

EnglishCentral

Teacher's Guide



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Registration

EnglishCentral

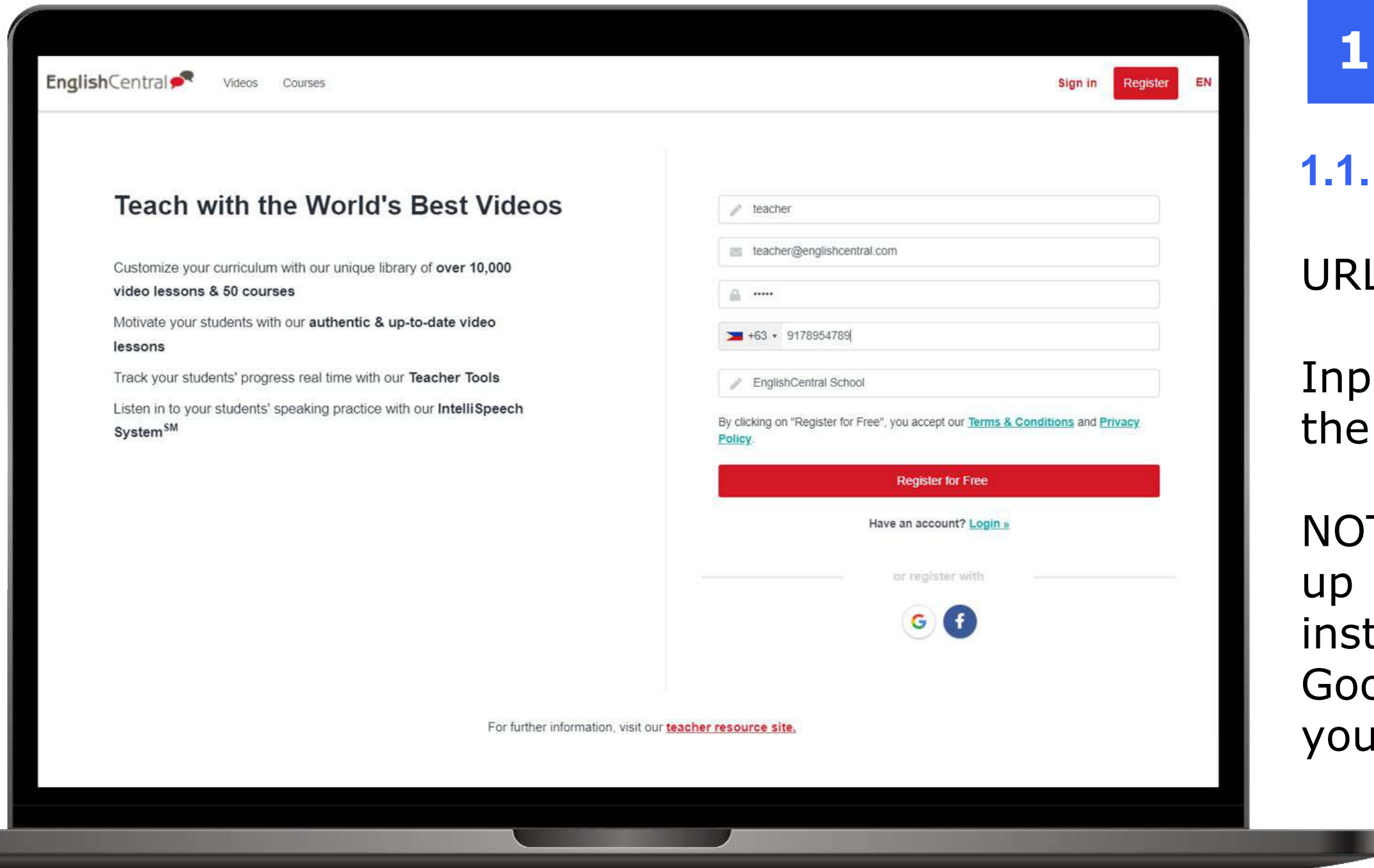
1. Registration

1.1. Access the teacher's page

URL: englishcentral.com/academic

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

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

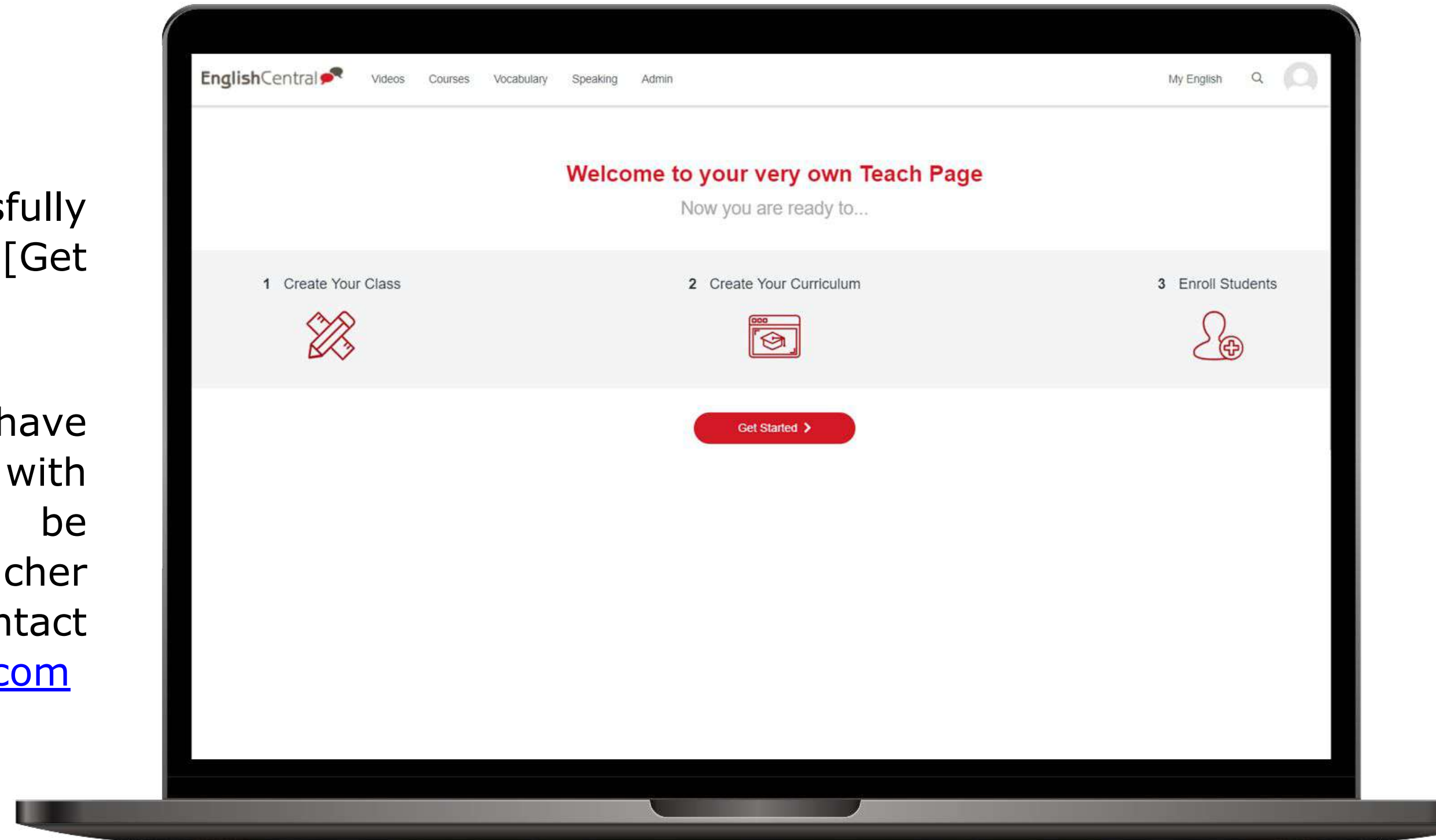


The screenshot shows the EnglishCentral website's teacher registration page. On the left, there's a section titled "Teach with the World's Best Videos" with bullet points: "Customize your curriculum with our unique library of over 10,000 video lessons & 50 courses", "Motivate your students with our authentic & up-to-date video lessons", "Track your students' progress real time with our Teacher Tools", and "Listen in to your students' speaking practice with our IntelliSpeech SystemSM". On the right, there's a registration form with fields for: Username (pre-filled with "teacher"), Email (pre-filled with "teacher@englishcentral.com"), Password (masked with "*****"), Phone Number (pre-filled with "+63 9178954789"), and School Name (pre-filled with "EnglishCentral School"). Below the form, there's a red "Register for Free" button, a "Have an account? [Login »](#)" link, and social media login options for Google and Facebook. At the bottom, a footer note says "For further information, visit our [teacher resource site](#)."

1.2. Getting Started

If you have successfully registered, click the [Get Started] button to start.

NOTE: If you already have an existing account with EnglishCentral, it can be converted to a Teacher account. Please contact support@englishcentral.com for assistance.



Admin Page

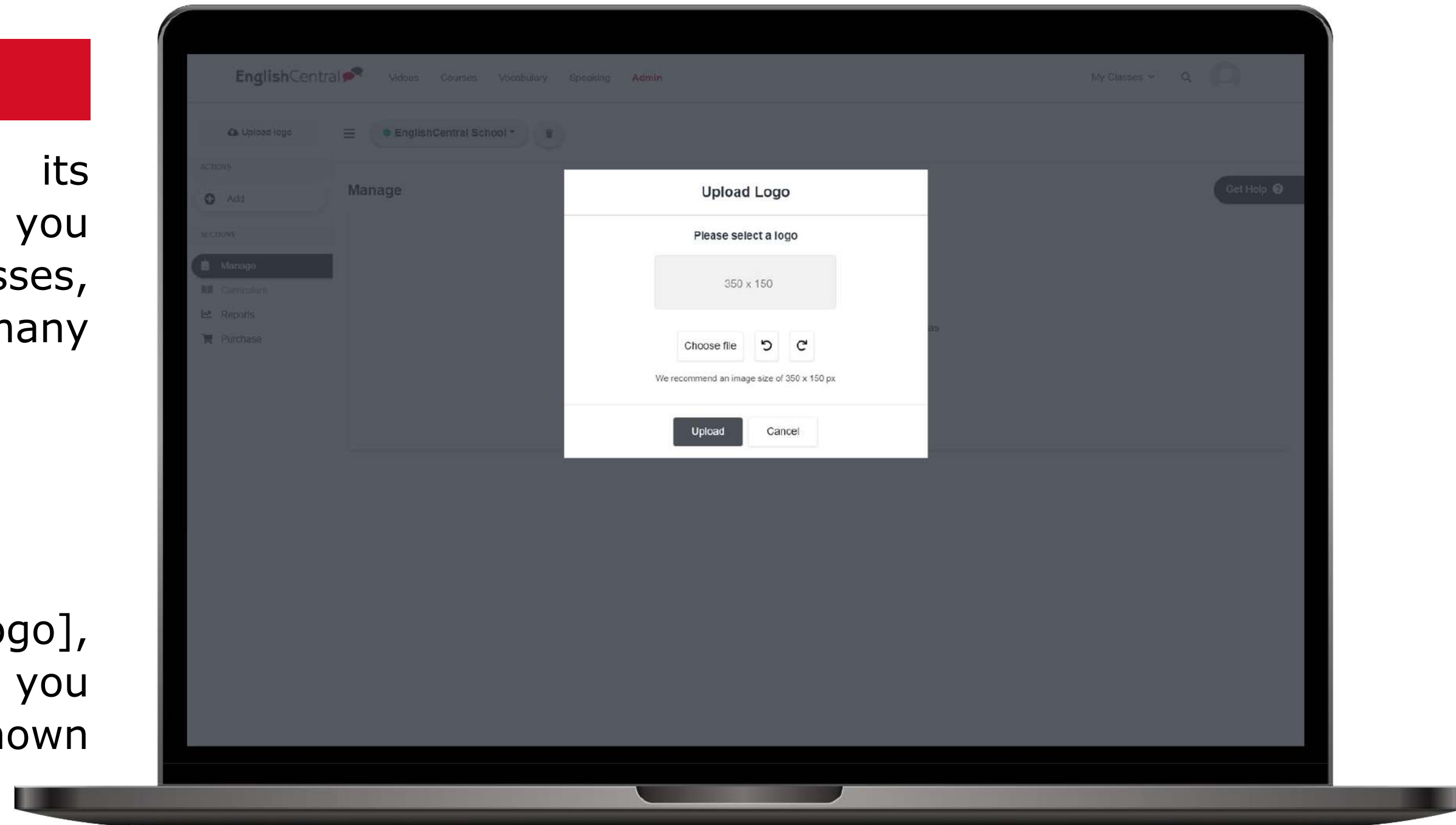
EnglishCentral

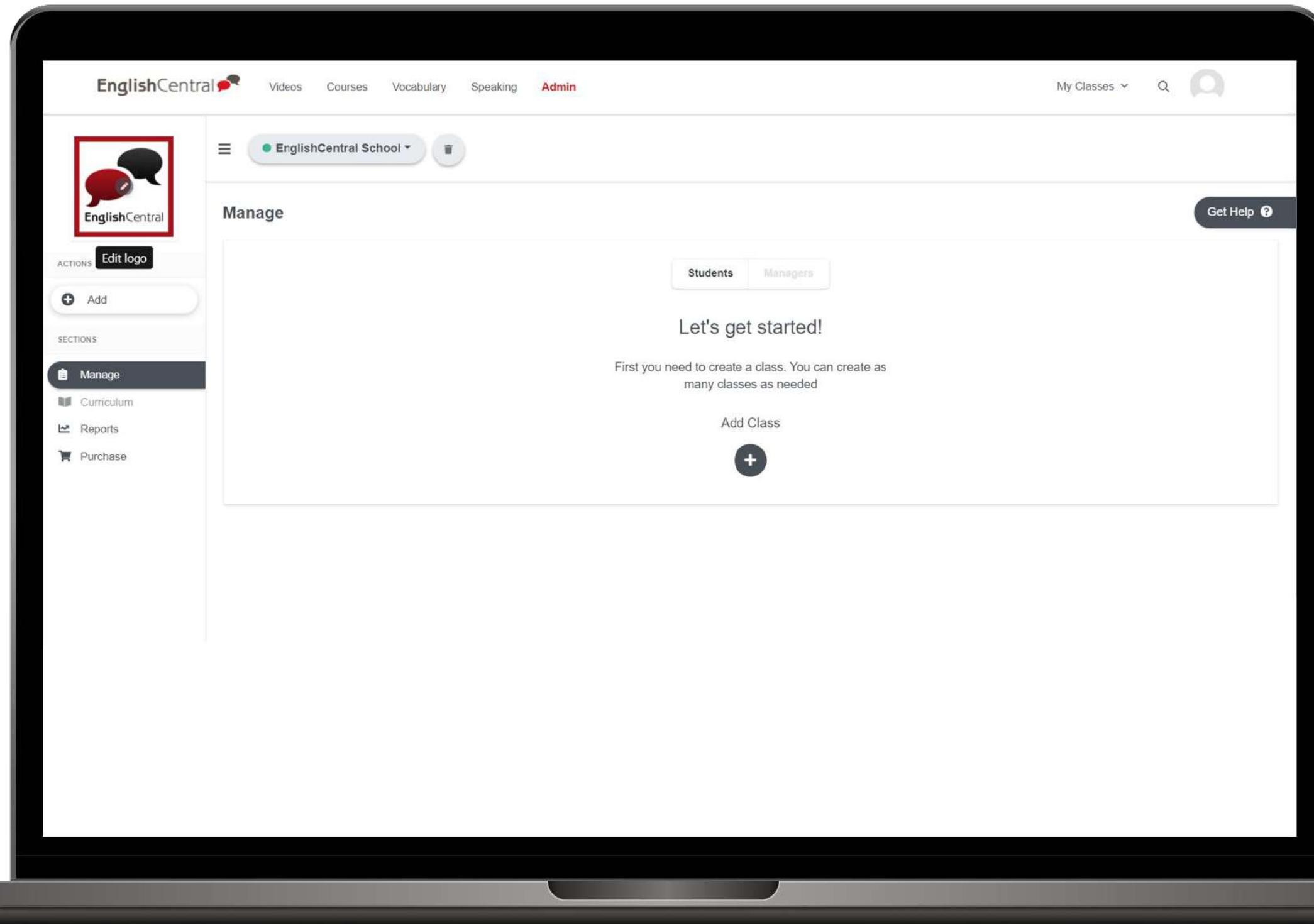
2. Admin Page

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

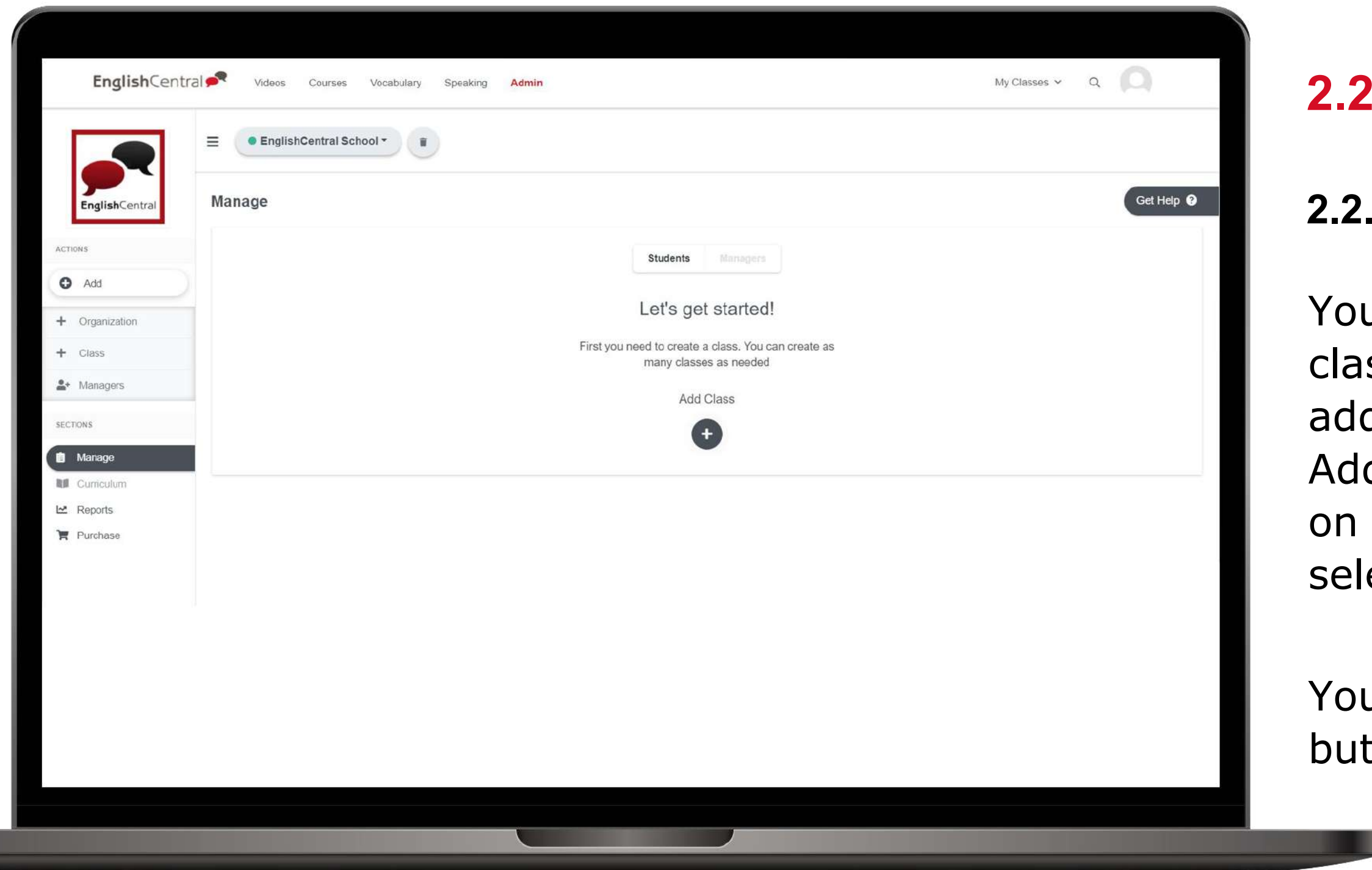
2.1. Upload Logo

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





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



2.2. Add

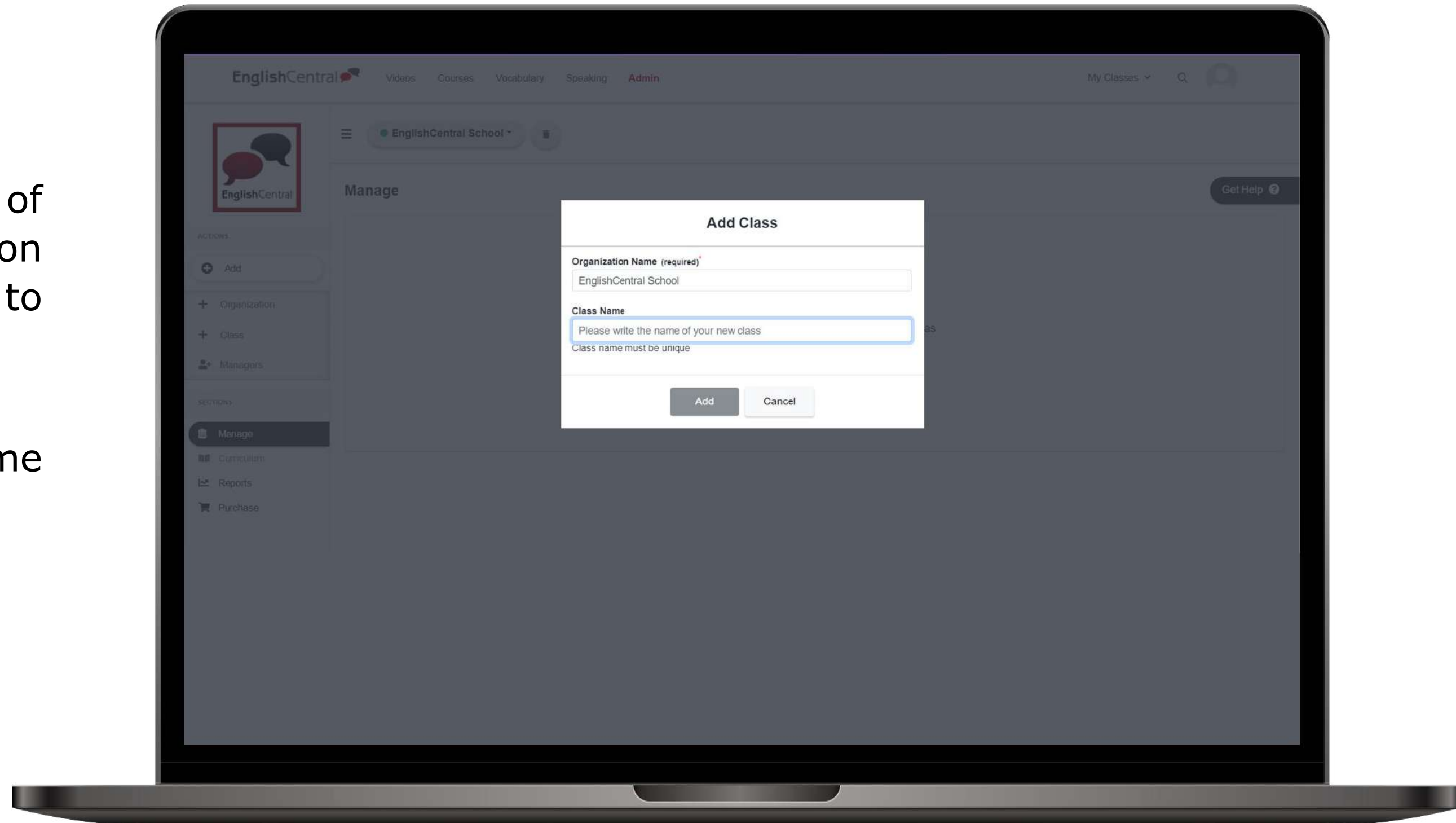
2.2.1. Class

You may create as many classes as needed. You can add a class by clicking on [+ Add] button from the menu on the left navigation, then select [+ Class] button.

You can also click on the (+) button below Add Class.

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

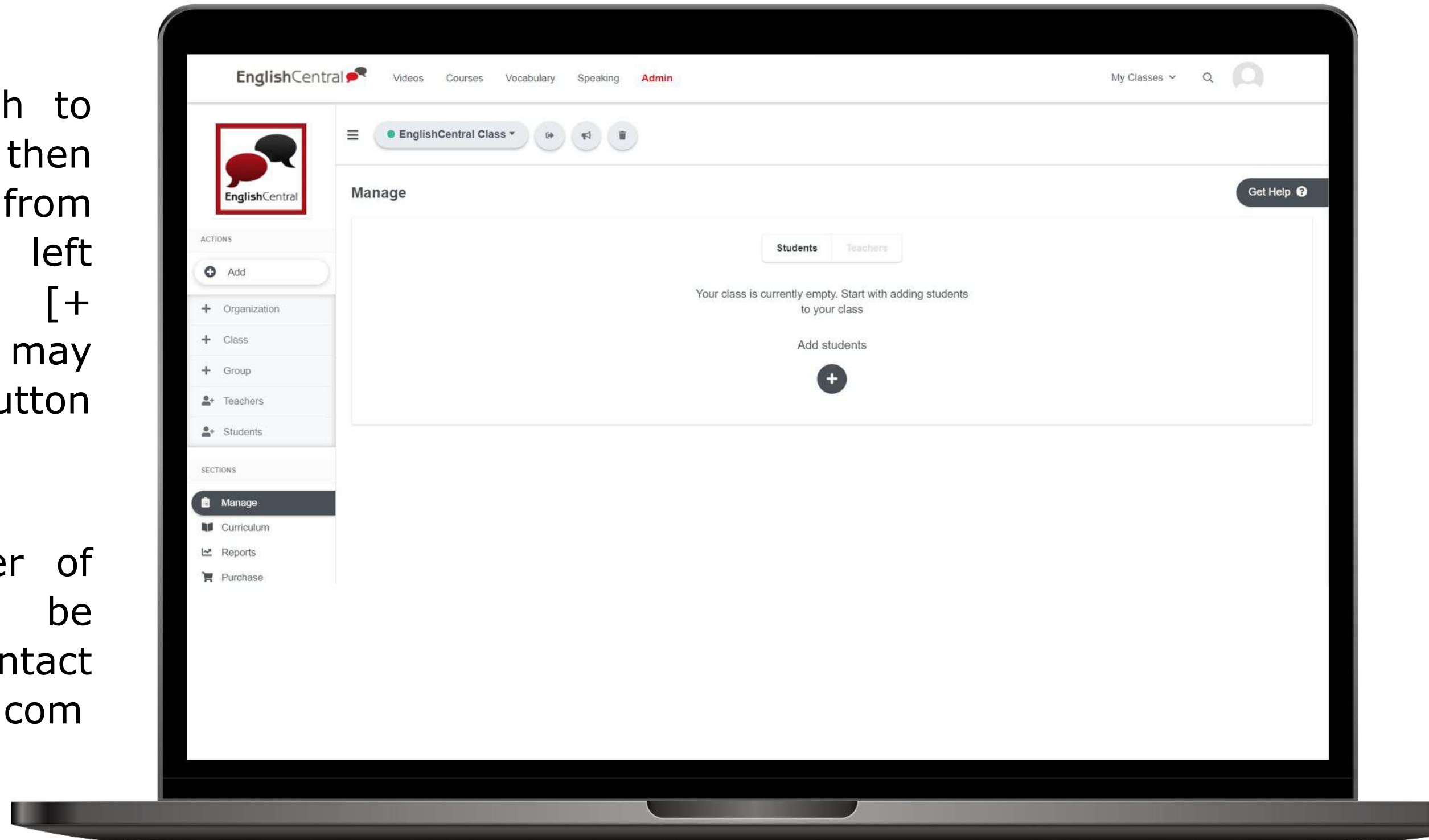
NOTE: Class name should be unique.



