REACTORED

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Teacher manual

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How to get started with Reactored

Reactored.com is a fully responsive browser-based platform and it works on any device. We recommend using **Google Chrome** as your browser for the best user experience.

Account creation

First, create a username and a password at www.reactored.com. (Password must be at least 8 characters long.)

In order to unlock the teacher features you have to add your username into your organization account. Organization admin ID will be provided to you by organizations admin user.

User interface

The default view after first login is the **"search study sets"** where you can find the latest commonly shared study sets and seek for new material you'd like to practice from. The search only shows the content with the chosen language settings so remember to change it if you want to study another language.

If you close the search you'll end up to the **"study set"** -section where you can access straight to the study sets you have studied, Reactored Beginner's course and recommended study sets for you. Navigation bar is on the left (Figure 1).

When you have added your user as teacher in organization and login, the interface shows you **Create material** view. There you can start creating your own material to use with your students.

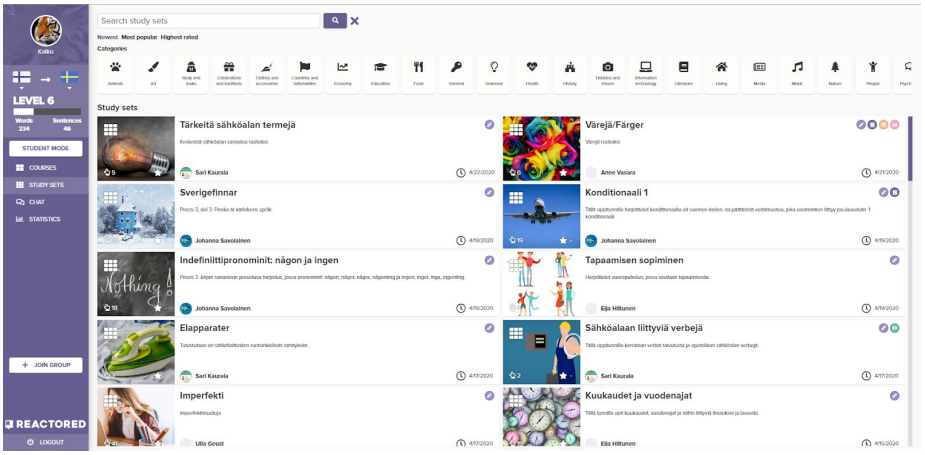

Figure 1.

Navigation bar

1. Profile picture/account settings
2. Language pair selection
3. Level of progress in the chosen language pair
4. Amount of learned words (w)
5. Amount of learned sentences (s)
6. “Courses” includes all the materials shared as a whole set
7. “Study sets” includes all the materials as individual study sets
8. Create material (only for teachers)
9. Chat with students inside Reactored
10. Learning statistics in the chosen language pair
11. Study groups (only for teachers)
12. Assessments of study groups (only for teachers)
13. Dashboard (feature available only for material creators and publishers)
14. Join group button

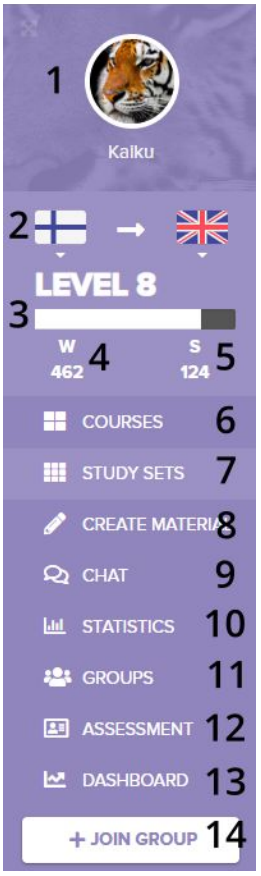

Figure 2.

Note that the sidebar looks different depending on selected mode. You can change between these two modes anytime by clicking the corresponding button.

When you are in teacher mode (Figure 3.), the options are divided between material creating, chatting with your study groups, group management and assessment tool.

Student mode (Figure 3.) enables you to preview how the software looks for students which helps you guide them to use Reactored. In the student mode options are courses and study sets, chat and individual statistics.

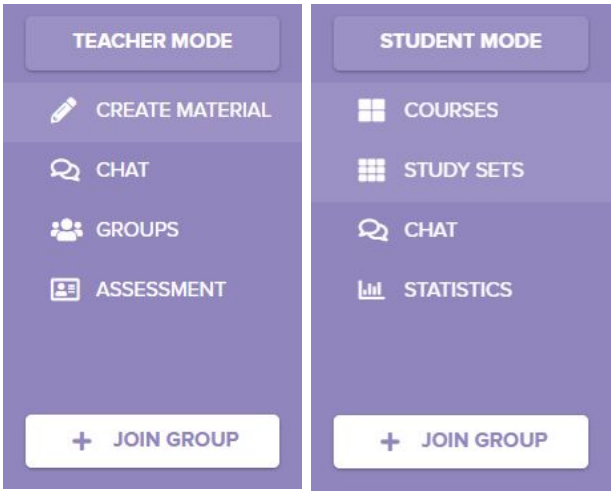

Figure 3.

Settings

Here you can adjust your personal settings. Access the settings by clicking on your profile picture (figure 4).

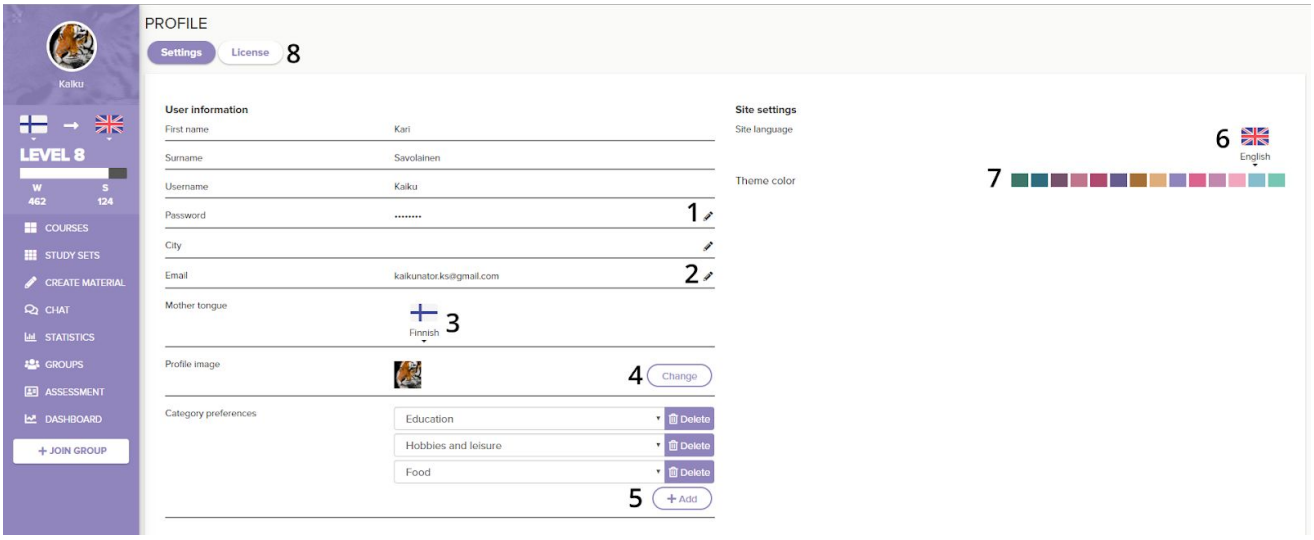

Figure 4.

1. Password reset
2. Change your default email address.
3. Select your mother tongue
4. Choose the profile picture
5. Choose the preferred material categories
6. Change the site language
7. Choose the color theme
8. Manage your license

Language selection

To select the language of the software: **settings > site language.** Choose the desired flag. (*Figure 5.*) **Supported languages:** English, Swedish, Finnish, French and Vietnamese.

Figure 5.

Create study groups

Create groups to share targeted material for each group and to get in-depth information on their progress for the assessment.

Choose the desired organization in the drop-down menu on top of the page and create a new study group by clicking “create group”. (Figure 6)

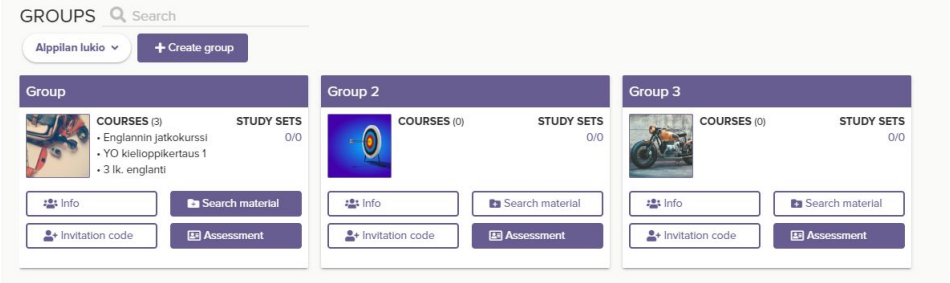

Figure 6.

