

V-Admin Manager's Guide

Version 4.4

Step 1. Create your free V-Admin account

Go to: <http://www.wordengine.jp/wevadmin/goSignup>

Enter the required data to create your free V-Admin account. We will send weekly email reports to you at the address you enter. You can switch the email reports off if you wish. The registration page looks like this:

Word Engine V-Admin

Language: English

SIGNUP

Please fill in all fields and press "Submit".

Email :

Password :

Enter 6 - 15 characters. half-width Letters, numbers and symbols.

Password(again) :

Your Name :

Example : Taro Yamada

Organization :

Example : Lexxica Univ, Economics Dept

I agree to the [Terms of Use](#) and [Privacy Policy](#).

Step 2. Create groups

Open your V-Admin account and click "Create Group." You may create as many groups as you need.

Word Engine V-Admin

Language English

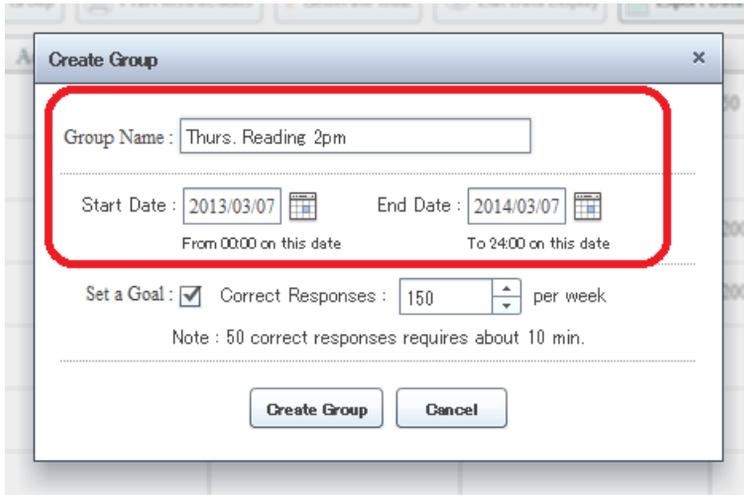
Organization : Lexxica / Manager : Guy Cihi

View these members : All Groups

Group Name	Active Students	Start Date	End Date	Correct

Step 3. Enter group name and check date parameters

Short names are best. Leave the Start Date set to today's date. Set the End Date to the first Sunday after the last class date. The group's Start and End Dates establish maximum time parameters for progress data analysis. The group's Start and End Dates can be changed later, however, the Start Date cannot be set to a future date.



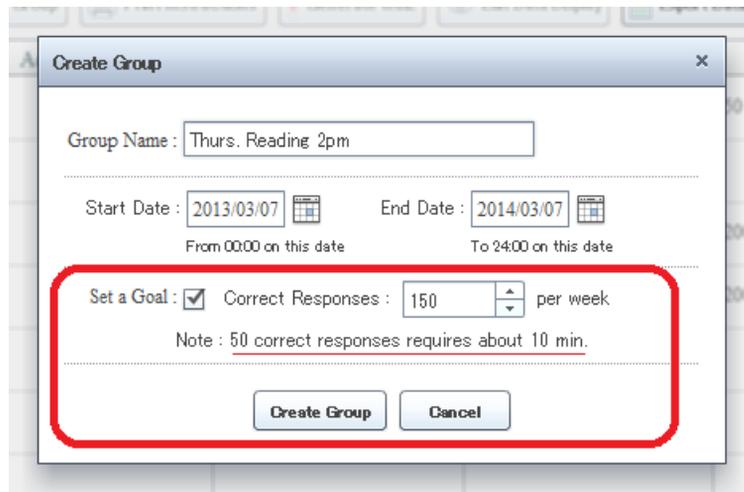
The screenshot shows a 'Create Group' dialog box with the following fields and values:

- Group Name: Thurs. Reading 2pm
- Start Date: 2013/03/07 (From 00:00 on this date)
- End Date: 2014/03/07 (To 24:00 on this date)
- Set a Goal: Correct Responses: 150 per week
- Note: 50 correct responses requires about 10 min.

Buttons: Create Group, Cancel

Step 4. Set the weekly goal for each group

Setting a weekly goal for the group will definitely help motivate your students. Each 50 correct responses will require about 10 minutes of study. Setting a reasonable goal helps students develop a positive study attitude.



