



Instructor Dashboard

Teacher's Guide

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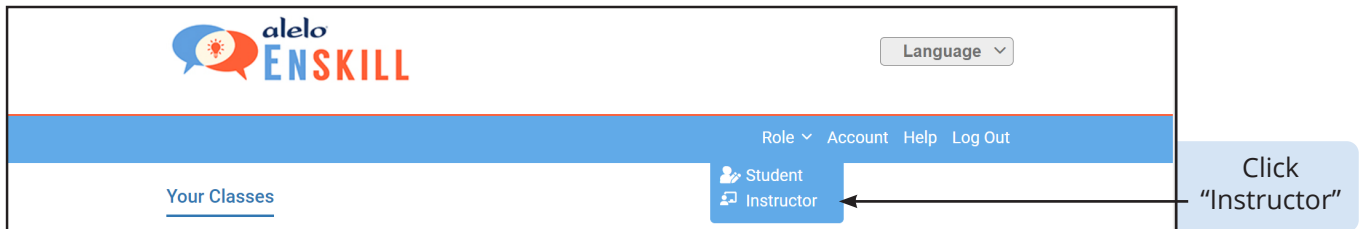
INTRODUCTION

The Instructor Dashboard will let you keep track of all your students and their progress through the Enskill courses.

You will be sent an invitation to create an account on the Alelo Sim Server. Once you have completed the sign-up process, you will need to request instructor status from either your supervisor or from Alelo directly. Once you have instructor status, you will be able to log in to the Instructor Dashboard and create classes for your students.

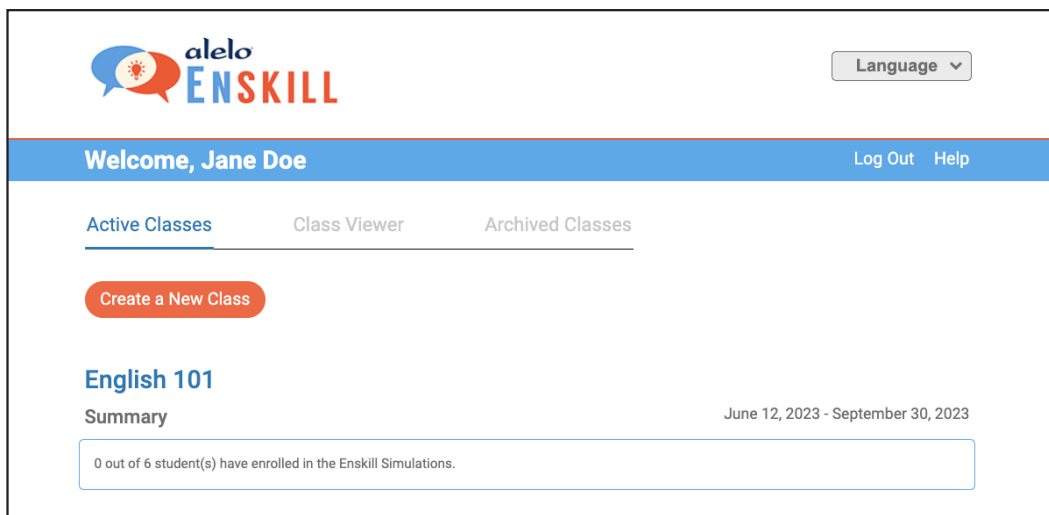
FINDING THE INSTRUCTOR DASHBOARD

The link to the Instructor Dashboard is at the top right of the screen. Click the **Role** dropdown and select Instructor.

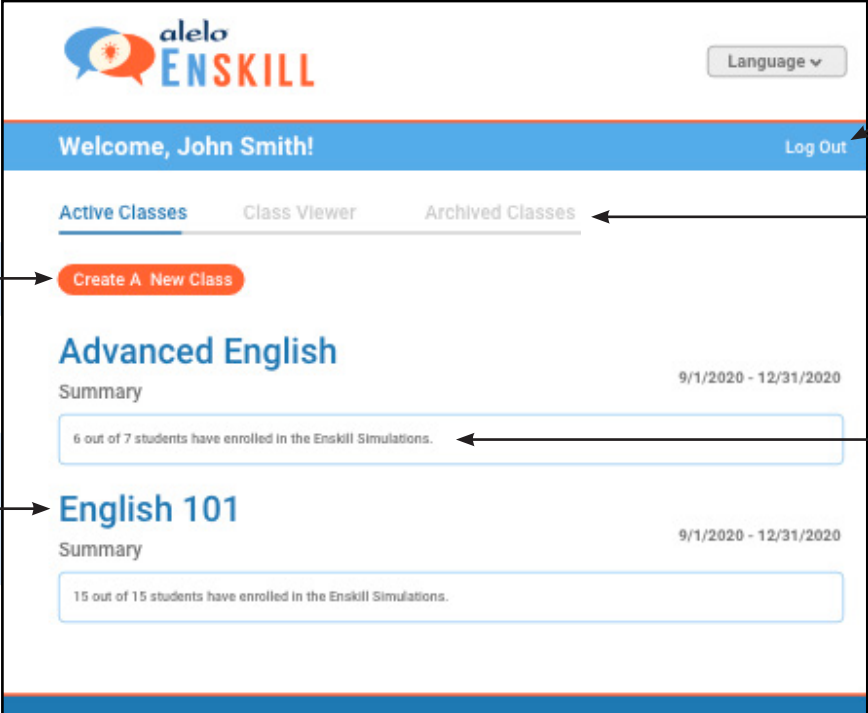


THE INSTRUCTOR DASHBOARD

The Instructor Dashboard contains information on your existing classes (if any) and the ability to create new classes and edit existing ones.



