

# Greenwood<sup>®</sup>

## **Instructor's Manual**

Sep 01, 2010

This manual is for the training of Greenwood Instructors for their licenses. Licensed Instructors are authorized to conduct Greenwood Teacher e-Learning Courses where Greenwood Teacher e-Learning Certificates are given.

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## LEVELS OF CERTIFICATION

Teachers' training consists of two certificates:

Certificate 1.) Teacher e-Learning Course

Certificate 2.) Instructor Course

The Teacher e-Learning Course is for English teachers new to Greenwood e-learning.

The Instructor Course is for experienced English teachers who have the following qualifications:

- normally at least one year of teaching experience
- normally used the Greenwood system for at least one year in the field
- with upper intermediate ability in English (Level 3 of 5 of the International Standard)

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## PREPARATIONS

### ***Instructor's preparation***

First, you should contact Greenwood to get a set of permanent teachers' accounts before your training session. You can call or email with the number of new teachers' accounts that you would need to:

phone: (604) 231-8197

email: [support@Greenwood.ca](mailto:support@Greenwood.ca)

You need to get intimately knowledgeable about the Greenwood web system, and it is assumed that you have thoroughly studied the *Teacher's Manual* and the *Student's Manual*, available on the Greenwood web under the *study programs | free downloads* section, which is:

<http://www.Greenwood.ca/downloads/index.html>

While you are in this download section, you should also print out at least the *Combined Tables of Contents*. This gives you a birds' eye view of all the materials available.

For the teacher's keys, you can log on and go to your *teacher's area | teacher's resources* and download the assignment keys.

Once you've these ready and you've received the permanent teachers' accounts, you can give these accounts to your class of teachers for their training.

### ***Teacher's background***

It is assumed that teachers are relatively computer literate. Teachers are expected to know how to use email and the web browser to access the web.

### ***Training environment***

It is assumed that teachers are trained in a computer lab with Internet access. It is important that each computer has a Greenwood Browser installed, and can access the Greenwood lesson materials (installed from DVD on each computer or on the server in your facility). In other words:

- Greenwood Browser must have been installed on each workstation,
- Greenwood Lesson DVD must have been installed on each workstation or on the school server.

Without either the Greenwood Browser or the lesson materials installed, some of the lessons and web assignments will have certain graphics and voices missing.

## **COMPUTER REQUIREMENTS**

Any modern Pentium computers with speakers running Windows XP (or above) will do. The computer must have Internet access, preferably with high speed access. If you need more details, they can be found on the Greenwood web at:

*tech support | sys requirements*

or directly:

<http://www.Greenwood.ca/techsup/sysreq.htm>

## **COMPUTER SETUP**

- (1) Install the Greenwood Browser CD and the Greenwood Lesson DVD. If you need more details, go to *tech support | CD/DVD setup* on the Greenwood web.
- (2) Set hard drive letter - There are two ways to tell the Greenwood Browser how to access the local lesson materials on your hard drive:

Method 1.) The first way has been discussed in both the *Teacher's Manual* and *Student's Manual*: basically, using the Greenwood Browser, users set the hard drive letter the first time they go into a course under the heading '**Test your computer**'.

Method 2.) The second way is mainly for school network administrators so they can set up each computer in a lab easily. On each computer, using the Greenwood Browser, go to:

*tech support* | *set hard drive letter* – that is, on the Greenwood homepage, click on *tech support* and then *set hard drive letter* to set up each computer to allow the Greenwood web to work with lesson materials residing on your local hard disk.

Note: This step (i.e. set hard drive letter) only needs to be done once per computer.

## GETTING TEACHERS STARTED

Once teachers have their permanent accounts as given by Greenwood, they can log in to their accounts. After they log in, teachers can start creating classes at will. Here are the steps to get teachers to create and access their own online classes:

### ***Logging in***

- 1) Ask teachers to go through '**Logging in**' as in the *Teacher's Manual*. (Please note that passwords are case-sensitive.)

### ***Creating and accessing online classes***

Click on the following:

- 2) *teacher's area* – this is the area where teachers can create and access their classes.
- 3) *create class* – this is where teachers can create a new class, based on a set of pre-made templates. Currently, there are 3 levels available. Teachers are free to create as many classes as they need. Once a class is created, it will be shown in a table. Teachers can click on the links in this table to access the class material as well as do other administrative tasks. Now ask teachers to create a Level 1 (beginner's) class.

