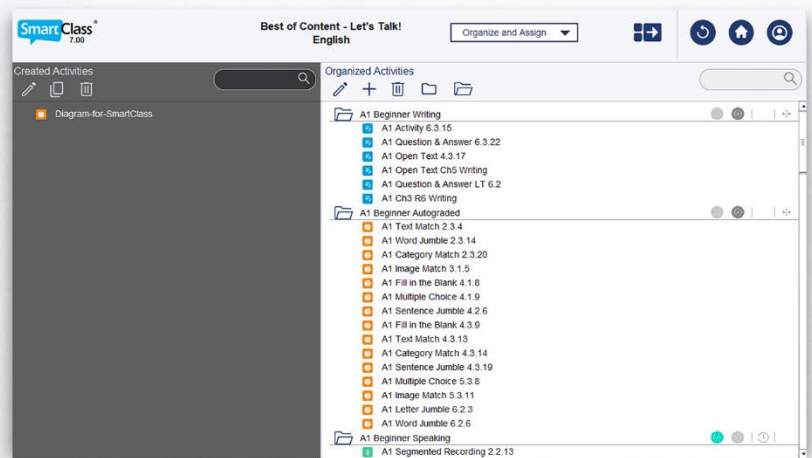
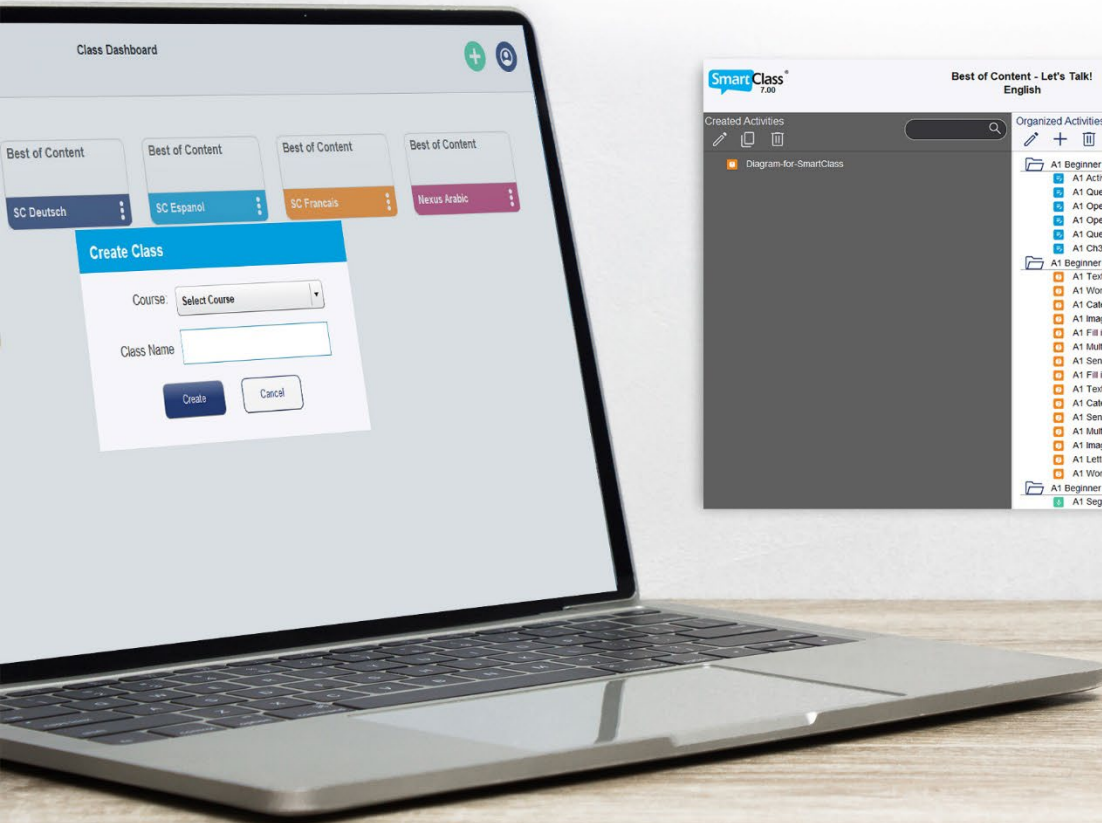


**SmartClass**<sup>®</sup>  
BY ROBOTEL

**Hub**  
Quick Reference

## Quick Reference Guide for the Teaching Platform





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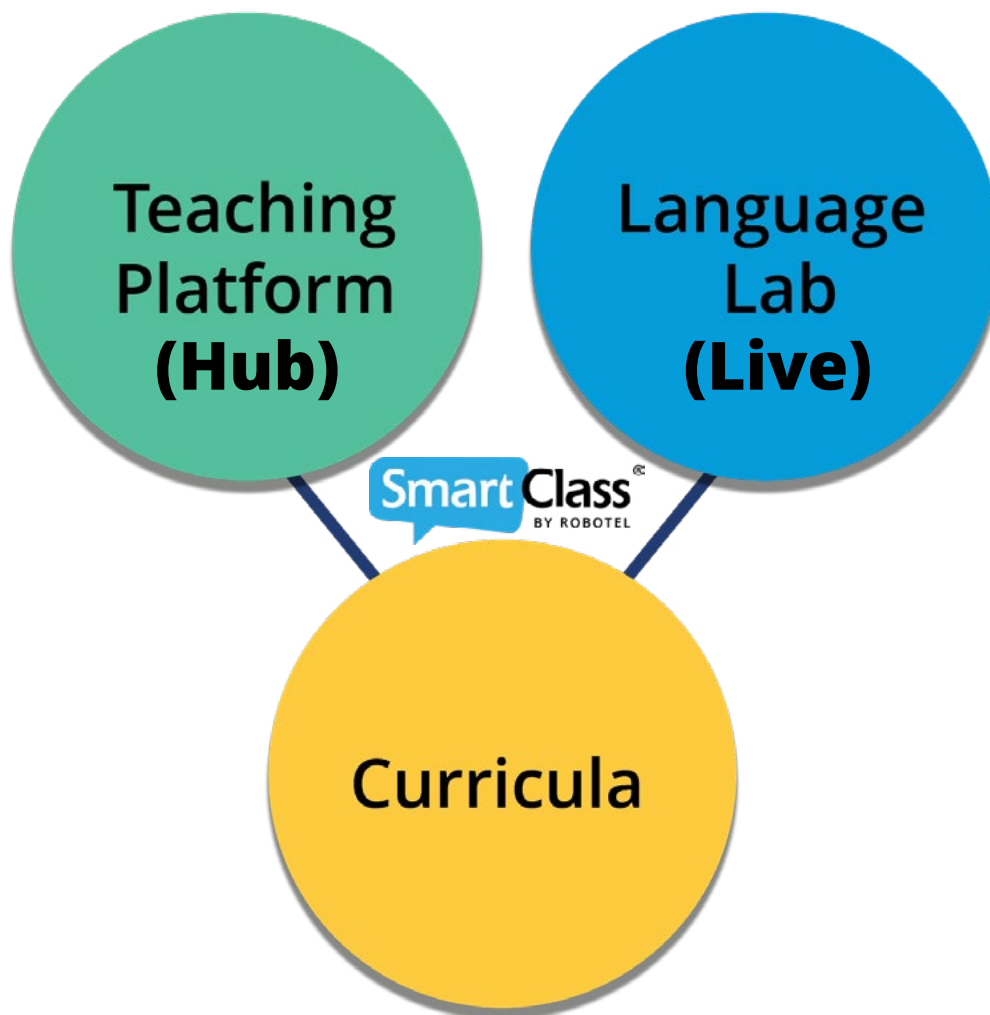
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# Before Getting Started

## Application Nomenclature



SmartClass has two main applications:



### SmartClass Teaching Platform (Hub)

The Hub is the application you will use to manage self-study activities and review all student responses.



### SmartClass Language Lab (Live)

The Live is the application you will use to manage activities with your students in a classroom setting.

This guide focuses on the **SmartClass Teaching Platform** application.  
(The **SmartClass Language Lab** application is covered in a separate document.)



## SmartClass Teaching Platform

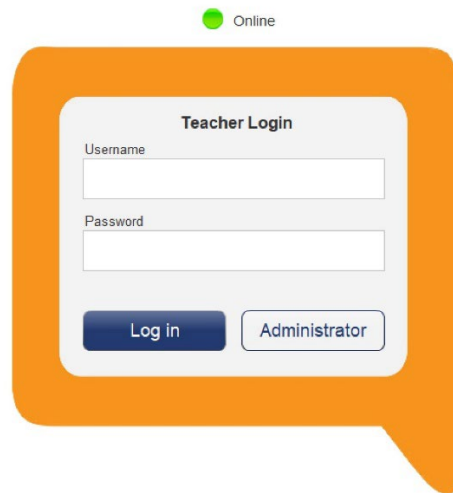
There are two options for installing the teaching platform software on a teacher's computer:

- SmartClass Teacher HUB (includes only the teaching platform application)
- SmartClass Teacher HUB+LIVE (includes both teaching platform and language lab applications)

The SmartClass Teaching Platform software module supports all the Hub capabilities from media file importation to exercise building to grading of student work and gives you the ability to connect directly with your school's central database when working remotely. This is true for both cloud-hosted systems and school-hosted systems having the SC WEB Manager option.

## Connection Status for SmartClass Teaching Platform Only

If you are using only the teaching platform version, there is an online connection status indicator, (green circle: ● ) at the top of the username panel.



If this indicator is not green, contact your system administrator to solve the issue, as you will not be able to connect.

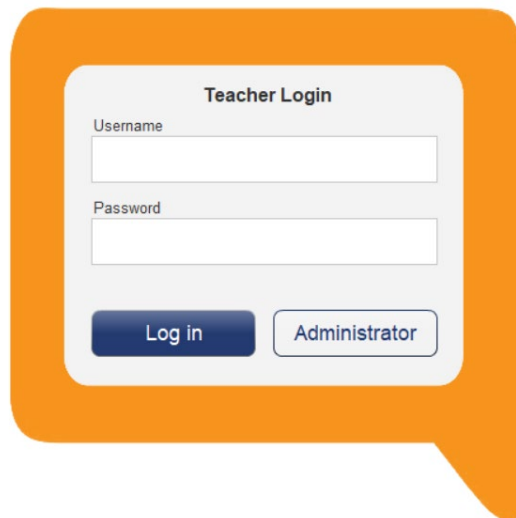
For SmartClass Teacher Hub + Live, Hub will not show the connection status indicator.

# Teacher Login

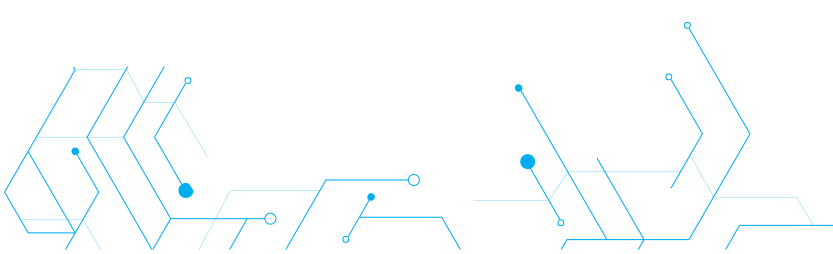
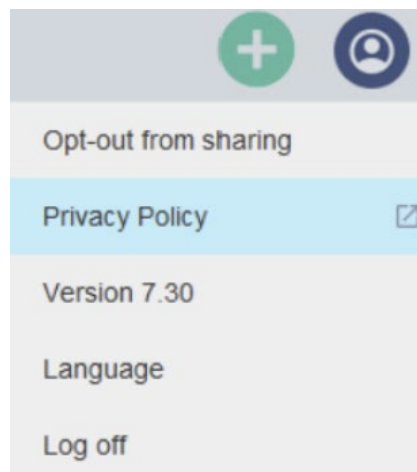


**Desktop Icon:** To launch the SmartClass Teaching Platform at the teacher station, double-click on the *SC Media Teacher* (or SmartClass Teacher HUB) icon shown below:

**Teacher Login Panel:** The Teacher Login pop-up panel will be displayed as shown below. If you do not know your login information, consult the system administrator. Please note: If you are logging in as an Administrator, enter your credentials and then click *Administrator*.



**Class Dashboard:** When you have logged into the SmartClass Teaching Platform for the first time, the Class Dashboard will appear empty. Don't forget to choose the graphical user interface language here as well. You can do this by clicking on the *User Icon*.



# Creating Courses & Classes



Click on the *Add Class* button in the upper right. The pop-up panels shown below will appear. Select or create a new course and then assign a class name. Remember, if you create a new class but under the same course, those classes will “mirror” each other. When you assign folders, they will be assigned in all classes with the same course.

**Create Class**

Course:

Class Name

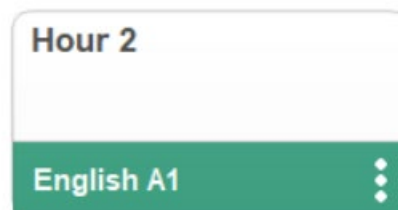
**Create New Course**

**Create Class**

Course:

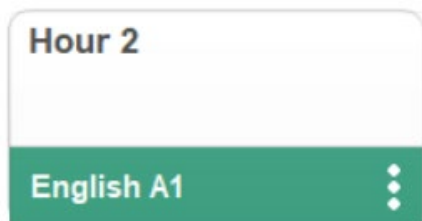
Class Name

Click on the *Create* button to complete your class. Your new class will now be visible on the Class Dashboard with a token and color. The same color will be displayed for all classes with the same course.





# Editing, Modifying, and Deleting Classes



Click on the 3 dots on the class token to access the class editing options.

- Rename Class/Course
- Delete Students
- Delete Class
- Class Settings

The editing options list will appear:

**Rename Class/Course**

Course Name

Class Name

**Rename Class/Course:** If you select this option, you are taken back to the *Create Class* panel, where you can change the class name and/or select a different course.

**Delete Students**

Hour 2 - English A1

Do you want to delete students in this class?

**Delete Students:** This function is normally used only at the beginning of a new school year when the previous students have graduated to a new class and a new group of students is coming to start your class. Do not use this function lightly, as it will erase all the students' work, grades, and feedback. It will, however, leave the activities and folders so that you can use them year after year to teach that class. When you select *Delete*, the following confirmation panel will appear:

Hour 2 - English A1

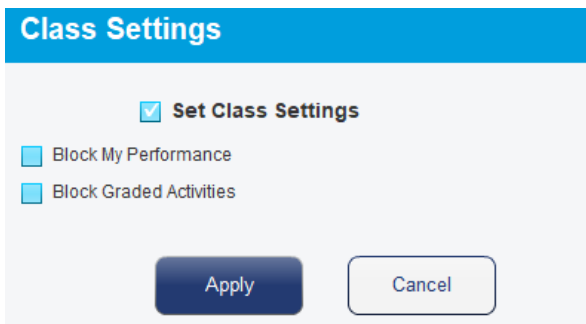
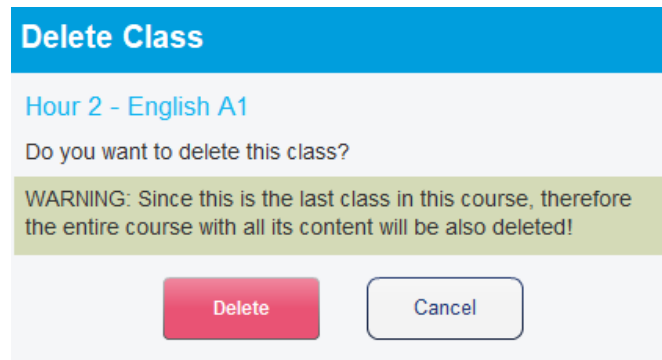
All students in the class will be permanently deleted. Do you want to continue?

Yes





**Delete Class:** This function is rarely used, except for very unusual circumstances. Do not use this function lightly, as it will erase all the students' work, grades, and feedback. **Important:** If it is the last class for the course, all media files and activities for that class/course will also be deleted. When you select *Delete Class*, the following confirmation panel will appear:

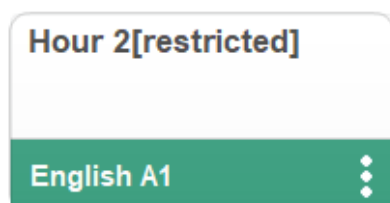


**Class Settings:** This function is used when the teacher wants to run an asynchronous test exercise with one or more Hub activities. The intent is to delay providing feedback to students on their performance (e.g., correct answers) until all students have completed the test.

There are two sub-options which can be individually selected:

**Block My Performance** – Students normally have access to a panel called *My Performance*, which opens a status list for all assignments. This includes grades provided through auto-graded assignments. When this is blocked, the *My Performance* panel cannot be accessed.

**Block Graded Activities** – Activities that are auto-graded often include visual feedback on individual answers (e.g. red/green). When blocked, students are unable to re-open completed activities and access this visual feedback.



When a class has had the *Test Restrictions* option enabled, the code [restricted] is added to the class name so that both students and teachers are aware of active restrictions. Teachers can un-restrict the class once all students have completed the assignment, and students can then access grading and feedback information normally.

# Explore Content Selection

## Explore Content

Would you like to use SmartClass Content?

Select the language

No, create own activities

When you first open a new class, you will not have content or students. The *Explore Content* panel will be shown for you to decide if you want to download our SmartClass Content or not. This is only an option if you have paid for content licenses. This is an easy add-on option, so talk to your administrator if you do not currently have this option.

If you choose to use SmartClass content, select the language and the level needed, and click on *Yes, download the content*.

## Explore Content

Would you like to use SmartClass Content?

Select the language

- 1 SC Let's Talk! English
- 2 SC Español (with English Instructions)
- 3 SC Deutsch (with English Instructions)
- 4 SC Arabic

No, create own activities

## Explore Content

Would you like to use SmartClass Content?

1 SC Let's Talk! English

Select the level

- English - A1
- English - A2
- English - B1
- English - B2
- English - C

## Explore Content

Would you like to use SmartClass Content?


1 SC Let's Talk! English

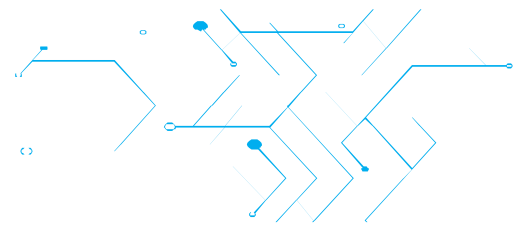
English - A1

Yes, download the content

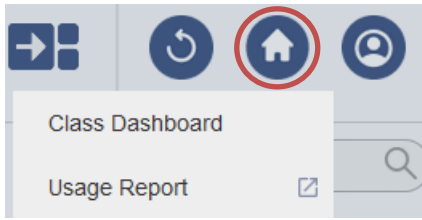
No, create own activities

# Navigation Panel

Click on the *Home Navigation* icon (  ) to access the both *Class Dashboard* and the *Usage Report*.



## Changing Your Class Selection



When a class has been launched, the name of that class will appear at the top of the screen. To change classes, return to the *Class Dashboard* and select your new class.

