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Teacher Training Manual

How to Use GEC

GEC is primarily an online program, so access to the world wide web is essential.

SECTION 1: GEC programs are based on three basic Content Types.

1. Phonics and Early Reading
2. Functional Language
3. Academic English

SECTION 2: All GEC programs give balanced attention to English Skills.

1. Reading
2. Listening
3. Typing
4. Writing
5. Pronunciation
6. Speaking

SECTION 3: GEC's platform is equally useful in multiple delivery profiles.

1. Self-study
2. Peer group study
3. Online tutor (individuals or groups)
4. Live classes in bricks and mortar classrooms

SECTION 4: How to Get Started

1. Login
2. Enter your class(s)
3. Teach and Manage your classes.

SECTION 5: A Good Set of Goals

1. The GEC Class Calendar should be scheduled to fit your individual needs
2. The goal is to complete all the lessons that have been assigned
3. Try to study a minimum of 20 minutes per day
4. Try not to study more than 45 minutes without taking a break

Teacher Training Manual

INSTALLATION

GEC has apps for mobile devices (phone and tablet), but serious study is best performed on a pc, notebook computer or a tablet. Even on a tablet or phone, students can still study without the app, because the platform is primarily web based.

Even so, the mobile app on a smartphone can be useful, because the platform will send auto-notifications, helping students to stay on track in their studies and informing teachers about meaningful platform events.

SECTION 6: Student Quick-start Guide - VIDEO CLICK

1. Login to the platform at this web-address: https://edu.globalenglishcampus.com Once logged in, the system will keep users logged-in on that device.
2. Follow the instructions in **SECTION 4** on the previous page - APPS CLICK

Google Play

SECTION 7: Make sure the device can receive notifications

1. Go to the app store (Apple Store – or - Google Play Store) using your device.
2. Search and download the correct GEC mobile app for your device.
3. Login to GEC on your device using the same user-name and password that you use for your web-login.
4. Go to your GENERAL SETTINGS by clicking your name at the top right of the page. Make sure that email and mobile notifications are both enabled in your account.

SECTION 8: Device Settings - VIDEO CLICK

1. There are three types of settings that have a potential to interrupt platform usage.
   a. Device Settings
   b. Browser Settings
   c. Site Settings

If you experience trouble using the platform, see the help section, page x in SECTION y. If you can't resolve the issue, don't struggle on your own. Connect with your teacher, your school, or use the GEC hotline to get help.

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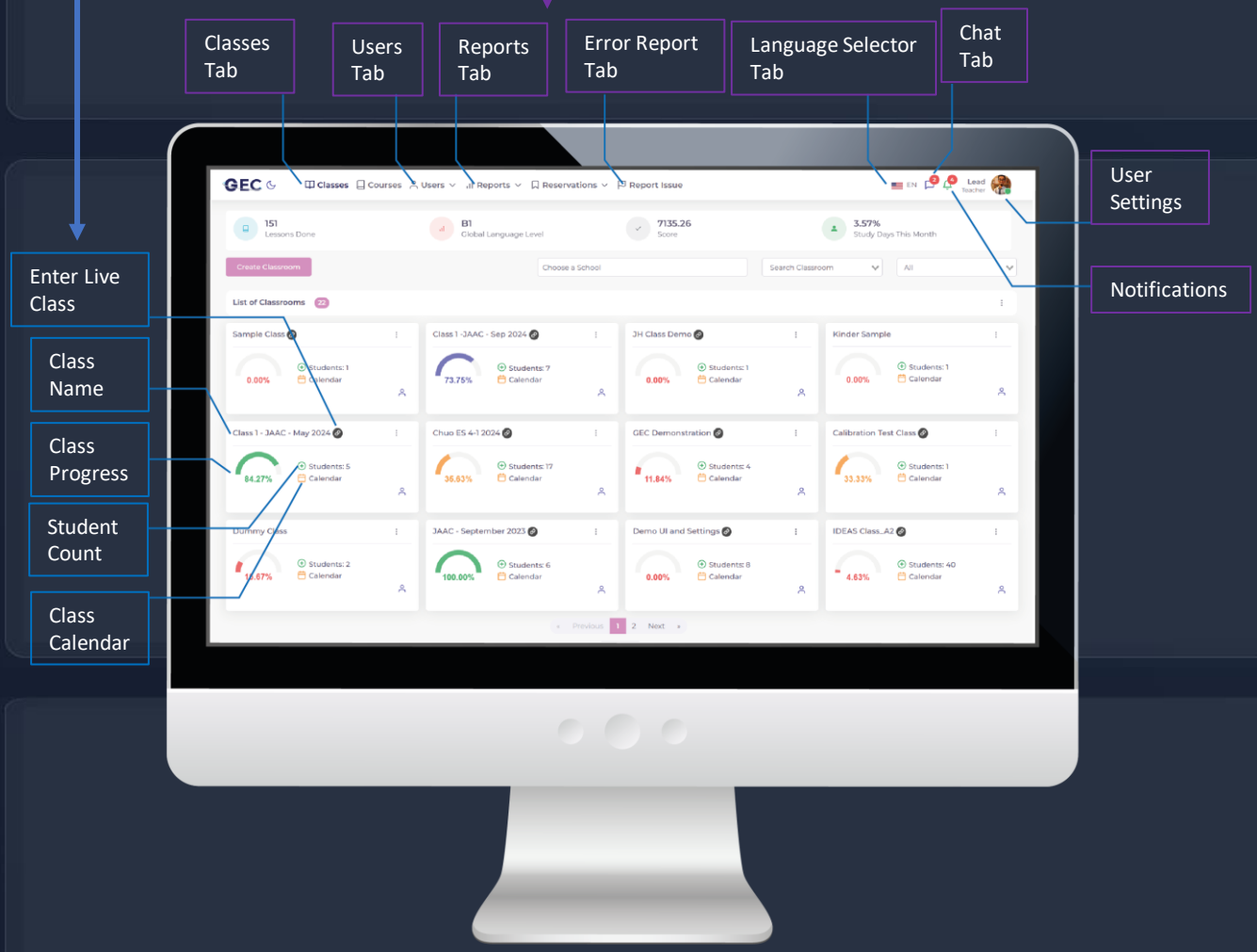
Class Listing Page - VIDEO

- All teacher's classrooms are listed here.
- Top navigation bar is GLOBAL INFORMATION.
- Navigation for each class is on the class card or in the class card.

Class Navigation

Global Navigation



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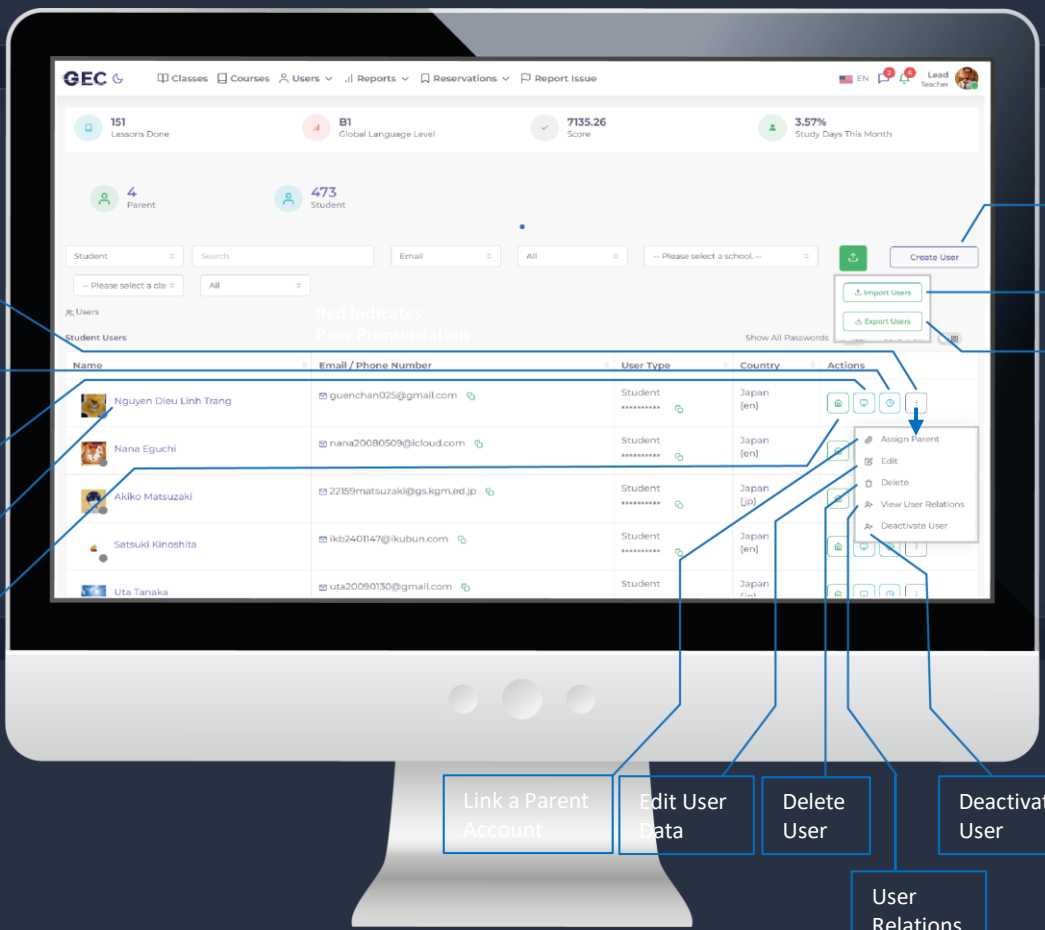
GEC User Management - VIDEO

- Create new users.
- Managing existing users.
- Access user information.

Most user management systems will not give administrators access to login credentials, like passwords. In an education platform, however, it is often necessary to allow teachers and administrators the capability to both see and edit all user credentials, especially for the younger students in the program.



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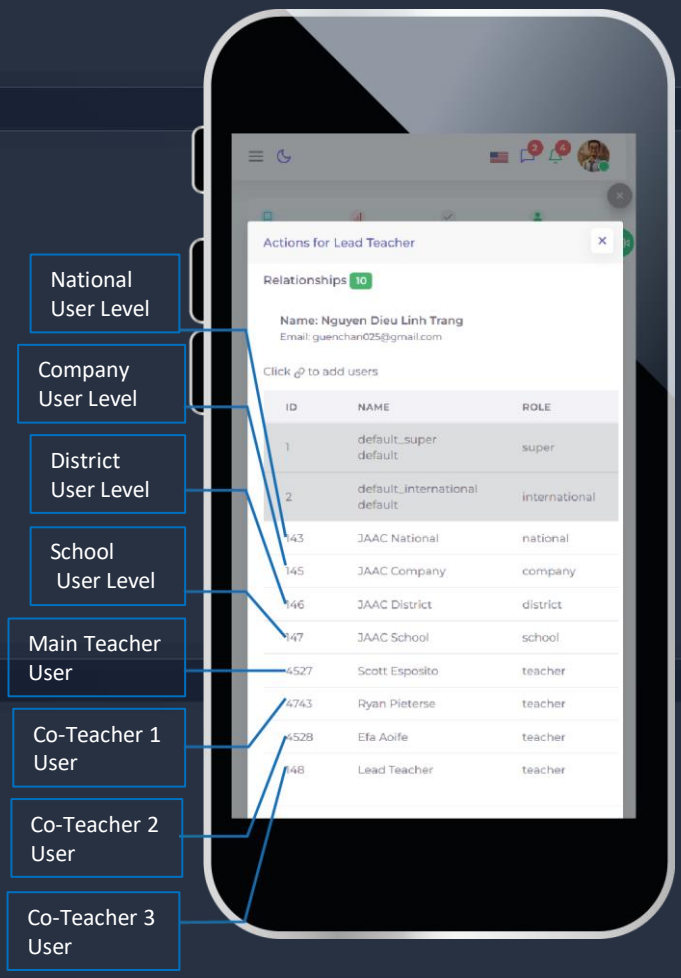
GEC User Hierarchy - VIDEO

- There are 9 (nine) levels in the GEC user hierarchy.
- Within GEC, teachers can support more than one school.
- Teachers can view the student relations from the user page. This helps teachers to manage which students belong in which schools.

All users in the hierarchy have a User Relations Dashboard, where relations can be…

a. explored
b. edited

The User Relations Dashboard becomes especially important because one teacher can belong to multiple schools, multiple co-teachers can support one student, and one student can belong to multiple classes/teachers.



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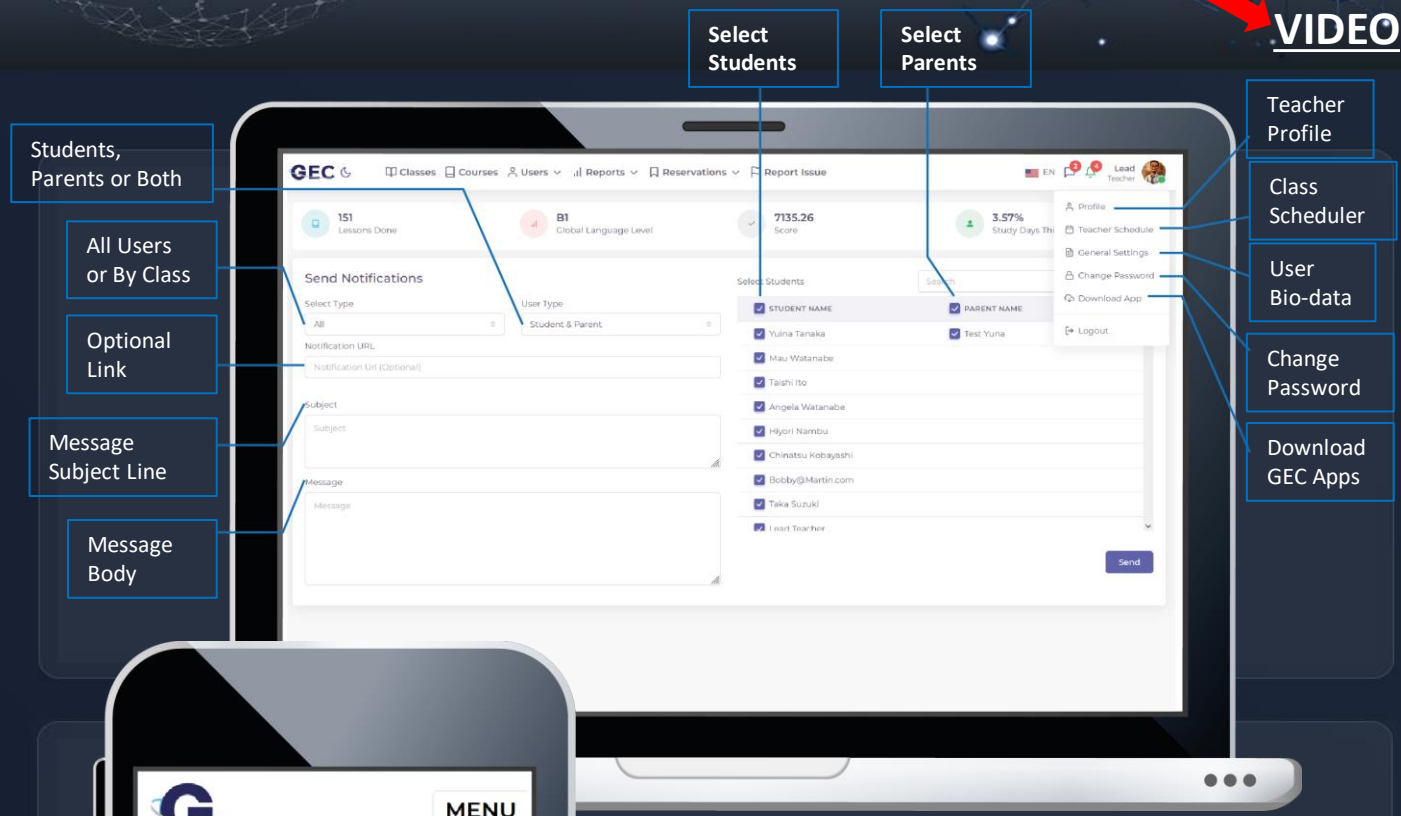
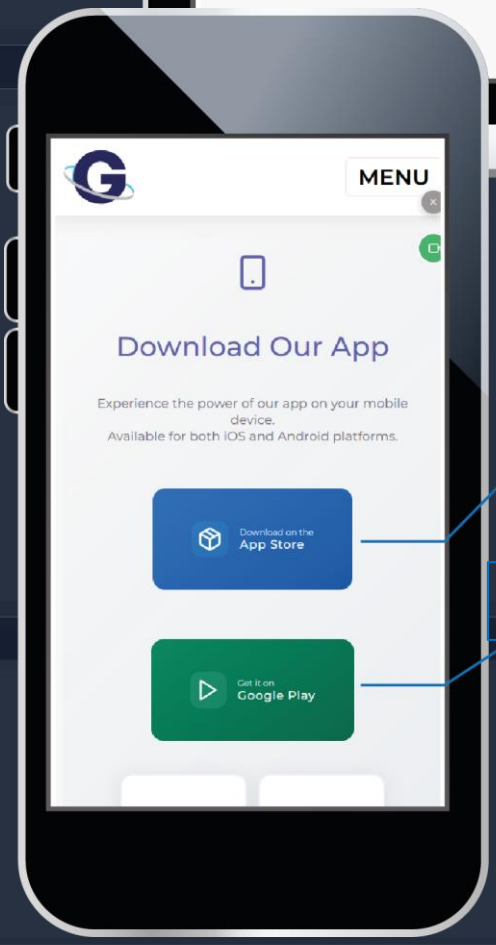
CLICK **VIDEO**





Link to iOS APP

Download Android APP

CLICK

Formal Messages - VIDEO

GEC's formal messaging dashboard helps teachers communicate important information to student users and parent users. Messages go out as system notifications, by email, and as push notifications for students or parents who have installed the GEC mobile app, which is available in Android or iOS versions.

