ELLIS INSTRUCTOR UTILITIES ●

What is Instructor Utilities?

ELLIS Instructor Utilities is a program that monitors the progress of learners who are using the ELLIS programs (Intro, Middle Mastery, and Senior Mastery). It has an automated record keeper that tracks everything users do in those programs. It notes what tasks the learner has selected and also the time spent on those tasks. In addition, it maintains test records to help both the learner and instructor evaluate the learner's progress.

Features

LOG-IN

To start Instructor Utilities click **Start** | **Programs** | **ELLIS** | **Instructor Utilities**. Then type in the password **letmein** and click **OK** in the dialog box.

INSTRUCTOR UTILITIES MAIN MENU SCREEN

The Instructor Utilities Main Screen allows the instructor to perform setup activities, maintain learner records, and print reports. When making changes, click **OK** to save the changes, or click **Cancel** to exit without making any changes..

SETUP

■ **Instructor Utilities**
Under Setup, click **Instructor Utilities** to specify the type of printer that your lab uses, or to change the password. Because the LINC labs use automatic feed printers, do not change the printer specifications.

If you want to change the password, click **Change Password**, type a new password and click **OK**. We do not recommend changing the password unless you have the consensus of all the instructors at your centre. If you do change the password, you must use the new one every time you log-in, and you must let other instructors know the new password.

ELLIS INSTRUCTOR UTILITIES

MAINTAIN DATABASE

To create a database, choose **Add a Student** from the Instructor Utilities main menu under the heading Main Database

■ **Add a Student**

The following dialog box appears when "Add a Student" is selected. The instructor must register each learner for whom records are to be kept. The dialog box asks for various items of information; including name, class, birth year, and native language.

The computers in the LINC lab are networked, but ELLIS is installed separately on each computer, and records are stored on the hard drive of individual computers. This means that learners must use the same workstation each time they use ELLIS.

To simplify creating the database, we recommend entering numbers as User ID and then assigning a User ID to learners when they start using ELLIS. You could use numbers that relate to the computer number as User ID, for example, 101, 102, 103, 104, etc., for Computer 1; 201, 203, 204, etc., for Computer 2 and so on.

In the Add a Student dialog box, enter the same number for **Last Name**, **First Name** and **User ID**. (ELLIS requires a first and last name for every learner registered.) Under **Student is Authorized to Use**, for initial convenience, check all the programs. (After a learner has been assigned a User ID, go back to Instructor Utilities, "Modify a Student," to select the programs you want that learner to use.) Then click **Add a student**. When ELLIS asks if you want to enter a class, click **No**. Learners may be promoted from one class to another, and entering a class means more record keeping on the part of the instructor. Repeat this for as many User ID as you want to create. Create a lot to avoid having to go back and do this again.

After "Add a Student" has been clicked, the computer authorizes and registers the learner to the database. The learner's folder is shown in the Records Subdirectory (see Records Subdirectory number in top right corner of "Add a Student" screen), which can be located in **C:|ELLIS|Records**. See LINC Five Windows section for information about finding folders using Windows Explorer.

Use a binder to keep information regarding User ID for the computers in your lab. In it, have a page for each computer that will note User ID numbers, learner name, LINC level, teacher, date of placement and ranking for listening comprehension, reading, grammar, and vocabulary.

When a new learner joins the class, assign him or her to a workstation, assign an available User ID from the appropriate page in the binder, and record information about the learner next to his or her User ID.

ELLIS INSTRUCTOR UTILITIES

When it is convenient, go back to Instructor Utilities to authorize specific programs for that learner to use. (See "Modify a Student.")

We recommend that the instructors at your centre come to an agreement about what ELLIS programs (Intro, Middle Mastery, and Senior Mastery) they will authorize each LINC level to use. This helps instructors avoid repeating activities that learners have used in a previous level.

■ **Modify a Student**
To change any records, for example, the levels of ELLIS the learner is authorized to use, click **Modify a Student**, click a name or number in the **Select A Student** list, click **OK**, make the changes you want in the Student Record, and click **Modify a Student** at the bottom of the Student Record screen.
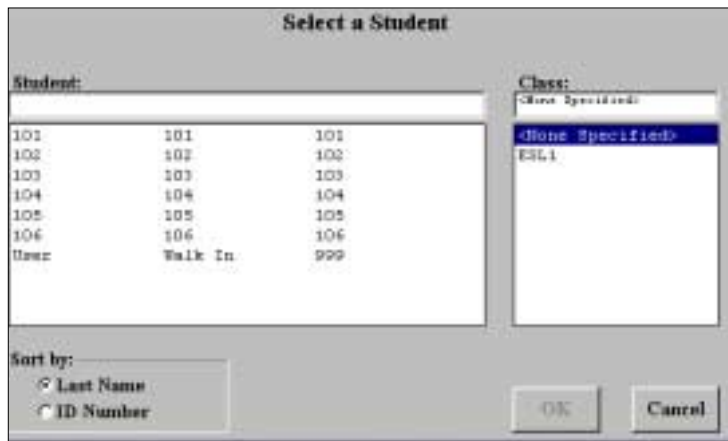
■ **Delete a Student**
To delete a record, click **Delete a Student**, click a name or number in the "Select a Student" list, click **OK**, and click **Delete a Student** at the bottom of the Student Record screen

■ **Delete a Class**
This option is available only if you have created a class. To delete a class, click **Delete a Class**, click the class in the "Select a Class" list, click **OK**, and then **Yes** to confirm the delete.

UTILITIES

■ **Reset Log-in**
ELLIS may lock out a learner if he or she has not logged-in properly, a power failure unexpectedly shuts down the computer, or the learner has not exited ELLIS properly. If this happens, the following message will appear.
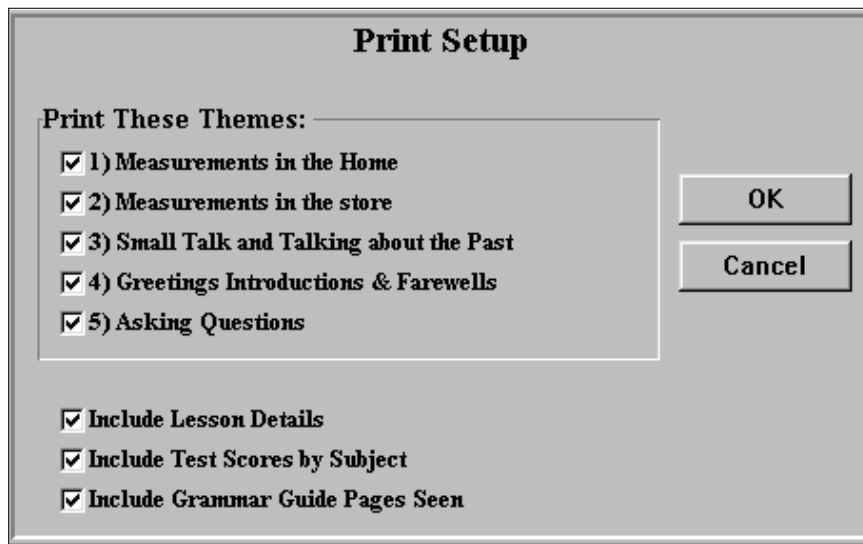

Click **OK**. Then open **Instructor Utilities** and click **Reset Log-in**. You can choose to reset an individual student or reset all students

■ **View Placement Items**
This option allows the instructor to view any of the test questions in ELLIS Placement. See the ELLIS Placement section for an explanation of this feature.

