



Teacher manual

A class, its students, their homework, and their results, on one console. Ten chapters, one screen each, and what to do on it.

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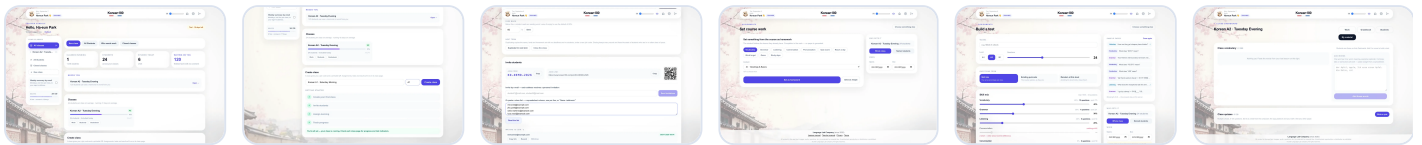
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Your first ten minutes

You do not need to read this manual before you start. Do these five things in your first ten minutes; the chapters are for the moment a screen surprises you.

- 1 **Start the trial.** Open the console and tap "Start 30-day free trial — 30 students, no card". 30 days, up to 30 students, no card. Nothing is charged, and nothing rolls over on its own.
- 2 **Create a class.** Type a name and a level in "Create class". The class is issued a join code and a QR sheet the moment it exists.
- 3 **Invite students.** Open the class, tap "Invite students", paste addresses or a roster. Each student receives a personal link and joins on one of your seats.
- 4 **Set one piece of homework.** Open "Work", pick a word set or a grammar topic, set a due date. Results arrive as each student finishes.
- 5 **Turn on the weekly summary.** The switch is in the left rail of the console. Every Monday, one line per class, to your sign-in address.

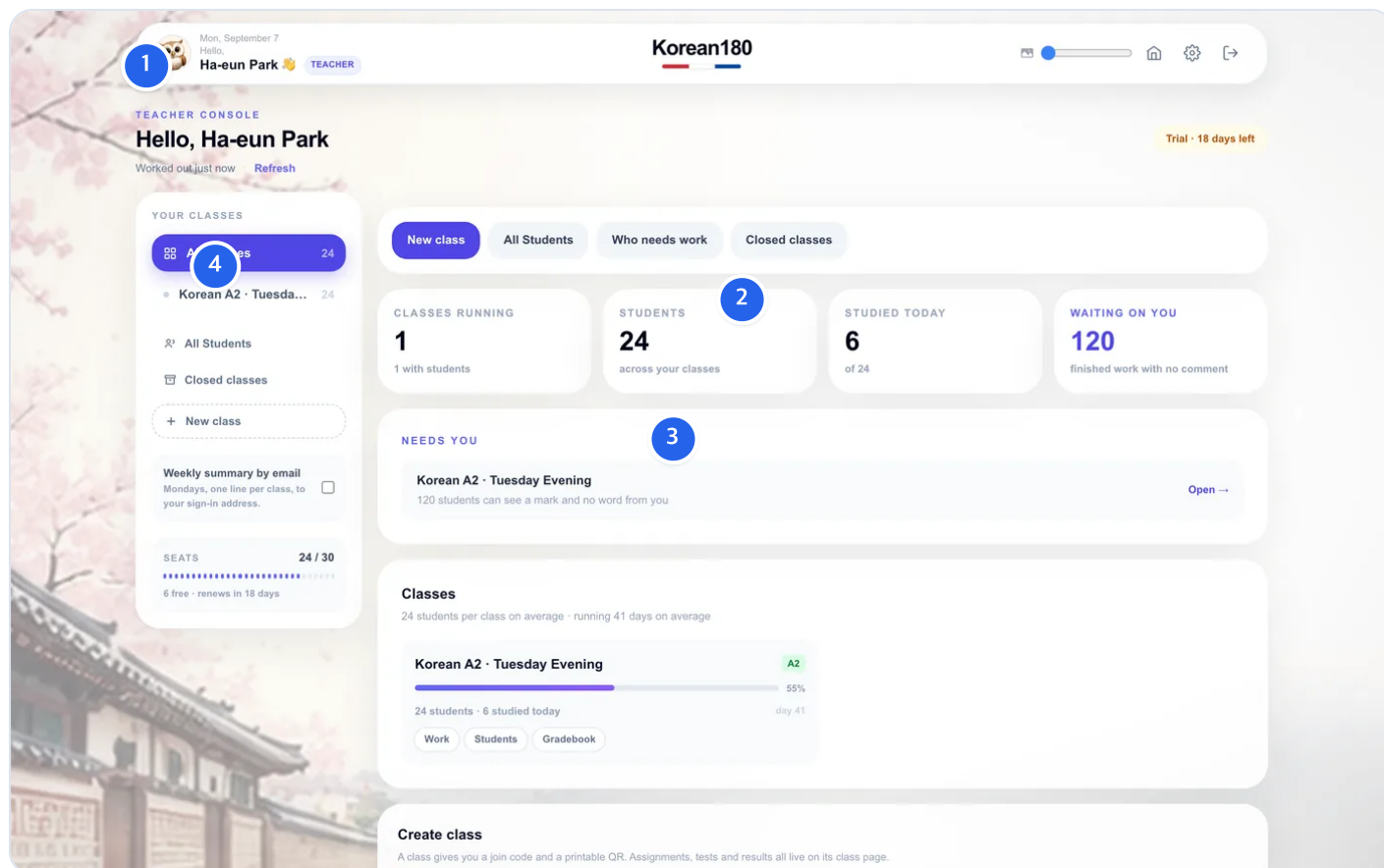
That is a class running. Everything else on the console is a way of looking at what those students do next.