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GEC Reports - VIDEO

- Global Data resides in the Report Tab at the top of the webpage.
- Three global time reports are available.
- Hierarchy aggregation reports collect global data for all user levels.
- Game report provides insight into this important engagement feature.
- Class controls are local to each class, and are not global.
- Global data is collected from all classes in the teacher account.

Global Navigation – Time Reports

Class Navigation

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Daily Time Report - VIDEO

Daily time reports are important to help teachers identify students who are lagging behind in their daily study time. Time reports across a date range are useful as well, but for daily class management, a report focusing on one day at a time is a key teacher tool for daily class management.

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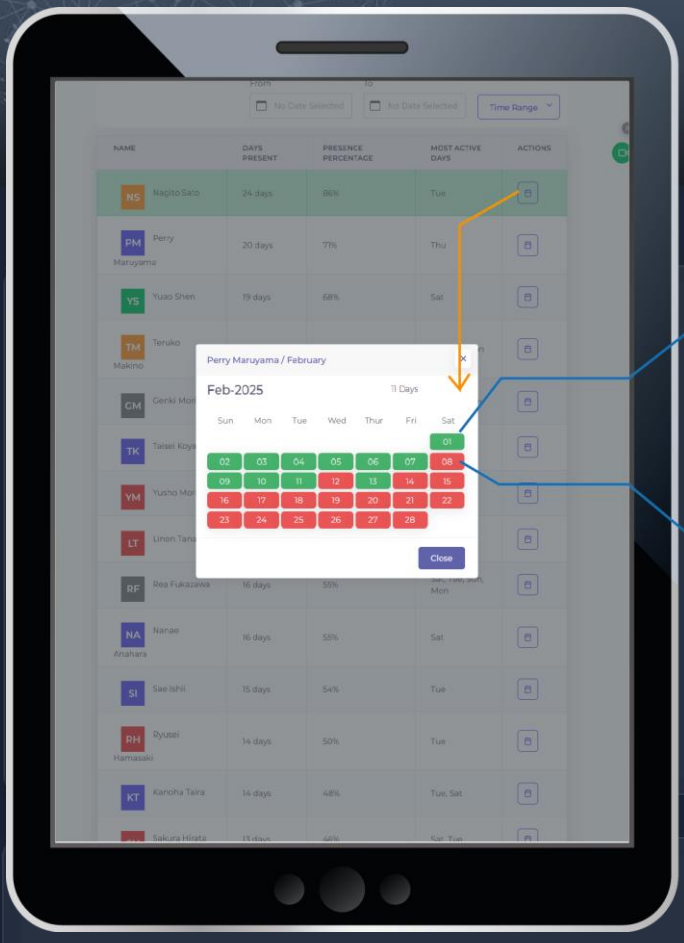


Work Diary - Monthly

Time On has a direct link to the student work-diary.

Green Days On

Red Days Off

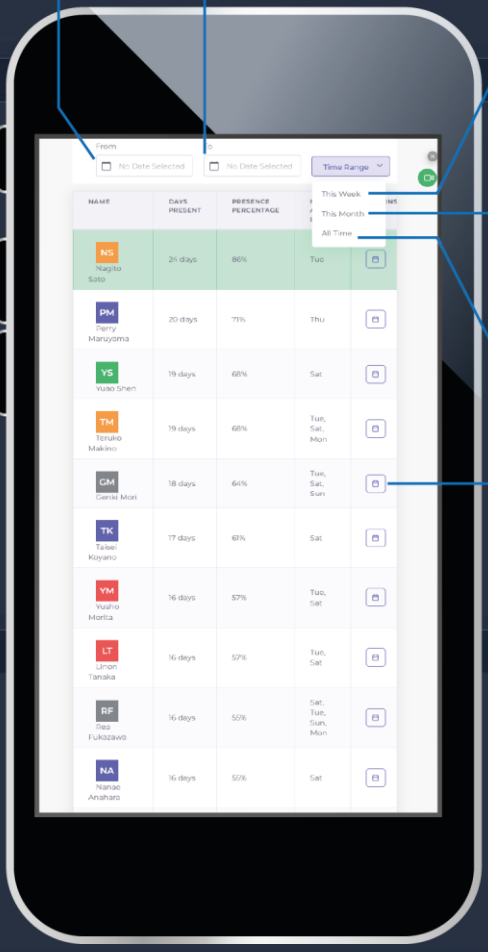
See the next page to see the full work diary view.

VIDEO

CLICK

Date Range Start

Date Range End



Weekly Time On

Monthly Time On

All Time Time-On

Link to Work-Diary

Time On in a Date Range

Compare the time that students have spent on the platform over any stretch of time.

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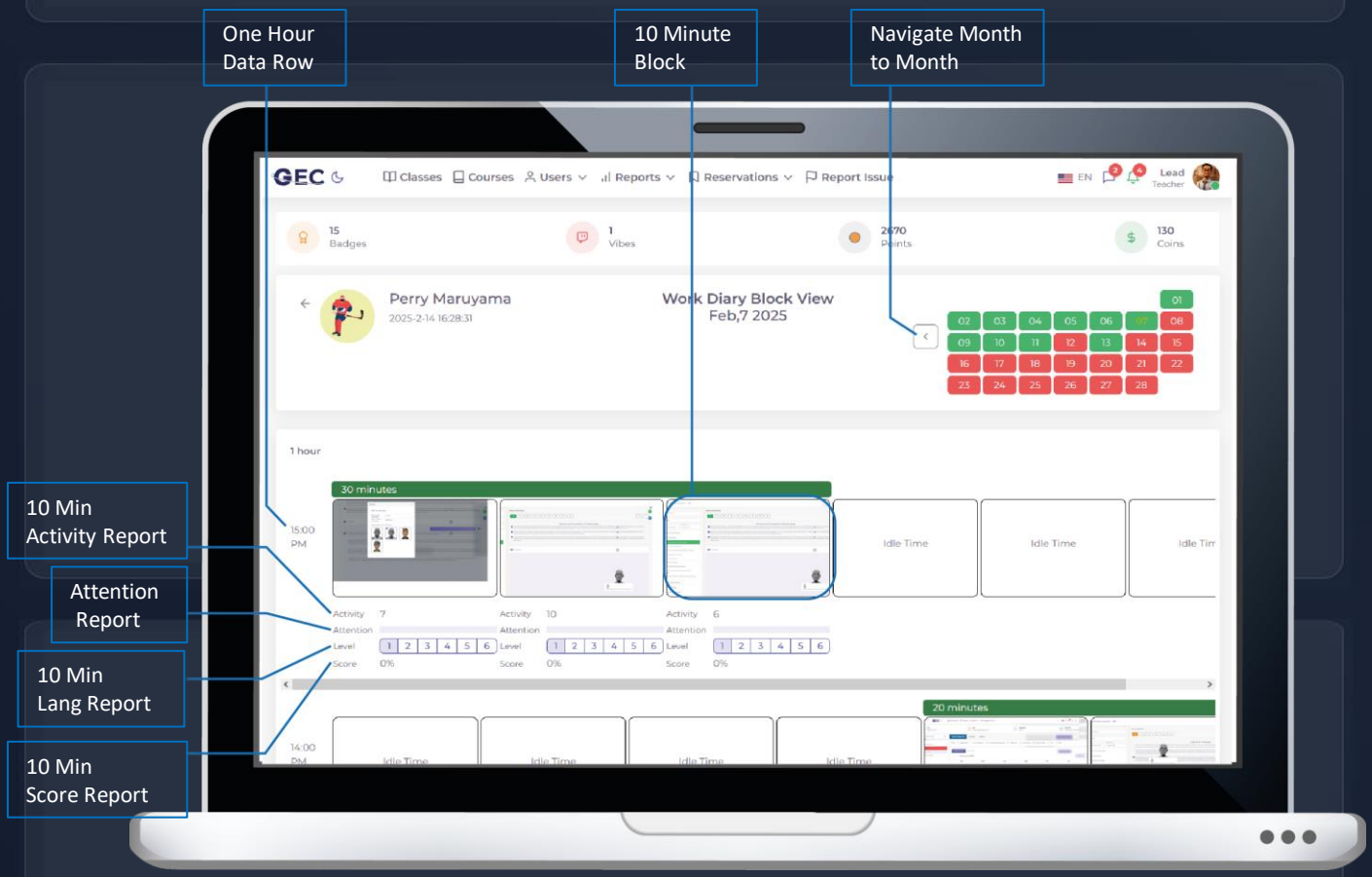
Student Work-Diary - VIDEO

Navigate month to month to view the hourly rows of student screenshots, and the 10 minute block reports.

Block reports give teachers insights into…

- student activity,
- attention,
- language level
- average score

…during each10 minute period.



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Real Time Monitor - VIDEO

The RTM allows teachers to see watch as each student in the class completes problems. This is important to identify and intervene for struggling students.

The RTM has an offline view as well, because the data that accumulates is saved and persists in the reports whether the students are online or not.

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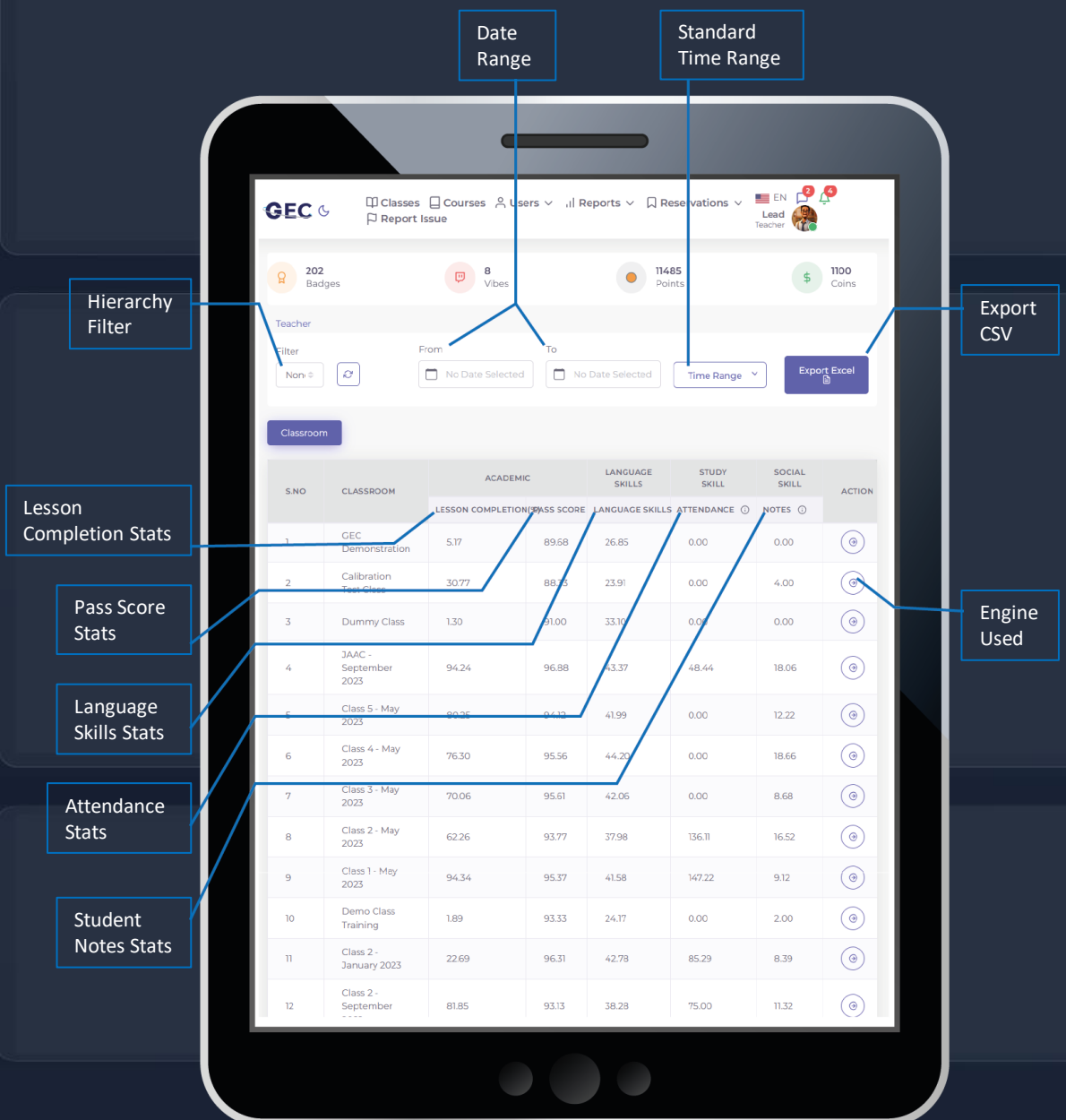
Higher Level Reports - VIDEO

Data aggregations are collected and displayed for all user levels in the GEC user hierarchy. For example, teachers can see all classes in one list with class level data aggregations. From their they can drill in to see the aggregations for all students inside just one class. Finally, they can drill in again to see the detailed statistics for just one individual student.



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Overall Student Report - VIDEO

Key Points to Remember.

1. Students can have multiple classes.
2. Classes can have multiple courses.
3. Each class has a separate Overall Report.
4. Reports for all classes are selectable from the same view.

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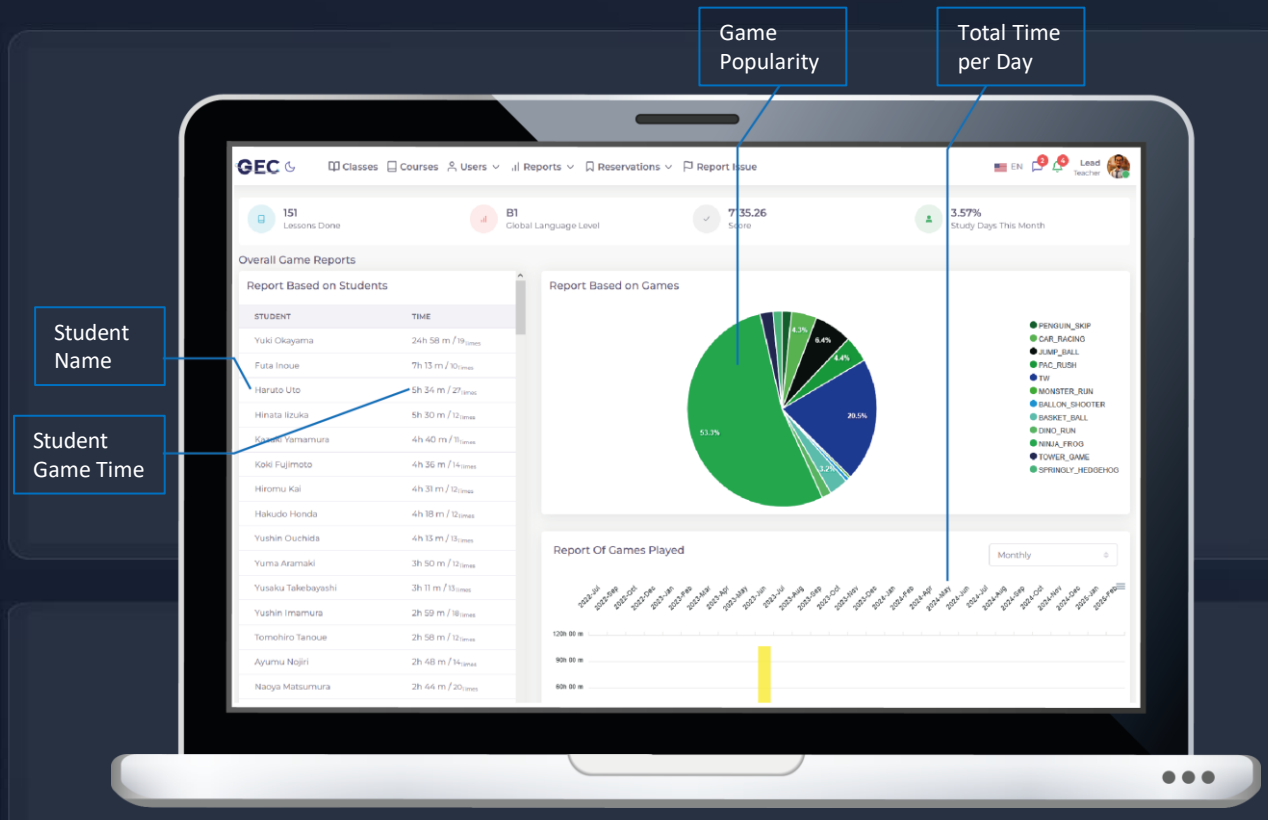
GEC Game-play Tracking - VIDEO

GEC has many engagement strategies for younger and older students. These can be turned on, turned off, allowed more or allowed less. This applies to the Games system. GEC games are used as rewards, that end quickly so students can get back to serious study.

