DynEd Pro Certification

Getting Started with Existing Students

Step 1

Establishing a Goal and a Plan

- **Define your institution's fluency goal/s.** What level of English do your students need in order to fulfil their personal goals? Are your students hoping to do well on their university entrance exam? Or do they want to get a job in an international company? Or are they hoping to get accepted by a high-end international university. Once you have set your goal, your DynEd representative can help you design a program that will get ALL your students to their desired level of fluency.

- **Define your Certificate Plan.** The first step toward your goal is to choose a Certification Plan. For middle and high school   students, and perhaps some pre-university Bridge or Foundation program, the Academic Certification Plan is best.
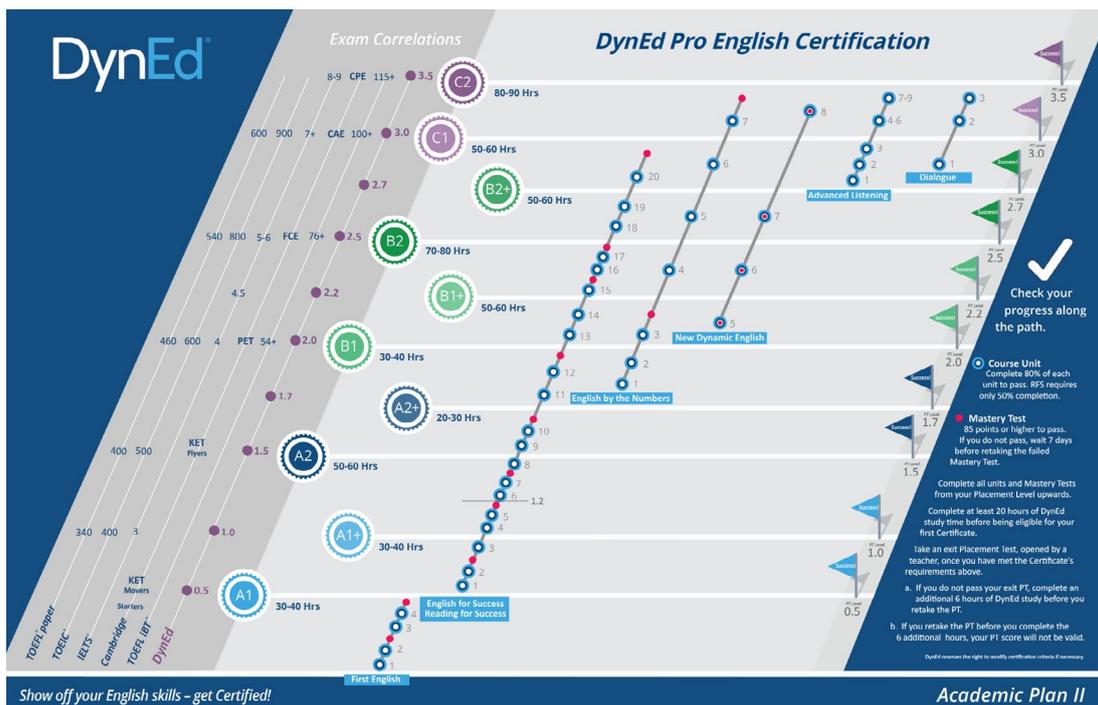
The **Professional Certification Plan** is usually the best option for university students and adults in general.
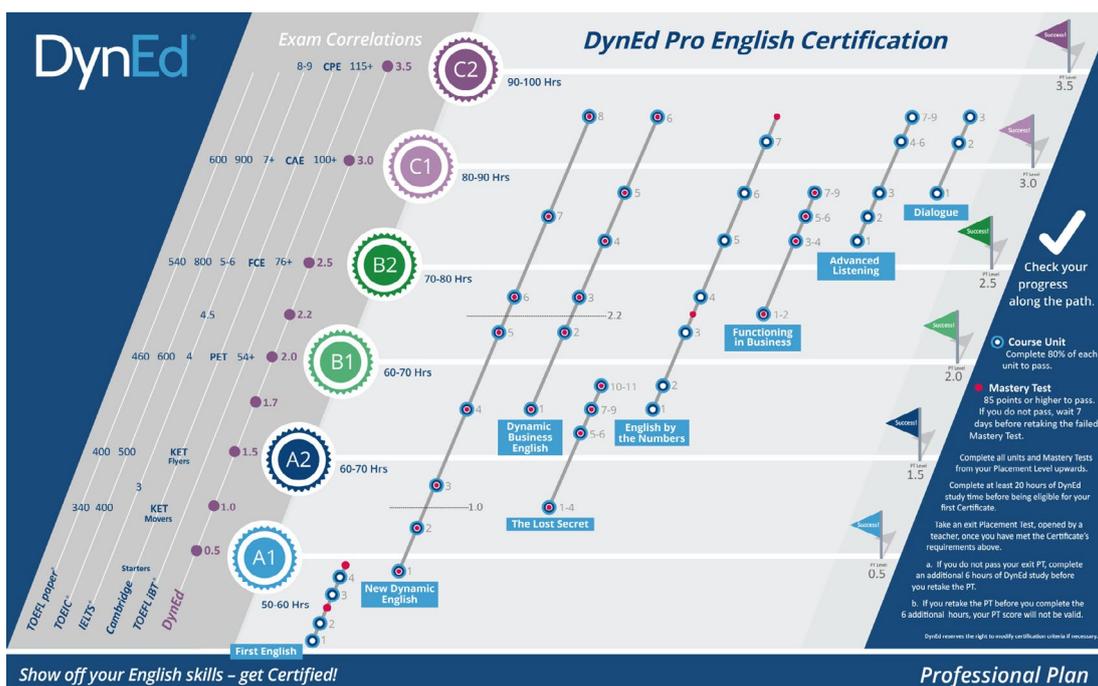
Once you decide on your plan, please contact your DynEd Representative to help set it up for you .

