

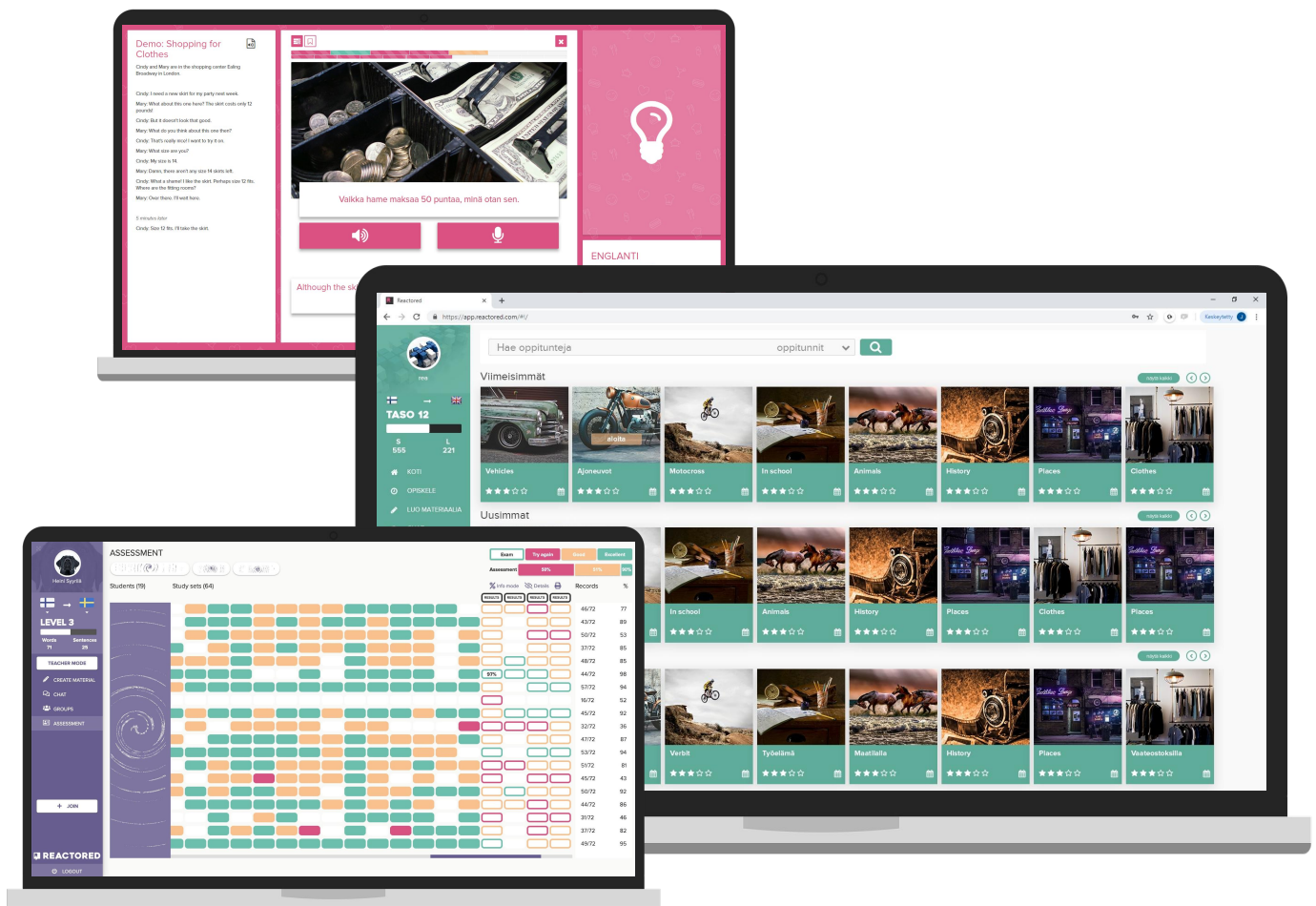
REACTORED

TEACHER MANUAL

WWW.REACTORED.COM

CONTENT

1. Reactored language learning platform
2. Getting started as a Teacher
3. Creating and sharing material
4. Monitoring student progress
5. Getting started as a user
6. Admin-user

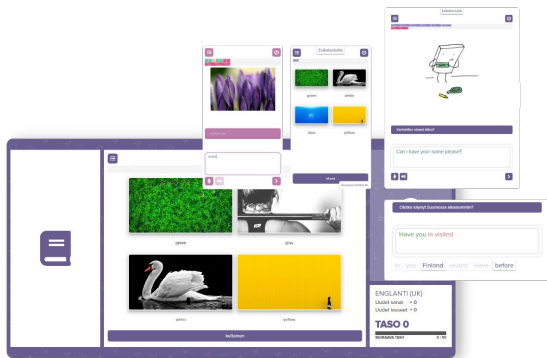
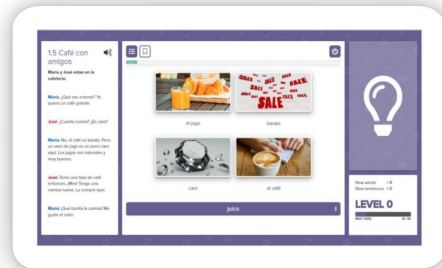
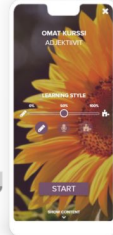
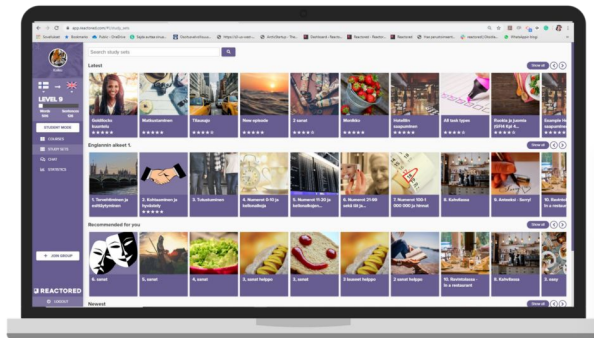


