



USER MANUAL

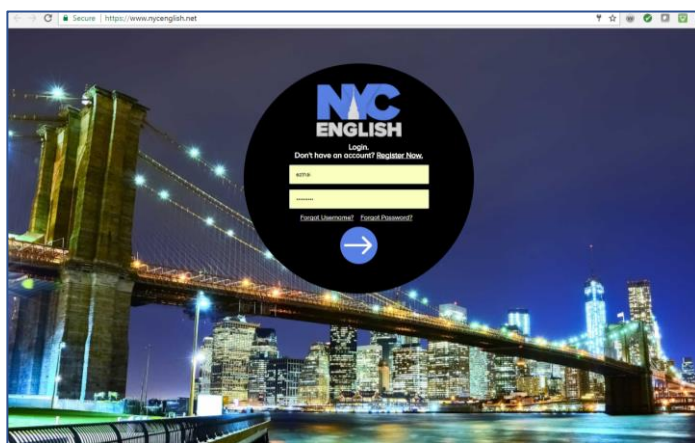
COURSEWARE

TO ACCESS COURSEWARE



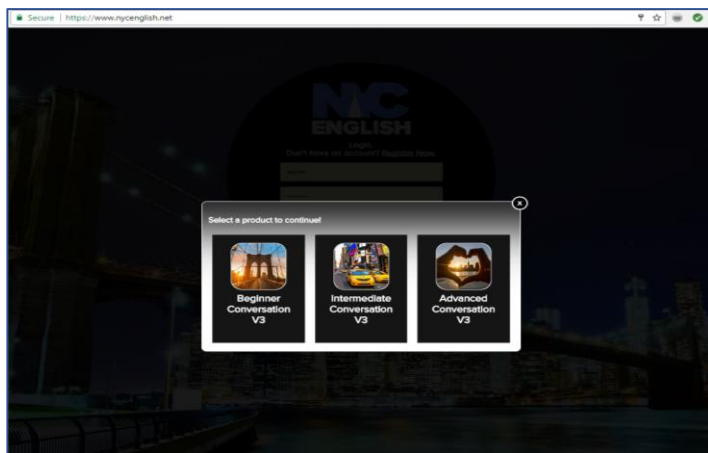
Go to www.nycenglish.nyc

Click on the green button on the top right-hand side: LOGIN



Type your Username and Password in the yellow areas.

Click on the blue, right arrow.



Choose one of the NYCE Levels:

Beginning Conversation

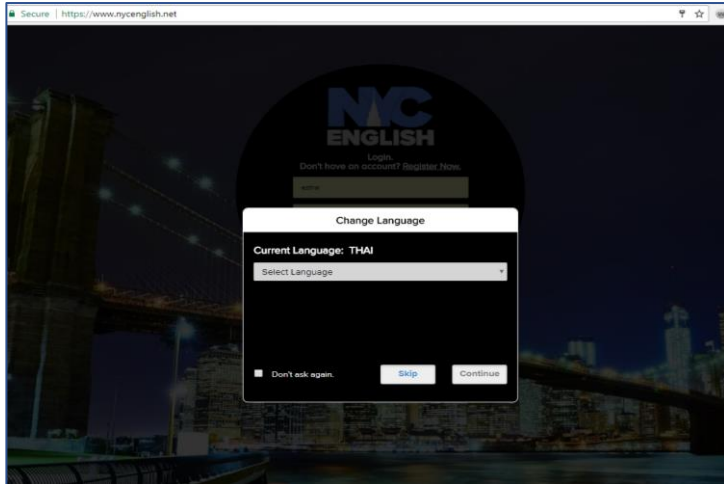
Intermediate Conversation

Advanced Conversation



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At this time, NYCE will state what Current Language language the Native Translation Button will be. However, you can choose another language.

Or, you can choose to SKIP this step or Don't Show Again.

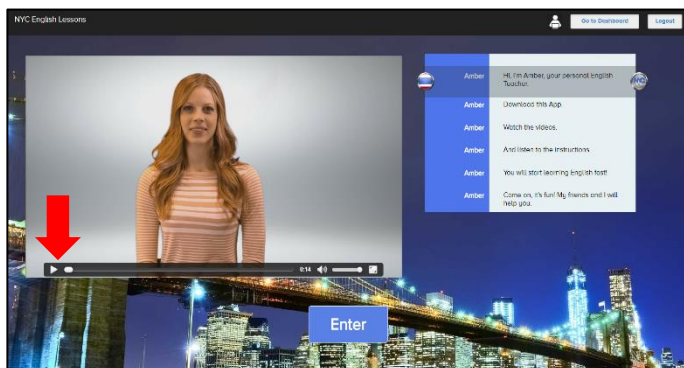
Click Continue.



