

Intensive English Homework Hub — Operation Manual

How Administrators, Content Coordinators, Teachers, and Students use the app.

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1. Overview

The Homework Hub coordinates homework across a 14-week semester for 6 CEFR levels (Pre-A1 to C1) and 5 skills (Grammar, Reading, Speaking, Listening, Writing).

Roles

- Administrator — manages semesters, users, classes, and oversees reports.
- Content Coordinator — creates, generates, and approves exercises in the Exercise Bank.
- Teacher — plans weekly homework, assigns approved exercises, grades, and gives feedback.
- Student — sees published homework for their class, submits work, and reviews feedback.

Signing in

- 1 Open the app and click Sign in.
- 2 Enter the email and password issued by your administrator.
- 3 Use the user menu (top right) to change password or sign out.
- 4 Use the Semester switcher (top right) to choose the active semester.

2. Administrator Guide

Administrators set up the foundations everyone else depends on.

Manage semesters (Manage > Semesters)

- 1 Create a new semester with start and end dates and 14 weeks.
- 2 Mark one semester as Active. Only one semester can be active at a time.
- 3 Archive past semesters when grading has finished.

Manage users (Manage > Users)

- 1 Invite users by email and assign a role: admin, content_coordinator, teacher, or student.
- 2 Assign students to a class via class enrollments (links them to a level + semester).
- 3 Deactivate users who are no longer part of the program; data is preserved in audit logs.

Oversight

- Reports — program-wide performance by level, skill, and class.
- Exercise Bank — see every exercise across statuses (Draft, Pending, Approved).
- Audit logs — record of who created, approved, assigned, and graded what.

Note: All AI-generated exercises arrive as Draft and require a Content Coordinator to approve before any teacher can assign them.

3. Content Coordinator Guide

Coordinators build the Exercise Bank — both manually and with AI — and approve what teachers may use.

Create an exercise manually (Exercises > Create exercise)

- 1 Choose CEFR level, skill, and exercise type.
- 2 Fill in title, student instructions, estimated time, and point value.
- 3 Add questions using the dynamic editor — fields change based on the exercise type (multiple choice options, fill-in acceptable answers, prompts, rubrics, etc.).
- 4 For Listening, attach audio (upload a file, generate with AI voice, or paste an external URL).
- 5 For Speaking, add the prompt and recording instructions; the student records in-browser.
- 6 Save as Draft, then submit for approval when ready.

Generate exercises with AI (Exercises > AI generator)

- 1 Open the AI generator (general, or skill-specific: Grammar, Reading, Listening, Writing).
- 2 Select CEFR level, skill, exercise type, topic, grammar/vocabulary focus, difficulty, number of questions, estimated time, and points.
- 3 Click Generate. The AI returns a complete exercise (title, instructions, questions, answers, explanations, rubric, suggested points, time, and tags).
- 4 Review and edit the result in the preview screen.
- 5 Save — the exercise is stored as Draft by default.

Approval workflow

- Draft — editable, not visible to teachers for assignment.
- Pending review — submitted for approval.
- Approved — visible in the Exercise Bank and assignable by teachers.
- Archived — kept for history but not selectable for new homework.

Audio for Listening exercises

- Upload mp3, wav, or m4a (up to 15 MB).
- Generate AI narration from a transcript (ElevenLabs).

- Or paste an external audio URL.

4. Teacher Guide

Teachers plan weekly homework for their class and grade submissions. Only approved exercises can be assigned.

Homework Planner (Teaching > Homework Planner)

- 1 Pick the class and week (1 to 14).
- 2 Choose how many homework days that week: 1, 2, 3, or 4 — and which days (Mon–Fri).
- 3 For each homework day, select the skill(s) and pick approved exercises (or an Exercise Pool).
- 4 Set Assigned date (when students see it) and Due date.
- 5 Set point value, late policy, and whether resubmission is allowed.
- 6 Toggle Publish when ready. Drafts stay hidden from students.

Copy plans

- Copy from week... — clone a previous week's plan into the current week.
- Copy plan from class... — clone another class's plan into this class.
- Copies arrive as Draft so you can adjust before publishing.

Grading (Teaching > Grading)

- 1 Open a submission to see the student's answers and any audio recording.
- 2 Auto-graded items (multiple choice, true/false, fill-in) are pre-scored — review and override if needed.
- 3 For Writing/Speaking, score against the rubric and add written feedback.
- 4 Mark Late status if applicable (the system flags submissions past the due date).
- 5 Save grade. If resubmission is allowed, the student is notified to revise.

Note: You cannot assign an exercise that is still Draft or Pending. Ask your Content Coordinator to approve it first.

5. Student Guide

Students see only the published homework assigned to their class for the active semester.

Find your homework

- 1 Sign in and open the Dashboard.
- 2 You will see homework for your class with assigned date, due date, skill, and points.
- 3 Click a homework item to open it.

Do and submit homework

- Reading — read the passage, then answer the comprehension questions.
 - Listening — press play on the audio (replay as needed) and answer the questions.
 - Grammar — answer multiple choice, true/false, or fill-in items.
 - Writing — type your response using the prompt and rubric shown.
 - Speaking — read the prompt, then record directly in the browser or upload an mp3/wav/m4a (up to 20 MB).
- 1 Click Submit when finished. The status changes to Submitted.
 - 2 If the due date has passed, your submission is marked Late (it can still be accepted depending on your teacher's policy).
 - 3 If your teacher allows resubmission, you can edit and submit again until the deadline.
 - 4 Open the homework later to see your score and your teacher's feedback.

6. Shared Features

Semester switcher

The top-right Semester switcher controls which semester's data you see across the app. Teachers and students see only their own semester's classes and assignments.

Reports

- Administrators and Academic Directors see program-wide reports.
- Filter by semester, level, class, and skill.
- Use exports for staff meetings or end-of-semester reviews.

Levels

The Levels menu (sidebar) opens any of the 6 CEFR levels for a quick view of classes and material.

Account

Use Account > Change password to update your password. If you forget it, ask your administrator to reset it.

7. Troubleshooting

- Can't see homework as a student — confirm you're on the right semester and that the teacher has published the plan.
- Can't assign an exercise as a teacher — the exercise is likely still Draft or Pending; ask a Content Coordinator to approve it.
- Audio won't upload — check the format (mp3, wav, m4a) and size (15 MB for exercises, 20 MB for student recordings).
- AI generation failed — try again with a more specific topic or fewer questions.
- Permissions error — make sure your account has the correct role; contact an administrator.