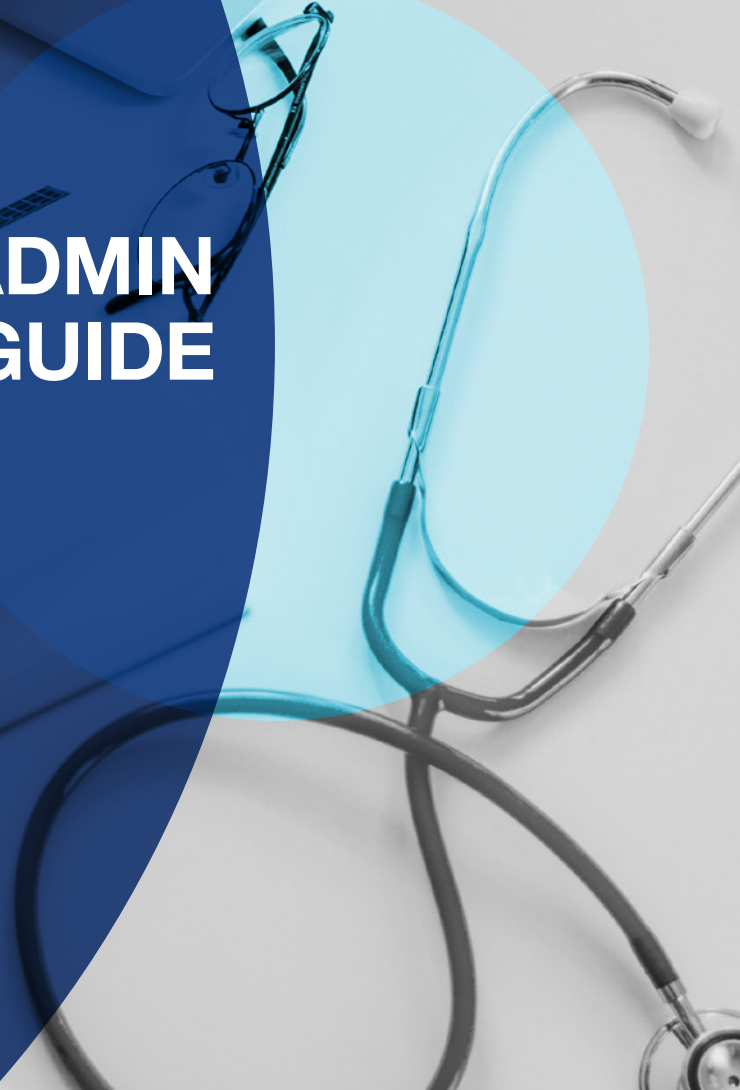
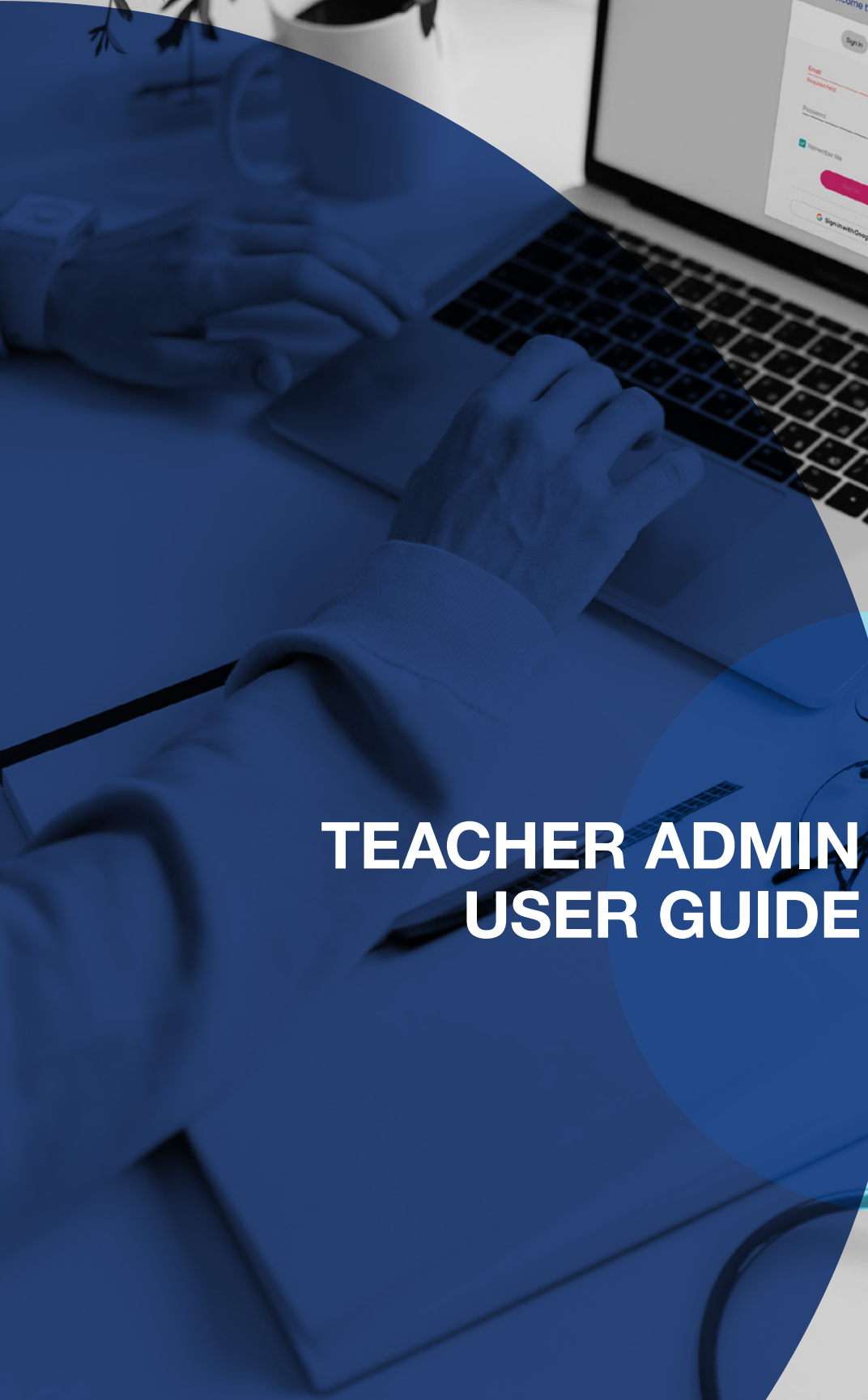




Specialist Language Courses



# TEACHER ADMIN USER GUIDE



# Contents

<b>Welcome to your Teacher Admin User Guide</b>	<b>3</b>
<b>Logging in</b>	<b>3</b>
<b>Courses</b>	<b>3</b>
Markbook	4
Gradebook and marking	5
<b>Users</b>	<b>6</b>
Viewing and filtering users	7
Sorting and searching for users	7
Adding a single user	8
Adding multiple users	9
Editing multiple users	10
Managing users from the users list	10
Managing users from the user panel	11
Setting students up with courses	12
<b>Groups</b>	<b>13</b>
Creating a group	13
Managing groups	14
Sorting and searching for groups	15
Interpreting CSV activity reports	15
<b>How the Zoom integration works</b>	<b>16</b>
<b>How the Messaging Centre works</b>	<b>17</b>
<b>How to set up your institution on SLC Campus</b>	<b>18</b>
<b>Using the Help function</b>	<b>21</b>
<b>Contact</b>	<b>22</b>

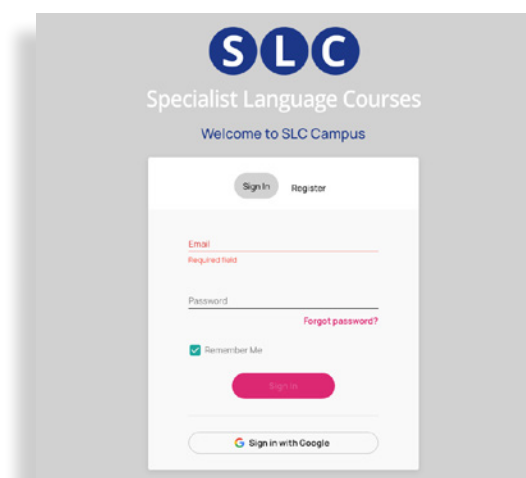
# Welcome to your Teacher Admin User Guide

This guide will take you through the many features that are integrated into your institution pages on the SLC Campus teaching and learning platform. It shows you how to make the most of them, from creating student accounts to tracking progress, setting up groups, sending messages and setting up Zoom meetings.

