LEARNER GUIDE



ENGEN

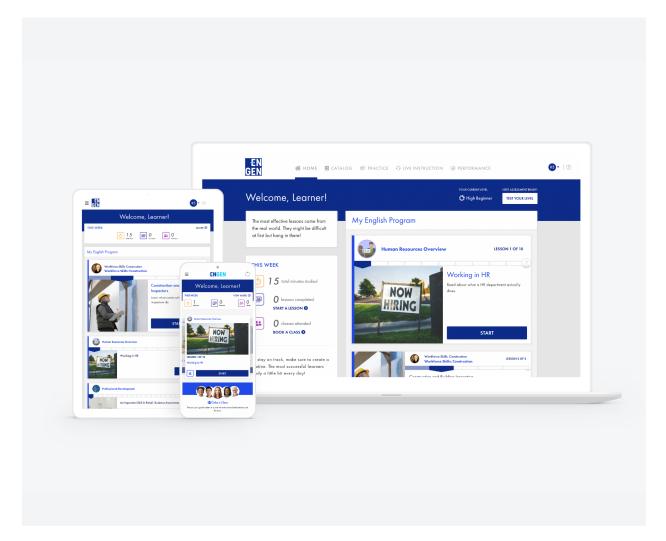
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Introduction

Welcome to EnGen! We are so excited that you'll be using our platform to improve your English skills.

The EnGen platform can be accessed from your computer or mobile device, anytime day or night.

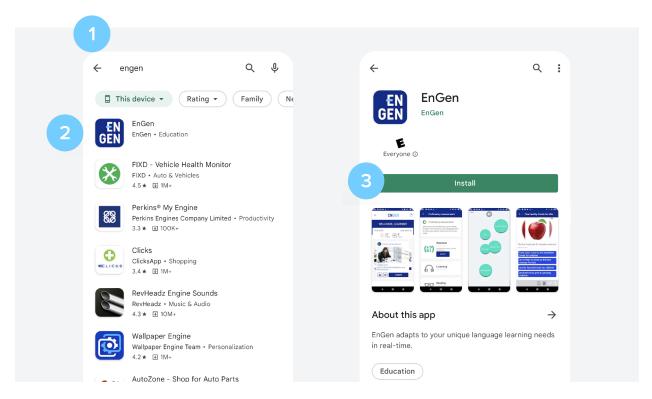


Available on Android and iOS systems.

Installing the EnGen App

How to install the EnGen App:

- 1. Search EnGen in the Google Play Store or Apple's App Store on your device
- 2. Click on the EnGen icon
- 3. Click Install. After the install is complete, click Open.



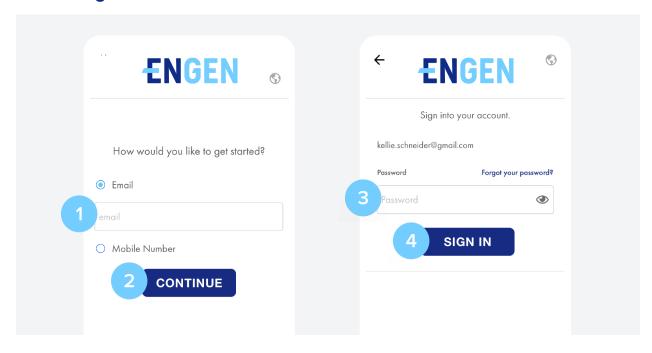
Logging In with Email

How to Activate Your Account:

- 1. You will receive an email with a link to activate your account.
- 2. Click Activate My Account
- 3. Create a password, then confirm your password

How to log in to the EnGen App with email:

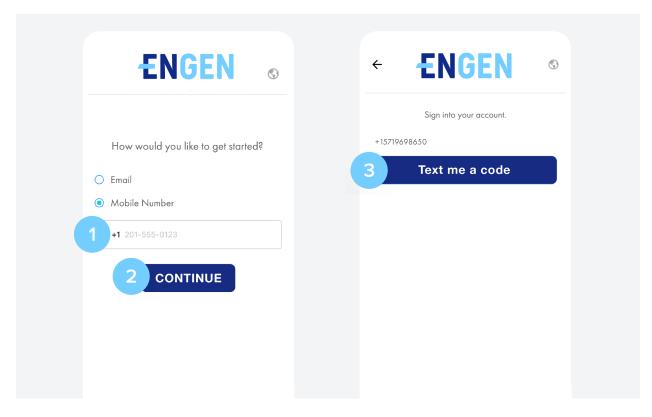
- 1. Select Email, and enter your email address in the field
- 2. Click Continue
- 3. Select Password, and enter your password in the field
- 4. Click Sign In



