



**L2 WORDREADY®** *Young learner English*  
**Management Tools User Guide**

## Managing Learner Accounts

You will have a **learner account** for each of the **licences** in your **subscription** (i.e. 50 licences = 50 learner accounts).

Managing **WORDREADY** learner accounts involves **2 distinct aspects**:

- **Setting up** learner accounts ready for use (typically **once**)
- **Monitoring** the use of accounts by learners (**ongoing**)

First **log in** at [www.L2.co.uk/wordready/manage/](http://www.L2.co.uk/wordready/manage/).

Enter your **e-mail address** and the **password** for your subscription and click **login** or the arrow.



The screenshot shows a login form with the following elements:

- A red dot and the text "user guide (pdf)" at the top left.
- An "email address" label next to a text input field containing "manager@l2.co.uk".
- A "password" label next to a text input field containing "\*\*\*\*\*".
- A link "forgotten your password?" below the password field.
- A "login" label next to a red arrow pointing to the right.

You will also have access to this **Management Tools User Guide** online.

Your details will appear at the top right of the screen next to 'logout'.



The screenshot shows a user profile area with the following elements:

- The text "Management Tools:" on the left.
- The email address "manager@l2.co.uk" followed by a "logout" link.
- Below the email address, the text "change: password | email" with "password" and "email" as links.

For security reasons, if your password has been supplied by **L2** in an email, we recommend that you change the password the next time you log in. Click **change: password** (located below **logout**).

If you ever need to change the email that is used for managing the accounts. You can do this by clicking **change: email** also located below **logout**.

## Setting up learner accounts

Learner accounts exist in **3 states** (see 'Summary of accounts' below):

- 1. Accounts ready for activation** – fresh new accounts ready for activation
- 2. Accounts ready for use** – activated, assigned to specific learners at a specified level, and ready for username and password selection
- 3. Accounts in use** – username and password selected and in use by specific learners

Summary of accounts		
	Accounts in use	1
	Accounts ready for use	2 <a href="#">view/print</a>
	Accounts ready for activation	5 <a href="#">batch activate</a>
<b>Total:</b>		<b>8</b> <a href="#">manage accounts</a>

Setting up learner accounts takes **2 simple steps**.

**Log in** to begin.

## Step 1

'**Activate**' an account(s) to generate an **activation code**(s).

Click **activate** or **batch activate** (only available for 5 or more accounts).



You will need to give an **identifier** for each of the accounts. This is for you to know which learner is being assigned to which account. Part of the identifier is a **learner's name** (or initials, student ID, etc.). You should also assign a **class** name or code (optional but essential for teacher accounts). It is wise to ensure that the identifiers are **unique** across the accounts you are managing, and that the learners they refer to can be **easily recognised** (e.g. avoid just using first names and leaving class empty). You will use these identifiers when monitoring learners' progress.

You will also need to choose a **support language** for the learner. This should be the language that they are most literate in (i.e. first language) and will be used for instructions and feedback (English is not an option).

You will also need to choose a **level** for each account: **Start Off**, **Move On** & **Fly Away** (Cambridge ESOL YLE Starters, Movers & Flyers respectively).


You can also optionally select a **colour** for accounts (e.g. can be used to distinguish between classes / levels, or highlight particular learners).

### Enter unique identifiers for these learners



class	<input type="text" value="3a"/>	
name 1.*	<input type="text" value="John G"/>	
2.	<input type="text" value="Helen S"/>	
3.	<input type="text" value="George L"/>	
4.	<input type="text"/>	
5.	<input type="text"/>	

We suggest you '[check names](#)' before activating accounts.


### Select support language

language*	<input type="text" value="Français"/>	
-----------	---------------------------------------	---

### Select level and colour

level*	<input type="text" value="2 - move on"/>	
colour	<input type="text" value="4 - L2_orange"/>	

\*required fields

[activate these accounts](#) 

The **check names** link is used in **batch activation** to check – amongst other things – for possible duplication of names.