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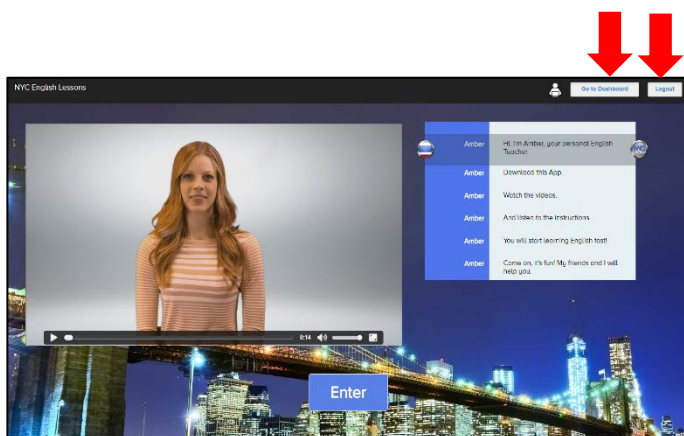
COURSEWARE

TO COMPLETE COURSEWARE



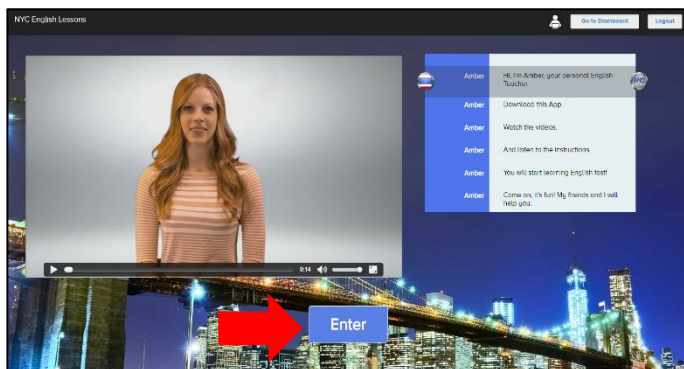
Listen to Amber.

Click the play button under her picture.



Click on Go to Dashboard to see the Student Dashboard. Results of quizzes, tests, and writing prompts are located here.

Click on Logout. This will bring you back to the Username and Password screen.



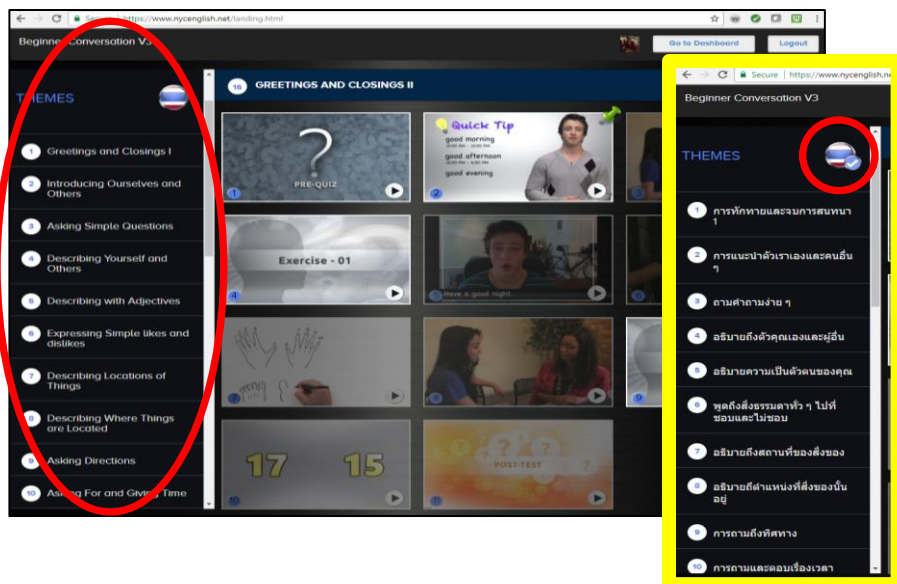
Notice there is a native language translation button (NLT) on the left side of the text as well as an English translation button.

Click Enter.



