FREQUENTLY ASKED QUESTIONS

A MORE IN-DEPTH VIEW

How can I create a virtual school?
When you fill in the registration form, choose the "school" option.
Once you have registered, you can access an environment that is very similar to the teacher's one and that it is structured in three sections: "My classes", "Create" and "Teachers' community".
During the registration, the school inserts the "school code" (that the school can freely create, for example "ManzoniRoma"). This code can be communicated orally, via email etc. to the teachers who will insert it either while registering on i-d-e-e or later, in the appropriate space.
Once the teachers have inserted the code, their classes will automatically appear also in the "My classes" menu and they will have access to the information regarding the class (Gradebook, Detailed results, etc.) and assign homework, tests, games, create MIX, wikis and blogs to send directly to the class or to selected students.
In other words, the school can follow closely the students and their progress should teachers be absent.

How is a teacher linked to his school? What is the "school code"?
During the school registration, the creation of a "School code" is required (that can be freely created by the school, for example "ManzoniRoma"). This code has to be communicated to the teachers. Every teacher will be automatically linked to his school by inserting this code, either during the registration to the platform or afterwards in the appropriate space. At this point, the teacher's classes will appear also in the school profile and he will be able to manage them, assign homework, tests and games, create MIX, wikis and blogs to send to the whole class, to groups of students or to single students.

How do I create a virtual class?
By clicking on "My classes" it's possible to create new ones, filling in the necessary information and the class code. This code can be created by the teacher (a good idea would be to use the actual name of the class) and should be given (orally or by e-ami) to the students. They must insert it during their registration in i-d-e-e or later on in the appropriate space.
Once students have inserted the class code, their name will automatically appear in the teacher's virtual Gradebook, along with each student's results (automatically upadated by the platform).

What name should I give to my classes?
A good system for naming your classes so that you can identify them easily is this: teacher's surname or name of the school, level and year (e.g. *Marin_A1- A2_2012* or *Italialingua_A1-A2_2012*).
If the name has already been given to another class by another teacher, the system will notify you of this when you create the class, and you will have to choose another name. You can try out a few variations, by changing the order of the information (e.g. *2012_Marin_A1-A2* or *A1-A2_ Italialingua_2012*). To make things easy for you, you can also use the name of the class as the "Class Code" that you give to your students.

Each student is automatically registered. How are the students put in the right class?
When teachers create their virtual classes, they will be asked to create a "Class Code", which they will then give to their students. Each student can then become a member of their virtual class by entering the code, either when they register on the platform or later on. They can then access the materials (tests, games, blogs, wikis and more) that have been created by their teacher, and can receive messages, announcements, homework and more.
To make things easier for the teacher, the name of the class can also be used as the "Class Code" that the students receive.

How many virtual classes can I create?
Each teacher can only create a maximum of five classes a year.

Can I delete a virtual class?

Yes. If you go to the menu entitled "My classes", you'll find the option "Delete", which allows the teacher or the school to delete a class whenever necessary.

Can I delete a student enrolled in a virtual class?
Yes. If you go to the menu entitled "My classes", you'll find the option "Modify", which allows the teacher or school to make changes to information about the members of the class whenever necessary.

How do I view all the students belonging to a single class?
Go to the teacher area and select the class you want to view (in "My classes"). A window will appear with a table containing the list of students who are in the class. This window is the teacher's virtual "Gradebook".

Do I have to be using an Edilingua book to register and access the platform?
Schools and teachers can register and use the platform as they wish and for free. However, in order for students to be able to use the available resources and materials (the Edilingua materials, as well as those created by their teacher), an access code is needed, which is found inside their printed Edilingua textbooks. Alternatively, they can purchase access time online.

How is the total amount of access hours calculated for each student who has purchased the printed textbook?
The total amount of access time that each registered user is entitled to is calculated according to the type of material chosen, and the length and difficulty of the activities.

