

# Manual for the New Online Tool

2017

[www.kleinson.es](http://www.kleinson.es)



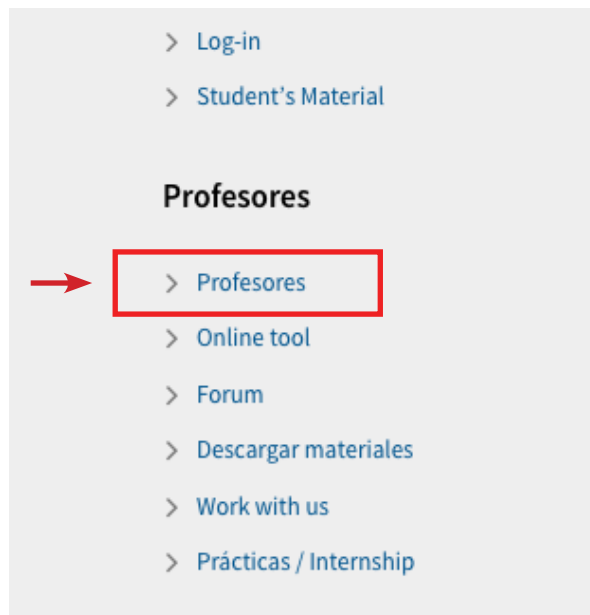
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# Where do I find the online tool?

## go to: [www.kleinson.es](http://www.kleinson.es)

1. Click “Teachers” or “Profesores” at the bottom of the web page.



2. Scroll down to the online tool and select the following logo:

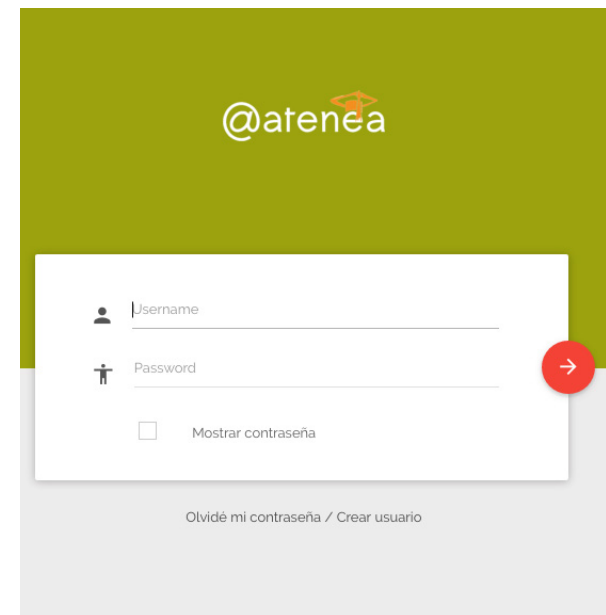


### Online Tool

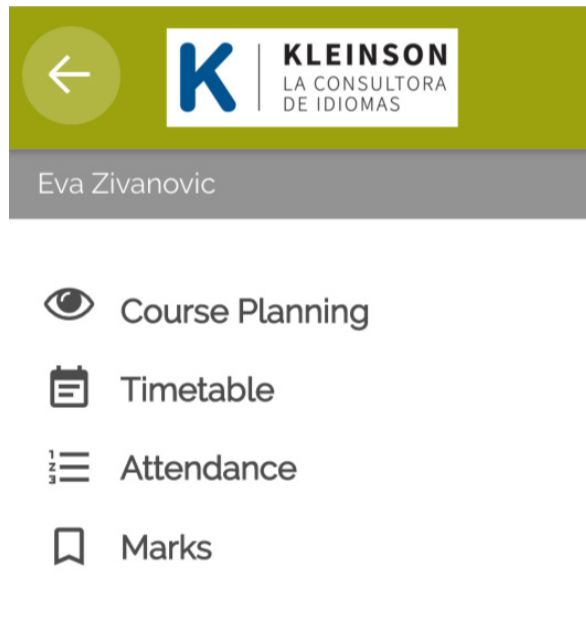
- Introduce tu actividad semanal
- Aprueba tus horas y tu salario mensual
- Evalúa a tus estudiantes
- Obtén información sobre la clases
- Gestiona tu actividad, tus evaluaciones y tu información

[Acceso >](#)

3. Sign in with your username and password.



# There are 3 main options for the online tool:



## 1. Timetable (Horario)

Here you can find your schedule for the week and make any necessary changes.

