



Teacher Handbook



If you've been given teacher privileges in Wordplay, you have two capabilities that are not available to general users.

1. You can create classes of students and monitor their progress.
2. You can create custom courses and assign them to your classes.

This handbook will guide you through the process of getting started which should only take a few minutes. Of course if you find yourself confused about anything, please let us know so we can improve the process for everyone. All teacher capabilities are accessed from the Teacher Section of the *MyAccount* page.

Step 1. Setting up a new class of students

Create a New Class

To add a new class, provide a class name (e.g. 1st Period Spanish 1)

Class Name:

To create a new class, go to the *My Account* page and click on the [add class](#) link to the right of the My Classes Section. Type in a name for the class and press the **Create New Class** button. Then return to the My Account page. The new class should be listed.

Spanish 1, Period 7

Overview Roster Assignments Resources

Name	Email	Username
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Click on the class name to open the *class details* page. Make sure the Roster tab is selected. Click the [edit roster](#) link. Your class roster will be on the left side of the page and the schools roster should be on the right. If you are just getting started they will both be blank.

Add Student To Roster

New Account Existing Account

Provide the first and last name:

First Name:

Last Name:

optionally, provide a username and password. Leave these fields blank and they will be created for you.

Username:

Password:

To create a new student account, click the **new student** button. From this form, you can simply provide the first and last name for the student and a username and password will be automatically created for them. When you click the **Create New Account** button (or hit the enter key), this student will be added to your school and also to your class. When you're finished adding students, click the save button. When you're done setting up your class, click the [Card Format PDF](#) link for a printable version of the roster with usernames and passwords. You can then cut this up to easily provide each user with their login information. Also, there is a Student Handout link on the *My Account* page

which can be copied and distributed to your students.

Student	Mastery / Retention	Section Points	Total Points
Class Average	61% / 4%	4,642	25,697
Bocell, Kylie	92% / 13%	8,660	15,215
Bradford, William M	100% / 0%	5,500	14,100
Bragg, Dominic	100% / 0%	5,500	21,010
Debra, Gerardi	75% / 0%	4,150	11,560
Drganetti, Sally	80% / 0%	4,495	35,060
Edwards, Emily	41% / 0%	2,280	14,330

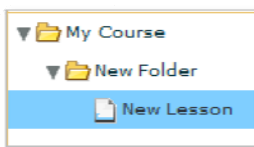
Now that you have students in your class, you may check their progress at anytime by selecting the **Status** tab on the class details page. This will show each student's total mastery and retention for any assigned courses. By default, every Wordplay user is assigned the courses that come with Wordplay. You have the option of creating and assigning your own custom courses (which is described below). The dropdown at the top of the Status page lets you view status for any section of any assigned course.

Step 2. Creating your own custom courses

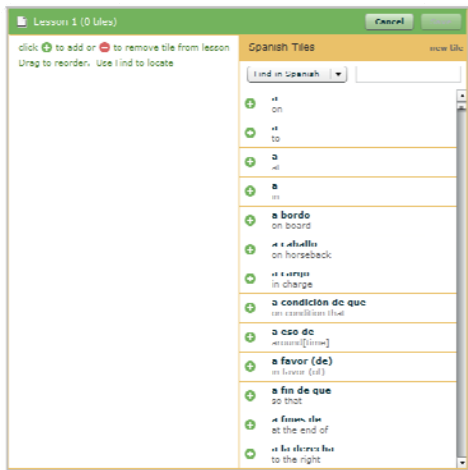
Courses in Wordplay consist of word tiles organized into short lessons. The lessons are grouped into folders. The Wordplay Course Editor allows you to quickly create your own lessons and organize them into folders. Creating courses that play smoothly can be a bit tricky, so we strongly recommend that you read this manual entirely before you begin.



To create a new course, go to the *My Account* page and click on the [add course](#) link to the right of the SCHOOL NAME Courses Section. Type in a name for the course and press the **Create New Course** button. Then return to the My Account page. The new course should be listed.



Click on the course name to open the *Course Editor* page. To begin, click the **Edit Structure** button. Now click the **add folder** button and then the **add lesson** button. Your course structure should now look like the image to the left. You can name the folders and lessons anything you want, simply click on the name to edit it. Click the **Save** button to save your changes. (Note: when you click the add lesson button, lessons are added to whichever folder is currently selected.)

