



We Speak NYC Course Manual 2025-2026

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1 - The Origin Story

We Speak NYC (WSNYC) is a web-based English Language Distance Learning program that provides civic-focused English language instruction through videos, web, and print materials. The program was produced by New York City's Mayor's Office of Immigrant Affairs. WSNYC is delivered in a traditional situation comedy series format. The videos and materials highlight NYC services and have been used extensively in both formal and informal ESL classrooms as well as for self-study by English Language Learners (ELLs). Everything about WSNYC is open-source and available to the world on the WSNYC website.

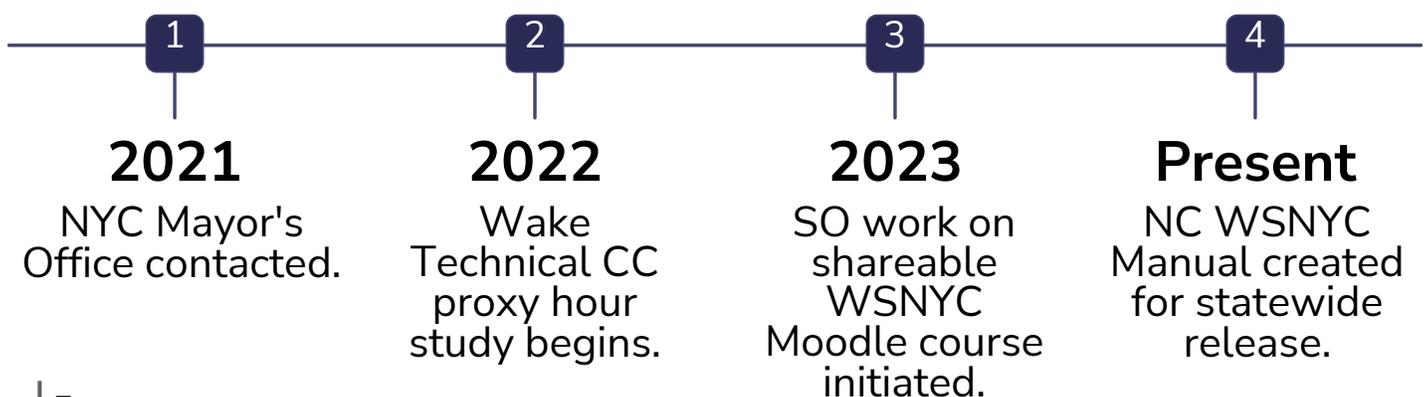
In 2021 the Wake Tech CC ESL Program successfully contacted the folks in the NYC Mayor's Office responsible for WSNYC. In 2022, Daniel Loges was introduced to the WSNYC staff at the Mayor's Office. The NYC WSNYC producers were very accommodating and willing to allow Wake Tech and the state of North Carolina to develop an ESL distance learning program from their original WSNYC materials.



In 2022 Wake Tech executed a proxy hour study on WSNYC to determine the hour value for each episode. In order to run a proxy hour study, the staff at Wake Tech recreated all the student activities and quizzes from the 17 WSNYC episodes in SharePoint. It took over a year and many, many hours of labor to successfully complete the proxy hour study. The study confirmed that each episode should have an hour value of *six proxy hours*.

Unfortunately, the SharePoint version of WSNYC was not going to be replicable at the other sixty-eight colleges and community-based organizations in North Carolina.

In the Fall of 2023, Wake Tech shared all their documents with Daniel Loges and Leigh Davidson at the System Office so that they could move WSNYC into Adobe Captivate SCORM files and make it a Moodle course. Leigh Davidson has spent the last year and 1/2 making Dan's vision a reality. Leigh taught herself Captivate and spent months converting WSNYC into a SCORM-based Moodle course so that ESL students across the state have the same access to WSNYC as the students at Wake Tech. This brings us up to this point.....the creation of a WSNYC Manual for North Carolina and the release of WSNYC to the remaining fifty-seven colleges and eleven community-based organizations.



2 - We Speak NYC Introduction



The first season of the We Speak NYC (WSNYC) videos addresses issues such as *education, health, financial literacy, emergency preparedness, and domestic violence*. There are 10 episodes in the first season. The second season focuses on *workforce development, worker rights, mental health, elder care, social services, early childhood education, and immigration legal help*. The second season contains seven episodes, rounding out the series with seventeen episodes in total.

The episode videos are a collection of free resources for implementing content-based and contextualized instruction to adult learners who strive to acquire functional English skills to lead successful lives in the US. The professional videos and well-illustrated support materials provide intermediate-level students with very engaging, real-life models for acquiring useful language skills that are common in the personal, community, and professional lives of English language learners living in the United States. All manner of good teaching theory informs this product without explicit attention to one approach or another. Solid pedagogical approaches are infused into the video materials. The resource itself bears evidence of careful analysis of needs and strengths of ELLs, with the added benefit of modeling language learning for anyone in an English-speaking country.

The videos provide an enormous amount of content material, a consistent set of formats and opportunities for learning across topics and numerous opportunities for adaptations beyond the specific context of New York City. Teachers and students will appreciate the accompanying instructional materials, which both prepare learners before and reinforce skills after watching the content. Although developed for immigrant populations living in New York City, the materials can be adapted to serve ELLs living anywhere in the United States. ⓘ

ⓘ Teachers can assist ELLs with connecting their lived experiences in North Carolina to the topics addressed, lessons learned, and skills developed by the characters presented in each episode video. The final assessment follow-up meeting offers such an opportunity to guide students to engage with the content on a deeper, more personalized level.



Empowering Education through Technology

Students will use their personal computers for the continuation of learning. The course does not currently function at full capacity on a tablet or smartphone. Students will need to have access to a desktop or laptop computer in order to participate in WSNYC.