## Logging in

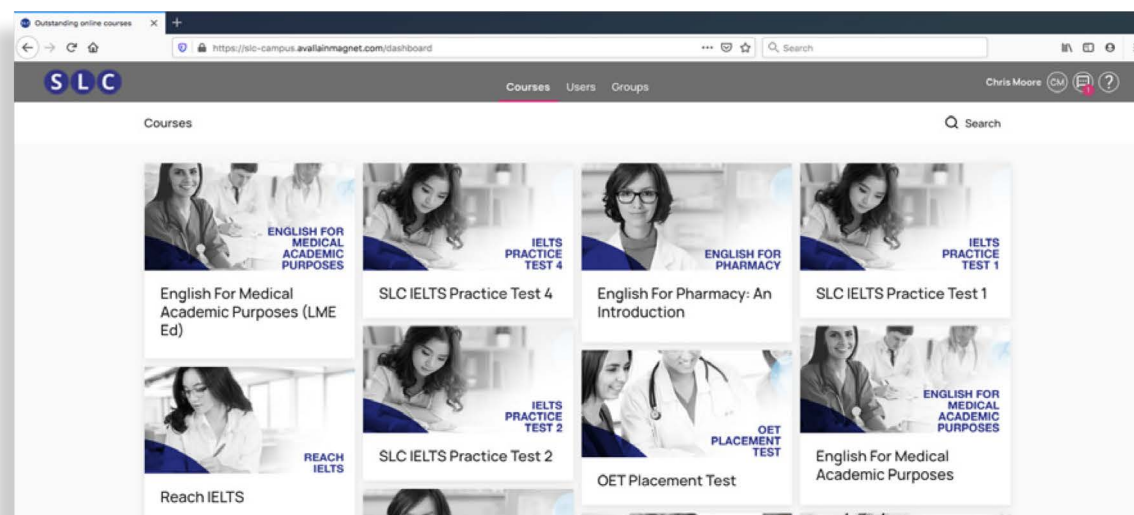
When you have registered (or have been registered by SLC), simply go to your institution page on the platform and add your username and password.

When you log in, you will see a dashboard with three tabs at the top: Courses, Users, Groups. You will by default see the Courses page first.



## Courses

On the Courses page, you see the courses which have been assigned to you. If you click on a course, you then see two tabs. The first one, 'Content', shows you the content of the course. Here, you can view the different units of the course. The second one, Markbook, shows you the list of students in your institution who are doing the course.



## Markbook

In the Markbook the students are alphabetically arranged A→Z by default.

However, they can be filtered

1. by the group they have been assigned to – see Groups
2. by their status, i.e. active, expired or pending

Course title

Student names

Progress bar

View Gradebook button with red marking required badge

Students can be sorted alphabetically Z→A and by 'Pending marks'. Pending marks means the students concerned have submitted work which needs to be marked by the teacher. This function allows teachers to immediately see which students are waiting for a response. There is also a search tool to find individual students from the list.

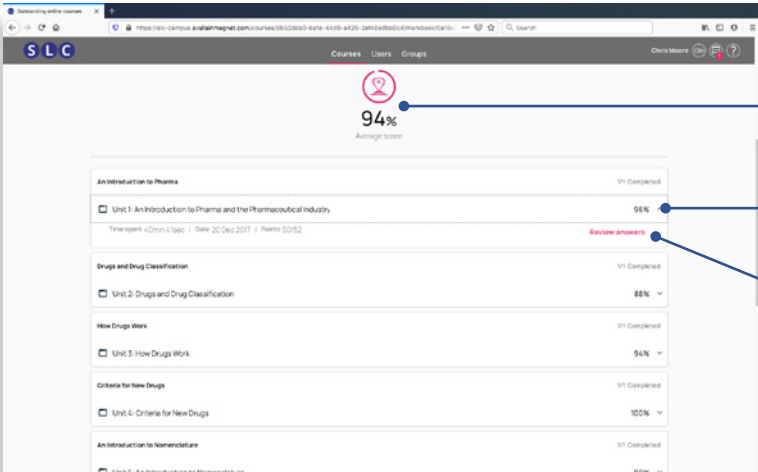
Next to each student, there is a progress bar which indicates how much progress they have made through the course and what their average score is on the activities they have done so far.

The red number badge over the 'View gradebook' button next to the score indicates the number of submitted exercises that need marking by a teacher.

# Gradebook and marking

The Gradebook shows a unit by unit breakdown of the course, and shows the percentage scored in each unit.

If you select the arrow next to the percentage score, then you see how much time the student spent on the unit, when they submitted the answers and what the numerical scores were.



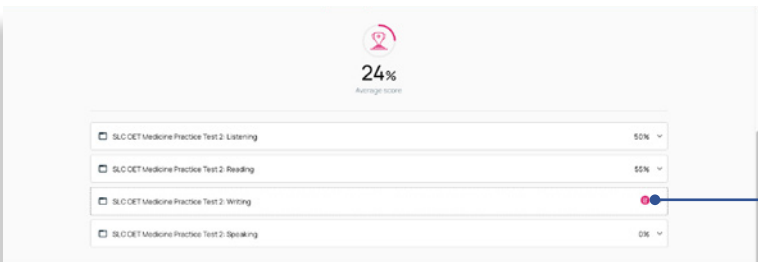
The screenshot shows the SLC Gradebook interface. At the top, the student's average score is 94%. Below this, a list of units is displayed with their completion status and scores. A 'Review answers' button is visible next to the 'Unit 2: Drugs and Drug Classification' entry.

Unit	Completion Status	Score	Review Answers
An Introduction to Pharma	1/1 Completed		
Unit 1: An Introduction to Pharma and the Pharmaceutical Industry	1/1 Completed	98%	
Unit 2: Drugs and Drug Classification	1/1 Completed	88%	Review answers
Unit 3: How Drugs Work	1/1 Completed	94%	
Unit 4: Criteria for New Drugs	1/1 Completed	100%	
Unit 5: An Introduction to Nomenclature	1/1 Completed	99%	

Annotations:

- Student's average score
- Toggle the arrow to see more details about each unit.
- 'Review answers' button is revealed enabling you to see how students tackled the unit.

If you select 'Review answers', you then see the student's pages as if you were them, so enabling you to see which questions they answered correctly and which not.



The screenshot shows the SLC Gradebook interface. At the top, the student's average score is 24%. Below this, a list of units is displayed with their completion status and scores. A 'Pending marks' icon is visible next to the 'SLC OET Medicine Practice Test 2: Writing' entry.

