



LaoEdTech

Education Technology for Laos

Teacher Manual

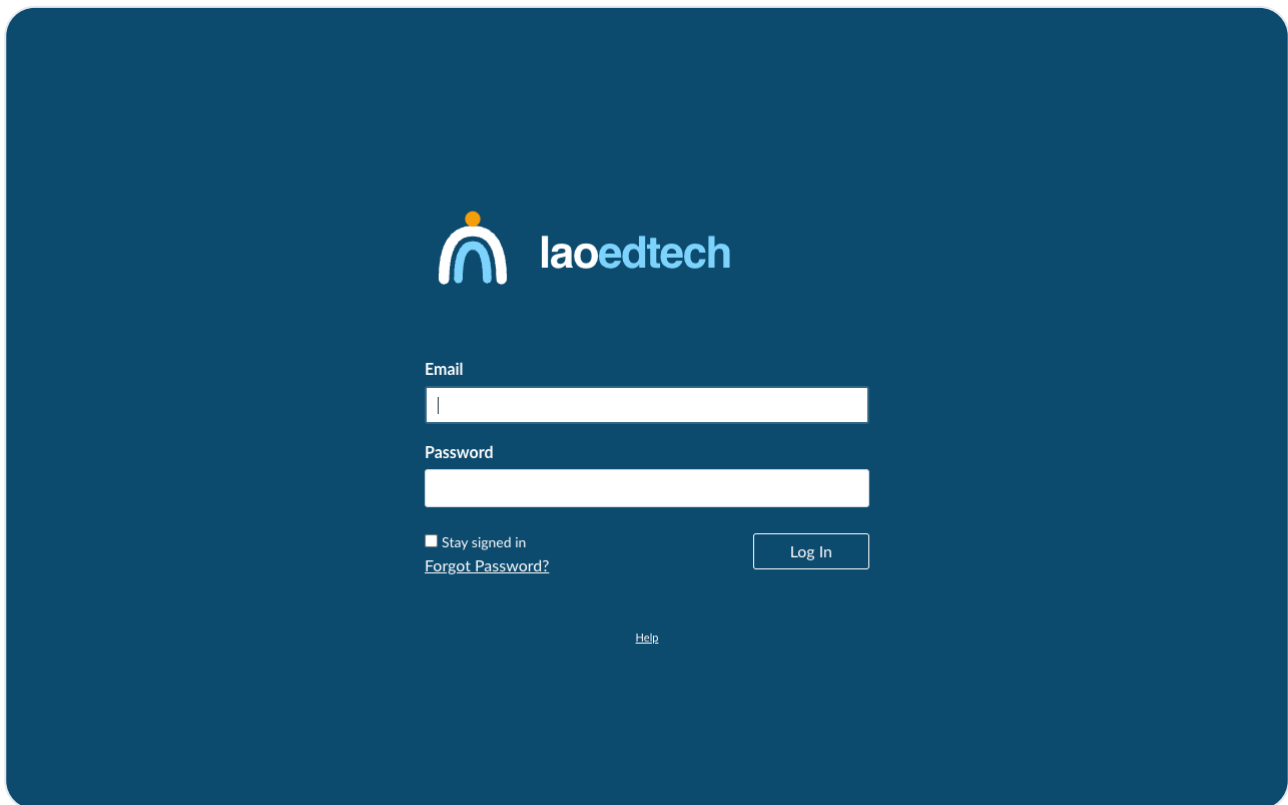
Everything you need to teach your class online

Version 1.0 · April 2026

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1. Logging In



The LaoEdTech login page at canvas.laoedtech.com.

- 1 Open a browser and go to <https://canvas.laoedtech.com> (or your school's URL).
- 2 Enter the email and password your school administrator gave you.
- 3 Click **Log In**. On first login, change your password under **Account** → **Settings**.

TIP

Bookmark the URL on your laptop and phone for fast access. Even better — install LaoEdTech as a phone app (see Student Manual section 8 for how).

2. Viewing Your Courses

Notifications. Tell us how and when you would like to be notified of events in Canvas. [Notification Preferences](#)

Coming Up [View Calendar](#)
Nothing for the next week

[Start a New Course](#)

[View Grades](#)

Dashboard

Published Courses (1)

IELTS Preparation / ການກຽມສອບ IE...
IELTS-PREP

Unpublished Courses (0)

No courses to display

Your dashboard with all the courses you teach.

