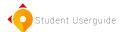


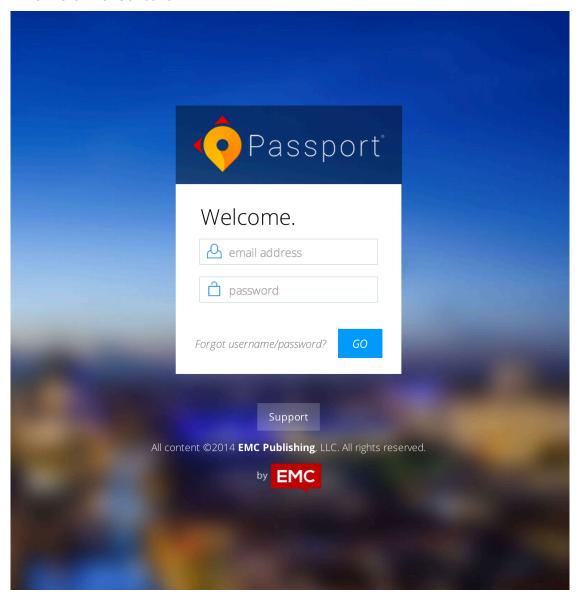


## Student User Guide



# Login to Passport

- 1. Enter your username (email address).
- 2. Enter your password.
- 3. Click the "Go" button



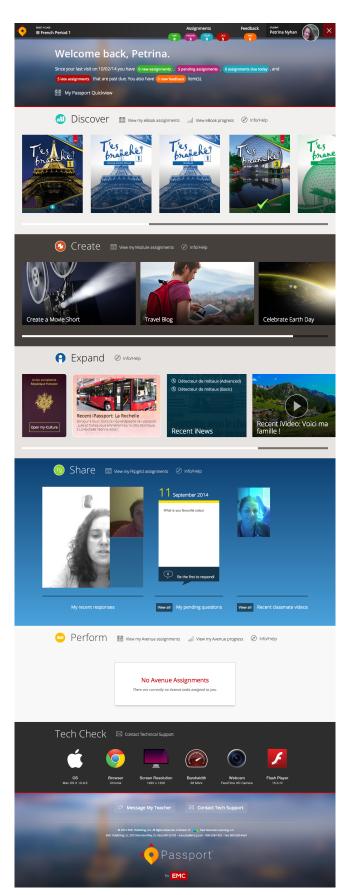


## Home page

Once you are logged into Passport, you will be brought to your home page.

The homepage is divided into horizontal sections:

- 1. Communication
- 2. Discover
- 3. Create
- 4. Expand
- 5. Share
- 6. Perform
- 7. Tech Check.

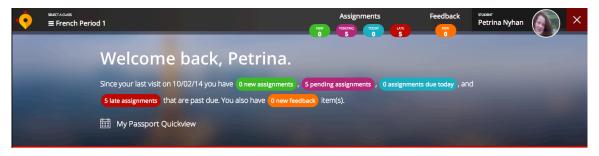




#### 1. Communication

The first section at the top of the page is your communication section. This is where you get instant access to all of your pertinent information. The black bar at the top shows you the class you are logged into. If you are enrolled in more than one class, click on the 3-bar icon to get a drop-down window of all of your classes. By default you are logged into the last class you participated in.

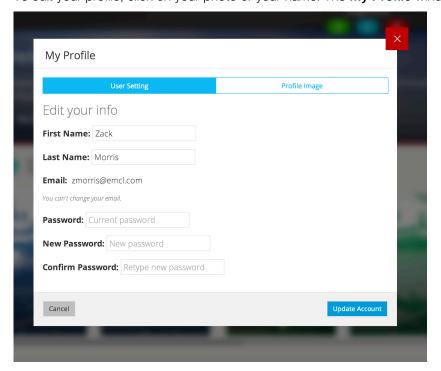
Under **Assignments**, there are three colored notification badges. The green badge displays how many new assignments you have; the magenta badge displays how many assignments are pending, the blue badge displays how many assignments are due today; and the red badge displays how many overdue assignments you have. Under **Feedback**, the orange badge will display how many items of feedback you have from your teacher.



Your profile information is to the right of these notification badges. Your name and the photo you took when you created your account are displayed.

