



MyConversationTrainer

Instructor Guide



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My Conversation Trainer: User Guide For Instructors

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I have successfully logged in to my Instructor Account. What will I see?

When you log in to your Instructor Account, you will be brought to your MyConversationTrainer Dashboard.

On the Dashboard screen, you will see:

- A “**+New Section**” button where you can create your own brand-new section.
- The **Section Name** for your course. A “pencil and paper” icon to the left of the section name will allow you to edit the Section Name at any time.
- Your **Section Code** to provide students to enroll in your MyConversationTrainer section.
- A “**Create/Edit Conversations**” chat bubble icon where you can click to access, create and edit new or existing conversations.
- A “**Student Progress**” icon where you can click to view, edit and release to students AI-generated feedback as well as view student grades.
- The “**RolePlay Trainer**” practice chat feature
- The “**AI Spanish Tutor**” feature

The screenshot shows the My Conversation Trainer dashboard. At the top left is the logo "MY CONVERSATION TRAINER" and at the top right is the name "dbarlett". Below the header is a "+ New Section" button. The main content is a table with four columns: "SECTION NAME", "SECTION CODE", "CREATE/EDIT CONVERSATIONS", and "STUDENT PROGRESS". There are four rows of section data. To the right of the table are two callout boxes. The first box has the text "Want more practice ?" and a red arrow pointing to a blue button labeled "RolePlay Trainer". The second box has the text "Questions about the Spanish Language ?" and a red arrow pointing to a blue button labeled "AI Spanish Tutor".

SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
Aventuras, 7e - MLS Example	25-05-455503		
Dicho y hecho, 11e - MLS Example	25-05-340422		
Enfoques, 6e - MLS Example	25-09-331251		
Experiencias Beg, 2e - MLS Example	25-05-342040		

Want more practice ?
→ [RolePlay Trainer](#)

Questions about the Spanish Language ?
→ [AI Spanish Tutor](#)

How do my students enroll in my MyConversationTrainer section?

Students will enroll in your section using the **Section Code** located on your MyConversationTrainer Dashboard.

Send this code to your class, and each student will enter it in a designated “Section Code” field in their own account. You’ll see your roster of enrolled students in your Student Progress section.

SECTION NAME	SECTION CODE
 Aventuras, 7e - MLS Example	25-05-455503



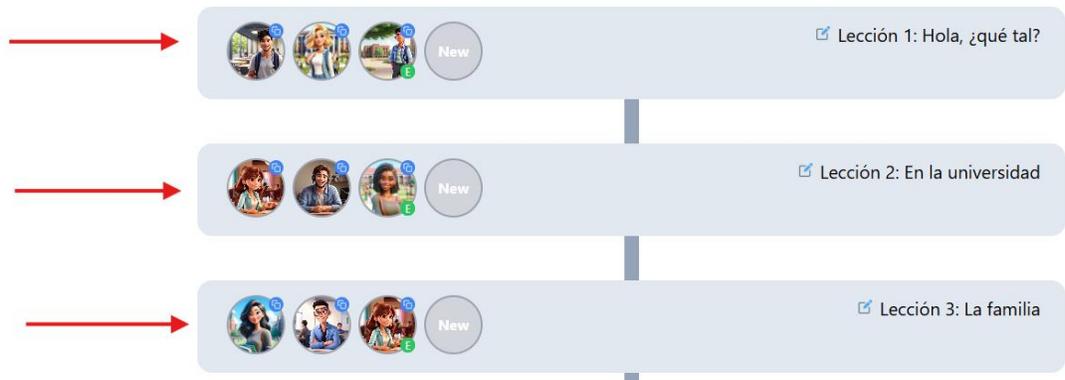
How do I access a section's AI conversations and assignments if a section template was provided to me?

Click on the “**chat bubble**” icon under the **Create/Edit Conversations** column.

SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
 Aventuras, 7e - MLS Example	25-05-455503		

If your section is using a template based on one of our textbooks, the assignments containing conversations will be arranged in order by Lesson/Chapter.

← Vistas 7e - Section code: 25-02-100023

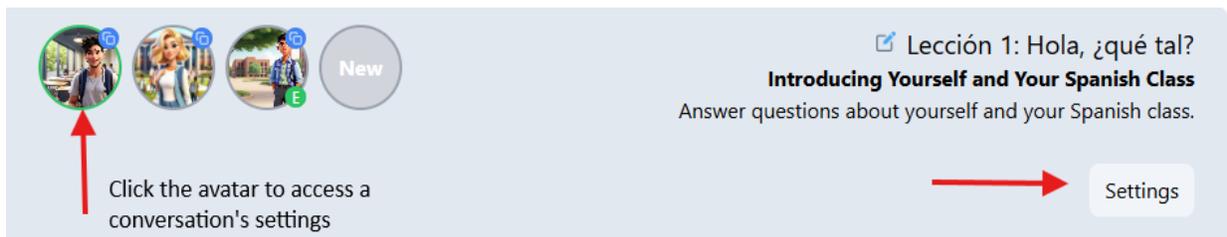


Three lesson cards are shown, each with a 'New' button and a 'Settings' icon. Red arrows point to the 'Settings' icons on each card.

- Lección 1: Hola, ¿qué tal?
- Lección 2: En la universidad
- Lección 3: La familia

Click on the icon of the “person” avatar to view details about a conversation.

Click **Settings** to practice the conversation yourself



Click the avatar to access a conversation's settings

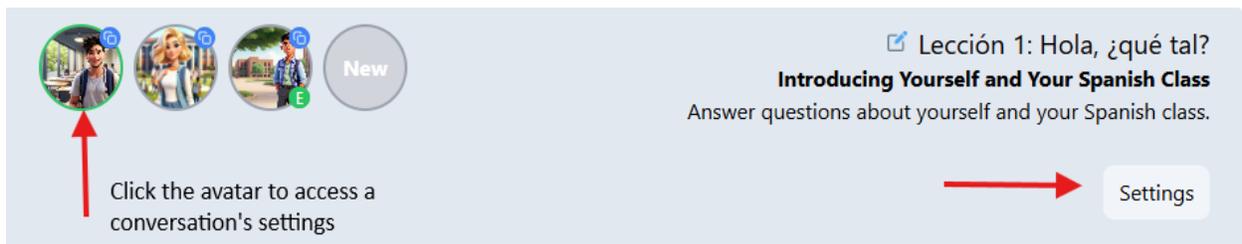
Lección 1: Hola, ¿qué tal?
Introducing Yourself and Your Spanish Class
Answer questions about yourself and your Spanish class.

