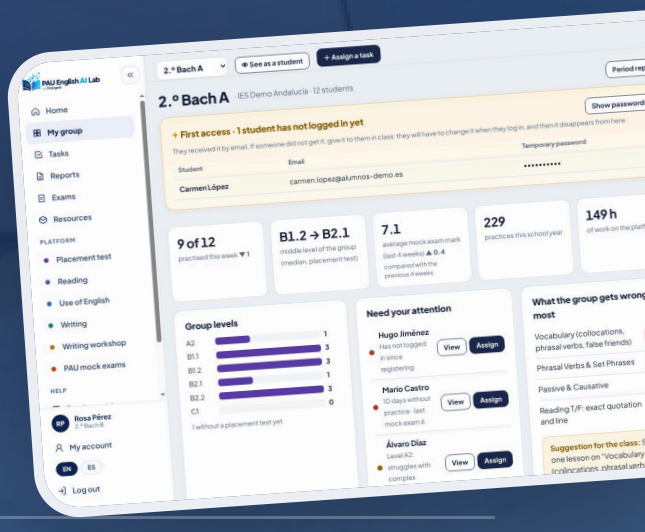
PAU English AI Lab
by PedagoIA

DEMO GUIDE · TEACHERS

Teacher guide

How to follow your students, read their data and turn it into lessons: the teacher dashboard, step by step.

Less time looking for data, more time teaching.



A **PedagoIA** project · Designed and directed by **J. Torres**

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1 Before you start

What the teacher dashboard is and how to log in

PAU English AI Lab is a practice platform for the English exam of the PAU in Andalusia (the university entrance exam). Your students practise Reading, Use of English, Writing and full mock exams with artificial intelligence tutors that mark with the PAU criteria.

The **teacher dashboard** shows you what they do: who practises, each student's level, what the group gets wrong most and what is worth working on in class. **You don't have to mark anything on the platform**: it is there to help you decide, not to add work.

EVERYTHING THIS PLATFORM CAN DO FOR YOU AND YOUR STUDENTS

- **For every student:** a Socratic AI tutor, 24/7, in Reading, Use of English and Writing, that doesn't give them the answer: it helps them find it.
- **You follow each student, day by day:** their progress, their marks and their mistakes.
- **You know what to do tomorrow:** recommendations for each student and for the group.
- **You create and assign your own work:** exams and tasks in a few clicks, always at PAU level.
- **Reports** ready for tutorials and families, as PDF and Excel.

WHAT IS OPEN IN THE DEMO

- **15 days** from your first login, with two fictional classes (2.º Bach A and 2.º Bach B) already up and running.
- **The full teacher dashboard:** group, profiles, reports, Excel, tasks (up to 20) and **1 exam** with the exam builder (you are warned before creating it).
- **The platform as students see it** (yourself or with `See as a student`): in **Reading**, the method, guided practice, the three clinics (once each), three original Lab texts, one official exam (2026, June) and the official 2026–27 model exam; in **Use of English**, Tenses, with one practice of 3 sentences; in **Writing**, the Opinion essay and the exam Writing, with one correction each.
- Everything with the **"Full version"** padlock is part of your school's licence.

How you log in

1. Sign up on the demo page (the QR code on the flyer takes you there) with your name, your email and your school. You receive an email with a `Create my password` button. If you can't see it, check your junk (spam) folder.
2. Click the button, choose your password and you're in. Next time, go to **pauenglishlab.pedagoia.com**, click `Log in` and type your email and password.

3 You reach **My space**: a summary of your groups and shortcuts. On the left is the **side menu**: **My group**, **Tasks**, **Reports**, **Exams**, **Resources** and, below them, the students' practice areas. If you have several groups, switch between them with the tabs in **My space** or the drop-down in **My group**.

LANGUAGE

The dashboard is in English and in Spanish: choose with the **EN** / **ES** switch at the bottom of the side menu. On a phone, the menu opens with **☰**.

