eLearningTown

e-Learning Town
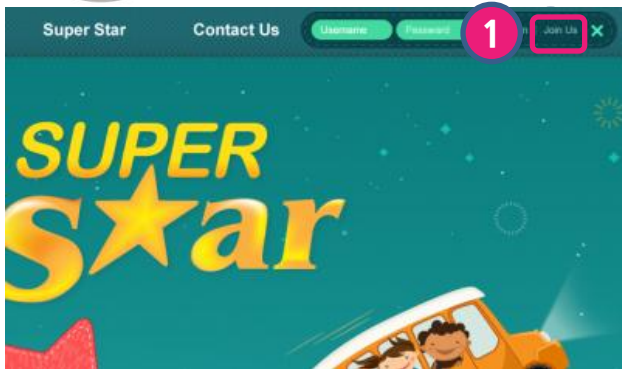## Manual

For Institutes

LANGUAGE
WORLD

Contents

① Join Us

Click 'Join Us'.

Select 'For Institutes' as your membership type.

Select Membership Type

For Students

Students

✓ Can use Free Online Study

If you belong to an institute or a school, tick Group Student and select your institute or school.

If you do not belong to any institute, tick Individual Student.

For Institutes
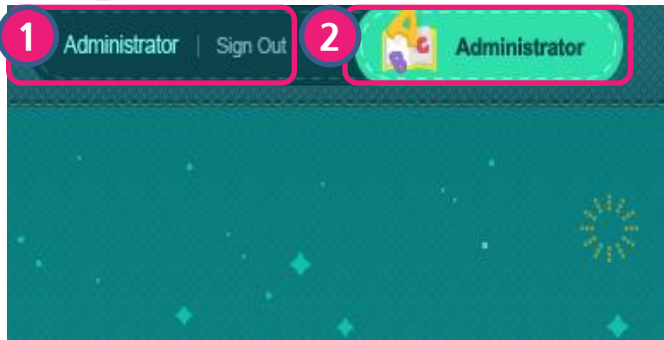
Institutes or Schools

✓ Can use Learning Management System
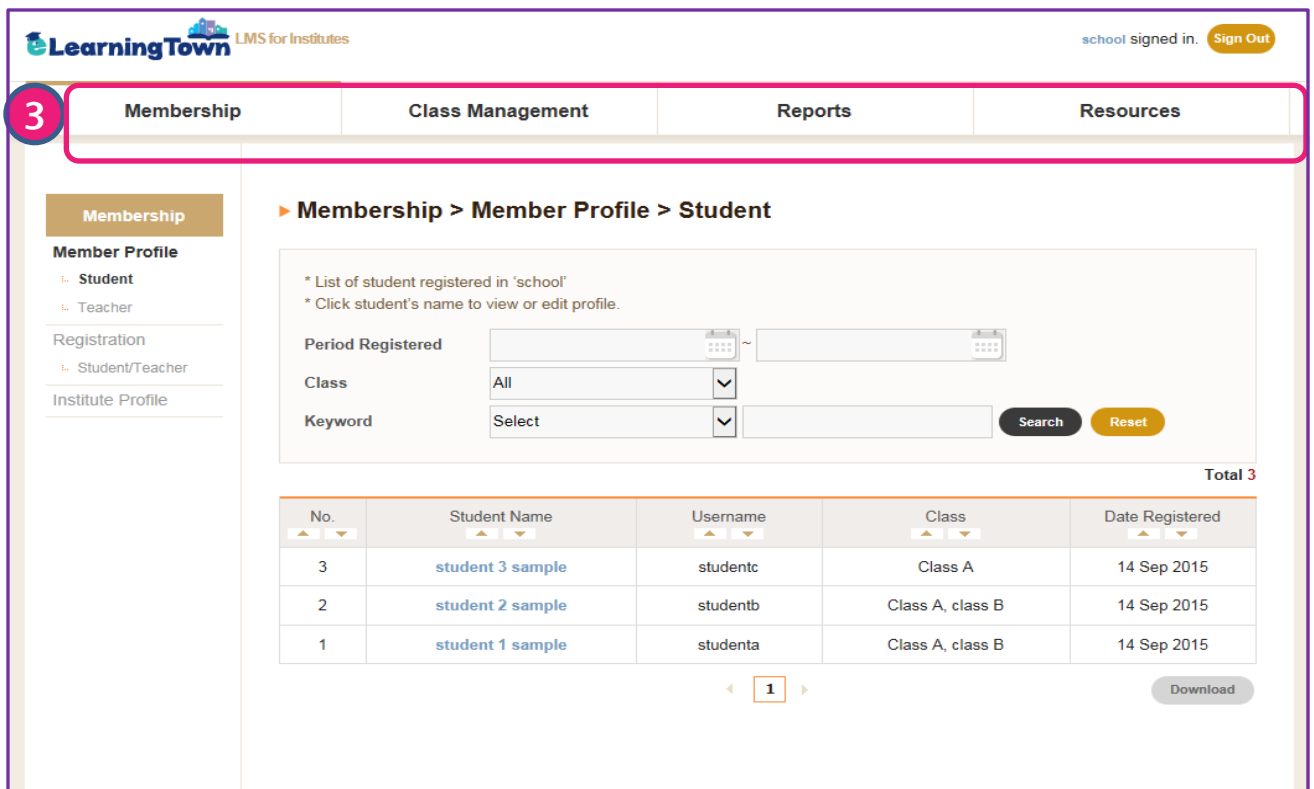
Manage students' study history in an institute.

