

How to check students' use of the The Study Centre web site.

If you have been assigned the role of *non-editing teacher* and placed in a *Study Centre* group with the students that you teach, you will be able to check on the activity and performance scores of your students.

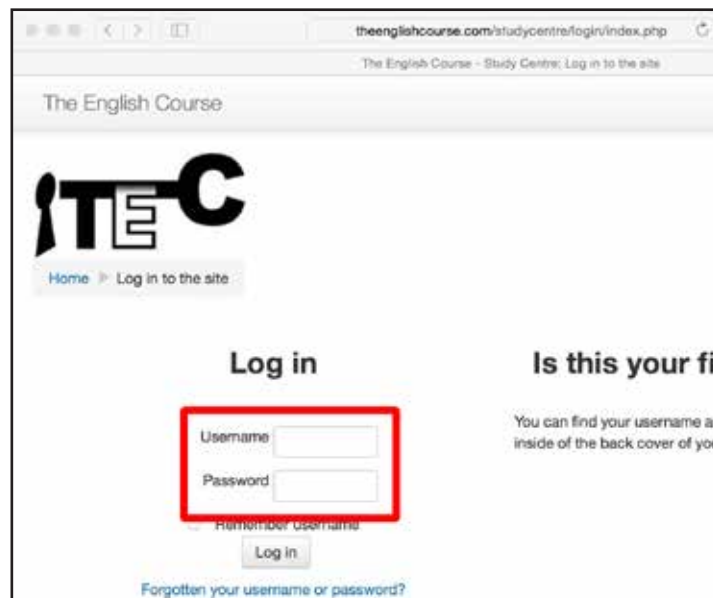
If you are not sure about whether or not a *Study Centre* group has been set up for your students and/or whether you have been assigned the role of a *non-editing teacher*, please contact *The English Company* by email giving your name, the name of the institution, the day and the class period when you use *The English Course*. Please also notify us of the usernames in any of *The English Course* titles that you use as the teacher in your classes.

Step 1 - Logging in

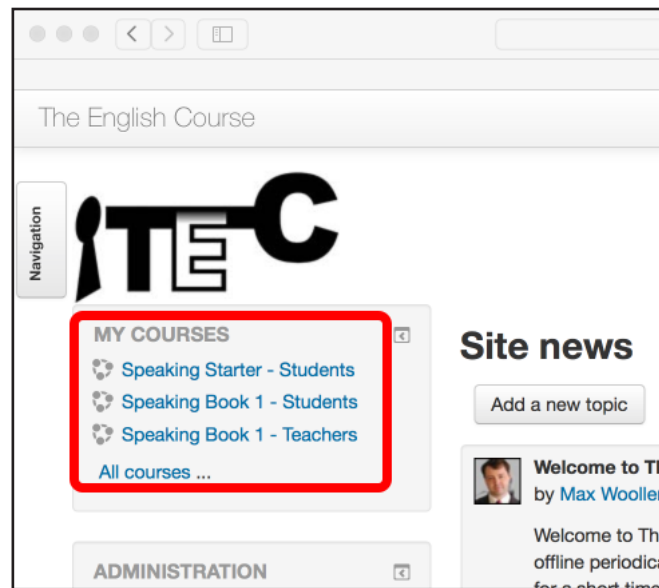
1. There are various ways to check on your students use of *The Study Centre* web site. The first thing that you must do is to log in. To do so, go to www.theenglishcourse.com. Click on either the *for Teachers* or *for Students* tabs in the menu bar at the top of the page. Then follow the links to access *The Study Centre login* page.