Here is a breakdown of the main onscreen functions for this screen.



The screenshot shows the alelo ENSKILL dashboard for user John Smith. It features a top navigation bar with the logo, a language dropdown, and a 'Log Out' button. Below the navigation bar are three tabs: 'Active Classes', 'Class Viewer', and 'Archived Classes'. A prominent orange button labeled 'Create A New Class' is positioned above a list of classes. The first class listed is 'Advanced English', with a summary box indicating '6 out of 7 students have enrolled in the Enskill Simulations.' The second class is 'English 101', with a summary box indicating '15 out of 15 students have enrolled in the Enskill Simulations.' Callout boxes provide the following information:

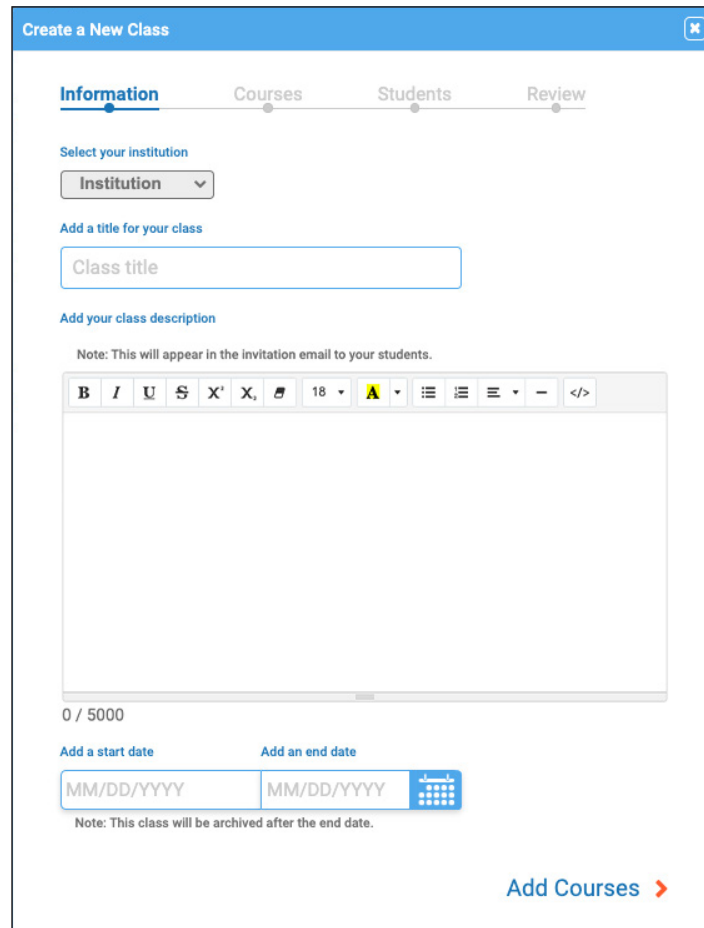
- 'Return to main screen.' points to the 'Log Out' button.
- 'These tabs show your active classes, details of a specific class, and archived classes.' points to the 'Active Classes', 'Class Viewer', and 'Archived Classes' tabs.
- 'Create a new class.' points to the 'Create A New Class' button.
- 'Clicking on a name will take you to the Class Viewer for that class.' points to the class names 'Advanced English' and 'English 101'.
- 'Details here shows how many students have enrolled.' points to the enrollment summary boxes for both classes.

CREATING YOUR CLASS

Click **Create a New Class** to create a new class.

You will be guided through a series of steps - Information, Courses, Students, and Review - to build your class and invite students.

INFORMATION



The screenshot shows the 'Create a New Class' form with the 'Information' tab selected. The form includes a progress bar with four steps: Information, Courses, Students, and Review. Below the progress bar, there are three main sections: 'Select your institution' with a dropdown menu labeled 'Institution'; 'Add a title for your class' with a text input field labeled 'Class title'; and 'Add your class description' with a rich text editor. The rich text editor has a toolbar with icons for bold, italic, underline, strikethrough, text color, background color, font size, text color, bulleted list, numbered list, indent, and source code. Below the editor is a character count '0 / 5000'. At the bottom, there are two date input fields labeled 'Add a start date' and 'Add an end date', both with a 'MM/DD/YYYY' placeholder and a calendar icon. A note below the date fields states 'Note: This class will be archived after the end date.' At the bottom right of the form is a blue button labeled 'Add Courses' with a right-pointing arrow.