ALL-IN-ONE PLATFORM FOR LANGUAGE TEACHERS

SUPPORT FOR 20 LANGUAGES

COMPATIBLE WITH ALL DEVICES

PERSONALIZED LEARNING IN SCHOOL AND AT HOME



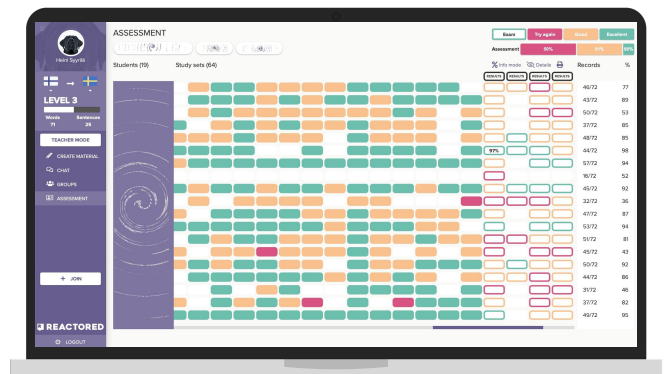
**UTILIZE THE READY-MADE MATERIAL
OR CREATE YOUR OWN MATERIALS**

**MULTI-CHANNEL LEARNING
ADJUSTABLE LEARNING STYLE**

**FOR WRITING, SPEAKING AND
LISTENING PRACTICES**

AUTOMATIC LEARNING STATISTICS

**STATISTICS, ASSESSMENT AND EXAM
TOOLS**

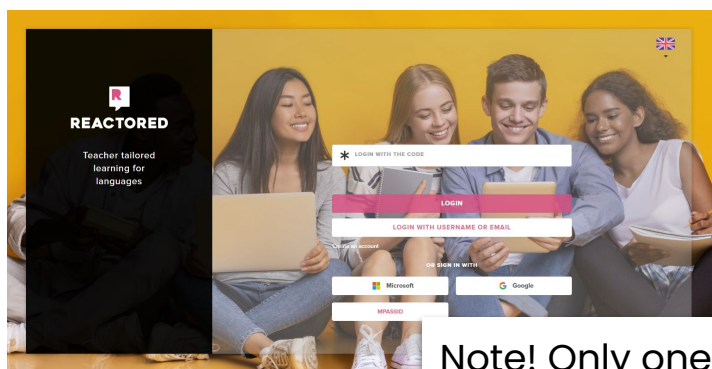


GETTING STARTED AS A TEACHER

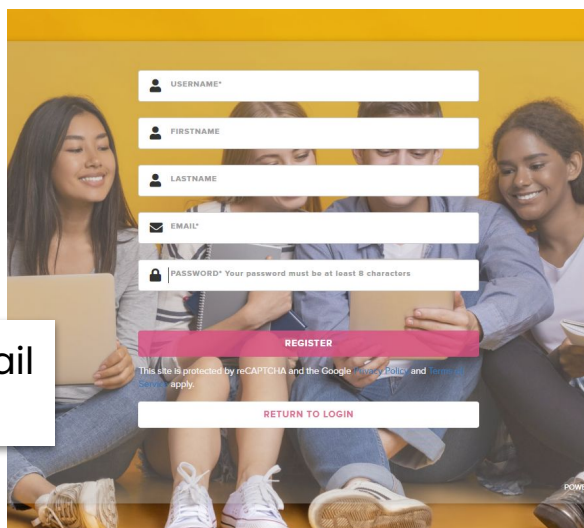
First register as a user here:

<https://app.reactored.com>

Click “Create an account” and fill in the required fields and click the **register** -button.



Note! Only one email address per user.

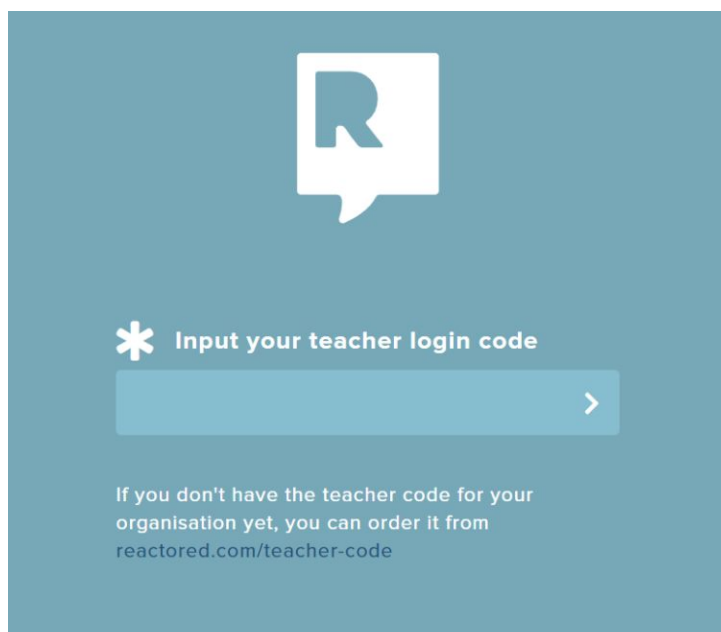


After the registration you will be guided through the following steps

1. Language pair selection ***target & source language**
2. Entering the teacher login code
3. Creating the first **study group** for your students
4. Saving and sharing the login details for the students

Entering the Teacher login code activates your user ID as a teacher and add you into your school account

NOTE! each teacher inside your organisation will use the same teacher code to activate the Teacher capabilities. This code can be found from the licence information or from your schools administrator



CREATING A GROUP

Next you will be guided to create a group for the students. Enter a group name. You can also add a picture for the group and set the starting and the end date for the group (optional). You can later modify these details from the group settings.

If you don't want to create a new student group you can skip this step by clicking "skip this for now". If you want to join into a existing group, remember to ask your colleague to add you manually.

The screenshot shows the 'GROUP INFO' step (1 of 3) in the Reactored platform. The header has three tabs: '1 GROUP INFO', '2 STUDENTS', and '3 READY'. The main heading is 'Create a group for your students' with a subtext 'You can always edit these details later on.' Below this, there are fields for 'GROUP NAME' (a text input) and an 'IMAGE' (a button with a camera icon). There are also date pickers for 'START DATE' and 'END DATE', both showing 'pp.kk.vvvv'. At the bottom, there are two toggle switches: 'STUDENTS CAN ONLY ACCESS GROUP MATERIALS?' (which is turned on) and 'REMOVE GROUP AT END DATE?' (which is turned off). At the very bottom, there are 'RETURN' and 'CONTINUE' buttons, and a link that says 'skip for now'.

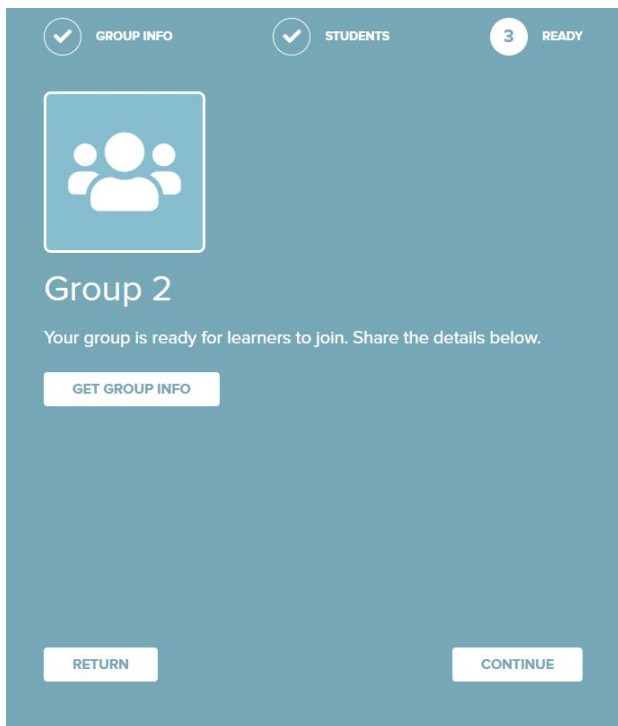
If you want, you can set the date setting to automatically remove the group after the set timeframe expires. This is not necessary but it can help to keep the group page more organized if you have multiple groups in the system. You can always remove/delete the groups manually.

The screenshot shows the 'STUDENTS' step (2 of 3) in the Reactored platform. The header has three tabs: '1 GROUP INFO', '2 STUDENTS', and '3 READY'. The main heading is 'Invite your students'. Below this, there are two sections. The first section is titled 'Create an invitation code if the students already have an user account.' and has a link icon. Below it is a text input field for 'INVITATION CODE' with a placeholder 'minimum 6 letters'. The second section is titled 'Create login codes for new students who don't have an account yet.' and has a key icon. Below it is a text input field for 'AMOUNT OF LOGIN CODES' with a value of '5' and minus/plus buttons. At the bottom, there are 'RETURN' and 'CONTINUE' buttons.

The next step is where you create the Login codes for the students. Choose the amount of students you want to add in the group and click "continue". If you don't know the definite group size yet you can add new codes later on.

The Login codes are all unique and they will work as the individual userID's for the students to sign in to Reactored platform.