#### Edit your profile

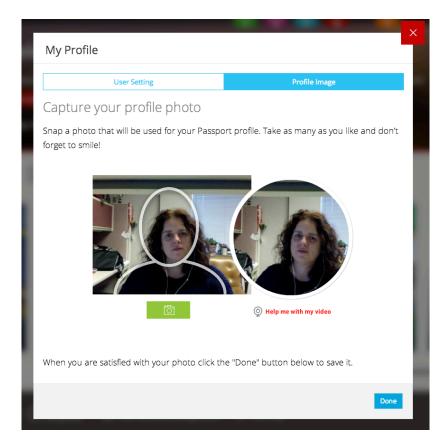
To edit your profile, click on your photo or your name. The My Profile window will open:



Edit your profile information, and click **Update Account**.

To change your profile picture, click **Profile Image** and the following window will open:



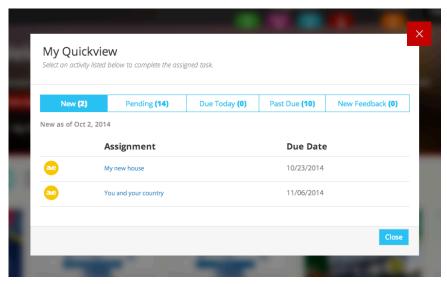


When you are happy with your profile photo, click **Done** and the **My Profile** window will close and your updated profile will display.

Below the notification badges and your profile, there is "Welcome Back" paragraph, which informs you of all of the activity since your last visit to Passport. From here you can click on any link and it will open **My Quick**View where you can access all of your assignments and the feedback from your teacher.

#### My Quick View

My Quick View is a snapshot of, and quick access to, all of your new, due today, and past due assignments, as well as new feedback from your teacher.





You can access your Quick View in a number of ways;

- 1. Click on one of the notification badges.
- 2. Click in any of the links in the "Welcome back" paragraph.
- 3. Click on the My Passport quickview icon and link.

Once the Quick View window is open, you can scroll through **New**, **Due Today**, and **Past Due** assignments. Click on any assignment to go directly to that task, and review or complete it.

You will also receive and email from the system every time you are assigned new tasks and whenever your teacher provides you with feedback. Click on the links in these emails to go directly to that feed.



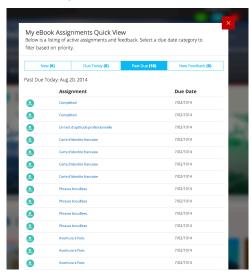
## 2. Discover

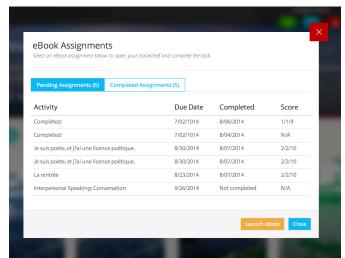
Discover is where you access your textbook and workbooks, including video and audio.



A menu at the top of the section gives you quick access to your eBook assignments and progress, as well as an Info/Help link.

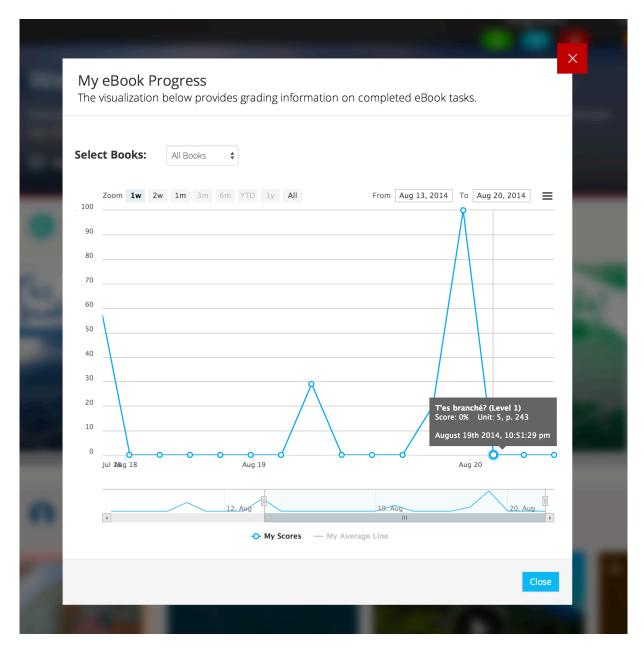
Click on View my eBook assignments to open the My eBook Assignments Quick View modal window. Similar to the Quick View in the Communication section, the eBook quick view gives you instant access to eBook assignments you have new, pending, due today, and past due, as well as any teacher feedback. Click in any assignment to open your bookshelf and complete it.





