

Welcome to  
**Online  
Practice**



Want a full video tutorial?  
Go to <https://oxelt.gl/online-practice>

# Welcome to **Online Practice**



**Online Practice is an online course component for English Language Teaching coursebooks from Oxford University Press.**

Students get additional activities for independent learning, and teachers get simple digital tools that help them run a blended learning course (see below for more information).

Online Practice activities can include grammar, vocabulary, video, listening, speaking, reading and writing.

## **Students learn anywhere with online practice**

- Integrated** All parts of our courses, digital or in-class, have value for students.
- Personalized** As students do more work outside the classroom, their work becomes more focused on their own individual strengths and weaknesses.
- Seamless** Digital and print sessions are well planned and prepared, and flow into one another seamlessly. Keep students happy and engaged with tasks ready-made for tablet and PC.



### **Try this!**

We have included some blended learning ideas in this guide. Read on to take a look!

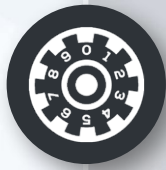
# Getting Started

What you need before you begin



## Internet connection

To access Online Practice at the web address printed on your access cards or book



## Access codes

To get access to your course for you and your students



## Email addresses

To create accounts for you and your students



## A device

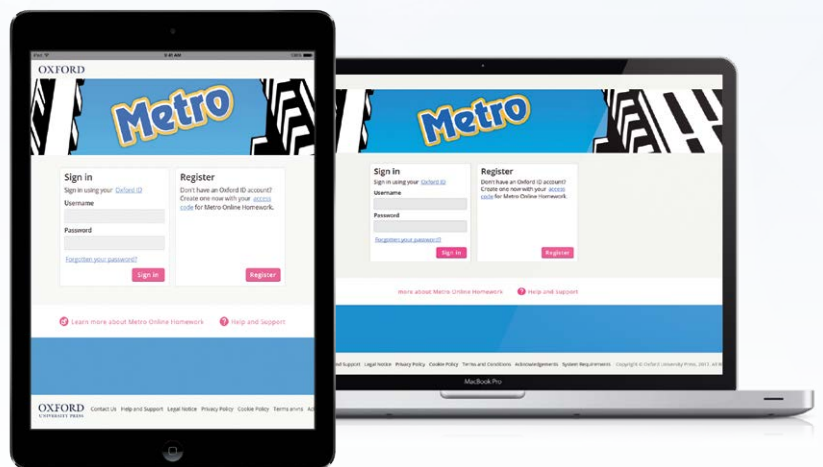
You can use a mobile device or computer

## How to get to Online Practice

Visit the Online Practice website printed on your access card or in your book

e.g. [www.englishfileonline.com](http://www.englishfileonline.com)  
[www.headwayonline.com](http://www.headwayonline.com)

The website is the same for teachers and students.



\* Metro course screenshots for reference only.

# How to register and sign in

Go to the Online Practice website printed on your access card or in your book.

Sign in with your Oxford ID, or choose 'Register'.

## Sign in

Sign in using your [Oxford ID](#)

Username

Password

[Forgotten your password?](#)

Sign in

## Register

Don't have an Oxford ID account? Create one now with your [access code](#) for Metro Online Homework.

Register

## Register Part 1 of 2

Choose your language

English

Your language choice is used for registration and Help and Support. The rest of the website is in English.

Email address

Your email address will be your username. You will use this to sign in. We will not use your email address for advertising.

Continue

During registration, you can choose the language you want for the registration steps.

Enter your details. Your username must be a valid email address.

## What's an Oxford ID?

If you already have an Oxford Teachers' Club, Oxford Learn, Oxford Learner's Dictionaries, or Oxford Learner's Bookshelf account you can sign in with the same account, your Oxford ID.

# How to use your access code

When you register, you are asked to enter your first access code.

Teacher codes start with 'T'.  
Student codes start with 'S'.  
Administrator codes start with 'A'.

To add another level, choose 'Add a level'.

Type your code into the box. You only need to enter the numbers of your code.

## Enter an access code

T 123 456 7890

You need an access code to use your online practice. Access codes are included with some OUP course books. Codes can also be bought online or on code cards.