In addition, WSNYC promotes the integration of technology as a digital resource by providing:

- Digitally-rich lessons in core content areas including reading, writing, listening and speaking, pronunciation and grammar;
- Aligned and searchable digital resources; and
- Technical guidance and training on content and tools to implement in the program.

3 - How Should the Course Run?

Course Title: BSP 200

WSNYC must be run as a contact-hour 24/7 distance ed course. It cannot be run as a membership hour course.

Proxy Hours

6 total hours per weekly unit, including the time spent working one-on-one with an instructor

Instructors are required to meet with students individually in-person or virtually once a week for ***twenty - thirty minutes*** to discuss the episode, answer any questions that the student has, and complete the speaking and writing portion of the final assessment. Although the student writes the paragraph before the follow-up meeting, time is spent on editing the student's writing during every meeting. The instructor should clarify sentence structure, paragraph development, grammar, and more.

Student instructional time during the WSNYC follow-up meeting may not be recorded on a separate contract or sign-in sheet and submitted as contact hours for FTE.

When can six hours be recorded?

To successfully complete each weekly unit, a student must complete the episode and the final assessment. There is an optional stand-alone episode video included each week that students can watch if they need additional support to complete the final assessment. Each episode includes four sections:

Preview the Episode, Checkpoint 1, Watch the Episode, and Checkpoint 2.

Each final assessment, with 21 questions in total, includes a writing (Question 20) and speaking portion (Question 21). ⓘ

ⓘ Teachers should encourage students to answer all questions, even when the selection, or input, is a guess. This contributes to a cleaner report in the LMS and makes it less likely for the programming to become glitchy.

A student must receive a grade of 70% (a score of 21 out of 29) or better in the final assessment. Record **six hours of instruction** and open up the following unit in the course.

If the student receives a grade of less than 70% (a score of 20 or below out of 29), they must redo the episode and complete the final assessment again for the following week. No instructional hours can be recorded for episodes/assessments that do not receive a grade of 70% or better.

Who Should be taking this course?

We Speak NYC is recommended for students who have been placed in ESL levels ranging from *L3-L6*.

The course content, including the episode video dialogue, comprehension checkpoint questions, vocabulary review, and final assessment questions, were designed to align with *NRS ESL levels High Beginning ESL (3) through Advanced ESL (6)*.

Students engage with and complete course materials online and use them for self-study with a follow-up one-on-one meeting with a WSNYC-trained instructor to review the Final Assessment, develop skills and answer questions. This weekly follow-up meeting should be scheduled to occur ***between 20-30 minutes***, virtually or in person, in which the teacher and student will review the materials for each episode. This meeting will include the writing and speaking portion of the final assessment. Students may only complete *one WSNYC episode and final assessment per week*. Students cannot move forward to the next episode until the follow-up meeting has occurred and the student has achieved 70% or greater (21 out of 29) on the final assessment.

Currently, all WSNYC materials are housed in a Moodle course, which has been packaged as a downloadable, zipped backup file. See the proceeding section for the steps to request access, from the NCCCS College and Career Readiness unit, to this distance learning course for Moodle or for an alternate LMS.



4 - How to Request, Receive & Upload the We Speak NYC Course



We Speak NYC: Course Request Form

Interested in running the **We Speak NYC (WSNYC)** distance learning course for English language learners at your program? Complete the request form below.

*****NOTE: You must receive permission from the local Title II or CCR Director of your program to run this distance learning course. Make sure you provide your local Title II/CCR Director's name and email address in this form. If you aren't sure who your local Title II/CCR Director is, please ask and confirm first with your supervisor. Your request will not be accepted if the information provided for your local Title II/CCR Director is inaccurate.*****

Upon submission, both you and your program's Title II Director will be contacted with instructions on how to download: 1) the WSNYC Moodle course shell, for those who use the Moodle platform, or 2) the seventeen episodes and seventeen final assessments as SCORM files, for those building the WSNYC course in an LMS other than Moodle.

If you have not received this information within ONE WEEK of your submission, feel free to reach out to **Leigh Davidson, NCCCS PD and Distance Learning Specialist** (davidsonl@ncccommunitycolleges.edu).

Applicants are required to submit an institutional (college or CBO) email address in the form below.

* Indicates required question

Applicant Name: *

Please visit the [We Speak NYC Page](https://www.nctitle2.org/we-speak-nyc) at NCTitle2.org to complete the course request form for access to the downloadable **We Speak NYC** course file.

Once the form is submitted, you will be contacted directly, within one week of your submission, with instructions on how to access the course and an auto-generated document attached.

The document will provide access to a shared OneDrive folder, with details specific for downloading...

1. the WSNYC Moodle course shell, for those who use Moodle for their LMS, or
2. the seventeen episodes and seventeen final assessments as SCORM files, for those building the WSNYC course in an LMS other than Moodle.

Uploading the LMS Course to Moodle

Upon access to the shared OneDrive folder, the following steps are highly recommended. This distance learning course is too large to restore via the Moodle web interface. Communication and coordination between your institutional LMS technical team and **Open LMS Support** is imperative.

1) Contact **Open LMS Support** immediately and share with them access to the OneDrive link.

McDowell Tech CC was successfully able to restore the course file in a pilot test. Reference closed **Case ID: 317212** in your request.



NOTE: At least 150 GB of disk space is necessary to conduct the restore process and 90 GB of space in your LMS available to store the unzipped course.



2) The LMS team assigned to this request will need to use the following command line:

```
php /path/to/moodle/admin/cli/restore_backup.php --  
file=/path/to/backup.mbz --categoryid=1
```

3) The categoryid=1 should be the number of the category you want to restore it to.