Is the platform available during the holidays?
Of course! Students can use their *i-d-e-e* access hours within 12 months of activating their code (i.e. within 12 months of first registering). This means that students can make the most of the summer months too (as well as other holiday periods throughout the year) to revise. In fact, students are able to complete each activity in their Exercise Books twice.
Other ways in which students can keep practising their language skills are the class blog, wikis, the student community and the class micro-community. The *i-d-e-e* platform therefore keeps students committed to studying (meaning fewer students drop out of the course) and helps them to consolidate the language skills that they have learned over the academic year.

Some of my students have books that don't contain a code. What do they need to do to access *i-d-e-e*?
The school (rather than the students themselves) needs to contact info@i-d-e-e.it.

Can I upload materials (tests and games) that I have created on other platforms or sites to *i-d-e-e*?
No, it is not yet possible to import materials that have been created on other platforms. If this becomes possible, we will notify users in real time on www.i-d-e-e.it.

What is your privacy policy?
Edilingua undertakes to not use its users' personal data for any other purposes. This personal infromation will remain confidential and will never be communicated to third parties.
Moreover, Edilingua undertakes to never use materials (tests, games, etc.) created by teachers or schools without their permission. The copyright of these materials belongs to the authors, even when the authors have chosen to share them with other teachers who use the platform. Similarly, all Edilingua materials cannot be used outside of the *i-d-e-e* platform.

Who do I contact for technical support when using *i-d-e-e*?
You can send us an email to the address info@i-d-e-e.it.

How do I assign a test to a class?
Once a teacher has created a test or game, he or she can select who it is intended for, by using the menu provided, which includes details of the classes, and, for each class, the name of the students. By clicking on the class or individual students who the test is intended for, the teacher can assign an activity

to just one class or to more than one, for example. Alternatively, the teacher can also choose to assign an activity to a selection of students from one class or to a selection of students from a few classes.

Can I create interactive tests combining different types of questions?
Of course! There are seven different categories of question available. For each question you add to a test, you can choose between these different categories, meaning you can create countless combinations, and your test can become more varied. You can also add audio clips and photos to your tests.

If I assign a test to the wrong class, can I correct this?
Of course! All you need to do is open the test or the game, and change the intended users, entering the correct ones.

How do I view the results of a test?
You can do this by going to "Gradebook", where the results of the activities from the books you are using, as well as the results of the tests and games, are automatically updated by the system.

How do I share the materials that I have created?
A test or a game can be shared with all the other teachers on *i-d-e-e*, in order to make it easier to exchange resources with colleagues, who then may reciprocate. You can choose to share an activity by clicking on the option "Do you want to share your activity?", which is found on the page where you create tests, games, lesson plans and oral activities. Of course, you don't have to share it as soon as you create it: you can also choose to test the activity with your class first and then share it later.

Do I have to share the activities, tests and materials I have created with other teachers?
There is no obligation to share the materials you have created (tests, games, lesson plans etc.). However, sharing your materials would undoubtedly contribute to creating a thriving community of teachers. What's more, soon you will be able to receive bonuses for your materials, according to how popular they are and how much they are used by the community of teachers.

What is MIX and how does it work?
MIX allows teachers, schools and students to create packages of interactive materials, combining activities taken from a range of different books. For example, you could create a MIX containing 6 chapters from a grammar book, 5 listening exercises, 2 mock tests for the CELI exams and 2 simple stories.
These packages, which can either be purchased by the school or the students, can be assigned to an entire class or to individual students, and can be created at any point during the course.
By using MIX and not having to make photocopies, you save paper, as well as cutting down a great deal on costs and educational resources, since only the resources that are absolutely necessary are used and these are targeted at the specific needs of the students. With MIX materials too, activities are corrected automatically, and the Gradebook is updated automatically by the system.
Ultimately, MIX allows teachers and schools to create personalised learning programmes, by always providing classes and individual students with materials that are adapted to their interests and needs, and that are targeted at helping them work on their weaknesses.