After signing up for membership, register teachers and students.

3

2 Sign In: How to Use LMS

1 Administrator | Sign Out

2 Administrator

1 Sign in with your username and password.

2 Click 'Administrator' to use Learning Management System.

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eLearningTown LMS for Institutes   school signed in. **Sign Out**

3

Membership	Class Management	Reports	Resources

Membership

Member Profile
  └ **Student**
  └ Teacher

Registration
  └ Student/Teacher

Institute Profile

▶ **Membership > Member Profile > Student**

* List of student registered in 'school'
* Click student's name to view or edit profile.

Period Registered		~	
Class	All
Keyword	Select			Search	Reset

Total **3**

No.	Student Name	Username	Class	Date Registered
3	student 3 sample	studentc	Class A	14 Sep 2015
2	student 2 sample	studentb	Class A, class B	14 Sep 2015
1	student 1 sample	studenta	Class A, class B	14 Sep 2015

◁ **1** ▷   Download

3 Learning Management System is provided for teachers.
You can create classes and monitor students' learning history such as activities, test scores, etc.

③ Membership: Member Registration

1. Register Students: Proceed with registration in one of the following ways.

- *Self-Registration*： A student can sign up for membership and select the institute.
- *By Institute*： An institute manager or a teacher can register students by proxy.
- *By Distributor*： A distributor manager can register students by proxy.

2. Register Teachers: An institute manager or a distributor manager can register teachers.

Membership	Class Management	Reports	Resources

Membership
Member Profile
- Student
- Teacher

Registration
- **Student/Teacher**

Institute Profile

▶ **Membership > Registration > Student/Teacher**

< Notes for Registration>
We do not recommend acting as a proxy in membership registration in accordance with the privacy policy.
Language World Ltd does not have legal responsibilities when privacy issues occur during a proxy registration.
Please enter the information marked with asterisk(*) when registering by proxy.