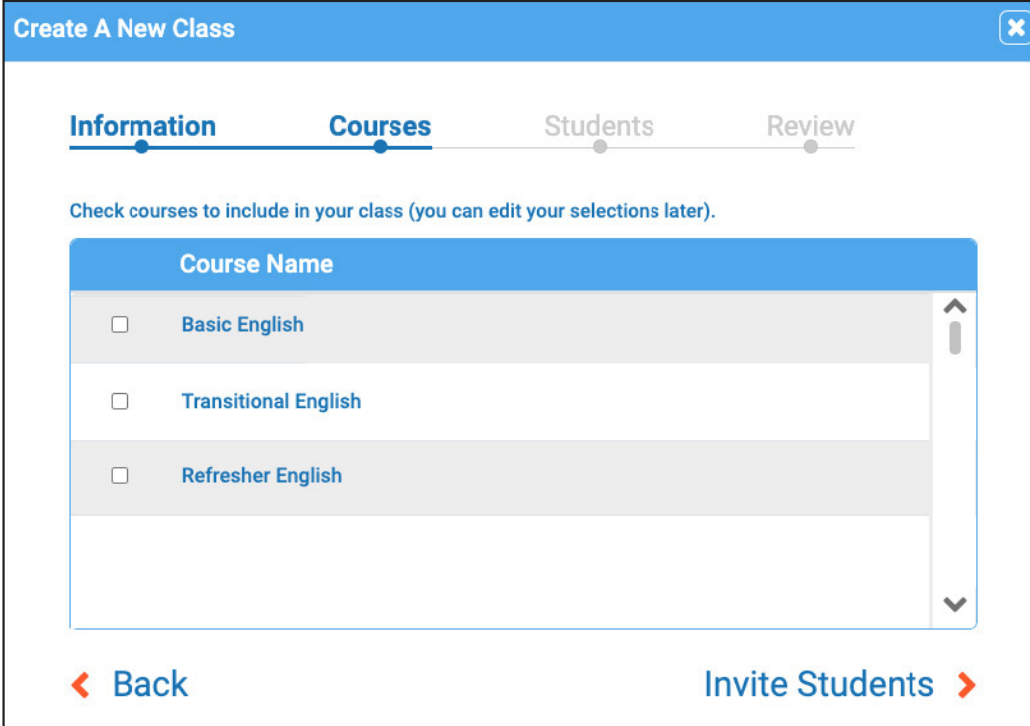
Information allows you to enter the basic information for your class:

- **Institution:** Select your institution.
- **Title:** Create a title for your students to find the class.
- **Description:** Use the editor to clearly describe your class. This information will be visible to your students in their invitation email.
 - Using the controls you can format text, create lists, etc. in order to make all the relevant information clear to your students
- **Start/End Date:** Once a class reaches its end date, students will no longer have access and it will be moved to the archive section.

All information is *required*.

Once you have entered all information, click **Add Courses**.

ADD COURSES



The screenshot shows a web interface titled "Create A New Class" with a close button in the top right. Below the title is a progress bar with four tabs: "Information", "Courses", "Students", and "Review". The "Courses" tab is currently selected. Below the tabs, there is a text instruction: "Check courses to include in your class (you can edit your selections later)." Underneath this is a scrollable list of course options. Each option consists of a checkbox and a course name. The visible options are:

Course Name
<input type="checkbox"/> Basic English
<input type="checkbox"/> Transitional English
<input type="checkbox"/> Refresher English

At the bottom of the interface, there are two buttons: a "Back" button with a left-pointing arrow and an "Invite Students" button with a right-pointing arrow.

The Courses tab will list the available courses. Check the box next to each course that you need to include for your class.

Once you have selected your courses, click **Invite Students**.

The courses available for your classes are set by your institution.

INVITE STUDENTS

Create A New Class ✕

Information **Courses** **Students** Review

Enter one email address per line. You can add as many addresses as you need, or copy and paste from a list.

```
student1@institution.edu
student2@institution.edu
student3@institution.edu
student4@institution.edu
student5@institution.edu
student6@institution.edu
student7@institution.edu
student8@institution.edu
student9@institution.edu
student10@institution.edu
```

[< Back](#) [Review >](#)

Each email address needs to be on its own line. You can use a spreadsheet program or word processor to place the emails into this format, and then copy and paste them into the box.

Once you have entered all email addresses, click **Review**.

REVIEW

Create a New Class ✕

Information **Courses** **Students** **Review**

Institution:
Alelo Inc

Class Title:
English 101

Class Description:

This is English 101 for Summer school

Class Dates:
06/12/2023 - 09/30/2023

Included Courses: Basic English

Student Invited:

student1@institution.edu
student2@institution.edu
student3@institution.edu
student4@institution.edu
student5@institution.edu

Send email in: Language ▾

Click "Confirm" to create your class and invite your students.
Click "Back" to make changes.

⬅ Back Confirm ✓

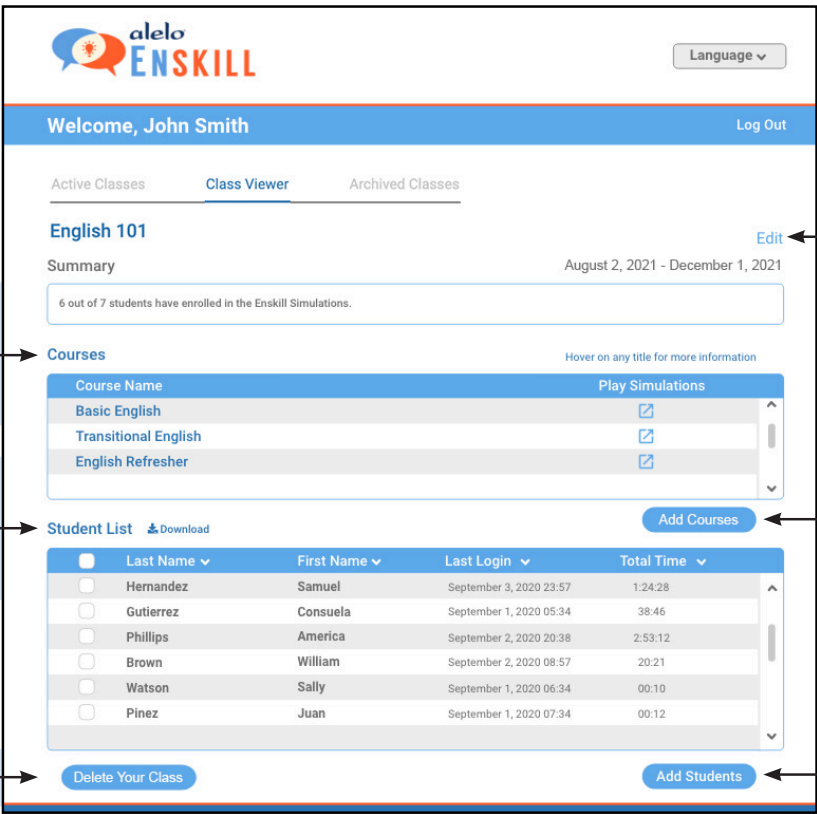
This screen shows all the information you have entered for your class.

