

Student Manual

GETTING STARTED

INTRODUCE YOURSELF

Begin your learning journey by completing the Can Introduce Yourself - Give Your Name assessment inside of the Can Introduce Yourself learning pathway. Then, send your tutor a short self-introduction in the **My Teacher Messenger**! This introductory exercise is designed to allow you to share a bit about yourself with your personal tutor while setting a foundation for the language skills you'll develop. The material for this exercise is intentionally kept simple, focusing on essential vocabulary and sentence structure. However, you're encouraged to take your self-introduction as far as you'd like. Whether you keep it brief and straightforward or add personal details for a more expressive approach, this is your opportunity to showcase who you are!

If you're new to self-introductions, try starting with basics—name, background, interests, and any personal goals. For those with more experience, feel free to dive deeper, perhaps including future aspirations or experiences.

Remember, this exercise is for your benefit, allowing you to showcase your language skills while sharing what makes you unique. If you need help locating the Can Introduce Yourself learning pathway, check the My Teacher Messenger for instructions or ask your tutor for assistance.

ASSESS YOUR LEVEL

The next important step on your language journey is to take your Level Assessment Test. It's easy to find—just click on the “My Teacher” drop-down menu at the top of your **Dashboard**, and then select “My Assessment”.

You can also find it in the welcome email sent to you when you first signed up!

Now, we get it—you're eager to dive in and start practicing! With 1000 questions and a whole world of language learning ahead, it's tempting to skip ahead. After all, language is about communication, not just tests. But, whatever you do, **don't skip this step!**

This assessment is crucial as it gives us a clear picture of your current skills, allowing your teacher to tailor the lessons to your needs and make sure you start in the right place. By completing it, you're setting yourself up for success and saving valuable time down the road. So, take a moment to get started, and let's make the most of your learning journey right from the beginning!

WHAT YOU'LL NEED

Welcome to your learning journey! Here's an overview of the key tools you'll need to make the most of your course:

DASHBOARD

Your Dashboard is your personal hub for all things learning, and the main page you see when you log in.! From here, you can access everything you need to track your progress and manage your account. You'll even find your first lesson waiting for you right on the Dashboard—so it's easy to jump right in.

LESSON LIBRARY AND PATHWAYS

Explore our extensive Lesson Library, packed with engaging audio and video lessons. Lessons are grouped into **Pathways**, which are courses organized around specific focuses, like culture, reading, speaking, writing, listening, and grammar. Each Pathway is designed to help you build skills in a targeted area, making it easy to customize your learning experience.

MY ACCOUNT

In the My Account section, you can manage your profile details, update your password, and adjust other account settings as needed. This keeps your information secure and up to date, so you can focus on what really matters—learning! Click on your profile photo in the upper righthand corner of the dashboard and select “My Account”.

MY TEACHER MESSENGER

One of the most valuable tools at your disposal is the My Teacher Messenger. This feature allows you to connect directly with your instructor, so you can get personalized support, ask questions, and receive feedback on your progress. Whether you're stuck on a grammar point, need clarification on an assignment, or just want advice on improving your language skills, your teacher is just a message away.

You can access the My Teacher Messenger from any device and browser at myteacher.innovativelanguage.com. If you are on the go, it is available on the Innovative Language 101 App for the Android, iPhone, iPad, and Kindle Fire. The Innovative Language 101 App is the recommended way to use the My Teacher Messenger on a mobile device, and it offers a lot of other great features to keep you learning when you're on the go.

YEARLY CALENDAR

Our academic year is structured into four quarters, each followed by dedicated break periods for review and engaging in special programming. This quarter-based system is designed to help learners meet meaningful milestones each year, offering time to consolidate learning and move forward with confidence.

2025 ACADEMIC CALENDAR

Our academic year is structured into four main terms, each with dedicated breaks for review and reflection, designed to support steady progress throughout the year.