PRINT REPORTS

Print Reports allows you to print reports in Placement, Intro, Middle, and Senior Mastery levels. To print any reports, click **Print Reports** on the Instructor Utilities main menu. Select one of the options and the report will be printed on your lab printer

Print Setup

Print These Themes:
☑ 1) Measurements in the Home
☑ 2) Measurements in the store
☑ 3) Small Talk and Talking about the Past
☑ 4) Greetings Introductions & Farewells
☑ 5) Asking Questions

OK

Cancel

☑ Include Lesson Details
☑ Include Test Scores by Subject
☑ Include Grammar Guide Pages Seen

If you choose to print Placement test results, you will be presented with a second screen that asks you to select a student. If you choose to print Intro, Middle Mastery, or Senior Mastery Reports, you will be presented with a screen that asks you to select or deselect themes and determine details of the printed reports.

VIEW REPORTS ON SCREEN

Instructor Utilities keeps detailed records of a learner's progress. You can view Placement test results or reports that give details regarding the learner's progress in ELLIS Intro, Middle Mastery, or Senior Mastery.

To view any reports, click the program (Placement, Intro, Middle Mastery, or Senior Mastery) under "View Reports on Screen," click a student in the "Select a Student" window, and click **OK**.
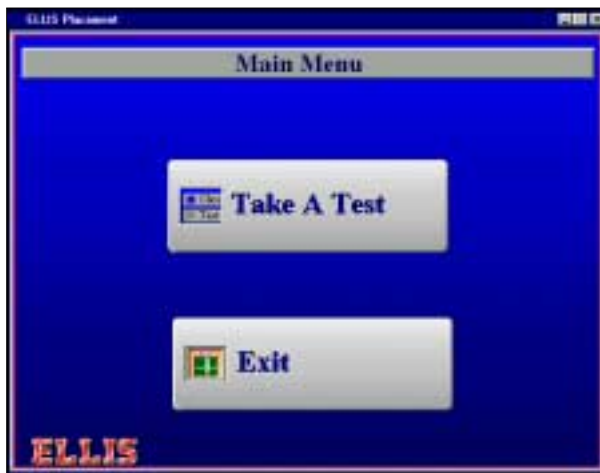
■ **Placement**
See the ELLIS Placement section for a description of test results.

ELLIS PLACEMENT ●

What is Ellis Placement?

ELLIS Placement is a program that does an initial learner evaluation and assesses learners' abilities in four skill areas: listening comprehension, reading, grammar, and vocabulary. To use ELLIS Placement, your learners must first be registered in Instructor Utilities. We recommend that you read the Instructor Utilities section to familiarize yourself with that program, before reading this section on ELLIS Placement.
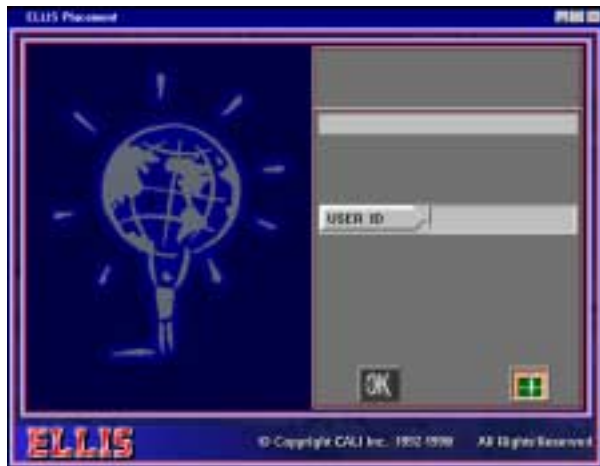
Features

MAIN MENU

To start the Placement test, insert the Placement CD into the CD-ROM drive, click **Start** | **Programs** | **ELLIS** | **Placement** and then click **Take a Test** in the Main Menu.

LOG-IN

The learner must enter his or her **User ID**, which has been registered in Instructor Utilities, and press **Enter**. (See the section in Instructor Utilities for information about entering learner log-in identification.) The User ID "joe" can be used, but it may be difficult to find the test results, and it will not be possible to track the learner's progress without the learner's own User ID.

● ELLIS PLACEMENT

THE TEST
The test has four sections: vocabulary, reading, grammar, and listening comprehension. Each section has 15 multiple-choice questions, which are selected at random from a total of 1,008 questions.

Each question is ranked on a scale from one to 100, one being the easiest. Placement organizes the ranked questions and makes the test adaptive. Each skill test begins with three items ranked 49, 50, or 51. Based on the number of correct answers in that group of questions, the next group of three questions is more difficult (ranks 74,75, or 76) or easier (24, 25, or 26). The test continues this way until the ranks of the questions converge on a single-rank grouping. The last set of three questions is presented in the approximate skill level of the student.

INSTRUCTIONS SCREEN
Before each section of the test, there is a screen of instructions for the learner and the opportunity to practise two questions by clicking ▧ or starting the test by clicking ➡ .
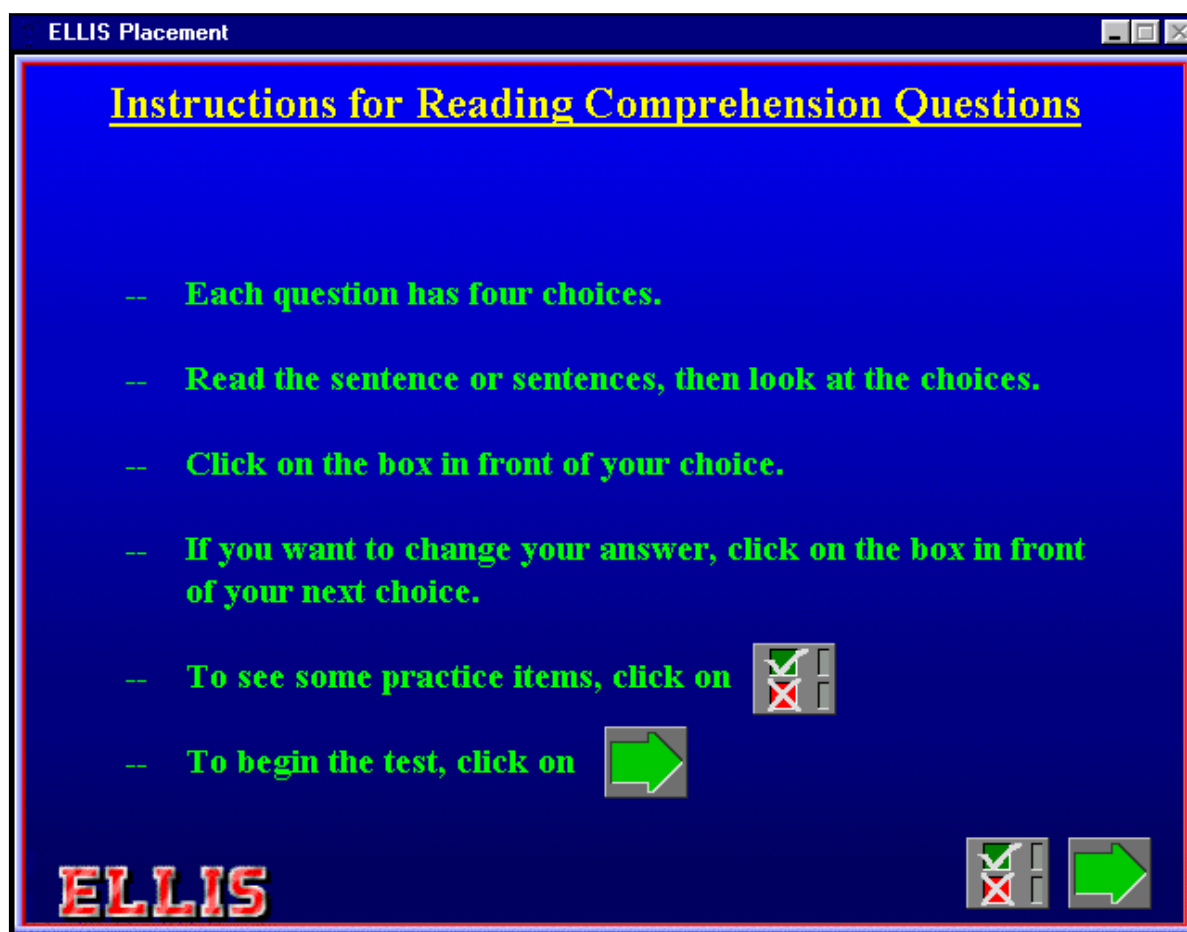
PRACTICE