Step 2
Configuring Your Certification Classes

There can only be one Plan assigned to a Group in the Records Manager. If you have students who need different Plans, they should be in separate groups. Once each Group has been set up with your chosen Plan, you can add your classes.

New class defaults should be left as they are; i.e., with the Path Manager "On," the Placement and Study Path managers checked (√), the Progress Manager OFF (no check), and with Prescriptive Study left ON on the Student's tab.
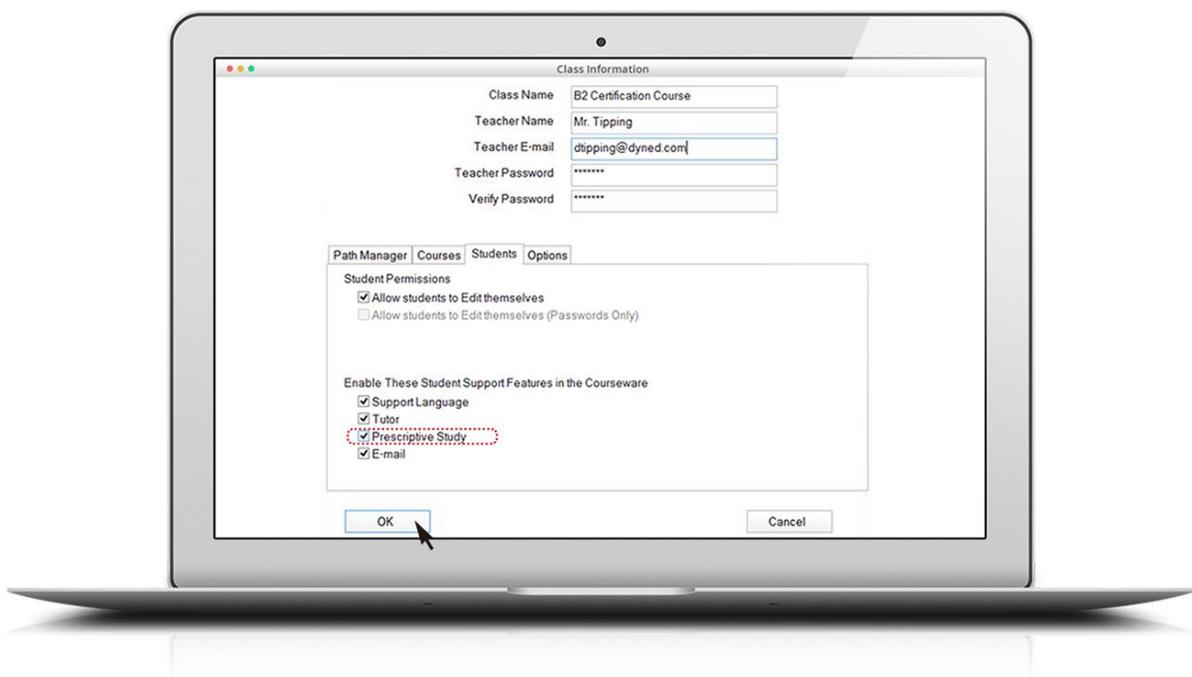