IELTS-PREP > Syllabus [View as Student](#)

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus**
- Outcomes
- Rubrics
- Quizzes
- Modules
- Settings

IELTS Preparation / ການກຽມສອບ IELTS

[Jump to Today](#) [Edit](#)

Course Status

✔ **Published** ▾

- [Import Existing Content](#)
- [Choose Home Page](#)
- [View Course Stream](#)
- [Course Setup Checklist](#)
- [New Announcement](#)
- [View Course Notifications](#)

IELTS Preparation · ການກຽມສອບ IELTS

Welcome to LaoEdTech's IELTS demo course. This course shows you what a complete IELTS prep program on LaoEdTech looks like – bilingual content, real practice tasks, automatic grading, and discussion threads.

What you'll find here · ສິ່ງທີ່ມີໃນຫຼັກກຸສົດ

- Module 1 – Listening** · Tactics for the 4 sections, sample audio prompts, and a 10-question practice test.
- Module 2 – Reading** · Skimming, scanning, and time-management drills. Includes a graded passage with 8 questions.
- Module 3 – Writing** · Task 1 (graphs/charts) and Task 2 (essays) with real samples + a graded Task 2 assignment.
- Module 4 – Speaking** · Sample Part 1, 2, and 3 questions with band-9 answer outlines.
- Module 5 – Test-day strategy** · Discussion: share your goal band and timeline.

< **April 2026** >

| | | | | | | |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Grading · ການໃຫ້ຄະແນນ

- Vocabulary Quiz (auto-graded) – 30%
- Reading Practice – 20%
- Writing Task 2 – 30%
- Speaking Discussion – 20%

Course assignments are not weighted.

This is a demonstration course. Use it to feel how LaoEdTech works for your school. We can

Inside a course — the home / syllabus view.

After logging in, the courses you teach appear on your **Dashboard**. If you don't see a course, your administrator hasn't enrolled you yet — contact them.

- 1 On the Dashboard, click a course name to open it.
- 2 The left menu inside a course shows: **Home, Modules, Assignments, Quizzes, Discussions, Grades, People, Files, Settings**.
- 3 Use the **Settings** tab on the right to publish/unpublish the course. Unpublished courses are hidden from students.

3. Setting Up the Syllabus

The screenshot shows the 'Course Syllabus' page in the LaoEdTech interface. The page is titled 'IELTS Preparation · ການກຽມສອບ IELTS'. It includes a welcome message, a list of course modules, a grading policy table, and a calendar for April 2026. The left sidebar contains navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The top right corner has a 'View as Student' button.

The syllabus page where you describe your course.

The syllabus is your course's front page — a summary of goals, schedule, and grading policy. Students see this when they first open the course.

1 In the course's left menu, click **Syllabus**.

2 On the right, click **Edit**.

3 Write course content: title, instructor name, learning objectives, weekly topics, grading policy, attendance rules, contact info.

4 Click **Update Syllabus**.

4. Creating Modules (Lessons)

The screenshot shows the 'Modules' page for an 'IELTS-PREP' course. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area has a breadcrumb 'IELTS-PREP > Modules' and a 'View as Student' button. Action buttons include 'Collapse All', 'View Progress', 'Publish All', and '+ Module'. Three modules are listed:

- Module 1 - IELTS Listening**
 - Listening overview (status: published)
 - Listening practice (status: published)
- Module 2 - IELTS Reading**
 - Reading overview (status: published)
 - Reading practice – short passage (80 pts, status: published)
- Module 3 - IELTS Writing**
 - Task 1: Graphs and charts (status: published)

Modules organise your course into weekly lessons.

A module groups related lessons — e.g., "Chapter 1: Statistics" — bundling documents, videos, assignments, and quizzes into a single unit students can work through in order.

1 Left menu → **Modules**.

2 Top right → **+ Module**, set the name, click **Add Module**.

3

Inside the module, click the + icon to add:

- **File** — upload PDF, Word, PowerPoint, video
- **Page** — write a content page directly in LaoEdTech
- **Assignment** — homework
- **Quiz** — test or quiz
- **External URL** — YouTube link, Khan Academy, etc.
- **Discussion** — class discussion thread

4

When ready, click the **eye icon** next to the module to publish it for students. Gray = hidden draft, green = visible.

IMPORTANT

Students only see published modules. If they say "I can't see the lesson," check the eye icon — it should be green.

5. Creating Assignments

The screenshot shows the 'Assignments' tab in an LMS. The left sidebar has a dark blue background with white icons and text for navigation. The main area has a white background with a search bar and a '+ Assignment' button. A list of assignments is displayed, each with a green checkmark indicating it is graded.

