

How to set a Custom Task on Emile

Custom Tasks allow teachers to edit our existing lists or even upload their own spelling list.

It should be noted that for words we do not have pre-recorded, the student devices will use their inbuilt voice which in some cases can be very robotic and American. (We have recorded over 15,000 words though.)

Pre-Knowledge

This Guide assumes that you can:

1. Log in as a teacher
2. Students have usernames and passwords and can log into Emile.

If you need help with either of these aspects, please contact support@emile-education.com

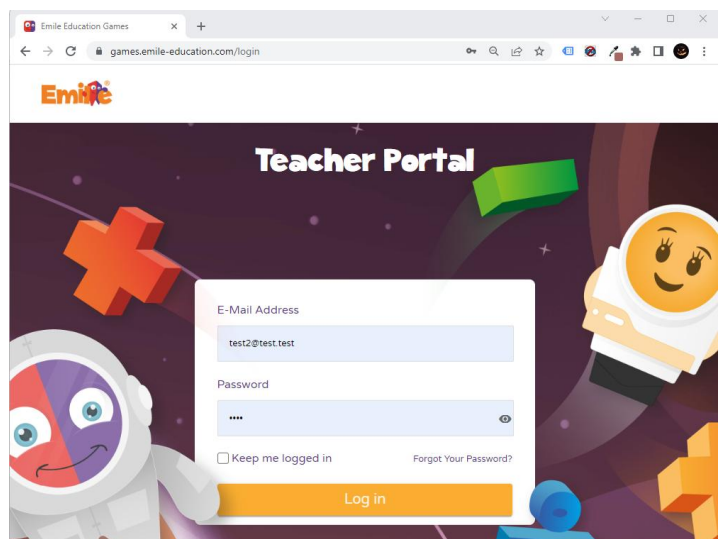
Overview

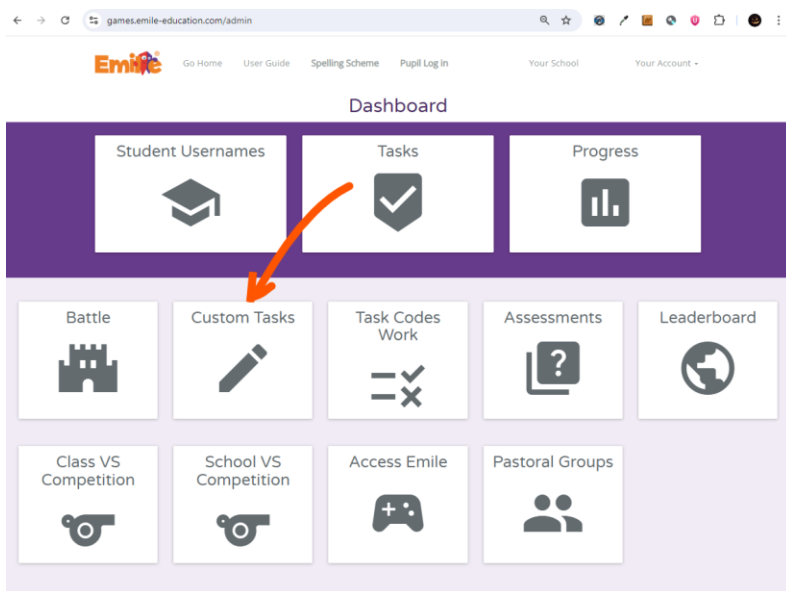
To set up a Custom Task, you need to:

- 1) log in as a teacher; and
- 2) create the Task.

Step 1

Teachers can log in here: <https://games.emile-education.com/login> using their email address.