When a Certification Plan is Activated for a class, all of the associated courses (such as *First English*, *New Dynamic English*, etc.,) will be automatically available on the relevant Certification course menu screens. The individual courses do NOT need to also be Activated. If, however, there are additional courses beyond those included in the Certification Plan that you have chosen that you would like your students to be able to access, such as perhaps *Clear Speech Works*, or the *DynEd Classics*, or *Hospitality English*, you should discuss this with your DynEd Representative.
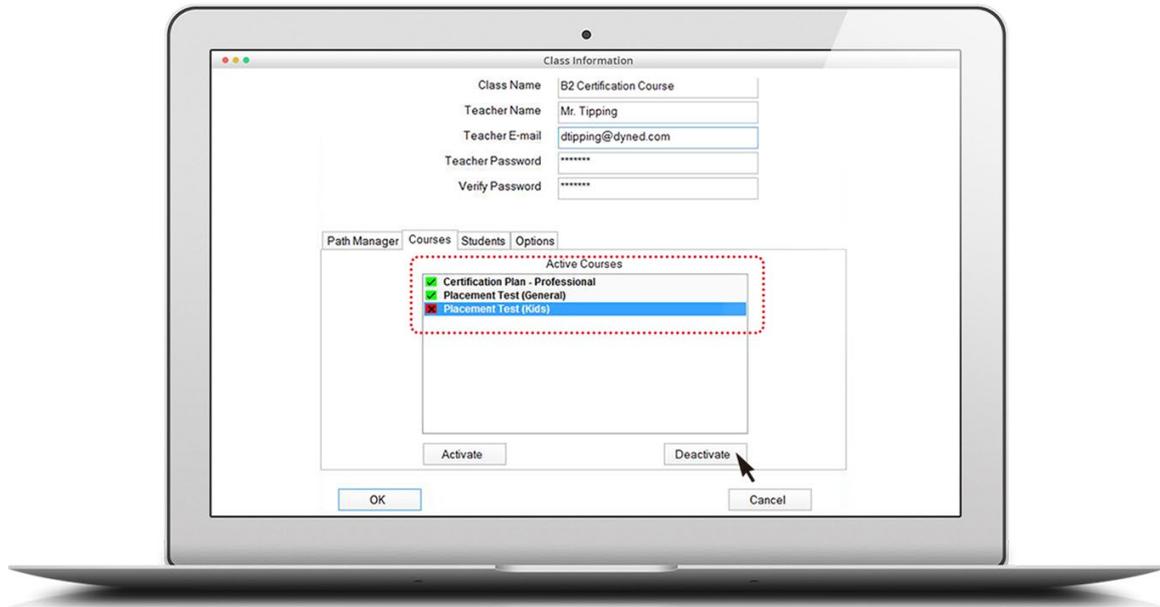
Don't forget to Deactivate your Kids Placement Test.