All of the engagement mechanisms in GEC can be controlled by the teacher and the school through the school and classroom settings. Game reports are helpful when making decisions about settings.



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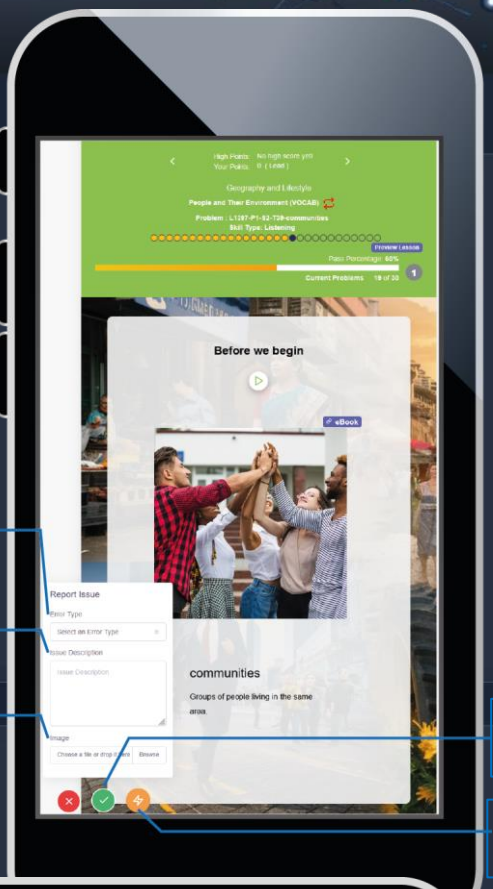
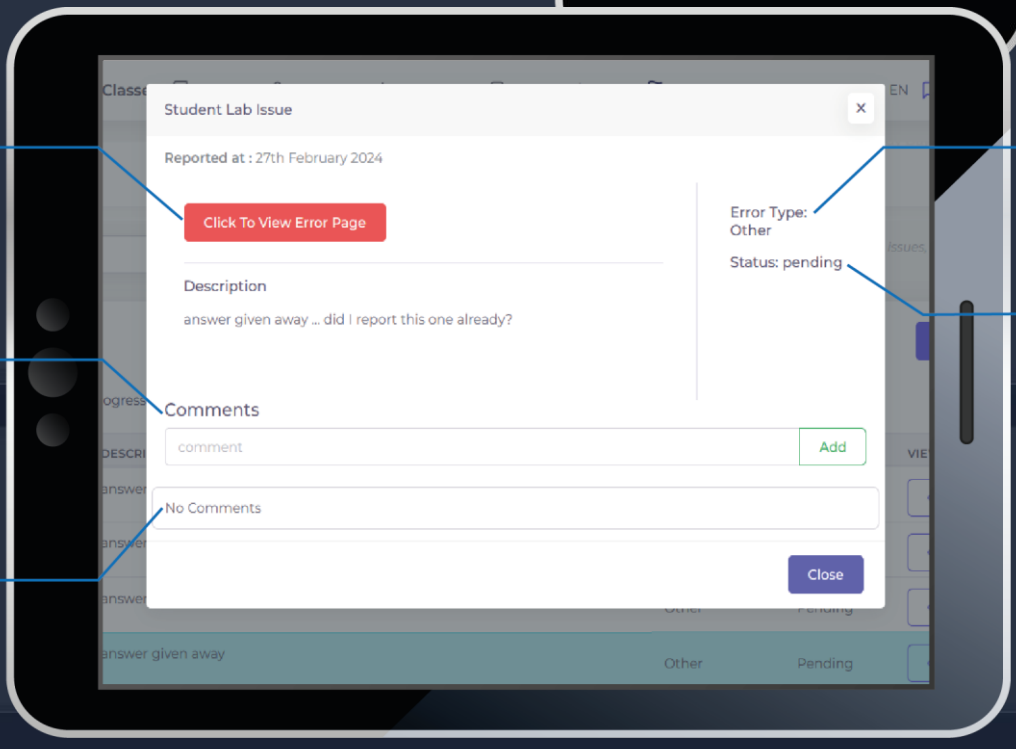
Issue Reporting - VIDEO

There are hundreds of thousands of question sets in GEC. Any occasional error can be reported by teachers.

Error reports have bi-directional commenting so that technicians and teachers can communicate about an error if needed..





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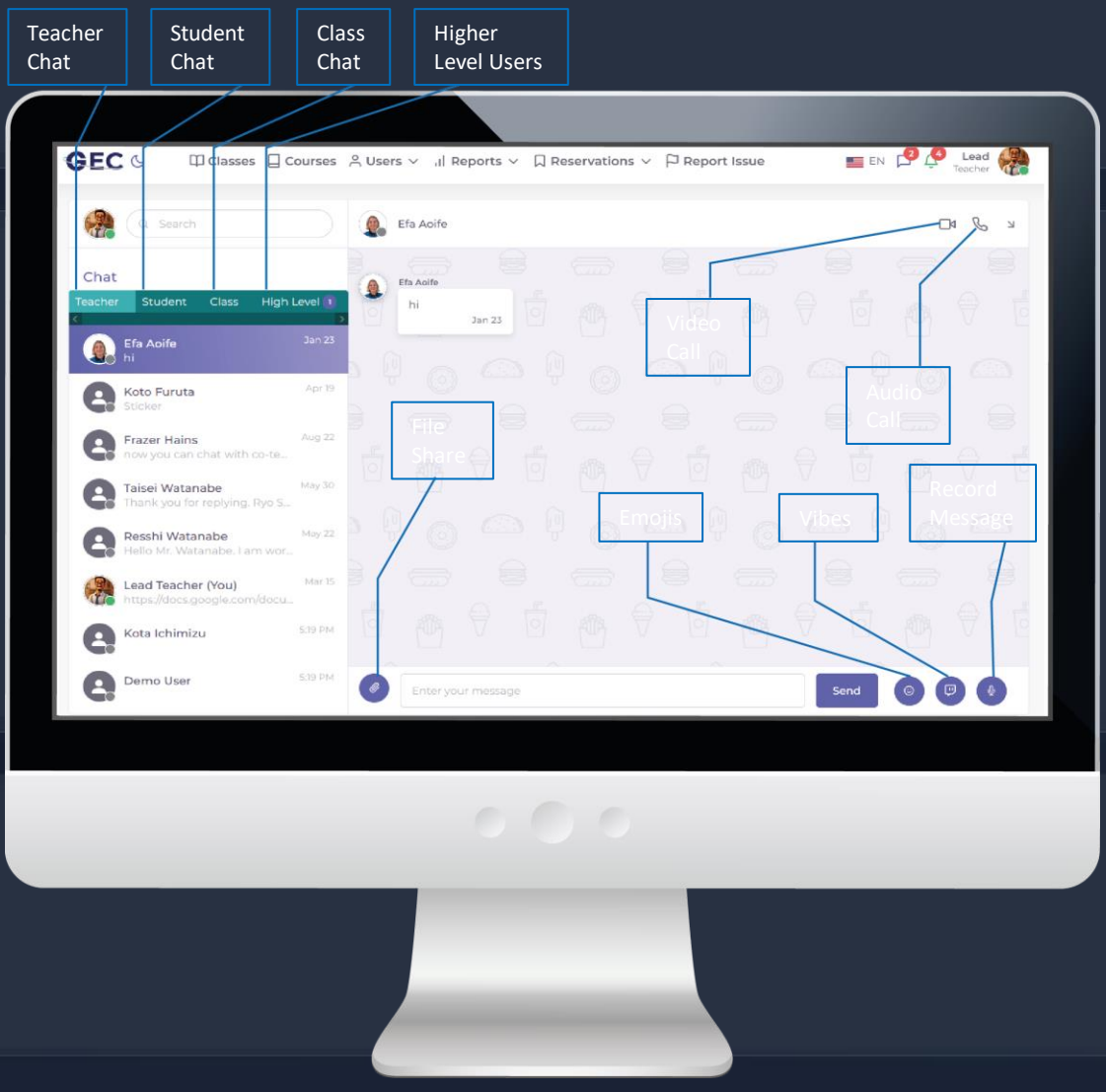
Informal Communication Portal - VIDEO

GEC has three different communication systems.

1. The Live Class Web Conferencing System.
2. The Formal Messaging, to apps & notifications, and email.
3. Informal communication through GEC's chat interface.

Capabilities include communication between and GEC users, controlled by settings. Modes include text, audio, video, file share and voice recording. The informal communication system is the main tool for daily operations.



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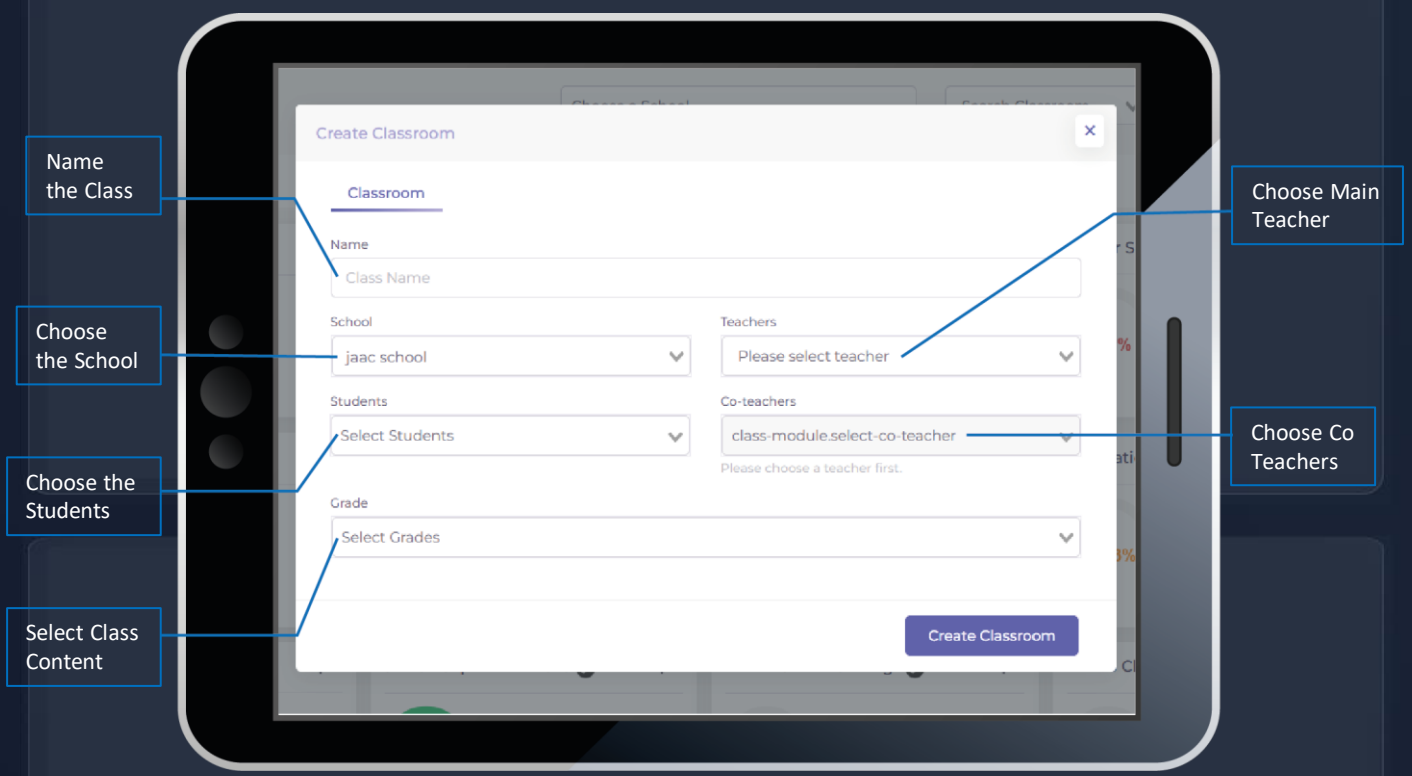
Set-Up a New Classroom - VIDEO

It is easy to set-up a new classroom inside GEC. The capability to add both multiple teachers and multiple courses gives the system flexibility and utility from a learning management perspective.

1. Name the class.
2. Choose the school (teachers can support multiple schools).
3. Select the main teacher.
4. Select and co-teachers.
5. Add students from the school.
6. Choose the learning content that applies to this class..



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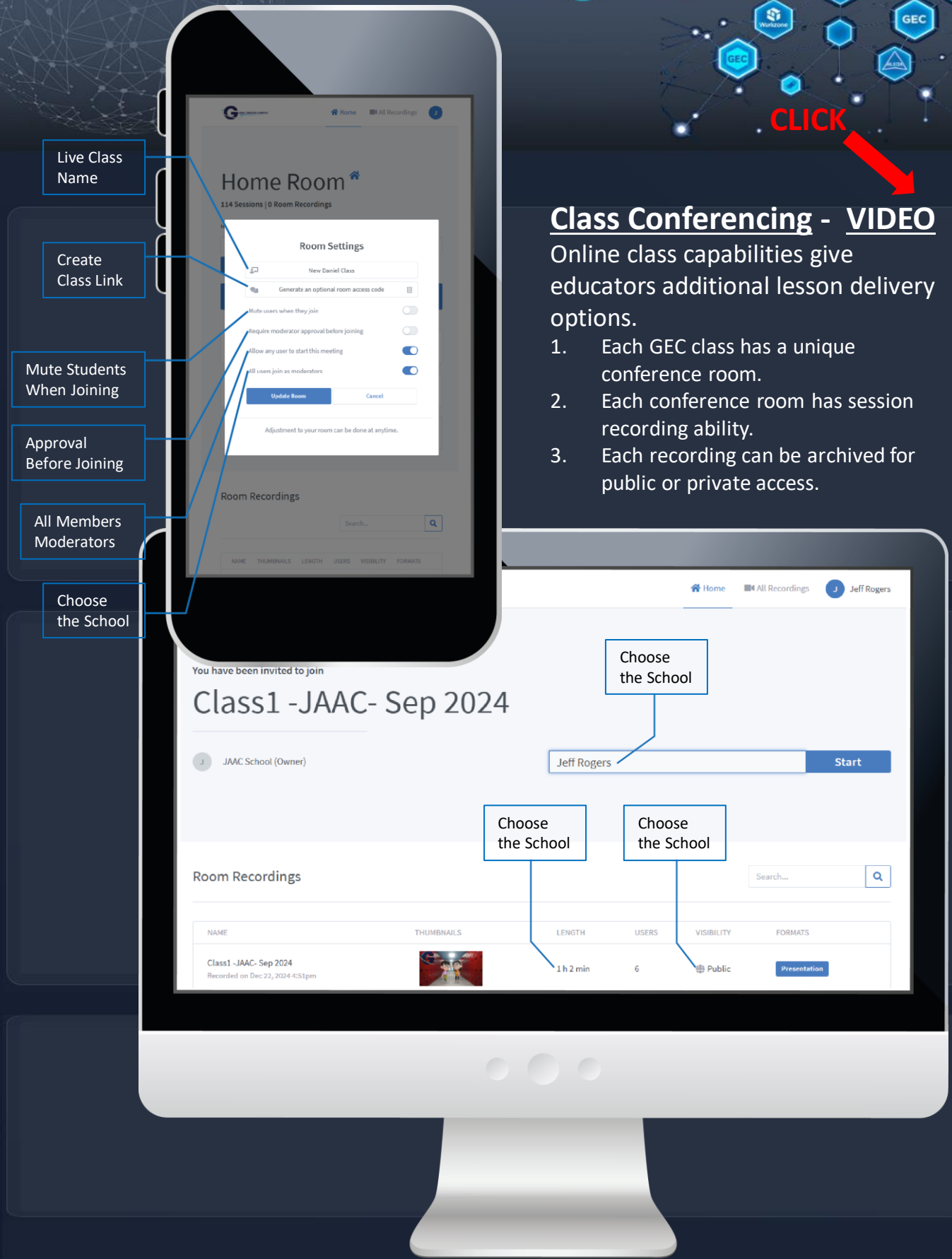
Class Conferencing - VIDEO

Online class capabilities give educators additional lesson delivery options.

1. Each GEC class has a unique conference room.
2. Each conference room has session recording ability.
3. Each recording can be archived for public or private access.



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Navigation Inside a Classroom

Teachers can easily manage student bodies and learning processes from inside the classroom card. There are three related navigation controls, described below.