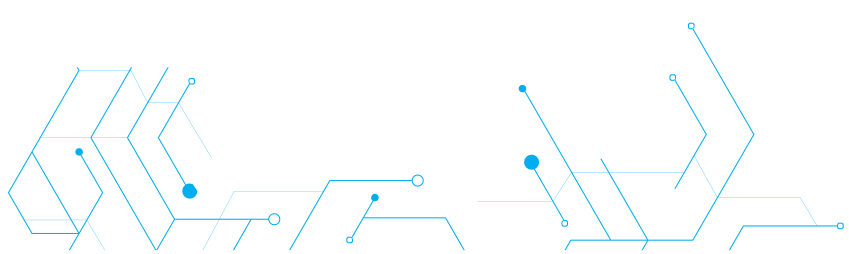
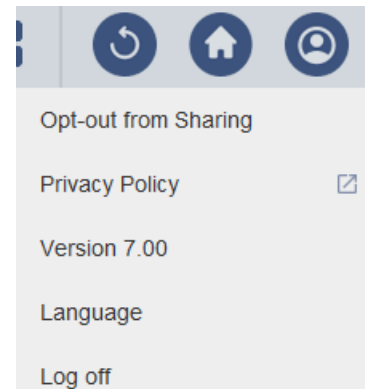
## Refreshing a Class

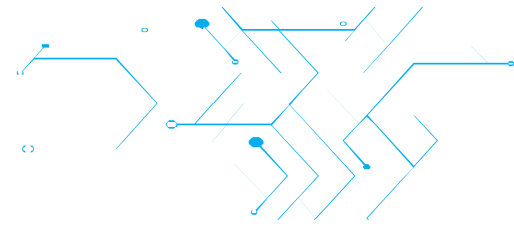


The SmartClass Teaching Platform takes a snapshot of the class database when you launch a class. If students are working on assignments, you may need to refresh the database image to have access to the latest changes. This is done by clicking on the Refresh button, at the top of the screen (shown at left).

## Logging off

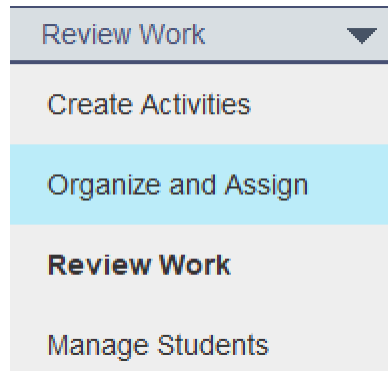
When work has been completed, simply click on the *User Icon* on the top right of the screen and select *Log Off* from the menu to exit the platform.





## Which task would you like to do first?

Once you have selected a class with which to work, that class will automatically open to the *Review Work* option. The operation can be changed by clicking on the drop-down menu and selecting any of the other options described below:



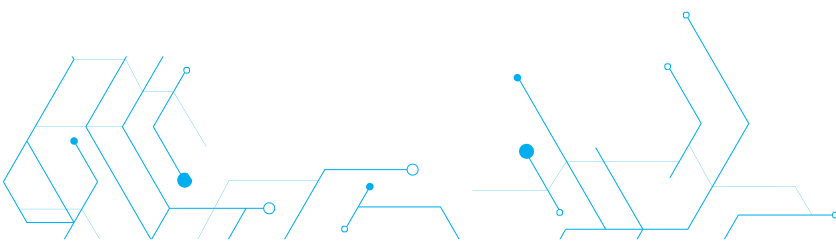
**Create Activities:** This page is used to import media files (e.g., a photo, pdf, MP3), import activities (e.g., a multiple choice quiz), or import complete courses (e.g., Let's Talk! English – Level C1/C2). Also, teachers use this same panel to build their own customized activities.

**Organize and Assign:** This second page is used to organize activities into folders that can be assigned to students.

**Review Work:** Once activities have been completed by students, this page is used to review and grade student work and leave feedback for individual students.

**Manage Students:** This fourth page is used to build the student roster. This can be done by importing a list of students or by adding individual students. You can also edit student information or delete students leaving the class partway through the term.

For explanation purposes, we will start by importing students through the *Manage Students* page.

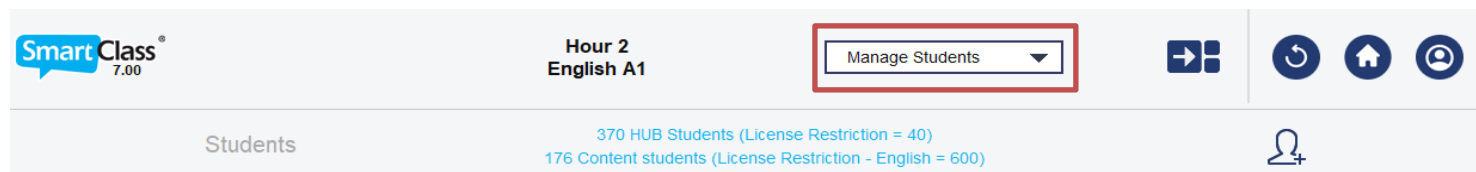




# Manage Students

Systems equipped both with the SmartClass Teaching Platform and SmartClass Language Lab, it is possible to add students using either interface. This chapter describes how to do so using the Hub interface.

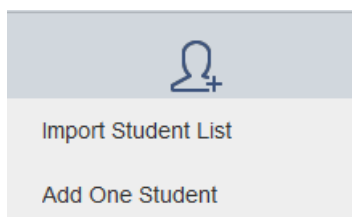
Begin by navigating to the *Manage Students* page, (as shown below):



To add students, click on the Add Students icon



You are given 2 options:

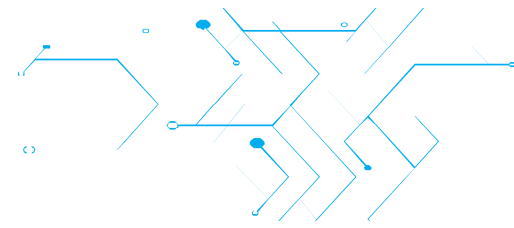


## 1. Import Student List

With the teaching platform, the *Import Student List* option is faster when setting up classes. To use this capability, teachers must have an appropriately formatted CSV file (Comma Separated Values) containing the roster of students registered in their class.

## CSV File Format

Student identification will use one of two different formats depending on whether SmartClass is configured to host student usernames and passwords or configured to look up student usernames and passwords via the school's LDAP database. (*Your IT department must advise you of this information.*)



When configured for independent operation, SmartClass uses the following four-field student record format:

### **First Name, Last Name, Username, Password**

When you select the CSV file, a preview of the records to be imported will be displayed as shown in the image at right.

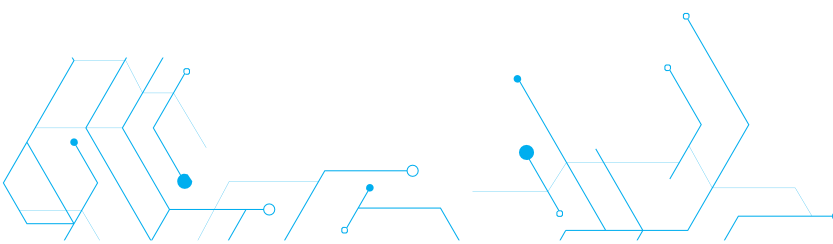
Click on the *Import* button to import this list of students into the class or click on the *Cancel* button to abort the import.

After importing the CSV file, the left panel of the *Manage Students* page will be populated with the student roster.

First Name	Last Name	Username	Password
Amy	Webber	awebber	12345
Justin	Lake	jlake	12345
Mark	Fisher	mfisher	12345
Julie	Thomas	jthomas	12345
Spencer	Gills	sgills	12345
Jason	Cooper	jcooper	12345
Vivian	Heart	vheart	12345
Olivia	Harper	oharper	12345
Alex	Roberts	aroberts	12345
Jennifer	Schwartz	jschwartz	12345
Whitney	York	wyork	12345

#### **Note for LDAP**

When configured for LDAP lookup, SmartClass uses the following single-field student record format: **Username**





## 2. Add One Student

When selecting *Add One Student*, a panel will open with the following four credential fields:

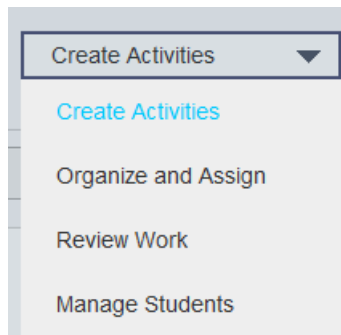
Fill in all four credential fields and click on *Add* to create a student account.

- Only passwords are case-sensitive.
- Usernames must be unique for all students in the database for your institution.
- If you want to create the same student user in two classes or more, the four fields must be identical.

### Note for LDAP

When configured for LDAP lookup, SmartClass uses the following single-field student record format: **Username**

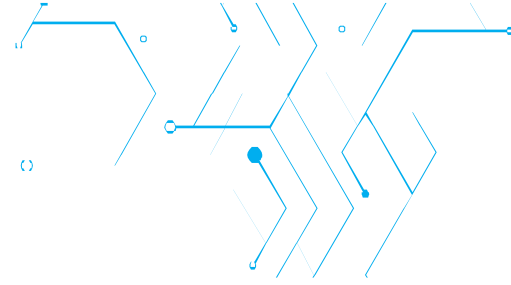
## Create Activities – Import & Author



The *Create Activities* view is used to import media files and/or shared activities/exercises into the current class. It is also used to build your own custom activities. When creating an activity, the process starts with importing a media file.

Normally, teachers will import all content in advance and prepare any activities needed for classwork or homework assignments. However, this process can also be done in the moment.

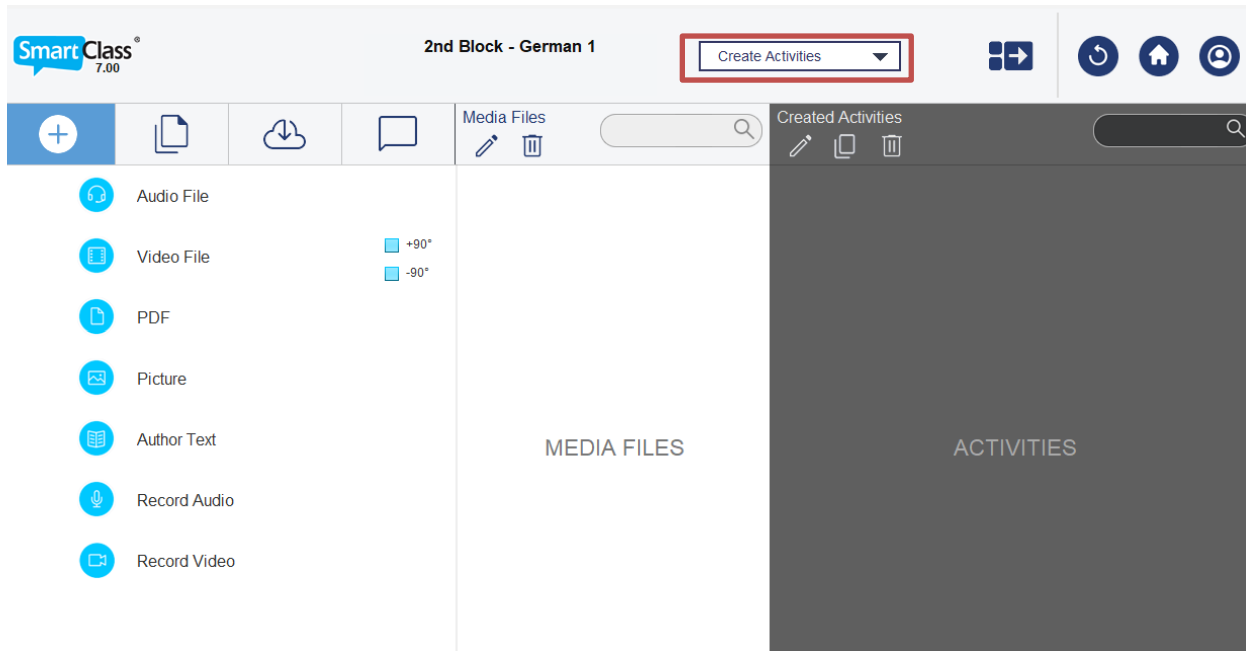




This topic is being split into two successive chapters:

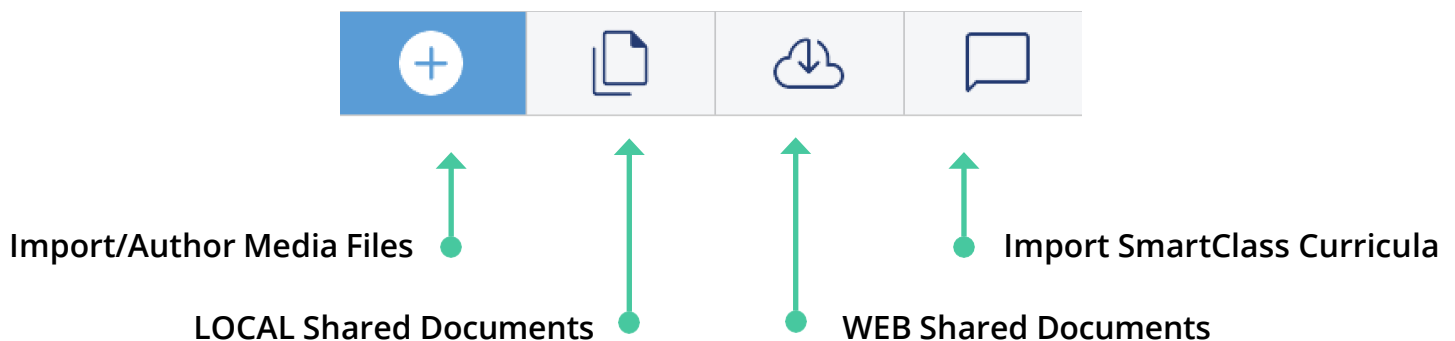
In the first, we will look at the options for importing media files and turnkey activities.  
In the second, we will cover how to create custom activities.

The view for the *Create Activities* page is shown here:



## Import / Author Documents

In the SmartClass Teaching Platform environment, the term “documents” includes both media files, (e.g. images, audio clips, videos, etc.) and activities (e.g. self-contained exercises such as Multiple Choice quizzes). You can even import entire courses using the Let’s Talk! option. The Import Source menu bar at the top of the Import/Author panel includes four options:










# Import/Author Media Files



With this option selected, the menu shown is displayed in the left-hand panel.

## Formats Supported:

-  Audio File      MP3, WAV, AIFF and WMA
-  Video File      FLV, MP4, MPG, MOV, AVI and WMV
-  PDF      PDF
-  Picture      JPEG, JPG and PNG
-  Author Text
-  Record Audio
-  Record Video

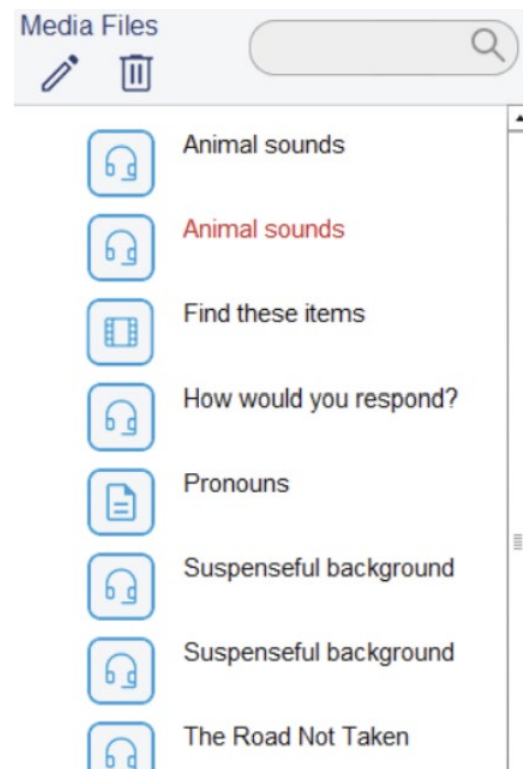
# Import Media Files

As media files are imported into the SmartClass Teaching Platform, they are listed alphabetically in the *Media Files* panel, as shown on the right.

Recently imported files, (e.g., files that have been imported during the current session) are shown in red.

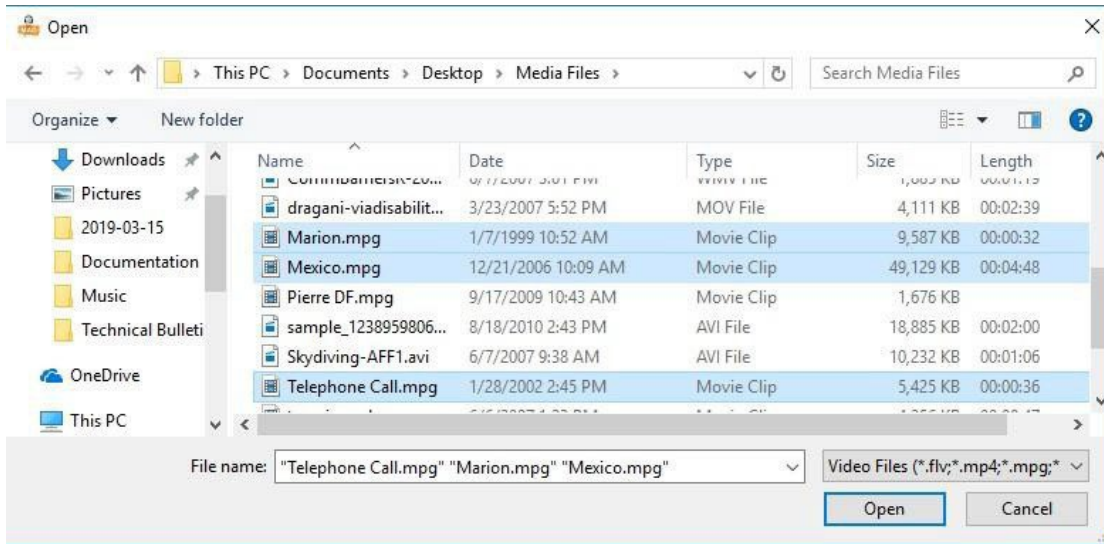
By first highlighting a media file, you can use the pencil icon at the top of the panel to rename the file or you can use the garbage can icon to delete the file.

If you have imported many media files, you can use the search field at the top to quickly locate a particular file.



# Importing Multiple Files in One Operation

When importing media files, you use the CTRL or SHIFT keys to select multiple target files for import in a single operation.



