

INSTRUCTIONS FOR THE USE OF YOUR EDUCAMADRID MAIL AND THE AULA VIRTUAL

1. EDUCAMADRID MAIL SERVICE

EducaMadrid mail is an institutional e-mail account. This e-mail service, provided by the Comunidad de Madrid, is similar to any other services such as yahoo, gmail, etc.

You will soon be receiving a username and a password.

Your new EducaMadrid account will be used for contacting you and will enable you to communicate with us from now on. So please be aware that as **from today any communication should be sent to this email address.**

➡ Please go to page 2 for more information

2. LANGUAGE ASSISTANTS' VIRTUAL WEBSITE

This virtual community has been created so as to provide you with permanently updated information related to the Program. We will be able to keep in touch via the "Aula Virtual de los Auxiliares de Conversación" (The Language Assistants' Virtual Website).

You will be using this site to communicate with other assistants. To enter the virtual webpage you will need to use the username and password from your EducaMadrid mail.

There are three ways to using the aula virtual:

- **Tablón de anuncios (notice board):** we will post information of general interest. **You are not expected to respond.**
- **Cafetería (cafe):** this is an informal forum where you can chat about any topic.
- **Foros por idiomas (forums per language):** in these forums you can post any information, suggestions or concerns about your work

We remind you that a copy of everything posted in the forums will be received in your EducaMadrid e-mail account. You do not have to answer these messages themselves but should respond in the forums.

The FIRST THING YOU MUST DO is:

- a. To follow these instructions to enter the webpage.
- b. To look at everything in the *aula*. You will see that we have already placed messages in the *Tablón de anuncios* and the *foro* in the *cafeteria*.
- c. Download the *Aula's user manual*.

➡ Please go to page 3 for more information

We know that everything is new for you, so take your time to read the instructions, to register and to visit the *Aula*. We will provide you with more information shortly.

Take advantage of this experience and good luck. Thank you for joining our program and don't forget we are here to help you when you need us.

El Equipo de Auxiliares de Conversación

1. EDUCAMADRID MAIL SERVICE

It is the **institutional e-mail account** provided by the "Dirección General de Mejora de la Calidad de la Enseñanza de la Consejería de Educación". As mentioned before, as **from today any communication should be sent to this email address.**

HOW TO ACCESS TO YOUR E-MAIL ACCOUNT:

1. Go to the web page

<https://correoweb.educa.madrid.org>

2. Enter your username& password:

The image shows a screenshot of a web browser displaying the login page for 'CorreoWeb EducaMadrid'. The browser's address bar shows the URL 'https://correoweb.educa.madrid.org/horde/imp/'. The page features the EducaMadrid logo at the top left, followed by the text 'EDUCAMADRID'. Below this, there are two input fields: 'Usuario' (Username) and 'Contraseña' (Password). A blue button labeled 'Iniciar sesión' (Log in) is positioned below the password field. A small 'Ayuda' (Help) link is visible at the bottom right of the page. Two green callout boxes provide instructions: one points to the 'Usuario' field, stating that for an email address like 'hugh.jackman@educa.madrid.org', the username is 'hugh.jackman'; the other points to the 'Contraseña' field, stating that 'contraseña' is the password. A red arrow points from the bottom of the screenshot towards the 'AYUDA/ HELP' text below.

AYUDA/ HELP: a set of intructions about the EducaMadrid e-mail service.

2. LANGUAGE ASSISTANTS' VIRTUAL WEBSITE

2.1 HOW TO ACCESS TO THE "AULA"

1. Go to the web page <http://www.educa.madrid.org/portal/web/auxiliares>
2. CLICK on **AULA VIRTUAL**.



3. A new window will open. CLICK on the first title to appear on the list: **AUXILIARES DE CONVERSACIÓN / Language assistants**



4. A new window will open. In the top right hand corner you will see a message: "Usted no se ha autenticado"/"YOU HAVE NOT VERIFIED "ENTER". CLICK to verify and enter the system.
5. A new window will open where you must enter your Educamadrid username and password:



6. CLICK on the *Entrar* (Enter) button.

This completes the validation process and you are returned to the previous page where your name is shown at the top right.

2.2. HOW TO REGISTER THE FIRST TIME

Once you have validated your entry you should do the following in order to REGISTER. **You will need to do this for the first time only:**

1. CLICK on your name at the top. A window will open asking for a password which confirms access to this course. **It is not your EducaMadrid password!**

This is the password you must enter (you must insert it just this 1st time):

axis

2. CLICK on "matricularse en este curso".

You are now in the AULA VIRTUAL specially designed for you.

WELCOME!

2.3 DISCOVER THE CONTENTS OF THE "AULA"

The page is divided in 3 vertical sections:

A.-LEFT HAND SECTION. We will find a section where you can see the *Navigation tools* and the participants. There you can edit general information, see the participants and send them e-mails.

