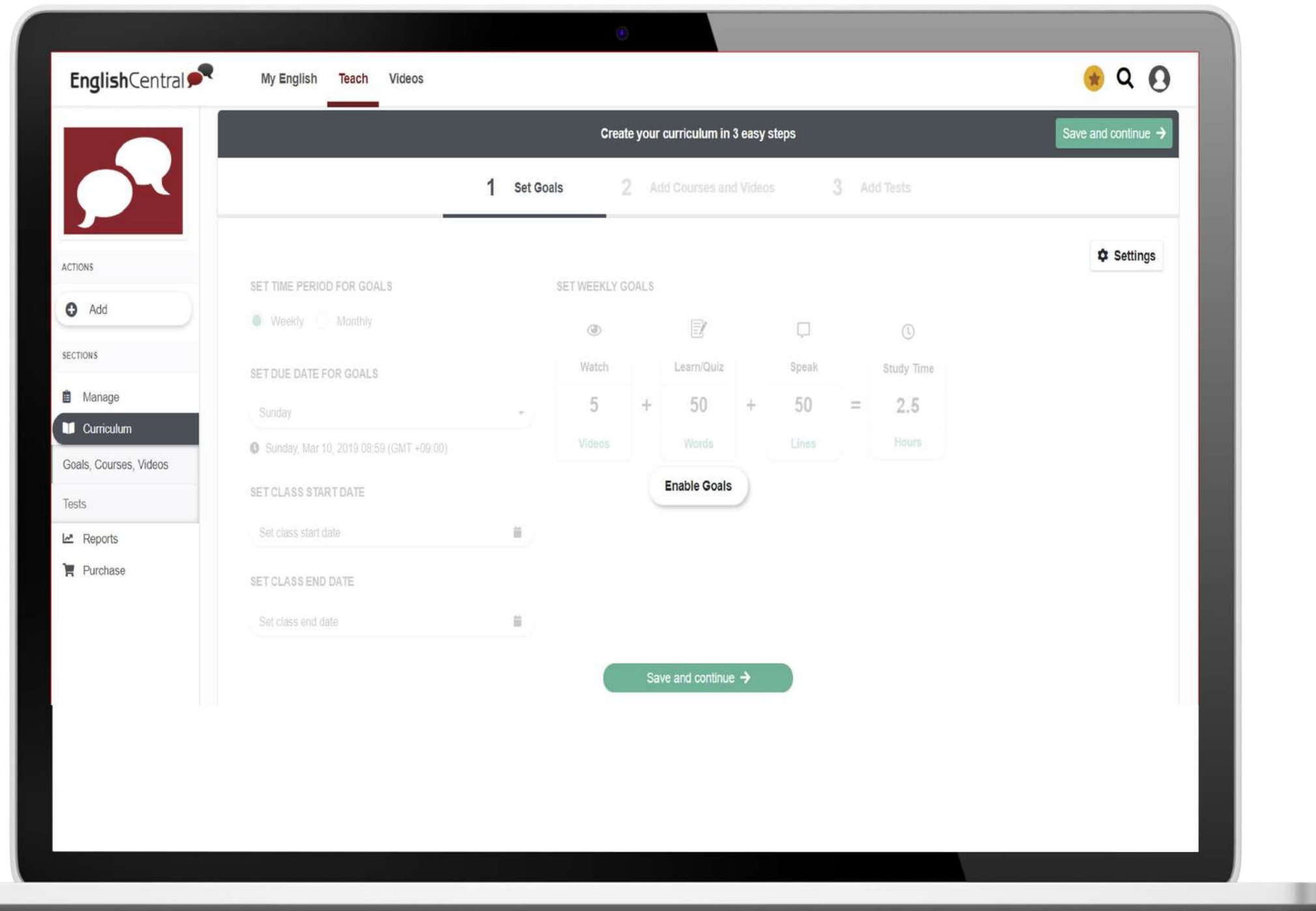


**Selected:** If teachers are selected, clicking on this button will display the list of selected teachers.



## 2.4. Curriculum

The next step is to create the curriculum, which is comprised of 3 steps. But prior to the detailed steps, click on [Settings] on the right to set the class goals first. Once you click on [Settings], it will display as follows:



## Goal Setting

No goals. If no goals are selected, students are free to make progress with any video/course in the site freely. However, teachers will still be allowed to select videos/courses for the students in the class.

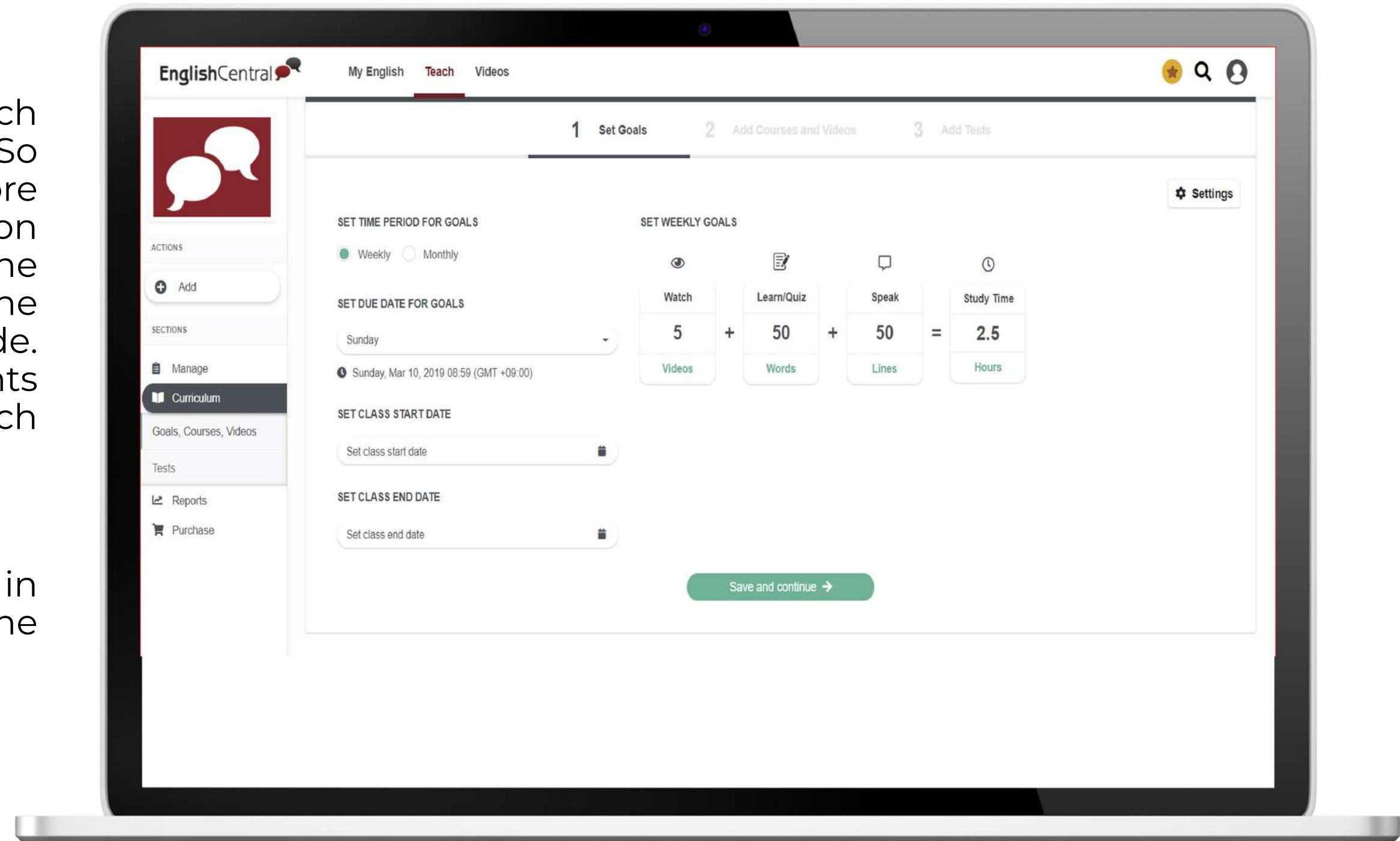
Applying class goals will allow the teacher to set the number of goals on a weekly or monthly basis. Class goals may be set as follows: (1) Only courses or videos I select. If this option is selected, only the progress of the videos or courses teacher selects is displayed by default in the reports. (2) Any course of video I or student selects. If this option is selected, in addition to the course/video selected by teacher, students are free to select and make progress with any video or course.

## Watch

Comprehension Quiz after watch mode is available if selected. So clicking on the check box before the [Enable Comprehension Quiz after videos] will show the comprehension quiz once the students complete Watch mode. This would also give the students a chance to check how much they understood the video.

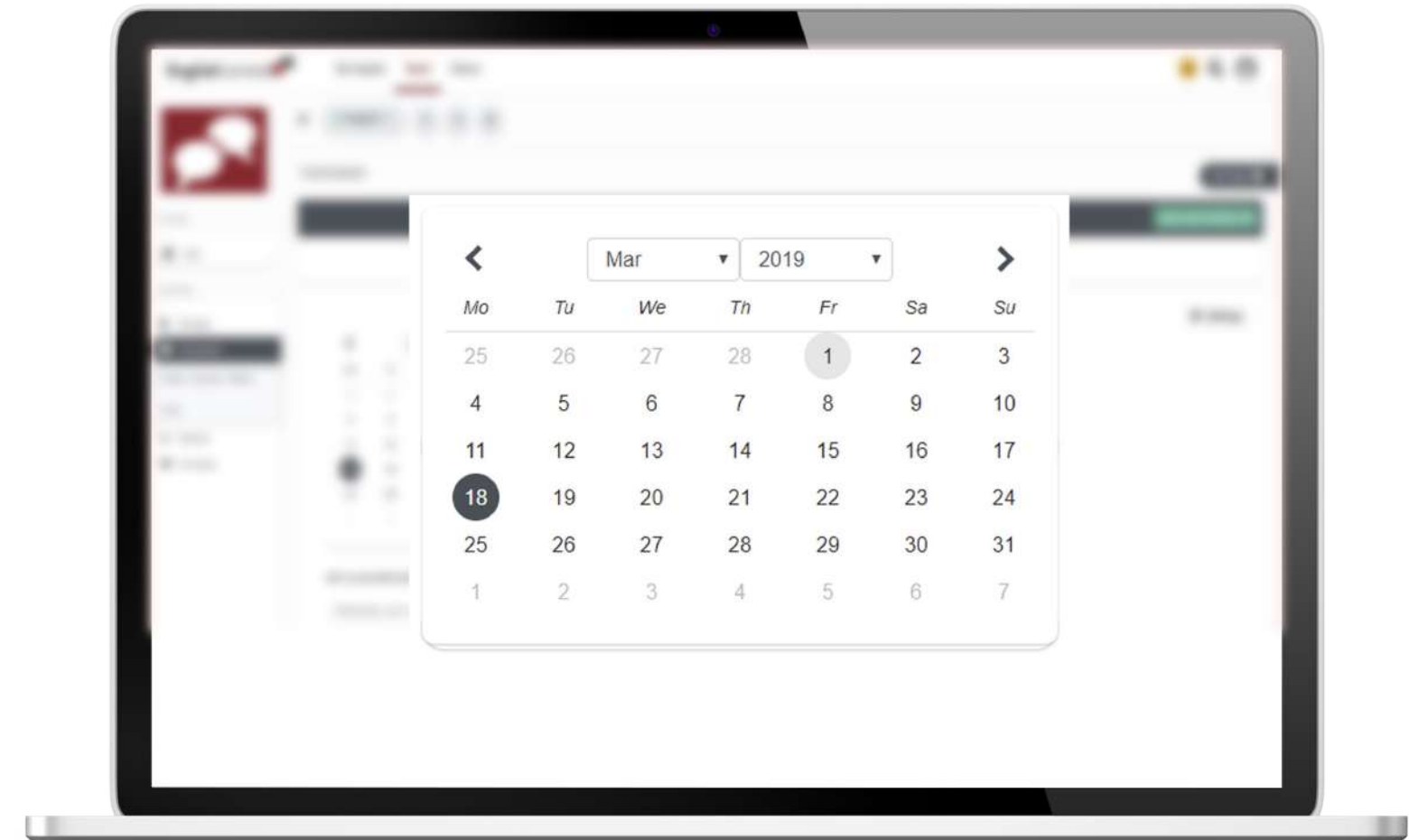
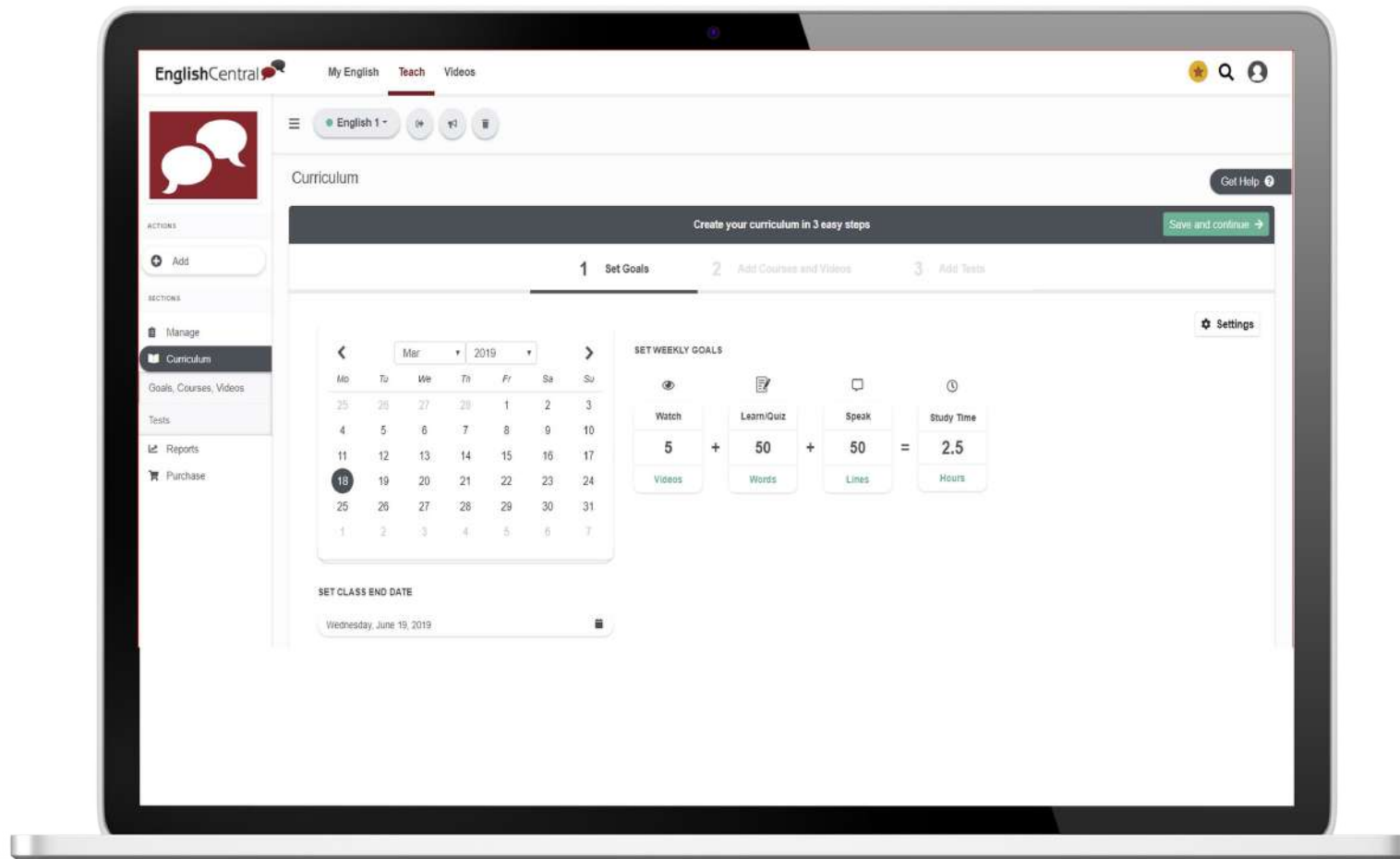
### 2.4.1. Set Goals

If class goals were selected in Settings, teacher may set the goals for the class.



