SLC
Specialist Language Courses

TEACHER ADMIN USER GUIDE

Contents

Welcome to your Teacher Admin user guide

This guide will take you through the many features that are integrated into your institution pages on the SLC Campus teaching and learning platform. It shows you how to make the most of them, from creating student accounts to tracking progress, setting up groups, sending messages and setting up Zoom meetings.

What is a Teacher Admin?

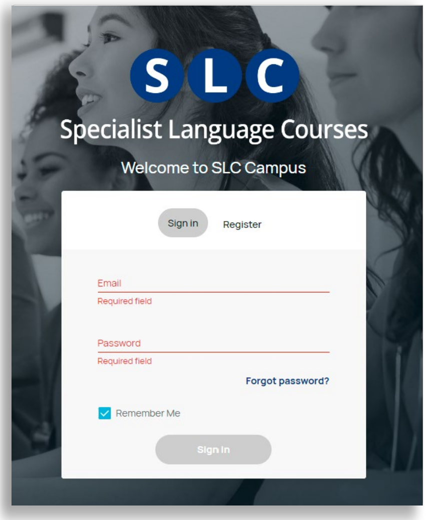
A teacher admin role covers everything a regular teacher can do on the platform – so see content, view student work, leave feedback, mark student work, run reports, set assignments, send messages (all detailed in this guide) – and they can also perform important administrative tasks, including creating, editing and deleting students, and creating, editing and deleting groups. Read on to find out how to do all these things.

Logging in

Teacher Admins are created by SLC. When you have been registered by SLC, you receive an email to set a password and verify your account.

Once you have done that, any time you want to log in, simply go to your institution page on the SLC Campus platform and add your username and password to log in.

When you log in, you will see a dashboard with four tabs at the top: Dashboard, Courses, Groups & Users. You will by default see the Dashboard page first.

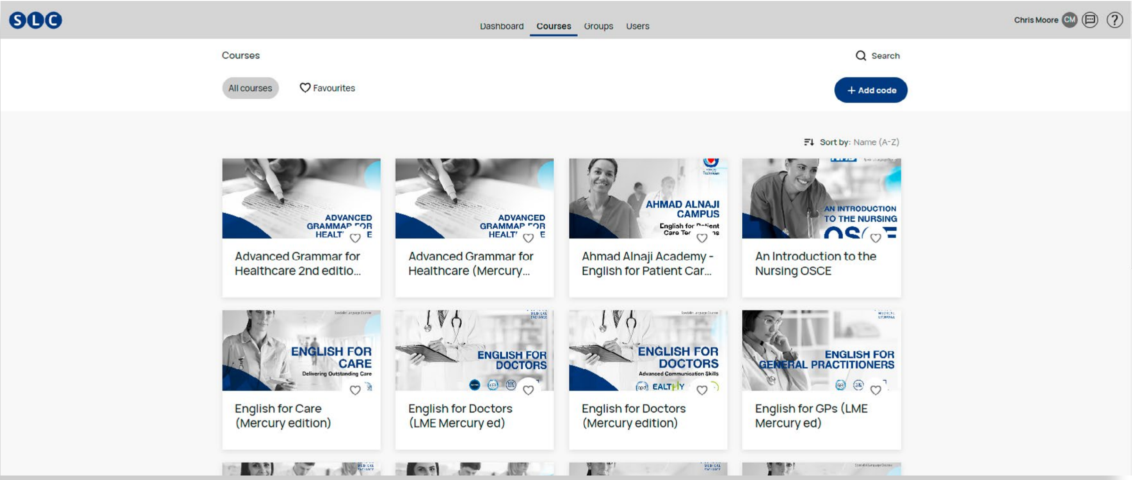


Dashboard

From the Dashboard page, you can access your most recently viewed groups and courses quickly and easily.

Courses

On the Courses page, you see the courses which have been assigned to you.



If you click on a course, you then see three tabs. The first one, ‘Content’, shows you the content of the course. Here, you can view the different units of the course. The second one, Markbook, shows you the list of students in your institution who are doing the course. Assignments are now set for groups not courses, so please disregard this third tab.

Content

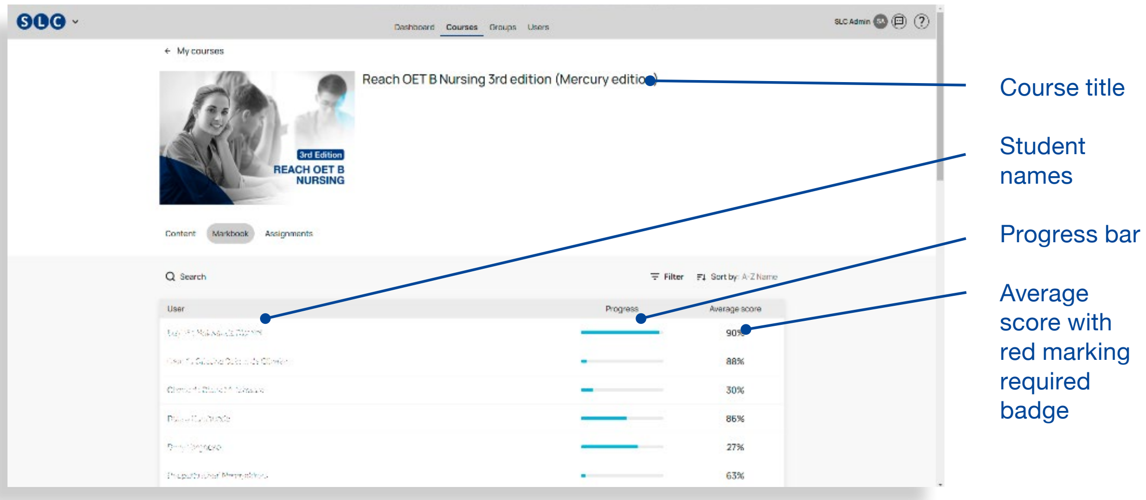
In the contents tab, after clicking on the course of your choice, you can access all the course content and answer the questions as if you were a student completing the course. Once you log out then log back in, the questions you answered will be reset and ready to go again, so you can use them multiple times with different students, for example.

Markbook

In the Markbook, the students are alphabetically arranged A➔Z by default. However, they can be filtered

1. by the group they have been assigned to – see Groups
2. by their status, i.e. active, expired or pending
3. by their scores status – pending marks

Pending marks means the students concerned have submitted work which needs to be marked by the teacher. This could be a written submission on a practice test, for example. This function allows teachers to immediately see which students are waiting for a response.



Students can be sorted alphabetically Z➔A. There is also a search tool to find individual students from the list.

Next to each student, there is a progress bar which indicates how much progress they have made through the course and what their average score is on the activities they have done so far.

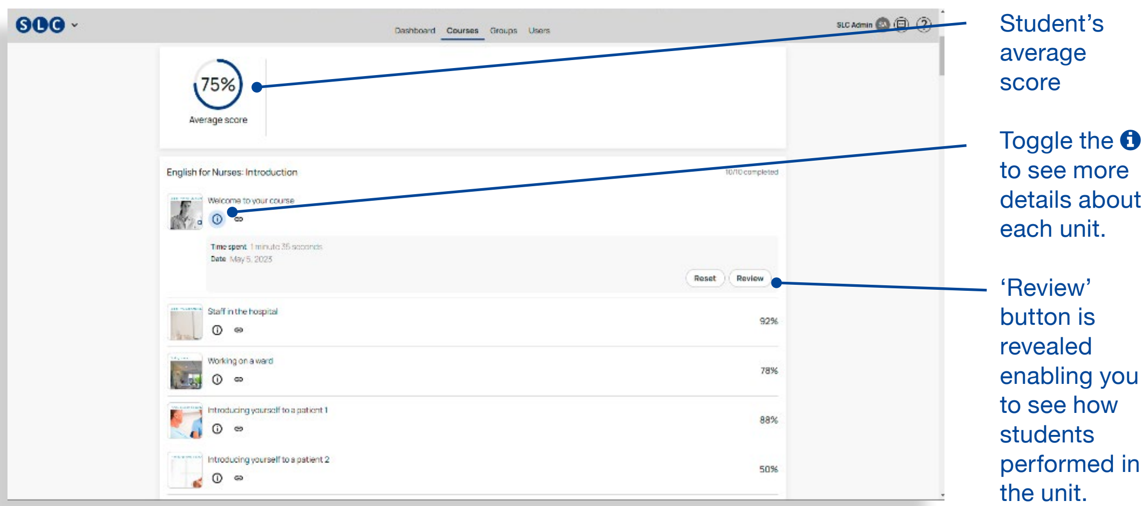
A blue icon by the progress bar indicates that there are exercises that need marking by a teacher.

Markbook and marking

Clicking on a student will take you to the student's Markbook which shows a unit by unit breakdown of the course, and shows the percentage scored in each unit.

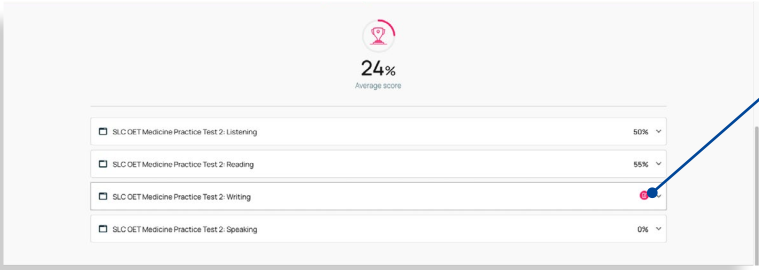
If you click on Z icon under the unit title, then you see how much time the student spent on the unit, when they submitted the answers and what their scores for that unit are.

