ORELL TALK HELP MANUAL

Orell talk is the most advanced and ultimate new gen version of Language Lab. Once you complete the configuration, you will be able to view the home screen of Orell Talk like this.

You can get the login for:

• Admin	• Teacher
• Student	• Parent
• Manager	

ADMIN DASHBOARD

Enter the user credentials to login as ADMIN, All the features available for the teachers are also facilitated to the admin as well.   has the access to create the ID for student, teacher, parent and manager. If the admin wants to make new changes to the existing functioning that can be done using the SETTINGS tab.
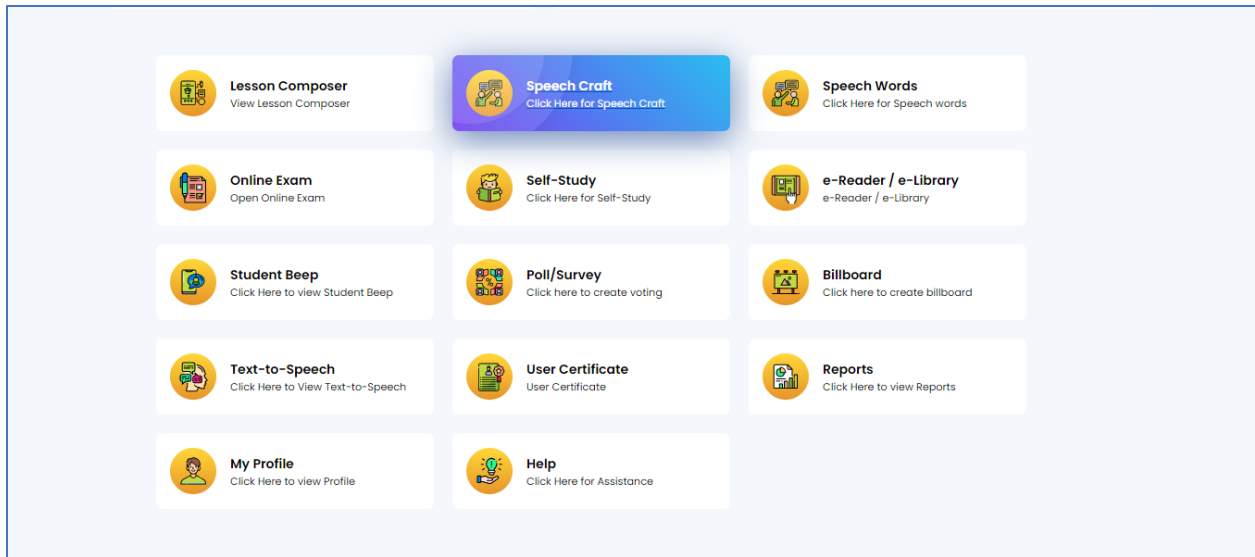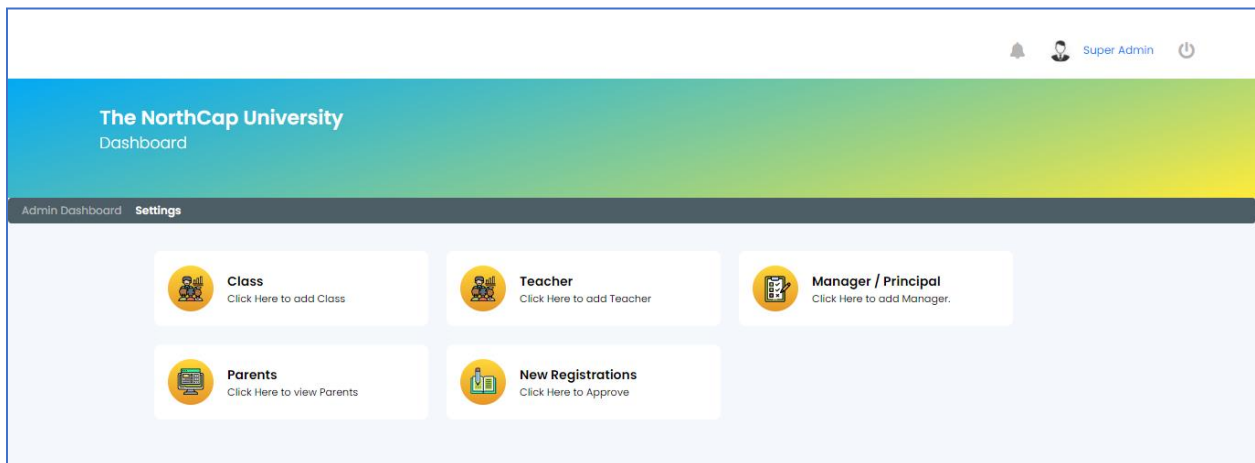
Features of ADMIN DASHBOARD

- Settings
- Classroom
- Upload materials
- Assignments
- Homework
- Lesson composer
- Speech-craft
- Online exam
- Self-study
- E-Reader/E-Library
- Student beep
- Poll/survey
- Billboard
- User certificates
- Reports
- My profile
- Help
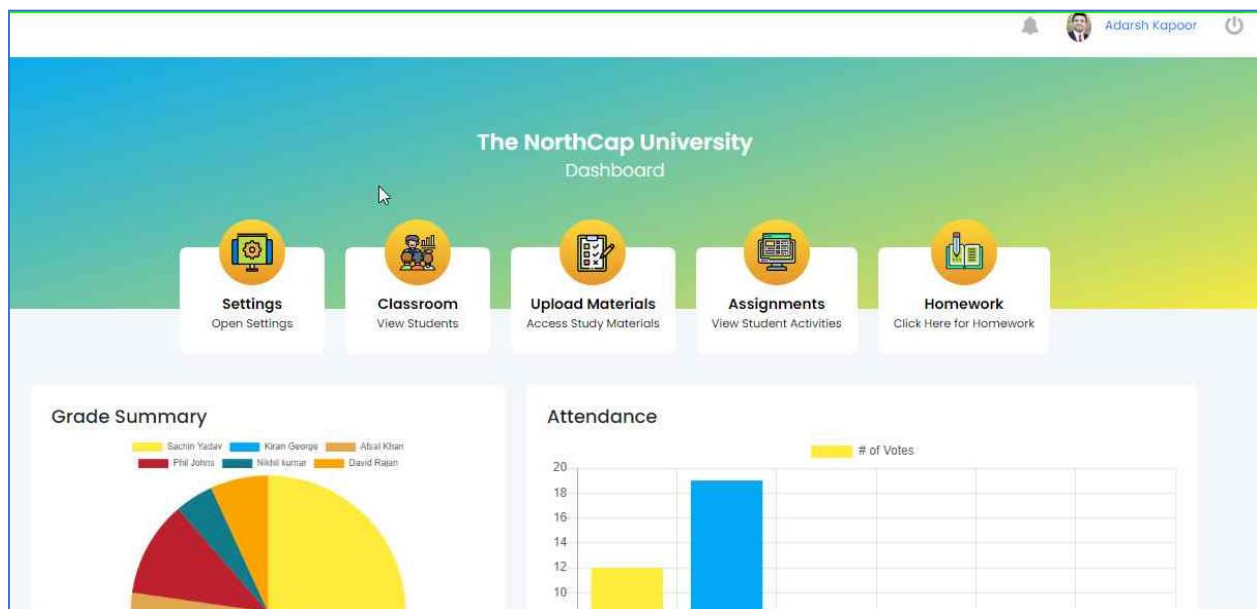
1. SETTINGS

- Using the settings, Admin can create the User ID and password for
  - students
  - teachers
  - parents
  - managers

I. CLASS

- The class tab helps the admin to create the class and add the students into the respective class.

- After creating the class, click on the name of the class. Then there will be window with Bulk upload and Create on the top right corner.
- By selecting on the CREATE option we can add student one by one.

- On selecting the BULK UPLOAD, demo EXCEL file will be displayed. With that you can provide details of students as bulk.

II. **<u>TEACHER</u>**

- This option helps the admin to create the username and password for the teacher.
- Using this feature the class can also be assigned for the teachers.
  Edit and Delete options are available.

III. MANAGER/PRINCIPAL

- This option lets the admin create the ID for manager/principal. Edit and Delete options are also available.

IV. PARENT
- Parent ID can be created along with the student.
- While login into the parent they can see the reports of their wards on attendance, exercise and exam.

2. CLASSROOM

- The module specially deals in supplying with the list of students in a class and gives the option to view the list on class basis.
- Using the classroom tab the admin/teacher can view the status of the student; this option allows the teacher/admin to view the students who are ONLINE with their photographs.

-
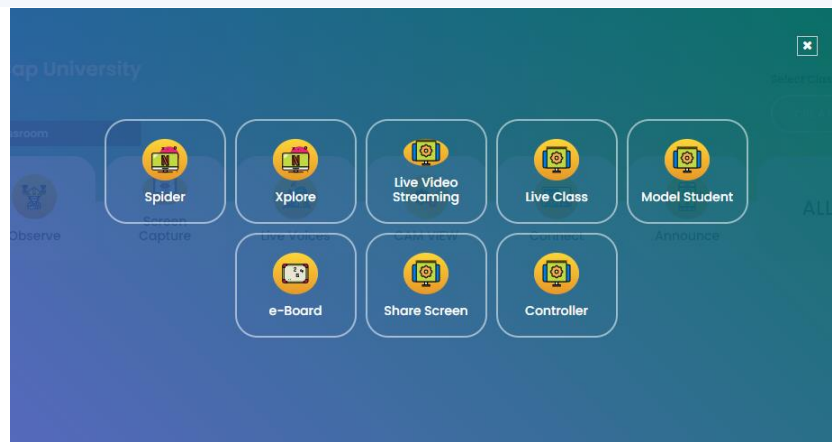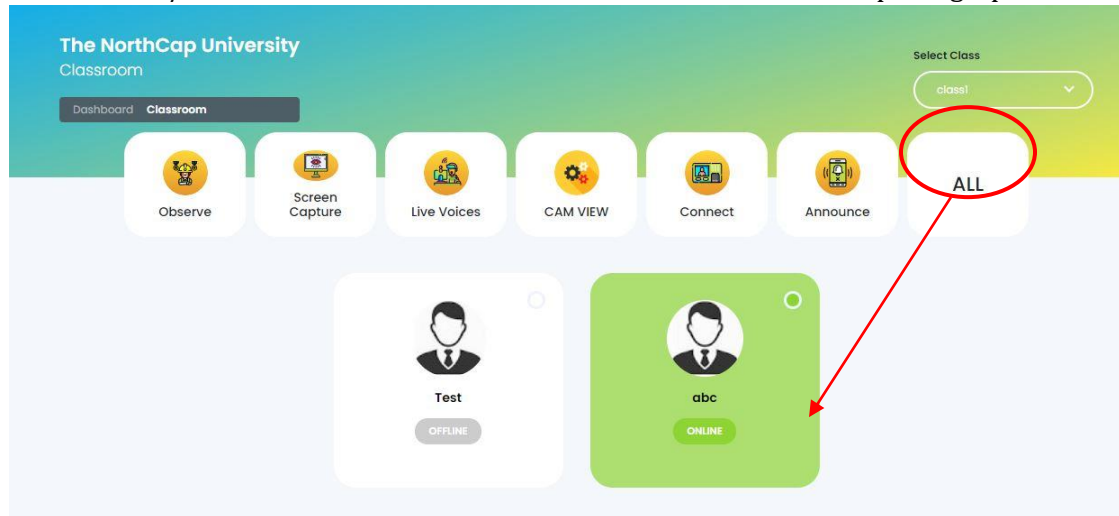
✓ **Observe**

This feature helps the admin to view the student's activity status.

