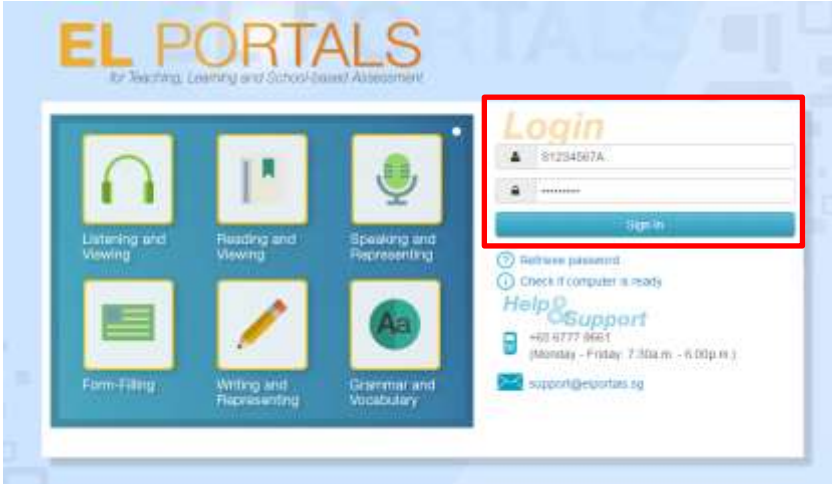



## USER GUIDE FOR TEACHERS


### ACCESSING AND NAVIGATING THE EL PORTALS (*Updated: 1 Feb 2018*)

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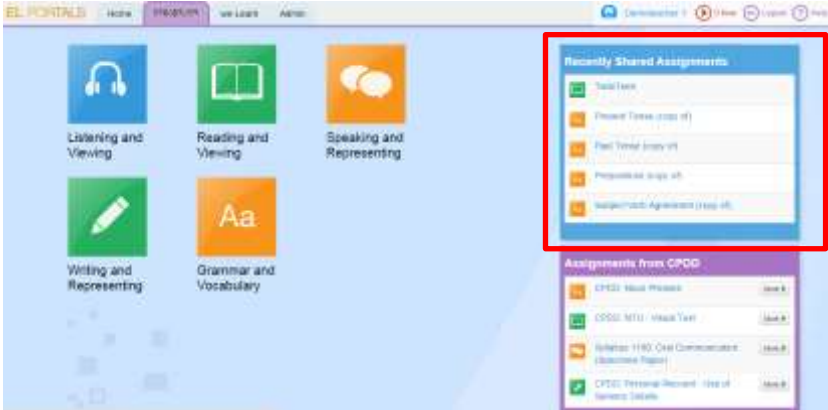
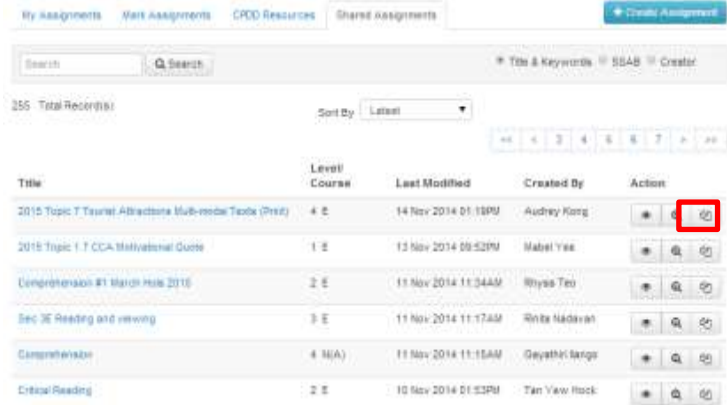
## (I) Accessing EL Portals

Instructions	Screenshots
<b>1. Logging into EL Portals</b>	
<p>a. Launch one of the recommended internet browsers (Chrome 27 or Internet Explorer 9 or higher).</p> <p>b. Access the EL Portals at this URL – <a href="http://www.elportals.sg">www.elportals.sg</a>.</p> <p>c. Key in the User ID – e.g., AAAAA1234X (students) or abcde@moe.edu.sg (teachers).</p> <p>d. Key in the default Password – Same as the User ID, e.g., AAAAA1234X or abcde@moe.edu.sg.</p> <p>e. Click on the user's name (e.g., 'Demoteacher1') in the task bar to personalise the account, i.e.:</p> <ul style="list-style-type: none"><li>- amend the displayed username,</li><li>- change the login password,</li><li>- upload a photo, or</li><li>- add a security question.</li></ul>	 

