

# 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



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## 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



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



Google Play

### SECTION 7: Make sure the device can receive notifications

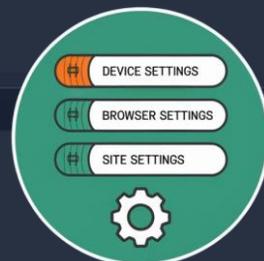
1. Go to the app store (Apple Store – or - Google Play Store) using your device.
2. Search and download the correct GEC mobile app for your device.
3. Login to GEC on your device using the same user-name and password that you use for your web-login.
4. Go to your GENERAL SETTINGS by clicking your name 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



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

Classes Tab

Users Tab

Reports Tab

Error Report Tab

Language Selector Tab

Chat Tab

User Settings

Notifications

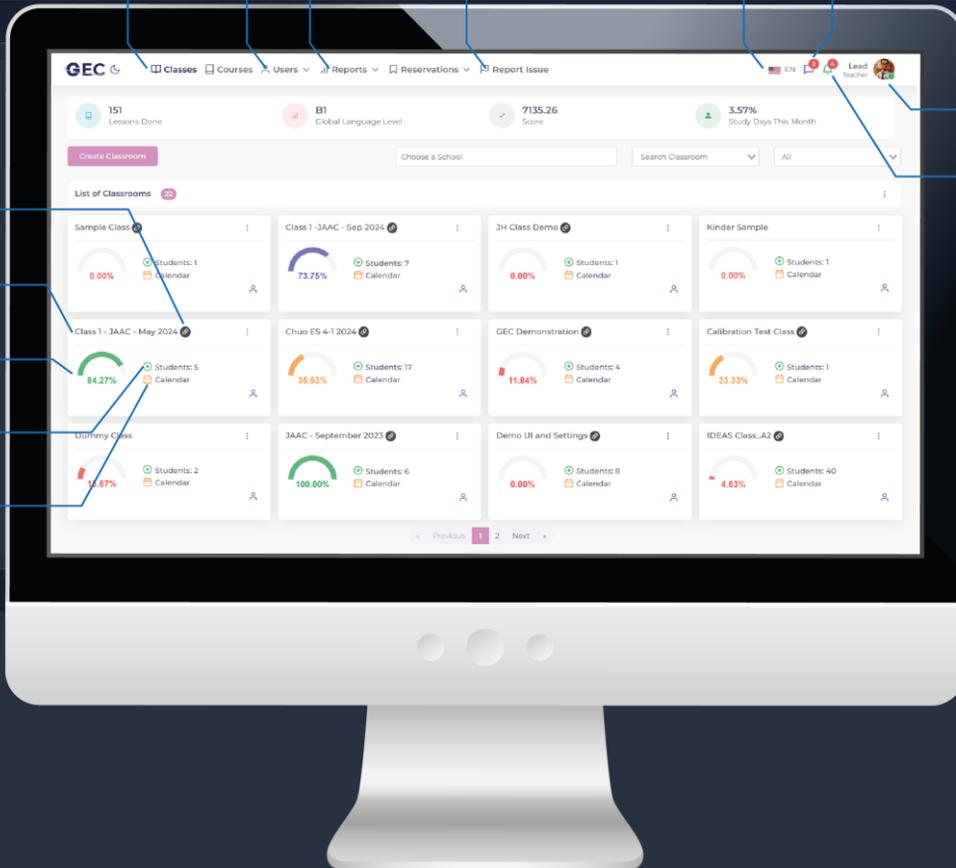
Enter Live Class

Class Name

Class Progress

Student Count

Class Calendar





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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.

The screenshot shows the GEC User Management interface. At the top, there are navigation tabs for Classes, Courses, Users, Reports, Reservations, and Report Issue. The main dashboard displays statistics: 151 Lessons Done, 81 Global Language Level, 7135.26 Score, and 3.57% Study Days This Month. Below these are counts for 4 Parents and 473 Students. A search bar and filters are present. The main content area shows a table of users with a red warning icon and the text 'Red indicates Poor Pronunciation'. A 'Create User' button is visible. A dropdown menu is open over the 'Actions' column, showing options: Assign Parent, Edit, Delete, View User Relations, and Deactivate User. Callouts point to various elements: 'Open More Controls' points to the top right; 'See All Classes' points to the 'Classes' tab; 'Student Work Diary' points to the 'Users' tab; 'Link to Profile' points to the user profile icons; 'Student Dashboard' points to the user profile icons; 'Create Single User' points to the 'Create User' button; 'Batch-load Multi-Users' points to the 'Import Users' button; 'Download Users Lists' points to the 'Export Users' button; 'Link a Parent Account' points to the 'Assign Parent' option; 'Edit User Data' points to the 'Edit' option; 'Delete User' points to the 'Delete' option; 'Deactivate User' points to the 'Deactivate User' option; and 'User Relations' points to the 'View User Relations' option.

Name	Email / Phone Number	User Type	Country	Actions
Nguyen Dieu Linh Trang	gquenchan025@gmail.com	Student	Japan (en)	[Icons]
Nana Eguchi	nana20080509@icloud.com	Student	Japan (en)	[Icons]
Akiko Matsuzaki	22859matsuzaki@ggs.kgm.ed.jp	Student	Japan (jp)	[Icons]
Satsuki Kinoshita	1k5240f147@ikibun.com	Student	Japan (en)	[Icons]
Uta Tanaka	uta20090130@gmail.com	Student	Japan (en)	[Icons]

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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...

- explored
- 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.

ID	NAME	ROLE
1	default_super default	super
2	default_international default	international
143	JAAC National	national
145	JAAC Company	company
146	JAAC District	district
147	JAAC School	school
4527	Scott Esposito	teacher
4743	Ryan Pieterse	teacher
4528	Efa Aoife	teacher
148	Lead Teacher	teacher

National User Level

Company User Level

District User Level

School User Level

Main Teacher User

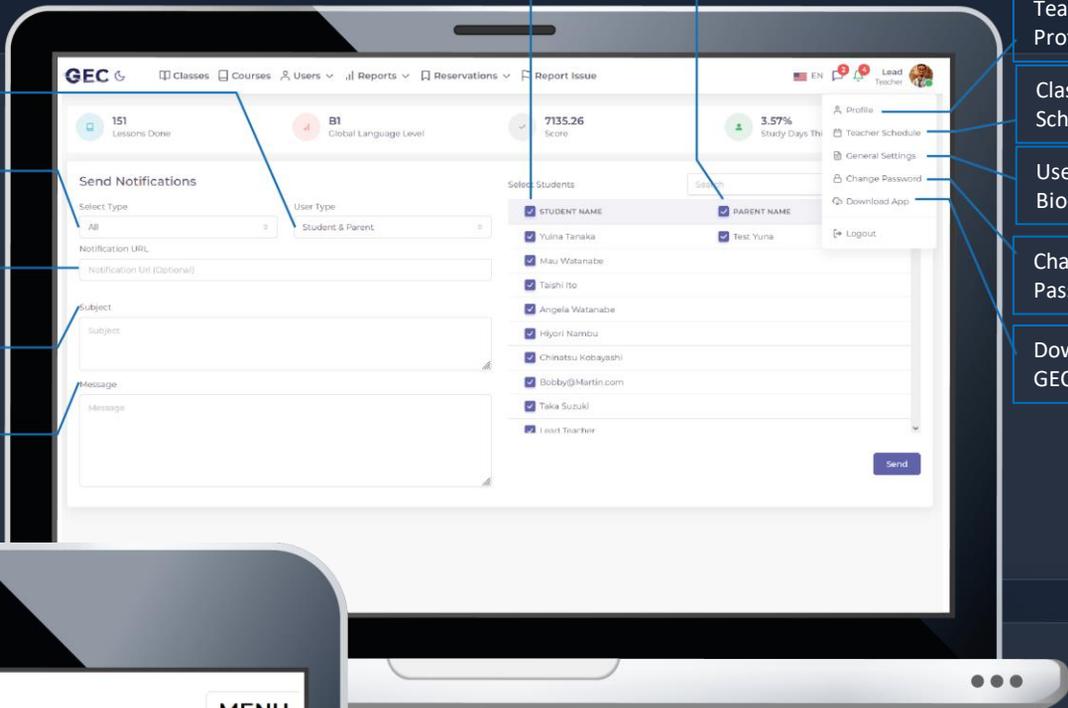
Co-Teacher 1 User

Co-Teacher 2 User

Co-Teacher 3 User



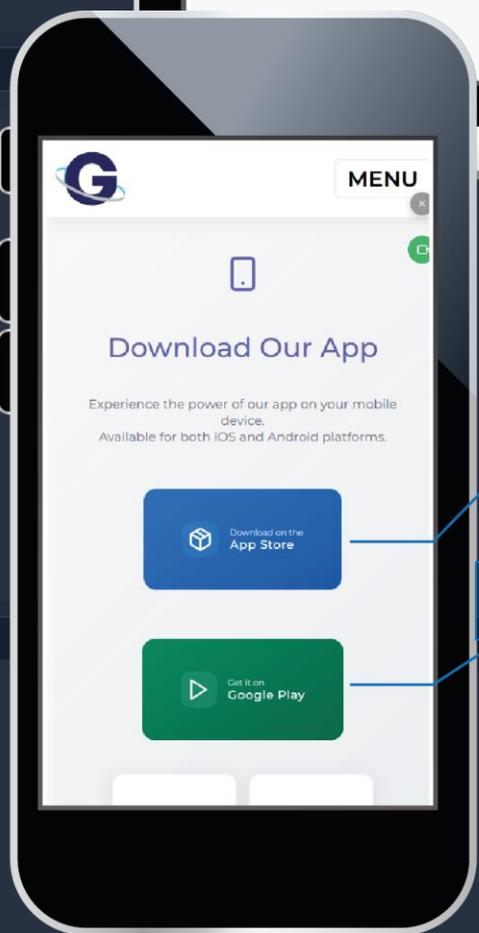
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- Students, Parents or Both
- All Users or By Class
- Optional Link
- Message Subject Line
- Message Body