What is in the teacher dashboard

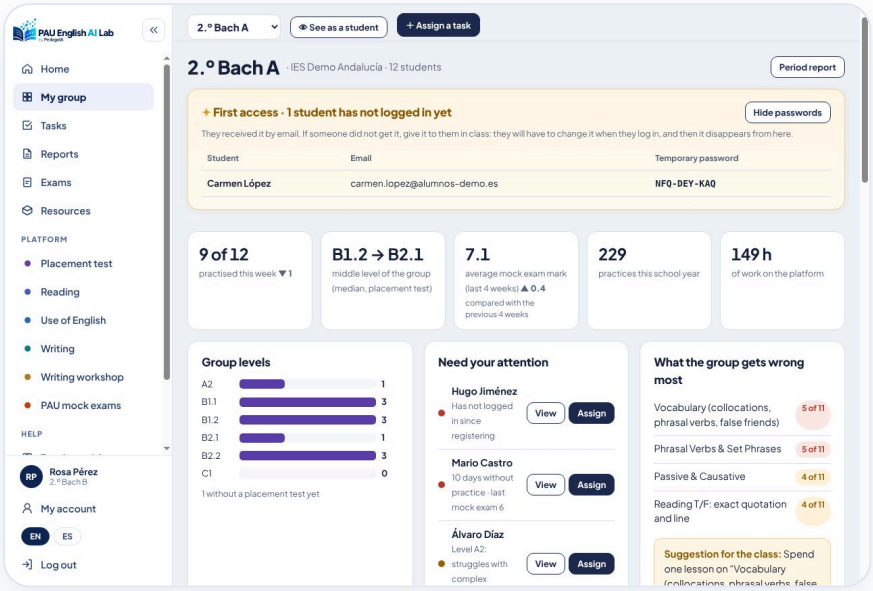
Part	What it is for
First access	Who hasn't logged in yet, and their temporary password.
Group view	Indicators, levels, students who need your attention, what the group gets wrong most and the student list.
Student profile	Progress in mock exams, strengths, practices and personal suggestions.
Period report	A summary of the week, the month or the term, with a proposed plan.
Reports and Excel	One-click reports, custom reports, Excel and printing to PDF.
Exam builder	PAU-format exams made to measure, as a PDF and with an answer key.
Tasks	Assigning activities to one student, to several or to the group, and seeing who has done them.

The dashboard doesn't replace your judgement: it saves you the time spent looking for data.

2 Your students' first access

Temporary passwords and the first day

When the school creates the students' accounts, each one receives an email with a **temporary password**. Some won't see it (a school email they never open, the spam folder…). That is what the **First access** box is for, at the top of the group view.



First access. Only students who haven't logged in yet appear. Passwords stay hidden until you click "Show passwords".

1. Click **Show passwords** and give it in class to anyone who doesn't have it.
2. The student logs in with their email and that password. The platform makes them **choose a new password** of their own.
3. As soon as they change it, they **disappear from the box**. When everyone has logged in, the box is no longer shown.

CAREFUL

Don't project your screen with the passwords visible. Open them on your computer and hide them again with **Hide passwords**.

THE FIRST DAY IN CLASS

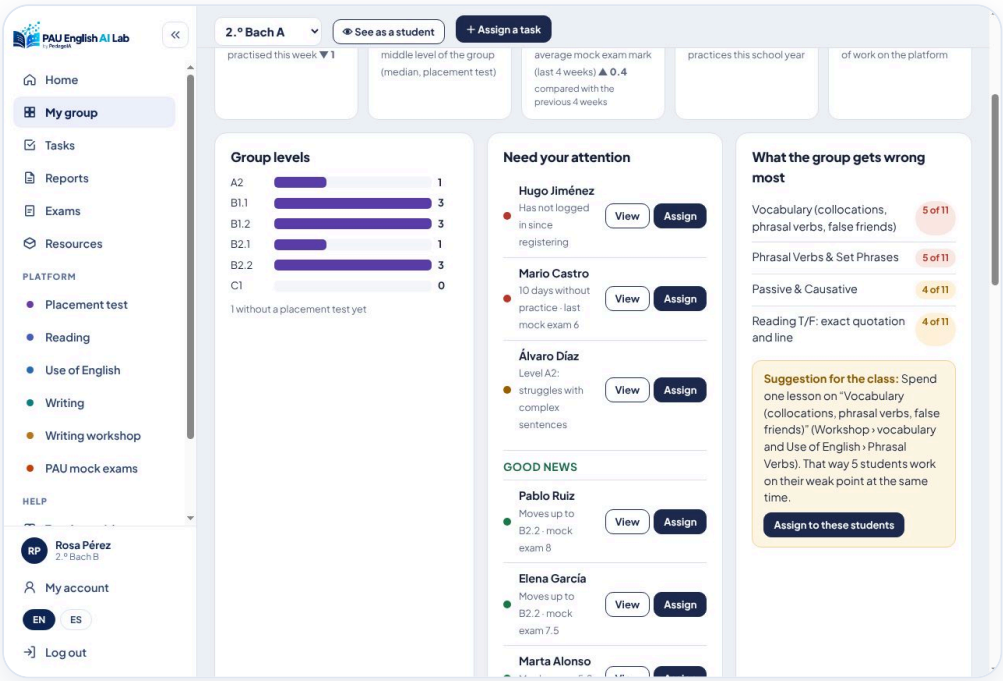
1. Everyone logs in and changes their password (10 minutes).
2. They take the **placement test** (about 10 minutes). With it, the dashboard can already show you levels.
3. Go through **My space** and the side menu with them, and the student guide, which they can download from the home page (in Spanish or English).