Settings

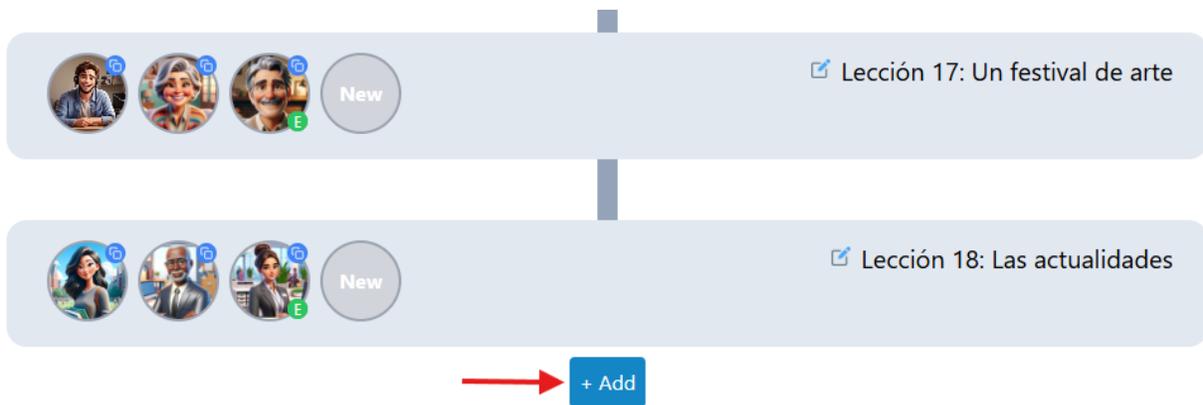
How do I modify or expand upon my section's AI conversations and assignments if a section template was provided to me?

Below are the different ways to make changes to existing conversations and assignments:

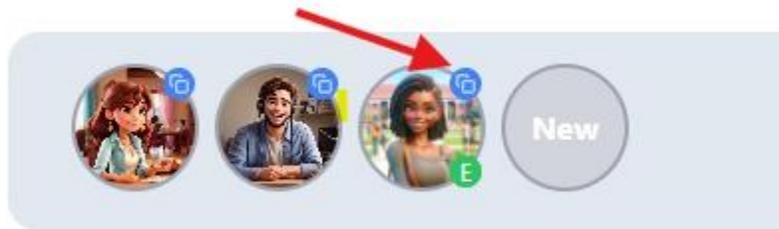
- After clicking the “person” avatar for the AI conversation you wish to modify, click **Settings** to practice the conversation yourself and/or to make any edits to the existing conversation tied to that avatar.



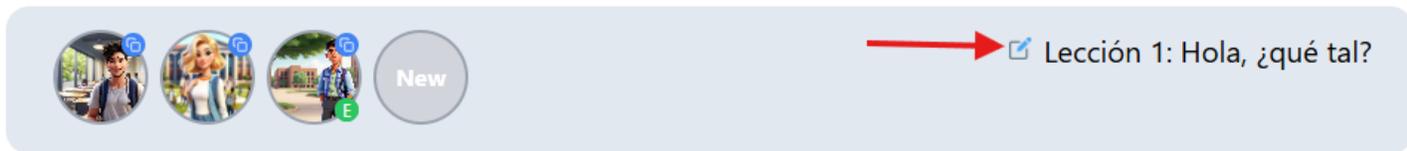
- Click the blue **+Add** to add a new assignment to the bottom of the existing table of contents.



- Click the **blue and white icon** in the top-right of the conversation circle to create an exact duplicate of that conversation. This duplicate conversation can then be modified and edited as desired.



- Click the **pencil and paper icon** next to an assignment's name to edit or rename that assignment

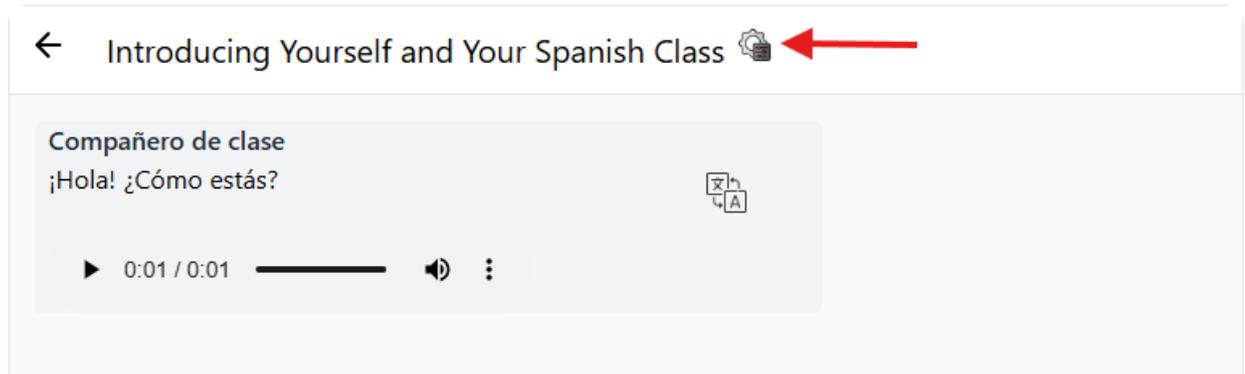


I've clicked "Settings" to edit to an existing conversation.

What edits can I make?

Clicking **Settings** will bring you straight into a "Practice" conversation screen where the conversation will immediately begin.

To adjust a conversation's settings from this screen, click the "**Gear**" icon at the top of the page, to the right of the conversation's name.