## 2. Attendance (Asistencia)

Here is where you will register your students' attendance, requested by the company.

## 3. Marks (Calificacion)

Here is where you will register your students' evaluations, requested by the company.

# 1. Timetable

After you sign in to the online tool, the first thing you will see is your timetable.

1. This dropdown menu will allow you to see the timetable for only one of your groups.

2. You can switch between a *weekly* or *monthly* timetable by clicking this button on the far right of the screen.

1. This dropdown menu will allow you to see the timetable for only one of your groups.

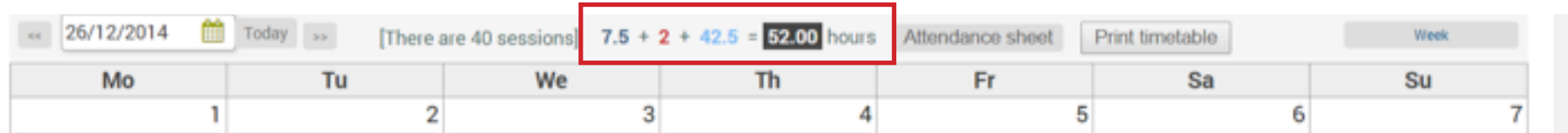

✓ All groups  
ADGLOW MAD ENG PRESENCIAL G1 [14/02/2017 - 31/12/2017]  
ADGLOW MAD ENG PRESENCIAL G2 [15/02/2017 - 31/12/2017]  
ADGLOW MAD ENG PRESENCIAL G3 [16/02/2017 - 31/12/2017]  
ADGLOW MAD ENG PRESENCIAL OTO Gonzalo Laborda [08/02/2017 - 31/12/2017]

2. You can switch between a *weekly* or *monthly* timetable by clicking this button on the far right of the screen.

MONTH WEEK

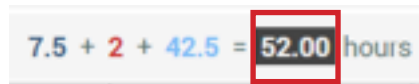

# Where can I check my monthly wages?

At the top of your monthly timetable, you will find a summary of your hours.



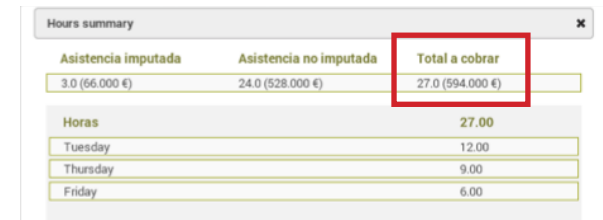

<<	26/12/2014	Today	>>	[There are 40 sessions]	7.5 + 2 + 42.5 = 52.00 hours	Attendance sheet	Print timetable	Week
Mo	Tu	We	Th	Fr	Sa	Su		
1	2	3	4	5	6	7		

1. Click the total hours to see your wages.



7.5 + 2 + 42.5 = 52.00 hours
------------------------------

2. A box will appear with your wage summary.  
If you are autonomo, you will see your payment before taxes.



Hours summary		
Asistencia imputada	Asistencia no imputada	Total a cobrar
3.0 (66.000 €)	24.0 (528.000 €)	27.0 (594.000 €)
Horas		27.00
Tuesday		12.00
Thursday		9.00
Friday		6.00

# Color Guide

The following colors are used to show the status of each class in your timetable and hours in your wages.