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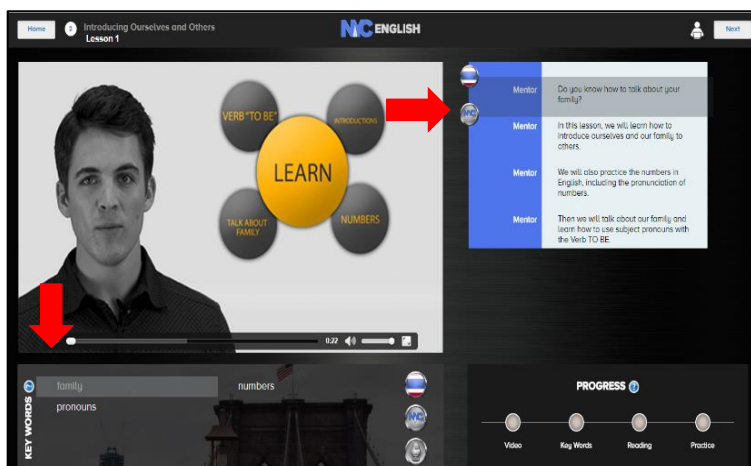


Each NYCE level has 30 themes listed on the left side. NYCE automatically highlights Theme 1 in each level.

If you click on the flag button, the themes will translate into that language as seen on the left.

The grey scroll bar allows you to move the themes up and down.

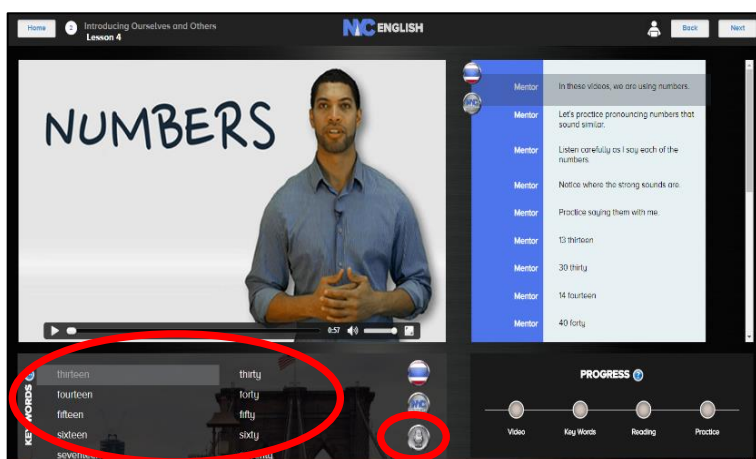
On the right, each lesson will teach you English.



Click on a lesson. On the left, click the play button under the video to hear your coach.

On the right, each line is highlighted as the video is being played.

Notice the NLT button available in the chosen language and in English. You can use this as much as needed.



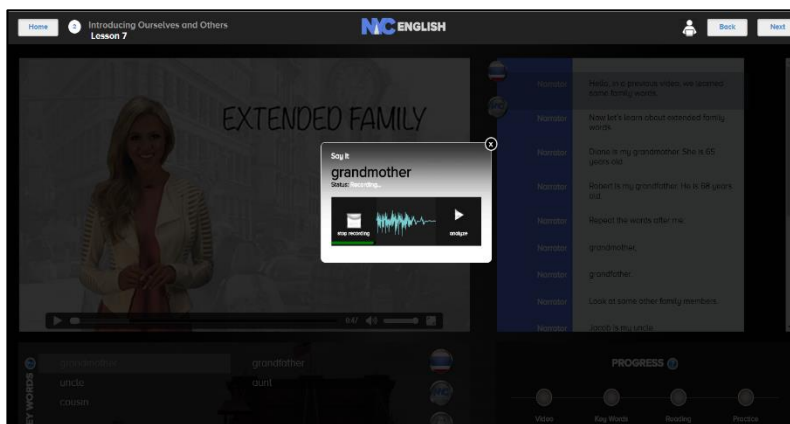
On the bottom left, Key Words are available.

Again, the NLT buttons are available as well as the Voice Analyzer.



