



Using The Online Platform

# -TUTORIAL-

# 1

As a teacher of our language institute TaalTaal, you have access to our online platform.

The platform has various useful features.

As soon as you are in possession of your username and password, which are provided to you by the TaalTaal office, you can log in to our portal:

[taaltaal.nl/portal/mygroups](http://taaltaal.nl/portal/mygroups)



The screenshot shows a login form for the TaalTaal portal. In the top left corner, there is a logo with the text "Taal Taal" in red and blue. To the right of the logo, the title "Login form" is displayed in blue. Below the title, a message reads: "The page you're trying to access requires that you are logged in. Please login in the form below:". This is followed by a red instruction: "Please give a username and password.". There are two input fields: the first is labeled "Username:" and contains a blurred text; the second is labeled "Password:" and contains a series of dots. A blue "login" button is located at the bottom right of the form.

## Indicate Your Availability

Click on the **availability button**. Here you can fill in times and days that you are available for teaching. The availability page is an indication of your possible teaching hours and days. It does not oblige you to keep these hours free for TaalTaal. Pending courses can be confirmed at a later stage.

Don't forget to click on the **submit button** after you are done.



**TaalTaal** availability attendance My Groups!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00 to 12:00							
12:00 to 18:00							
18:00 to 22:00							

→ Submit

**The attendance page** is an extra page where you can directly fill in the attendance of your students.

The same Presentation Forms and other important information about your courses and students are also in **My Groups!**



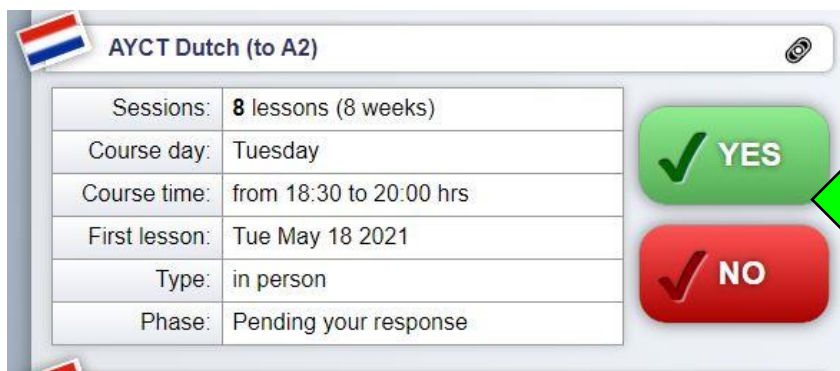
**TaalTaal** availability attendance **My Groups!**

## My Groups Page

After you have indicated your availability, TaalTaal will let you know which courses are offered on the website for the coming period via the 'My groups' page.



The small symbol on the right side is a direct link to the TaalTaal website.

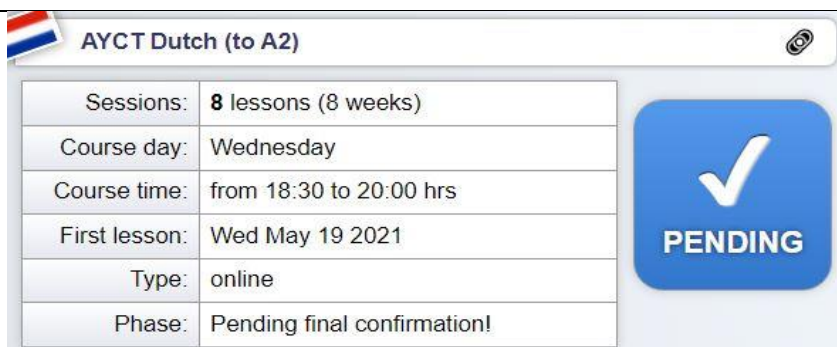


Here you can select 'yes' or 'no' for the courses you have been invited to.

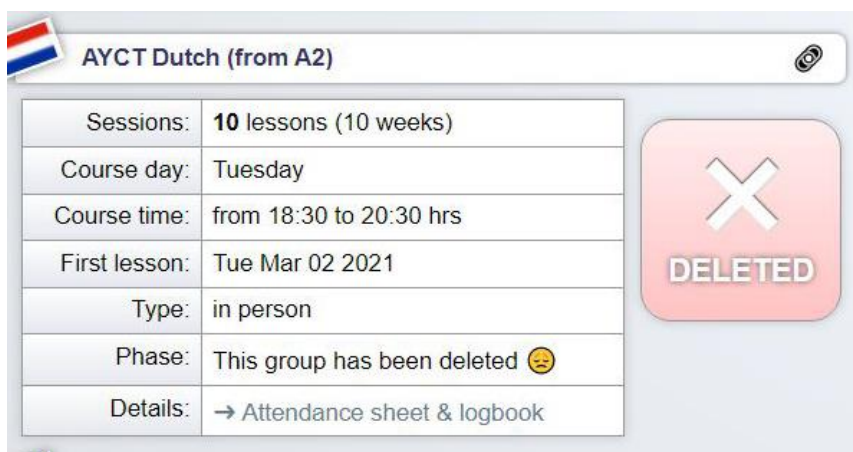
**PENDING:** Once you have selected 'yes'.

The course is pending. This means that the course has been offered.

During this period students can register. Be active in the search for students yourself, because the course can only start if there are a certain number of participants.