2.2.2. Students

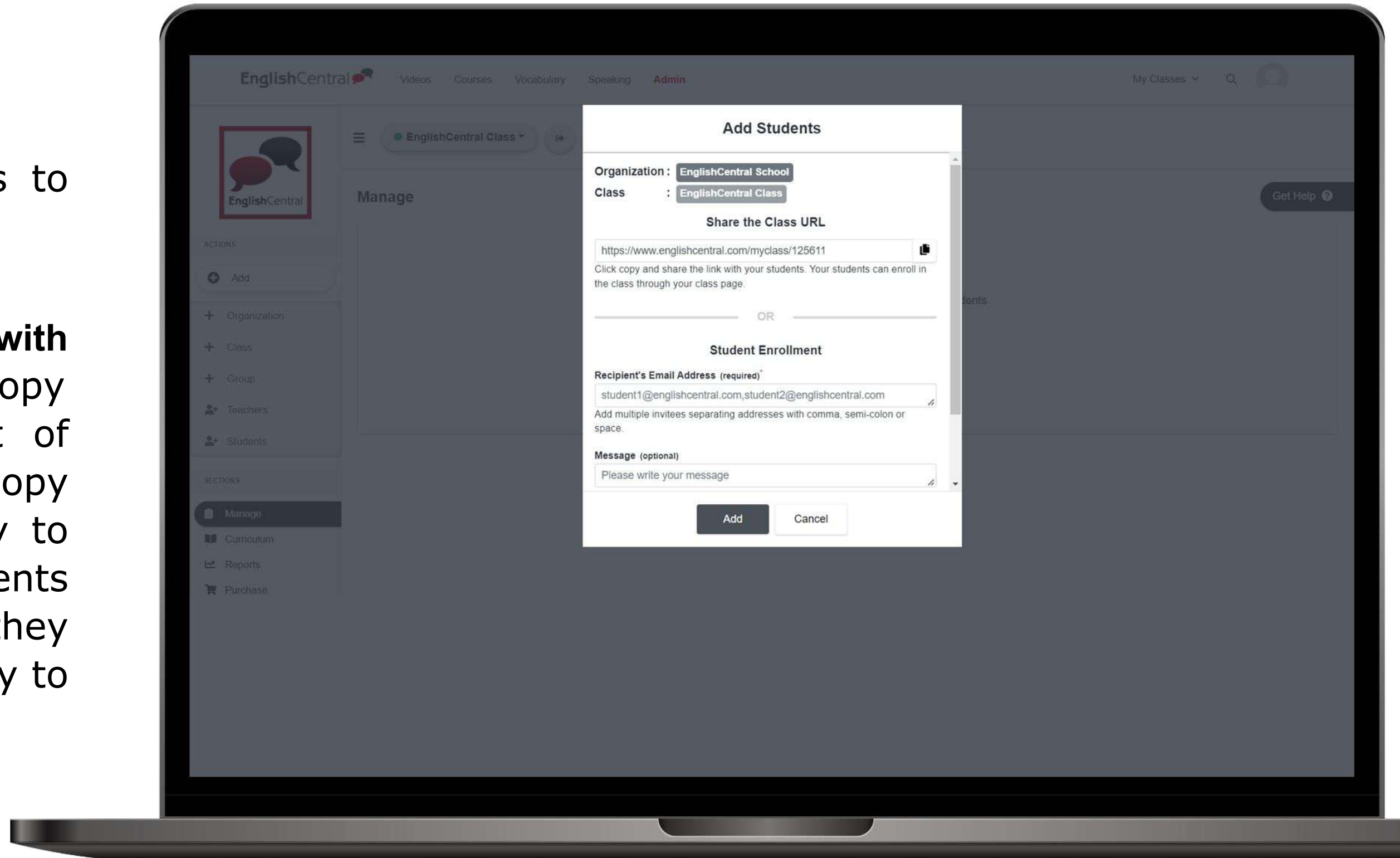
Select the class you wish to enroll students in, then click on [+ Add] button from the menu on the left navigation, and select [+ Students] button. You may also click on the (+) button below Add students.

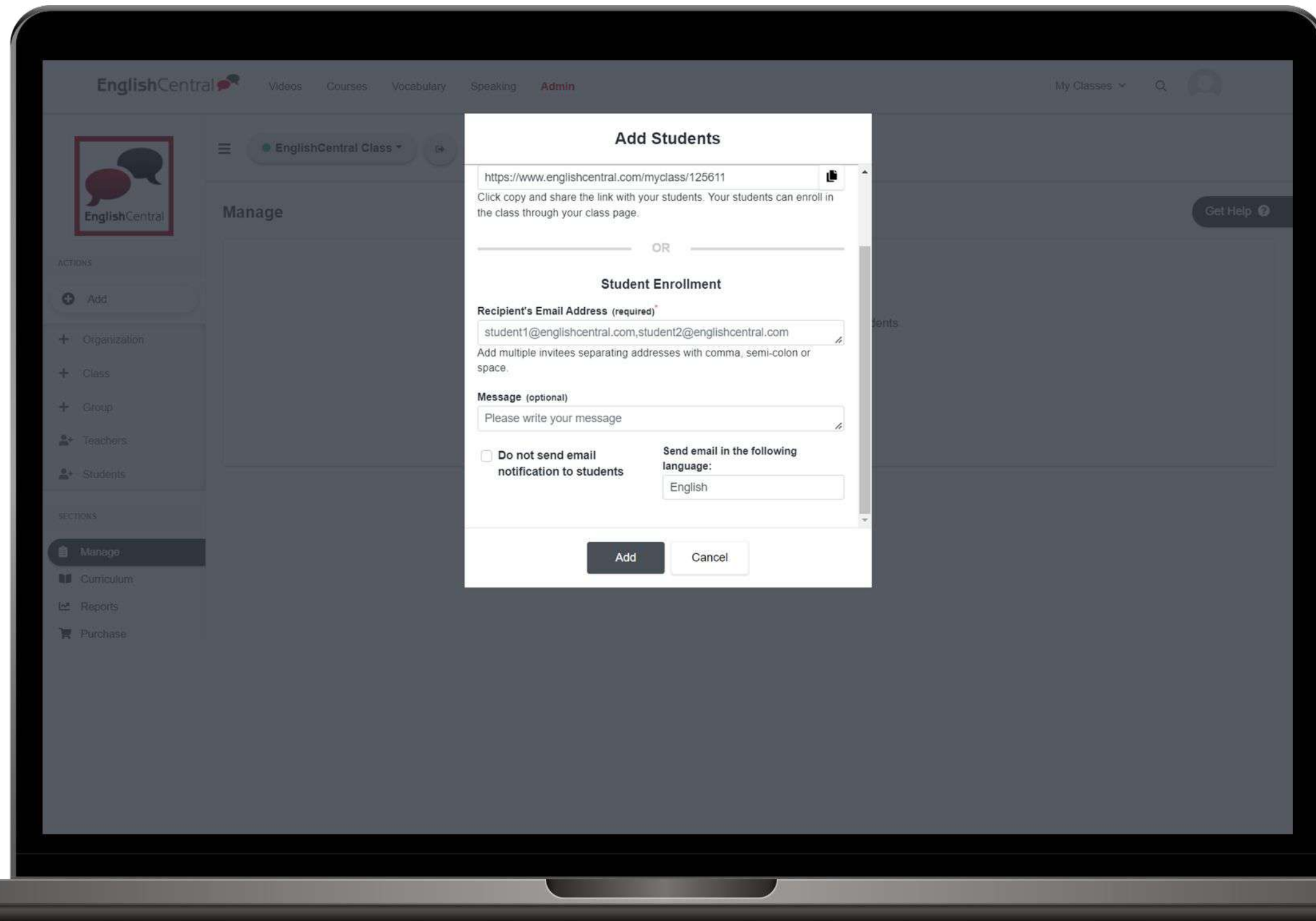
NOTE: If a large number of students need to be enrolled, you may contact support@englishcentral.com for assistance.



There are two ways to enroll students:

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



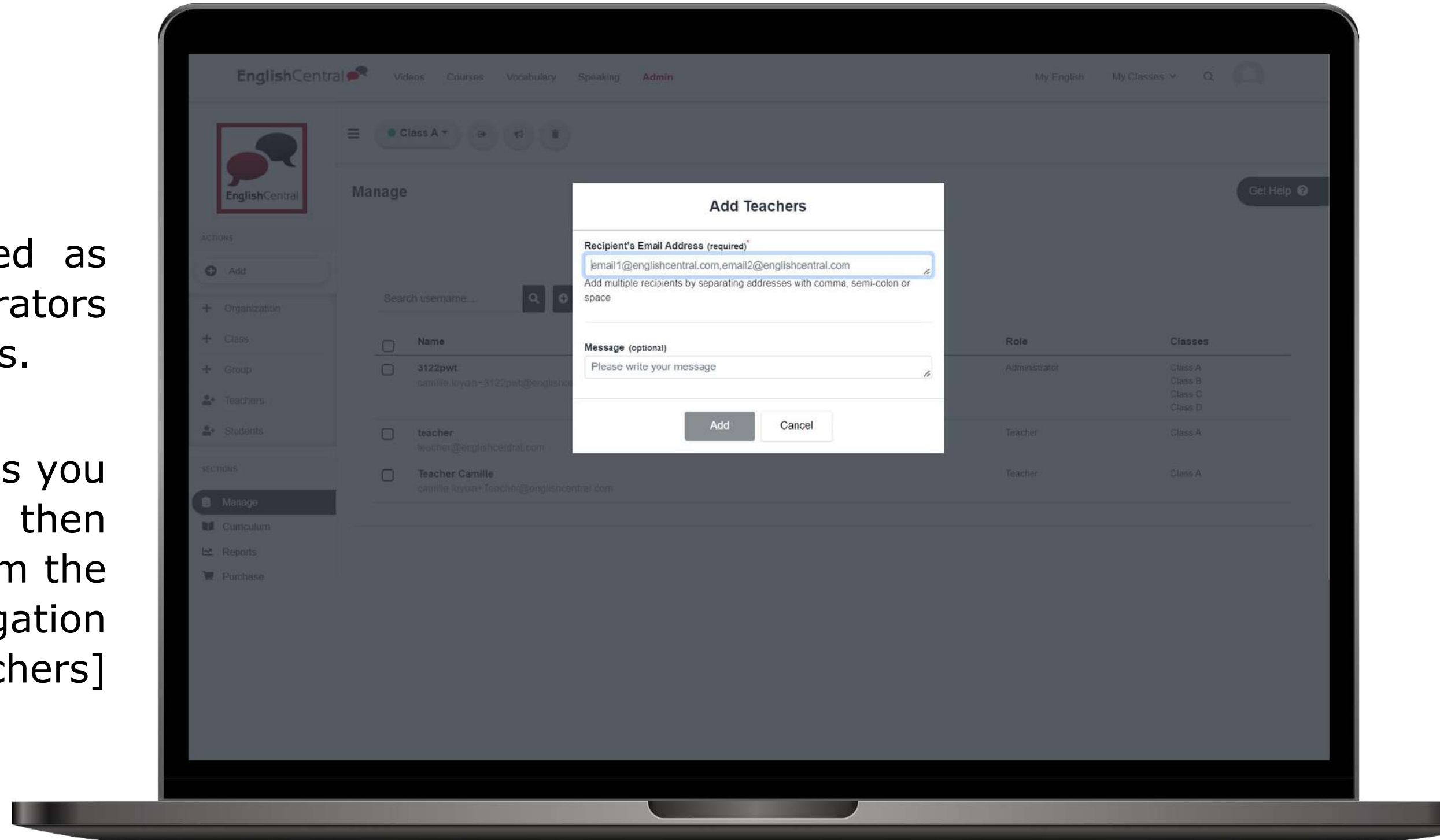


Add Student Email Address and Register. Enter the student's email address in the recipient's email address box. You may separate email addresses with a comma (,) semicolon (;) or space. You can add any message for your students in the "Message" box. You may also opt to not send any emails as needed by making sure to mark the "Do not send email notification to students" checkbox below the "Message" box. Click [Add] button to complete the process.

2.2.3. Teachers

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

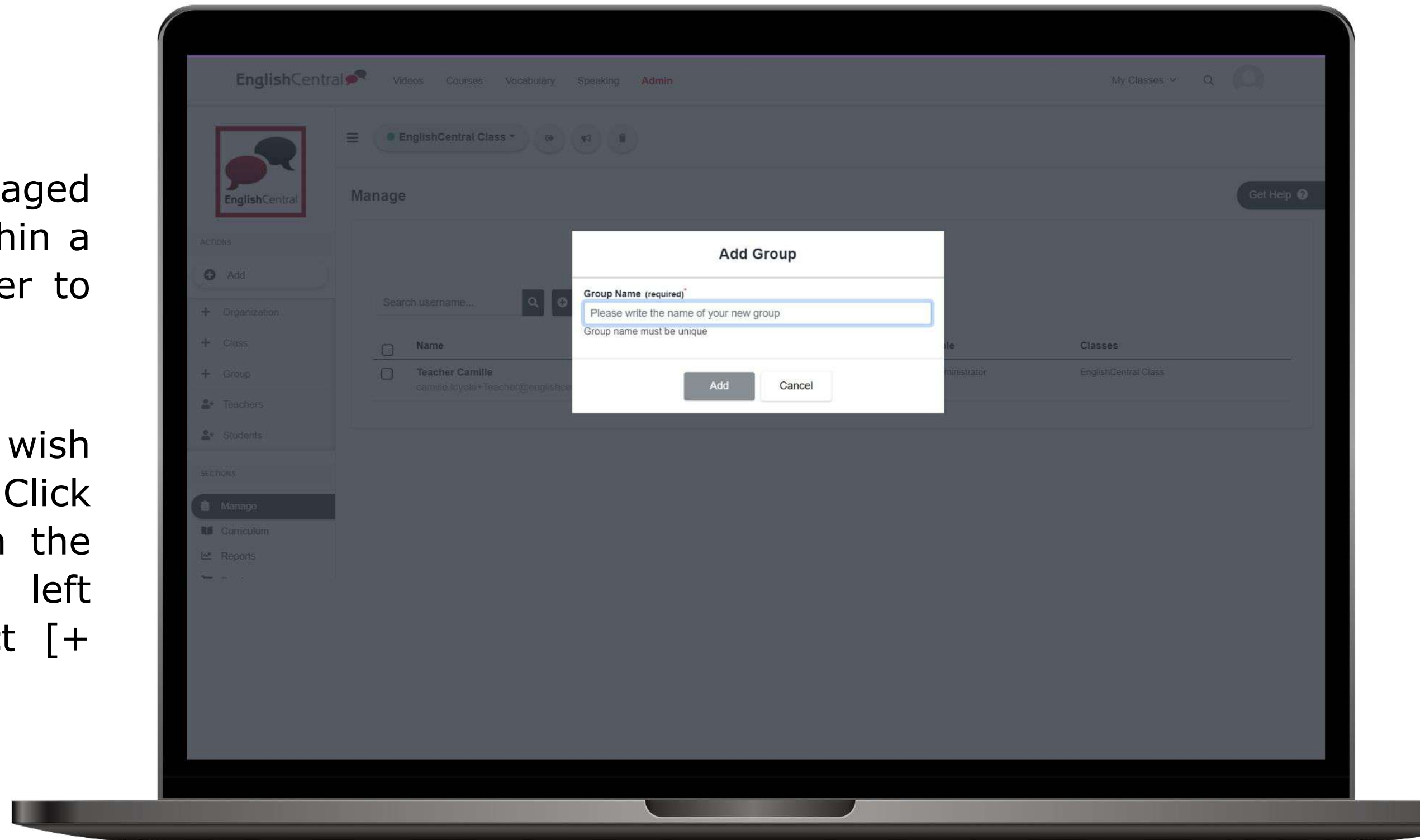
Select the school or class you wish to add teachers, then click [+ Add] button from the menu on the left navigation and select [+ Teachers] button.

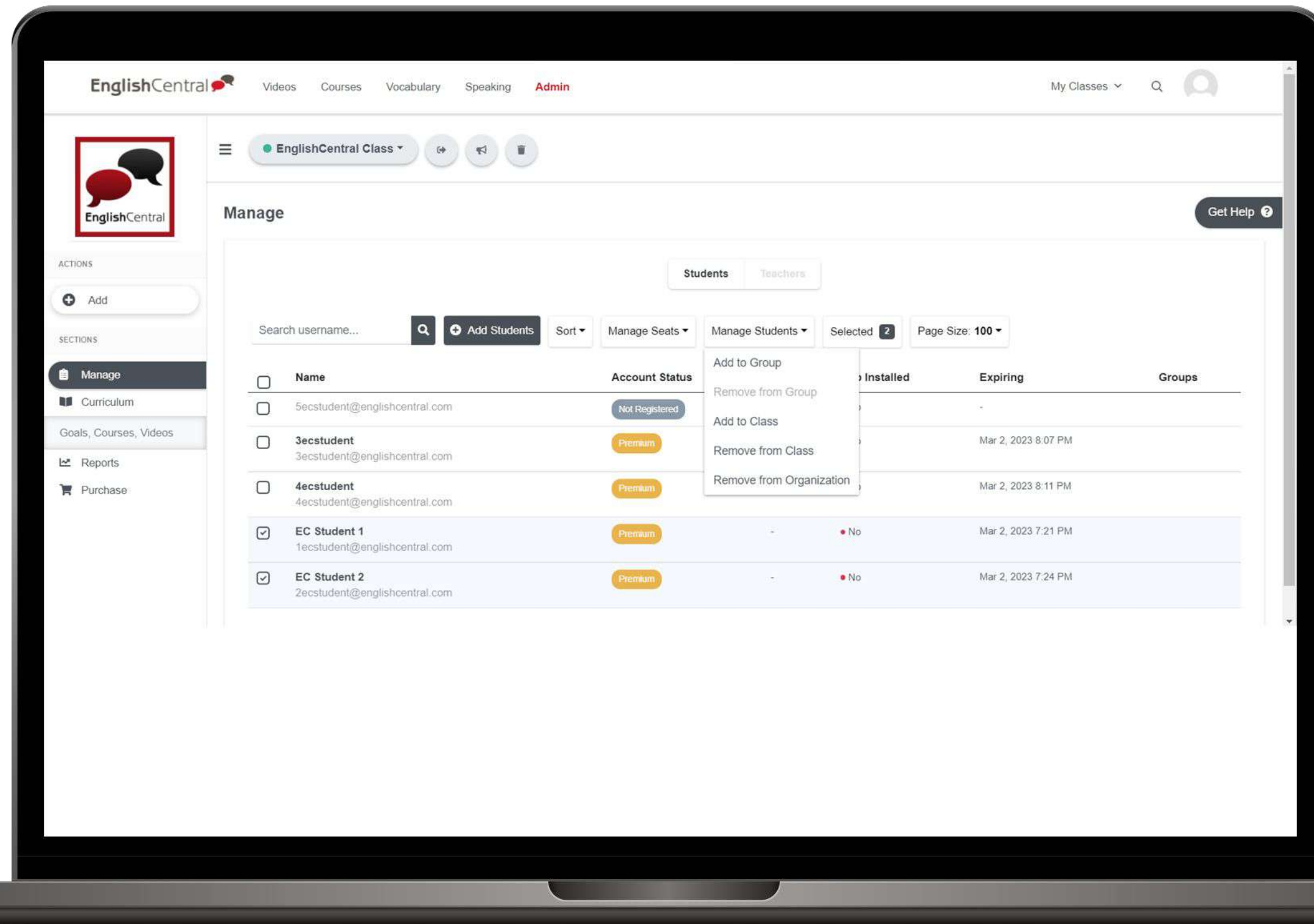


2.2.4. Group

Students can be managed in smaller groups within a class, making it easier to manage.

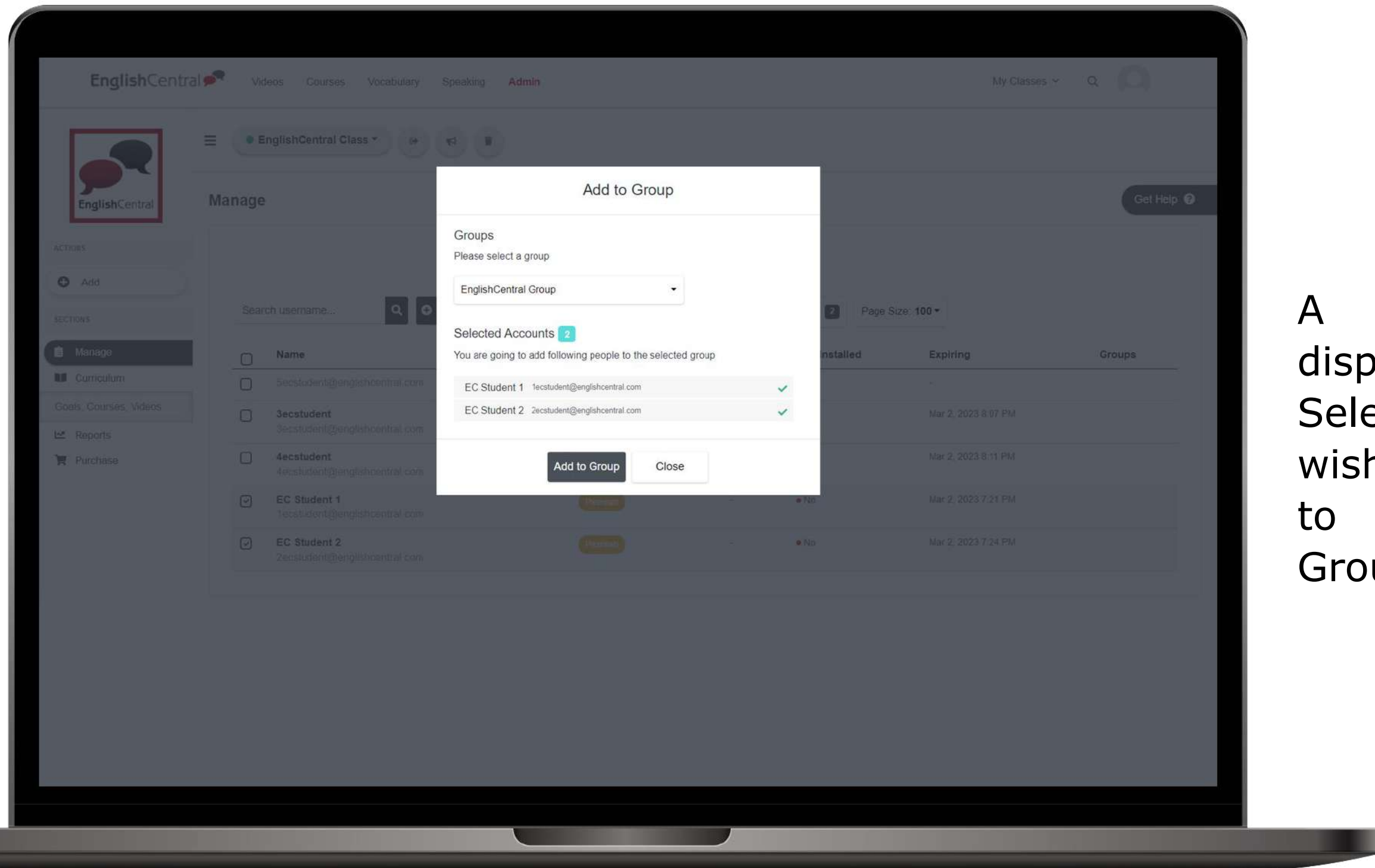
Select the class you wish to add a group on. Click [+ Add] button from the menu on the left navigation and select [+ Group] button.





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

NOTE: Only students who are registered may be grouped.



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

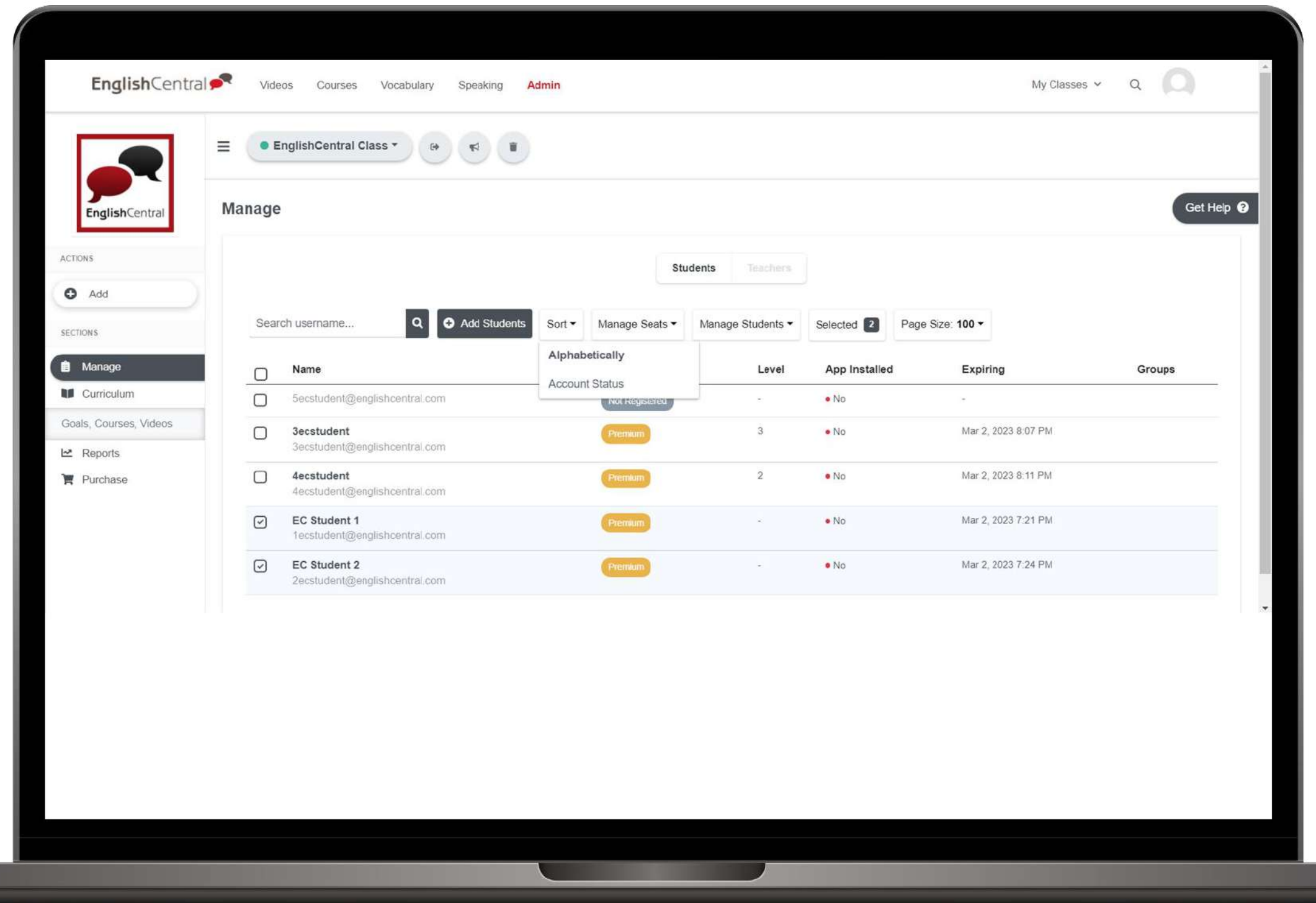
2.3. Manage

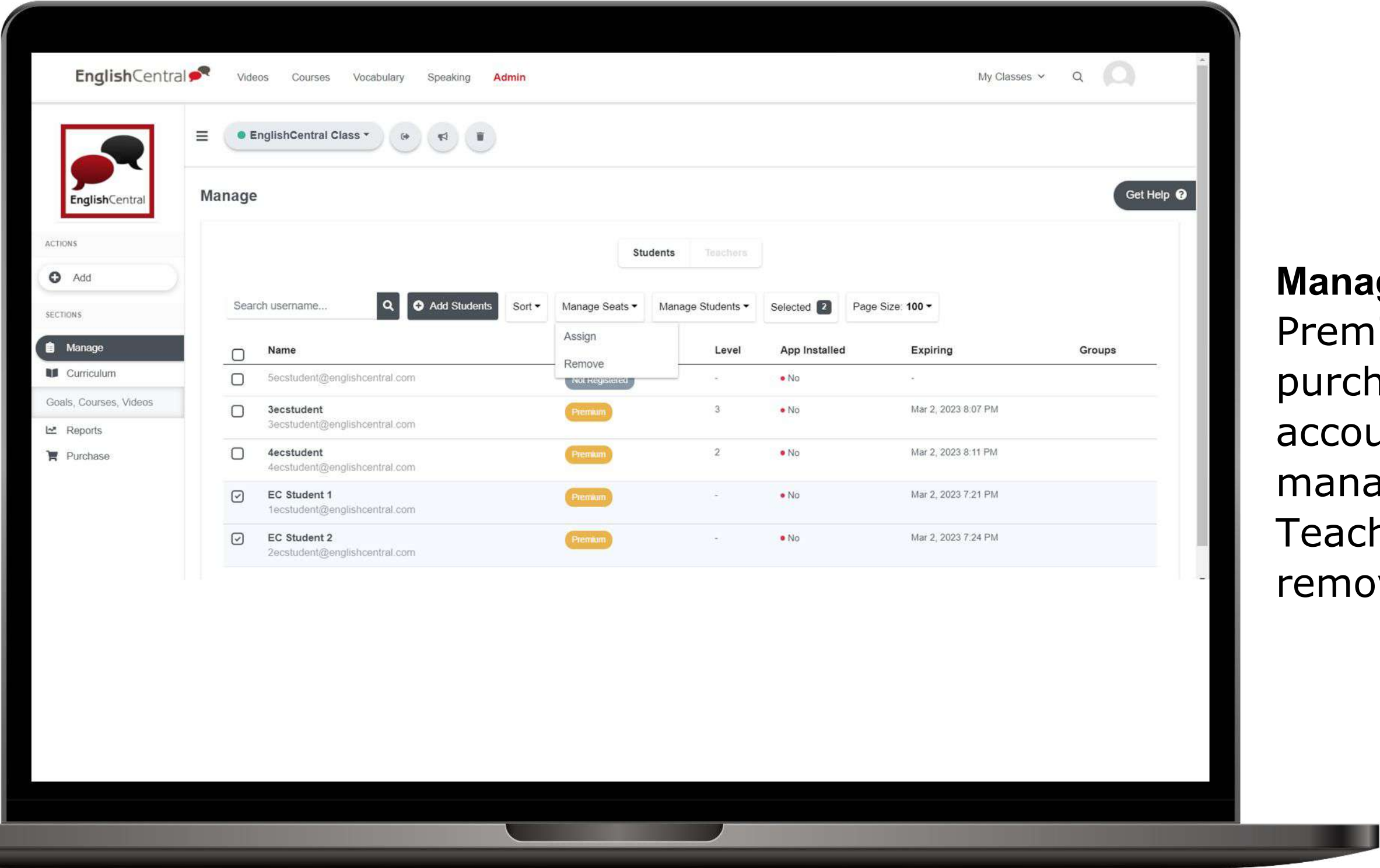
2.3.1. Students

Search: If there are many students in a class, use the “Search” box to look for specific accounts.