If you need to change anything, click the **Back** button.

If everything is OK, click the **Confirm** button.

CLASS VIEWER

Immediately after creating a new class, you will be taken to the Class Viewer screen. You can also click the class name in Active Classes to reach this screen at any time.



The screenshot shows the Class Viewer interface for a class named "English 101". The interface includes a header with the user's name "John Smith" and a "Log Out" button. Below the header, there are tabs for "Active Classes", "Class Viewer", and "Archived Classes". The main content area displays the class name "English 101" with an "Edit" button, a summary box stating "6 out of 7 students have enrolled in the Enskill Simulations.", and a "Courses" section listing "Basic English", "Transitional English", and "English Refresher" with "Play Simulations" checkboxes. Below this is a "Student List" table with columns for "Last Name", "First Name", "Last Login", and "Total Time". At the bottom, there are buttons for "Delete Your Class" and "Add Students".

Callouts on the left side of the screenshot:

- List of all the courses in your class. (points to the Courses section)
- List of all the students in your class. (points to the Student List table)
- Delete your class. (points to the Delete Your Class button)

Callouts on the right side of the screenshot:

- Adjust the title, description and start / end dates. (points to the Edit button)
- Add additional courses to your class. (points to the Add Courses button)
- Add additional students to your class. (points to the Add Students button)

Add / Remove Courses

Clicking the **Add Courses** button will allow you to add and remove courses from your class. After opening the dialog, check any course to make it available to your class, or uncheck any course to remove it from your class.

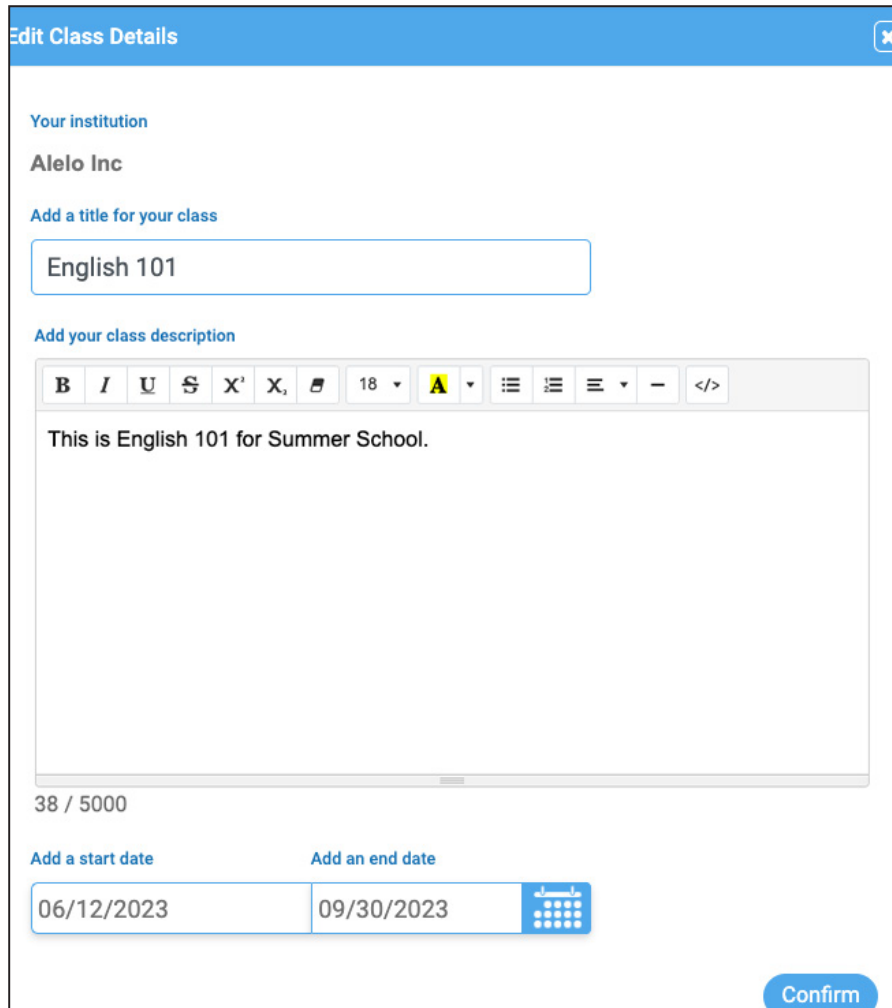
Include	Course Name
<input checked="" type="checkbox"/>	Transitional English
<input checked="" type="checkbox"/>	Transitional English Lite
<input type="checkbox"/>	Basic English (GISD)
<input type="checkbox"/>	Basic English Demo
<input type="checkbox"/>	Basic English Lite

Remove Students / Resend Invitations

Select any student in the student list by activating the checkbox to the left of their name. Doing so will reveal two additional buttons. Click **Remove Student(s)** to remove the selected students. Click **Resend Invitation(s)** to resend the invitation to the selected students. After clicking either button, you will receive a warning asking you to confirm the action.