Detail: The 'class code' is for helping teacher to distinguish the various classes that he/she has.

Note: As an instructor, you would also see a template for creating teachers' training classes.

- 4) (click on the class in the table) – once inside the actual, standardized course materials, teachers can see what an actual course looks like. In here, teachers see the course in exactly the same way students do.
- 5) *All assignments* - once inside, teachers can access each assignment at will. Teachers see the assignments in exactly the same way students do.

### ***Accessing multiple choices assignments***

- 6) *grammar1* - click on any of the numbers in the table to access each question. These are multiple choices questions. Ask teachers to actually try out a few of these questions.

Details: When teachers try out the assignments, the system does not record their performances, only when students do the assignments would their performances be recorded. All multiple choices are automatically marked by the system to save teachers' time.

All visited questions are displayed in grey. All unvisited questions are displayed in blue.

- 7) *back out of this assignment* – after teachers have had a chance to try out a few of the questions, ask teachers to click on *back out of this assignment*. Teachers will see the same list of assignments as before.

### **Accessing open-ended assignments**

- 8) *read\_write8* – most of the assignments are computer-marked. An example of an open-ended assignment in Level 1 would be the writing assignment:

*read\_write8*

This is a writing assignment and requires teachers to manually mark it. This would be a good practice for teachers to do marking online. This will be covered later after teachers get to enroll into their own class in the role of a student and entered some writings into this assignment. We will get back to this assignment later.

- 9) *back to course* – get out of the assignment area and back to the course's main page (main page is also known as 'Welcome' page).
- 10) *exit course* – get back to teacher's area as seen before.
- 11) *advanced admin* – to access teacher's administration area, click on *advanced admin*.
- 12) *manage assignment* – this is where teachers can control different aspects of each assignment. For example, for each assignment, there is a “release time”. Before the release time, students would not be able to access that assignment.

As a practice, ask your teachers to click on:

*article1*

The teachers will see a grey box showing aspects that can be controlled and modified regarding this assignment. Ask your teachers to change the following:

release week = 1  
release day = 2

and click on *submit*. Assignment 'article1' is now only available to students after Week 1, Day 2, and not before.

Detail: Teachers are not affected by the release time; all assignments are available to the teacher at all times.

- 13) *edit class* – this allows teachers to modify aspects of the class as a whole. For example, the class password. Ask your teachers to click on this, change their class password, and click on *submit*. Also ask your teachers to write down their class passwords – they will need this later when, as a practice, they enroll into their own class as a student.
- 14) *exit advanced admin* – click on this will take your teachers back to the page just as when they first got into the Teacher's Area.
- 15) *back to user area* – click on this to be back to the common area where you can see *student's area*, *teacher's area*, etc. just as when they first logged in.

### ACCESSING THE COURSE – AS A STUDENT

- 16) *student's area* – this will allow teachers to see what it would be like from the perspective of a student. That is, students see the system as what is shown here.
- 17) *add class* – this will list all the currently available classes for enrollment. Ask your teachers to find their own class and click on that class.

Then ask each teacher to enter his/her own class password (as had been written down above by themselves) and click on the '*Enroll into course ...*' button. Now they should be enrolled into their own class, just like their students would in the real case.

- 18) *my classes* – students will see a list of all classes that they had enrolled into. (There should also be a set of “default” classes that everyone would get. Don't worry about these, they are not important here and you can find out more about “default” classes later.) Ask your teachers to click on the class they just enrolled into as a student. This will bring them to the 'Welcome' page, just like what they had seen before.

Remember, as mentioned above, once inside the actual course materials, teachers and students see the same thing.

Ask your teachers to click on:

*All assignments*

and then ask teachers to do a few of the multiple-choices questions in assignment:

*vowels1*

Also ask teachers to go to assignment:

*read\_write8*

and ask them to write something into this assignment so they can mark this later on as a teacher. After their writing, don't forget to click on *submit*.

If time permits, encourage teachers to go to other parts of the course, such as:

*grammar,*  
*use of English*

so they can see some of the lessons their students can use.