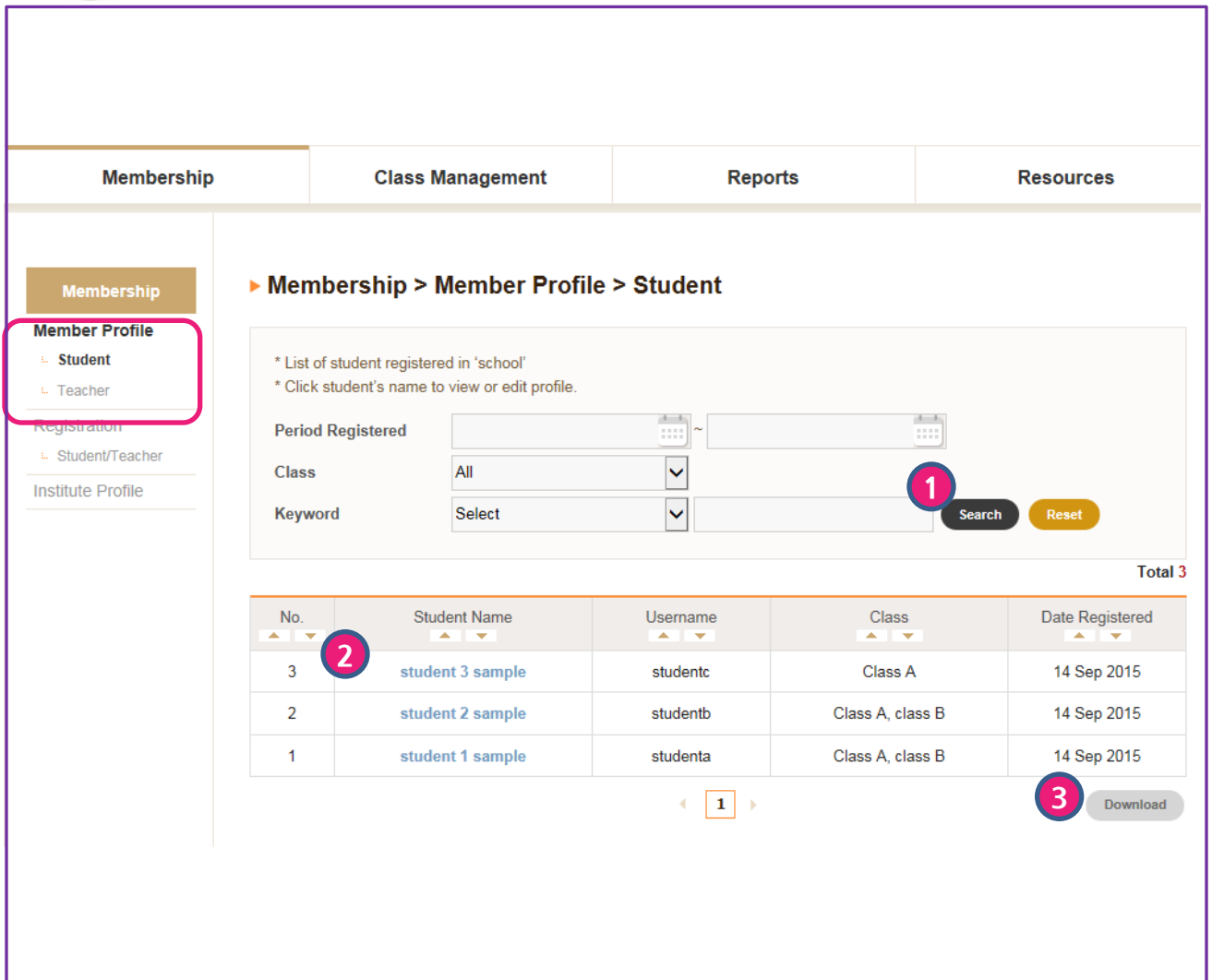|		
Type **①**	⦿ Student ○ Teacher	
Name*	First Name	
	Last Name (Family Name)	
Username*	[ ] **Confirm** Enter 4-12 digits of letters or numbers to create a username.	
Password*	[ ] Enter 6-16 digits of letters or numbers to create a password.	
Password Confirmation*	[ ]	
E-mail*	[ ] @ [ ] Enter ▾ Your password will be sent to your e-mail account when forgotten.	

② Reset

③ Save

Membership > Registration
Register students or teachers.

① Select a type and enter profile.

② If you want to initialize profile details, click 'Reset'.

③ Finish registration by clicking 'Save'.