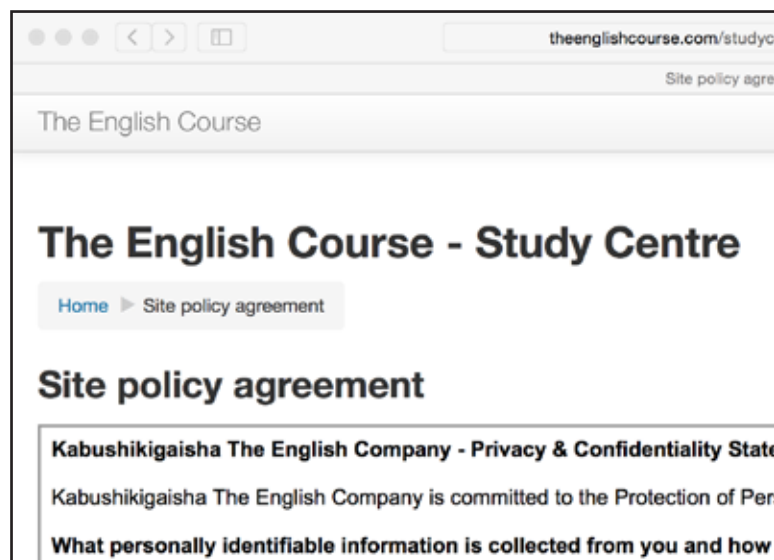
Alternatively, you can go directly to www.theenglishcourse.com/studycentre/login/index.php. The *login* page looks like the image below.



2. When you log in to *The Study Centre*, you should see either *The Study Centre's Home* page and on the left side of that page you should see a list of the courses that you are enrolled in (if you are using multiple titles in *The English Course* series), or the *Home* page for one title in *The English Course* series, corresponding to the one title that you are using.



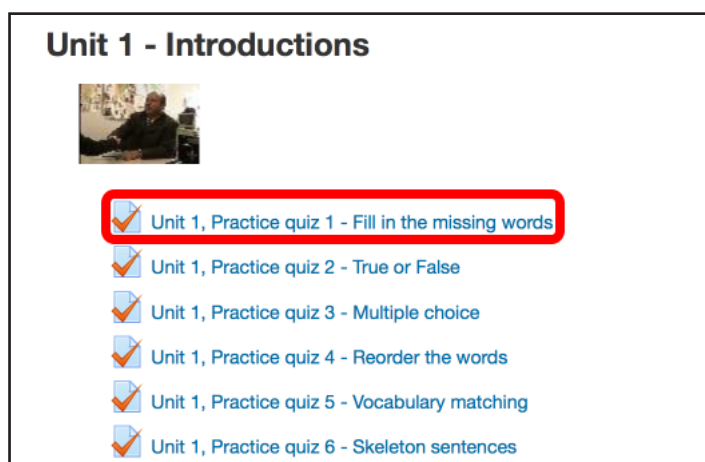
If you see the *Site policy agreement* page and/or an *Enrolment key* page, it is likely that you have not been assigned the role of a *non-editing teacher* and that you do not have any group(s) already set up for your students. If so, please contact *The English Company* by email. There is also an explanation and guide on *The English Course* web site for teachers who wish to use *The Study Centre* for the first time. Go to www.theenglishcourse.com and click on the *for Teachers* tab to read and/or download this.



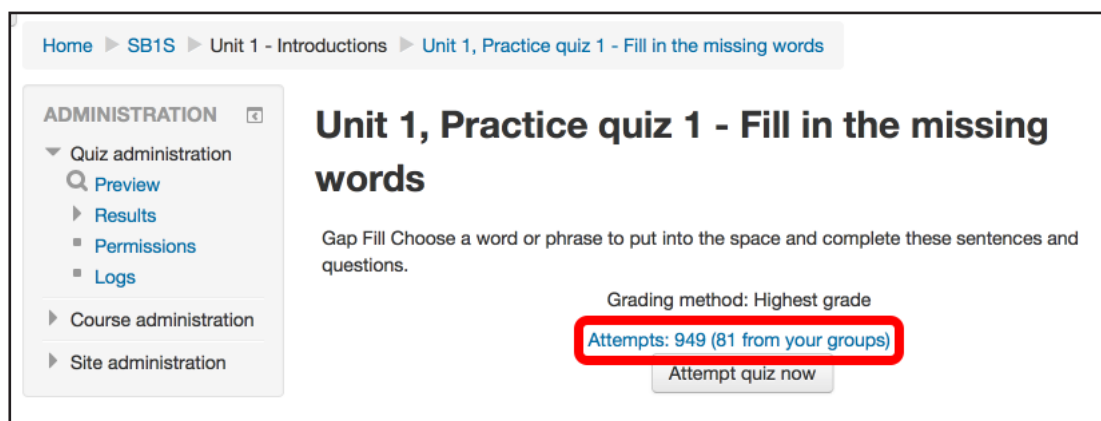
Part B – Checking on only one activity

If you want to check on just one activity, rather than a range of activities, the quickest way is as follows:

1. Click on the title of the one activity that you wish to check.



2. Click on the blue *Attempts* link.

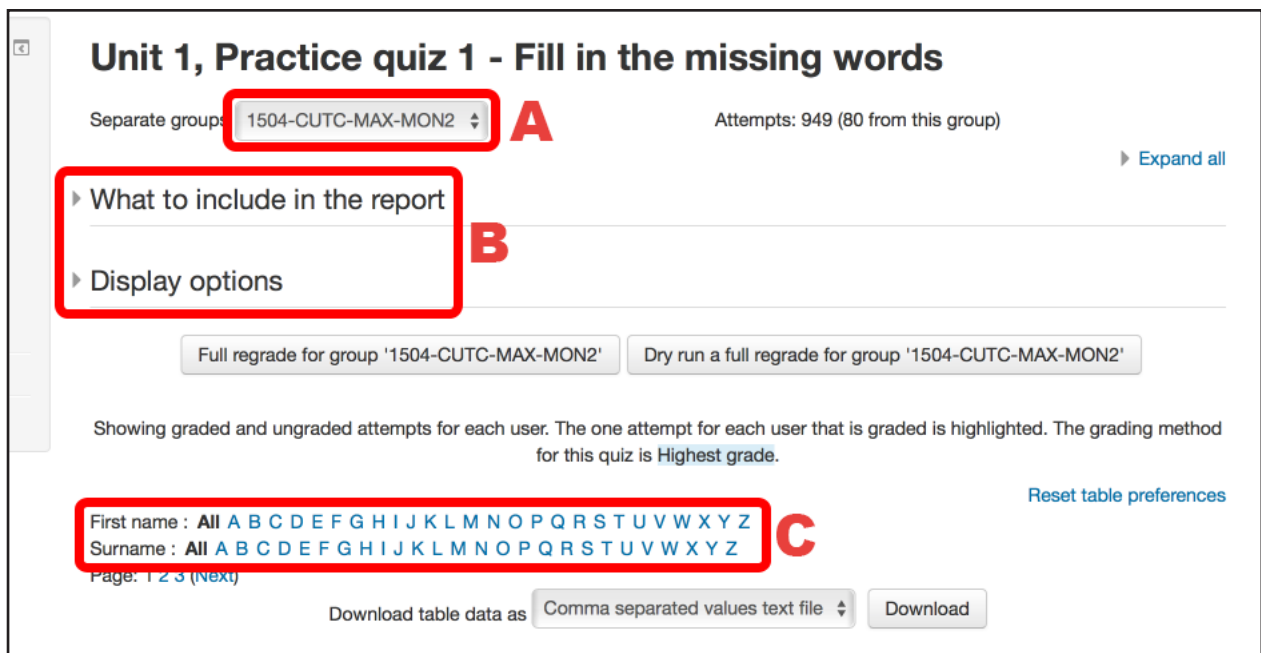


3. You will see the attempts by your students (including the scores) for this one activity. The top part of the page displays the controls for refining the results, and below that the results for each student are displayed.
4. You can refine the results by adjusting any or all of the filters (marked A, B or C in the image below).

