BINARY
ELTSKILLS

Grades Management Platform

Instructions for Teachers

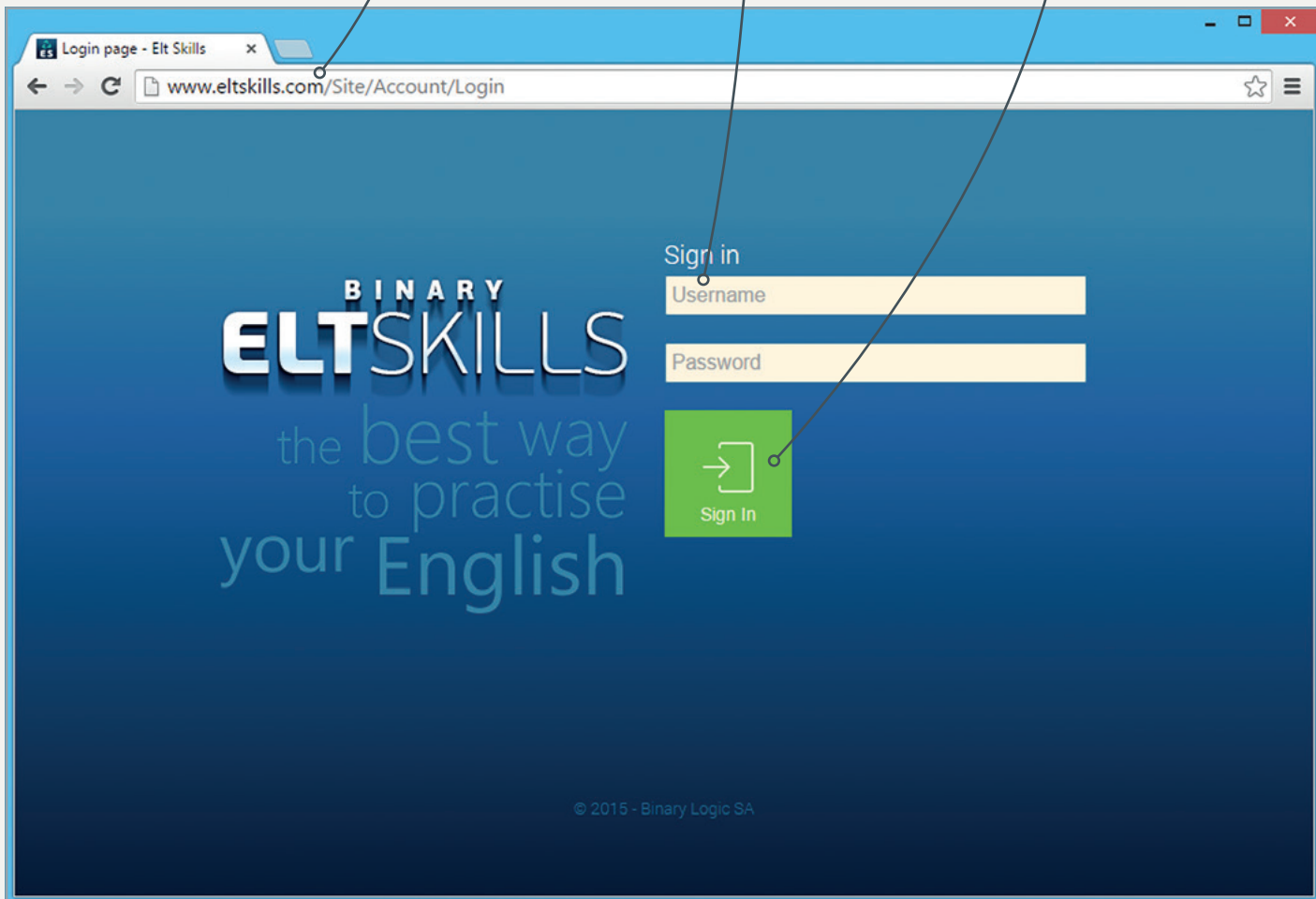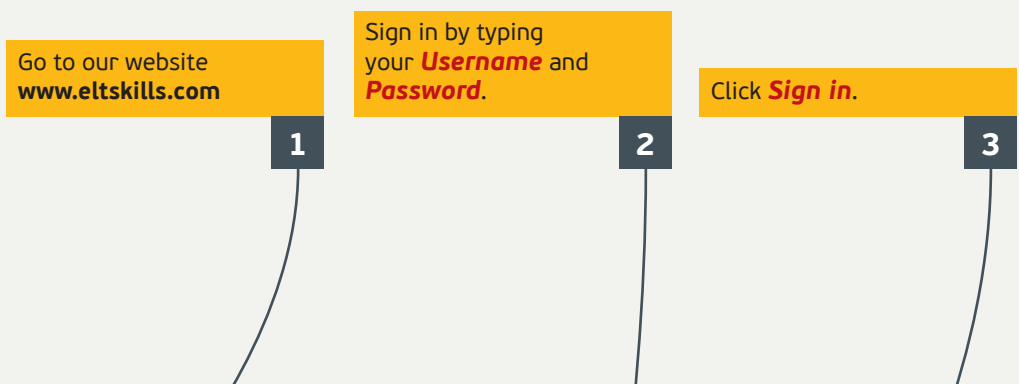**binary**logic