- Log in into admin tab using the username and password.
- Select the classroom and select the Observe.
- The activity status of students is visible whether they are online or offline.
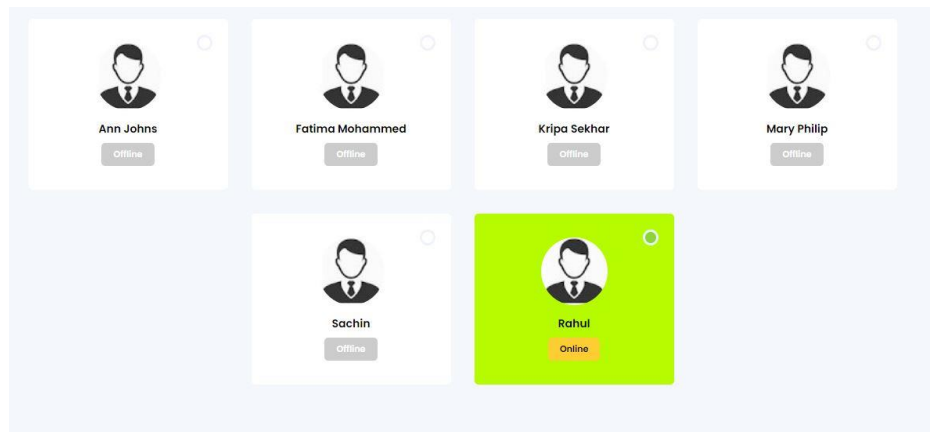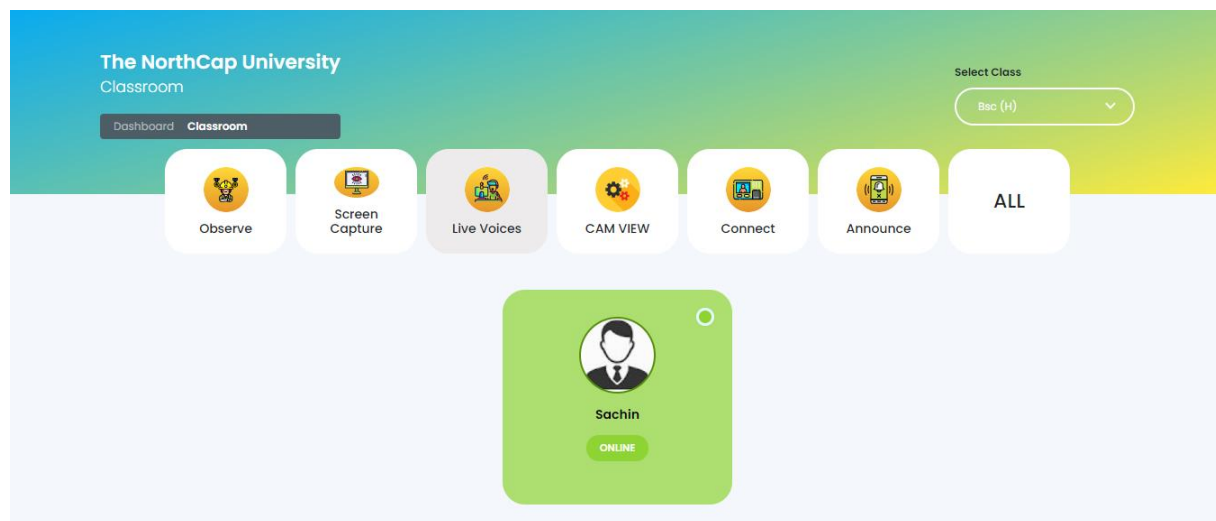
- ✓ **Screen capture**
  - • Helps to capture the screen of the student when he appearsto be idle or minimized in the Observe.
- ✓ **Live voices**
  - • Helps listen to the live voice of the student during class and teacher can check whether they're doing their assigned work or not.
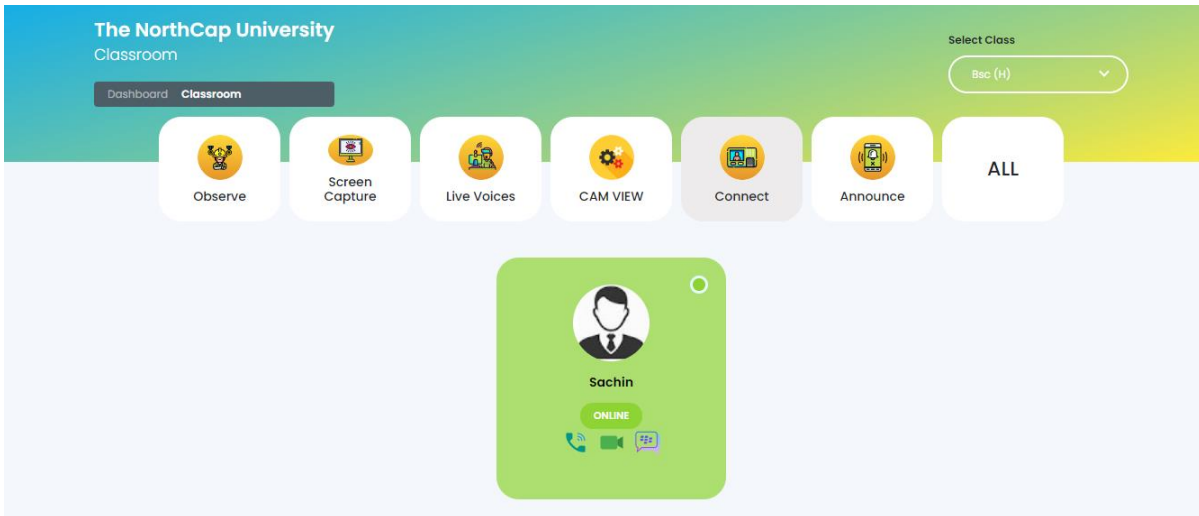

- ✓ **Cam view**
  - • Live camera option to monitor the student if his webcam is enabled.

- ✓ **Connect**
  - • Communicate individually to the student through video, audio or text. The students can complete the ongoing activity only after admin/teacher connects activity.
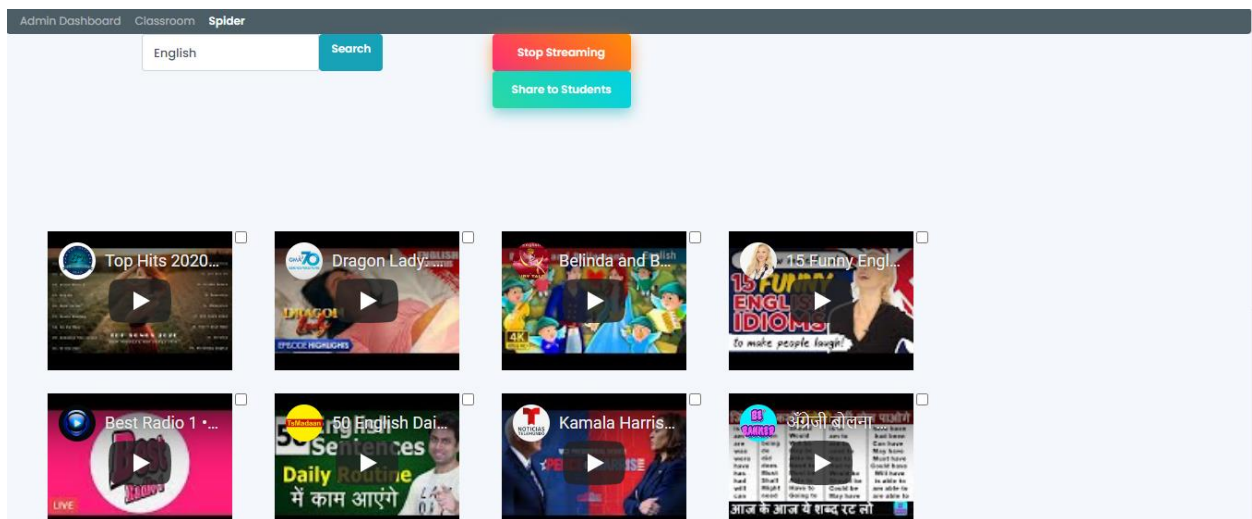
✓ **Announce**
- Teacher can give any notification to an individual, group or whole by video, audio or text.
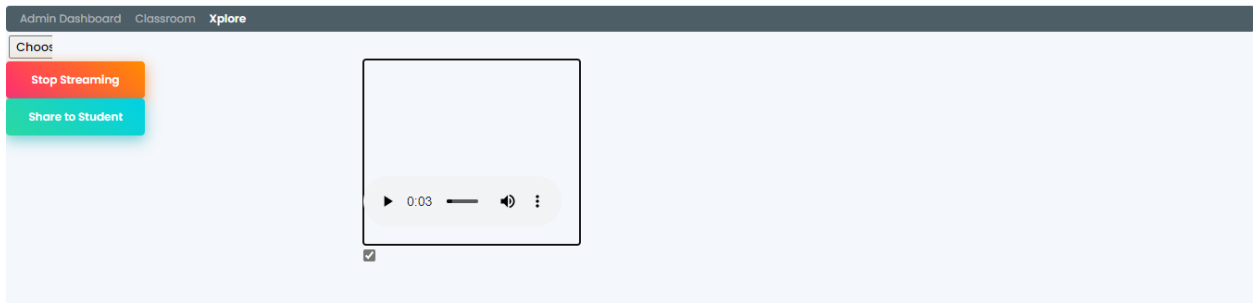
✓ **Spider**
- Allow the admin/teacher to provide videos from video streaming websites like YouTube without downloading it.
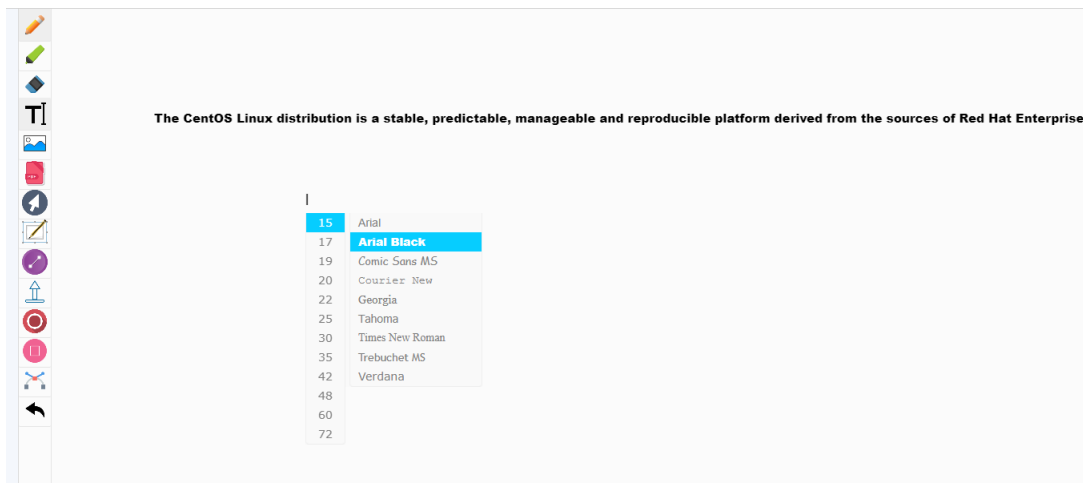

✓ **Xplore**
- Helps the admin/teacher to provide any study materials from any external storage devices without uploading it in the software.

