

Languages Teacher Guide:

Tips for teachers to support students to record progress, skills and achievement in languages on *up2now: my ongoing learning portfolio*



Overview of Languages Teacher User Guide

This guide is specifically designed to support teachers with students learning a language (or languages). The first part of this guide provides information on how School Coordinators and teachers can get students started on *up2now*.

The second part of this guide contains tips and suggestions for teachers to help students to enter information and record their progress and achievements in learning a language (or languages).

Overview of *up2now*

The *up2now* website allows students to record, organise and share their academic *Results*, *Awards* and *Achievements*. Students can add an overview of themselves and build a portfolio with supporting evidence attached. Students are able to organise their portfolio into several profiles that can be shared with prospective employers or education providers.

Students can add to their portfolio via four sections:

- *Results* include school reports or a student's Record of School Achievement (RoSA) – their transcript as an *eRecord* from *Students Online* and optional literacy and numeracy tests.
- *Awards* include publicly recognised, formal accreditation provided by an organisation upon successful completion.
- *Achievements* may not necessarily come with any official certificate, but are just as important to acknowledge and share. To help students organise their achievements some areas have been added: *Leadership, Service, Work Skills and Career Development, Performance, Creative Development, Sustained Participation* and *Academic*. Students are provided with examples of the types of achievements each area could include.
- *Student Profiles* include an overview where students can provide a summary of their portfolio and a personal description. Students can also select a *theme* for each profile to adjust its appearance. Multiple profiles can be created with a customised overview and selected list of *Results*, *Awards* and *Achievements*. Each profile has a unique website address that can be shared and reset to a new address at any time.

Within these sections students can provide evidence such as a PDF document, an image file and external website address.

Students can generate a PDF of their full portfolio or summaries of the *Results*, *Awards* and *Achievements* sections. These can be shared with others if a student chooses to do so.

Each school has a nominated School Coordinator who can view statistics of your students' participation, view the full profile for each student and *Deactivate/Activate* student accounts if required. Any teacher at a school can be the nominated School Coordinator.

PART 1 – Getting started on *up2now my ongoing learning portfolio*

Login and access

The *up2now* website can be found at <http://www.up2now.net.au>.

The login screen will appear.

The screenshot shows the up2now login interface. At the top, the logo 'up2now' and tagline 'my ongoing learning portfolio' are displayed. The main login area contains two input fields: 'Email / Username' with the text 'teacher@school.nsw.edu.au' and 'Password' with masked characters. Below the password field is a 'Forgotten your details?' link and a blue 'Login' button. To the right of the login fields, a message states 'This site is best viewed with:' followed by a list of browsers: 'Chrome', 'Safari', 'Firefox', and 'Internet Explorer 9+'. At the bottom, a dark footer contains links for 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'. Three orange callout boxes provide additional instructions: one points to the 'Forgotten your details?' link with the text 'Use this link to reset your password'; another points to the browser list with the text 'Note the accepted Browsers'; and a third points to the footer links with the text 'Please read the contents of the footer links'.

The School Coordinator will have their username and password emailed to them. If they forget their username/password, they can use the ***Forgotten your details*** link.

Footer links

From anywhere within the *up2now* website the School Coordinator can access the information links in the page footer. Please take the time to read over each section – ***About, Terms, Privacy*** and ***Help***.

Dashboard tab

The *Dashboard* is the gateway to viewing student activities. The School Coordinator will be able to monitor statistics of the overall participation of students in your school as well as the statistics for *Results*, *Awards* and *Achievements*.

From the *Dashboard* page the School Coordinator can access the **Students** tab, **Edit Profile** page and **How to** support page.

up2now
my ongoing learning portfolio

Richard Doel-Mackaway | Edit Profile | Logout

Students tab to view individual student usage, their public profile and Deactivate/Activate accounts

Edit Profile page to upload a profile picture and change your personal details

How to page for access to support materials

Richard Doel-Mackaway
Imaginary High School

Welcome to the School Coordinator portal for up2now. Thanks for being part of the 2013

You can monitor the overall participation of students in your school as well as the Results, Awards and Achievements.