Membership: Member Profile

Membership	Class Management	Reports	Resources

Membership

Member Profile
- **Student**
- Teacher

Registration
- Student/Teacher

Institute Profile

▶ **Membership > Member Profile > Student**

* List of student registered in 'school'
* Click student's name to view or edit profile.

Period Registered		~	
Class	All		
Keyword	Select		Search Reset

Total 3

No.	Student Name	Username	Class	Date Registered
3	student 3 sample	studentc	Class A	14 Sep 2015
2	student 2 sample	studentb	Class A, class B	14 Sep 2015
1	student 1 sample	studenta	Class A, class B	14 Sep 2015

◄ 1 ►   Download

Membership 〉 Member Profile
List of students or teachers registered to the institute.

1 You can search members by 'Registration Period', 'Class' or a keyword.
Click 'Search' to view the results.

2 A list of students or teachers is shown. Click each name to view the detailed profile.

3 You can download the list of members by clicking 'Download.'

3 Membership: Institute Profile

Membership › Institute Profile
Edit the institute profile details. (Please note that your username cannot be edited.)

1   Enter a new password if you want to change your password.

2   You can upload the institute logo. The uploaded logo will be shown on the upper left side of the website. In case the institute logo is not uploaded, the distributor logo will be shown.

(Example)

3   Finish registration by clicking 'Save'.

4 Class Management: Class Registration

Membership	Class Management	Reports	Resources

Class Management

▶ **Class Management**

* Register teachers/students first before creating a class.
* Click 'Register Class' to create a class.
* Click 'Edit Class' to edit the class name or teacher's profile.
* Click 'Manage Student' to register or edit students.

| Select ▾ | | Search | Reset | | | Total **2** |

	No.	Class ▲ ▼	Teacher Name ▲ ▼	Number of Students ▲ ▼	Book ▲ ▼	Date Updated ▲ ▼	Student
○	2	class B	sample teacher	2	Super Star 2	15 Sep 2015	③ Manage Student
○	1	Class A	sample teacher	3	Super Star 1	14 Sep 2015	Manage Student

◄ **1** ►

② Delete Class   Edit Class   ① Register Class

▶ **Class Registration**

Class Name	[ ]
Teacher	Select ▾
Book	Select ▾

Close   Save

Class Management ＞ Registration
Create a class and add students to the class.

① Create a new class by clicking 'Register Class.' Then enter the class information.

② You can delete or edit classes.
  - **Delete class** : Select the classes and click 'Delete Class'.
    Please note that no student should be assigned to the classes .
  - **Edit class** : Select the class and click 'Edit Class'. You can revise the class name or change a teacher of the class.

③ Add students to the class by clicking 'Manage Student'.

4 Class Management: Class Information

▶ **Class Management > Details**

* Click 'Register Student' to assign students to a class.

Date Registered	14 Sep 2015
Date Updated	14 Sep 2015
Class Name	Class A
Teacher	sample teacher
Book	Super Star 1

* Student List   `10 Items ▼`

☐	No.	Student ▲ ▼	Username ▲ ▼	Date Registered ▲ ▼
☐	3	student 1 sample	studenta	14 Sep 2015
☐	2	student 2 sample	studentb	14 Sep 2015
☐	1	student 3 sample	studentc	14 Sep 2015

◀ **1** ▶

List   **Delete Student**   **Register Student**

Class Management 〉 Registration〉 Details
Check the class information.

1 View the list of students assigned to the class.

2 Click 'List' to move to the list of classes.

3 To delete students, select the students and click 'Delete Student'.
Please note that, though a student is deleted from the class, the student's learning record remains in the student's Report Card.