# Authoring Media Files

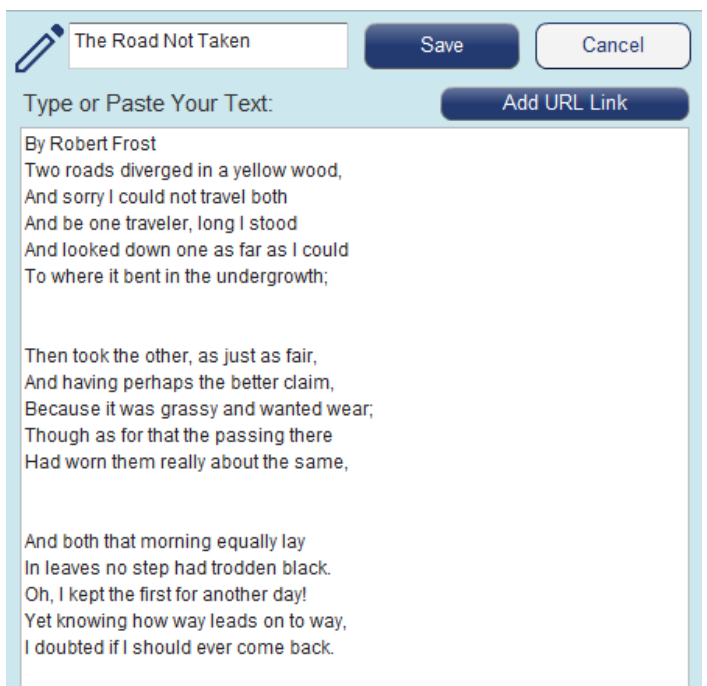
There are three types of media files that you can author within the SmartClass Teaching Platform: Text Files, Audio Files, and Video Files.

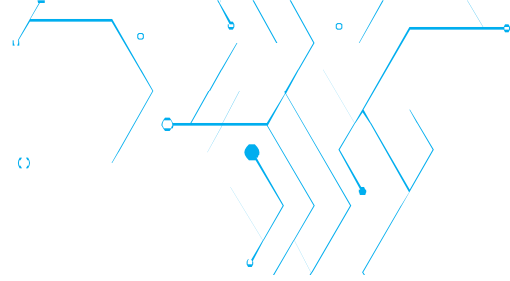
## Author Text

To author a text document, you must provide a document name by filling in the field at the top of the editing screen (pictured on the right).

## Saving Your Text Document

You must click on the Save button to save your file.

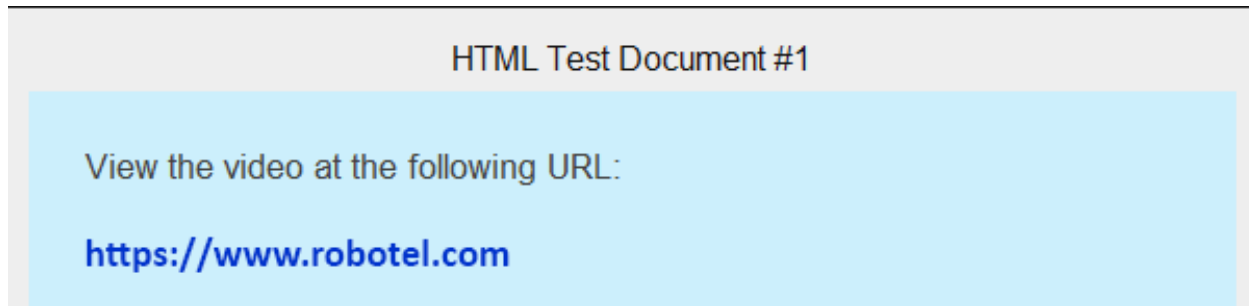




## Embed HTML Links in Text Documents

HTML links can be embedded in text documents. This can be done in two ways:

**Simple:** An example of a simple hyperlink is “www.robotel.com”. Just type or cut & paste the target link into your document, and SC will automatically detect it as a hyperlink. See example below:

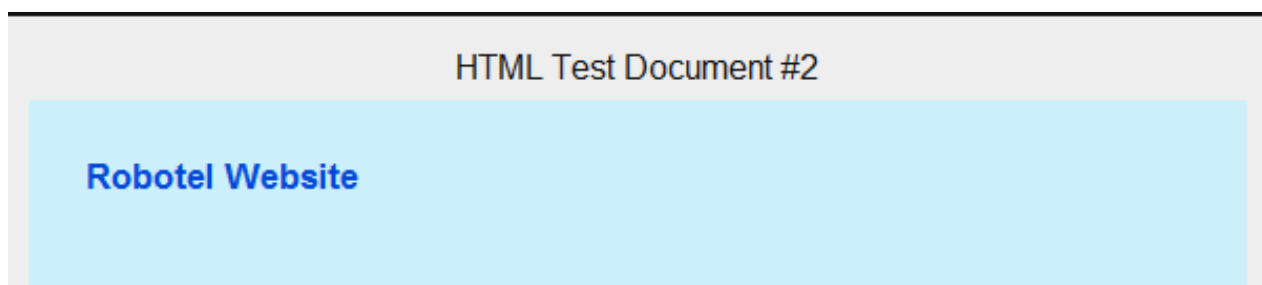


**Advanced:** Advanced hyperlinks allow teachers to use any text phrase, and then associate a hidden HTML link with that phrase. The procedure is a little more complicated. The format of the information is as follows (without the < >):

`<URL%><Add URL Link Here><#><Title to be Shown to Students ><%>`

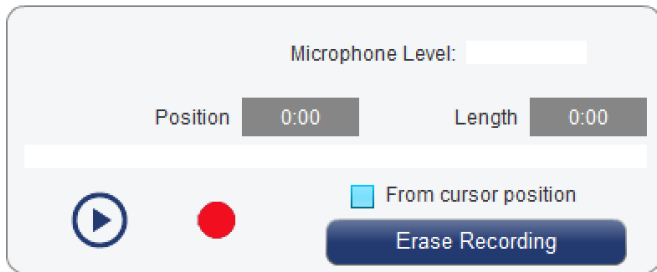
e.g. URL%www.robotel.com#Robotel Website%




The students will receive this hyperlink to open Robotel’s website.



## Audio Recording

To record an audio file, you must provide a document name by filling in the field at the top of the editing screen (pictured below).



RECORDING CONTROLS	
BUTTON	FUNCTION
	<b>Record:</b> Click on this button to begin recording. The position and length indicators will increment identically showing the duration of the recording.
	<b>Play:</b> Click on the play button to listen to the recording. After playing, you can stop or resume recording.
	<b>Pause:</b> Click on the pause button to suspend playback or recording. Note that if you re-select the Record button, the new recording is just appended to the previous material in the same file.

## Create Video Document

To record a video file, you must provide a document name by filling in the field at the top of the editing screen (pictured below).

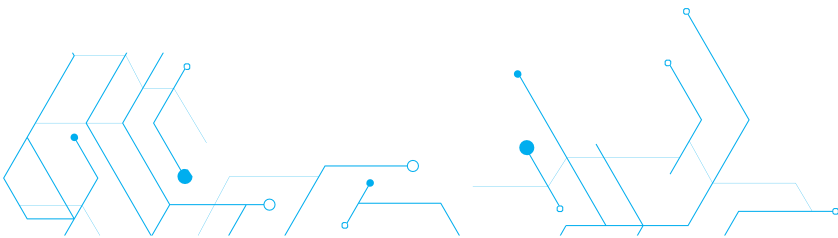
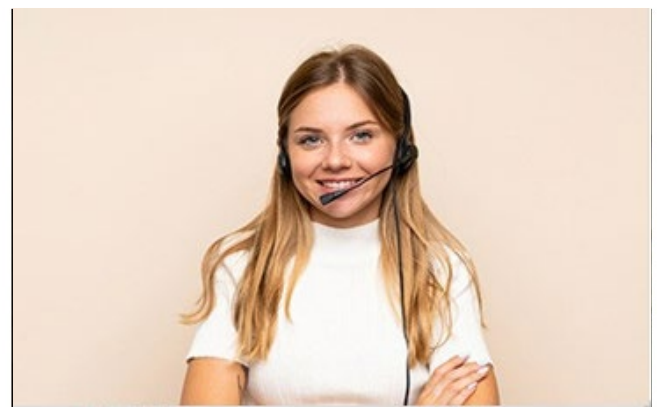
Video recording includes both visual (webcam) and audio (microphone) components.

### Recording Controls

Note that the recording controls for video recording are identical to those described for audio recording in the previous section.

### Saving Your Recording

Click on the *Save* button to save your recording and proceed to creating an activity.



# LOCAL Shared Documents (Installed version)



When you select “LOCAL Shared Documents”, you are shown the contents of the Shared Documents Library. The Shared Documents Library provides access to documents that you and your colleagues (using the same SmartClass platform) have used in their classes.

Begin by selecting a *Teacher Name* in the left column and a *Class Name* in the right column. Next, click on *View Documents*.

The screenshot shows the 'Shared Documents' interface. At the top, there is a checkbox labeled 'Show only my account' and a 'View Documents' button. Below this are two columns of lists. The left column is titled 'Teacher Name' and lists various teachers. The right column is titled 'Course - Class' and lists various course and class names.

Teacher Name	Course - Class
Emond Pierre	Let's Talk! English - Best of Content
Eptec Rudyanto	Let's Talk! English - Best of content 2
Evelons Edgars	Let's Talk! English - Best of Content 3
G. Daniela	SC Español A2 - Best of Content[##83]
Green Professor	SC Español A2 - Something different
Guedira Abdelkhaleq	SC Español - Best of Content
Haase Hannah	LTE C1/2 - New Class 2
Hendrich Petr	LTE A1 - New New
Hidayat Rakhmat	ENGLISH 101 - ENG-101A
HSU Jeff	ENGLISH 201 - ENG201-A
Ivanans Valters	Best of Content - Nexus Arabic A
Jacques Stanislas	LTE B1 - Class 1
Jenista Jiri	Deutsch A2 - A2
Klein Fabian	

The screenshot shows the 'Shared Documents' interface with a selected document. At the top, there is a text box showing the selected document path: 'Emond Pierre / Let's Talk! English - Best of content'. Below this are 'Preview' and 'Add' buttons. There are also checkboxes for 'Media Files' and 'Activities'. Below the checkboxes is a table of activities.

Activity name	Activity type
A1 Category Match 2.3.20	Category Match
A1 Category Match 4.3.14	Category Match
A1 Ch3 R8 Writing	Open Text
A1 Continuous Recording 3.1.8	Continuous Recording
A1 Fill in the Blank 4.1.8	Fill-in-the-Blanks
A1 Fill in the Blank 4.3.9	Fill-in-the-Blanks
A1 Fill in the Blank 4.3.9	Fill-in-the-Blanks
A1 Image Match 3.1.5	Image Match
A1 Image Match 5.3.11	Image Match
A1 Letter Jumble 6.2.3	Letter Jumble
A1 Multiple Choice 4.1.9	Multiple Choice
A1 Multiple Choice 5.3.8	Multiple Choice
A1 Open Recording 2.3.10	Open Recording
A1 Open Recording 6.1.12	Open Recording

Next, check either the *Media Files* option or the *Activities* option. Highlight the target file in the left column.

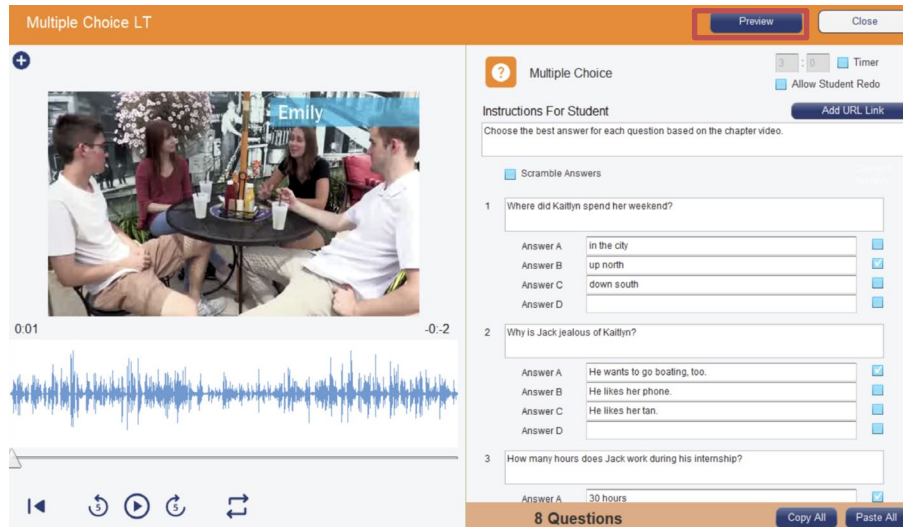
**Preview:** You can click on *Preview* to view the file without copying.

**Add:** You can click on *Add* to copy the file into your class.

Note that you can click on the *Change* button to return to the Teacher/Class selection page.

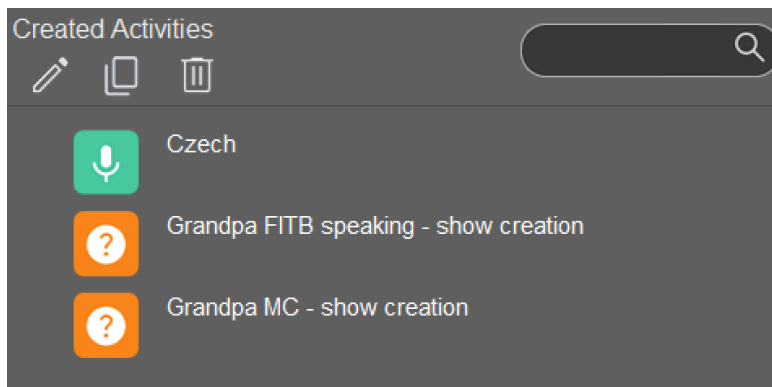
## Previewing Shared Documents

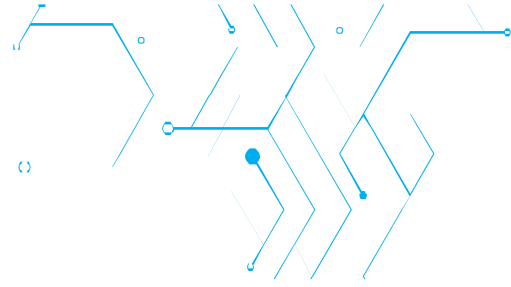
You have the option to preview activities to see how they appear from a student perspective by clicking *Preview*.



## Adding Shared Documents

If we had chosen the *Activities* option, any files that we copy will appear in the *Created Activities* panel as shown below.





## Adding Shared Courses/Classes

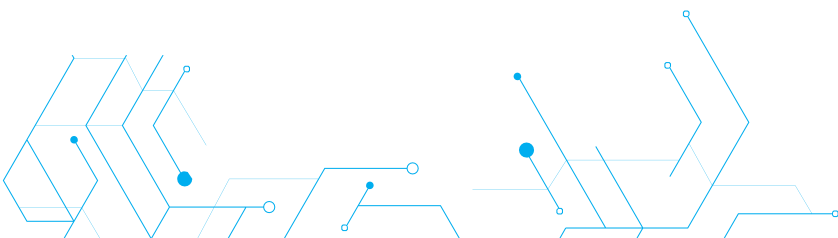
Teachers can import complete structured classes comprising multiple activities organized into modules. For this capability to be available, teachers must start with an empty class, having no students, no media files, or activities. Only the activities under a folder in the class that you are copying from will be copied into the new class. The folder structure will also be copied. All activities that are not placed in a folder will not be copied.

Activity name	Activity type
2021-05-18 Troubleshooting Guide	Text Match
2021-05-18 Troubleshooting Guide	Image Match
2021-05-18 Troubleshooting Guide	Category Match
2021-05-18 Troubleshooting Guide	Pronunciation
2021-05-18 Troubleshooting Guide	Open Recording
2021-05-18 Troubleshooting Guide	Question and Answer
2021-05-18 Troubleshooting Guide	Pronunciation
A1 Activity 6.3.15	Open Text
A1 Category Match 2.3.20	Category Match
A1 Category Match 2.3.20	Category Match
A1 Category Match 4.3.14	Category Match
A1 Ch3 R8 Writing	Open Text
A1 Continuous Recording 3.1.8	Continuous Recording
A1 Fill in the Blank 4.1.8	Fill-in-the-Blanks

## WEB Shared Documents (Installed version only)



When you select “WEB Shared Documents”, you are shown the contents of the SmartClass Cloud Exchange (SCX) cloud-hosted community database. Any teacher using any SmartClass platform can upload shared materials to the SCX. The Shared Documents Library provides access to these documents; although, the author may restrict access to certain users.





Begin by selecting a Teacher Name in the left column and a Course - Class in the right column. "Public" folders are accessible by any teacher. "Protected" or "Private" folders have certain access restrictions. Next, click on *View Documents*.

The screenshot shows the SmartClass Exchange (SCX) interface. At the top, there are navigation icons: a plus sign, a document icon, a cloud with a download arrow, and a speech bubble. Below these is the text "SmartClass Exchange (SCX)" and an "Upload" button. A checkbox labeled "Show only my account" is present, along with a "View Documents" button. The main area contains two columns: "Teacher Name" and "Course - Class".

Teacher Name	Course - Class
1 Robotel-CZ - školení	
1 1 - 1	
81 vyda - Ateities	
81 vyda - Ateities	
950850 950850 - CSIC	
/khair Jumana - College des Freres	
1. SC Content Free Speaking Activities	
1. SC Content Best Practices - Robotel	
_SC+ Inspiration - Robotel	
A Tan Loc - tla	
a tai - Robotel	
A.R. iar18378@gmail.com - Frere Schc	
A.R. Iman - Frere School	
AAA-Shared AAA-Marek - NDG	

Next, check either the Media Files option or the Activities option. Highlight the target file in the left column. (See Locally Shared Documents)

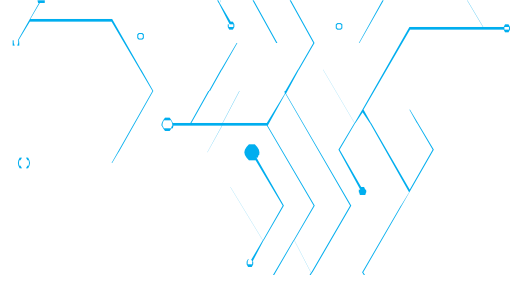
**Preview:** You can click on *Preview* to view the file without copying.

**Add:** You can click on *Add* to copy the file into your class.

The screenshot shows the "Shared Documents" interface. At the top, there are navigation icons: a plus sign, a document icon, a cloud with a download arrow, and a speech bubble. Below these is the text "Shared Documents" and an "Upload" button. A text input field contains "1 Robotel-CZ / Halloween ZŠ" and a "Change" button. Below this are "Preview" and "Add" buttons. A checkbox labeled "Media Files" is unchecked, and a checkbox labeled "Activities" is checked. The main area contains a table with two columns: "Activity name" and "Activity type".

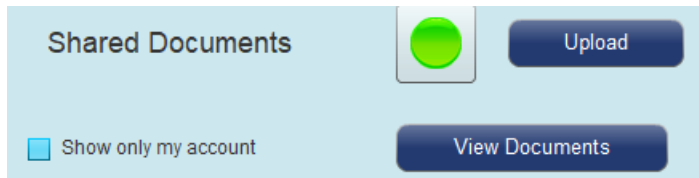
Activity name	Activity type
Halloween - easy vocabulary	Pronunciation
Halloween History National Geographi	Multiple Choice
Talking about horror movies	Open Recording
This is Britain - Halloween	Multiple Choice
This is Britain - Hallowen	Multiple Choice
Vampire 1.2 - fill in blanks	Fill-in-the-Blanks
Vampire 1.3 - pronunciation	Pronunciation
Vampire 1.4 - answer questions	Multiple Choice
Vampire 2.1 - Twilightsaga	Open Text
Vampire 2.3 - pronunciation	Pronunciation

**Note:** You can click on the *Change* button to return to the Teacher/Class selection page.



## Uploading WEB Shared Documents

When you access the Copy *WEB Shared Documents* page, you see the default view for downloading documents, there is an *Upload* button at the top of the panel.