As a teacher you have access to the classes your supervisor has assigned to you.

Contact your school supervisor for your account.

Go to our website **www.eltskills.com**

1

Sign in by typing your **Username** and **Password**.

2

Click **Sign in**.

3

Login page - Elt Skills ✕

www.eltskills.com/Site/Account/Login

BINARY
ELTSKILLS

the best way
to practise
your English

Sign in

Username

Password

→] Sign In

© 2015 - Binary Logic SA

To add students to a class:

The list of the registered students in the **Unsorted students** class appears. Click the student you want to add to your class and then click **>**. **2** Do the same for all the students you want to add. Click **<** to move the selected student from your class to the **Unsorted students** class. Click **>>** or **<<** to move all the students.

2

Note: *If you want to move students, for example from **Class 1** to **Class 2**, first you have to move them from **Class 1** to **Unsorted students** and then from **Unsorted students** to **Class 2**.*

To edit student data:

Use the **Filter your data** area to narrow your list.

Admin Panel | Dashboard | **World Language Schools**
School code: 76041 Academic period: **28/05/2015 - 28/05/2016**

Messages ▾ Teacher ▾

Teacher

| Classes | Students | Unlock Requests | Assigned Work | Class Dashboard | Keys to Activities |

Group by
Class

#	Username	Last Name	First Name	Level Name	Final Grade

Begins with
✓ Contains
Doesn't contain
Ends with
Equals
Doesn't equal

Class Name: Grade

Edit	20171		Tony	ELT Skills Beginners	
Edit	20172		George	ELT Skills Elementary	
Edit	533341		Nicole	ELT Skills Pre-Intermediate	98%
Edit	533342		Simeon	ELT Skills Upper-Intermediate	
Edit	533343		George	ELT Skills Upper-Intermediate	79%
Edit	533344	Rodriguez	George	ELT Skills Upper-Intermediate	45%
Edit	533345	Smith	Irene	ELT Skills Upper-Intermediate	68%
Edit	533346	Bineli	Juan	ELT Skills Upper-Intermediate	38%
Edit	533347	Franco	Tony	ELT Skills Upper-Intermediate	43%
Edit	533348	Miller	George	ELT Skills Upper-Intermediate	38%
Edit	533349	Padilla	Mary	ELT Skills Upper-Intermediate	44%
Edit	533350	Eliot	Tony	ELT Skills Upper-Intermediate	20%
Edit	533351	Montana	Monique	ELT Skills Upper-Intermediate	60%

1 In the *Students* tab you can see all the students' **names** sorted by class, as well as their **level** and **final grade**. You can change their personal data, by clicking *Edit*. **1**

Make the changes you want and click *Update* to save them or *Cancel* to discard them. **2**

3 You can see (but not change) the student's password by clicking *Show Password*.

Username: 533346 | Activation date : 01/01/1999

Surname | Bineli

Name | Juan

Show Password

Update Cancel

Unlock requests:

In the **Unlock Requests** tab, you can see the list of the unlock requests your students have sent you. By unlocking some activities you can give your students the chance to work on them again in order to improve their grades.

