# 1. TUTORIALS FOR STUDENTS

## EXPLANATIONS OF THE USE OF THE PLATFORM TOOLS

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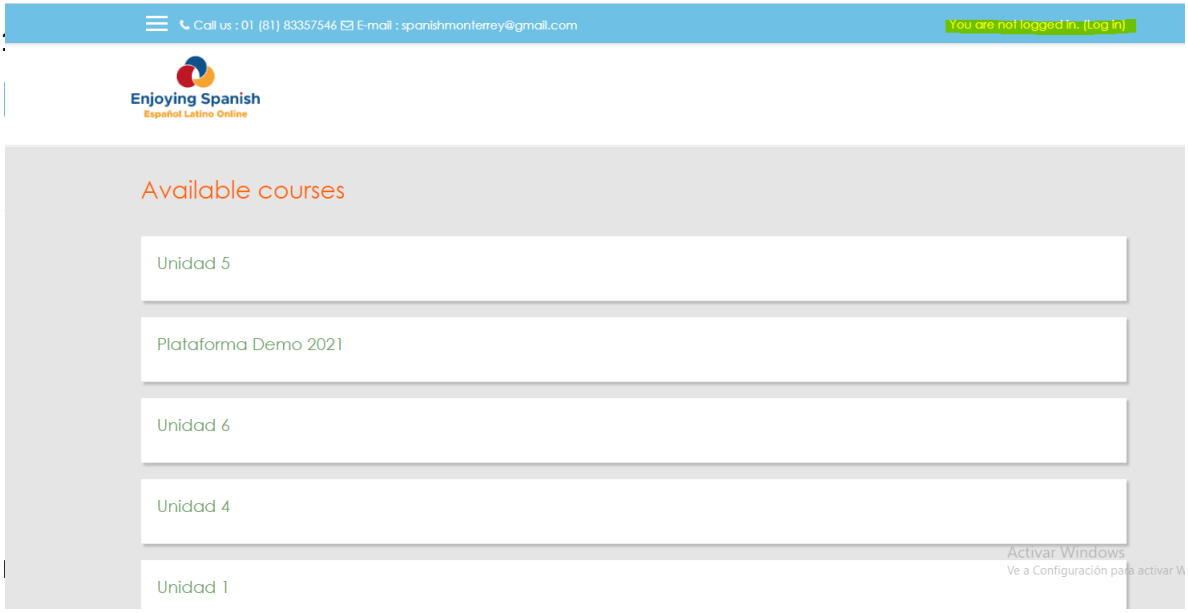
# 1. ASSIGMENT

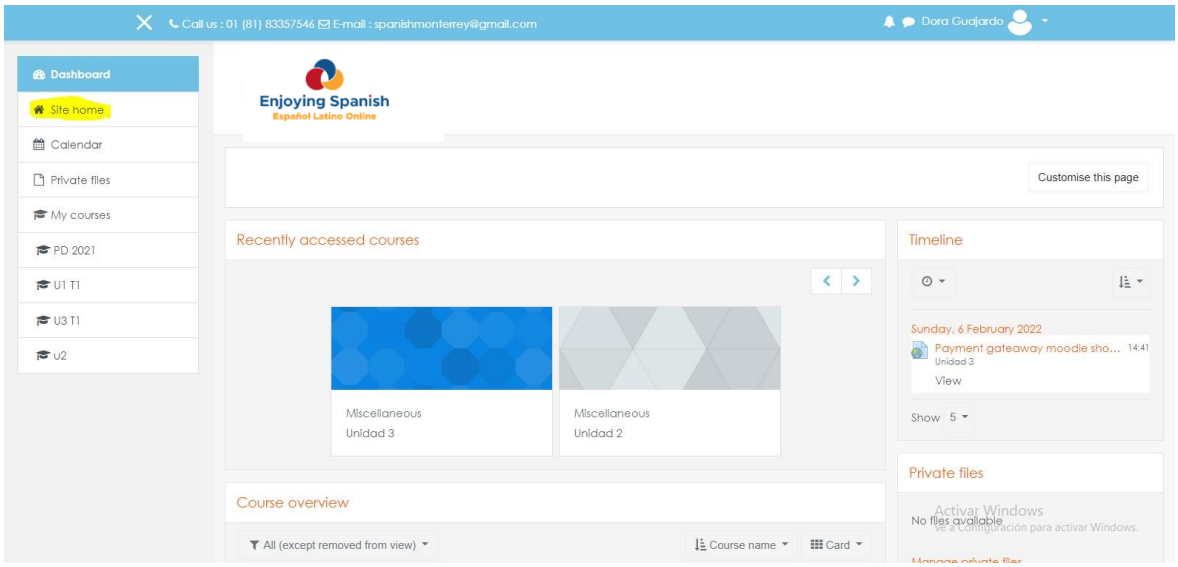
1.1 Enter - [https://www.spanishcentermonterrey.com/elearning/](https://www.spanishcentermonterrey.com/elearning/)




1.3

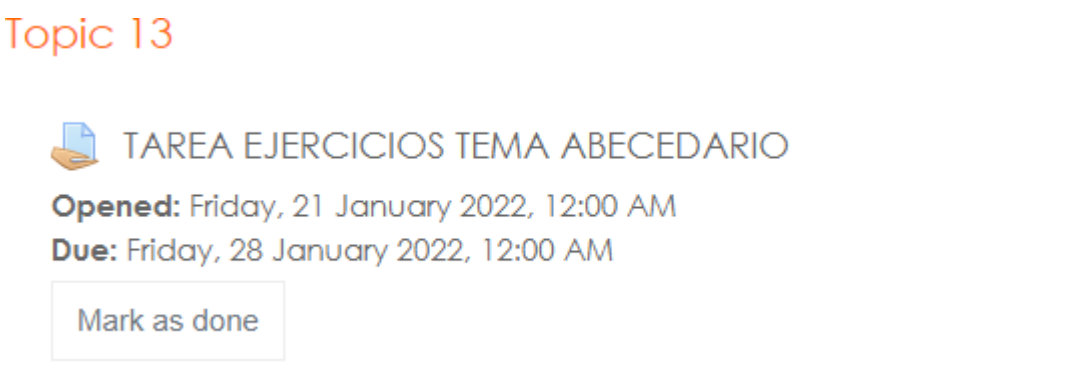
**User:** susan.skvk

**Password:** Obreni1990$

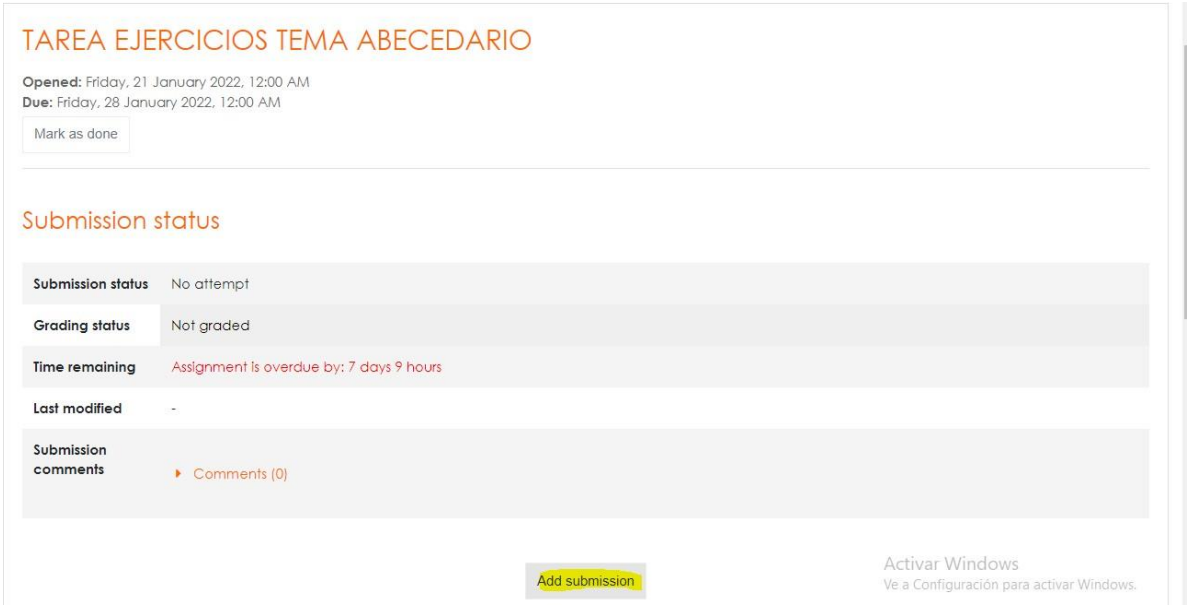



**1.4** Click in **Site Home**

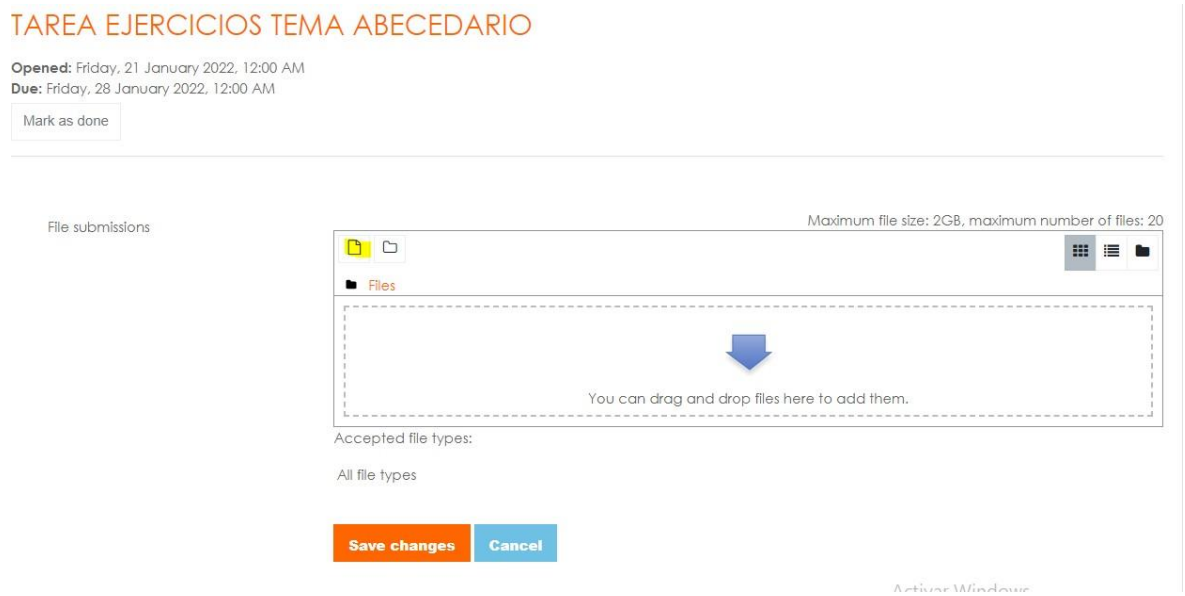
1.5 Click in the unit assign by the teacher or the one you bought.



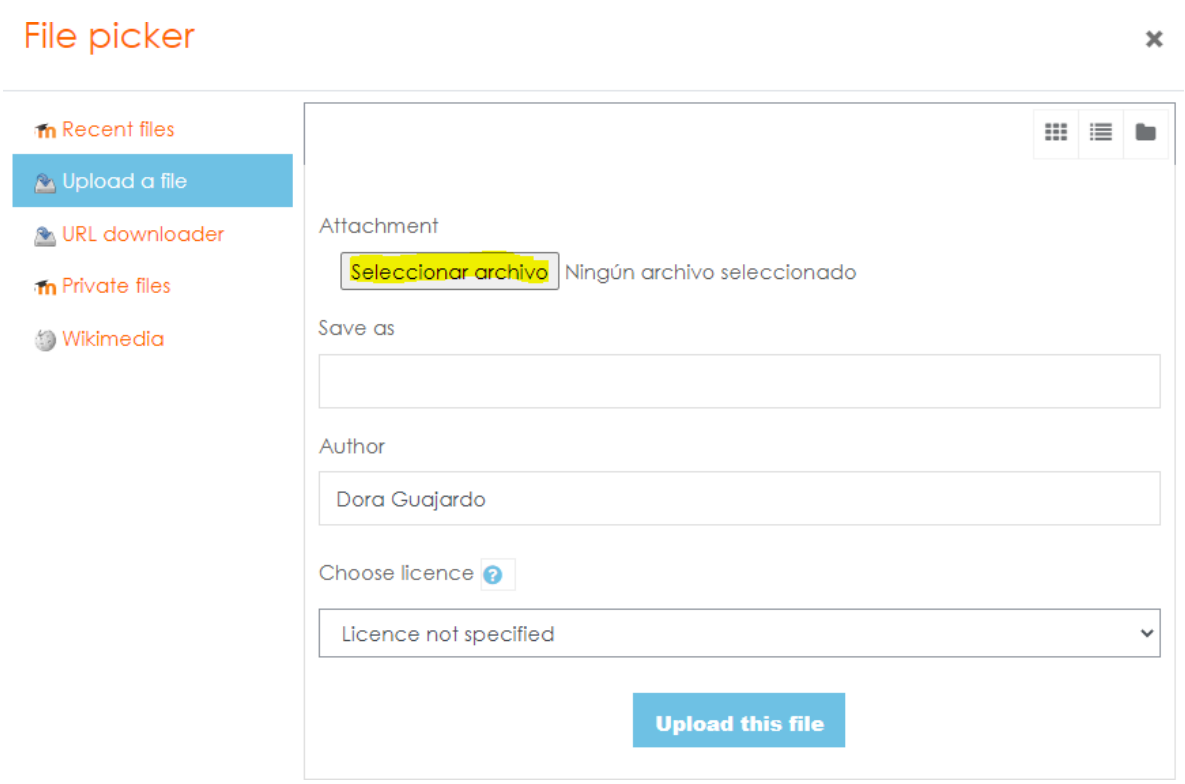
**1.6** Click in the assignment **TAREA EJERCICIOS TEMA ABECEDARIO**




**1.7** Read the instructions and make the assignment according to what is asking you for. When you **finish** click on **Add submission**



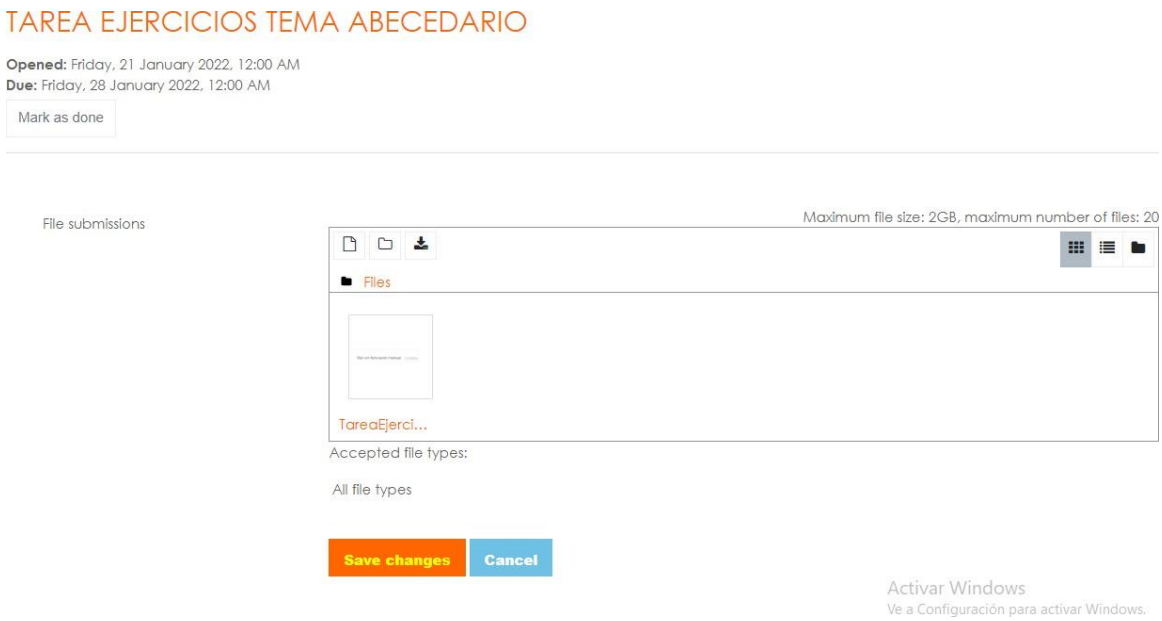

1.8 Click on the yellow box or drag and drop files where it says




1.9 Click on the yellow box to upload a file

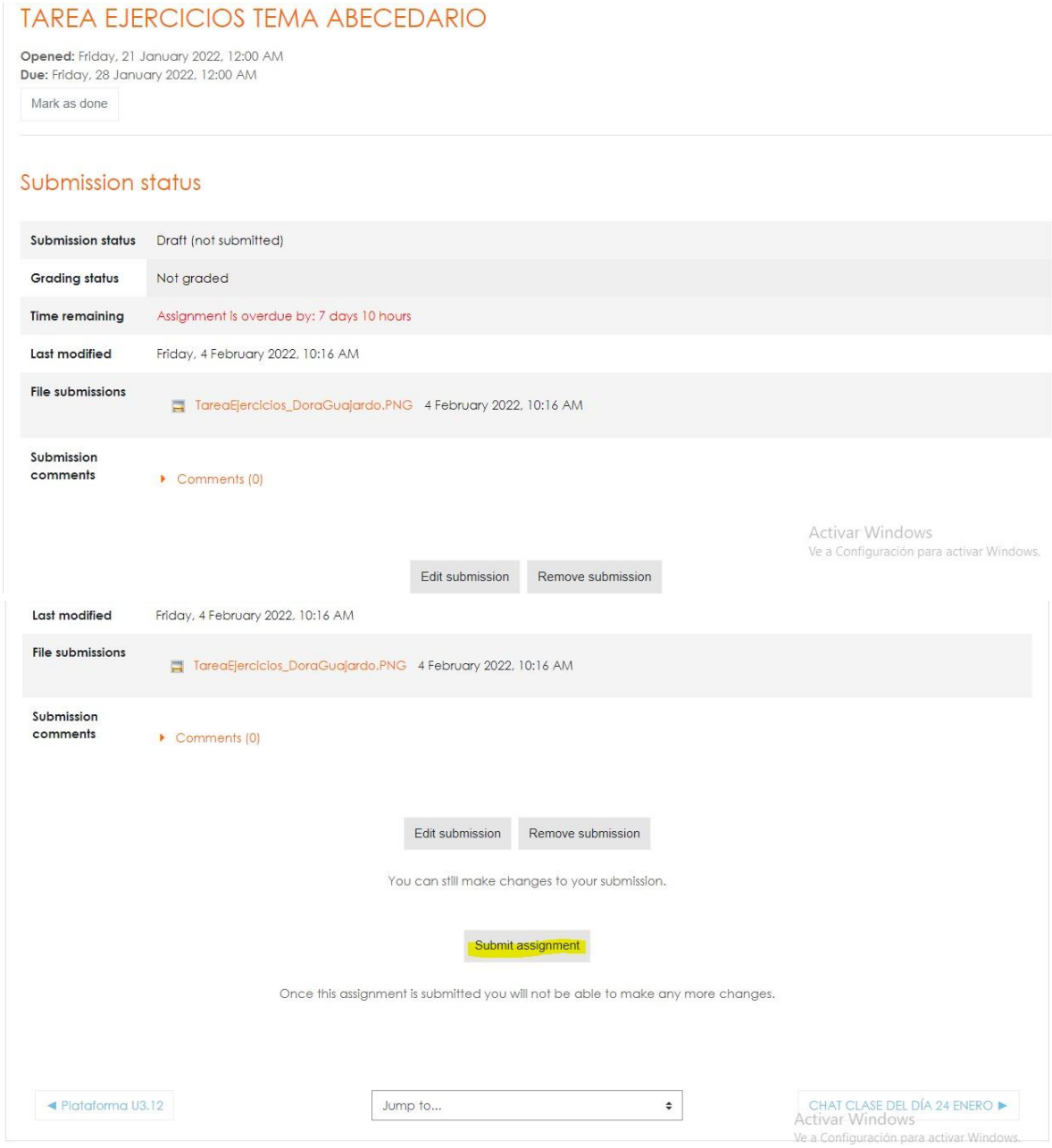
Save as: <u>Name of the activity Name of Student</u>