Click on this button to upload media files or activities to the SCX Document Library. You are prompted to log in as shown below:

### Log in to Upload Documents

**SCX Account**

Username (email)

Password

Or click here to

Enter your username and password, or if you do not yet have an SCX account (different from your local system account), you can click on *Create Account*.

## The Upload Process

**SmartClass Exchange (SCX)**

Show only my account

Teacher Name	Course - Class
1 Robotel-CZ - školení	
1.1 - 1	
01 vyda - Ateities	
01 vyda - Ateities	
950850 950850 - CSIC	
khair Jumana - College des Freres	
1. SC Content Free Speaking Activities	
1. SC Content Best Practices - Robotel	
_SC+ Inspiration - Robotel	
A Tan Loc - Ila	
a tai - Robotel	
A.R. Iar18378@gmail.com - Frere Schol	
A.R. Iman - Frere School	
AAA-Shared AAA-Marek - NDO	

**SmartClass Exchange (SCX)**

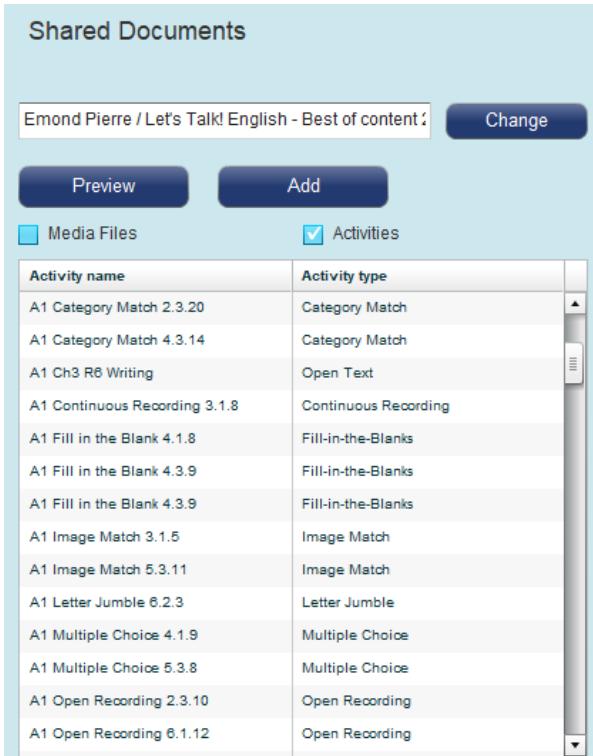
Show only my account

Teacher Name	Course - Class
123 test	
1234 Test	
Abbtzi Massimo	
Aqung Bagas	
Al Samon Ahmad	
AltTammi Jamal	
Amara M	
Amalia Noviana	
Anastasia Vivin	
Apikassament Anukit	
Argentina Teodoro	
Arman Raza	
Arndt Melissa	
Babalunde Oluwaya	

**SmartClass Exchange (SCX)**

Courses
German 6 (Public)
German 4 (Public)
German podcasts (Public)
Native German Readings (Public)
Let'sTalkDemo (Protected)
Best Practices (Public)
Let'sTalkCH4 (Protected)
A2 Ch 4 April 4 19 (Protected)
For Teachers (Protected)
Final Files and Exercises (Protected)
Best of Let's Talk (Protected)
Arelis (Public)
French A1 (Public)

The left panel shows the familiar Teacher Name and Class Name selection process. Normally, you can just check the *Show Only My Account* option. Then click on *View Documents*.



Note that you can click on the *Change* button to return to the Teacher/Class selection page.

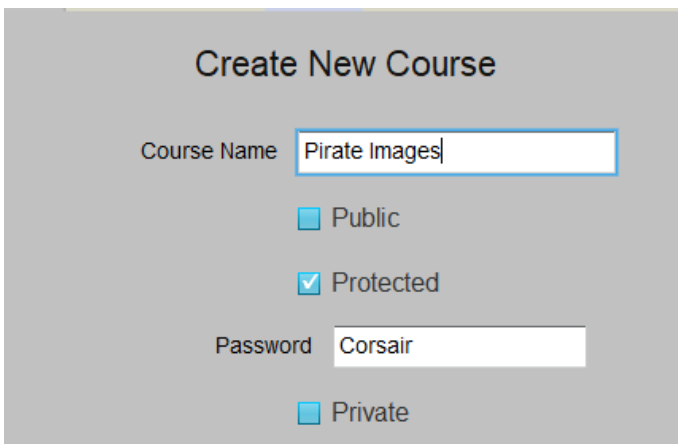
Next, check either the Media Files option or the Activities option. Highlight the target file(s) in the left column.

**Preview:** You can click on *Preview* to view a file without copying.

**Warning!** Even if a document has access restrictions for copying, anyone is able to preview that file.

**Add:** You will be able to click on *Add* to copy the file(s) to the SCX, but first you must select the destination class/folder for the transfer in the right panel.

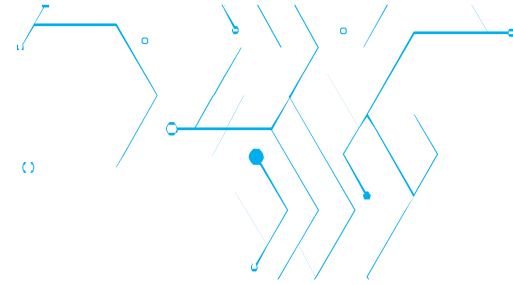
## New SCX Folder (Course)



New Users will need to first create an SCX Folder (Course)

Give the folder (Course) a name. You then have three sharing options:

**Public:** By default, the Public box is checked. This means that all SCX users are able to download copies of the documents for this course.



**Create New Course**

Course Name

Public

Protected

Password

Private

**Protected:** The teacher can alternately check the Protected box, and then enter a password for this folder. Only those users to whom the teacher provides the password are able to download copies of the documents for this course.

**Private:** The teacher can also choose the Private option. With this option, only the teacher herself is able to download copies of the documents for this course.

After choosing a sharing option, click on the *Create New Course* button.

## The Upload Process

You must highlight this target destination folder in the courses list as shown above. Then, from the left panel, you can click on *Add* to copy the pre-selected files to the SCX destination folder.

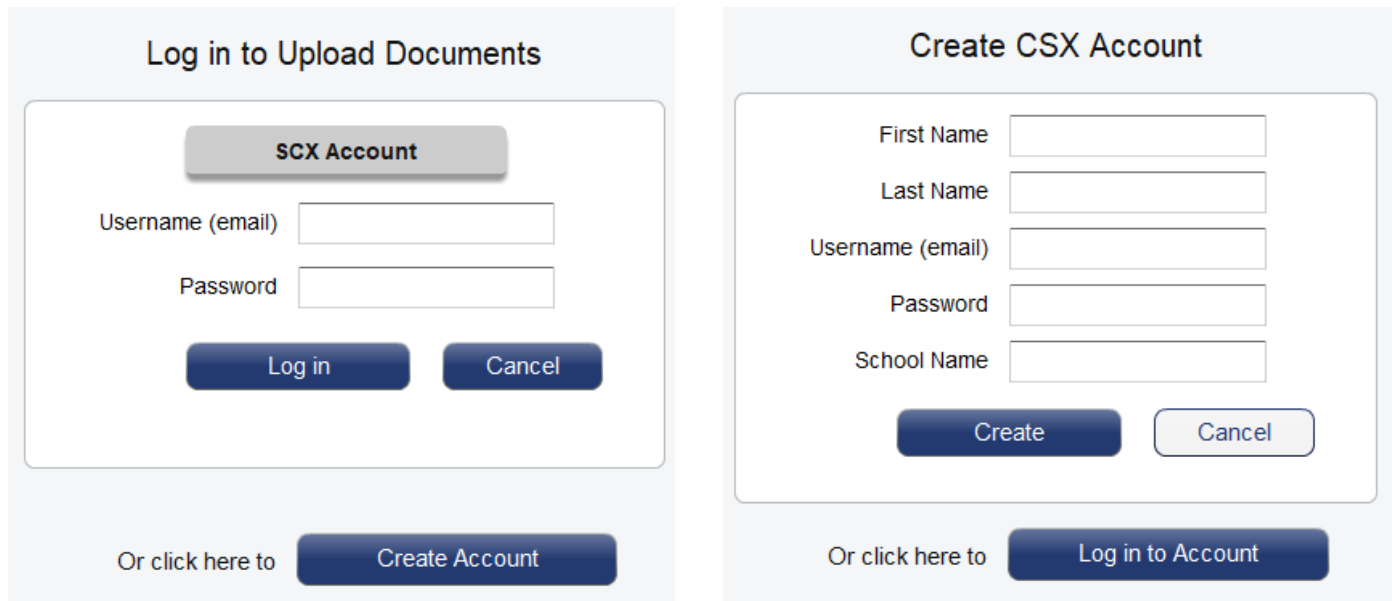
The screenshot shows the SmartClass Exchange (SCX) interface. On the left, the 'Shared Documents' panel is visible, with the 'Add' button highlighted by a red box. Below it is a table of activity types:

Activity name	Activity type
Ch 2 - For 1st Print	Multiple Choice
Ch 2 - For 1st Print	Open Text
Section 1 Image and 2.1.1	Fill-in-the-Blanks

On the right, the 'SmartClass Exchange (SCX)' panel shows a list of courses. The 'A2 Ch 4 April 4 19 [Protected]' course is highlighted. Below the list are 'Create', 'Edit', and 'Delete' buttons.

## Creating an SCX Account

To create your own SCX account, begin by clicking on the *Upload* button. You will see the login screen shown below. Click on the *Create Account* button to create a new account.



The image shows two side-by-side forms. The left form is titled "Log in to Upload Documents" and contains a section for "SCX Account" with fields for "Username (email)" and "Password", and buttons for "Log in" and "Cancel". Below this is a link "Or click here to" followed by a "Create Account" button. The right form is titled "Create CSX Account" and contains fields for "First Name", "Last Name", "Username (email)", "Password", and "School Name", and buttons for "Create" and "Cancel". Below this is a link "Or click here to" followed by a "Log in to Account" button.

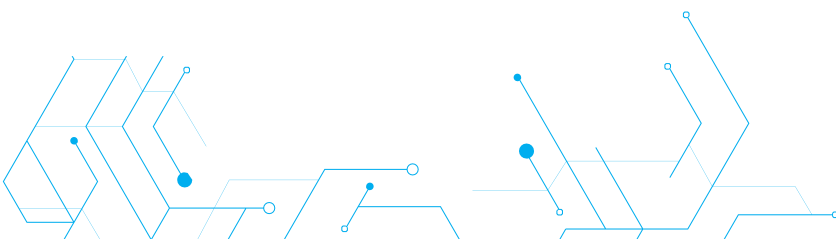
Enter your account information for all fields and then click on *Create*. Note that the system uses your email address as a unique identifier.

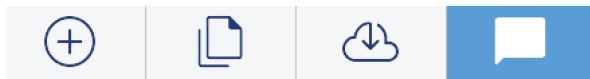
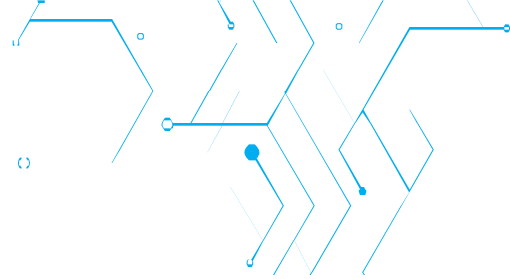
## Import SmartClass Content (Installed version only)



If you have not downloaded any SmartClass Content when you first opened your class, you can use this button to import a SC course, or you can reopen your class to see the SmartClass Content menu.

**Note:** To import a course, you must begin with an **empty class** that has no students and no documents. Select the language, and then the level. Then click on *View Documents*.





### SmartClass Exchange (SCX)

View Documents

Teacher Name	Course - Class
1 SC Let's Talk! English - Robotel	English - A1 [Public]
2 SC Español (with English Instructions)	English - A2 [Public]
3 SC Deutsch (with English Instructions)	English - B1 [Public]
4 SC Arabic - Robotel	English - B2 [Public]
	English - C [Public]

There are no restrictions on downloading and previewing these courses, but they cannot be assigned to students without a valid license.

There is a minimum of 400 activities per course.



### Shared Documents

1 SC Let's Talk! English / English - A1 Change

Preview Add Course

Activity name	Activity type
A1 Activity 1.1.1 Part 1	Segmented Recording
A1 Activity 1.1.1 Part 2	Segmented Recording
A1 Activity 1.1.10	Fill-in-the-Blanks
A1 Activity 1.1.11	Segmented Recording
A1 Activity 1.1.12	Open Text
A1 Activity 1.1.13	Multiple Choice
A1 Activity 1.1.14	Sentence Jumble
A1 Activity 1.1.2 Part 1	Pronunciation
A1 Activity 1.1.2 Part 2	Pronunciation
A1 Activity 1.1.3	Continuous Recording
A1 Activity 1.1.4	Continuous Recording
A1 Activity 1.1.5	Fill-in-the-Blanks
A1 Activity 1.1.6	Fill-in-the-Blanks
A1 Activity 1.1.7	Open Recording

**Note:** You can click on the *Change* button to return to the Teacher/Class selection page. With SmartClass courses you can only download activities, there are no shared files.

**Preview:** You can view an activity by highlighting it and clicking on Preview.

**Add Course:** There is no option to add specific files. If you click on Add Course, all activities for the selected level are downloaded in a single step.

**Warning!** Wait for all activities to be downloaded before continuing to another task or closing the Hub.

# Create Activities – Custom Activities

In this chapter, we focus on building custom activities using the media files that we have previously imported.

## Creating Custom Activities

Activity creation follows a step-by-step process:

1. Choose a media file.
2. Drag the media file by the icon into the Activities Panel or double-click the title to launch the Activity Wizard.
3. It is recommended to rename the Activity.
4. Choose an activity template for the activity (e.g., Open Recording).
5. Identify the activity type (Timed or Without Time Limit).
6. Click on the Create Activity button to start editing the activity.
7. Complete the activity setup (e.g., add instructions, add multiple-choice questions, etc.)

When you close the activity, it is automatically saved.

## Create Activity Panel

Select a media file from the Media Files panel by double-clicking on the title of the file or by dragging the media file icon into the Created Activities section on the right. Either action will prompt the *Create Activity* panel to open so that you can create an activity with that media file.

**Create activity**

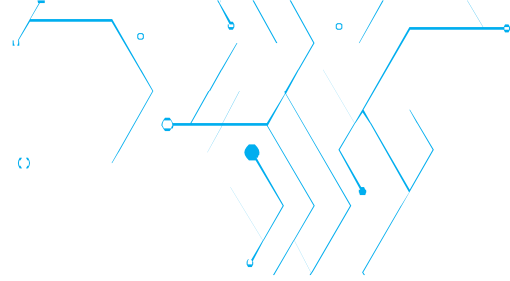
Activity name

**Activity type**

Auto-graded  Speaking  Pronunciation  Writing  Video  Viewing

**Activity template**

Multiple Choice  Text Match  Sentence Jumble  
 Fill-in-the-Blanks  Image Match  Word Jumble  
 Category Match  Letter Jumble






**Activity Name:** By default, the activity name will initially be shown as the name of the media file used as the stimulus. Edit this name as necessary.

**Response Category:** There are about twenty different activity templates you can choose depending on what type of response you want from your students. Start by choosing one of the six response categories. When you choose an activity category, the options for that category (media file dependent) are displayed immediately below.




**Activity Settings:** Here you can choose the options for the Category of Response you have selected. Optionally you can select to activate the timer to limit students to open only once the exercise to complete their work within the defined “MM:SS” time limit.

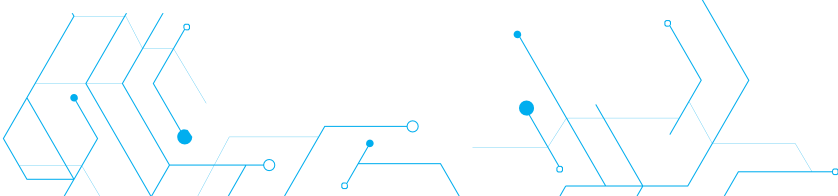
## Activity Templates

There are currently 19 different activity templates defined within the HUB. Not all 19 templates are compatible with all media file types. The table below summarizes which templates are available with each media file type.

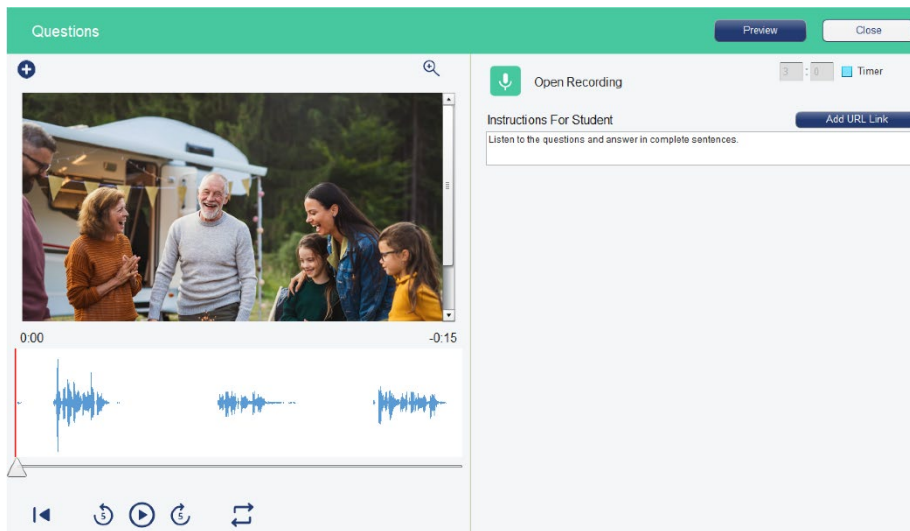
Activity Template		Media File Type (Stimulus)				
Response Category	Template Name	Text	PDF	Image	Audio Clip	Video Clip
	Listening / Viewing	✓	✓	✓	✓	✓
	Open Text	✓	✓	✓	✓	✓
	Question & Answer	✓	✓	✓	✓	✓
	Open Recording	✓	✓	✓	✓	✓
	Continuous Recording	with audio clip	with audio clip	with audio clip	✓	✓



Activity Template		Media File Type (Stimulus)				
Response Category	Template Name	Text	PDF	Image	Audio Clip	Video Clip
	Multiple Choice	✓	✓	✓	✓	✓
	Fill-in-the-Blanks	✓	✓	✓	✓	✓
	Text Match	✓	✓	✓	✓	✓
	Image Match	✓	✓	✓	✓	✓
	Category Match	✓	✓	✓	✓	✓
	Sentence Jumble	✓	✓	✓	✓	✓
	Word Jumble	✓	✓	✓	✓	✓
	Letter Jumble	✓	✓	✓	✓	✓
	Open Recording	✓	✓	✓	✓	✓
	Segmented Recording	with audio clip	with audio clip	with audio clip	✓	✓
	Continuous Recording	with audio clip	with audio clip	with audio clip	✓	✓
	Listen and Speak	✓	✓	✓	✓	✓
	Speak	✓	✓	✓	✓	✓
	Listen	✓	✓	✓	✓	✓



# Template Overview



There are *three* main sections of every template:

**Stimulus:** This area is primarily used for displaying the contents of the selected media file and is used for any navigation controls for the particular stimulus, such as playback and pause of audio or next page buttons to flip through PDFs with multiple pages. **Note:** Activities where an audio file has been selected can add a second media file to the activity. Click the blue *Add* button in the top left corner to choose a second file (image, text, or PDF) to be added.