In the Practice screen, after the learner has clicked an answer, he or she can get feedback that tells why the question was answered correctly or incorrectly by clicking the green arrow. Clicking the arrow again will take the learner to the next question.

TEST QUESTIONS

■ **Time and Scoring**

Each question has four choices, and the leaner is required to answer within a certain amount of time. This time can be adjusted. See the "Setup-Placement" section in Instructor Utilities. Placement scores the last answer chosen before the allotted time expires, or before the learner clicks the "Next" button. If an answer is not chosen, the question is scored as incorrect.

■ **Type of Questions**

There are various question formats for each of the subjects.

● **Vocabulary**

Choose the word or phrase that fills the blank.
Choose the word or phrase that means the opposite of the underlined word.
Choose the word or phrase that means the same as the underlined word.

● **Reading**

Choose the answer with a similar meaning to the sentence provided.

● **Grammar**

Choose the word or phrase that fills the blank.
Choose the sentence that is in the correct order.
Choose the word that is the second word of the contraction.

● **Listening comprehension**

The audio for the listening comprehension questions plays only once. Then a question appears in one of the following formats:
Choose the best answer to the question you hear.
Choose the phrase that has the same meaning as the phrase you heard.
Choose the phrase or question that would follow in response to the phrase you heard.

ELLIS PLACEMENT

TAKING THE TEST

The learner must read the instructions, answer the question by clicking one of the choices, and advance to the next question by clicking the arrow at the bottom of the screen. After answering 15 questions in the first section, the learner will be presented with questions in the next category, until all four sections have been completed. The test will take about 30 to 60 minutes.

■ **Item Time Limits**

A "Make a Choice Now!!!" warning flashes if a choice has not been selected before the amount of time allotted for answering has expired. The default setting is 40 seconds for each question, with a warning being given five seconds before the time is up. The instructor can adjust the time limit on questions. See Setup-Placement in the Instructor Utilities section.

TEST RESULTS

■ **To View Test Results**

1. Open Instructor Utilities (click **Start** | **Programs** | **Instructor Utilities**).
2. Type the password (**letmein**) and click **OK**.
3. Click **Placement** under "View Reports on Screen."
4. Click a student in the Select a Student window.
5. Click the date of the test and click **OK**.. (See the Instructor Utilities section for information on viewing and printing reports.)
6. Click **Exit** to return to the Instructor Utilities main menu.

● ELLIS PLACEMENT

■ **Viewing Test Questions**

You may want to see a question that is listed in a Student Report.

To view any of the test items:

1. Open Instructor Utilities (click **Start | Program**s **| Instructor Utilities**).
2. Type the password (**letmein**) and click **OK**.
3. Choose **Viewing Placement Items** under the Utilities heading.

To select a question:

1. Click the **Question Type**.
2. Enter the Question Number.
3. Click the **Question Rank** and press **Enter**.
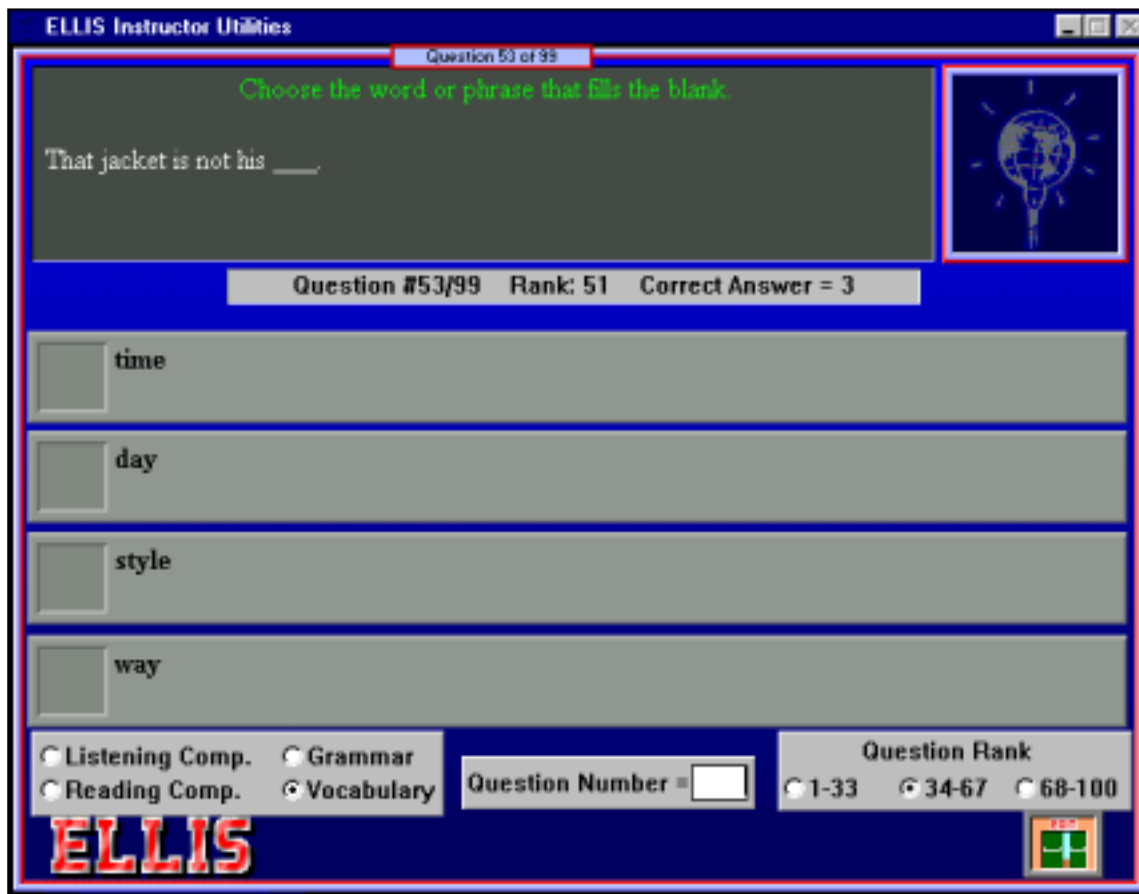
What is ELLIS Intro?