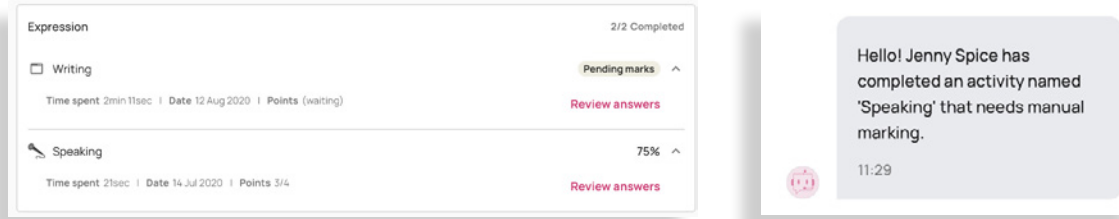
Unit	Completion Status	Score	Pending Marks
SLC OET Medicine Practice Test 2: Listening	50%		
SLC OET Medicine Practice Test 2: Reading	55%		
SLC OET Medicine Practice Test 2: Writing			Pending marks icon
SLC OET Medicine Practice Test 2: Speaking	0%		

Annotation:

- Pending marks icon

If there any units which require you to mark a written or spoken submission, then 'Pending marks' is shown. You can then review the student's work and allocate a score to the box shown.

The student will then see this on their Gradebook when they next log in. They will also receive a notification in their Message Centre that their work has been marked.



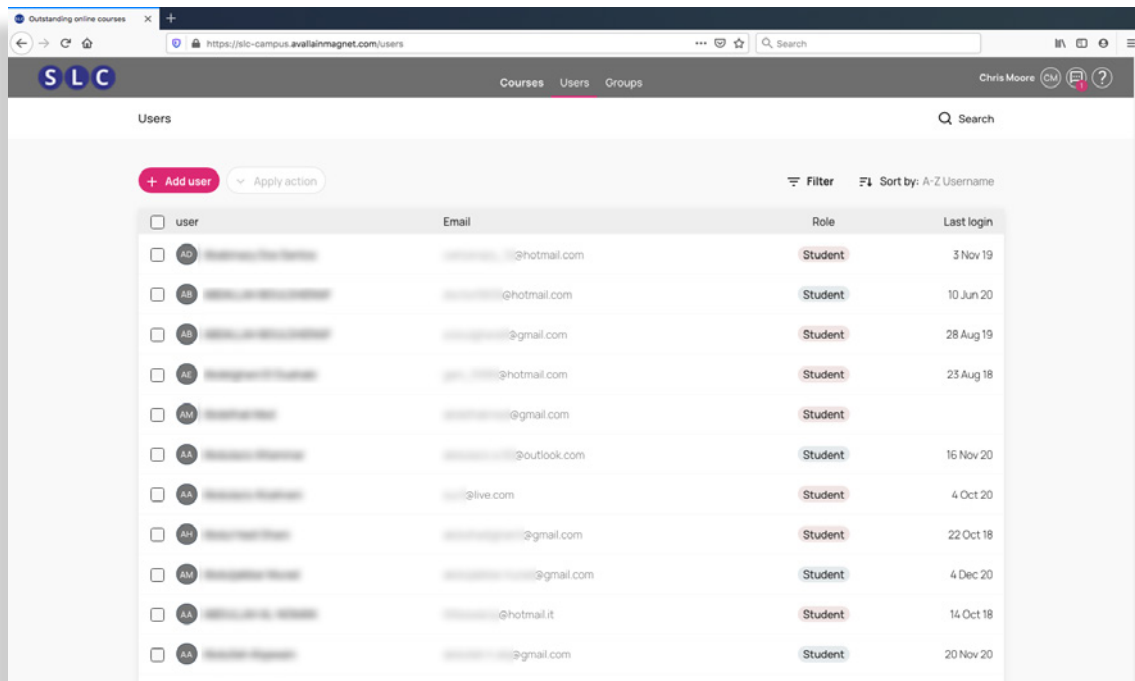
If the students are in a group that is 'owned' by the teacher, then the teacher will receive a notification in their Message Centre whenever a student submits a piece of work.

If the student is not in a particular group, then all teachers in your institution receive a notification.

6

## Users

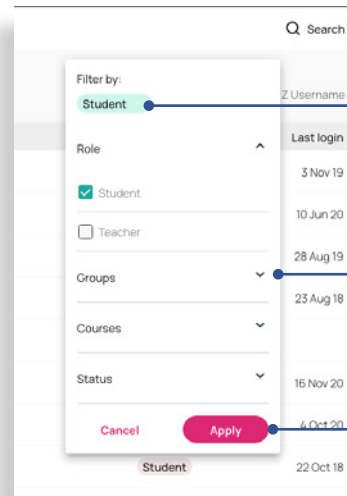
Users is the second item on the top menu. When you click on Users, you see all the users listed for your institution. You see their first name, surname, email address, role and the last time they logged in.



## Viewing and filtering users

You can filter your users list by:

- 1. Role:** either Student or Teacher. Note there are two types of teacher, an Admin role who can create, edit and delete accounts, and a Viewer role who can access all the information on the platform but in 'view only' mode.
- 2. Group:** any group that has been created on the institution platform.
- 3. Course:** any course that users are doing.
- 4. Status:** active, expired or pending (the user account has been created but the user hasn't activated it via email yet).



Click the x to remove an active filter.

Toggle the arrow to reveal each filter's available options.

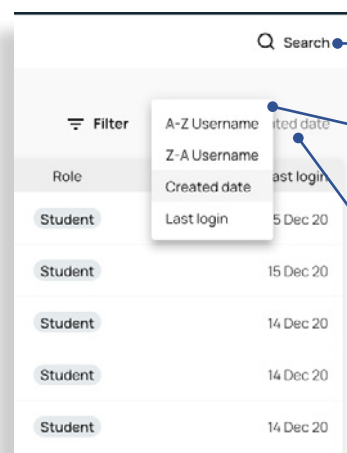
Click 'Apply' to activate filter(s).

You expand each filter to make a selection. You can choose more than one filter and check multiple options where applicable. Remove an applied filter by clicking on the x to the right of each filter option.

## Sorting and searching for users

By default, the users are listed alphabetically by their first name. However, you can also sort them alphabetically in descending order, by the date the account was created (starting with most recent) and by the date of the last login.

There is also a search bar where you can look for individual users. This can be combined with the filtering function if there are multiple results.

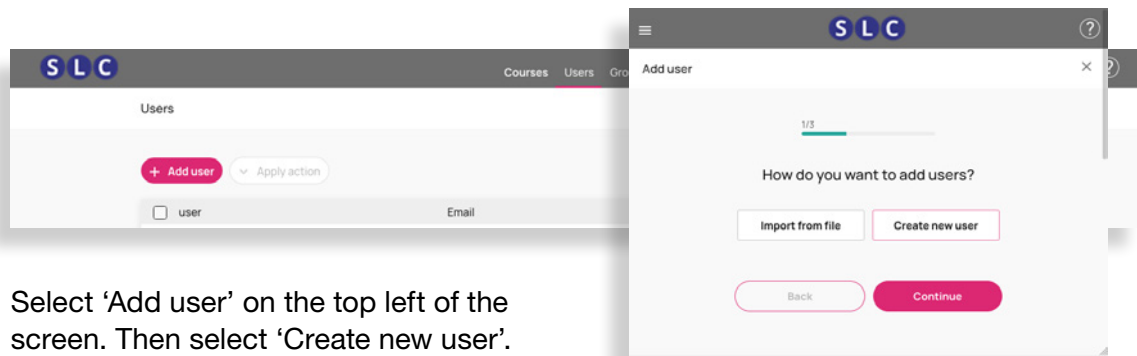


Click here to enter a search term.

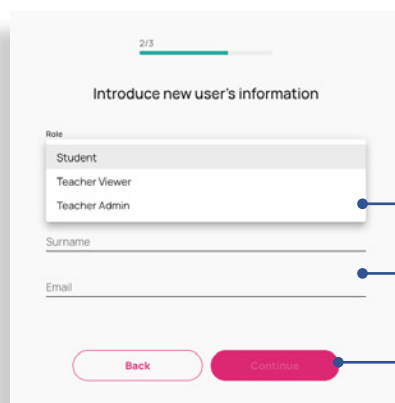
Clicking 'Sort by' activates the drop down.

