Using The Online Platform

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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

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.

==The attendace page== Is an extra page where you can directly fill in the attendance of your students.
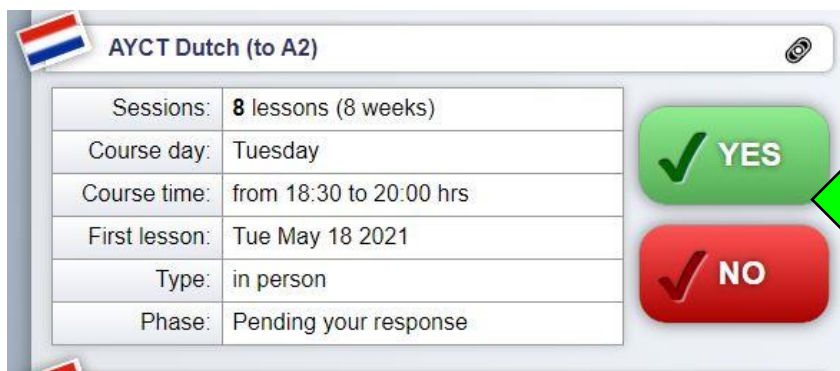The same Presentation Forms and other important information about your courses and students are also in ==My Groups!==

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.

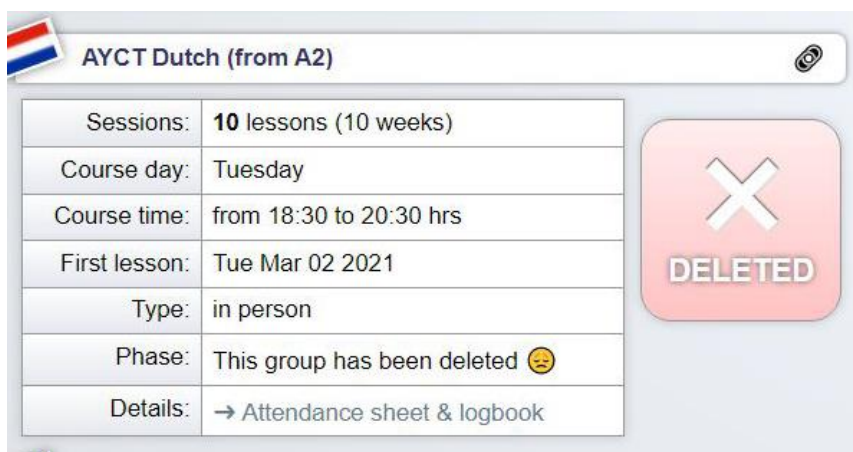Here you can select 'yes' or 'no' for the courses you have been invited to.

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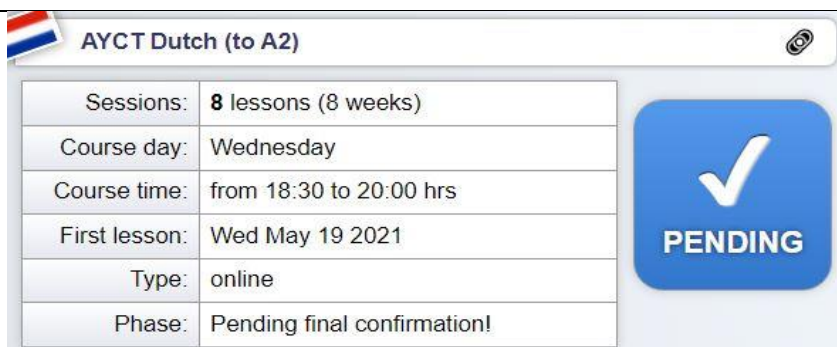
DELETED: this implies that this course will NOT start. The reason may be that there are not enough registrations or for other reasons.

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.

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.

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.

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

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.