1. Name your group and give it a short description (Figure 7.)
2. Add a group image (optional)
3. Save the group

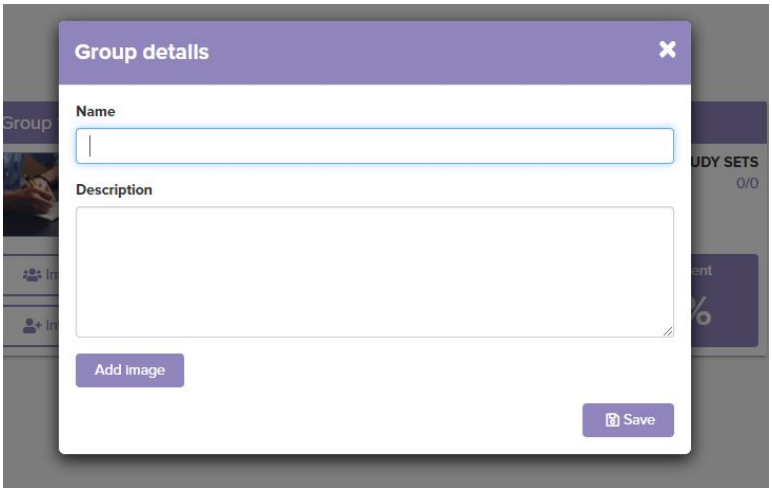

Figure 7.

4. Add registered users as group members and assign a role to each member (*figure 8.*) (optional -see also figure 9!)

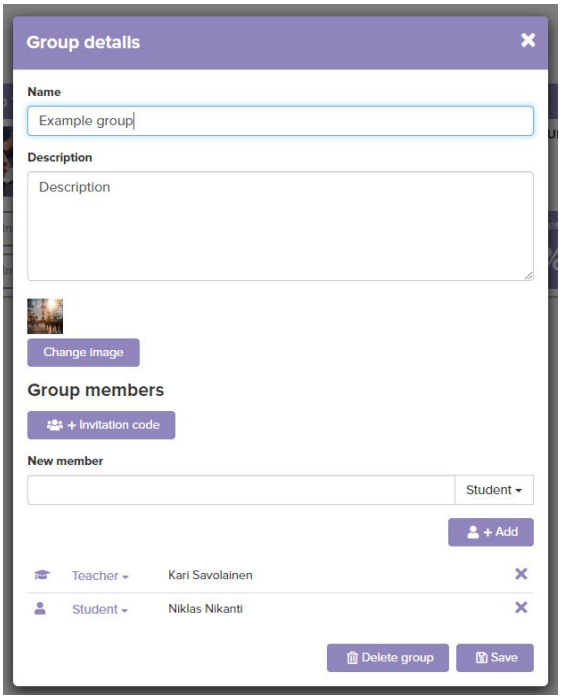

Figure 8.

5. Use an invitation code to add group members. The code must be **6 characters long**. In addition, you can adjust the time period of its validity and define the number of users who can join the group using the invitation code. (*Figure 9.*)

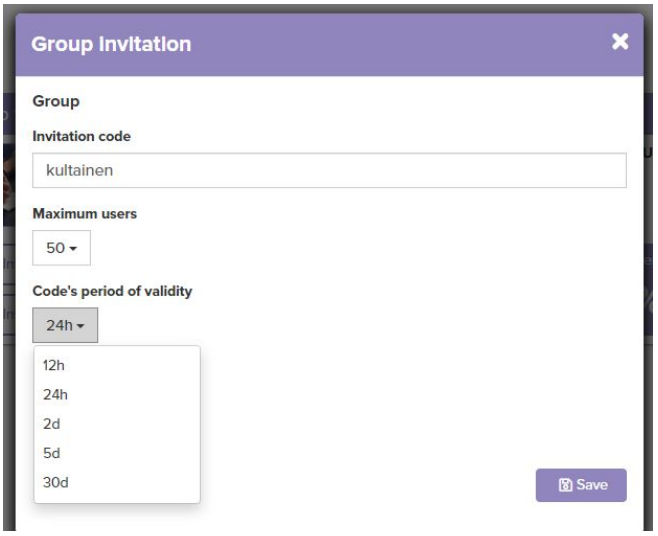

Figure 9.

6. Students joins into the group and organization via "**join group**" button (Figure 10, Figure 11.)

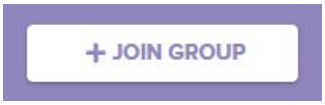

Figure 10.

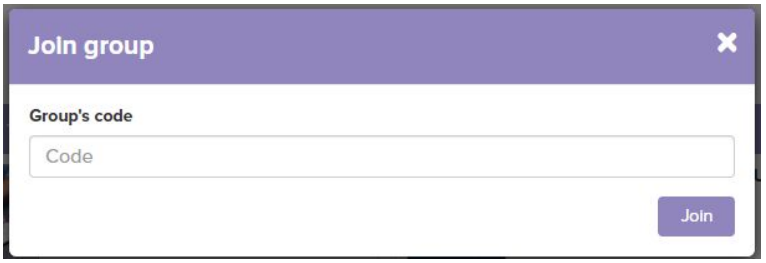

Figure 11.

Managing group details

Click the "**info**" button to check and adjust group settings. **NB!** Only the creator of the group has its editing rights. Change or activate the invitation code anytime by clicking the "**invitation code**" button. Group box includes also a shortcut to the group's assessment. (Figure 12.)

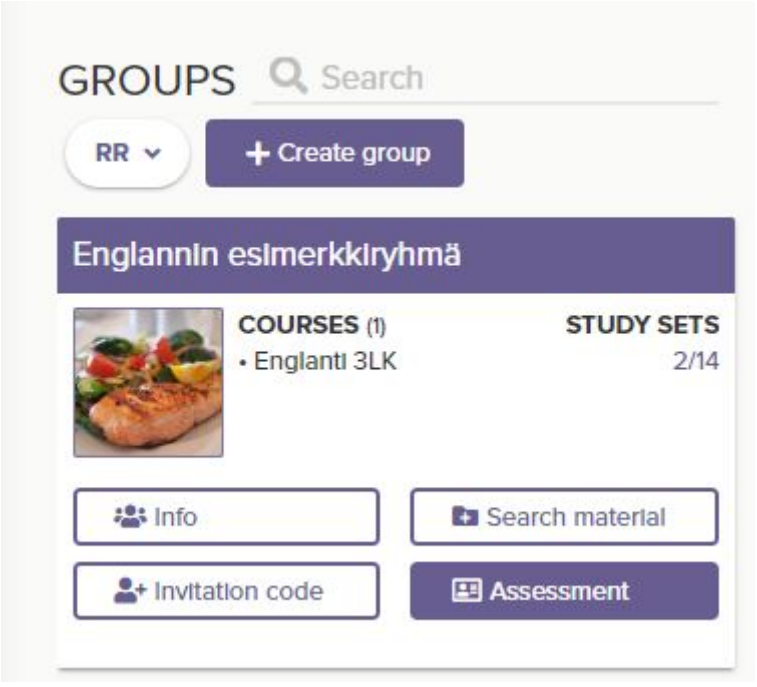

Figure 12.

Create material

You can create and edit learning material in the section “create material”. The material database has a double hierarchy: courses and study sets which they are comprised.

Course folder

1. Choose the correct organization from the drop-down menu (*Figure 13*)
- The ***organization*** tab “Reactored school” can be found only if you are logged into an organizational account as a teacher or a student. In this section, teachers create their study sets.
- Choose the ***own*** tab only if you want to create material for personal use.
2. Create a new course by clicking on “Create material” (*figure 13*).
3. Choose the option “New course folder” (*figure 13*).

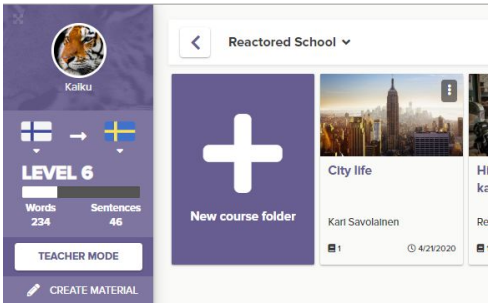

Figure 13.

4. Name the course, write a short description and add the target audience (*Figure 14*).

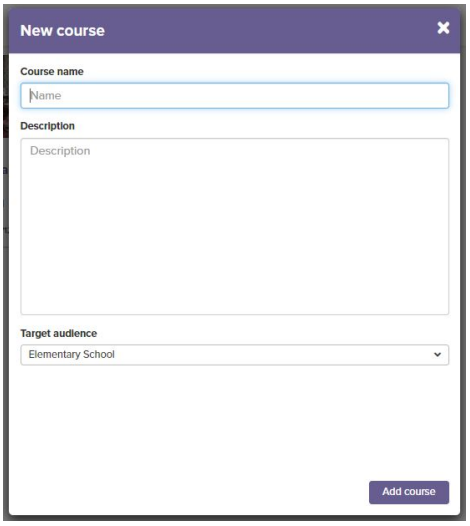

Figure 14.

Edit and share material

You can change the name and the description of the course by clicking on the **three dots** in the upper right corner of the course folder and choosing the **edit** option. (Figure 15.)

Sharing material is only available when you are marked as a teacher in your organization. Share learning material with your students by choosing the course folder that you want to share. (Figure 16.)

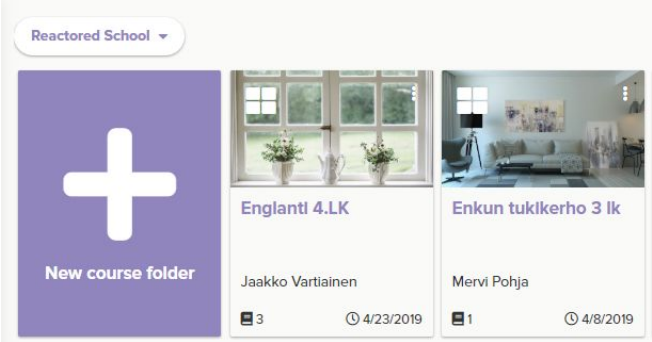

Figure 15.

