

# ONLINE TEFL COURSE GUIDE & DEMO

A Glimpse into International TEFL Academy's internationally accredited  
170-hour online TEFL certification Course.





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# OVERVIEW

Each year, more than 5,000 people from all backgrounds take International TEFL Academy's [170-Hour Online TEFL Certification Course](#) for teaching English abroad. Graduates of this internationally accredited course are teaching in more than 80 nations worldwide.

This guide provides you with guest access to the actual online course website and will provide answers to many of your questions about how the course works and how it will prepare you to work abroad as a professional English teacher.



# ONLINE TEFL CERTIFICATION: THE BASICS

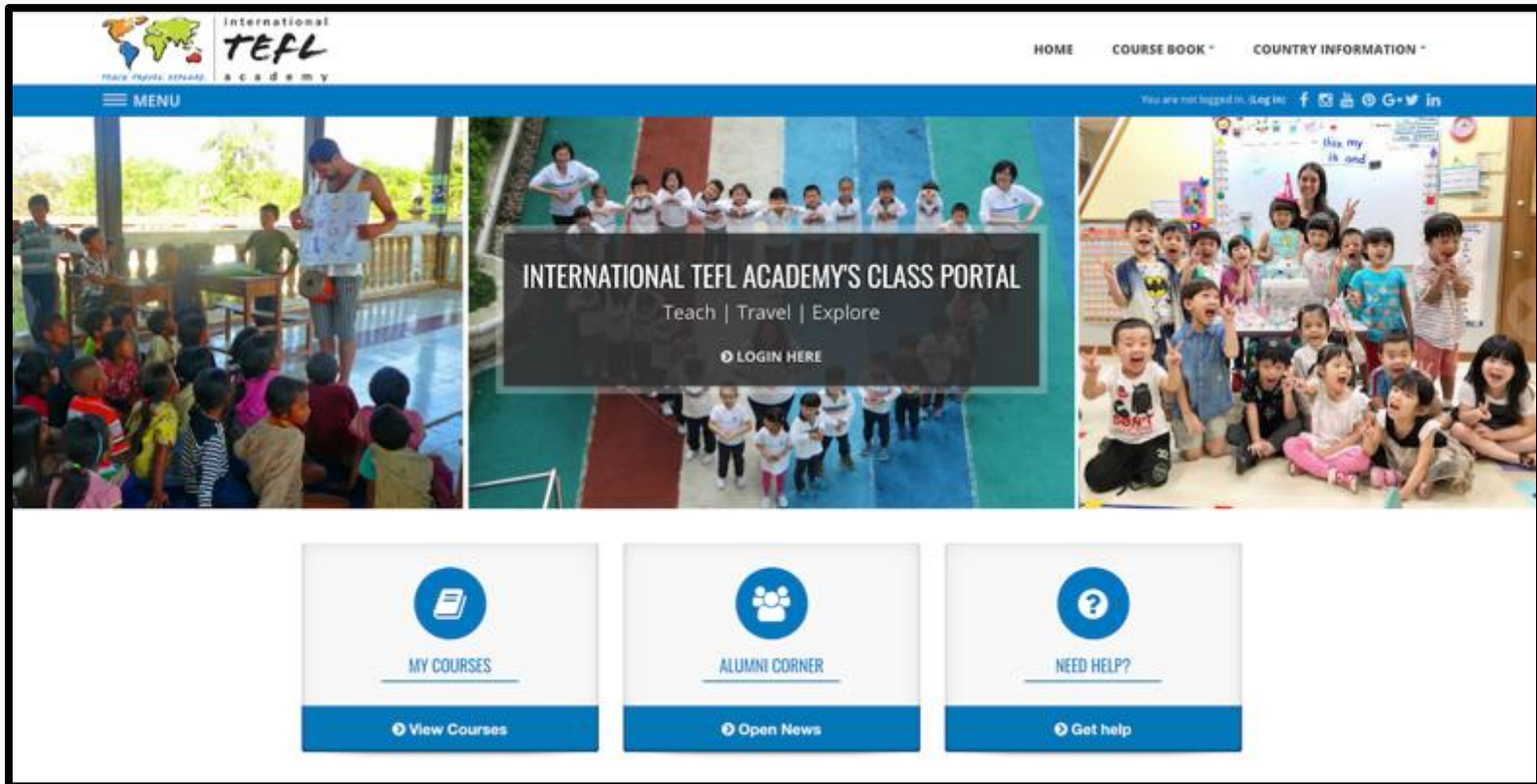
Length of Training: 11 Weeks | TEFL Coursework: 150 Hours | Student Teaching: 20 Hours