1. **Main Class Navigation** – Class Management – Students - Reports.
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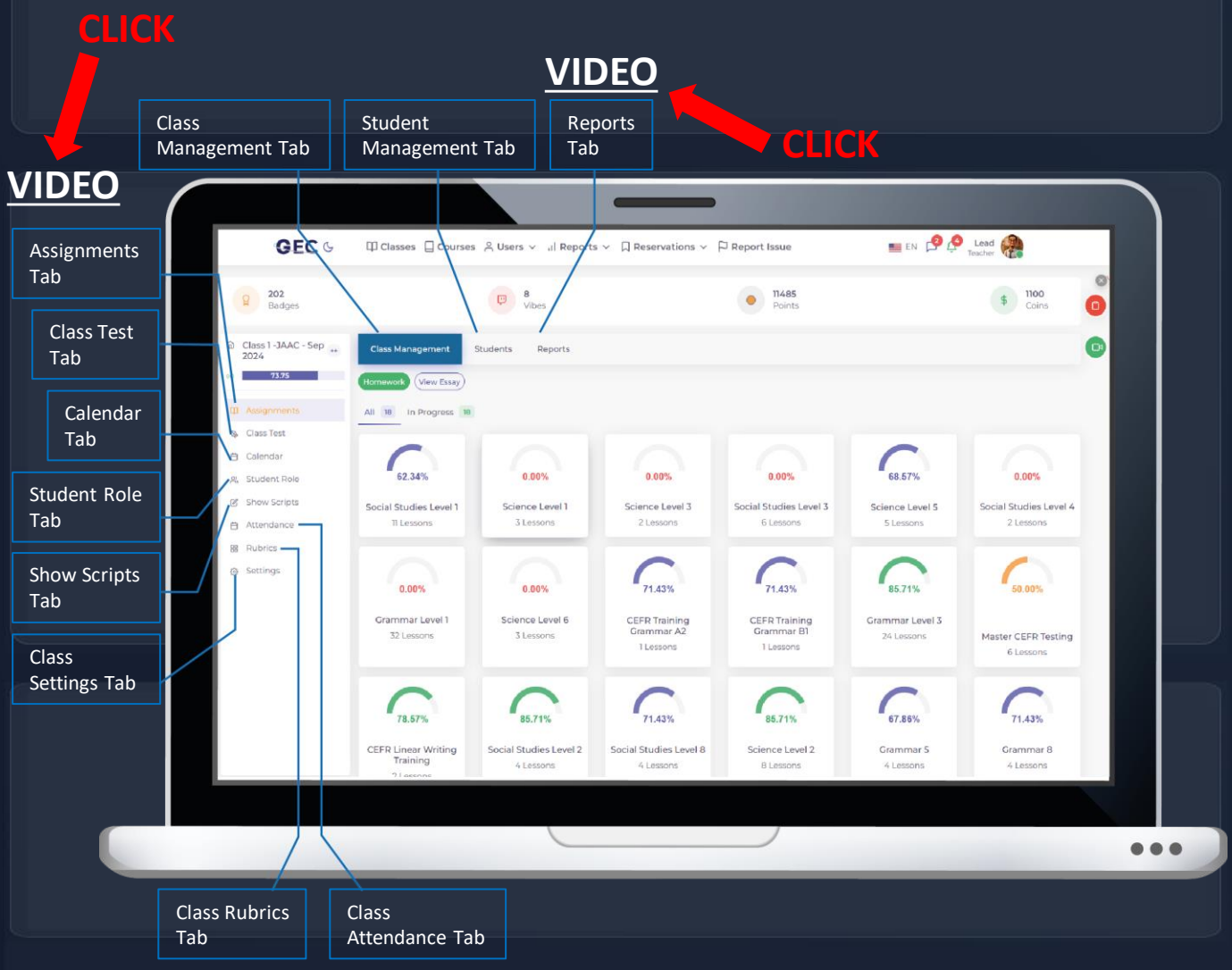

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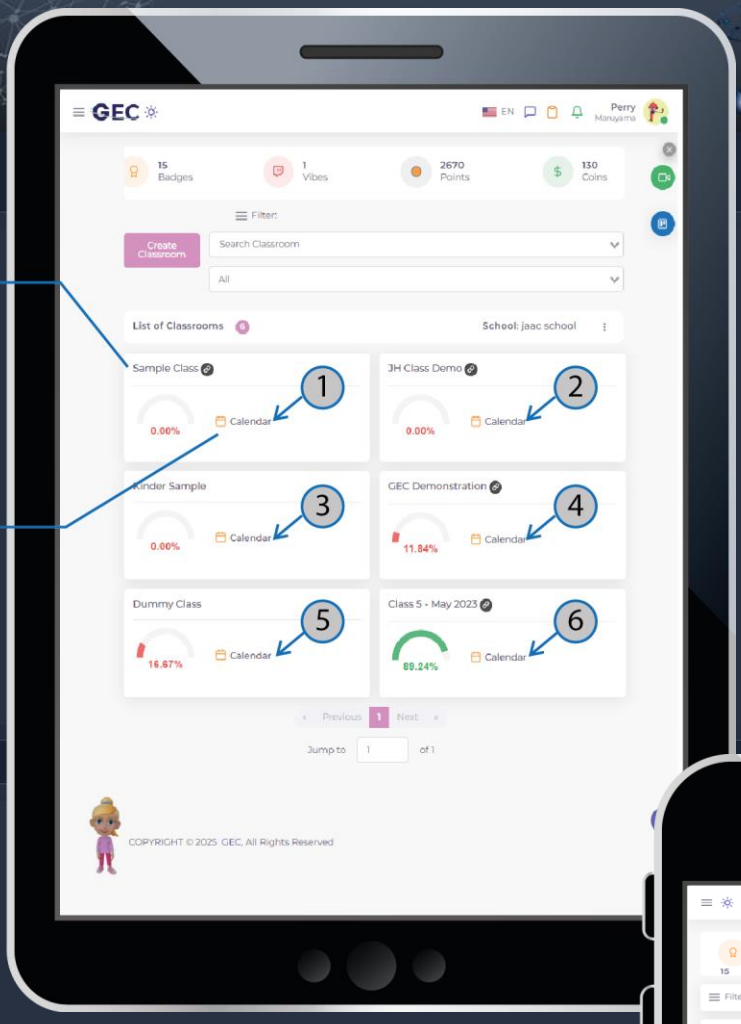
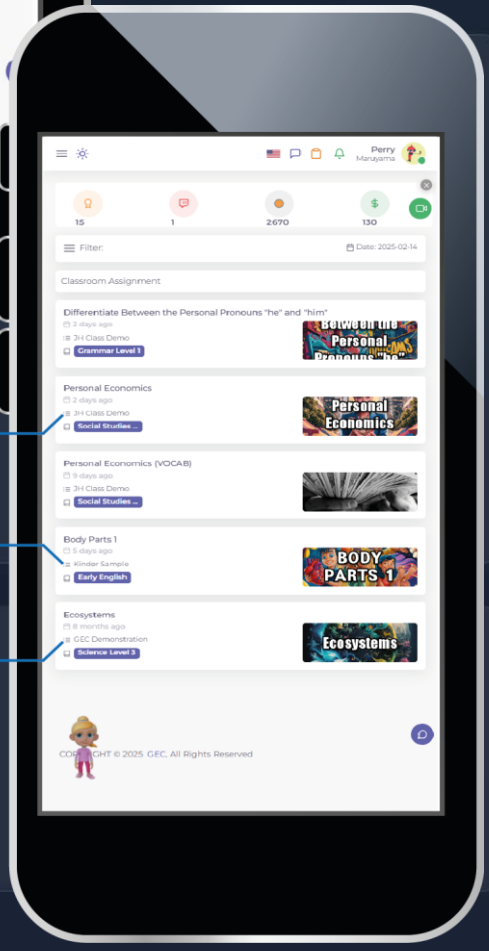


Class Card

Class Calendar

CLICK



From Class 1

From Class 2

From Class 3

Simple Dashboard - VIDEO

The student above belongs to six (6) classrooms, with six different calendars. The Simple Dashboard collects all current assignments from each individual calendar so that students have a simple access to all currently assigned lessons..

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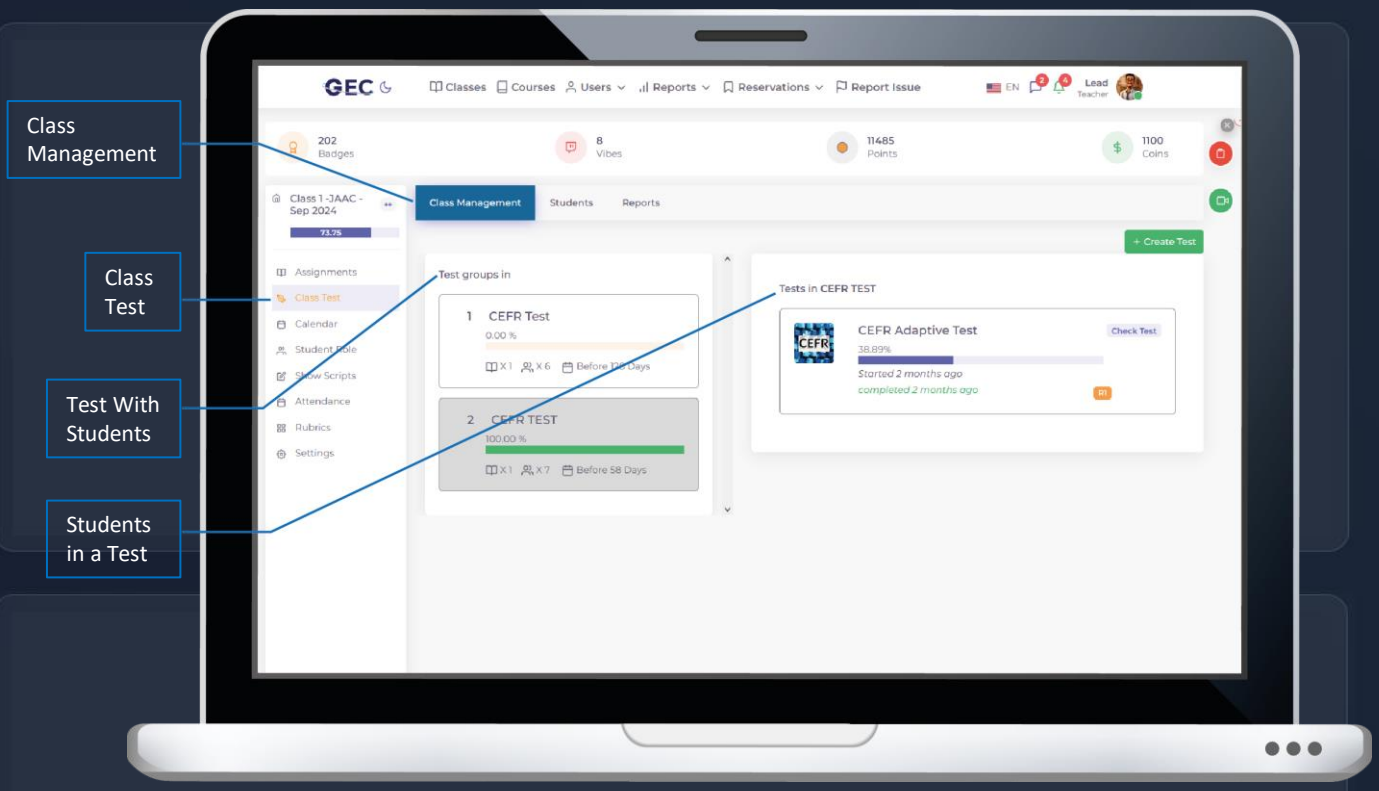

CLICK

Class Tests - VIDEO

Assigning tests in GEC is simple. Tests derive from the lesson content itself. When tests are assigned, we are simply assigning lessons using alternate algorithm engines that deliver selected problem sets in special ways to achieve different types of assessments.

When tests are assigned, outcome records are assembled under the “Class Test” tab inside the “Class Management” menu.

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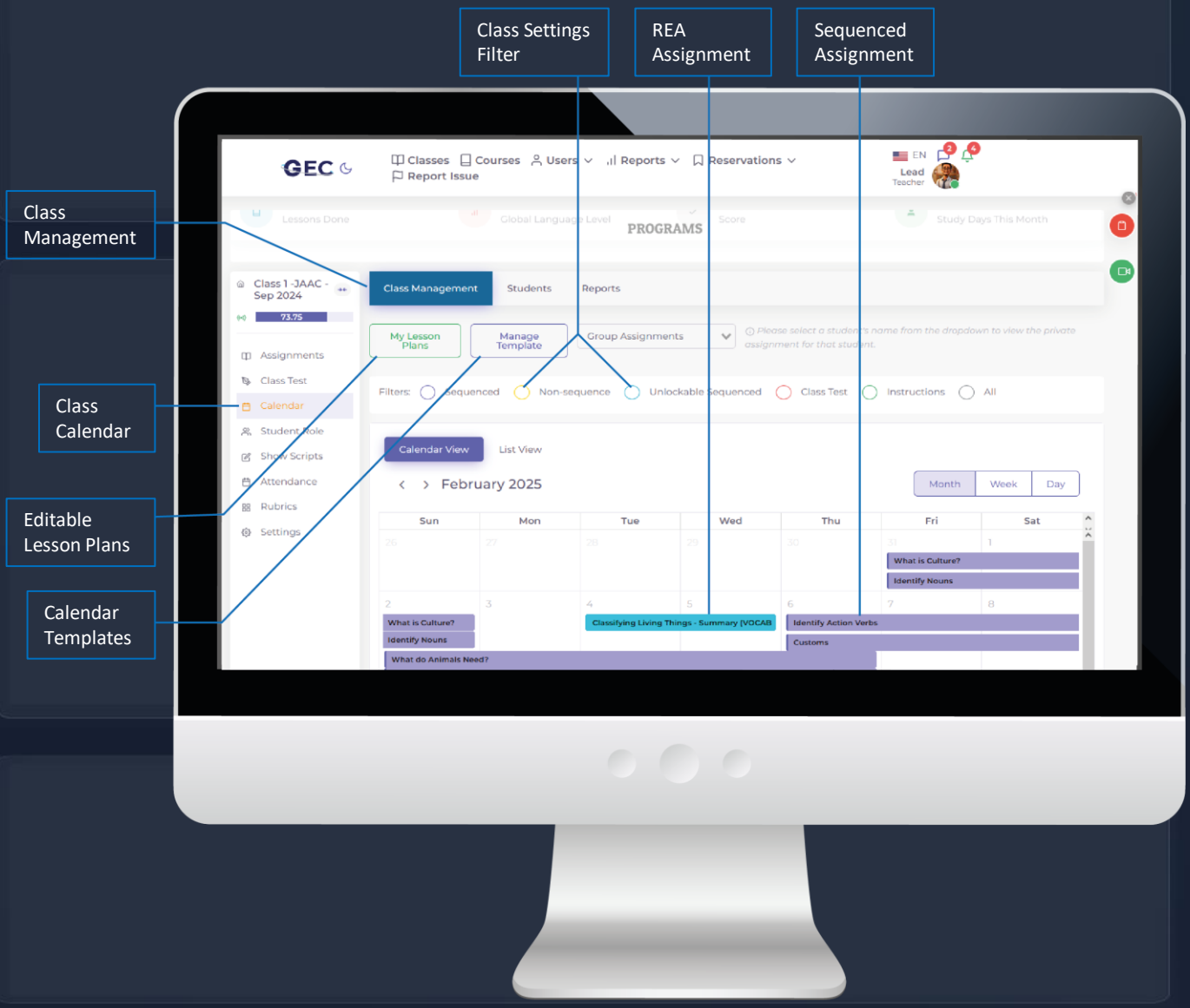
Lesson Assignment Calendar - VIDEO

The Lesson Calendar is the main tool for managing learning schedules, scope and sequence. An important capability is that educators can assemble a lesson lineup, and save the entire calendar full of assignment selections as a template that can be assigned over and over again with one click.