CHAPTER 01

The console

Read the state of every class you teach in one screen and go where you are needed.



- 1 Open the teacher console from the header. The console shows all classes; a class page shows one.
- 2 Read the four counters: classes running, students, studied today, waiting on you.
- 3 Open "Needs you". It lists the students who have a mark and no word from you yet.
- 4 Use the left rail to switch class, open all students, or create a class.

WHAT YOU WILL SEE

Counters for the whole account, the "Needs you" list, one card per class with its day and its activity.

TIP

Tap "Refresh" under your name after a lesson; the counters update on load, not live.

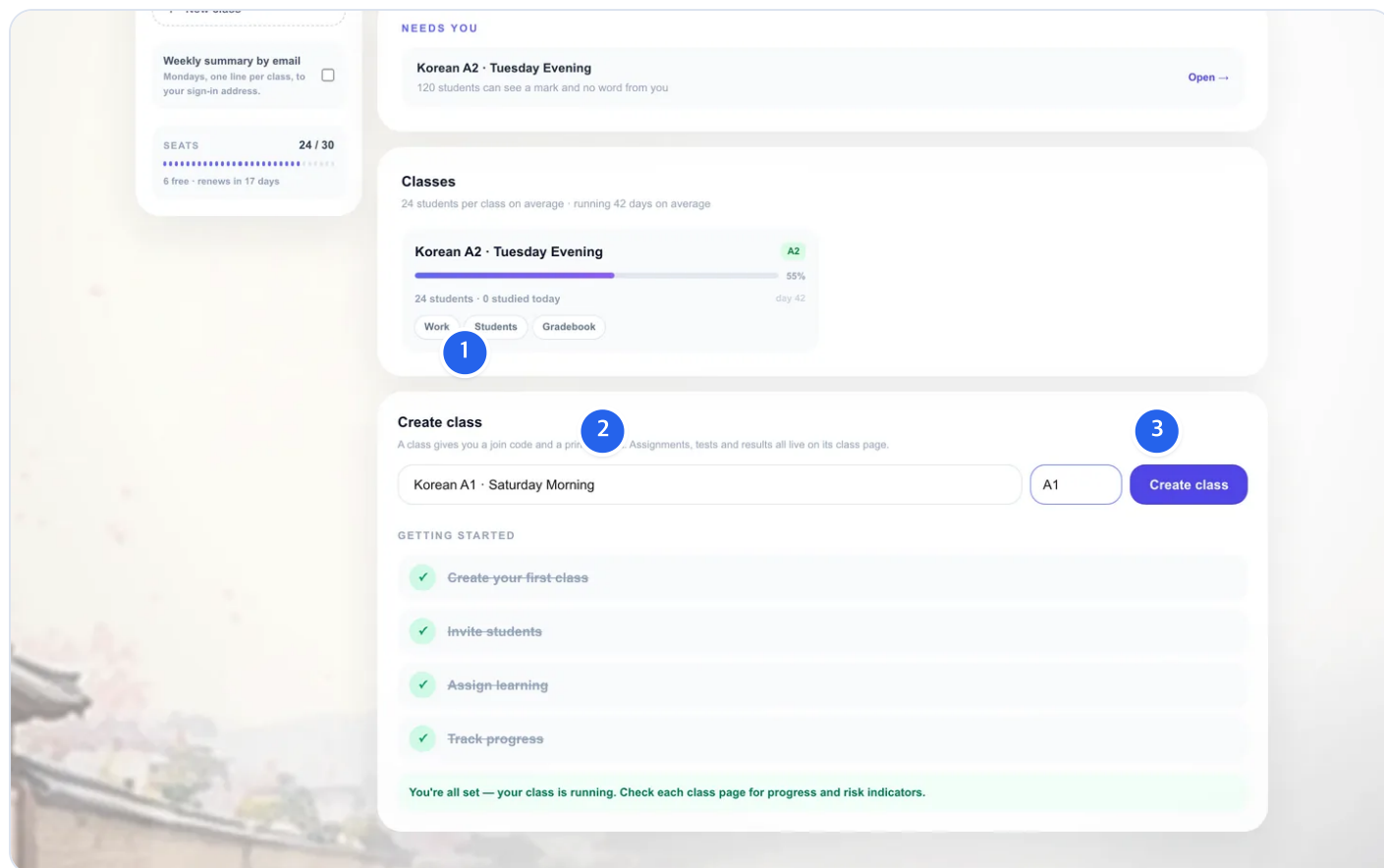
COMMON MISTAKE

Reading "Studied today: 0" at eight in the morning as a problem; the counter resets at midnight in your time zone.

CHAPTER 02

Create your first class

Make a class that students can join in one minute, with a code and a QR sheet.



- 1 Scroll to "Create class" at the foot of the console.
- 2 Type a name students will recognize and the level the class works at.
- 3 Tap "Create class". The class page opens with its join code and "Print QR sheet".
- 4 Project or print the sheet, or send the code; a student who enters it joins the class on one of your seats.

WHAT YOU WILL SEE

The new class in the left rail and in "Classes", with zero students and a join code that never expires while the class is open.

TIP

One class per group you actually teach. Levels, homework, and the gradebook are all per class.