**DELETED**: this implies that this course will NOT start. The reason may be that there are not enough registrations or for other reasons.



The screenshot shows a course card for 'AYCT Dutch (from A2)'. The card has a header with a Dutch flag icon and a link icon. Below the header is a table with the following information:

Sessions:	10 lessons (10 weeks)
Course day:	Tuesday
Course time:	from 18:30 to 20:30 hrs
First lesson:	Tue Mar 02 2021
Type:	in person
Phase:	This group has been deleted 😞
Details:	→ Attendance sheet & logbook

To the right of the table is a large red button with a white 'X' and the word 'DELETED' in white capital letters.

**FINAL**: This implies that the course actually starts. You are the teacher. You can now click on the 'Go to details' button for further information.



The screenshot shows a course card for 'Accelerated Basic Dutch 2 (A2)'. The card has a header with a Dutch flag icon and a link icon. Below the header is a table with the following information:

Sessions:	14 lessons (7 weeks)
Course day:	Monday + Thursday
Course time:	from 18:00 to 20:00 hrs
First lesson:	Mon Feb 01 2021
Type:	online
Phase:	Final - you are the teacher! 😊
Details:	→ Attendance sheet & logbook

To the right of the table is a large green button with a white checkmark and the word 'FINAL!' in white capital letters. Below this button is a yellow button with a right-pointing arrow and the text 'Go to details'. A green arrow points upwards from the bottom towards the 'Go to details' button.

# YOUR GROUPS

After you have clicked on the 'Go to details' button, you enter 'your group page'. The group page holds: the attendance page of your courses. Here you can fill in dates, attendance and whether your students are eligible for a certificate.

Please update your attendance sheet every lesson.

Accelerated Basic Dutch 2		1	2	3	4	5	6	7	8	9	10	11	12	13	14	CF
		1/2	4/2	8/2	11/2	15/2	18/2	22/2	25/2	1/3	4/3	8/3	11/3	15/3	18/3	
Thomas Jurgens																✓
Lucas Buitendijk																✓
Andreas H. Pijpers																✓
Elly Belders																✓
Harold J. J. J.																✓
Franken M. J. J.																
Steen J. J.																✓
Steen J. J.																
Steen J. J.																

unknown Monday and Thursday from 18:00 to 20:00 hrs  
ONLINE Q1 2021 (January to April 2021)

The notebook contains: homework and other relevant notes for the students and yourself. The notebook is set to **public visibility** by default.

You can also change this to: only for teachers. This means that your students no longer have access to the notebook. Don't forget to click on **the submit button** after you are done.


intro 1 2 3 4 5 6 7 8 9 10 11 12 13 14

### Notes for Lesson 1

Please write down the chapters of pages you have done during the lesson.  
In a separate note, please share what the homework is.

Homework: Chapter 1 exercise 1

public visibility



The middle column of the group page contains lesson materials and the names and email addresses of your students.

The screenshot shows two sections: 'Lesson materials / downloads' and 'Contact info -- online group'.

**Lesson materials / downloads**

- Nederlands in Gang Docentenhandleiding
- Nederlands in Actie Docentenhandleiding
- Nederlands op Niveau Docentenhandleiding
- Nederlands naar Perfectie Docentenhandleiding
- TaalTaal Studieplan

**Contact info -- online group**

Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
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Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com
Wendy Hoogstraal	wendyhoogstraal@gmail.com

In the bottom column of the group page you can find **a link**. This link provides access to the online classroom. You can share this link with your students. Please be careful with sharing.

By clicking on **the yellow button**: 'Go to online TaalTaal room', you will enter the virtual classroom.

**The online classroom**

Please note that you may use any software for online lessons. You can try to use the integrated TaalTaal system. The link has a security code so that anyone can join that room, so please be careful with sharing. This is the full link:

<https://taaltaal.nl/online/room/c776...>

**Go to online TaalTaal room >>**

A green arrow points to the yellow button.