You can find this by clicking on the category and looking at your URL. See example on following page.

Uploading the LMS Course to Moodle

Categoryid example taken from NCTitle2 Moodle Platform.

The screenshot shows the Moodle course management interface. The browser address bar displays the URL `https://learn.cord.org/course/management.php?categoryid=6`, with `categoryid=6` highlighted in red. The Moodle logo and navigation menu are visible at the top. The main content area shows the 'Active' category selected, with a red box highlighting the 'Active' category name and its associated icons (visibility, sort, settings, and course count).

Course categories and courses

Search courses

Manage course categories and courses

Course categories

Create new category

Category	Course Count
NCTitle2	15
Active	8
Monitoring-Compliance-Reporting	11
On Demand Courses	8
+ Reference	19

5 - Program Orientation

Orientation for Students



1. With the instructor present, read and sign the We Speak NYC Student Contract. For compliance purposes, keep this document stored in the student's physical records.
2. Complete the We Speak Onboarding Section.
3. Watch the *We Speak NYC Introduction* and the *Welcome to We Speak NYC* videos, in which an overview of the Moodle course and a limited navigation of Episode 1 and the Episode 1: Final Assessment is simulated.
4. Contact the instructor to confirm they have completed the onboarding videos.
5. Upon completion of the *We Speak NYC Introduction* and the *Welcome to We Speak NYC* videos, *Unit 1* will open for the student to access.

Digital Literacy Basics for this Course

Students should be able to do, or know how to.... 



Type answers

Select and click from drop-down options

Navigate *back*, *next*, and *submit* buttons

Maximize and minimize a pop-up window

Scroll up and down a window with a mouse

Scroll up and down a window with the arrow keys

 During student orientation of WSNYC, verify each student's digital literacy skills before allowing them to work independently in the course.

Orientation for Instructors



1. Watch the *We Speak NYC Introduction* & the *We Speak NYC Training Webinar Series (Part One & Part Two)* in the [We Speak NYC](#) page on [NCTitle2.org](#).
2. Read the **Keys to SUCCESS in We Speak NYC** document and explore the materials in the **Instructor Packet** folder.
3. Familiarize themselves with the course structure.
 - a. Before onboarding students and facilitating WSNYC, a new We Speak instructor must complete at least the first 3 units (*Unit 1: Welcome Parents, Unit 2: Stay in School, and Unit 3: Love and Money*) in the course, under the **student profile**, to familiarize themselves with the content and course structure and test the functionality of the LMS course shell parameters.
 - b. Instructors will need to complete the remaining fourteen units as the students progress through the course, prior to the follow-up meeting for each unit.

 Your WSNYC instructors should be thoroughly acquainted with the Distance Learning Team and IT Help Desk for your institution. They will be the initial point of contact for this distance learning course, as it functions and runs in your institution-specific LMS.

6 - WSNYC Moodle Tutorial

Course Shell Settings

The course shell was originally constructed on the NCCCS CCR Moodle learning platform. The following parameters are specific for **Moodle Version 4.3**. Your institution may have a different Moodle version, or utilize an entirely different LMS platform.[?] Use the following parameters as a guide if your institutional LMS is not Moodle; you will need to create the WSNYC LMS course from scratch with the zipped episode and final assessment files.

The course shell is divided into **19 sections**. Teacher-specific content and the gradebook have been set-up, and access restrictions and completion conditions have been established, to limit free student movement within the course.



Questions on where and how to receive the Moodle shell package or zipped episode and final assessment files? Please refer back to [Section 4 - How to Request, Receive & Upload the We Speak NYC Course](#).

Closely follow along as the details of the course parameters are mapped out in the proceeding pages.

If you will be using a Moodle LMS to host the WSNYC course, cross-check the course parameters to verify that the original settings have been transferred properly. Otherwise, the following details will guide your creation of the WSNYC LMS course from scratch with the zipped episode and final assessment files.

Course Description

This can be found in the ***Information, About this course***, or ***Course summary*** section of your LMS course shell.

We Speak NYC (formerly known as We Are New York) is New York City's English Language Learning program that provides civic-focused instruction through videos, web and print materials, and free community classes. The videos and materials highlight City services and have been used extensively in both formal and informal ESL classrooms as well as for self-study by English Language Learners (ELLs).

The first season of the We Speak NYC (WSNYC) videos addresses issues such as *education, health, financial literacy, emergency preparedness, and domestic violence*. There are 10 episodes in total. The second season focuses on *workforce development, worker rights, mental health, elder care, social services, early childhood education, and immigration legal help*. Seven episodes round out this season.

Students engage with and complete course materials online and use them for self-study with a follow-up one-on-one meeting with a WSNYC-assigned instructor to review the Final Assessment, develop skills and answer questions.

This 102-hour course cannot be run as a membership hour course. It must be run as a contact hour course under **BSP 2000**.

