ELLIS INSTRUCTOR UTILITIES

What is Instructor Utilities?

ELLIS Instructor Utilities is a program that monitors the progress of learners who are using the ELLIS programs (Intro, Middle Mastery, and Senior Mastery). It has an automated record keeper that tracks everything users do in those programs. It notes what tasks the learner has selected and also the time spent on those tasks. In addition, it maintains test records to help both the learner and instructor evaluate the learner's progress.

Features

LOG-IN

To start Instructor Utilities click **Start** | **Programs** | **ELLIS** | **Instructor Utilities**. Then type in the password **letmein** and click **OK** in the dialog box.

INSTRUCTOR UTILITIES MAIN MENU SCREEN

The Instructor Utilities Main Screen allows the instructor to perform setup activities, maintain learner records, and print reports. When making changes, click **OK** to save the changes, or click **Cancel** to exit without making any changes..
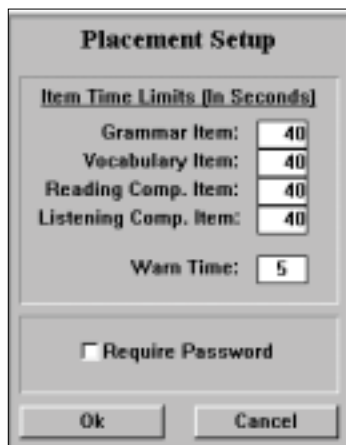
SETUP

- **Instructor Utilities**
  Under Setup, click **Instructor Utilities** to specify the type of printer that your lab uses, or to change the password. Because the LINC labs use automatic feed printers, do not change the printer specifications.

  If you want to change the password, click **Change Password**, type a new password and click **OK**. We do not recommend changing the password unless you have the consensus of all the instructors at your centre. If you do change the password, you must use the new one every time you log-in, and you must let other instructors know the new password.

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■ **Placement**

Placement Setup

Item Time Limits [In Seconds]

Grammar Item: 40
Vocabulary Item: 40
Reading Comp. Item: 40
Listening Comp. Item: 40

Warn Time: 5

☐ Require Password

Ok   Cancel

This option allows you to customize ELLIS Placement. Under Setup**,** click **Placement** to specify the amount of time available for learners to answer the Placement test questions (**Item Time Limits**), and when a warning is given that time will soon expire (**Warn Time**). The defaults are 40 seconds and five seconds, respectively. The instructor can also specify if a password, as well as User ID, is required during log-in for the Placement test (**Require Password**).

■ **Intro**
This option allows you to customize ELLIS Intro. Under Setup**,** click **Intro** to specify whether to use the humorous video clips in the doctor video (Theme 7, Lesson 5), require a password, allow multiple log-in (necessary for the role-plays), play a Cali movie at start-up (this is recommended since it is a test of the computer's ability to play movies), set maximum record time for learners to record their voices (default is nine seconds; the longer the time the more resources the program takes), and video size (one-quarter screen uses fewer computer resources).

Intro Setup

Seeing a Doctor Video
◉ Use Video with Humor
○ Use Video without Humor

Maximum Record Time
⬍ 9 Seconds

☐ Require Password
☑ Allow Multiple Login
☐ Play Cali Logo on Startup

Video Size
◉ Full Screen
○ One-Quarter Screen

OK   Cancel

■ **Middle Mastery**
This option allows you to customize Middle Mastery. Under Setup**,** click **Middle Mastery** to specify whether to use a video for older or younger learners (Age Range), as well as the other options shown in the Intro Setup window.

■ **Senior Mastery**
This option allows you to customize Senior Mastery. Under Setup**,** click **Senior Mastery** to specify setup options for this program. The setup is identical to Middle Mastery, except that there is no Age Range option.

MAINTAIN DATABASE

To create a database, choose **Add a Student** from the Instructor Utilities main menu under the heading Main Database

■ **Add a Student**

The following dialog box appears when "Add a Student" is selected. The instructor must register each learner for whom records are to be kept. The dialog box asks for various items of information; including name, class, birth year, and native language.

The computers in the LINC lab are networked, but ELLIS is installed separately on each computer, and records are stored on the hard drive of individual computers. This means that learners must use the same workstation each time they use ELLIS.

To simplify creating the database, we recommend entering numbers as User ID and then assigning a User ID to learners when they start using ELLIS. You could use numbers that relate to the computer number as User ID, for example, 101, 102, 103, 104, etc., for Computer 1; 201, 203, 204, etc., for Computer 2 and so on.

In the Add a Student dialog box, enter the same number for **Last Name**, **First Name** and **User ID**. (ELLIS requires a first and last name for every learner registered.) Under **Student is Authorized to Use**, for initial convenience, check all the programs. (After a learner has been assigned a User ID, go back to Instructor Utilities, "Modify a Student," to select the programs you want that learner to use.) Then click **Add a student**. When ELLIS asks if you want to enter a class, click **No**. Learners may be promoted from one class to another, and entering a class means more record keeping on the part of the instructor. Repeat this for as many User ID as you want to create. Create a lot to avoid having to go back and do this again.