	Last Name	First Name	Last Login	Total Time
<input type="checkbox"/>	gbp.com	tmerrill		Invited
<input type="checkbox"/>	Corkett	Lee	July 13, 2022 11:34	00:01:08
<input type="checkbox"/>	Johnson	Lewis	April 28, 2022 14:00	01:02:10
<input type="checkbox"/>	Chiang	Karen	October 21, 2021 08:14	00:11:24
<input checked="" type="checkbox"/>	Koffler	Richard	June 28, 2021 15:13	00:01:16
<input type="checkbox"/>	Broughton	Ronda	June 28, 2021 10:24	0
<input type="checkbox"/>	Chun	Tom	June 28, 2021 08:29	0
<input type="checkbox"/>	S	Alicia	April 08, 2021 17:07	0

EDIT



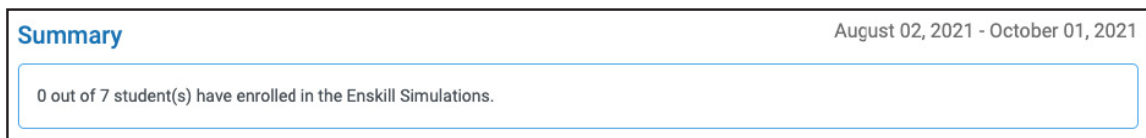
The screenshot shows a web form titled "Edit Class Details" with a close button in the top right corner. The form contains the following fields and elements:

- Your institution:** A text field containing "Alelo Inc".
- Add a title for your class:** A text input field containing "English 101".
- Add your class description:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (X), Background Color (X), Bulleted List, Numbered List, Indent, and Source Code (</>). The text area contains "This is English 101 for Summer School." and a character count "38 / 5000".
- Add a start date:** A date input field containing "06/12/2023".
- Add an end date:** A date input field containing "09/30/2023" with a calendar icon to its right.
- Confirm:** A blue button at the bottom right of the form.

The **Edit** link allows you to adjust the title, description, and start/end dates for your class.

When you are done, click the **Confirm** button.

SUMMARY



The screenshot shows a "Summary" box with a title "Summary" and a date range "August 02, 2021 - October 01, 2021" in the top right corner. The main content area contains the text "0 out of 7 student(s) have enrolled in the Enskill Simulations."

Summary shows the number of students who have enrolled out of the number who have been invited.

COURSES

The Courses section displays which courses have been added to your class.

Courses Hover on any title for more information

Course Name	Play Simulations
Basic English	🔗
Transitional English	🔗

[Add Courses](#)

Click **Play Simulations** to launch the course in a new browser tab.

If you need to add or remove courses from your class, click the **Add Courses** button.

Click on a course name to open Course Objectives which lists the simulations within the course. Select a simulation from Course Objectives for more information.

Course Objectives

Select a simulation for more information

Finding an Apartment
🔗

Hiring a Coworker

Hotel Check-In

Jerry's Spaghetti

Finding an Apartment

CEFR Statements / Students can:

- Understand simple information and questions about family, people, homes, work and hobbies.
- Describe my home and where I live.
- Ask and answer simple questions about home and country, work and free time, likes, and dislikes.

Objectives	Skills
Tell Ken you're looking for an apartment for you and your cat.	Pronouns
Ask at least three questions about each apartment.	Apartment Vocabulary To Have Phrasal Verbs: Common Yes/No Questions
Answer questions about yourself.	To Have Phrasal Verbs: Common Yes/No Questions
Choose an apartment.	Pronouns Yes/No Questions To Have

STUDENT LIST

The Student List shows all the students invited to, and enrolled in your class.

Invited Students

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▲	Total Time ▾
<input type="checkbox"/>	institution.com	name		Invited

Students who have not accepted an invitation will display email domain as last name and characters before email domain as the first name, for example jsmith@gmail.com would show as First Name 'jsmith' and Last Name 'gmail.com'.

Enrolled Students

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▲	Total Time ▾
<input type="checkbox"/>	Smith	John	July 08, 2021 13:53	01:58:26

Students who have accepted the invitation and completed their registration will display their last and first names, last login, and total time spent in simulations.

Download Button

<input type="checkbox"/>	Last Name ▾	First Name ▾	Last Login ▾	Total Time ▾
<input type="checkbox"/>	Hernandez	Samuel	September 2, 2020 23:57	1:24:28

Click here to download the details of your class.

Click the **Download** button above the Student List to download a file of all the students in your class and the complete details of their actions within each course. This report will be emailed to you.

The report has two tabs: summary and details. These tabs correspond to the screens in the Instructor Dashboard with a summary for the class as a whole and then details on attempts for each simulation.

Add Students

Click the **Add Students** button to add more students to the class.

Add Students ✕

Class Description
This description appears in the invitation email that will be sent to your students