In the Students tab you can search for students in your school and view their full public profiles. The public profile is the view students can share with the public that shows all items and uploaded evidence students have added. If you are concerned about the material students are uploading or suspect misuse of the up2now website you can deactivate student accounts.

Students	5
Participation	3
Total Results	8
Results / Student	4.0
Total Awards	6
Awards / Student	3.0
Total Achievements	11
Achievements / Student	5.5

Participation

- 60.00% Participating
- 40.00% Not-participating

About up2now
Terms & Conditions of Use
Privacy Policy
Help

Students tab

The *Students* tab is where the School Coordinator can monitor and control individual students. The School Coordinator can monitor student activity, *View* their public profile (including all uploaded content) and *Deactivate/Activate* accounts.

Student details are automatically uploaded into the *up2now* website so the School Coordinator does not have to manage editing or adding students. Students are able to edit their personal details once they are logged in. If the students listed for your school are incorrect please contact bep@bos.nsw.edu.au.

The screenshot shows the 'Students' tab for 'Imaginary High School'. It features a table of students with columns for First Name, Last Name, Results, Awards, Achievements, and Actions. Callouts highlight the following features:

- View a student's public profile:** Points to the 'View' link in the Actions column.
- Search for students by last name:** Points to the 'Last Name' search box and the 'Filter Students' button.
- Monitor student usage statistics:** Points to the 'Results' column.
- Deactivate/Activate student accounts:** Points to the 'Deactivate' link in the Actions column.

A text box explains: "To quickly locate an individual student type the student's last name in the 'Last Name' box and click on 'Filter Students' or press return. Click on 'Reset' to display the full student list. You can also sort the student list by clicking on the blue column headings."

	First Name	Last Name	Results	Awards	Achievements	Actions
	Brighton	Early	2	3	5	View Deactivate
	Noah	Fence	1	3	5	View Deactivate
	Page	Turner	0	1	2	View Deactivate
	Bill	Board	3	4	3	View Deactivate

Navigation: << previous | next >>

Footer: About up2now, Terms & Conditions of Use, Privacy Policy, Help

To help find students you can search by student last name or sort the list of students by clicking on the column headings.

The image shows the column headings: First Name, Last Name, Awards, Achievements, and Actions. A callout points to the 'Last Name' heading, indicating that clicking on it will sort the list.

Sort the student list by clicking on the column headings

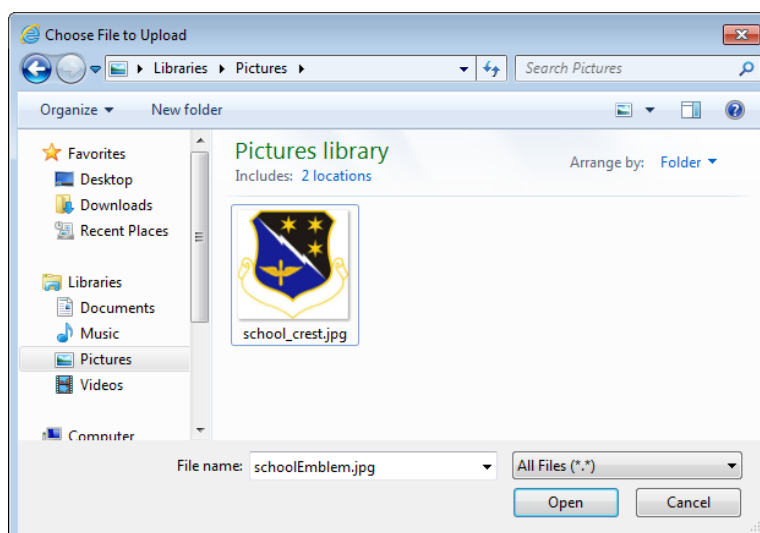
Edit Profile

The *Coordinator Profile* page allows you to update your name, email address, password and profile image. You might like to include your school crest as your profile image.

If you need additional School Coordinator accounts please email bep@bos.nsw.edu.au and provide the staff members' first names, last names, email addresses and positions.