- [Online TEFL Course Overview](#) – Read a comprehensive summary of the online TEFL class’s structure and content.
- [Internationally Accredited](#) – The Online TEFL Class meets or exceeds international standards for professional level TEFL courses as established by the British Council and recognized by thousands of schools worldwide. The course is accredited by TQUK, a British National Awarding Body. [Read more about the importance of Accreditation.](#)
- [Class Syllabus](#) - This comprehensive and interactive 170-hour online TEFL class teaches the latest in teaching methodologies & practices, lesson planning skills and classroom management techniques.
- **Class Length & Intensity** - This class is 11 weeks (13 if you take the optional bonus modules, which are included with your tuition) and part-time (most students take 10-12 hours a week to complete their classwork).
- **Small class sizes** - Class sections are capped at 20 students.
- **Optional bonus modules** providing additional specialized training for teaching English to Young Learners and Business Professionals are included with your tuition.
- **Practicum** - International TEFL Academy requires that each student complete 20 hours of practicum (live practice teaching). Read: [How will I complete my practice teaching.](#)





# LOGGING IN & ACCESSING THE GUEST COURSE SECTION



\*Please note that the Guest Access does not allow you to view every aspect of the course. Some sections, such as the quizzes, are off limits for guests to view.

\*Through the Guest Access you will be able to view the 170-Hour TEFL/TESOL Course and the ITA TEFL Practicum Section.

## [\\*Guest Access – Video Tutorial](#)

1. Go to [www.teflacademyonline.com](http://www.teflacademyonline.com)
2. Select (Login) in the upper right hand corner of the screen
3. Enter Username: **guest2**
4. Enter Password: **TEFLguest#6**  
The username and password are
5. Select Guest Course Section to enter the course.

both case sensitive. Do not copy and paste the username and/or password.

You must manually enter both.

# MAIN COURSE PAGE

Now that you are in the guest course it is time to begin exploring where everything is located. We will refer to the following course page as the main course page. The main course page should look like this:

The screenshot shows the main course page for 'ITA Online - Nov, 2018 DO NOT DELETE'. The page has a breadcrumb trail: Home > Courses > Online Course Base Classes > ITANOV2018. On the left side, there are four blue navigation boxes: 'GRADE ME' (Nothing to grade!), 'IMPORTANT CONTACTS' (Course Instructor: Student Affairs at ITA, Email: StudentAffairs@internationalTEFLAcademy.com, PH: 773-672-8462), 'NAVIGATION', and 'ADMINISTRATION'. Below these is a 'CURRENT TIME' box with instructions for finding the current time in Chicago, Illinois. The main content area is titled 'Course Announcements' and features a list of course sections, each with a play button icon and a close icon. The sections are: Course Calendar & Information, Chat Forums and Office Hours, Live Lectures and Webinars, Video Tutorials, Getting Started, Peer Participation, Chapters 1-5: Reading and Tasks, Chapters 6-10: Reading and Tasks, Final Course Project and Tasks, and Additional Resources and Glossary. There are also 'Open all' and 'Close all' options for the sections.

## COURSE OUTLINE, INFORMATION, DISCUSSION FORUMS AND MORE

Next let's explore the different sections of your course:

- A. **COURSE ANNOUNCEMENTS** – Important announcements will be posted by your course instructor and International TEFL Academy in this forum.
- B. **COURSE INFORMATION** – Including:
  - **Syllabus** – Please read through the Syllabus to learn or refresh your memory on the important aspects of your course such as chapter outlines, textbook information, assignments and tasks, grading, etc.
  - **ITA Contact List** – Important contact information necessary for students once they begin their TEFL course.

