

Guide to Audactive – For Teachers

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Setting up an Audactive activity

Go to the Audactive website.

[Audactive - Interactive Learning Resources.](#)

On the website you will find a number of options. Fig. 1 below explains where to go.

1. Teach – this is where you will log in and create your activities.
2. Learn – the public list of activities created by other teachers.
3. About – information about the app.
4. Discussion – a forum and discussion section for reporting problems. For those on the Audactive pilot you should use this Microsoft Form issued by the project manager to report any bugs and issues.

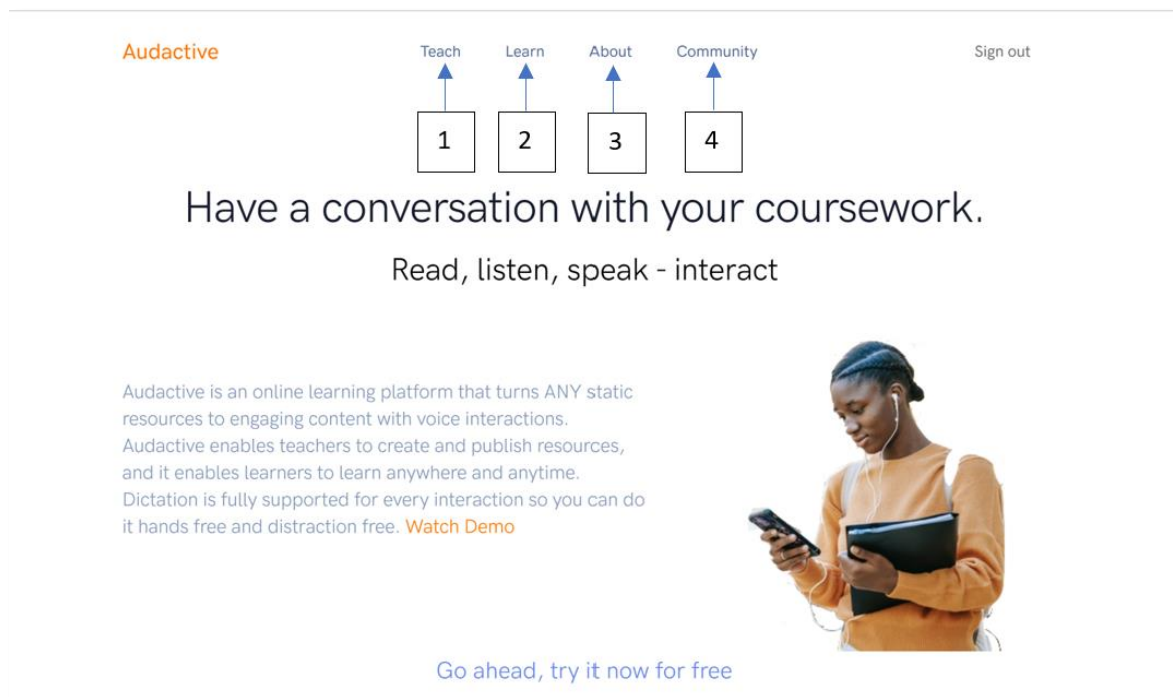


Figure 1

Teach: Setting up your activity

On the Teach tab you will be asked to sign in to create your activities. (Fig. 2). You can sign in with a Google account or you can sign in with a different email address. (Fig. 3)