If you select 'Review', you then see the student's pages as if you were them, so enabling you to see which questions they answered correctly and which not.

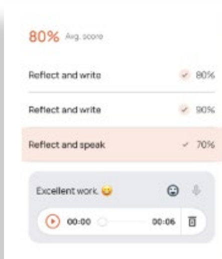


If you select ‘Reset’, you will clear the student’s answers. Very useful if they submitted the unit by mistake or if you would like them to do the exercises again.

If there any units which require you to mark a written or spoken submission, then ‘Pending marks’ is shown. You can then review the student’s work, add feedback and allocate a score to the box shown.

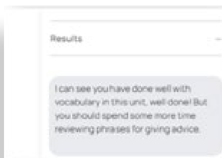


Pending marks icon

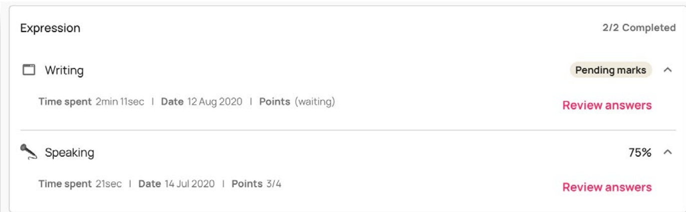


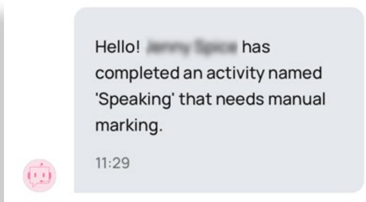
You can also add written or recorded feedback for each unit.

The student will then see this on their Markbook when they next log in. They will also receive a notification in their Message Centre that their work has been marked.



If the students are in a group that is ‘owned’ by the teacher, then the teacher will receive a notification in their Message Centre whenever a student submits a piece of work that needs marking.





If the student is not in a particular group, then all teachers in your institution receive a notification.

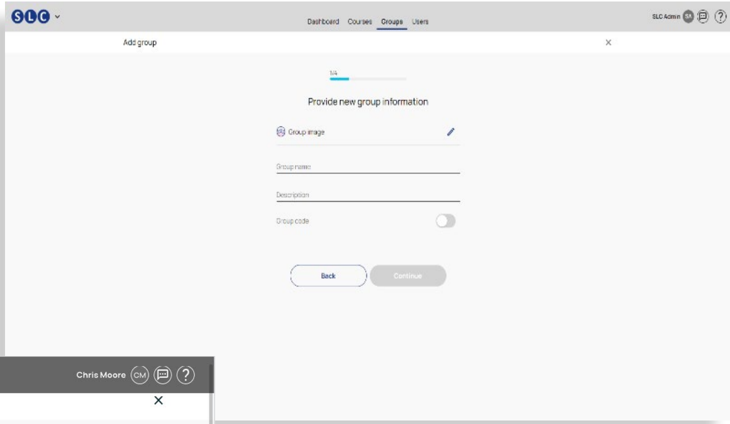
Groups

Groups is the third item on the top menu. Using groups is an excellent way of managing your students – by course, by period of study, by teacher.

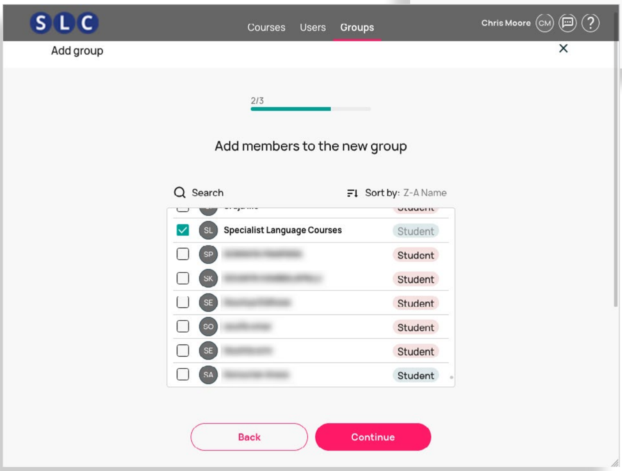
Using groups allows teachers to create group progress reports, send messages to and receive messages from the group, set assignments to complete, create group discussions, and set up group Zoom meetings.

A group has an owner, typically a teacher. Another teacher can be assigned to the group as a ‘Marker’. However, only the owner receives notifications that students have submitted work for marking.

Creating a group



Select ‘Add group’ from the top left of the screen. Enter the name of the group with an optional image and description.



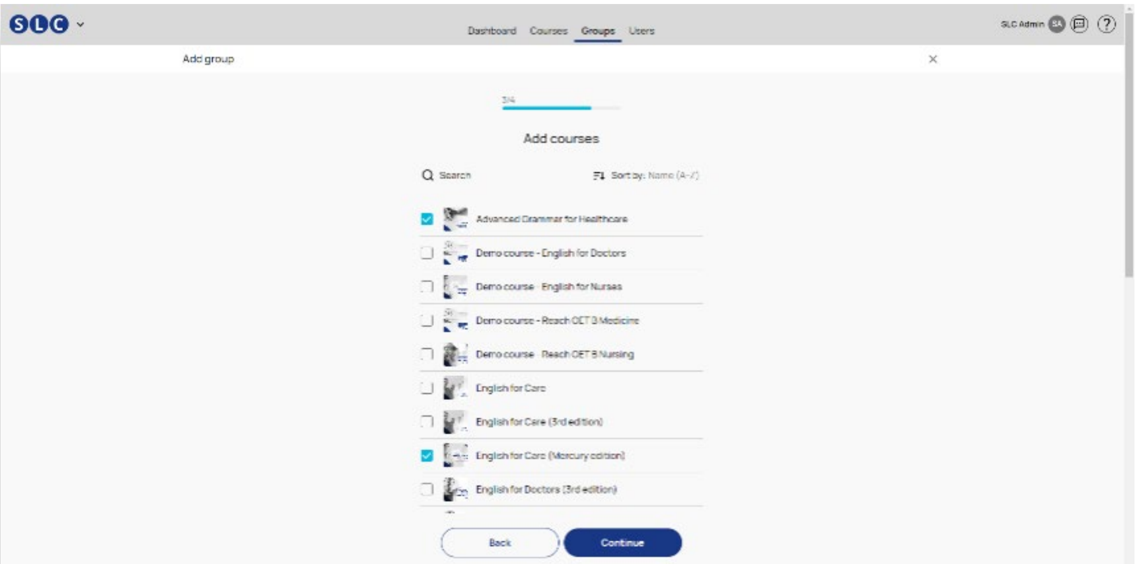
Add members to the group using the list that comes up – there are alphabetical sort options and a search bar to help you find specific students. Then simply continue.

You will then need to add the courses the members of this group are enrolled in. Simply pick 1 or more courses from the list and continue.

Note that students must already have been given access to a course via a course access code, or by an SLC administrator.

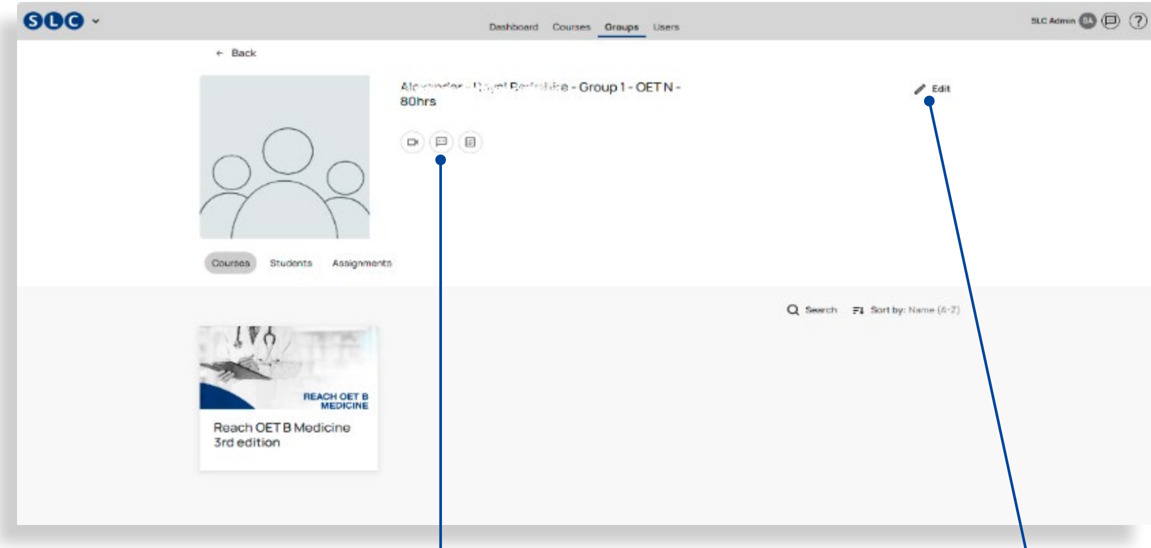
As the teacher creating the group, you are automatically set as group owner. A second teacher can be added to a group as a marker. You can also be set them as owner using the edit function.

Next, add the courses the students in the group have access to (remember they will need to have been access first). This will allow a quick view of the students’ progress within the group. Click create to confirm your choices.