Using The Online Classroom

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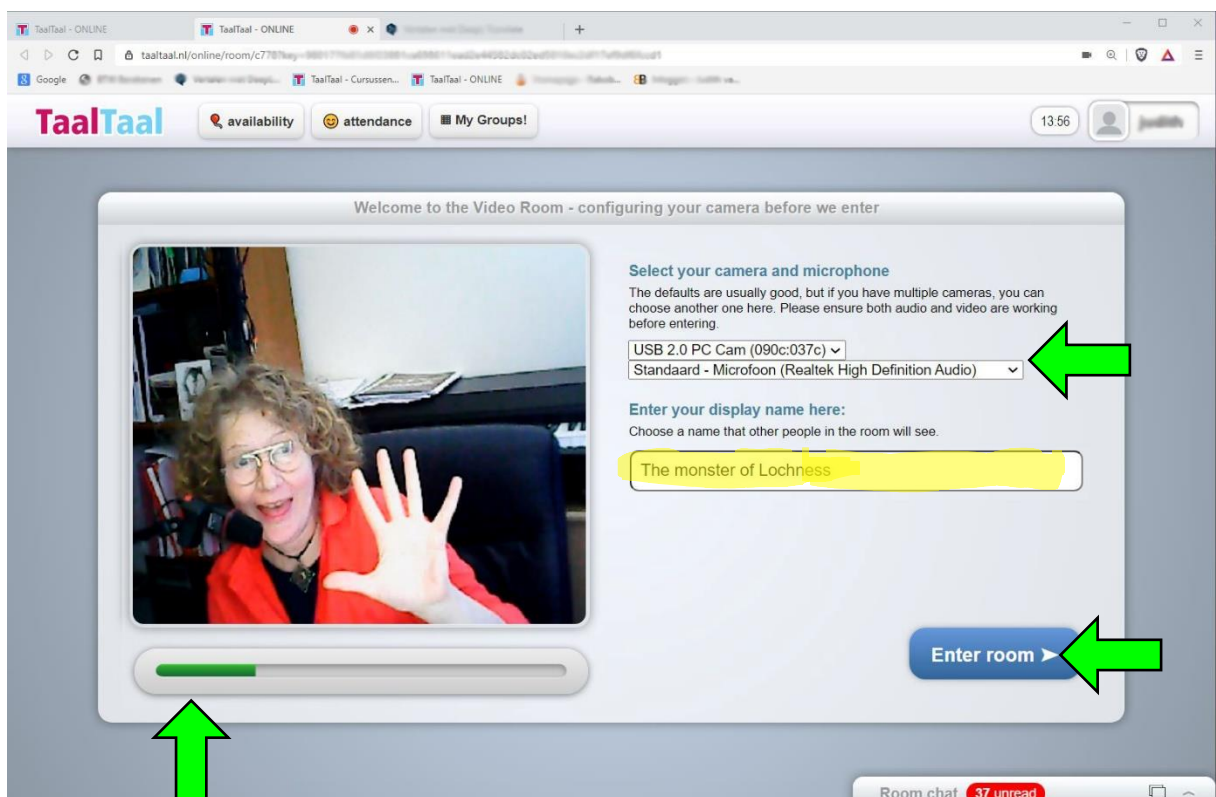
TaalTaal also gives each teacher 8 of their own online classrooms that you can use as you wish, for example for intakes or private lessons. This is not bound to any rules and is meant to give you total flexibility.
If possible, please do use the standard rooms.