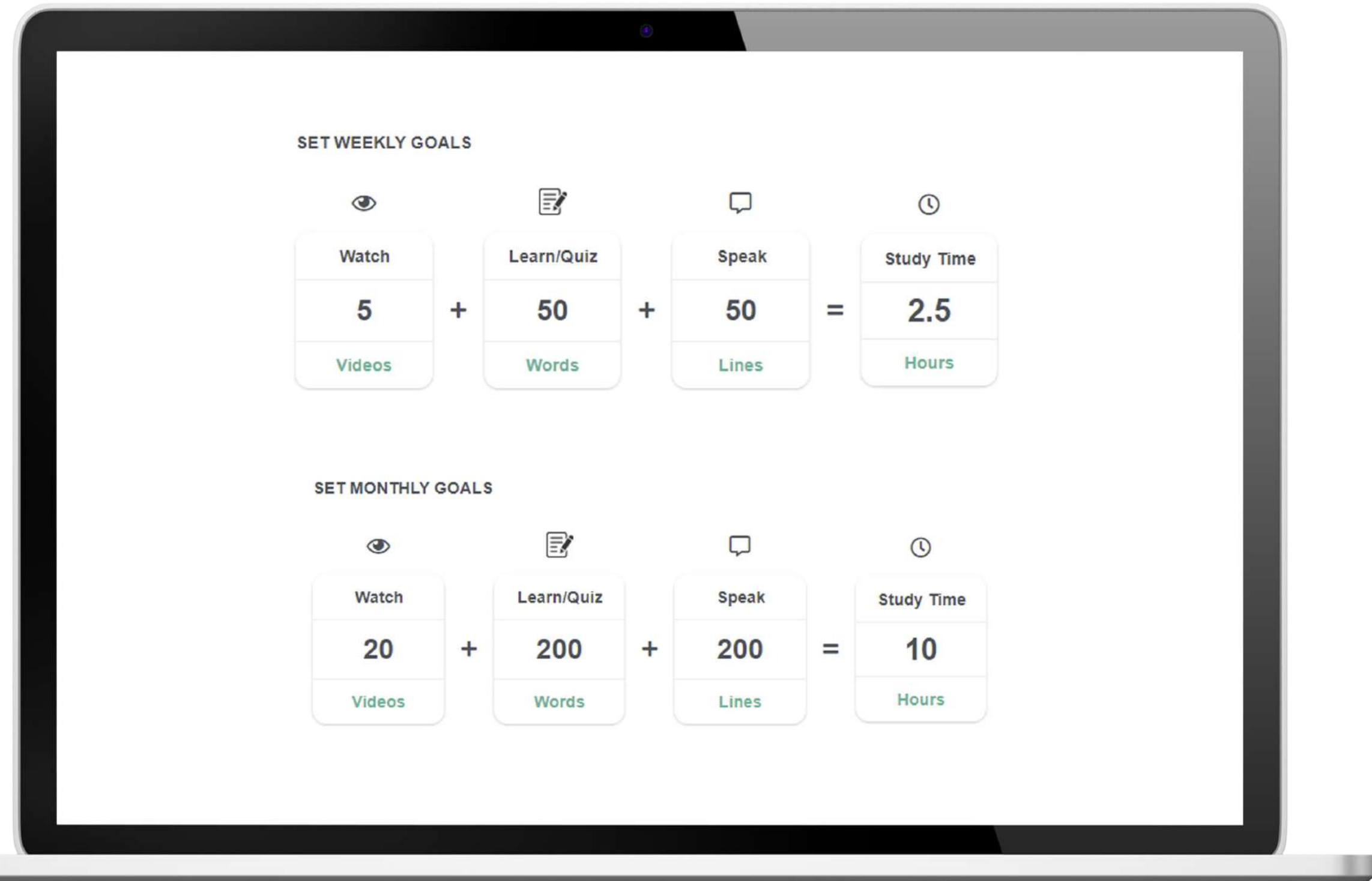
- Set Time Period for Goals. [Weekly] or [Monthly].
- Select if goals should be set on a weekly or monthly basis.
- Set Due Date for Goals.
- If [Weekly] is selected, then teachers should select from the day of the week. (any day from Monday to Sunday)
- If [Monthly] was selected, teachers should select the day of the month. (any day from the 1st day of the month to the 31st day of the month)

- Set Class Start Date / End Date
  - Select the start and end date of the class as needed.
- NOTE: Calendar display is from Monday to Sunday. So make sure to double check when selecting the date.
- Set Weekly/Monthly Goals.



Number of videos to Watch, number of words to Learn or to be Quizzed and number of lines for Speak is set by default. However, these numbers may be edited based on the class goals. Lastly, study time would vary based on the goals set.

Once goal is all set up, click on [Save and continue].



The screenshot displays two goal-setting interfaces on a laptop screen. The top interface is titled 'SET WEEKLY GOALS' and shows a calculation: 5 Videos (Watch) + 50 Words (Learn/Quiz) + 50 Lines (Speak) = 2.5 Hours (Study Time). The bottom interface is titled 'SET MONTHLY GOALS' and shows a calculation: 20 Videos (Watch) + 200 Words (Learn/Quiz) + 200 Lines (Speak) = 10 Hours (Study Time). Each goal is represented in a box with an icon (eye for Watch, notepad for Learn/Quiz, speech bubble for Speak, and clock for Study Time) and a label at the bottom (Videos, Words, Lines, and Hours respectively).

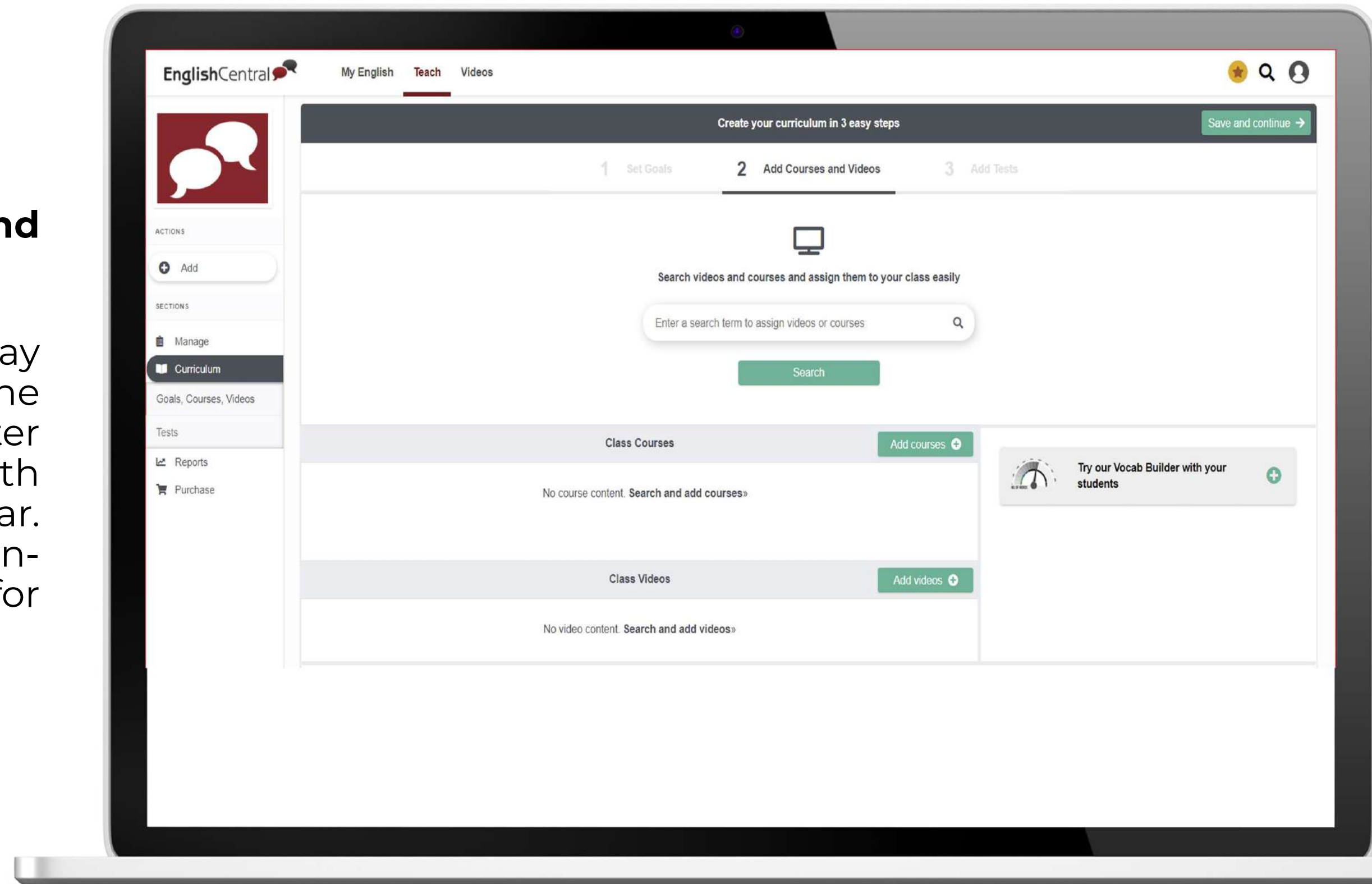
SET WEEKLY GOALS				
Watch	Learn/Quiz	Speak		Study Time
5	50	50	=	2.5
Videos	Words	Lines		Hours

SET MONTHLY GOALS				
Watch	Learn/Quiz	Speak		Study Time
20	200	200	=	10
Videos	Words	Lines		Hours

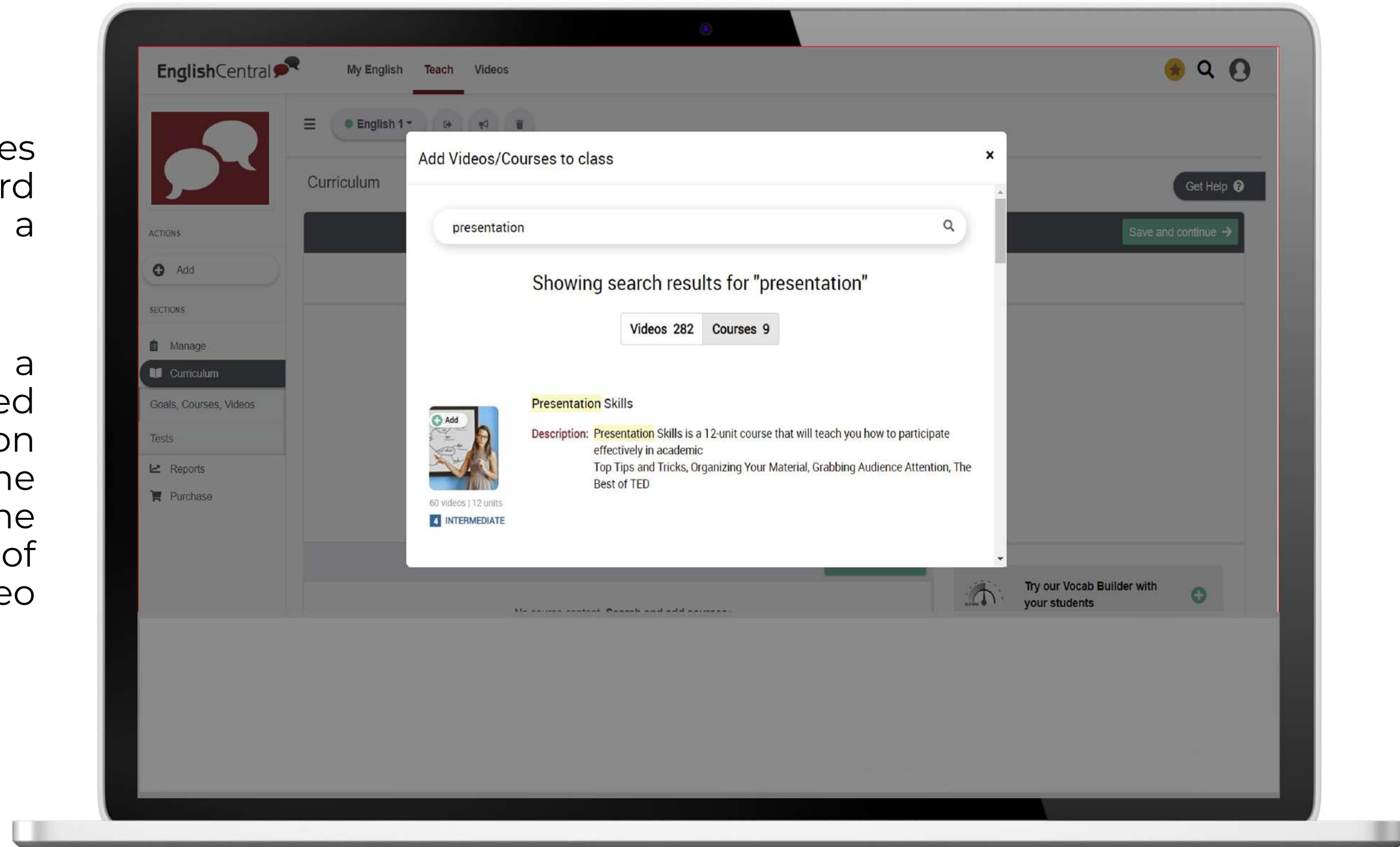
## 2.4.2. Add Courses and Videos

Courses and/or videos may be selected based on the objective of the class. Enter the words associated with the class in the search bar. (E.g. If it is a presentation-related class, search for “presentation”)

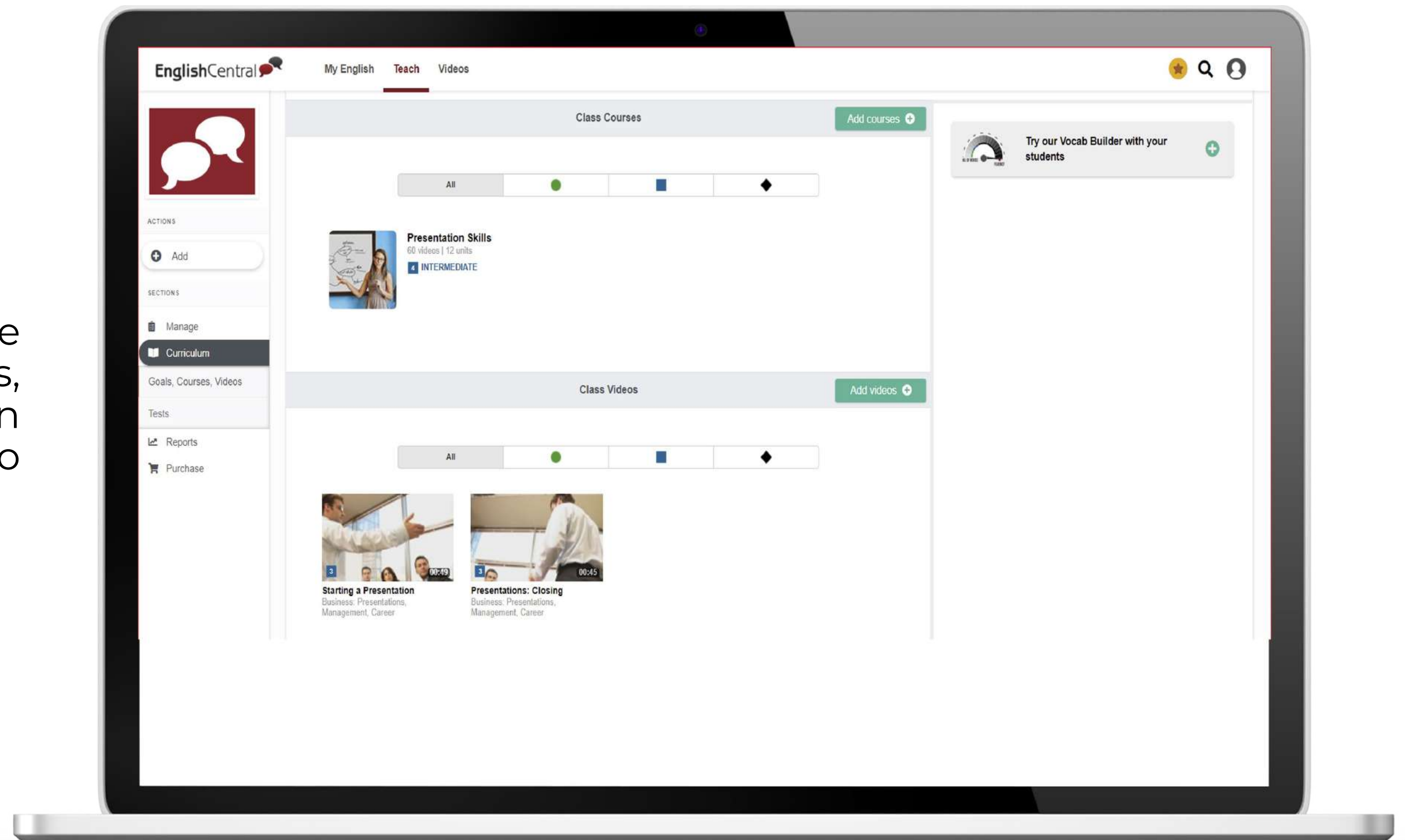


All videos and courses related to the keyword will be displayed in a pop-up window.

If you wish to add a course or video based on the selection provided, click on the [+Add] button at the upper left corner of the course or video thumbnail.