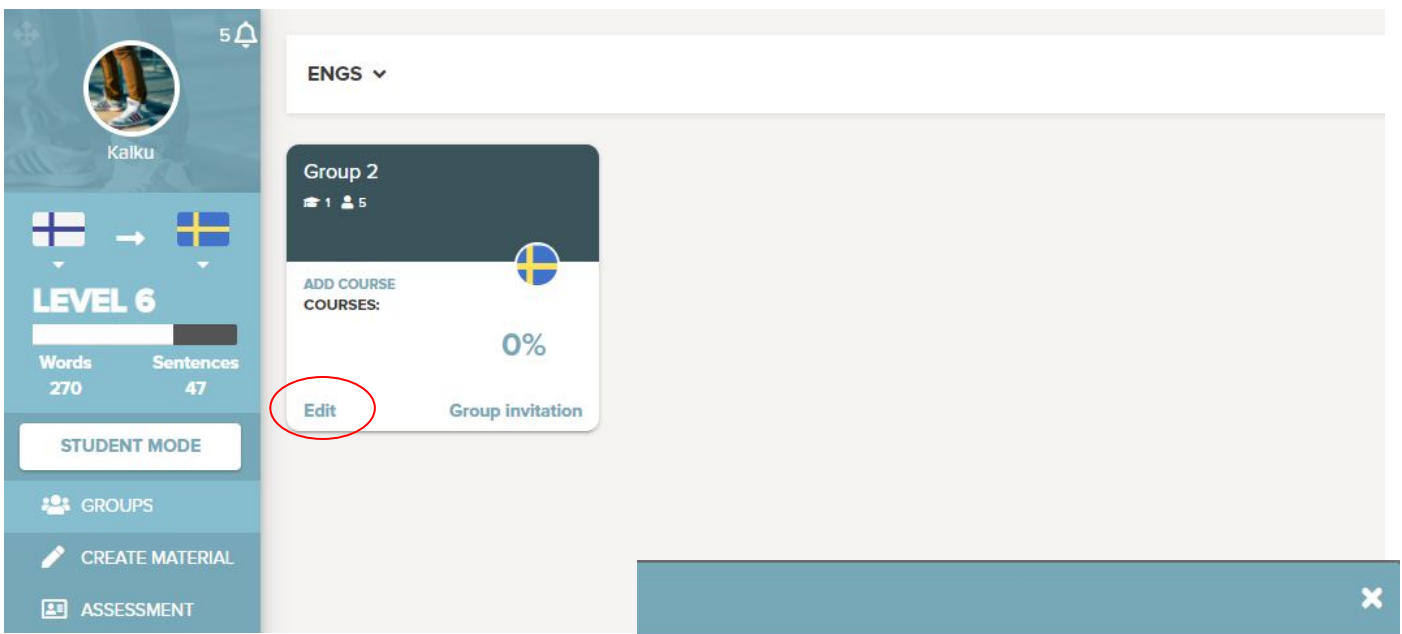
NOTE! each code created will take one licence place from the organisation.



Now, you have created the first Login codes (students) for the Group. To load the codes to your computer click the “Get group info” button and save the codes as a pdf file onto your device.

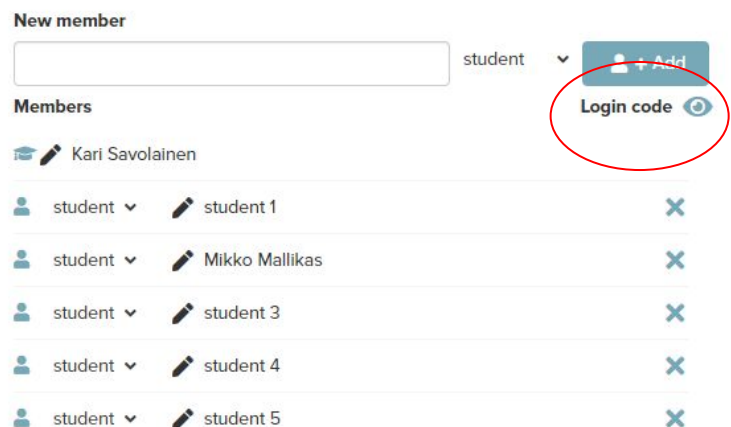
To finish the Group creation process click “continue” one more time.

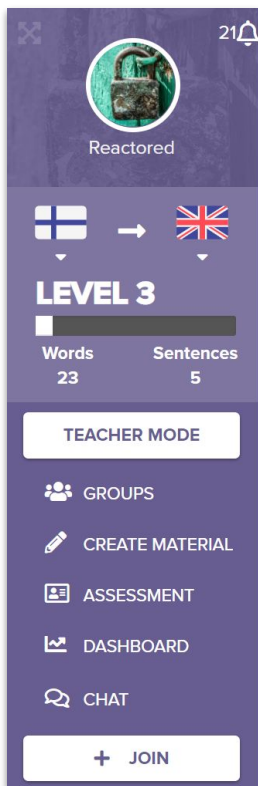
If you want to change or add something into the group you can access the group settings by pressing the “Edit”.



To make the Login codes visible click the EYE-icon from the top right corner of the settings.

*When the code is activated and used successfully you'll see the difference in the students' names on the member list.





If you have already registered as a private user. You can join into your organization by clicking **JOIN-button**.

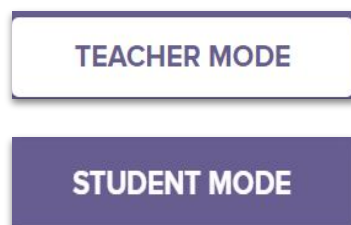
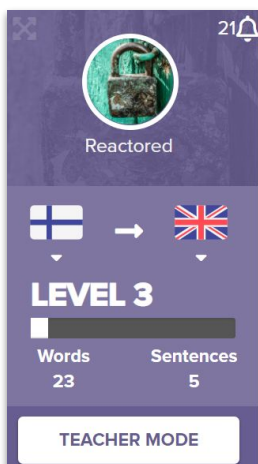
Write down the teacher code that you have received by email in to the required field and press join.

Each teacher joins the organization with the same code which is sent by email in the licence information.

LANGUAGE OPTIONS & TEACHER/STUDENT MODE



The language pair (source language -> target language) has to be selected each time after the login. You can later change the language pair in the profile panel. Also, the English-English language pair can be selected if you teach English as a second language.



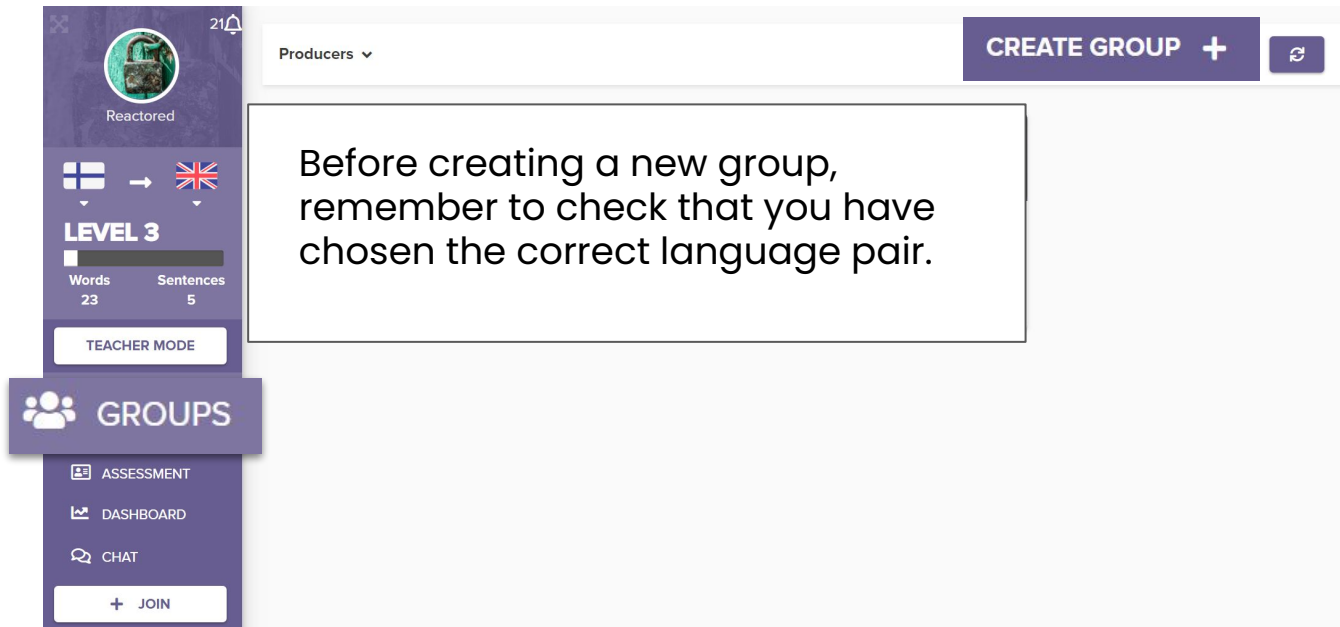
Teachers can change the platform-view between teacher and student.