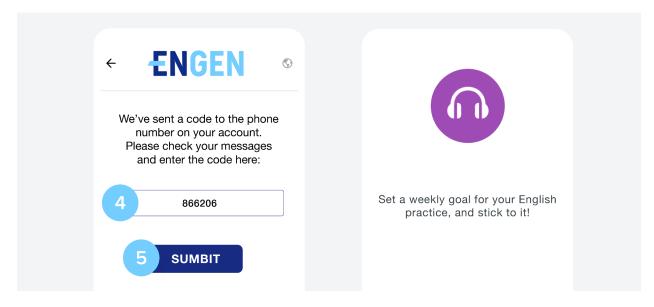
Logging In with Phone Number

How to log in to the EnGen App with phone number:

- 1. Select Mobile Number, and enter your mobile number in the field
- 2. Click Continue
- 3. Next, click Text me a code



- **4.** Enter the code that you received via text in the input field
- 5. Click Submit. Wait as your program is enabling

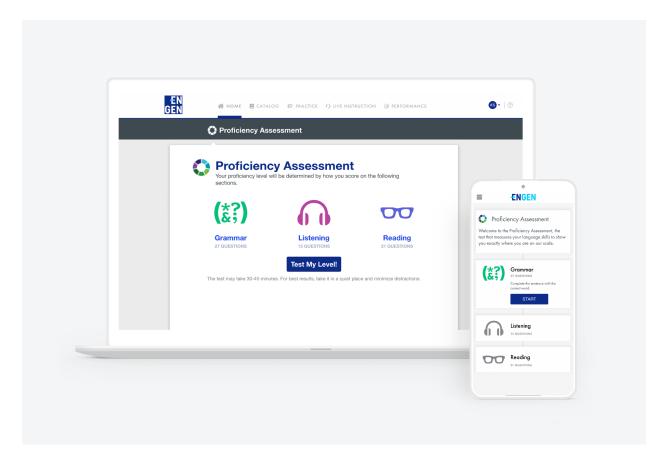


What Do I Do First?

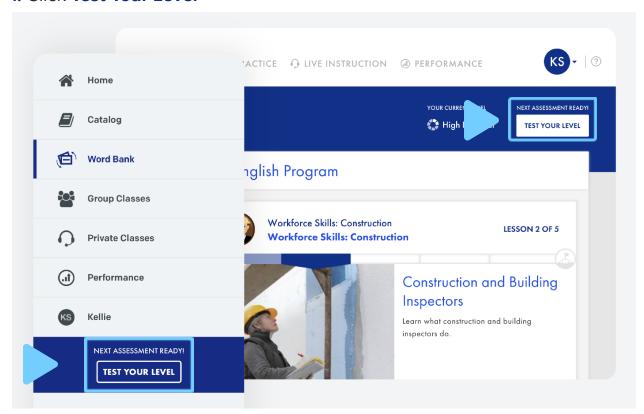
How to complete the Proficiency Assessment:

EnGen needs to learn about you, so we ask you to complete a **short survey**. This can be completed in the mobile app or on the computer.

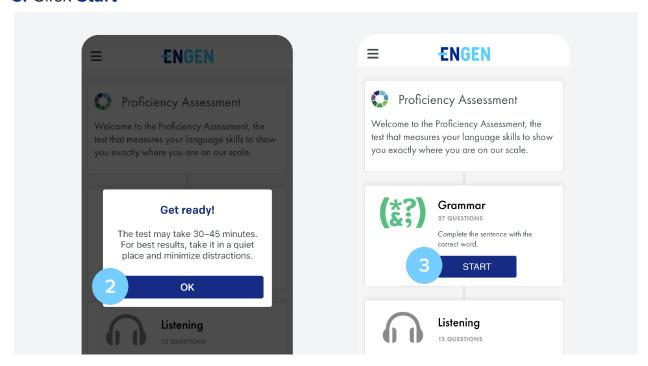
Next, take the proficiency assessment. To improve, you need to know where you are starting. Take the assessment on your mobile device, tablet or computer. Do not be afraid of this test - we just need to know your level, so do the best you can, but do not guess.



