test students
track progress
record results

oxfordenglishtesting.com

The agenda for today

Managing assignments

- Add students to an existing assignment
- Re-sending emails and reprinting login details
- Reclaiming unused licences

Creating custom grade cards

- Creating your own levels for the placement test

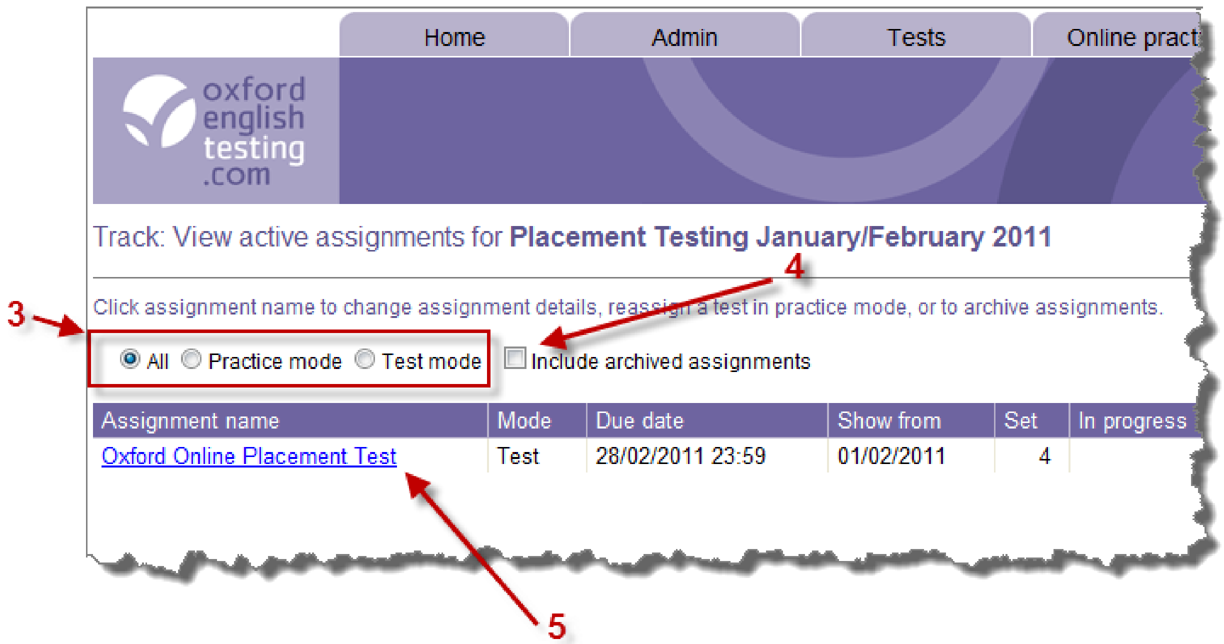
Defining organisational fields

- Collecting extra data about your students

Managing assignments

Finding and selecting the assignment

1. Click the **Tests** tab and select **Track**.
2. Select the class or group from the list and click **next**.
3. To reduce the list of assignments, you can select either **Practice mode** or **Test mode**. To see both practice and test assignments, click **All**.
4. Choose whether you want to **Include archived assignments**.
5. Click the name of the assignment you want to manage.



If you want to...

Add students to an assignment

Go to slide 4

If you want to...

Re-send emails or reprint login slips

Go to slide 5

If you want to...

Reclaim unused licences

Go to slide 6

Managing assignments

Add students to an existing assignment

After you have selected the group and the assignment:

1. Click **add students**.
2. Select students to add from the list.
3. Click **next**.
4. For the new students, if different:
   - Change the time allowed.
   - Choose the period that the assignment will be visible.
   - Choose how and if to be notified of assignment submission.
5. Click **next**.
6. Click **confirm** to save the changes.
7. Download and print login slips if required.