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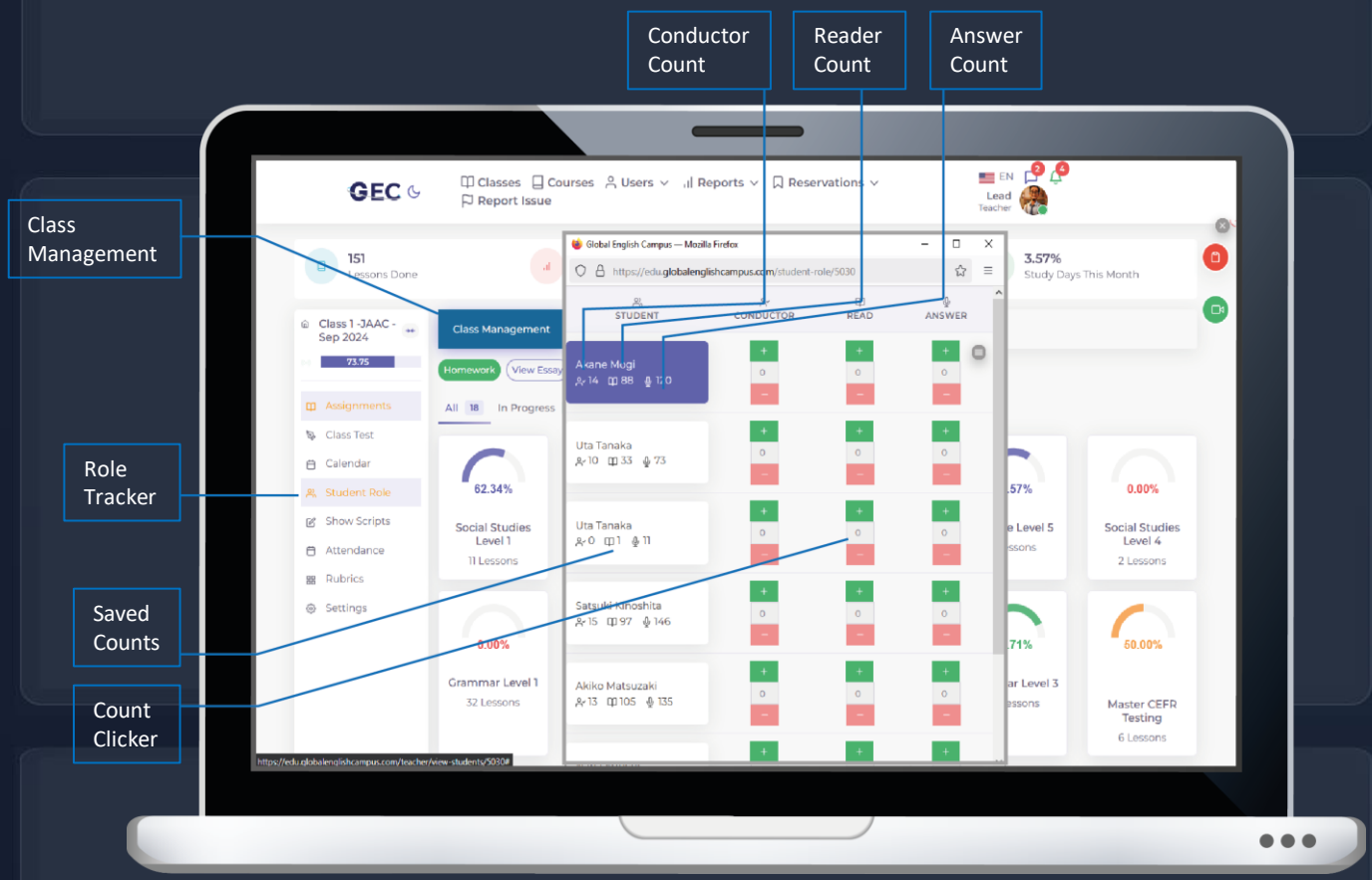
Student Role Tracker - VIDEO

In a CLT (communicative language training) program, it is important to balance participation opportunities and to track how much each student participates in a learning session and in what mode. The role tracker keeps account of how many time students conduct a learning session, read during a session or offer an answer.



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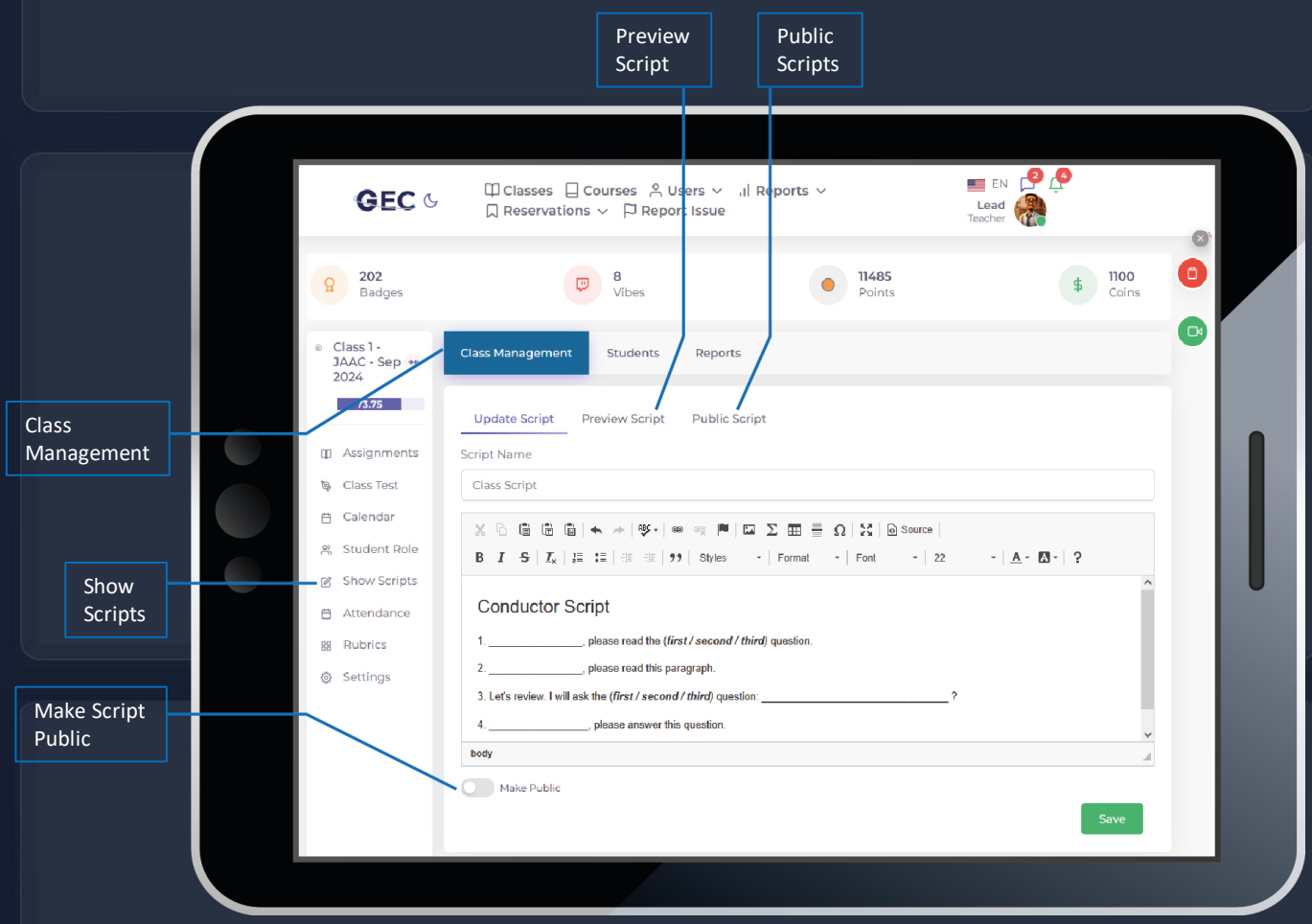
Student Support Scripts - VIDEO

Lower proficiency students benefit from CLT scripts early in a program. With the GEC script system, teachers can define class interaction patterns, and display them for students to help the class understand and adopt discussion patterns and use them together during a learning session.



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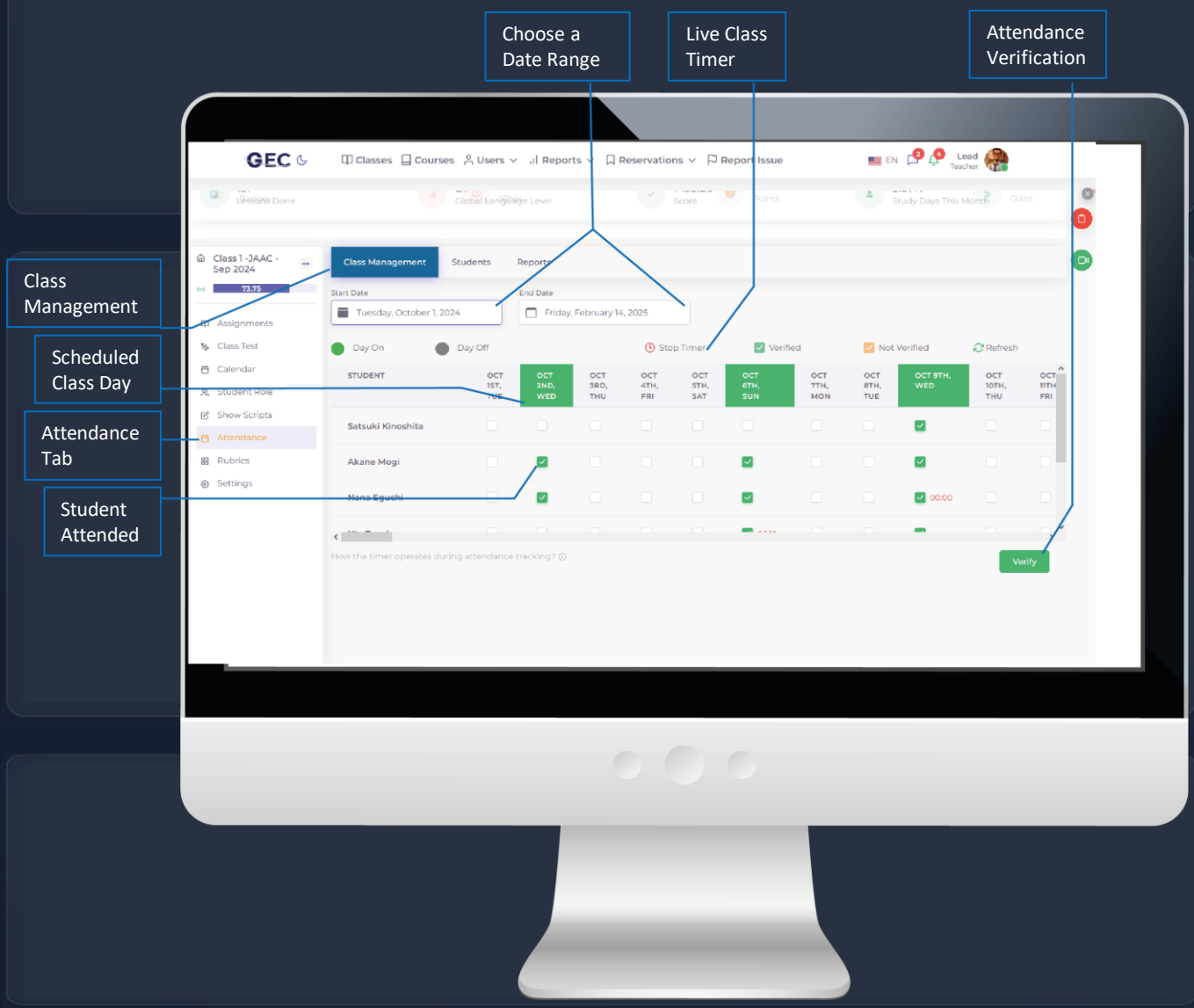
Attendance Tracking - VIDEO

Each teacher has a class scheduler that is coordinated with the student attendance tracking system. Green days on the Attendance Tracker are days that have been scheduled on the teachers class calendar. Student attendance can be auto-tracked or manually checked and verified by teachers.



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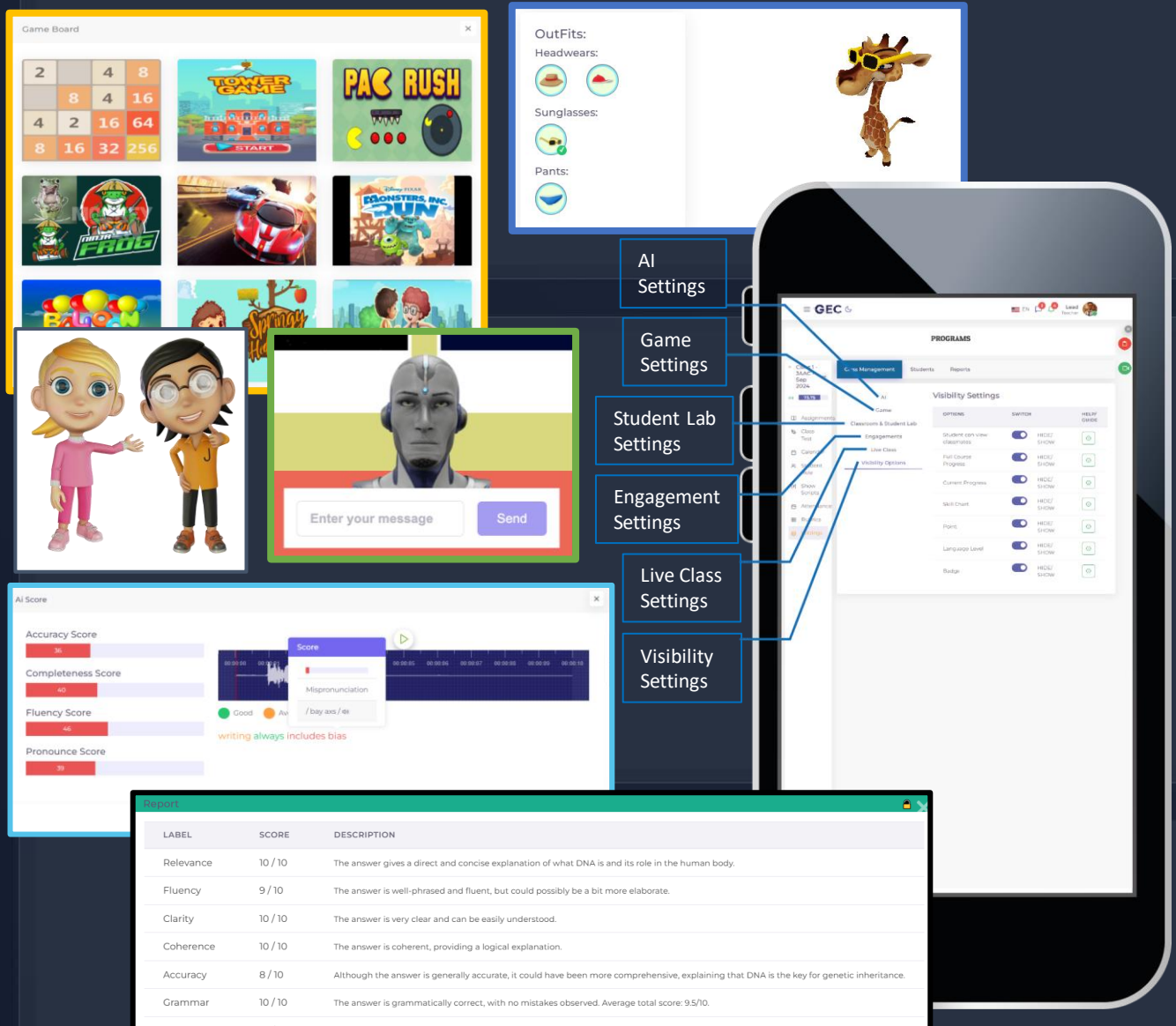
Class Settings - VIDEO

Teachers have access to settings that govern engagements, AI tools, the number of student attempts, intervention automation and other class-based systems. Different classes can have different behaviors based on class settings.



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Navigation Inside a Classroom - VIDEO

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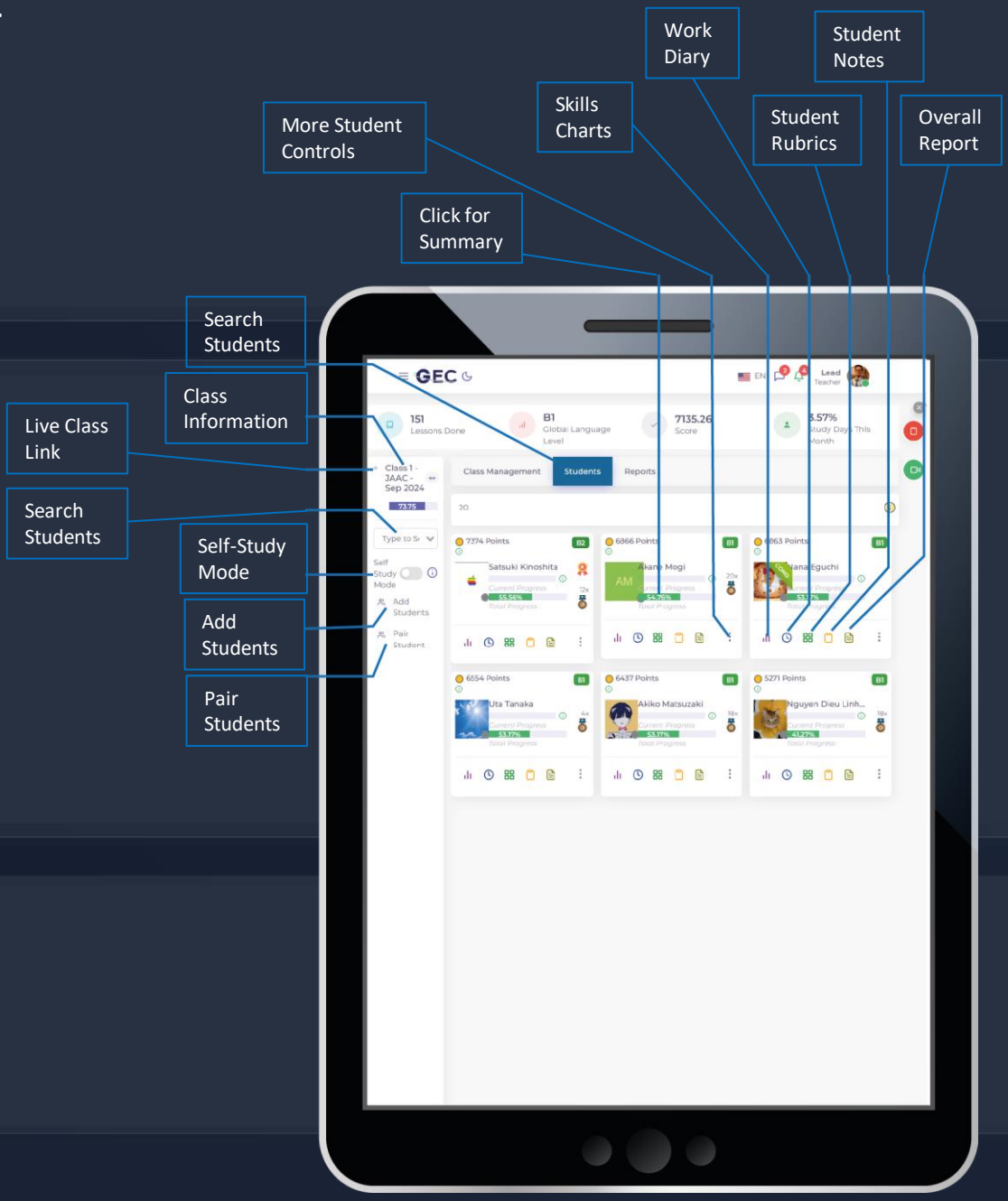
Student Management - VIDEO

The data that resides on the student cards is rich, and quick to view. This may be the dashboard that teachers spend the most time within in order to review critical information at both the individual student and the entire classroom level.