**Instructions:** Teachers use this area for entering instructions and/or supplementary text materials that students will need to understand and complete the activity. In the teacher's view, there is also an exercise Preview button that lets you see the activity from a student's perspective. Note that HTML links can be embedded in instructions; (see Embed HTML Links in Text Documents).

**Response:** This is the student work area within the template. This area is unique for each of the templates.

**Note:** When you are done creating your activity, we recommend clicking on the *Preview* button to look at and interact with the activity as a student. If you are satisfied with the activity, close the preview and then hit Close. The activity is automatically saved and ready for you to move to a folder in your *Organized Activities* panel.



## Segmented Recording

A2 Activity 2.3.22 Close Preview

**Segmented Recording**

**A2 READING**

Listen to each question that the waitress asks you.  
Look at the menu to respond using complete sentences.  
Click "Done" to listen to the next question.

0:00 -50% -25% 0% +25% +50% -0:21

Select All Select None

## Continuous Recording

A2 Activity 4.2.16 Close Preview

**Continuous Recording**

Follow along as the person on the map goes to two different buildings. As the person walks from one place to the next, say the correct directions.

0:00 -0:42

## Open Video Recording

A2 Ch2 Project 1 Close Preview

**Open Recording**

**A2 REVIEW & ASSESSMENT**

Create an American menu for a restaurant or café.  
Name your restaurant or café.  
On your menu include **four** of the six categories: appetizers, soups, salads, main courses, desserts, and drinks.

Microphone Level:

Position: 0:00 Length: 0:00

From cursor position

Erase Recording

## Continuous Video Recording

Zoo animals Close Preview

**Continuous Recording**

Watch the video once then record yourself as if you were giving a tour.

0:00 -1:03

## Pronunciation - Listen & Speak

A2 Activity 1.2.3 Part 1 Close Preview

**Pronunciation [English (United States)]**

Look at the image and repeat the sentences. Click "DEFINITION" to see the word or phrase in your language.

(Note: For this activity, artificial intelligence is used to score your pronunciation. Sometimes compound or hyphenated words had to be split up due to the AI not being able to recognize context.)

1 After washing the clothes, they go in the dryer.

**the dryer;  
the clothes dryer**

Definition  Microphone Level:

Listen Click and Talk

2 Are you working a lot on your computer now?

## Pronunciation - Speak

Fruit Close Preview

**Pronunciation [English (United States)]**

Read each sentence once then click Click and Talk to record yourself.

1 The apple is red and delicious.

apple

Microphone Level:

Click and Talk

2 Oranges are round and grow on trees.

## Pronunciation - Listen

A2 2.3.3 Close Preview

190


**Pronunciation [English (United States)]**  
Listen to how the vocabulary words are used in each sentence.

1 We like to barbecue on Friday nights.

Listen

2 They are on vacation in Rome.

3 My family always goes camping in the summer.




**to barbecue (barbeque)**


## Text Match


A2 Activity 2.1.7 Close Preview


**A2 VOCABULARY**

Listen as people talk about their lunches.  
Match each description with the correct lunch image.

1 

2 

3 

4 


Description 2	Description 3	Description 8
Description 1	Description 7	Description 5
Description 6	Description 4	


## Image Match


A2 Activity 2.1.7 Close Preview


**A2 VOCABULARY**

Listen as people talk about their lunches.  
Match each description with the correct lunch image.

1 

2 

3 

4 

Description 2	Description 3	Description 8
Description 1	Description 7	Description 5
Description 6	Description 4	

## Category Match

A2 Activity 2.1.20 Close Preview

**A2 GRAMMAR**

Listen as the husband and wife talk about dinner plans for the week.  
Place each food item under the correct day of the week.

Monday	Tuesday	Wednesday
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	Friday	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

salad	pizza	soup
rice	fish	sandwich
chicken	chips	pasta
vegetables		

## Sentence Jumble

A2 Activity 6.2.11 Close Preview

**A2 GRAMMAR**

Listen to each **if clause**.  
Then, complete each one with the best **result clause**.

1  I will answer a lot of phone calls.

2  I will eat lunch at my desk.

3  I will be there on time.

4  I will have a dangerous job.

5  I will buy more than one to wear.

6  I will earn a lot of money.

7  I will find friendly people to work at my company.

8  I will have to stand for many hours.

9  I will be able to do any profession I want.



10  I will want to work there for a long time.

## Word Jumble

A2 Activity 2.2.17 Close Preview

**A2 GRAMMAR**

Listen to each question about the grocery store advertisement.  
Then, put each answer in the correct word order.

**Meat**  **Vegetables** 

1 dollars, it costs two

2 pizzas, buy can You two

3 dollars, it costs three and fifty cents

4 fifty cents, dollars fifteen They cost and

5 twelve slices cheese. There of are

6 You buy two can packs.

## Letter Jumble

A1 Letter Jumble 6.2.3 Close Preview

**A1 VOCABULARY**

Spell each word or phrase.

1 c e d a n u i e

2 y e e r t x m e l

3 n t e n s r i m u t

4 u d i a p p a

5 l c r s t a t i

6 s i c i l i c a a s

7 f e b k y o a d

## Additional Activity Capabilities

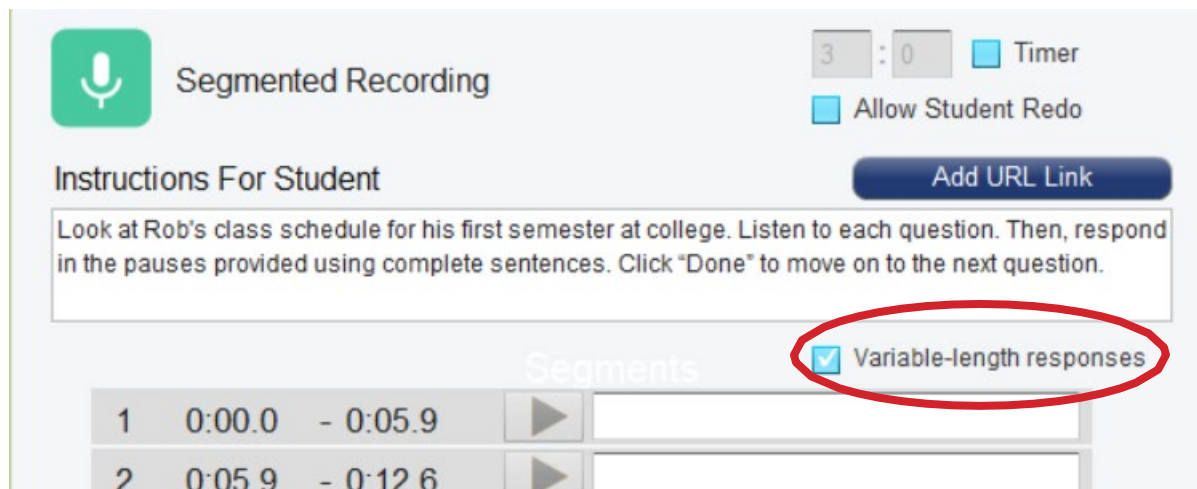
**Closed Captioning:** Segmented Recording activities now include provision for closed captioning.



The screenshot displays the Segmented Recording interface. On the left, a panel shows the activity title 'A2 READING' and instructions: 'Listen to each question that the waitress asks you. Look at the menu to respond using complete sentences. Click "Done" to listen to the next question.' Below the instructions is a waveform and a timeline from 0:00 to -0:21. The main interface shows a 'Segmented Recording' section with a timer set to 3:00 and checkboxes for 'Timer' and 'Allow Student Redo'. Under 'Instructions For Student', there is a list of five questions with their corresponding time segments. A 'Variable-length responses' checkbox is checked. On the right, a video player shows a man speaking with a white subtitle box containing the text: 'I'm Fred Squish, your man on the street.' The video player has a progress bar from 0:01 to -0:30.


Segment	Start Time	End Time	Question
1	0:00.0	- 0:05.2	Welcome to Good Eats. Can I bring you sor...
2	0:05.2	- 0:08.3	What would you like to order for your meal?
3	0:08.3	- 0:14.9	Would you like a side of toast, seasonal fru...
4	0:14.9	- 0:17.8	How does your food taste?
5	0:17.8	- 0:21.8	Are you ready for the bill?

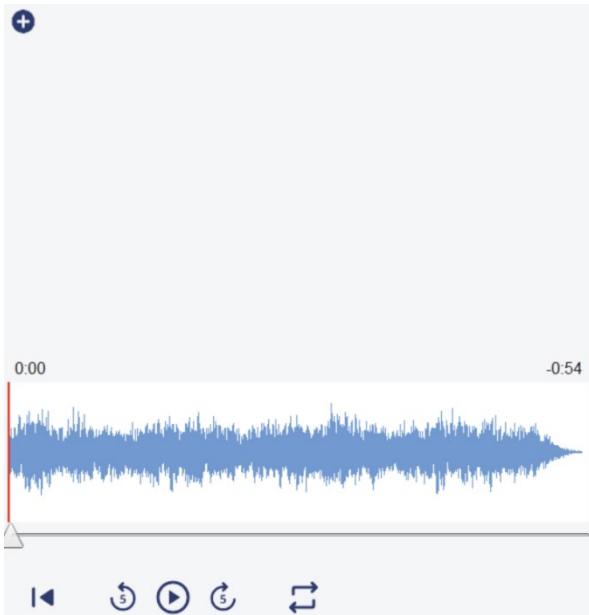
**Variable-Length Student Responses:** Segmented Recording activities support both variable-length (student ends segment recording by clicking on the *Done* button (up to 5 X stimulus duration or fixed-length (1.5 X stimulus duration). Variable length is the default. Uncheck the box in order to make it a fixed-length instead.



This close-up view of the Segmented Recording interface highlights the 'Variable-length responses' checkbox, which is checked and circled in red. The interface includes a microphone icon, a timer set to 3:00, and checkboxes for 'Timer' and 'Allow Student Redo'. The 'Instructions For Student' section contains the text: 'Look at Rob's class schedule for his first semester at college. Listen to each question. Then, respond in the pauses provided using complete sentences. Click "Done" to move on to the next question.' Below the instructions is a 'Segments' table with two rows:

Segment	Start Time	End Time
1	0:00.0	- 0:05.9
2	0:05.9	- 0:12.6

**Combined Audio + Visual Stimulus:** Exercises that use an audio clip as the primary stimulus can now add a secondary visual stimulus (text, image, or PDF) by clicking , and the file selection window will open.



Media File Name	Media File Type
Animal sounds	Audio
How would you respond?	Audio
Pronouns	PDF
Suspenseful background	Audio
The Road Not Taken	Text
The Road Not Taken	Audio
What did you do over the weekend?	Text
World Map	Image

Add
Close

World Travel
Close Preview



**Open Recording**  
Listen to the recording describing the world map and record yourself describing where you would like to travel.


Microphone Level:

Position  Length

From cursor position

Erase Recording

0:00  -50%  -25%  0%  +25%  +50% -0:54



⏪
↺
▶
↻
⏩



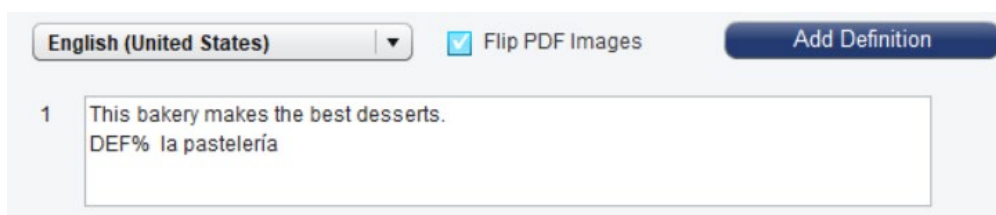
**Synchronized PDF Page Flipping (Flash Cards):** Pronunciation activities and Question and Answer activities include an option to synchronize flipping the pages of a multi-page PDF stimulus as a student navigates from question to question.



**Flash Card Definitions:** Pronunciation activities now support teacher-customizable Flashcard definitions for each phrase.

To enable a Definition within a phrase, the teacher must insert the separator “DEF%” (short for Definition) after the word or phrase to be pronounced, and then add the Definition text after this separator (shown below).

When the student selects the 1st field (the bakery), a button called Definition appears in the pronunciation menu as shown below. Teachers can define just the vocabulary word or the entire phrase.



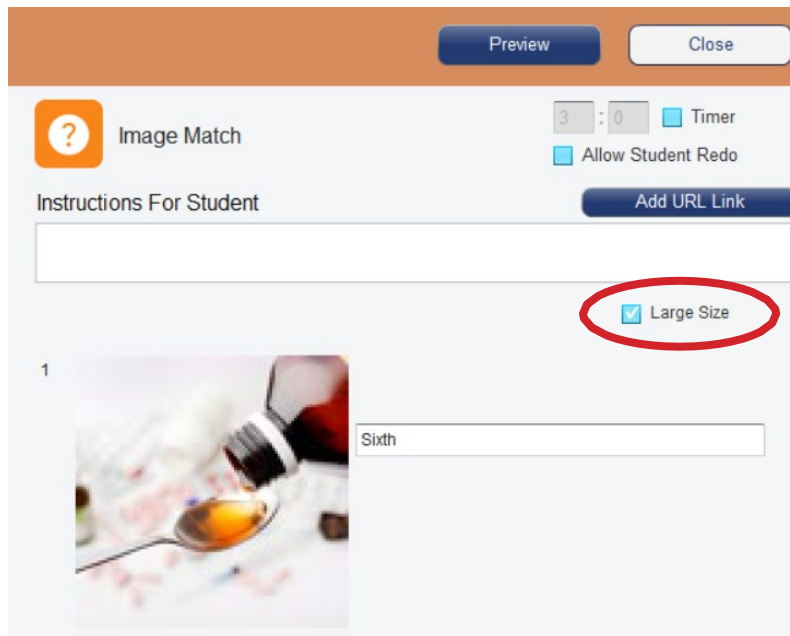


When the student clicks on this button, he can view the Flashcard text as shown below.

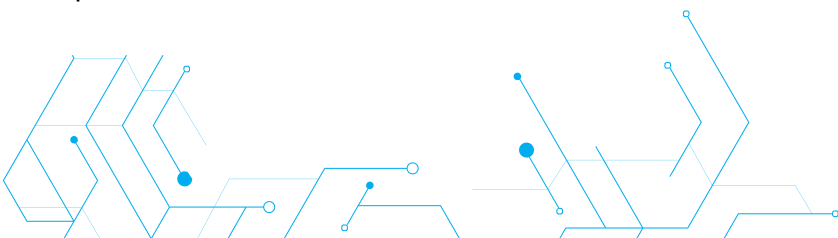


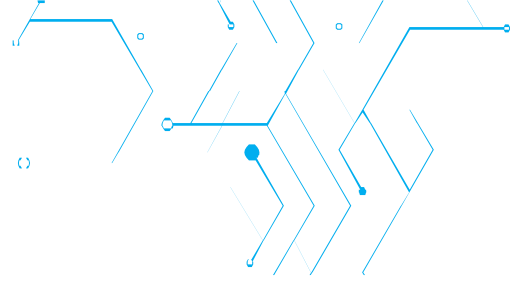
**Image Size & Shape** – Image Match activities by default use a 100-pixel X 100-pixel maximum image size.

By selecting the Large Size option, this space can be quadrupled to 200-pixels X 200- pixels.

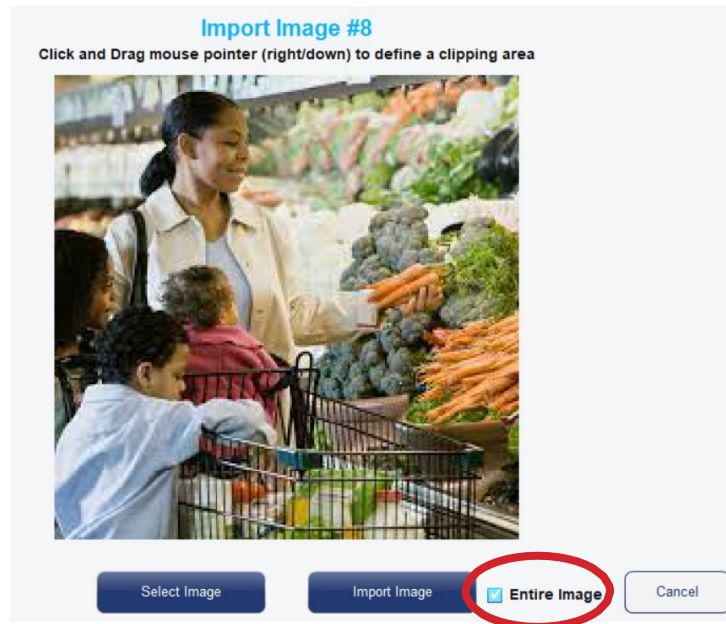


By default, images (independent of aspect ratio) are cropped to fit into the maximum available space.



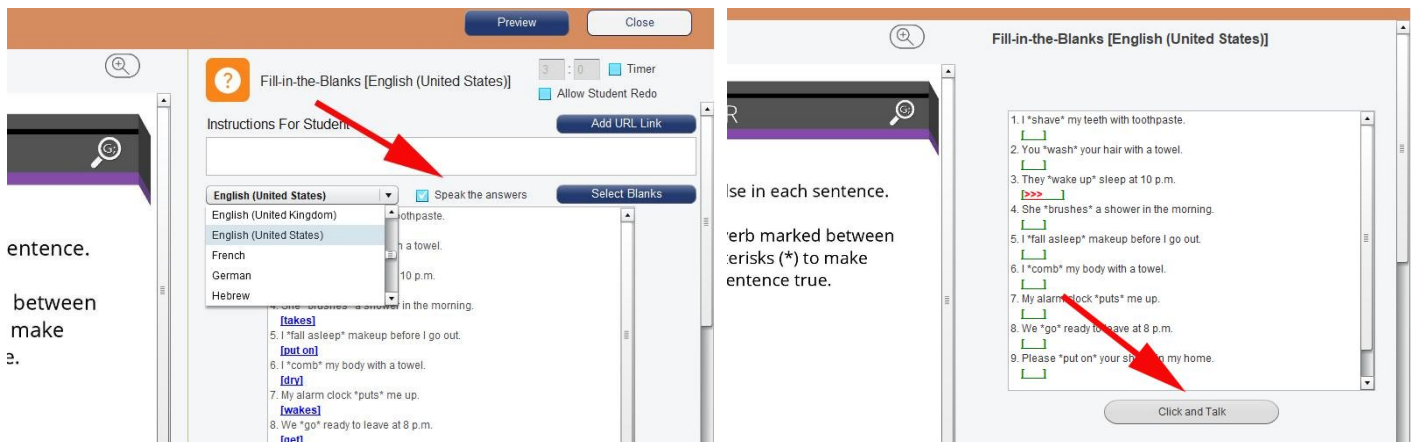


By selecting the Entire Image option, images are shown completely with no cropping with the longer dimension fitted into the available space.