- Select Students
- Select Parents

- Teacher Profile
- Class Scheduler
- User Bio-data
- Change Password
- Download GEC Apps



- Link to iOS APP
- Download Android APP

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## 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

The screenshot shows the GEC Reports interface. On the left, a 'Class Navigation' sidebar contains the following items:

- Create New Class
- Live Class Link
- Student Count
- Class Calendar
- Class Progress

At the top of the main content area, there are five report categories:

- Game Report
- Hierarchy Aggregation Report
- Daily Time Tracked
- Date-Range Time on
- Realtime Monitor

The main content area displays a 'List of Classrooms' grid with 12 class cards. Each card shows a progress gauge, student count, and a calendar icon. The classes listed are:

- Sample Class (0.00%, 1 Student)
- Class1 -JAAC - Sep 2024 (73.75%, 7 Students)
- 3H Class Demo (0.00%, 1 Student)
- Kinder Sample (0.00%, 1 Student)
- Class1 -JAAC - May 2024 (84.27%, 5 Students)
- Chuo ES 4-1 2024 (35.63%, 17 Students)
- GEC Demonstration (11.84%, 4 Students)
- Calibration Test Class (33.33%, 1 Student)
- Dummy Class (16.67%, 2 Students)
- JAAC - September 2023 (100.00%, 6 Students)
- Demo UI and Settings (0.00%, 8 Students)
- IDEAS Class\_A2 (4.63%, 40 Students)



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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.

The screenshot shows the GEC interface for a Daily Time Report. The top navigation bar includes 'GEC', 'Classes', 'Courses', 'Users', 'Reports', 'Reservations', and 'Report Issue'. The main dashboard displays four key metrics: 151 Lessons Done, 81 Global Language Level, 7135.26 Score, and 3.57% Study Days This Month. Below these are filters for 'Study Time' (School: jaac school, Classroom: All Classrooms, Timezone, Date: Fri, Feb 14, 2025) and a view selector (Day, Week, Date Range). The main table lists students with their start and end times, time worked, and idle time.

Student	Start Time	End Time	Time Worked	Idle Time
Rihei Obuchi <i>2 hours ago</i>	07:52 PM	12:03 AM	1h 00m	0m 0s
Yurai Uchiyama <i>No Time Tracked</i>	00:00	00:00	0h 00m	0h 00m
Meguru Kawabe <i>No Time Tracked</i>	00:00	00:00	0h 00m	0h 00m
Ayumu Nojiri	00:00	00:00	0h 00m	0h 00m

Class Filter

Time-zone Filter

Date Filter

Class Filter

Student Search

Student Name

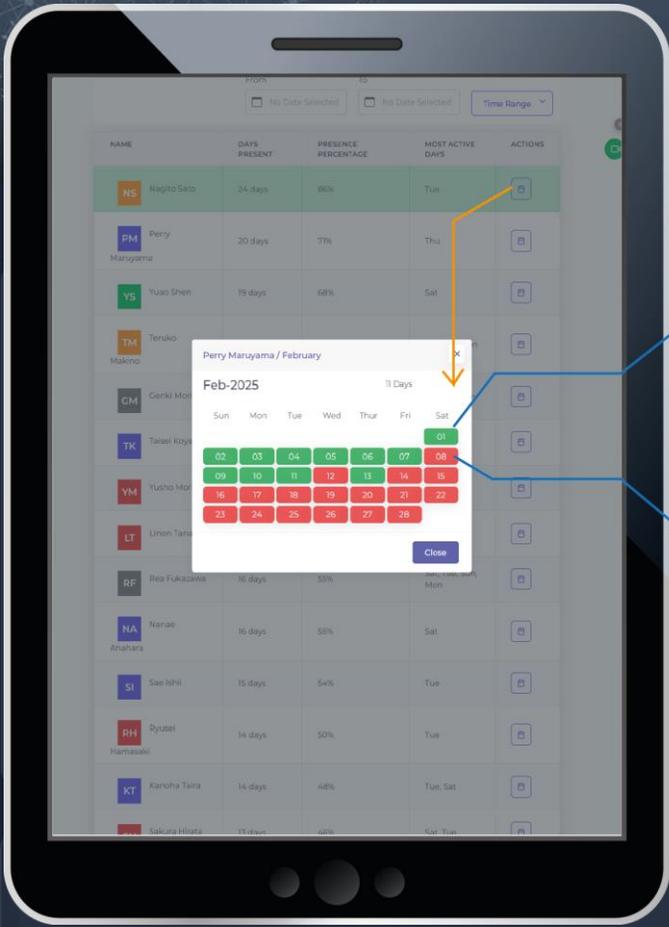
Daily Start Time

Daily End Time

Daily Time Worked

Daily Idle Time

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## Work Diary - Monthly

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

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

**VIDEO**



Green Days On

Red Days Off

Date Range Start

Date Range End

Weekly Time On

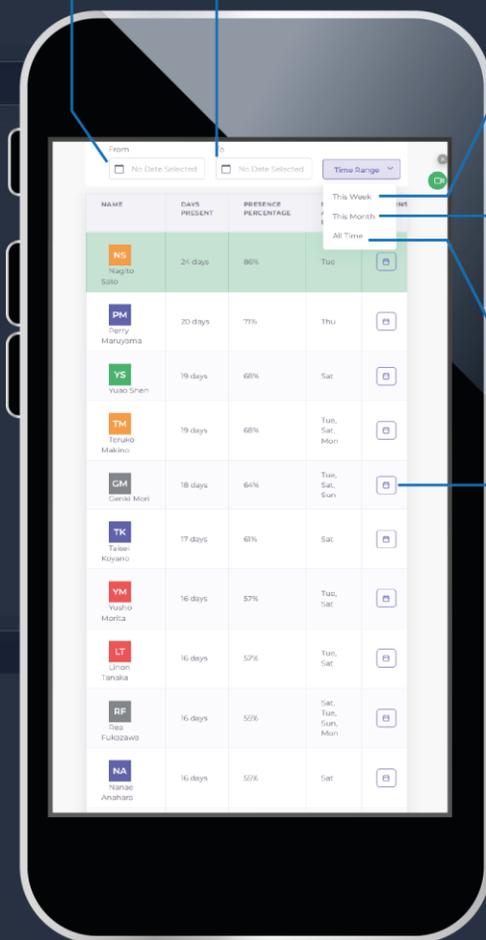
Monthly Time On

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...

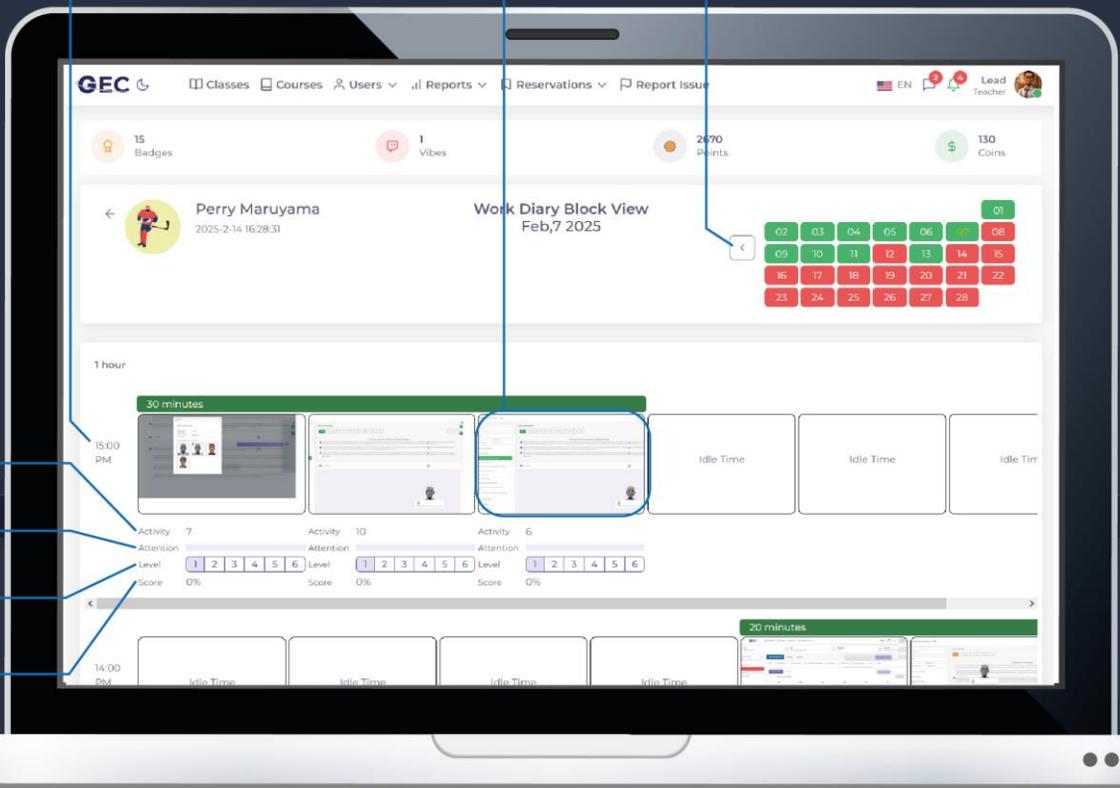
- student activity,
- attention,
- language level
- average score

...during each 10 minute period.