ELLIS Intro is a multimedia program designed to teach basic English survival skills. Learners watch and listen to a variety of social situations on a video. They can stop or repeat a scene and view the text of the scripts as they are acted out. They can also record their own voices for comparison with those of native speakers. In addition, learners can look up words or phrases, study culture, practise their pronunciation, and access grammar taught in each lesson.

Features

LOG-IN MENU

In order to access the Main Menu, learners must type in a User ID. If they have been registered with Instructor Utilities they will have their own unique User ID, which the program uses to keep records of their activities. If they have not been registered, they can use the generic User ID, **joe**. After typing a User ID, the learner must then press **Enter** and click **OK**.
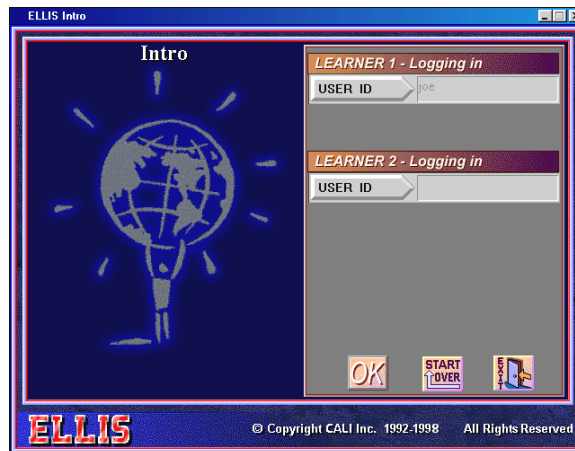
MAIN MENU

■ The Main Menu contains eight themes:
  • Greetings and Introductions
  • Shopping for Food and Clothing
  • Public Transportation
  • Home and Family
  • Looking for a Job
  • Banking
  • Health Concerns
  • Social Situations

1• ELLIS INTRO

Lessons

Theme titles

Tests and scores

Games

Exit

User ID

Vocabulary Review

Help
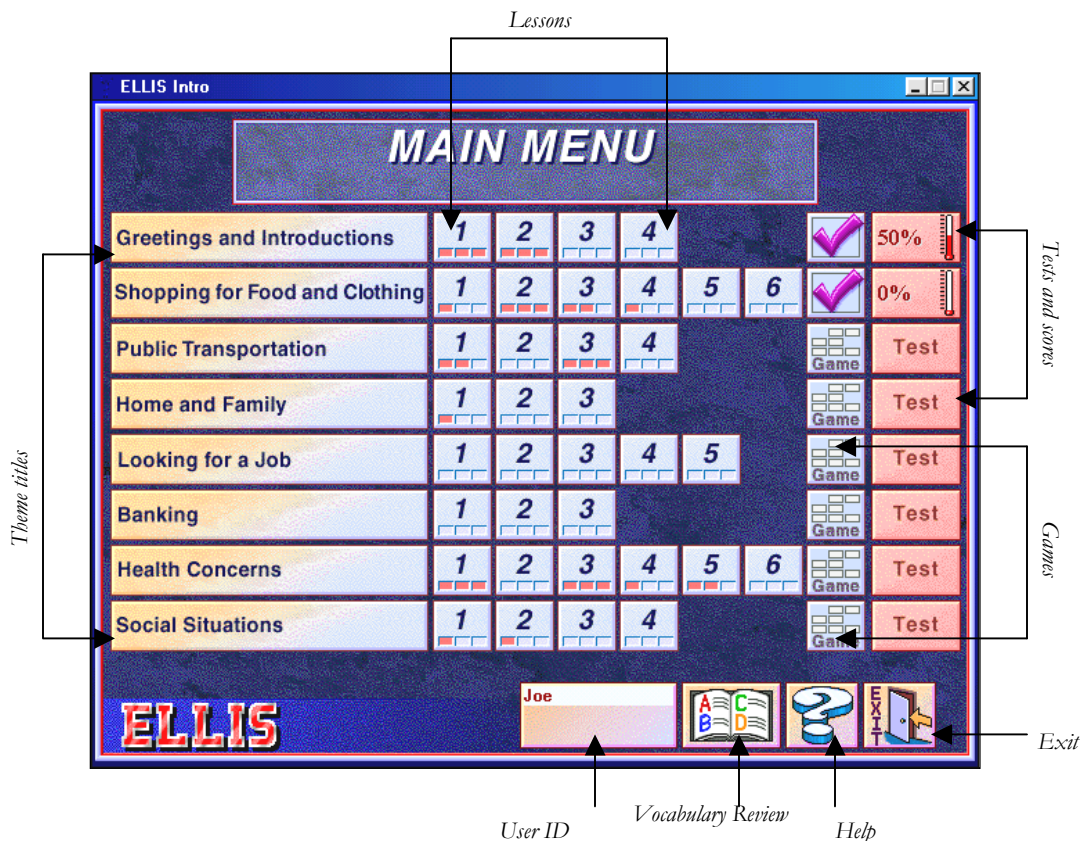
Each theme contains from three to six lessons, and each lesson has three video segments. Red boxes under the lesson number indicate how many of the video segments the learner has seen. After completing the lessons in a theme, learners can play a game by clicking on the game box associated with that theme. Tests are also available for each theme.
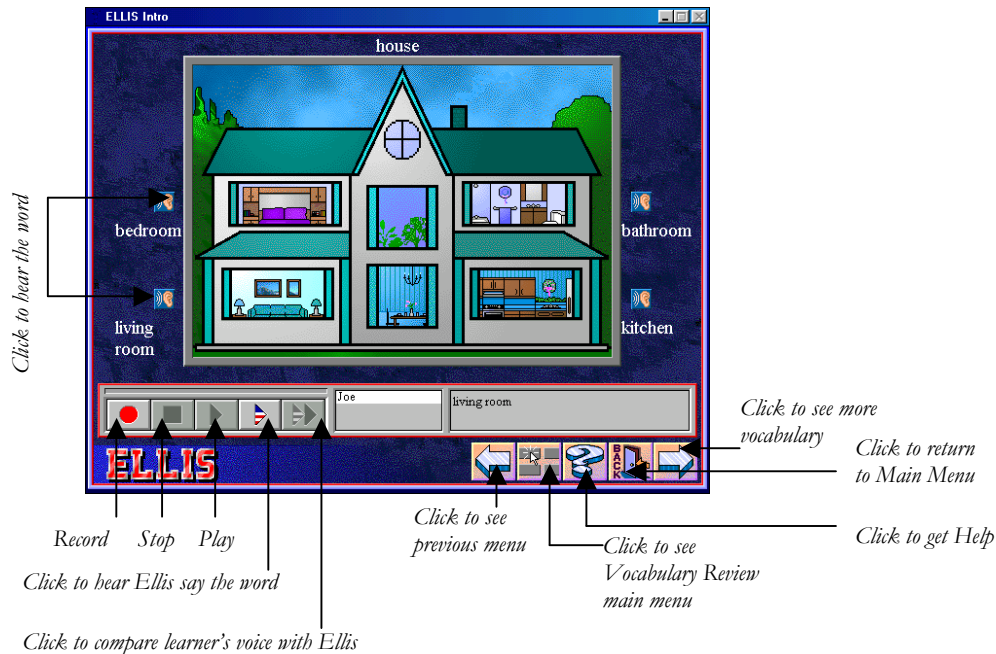
VOCABULARY REVIEW MENU

