



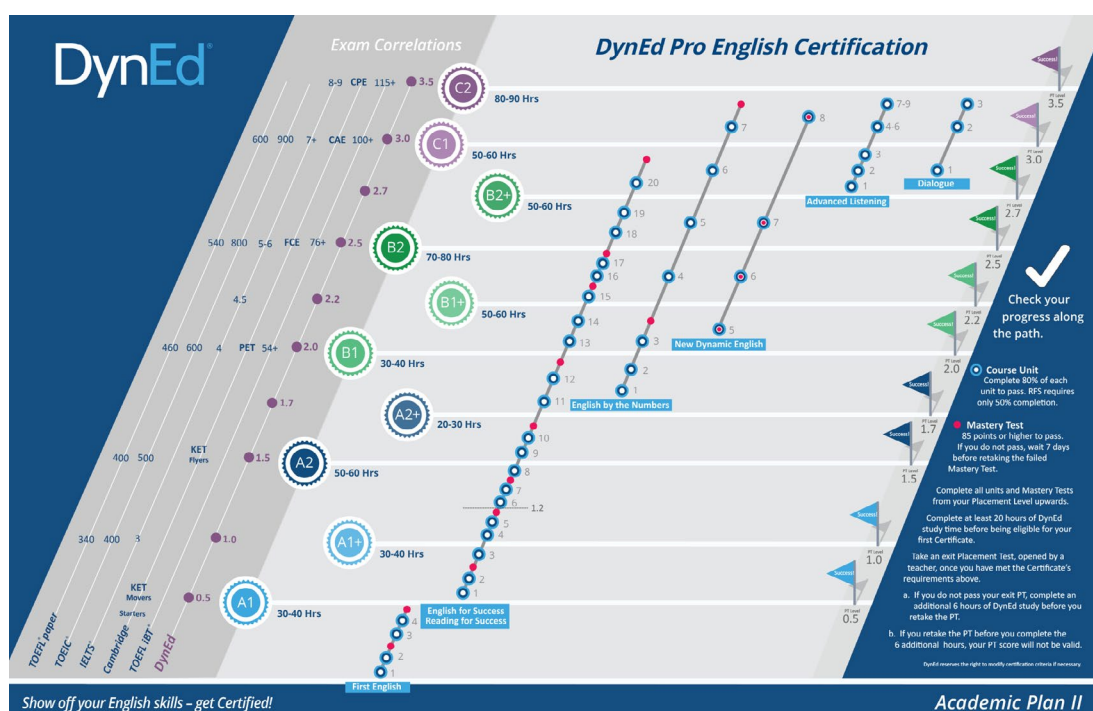
DynEd Pro Certification

Getting Started

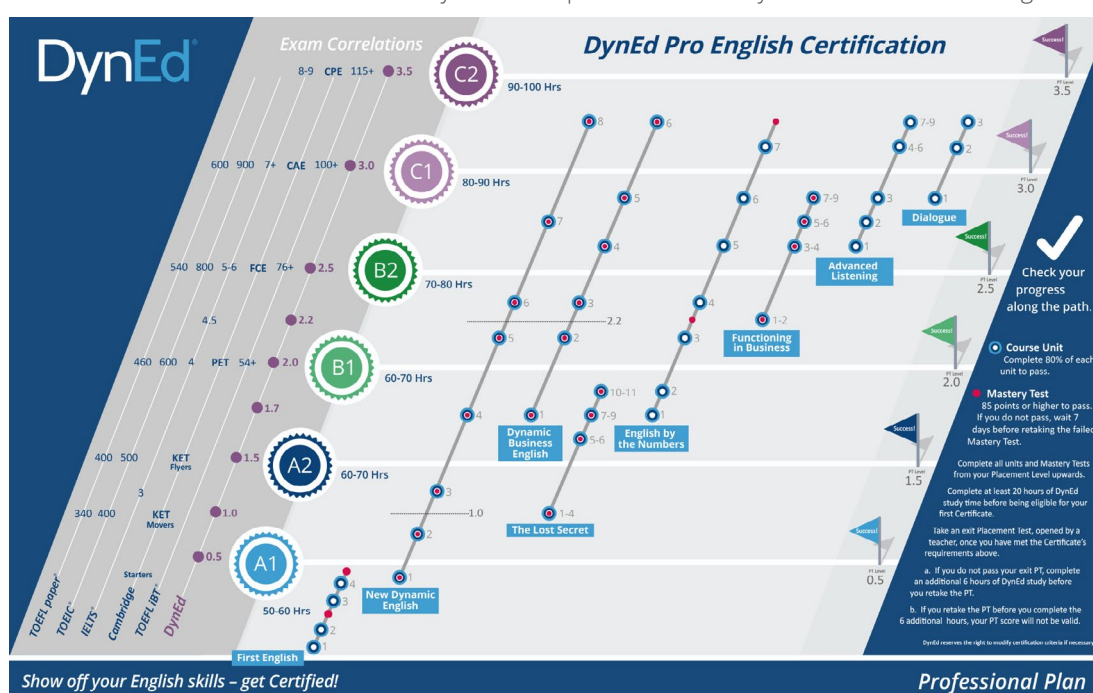
Step 1

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.



