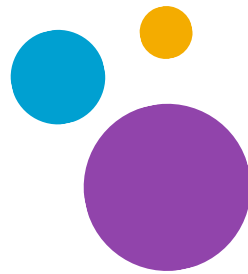




Quick Guide

Get to grips with our tools quickly!



For teachers.

The 3 tools



→ Download our software and user manuals.

→ Access tutorials and virtual assistance

→ Storage capacity for exercises and sessions

Your teacher space functions as a conduit between Home and Classroom software.

Accessible online on any device



→ software installed at home on your computer

→ Create your own exercises using different media

→ Mark the sessions that your students have completed

Your Home software simplifies the preparation and correction of lessons.

Arriving shortly on all computer devices.



→ Software installed in your classroom

→ create your own exercises using different media

→ run and mark sessions in your classroom

Your Classroom software to run your language classes at your school.

Exclusively available on PC

Summary



1. Create your teacher account online

2. Download LaboPractice Home.



3. Create your first exercises

4. Save your exercises

5. Export your exercises



6. Connect to your language laboratory

7. Import your exercises

8. Create a class session

9. Run a classroom session



10. Correcting a session



11. Track your students' progress

1. Create your teacher account online

LaboPractice

Créer mon compte professeur
Vous disposez déjà d'un compte ? [Connectez-vous](#)

1 Créez gratuitement votre compte professeur

2 Téléchargez votre logiciel Home ou Classroom

3 Installez LaboPractice et commencez à travailler

Prénom

Nom

Adresse email

Mot de passe

Mot de passe (confirmation)

Votre mot de passe doit faire au moins 6 caractères et inclure 3 types de caractères (majuscules, minuscules, chiffres, caractères spéciaux)

Je m'inscris à la Newsletter (facultatif)

Je reconnais avoir pris connaissance des [Conditions Générales d'Utilisation](#) et de l' [Avis de confidentialité](#) et les accepte

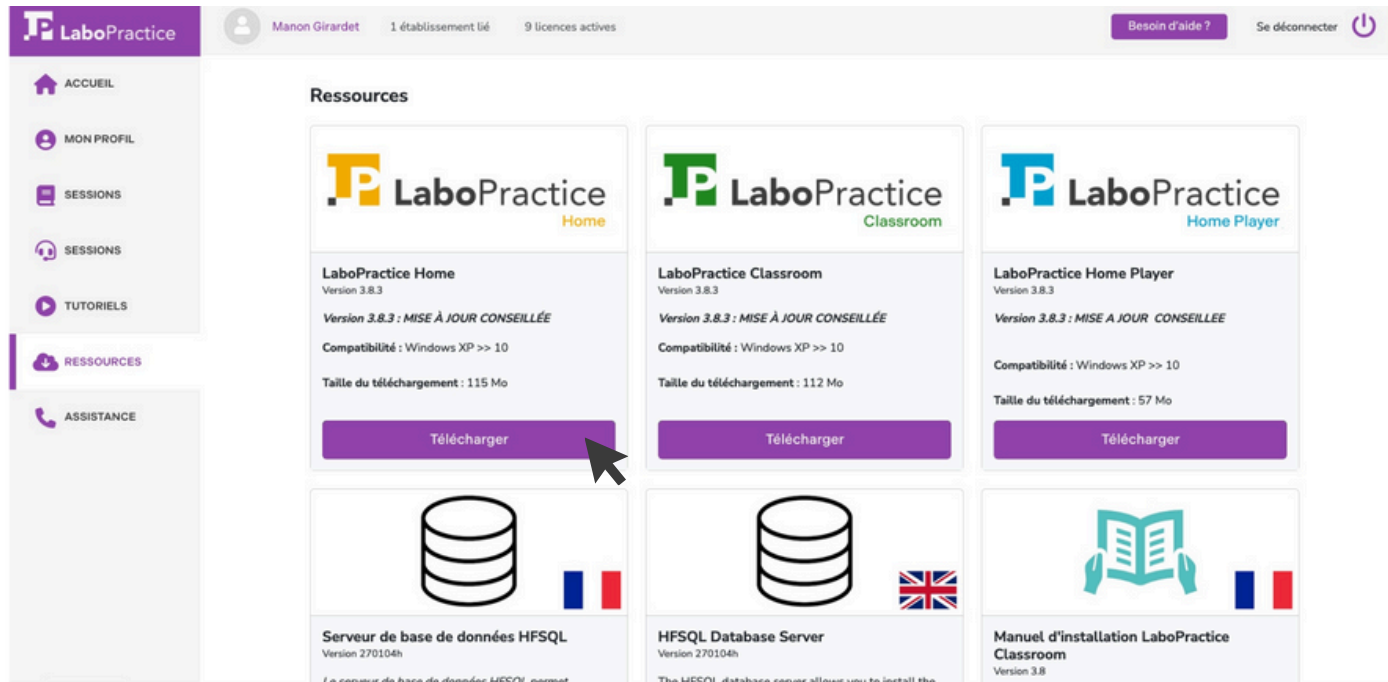
Créer mon compte

Français

Create your account by clicking here.

2. Download LaboPractice Home

1. Access your Teacher Portal
2. Navigate to the "RESOURCES" section.
3. Download **LaboPractice Home**
4. Double-click the file to initiate the installation on your computer.