Detail: remember that you have asked your teachers to change the 'release time' for assignment *article1* to Week 1, Day 2 previously? If they did, in the role of a student, they should not be able to access this assignment here because its release time is at a later day (today should be Week 1, Day 1). Get your teachers to try accessing this assignment.

19) *back to user area* – ask your teachers to get back to this area from the course. That is, when from inside an assignment, they need to click on *back to the course*, then *exit course*, then *back to user area*.

### **ACCESSING THE COURSE – AS A TEACHER AGAIN**

Now, your teachers have seen what it was like to be inside a class both as a teacher and then a student. The only part left is how to assign marks online, which will be shown next.

20) *teacher's area* – ask your teachers to get back into the teacher's area where all their classes are listed. This is where they can access their classes as a teacher.

21) *advanced admin* - Ask them to click on *advanced admin* of their Level 1 class that they had created previously. This is where they can manage this class.

### ***How to manage marks***

22) *manage marks* – this is the area where teachers can do online marking of open-ended assignments (e.g. paragraph writing).

23) *mark assignment* – this will show a table of all assignments of this course . Only assignments that require manual marking are accessible (underlined).

24) *read\_write8* – click on *read\_write8*. Since this is a writing assignment, it requires teachers to manually mark it. In this area, teachers will see a list of all students in the class and the marks associated with this assignment for each student. Click on the student in the table. This shows the writing from this student. Teachers can evaluate and enter a mark for each student at the bottom of the page. (Optionally, these pages can be printed for written comments for the students.) Click *Submit* to enter the mark into the system.

25) *assign final grade* – this is where teachers can assign a final grade (such as 'A', 'B', 'C', etc.) for each student. Ask teachers to go in there to take a look.

### ***Logging out***

26) *log out* – ask teachers to get back to the common user area (where you see *student's area*, *teacher's area*, etc.), and click on *log out* to properly terminate their online sessions.

## MORE DETAILS

### ***How does the Greenwood web and DVD work together?***

The Greenwood web is very efficient; it combines data from the website and data from your local computer hard disk to make a complete display for you. In other words, every time you use the Greenwood Browser and you click on a web page, the Greenwood Browser will try to see if it can get parts of the display from your local facility and combine together with what has been transported through the Internet from the Greenwood website.

So, if you haven't installed the lesson DVD (grammar, conversation, etc.) onto your computer, or if you are using some other web browser, the Greenwood system will not be able to display some of the multimedia components. For example, some voices or pictures would be missing.

Why do we do this? Why not put everything on the web so that there is no hassle with DVD and all the installation?

It is because your school or your students' homes may have a slow telephone line. If all the data have to go through the Internet, you could find that to be very slow, even if your school has a very fast line. By having most of the data already installed onto your local hard disk, only a very small amount of data would have to actually travel through the Internet, and the response rate would be much better.

### ***Why do we need the Greenwood Browser?***

There are two advantages to the Greenwood Browser:

Advantage 1. It restricts students to go only to the Greenwood website. As a teacher, you can rest assured that students in a computer lab will not be able to download any harmful viruses or go to other undesirable websites.

Advantage 2. The Greenwood Browser can display multimedia materials that other browsers cannot.

### ***Teachers' and students' accounts, default classes***

All accounts are given a set of "default" classes. This allows all users to access all the materials within Greenwood. For independent, self-study students, these classes are all they get. For students in schools who have "real" teachers, they would need to enroll into their teachers' classes; in this way, teachers can monitor students' assignments' results.

Each teacher will be given a permanent teacher account with unique teacher IDs, for example:

'midRoll1'  
'midRoll2'

### 'midRoll3'

Every teacher can access all levels of the materials; there are no restrictions.

All teachers are given a very long subscription period by default (expiry date in 2018) so that, if so desired, they can always “pretend” to be a student and enroll into various classes to get a first-hand experience to see what students will see.

Students are required to create their own accounts. They are granted something like a 2-day free subscription period. That is, every student gets a 2-day “freebie” evaluation period.

To continue with the subscription, students would need to buy a Greenwood subscription card. Their school will need to purchase these cards from Greenwood, and then sell them to the students..

Greenwood subscription cards are like phone cards: students enter the card code into their accounts to extend their subscription time.

