

User Guide

SmartClass+ Media Activities Dashboard



Guide Revision History

REVISION DATE	CHANGES
2011-04-18	Initial Release.
2011-07-08	Updated to reflect changes in release Version 1-211 <ul style="list-style-type: none"> • Simultaneous recording
2011-07-21	Updated to reflect vocabulary changes in versions 1-212 through 1-214
2011-08-08	Updated to reflect changes in releases 1-220 and 1-221 <ul style="list-style-type: none"> • Editing/Deleting of student records • CSV format change (4 fields)
2011-09-20	Updated to reflect changes in releases 1-222 and 1-223 <ul style="list-style-type: none"> • Student Performance chart
2011-10-26	Updated to reflect changes in release 1-226 <ul style="list-style-type: none"> • Fill-in-the-blanks exercise template • Open recording exercise template
2011-10-31	Correct documentation errors for add students
2011-12-13	Updated to reflect changes in release 1-226-5 <ul style="list-style-type: none"> • Modules now have three states (active, inactive, unassigned)
2012-01-20	Updated to reflect changes in releases 1-226.7 and 1-227 <ul style="list-style-type: none"> • Shared Documents Library
2012-02-20	Updated to reflect changes in release 1-228 <ul style="list-style-type: none"> • Delete classes and Delete Students & student recordings • Generic class with generic students • Auto-initialization of Flash microphone settings
2012-03-12	- Renamed from Quick Reference Guide to User Guide - Updated to reflect changes in release 1.229 through 1.229.2 <ul style="list-style-type: none"> • Ability to rename modules and add new modules • Manual or Timer-based module assignment • Ability to un-assign previously assigned modules • Standard and Timed-Test Exercises introduced • Student feedback issues corrected • CSV files can now use “,” or “;” as delimiters • Exporting student recordings
2013-04-26	Updated to reflect changes in releases 306 and 307 <ul style="list-style-type: none"> • Suppression of blank question fields and blank response fields for Multiple Choice and Question & Answer exercises • Support for up to 7 Multiple Choice responses • Date coding and chronological sorting of Live exercise tokens • New Grades Reporting function for completed exercises
2013-05-27	Updated to reflect changes in release 308 <ul style="list-style-type: none"> • Identification of partners for pairing/grouping recordings • Playback of all partners for pairing/grouping recordings
2013-08-26	Updated to reflect changes in release 310 <ul style="list-style-type: none"> • New PDF media type

Contents

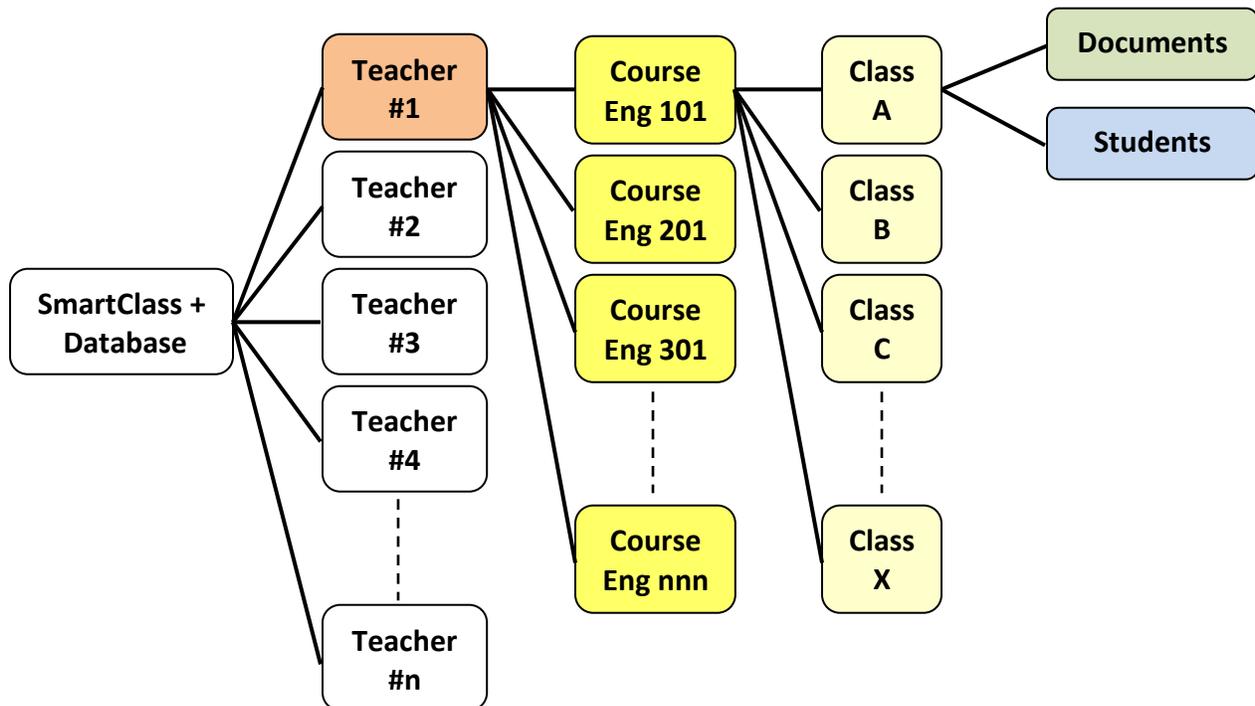
Introduction to Content Management	5
Teacher Login	6
My Courses & Classes	7
Create New Course	7
Create New Class	8
Course/Class Selection	10
Generic Course & Class	11
Delete Classes	12
The Dashboard Screen	13
Add Students View	14
Import Student List	15
CSV File Format	16
Managing Students	17
Add Documents View	18
Document Tokens	19
Viewing Document Tokens	19
Import Documents	20
Copy Shared Documents	21
Media Files & Exercises.....	22
Previewing Shared Documents.....	23
Copying Shared Documents	23
Create Documents	24
Create Text Document.....	24
Create Audio Document.....	25
Organize Exercises View	26
Exercises	26
The Exercise Wizard	27
Text Input Exercises	28
Audio Input (Recording) Exercises.....	28
Exercise Templates	29

Listening/Viewing Exercise	29
Open Text Exercise	30
Question & Answer Exercise.....	32
Multiple Choices Exercise	34
Fill-In-The-Blanks Exercise	36
Open Recording Exercise	39
Active-Comparative Recording Exercise	42
Simultaneous Recording Exercise	45
Organize Exercises Panel.....	46
Course Modules.....	47
Assigning Self-Study Modules to Students	48
Live Modules	49
My Class View	50
Assigned Exercises.....	50
Assignment Follow-Up.....	51
Student Selection.....	51
Automatic Correction & Grading.....	53
Manual Assignment Grading.....	53
Written Feedback.....	53
Oral Feedback	54
Reviewing Live Recordings.....	54
Exporting Student Recordings	55
Class Performance Summary.....	56
Grades Report	57
Student Performance Summary	58

#####

Introduction to Content Management

In the SmartClass+ system, information is organized as shown in the diagram below:



- **Teachers** – Information is organized by teacher. You must have a teacher account for SmartClass+ before any course, class, or student information can be imported.
- **Courses** – Each teacher will identify the courses, (e.g. English 101), for which he/she is responsible.
- **Classes** – For environments in which an instructor teaches more than one class in the same course, classes, (e.g. section A), are uniquely identified by the teacher.
- **Documents** – When logging in, teachers will always choose a particular class, and will import documents, (e.g. media files), and create exercises for that class. To save time, all documents and exercises imported for one class, (e.g. section A), will automatically be mirrored for the teacher's other classes that are part of the same course, (e.g. sections B, C, D, etc.).
- **Students** – Teachers will identify which students are uniquely registered for each class.

Teacher Login

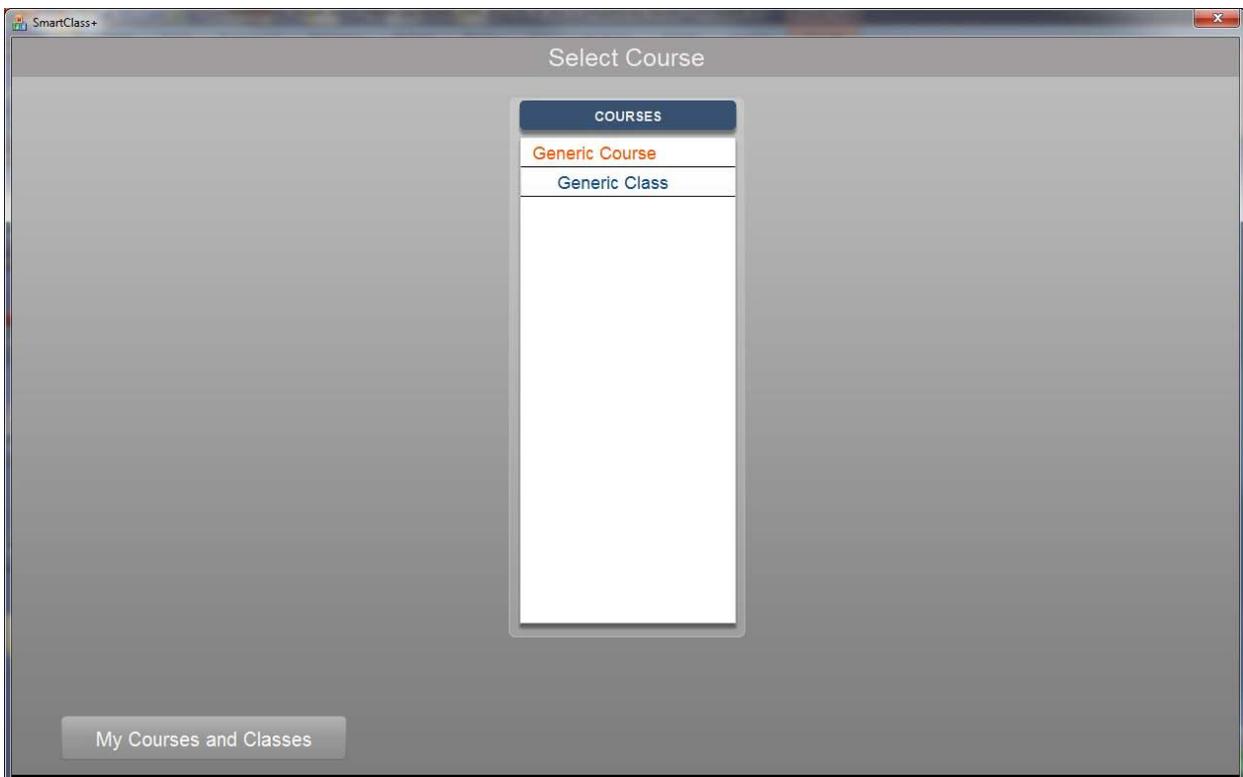


To launch the SmartClass+ Media Activities Dashboard (MAD) at the teacher station, double-click on the SmartClass+ Media T icon shown at left:

The Teacher Login pop-up panel will be displayed as shown below. If you do not know your login information, consult the system administrator

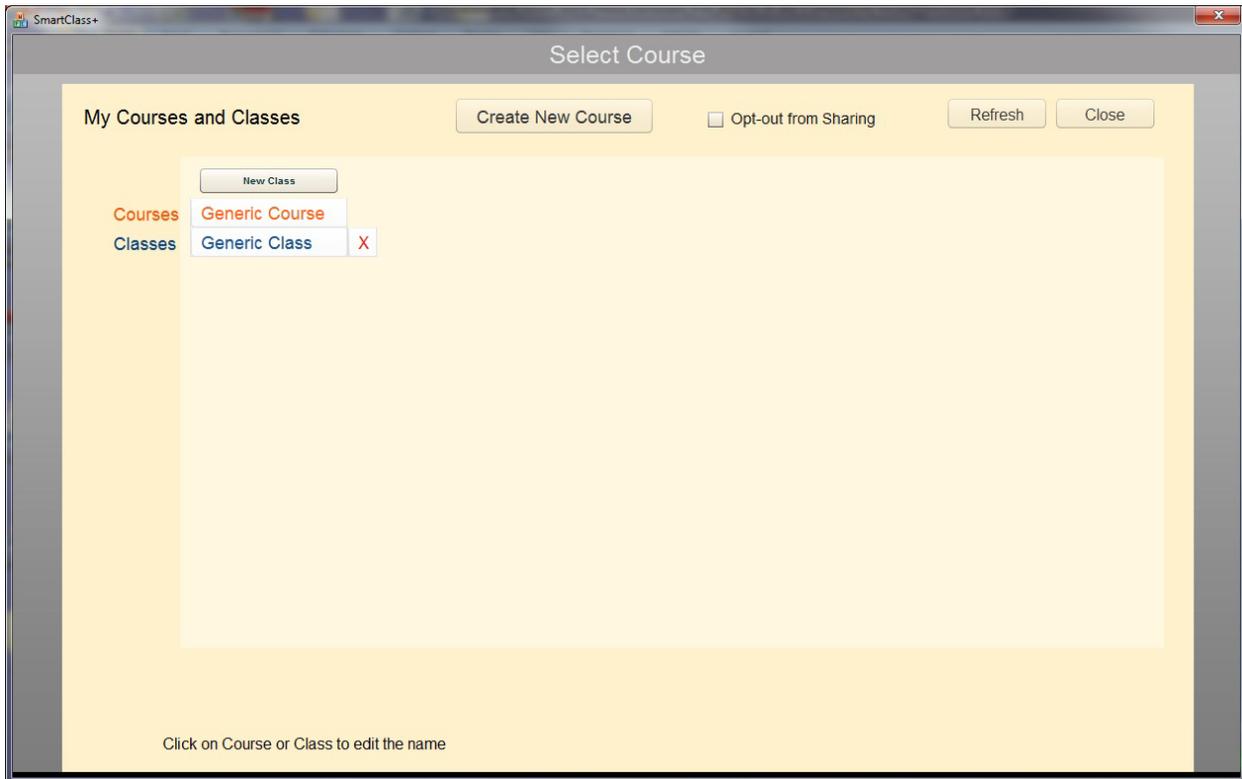
A screenshot of a 'TEACHER' login pop-up panel. It has a dark blue header with the word 'TEACHER' in white. Below the header are two input fields: 'Username' and 'Password'. At the bottom is a 'Login' button.

When you have logged into the SmartClass+ Media Activities Dashboard for the first time, the *Select Course* panel will appear, and the *Courses* list will be empty (as shown at the bottom of this page), save for the Generic Class entry.



My Courses & Classes

Click on the My Courses and Classes button at the bottom of the screen to begin adding course and class information. When you do this, My Courses and Classes panel will appear as shown below:



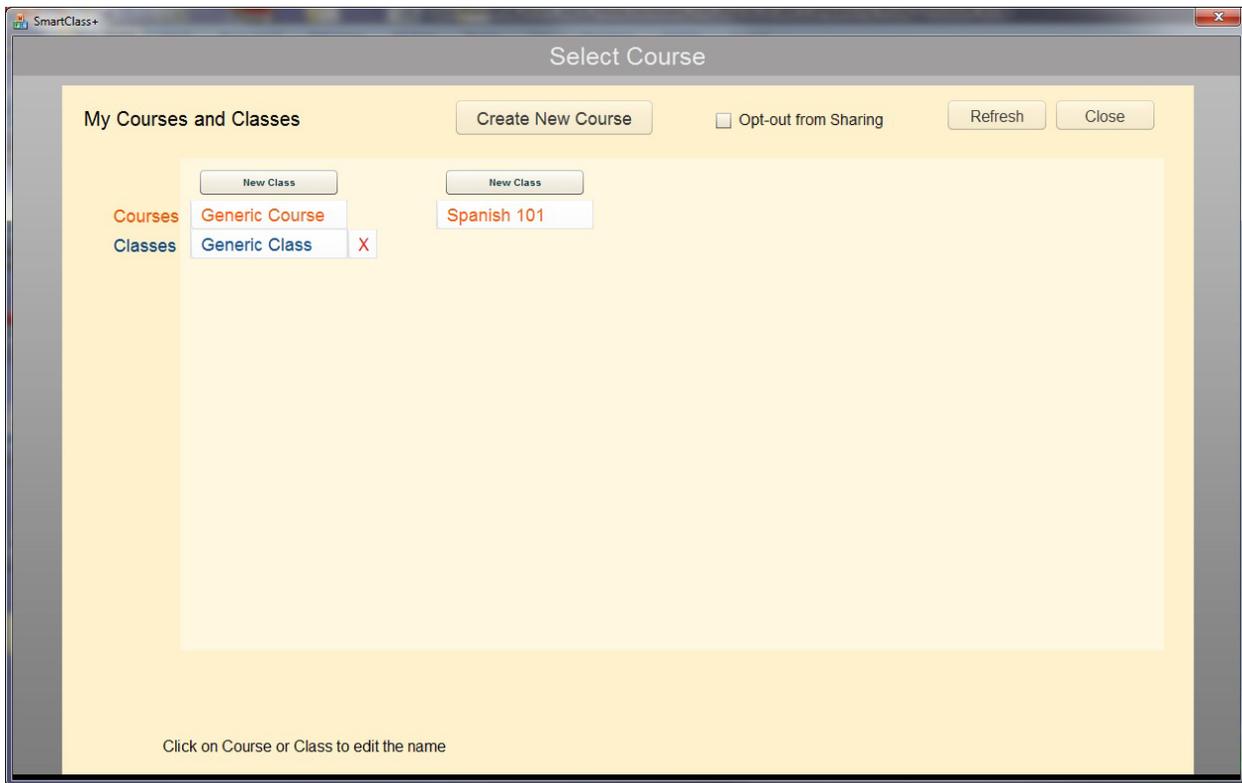
Create New Course

Click on the *Create New Course* button at the top to create a new course. You are prompted with the pop-up window shown at right.

Fill in desired *Course Name* field, and then click on the *Create* button to create the new course.

This will return you to the now-modified *My Courses and Classes* panel (shown overleaf).

The screenshot shows a yellow pop-up window titled "Create New Course". It contains a text input field labeled "Course Name" with the text "Spanish 101" entered. Below the input field are two buttons: "Create" and "Cancel".