Click Launch eBook to open the eBook.

To see a visualization of your progress in your eBooks, click on View eBook progress.



In this window you will see a chart with information on completed eBook tasks.

There are a number of ways to customize this view:

- by book,
- by date (week(s), month(s), year(s), range.

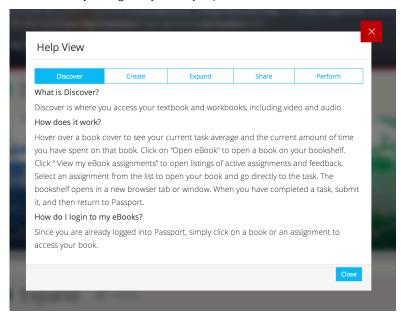
You can also zoom in or out of the chart by dragging a selection within the graph window, or by using the selection bars in the miniature graph below the main chart. Click on **My Average Line** to see your score average over the period.

Each point on the graph represents a completed eBook activity. Hovering over a point will give you a snapshot of the book, time, date, and score achieved in that activity.

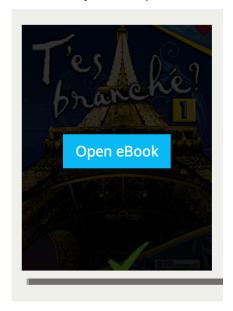
Clicking on the 3 bars next to the date range gives you options to print or download the chart in a variety of formats.



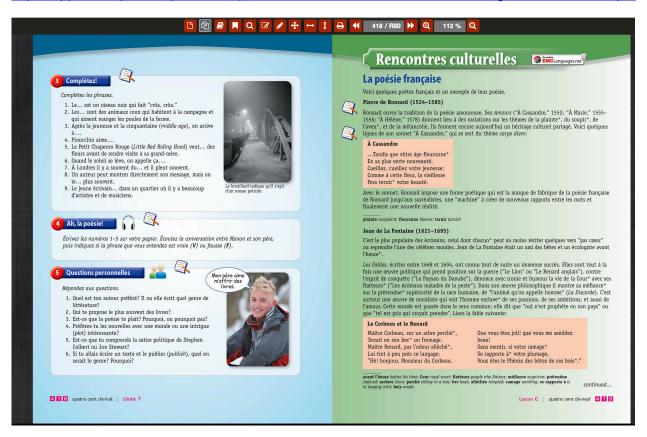
The Info/Help link gives you a synopsis of what this section is about and how to interact with it.



A green tick on a book cover image means that you are up to date on all assignments associated with this book. Otherwise, a colored badge (green, blue, or red as described above in Communication) will appear on the cover. Hovering over a book cover image, you will see your current task average as a percentage and the current time you have spent on the book. Click the blue button to open your eBook.



For a detailed description on how to navigate through your eBook, please click on this link: http://support.emcp.com/wp-content/uploads/2014/07/EMC-Bookshelf-eBook-Navigational-Interactions.pdf.



#### **EMC Bookshelf eBook Activity Interactions**

Within the Multiplatform Bookshelf there are two basic types of activity interactions. Input Activity Interactions and Non Input Activity Interactions. Each of these interactions is broken down into multiple different interactions and each will be detailed below.

#### Input Activity Interactions.

There are seven different types of Input Activity Interactions. They are:

- Short Answer Ungraded This activity allows the user to input text. Reveals the expected answer after selecting Check Answers. May also display "Answers May Vary" if there are multiple responses to a question.
- Short Answer Graded This activity allows the user to input text. Correct Answer expects an exact input. Reveals the acceptable answer after selecting **Check Answers**. Correct answers out of total questions will display at the top as well as correct or incorrect underneath each question.

In order to complete the short answer assessments, select the text box below the question. Then input what you believe to be the correct answer.

Once you have completed all of the questions, select the **Check Answers** button to submit your answers and to see the correct answers to the questions.





• True or False - This activity allows the user to choose between two checkboxes for each question. Selecting the **Check Answers** button reveals the correct selection for each question and what the expected selection was.