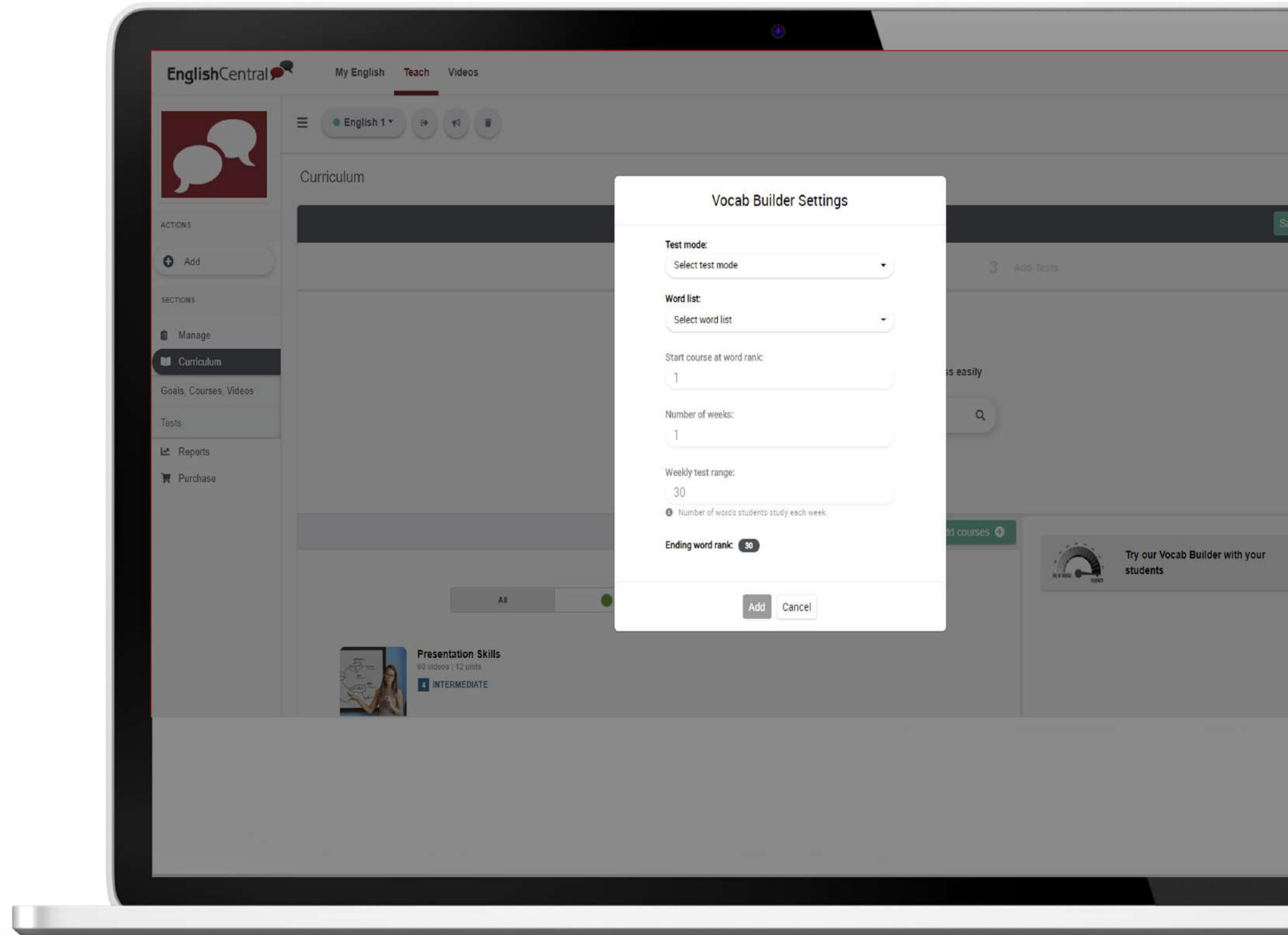
Once you have added the videos, verify if they've been added correctly to the class.



Next, Vocab Builder. The Vocab Builder allows the students to focus on the most frequent words used in the English language.

Select the word list based on the student's level. Core Vocab, comprised of 2800 most frequent words used in English, is recommended for beginners. In order to add the Vocab Builder, teacher has to select the test mode (typing or speaking); word list (Core Vocab, Academic, TOEIC). Then select the starting word rank. This can also be repeated on a weekly basis (up to 24 weeks only), so number of weeks should be entered.

Once done, click on [Add] button to add the Vocab Builder into the Curriculum. Then select [Save and continue] to move to the next steps.



### 2.4.3. Add Tests

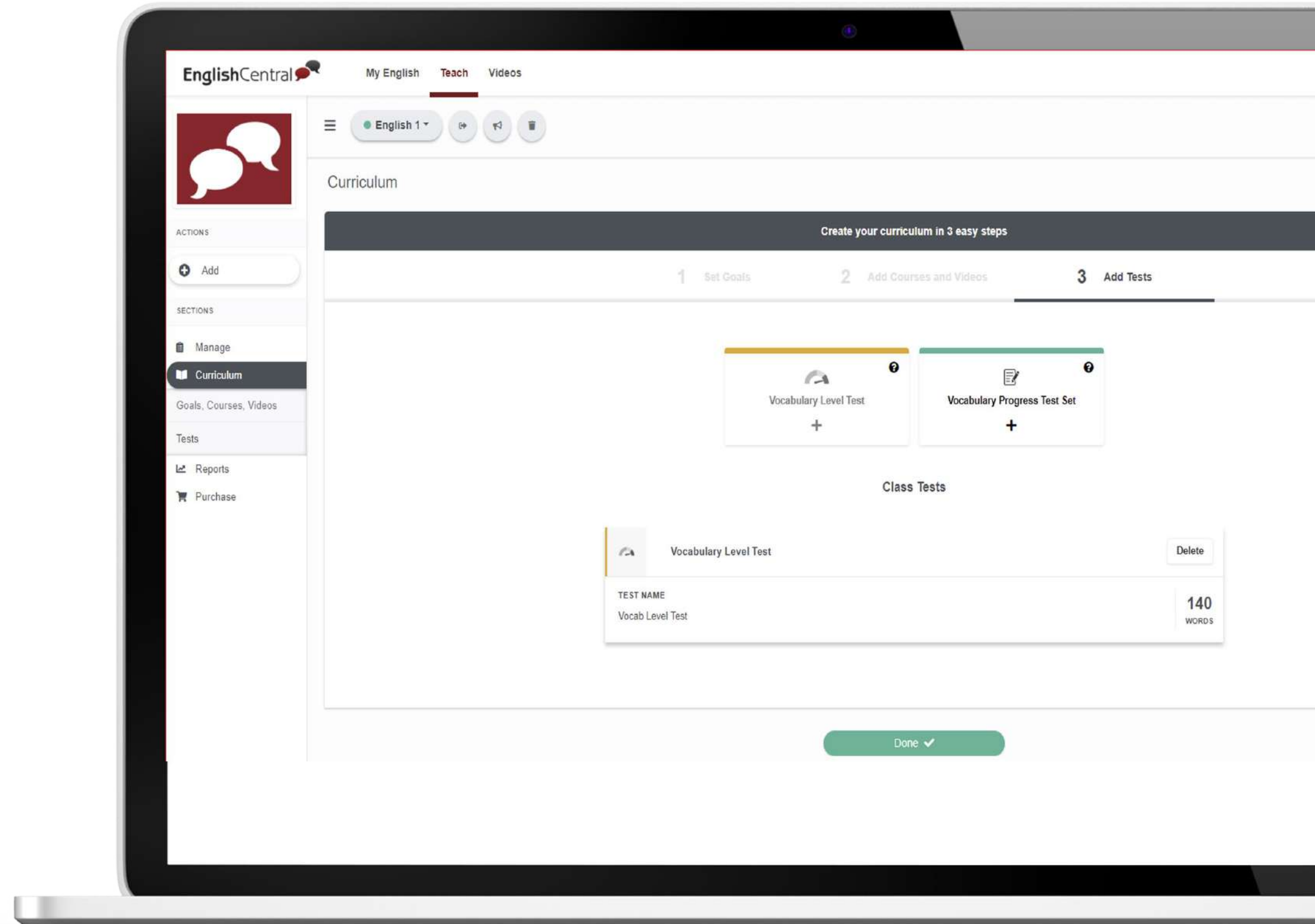
Tests may be added as a checkup for the students. These tests are based on what the students have studied.

**NOTE:** Tests may not be added unless the enrolled students have registered in the site.

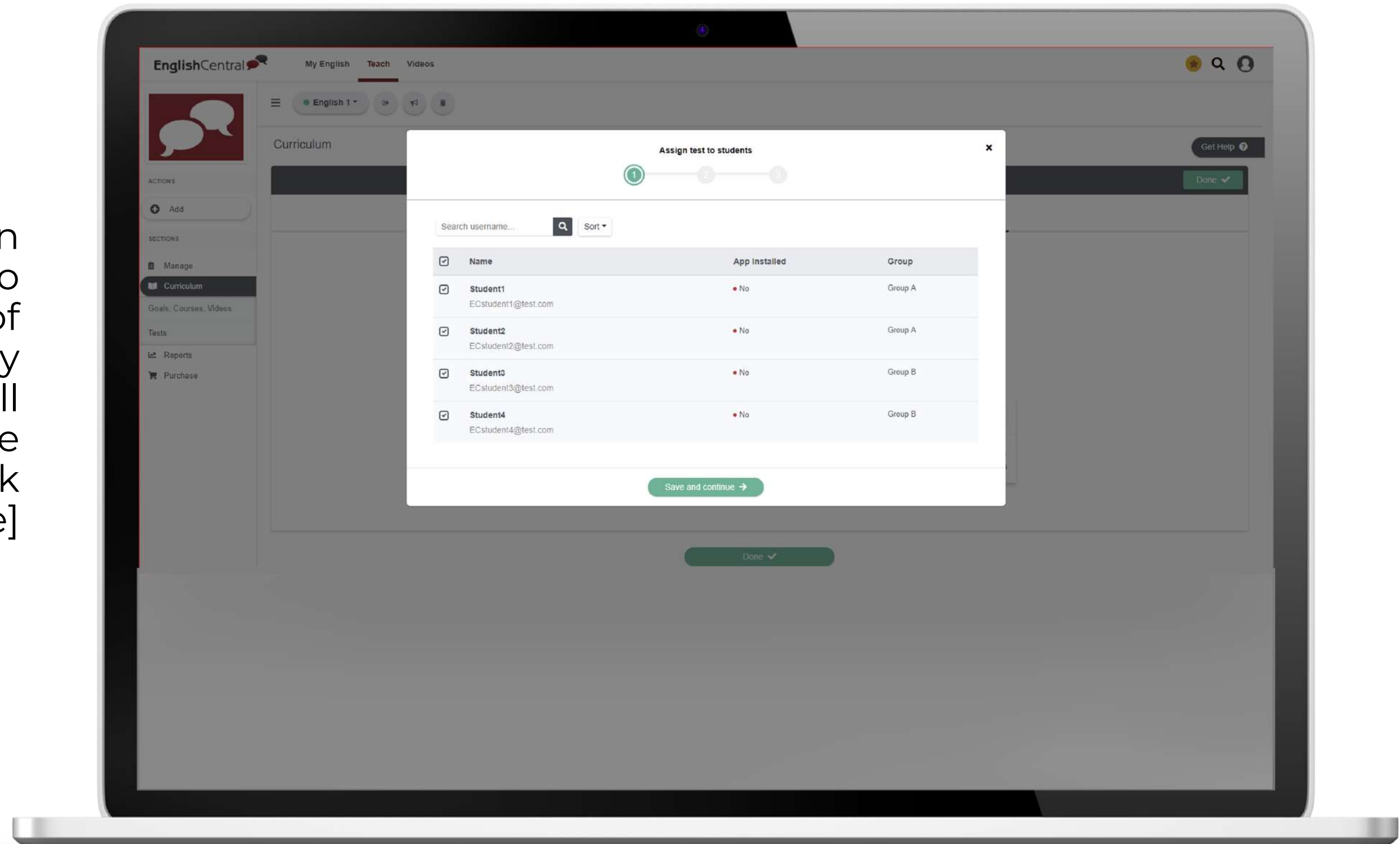
Select the test to be added to the class.

Vocabulary Level Test. Comprised of 140-word 25-minute level test. Clicking on the (+) button below the Vocabulary Level Test will add the test to the class.

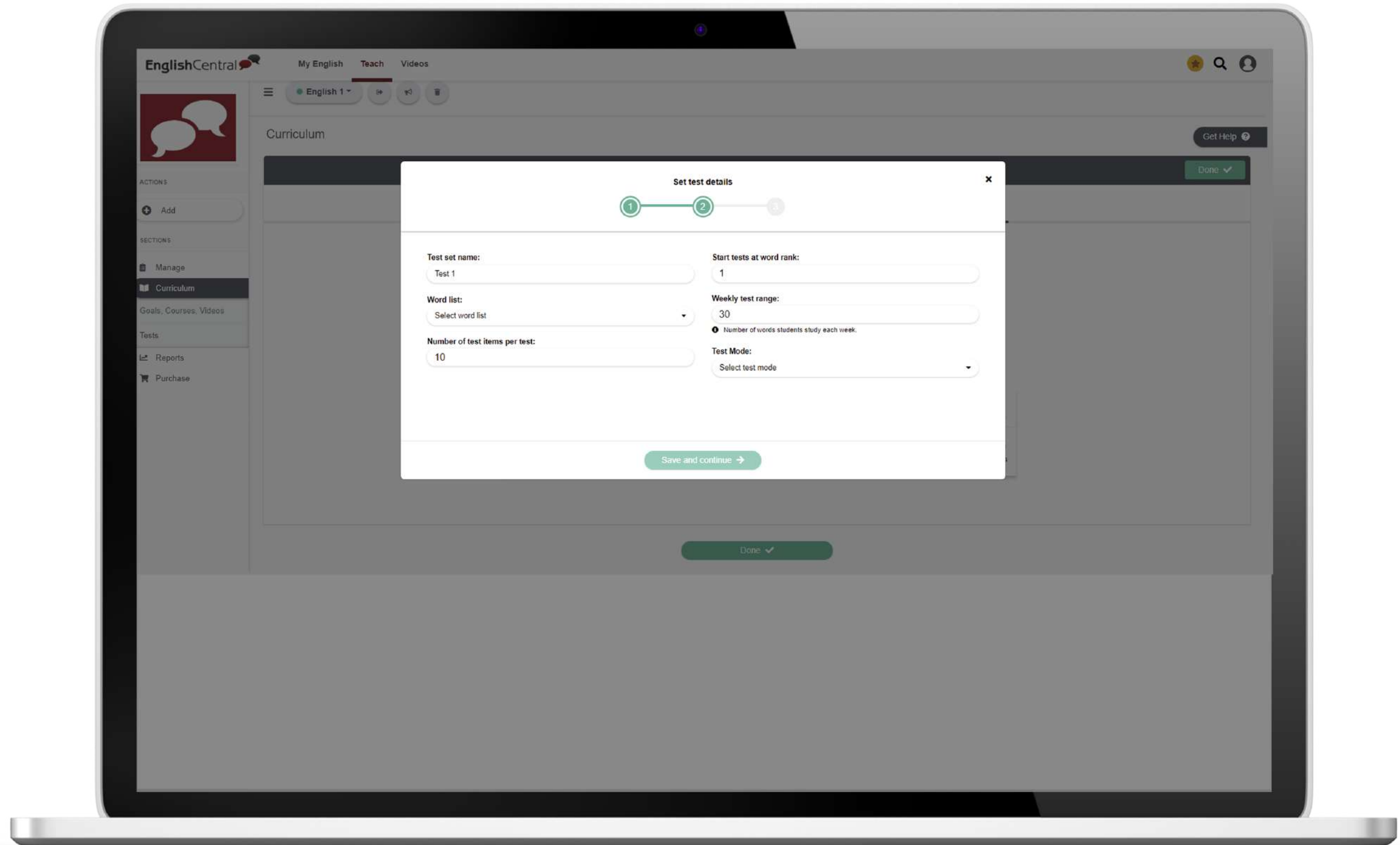
Vocabulary Progress Test Set. 50% of the test consists of what was learned a week ago. And 50% consists of what was learned 5 weeks ago. It is also possible to conduct the test during class hours as you can schedule the test on specific dates and time.