The screenshot displays the LaboPractice Teacher Portal interface. The top navigation bar includes the LaboPractice logo, user information (Manon Girardet, 1 établissement lié, 9 licences actives), and links for 'Besoin d'aide?' and 'Se déconnecter'. The left sidebar contains navigation options: ACCUEIL, MON PROFIL, SESSIONS, TUTORIELS, RESSOURCES (highlighted), and ASSISTANCE. The main content area, titled 'Ressources', features three download cards:

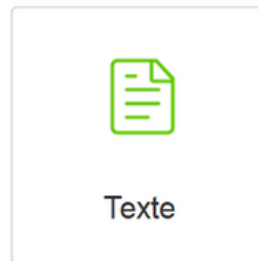
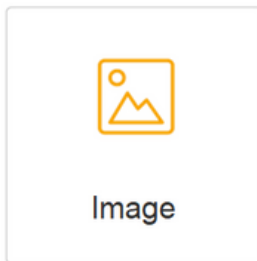
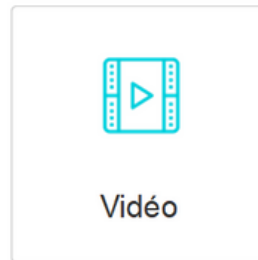
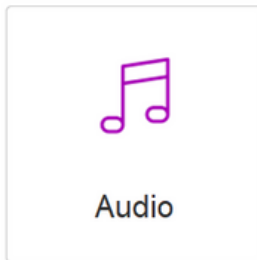
- LaboPractice Home** (Version 3.8.3): MISE À JOUR CONSEILLÉE. Compatibilité : Windows XP >> 10. Taille du téléchargement : 115 Mo. A mouse cursor is pointing at the 'Télécharger' button.
- LaboPractice Classroom** (Version 3.8.3): MISE À JOUR CONSEILLÉE. Compatibilité : Windows XP >> 10. Taille du téléchargement : 112 Mo.
- LaboPractice Home Player** (Version 3.8.3): MISE À JOUR CONSEILLÉE. Compatibilité : Windows XP >> 10. Taille du téléchargement : 57 Mo.

Below these cards are three additional resource cards:

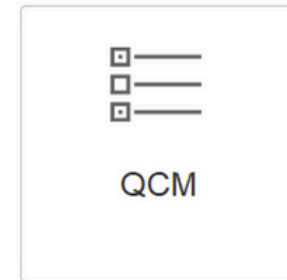
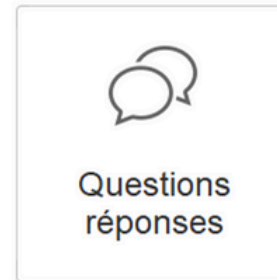
- Serveur de base de données HFSQL** (Version 270104h): Le serveur de base de données HFSQL permet...
- HFSQL Database Server** (Version 270104h): The HFSQL database server allows you to install the...
- Manuel d'installation LaboPractice Classroom** (Version 3.8)


3. Create your first exercises

1. Select a medium



2. Select a form of exercise



 The process of creating exercises is identical in both software applications: **LaboPractice Home** (for home use) and **LaboPractice Classroom** (for classroom use).

Questions/answers

1. Import your exercise support.

You have 2 options:

- Import the file (image, video, text, audio) from your computer
- Record directly from our software, if you have chosen audio

Import a document

Record my voice

For audio files exclusively!

2. Opt to pose your question in writing or verbally.

T

This button enables you to submit your question.

*Ask as many questions as you like,
alternating between
written and verbal formats!!*



This is the registration form for you.

3. Select the response mode for your students :



Oral



Ecrit

Quiz

1. Import your exercise support.

You have 2 options:

- Import the file (image, video, text, audio) from your computer
- Record directly from our software, if you have chosen audio

Import a document

Record my voice

For audio files exclusively!

2. Opt to pose your question in writing or verbally.

T

This button enables you to submit your question.



This is the registration form for you.

*Ask as many questions as you like,
alternating between
written and verbal formats!!*

2. Specify the various responses for each question.

- Propose as many responses as you wish.
- Responses may be delivered in written or oral form.
- Select the appropriate answer by marking the checkbox.

A	T		<input type="checkbox"/>
B	T		<input checked="" type="checkbox"/>
C	T		<input type="checkbox"/>

4. Save your exercises

You have finished creating your exercise; saving it properly will make it easier to find in your library.

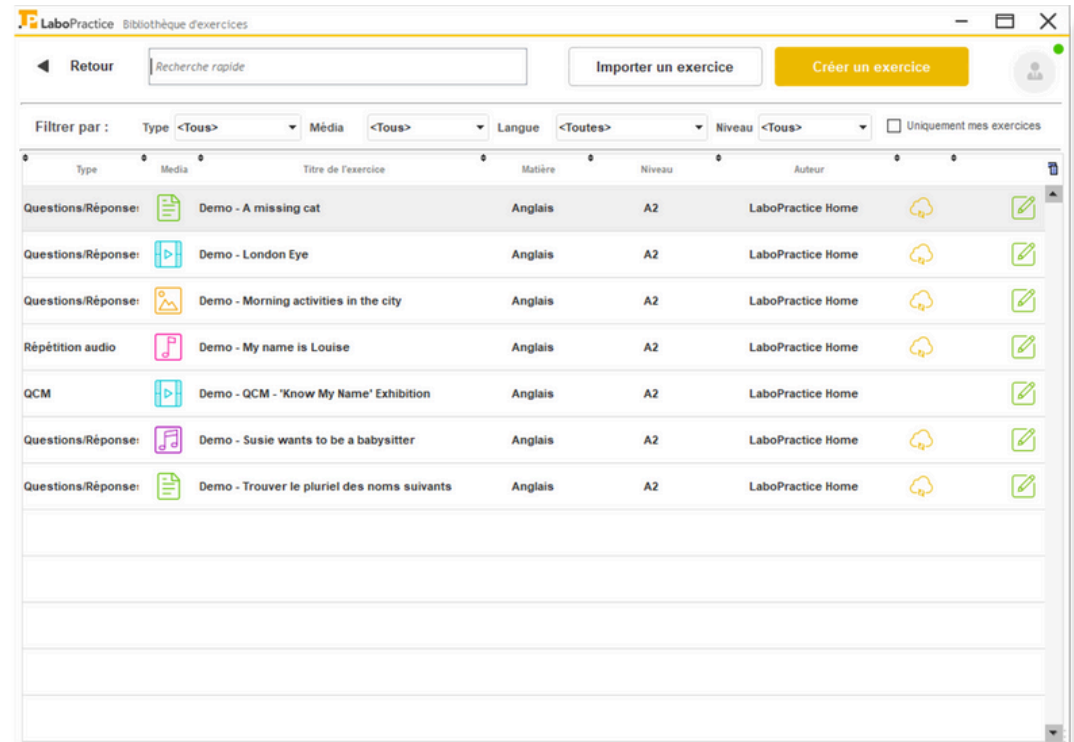
Description de l'exercice :