1. Click on the **three dots** on the course folder and choose the ***share*** *option.* (*Figure 16.*)

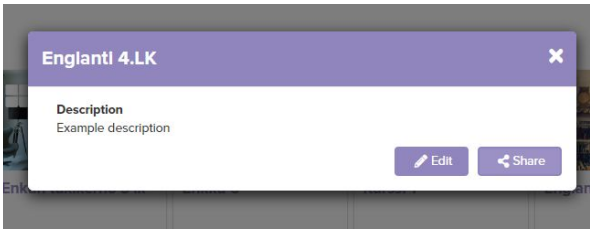

Figure 16.

2. Search for a group or individual students whom you want to share your material with. (*Figure 17.)*

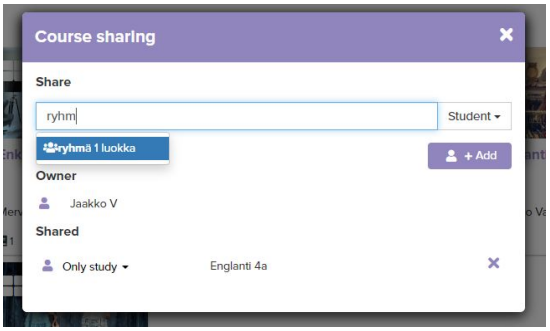

Figure 17.

3. Choose user rights between **only *study/ can edit*** (*Figure 18*).

Figure 18.

Find ready-made material

You can find ready-made material from Create material section by choosing "**Search courses"** (Figure 19.) where all learning content is shared as entities. Use the search tool to find courses that suits your needs.

Figure 19.

These courses are also available to use with classes via linking them to the student groups. This way you can get the assessment tool to record the performance of the students as you would get by using courses created by yourself (Figure 20).

Figure 20.

Manage language pairs

Select the desired language pair from the drop-down menu (*Figure 21*). It's important to note that the courses and study sets shown, are determined by chosen language pair. So you will have to make your course folders and study sets to the right language pair. If you teach more than one language remember to change the language pair accordingly before starting to create content.

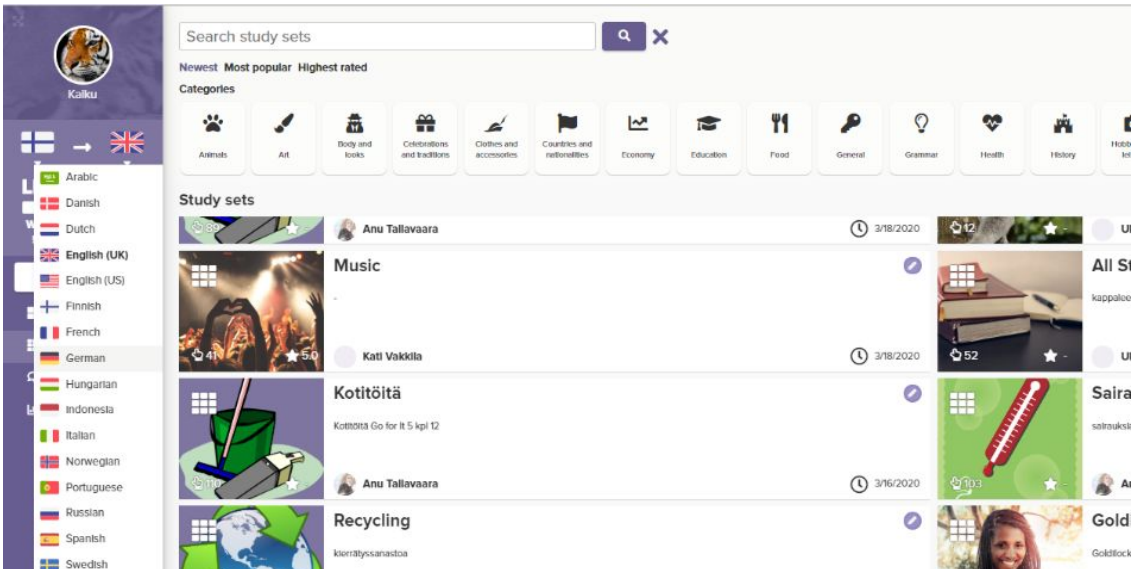

Figure 21

Study sets

The study sets are created inside the course folders. Categorize and name the study sets according to the topic and skill level.

Study sets can be edited and formatted within the course folder. If you choose to make exams using Reactored, they are also accessible within the course folder you have shared with the study group.

Create new study sets

Create a new study set by opening a course folder and then clicking on "***new study set***" (*Figure 22*).

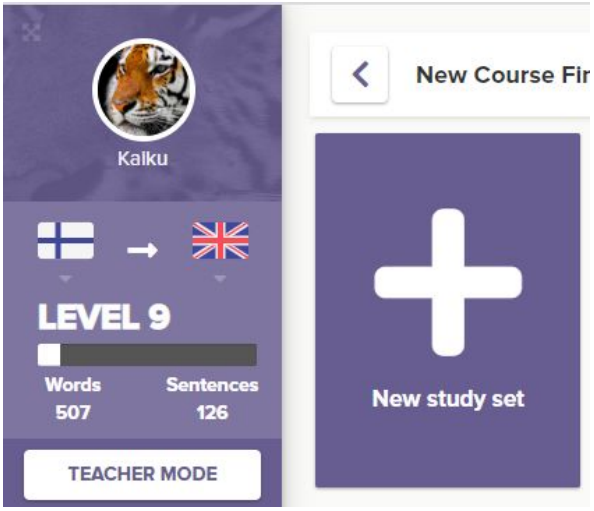

Figure 22

This will open a pop up where you can edit your new study set as follows (Figure 23).

1. Decide, whether you want to make a study set or an exam
2. Choose the subject matter
3. Choose the skill level and difficulty level for your study set (criterias are essential to help you find and organize the study sets afterwards)
4. Write a short description of what is the study set about
5. Add tags relevant to the topic
6. Share the material with the community
7. Add an image (be creative, there is over 1,5 M images in the database)
8. Save the new study set card

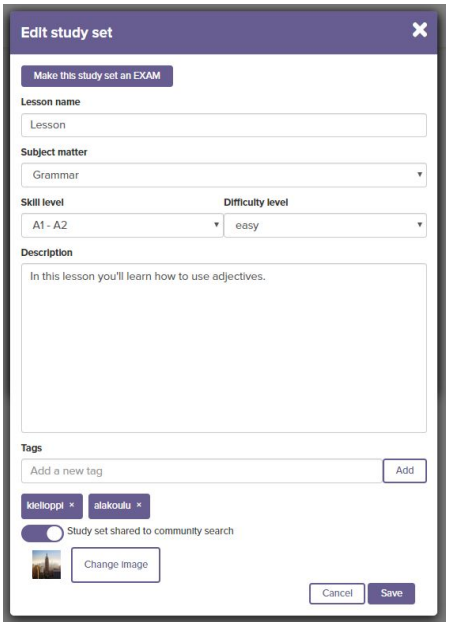

Figure 23.

Task types

Start creating or editing tasks by clicking on the study set. There are seven different task types you can use:

Words, (translation)
Sentences (translation)
Grammar (free assignment = Ask different questions and ask the answers by writing)
Image (multiple choice)
Text (multiple choice)
Listening (multiple choice)
Video (multiple choice)

The maximum number of tasks is not limited but we recommend the amount of **25 tasks** is not exceeded in one study set. This way students does not get frustrated and the motivation stays high.

In addition, you can add texts or dialogues to the **text** section if your study set comprises reading comprehension.

In the **theory** section, two theoretical overviews can be composed: **short** and **long**. The short overview contains tips and the long version offers a deeper dive into the theoretical aspects of the topic.

Word task

1. Choose the ***Word Task*** (Figure 24.) from the drop-down menu
2. Choose the ***Add*** option
3. Write the word in your target language
4. Write the translation or press on the ***? (question mark)*** to get the translation suggestions automatically
5. Press on the ***image icon*** to search or upload corresponding picture for your task

6. Add optional answers if needed by pressing on the **+** button.
7. If you want to you can also record or add your own audio into the translations from the speaker icon.

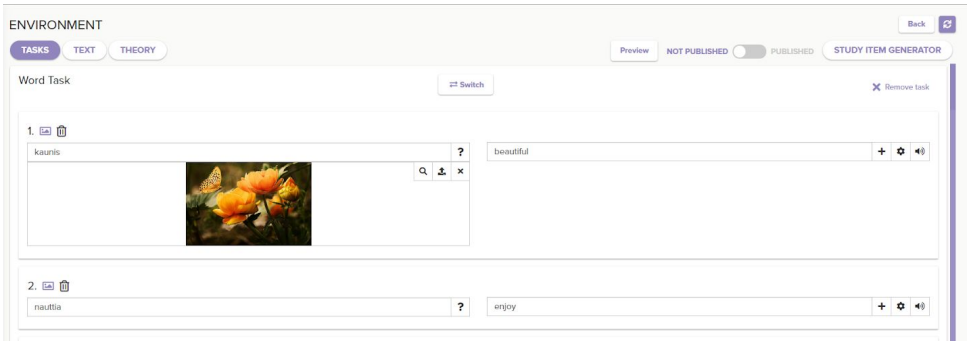

Figure 24.

Sentence task

1. Choose the ***Sentence Task*** (Figure 25.) from the drop-down menu
2. Push the ***Add*** button
3. Write the sentence in your target language
4. Write the translation or press on the **? (question mark)** to get the translation suggestions automatically
5. Press on the ***image icon*** to search or upload corresponding picture for your task
6. Add optional answers if needed by pressing on the **+** button
7. If you want to you can also record or add your own audio into the translations from the speaker icon
8. Add grammar tips from the cogwheel icon.