One Hour  
Data Row

10 Minute  
Block

Navigate Month  
to Month



10 Min  
Activity Report

Attention  
Report

10 Min  
Lang Report

10 Min  
Score Report

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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.

The screenshot shows the Real Time Monitor interface. At the top, there are navigation tabs for Classes, Courses, Users, Reports, Reservations, and Report Issue. The main header displays 202 Badges, 8 Vibes, 11485 Points, and 1100 Coins. Below this, the Real Time Monitor section shows 6 Users and 13 In Progress. A toggle for Offline View is visible. The main content is a table with columns for Student Name and 17 rounds of progress. Each cell in the table is color-coded: green for correct answers, red for incorrect answers, and grey for rounds not yet attempted. To the right of the table, a 'STATUS' column shows progress bars and percentages for each student.

STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	STATUS
Satsuki Kinoshita	Green	Green	Green	Red	Green	Green	Red	Green	30% ADP   R1									
Akiko Mitsuzaki	Red	Green	Red	Green	Green	Green	Green	Green	Green	25% ADP   R1								
Nana Eguchi	Red	Green	Green	Green	Green	Red	Green	34% ADP   R1										
Akane Mogi	Red	Green	23% ADP   R1															
Uta Tanaka	Red	Green	18% ADP   R1															

Callouts on the left side of the interface include: Lesson Filter, Status Filter, Lesson Filter, Student Name, Correct Answer, and Incorrect Answer. Callouts on the right side include: Online or Offline View, Percent Completed, Rounds Used, and Engine Used.



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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.

Date Range

Standard Time Range

Hierarchy Filter

Export CSV

Lesson Completion Stats

Pass Score Stats

Language Skills Stats

Attendance Stats

Student Notes Stats

Engine Used

S.NO	CLASSROOM	ACADEMIC		LANGUAGE SKILLS	STUDY SKILL	SOCIAL SKILL	ACTION
		LESSON COMPLETION	PASS SCORE	LANGUAGE SKILLS	ATTENDANCE	NOTES	
1	GEC Demonstration	5.17	89.68	26.85	0.00	0.00	⊕
2	Calibration Test Class	30.77	88.73	23.91	0.00	4.00	⊕
3	Dummy Class	1.30	91.00	33.11	0.00	0.00	⊕
4	JAAC - September 2023	94.24	96.88	43.37	48.44	18.06	⊕
5	Class 5 - May 2023	69.35	94.19	41.99	0.00	12.22	⊕
6	Class 4 - May 2023	76.30	95.56	44.20	0.00	18.66	⊕
7	Class 3 - May 2023	70.06	95.61	42.06	0.00	8.68	⊕
8	Class 2 - May 2023	62.26	93.77	37.98	136.11	16.52	⊕
9	Class 1 - May 2023	94.34	95.37	41.58	147.22	9.12	⊕
10	Demo Class Training	1.89	93.33	24.17	0.00	2.00	⊕
11	Class 2 - January 2023	22.69	96.31	42.78	85.29	8.39	⊕
12	Class 2 - September	81.85	93.13	38.28	75.00	11.32	⊕

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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.

**Daily Time Per Month**

**Study Time**

2023-11

LESSON	PROBLEMS	PASS SCORE	TOTAL TIME	POINTS	STATUS	ACTION
<b>Course Report</b> Social Studies Level 1   Course Competition = 100.00 %   Average Pass Score = 99.08 %						+ Summary by Lesson + Show Details + Show Graph 7 Lessons
<b>Summary</b>	772	1	191.05	2042745	933	
<b>Course Report</b> Grammar Level 1   Course Competition = 100.00 %   Average Pass Score = 99.82 %						+ Summary by Lesson + Show Details + Show Graph 32 Lessons
<b>Summary</b>	421	1	191.82	9743302	7425	
<b>Course Report</b> Science Level 1   Course Competition = 100.00 %   Average Pass Score = 97.33 %						+ Summary by Lesson + Show Details + Show Graph 5 Lessons
<b>Summary</b>	196	2	17.33	9133332	630	
<b>Course Report</b> Social Studies Level 3   Course Competition = 100.00 %   Average Pass Score = 98.76 %						+ Summary by Lesson + Show Details + Show Graph 8 Lessons
<b>Summary</b>	308	2	98.76	923127	1100	
<b>Course Report</b> Master CEFR Testing   Course Competition = 100.00 %   Average Pass Score = 93.52 %						+ Summary by Lesson + Show Details + Show Graph 3 Lessons
<b>Summary</b>	46	0	89.52	065739	263	
<b>Course Report</b> Science Level 5   Course Competition = 100.00 %   Average Pass Score = 100.00 %						+ Summary by Lesson + Show Details + Show Graph 8 Lessons
<b>Summary</b>	190	0	805.00	123606	1983	
<b>Course Report</b> Social Studies Level 8   Course Competition = 100.00 %   Average Pass Score = 99.58 %						+ Summary by Lesson + Show Details + Show Graph 8 Lessons
<b>Summary</b>	779	1	99.58	205806	975	
<b>Course Report</b> Science Level 8   Course Competition = 100.00 %   Average Pass Score = 100.00 %						+ Summary by Lesson + Show Details + Show Graph 6 Lessons
<b>Summary</b>	120	0	303.00	310876	765	

**Different Courses**

**Summary Lesson Report**

**Detail Lesson Report**

**Graphical Course Report**



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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.

**Game Popularity**

**Total Time per Day**

**Student Name**

**Student Game Time**

STUDENT	TIME
Yuki Okayama	24h 58 m / 19times
Futa Inoue	7h 13 m / 10times
Haruto Uto	2h 34 m / 27times
Hinata Itzuka	5h 30 m / 12times
Kanako Yamamura	4h 40 m / 15times
Koki Fujimoto	4h 26 m / 14times
Hirotsu Kai	4h 31 m / 12times
Hakudo Honda	4h 18 m / 13times
Yushin Ouchida	4h 15 m / 13times
Yuma Aramaki	3h 50 m / 12times
Yusaku Takebayashi	3h 11 m / 13times
Yushin Imamura	2h 59 m / 18times
Tomohiro Tanoue	2h 58 m / 12times
Ayumu Nojiri	2h 48 m / 14times
Naoya Matsumura	2h 44 m / 20times

**Report Based on Games**

- PENGUIN\_SKIP
- CAR\_RACING
- 3D\_BALL
- PAC\_FLUSH
- TW
- MONSTER\_RUN
- BALLON\_SHOOTER
- BASKET\_BALL
- DRAG\_RUN
- NINJA\_FROG
- TOWER\_GAME
- SPRINKLY\_HEDGEHOG

**Report Of Games Played**

Monthly

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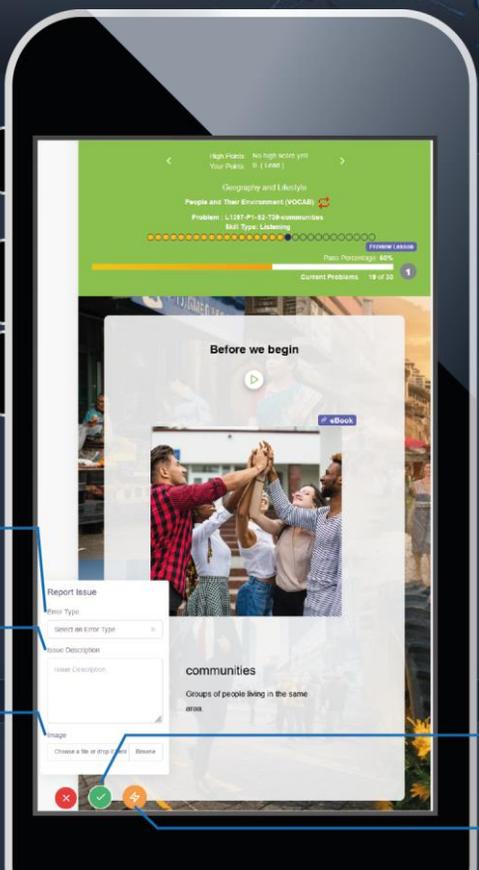


**CLICK**

## 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..



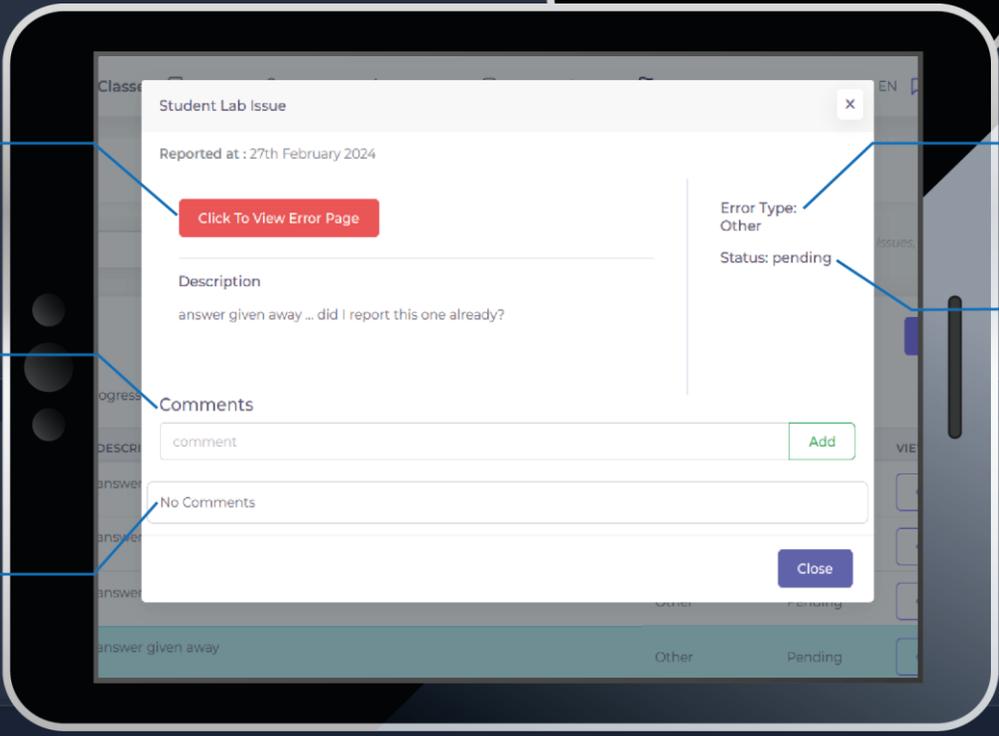
Issue Type

Issue Description

Issue Image

Save the Report

Auto Screenshot



Go To Error Page

Make a New Comment

Previous Comments

Error Type

Error Status

Class

Student Lab Issue

Reported at : 27th February 2024

Click To View Error Page

Description

answer given away ... did I report this one already?