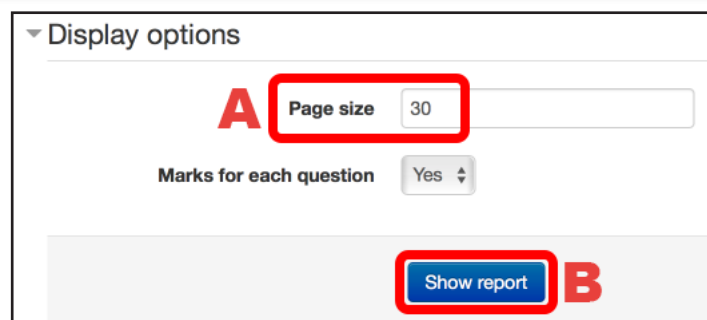
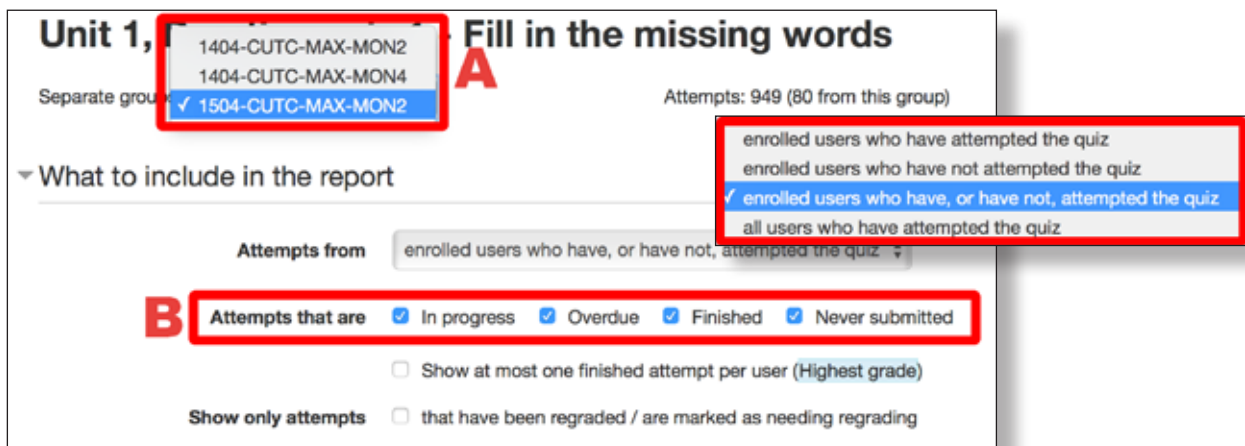
The pull-down menu A allows you to select which group of students you wish to examine. You should be able to identify groups of students quite easily, but for the purposes of clarification, the group names are in the format 'YYMM-ABCD-EFG-HIJ0', where each of these parts indicates the following:

- 'YYMM' = The code assigned to represent the year and month the group commenced using one of the titles in *The English Course*. If the required information has not been received by the *Study Centre* administrator, the date the group is set up by the administrator is used.
- 'ABCD' = The code assigned to represent the institution and location (campus) of the group. If the required information has not been received by the *Study Centre* administrator, '000' is used as the format.
- 'EFG' = The code assigned to represent the teacher. If the required information has not

- been received by the *Study Centre* administrator, '000' is used as the format.
- 'HIJ0' = The code assigned to represent the day and class period for the group of students. If the required information has not been received by the *Study Centre* administrator, 'GRP0' is used as the format.



The images below shows you what you can see if you customise the data using filters A and B. If you click on pull-down menu A, you will see other groups of students available for you to view (if you teach the course to more than one class). If you click on either of the triangles in area B, you will see filters that allow you include or exclude data based on different variables.