Course Shell Settings Continued

Course format

Format



Topics format



Hidden sections



Hidden sections are completely invisible



Course layout



Show all sections on one page



Appearance

Force language

Do not force



Number of announcements



0



Show gradebook to students



Yes



Show activity reports



No



Show activity dates



No



Files and uploads

Maximum upload size



Site upload limit (5 GB)



Completion tracking

Enable completion tracking



Yes



Show activity completion conditions



Yes



Course Shell Layout

General

- Announcements
- Keys to SUCCESS in We Speak NYC
(hidden from students)
- Instructor Packet *(hidden from students)*

Course Onboarding & Orientation

- FOR THE INSTRUCTOR *(hidden from students)*
- We Speak NYC Introduction
- Welcome to We Speak NYC

Unit 1: Welcome Parents

- Episode 1
- Episode 1 Video
- Episode 1: Final Assessment

Unit 2: Stay in School

- Episode 2
 - Episode 2 Video
 - Episode 2: Final Assessment
-

Unit 14: Making New Friends

- Episode 14
- Episode 14 Video
- Episode 14: Final Assessment

Unit 15: Sonam's Mom

- Episode 15
- Episode 15 Video
- Episode 15: Final Assessment

Unit 16: Crossing the Street

- Episode 16
- Episode 16 Video
- Episode 16: Final Assessment

Unit 17: Rafaela's Test

- Episode 17
- Episode 17 Video
- Episode 17: Final Assessment

General Section

Announcements Moodle Module Type: Forum Activity

A discussion forum for communication from the teacher to ALL students in the course

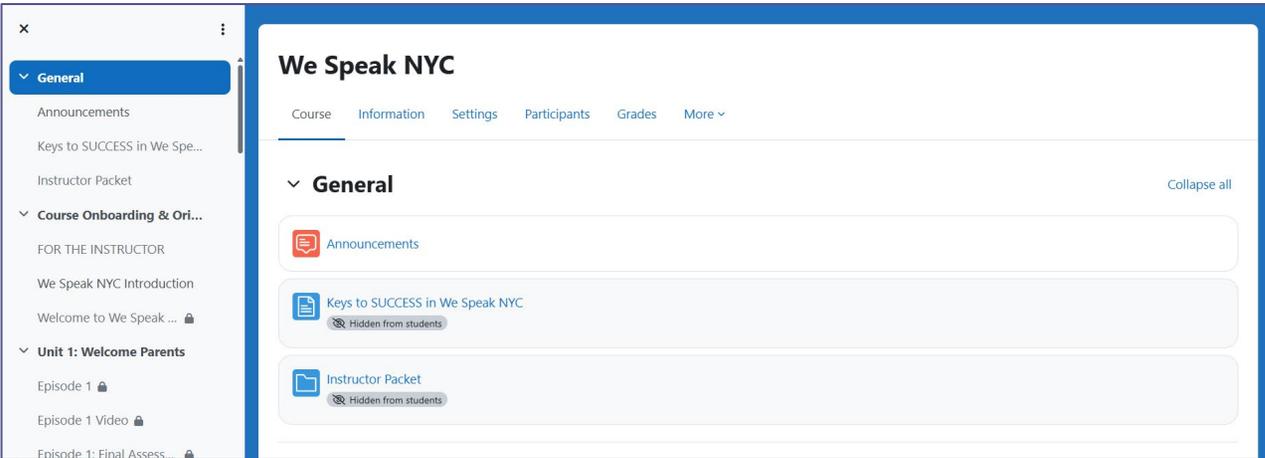
Keys to SUCCESS in We Speak NYC Moodle Module Type: Page

Hidden on course page from students

Instructor Packet Moodle Module Type: Folder

Includes the following files:

- 17 speaking assessment cards (*PDFs*)
- 17 study guides (*PDFs*)
- Episode Packet_MASTER Answer Key (*docx & PDF*)
- Final Assessment_MASTER Answer Key (*docx & PDF*)
- Follow-Up Meeting_Student Journal (*docx & PDF*)
- Manual Gradebook_Student Specific (*docx*)
- Student Contract (*docx & PDF*)
- Student Contract (*fillable PDF*)



Course Onboarding & Orientation Section

We Speak NYC Introduction
Moodle Module Type: SCORM Activity

Description Text

Watch first to learn about the We Speak NYC Program.

Welcome to We Speak NYC
Moodle Module Type: SCORM Activity

Description Text

Let's walk through some of Episode 1 to learn how to complete the course homework and assessments.

After the video, contact your instructor with questions before you start work on Episode 1.

Course Onboarding & Orientation

FOR THE INSTRUCTOR
Hidden from students

We Speak NYC Introduction Mark as done
Watch first to learn about the We Speak NYC Program.

Welcome to We Speak NYC Mark as done
Let's walk through some of [Episode 1](#) to learn how to complete the course homework and assessments.
After the video, contact your instructor with questions before you start work on [Episode 1](#).

Not available unless: The activity [We Speak NYC Introduction](#) is marked complete

Course Onboarding & Orientation Section

We Speak NYC Introduction
Moodle Module Type: SCORM Activity

COMPLETION CONDITIONS

✓ *Student must manually mark the activity as done*

The screenshot shows a Moodle course interface. On the left is a navigation menu with a close button (X) and a vertical ellipsis. The menu is organized into sections: 'General' (Announcements, Keys to SUCCESS in We Spe..., Instructor Packet), 'Course Onboarding & Ori...' (FOR THE INSTRUCTOR, 'We Speak NYC Introduction' (highlighted in blue), Welcome to We Speak ...), and 'Unit 1: Welcome Parents' (Episode 1, Episode 1 Video). The main content area has a breadcrumb 'We Speak NYC / We Speak NYC Introduction' and a title 'We Speak NYC Introduction' with a bus icon. Below the title are links for 'SCORM package', 'Settings', 'Reports', and 'More'. A 'Mark as done' button is visible in a light grey box. Below that, the text 'Watch first to learn about the We Speak NYC Program.' is followed by an 'Enter' button.

Course Onboarding & Orientation Section

Welcome to We Speak NYC
Moodle Module Type: SCORM Activity

ACCESS RESTRICTION

✓ We Speak NYC Introduction *must be marked complete* for this activity module to open to student

COMPLETION CONDITIONS

✓ Student *must manually mark the activity as done*

The screenshot shows the Moodle SCORM activity settings. Under 'Restrict access', there is a section for 'Access restrictions' with a dropdown set to 'must' and the text 'match the following'. Below this, a restriction is listed: 'Activity completion' for 'We Speak NYC Introdu' with the condition 'must be marked compl'. An 'Add restriction...' button is visible. Under 'Completion conditions', the 'Students must manually mark the activity as done' option is selected. At the bottom, there is a 'Set reminder in Timeline' section with an 'Enable' checkbox and various date and time pickers.