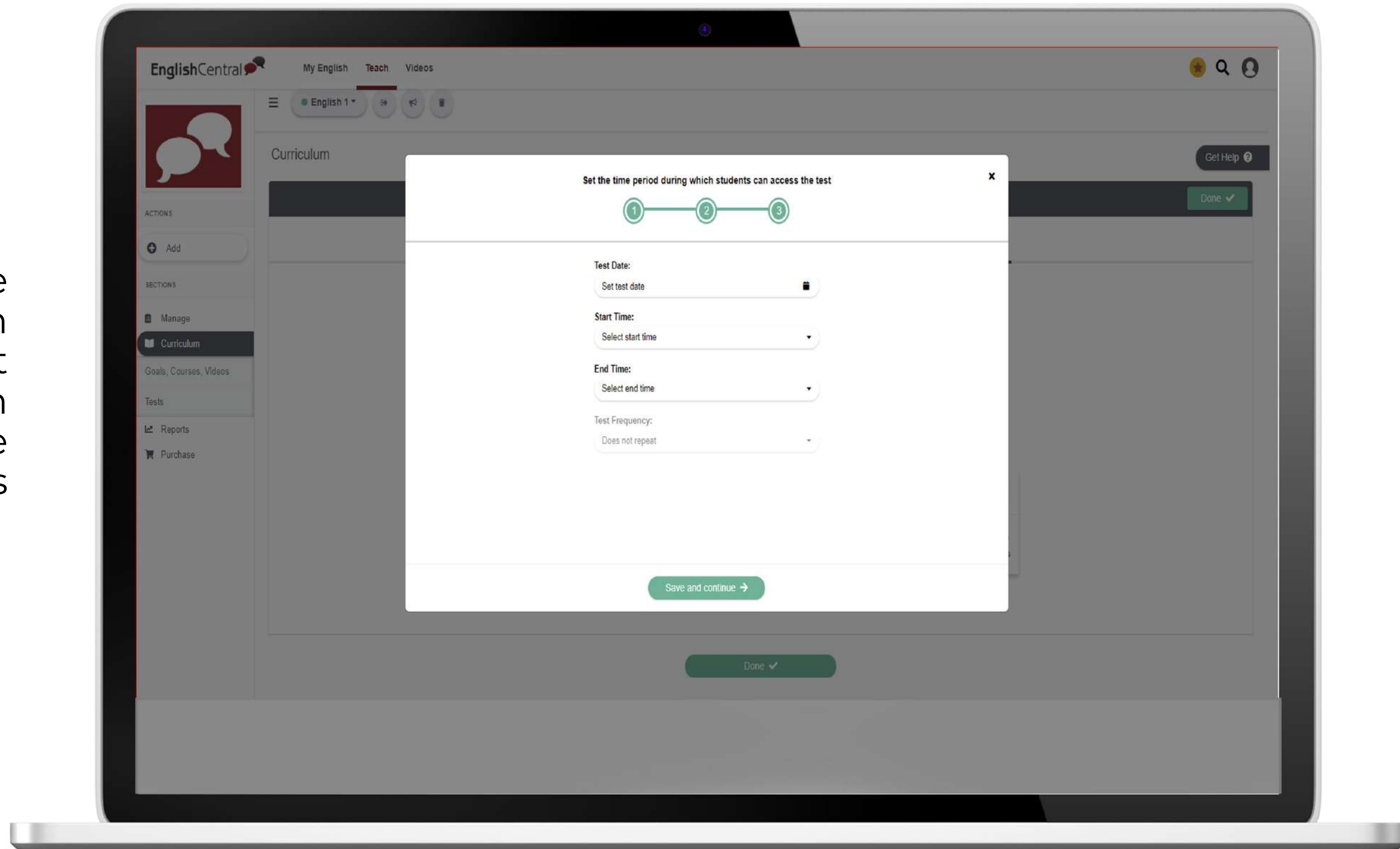
Once you click on the (+) button to add the test, a list of students you may assign the test to will appear. Select the students and click [Save and continue] for the next step.



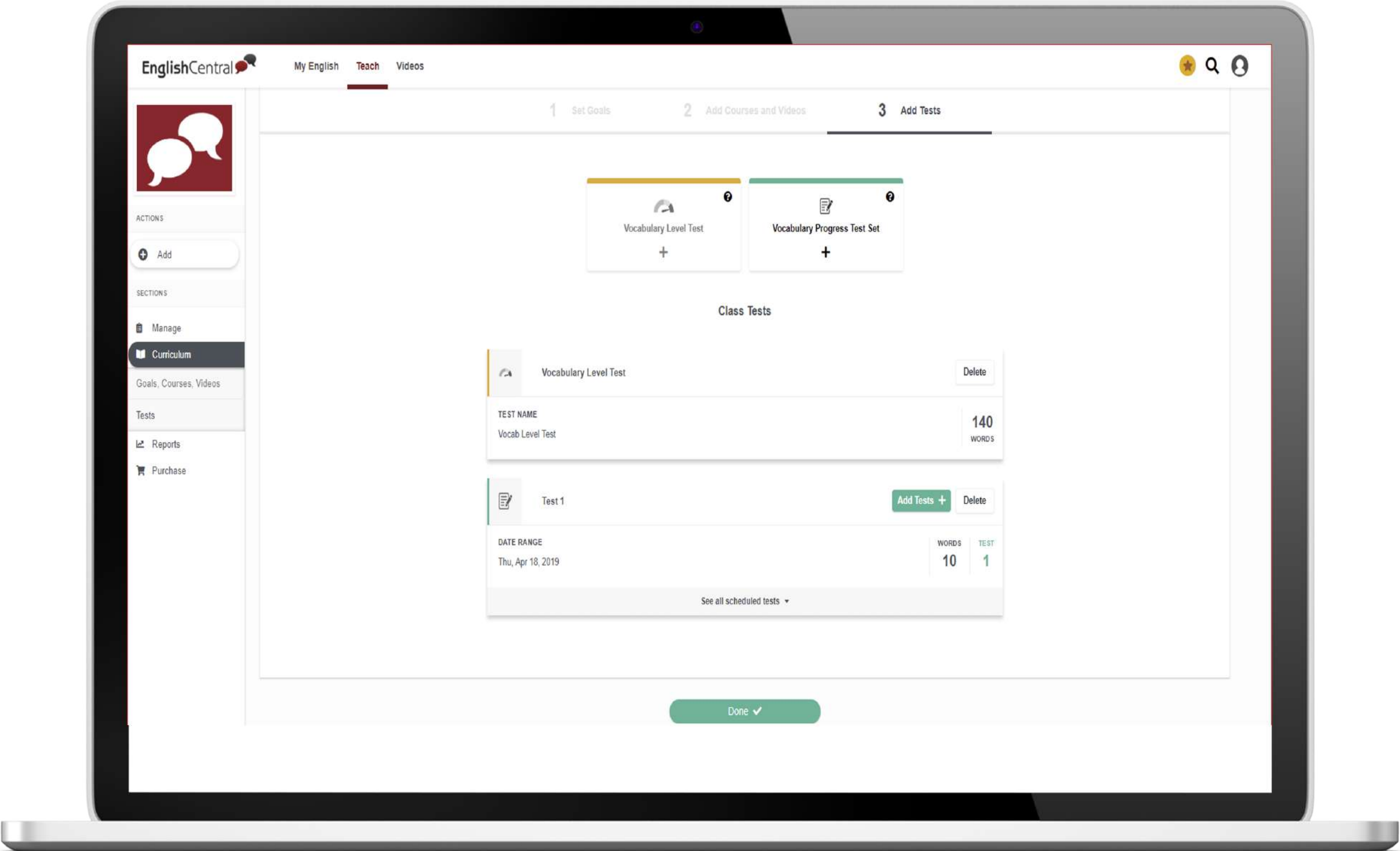
Input the test details and click on [Save and continue].

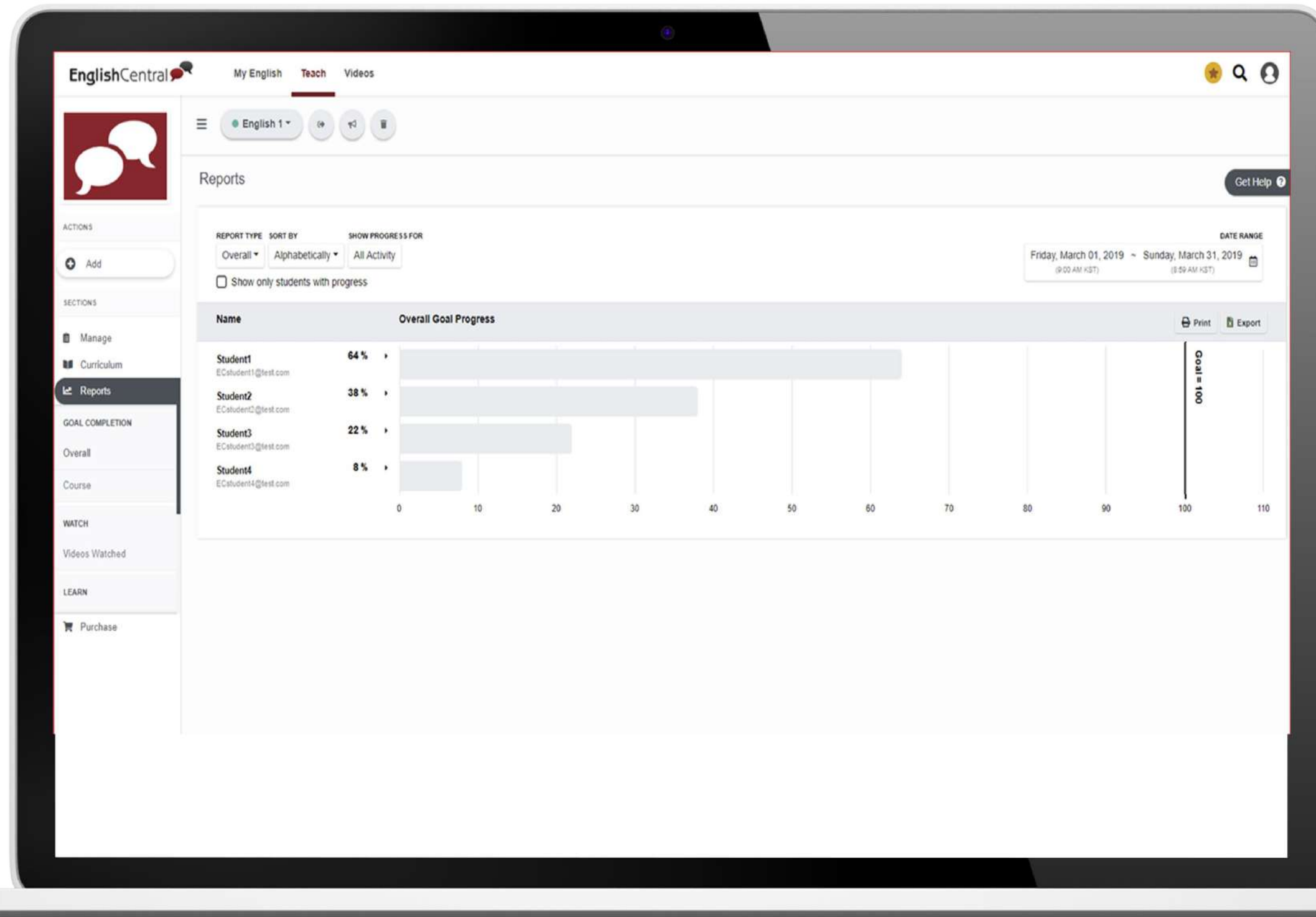


Lastly, schedule the date and time when you wish to conduct the test. This can be scheduled to be done during class hours.



Once you have added all the tests, the tests will be available under Curriculum > Tests





## 2.5. Reports

The progress of the students can be tracked directly through the Reports menu. There are various types of reports present. And each report may be printed or exported as needed.

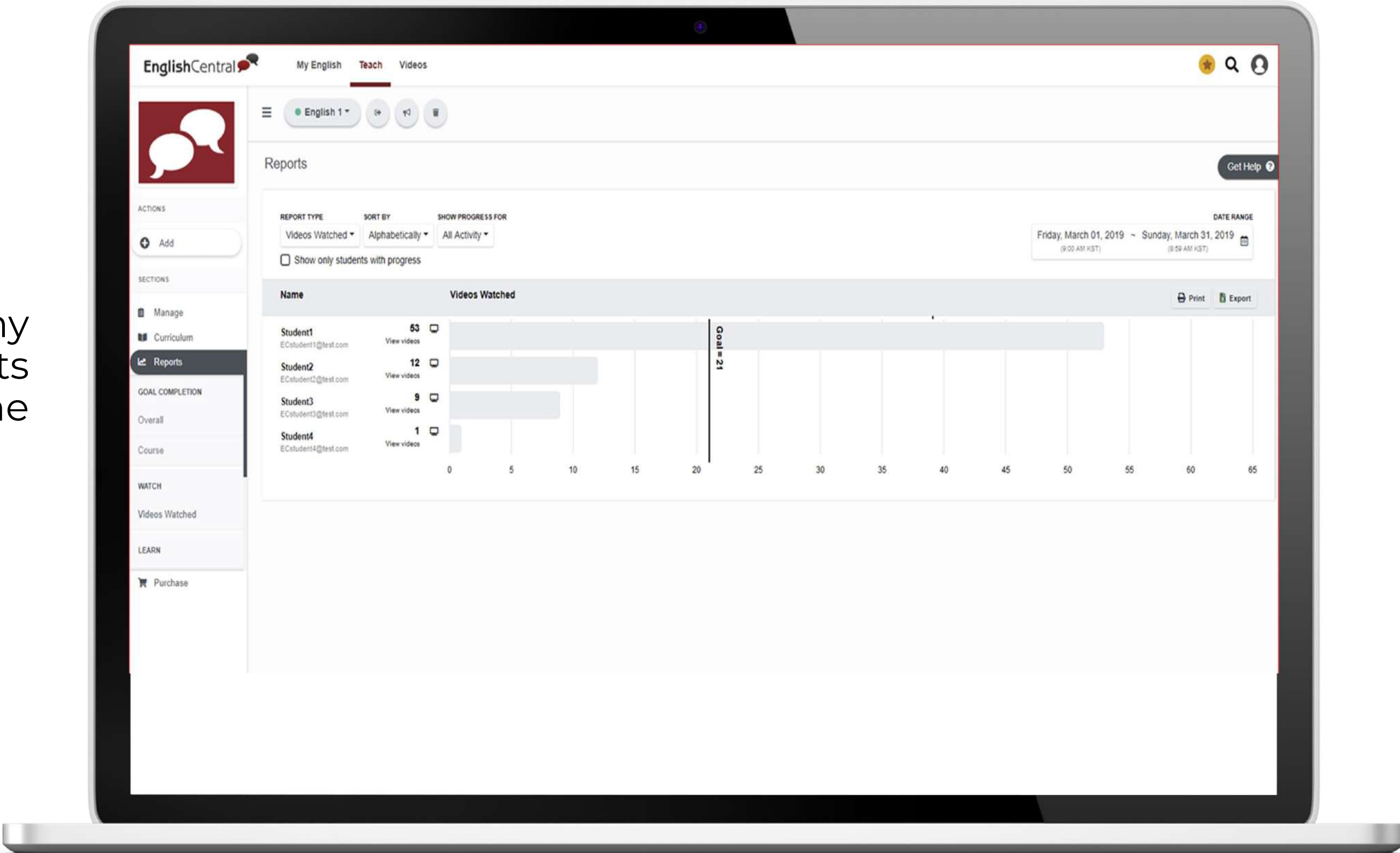
### 2.5.1. Report Type

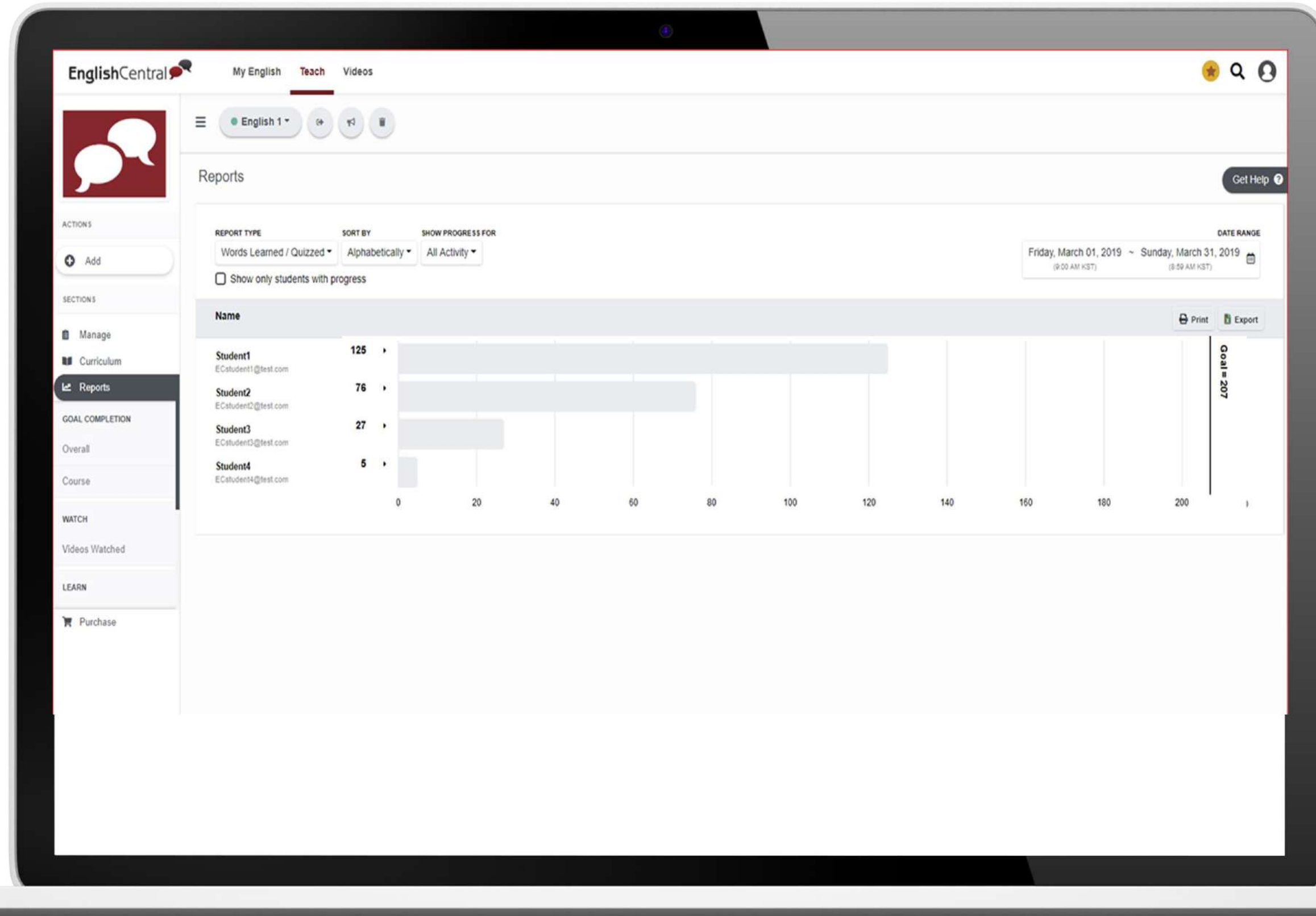
#### Goal Completion.