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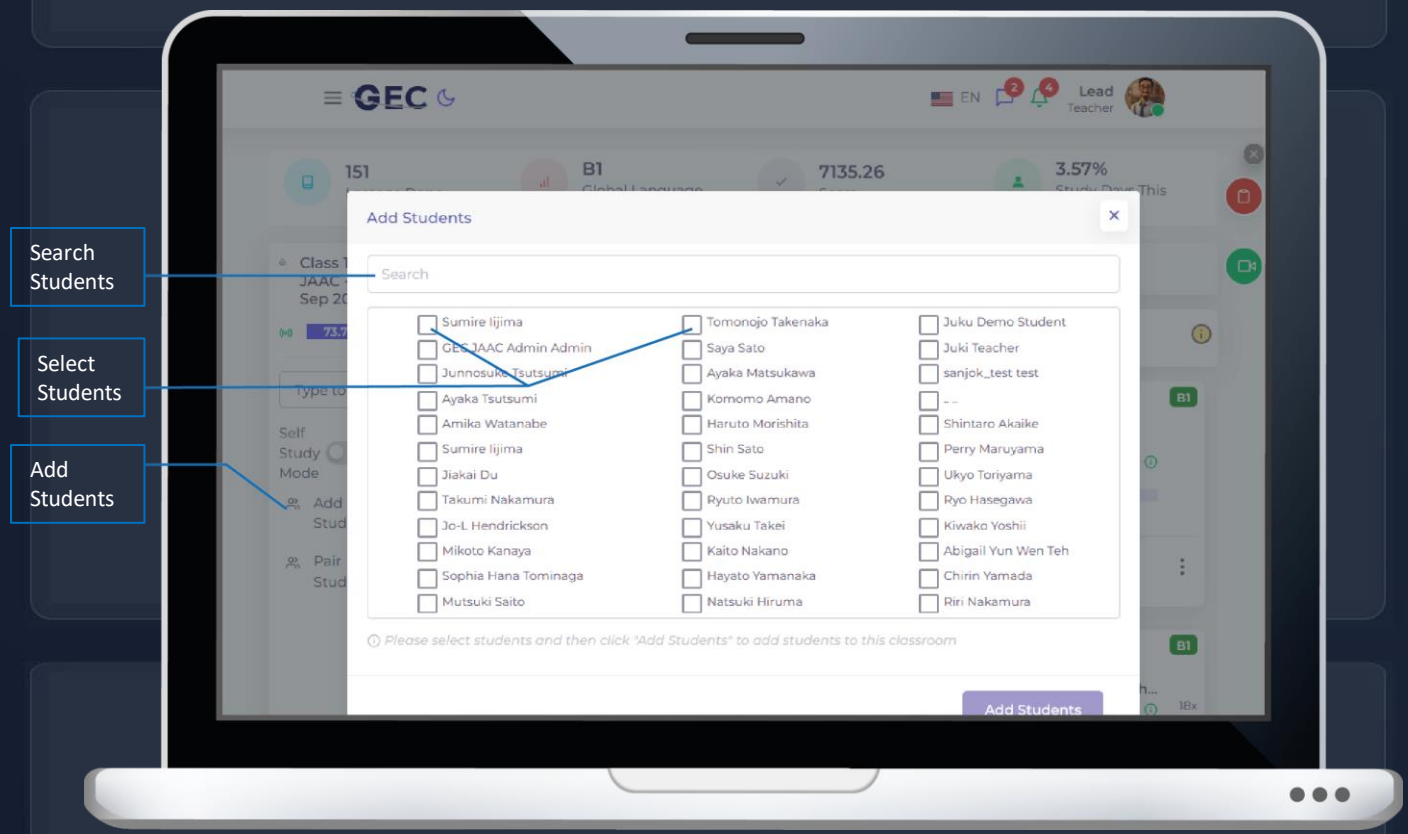
Student Body Management - VIDEO

Global user management happens from the User Dashboard, but students also need to be managed inside each specific class. All students registered in a school can be searched by the teachers, and easily selected to be included into any class..



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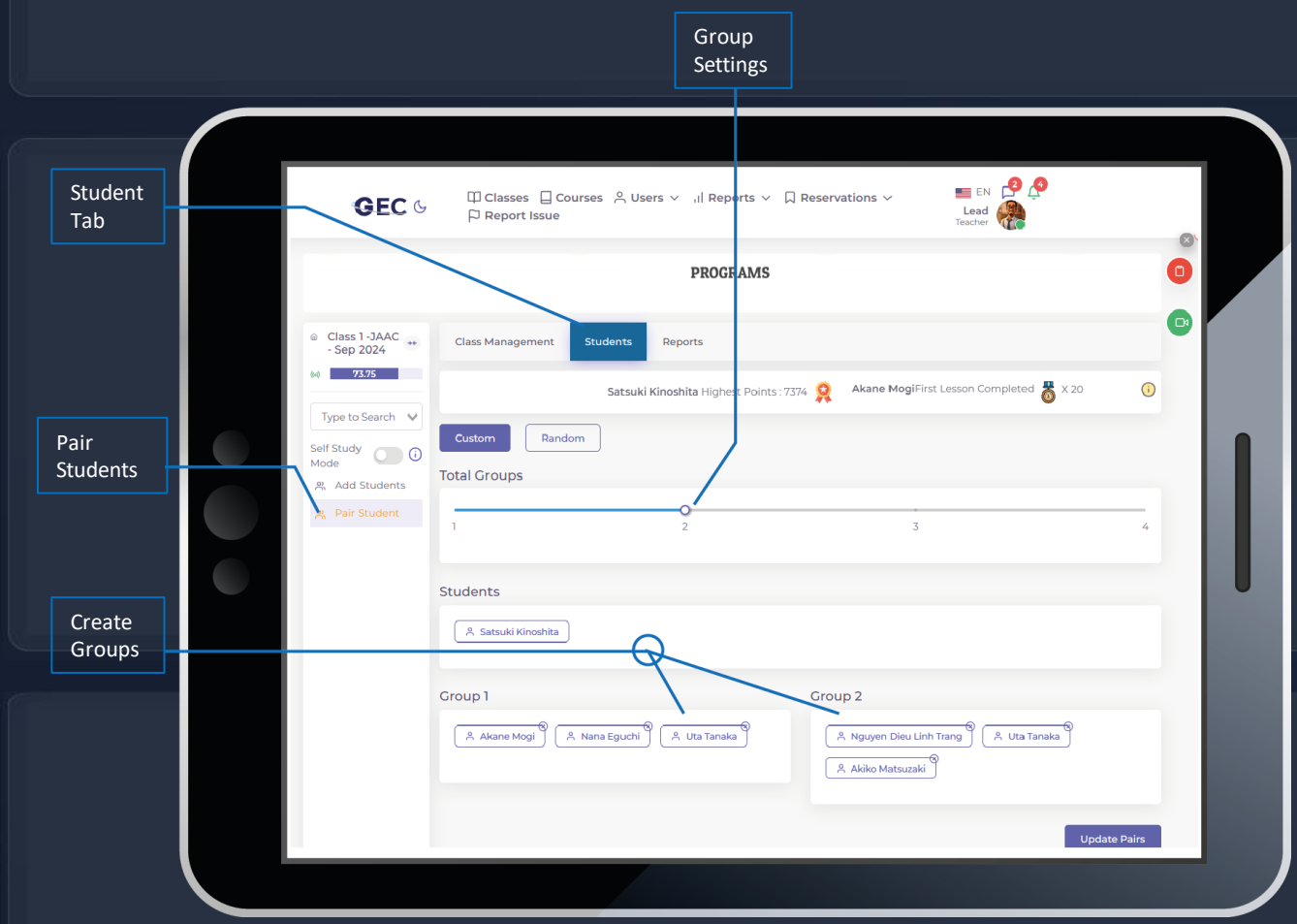
Student Pairs and Groups - VIDEO

Within any classroom, students can be placed in groups or pairs. This allows teachers to manage sub-sets of students based on their ability levels, genders, shyness or other differentiation.

Another utility of student groups relates to peer-positive motivation, where-in collective assignments can stimulate better participation. Grouped students can share notes and collaborate on the platform.



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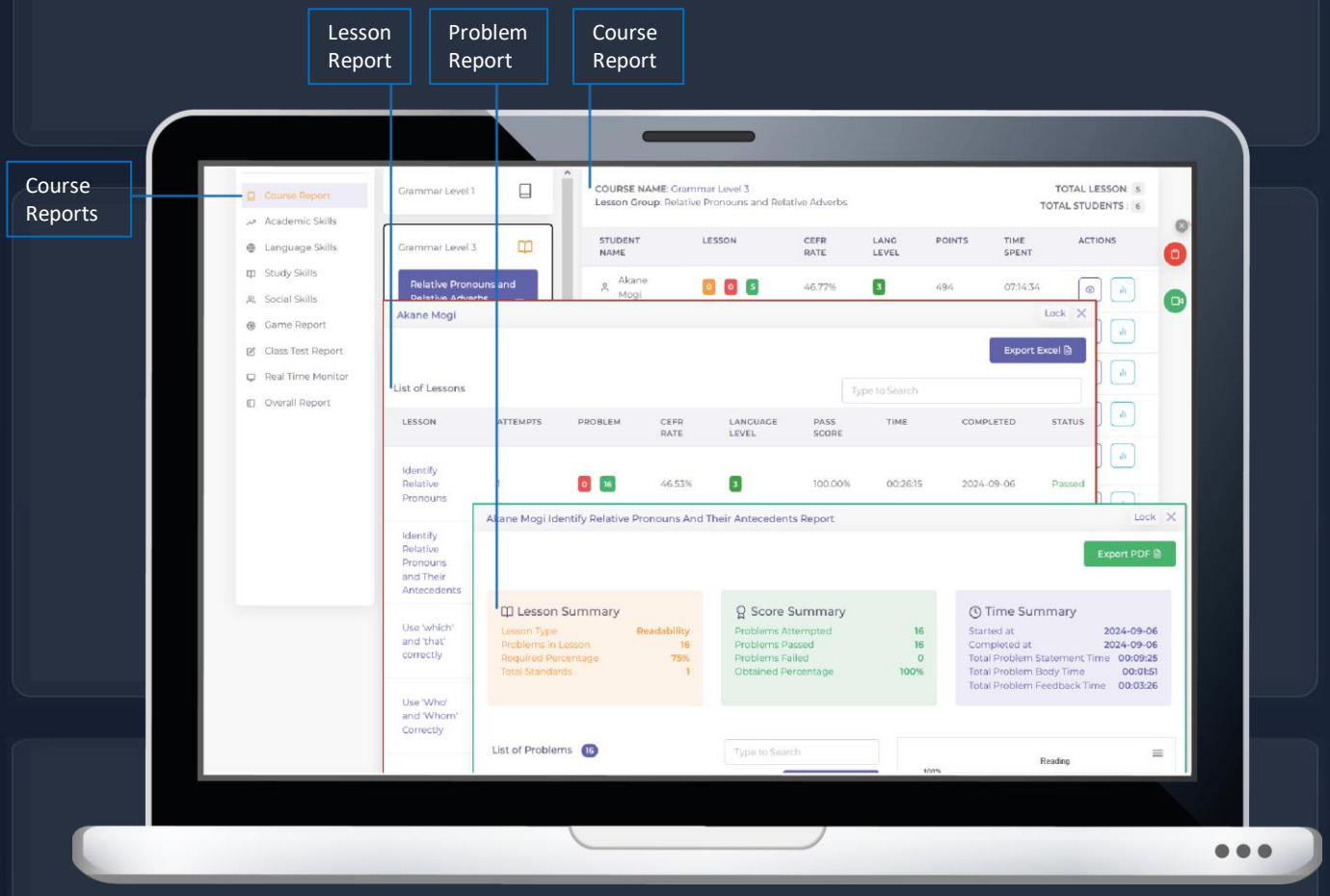
Course Reports - VIDEO

Teachers can view aggregated data in course reports inside each classroom. However, they can also drill into course reports to see lesson reports, which contain data from each individual student who completed any specific lesson. Further, teachers can then drill deeper to see each student's problem report within each lesson, where rich data gives detailed insight into that target student's performance.



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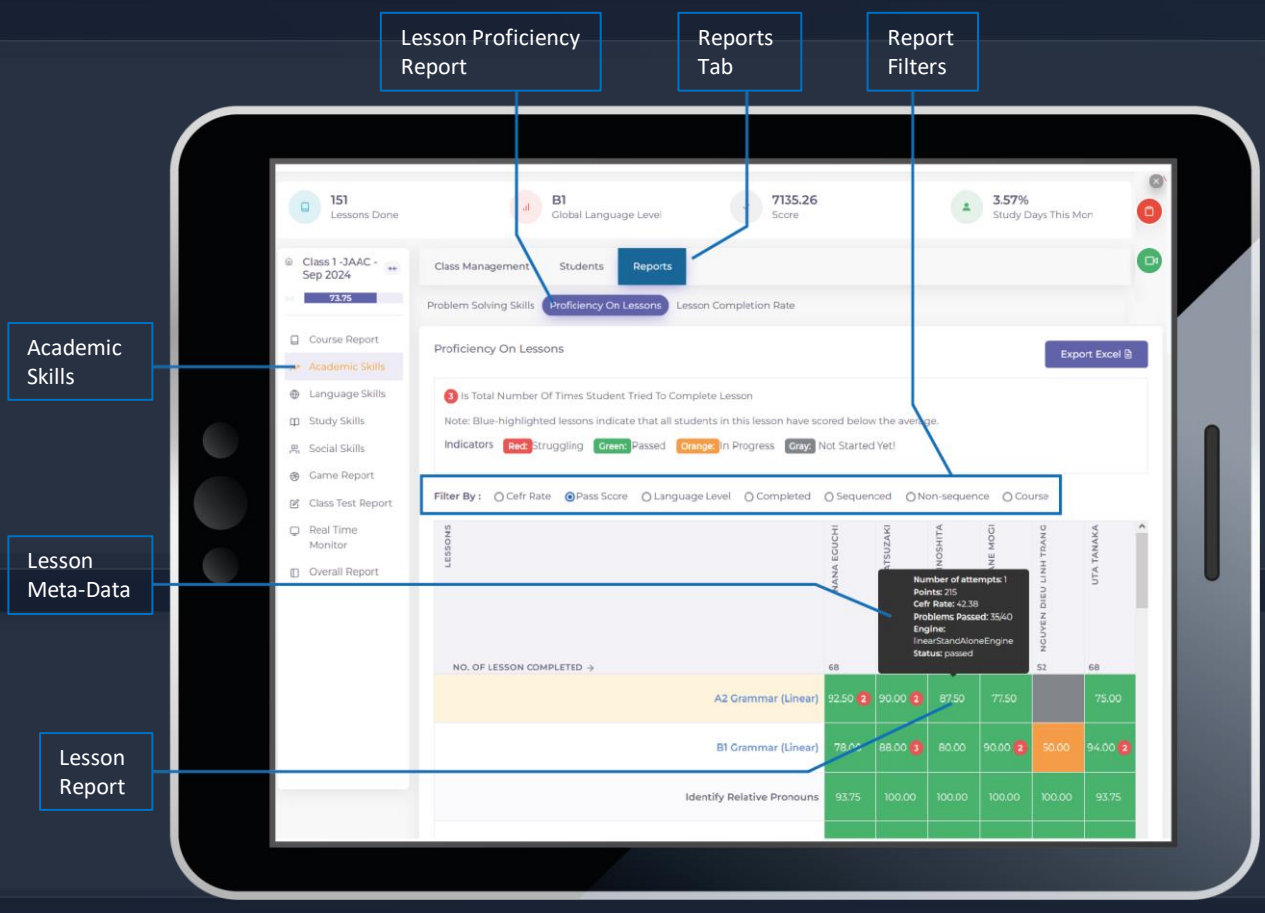
Lesson Proficiency Reports - VIDEO

This report is one of the most powerful views for teachers who want to understand holistic lesson performance dynamics among students within any individual classroom.

The ability to quickly toggle between filter view along with the rich meta-data inside each lesson report provides teacher with a valuable overall intuition about class performance.