Teacher mode is for creating material, managing the groups and following student progression.

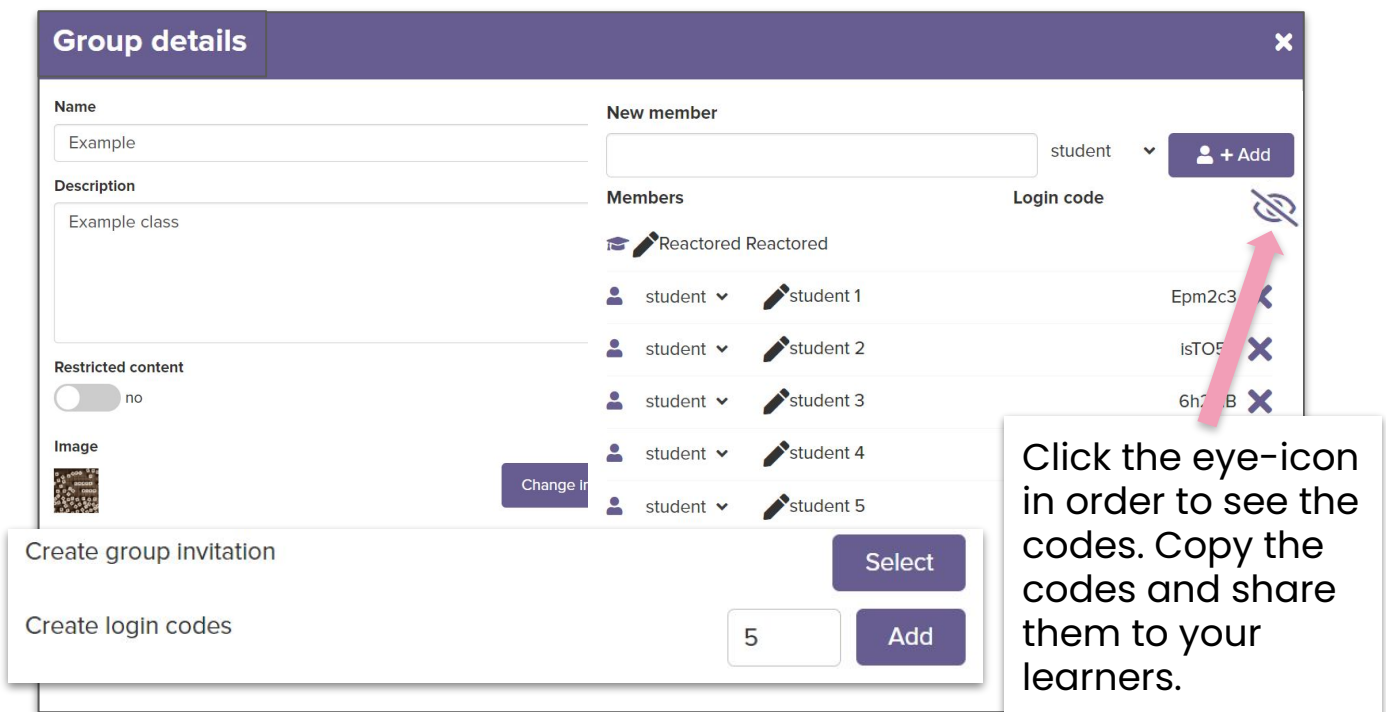
Student mode is for viewing what the students can see and for testing the lessons.

CREATING A STUDY GROUP

You can create a group for you and your students by clicking the **create group** -button, which is found under the **GROUPS** tab. Fill in the name and description for the group and add a picture.



Now you can create codes for the learners to join the group. No registration is needed when using the code. **Choose the amount of codes** and click **add**. Unique codes will then appear in the right hand side. Finally, click the *update* button.



When a student joins the organization with the code, they are asked to create a **username** and to write their first and last name (obligatory). The teacher can later modify each learner's name for themselves in order to recognize them.

GROUP INVITATION

If the student already has a Reactored user account but has not joined the school organization, you can invite him/her by creating an invitation code.

Create **group invitation** and click **select**. Create an invitation code (minimum 6 characters) Add validity time and maximum user amount. Press **save**.

Group details

Name

Example


Description

Example class

Restricted content

☐ no

Image



Change image

New member

student

+ Add

Members

Reactored Reactored

Login code

Create group invitation

Select

Create login codes

5

Add

Delete

Update

Group invitation

Group

kjh

Invitation code

(minimum 6 characters and/or digits)

Maximum user count

50

Validity

24h

Note! One can manually add registered users and teachers (within the same organization) to the group in the group settings. However this is not the recommended way.

CREATING AND SHARING MATERIALS

In order to share material for your group, start from the **Create material** tab. Press **New course folder** and fill in the information. Remember to check the correct language pair before starting!

The screenshot shows the 'Create material' interface. On the left is a sidebar with a user profile 'Reactored', language flags (Finnish to English), 'LEVEL 3' progress bar, and buttons for 'TEACHER MODE', 'GROUPS', 'CREATE MATERIAL', and 'ASSESSMENT'. The main area shows a 'New course folder' button with a plus sign, an 'Example' course card by Patrick Nordström, and a 'Uusi kurssi' form. Annotations include: a pink arrow pointing to the 'CREATE MATERIAL' button with the text 'Click the course folder to modify the content. *Remember to share it with your group'; a pink arrow pointing to the 'Example' course card with the text 'Here you can search the ready-made materials.'; and a pink arrow pointing to the 'Uusi kurssi' form.

Uusi kurssikansio

Example

Patrick Nordström

4

19.5.2020

Here you can search the ready-made materials.

Uusi kurssi

Kurssin nimi

Nimi

Kuvaus

Kuvaus

Koulutusaste

Alkokuu

Lisää kurssi

Click the course folder to modify the content.
***Remember to share it with your group**

The easiest way to add some content into your course folder is to use the ready-made materials. Click **copy study set** in the upper right corner and copy the lessons for your course. You can modify and change the tasks after you have copied them into the course folder.

The screenshot shows the 'Copy study sets' interface. The sidebar is identical to the previous one. The main area shows a 'New study set' button with a plus sign and three study set cards: '1 Business', '2 International trade', and '3 Economy and society'. A pink arrow points to the 'COPY STUDY SETS' button in the top right corner.

Economy (old)

COPY STUDY SETS

New study set

1 Business

2 International trade

3 Economy and society

In the *copy study sets* -view you can filter the lessons by keywords, organization, level, difficulty and education level. Choose the proper search criteria from the drop-down menu and click **search**.

COPY STUDY SETS CLOSE X

Search + Source language + Target language Study sets selected 1

Source All Skill level All Difficulty level All Target audience All Copy

Study set name
Vapaa-aika ja harrastukset

Created by
Tiina Tervaniemi

Skill level
A1 - A2

Difficulty level
easy

Description
Tällä opitunnilla opit keskustelemaan vapaa-ajan vietosta ja harrastuksista.

Words
to play ice-hockey
to play football
to go to the gym
to go horse-riding
to ride a horse
to dance
to go dancing
to listen to music
to go jogging
to go for a walk

The copied items are not automatically visible to your students. It is possible to watch and modify the study set by clicking it. When you are ready to share the set to your students, press the **visible** button in the lesson card. You can set the lesson back to draft by clicking the switch again..