Using The Online Classroom

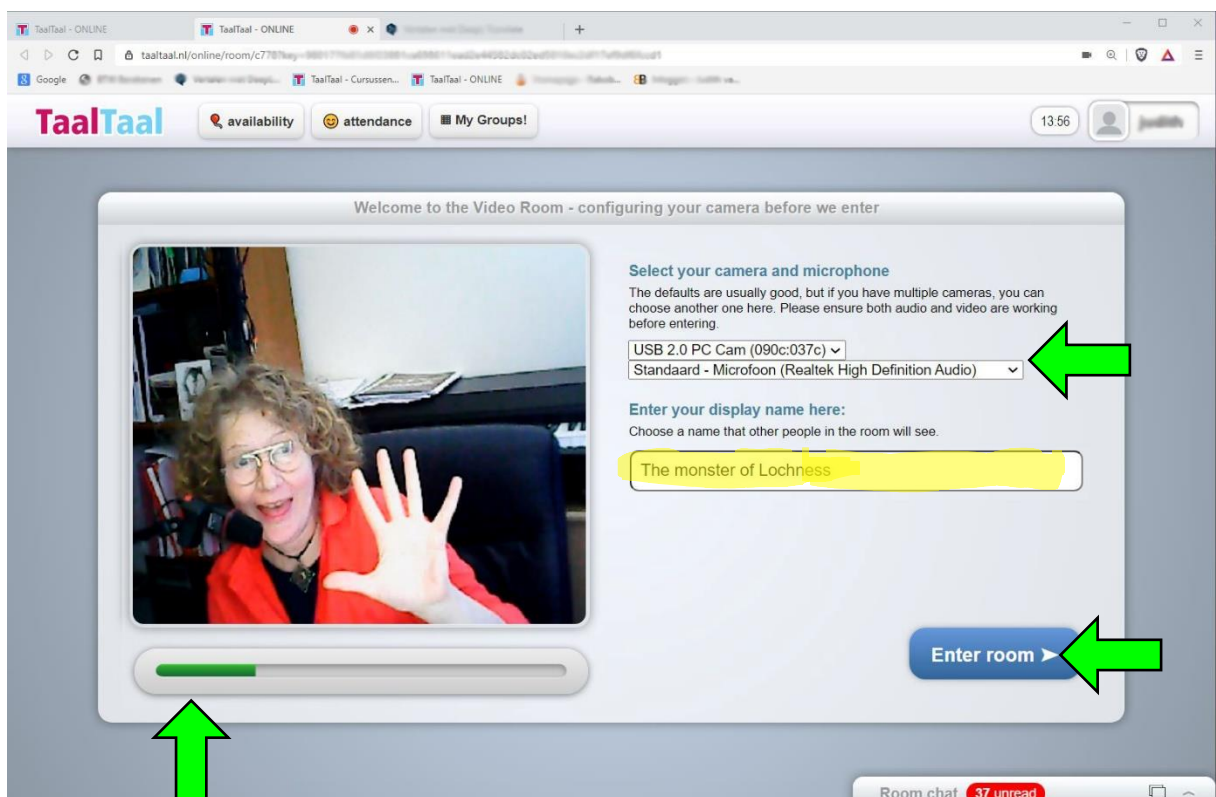
# -TUTORIAL- 2



After you have clicked on:

**Go to online TaalTaal room >>>**

- Give TAALTAAL- permission to use your microphone and camera.
- **Select your sound and picture settings.**
- **Choose a name** with which you want to be addressed during the session. If no name is entered, you are indicated as a guest.
- If you see yourself on the screen and a **green bar is moving** under the video image when you speak, you are good to go!
- Click on **Enter room** and enter the virtual classroom.



TaalTaal also gives each teacher 8 of their own online classrooms that you can use as you wish, for example for intakes or private lessons. This is not bound to any rules and is meant to give you total flexibility.

If possible, please do use the standard rooms.

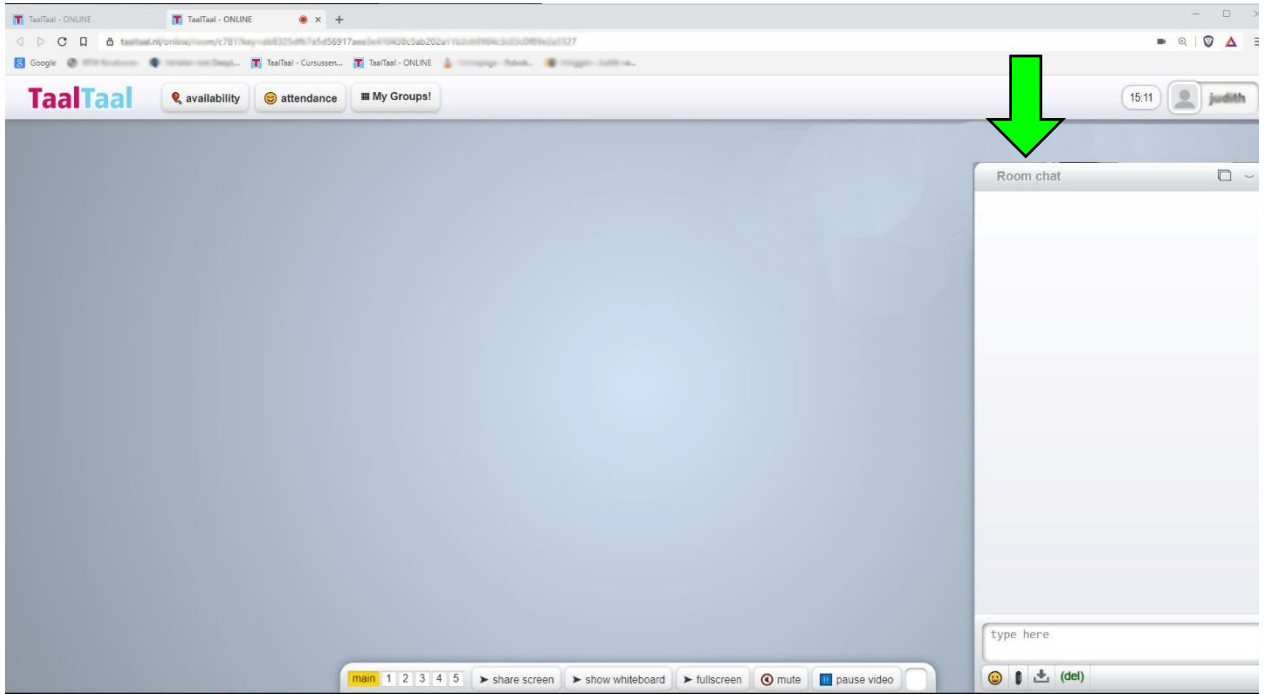
Our rooms can be access through your username, so if your username is "mickeymouse", your rooms are:

[taaltaal.nl/online/room/mickeymouse/1](https://taaltaal.nl/online/room/mickeymouse/1)

[taaltaal.nl/online/room/mickeymouse/2](https://taaltaal.nl/online/room/mickeymouse/2)

etc...