1. Click Test Your Level

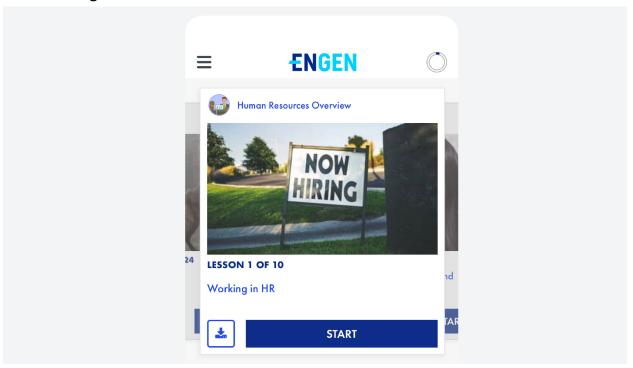


- 2. This test can take up to 45 minutes. When ready to Start press OK
- 3. Click Start

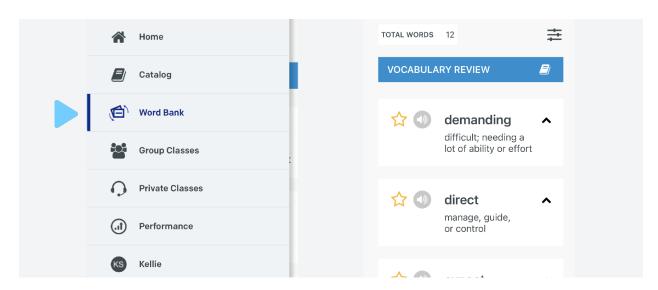


Starting My English Program

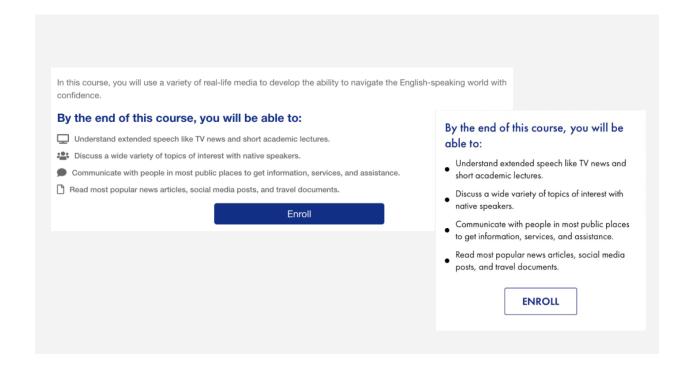
1. Do a lesson! Find My English Program units on the Home page. Click **Start** to begin.



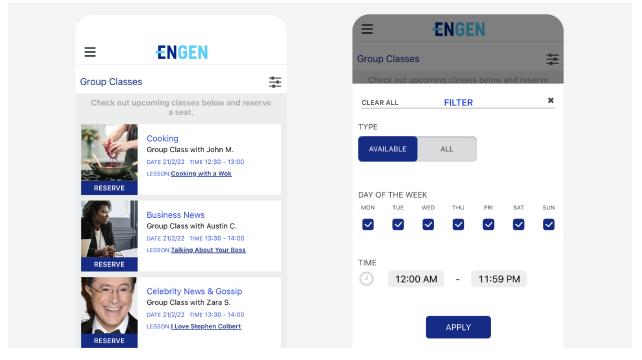
- 2. After a few lessons, visit the **Word Bank** for review and practice:
 - **Mobile app:** click the **≡** hamburger menu in the upper left corner, then click Word Bank
 - **Computer:** click Practice > Word Bank in the primary navigation



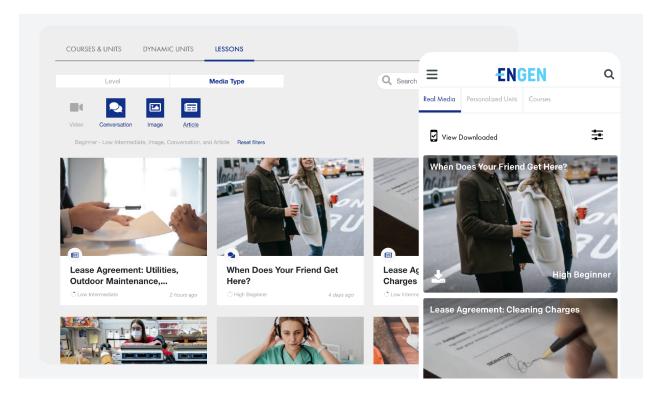
- 3. Enroll in a Course! The content you see in your EnGen platform will look different from your friend's, but you will follow the same learning plan. You can explore the Catalog to find courses that meet your interests and goals.
 - **Mobile app:** click the hamburger menu in the upper left corner, then click Catalog. Search for the course that is interesting to you, click on it and select Enroll and then select Start.
 - Computer: click on Catalog and search for the course that is interesting to you, click on it and select Enroll and then select Start.