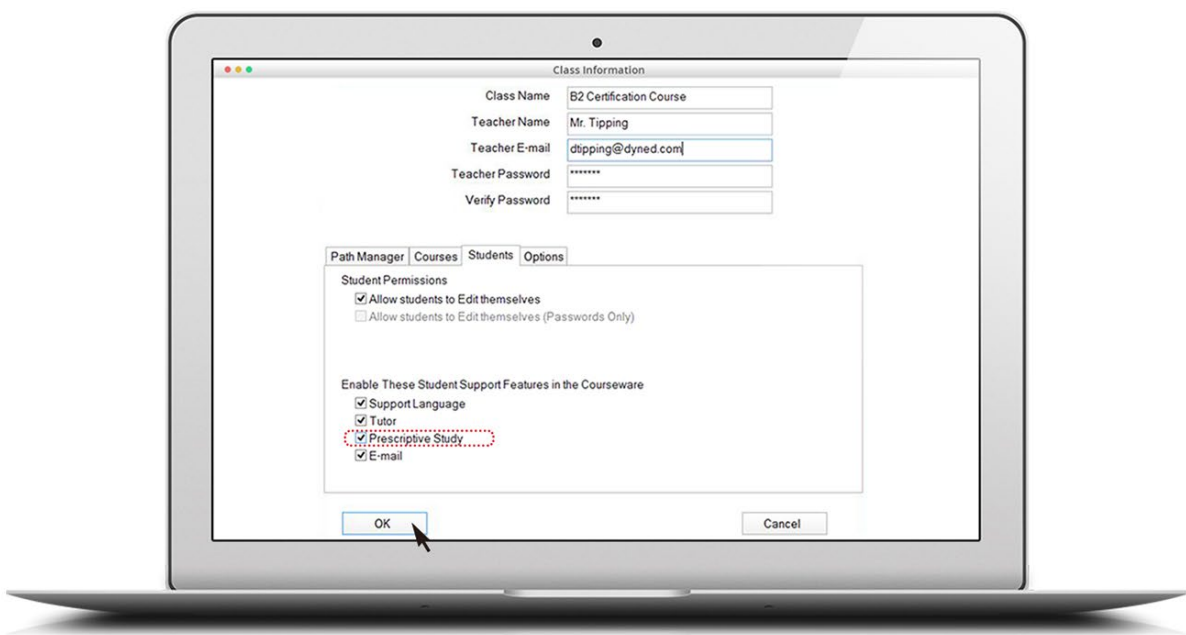
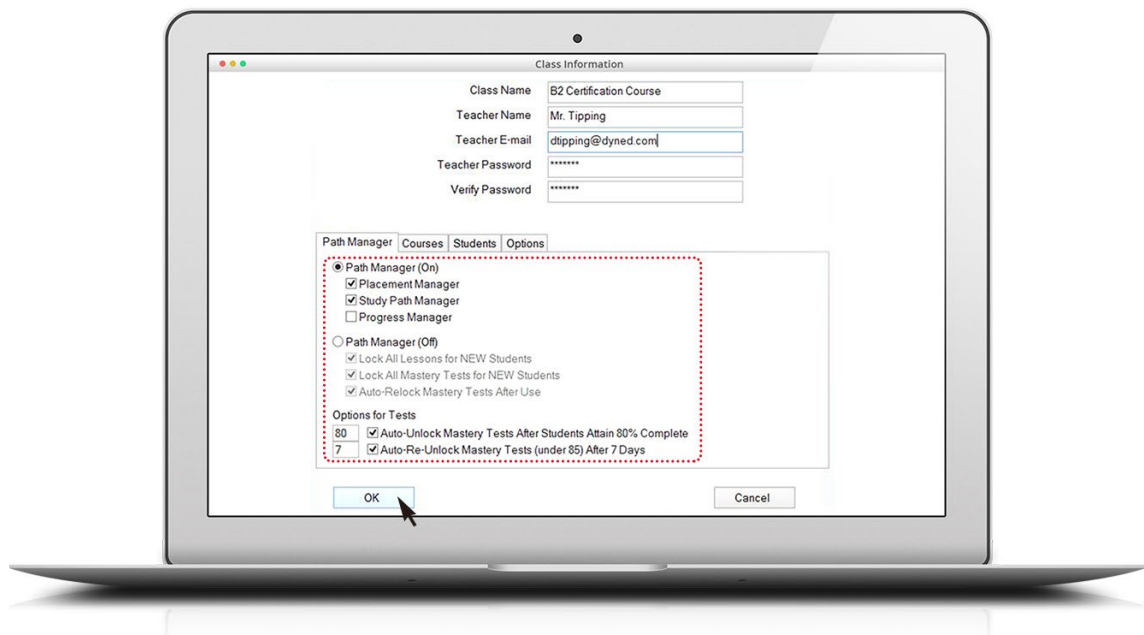
Once you decide on your plan, please contact your DynEd Representative to help set it up for you.