4 To add students, click 'Register Student'. (See the next page for the details.)

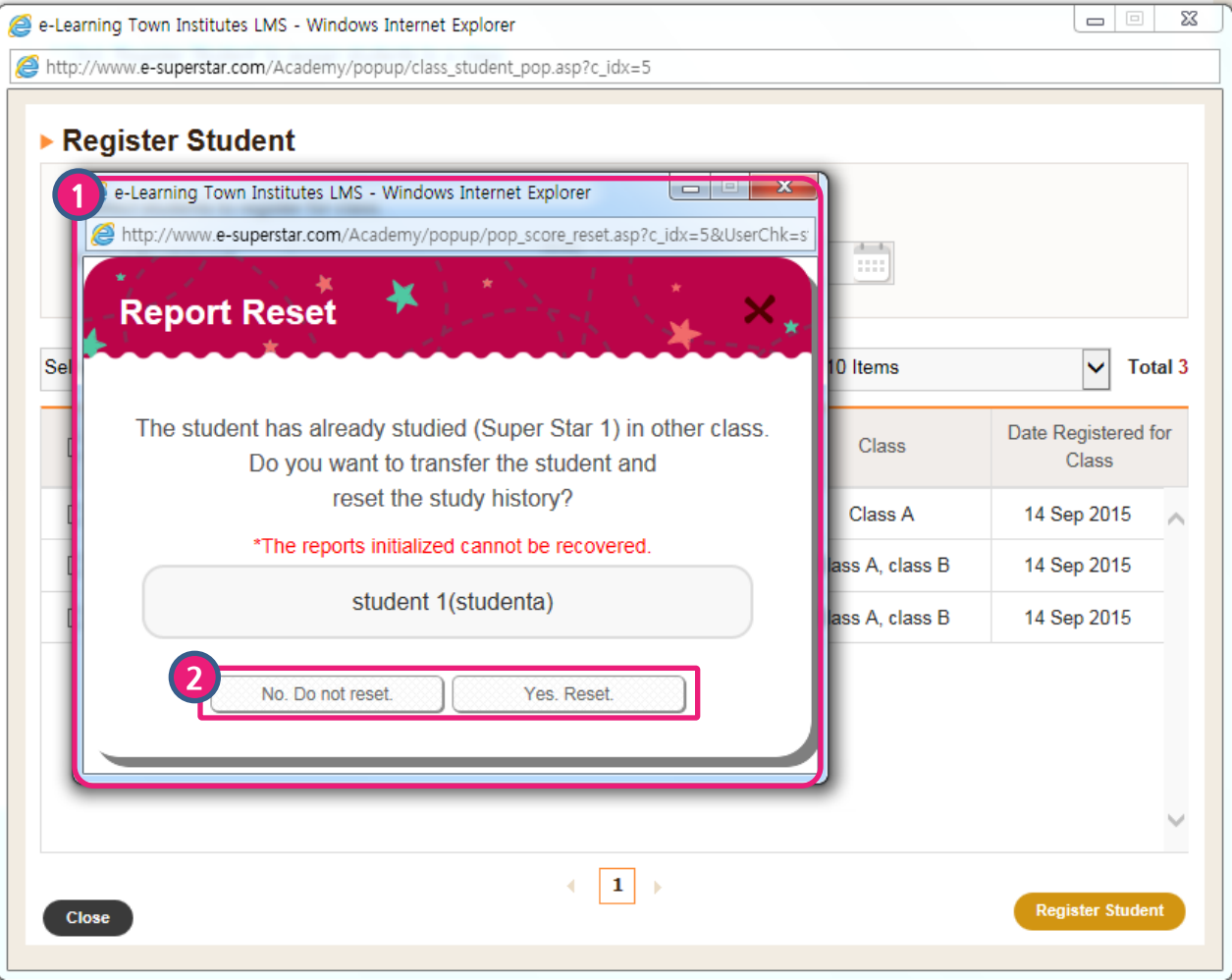## Class Management > Registration > Details
Add students to the class.

1 Click 'Register Student' to add students. Then the list of students will pop up.

2 Select the students from the list and click 'Register Student'.

3 You can search students by 'Registration Period', 'Student Name', 'Username', etc.

▶ **Class Management > Details**

e-Learning Town Institutes LMS - Windows Internet Explorer

http://www.e-superstar.com/Academy/popup/class_student_pop.asp?c_idx=5

▶ **Register Student**

e-Learning Town Institutes LMS - Windows Internet Explorer

http://www.e-superstar.com/Academy/popup/pop_score_reset.asp?c_idx=5&UserChk=s

Report Reset ✕

The student has already studied (Super Star 1) in other class.
Do you want to transfer the student and
reset the study history?

