

**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.

The screenshot shows the 'Tests' tab selected in the navigation bar. Below the navigation bar is the 'oxford english testing .com' logo. The main heading is 'Track: View active assignments for Placement Testing January/February 2011'. Below this heading is a text instruction: 'Click assignment name to change assignment details, reassign a test in practice mode, or to archive assignments.' Below the instruction are three radio buttons: 'All' (selected), 'Practice mode', and 'Test mode'. To the right of these radio buttons is a checkbox labeled 'Include archived assignments'. Below these controls is a table with the following data:

Assignment name	Mode	Due date	Show from	Set	In progress
Oxford Online Placement Test	Test	28/02/2011 23:59	01/02/2011	4	

Red arrows with numbers 3, 4, and 5 point to the radio buttons, the 'Include archived assignments' checkbox, and the 'Oxford Online Placement Test' link, respectively.

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](#)

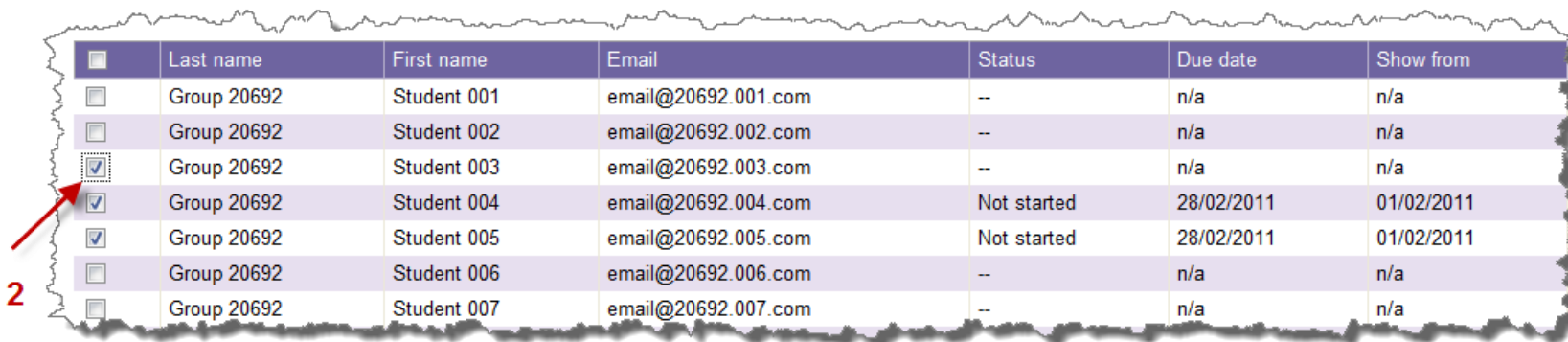


Managing assignments

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.



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



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.

Action Change assignment details for the selected

Time allowed (mins) keep original setting

change time allowed to 60 ?

Show results keep original setting



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

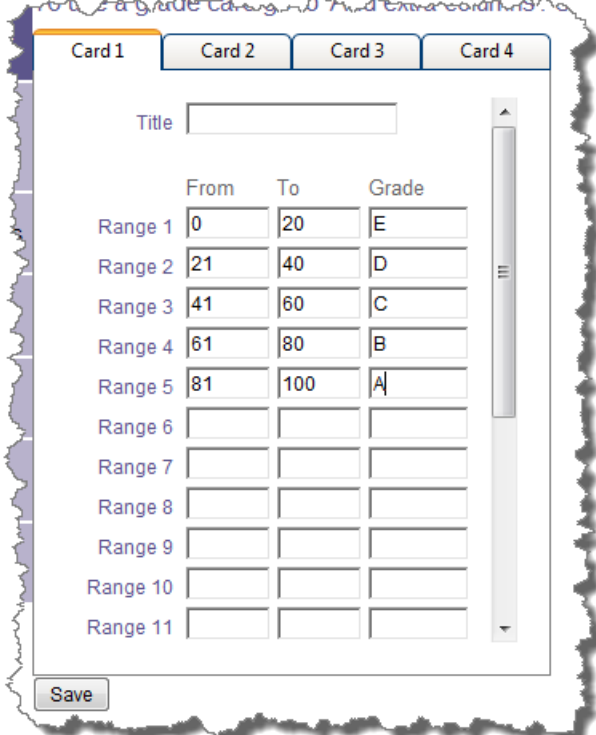
Stage 1: define the grades

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.