3 Your group at a glance

Indicators, levels, alerts and the student list

The five indicators

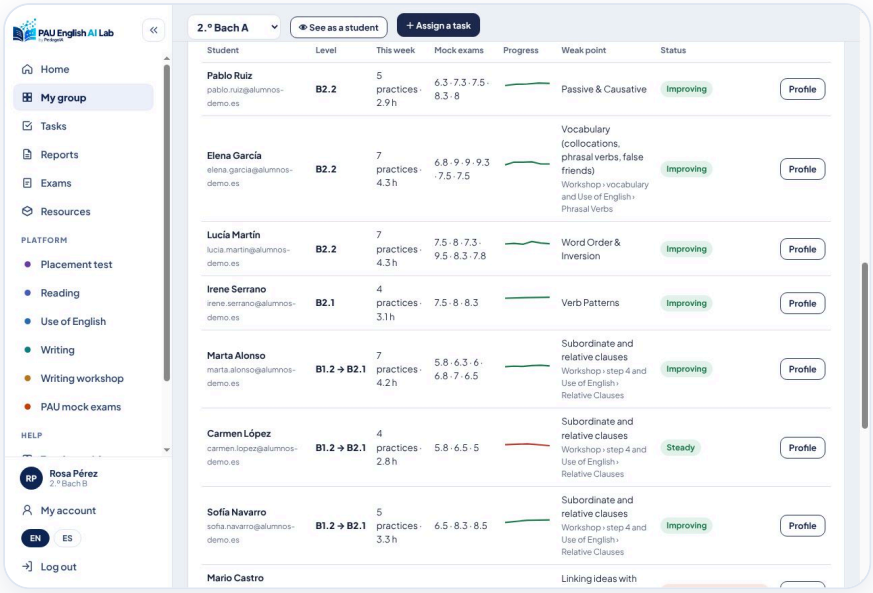
At the top you see how many students have practised this week, the group's **median level** according to the placement test, the **average mock exam mark** for the last four weeks, the practices this year and the hours of work. The arrows show whether it is going up or down compared with the previous week.



Below the indicators: group levels, students who need your attention and what the group gets wrong most, with a suggestion for the class.

Box	What it tells you
Group levels	How many students are at each level (A2 to C1) and who hasn't taken the test.
Need your attention	Who hasn't logged in, has gone days without practising, has dropped in mock exams or is stuck. The **See** button opens their profile.
What the group gets wrong most	The most frequent weak points and in how many students. Below, the **suggestion for the class**.