Chosen sort method is now indicated.

## Adding a single user



Select 'Add user' on the top left of the screen. Then select 'Create new user'.



Complete the details on the screen (role, name, surname, email). You can decide whether a Teacher should be contactable or not.

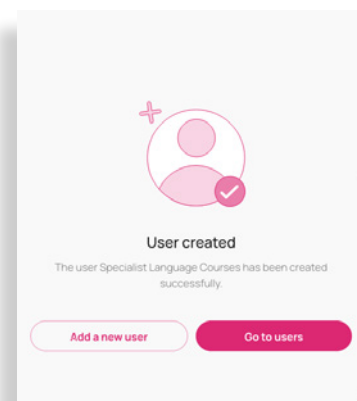
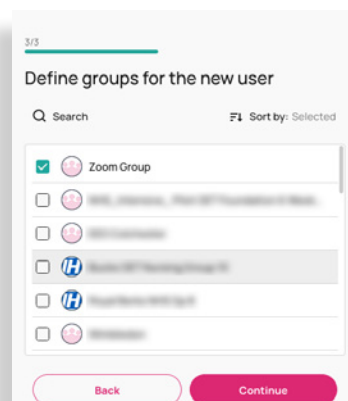
Clicking 'Role' activates the drop down.

Please ensure you type the new user's name, surname and email address carefully.

Once valid field entries are input 'Continue' button will become active.

On the next screen, assign the user to a group where appropriate. You then receive confirmation that the account has been created.

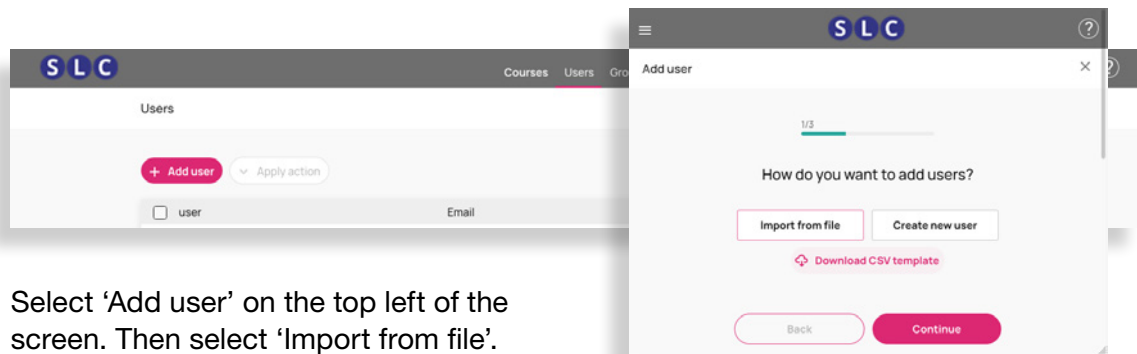
The user receives an email requesting them to activate their account via a link and set their password.



This process creates their account. It does not give them access to a course. To do this, they need to activate a course token, also called an access code, via their dashboard.



## Adding multiple users



Select 'Add user' on the top left of the screen. Then select 'Import from file'.

Download the CSV template if this is the first time you are doing this.

Complete the CSV file as follows:

- a. **sourceId**: a system field, leave blank.
- b. **enabledUser**: a system field, leave blank.
- c. **orgSourcedIds**: a system field, leave blank.
- d. **role\***: student, teacher viewer, teacher.
- e. **username**: (optional) Can be specified but if left blank, the default username will be givenName\_familyName.
- f. **givenName\***: User's first name.
- g. **familyName\***: User's last name (mandatory).
- h. **email\***:
- i. **groupsNames**: The name of the group (groups) the user will belong to.
- j. **tokens**: A token or tokens for courses that the student should be subscribed to.

\* denote compulsory fields.

When the file is ready, upload it by following the on-screen instructions. You will receive a confirmation that users were successfully imported and details of any which were not.

The new users then receive an email requesting them to activate their account via a link and set their password.

To access a course, students need to have the relevant course token if this has not been included in the CSV. They enter this via their dashboard and then start the course.

## Editing multiple users

This same process can be used to edit the details of existing students. The CSV file must include the same email address for a student as already on the system. This enables the system to recognise which student details need changing.

In this way, student groups can be changed and course tokens added for example.

## Managing users from the users list

You can manage single or multiple users from the users list. First locate and select the user(s). Then click 'Apply action'. Here you have a number of options:

Indicates number of users selected.

Click on the checkbox to select one or more users.

'Apply action' activates drop down of available actions.

- a. Delete the user(s).
- b. Add them to a group – this can be an existing group or you can create a new group for them to join as part of this process by following the on-screen instructions.
- c. Resend an activation email – this is for users who have not activated their account yet and did not receive or cannot locate their original verification email.
- d. Export the user details on a CSV file – doing this enables you to create a CSV file with user email, first name, last name and group(s).
- e. Generate a report of the user activity on their courses – you receive a CSV file with unit by unit breakdowns of the scores achieved by the students. This is the same data as the Gradebook but presented in numerical form.
- f. Start a meeting with the users with your institution Zoom account if you have one integrated into your platform.

## Managing users from the user panel

In the user list, when you select the user, a panel opens up on the right of the screen. This shows the user's details and the courses they are taking, and how far through the courses they are.

The screenshot shows the SLC Users management interface. The main area displays a table of users with columns for user ID, email, role, and last login. A sidebar panel is open for a selected user, showing their profile information, last login, creation date, groups, and courses. A blue arrow points from the text below to the meeting, report, and message icons in the user panel.

user	Email	Role	Last login
MS		Student	15 Dec 20
SL	Specialist Language Courses	Student	
YK		Student	15 Dec 20
MR		Student	15 Dec 20
MM		Student	14 Dec 20
HA		Student	14 Dec 20
MS		Student	14 Dec 20
MY		Student	14 Dec 20
HS		Student	13 Dec 20
HM		Student	13 Dec 20
JV		Student	12 Dec 20
ES		Student	12 Dec 20

Here you can do several actions:

- Delete the user.
- Change the user's name, surname and registered email address.
- Add or remove a user from a group.
- Use the report icon to pull a CSV report on their activity.
- Use the message icon to send them a message.
- Use the meeting icon to start a Zoom meeting.

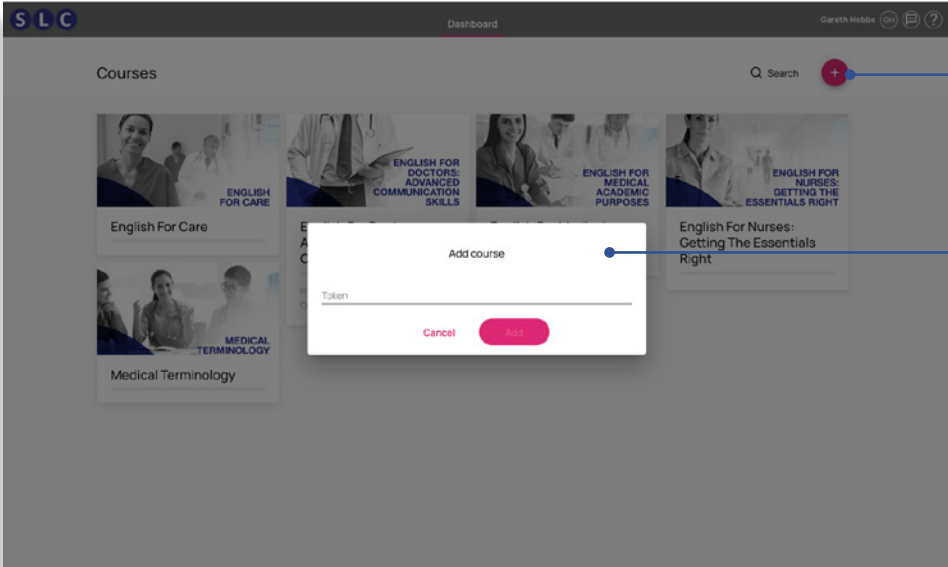
Note: your institution must be set by SLC to use the messaging and meeting functions.