☐	Last name	First name	Email	Status	Due date	Show from
☐	Group 20692	Student 001	email@20692.001.com	--	n/a	n/a
☐	Group 20692	Student 002	email@20692.002.com	--	n/a	n/a
☑	Group 20692	Student 003	email@20692.003.com	--	n/a	n/a
☑	Group 20692	Student 004	email@20692.004.com	Not started	28/02/2011	01/02/2011
☑	Group 20692	Student 005	email@20692.005.com	Not started	28/02/2011	01/02/2011
☐	Group 20692	Student 006	email@20692.006.com	--	n/a	n/a
☐	Group 20692	Student 007	email@20692.007.com	--	n/a	n/a

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Managing assignments

Re-send emails or reprint login slips

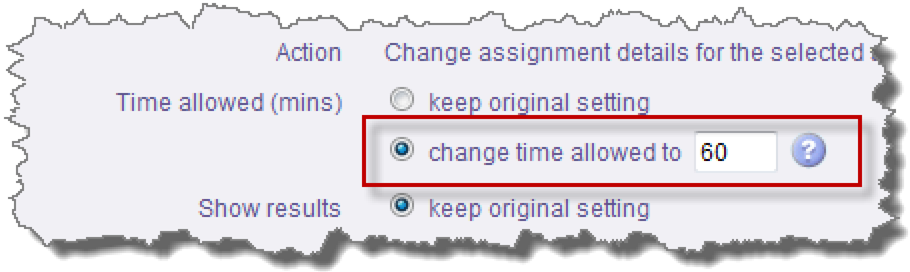
After you have selected the group and the assignment:

1. Select the students you want to be re-sent emails or for whom you want to reprint login slips.
2. Click **modify**. A summary of the assignment details is displayed. You must make a change to be able to move on.
3. Click **next**.
4. Check the changes you requested.
5. Either:
   - Click **confirm** (the only option if this was a group of unknown students)

   or:

   - Add extra text to the email if required, then click **confirm and send** (available if email addresses are known for this group)
6. Click **download & print** to print login slips.

If no changes are required, change the **Time allowed** but type the same time as was previously set.



Managing assignments

Reclaim unused licences

After you have selected the group and the assignment:

1. Select the students who have not submitted assignments or who have withdrawn.
2. Click **archive / remove**. A message is displayed explaining that licences will be returned to the pool if the selected students have not started any assignments for the test.
3. Click **OK** if you want to continue or **Cancel** if not.
4. A message is displayed confirming that licences have been returned to the pool.

Custom grade cards

Create your own levels for the placement test

By comparing the level your school uses to the CEFR, you can create your own grade card.

You can then enter the figures into the LMS and set them to appear on the **Manage placement results** screen.

CEFR levels mapped to Oxford Online Placement Test scores

CEF Level	Placement Test Score
A1	1–20
A2	21–40
B1	41–60
B2	61–80
C1	81–100
C2	101–120

Example course levels mapped to Oxford Online Placement Test scores

Course Level	Placement Test Score
Beginner	0–17
Elementary	18–37
Pre-Intermediate	38–50
Intermediate	51–63
Upper-Intermediate	64–80
Advanced	80–100

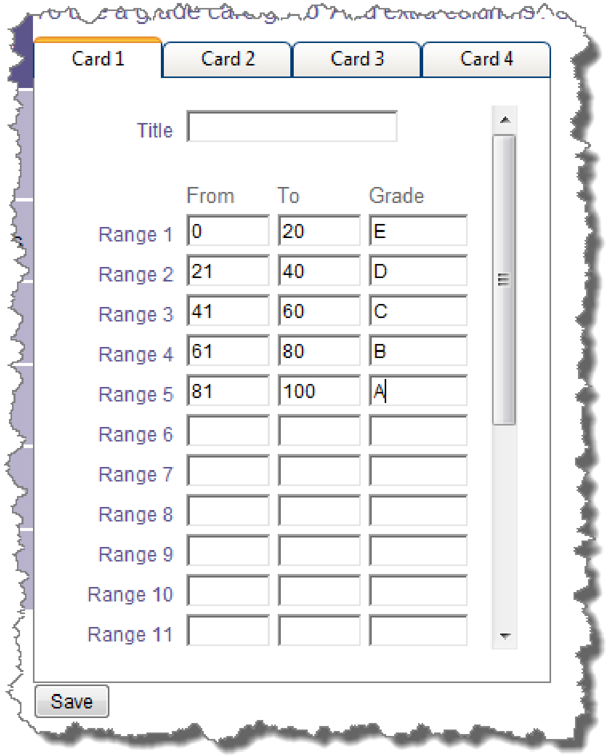
Custom grade cards

Creating and using grade cards

Stage 1: define the grades

1. Click the **Admin** tab and select **Manage organisation settings**.
2. Click **Create grade cards** in the list on the left.
3. Select the test from the list and click **next**.
4. Enter the lower and upper ranges, and the associated grade.
5. Click **Save**. Click **OK** to close the acknowledgement message.