Click on **Upload this file**

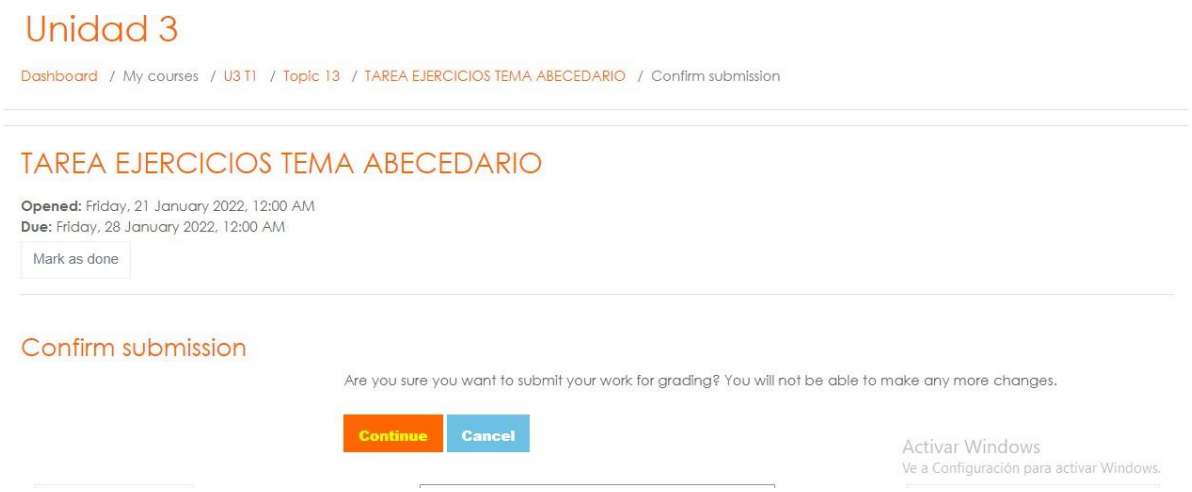



1.10

Click on **Save changes**



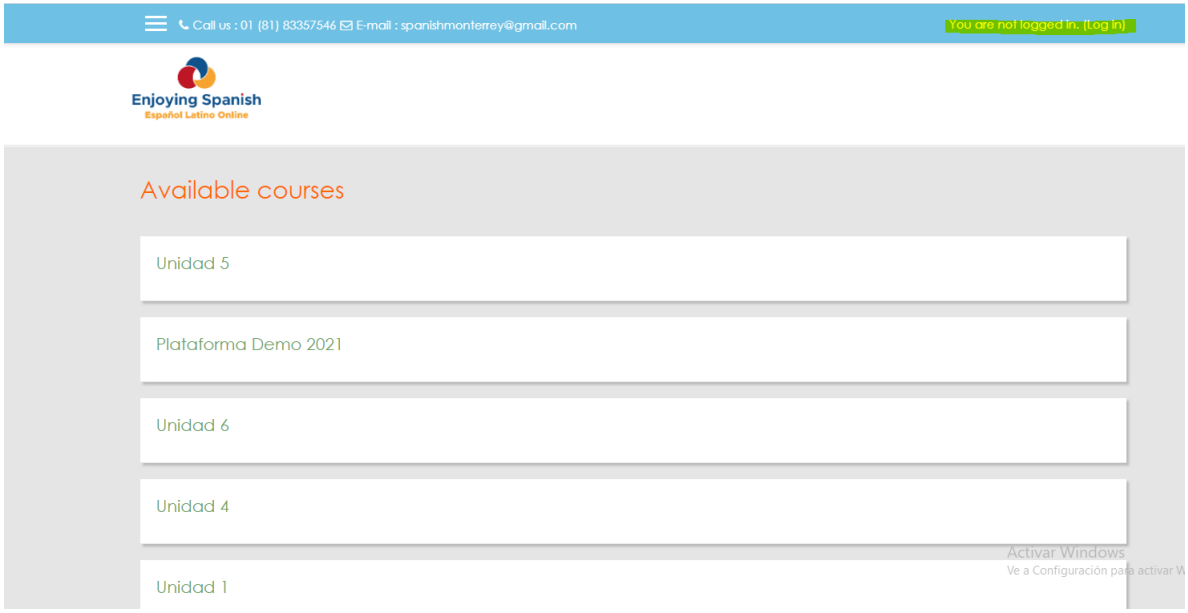

1.11 Click on Submit assignment



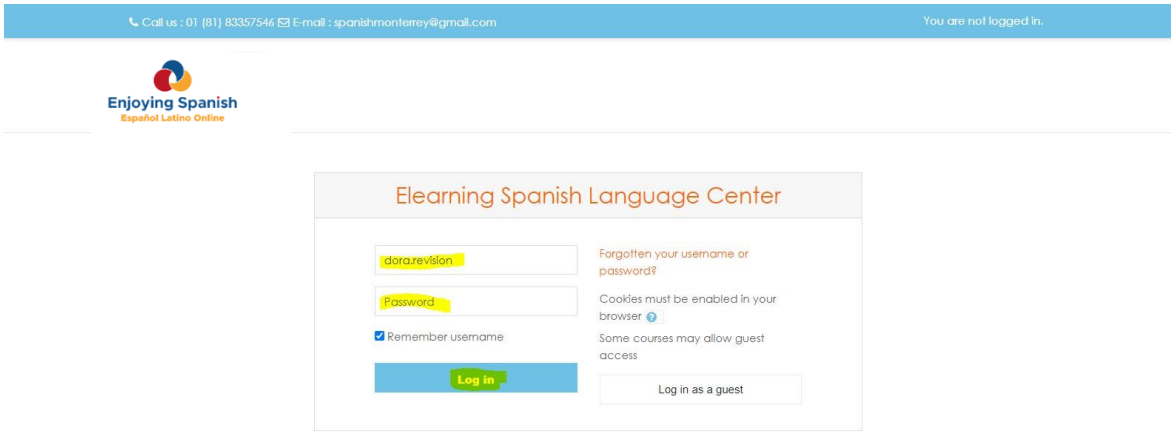
**1.12** Click on **Continue**

# 2. BOOK

2.1 Enter - https://www.spanishcentermonterrey.com/elearning/



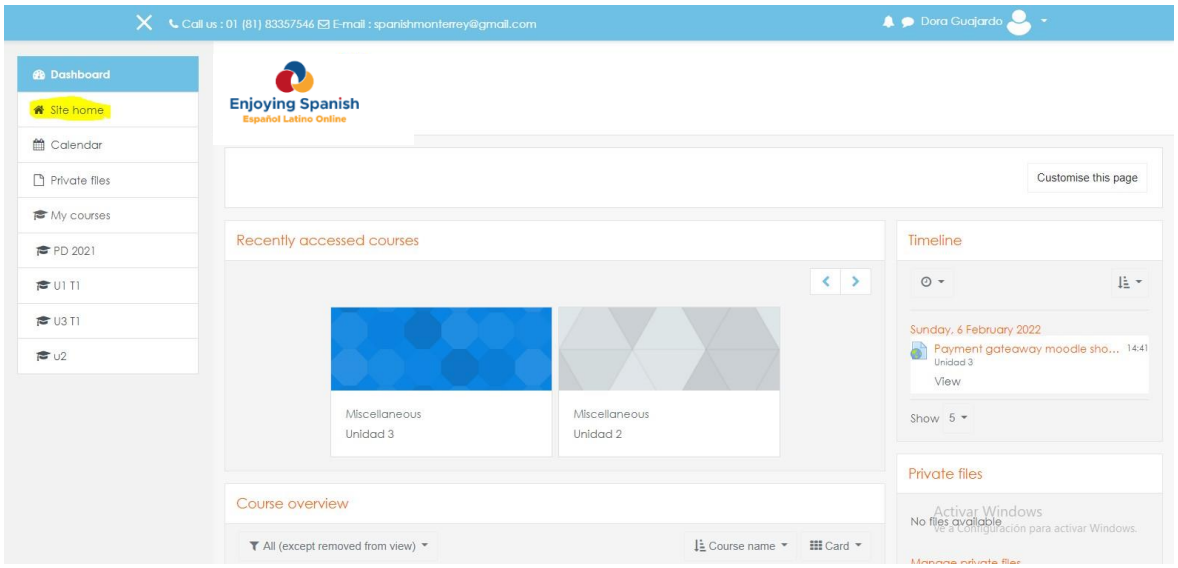

**2.2** Click en **You are not logged in (Log In)**




2.3

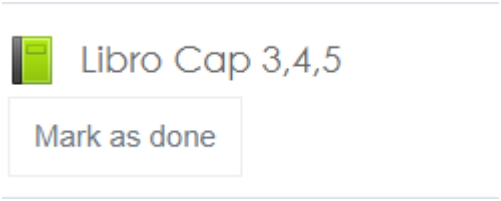
**User:** dora.revision

**Password:** xxxx



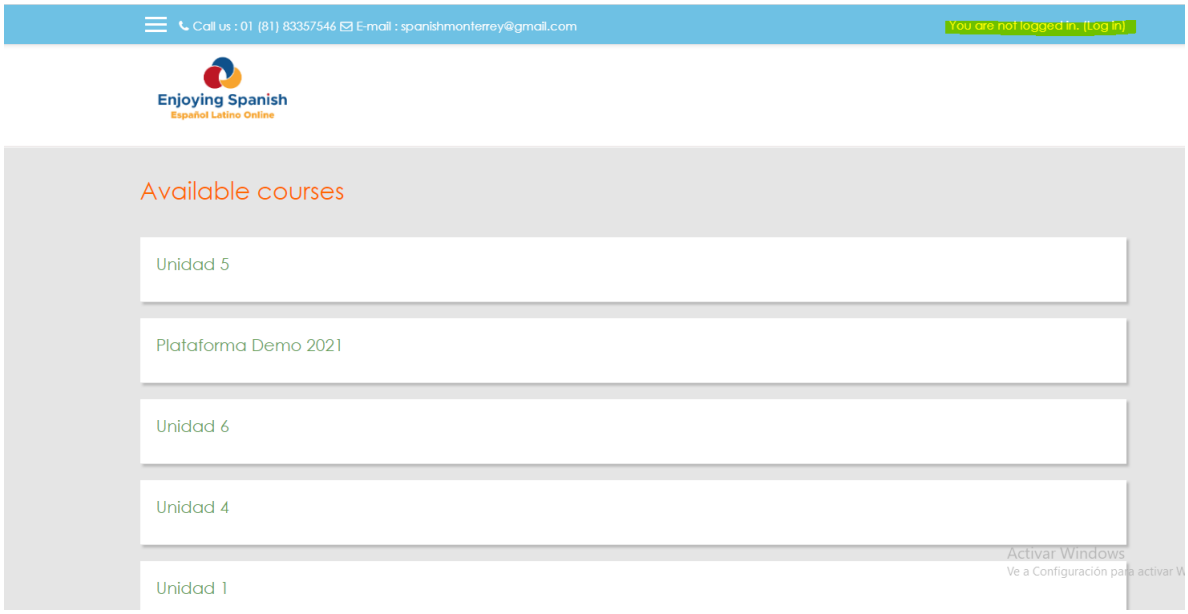

**2.4** Click en **Site Home**

2.5 Click in the unit assign by the teacher or the one you bought.

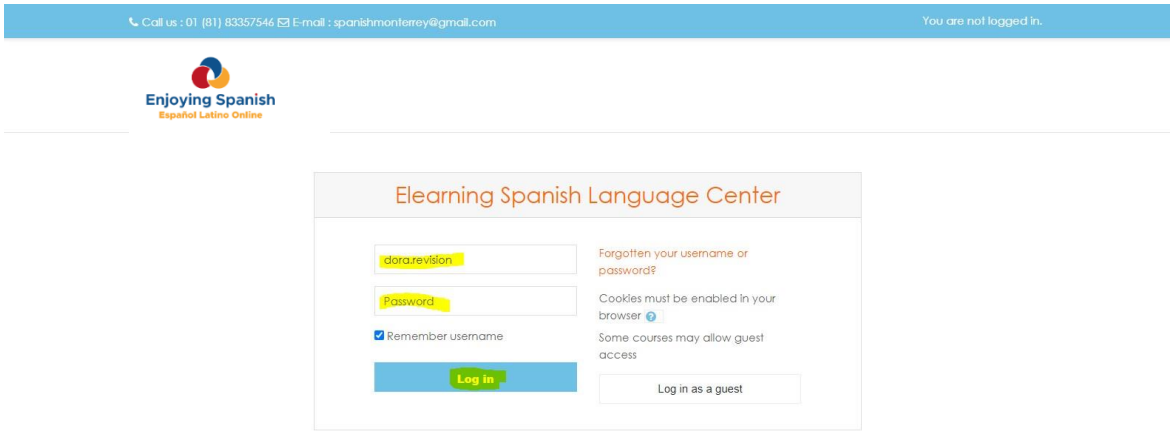



## 3. FOLDER

3.1 Enter - [https://www.spanishcentermonterrey.com/elearning/](https://www.spanishcentermonterrey.com/elearning/)




**3.2** Click en **You are not logged in (Log In)**

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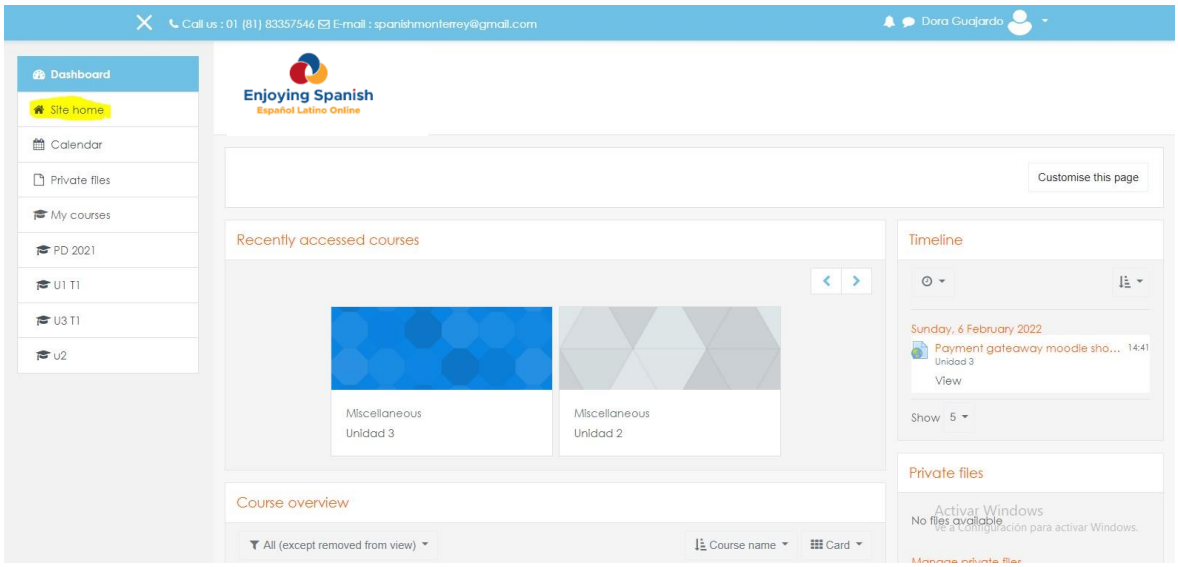
3.3

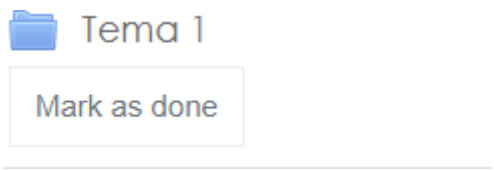
**User:** dora.revision

**Password:** xxxx




**3.4** Click en **Site Home**

3.5 Click in the unit assign by the teacher or the one you bought.




**3.4** Click in the folder **Tema 1**

# Unidad 3

Dashboard / My courses / U3 T1 / Topic 12 / Tema 1

## Tema 1

Mark as done

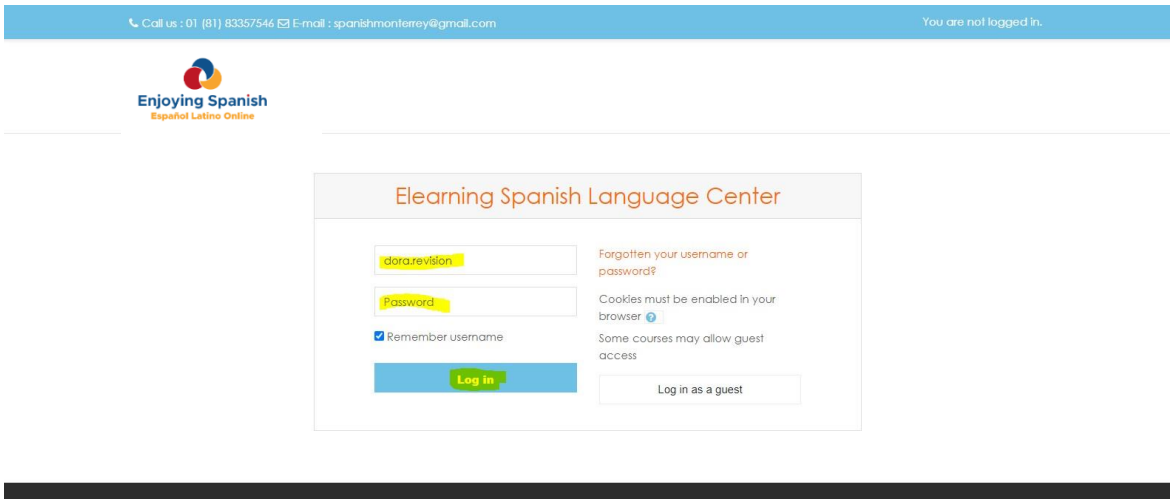
◀ Libro Cap 3,4,5

Jump to...