Comments

comment

Add

No Comments

Close

Error Type: Other

Status: pending

Other

Pending



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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.

Teacher Chat    Student Chat    Class Chat    Higher Level Users

The screenshot displays the GEC chat interface on a computer monitor. At the top, there are navigation tabs for Classes, Courses, Users, Reports, Reservations, and Report Issue. The main chat area is divided into a list of chat conversations on the left and a detailed chat window on the right. The chat list includes a search bar and tabs for Teacher, Student, Class, and High Level. The chat window shows a message from Efa Aoife saying 'hi' on Jan 23. The interface also features options for Video Call, Audio Call, File Share, Emojis, Vibes, and Record Message. The background of the chat window has a pattern of food icons.

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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..

The screenshot shows a 'Create Classroom' form with the following fields and labels:

- Name the Class:** Points to the 'Classroom Name' input field.
- Choose the School:** Points to the 'School' dropdown menu, which currently shows 'jaac school'.
- Choose the Students:** Points to the 'Students' dropdown menu, which currently shows 'Select Students'.
- Select Class Content:** Points to the 'Grade' dropdown menu, which currently shows 'Select Grades'.
- Choose Main Teacher:** Points to the 'Teachers' dropdown menu, which currently shows 'Please select teacher'.
- Choose Co Teachers:** Points to the 'Co-teachers' dropdown menu, which currently shows 'class-module.select-co-teacher'.

A 'Create Classroom' button is located at the bottom right of the form.



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Live Class Name

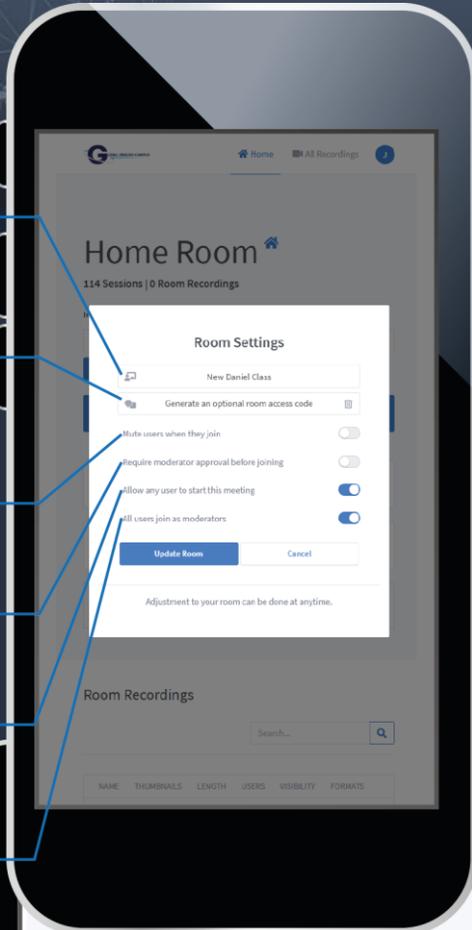
Create Class Link

Mute Students When Joining

Approval Before Joining

All Members Moderators

Choose the School



## 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.

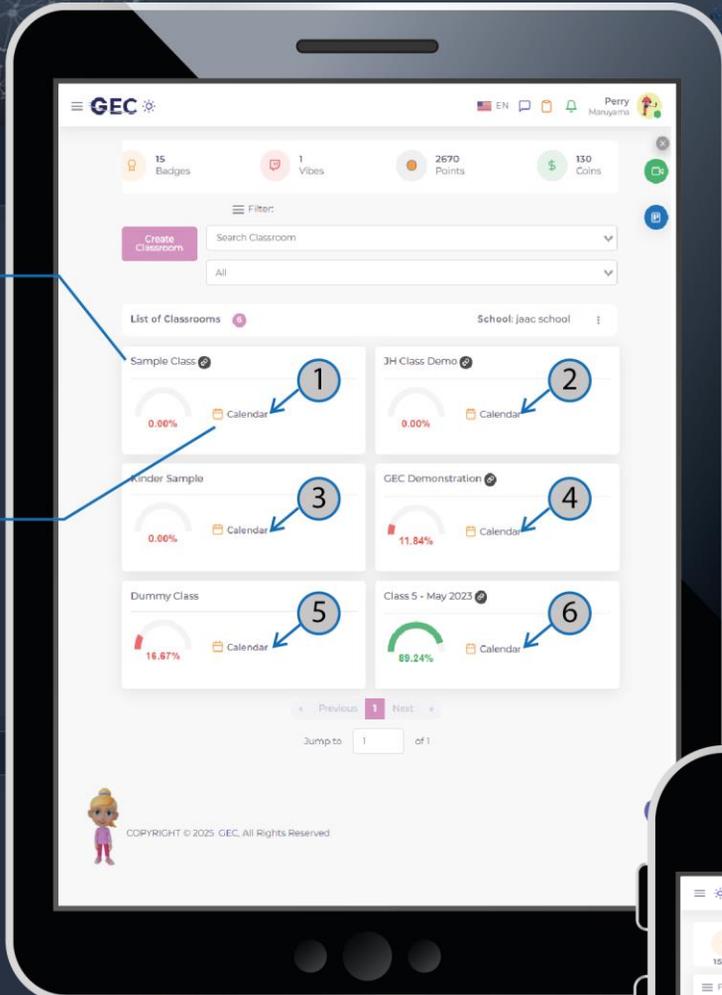
1. **Main Class Navigation** – Class Management – Students - Reports.
2. **Secondary Navigation** – Left, vertical navigation bar.
3. **Third Tier Navigation** – Just below main class navigation.
  - a. Third Tier Navigation is not available for all second tier tabs.

The screenshot shows the GEC Classroom interface. A red arrow labeled "CLICK" points to the "Class Management Tab" in the top navigation bar. Another red arrow labeled "CLICK" points to the "Reports Tab" in the same bar. A "VIDEO" label is positioned above the "Reports Tab". On the left side, a vertical navigation bar contains several tabs, with a "VIDEO" label above it. Red arrows point from these labels to the corresponding tabs in the interface. The main content area displays a grid of progress charts for various subjects and levels.

Subject/Level	Progress (%)	Lessons
Social Studies Level 1	62.34%	11 Lessons
Science Level 1	0.00%	3 Lessons
Science Level 3	0.00%	2 Lessons
Social Studies Level 3	0.00%	6 Lessons
Science Level 5	68.67%	5 Lessons
Social Studies Level 4	0.00%	2 Lessons
Grammar Level 1	0.00%	32 Lessons
Science Level 6	0.00%	3 Lessons
CEFR Training Grammar A2	71.43%	1 Lessons
CEFR Training Grammar B1	71.43%	1 Lessons
Grammar Level 3	85.71%	24 Lessons
Master CEFR Testing	50.00%	6 Lessons
CEFR Linear Writing Training	78.57%	1 Lessons
Social Studies Level 2	85.71%	4 Lessons
Social Studies Level 8	71.43%	4 Lessons
Science Level 2	85.71%	8 Lessons
Grammar 5	67.86%	4 Lessons
Grammar 8	71.43%	4 Lessons



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Class Card

Class Calendar

CLICK

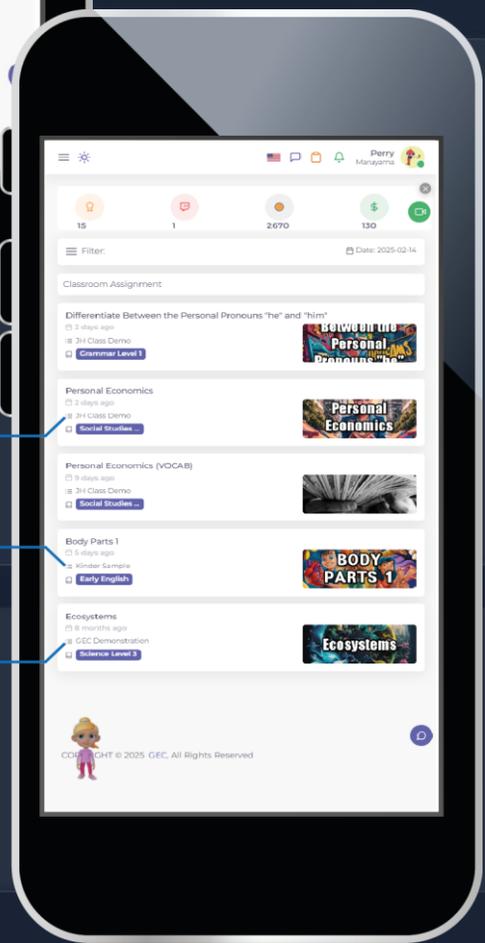
## Simple Dashboard - VIDEO

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..