Note: You can define up to four grade cards.



Stage 2: use the card

1. Click **Add extra columns** in the list on the left.
2. Select **Choose a card to use with a test (placement)**.
3. Click **next**.
4. Select a test from the list and click **next**.
5. Select your card from the options.
6. Select Replaces standard grade card if applicable.
7. Click **save** . Click **OK** to close the acknowledgement message.

Defining organisational fields

Collecting information not available on standard forms

For example, you may want to add:

- The age band in which the student falls – you can do this using a numerical range (for example, 18–25).
- The student's intended language course or University department – you can do this by creating a drop-down list containing all those available.
- The student's home country – you may choose to do this using a box to type in the country name.

There are three stages:

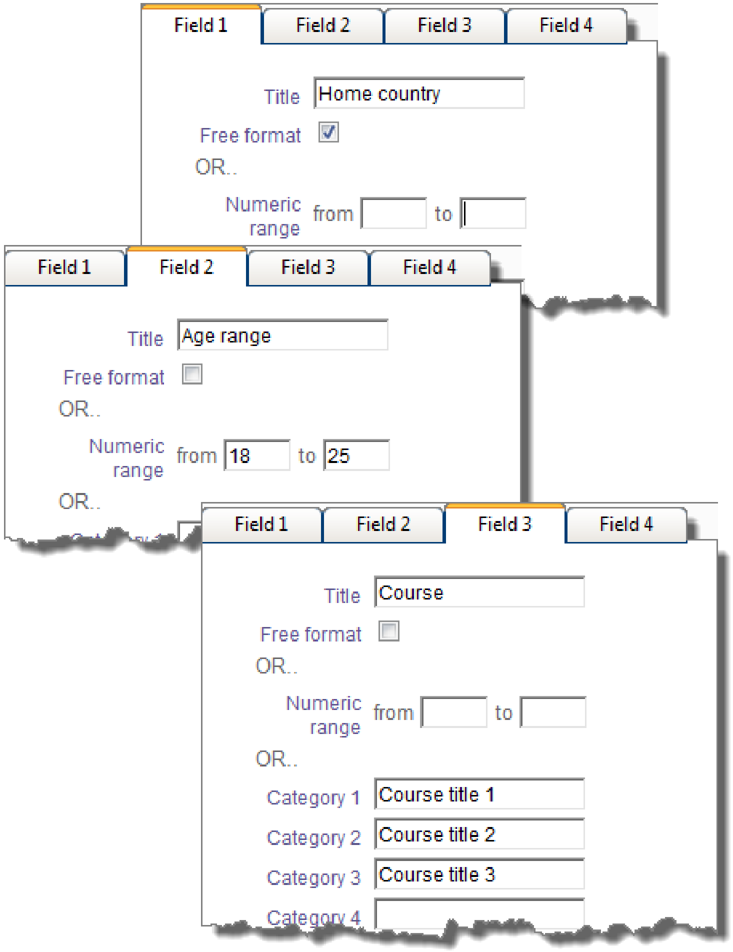
1. Create the fields.
2. Decide whether they must contain some information before the record can be saved (mandatory fields).
3. Decide where you would like to use them.

Defining organisational fields

Creating the fields

Stage 1: creating fields and specifying content type

1. Click the **Admin** tab and select **Manage organisation settings**.
2. Click **Define organisation fields** in the list on the left.
3. Give the field a **Title** – this is the label that will be seen when filling in the form.
4. Choose the type of information you want to capture:
   - Free format will provide a text box for the answer to be typed.
   - Numeric range lets you specify upper and lower boundaries for a numeric answer.
   - If you want a drop-down list, type each list entry in its own **Category** box. You can have up to 10 categories.
5. Click **save**. Click **OK** to close the acknowledgement message.