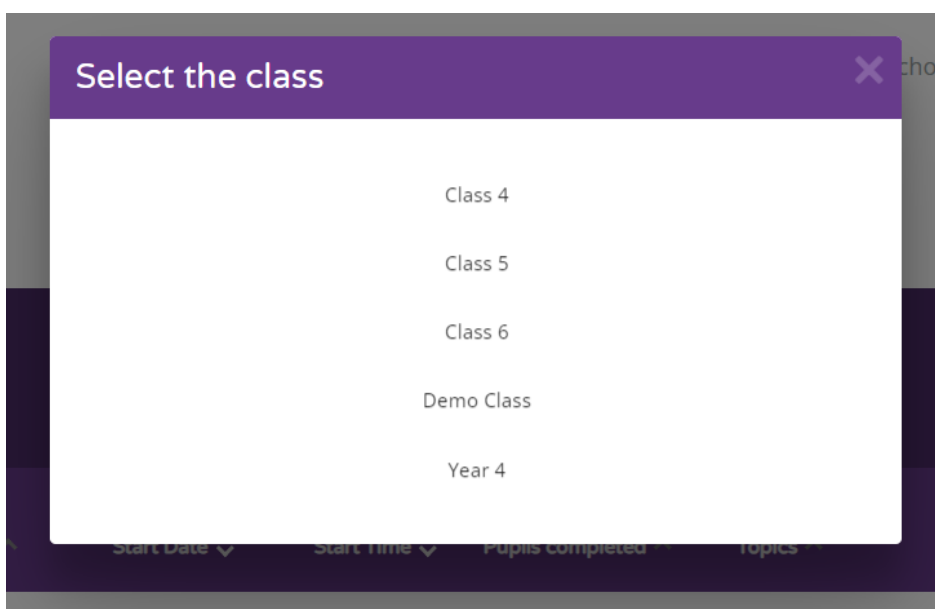
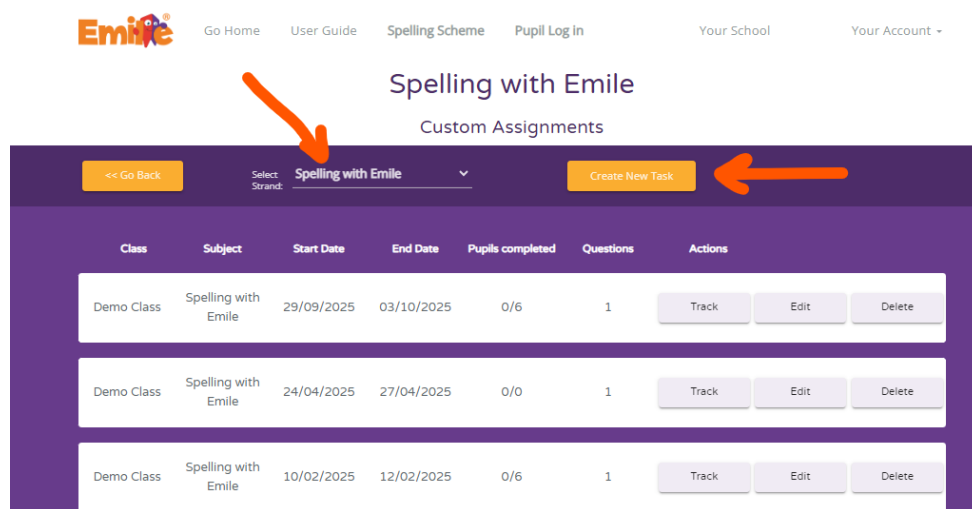
Step 2

Once logged on, you will see the Dashboard shown. Please click on “Custom Tasks”.

Step 3

If necessary, select the strand “Spelling with Emile”.

In the top right, there is an option to “Create New Task”. Please click on it.



Step 4

A dialogue box will pop up, allowing you to select class to do the Custom Task.

PLEASE NOTE THERE ARE TWO WAYS TO CREATE A CUSTOM TASK.

1. **Amend a List.** amend one of our existing lists. At the time of writing, we have over 500 sets of words linked to the national curriculum, phonemes and morphemes.
2. **Upload your own fresh list.**

Step 5a Amend a List

Search and select the spelling pattern list you wish to amend.

Import Spelling Pattern

Search Topic(s)

prefix

Deselect All

Year 1 -

☐ List 34 - Adding the prefix un-

Year 2 -

☐ Morph - Y2 Aut W030 - Rule - What Is a Prefix?

☐ Morph - Y2 Aut W040 - Prefix - un, re, mis

Year 3 -

☐ ESY314 - Prefixes re-, auto- and anti-

☐ ESY315 - Prefixes mis- and dis-

☐ ESY316 - Prefix inter-

☐ ESY323 - Prefixes sub- and super-

☐ ESY324 - Prefix in-, im-, il- and ir-

☐ Morph - Y3 Aut W040 - Prefix - pre

☐ Morph - Y3 Aut W050 - Prefix - post

☐ Morph - Y3 Aut W060 - Prefix - per

☐ Morph - Y3 Aut W070 - Prefix - pro

☐ Morph - Y3 Aut W080 - Prefix - non-

☐ Morph - Y3 Aut W090 - Prefix - dis-

☐ Morph - Y3 Aut W100 - Prefix - sub

☐ Morph - Y3 Aut W110 - Prefix - super

☐ Morph - Y3 Spr W010 - Prefix - inter

☐ Morph - Y3 Spr W020 - Prefix - auto-

☐ T2AW1 - The prefix dis-

☐ T2AW2 - The prefix mis-

☐ T2AW3 - The prefix re-

☐ T2AW3D1 - The prefix dis-

☐ T2AW3D1 - The prefix mis-

☐ T2AW3D1 - The prefix re-

Topics to be Imported:

Morph - Y3 Spr W030 - Prefix - anti & auto

Remove

Import Selected Topics

Once chosen, click “Import Selected Topics”

The words and the example sentences will then be shown and are available to be edited.