The overall or course progress of the students may be verified through Goal Completion.

Watch.

Verify how many videos students watched in the set date range.





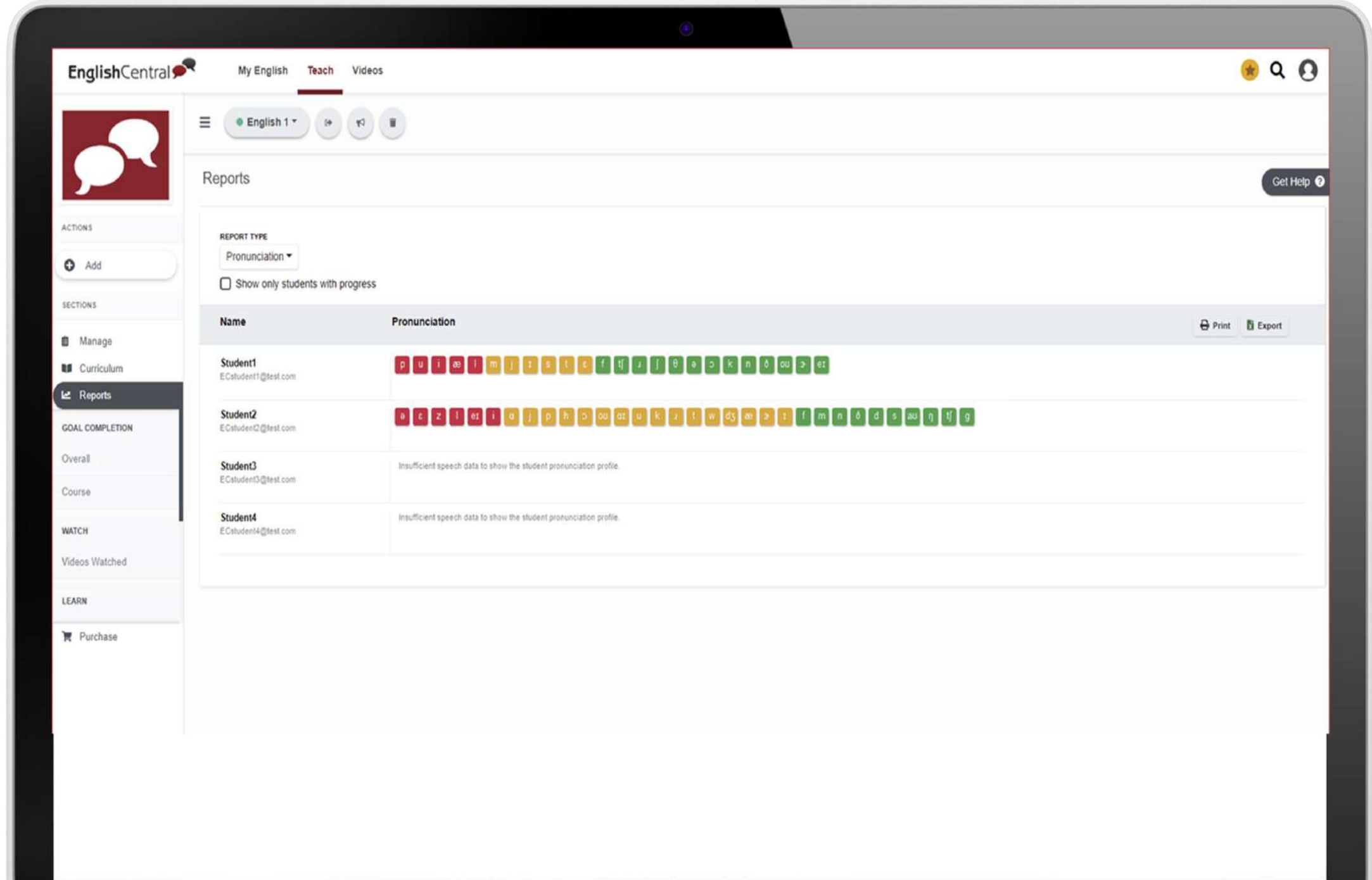
## Learn.

Verify the number of words that were learned or quizzed. Also, able to verify the results for the Vocabulary Level Test and Vocabulary Progress Tests for the set date range.

## Speak.

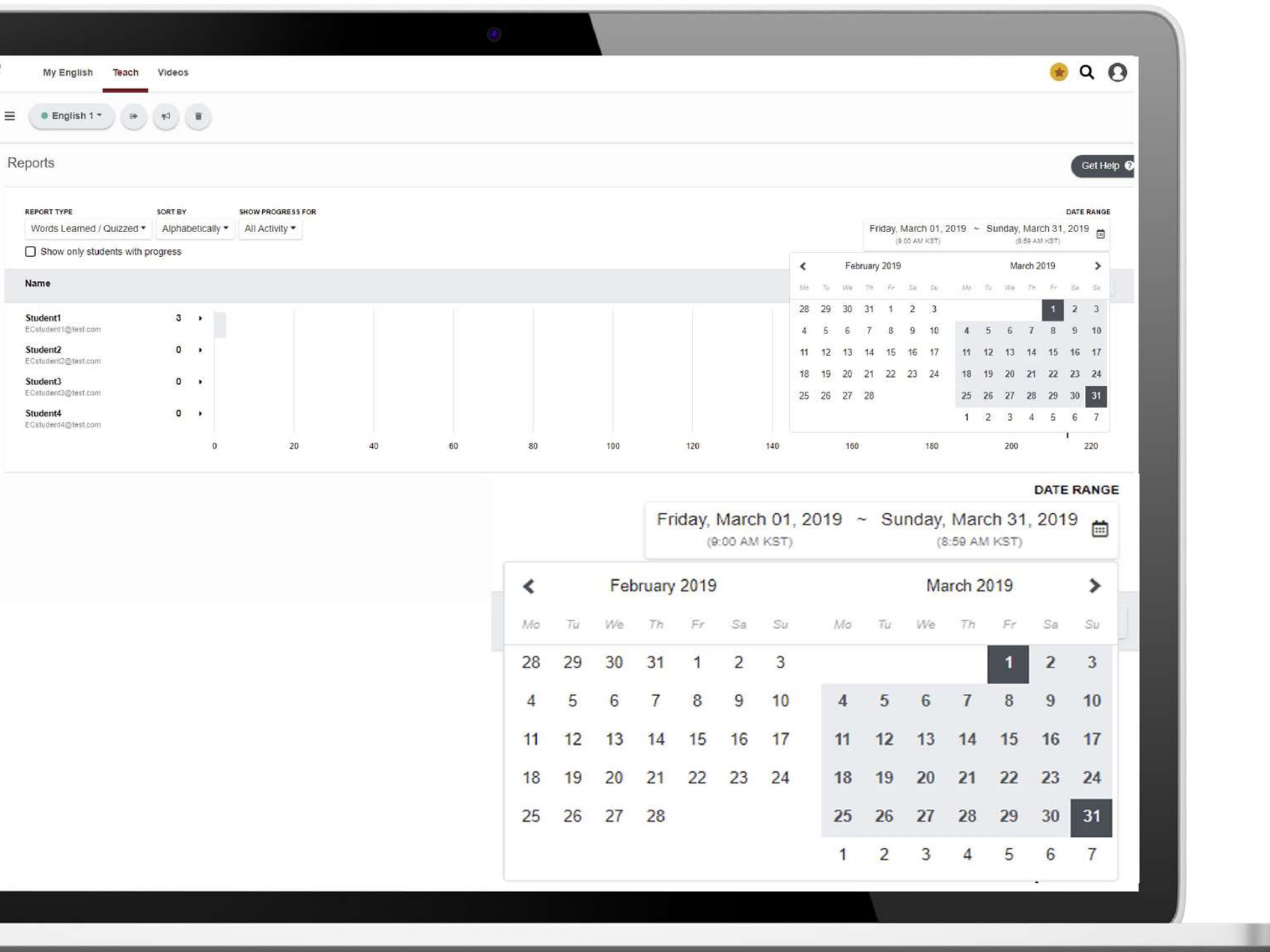
The number of lines the student spoke is displayed. Also, if the student has made sufficient progress in Speak, you can verify the pronunciation tiles of the student.

According to the color you can see where the student is strong and weak.



The screenshot displays the EnglishCentral 'Teach' page. The left sidebar contains navigation options: ACTIONS (Add), SECTIONS (Manage, Curriculum, Reports, GOAL COMPLETION (Overall, Course), WATCH (Videos Watched), and LEARN (Purchase). The main content area is titled 'Reports' and shows a 'Pronunciation' report for four students. The report type is set to 'Pronunciation' and the checkbox 'Show only students with progress' is unchecked. The table lists the students and their pronunciation progress, with tiles indicating strong (green) and weak (red) areas.

Name	Pronunciation
Student1 ECstudent1@test.com	p u i æ l m j t e f t j i j θ a ɔ k n ɒ ou > ei
Student2 ECstudent2@test.com	a c z i ei i a j p h > ou at u k ʌ t w d s æ > t f m n ɒ d s au ŋ tʃ g
Student3 ECstudent3@test.com	Insufficient speech data to show the student pronunciation profile.
Student4 ECstudent4@test.com	Insufficient speech data to show the student pronunciation profile.



## 2.5.2. Date Range

Select the start and end dates for the reports. Once dates are selected, the reports for the set dates will appear.

However, please note that only reports within 8 months may be downloaded. If the date range for the reports go over 8 months, please contact customer support for assistance.

## 2.5.3. Print / Export

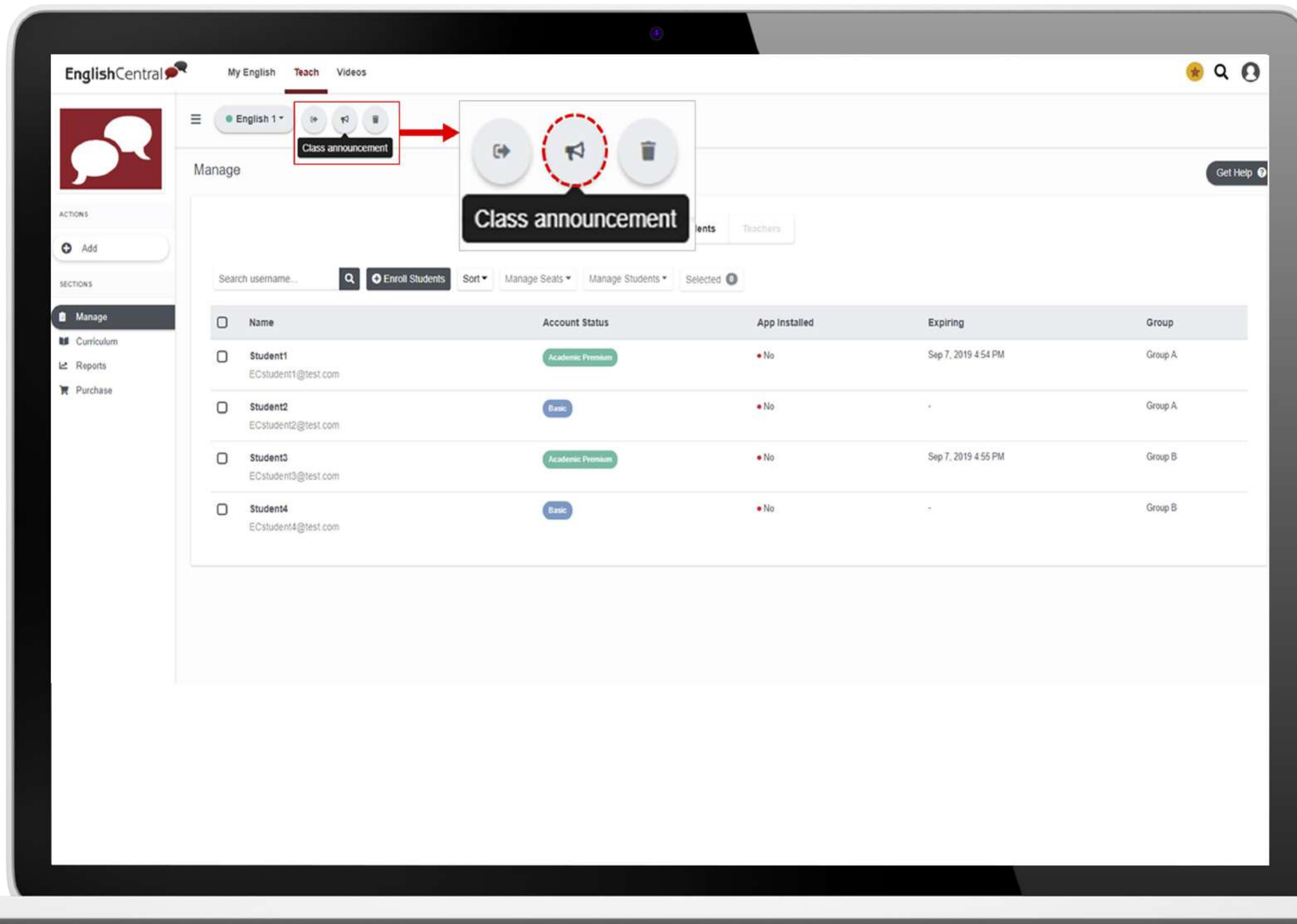
Reports may be printed or exported (download) as needed. If you click on export, the reports are automatically downloaded in excel format.