The screenshot shows a web interface for creating grade cards. At the top, there are four tabs labeled 'Card 1', 'Card 2', 'Card 3', and 'Card 4'. Below the tabs is a 'Title' input field. The main area contains a table with three columns: 'From', 'To', and 'Grade'. The table has 11 rows, labeled 'Range 1' through 'Range 11'. The first five rows are pre-filled with values: Range 1 (0, 20, E), Range 2 (21, 40, D), Range 3 (41, 60, C), Range 4 (61, 80, B), and Range 5 (81, 100, A). The remaining six rows (Range 6 to Range 11) are empty. A vertical scrollbar is on the right side of the table. At the bottom left of the interface is a 'Save' button.

	From	To	Grade
Range 1	0	20	E
Range 2	21	40	D
Range 3	41	60	C
Range 4	61	80	B
Range 5	81	100	A
Range 6			
Range 7			
Range 8			
Range 9			
Range 10			
Range 11			



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.

The image displays three overlapping screenshots of the 'Define organisation fields' interface, illustrating different field configurations:

- Top screenshot (Field 1):** Shows a field titled 'Home country'. The 'Free format' checkbox is checked. The 'Numeric range' section is visible but not selected.
- Middle screenshot (Field 2):** Shows a field titled 'Age range'. The 'Free format' checkbox is unchecked. The 'Numeric range' section is selected, with 'from' set to 18 and 'to' set to 25.
- Bottom screenshot (Field 3):** Shows a field titled 'Course'. The 'Free format' checkbox is unchecked. The 'Numeric range' section is not selected. The 'Category' section is visible, with four categories defined: 'Course title 1', 'Course title 2', 'Course title 3', and an empty 'Category 4' box.



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.

	Mandatory	Optional on registering (placement)	Mandatory on registering (placement)
Standard fields			
Student ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation defined fields			
Home country	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age range	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
not used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

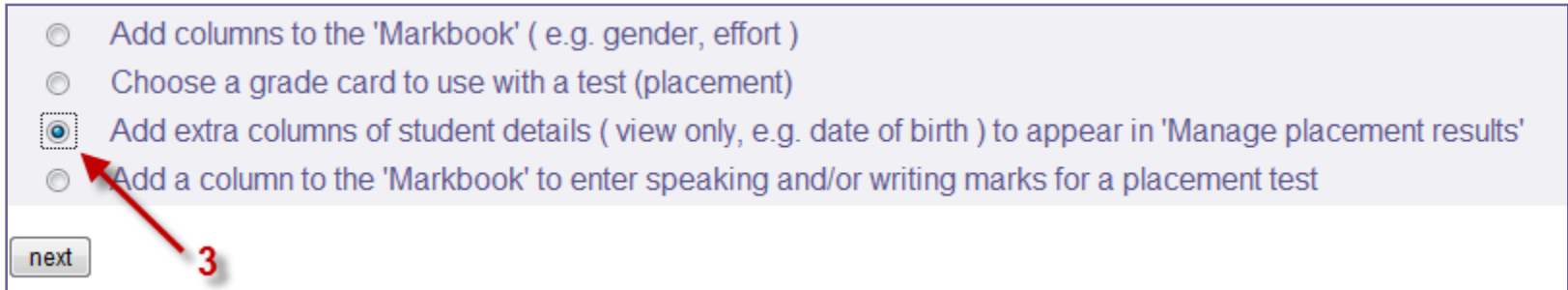


Defining organisational fields

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.



The screenshot shows a list of four radio button options. The third option, "Add extra columns of student details (view only, e.g. date of birth) to appear in 'Manage placement results'", is selected and highlighted with a dashed border. A red arrow points from the number "3" to this option. A "next" button is visible at the bottom left of the list.

- Add columns to the 'Markbook' (e.g. gender, effort)
- Choose a grade card to use with a test (placement)
- Add extra columns of student details (view only, e.g. date of birth) to appear in 'Manage placement results'
- Add a column to the 'Markbook' to enter speaking and/or writing marks for a placement test

next **3**

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