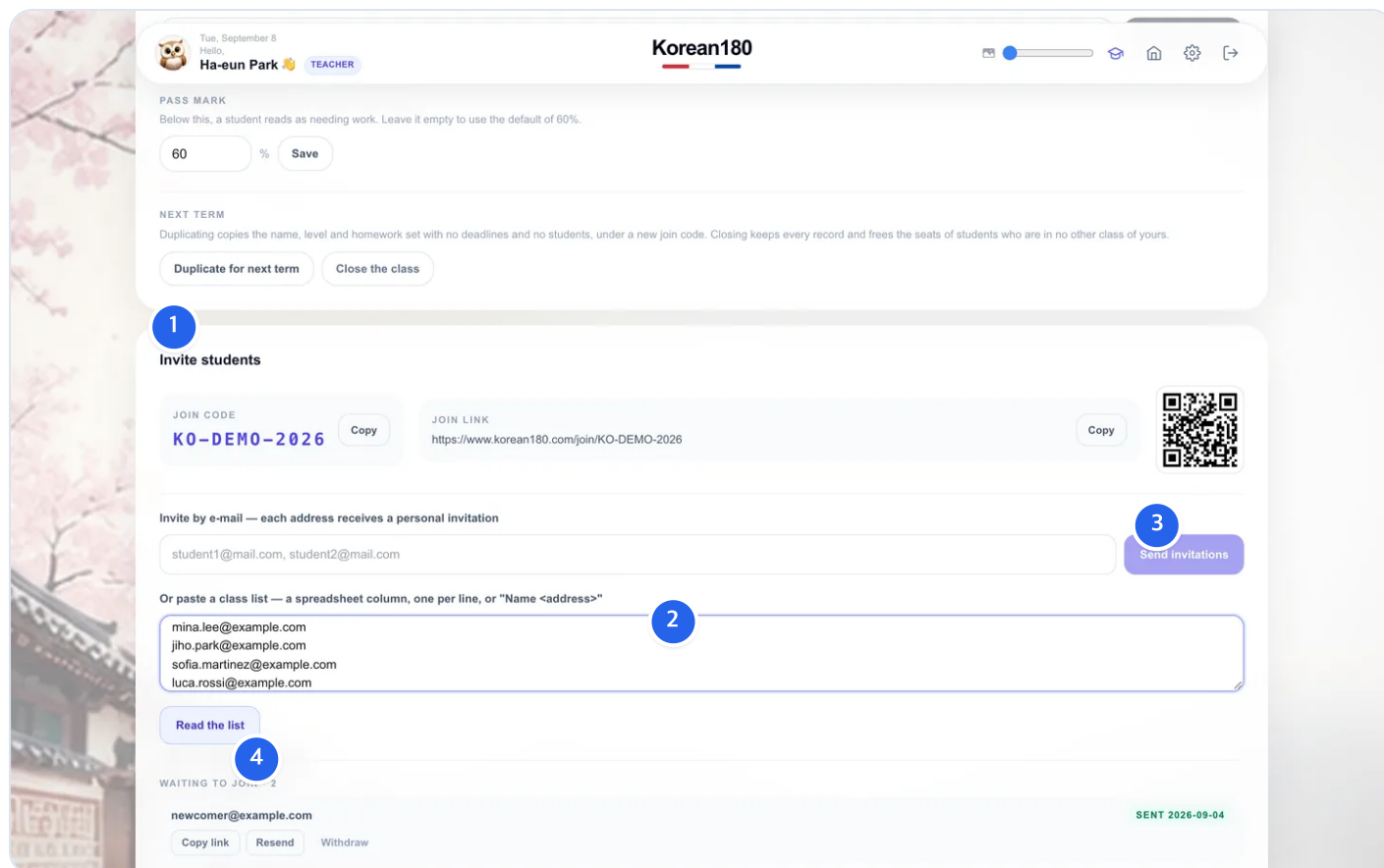
COMMON MISTAKE

Putting two groups in one class to save seats mixes their homework and makes the gradebook unreadable; seats are per student, not per class.

CHAPTER 03

Invite students

Bring a whole roster in at once, each student on a personal link.



- 1 Open the class, then "Students". "Invite students" holds the join code, the link, and the QR sheet.
- 2 Type addresses in "Invite by e-mail", or paste a class list below it and tap "Read the list".
- 3 Tap "Send invitations". Each student receives a mail from invitation@lingo180.com with a link that is theirs alone.
- 4 Watch "Waiting to join". A row moves into the students table when the student signs up through the link.

WHAT YOU WILL SEE

One row per address with its status: invited, joined, or bounced; the seat counter in the rail falls as students join.

TIP

Students who already have an account join with the same link; nothing is duplicated.

COMMON MISTAKE

Forwarding one student's link to another signs the second student into the first one's seat.

CHAPTER 04

Homework

Set work from the course so results reach you without marking.

Set course work

Set something from the course as homework
The student finishes the lesson till **1** y have. Completion is the mark — no paper is generated.

Vocabulary Grammar Listening Conversation Pronunciation Quiz score Reach a day

Word target Game Study days **2**

Content
A1 · Greetings & Basics **4**

107 to choose from