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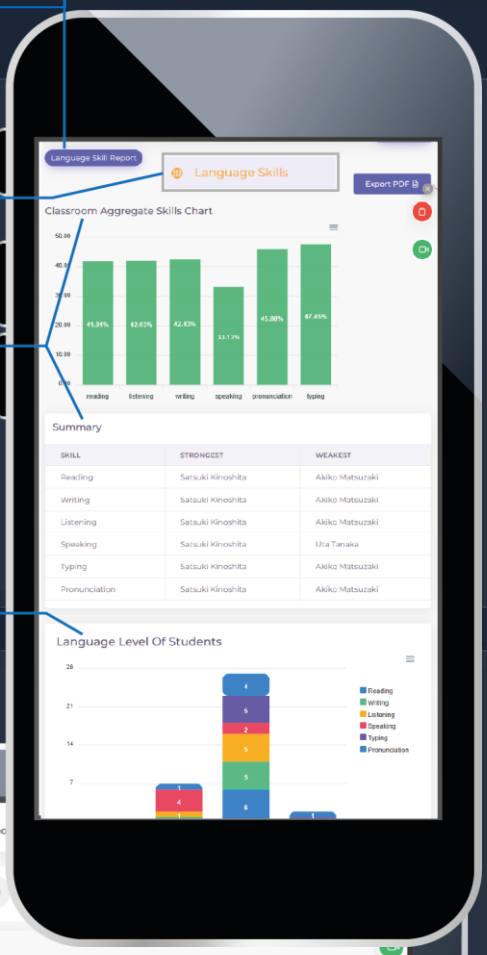
Language Skills - VIDEO

The language skills report has all-class data at the top, and individual student data at the bottom.



Language Skills

Class Reports

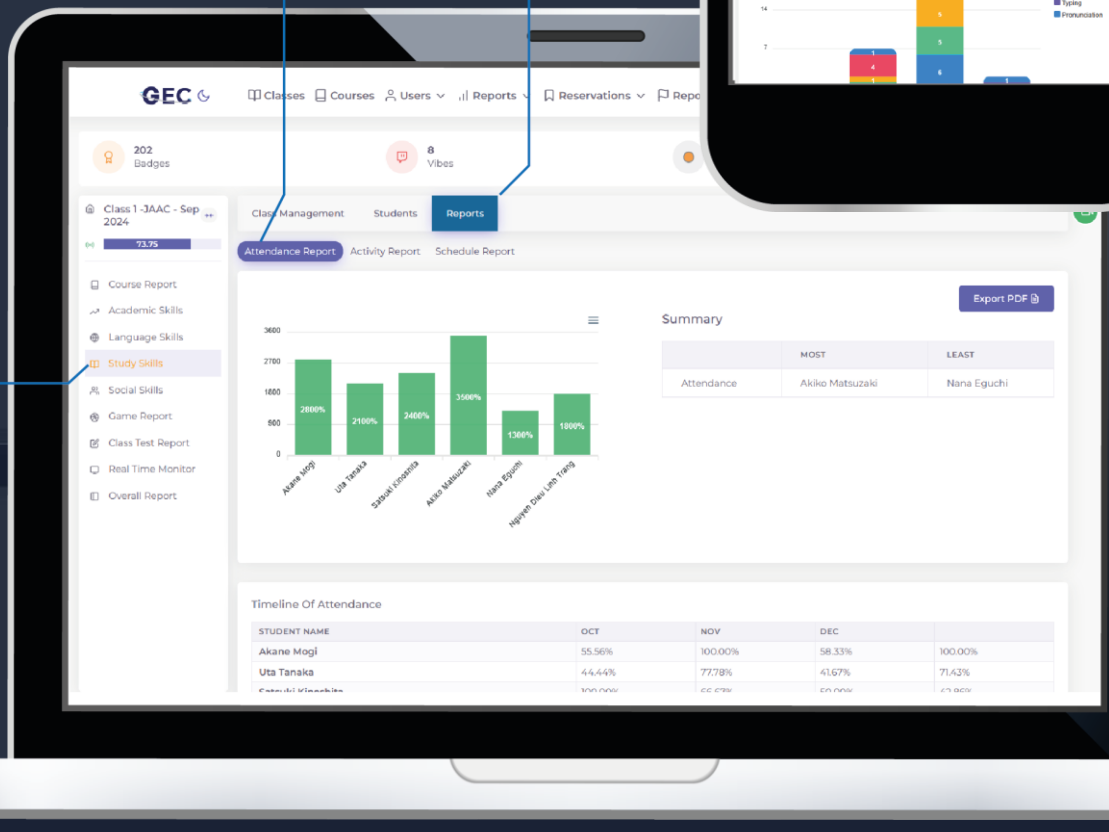
Students Report

Study Skills

Under study skills, Attendance is the first of three reports. Attendance simply shows the stats for each student in the class.

Attendance Report

Reports Tab



Study Skills

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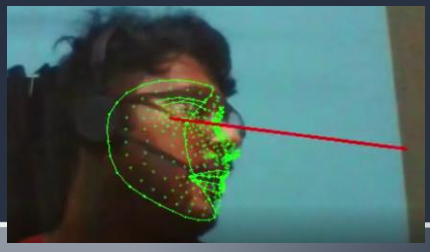
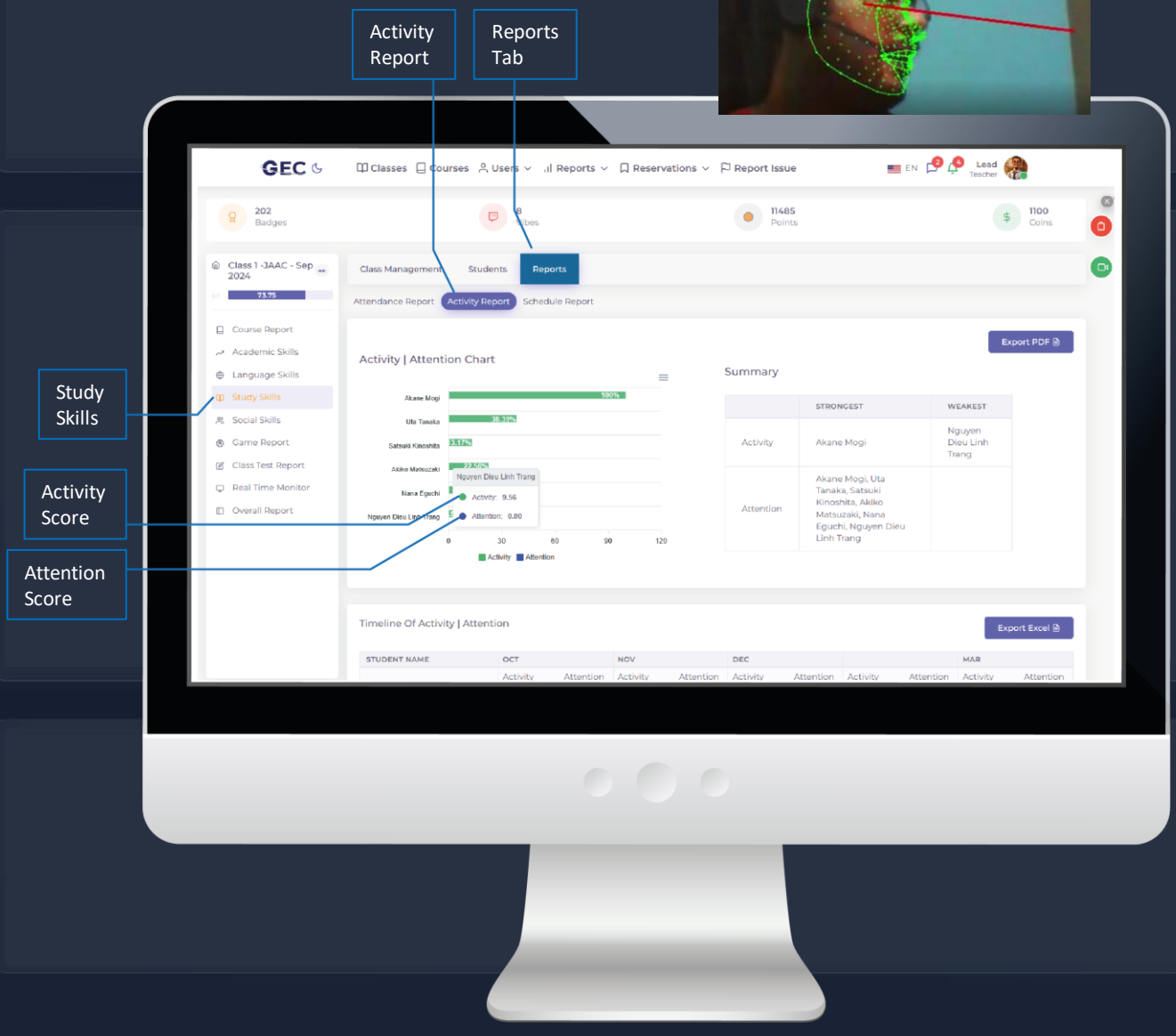
Activity Reports - VIDEO

Activity is tracked based on mouse clicks and keystrokes when students are doing self-study inside GEC's student lab while working on the digital problems. Attention tracking happens if the student camera is tracking student's facial orientation to the computer monitor or camera. For attention tracking to work, the settings must allow it and the student must have their camera turned on.





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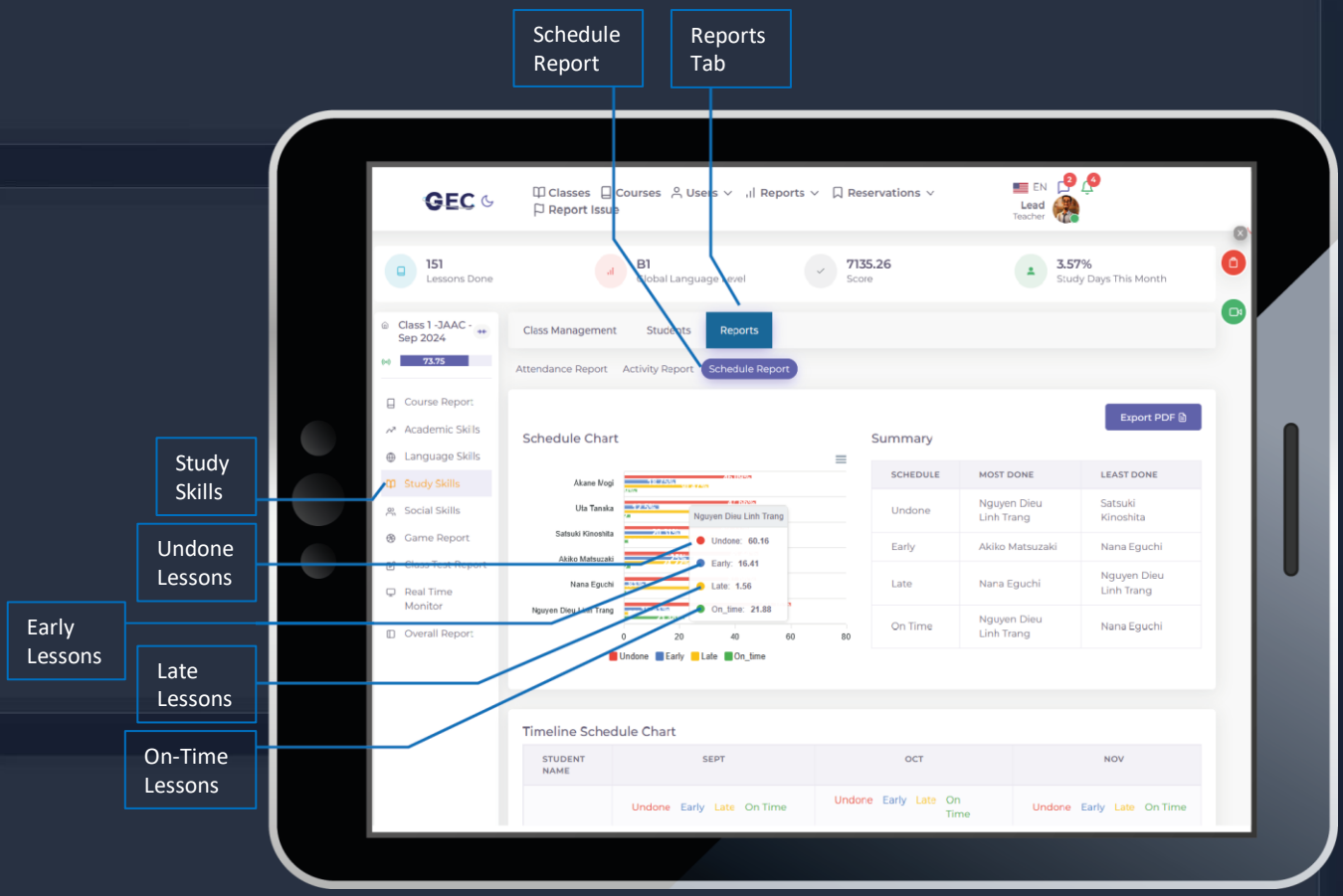
Schedule Reports - VIDEO

Schedule reports collect all the early, on-time, late and undone lessons from all students on all lessons in the class, and give an average rating to reveal how each student is doing by these measures.



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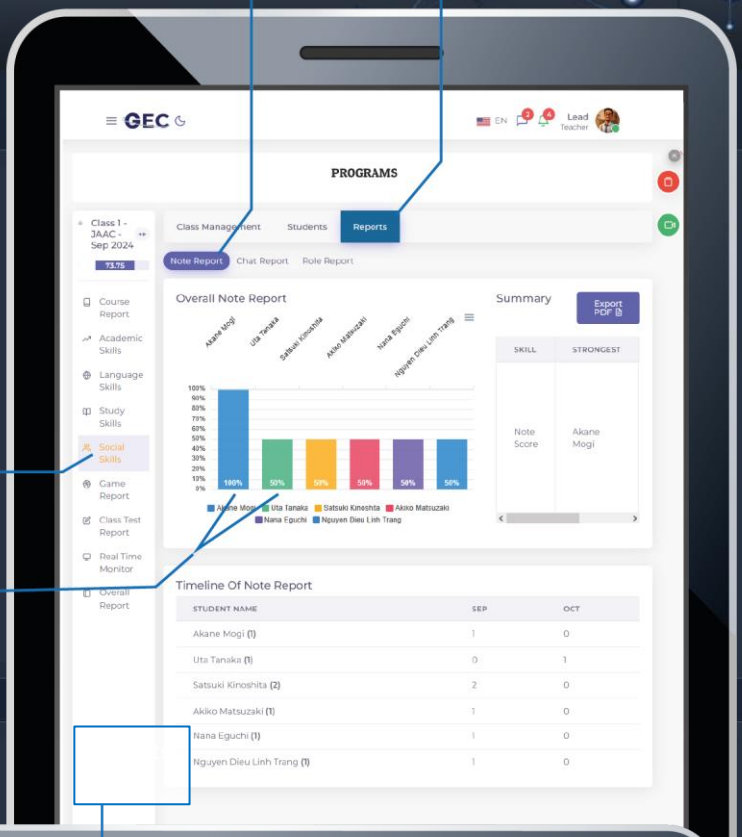
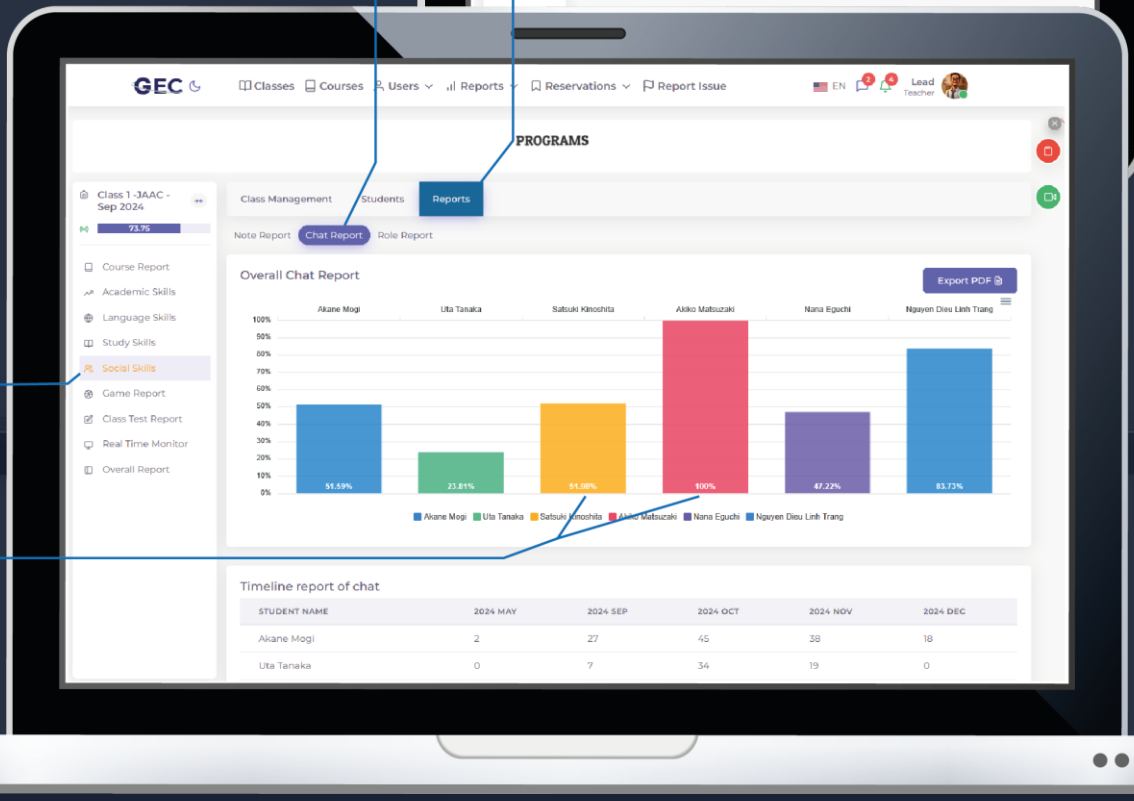
Social Skills - VIDEO

While tracking notes participation and chat participation, GEC uses a norm-referenced approach by giving the student with highest participation a 100% rating, and then rating the other students on a relative scale.