# 4. CHAT

4.1 Enter - https://www.spanishcentermonterrey.com/elearning/

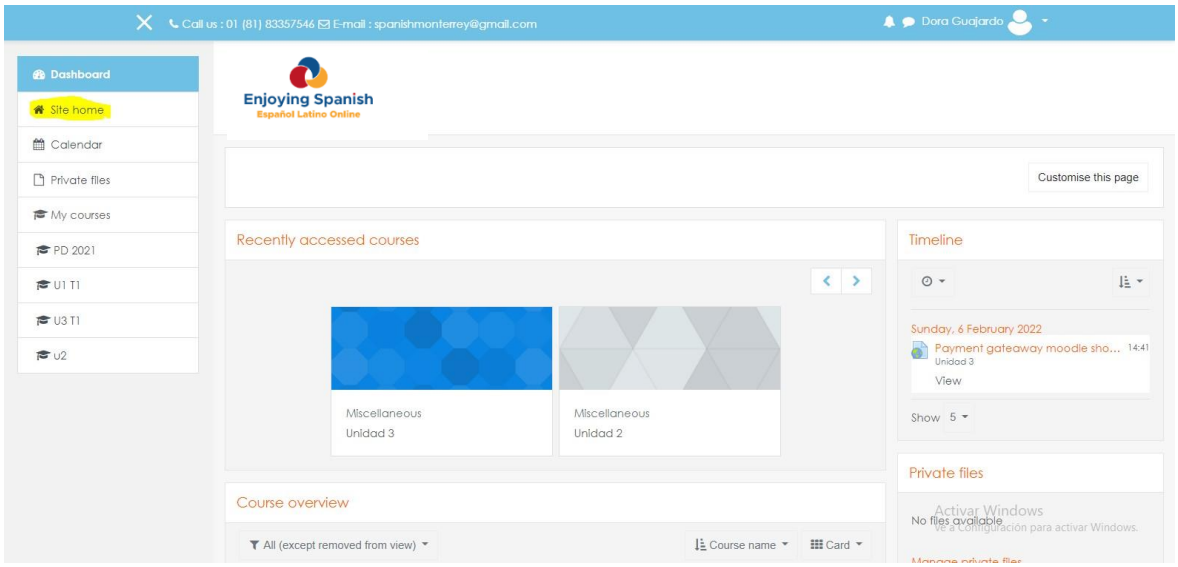
**4.2** Click in **You are not logged in (Log In)**




4.3

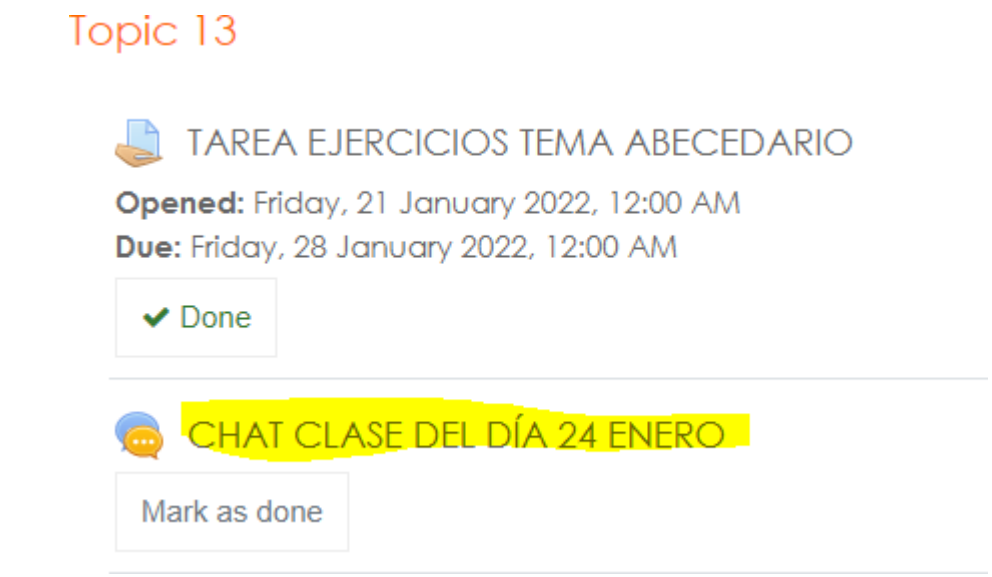
**User:** dora.revision

**Password:** xxxx

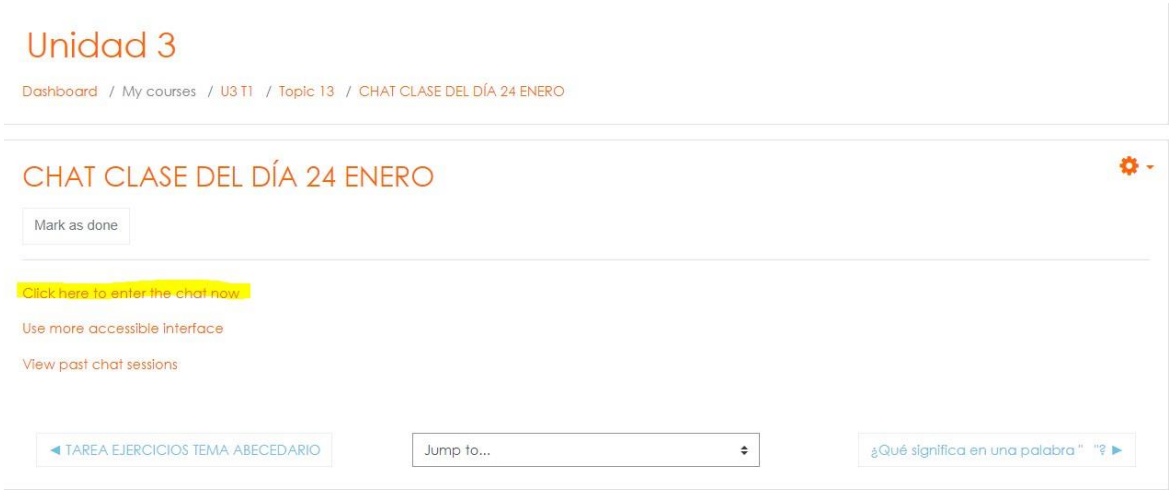



**4.4** Click en **Site Home**

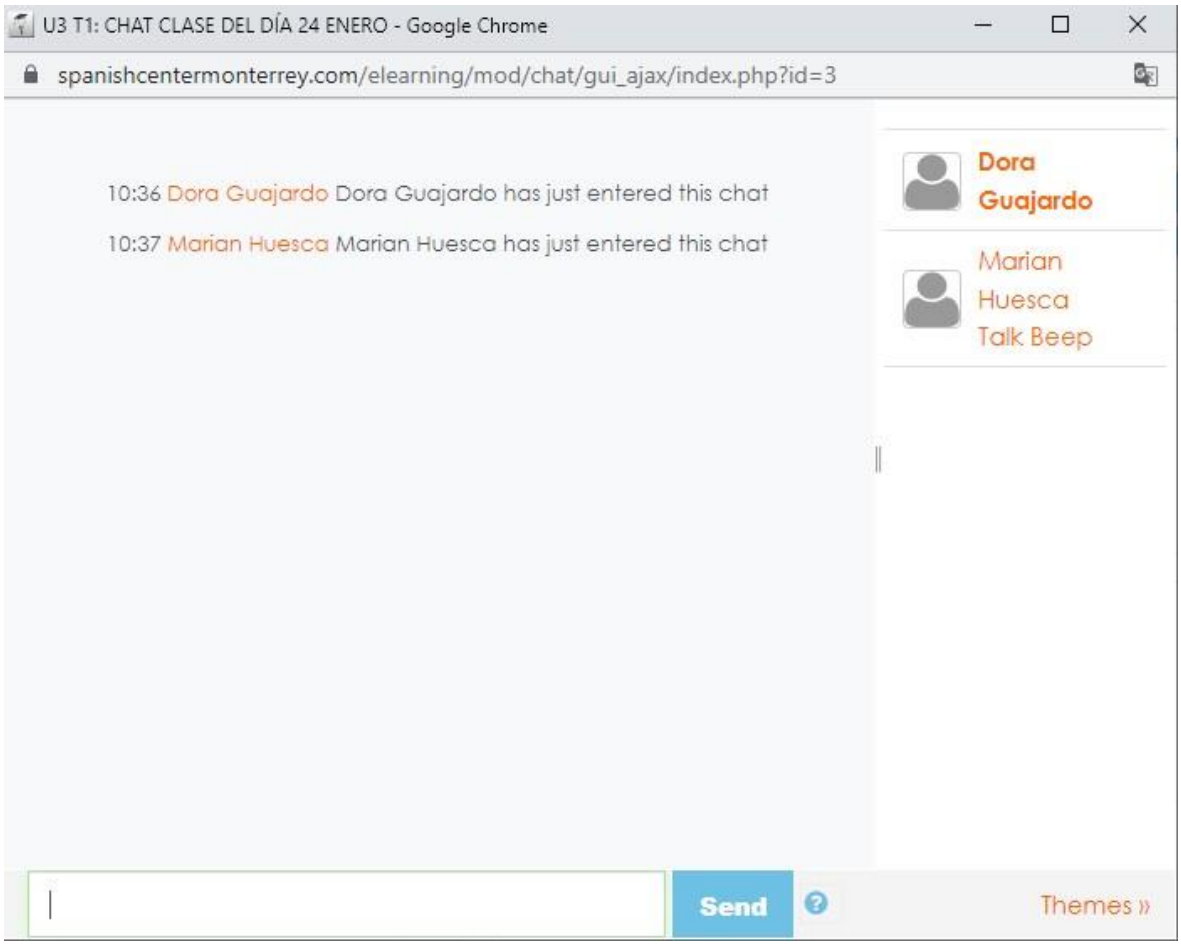
4.5 Click in the unit assign by the teacher or the one you bought.




**4.6** Click in the **CHAT CLASE DEL DÍA 24 ENERO**




**4.7** Click in **Click here to enter the chat now**

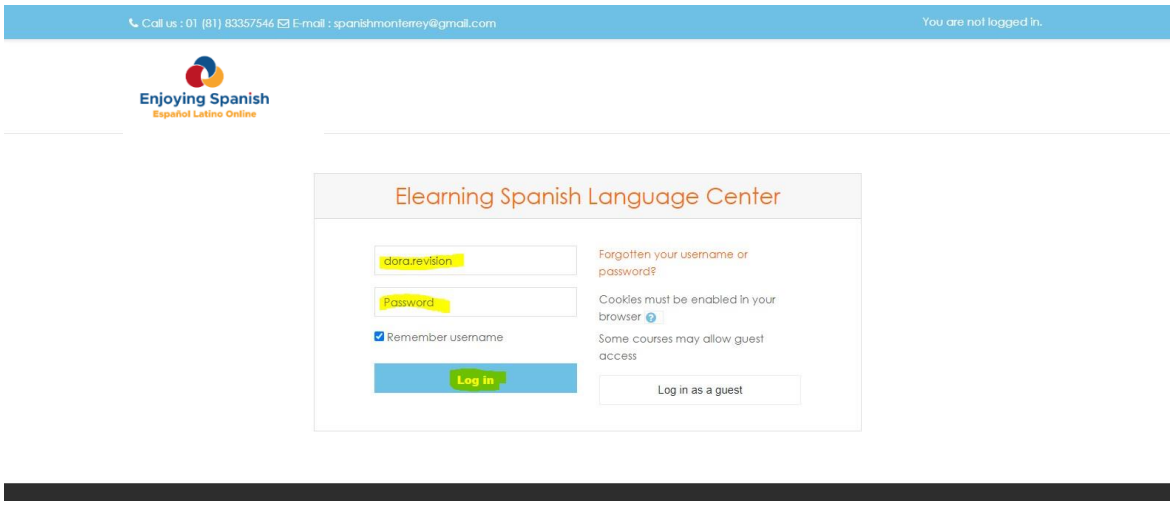



4.8 You communicate with your teacher.

# 5. CHOICE

5.1 Enter - https://www.spanishcentermonterrey.com/elearning/

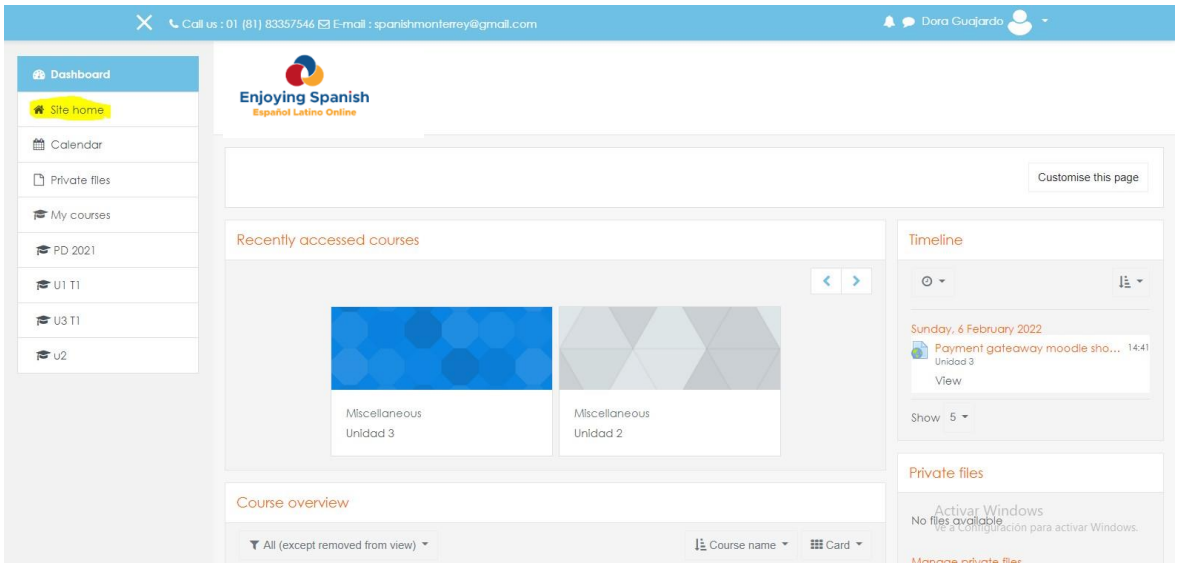
**5.2** Click en **You are not logged in (Log In)**




5.3

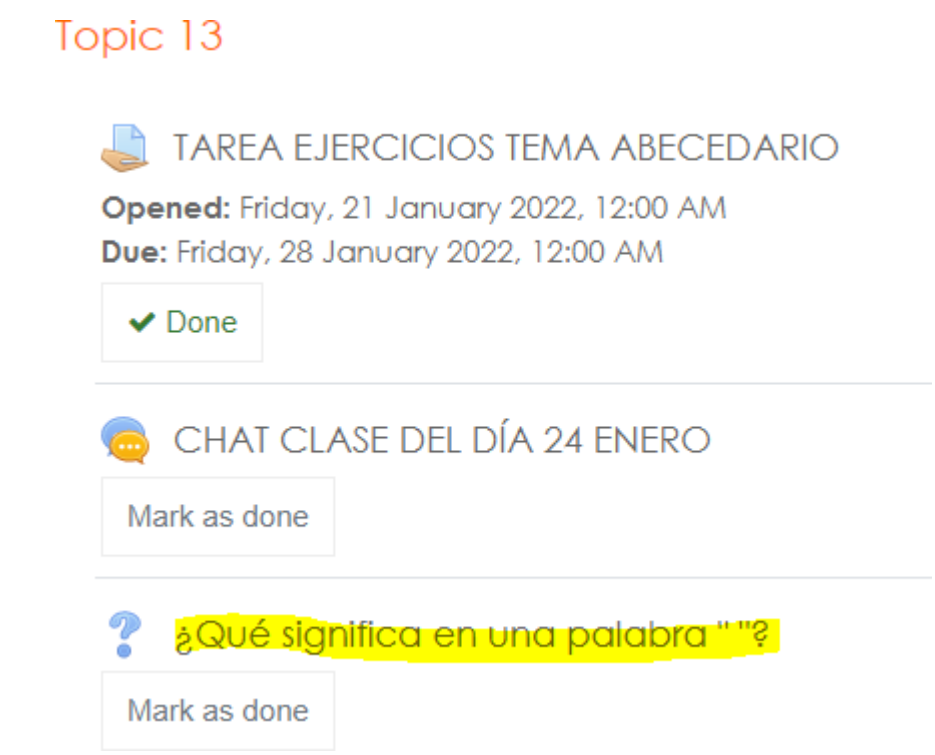
**User:** dora.revision

**Password:** xxxx




**5.4** Click en **Site Home**

5.5 Click in the unit assign by the teacher or the one you bought.




**5.6** Click in **¿Qué significa en una palabra?**

5.7 Select the correct option: Casa, Color or Abecedario

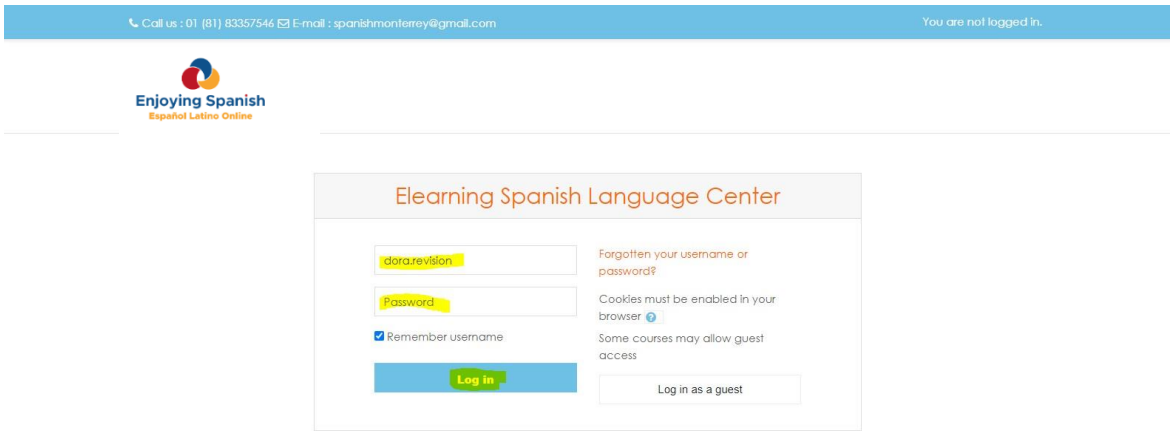
Click on **Save my choice** when you finish.