Set as homework Save as recipe

WHO GETS IT
Korean A2 · Tuesday Evening **3** students

Whole class Named students

WHEN
Opens Due
mm/dd/yyyy mm/dd/yyyy

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- 1** Choose what to set: the tabs run from "Vocabulary" to "Reach a day".
- 2** Pick the set or the topic from the list under the tabs.
- 3** Choose who gets it — "Whole class" or "Named students".
- 4** Set the dates under "When", then tap "Set as homework".

WHAT YOU WILL SEE

The assignment appears in the class's work list with a bar that fills as students finish.

TIP

Leave "Due" empty for practice that never closes; leave "Opens" empty to open it now.

COMMON MISTAKE

Assigning next week's topic before this week's is done stacks two cards on every student's dashboard and lowers completion of both.

CHAPTER 05

Building a test

Compose a mixed-skill test from the course pool in two minutes.

- 1 Open "Work", choose "Build a test", and give it a title.
- 2 Set the level and drag "Questions" to the count you want.
- 3 Choose "Skill mix" and move each skill's slider; the total must reach 100%.
- 4 Read "Sample paper" on the right, tap "Draw again" if you want other questions, choose who gets it, and set the dates.

WHAT YOU WILL SEE

The sample paper updates as you move sliders; the test appears in "Work" and is marked automatically.

TIP

A skill with too few questions at the level shows "nothing at A2" under its slider; raise the level or lower the count.

