03 - Teacher Guide

How teachers use OTE Learn for assigned classes, subjects, content, assessments, marking, learner support, and feedback.

Use this guide for testing, pilot, and early user onboarding. Screens may change while OTE Learn is being improved. If a menu item is missing, your role may not have permission to use it.

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1. Teacher responsibilities in OTE Learn

Teachers may be assigned to classes and subjects. Depending on permissions, a teacher may create assessments, upload content, mark submissions, view results, and support learners.

- Check that you are in the correct institution before creating or marking anything.
- Confirm your assigned classes and subjects.
- Only access learner data that you need for your teaching or marking role.
- Do not release results until you have checked the marking.

2. Checking assigned classes and subjects

1. Sign in with your assigned teacher email.
2. Open teacher-related pages such as Learning, Assessments, or Marking.
3. Confirm that your classes and subjects are visible.
4. If assignments are missing, ask an institution admin to check teacher_class_subject access and permissions.

If you see too much or too little access, report it. Over-access is a privacy and governance risk.

3. Adding learning content

Learning content should be clear, organised, and tied to the correct subject and class. Avoid uploading unnecessary personal information.

1. Open the subject or content management page.
2. Choose the correct class/subject.
3. Add a clear title and short description.
4. Upload or link the content.
5. Preview the item if possible.
6. Ask a learner tester to confirm it opens correctly.

- Use simple names such as Week 1 Notes or Term 2 Revision.
- Avoid copyrighted textbooks or PDFs unless you have permission.
- Do not upload marks or private learner documents as general content.

4. Creating assessments

1. Open Assessments.
2. Create or edit an assessment title, type, status, and total marks.
3. Add questions and mark allocations.
4. Attach instructions and files if needed.
5. Allocate the assessment to the correct class subject.
6. Set open date, due date, close date, attempt limits, late rules, time limit, and whether it counts toward reports.
7. Publish only when reviewed.

Do not publish before checking the correct class, date, total marks, and questions. A wrong allocation can expose an assessment to the wrong learners.

5. Monitoring submissions

- Use the Marking dashboard to filter by assessment, subject, class, submitted status, pending status, and released status.
- Start with unmarked or least-progress submissions.
- Check security events fairly and in context.
- Use class-level progress to see who has not submitted.
- Do not assume a learner saw the assessment if dates or allocations were wrong.

6. Marking submissions

Marking may be done by student or by question, depending on the page enabled. Auto-marked questions can still need review if your process allows overrides.

1. Open Marking.
2. Apply filters to find the assessment allocation.
3. Open the student attempt or question marking page.
4. Review each answer.
5. Enter marks within the maximum allowed mark.
6. Use 0 where the learner earned zero. Leave blank only when not yet marked.
7. Save progress.
8. Release results only when ready for learners to view.

- Zero is a valid mark.
- Blank means not marked or pending.
- Use dismiss or zero only according to institution policy.
- Teachers can usually update marks after release if correction is allowed.

7. Teacher support and feedback

- Use support tickets to help learners with access or content problems.
- Use Feedback to report bugs or confusing teacher workflows.
- Include exact filters used when reporting Marking dashboard issues.
- Do not include unnecessary learner private details in feedback forms.