Enroll Students: Used to enroll students in the class, same as [+ Students] button.

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



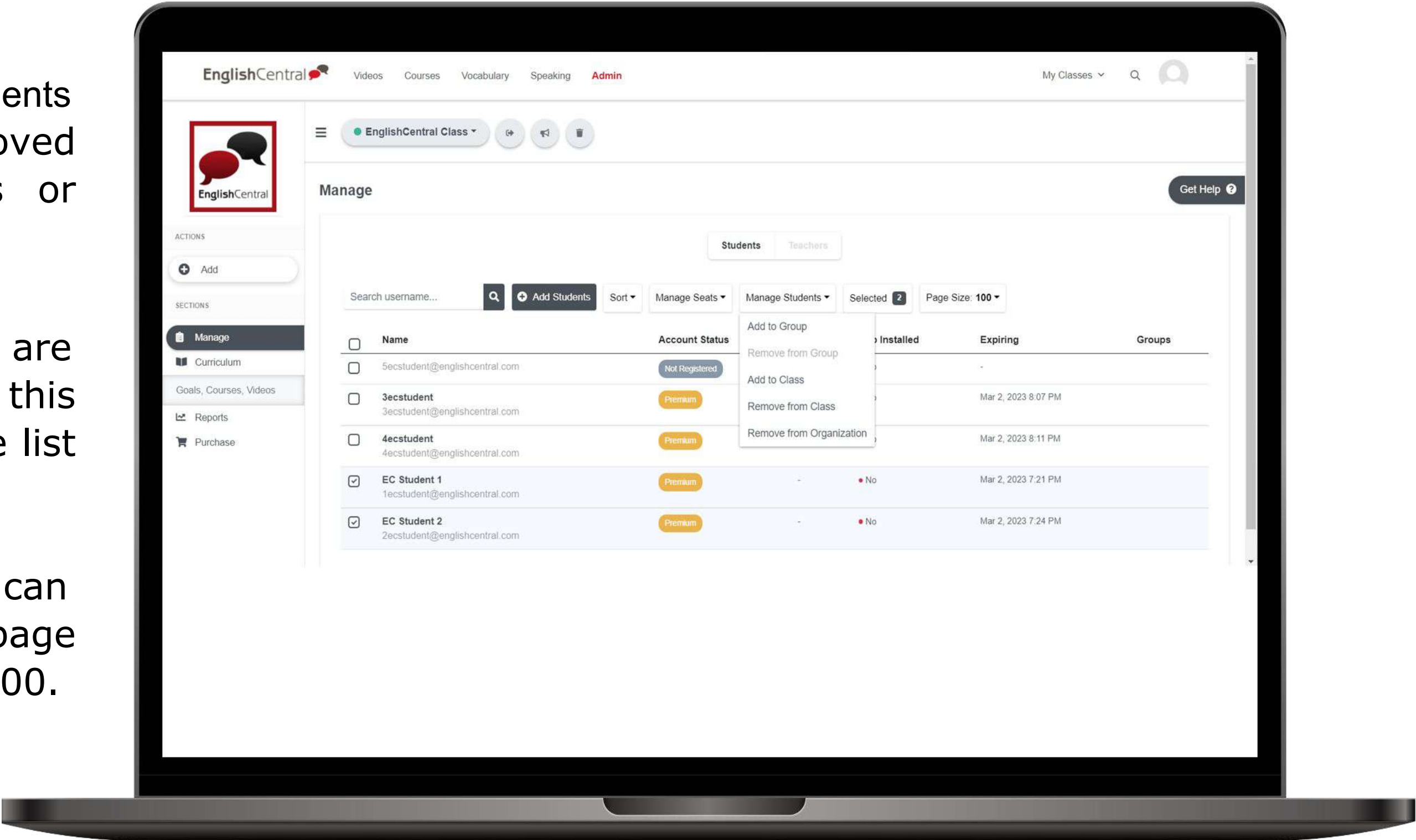


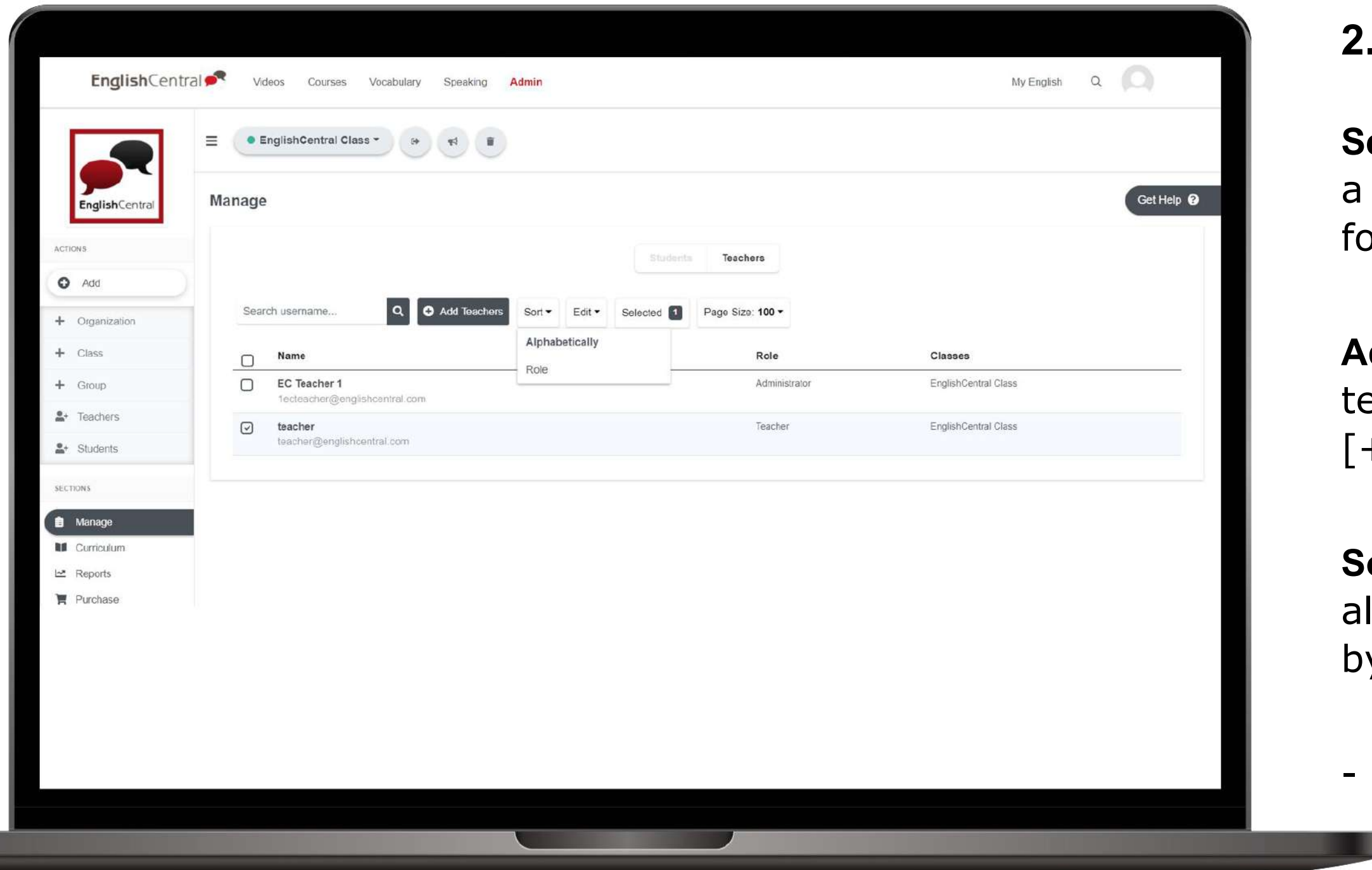
Manage Seats: If Academic Premium Seats were purchased in the Teacher's account, they may be managed through here. Teacher may assign or remove seats as needed.

Manage Students: Students may be added/removed from groups, classes or added to another.

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

Page Size: Students can be displayed in the page as a list by 20, 50 or 100.





2.3.2. Teachers

Search: If there are many teachers in a class, use the “Search” box to look for specific accounts.

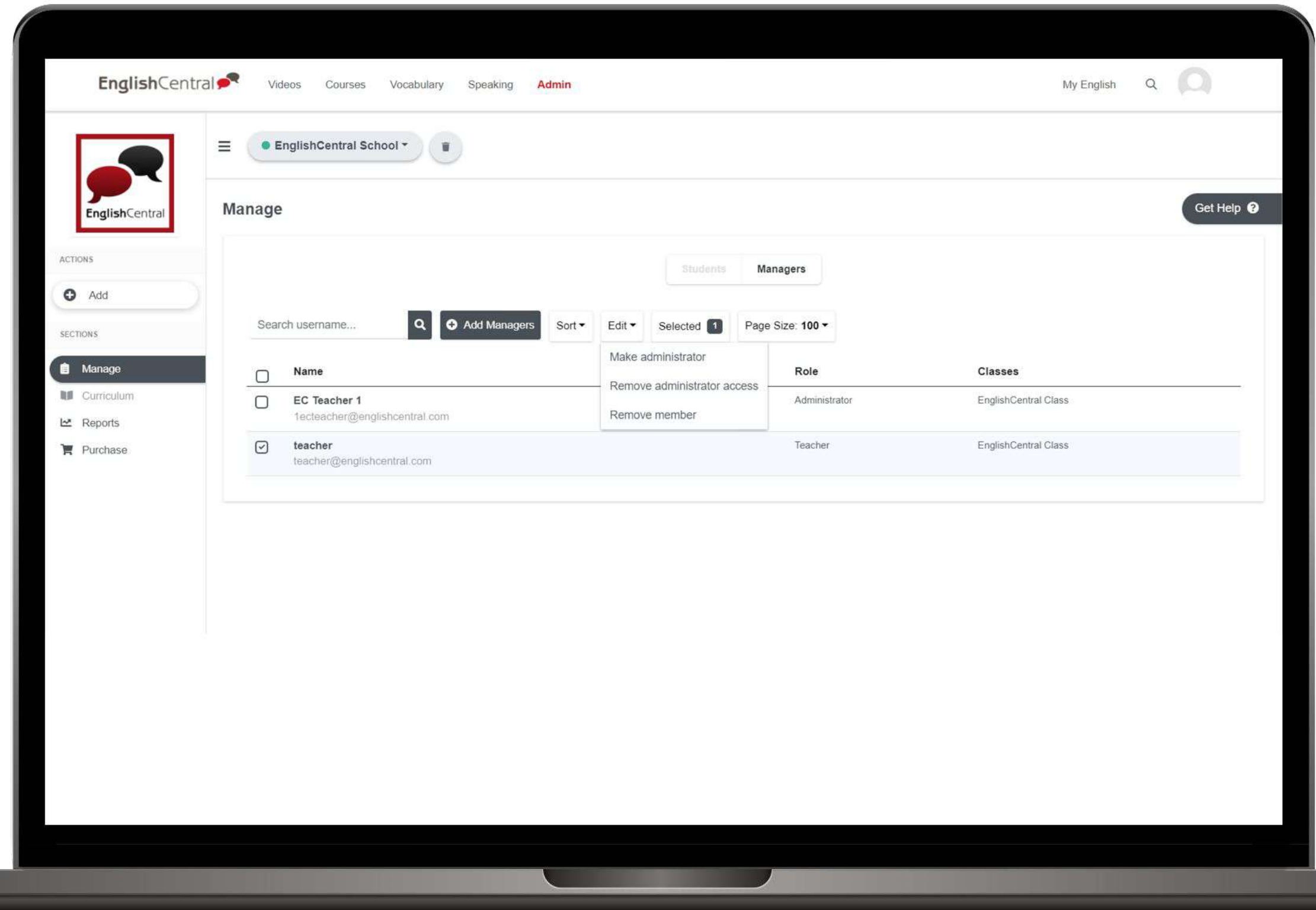
Add Managers/Teachers: Used to invite teachers in the school/class, same as [+ Teachers] button.

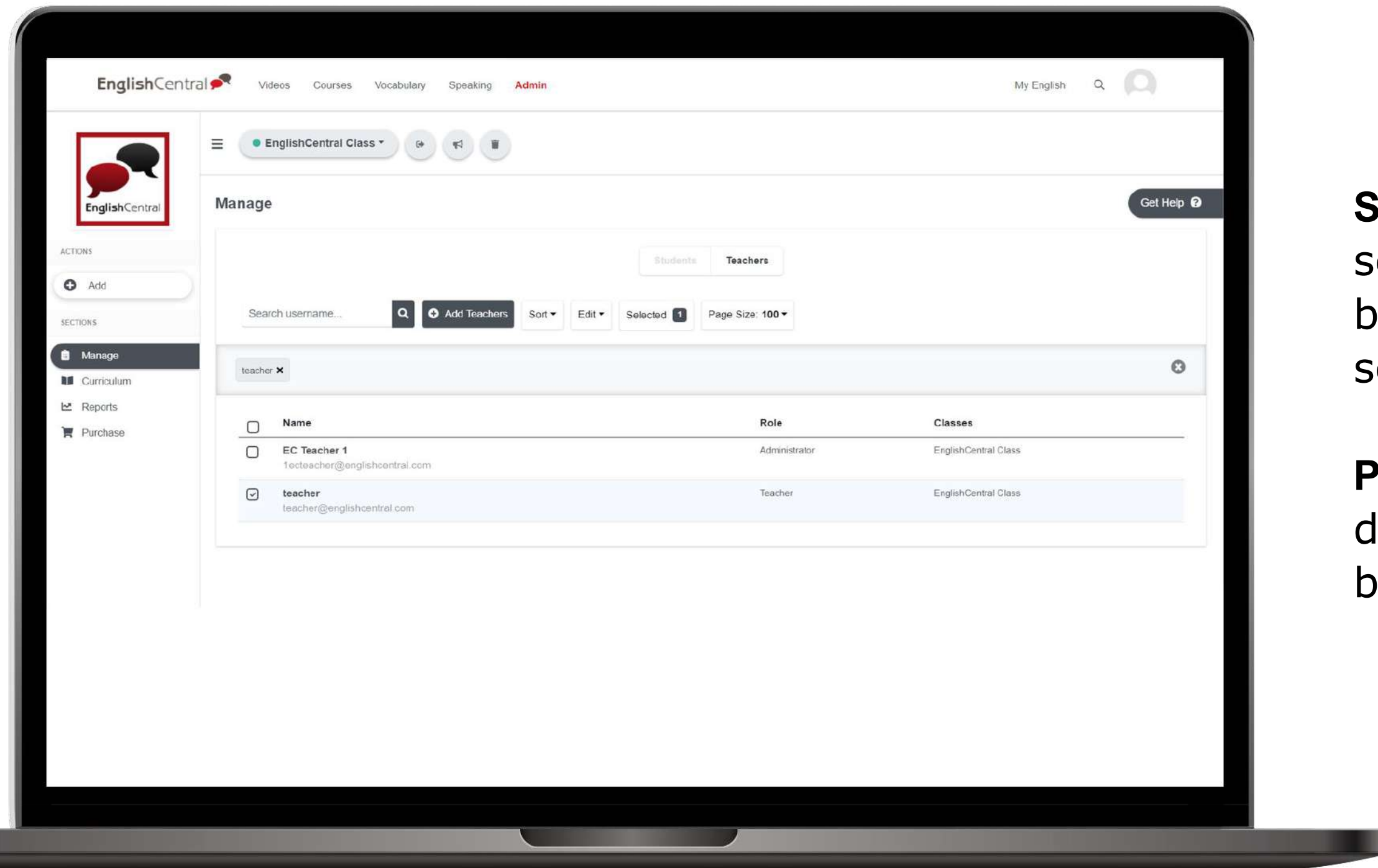
Sort: Teachers may be sorted alphabetically by ascending order or by Role.

- School/Class Roles: Administrator or Teacher.

Edit: Teachers may be assigned to or removed from administrator access.

Also, teachers may be removed from or added to another school or class as needed.





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

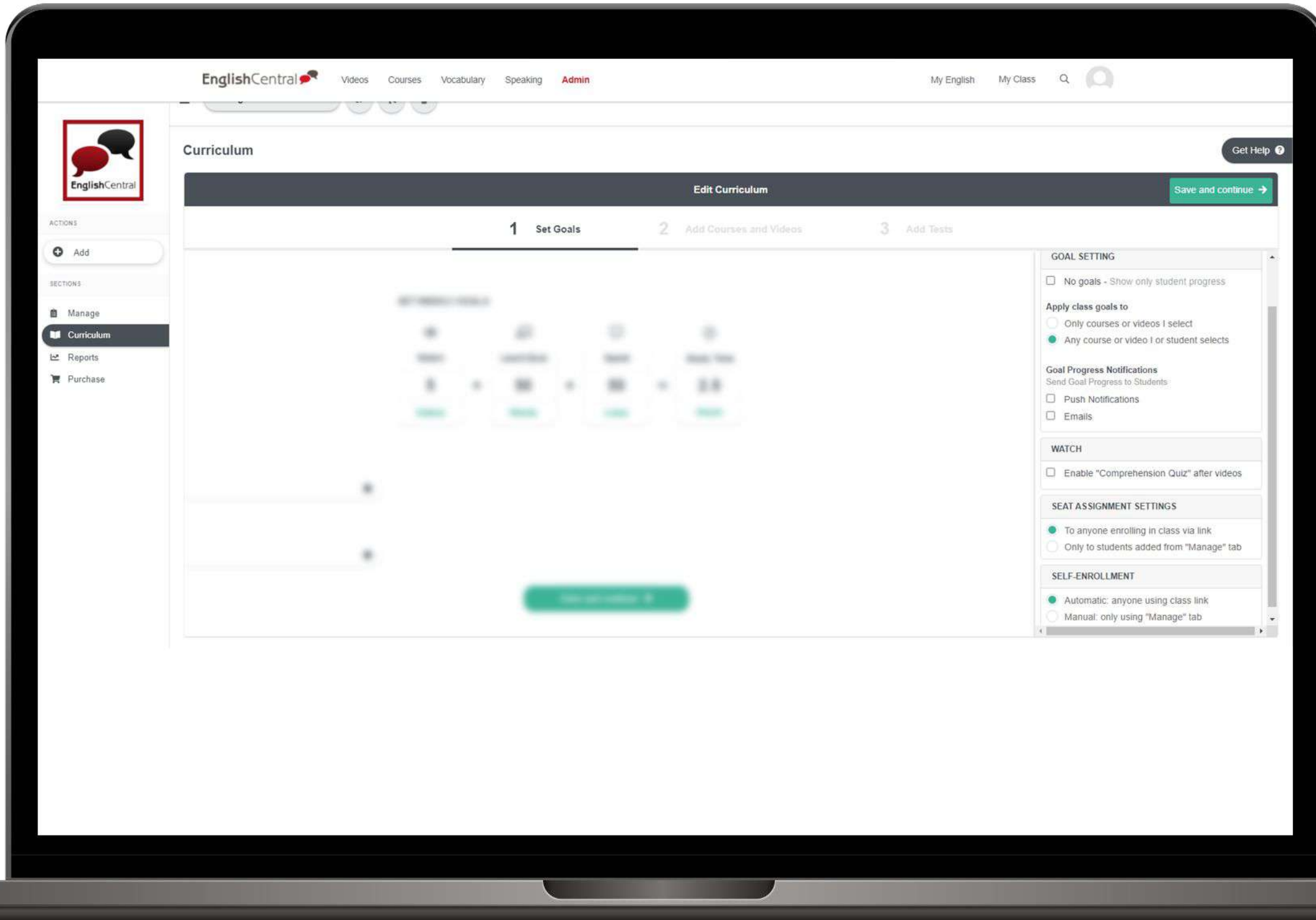
Page Size: Teachers can be displayed in the page as a list by 20, 50 or 100.

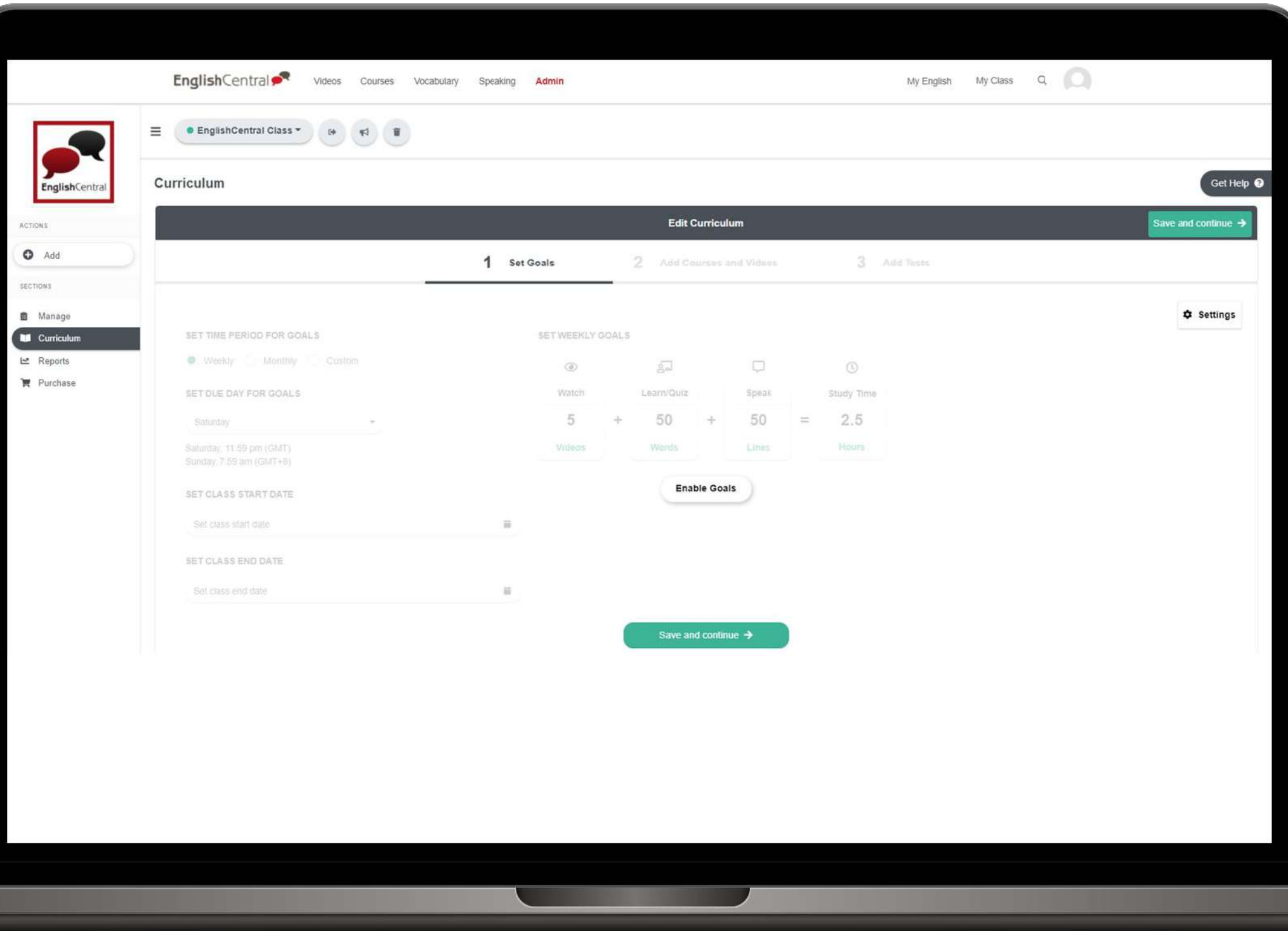
2.4. Curriculum

The next step is to create the curriculum, which is comprised of 3 sections. But prior to the detailed steps, click on [Settings] button on the right to set the class goals, progress notifications, comprehension quiz, seat assignment and self enrollment.

Goal Setting

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





The screenshot shows the EnglishCentral Admin Page, specifically the Curriculum section. The page is titled "Curriculum" and has a sub-header "Edit Curriculum". The main content area is divided into three steps: 1. Set Goals, 2. Add Courses and Videos, and 3. Add Tests. The first step, "Set Goals", is currently active. It contains several sections for configuring goals:

- SET TIME PERIOD FOR GOALS:** Radio buttons for Weekly (selected), Monthly, and Custom.
- SET DUE DAY FOR GOALS:** A dropdown menu showing "Saturday". Below it, the dates "Saturday, 11:59 pm (GMT)" and "Sunday, 7:59 am (GMT+8)" are displayed.
- SET CLASS START DATE:** A date picker field.
- SET CLASS END DATE:** A date picker field.
- SET WEEKLY GOALS:** A visual representation of goals. It shows a grid with columns for Watch, Learn/Quiz, Speak, and Study Time. The values are: Watch (5 Videos), Learn/Quiz (50 Words), Speak (50 Lines), and Study Time (2.5 Hours). Below this grid is an "Enable Goals" button.

At the bottom of the page, there is a "Save and continue" button.

