ROBOTeL

Teacher
Quick Reference Guide

SmartClass+
Media Activities Dashboard

TeacherQuickReference_SmartClass+_Media Dashboard_ENG_2013-06-25

Contents

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Logging-in to the MAD

To launch the SmartClass+ Media Activities Dashboard (MAD) at the teacher station, double-click on the SC+ Media Teacher icon shown below:

The Teacher Login pop-up panel will be displayed as shown below. If you do not know your login information, consult your system administrator


When you have logged into the SmartClass+ Media Activities Dashboard, the *Select Course* panel will appear (as shown below). Choose a course to proceed, or click on My Courses and Classes to add new classes.
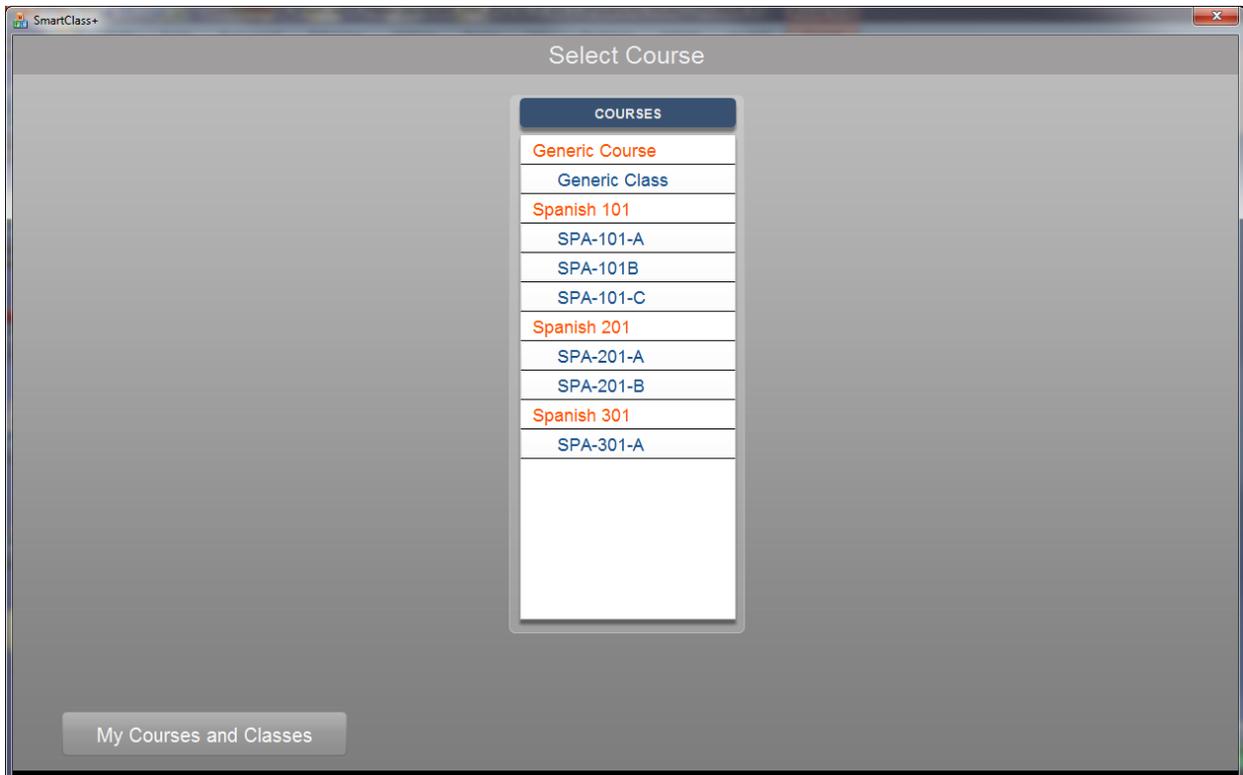
Structuring Courses & Classes

Click on the My Courses and Classes button at the bottom of the screen to begin adding course and class information.   When you do this, My Courses and Classers panel will appear as shown below:
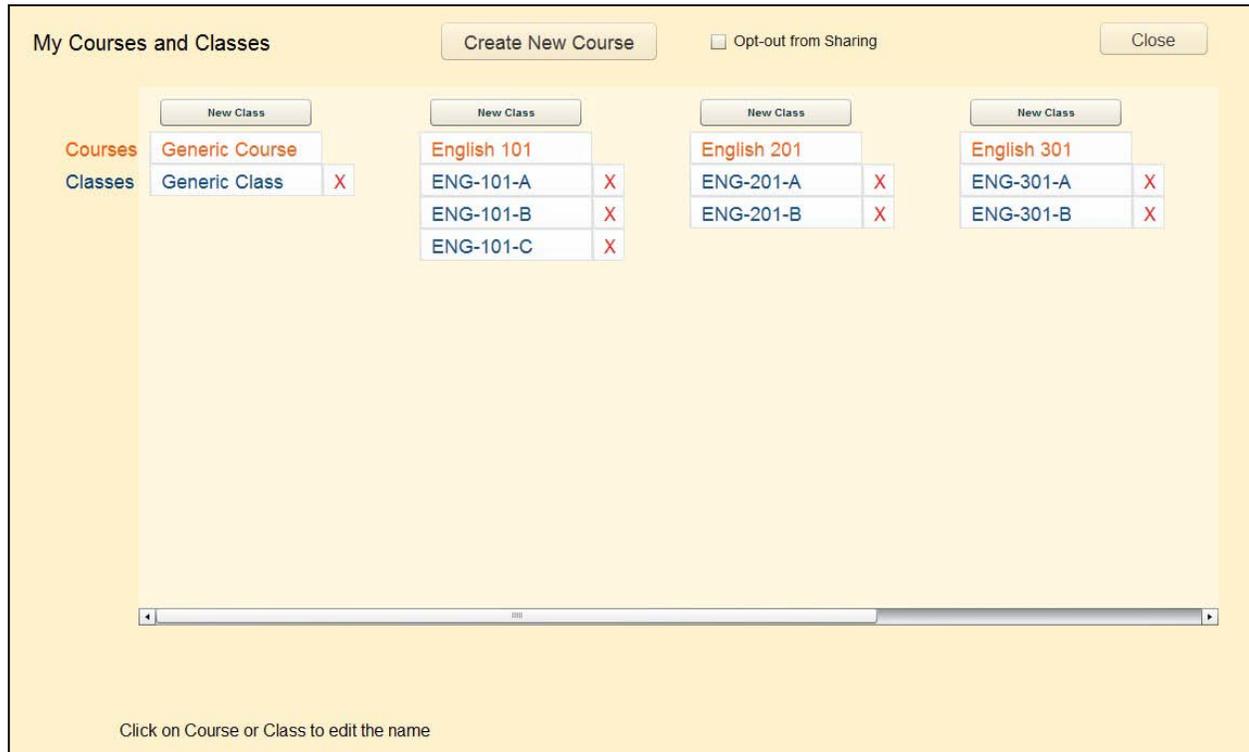
- To add a new course, click on the *Create New Course* button

- To add a new class to a course, click on the *New Class* button above the target course

- To delete a class (or to delete all students and their responses from a class), click on the red X, (X), adjacent to the course name.