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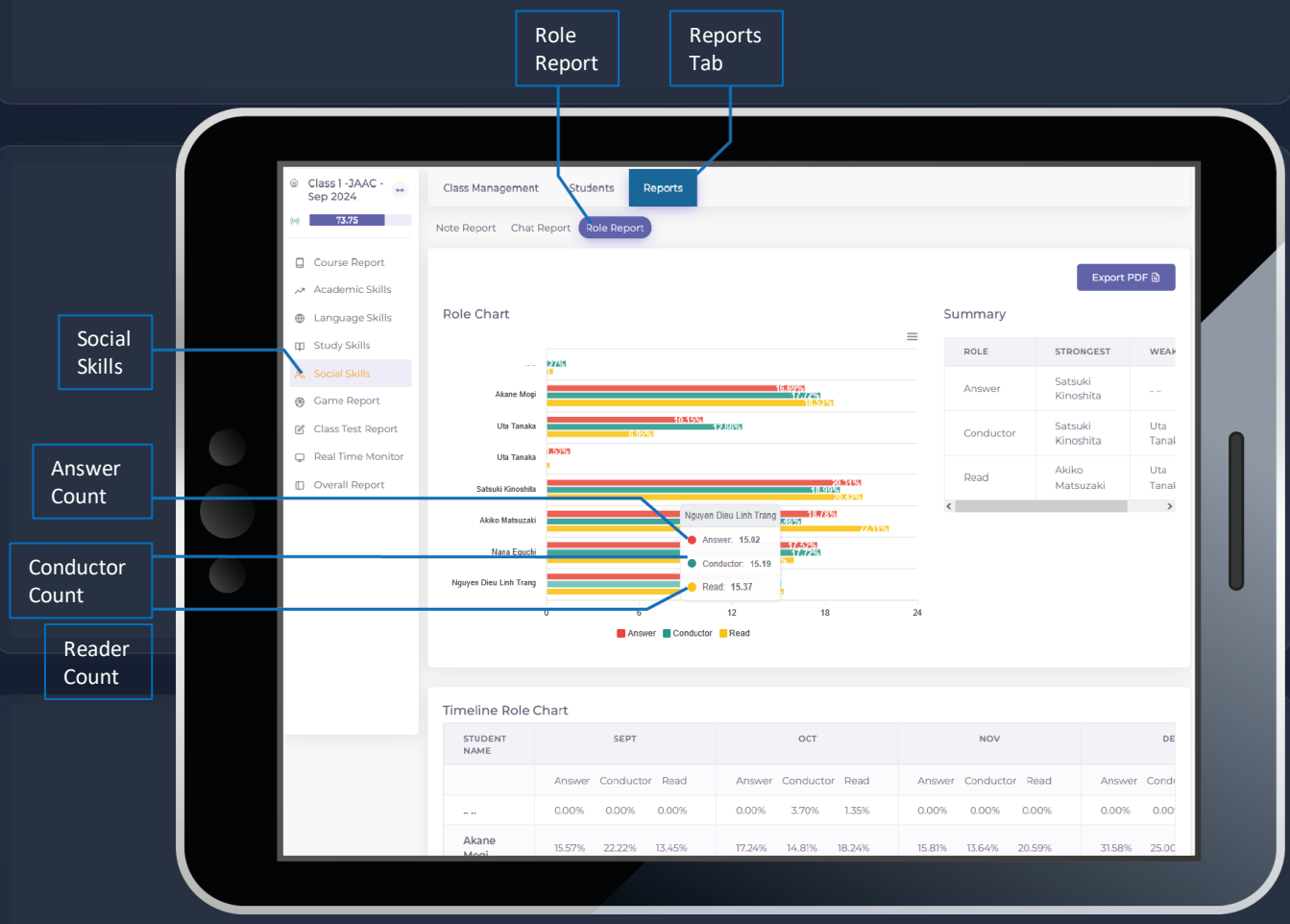
Role Tracking - VIDEO

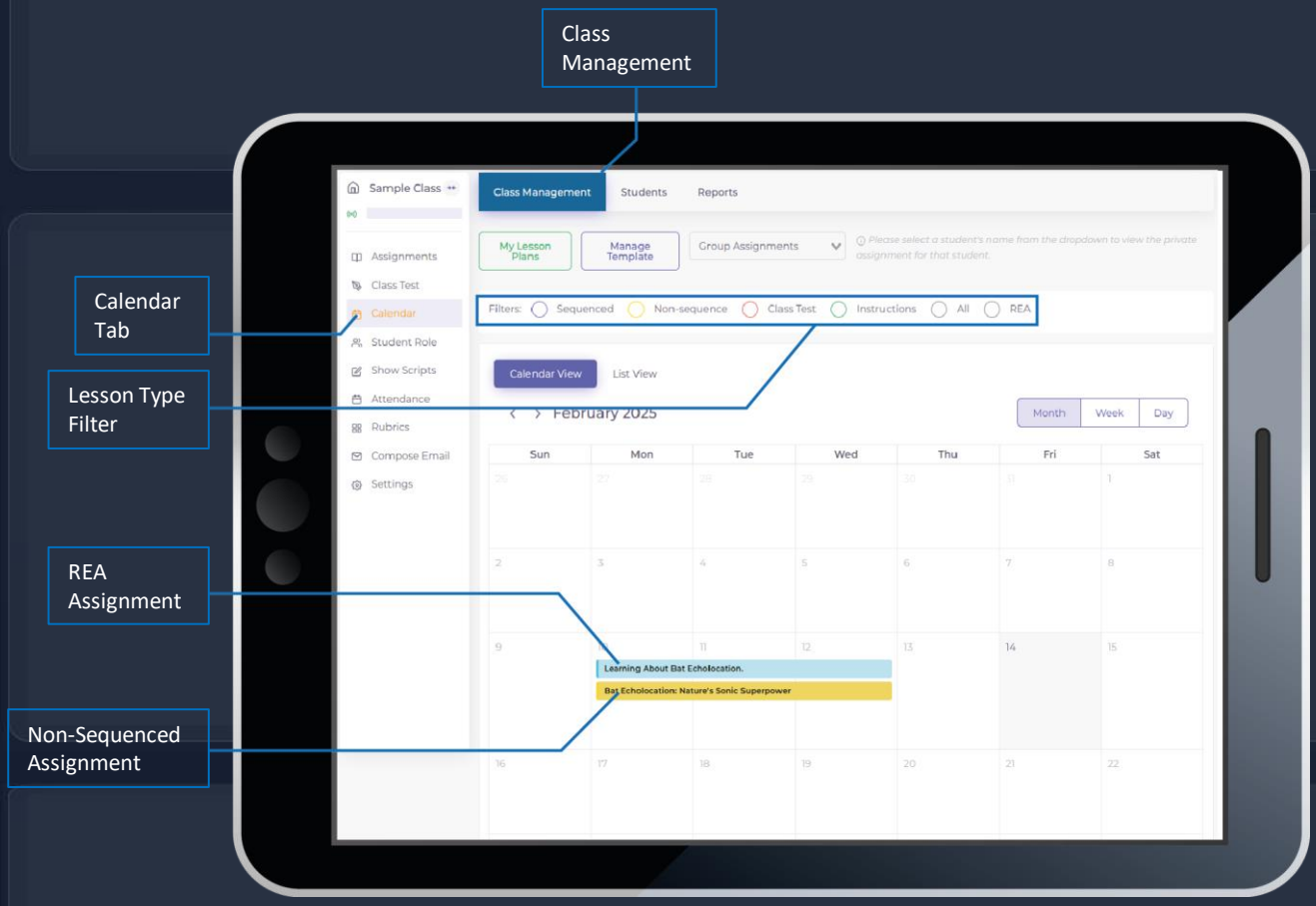
During CLT (Communicative Language Training), GEC has a role tracker that keeps count of student participation when students conduct a session, read for the group during a session or answer a question during a study session. The tracker collects data over time, which is aggregated into this Role Report under the Social Skills tab.



Teacher Training Manual

Lesson Assignment

Lesson assignment occurs on the class assignment calendar, where lessons are scheduled. The following section of this teacher manual discusses different types of lessons (e.g; REA, Adaptive, Linear) and different assignment setting (e.g; sequenced, non-sequenced, unlockable sequenced).



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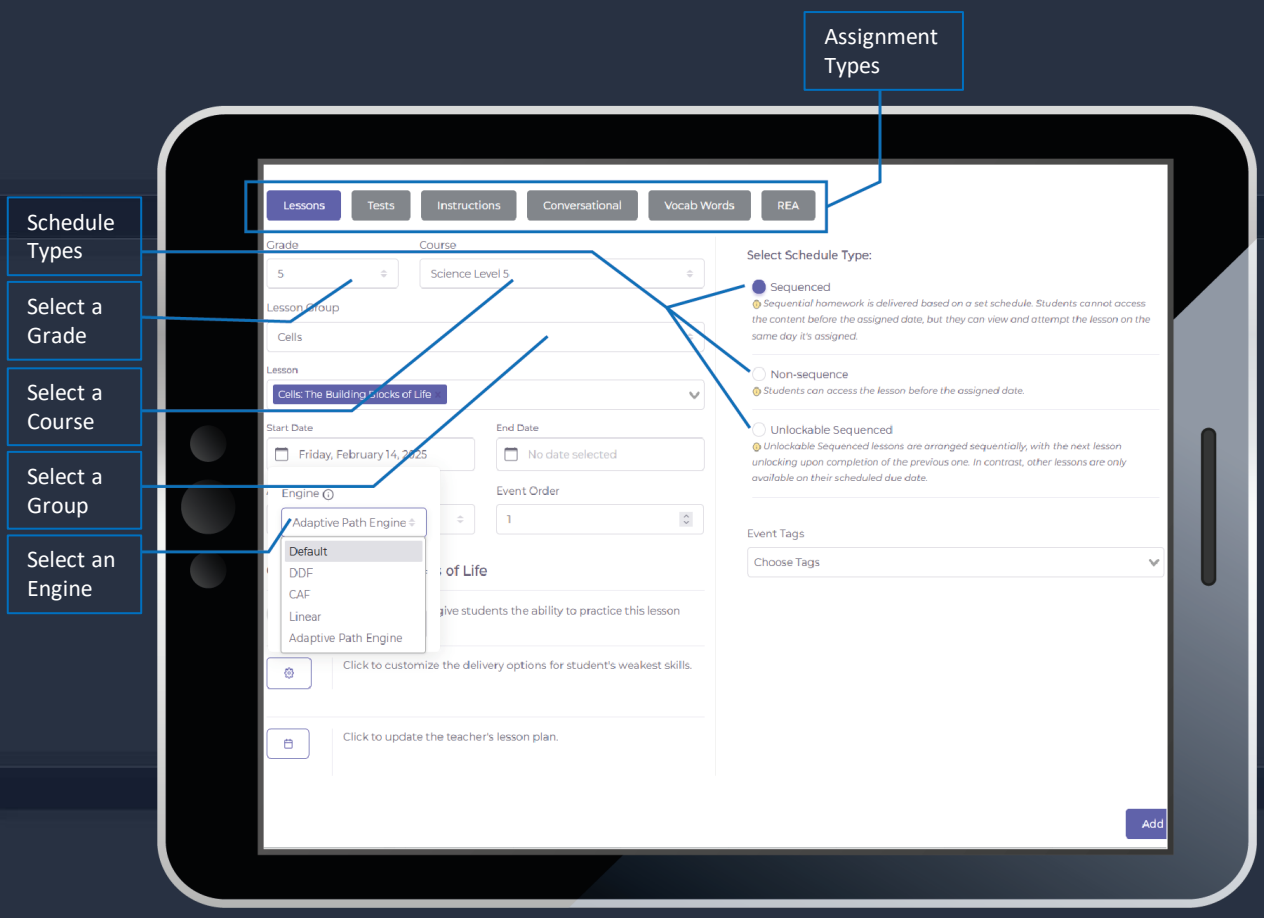
Assignment Dashboard

GEC has 6 different assignment types, a number of different nominal lesson settings, 4 different delivery engines for main lessons and for testing, as well as options for targeting different language levels and language skills whenever a lesson is assigned.



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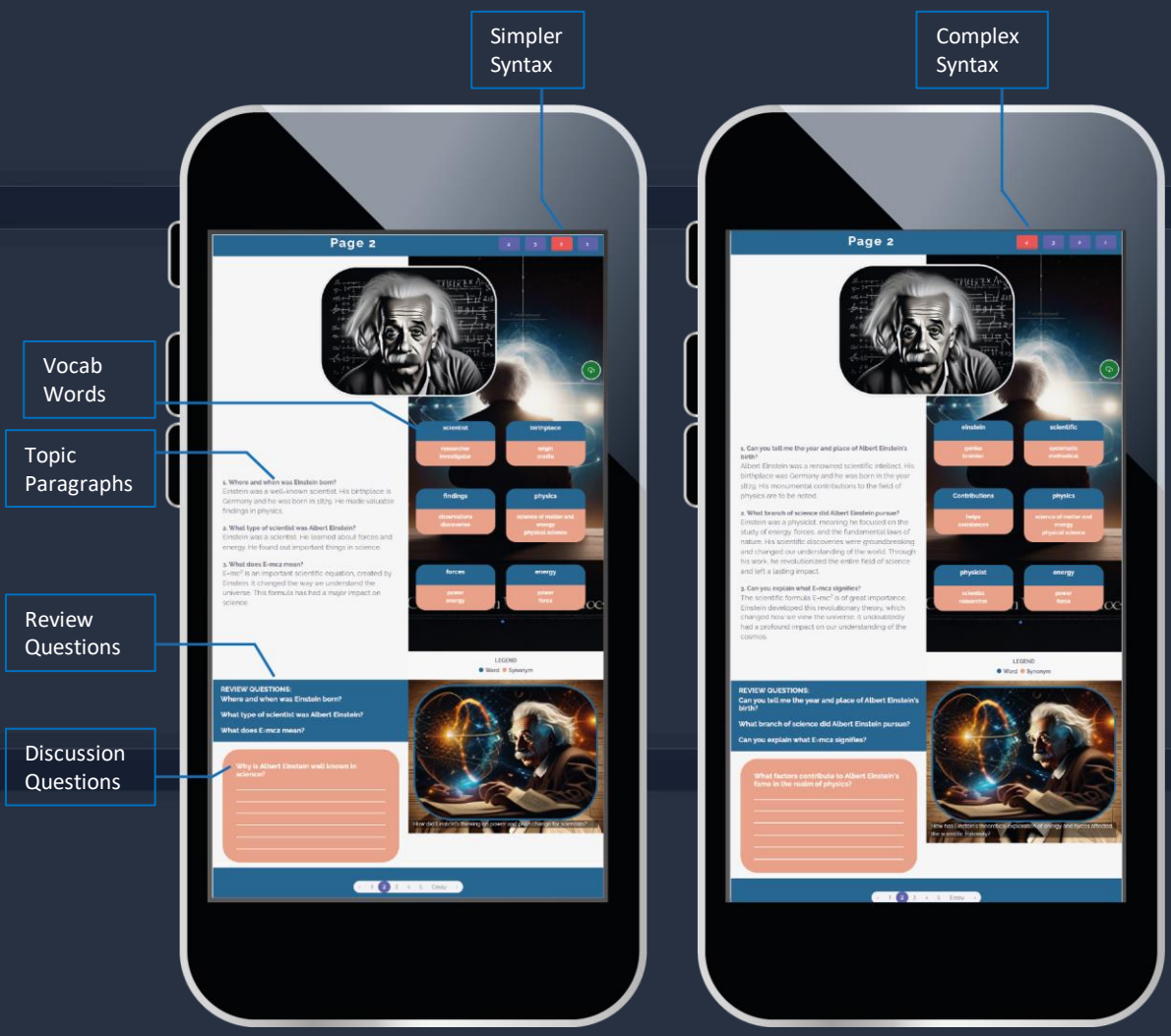
Adaptive Language Levels

Below, the left version is at language level 2, which is much more simple than the version on the right which is at language level 4. The semantics is the same between each version, but the syntax is at different levels of complexity. GEC adaptive lessons range in language difficulty between an A1 CEFR level and a C2 CEFR level.