As soon as you enter the classroom, a welcome message pops up.  
**The Room Chat** is opened on the screen.



You can easily remove the Room Chat by left-click **the small right arrow** in the header of the Room Chat. To make the chat visible again, click on the **upward pointing arrow**.



# The Room Chat

The chat room can be used for **typing, sharing links, uploading and downloading files, or add an emotion.**



You can have the chat overlay the video images of the participants, or group the video images next to the chat, by clicking on the squares on the right side of the room chat header



Video images are grouped next to the Room Chat



The Room Chat is overlapping the video images.

What is posted in the room chat can be deleted by clicking the delete button.



Confirm deleting the Room Chat by clicking "OK" on the popped up message of your browser.

taaltaal.nl meldt het volgende

Delete all chats?

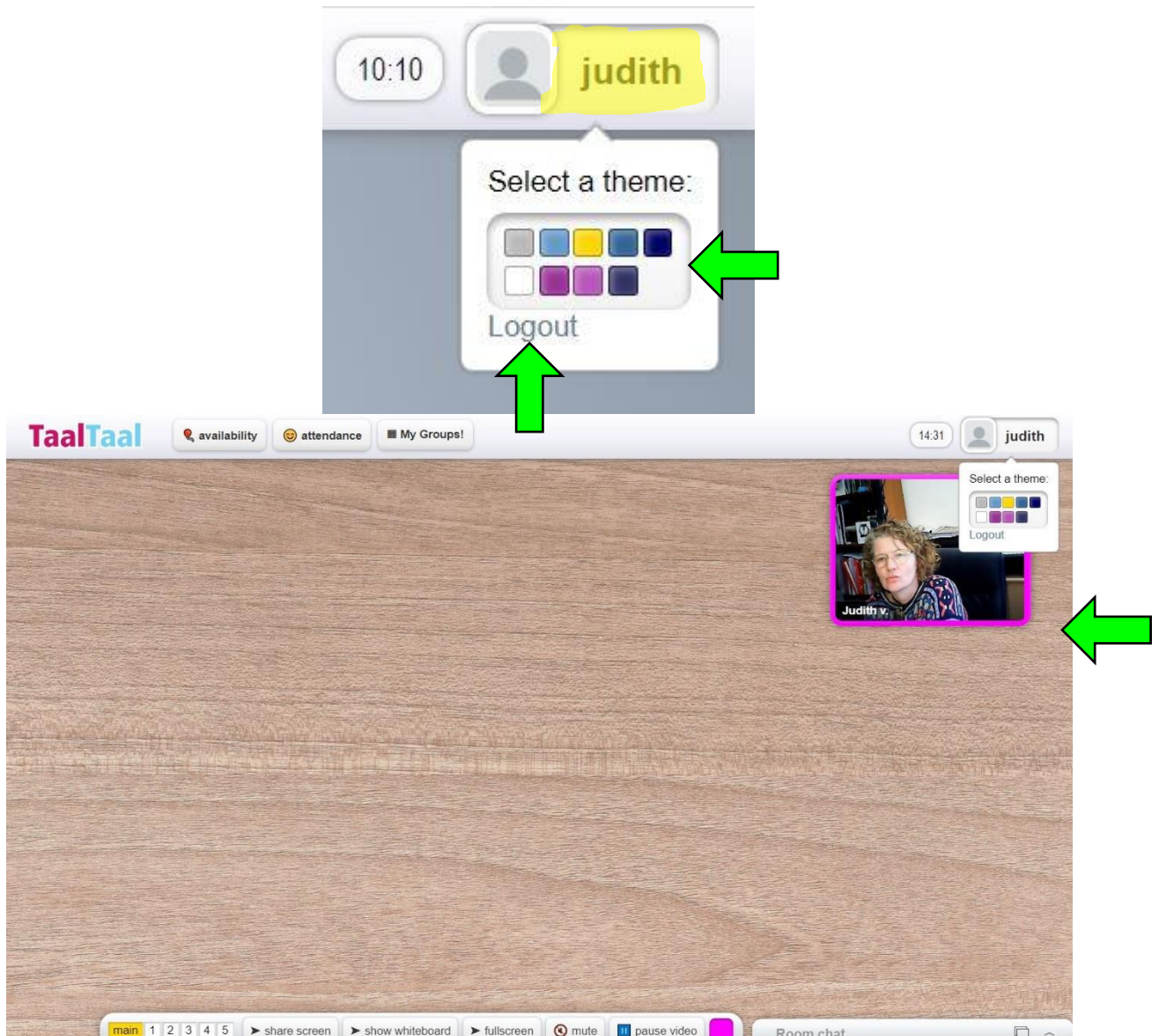
OK

Annuleren

# Customizing The Online Classroom

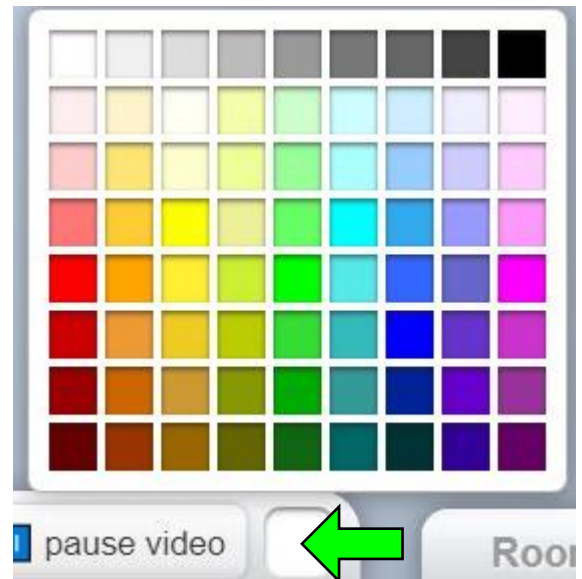
You can customize the online classroom according to your own preferences.