¿Qué significa en una palabra " "?
Mark as done
Your choice has been saved
Your selection: Color
The results are not currently viewable.
◄ CHAT CLASE DEL DÍA 24 ENERO
Jump to...
Feedback tema 1 ►

# 6. FEEDBACK

6.1 Enter - https://www.spanishcentermonterrey.com/elearning/

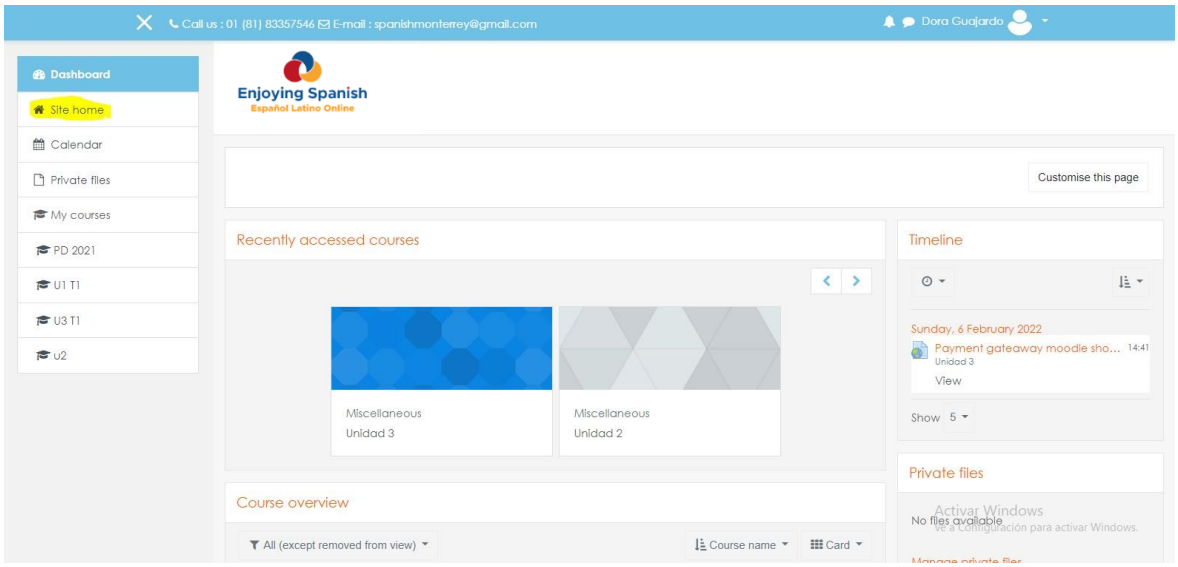
**6.2** Click en **You are not logged in (Log In)**




6.3

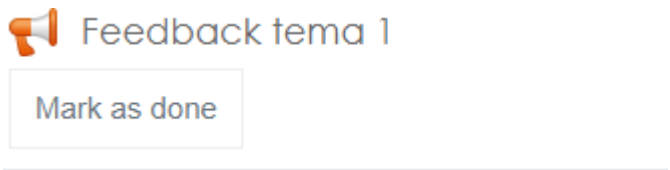
**User:** dora.revision

**Password:** xxxx




**6.4** Click en **Site Home**

6.5 Click in the unit assign by the teacher or the one you bought.

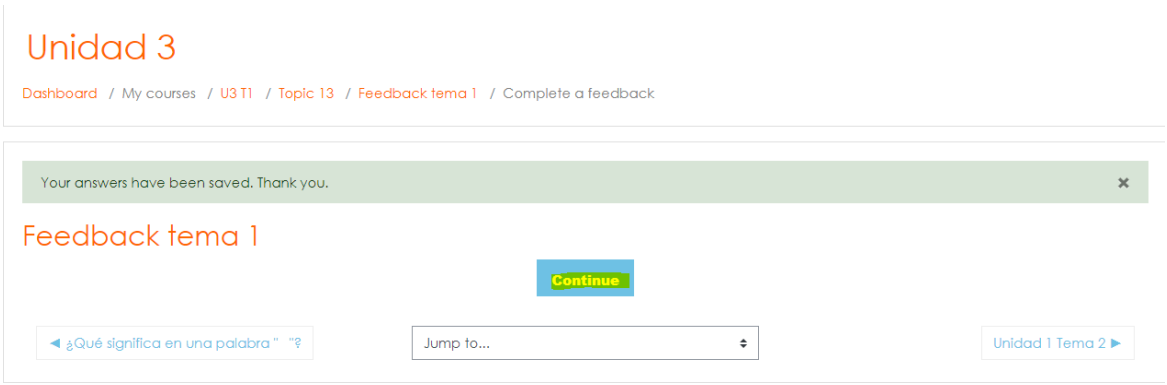



**6.6** Click on **Feedback tema 1**

**6.7** Click on **Answer the questions**

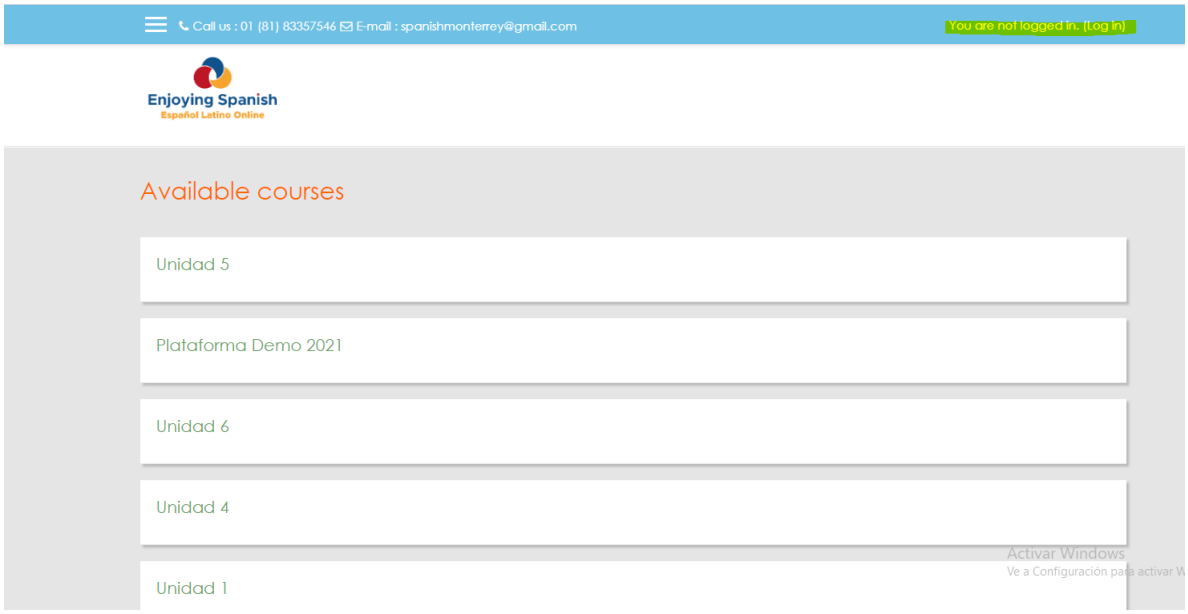
6.8 Select one of the options

6.9 Click in **Submit your answers** after you finish answering

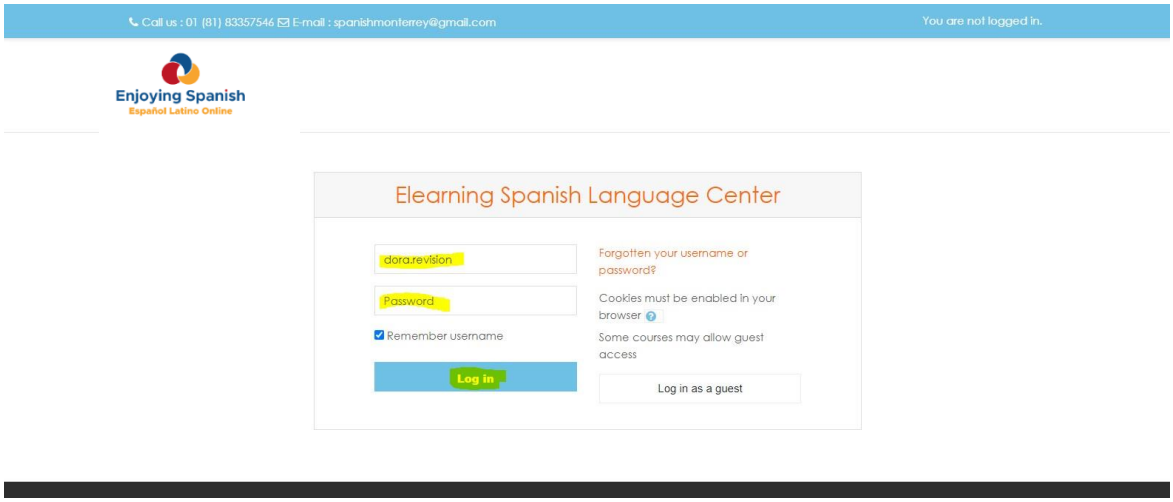


# 7. FORUM

7.1 Enter - https://www.spanishcentermonterrey.com/elearning/



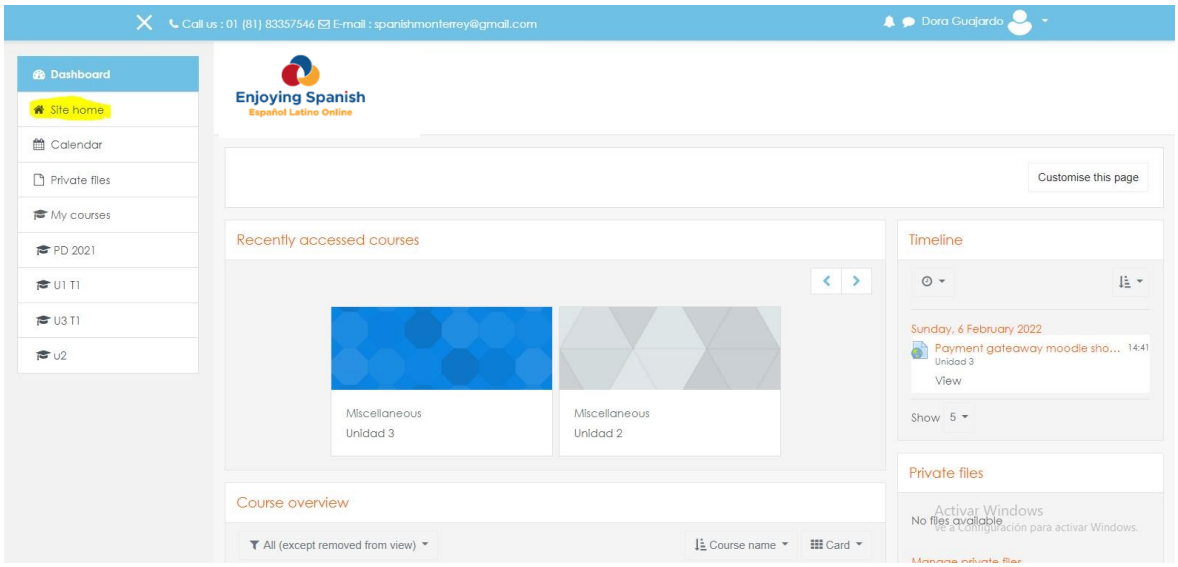

**7.2** Click en **You are not logged in (Log In)**




7.3

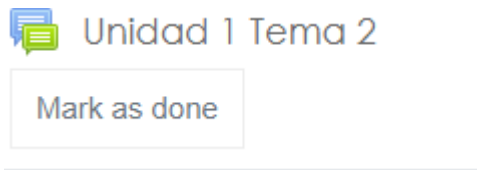
User: dora.revision

Password: xxxx

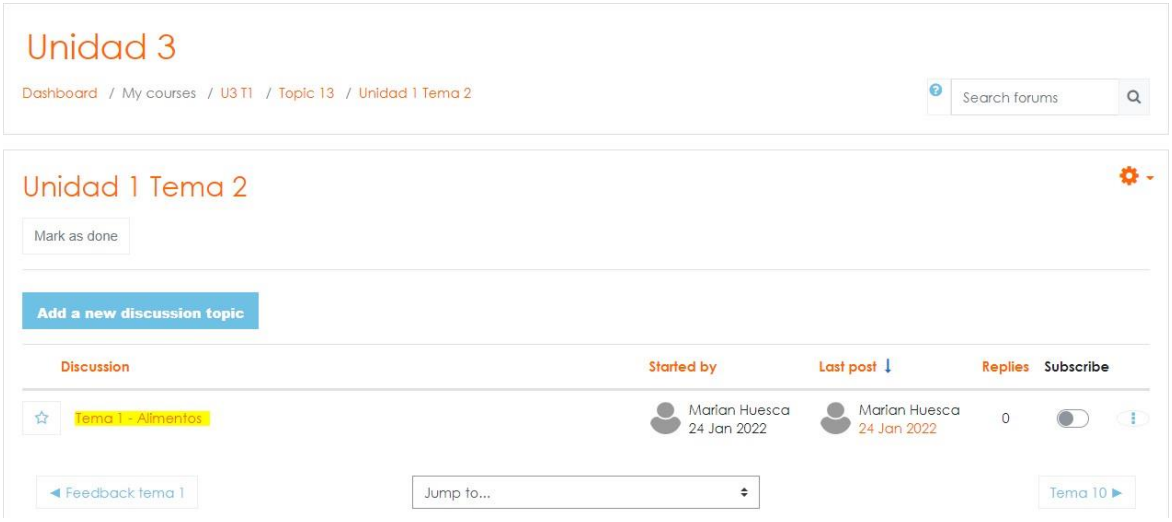



**7.4** Click en **Site Home**

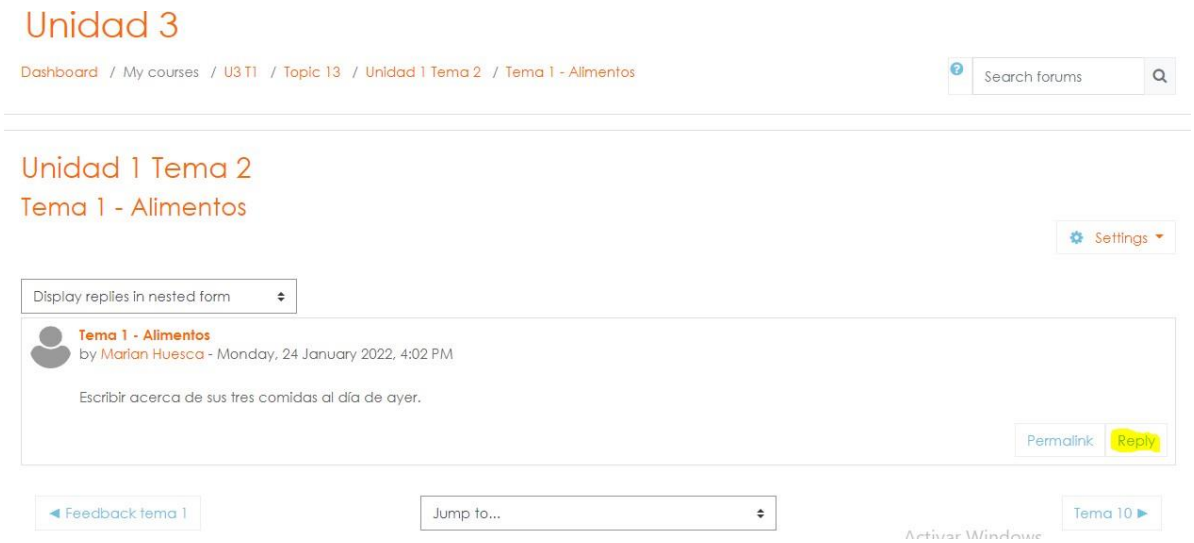
7.5 Click in the unit assign by the teacher or the one you bought.