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

taaltaal.nl/online/room/mickeymouse/1
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.
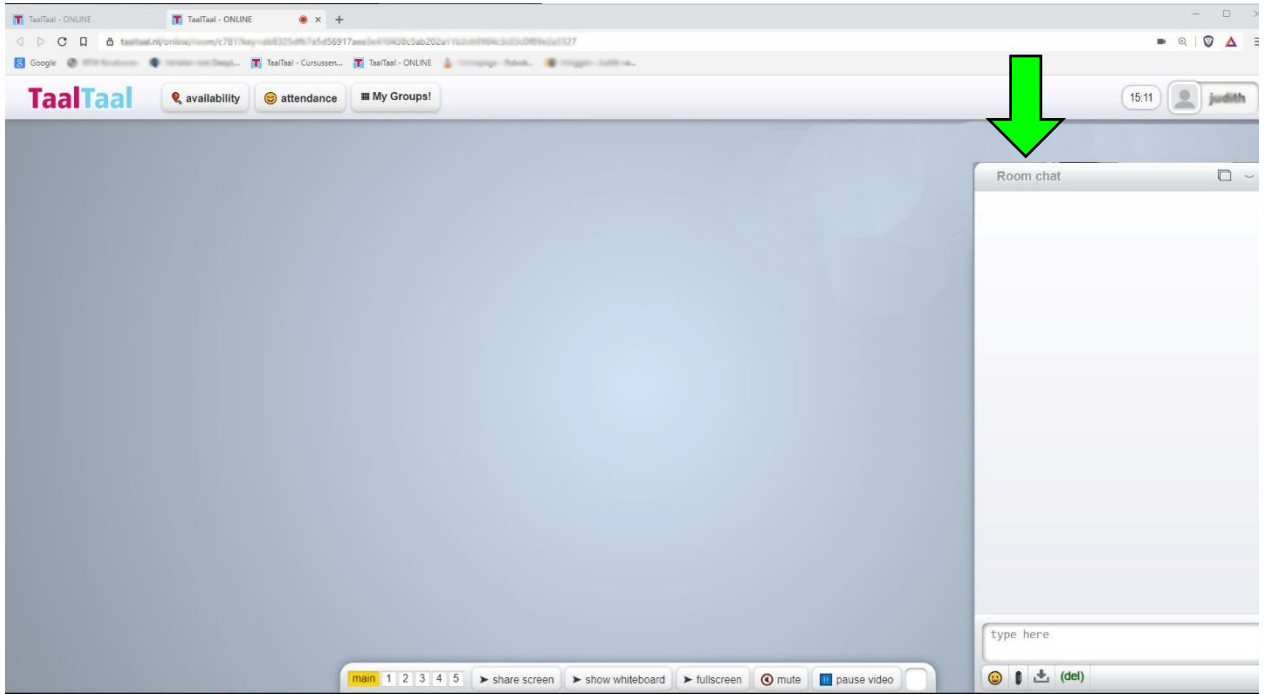
You can easily remove the Room Chat by left- click the small right arrow in the header of the Room Chat. To make the chat visible again, click on the upward pointing arrow.

The Room Chat

The chat room can be used for <mark>typing, sharing links, uploading and downloading files, or add an emocion</mark>.

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.