From Class 1

From Class 2

From Class 3



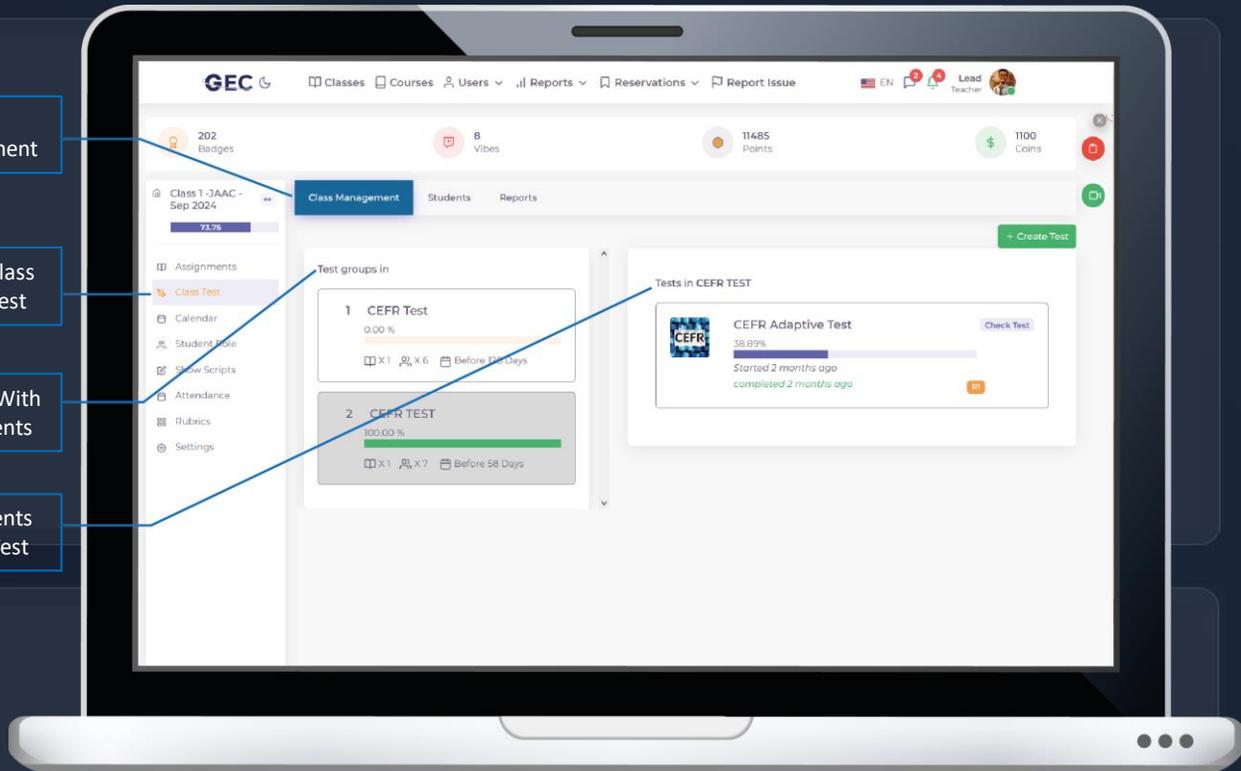
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Class Management

Class Test

Test With Students

Students in a Test



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.

The screenshot shows the GEC Lesson Assignment Calendar interface. The interface includes a navigation menu on the left with options like Class Management, Assignments, Class Test, Calendar, Student Role, Show Scripts, Attendance, Rubrics, and Settings. The main area displays a calendar for February 2025 with assignment cards for various dates. Callout boxes point to specific features:

- Class Management**: Points to the 'Class Management' button in the top navigation bar.
- Class Calendar**: Points to the 'Calendar' button in the left sidebar.
- Editable Lesson Plans**: Points to the 'My Lesson Plans' button in the top navigation bar.
- Calendar Templates**: Points to the 'Manage Template' button in the top navigation bar.
- Class Settings Filter**: Points to the 'Filters' section, which includes options for 'Sequenced', 'Non-sequenced', 'Unlockable', 'Sequenced', 'Class Test', 'Instructions', and 'All'.
- REA Assignment**: Points to the 'Classifying Living Things - Summary [VOCAB]' assignment card on Tuesday, Feb 4th.
- Sequenced Assignment**: Points to the 'Identify Action Verbs' assignment card on Thursday, Feb 6th.

# Teacher Training Manual



**CLICK**



## 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.

The screenshot shows the GEC Student Role Tracker interface. On the left, a sidebar contains 'Class Management' and 'Role Tracker'. The main area displays a table with columns for 'STUDENT', 'CONDUCTOR', 'READ', and 'ANSWER'. Each cell contains a count and a '+' or '-' sign. Below the table, there are 'Saved Counts' and a 'Count Clicker' button. On the right, there are three callout boxes: 'Conductor Count', 'Reader Count', and 'Answer Count'. The interface also shows various charts and progress indicators for different classes and levels.

STUDENT	CONDUCTOR	READ	ANSWER
Akene Mugi ⌘-14 ⌘ 88 ⌘ 1:0	+	+	+
Uta Tanaka ⌘-10 ⌘ 33 ⌘ 73	+	+	+
Uta Tanaka ⌘-0 ⌘ 11 ⌘ 11	+	+	+
Satsuki Inoshita ⌘-15 ⌘ 97 ⌘ 146	+	+	+
Akiko Matsuzaki ⌘-13 ⌘ 105 ⌘ 135	+	+	+



# Teacher Training Manual



CLICK

## 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.

The screenshot shows the GEC interface with the following callouts:

- Class Management**: Points to the 'Class Management' tab in the top navigation bar.
- Show Scripts**: Points to the 'Show Scripts' option in the left sidebar.
- Make Script Public**: Points to the 'Make Public' toggle switch at the bottom of the script editor.
- Preview Script**: Points to the 'Preview Script' button in the top navigation bar.
- Public Scripts**: Points to the 'Public Script' button in the top navigation bar.

The script editor displays the following text:

Script Name: Class Script

Conductor Script

1. \_\_\_\_\_ please read the (first / second / third) question.
2. \_\_\_\_\_ please read this paragraph.
3. Let's review. I will ask the (first / second / third) question: \_\_\_\_\_?
4. \_\_\_\_\_ please answer this question.

body

Make Public

Save

# Teacher Training Manual



**CLICK**



## 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.

The screenshot shows the GEC attendance tracking interface. On the left, a sidebar contains 'Class Management', 'Assignments', 'Class Test', 'Calendar', 'Student Note', 'Show Scripts', 'Attendance', 'Rubrics', and 'Settings'. The main area displays a class calendar for 'Class 1 - JAAC - Sep 2024' with a 'Class Management' tab selected. The calendar shows dates from OCT 1ST to OCT 11TH. A table below the calendar shows student attendance for Satsuki Kinoshita, Akane Mogi, and Nana Eguchi. A 'Verify' button is located at the bottom right of the interface.

STUDENT	OCT 1ST, TUE	OCT 2ND, WED	OCT 3RD, THU	OCT 4TH, FRI	OCT 5TH, SAT	OCT 6TH, SUN	OCT 7TH, MON	OCT 8TH, TUE	OCT 9TH, WED	OCT 10TH, THU	OCT 11TH, FRI
Satsuki Kinoshita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Akane Mogi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nana Eguchi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000	<input type="checkbox"/>



# Teacher Training Manual



CLICK



## 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.

**AI Score**

Accuracy Score: 96  
 Completeness Score: 40  
 Fluency Score: 45  
 Pronounce Score: 79

**AI Report**

LABEL	SCORE	DESCRIPTION
Relevance	10 / 10	The answer gives a direct and concise explanation of what DNA is and its role in the human body.
Fluency	9 / 10	The answer is well-phrased and fluent, but could possibly be a bit more elaborate.
Clarity	10 / 10	The answer is very clear and can be easily understood.
Coherence	10 / 10	The answer is coherent, providing a logical explanation.
Accuracy	8 / 10	Although the answer is generally accurate, it could have been more comprehensive, explaining that DNA is the key for genetic inheritance.
Grammar	10 / 10	The answer is grammatically correct, with no mistakes observed. Average total score: 9.5/10.
Word Count	10 / 10	
Total Score	9.57 / 10	

Sentence Count  
 Total Sentence: 1  
 Sentence 1 :- 21 Words

# Teacher Training Manual

**CLICK**

## Navigation Inside a Classroom - VIDEO

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.
2. Secondary Navigation – Left, vertical navigation bar.
3. Third Tier Navigation – Just below main class navigation.
  - a. Third Tier Navigation is not available for all second tier tabs.

Click Progress Bar for Summaries.