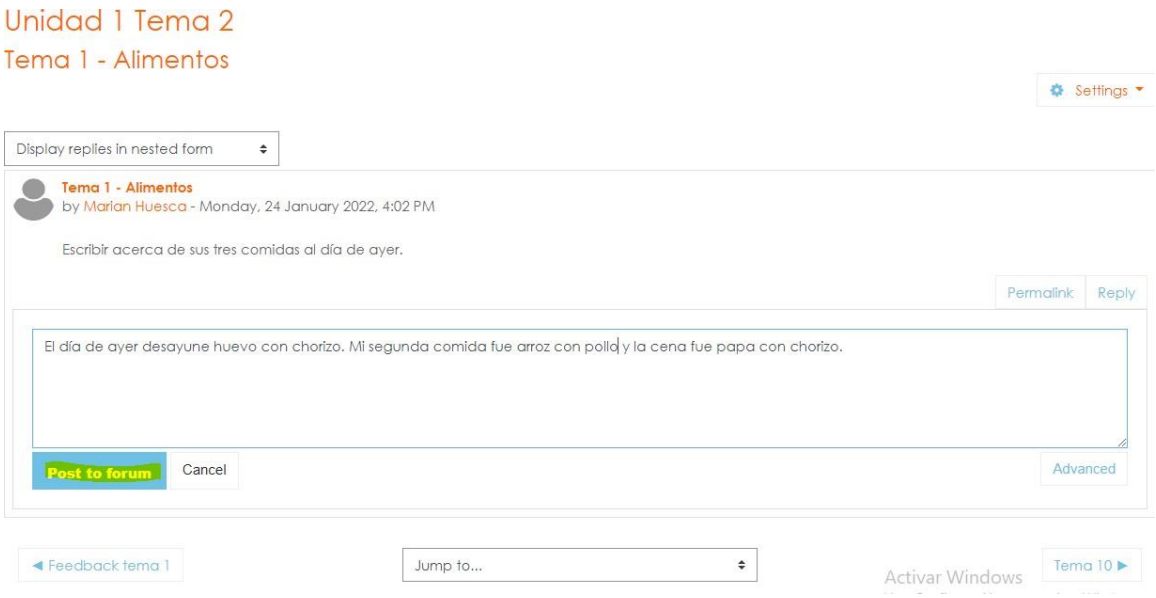

**7.6** Click in **Unidad 1 Tema 2**



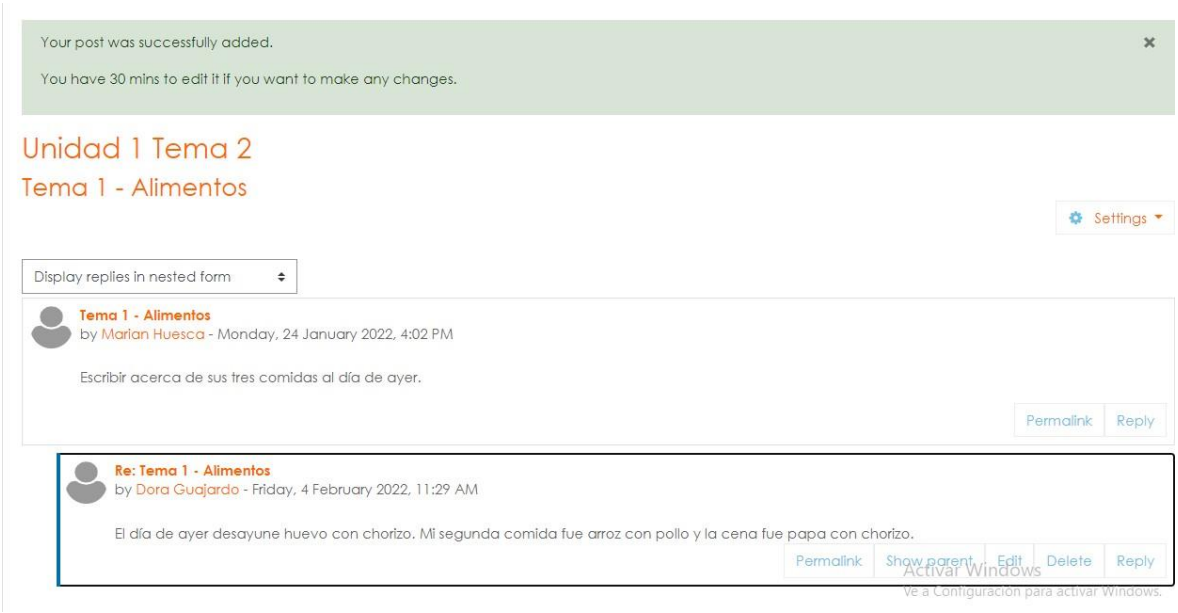

**7.7** Click in the corresponds Forum. In this case **Tema 1 - Alimentos**




7.8 Click in **Reply** to answer the forum




**7.9** Write your answer and after you finish click on **Post to forum**



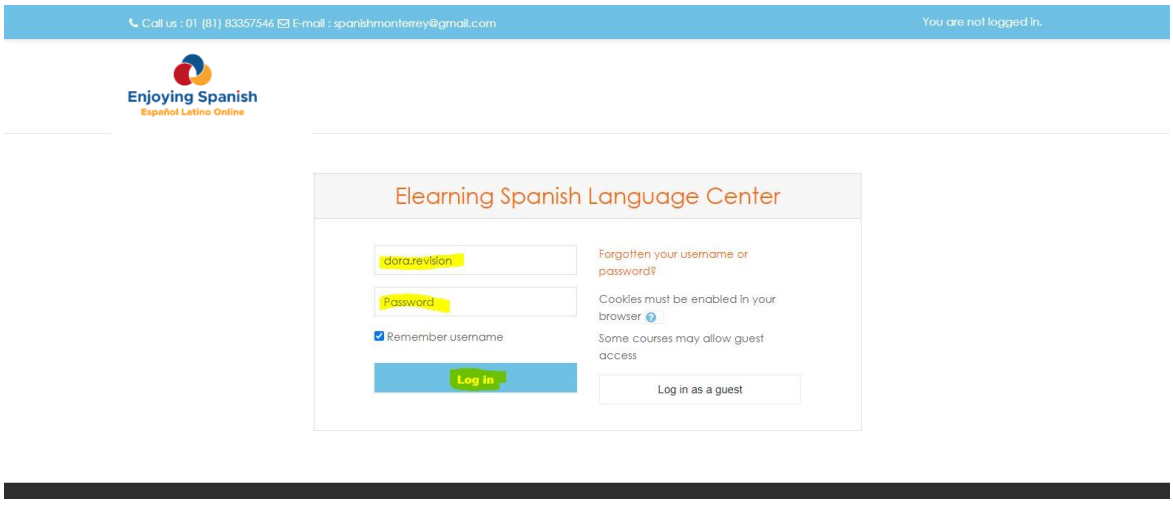

7.10

***7.11** In case you want to edit your post click on **Edit** or if you want to reply your own post click on **Reply**

# 8. GLOSSARY

8.1 Enter - https://www.spanishcentermonterrey.com/elearning/

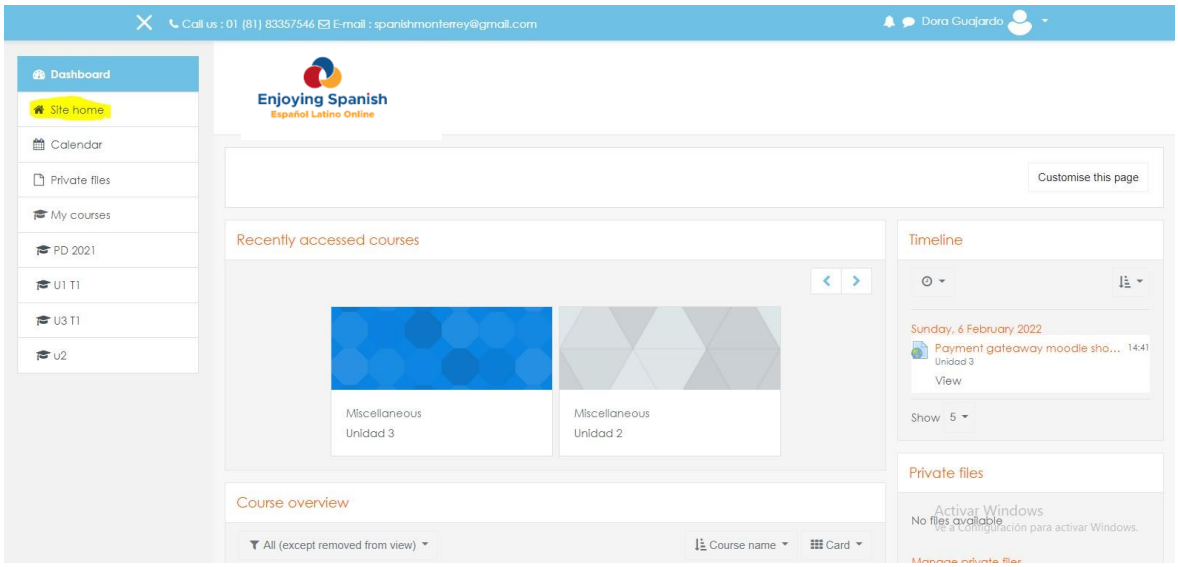
**8.2** Click en **You are not logged in (Log In)**




8.3

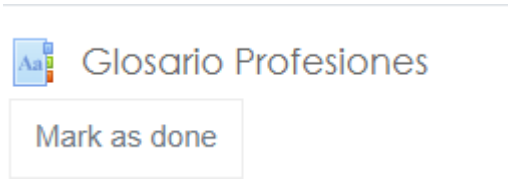
User: dora.revision

Password: xxxx




**8.4** Click en **Site Home**

8.5 Click in the unit assign by the teacher or the one you bought.

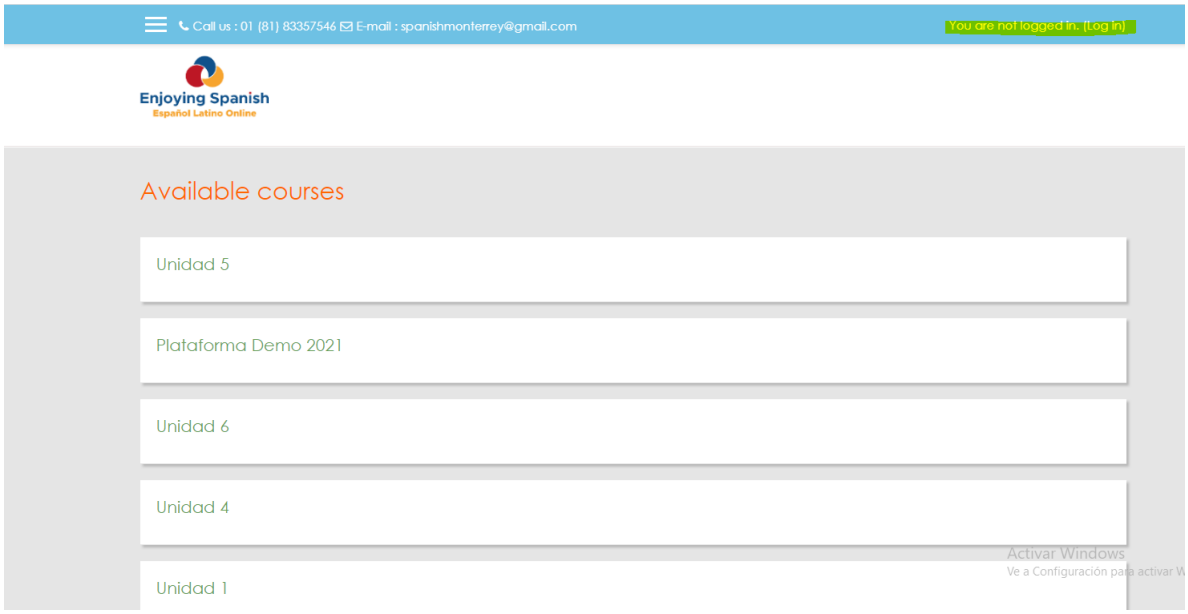



**8.6** Click on the **Glosario Profesiones**

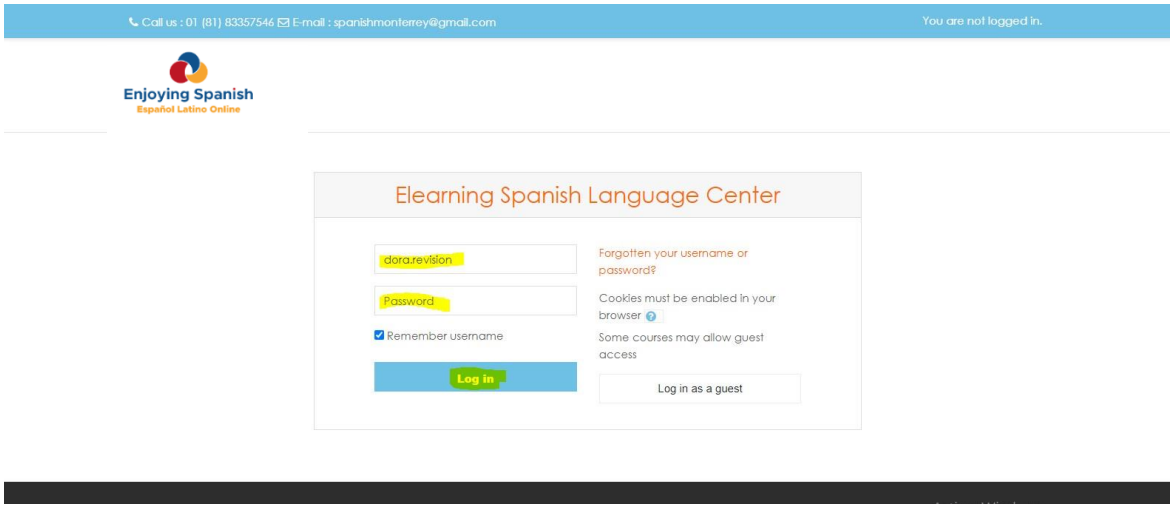
8.7 Now you can see the alphabet and search for the word you want

# 9. QUIZ

9.1 Ingresa - https://www.spanishcentermonterrey.com/elearning/



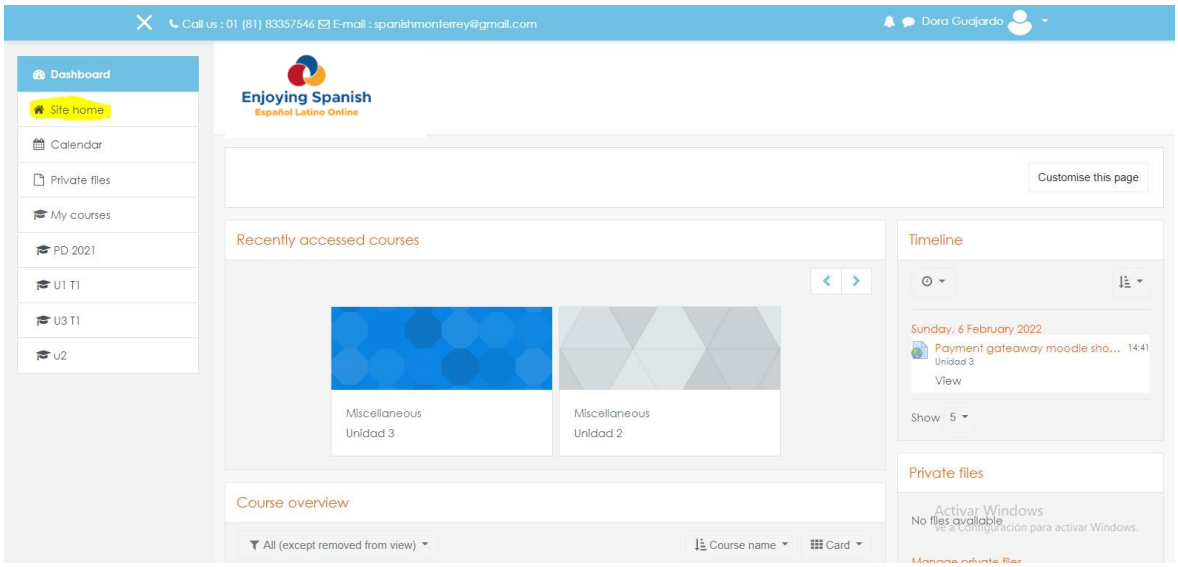

**9.2** Click en **You are not logged in (Log In)**




9.3

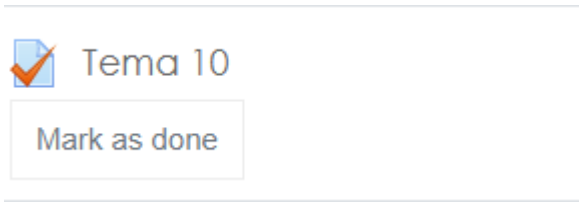
User: dora.revision

Password: xxxx

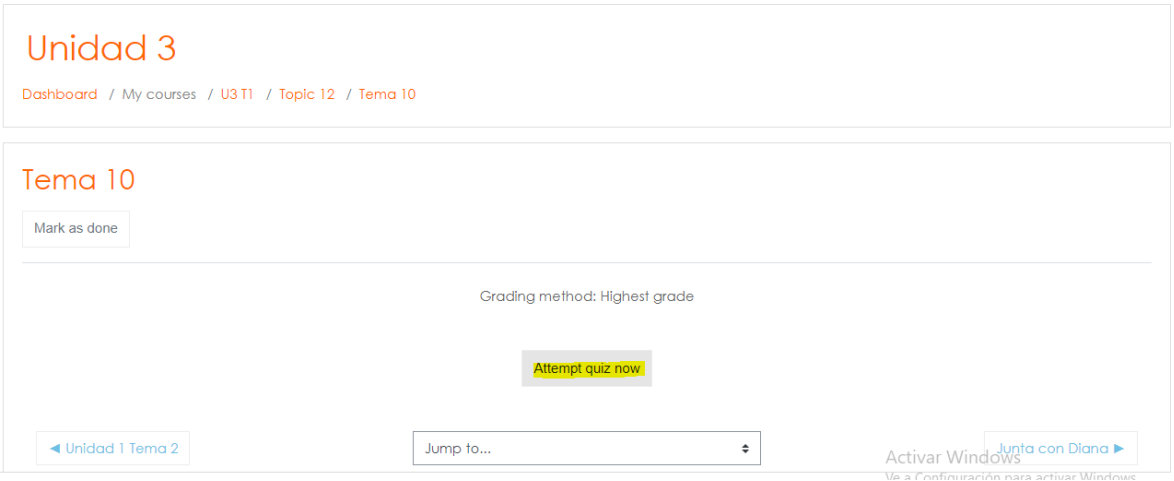



**9.4** Clic en **Site Home**

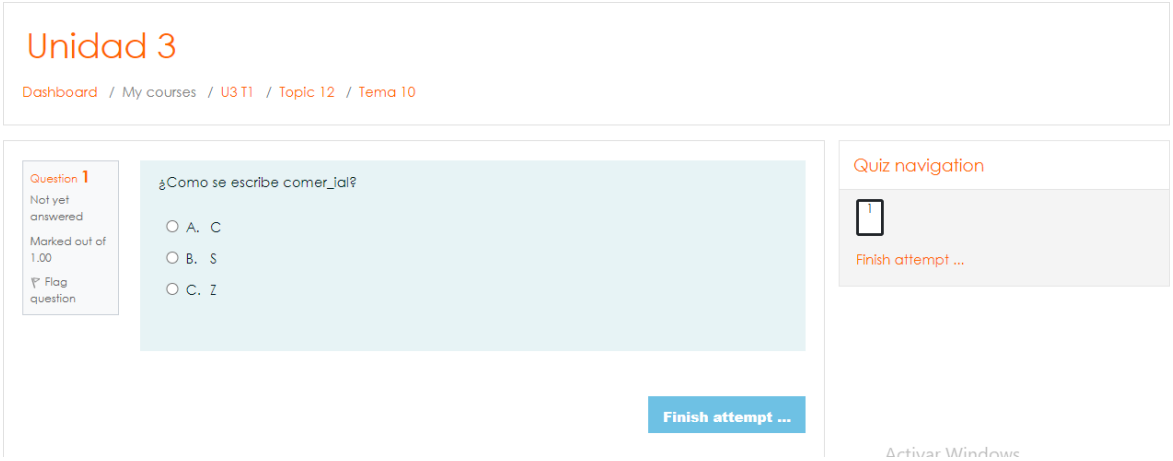
9.5 Click in the unit assign by the teacher or the one you bought.



