

LANG
SKILLS



Online English for International Mobilities e-learning course

TECHNICAL GUIDE

For teachers

ABOUT THE TECHNICAL GUIDE

This guide is part of the Online English for International Mobilities e-learning course materials, which were created under the LangSkills project. The Technical guide was created as a short and highly practical user guide explaining some important technical details for those considering to use this course. It is prepared in a question and answer format. Whenever possible, videos are included to explain the answer.

If you wish to know more about the structure of the course, the practised skills and forms, assessment, etc., please see the document [About the course: Teachers](#).



Co-financed by the Connecting Europe
Facility of the European Union

The contents of this publication are the sole responsibility of the LangSkills project partners and do not necessarily reflect the opinion of the European Union.

Q1

How can I register in the course?

Registering is easy and there is no fee to use this course.

Watch this video: https://youtu.be/BWmb_zawvOk

Q2

How can I set up a group for my students?

Contact the LangSkills team at langskills@teiresias.muni.cz and together you will set up a closed, separate group just for your class. The students will need to **register into OpenMoodle** (see Question 1) and then they will be able to access the course group using a **key**.

Q3

How can my students register into the course?

After your group has been set up, there will be a unique key to it.

1. First, the students need to register into **OpenMoodle** (see Question 1).
2. Second, they use their **key** to enter the closed group.

Watch this video: https://youtu.be/Ot3lI3_4m_Y

Q4

Can I add or remove materials from the course?

No, unfortunately you can't change the course. But you can modify it by sending the students your own materials or by skipping any task. You also don't need to follow the sequence of the units and tasks; you may decide to follow a different order. You can either use the prepared **News forum** to let your students know about any changes or email them.

Q5

Where can I see my students' results?

Go to **Course administration**, select **Reports** and then click on **Activity completion**. You will see the names of your students and the list of tasks. The completed tasks are ticked. Those who didn't achieve the pass grade receive a red cross. If there is no mark at all, it means the student hasn't completed the task.

Watch this video: <https://youtu.be/hGtjzxtteJ0>

You can also check the students' performance in individual tasks by choosing the task and clicking on **Attempts**. You'll see your students listed and their scores. If you click on the score, you'll be able to see where they made mistakes.

Watch this video: <https://youtu.be/vhVSgUpEnW0>

Q6

How can I add a message to the News forum?

This forum is meant especially as a classroom management tool for the teacher. You can use it to set deadlines, let your students know about homework, and any other important information.

Click **Add a new topic**, then fill in the required fields (**Subject**) and type your message. Don't forget to click **Post to forum**.

Watch this video: <https://youtu.be/Q7kzkzuSbVY>

Q7

Can I see how many attempts are set up for each task?

Yes, click on the task and the information is displayed directly in the next step, e.g. **Attempts allowed: 3**.

Watch this video: <https://youtu.be/9e1BXzdfgZA>

Q8

How can I grade the assignments in the course?

Moodle cannot provide for individualized feedback on students' essays. This needs to be done by the teacher.

Select the task and click on **View all submissions**, select **File submission** and download the file. After you have corrected it, click **Grade** to upload the revised document. If you wish the student to rewrite his or her essay, select **Incomplete**. You may provide the student with a comment in the section **Feedback comments**. If you are happy with the assignment, select **Complete**.

Watch this video: https://youtu.be/MUf69yl_ZkM

Q9

I've spotted a mistake/ A task is not working. Can I report it to the course creators?

Yes, please! You can send a message to the course creators at langskills@teiresias.muni.cz.

Q10

Where can I find help?

The LangSkills team can't provide individual help but detailed user support can be found on the Moodle website:

https://docs.moodle.org/24/en/Managing_a_Moodle_course

Masaryk University offers their teachers using e-learning courses detailed support here (in the Czech language): <http://moodledocs.phil.muni.cz/>