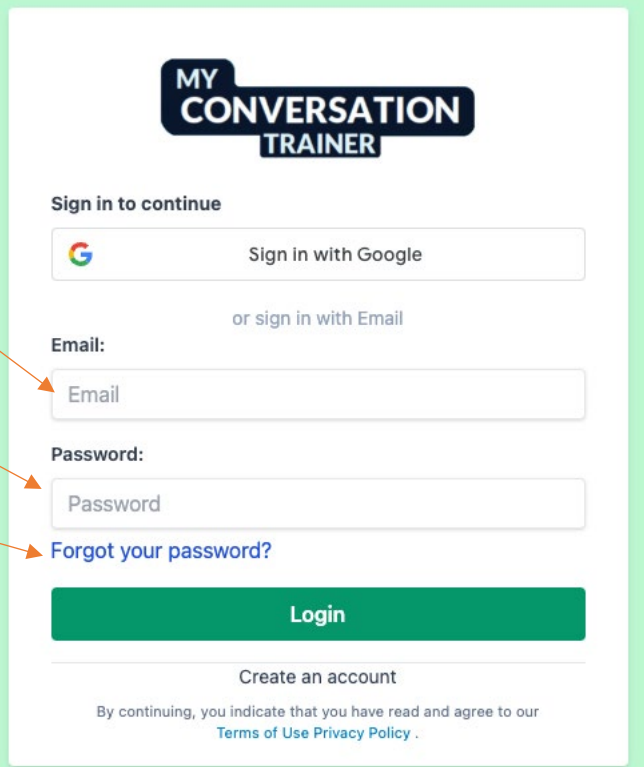


## Setting Up MyConversationTrainer for your Classes (Quick Guide for Educators)

### STEP 1: Access your MyConversationTrainer (MCT) account

<ul style="list-style-type: none"> <li>Go to <a href="https://myconversationtrainer.com">myconversationtrainer.com</a></li> <li>Click <b>Instructor Login</b></li> <li>In the &lt;sign in with Email&gt; section, enter your <b>email address</b> (e.g., johndoe@myschool.edu) and temporary <b>password</b></li> <li>Your temporary password will be advised to you via a Welcome to MyConversationTrainer email</li> <li>For security purposes, you should change the temporary password by clicking on “<b>Forgot your password</b>” and following the instructions</li> </ul>	
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### STEP 2: Duplicate and rename your sections (if you teach more than one section of the same class)

- [Watch the video](#)

### STEP 3: Locate the section code(s) for each of your section(s)

- [Watch the video](#)

### STEP 4: Share your section code(s) and customize the Student Quick Guide’ for your students

- Download the ‘[Student Quick Guide](#)’ **TEMPLATE**

### STEP 5: Watch these videos to learn more about MCT

1. [Overview of the Practice and Evaluation area](#)
  - Learn how to set a due date for your assignments (if needed)
2. [Navigating the ‘Student Progress’ Area](#)
  - View the students enrolled in your section and the assignments they’ve completed
  - Learn how to access AI-generated grades and feedback
  - Edit AI-generated feedback and submit grades (only grades for Evaluation Assignments need to be submitted)

## What do students need to use MyConversationTrainer?

- Review the [MyConversationTrainer Technical Requirements](#)
  - A quiet place to complete their assignments and record their answers
- 

## Tips for Conducting an In-Class Demo and Setting Up *MyConversationTrainer*

### 1. Introduce the Platform:

Explain how MyConversationTrainer will enhance their language learning experience by providing opportunities to practice their language skills, apply personalized feedback, gain confidence, and develop accuracy in a stress-free environment.

### 2. Demonstrate Key Features:

Show how to navigate the platform, complete Practice and Evaluation assignments, and interpret feedback to improve language skills.

### 3. Guide Students Through Account Setup:

Allocate time for students to create their accounts during class. Walk them through the process step-by-step to ensure everyone successfully registers (you can use the 'Student Quick Guide Document').

### 4. Share Section Codes:

Provide your course-specific section codes and help students enter them on the platform to access assignments directly. This will save time and reduce the need for follow-up emails.

### 5. Assign a Starter Activity:

Encourage students to complete a simple Practice activity during class to familiarize themselves with the platform and boost their confidence.

### 6. Answer Questions:

Address any technical or platform-related questions students might have, ensuring they feel comfortable using MyConversationTrainer.

### 7. Reinforce Expectations:

Remind students about the requirements for assignments, such as completing Practice activities multiple times and reviewing feedback to improve their performance.

## **Support and FAQs**

### **Educator FAQs**

- [How do I reset my password?](#)
- [Why am I not able to record in MyConversationTrainer?](#)

### **Student FAQs**

### **Support Contact Information**

- For product how-to questions, please visit the [educator MyConversationTrainer page](#) on our [Support Center](#).
  - Download the [Educator User Guide](#)
- For assistance with account creation and technical issues, please submit a request to [Vista Higher Learning Technical Support](#).