The screenshot shows the Moodle SCORM activity page. The breadcrumb is 'We Speak NYC / Welcome to We Speak NYC'. The activity title is 'Welcome to We Speak NYC' with a SCORM icon. Below the title are links for 'SCORM package', 'Settings', 'Reports', and 'More'. A 'Mark as done' button is present. The main content area contains the text: 'Let's walk through some of Episode 1 to learn how to complete the course homework and assessments. After the video, contact your instructor with questions before you start work on Episode 1.' There is an 'Enter' button at the bottom. A left sidebar shows the course structure with 'Welcome to We Speak ...' highlighted.

Episode Module Section Example

Unit 1: Welcome Parents

Unit 1: Welcome Parents

Episode 1 To do
Not available unless: The activity **We Speak NYC Introduction** is marked complete ... Show more

Episode 1 Video
Watch the video again as many times as you need.
Not available unless: The activity **Episode 1** is marked complete

Episode 1: Final Assessment To do
Complete the *final assessment* for **Episode 1**.
Press the 'Exit Course' button after you answer all the questions.
Your teacher will contact you to discuss your answers and complete the speaking part.
You can start **Season 1 - Episode 2** after you meet with your teacher.
Not available unless: The activity **Episode 1** is marked complete

This structure repeats itself across the course shell.

1. Episode Package (*SCORM Activity Module*)
2. Episode Video (*Page Module*)
3. Episode Final Assessment Package (*SCORM Activity Module*)

Episode 1

Moodle Module Type: SCORM Activity

Includes the episode package

Episode 1 Video

Moodle Module Type: Page

Description Text

Watch the video again as many times as you need.

Episode 1: Final Assessment

Moodle Module Type: SCORM Activity

Includes the final assessment package

Description Text

Complete the *final assessment* for **Episode 1**.

Press the 'Exit Course' button after you answer all the questions.
Your teacher will contact you to discuss your answers and complete the speaking part.

You can start **Season 1 - Episode 2** after you meet with your teacher.

Unit 1: Welcome Parents

Section Example

Episode 1
Moodle Module Type: SCORM Activity

ACCESS RESTRICTION

- ✓ We Speak NYC Introduction and
- ✓ Welcome to We Speak NYC *must be marked complete* for this activity module to open to student

COMPLETION CONDITIONS

Student must...

- ✓ *view the activity and*
- ✓ *complete the activity*

The screenshot shows the 'Restrict access' section of a Moodle SCORM activity. Under 'Access restrictions', there are two conditions: 'Student must match all of the following'. The first condition is 'Activity completion' for 'We Speak NYC Introdu' with the requirement 'must be marked comp'. The second condition is 'Activity completion' for 'Episode Demonstrator' with the requirement 'must be marked comp'. A dropdown menu is open for the second condition, showing options: 'must be marked complete', 'must not be marked complete', 'must be complete with pass grade', and 'must be complete with fail grade'. There is also an 'Add restriction...' button.

The screenshot shows the 'Completion conditions' section of a Moodle SCORM activity. The 'Add requirements' option is selected. Below it, the text says 'Activity is completed when students do all the following:'. There are four checked options: 'View the activity', 'Completed', and 'All SCOs must return completion status'. There are also three unchecked options: 'None', 'Students must manually mark the activity as done', and 'Require minimum score'. At the bottom, there is a 'Set reminder in Timeline' section with a calendar icon and a date picker set to February 12, 2025, at 12:53.

Unit 1: Welcome Parents

Episode 1 SCORM Package Settings

Appearance

Display package: New window

Show less...

Width: 100%

Height: 100%

Options (Prevented by some browsers)

- Allow the window to be scrolled
- Show the directory links
- Show the location bar
- Show the menu bar
- Show the toolbar
- Status

Student skip content structure page: Never

Disable preview mode: Yes

Display content structure in player: Disabled

Display content structure on entry page: No

Display attempt status: No

APPEARANCE

- ✓ Display package: New window
- ✓ Width: 100%
- ✓ Height: 100%
- ✓ Student skip content structure page: Never
- ✓ Display preview mode: Yes
- ✓ Display content structure in player: Disabled
- ✓ Display content structure on entry page: No
- ✓ Display attempt status: No

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Unit 1: Welcome Parents

Episode 1 SCORM Package Settings

Grade

Grading method ? Learning objects ▾

Attempts management

Number of attempts ? Unlimited attempts ▾

Attempts grading ? Highest attempt ▾

Force new attempt ? No ▾

Lock after final attempt ? No ▾

Compatibility settings

Force completed ? No ▾

Auto-continue ? No ▾

Auto-commit ? No ▾

Mastery score overrides status ? Yes ▾

GRADE

- ✓ Grading method: Learning objects

ATTEMPTS MANAGEMENT

- ✓ Number of attempts: Unlimited attempts
- ✓ Attempts grading: Highest attempt
- ✓ Force new attempt: No
- ✓ Lock after final attempt: No

COMPATIBILITY SETTINGS

- ✓ Force completed: No
- ✓ Auto-continue: No
- ✓ Auto-commit: No
- ✓ Mastery score overrides status: Yes