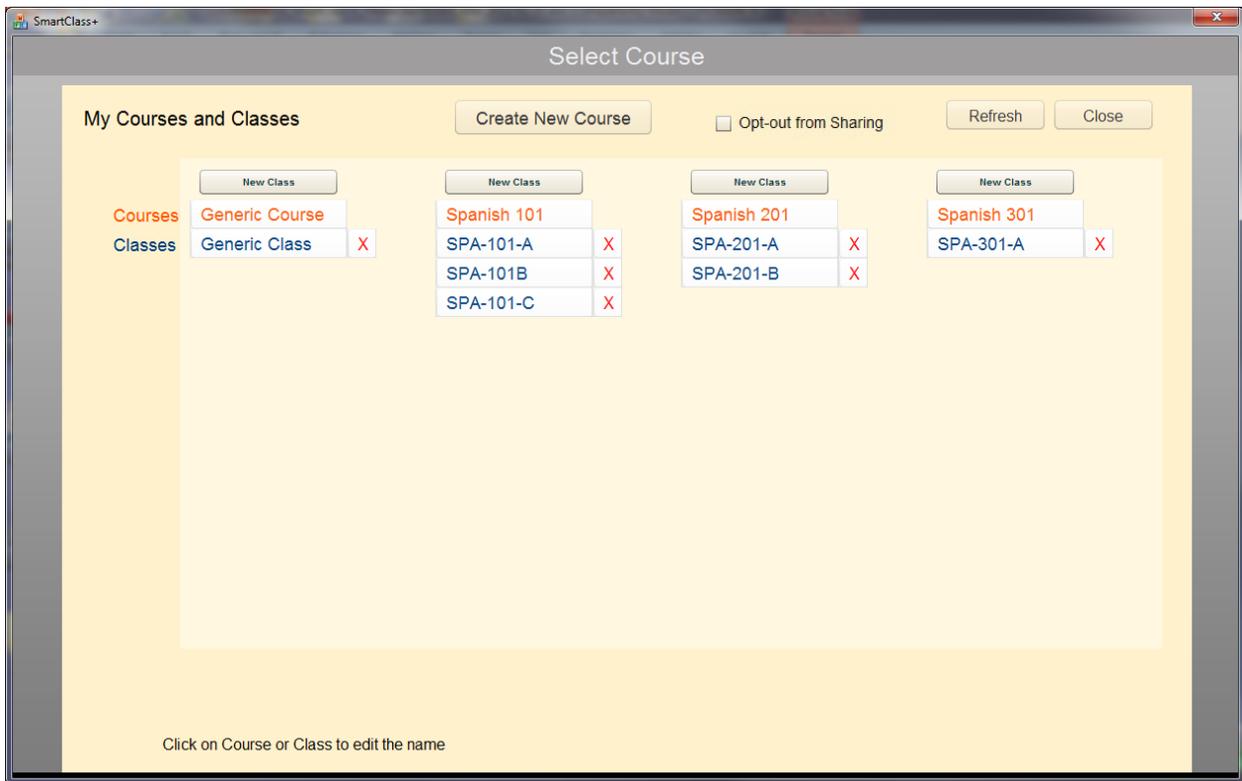
Create New Class

The *My Courses and Classes* panel now shows the course that was just created. To add a class to this course, click on the *New Class* button (immediately above the course name).

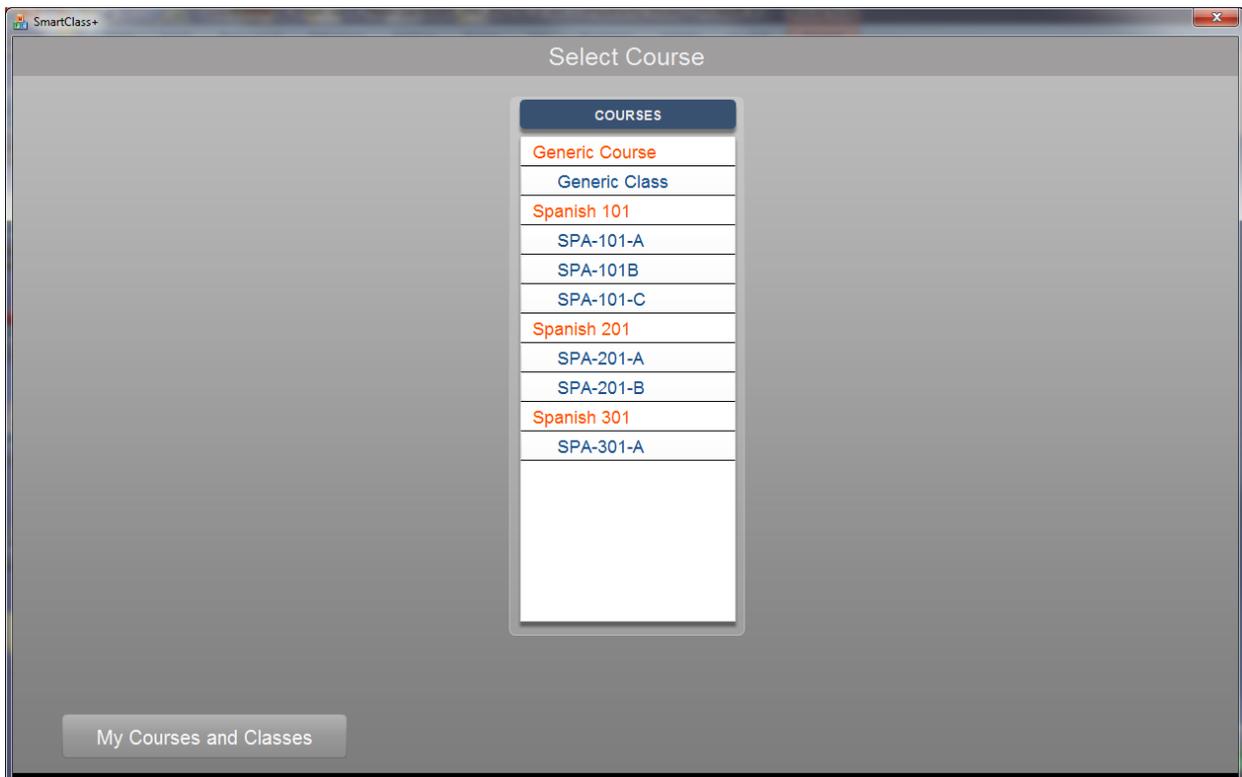
You are prompted with the pop-up window shown at right.

Fill in desired *Class Name* field, and then click on the *Create* button to create the new class.

When you have completed entering all courses and classes, the *My Courses and Classes* panel will appear as shown overleaf.



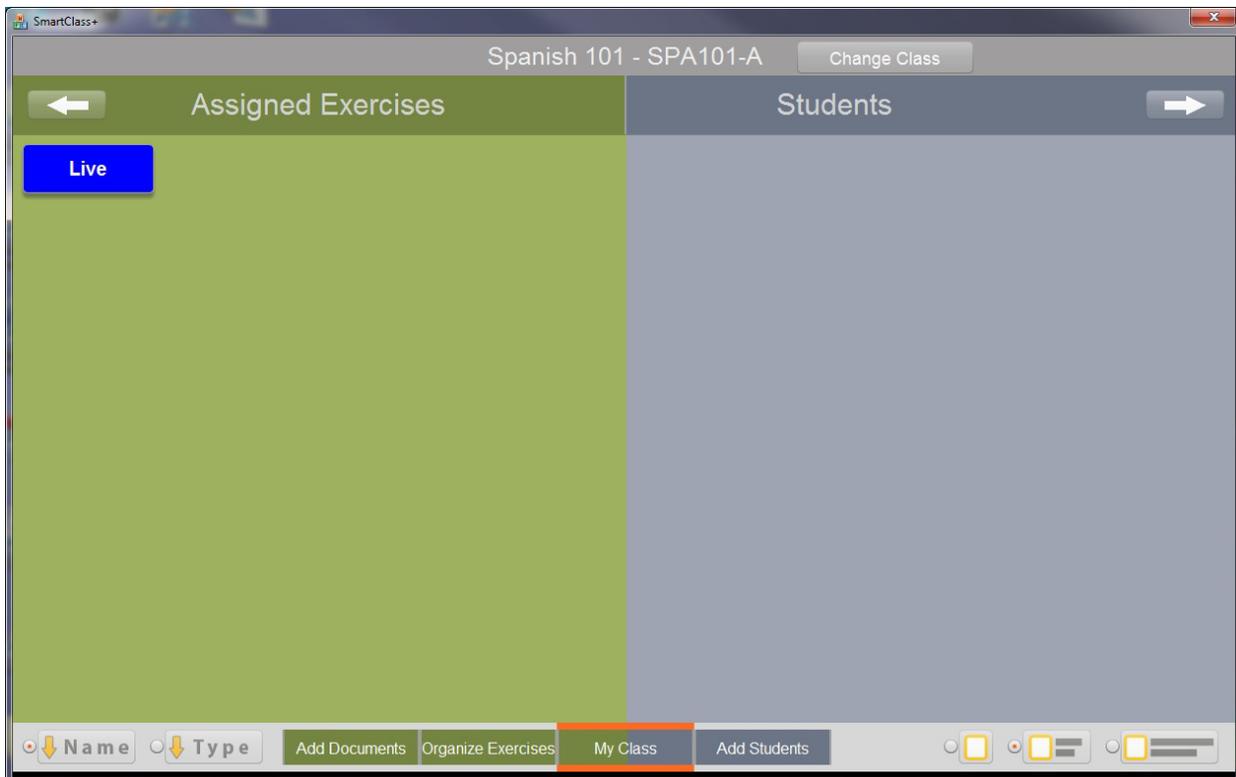
Click on the *Close* button at the top to exit this panel and return to the *My Courses and Classes* panel. You now have access to your classes in the *Select Course* window as shown below:



Course/Class Selection

Once you have identified your courses and classes, after logging in, you are prompted to choose a course/class, (e.g. SPA-101-A), as shown at right.

Select the class with which you wish to work. You will be taken to the My Class view of this class (as shown below).



To change classes, click on the “Change Class” button at the top of the screen.

Generic Course & Class

The generic course & class has been introduced in SmartClass+ Release 1.228. Its purpose is to give new teachers a pre-built class to experiment with before creating their own classes and their own student lists.

The generic course includes 64 students as shown below:



Teachers will normally just use this class for experimentation, and then will add their own classes each with its own student roster prior to working in the lab with their students.