$$7.5 + 2 + 42.5 = 52.00 \text{ hours}$$

13:30 - 14:30 .EPTISA INGLÉS MADRID G1. [no classroom] [Sin material asignado]	7:30 - 9:00 .SAMSUNG COREANO G1 MADRID. [no classroom] [Sin material asignado]	7:30 - 9:00 .SAMSUNG COREANO G4 MADRID. [no classroom] [Sin material asignado]	14:00 - 15:00 .NFOQUE FCE SAREB 2. [no classroom] [Sin material asignado]	8:00 - 10:00 (*) .SARTORIUS MAD UPPER INTERMEDIATE G1. [no classroom] [Sin material asignado]
14:30 - 15:30 .EPTISA INGLÉS G2 MADRID. [no classroom] [Sin material asignado]	14:00 - 15:00 .NFOQUE FCE SAREB 2. [no classroom] [Sin material asignado]	13:30 - 14:30 .EPTISA INGLÉS MADRID G1. [no classroom] [Sin material asignado]	15:00 - 16:00 (*) .NFOQUE AV SAREB 1. [no classroom] [Sin material asignado]	10:00 - 12:00 .SARTORIUS MAD STARTER G2. [no classroom] [Sin material asignado]
	17:00 - 18:30 (*) .SAMSUNG COREANO G2 MADRID. [no classroom] [Sin material asignado]	14:30 - 15:30 .EPTISA INGLÉS G2 MADRID. [no classroom] [Sin material asignado]		12:30 - 14:30 .SARTORIUS MAD UPPER INTERMEDIATE G3. [no classroom] [Sin material asignado]
	18:30 - 20:00 .SAMSUNG COREANO G3 MADRID. [no classroom] [Sin material asignado]	17:30 - 18:30 (*) (*) SAMSUNG OTO COREANO CELESTINO. [no classroom] [Sin material asignado] Celestino García		
22	23	24	25	26

**Red:** Class canceled by a teacher.  
*No payment*

**Grey:** Late cancelation - less than 24 hour notice. *Paid class*

**Light Blue:** Class that has happened. (All classes are registered as “done”) *Paid class*

**Dark Blue:** Regular cancelation - more than 24 hour notice. *No Payment*

**Please let us know urgently of any changes.**  
**You cannot change the status of your class.**

## 2. Attendance

To pull up the navigation menu and switch to attendance, click the three line menu in the top left of the page.



Attendance of Zivanovic, Eva

1. ADGLOW MAD ENG PRESENCIAL G1 (14/02/2017 / 31/12/2017)  
ADGLOW MAD ENG PRESENCIAL G2 (15/02/2017 / 31/12/2017)  
ADGLOW MAD ENG PRESENCIAL G3 (16/02/2017 / 31/12/2017)  
ADGLOW MAD ENG PRESENCIAL OTO Gonzalo Laborda (08/02/2017 / 31/12/2017)

2. Tu 14/02 14:00-15:30 Tu 21/02 14:00-15:30 Tu 28/02 14:00-15:30

3. Alvaro Torronteras  
Carlos Fernández Bautista  
Juan García Ramos  
Juan Carlos Santamaría ...

### Here you will find:

1. Your groups
2. Course planning - *required*
3. Your students per group



# How do I register students' course planning and attendance?

Course planning must be completed *before* attendance, otherwise, the attendance will not save. Both of these sections are *required*.

To begin course planning, make sure the correct class group is highlighted and click the current **date**:



Attendance of Zivanovic, Eva

<< 21/02/2017 >>

ADGLOW MAD ENG PRESENCIAL G1 (14/02/2017 / 31/12/2017)

ADGLOW MAD ENG PRESENCIAL G2 (15/02/2017 / 31/12/2017)

ADGLOW MAD ENG PRESENCIAL G3 (15/02/2017 / 31/12/2017)

Print

Álvaro Torrontera  
Carlos Fernández  
Juan García Ramírez  
Juan Carlos Sánchez

**Class notes**

ADGLOW MAD ENG PRESENCIAL G1 [14/02/2017 14:00-15:30]

1. Homework

2. Class notes\*

Ok Cancel

Next, you will see the following screen. Fill in the two boxes for course planning:

**1. Homework:** Include the topics you are teaching. Remember each group has a plan for the course. Example: If you are teaching business english, topics would include presentations, meetings, emails, etc.

**2. Class notes:** Include general notes here for the class. Example: "Today we are practicing phrases on how to close presentations."

\*For official exams and regular grammar classes, please include the general notes.

# How do I register students' course planning and attendance?

Once course planning is complete, you may move on to filling out attendance.

1. With the correct group selected, and the current date underlined (meaning course planning has been completed), **check** the box for students who are present that day.

2. Make sure the **green box** appears in the top right corner. This means your attendance has been saved correctly.

## What if none of your students went to class?

For course planning, write "Absent" in the homework and class notes boxes. Then, save attendance with all students unchecked.