## 2.6. Miscellaneous

### 2.6.1. Announcements

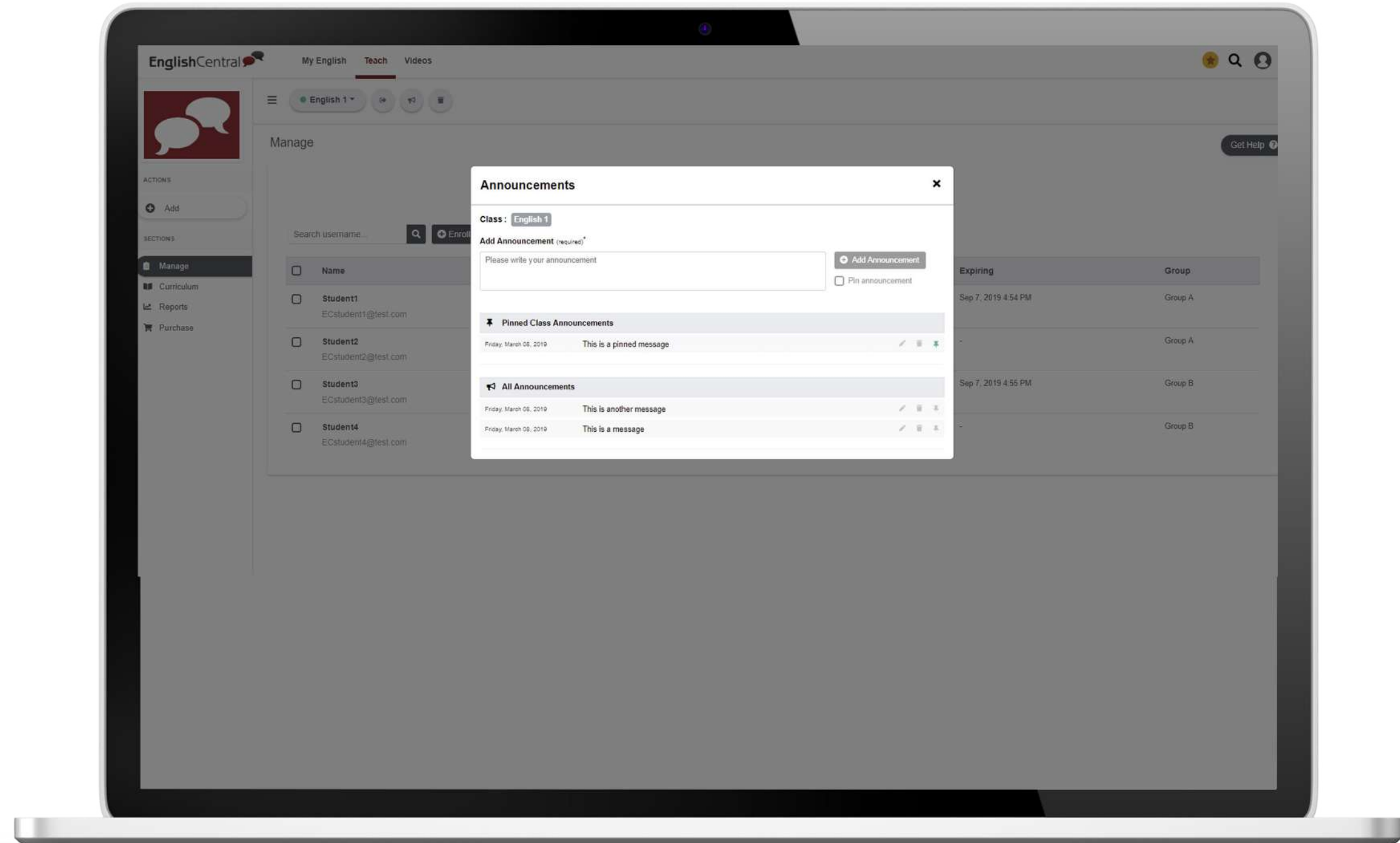
For any announcement or instructions that you would like to communicate to your students you can use this icon.

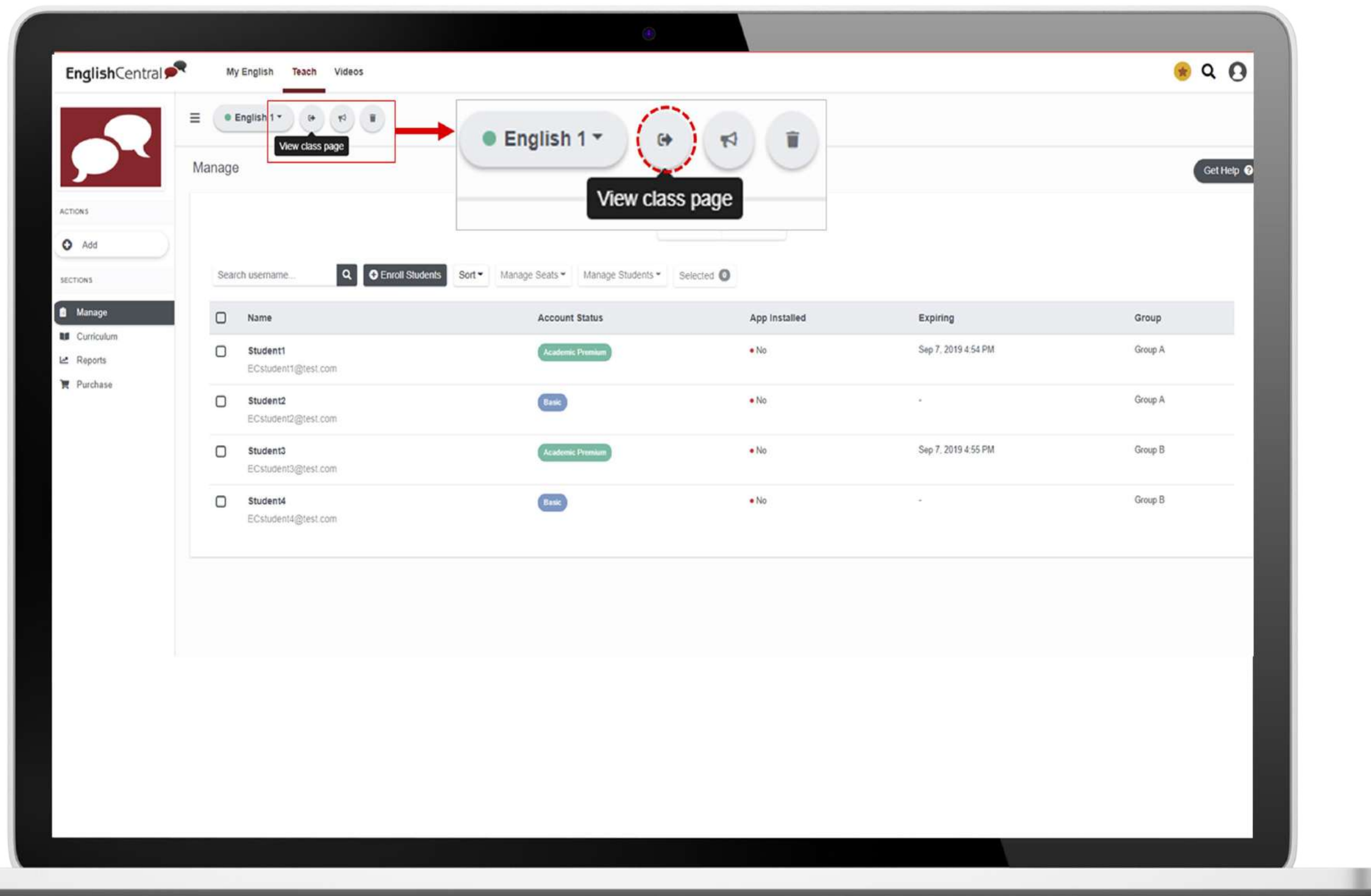
Select the class you wish to make an announcement in. And click on the second icon to the right of the class name. This will display the announcement pop-up.



Write down your announcement and click on [Add announcement] button. Please note that you can check the box before “Pin announcement” for any important messages for your students. Pinning the announcement will retain the message at the very top in the student’s view.

You may also edit, delete or unpin the announcements as needed.





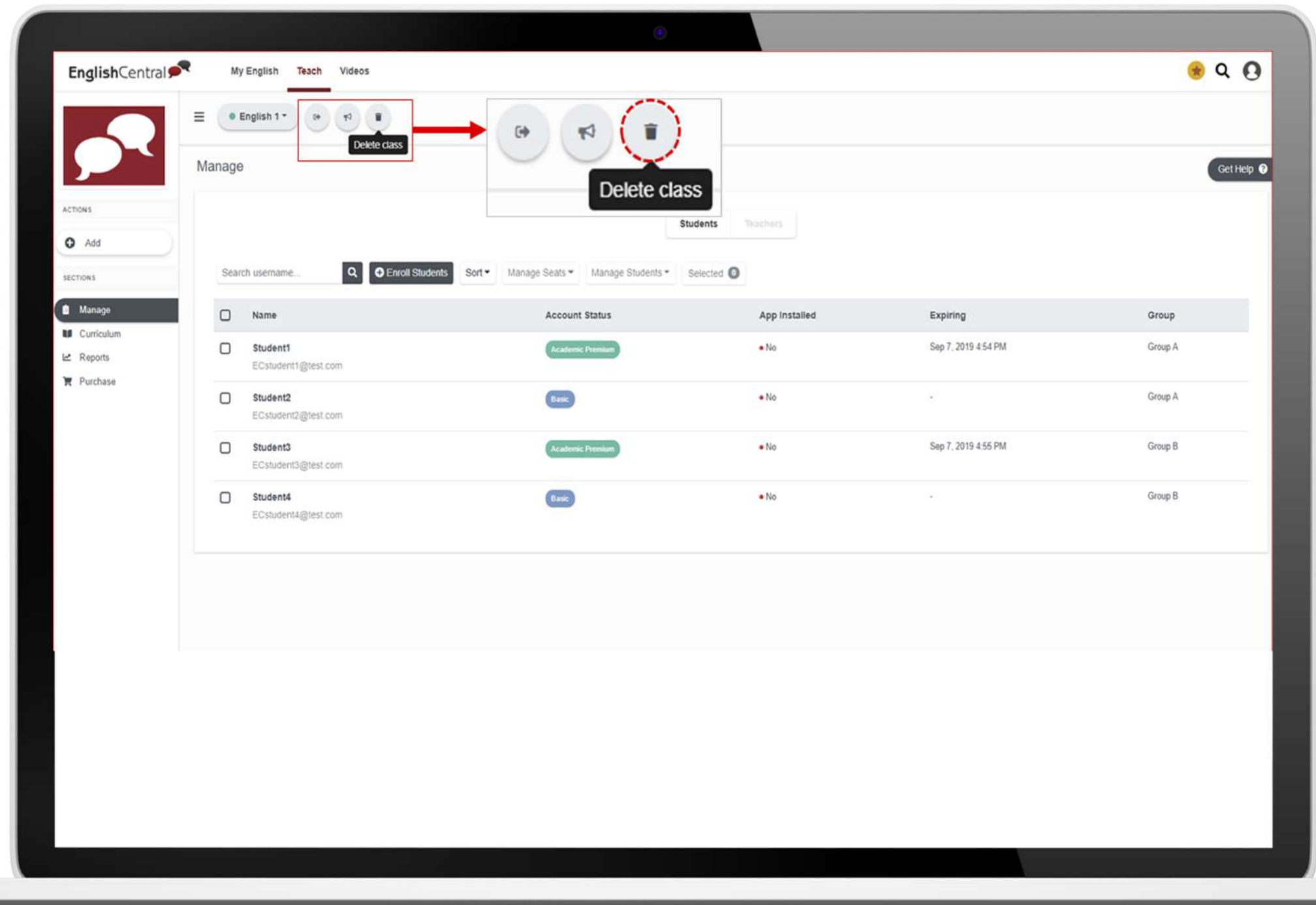
## 2.6.2. View Class Page

Once your classes are set up, you can view how the class page will look from the student's end. Click on the first icon to the right of the class name to view the class page.

### 2.6.3. Delete

You may delete any school, class or group created as needed. Click on the icon that is in the far right of the class name.

However, please note that when you delete a school, class or group, the action cannot be undone. And all administrators, teachers, co-teachers or students will no longer be able to access the school, class or group.



# Learning with EnglishCentral

EnglishCentral 

## 3-Learning with EnglishCentral

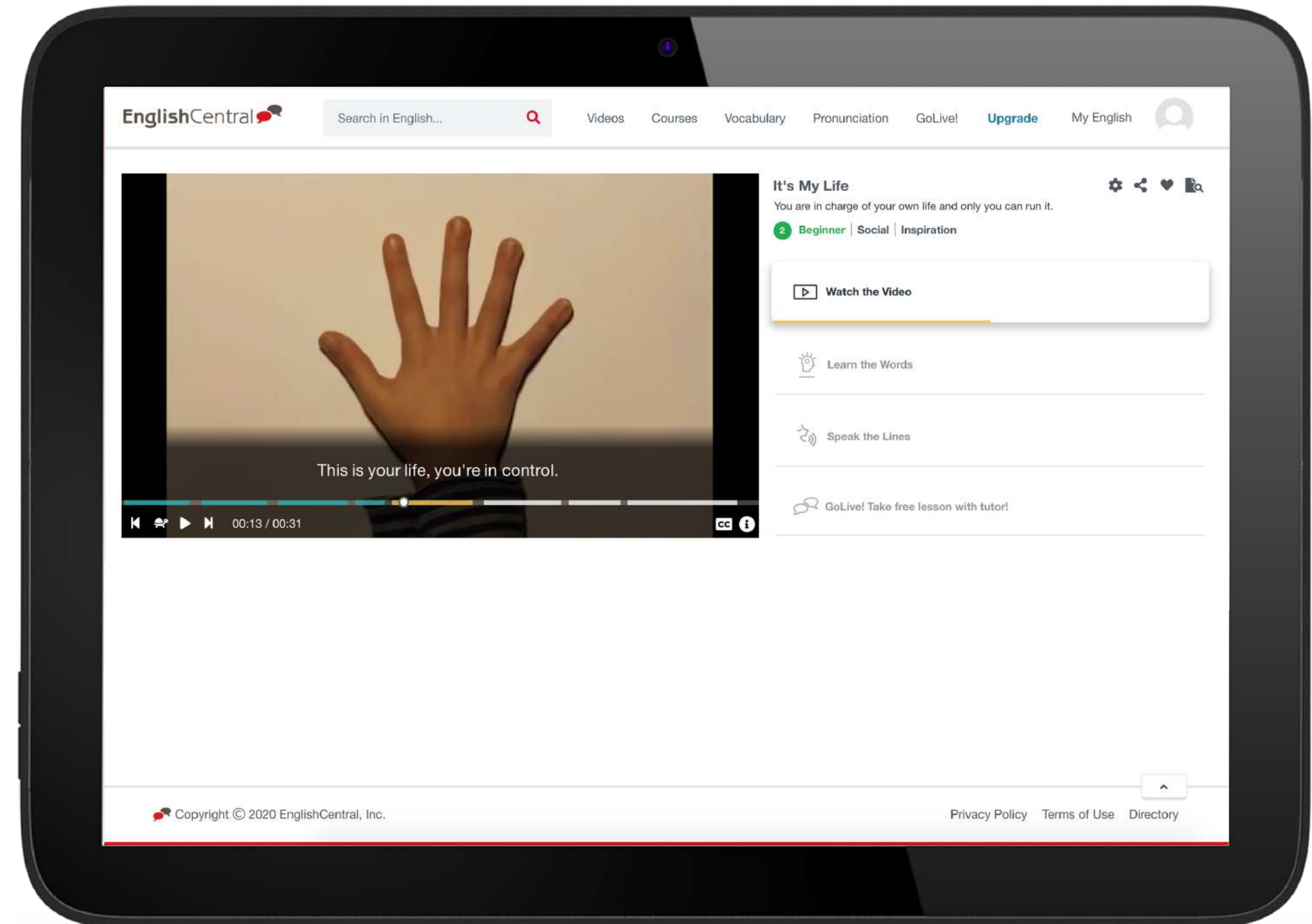
Over 10,000 videos and more than 50 courses are available for use in EnglishCentral.