- **FAQs** – The most popular questions asked by students.

### **C. CHAT FORUMS AND OFFICE HOURS**

- **Student to Student Forum** is where you can talk to your classmates about teaching overseas, practicum advice and anything else you would like to chat with your classmates about.
- **Instructor Forum** – In this forum you can post questions to your Course Instructor. If you don't want the entire class to see your question, you can send an email directly to your instructor instead.
- **Office Hours** – This is where you will chat with your instructor at a weekly time designated by your course instructor.

**D. LIVE LECTURES AND WEBINARS** – This section provides information in a PDF on how to access Live Lectures and Webinars hosted by International TEFL Academy's instructors and the Student Affairs department. You can also find the Live Lecture calendar that lists the upcoming dates for future webinars.

**E. VIDEO TUTORIALS** – It is highly encouraged for all International TEFL Academy students to watch every Video Tutorial. There are various tutorials on Finding your Way Around Moodle, Completing your Tasks, and the Practicum section. If you have any questions about how to navigate Moodle, this should be your first source of information.

**F. GETTING STARTED** – In this section, you will begin your course! First you will find some great introduction videos as well as a pre-course questionnaire as a way to ensure that you are fully prepared to begin your course!

**G. PEER PARTICIPATION** – This forum is a great way to get to know your peers and discuss course topics. You will find more information regarding this section below.

**H. READING AND TASKS** – This is the meat of your course! You will find more information regarding this section below.

- I. **FINAL COURSE PROJECT AND TASKS** – As you wrap up your course, there will be a few tasks to make sure that you complete. In this section, you will find a checklist as well a place to submit your Thematic Unit and complete your Final Course Evaluation.
  
- J. **ADDITIONAL RESOURCES AND GLOSSARY** – Blank lesson plans, a glossary and other activity templates are found in this section. This is a great resource as you move through your online class.



# READING AND TASKS

**Chapters 1-5: Reading and Tasks**

- Chapter 1 Reading: Role of the Teacher
  - Task 1: Role of the Teacher (Q)
  - Task 2: Role of the Teacher (F)
- Chapter 2 Reading: Creating a Student-Centered Classroom
  - Task 1: Creating a Student-Centered Classroom (Q)
  - Tasks 2-3: Creating a Student-Centered Classroom (F)
- Chapter 3 Reading: Cultural Sensitivity
  - Task 1: Cultural Sensitivity (Q)
  - Task 2: Cultural Sensitivity (F)
- Chapter 4 Reading: Methods and Approaches
  - Task 1: Methods and Approaches (Q)
  - Task 2: Methods and Approaches (F)
  - Task 3: Methods and Approaches (F)
- Chapter 5 Reading: Lesson Planning and Assessment
  - Task 1: Lesson Planning and Assessment (Q)
  - Tasks 2-3: Lesson Planning and Assessment (F)
- Mid-Course Evaluation

**TABLE OF CONTENTS**

1. Chapter 1: Role of the Teacher
2. Languages of the World and English
3. English as a Global Language
4. Influences on English
5. Teaching Occurs in Many Contexts
6. Answers: Vignette 1 and 2
7. Becoming an Effective Teacher
8. Handling the First Day
9. Defining the Profession
10. Identifying Qualities of a Good Teacher
11. Building Community
12. I'm a Role Model Now?
13. Examples of How to Be a Positive Role Model
14. Balancing New Responsibilities
15. Relationships
16. Knowing the Language of the Profession
17. Language Levels
18. The Teaching Process
19. Ineffective vs. Effective Teaching
20. Conclusion
21. References

Your course is divided into 10 chapters each containing a chapter reading, written tasks, and one or more quizzes.

## Chapter 1 Reading: Role of the Teacher

**CHAPTER 1: ROLE OF THE TEACHER**

**Objectives**

After finishing this chapter, the reader will be able to . . .