The screenshot shows the same 'Create Group' dialog box as in Step 3, but with a red box highlighting the 'Set a Goal' section:

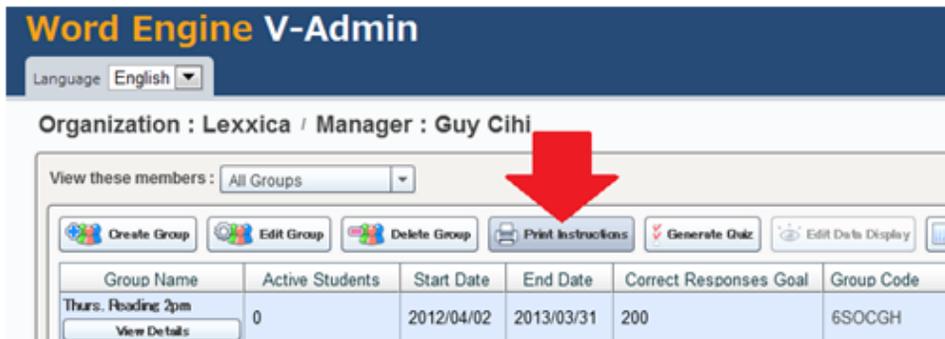
- Set a Goal: Correct Responses: 150 per week
- Note: 50 correct responses requires about 10 min.

Buttons: Create Group, Cancel

At any time you can click "Edit Group" and reset the weekly goal higher or lower, however, keep in mind that if you change the goal, students will see only your latest goal setting applied to up to 15 weeks of prior study data. Be sure to tell your students in advance or they will be surprised if some previous goal hits suddenly disappear. (You can also make goal hits reappear by lowering the goal setting.)

Step 5. Prepare instructions for students

Select (highlight) any one group by clicking it once. When a group is highlighted, the row will turn blue (see below). Next click "Print Instructions." Instructions are group-specific because each group has a unique "Group Code."



Next, write the vocabulary course(s) you want your students to study and then check one or more boxes to indicate which payment method(s) you recommend (see Step 8 for details). If you plan to use a discount Promo Code, then write the current promo code in the notes section. If you don't have a current discount Promo Code, [contact Lexxica](#) to get one.

Group Name : Challenge 300 CR

Course Assignment : TOEFL

Group Code : NJS4BY

If you have a Promo Code be sure to write it in the notes section below.

Use Promo Code: SPECIAL

If you have more than 10 students, you may request a Promo Code to lower the price of an online payment.

Check the box to instruct your students how to pay for WordEngine:

- Click the "Buy now" button and follow the online instructions.
- Buy an access card at the school bookstore.
- Your teacher or manager will provide payment instructions.

Instructions (Japanese) Instructions (English) Cancel

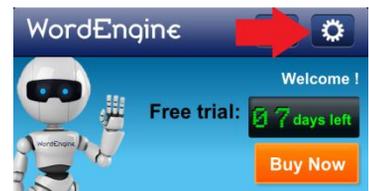
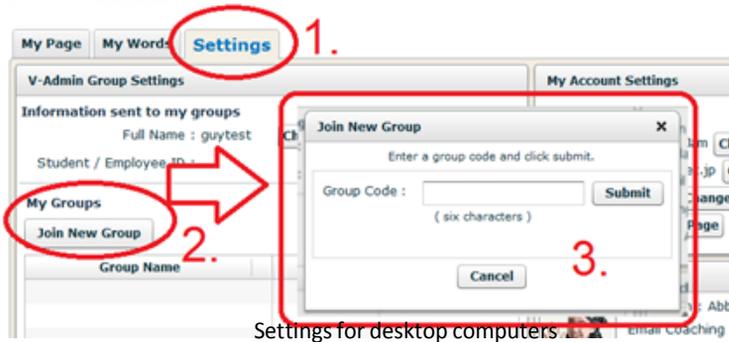
Step 6. Advise students to watch the signup video tutorial located on the WordEngine homepage.

The videos are available in Japanese and English. They explain all of the essential aspects of WordEngine in seven minutes or less. Students who self register (create their own Login ID and Password) should watch self registration video. Students who were pre-registered (they will be given a Login ID and Password) should watch the pre registered users video.



Step 7. Students take V-Check, register their user account and join your V-Admin group

Some teachers have their students take V-Check in a language lab, others have students take V-Check on their own. After V-Check is completed, students will be asked to register a personal Login ID and Password. After registering, they can connect their WordEngine account to your V-Admin group from the Setting page in their WordEngine account. Students can do all of these things on either a tablet, smartphone or desktop computer. The Settings page for tablets and smartphones is found by pressing the gear icon.