## Step 2a

### EITHER:

Click on the **activation codes** to go directly to the **WORDREADY username selection screen** to select **usernames** and create **passwords** (the activation code will be automatically entered for you).

The following accounts are activated and ready for use:	
Class and Name	Activation Code
4a - Fran M	<u>384969</u>
5a - Bobby G	<u>538801</u>

[print page](#)

[Back to manage accounts](#)

This is best done with **learners present** so that they can choose usernames that they are comfortable with, and passwords that are memorable for them. You will need to do this with learners one at a time – see **Step 3 below**.

### OR:

Pass on the **activation codes** to learners (these can be printed, cut & pasted, or written down).

To use these activation codes go to the **WORDREADY log-in page** at [www.L2.co.uk/wordready](http://www.L2.co.uk/wordready), select the **radio button new account**, and enter the **activation code** manually (type or paste).

We would normally expect these **activation codes** to be passed on to learners via their teachers (who may also be the account managers) – see **Step 3 below**.

## Step 2b

Learners select **usernames** and create **passwords**.

- **Usernames** are chosen from drop-down menus and are a combination of an **adjective**, a **colour**, and **animal** and a **number**.
- **Passwords** should be memorable and at least 4 characters long. Learners should keep their passwords **private**.

**WORDREADY®** *Young learner English*

**1 type of login**

login again     create username with activation code 123456

**2 choose username - from all 4 boxes (e.g. happygreencat3)**

beautiful    orange    kangaroo    1

help - choose username in your language English (UK)

31  
32  
33  
34  
35

**3 enter password**

password \*\*\*\*\* (4 or more characters)

confirm \*\*\*\*\*

create

**Hint:** If an account manager/teacher is assisting a class of learners one at a time (e.g. they are very young, or you do not wish to hand out activation codes, etc.), it could save time to point them to the **WORDREADY log-in page** at [www.L2.co.uk/wordready](http://www.L2.co.uk/wordready), and with the radio button **new account** selected, ask them to find a username they like and think of a password beforehand. No activation code is required for this - it's just a dummy run.

**Note 1:** The **language option** on the log-in screen is to enable learners to select / enter their username in their first language.

**Note 2:** It is **not possible to change** a username after it has been set.

**Note 3:** Account managers **can change: password, support language, name/class** and **colour** of accounts in use.

**After this,** learners simply **log in** to **WORDREADY** at [www.L2.co.uk/wordready](http://www.L2.co.uk/wordready) with their username and password (leaving the **login again** radio button selected) – and they are **ready to learn!**

## Monitoring learner accounts

**Log in** to begin.

You will initially see **accounts** that are:








- **ready for activation**  
Click **activate** to generate an **activation code**

Then after activation:

- **ready for username** (ready for username and password selection)  
Click **settings** to change language, identifier, level.  
Click **activation code** to select username & password

And then after username and password have been selected:

- **in use**  
You will see:
  - the **username & level**
  - the **identifier** (highlighted in chosen **colour**)
  - a link to **settings** (make changes to the accounts)
  - number of **completed activities**
  - **percentage of current level complete** (progress)
  - the **date** (when the learner **last logged in**)
  - a link to **progress** (more detailed information)

Accounts in use							
	<b>darkredsnake1</b>		3A - John	<a href="#">settings</a>	<b>8</b>	4.7% <b>S</b>	15/2/07 <a href="#">progress</a>
Accounts ready for username selection							<a href="#">view/print</a>
	<b>ready for username</b>		3A - Mary	<a href="#">settings</a>			<a href="#">554776</a>
	<b>ready for username</b>		4A - Alexandra	<a href="#">settings</a>			<a href="#">082172</a>
Accounts ready for activation							<a href="#">batch activate</a>
	<a href="#">activate</a>						

Only learner **accounts in use** that have been used have **progress**, **percentage complete** and **date** last used.