Clicking the gear opens the **Chat Settings** screen, which contains the following options, listed from the top-down:

- **Trash Can Symbol** – Use to delete this conversation entirely
- **Title** – Here you can rename the conversation
- **Image** – Change the chat avatar for this conversation
- **Description** – Write the prompt for the conversation here
- **Mode** – Set to "Practice" or "Evaluation" mode
- **Due Date** – Set a due date for completion of the activity
- **AI Voice** – Select the voice and dialect you wish for the AI to use
- **AI Role** – The role you wish the AI to play on their side of the conversation
- **AI Context** – What is the situation being played out in the conversation – Can be input in English or Spanish
- **Initial Message** – How will the AI initiate the conversation. This is required
- **Question List** – How many questions will the AI ask? Here you can use AI to generate questions, or you can write your own.
- **Save** – Save any changes you have made

As changes are made and then saved, the conversation will start to play out in Practice mode so you can review and practice.

Once you click **Save**, scroll to the top of the page and use the arrow to the left of **Chat Settings** to return to the table of contents containing all available conversations.

The screenshot shows the 'Chat Settings' interface with the following fields and controls:

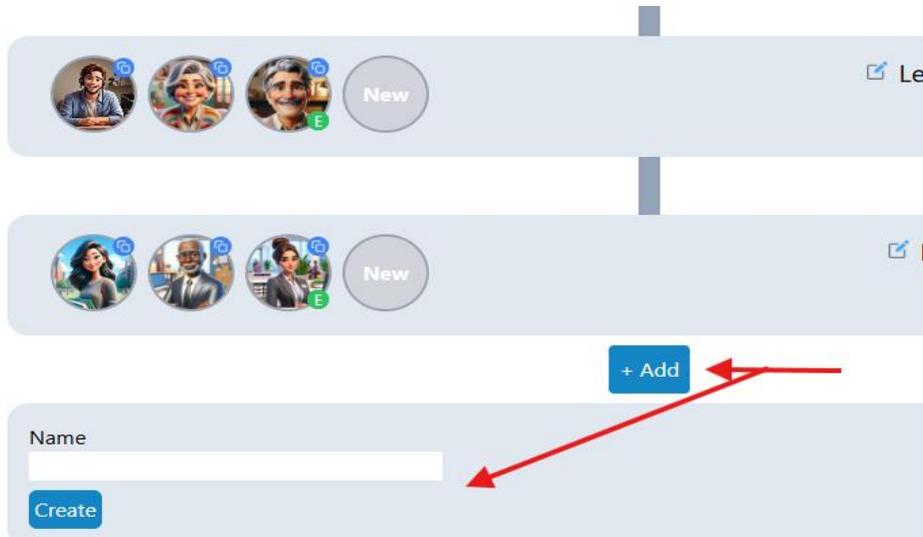
- Title:** A text input field containing 'Introducing Yourself and Your Spanish Class'.
- Image:** A dropdown menu with 'boy2' selected and a corresponding image of a young man.
- Description:** A text area containing 'Answer questions about yourself and your Spanish class.'
- Mode:** A dropdown menu with 'Practice' selected.
- Due Date:** A date picker showing 'mm/dd/yyyy'.
- AI voice:** A dropdown menu with 'Male 4 (LATAM)' selected.
- Level:** A dropdown menu with 'Beginner' selected.
- AI Role:** A text input field containing 'Compañero de clase'.
- AI context:** A text area containing 'Te llamas Camilo. Es una conversación en la clase.'
- Initial Message:** A text area containing '¡Hola! ¿Cómo estás?'
- Number of questions:** A numeric input field with '5' entered.
- Generate AI:** A blue button with the text 'Generate AI'.
- Question List:** A text area containing '¿Cómo te llamas?; ¿De dónde eres?; ¿Qué hora es?; ¿Quién es tu profesora o profesor de español?; ¿Cuántos estudiantes hay en la clase de español?'
- Save:** A dark blue button with the text 'Save'.

Red arrows point to each of these elements from the left side of the interface. A red arrow also points to the trash icon next to the 'Chat Settings' header.

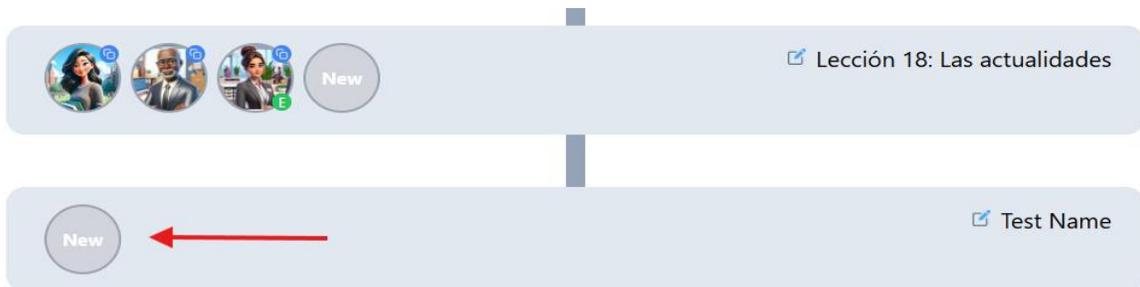
Below the 'Question List' field, there is a note: 'separate questions by semicolon (;) example: Question 1 ; Question 2'.

I've clicked "+Add" to create a new assignment on an existing section. What do I do next?

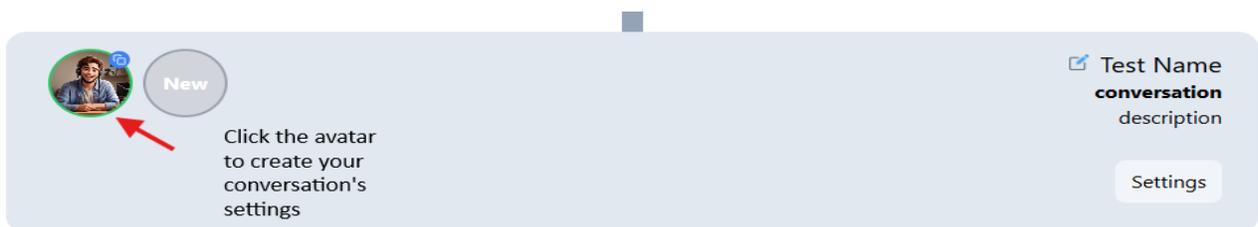
Under the **+Add** button a field will appear where you can name your new assignment. Name the assignment and then click the blue **Create** button. The new assignment will appear as the last assignment in the table of contents.