Term	Dates
Winter Term	January 14 - March 24
<i>Break</i>	March 25 - April 7
Spring Term	April 8 - June 16
<i>Break</i>	June 17 - June 23
Summer Term	June 24 - September 1
<i>Break</i>	September 2 - September 15
Fall Term	September 16 - November 24
End-of-Year Period	Starts: November 25 - <i>Features tailored programming and review sessions.</i>

Throughout each term, you'll receive a recommended learning schedule, engage in weekly practice exercises, and complete regular assessments to track your progress and reinforce learning.

THE WEEKLY RHYTHM

LEARN WITH LESSONS

As you advance through the program, each week will guide you through a structured rhythm designed for effective learning and skill-building. You'll start by immersing yourself in new concepts through engaging teaching materials, which may include video lectures, audio segments, or reading materials. These resources give you a foundation, which you'll then reinforce by working through targeted exercises and quizzes.

For Live students, the week includes a scheduled class session, where you can connect with instructors and peers to deepen your understanding in a dynamic setting. Afterward, it's essential to review your teacher's feedback and suggestions thoroughly—these insights are tailored to help you progress and refine your skills.

PRACTICE

Next, you'll apply what you've learned by completing practice assignments. Focus on each question carefully, practicing the concepts you've learned.

ASSESS

Measure your progress and identify areas for improvement by completing quizzes and assessments designed to reinforce your understanding and prove that you have mastered the quiz or assessment's topic. Assessments are not just about grades; they're a chance to deepen your skills!

FEEDBACK

Finally, wrap up the week by going over any test feedback, reflecting on areas of strength and opportunities for growth! For additional support, you can submit your sentences to your tutor on the **My Teacher Messenger** for personalized feedback. Whether you need help with writing or speaking, your teacher is there to provide constructive feedback and help you refine your skills.

THE LEARNER JOURNEY

Language development in our program is mapped across five stages, each designed to build critical communication skills and cultural understanding. Each stage corresponds to a CEFR level, ensuring alignment with global language standards and clear progression for learners.

Level 1 - Absolute Beginner: At this introductory stage, students focus on fundamental skills like owning, giving, receiving, and responding. This foundational level sets the stage for everyday interactions, building comfort with basic vocabulary and sentence structures.

Level 2 - Beginner: Here, learners begin to express ideas and opinions. As they move from basic exchanges to more complex thoughts, they develop the ability to share personal perspectives and listen to others, expanding conversational confidence.

Level 3 - Intermediate: The intermediate stage emphasizes storytelling and problem-solving skills. Students can narrate events and handle unexpected situations, allowing them to navigate conversations with greater fluency.

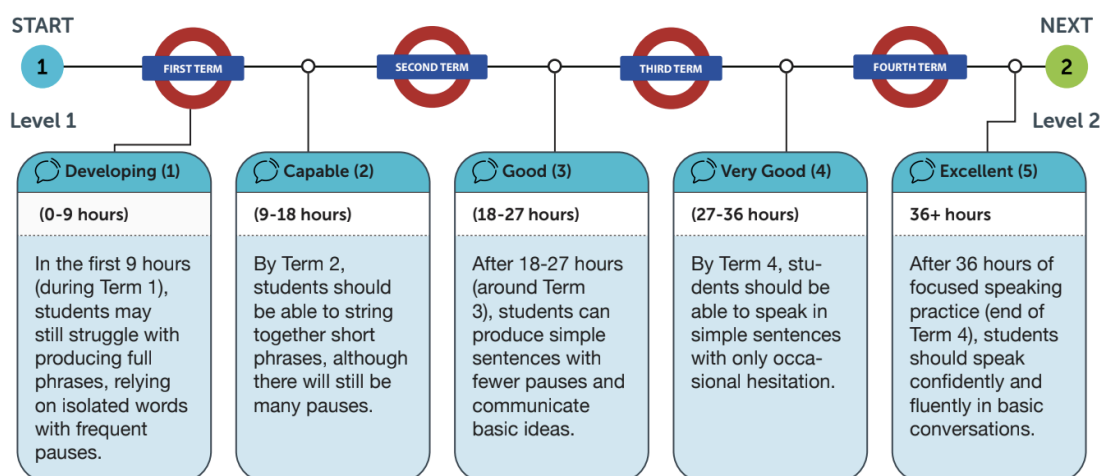
Level 4 - Upper Intermediate: Collaboration becomes key at this level. Learners can participate actively in discussions, work with others to reach solutions, and contribute meaningfully to group dialogues, advancing their teamwork abilities.