The screenshot shows the 'up2now my ongoing learning portfolio' interface. The user is logged in as Richard Doel-Mackaway. The 'Coordinator Profile' page is active, showing fields for First Name (Richard), Last Name (Doel-Mackaway), and Email (rdoelmackaway@hotmail.com). A 'Save Profile' button is at the bottom right. A 'change' button with a camera icon is next to the profile image placeholder. A callout points to this button: 'You can upload a profile image, such as your school crest'. Another callout points to the 'Update Password' link in the 'Actions' menu: 'Password reset'. A third callout points to the 'Save Profile' button: 'Make sure you save any changes'. The footer contains links for 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'.

To add a profile image click on the *Change* button. In the dialogue box that appears navigate to the image (JPG or PNG) you wish to upload, select and *Open*. Be sure to click on the *Save Profile* button once back at the *up2now Coordinator Profile* page.



How to

The *How to* page contains a range of support materials: *School Coordinator user guide*, a *Student user guide*, video tutorials and a *Teacher's PowerPoint*. The PowerPoint presentation is designed to be displayed in class to guide students through the use of the *up2now* website.

Students also have access to a *How to* page that contains the *Student user guide* and student-related video tutorials.

The screenshot shows the 'up2now my ongoing learning portfolio' website interface. At the top, there's a dark header with the logo and a user profile for 'Teacher Richard' with links for 'Edit Profile' and 'Logout'. Below the header, a green button labeled '? How to...' is visible. The main content area has tabs for 'Dashboard' and 'Students'. The 'Help Resources' section is titled 'For School Co-ordinators' and contains several resource cards:

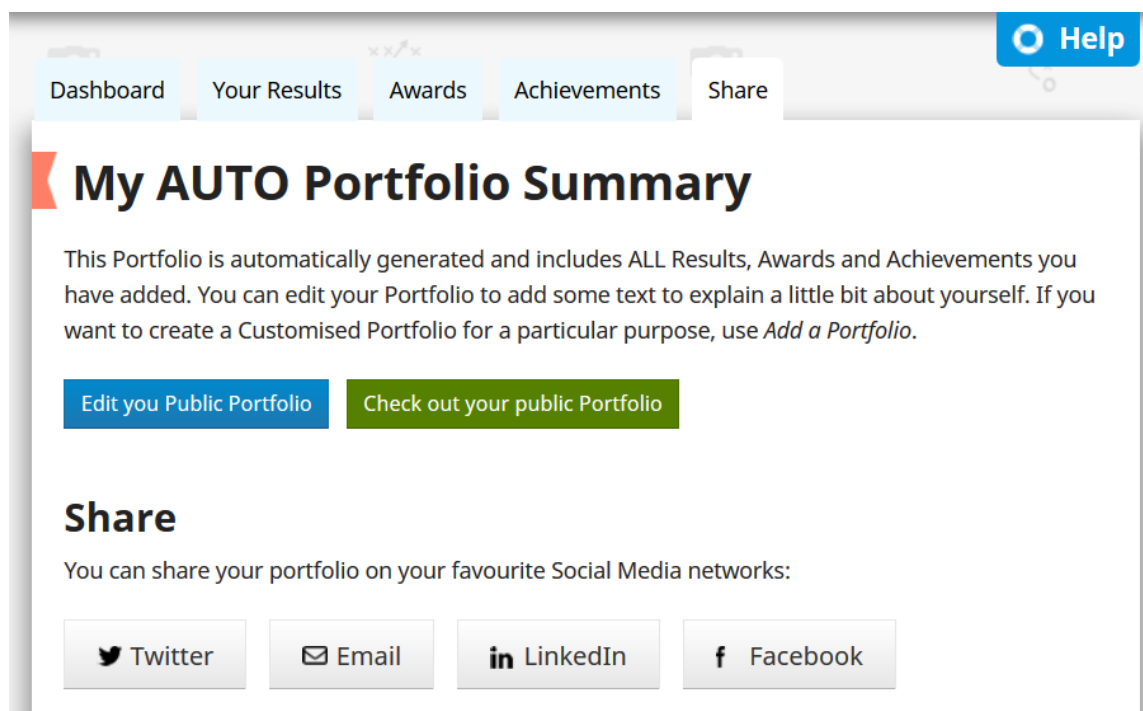
- USER GUIDE For Co-ordinators**: PDF 3.4MB (blue card with document icon)
- USER GUIDE For Students**: PDF 3.4MB (blue card with document icon)
- LOGIN TO UP2NOW**: Coming soon... (grey card with play button icon)
- UPDATE YOUR PROFILE**: Coming soon... (grey card with play button icon)
- CREATE AN AWARD**: Coming soon... (grey card with play button icon)
- MANGE STUDENTS**: Coming soon... (grey card with play button icon)
- TEACHER'S POWERPOINT**: Coming soon... PPTX 6.4MB (grey card with screen icon)