Next, click **New**. This will generate a "person" avatar to left of the New button.



Click the "person" avatar, then [click Settings to build your custom conversation.](#)



How do I add my own custom AI conversation to an existing section's assignment?

Click on the “**chat bubble**” icon under the **Create/Edit Conversations** column. This will bring you to a table of contents containing all the pre-created conversation options for your Section.

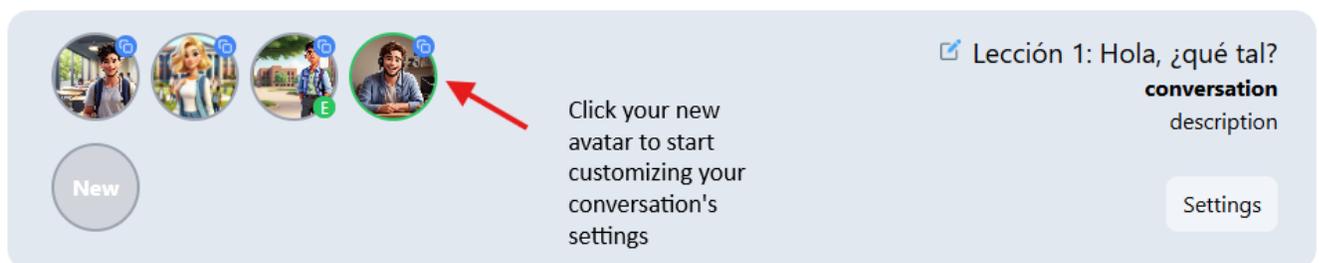
SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
 Aventuras, 7e - MLS Example	25-05-455503		

If your Section is using a template based on a Vista Higher Learning textbook, the assignments containing conversations will be arranged in order by Lesson/Chapter.

Next, click **New** in the Lesson/Chapter where you wish to add the custom AI conversation. This will generate a new “person” avatar you can click to build your conversation

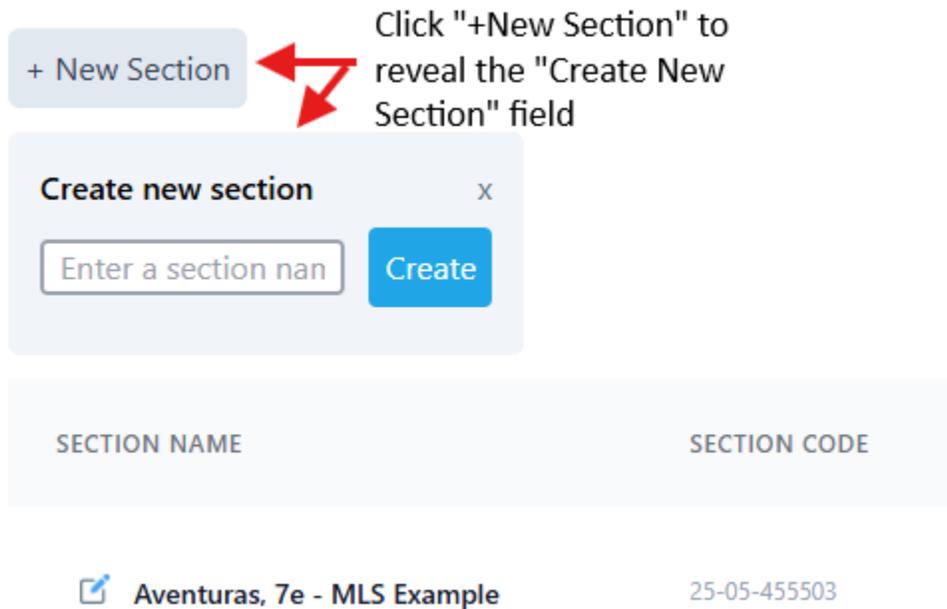


Click the new icon, then click **Settings** to name and build your custom conversation.



How do I build a new section from scratch and add assignments and conversations to it?

On your MyConversationTrainer dashboard, click **+New Section**. In the next field, name your section and then click **Create**



Click "+New Section" to reveal the "Create New Section" field

+ New Section

Create new section x

Enter a section name Create

SECTION NAME	SECTION CODE
 Aventuras, 7e - MLS Example	25-05-455503

Scroll to your new section (all sections are ordered alphabetically) and click on the **“chat bubble”** icon.

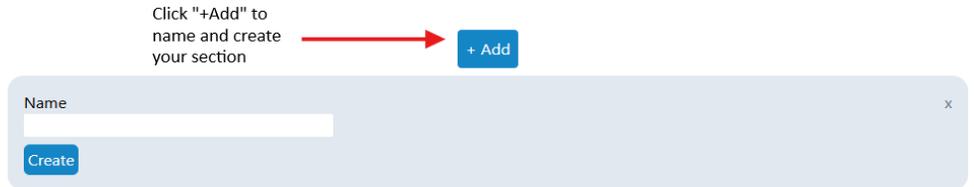


 Test 25-14-424303 

On the next screen, click **+Add** to name your new assignment. Then click the blue **Create** button.

← Test - Section code: 25-14-424303

Click "+Add" to name and create your section



Name

Create

+ Add

The new assignment will appear with a **New** button to click to start creating conversations using the same process as if you were editing an existing conversation.



New

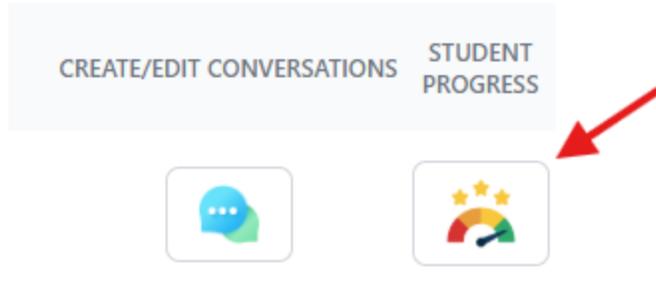
+ Add

Test Convo

Repeat as desired to add new assignments and conversations

How do I delete a section entirely?