Quick Charts

Student Work Diary

Assignment Rubric

Live Class

Search Students

Self-Study Mode

Add Students

Group Students

Individual Report

Student Notes





# Teacher Training Manual



CLICK



## 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.

The screenshot shows the GEC Student Management interface. The top navigation bar includes 'Class Management', 'Students', and 'Reports'. The main content area displays a grid of student cards, each showing a student's name, current program, local program, and total points. Callout boxes identify the following features:

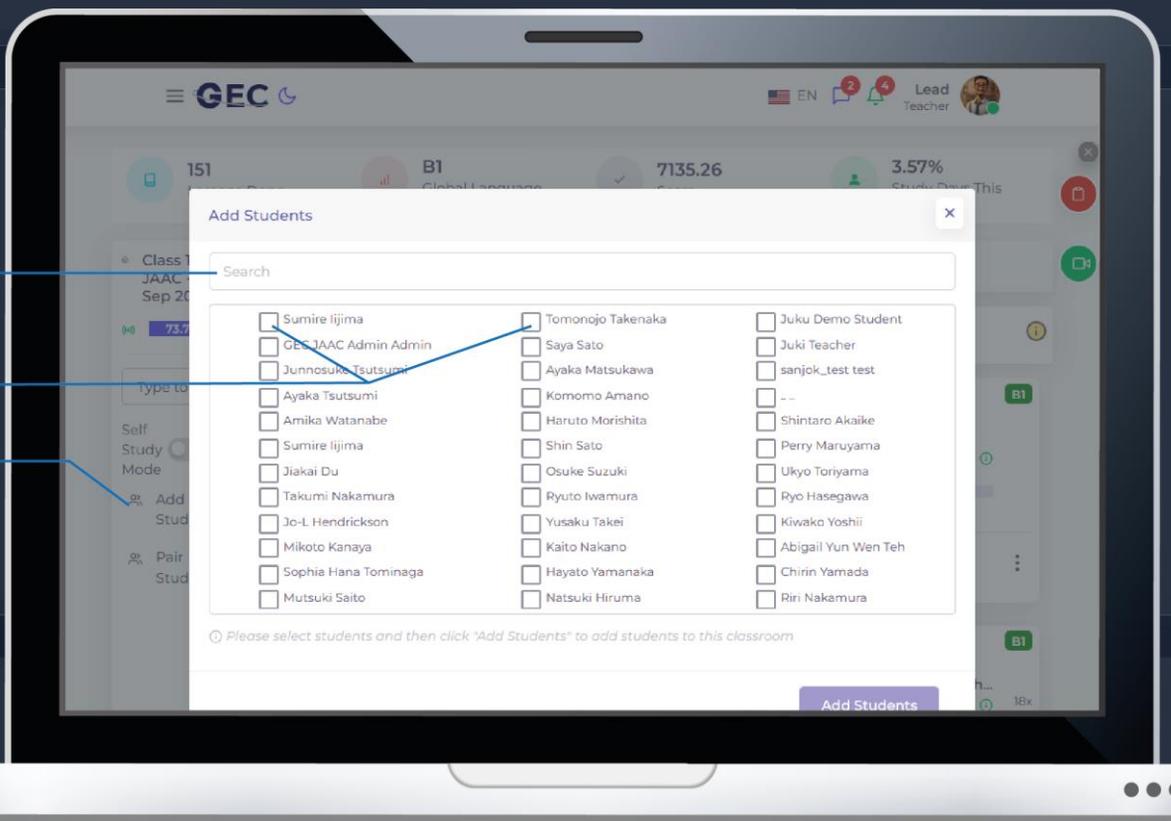
- Search Students** (top left)
- Class Information** (top left)
- Live Class Link** (top left)
- Search Students** (middle left)
- Self-Study Mode** (middle left)
- Add Students** (middle left)
- Pair Students** (middle left)
- Click for Summary** (top center)
- Skills Charts** (top center)
- Work Diary** (top right)
- Student Notes** (top right)
- Student Rubrics** (middle right)
- Overall Report** (middle right)
- More Student Controls** (middle left)

# Teacher Training Manual

CLICK

## 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..





# Teacher Training Manual



CLICK



## 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.

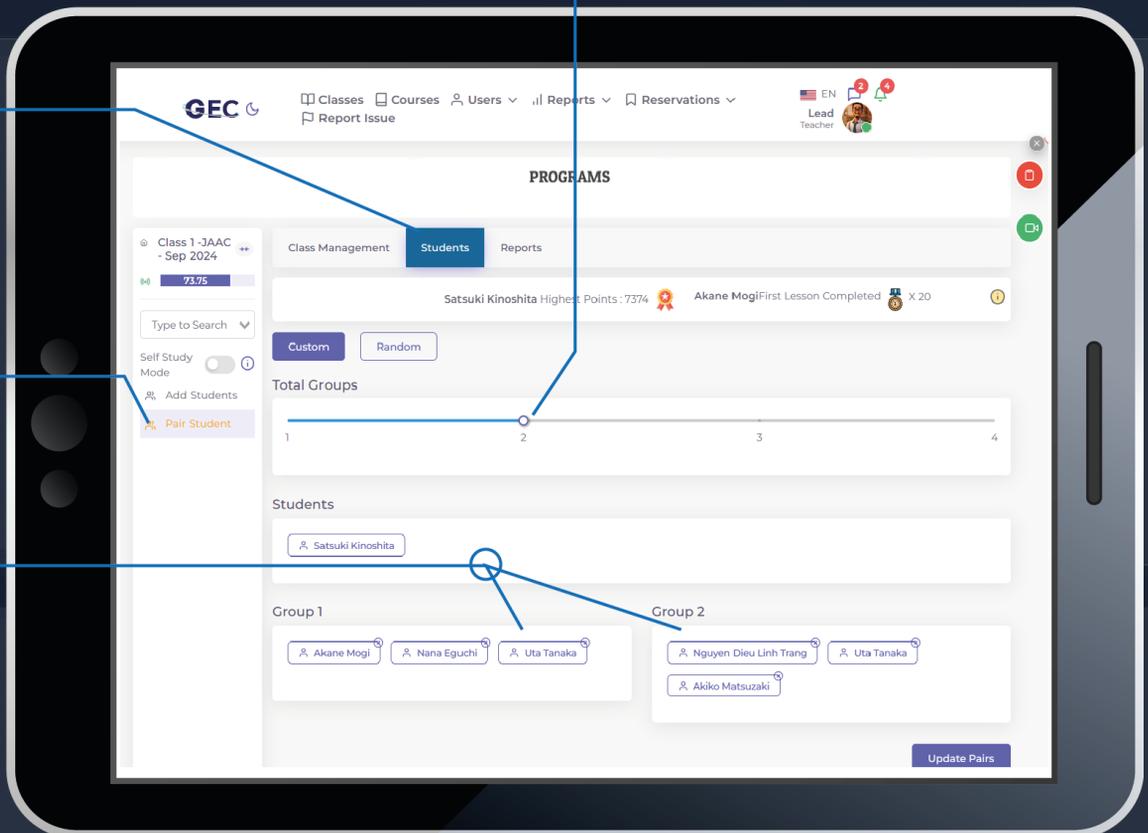
Another utility of student groups relates to peer-positive motivation, where-in collective assignments can stimulate better participation. Grouped students can share notes and collaborate on the platform.

Group Settings

Student Tab

Pair Students

Create Groups



# Teacher Training Manual

CLICK

## 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.

Lesson Report

Problem Report

Course Report

Course Reports

The screenshot displays a web interface for course reports. On the left, a sidebar lists various report types: Course Reports, Academic Skills, Language Skills, Study Skills, Social Skills, Game Report, Class Test Report, Real Time Monitor, and Overall Report. The main content area shows a course report for 'Grammar Level 3' with the lesson group 'Relative Pronouns and Relative Adverbs'. A table lists student performance, with one student, Akane Mogi, highlighted. Below this, a detailed lesson report for 'Identify Relative Pronouns' is shown, including a list of lessons and a problem report for Akane Mogi. The problem report includes a lesson summary, score summary, and time summary.

STUDENT NAME	LESSON	CEFR RATE	LANG LEVEL	POINTS	TIME SPENT	ACTIONS
Akane Mogi		46.77%	3	494	07:34:34	

LESSON	ATTEMPTS	PROBLEM	CEFR RATE	LANGUAGE LEVEL	PASS SCORE	TIME	COMPLETED	STATUS
Identify Relative Pronouns			46.53%	3	100.00%	00:26:15	2024-09-06	Passed

Lesson Summary		Score Summary		Time Summary	
Lesson Type	Readability	Problems Attempted	16	Started at	2024-09-06
Problems in Lesson	16	Problems Passed	16	Completed at	2024-09-06
Required Percentage	75%	Problems Failed	0	Total Problem Statement Time	00:09:25
Total Standards	1	Obtained Percentage	100%	Total Problem Body Time	00:01:51
				Total Problem Feedback Time	00:03:26



# Teacher Training Manual



CLICK

## 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.

Lesson Proficiency Report

Reports Tab

Report Filters

Academic Skills

Lesson Meta-Data

Lesson Report

151 Lessons Done

B1 Global Language Level

7135.26 Score

3.57% Study Days This Mon

Class Management Students Reports

Problem Solving Skills Proficiency On Lessons Lesson Completion Rate

Class 1 -JAAC - Sep 2024

73.75

Course Report

Academic Skills

Language Skills

Study Skills

Social Skills

Game Report

Class Test Report

Real Time Monitor

Overall Report

Filter By :  Cefr Rate  Pass Score  Language Level  Completed  Sequenced  Non-sequenced  Course

Number of attempts: 1  
Points: 215  
Cefr Rate: 42.38  
Problems Passed: 35/40  
Engine: InearStandAloneEngine  
Status: passed

LESSONS	YANA EDGCHI	NTSUZAKI	INOSHITA	INE MOGI	INCOVER DIEU LUHH TRUANG	UTA TANAKA
NO. OF LESSON COMPLETED ->	68				52	68
A2 Grammar (Linear)	92.50 2	90.00 4	87.50	77.50		75.00
B1 Grammar (Linear)	78.00	88.00 3	80.00	90.00 2	50.00	94.00 2
Identify Relative Pronouns	93.75	100.00	100.00	100.00	100.00	93.75