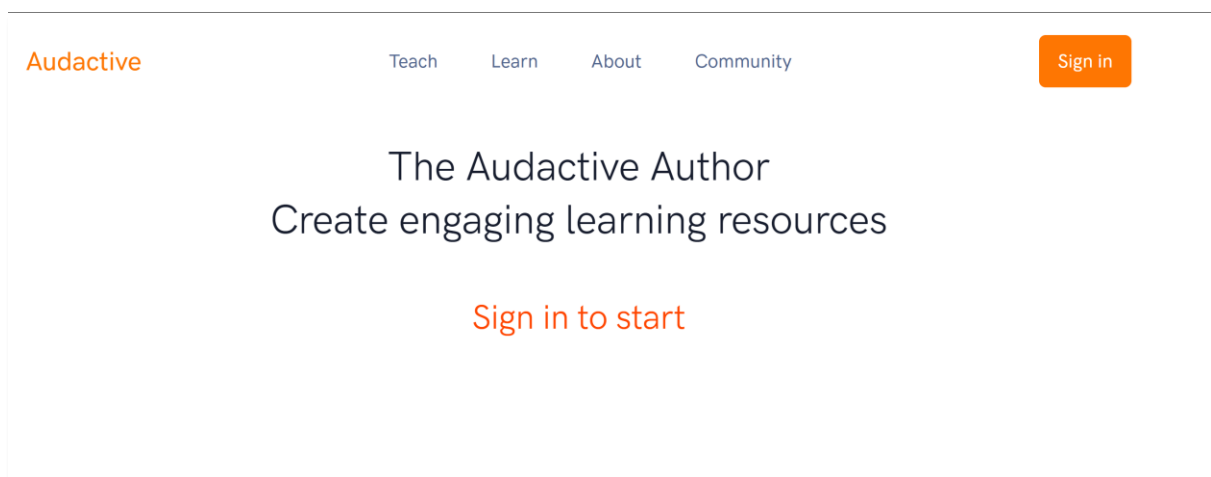
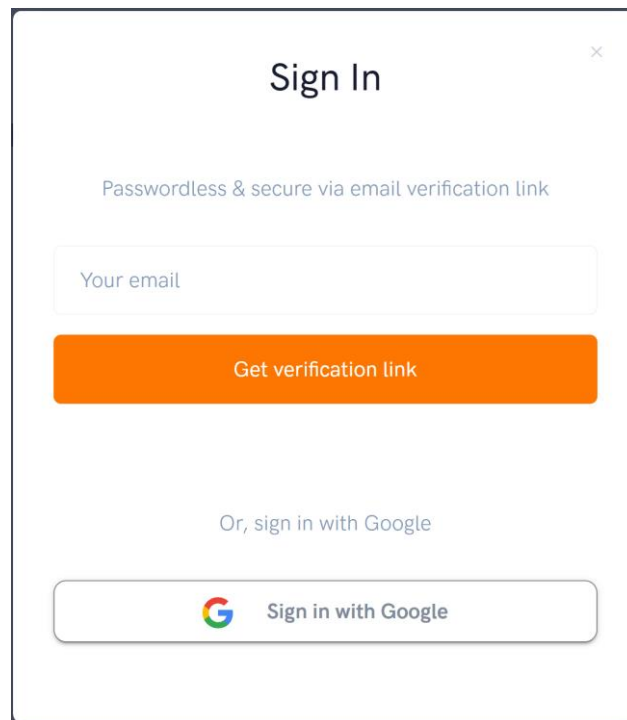


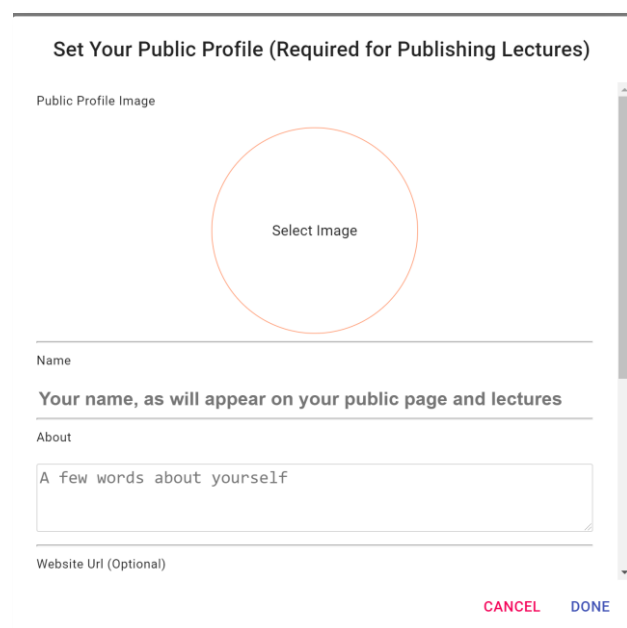
Figure 2



A "Sign In" dialog box with a close button (X) in the top right corner. The title "Sign In" is centered at the top. Below it, the text "Passwordless & secure via email verification link" is displayed. There is a text input field labeled "Your email". Below the input field is an orange button labeled "Get verification link". Further down, the text "Or, sign in with Google" is shown. At the bottom is a button with the Google logo and the text "Sign in with Google".

Figure 3

Once you have signed in, you will be asked to set up your profile, you can a profile picture and fill in your name and information. (Fig. 4)



A "Set Your Public Profile (Required for Publishing Lectures)" dialog box. It features a section for "Public Profile Image" with a large circular placeholder labeled "Select Image". Below this is a "Name" field with the instruction "Your name, as will appear on your public page and lectures". Underneath is an "About" field with the placeholder text "A few words about yourself". At the bottom is a "Website Url (Optional)" field. In the bottom right corner, there are two buttons: "CANCEL" in red and "DONE" in blue.

Figure 4

Once you have set up your profile, click Done and you will be ready to start creating your activities. Click Create New or Create New Resource to start your activity. (Fig. 5)



Figure 5

When you click create resource you will be presented with the interface.