The student list

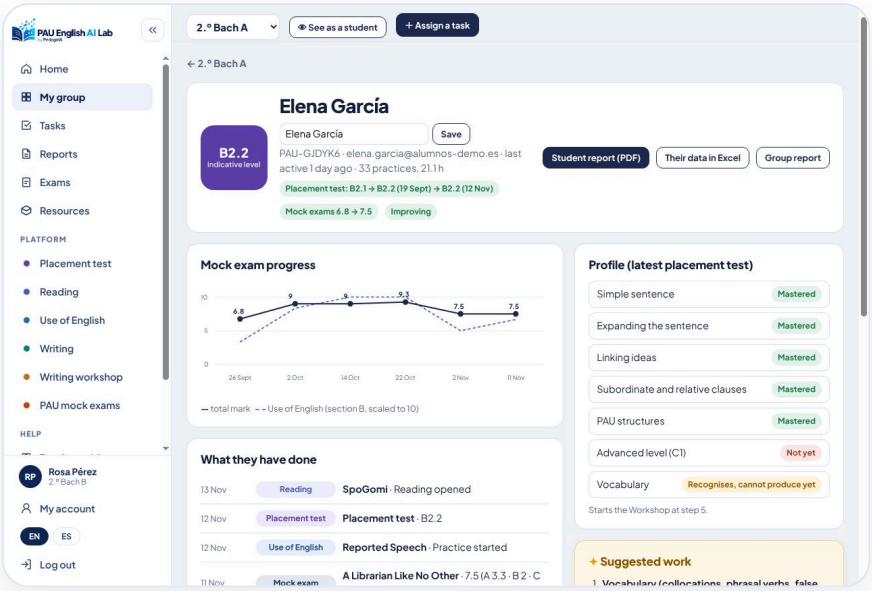


Student list. Level, activity this week, mock exams, progress, weak point and status.

You can sort it by **level**, **activity**, **mock exam** or **surnames** (with two surnames, ignoring “de”, “del”, “la”…). The **status** sums up the trend: **Improving** **Steady** **In progress** **Needs support** or the number of days without practising. **Profile** opens the student.

4 Student by student

The profile: progress, strengths and what they have done



Student profile. Approximate level, progress in mock exams, placement test profile and what they have done.

What you find

- **Header:** approximate level, student code, last activity, practices and hours.
- **Progress in mock exams:** the total mark and the Use of English mark, exam by exam.
- **Profile:** what they have mastered and what not yet, according to their latest placement test.
- **What they have done:** each practice with its date, part and result.
- **Work suggestions:** what they should practise now and where (section 6).

Adding the student's name

If a student appears only with their email, type their name in the box next to the title and click **Save**. **Only you see that name** (and the school); it helps you recognise them in lists and reports.

Profile buttons

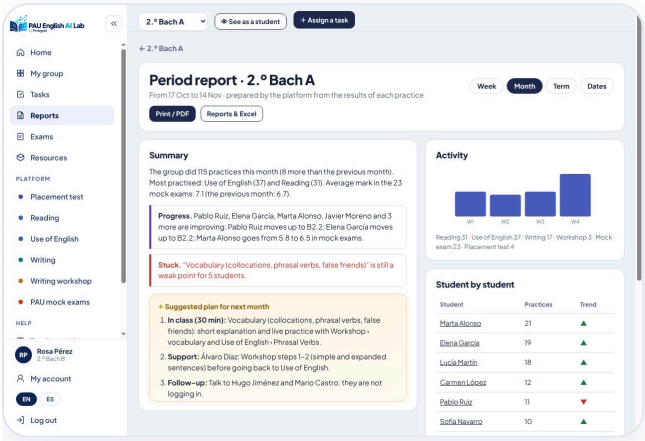
Button	What it is for
Student report (PDF)	One page for tutorials and families, in plain language: level, progress, what they have mastered and what they need to improve.
Their data in Excel	All their practices in a spreadsheet.
Group report	Goes back to their group's report.

5 Reports and Excel

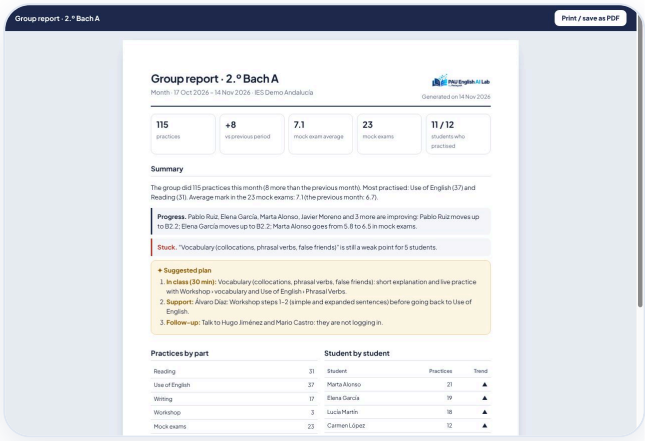
One-click reports, custom reports, Excel and printing

Period report

Period report shows the week, the month or the term: summary, **progress**, where the group **gets stuck**, a **proposed plan** (in class, at home, reinforcement and follow-up), activity by week and student by student.