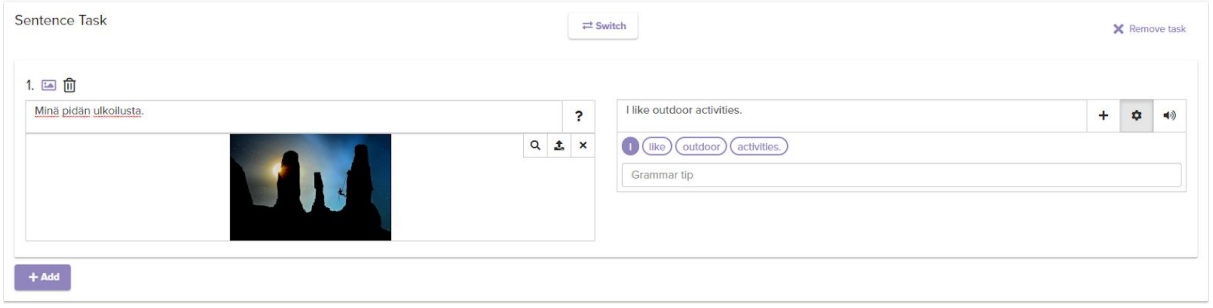

Figure 25.

Grammar task

1. Choose the ***Grammar task*** *(Figure 26.)* from the drop-down menu
2. Push the ***New section*** button
3. Add a task description
4. Choose if you want to have audio on or off.
5. Write the question in the section part (these questions can be anything they don't need to be just translations)
6. Write the answer (if you can answer this question in multiple ways you can add optional answers from **+ New answer**)
7. Press on the ***image icon*** to add a picture or upload your own picture for the task

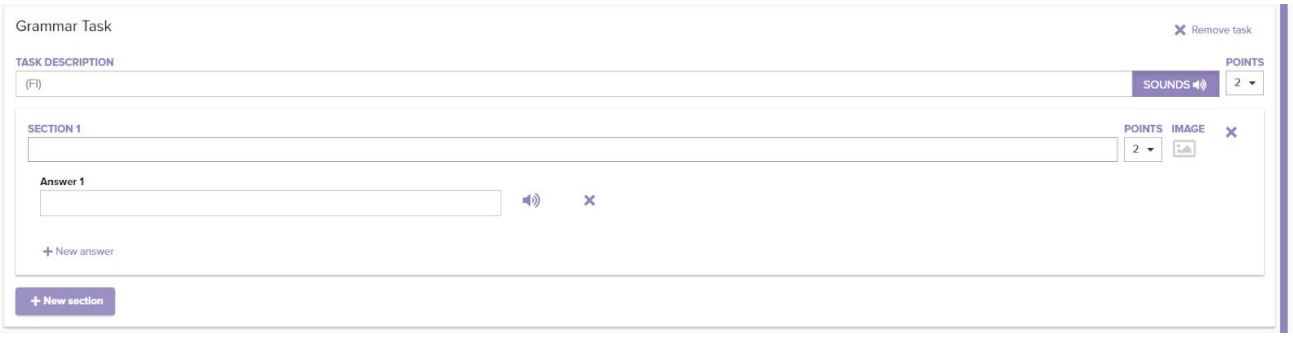

Figure 26.

Multiple choice task types

You can make multiple-choice tasks in numerous ways. Use **pictures, texts, audio or videos** to make your study sets have more variety.

Image task

1. Choose the ***Image task*** (Figure 27.)from the drop-down menu
2. Push the ***New section*** button
3. Add a task description
4. Choose if you want to have audio on or off
5. Write the question in the section part (these questions can be anything, be creative)
6. Write the answers and choose which are correct. You can have multiple correct answers in one task.
7. Press on the ***image icon*** to add a picture or upload your own picture for the task. If you want to have the same image in every task add the picture from the ***image icon*** shown after task description field

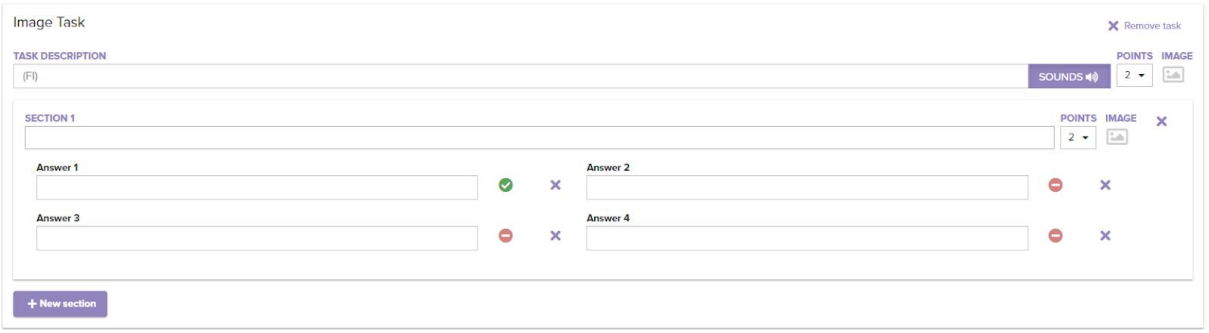

Figure 27.

Text Task

1. Choose the ***Text Task*** (Figure 28.) from the drop-down menu
2. Push the ***New section*** button
3. Add a task description
4. Choose if you want to have audio on or off
5. Write the question in the section part (these questions can be anything, be creative)
6. Write the answers and choose which are correct. You can have multiple correct answers in one task.
7. Press on the ***Text icon*** *(Figure 29.)* to add a text for the task. Inside the text editor, you can also add pictures and links or videos embedded into the task. See example below:

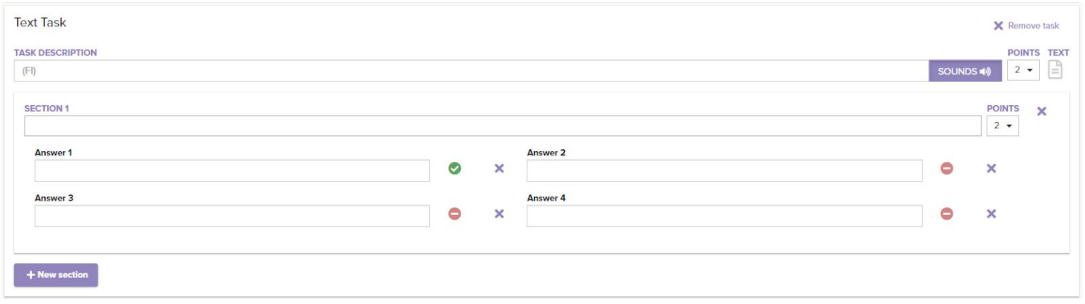

Figure 28.

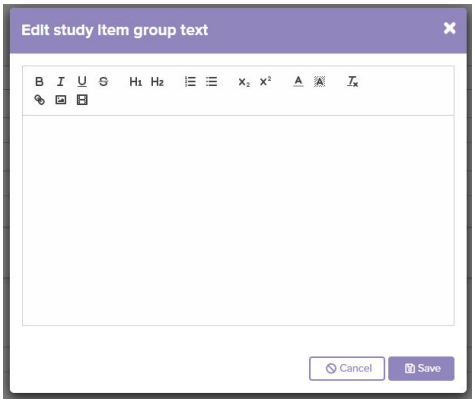

Figure 29.

Listening Task

1. Choose the ***Listening Task*** *(Figure 30.)* from the drop-down menu
2. Push the ***New section*** button
3. Add a task description
4. Choose if you want to have audio on or off
5. Write the question in the section part (these questions can be anything, be creative)
6. Write the answers and choose which are correct. You can have multiple correct answers in one task
7. Press on the ***image icon*** to add a picture or upload your own picture for the task. If you want to have the same image in every task add the picture from the ***image icon*** shown after task description field
8. Press on the ***audio icon*** to add audio to the task. Audio can be added from files or converted from the youtube link.

   ***important** the youtube video address should be copied from the browsers address bar

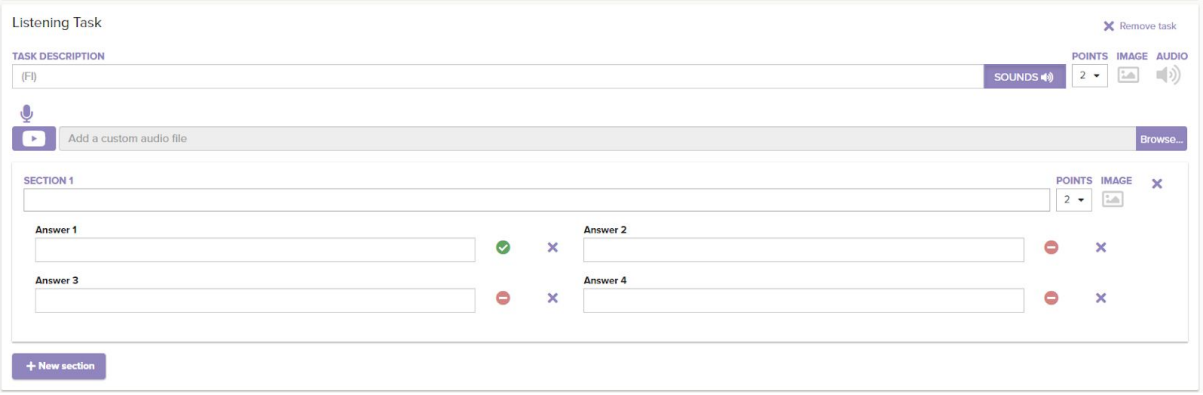

Figure 30.