After "Add a Student" has been clicked, the computer authorizes and registers the learner to the database. The learner's folder is shown in the Records Subdirectory (see Records Subdirectory number in top right corner of "Add a Student" screen), which can be located in **C:|ELLIS|Records**. See LINC Five Windows section for information about finding folders using Windows Explorer.

Use a binder to keep information regarding User ID for the computers in your lab. In it, have a page for each computer that will note User ID numbers, learner name, LINC level, teacher, date of placement and ranking for listening comprehension, reading, grammar, and vocabulary.

When a new learner joins the class, assign him or her to a workstation, assign an available User ID from the appropriate page in the binder, and record information about the learner next to his or her User ID.

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When it is convenient, go back to Instructor Utilities to authorize specific programs for that learner to use. (See "Modify a Student.")

We recommend that the instructors at your centre come to an agreement about what ELLIS programs (Intro, Middle Mastery, and Senior Mastery) they will authorize each LINC level to use. This helps instructors avoid repeating activities that learners have used in a previous level.

■ **Modify a Student**
To change any records, for example, the levels of ELLIS the learner is authorized to use, click **Modify a Student**, click a name or number in the **Select A Student** list, click **OK**, make the changes you want in

the Student Record, and click **Modify a Student** at the bottom of the Student Record screen.
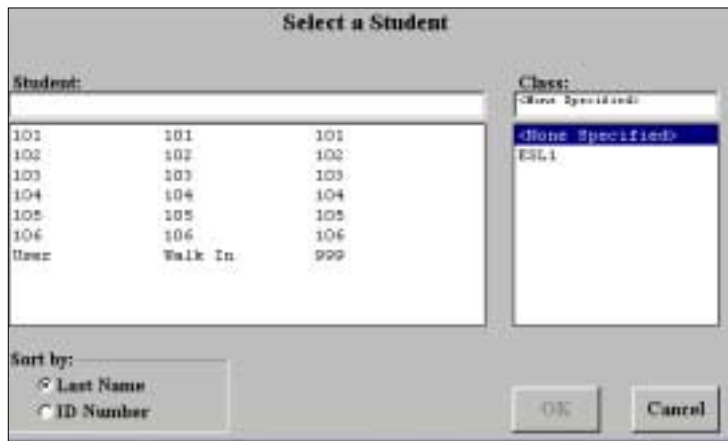
■ **Delete a Student**
To delete a record, click **Delete a Student**, click a name or number in the "Select a Student" list, click **OK**, and click **Delete a Student** at the bottom of the Student Record screen

■ **Delete a Class**
This option is available only if you have created a class. To delete a class, click **Delete a Class**, click the class in the "Select a Class" list, click **OK**, and then **Yes** to confirm the delete.

UTILITIES

■ **Reset Log-in**
ELLIS may lock out a learner if he or she has not logged-in properly, a power failure unexpectedly shuts down the computer, or the learner has not exited ELLIS properly. If this happens, the following message will appear.
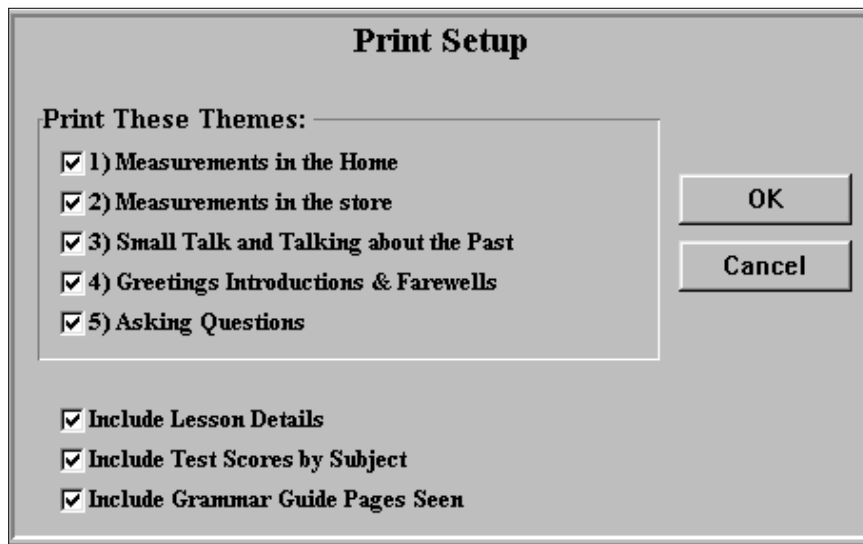

Click **OK**. Then open **Instructor Utilities** and click **Reset Log-in**. You can choose to reset an individual student or reset all students

■ **View Placement Items**

This option allows the instructor to view any of the test questions in ELLIS Placement. See the ELLIS Placement section for an explanation of this feature.