Cancel

Check code

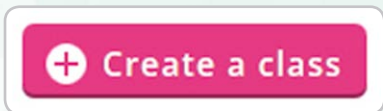


## Add a level

There are more books in the Global Online Practice series. You will need an access code for each book you want to add.

# How to create a class

As a teacher, you can set up classes for students to join. Use this to quickly set units for your class, and track your student's progress!



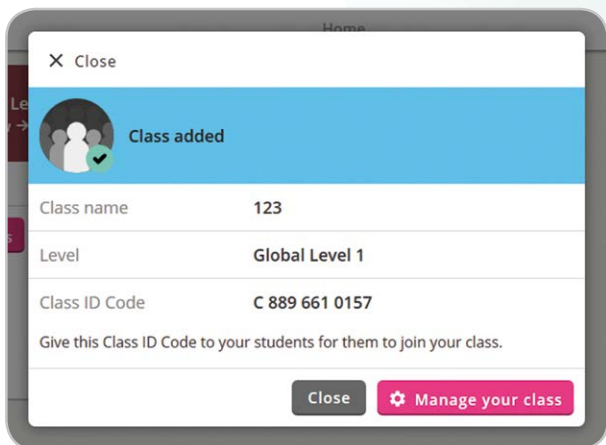
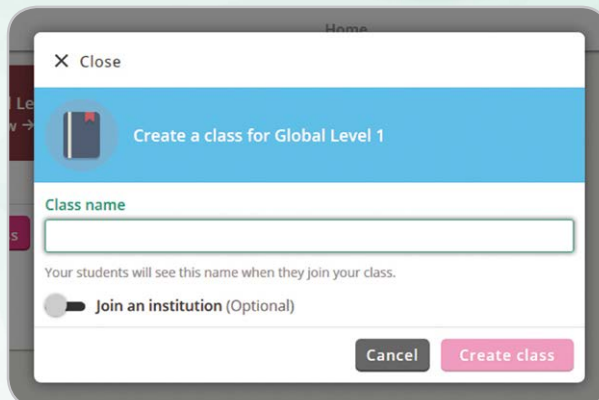
Choose 'Create a class' under the level you are using.

**Try this!**  
**Setting a digital task**

1. Demonstrate the first few questions of a digital exercise in class, eliciting answers.
2. Students complete the sequence for homework. Check that they have done the work on the platform.
3. Follow up, clarify problem areas and activate language. Don't forget to praise!

Give your class a name.

Link to an institution if your administrator has given you a code (optional).



This is the book level for this class.

Pass the Class ID Code on to your students. Students can join your class during registration or at any time afterwards.

# How to add students to your class

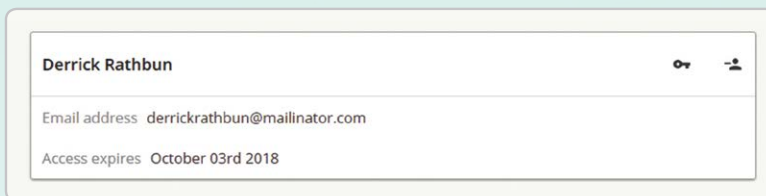
Classroom management is easy, so that you can focus of teaching.



Choose the 'Edit' icon for your class, then choose 'Add students'. Here, you can upload your students' names, email addresses and access codes in one go.

Student details are saved in one place.

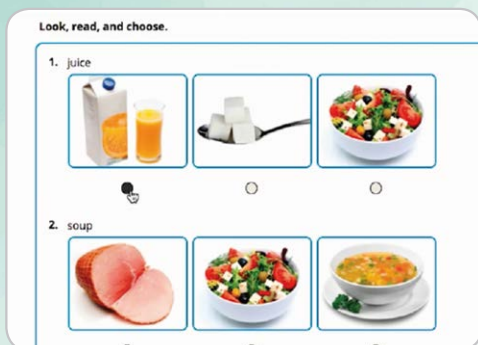
You can reset passwords if your students forget their details. You can also remove students from the class.