Choos

Stop Streaming

Share to Student

▶ 0:03 ──── ◀)) ⋮

✓ <u>**e-Board**</u>

- Serves as classroom blackboard. Admin/teacher can scribble, draw or input the text.

The CentOS Linux distribution is a stable, predictable, manageable and reproducible platform derived from the sources of Red Hat Enterprise

15	Arial
17	**Arial Black**
19	*Comic Sans MS*
20	Courier New
22	Georgia
25	Tahoma
30	Times New Roman
35	Trebuchet MS
42	Verdana
48	
60	
72	

✓ <u>**Screen share**</u>

- Helps the admin/teacher to share their screen.

✓ <u>**Controller**</u>

3. <u>THINGS TO DO</u>

- Teacher/admin can upload study materials for students. Orell Talk comprises of 100+ modules and 1000+ lessons. Teachers can assign lessons from those pre assigned study materials.
- The lessons have LISTEN, REPEAT and COMPARE, LISTEN, REPEAT & ROLEPLAY, CONTENT MANAGEMENT SYSTEM.

- By selecting on the name of the subject we can create sub lessons.
- We can create sub divisions and then create and assign lessons.

Screenshot 1

Select Module Select Part

Part 1 ▾   Creating Conversation ▾

----Select----
Part 1
Part 2
Part 3
Part 4
Part 5
Part 6
Module – 01 Vocabulary Builder
Module – 02 Expressions- Greet & Treat
Module– 03 Situation Conversation
Module – 04 Prose & Poems
Module – 05 Lectures & Monologues
Module – 06 Fun & Comedy
Module – 07 Tales & Fables
Module – 08 Songs & Lyrics
Module – 09 News & Media
Module – 10 Movies & Short Films
Module – 11 Speech & Elocution
Module – 12 Tele-Conversations & Etiquettes
Module – 13 TV Shows & Interviews

Submit

Screenshot 2

Select Module Select Part

Part 6 ▾   Understanding various Jo ▾

----Select----
Understanding various Job options
Tips to make great Projects Corporate Success
Starting a Business
Corporate E Mail Etiquette
Formal Letter Writing
Public Speaking
Debating

Jobs of the Future

Information Technology

Submit

Screenshot 3

Select Module Select Part

Part 6 ▾   Tips to make great Project ▾

Project Management Methodologies

How to Create a Project Plan

Submit

The NorthCap University
Course Planner

Attach Lesson   Assign Lesson

Show [10 ⬍] Entries

Search [ ]

Sl. No.	↑↓	Subject	↑↓	☐ Select All	↑↓	Actions	↑↓
1		📱 Project Management Methodologies		☐		🗑	

Showing 1 to 1 of 1 Entries

Previous [1] Next

UPLOAD MATERIALS
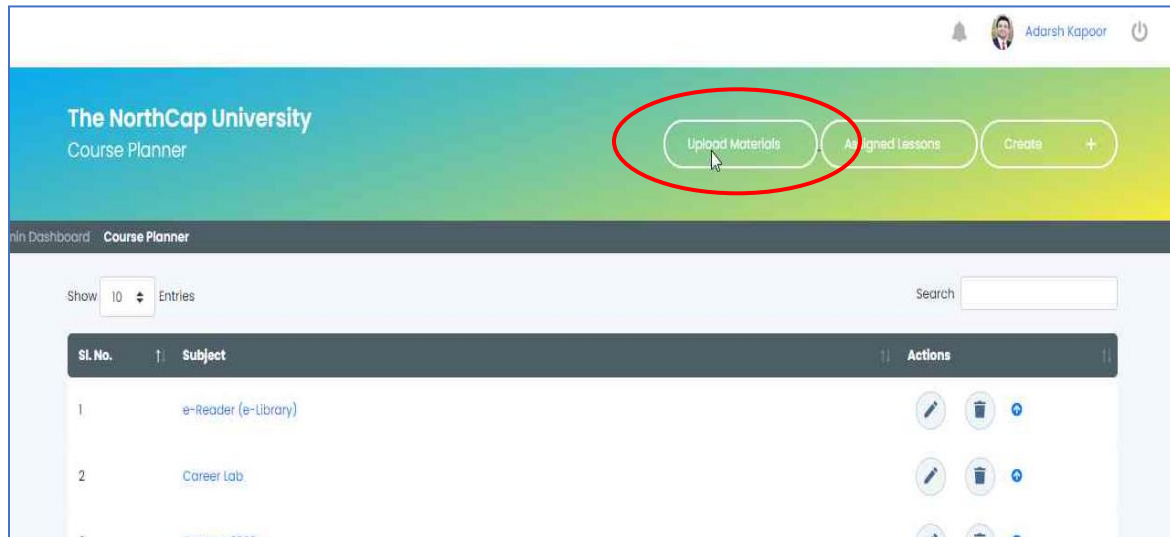
- By selecting the tab UPLOAD MATERIALS another window will appear.
- There you can use CREATE modules. There are three types of modules.

- By selecting the module name you can create sub divisions for the module.

- Using CREATE option we can create the parts for the module.

- On selecting the name of the part, a CREATE option will be displayed on the top right corner. On selecting it, we can upload Audio/video files. In addition, PDF files can be uploaded or texts can be added as well.


- On selecting the subject name there will be sub divisions for the modules.
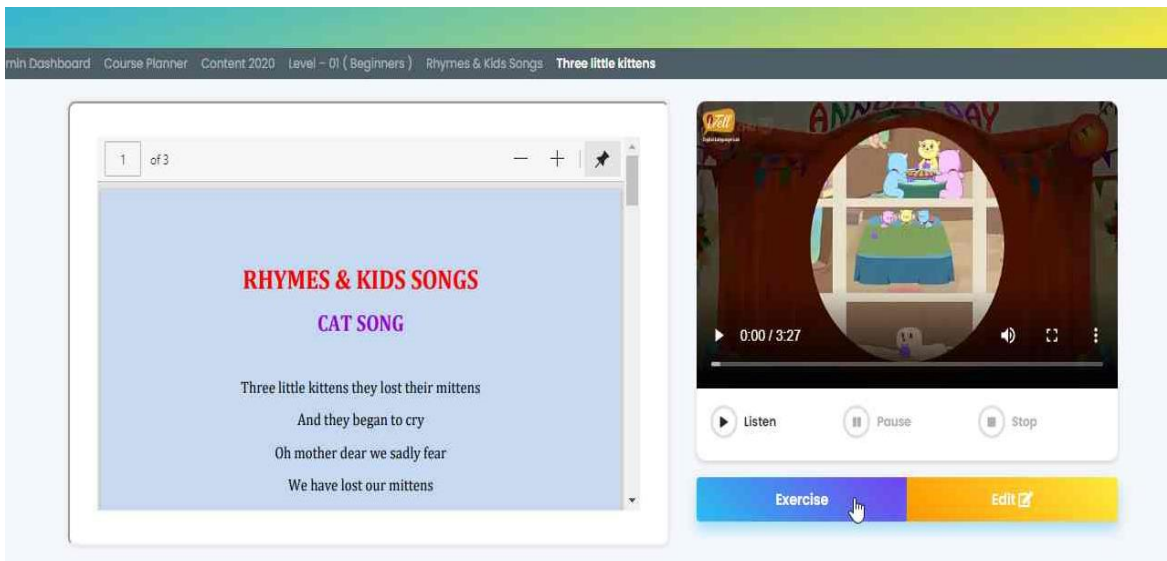
- Students can view the lesson in this format.
- Text will be available in the left side and on the right side there will be the corresponding video.
- After each video session, exercise regarding the lesson is provided.
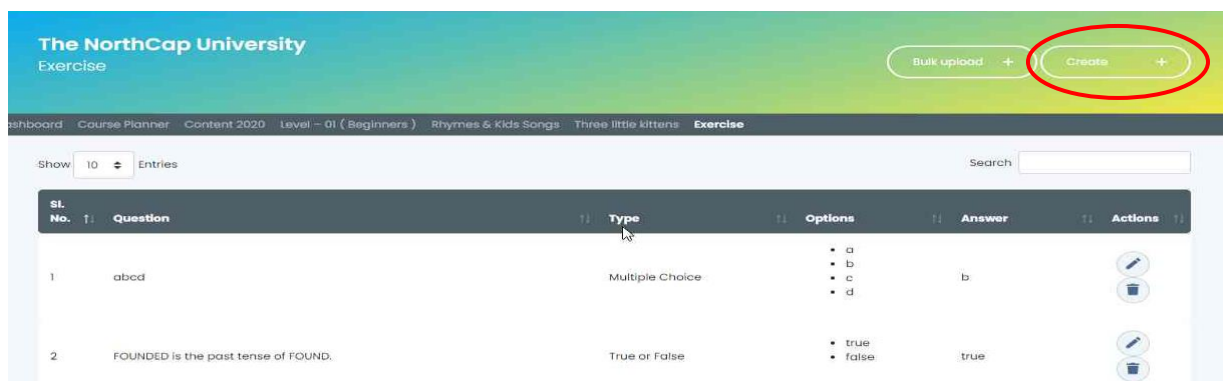
- Using CREATE option we can add new exercise questions.
- Using the EDIT option the ADMIN/TEACHER can edit the lessons and upload new materials.
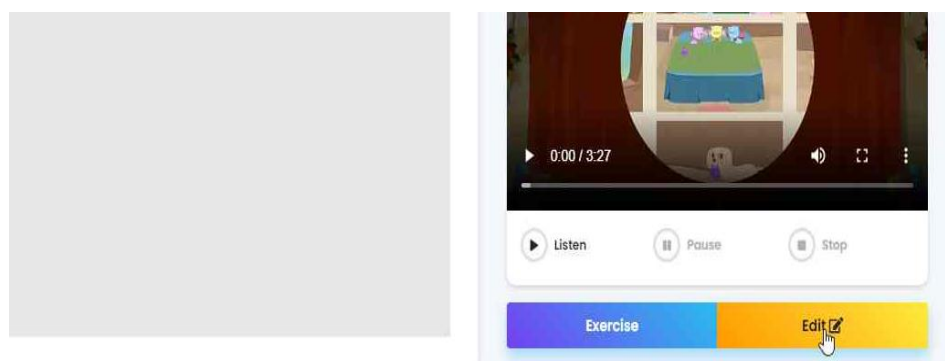
- Teachers can assign the lesson by selecting the lesson and clicking on the ASSIGN LESSON on the top right corner.

4. ASSIGNMENT

- Using ASSIGNMENT tab the admin/teacher can view the assignments done by the students.
- Every lesson consists of listen, repeat and compares options.
- Students can listen, repeat and compare or role play and then send it for evaluation.

- That will be reflected in the teacher/admin ASSIGNMENT tab.

- Feedbacks can be given by the teacher.
- Feedbacks are reflected on the ASSIGNMENT tab of students.

