SECOND EDITION
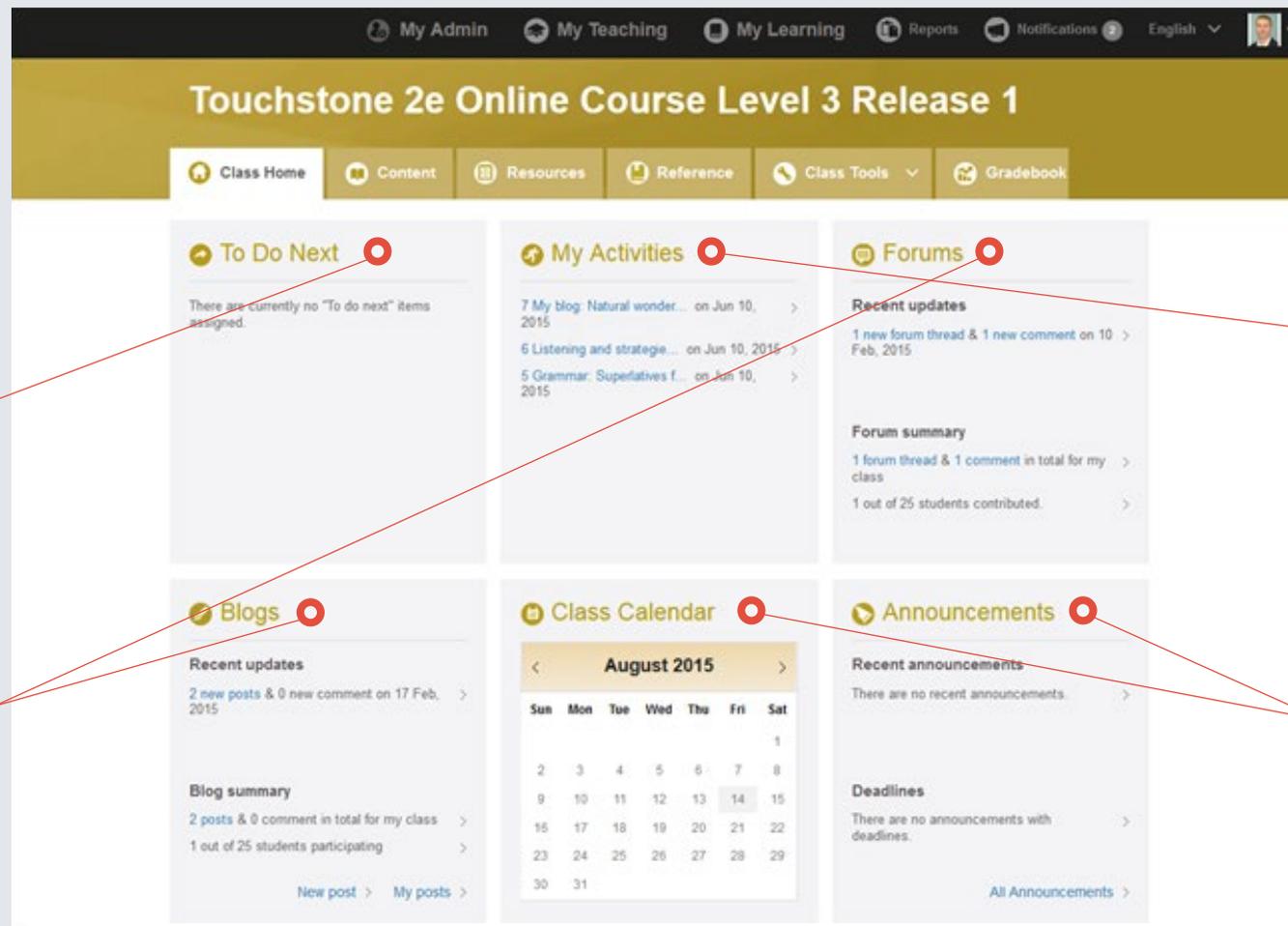
TOUCHSTONE

FLEXIBLE LEARNING, PROVEN RESULTS

Touchstone Second Edition Online Course Guide

This document has been created to help you to understand the content, structure and tools available within *Touchstone Second Edition Online Course.*

This Online Course Guide provides a tab-by-tab overview of the content of Touchstone Online and the functionality of the Cambridge Learning Management System (CLMS), and can be used in conjunction with the 'How to' videos listed at the end of this document.