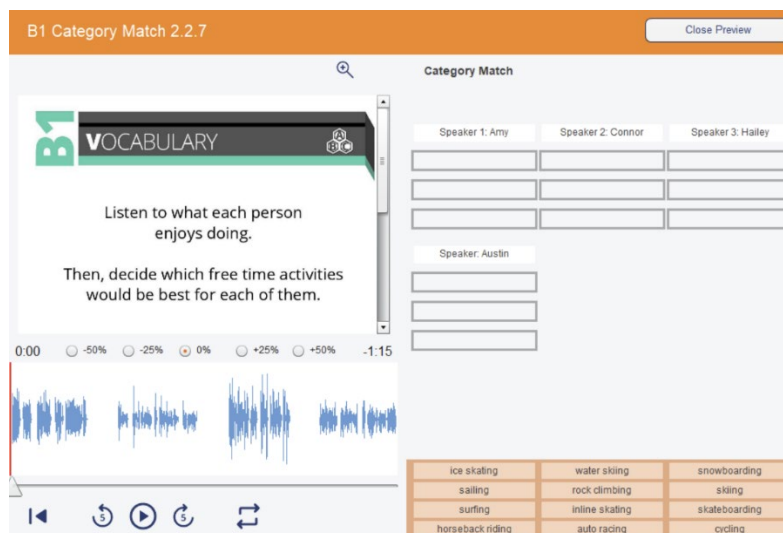
## Fill-in-the-Blanks Speaking Activity

Teachers can turn Fill-in-the-Blanks activities into speaking activities. Once *Speak the answers* is activated by the teacher, when students click on the activity, they can not type in the test but they must use the Click and Talk button (same as in Pronunciation activities) to input their textual answers.



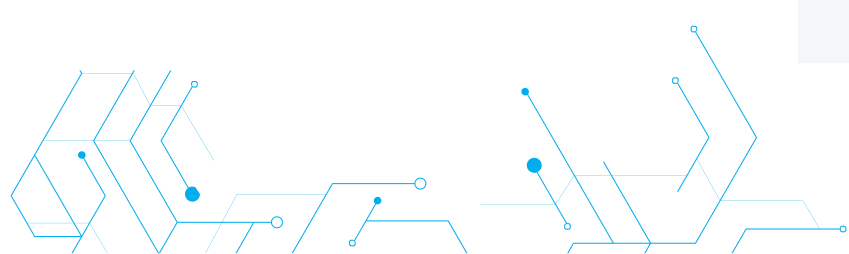
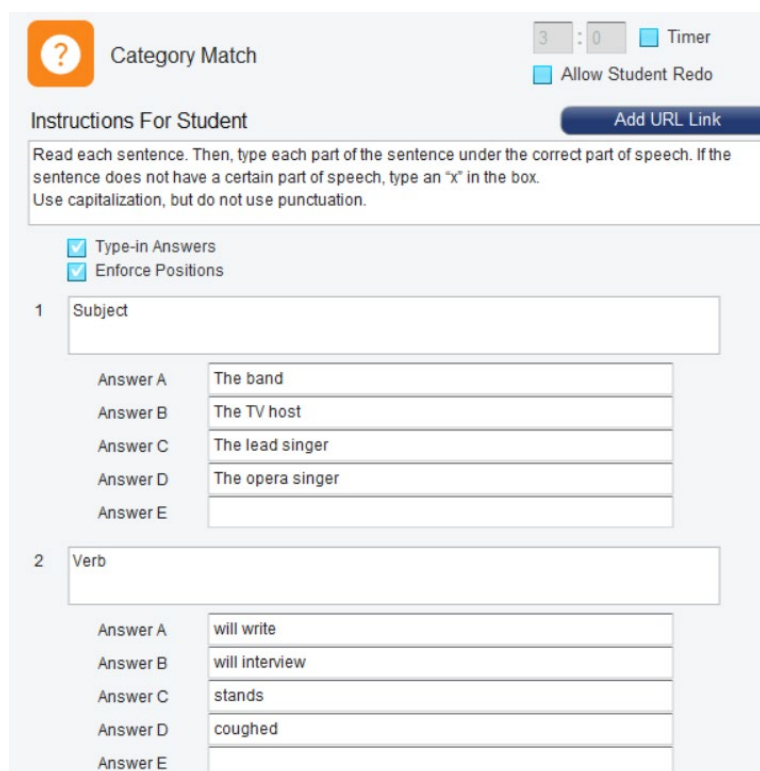
**Type-in Answers (Fill-in-the-Chart):** Teachers can increase the rigor of a Category Match activity, by choosing the *Type-in Answers* option.  Type-in Answers

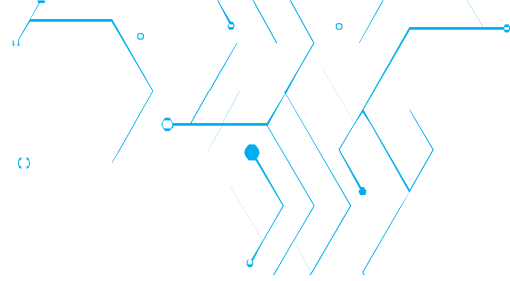
When this option is selected, students no longer have a list of answers that they drag & drop to the correct category, but rather must manually type in the correct answer into the landing pads in each of the categories.




**Enforce Positions (Graded Order):** Teachers can now structure Category Match activities as a two-dimensional array with categories from left to right and subcategories from top to bottom.  Enforce Positions

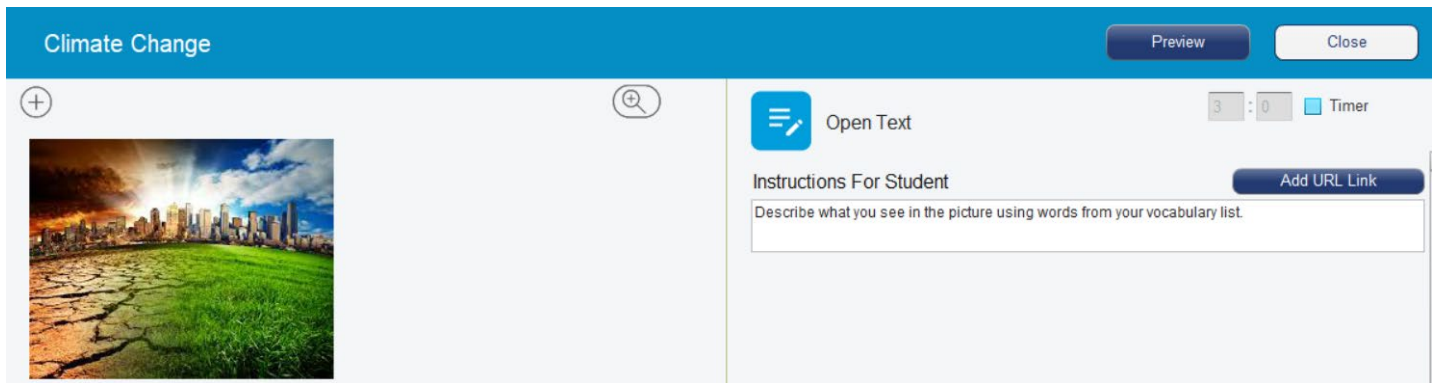
When this option is selected, the vertical position of the student's responses is included in the activity grading option.





**Change Stimulus File:** It is possible to change the primary and/or secondary stimulus file for another file of the same (or similar) type for all stimulus types.







This is done by clicking on  at the upper left of the image and choosing a file from the pop-up menu.

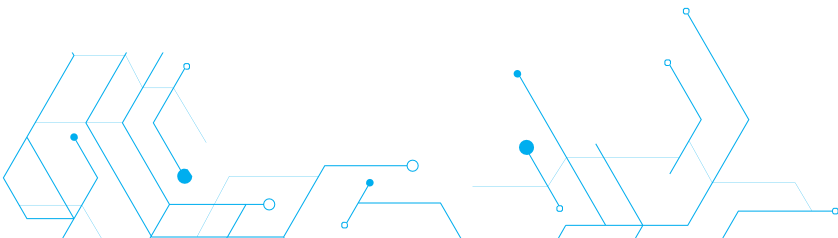


**A-B Looping:** When using continuous audio files, it is now possible to designate a zone beginning with time A and ending with time B. You can loop the audio continuously within this zone.



**Improved Audio File Navigation:** The navigation scheme for continuous audio files (and recordings) has been updated.

CONTROLS		
	<b>Jump to start</b>	Repositions the cursor at the beginning of the file.
	<b>Play</b>	Plays from the current cursor position (and/or from the start of the A-B designated zone). A-B zone is highlighted in light gray in the above image.
	<b>Jump back 5 seconds</b>	Repositions the cursor 5 seconds earlier
	<b>Jump forward 5 seconds</b>	Repositions the cursor 5 seconds later
	<b>Play &amp; Loop</b>	Plays from the start of the A-B designated zone (highlighted in light gray in the above image) and continues looping indefinitely.
	<b>Pause</b>	Play or Play & Loop buttons are replaced by the Pause button when either is activated.



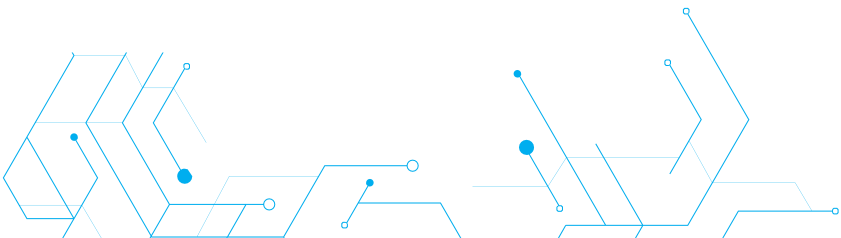
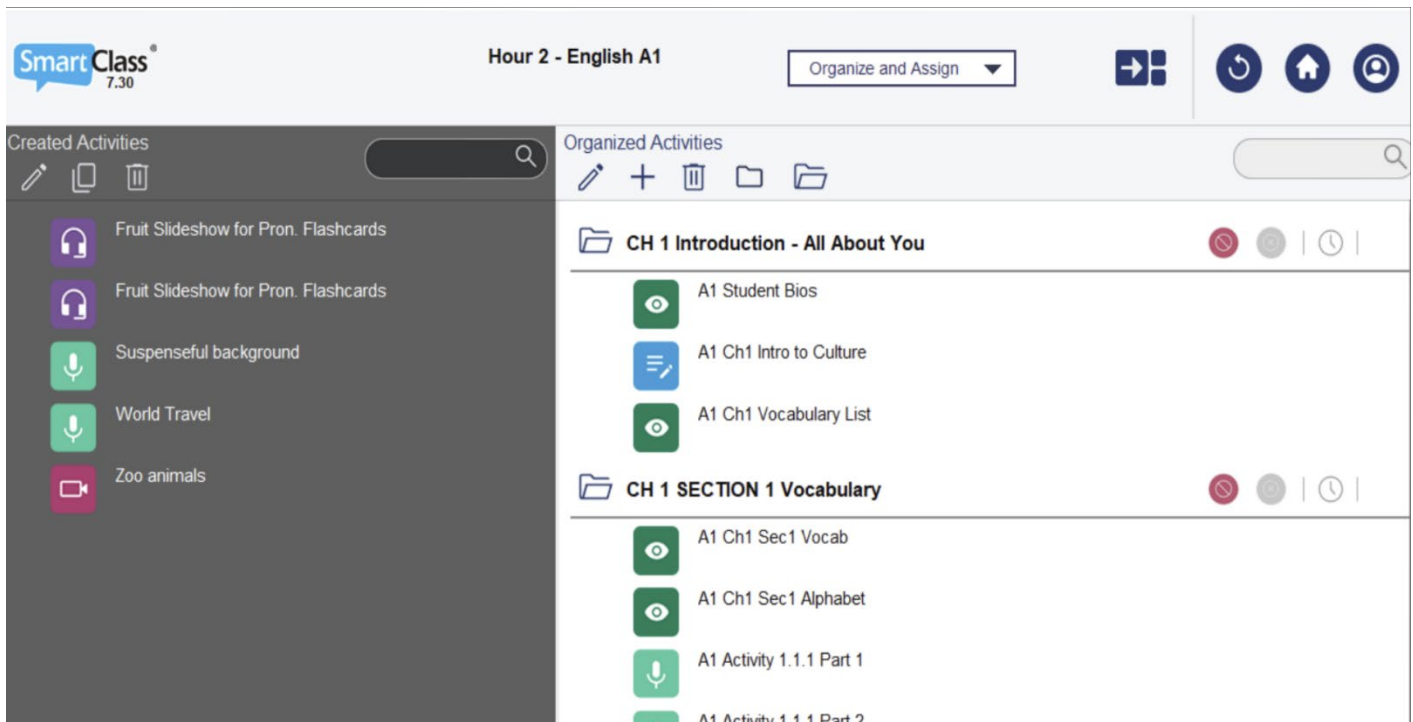
# Organize and Assign Activities



An activity is a self-contained exercise that students are able to execute on their own without any additional information from the instructor.

Activities include one or more media files, a defined activity template, (e.g. Multiple Choice), optional instructions from the teacher, and any related parameters concerning repeated attempts, etc.

In the left panel titled Created Activities, there is a list of all activities created and/or imported for the class. In the right pane title Organized Activities, there is a set of folders within which activities have been organized. These activities within the folders are the ones that are ready to be assigned to students. The objective on this page is to organize created/imported activities into the thematic folders to make a library that can be used year after year for this course.

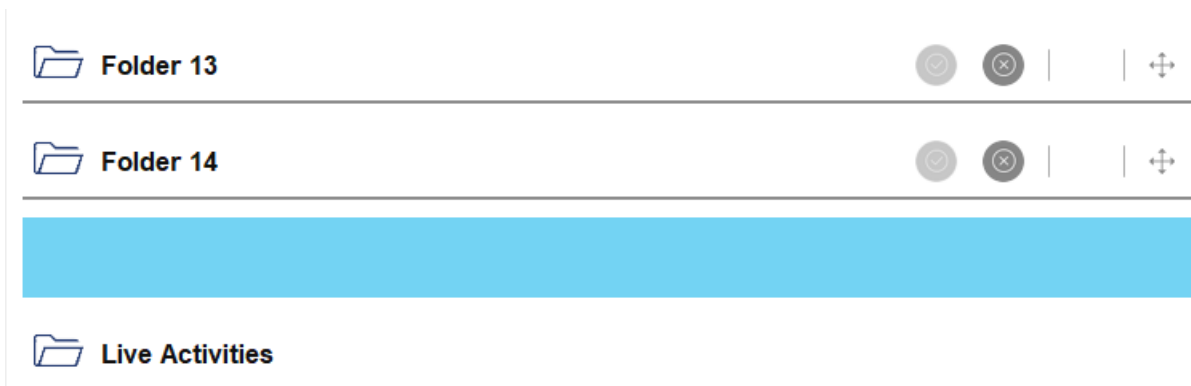


# Activity Folders

## Folder Types

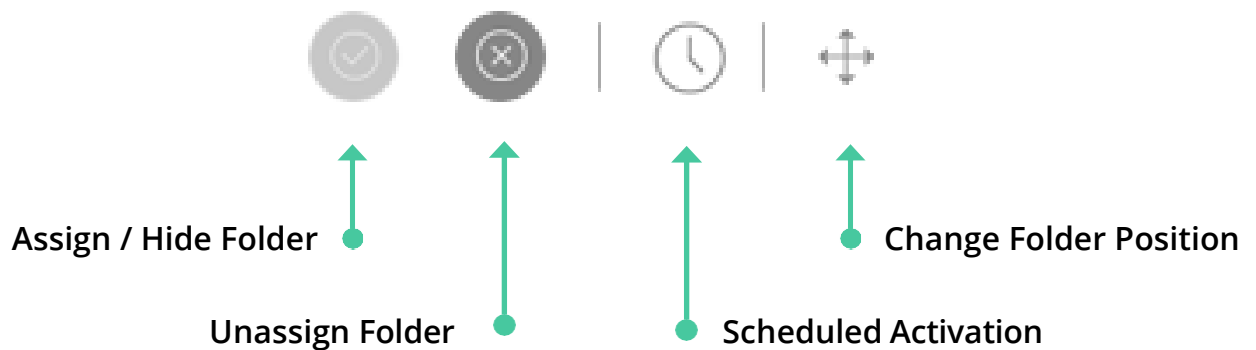
By default, there are:

- 14 Hub Activities Folders, (Folder 1 through Folder 14)
- 1 Live Activities Folder



## Folder Status

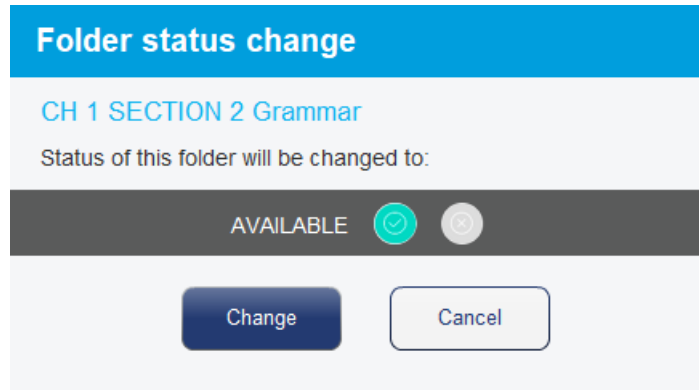
Folder status is managed via the 4 icons to the right of each folder.





## Assigning a Folder

The activities included in activated folders are available to your students. Click on the *Assign/Hide Folder* icon. The panel shown below opens.



The status for Folder 5 is now shown as Available, as shown below.

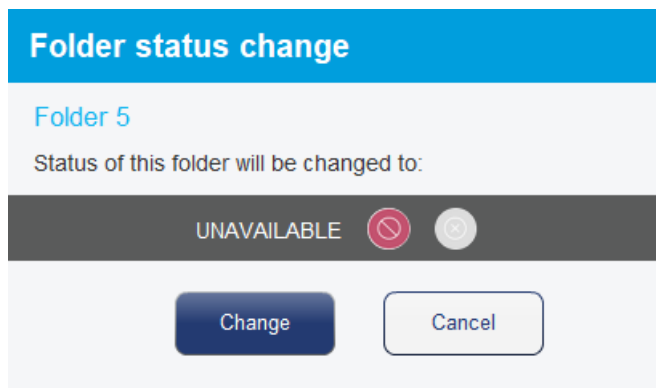
---

 Folder 5



## Hiding a Folder

You will normally allow your students some time to complete the assigned work. When it appears that you have all student responses, you can declutter your students' screens by hiding this folder.