1. Describe various contexts in which teaching occurs.
2. Explain what to expect on the first day of teaching.
3. Identify ideas for balancing work responsibilities and leisure.
4. Recognize traits of an effective teacher.
5. Propose ways to build community in your classroom.
6. Provide examples of how to be a good role model.
7. Identify strategies for maintaining professional relationships during your teaching career.
8. Define common terminology and abbreviations used in the TEFL profession.
9. Contrast effective teaching practices with ineffective ones.

"Education must provide the opportunities for self-fulfillment; it can at best provide a rich and challenging environment for the individual to explore, in his own way."  
~Noam Chomsky

"Proper teaching is recognized with ease. You can know it without fail because it awakens within you that sensation which tells you this is something you have always known."  
~ Frank Herbert, *Dune*

ITA ALUMNI: JOHNATHAN OGDEN IN CHINA

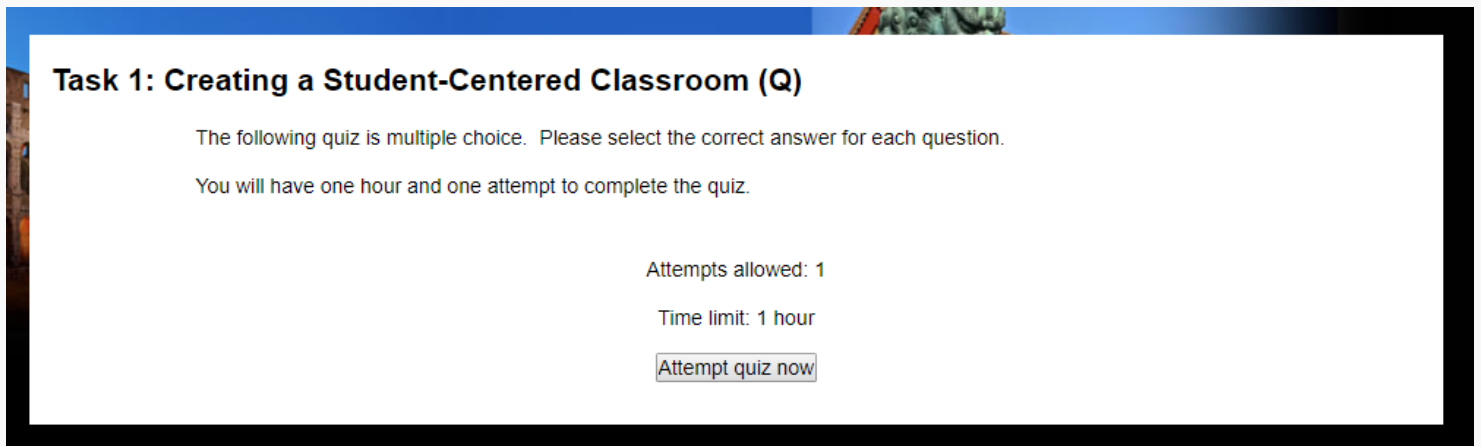
**Reading:** To start the reading for each chapter, select the correct chapter title, i.e. Chapter 1 Reading: Role of the Teacher.

### To complete the reading:

Once you have selected the correct reading link, you will be taken to the first page of the chapter. You can navigate the chapter using either the arrows on the right hand side of the page on the top or bottom of the page or by clicking the Table of Contents on the left side of the page.

**Tasks/Assignments:** You can access your tasks through the main course page under **Readings and Tasks** and under their appropriate chapter.

**Some tasks will be completed as quizzes** as indicated by (Q). When you select the quiz you want to take, select the link and then click *Attempt Quiz Now* (quizzes cannot be completed by guests).



**Task 1: Creating a Student-Centered Classroom (Q)**

The following quiz is multiple choice. Please select the correct answer for each question.

