English Discoveries

Quick Reference Guide for Students
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Home Page

When entering the platform for the first time, a walkthrough with explanations on how to use the different sections of the platform will appear. It is important that you do not skip these explanations, so you can understand how the program works.

After the walkthrough, you will be able to see your assigned course. If it is the first time that you enter the course, you will see the Start option on your screen.

Before starting your learning process, we recommend you follow the next steps:

Update your personal details clicking on the icon that appears in the top right corner of your screen. Choose the “My Profile” option.
Fill out the fields with your personal information and then, in the “Support Language” section select the language in which you would like to receive instructions and explanations while you are on the platform. Then, click on “Degree of Native Language Support” and choose the level of support you wish to receive in the chosen language and click Update. There are three levels of support:

1. **English Only:** The whole platform will be in English.
2. **Low Support:** Some sections and explanations will be in English and others in the chosen language.
3. **Full Support:** Most of the sections and explanations will appear in the chosen language.

**Note:** your institution may block the option for students to update their information in “My Profile”.

Next, click on the question mark icon in the menu that can be found in the top right corner of your screen and check on System Check. This will let you know if your microphone and speakers are set up correctly for you to begin learning.
Main Menu

In the left-hand side of your main screen, you will find a menu with the following sections:

1. **Home.** By clicking on this icon, you will be able to go back to the home screen.
2. **Institution Page.** Here you will find links to documents and/or to external sites.
3. **Community Site** for additional practice. Additional explanations below.
4. **Assignments.** In this section, you will find all your recordings and written assignments sent to your teacher.
5. **Assessments.** In this section you will find the Placement Test, Mid-Term and Final Course Tests assigned to you, as well as the grades you scored.
6. **Inbox.** In this section where you will be able to save your sent and received emails.
7. **Grammar Book.** Book that includes explanations, examples and visual material with real context of English language grammar structures and language in use.
Progress

You can keep track of your progress on the home page and on each page of the unit. You can see which lessons you have completed, which are incomplete and which you have not yet begun.

The progress indications are found in the main page, under the name of the course. You will be able to see the following:

1. **Course completion** shows the percentage of progress that you have achieved on a given course.
2. **Average Test Score** shows the average of scores obtained in the tests of each lesson.
3. **Time on Task** shows the total amount of time spent on the course.
4. **My Progress** shows a breakdown of the progress achieved in every unit of the course. In order to see this, you can click on the **My Progress** button that will appear to the left of the units completion bar.

First you will be able to see a basic completion rate of the unit. If you click on the arrow at the right-hand side, it will show you a breakdown by lesson and section. There are three parts:

1. **Lessons** shows the name of the lesson and the completion of each section.
2. **Last Test Score** will give you the grade obtained the last time you took a test on that particular lesson.
3. **Status** will tell you if a specific lesson is either not started, in progress or complete.
Course Structure

1. UNITS

Each course is divided into units. As you work on your course, make sure to follow the order of the units, meaning move to the next unit only once you have completed a unit. This way you can follow the curriculum’s logical order.

2. Lessons

Each unit is made up of lessons. It is highly recommended that you study in chronological order.
Within each lesson of units 1-8 you will find 3 sections: Explore, Practice and Test in the Basic, Intermediate, and Advanced courses. In the First Discoveries course, you will find each lesson divided into Prepare, Explore, and Practice. Take a look at the examples.

Explore

The first thing that will be shown each time you start a new exercise within the platform are brief instructions of what you are expected to do next.

Step 1: Explore

Read the article. If you need help, use the student tools.

After you have read and understood the instructions, you will need to click on the bottom corner of your screen, where you will see a green arrow pointing forward. This will take you to the Explore exercise.
Note: Remember to complete all the required steps in each section so that your progress is registered (for example, watch the video, listen to the audio, record yourself, etc.).

Practice

The next step of the process will be the practice exercises. Before starting, a brief explanation will be shown.

Step 2: Practice

Read the article again and do the tasks that follow. If you need help, use the student tools.

