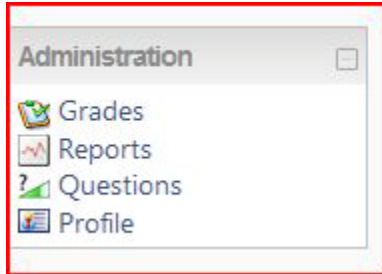


Teacher's Guide

Dear teacher,

Here is a guideline to help you monitor the progress of your students as they work through the ICOS ESL courses.

#1 – Course – Administration Block



Grades- this shows the weighting for each lesson of the course. Your course is set up so that each lesson (which is considered to be a quiz in Moodle) is worth the same amount. Each lesson after it is submitted is graded and given a mark out of 10, which can be translated into a percentage.

Reports- allows you to see when a student has logged in on a particular day. You can view what the student logged into and how many times.

Questions- You will not need to use this feature as the questions have been put into the ESL courses and new questions cannot be added.

Profile- this shows your contact information and allows you to edit your profile, as well as create notes on the course that you are teaching.

#2 – Course – Activities Block



Assignments- this feature lists any assignments for students that are listed in a particular ESL course.

Forums- this enables you to track any discussions you may be involved in with your students.

Lessons- lists the lessons in chronological order and shows you how many attempts have been done on each lesson from students taking that course. You can click on any lesson and each student will appear with a breakdown of the marks he/she has received for each part of the lesson.

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Resources- This button shows an answer keys you may have for the assignments in the course as well as other resources used in the course.

#3 – Course – People Block



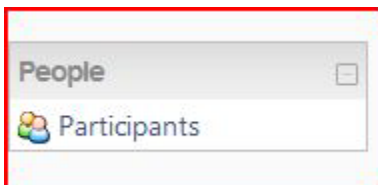
Participants -clicking on this shows you the students who are taking the ESL course you have clicked on previously. You are then able to check on a student's progress through the Activity Reports button which will be explained in more detail below.

#4 – Student Activity Reports

A Step by step process

You will most likely be using the Activity reports button as this feature monitors the progress of each student as they work through the lessons in their course. It is important to note that each lesson is referred to as a Quiz in Moodle.

Step #1 - Choose the course you are teaching and click on participants.



Step #2 - Click on the student you want to view the progress of.

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The screenshot shows a Moodle user profile page. At the top, there are navigation tabs: Profile, Forum posts, Blog, Notes, and Activity reports. Below the tabs, a red banner displays "Remote User" and "Remote Moodle: HCOS". The main profile area includes a user picture, a name, and a list of details: Country, City/town, Email address, Skype ID, Courses (Upper Intermediate ESL (International Standard)), First access (Never), Last access (Sunday, 18 July 2010, 12:06 AM (35 days 19 hours)), and Roles (Student).

Step #3 - Click on the Activity reports button.

This screenshot shows the same Moodle user profile page as above, but with the "Activity reports" button highlighted. Below the navigation tabs, there is a sub-menu with options: Outline report, Complete report, Today's logs, All logs, and Grade.

You will then see the Outline Report which shows the marks for each lesson.

The screenshot displays the Moodle Outline Report. It is organized into two sections: "Topic 1" and "Topic 2".

Topic	Lesson	Grade	Last Access
Topic 1	Lesson 1 - How's it going?	Grade: 9.3/10	Sunday, 21 February 2010, 07:26 PM (181 days 23 hours)
Topic 2	Lesson 2 - Weekend Fun	Grade: 9.2/10	Monday, 22 March 2010, 09:09 PM (152 days 22 hours)
	Assignment #1	Grade: 11 / 13	Thursday, 6 May 2010, 03:41 PM (108 days 4 hours)

Teacher's Guide

Step #4 - to see a detailed report on a lesson click on the lesson title and go to the Results button.



When you click the Results button you will see the lesson broken down into its various activities.

The screenshot shows the results page for the lesson. At the top, there are three buttons: 'Info', 'Results', and 'Preview'. Below them are four buttons: 'Overview', 'Regrade', 'Manual grading', and 'Item analysis'. The text 'Attempts: 3 (1 from this group)' is displayed. Below this, there is a table with columns for 'Grade/10' and individual users (#1 through #10). The first row of the table shows the following data:

Grade/10	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
9.2	0.8/0.9	0.4/0.4	0.6/0.7	0.3/0.3	0.4/0.4	0.7/0.7	0.5/0.7	0.1/0.1	0.1/0.1	0.1/0.1

Teacher's Guide

Step #5 - To see the student's responses for a specific activity just click on the score, for example 0.6/0.7 as seen above. This will take you to a window that will show the student's answers for that specific activity.

tear	<u>tore</u> ✓	torn
think	thought	<u>thought</u> ✓
understand	understood	<u>understood</u> ✓
wake	<u>wake</u> ✗	woken/waked

nt or override grade

Correct

Submission: 19.2/20. With previous penalties this gives 18.4/20.

If a student gets a perfect score the first time on the activity then he/she will see checkmarks and a green bar which says Correct. If the student gets some responses incorrect he/she has the opportunity to go back and correct his/her mistakes. When this happens they will receive a small penalty and their score for the activity will be adjusted accordingly. As teacher you can see the number of attempts and which questions the student answered correctly and incorrectly.

This concludes the Teacher Guide. For more questions or concerns please contact Amber McLeod at amcleod@icos.ca. At ICOS we look forward to providing you and your students the best online tools for their continued success in learning English.

Sincerely,

Amber McLeod & the ICOS team

