



Step by Step: How to upload and assess samples

Go to the following address: <http://flashdev.open.ac.uk/webcef>

Enter your email address and password:

A login form with a light gray background. It contains two input fields: 'email:' and 'password:'. Below the password field is a checkbox labeled 'remember email address' which is checked. There are three buttons: 'enter', 'change password', and 'email me a new password'.

Choose what you want to do (create a group or a task, upload or assess a sample):

- [My Student Groups \[2\]](#) - access your student groups and view or make assessments
- [My Mentor Groups \[5\]](#) - access your mentor groups and view or make assessments
- [Manage Groups](#) - create and edit student and mentor groups
- [Tasks](#) - define, manage and view tasks
- [Samples](#) - upload and manage your media samples



















If you are working in a group that already exists, and want to upload a new sample, the recommended work sequence is as follows:

1. describe the task which your sample is based on
2. add the student who produced the sample to the list of users
3. upload the sample
4. edit the metadata for the sample
5. publish the sample
6. assess and annotate the sample

1. Describing a new task





This step can be omitted if your sample is based on a task that already exists within your group.

On the main page, choose "Tasks". Depending on how many tasks have already been created in your group, you will see a table like the following:

title	description	group(s)			
Describing a video clip: a snowy day	You are going to watch a short video clip and describe it to your partner.	CEF test group			
Describing a video clip: the elephant	You are going to watch a short video clip and describe it to your partner.	CEF test group			
Describing a video clip: the elephant	You are going to watch a short video and describe it (audio recording only).	Chambery Samples			
Describing a video clip: the footballer	You are going to watch a short video clip and describe it to your partner.	CEF test group			
Describing a video clip: the fridge	You are going to watch a short video clip and describe it to your partner.	CEF test group			
Ludo. Test how the task management works	Test how the task management works. Task will be deleted	Ludo test group 2			
Mobile phones	Find out about and discuss mobile phone use with your partner	CEF test group			
Video description: Rolo	Watch the video clip and tell your partner what you saw	Grenoble Universités			

[add a new task](#)

Key to icons

-  View this task
-  Edit this task
-  Delete this task (not available if samples have been attached)
-  Task cannot be deleted

To create a new task, click on “add a new task”, just below the table. This will display the “Task Management” form, which asks you to enter the following information:

- Task title (once your task has been created, this is the title that will appear in column 1 of the table above)
- Task description (this will then appear in column 2 of the table)
- Was there any preparation or support for the task? Answer “Yes” or “No”. If the answer is “Yes”, there is a text box for you to give a short description of the preparation.
- Was the task part of the regular curriculum? Answer “Yes” or “No”.
- Task type: select from a drop-down list of tasks. These are the types of oral production tasks listed in the CEFR document.
- Select group: select from a drop-down list. Choose the name of the group you are working with.
- Educational level of the learners the task was used with.
- Domain (personal, public, occupational or educational)
- Supporting documents: any documents that were used for the task (instruction sheet, pictures, recordings, texts) can be attached and uploaded.

When you have completed the form, click on the “Save new task” button at the bottom of the screen.

2. Adding a student to the list of users

Return to the main page (“home”) and choose “Manage groups”.



Manage Groups & Users

[home](#) > [manage groups](#)

Student Group Admin

[edit student groups](#)

[add a new student group](#)

Mentor Group Admin

[edit mentor groups](#)

[add a new mentor group](#)

User Admin

[add/edit users](#)

Under “User Admin”, choose “add/edit users”. This will display a list of all the people who are already users on the WebCEF system. To add a new name, click on “add user” at the bottom of the table. You will then see a “User Details” form to complete. The picture below shows the top part of this form.



User Details

[home](#) > [manage groups](#) > [user list](#) > [add user](#)

<p>Title</p> <input type="text"/>	<p>Organisation</p> <input type="text"/>
<p>First name [required]</p> <input type="text"/>	<p>Address</p> <input type="text"/>
<p>Last name [required]</p> <input type="text"/>	<input type="text"/>
	<input type="text"/>

Two fields are obligatory: First name and Last name. When you publish the sample, there will be an “anonymous” option that you can select if you don’t want the learner’s name to appear.

In the rest of the form, you should also check the following boxes, which have default values: “Gender”, “User Role” and “Active”.

You can complete other fields at your discretion. Notice though that the following information will probably be useful:

- Date of Birth, Country of Origin and Native Language/Working Language, because it may be useful for people assessing the sample to know the age, background and L1 of the learner.
- If you want the learner to be able to access the sample and see the assessments that have been made of his/her production, then you need to enter the learner’s email address in the form and give him/her a password. You will also need to add him/her to the list of members of your group; see “Adding new members to a group” at the end of this document.

When you have completed the form, click on the “add” button at the bottom of the screen.

3. Uploading a sample

Return to the main page and choose “Samples”. You will then see the “My Samples” page; to upload a new file, click on “upload video” at the bottom of the page.

On the “upload video” page you will see a list of file formats that are supported, and the box for selecting the file to upload:

Upload some files!

File 1 of 1:

Add another file?

Browse the files on your computer to select the one to upload (the button marked “Parcourir” in the screenshot above will of course have a different name depending on the language used in your computer system). Repeat the process for any other files you want to upload at the same time, then click on “Begin Upload”. Depending on the size of your files and the speed of your internet connection, there will then be a delay while the files are uploaded, and then while they are being automatically encoded.