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

Watch

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

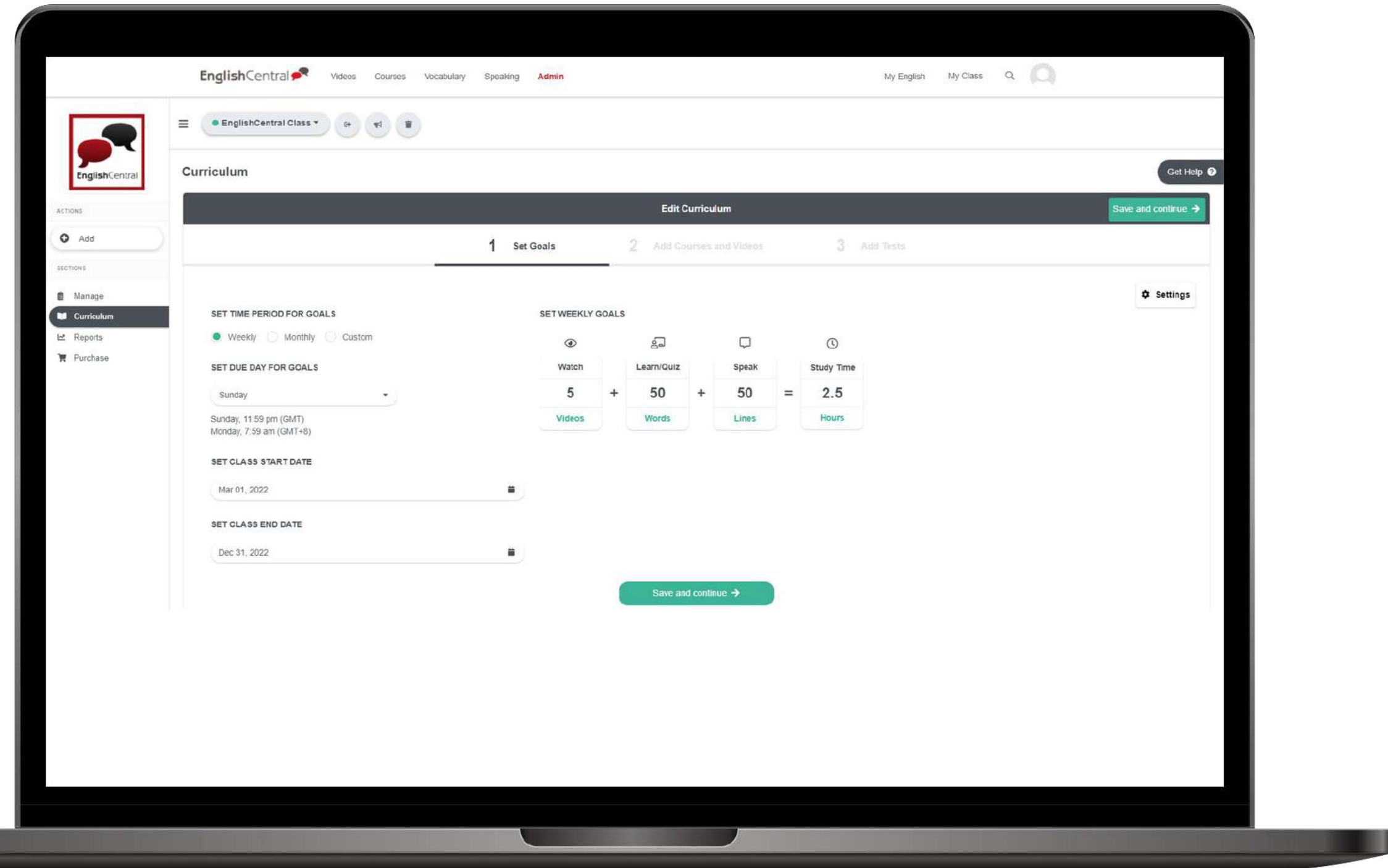
Goal Progress Notifications: This enables sending of goal progress to students as push notification or email.

Seat Assignment Settings: It can either allow auto-assigning of seats to students when they enroll to class via link or when teacher only enrolls them to class from Manage > Add Students

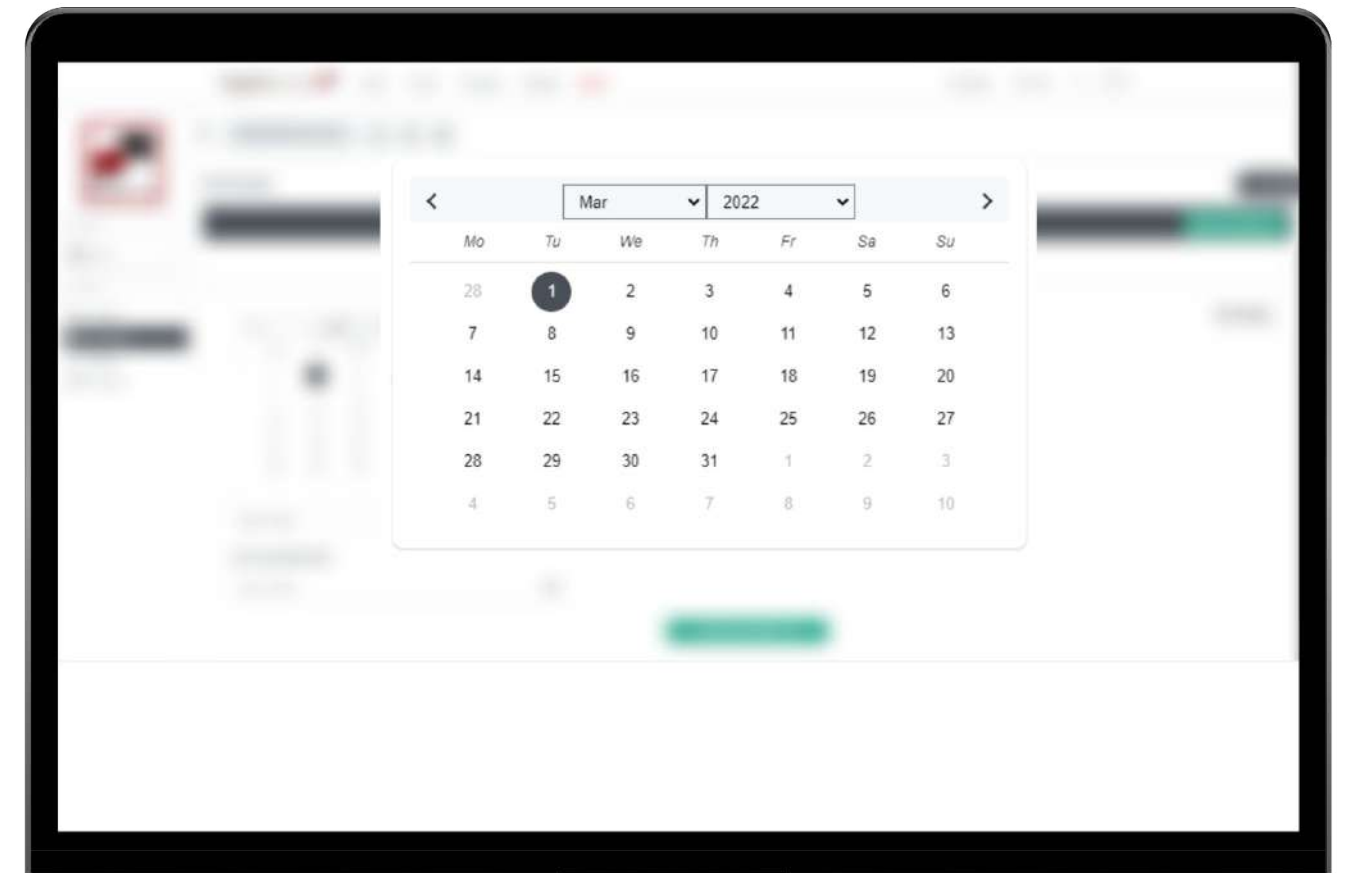
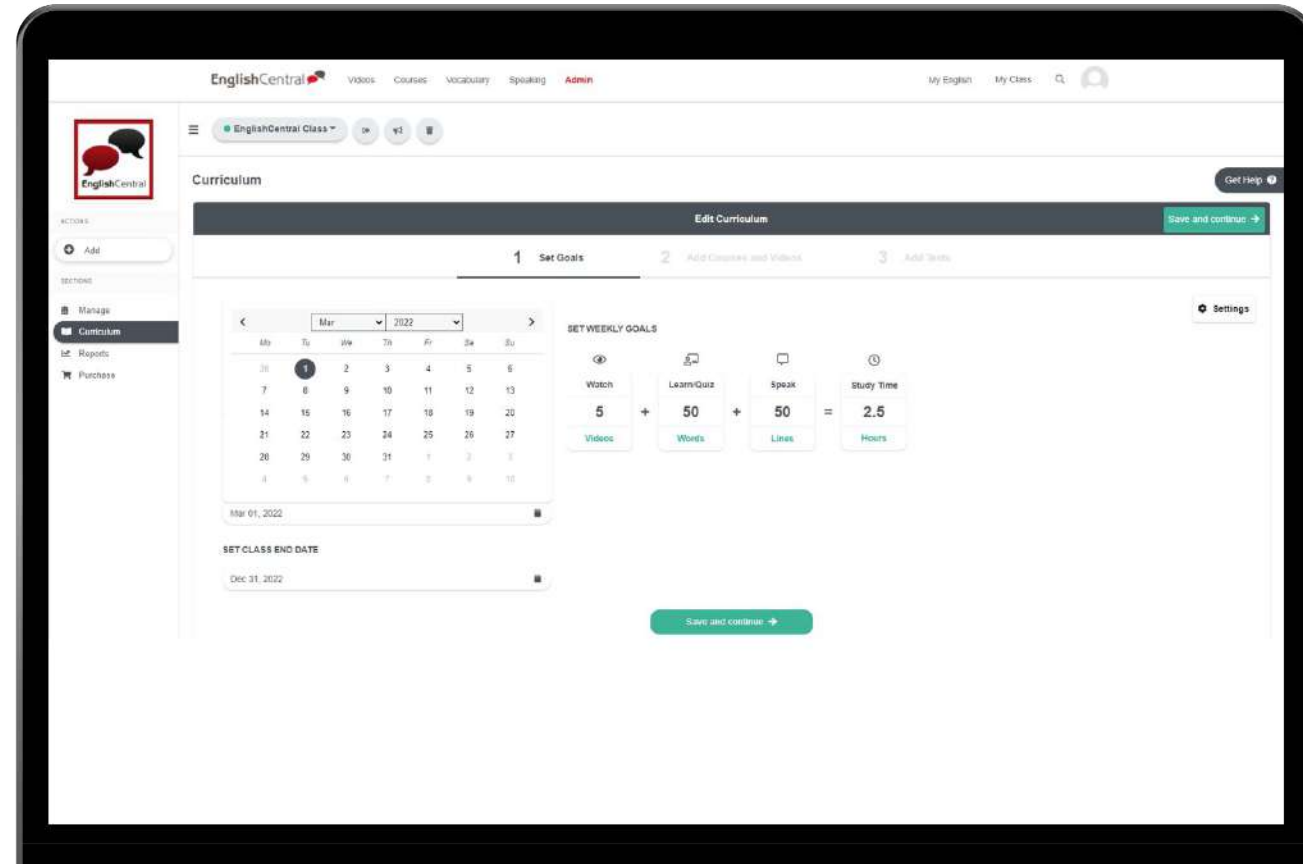
Self Enrollment: It can either allow automatic enrollment to class via link, or manual by Manage > Add Students only.

2.4.1. Set Goals

Teacher may set specific activity goals for the class.

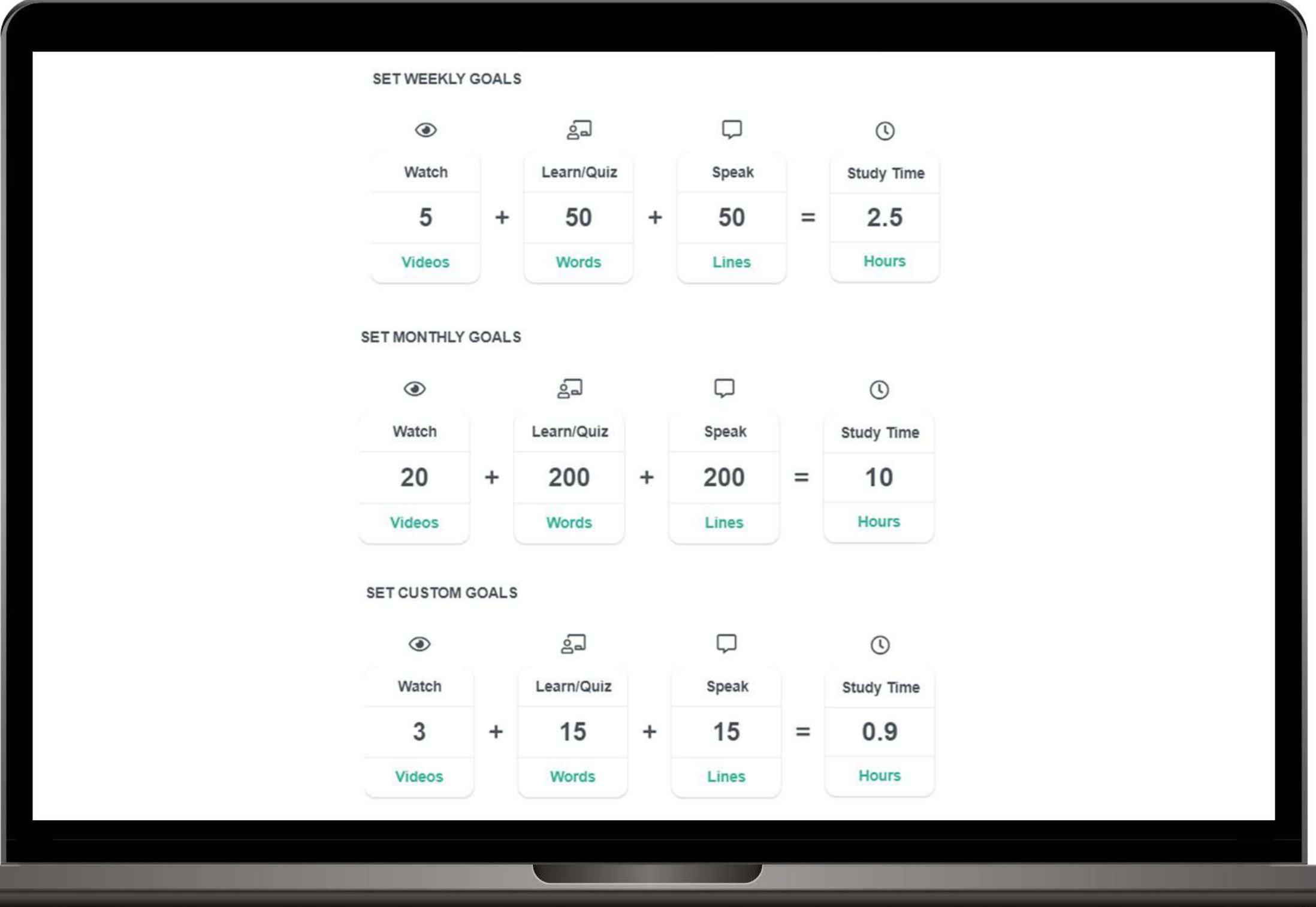


- Set Time Period for Goals: Weekly, Monthly or Custom.
- Set Due Date for Goals.
- If Weekly is selected, teachers should select from any day of the week, from Monday to Sunday
- If Monthly is selected, teachers should select any day of the month, from the 1st day of the month to the 31st day.
- If Custom is selected, any day of the week or month can be selected and due day is not specified.
- Set Class Start Date/End Date
- NOTE: Calendar display is from Monday to Sunday. So make sure to double check when selecting the date.
- Set Weekly/Monthly/Custom Goals.



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

Once class goals are all set up, click on [Save and continue] button.

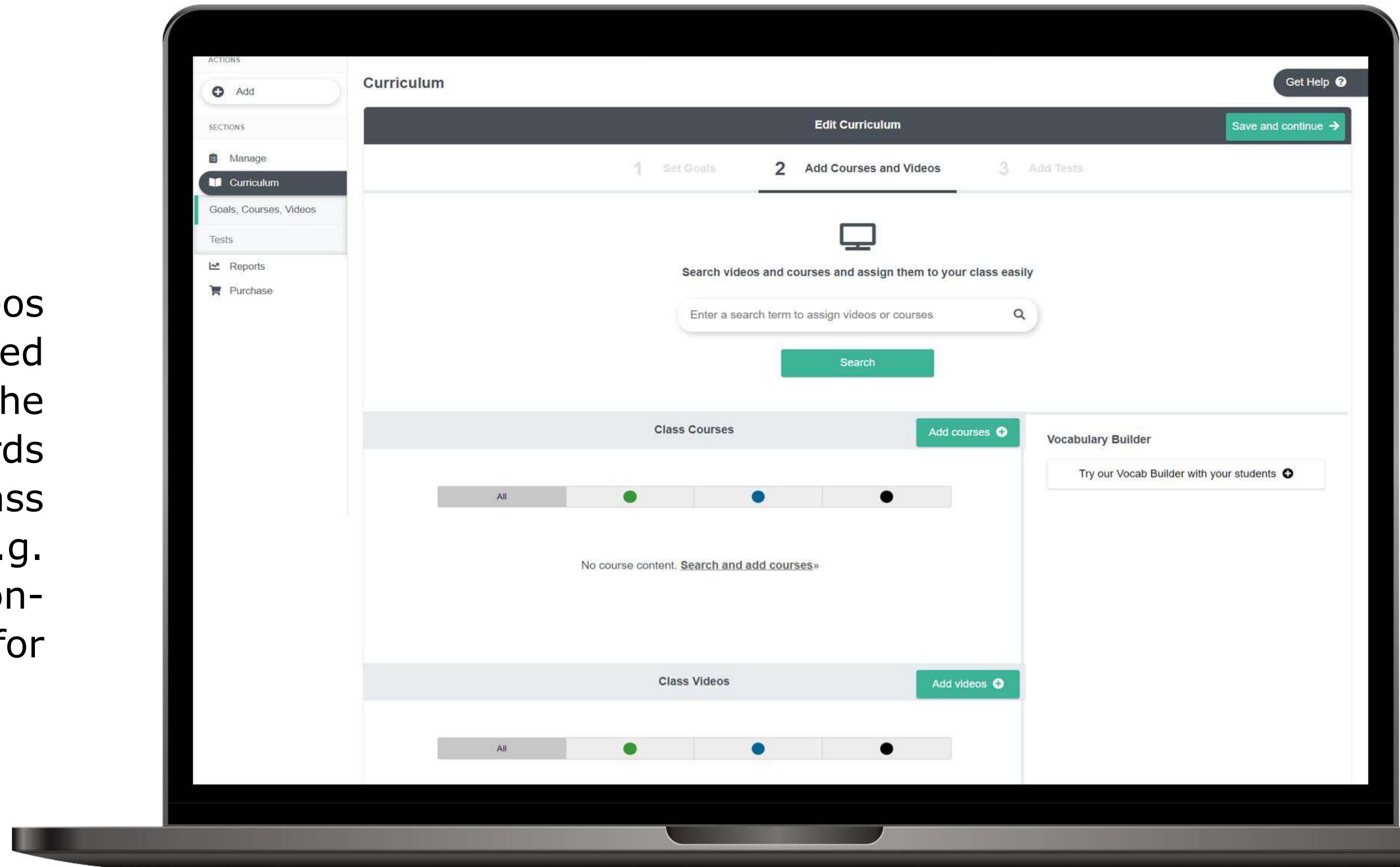


The screenshot displays the 'SET WEEKLY GOALS' section of the EnglishCentral Admin Page. It features three input fields for 'Watch' (Videos), 'Learn/Quiz' (Words), and 'Speak' (Lines), each with a default value of 5, 50, and 50 respectively. These are summed to calculate a 'Study Time' of 2.5 hours. Below this, the 'SET MONTHLY GOALS' section shows default values of 20, 200, and 200, resulting in a study time of 10 hours. The 'SET CUSTOM GOALS' section shows default values of 3, 15, and 15, resulting in a study time of 0.9 hours. Each section includes icons for the respective activities and a 'Save and continue' button.

Goal Type	Watch (Videos)	Learn/Quiz (Words)	Speak (Lines)	Study Time (Hours)
SET WEEKLY GOALS	5	50	50	2.5
SET MONTHLY GOALS	20	200	200	10
SET CUSTOM GOALS	3	15	15	0.9

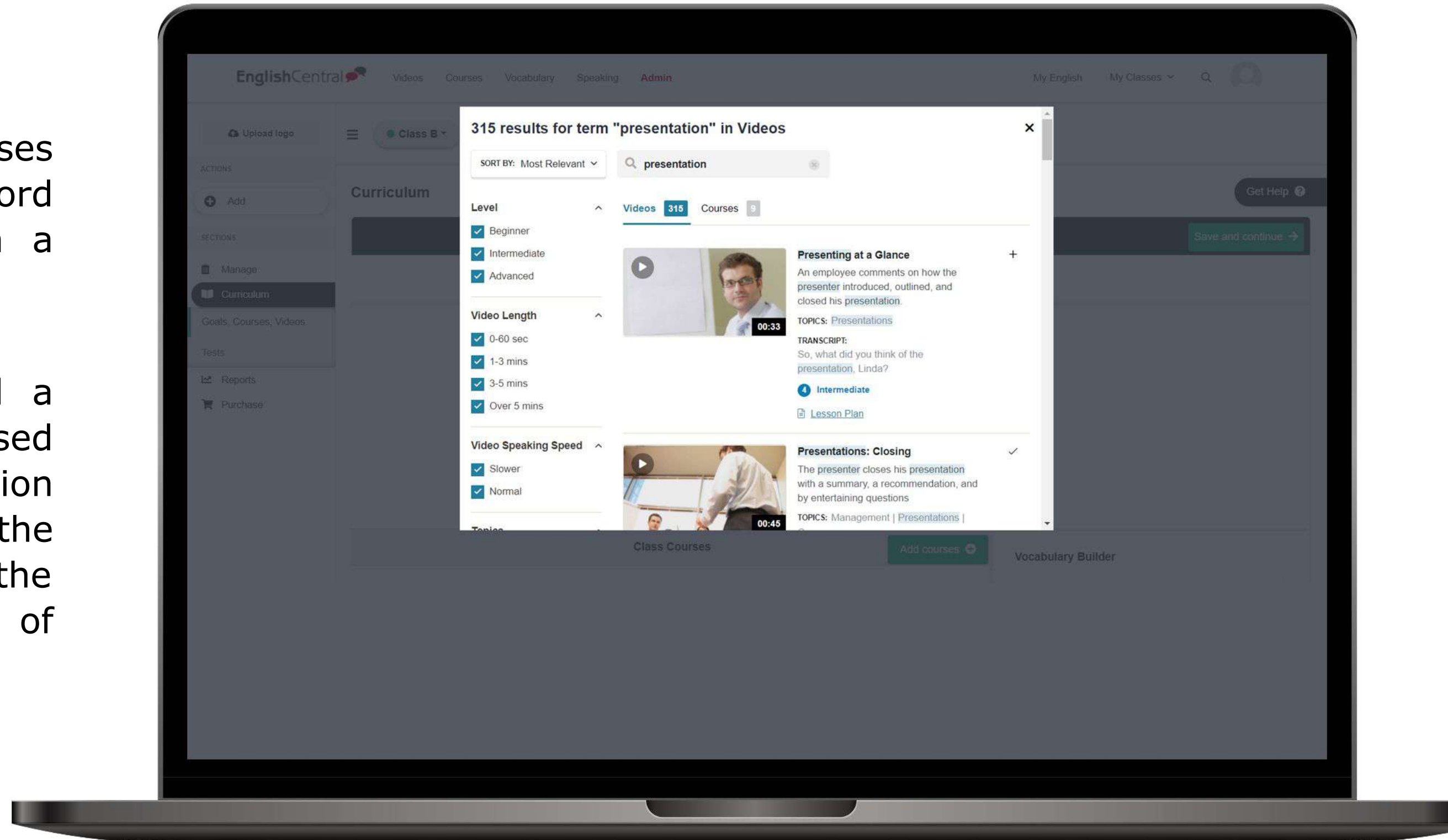
2.4.2. Add Courses and Videos

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

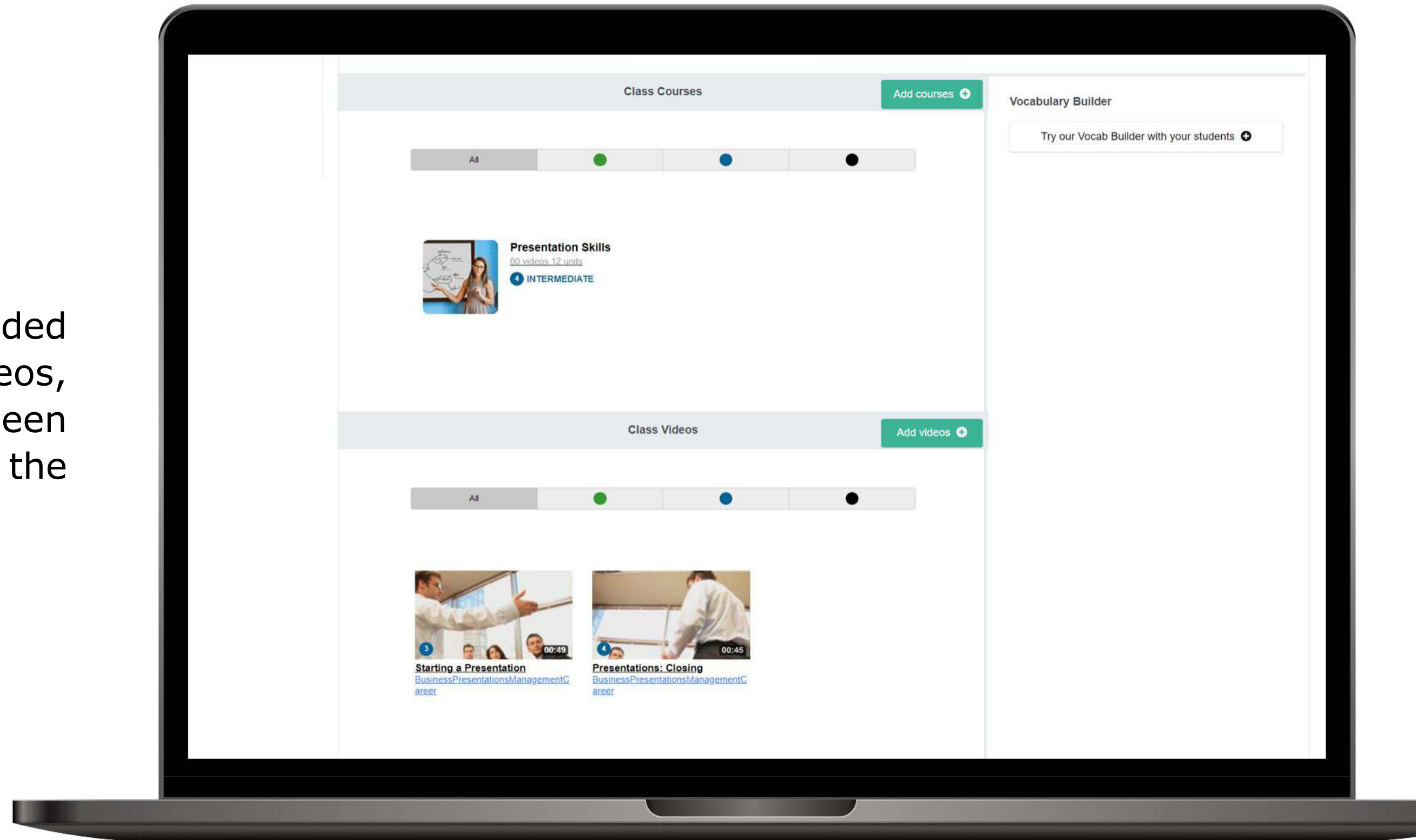


All videos and courses related to the keyword will be displayed in a pop-up window.

If you wish to add a course or video based on the selection provided, click on the (+) button at the upper right corner of the course or video.