The first thing you will need to do is set up your document. You should complete the following options (Fig. 6):

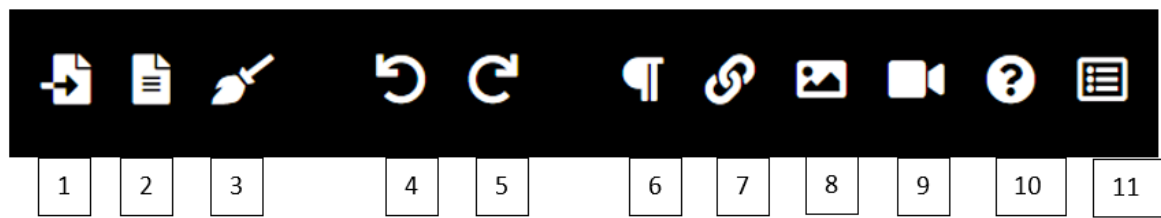
1. Select an image to represent your activity. This should be one you have downloaded to your computer. If you don't have an image you can simply download one – make sure if you are selecting images from a search engine you have the copyright filter on to show pictures that aren't copyrighted. Another option is to use a free image bank such as unsplash.com.
2. Name your document.
3. Select the languages you want the document to be read out in and also the language you want any answers to completed in. You can change this within the document.
4. Write the abstract – what is the activity about? What subject is it for and what ages is it aimed at and level?
5. Add some tags to help with descriptions and searching, examples include French language, ESOL, Spanish conversation etc.
6. Select your category – this is the subject you are creating the document for – if you have selected 'languages' it will ask which language you are teaching in a 'sub-category' menu.
7. Select whether you want the document listed. This means this will go in the public list of activities. For the pilot program all activities that have been completed should be 'listed' to share ideas and good practice.
8. Click save.

The screenshot shows a web form for creating a document. At the top is a section titled "Document Title & Preview". Below this title is a label "Promotional Image (3w X 2h)" and a large rectangular area with an orange border. Inside this area is a blue button labeled "Select Image". A callout box with the number "1" points to this image selection area. Below the image area is a "Name" label and a text input field containing "Document Name, Title", with a callout box "2" pointing to it. Underneath is a section titled "Resource's Languages". It contains two labels: "Default reading language" and "Default answers language". The first has a dropdown menu showing "English", and the second shows "Any language". A callout box "3" points to the "Default reading language" dropdown. Below the languages section is an "Abstract" label and a text area containing "Document abstract", with a callout box "3" pointing to it. Next is a "Tags (comma separated)" label and a text input field containing "Tags", with a callout box "4" pointing to it. Below that is a "Category" label and a dropdown menu showing "General", with a callout box "5" pointing to it. At the bottom of the form is a checkbox labeled "Is listed (default: yes)" which is checked, with a callout box "6" pointing to it. At the very bottom right are two buttons: "CANCEL" in red and "SAVE" in blue. A callout box "7" points to the "SAVE" button.

Figure 6

There is a ribbon at the top of the page using this ribbon you can navigate through the buttons to select the following options:

1. Open from disk
2. Open the template
3. Clear
4. Undo
5. Re-do
6. Insert text
7. Insert a web link
8. Insert an image
9. Insert a Youtube clip
10. Insert an open question
11. Insert a multiple-choice question



You can also add content using the Plus button on the side. You have the same options; however you also have an option to use the language selector to change the language that is being read out. (Fig 7 & 8).



Figure 7



Figure 8

Select the icons to add the content to your document.

When you select the language selector it will change the language that the document is being read in. (Fig.9)

About Paul

Je m'appelle Paul. Je vis Paris avec ma famille. Je
père et mes deux sœurs. J'ai un chien et un chat. J
vélo tous les jours. J'aime vraiment faire du vélo. J'a
sport préféré est le tennis. J'aime jouer au tennis le
avec ma sœur.

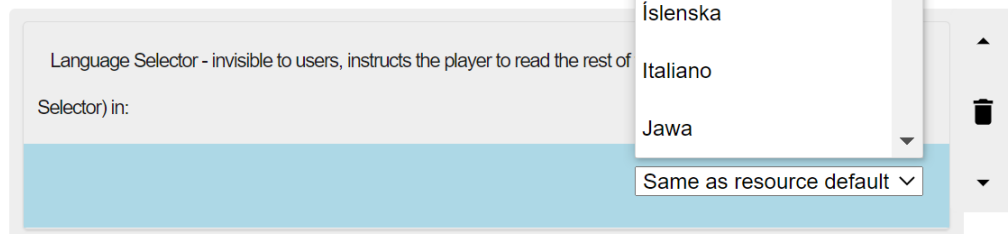


Figure 9

Adding questions

Adding multiple choice questions allows you to create a question which will be marked as correct or incorrect. Open questions allow the learner to answer the question freely, either typing or dictating. Both multiple choice and open questions have the option for the learner to listen and dictate their answer or select / type out.