- If you do not want to share learning materials and lessons with your colleagues, check the *Opt-out from Sharing* checkbox at the top of this panel. (You are still able to share your own materials amongst your own classes.)

- To return to the *Select Course* view, click on the *Close* button

Adding Students

To add, delete, or modify students, navigate to the Add Students View (far right).
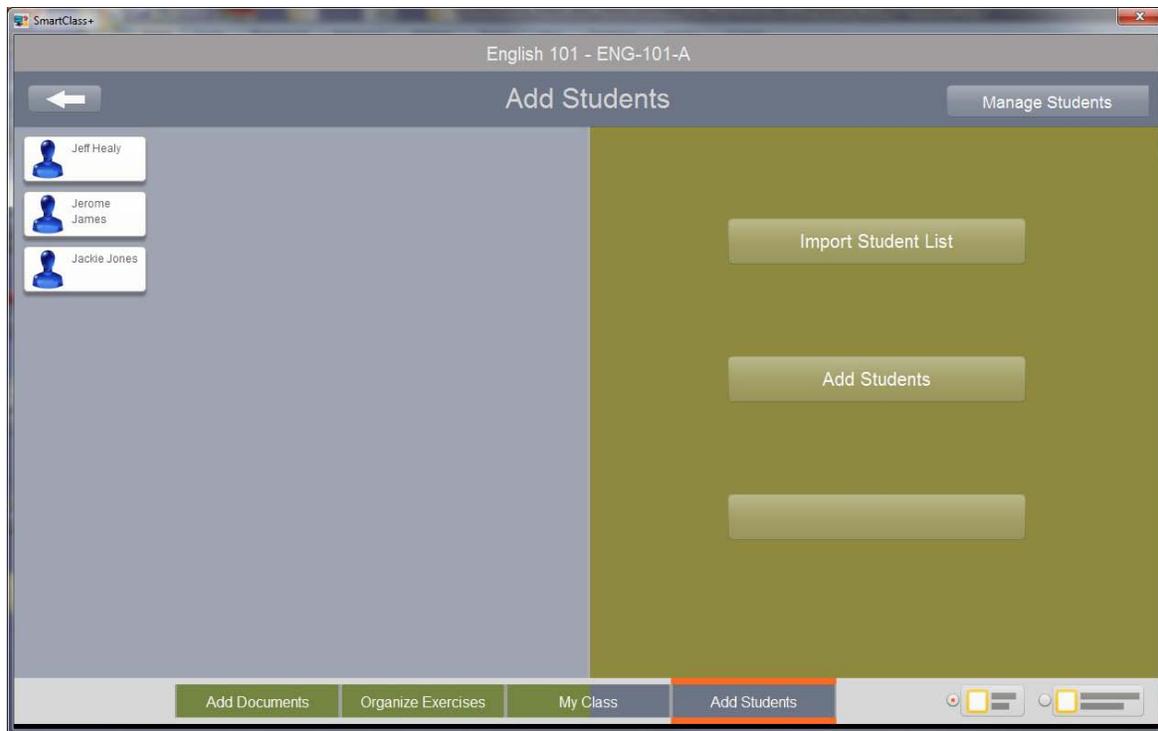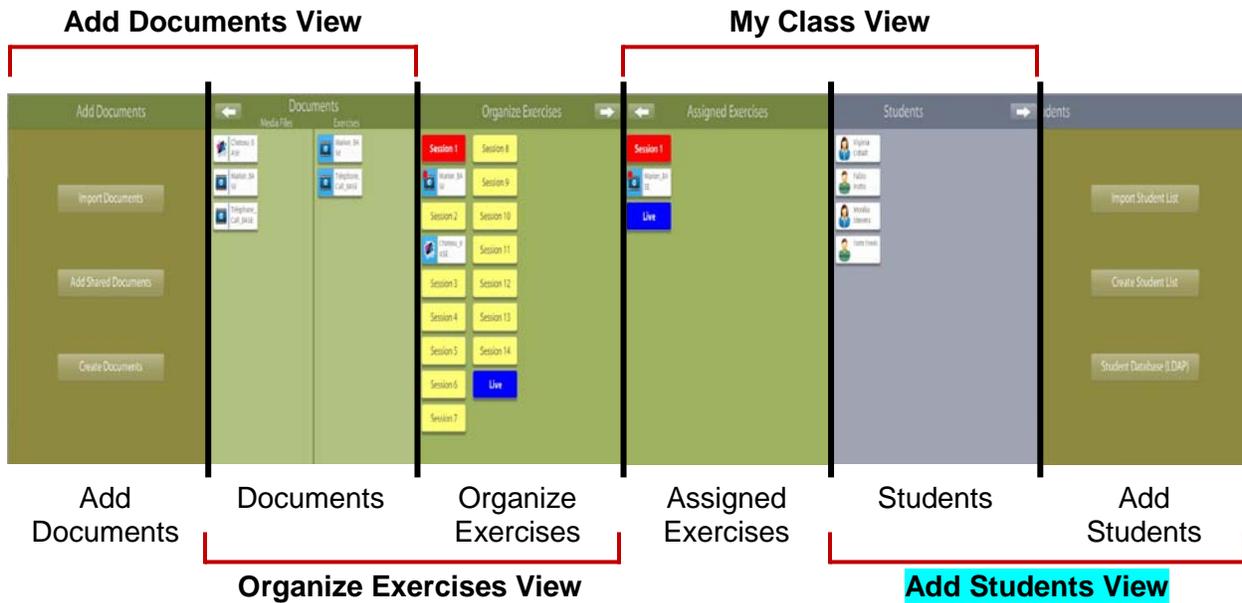
- Use the Import Student List button to import your class roster. The CSV file format is: **First Name, Last Name, Login ID, Password**