Clicking the **Vocabulary Review** button on the Main Menu opens the Vocabulary Review menu. This feature of ELLIS Intro allows learners to study the vocabulary for all Intro themes. Clicking on the up or down arrows in the scroll bar on the right accesses vocabulary subjects.

Vocabulary subjects

Up and down scroll arrows

■ **Vocabulary Review Window**

Clicking on a subject allows learners to see and hear words associated with that topic. As well, the learner can record his or her own voice and compare it with ELLIS. To get back to the main menu the learner must click **Back**.

Click to hear the word

Record Stop Play

Click to hear Ellis say the word

Click to compare learner's voice with Ellis

Click to see previous menu

Click to see more vocabulary

Click to return to Main Menu

Click to see Vocabulary Review main menu

Click to get Help

HELP

Clicking on the **Question mark** in the Main Menu opens the Help feature. Once it has been activated, the learner can click on areas of the screen to hear explanations. Clicking on the icon containing **Flags** opens a list from which the learner can select a language for explanations. To return to the program, the learner must click the **Question mark** again.

Click to get Help in another language

*Click here to open Help*

What is ELLIS Master Pronunciation?

ELLIS Master Pronunciation is a multimedia program to help learners improve their listening comprehension, correct their pronunciation, and reduce their accents. The program has five sections: **Pronunciation**, **Minimal Pairs**, **Speech Acts**, **Master Tutor** , and **Tongue Twisters**.

The LINC One part of this guide gives a brief description of the main menu, followed by a detailed explanation of the Pronunciation section.

Features

LOG-IN SCREEN

Learners must log into Master Pronunciation. This program does not keep user records, so learners need only type **1, 2**, or **3** to indicate how many learners are using the program, and then click the **OK** button.
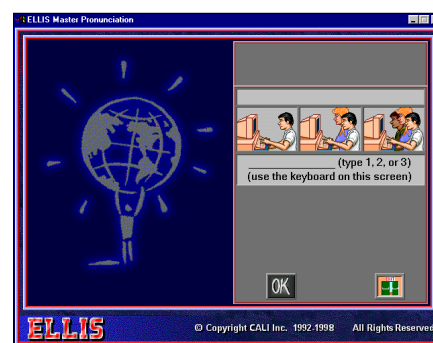
MAIN MENU

■   Master Pronunciation consists of the following five sections.

■   **Pronunciation**
Displays how sounds are pronounced by male and female models, with animated graphics showing where to place the tongue, teeth, and lips to pronounce each sound. Learners can choose either vowels or consonants to hear, see, and practise. They can also record themselves and compare their voices with Master Pronunciation.

■   **Minimal Pairs**
Learners hear a word, and choose which word they have heard. They can replay the words to compare the sound differences and they can also record their voices to compare them with Master Pronunciation. They can choose activities for their language background, a random selection, or specific sounds to practise.

■   **Speech Acts**
Provides mini-dialogues. Learners can practise common phrases and learn appropriate responses. Themes include Social Interactions, Dealing with Language Problems, Getting Things Done, and Conversing.
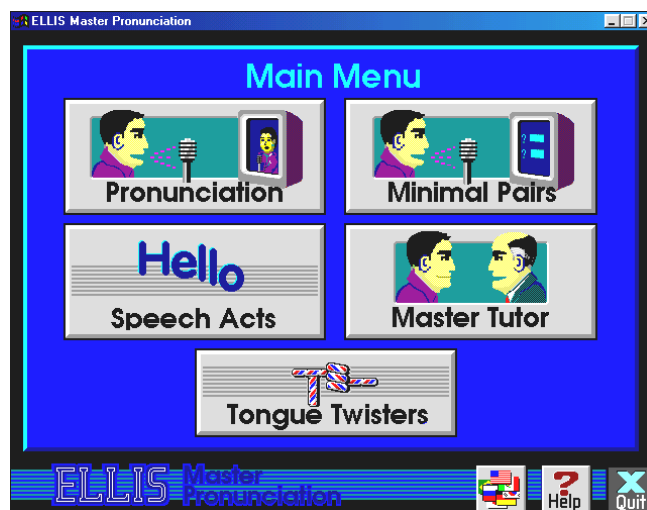
1• ELLIS MASTER PRONUNCIATION
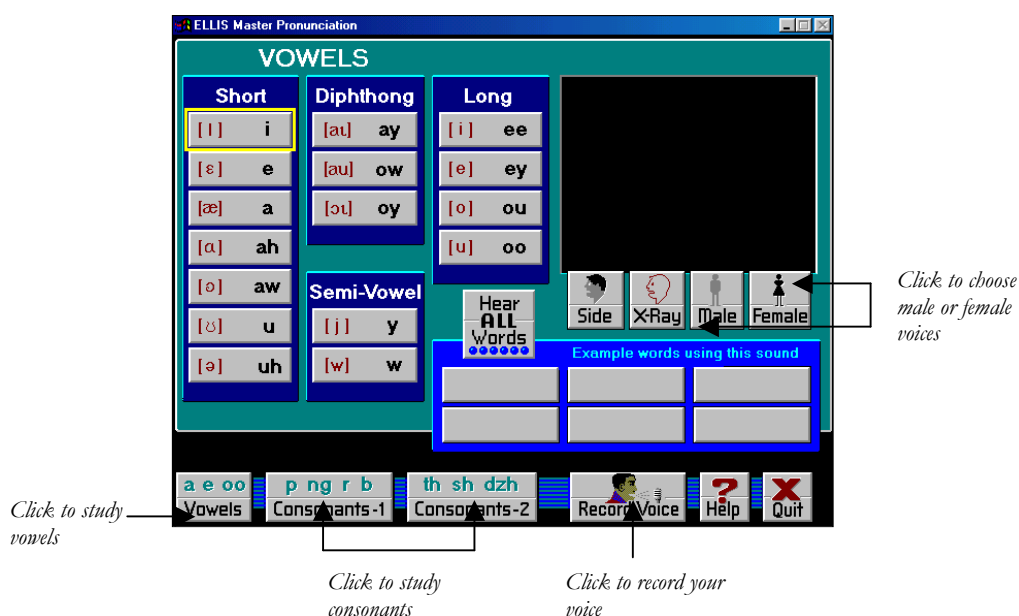
■ **Master Tutor**

Offers explanations of correct pronunciation of English sounds. The explanations are in English or the learner can choose an explanation in another language (28 available).