Level 5 - Advanced: At the highest level, students build influence and leadership skills. They can confidently lead conversations, persuade others, and articulate ideas with nuance, achieving a level of fluency that enables them to drive discussions and inspire peers.

Each stage prepares learners to take on more complex language tasks and engage meaningfully in a wide range of real-world scenarios.

WHAT YOU WILL ACHIEVE

By the end of each course, learners will achieve a strong foundation across four essential language skills—speaking, reading, writing, and listening—equipped with practical, culturally relevant communication abilities.



Speaking: Learners will confidently engage in conversations, express ideas clearly, and respond appropriately in various settings. They'll be able to navigate everyday interactions, share opinions, tell stories, and even participate in collaborative discussions.

Reading: Learners will gain the ability to read and understand texts of varying complexity, from basic messages to more detailed narratives. They'll be able to identify main ideas, interpret key details, and analyze content relevant to their language level.

Writing: By the end of the course, learners will be able to write with accuracy and clarity. They'll handle tasks such as drafting messages, composing short narratives, and constructing arguments, with appropriate vocabulary and grammar for effective communication.

Listening: Learners will develop listening skills that allow them to understand spoken language at their level, including picking up on familiar words and phrases, understanding main ideas, and recognizing key details in dialogues and spoken passages.

Study Time by Term and Skill

	Term 1	Term 2	Term 3	Term 4
Speaking	9h	18h	27h	36h
Listening	9h	18h	27h	36h
Writing	9h	18h	27h	36h
Reading	9h	18h	27h	36h
Grammar	3h	6h	9h	12h
Vocabulary	3h	6h	9h	12h
Culture	3h	6h	9h	12h
Total	45h	90h	135h	180h

The study time is cumulative across four terms, with the total increasing progressively for each term.

Overall, learners will complete the course with the ability to apply their language skills in real-life situations, feeling prepared and confident to communicate effectively and meaningfully in diverse contexts.

TIPS FOR IMPROVING

LISTENING

Listening practice is all about focusing on the process, not just the results. Developing a consistent approach to listening will lead to steady improvement over time. Here are some strategies to help you build effective listening habits:

- Start by deciding on your approach: do you want to use a **bottom-up strategy**, focusing on specific words or grammar patterns, or a **top-down strategy**, where you concentrate on understanding the main ideas?
- Use **headphones** for clarity, especially when starting out, as they can help you pick up on subtle sounds more easily.
- Incorporate **videos** into your practice. Watching facial movements and body language provides visual cues that can aid in understanding difficult sounds.
- **Repeat samples** 1-3 times. Listening multiple times helps reinforce what you've heard and improves comprehension gradually.

Remember, it's a journey—be patient with yourself as you build these skills!

SPEAKING

When it comes to speaking, we encourage you to focus on three key skills separately:

1. **The Mechanics of Language and Pronunciation:** Hone your pronunciation and practice the sounds specific to your target language.
2. **The Functions of Speech:** Understand the purpose of what you're saying—whether it's asking a question, giving an opinion, or responding to someone.
3. **Cultural Speaking Norms:** Learn when to take turns, when it's appropriate to interrupt, and how to adapt to the speaking style of your target culture.

To guide you, we recommend a three-stage process with your teacher through **My Teacher Messenger**:

- **Stage 1:** Master the terms used to discuss language and communication, giving you the vocabulary to ask questions and seek help.
- **Stage 2:** Practice using language to **stall for time, clarify meaning, and check understanding** during conversations.
- **Stage 3:** Learn how to respond minimally while showing understanding, and recognize common conversation scripts in native speakers.

These stages will help you build confidence and comfort in speaking, one step at a time.