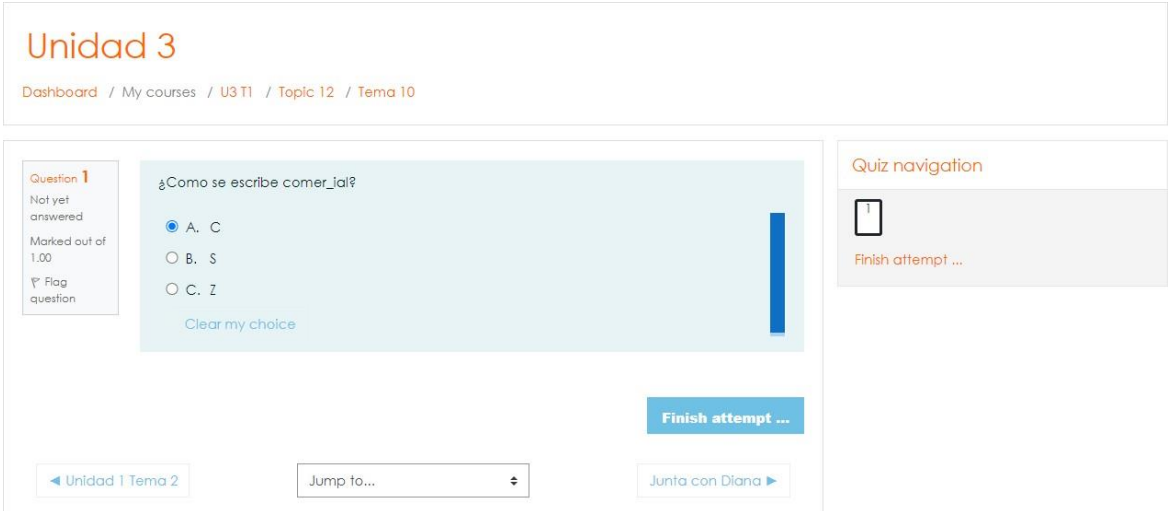

**9.6** Click on the quiz **Tema 10**



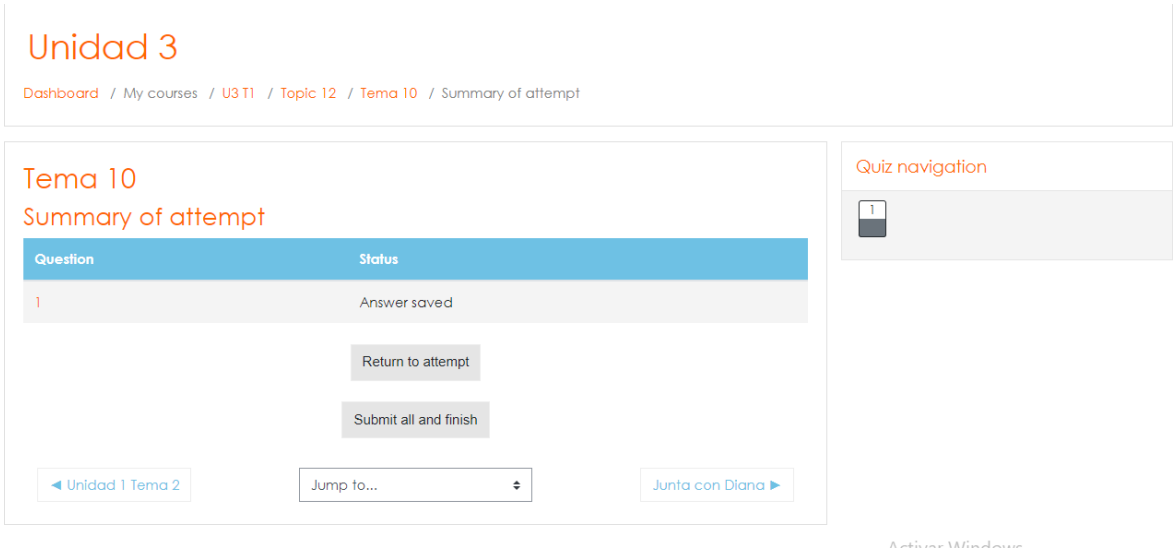

9.7 Click in **Attempt quiz now** to start the quiz



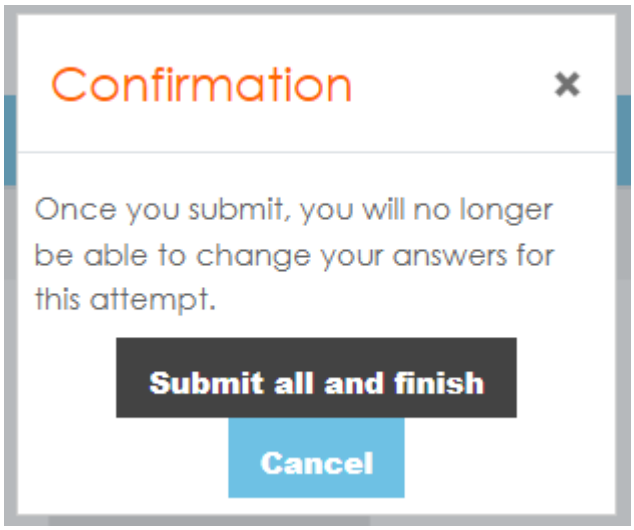

9.8 See the options



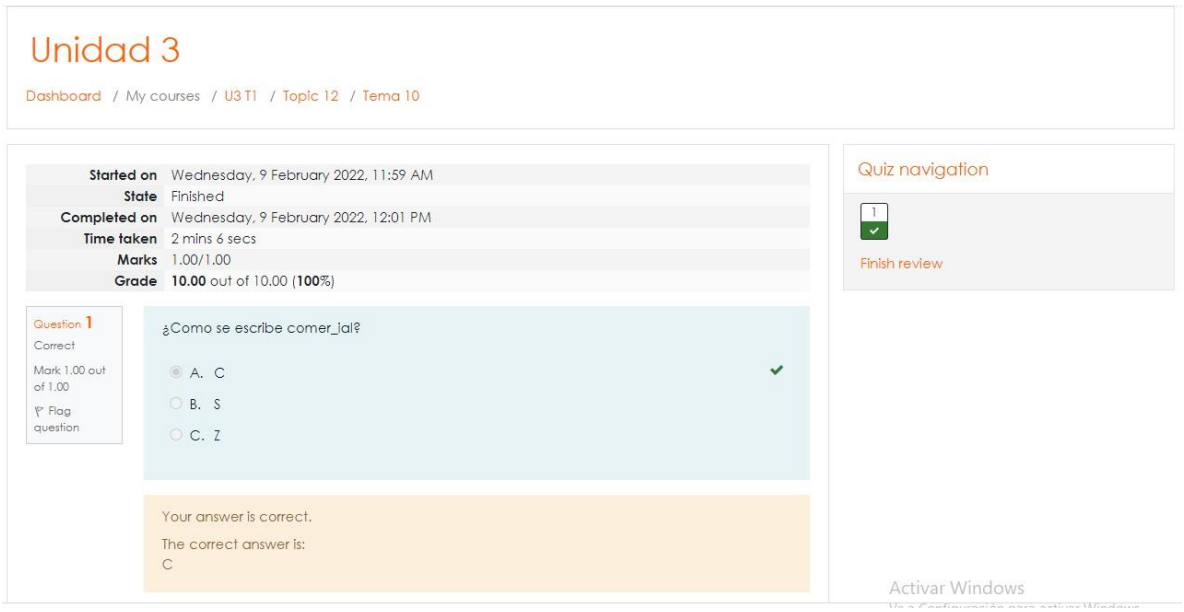

9.9 Select the correct option



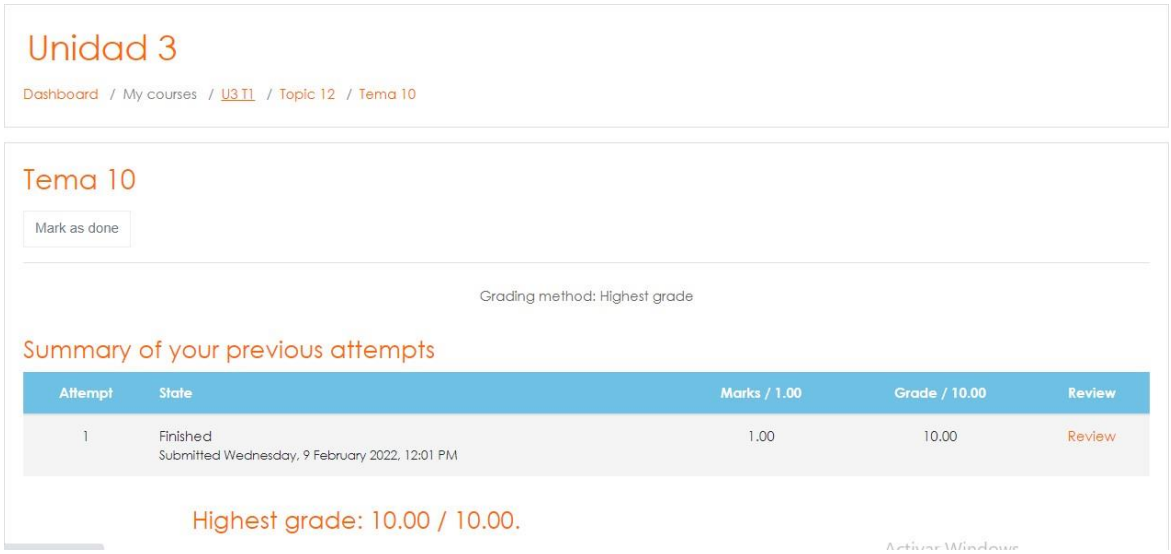

**9.10** After selecting the correct option click in **Submit all and finish**



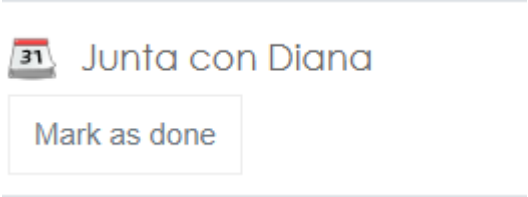

**9.11** Click in **Submit all and finish**



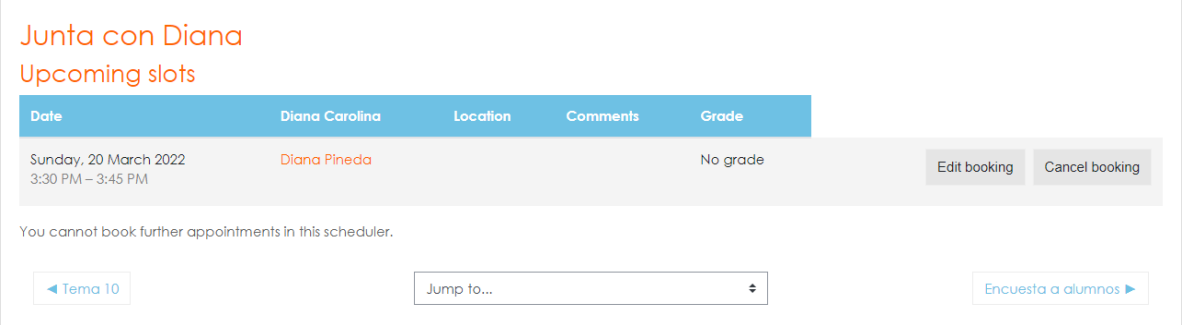

9.12 Click on finish review



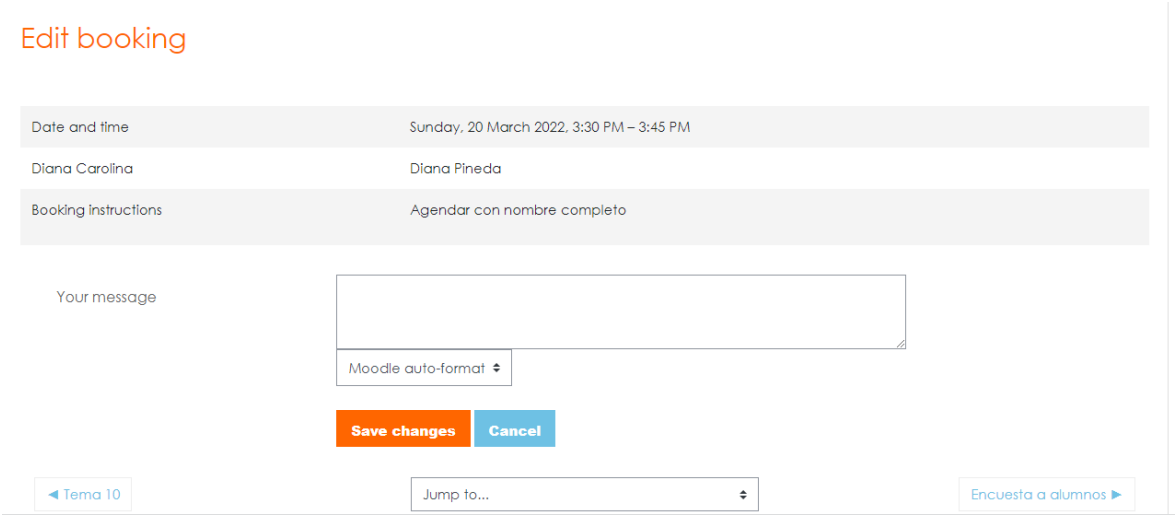
# 10. SCHEDULER



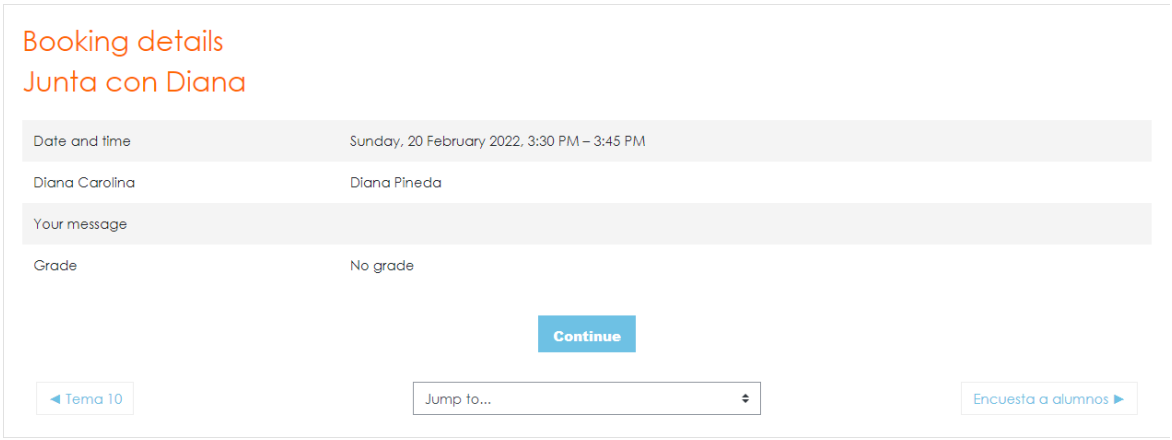

**10.1** Click in **Junta con Diana**




**10.2** Click in **Edit booking**

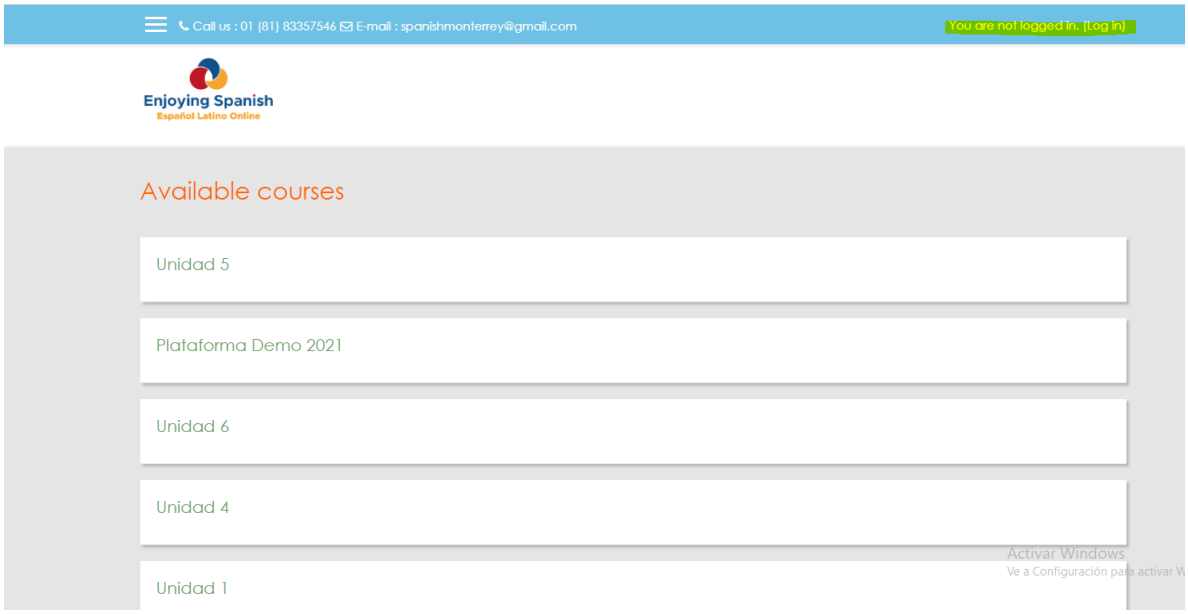



10.3 Write a message of when are you available and full name or depending on the instructions, they give you.

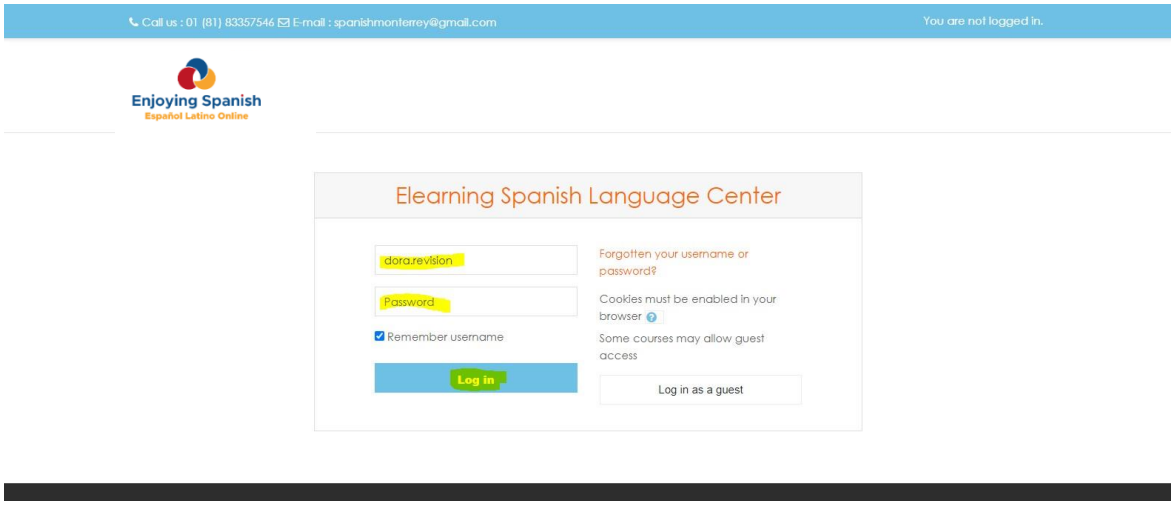


# 11. SURVEY

11.1 Ingresa - https://www.spanishcentermonterrey.com/elearning/



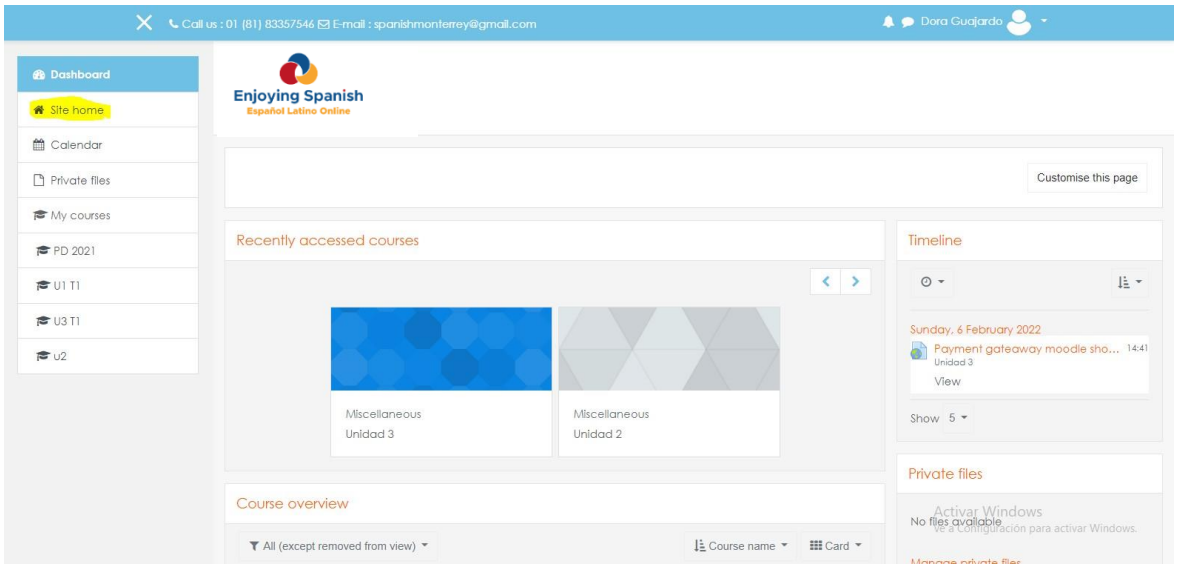

**11.2** Clic en **You are not logged in (Log In)**




11.3

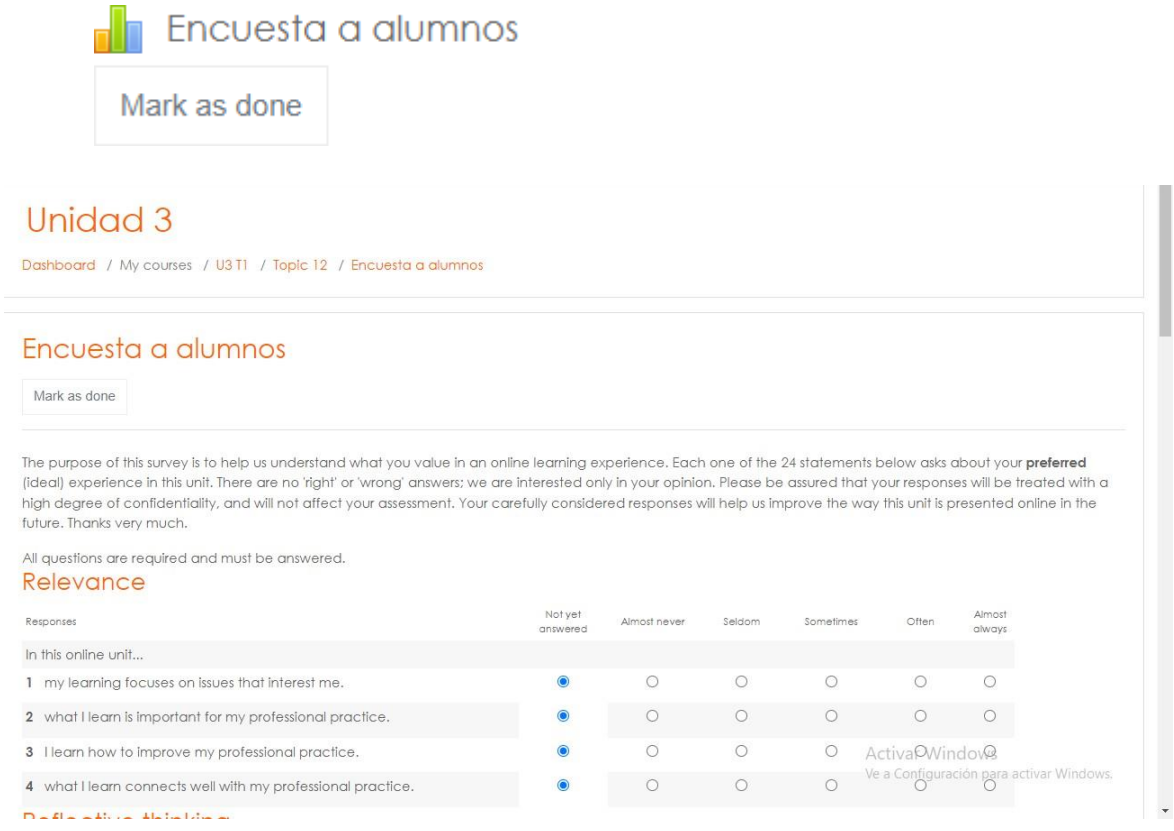
User: dora.revision

Password: xxxx




**11.4** Clic en **Site Home**

11.5 Click in the unit assign by the teacher or the one you bought.



## Reflective thinking

| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| **5** I think critically about how I learn. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **6** I think critically about my own ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **7** I think critically about other students' ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **8** I think critically about ideas in the readings. | ◉ | ○ | ○ | ○ | ○ | ○ |

## Interactivity

| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| **9** I explain my ideas to other students. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **10** I ask other students to explain their ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **11** other students ask me to explain my ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **12** other students respond to my ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |

## Tutor support

| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| **13** the tutor stimulates my thinking. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **14** the tutor encourages me to participate. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **15** the tutor models good discourse. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **16** the tutor models critical self-reflection. | ◉ | ○ | ○ | ○ | ○ | ○ |

Activar Windows
Ve a Configuración para activar Windows.

## Peer support

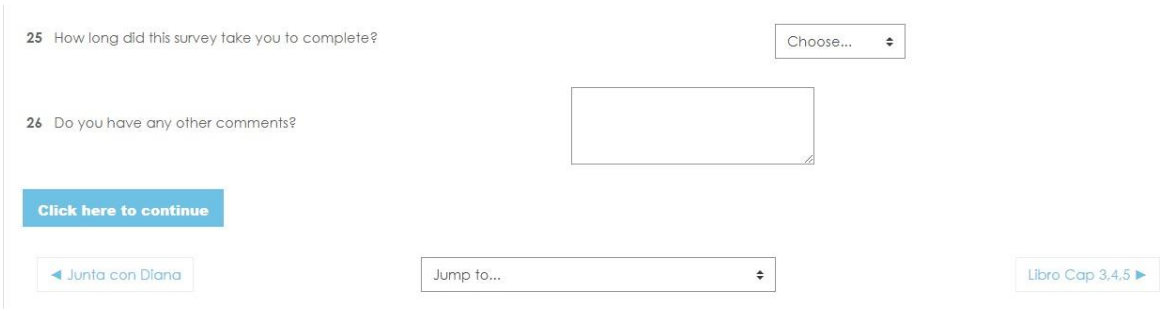
| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| **17** other students encourage my participation. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **18** other students praise my contribution. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **19** other students value my contribution. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **20** other students empathise with my struggle to learn. | ◉ | ○ | ○ | ○ | ○ | ○ |

## Interpretation

| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| **21** I make good sense of other students' messages. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **22** other students make good sense of my messages. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **23** I make good sense of the tutor's messages. | ◉ | ○ | ○ | ○ | ○ | ○ |
| **24** the tutor makes good sense of my messages. | ◉ | ○ | ○ | ○ | ○ | ○ |

Activar Windows
Ve a Configuración para activar Windows.

**25** How long did this survey take you to complete? Choose...




# Unidad 3

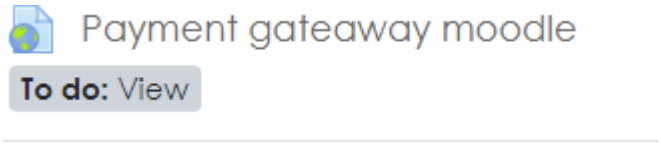
Dashboard / My courses / U3 T1 / Topic 12 / Encuesta a alumnos

## Encuesta a alumnos

Thanks for answering this survey, Dora

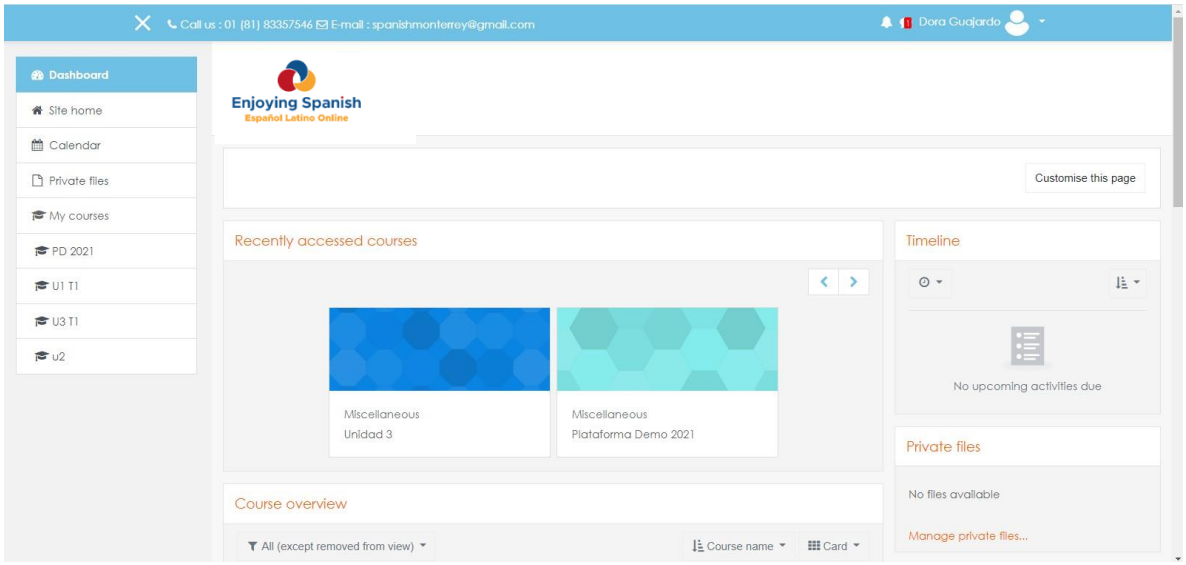
Continue

◄ Junta con Diana | Jump to... | Libro Cap 3,4,5 ►

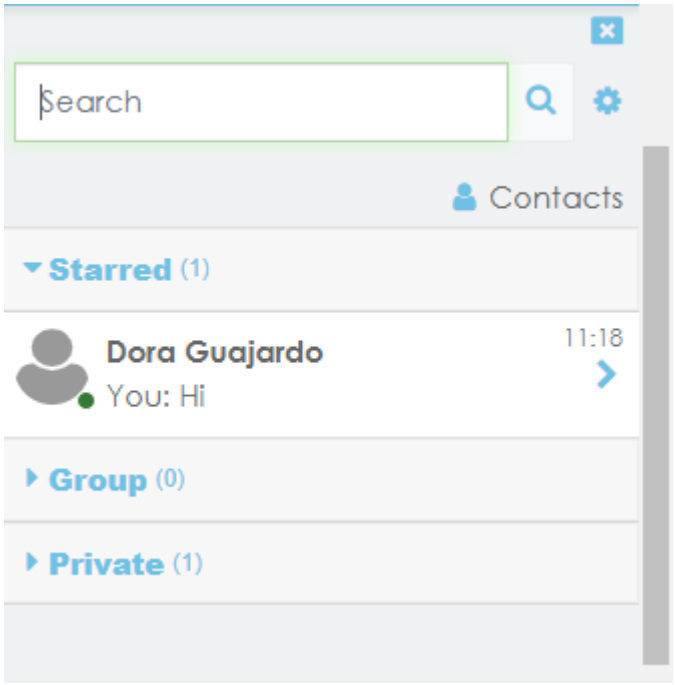



Click on the title **Payment gateaway Moodle** so it can take you directly to the link.