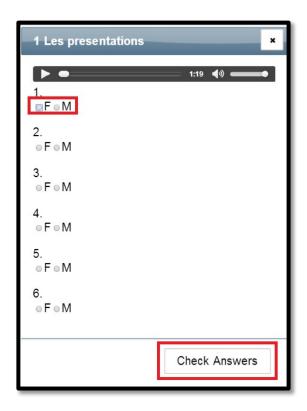
In order to complete the True or False assessments, select whether you think the answer to each question is either True (Oui) or False (Non).

Once you have completed all of the questions, select the **Check Answers** button to submit your answers and to see the correct answers to the questions.



• **Multiple Choice** - This activity allows the user to select what they think is the correct answer from 2-4 possible answers. The correct selections will display after selecting **Check Answers**.

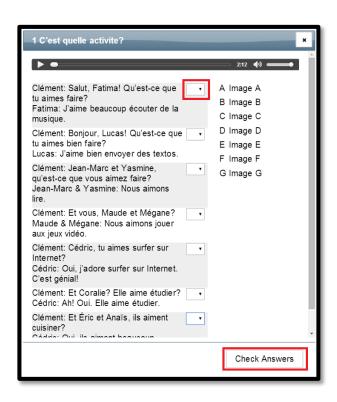
In order to complete the Multiple Choice assessments, select what you think is the correct answer for each question. Once you have answered all questions, select the **Check Answers** button to submit your answers and to see the correct answers to the questions.



• Matching - Each question allows the user to choose a letter from a dropdown box that represents what they think is the correct selection. Selecting **Check Answers** reveals the correct letter selection as well as the definition that proceeds it.

In order to complete the Matching assessments, click the dropdown box and select what you think is the correct answer for each question.

Once you have completed all of the questions, select the **Check Answers** button to submit your answers and to see the correct answers to the questions.

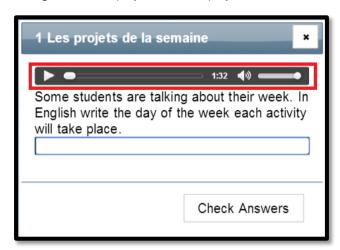


• **Discussion** - These allow users to input responses to general questions that usually ask users to input their experiences, knowledge, or understanding.

In order to complete a discussion, select the text box and input your responses to the discussion questions. Once you are finished, select the **Save** button to save your responses.



**Listening Assessments** - These allow users to listen to a short audio clip, and then answer a question based off of what they heard. The user is able to pause, move forward and backward through the audio playback and replay to focus on certain sections.



#### Non Input Activity Interactions.

There are two different types of Non Input Activity Interactions. They are:

• Videos - Throughout the pages of the eBook are videos available to the users. These videos allow the user to experience how the things they are learning are utilized in the real world. The user is able to pause, move forward and backward through the audio playback and replay to focus on certain sections.



**Listening Activities** - Through the pages of the eBook are Listening Activities available to the users. To start a Listening Activities, select the Headphone Icon. Once the Listening Activity is open, you can select to listen to the audio clip. The user is able to pause, move forward and backward through the audio playback and replay to focus on certain sections.





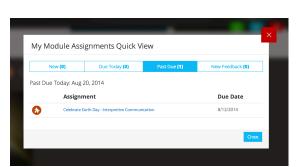


### 3. Create

Explore real-world situations thorough dynamic and fun projects. Projects are based on current and engaging themes.



When your teacher assigns a module (project) to you, the image and title for that module will appear in your **Create** section. Similar to other sections, you can have quick access to your module assignments in **View my Module assignments** and a brief explanation of the section and how it works in the **Info/Help** link.





IPA (Integrated Performance Assessment) Modules are divided into four sections. The first three sections are aligned with a mode of communication;

- Interpretive generally in this section, you will be asked to read or listen to something in the target language and demonstrate your understanding of it by doing a related activity.
- Interpersonal communicate with other people in the target language.
- **Presentational** present the results of your research to an audience.

The fourth section – **Critical Reflection** – gives you an opportunity to summarize your project on video in 90 seconds or less.

Each section is scored separately. The scoring rubrics are available for you to see, so that you are aware of what your teacher is going to assess you on as you complete each task.