Step 2

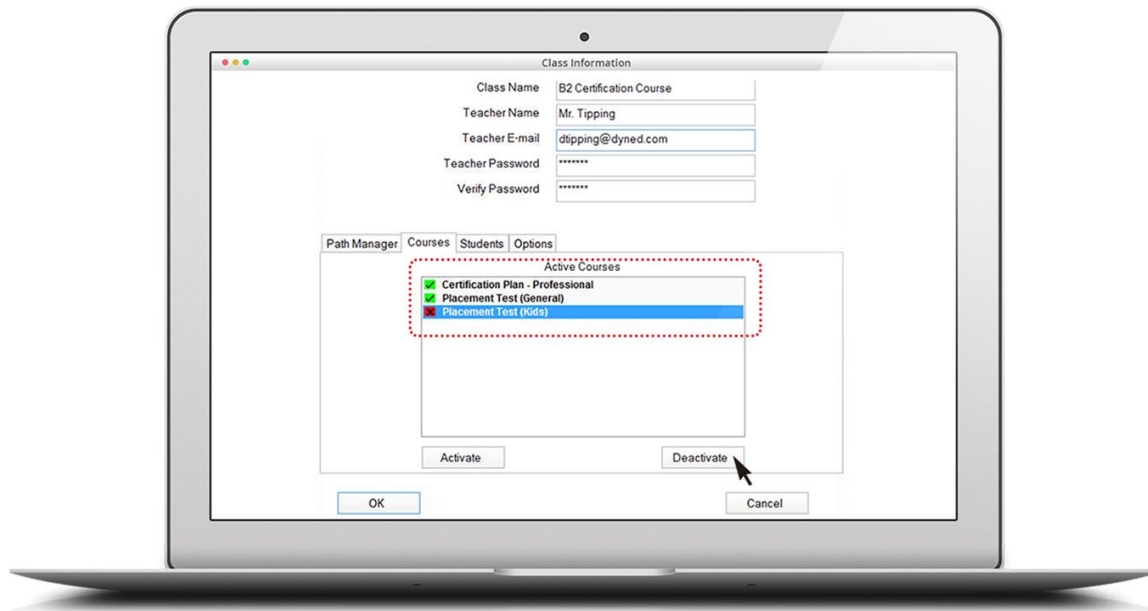
Configuring Your Certification Classes

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

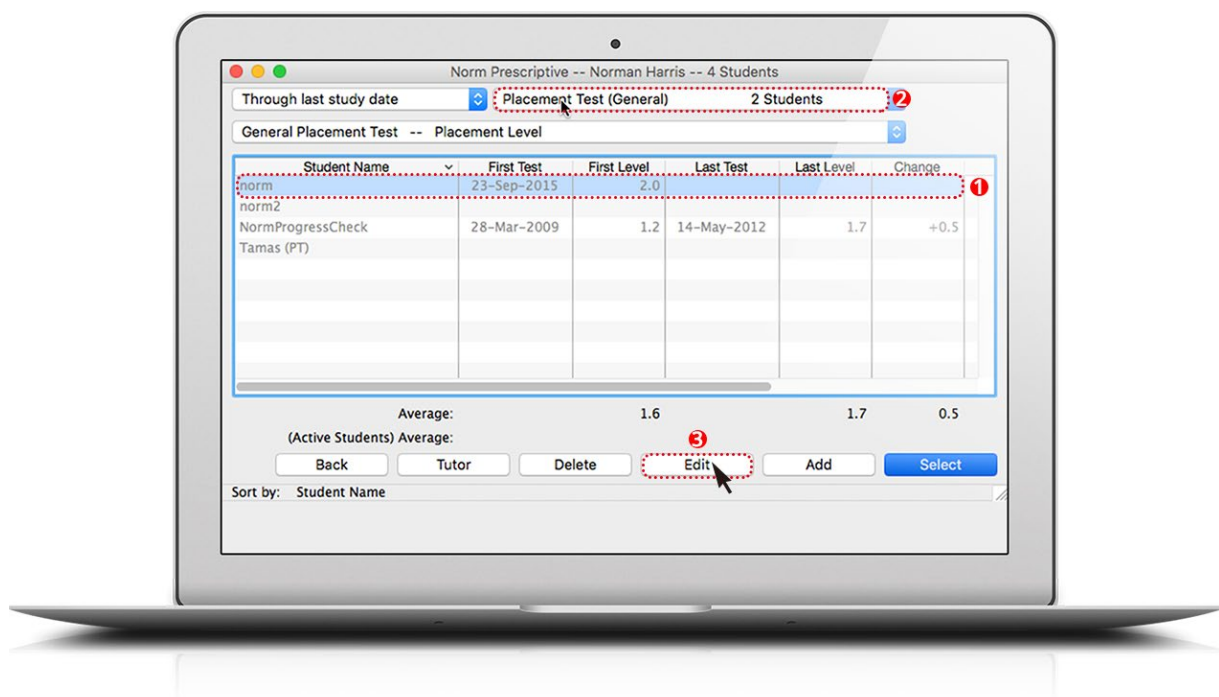
DynEd students must start their Certification journey by taking an initial Placement Test to establish their current level of English. The first time a student logs in, only the Placement Test will appear.