Instructions for multiple choice questions:

1. When you add a question you should select the answer's language – you can change this if needed.
2. Write out your question and answers
3. Delete any responses if needed
4. Select the correct answer.

See Fig. 10

The screenshot shows a 'Multiple Choice Question' interface. At the top, there's a title bar 'Multiple Choice Question'. Below it is the question text: 'What sport does Paul play at the weekend?'. To the right of the question is a language dropdown menu set to 'English'. Below the question are four answer options: 'Football', 'Basketball', 'Tennis', and 'Rugby'. The 'Tennis' option is selected with a green checkmark. To the right of each option is a small trash icon for deletion. At the bottom, there's a dropdown menu showing 'Tennis' and a button labeled 'ADD ANOTHER ANSWER'. Four callout boxes with numbers 1 through 4 point to specific features: 1. Select Language (points to the language dropdown), 2. Write out questions and answer (points to the question text), 3. Delete any responses if needed (points to the trash icon next to the 'Rugby' option), and 4. Select correct answer (points to the green checkmark next to the 'Tennis' option).

Figure 10

Instructions for open questions:

1. Add your questions
2. Select the language

The screenshot shows an 'Open Question' interface. At the top, there's a title bar 'Open Question'. Below it is a large text input field containing the question: 'What pets does he have?'. To the right of the text input field is a language dropdown menu set to 'Same as resource default'. Two callout boxes with numbers 1 and 2 point to specific features: 1. points to the question text input field, and 2. points to the language dropdown menu.

Figure 11

Adding web links

1. Write in the text box a title for the website.
2. Copy your web link and paste into the URL section.

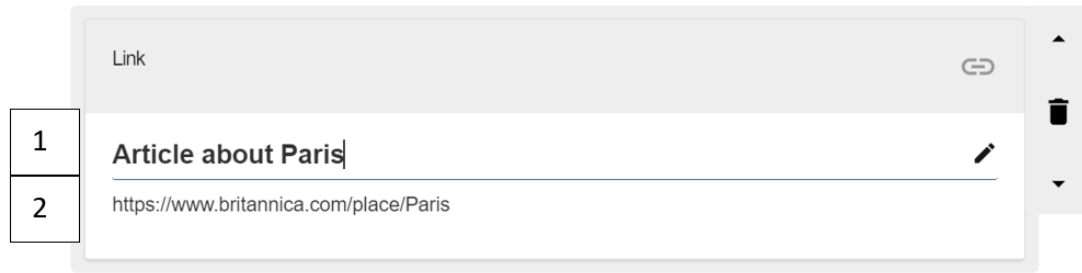


Figure 12

Adding images

You can add images either by copying a link to an image from the internet (please check copyright permissions) or you can upload a file from your computer.

1. To upload a link, copy the link to image and paste in the URL box.
2. To upload from your device press Choose file.

**Please note there currently isn't the capability to upload from cloud storage such as Google Drive or OneDrive. Please make sure all images are downloaded directly to your device's memory.*



Figure 13

Adding video

1. To add a YouTube video copy the link to the YouTube video and paste it into the URL box.
2. Once you have done this you should add a title for the video.