Left to right:  
meeting, report and  
message icons

## Setting students up with courses

Order your course tokens from SLC. Tokens are course specific. Access to a course starts from when a token is activated. While there are default durations, SLC can set them for a specific number of days or months. Speak to your relationship manager to discuss.

When a student has an account, they can then activate their token on the dashboard, simply by clicking the '+' icon on the screen and adding the token.

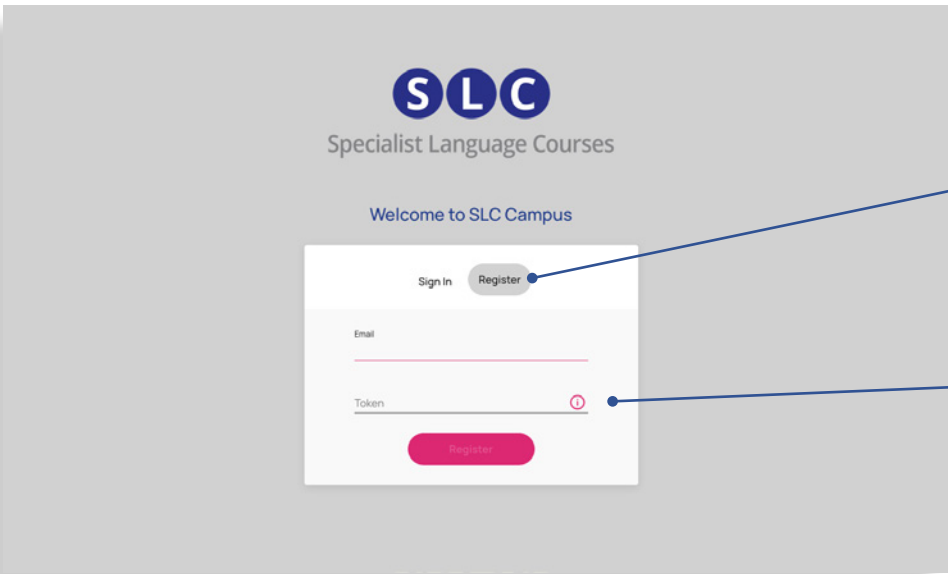


The screenshot shows the SLC dashboard interface. At the top, there is a navigation bar with the SLC logo, the word 'Dashboard', and a user profile for 'Garth Hobbs'. Below this, a 'Courses' section is visible with a search bar and a red '+' icon. A grid of course cards is displayed, including 'English For Care', 'English For Doctors: Advanced Communication Skills', 'English For Medical Academic Purposes', 'English For Nurses: Getting The Essentials Right', and 'Medical Terminology'. A white 'Add course' dialog box is open in the center, featuring a 'Token' input field, a 'Cancel' button, and a pink 'Add' button. Two blue callout lines point to the '+' icon and the dialog box.

Students click the '+' icon to open the popup.

Dialogue box is displayed with entry field for the new course token.

When a student does not have an account, they then go to your institution landing page and click 'Register'. They then follow the on-screen instructions to activate their token, create their account and start their course.



The screenshot shows the SLC registration page. At the top, the SLC logo and 'Specialist Language Courses' are displayed. Below this, a 'Welcome to SLC Campus' message is shown. A registration form is centered on the page, featuring a 'Sign In' button and a 'Register' button. The form includes input fields for 'Email' and 'Token', with a red '+' icon next to the 'Token' field. A pink 'Register' button is at the bottom of the form. Two blue callout lines point to the 'Register' button and the 'Token' input field.

Students click the 'register' button to create an account.

They must have an email address and active token to register.

# Groups

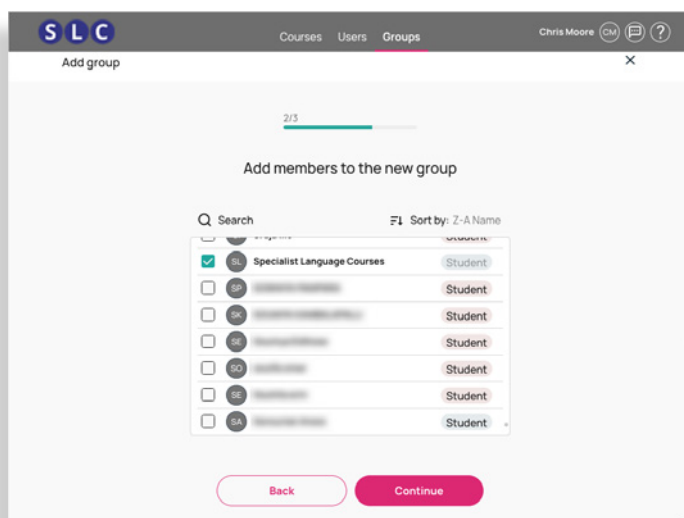
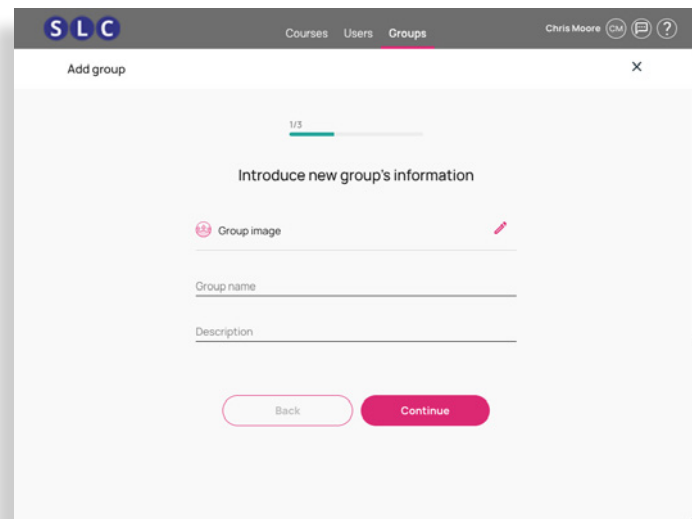
Groups is the third item on the top menu. Using groups is an excellent way of managing your students – by course, by period of study, by teacher.

Using groups allows teachers to create group progress reports, send messages to and receive messages from the group, and set up group Zoom meetings.

A group has an owner, typically a teacher. There may be more than one teacher in the group, but only the owner receives notifications that students have submitted work for marking.

## Creating a group

Select 'Add group' from the top left of the screen. Enter the name of the group with an optional image and description.

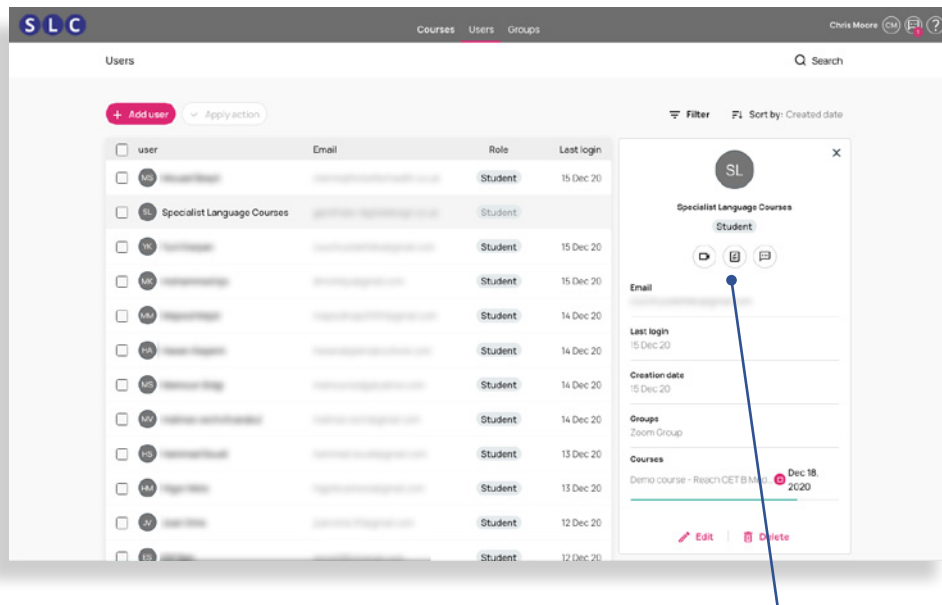


Add members to the group using the list that comes up – there are alphabetical sort options and a search bar to help you find specific users. Then simply confirm.