At the bottom, a dark footer contains links: 'About up2now', 'Terms & Conditions of Use', 'Privacy Policy', and 'Help'.

PART 2 – Languages

How does *up2now* benefit languages students?

up2now allows students to more easily record their progress and achievement in languages and showcase their languages skills to potential employers, universities and other organisations. *up2now* can give students an improved sense of progress and achievement in a language or languages, which may contribute to continued engagement and retention in language study.

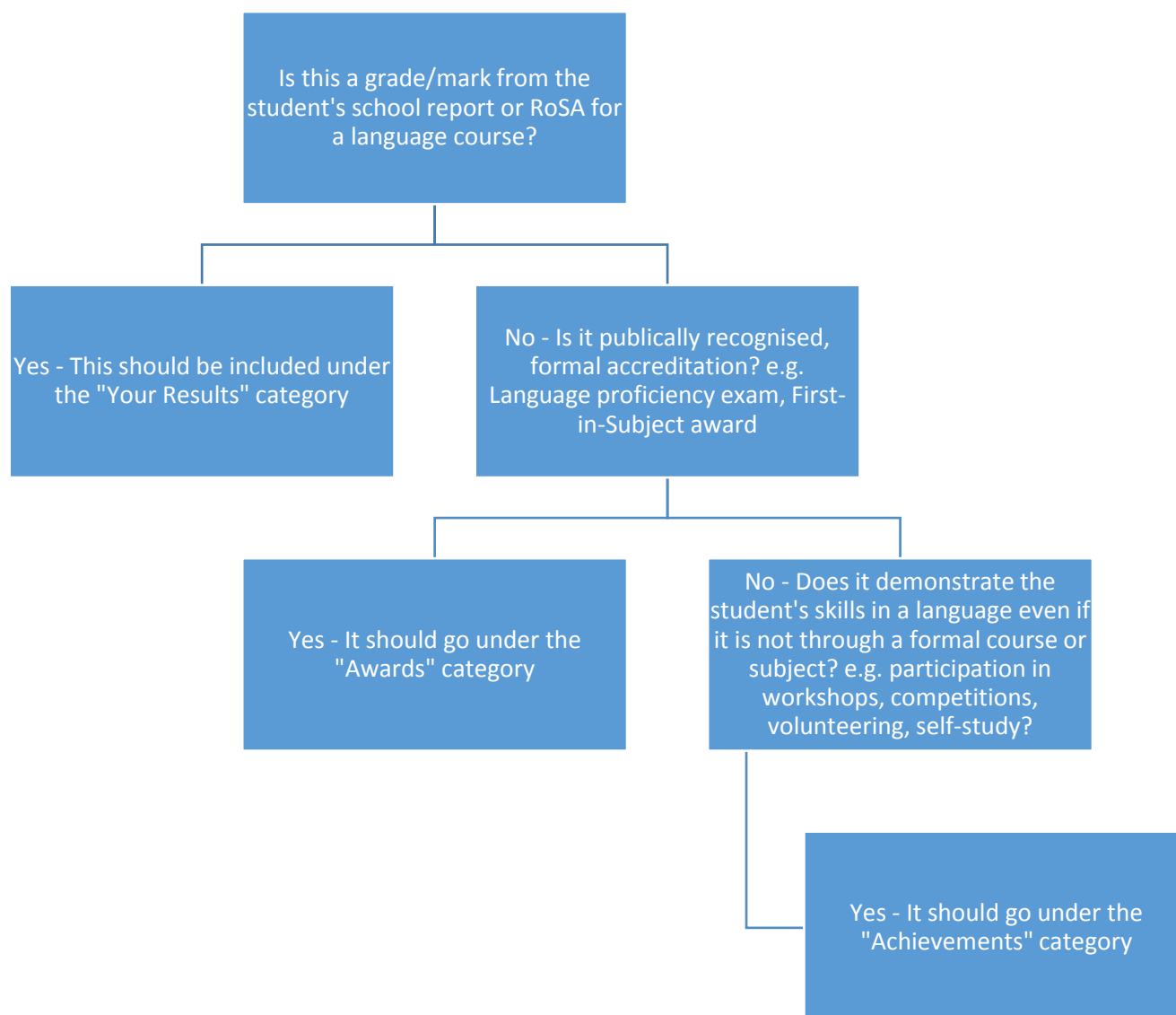


How students can record their language progress and/or achievements

There are three categories students can record their language progress and/or achievements under:

1. Your Results
2. Awards
3. Achievements

The following is a simple flowchart designed to assist students in determining where to include their languages-related result, award or achievement.



Examples of results, awards and achievements students can include

As a starting point, we have collected a list of languages-related results, awards and achievements that students may wish to include in their *up2now* learning portfolio.

This list does not include all possible results, awards and achievements. If the student has a language result, award or achievement that is not listed, they should still be encouraged to include it in their *up2now* portfolio.

Your Results Category

- Marks/grades and comments from the student's school reports for languages courses
- Year 10 and/or Year 11 RoSA grades for languages courses

Awards