Video Task

9. Choose the ***Video Task*** (Figure 31.)from the drop-down menu
10. Push the ***New section*** button
11. Add a task description
12. Choose if you want to have audio on or off
13. Write the question in the section part (these questions can be anything, be creative)
14. Write the answers and choose which are correct. You can have multiple correct answers in one task
15. Press on the ***video icon*** to add audio to the task. Audio can be added from files or converted from the youtube link.

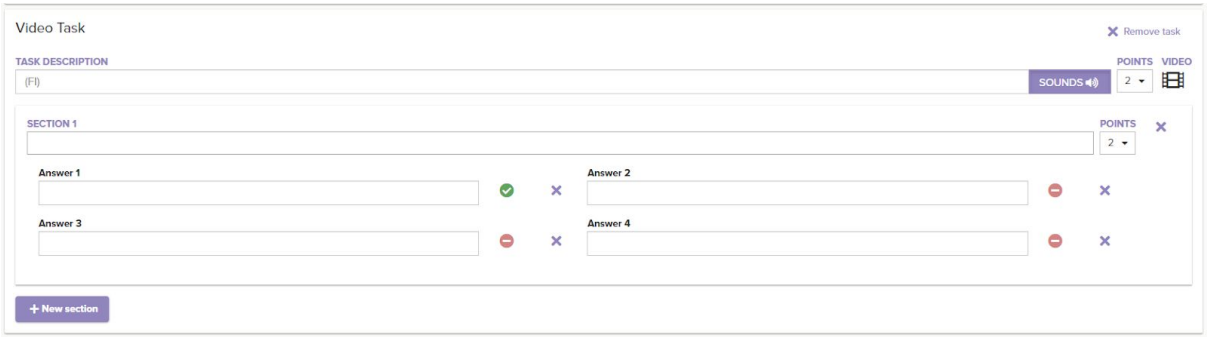

Figure 31.

***important** the youtube video address should be copied from the browsers address bar (Figure 32.)

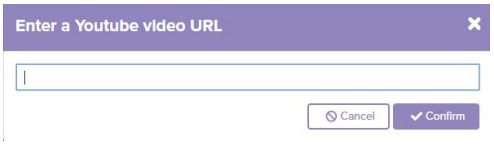

Figure 32.

Study item generator

When creating a study set you can choose the option to use **"Study item generator"**which lets you form tasks simply by using existing word / phrase lists or even articles. Study item generator consists of two main functions, **Source text** & **Lists** (Figure 33).

Figure 33.

In the **"Source text"** function you can copy and paste any text to the reserved field and then decide the factors how Reactored will transform your text to word- and sentence tasks. All you have to do is to choose the language of the source text and set the minimum amount of letters in a word. Then by choosing "Create study items" Reactored will generate your source text in to ready made tasks (Figure 34). After tasks have been created, you can then edit them the same way as you can if you would have made them from the scratch.

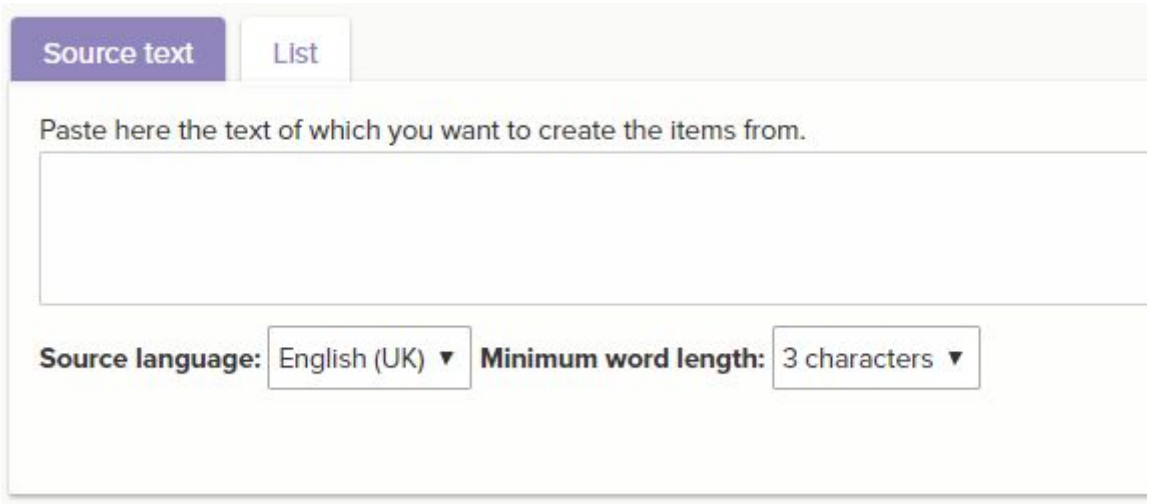

Figure 34.

In the **"List"** function you can copy and paste your existing word- and phrase lists which software will turn into word- and sentence tasks. After you have added your list, just choose on the dropdown box whether you are using word or sentences and what separator you are using (Figure 35). Then by choosing "Create study items" Reactored will generate your list in to ready made tasks. After tasks have been created, you can then edit them the same way as you can if you would have made them from the scratch.

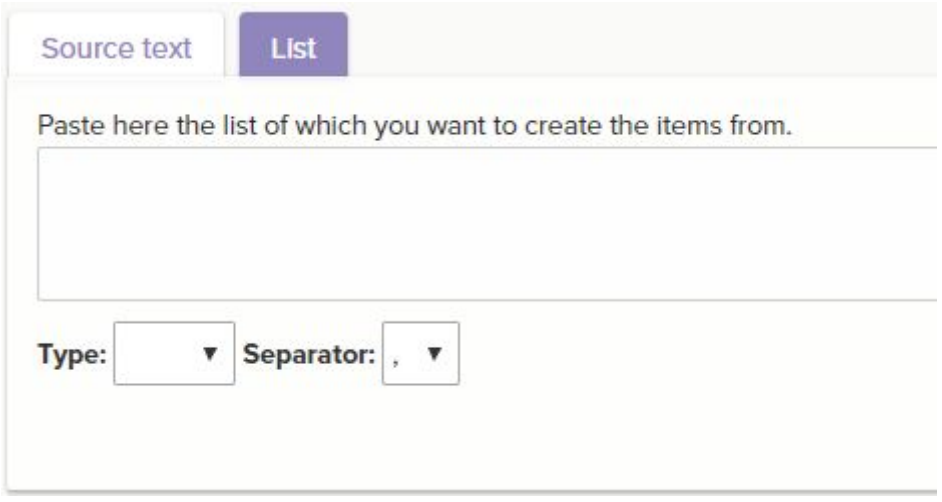

Figure 35.

Text and Theory sections

Reading comprehension is done by means of the **TEXT** section. The one right next to it, **THEORY**, provides a deep grammatical overview of the topic. In these two sections, one can add dialogues, pictures, videos, grammar tips and different links which can help the student to better understand the topic. You can maximize the student's learning and engagement by being creative in your material making (*figure 36*).

1. **TEXT** is a great section for reading and listening comprehension. Any textual content you upload can be accompanied by its recording. You may make a recording of your own, for instance, (we recommend to **use mp3. file** max. size is 3mb = 3min.)

2. **THEORY** is divided into 2 parts: the long and the short versions.
   The *short theory* can be found from the upper right corner of the window.
   The short theory is the right place for grammar tips.
   The *long theory* is a proper theoretical overview of the topic which can have embedded videos and all kinds of external links.

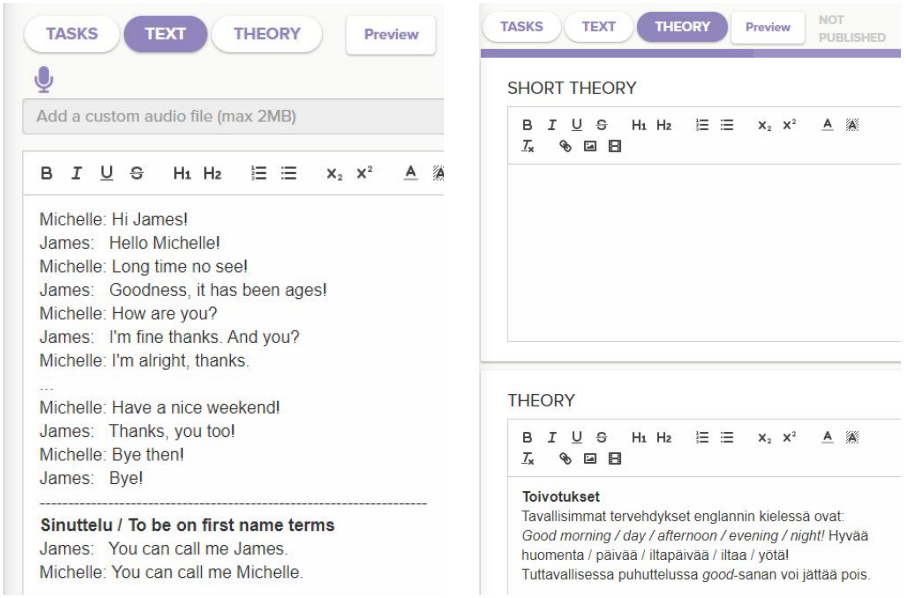

Figure 36.

Previewing study sets

After you have created the study set you can preview it before publishing it visible in the shared course. If you are pleased, publish it and students can find it immediately (*figure 37*). Click **Preview** button.