*The reports initialized cannot be recovered.

student 1(studenta)

No. Do not reset. | Yes. Reset.

	Class	Date Registered for Class
	Class A	14 Sep 2015
	ass A, class B	14 Sep 2015
	ass A, class B	14 Sep 2015

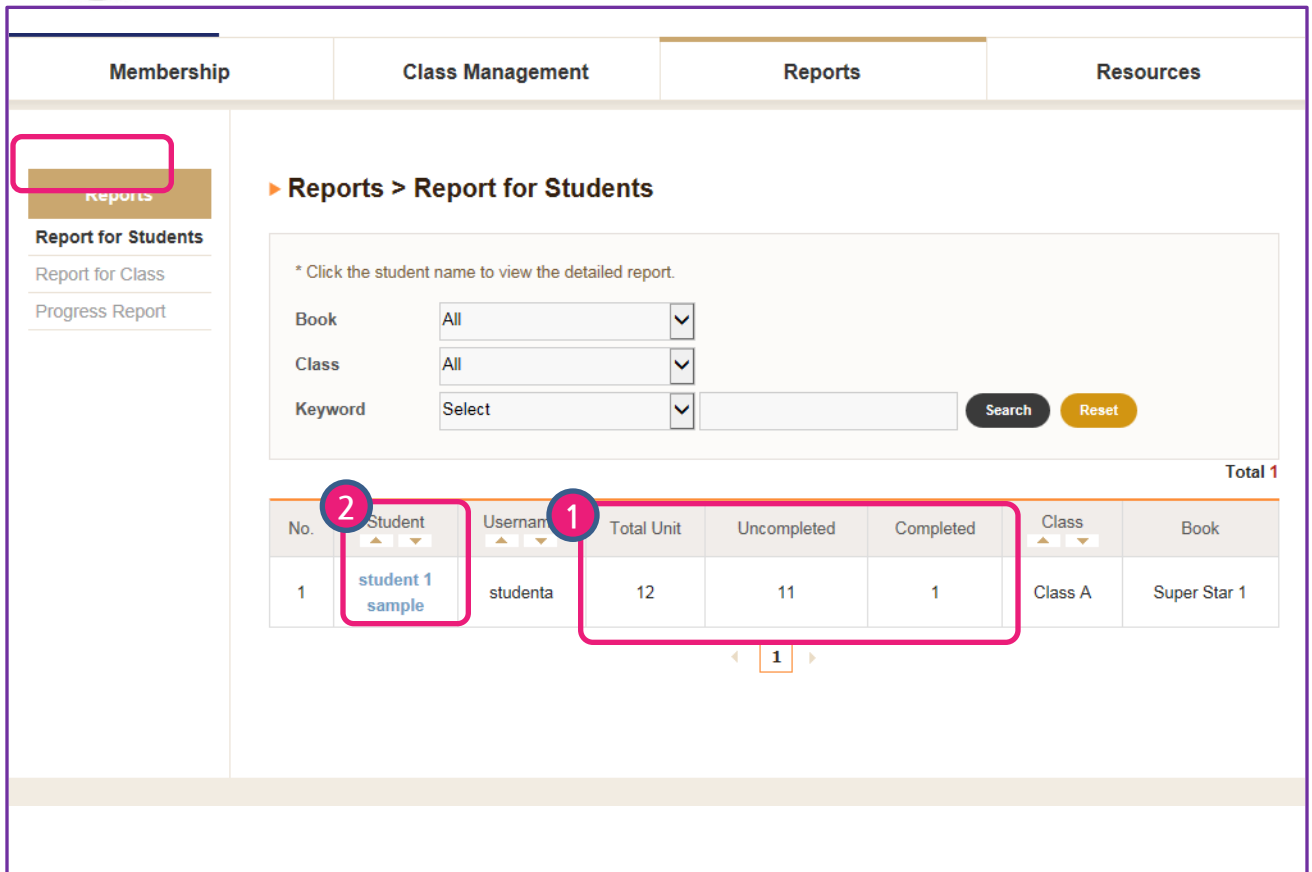10 Items | ✔ | Total 3

◁ 1 ▷

Close | Register Student

Class Management ❯ Registration ❯ Details
You can reset the Reports when transferring students to other classes.