Managing groups

By clicking on the group, a group panel opens up. Here you can:



Left to right: meeting, message, report icons

Edit button

a. Edit the group

b. Use the report icon to create a report on the activities of the group members.

c. Send a message to all members of the group

d. Use the meeting icon to start a Zoom meeting with the group members

Note: your institution must be set by SLC to use the messaging and meeting functions.

Editing a group

To edit a group, click the ‘Edit’ button in the top right of your screen. From here you can do the following:

a. Edit the name of the group

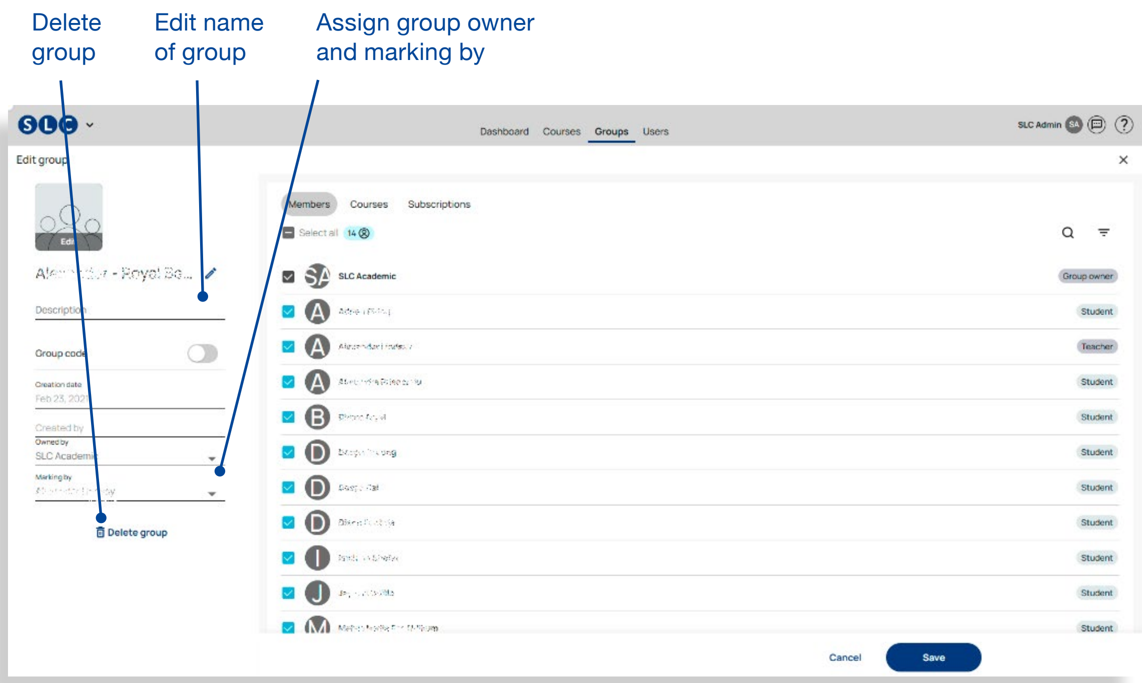
b. Change the owner of the group.

c. Change who can mark the students work in this group

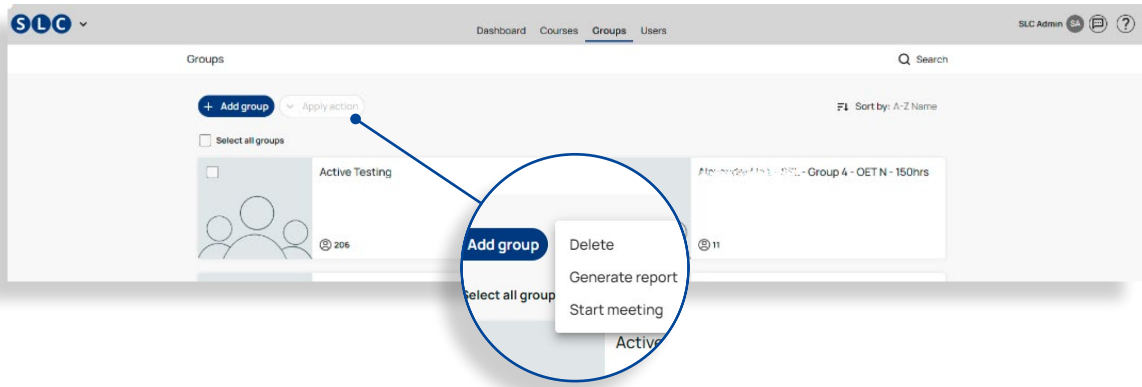
d. Add or remove a user from a group.

e. Add or remove a course from a group

f. Add or remove subscriptions from a group

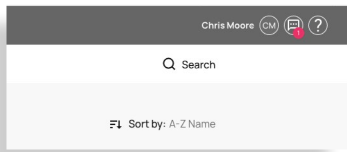


Selecting a group or groups and then clicking ‘Apply action’ at the top also allows you to delete the selection, generate a report for the selection or start a meeting with the selection.



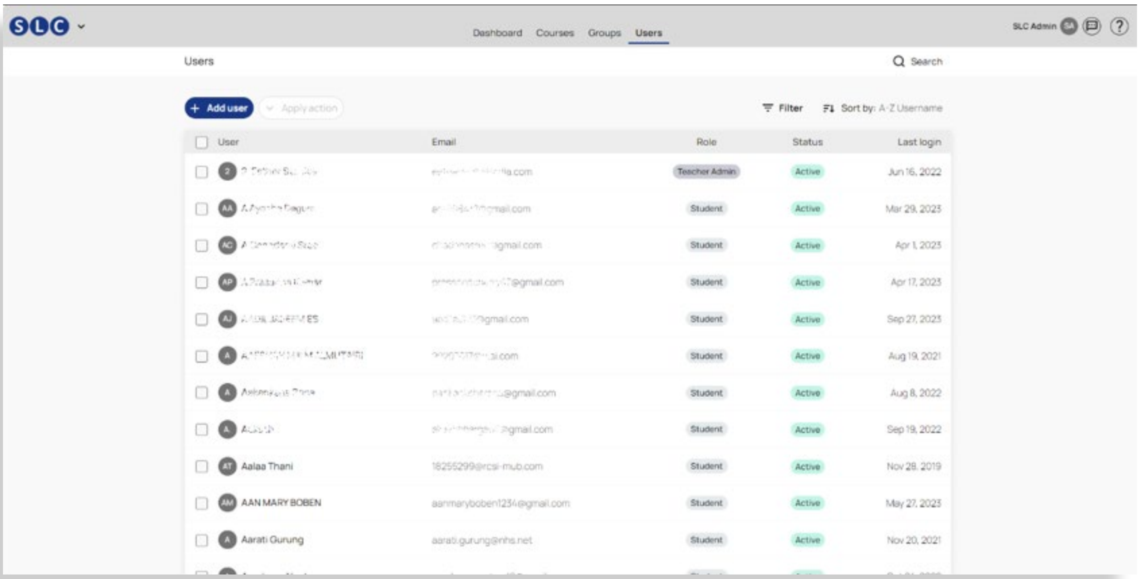
Sorting and searching for groups

At the top of the Groups page, there is a search bar and a sort function, so groups can be displayed alphabetically (A➔Z, Z➔A) or by date of creation, so making it easy to find a particular group when there are many.



Users

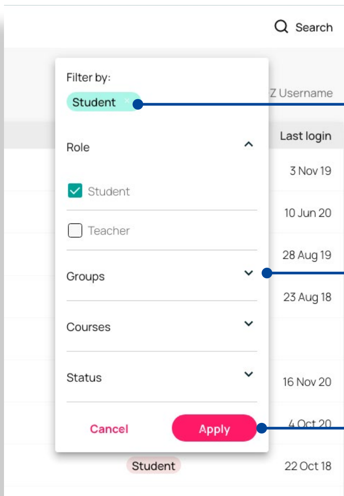
When you click on Users on the top menu, you see all the users listed for your institution. You see their first name, surname, email address, role, status and the last time they logged in.



Viewing and filtering users

You can filter your users list by:

1. **Role:** either Student or Teacher. Note there are two types of teacher, a Teacher Admin role who can create, edit and delete accounts and groups, and a Teacher role who can use the teaching features but not create accounts and groups.
2. **Group:** any group that has been created on the institution platform.
3. **Course:** any course that users are doing.



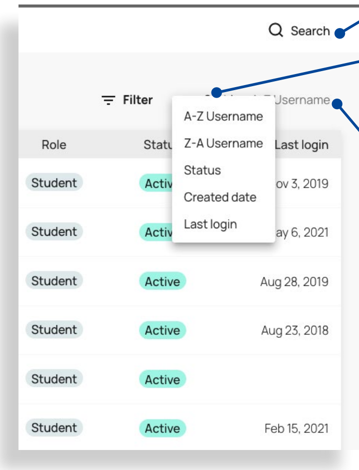
4. **Status:** active, suspended (the student cannot access the course as their account has been suspended by an Admin) or pending (the user account has been created but the user hasn't activated it via email yet).

You expand each filter to make a selection. You can choose more than one filter and check multiple options where applicable. Remove an applied filter by clicking on the x to the right of each filter option.

Sorting and searching for users

By default, the users are listed alphabetically by their first name. However, you can also sort them alphabetically in descending order, by status, by the date the account was created (starting with most recent) and by the date of the last login.