Titre de l'exercice

Matière/Langue

Niveau

Commentaire



LaboPractice Bibliothèque d'exercices

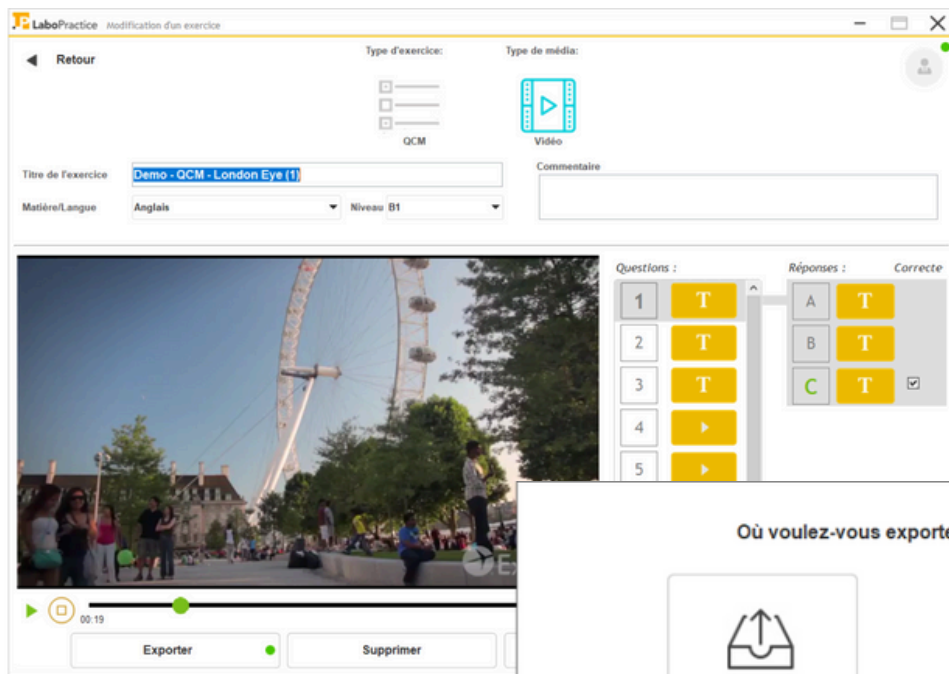
Retour Recherche rapide Importer un exercice Créer un exercice

Filtrer par : Type <Tous> Média <Tous> Langue <Toutes> Niveau <Tous> Uniquement mes exercices

Type	Media	Titre de l'exercice	Matière	Niveau	Auteur		
Questions/Réponse:		Demo - A missing cat	Anglais	A2	LaboPractice Home		
Questions/Réponse:		Demo - London Eye	Anglais	A2	LaboPractice Home		
Questions/Réponse:		Demo - Morning activities in the city	Anglais	A2	LaboPractice Home		
Répétition audio		Demo - My name is Louise	Anglais	A2	LaboPractice Home		
QCM		Demo - QCM - 'Know My Name' Exhibition	Anglais	A2	LaboPractice Home		
Questions/Réponse:		Demo - Susie wants to be a babysitter	Anglais	A2	LaboPractice Home		
Questions/Réponse:		Demo - Trouver le pluriel des noms suivants	Anglais	A2	LaboPractice Home		

5. Export your exercises

This involves exporting the exercises you have created on the Home software so that you can run a session in your school's computer room using the Classroom software.