As the teacher creating the group, you are automatically set as group owner. If there are other teachers in the group, they can also be set as owner using the edit function.

## Managing groups

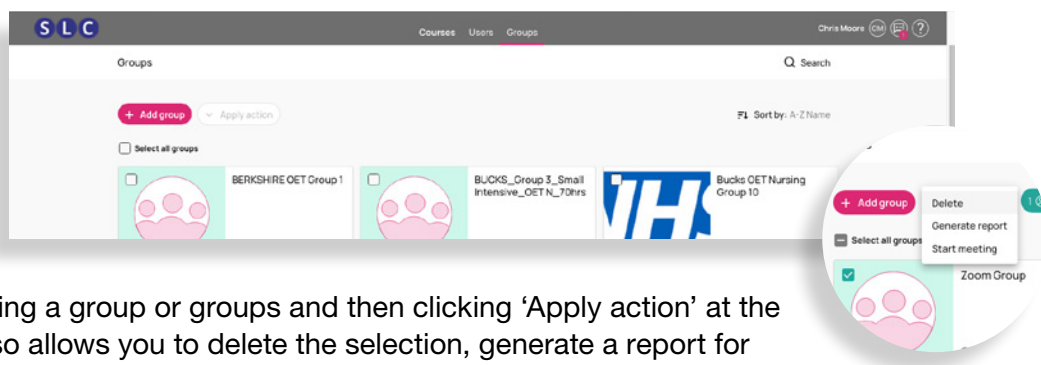
Alternatively, by clicking on the group, a group panel opens up on the right of the screen. Here you can manage a group in the following ways:



- Delete the group.
- Change the group's name, image and description.
- Change the owner of the group.
- Add or remove a user from a group.
- Use the report icon to pull a CSV report on the activities of the group members.
- Use the message icon to send them a message.
- Use the meeting icon to start a Zoom meeting with the group members.

Left to right:  
meeting, report and  
message icons

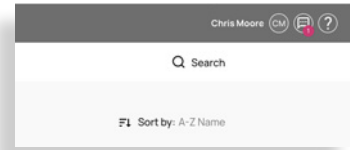
Note: your institution must be set by SLC to use the messaging and meeting functions.



Selecting a group or groups and then clicking 'Apply action' at the top also allows you to delete the selection, generate a report for the selection or start a meeting with the selection.

## Sorting and searching for groups

At the top of the Groups page, there is a search bar and a sort function, so groups can be displayed alphabetically (A→Z, Z→A) or by date of creation, so making it easy to find a particular group when there are many.



## Interpreting CSV activity reports

Your downloaded report looks like this:

Report 12 May-2020 14:41 UTC														
Test Group														
Reach OET B Medicine 2.0														
Name	Email	Created at	Last login	Course Ex	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct
Test Two	test2slc@	05-May-21	12-May-21	12-May-21	0	0	0	142	238	59	0	0	0	0
Test One	test1slc@	05-May-21	12-May-21	12-May-21	0	0	0	68	88	77	20	27	74	0
Test Three	test3slc@	05-May-21	05-May-21	06-May-21	0	0	0	84	88	95	0	0	0	0
Test Four	test4slc@	05-May-21	12-May-21	12-May-21	0	0	0	218	230	94	22	29	75	0

In each report you are able to see the students name, account username (usually the students email address) and the score, possible score and % correct for each part of the course.

Reach OET B Medicine 2.0				Reach OET B Medicine Introduction				Reach OET B Medicine Listening				Reach OET B Medicine Reading			
Name	Email	Created at	Last login	Course Ex	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct	Score	Possible S % correct	
Test Two	test2slc@	05-May-21	12-May-21	12-May-21	0	0	0	142	238	59	0	0	0	0	
Test One	test1slc@	05-May-21	12-May-21	12-May-21	0	0	0	68	88	77	20	27	74	0	
Test Three	test3slc@	05-May-21	05-May-21	06-May-21	0	0	0	84	88	95	0	0	0	0	
Test Four	test4slc@	05-May-21	12-May-21	12-May-21	0	0	0	218	230	94	22	29	75	0	

The possible score column shows how many questions were answered in that unit and what the accuracy score is for those questions.

In the above report, you can see for the Listening part of the course, 'Test Two' has scored 142 out of a possible 238, whereas 'Test One' has scored 68 out of a possible 288 in the same unit.

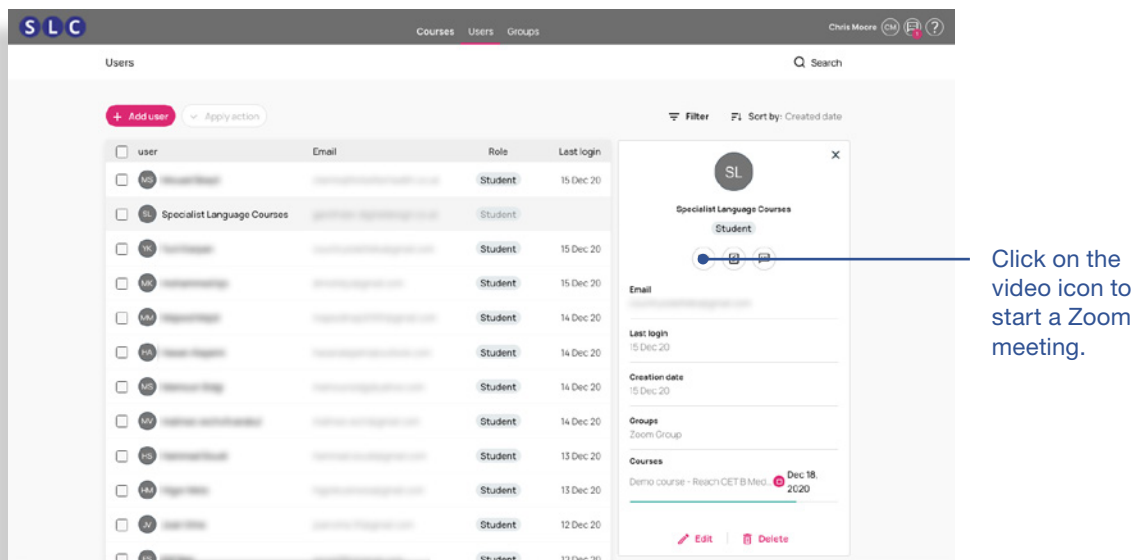
To the right of the report you can see Overall Completion, Overall Score, Overall Possible Score and Overall % Correct from all the units completed by the student.

Reach OET B	Overall		
Name	Complete	Score	Possible S % correct
Test Two	19	142	238
Test One	14	88	115
Test Three	9	84	88
Test Four	23	240	259

# How the Zoom integration works

In order to set your institution up on SLC Campus with Zoom, please follow the instructions in the relevant part of this guide.

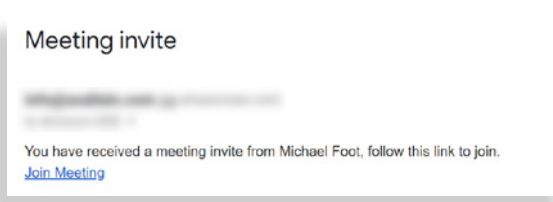
To start a Zoom meeting with a student or group of students, select them via either the Users list – single or multiple users – or on the Groups list, and click on the video icon.