Change the background by left-mouse clicking your **user name**. Then select one of the **small color buttons** in the dropdown menu. Here you can **log out** as well.





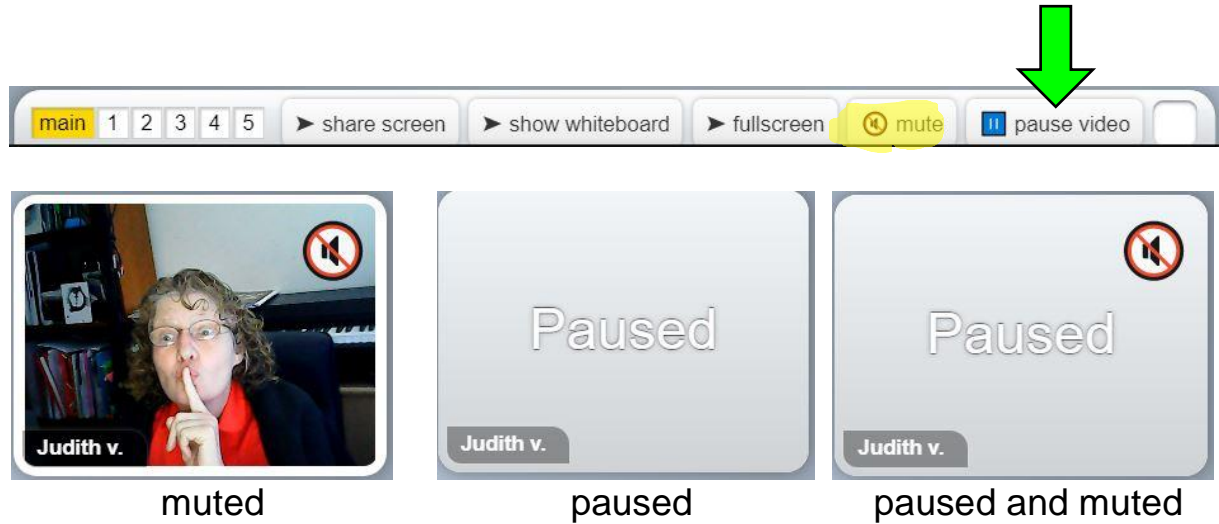
On the menu bar at the bottom of the screen, on the right is a **small white square**. With a left mouse click you can change the colour of the frame of your video image in the dropdown colour menu. This can be fun for a quiz or a vote during class.



## Turning Off Your Sound And Vision

left mouse click on **mute**: your microphone is switched off.

Left mouse click on **pause video**: your camera is off.



Click **unmute** and **start video** and you can be heard and seen again.





# Share Screen

The **share screen button** enables:

- full screen-
- second screen-
- an open tab in your browser-
- a window-

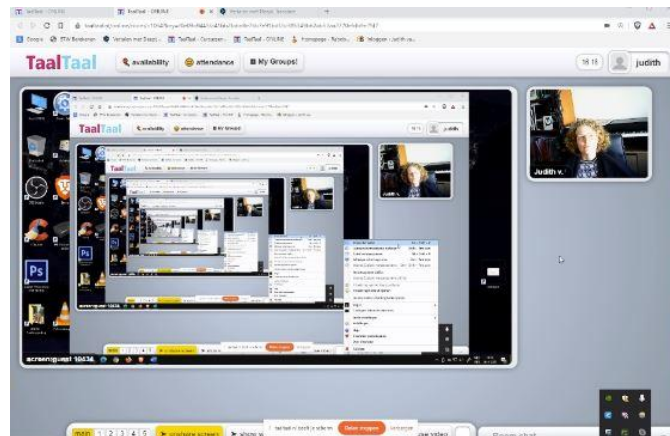


Kies wat je wilt delen

taaltaal.nl wil de content van je scherm delen.



Sharing the entire screen is often an endless repetition of images.



Sharing a second screen can sometimes give a flickering image.

Sharing an open tab; sharing YouTube movies directly in share screen can cause delay.

<https://yt1s.com/youtube-to-mp4>

Make a mp4 movie first, download it on your computer and share.

**Sharing a window.** This is a solid way to share content.

Kies wat je wilt delen

taaltaal.nl wil de content van je scherm delen.