## Managing teacher accounts

**Log in** to begin, and click **teachers** at the top of the page.

You will initially see **Available Teacher Accounts** (1 by default + 1 for every 10 learner accounts) that are **ready for activation**

Click **activate** to enter the teacher's details

Enter details for the teacher

username\* Mrs Smith ⓘ

password\* \*\*\*\*\* ⓘ

confirm\* \*\*\*\*\* ⓘ

classes ⓘ

- 3A
- 3B
- 3C
- 3D
- 3E
- 5A
- 5B
- 5C
- 5D
- learners with no class

\*required fields

[activate teacher](#) ➔

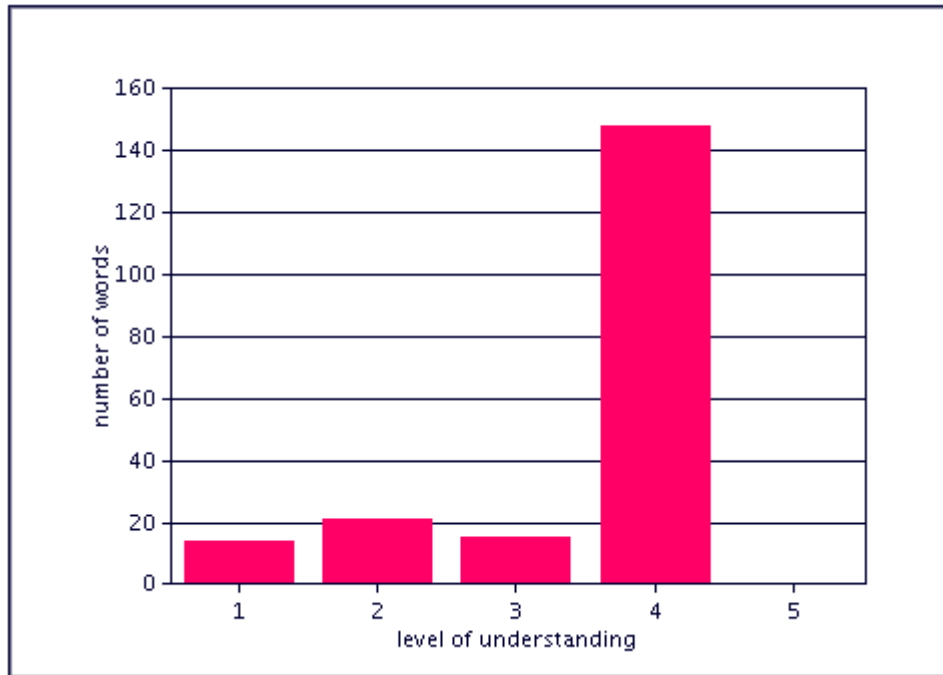
[Back to teachers](#)

For each teacher account you should:

- enter a **username** (if the name you have chosen has already been taken try adding a number, the school's name/ID, an initial, etc.)
- enter a **password** (this can not be changed by the teacher)
- **confirm** the password
- select the classes that the teacher is to view (several teachers can view the same class if you wish)
- click **activate teacher** to send the teacher account live

Once activated teacher accounts can be updated by clicking **settings** next to the teacher you want to update and making the changes you want before clicking **update teacher**. Accounts can also be **reset** from here.

Teachers can then log in to **Management** and **Classroom Tools** using their **username** and **password**. Note: Teachers can not change learner account settings or activate accounts.



The **levels of understanding** are:

**1. Has encountered the word**

The word has been presented for the first time. Has shown understanding of meaning of word & picture in L1. Has heard the word pronounced, and has seen written form.

**2. Can recognise word**

Has shown understanding of meaning of word (written and spoken ) when presented with choices (picture/L1).

**3. Can reconstruct the word**

Has reconfirmed understanding of meaning of word (written). Can reconstruct word from anagram, and from full set of alphabet letters (with picture & L1 prompt).

**4. Can reproduce the word**

Has again confirmed understanding of written word. Can spell word from full set of alphabet letters (with a spoken prompt - dictation).

**5. Can use the word**

Consistently displays understanding of the word (written & spoken). Can consistently recall and spell word (from picture/L1 without spoken prompt).