Step 3
Establishing a Goal (Existing Students)

All previous study by existing students is counted and will automatically be credited toward the students' Certification goals. When a Certification Plan is activated for a class, existing students may see that their new study records indicate that they are active in more than one Certification level, as can be seen in the following screen shot .
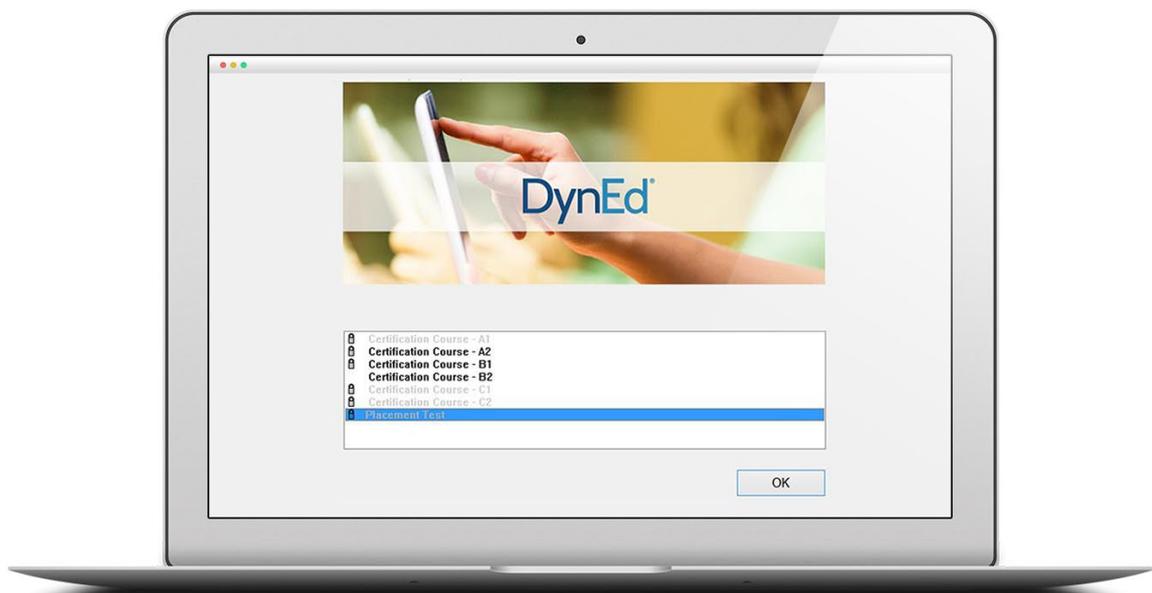
If the student clicks on any of these, they will see how much of each Certificate they have completed and what they yet need to do to earn that Certificate. In the following case, if the student clicks on **Certification Course—A2**, the menu for that Certification Level will appear showing the units and Mastery Tests that correspond to the A2 Certificate. As can be