- Use the Add Students button to add individual students

- Use the Manage Students button to edit or delete individual students

Adding Documents

To import, copy, or author documents, navigate to the Add Documents View (far left).
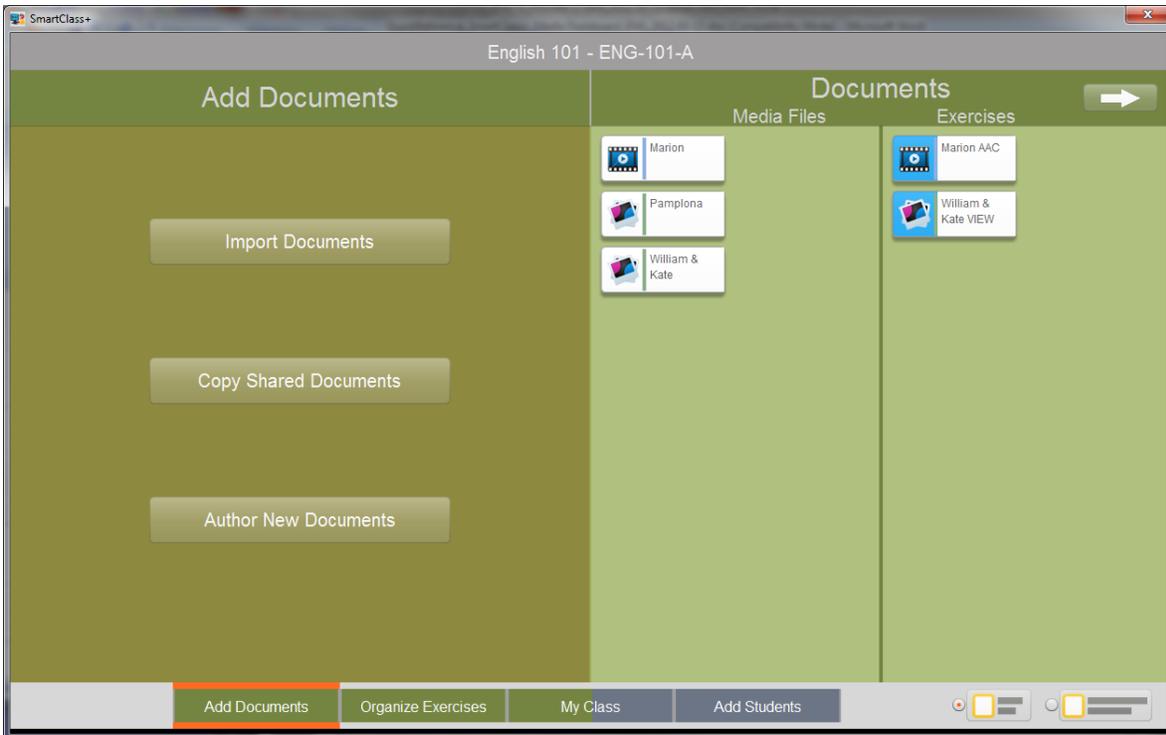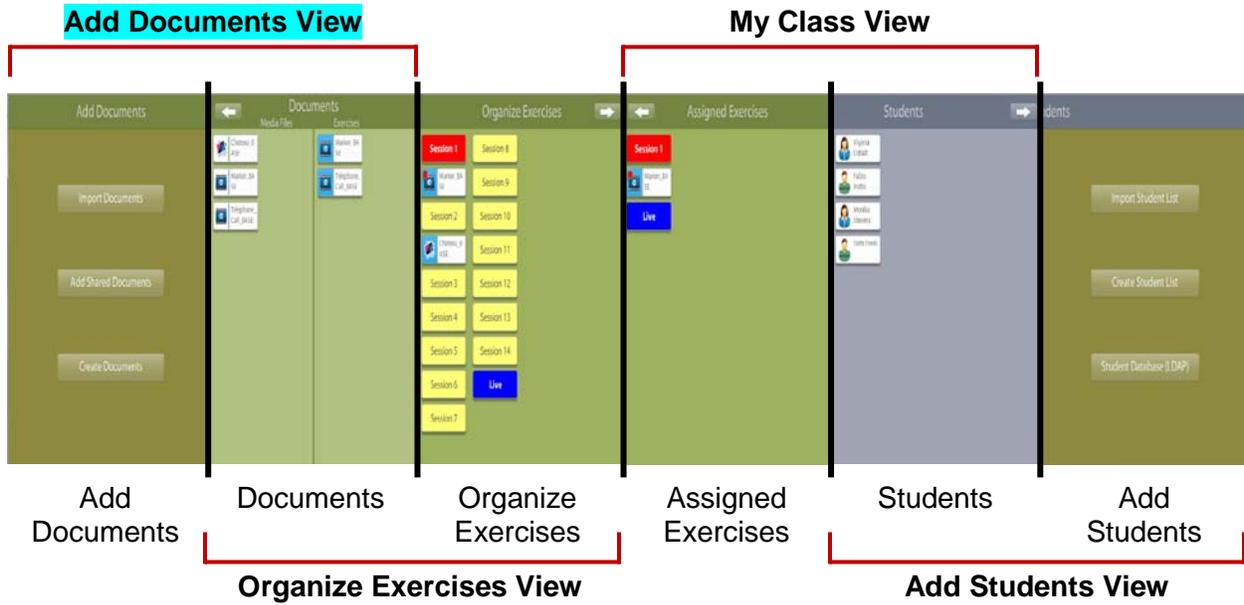
Import Documents		
Button	Document Type	Supported File Extensions
Select Video	Video	FLV, MP4, MPG, MOV, AVI, WMV
Select Audio	Audio	MP3, WAV, AIFF, WMA
Select Image	Image	JPG, PNG

Shared Documents Library

Teacher Name		Course - Class	
Gerry Sullivan	▲	English 101 - ENG-101-A	▲
Mary Stewart		English 101 - ENG-101-B	
Mario Ricardo		English 201 - ENG-201-B	
Marlene Vasquez			
proctor proctor			
Shannon McDonald			
Renée Blanchette			
	▼		▼