Questions

Sentence	Word	Action	
The nurse applied an \$ cream to the clean wound.	antiseptic	Edit	Delete
The children had to turn \$ during the playground game.	anticlockwise	Edit	Delete
The youth was fined for his \$ behaviour in the park.	antisocial	Edit	Delete
The boring ending of the film was a total \$ after the trailers.	anticlimax	Edit	Delete
The doctor administered an \$ to counteract the snake venom.	antidote	Edit	Delete
The excited fans \$ a spectacular performance from the band tonight.	anticipate	Edit	Delete

Add Question

Import Questions List

Step 5b - Upload your own fresh list

Alternately (or even in addition), you can upload a list of words.

The first job is to add the words and their example sentences.

This can be done in two ways:

1. typing in words and a corresponding sentence
2. uploading a spreadsheet

We recommend doing this from a spreadsheet so the Task can be set for other classes.

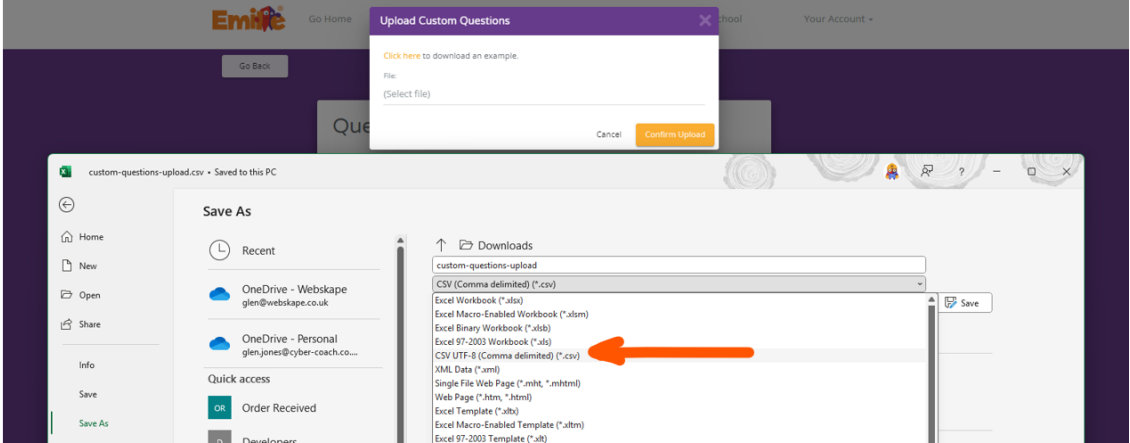
The screenshot shows the Emile Spelling Scheme web interface. At the top, there's a navigation bar with links: Go Home, User Guide, Spelling Scheme, Pupil Log in, Your School, and Your Account. The main content area has a purple background. The 'Questions' section shows a table with columns: Sentence, Word, and Action. Below the table, it says 'No Questions Set Up' and has two buttons: 'Add Question' and 'Import Questions List'. The 'Assignment Details' section has fields for 'Start Date' and 'Deadline', both with a date picker icon. Below these are 'Pupils' listed with checkboxes: Andy, Barry, Glen, Ned, Pip, Test, and Zach. There are also links for 'Select All' and 'Select None'. An 'Important' checkbox is present with the text 'Please check this box if you want to flag this assignment as important.' At the bottom, there's a grey button that says 'Add a question first'.

The screenshot shows a Microsoft Excel spreadsheet titled 'custom-questions-upload (1).csv'. The spreadsheet has two columns: 'ExampleSentence' and 'Word'. The first row is the header. The second row contains the example sentence 'This is an example sentence' and the word 'example'. The third row contains the example sentence 'This is also an example sentence' and the word 'also'. The rest of the rows are empty.

	ExampleSentence	Word
1	ExampleSentence	Word
2	This is an example sentence	example
3	This is also an example sentence	also
4		
5		
6		
7		

The spreadsheet should have only two columns. The first column is the example sentence and the second column is the word. The word should be exactly as per the word in the sentence including case.

The spreadsheet should be saved as a “csv” file.



Please select the start and end date for the Task and the students to do the Task.

If the Task is marked as Important, then when the students [logs into Emile](#), they will be taken directly to their Task screen and won't be able to access sections of Emile until the Custom task is done.