1. Go to your library
2. Open the exercise of your choice
3. Click on "Export"
4. Click on "My online account"



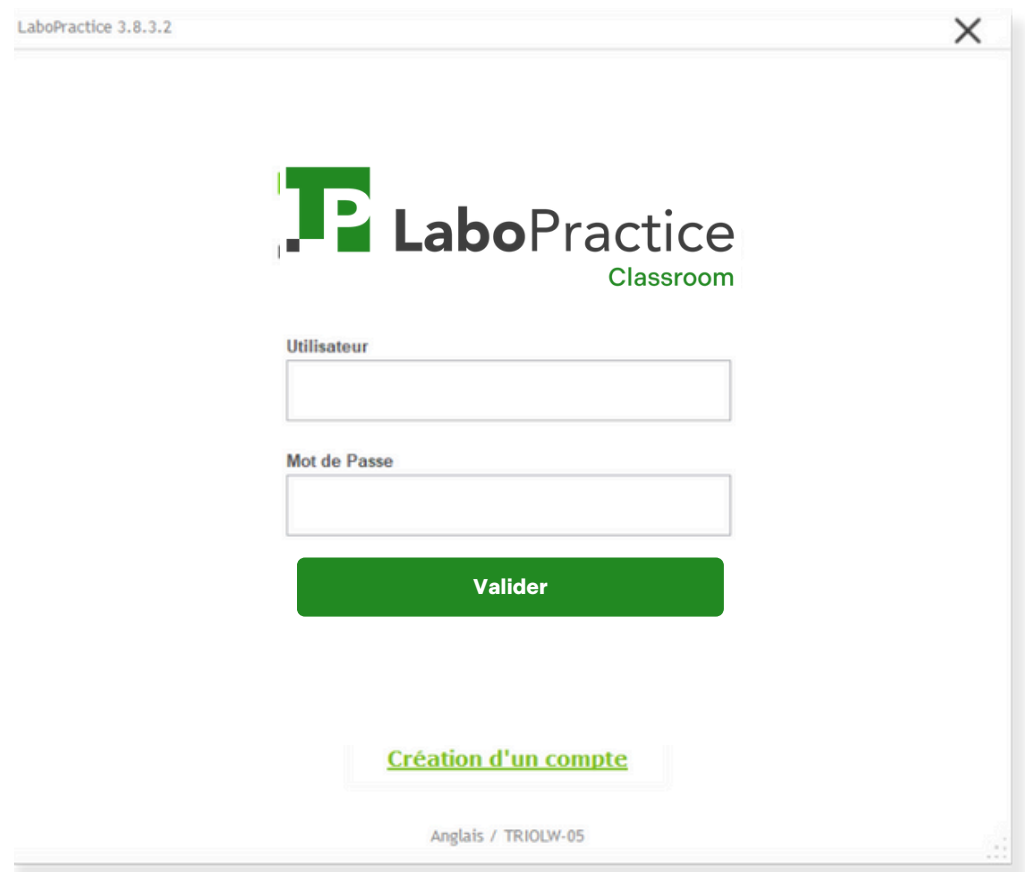
6. Connect to your language laboratory

With your Classroom software, you can create your own exercises, run your language lessons at your school and mark your students' sessions!

Warning:

Use the username and password provided to you by your school.

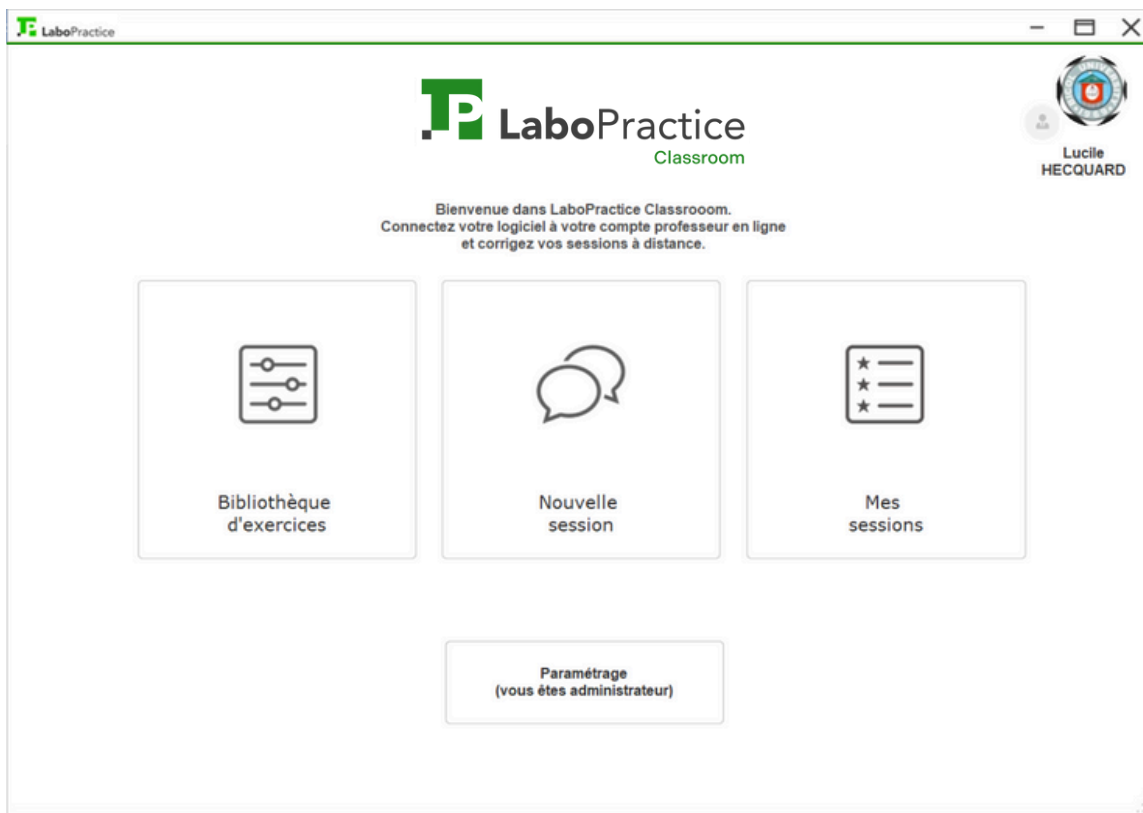
These are not the login details for your online teacher account.