The screenshot shows the 'Asistencia de Teacher' interface. At the top right, a green box with the text 'Se ha guardado la asistencia del alumno' is highlighted with a red border and labeled '2.'. Below this, a date selector shows '07/10/2016' with navigation arrows. A dropdown menu shows 'fake group ( Centro principal ) (01/10/2016 / 31/10/2016)'. A table of dates from 01/10/2016 to 31/10/2016 is displayed. The first row, labeled 'Fake Student', has a red box around the first date (01/10/2016) with a checkmark, labeled '1.'. The rest of the row has unchecked boxes. A 'Imprimir' button is visible on the left.

# 3. Marks

Here is where you complete students' evaluations. This section is also *required*.

Evaluations ready to be completed are at the **top** of the page, highlighted in grey.

Mostrar histórico

☒

Shows evaluation history when checked

Acciona Initial Level Evaluation 12 2014

30/11/2014

10/12/2014

Initial Level Evaluation sv

Alumnos

Sólo alumnos sin calificar

☒

Shows incomplete student evaluations when checked

Alumno	Nivel actual	Nivel recomendado	Fecha calificación
ACCIONA MAD G1 INGLÉS PRE-INTERMEDIATE			
Gómez Trueba, Inmaculada			<input checked="" type="checkbox"/>
Grueso Robledano, Esther			<input checked="" type="checkbox"/>
Moreno Tabares-Catalan, Rosa María			<input checked="" type="checkbox"/>
Postigo Pascual, Pilar			<input checked="" type="checkbox"/>
ACCIONA MAD G2 INGLÉS INTERMEDIATE			
Álamo Rubio, Ángeles			<input checked="" type="checkbox"/>
Aragón, Alejandro			<input checked="" type="checkbox"/>
De La Cruz Gutiérrez, Sergio			<input checked="" type="checkbox"/>

To fill out a student's evaluation, click this **icon** next to their name.



# Level Evaluations

Level evaluations are done at the beginning and end of the course to record students' language level.

There are two main parts to level evaluations:

**1. Current Level (*required*):** Select the general level of your student. Please use the European Framework of Languages.

**2. Recommended Level (*optional*):** If your student has a different language level than the rest of the group, please mention it here.

Press “Ok” or “Aceptar” to save results.

**Qualify student**

Student: Carlos Fernández Bautista

Course / Group: ADGLOW MADRID INGLES PRESENCIAL 2017  
ADGLOW MAD ENG PRESENCIAL G1

Tipo de evaluación: Level Evaluation sv

Enseñanza: Inglés

1. Current level: Upper Intermediate

2. Recommended level: (select)

<- -> Ok Cancel

Student	Current level	Recommended level	Fecha calificación
ADGLOW MAD ENG PRESENCIAL G1			
Carlos Fernández Bautista			
Juan García Ramos			
Juan Carlos Santamaría Nieto			

# Academic Evaluations

Academic Evaluations target specific business topics. These will be available midterm and at the end of the class.

Alumno  
Alvarez Navano, Sara

Curso / Grupo  
ATLL BCN CURSO 2013-2014 (43)  
ATLL OC INTERMEDIATE A G6

Tipo de evaluación  
Academic Evaluation (Living Business)

Enseñanza  
Inglés

Presentations / Presentaciones	
Meetings / Reuniones	
Emails, Reports / Emails, informes	Excellent / Excelente
Selling yourself	Satisfactory / Suficiente
Hr / The hiring process	
Building Relationships	Good / Bien
Networking	
Technology	
Negotiations	
Crisis Management	
Communication skills	

Nivel actual  
(selecciona)

Nivel recomendado  
(selecciona)

Rate the student's **level of understanding** in each of the topics covered in class. Examples of ratings are poor, good, excellent, etc.



If a topic has not been covered in the class, leave that section empty on the evaluation.

Press “Ok” or “Aceptar” to save the results.

\*Official exams and grammar based classes do not have to complete academic evaluations.

If you have questions about the online tool,  
tutorial videos are available on YouTube:



Kleinson Tutorials

You can also feel free to contact us:

formacion@kleinson.es