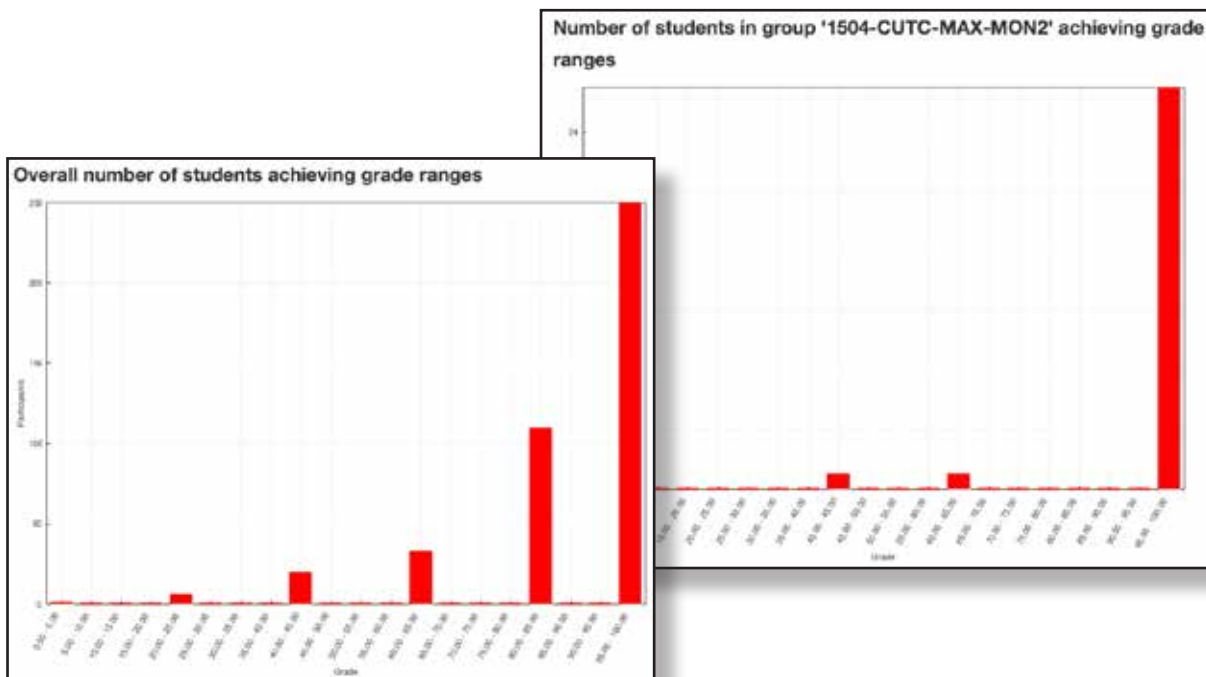
When you click on the *Show report* button (marked B in the image above), the report will be regenerated, now based on the filtering changes that you have made (if any). The bottom part of the screen shows the data. Not only can you see total scores, but also the scores for

each item in the activity (marked B in the image below). This can be difficult to read in a web browser window and will require a lot of scrolling up and down to view everything if there are many students' results displayed. It is often better to download the data, so there is an option to do this in various formats. The controls and options are marked A in the image below.

The screenshot shows a web browser window displaying a report for 'The English Course'. At the top, there are filters for 'First name' and 'Surname' (both set to 'All'). Below the filters, a table lists student records. A red box labeled 'A' highlights the 'Download table data as' dropdown menu, which includes options for 'Comma separated values text file' and 'Download'. Another red box labeled 'B' highlights the columns for grades G.1 through G.5, which show scores and pass/fail indicators for each student.