■ **Tongue Twisters**

A game in which learners record the tongue twister and compare their attempts with Master Pronunciation.
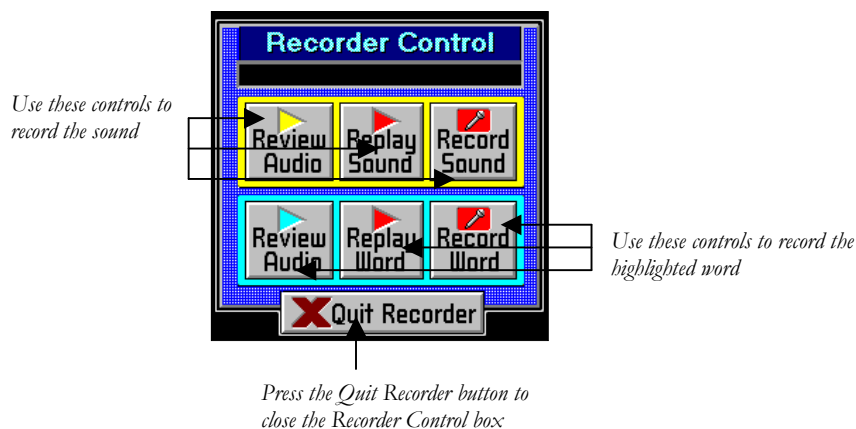
PRONUNCIATION WINDOW

In the Pronunciation activity, learners select vowels or consonants, specific sound(s), and words containing those sounds to hear, see, and practise.

Click to choose male or female voices

Click to study vowels

Click to study consonants

Click to record your voice

RECORDER CONTROLS

Clicking on the Record Voice button opens the Recorder Control box below.

Use these controls to record the sound

Use these controls to record the highlighted word

Press the Quit Recorder button to close the Recorder Control box

What is ELLIS Intro?

ELLIS Intro is a multimedia program designed to teach basic English survival skills. Learners watch and listen to a variety of social situations. They can stop or repeat a scene and view the text of the scripts as they are acted out. They can also record their own voices for comparison with those of native speakers. In addition, learners can look up words or phrases, study culture, practise their pronunciation, and access grammar taught in each lesson.

The features in this section build on those discussed in the previous section. If you are new to ELLIS Intro, we recommend that you read the ELLIS Intro section in LINC One before reading this section.

Features

SCRIPT PAGE

Clicking on a lesson from the Main Menu leads to a video segment and then a script page. The text of the video scene appears on the left side of the script page. The script can be explored and studied by clicking on the icons above it, which causes words to be highlighted. Clicking on these highlighted words will give more instruction. Clicking on the icons at the bottom of the page will allow the learner to practise the conversation in a variety of ways. An explanation of all the icons on the script page follows.
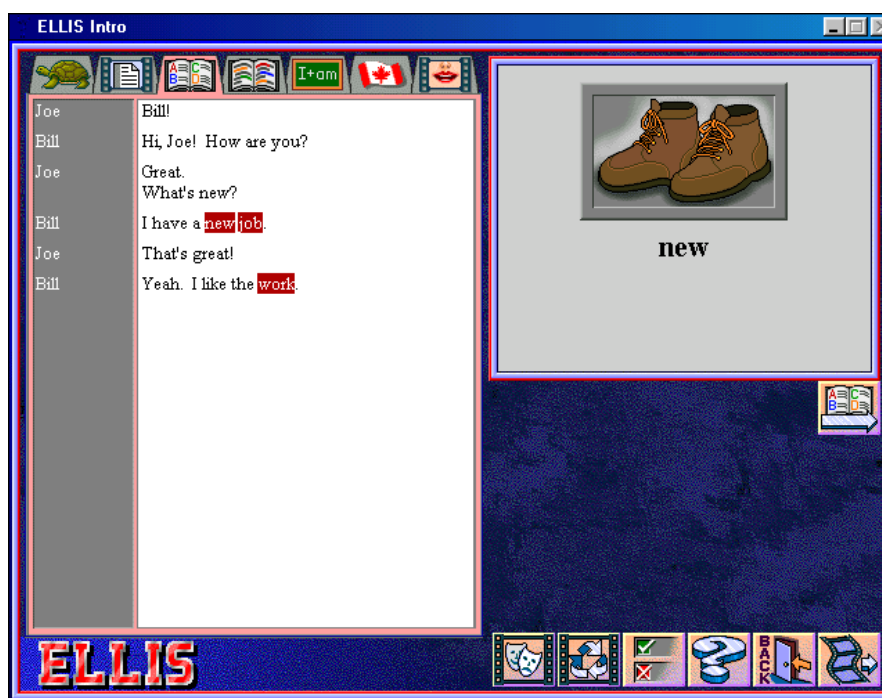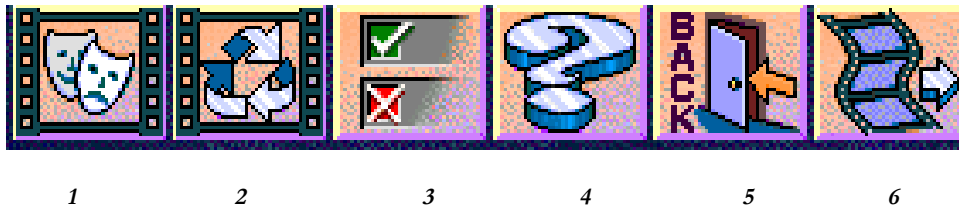
2. ELLIS INTRO

■ **Icons at the Top of the Script Page**

1	2	3	4	5	6	7

1. Click to hear each line spoken slowly.
2. Click to see the video of a line.
3. Click to study vocabulary.
4. Click to study phrases.
5. Click to study grammar.
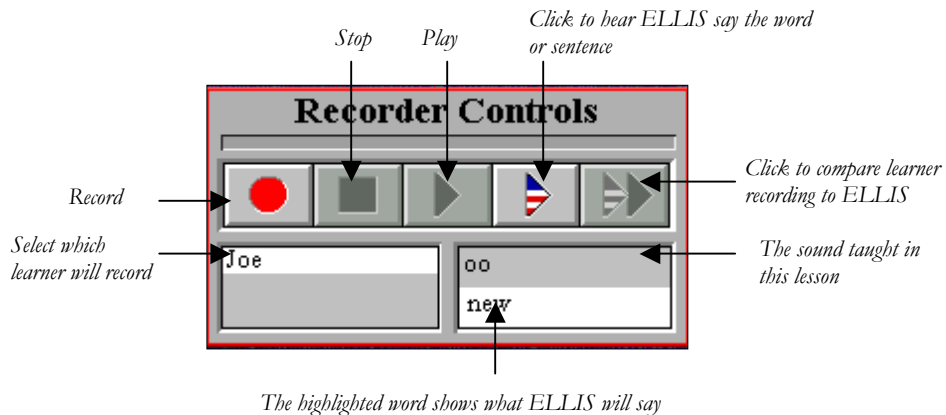6. Click to study culture.
7. Click to study pronunciation.