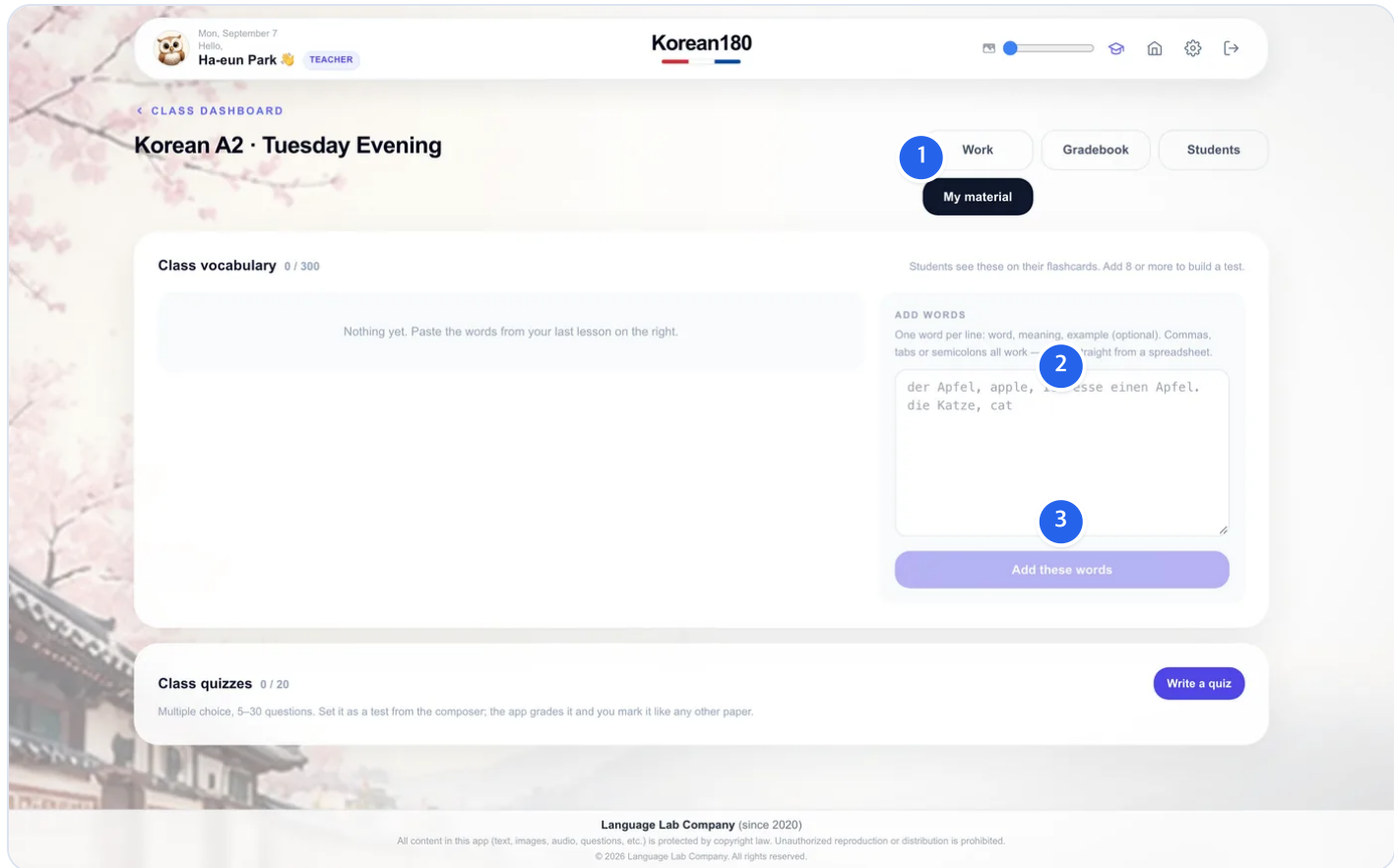
COMMON MISTAKE

Setting one skill to 100% builds a quiz, not a test; the exam mixes skills, and so should the practice.

CHAPTER 06

Your own material

Add your own words and sentences so the course carries what you teach.



- 1 Open "Materials" on the class page.
- 2 Tap "Add words" and type or paste pairs: the word, its meaning in the students' language.
- 3 Tap "Save". The set appears in "Assign" next to the course sets.
- 4 Assign it like any course set. It enters each student's spaced review the same way.

WHAT YOU WILL SEE

Your set listed under "Materials" with its word count and the classes that use it.

TIP

Paste two columns from a spreadsheet; the tab between them is read as the separator.