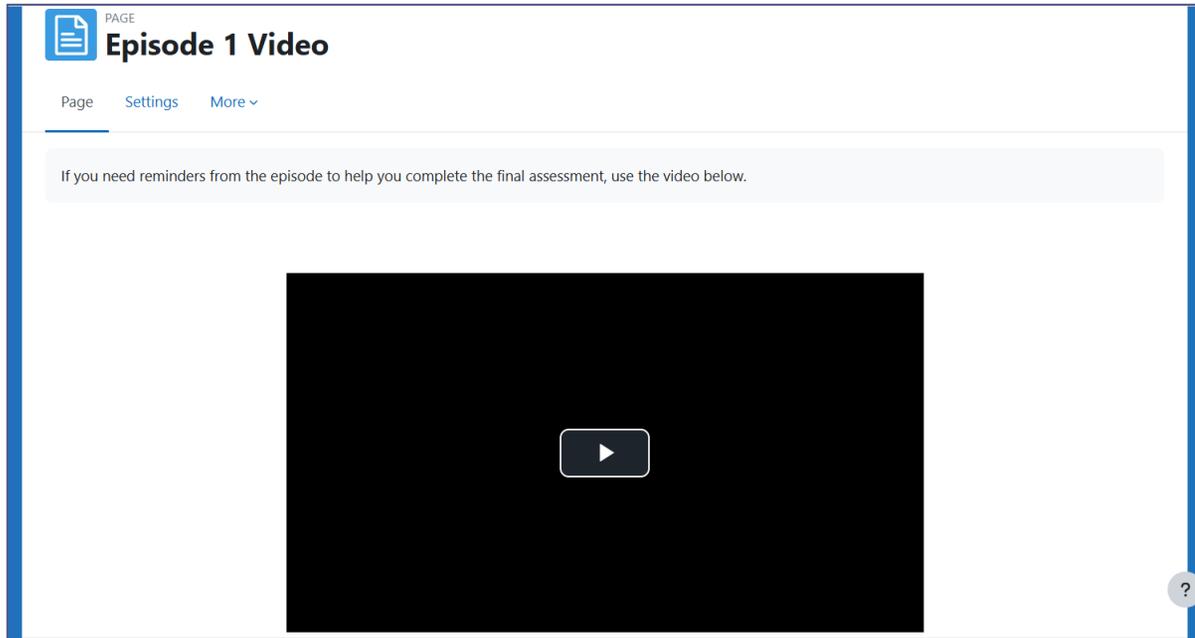
NOTE: If the SCORM package is functioning according to original programming, upon completion of the episode, the student should automatically receive a score of 1.00 in the LMS gradebook.

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Unit 1: Welcome Parents

Section Example

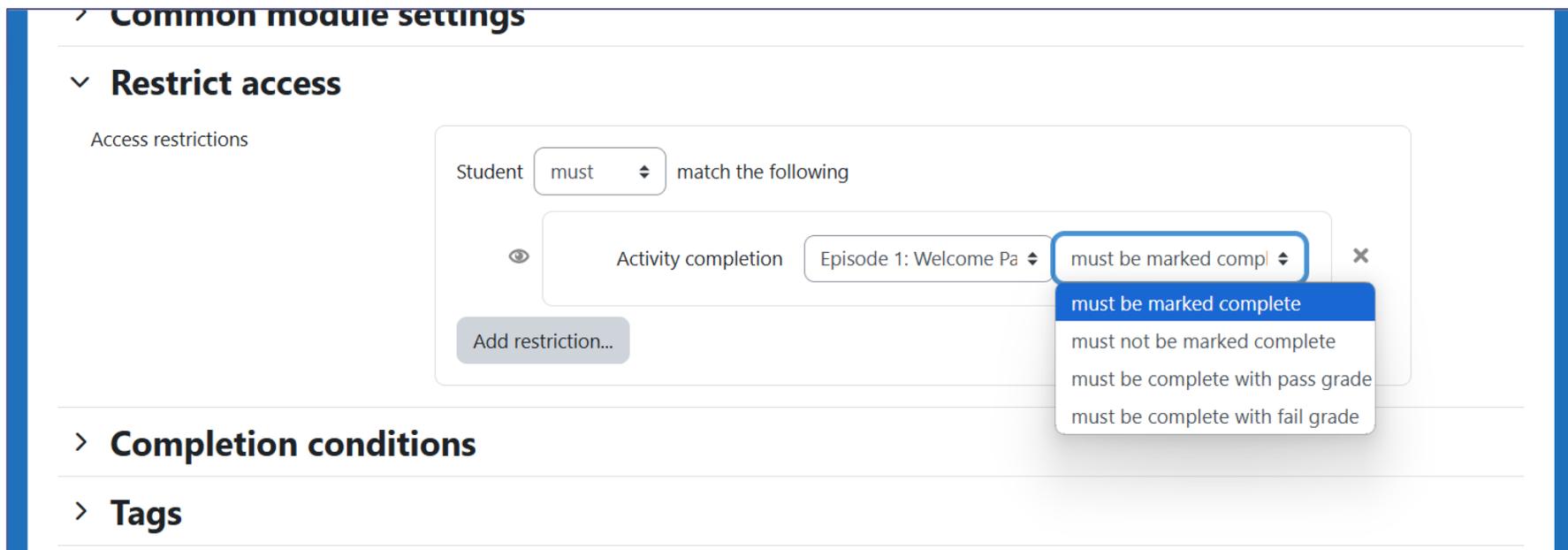
Episode 1 Video
Moodle Module Type: Page



ACCESS RESTRICTION

✓ Episode 1 *must be marked complete* for this page module to open to student

These settings repeat throughout the course shell (Ep 1 – Ep 17)



Unit 1: Welcome Parents

Section Example

Episode 1: Final Assessment
Moodle Module Type: SCORM Activity

ACCESS RESTRICTION

- ✓ Episode 1 *must be marked complete* for this activity module to open to student

COMPLETION CONDITIONS

Student must...