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

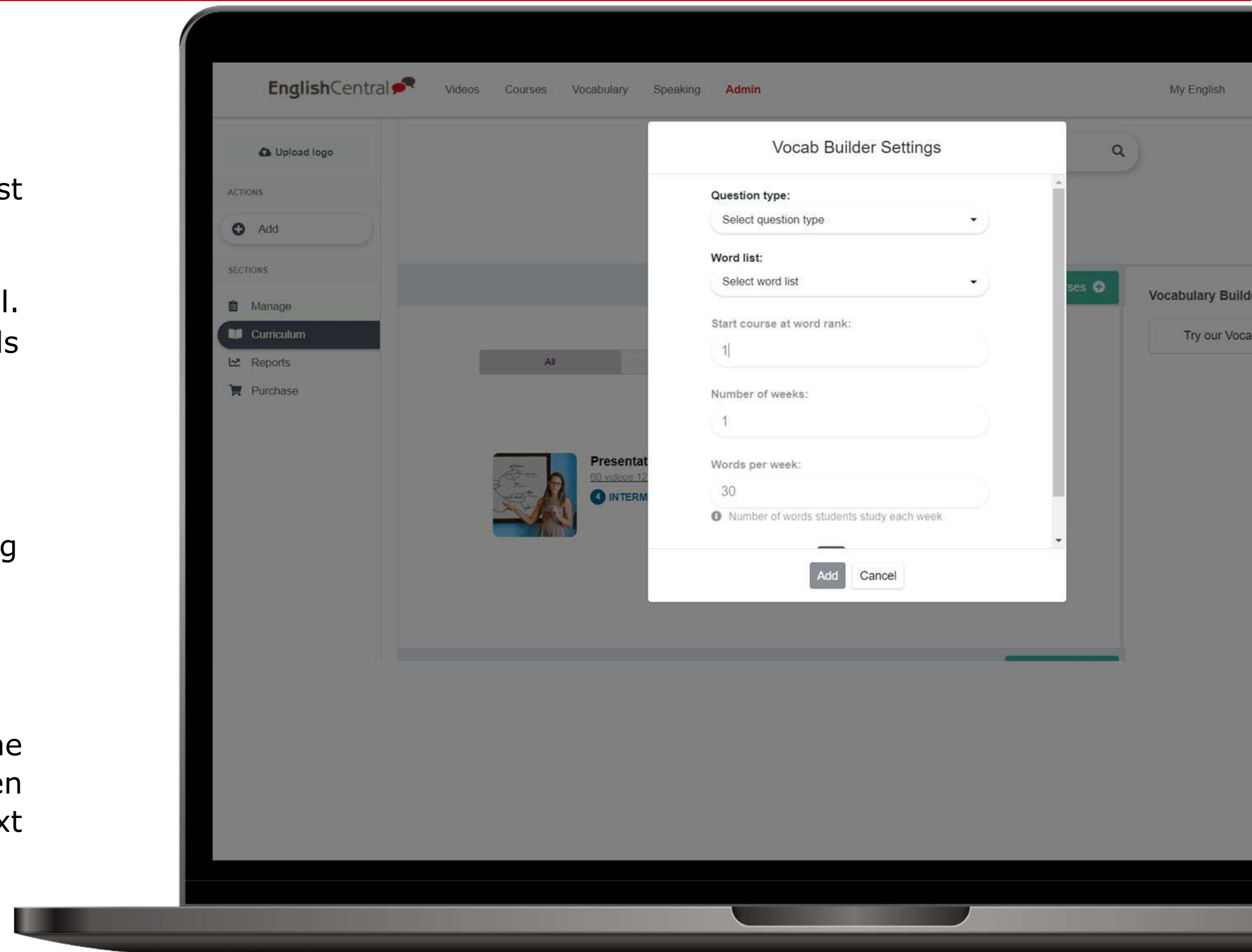


Vocabulary Builder

This allows the students to focus on the most frequent words used in the English language.

Select the word list based on the student's level. NGSL, comprised of 2800 most frequently words used in the English language, is recommended for beginners. In order to add the Vocabulary Builder, teacher has to select the question type (typing or speaking) first then word list (NGSL, Academic, TOEIC). After that, select the starting word rank, then enter the number of weeks to determine how many words the students will study until the end of the semester.

Once done, click on [Add] button to include the Vocabulary Builder in the Curriculum and then select [Save and continue] to move to the next steps.



2.4.3. Add Tests

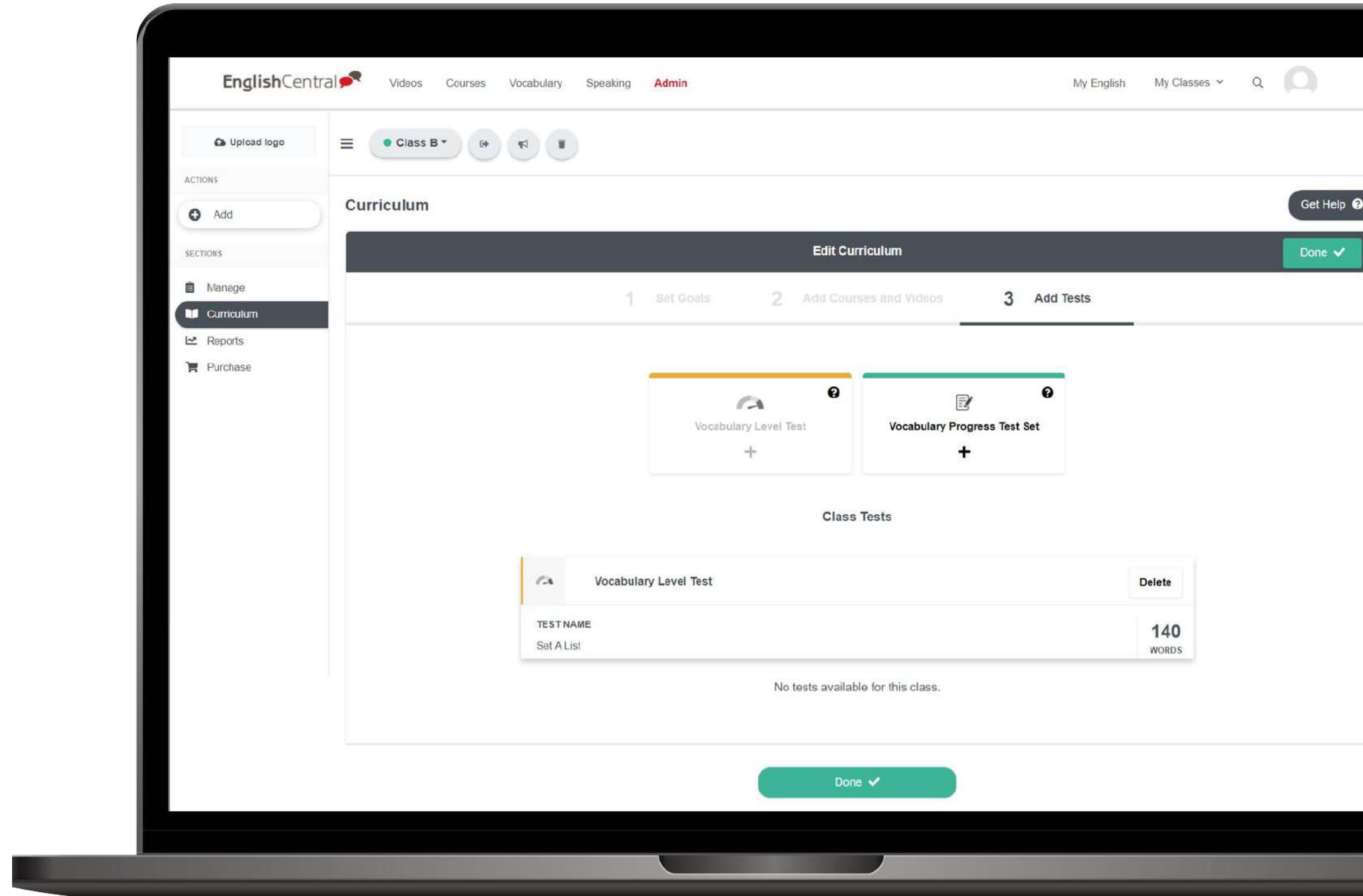
Tests may be added as a checkup for the students. These tests are based on what the students have studied in the class (Videos, Courses & Vocabulary Builder)

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

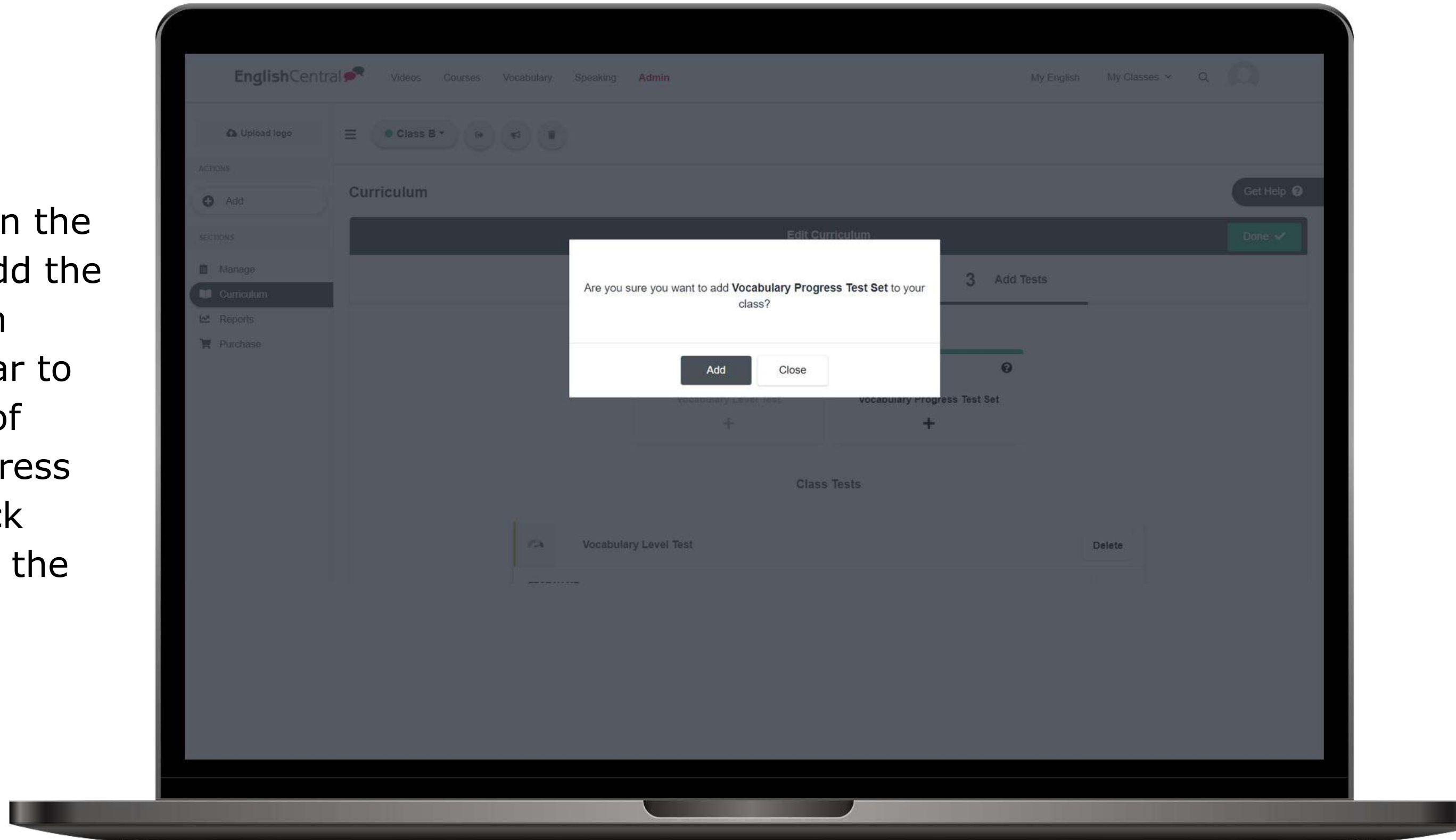
Select the test to be added to the class.

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

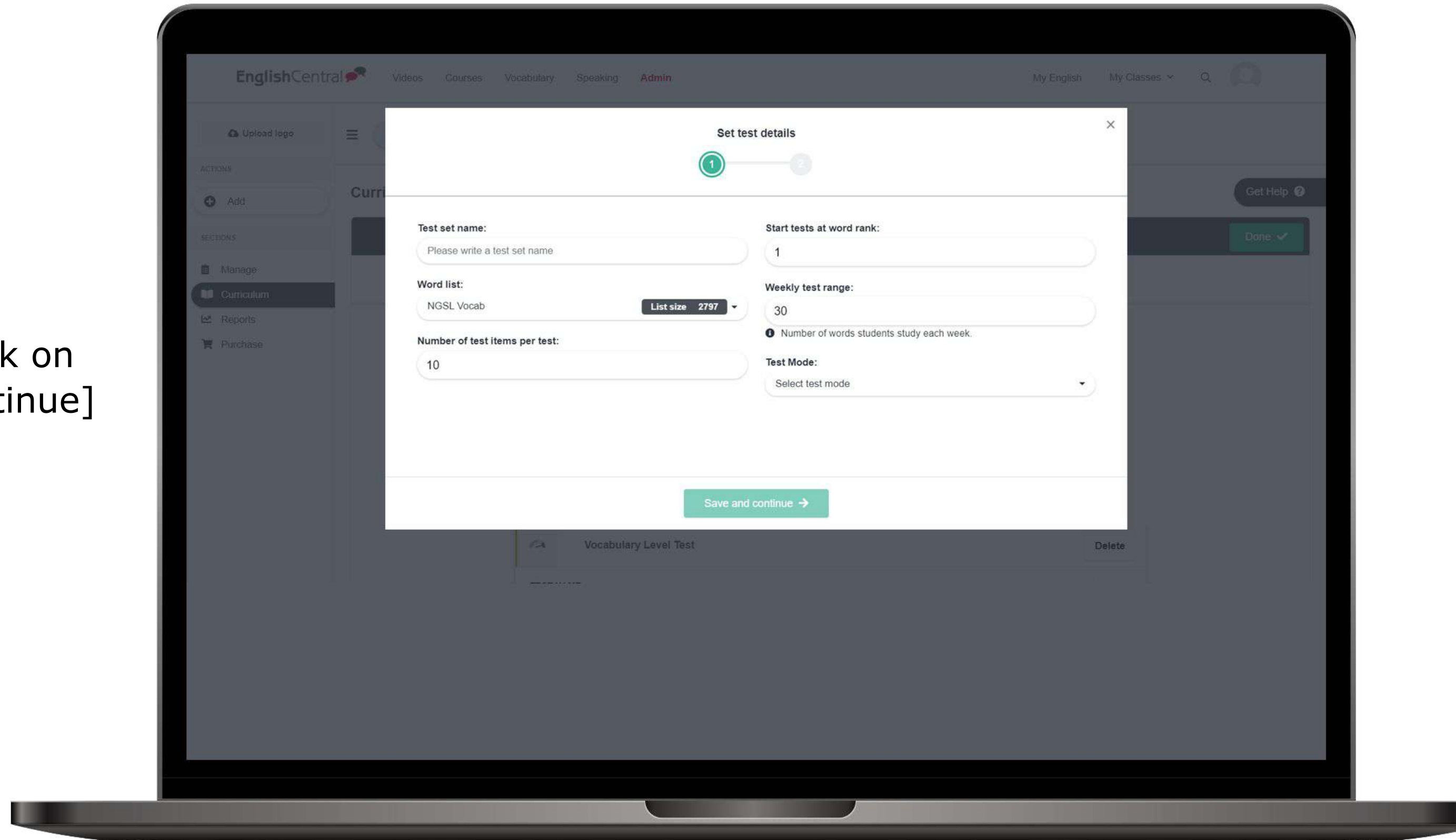
Vocabulary Progress Test Set: 50% of the test consists of what was learned a week ago. The other 50% consists of what was learned 5 weeks ago. It is also possible to conduct the test during class hours as you can schedule the test on specific dates and time.



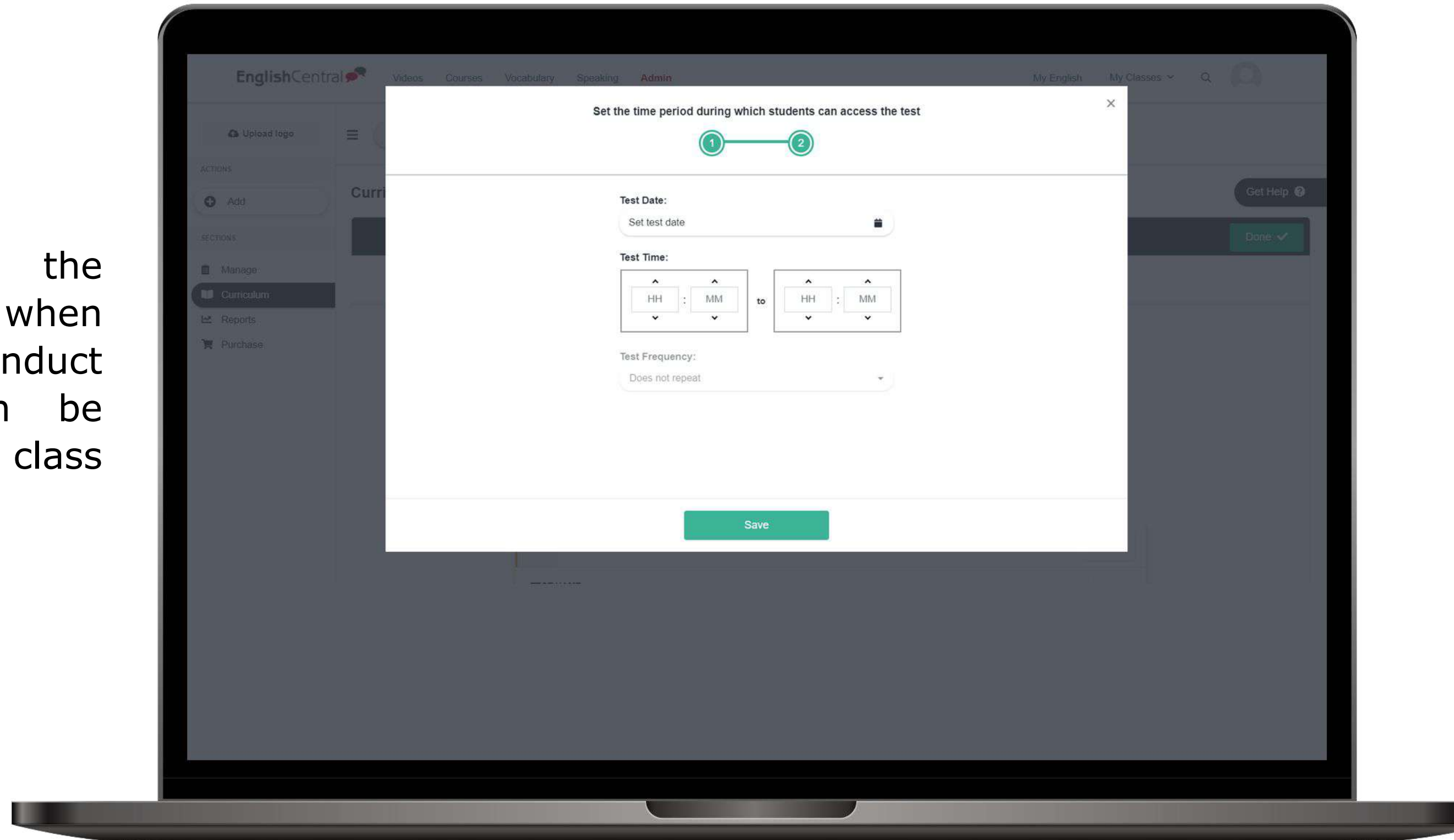
Once you click on the **(+)** button to add the test, a validation popup will appear to confirm adding of Vocabulary Progress Test Set and click [Add] button for the next step.



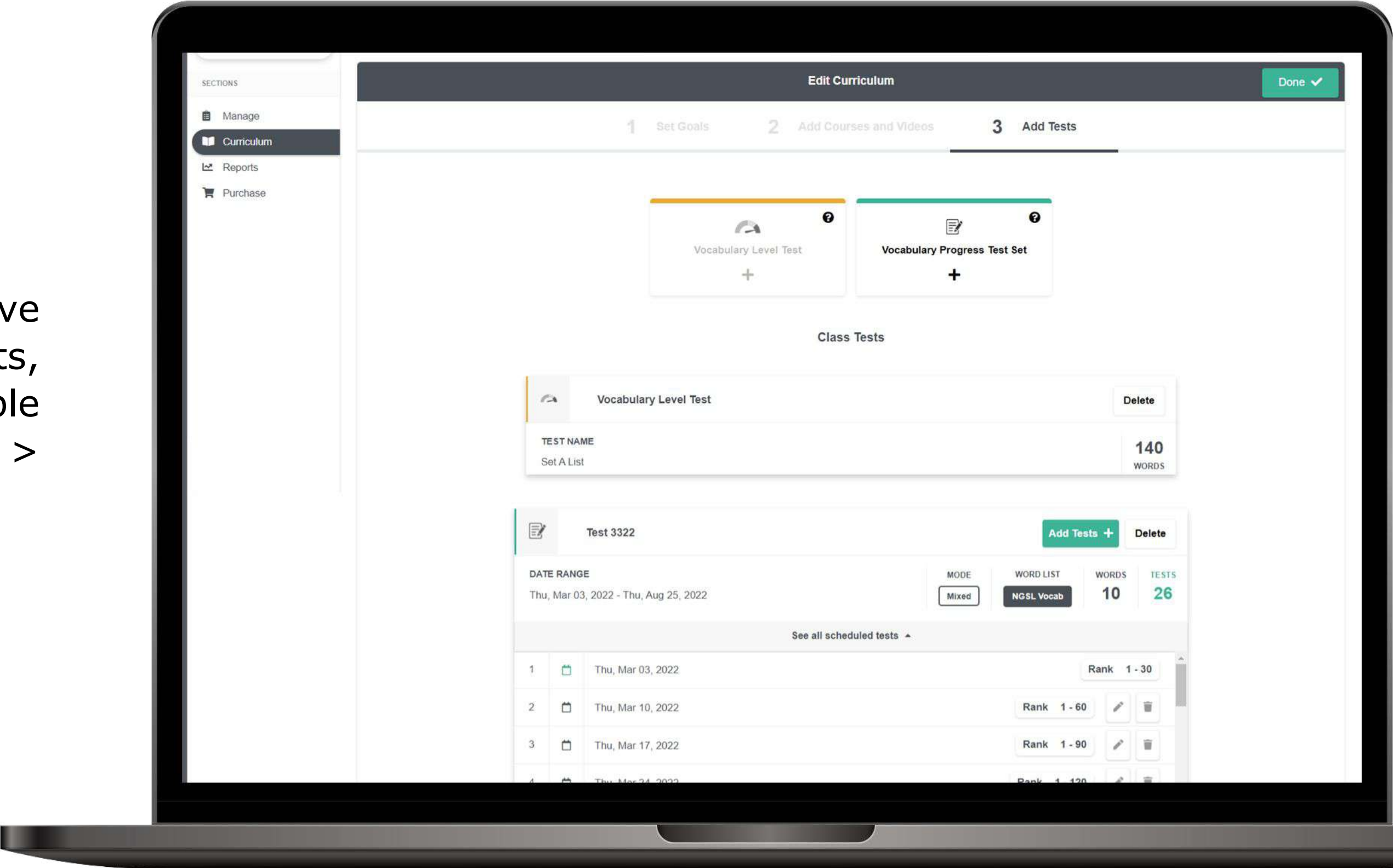
Input the test details and click on [Save and continue] button.



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



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



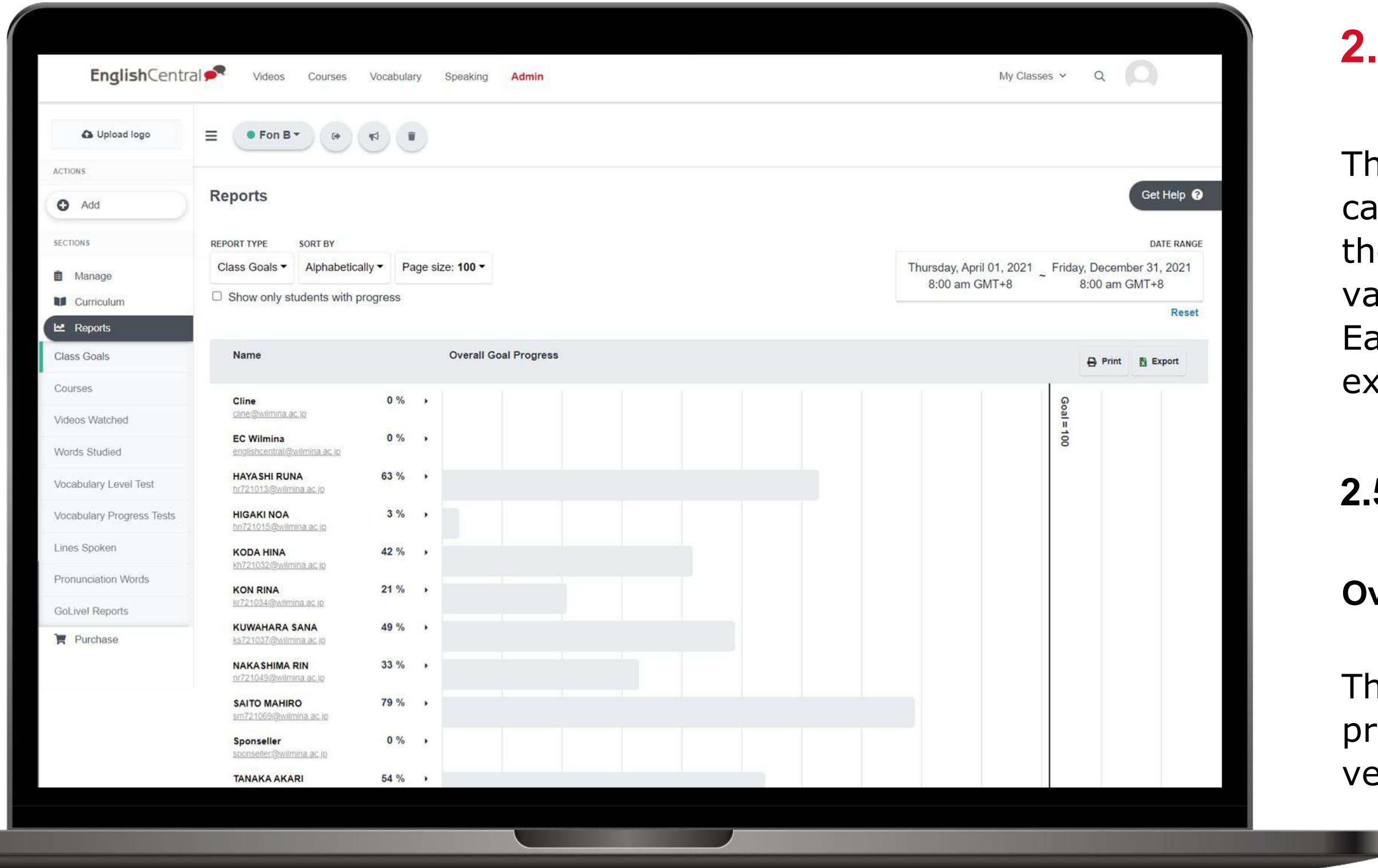
2.5. Reports

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

2.5.1. Report Type

Overall Reports

The class goals and course progress of the students may be verified through Overall Reports.