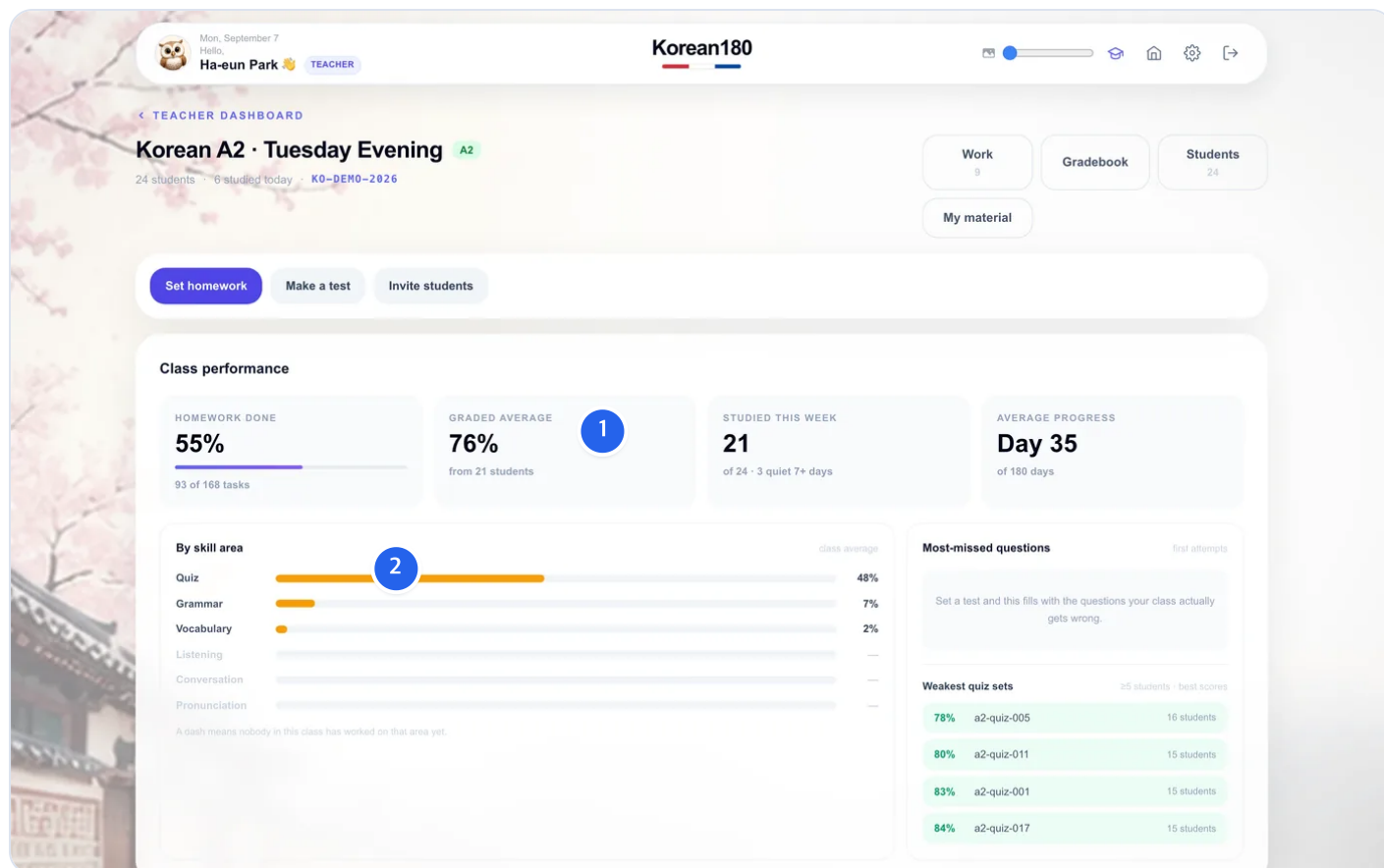
COMMON MISTAKE

Typing the meaning in the target language makes a monolingual set the review cannot mark.

CHAPTER 07

Who needs you

Find the students who are stuck before they stop coming.



- 1 Open the class. The top strip shows the class day, active students, and average progress.
- 2 Read the "Students" table. Sort by "Last active" to see who has gone quiet.
- 3 Use the filters: "Needs work", "Behind", "On track".
- 4 Open a student from the row to see their history and leave a comment.

WHAT YOU WILL SEE

One row per student: day reached, homework done, quiz average, last active, and a status badge.

TIP

"Needs you" on the console is this filter across all classes.

COMMON MISTAKE

Reading "Behind" as a grade; it means the student is behind the class day, not that their work is wrong.

CHAPTER 08

Gradebook

See every result for the class in one grid and export it.

Korean180

Mon, September 7
Hello,
Ha-eun Park **TEACHER**

Korean A2 · Tuesday Evening
24 students

Weights & columns · Homework 40 · Tests 40 · Teacher columns 20

Gradebook
Everyone is listed. Work pages across — 1 of 2.

Older work Newer work Export

STUDENT	TEST Mid-term — A2 mixed	WORK Grammar: ability and possibility	WORK Quiz 1 — score 60% or better	WORK Unit 4 — vocabulary check	WORK Word set: hobbies and leisure	WORK Grammar: reason and sequence	WORK Grammar: reason and sequence
Ana Marković	45%						
Anna Kowalska	98%	✓	95%	99%	•	•	
Ben Schulz							
Chiara Rossi	94%		99%	96%	•		
Clara Fischer	83%	•	78%		•		
Daniel Horvát	78%	•			•	•	
Elif Yılmaz	71%	•	83%	74%	•	•	
Emma Laurent	76%	•	70%			•	
Hugo Almeida						•	

- 1 Open "Gradebook" on the class page. Rows are students, columns are assignments and tests.
- 2 Tap a column header to sort by that result.
- 3 Tap a cell to open the student's answers for that piece of work.
- 4 Tap "Export" for a spreadsheet of the grid.

WHAT YOU WILL SEE

Percent per cell, an average per student on the right, and an average per assignment along the foot.

TIP

A blank cell is work not yet done; a dash is work the student was not assigned.