View Documents

Select the Teacher

Select the Class

Shannon McDonald / English 101 - ENG-101-A   Change

☑ Media Files   ☐ Exercises

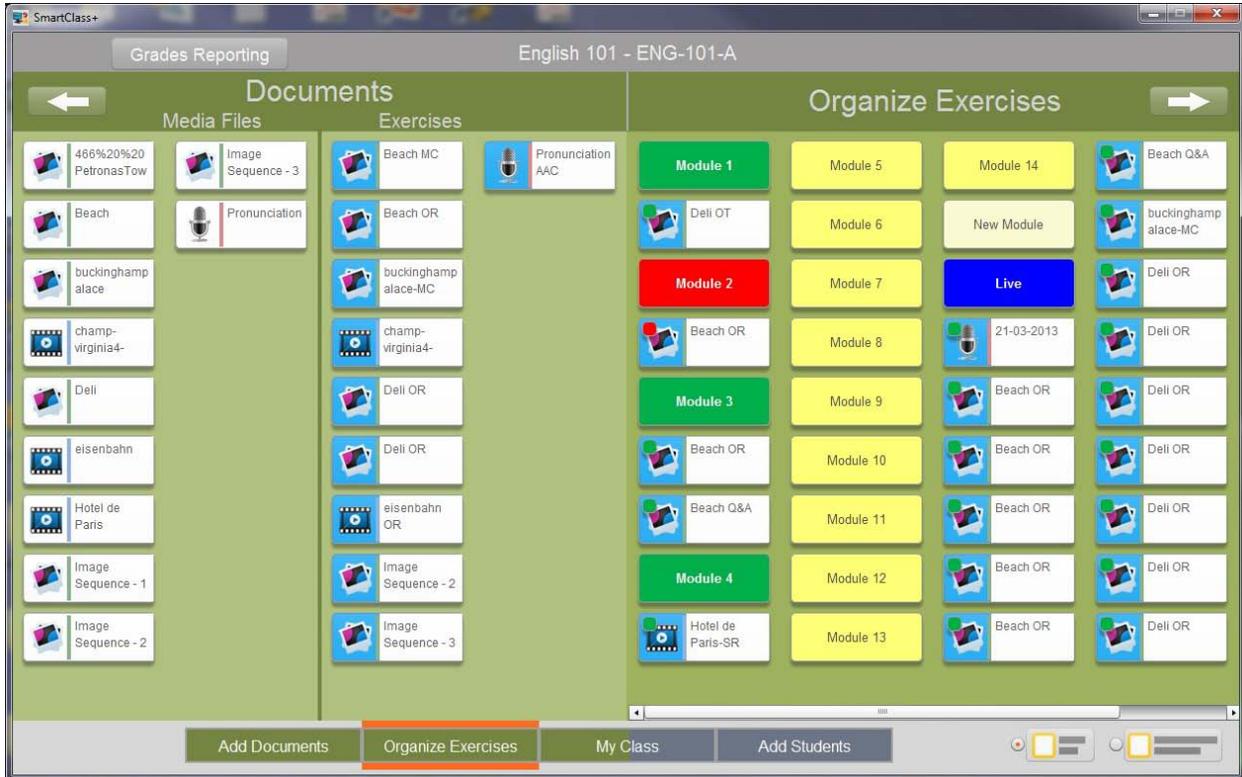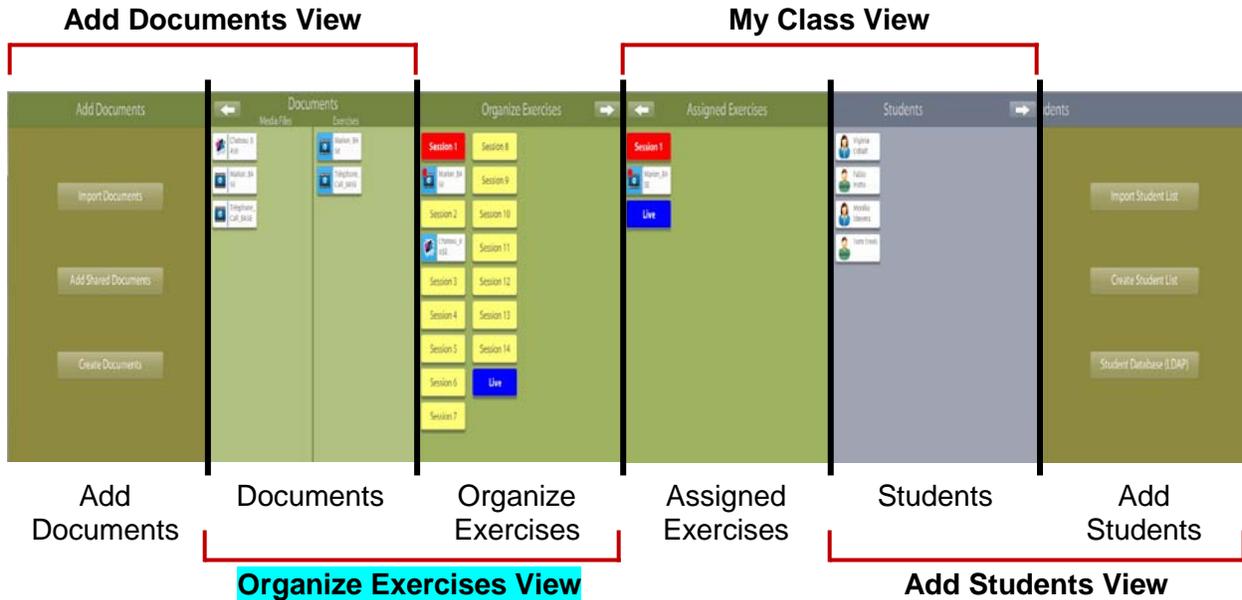| Media File Name	Media File Type
Marion	Video
Telephone Call	Video
Mexico	Video
SnowTrees	Image
Sunset	Image
The Tyger	Text
Stopping by Woods	Text
Map	Image
William & Kate	Image

Preview   Add

Select Media Files or Exercises

Select the Document

Building Exercises

To build exercises from your media files, navigate to the Organize Exercises View.

- To begin building an exercise, drag your target media file token (by the icon) into the exercises panel and release it

The Exercise Wizard

Exercise Wizard

Exercise Name   Marion MC

Exercise Type: ☑ Without Time Limit

☐ Timed Test (no retries)

3 : 0   Duration (MM:SS)

Stimulus: Marion

Response: ☐ Listening/Viewing

☑ Text Input (Writing)

☐ Audio Input (Recording)