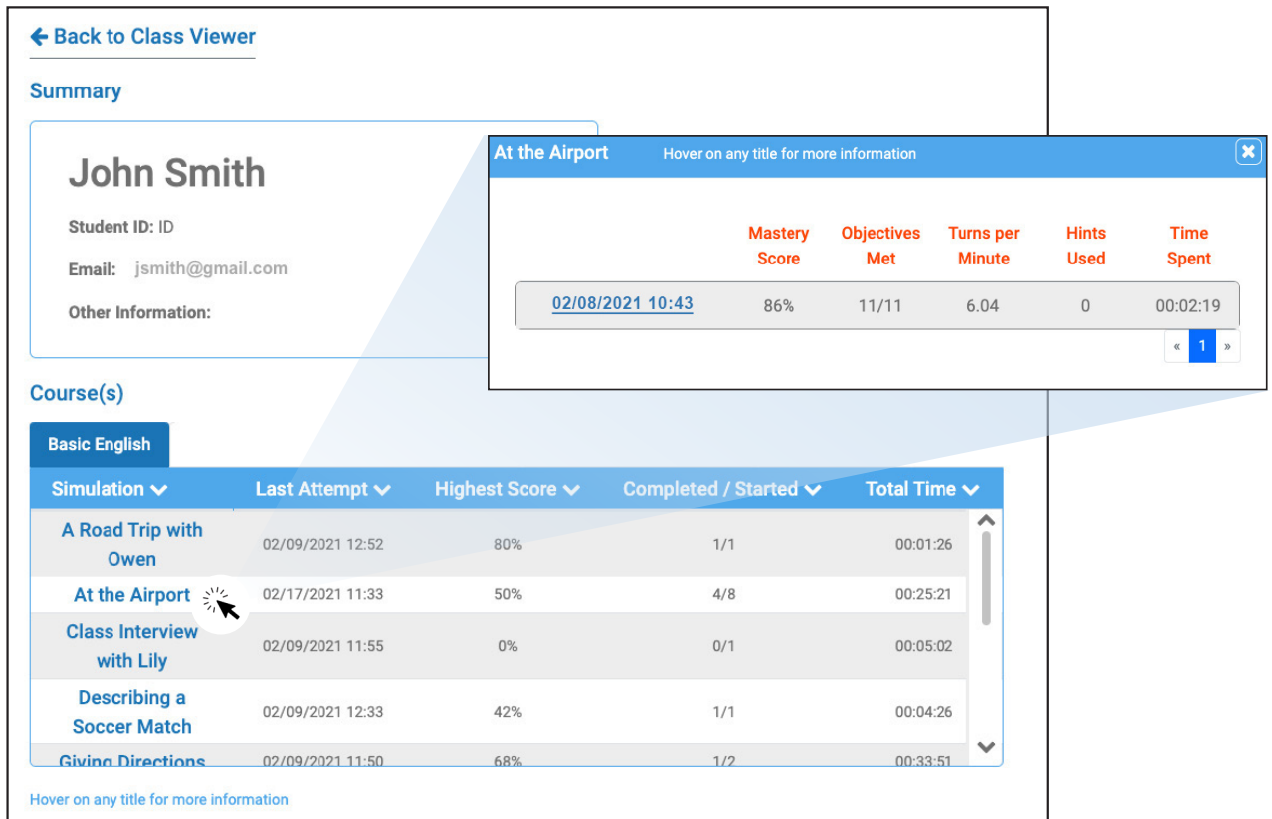
This is English 101 for Summer school

Enter Email Addresses
Enter one email address per line. You can add as many addresses as you need, or copy and paste from a list.

[Invite](#)

Student Details

Click on any student name to display details of their score and attempts. Students have the opportunity to enter their Student ID when they create their account. You can ask your students to update this field themselves.



[← Back to Class Viewer](#)

Summary

John Smith

Student ID: ID

Email: jsmith@gmail.com

Other Information:

Course(s)

Basic English

Simulation	Last Attempt	Highest Score	Completed / Started	Total Time
A Road Trip with Owen	02/09/2021 12:52	80%	1/1	00:01:26
At the Airport	02/17/2021 11:33	50%	4/8	00:25:21
Class Interview with Lily	02/09/2021 11:55	0%	0/1	00:05:02
Describing a Soccer Match	02/09/2021 12:33	42%	1/1	00:04:26
Giving Directions	02/09/2021 11:50	68%	1/2	00:33:51

Hover on any title for more information

At the Airport Hover on any title for more information

	Mastery Score	Objectives Met	Turns per Minute	Hints Used	Time Spent
02/08/2021 10:43	86%	11/11	6.04	0	00:02:19

« 1 »

Click on any simulation to reveal further details.

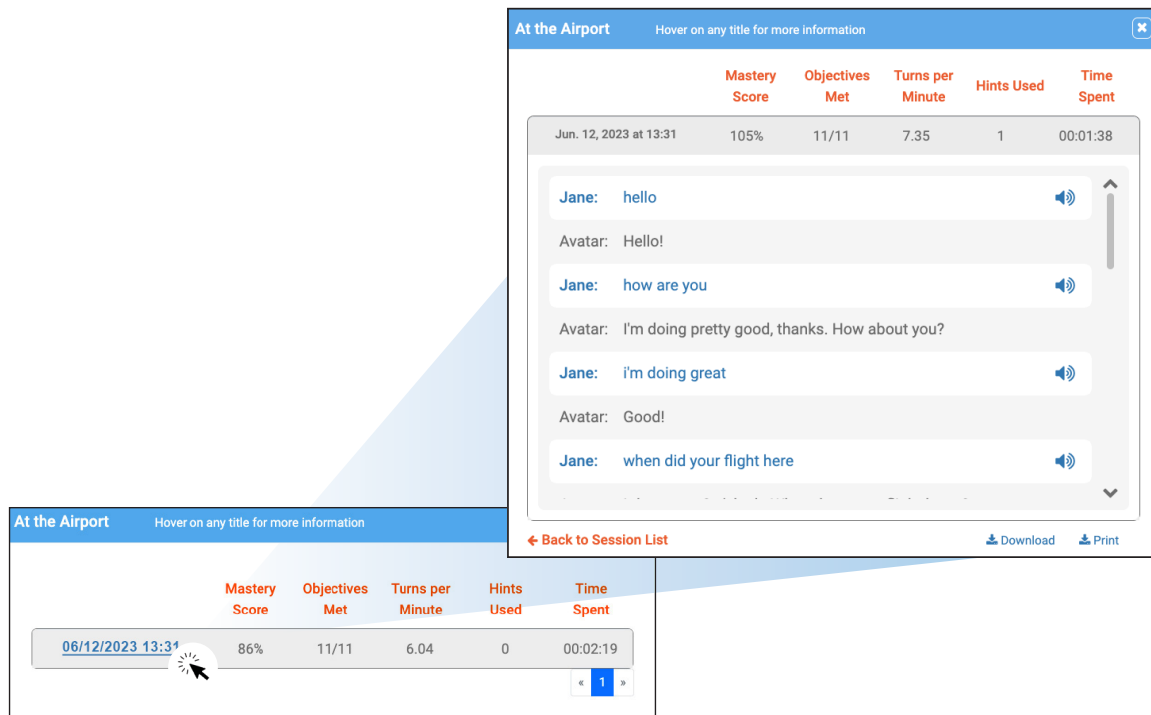
- **Mastery Score.** A measure of accuracy and fluency. Scores are rated from 0% (neither accurate nor fluent) to 100% or higher (very accurate and fluent). The score is calculated based on the number of recorded answers, the time taken, and the objectives completed.
- **Objectives Met.** The number of completed objectives versus the total number of objectives in the simulation.
- **Turns per Minute.** The number of speaking turns per minute. That is to say, how often the student recorded answers.
- **Hints Used.** The number of times the student opened the Transcript or suggested utterances in Directions.
- **Time Spent.** The total time spent within the simulation from start to completion.