## (II) Accessing CPDD e-resources

Instructions	Screenshots
<b>1. Via Home Page</b>	
<p>Please refer to <i>'List of CPDD e-resources on the EL Portals'</i> to access CPDD e-resources.</p> <ol style="list-style-type: none"><li>Click on 'Access Video Library' for CPDD-produced videos.</li><li>Click on 'Speaking and Representing' in we-Learn to access e-assignments created using CPDD-produced videos.</li><li>Click on any other Area of Language Learning (e.g., Reading and Viewing) in either EN[a]BLER or we-Learn to access other e-resources.</li></ol>	 <p>The screenshot displays the 'Welcome to EL PORTALS' interface. At the top right is an 'Access Help?' button. Below the header is a video player with a 'Click to play' button and the text 'IMMEDIATE FEEDBACK'. The main content area is divided into three columns: 'Video Library' (Videos by CPDD), 'EN[a]BLER' (Resources from CPDD), and 'we-Learn' (Resources from CPDD). The 'Access Video Library' button at the bottom of the first column is highlighted with a red box. In the 'EN[a]BLER' column, the 'Speaking and Representing' resource is highlighted with a red box. In the 'we-Learn' column, the 'Speaking and Representing' resource is also highlighted with a red box. A hand cursor icon is visible at the bottom left of the screenshot.</p>