hallo

😃   📎   📥   **(del)**

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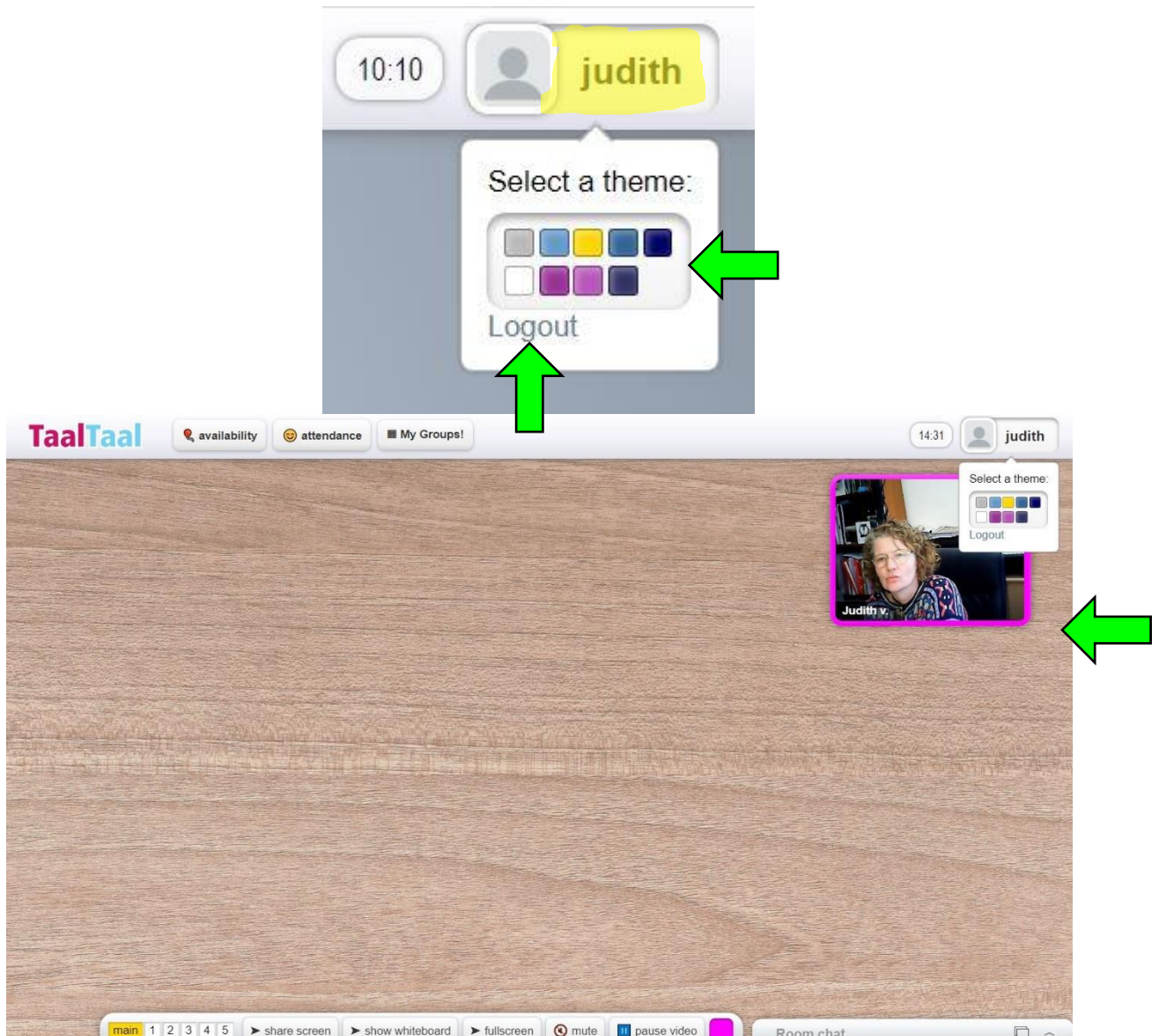
On the menu bar at the bottom of the screen, on the right is a small white square. With a left mouse click you can change the colour of the frame of your video image in the dropdown colour menu. This can be fun for a quiz or a vote during class.
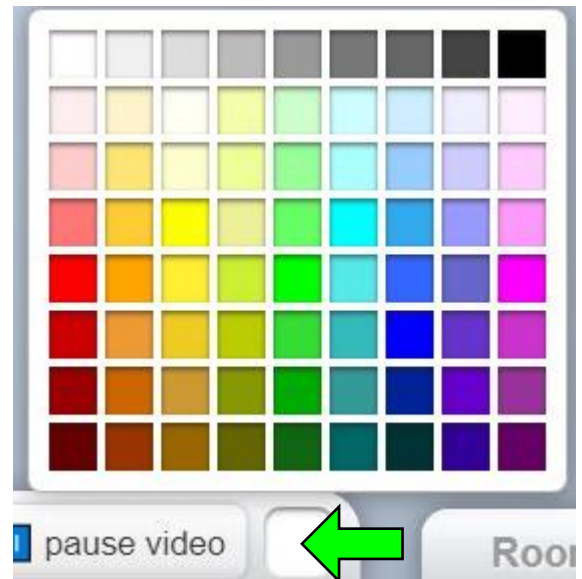
Turning Off Your Sound And Vision

left mouse click on <mark>mute</mark>: your microphone is switched off.
Left mouse click on <mark>pause video</mark>: your camera is off.