# How to use the activities

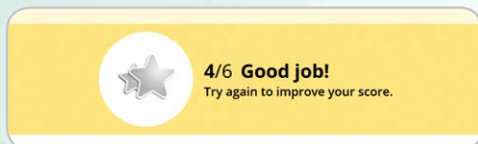
Online Practice activities are paired with your course. They were written by English Language Teaching experts - so you can rely on them!

What's more, students get control over their learning with Online Practice. They can grow their confidence and achieve their very best.



To get to the activities:

- Click on your course name
- Choose a unit, then choose an activity
- Don't forget to click submit when you have completed the activity!



Activities are automatically marked...

...and you can give feedback on writing activities!

**Try this!**  
**Vocabulary game**

1. Students look at their online activities and write down three words which were new for them.
2. Students make their classmate guess their word by giving a definition/explanation. They cannot use the word itself.
3. Students create meaningful sentences with their new words and post them to the discussion board.

# How to view scores and the skills report

Students get a breakdown of their language skills at a glance, to see where they can improve.

Teachers get a detailed report on student progress, can see student answers, and can leave feedback on writing activities.



**Class 13 Averages**

Activity	Students	Mins	Tries	Last
Extreme sports and activities: basic	17/19	3	2	5/6
Extreme sports and activities: advanced	11/19	2	1	4/6
<b>Antonija Avci</b> done 1/2				
Extreme sports and activities: basic		3 mins	2 tries	4/6 last
Extreme sports and activities: advanced		0 mins	0 tries	-/6 last
<b>Archippos Konstantinov</b> done 2/2				
Extreme sports and activities: basic		3 mins	1 try	6/6 last

**Try this!**  
**Personalise it!**

1. Check how well your students use the simple past with a task: "Find out three important events in a classmate's life".
2. Set a simple past grammar activity on Online Practice for your students to complete.
3. Students repeat the first task with a new partner. Praise any improvements you notice!



1. Lock/unlock units for your class
2. Download a class report
3. Print the web view

# How to use messages and discussions

For each class, there are discussion boards and messages, which means that students can have topical conversations in English online!

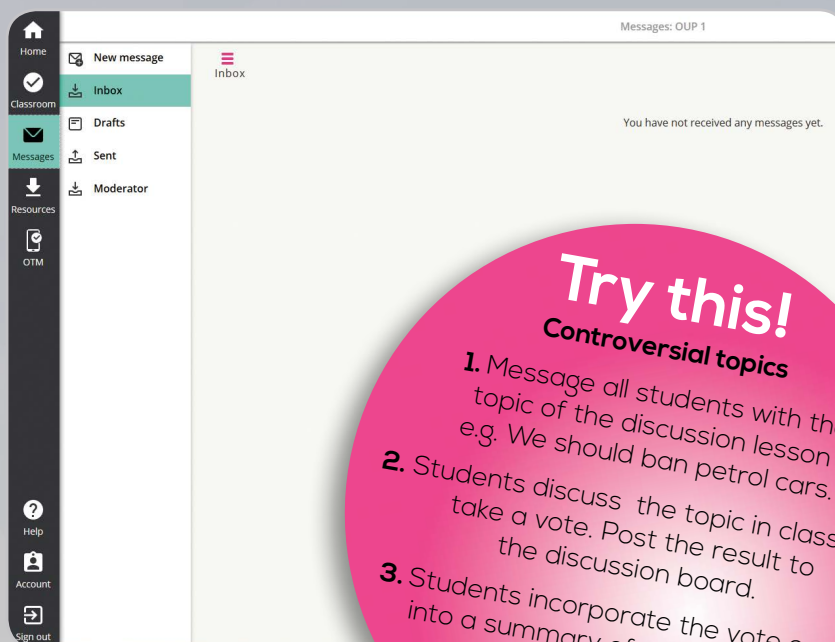
Teachers can review every discussion and message by choosing 'Moderator'.

## To go to Messages:

- Click on your class name.
- Choose 'Messages'.
- Choose 'New message'.
- Enter your Message.

## To go to Discussions:

- Click on your class name.
- Choose 'Discussions'.
- Choose a discussion thread.
- Choose 'Add comment'.
- Enter your comment.