### (III) Accessing Resources Shared by Other Teachers

Instructions	Screenshots																																			
<p><u>Option 1:</u></p> <p>a. Click on either 'Access EN[a]BLER' or 'Access we-Learn'</p>																																				
<p>b. Go to 'Recently Shared Assignments' to access each Area of Language Learning.</p>																																				
<p>c. To save to your personal repository a shared resource for editing and/or adapting, click on 'Duplicate'.</p>	 <table border="1"> <thead> <tr> <th>Title</th> <th>Level/Course</th> <th>Last Modified</th> <th>Created By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2015 Topic 7 Travel Attraction Multi-media Tools (Print)</td> <td>4 E</td> <td>14 Nov 2014 01:18PM</td> <td>Audrey Kong</td> <td>[Duplicate] [View] [Delete]</td> </tr> <tr> <td>2015 Topic 1.7 CCA Multicultural Quiz</td> <td>1 E</td> <td>13 Nov 2014 09:52PM</td> <td>Mabel Yee</td> <td>[Duplicate] [View] [Delete]</td> </tr> <tr> <td>Comprehension #1 March Hike 2015</td> <td>2 E</td> <td>11 Nov 2014 11:34AM</td> <td>Rhyss Teo</td> <td>[Duplicate] [View] [Delete]</td> </tr> <tr> <td>Sec 3E Reading and viewing</td> <td>3 E</td> <td>11 Nov 2014 11:17AM</td> <td>Writa Nadirah</td> <td>[Duplicate] [View] [Delete]</td> </tr> <tr> <td>Comprehension</td> <td>4 (NA)</td> <td>11 Nov 2014 11:15AM</td> <td>Geyathir Sange</td> <td>[Duplicate] [View] [Delete]</td> </tr> <tr> <td>Critical Reading</td> <td>2 E</td> <td>10 Nov 2014 01:53PM</td> <td>Tan Yew Hock</td> <td>[Duplicate] [View] [Delete]</td> </tr> </tbody> </table>	Title	Level/Course	Last Modified	Created By	Action	2015 Topic 7 Travel Attraction Multi-media Tools (Print)	4 E	14 Nov 2014 01:18PM	Audrey Kong	[Duplicate] [View] [Delete]	2015 Topic 1.7 CCA Multicultural Quiz	1 E	13 Nov 2014 09:52PM	Mabel Yee	[Duplicate] [View] [Delete]	Comprehension #1 March Hike 2015	2 E	11 Nov 2014 11:34AM	Rhyss Teo	[Duplicate] [View] [Delete]	Sec 3E Reading and viewing	3 E	11 Nov 2014 11:17AM	Writa Nadirah	[Duplicate] [View] [Delete]	Comprehension	4 (NA)	11 Nov 2014 11:15AM	Geyathir Sange	[Duplicate] [View] [Delete]	Critical Reading	2 E	10 Nov 2014 01:53PM	Tan Yew Hock	[Duplicate] [View] [Delete]
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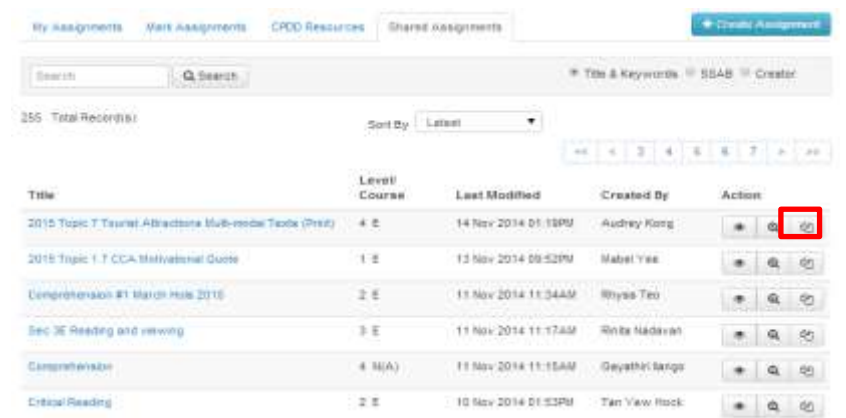
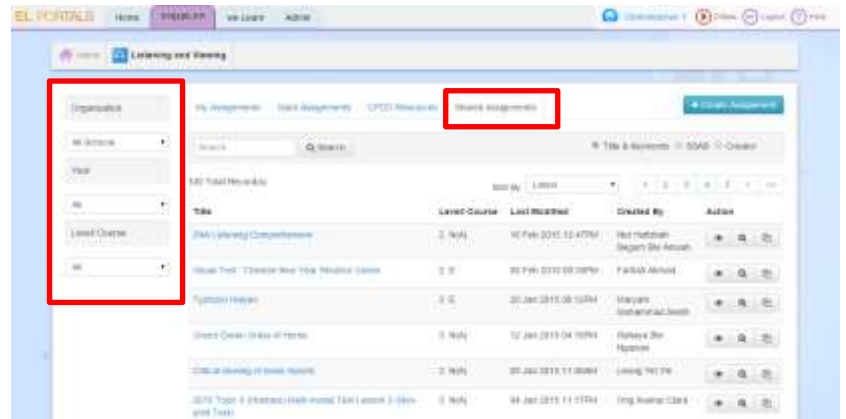
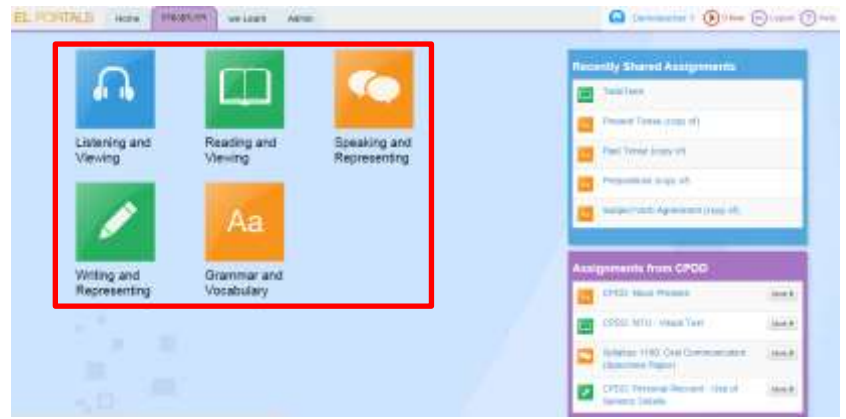
**Option 2:**

a. Select the Area of Language Learning (e.g., Speaking and Representing) that you wish to access.