1 In case a student is transferred to other class where the same book is assigned, 'Report Reset' will pop up.

2 Choose if you will reset the student's record or not. Please note that the reset data cannot be recovered.
  - Click 'Yes' to reset the records. A student can re-start studying from the first unit.
  - Click 'No' to maintain the records.

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5 Reports: Report for Students

Membership	Class Management	Reports	Resources

Reports

Report for Students
Report for Class
Progress Report

▶ **Reports > Report for Students**

* Click the student name to view the detailed report.

Book	All ▼
Class	All ▼
Keyword	Select ▼		Search	Reset

Total **1**

No.	Student ▲ ▼	Username ▲ ▼	Total Unit	Uncompleted	Completed	Class ▲ ▼	Book
1	student 1 sample	studenta	12	11	1	Class A	Super Star 1

◀ 1 ▶

Reports > Report for Students
Monitor each student's learning records.

1 Check how many units each student has completed.

2 Click a student name to view the report in detail. (See the next page.)

5 Reports: Report for Students

▶ **Reports > Report for Students > Details**

Student	Username	Class	Book	Date Registered	Progress Report
student 1	studenta	Class A	Super Star 1	14 Sep 2015	**mid term** **final**

* Click 'Report Card' to view the detailed report. The result of the first attempt is recorded on the report card.
* Click 'Answers' to check student's answers.

Uncompleted **11**   Completed **1**   Total **12**

Unit	Score	Date Completed ▲ ▼	Check
Unit 1	85	**14 Sep 2015**	**Report Card** **Answers**
Unit 2	-	-	Uncompleted
Phonics 1	-	-	Uncompleted
Unit 3	-	-	Uncompleted
Unit 4	-	-	Uncompleted
Phonics 2	-	-	Uncompleted
Unit 5	-	-	Uncompleted
Unit 6	-	-	Uncompleted
Phonics 3	-	-	Uncompleted
Unit 7	-	-	Uncompleted
Unit 8	-	-	Uncompleted
Phonics 4	-	-	Uncompleted

List

Reports > Report for Students > Details

1 Click 'Report Card' to view the report card for each unit.
Click 'Answers' to check student's answers and the correct answers.

2 Progress Report is provided after the mid-term and final session. You can check students' learning progress during the session.

3 Click 'List' to move to the previous page.

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5 Reports: Report Card

▶ Reports > Report for Students > Details

Student	Username	Class	Book	Date Registered	Progress Report
student 1	studenta	Class A	Super Star 1	14 Sep 2015	mid term / final

② Unit Test ✕

Name	Class	Book	Unit	Date
student 1 sample	Class A	Super Star 1	Unit 1	14 Sep 2015

▶ My Score

Vocabulary	Listening	Speaking	Reading	Writing	Overall Score
50	75	100	100	100	85

● My Status

Vocabulary
Listening
Speaking
Reading
Writing

0 10 20 30 40 50 60 70 80 90 100

▨ Class Average Score
▮ My Score

● My Answers

1	2	3	4	5	6	7	8	9	10
X	X	O	O	O	X	O	O	O	O
11	12	13	14	15	16	17	18	19	20
O	O	O	O	O	O	O	O	O	O

▶ Diagnostic Analysis

on the report card.

① ...completed 11   Completed 1   Total 1...

Check

Report Card   **Answers**

Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Uncompleted	
Unit 8	-	-	Uncompleted
Phonics 4	-	-	Uncompleted

List

Reports 〉 Report for Students 〉 Details
Check the report card for each unit.

① Click 'Report Card' to view the report card for each unit. The results of the first attempt is recorded.

② Click the printer icon to print out the report card.