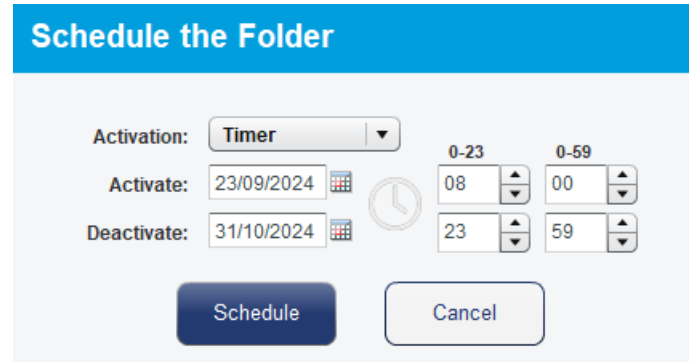




## Scheduled Folder Activation/Deactivation

This option allows you to schedule both the date & time that an already assigned folder becomes available and the date & time that the folder becomes unavailable.

Click on the *Scheduled Activation* icon.  
The panel shown below opens.  
Program the date & time for activation and deactivation.



Click on the *Schedule* button and the folder's status now shows Scheduled Activation.



## Unassigning a Folder

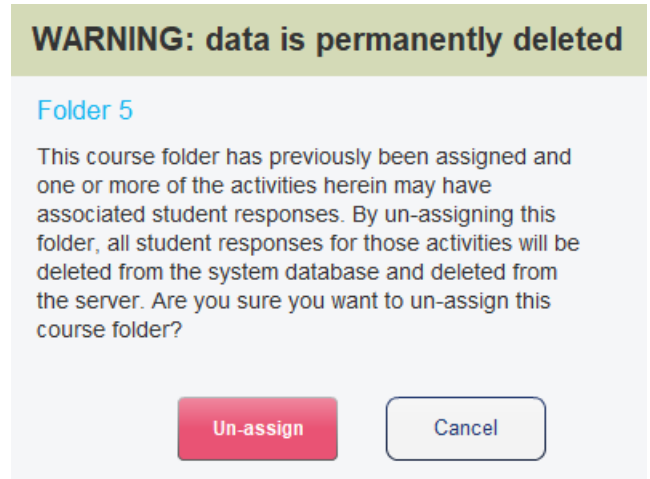
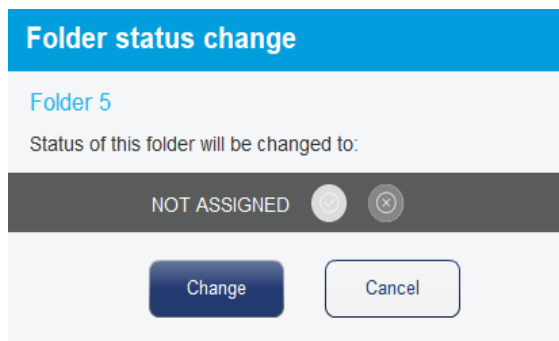
You can unassign a folder by clicking on the *Unassign Folder* icon.



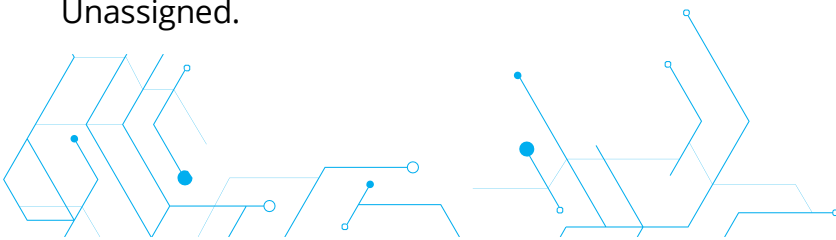
**When you unassign a folder, any student responses to activities contained in that folder will be erased from the system. Normally, folders are only unassigned at the end of the school term.**

You must then acknowledge the Warning Message.

The folder status will then be returned to Unassigned.



You must then acknowledge the Warning Message. The folder status will then be returned to Unassigned.





## Change the Folder Position

The final icon in the Folder Status group is the *Change Folder Position* icon. This is used to modify the sequence of the folders. When you click on this icon on the target folder, the following panel appears.

In this example, we have selected *Folder 3* (Grammar 2.4), which by default is in Position #3. Using the *Position* drop-down menu, we can move this folder to a different position, (e.g. Position #4).

Change Folder Position

Folder 1

Position #1 -

Change Cancel

Change Folder Position

Folder 1

Position #5 -

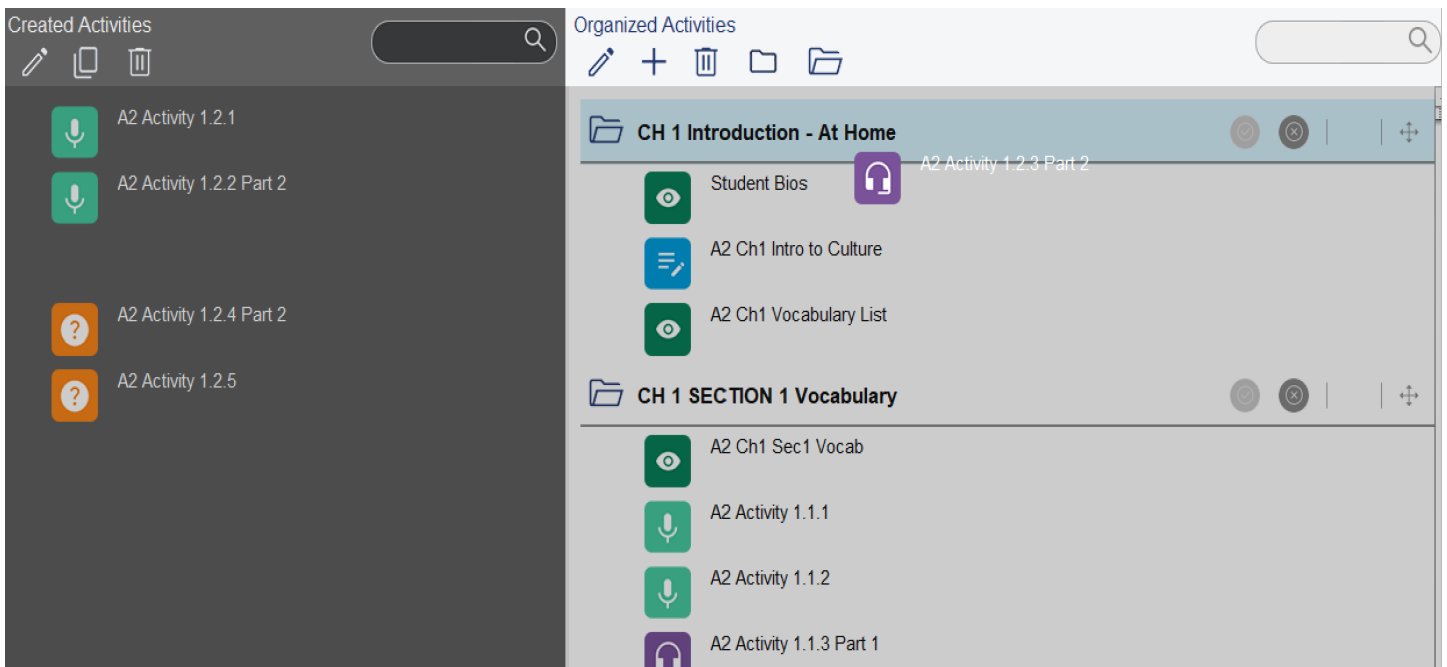
Change Cancel

Click on the Change button to complete the move. Folder numbers are automatically updated.

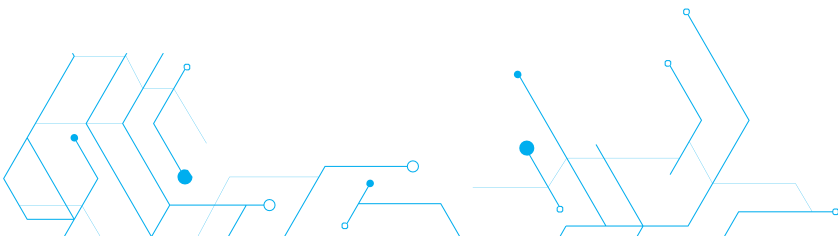
# Organizing Activities for Self-Access

The folder system provides a means for organizing related activities into a logical sequence, typically the sequence in which topics will be covered for language learners.

To add an activity to a folder, position your mouse pointer over the icon for the target activity and drag and drop it into your target folder. Folders are highlighted in blue when the activity is in position to be added.



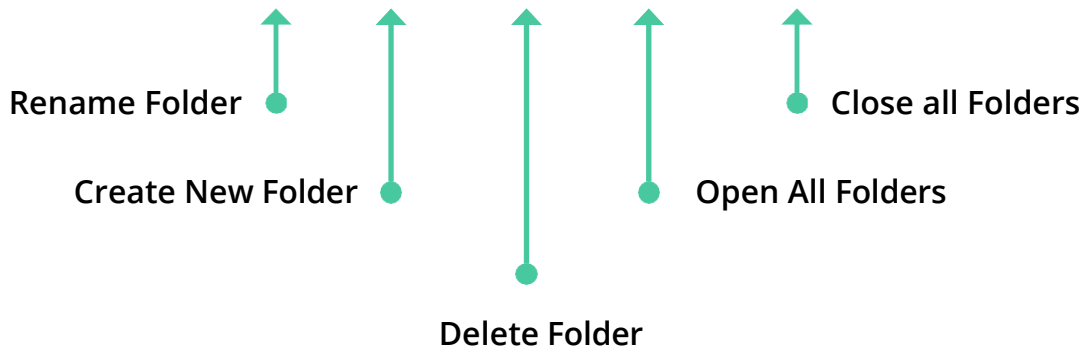
You can continue positioning and organizing activities into folders as necessary.





## Folder Options Bar

At the top of the right panel, you have the *Folder Options Bar*, shown here:



## Rename Folder

Highlight the target folder and click on the *Pencil* icon. Rename the folder as desired.

**Rename Folder**

**Rename Folder**

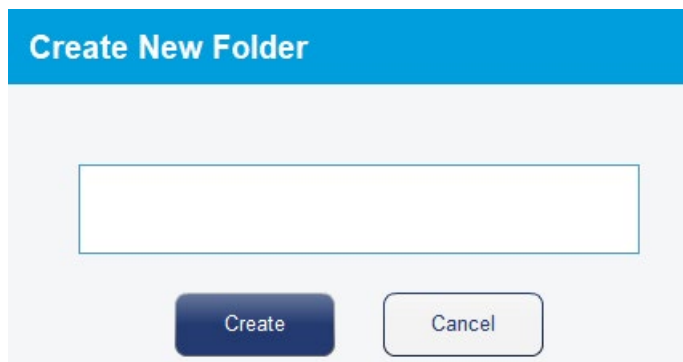
  
 

Click on *Rename* and the folder name will be modified.

## Create New Folder

Click on the *Create New Folder* icon and give the new folder a name in the pop-up panel shown at right.

Click on *Create* to complete the task. The new folder will be inserted immediately following the last self-access folder.



## Open All Folders



By default, all folders are open and you can see which activities have been added to all folders. You can open all folders at any time by clicking on the *Open All Folders* icon.

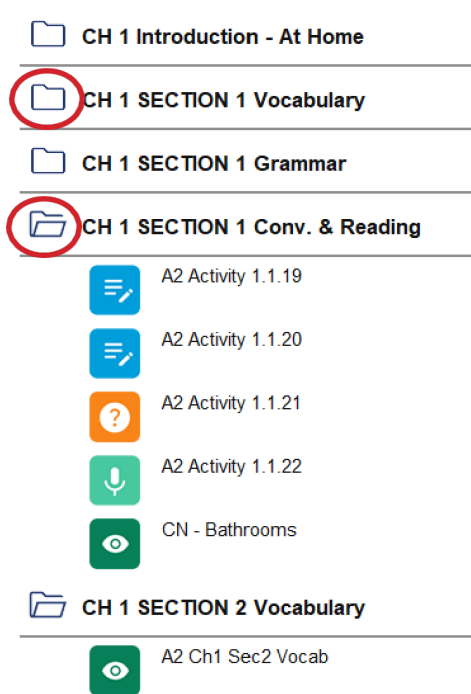
## Close All Folders



You can close all folders by clicking on the *Close All Folders* icon.

## Open or Close Selected Folders

To the left of each folder there is a folder icon that shows whether the folder is open or closed. You can click on a single folder icon to open or close that individual folder as well.

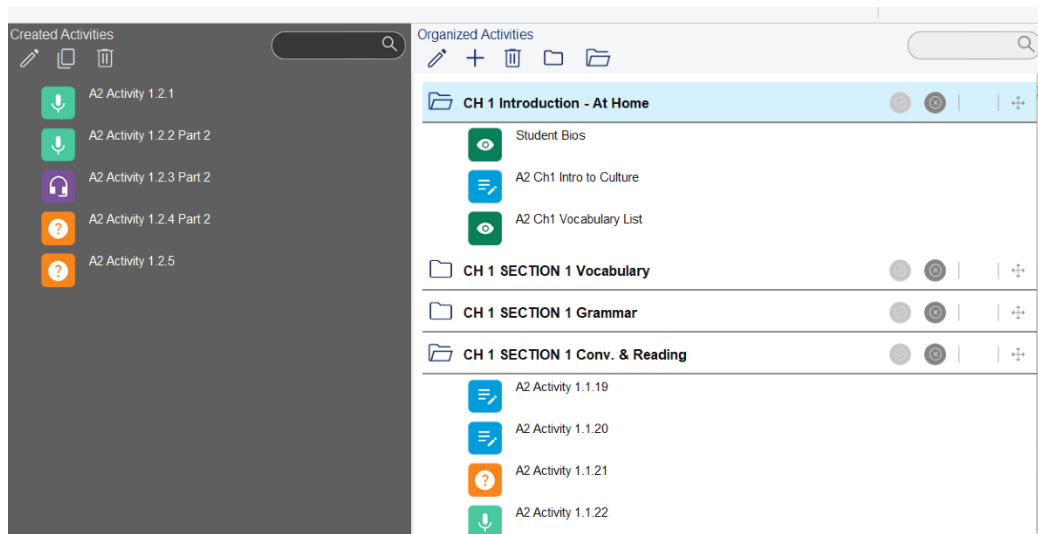




## Normal View



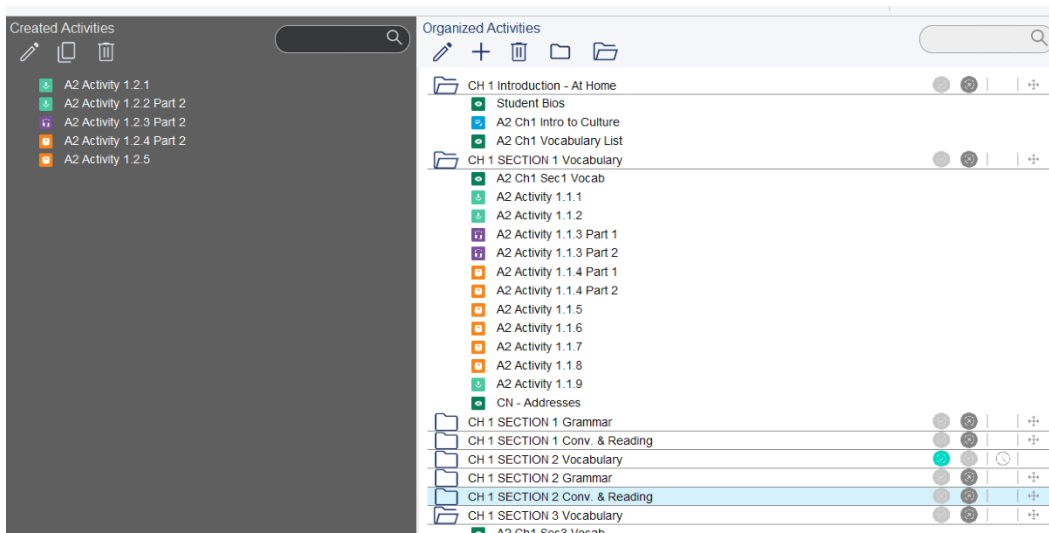
If you are working with a modest number of media files and activities, the normal view provides large icons for all documents. The icon for indicating the normal view (shown at left) can be found at the top of the page.



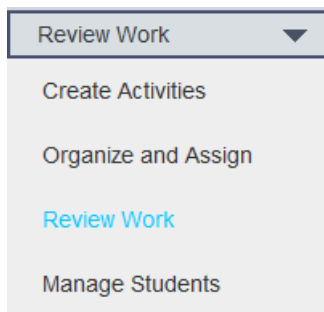
## Compact View



If you are working with a modest number of media files and activities, the normal view provides large icons for all documents. The icon for indicating the normal view (shown at left) can be found at the top of the page.



## Review Student Work

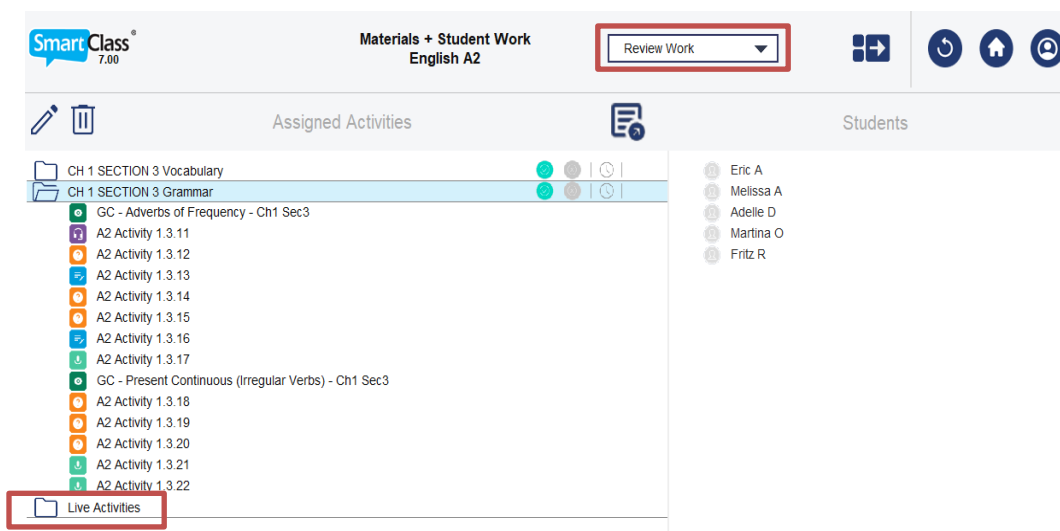


Once a folder has been assigned, your students are able to access the activities in that folder.