Once your sample has been uploaded and encoded, it will appear in the list of samples, and you are ready to go on to the next step.

4. Editing the metadata

On your “My samples” page, you will now see a table like this:

Samples requiring further action




title	uploaded	status			
20080423T160029_VideoMonologue2.mov	23-04-2008	metadata required unpublished			


Click on the metadata button  to open the metadata form. This will ask you to provide the following information:

- Sample title. The system automatically displays a title, usually consisting of a numerical code followed by the name of your file. You can rename the sample to give it a simpler title.
- Sample description. This is optional, but it may help users to know what kind of sample it is.
- Date. This is entered automatically, but you can change it, if for example you want to display the date when the sample was recorded rather than the date when it was uploaded.
- Task and group. Select from a drop-down list. It is for this reason that it is better to describe the task before you upload the sample.
- Target language, Target CEF level, Register and Setting: all selected from drop-down lists.


When you have completed the form click on the “update” button at the bottom. The metadata can be modified later if necessary.

5. Publishing a sample

title	uploaded	status			
VideoMonologue2.mov	23-04-2008	unpublished			

Your sample will now appear in the sample table as above, and you can click on the “publish” button  to make it visible to other members of your group. The “Publish Sample” page will appear, where you can select the name of the learner to be associated with the sample, from a drop-down list. If you don’t want the learner’s name to appear on the assessment form, tick the anonymity box. Finally, click on the “publish” button.

Select the person to associate with this sample

Osborne, John [John.Osborne@univ-savoie.fr] 

tick this box if you wish the person associated with this sample to remain anonymous

publish

6. Assessing and annotating a sample

Once you have published a sample, it will disappear from your list of samples requiring further action and will be added to the list of samples in your group. Return to the main page and select “My

Student Groups” or “My Mentor Groups”, as appropriate. You will see a list of the samples available in your group. The example below shows a group where just one sample has been published.

sample title	student/mentor	make an assessment	my assessments
VideoMonologue2.mov	Anonymous		

Key to icons

- Create a new assessment of this media sample
- Indicates that your assessment of this media sample has been published
- Edit this assessment
- Delete this assessment
- Click to view summary of the published assessment
- Click to view summary of all published assessments

You can click on the name of the sample to open a video window in which you can preview the sample. Click on the icon in the “make an assessment” column to assess the sample. You will first see a summary of the task description; then click on “proceed to make an assessment” to open the assessment form.

The screenshot shows the assessment form for the video sample 'MobilePhones1B.mov'. The interface includes a video player, an 'Annotations' box, a 'Range' section with CEF level descriptors (C2 to A1), and a 'Summary' section with a table for 'Overall Spoken Interaction' and a grid for 'Overall Spoken Interaction'.

Overall Spoken Interaction	A2
Range	
Accuracy	
Fluency	
Interaction	
Coherence	

On the assessment form, you can play the sample in the video window at the top and assess the sample by selecting the appropriate CEF level descriptor, from A1 to C2. You can also annotate the sample by typing comments or explanations in the “Annotations” box.






When you have made your assessment, click on the “save” button, and then on “next” to see the following scale. The CEF scales are displayed in the following order:

1. Overall Oral Production (if the sample is a monologue) OR Overall Spoken Interaction (if it is an exchange)
2. Range
3. Accuracy
4. Fluency
5. Interaction (if appropriate)
6. Coherence

However, it is possible to move back and forth through the scales and do the assessment in a different order if preferred.

Notice that when the sample is an interaction, the learners are assessed separately, so that there are in effect two different samples.

When you are satisfied with your assessment, click on the “publish” button in the top right-hand corner to make it available to the rest of the group. Otherwise, you can leave your assessment and return to it later. Until the assessment is published, you can make whatever modifications you want, or you can delete it altogether. Once it has been published, it can’t be modified or deleted (but you can publish another, revised assessment of the same sample).

sample title	student/mentor	make an assessment	my assessments	
VideoMonologue2.mov	Anonymous		24-04-2008 14:24  23-04-2008 16:58  	

The example above shows a user who has made two assessments of the same sample. One has been published; the earlier one has not been published and can be modified or deleted. The icon in the last column allows you to see all the assessments that have been made of this sample, both by you and by other members of the group.

7. Adding a new member to a group

If you are responsible for managing a group, you will probably want to add new members. To do this, first add the person to the general list of users, following the same procedure as in section 2, “Adding a student to the list of users”. Then, on the “Manage groups and users” page, choose “edit mentor groups” or “edit student groups”, as appropriate.

title	metadata	members
CEF test group	edit	edit
Chambery Samples	edit	edit

You will see the list of groups you belong to. Click on “edit” in the “members” column, and you will see the list of people who are already members of the group. At the bottom of the page, click on “add members” and you will see a list of users, in alphabetical order. Find the name of the person you want to add to your group, select the role that person will have in the group, “student”, “mentor” or “mentor of mentors”, and then click on the “add” button at the bottom of the page.

name	mentor of mentors	mentor
Mr Gerben Wartena	<input type="checkbox"/>	<input type="checkbox"/>
Prof. dr. Gerard Westhoff	<input type="checkbox"/>	<input type="checkbox"/>
Marjolyn Witdouck	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="button" value="add"/>