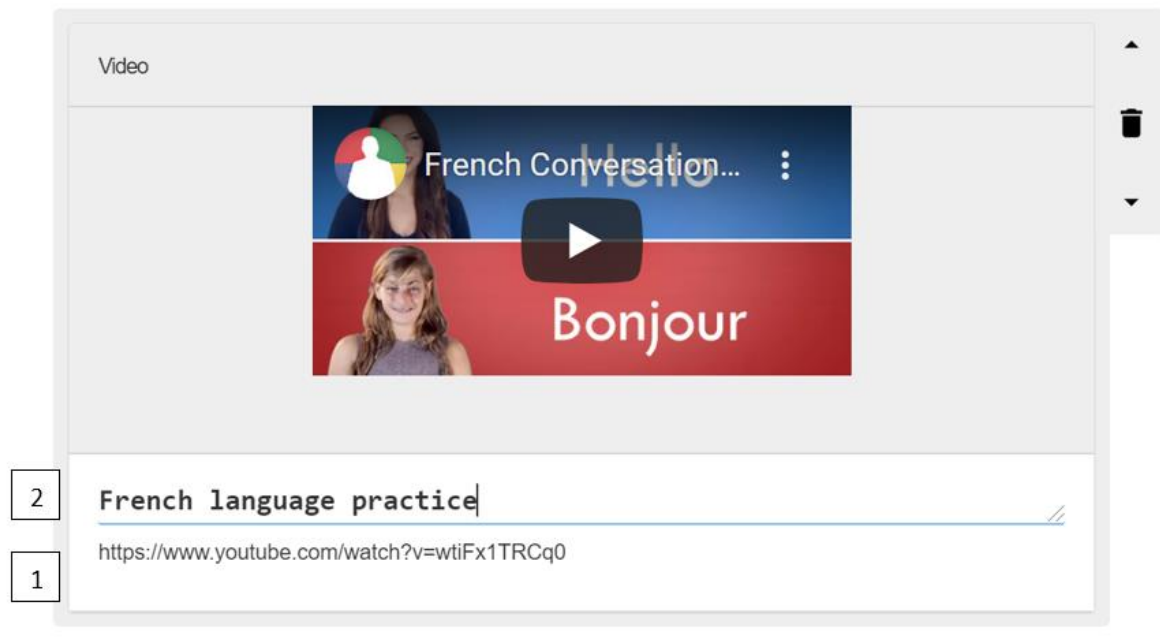


Figure 14

Publishing and sharing your activity / document.


Once you have finished click Properties and Publish (Fig. 15).



Figure 15

You should check the details of the document you should click Save and Publish.

Document Title & Preview



Name

About Paul

Resource's Languages

Default reading language

Default answers language

Français

English

Abstract

A short reading exercise for learning basic french language.

Tags (comma separated)

french

Category

Subcategory

Languages

Français

☐ Is listed (default: yes)

CANCEL

SAVE

SAVE & PUBLISH

Figure 16

You will then be given a number of options to share your activity.

One of the easiest ways to share your activity is to copy a link and share this using either email, or placing on your learning platform such as Teams, Google Classroom, Moodle etc.


Share & Distribute

Your file is accessible for anyone with the following link. Copy the link and share it with your learners. Following are options to export as SCORM and to html-embed your lecture.

<https://audactive.com/documents?doc=YrfujFIgW5tuQD4xa4d>


 Copy Link

 View Published

 Export to SCORM

Embed Code:

`<iframe src="https://audactive.com/documents?doc=undefinec"`

 Copy Embed Code

Not ready for showtime yet?

Unpublish

DONE

If you are familiar with using SCORM packages you can download this and embed this within your VLE. You can use SCORM packages to link your Audactive activities to assignments. You can also use the embed code to embed them in certain platforms.

Viewing and completing activities in a web browser as a learner

For learners using laptops and computers, you can share the Audactive activity with them and they can complete this in a web browser. Learners will need to Sign In to submit their work (see Guide for Learners).

Ask the learners to click on the link you have sent them or ask them to copy and paste it into the browser.

Once the learners have opened the link, they will see the document and they will be able to use the options within the play bar to do the following (Fig 17):

1. Change the voice
2. Go back
3. Play
4. Go forward
5. Create a note (typed or dictated)
6. Submit to the teacher or copy or download.



Figure 17

Learners can complete questions by selecting or typing the answer or dictating using the microphone icon.

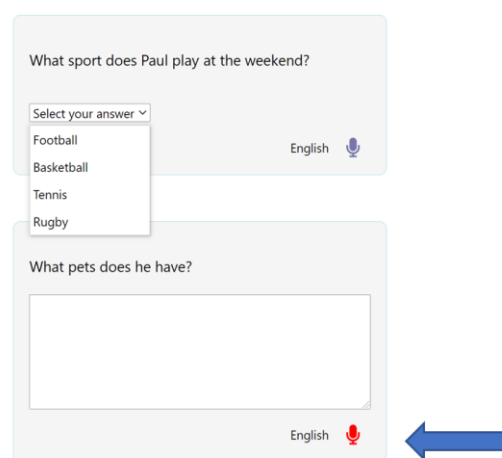


Figure 18

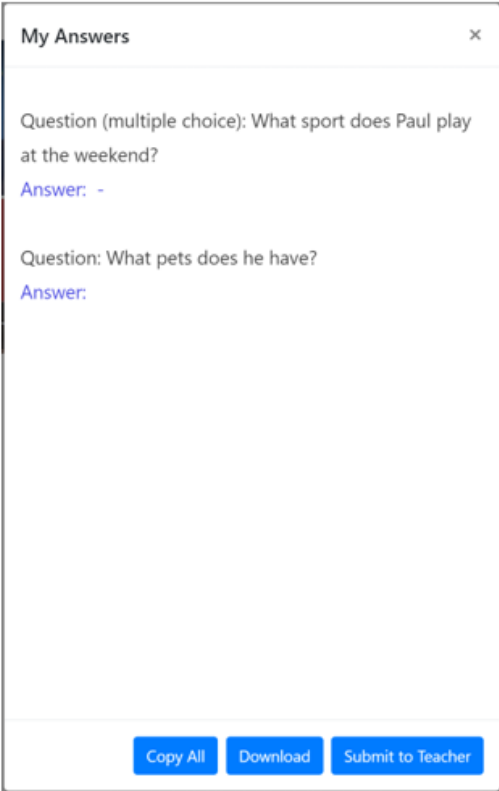
To submit their document they can use the icon on the play bar, or click submit at the bottom of the page.