# Teacher Training Manual



**CLICK**

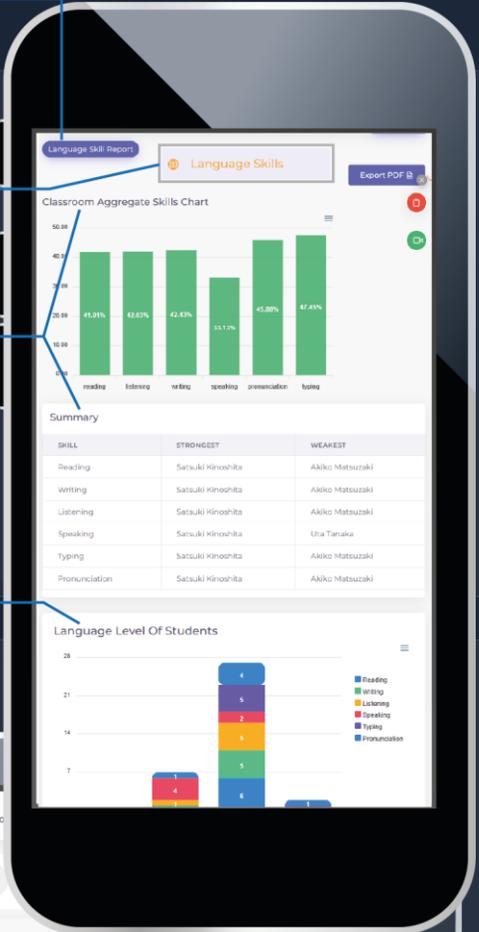
## Language Skills - VIDEO

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

Language Skills

Language Skills

Class Reports



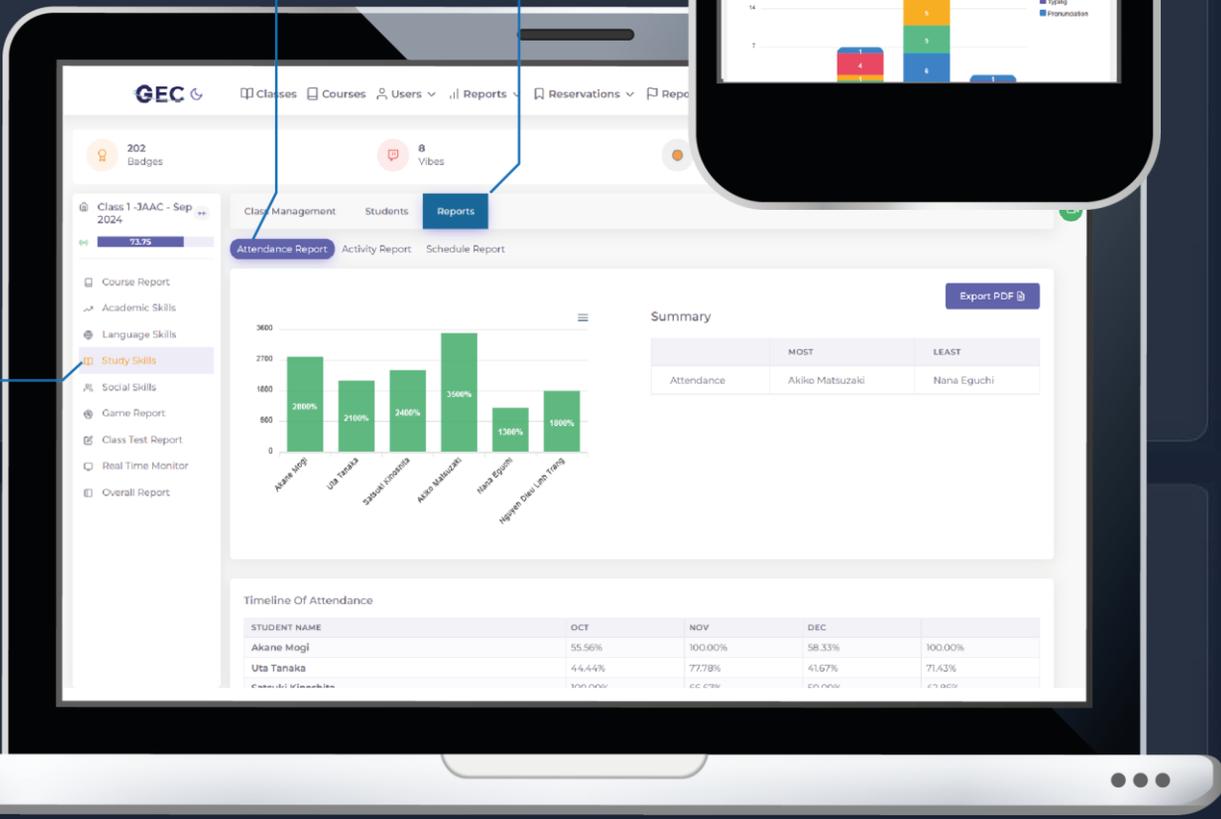
## Study Skills

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

Students Report

Attendance Report

Reports Tab



Study Skills



# Teacher Training Manual

CLICK

## 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.

Schedule Report

Reports Tab

The screenshot displays the GEC Teacher Training Manual interface. At the top, there are navigation options: Classes, Courses, Users, Reports, and Reservations. The main dashboard shows class statistics for Class 1-JAAC - Sep 2024, including 151 Lessons Done, a score of 7135.26, and 3.57% Study Days This Month. The 'Reports' tab is selected, and the 'Schedule Report' is viewed. The report includes a 'Schedule Chart' showing student performance across four categories: Undone, Early, Late, and On\_time. A 'Summary' table provides a breakdown of the data.

SCHEDULE	MOST DONE	LEAST DONE
Undone	Nguyen Dieu Linh Trang	Satsuki Kinoshita
Early	Akiko Matsuzaki	Nana Eguchi
Late	Nana Eguchi	Nguyen Dieu Linh Trang
On Time	Nguyen Dieu Linh Trang	Nana Eguchi

Legend for Schedule Chart: Undone (Red), Early (Yellow), Late (Green), On\_time (Blue)

Legend for Timeline Schedule Chart: Undone (Red), Early (Yellow), Late (Green), On Time (Blue)