muted	paused	paused and muted
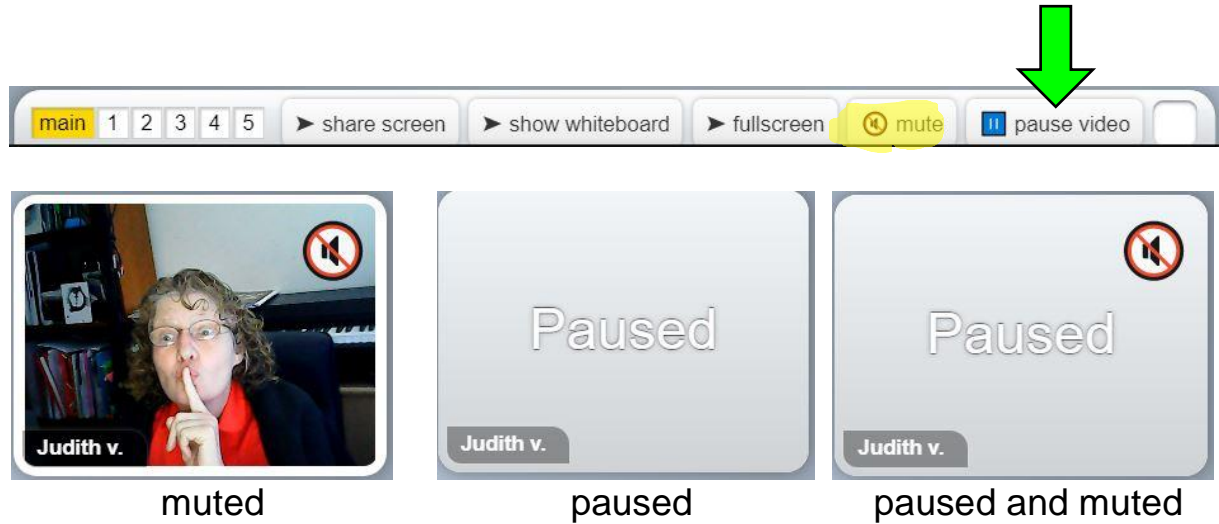
Click <mark>unmute</mark> and <mark>start video</mark> and you can be heard and seen again.

Share Screen

The share screen button enables:
-full screen-
-second screen-
-an open tab in your browser-
-a window-

Sharing the entire screen is often an endless repetition of images.
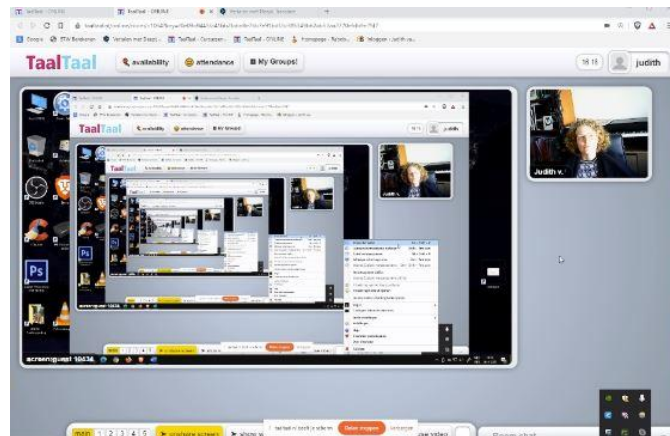
Sharing a second screen can sometimes give a flickering image.

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 |

AmlcoSinglun   ACMON   TaalTaal - ONLINE - Brave

basis 1 - 1 - PowerPoint   PowerPoint-diavoorstelli...   hoofdstuk 1

Delen   Annuleren

TaalTaal   availability   attendance   My Groups!

Regelmatige werkwoorden presens/ regular verbs

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

|		stam	**begrijp**en	**won**en	**et**en	Eindigt de stam op een **t,** dan krijgt het verbum *geen* extra t.
singularis			(to understand)	(to live)	(to eat)	
1	ik	stam	begrijp	woon	eet	
2	jij/je	stam + t	begrijpt	woont	eet	begrij**p**/ woon/ eet jij?
	u	stam + t	begrijpt	woont	eet	begrijp**t**, woon**t** 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 *geen* t.
	het	stam + t	begrijpt	woont	eet	
pluralis						
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 scree   taaltaal.nl deelt een venster.   Delen stoppen   Verbergen ute   pause video   Room