A tasks in a module are varied and may include activities such as watching a video and making a video response; creating and carrying out a survey of your classmates, then analyzing and presenting your results; web research; following directions on a map, etc. Often there are web links, embedded videos, helpful search terms, resource documents for you to fill in. These will all be made available to you in your task window.

There are a variety of formats in which you can submit your work. Video responses made with Avenue and Flipgrid will be automatically submitted. Any files that you create can be uploaded to the system by clicking the "Upload Work" button and dragging and dropping your file into the outlined area, or by browsing your computer using the "Select a file" button. If you have used a web application to complete your task (eg. Vimeo, Vine, Google Docs, etc.), you can submit your link (URL) in the indicated space.

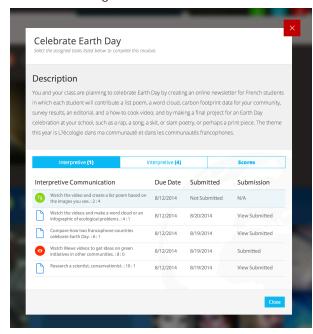


#### Completing a Module Task

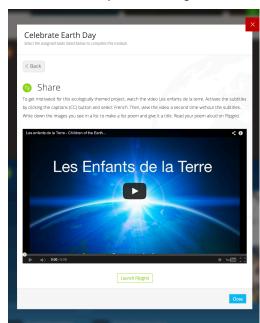
When your teacher assigns a whole or part of a module, those tasks will appear in your assignments quick view and in your notification badges. Clicking on an assignment will open the Module window. Here you will find a description of the project and the individual tasks in each section of the module your teacher has assigned to you. The number in bold after the section title indicates the number of tasks left to complete in that section. Each task has the following:

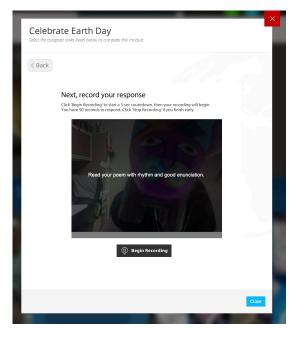
- a symbol indicating the type of deliverable associated with that task
- a short instruction line
- the scoring rubric you teacher will use to grade this task
- the due date
- the submission status (date if you have completed the task)
- the file submitted (if applicable)

Click on activity to open it. A window will pop up with details of your task and how to complete it. For example, in the activity below, you are asked to watch a video, and then record a Flipgrid. When you are ready to record your response, click "Launch Flipgrid"



and the Flipgrid recording window will appear. Record your response, and click "Submit" when you are satisfied with your recording.

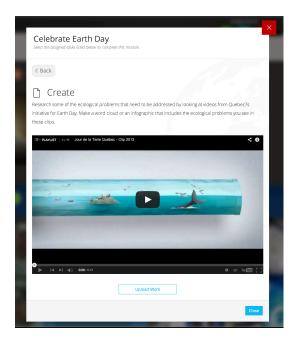


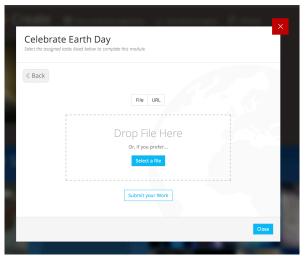


Your video will appear on your "Share" slice and be available for all of your classmates to view. Your teacher will be notified that you have completed your task and will be able to score your submission if applicable.

Another type of task may require you to submit a file or a URL. Follow the directions in the activity window. Create the type of file you are asked, and when you are ready, click **Upload Work** 



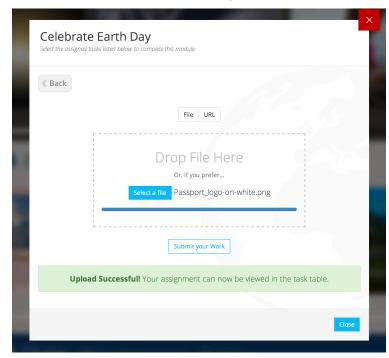




A submission window will open with options on how to submit your work.

If you have created a file (Word, PDF, JPEG, etc.), click on file. Drag and drop your file into the outlined area, or click the "Select a file" button to browse on your computer for a file. When you are ready, click **Submit your Work**.

When your file has successfully uploaded, an **Upload Successful** notice will appear, and you can click **Close** to return to your home page.