Text Input Format: ☑ Open Text

☐ Question and Answer

☐ Multiple Choice

☐ Fill-in-the-Blanks

Create Exercise   Cancel

Name the Exercise

Select the Exercise Type

Choose the Response Type

Select the Exercise Template

Create the Exercise

Note that the maximum audio recording time is currently limited to 10 minutes!
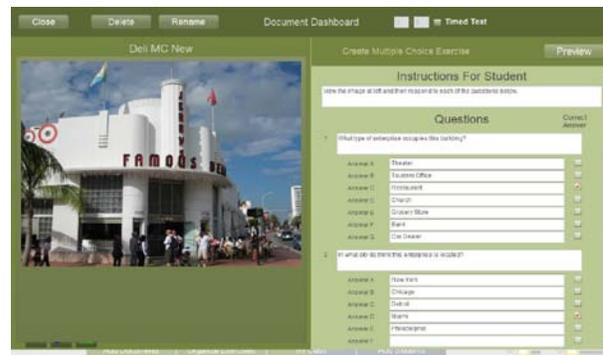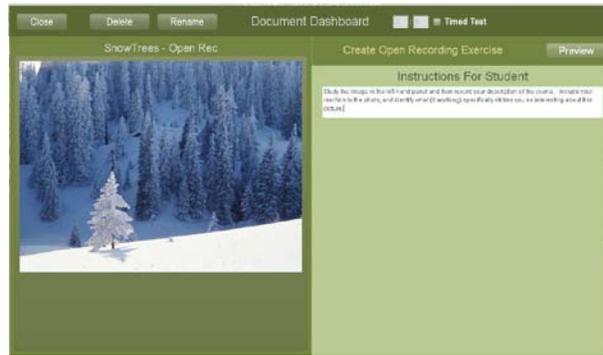
Exercise Templates

Listening/Viewing

Open Text

Question & Answer

Multiple Choice

Fill-in-the-Blanks

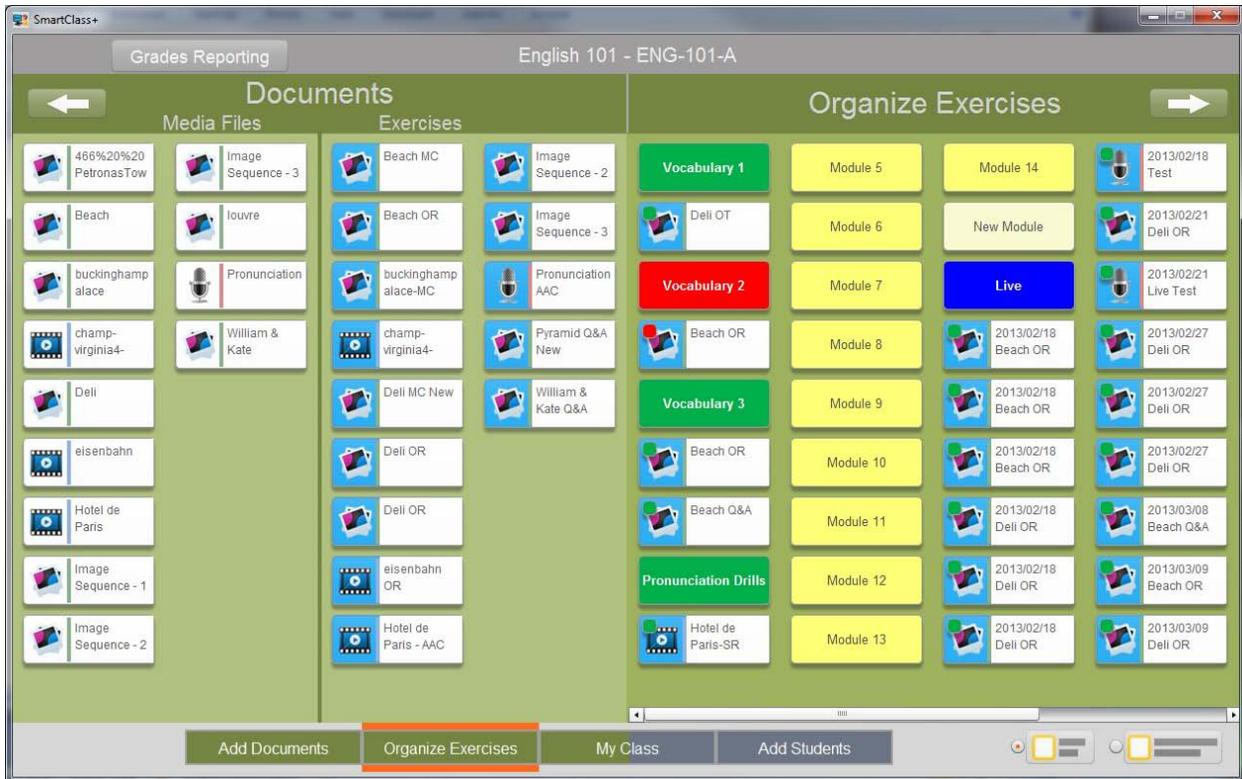**Open Recording**

Active Comparative Recording

Simultaneous Recording

Organizing Course Modules

- To place an exercise into an unassigned course module (yellow), drag your target exercise token (by the icon) into the *Organize Exercises* panel and (making sure that the target course module icon has turned orange) release it.

- You are able to assign multiple exercises to each course module.

- You can add more modules (as needed) by clicking on the *New Module* token.


It is strongly recommended that you plan the contents of a course module in advance, and organize all target exercises into that module before assigning the module to students.

Assigning Course Modules

When you double-click on a module token, the *Course Module Properties* panel opens (as shown at right).

- Click on the Assign button to assign the module (and its associated exercises) to students.

- You have the option of naming the module as desired.

- You have the option of activating and deactivating the module manually or using a built-in system time.
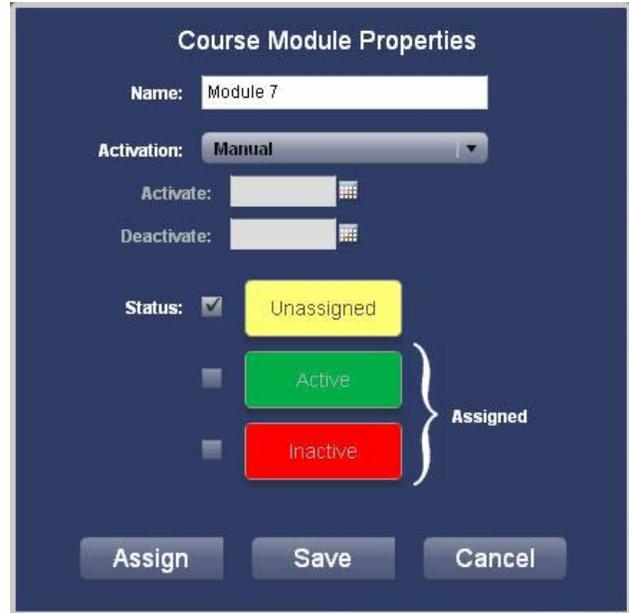
Module Status: Modules can assume one of three states; Unassigned (yellow), Active (green), and Inactive (red).