There is also a search bar where you can look for individual users. This can be combined with the filtering function if there are multiple results.

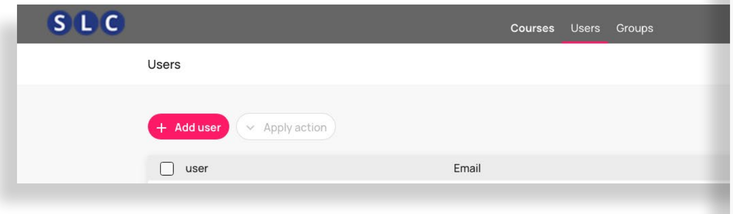


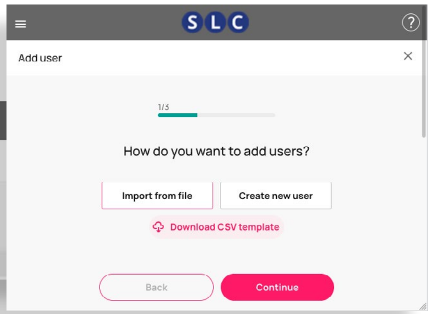
Click here to enter a search term.

Clicking ‘Sort by’ activates the drop down.

Chosen sort method is now indicated.

Adding a single user





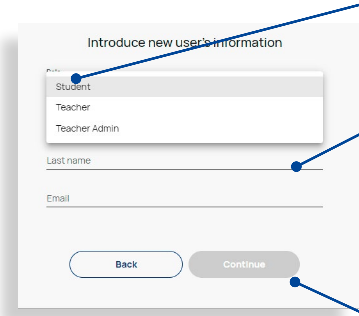
Select ‘Add user’ on the top left of the screen. Then select ‘Create new user’.

Complete the details on the screen (role, name, surname, email). You can decide whether a Teacher should be contactable or not.

On the next screen, assign the user to a group where appropriate. You then receive confirmation that the account has been created.

The user receives an email requesting them to activate their account via a link and set their password.

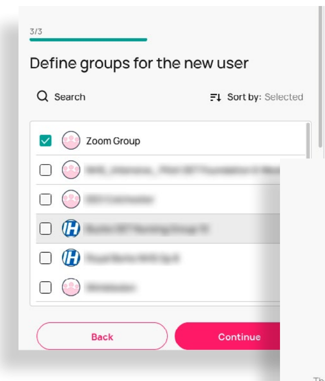
This process creates their account. It does not give them access to a course. To do this, they need to activate a course code via their dashboard.

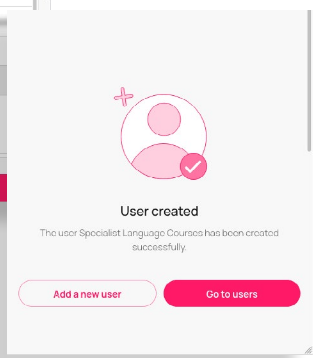


Clicking ‘Role’ activates the drop down.

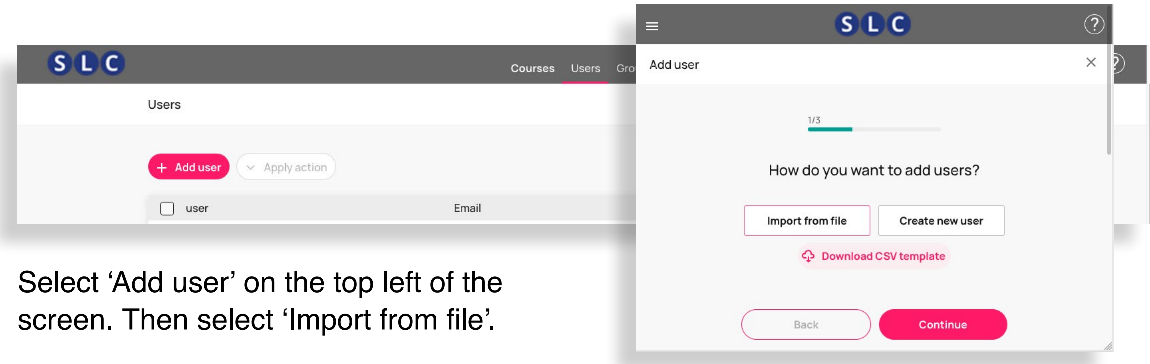
Please ensure you type the new user’s name, surname and email address carefully.

Once valid field entries are input the ‘Continue’ button will become active.





Adding multiple users



Select ‘Add user’ on the top left of the screen. Then select ‘Import from file’.

Download the CSV template if this is the first time you are doing this.

Complete the CSV file as follows:

a. **sourceId:** a system field, leave blank.

b. **enabledUser:** a system field, leave blank.

c. **orgSourcedIds:** a system field, leave blank.

d. **role*:** student, teacher admin, teacher.

e. **username:** (optional) Can be specified but if left blank, the default username will be givenName_familyName.

f. **givenName*:** User’s first name.

g. **familyName*:** User’s last name.

h. **email*:** User’s email address.

i. **groupsNames:** The name of the group (groups) the user will belong to. If you add a group name that does not exist, it will be automatically created.

j. **ownedGroupsNames:** The name of any groups you assign to a teacher as the owner.

k. **tokens:** A code or codes for courses that the student should be subscribed to.

* denote compulsory fields.

When the file is ready, upload it by following the on-screen instructions. You will receive a confirmation that users were successfully imported and details of any which were not.

The new users then receive an email requesting them to activate their account via a link and set their password.

To access a course, students need to have the relevant course code if this has not been included in the CSV. They enter this via their dashboard and then start the course.

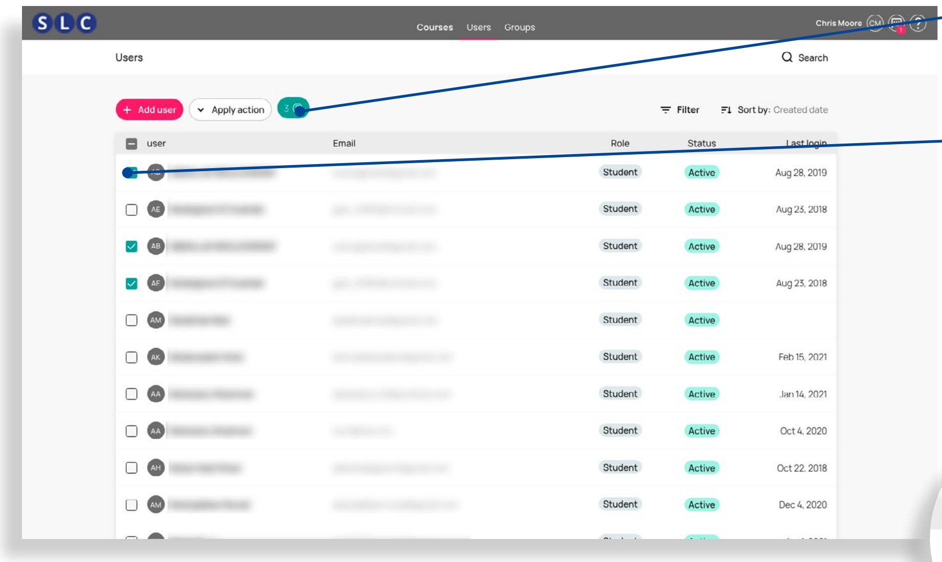
Editing multiple users

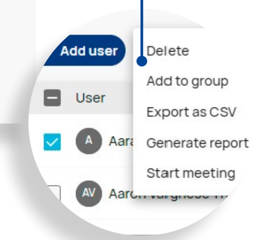
This same process can be used to edit the details of existing students. The CSV file must include the same email address for a student as already on the system. This enables to system to recognise which student details need changing.

In this way, student groups can be changed and course codes added for example.

Managing users from the users list

You can manage single or multiple users from the users list. First locate and select the user(s). Then click ‘Apply action’. Here you have a number of options:





a. Delete the user(s).

b. Add them to a group – this can be an existing group or you can create a new group for them to join as part of this process by following the on-screen instructions.

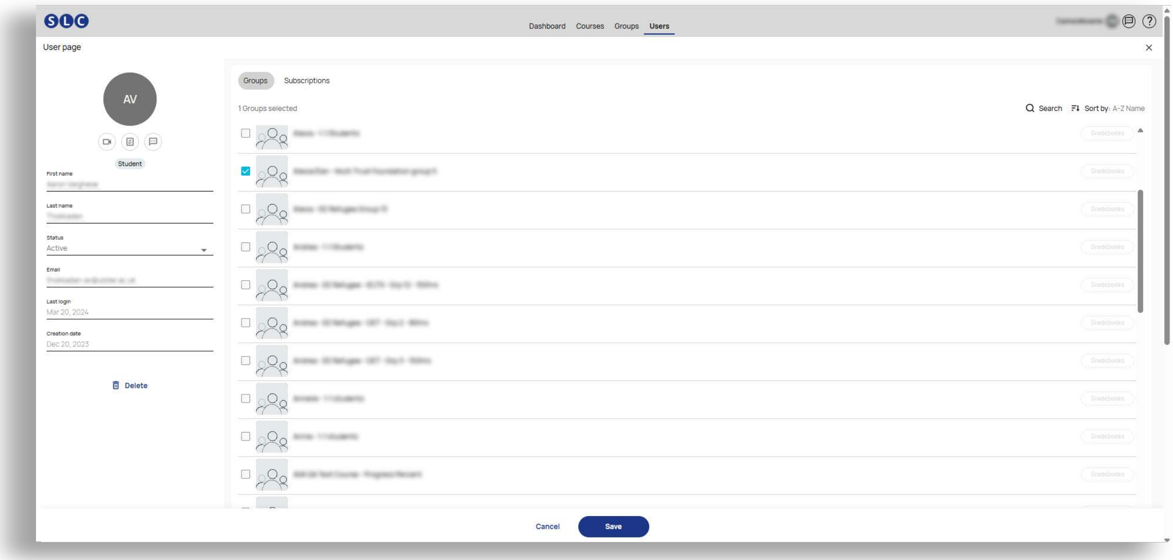
c. Export the user details on a CSV file – doing this enables you to create a CSV file with user email, first name, last name and group(s).

d. Generate a report of the user activity on their courses.

e. Start a meeting with the users with your institution Zoom account if you have one integrated into your platform.