- First-in-subject/Presentation Day/Night awards
- Community Languages Schools Program
 - Minister's Awards for Excellence in Student Achievement (Minister's Award, Highly Commended, Commended, Merit)
 - Certificate of Participation K-6
- ACER's Assessment of Languages Competence
 - Chinese
 - French
 - German
 - Italian
 - Japanese
 - Modern Greek
 - Spanish
 - Indonesian
- Chinese language proficiency
 - Hanyu Shuiping Kaoshi (HSK) Chinese Proficiency Test
 - Youth Chinese Test (YCT)
- French language proficiency
 - DELF diplomas awarded by the French Ministry of Education for proficiency in French as a Foreign Language
- German language proficiency
 - Goethe Zertifikat A1: Fit in Deutsch 1
 - Goethe Zertifikat A2: Fit in Deutsch
 - Goethe Zertifikat B1
- Italian language proficiency
 - Certification of Italian Language for Adolescents (CELI)
- Japanese language proficiency
 - Japanese Language Proficiency Test (JLPT)
- Korean language proficiency
 - Test of Proficiency in Korean (TOPIK)
- Modern Greek language proficiency
 - Certificate of Attainment in Greek Language
- Spanish language proficiency
 - Diploma in Spanish (DELE)

Achievements

- General (no specific language)
 - Participation in school language programs in primary and high school
 - Participation in community languages schools program
 - Participation in language programs offered by the NSW School of Languages, the Saturday School of Community Languages and Distance Education Centres
 - Participation in online learning programs for languages (self-study)
 - Overseas study tour/school trip participation
 - Student exchange participation