5. HOMEWORK
- Teacher/admin can assign homework in two modes i.e
  - Online homework
  - Offline homework
✓ **Online home work**
  - Using this option the teacher can assign modules as homework so that the students can attend the same and submit the completed homework.
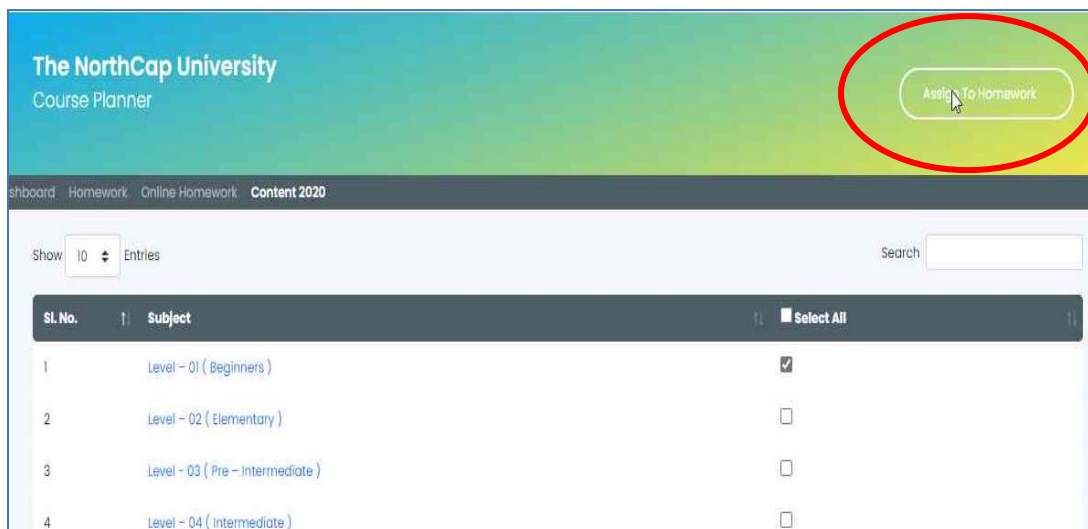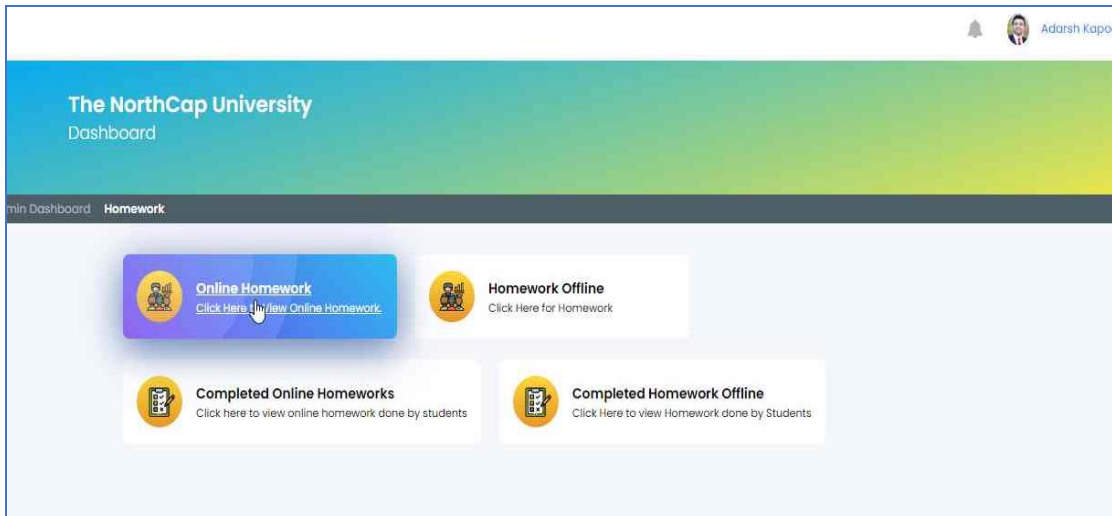
- Completed online/offline home works will be visible to the teacher on the completed homework tab.

✓ **Offline home work**
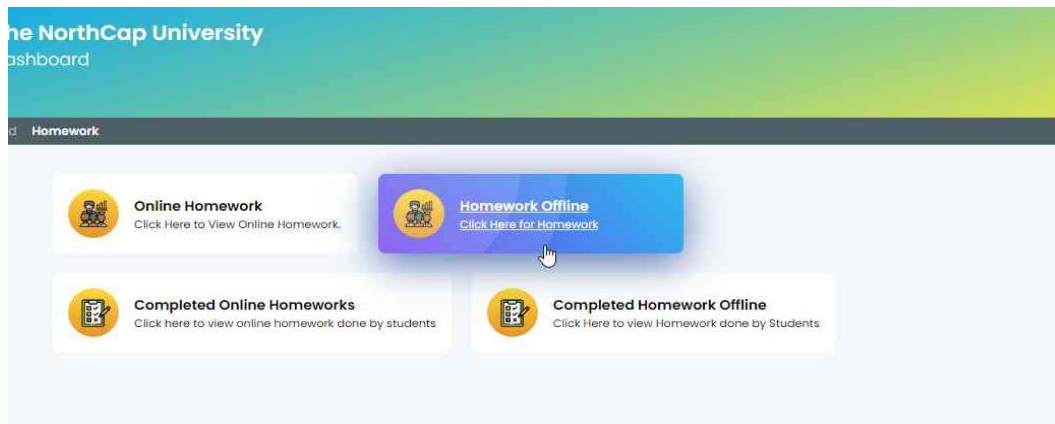
- By selecting the CREATE option on the top right corner we can create offline home works for the students, and can upload files, add description etc.

- After creating the homework there will be ASSIGN button on the right side of the question.
- On clicking ASSIGN option, a window will appear where you can assign to the students, class or group created by you.

6. **LESSON COMPOSER**

- Using this feature the teacher/admin can create their own audio or video lessons and assign to students via things to do.

- On clicking the RECORD option, you will get a notification asking to allow permission for video and audio access. By allowing it we can record the video/audio files.
- Using Submit button the media file will be assigned to selected module.

7. SPEECH CRAFT

- Using this feature admin/teacher can provide various speeches of eminent personalities for the students.
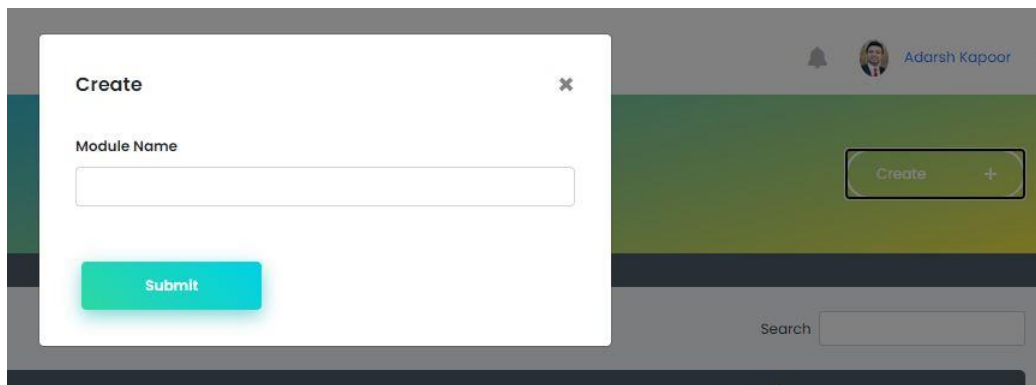
- By selecting the speech craft option, there will be an option to create the module.
- After that select the name of the module then you can upload the speech.
- This helps the students to listen and practice.

8. ONLINE EXAM

- This helps the teacher/admin to provide the online exam for students.
- We can create online exam in two ways i.e. fixed question or random question fomat
- Question banks can also be created.
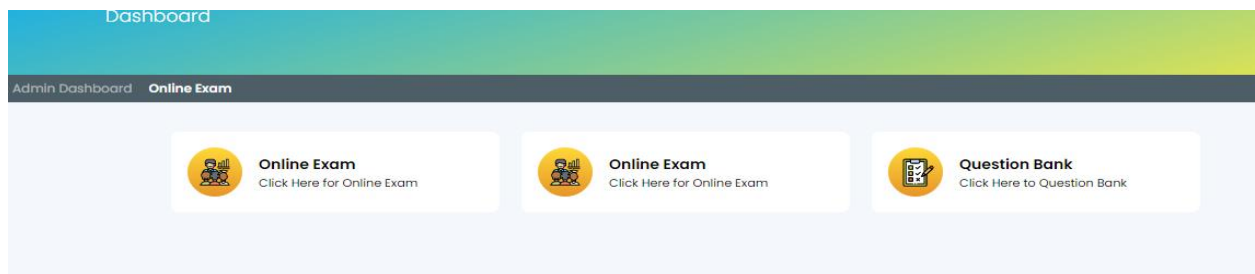
✓ **ONLINE EXAM- Fixed question**

The NorthCap University
Create Online Exam

Create Question +

shboard   Online Exam   Registered Online Exam   **Create Online Exam**

CREATE EXAM

SAVE EXAM

Exam Name	Total Minutes	Pass Mark	Total Mark
english	20	5	10

This exam name already exists

◉ Exercise Question   ○ Question Bank

Module   ----Select----

Part   ----Select----

Lesson   ----Select----

----Select----
Part 1
Part 2
Part 3
Part 4
Part 5
Part 6
Level 1 Beginners

Selected Questions

The NorthCap University
Create Online Exam

Create Question +

shboard   Online Exam   Registered Online Exam   **Create Online Exam**

CREATE EXAM

SAVE EXAM

Exam Name	Total Minutes	Pass Mark	Total Mark
english	20	5	10

This exam name already exists

◉ Exercise Question   ○ Question Bank

Module   Part I

Part   ----Select----

Lesson   ----Select----

QUESTIONS

----Select----
Creating Confidence
Self Esteem
Self Concept
Self Acceptance
Personality Development
Grooming

Selected Questions

CREATE EXAM

SAVE EXAM

Exam Name	Total Minutes	Pass Mark	Total Mark
english	20	5	10

This exam name already exists

◉ Exercise Question   ○ Question Bank

Module   Part I

Part   Creating Confidence

Lesson   ----Select----

QUESTIONS

----Select----
Believe in yourself

Selected Questions

- Questions can be selected from the exercise questions or question bank.
- We can create our own questions by using the CREATE option on the top right corner.
- We can create MCQ (Multiple choice questions), TRUE OR FALSE, and DESCRIPTIVE questions.
- Instant scoring can be provided by using the keywords.

✓ **ONLINE EXAM- Random questions**

- Using this we can directly assign questions from exercise and question bank.
- We can select the module and part the questions will be assigned to the students on random manner so that each will get different order.

CREATE EXAM   SAVE EXAM

Exam Name	Total Minutes	Pass Mark	Total Mark
Exam Name	Total Minutes	Pass Mark	Total Mark

⦿ Exercise Question   ◯ Question Bank

Module	Part
----Select----	----Select----

QUESTIONS   Selected Questions

- By pressing the Save Exam the exam will be saved and can be assigned to the students using the ASSIGN tab in the right side.

Sl. No.	Exam Name	Total Minutes	Total Mark	Passmark	Actions
1	english1	20	5	2	Assign ✏ 🗑

✓ **QUESTION BANK**

- Questions can be created and saved.
- We can create questions like MCQ, TRUE OR FALSE and DESCRIPTIVE.
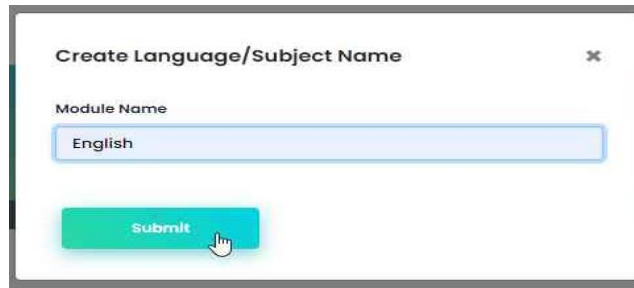- We can provide keywords for instant scoring also.