In the **Unlock Group of Exercises** section, you can unlock the request of a whole group of students or classes.

1 Complete the criteria and click **Unlock**.

In the **Unlock Exercises** section, you can unlock the request of a specific student.

1 Complete the criteria and click **Unlock**.

Assigned Work:

In the **Assigned Work** tab, you can assign work to your students and set the date you want them to have it completed by. Your students will receive notifications for every assigned lesson.

Choose the class that you want to work with.

1

Next to each lesson enter the deadline for when the specific assignment must be completed by.

2

3

When you are done click **Save dates**.

Note: You can do the same for the Readers activities.

Class Dashboard:

In the **Class Dashboard** tab, you can see a list with the exercises your students have completed in the present day.

Choose the class you want to check.

1

See the details (number of items, correct and wrong answers) and the grade of the last exercise the student has worked on.

2

Admin Panel	Dashboard	World Language Schools					✉ Messages ▾	👤 Teacher ▾

School code: 76041 Academic period: 28/05/2015 - 28/05/2016

Management	>
Reports	>

Teacher

| Classes | Students | Unlock Requests | Assigned Work | Class Dashboard | Keys to Activities | ⬅ ➡ |

Select class Grade 5B ▾ 27/10/2016 Refresh

UserName	Student	Last	Type	Details	Grade %	History
533175	Bineli Maria					view...
533268	Ramirez George					view...
533269	Montana Carter					view...
533270	Terry Simeon					view...
533271	Taylor Cecelia					view...
533272	Terry Irene					view...
533273	Davis Carter					view...
533274	Terry Irene					view...
533275	Davis Alexander					view...
533276	Rodriquez Alexander					view...
533289	Taylor Alexander					view...
533290	Montana Steve					view...
533291	Franco Cecelia					view...
564966	Smith John	5A | Adventure | Swimming with great white sharks | Activity C	Vocabulary	11-1-10	9	view...

Use the **Filter your data** area to narrow your list.

3

Click **view** to see the results of all the exercises that a student has worked on today.

Smith John ✕

Activity	Type	Details	Grade %
5A | Adventure | Swimming with great white sharks | Activity A	Reading	4-2-2	50
5A | Adventure | Swimming with great white sharks | Activity B	Listening	4-4-0	100
5A | Adventure | Swimming with great white sharks | Activity C	Vocabulary	11-1-10	9

Page 1 of 1 (3 items) ◁ **1** ▷

Keys to Activities:

In the **Keys to Activities** tab, you can see the correct answers for all the exercises.

Choose the appropriate class, content and activity that you want to check.

| Admin Panel | Dashboard | World Language Schools
School code: **76041** Academic period: **28/05/2015 - 28/05/2016** | | | ✉ Messages ▾ | 👤 Teacher ▾ |

| Management | > |
| Reports | > |

Teacher

Students | Unlock Requests | Assigned Work | Class Dashboard | Keys to Activities | ⟲ ⟳

Select Class | Select Content | Select Activity

Grade 5B ▾ | Upper-Intermediate ▾ | 1.Cultures and lifestyles / Lesson A / A ▾

Unit 1 Cultures and lifestyles
Lesson A Reading

Choose true (✓) or false (✗).

1. When she wakes up, Diana immediately starts working. . . . . ✓ ☒

2. Diana doesn't answer all her e-mails. . . . . ✓ ☒

3. Diana doesn't take a break from work during the day. . . . . ✓ ✗

4. Sometimes Diana cannot contact Cal. . . . . ✓ ✗

5. Cal always looks forward to Diana's phone calls. . ✓ ✗

Note: You can see the activities' answers of the levels of the classes that are asigned to you.

Messages:

You can send messages and announcements to your supervisor, other teachers or your students and you can reply to the messages that others have sent you.