1 ⋮

Being sick

20 ❤️

2 ⋮

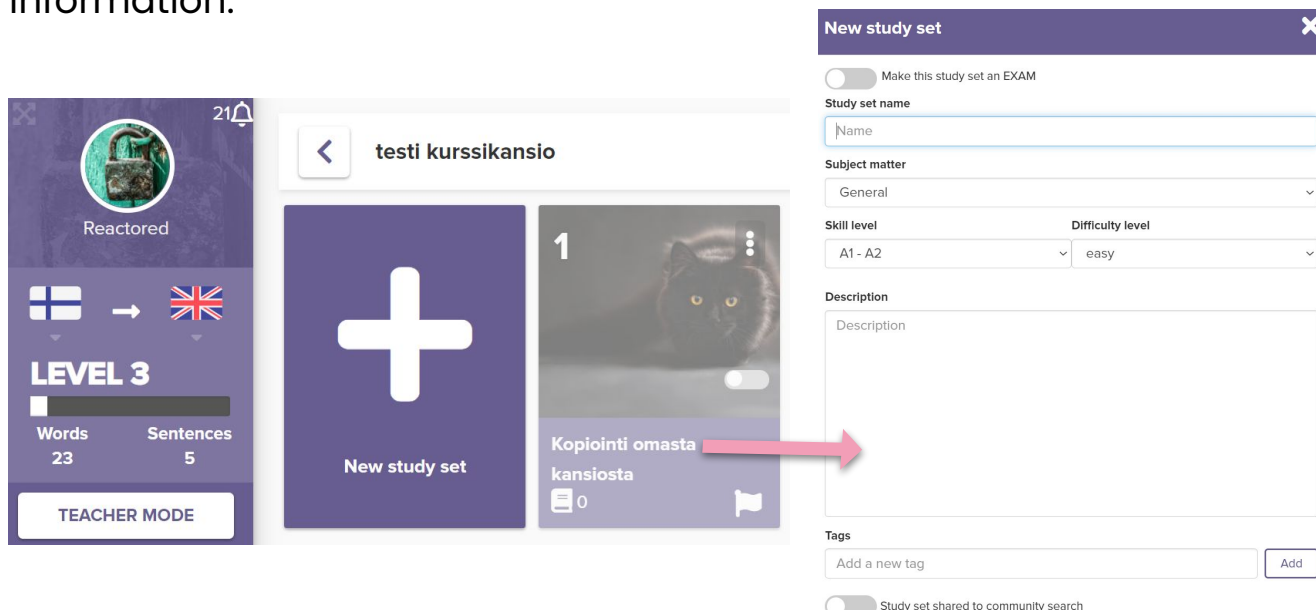
Body parts

20 ❤️

Lessons can be set visible also in this view.

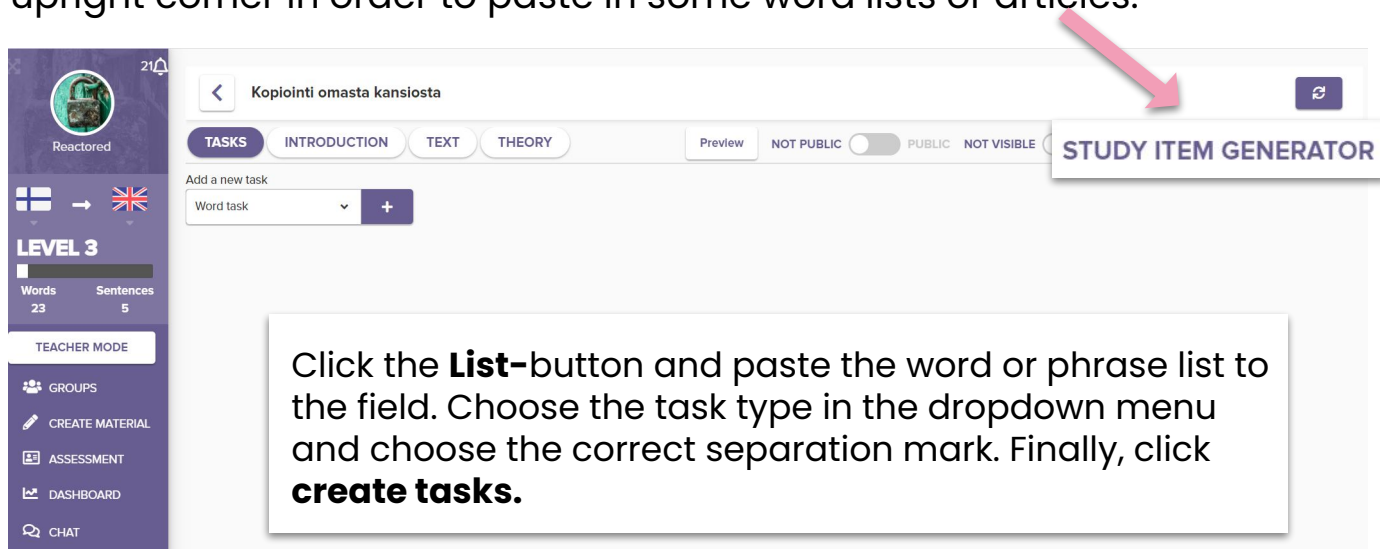
Also the copied lessons are automatically named after the original lesson name and the *copy* -end. You can rename it by clicking the three dots in the upper right corner and by pressing **edit**.

Another fast way to create material is to transform existing world lists into tasks with the **Generator**. First click **New study set** and fill in the required information.

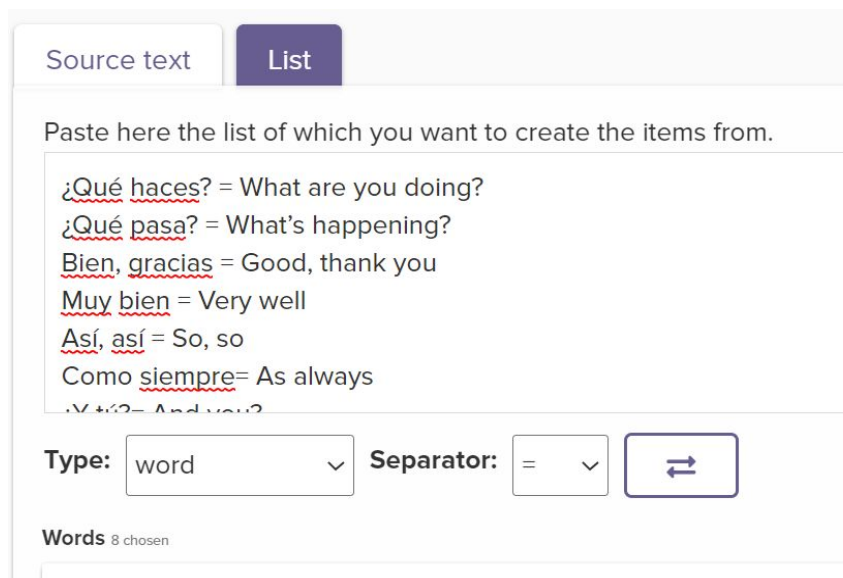


The image shows the 'New study set' form on the right and the main interface on the left. The main interface has a sidebar with 'Reactored' and 'LEVEL 3' (Words: 23, Sentences: 5) and a 'TEACHER MODE' button. The main area has a 'testi kurssikansio' header, a large purple square with a white plus sign labeled 'New study set', and a card titled 'Kopiointi omasta kansiosta' with a cat image and a red arrow pointing to the 'New study set' button. The 'New study set' form on the right has a purple header, a close button, and fields for 'Study set name', 'Subject matter' (General), 'Skill level' (A1 - A2), 'Difficulty level' (easy), 'Description', 'Tags' (Add a new tag), and a 'Study set shared to community search' toggle.

After creating a new study set, click the **Study item generator** in the upright corner in order to paste in some word lists or articles.



The image shows the 'Study item generator' interface. It has a sidebar with 'Reactored' and 'LEVEL 3' (Words: 23, Sentences: 5) and a 'TEACHER MODE' button. The main area has a header 'Kopiointi omasta kansiosta' and a 'STUDY ITEM GENERATOR' button in the top right corner. Below the header are tabs for 'TASKS', 'INTRODUCTION', 'TEXT', and 'THEORY'. A 'Preview' button and a toggle for 'NOT PUBLIC' (switched to 'PUBLIC') and 'NOT VISIBLE' are also present. A text box contains the instruction: 'Click the **List**-button and paste the word or phrase list to the field. Choose the task type in the dropdown menu and choose the correct separation mark. Finally, click **create tasks**.'