From your MyConversationTrainer dashboard, click the **Student Progress** icon.

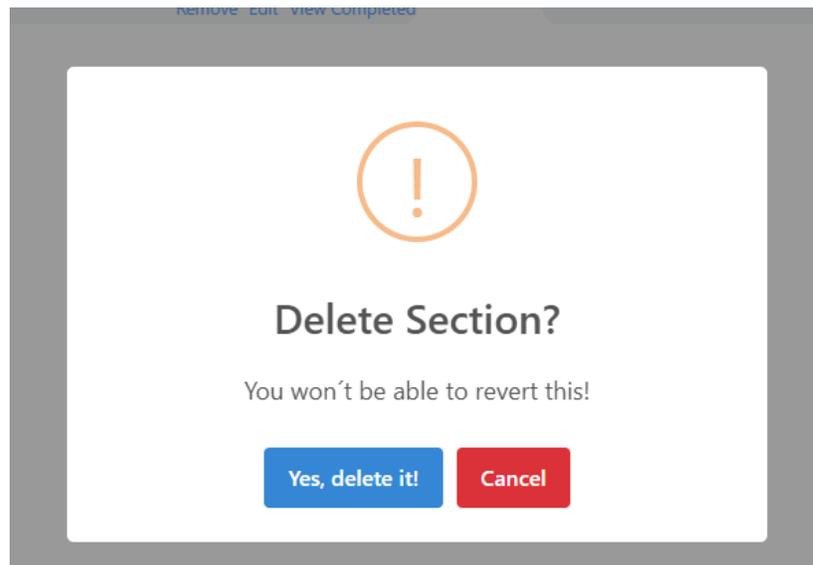


At the top of the next screen, click the **Trash Can** icon to delete the course.

You will receive a warning advising you cannot revert deleting a section. Choose to finalize the deletion or click to cancel the deletion.

← Section Aventuras, 7e - MLS Example - 25-05-455503  ←

Students		
Name ↑ ↓	Last Name ↑ ↓	Options
David	Bartlett	Remove Edit View Completed



How do I delete an assignment entirely?

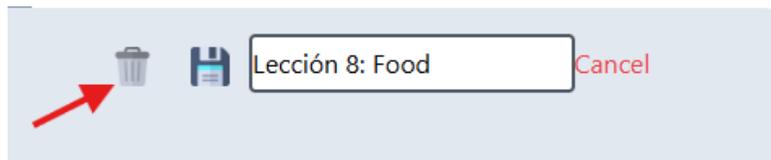
From your MyConversationTrainer dashboard, click the **chat bubble** icon to access the assignment table of contents within the section

SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
 Aventuras, 7e - MLS Example	25-05-455503	 	

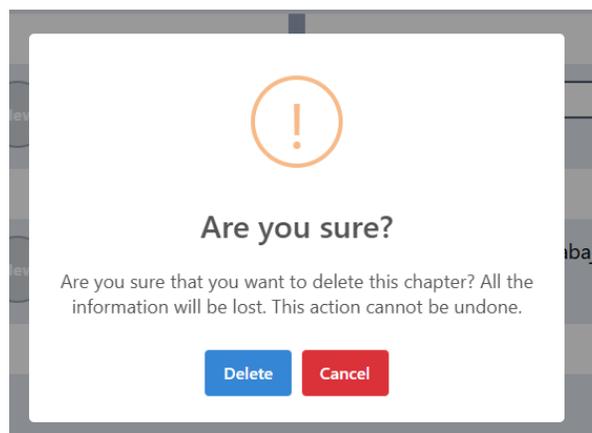
Next, click the **pencil and paper icon** to the left of the assignment's name.



Select the **trash can icon** to delete the assignment. You will receive a warning advising you cannot revert deleting an assignment and that all information will be lost.



Click to finalize the deletion or click to cancel the deletion.



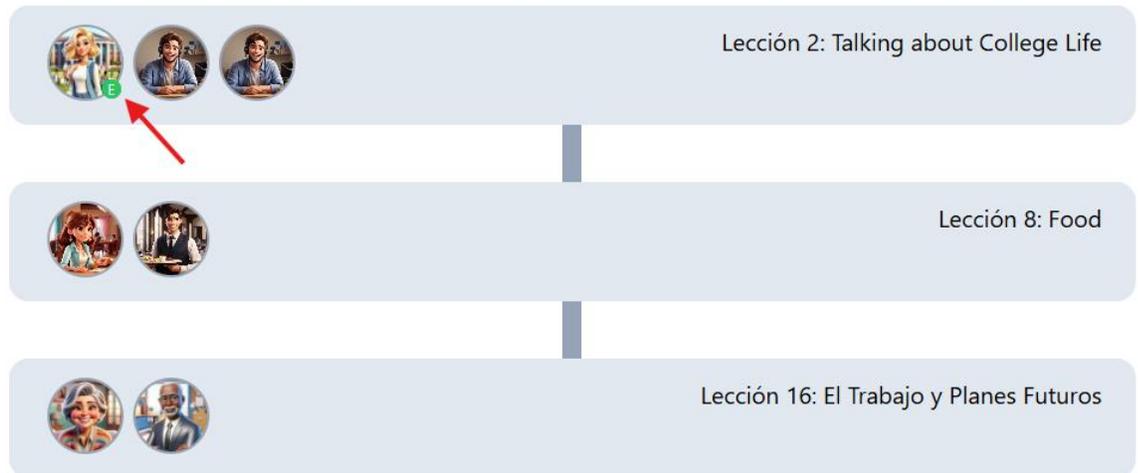
What are the differences between “Practice” and “Evaluation” activities?