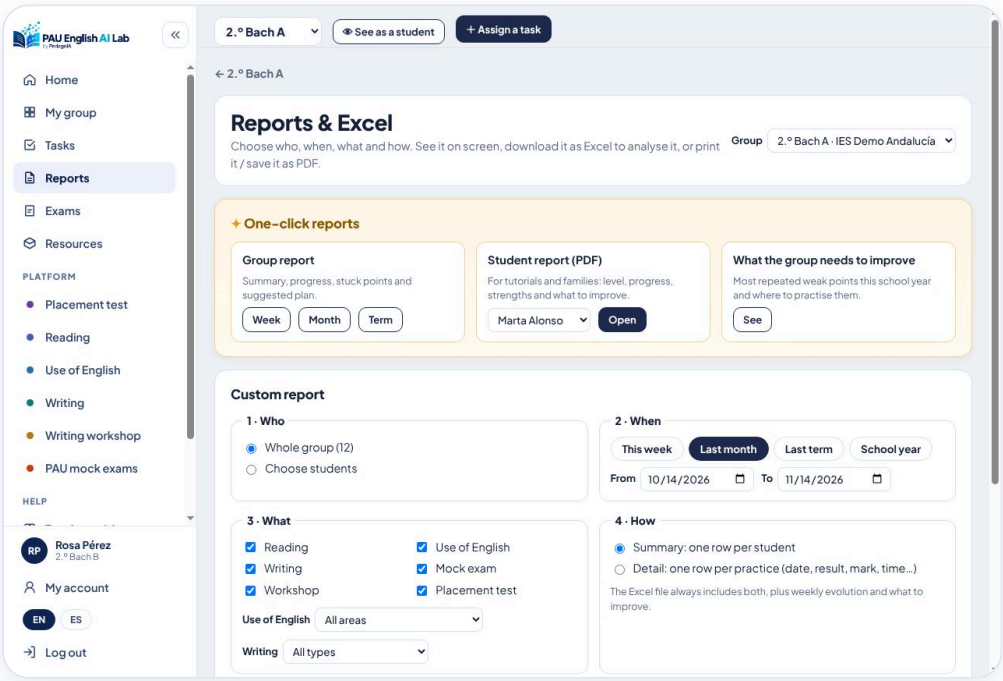


Period report. Week, month or term.



Print / PDF: the version ready to save or print.

Reports and Excel



Reports and Excel. At the top, the one-click reports; below, the custom report.

One-click reports

- **Group report:** week, month or term.
- **Student report (PDF):** choose the student and click **Open**.

- **What the group needs to improve:** the year's weak points and where to practise them.

Custom report, in four steps

1. **Who:** the whole group or the students you choose.
2. **When:** this week, the last month, the last term, the whole year or specific dates.
3. **What:** Reading, Use of English, Writing, workshop, mock exams and placement test. You can filter one Use of English area or one Writing type.
4. **How:** one row per student (summary) or one row per practice (detail).

Then: **See on screen**, **Download Excel** or **Print / PDF**. If you are going to repeat it, **Save this filter** with a name (e.g. “UoE 2.º C termly”).

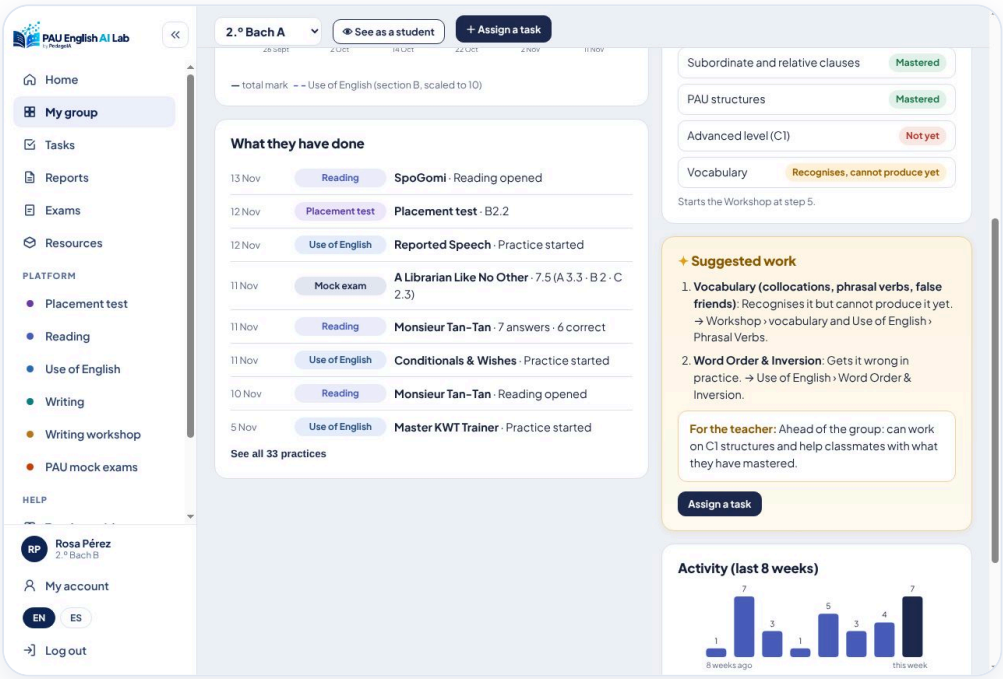
> **THE EXCEL FILE**
>
> It always has **five sheets**: Summary (one row per student), Detail (one row per practice), Progress (by week), To improve and Filters (what you chose). Times are in Madrid time.

