



AN ABRIDGED MANUAL FOR TEACHERS
È USERS OF THE CLIP 2.0 SYSTEM

CLiP 
E-LEARNING PLATFORM

IOKI
ADVANCED E-LEARNING

The manual for teachers contains the abridged description of the following activities:

- Creating a course
- Sending home assignments
- Creating Items
- Creating Exercises
- Creating Assignments
- Adding multimedia files to the exercises (images or audio files)

DICTIONARY

ITEM – single element of the exercise or a text

EXERCISE – consists of one or more *items*

ASSIGNMENT – consists of one or more exercises. Only *Assignments* can be sent as a homework

1. Creating a course

1. On the home page, choose [My settings](#) > [Course Wizard](#)



2. Click [Next](#) In order to continue or [Abandon Wizard](#) if you want to quit

3. **Creating a group:**

- Enter the group's name into the [Name](#) field
- Enter the beginning date of the course, i.e. click on the [Course start date](#) icon on the right-hand side. A calendar in which you should select the date will appear
- Choose the correct date using the [Course end date](#)
- In the [Comments](#) field you can attach some comments concerning the group
- Click [Next](#)

Wizard

Setting up a course Step: 1 of 4

Add group

Name: *

Course start date: *

Course end date: *


Comments:

4. **Adding students to a group**

- Choose the students from the list, i.e. tick the checkbox next to given students (only when the names are already present in the school's database)
- Then use the [Assign](#) button placed under the table. At the top of the

screen a table with students assigned to a certain group will appear. Delete the students by ticking the checkbox next to a given student's name and clicking [Delete](#)


- If the school's database does not contain the names of the students that are supposed to be assigned to the created group, add them using the [Add New](#) link. A form will appear on the screen. Complete the student's personal data. Fields marked with an asterisk must be obligatory. Click [Save](#) and [Next](#).

 **Wizard**

Setting up a course Step: 2 of 4

No student assigned

Assign students to the group.



"Tip: If the list below does not include the name of the student whom you want to assign to the group, click [Add New](#) to enter the new student to the database.

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Name: Group: Type:

#	Name	Email	Phone	Login	Group name	Assign	Clip access
1	abcabc abcabc			abcabc@dbt	testowa grupa	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	afasdfsdf asdfasdfsdf	tenos@ioki.com.pl		tenos@dbt	not assigned	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Setting the timetable

- Choose the date and hour of the beginning and ending of the classes. Do so by expanding the proper list and ticking the proper option

- Click [Add](#), and then [Next](#)

Wizard

Setting up a course Step: 3 of 4

Set up a timetable for the group.

Day: Start time: End time: Teacher: Betatestowy Dawid

- A table with the summary of the data about the group entered by a teacher will appear in the window. Click on the [Finish](#) button under the table

Setting up a course - Summary Step: 4 of 4

1. Group details

Group name	Start time	End time	Comments
test	2008-11-17	2008-11-24	

2. Students

#	Name
1	Betatestowy Cezary

3. Teacher:

#	Name
1	Betatestowy Dawid

4. Timetable

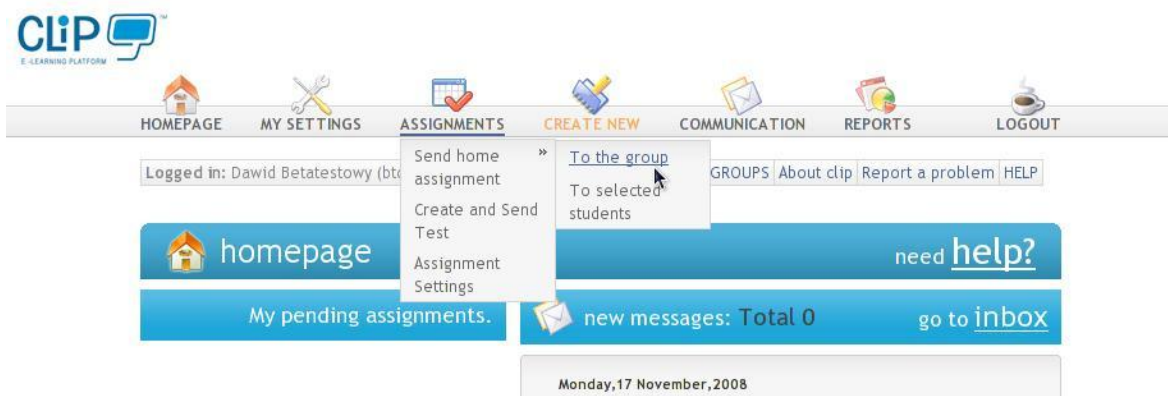
Day	Start time	End time	Teacher:
Sun	16:00	16:05	Betatestowy Dawid