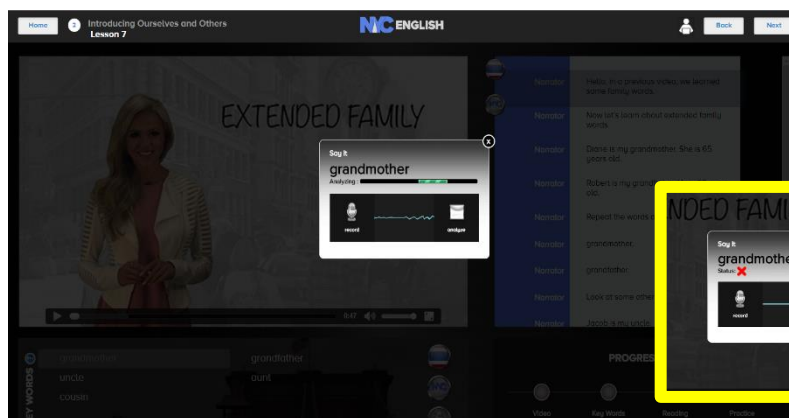
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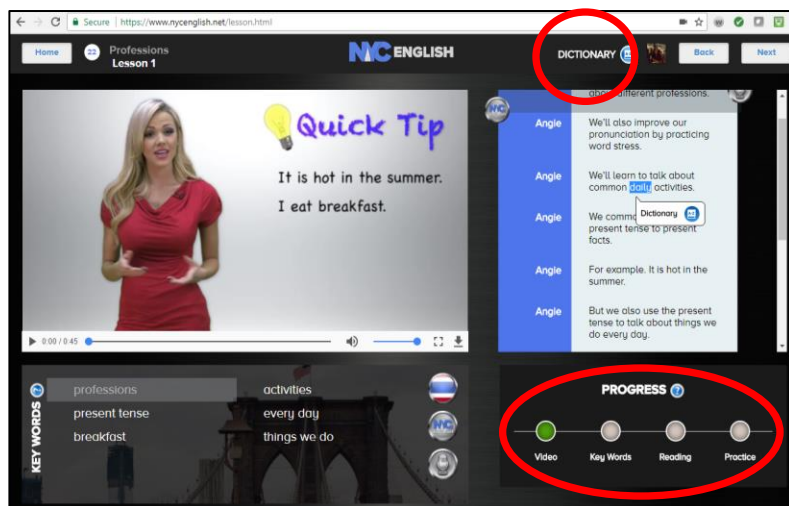


Click on the microphone to record and to have your words analyzed.

Click Record to record your words,
Click Stop once you are done.



Click Analyze to receive immediate feedback on your recording. You'll see a **red X** if the recording is wrong or a **green checkmark** if the recording meets the pronunciation standards.



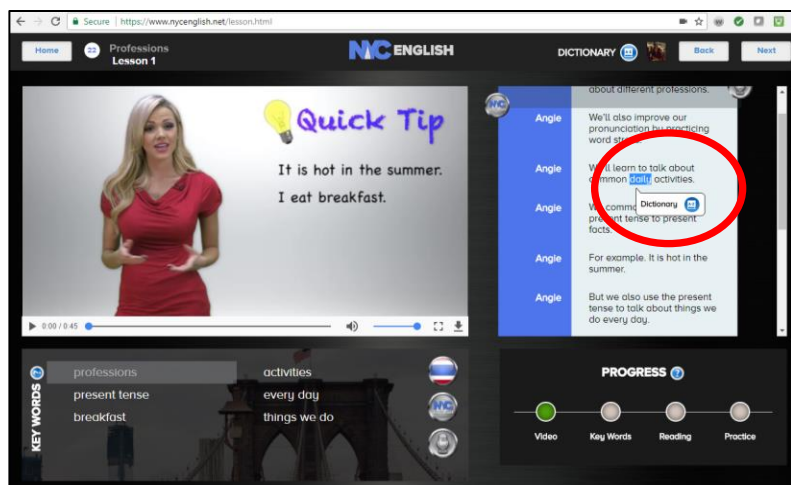
The Progress on the bottom right shows how much is completed for this lesson only.

Also, a Dictionary is available.



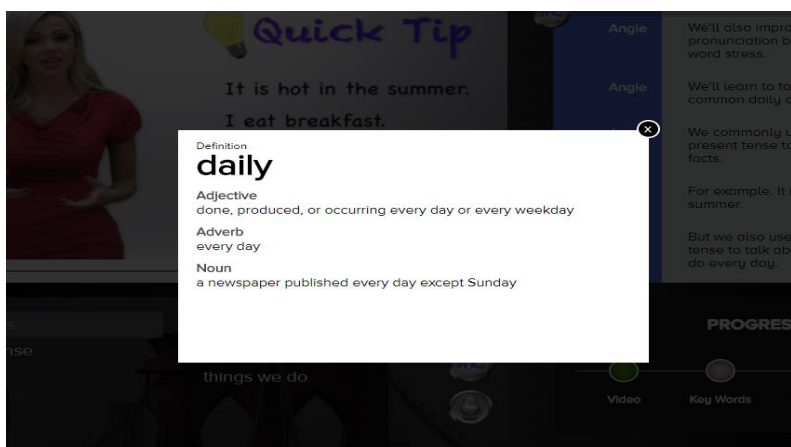
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Click and drag your cursor over the word. It will highlight in blue and give you the Dictionary option.