Volledig scherm

Venster

Brave-tabblad

Delen

Annuleren

**TaalTaal** availability attendance My Groups!

Regelmatige werkwoorden presens/ regular verbs

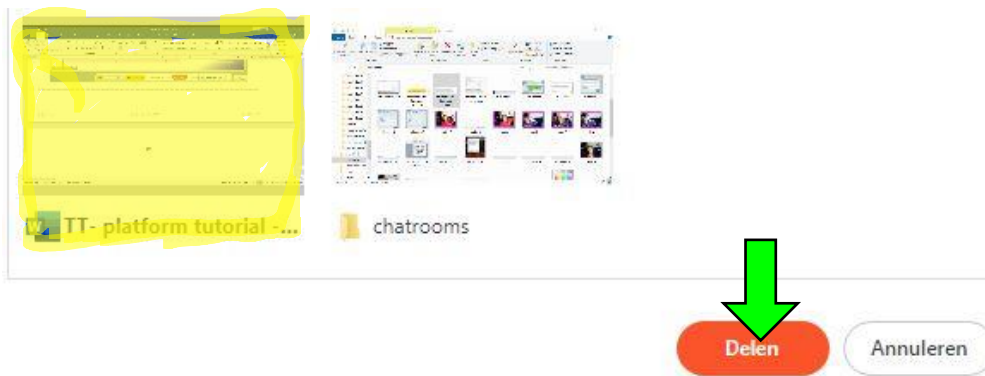
De stam = infinitief **-en** / luisteren= luister**en**/ de stam= luister

		stam	begrijpen	won <b>en</b>	et <b>en</b>	Eindigt de stam op een <b>t</b> , dan krijgt het verbum <b>geen</b> extra <b>t</b> .
<i>singularis</i>			(to understand)	(to live)	(to eat)	
1	ik	stam	begrijp	woon	eet	
2	jij/je	stam + t	begrijpt	woont	eet	begrijp/ woon/ eet jij?
	u	stam + t	begrijpt	woont	eet	begrijpt, woont eet u?
3	hij	stam + t	begrijpt	woont	eet	
	zij/ze	stam + t	begrijpt	woont	eet	Staat het verbum direct naast de tweede persoon (jij/je), dan krijgt het verbum <b>geen</b> t.
	het	stam + t	begrijpt	woont	eet	
<i>pluralis</i>						
1	wij/we	infinitief	begrijpen	wonen	eten	
2	jullie	infinitief	begrijpen	wonen	eten	
3	zij/ze	infinitief	begrijpen	wonen	eten	

screen:guest 10434

main 1 2 3 4 5 unshare screen taaltaal.nl deelt een venster. Delen stoppen Verbergen mute pause video Room

Select the **window** you want to share.  
Click the **share button** of your browser to share a window.



Click the **stop share button** of your browser to stop sharing, or click on the unshare screen button in the main TaalTaal menu bar.



## Using The Breakout Rooms

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One of the most stunning and useful parts of the virtual classroom are the breakout rooms.

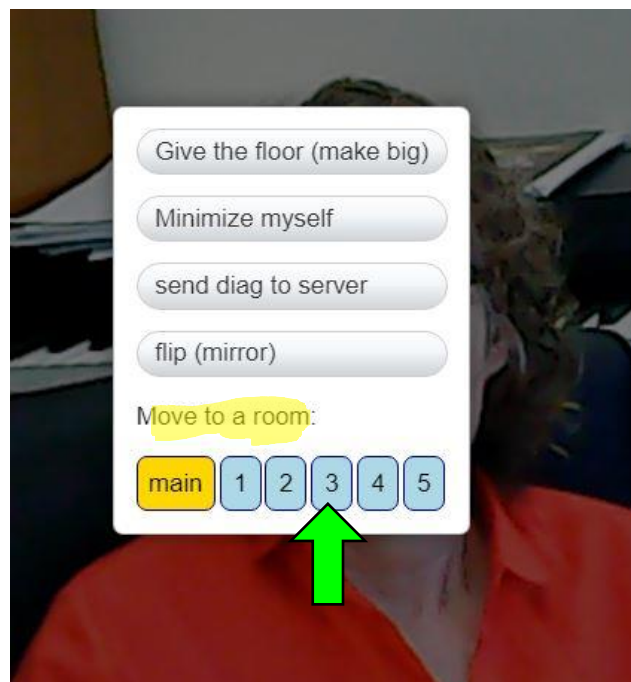
In these, students can be split in smaller groups.

Left - click on the video image of the student, or ask the students to do it themselves.

Select **move to a room**.

**Choose a room**.

You can join the students in the breakout rooms by placing yourself in a room.



After the exercise, students can return to the **main room**. Everyone is back in the same room again.

## Using The Menu In The Video Image

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Give the floor (make big)

Minimize myself

send diag to server

flip (mirror)

This mode is useful for a presentation. (Students generally do not like to see themselves in a large format).

Here the video image resizes to a smaller image.

**Panic button!** If there are insurmountable computer complications and the reason is unclear and unsolvable. This button sends technical data to the engineer who designed the platform (our director: Serhat Sakarya).

Flip mode mirrors the video image.

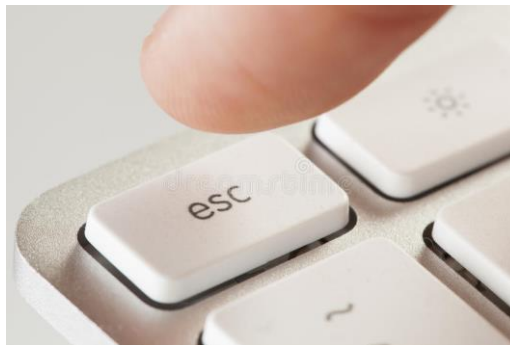
## Fullscreen Mode

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Click on the **fullscreen** button in the menu bar. The screen is now full screen.

