

Written Guide for Spanish Teachers

Contents

1. Student Registration (2 minutes)
2. Change Your Password (2 minutes)
3. Take a Quiz and Record Your Grade (3 minutes)
4. Take a Test and Record Your Grade (2 minutes)
5. View Your Report Card (1 minutes)
6. Teacher Registration (2 minutes)
7. Change Your Password (2 minutes)
8. Adding a Teacher ID to your Student Profile (2 minutes)
9. Removing Students (3 minutes)
10. Re-entering Your Teacher ID (2 minutes)
11. Assigning and Changing Class IDs (4 minutes)
12. Viewing Student Progress (2 minutes)
13. Creating a Syllabus (4 minutes)
14. Adding Assignments (2 minutes)
15. Student View of Syllabus (2 minutes)
16. Using Your Syllabus to Check Grades (4 minutes)
17. Premium Access For Your Students (5 minutes)

1. Student Registration

The first step is to register as a student. Please follow these instructions.

Registering as a Student

1. Go to our home page: <http://www.studyspanish.com/>
2. Click on the link "Get a Free Membership."
3. Enter your Email address.
4. Click "Become a Member."

Confirming Your Registration

5. Check your Email for our message.
6. Write down the password that's in our message.
7. Go to: <http://www.studyspanish.com/forms/confirm.htm>
8. Enter your Email Address.
9. Enter your Password.
10. Click "Confirm."
11. Enter your First Name.
12. Enter your Last Name.
13. Check the box for newsletters (optional).
14. Teacher ID: leave blank for now.
15. Click "Activate Your Free Account."

2. Change Your Student Password

Now that you are registered as a student, let's change your password to something easy to remember.

Go to Your Student "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the student "welcome" page.

Change Your Password

4. Click the "Change Password" link.
5. Enter your current password again.
6. Click the "Continue" button.
7. Change your password to something easy to remember (5-8 characters).

8. Click the "Update My Profile" button.
9. Check the information.
10. Click the "Confirm Profile Update" button.

3. Take a Quiz and Record Your Grade

Now that you are registered as a student and you have changed your password to something easy to remember, it's time to take a quiz and a test, and record your grades.

Log On (if not already logged on)

1. Click the "Log On - Log Off" link at the top right of the page.
2. Select "Student Log On."
3. Enter your Email address and Password.
4. Click the button to log on.

Go to a Grammar Lesson

5. Click "Grammar" in the main menu bar.
6. Select "Gender of Nouns" from the list on the left sidebar.
7. Study the lesson.

Go to a Grammar Quiz

8. Scroll to the top of the grammar lesson.
9. Click on "Basic Quiz" in the left sidebar.
10. Answer the questions, but:
11. Be sure to answer at least one question incorrectly.
12. Be sure to not answer at least one question.
13. Click the "Submit" button.

Correct Your Answers

14. Go back.
15. Correct your answers.
16. Click the "Submit" button again.

Record Your Grade

17. Click the "Record My Score" button.
18. Click the "That's Me! Record My Score!" button.

At this point, you will see the "Progress Recorded" message, along with a button to "View Report Card." Go ahead and click that button now. Later, you will learn a different method for viewing your Report Card.

Important Note

Notice that you are only allowed to record a quiz grade after you have answered all questions correctly. Thus, the only possible grades for quizzes are "complete" and "incomplete."

As you will see in the next section, that is not the case with tests. With tests, the student earns an actual percentage score.

4. Take a Test and Record Your Grade

By now, you have registered as a student, changed your password to something easy to remember, and recorded a quiz grade. The next step is to record a test score.

Log On (if not already logged on)

1. Click the "Log On - Log Off" link at the top right of the page.
2. Select "Student Log On."
3. If you are not already logged on, you will be asked to do so now.
4. If you are already logged on, you will be taken to your student "welcome" page.