The Assignments tab — every graded task lives here.

1 Left menu → **Assignments** → **+ Assignment**.

2 Fill in:

- **Assignment Name** (e.g., "Chapter 1 Homework")
- **Description / Instructions** — supports text, images, links, math equations
- **Points** (e.g., 100)
- **Due Date** — when it's due
- **Available From / Until** — when students can submit
- **Submission Type** — file upload, text entry, URL, or media recording

3 Click **Save & Publish**. Students will be notified.

TIP — GROUP ASSIGNMENTS

You can assign work to a group instead of individuals. Students collaborate, one submits for the whole group, and all members get the same grade. Look for the "Group Assignment" checkbox.

6. Creating Quizzes

The screenshot displays the LMS interface for the 'Quizzes' section. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, Help, Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area at the top shows 'IELTS-PREP > Quizzes' and a 'View as Student' button. Below this is a search bar labeled 'Search for Quiz' and an orange '+ Quiz' button. A section titled 'Assignment Quizzes' is expanded, showing a list item: 'IELTS Vocabulary Quiz · 8 questions' with '80 pts' and '8 Questions'.

Quizzes auto-grade multiple choice and short answers.

1 Left menu → **Quizzes** → **+ Quiz**.

2 Set the title and instructions. Choose type: Practice Quiz, Graded Quiz, Survey, or Graded Survey.

3 Click the **Questions** tab → **+ New Question**. Choose the question type:

- **Multiple Choice** — pick one correct answer
- **True / False**
- **Short Answer (Fill-in-the-Blank)**
- **Essay** — long-form written answer
- **Matching** — match items in two columns
- **Multiple Answers** — pick all that apply
- **Numerical Answer** — for math/science

4 Enter the question and answer choices. Mark the correct answer(s). Set points per question.

5 In the **Settings** tab, configure:

- **Time Limit** (e.g., 30 minutes — leave blank for no limit)
- **Allowed Attempts** (1 or unlimited)
- **Available From / Until** dates
- **Show Correct Answers** — yes/no, and after when
- **Shuffle Questions** — anti-cheat
- **One Question at a Time** — anti-cheat
- **Require Lockdown Browser** — for high-stakes exams

6 Click **Save & Publish**.

TIP

Multiple choice, true/false, matching, and numerical questions are **auto-graded** — no work for you. Essay questions need manual grading. Mix the types to save your time without losing depth.

7. Grading Submissions (SpeedGrader)

The screenshot shows the SpeedGrader interface. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area is titled 'IELTS-PREP > Grades'. Below the title, there's a 'Gradebook' dropdown and 'View' and 'Actions' options. Two search boxes are present: 'Student Names' and 'Assignment Names'. Below these is a table with the following columns: Student Name, Writing Task 2 – graded e (Out of 100), Reading practice – short p (Out of 80), IELTS Vocabulary Quiz - 8 (Out of 80), Assignments, and Total.

Open SpeedGrader from any assignment to score student work.

SpeedGrader is the fastest way to grade — one student at a time, with arrows to flip through the class quickly.