CLASS HOME

The Class Home screen is a centralised place with shared information for the class and the teacher. There are six widgets on this screen.

To Do Next can be used by the teacher to direct the class to particular activities which they want the class to do. For example, the teacher may want to set the class a specific set of activities to do for homework.

See Help Video 4

The Forum and Blog widgets show the teacher and student any recent activity in the blogs and forums. The teacher can use this as a prompt to check/mark new posts.

See Help Videos 6 and 9

My Activities lists the activities the student last accessed. These are live links to the activities so the student can go directly to the place they left off their last online session.'

Class calendar and Announcements can be used by the teacher to let the class know of key dates and events. Such as, examination or test dates, or perhaps an end-of-term party.

See Help Videos 5 and 10

CONTENT – COURSE TAB MENU SCREEN

Course – This tab contains the Online Course content.

Get to the core activities by clicking from the Content menu – Each unit is divided up by Lesson (A, B, C, D and Vocabulary Notebook). Each lesson is then split into activity sets. Each numbered heading (e.g. '1 Vocabulary preview') is a link to the first activity in the set. Activity sets can contain 1–8 screens.

The Structure and Content of the Online Course is the same as the printed Student Book. There are 12 units, each split into Lessons A, B, C and D and a Vocabulary Notebook, and four Checkpoints, (one after every three units).

'Sounds Right!' (additional pronunciation practice) sections appear after Checkpoint unit 10–12 and

'Extra Practice' (additional grammar activities)

Progress – From the Content menu students can see their progress at unit level, lesson level and activity set level.

Progress refers to how much of the content, the student has attempted. Note that the score recorded in the Gradebook is different. The score refers to how much of the content they have completed correctly.
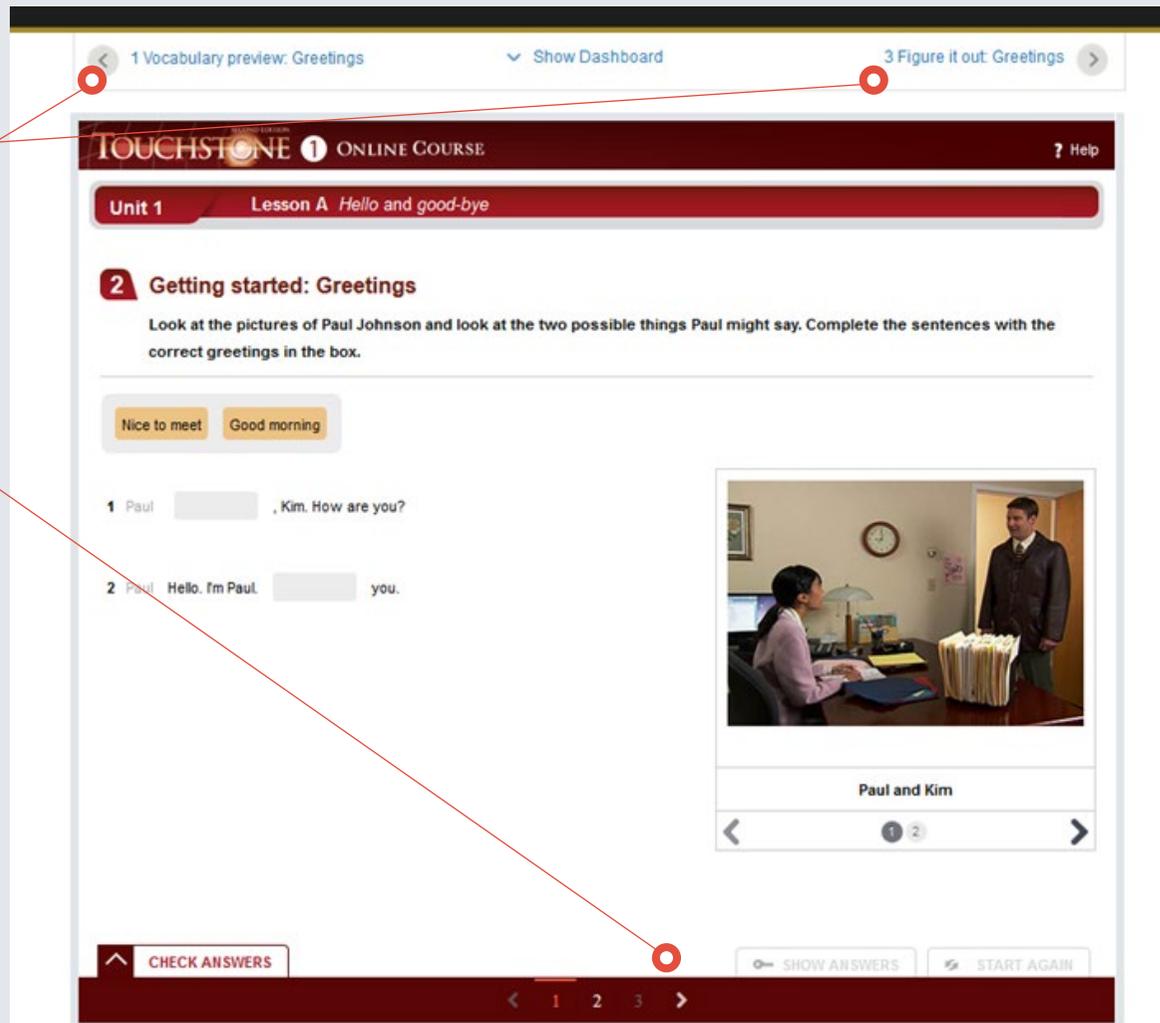
See Help Video 12