Select the ==window== you want to share.
Click the ==share button== of your browser to share a window.
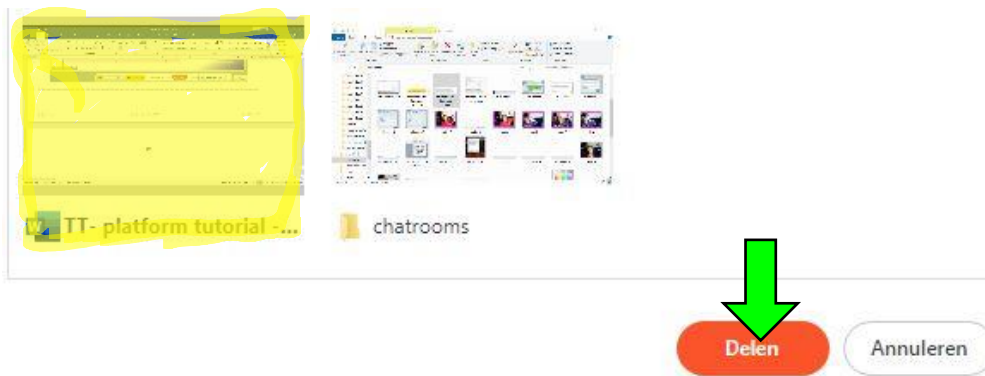
Click the ==stop share button== of your browser to stop sharing, or click on the unshare screen button in the main TaalTaal menu bar.

Using The Breakout Rooms

One of the most stunning and useful parts of the virtual classroom are the breakout rooms.
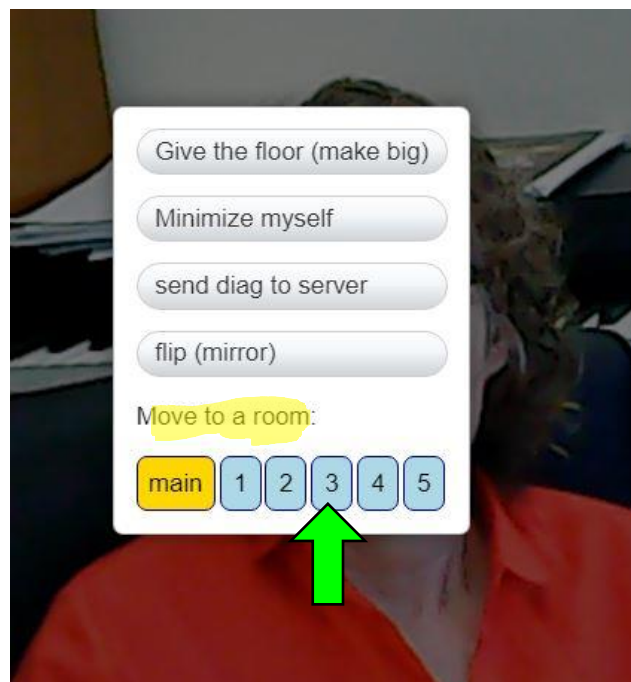In these, students can be split in smaller groups.

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

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).
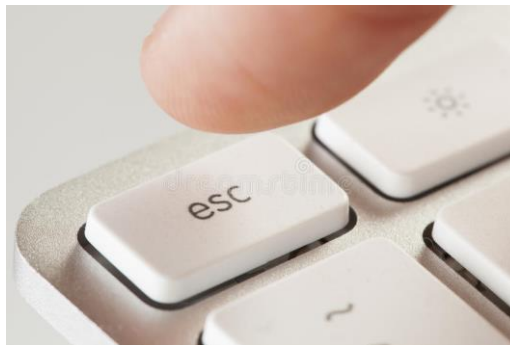
Flip mode mirrors the video image.