Note: Metrics will vary depending on the features of the product. Not all metrics will be available for all products. If a metric is not available, the value will appear as 0.

TRANSCRIPT

The transcript allows you to view, print, or download a transcript of a student's performance in a simulation. The transcript will display the avatar's lines, the text of what the student recorded, and Listen buttons to play the student's audio.

To access a transcript, click on the date/time link for one of the student's completed simulations.



The screenshot shows the transcript interface. At the top, there is a header "At the Airport" with a close button. Below this is a table of simulation sessions. The table has columns for "Mastery Score", "Objectives Met", "Turns per Minute", "Hints Used", and "Time Spent". One session is highlighted with a date/time link "Jun. 12, 2023 at 13:31".

	Mastery Score	Objectives Met	Turns per Minute	Hints Used	Time Spent
Jun. 12, 2023 at 13:31	105%	11/11	7.35	1	00:01:38

Below the table, there is a transcript for the selected session. It shows a conversation between Jane and an Avatar. Jane's lines are: "hello", "how are you", "i'm doing great", and "when did your flight here". The Avatar's responses are: "Hello!", "I'm doing pretty good, thanks. How about you?", and "Good!". Each of Jane's lines has a "Listen" button (represented by a speaker icon) to the right.

At the bottom of the transcript view, there are buttons for "Back to Session List", "Download", and "Print".

Student Transcript

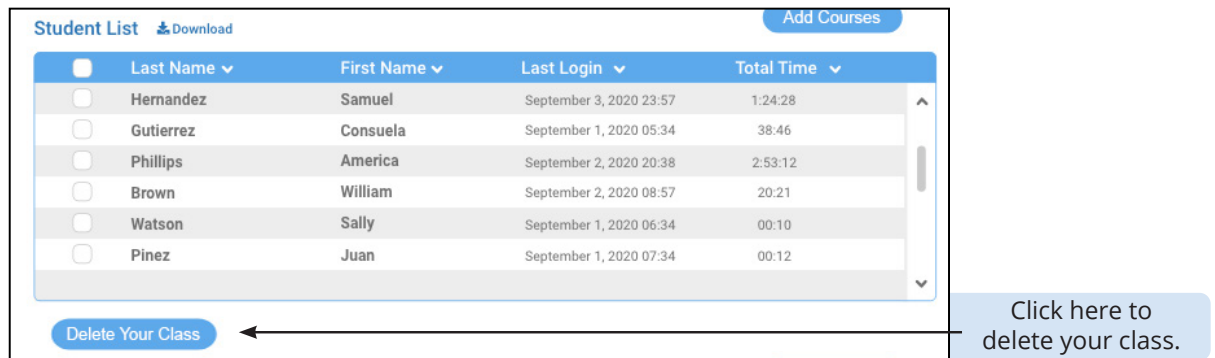
View the transcript on the screen. You can scroll up and down to see the entire conversation and click on the **Listen** button to hear the student's recording.

If the student has played the same simulation more than once, all of their transcripts will be available sorted by date. You can click **Back to Session List** to see other simulations or courses, or the **X** button to close that student's transcripts.

At the bottom of the pop-up window, click the **Download** button to download a .CSV file of the transcript, or the **Print** button to open the transcript in a new tab for printing.

DELETE YOUR CLASS

Your class will automatically archive when it reaches its end date. You can access all archived classes by clicking on the Archived Classes tab. If you need to remove a class sooner, click the **Delete Your Class** button.

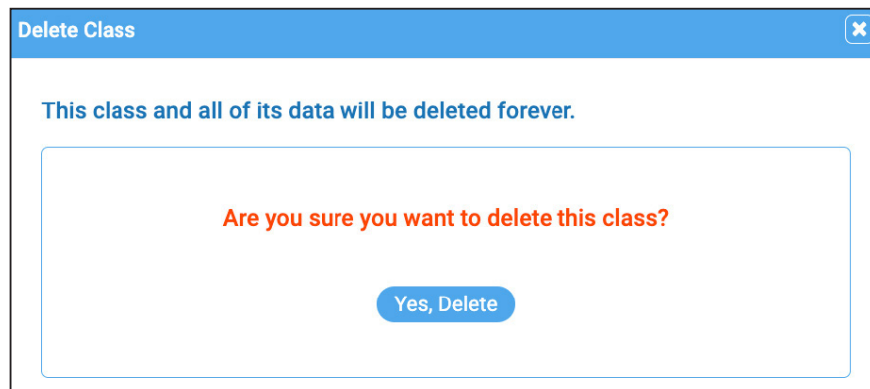


The screenshot shows a 'Student List' table with columns for Last Name, First Name, Last Login, and Total Time. Below the table is a 'Delete Your Class' button. An arrow points from a callout box on the right to this button.