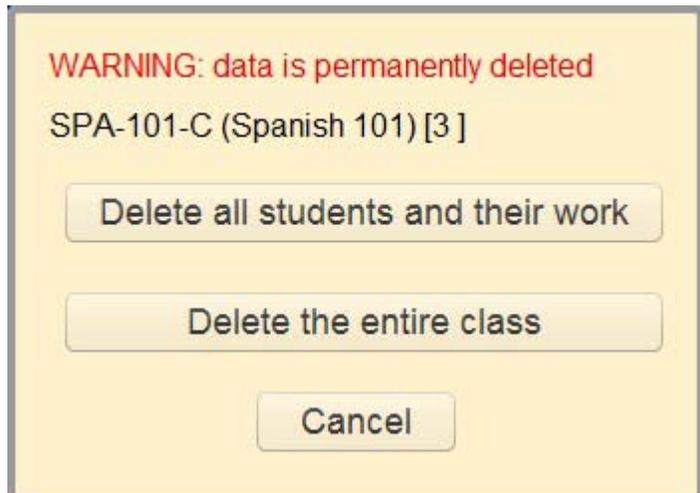
Delete Classes

Beginning with release 1.228, teachers have the ability to delete classes that are no longer needed. To do this, the teacher clicks on the red X to the right of the course (as shown at right).

When you do this, the box shown below right will appear.

To remove the entire class, click on the *Delete the entire class* button, but note that this permanently erases all student records and responses for that class and all media files and exercises for that class.

There is also a second button called, *Delete all students and their work*. This button permanently removes all students and their responses for that class, but leaves all class related media files and exercises intact. This latter option might be selected at the end of a school term, when the teacher is planning to give the same class to a new group of students.

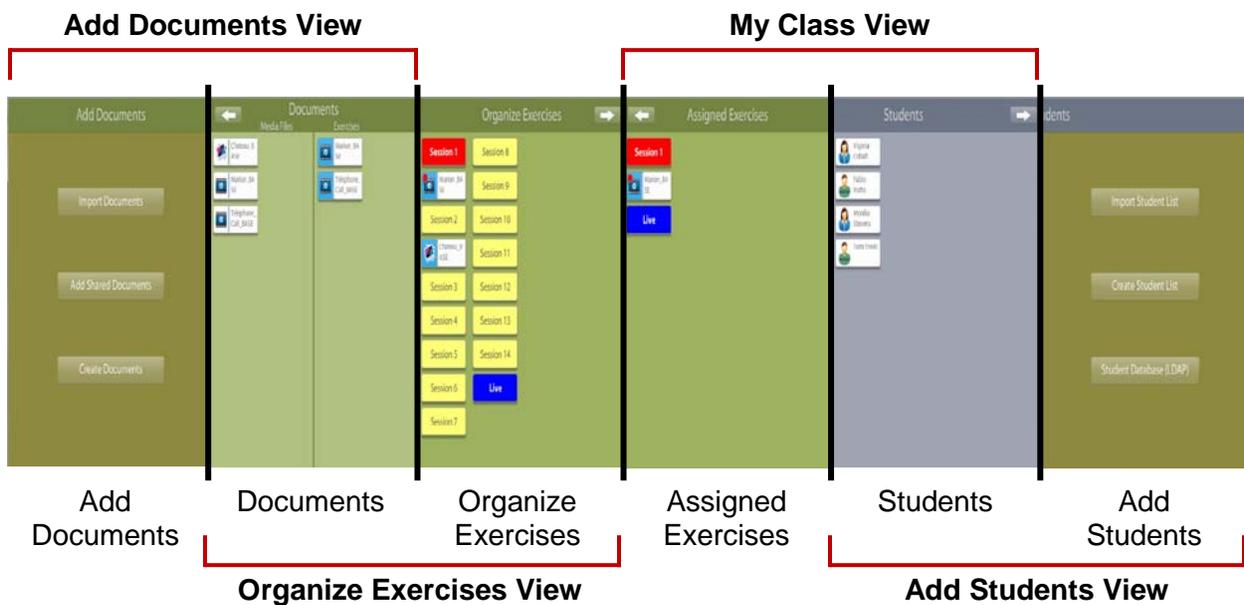


The Dashboard Screen

The Media Activities Dashboard comprises a set of six panels, which are organized into four operational groups (or views), shown immediately below. By default, when you login to the Media Activities Dashboard, you are presented with the *My Class* view.



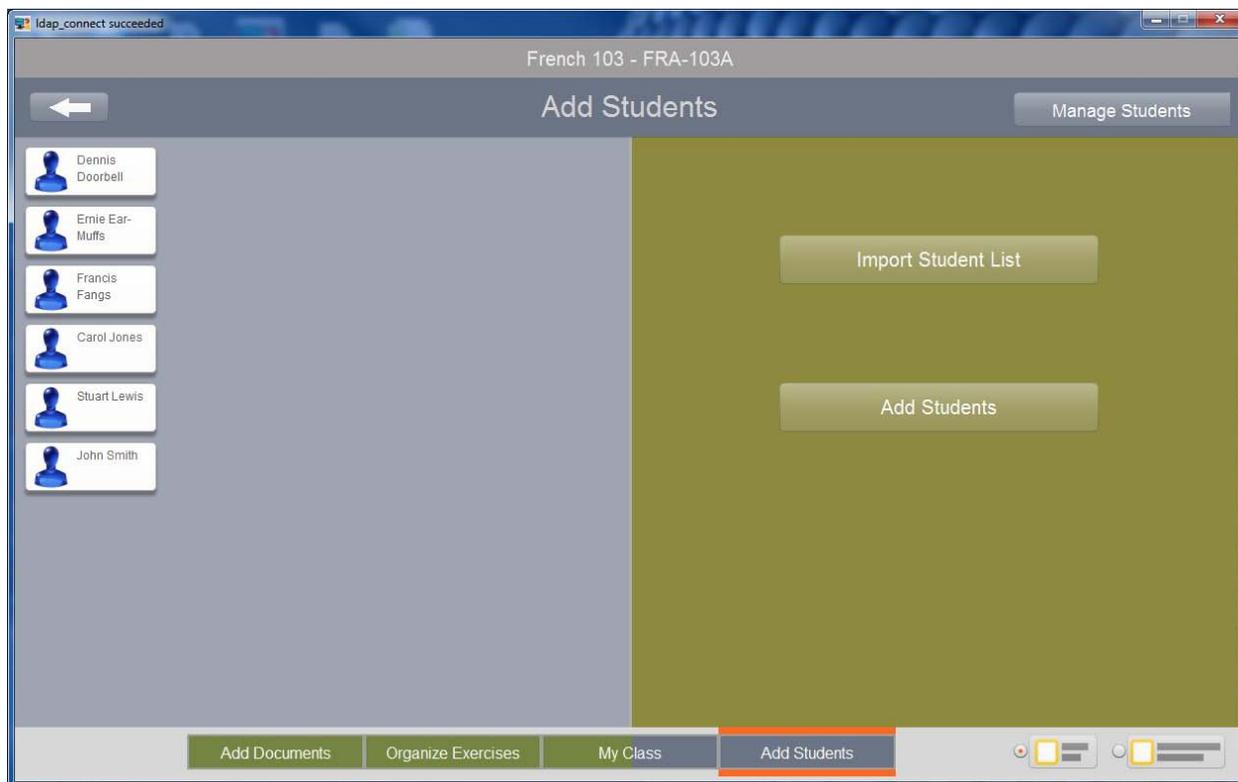
Use the right and left arrows at the top of the screen to navigate amongst these views.



Add Students View

In systems equipped with both the Media Activities Dashboard and the Live Activities Dashboard, it is possible to add students using either interface. This chapter describes how to do so using the Media Activities Dashboard.

Begin by navigating to the *Add Students* view, which is all the way to the right, (as shown below):