The NorthCap University
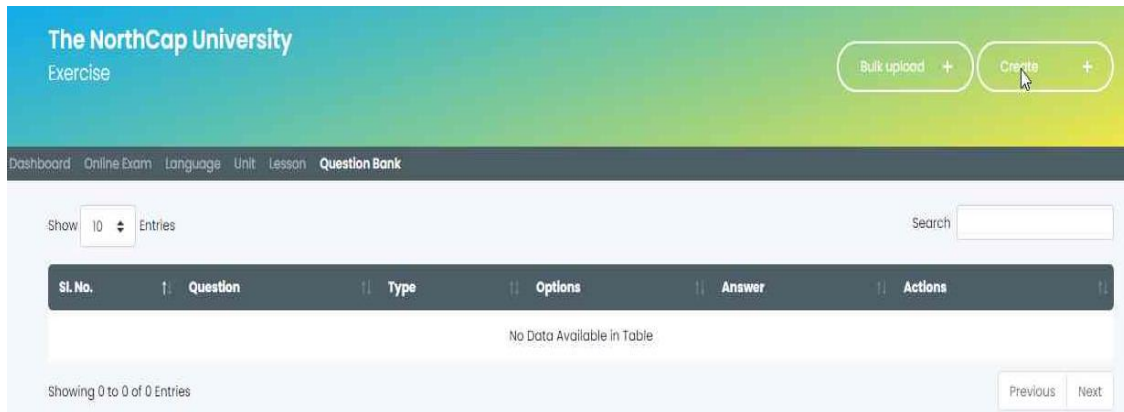Language   Create +

ashboard   Online Exam   **Language**

Show 10 ⇕ Entries   Search

Sl. No.	Module Name	Actions
1	test	✏ 🗑
2	exam	✏ 🗑

Create Language/Subject Name ✕

Module Name

English

Submit

- By selecting the name of the module we can create sub parts.

The NorthCap University
Exercise

Bulk upload +   Create   +

Dashboard   Online Exam   Language   Unit   Lesson   **Question Bank**

Show 10 ⬍ Entries   Search

Sl. No.	Question	Type	Options	Answer	Actions
		No Data Available in Table			

Showing 0 to 0 of 0 Entries   Previous   Next

- We can bulk upload the questions using the excel file format given.
- There will be demo Excel sheet, so that we can provide question and we will be able to format and upload many questions together.
- By selecting the CREATE option we can create question.
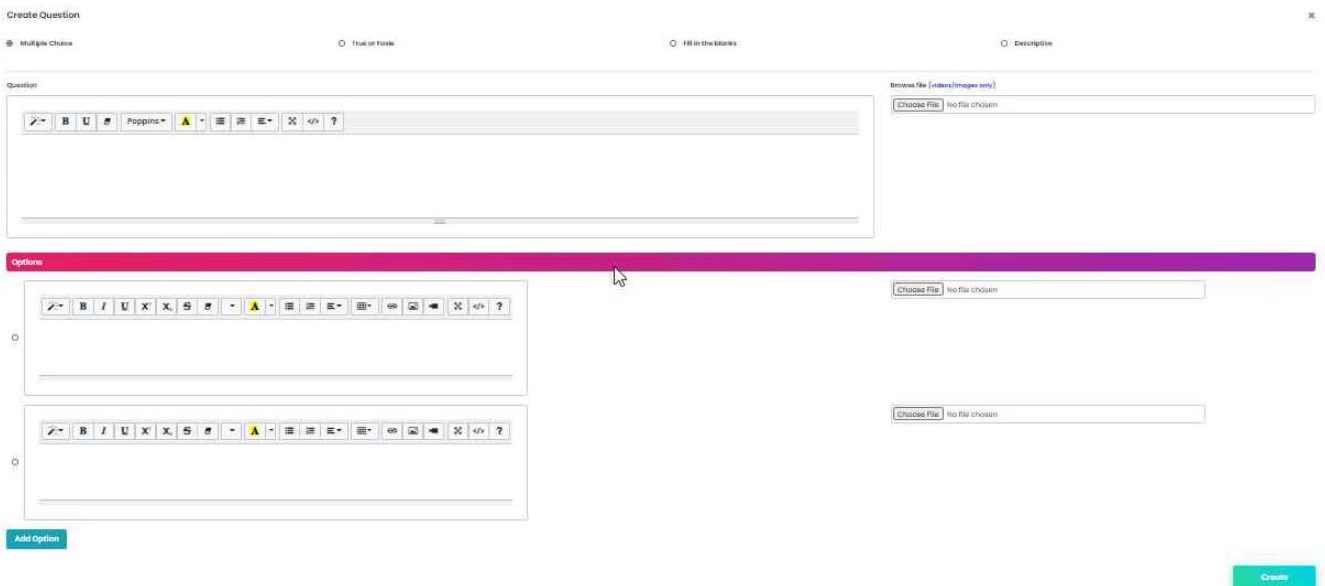
9. SELF-STUDY

- Admin/teacher can provide the lessons for self-study so that students can keep on track with the upcoming modules all by themselves without the teacher assigning them on daily basis.
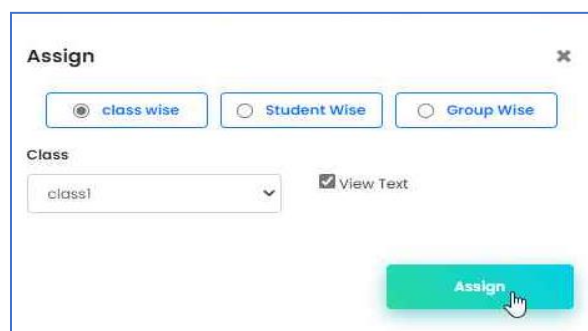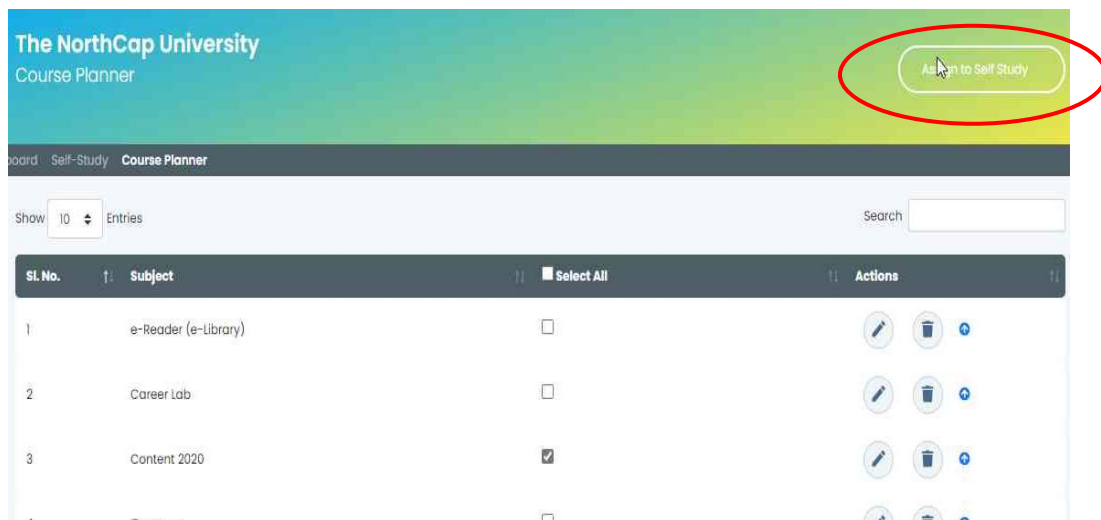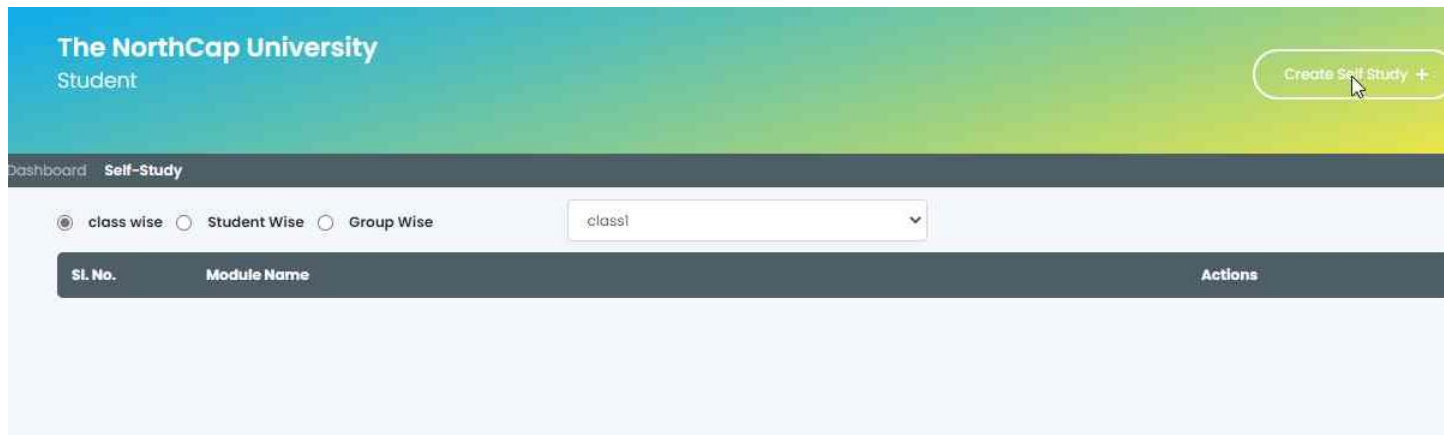
- By selecting the subject the lessons can be assigned for self study to the students by teacher/admin.
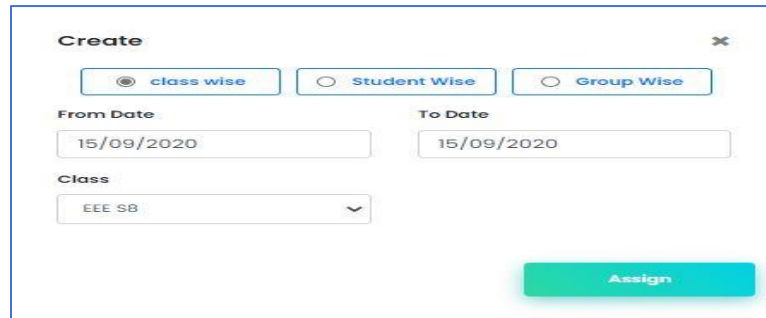
10.   POLL/SURVEY