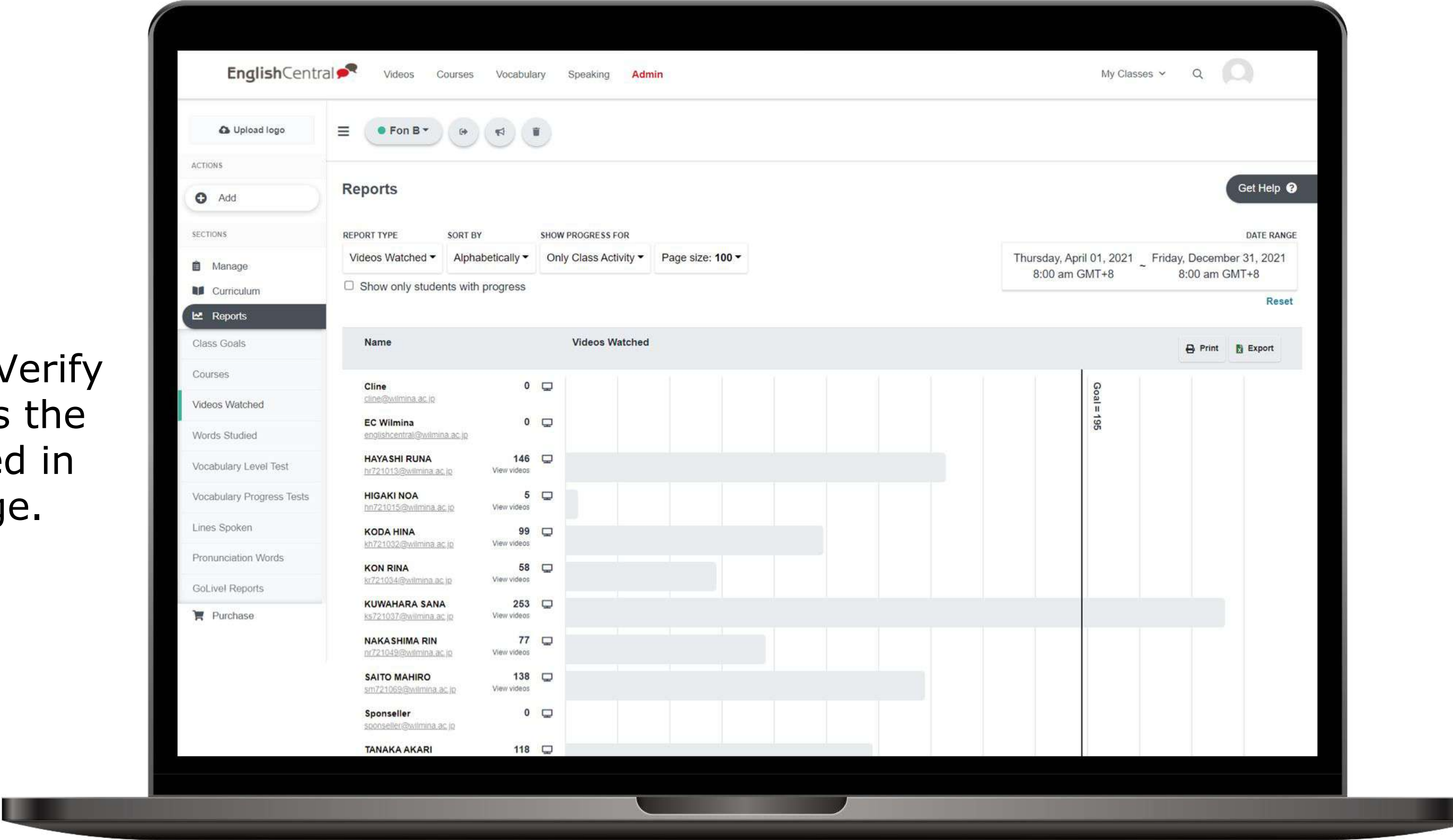


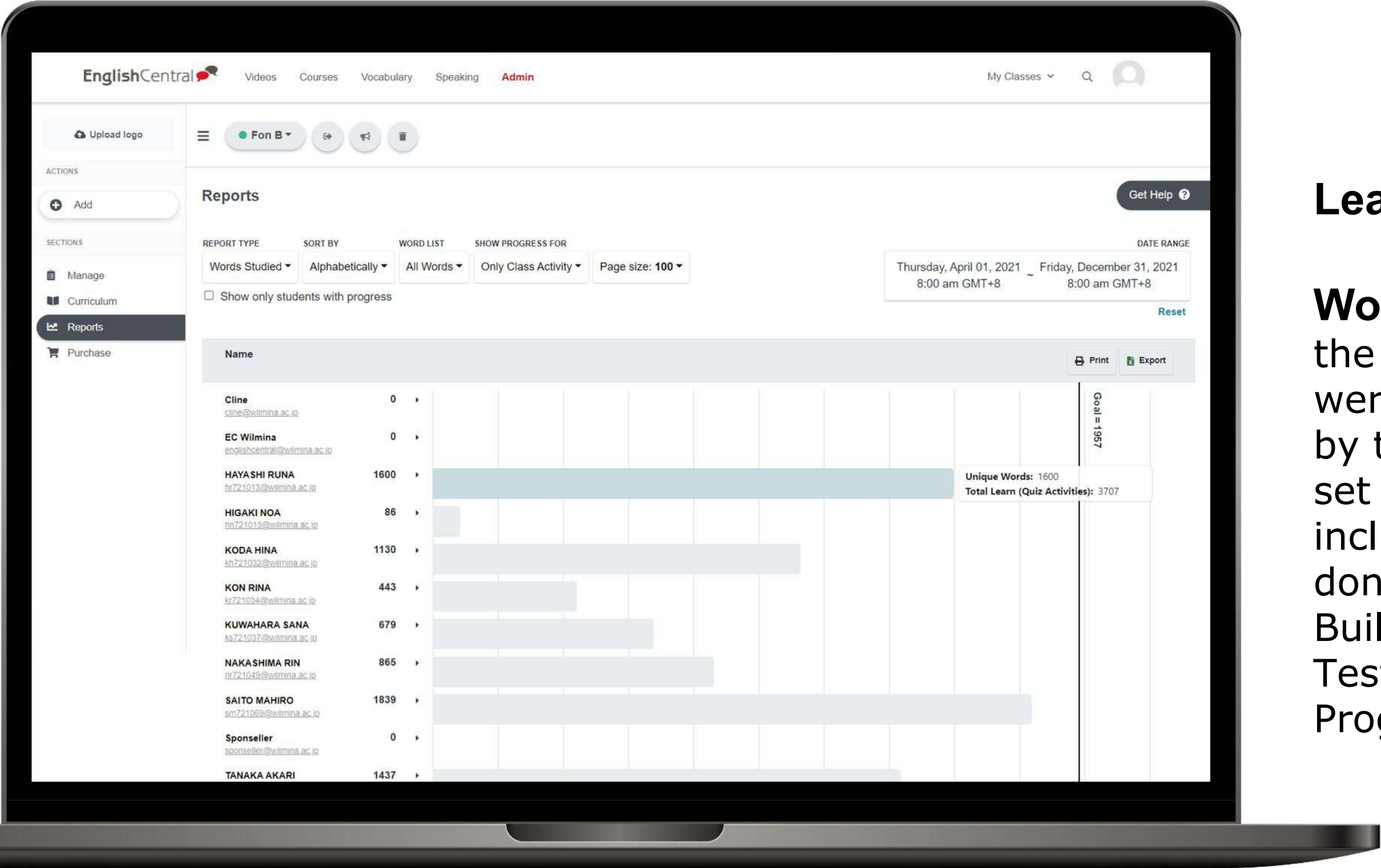
The screenshot displays the EnglishCentral Admin interface, specifically the 'Reports' section. The top navigation bar includes 'Videos', 'Courses', 'Vocabulary', 'Speaking', and 'Admin'. The left sidebar lists various actions and sections, with 'Reports' currently selected. The main content area shows a 'Reports' header with filters for 'REPORT TYPE' (Class Goals), 'SORT BY' (Alphabetically), and 'Page size' (100). A date range filter is set from Thursday, April 01, 2021, to Friday, December 31, 2021. A table titled 'Overall Goal Progress' lists students and their progress percentages, accompanied by horizontal bar charts. The table includes columns for Name, Overall Goal Progress, and a 'Goal = 100' indicator. Buttons for 'Print' and 'Export' are visible at the top right of the table.

Name	Overall Goal Progress
Cline cline@wilmina.ac.jp	0 %
EC Wilmina englishcentral@wilmina.ac.jp	0 %
HAYASHI RUNA hr721013@wilmina.ac.jp	63 %
HIGAKI NOA hn721015@wilmina.ac.jp	3 %
KODA HINA kn721032@wilmina.ac.jp	42 %
KON RINA kr721034@wilmina.ac.jp	21 %
KUWAHARA SANA ks721037@wilmina.ac.jp	49 %
NAKASHIMA RIN nr721049@wilmina.ac.jp	33 %
SAITO MAHIRO sm721069@wilmina.ac.jp	79 %
Sponseller sponseller@wilmina.ac.jp	0 %
TANAKA AKARI	54 %

Watch

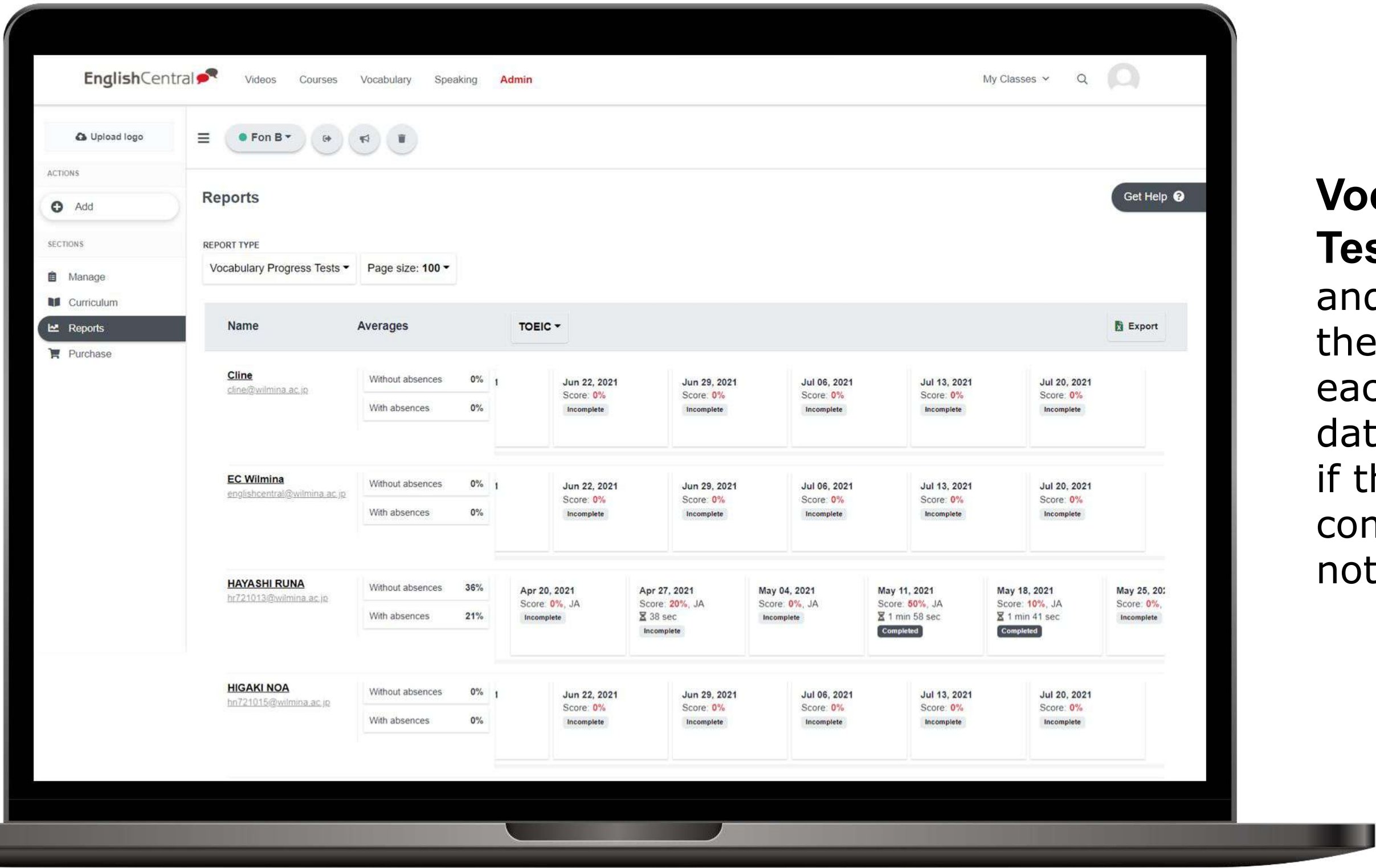
Videos Watched: Verify how many videos the students watched in the set date range.





Learn

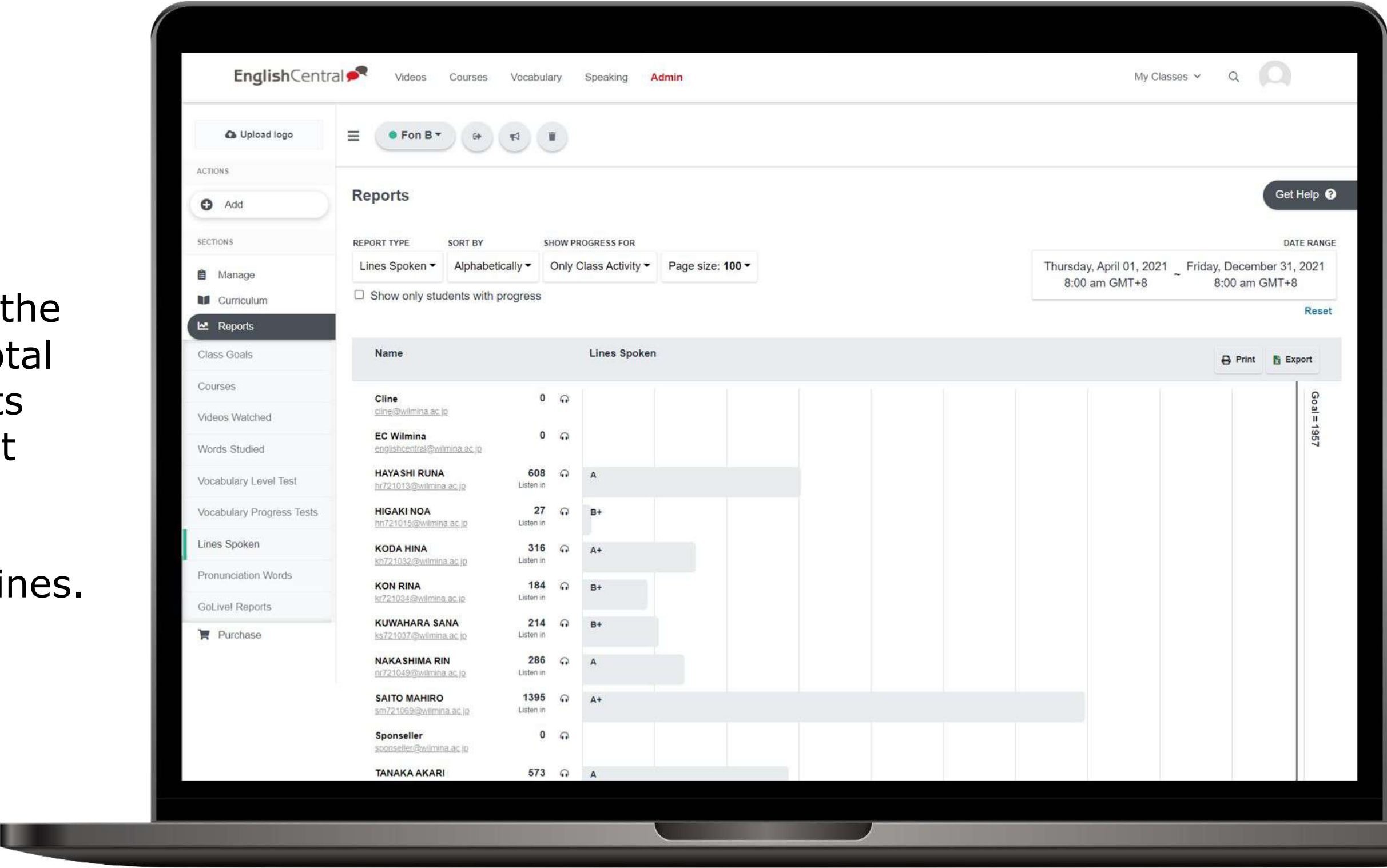
Words Studied: Verify the number of words that were learned or quizzed by the students for the set date range. This includes the words also done in Vocabulary Builder, Vocabulary Level Test and Vocabulary Progress Test.



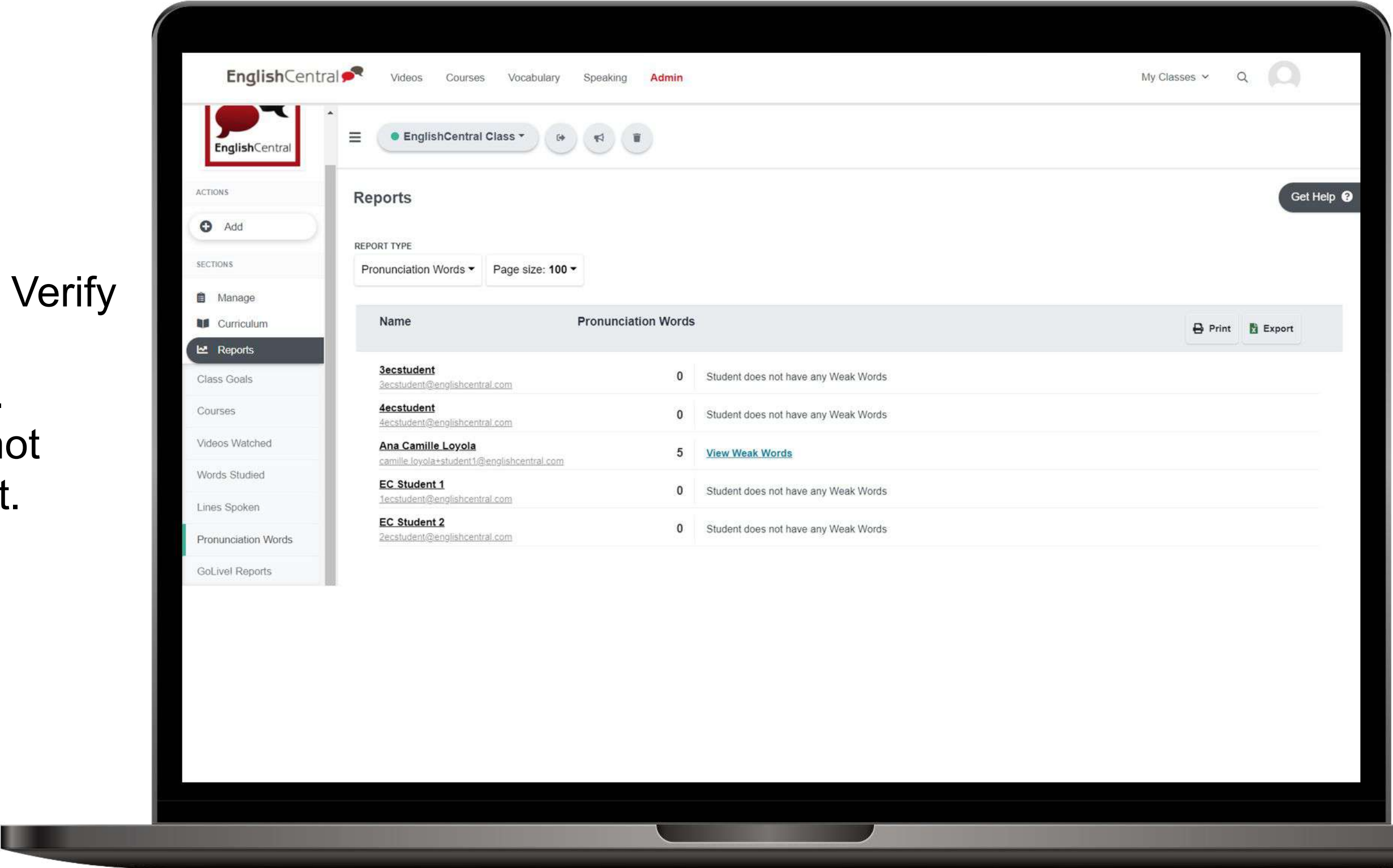
Vocabulary Progress Test: Verify the score and how long it took for the students to take for each test based on the date they were set. Also, if they were able to complete them or not/absent.

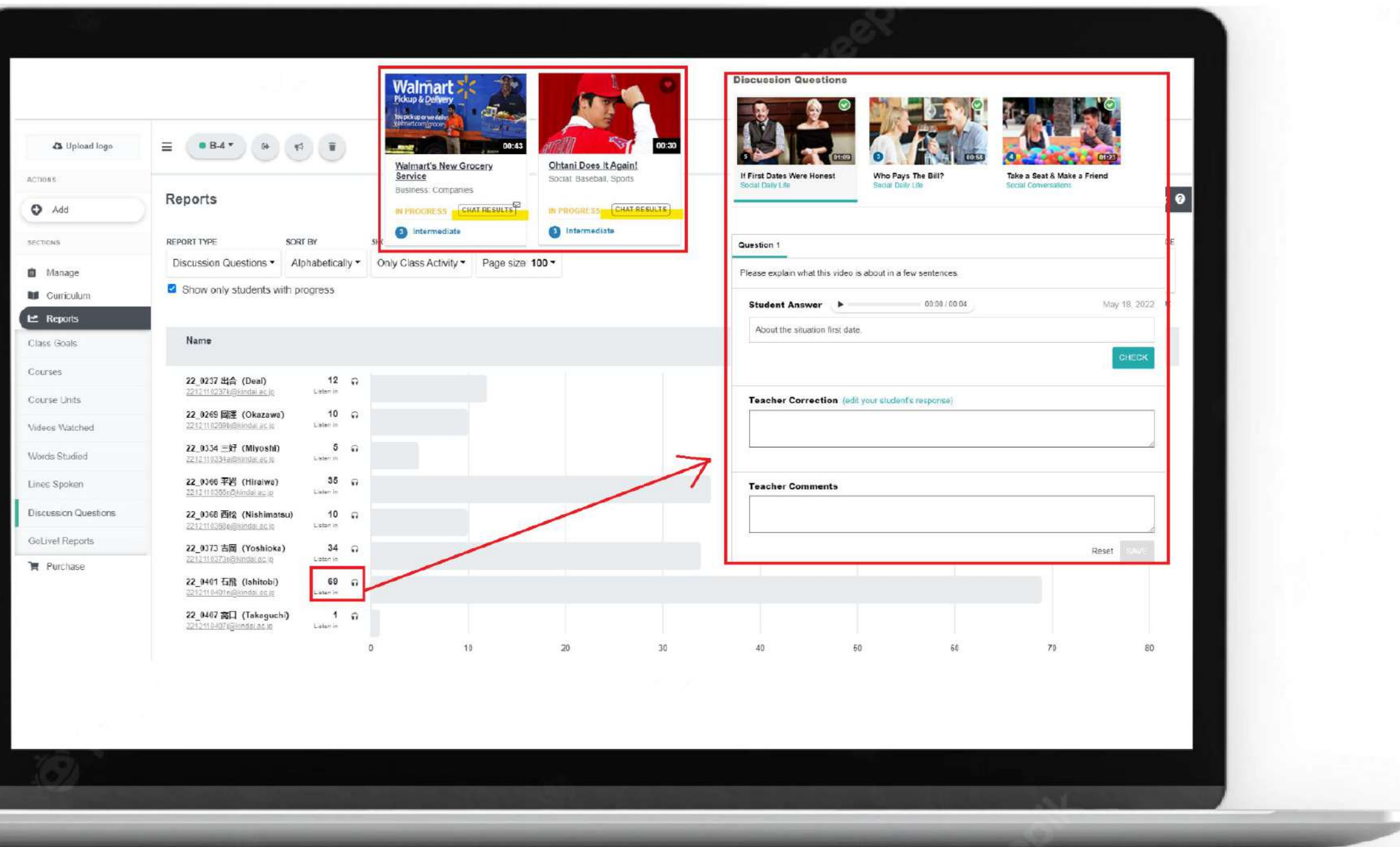
Speak

Lines Spoken: Verify the number of lines and total recordings the students spoke based on the set date range. It also includes the average grade for the spoken lines.



Pronunciation Words: Verify the current weak words spoken by the students. Setting Date Range is not applicable for this report.





Discussion Questions: Verify on some or all the answered discussion questions by the students through videos' Chatbot. Also, it allows a teacher to review and add comments or feedbacks on the students' answers. For students, "Chat Results" button will display on videos once they answered. When the teacher's comments or feedbacks are added, an "email" icon will appear on the top-right corner of the "Chat Results" button.

The screenshot shows the English Central Admin Page. The top navigation bar includes links for Videos, Courses, Vocabulary, Speaking, and Admin. The Admin section is active. Below the navigation bar, there's a sidebar with a menu icon and a 'Class B' dropdown. The main content area is titled 'Reports' and includes a 'Get Help' button. The 'REPORT TYPE' is set to 'Class Goals', 'SORT BY' is 'Alphabetically', and 'Page size' is '100'. A checkbox for 'Show only students with progress' is present. The 'DATE RANGE' section shows a calendar for March and April 2022, with the date range 'Monday, February 28, 2022 8:00 am GMT+8' to 'Monday, March 07, 2022 8:00 am GMT+8' selected. The calendar shows the dates 28, 29, 30, and 31 of March, and the dates 1 through 7 of April. The table below the calendar lists students and their progress:

Name	Overall Goal Progress
3ecstudent 3ecstudent@englishcentral.c...	0 %
4ecstudent 4ecstudent@englishcentral.c...	0 %
EC Student 1 1ecstudent@englishcentral.c...	0 %
EC Student 2 2ecstudent@englishcentral.c...	0 %

2.5.2. Date Range

Select the start and end dates for the progress reports. Once the dates are selected, the progress of the students for the set dates will appear. However, please note that only reports within one year may be downloaded. If the date range for the reports go over one year, please contact support@englishcentral.com for assistance.

2.5.3. Print / Export

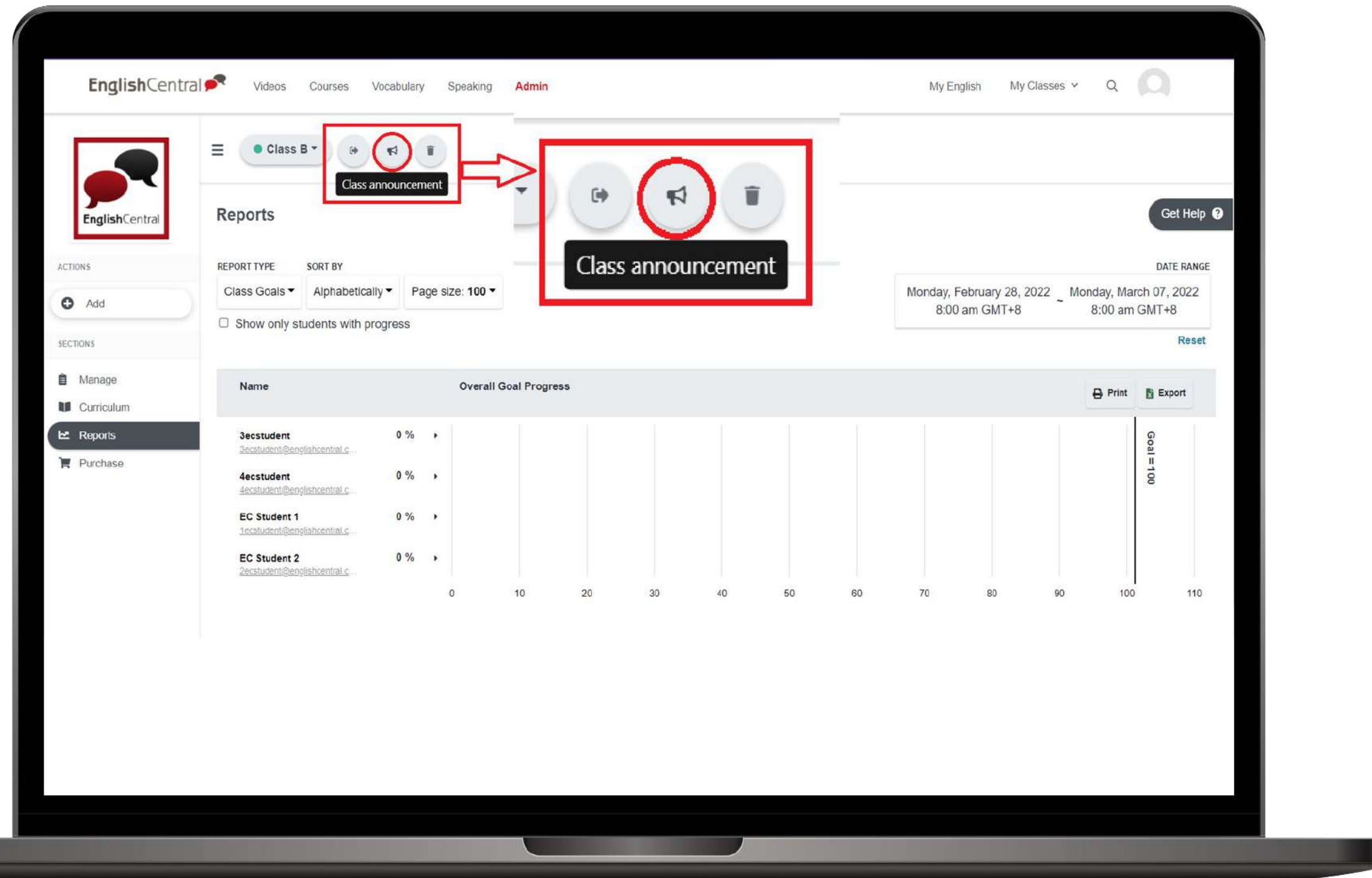
Reports may be printed or exported (download) as needed. If you click on [Export] button, the reports are automatically downloaded in Excel format.