Admin Panel | Dashboard | School name : World Language Schools
School code : 76041

← → C | www.eltskills.com/Site/Manage/Teacher?t=33112

✉ Messages ▼ | 👤 Teacher ▼
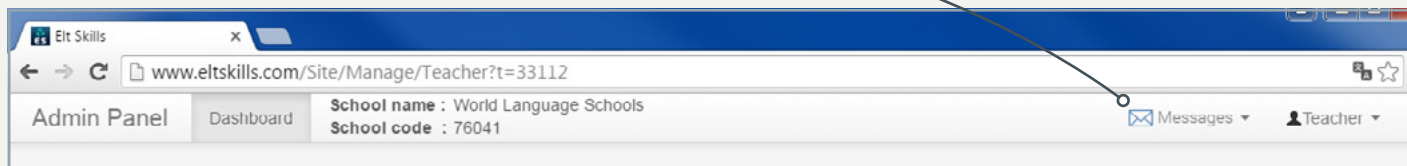
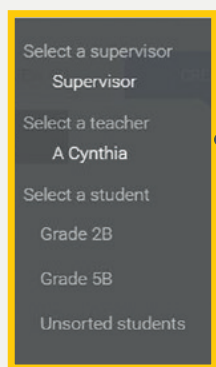Click **Messages** to send a message to one or more recipients or click **Notices** to send an announcement to a group of recipients like a whole class.

Click **Create** to compose a new message or notifications or click **View All** to see the messages or notifications that others have sent you and reply to them.

Notifications

VIEW ALL | CREATE

MESSAGES

SEND | CLEAR

NOTICES

Select a supervisor
Supervisor

Select a teacher
A Cynthia

Select a student

Grade 2B

Grade 5B

Unsorted students

*Click the **Select Recipient** box, 1 select a recipient from the list, 2 type a subject 3 and your message. 4*

1

2

3

4

To
select recipient

Subject
type a subject

5 **6**

type your message
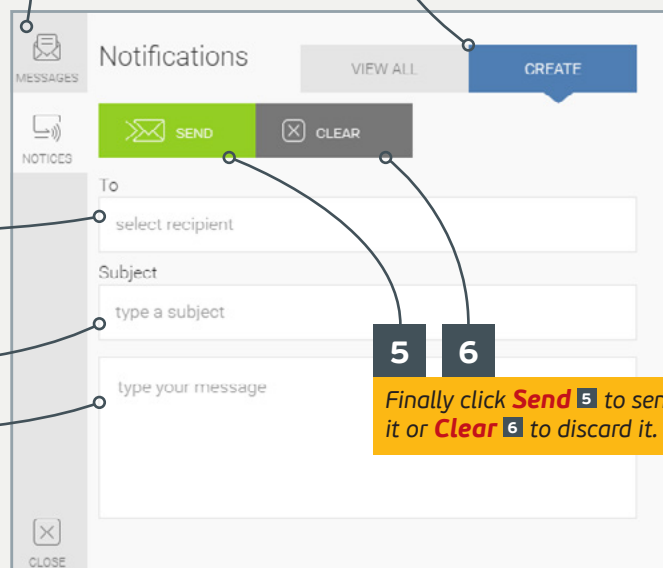
*Finally click **Send** 5 to send it or **Clear** 6 to discard it.*

