

Teacher's Manual

May 17, 2010

Install CD/DVD

Put the following CD/DVD into your computer:

1. Greenwood Browser CD:



2. Greenwood Lesson DVD:



and they will automatically install.

After the installation, you need to instruct the Greenwood Browser where it can find the lessons you just installed. Here are the steps:

- 1.) On your computer screen, open the Greenwood Browser by double click on the Browser icon:



- 2.) click on 'Go' then '*Technical support*'
- 3.) click on '*set hard drive letter*'
- 4.) select the hard disk drive letter where you installed the Lesson DVD (usually it should be 'C' drive)

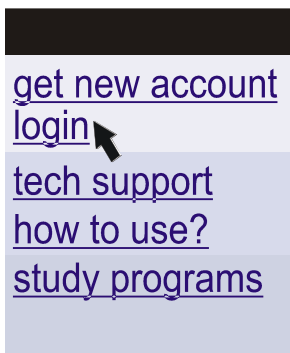
(You only need to do this once for each Browser.)

Installation information is also available at *tech support* | *CD/DVD setup* on the Greenwood web.

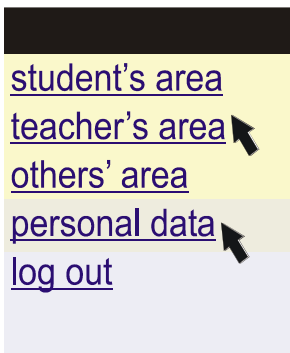
Getting a teacher's account

If you don't already have a teacher's account, ask your school to request for a new, permanent teacher's account for you from Greenwood.

Logging in



After you've got your teacher userID / password from Greenwood, you can 'log in' as a teacher. You log in by clicking on '*login*' and type in your given userID / password.



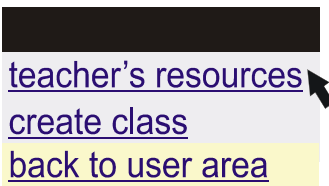
Once you've logged in, you will see that there are different 'areas' where you can go. For your case, you will be interested in the following:

- *teacher's area*
- *personal data*

Under *teacher's area*, you will be able to create/manage your classes and monitor your classes' performance.

Under the *personal data* area, you will be able to change your password, your email, etc.

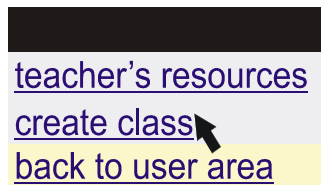
Teacher's area



Click on *teacher's resources*

This provides a list of resources such as the assignment answer keys, manuals, etc.

How to create a class



Click on *create class*

This allows you to create new classes based on a set of existing, pre-made 'template courses'. Once you have created a class, the system will automatically show you a pair of class ID and password. When you see your students, you need to tell these class ID and password to your students so that they can enroll into your class.

Accessing a single class

After you have created a class, the class table (see below) is where you can get into each class to manage its assignments (via advanced admin) or look at your students' results (via check marks). The system lists all the classes that you have created as below:

Class table

Class ID		Start date	Class password	
ESL1_2007_cat	check marks	Jan07,2008	man	advanced admin
ESL2_2007_cat	check marks	Feb12,2008	fish	advanced admin
ESL3_2007_cat	check marks	Mar10,2008	think	advanced admin

Click on any of the class IDs under the *Class ID* heading (as above) to access the actual course materials as below:

Sample course page

ESL1
English Level 1

Welcome!

Lessons:

- [Common English names](#)
- [Vowels, consonants, grammar, listening and speaking](#)
- [Use of English](#)

Assignments:

- [All assignments](#)


[welcome page](#)

[course notes](#)

[exit course](#)

Note: Materials in the course pages are exactly what your students will see as well.

Entering *advanced admin*

Class ID		Start date	Class password	
ESL1_2007_cat	check marks	Jan07,2008	man	advanced admin 
ESL2_2007_cat	check marks	Feb12,2008	fish	advanced admin
ESL3_2007_cat	check marks	Mar10,2008	think	advanced admin

[send email](#)

[edit class](#)

[set class info](#)

[about my students](#)

[manage assignment](#)

[manage marks](#)

[exit advanced admin](#)

Once you are inside a specific class management page (via *advanced admin*), you will see two main groups of tools in the left hand column; the top “beige group” is for communication (email to students), the second “pink group” is for class management (edit assignments, perform marking, etc.). We will go through each step by step.

The “Beige Group”: Communication

send email

You can use this convenience tool to send emails to your students in this class. You can send a single email to all your students, or just some of your students; you have the choice. Any email that you send out through this tool, as a record, you will get a copy in your email address in-box.

The “Pink Group”: Class Management

edit class

This function mainly allows you to set the stage of this class to one of:

closed

Class is closed, won't accept further enrollment.

in use

Class is active, accept new enrollment.

old

Class has been used, will be archived.

set class info

This allows you to add/modify any particular messages (assignment deadlines, etc.) that you would want to give to your students in your class.

about my students

This allows you to get student contact info as well as the biographies that students have entered.

remarks/comments

This allows you to enter any remarks (special progress, areas of weakness, etc.) of students.

manage assignment

All assignments are pre-arranged for you. It is up to you to give out any of these assignments as you want, whenever you want.

For example, you can control the weight (% of total marks) of each assignment.

You can also control when your assignments are to be seen by students; you can do this in terms of start date (also called “release date”).

manage marks

mark assignments

You can assign a mark for manually-marked assignments.

assign final grade

If you want, you can also assign a final overall grade of the course at the end of your term.

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