

iAbacus Course Record Manager System v2.0



This form allows you to view your **TEST RESULTS**, **My COURSES** and **My WRITING**
and enables you to make contact with your **TUTOR**.

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This document describes the [iAbacus Course Record Manager](#) (CRM) system. If you are a course administrator, teacher or student, the system enables you to follow your progress and achieve your learning objectives. This document assumes some familiarity with the **iAbacus CRM**.

Administrator Functions – recommended steps¹

Setting up the system for the first time.

- Create an administrator account**
- Create an Account Manager (not essential)**
- Create an organisation/class/group**

Identify courses for organisation/class/group

- Set course time limits (not essential)**

Identify organisation/class/group manager

- Create a teacher account**

Identify organisation/class/group manager

- Create a student account**

Identify organisation/class/group manager

- Activate appropriate courses (Abacus and third party)**

What is my level?

If a student is following a self-learning schedule. Abacus recommends that the administrator suggests that a student take a proficiency test. This will allow the administrator/teacher to access the students' level of English. Suggestions about level-appropriate courses will be presented separately. We have Language Diagnosis tests available that connects to the European Council's level of attainment scale for foreign languages that tests the knowledge of four different language areas.

¹ [Contact Abacus](#) and we will set up a demo site for you.

Authoring tools

An organisation/teacher can build their own tests using the authoring system.

There are 3 standard language libraries; English for Business; General English and English for Academic Purposes. All web-based third party resources can be added to the **iAbacus** CRM aswell. Students can access any course at any time that they have a licence for.

Adding value to the system

Organisations that use the **iAbacus** CRM must identify what resources in terms of time and personnel are required to implement the system successfully. Organisations set their own appropriate service and tutor support charges.

Doing a Demo in Student Mode

Show my Test Results

Show My Courses

Log in as a student to view what courses are available to that student (Click on My Courses). A new window will appear with the selected learning programme.

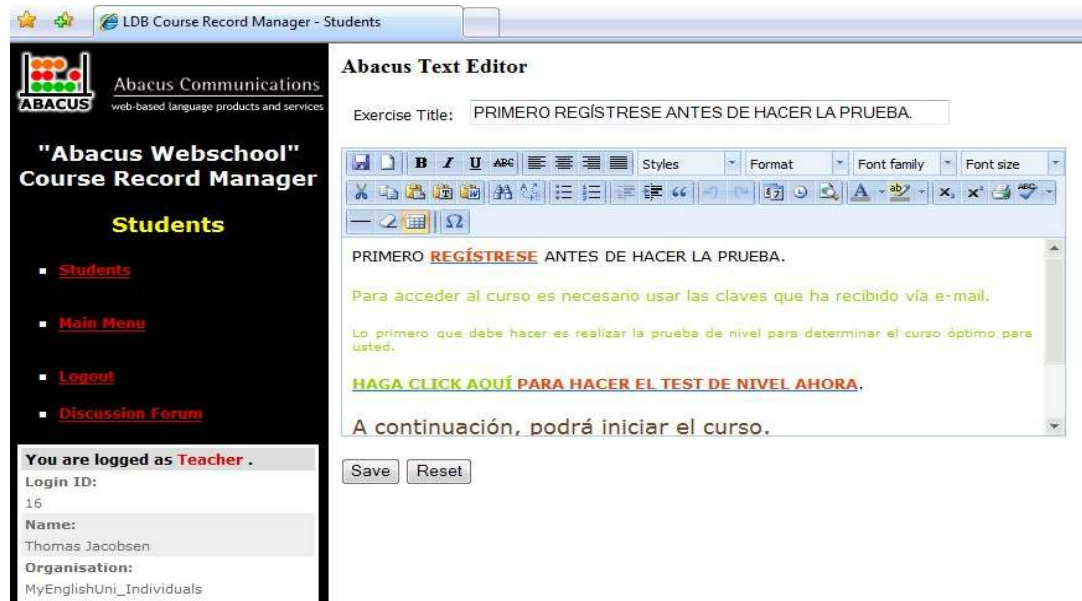
The screenshot displays the 'Abacus Course Record Manager' interface. On the left is a navigation sidebar with 'Abacus Courses' and 'Main Menu'. The main content area features a table of courses:

Course Name	Description	Functions
Abacus Proficiency Test	Before you start your course, take a test so we can recommend the best learning programme suitable for your needs.	edit delete
BBC English for Chinese Learners	This is a basic course for Chinese speakers. It covers basic grammar, develops a vocabulary base of 1000 words and helps learners understand and speak English with confidence.	edit delete
ClarityEnglish Active Reading Programme	This programme is divided into 6 levels from elementary to advanced levels of language proficiency. At the end of the course, the students will become faster and more successful readers of a range of business and academic English documents.	edit delete
ClarityEnglish IELTS	This course is designed for students that want to sit the IELTS academic examination. At the end of the course, students will be familiar with the format and structures of the IELTS examination.	edit delete
ClarityEnglish Study Skills Success	Programme designed for advanced students that are looking for a challenge! At the end of the course, students will read/write, speak/listen more confidently. There are also review units focusing on grammar, vocabulary-building and using visuals in present.	edit delete
ClarityEnglish Tense Buster	There are 5 levels from beginner to advanced. Suitable for revision of common grammatical points. At the end of the programme, the student will speak/write with more grammatical accuracy!	edit delete
Demo Programme		edit delete
English Connect	William Zankin's Test site	edit delete
German Language Dictionary	German Language Dictionary	edit delete
Let's Do Business Grammar	This is an extensive Grammar course at 3 levels (beginner to advanced) with a particular focus on English for business. At the end of the course, the students will be able to communicate their ideas more accurately.	edit delete
Let's Do Business Meetings	This programme is designed for intermediate students and higher. There is a focus on best business practice. At the end of the course, the student will be able to present himself/herself successfully in an important business context.	edit delete
Let's Do Business Negotiating	This programme is designed for intermediate students and higher. There is a focus on best business practice. At the end of the course, the student will be able to buy and sell more confidently. Present himself/herself	edit delete

The browser address bar shows the URL: <http://www.abacus-communications.net/abacus/TestManager/Edit-Course.asp?courseid=14>. The status bar at the bottom indicates 'Trusted sites | Protected Mode Off'.

Show My Writing

Click on My Writing to open the **iAbacus** Writing tool. This writing tool allows the student to complete all assigned writing tasks and allows the teacher to correct their work using standard editing tools. An alert system is built into the system that alerts teachers that one of their students has undertaken a writing task.



Click on Messages to show Messages and Alerts

Doing a Demo in Teacher Mode

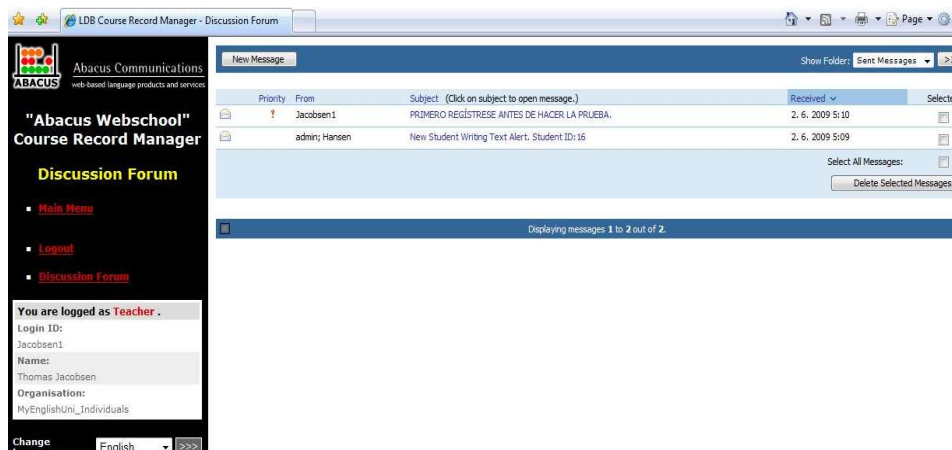
Once a student has undertaken some work, a teacher can monitor their progress, review their writing activities and access their test scores. This will allow the teacher to manage the student's learning programme and assist the learner to achieve their learning objectives.

Review My Writing

Click on Student and then the Writing link to view your student's written work. The teacher can correct any errors and mistakes.

Alert System

The student will receive an alert telling them that their teacher has reviewed their work.



Review Test Results

A teacher can review a student's test scores and identify how to best support the student. The teacher can also write a comment for the student to read at a later date.

What documents are supported?

All data that is available on a web site can be accessed using the **iAbacus** CRM (pdf files, powerpoint presentations; html files can be integrated into the system by administrators and teachers).

Doing a demo

When the steps above have been undertaken, the demonstrator can show how a student can access the course content.

Technical information

Browsers Supported

iAbacus CRM supports Internet Explorer/Firefox web browsers.

Localisation

The **iAbacus** CRM supports a range of languages (which it detects when the web browser is opened). If a language is not supported, the **iAbacus** CRM defaults to English. If you would like your language to be added, please [contact us](#) for more information.

Customisation

If you would like to use the **iAbacus** CRM with your own clients, we can adapt the generic version to include your organisations details, images, etc.* ²For information, Contact us today.

Stephen Byrne

Director of Publishing

Dated 02/06/09

² * Subject to terms and conditions