seen, this student has in fact completed all the A2 Unit & Mastery Test requirements. To get an A2 Certificate, the student now just needs to take the final Exit Placement Test. To make this possible, the teacher can unlock the test in the Records Manager as usual. Alternatively, to identify ALL students who are ready to take their Exit PTs and to open the PTs for these students all at once, the teacher should use the Certification Manager.
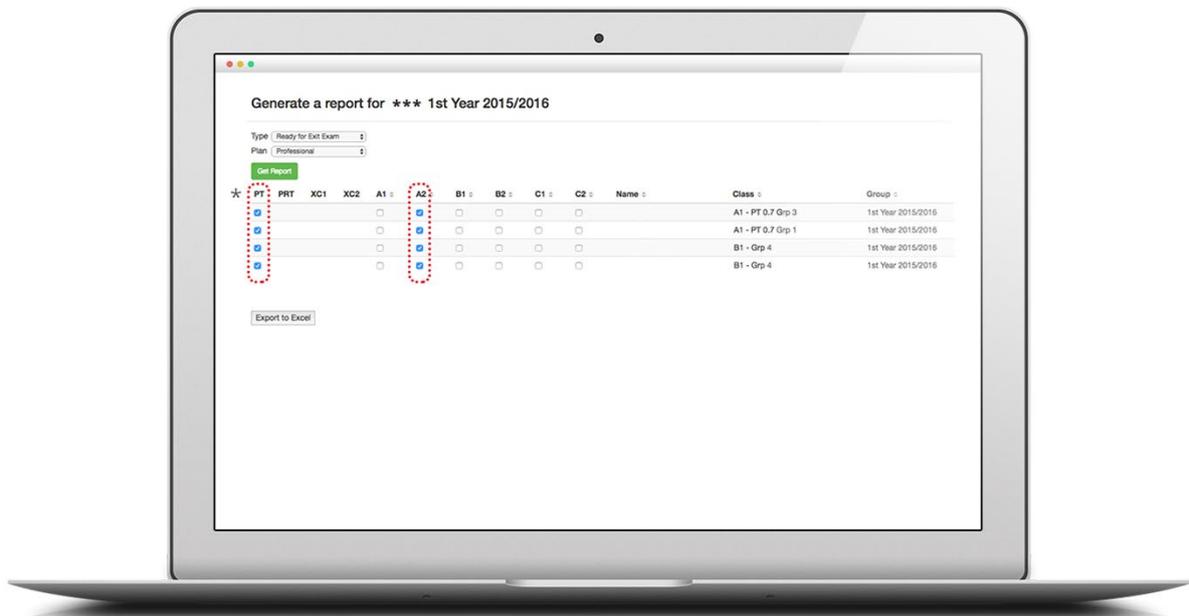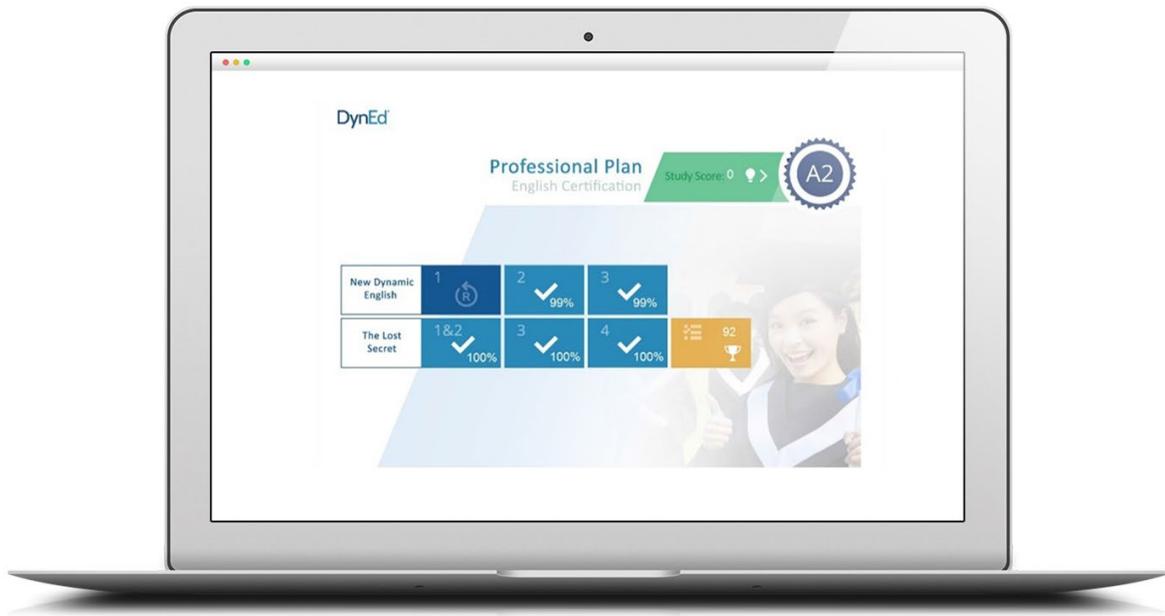
*Checking the PT box automatically unlocks the Placement Test for that student. The student will NOT be notified automatically, so the teacher should remind the student to take the test. All Exit PT tests should be formally proctored   i.e., taken in the presence of a teacher or tutor.