- 4. Attend a Group Class on your computer or your mobile device.
 - **Mobile app:** click the hamburger menu in the upper left, then click Group Classes
 - Computer: click Live Instruction > Group Classes in the primary navigation



- 5. Explore new content and view downloaded content in Lessons:
 - **Mobile app:** click the **=** hamburger menu in the upper left, then click Catalog
 - **Computer:** click Catalog > Lessons > Media Type in the primary navigation



Your Learning Plan

The content you see in your EnGen platform will look different from your friend's, but you will follow the same learning plan.

Beginner Weekly Checklist				
☐ Complete 10 lessons in your courses				
□ 1 □ 2 □ 3 □ 4 □ 5	□ 6□ 7□ 8□ 9□ 10			
☐ Take a Group Class ☐ 1 per week ☐ Review your words in t ☐ 5 minutes ☐ 5 minutes ☐ 5 minutes ☐ Video lesson ☐ Reading lesson ☐ Listening lesson ☐ Other ☐ Postpart	ı Real Media			
☐ Reflect ☐ Review your pro	ogress			

You will complete: *Pathway* | *Level: Beginner*

Curriculum Objectives	EnGen Courses	Weekly Requirements
Improve workplace communicationPrepare for further training	Digital LiteracyBeginner English	 10 lessons from courses 1 group class At least 4 lessons taken from Real Media 10 Minutes in Word Bank 15 Minutes Review

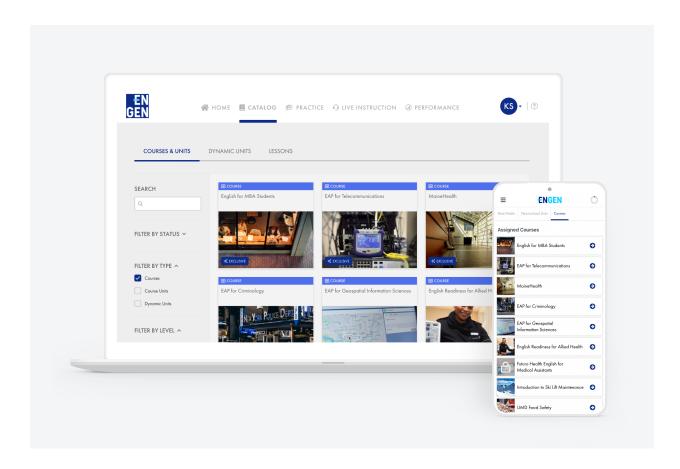
Intermediate Weekly Checklist					
☐ Complete 15 le	essons in your co	urses			
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ 6☐ 7☐ 8☐ 9☐ 10	☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15			
□ Take a Group Class □ 1 per week □ Review your words in the Word Bank □ 10 minutes □ 10 minutes □ Explore new content in Real Media □ 2 Video lessons □ 2 Reading lessons □ 2 Listening lessons □ 2 Other □ Reflect □ Review your progress					

This is what you will finish: Pathway | Level: Intermediate

Curriculum Objectives	EnGen Courses	Weekly Requirements
 Prepare employees for promotion and career advancement Ability to navigate the English world with confidence 	Business EnglishIntermediate English	 15 lessons from courses 1 group class At least 8 lessons taken from Real Media 20 minutes in Word Bank 15 minutes Review

For the greatest comprehension, complete all of the units in all of your courses

You will see that you are supposed to complete multiple courses. Courses have multiple units. You should finish all of the units in all of your courses. After you have finished each course, you can choose a new one.



Getting Extra Practice

Once you finish your assigned courses, you can find more in the **EnGen** Catalog.

You can also find playlists on topics of interest <u>here</u>.

The <u>Lessons</u> section of the EnGen catalog has a searchable database of every single piece of content that is on the platform.

Course Guide and Levels

The EnGen platform includes a wide variety of courses that are appropriate for different levels. Examples of course topics include:

- General English
- Healthcare
- Manufacturing
- Business Skills
- A range of specific career pathways

For a complete list of courses, please visit here.

1. How do I get help?

You can email help@getengen.com.

2. What do I do after I finish my unit?

Go and begin the next unit in the course. After you finish a course, you can choose another one. EnGen will save your progress on all the courses you have started.