Touchstone 2e Online Course Level 1 Release 2

Class Home | Content | Resources | Reference | Class Tools | Gradebook

Course | Workbook | Games | Reviews | Video Activities | Tests

Unit 1 All about you

My Progress ▓▓▓▓▓ 21%

>	Unit Aims		0%
>	Before you begin		0%
⌄	Lesson A Hello and Goodbye		53%
	Lesson A Aims	Visited	
	1 Vocabulary preview: Greetings		100%
	2 Getting started: Greetings		80%

Checkpoint Units 10–12

My Progress [_____] 0%

⌄ Show all

Sounds right

My Progress [_____] 0%

⌄ Show all

Extra practice

My Progress [_____] 0%

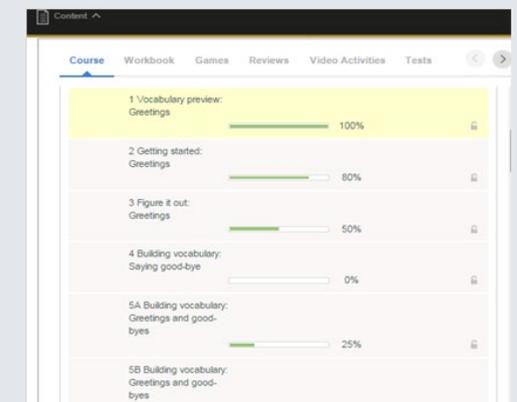⌄ Show all

CONTENT – ONLINE COURSE NAVIGATION

Navigation – A typical screen showing the content with an activity. At the top of the page, you can navigate to the previous and subsequent activity sets.

The buttons at the bottom of the screen allow the student to navigate through the content of the activity set. In this case, the activity set called '2 Getting started: Greetings' has at least four screens as we can see that the forward arrow after the number 3 is live.

NB Scores and progress will only be saved when the student uses the top of the page navigation to move to the next activity set.

Content icon in the top left of every screen opens a drop-down of the Content tab.

Once the Content drop down is opened, students can navigate anywhere in the course Content tab by clicking on the links. This is a way to navigate to content in the Online Workbook, Games, Reviews etc.
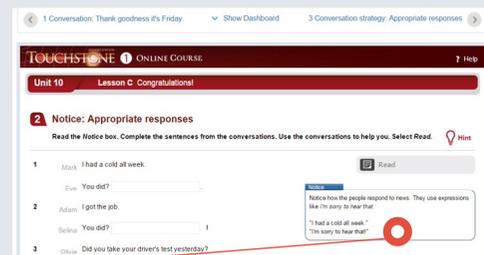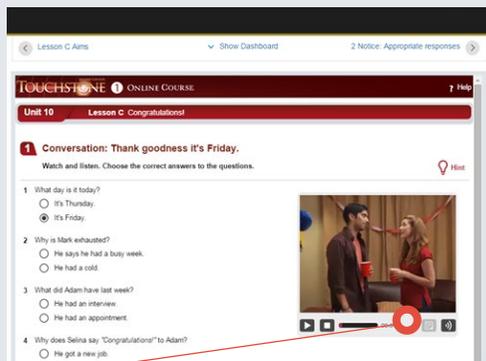
ONLINE COURSE CONTENT

The structure and content of the Online Course is the same as the printed Student's Book.