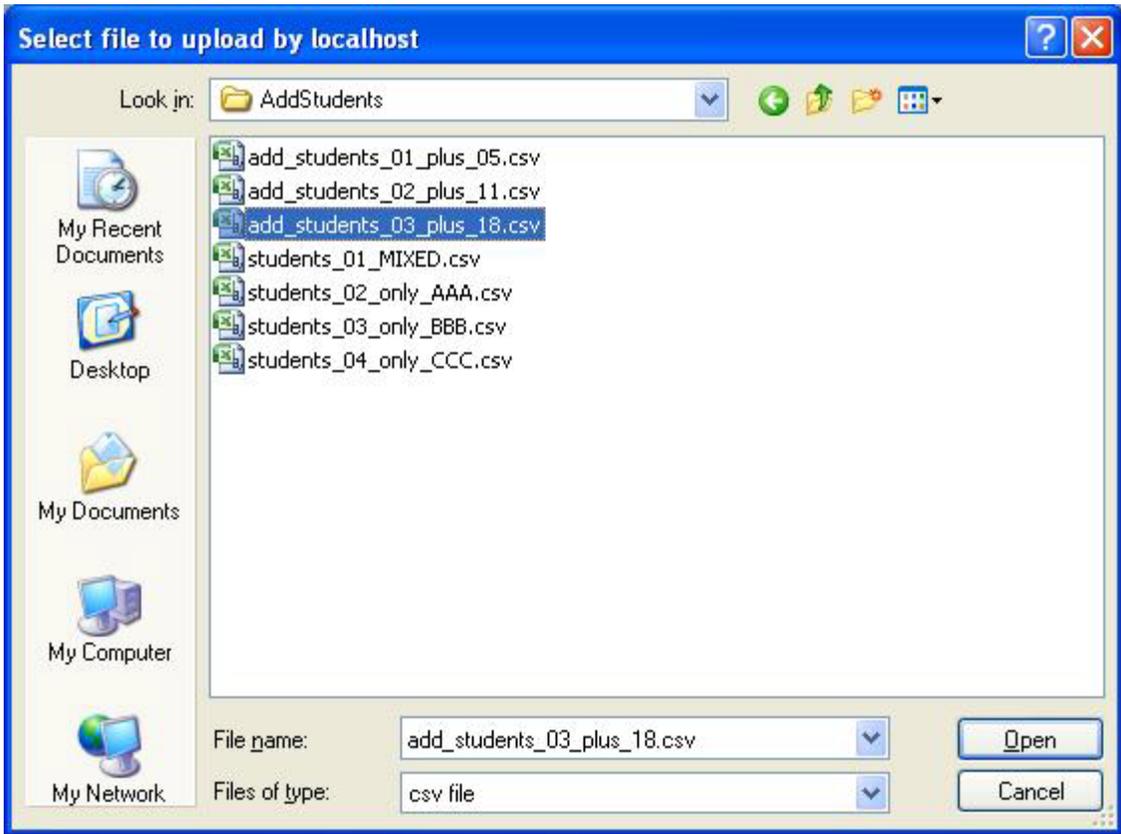


From this panel, you have two options: Importing a student list, or Adding students one-by-one. The *Add Students* option is useful for adding new students who join a class later in the term, but normally you will use the *Import Student List* option when setting up classes.

Import Student List

When you click on this button, you see the panel shown at right. Click on the *Select CSV File* button to begin browsing for the student list file.

Important!
To use this capability, all teachers must be provided with a set of CSV (Comma Separated Values) files containing the lists of students registered for each of their classes.



CSV File Format

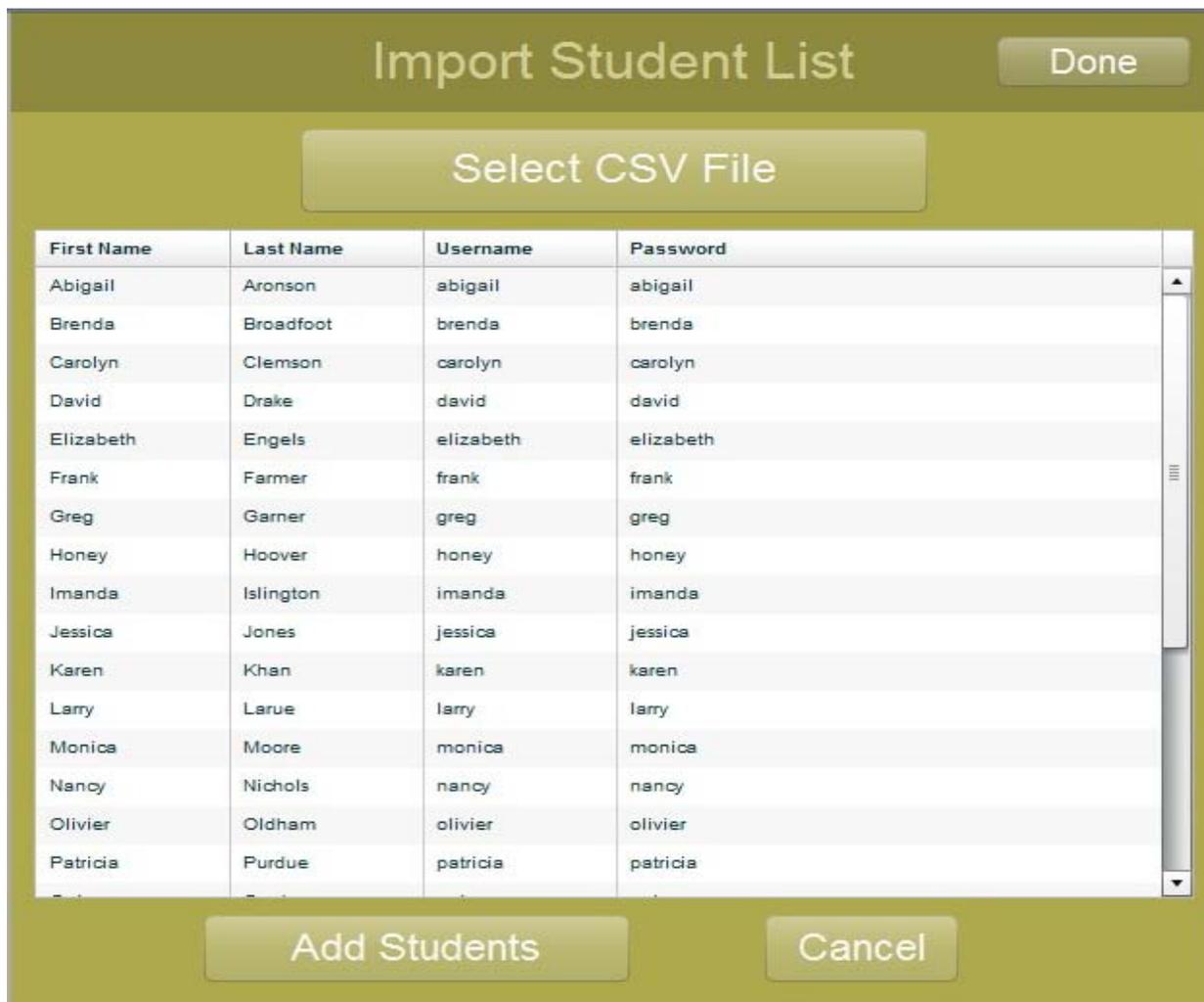
SmartClass+ uses the following four-field student record format:

First name, Last name, User name, Password

For non-LDAP configurations, your CSV files must have these four fields in this order. Beginning with version 1.229.1, SmartClass accepts either a comma or a semi-colon as the field delimiter.

For LDAP configurations, your CSV files need only have the *User name* field.

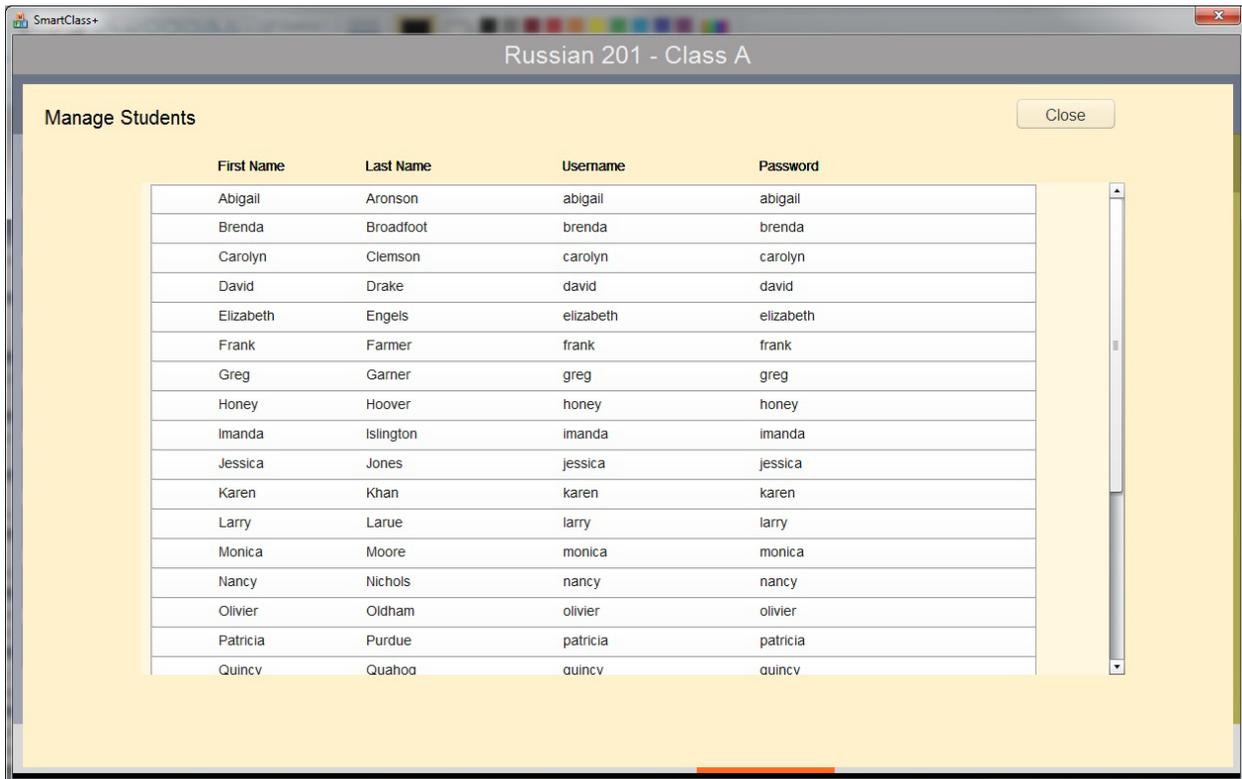
When you select the CSV file, a preview of the records to be imported will be displayed as shown in the image below.



Click on the *Add Students* button to import this list of students into the class, or click on the *Cancel* button to abort the import.