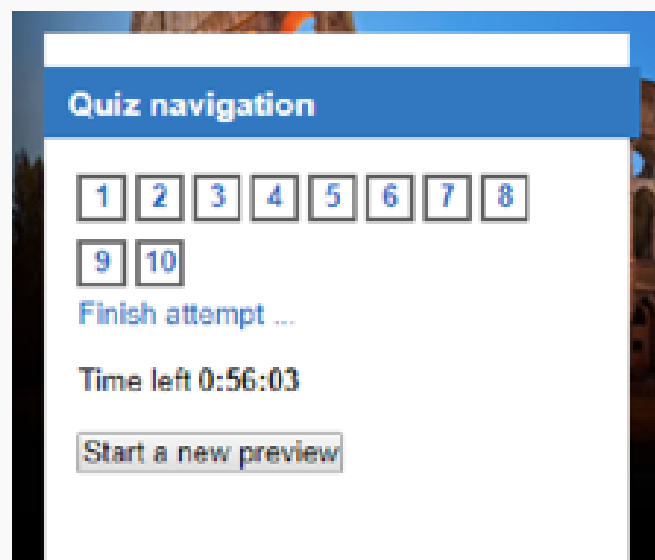
You will have one hour and one attempt to complete the quiz.

Attempts allowed: 1

Time limit: 1 hour

[Attempt quiz now](#)

Once you begin your quiz you will notice a Timer that tells you how much time you have remaining for each quiz.



**Quiz navigation**

1 2 3 4 5 6 7 8

9 10

[Finish attempt ...](#)

Time left 0:56:03

[Start a new preview](#)

# POSTING TO FORUM

**\*\*Guests are not able to post to forums.** Below are instructions on posting assignments for enrolled students:

**A. Posting a task:** Each task will be posted in a separate forum.

1. Select the forum you want to post to.
2. Select Add submission.
3. Find your completed tasks on your computer and drop and drop the file into the space provided OR upload your tasks using the “add” icon.
4. Check posting – Reenter the forum to check that your tasks were posted.

### Task 2: Role of the Teacher (F)

**Chapter 1 Tasks - Role of the Teacher**

Chapter 1 Task 2 is to be uploaded to this assignment forum. Partial tasks will not be accepted. Please see below for instructions on uploading your Course Tasks. You can download task 2 by selecting the following link.

- Chapter 1 Tasks - Role of the Teacher
- Chapter 1 Task 2 Rubric - This rubric is used to assess the tasks.

Course Tasks must be uploaded in one single document.

Please note that you will also be graded on the presentation of your assignment which includes correct spelling, correct use of capital letters, correct punctuation, correct grammar, etc.

**Due Date: Please refer to the course calendar for the due dates.**

How to upload your tasks: Watch the video tutorial [Completing Tasks](#) for a demonstration on uploading your tasks!

1. Download Chapter 1 Tasks by selecting the blue link.
2. Type your answers for each task directly on the Task Document and save the document on your computer.
3. Click on **Add Submission**.
4. Find your completed tasks on your computer and drag and drop the file into the space provided OR upload your tasks using the “add” icon.
5. Check Posting - Reenter the assignment forum to check that your tasks were posted.

**Grading summary**

Participants	0
Submitted	0
Needs grading	0

### Submission status

Submission status	No attempt
Grading status	Not graded

[Add submission](#)

[Make changes to your submission](#)

**B. Replying to Forum Posts:** For Peer Participation you are required to respond to the question or topic each week posted by your course instructor.

## Peer Participation

Welcome to the Peer Participation Forum! This forum is intended as a way for you and your peers to not only get to know each other, but as a way to discuss topics related to teaching English as a foreign language. Each week your course instructor will post a topic for discussion in this forum. Students earn credit for answering and responding thoughtfully. Please reach out to your course instructor for any questions regarding the peer participation topics.

[Peer Participation - Weekly Discussion Topics](#)

*\*A sample Week 1 question has been posted in the forum by Student Affairs so you can see what it will look like when your instructor posts a topic.*

# ACCESSING THE ITA TEFL PRACTICUM SECTION

From the [Home Page](#), select ITA TEFL Practicum.