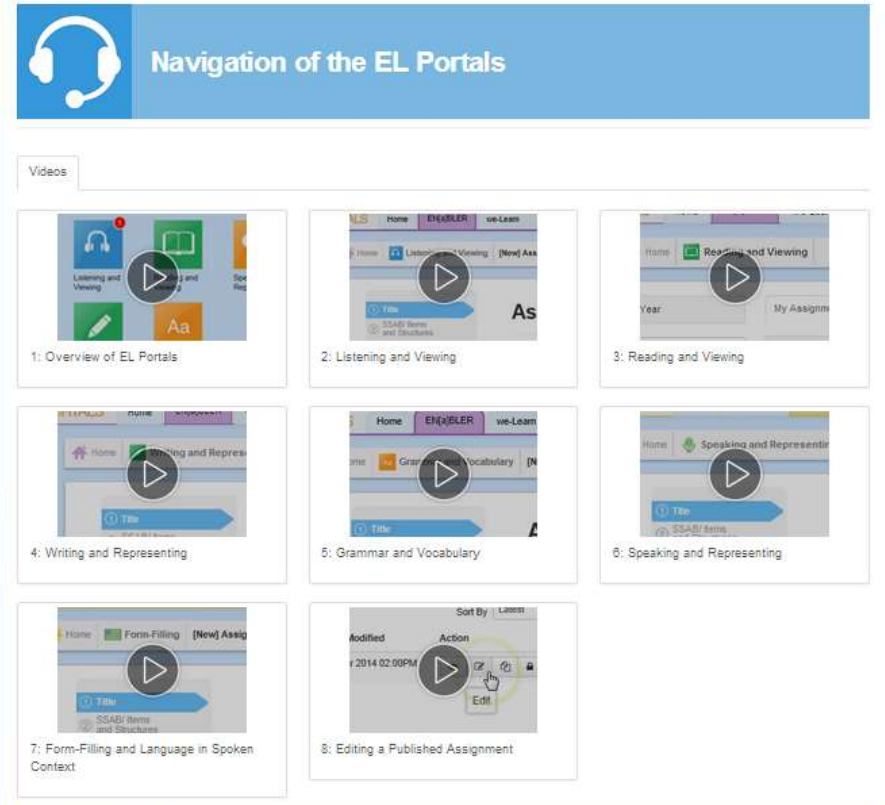
b. Click on 'Shared Assignments'.

c. Refine the search results for 'Shared Assignments' by selecting the search filters (i.e., Organisation, Year or Level/Course) in the dropdown menu on the left.

d. To save to your personal repository a shared resource for editing and/or adapting, click on 'Duplicate'.









## (IV) Accessing e-training Videos

Instructions	Screenshots
<p>8 e-training videos on the features and functionalities of the EL Portals are available for convenient self-access.</p> <ol style="list-style-type: none"> <li>Click on 'Access Help' on the top right hand corner.</li> <li>Click on any video to view it.</li> </ol> <p>Please refer to Section (V) in the User Guide for details of each video.</p>	 

## (V) Viewing e-training Videos – Features and Functionalities of EL Portals

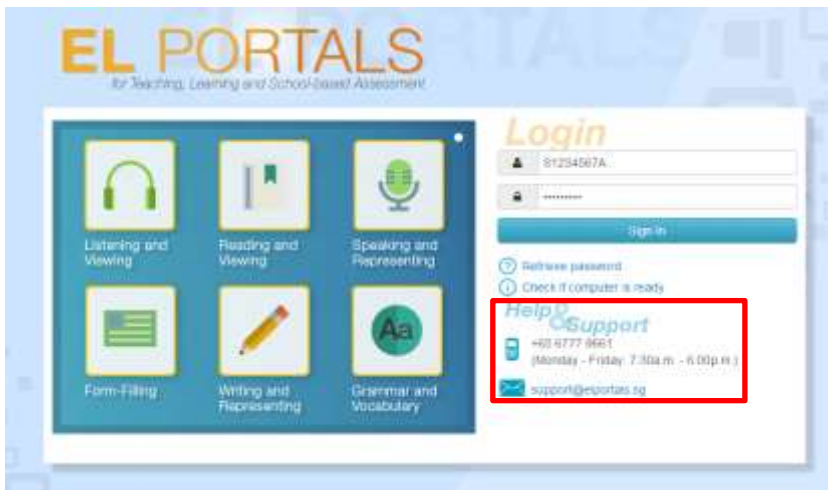
### Note: e-training Videos

e-training Video	Applicable For:		Features and Functionalities of EL Portals
	EN[a]BLER E & N(A)	we-Learn N(T)	
1: Overview of EL Portals	✓	✓	<ul style="list-style-type: none"> <li>Logging-in and browser compatibility</li> <li>Introducing generic features and customised applications</li> <li>Accessing Shared Assignments</li> <li>Accessing 'Help' Resources</li> <li>Locating the 8 e-training videos*</li> </ul> <p>*Please note that this functionality no longer exists</p>
2: Listening and Viewing 	✓	✓	<ul style="list-style-type: none"> <li>Setting up an assignment</li> <li>Selecting and deleting SSAB</li> <li>Embedding a Web 2.0 Tool, e.g., a YouTube video</li> <li>Setting up answers</li> <li>Setting questions: Fill-in-the-Blank(s)/ Cloze Passage</li> <li>Entering answers</li> <li>Setting 'Permissions' for teachers and students</li> <li>Previewing an assignment</li> </ul>
3: Reading and Viewing 	✓	✓	<ul style="list-style-type: none"> <li>Copying and pasting using the rich text editor</li> <li>Uploading an image stimulus</li> <li>Setting questions: Multiple-Choice</li> <li>Uploading a text stimulus</li> <li>Setting questions: Multiple-Response</li> <li>Using the split screen</li> </ul>
4: Writing and Representing 	✓	✓	<ul style="list-style-type: none"> <li>Creating a Mind Map as a stimulus</li> <li>Attaching, correcting or adapting rubrics</li> <li>Exporting a Report to Excel</li> </ul>
5: Grammar and Vocabulary 	✓	✓	<ul style="list-style-type: none"> <li>Setting questions: Error Identification and Correction</li> <li>Using pre-populated instructions</li> <li>Noting system constraints: limit of 83 characters per line</li> <li>Entering keywords</li> <li>Using the 'dash' (i.e., '-') to replace a blank</li> </ul>