6 Work suggestions

From data to lessons

The platform doesn't stop at the numbers: it suggests **what to do**. Suggestions stand out in a box with a yellow background, in three places:

Where	What it suggests
Group view	A **suggestion for the class** based on what the group gets wrong most (e.g. a lesson on Conditionals & Wishes).
Student profile	What they should practise and in which part of the platform, plus a note **for the teacher**.
Period report	A **proposed plan**: in class, at home, reinforcement and follow-up.



Work suggestions in a student's profile, with the note for the teacher.

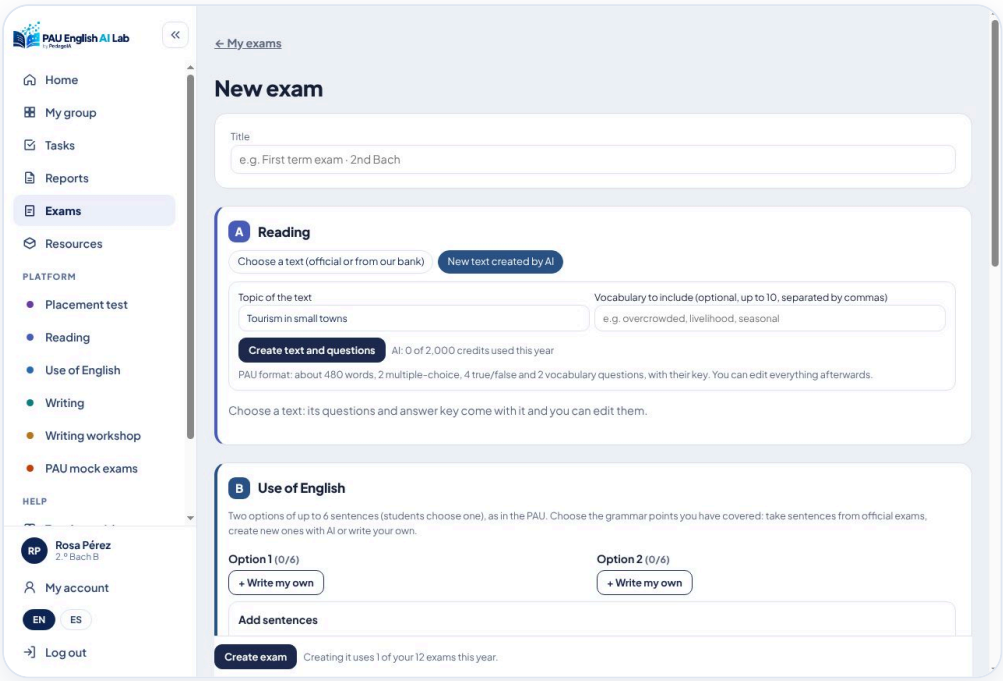
A SIMPLE ROUTINE

1. **Monday:** look at the group view and "Need your attention" (5 minutes).
2. Spend part of a lesson on the **suggestion for the class**.
3. **End of the month:** open the period report and discuss the plan with the group.

7 Exams made to measure

Text, vocabulary, grammar and Writing, with AI at your service

With the **Exam builder** you put together a PAU-format exam in a few clicks. You decide; the AI prepares whatever you ask for, always at PAU level.



Reading with a new text: you choose the topic and the vocabulary.