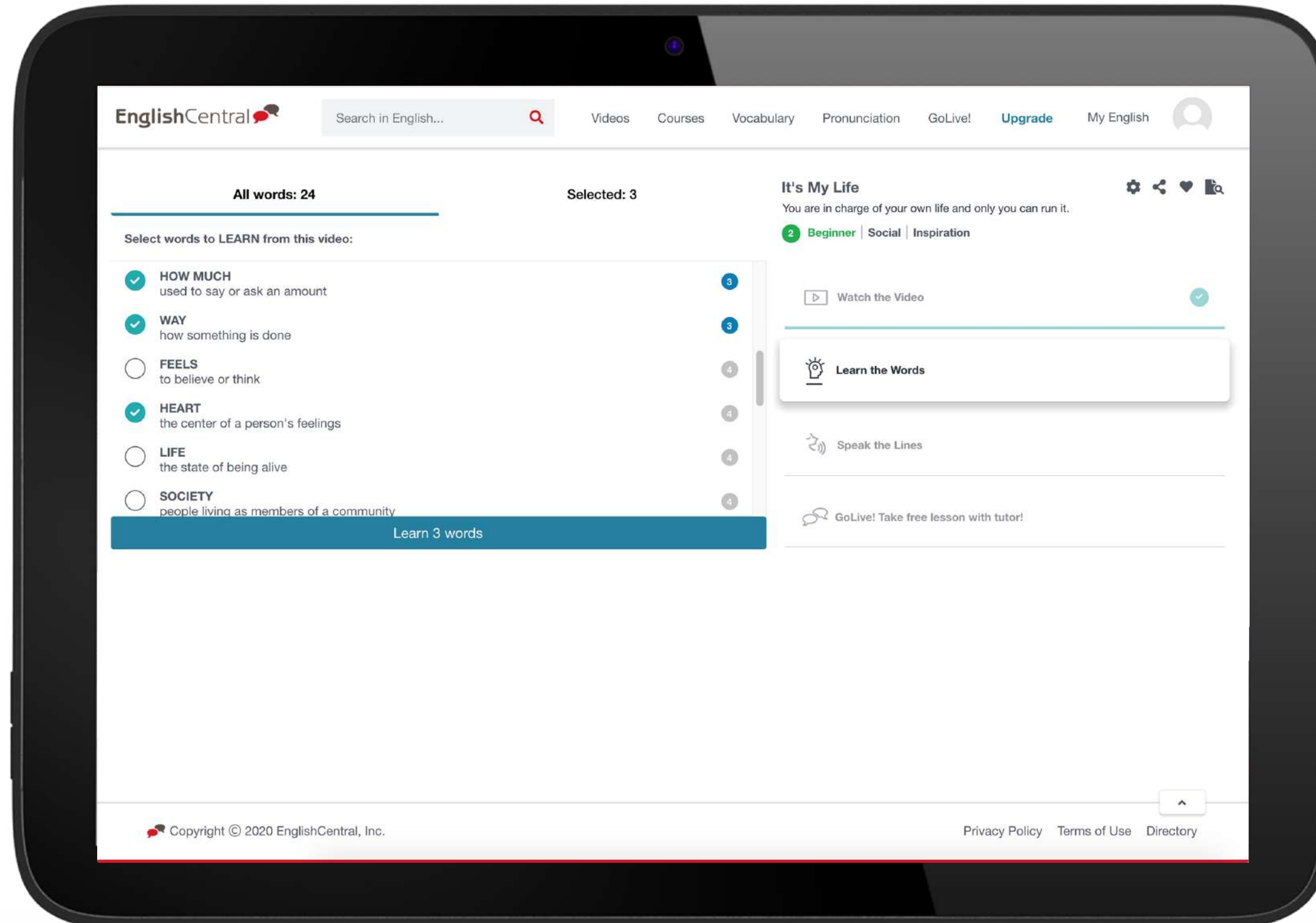
### 3.1. Videos

Select videos from various levels and topics. Once you select a video, each video is comprised of the following:

#### 3.1.1 Watch the video

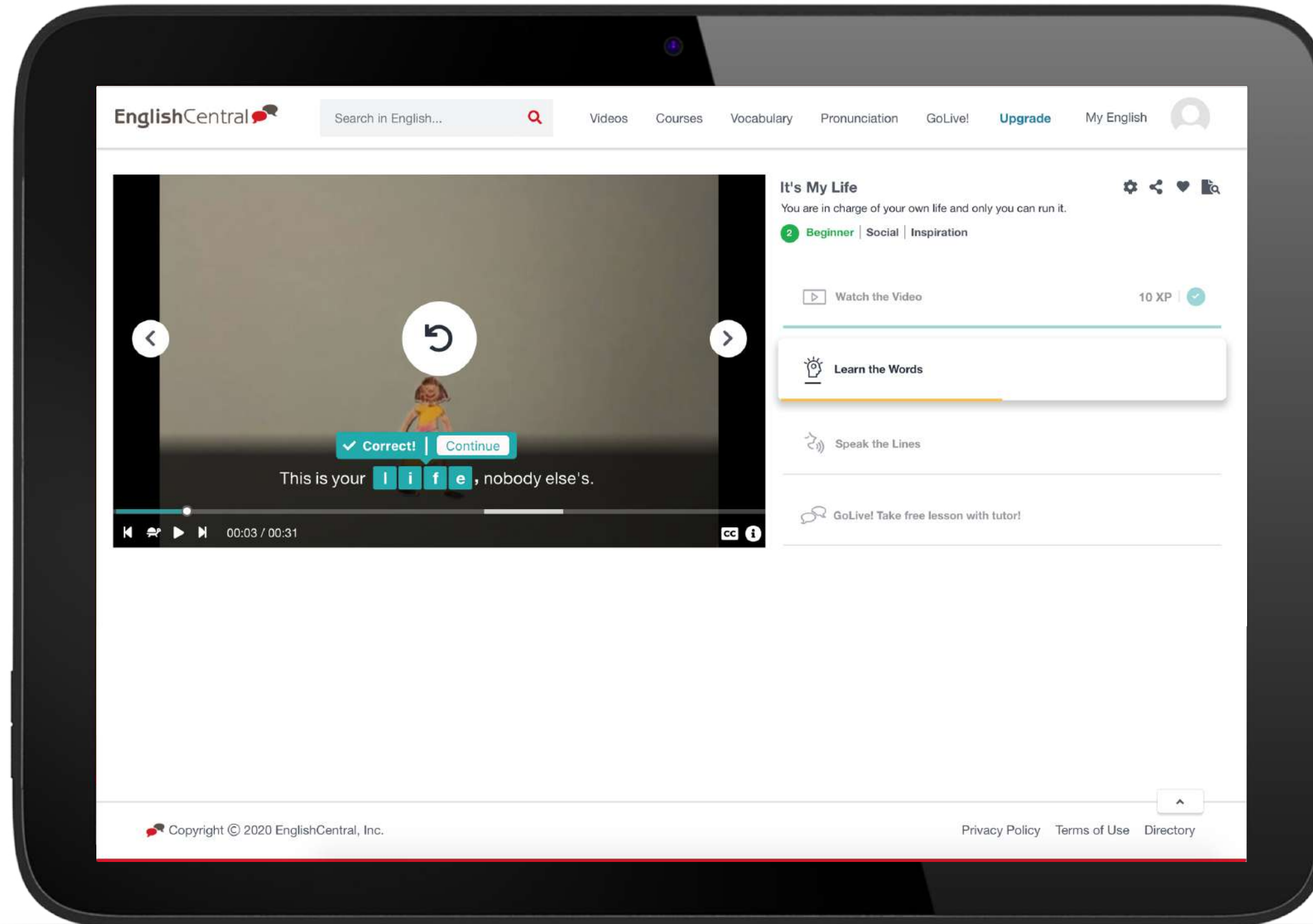
First step in each and every video is watching the video. It gives you an idea of what the video is about. And starts automatically when you select a video.





## 3.1.2. Learn the words

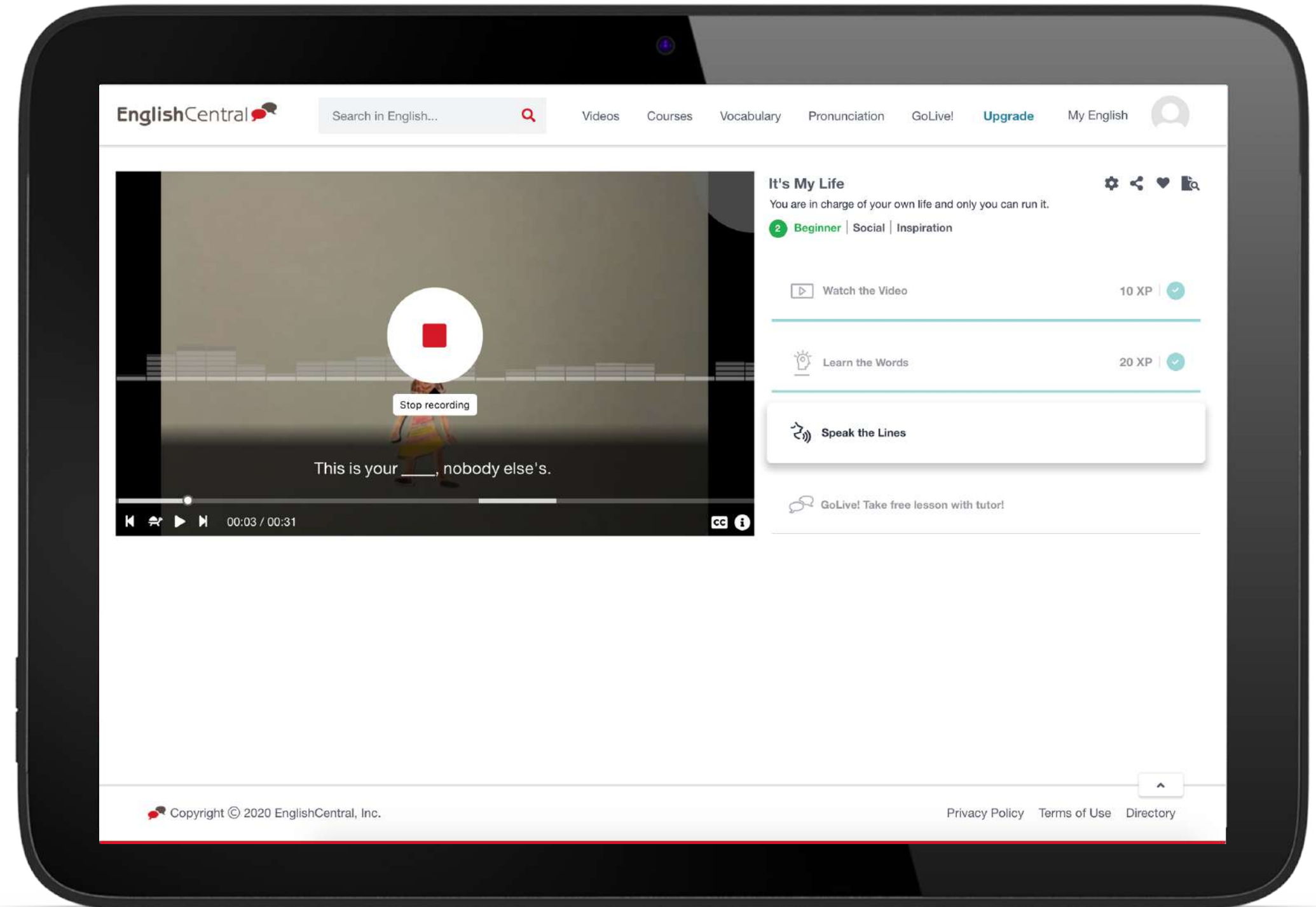
On learn mode, all the words that are studiable will appear as a list. Select the words you wish to study. Then click on [Learn 00 words] button to start learning.

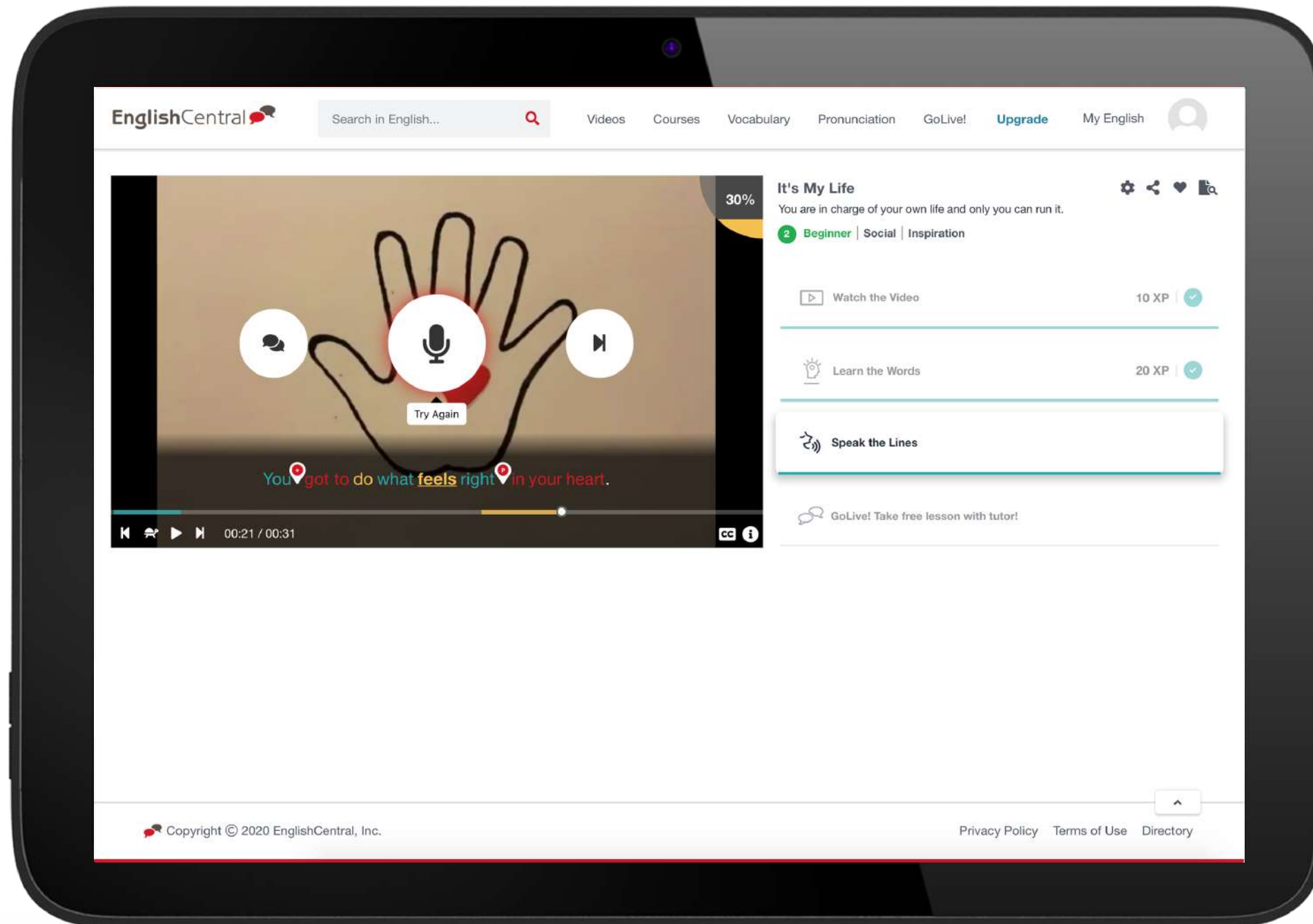


Once you start, each line containing the word/s you selected will be displayed with blanks. Listen carefully and type in the missing word/s in the sentence.

### 3.1.3. Speak

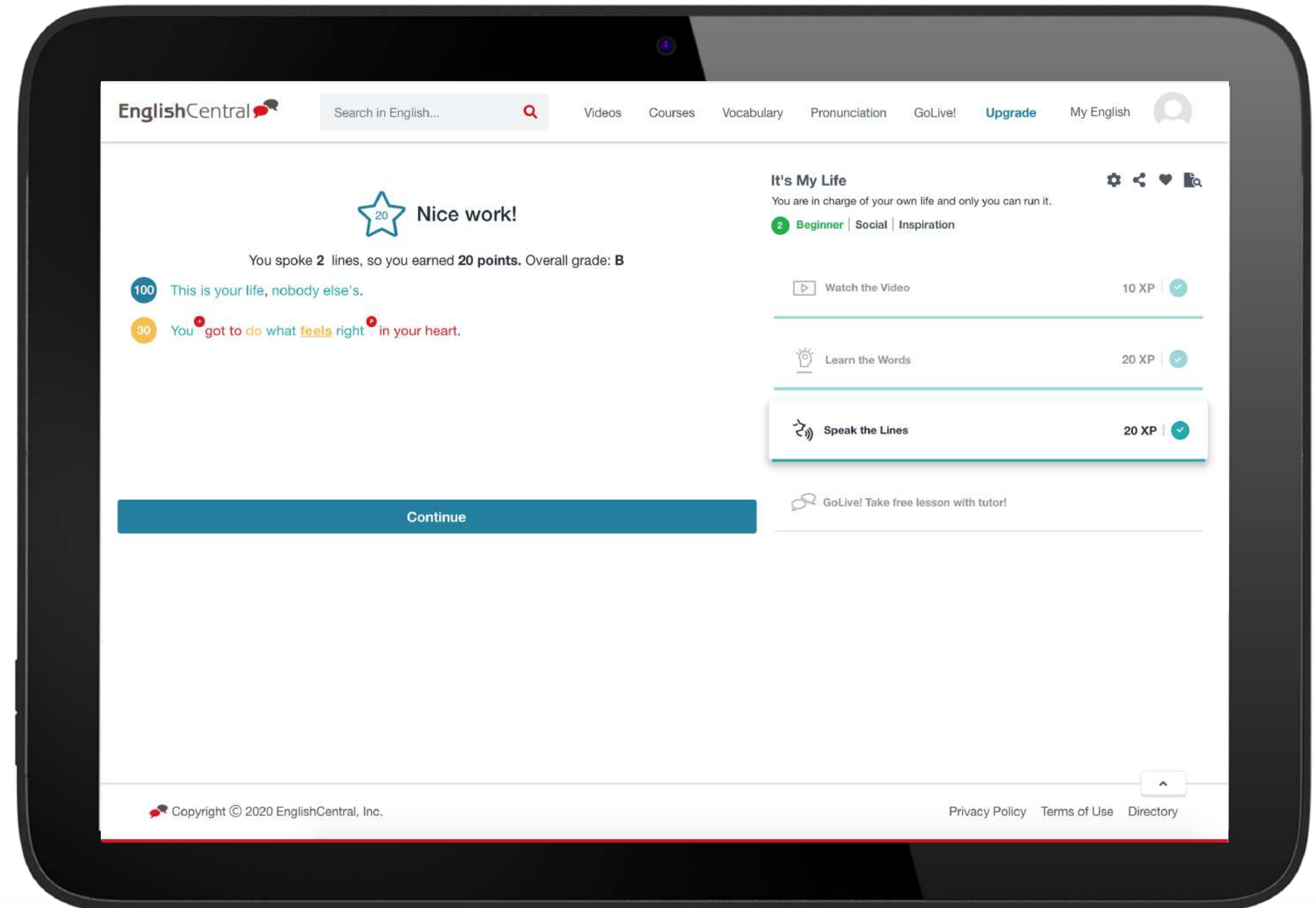
The sentences with the words selected from Learn mode will be preselected. However, you may opt to speak all lines in Speak mode. Listen to the lines carefully, then click on the mic to speak the line.