The screenshot displays the ITA TEFL Practicum section. On the left is a navigation menu with options like Home, Dashboard, Site pages, My courses, Courses, and Practicum. The main content area is titled 'The Practicum' and includes 'Practicum Announcements from ITA' and a list of sections: Getting Started, Observing, Student Teaching, & Tutoring, Finding a Practicum Location, Additional Practicum Questions, Practicum Resources, Submitting Your Practicum, and After Completing Your Practicum. A callout box shows a 'COURSE OVERVIEW' for 'ITA Online - January 2, 2018 - Section A' and 'ITA TEFL Practicum', both with 'There are new forum posts' notifications.

**Getting Started:** Read the Getting Started section for an overview of your practicum and what you should be doing to get started with your student teaching.

**Observing, Student Teaching & Tutoring:** Read about the three ways you can complete your practicum hours.

**Finding a Practicum Location:** Instructions on how to find a practicum location. Also includes recommended locations around the globe where students can complete their hours.

**Additional Practicum Questions:** Here you can find commonly asked questions regarding the TEFL Practicum.

**Practicum Resources:** Optional resources to use during your practicum hours.

**Submitting Your Practicum:** This section is very important! You can find your step-by-step instruction guide to submitting your documents in this section.

**After Completing Your Practicum:** What are the next steps? When will I get my certificate? Find out in this section!










# INTERACTIVE FEATURES: LIVE WEBINARS & LECTURES

1) This TEFL course features a variety of interactive elements, including live webinars, lectures and office hours held by the professor.

2) You will also have the option to attend various webinars that focus on various aspects of the job search process for teaching English abroad.

There is no required live-time so students are not penalized if they cannot attend live webinars. All webinars and lectures are recorded and embedded in the course website. Guests do not have access to lectures and webinars, but here is a glimpse of the sort of content you can expect.

Live Lecture and Webinar Reminders			
This forum is used for announcements related to the live lectures and webinars that are hosted by the Student Affairs Department and TEFL Instructors at International TEFL Academy.			
Page: 1 2 (Next)			
Discussion	Started by	Replies	Last post
Upcoming Lecture on Language in Ireland	 Kristin Jones	0	Kristin Jones Thu, 20 Jul 2017, 8:49 AM
Preparing for your Job Search - Tuesday, July 18th at 10:00 am CT	 Student Affairs	0	Student Affairs Mon, 17 Jul 2017, 4:56 PM
Creating Great Objectives July 21 3pm Arizona Time	 Scott Welsh	0	Scott Welsh Sat, 15 Jul 2017, 11:27 AM
Creating Great Objectives July 20, 3 pm Arizona Time	 Scott Welsh	0	Scott Welsh Sat, 15 Jul 2017, 11:24 AM
Teaching English in SE Asia - Friday, July 14th 9:30 - 10:30am CST	 Student Affairs	0	Student Affairs Thu, 13 Jul 2017, 10:21 AM
Teaching English in Latin America - Tuesday July 11th 12:30 - 1:30pm CT	 Student Affairs	1	Student Affairs Wed, 12 Jul 2017, 5:26 PM
Secrets to Effective Classroom Management: July 14th @ 4 pm	 Milan LaBrey	0	Milan LaBrey Wed, 12 Jul 2017, 10:35 AM

# ONLINE TEFL COURSE FAQs & ADDITIONAL RESOURCES

- [Online TEFL Class FAQs](#) - Get answers to all of your questions about the online class, including the practicum, course materials, live online lectures, grading and more.
- [Online TEFL Class Content](#) – From teaching methodology and lesson planning to classroom management, learn about the skills you will learn in the course.
- [What are the advantages of Online TEFL courses compared to in-person courses?](#)
- [Is ITA's Online TEFL Certification Course Valid and Accredited?](#)
- [Who Teaches International TEFL Academy's Online TEFL Certification Course?](#) – All International TEFL Academy Online TEFL Classes are taught by highly credentialed university professors possessing at least an MA (and usually a PhD) in TESOL or linguistics and at least 10 years of professional teaching experience.
- **JOB SEARCH GUIDANCE** - One great aspect of this class is that you begin receiving [Job Search Guidance](#) during the class, so you can begin working with expert job search guidance advisors, researching teaching opportunities around the globe and even speaking with schools and interviewing while you are taking the class. Also, your job search guidance is lifetime so you can access our resources, contacts, job listings and speak with our advisors to assist you in gaining employment anywhere in the world at any time in the future.
- **ALUMNI SERVICES & BENEFITS** – In addition to job search guidance, once you enroll in your TEFL class, you will be eligible to take advantage and participate in the [International TEFL Academy Alumni Association](#), which includes networking opportunities on alumni-only Facebook groups, essay and photo contests, meet-ups in cities around the world and more.