Go to a Grammar Lesson

5. Click "Grammar" in the main menu bar.
6. Select "Gender of Nouns" from the list on the left sidebar.

Go to a Grammar Test

7. Click on "Mini-Test" in the left sidebar.
8. Do not answer any questions!
9. We repeat: Do not answer any questions!
10. Scroll to the bottom and click the "Submit" button.

Record Your Grade

11. Click the "Record My Score" button.
12. Click the "That's Me! Record My Score" button.

At this point, you will see the "Progress Recorded" message. You will also see your score, in this case 0%. Notice the next sentence says, "you can improve your score by re-taking the test." Let's do that right now.

Re-taking a test

Navigate back to the same test, and take it again. Record your score using the same procedure.

When you are done, you will again see the "Progress Recorded" message, along with a button for viewing your Report Card. Click that button and you will see that your initial grade of 0% has been replaced with your new grade.

Important Note

The latest grade always replaces the existing grade, regardless of whether it is higher or lower.

5. View Your Report Card

Now that you have recorded a quiz and a test grade, lets see how students can log on and check their Report Card.

Go to Your Student "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the student "welcome" page.

Select Category

4. Click "View Report Card" in the left sidebar.
5. Select "Grammar."
6. Click the "Next" button.

Notice that you have two options. You can select the lessons you want to check, but there's an easier way.

Near the top of the page, notice that it says: "To view all completed activities simply click here."

Click that link.

That will take you to a page showing all of the quizzes, tests and final exams that you have completed in the "Grammar" category.

Important Note

If you score less than 100% on a test, you can click on the percentage score and a window will pop up showing which questions you missed.

6. Teacher Registration

It is now time to explore the teacher side of the site. Please follow these instructions.

Registering as a Teacher

1. Go to our home page: <http://www.studyspanish.com/>
2. Click on the link "For Teachers" in the main menu bar.
3. Click on the "Free Teacher Membership" link (top right).
4. Enter your Email address.
5. Click "Become a Member."

Confirming Your Registration

6. Check your Email for our message.
7. Write down the password that's in our message.
8. Go to: <http://www.studyspanish.com/forms/tconfirm.htm>
9. Enter your Email Address.
10. Enter your Password.
11. Click "Confirm."
12. Complete the form (all fields).
13. Click "Activate Your Free Account."

Record Your Teacher ID

14. From "Confirmation Succeeded" page, write down your Teacher ID.

Important Note

We suggest that you use the same email address for both your student and teacher account.

7. Change Your Teacher Password

Just as you changed your student password to something easy to remember, you will now do the same for your teacher password.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.

2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Change Your Password

4. Click the "Change Password" link.
5. Enter your current password again.
6. Click the "Continue" button.
7. Change your password to something easy to remember (5-8 characters).
8. Click the "Update My Profile" button.
9. Check the information.
10. Click the "Confirm Profile Update" button.

Important Note

We recommend that you use the same password for both your student and teacher account.

8. Adding a Teacher ID to Your Student Profile

In this section, you will add your Teacher ID to your student profile, just like your students will be doing.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Copy down your Teacher ID.

Go to Your Student "Welcome" Page

4. Click the "My Account" link at the top of the page.
5. Select "My Student Account."
6. If you are not already logged on, you will need to do so now.

Enter Teacher ID

7. Click the "Edit Teacher ID" link.
8. Enter your current password again.

9. Click the "Continue" button.
10. Enter your Teacher ID.
11. Click the "Update My Profile" button.
12. Check your entry.
13. Click the "Confirm Profile Update" button.

Return to Your Teacher "Welcome" Page

14. Click the "My Account" link at the top of the page.
15. Select "My Teacher Account."
16. If you are not already logged on, you will need to do so now.

Go to Your Teacher "Welcome" Page

17. Click the link to "Manage Grade Book" in the left sidebar.
18. If you have correctly entered your Teacher ID into your student profile, you will now see that you have one "unassigned" student in your Grade Book.

9. Removing Students From Your Grade Book

In part 8, you added your Teacher ID to your student profile. Doing that caused the student (in this case you are the student) to appear in your teacher Grade Book. In this section, you will learn how to remove students from your Grade Book.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the Teacher "welcome" page.