6. In order to create more than one group, repeat the whole procedure
7. The list of all groups, together with all the information about them can be displayed in [My settings > Groups and Students > Show/manage groups](#)



2. Sending home assignments

1. On the home page, choose [Assignments > Send home assignment](#)



2. In the table, choose the date and a group you want to send the assignment to
3. Find the assignment at the folder list and tick the checkbox on its right
4. Click [Add to homework](#)



5. Click [Send](#). The assignment will be sent to all the students from a given a group.

3. Creating Items

1. On the home page choose [New Exercises > Create > Items](#)
2. After placing the cursor on *Item*, choose a section (*Grammar, Vocabulary, Special Categories, Reading Comprehension, Listening Comprehension, Activities*)
3. After choosing a section, the *Select format* table will appear. Choose the correct format by clicking on its name
4. On the *Create Item* screen, enter the contents of the exercise
5. In the case of *Grammar* or *Vocabulary* you must assign the correct grammar category or topic by clicking *Assign category* and the name of the category or topic.
 - In order to use the *Matching requirements* function, click *Matching requirements* and choose *Absolute, Approximate* or *Obligatory*
 - Adding more than one correct answer is possible by clicking *Add answer* and completing the fields
 - To add a clue to an item which will be visible to the student while he or she is doing the exercise, click on [Enter clue](#)
 - To add a comment which will be visible to the student after doing the exercise and being given the answer, click on [Enter comment](#)
 - To extend the item, click [Add element](#)
 - To add a multimedia file, click [Add multimedia file](#)
 - To have a look at how the item sent to the student will look like, click [Preview](#)
6. Save item by clicking [Save item](#). An information about successful save in the database will appear

4. Creating Exercises



1. On the home page choose [New Exercises > Create](#)
2. Choose *using existing items* or *using new items*
3. **Using existing items** – creating exercises with items created before
 - Search for *items*, which the *Exercise* will consist of
 - Choose a format and category of the item (you can use the advanced search - *switch advanced search*)
 - Click [Search](#)
 - Add Items to the exercise by ticking the checkbox or dragging them into the orange field. If you want to modify the items, click [Edit](#) and, after making the changes, [Save item](#).
 - Enter the title of the exercise and the instructions into the boxes: [Title](#) and [Instructions](#)
 - Click [Save](#)
 - Choose the folder in which you want to save the exercise by clicking on it
 - Click [Save exercise](#). An information about successful save in the database will appear.
4. **Using new items** – creating exercises which consist of items that have not existed before
 - Create an item (See: *creating items*) and save it using [Save item](#)
 - Enter the title of the exercise and instructions for the student in the fields [Title](#) and [Instructions respectively](#)
 - Save the *Exercise* using [Save Exercise](#)
 - Choose the folder where you want the *Exercise* to be located
 - Click [Save Exercise](#). An information about successful save in the database will appear

5. Adding multimedia files to the exercises (images or audio files)



1. On the home page choose [New Exercises > Create](#)
2. Choose *using existing items* or *using new items*
3. **Using existing items** – creating exercises with items created before
 - Before or after choosing the items which are supposed to be in the exercise, click [Add multimedia file](#) in the *Exercise setup*; a new window will appear
 - in the new window, choose a folder in which you want to save a multimedia file
 - then click [Show uploading form](#) at the bottom of the page
 - in the [Please specify a file](#) window, choose [Browse](#) and select a file which you want to upload on the server
 - after choosing the file, click [Upload](#)
 - after waiting until the the file is uploaded on the server (the time depends on the connection speed and line utilisation at the moment), next to the [Show uploading form](#), a message should appear informing whether the file has been sent or an error has occurred. If sending the file was successful, you can proceed to stage 4 (audio files) or 5 (graphic files). If an error has occurred, it should be corrected and the sending procedure should be repeated.
4. **Adding audio files to the exercises**
 - If a multimedia file was successfully saved on the server, you can attach it to a given exercise
 - tick the checkbox next to the name of the file/-s that you want to add to the exercise
 - then click [Add to summary](#); the file/-s will appear in the table above the directory tree
 - set the order of displaying the files (Ordering) and its position (Position)
 - After setting the properties, click [Send](#),
5. **Adding graphic files to the exercises**
 - After setting the properties, click [Send](#), after receiving confirmation, the system will add the multimedia files to the exercise

6. Creating Assignments

1. On the home page, choose [New Exercises > Create > Assignment](#)



2. Enter the Assignment title
3. Choose one or more exercises from the folder list and drag them into the white field
4. Click [Save](#)
5. The information about successful save in the database will appear