- Private organisation recipient for overseas exchange (such as Rotary Exchange and Southern Cross Exchange)
- School excursion participation
- Sister school visit participation
- University Language Day participation
- Multicultural Day participation as a student of languages
- Host of overseas/sister school student
- MLTA short film competition (Linguafest)
- MLTA scholarship recipient. E.g. Denise Soos Student Scholarship
- Hunter District Language Teachers Short Movie Contest
- Reading, writing, listening, speaking skills developed through popular culture (e.g. participating in the Nihongo Tanken Centre workshop, watching foreign movies in their original language, listening to news/radio, reading comics or novels, listening to music in another language, etc.)
- Language skills developed through communication with family, relatives and friends
- French
 - French Embassy's *Dis-moi dix mots* competition
 - Alliance Française's French speech contests
 - Alliance Française's French Song Writing and Performing competition
 - Alliance Française's French Short Film competition
 - Alliance Française's French Creative IT competition
 - NSW Association of French Teachers' (NAFT) French immersion weekend
- Chinese
 - National Chinese Eisteddfod
 - Chinese Writing Competition, organised by the Chinese Language Education Council
 - Chinese Bridge Chinese Proficiency Competition for Foreign Secondary Schools
- German
 - Goethe-Institute's School Film Festival
- Italian
 - Mamma Lena & Dino Gustin Foundation Scholarship
 - Co.As.It. Annual writing competition
- Japanese
 - NSW Japanese Language Speech Contest
 - Australia-Japan Essay Contest conducted by the Consulate-General of Japan in Sydney
 - Japan Foundation Video Matsuri Contest
 - Japan Foundation Art Speaks Japanese Comes Alive! Contest
- Korean
 - Korean Performance Contest organised by the Korean Education Centre
 - K-Speech Contest for Korean Youth Overseas
 - Literacy Composition Contest organised by the Korean Culture Centre
- Indonesian
 - NSW Kompetisi Siswa
 - National Australia Indonesia Language Awards (NAILA)
 - Australia Indonesia Association (AIA) CommBank Scholarship
 - Australia Bisa Bahasa Indonesia: Kompetisi YouTube

Suggestions and examples for including languages-related progress and/or achievements on up2now

The information provided by students on their *up2now* portfolio does not need to be in a particular format. The relevant language and a brief summary of their activity or involvement should be included.

Some sample sentences have been included below for each category.

Your Results

- For Japanese, in Year 10, I received an assessment mark of 59/100 and for the RoSA in Year 10, I received a Grade C. For Japanese Continuers in Year 11, I received an assessment mark of 70/100, and in Year 12, I received an HSC mark of 73/100.
- I received a grade B for Year 10 Chinese for the RoSA.

Dashboard

Your Results

Awards

Achievements

Share

Edit Result

Type

Languages Proficiency

Date Completed (Optional)

20 Jan 2015

Detail

B

I

U

I received a grade B for Year 10 Chinese for the RoSA.

Supporting Evidence

View 58781f26dfc11_scan_of_certificate.jpg

remove

Upload a file (pdf, png, jpg). 4MB max.

Browse...

No file selected.

Awards

- Chinese language skills: I successfully completed level 3 of the Hanyu Shuiping Kaoshi (HSK) test.
- I received a first-in-subject award for Year 11 French Beginners.
- French language skills: I have been awarded French Certificate 2 for the ACER Assessment of Languages Competence.

Edit Award

Award

Languages Accreditation (ACER Ass

Level

ACER Certificate 2

Award Date (Optional)

13 Jan 2017



Details

B *I* U

French language skills: I have been awarded French Certificate 2 for the ACER Assessment of Languages Competence.

Supporting Evidence

View 58781faca2817_scan_of_certificate.jpg

remove

Upload a file (pdf, png, jpg). 4MB max.

Browse...

No file selected.

Add a link to supporting evidence (YouTube, Vimeo, Instagram, Flickr etc)

Achievements

- Japanese language skills: In May 2014, I hosted an overseas student. I was able to provide the student with information about my school and family life and answer their questions about Sydney using Japanese.
- French language skills: In December 2015, I participated in a study tour in France where I learnt about the local culture and was able to communicate with locals in French.
- German language skills: In Year 11, I participated in the Goethe-Institute's School Film Festival.
- Korean language skills: In 2016, I participated in the Korean Performance Contest organised by the Korean Education Centre.

Edit Achievement

Area

Languages

Achievement title

Korean Performance Contest

Date Completed (Optional)

16 May 2016

Details

B **I** U **☰** **☷** **🔗** **—**

Korean language skills: in 2016, I participated in Korean Performance Contest organised by the Korean Education Centre.

Supporting Evidence

Upload a file (pdf, png, jpg). 4MB max.

Browse...

Photo of me from the performance.jpg