The activities in each lesson are carefully scaffolded so that students are well-supported in their online study.

The aims are clearly set out at the beginning of each Unit and Lesson so students know what their learning objectives are before they begin the activities. At the end of each Unit and each Lesson, they review these learning objectives.
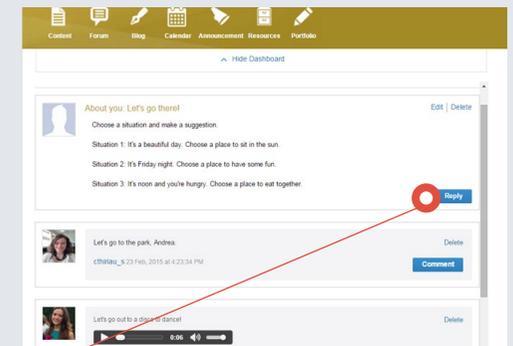
Each Unit contains a rich variety of content, including video and audio based activities. Below are some examples of different content types you will find in a typical Touchstone Online 2nd edition Lesson:

• Language is presented in short videos, listening or reading texts.

• Students are encouraged to notice language/expressions used in the video, audio or reading text in Notice activities.

• Closed activities, such as role plays in which the students take the part of a person in a dialogue, allow students to consolidate the language/expressions they have seen.

• Language and skills are illustrated and explained in animated presentations which present grammar, vocabulary, and conversation skills and strategies. The progress bar at the bottom of each one allows the students to see where they are within the presentation and to jump to specific sections of the video. The grammar presentations include interactive activities so that students can check they have understood the concepts presented.
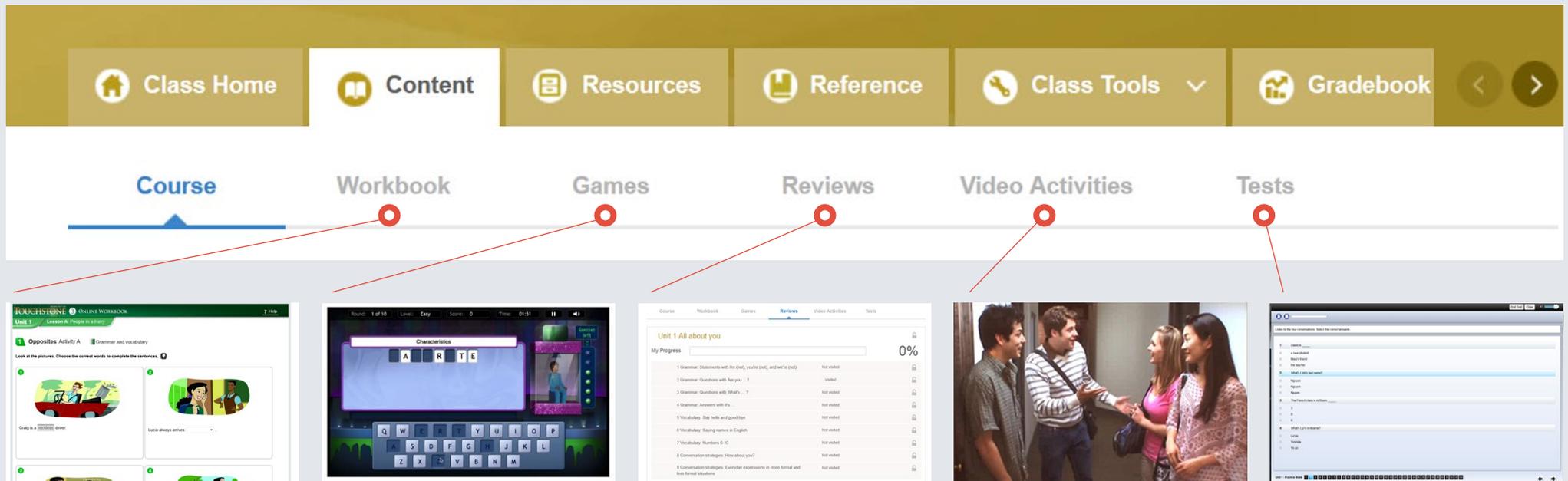
• Finally, there are productive written or spoken activities which the student posts on to the class Blog or Forum, depending on the aim of the activity.