The screenshot shows a web browser window titled "LaboPractice 3.8.3.2". The main content area features the LaboPractice Classroom logo, which consists of a green square with a white 'P' and the text "LaboPractice Classroom" in black and green. Below the logo are two input fields: "Utilisateur" (Username) and "Mot de Passe" (Password). A green button labeled "Valider" (Validate) is positioned below the password field. At the bottom of the form, there is a link for "Création d'un compte" (Create an account). The footer of the page displays "Anglais / TRIOLW-05".

7. Import your exercises

You are now connected to the Classroom software. To access the exercises generated in the Home software, you must log in to your teacher account.



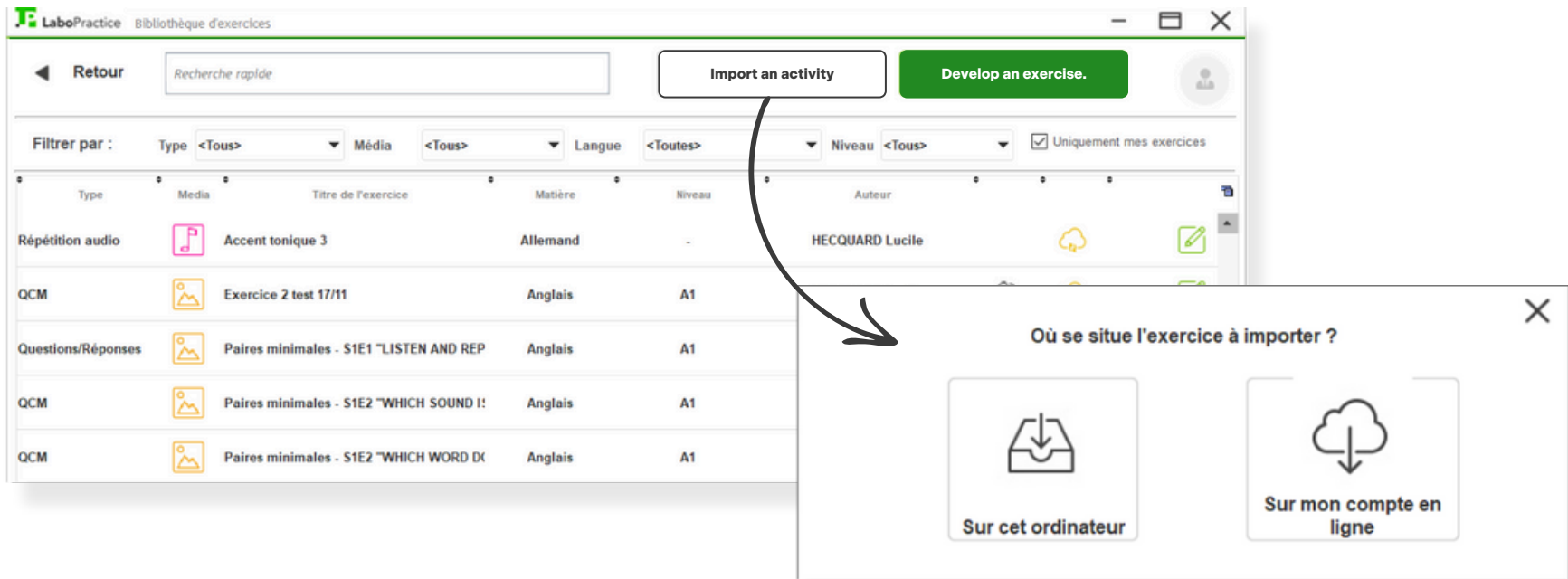
ATTENTION:

This time, these are the login details for your teacher account, which you created at the start of this guide.

7. Import your exercises (continued)

Go to the exercise library and click on the 'import' button, then on the 'my online account' button.

Your exercises are now ready to use in your classroom!



The screenshot shows the LaboPractice 'Bibliothèque d'exercices' interface. At the top, there is a search bar with 'Recherche rapide' and a 'Retour' button. To the right are two buttons: 'Import an activity' (highlighted with a white box and an arrow) and 'Develop an exercise.' (green). Below these are filter options for Type, Média, Langue, Niveau, and a checkbox for 'Uniquement mes exercices'. A table of exercises is visible, with columns for Type, Media, Titre de l'exercice, Matière, Niveau, and Auteur. The first row shows 'Répétition audio' with 'Accent tonique 3' in German. The second row shows 'QCM' with 'Exercice 2 test 17/11' in English at A1 level. The third row shows 'Questions/Réponses' with 'Paires minimales - S1E1 "LISTEN AND REP"' in English at A1 level. The fourth row shows 'QCM' with 'Paires minimales - S1E2 "WHICH SOUND !"' in English at A1 level. The fifth row shows 'QCM' with 'Paires minimales - S1E2 "WHICH WORD DK"' in English at A1 level. A dialog box titled 'Où se situe l'exercice à importer ?' is overlaid on the bottom right, with two options: 'Sur cet ordinateur' (with a folder icon) and 'Sur mon compte en ligne' (with a cloud icon).