Practice Activities are low-stakes exercises where students can practice their conversational skills with resources to help them enhance proficiency. These resources include:

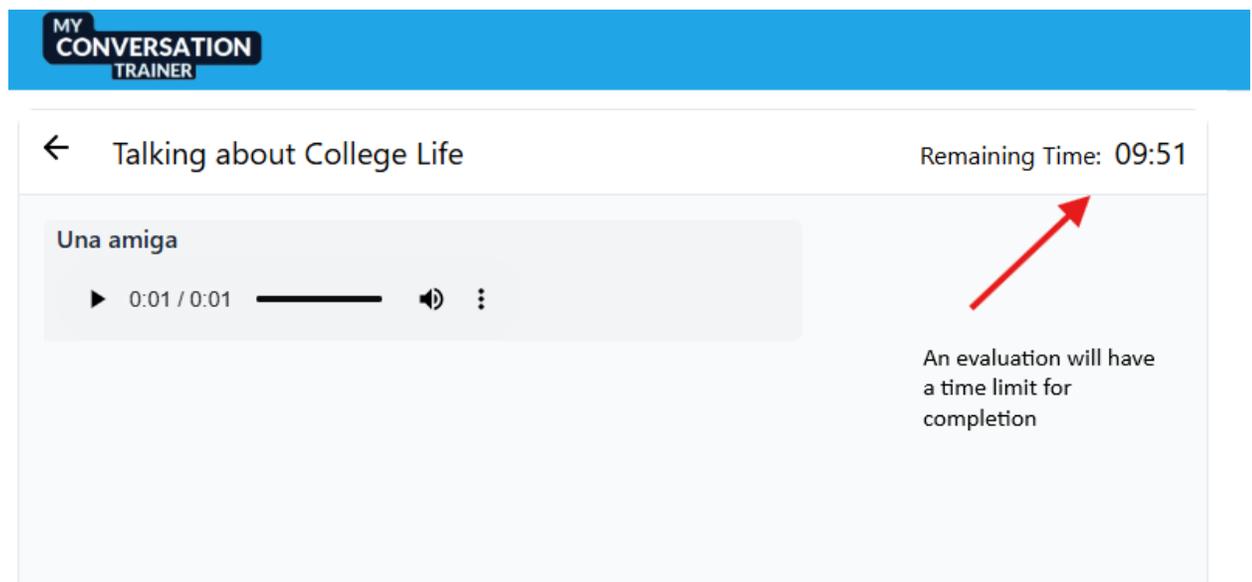
- The option to translate individual questions to English and back to Spanish
- The option to receive hints on how to respond, which are also translatable
- An AI Spanish Tutor available to answer questions relating to vocabulary and grammar during the activity
- The option to write or speak a response
- No time limit and unlimited attempts
- The ability to slow down or speed up AI audio
- Real-time feedback upon completion of the activity

The screenshot displays the 'MY CONVERSATION TRAINER' interface for a roleplay activity titled 'Roleplay: A New Roommate?'. The main content area shows a 'Potential roommate' with the text '¡Hola! ¿Cómo estás?' and an audio player showing '0:01 / 0:01'. A red arrow points to a translation icon (two overlapping 'A's) with the text 'Click here to translate AI questions and responses'. Another red arrow points to the audio player's speed control icon with the text 'Adjust audio playback speed'. At the bottom, a text input field contains 'Type a message...' and a 'Send' button. A red arrow points to the input field with the text 'Write or record your response'. To the right, a 'Do you need help?' section contains two buttons: 'Get hints' and 'AI Spanish Tutor'. Red arrows point from these buttons to the text 'Get hints for possible replies to questions' and 'Activate the AI Spanish Tutor' respectively.

Evaluation activities are designated by a small, green circle with an “E” in the center on the icon for a particular chat activity.



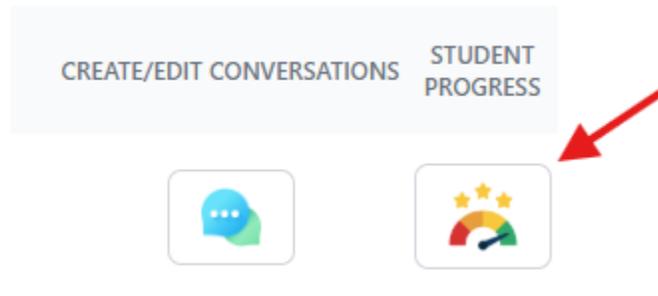
These activities will have a time limit specified by you, the instructor, and will be verbal only. There will be no hint, translation or tutoring options.



A student’s score will be released only after you have reviewed the AI Feedback and grade.

Where can I view my students' grades?

On your main dashboard, there will be a column marked “**Student Progress**” containing a **multi-colored “meter” icon** with three stars above it. Click on this icon.



On the next screen, you will see a roster of students enrolled in your section in a column called **Students** on the left side of the screen. You will see a list of the assignments within the section in a column called **Assignments** on the right of the screen.

In the **Students** column you will see:

- The student’s first and last name
- A **Remove** link – Click to remove the student from your section
- An **Edit** link – Click to change the name of the student in your section
- A **View Completed** link – Click to view a complete log of all Practice and Evaluation Activities completed by the student

← Section Portales 2.0 Intro - MLS Example - 25-05-434215 

Search student		
Students		
Name ↑ ↓	Last Name ↑ ↓	Options
David	Bartlett	Remove Edit View Completed



In the **Assignments** column you will see:

- A list of all the assignments in your section that have been set to be Evaluation activities
- A **View Completed** link to view all the students who have completed the Evaluation activity
- An **Edit** link which will open a new tab and bring you to that Evaluation Activity. Here you can click the gear to make edits in the Chat Settings area.

Assignments	
Lección 2: Talking about College Life - Talking about College Life -	View Completed Edit
Lección 8: Food - Role play: En el restaurante -	View Completed Edit



How do I review and release an Evaluation's grade and AI Feedback to students?

From your Student Progress screen, click **View Completed** under either the Student or Activities column

Search student

Students		Options
Name ↑ ↓	Last Name ↑ ↓	
David	Bartlett	Remove Edit View Completed

Assignments		
Lección 2: Talking about College Life - Talking about College Life -		View Completed Edit
Lección 8: Food - Role play: En el restaurante -		View Completed Edit

On the next “**Conversation List**” screen, click **Details** to review the AI Feedback provided by MyConversationTrainer regarding the student's performance.