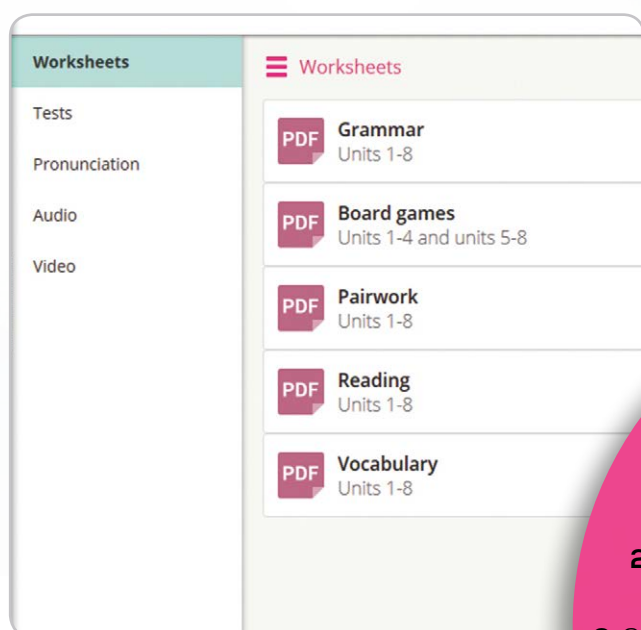


## Try this!

### Controversial topics

1. Message all students with the topic of the discussion lesson e.g. We should ban petrol cars.
  2. Students discuss the topic in class and take a vote. Post the result to the discussion board.
  3. Students incorporate the vote count into a summary of the discussion.
- Don't forget to give feedback on speaking and writing!

# How to get extra resources



Dedicated resources for your lessons are available too! Add high quality materials to your lessons in seconds.

Choose 'Resources' on the left.

Choose the type of resource (e.g. Worksheets, Tests, Video).

## Try this!

### Flipped classroom

1. Show a video clip from the online resources without sound; ask students to guess what the topic is.
2. Students watch the video clip at home, replay difficult sections and access the script.
3. Students post responses to the question "What did you think of the video?" to the discussion board.
4. Students read their classmates posts and discuss in class. Lead into a discussion of the topic, activating vocabulary from the video.

# A Blended Learning Checklist

## Before the course

### 1 Decide on your overall approach to Blended Learning

How much work do you expect students to do outside of class? Will you 'flip' some of the course, with students receiving input before the lesson and doing follow-up work in the class?

### 2 Familiarise yourself with the course material on the learning platform

Check help & support for adding students to your class and changing passwords.

### 3 Check the availability of classroom resources

Wi-Fi / access codes / class sets of laptops or tablets / BYOD (Bring Your Own Device) / technical support e.g. ELTpractice@oup.com

## Setting up the Blended Learning course

### 4 Introduce Blended Learning to the class

Find out the students understanding of learning digitally and their attitudes to using technology. Are they ready for the responsibility?

### 5 Introduce the students to the digital activities

Deliver a demo of how Online Practice works followed by a hands-on task. Set some tasks as homework and don't forget to follow up the self-study in the next lesson!

## During the course

### 6 Explain what is expected of your students

Remind the students that both parts of the course (face-to-face and online self-study) are important

### 7 Have a monthly lesson, or part of a lesson, where students work on their Online Practice in class

Use this lesson to set different tasks for individual students / extra tasks for fast finishers. You are free to monitor and support weaker students. Students can also work in pairs.

### 8 Check the students' gradebook regularly and discuss the results with them

Hold occasional individual student tutorials in order to go through the scores, making suggestions on how to improve. Note: during tutorials, the rest of the class can work on the platform. Decide if the students' marks count towards their final grade.

### 9 Take feedback

Find out what students think about the online resources. Are they happy using the platform? What do they find difficult? Act on the results, which may involve running a demo again.

## Finishing off your Blended Learning course

### 10 Take final feedback & reflect

Learn about which parts of the course were most / least effective or beneficial; use the results to continuously improve your Blended Learning courses.