- Admin/faculty can conduct survey on any topic.
- There will be a CREATE option on the top right corner.
- Then survey name can be given.
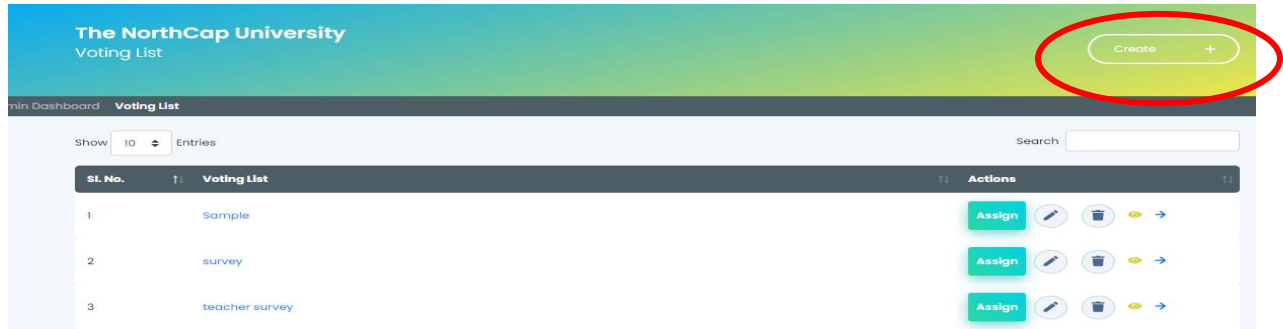
- When click over the name of the survey, we can create questions based on yes or no, rating, voting.
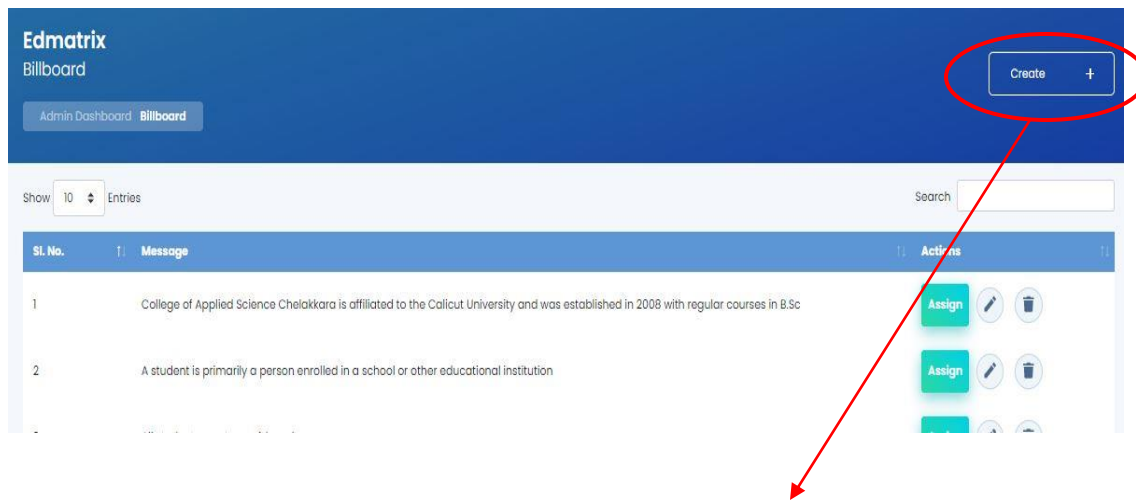
- Used to assign the created survey to students.

- ✏️ Used to edit the survey name.
- 🗑️ Used to delete the survey.
- ➡️ Used to get the review list.

11. BILLBOARD

- Helps to provide notification in the student's billboard.
- Using CREATE tab on top right corner admin/teacher can create billboards.

Edit ✕

Billboard

Tomorrow will be holiday

Update

- After updating the billboard you can assign them with respect to class, date etc.
- There is also edit and delete options along with the billboards.

Assign ✕

⦿ class wise   ○ Student Wise   ○ Group Wise

Start Date   End Date
15/09/2020   15/09/2020

Class

EEE S8   ⌄

Assign

12.   e-READER/e-LIBRARY

- This feature helps the teacher/admin to provide any extra study materials or books for the students.
- We can create many sub divisions in the module.

- By selecting the name of the Subject we can create sub levels.
- After that we can ASSIGN LESSONS.
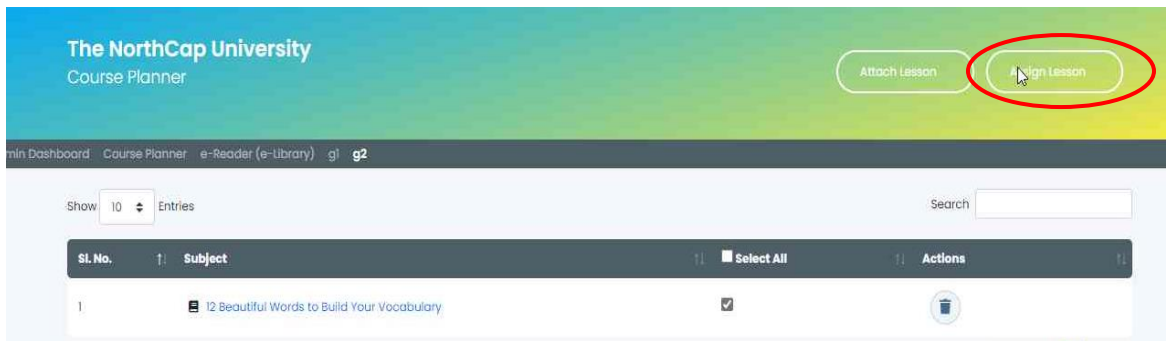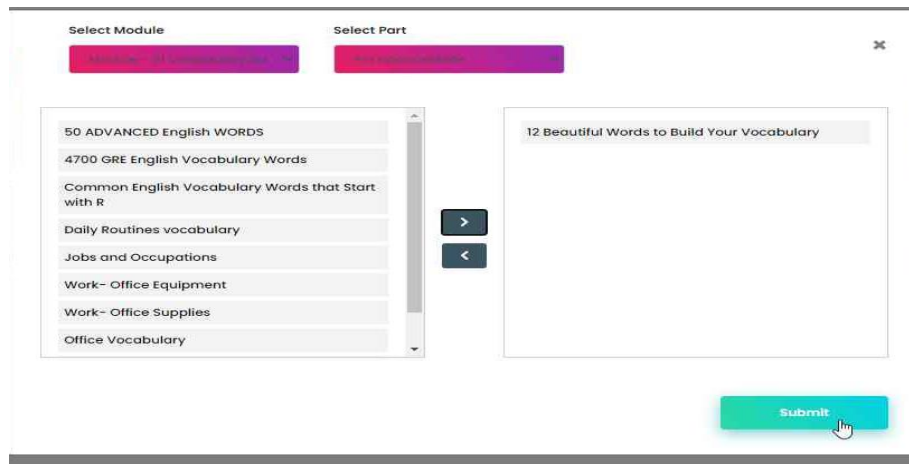
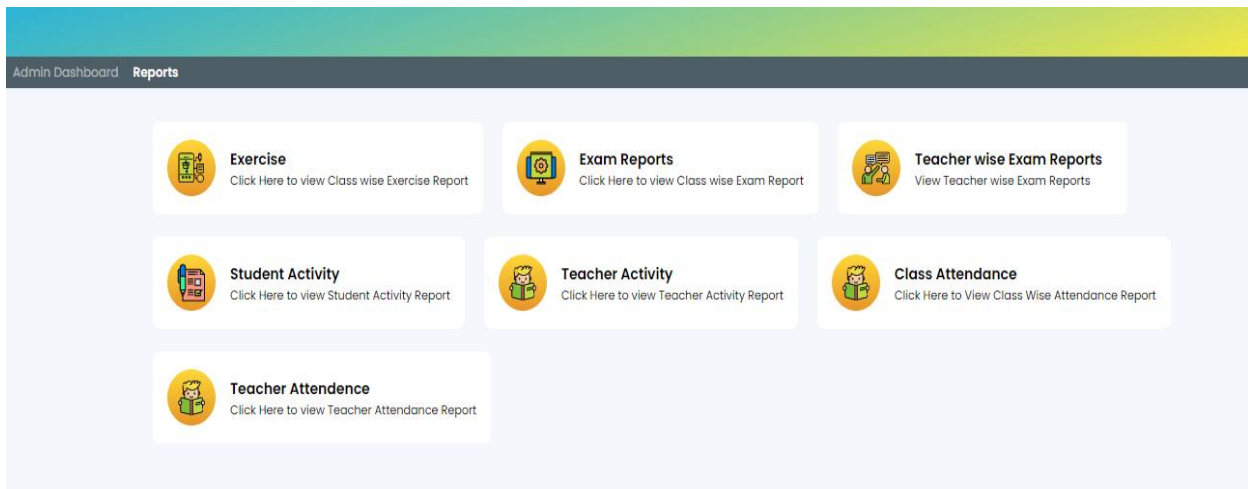- By selecting the ASSIGN LESSON option we can assign the lessons to the students by class wise, student wise and for a group.
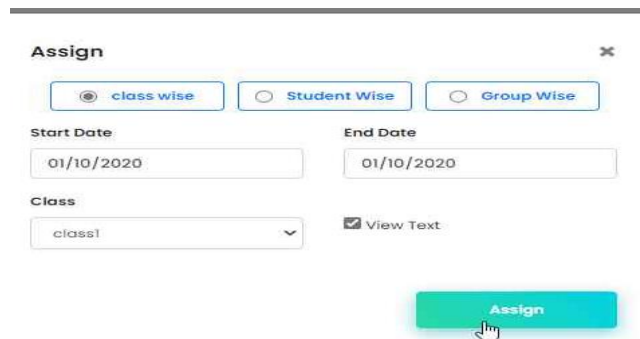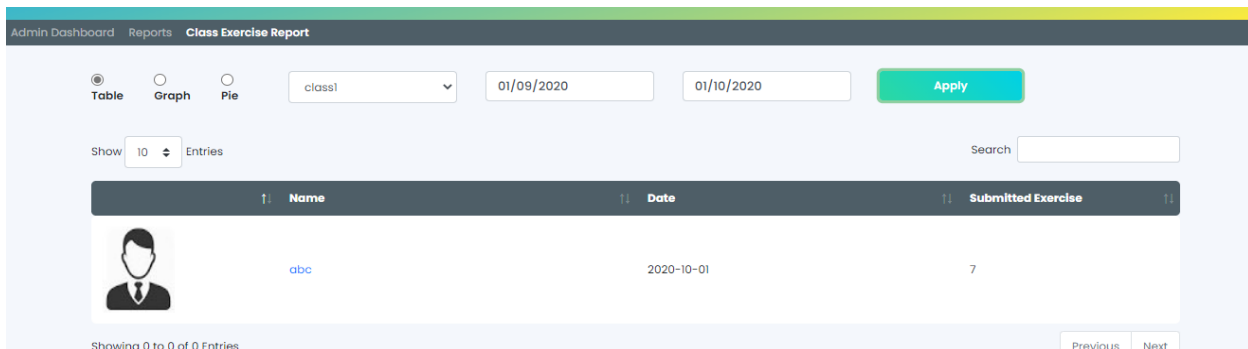

13. REPORT

- The admin/teacher can access many types of reports like exercise report, exam report, teacher wise exam report, student activity report, class attendance report, teacher attendance report etc.

- ✓ **EXERCISE REPORT**
  - You will have access to various exercise reports.

- Admin/faculty can access the exercise reports in table, graph or pie formats.
- Class details, dates etc can be provided.
- When clicked on the name of the student, the exercises attended by the student can be viewed along with their grades.
- On clicking the subject names entire details of the marks can be obtained.
- On the top right corner PDF formats of the reports can be downloaded.
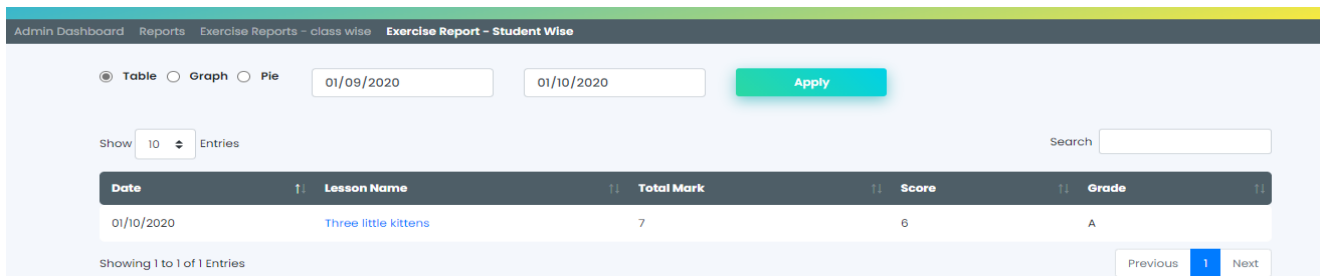
Sl. No.	Question	Selected Answer	Correct Answer	Actions
1.	For a real object, which of the following can produce a real image?	Plane mirror	Concave mirror	✖
2.	Which of the following mirror is used by a dentist to examine a small cavity?	Convex mirror	Concave mirror	✖
3.	The image formed by concave mirror is real, inverted and of the same size as that of the object. The position of object should be	at the focus	between focus and centre of curvature	✖
4.	Images formed by plane mirrors will always be laterally inverted.	true	true	✔
5.	The surface of a spoon curved inwards can be compared to a convex mirror.	false	false	✔
6.	In a ray diagram,the letter F represents the principle focus.	true	true	✔

✓ **EXAM REPORT**

- Exam reports are obtained in this tab.
- Opening the tab then we have the option to view the report in table, pie or chart form.
- Dates can be applied.
- Files in PDF formats can be downloaded.