Part	What you can do
A · Reading	Choose an official text or one from our bank, or ask the AI for a new one with the **topic** and **vocabulary** you want. It comes with questions and an answer key, and you can change everything.
B · Use of English	Choose the **grammar point** and the **sub-point**, and take sentences from official exams, ask the AI for new ones or write your own.
C · Writing	Write your own topics or ask the AI for ideas for each text type.
PDF	The exam comes out on **one double-sided sheet**, with the official instructions, and the answer key separately.

YOUR EXAMS

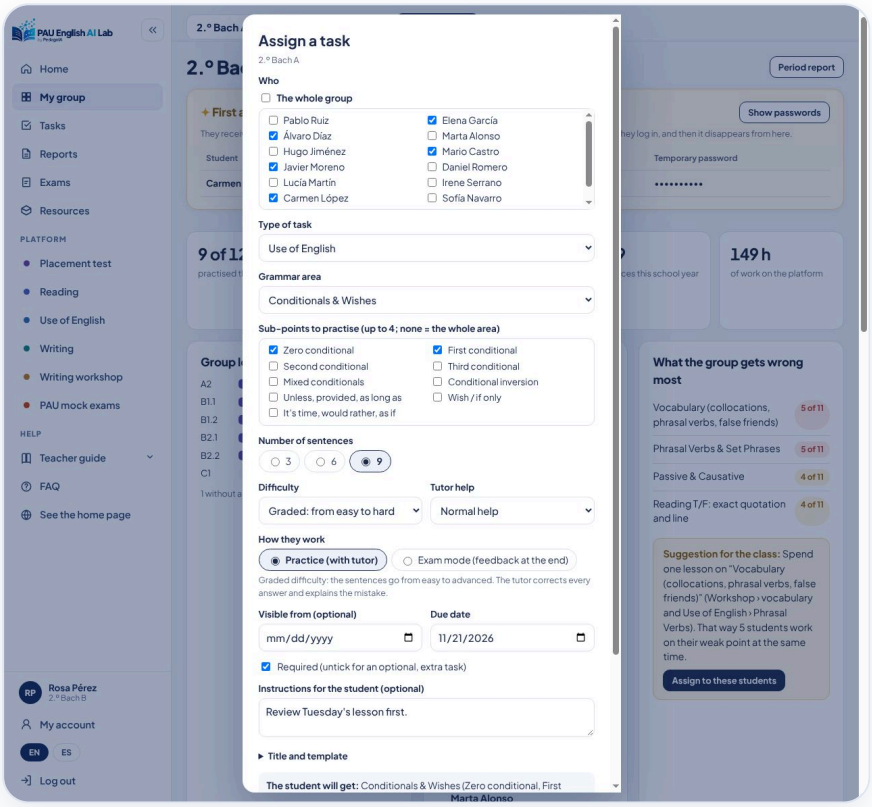
You can share them with the teachers at your school and duplicate them to adapt them.

8 Assigning tasks

To one student, to several or to the whole group

Create tasks made to measure: the AI guides the student, marks their work and gives you the feedback.

You decide what each student works on. The dashboard's recommendations tell you where to start, and one click turns them into a task.



From the suggestion for the class, the students and the area come already selected; you choose the sub-points, number of sentences and difficulty.

Where to assign from

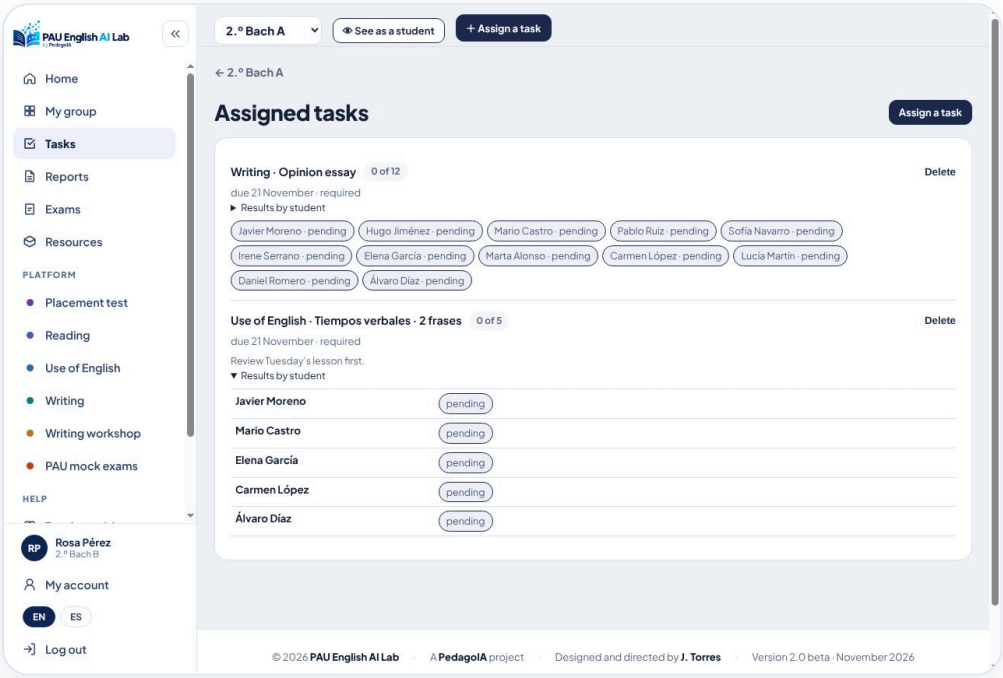
Button	What it does
Assign next to a student	An individual task for someone who needs your attention.
Assign to these students	In the suggestion for the class: it selects those who share that weak point and proposes the activity.
Assign a task in the header	For the whole group.
Assign a task in the profile	Based on that student's work suggestions.