Fullscreen Mode

Click on the f<mark>ullscreen</mark> button in the menu bar. The screen is now full screen.
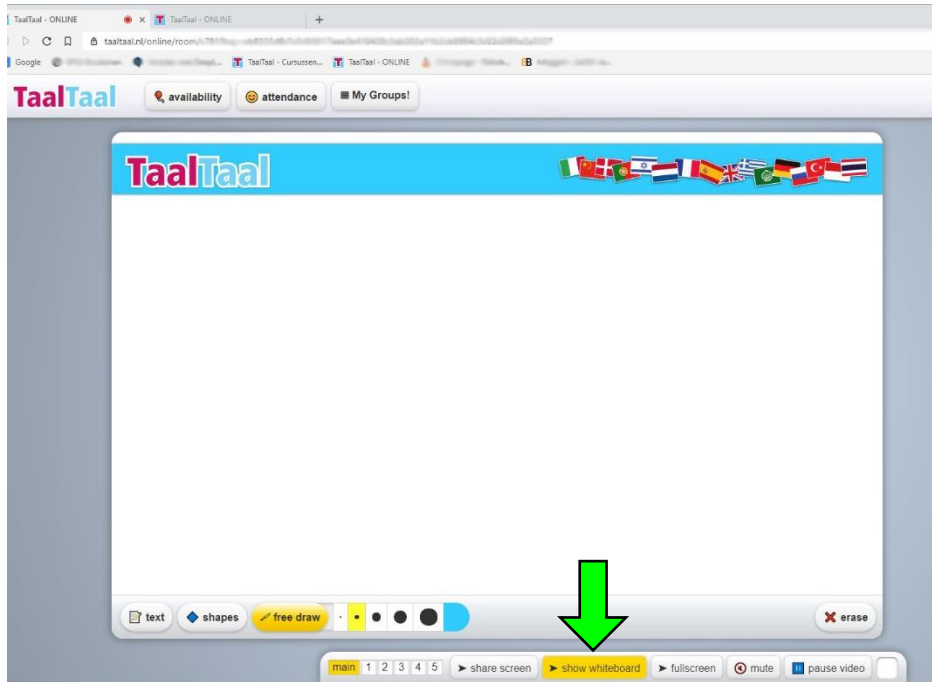

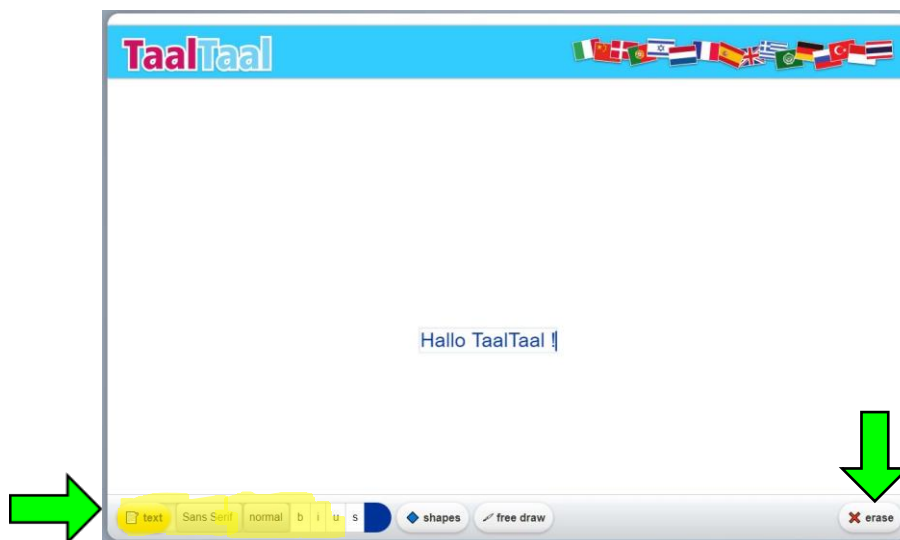Click on <mark style="background:green">'escape'</mark> on your keyboard and the image will reduce in size.

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.