- ✓ *view the activity* and
- ✓ *receive a grade*

The screenshot shows the 'Restrict access' section of a Moodle activity. It features a 'Student' dropdown set to 'must', a 'match' dropdown set to 'all', and 'of the following' text. Below this, there are two restriction boxes. The first box contains 'Activity completion', 'We Speak NYC Introdu', and 'must be marked compl'. The second box contains 'Activity completion', 'Episode Demonstrator', and 'must be marked compl'. A dropdown menu is open for the second box, showing options: 'must be marked complete', 'must not be marked complete', 'must be complete with pass grade', and 'must be complete with fail grade'. There is also an 'Add restriction...' button.

The screenshot shows the 'Completion conditions' section of a Moodle activity. It has a dropdown menu set to 'Add requirements'. Below this, it says 'Activity is completed when students do all the following:'. There are several checkboxes: 'View the activity' (checked), 'Require minimum score' (unchecked), 'Passed' (unchecked), 'Completed' (checked), 'All SCOs must return completion status' (unchecked with a help icon), and 'Receive a grade' (unchecked). At the bottom, there is a 'Set reminder in Timeline' section with an 'Enable' checkbox (unchecked) and a date/time picker set to '20 February 2025 12:53'.

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Unit 1: Welcome Parents

Episode 1: Final Assessment

SCORM Package Settings

▼ **Appearance**

Display package

[Show less...](#)

Width

Height

Options (Prevented by some browsers)

- Allow the window to be scrolled
- Show the directory links
- Show the location bar
- Show the menu bar
- Show the toolbar
- Status

Student skip content structure page

Disable preview mode

Display content structure in player

Display content structure on entry page

Display attempt status

APPEARANCE

- ✓ Display package: New window
- ✓ Width: 100%
- ✓ Height: 100%
- ✓ Student skip content structure page: Never
- ✓ Display preview mode: Yes
- ✓ Display content structure in player: Disabled
- ✓ Display content structure on entry page: No
- ✓ Display attempt status: No

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Unit 1: Welcome Parents

Episode 1: Final Assessment

SCORM Package Settings

Grade	
Grading method	Highest grade
Maximum grade	29
Attempts management	
Number of attempts	Unlimited attempts
Attempts grading	Highest attempt
Force new attempt	No
Lock after final attempt	No
Compatibility settings	
Force completed	No
Auto-continue	No
Auto-commit	No
Mastery score overrides status	Yes

NOTE: If the SCORM package is functioning according to original programming, upon completion a **0.00** will be assigned to the episode final assessment in the LMS gradebook. The instructor will have to manually enter the final assessment score, after the follow-up meeting has been conducted.

GRADE

- ✓ Grading method: Highest grade
- ✓ Maximum grade: 29

ATTEMPTS MANAGEMENT

- ✓ Number of attempts: Unlimited attempts
- ✓ Attempts grading: Highest attempt
- ✓ Force new attempt: No
- ✓ Lock after final attempt: No

COMPATIBILITY SETTINGS

- ✓ Force completed: No
- ✓ Auto-continue: No
- ✓ Auto-commit: No
- ✓ Mastery score overrides status: Yes

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Episode Module Section Example

Unit 2: Stay in School

Episode 2
Moodle Module Type: SCORM Activity

Includes the episode package

Episode 2 Video
Moodle Module Type: Page

Description Text

Watch the video again as many times as you need.

Episode 2: Final Assessment
Moodle Module Type: SCORM Activity

Includes the final assessment package

Description Text

Complete the *final assessment* for **Episode 2**.

Press the 'Exit Course' button after you answer all the questions.

Your teacher will contact you to discuss your answers and complete the speaking part.

You can start **Season 1 - Episode 3** after you meet with your teacher.

Unit 2: Stay in School

Episode 2 To do
Not available unless: The activity **Episode 1: Final Assessment** is complete and passed

Episode 2 Video
Watch the video again as many times as you need.
Not available unless: The activity **Episode 2** is marked complete

Episode 2: Final Assessment To do
Complete the *final assessment* for **Episode 2**.
Press the 'Exit Course' button after you answer all the questions.
Your teacher will contact you to discuss your answers and complete the speaking part.
You can start **Season 1 - Episode 3** after you meet with your teacher.
Not available unless: The activity **Episode 2** is marked complete

Unit 2: Stay in School

Section Example

Episode 2
Moodle Module Type: SCORM Activity

ACCESS RESTRICTION

✓ Episode 1: Final Assessment
must be complete with pass grade for this activity module to open to student

COMPLETION CONDITIONS

Student must...

- ✓ *view the activity and*
- ✓ *complete the activity*

> Restrict access

▼ Completion conditions

- None
- Students must manually mark the activity as done
- Add requirements

Activity is completed when students do all the following:

- View the activity
- Require minimum score
- Passed
- Completed
- All SCOs must return completion status ?
- Receive a grade

Set reminder in Timeline ? Enable 20 February 2025 15 50

▼ Restrict access

Access restrictions

Student must match the following

- Activity completion Episode 1: Final Assess must be complete with

must be complete with pass grade

▼ Completion conditions

▼ Tags

These settings repeat throughout the course shell (Ep 1 – Ep 17)

Gradebook Setup

SCORM Package	Maximum Grade
Welcome to We Speak NYC	100
We Speak NYC Introduction	100
Episode 1	1.00
Episode 1: Final Assessment	29.00
Episode 2	1.00
Episode 2: Final Assessment	29.00
.....
Episode 17	1.00
Episode 17: Final Assessment	29.00

Edit category ✕

Category name

Aggregation ?

Exclude empty grades ?

Drop the lowest ?

Grade type ?