e-Training Video	Applicable For:		Features and Functionalities of EL Portals
	EN[a]BLER E & N(A)	we-Learn N(T)	
6: Speaking and Representing 	✓	✓	<ul style="list-style-type: none"> <li>• Uploading an audio file</li> <li>• Recording an audio file</li> <li>• Attaching, correcting and/ or adapting rubrics</li> <li>• Marking an assignment: Retrieval of audio files, use of dynamic rubrics</li> </ul>
7: Form-Filling and Language in Spoken Context 	Not Applicable	✓	<u>Form-Filling</u> <ul style="list-style-type: none"> <li>• Selecting a template</li> <li>• Crafting the context</li> <li>• Customising the fields</li> <li>• Entering answers</li> </ul> <u>Grammar (Language in Spoken Context)</u> <ul style="list-style-type: none"> <li>• Entering dialogue into text fields</li> <li>• Entering distractors in answer fields</li> </ul>
8: Editing a Published Assignment	✓	✓	<ul style="list-style-type: none"> <li>• Editing parts of a published assignment</li> </ul>



## (VI) Getting Help

Instructions	Screenshots												
<p>For matters concerning:</p> <ul style="list-style-type: none"> <li>Resetting of passwords (teacher and/or student accounts)</li> <li>Troubleshooting or resolving technical issues</li> </ul> <p>Please contact Helpdesk (Wizlearn Technologies):</p> <p>Hotline: 6777 9661 Email: <a href="mailto:support@elportals.sg">support@elportals.sg</a></p> <p>For matters concerning:</p> <ul style="list-style-type: none"> <li>Creating/ Deleting/ Transferring (teacher and/or student) accounts</li> </ul> <p>Please email Helpdesk (Wizlearn Technologies) at <a href="mailto:support@elportals.sg">support@elportals.sg</a> with the required details (Annex A for teachers and Annex B for students), with <b>your school's HOD/EL and designated CPDD officer</b> in the cc.</p> <p>Details of the designated CPDD officers are listed below.</p>													
<table border="1"> <thead> <tr> <th data-bbox="129 1368 427 1480">Schools (Initial Letter)</th> <th data-bbox="427 1368 742 1480">Officer</th> <th data-bbox="742 1368 965 1480">Tel. No.</th> <th data-bbox="965 1368 1461 1480">Email Address</th> </tr> </thead> <tbody> <tr> <td data-bbox="129 1480 427 1552">A-K</td> <td data-bbox="427 1480 742 1552">Louis Tan (Mr)</td> <td data-bbox="742 1480 965 1552">6832 9236</td> <td data-bbox="965 1480 1461 1552"><a href="mailto:Louis_TAN@moe.gov.sg">Louis_TAN@moe.gov.sg</a></td> </tr> <tr> <td data-bbox="129 1552 427 1624">L-Z</td> <td data-bbox="427 1552 742 1624">Ang Qian Ling (Ms)</td> <td data-bbox="742 1552 965 1624">6832 9237</td> <td data-bbox="965 1552 1461 1624"><a href="mailto:ANG_Qian_Ling@moe.gov.sg">ANG_Qian_Ling@moe.gov.sg</a></td> </tr> </tbody> </table>	Schools (Initial Letter)	Officer	Tel. No.	Email Address	A-K	Louis Tan (Mr)	6832 9236	<a href="mailto:Louis_TAN@moe.gov.sg">Louis_TAN@moe.gov.sg</a>	L-Z	Ang Qian Ling (Ms)	6832 9237	<a href="mailto:ANG_Qian_Ling@moe.gov.sg">ANG_Qian_Ling@moe.gov.sg</a>	
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