By clicking on Certification Course B1, the student will see that he or she has already completed some of the required units and passed one Mastery Test, but additional work in *The Lost Secret*, *English by the Numbers*, and *Dynamic Business English* is still required. The B2 screen shows that the student has also completed some of the coursework required for a B2 Certificate. At this point, the student has a choice. He/she may choose to complete either B1 or B2. Our general recommendation would be that they complete their lower level Certificate program first (i.e., B1), before going on to finish B2, so that they can build the strongest possible foundation for their later study.

Step 4
Monitoring Students' Certification Progress

The Certification Manager allows you, your administrators, and your teachers to monitor important Certification milestones. To access it, log in to the DynEd Certification Manager at https://dyned.com/us/content/cm . The Certification Manager conveniently shows — on a single screen — all of the following information for each DynEd Certification student in your group:

a. which students have completed the required coursework and just need to pass their Exit Exam to qualify for a Certificate
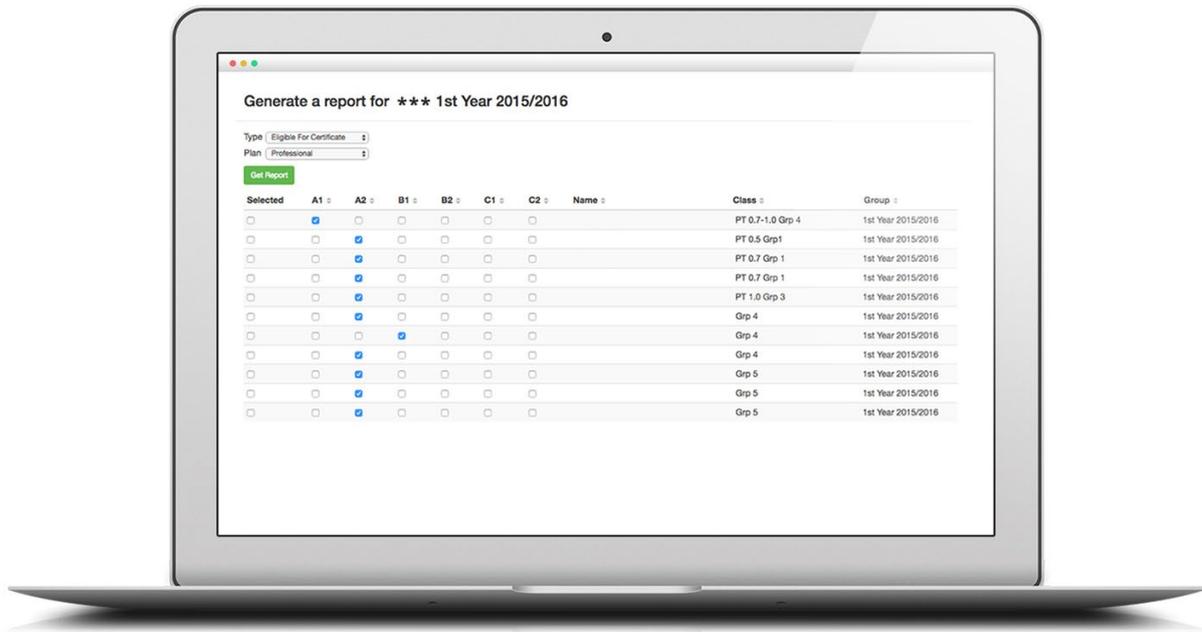
b. which students have passed their Exit Placement Test at the required level and have thereby succeeded in earning a Certificate