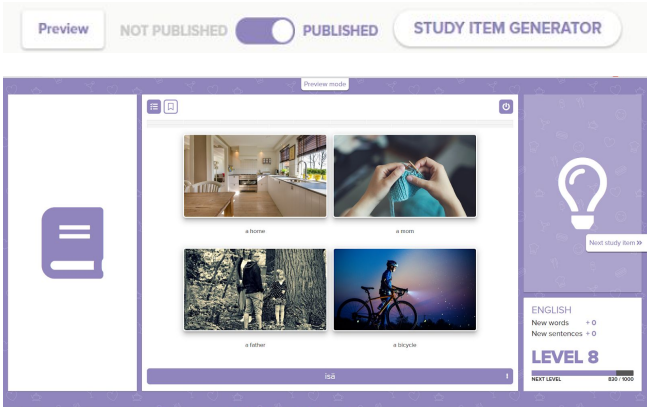

Figure 37..

Reactored exams

Teachers can create vocabulary and translation tests and exams based on their learning material.

1. Open the course in which you want to create an exam.
2. Choose the study set you want to convert into an exam or a test and push the **three dots** on the right side of the study set.
3. Click the **edit** button (*figure 38*).

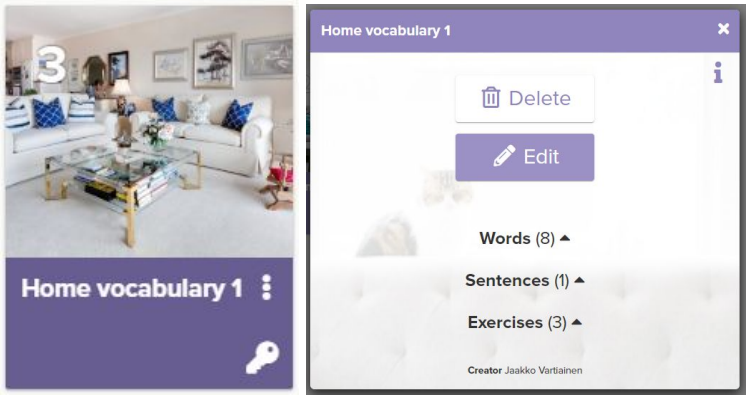

Figure 38.

4. Click the (Make this study set an EXAM) button (*Figure 39*)

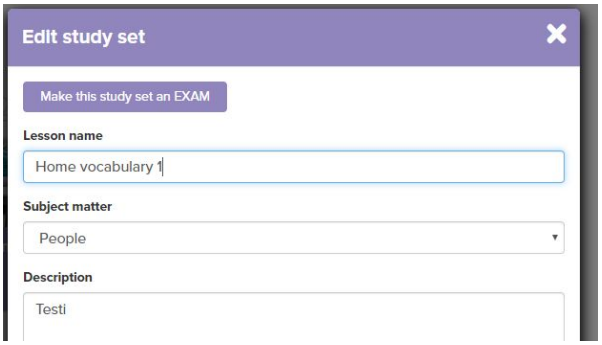

Figure 39.

5. After the **EXAM** is created, it will appear inside the course box as a white study set box. (Figure 40)
6. Now you can still edit the tasks inside the **EXAM** box the same way you would do it to an ordinary study set. Change the length of the exam by adding or deleting tasks.
7. The **EXAM must be published** before the students can attempt it. To publish the EXAM, press on the **three dots** of the **EXAM** window (*figure 40*).

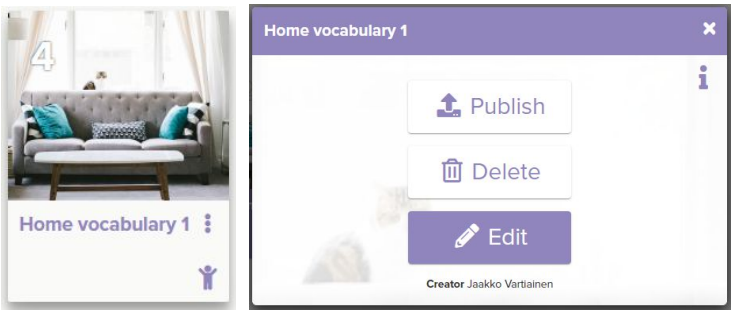

Figure 40.

8. Choose the group and set the time period during which the exam will be accessible to students (*figure 41*).

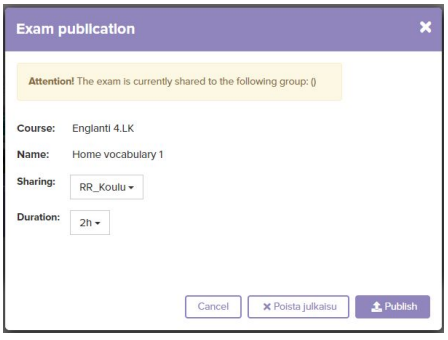

Figure 41.

Previewing exams

As exams are made from the study sets, they can include all the different task types. The main exception is that the tasks are answered by writing instead of choosing your own learning style. The examview mimics the look of an traditional exam. Following figures show how different task types are presented in the exam.

Top of the exam shows the most basic information as the name of an exam, teacher, date and maximum points. (Figure 42)

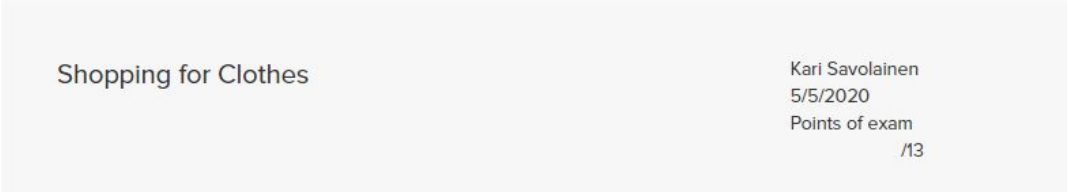

Figure 42.

Figure shows the basic translation task, which can be made using word task (Figure 43.) or sentence task (Figure 44). There is the task description and available points for the task. The lines are used to input answers by writing.

Figure 43

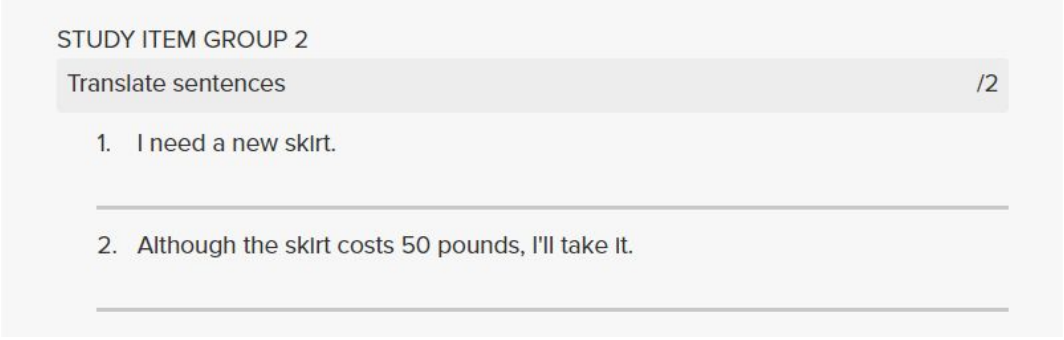

FIgure 44.

Figure shows an example of grammar task. This can include words or sentences. There is task description and available points for the task. Answers are given by writing them on the given line (Figure 45).

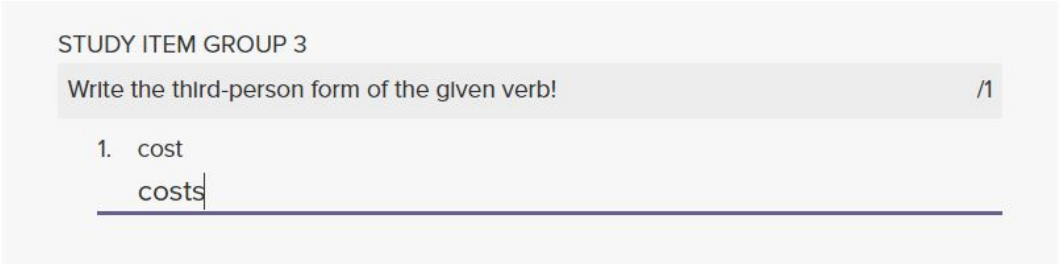

Figure 45.

Figure shows an example of an image task. There is task description and available points for the task. You can choose the different options for the right answer (Figure 46).

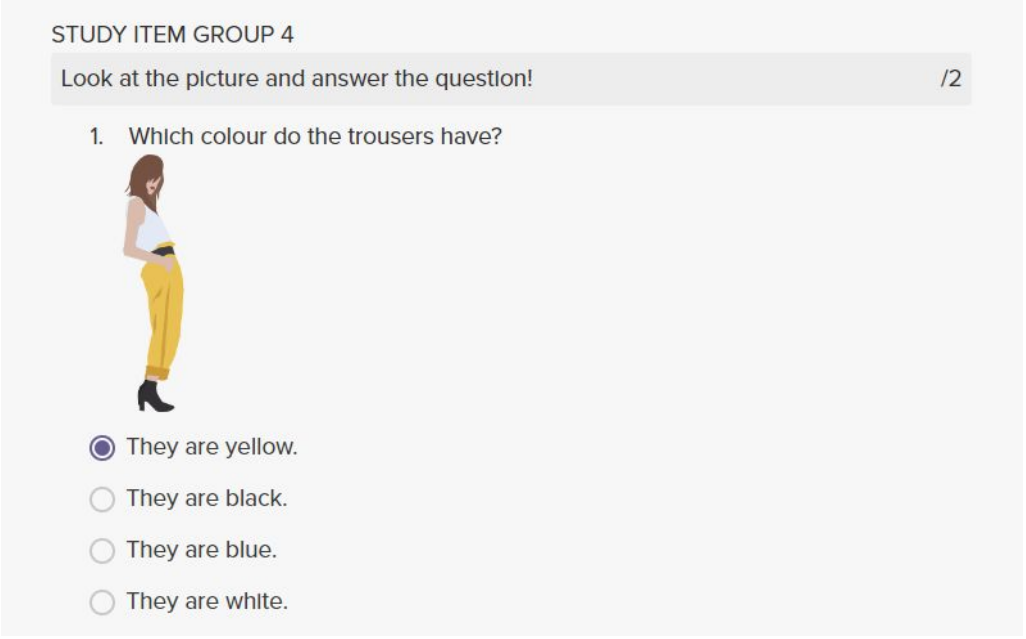

Figure 46.