The image shows the 'List' tab in the 'Study item generator'. It has a 'Source text' tab and a 'List' tab. The main area has a text box with the instruction: 'Paste here the list of which you want to create the items from.' Below the text box is a list of phrases: '¿Qué haces? = What are you doing?', '¿Qué pasa? = What's happening?', 'Bien, gracias = Good, thank you', 'Muy bien = Very well', 'Así, así = So, so', 'Como siempre = As always', and '¿Y tú? = And you?'. Below the list is a 'Type:' dropdown menu (set to 'word') and a 'Separator:' dropdown menu (set to '='). A 'create tasks' button is also present. At the bottom, it says 'Words 8 chosen'.

After the generator has created the tasks, mark those items you want to include into the study set and finally, click **Save**.

You can also use any free text, and the system will create you translation tasks by separating the text into a word and phrase tasks.

alle industrie che inquinano maggiormente di comprare quote da chi inquina meno, sempre rispettando dei limiti prestabiliti che sono ridotti di anno in anno. Ora con il "Fit for 55" la Commissione propone di allineare il settore dell'aviazione ai nuovi target proposti, di estendere questo mercato al trasporto marittimo e, contemporaneamente, di crearne un secondo specifico per trasporto pesante su strada e per il

Source language: Spanish Minimum word length: 6 characters Create study items

Words 44 chosen Sentences 6 chosen

question (en)	answer (es)
innovation	innovazione

question (en)	answer (es)
A premium innovation for the support of the EU Emission Trading System (ETS) portal, the fulcrum of the European Union policy for the energy	

Source language: Spanish Minimum word length: 3 characters

Remember to choose the correct source language before creating the translations

Reactored

LEVEL 3

Words 23 Sentences 5

TEACHER MODE

Example school

New study set

When you create tasks from the scratch, you can use the various task types Reactored offers! Start by creating a new study set, fill in the information required and then click **add a new task**.

Flowers

TASKS INTRODUCTION TEXT THEORY Preview NOT PUBLIC PUBLIC

Add a new task

Word task +

- Word task
- Sentence task
- Productive task
- Image task (multiple choice)
- Text task (multiple choice)
- Listening task (multiple choice)
- Video task (multiple choice)
- Gap Task

Add & Edit tasks in the study set view. You change the order of the tasks by dragging.

Fill in the questions and answers in the fields. Click **add** to create new tasks.

The screenshot shows a web application for creating tasks. It has a top navigation bar with a back arrow, the title 'Flowers', and a 'NOT PUBLIC' status. Below the navigation bar are tabs for 'TASKS' and 'INTRO'. A 'Remove task' button is visible in the top right. The main content area is divided into sections for different task types.

Sentence task section:

- A callout box points to a picture icon: "Click here to add a picture."
- A callout box points to a question mark icon: "Click '?' for translation suggestion"
- A callout box points to a speaker icon: "Activate and deactivate the reader voice by clicking **SOUNDS**."

Text task (multiple choice) section:

- A callout box points to a 'SOUNDS' button with a speaker icon: "Click here to add some text."
- A callout box points to a 'TEXT' button with a document icon.

Video task (multiple choice) section:

- A callout box points to a 'VIDEO' button with a film strip icon: "Add a Youtube video for a video task by clicking the video icon. Paste the URL-address in the field."

Annotations and Callouts:

- "Click here to add a picture."
- "Click '?' for translation suggestion"
- "Activate and deactivate the reader voice by clicking **SOUNDS**."
- "Click here to add some text."
- "Add a Youtube video for a video task by clicking the video icon. Paste the URL-address in the field."
- "You can add and remove answer options in the multiple choice task. **Remember to mark the correct answer!**"

The **Productive task** provides many options; you can add any kind of media and the learner can listen, read or watch the assignment part and then answer by either speaking, writing or choosing from the options. Use the settings to determine the preferred answering style.

▼ Productive task ✕ Remove task

TASK DESCRIPTION

Look at the picture and choose the correct answer by drag SOUNDS

Choose media: Image Way to answer: select Source language: + Target language: UK Additional options:

1. ✕ Remove study item

What is this country? ?

Q

United States	+	-
Austria	-	-
France	-	-
Australia	-	✓

You can add a context or a story for the lessons. Click text and add a story. You may also add a voice file or record something yourself.

TEXT

TASKS
INTRODUCTION
TEXT
THEORY
Preview
NOT PUBLIC
PUBLIC
NOT VISIBLE

Add a custom audio file (max 2MB) Browse...

Rich Text Editor: B, S, U, I, , x^2 , x_2 , , , , , , , , , , , ,

Context Text: Australia, officially the **Commonwealth of Australia**, is a sovereign country comprising the mainland of the Australian c and numerous smaller islands.^[13] It is the largest country in Oceania and the world's sixth-largest country by total area. T highly urbanised and heavily concentrated on the eastern seaboard.^[14] Australia's capital is Canberra, and its largest city major metropolitan areas are Melbourne, Brisbane, Perth, and Adelaide.

Indigenous Australians inhabited the contin it New Holland. In 1770, Australia's eastern Wales from 26 January 1788, a date which 1850s gold rush, most of the continent had January 1901, the six colonies federated, f system that functions as a federal parliame

Shopping for Clothes

Cindy and Mary are in the shopping center Ealing Broadway in London.

Cindy: I need a new skirt for my party next week.

Mary: What about this one here? The skirt costs only 12 pounds!

Cindy: But it doesn't look that good.

Mary: What do you think about this one then?

Cindy: That's really nice! I want to try it on.

Mary: What size are you?

Cindy: My size is 14.

Mary: Damn, there aren't any size 14 skirts left.

Cindy: What a shame! I like the skirt. Perhaps size 12 fits. Where are the fitting rooms?

Mary: Over there. I'll wait here.

5 minutes later

Payment Interface:

Pajonko tämä hame maksaa?

Kirjoita käännös tähän

ENGLANTI (UK)

Uudet sanat + 0

Uudet lauseet + 0

TASO 2

SEURAAVA TASO 130 / 200

GAP FILLING TASKS

Lue teksti ja täydennä puuttuvat imperfektimuodot ruotsiksi.

Emmas mamma är jätte glad över att Emma sökte till gymnasiet och att hon valde just Vasa gymnasium. Hon kävi på samma gymnasium på 80-talet. Emma aloitti i gymnasiet på tisdag och redan på den första dagen när Emma tuli hem från skolan kysyi mamma henne om allt möjligt. Pidetkö du din nya skola? Hurdana var de andra gymnasisterna? Saltko du redan många nya kompisar?

The **gap filling task** can be created by one sentence or a chapter at a time. Copy the text in the field and click **save**. After this you can determine the gaps by clicking the words. After creating the gap you can add some hints/tips to it. They will appear next to the gap.

Add some wrong answers to create a multiple choice task.

The students can practice by either choosing or writing. In the latter, they get support from the Reactored spelling assistant.

When adding the options, remember to mark which one is the correct answer.

▼ Gap Task

TASK DESCRIPTION

Write the correct answers in the gaps.

