# FREQUENTLY ASKED QUESTIONS

Here you will find a list of questions and queries about <a href="www.i-d-e-e.it">www.i-d-e-e.it</a>. For any other information, feel free to contact us by sending an email to <a href="mailto:info@i-d-e-e.it">info@i-d-e-e.it</a>.

### A BRIEF OVERVIEW

## What is i-d-e-e?

i-d-e-e is the first educational platform created especially and exclusively for teachers and students of Italian. It is a "blended" learning environment, meaning it combines the use of printed materials and classroom lessons with a range of digital educational materials and resources that are available on line.

#### Who devised and created i-d-e-e?

i-d-e-e is an acronym that stands for Italiano Digitale Edizioni Edilingua (Digital Italian by Edilingua publications). Edilingua is a world leader publishing house in the field of Italian as a foreign language. The books published by Edilingua - most of them are available in interactive form on the platform - are bestsellers in numerous countries around the world.

The i-d-e-e platform is the result of many years of planning and testing, during which Edilingua researched and selected the best educational technologies currently available, before combining them in a single learning environment.

Edilingua is a publishing house founded and run by teachers of Italian. Therefore, we have been able to create learning resources that make the teaching and learning process enjoyable, motivating and effective.

The i-d-e-e platform is a project that is constantly evolving. With the help of your feedback, i-d-e-e will continue to be developed, enhanced and improved. We still have a lot of ideas that we want to accomplish!

### What does "platform" mean?

A platform generally means a virtual space online, where users can access content, educational resources and services that would otherwise be spread on different sites. This helps users not to miss any information, as well as save them time and energy. In order to access and use the services, educational materials and resources offered by i-d-e-e, you just need to register with us once.

### Can i-d-e-e be used in class?

No, i-d-e-e is an online learning environment, which can be accessed using a computer, tablet or any other device connected to the internet. The aim of i-d-e-e is to give students the chance to practice individually at home or in their school's multimedia lab, if available. Many of the resources, such as the blog, allow students to work together on group projects and activities.

What technical requirements does my computer need to have to access i-d-e-e

#### resources?

Your computer needs to have an internet connection and a browser (e.g. Internet Explorer, Chrome, Firefox, Safari, etc.). You can also access i-d-e-e from any tablet (iPad, Android or Windows) or smartphone! It doesn't matter how big your screen is (of course the bigger the better), but you will need speakers or headphones. i-d-e-e is compatible with all versions of Windows and Mac operating systems, and you don't need to install anything.

#### How much does it cost to use i-d-e-e?

The access to i-d-e-e is free for teachers and schools. However, students who have purchased an Edilingua book can also access i-d-e-e: each purchased book contains a code on the last page or on the inside back cover, which allows the student to access the i-d-e-e educational materials, resources and Class page for a limited amount of time.

# Where do I find the access code and how long is it valid for?

You will find the scratch-off code (which is a combination of letters and numbers) on the last page or on the inside back cover of the Edilingua book you purchased. It is a personal code, and each student needs to enter it on the home page of <a href="www.i-d-e-e.it">www.i-d-e-e.it</a> (Sign up > Student) in order to register. Each code entitles the user to a specific amount of access hours, which varies depending on the book. This access time can be used within 12 months from its activation (i.e. from the day the student registers), and can be extended by purchasing extra i-d-e-e access hours within the 12 or when their access time expires.

## How much does it cost to renew my i-d-e-e access time?

If you need more access time than the free hours that the code entitles you to, you can purchase it online (e.g. 20 hours for  $\[ \in \]$ 2 or 50 hours for  $\[ \in \]$ 5). Students can either purchase this themselves, or the school can do it for them (further discounts are available in this case).

## Which Edilingua educational materials are available on i-d-e-e?

The following materials (which include the automatic correction for all exercises) are available on i-d-e-e:

Nuovo Progetto italiano 1, 2, 3 (Workbooks).

Arrivederci 1, 2, 3 (Workbooks)

Progetto italiano Junior 1, 2, 3 (Workbooks)

L'italiano all'università 1, 2 (Workbooks)

Via della Grammatica (theory, exercises, tests)

Via della Grammatica A1, A2, B1, B2(theory, exercises, tests)

Primo Ascolto, Ascolto Medio, Ascolto Avanzato (audio clips and exercises)

### A MORE IN-DEPTH VIEW

### Where do I enter the access code?

When you sign up, choose the option Student. The system will ask you to enter the code.

If you have already registered and you have a new code, you don't have to sign up again: log in and click on New code in your Resources menu.

# I have entered my access code and registered. How do I access the content of my book?

Once you have logged in, you will be able to access to the "Resources" containing all your available materials, which are activated automatically. Later on, this menu will also contain any educational materials your teacher creates.

The "Class Space" menu only contain the activities (tests, games, blogs, etc.) that the teacher created for the whole class.

## If I am using two books, and both contain a code, do I need to enter both codes?

Yes. You need to enter both codes in order to use the corresponding educational materials on the platform. In order to activate the interactive exercises for each printed book, you need to enter the corresponding code into the appropriate box which will appear once you have selected the material from the "Resources" menu. Of course, each student only registers once, when they enter the first code.