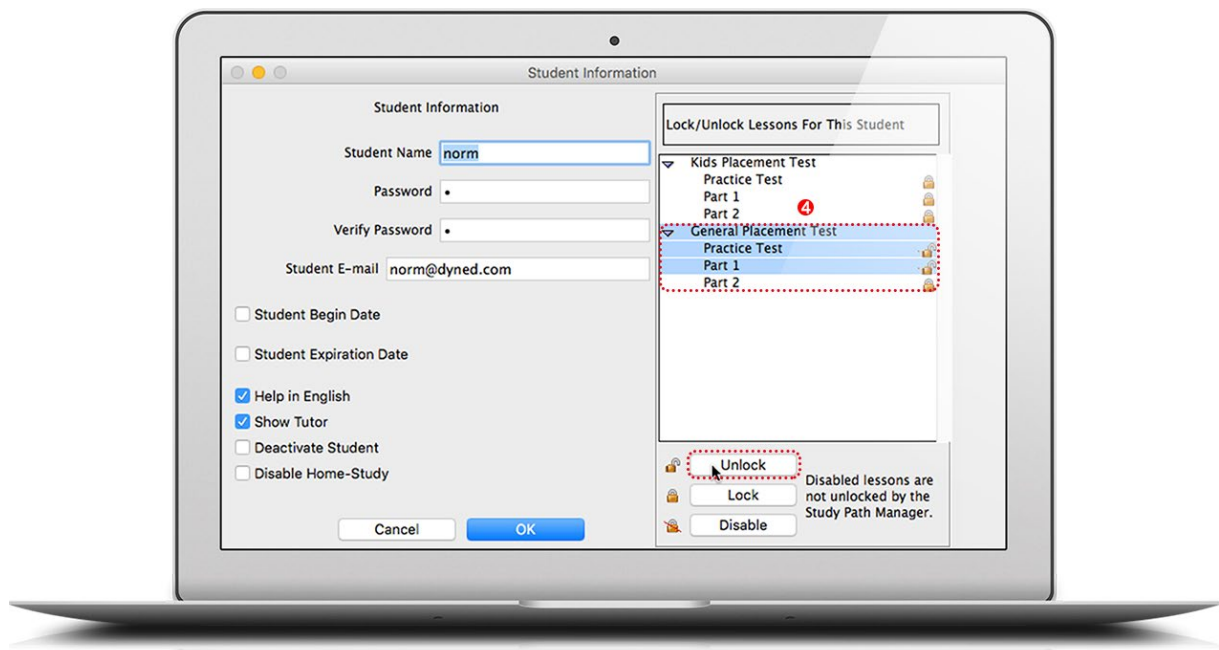


Depending on the *Placement Test* score, the student will be placed in the appropriate Certification course level. This screenshot shows a student who scored between a 1.5 and 2.0 on the *Placement Test*, unlocking Certification Plan B1. This student will now work towards the B1 Certificate. Certificates 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**.