What you can assign

Use of English with the **sub-points** you choose (up to 4), **3, 6 or 9 sentences**, fixed difficulty or **graded** from easy to hard, the tutor's help and practice or exam mode; a specific Reading or a clinic; a Writing with **your own topic**; a mock exam, the workshop, the placement test or anything else. Plus: start and due dates, required or optional, instructions and **templates** to reuse. The student goes into the practice **already set up**.

What the student sees and what you see

The student finds it in their **My space**, under **Your assigned tasks** (and in **My tasks** in the menu), with the date and a button to open it. In **Tasks** you see how many have done it, who has started it and who still has it pending.



9 How the platform marks

PAU criteria and the use of AI

The platform applies the criteria of the **Guidelines and Orientations for the Andalusian PAU English exam (2026–2027)**.

Part	How it is marked
Reading	Official key. In true/false, the decision, the **exact quotation** and the line are all needed. The justification is **one sentence at most**, copied in full: **ellipses are not accepted**.
Use of English	Official key with its variants. With **two or more mistakes**, the item scores 0.
Writing	PAU rubric (task achievement, organisation, grammar, vocabulary and spelling) and the length deductions from the Orientations. It is an **estimate**: you have the last word.
Mock exams	Full 90-minute official exams (including the 2026–27 model exam), with a mark out of 10.

The AI tutors

- **They don't do the work for the student:** they don't write essays or give answers before the student has tried. They give hints, correct and explain.
- Each student has a **tutor balance** with their licence. If it runs out, they still have the theory, the exercises and the mock exams.
- Conversations with the tutor **are not shown** on the dashboard; they are only reviewed in justified cases, and this is recorded.

IF YOU SEE A DOUBTFUL CORRECTION

Ask the student to ask the tutor "why" (it will explain in more detail). If you are still not convinced, write to us at **soporte@pauenglishlab.pedagoia.com** with the text and the question.

10 Good practice and FAQ

Student data, routines that work and common questions

DO

- Ask for the placement test on the first day.
- Ask for a little, often: 20–30 minutes on several days a week.
- A mock exam every few weeks, in class if possible.
- Discuss the reports with the group: seeing progress is motivating.

STUDENT DATA

- Reports and Excel files contain personal data: keep them only on school computers.
- Don't share them outside the school or through personal channels.
- Every download is recorded.
- Don't share your teacher account.

Frequently asked questions

I can't see a student in my group.

Check with the school administrator that they have been added to your group with an active licence.

A student didn't receive the email.

Give them the password from the First access box. They should also check their spam folder.

Do students see what I see?

No. Each student only sees their own work and their reports.

Can I have several groups?

Yes. You switch group with the drop-down on the left of the menu.

Is the level official?

No. It is a guide, based on the platform's placement test.

Can I use mock exam marks for assessment?

Reading and Use of English follow the official key. Writing is an estimate: you decide how to use it in your assessment.

How often is the dashboard updated?

Instantly: each practice appears as soon as the student finishes it.

I forgot my password (or a student forgot theirs).

“Forgot your password?” on the login screen sends a link by email.

MORE QUESTIONS?

See the **FAQ** (link at the bottom of every page), talk to your school administrator or write to **soporte@pauenglishlab.pedagoia.com**.