Managing users from the user panel

In the user list, when you select the user, a page opens up on the screen. This shows the user's details and the courses they are taking, and how far through the courses they are.



Here you can do several actions:

a. Delete the user.

b. Change the user's name, surname and registered email address.

c. Change the status of the user from active to suspended and vice versa.

d. Add or remove a user from a group.

e. Use the report icon to pull a report on their activity.

f. Use the message icon to send them a message.

g. Use the meeting icon to start a Zoom meeting.

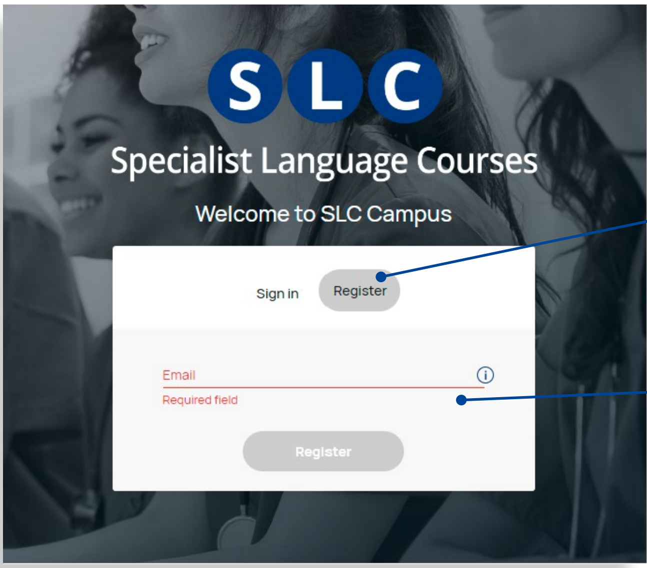
Note: your institution must be set by SLC to use the messaging and meeting functions.

Setting students up with courses

Order your course codes from SLC. Codes are course specific. Access to a course starts from when a code is activated. While there are default durations, SLC can set them for a specific number of days or months. Speak to your relationship manager to discuss.

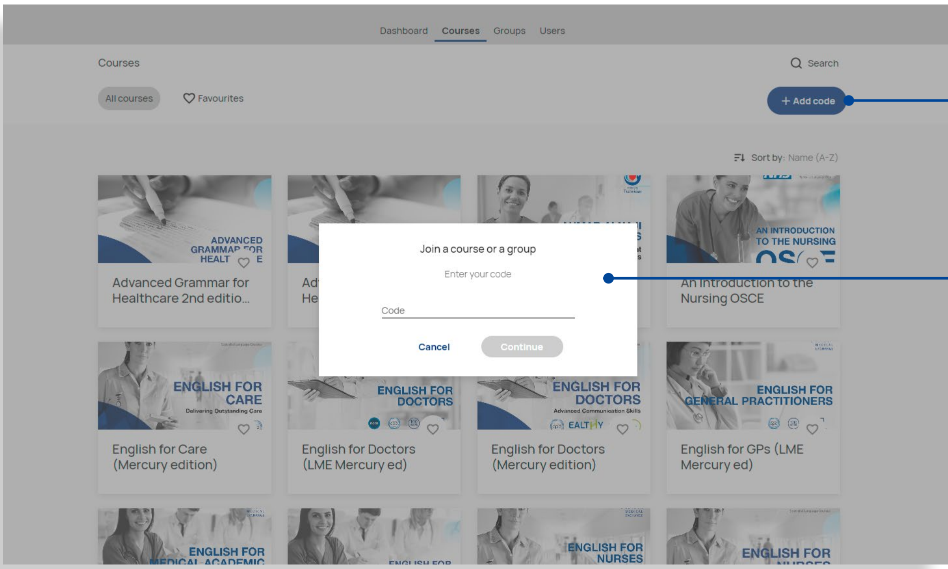
When a student or a teacher has an account, they can then activate their code on the dashboard, simply by clicking the '+ Add code' button on the screen and adding the code.

When a student or a teacher does not have an account, they then go to your institution landing page and click 'Register'. They then follow the on-screen instructions to create their account, activate their code, and start their course.



Click the 'register' button to create an account.

Enter your email to start the registration process. This will also be your username.



Click the '+ Add code to open the popup.

Dialogue box is displayed with entry field for the new course token.

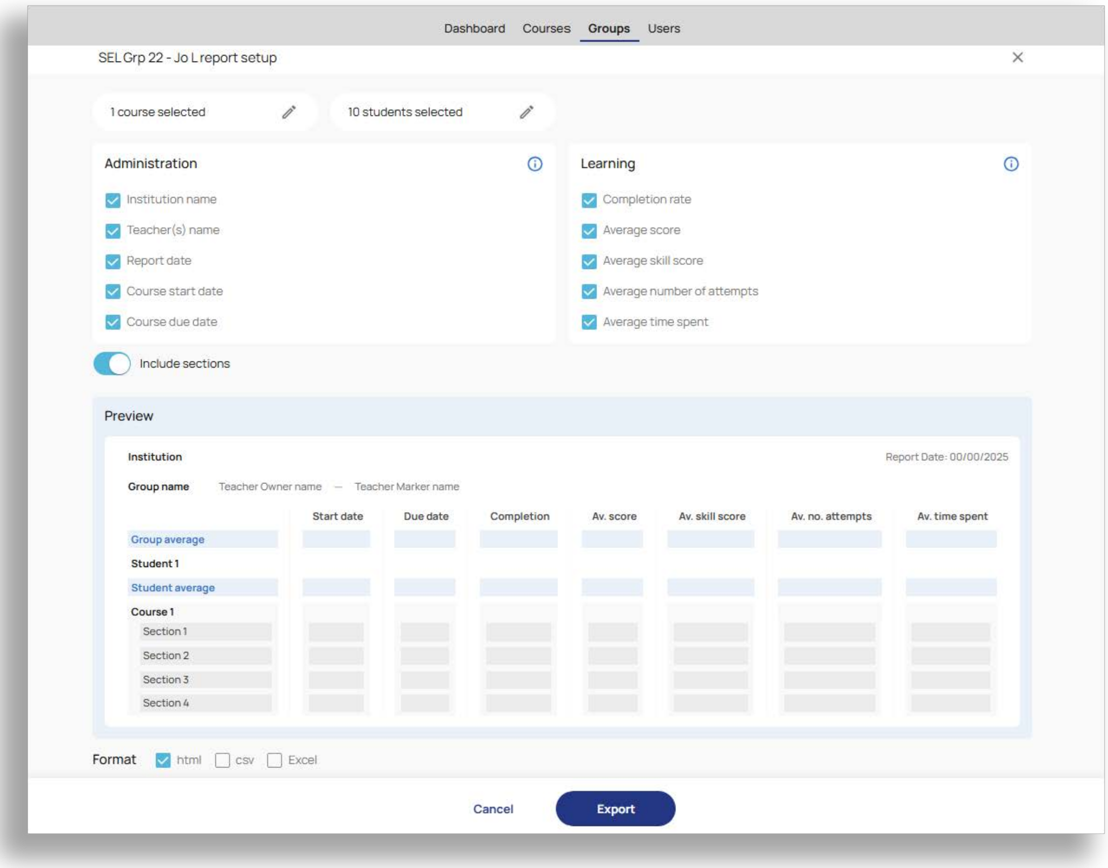
Creating reports

Creating reports on student activity is very straightforward.

Either select a group via the Groups page or one or more individuals from the Users page. Then select ‘Apply action’ and ‘Create report’. You can also select the ‘Create report icon on the individual Group or User page.

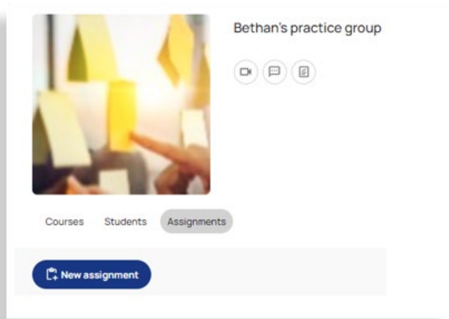
This brings a menu with some options to select from, including completion rate and average score. You can get a basic overview report, or you can get a report by each section of the course by selecting ‘include selections’. You can then select the format you want the report in – html, csv or excel.

Press export and the report is sent to your email.



