

Frequently Asked Questions (FAQ)

1. How to Register?

Visit <https://www.sebaspokenenglish.com/teacher>. Click on 'Don't have an account? Register now!' You need to then enter your name, phone number, email address, SEBA School Code of the school you are representing and your preferred password. Once you have filled in the details, click on 'Send OTP'. After entering the OTP, click on the 'Register' button.

2. How to Log in?

Visit <https://www.sebaspokenenglish.com/teacher>. Enter your registered phone number and Password. Click on the 'Login' button.

3. What to do if I forget my password?

Go to <https://www.sebaspokenenglish.com/teacher>. Click on 'Forgot Password'. Enter your registered phone number. Add a new password and click on 'Send OTP'. Once you Enter the OTP, click on the 'Reset' button. You have successfully set a new password. Now go to the login page and enter your registered phone number and the new password that you have set. You will be able to login now.

4. What to do if a student forgets their password?

Log in at <https://www.sebaspokenenglish.com/teacher>. Click on 'Students' on the left panel. You will see a list with the details of your registered students. Click on the 'Reset' button against the name of the student who has forgotten their password. The password will then reset to the default password i.e. 'changeme'. The student can use it to log in to the app again.

5. How to conduct a Class Test?

Log in at <https://www.sebaspokenenglish.com/teacher>. To add a new test, click on 'Tests' on the left panel. You will be redirected to the Tests page. Click on the 'New Test' button on the top right of the screen. Enter the following details: Name of the test (Eg: Class test). Select the class you want to conduct the test for. Set the difficulty level. Select the number of questions you want to add. The minimum number of questions you can add is 20 and the maximum number is 40. Add the chapters you want to test on. Set the date & time and duration of the test. After entering

the required details, click on the Submit button. A test with the specifications you entered will be generated automatically and administered to the students.

6. How to view the Question Paper I have set for a Class Test?

Go to <https://www.sebasprokenenglish.com/teacher/tests>. Click on the test that you have created. You will be redirected to the students' performance page, click on the 'View Questions' button. You can then view the Question Paper.

7. Can I print the Question Paper for a Class Test?

Yes, you can print the question paper for a class test. Click on the test that you have created. You will be redirected to the Question Paper. To take a print out of the question paper, click on the 'Print' button. Turn on the 'Show Answers' Toggle if you want to print it with the answers.

8. How to conduct a Central Test?

The Central Test is conducted by SEBA. The students with access to the app on their smartphones will be automatically notified. They can take the test directly through the app. You can print the question paper for the students who do not have access to smartphones and conduct the test at school.

9. How to print the Question Paper for a Central Test?

Click on Tests on the left panel. You will be redirected to the Tests page. Click on the 'Central Test' button. To view the Question Paper, click on the test created by the Centre. You will be able to view the question paper now. To take a print out, click on the 'Print' button. Once the test duration is over, a 'Show Answers' Toggle button will appear on the page. To print the answers, turn on the toggle and click Print.

10. How can I view the marks obtained by my students in the tests?

Once the test duration is over, go to <https://www.sebasprokenenglish.com/teacher/tests>. Click on the test you have created and you will be able to view the list with your students' performance. Similarly, you can view the marks of students' in the Central test by clicking on the 'Central Test' button on the 'Tests' page and then clicking on the centrally created test to view the marks obtained by students.

11.How to add New Students?

To add a New Student, go to <https://www.sebaspokenenglish.com/teacher>. Click on 'Students' on the left panel. You will see the list of registered students from your institution on the page. Click on 'Add New Student' on the top right of the page. A page will appear asking for the student's details. Enter the required fields: Name, gender, phone number, registration number and the class of the student you want to add. Make sure that the details you have entered are correct. 'Click on the Submit button.' You can now go back to the 'Students' page where you will find the details of the newly added student. Give them their username and tell them to use the default password i.e. 'changeme'. They will then be able to access the app.