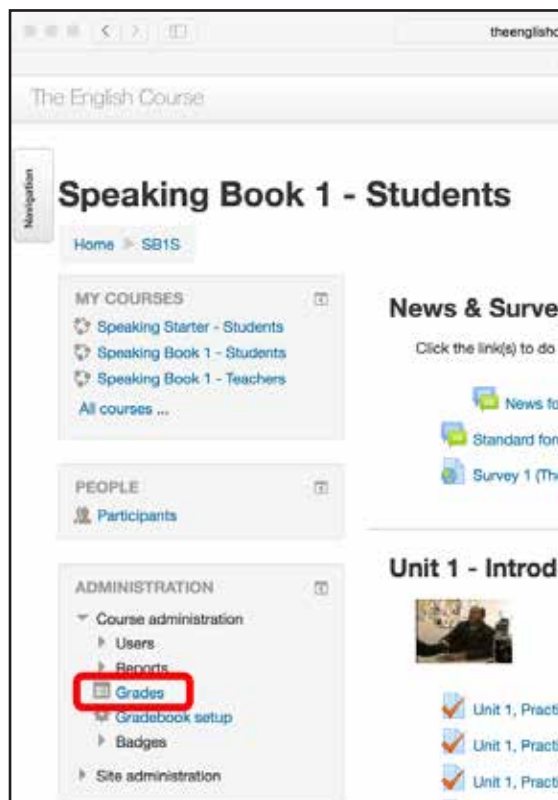
First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/100.00	G. 1	G. 2	G. 3	G. 4	G. 5	
David Jones	david.jones@theenglishcourse.com	-	-	-	-	-	20.00					
Paul Foster	pat.foster@web.ie	Finished	18 May 2015 12:13 PM	24 May 2015 10:06 PM	8 days 9 hours	100.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	
Alan Marshall	alanm29@gmail.com	Finished	18 May 2015 12:20 PM	6 July 2015 5:22 PM	49 days 5 hours	60.00	✓ 20.00	✗ 0.00	✗ 0.00	✓ 20.00	✓ 20.00	
Marko Bekic	marko.bekic@sturns.eu	Finished	18 May 2015 4:12 PM	19 May 2015 12:08 PM	18 hours 55 mins	100.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	
Tu Kasperov	tu.kasperi@sturns.eu	Finished	18 May 2015 12:08 PM	19 May 2015 12:13 PM	3 mins 41 secs	100.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	
Tu Kasperov	tu.kasperi@sturns.eu	Finished	19 May 2015 12:17 PM	25 May 2015 11:13 AM	5 days 22 hours	60.00	✓ 20.00	✓ 20.00	✗ 0.00	✓ 20.00	✗ 0.00	
Tu Kasperov	tu.kasperi@sturns.eu	Finished	19 May 2015 12:58 PM	19 May 2015 1:03 PM	5 mins 6 secs	100.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	✓ 20.00	

- To see how your students performed compared with all other students using *The Study Centre*, check the data at the bottom of the *Report* page.



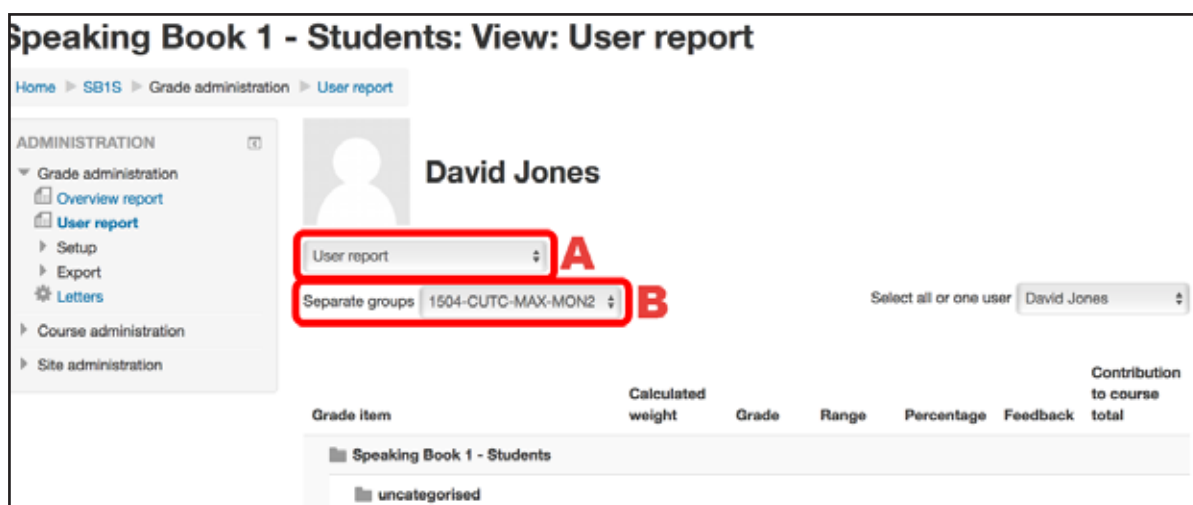
Part C – Checking all or a range of activity scores

1. If you wish to check your students' results for more than one activity, click on the *Grades* link, which can be found in the *Administration* block on the left-hand side of the *Home* page for the title in *The English Course* series that you are using.