Done? Well done, make sure to check your answers prior to submitting them

Review and Submit Answers

Figure 19

Once they have done this they will need to review and click submit to teacher.



The screenshot shows a web interface titled "My Answers" with a close button (x) in the top right corner. It contains two questions: "Question (multiple choice): What sport does Paul play at the weekend?" with an answer field containing a hyphen, and "Question: What pets does he have?" with an empty answer field. At the bottom of the form are three buttons: "Copy All", "Download", and "Submit to Teacher". A large blue arrow points from the right towards the "Submit to Teacher" button.

Figure 20

They will then add their name and there is also the option to add their email address.

audactive.com says

What is your name? So the teacher can recognize you

OK

Cancel

Figure 21

audactive.com says

Type your email address, if you would like to share it with the teacher as well (optional)

OK

Cancel

Figure 22

Completing the activity in the Audactive mobile app

Ask the learners to download the mobile app on the App or Play store.

Share the link with the learners using your preferred means, i.e email. Again, they will need to sign in (see Learner guide)

Learners can click on the link which will open in the app.

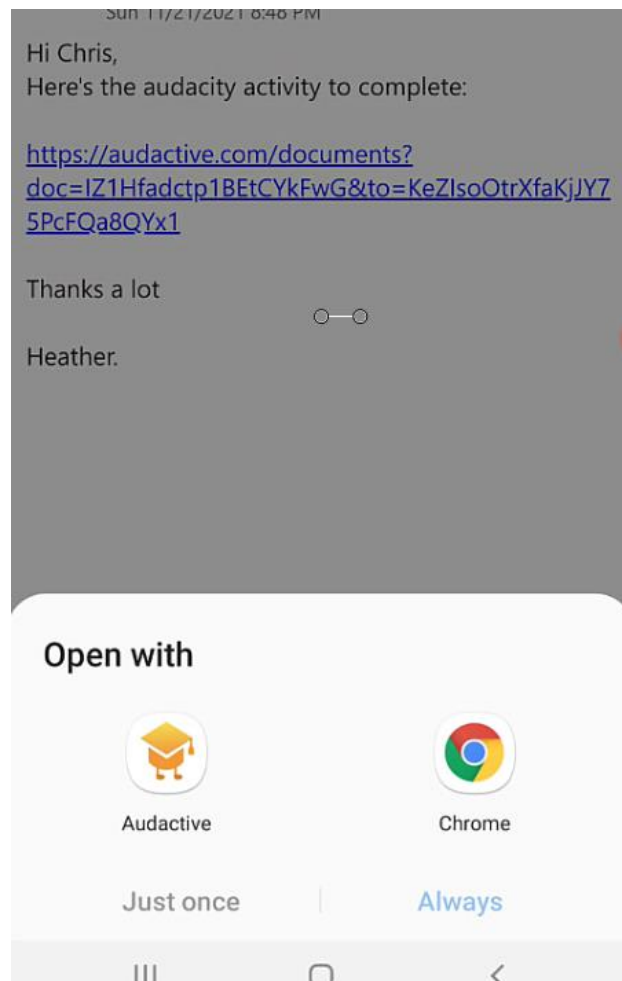


Figure 23

They can then work through the activities and read aloud and complete any questions.

In the mobile they can:

1. Read the text aloud
2. Change the voice
3. Change the speed
4. Zoom in and out
5. Make notes
6. Navigate using the arrows.
7. They can also use the side menu and this is how they submit work.

(Fig. 24)