2.6. Miscellaneous

2.6.1. Announcements

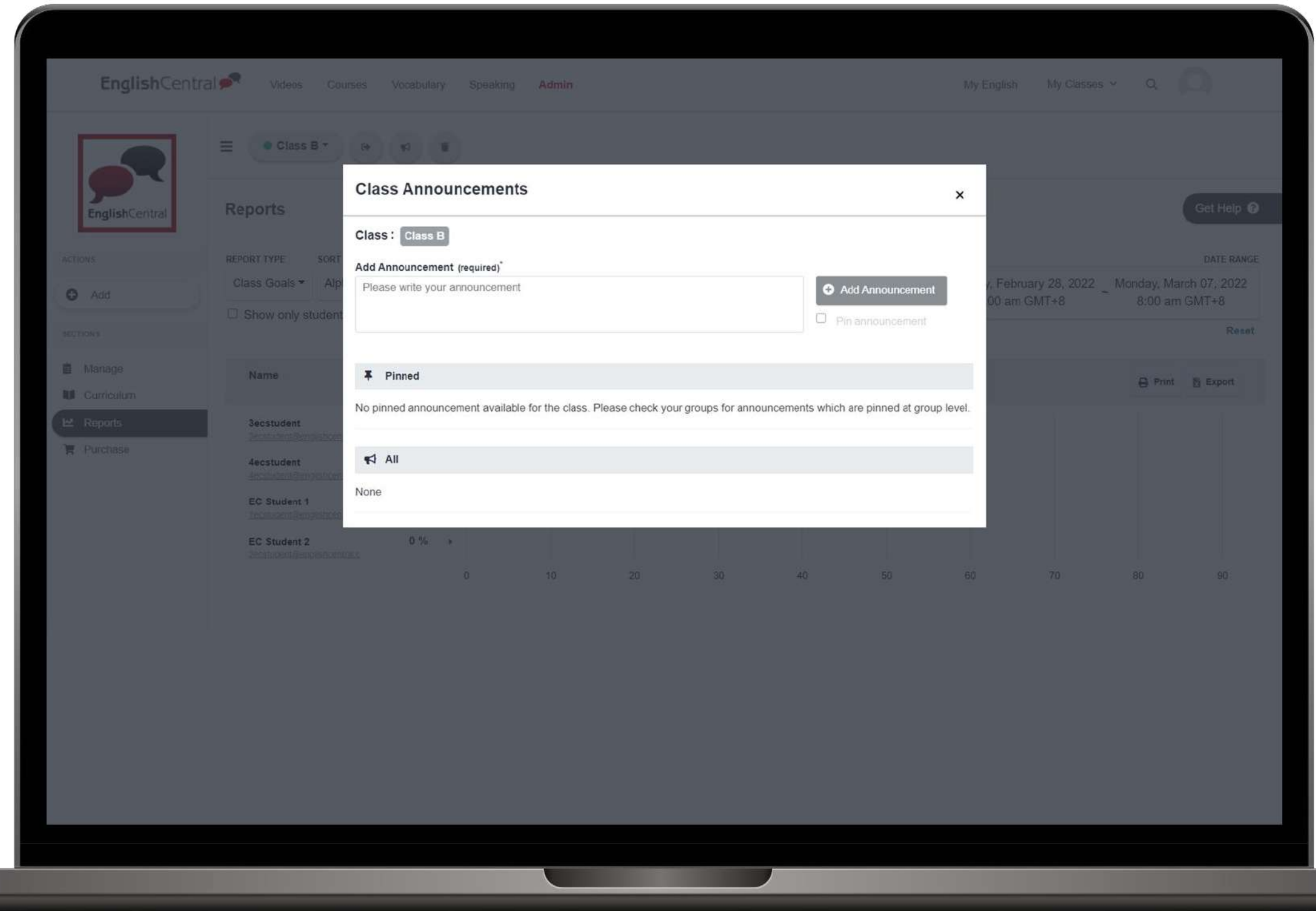
For any announcement or instructions that you would like to communicate to your students, you can use this icon.

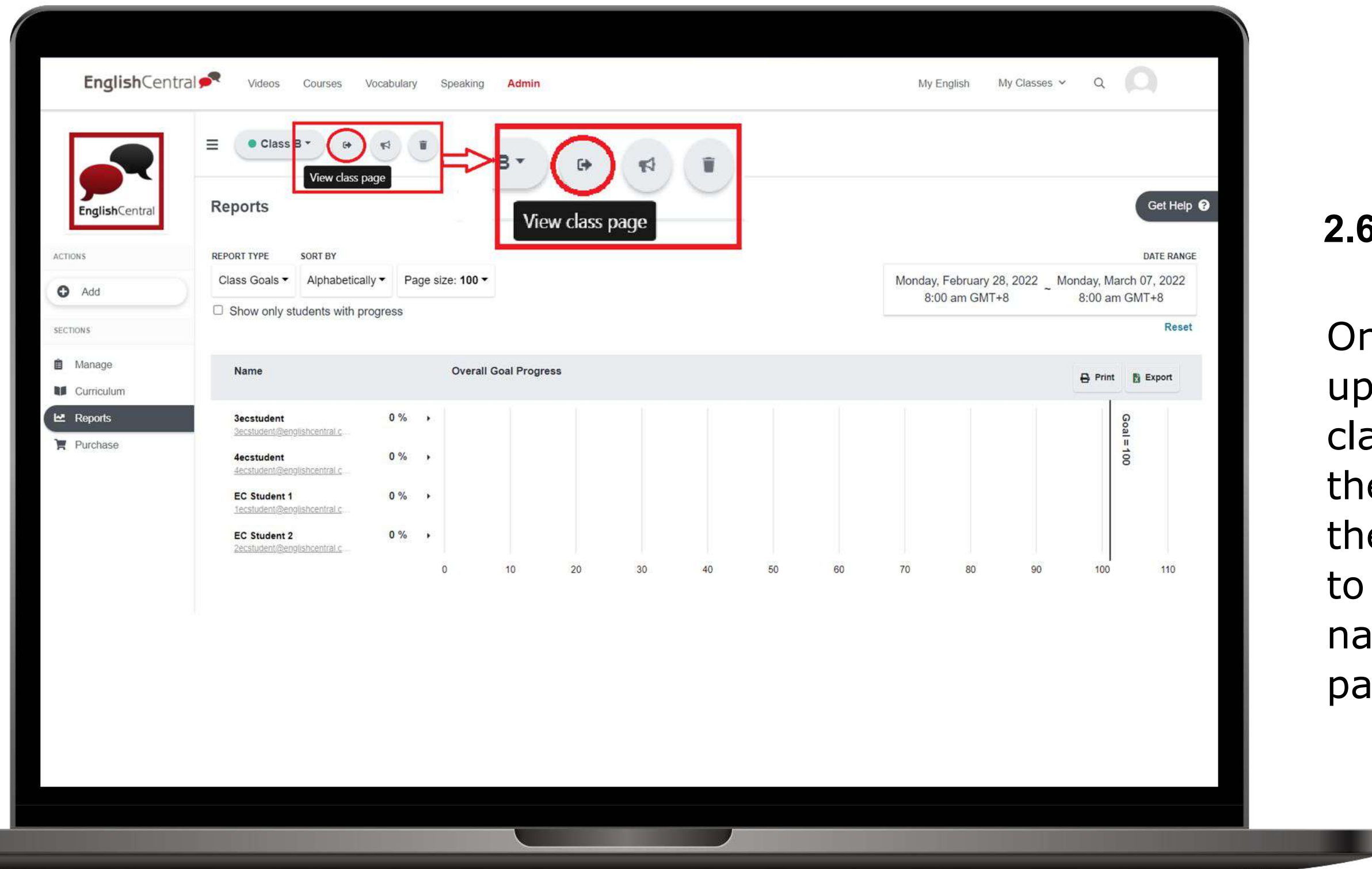
Select the class you wish to make an announcement in. And click on the (Speaker) button to the right of the class name. This will display the announcement pop-up.



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

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





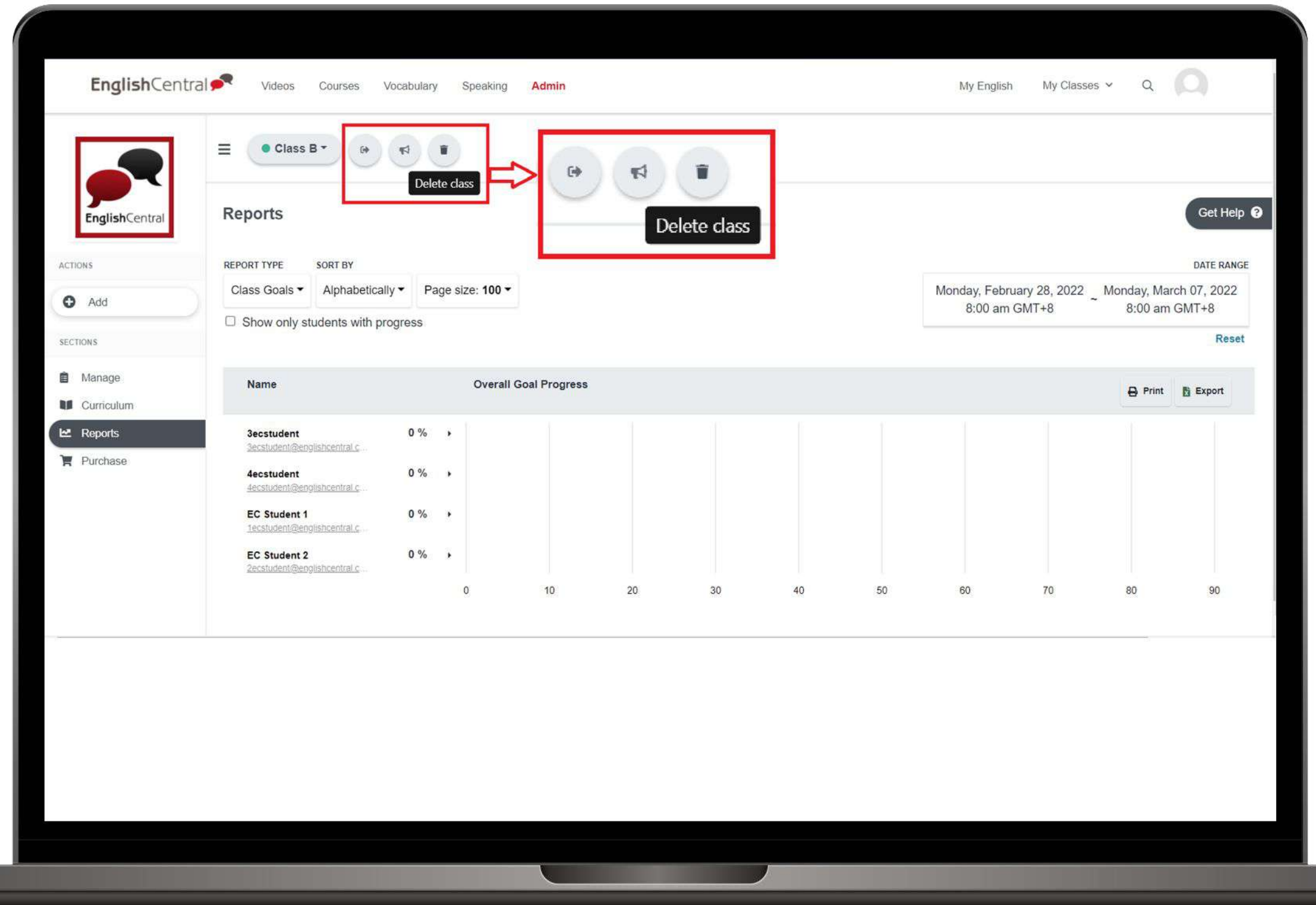
2.6.2. View Class Page

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

2.6.3. Delete

You may delete any school, class or group as needed. Click on the (Delete) button to the right of the class name.

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





Studying with EnglishCentral

EnglishCentral 

3. Studying with EnglishCentral

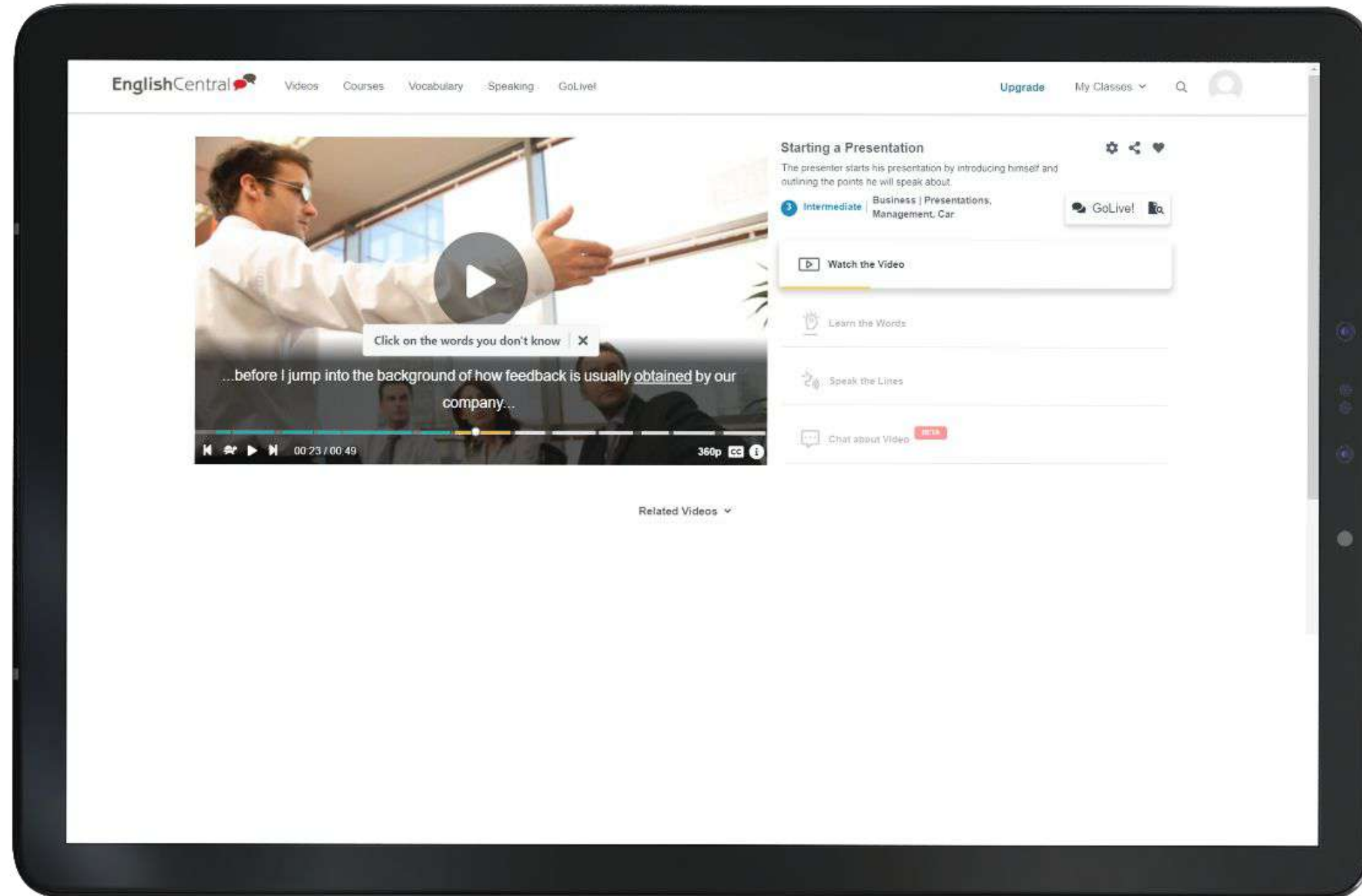
Over 10,000 videos and more than 50 courses are available for use in EnglishCentral.

3.1. Videos

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

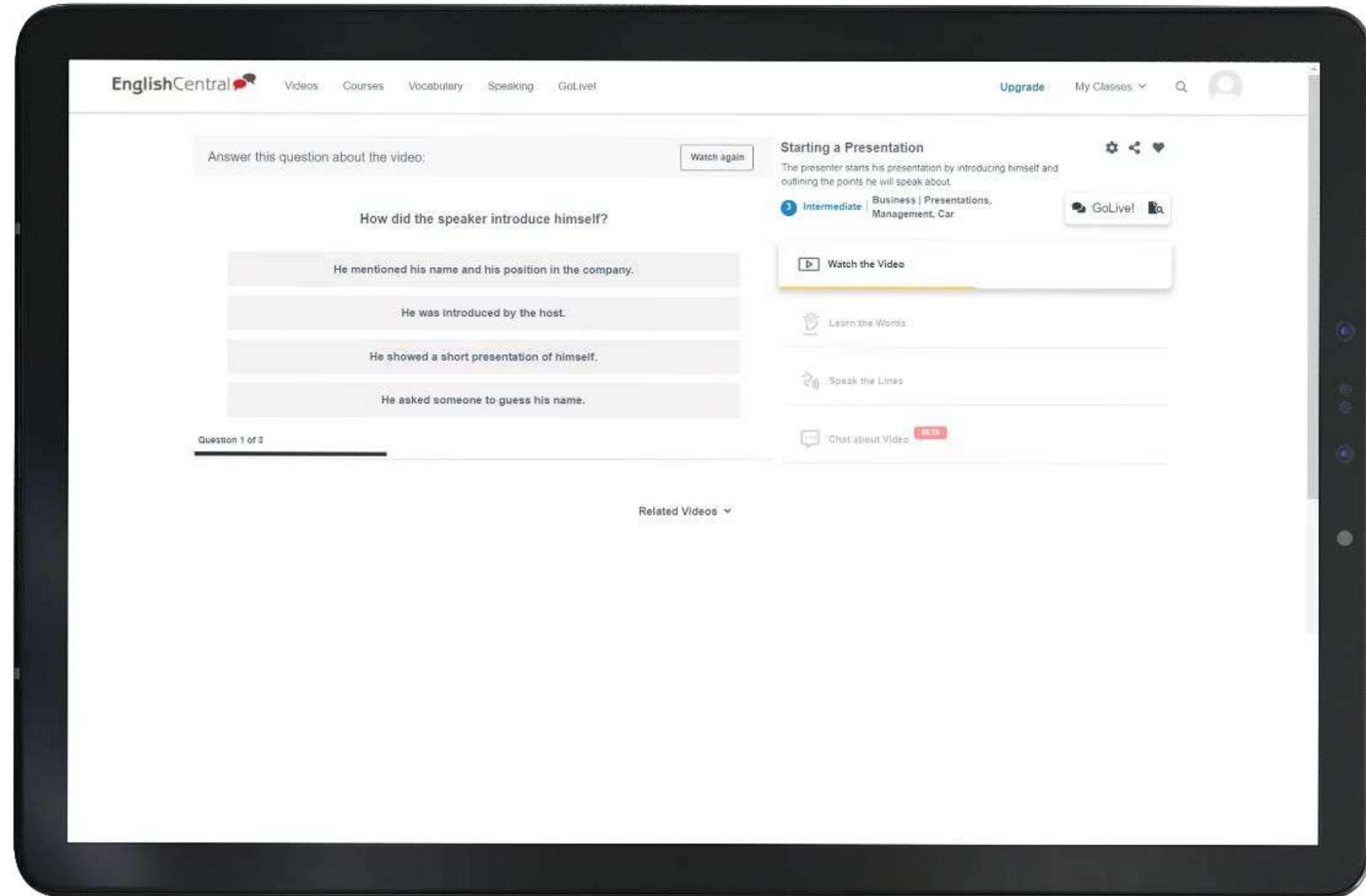
3.1.1. Watch the video

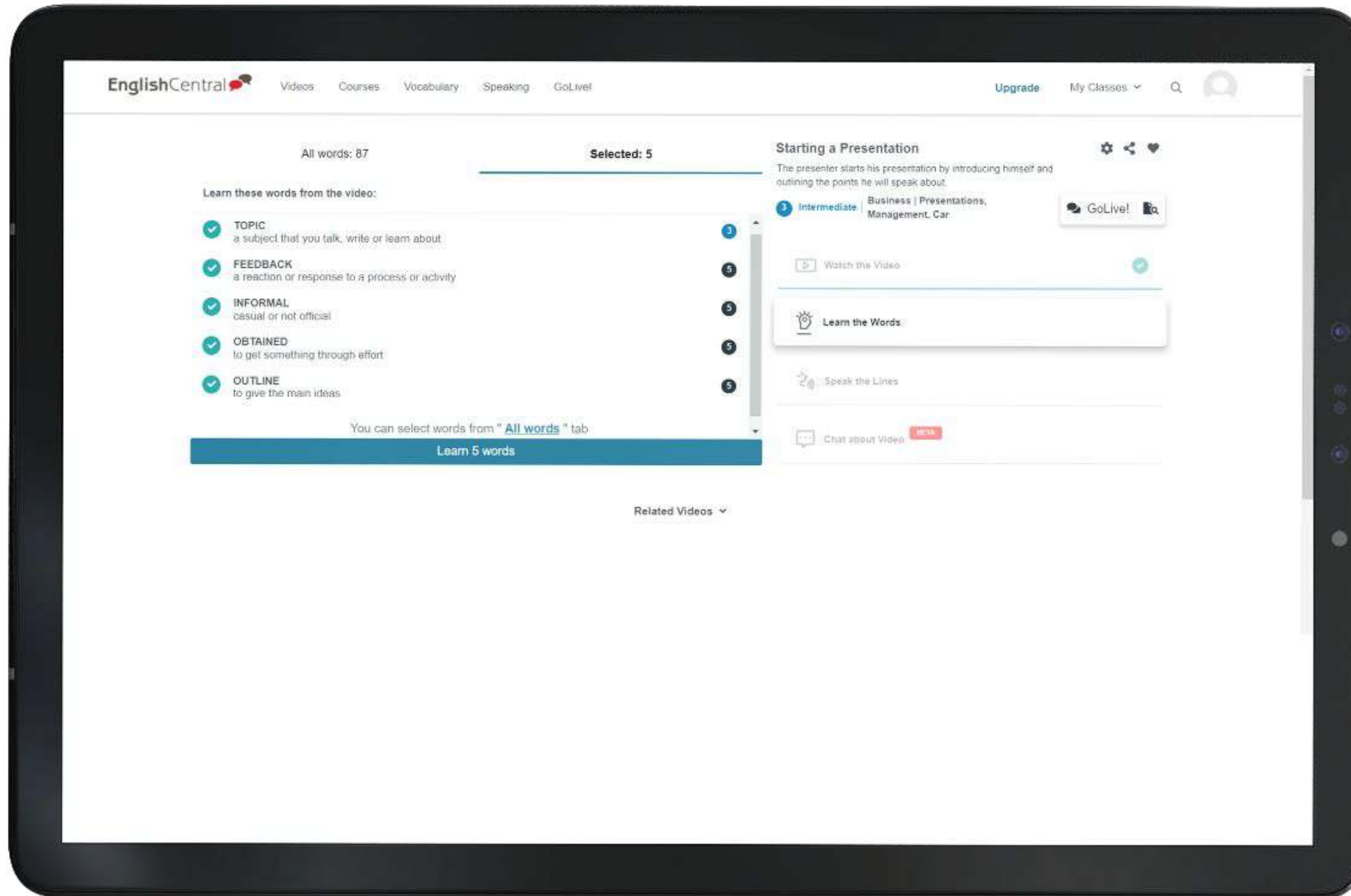
First step in each and every video is watching the video. It gives you an idea of what the video is about. It starts automatically when you select a video.



3.1.2. Comprehension Quiz

It is usually composed of three questions with multiple choices to choose from. This would give the students a chance to check how much they understood about the video.





3.1.3. Learn the words

The studiable words of a video will appear as a list or you may specifically select the words you wish to study. Click on [Learn XX words] button to start learning.



Starting a Presentation

The presenter starts his presentation by introducing himself and outlining the points he will speak about.

3 Intermediate Business | Presentations, Management, Car

GoLive!