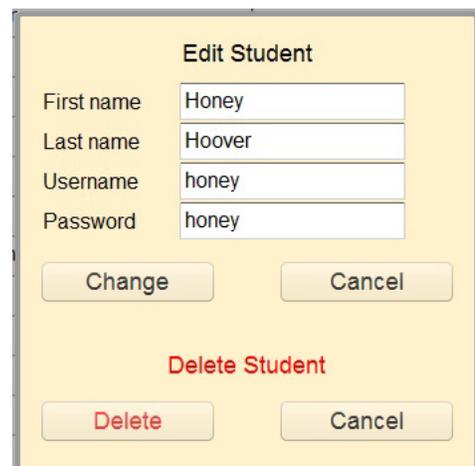
Managing Students

Teachers are able to edit or delete the student accounts associated with their classes. This process begins by clicking on the *Manage Students* button located in the upper-right portion of the Add Students view.



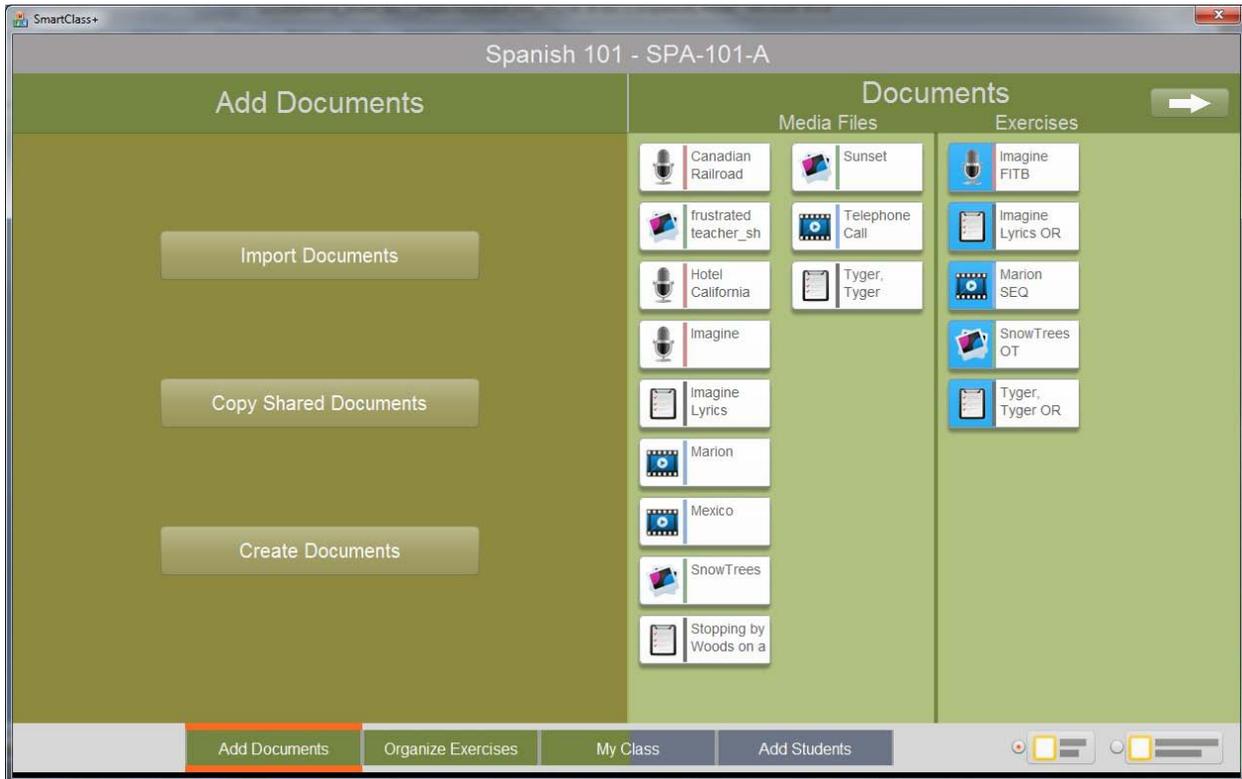
To select a student record, click anywhere on the row for that student: The panel (shown at right) will appear.

You can edit any of the four fields for the selected record, and then click on the *Change* button, or you can delete the entire student record by clicking on the *Delete* button.



Add Documents View

By navigating all the way to the left, you will see the Add Documents panel on your left and the Documents panel on your right, as shown below:



All media exercises begin with one or more media files, so this is the starting point for building assignments for your students.

You have three options for adding new documents to the current course; "Import Documents", "Copy Shared Documents", and "Create Documents".

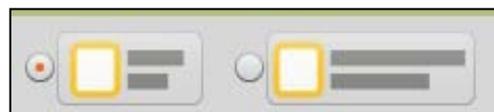
Document Tokens

Note that documents are represented by “tokens”, an example of which is shown below:



Viewing Document Tokens

At the bottom right of the screen are three options for viewing document tokens (as shown below).



You can view the tokens with the standard view (left) or with extended labeling (right).

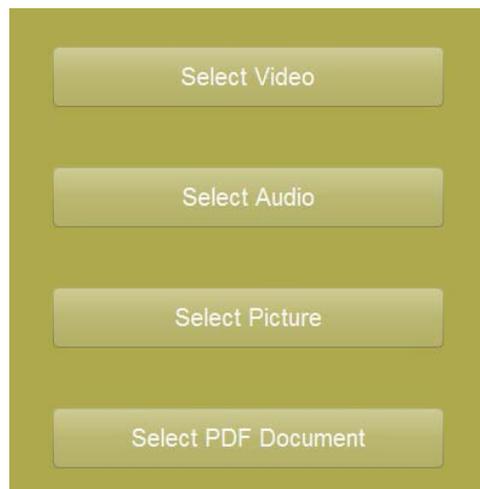
Import Documents

When you select “Import Documents”, you are given 4 options (pictured at right), that correspond to the four main categories of media files supported by the system:

The media file types supported by the system are summarized in the table below.

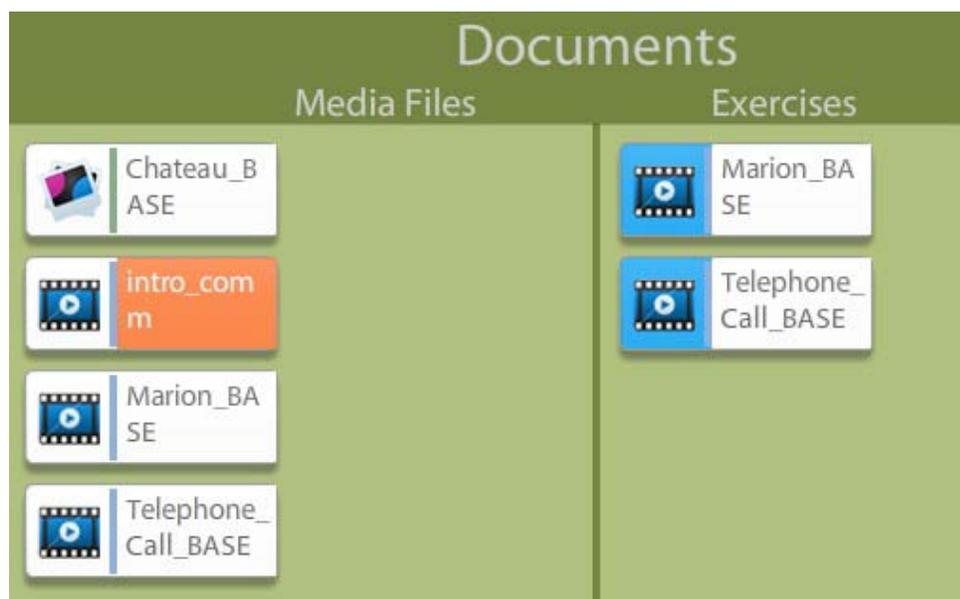
Clicking on any of the 4 buttons launches a Windows browser, (with appropriate filters), from which you can navigate to the target file(s).

Click on the “Done” button (upper left) when you have finished importing documents.



Button	Document Type	File Extensions
Select Video	Video	FLV, MP4, MPG, MOV, AVI, WMV
Select Audio	Audio	MP3, WAV, AIFF, WMA
Select Picture	Image	JPG, PNG
Select PDF Document	PDF	PDF