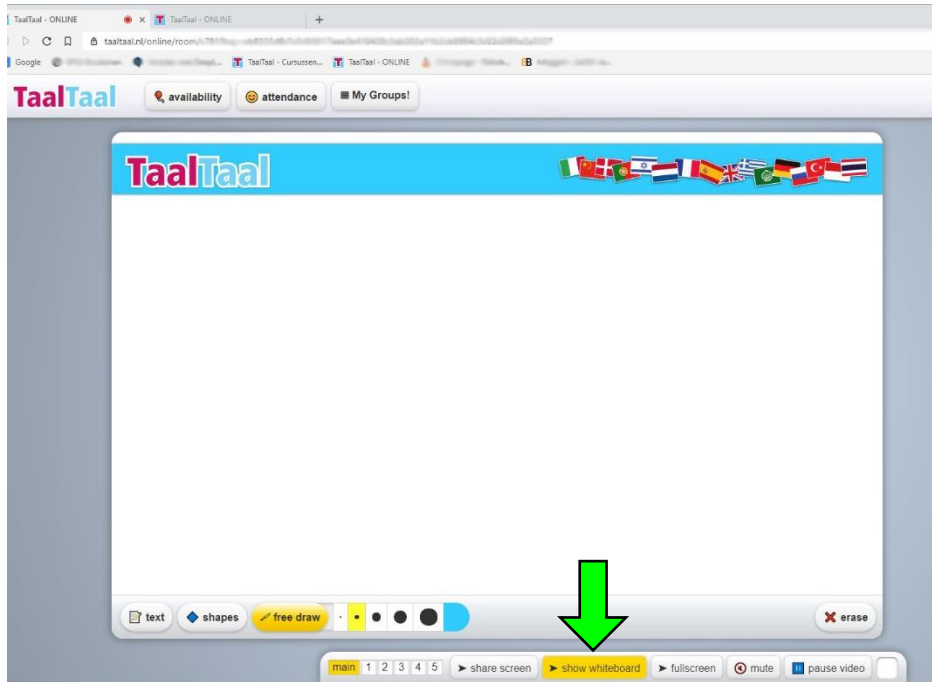


Click on **escape** on your keyboard and the image will reduce in size.

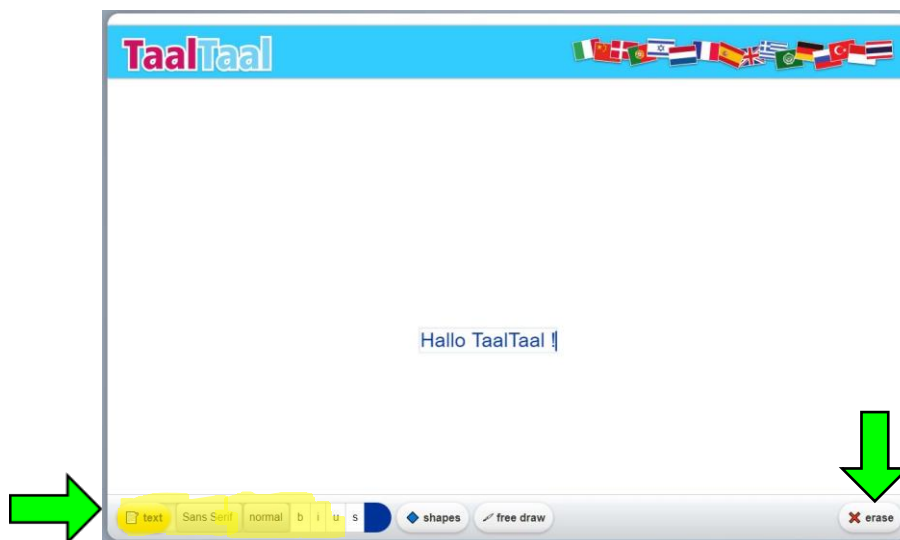


## Using The Whiteboard

By left-clicking the yellow collared button: **show whiteboard** on the bottom menu bar the whiteboard pops up. You can easily remove the whiteboard by clicking the same button.



You can **type**, **free draw** and insert **shapes** on the whiteboard.

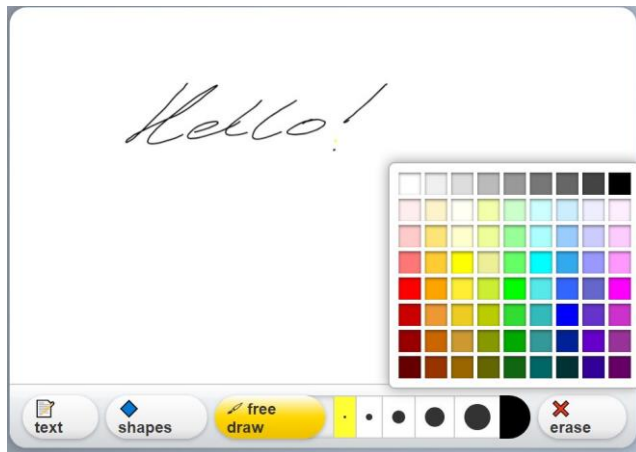


On the whiteboard's menu bar, left-click **Text**

Choose **fonts**, **style** and **colour**.