As students complete their assignments, you are then able to review student work. Begin by navigating to the *Review Student Work* view, (shown below).

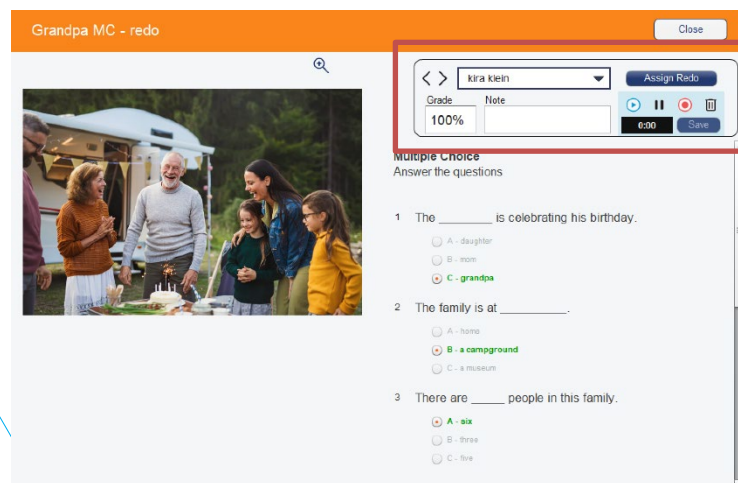
All students participating in the same class (and course) will see the same assigned activities when they connect to the Hub.

**Note:** For those with the Language Lab, the Review Work view also shows the Live Activities folder where any saved recordings from the lab will be saved.



## Reviewing Student Responses

To review student responses for a particular activity, begin by clicking on the activity. This will open the activity and provide you with the ability to review and grade the activity for each student and leave additional feedback.





## Student Selection

In the file management bar at the top of the screen, you will find the Select Student button. Click on this to open the student list panel shown on the right.

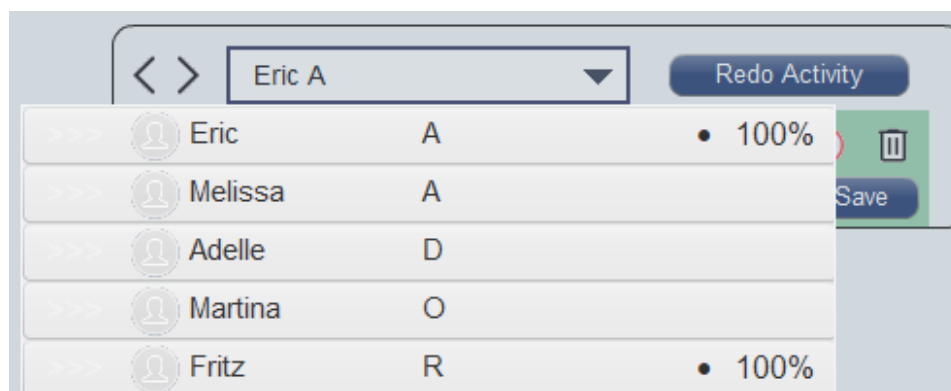
Note the white dot appearing beside Claudia Jane. This indicates that she has submitted a response for this exercise.

By default, when you open an exercise, the work of the first student, (in this case Eric Clapton), is shown. Click on Claudia's name to see her work.

In the file management bar at the top of the screen, you will find the Select Student button. Click on this to open the student list panel shown on the right.

Note the dot appearing beside Claudia Jane. This indicates that she has submitted a response for this exercise. The percentage you either give or the platform gives on auto-graded activities is next to the dot.

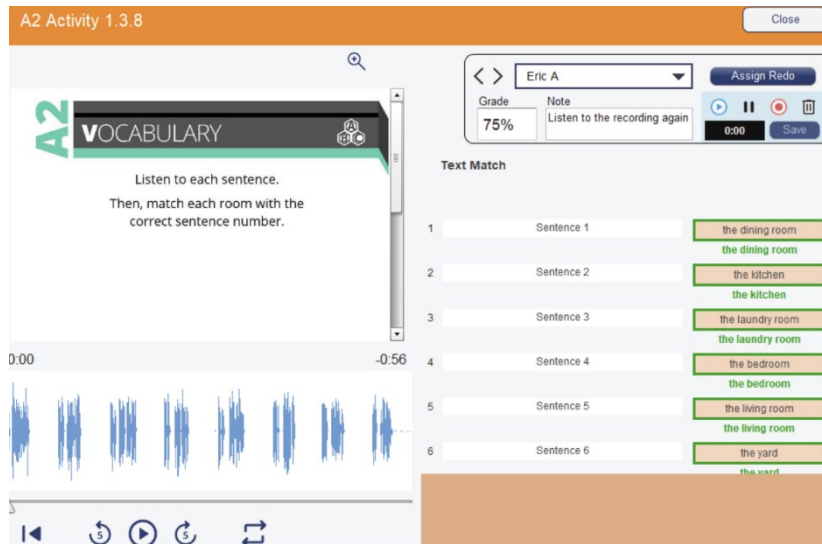
By default, when you open an exercise, the work of the first student, (in this case Eric A), is shown. Click on Martina's name to see her work.





## Response Review

This particular assignment used a Text Match template which is an auto-graded activity, so Eric's work has already been graded (75%) by the software.



The screenshot shows a software interface for an A2 activity. On the left, there is a listening section titled "A2 VOCABULARY" with instructions: "Listen to each sentence. Then, match each room with the correct sentence number." Below the text is an audio player with a waveform and a progress bar from 0:00 to -0:56. On the right, there is a control panel for "Eric A" with a grade of 75% and a note "Listen to the recording again". Below this is a "Text Match" section with six sentences and their corresponding room names in a table.

Sentence	Room
1 Sentence 1	the dining room
2 Sentence 2	the kitchen
3 Sentence 3	the laundry room
4 Sentence 4	the bedroom
5 Sentence 5	the living room
6 Sentence 6	the yard

## Evaluating Student Work

When evaluating a student's response you can give written and/or oral feedback.

**Written feedback:** In the text field next to the percentage grade, you can also leave written feedback (as shown above). The grade you give and the comment are automatically saved.



**Oral feedback:** Click on the Record button (🔴) to begin recording. Click it again to end the recording. You can review your message by clicking on the Play button (▶️). Note that there are 20 seconds allotted for oral feedback.

Click on the Save button for oral comments only.



## Automated Grading

Several of the activity templates include support for automated grading.

The  icon symbolizes the auto-graded activities (Pronunciation activities are also auto-grade. )

- Multiple Choice
- Fill-in-the-Blanks
- Text Match
- Image Match
- Category Match
- Sentence Jumble
- Word Jumble
- Letter Jumble
- Pronunciation

A2 Activity 1.3.3 Part 1

Eric A

100% Great Job!

to clean the room

2 Everyone is helping to clear the table after dinner.  
Everyone is helping to clear the table after dinner. [100%]

3 The mother is teaching her daughter how to cook dinner.  
The mother is teaching her daughter how to cook dinner. [100%]

4 Do you like doing chores?  
Do you like doing chores? [100%]

For the Pronunciation activity shown above, note that Eric scored 100% and each of his responses is individually scored by the AI-based voice recognition software.

You are still able to leave both written and oral feedback, and you have the option of manually overriding the automatically assigned grade.

## Manual Grading

Certain activities, including audio recordings, video recordings and prose-style text responses need to be evaluated by the teacher and manually graded.

A2 Activity 1.3.1

Export Recordings

Eric A

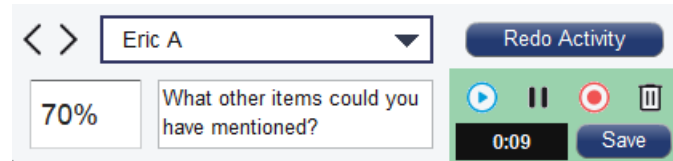
70% What other items could you have mentioned?

Open Recording

Position 0:01 Length 0:07

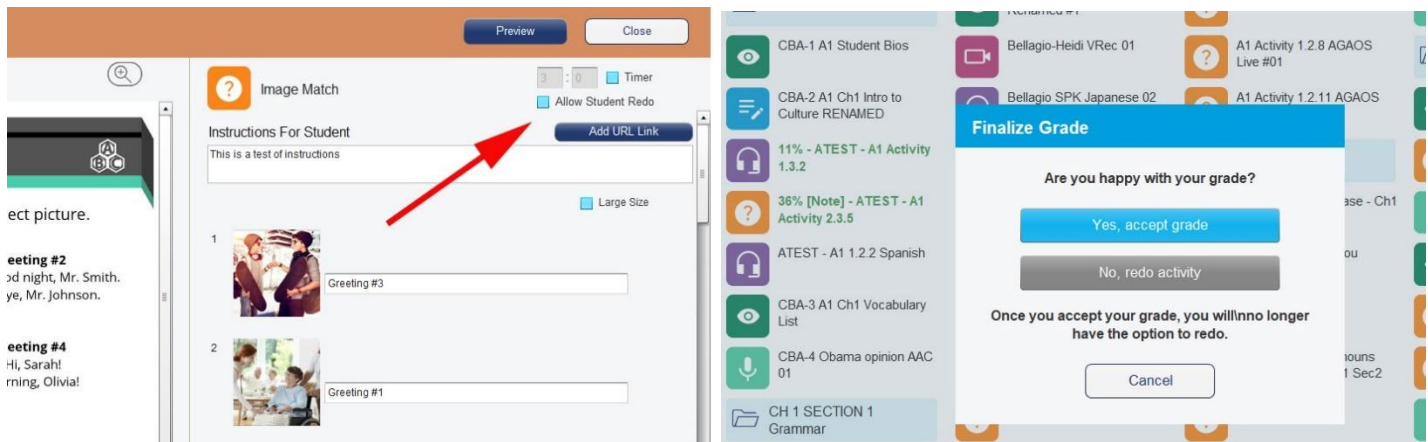
## Teacher Assigned Redo Activity Option

Teachers also have the option to allow students to redo teacher-graded activities if they feel more progress can be made. Teachers first advise students to review their current grade and feedback and then need to go back into the activity and click Redo Activity to clear out the student's previous work and score in order for the activity to be completed again.



## Redo-by-Student Option

Teachers can decide before assigning work if they want to allow students the redo option on autograded activities to improve a previous grade. Just click Allow Student Redo and students can do the activity as many times as they want until they accept the grade. Only at that time, students will be shown the correct responses.



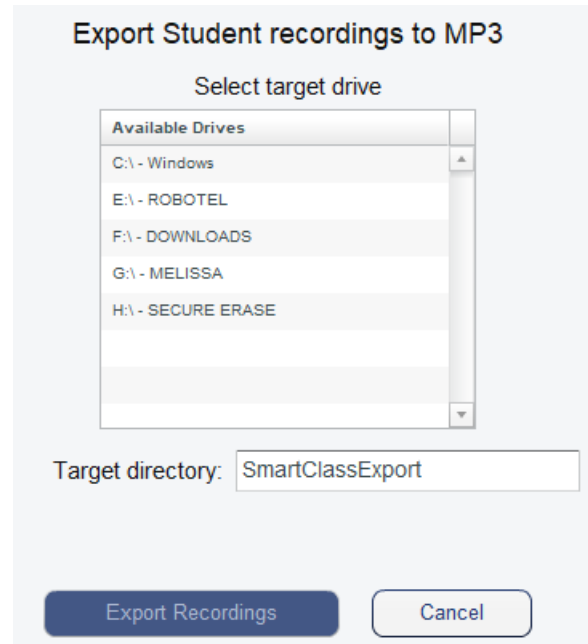
## Exporting Recordings

For all recording activities, you have the option of exporting student recordings as MP3 files.

To begin, click on the Export Recordings button in the file management bar at the top of the screen. The panel shown at right will open.

By default, recordings will be saved in the SmartClassExport folder on your computer's main hard drive partition (e.g. drive c:\), but you can modify this destination as required.

Highlight the target drive, and the path should be shown in green. Click on the Export Recordings button when ready.

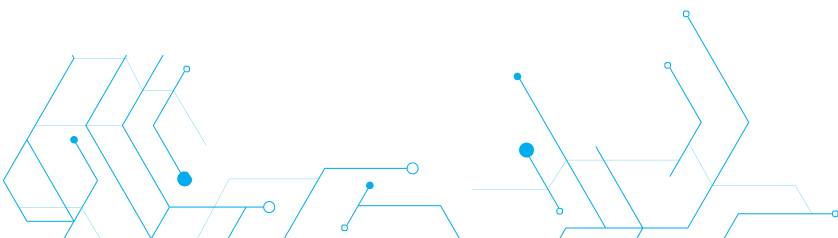


## Reporting

Currently, the teaching platform offers the following report options:

Assignment Grades Reporting – shows class performance for specific assignments – up to 12 assignments per report.

Student Performance Summary – shows a summary of individual student performance for all assignments.





## Assignment Grades Reporting



In the Organize and Assign page, the Grades Reporting button (shown left) can be found in the navigation panel at the top of the screen.

Note that a checkbox has been included on each of the activities. In the above example, the teacher has checked 3 different activities.

Click on the Show *Grades Report* button to view the report.

The table summarizes each student's score for the selected assignments and calculates each student's average score across all the selected activities.

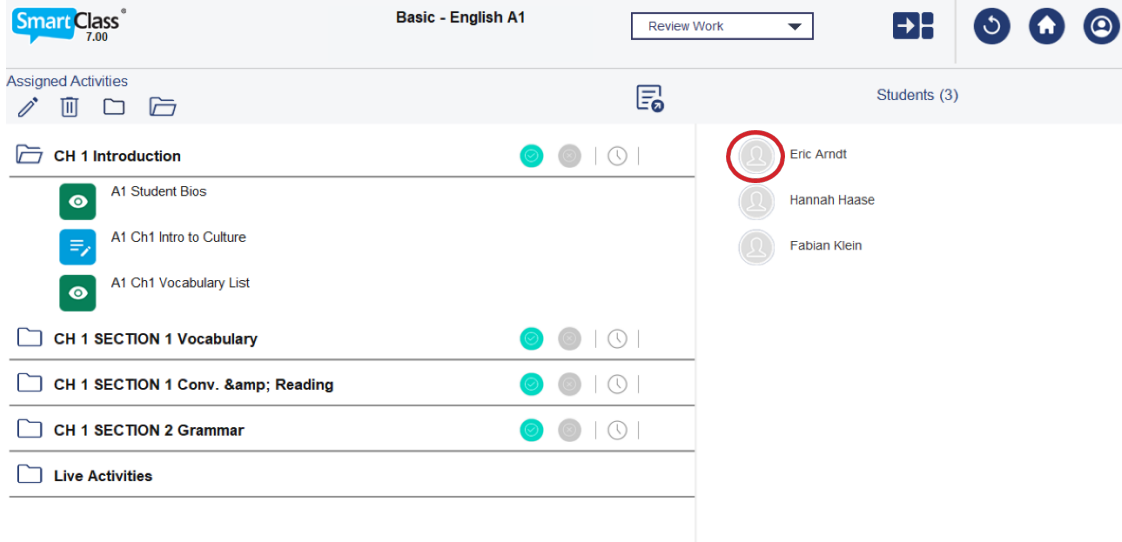
If you wish to save the report, you can click on the Save Grades Report button. A pop-up browser window allows you to choose the location to which the report will be saved.

By default, the report will be saved as a Comma Separated Values (CSV) file. You can optionally select a semicolon (;) instead of a comma as the report field separator if you are in a country that uses this as the standard, (e.g., France).

Student Name	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	A2 Activity 1.2	=== AVERAGE
Eric A	70%	0%	100%	0%	0%	0%	50%	75%	100%	75%	100%	52%	
Melissa A	50%	0%	100%	14%	0%	0%	100%	0%	0%	78%	0%	31%	
Adelle D	0%	0%	85%	0%	0%	0%	100%	0%	0%	0%	50%	22%	
Martina O	0%	0%	90%	0%	0%	0%	80%	88%	0%	13%	100%	34%	
Fritz R	0%	0%	10%	0%	0%	0%	10%	63%	100%	38%	11%	21%	

# Student Performance Summary

From the Review Work page, you can click on any of the student icons in the right-hand panel, and this will open a Student Performance report for the selected student.



This report shows the following information for each assignment:

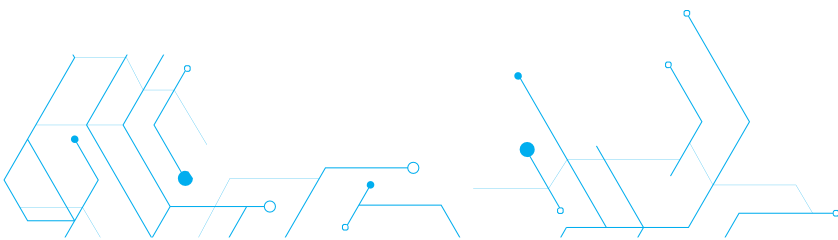
- Activity (Exercise) Name
- Work Status (Done or Not Done)
- Template Type
- Grade
- Assigned Folder
- Written feedback notes

Eric A Close

### Student Performance

Activity name	Type	Assigned	Status	Grade	Note
A2 Ch1 Sec3 Vocab	Listening/Viewing	Folder 8	Not Done		
A2 Activity 1.3.1	Open Recording	Folder 8	DONE	70%	What other items could you have mentioned?
A2 Activity 1.3.2 Part 1	Segmented Recording	Folder 8	DONE	70%	Good try!
A2 Activity 1.3.2 Part 2	Segmented Recording	Folder 8	DONE		Nice job
A2 Activity 1.3.3 Part 1	Pronunciation	Folder 8	DONE	100%	Great Job!
A2 Activity 1.3.3 Part 2	Pronunciation	Folder 8	Not Done		
A2 Activity 1.3.4 Part 1	Text Match	Folder 8	Not Done		
A2 Activity 1.3.4 Part 2	Text Match	Folder 8	Not Done		
A2 Activity 1.3.5	Image Match	Folder 8	DONE	50%	Good try!
A2 Activity 1.3.6	Fill-in-the-Blanks	Folder 8	DONE	75%	Good Job!
A2 Activity 1.3.7	Fill-in-the-Blanks	Folder 8	DONE	100%	

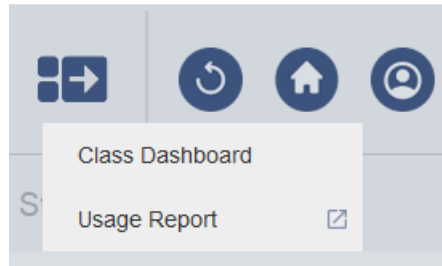
When you have finished reviewing the student's performance, click on the *Close* button at the top of this window to exit the report.



# Usage Report

Starting with version 6.04, we introduce the Usage Report for teachers and students. Your administrator will also have access to a Usage Report.

Teachers can access the Usage Report from the Navigation panel at the top right.



The reports will open in the teacher's default web browser. And it will display information relative to the class or specific student as seen in the following 2 examples.



Selecting any student in a class Usage Report will open the usage report for that student in a new tab.