Go to Your Grade Book

4. Click the "Manage Grade Book" link.

Remove Student

1. Click the "Manage Unassigned Students" button.
2. Select the checkbox next to the student last name.
3. Click the "Remove Selected Students" button.
4. Click the "Yes Remove Selected Students" button.

Check Your Grade Book

1. Navigate back to your teacher "welcome" page.
2. Click the "Manage Grade Book" link.
3. Note that the student has been removed from your Grade Book.

Return To Your Student Welcome Page

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the Student "welcome" page.

Check Your Student Profile

1. Click the "Edit Teacher ID" link in the left sidebar.
2. Enter your password and click the "Continue" button.
3. Note that the Teacher ID has been removed from your Student Profile.

Important Note

When you (the teacher) remove a student from your Grade Book, all you are doing is causing your Teacher ID to be removed from their student profile. You are not affecting the records of their grades. So, if you inadvertently remove a student, it's really not much of a problem. All you need to do is to have the student re-enter your Teacher ID into their student profile, and you will once again be able to see all of their work.

10. Re-enter Your Teacher ID

For this tutorial, you will need to have your Teacher ID entered in your Student Profile, so let's re-enter it now.

Go to Your Student "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

Enter Your Teacher ID

4. Click the "Edit Teacher ID" link.
5. Enter your current password again.
6. Click the "Continue" button.
7. Enter your Teacher ID.

8. Click the "update My Profile" button.
9. Check your entry.
10. Click the "Confirm Profile Update" button.

11. Assigning and Changing Class IDs

Class IDs are used to group students together. Normally, you will want to give each of your classes it's own Class ID, such as "SP1" SP2" etc.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Grade Book

4. Click the "Manage Grade Book" link.

If you have followed the instructions to this point, you will have one "unassigned" student listed in your Grade Book. If you do not have a student, you will need to backtrack and see where you failed to follow the instructions.

Assign Class ID

5. Click the "Manage Unassigned Students" button.
6. Select the checkbox next to the name of the student(s) you want to assign a Class ID.
7. Enter "SP1" for the Class ID.
8. Click the "Assign Class ID" button.
9. Click the "Yes Assign Class ID" button.

Return to Your Grade Book

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

4. Click on the "Manage Grade Book" link.
5. Note that now you have one "assigned" student and zero "unassigned" students.

Important Note

You must assign students a Class ID before you can view their progress.

12. Viewing Student Progress

In this section you will learn how to view your students' grades.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Grade Book

4. Click the "Manage Grade Book" link.

If you have followed the instructions to this point, you will have one "assigned" student listed in your Grade Book. If you do not have one assigned student, you will need to backtrack and see where you failed to follow the instructions.

Select Students

5. Click the "Manage Assigned Students" button.
6. Select the checkbox next to the name of the student(s) you want to check.
7. Click the "View Student Progress" button.

Select Category

8. Select "Grammar."
9. Click the "Next" button.

Select Lessons

10. Select up to 25 lessons.
11. Click the "View Progress" button near the bottom of the page.

You should now see a report showing all of the quizzes and tests the selected students have completed for the selected lessons.

13. Creating a Syllabus

Now that you know how to view student progress, it's time to learn how to create an online syllabus.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Syllabus Feature

4. Click the "Manage Syllabus" link.

If you have followed the instructions to this point, you will not have any existing syllabus.

Enter Information

5. Click the "Create New Syllabus" button.
6. Complete the form.
7. Be sure to select starting and end dates.

If you have followed the instructions to this point, the last item on the form (Assign the Syllabus to a Class) will offer you two possible selections: "Not Yet Assigned" and "SP1."

Create and Save Syllabus

9. Select "SP1."
10. Click the "Create" button.
11. Check your inputs.
12. Click the "Save" button.

Important Note

If in step #9 you select "Not Yet Assigned" the syllabus will not be available to your students. This handy feature allows you to work on a syllabus, and then, when you have it exactly the way you want it, you can assign it to the class and only then will the students be able to view it.