Study Skills

Undone Lessons

Early Lessons

Late Lessons

On-Time Lessons



# Teacher Training Manual



Notes Report

Reports Tab

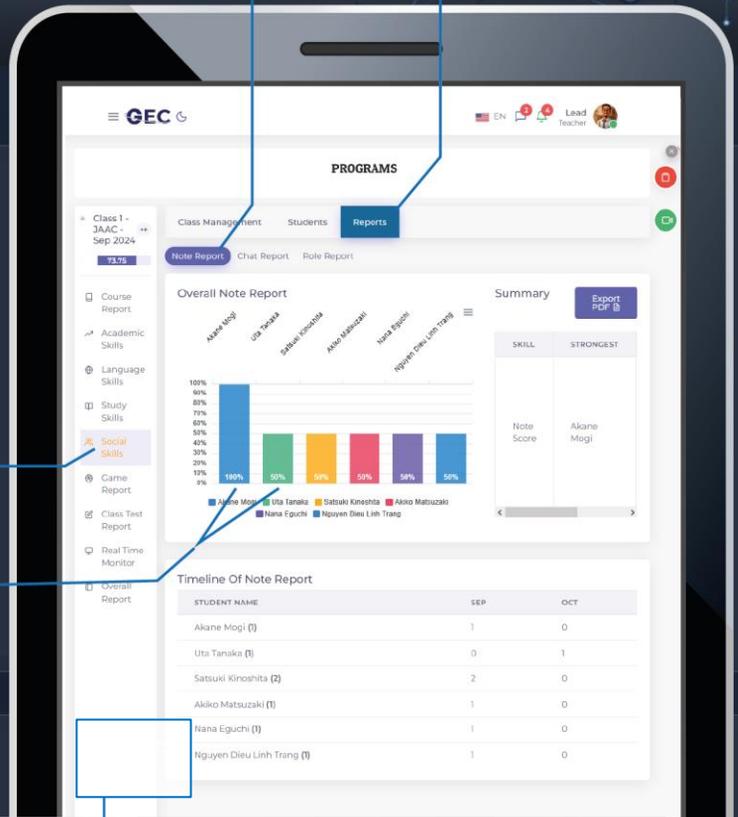
CLICK

## Social Skills - VIDEO

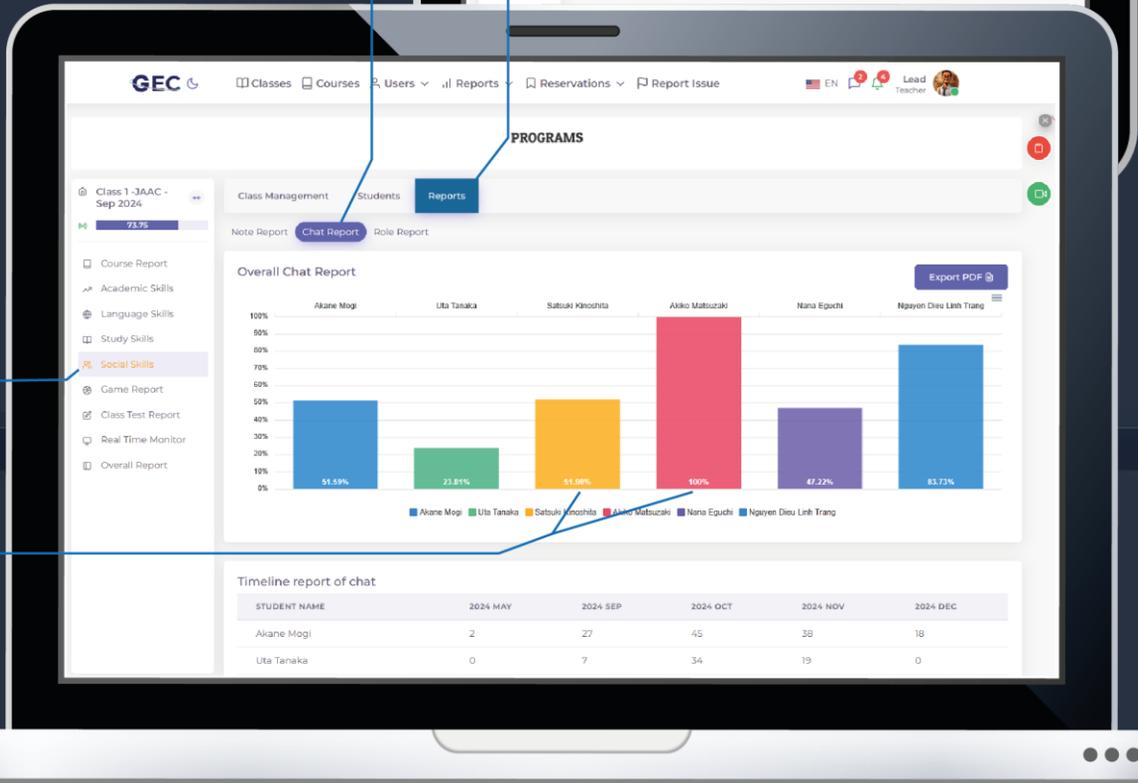
While tracking notes participation and chat participation, GEC uses a norm-referenced approach by giving the student with highest participation a 100% rating, and then rating the other students on a relative scale.

Social Skills

Norm Reference



Chat Report



Social Skills

Norm Reference

# Teacher Training Manual



**CLICK**

## 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.

Role Report

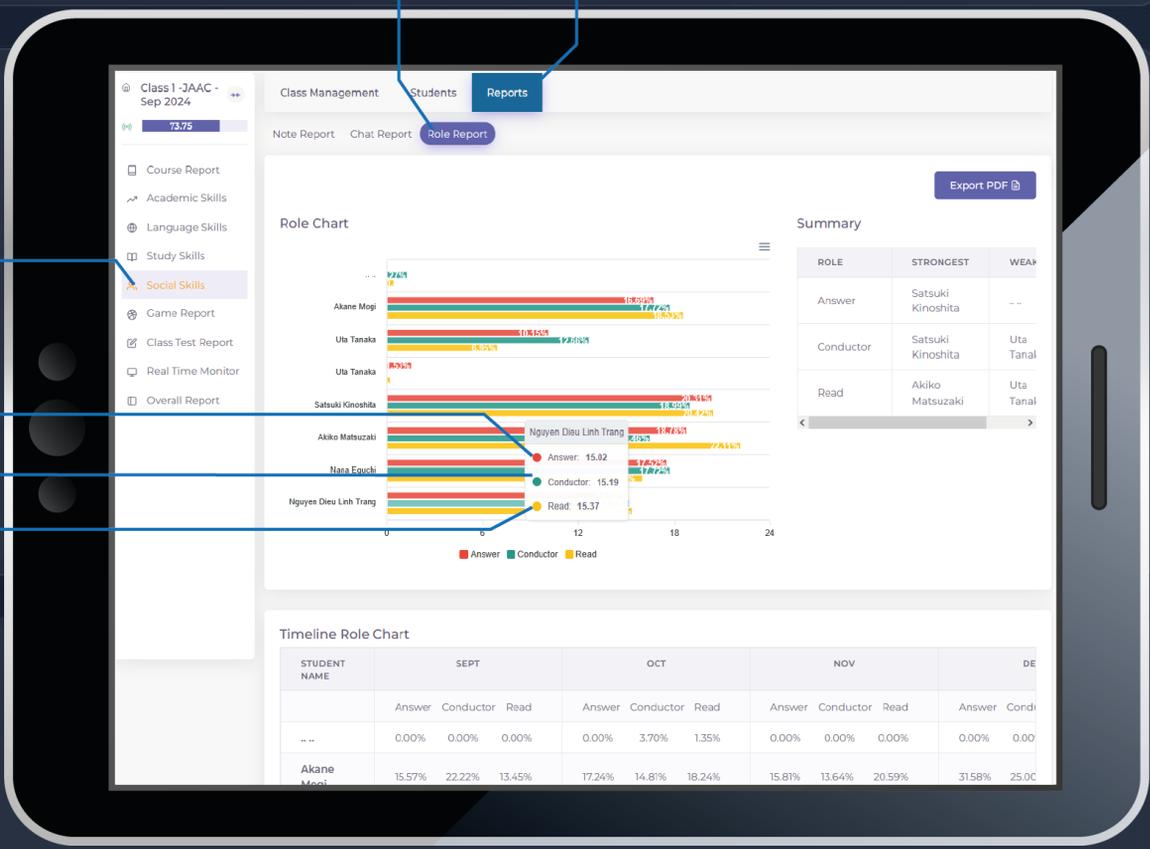
Reports Tab

Social Skills

Answer Count

Conductor Count

Reader Count





# 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).

Class Management

Calendar Tab

Lesson Type Filter

REA Assignment

Non-Sequenced Assignment

The screenshot displays the 'Class Management' interface for 'Sample Class'. The top navigation bar includes 'Class Management', 'Students', and 'Reports'. Below this, there are buttons for 'My Lesson Plans' and 'Manage Template', and a 'Group Assignments' dropdown menu. A filter bar shows options for 'Sequenced', 'Non-sequenced', 'Class Test', 'Instructions', 'All', and 'REA'. The main area shows a calendar for February 2025 with a 'Calendar View' button and a 'List View' button. The calendar grid shows dates from 1 to 22. Two assignment cards are visible: 'Learning About Bat Echolocation.' (blue) and 'Bat Echolocation: Nature's Sonic Superpower' (yellow). The sidebar on the left contains options like 'Assignments', 'Class Test', 'Student Role', 'Show Scripts', 'Attendance', 'Rubrics', 'Compose Email', and 'Settings'.

# Teacher Training Manual



## 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.

The screenshot shows the Assignment Dashboard interface with the following callout boxes:

- Assignment Types**: Points to the tabs at the top: Lessons, Tests, Instructions, Conversational, Vocab Words, and REA.
- Schedule Types**: Points to the 'Select Schedule Type' section on the right.
- Select a Grade**: Points to the 'Grade' dropdown menu.
- Select a Course**: Points to the 'Course' dropdown menu.
- Select a Group**: Points to the 'Lesson Group' dropdown menu.
- Select an Engine**: Points to the 'Engine' dropdown menu.

The interface includes the following fields and options:

- Grade**: 5
- Course**: Science Level 5
- Lesson Group**: Cells
- Lesson**: Cells: The Building Blocks of Life
- Start Date**: Friday, February 14, 2025
- End Date**: No date selected
- Event Order**: 1
- Engine**: Adaptive Path Engine (with a dropdown menu showing Default, DDF, CAF, Linear, and Adaptive Path Engine)
- Select Schedule Type**:
  - Sequenced**: Sequential homework is delivered based on a set schedule. Students cannot access the content before the assigned date, but they can view and attempt the lesson on the same day it's assigned.
  - Non-sequenced**: Students can access the lesson before the assigned date.
  - Unlockable Sequenced**: Unlockable Sequenced lessons are arranged sequentially, with the next lesson unlocking upon completion of the previous one. In contrast, other lessons are only available on their scheduled due date.
- Event Tags**: Choose Tags
- Buttons**: Click to customize the delivery options for student's weakest skills. Click to update the teacher's lesson plan. Add



# Teacher Training Manual



## 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.

Simpler Syntax

Complex Syntax

Vocab Words

Topic Paragraphs

Review Questions

Discussion Questions

Page 2

science scientific findings physics theories energy

1. Where and when was Einstein born?  
Einstein was a well-known scientist. His birthplace is Germany and he was born in 1879. He made valuable findings in physics.

2. What type of scientist was Albert Einstein?  
Einstein was a scientist. He learned about forces and energy. He found out important things in science.

3. What does E=mc<sup>2</sup> mean?  
E=mc<sup>2</sup> is an important scientific equation, created by Einstein. It changed the way we understand the universe. This formula has had a major impact on science.

REVIEW QUESTIONS

Where and when was Einstein born?  
What type of scientist was Albert Einstein?  
What does E=mc<sup>2</sup> mean?

Why is Albert Einstein well known in science?

Page 2

scientist scientific Contributions physics physicist energy

1. Can you tell me the year and place of Albert Einstein's birth?  
Albert Einstein was a renowned scientific intellect. His birthplace was Germany and he was born in the year 1879. His monumental contributions to the field of physics are to be noted.

2. What branch of science did Albert Einstein pursue?  
Einstein was a physicist, meaning he focused on the study of energy, forces, and the fundamental laws of nature. His scientific discoveries were groundbreaking and changed our understanding of the world. Through his work, he revolutionized the entire field of science and left a lasting impact.

3. Can you explain what E=mc<sup>2</sup> signifies?  
The scientific formula E=mc<sup>2</sup> is of great importance. Einstein developed this revolutionary theory, which changed how we view the universe. It undoubtedly had a profound impact on our understanding of the cosmos.

REVIEW QUESTIONS

Can you tell me the year and place of Albert Einstein's birth?  
What branch of science did Albert Einstein pursue?  
Can you explain what E=mc<sup>2</sup> signifies?

What factors contribute to Albert Einstein's fame in the realm of physics?