- When clicked on the students name the entire exams attended by him/her can be viewed along with the grades.
- For detailed explanation click on the VIEW option and it will take you to detailed mark details.
- PDF formats of the reports can be downloaded.

Sl. No.	Question	Selected Answer	Correct Answer
1.	Who called the guest in the hotel?	✔ Cheryl	Cheryl
2.	What is the name of the guest as mentioned by Cheryl?	✔ Mrs. Beatty	Mrs. Beatty
3.	Who carried the baggage up to the hotel room?	✘ Mrs. Beatty	Cheryl
4.	Where is the booked room situated?	✘ 10th floor	5th floor
5.	What is the correct hotel name?	✔ Chandler inn	Chandler inn

✓ **CLASS WISE ATTENDANCE REPORT**

- Attendance of each student in the class can be obtained in table, pie or chat form and can be downloaded in PDF formats.
- Each student's date, log in time, log out time along with duration can be obtained.

✓ **TEACHER ATTENDANCE REPORT**

- Attendance of teacher can be viewed along with total login and duration.
- PDF reports can also be accessed.
- Reports obtained in table, graph and pie forms.

✓ **TEACHER SESSION REPORT**

- The session covered by all the teachers can be obtained.
- When selecting name of any of the faculty the class and sessions in each class can be viewed.

14.   STUDENT BEEP

- If the student want any clarification in any of the topic, then they can send a beep to the teacher/admin.
- The beep send by the student will be reflected in the admin/teacher's STUDENT BEEP tab.
- They can communicate back by three modes: audio/video/text.

Sl. No.	Name	Count	Actions
1	abc	1	

15.   MY PROFILE

- Admin can view his profile and edit any of the details.

User Details

Adarsh Kapoor

Assigned Classes	Test class, EEE S8
Address	Adarsh Kapoor
Email	sijinglobosoft@gmail.com
Contact Number	8138884000

Cancel   Edit

Update User Details

Name
Adarsh Kapoor

Email
sijinglobosoft@gmail.com

Browse file
Choose File   No file chosen

Address
Adarsh Kapoor

Mobile
8138884000

Username
admin

Password
·········

Confirm Password
·········

Close   Update

STUDENT DASHBOARD
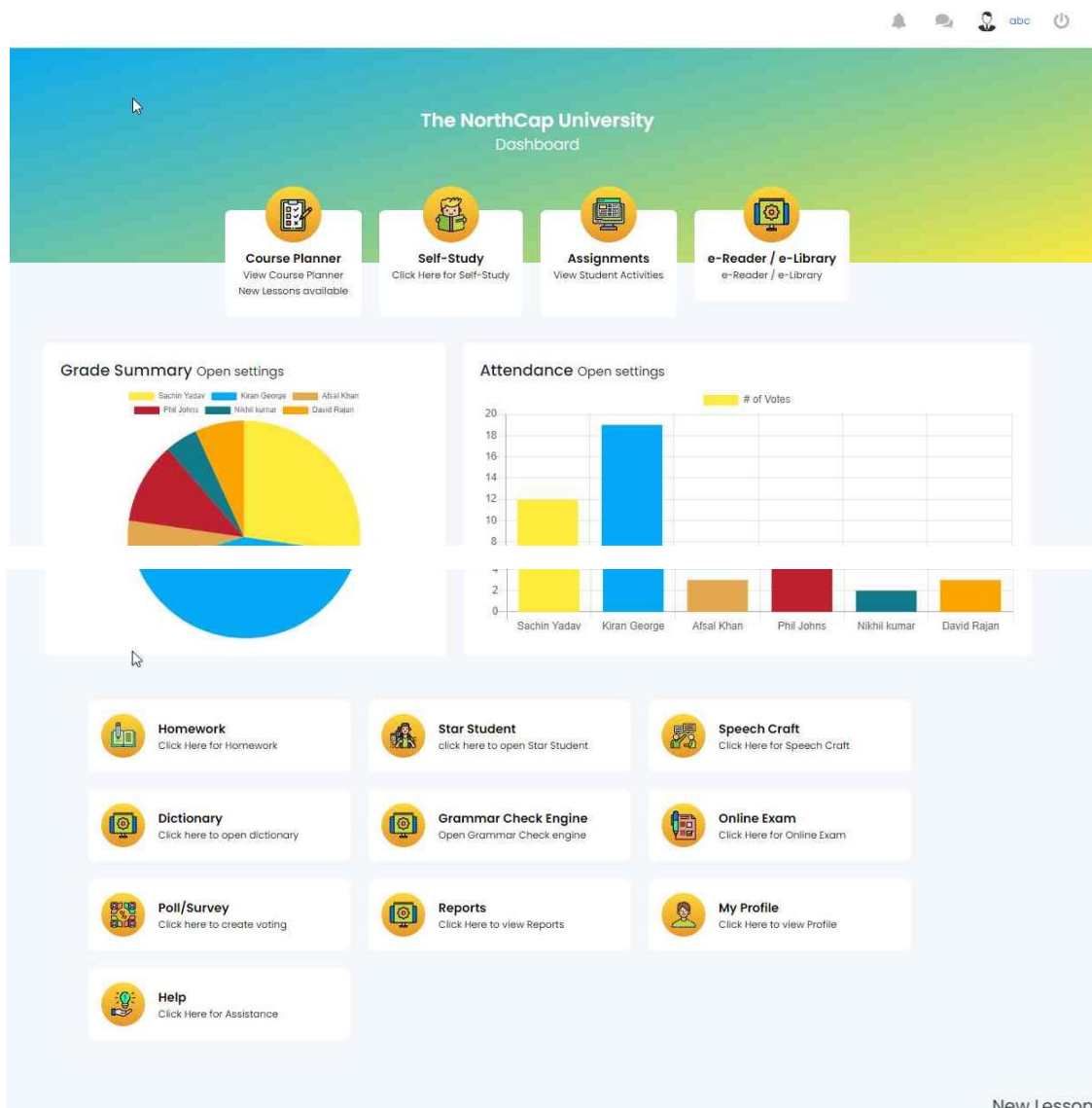
Features on STUDENT dashboard

- Course planner
- Self study
- Assignments
- E-reader/E-library
- Homework
- Start student
- Speech craft
- Dictionary

- Grammar check engine
- Online exam
- Poll/Survey
- Reports
- My profile
- Help

1. COURSE PLANNER

Study materials uploaded and assigned by the admin/teacher are available for the students in the course planner tab.

- Students can Listen, Repeat and Compare or Role play and send it to the teacher for evaluation and feedback.

- Exercises are available along with the lesson in the course planner tab once they complete the given exercises they will get instant results.

- The LRC or LRR send to the teacher/admin will be available in the ASSIGNMENTS tab of the teacher/admin.
- Teacher/admin can send the feedback and it will be available for the students in their ASSIGNMENT section.

2. ASSIGNMENT

- Listen, Repeat and Compare done by the students are sent to teacher for evaluation.
- Then the feedback send by the teachers are reflected in the ASSIGNMENT tab of the student.

3. E-READER/E-LIBRARY

- The extra study materials uploaded by the teacher/admin can be available for the students using this tab.

- By selecting the name of the subject we can access the materials

- In e-Reader/e-Library students can Listen, Repeat and Compare.

4. HOMEWORK

- The online/offline home works provided by the teacher/admin can be viewed by the students in this tab.
- They can do the home works and send it back to the teacher/admin for evaluation.

✓ **Online home work**

✓ **Offline home work**

- Home work and description provide by the teacher/admin are visible.
- Students can reply using the option seen on the right side.

5. SPEECH CRAFT

- By selecting the first option the speeches uploaded by the teacher/admin can be visible.
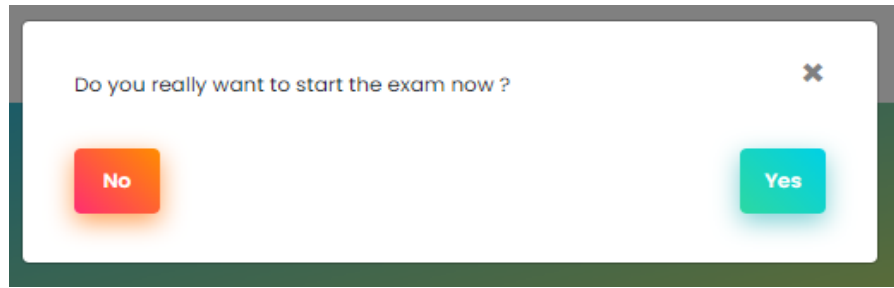- Students can listen and practice it.

6. ONLINE EXAM

- Online exams provided by the teacher/admin can be accessed by the students using this option.
- There will be notification on the online exam tab showing that "NEW EXAMS ASSIGNED".
- By selecting the online exam tab there will be link to attend the exam.

- By selecting the YES button you will be taken to the questions.

- After answering the questions click on SUBMIT button so that the exam will be submitted and the link will disappear from the student console.
- Students can attend the exam only once.