# ONLINE TEFL COURSE DATES & TUITION

- **Tuition & Class start dates:** Here is a link for [Online TEFL Course Dates & Tuition](#).
- The International TEFL Academy [Online TEFL Course](#) incorporates 150 hours of coursework and 20 hours of practicum; the course is 11 weeks long. This is not a self-paced class and all work must be submitted by the allotted deadlines.
- **Deadlines:** All students must complete their [practicum](#) within 60 days of their course end date.
- **Extra modules for free:** For those students who elect to participate in the extra bonus modules providing additional specialized training to young learners and business professionals, their course will be extended to 13 weeks.
- **Starting Dates:** New class sections begin every two weeks and classes are capped at 20 students per section. Classes fill 1-2 weeks in advance.

## TUITION

- **Tuition for the International TEFL Academy Online TEFL Course is \$1395 (USD) ([click here for exchange rates](#)).** This includes lifetime [Job Search Guidance](#) and the option to complete two bonus modules providing additional specialized training for teaching English to young learners and business professionals.
- **Books:** Students are not required to purchase textbooks; all course materials are available through the course website. Students do have the option to purchase a hard copy of the textbook. Many students find it to be an extremely useful resource once they are actually teaching abroad. You will receive information for purchasing textbooks upon enrollment.
- **Discounts** are periodically offered for course tuition. Please check the [Online TEFL Course Dates & Tuition](#) for current discounts.

# ONLINE TEFL COURSE ENROLLMENT & REGISTRATION

## FOLLOW THESE 3 STEPS:

1. **Speak with a TEFL Advisor!** This is critical so you understand your options when it comes to employment opportunities teaching English abroad, including the interview process, hiring requirements, visas, salaries and more. Your advisor is available to answer all of your questions and review all of your options for TEFL certification and teaching opportunities overseas. If you have not already been assigned an advisor, please call 773-634-9900 or [fill out a contact form](#) and an advisor will contact you by email and/or phone.

**To learn more about how an advisor can assist you in reaching your goal of teaching English abroad, please read: [Why You Need to Speak with a Professional TEFL Admission Advisors if You Want to Teach English Abroad \(and do it right\)](#)**

2. **Acceptance procedures:** Please read our [Registration Procedure](#) and [Terms and Conditions](#), which outline refund and cancellation policies.
3. **ENROLLMENT** – You can pay your tuition and [register online here](#) or by using the button below; you can also call 773-634-9900 to register over the phone. Upon enrollment, you will receive a confirmation email from your advisor with your receipt and enrollment documents that you will need to complete and return prior to beginning your class.

[Enroll in Your Online TEFL Class Here](#)

# LEARN MORE ABOUT TEACHING ENGLISH ABROAD

- [Downloadable Brochure](#): A 30-page guide to all aspects of teaching English abroad & TEFL certification.
- [Country Chart](#): Compare all aspects of teaching English in more than 50 countries, including salaries, hiring requirements, cost-of-living, interview seasons, start-up costs, potential to save and more.
- [FAQs & Articles](#): Check out more than 200 articles and FAQs about all aspects of teaching English abroad and TEFL certification from hiring requirements and salaries to accreditation and financial tips.
- [Alumni Stories](#): Read Articles and Q&As from hundreds of International TEFL Academy.

**CALL 773 -634-9900**

**OR**

**VISIT [WWW.INTERNATIONALTEFLACADEMY.COM](http://WWW.INTERNATIONALTEFLACADEMY.COM)**

**FOR MORE INFORMATION!**