Type	Media	Titre de l'exercice	Matière	Niveau	Auteur
Répétition audio		Accent tonique 3	Allemand	-	HECQUARD Lucile
QCM		Exercice 2 test 17/11	Anglais	A1	
Questions/Réponses		Paires minimales - S1E1 "LISTEN AND REP"	Anglais	A1	
QCM		Paires minimales - S1E2 "WHICH SOUND !"	Anglais	A1	
QCM		Paires minimales - S1E2 "WHICH WORD DK"	Anglais	A1	

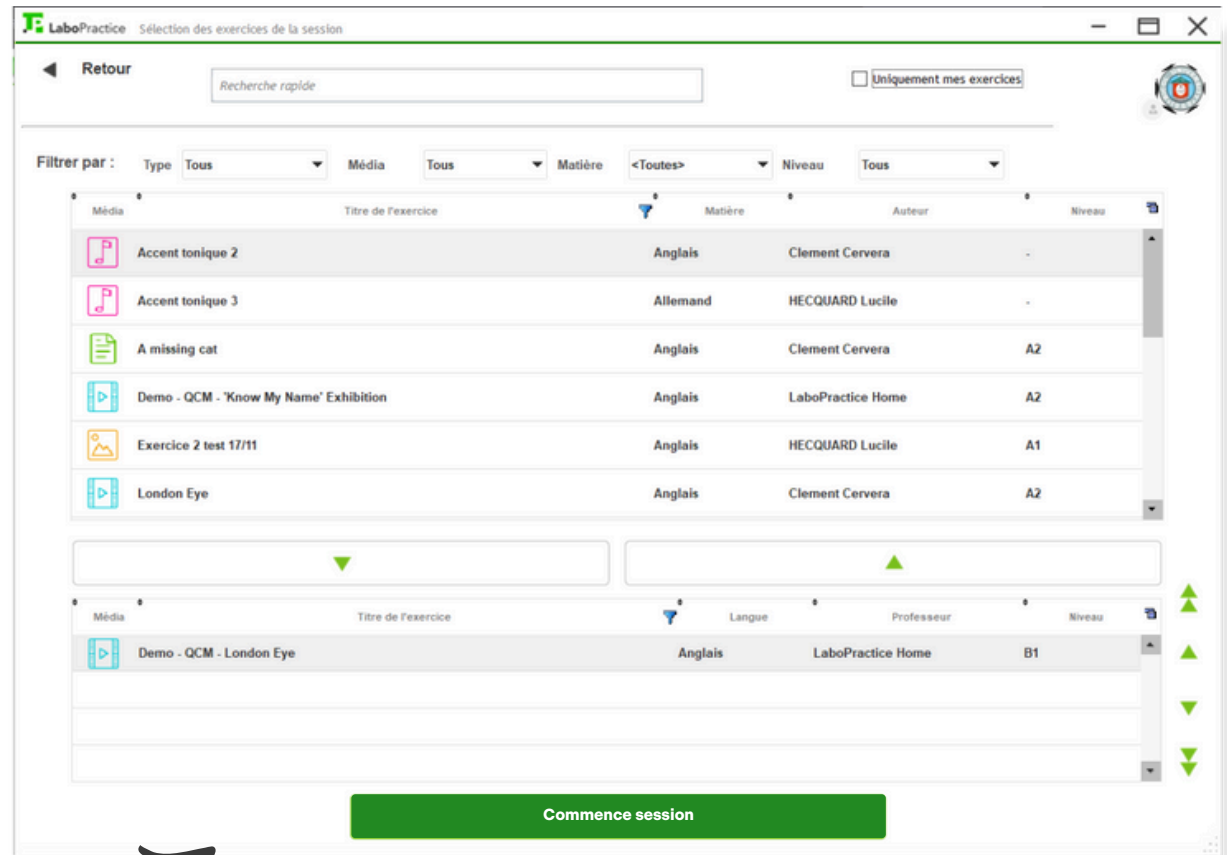
8. Create a class session

1. Navigate to "new session."
2. Configure your session
 - Automatic closure, advantageous in the context of an examination session.
 - Time the session.
 - Lock your students' screens on LaboPractice.

The screenshot shows the LaboPractice interface for creating a session. The title is "Créer une session". A callout box on the left, labeled "Nouvelle session", points to the title. The interface includes a "Retour" button, a "Salle" dropdown menu set to "Anglais", and a "Classe" dropdown menu set to "2nd B". Below these are "Options avancées" (Advanced options) including "Clôture automatique" (Automatic closure), "Temps disponible" (Available time), and "Player (logiciel élève) : afficher LaboPractice en plein écran" (Player (student software) : display LaboPractice in full screen). A green "New session" button is at the bottom.

8. Create a class session (continued)

All your exercises will be displayed. Select the ones you want to add to your session by double-clicking.



The screenshot shows the 'Sélection des exercices de la session' window in LaboPractice. At the top, there is a 'Retour' button and a search bar labeled 'Recherche rapide'. A checkbox for 'Uniquement mes exercices' is visible. Below this, a 'Filtrer par' section contains dropdown menus for 'Type' (set to 'Tous'), 'Média' (set to 'Tous'), 'Matière' (set to '<Toutes>'), and 'Niveau' (set to 'Tous').

Média	Titre de l'exercice	Matière	Auteur	Niveau
	Accent tonique 2	Anglais	Clement Cervera	-
	Accent tonique 3	Allemand	HECQUARD Lucile	-
	A missing cat	Anglais	Clement Cervera	A2
	Demo - QCM - 'Know My Name' Exhibition	Anglais	LaboPractice Home	A2
	Exercice 2 test 17/11	Anglais	HECQUARD Lucile	A1
	London Eye	Anglais	Clement Cervera	A2

Below the table, there are two empty input fields with green up and down arrows. A second table is partially visible below these fields:

Média	Titre de l'exercice	Langue	Professeur	Niveau
	Demo - QCM - London Eye	Anglais	LaboPractice Home	B1

At the bottom of the window, a large green button labeled 'Commence session' is visible. A curved arrow points from the text 'Then, click on: "Initiate session"' to this button.

