

## How to Use the Duolingo Spreadsheet - Educator

For information on what the student sees, [CLICK HERE](#).

<p><b>TAB: Student Calendar (will have student's name)</b></p> <ul style="list-style-type: none"> <li>● Every lesson, you will fill in information including the date and what materials you covered.</li> <li>● <b>For Speaking/Listening Sets:</b> Selecting the practice set you are using from the dropdown menu will auto-populate the vocabulary, slides, and answer key for that topic.</li> <li>● <b>For Reading/Writing Sets:</b> You will use the dropdown menu to select the practice set you are using and then go into the student's "Reading and Writing Sets" document, linked in the top left corner of the spreadsheet to complete the exercises in that document directly.</li> <li>● <b>For Conversation Practice Sets:</b> Go directly to the "Syllabus" tab.</li> <li>● Try to alternate between the different areas of the exam to give each section equal focus.</li> <li>● The <b>Student Notes</b> section is where you can leave notes that will be visible to the student. This is optional and can be used as needed.</li> <li>● The <b>Internal Notes</b> section is where you can leave notes that <b>should not</b> be viewed by the student. These can be notes to yourself on where you left off in the material, or notes to Zinkerz staff. This is optional and can be used as needed.</li> </ul>	<div style="background-color: #e0e0e0; padding: 10px; border: 1px solid black; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; color: #0070c0;">Test Student ▾</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; color: #808080;">Student Name: Test Student</p> <p style="text-align: center; font-weight: bold; color: #808080;">Reading and Writing Sets <a href="#">View Document</a></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Date</th> <th>Topic</th> <th>Slides</th> <th>Speaking/Listening Set</th> <th>Vocab Review</th> <th>Slides</th> <th>Answer Key</th> <th>Reading/Writing Set</th> </tr> </thead> <tbody> <tr> <td>Sep 13</td> <td>Duolingo Test Overview</td> <td><a href="#">View Slides</a></td> <td>Speaking/Listening 1</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>▾</td> </tr> <tr> <td>Sep 15</td> <td></td> <td></td> <td>Speaking/Listening 1</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>▾</td> </tr> <tr> <td>Sep 22</td> <td></td> <td></td> <td>Speaking/Listening 1</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>Reading/Writing 1 ▾</td> </tr> <tr> <td>Sep 27</td> <td></td> <td></td> <td>Speaking/Listening 2</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>Reading/Writing 1 ▾</td> </tr> <tr> <td>Sep 29</td> <td></td> <td></td> <td>Speaking/Listening 2</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>Reading/Writing 1 ▾</td> </tr> <tr> <td>Oct 16</td> <td></td> <td></td> <td>Speaking/Listening 2</td> <td><a href="#">View Vocab</a></td> <td><a href="#">View Slides</a></td> <td><a href="#">Answer Key</a></td> <td>▾</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%;">Student Notes</th> <th>Internal Notes</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td style="text-align: center;">No Show</td> </tr> <tr> <td style="height: 40px;">Be sure to finish homework for next time.</td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td style="height: 40px;">Practice test range score: 120-140</td> <td></td> </tr> </tbody> </table>	Date	Topic	Slides	Speaking/Listening Set	Vocab Review	Slides	Answer Key	Reading/Writing Set	Sep 13	Duolingo Test Overview	<a href="#">View Slides</a>	Speaking/Listening 1	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	▾	Sep 15			Speaking/Listening 1	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	▾	Sep 22			Speaking/Listening 1	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	Reading/Writing 1 ▾	Sep 27			Speaking/Listening 2	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	Reading/Writing 1 ▾	Sep 29			Speaking/Listening 2	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	Reading/Writing 1 ▾	Oct 16			Speaking/Listening 2	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	▾	Student Notes	Internal Notes		No Show	Be sure to finish homework for next time.				Practice test range score: 120-140	
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TAB: Syllabus

1 Syllabus ▼

- This tab has all the material that is linked on the individual student's tab in one place, if you ever feel you want to see the material as a whole.
- The conversation sets are linked here for you to use in classes.

Topic	Slides	Practice Set	Vocab Review	Slides	Answer Key	Conversation Practice	Answer Key and Scri
Duolingo Test Overview	<a href="#">View Slides</a>	Speaking/Listening 1	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Listen Item	<a href="#">View Slides</a>	Speaking/Listening 2	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Fill in the Blanks	<a href="#">View Slides</a>	Speaking/Listening 3	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Vocabulary Selection - Reading	<a href="#">View Slides</a>	Speaking/Listening 4	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Vocabulary Selection - Listening	<a href="#">View Slides</a>	Speaking/Listening 5	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Dictation	<a href="#">View Slides</a>	Speaking/Listening 6	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Image Description	<a href="#">View Slides</a>	Speaking/Listening 7	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Reading Section	<a href="#">View Slides</a>	Speaking/Listening 8	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Speaking Response	<a href="#">View Slides</a>	Speaking/Listening 9	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Writing Response	<a href="#">View Slides</a>	Speaking/Listening 10	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Interview	<a href="#">View Slides</a>	Speaking/Listening 11	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
Second Writing Response	<a href="#">View Slides</a>	Speaking/Listening 12	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
		Speaking/Listening 13	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
		Speaking/Listening 14	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
		Speaking/Listening 15	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
		Speaking/Listening 16	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>
		Speaking/Listening 17	<a href="#">View Vocab</a>	<a href="#">View Slides</a>	<a href="#">Answer Key</a>	<a href="#">Conversation Practice</a>	<a href="#">Answer Key and Scri</a>