■ **Icons at the Bottom of the Script Page**

1	2	3	4	5	6

1. Click to access role-play.
2. Click to watch the video again.
3. Click to go to practice items.
4. Click to hear an explanation of any button (Help).
5. Click to go back to the Main Menu.
6. Click to see any remaining video segments.

RECORDER CONTROLS

The Recorder Controls appear whenever there is an opportunity for the learner to record his or her voice, for example when the slow audio, video or pronunciation icons are selected. An explanation of the buttons follows.


Stop   *Play*   *Click to hear ELLIS say the word or sentence*

Record

Click to compare learner recording to ELLIS

Select which learner will record

The sound taught in this lesson

The highlighted word shows what ELLIS will say

PRACTICE ITEMS

Clicking on the Practice Items button will access a series of questions. The icon that is currently selected at the top of the screen determines the type of question that appears. For example, if the culture icon is selected the learner will be presented with questions on culture. Learners can both read and hear instructions.
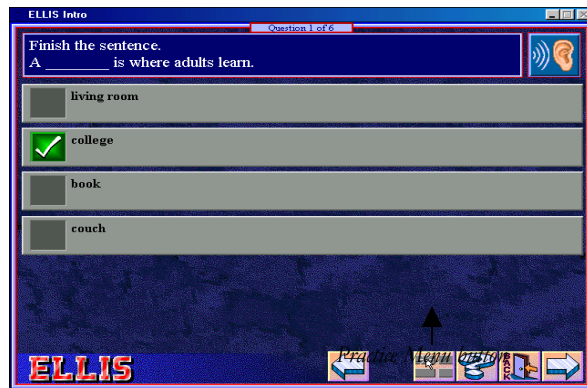
After completing the questions, more items can be accessed by clicking the Practice Menu button. The Practice Menu will then appear and the learner can choose a subject.
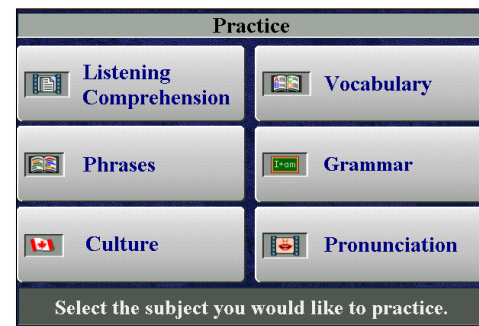
■ **Format of Practice Items**

- **Multiple-Choice** questions: have one correct answer and give feedback in the form of a green check for correct responses, or a red X for incorrect responses.
- **Multiple Selection** questions: have more than one correct answer. The learner must choose the statement that describes the pictures, choose the best response to the video or audio, or answer the text-based question. Feedback is in the form of a green check or a red X.
- **Drag-to-the-blank** questions: the learner must drag four lines from a short dialogue into the correct order, or drag the correct words into a sentence. Correct drag-to-the-blank responses stay in the blank, while incorrect responses do not.
- **Matching** questions: the learner must match text, pictures, and/or sound, or match phrases or vocabulary words with definitions. A green line shows correct matches and a red line shows incorrectly matched items.

GAMES

After completing the lessons in a theme, learners can play a game by clicking on the game box associated with that theme. The games are memory games in which learners must click on a square to reveal text, audio or a picture. The object is to remember what words are behind what number, and then make a match, by clicking on them with the mouse.

What is ELLIS Master Pronunciation?

Master Pronunciation is a multimedia program designed to help learners to improve their listening comprehension, correct their pronunciation, and reduce their accents. The program has five sections: **Pronunciation**, **Minimal Pairs**, **Speech Acts**, **Master Tutor,** and **Tongue Twisters**. Pronunciation was explained in the LINC One section. This section will explain Minimal Pairs and Speech Acts.

The features in this section build on those discussed in LINC One. If you are new to ELLIS Master Pronunciation, we recommend that you read the ELLIS Master Pronunciation section in LINC One before reading this section.

Features

MINIMAL PAIRS

Minimal pairs are pairs of words that differ in meaning on the basis of a change in only one sound, for example "pay" and "bay." Minimal pairs are generally used in pronunciation classes to teach a sound distinction in English that students have difficulty making, usually because one of the sounds does not exist in their native language.

■ **Formats**
   The Minimal Pairs activity is available in three formats: **Random Selection of any Pair**, **Native Language Challenge**, and **Personal Choice**.

   • **Random Selection**
     Master Pronunciation randomly selects any minimal pair from a pool of 2,500 items.
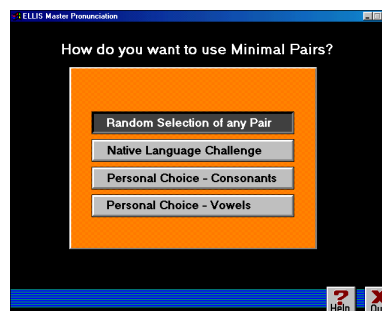
   • **Native Language**
     Native Language Challenge provides specific listening activities for speakers of 13 languages. Master Pronunciation chooses pairs that are considered problematic for a native speaker of the selected language.

2. ELLIS MASTER PRONUNCIATION

- **Personal Choice**
  Personal Choice lets the learner choose the sounds by clicking them and then clicking the Selection Complete button.

- **Minimal Pair Screen**
  In the Minimal Pair activity, the learner hears a word and chooses which word he or she heard from a list of two words on the screen. The learner can replay the word and also record the word and compare with Master Pronunciation.

Click here to make your choice

*Click here to retry the question* *Click here to go to the next minimal pair*

SPEECH ACTS

According to Ellis (1994)[1], "Speech acts constitute attempts by language users to perform specific actions, in particular interpersonal functions such as compliments, apologies, requests, or complaints." They are useful in helping learners to smoothly connect one utterance to another, open or close a conversation, and sequence sentences to ensure a coherent conversation. Speech acts help learners to develop strategies for coping with social situations such as responding to invitations and closing conversations.

MENU SCREENS

- **Choosing a category**
  There are four categories in Speech Acts from which the learner can choose: Social Interactions, Dealing with Language Problems, Getting Things Done and Conversing. Clicking on a category in the menu will cause a list of topics associated with that category to appear.

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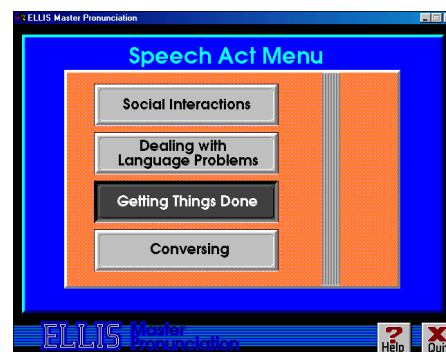
[1] Ellis, R. (1994). <u>The Study of Second Language Acquisition</u>. Oxford: Oxford University Press.

What is ELLIS Intro?