c. all of the Certificate levels each student has earned.
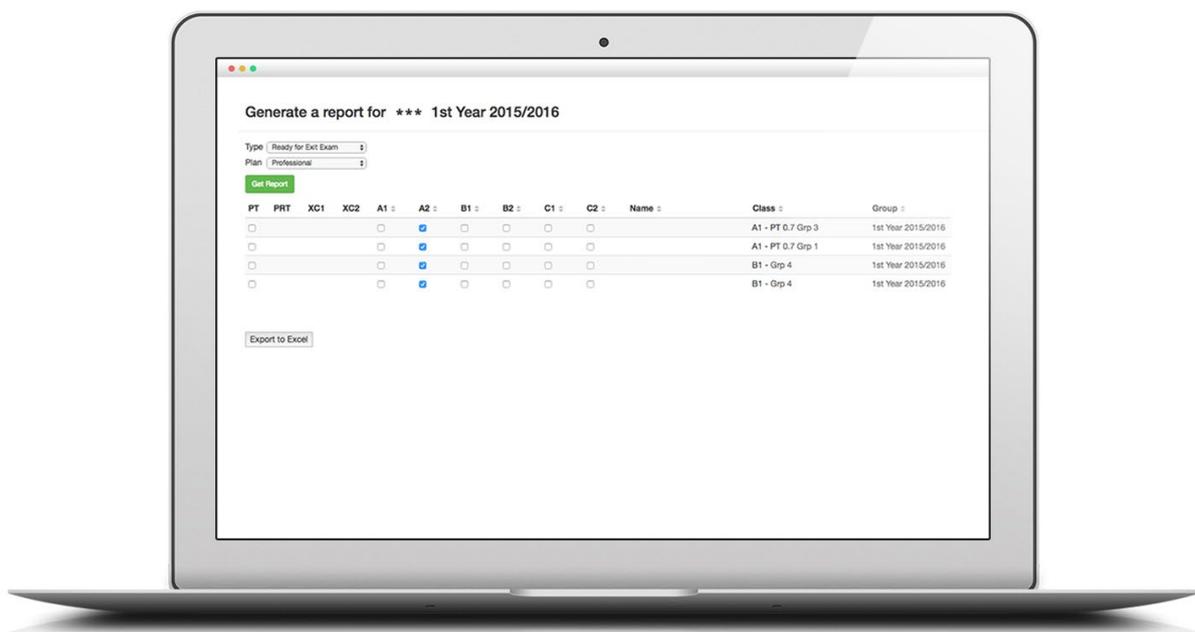
DynEd's New Goal-based Certification Menus