This sends an email to the student with a Zoom link or, if they are online on your institution, a notification.

They click on the link to join you. If this is their first Zoom meeting, they will be prompted to download the software first.

When a teacher is using the integrated Zoom function for the first time to hold a Zoom meeting with a student, they will need to validate their account. An email is sent to the teacher's email with a button to click. They should do this and then follow the on-screen instructions.

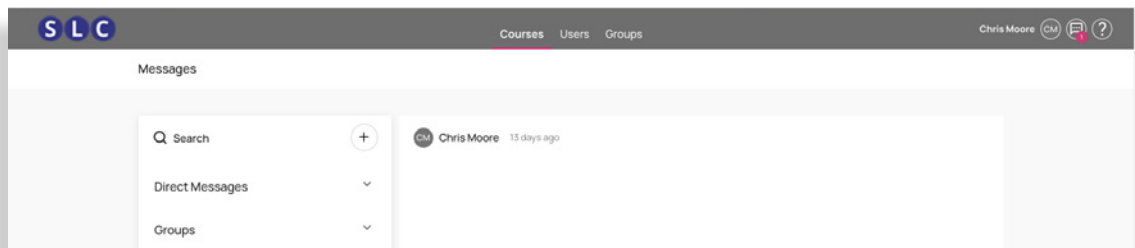




# How the Messaging Centre works

SLC Campus has a Messaging Centre which is accessed via the message icon on the top right of the screen. There is a counter on the messaging icon which lets you know how many messages you have received.

From here, you can contact your students or any other teacher that is available, as well as reach out to members of your groups (students or teachers).

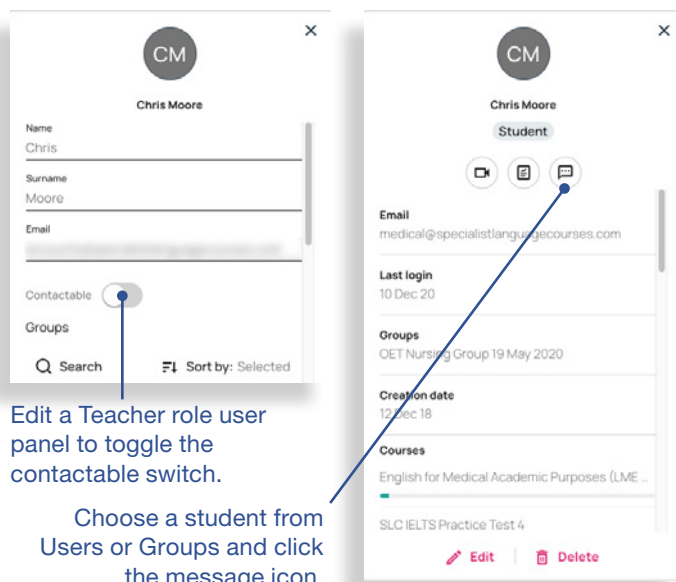


To send and receive messages from students, you need to make sure you are set to be 'contactable' – go to Users and then select yourself in the user list to open the user panel.

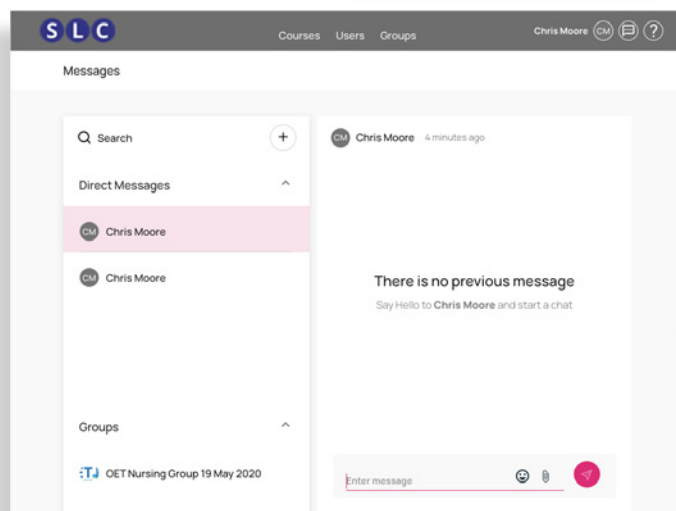
Click 'Edit' and switch the toggle to On for the teacher to be contactable and Off for the teacher to not be contactable. You will always be able to receive and send messages to other teachers.

You can also send and receive resources such as a PDF or a video. This can be useful for sharing resources or setting homework, for example.

To send a message to a user or to a group, go to that user or group and select the message icon. The chat function then opens up and you can type and send your message.



Edit a Teacher role user panel to toggle the contactable switch.  
Choose a student from Users or Groups and click the message icon.



# How to set up your institution on SLC Campus

To create the customised pages for your students and teachers to access SLC's online courses, please provide us with the following:



Specialist Language Courses



Specialist Language Courses



- a. Logo (transparent .png file, 460 x 100px)
- b. Logo in white version (transparent .png file, 460 x 100px)
- c. Favicon (png or icon file, 32 x 32px)

18



#### Primary accent colour

#1c3788

We recommend choosing a colour that contrasts well with white text.

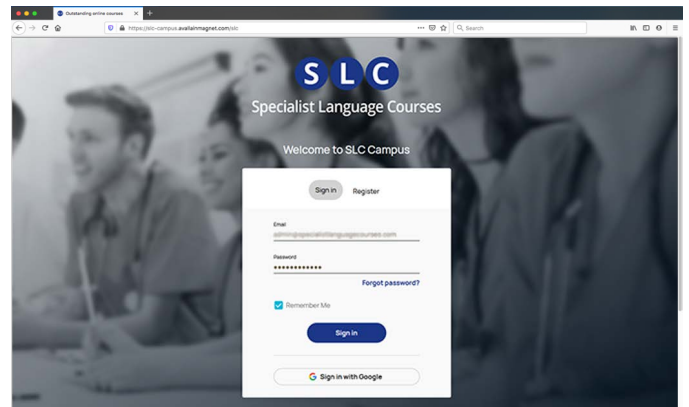
#### Secondary accent colour

#00b9de

We recommend choosing a colour that contrasts well with white text.

#### Header and Footer colour

#d9d9d9



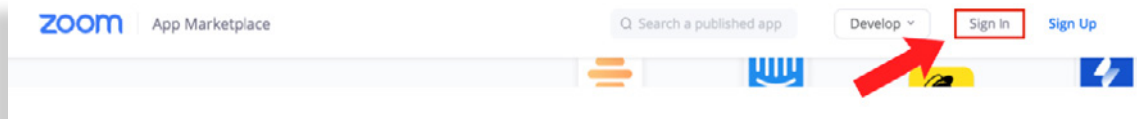
- d. Primary and secondary accent colour (hex code e.g. #1c3788 and #00b9de)
- e. Background colour on login page (hex code e.g. #d1d1d1) or image. Maximum recommended size: 1920x1080 pixels (jpg or png)
- f. Text colour on login page (hex code e.g. 'Welcome...' below #FFFFFF)
- g. Text for the login page – short is good, e.g. 'Welcome to SLC Campus' below
- h. Header and footer colour (hex code e.g. #d9d9d9)
- i. The name of the organisation you would like in the url <https://slccampus.avallainmagnet.com/YOURNAME>

The following optional **URLs** for the footer:

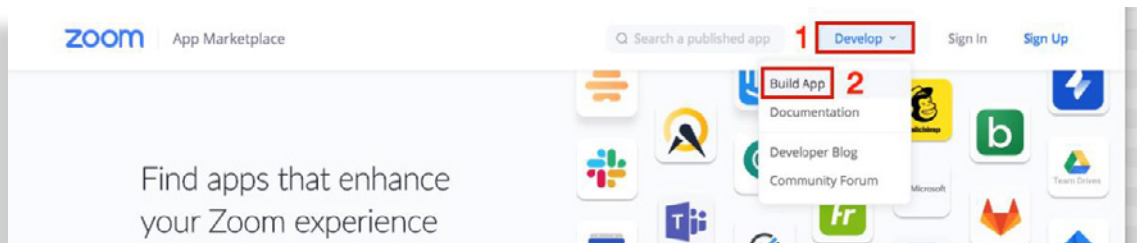
- a. Contact us
- b. Privacy policy
- c. Legal notice
- d. Terms and Conditions
- e. Facebook link
- f. Twitter link
- g. Instagram link
- h. YouTube link
- i. LinkedIn link
- j. Zoom – API key and API secret

## How to find the Zoom API key and API secret

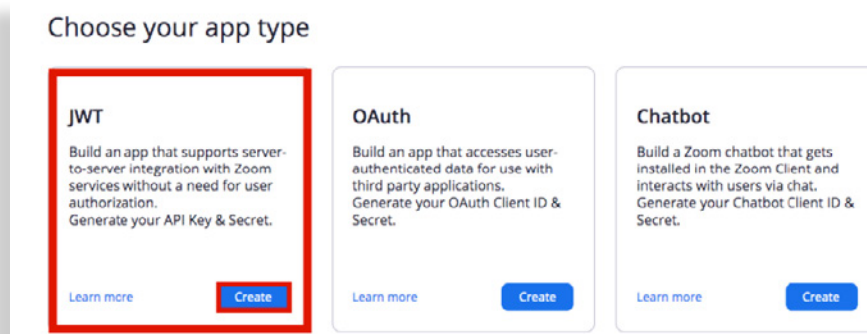
Step 1: Enter <https://marketplace.zoom.us/> in your browser and log into your company/institution Zoom account.



Step 2: Go to the 'Develop' dropdown button, then click 'Build App'.

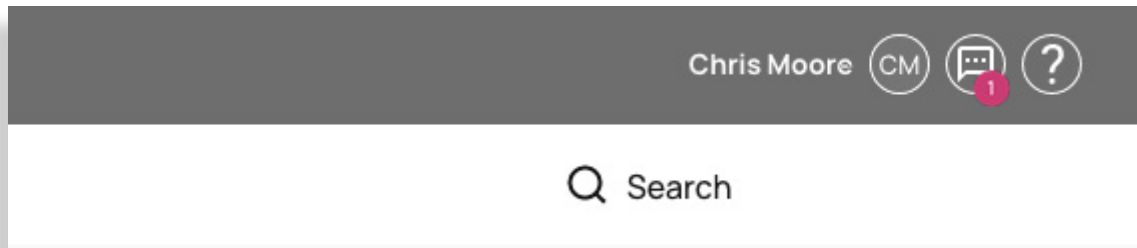


Step 3: On the 'Choose your app type' page, select 'JWT' and click on 'Create'.

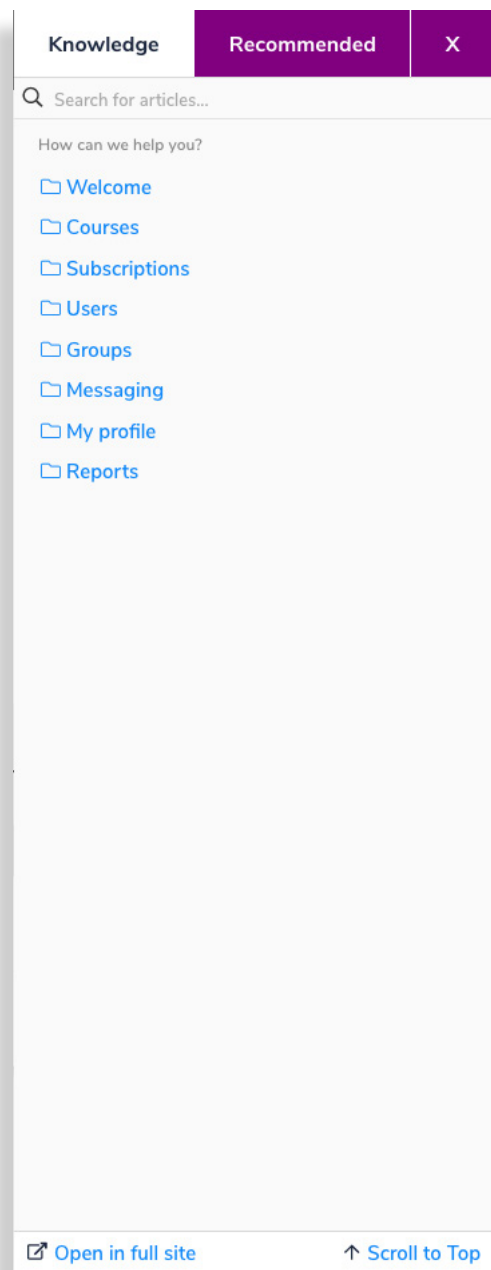




# Using the Help function

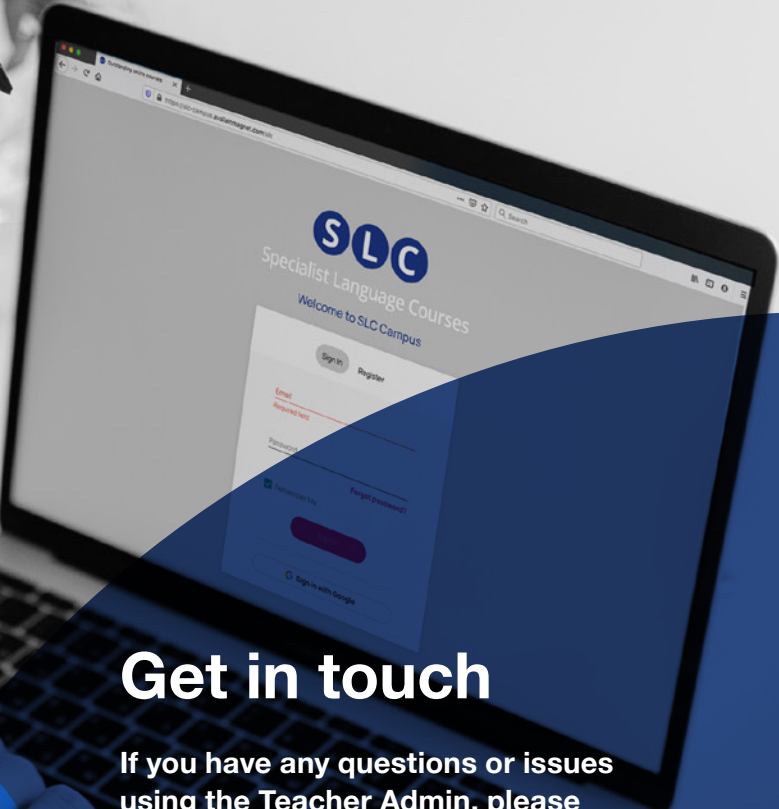


There is an extensive on-screen Help area for teachers and students. It is clearly signposted and very detailed. To access it, simply click on the question mark icon on the top right of the screen.





Specialist Language Courses



## Get in touch

If you have any questions or issues using the Teacher Admin, please get in touch:



+44 1273 900 213

enquiries@specialistlanguagecourses.com

specialistlanguagecourses.com

Specialist Language Courses  
Sussex Innovation Centre  
University of Sussex  
Brighton BN1 9SB  
United Kingdom



Europe's first OET-accredited  
Premium Provider



The CPD Standards Office  
CPD PROVIDER: 50028  
2017-2019  
www.cpdstandards.com