Click on the Dictionary pop-up.



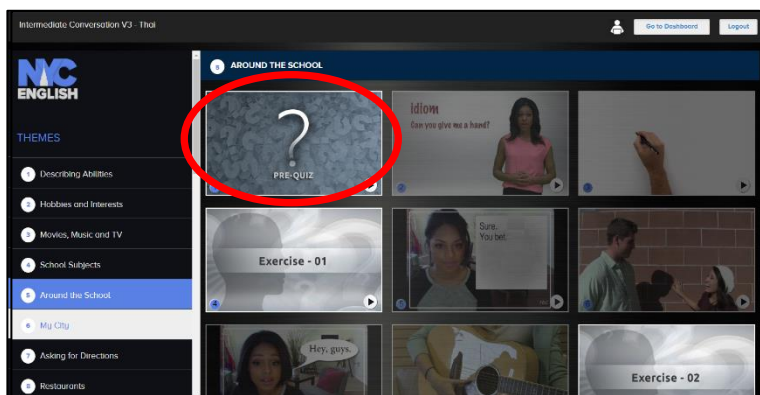
When you click on the Dictionary pop-up, the definition appears as well as the part(s) of speech.



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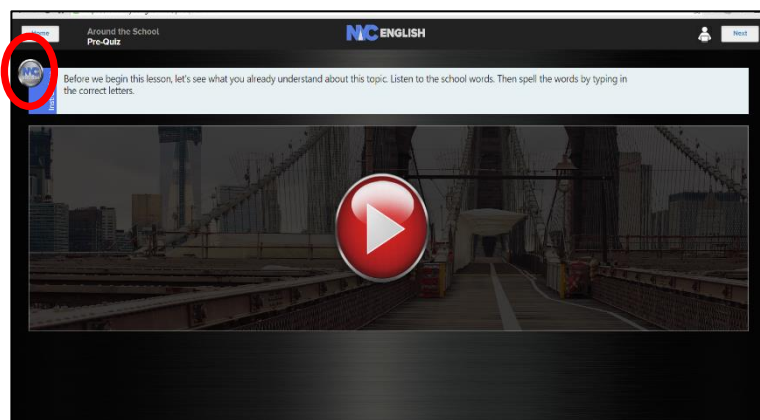
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THE PRE-QUIZ



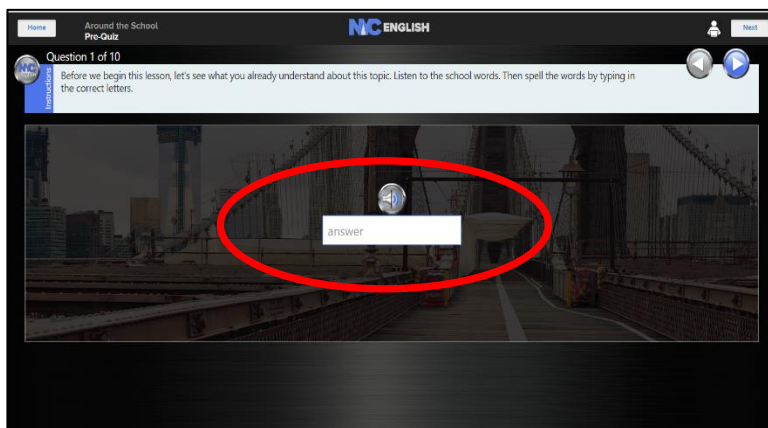
The Pre-Quiz is available in all three levels in NYCE. The Pre-Quiz contains 10 questions and can only be taken once.

Click on the Pre-Quiz.



Click on the NYC English button for directions. You can click on this multiple times if needed.

Then, click on the big red button to begin the Pre-Quiz.



Click, type or choose your answer.

Then, click on the right arrow button on the top of the page to move to the next question.