These menus help students assess their progress toward their Certification goals by clearly showing them which courses and units have been completed, and which still need to be studied or reviewed further.
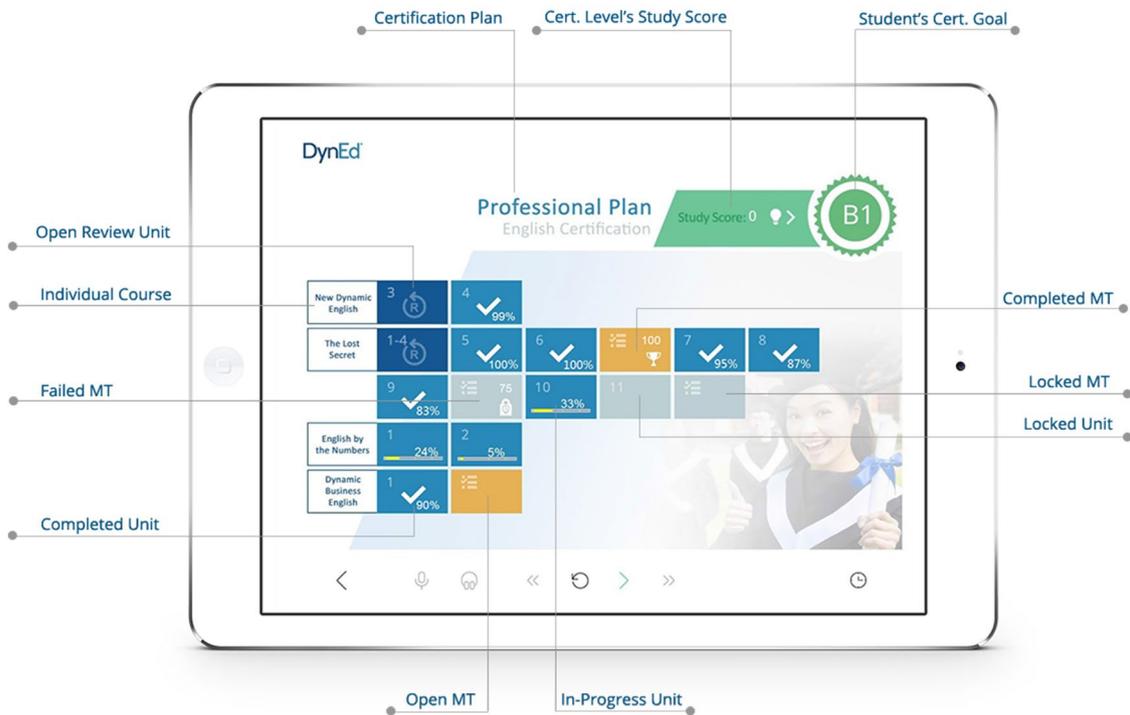
DynEd Certificates

PDF copies of your students' Certificates will be emailed to you for printing and distribution to your students.

MyDynEd App Certification Tile

The new MyDynEd App includes a new Certification tile designed to help students know where they are on their Path to Certification.
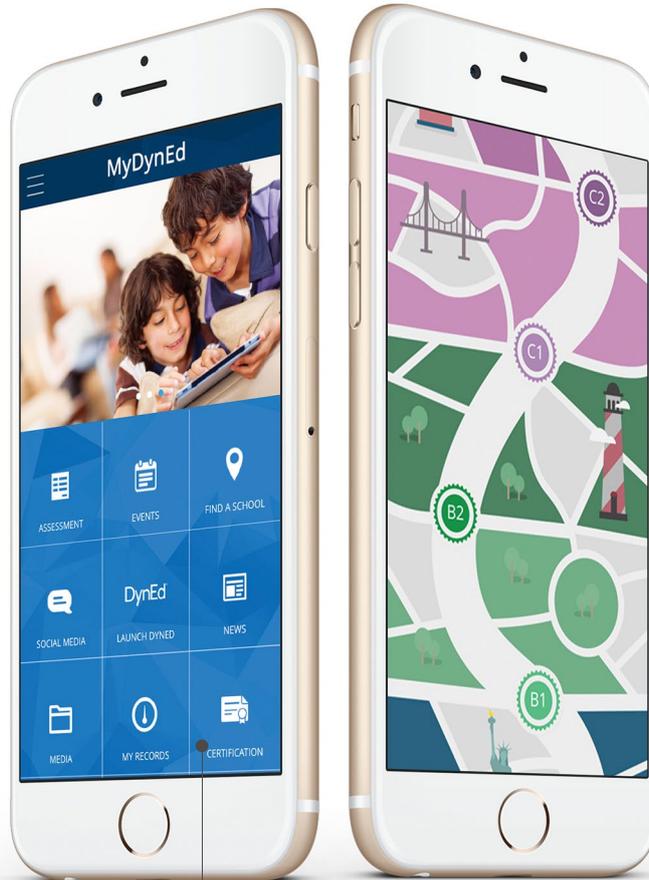
Track your Progress
towards your Certification goals

Scan here to download MyDynEd App :

Scan here for iOS systems

Scan here for Android systems