The contents of an unassigned module are not visible to students and can be modified without restriction.
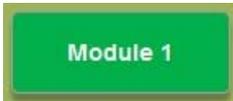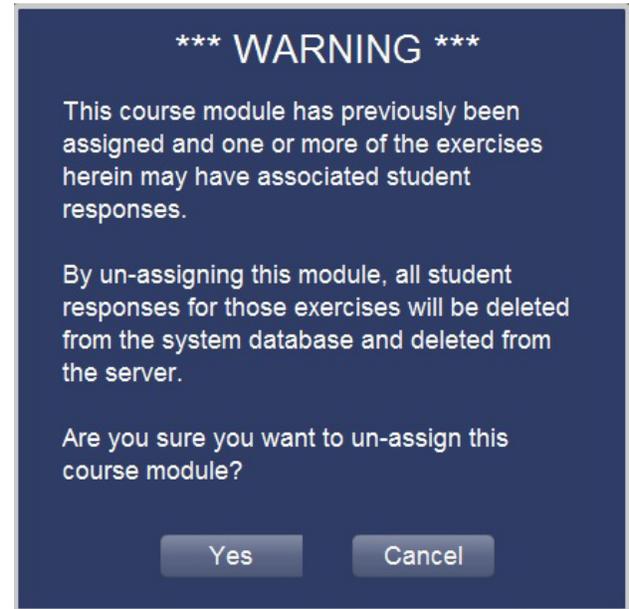
The contents of an active module are visible to students. Modules cannot be edited in this state.

The contents of an inactive module are not visible to students. Modules cannot be edited in this state.

If you attempt to change the state of an active or inactive module to unassigned, you will first need to acknowledge the warning message shown above right. All previous student responses to the exercises in this module will be lost.

The Live module token (shown at left) is used to separate the self-study activities being assigned from the Media Activities Dashboard (MAD) from the live activities that have been run from the Live Activities Dashboard (LAD). Live activities are always available to students for review.

Reviewing Student Responses

To review student responses to assigned exercises, navigate to the My Class View.
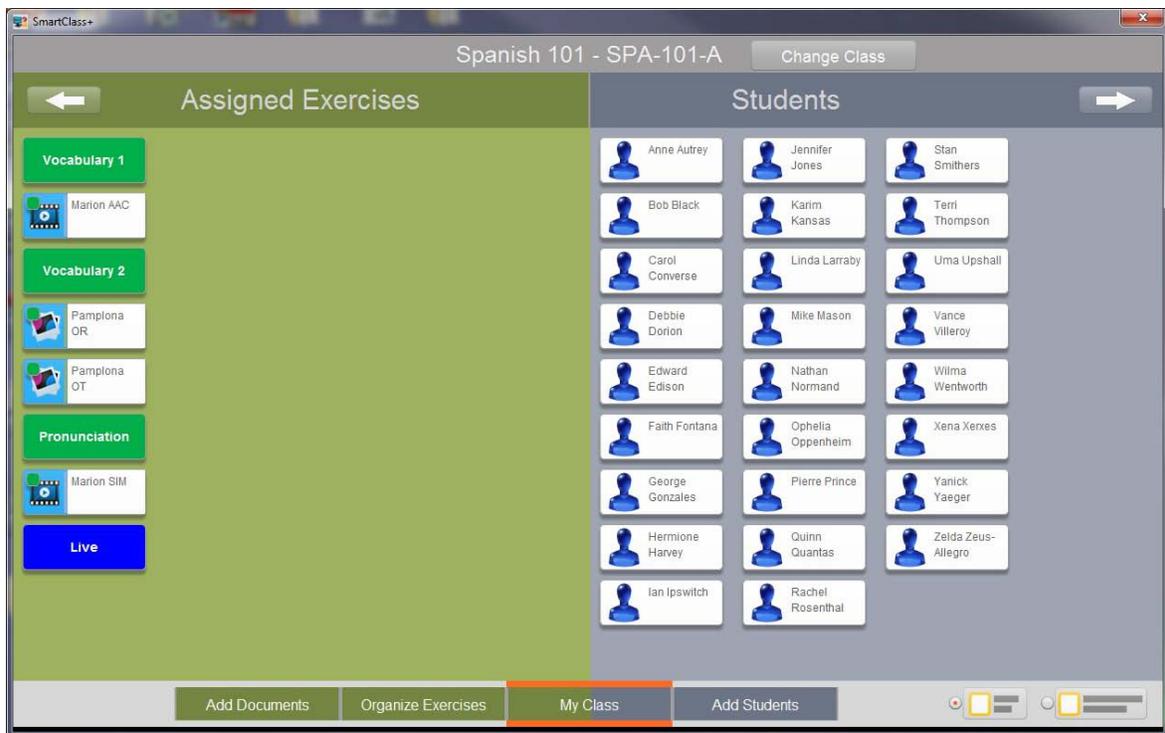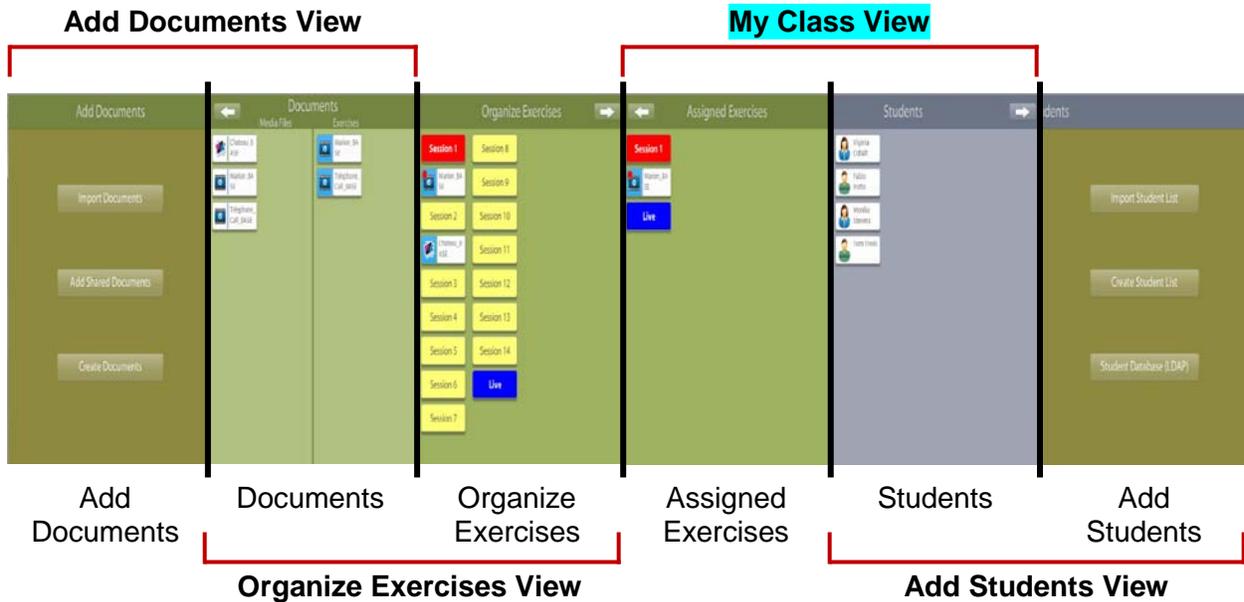

- To review student responses to an exercise, double-click on the exercise token in the *Assigned Exercises* panel (on the left)

- To see a summary of student performance for all assignments, double-click on a student token in the *Students* panel (on the right).