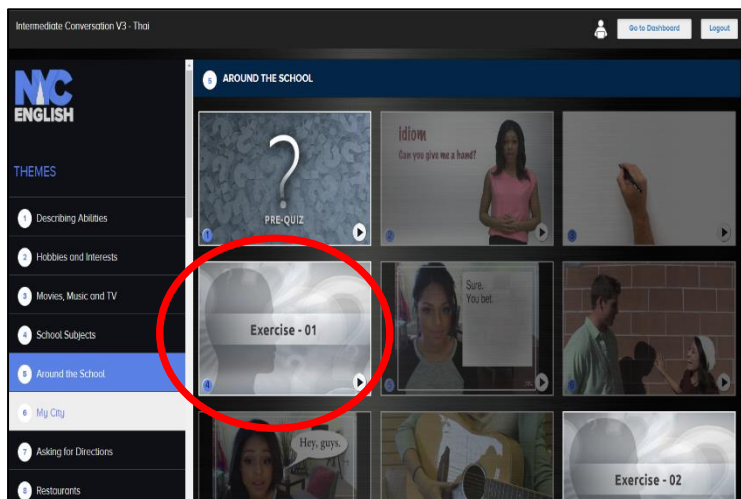
When the Pre-Quiz is completed, your Summary and score will appear on the screen. Your score records on the NYCE Administrator, Teacher, and Student Dashboards.



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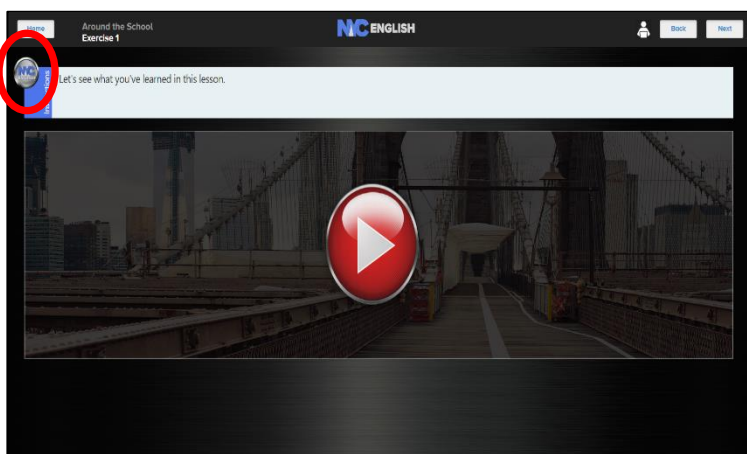
EXERCISES



Exercises are located in all three suites: Beginning Conversation (BC), Intermediate Conversation (IC), and Advanced Conversation (AC)

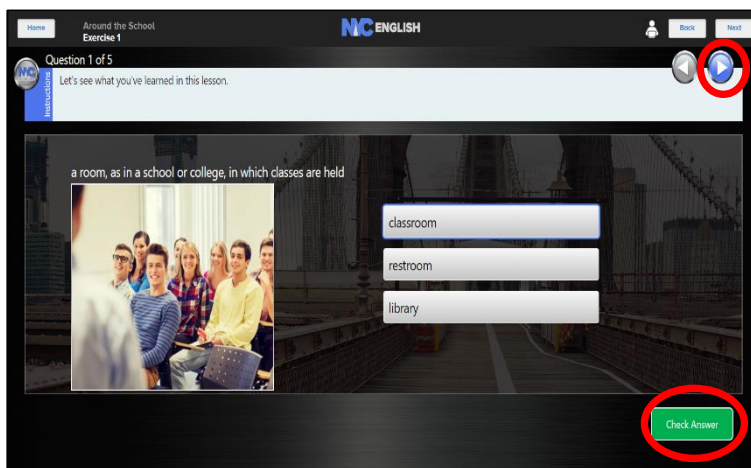
Exercises contain five questions each. Exercises are for practice purposes and can be completed an unlimited amount of times. Scores are not taken from Exercises.

Click on an Exercise lesson.



Click on the NYC English button on the top left corner for directions. You can click on this multiple times during the Exercise if needed.

Then, click on the big red button to begin the Exercise.



Click on your answer.

Click on Check Answer for immediate feedback.