Maximum grade ?

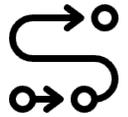
Minimum grade ?

Hidden ?

Locked ?

[Show more...](#)

7 - Paperwork & Compliance Requirements

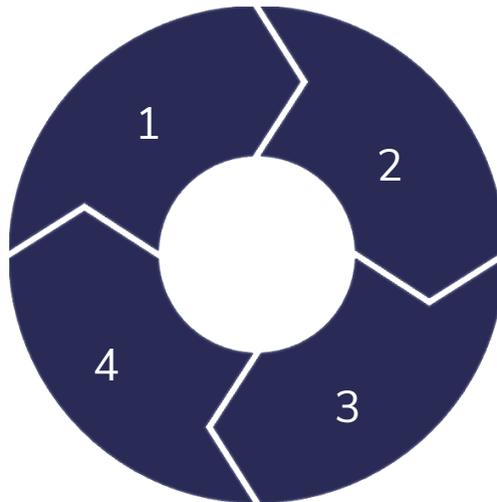


PREPARE

If the instructor is not already familiar with the unit content, complete the episode and final assessment first before initiating any other steps.

RECORD

Document scores in Student-Specific Manual Gradebook and Moodle gradebook for passing students.



SCORE

Access student responses through LMS Reports tab (pgs 43-44) and score using answer keys (pg 45). The following pages provide further details.

MEET

Schedule 20-30 minute follow-up meetings to review materials and assess speaking (pg 47).

A master answer key has been provided for the final assessments ([Final Assessment_MASTER Answer Key](#)) and the episodes ([Episode Packet_MASTER Answer Key](#)). You can find these, in addition to other useful course paperwork and materials, in the course **Instructor Packet** folder.



SCORE STEP 1

Student Moodle Report for the Episode

To access student input for the episode, follow these steps in the Moodle LMS. You can use this Scribe guide as a supplemental resource, or supporting visual tutorial, of the written steps below. Please note that the layout of your institutional LMS may differ slightly from what is depicted in the Scribe guide.

Click on the episode for the current unit
(re: Episode 1)

Navigate to the **Reports** tab.

Click the report drop-down options and
select **Interactions report**.

In the **Preferences** section, select 'users
with attempts only' and check 'summary
of question' and 'summary of responses.'

Click the **Download** button and select the
file format of preference 

 Print and retain these reports as backup
documentation for the NCCC System Office
Compliance Examiners (re: [page 49](#)).



SCORE STEP 2

Student Moodle Report for the Final Assessment

To access student input for the final assessment, follow these steps in the Moodle LMS. You can use this Scribe guide as a supplemental resource, or supporting visual tutorial, of the written steps below. Please note that the layout of your institutional LMS may differ slightly from what is depicted in the Scribe guide.

Click on the final assessment for the current unit (re: Episode 1: Final Assessment)

Navigate to the **Reports** tab.

Click the report drop-down options and select **Interactions report**.

In the **Preferences** section, select 'users with attempts only' and check 'summary of question' and 'summary of responses.'

Click the **Download** button and select the file format of preference. ⚠

⚠ Print and retain these reports as backup documentation for the NCCC System Office Compliance Examiners (re: [page 49](#)).



SCORE STEP 3

Score student answers in the final assessment before your follow-up meeting.

Record the final assessment scoring in the **Instructor Packet** compliance document ([Manual Gradebook Student Specific](#)) or a provider-specific gradebook. Keep these records separate from the integrated Moodle gradebook and stored in a secure location.

The [Final Assessment MASTER Answer Key](#) details the scoring rubric for the writing prompt (Q20) and the speaking prompt (Q21).

Leave Q21 (the speaking portion) unscored until the follow-up meeting has occurred.



SCORE STEP 4

If a student receives a grade of **70% or better** (*a score of 21 out of 29*) ...

They may progress forward in the course.

Navigate to the Moodle course Gradebook. Toggle the 'Edit Mode' button to 'on.' Enter the score in the appropriate final assessment column.

This will open the next unit in the course.

If a student receives a grade of **less than 70%** (*a score of 20 or below out of 29*) ...

They must complete the current unit again, the following week.

Following each subsequent student attempt of the final assessment, revisit [Step 1](#) and go through the cycle again.



MEET

Schedule to meet individually with the student for **20-30 minutes**

(virtually or in person) and review the materials for the current episode. 

This meeting should include time to discuss the speaking prompt questions and the writing submission with the student.

You can find the speaking prompts for each episode in the [**Final Assessment MASTER Answer Key**](#).

Conduct the Q21 (speaking prompt) evaluation during this meeting.

-  Review the student interactions report from episode and final assessment package before scheduling these face-to-face meetings. Focus the assessment meeting on feedback for the writing prompt and the extension questions for the speaking prompt. Provide the student with adequate prepared and spontaneous speaking practice. Devote time for explicit instruction and feedback, if needed, and to target any areas that the student is struggling with.

Compliance Requirements



DOCUMENTATION

Retain documentation for review by NCCC System Office Compliance Examiners.

- The [Follow-Up Meeting Student Journal Document](#)
- The [Student-Specific Manual Gradebook Document](#)

REPORTS

Do not delete each unit's *Interactions Report(s)*, both for the episode and the final assessment.

Print and retain the *Interactions Report(s)* as backup documentation.

HOURS

No instructional hours can be recorded for episodes / assessments that do not receive a grade of 70% or better.

Six hours of instruction may be recorded for each weekly unit once the student has received a **grade of 70% (a score of 21 out of 29) or better** in the final assessment.

CERTIFICATION OF COMPLETION

Upon successful completion of all 17 units, students may receive a Certificate of Completion of We Speak NYC.