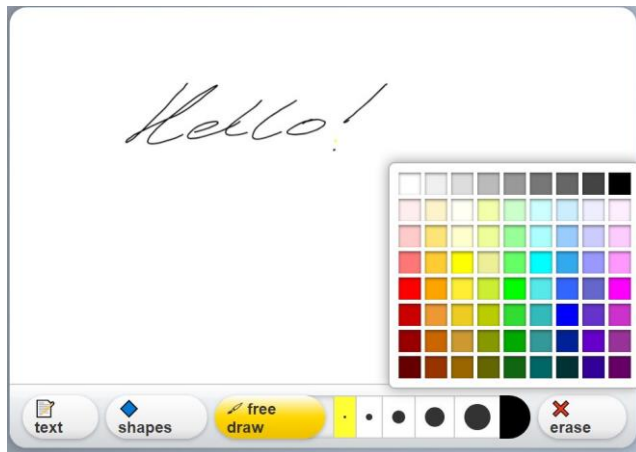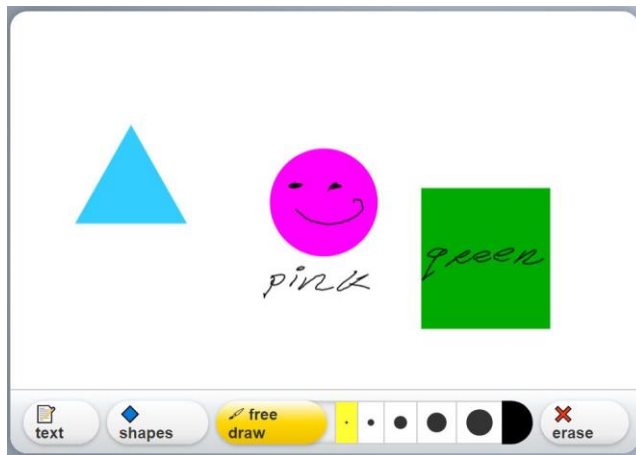On the whiteboard's menu bar, left-click Text

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

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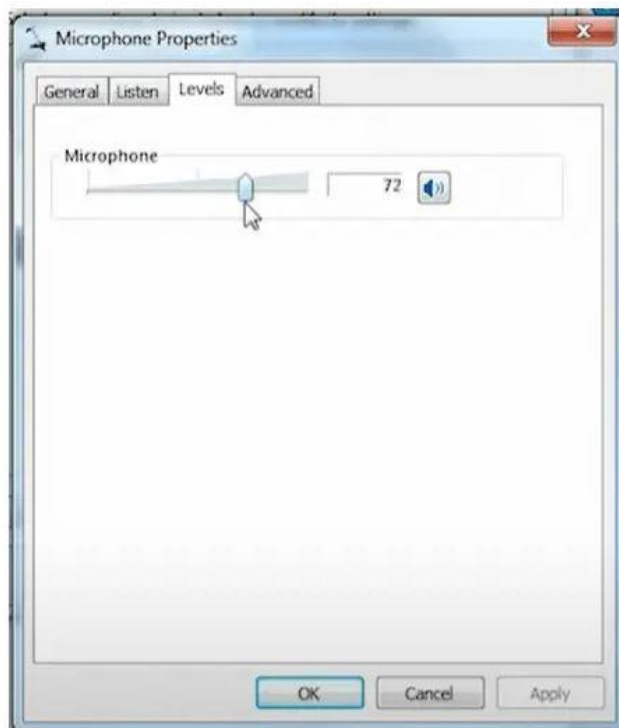
When not using a headset and relying on PC speakers and mic, changing the computer's sound settings can help minimize echo issues.

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**.
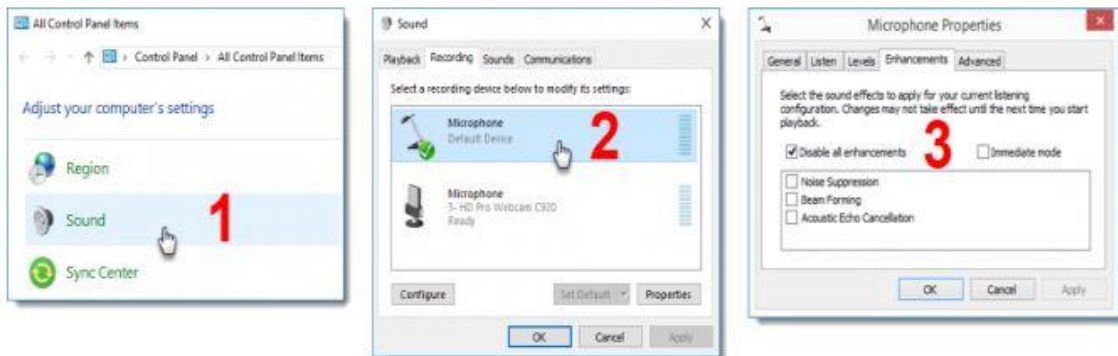
Mac Configuration:

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.