

Glencoe Spanish Levels 1 & 2 ¡Buen viaje! Interactive Conversations Teacher Administrative Module

This module is designed to set up and manage student voice recordings that are created in the Level 1 and Level 2, ¡Buen viaje! Interactive Conversations CD-ROMs.

To allow students to save their voice recordings, you must first create class folders, then add student names to each class folder. To begin, click the **ADD CLASS** button and follow the instructions given. Once class folders have been created, you can add students to the classes by clicking the **ADD STUDENT** button. Click the **DONE** button when you've finished adding class or student names.

To play back student voice recordings, first click the **expander triangles** next to the desired class, student, and conversation folders to open them. (Conversation folders and voice recording files are created at the time students save their voice recordings.) Click on a voice recording to play it. To auto-play the voice recordings in a conversation folder, hold down the **Control** key (**Ctrl**), and click on the desired conversation folder. Then click **Play Conversation**.

To erase all the voice recordings in a selected conversation folder, hold down the **Control** key (**Ctrl**), and click on the desired conversation folder. Then click **Delete**.

For more detailed instructions on how to use this module, click the **HELP** button.

NOTE: To maintain optimum program functionality and available hard drive space, it is recommended that student voice recordings be deleted as soon as work on a conversation has been completed. Voice recordings require a substantial amount of hard drive space. Also, the program has a storage limit of 15,000 voice recordings. With that many voice recordings, it takes about 10 minutes to start up the program. The practical limit for the number of voice recordings is 5,000. The fewer the number of voice recordings, the faster the start up.

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Overview

This module is designed to allow teachers and system administrators to set up and manage student voice recordings that are created in the Level 1 and Level 2, ¡Buen viaje! Interactive Conversations CD-ROMs.

The program is based on a simple hierarchical structure of Classes, Students, and Conversations. Student voice recordings are contained within the Conversation folders. Before students can save their voice recordings, however, the teacher or administrator must create classes and student names. Conversation folders and voice recording files are created at the time students save their voice recordings.

Specifically, this module allows the creation of class folders and student folders within those class folders. It allows teachers to access and play back student voice recordings one at a time or from an automated play list. It also allows teachers to delete classes, students, conversation folders, and voice recordings for each conversation.

Basic Interface Design

The interface for the Teacher Administrative Module consists of two windows and four function buttons. The left window contains a hierarchical listing of classes, student names, conversations and voice recording files. Class and student folders are set up by the teacher or system administrator. Conversation folders and voice recording files are created by students when they elect to save their voice recordings. To open or close any folder, click the **expander triangle** to the left of it.

The right window contains text entry boxes and instructions on how to perform each administrative task. To add a class name, click the **ADD CLASS** button and follow the instructions. To add student names to a class, click the **ADD STUDENT** button and follow the instructions. Clicking the **HELP** button brings up a menu of administrative functions. Clicking the **QUIT** button closes the administrative module.

To Add a Class

Click the **ADD CLASS** button to bring up the **ADD CLASS** window.

Type in the name of the class you'd like to add. Use alpha and numeric characters and the underscore (_). Do not use special characters, spaces, or punctuation marks. There is a 20 character limit for class names.

When you are finished typing in the desired class name, click the **ADD CLASS** button to add the name to the class list. The new class will then appear in the window on the left.

Click the **DONE** button when you've finished adding class names.

To Add Students to a Class

You must create at least one class before you can add student names.

Click the **ADD STUDENT** button to bring up the **ADD STUDENT** window. Next to the **CLASS NAMES** field, select the desired class from the drop down menu.

Next, in the data entry field, type in the name of the student you wish to add to the selected class. Use alpha and numeric characters and the underscore (_). Do not use special characters, spaces, or punctuation marks. There is a 20-character limit for student names.

Click the **ADD STUDENT** button to add the student name to the selected class.

Continue in this manner until you have finished adding student names to the indicated class.

To add student names to another class, select a different class from the drop down **CLASS NAMES** menu. Follow the same procedure to add

student names to the this class. Continue adding student names in this manner until each class has been completed, then click the **DONE** button.

To Play Voice Recordings One at a Time

Click the **expander triangle** to the left of the

Glencoe_Spanish_Recordings folder. This will show the existing list of classes. If there is no **expander triangle**, then no classes have been created.

Click the **expander triangle** to the left of a class folder to bring up the list of students for that class. If there is no **expander triangle**, then the class contains no student names.

Click the **expander triangle** to the left of a student folder to bring up any Conversation folders. Conversation folders will appear only if the student has saved voice recordings for that conversation. Conversation folders are labeled according to the course level and conversation number. For example, the first conversation in ¡Buen viaje!, Level 1 will be labeled **L1_C01** where **L1** stands for Level 1 and **C01** stands for Conversation 1.

The 14th conversation in Level 2 will be labeled **L2_C14**.

Click the **expander triangle** to the left of a Conversation folder to reveal the list of voice recordings. Voice recordings are labeled according to character (A, B or C) and line number. The first character to speak is **Character A**; the second character to speak is **Character B**; and the third character (if there is one) is **Character C**. Lines in the conversation are numbered consecutively. Thus, the first line is spoken by **Character A** and is labeled **A01.WAV** (or **A01.AIF** for the Macintosh platform).

The second line is spoken by the **B** character and is labeled **B02.WAV** (or **B02.AIF** for Macintosh). The **.WAV** or **.AIF** extensions indicate a voice recording file.

Click on the voice recording you wish to hear.

To Automate the Play of Voice Recordings

You can also automate play of student voice recordings for a particular conversation.

While holding down the **Control** key (**Ctrl**), click on the desired Conversation folder. Two choices appear, **Play Conversation** and **Delete Conversation**.

Click **Play Conversation**. A play list of voice recordings will appear in the right-hand window and begin playing. In the upper, right-hand corner of the window, the Student name, Class name and Conversation designation will appear.

To pause the play at any time, press the **space bar**. To resume play, press the **space bar** again.

To advance to the next voice recording, press the **down arrow** or **right arrow** key.

To go back to the previous voice recording, press the **up arrow** or **left arrow** key.

To restart a voice recording that's playing, press the **r** key.

To Permanently Delete a Class

Hold down the **Control** key (**Ctrl**) and click on the class folder you wish to delete.

Click on **Delete Class**. This brings up a dialog box asking you to confirm your decision to permanently delete this class. Click **Yes** to permanently delete this class folder and all of its contents (students, conversations and voice recordings). Click **No** if you do not wish to delete the class folder.

To Permanently Delete Student Names

Hold down the **Control** key (**Ctrl**) and click on the student folder you wish to delete.

Click **Delete Student**. This brings up a dialog box asking you to confirm your decision to permanently delete this student folder. Click **Yes** to permanently delete this student folder and all of its contents (conversations and voice recordings). Click **No** if you do not wish to delete this student folder.

To Permanently Delete Voice Recordings

Each student folder contains conversation folders that hold the student's voice recordings for that conversation. These conversation folders will be created when the student saves his/her voice recordings for a specific conversation.

To delete or erase student voice recordings for a conversation, hold down the **Control** key (**Ctrl**) and click on the Conversation folder you wish to delete.

Click **Delete Conversation**. This brings up a dialog box asking you to confirm your decision to permanently delete this Conversation folder. Click **Yes** to permanently delete this conversation and all of its voice recordings. Click **No** if you do not wish to delete this conversation folder.