Expand is where you have the opportunity to broaden your world perspective and gain greater understanding of cultures through i-Culture. i-Culture is a means to connect with the culture as you learn the language. Watch authentic culture come alive as you immerse yourself in engaging and varied media: videos, news articles, and songs. i-Passport, i-Videos, i-News, and i-Songs bring cultural experiences into your classroom and life.

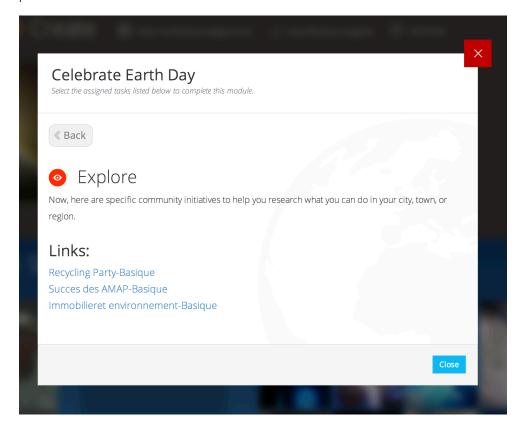


#### How does i-Culture work?

Click in one of the recent i-Culture feed links to access the latest i-Passport, i-News, i-Video, or i-Song. A modal window will open in another tab or window. From here, you will be able to play video, listen to audio, read transcripts, check out web links, take activities, and email or print them for your teacher. You can also browse the full i-Culture platform by clicking on the Passport image. This will launch i-Culture in another tab or window. Browse the archives or use the search function to find specific articles.

#### How do I login to i-Culture?

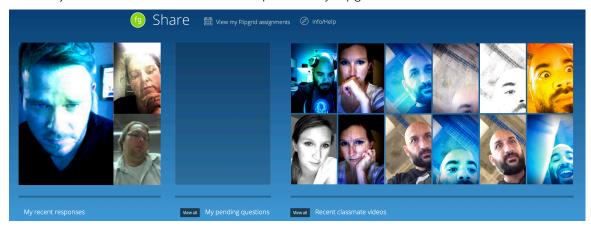
Since you are already logged into Passport, simply click on the Passport image or one of the recent feed items to launch i-Culture. If you are assigned an i-Culture task via a module, clicking on the provided link will launch that article or video.



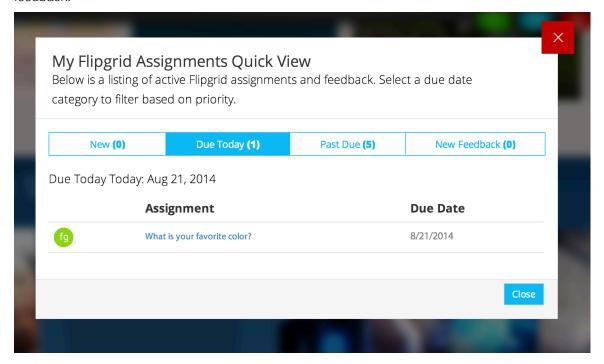




Share is your video based discussion forum powered by Flipgrid.



View my Flipgrid assignments will give you information on active Flipgrid assignments and feedback.

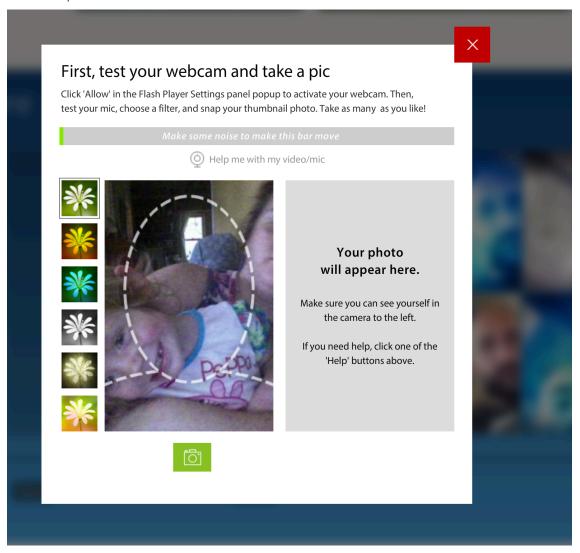


Click on an assignment to launch Flipgrid.