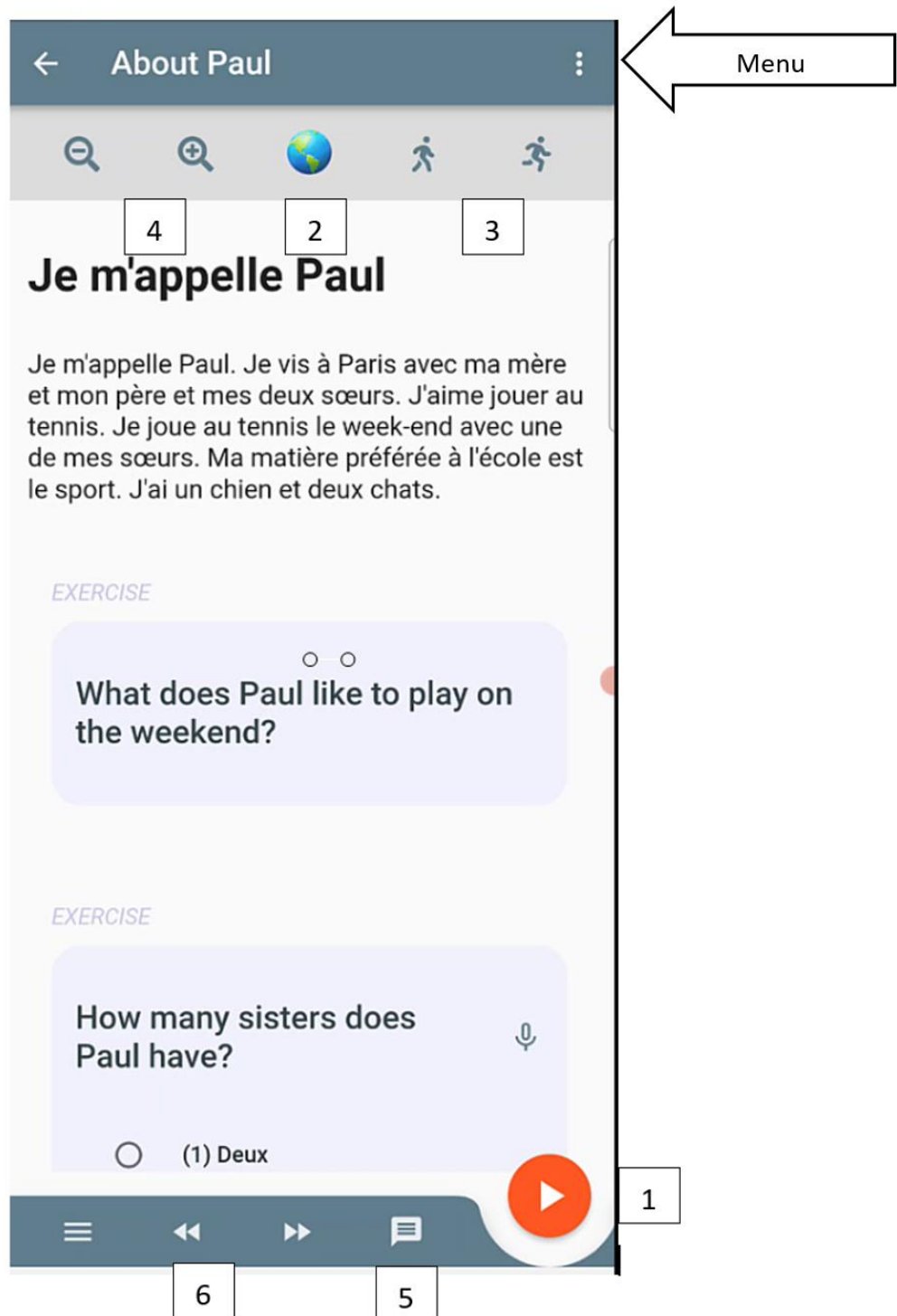


Figure 24

To submit learners need to use the menu in the top right hand corner

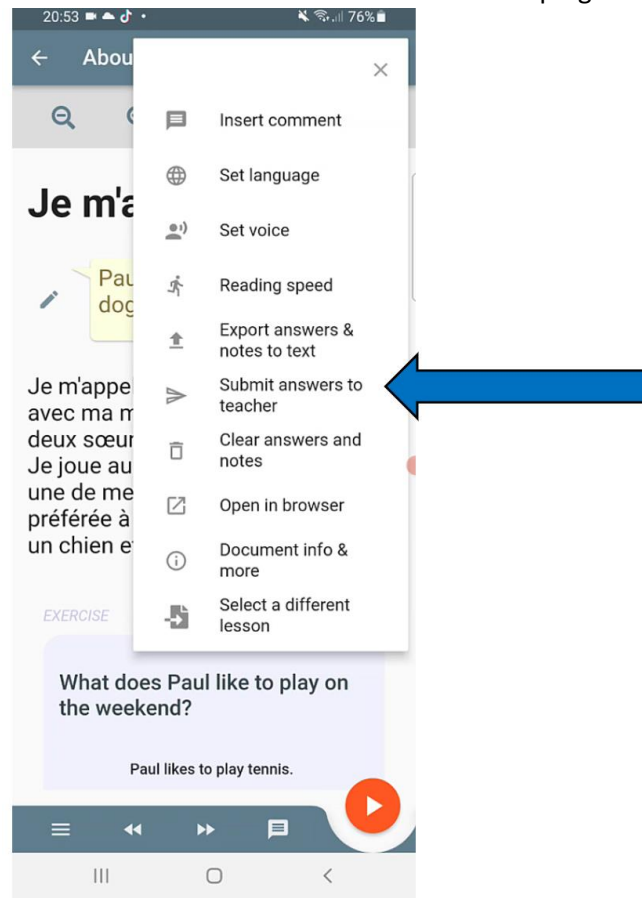


Figure 25

1. The learners will need to review their answers
2. Check the teacher ID (if you have created and sent this activity they can click next).
3. Enter their name and optional email address.