Settings for tablets and smartphones

Step 8. Students pay for their subscriptions

Students can study during the 7 day free trial period however beyond that they must purchase a subscription. There are various ways to purchase a subscription. Read about the options below and indicate the best way on the instruction sheets you prepare for your students.

Subscription Option 1. Buy Online

The easiest way for students to subscribe is to buy online. If you choose this option, simply tell your students to click the orange "Buy now" button. On desktop computers we accept payments by credit cards from any country. In Japan we also accept payment by cash at a convenience store, and by bank transfer. On tablets and smartphones we can only accept monthly payments through the user's App Store account.



Buy now on desktop computers



Buy now on tablets and smartphones

NOTE: Groups of more than 10 students can qualify for a group discount. Contact Lexica to get a Promo Code for your students: <http://www.wordengine.jp/wevadmin/goBulkForm> After entering the Promo Code, the price is reduced according to the discount rate. The Promo Codes will only work on desktops – not on smartphones and tablets.

Subscription Option 2. Buy access cards and distribute them to students

For 200 or more students it may make sense to purchase printed access cards from Lexica. These printed cards can be given to students or resold through a bookstore or commissary. A paperless alternative is to buy a list of access codes on a spreadsheet. Be sure to specify either 360-day, or 180-day subscriptions when you order.

Blue cards
360-days



Green cards
180-days

If you order access cards, tell your students to login to their WordEngine account with a desktop computer and click the blue button that says, "Enter Access Code." NOTE: Access Code numbers can only be entered with a desktop computer. Students with tablets or smartphones should open their account with a desktop computer to enter their Access Code number. After that, they can continue using their mobile device.

A screenshot of a Lexica website banner. The banner features a 'Special Offer' with a '28% OFF' tag. It includes a 'Buy now' button with a red 'X' over it, a 'Free trial period Valid 7 more days' badge, and a blue 'Enter Access Code' button highlighted with a red box and a red arrow pointing to it. Text on the banner includes 'Special Offer', 'Valid 7 more days', 'Already have an Access Code? Enter access code from back of card', and 'KGCZ-ZX17 example'.

Additional Information

Email Reporting Service

All V-Admin accounts include automated weekly email reports. Each Monday you will receive a snapshot report for the prior week (Monday to Sunday). By group, the report shows goal hits, time on task, and number of correct responses in the past week. Email reports can be switched on/off from the Settings page in V-Admin. Up to two additional email addresses can receive the weekly reports. Additional email addresses can be added on your V-Admin settings page.

Goal Hit Methodology

Each week begins on Monday at 00:00 and closes on Sunday at 24:00 (Japan time). Students sometimes wait until Sunday to finish their assignments. Be sure that they adjust for any time difference with Japan time. Correct responses made after the close are credited toward the following week. In V-Admin, the goal hit indicator (yes/no) does not report results of any partial weeks. For clearest results, set your group's start date to a Monday and the end date to a Sunday.

Questions or comments, contact: info@lexica.co.jp

Example V-Check Report – Confirmed

This page shows an example of a Confirmed V-Check report. If you see a large score difference between a student’s Provisional score and their Confirmed score, that is either because the student guessed aggressively (as indicated by a reduced Confirmed score), or the student sandbagged (concealed their true ability during V-Check) which is revealed by them having a higher Confirmed score.

V-Check Report

Username : *****
 Test Date : *****

Download
 Share

General English Score Confirmed

You know : **2,063** words * Study now

2,063

Global average score : 5,124

Average general ability based on vocabulary size

TOEIC TOEFL pbt IELTS

Conversion Score : **270**

Learn all your missing words fast!

TOEIC

TOEIC
Required : 6,481

1,830

You know : 1,830 Missing : 4,651 Study now

Global average score : 4,312

Average TOEIC scores based on vocabulary size

TOEFL

TOEFL
Required : 7,502

1,881

You know : 1,881 Missing : 5,621 Study now

Global average score : 4,493

Average TOEFL pbt scores based on vocabulary size

IELTS

IELTS
Required : 5,871

1,786

You know : 1,786 Missing : 4,085 Study now

Global average score : 3,941

Average IELTS scores based on vocabulary size

EIKEN

EIKEN
Required : 3,553

1,634

You know : 1,634 Missing : 1,919 Study now

Global average score : 2,721

Average EIKEN levels based on vocabulary size

Entrance exams
Required : 7,436

1,923

You know : 1,923 Missing : 5,513 Study now

Global average score : 2,475

Scale shows your vocabulary size compared to others

Business English
Required : 8,743

1,888

You know : 1,888 Missing : 6,855 Study now

Global average score : 4,724

Average business ability based on vocabulary size