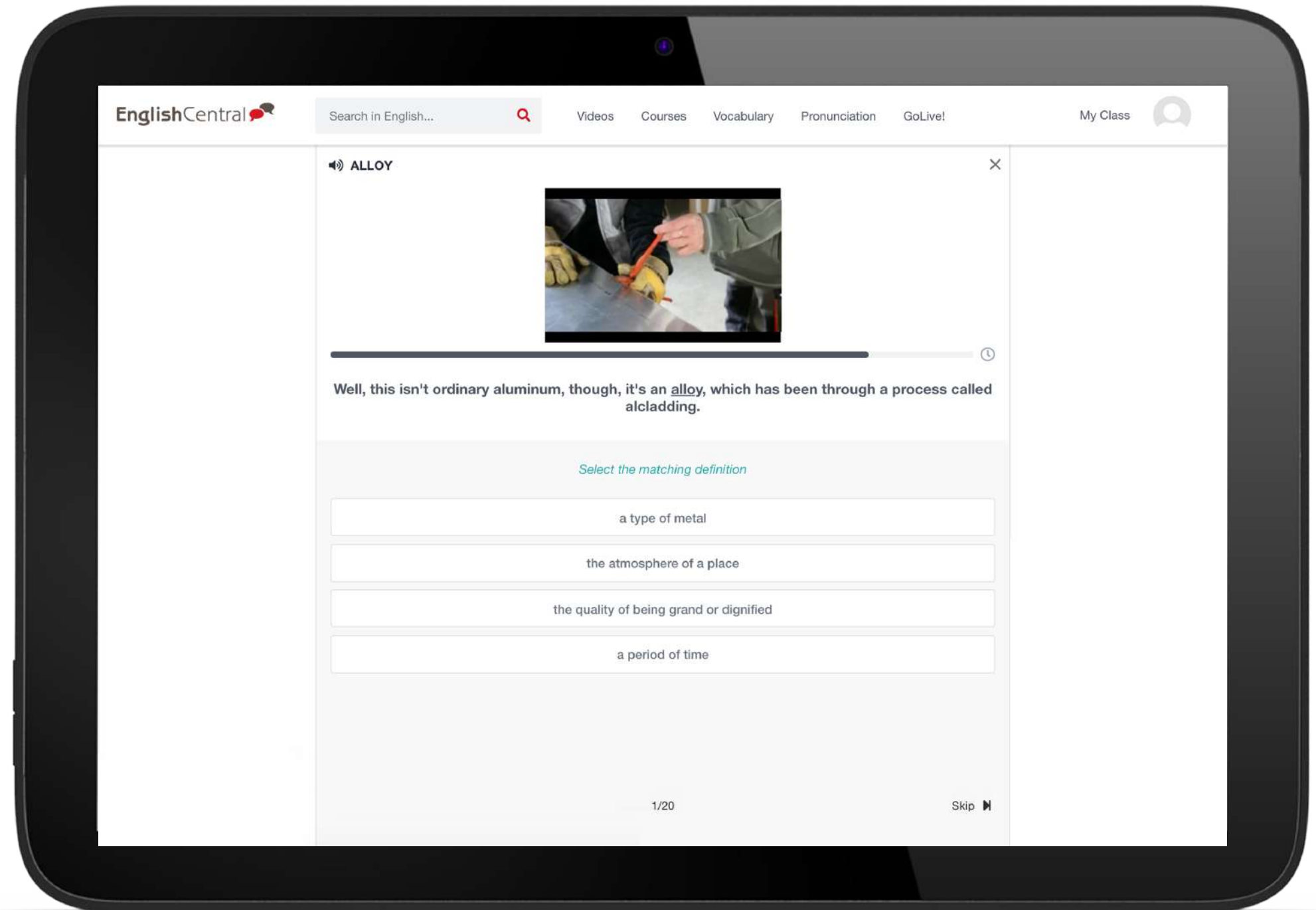
In speak mode, if the line is spoken clearly, the line is highlighted in **blue**. If satisfactory, it is highlighted in **yellow**. And if it is poor, it is highlighted in **red**. Also, in a line, if there are unnecessary pauses, the pauses are marked with a (**P**). And if there are extra speeches detected it is marked with a (**+**) sign.

Once Speak is done, all the lines spoken with the scores will be displayed. Also, as you can see words pronounced clearly are highlighted in **blue**. While the words that are satisfactory are highlighted in **yellow**. And for the poor, highlighted in **red**.



### 3.1.4. Vocab Quiz

Vocab Quiz is comprised of the featured words in each video and is in multiple choice format.



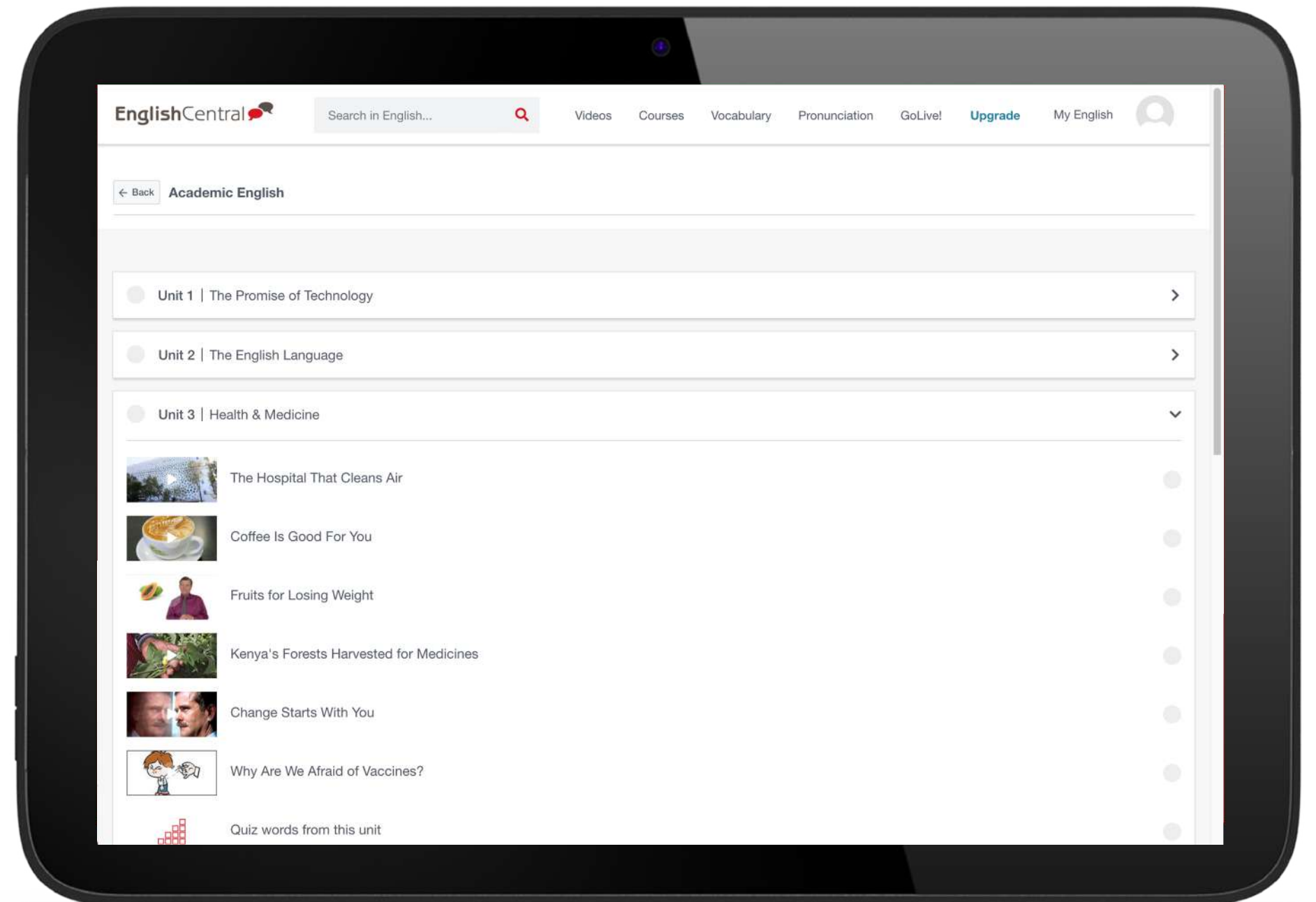
### 3.1.5. Lesson Plan

Lesson plan contains the transcript of the video, the featured words, comprehension questions (about the video) and discussion questions that are used in GoLive! lessons.

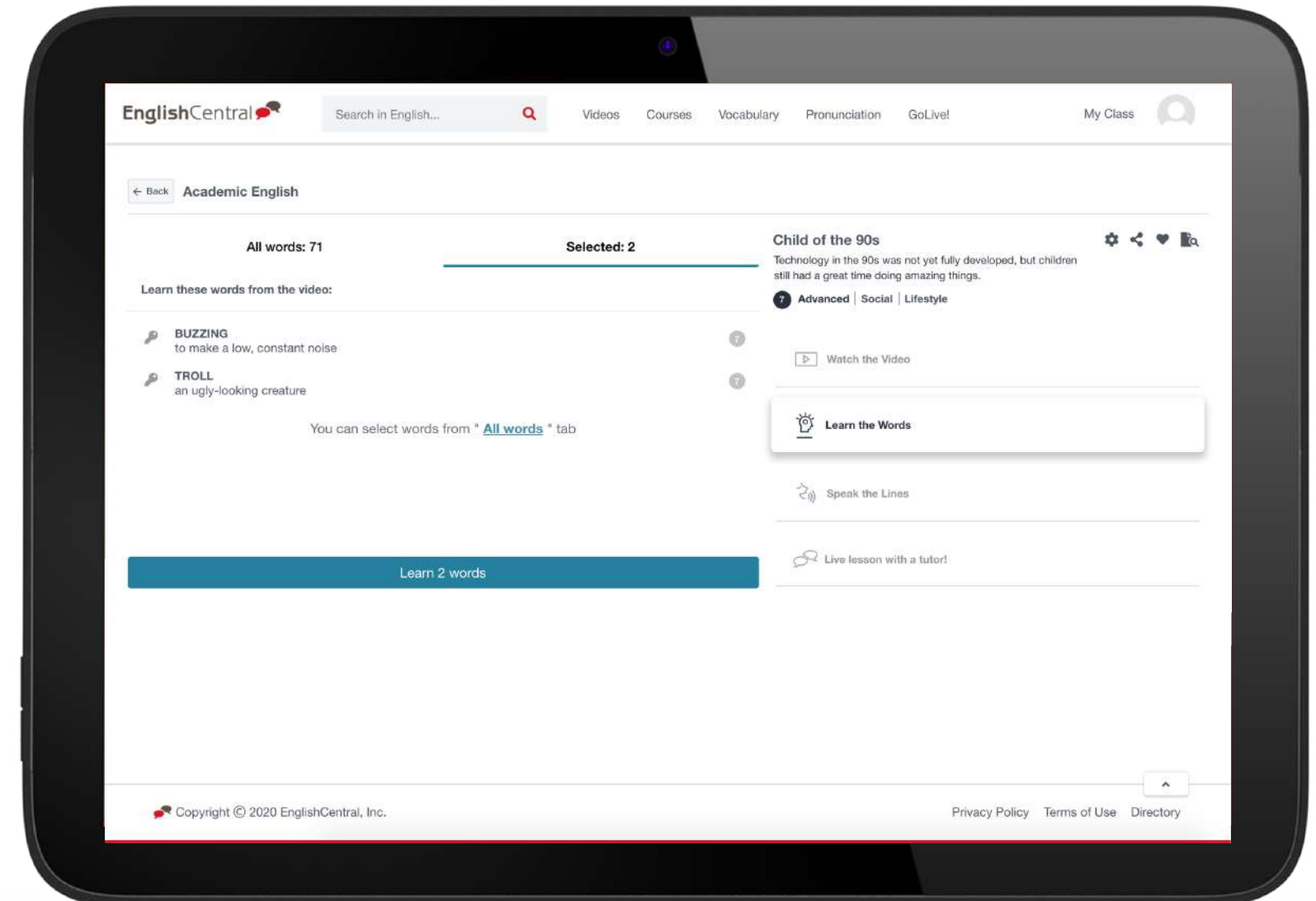
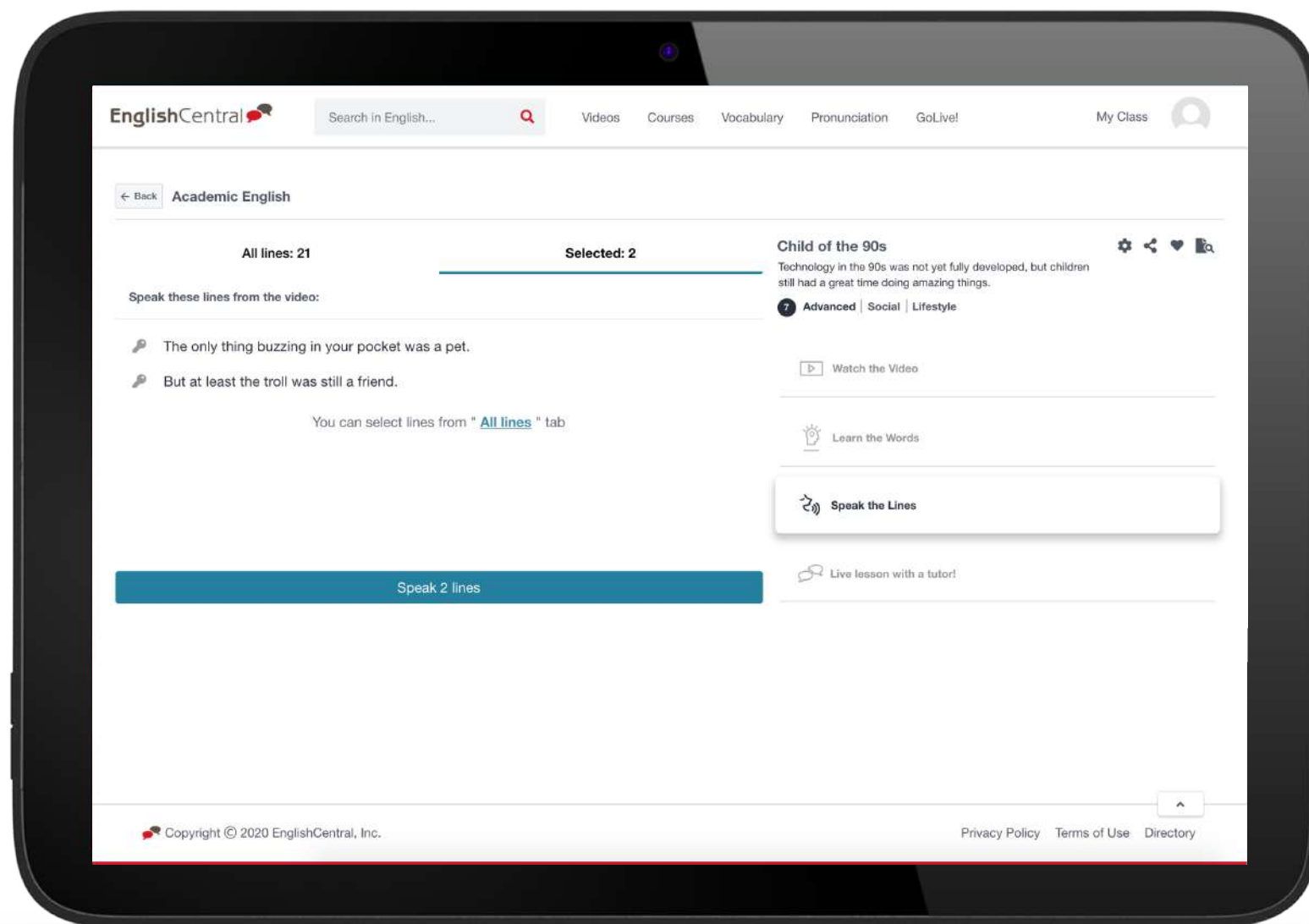
### 3.2. Courses

Courses are organized by various levels and topics to suit different learning objectives.

Each course consists of several units, and each unit consists of several videos.



Each video in the unit is configured similar to a regular video. However, in Learn and Speak mode, the featured words/lines are already pre-selected and is required to complete the video.



Also, Vocab Quiz is not part of each video. Instead a quiz is added at the end of the unit as a review of all the videos within the course.