7. POLL/SURVEY

- The poll/survey created by the teacher/admin on any topic will be reflected in this tab.
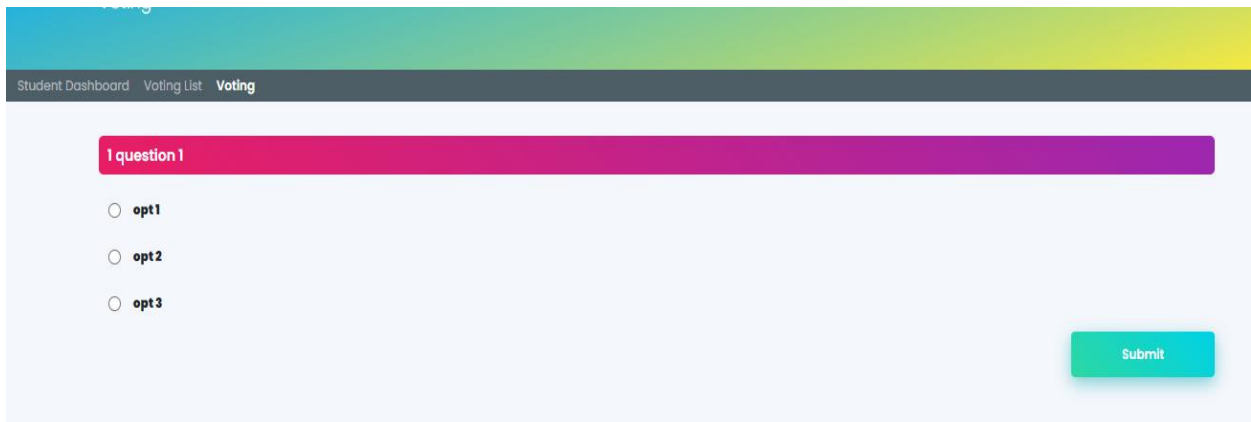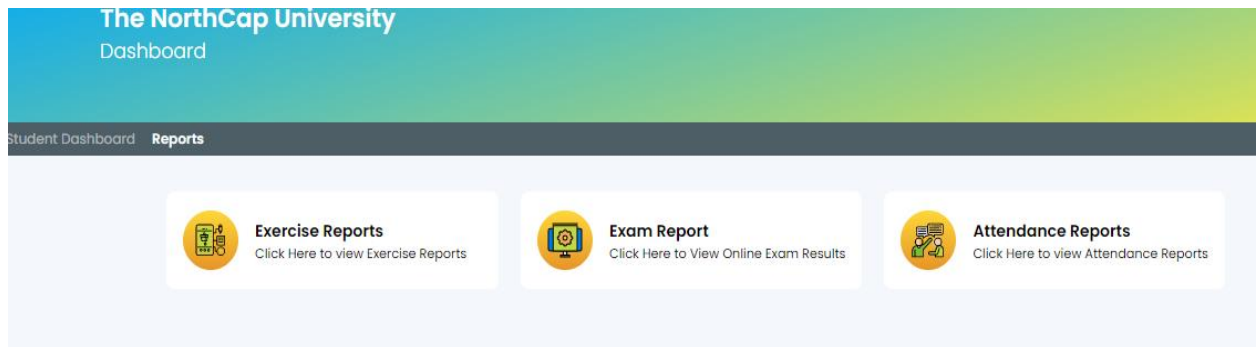

- By selecting the name of the vote, poll will be visible for the students.
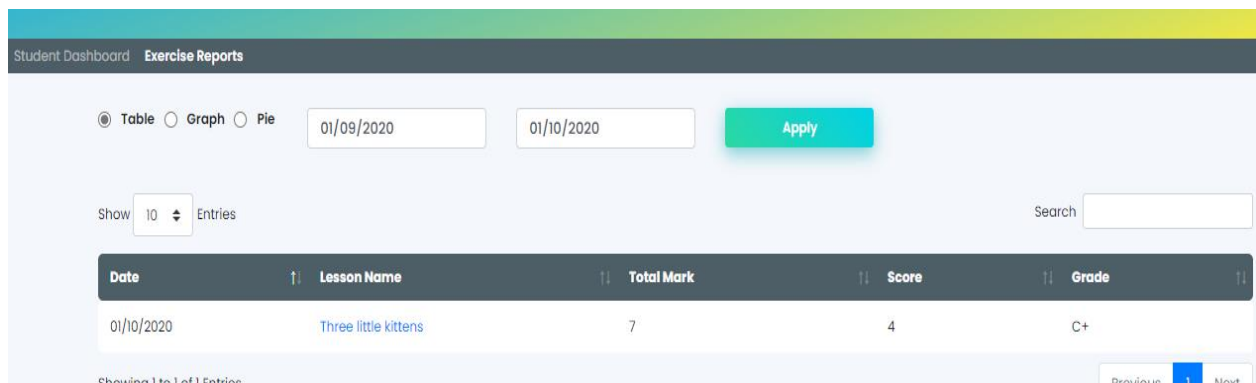
- By submitting, the link will be disappeared from the student console.
- Students can attend the poll/survey only once.

8. REPORT

- Students can access various reports like. Exercise report, exam report, attendance report etc.
- Reports can be accessed in table, chart and pie format.

✓ **Exercise reports**

- Students can see the total marks, score obtained along with the grade.
- On the top right corner there is an option to download the PDF file of the report.
- By selecting the name of the exercise or lesson, the correct and wrong answers are visible.

✓ **Exam report**
  - Marks obtained by the student, total marks, grade etc. can be viewed in the exam report tab.
  - We can download the PDF file also.

✓ **Class attendance**
The detailed attendance report of the student can be retrieved from this section along with the total number of logins and duration.

9. MY PROFILE
  - Students can view their profile using this tab. They can edit any details also using this.

Class   test

Address

Guardian Name   guardian

Contact Number   1234567890

Cancel   Edit

Student Dashboard   **User Details**

Name
abc

Class
test

Browse file
Choose File | No file chosen

Address

Guardian Name
guardian

Mobile
1234567890

Username
abc12

Password
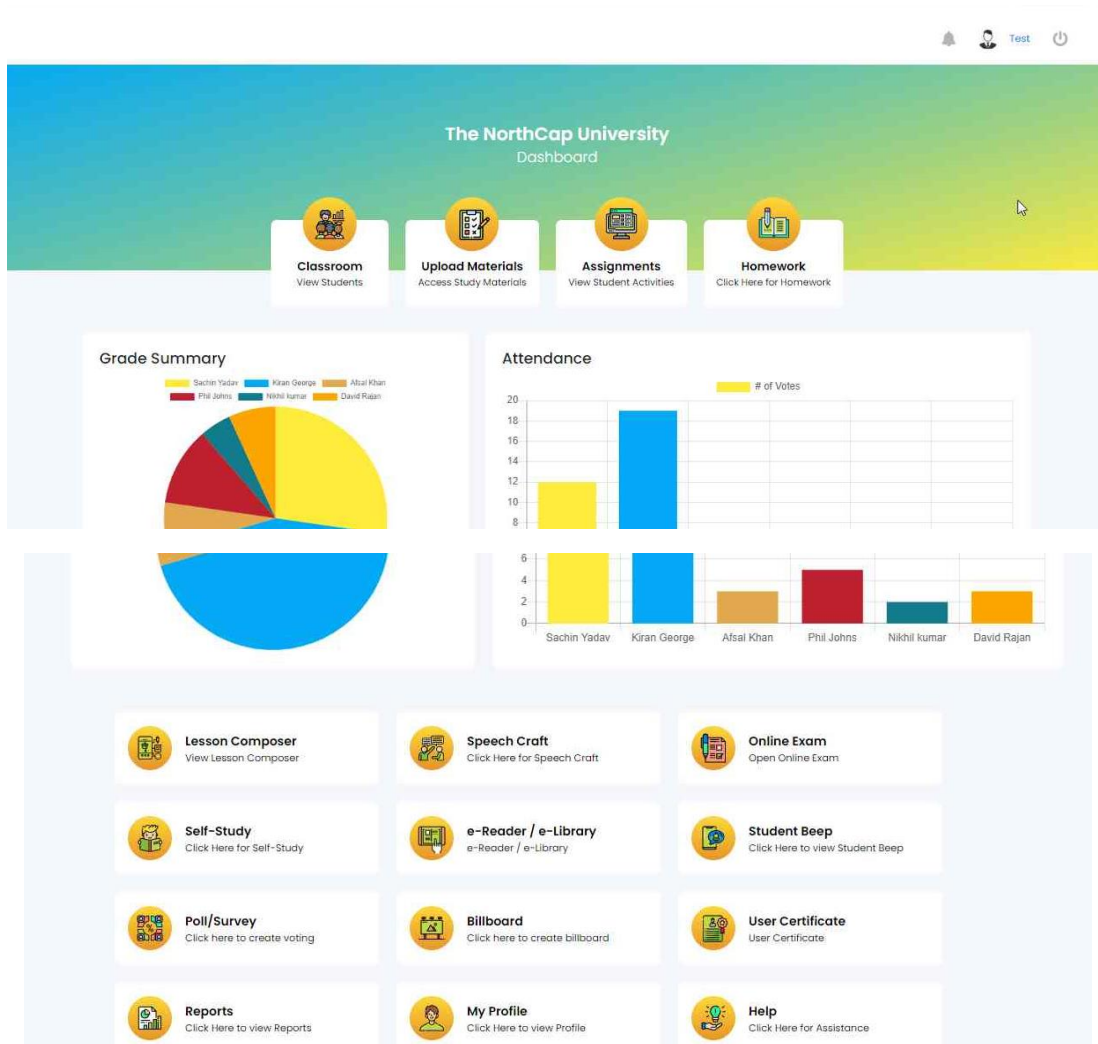........

Confirm Password
....

Close   Submit

10. STUDENT BEEP, CHAT

- Student beep and chat can be visible in the top right corner of the dashboard. They can click on the bell icon so that an alert will be sent to the teacher.

abc

TEACHER DASHBOARD

- All the features available for the admin are facilitated to the teacher also. The only feature differs is the SETTINGS tab.
- Admin is having the right to create the ID for students, teachers, managers and parents.

MANAGER DASHBOARD

- Manager id can be created from the admin settings
- The manager can access the reports of teachers and students on exercise, exam, activities and attendance

- Exercise report
- Exam report
- Teacher wise exam report
- Teacher activity report
- Class attendance
- Teacher attendance

PARENT DASHBOARD

- Parent ID can be created along with the students.
- Parent dashboard consists of reports of their ward including exam, exercise, activity and attendance reports along with personal details.

Exercise Reports
Click Here to view Exercise Reports

Exam Report
Click Here to View Online Exam Results

Attendance Reports
Click Here to view Attendance Reports

Help
Click here to view info

Class

Address

Guardian Name

Contact Number
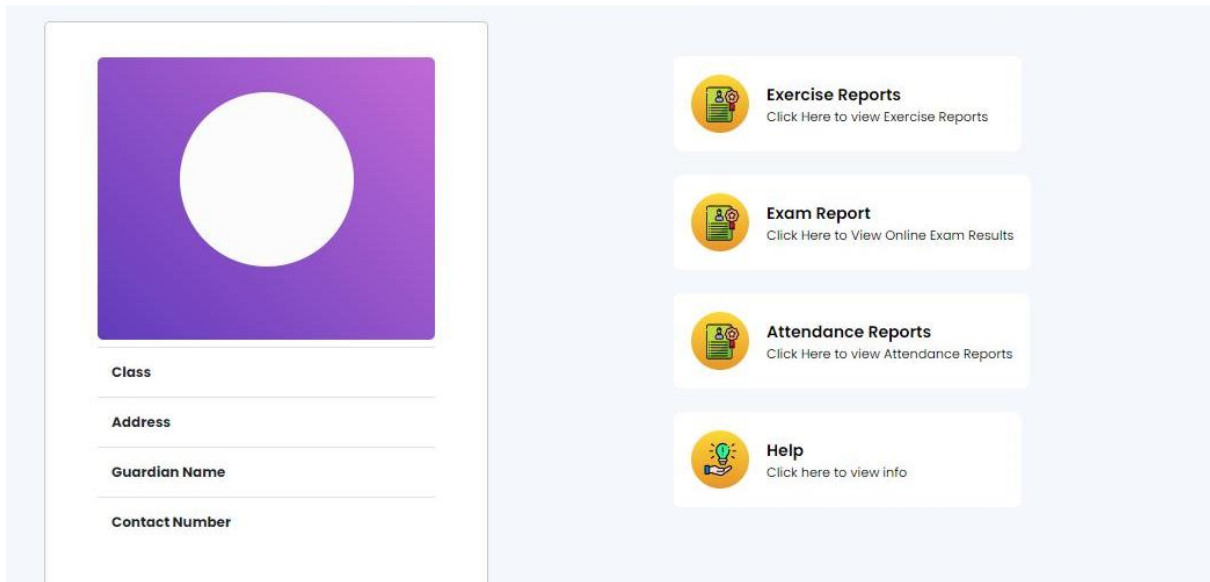
The parent can access the reports based on

- Exercise
- Exam
- Attendance