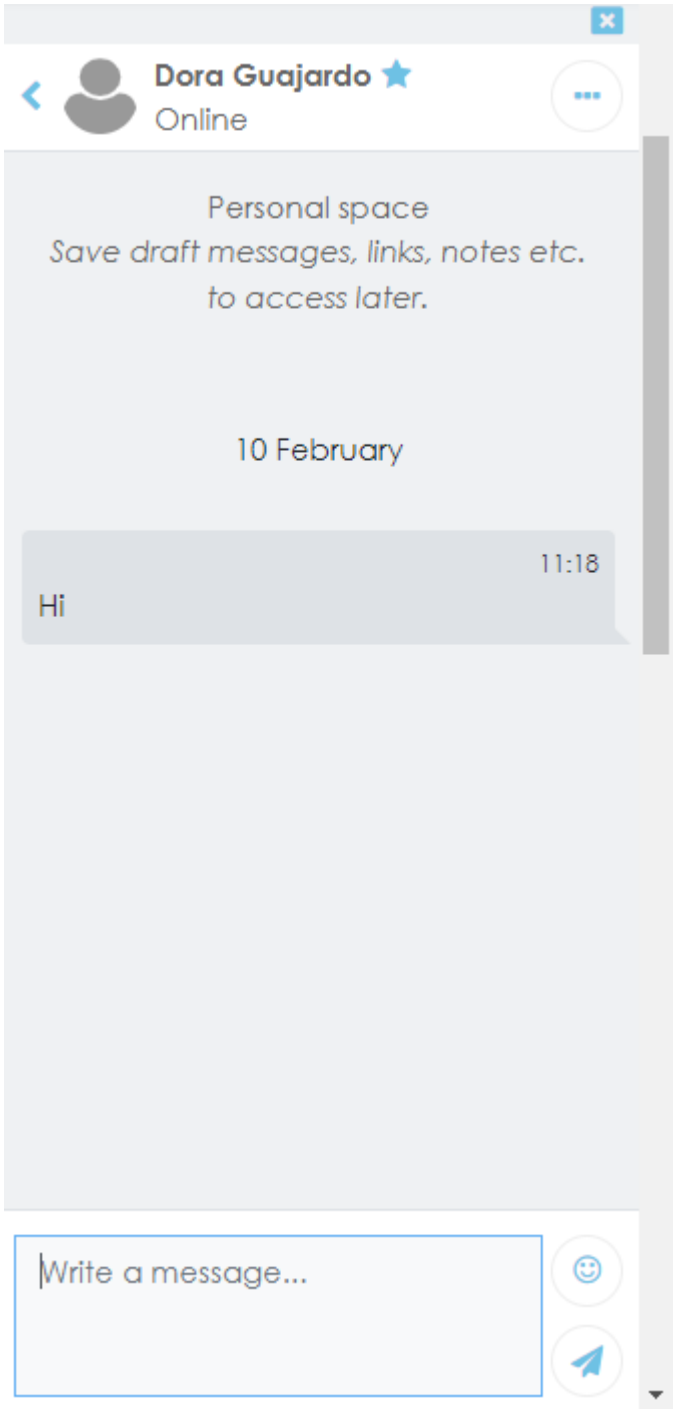
# 12. DASHBOARD




12.1 Click on the notification

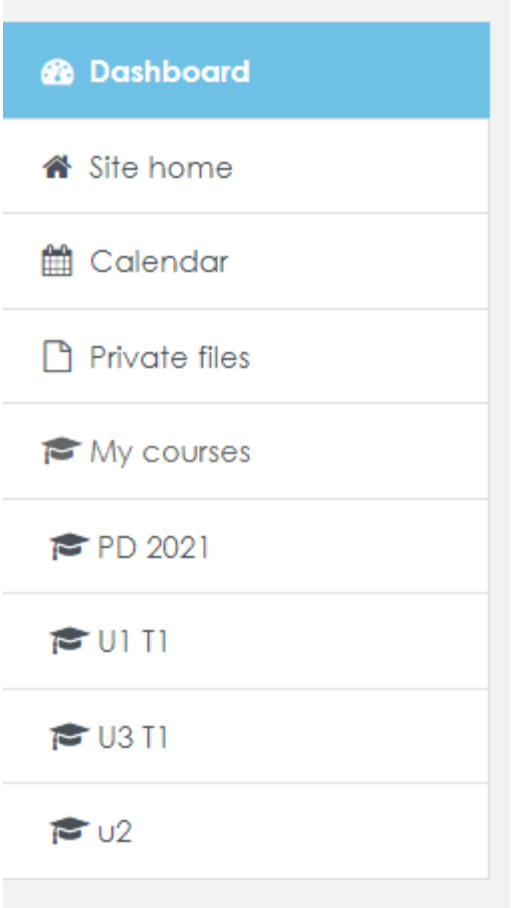



12.2 Open the chat of the teacher

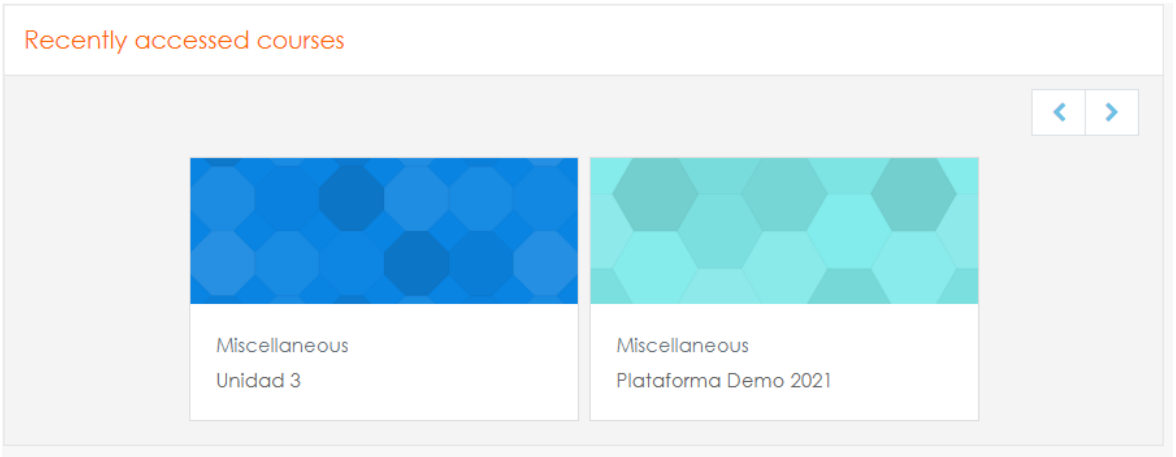



12.3 Write a message

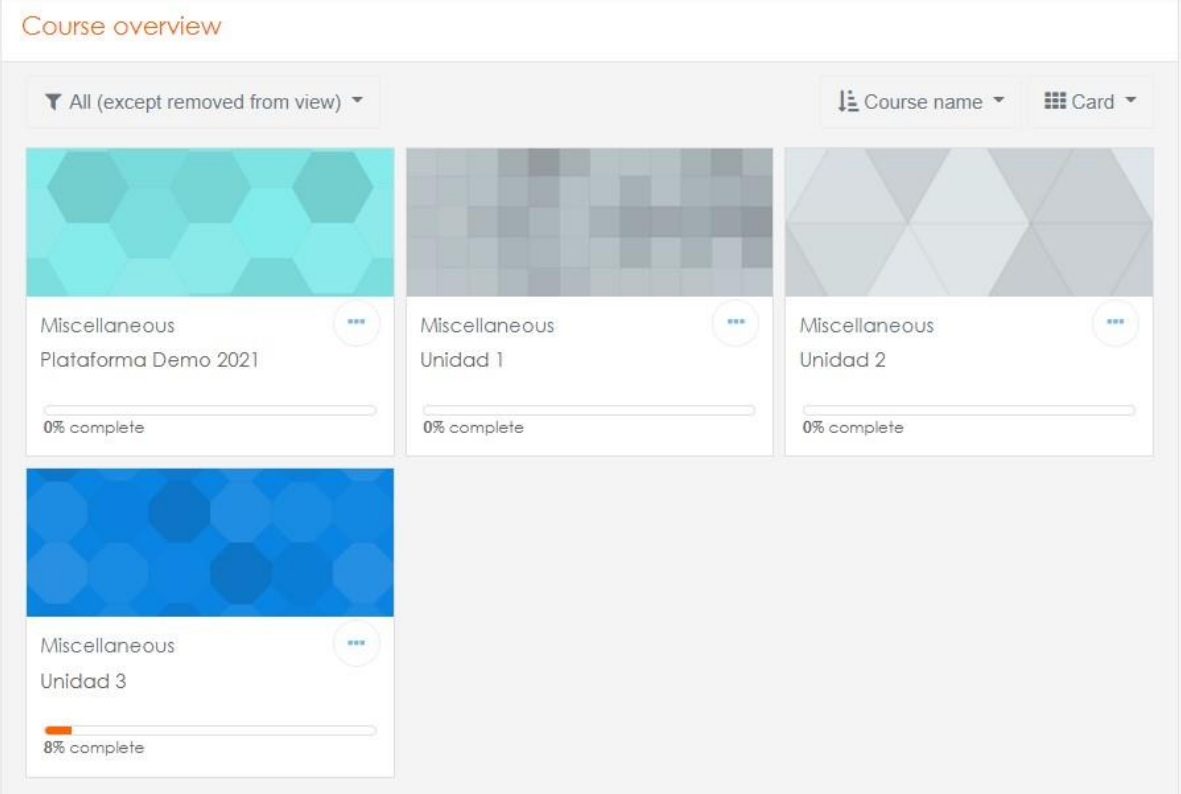
12.2.1 DASHBOARD




12.2.3 Below **My courses** it shows the unit's you bought, and the teacher assign to you.

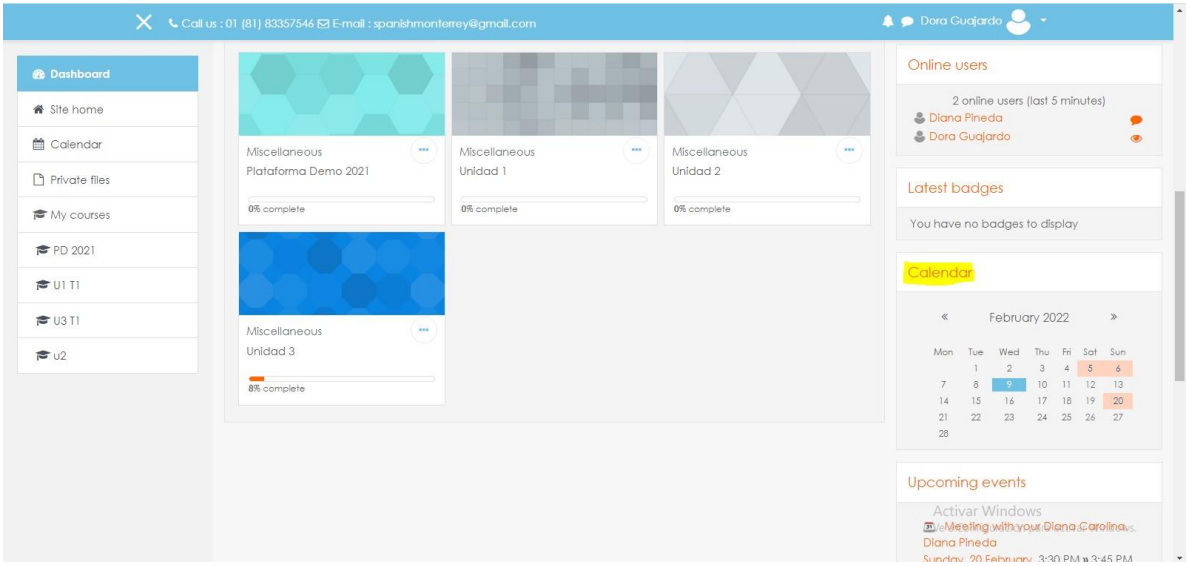



12.2.4 Here are the **Recently accessed courses** so you don't have to look for them on the menu

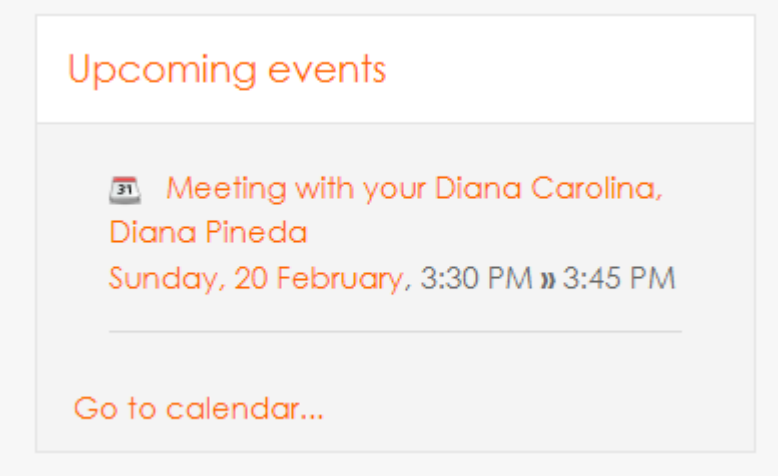



12.2.5 In the **Course overview** you can see how much you have advance in the assign courses.

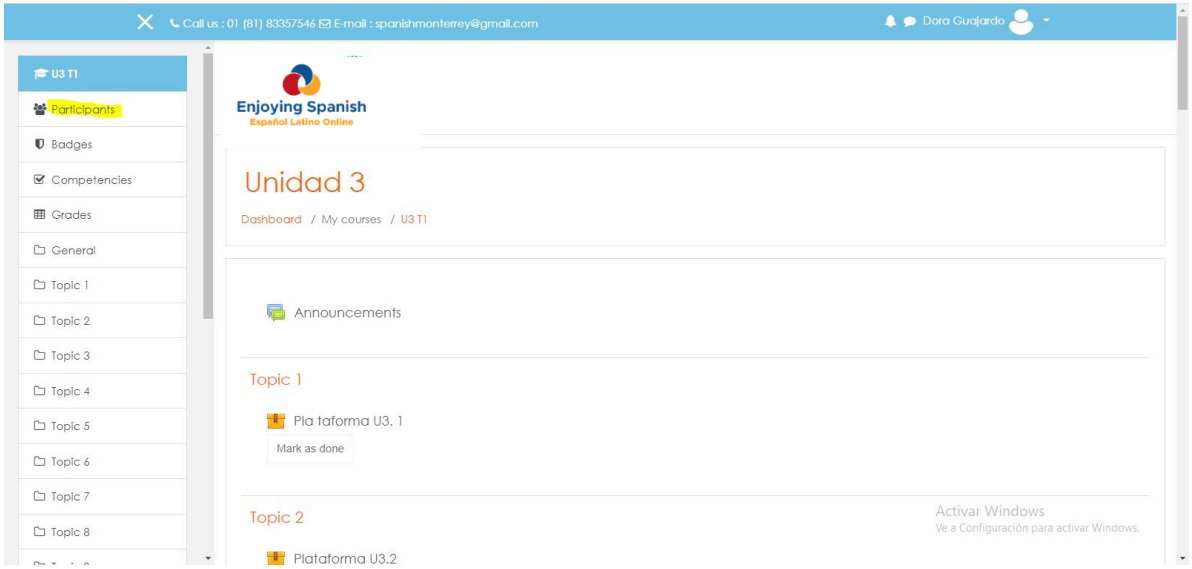
*As you can see **Unidad 3** it has 8% complete till now.



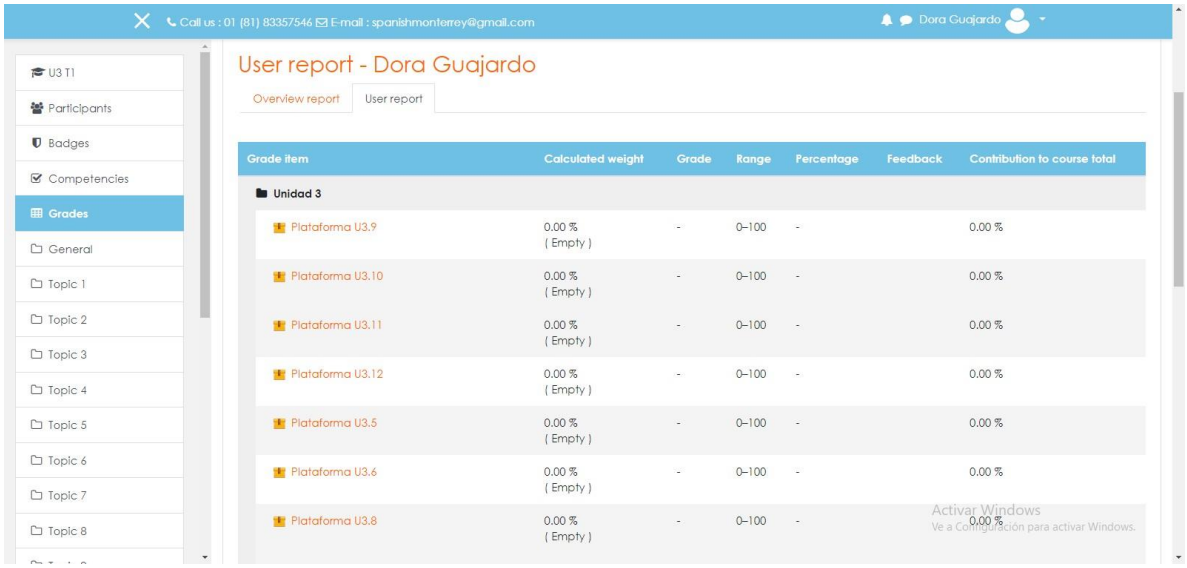

12.2.6 In the **Calendar** you can see somedays in orange, so they represent the missing and coming activities. While the blue one is the actual day, you're at.



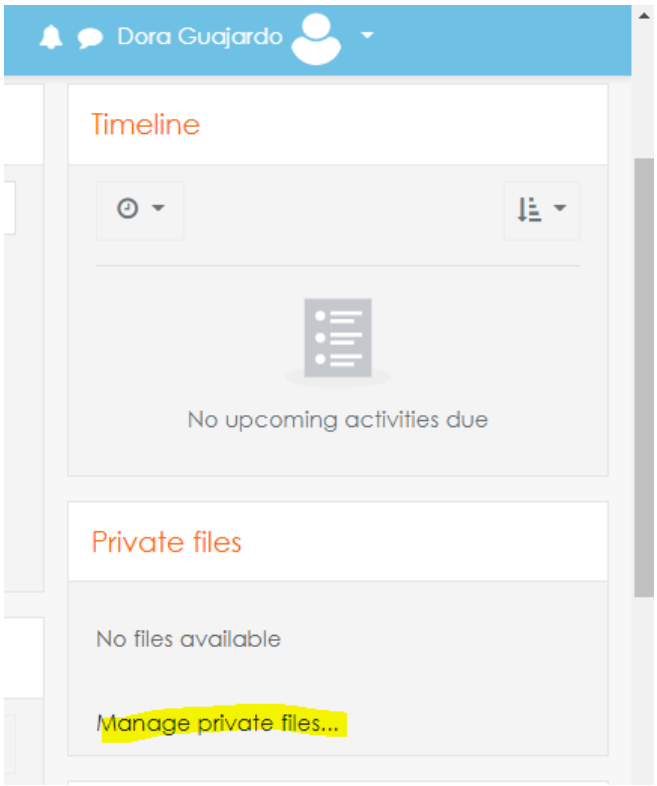

**12.2.7** Below the **Calendar** there is the **Upcoming events**




12.2.8 In **Participants** you can see the people who is enroll in the same course as you.

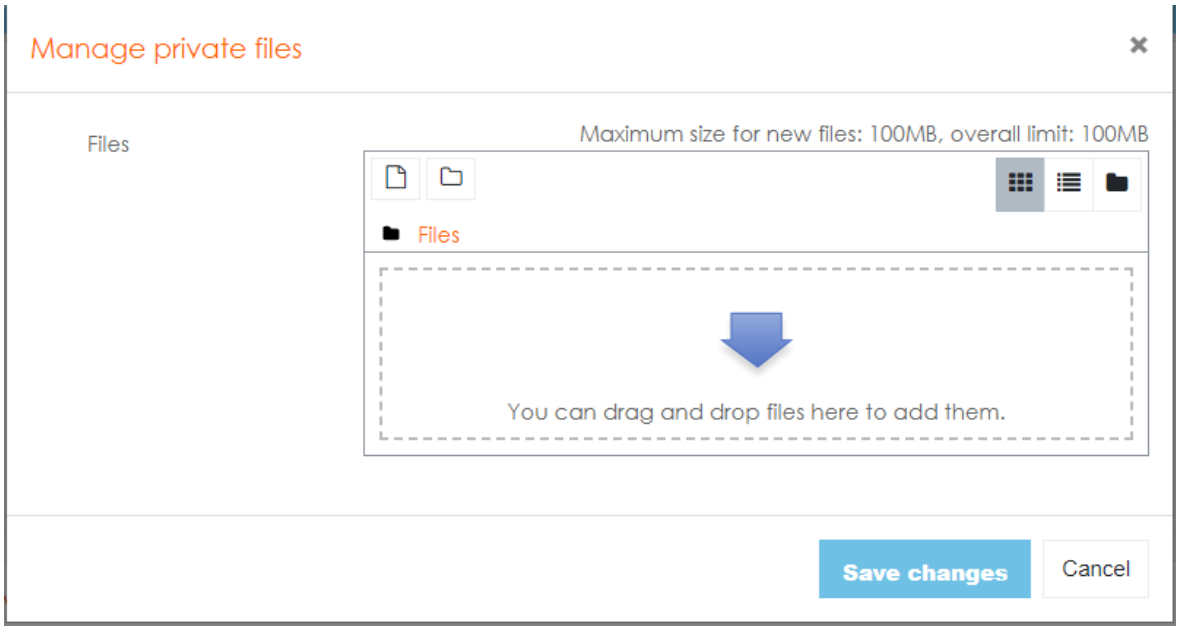



12.2.9 **Grades** you can see the scores of each activity.




**12.2.10 Private files –** you can upload files

Click in **Manage private files**




**12.2.11 Manage private files**

Drag your file and drop it in the box.

**12.2.12** Click in **Save changes**