

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 (\checkmark), the Progress Manager OFF (no check), and with Prescriptive Study left ON on the Student's tab.

Class Name B2 Certification Course Teacher Name Mr. Tipping Teacher Fanai dipping@dyned.com Teacher Password ****** Verify Password ****** Path Manager (Con) Placement Manager (On) Placement Manager Study Path Manager Orgoges Manager Cost Mastery Tests After Use Options for Tests Cock All Lessons for NEW Students Cock All Mastery Tests After Use Options for Tests Dok All Advor-Nelock Mastery Tests After Students Attain 80% Complete T @ Auto-Relock Mastery Tests (under 85) After 7 Days	• • •	lass Information
Teacher Name Mr. Tipping Teacher F-mail dipping@dyned.com Teacher Password	Class Name	B2 Certification Course
Teacher E-mail dipping@dyned.com Teacher Password ******* Verify Password ******* Path Manager Courses Students Options Path Manager (On) Platement Manager Study Path Manager Progress Manager Progress Manager Progress Manager Cock All Lessons for NEW Students Cock All Lessons for NEW Students Clock All Lessons for TeXE Students Auto-Relock Mastery Tests After Use Options for Tests B0 Quato-Relock Mastery Tests (under 56) After 7 Days Pays	Teacher Name	Mr. Tipping
Teacher Password Verify Password Path Manager Ourses Students Options Path Manager (On) Yeacement Manager Sudy Path Manager Progress Manager Pogress Manager Pogress Manager Yeath Manager (Of) Xeck All Lessons for NEW Students Lock All Lessons for NEW Students Auto-Relock Mastery Tests After Use Options for Tests 80 Quoto-Unlock Mastery Tests (under 85) After 7 Days	Teacher E-mail	dtipping@dyned.com
Verify Password Path Manager Courses Students Options	Teacher Password	
Path Manager Courses Students Options	Verify Password	
	Study Path Manager Progress Manager Orath Manager(Off) di Lock All Lessons for NEW Students Lock All Lessons for NEW Students Lock All Lessons for NEW Students di Lock All Mastery Tests After Use Options for Tests 0 di Auto-Relock Mastery Tests After Use 7 di Auto-Rel-Unlock Mastery Tests (to	ants Students Attain 80% Complete Inder 85, After 7 Days

	Class News	ass Information	
	Class Name	B2 Certification Course	
	l eacher Name	Mr. Lipping	
	Teacher E-mail	dtpping@dyned.com	
	Teacher Password		
	Verify Password		
	Enable These Student Support Features in Support Language Tutor Prescriptive Study C - mail	the Courseware	
	OK	Cancel	
	7		
_			

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.

•••	Class Information
	Class Name B2 Certification Course
	Teacher Name Mr. Tipping
	Teacher E-mail dtipping@dyned.com
	Teacher Password
	Verify Password
	Path Manager Courses Students Options
	Active Courses
	Certification Plan - Professional Placement Test (General)
	Placement Test (Kids)
1000	Activate
	OK
	United and a second sec

Don't forget to Deactivate your Kids Placement Test.

Step 3 Establishing a Goal

DynEd students must start their Certification journey by taking an initial Placement Test to establish their current level of English. The first time a student logs in, only the Placement Test will appear.



Depending on the *Placement Test* score, the student will be placed in the appropriate Certification course level. This screenshot shows a student who scored between a 1.5 and 2.0 on the *Placement Test*, unlocking Certification Plan B1. This student will now work towards the B1 Certificate. Certificates are only given for levels above a student's initial Placement Test level after students have completed at least 20 hours or more of study



If you feel that the student has not been accurately tested, please have the student retake the *Placement Test* before they have studied more than 60 minutes. Retaking the Placement Test after that will not reset the student's Study Path, so it is important to have the student retake the test early. To unlock the *Placement Test*, open the class in the Records Manager, highlight the student, select the *Placement Test* (General) course in the menu at the top, click the **Edit** button, then highlight the *Practice Test* and Part 1, and click **Unlock**.

Through last study date	Placement	Test (General) 2 St	udents	2
General Placement Test Placement	cement Level				
Student Name v	First Test	First Level	Last Test	Last Level	Change
norm	23-Sep-2015	2.0			0
norm2					
NormProgressCheck	28-Mar-2009	1.2	14-May-2012	1.7	+0.5
Tamas (PT)					
<u></u>		1			
Average:		1.6		1.7	0.5
(Active Students) Average:			8		
Back Tut	or De	lete	Edit	Add	Select
Sort by: Student Name					
		_			

Student Information	Lock/Unlock Lessons For This Stude				
Student Name norm	↓ Kids Placem	ent Test			
Password •	Practice T Part 1	est d			
Verify Password •	Part 2	ement Test			
Student E-mail norm@dyned.com	n Part 1 Part 2	est in			
Student Begin Date		••••••			
Student Expiration Date					
Help in English					
Show Tutor					
Deactivate Student					
Disable Home-Study	Lunlock	Disabled lessons an			
	Lock	not unlocked by the Study Path Manager			
Cancel	OK 📓 Disable	e study rain manager			

If you have opted to include some additional, non-Certification courses, the Path Manager will control access to these according to the student's initial *Placement Test* score or their Study Level.

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

Type Eligibil Plan Profes	For Certifica	ne e							
Get Report	A1 -	42 -	B1 -	82 -	C1 -	C2 -	Name	Class	Group -
0	0	0	0	0	0	0	Hanto -	PT 0.7-1.0 Grp 4	1st Year 2015/2016
0	0	•	0	0	0	0		PT 0.5 Grp1	1st Year 2015/2016
0	0		0	0	0	0		PT 0.7 Grp 1	1st Year 2015/2016
0	0	۲	0	0	0	0		PT 0.7 Grp 1	1st Year 2015/2016
0		•						PT 1.0 Grp 3	1st Year 2015/2016
0	0	0	0	0	0	0		Grp 4	1st Year 2015/2016
0	0	0	۵	0	0	0		Grp 4	1st Year 2015/2016
0	0	•	0	0	0	0		Grp 4	1st Year 2015/2016
0	0	۵	0	0	0	0		Grp 5	1st Year 2015/2016
0	0	•	0	0	0	0		Grp 5	1st Year 2015/2016
								Grp 5	1st Year 2015/2016

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.

PT PRT XC1	XC2	A1 =	A2 ÷	B1 =	B2 =	C1 =	C2 :	Name :	Class : A1 - PT 0.7 Grp 3	Group : 1st Year 2015/2016
0		0	0	0	0	0	0		A1 - PT 0.7 Grp 1	1st Year 2015/2016
			2						B1 - Grp 4	1st Year 2015/2016

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.