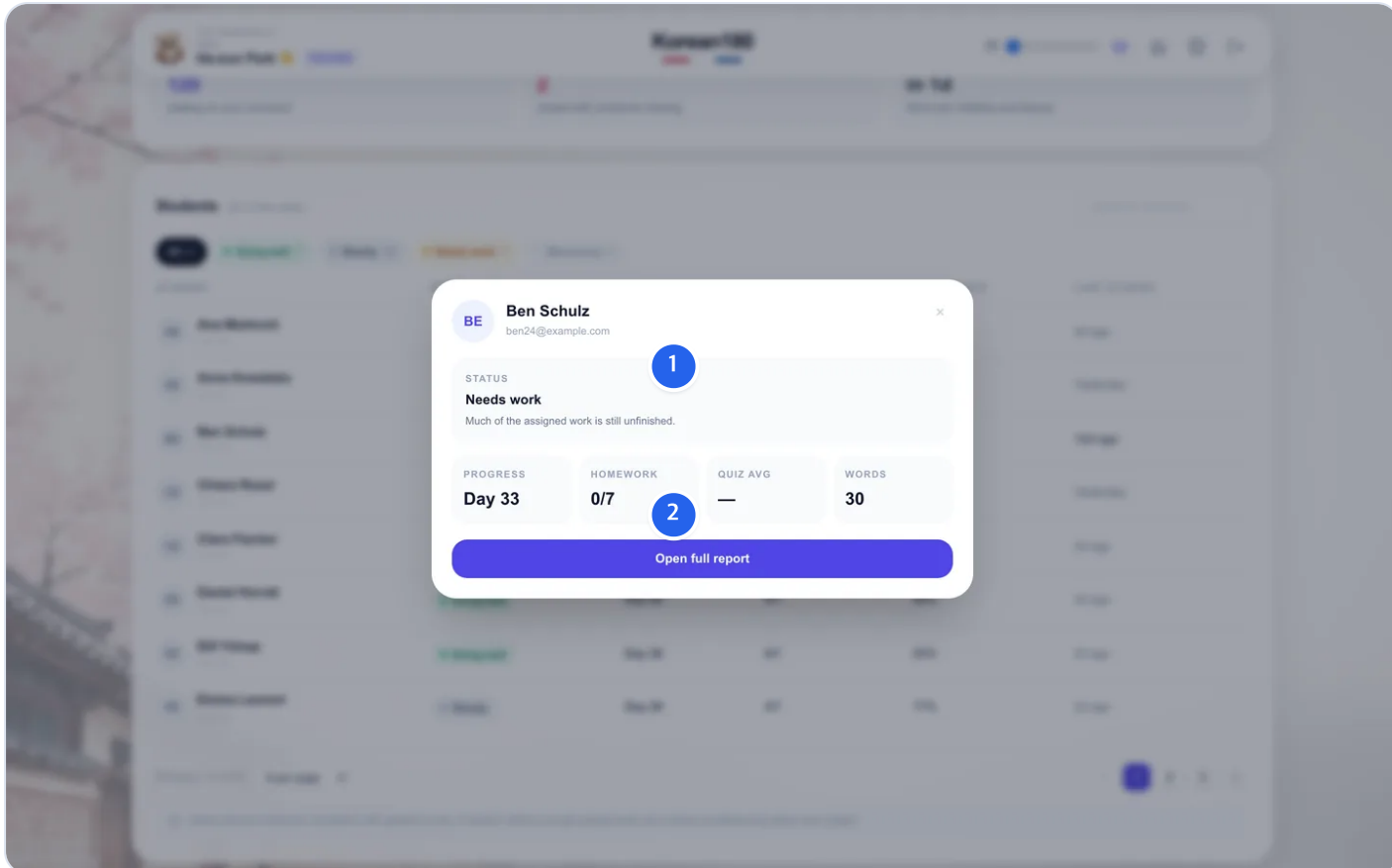
COMMON MISTAKE

Exporting before the due date exports blanks for students who will still finish on time.

CHAPTER 09

One student, one comment

Read one student's history and leave the word that keeps them going.



- 1 Open a student from any table. The card shows status, day reached, homework done, quiz average, and words learned.
- 2 Tap "Open full report" for the history: every assignment, every test, every wrong answer.
- 3 Open a test and expand a wrong item to see what the student chose and why it was wrong.
- 4 Type a comment in the box and tap "Send". The student sees it on their dashboard and in a mail.

WHAT YOU WILL SEE

The comment under the result it was written on, and the student removed from "Needs you".

TIP

One sentence that names the specific mistake does more than a paragraph of encouragement.