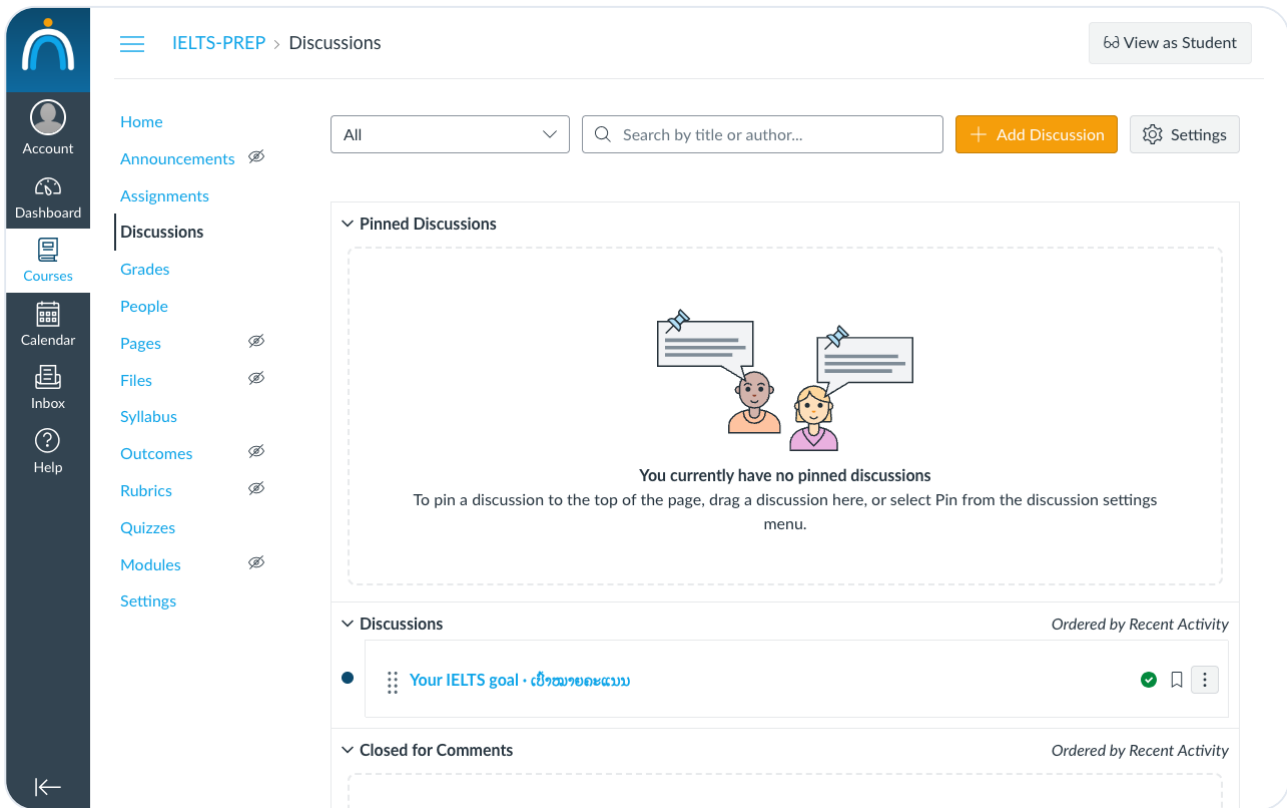
- 1 Open a specific assignment → click **SpeedGrader™** on the right side.
- 2 The submission appears on the left, the grading panel on the right.
- 3 Enter a score, type comments, attach a rubric, or record audio/video feedback.
- 4 Use the < and > arrows (top right) to move to the next student. Grades save automatically as you go.

POWER TIP — RUBRICS

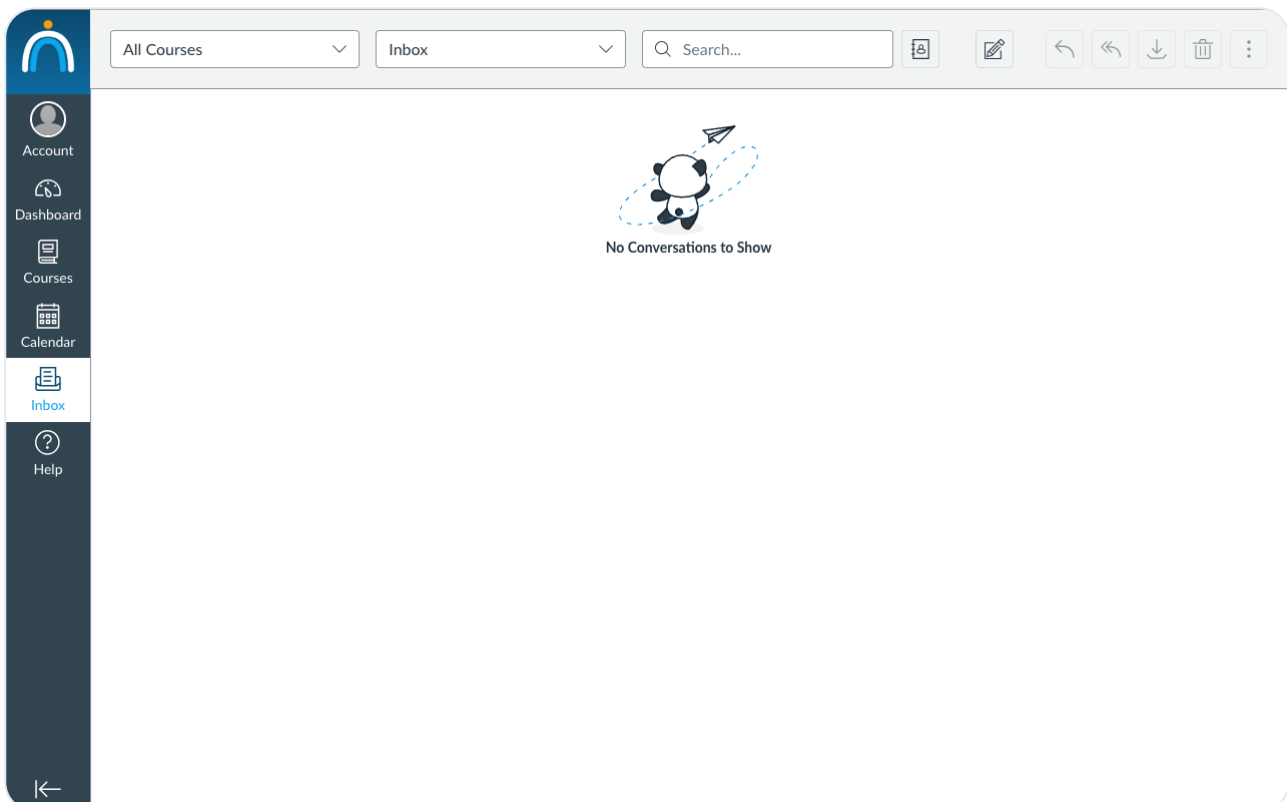
Build a rubric once (e.g., "Essay Grading Rubric — Content / Grammar / Structure") and