See Help Videos 6 & 9

CONTENT TAB – ACCESS TO OTHER COMPONENTS

This tab contains the Online Workbook which provides additional practice and consolidation of the language and skills covered in the course content.

There are nine different games in Touchstone Online 2nd edition which provide consolidation of key vocabulary and grammar. The games appear throughout the content in the Course section and in the Games tab, we have included some additional instances of the games so that students can access games quickly for short online sessions, for example.

Reviews provide consolidation activities that can be used for extra practice or revision before a test, for example.

Video activities are activities based on the Touchstone video drama, which uses language from the units in an entertaining and familiar context. There is also plenty of video throughout the Online course in addition to this situational drama-style video which consolidates what is learned in the core content.

This tab contains all the tests. Mid-term, end of term, and end of level tests to check student progress.
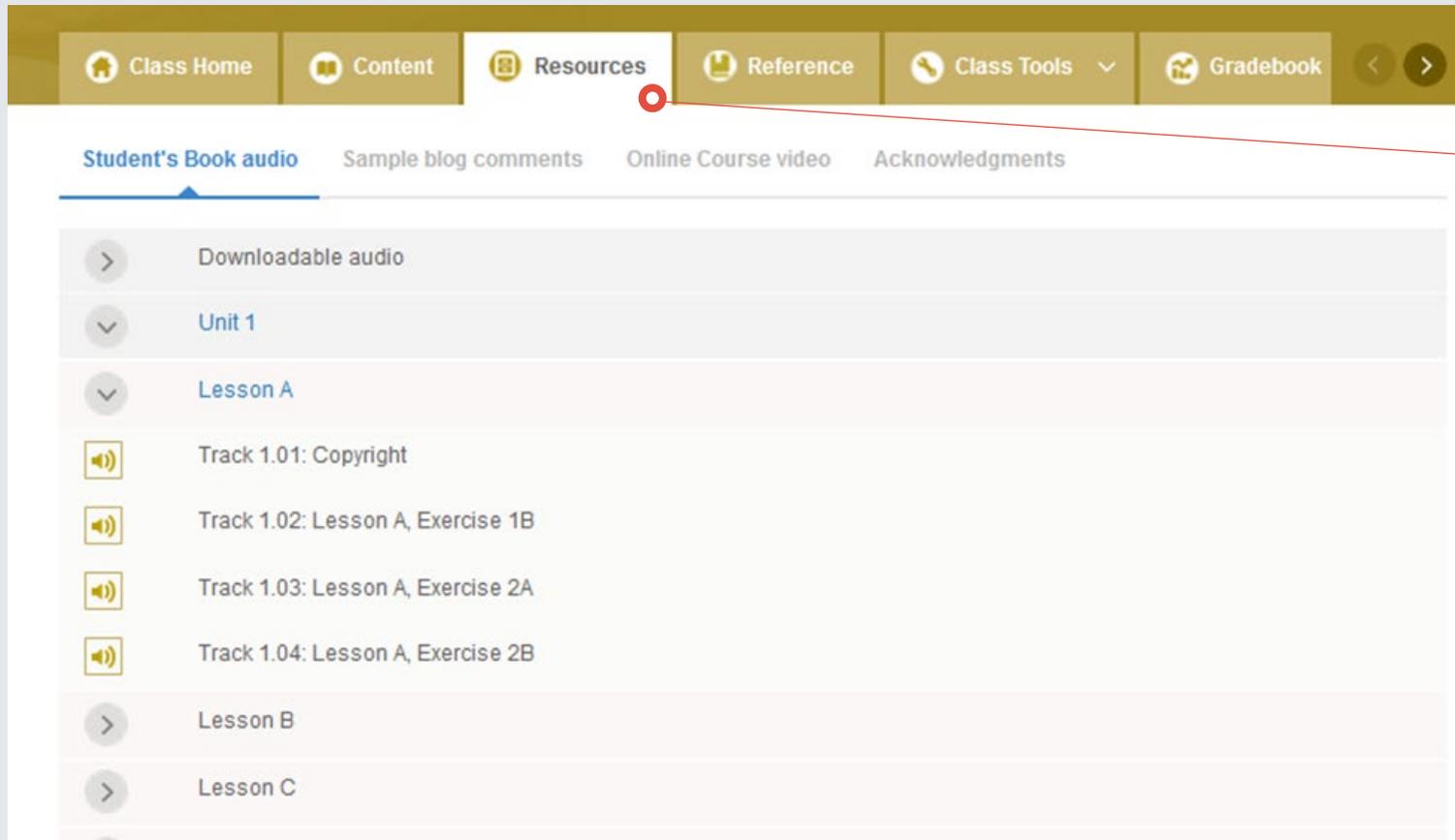
Note that the speaking and oral tests/quizzes are only available to the teacher in the Resources tab.