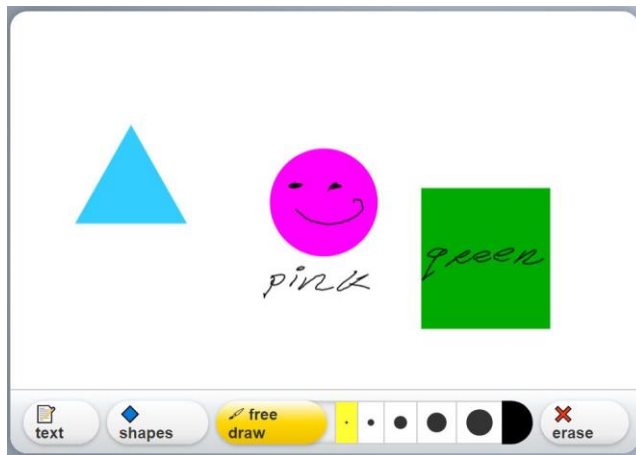
Click on the **erase** button to delete.





Left-mouse click  
on free draw.

Select format  
and colour by  
left- clicking the  
buttons.



Combine  
shapes, free  
draw and text.

# Troubleshooting

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- Logging in with a phone will not give good results. Log in with a computer.
- If you are a MAC-user, download Firefox or Chrome browser. Safari generally has problems with image and sound.
- Feedback or echo? Ask the students to mute their microphones.

## Steps to Reduce/Eliminate Echo

If you are using external speakers, place the speakers far away from the laptop mic and reduce the volume to a comfortable level.

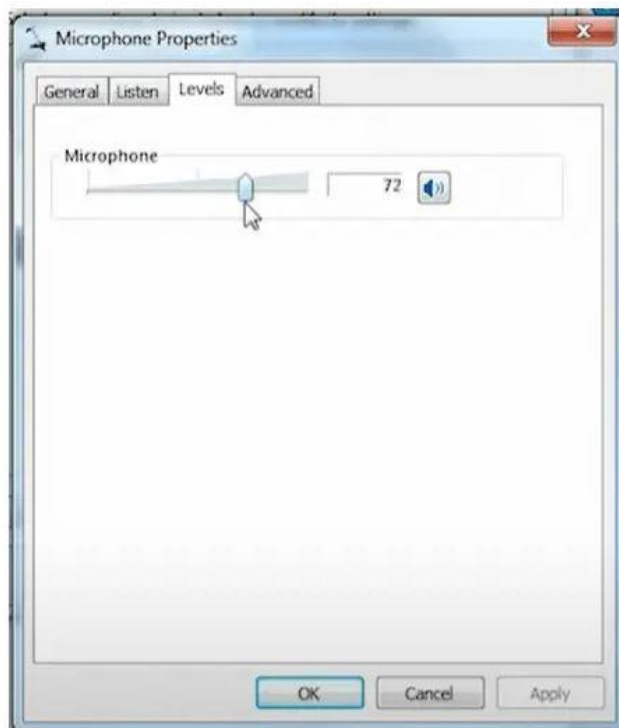
For those who have external microphones, move the microphone about a foot away from the speakers. Avoid typing on an unmuted mic, and step back from the laptop when using hands-free mode. You can also reduce the volume microphone level to 50 percent or less and reduce or turn off the microphone boost option.

- Some computers have an echo cancellation feature, but it could be compromised on high CPU load. Closing a few processes can help enable that feature.
- If none of these options are successful, **use a headset or headphones** instead of speakers. This is an easy way to get rid of echo.

Disable: listen to this device.



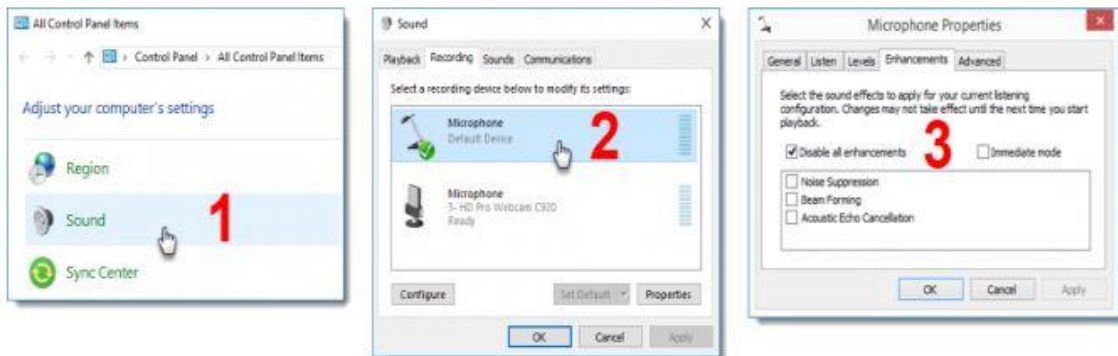
Reduce the volume microphone level to 50 percent.



When not using a headset and relying on PC speakers and mic, changing the computer's sound settings can help minimize echo issues.

## Windows Configuration:

1. Open the **Control Panel** and click on **Sound**.
2. Select the **Recording** tab, right-click the microphone being used, and select **Properties**
3. Select the **Enhancements** tab, **disable** all enhancements, and click **Apply**.



## Mac Configuration:

1. In **System Preferences**, click on the **sound** icon.
2. Click on **Input**, and un-check the “**use ambient noise reduction,**” and close the window.