5 Reports: Answers

Student	Username	Class	Book	Date Registered	Progress Report
student 1	studenta	Class A	Super Star 1	14 Sep 2015	mid term / final

* Click 'Report Card' to view the detailed report. The result of the first attempt is recorded on the report card.
* Click 'Answers' to check student's answers.

Uncompleted **11**   Completed **1**   Total 1

Unit	Score	Date Completed ▲ ▼	Check
Unit 1	85	**14 Sep 2015**	Report Card ① Answers
Unit 2	-	-	Uncompleted

Phonics (5/10)   Phonics 2   ✕

Q Listen and choose

⑤

②

Ⓐ   ✔️   Ⓒ

Next

Reports 〉 Report for Student 〉 Details
Check your answers and correct answers.

① You can check student's answers by clicking 'Answers'. The test viewer with answers will pop up.

② You can move to the previous or next pages by clicking 〈 or 〉 button.

5 Report: Report for Class

Membership	Class Management	Reports	Resources

Reports
Report for Students
Report for Class
Progress Report

▶ **Reports > Report for Class > Details**

* Click the student's name to view the detailed report card. The result of the first attempt is recorded on the report card.

List

Class	Book	Teacher	Number of Students	Date Registered
Class A	Super Star 1	sample teacher	3	14 Sep 2015

Unit	Name	Phonics	Online Study Vocabulary	L&S	Writing	Reading	Online Test
Unit 1	student 3 sample	-	Uncompleted	Uncompleted	Uncompleted	Uncompleted	Uncompleted
	student 2 sample	-	Uncompleted	Uncompleted	Uncompleted	Uncompleted	Uncompleted
	student 1 sample	-	**Completed**	**Completed**	**Completed**	**Completed**	**85**
Unit 2	student 3 sample	-	Uncompleted	Uncompleted	Uncompleted	Uncompleted	Uncompleted
	student 2 sample	-	Uncompleted	Uncompleted	Uncompleted	Uncompleted	Uncompleted
	student 1 sample	-	Uncompleted	Uncompleted	Uncompleted	Uncompleted	Uncompleted
Phonics 1	student 3 sample	Uncompleted	-	-	-	Uncompleted	Uncompleted
	student 2 sample	Uncompleted	-	-	-	Uncompleted	Uncompleted

Reports > Report for Class
Monitor the class's study history at a glance.

1 Check each student's test score by unit as well as whether or not each practice is completed.

2 Click the student's name to view his or her test reports in detail.

![eLearningTown logo]

5 Report: Progress Report

Report > Progress Report
Check student's progress. Progress Report is provided after the mid-term and final session.

1 Click 'View' to see student's Progress Report. Progress Report is activated after all practices are completed.

6 Resources

Membership	Class Management	Reports	Resources

Resources

● **Resources Search**

①

Select a Book ▾		Search

All	Scope & Sequence	MP3	Multimedia	Test	Answer Key	Extra Resources

Total 56

Series	Book	Resources	File
Super Star	Super Star 6	Extra Resources [Super Star 6] Teacher Tool	Download ②
Super Star	Super Star 5	Extra Resources [Super Star 5] Teacher Tool	Download
Super Star	Super Star 4	Extra Resources [Super Star 4] Teacher Tool	Download
Super Star	Super Star 3	Extra Resources [Super Star 3] Teacher Tool	Download
Super Star	Super Star 2	Extra Resources [Super Star 2] Teacher Tool	Download
Super Star	Super Star 1	Extra Resources [Super Star 1] Teacher Tool	Download
Super Star	Super Star 6	Test [Super Star 6] Word Test_Answer Key	Download
Super Star	Super Star 5	Test [Super Star 5] Word Test_Answer Key	Download
Super Star	Super Star 4	Test [Super Star 4] Word Test_Answer Key	Download
Super Star	Super Star 3	Test [Super Star 3] Word Test_Answer Key	Download

◀ **1** 2 3 4 5 6 ▶

Resources
Download the useful materials for Super Star.

① Search the resources by a book or a category .

② Download the resources by clicking 'Download.'