Then, click on:
"Initiate session"

9. Run a classroom session

This is your language laboratory screen, where you can interact with your students and correct them live.

To select a particular student, click on their position.

1. Talk to the whole class
2. View a student's screen
3. Listen discreetly to a student during oral practice
4. Speak to a single student
5. Evaluate and comment on the student's answers live

The screenshot shows a classroom management interface. At the top left, it displays 'Classe : 2ndA' and 'Langue : Anglais'. A speech bubble icon with a purple circle '1' is labeled 'Discuter avec la classe'. Below this is a dropdown menu showing 'Afficher les 2 exercices de la session.' To the right, there's a 'CO' logo and a timer '2:12'. A central grid of 13 student positions (P01-P13) is shown, with P07 highlighted in green and labeled 'Eric Martin'. A yellow 'Prof' button is at the bottom center. On the right, a student profile for 'Martin Eric' is visible, with icons for 'Capture' (2), 'Ecouter' (3), and 'Parler' (4). Below the profile is a table for an exercise titled 'Demo - A missing cat'.

N°	Piste Originale	Piste Enregistrée	Note
1			★★★★☆
2			★★★★☆
3			★★★★☆
4			★★★★☆
5			★★★★☆
6			★★★★☆
7			★★★★☆

10. Correcting a session

Now that the session with your students is over, it's time to correct their answers. Go to 'My sessions' and choose the session you want to correct.

1. Choose the student to correct
2. Choose the exercise to be corrected
3. Listen to / read each answer
4. Evaluate / comment on each answer
5. Modify the automatically calculated overall mark, if necessary
6. Write an overall comment
7. Print out a PDF session report for the student or the whole class

The screenshot shows the LaboPractice interface for correcting a session. The top bar includes navigation options like 'Retour', 'Session : 29/03/2024-14:12', 'Envoyer sur mon compte en ligne', and 'Clôturer la session'. The teacher's name 'Lucile HECQUARD', subject 'Anglais', and class '2ndA' are displayed. A row of exercise icons is shown, with 'Répétition audio' selected. The main area displays 'Exercice 1 : Accent tonique 2' with a table of questions and answers. The table has columns for 'Question(s)', 'Réponse(s)', and a star rating. The student 'Nadia R' is selected, and her overall score is 8/20. A comment box is visible at the bottom, and a 'Calculer la note' button is present.

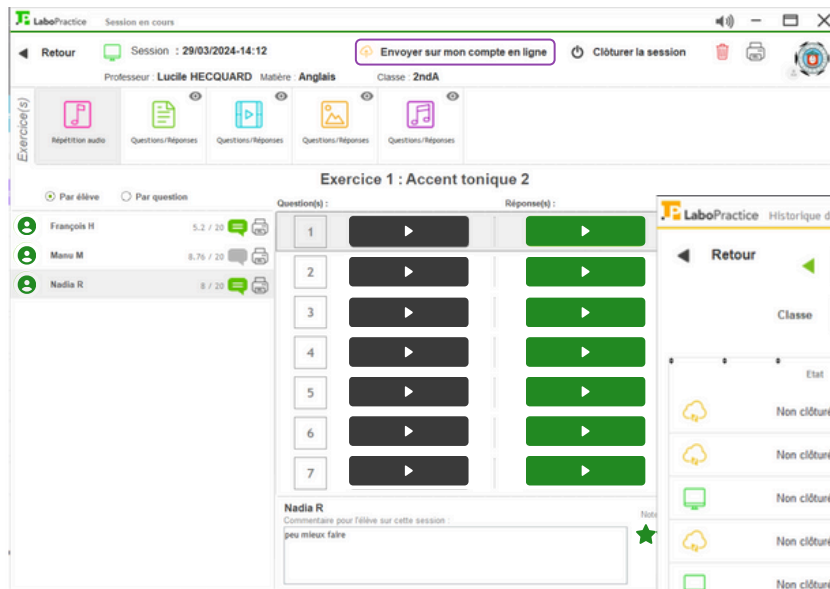
Question(s)	Réponse(s)	Évaluation
1	[Audio]	★★★★☆
2	[Audio]	★★★★☆
3	[Audio]	★★★☆☆
4	[Audio]	★★★☆☆
5	[Audio]	★★★★☆
6	[Audio]	★★★★☆
7	[Audio]	★★★☆☆

Nadia R
Commentaire pour l'élève sur cette session :
peu mieux faire

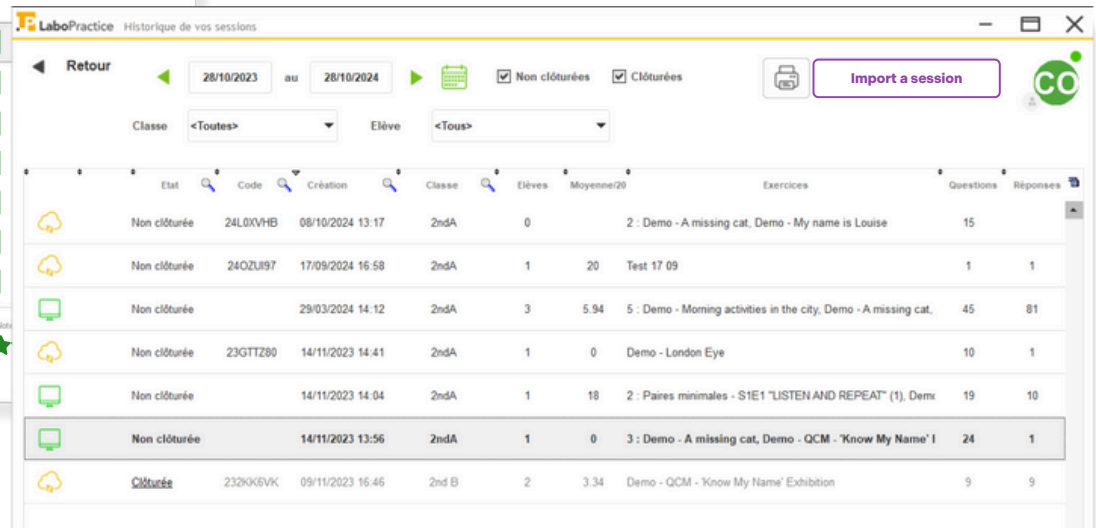
Note globale de l'élève : ★★★★★
8 / 20 Durée : 00:02:38
Calculer la note Réponses : 82.2%