reuse it for every essay assignment. Grading goes 3-5x faster, and students get clearer feedback.

8. Communicating with Students



Discussions — for class-wide threaded conversations.



Inbox — for direct messages to students or other teachers.

Sending Messages

- 1 Far-left global navigation → **Inbox**.
- 2 Click **Compose** (pencil icon). Pick a course, select students (one or all), write your message, send.

Posting Announcements

- 1 Inside a course → left menu → **Announcements** → **+ Announcement**.
- 2 Title and content. Optionally schedule for future delivery, or attach a file.
- 3 Save. All students in the course see it on their dashboard and receive notifications based on their settings.

9. Using the Gradebook

The screenshot shows the Gradebook interface. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area has a header 'IELTS-PREP > Grades'. Below the header, there's a 'Gradebook' dropdown menu with 'View' and 'Actions' options. There are two search bars: 'Student Names' and 'Assignment Names'. Below these is a table with the following columns: Student Name, Writing Task 2 - graded e (Out of 100), Reading practice - short p (Out of 80), IELTS Vocabulary Quiz - 8 (Out of 80), Assignments, and Total.

Gradebook view — every student and every grade in one place.

The Gradebook shows all your students' grades in one spreadsheet view — perfect for end-of-term reports.

- 1 Inside a course → left menu → **Grades**.
- 2 Rows = students, columns = assignments/quizzes. Each cell shows the student's score.
- 3 Click any cell to edit a grade directly without opening SpeedGrader. Useful for fast corrections.
- 4 Click ... in any grade cell to mark it as Missing, Late, or Excused — the gradebook will color-code it.

5 Top right → **Export** → **Current Grade Export** to download as CSV (opens in Excel).

10. Tracking Attendance

The screenshot shows the 'People' page in the LaoEdTech system. The page is titled 'IELTS-PREP > People' and includes a 'View as Student' button. The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Calendar, Inbox, Help, Pages, Announcements, Assignments, Discussions, Grades, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area features a search bar, a dropdown for 'All Roles', and a '+ Group Set' button. Below this is a table of people:

| Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|--------------------|----------------------------------|--------|-----------------------------------|---------|-------------------|----------------|
| Manual Screenshots | manual-screenshots@laoedtech.com | | IELTS Preparation / גינת IELTS | Teacher | Apr 27 at 11:13pm | |

The People page is where the attendance tool lives.

If your school has the Attendance app enabled, you can mark attendance with one tap per student per class.

1 Inside a course → left menu → **Attendance** (also called Roll Call).

2 At the start of class, click each student's status: Present (green), Absent (red), Late (yellow).

3 Save. Attendance percentage automatically appears in the gradebook as an "Attendance" column.

TIP

At schools using LaoEdTech's parent portal, parents are notified automatically when a student is marked absent — no separate phone call needed.

11. Getting Help

Need Help?

WhatsApp: +856 20 52474277

Email: support@laoedtech.com

Web: <https://canvas.laoedtech.com>

The LaoEdTech team responds in Lao and English within 24 hours on weekdays. For urgent classroom issues, WhatsApp is the fastest channel — usually replied within an hour during weekdays.