

Chapter 2 – A guide to *The Study Centre*

The Study Centre is an area of The English Course web site, that can be found at the following URL: <http://www.theenglishcourse.com/studycentre/> This area is protected from unauthorised visitors and you will need a username and password to enter. Each textbook contains a unique username and password. This is to be found on a label on the inside back cover of the textbook. Detailed instructions on the process of entering The Study Centre for the first time are given elsewhere in this teacher guide and in a separate document for students.

Groups

Once students are enrolled into the system, they are then placed into discrete groups. For example, a teacher with three classes of students will have them placed into three groups within The Study Centre system. You can also request they be placed in one large group. If you have more than one group of learners, you will have multiple user accounts for The Study Centre, one for each group that you teach. However, you will only need one password to access all your groups. Use the form at the end of this document to list the names of the students in each of your class. This can be done fastest by just listing the last four digits of the students' usernames (each student has a label with this information on the inside back cover of their textbooks). There is no need to list the names of the students (unless you'd like to).

Teacher vs Student

The Study Centre contains two separate areas, one for students and one for teachers. The students area is entered by clicking the link **Book 1 – students** and the teachers area can be accessed by clicking **Book 1 – teachers**. (Both are located on the left hand side of your web browser window.)

Student Activities

The students' area contains 10 sections, one for each unit of the textbook. Of the 8 units that correspond to the taught units in the textbook, each has 11 activities to be completed by students. These are as follows:

- Practice quiz 1 – Fill in the missing words [Consisting of 5 items.]
- Practice quiz 2 – True or False [Consisting of 5 items.]
- Practice quiz 3 – Multiple choice [Consisting of 5 items.]
- Practice quiz 4 – Reorder the words [Consisting of 5 items.]
- Practice quiz 5 – Vocabulary matching [Consisting of 8 items.]
- Practice quiz 6 – Skeleton sentences [Consisting of 6 items.]
- Practice quiz 7 – Cloze question [Consisting of 10 items.]
- Listening quiz 1 [The task format varies. Consisting of 10-15 items.]
- Listening exercise for extra conversation 1 [Consisting of 10-15 items.]
- Listening exercise for extra conversation 2 [Consisting of 10-15 items.]
- Finale [Consisting of a forum for submitting work or ideas.]

If you see a unit on the web site that is greyed out, that means it has not yet been made available for students. There are two main reasons for this. Firstly, the unit may be in the process of being updated. Secondly, the authors wish to restrict the availability of The Study Centre material to students, so that students cannot rush through and complete everything far in advance of the time that the corresponding material in the textbook and on the DVD might be expected to be covered in class. However, if a teacher wants to proceed in a non-linear manner, he/she should notify the web site administrator to find out whether a particular unit's materials are ready for release to students.

A student can attempt any activity an unlimited number of times. Each time an activity is attempted, the system will provide feedback to the student in terms of an overall score and which items were answered correctly or not. Scoring is based on the highest grade achieved rather than the average, first or last attempt scores, meaning that the system will always retain the student's highest ever score as a performance record. This is intended to encourage students to continue trying to improve their scores.

Answers

For each activity in each unit of The Study Centre, a listing of all the correct (or possibly correct answers) is given within the unit chapters of this teachers' guide. For example, if you are looking for the options and/or (possible) correct answers for Unit 1, Practice Quiz 3, you should look in the chapter covering Unit 1.

Errors

We have made every effort to check all answers submitted by students are recognised by the system as either correct or incorrect. Answers are entered into the system's database which then checks whether or not a student's answer matches (any of) the correct answer(s). Unfortunately, there are often multiple correct answers and, occasionally, not all of these may have been predicted. In that event, please contact us and we will add the answer to the database to assist other students.

Logs

Logs of student activity and performance scores are available to the teacher of a particular group of students. No other teacher can see your students' records (although the web site administrator can see all users' logs). The logs provide detailed data on each student's activity and performance within The Study Centre. This is very useful for providing objective information on which students are working hard and how often. Conversely, the teacher can also see which students are having trouble or not making an effort.

Communications

Communications are also possible with your group(s) of students, provided students have entered a working email address on their **Profile** page. You should be aware, however, that many problems have been encountered with mobile phone email addresses. The reasons for this are still unclear, but may be due in a large part either to incompatible messaging technologies or because mobile phone companies, in particular NTT Docomo, block email from regular Internet domains. You may have to ask your students either to use a regular (either home-based or institutional) email address. Another alternative is to get students to sign up for a web-based address such as yahoo or hotmail.

All teachers are assigned a unique email address for each group they teach using the theenglishcourse.com domain. The email address(es) you are assigned have the following format:

given_name.family_name.day_period@theenglishcourse.com.

For example, max.woollerton.mon3@theenglishcourse.com.

The system is configured to automatically forward email sent to you at those addresses to your private email address. For example, mail sent to max.woollerton.mon3@theenglishcourse.com is automatically forwarded to maxim@woollerton.com. So, if you do not want students to know a particular email address that you use as your main mailbox, you can keep that secret. Please let us know if you change your email address, so that we can change the email forwarding settings on your teacher account. (Sorry, but this can only be done by Max Woollerton, the web site administrator.) Be aware that in order to keep that mail address secret when you reply to student email (if that is an issue), you will have to send your outgoing mail through theenglishcourse.com domain. This is a straightforward task if you add an additional outgoing email account to your computer's email programme.

Here are the email address configuration settings:

Account type:	POP
Username:	given name. family name. day and period
Incoming Mail Server:	mail.theenglishcourse.com
Outgoing Mail Server (SMTP):	mail.theenglishcourse.com
Password:	The <u>email</u> password you have been assigned (This is not the same as your Study Centre login password, unless you have chosen to make it so. You will be informed directly by the web administrator of your email password.)
Authentication:	This should be set to 'password'

Alternatively, you can use the theenglishcourse.com web mail facility to send mail by going to <http://mbox.theenglishcourse.com/> and entering your username and mail password. Please note that no incoming mail to your account is kept on the server.