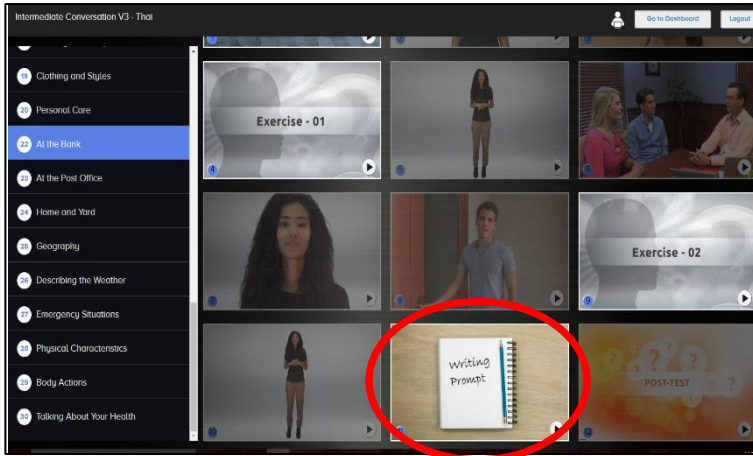
Then, click on the right arrow button on the top of the page to move to the next question.



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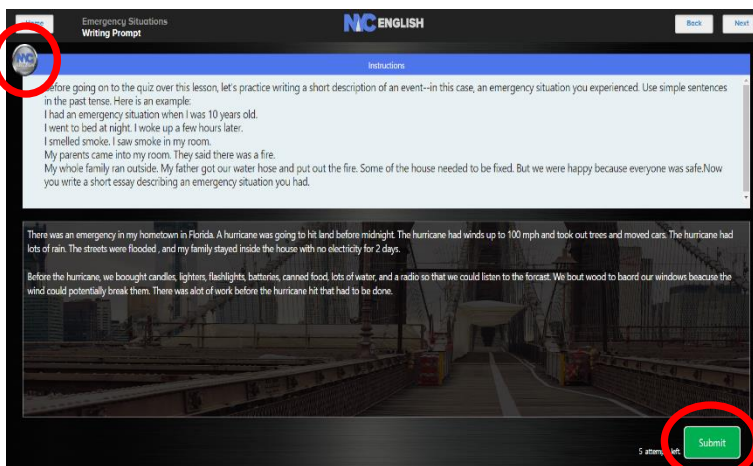
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THE WRITING PROMPT



The Writing Prompt is available in Intermediate Conversation: Themes 16-30 and Advanced Conversation: Themes 1-30.

Click on the Writing Prompt module.



Each Writing Prompt gives directions and a sample.

Write in the space provided. Click on the green Submit button in the bottom right corner. There are 5 opportunities to submit. Once submitted, the writing sample is saved.

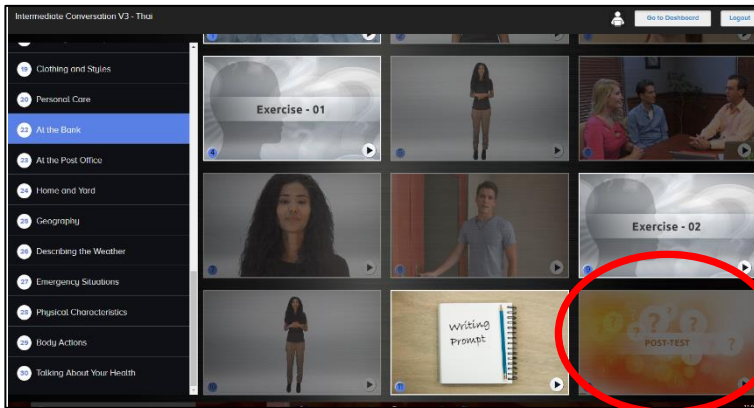
All submitted writing can be seen in the Student and Teacher Dashboards where the teacher can view what was written and make comments. Students can see teacher comments in the Student Dashboard and make corrections.



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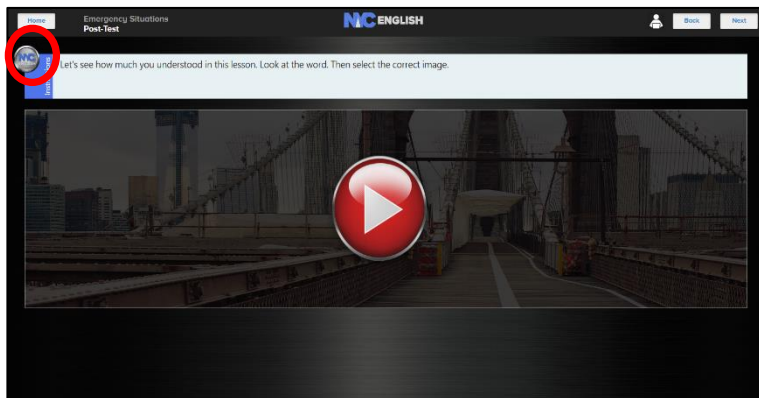
THE POST TEST



The Post Test is available in Beginning Conversation (BC), Intermediate Conversation (IC), and Advanced Conversation (AC).