Every practice test has a practice mode (multiple attempts possible) and a test mode (one attempt possible).

All the Tests are locked for the class until the teacher unlocks them to avoid students accessing them before required, or accessing the wrong mode.

RESOURCES

The Resources tab contains useful additional resources for the student and teacher.

Both the teacher and student will find the:

- Student's book audio available in a downloadable format which can be used for extra listening practice by the students and easy access in class for the teacher

- Sample blog comments which provide suggestions for how to respond to other student's blog posts

- Online course video which includes all of the video clips from the Online Course easily accessible for the student to do extra listening practice without carrying out activities and for the teacher to access in class

The teacher also has access to this course overview, a Blended learning guide and the Oral quizzes / test sheets in their Resources tab.

REFERENCE

The Reference section is a glossary of key vocabulary and language which students can refer back to at any time. They may find it particularly useful to refer to when carrying out written work for Blog, Forum and Portfolio work for example.

Class Home | Content | Resources | Reference | Class Tools

Grammar | Vocabulary | Conversation strategies | Writing | Speak

Unit 1 All about you

Lesson B: Names
The verb be: I, you, and we
Lesson C: Personal information
What's . . . ?, It's . . .

Unit 2 In class

Unit 3 Favorite people

Unit 4 Everyday life

Unit 5 Free time

Unit 6 Neighborhoods

Unit 7 Out and about

Unit 8 Shopping

Unit 1 All about you: Lesson B Names

The verb be: I, you, and we

I, you, and we are pronouns:

- Use I for yourself.
- Use you for another person / other people.
- Use we for yourself and another person / other people.

The verb be has contractions and full forms:

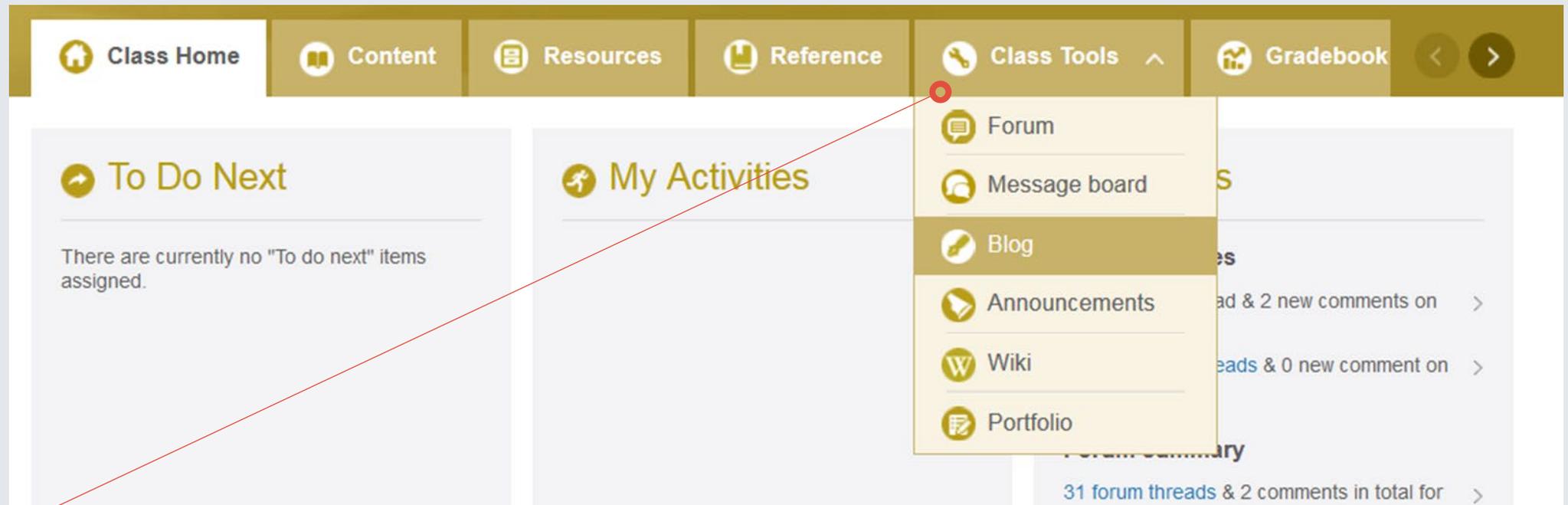| Contractions	Full forms
I'm	I am
you're	you are
we're	we are