Exercise Review & Feedback
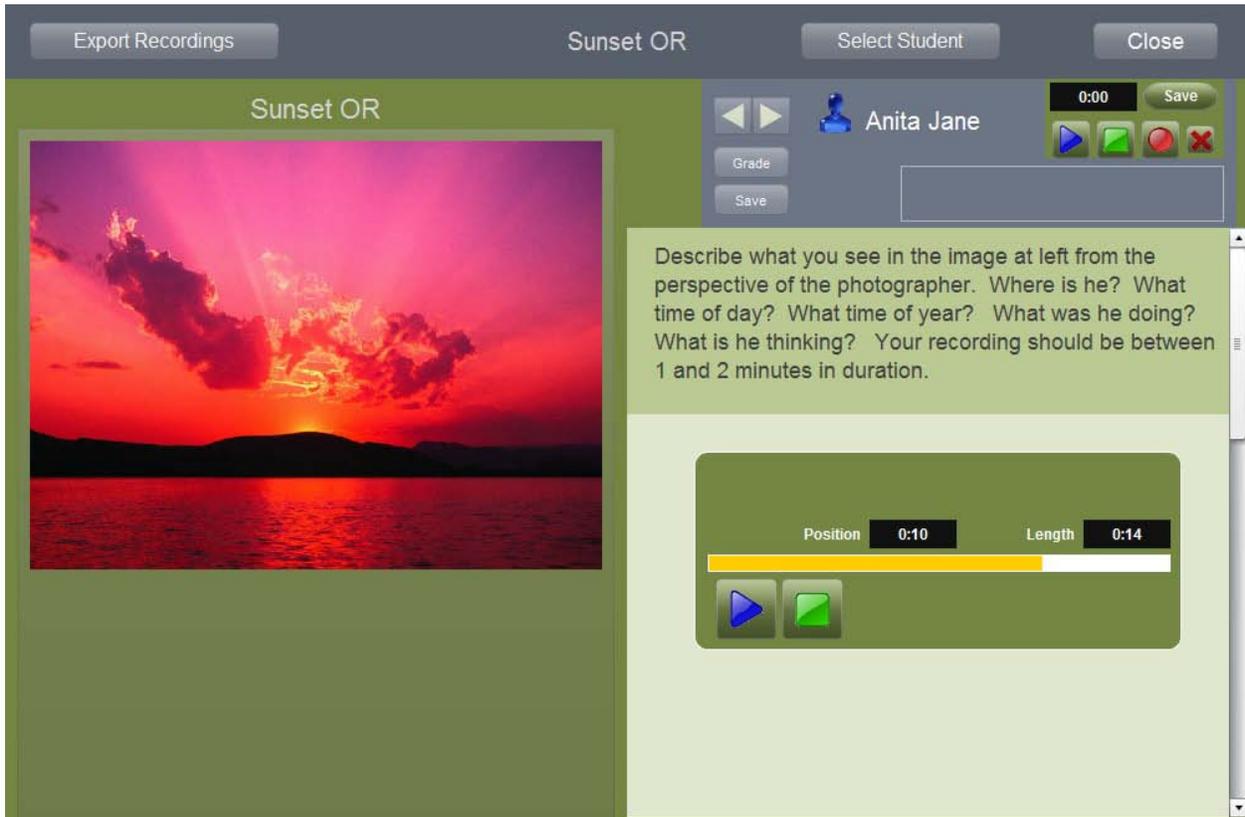
Student Selection

- Double-click on any exercise token to begin the review. By default, the work for the first student is shown when you open the exercise.

- To change students, use the arrow buttons in the grading panel in the upper right, or click on the *Select Student* button. (Note that the white dot(s) indicate that there is a saved student response.)

- Note that if the activity being reviewed is a live student pairing/grouping recording, the students' group affiliation is shown as below right, and students are sorted by group ID.
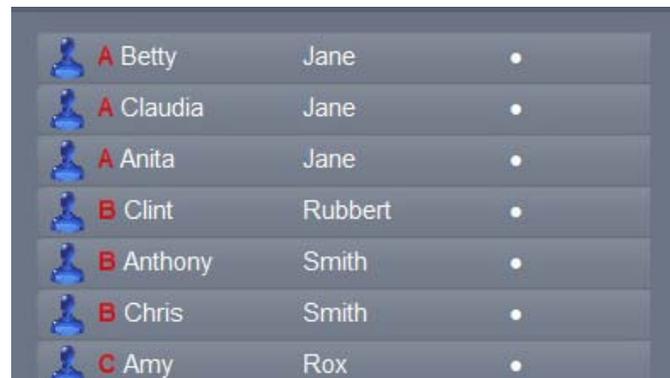
Automated Evaluation & Grading

- Multiple Choice and Fill-in-the-Blanks exercises are automatically graded by the system (as shown in the example below)
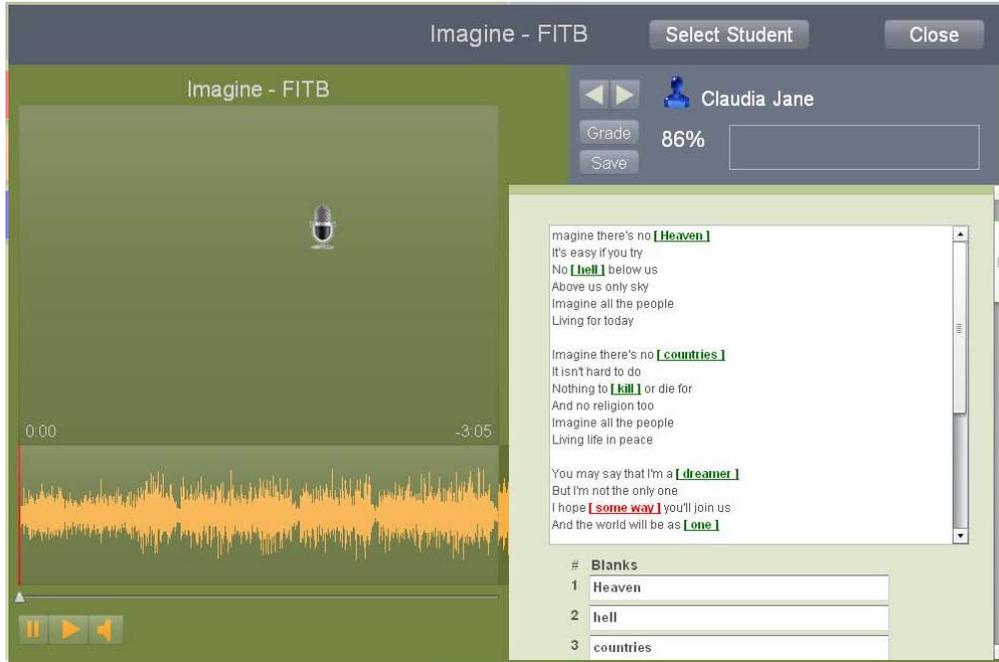
Manual Grading