- 1 El país ocupa la principal masa continental de la plataforma llamada Sahul, además de algunas islas en los océanos Pacífico, Índico y Antártico. Los países más cercanos a Australia son Indonesia, Timor Oriental y Papúa Nueva Guinea al norte, las Islas Salomón, Vanuatu y la dependencia francesa de Nueva Caledonia al noreste, y Nueva Zelanda al sureste. Australia es el sexto país más grande del mundo con una superficie de 7 741 220 km². Su capital, Canberra, se encuentra en el Territorio de la Capital Australiana. La población del país (según la estimación para 2020) es de más de 25 millones de



GAPS

1. océanos

mar

lago

2. Pacífico,

3. sexto

HINTS

+ ocean

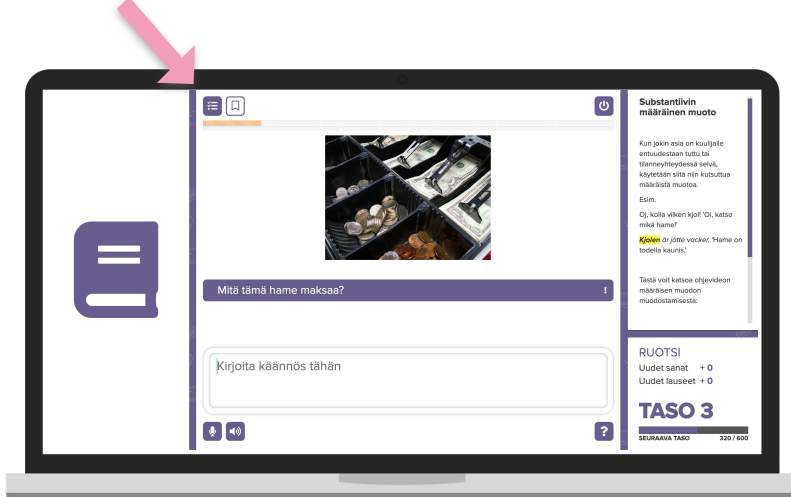


+ pacific



+ sixth

If you want you can add some theory or tips under the **theory** button, it is visible in all tasks and really useful if you want to explain something in more detail.




To share the courses for your group, click the **groups** tab. Click the group card and choose **ADD COURSE**. This opens the course selection view where you can find your own courses and courses that are in public share.

Group details

Name
Example

Description
Example class

Restricted content
☐ no

Image


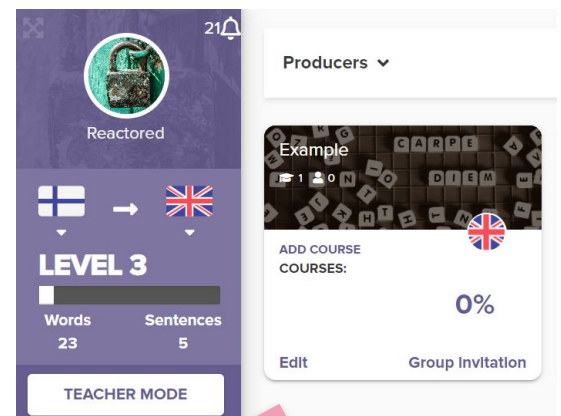
Joining
Create group invitation

Create login codes

Change image

Select

5 Add



The courses that are shared for your group are visible here.

If you choose the **restricted content**, students will only see the material that is shared particularly to them.

MONITORING STUDENT PROGRESS

You can follow the students' progress in the **ASSESSMENT** -tab. You can see which of the lessons you shared are accomplished, how many times they have practised, which learning style they used and how many times they succeeded.

Click **more information** to change the information view.

Adjust this switch to determine the level for passing the lesson.

TEHTÄVÄ OSIO 1

1. What is Sofie wearing?

☐ a skirt and a blouse

☐ a dress and a jacket

☐ trousers and a hoodie

☐ jeans and a jumper

TEHTÄVÄ OSIO 2

Käännä lauseet

1. Haluaisin ostaa villapaidan.

2. Paljonko tämä villapaita maksaa?

TEHTÄVÄ OSIO 3

1. What is the customer looking for?

☐ a jacket

☐ trousers

☐ a dress

☐ a skirt

In order to test the students, you can transform the lessons into exams. Exams can also be created from scratch.

Click the three dots in the upper corner of the lesson card for modifying the lesson. Click **make this study set an exam**. After this you can modify the name and content of it.

TEHTÄVÄ OSIO 1

1. What is Sofie wearing?

☐ a skirt and a blouse

☐ a dress and a jacket

☐ trousers and a hoodie

☐ jeans and a jumper

TEHTÄVÄ OSIO 2

Käännä lauseet

1. Haluaisin ostaa villapaidan.

2. Paljonko tämä villapaita maksaa?

TEHTÄVÄ OSIO 3

1. What is the customer looking for?

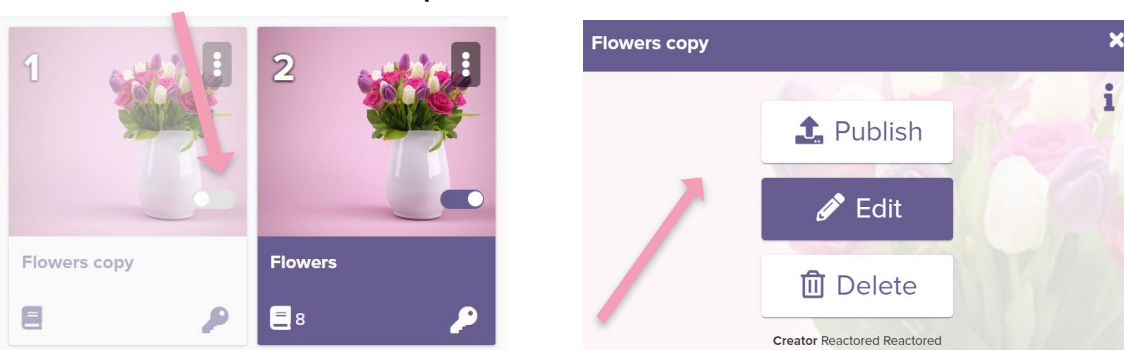
☐ a jacket

☐ trousers

☐ a dress

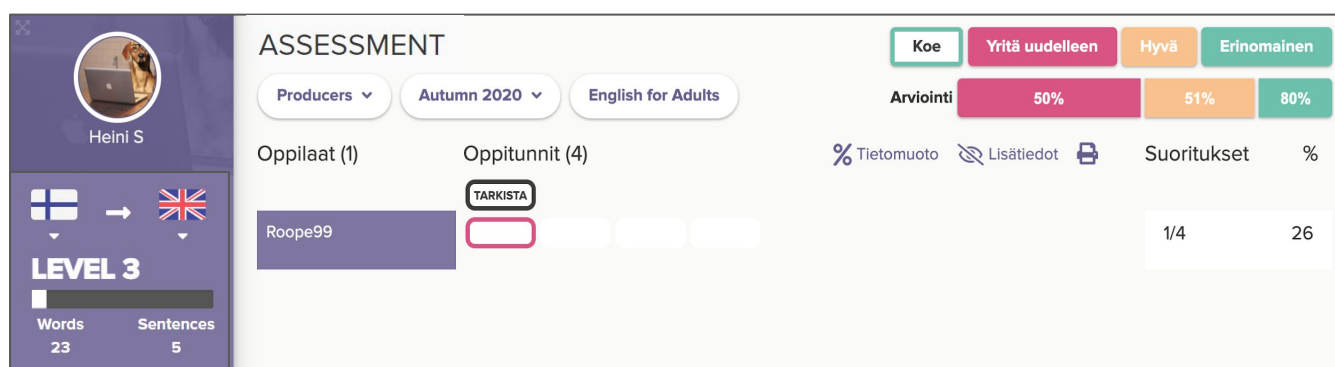
☐ a skirt

You recognize the exams from the white background. Remember to set it visible for the students. Even though it is visible, students can only run the test after it has been published.