### ***Manually marked assignments***

This type of assignments was shown in the tutorial above with the '*read\_write8*' example. This type of open-ended assignments is meant for short answers and thus designed to take a maximum of about 800 words for each answer. As shown in the tutorial, the answers from students are stored in the Greenwood system and teachers can mark these assignments on the web.

*Question: Can students save their writings and make revisions using the Greenwood web before sending them to their teachers?*

Answer: No. Students shall be instructed to do their rough drafts and revisions elsewhere, and only enter the final version of their works into the Greenwood web. In other words, once their writings are submitted, there is no turning back.

### ***How are the Greenwood learning materials structured?***

The Greenwood learning materials are divided into various levels and conform to the International Association of Language Testers (ALTE). ALTE is recognized by over 29 countries. Each Greenwood level has:

- 1.) web course (lessons and assignments),
- 2.) printable lessons' reference books (“roadmaps”),
- 3.) printable teacher's answer keys.

Greenwood materials are recommended to be used as tutorials **outside** of the classroom as directed by the teacher. There should be minimal changes to the existing work flow of teachers in the classrooms.

The printable reference books (roadmaps) describe the contents of the lessons. Lessons are divided into functional groups (grammar, phonics, conversation, etc.). The printable teacher's keys describe the web assignments and give the answers. While reference books are available to the public, for security reason, keys are only available within teachers' accounts in *teacher's resources* under the *teacher's area*.

### ***Teachers' training is over, how do students take real courses?***

Now that new teachers have their permanent accounts, and have gone through the training tutorial as above, they are now ready to start using their new-found tool!

1.) School administrator should fill in the Greenwood subscription form available at:

*how to use? | fees (for students in a school) | subscription form*

indicating the number of students, and the number of months of subscriptions.

Student subscription cards are then delivered to the school from Greenwood (normally via email), and these cards should then be distributed to the students. Lesson DVDs, if needed, are delivered separately from Greenwood via conventional shipping.

2.) At this point, teachers can create as many classes as they want from the above-mentioned set of standardized template courses. Each class is given a unique class ID. Students will enroll into the various classes based on the different class IDs and passwords that their teachers give them.

3.) Students would need to purchase subscription cards, DVD and reference books from their school. (Printable reference books can optionally be downloaded and printed out by the school and sold to students.)

Detail: School administrator must make sure that every DVD/book package contains a subscription card. Without subscription cards, students would not be able to enroll into any Greenwood class and do any web assignments.

4.) New students should log in to their own accounts on the Greenwood web. (This can be done in class as part of an English lesson for the beginner level, if needed.)

5.) Students enter their card code into the Greenwood web and enroll into the relevant classes based on class ID and class password as received from their teachers.

Detail: Each Greenwood subscription card shows the card code and the number of months of subscription. Anybody can use it; it is not designated to a specific user. So ask students to really take care and not show the cards to others.

An overview of student enrollment steps can be found on the Greenwood web under *how to use?*

## TERMS AND DEFINITIONS

<i>account</i>	a private area on the web where a user can only access with a userID and a password
<i>case sensitive</i>	capital letters and small letters (upper case / lower case) are treated as different, distinct letters, e.g. 'A' and 'a' are NOT treated as the same
<i>case insensitive</i>	capital letters and small letters are treated as the same, e.g. 'A' and 'a' are treated as the same
<i>CD-ROM drive</i>	the little machine that can run CD-ROM disks inside a computer (like a music CD player)
<i>hard drive</i>	also called a 'hard disk', this is a physical machine storing all the files and folders inside a computer, even when the computer is turned off
<i>hard drive letter</i>	in Microsoft Windows, each hard disk is represented by a letter, normally starts from the letter 'C'. ('A' and 'B' are usually reserved for floppy disk drives.) If you have more than one hard drives, the letters used could be something like 'C', 'D', 'E', etc.
<i>online</i>	on the web through the Internet
<i>Pentium computer</i>	all computers are Pentium-class nowadays; there are Pentium, Pentium2, Pentium3, and Pentium4 system as of this writing.
<i>web browser</i>	a software program that allows users to access ("surf") the web, examples are Microsoft Internet Explorer, Mozilla FireFox, and the Greenwood Browser.

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