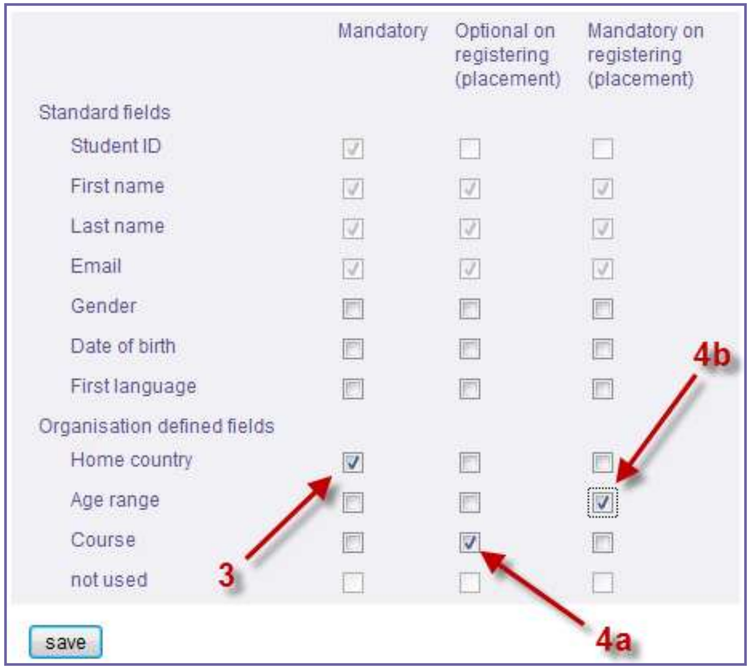
> **Note:** You can define up to four organisation fields.

Defining organisational fields

Must the fields contain some information or can they be left empty?

Stage 2: setting the mandatory / optional options

1. Click the **Admin** tab and select **Manage organisation settings**.
2. Click **Set registration fields** in the list on the left.
3. Select **Mandatory** if a teacher must enter information in a field when creating a student record.
4. If you want this field to be shown when a placement student logs in, select one of the following:
   a) Select **Optional on registering (placement)** if the student can leave the field blank.
   b) Select **Mandatory on registering (placement)** if the student must enter information into this field before being able to continue.
5. Click **save**. Click **OK** to close the acknowledgement message.



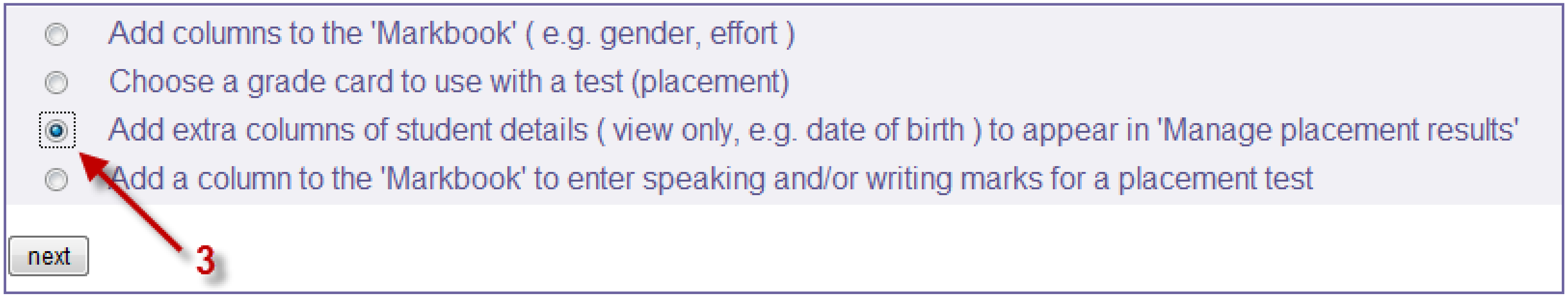
Note: You can also choose to specify whether **Gender**, **Date of birth and First language** are mandatory or optional.

Defining organisational fields

Display field contents on the **Manage placement results** form

Stage 3 (optional): display field contents

1. Click the **Admin** tab and select **Manage organisation settings**.
2. Click **Add extra columns** in the list on the left.
3. Select **Add extra columns of student details**...
4. Select which of your fields you want to include on the **Manage placement results** form.
5. Click **save**. Click **OK** to close the acknowledgement message.



Note: You can also choose to show the contents of standard fields not already displayed on this form.

The Oxford Online Placement Test

To find out more information about the Oxford Online Placement Test go to:

www.oxfordenglishtesting.com

- To try out the learning management system, click the Sign-up now link at the bottom of the page
- To buy the Oxford Online Placement Test, click the Online shop tab
- And for help using the site go to the Get started guides, the Support pages or contact us at:

customerservice.eltonline@oup.com