14. Adding Assignments to a Syllabus

Now that you know have created a syllabus with basic information, let's see how easy it is to add assignment, complete with direct links to lessons and activities you want your students to complete..

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Syllabus Feature

4. Click the "Manage Syllabus" link.

If you have followed the instructions to this point, you will have one syllabus, associated with the Class ID "SP1."

Add Assignments

5. Right next to the syllabus, click the "Manage Assignments" link.
6. Click on one of the course dates in the calender in the left sidebar.
7. Click on the "Add New Web Assignment" button.
8. Select "Grammar."
9. Click the "Next" button.
10. Select a few lessons, quizzes and/or tests.
11. Scroll to the bottom and click the "Add Assignment(s)" button
12. Near the center of the page click the link to "Add or Edit a Note."
13. Enter a note for your students.
14. Click the "Update Notes" button.

Notice that the date you selected in step #6 is now red. This indicates that there are assignments and/or notes for that date.

Important Note

Don't forget to click the "Update Notes" button after you enter a note. If you forget to do this, your note will not be included.

15. Student View of Syllabus

Now that you know have created a syllabus and added assignments and notes, let's see how it looks to your students.

Go to Your Student "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Student Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the student "welcome" page.

Go to Your Syllabus

4. Click the "View Syllabus" link in the left sidebar.

If you have followed the instructions to this point, you will now see the syllabus that you just created.

View Assignments

5. Click on one of the red dates in the calendar.
6. Note the assignments and notes you created for this date.
7. Click on the "View Syllabus" button.
8. Experiment with the different views: Syllabus Only, All Assignments, Syllabus and Assignments.

16. Using Your Syllabus For Grade Checking

Now let's see how you can use your Syllabus to help you check grades. For this exercise, you must have assigned at least one quiz, test or final in your Syllabus. If you have not done so, please go back and do that now.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Syllabus

4. Click the "Manage Syllabus" link in the left sidebar.
5. Select your syllabus.
6. Click the "View" button.

View Progress

7. Click on one of the red dates in the calendar.
8. Under "Web Assignments" click on one of the "View Progress" links.

This will open a new window showing the progress of all students for this Class ID for this lesson.

Alternate Method

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

4. Click the "Manage Syllabus" link in the left sidebar.
5. Select your syllabus.
6. Click the "View" button.

You should now be at the "View Syllabus" page.

7. Select the "All Assignments" view.
8. Click on any quiz or test to see a report.

Important Note

Because "lessons" are not recorded, there is no grade to check. Grades only apply to quizzes, tests and final exams.

17. Premium Access For Your Students

We offer educational discounts whereby high school and college teachers can give their students premium access through their teacher accounts. The first step is to submit a verification form which we will use to verify that you are a credentialed teacher at an accredited high school or university.

Getting Verified

Note: If you have not yet signed up for a free teacher account, you must do that before you can continue.

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.
4. Under "Premium Access" click on the "Do I Qualify?" link.

5. Complete and submit the verification form.

Once we have verified your credentials, we will send you a message with prices and instructions for purchase.

After you have purchased, use the following instructions to give your students premium access.

Go to Your Manage Premium Access Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.
4. Click the "Manage Premium Access" link. (Note: this link will not show up until we have verified your teacher status.)

Notice that this page shows your current balance, stated in "premium access-days." A premium access day represents one student having premium access available to him for one day. Thus, if you have a balance 1,000 premium access days, you could give 20 students premium access for 50 days ($20 \times 50 = 1,000$).

One economical way to stretch your balance is to just give your students access on particular days. You can easily do this by setting the expiration date to the next day. The bottom line is that you can manage your access however you want.

Giving Your Students Premium Access

1. Click on the "Manage Premium Access" button.
2. Select the students you want to give premium access.
3. Select an expiration date.
4. Click the "Assign Premium Access" button.

Important Notes

1. You can reclaim access days by changing the expiration date, or by revoking the premium access.
2. Before you can give your students premium access, you must assign them a Class ID.