Watch the Video

Learn the Words

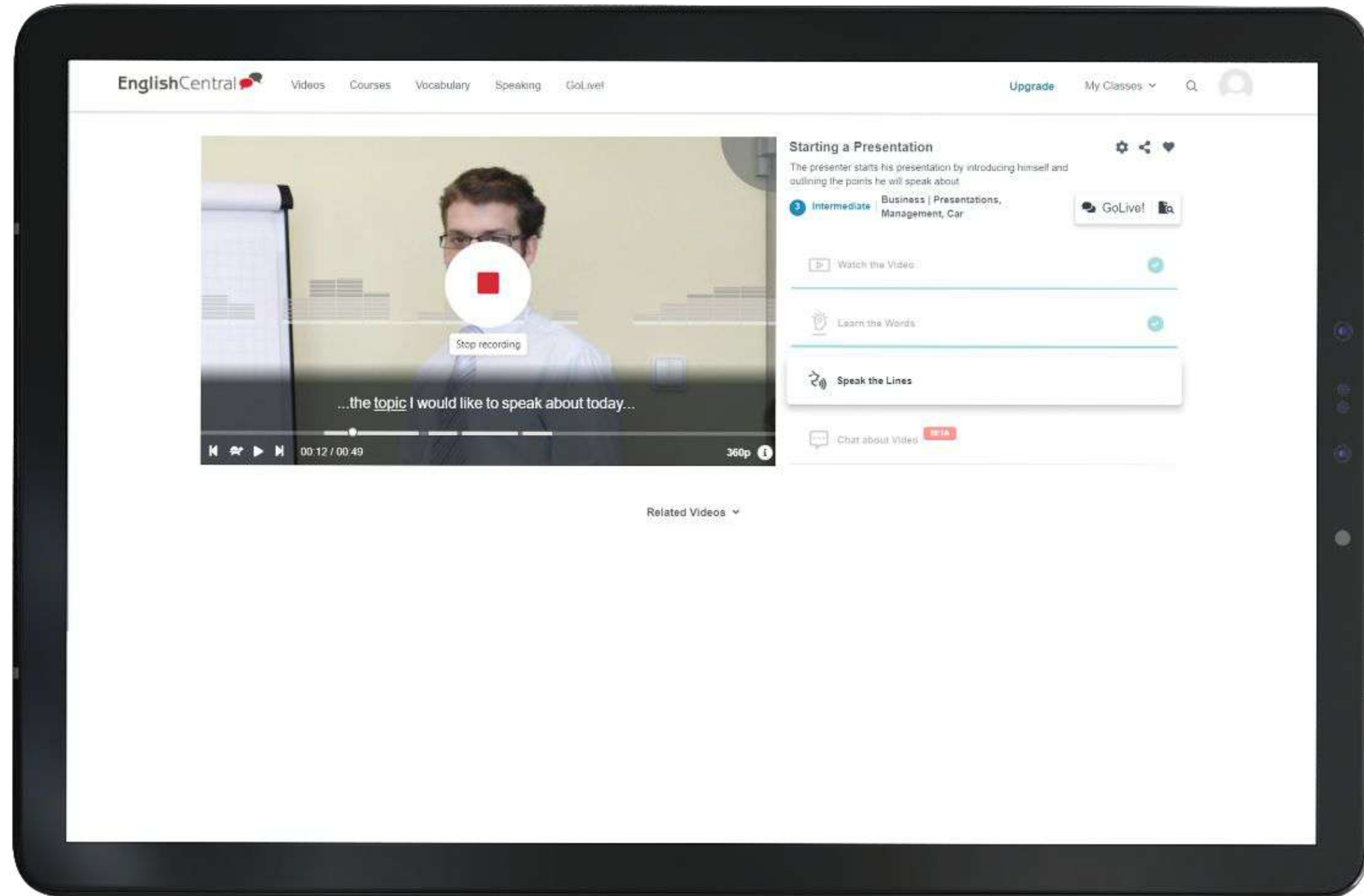
Speak the Lines

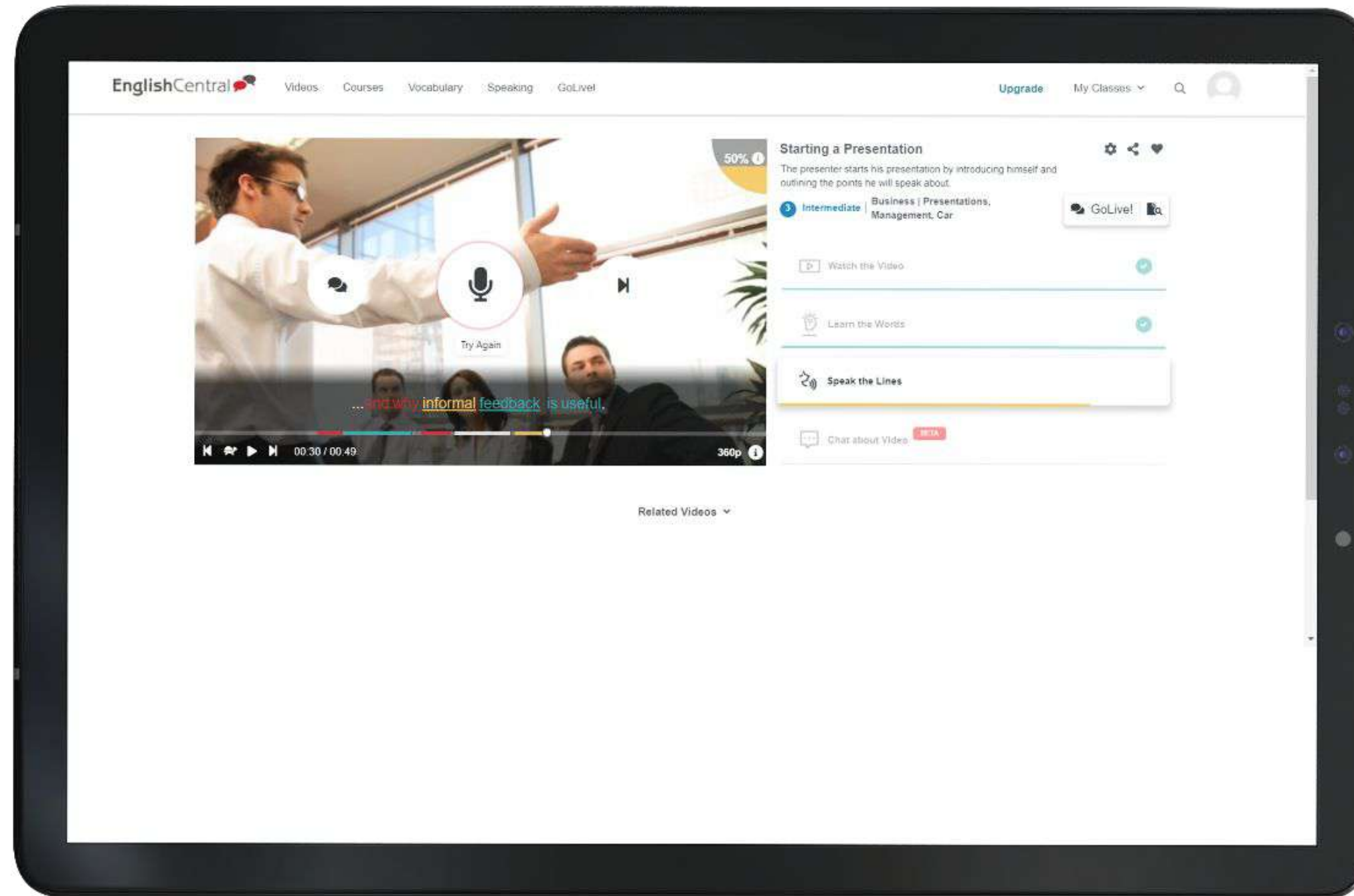
Chat about Video

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

3.1.4. Speak the lines

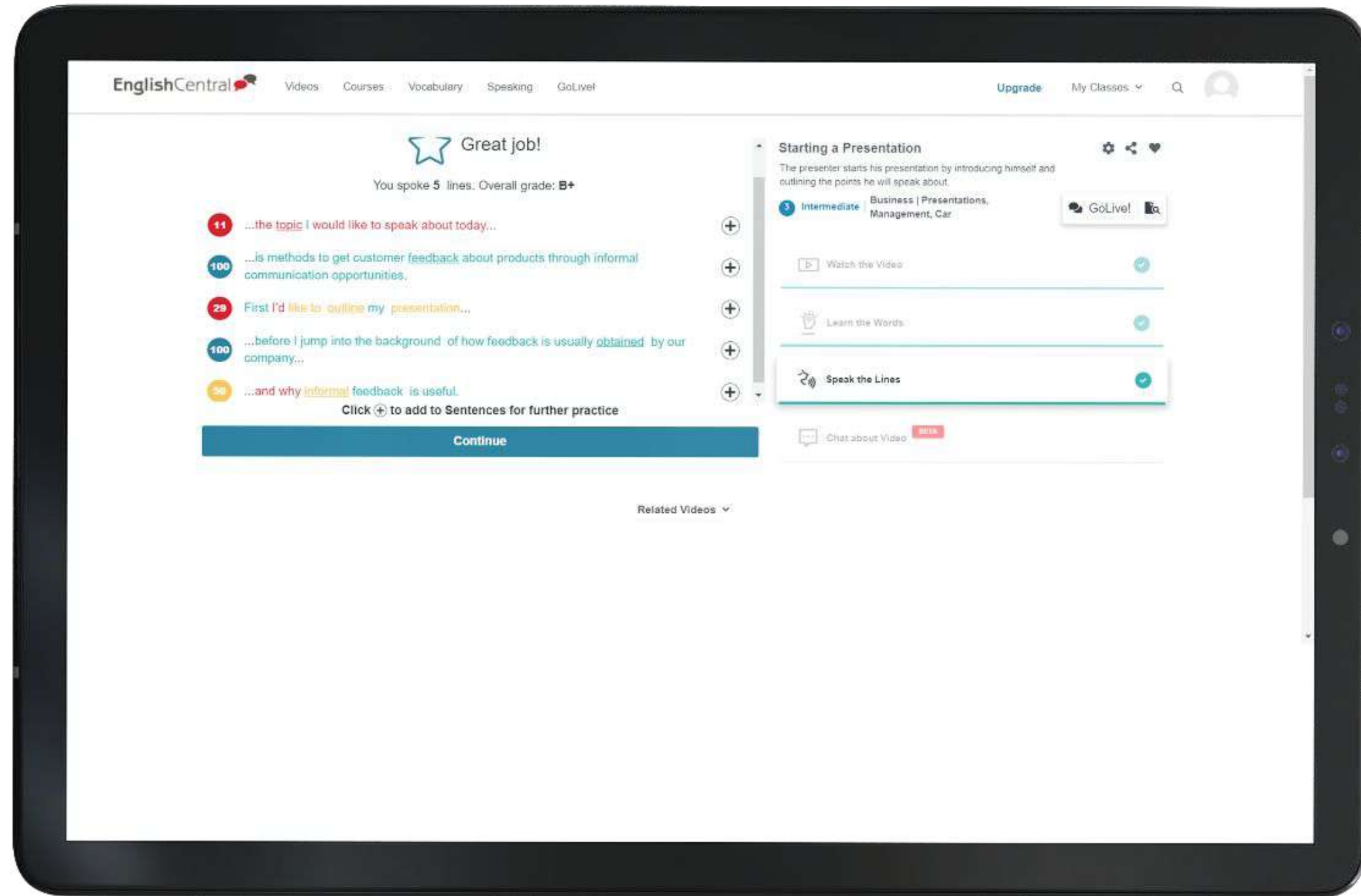
The sentences with the word selected from Learn mode will be preselected. However, you may opt to speak all lines in Speak mode. Listen to the lines carefully, then click on the (Microphone) button to speak the line.





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

Once done, all the lines spoken will each have scores displayed. Words that are pronounced clearly are highlighted in **blue**. While the words that are satisfactory and poor have the colors **yellow** and **red** respectively.



3.1.5. Chat about video

Another way to determine how much you understood the video with an initial assessment on your vocabulary level and how well you spoke.

The screenshot displays the EnglishCentral interface on a tablet. The top navigation bar includes links for Videos, Courses, Vocabulary, Speaking, and GoLive! On the right, there are links for Upgrade, My Classes, and a search icon. The main content area is titled "Starting a Presentation" and includes a description: "The presenter starts his presentation by introducing himself and outlining the points he will speak about." Below this, there are three progress indicators: "Watch the Video" (checked), "Learn the Words" (checked), and "Speak the Lines" (checked). A "Chat about Video" button is visible. The interface is divided into three numbered sections: 1. A chat box with a message from "Hi EC Student 1, I'm Mimi. Let's chat about this video..." and a response: "The video is about a sales expert doing a presentation." 2. A section titled "Here are the 3 highest level words you used:" with a table showing words and their levels. 3. A section titled "Nice work! What would you like to do next?" with buttons for "Schedule a GoLive! Lesson", "Go to Videos", and "Talk More about this Video". At the bottom, there are video thumbnails for "Carlton to a Supernatural", "A Friend Job Interview", "The Challenge of Finding", "Climb the Ladder of", and "Signaling: Linking the".

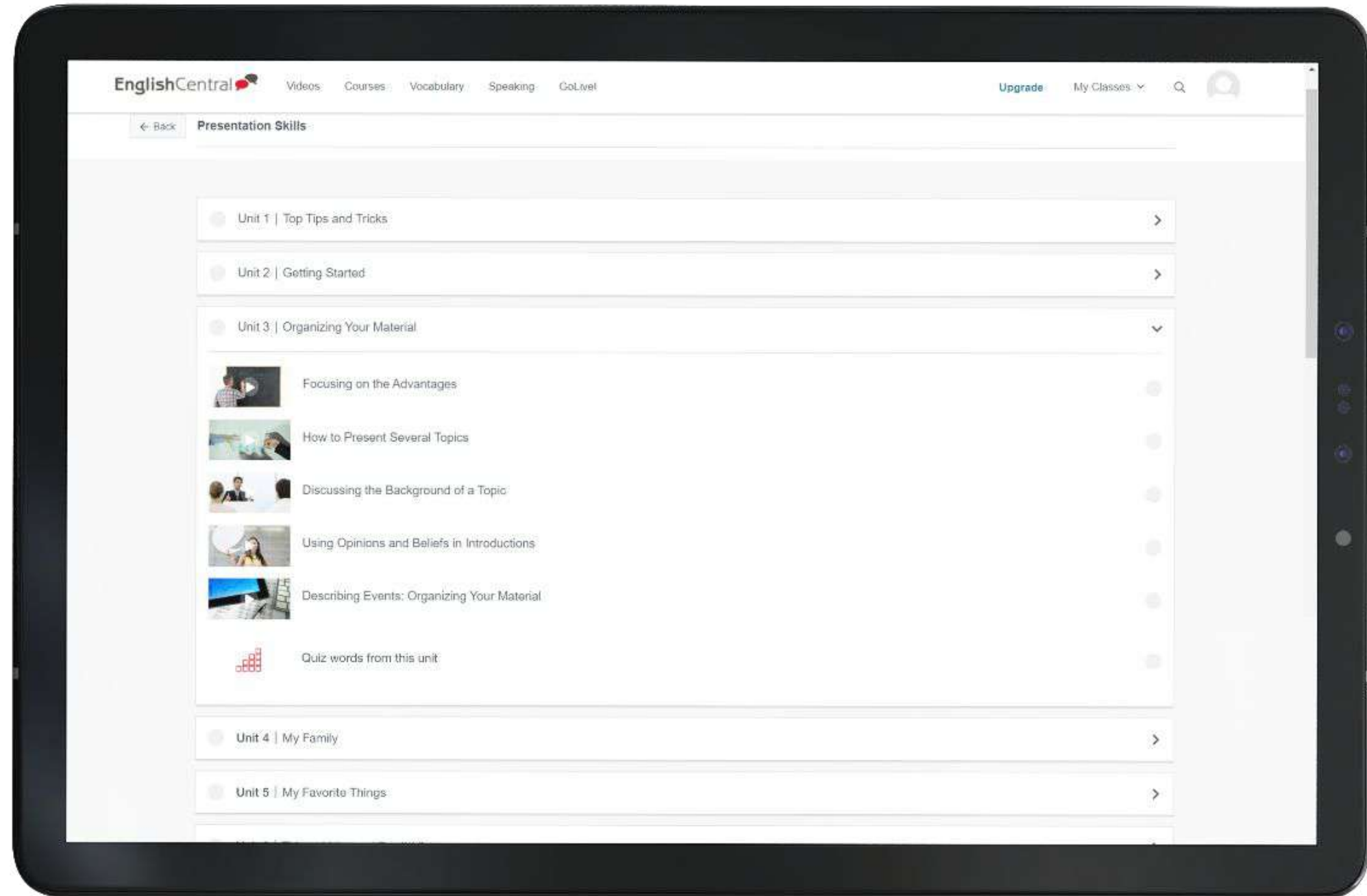
Word	Level
EXPERT	4
SALES	3
VIDEO	3

3.1.6. Lesson Plan

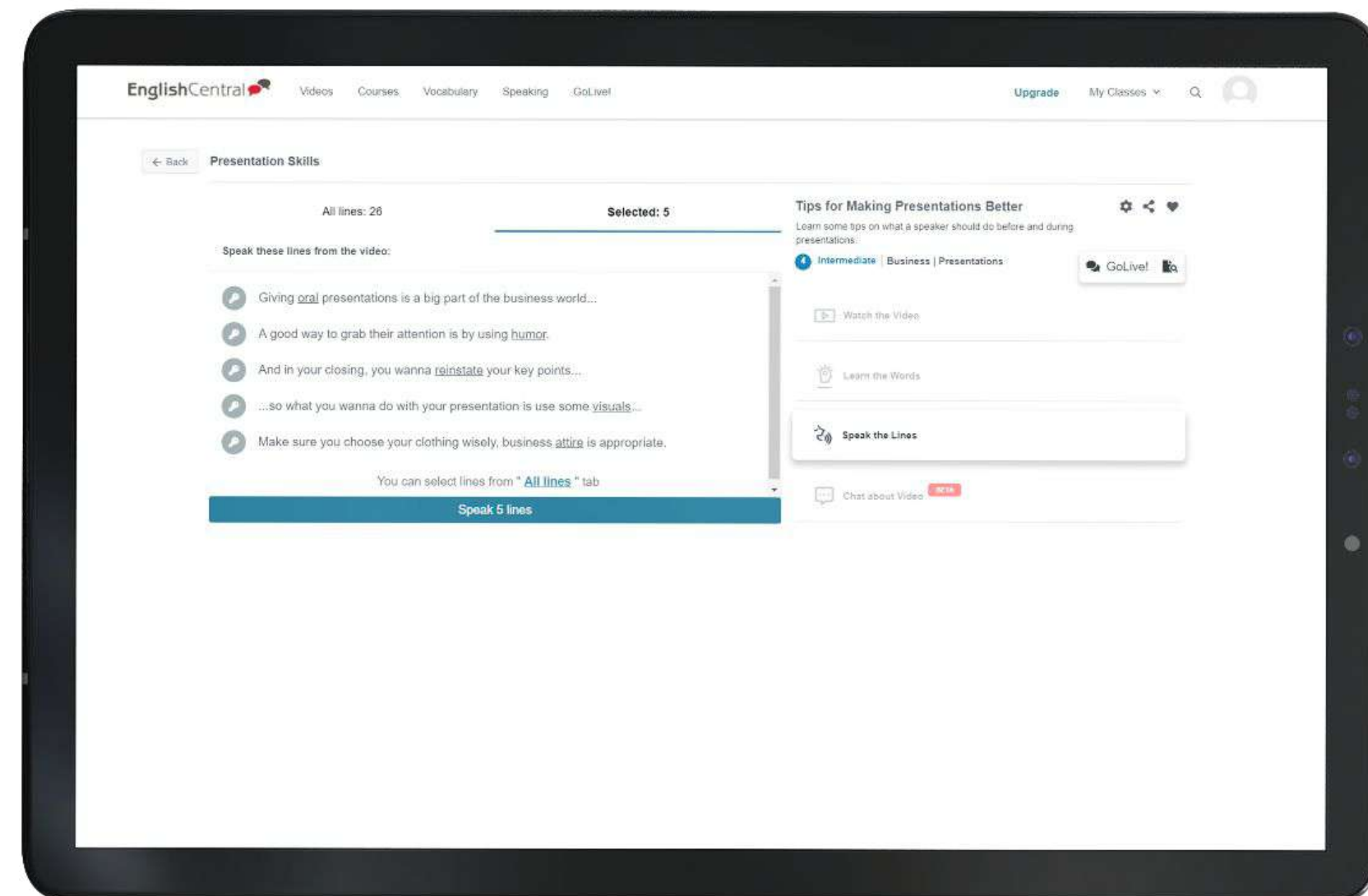
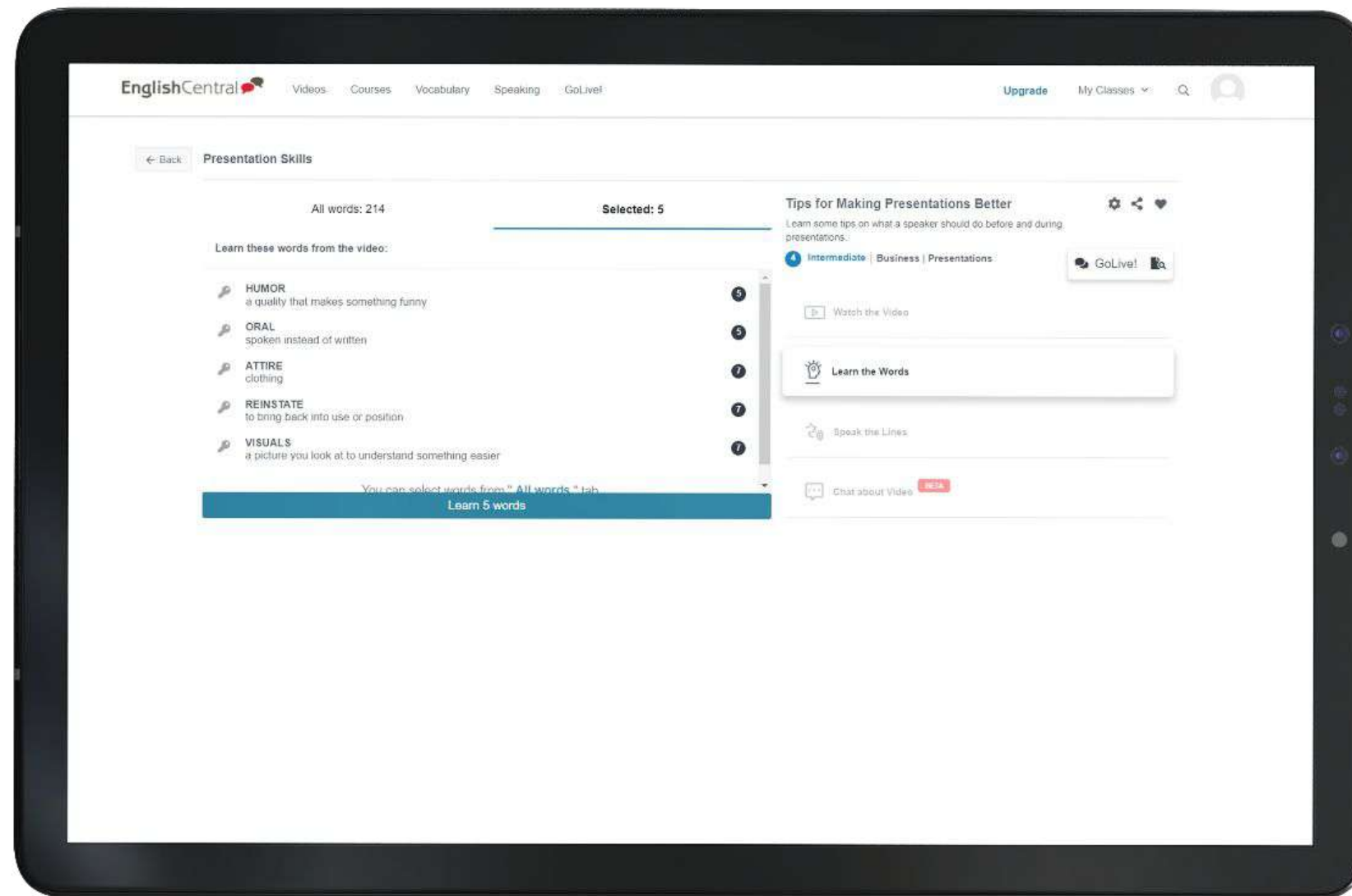
It contains the transcript of the video, featured words, comprehension questions (about the video) and discussion questions (used in GoLive! lessons).

3.2. Courses

They are organized by various levels and topics to suit different learning objectives. Each course consists of several units and each unit consists of several videos.

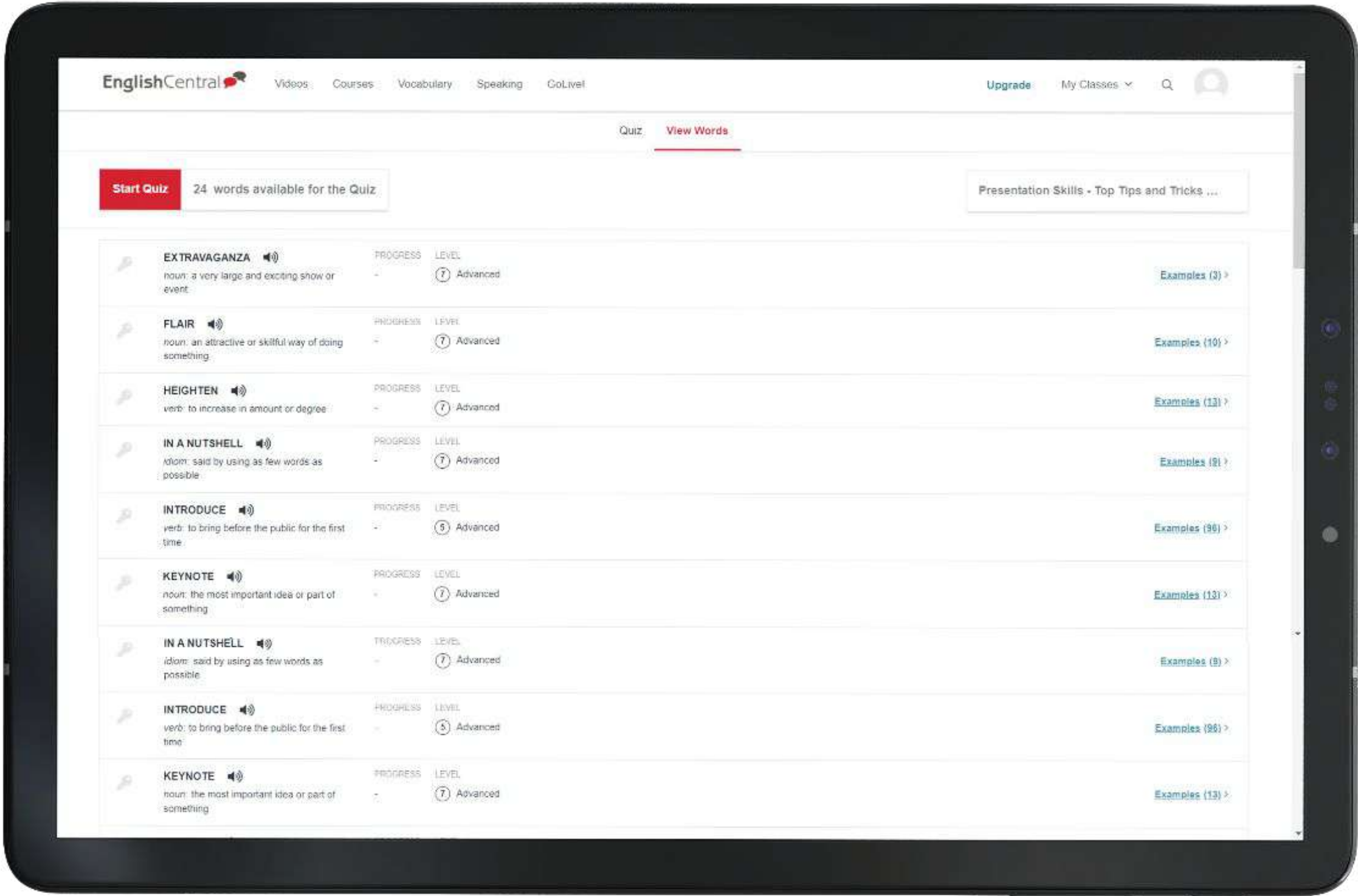


Each video in the unit is configured similar to a regular video. However, in Learn and Speak mode, the featured words/lines are already pre-selected and is required to complete the video.



3.3. Vocabulary

It is comprised of the words studied from videos, courses or fundamental wordlists for students. It has question types like typing, speaking and multiple choice.



For courses, Vocabulary Quiz is not part of each video. Instead, it is usually added at the end of a unit. This allows students to review of all the featured words studied in the videos that are part of a course.

EnglishCentral Videos Courses **Vocabulary** Speaking GoLive! Upgrade

I **n e e d** a suit for my job interviews.

verb: to must have or must do something

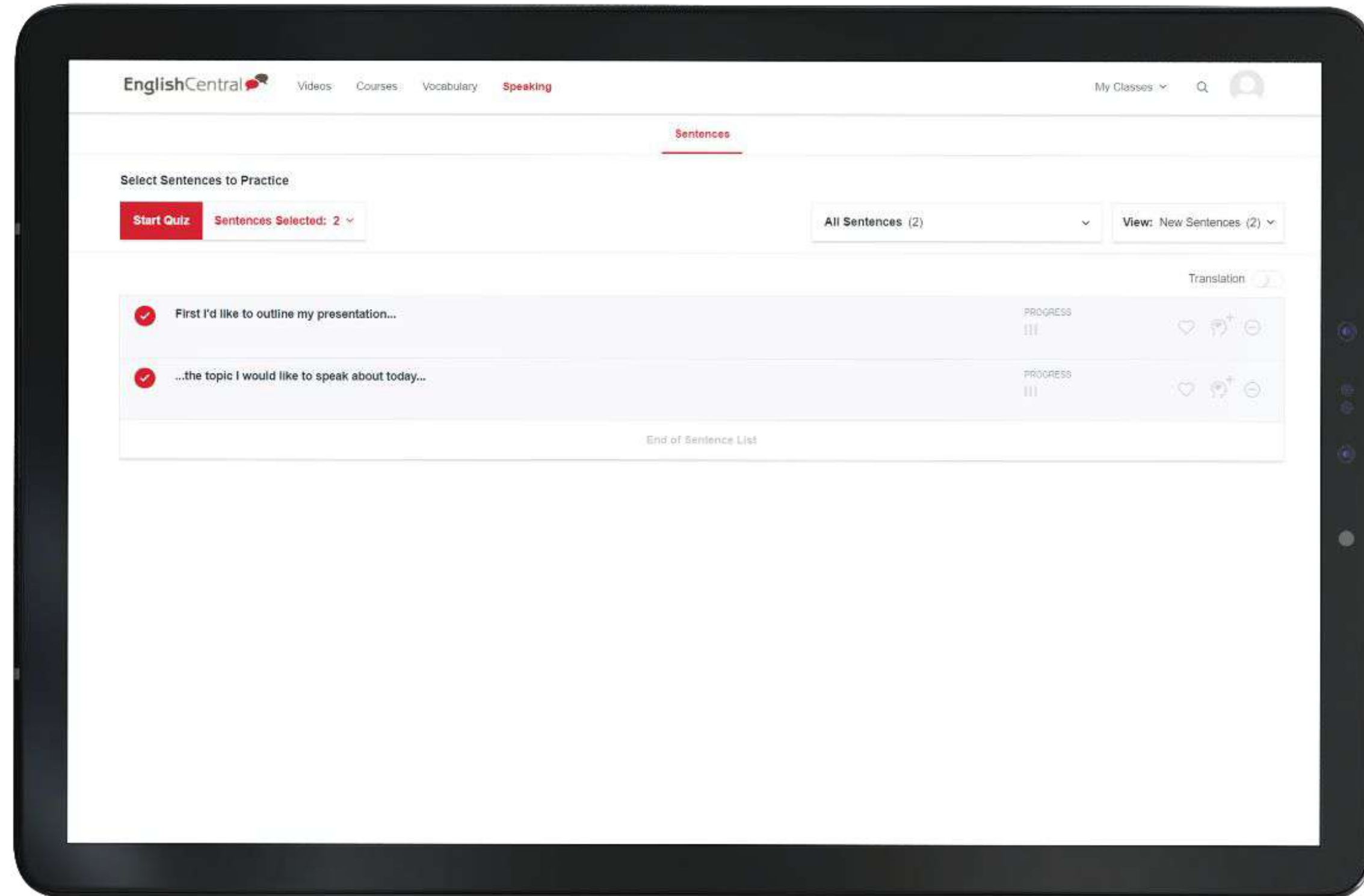
Correct!

Continue

Rank 100 (New) 1/10 Word removed from study

3.4. Speaking

It is comprised of weak sentences (lines selected in Speak mode of videos) for students to practice and improve upon.



You may tap the (+) button beside the line spoken while in progress or already completed the Speak mode of the video.

Once tapped, (+) changes to a (✓), indicating that the line has been added to Speaking page.

From there, you may practice recording the lines until all three bars turn green.