B.- CENTRAL SECTION. you will find information and the main contents of the *aula*. It is divided into several parts:

B.1-GENERAL INFORMATION FOR ALL THE LANGUAGE ASSISTANTS

This contains instructions and a notice board where announcements, news, resources, links and legislation will be published.

Información general

- 📖 Cómo utilizar este aula
- 👤 TABLÓN DE ANUNCIOS
- 📁 LEGISLACIÓN
- guía del auxiliar de conversación 2010-2011

Manual del aula virtual

**EXTREMELY
IMPORTANT**
This is our Notice
board

B.2.-NOS COMUNICAMOS (WE COMMUNICATE):

NOS COMUNICAMOS

Great to hear from you

- 👤 CAFETERIA
- 💬 Chat
- 📖 GLOSARIO DE AUXIPALABRAS
- 📷 Base de datos fotográfica "LOS AUXILIARES DE CONVERSACIÓN Y MADRID"

This is your
FORUM

It is a space for informal communication. You can share your experiences as a language assistant.

It contains:

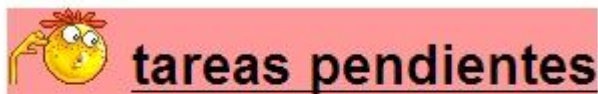
- A forum called *CAFETERÍA* where you can deal with subjects not related to the schools. It is a space for informal communication
- A glosary called *AUXIPALABRAS*, where you are going to write words you have come across as a language assistant or words that have caught your attention for a special reason: they

do not exist in your country, you have an unusual story related to the word or you have just made it up.

- A PHOTOGRAPHIC DATA BASE "LOS AUXILIARES DE CONVERSACIÓN Y MADRID": you will load a photo and write a comment about an experience, an interesting place you have been to, an activity where you have participated ... anything you find interesting and you want to share with the rest of participants to encourage them to visit a place or to perform an activity.
- And a CHAT where you can communicate live.

B.3.- A PLACE CALLED **TAREAS PENDIENTES (PENDING TASKS)**,

We will place activities to be performed during the academic year.



 [Escribir FORO CAFETERÍA PRESENTACIÓN](#)

B.4.- APARTADOS POR IDIOMA (SECTIONS PER LANGUAGE):

Specific sections for different groups of language assistants according to the type of schools they are working (Bilingual Primary Schools, Bilingual or not Bilingual Secondary School) and the different languages they are teaching in Secondary School. In all the sections you will find resources which are strictly for academic use such as:

- Different language forums where we want you to express your opinions, impressions and suggestions related to your teaching experience in the different levels of the Bilingual Programme of the *Comunidad de Madrid*.
- Data Bases for the different languages and levels. You will find "lists of articles, bibliography, webs and different teaching resources"
- Different languages and levels Glossaries where you will find specific vocabulary for each subject and words related to the school environment.

	<ul style="list-style-type: none">  Foro de Auxiliares de Lengua Inglesa de Educación Secundaria  Listado de direcciones web y otros materiales  GLOSARIO DE TÉRMINOS DE SECUNDARIA 	
2	<h2 style="color: red; margin: 0;">Auxiliares de Conversación de Lengua Francesa</h2> <ul style="list-style-type: none">  Foro de Auxiliares de Lengua Francesa  Base de datos  GLOSARIO DE TÉRMINOS 	
3	<h2 style="color: red; margin: 0;">Auxiliares de Conversación de Lengua Alemana</h2> <ul style="list-style-type: none">  Foro de Auxiliares de Lengua Alemana  Base de datos de recursos. web de interés  GLOSARIO DE TÉRMINOS 	

C.- RIGHT HAND SECTION

You will be able to see if someone is on line at that moment, if there are new messages or news in the forums, you will find out if there are pending tasks and you can even create your own blog.



The screenshot displays a vertical sidebar with three sections:

- Novedades**: Shows a post from '13 de sep, 17:18' by 'Mª del Carmen Jiménez Gil' with the text 'Bienvenidos a este curso más...' and a link 'Temas antiguos ...'.
- Eventos próximos**: States 'No hay eventos próximos' and includes links for 'Ir al calendario...' and 'Nuevo evento...'.
- Actividad reciente**: Shows activity from 'jueves, 16 de septiembre de 2010, 17:46' with a link for 'Informe completo de la actividad reciente...'.

You will find instructions for every section (forums, glossaries, data bases, web mail ...) both in English and Spanish in the **MANUAL DE USO DEL AULA VIRTUAL (USER MANUAL IN THE MANUAL FOLDERS)**.

We know that everything is new for you, so take your time to read the instructions, to register and to visit the *Aula*. We will provide you with more information shortly.

TAKE ADVANTAGE OF THIS EXPERIENCE & GOOD LUCK.

WE ARE HERE TO HELP YOU WHEN YOU NEED US.

Thank you for joining our Program.

El equipo de Auxiliares de Conversación.