To get started, select the button in the bottom right corner, just like you did in the Explore section. This will take you to the Practice exercises.
In order to see your progress, you can click on the indicator that can be found in the bottom right corner of your screen. This will pull up an illustration showing your progress through the different activities. It will also show the instructions for the section.
In order to see your progress, you can click on the indicator that can be found in the bottom right corner of your screen. This will pull up an illustration showing your progress through the different activities. It will also show the instructions for the section. Additionally, you will be able to navigate to any of the exercises in the section or to the introduction of the section by clicking on the different squares. The faded squares are activities you have already made progress on. The highlighted square represents the exercise in which you are currently working on and the normal squares are activities in which no progress has been made.

To return to your activities, click outside of the information window or click on the top right corner, where you will find an “X”.

Test

Once you have finished the Practice section, you will be able to complete the test for the corresponding section.

To submit the test, it is recommended that you read and answer every question. Once you finish, click on the “Submit” button in order to send it. Click on the Start Test button to begin.

Answer each question and progress to the next question by clicking on the green arrow on the lower right corner or open the navigation window that will permit you to jump to the question you want. When you have answered all the questions, click on the Submit option that will appear in the same position as the green forward arrow in previous questions. Make sure to answer all questions before submitting.
You can also submit your test by opening the navigation window and clicking on Submit. Remember to answer all the questions before doing this.
Once you have submitted your test, you will receive feedback on your answers. In order to review your answers, you can click on the Review option that will appear on your lower right corner of the screen.

Dieters Are Feeling Great!

By Virginia Jager

Kim Pi, the famous woman basketball player, introduced her "Fit Feels Great" diet book three months ago. Thousands of people are already losing weight. "They feel wonderful! This diet is healthy and safe. You don't need to buy special foods. Anyone can use my diet!"

David Heals is a 42-year-old businessman. He's doing the "Fit Feels Great" diet. "Before, I only ate a piece of cake for breakfast. Now I understand that breakfast is the most important meal of the day. The body needs energy after a long night without any food," he explains. Mr. Heals now eats some bread and some fat-free cottage cheese for breakfast.

Rock singer Maxi is doing Kim Pi's diet, too, and she feels terrific. Now, she never eats fried foods. She eats a lot of turkey and chicken. They have less fat than ham and steak. Maxi also doesn't use much salt. "I look ten years younger, don't I?" the superstar says.

You can at any time check progress within a specific unit and within a specific lesson. This can be done by clicking on the name of the lesson and the name of the step you are currently located and that appear on the top left corner of your screen. In these options, the student will be able to see if the specific unit or section has not been started yet (empty progress bar) is in progress (half-filled progress bar) or complete (full progress bar). If the student has done the test for the lesson, he or she will also be able to see the last grade obtained.
It is also possible for the student to access the main menu by clicking on the button located at the top left corner of the screen.
Dictionary

If you want to know the meaning of a specific word when you are doing any activity in the platform, you can use the dictionary. You can access it in two ways.

1. Move the cursor over the word you want to look up and right-click on it. The dictionary will appear showing you the meaning of the word, its translation, a contextual example, and its correct pronunciation:

2. Click on the book icon that appears on the top right corner of your screen:
Once you click on the icon, a search bar will appear where you can type in the word you want to look up and then click on the search icon (🔍): 

The dictionary will appear showing you the meaning of the word, its translation, a contextual example, and its correct pronunciation:
Community Site

In addition, the platform gives you a lot of extracurricular learning material in which you can practice and learn even more. You will be able to do this in the Community site.

Enter this site by clicking on the Community option on the left side of your screen, while you are on the Home screen:
Once you open the page, you will be able to choose any of the following activities:

- **Discussion Time Forums**: Will be able to interact with other students that are also learning English.

- **Discoveries Magazine**: You will find articles from a large variety of subjects. You can choose the level in which you prefer to read the text and complete reading comprehension tasks.

- **Games**: It’s time to play! Fun activities that will help you develop different skills.

- **Talking Idioms**: In this section you will be able to practice expressions and idioms of the English language in a relevant context.
Logout From The Platform

Each time you finish working on your course, you need to click on the **Logout** button in the top-right corner of your screen in order for your progress to be saved. Otherwise, you might lose some of the progress you made during your session.

We hope you enjoy your course and wish you the best of luck in your studies!

The ETS Global and Edusoft Teams