WRITING

Writing is all about accuracy, but try not to worry too much about getting it perfect. The goal is to keep writing consistently rather than aiming for 100% correctness. Here's what to keep in mind:

- **Keep writing** without overthinking. The more you practice, the more fluent you'll become.
- Your teachers are trained **not to correct every single detail**. Instead, they'll focus on helping you create thoughtful, clear communication that conveys your ideas effectively.

Writing is a powerful tool for refining your language skills, so enjoy the process and don't let perfectionism hold you back!

READING

Reading is an essential skill, and the good news is—you can't read too much! Dive into reading material whenever possible, and remember these tips:

- **Read with different purposes.** Sometimes, you'll want to dig into the details to learn new vocabulary or concepts. Other times, you may just skim to capture the main ideas.
- Don't feel pressured to understand every single word or sentence. It's okay to **focus on general comprehension** rather than aiming for full understanding every time.

Enjoy the journey, and remember that each reading session brings you closer to fluency.

TECHNICAL SUPPORT

SUPPORTED MEDIA

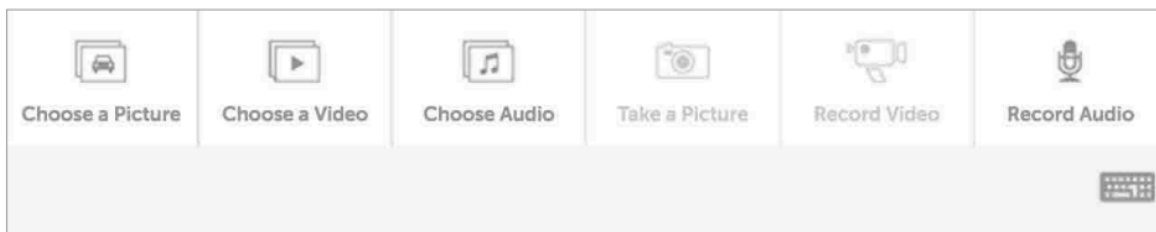
Supported file types for the My Teacher Messenger include **JPG** and **PNG** for images, and **MP3**, **MP4**, and **M4A** for audio and video files. Please note that **Word documents** and **PDF files** cannot be uploaded at this time.

For written text, Premium PLUS My Teacher supports messages up to **750 characters** each, with no limit on the number of messages you can send. If you'd like to share a longer document, consider pasting a link to a shared online document in your message.

1. Click on the paperclip icon at the bottom right hand corner of the chat window.



2. Select which type of file you wish to upload:



If you're using the **Innovative Language 101 app on iOS**, you can record and upload multimedia files directly through the app. Simply follow the same process as above for web browsers.

Note: The Innovative Language 101 app on **Android and Kindle Fire** does not currently support uploading multimedia files. To use Premium PLUS My Teacher's multimedia upload features, please access the platform on **myteacher.innovativelanguage.com** through any desktop or mobile web browser.

ACADEMIC POLICIES

PARTICIPATION

While online learning offers flexibility, maintaining steady progress requires a proactive mindset! We understand that every learner's journey is unique, and we're here to support you every step of the way. However, online and app-based learning thrives on self-motivation.

Staying on track and completing assignments depends largely on your dedication and willingness to engage with the material. Our teachers are available to guide you and will adapt to the schedule you set, but ultimately, the level of success you achieve is a direct reflection of your participation. Make the most of this opportunity to immerse yourself and enjoy the learning process!

ACADEMIC INTEGRITY

Academic integrity is a core value of our program, and we are committed to upholding a standard of honesty and responsibility in all student work. Your assignments, exercises, and assessments should reflect your own knowledge and effort. This not only helps you track your true progress but also ensures that you're gaining the skills and confidence needed for real-world communication.

We believe in each student's ability to achieve great results through ethical work practices, whether it's individual assignments or group projects. Honesty is key to maintaining the trust between students and teachers, and we're here to support you in reaching your goals with integrity. While we recognize that most students uphold these values, any attempt to misrepresent your work or copy from others would compromise the quality of your learning and is considered academic dishonesty.

[Need help?](#) - You'll find quick links to Frequently Asked Questions and answers to your technical questions too.

If you have any questions, feedback or concerns, please [contact us](#).