- To override the automated grade, or to grade other exercise types, click on the *Grade* button and enter the grade.

Written Feedback

- When the grading panel is open, you are also able to leave written feedback for the student. Just type your comments into the text box shown above.

- Click on the gray *Save* button to save your grades & written comments.

Oral Feedback

- In the upper-right portion of the grading panel, you have an audio recorder panel that can be used to leave oral feedback for students. Just click on the *Record* button (●) to begin recording your comments.

- Click on *Stop* (■) to pause the recording and click on *Play* (▶) to listen to your recording. You are able to resume recording by clicking on *Record* (●), or you can erase the recording by clicking on *Erase* (**X**) and start over.

- Finally, click on the green *Save* button to save your oral feedback for the student.
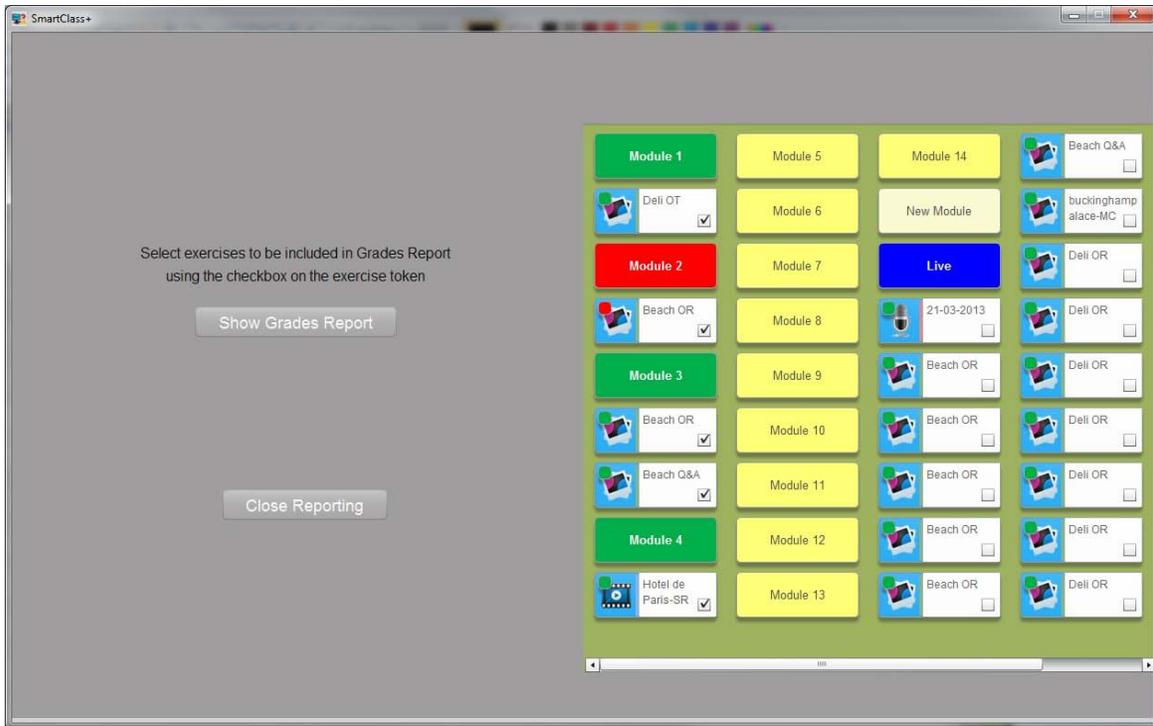

Exporting Student Recordings

- Click on the Export Recording button to export all student recordings for the selected exercise.

- You can choose the drive and location in the *Export Student recordings to MP3* panel shown at right.
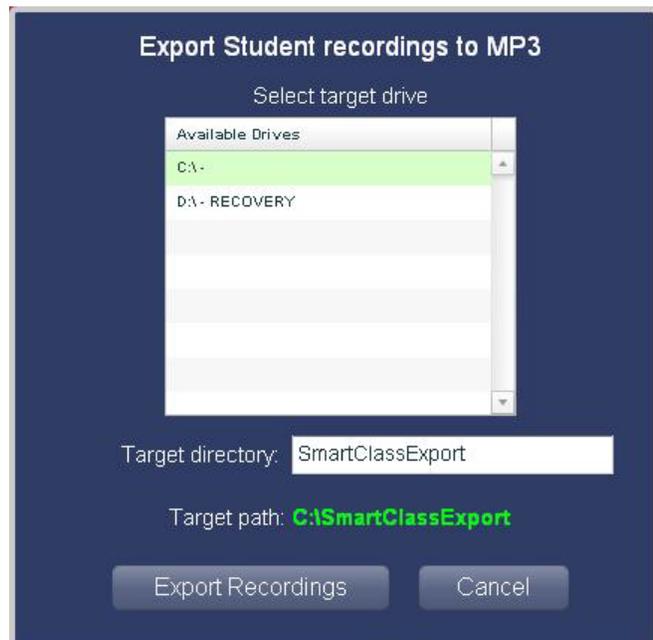
Class Performance Summary

- In the Organize Exercises view, click on the Grades Reporting button at the top of the page.

- From the view shown below, select the checkbox on the exercise (or exercises) for which you wish a report. Then click on *Show Grades Report.*

- The report can be exported in a CSV format. By default, the field separator will be a comma. If you require a semi-colon (for languages such as French), make sure the *Use ; as CSV separator* checkbox is selected before clicking on the *Save Grades Report* button.

Student Performance Summary

- Double-click on any student icon (in the My Class view) to see a student performance summary.

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