In any case, the system will not allow a registered student to enter two codes for the same book.

## What do I do when my access time runs out? How can I get more access time?

You can purchase more access time from Edilingua website.

## What do I do if the access code doesn't work?

All you need to do is send an email to <u>info@i-d-e-e.it</u>, putting "faulty access code" as the subject. We will sort this out for you as soon as possible.

Of course, if you're using a code from a second-hand book (i.e. a book that you didn't buy new from a bookshop), it won't be recognized by the system.

## Can I share my access code with any of my classmates?

No. The first reason why you can't do this is that every code is personal. The second reason is that the code entitles you to a certain amount of access time. If you share your access code with someone else, you will lose some of your available time on the platform. We recommend you use this time to complete the activities from the Workbook or the exercises that your teacher creates. i-d-e-e reserves the right to block any users who are accessing the platform using the same code.

# My book doesn't have a code. How do I access i-d-e-e?

You need to contact your school. Your school should then send an email to <u>info@i-d-e-e.it</u>, entering "students without access codes" in the subject field. We cannot reply to individual students.

## Who do I contact if I require technical support while using i-d-e-e?

You can send an email to <u>info@i-d-e-e.it</u>, entering "technical support" in the subject field.

# I've forgotten my username and/or password. How do I send a forgotten username/password request?

The system is saying that my username and/or password are incorrect. What should I do?

All you need to do is send an email to <u>info@i-d-e-e.it</u>, entering "username and password not recognized" in the subject field. We will sort this out for you as soon as possible.

# What is a virtual class? How do I find my class on i-d-e-e?

A virtual class is a space on the platform containing the names of all the students from a real class, their results and information on each of their activity on i-d-e-e.

Your virtual class will be created by your teacher or your school. They will give you a "Class Code" that you need to enter in the relevant box -after signing in, click on "You don't have a Class code?" on the top right-. After entering the code, you will automatically be put in your class.

You will still be able to access the platform even if your Class Code is not yet available, but you will not be able to access the materials you teacher has created (tests, games, blogs, and so on), or receive messages, announcements, homework and so on.

### What is the difference between the access code and class code?

The access code is printed in the Edilingua book that you have purchased. It is an individual code and needs to be entered when you register with i-d-e-e, in order to access the interactive exercises that are part of your book. The class code is created by your teacher and school.

By entering the code in the relevant box, the system will place you in the correct class.

# How can a blog be used for educational purposes?

A blog is a virtual space where you can upload written or audio tests, videos, links, etc. Educational blogs are managed by the teacher. The students can read (or watch or listen) and post short comments, but they cannot choose the topics or post anything they wish. Creating a class blog using i-d-e-e is really simple and user-friendly. Students will access the blog in the "Class Page" section.

## Can I use the platform during the holidays too?

Of course! The access time for using i-d-e-e is valid for 12 months from the code activation. The platform is active even when there are no scheduled classroom lessons, i.e. on weekends, national holidays and vacation periods. when students can continue to use the resources and materials available on i-d-e-e if they still have access time left.

Since the blog, student community, class page and Exercise Books are available to use, students can continue to practice and revise different Italian language points, meaning they can consolidate what they have learned during the course!

# What is your privacy policy?

Edilingua undertakes to not use its users' personal details for any other purposes. These details will remain confidential and will not be communicated to third parties. However, the results of the exercises, tests and games are visible to their teacher and school.

# I've been put in the wrong class. What should I do?

Inform your teacher. If you still cannot fix the problem, send an email to <u>info@i-d-e-e.it</u>, entering "student in the wrong class" in the subject field.

# How do I view the work and the tests that my teacher sent?

The interactive materials (tests, games, oral activities) created by your teacher for the whole class will be in the "Class Page" section, as well as the blog, if your teacher created one. If the interactive materials are for individual use, you will find them in your own "Resources" menu.

# Can I change my answers to a test, even if I have already submitted it?

No. If you have already sent the test, you cannot change your answers.

# Can I work on a unit of a course even if I haven't finished the previous unit?

You can, but we do not recommend it. The first reason is that you run out of access time sooner trying to find the correct answers. The second reason is that you should follow the rhythm of the class and the advice your teacher gives you. If you need extra practice, you can always purchase additional exercises (grammar activities, listening exercises, videos and so on) on the platform. With this option too, we advise you to consult your teacher first.

# Will I be able to learn Italian just by working on i-d-e-e?

No. i-d-e-e is a blended learning platform, which helps you to practice and improve what you have covered before in your lesson. You need your teacher's help to learn and study properly. Once you have finished your Italian course, you can always go back to <a href="https://www.i-d-e-e.it">www.i-d-e-e.it</a> in order to keep up your Italian through grammar exercises, listening activities, videos, the student community and so on.

## How many times can I attempt an exercise?

You can attempt each exercise of the *Workbook* three times. For games and tests created by your teacher you can only attempt twice.

## Can I see again my answers?

Yes, in "My results" you can see your answers and the correct solutions.

# Which scores are taken into consideration?

In "My results" and in teacher's "Workbook" the following scores appear:

- the results of the first two attempts of the Workbook exercises;
- the result of the first attempt of the tests.