CLOSE

Note: *The recipients can respond only to messages and not to notifications.*

To take reports:
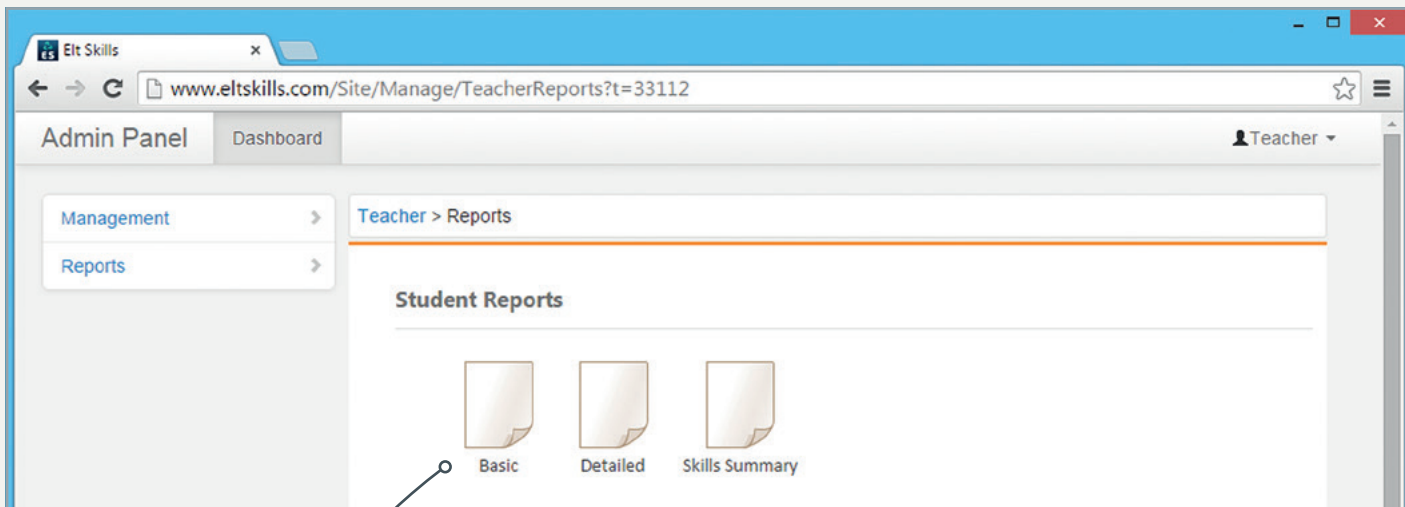
1

In the tab **Reports**, choose the type of Report that you prefer.

2

Choose the **Class**, the **Student** and the **Period** and click **Preview**, to see the report on screen.

3

Use the buttons to navigate in the report, print, save as PDF file or export it as XLS file.
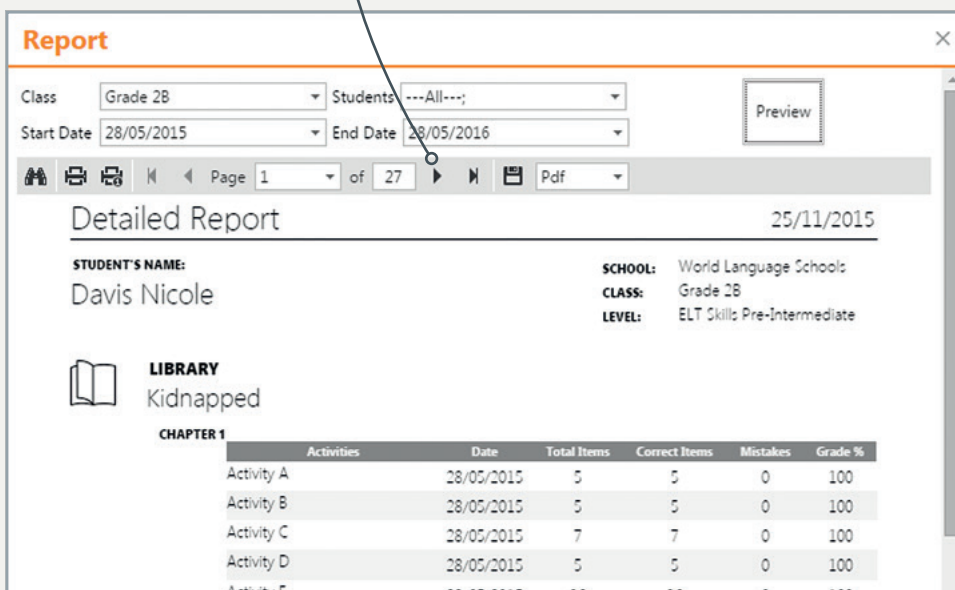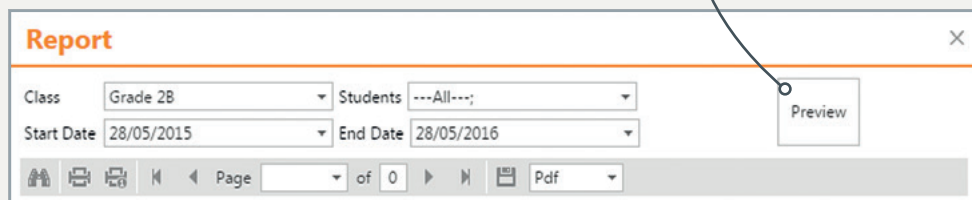
In the **Class Reports** list you can find two special types of reports which are related to Assigned Work.