Affirmative statements

Use pronoun + contraction of be:

I'm Jenny.

You're in Room G.

~~We're in different classes~~

CLASS TOOLS

This dropdown allows access to the range of tools, including Forums, Blogs and the Class Calendar which can also be accessed from the Class Home screen.

You will also find the Portfolio section here which provides extended writing activities from the Online Workbook which are only shared with the teacher and not the rest of the class, (unlike the Blogs and Forums).

Once the student submits the work through the Portfolio, the teacher can grade the work and give feedback directly to the individual student. Students are notified once their work has been graded and can view their grades in the Gradebook.

See Help Video 5 for Announcements
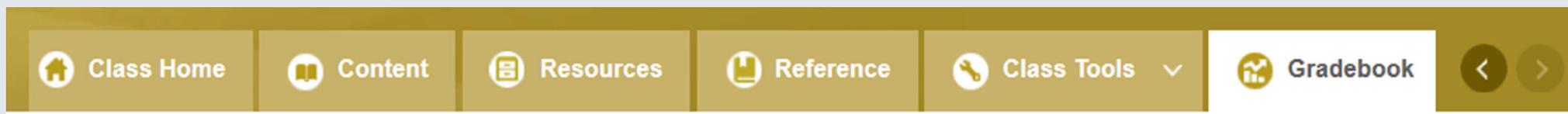
See Help Video 6 for Blogs

See Help Video 7 for Portfolio

See Help Video 8 for information on how to use the message board

See Help Video 9 for Forums

See Help Video 11 for Wiki

GRADEBOOK

The Gradebook provides teachers with an in-depth view of student progress, either as a whole class view, by individual or for each activity.

By reviewing score and number of attempts by activity, the teacher can see if there is an area or topic a student is struggling with. In the list of students, you'll see their overall scores. The highest score is recorded.

Most activities are automatically graded. However, as Blog and Forum activities are open, if the teacher wishes to grade them, they need to manually add a grade in the Gradebook.

The teacher can provide individual comments and feedback. Students can see the teacher's feedback and review their scores for each unit as well as grades for additional activities such as Blogs and Forums.

Test Scores - Both the teacher and student can see the test scores and what individual questions they got right and wrong.

For an in-depth guide to using the Gradebook see Help Videos 12 & 13.

FURTHER INFORMATION

Interactive Online video

To see an interactive video walk-through of the Touchstone Online Course Second edition, visit the interactive online video:

English Version

Spanish Version

Help Videos for Teachers

For further information on how to use the online tools for learning and class organisation that you will find in the Cambridge LMS, see the series of videos below:

1. Getting started

2. What's in my class?

3. How to find and use an Online Workbook

4. How to assign activities (To Do Next)

5. How to use Announcements

6. How to use Blogs

7. How to use Portfolio

8. How to use Message Boards

9. How to use Forums

10. How to use the Calendar

11. How to use the Wiki

12. Understanding the Gradebook

13. How to Customise the Gradebook

14. Getting Help

Click here to access the videos

How to order

For further information on the product or how to adopt Touchstone, Please contact your local Cambridge representative.