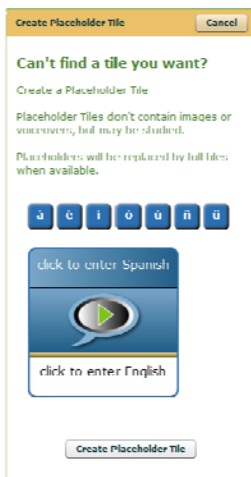


Your course now contains a folder with a single lesson. Now let's add some tiles. Click on the New Lesson and you should see the **Edit Lesson** button appear at the top right of the editor. Click on the **Edit Lesson** button. You'll see something like the image to the left.

The list on the right side of the page is all of the available tiles in Wordplay, over 5600 tiles and growing. To add a tile to your lesson simply click on it. You can find a tile in either English or Spanish by typing in the available space at the top of the Tiles list. When you type, the list is automatically filtered to show only those tiles which contain the sequence of characters typed. (Note that accents are ignored here).




Once you've added tiles, they can be removed by clicking on them. Also, you can change the order of tiles in your list by dragging them around. Once you're happy with the contents of your lesson, click the save button. You will now be able to preview the contents of your lesson as shown here. In this example we've added common animals. From this screen you can click on any tile to hear the pronunciation. (Note: For best play, each lesson should have at least 9 and no more than about 20 tiles.)



Most tiles in Wordplay have voiceovers for the proper pronunciation, and many have images. By using a tile in your course, you automatically place it on a priority list for us to get the voices and images in place if they do not yet exist. If you want to use a word or phrase in your course, but you can't find the tile, you may create a placeholder tile. To create a placeholder tile simply click the **new tile** button which is near the top of the Wordplay tiles list. Placeholder tiles are incomplete since they don't contain images or voiceovers, but they do appear in your lessons and may be studied. We will make every effort to replace placeholder tiles with full tiles as quickly as we can.

Creating placeholder tiles that work well with the game can be tricky, so we strongly recommend that read the section below titled *Creating Placeholder Tiles* completely before you begin.

One final point about editing courses. When you are editing the structure of your course, you may select any folder and click the hide/unhide button. Hidden folders which look like this  will not appear when viewed by your students from the play page. This gives you the ability to work on new sections of the course without making them available until you're satisfied that they are complete.

Before your students can use the new course, there is one final step. You must assign it to your class. You do this by going back to the class details page (click on the class name listed on the My Account page). Select the **Assignments** tab then simply press the [assign](#) button next to your new course. Once assigned, any students in the class will now see this course when they go to the **Play** page. Note: any course create by a teacher in Wordplay are visible (but not editable) by other teachers in your school. In this way, teachers may share courses.

Tips for Creating Effective Courses

In Wordplay, words are mastered one lesson at a time. For best results, each lesson should contain at least 9 tiles and no more than about 20. Lessons that deviate from this ideal size will be too easy or too hard. It is usually a good idea for a teacher to play any lessons they create so they better understand the student's experience.

When a word has more than one meaning, or multiple words have the same meaning, it is usually better to avoid putting too many of these tiles in the same lesson. Although Wordplay is designed to handle these cases (see the section below on Alternates and Variations), putting them together can cause unnecessary confusion.

Wordplay keeps track of each student's mastery of each tile separately. If the same tile appears in more than one lesson, and it has already been mastered in a previous lesson, then it will be mastered in any later lesson where it appears so the user won't have to master it again. So, although tiles may be duplicated in later lessons, it is not normally useful to do so.

Creating Placeholder Tiles

Before you create placeholder tiles, it is important to remember that tiles are meant to be played in a game. That means you must follow certain conventions for the tiles to work properly. Here is a brief summary of the conventions we use, which have been found to work best. Keep in mind that in Stage 2 of each lesson the student will be required to type exactly what you put on the tile. If you're not careful, you will create tiles that are difficult or perhaps even impossible to play. We have a process of reviewing all the placeholder tiles and replacing them with full tiles. During this review, we will correct any problems we see and let you know about them. We will also contact you if we have any questions.