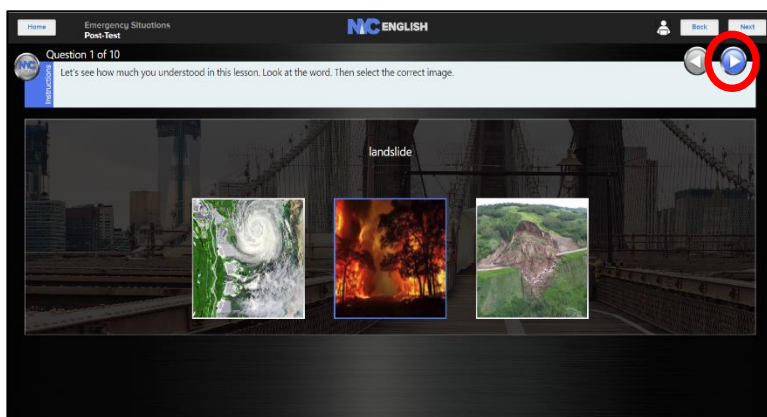
The Post Test contains 10 questions and can be taken twice.

Click on the Post-Test.



Click on the NYC English button for directions. You can click on this multiple times if needed.

Then, click on the big red button to begin the Post-Test.



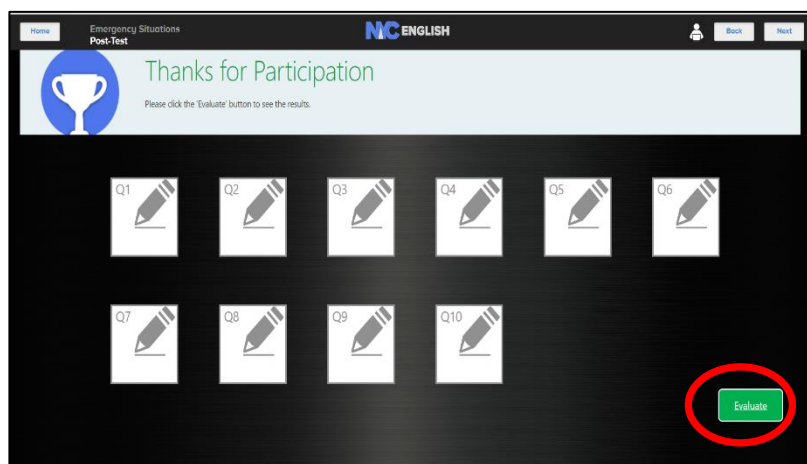
Click or type your answer.

Then, click on the right arrow button on the top of the page to move to the next question.



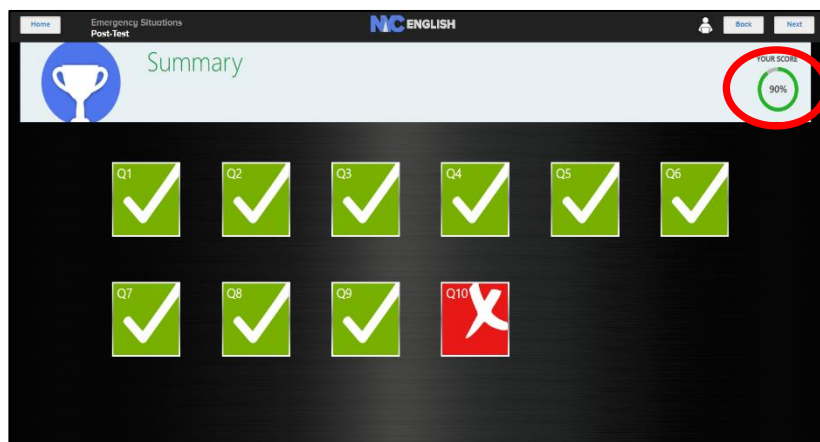
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Click on Evaluate when completing the Post-Test.

Your Summary will appear on the screen.



The Post-Test can be taken twice.

The last score records on the NYCE Administrator, Teacher, and Student Dashboards.