← Section Portales 2.0 Intro - MLS Example - 25-05-434215 🗑️

NAME ↑ ↓	LAST NAME ↑ ↓	ASSIGNMENT	DUE	STATUS ↑ ↓	MODE	GRADE	DETAILS
David	Bartlett	Role play: En el restaurante	Not assigned	05/14/2025 - 16:24	Evaluation	60/100 AI	Details
David	Bartlett	Roleplay: A New Roommate?	Not assigned	05/05/2025 - 16:29	Practice	93/100 AI	Details

Zoomed in for clarity

MODE	GRADE	DETAILS
Evaluation	60/100 AI	Details
Practice	93/100 AI	Details

You can listen to the student's response to each question and can click the blue **Edit Feedback and Grading** button to manually change any of the AI Feedback or to change the grade. If the assignment has yet to be released to the student it will be noted beneath this button

Conversation Details

Date: 05/14/2025 - 16:24

Student Name: David

Evaluation

This assignment has not been graded and submitted

Your grade: 60/100

Feedback and comments

Question 1: ¡Hola! Bienvenido a nuestro restaurante. Soy Andrés su mesero hoy, ¿Prefiere una mesa dentro o fuera?

Answer: Una mesa fuera.

▶ 0:00 / 0:06 ◀ ⋮

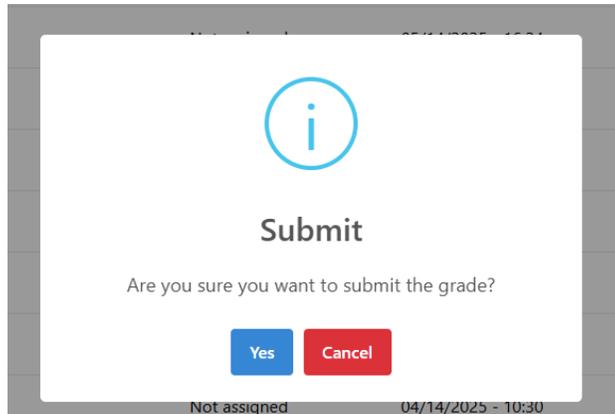
Grade: 80/100 - Your response 'Una mesa fuera' is relevant but lacks a complete sentence with a verb. To better demonstrate your language skills, use a full sentence like 'Prefiero una mesa fuera' (I prefer a table outside). This will help you provide a more detailed response and show greater proficiency. Keep practicing!

Question 2: Perfecto. Aquí tiene su mesa. ¿Tiene alguna alergia o intolerancia?

When you are ready to submit an Evaluation so that the student can view the results, click the **blue AI symbol** next to the student's grade on the "Conversation List" screen.

MODE	GRADE
Evaluation	60/100 

You'll be prompted to then finish submitting the grade. Upon submission, the blue AI button will flip to a **green "Submitted" icon**, indicating the student can now view this assignment's grade and feedback.



MODE	GRADE
Evaluation	60/100 Submitted

Click the **X** symbol in the top right corner to return to the main Student Progress screen. Click the arrow in the top left to return to your MyConversationTrainer Dashboard.

Return to "Student Progress" screen		 X
GRADE	DETAILS	
60/100 Submitted	Details	



← Section Portales 2.0 Intro - MLS Example - 25-05-434215 

 Return to Dashboard
Conversation List

NAME ↑ ↓	LAST NAME ↑ ↓	ASSIGNMENT
David	Bartlett	Role play: En el restaurante

What is the “RolePlay Trainer” and how can my students and I utilize this feature?

The RolePlay Trainer feature in MyConversationalTrainer allows you or students to create custom practice conversations with a prompt of your choice. The feature works the same in both Instructor and Student accounts.

To use this feature, from your dashboard, click the blue “**RolePlay Trainer**” button.

The screenshot shows the 'TRAINER' dashboard. At the top left is a '+ New Section' button. Below it is a table with four rows of sections. Each row has a 'SECTION NAME', 'SECTION CODE', 'CREATE/EDIT CONVERSATIONS' icon (a speech bubble with three dots), and 'STUDENT PROGRESS' icon (a rainbow with three stars). To the right of the table are two call-to-action boxes. The top box contains the text 'Want more practice ?' and a blue button labeled 'RolePlay Trainer'. A red arrow points from the 'RolePlay Trainer' button in the table to this button. The bottom box contains the text 'Questions about the Spanish Language ?' and a blue button labeled 'AI Spanish Tutor'.

SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
Aventuras, 7e - MLS Example	25-05-455503		
Dicho y hecho, 11e - MLS Example	25-05-340422		
Enfoques, 6e - MLS Example	25-09-331251		
Experiencias Beg, 2e - MLS Example	25-05-342040		

Once you click this button, you will be able to set the parameters of the conversation you wish to have by designating:

- **Conversational Context** – The default option is a job interview, but you can make the conversation about any topic.
- **Partner Role** – The default option is interviewer, but this can be changed to friend, parent, teacher, etc.
- **Number of Questions You’ll Be Asked** – Can be any number.

Clicking “**Start Conversation**” generates your custom practice chat with AI generated questions based on the context you have set.

Role Play Trainer settings X

Conversation Context

Partner Role

Number of Questions

Start conversation

At the end of your customized practice chat you will receive immediate feedback and a grade as though completing a pre-created “Practice” conversation.

RolePlay Trainer conversation grades will *not* save to your “Student Progress” section.

What is the AI Spanish Tutor and how can my students and I utilize this feature?

The AI Spanish Tutor Feature allows you to ask questions relating to the Spanish language and to receive an answer tailored specifically to what you have asked.

This tool is available by clicking the blue “**AI Spanish Tutor**” button on the main Dashboard and is also available for use during all “Practice” and “RolePlay Trainer” activities. The feature works the same in both Instructor and Student accounts.