(See Fig. 26)

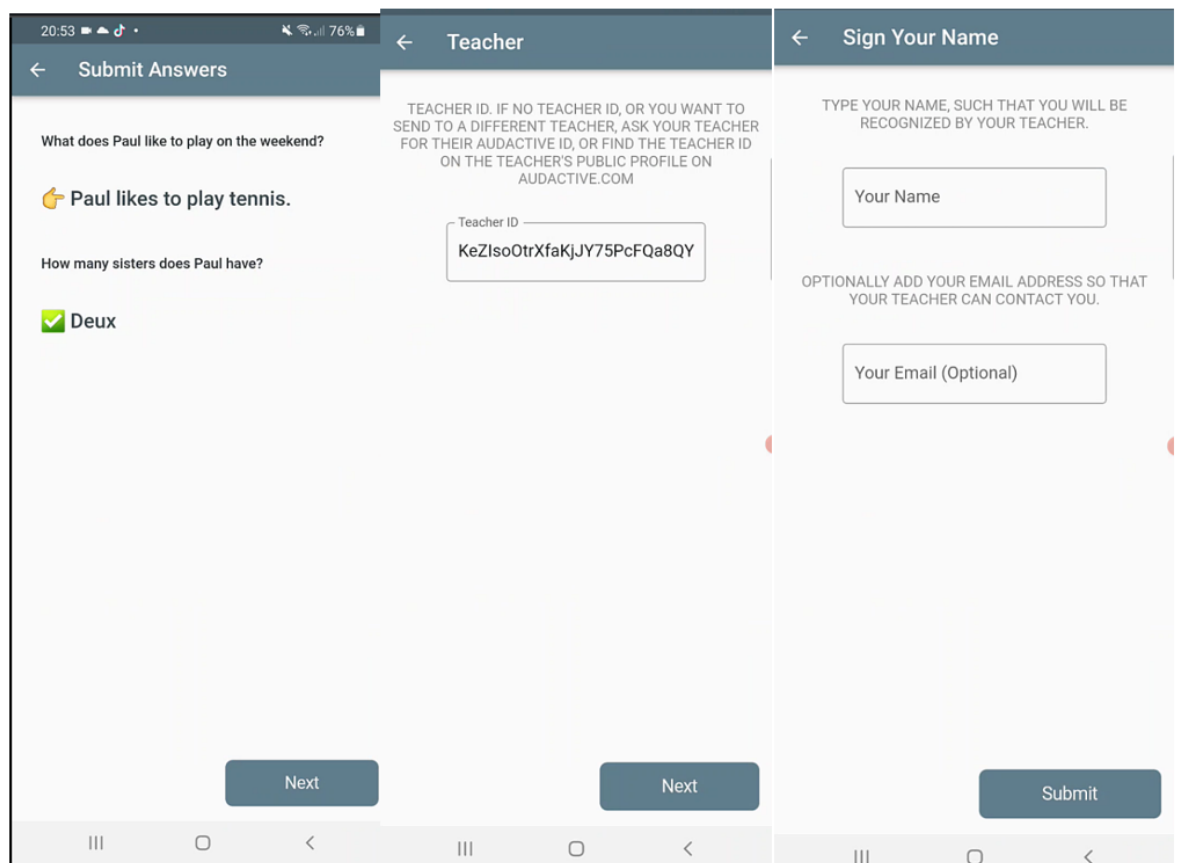
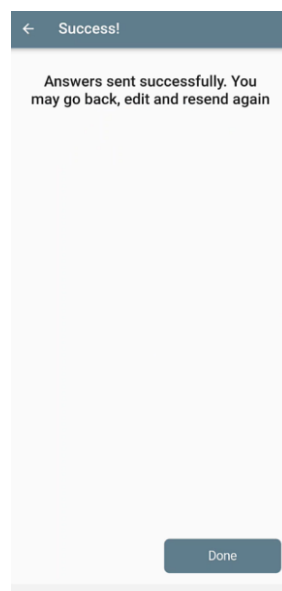


Figure 26

They have now successfully submitted their work



Using the Gradebook

To check your learners answers go to the activity and click on answers

Dashboard
Vocabulary for job skills
Forum
Properties & Publish
Share
Answer

+
Watch the video below and answer the questions.

Pay close attention to the definitions of the types of skills the video is talking about.

Video

You will then be able to see your learners responses to the activity.

Got 1 answers:

Student	Email	Date	Grade	What does initiative and enterprise mean?	Coordinating tasks is part of which skill?
Alice		11/14/2021, 5:34:44 PM	100	<input checked="" type="checkbox"/> Seeing something needs to be done and completing it without being asked	<input checked="" type="checkbox"/> Planning and organising