Class Reports

| Class Overview | Skills Summary | Assigned Work - Overdue | Assigned Work - Delayed |
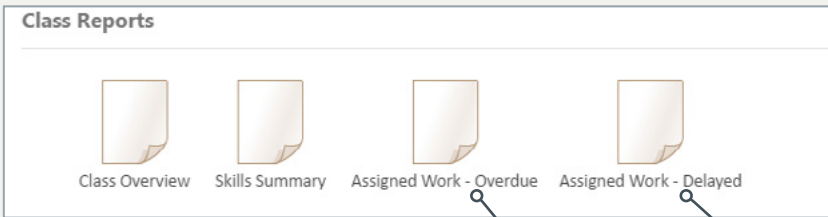
Choose the report **Assigned Work-Overdue** to see the students that haven't completed their assignments by the due date.

Choose the report **Assigned Work-Delayed** to see a list of the unfinished assignments that aren't overdue yet but the deadline is very close.

Report ✕

Class: Grade 5B ▾

⛏ 🖶 🖨 ⏮ ◀ Page 1 ▾ of 10 ▶ ⏭ 💾 Pdf ▾

Assigned Work - Overdue   08/04/2016

World Language Schools

Grade 5B

Ramirez George

Practice		Deadline	Completed
Upper-Intermediate	Unit 1 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 1 Lesson B	07/04/2016	0/10
Upper-Intermediate	Unit 2 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 2 Lesson B	07/04/2016	8/10
Upper-Intermediate	Unit 3 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 3 Lesson B	07/04/2016	0/10

Library		Deadline	Completed
Great Expectations	Chapter 1	07/04/2016	0/6
Great Expectations	Chapter 2	07/04/2016	0/7
Great Expectations	Chapter 3	07/04/2016	0/6
Great Expectations	Chapter 4	07/04/2016	0/6
Great Expectations	Chapter 5	07/04/2016	0/5

Montana Carter

Practice		Deadline	Completed
Upper-Intermediate	Unit 1 Lesson A	07/04/2016	6/10
Upper-Intermediate	Unit 1 Lesson B	07/04/2016	0/10
Upper-Intermediate	Unit 2 Lesson A	07/04/2016	4/10
Upper-Intermediate	Unit 2 Lesson B	07/04/2016	0/10
Upper-Intermediate	Unit 3 Lesson A	07/04/2016	4/10
Upper-Intermediate	Unit 3 Lesson B	07/04/2016	0/10

Report ✕

Class: Grade 5B ▾
Days until deadline: 5 ▾

⛏ 🖶 🖨 ⏮ ◀ Page 1 ▾ of 16 ▶ ⏭ 💾 Pdf ▾

Assigned Work - Delayed   08/04/2016

World Language Schools

Grade 5B

Ramirez George

Practice		Deadline	Completed
Upper-Intermediate	Unit 1 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 1 Lesson B	07/04/2016	0/10
Upper-Intermediate	Unit 2 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 2 Lesson B	07/04/2016	8/10
Upper-Intermediate	Unit 3 Lesson A	07/04/2016	0/10
Upper-Intermediate	Unit 3 Lesson B	07/04/2016	0/10
Upper-Intermediate	Unit 4 Lesson A	10/04/2016	0/10
Upper-Intermediate	Unit 4 Lesson B	10/04/2016	0/10
Upper-Intermediate	Unit 5 Lesson A	10/04/2016	0/10
Upper-Intermediate	Unit 5 Lesson B	10/04/2016	0/10
Upper-Intermediate	Unit 6 Lesson A	10/04/2016	0/10
Upper-Intermediate	Unit 6 Lesson B	10/04/2016	0/10

Library		Deadline	Completed
Great Expectations	Chapter 1	07/04/2016	0/6
Great Expectations	Chapter 2	07/04/2016	0/7
Great Expectations	Chapter 3	07/04/2016	0/6
Great Expectations	Chapter 4	07/04/2016	0/6
Great Expectations	Chapter 5	07/04/2016	0/5
Great Expectations	Chapter 6	10/04/2016	0/5
Great Expectations	Chapter 7	10/04/2016	0/4
Great Expectations	Chapter 8	10/04/2016	0/6
Great Expectations	Chapter 9	10/04/2016	0/5