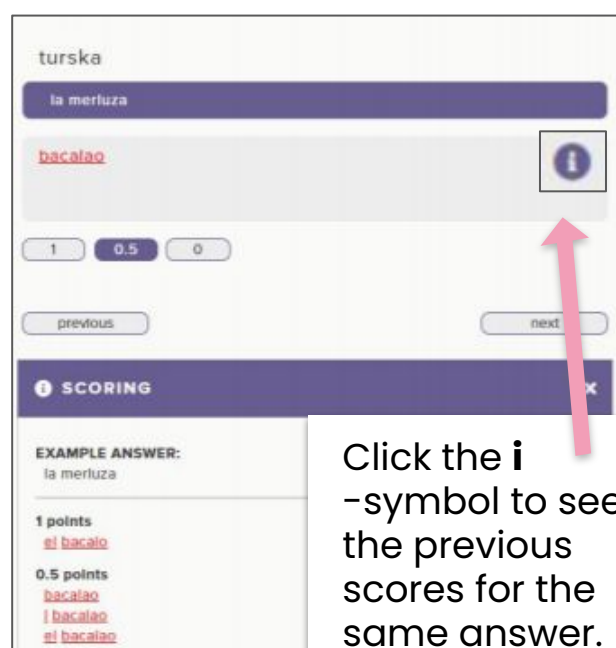


Publish the exam by opening it from the three dots and then clicking **publish**. Then select a group you want to assign it to. Set schedule for the test.

After the exam is over, see the results in the **ASSESSMENT** tab. Choose the exam and give points to the unique wrong answers.

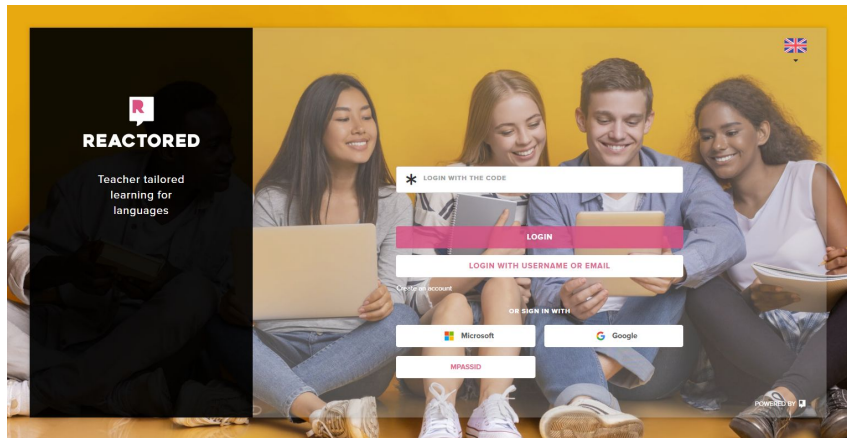


Reactored will review the wrong answers and empty answers for you. You can see the wrong answers in the right. **Note!** The system only shows the unique wrong answers! Similar answers are automatically reviewed. If you run the same exam for another group, Reactored remembers the scoring you gave previously and all you need to do is to correct the new, unique mistakes.



Click the **i**-symbol to see the previous scores for the same answer.

GET STARTED AS A STUDENT



Students log in with the code received from their teacher.

Login address:

<https://app.reactored.com>

Enter the login code in the field and press **Login**

Enter your name and then click "*Continue*"

Remember to save your Login details for the future use.

Then finish the login process by clicking "*Continue*".

Now you will enter to the study set view in the language setting you've chosen.

Teacher shared materials can be found from the ***Courses-page***.

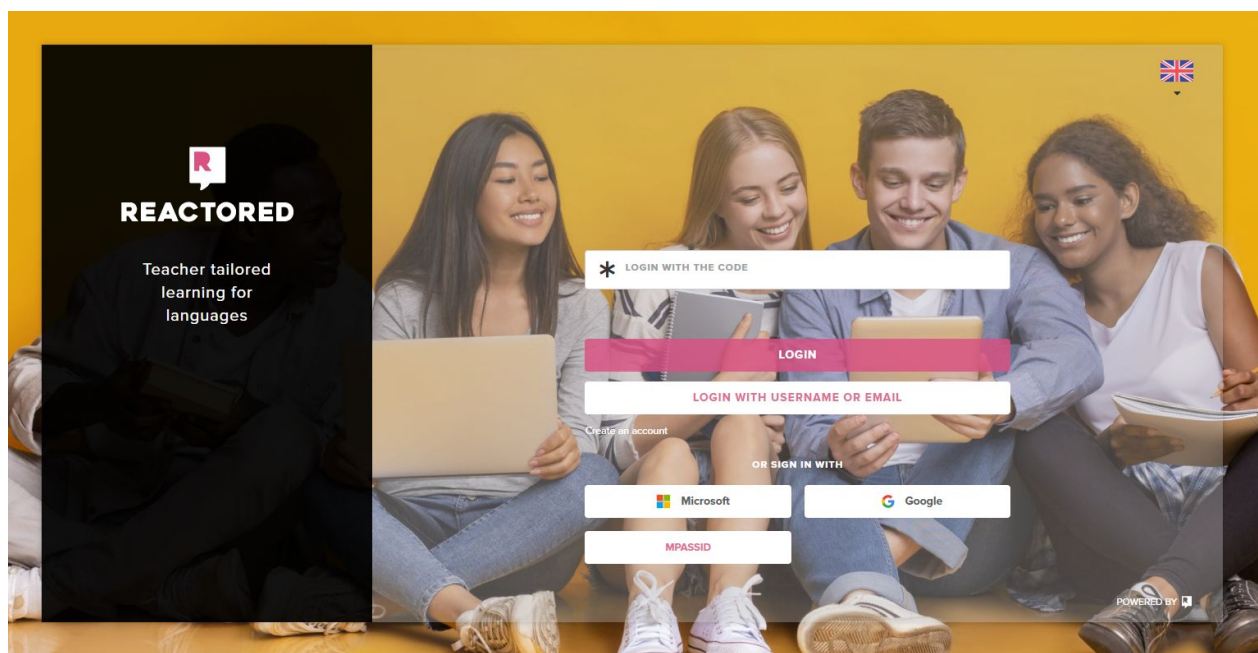
Note ! If the teacher has chosen the restricted view when creating the group. Students can only study the materials their teacher has shared with them. The language pair will also be limited to the language settings chosen by their teacher.

Note !! For the best user experience use **Google Chrome** browser with android, pc & mac devices and use **Safari** with iOS devices.

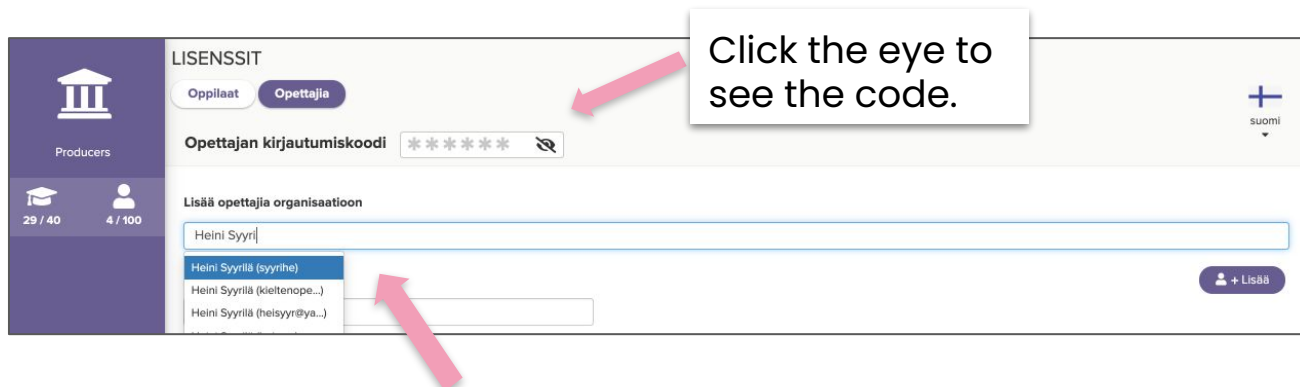
ADMIN USER

Log in as an admin user in the address: <https://app.reactored.com>.

Click the **Login with the username or email** button and enter the admin information that you received from the service provider.



The Admin user manages the teacher and student information and sees the sign-in codes for the teachers. Teachers use this code for joining the organization and get the access to the teacher features.



In the admin view teacher can remove users from the organization and also reset the passwords if some student has forgotten it. This feature works only with the students who have registered their user account manually with an email and username.