Assignments

Creating an assignment

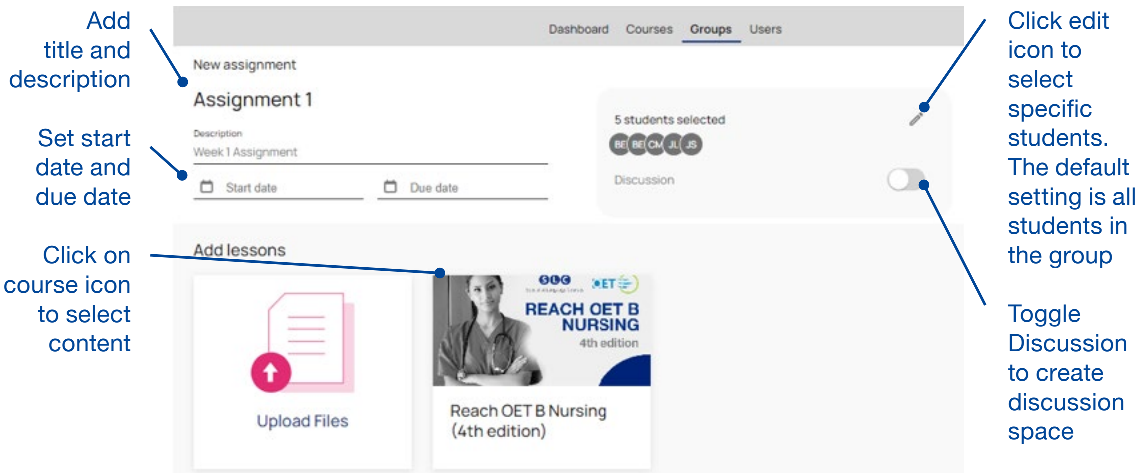


An assignment can be used to set work with a deadline for students to complete. To create an assignment, students must have access to an SLC course and be in a group. An assignment can be used to set work with a deadline for students to complete a deadline for students to complete.

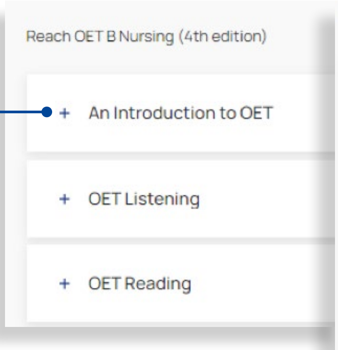
1. To create an assignment, go to a group and click on the Assignments tab, click new assignment.

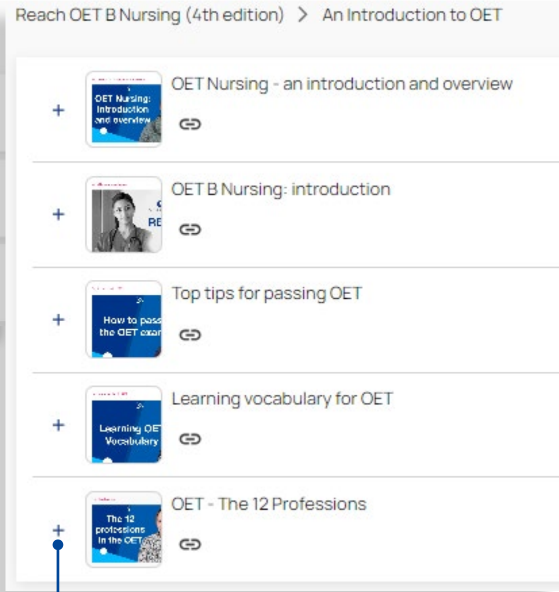
Give the assignment a name and optional description. Set the start and due date. You can select which students receive the assignment by clicking the edit icon, assignments are automatically set to assign to everyone on the group.

There is a discussion option in Assignments where you can create an additional collaborative learning space. To create, toggle Discussion.

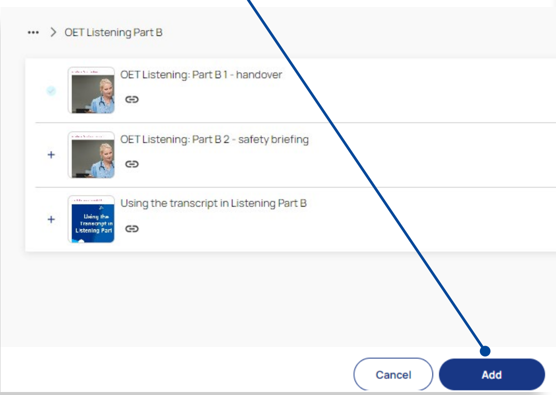


2. To select content, click on the course icon. Then click on the + icon to add content.



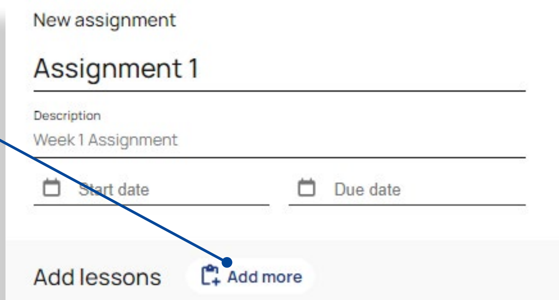


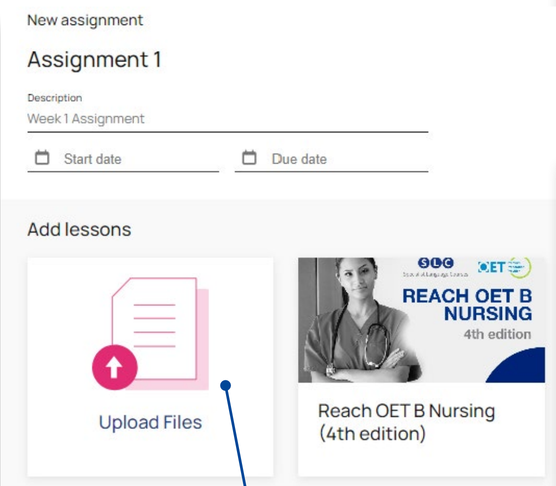
Once you have selected the content, click add.



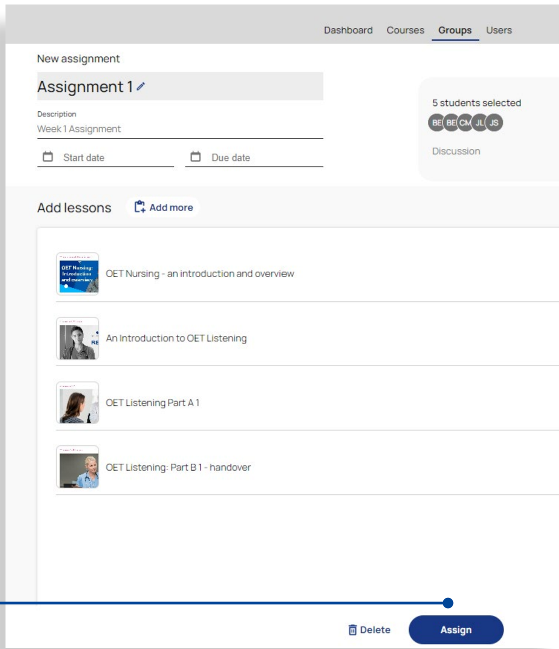
You can add complete units or select specific lessons. Content can be selected from any part of the course.

3. To edit the content for the assignment or add more content, click 'Add more'. You can also upload supporting files from your device by clicking 'Upload files'





Drag and drop files to upload. You can add text files (.doc), presentations (.ppt), PDFs (.pdf), images (JPG or PNG), videos (mp4) and audio files (wav, mp3).



4. Click **assign** to create the assignment.

Managing an assignment

Checking progress

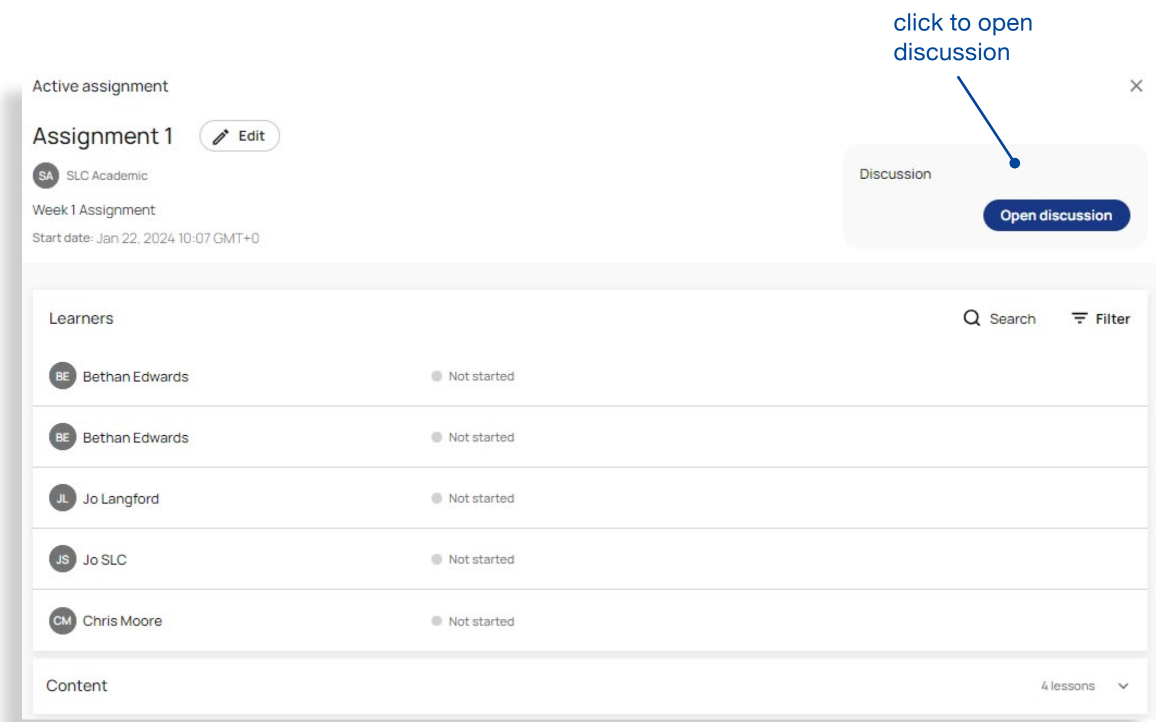
Once an assignment has been created, check progress by clicking on the group and then the assignment under the relevant tab. You will see an overview of students in the group and their progress. Content can be viewed by clicking on the toggle below students' names.