Figure shows an example of an text task. There is task description and available points for the task. You can choose the different options for the right answer. The text can be scrolled within the exam so it does not make the exam to be on multiple pages (Figure 47).

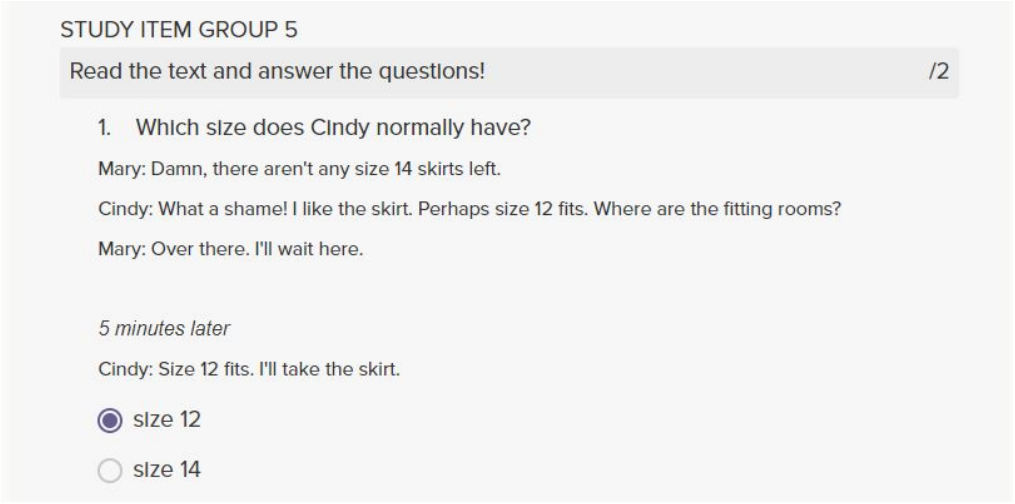

Figure 47.

Figure shows an example of an text task. There is task description and available points for the task. You can choose the different options for the right answer. The video is embedded to the exam on can will play without leaving Reactored. You can add multiple tasks that need to be answered by watching the video. In these instances, it is recommended to put the video task first (Figure 48).

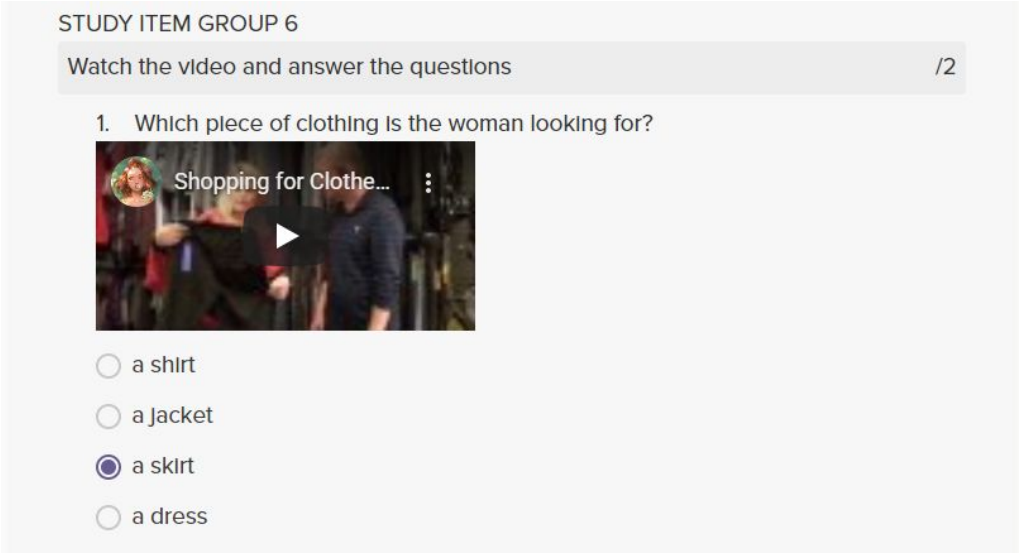

Figure 48.

Assessment tool

Assessment tool (Figure 49) gathers data on your students performance. You can see individual results of your students. Assessment tools grading scale is adjustable to suit your needs. By changing the minimum percentage level you can easily see the progress overview for the whole group at once.

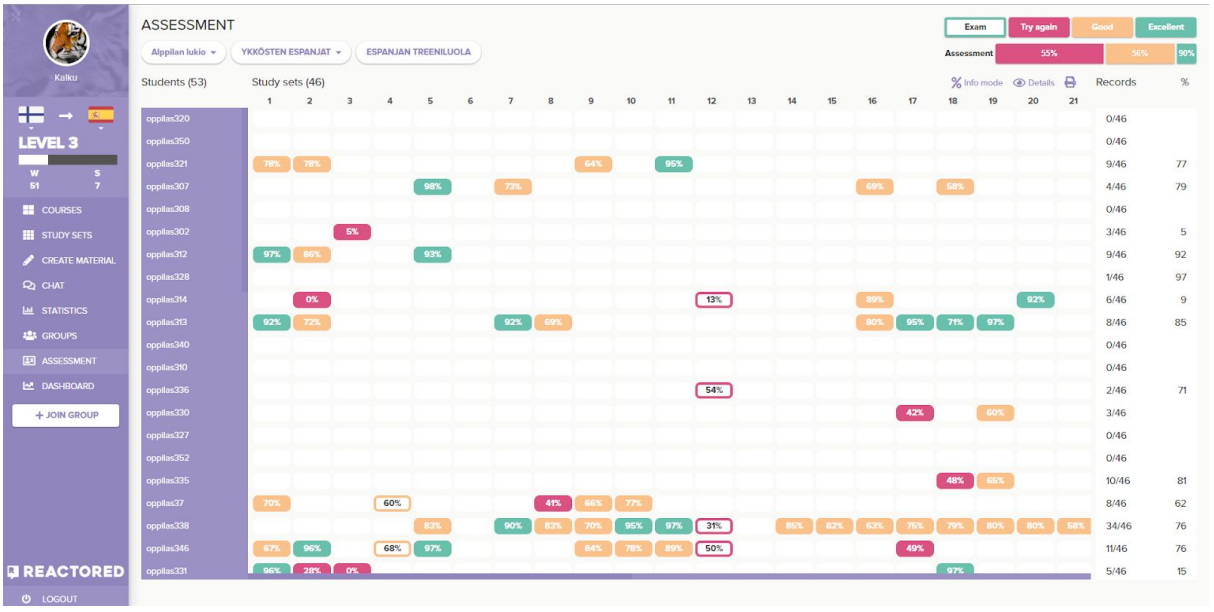

Figure 49.

Skill level adjustment

By adjusting the skill level switch (Figure 50.) you can get a profound understanding of the overall learning outcomes and results of the group.

Figure 50.

Information

In the assessment tool you can browse students learning methods and repetition times. Individual result percent per study set is shown inside the boxes when the details are visible and info mode is turned on. Exams are showed as outlined boxes.

Figure 51.

Study set overview

To see a full overview (Figure 52.) from an individual study set outcome click the “study set box”. In this overview you can browse task by task the learning outcomes of a student.

Figure 52.

Evaluating an exam

Evaluating an exam with Reactored lets you save time with the help of self learning AI-powered evaluating tool that scores given answers based on example answers and previous scoring of any new type of answer.

Exam evaluation view comprises of following things (Figure 26). On top of the page there are purple little blocks that represent the amount of tasks within an exam. There you can choose which task to evaluate. **NB!** The blocks and windows color are determined by teachers current user settings.

Below that are simple task description and the actual task. On purple bar there is the example answer which is followed by the students answer. Then you can score the answer by giving points on how close the answer was to accepted answers. In the example student got half a point for not using the right article.

You can press the **info (i)** symbol to see scoring basis for any given task. Teacher can add different versions of answers and score them. Whenever teacher scores a new type of answer, it gets added to the pool of different answers. This speeds up the evaluation process tremendously as the most common mistakes are usually the same.

When all the tasks are evaluated, the exam is ready to be returned for students to see how well did they perform. Teacher can print individual students exam on the **assessment tool**. (Figure 53.)

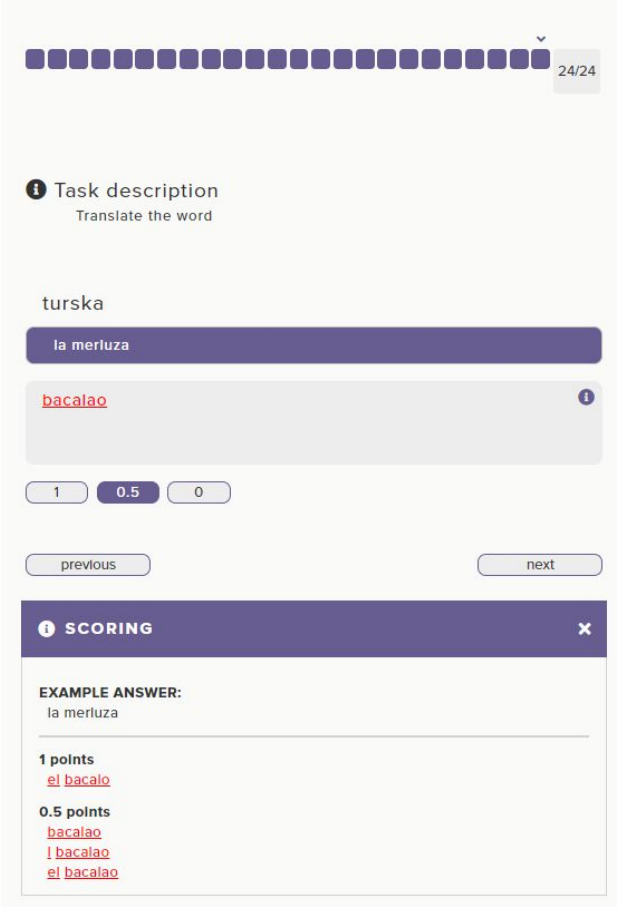

Figure 53.

