

The English Course – Study Centre Set Up Information for Teachers

Dear teacher

Thank you for using *The English Course*. We will try to assist you whenever you need help using the material or technology.

This document is to provide you with important information for getting started with *The Study Centre* (the online learning and resource environment for students and teachers). It would be useful to read through it completely before you begin.

1. Ensuring that we have sufficient data for you as a teacher

If we already have any of your data, then accompanying this document you should find the *Enrolment Keys Data Sheet* for logging in to and using *The Study Centre*. If any of the data on the sheet is missing, it means that we need further information from you in order to get the most out of *The Study Centre*. Please complete the *Incomplete or Change of Information Form for Teachers/Administrators* at the end of this document (or attached separately by email). When you have completed the form, scan it or take a photo, and send it back to us by email.

If we already have your name listed against a username for you to use as a teacher, these will be listed on the *Enrolment Keys Data Sheet*. Please use this username (and its password) when you login. Otherwise, use the username and password on the sticker on the inside back cover of your copy of the textbook. In this case, please be sure to notify us that this is the username that you will be using as a teacher. This will enable us to elevate the status of your username to that of a teacher. See the **Roles** section below for an explanation of why this is important.

2. Enrolment keys, courses, areas and groups

After entering your username and password, you will need to use an enrolment key when you want to first access the different courses and/or areas within *The Study Centre*.

To understand the difference between courses, areas and groups, please look at the table below.

The Study Centre site		
Courses	Areas	Groups
Discussion Book 1	Discussion Book 1 – Students (area)	Teacher A's Mondays period 1 class at University B
		Teacher A's Mondays period 2 class at University B
		Teacher B's Mondays period 1 class at University B
		Teacher B's Tuesdays period 3 class at University C
		Teacher B's Mondays period 1 class at University D
	Discussion Book 1 – Teachers (area)	
Discussion Book 2	Discussion Book 2 – Students (area)	(Multiple groups, as above)
	Discussion Book 2 – Teachers (area)	
Speaking Starter	Speaking Starter – Students (area)	(Multiple groups, as above)
	Speaking Starter – Teachers (area)	
Speaking Book 1	Speaking Book 1 – Students (area)	(Multiple groups, as above)
	Speaking Book 1 – Teachers (area)	
Writing Book 1	Writing Book 1 – Students (area)	(Multiple groups, as above)
	Writing Book 1 – Teachers (area)	

Each title in *The English Course* series is a course in *The Study Centre* web site. Each course has an area for students and an area for teachers. Each area for students contains multiple groups.

An enrolment key is a single word and/or number combination, such as *Bluebell* or *Yellow84*. Its use is only required once. An enrolment key has two purposes: 1) As a barrier to prevent unauthorized users from entering a particular course or area, for example to bar students from accessing restricted material that is only intended for teachers; 2) As a way to sort users into groups, for example, to put all users from one particular class of learners into one group. Because of the two different purposes of keys (described above), we can

think of keys being of two types: There are “general enrolment keys” to serve as a barrier and there are “group enrolment keys” to sort users automatically into groups.

Keys are always listed separately from usernames and passwords, (for example, “general enrolment keys,” are printed on the promotional letter accompanying sample copies of the textbook), while “group enrolment keys” are printed on the *Enrolment Keys Data Sheet*.

Important: A user can only enter one key to access one course or area. This means that if a teacher needs to have multiple “group enrolment keys” or has previously used a “general enrolment key” to access a student area, these have to be set up manually by an administrator at *The Study Centre*.

If you cannot locate a key or do not know which key to use, please contact us and be sure to state that you are a teacher.

3. Roles

Users of *The Study Centre* web site generally have one of two roles which determine what they can do and what information they can see. These two roles are: *student* and *non-editing teacher*. By default, all new users who log in for the first time using the username and password in the back of a book are automatically given the role of *student*. If you are a teacher, you will need to have your role elevated to that of *non-editing teacher* or else you will not be able to see the work of your students, assign grades, etc. This has to be done by the web site administrator, so for us to do so, you will need to send us the *Incomplete or Change of Information Form for Teachers/Administrators* at the end of this document or attached separately by email and you will need to have logged in to the Study Centre web site at least once, so that your username is active.

4. Setting up or changing your profile

To log in for the first time, you may find the guidance sheets useful (and available separately in English and Japanese). They can be accessed here:

- <http://www.theenglishcourse.com/help.html>
- <http://www.theenglishcourse.com/studycentre4teachers.html>

If you have logged in previously, this can be useful in helping you explain to students how to complete the process.

Once you have logged in, you should edit your user profile to add your first name (given name), last name (family name) and email address. (Please note the suggestions contained in **Email address considerations** below.) You can change your password or email address at any time. If you change your password, you must use a secure combination of upper and lower case letters, numerals and symbols. You should also contact us by completing the *Incomplete or Change of Information Form for Teachers/Administrators* at the end of this document or attached separately by email.

5. Email address considerations

When you (and your students) enter an email address as part of setting up your/their profile(s) you/they are encouraged to consider privacy issues. You/they can hide your/their email address(es), but if you/they do not wish to receive emails from The Study Centre mailing system to a personal mail address, you/they might wish to substitute a personal email address for an institutional email address or something else altogether. The use of mobile phone email addresses is discouraged, however.

6. Groups for you and your students

Each class of students that you teach is entitled to a secure and private group into which they can be sorted with the use of the correct “group enrolment key” when they use *The Study Centre* for the first time. No other teachers or students will be able to view the students’ identities and performance in this group. Only you and each individual student can view his/her work at *The Study Centre*. Please note that unless you request “group enrolment keys” by use of the *Incomplete or Change of Information Form for Teachers/Administrators*, you will not be sent “group enrolment keys.”

7. That's it for now

This completes the initial information on getting started with *The Study Centre* web site. If you require any clarification or have any other questions, please contact us and we will try to assist you promptly.

Once again, thank you for using *The English Course*. We hope it proves enjoyable and successful with your students.

Kind regards

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Incomplete or Change of Information Form for Teachers/Administrators

Please complete one copy of this form for each teacher using *The Study Centre* web site. All information will be kept strictly confidential and will not be shared with any third party without your consent.

Your first name (Given name):		
Your family name:		
Email address:		
Usernames (from labels inside back cover of books; format reads YYYYMMs####):		
<i>Speaking Starter</i> username	<i>Speaking Book 1</i> username	<i>Writing Book 1</i> username
<i>Discussion Book 1</i> username	<i>Discussion Book 2</i> username	<i>Discussion Book 3</i> username

Classes taught using <i>The English Course</i> :			
Book*	Institution	Day(s)	Class Period(s)
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			
SS S1 W1 D1 D2 D3			

Book* highlight or circle:

'SS' (= *The English Course – Speaking Starter*);

'S1' (= *The English Course – Speaking Book 1*);

'W1' (= *The English Course – Writing Book 1*);

'D1' (= *The English Course – Discussion Book 1*);

'D2' (= *The English Course – Discussion Book 2*);

'D3' (= *The English Course – Discussion Book 3*)