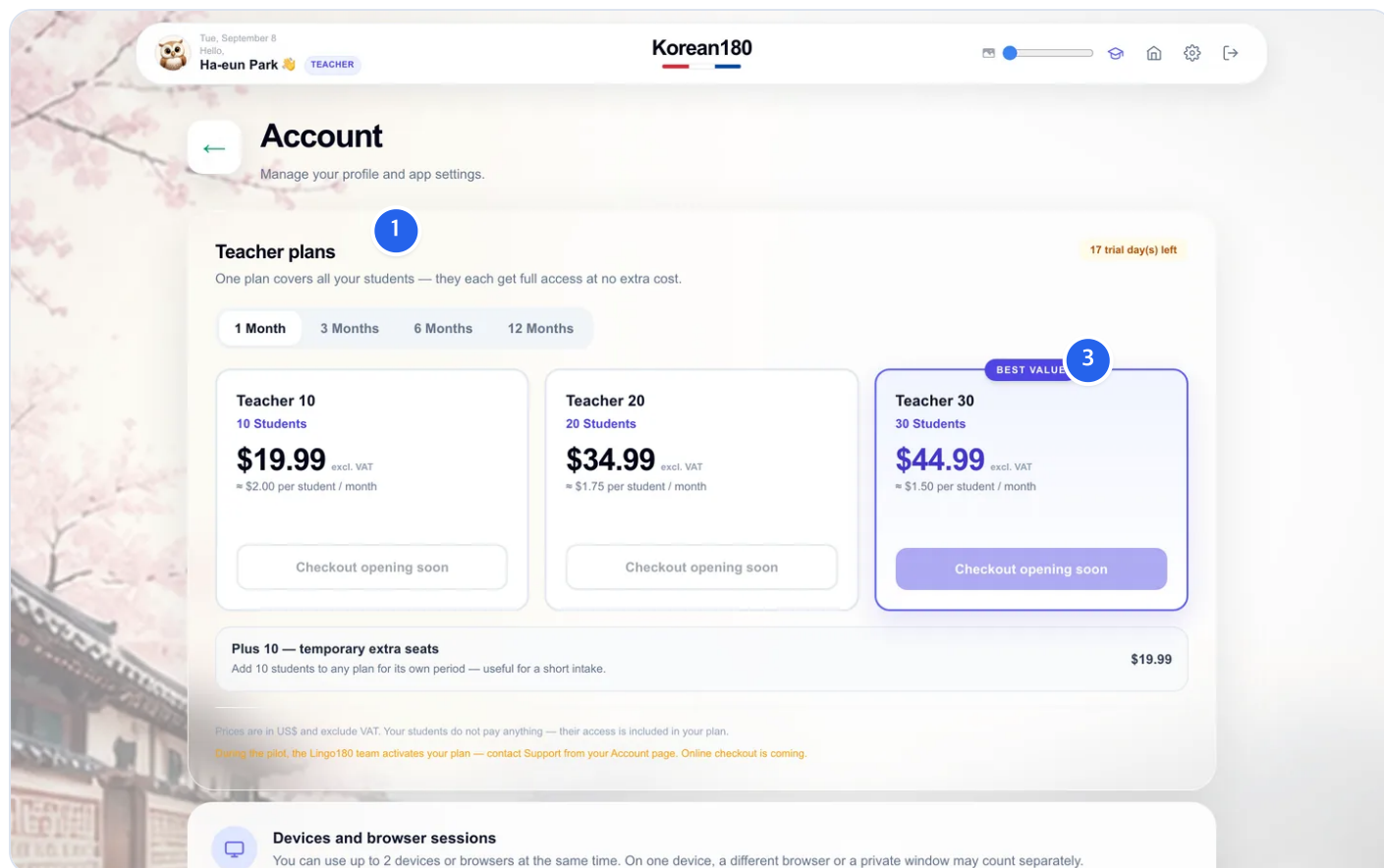
COMMON MISTAKE

Leaving a mark without a comment; the student sees the mark and no word from you, and that is what "Needs you" counts.

CHAPTER 10

Seats, plan, and the weekly summary

Know what your seats cost, when the plan renews, and how to hear about the week without logging in.



- 1 Open "Account" from the console. "Teacher plans" shows the tiers by period; the one you are on is marked.
- 2 Read the seat counter in the console rail: seats used of seats available, and the renewal date.
- 3 Choose a tier when the trial ends; "Plus 10" adds ten seats to any tier for one period.
- 4 Tick "Weekly summary by email" in the rail. Each Monday, one line per class.

WHAT YOU WILL SEE

Prices per period with the per-student figure under each, and the seat bar in the rail filling as students join.

TIP

Every seat is billed to you. Students you invite pay nothing and are never asked for a card.

COMMON MISTAKE

Letting the trial end without choosing a tier keeps the classes but stops new homework; nothing is lost, and nothing is charged.

Stuck? Write to support from the console. Replies come from a person who has seen your class settings, in your language.