ELLIS Intro is a multimedia program designed to teach basic English survival skills. Learners watch and listen to a variety of social situations. They can stop or repeat a scene and view the text of the scripts as they are acted out. They can also record their own voices for comparison with those of native speakers. In addition, learners can look up words or phrases, study culture, practise their pronunciation, and access grammar taught in each lesson.

The features in this section build on those discussed in the previous sections. If you are new to ELLIS Intro, we recommend that you read the ELLIS Intro section in the previous LINC levels before reading this section.

Features

LOGGING-IN MORE THAN ONE LEARNER

Up to three learners can log-in on one computer for the same session. This is useful when learners work together on role-plays. Since only names that have been entered in the Instructor Utilities student database can be used in this feature, we suggest that you enter some generic User ID in the database for each computer. For example, you could enter joe2 and joe3.
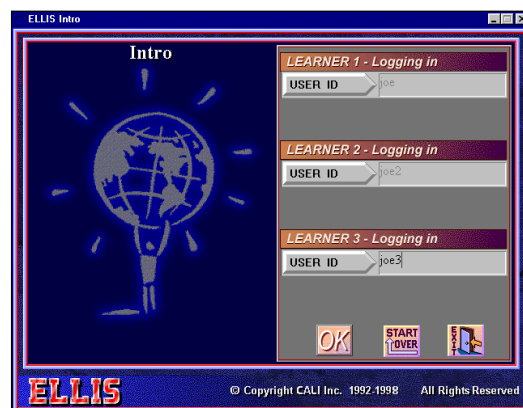
ROLE-PLAY

Role-Play can be opened by clicking the Role-Play icon. This feature can be used by a single learner or up to three learners. Each user's name appears in the user box and learners select a character to play, by clicking on a character's name.
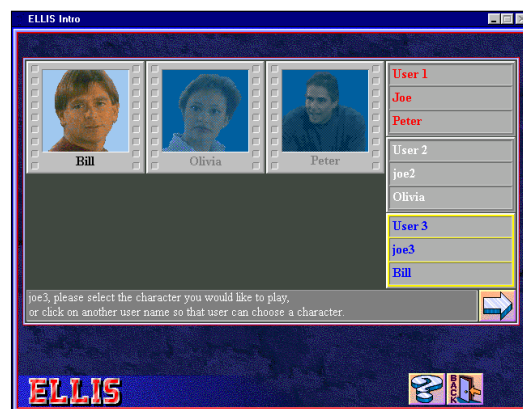
3• ELLIS INTRO

Clicking on the arrow takes the learner to the role-play video and dialogue. The video plays until it is the learner's turn to speak. It then freezes and the learner's text appears under a picture of the character, as well as the recorder controls, prompting the learner to read and record his or her lines. Learners continue with the next lines in the script by clicking on the arrow until the dialogue is finished. They can then watch the original video with the original voices again by clicking [icon], or listen to the video with their own voices by clicking [icon]

TESTS

The tests for each theme, which can be accessed on the Main Menu, contain 25 questions that combine the grammar, vocabulary, and culture objectives of the theme. Learners do not receive feedback. Their choices are marked and incorrect answers are not rejected in drag-to-the-blank questions.

Learners cannot change their answers in multiple choice or drag-to-the-blank items. Since there is more than one correct answer in the multiple selection and matching questions, learners must click on the **OK** button to finalize their selection and move to the next question.

Tests are scored in percentages. Three test scores are kept in Instructor Utilities: the first, the last, and the highest score. The learner's most recent score for each theme appears on the Main Menu. The test may be terminated by clicking on the **Back** button. Items left undone are counted as incorrect.
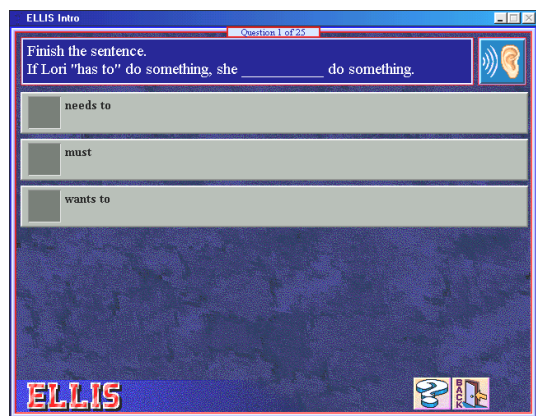
ELLIS MASTER PRONUNCIATION • 3

What is ELLIS Master Pronunciation?

Master Pronunciation is a multimedia program designed to help learners to improve their listening comprehension, to correct their pronunciation, and to reduce their accents. The program has five sections: **Pronunciation**, **Minimal Pairs**, **Speech Acts**, **Master Tutor**, and **Tongue Twisters**. LINC One and Two described the first three, Pronunciation, Minimal Pairs, and Speech Acts. LINC Three expands on the same three sections.

The features in this section build on those discussed in the previous levels. If you are new to ELLIS Master Pronunciation, we recommend that you read the Master Pronunciation sections in LINC One and Two before reading this section.

Features

HELP

Clicking on the **Help** button accesses the Help feature for the section you are currently in. For example, if you are in the Pronunciation section the Help screen will give explanations of the buttons used for listening to sounds, viewing how sounds are produced, and recording the learner's voice and comparing it with Master Pronunciation.

Clicking the **Next** or **Back** buttons take the learner to the next or previous screens. Clicking **Menu** displays a help menu for all the sections in Master Pronunciation and clicking **Exit** will close the help window.
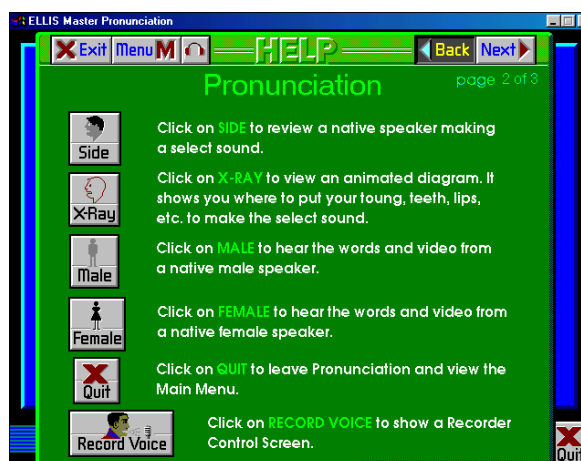
3• ELLIS MASTER PRONUNCIATION

SPEECH ACTS REVIEW BUTTONS

An explanation of how to record and compare the learner's voice to Master Pronunciation is in LINC Two. Here, we suggest you introduce learners to the Review buttons at the bottom of the window. After doing the Token and Response as prompted, but before clicking the **Next button**, the learner can hear his or her voice as both the Token and Response, by clicking the **Review buttons**. On these buttons U stands for the learner and M stands for Master Pronunciation. See the following image for an explanation of the review buttons.

Click to hear your voice as Token and Response

Click to hear your voice as the Token and Master Pronunciation as the Response

Click to hear Master Pronunciation as the Token and your voice as the Response

Click to hear Master Pronunciation as the Token and Response

COMPUTER ASSISTED LANGUAGE LEARNING