The screenshot shows a dashboard interface. On the left, there is a table with the following data:

SECTION NAME	SECTION CODE	CREATE/EDIT CONVERSATIONS	STUDENT PROGRESS
<input checked="" type="checkbox"/> Aventuras, 7e - MLS Example	25-05-455503		
<input checked="" type="checkbox"/> Dicho y hecho, 11e - MLS Example	25-05-340422		
<input checked="" type="checkbox"/> Enfoques, 6e - MLS Example	25-09-331251		
<input checked="" type="checkbox"/> Experiencias Beg, 2e - MLS Example	25-05-342040		

On the right, there are two call-to-action boxes. The top one says "Want more practice ?" with a blue button labeled "RolePlay Trainer". The bottom one says "Questions about the Spanish Language ?" with a blue button labeled "AI Spanish Tutor" and a red arrow pointing to it from the left.

To use the AI Spanish Tutor, click on the blue “**AI Spanish Tutor**” button, and in the question field, type your question as it relates to Spanish language (i.e. grammar, vocabulary, dialects and similar topics).

The screenshot shows the AI Spanish Tutor interface. It has a title "Your AI Spanish tutor" and a subtitle "Ask me anything about the Spanish language!". Below the subtitle is a large text input field. At the bottom of the interface is a blue button labeled "Ask". There is an "X" icon in the top right corner of the interface.

What is an example of a relevant question to ask the AI Spanish Tutor?

An example of a question that will elicit a response from the AI Spanish Tutor would be:

“How do I conjugate an irregular -ir verb?”

Asking that question returns the following response, including a closing complementary question to prompt further student inquiry:

Conjugating an Irregular Ir Verb

*To conjugate an irregular **ir** verb in Spanish, you need to know its specific conjugation pattern, as they do not follow the regular rules. For example, the verb **ir** (to go) has the following present tense conjugations:*

- **yo voy** (I go)
- **tú vas** (you go, informal)
- **él/ella/usted va** (he/she/you go, formal)
- **nosotros/nosotras vamos** (we go)
- **vosotros/vosotras vais** (you all go, informal in Spain)
- **ellos/ellas/ustedes van** (they/you all go, formal)

Remember, each irregular verb has its own unique forms, so it's essential to memorize them. Would you like to know about another specific irregular verb?

Your AI Spanish tutor

Ask me anything about the Spanish language!

How do I conjugate an irregular **ir** verb?

Ask

Answer:

Conjugating an Irregular Ir Verb

To conjugate an irregular **ir** verb in Spanish, you need to know its specific conjugation pattern, as they do not follow the regular rules. For example, the verb **ir** (to go) has the following present tense conjugations:

- **yo voy** (I go)
- **tú vas** (you go, informal)
- **él/ella/usted va** (he/she/you go, formal)
- **nosotros/nosotras vamos** (we go)
- **vosotros/vosotras vais** (you all go, informal in Spain)
- **ellos/ellas/ustedes van** (they/you all go, formal)

Remember, each irregular verb has its own unique forms, so it's essential to memorize them. Would you like to know about another specific irregular verb?

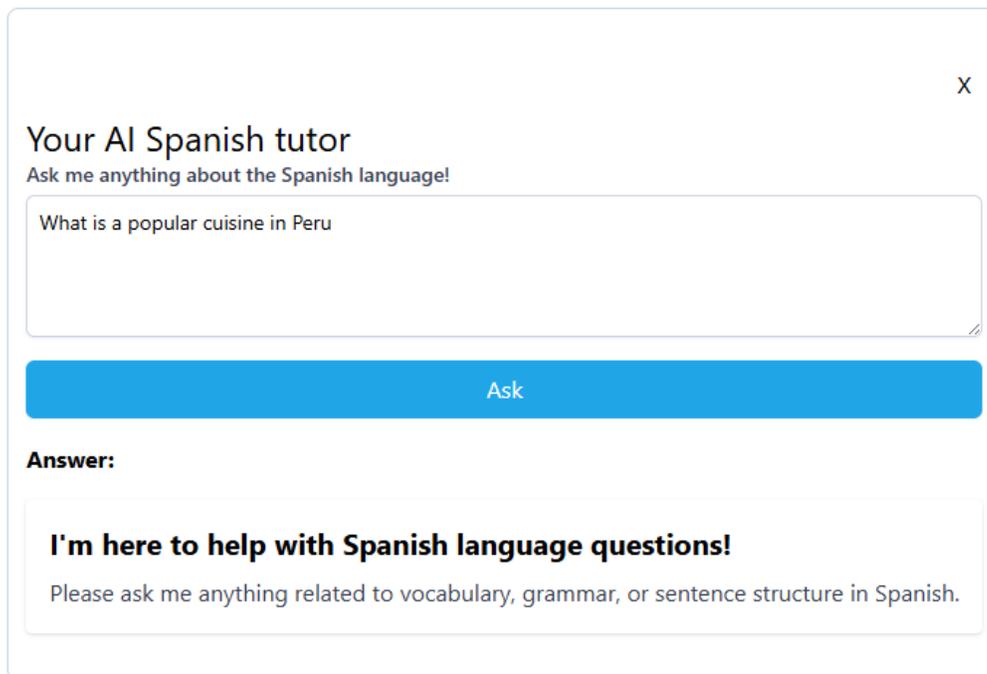
What is an example of a question outside the scope of the AI Spanish Tutor?

An example of a question that will not be answered by the AI Spanish Tutor would be:

“What is a popular cuisine in Peru?”

Asking this question returns the following:

“I'm here to help with Spanish language questions only. Please ask about vocabulary, grammar, or other aspects of the Spanish language!”



The screenshot shows a chat window titled "Your AI Spanish tutor" with a close button (X) in the top right corner. Below the title is the instruction "Ask me anything about the Spanish language!". A text input field contains the question "What is a popular cuisine in Peru". Below the input field is a blue "Ask" button. Underneath the button, the word "Answer:" is displayed. The response is shown in a white box with a light blue border, containing the text: "I'm here to help with Spanish language questions!" followed by "Please ask me anything related to vocabulary, grammar, or sentence structure in Spanish."