Here is an example (Figure 54.) of evaluated exam. Below the basic information student can view performance on exam task by task. Exam shows if answers are correct, partially correct or wrong. The magnifying glass icon shows to student that teacher has evaluated the answer manually.

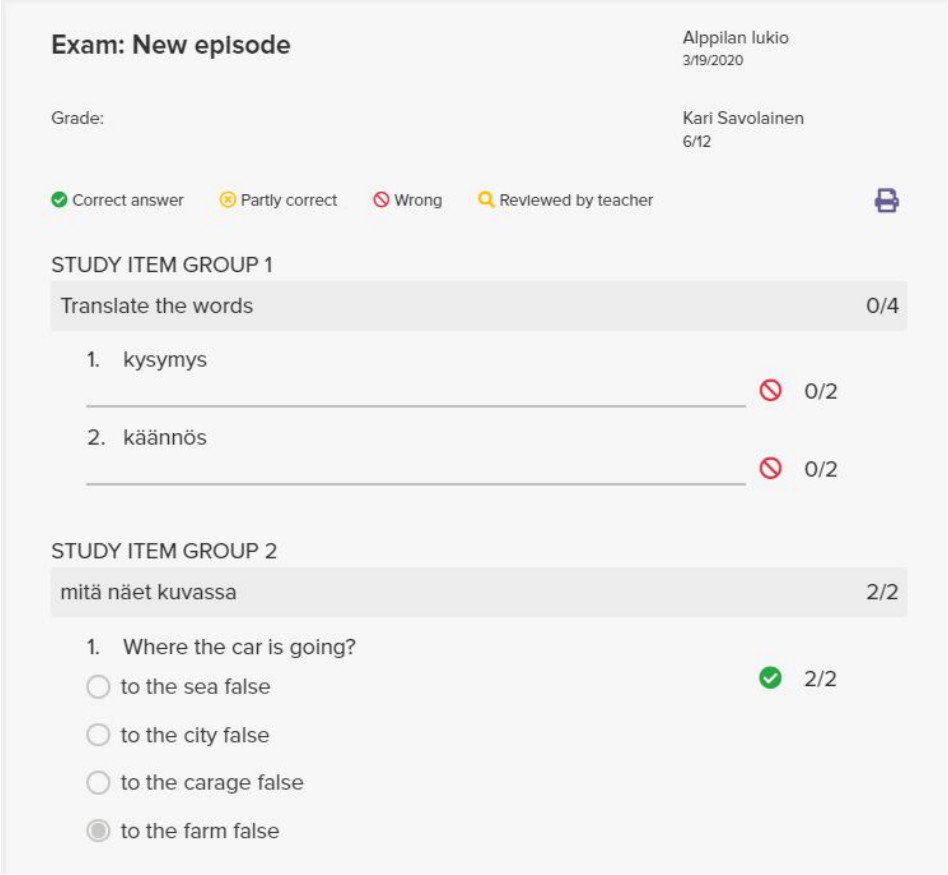

Figure 54.

How to start using Reactored as a student

After student signs in, they can start studying straight from the ready-made materials, or search particular study set with the search tool. Just select the desired language pair from the drop-down menu as it i's important to note that the courses and study sets shown, are determined by chosen language pair. (*Figure 55*).

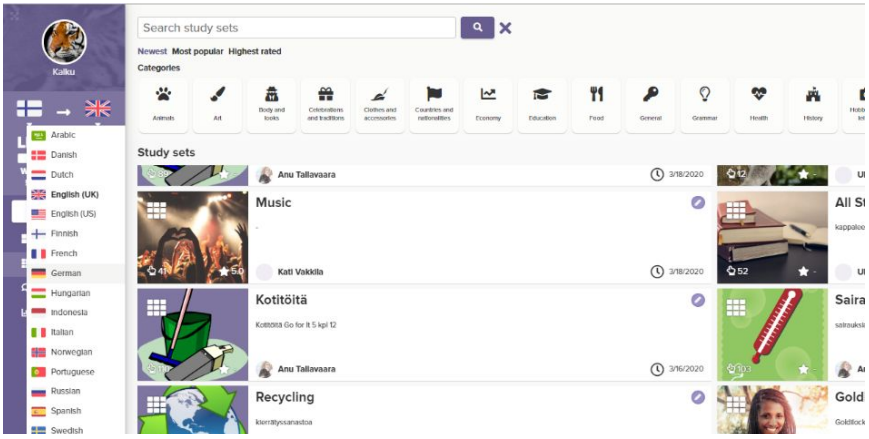

Figure 55.

Start studying with your teachers materials by going to the **"course"** -section on the left side of the software. To be able to do this, students have to join to the organization first. To do this Click **+Join group** button, and then enter the **group's code** that is provided by teacher. (Figure 56.)

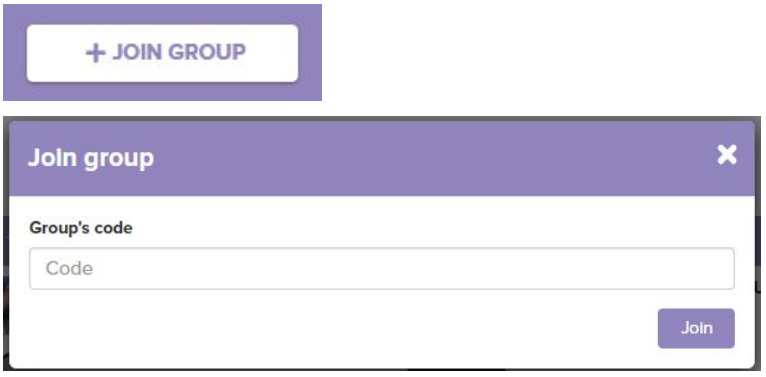

Figure 56.

After student have chosen preferred study set They can adjust the learning style with the slider. By rolling the slider towards the jigsaw puzzle icon you are choosing learning style that leans more towards choosing the right answer with visual and vocal inputs. With the pen icon, answers are given mainly by writing. (Figure 57)

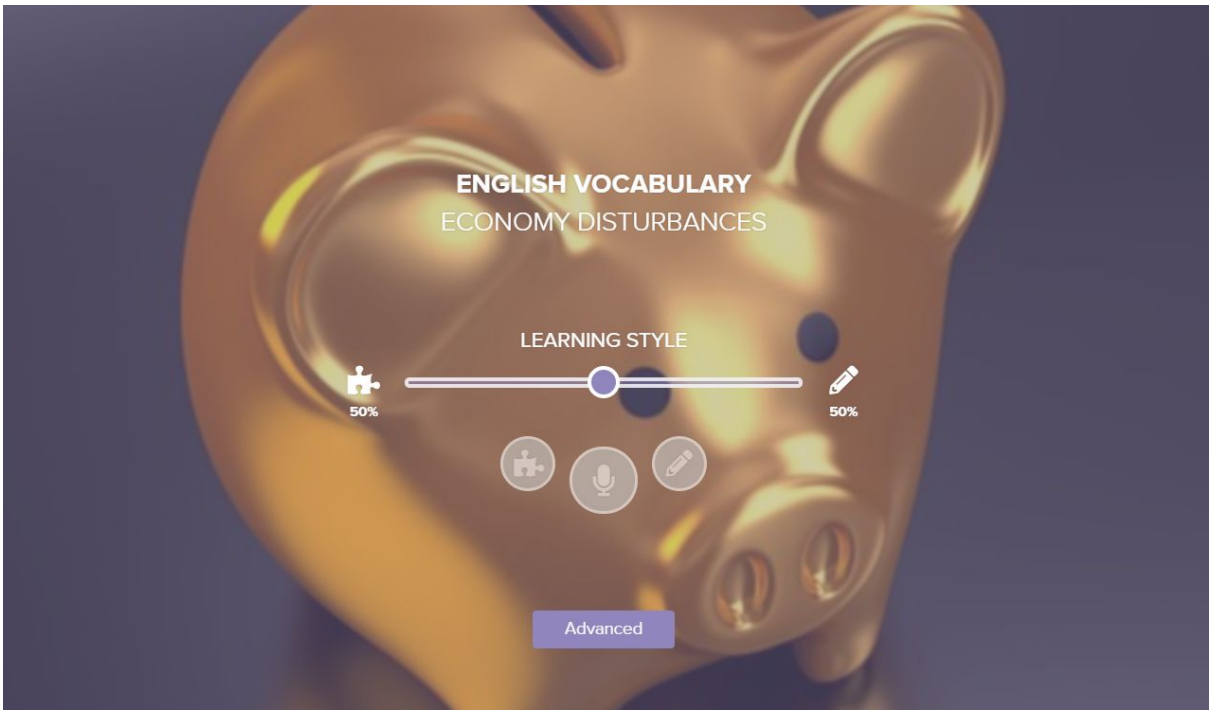

Figure 57.