10. Correcting a session (continued)

If you want to correct your sessions at home, you can do so with the **Home software**. To do this, you need to export your session to your **teacher account** and retrieve it from your **Home software**.



From your **Classroom software**, select “send to my online account.”



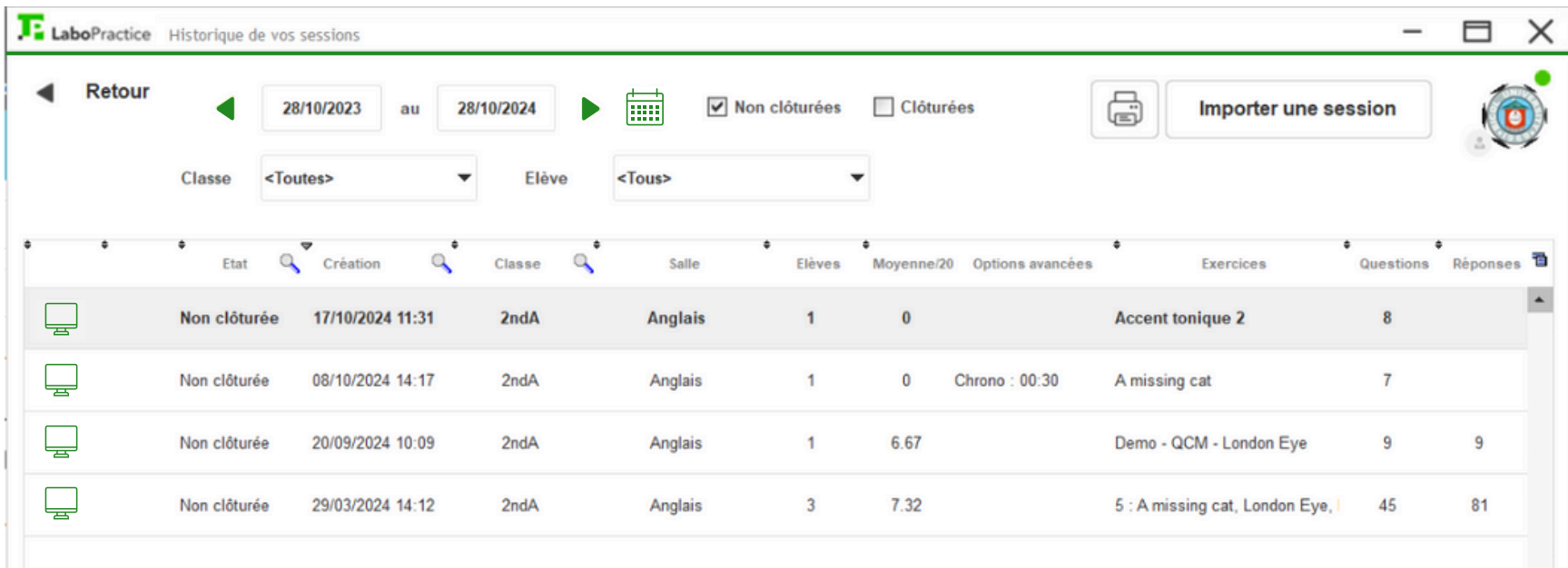
From your **Home software**, select “import a session.”

11. Track your students' progress

The LaboPractice evaluation system allows you to monitor the progress of a class or individual student over a specified period of time.



By clicking this button, you will download the PDF report of your research.



The screenshot shows the 'Historique de vos sessions' (Session History) page in the LaboPractice application. The interface includes a navigation bar with a 'Retour' button, date filters (28/10/2023 to 28/10/2024), a calendar icon, checkboxes for 'Non clôturées' (checked) and 'Clôturées', a printer icon, and an 'Importer une session' button. Below the navigation bar are dropdown menus for 'Classe' (set to '<Toutes>') and 'Elève' (set to '<Tous>'). The main content is a table with columns for 'Etat', 'Création', 'Classe', 'Salle', 'Elèves', 'Moyenne/20', 'Options avancées', 'Exercices', 'Questions', and 'Réponses'. The table contains four rows of session data.

Etat	Création	Classe	Salle	Elèves	Moyenne/20	Options avancées	Exercices	Questions	Réponses
Non clôturée	17/10/2024 11:31	2ndA	Anglais	1	0		Accent tonique 2	8	
Non clôturée	08/10/2024 14:17	2ndA	Anglais	1	0	Chrono : 00:30	A missing cat	7	
Non clôturée	20/09/2024 10:09	2ndA	Anglais	1	6.67		Demo - QCM - London Eye	9	9
Non clôturée	29/03/2024 14:12	2ndA	Anglais	3	7.32		5 : A missing cat, London Eye,	45	81



LaboPractice