**Please note** that if learners are starting **WORDREADY** at levels Move On (Movers) or Fly Away (Flyers), words from the lower level(s) will be placed in levels of understanding 4 and 5 and be subsequently re-cycled. Over time, **WORDREADY** will give the learners opportunity to demonstrate their knowledge of these words, and provide remedial practice if necessary.

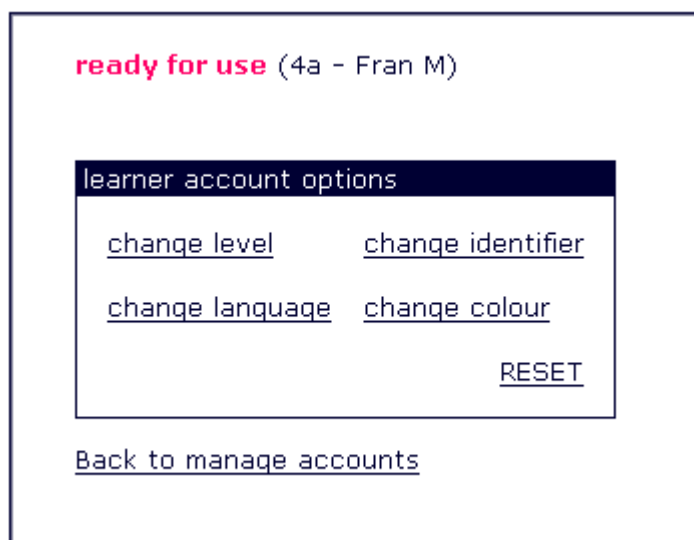
We **do not show**:

- **Records of right and wrong answers** (the important thing is how many words have been met and how well they have been learned – not how many mistakes have or have not been made)
- **How long** they have spent using **WORDREADY** (learners could easily have been logged in and inactive for long periods).

## Changing learner account settings

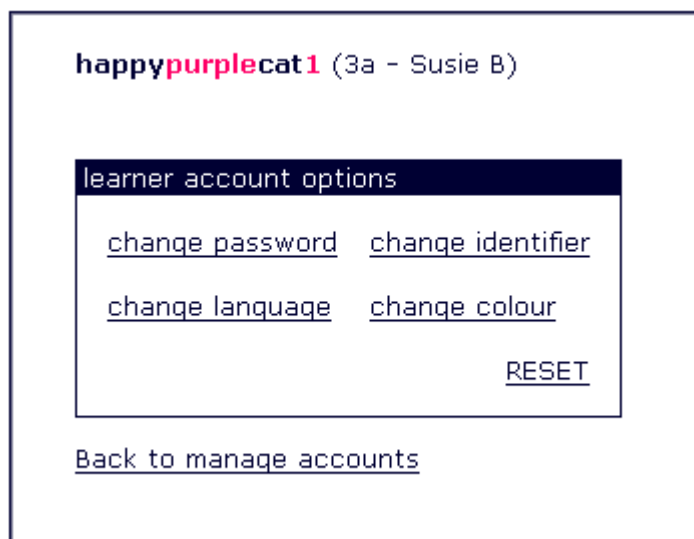
### 1. Accounts **ready for use**

Click on **settings** and you will see 5 options (note: change level):



### 2. Accounts **in use**

Click on **settings** and you will see 5 options (note: change password):



How to use these should be self-explanatory.

**Note:** To change **level** and/or **username** for accounts in use, the account must be **reset**. However, do note that **all data for accounts is lost** when they are **reset**.

## Frequently Asked Questions (FAQs)

If you have questions about the Management Tools that have not been answered in this User Guide, please see answers to some frequently asked questions about the Management Tools at [www.L2.co.uk](http://www.L2.co.uk) - click 'More info'.

If you are still experiencing difficulty or have unanswered questions, please contact [technical.support@L2.co.uk](mailto:technical.support@L2.co.uk) or call +44 (0)1833 696720.

## Contact us with feedback

We are interested in hearing from you and your feedback is valued.

If you have any suggestion for improvement, either for **WORDREADY**, or the associated tools or documentation, please contact us at [contact@L2.co.uk](mailto:contact@L2.co.uk) or call +44 (0)1833 696720.