2. Initially, you will see a *User report* for yourself. To see the grades for all your students, you need to refine the search by changing the settings in the drop-down menus (marked A and B in the image below).

IMPORTANT: When you change one of the settings in either of the these menus, please wait and allow the system time to refresh the page (as the system requires time to search the database with the new settings and display the results). If you do not, and instead start repeatedly clicking on the menus, you will prolong any delay or may crash your session.



Use the *Separate groups* menu (marked B on the image above), to choose the group of students whose grades you wish to check.

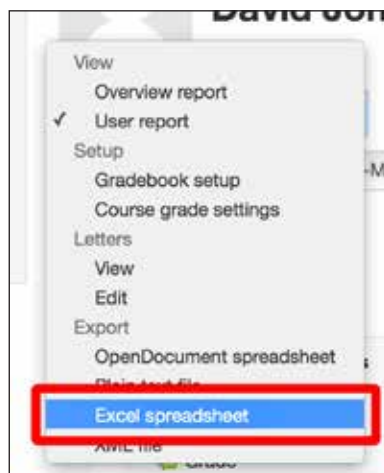
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Use the menu (marked A in the image for Step 2 above) to select the format in which to output the data. You can see the options in the image below. The most useful options are those that output the data in a format that is editable in a spreadsheet or database programme, such as *Open Office*, *Excel* or *Numbers*.

The following instructions assume you have chosen to format the data in an editable format for use in a spreadsheet.

3. Select *OpenDocument spreadsheet*, *Excel spreadsheet* or *XML file* from the menu. (The images below show you what you will see if you choose *Excel spreadsheet* as the data format for export.)



You can choose whether to download the results data for all activities or just some, by clicking on the square boxes to the right of each activity's name (as shown in the left-hand image below). You can quickly select or deselect all activities by using the *Select all/none* link at the bottom of the page (marked A on the right-hand image below).

You can filter or refine the data using the selection boxes (marked B in the right-hand image below).

4. When you are ready, click the *Download* button (marked C in the right-hand image below), and the data will be downloaded to the default location set for downloads on your computer. The exact location will vary depending on your computer and its operating system software.

You can then use the spreadsheet software to manipulate the data to produce total scores or average scores, as you wish.

The screenshot shows the 'Export to Excel spreadsheet' interface. At the top, there is a dropdown menu for 'Excel spreadsheet' and a section for 'Separate groups' with the value '1504-CUTC-MAX-MON2'. Below this is a section titled 'Grade items to be included' with a list of items and checkboxes. A red box highlights a column of checkboxes for 'Grade', 'Category total', and five practice quizzes. To the right, another section shows 'Unit 8 Test', 'Category total', and 'Course total' with checkboxes, and a 'Select all/none' button highlighted with a red box and labeled 'A'. Below that is the 'Export format options' section, which includes 'Include feedback in export' (unchecked), 'Grade export display types' (with radio buttons for Real, Percentage, Letter) highlighted with a red box and labeled 'B', and 'Grade export decimal points' (set to 0). At the bottom, a 'Download' button is highlighted with a red box and labeled 'C'.

Excel spreadsheet

Export to Excel spreadsheet

Separate groups 1504-CUTC-MAX-MON2

Grade items to be included

Grade	<input checked="" type="checkbox"/>
Category total	<input checked="" type="checkbox"/>
Unit 1, Practice quiz 1 - Fill in the missing words	<input checked="" type="checkbox"/>
Unit 1, Practice quiz 2 - True or False	<input checked="" type="checkbox"/>
Unit 1, Practice quiz 3 - Multiple choice	<input checked="" type="checkbox"/>
Unit 1, Practice quiz 4 - Reorder the words	<input checked="" type="checkbox"/>
Unit 1, Practice quiz 5 - Vocabulary matching	<input checked="" type="checkbox"/>

Unit 8 Test

Category total

Course total

Select all/none **A**

Export format options

Include feedback in export

Grade export display types Real Percentage Letter **B**

Grade export decimal points 0

Download **C**