	Last Name	First Name	Last Login	Total Time
<input type="checkbox"/>	Hernandez	Samuel	September 3, 2020 23:57	1:24:28
<input type="checkbox"/>	Gutierrez	Consuela	September 1, 2020 05:34	38:46
<input type="checkbox"/>	Phillips	America	September 2, 2020 20:38	2:53:12
<input type="checkbox"/>	Brown	William	September 2, 2020 08:57	20:21
<input type="checkbox"/>	Watson	Sally	September 1, 2020 06:34	00:10
<input type="checkbox"/>	Pinez	Juan	September 1, 2020 07:34	00:12

Click here to delete your class.

You will be asked to confirm your decision since the class and its data will be deleted forever. If you are certain, click the **Yes, Delete** button.



The dialog box contains the following text:

This class and all of its data will be deleted forever.

Are you sure you want to delete this class?

Yes, Delete

ARCHIVED CLASSES

Once a class reaches its end date, it will be placed in Archived Class. Archived classes can be viewed but no longer edited.

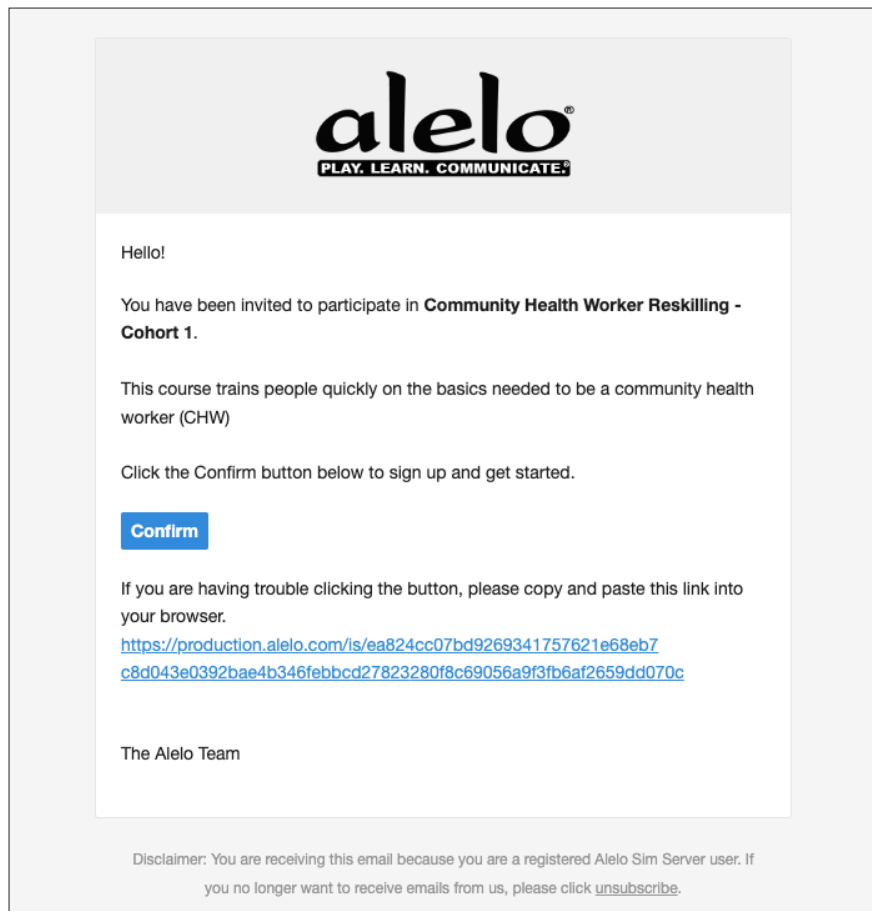
INVITING STUDENTS TO JOIN

Students will receive your invitation to the class in their email (see screenshots below). Remind your students to check their spam folders and that they need to use a valid email address to sign up.

Once they have clicked the **Confirm** button in the email and created their own account, they will be able to take any of the courses in your class and you will be able to see the details of their progress in the Instructor Dashboard.

Student Invitation Email


The example below is from our Community Health Worker Reskilling Course. The email follows a format that uses the name of your class in the first sentence and includes the description of the class in the second sentence.



Student Sign Up

First time students will be prompted to sign up for an account and accept the Terms of Service.

Sign Up



Please sign up to get started.

Sign Up

Email

First Name

Last Name

Student ID (Optional)

Password

Passwords must have at least 8 characters.

Confirm Password

Terms of Service

Effective [June 9, 2022]

Please read the following carefully. These Terms of Use (these "Terms") govern your access to and use of Alelo Inc.'s ("Alelo," "we," "us," "our") website at alelo.com (the "Corporate Site"), your access to and use of our Enskill educational platform (the "Enskill Platform,"), your engagement with our content, and/or your use of any of our products or services (collectively,

Scroll to read full Terms of Service before agreeing.

I accept the Terms of Service and I am over 13 years of age.

To find out how we collect and use your personal information as part of the Enskill service, please see our [Privacy Policy](#).

Sign Up