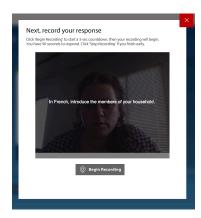


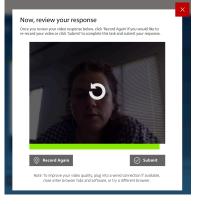
#### How does Flipgrid work?

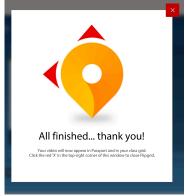
Click on a question to record a response. Every time you respond to a question you will snap a thumbnail photo.



Record your video response (up to 90 seconds) as many times as you need, then submit your video.



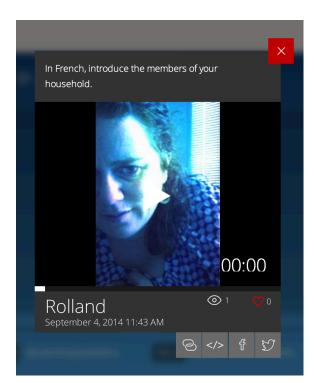




When you submit your response, your video will appear in your recent responses.

Click on any thumbnail to view that video-you can see your most recent responses as well as those of your classmates.



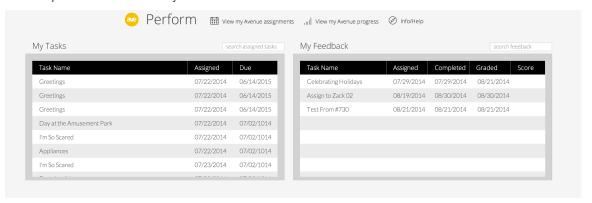


In the video playback window, you can see how many times the video has been viewed and you can "heart" a video if you like it.

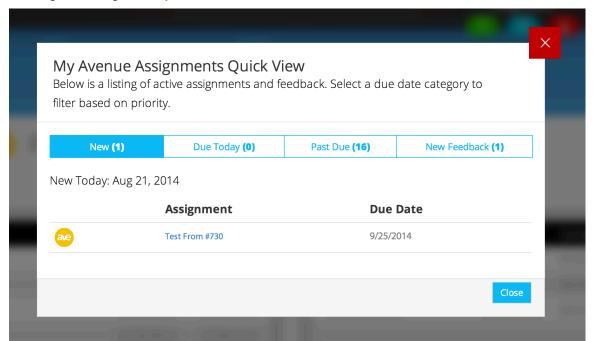


## 6. Perform

Perform uses Avenue to test oral proficiency levels through video assessment and promotes continuous reflection in language development. Students maintain an unlimited archive of all of their Avenue performances in every class.

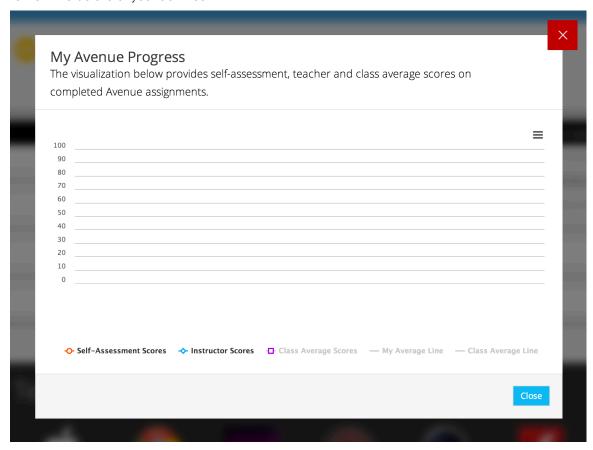


Click **View my Avenue assignments** to see a listing of active assignments and feedback. Click on an assignment to go directly to that task.





To view your progress to date, click on **View my Avenue progress**. Click on any point on the graph to view the details of your activites.



#### How does it work?

To take a task, click on the task in the **My Tasks** list. Avenue will open and you will be presented with a prompt or a question associated with a piece of stimulus media. You have up to 90 seconds to record your reply, and depending on your teacher's settings, may have more than one opportunity to record your response. Once you have finished recording, you may have an opportunity to self-assess your performance and leave notes or questions for your teacher. To access feedback from your teacher, click on a task name in the **My Feedback** table.



## 7. Tech Check

The last section of your home page is the Tech Check.



Here you can see very quickly if you are having any kind of technical problems and help is provided to guide you through fixing the most common issues. There is also a link to contact EMC's Technical Support should you need it.