How can a blog be used for educational purposes?
A blog is a virtual space to which written or audio tests, videos and links, amongst other things, can be uploaded. With educational blogs, it is the teacher who uploads the content. 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 access the blog in the section "Class Space".

What is a wiki? How does it differ from a blog?
Just like a blog, a wiki is a virtual (i.e. online) space, to which content and materials can be uploaded. There are two main differences between a blog and a wiki. Firstly, a wiki is managed by more than one person, so it is the result of a group project (in the same way that Wikipedia is an encyclopaedia

produced by a range of different people). Secondly, wikis are generally managed by the students themselves.

By using an incredibly easy-to-use function, the teacher creates the space (up to 3), selects the members, i.e. the students (a group of 3 or 4, for example), who will manage the wiki, and then assigns a task or project to them. The teachers and the students decide together who can view the wiki.

What happens to the virtual classes at the end of the academic year? And what happens to the statistics contained in the Gradebook? Can I continue to access them?

Classes can be modified by clicking on the option "Modify my class" directly on the Gradebook. The names of the classes can be changed (e.g.*Marin_A1-A2_2012* might become *Marin_B1-B2_2013*), and students can be added or deleted where necessary. Results and statistics from previous years can be saved or printed.

What are Oral Activities?

This function allows teachers to create "Discussion Groups" and "Oral Tests", and students can record their answers. More specifically, teachers write their questions, add photos if they wish and, just as for tests and interactive games, assign the work to their students virtually. Students can record their answers and listen to the answers of their classmates (this is not possible for oral tests). Teachers can listen and mark their students' answers if they wish, as well as leave short individual messages for each student. This allows teachers to save more time in class and is particularly useful when there are shy students in a class.

What is the Gradebook?

The (virtual) Gradebook contains the names of the students in each class, as well as all the results for work completed using the platform, such as interactive Exercise Books, tests and interactive games, practice hours, and so on. All of this information can be viewed by the teachers and the schools, who can also compare the results of a selection of students or classes. Each student, on the other hand, has access to his or her own results and his or her class's average number of correct answers, but cannot view comments made by the teachers or information on other classes.

Teachers and schools can consult the Gradebook whenever they wish (they can even do this during the lesson, using a computer, tablet or smartphone), and can also choose whether they want to receive a report via email and how often they receive this.

The *i-d-e-e* Gradebook was designed and developed to enable schools, teachers and students to make use of "learning analytics", which refers to collecting and analysing data in an organised and "intelligent" way in order to deduce information about classes' and students' progress, and prepare personalised learning programmes. In other words, with the help of *i-d-e-e*, it is now possible to find out much more about students' strengths and weaknesses, and then take steps as a result of this information.

What is the "Lesson Plan"?

Many teachers frequently make a plan for their lesson or for an activity that they want to complete. This plan describes the different stages of the lesson or activity, its aims, the materials it uses, its outcomes, and so on. The *i-d-e-e* platform offers teachers a fairly comprehensive and easy-to-use template, which means that they can share their lesson plans with other colleagues.

What is a library?

It is very simple to use learning materials created with *i-d-e-e* again, adapting them for future use. This is made possible by the archives that are available to use (teacher archive, Edilingua archive, shared material archive).

What happens to the materials I create?

All the activities (tests, games, blogs, etc.) that teachers and schools create are automatically saved on the *i-d-e-e* server and are only accessible to the teachers and schools that created them. It is the creators of the materials who decide when to make these materials public. They then appear in the "Class Space" section and are available to the students. With the blog, the teacher can also decide to make this accessible to other classes from the same school or from all around the world.

Can I use *i-d-e-e* for private or distance lessons too?

Yes. Not only is this possible, but *i-d-e-e* is actually ideal for one-to-one or distance lessons. Students need to buy access time on the platform or be using an Edilingua book, which contains an access code. Teachers, on the other hand, can use all the resources available on the platform for free. What's more, if the teacher wants to make use of group resources, such as blogs or wikis, he or she can create a virtual class comprising various students from private lessons, even if they are not at exactly the same level.