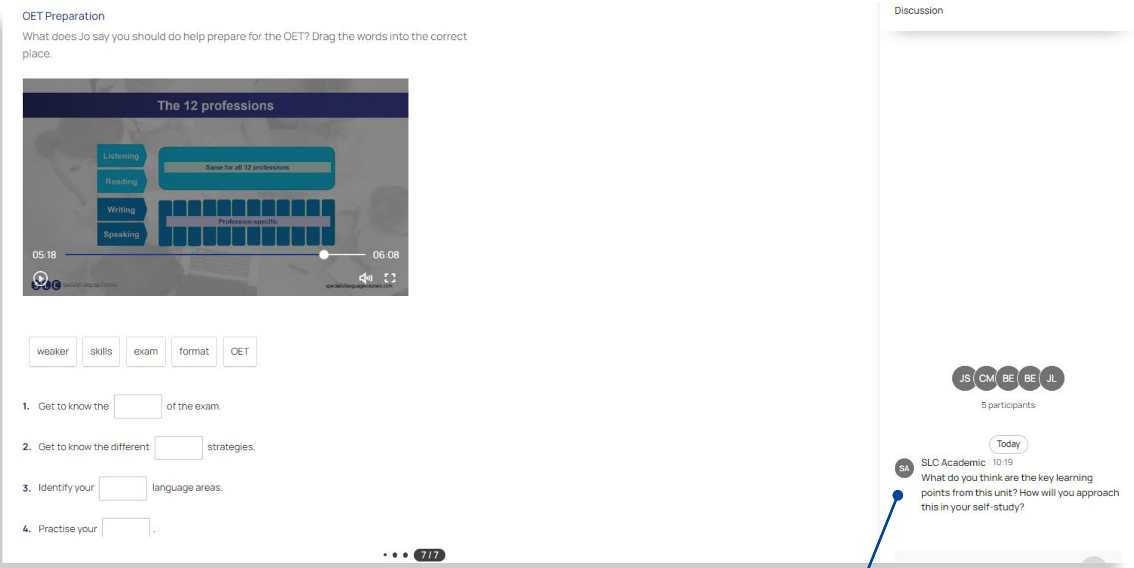
Progress is shown as 'not started', 'in progress' when a student has opened the assignment, or 'submitted' when the student has submitted the assignment. If there are lessons in the assignment that require manual marking (such as writing or speaking), a pending mark will show.

Note: The lessons themselves are treated and scored independently of the same lessons that are available for self-study. In other words, if a student completes a lesson that is part of an assignment with a score of 100%, this score will not be reflected in the general markbooks in Courses and Groups.

Managing a discussion

To create a discussion, click on 'open discussion'. This will take you to the first page of the content in the assignment.



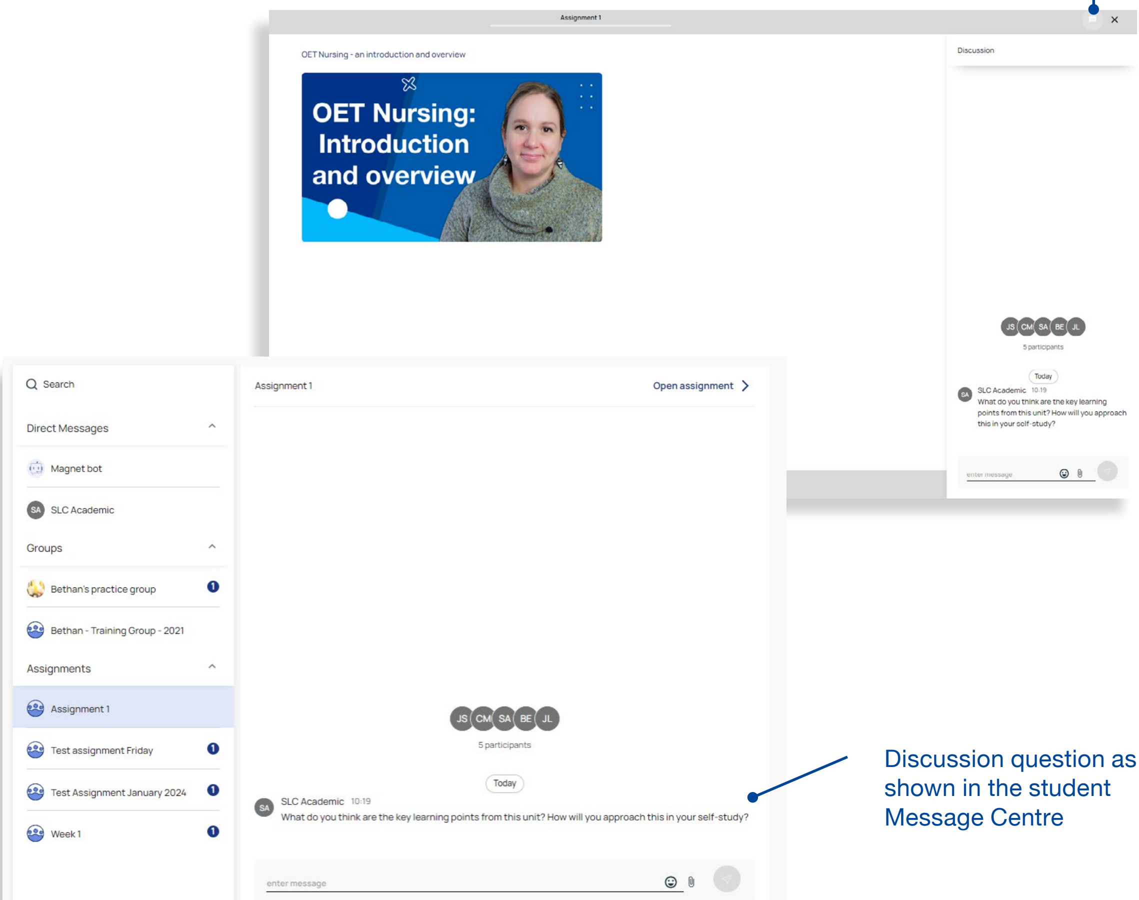


add discussion questions

Click through to choose a specific page of the assignment content, add in discussion questions or additional reflection questions for students.

Students access and contribute to the discussion via the discussion icon within the assignment, in the top right hand corner or via the Message Centre.

discussion icon



Discussion question as shown in the student Message Centre

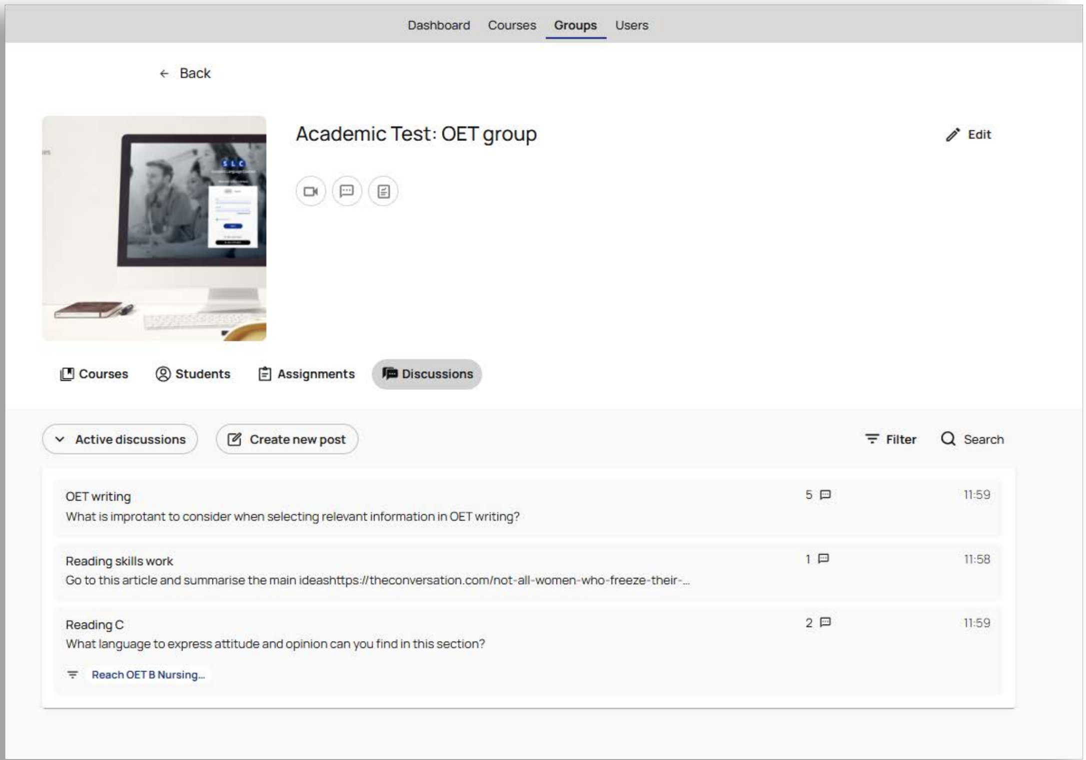
Creating discussions

You can create discussions for your groups to contribute to.