PRINT REPORTS

Print Reports allows you to print reports in Placement, Intro, Middle, and Senior Mastery levels. To print any reports, click **Print Reports** on the Instructor Utilities main menu. Select one of the options and the report will be printed on your lab printer

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Print Setup

Print These Themes:
- ☑ 1) Measurements in the Home
- ☑ 2) Measurements in the store
- ☑ 3) Small Talk and Talking about the Past
- ☑ 4) Greetings Introductions & Farewells
- ☑ 5) Asking Questions

OK

Cancel

- ☑ Include Lesson Details
- ☑ Include Test Scores by Subject
- ☑ Include Grammar Guide Pages Seen

If you choose to print Placement test results, you will be presented with a second screen that asks you to select a student. If you choose to print Intro, Middle Mastery, or Senior Mastery Reports, you will be presented with a screen that asks you to select or deselect themes and determine details of the printed reports.

VIEW REPORTS ON SCREEN

Instructor Utilities keeps detailed records of a learner's progress. You can view Placement test results or reports that give details regarding the learner's progress in ELLIS Intro, Middle Mastery, or Senior Mastery.

To view any reports, click the program (Placement, Intro, Middle Mastery, or Senior Mastery) under "View Reports on Screen," click a student in the "Select a Student" window, and click **OK**.

■ **Placement**

See the ELLIS Placement section for a description of test results.

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■ **Intro**

If you choose to print Placement test results, you will be presented with a second screen that asks you to select a student. If you choose to print Intro, Middle Mastery, or Senior Mastery Reports, you will be presented with a screen that asks you to select or deselect themes and determine details of the printed reports.

Click up or down to see other themes.

Click up or down to see other lessons.

The report screen for Intro is divided into three parts. The top part shows the last date of use, the total time in the course, the number of "More Pages" seen (activities accessed from the script page), the number of times the learner recorded his or her voice, and the total time spent in "More" (the activities accessible from the script page).

The middle shows test results for the chosen theme and the amount of time spent in the game.

The bottom shows information specific to the chosen theme and lesson. It shows the number of times the learner has heard the script, clicked on highlighted words in the script to study vocabulary, phrases, grammar, culture, pronunciation, the number of role-play attempts, and the number of voice recordings in the lesson.

"Practice" shows the number of Practice Items the learner has seen for each of the skills shown: Listening, Vocabulary, Grammar, Culture, and Pronunciation. The numbers in the spaces entitled "Banks" show how many times the learner has completed the bank of items. "Segs" shows how many of the three segments of video the learner has seen in the lesson.

Click on one of the top scroll arrows to go to another theme. Click on one of the bottom scroll arrows to go to other lessons in the theme.

■ **Middle Mastery and Senior Mastery**

Like Intro, the report screens for both Middle and Senior Mastery are divided into three parts. The top part shows the overall time in the program and the last date of use.

The middle shows test results for each test within the theme. Instructor Utilities keeps the first, last, and best test scores for each test. It also shows time spent in the game.

The bottom shows test scores by subject for specific themes and lessons.

To get information on specific tasks and the time spent, click the bottom scroll arrow. The test scores will be replaced by records for each lesson the learner has opened in a particular theme (see the next picture). They show the number of times the learner has heard the script, clicked on highlighted words in the script to study vocabulary, phrases, grammar, culture, and pronunciation, the number of role play-attempts, and the number of voice recordings in the lesson.

Practice shows the number of Practice Items the learner has seen for each of the skills shown: Listening, Vocabulary, Grammar, Culture, and Pronunciation. The numbers in the spaces entitled "Banks" show how many times the learner has completed the bank of items. Grammar Guide shows which pages the learner has seen in the Grammar Guide for that lesson.

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Click on one of the top scroll arrows to go other themes. Click on the bottom scroll arrows to go to other lessons in a specific theme.
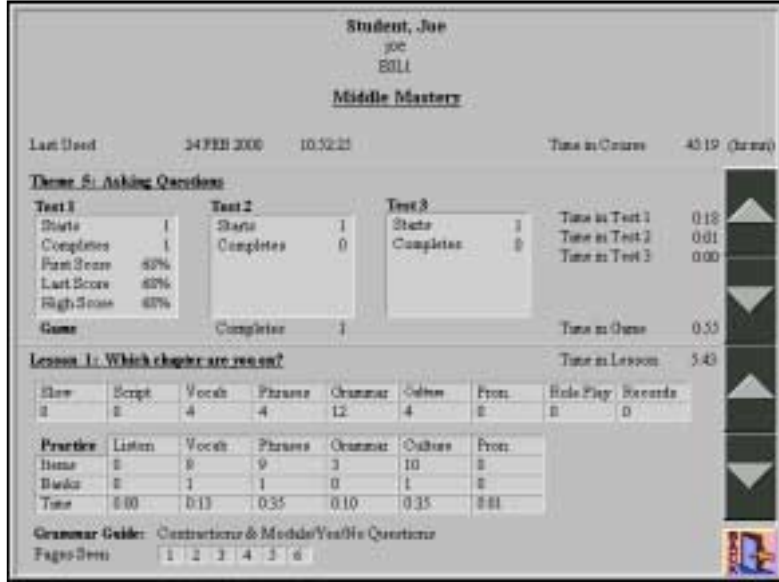
For more information about the learner's use of the Grammar Guide, click the lower top arrow until you have passed the last theme. A window will then appear showing what Grammar Guide pages have been viewed, and how long the learner has spent in the Grammar Guide.