Don't create duplicates – Before adding any placeholder tile, you should first see if there are existing tiles that will meet your needs.

One word or short phrase per Tile – Wordplay tiles can have two short lines of text for both Spanish and English. When you type, make sure that all of your text is visible. If you type too much text, no one will be able to see it.

One Translation Per Tile – Each tile should have a Spanish word or short phrase and a single English translation. Many textbooks show vocabulary with multiple translations showing a variety of different meanings of that word. In wordplay each meaning is learned independently so a word with multiple meanings is represented by multiple tiles. If the various meanings are simply synonyms, then a single translation will suffice. Also note that tiles contain TRANSLATIONS not DEFINITIONS. (Note: when we convert the placeholder tile into a full tile, we have the option of adding Alternates and Variations that make play smoother. Read the next section on Alternates and Variations for more information. Send an email to info@wordplay.com if you want to request specific Alternates and/or Variations with placeholder tiles you create.)

Definite article in parenthesis for nouns – By convention, the definite article in Spanish is shown in parenthesis before the noun. The definite article in English is not shown. This makes it optional to type the article for the Spanish noun. When we add voice, the Spanish voice will always say the definite article so the student becomes accustomed to hearing the word with the appropriate article.

Show masculine/feminine forms with trailing parenthesis – Many Spanish words have a masculine and feminine form that are identical in meaning. By convention, we include the masculine form, show the feminine variation with parenthesis, and have the voice always say the masculine form. (Example, quinto(a) – fifth)

Lowercase unless proper noun or start of complete sentence – By convention, we try to show all words and phrases in lowercase unless the situation requires it. During play, Wordplay ignores case.

No gaps – Textbooks often show vocabulary phrases with gaps in the phrases. For example, (Tengo ... años – I am ... years old). In Wordplay, we have found that such phrases are awkward at best, so we recommend that you simply use a complete example, and teach the generalization during class. So in this case you might use (Tengo diez años – I am ten years old). It is important that tiles have no gaps in either the Spanish or English.

No extraneous text – Teachers often want to add extra text that provides context or further explanation. Wordplay has a mechanism for dealing with this called “context”. Context is the smaller italic text that appears on some tiles below the Spanish and/or English text. Unfortunately, the current tool does not allow teachers to enter context. When you want your new placeholder tiles to include context, just send an email to info@wordplay.com and we will add it for you. It is very important that the Spanish and English text not include any of this extraneous text.

Advanced Topic – Alternates and Variations

Spanish, like all languages, has more than one way to say the same thing. One word can have many different meanings, and many words can have the same meaning. This can create some confusing situations. Wordplay uses the concept of Alternates and Variations to handle these situations smoothly.

Let's look at an example. In Spanish the words **coche** and **carro** both mean **car** or **automobile**. When wordplay presents the word car to a user and asks him or her to type the correct translation, the expected word might be either coche or carro. If a user has previously learned both words, he or she may not be sure which one is expected. Although neither would be "incorrect", only one is being studied at this particular instant. In Wordplay, as long as coche and carro have been set up as "alternates" of each other, when the user types the wrong one, the software will simply say "Although correct, that is not the translation we're looking for... please try an alternate".

Now let's look at the reverse situation. The user sees the word carro and is asked to type a translation. In this case, car is the correct translation, but automobile would also be accepted as correct since we can assume that an English speaking student understands that these words both mean the same thing. In this case, car and automobile are "variations".

Now, although Wordplay has the smarts to handle these situations, it only does so if the database properly references all of the correct alternates and variations. Since this can get very complex, especially with a list of words that is continuously growing, we can confidently say that not all of these references have been identified. Now that you know what the tool is capable of, please let us know if you or your students find the need for any additional references we might have missed.

Making the most of Wordplay

Building a strong foreign language vocabulary requires continuous and frequent practice. Wordplay is designed to help students do this with minimal effort. As a teacher, we recommend that you assign lessons in advance and require that your students reach full mastery of those lessons by checking the status page. You can also ensure that the student's are doing their reviews by making sure that their retention numbers are increasing. Teaching a class full of students who already know the vocabulary can have a major impact on your student's performance and confidence, and make teaching such a class a lot more fun and rewarding.