Simply go to the group and select ‘Discussions’, then ‘Create a new post’. Add the title of the discussion and link any relevant content – either from the course materials or something you would like to share with the students. Then type some instructions or guidance and click ‘Publish post.’

You can also contribute to an active discussion by selecting it and adding your comments.

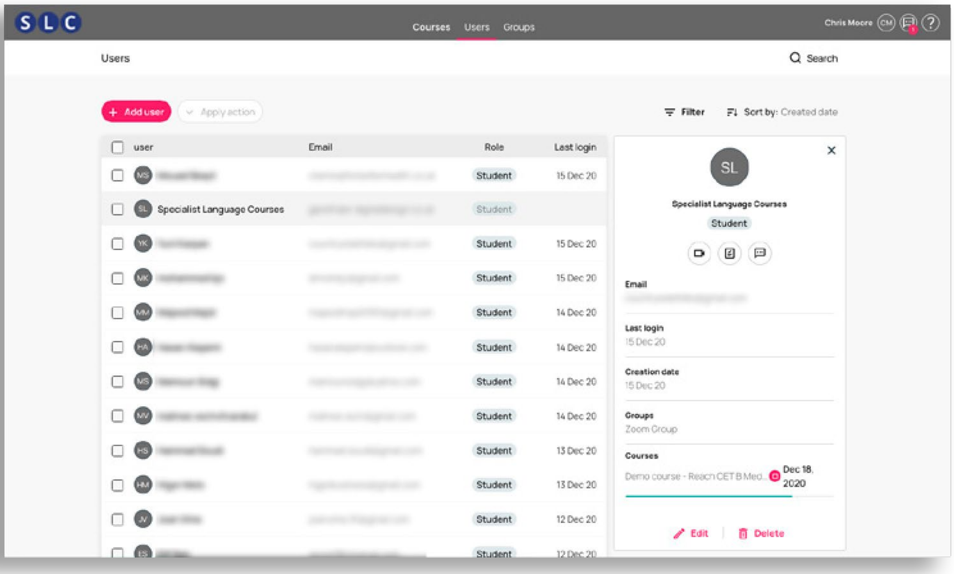
Discussions are also available for assignments – see the relevant section in this guide.



How the Zoom integration works

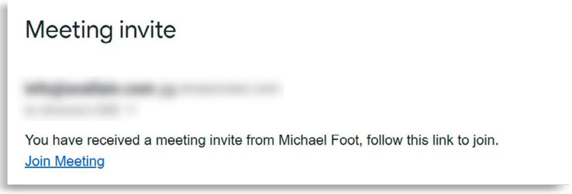
In order to set your institution up on SLC Campus with Zoom, please contact SLC to go through the process.

To start a Zoom meeting with a student or group of students, select them via either the Users list – single or multiple users – or on the Groups list, and click on the video icon.



Click on the video icon to start a Zoom meeting.

This sends an email to the student with a Zoom link or, if they are online on your institution, a notification.



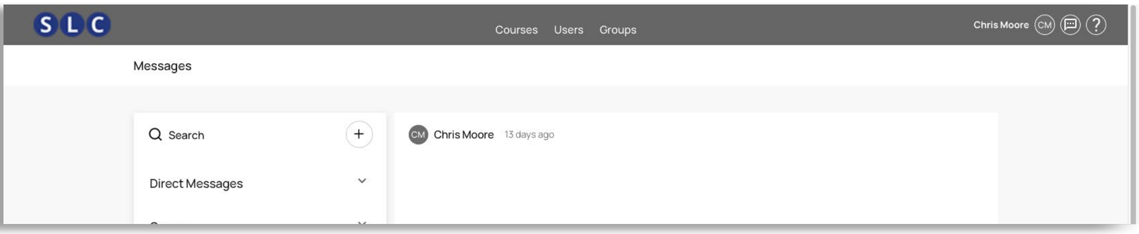
They click on the link to join you. If this is their first Zoom meeting, they will be prompted to download the software first.

When a teacher is using the integrated Zoom function for the first time to hold a Zoom meeting with a student, they will need to validate their account. An email is sent to the teacher's email with a button to click. They should do this and then follow the on-screen instructions.

How the Messaging Centre works

SLC Campus has a Messaging Centre which is accessed via the message icon on the top right of the screen. There is a counter on the messaging icon which lets you know how many messages you have received. These notifications can be configured in My Profile settings.

From here, you can contact your students or any other teacher that is available, as well as reach out to members of your groups (students or teachers).

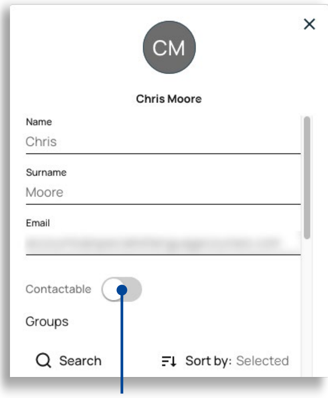


To send and receive messages from students, you need to make sure you are set to be 'contactable' – go to Users and then select yourself in the user list to open the user panel.

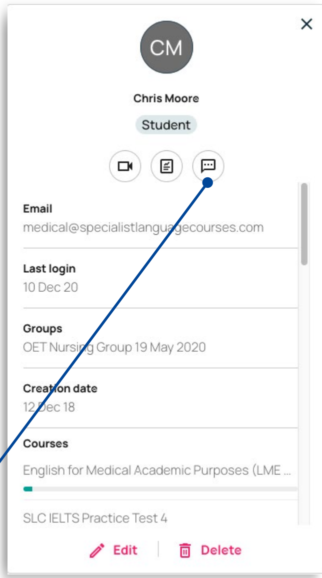
Click 'Edit' and switch the toggle to On for the teacher to be contactable and Off for the teacher to not be contactable. You will always be able to receive and send messages to other teachers.

You can also send and receive resources such as a PDF or a video. This can be useful for sharing resources or setting homework, for example.

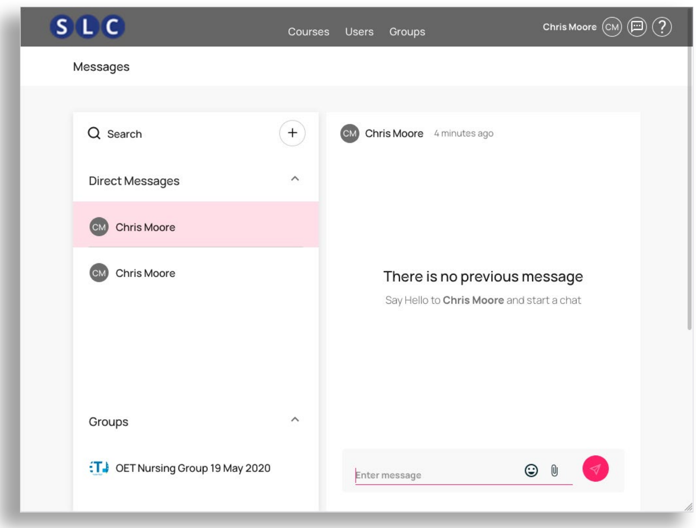
To send a message to a user or to a group, go to that user or group and select the message icon. The chat function then opens up and you can type and send your message.



Edit a Teacher role user panel to toggle the contactable switch.

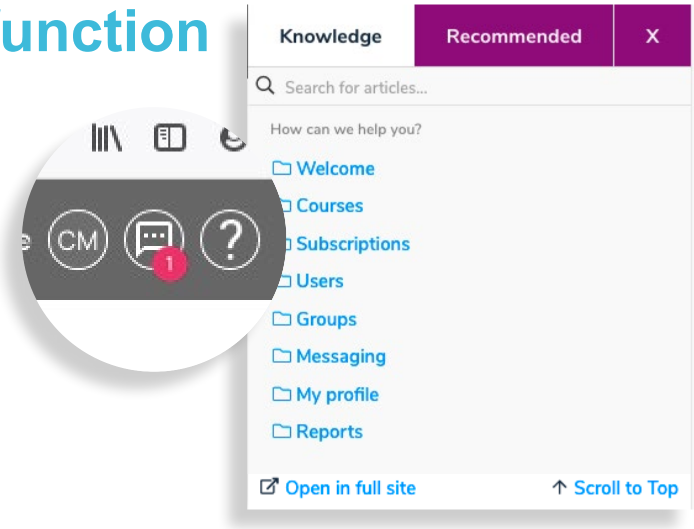


Choose a student from Users or Groups and click the message icon.



Using the help function

There is an extensive on-screen Help area for teachers and students. It is clearly signposted and very detailed. To access it, simply click on the question mark icon on the top right of the screen.



Specialist Language Courses

Get in touch

If you have any questions or issues using the Teacher Admin, please get in touch:

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