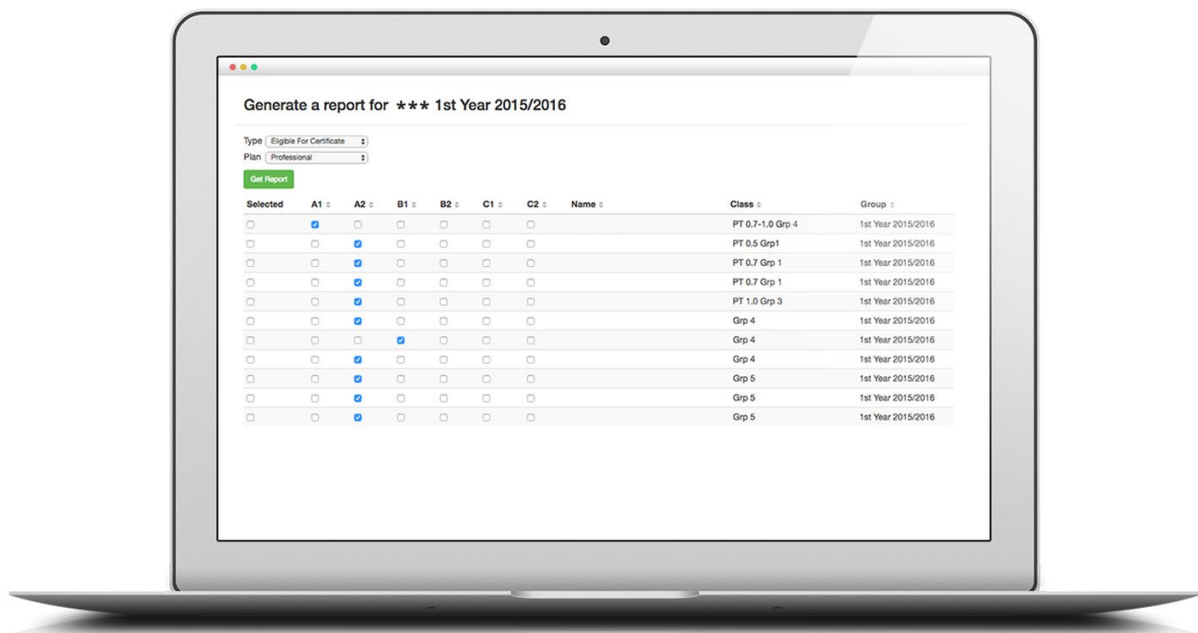
If you have opted to include some additional, non-Certification courses, the Path Manager will control access to these according to the student's initial *Placement Test* score or their Study Level.

Step 4

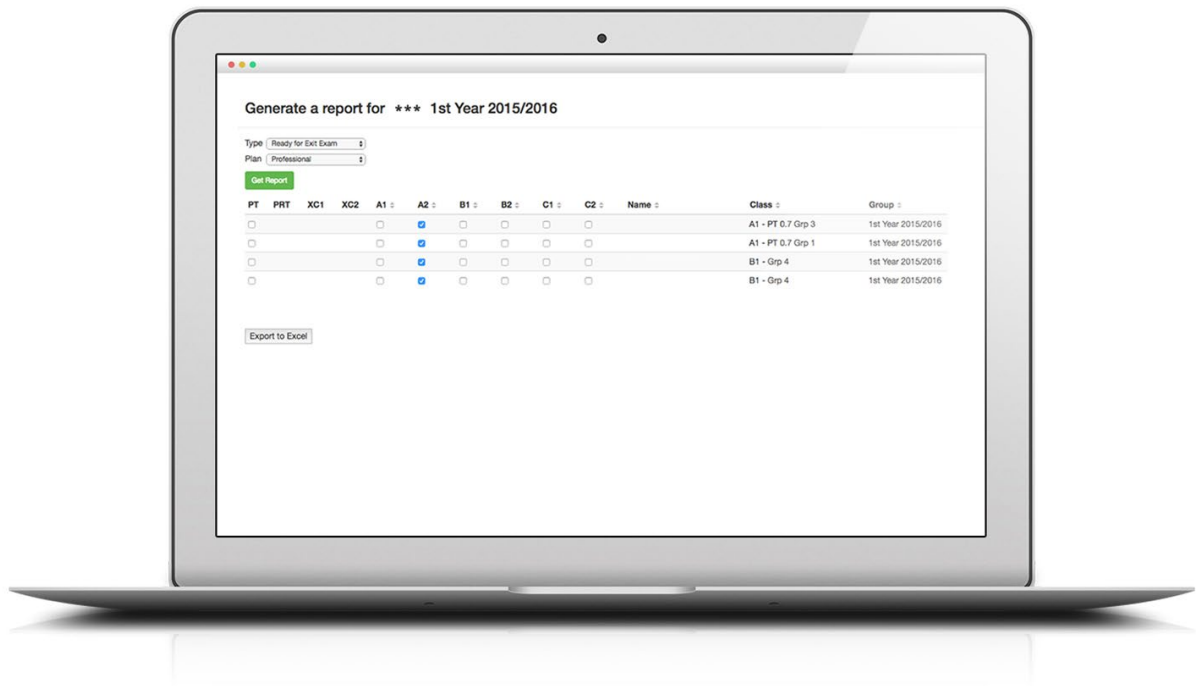
Monitoring Students' Certification Progress

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:

- which students have completed the required coursework and just need to pass their Exit Exam to qualify for a Certificate

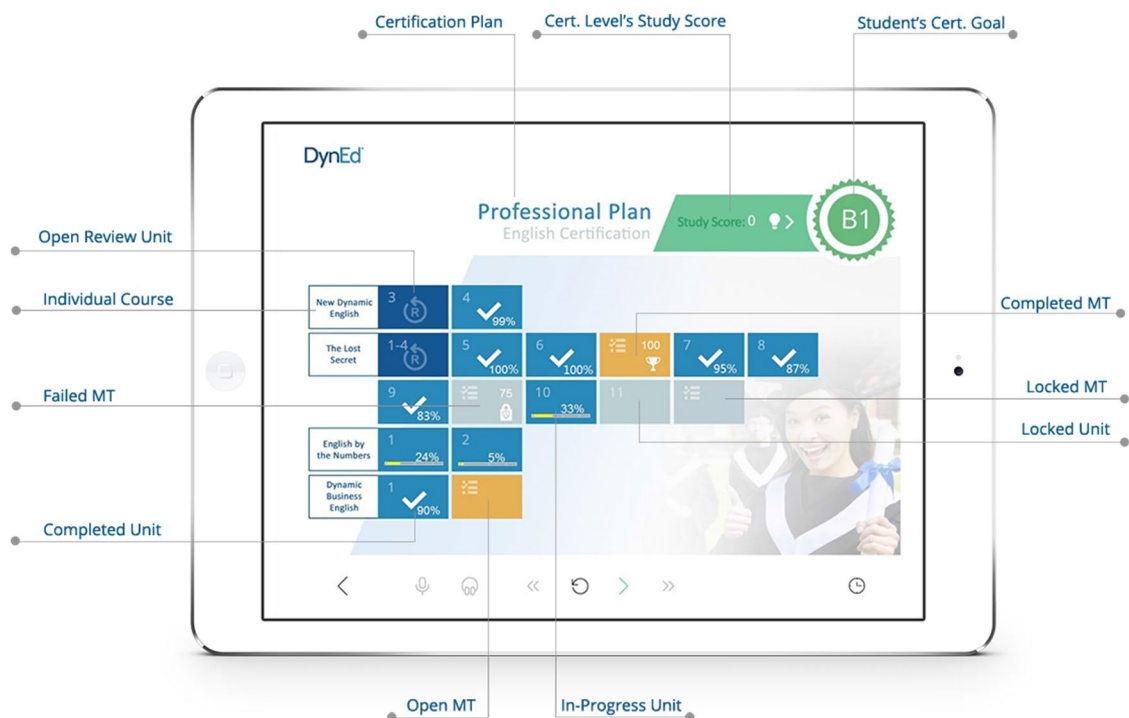


- b. which students have passed their Exit Placement Test at the required level and have thereby succeeded in earning a Certificate
- c. all of the Certificate levels each student has earned.



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