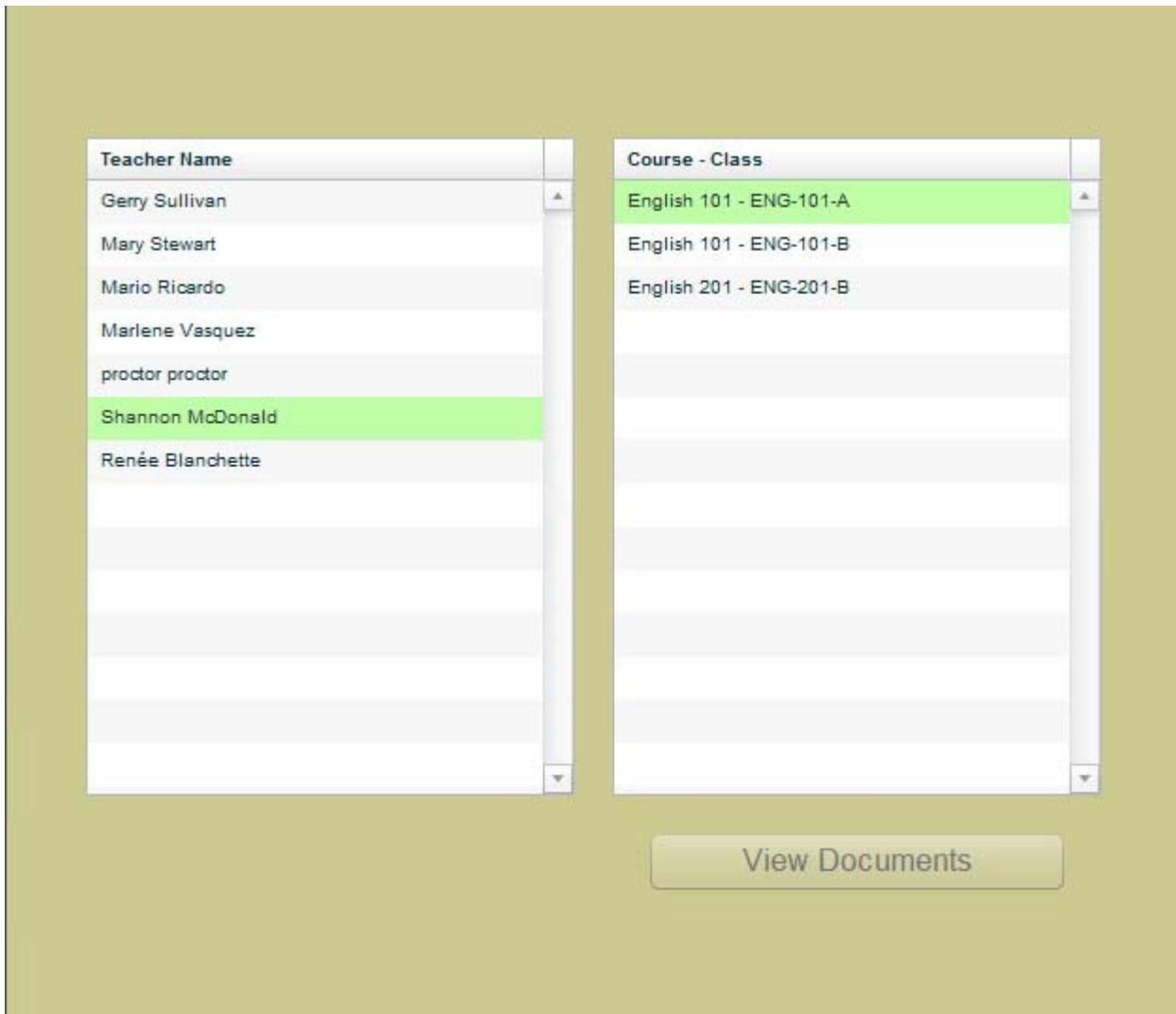
When a new media file has been imported, it will appear in the “Media Files” section of the Documents page. Also, new files will be highlighted in orange until you exit from and reconnect to the Media Activities Dashboard. This is shown in the image below:



You must click on “Done” to return to the Media Activities Dashboard.

Copy Shared Documents

When you select “Copy Shared Documents”, you are shown the contents of the *Shared Documents Library*. The Shared Documents Library provides access to documents that you and other teachers have used in their classes. (Note that teachers have the option to *opt out* of sharing materials with their colleagues. This is managed via a checkbox on the My Courses and Classes page.)

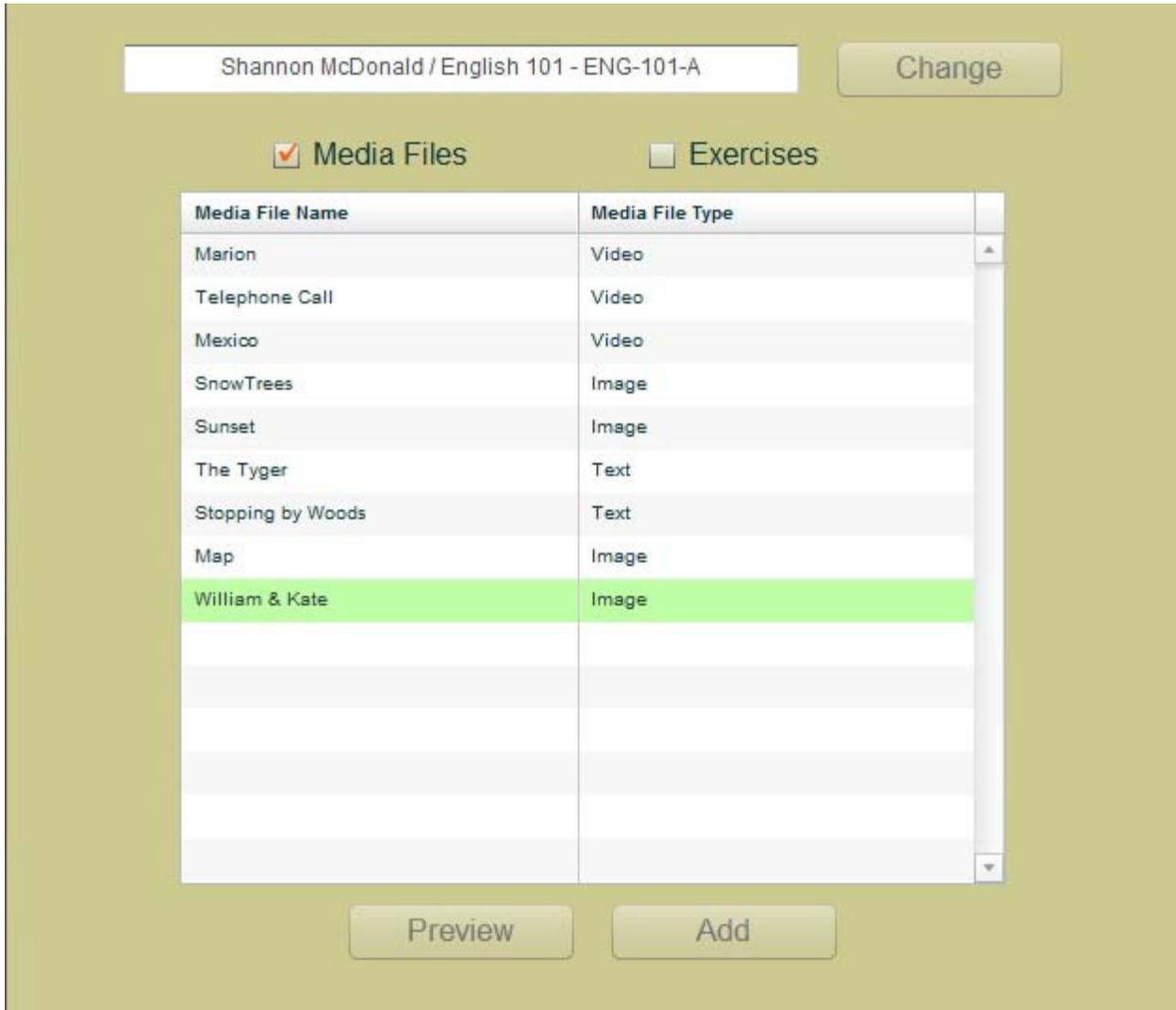


As shown in the image above, the *Shared Documents Library* is organized first by teacher and then by course/class. When you highlight a teacher (click on the teacher name on the left), a list of that teacher’s courses/classes is shown on the right.

Click on the desired course/class to proceed. This action (or clicking on the *View Documents* button shown above) will open the panel shown overleaf.

Media Files & Exercises

The Shared Documents Library includes both Media Files, (the default selection), and Exercises. Check either button to access a list of the documents in either category.



Note that you can return to the previous view by clicking on the *Change* button at the top of this panel.

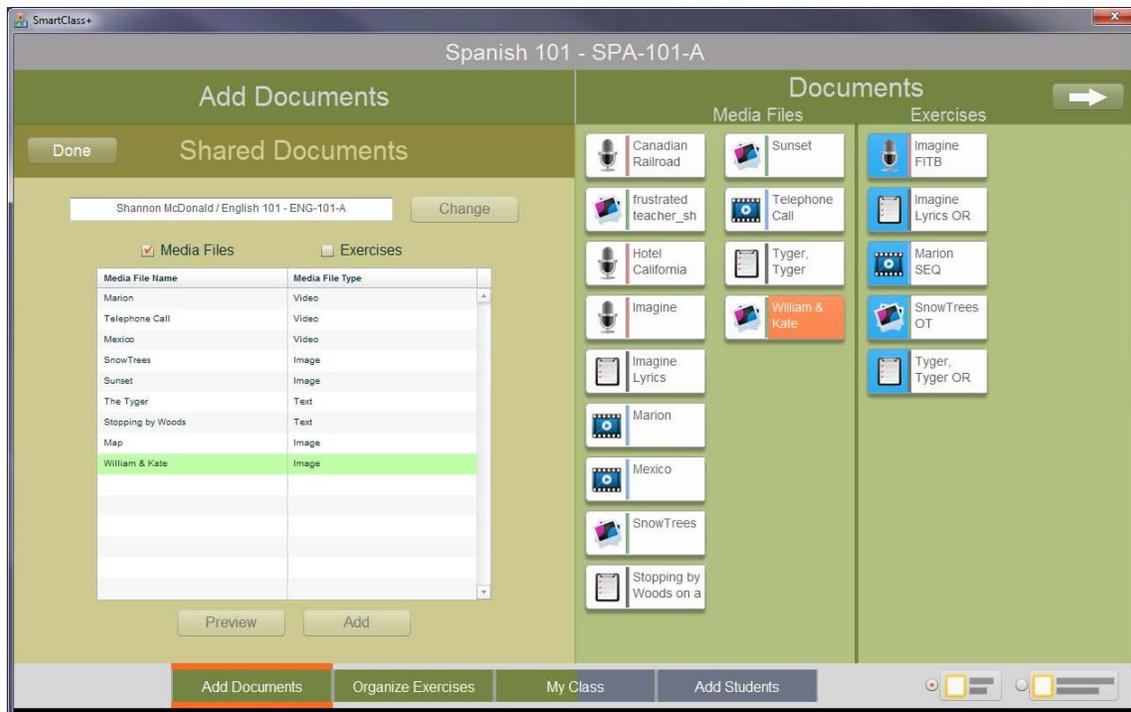
Previewing Shared Documents

To preview a document without copying, click on the *Preview* button. You will be able to see the document as shown below:



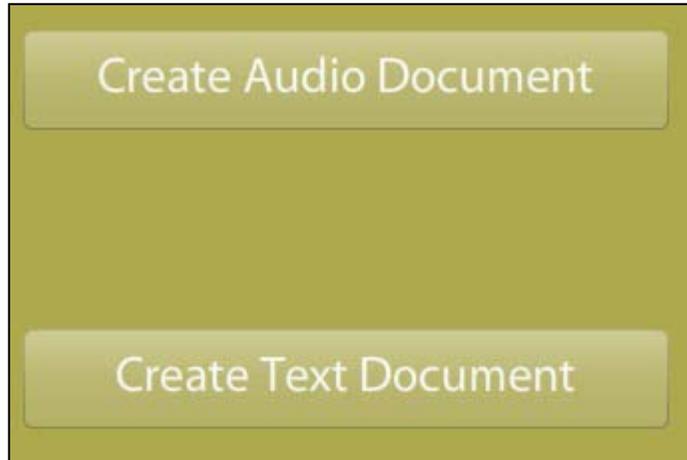
Copying Shared Documents

To copy a shared document, click on the *Add* button. This will add a copy of the selected document into the *Documents* panel for your class as shown below.



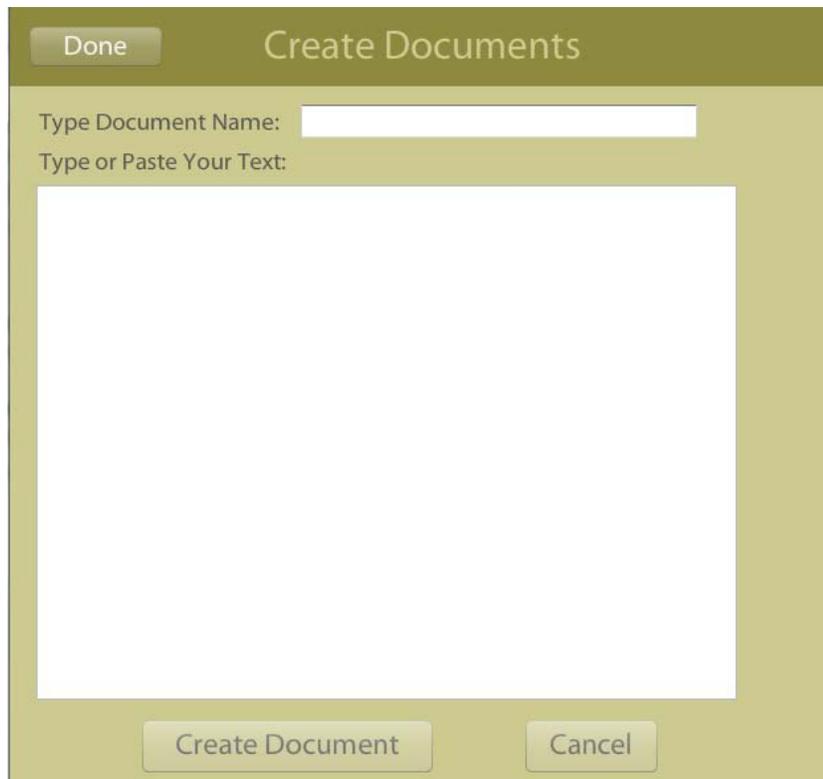
Create Documents

When you select “Create Documents”, you are given 2 options (pictured at right):



Create Text Document

To author a text document, you must provide a document name by filling in the field at the top of the editing screen (pictured below).

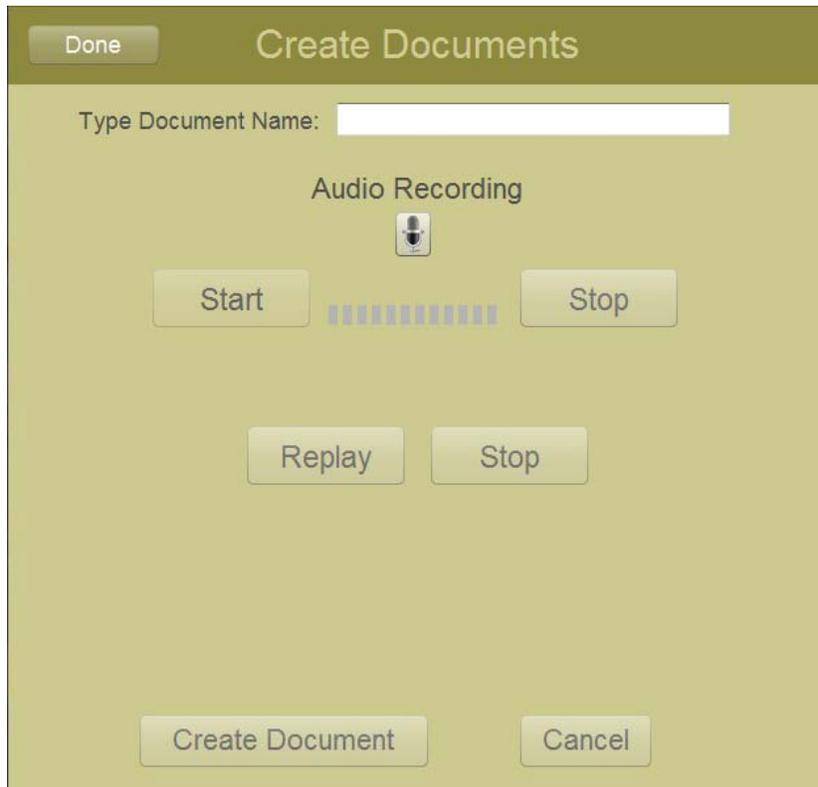


Next, you create the body of the document either by typing in your content or by cutting and pasting from existing documents.

When finished, you must click on the “Create Document” button at the bottom.

Create Audio Document

To author an audio document, you must provide a document name by filling in the field at the top of the editing screen (pictured below).



Before clicking on the “Start” button, make sure that you have all of your supporting materials, (such as scripts), organized and ready to use. When ready click on “Start”.

You can optionally use the “Replay” button and the lower “Stop” button to review your recording.

When satisfied, click on the “Create Document” button.

You must click on “Done” to return to the Media Activities Dashboard.



To optionally double-check your microphone settings, you can click on the microphone logo shown at left. This will pop-open the panel shown at right.

The *Allow* and *Remember* items should be checked.



The Exercise Wizard

The Exercise Wizard is shown in the image at right.

Exercise Name: The default name assigned to the exercise is the name of the media file being used for the stimulus. You can change this name by entering a new name in the *Exercise Name* field at the top.

Exercise Type: By default, exercises are configured *Without Time Limit*. However, you can set a timer for students to complete the exercise by selecting *Timed Test (no retries)* and entering in an MM:SS time value.

The countdown begins when students first open the exercise.

Response: There are three broad categories of student response that can be selected:

- Listening/Viewing
- Text Input
- Audio input (Recording)

Exercise Wizard

Exercise Name: Imagine FITB TT

Exercise Type: Without Time Limit
 Timed Test (no retries)
15 : 00 Duration (MM:SS)

Stimulus: Beatles - John Lennon - Imagine

Response: Viewing
 Text Input
 Audio Input (Recording)

Text Input Format: Open Text
 Question and Answer
 Multiple Choice
 Fill-in-the-Blanks

Create Exercise Cancel

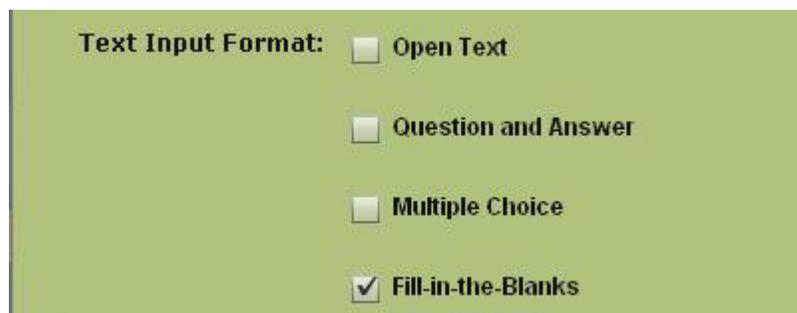
To complete a *Viewing* exercise, just select *Viewing* and click on the *Create Exercise* button at the bottom of the window.

If you select either *Text Input* or *Audio Input*, you will be prompted with additional exercise template options. (For example, in the image above, you must choose one of four *Text Input Format* templates.)

Text Input Exercises

There are four types of text input exercises supported by SmartClass+. These are:

- Open Text
- Question and Answer
- Multiple Choice
- Fill-in-the-Blanks



A screenshot of a green rectangular interface for selecting a text input format. The text 'Text Input Format:' is on the left. To its right are four radio button options: 'Open Text', 'Question and Answer', 'Multiple Choice', and 'Fill-in-the-Blanks'. The 'Fill-in-the-Blanks' option is selected, indicated by a checkmark inside its radio button.

Audio Input (Recording) Exercises

There are three types of recording exercises supported by SmartClass+. These are:

- Open Recording
- Active-Comparative Recording, (aka *sequential* or *repeat-after-me* recording)
- Simultaneous Recording



A screenshot of a green rectangular interface for selecting an audio input format. The text 'Audio Input Format:' is on the left. To its right are three radio button options: 'Open Recording', 'Active-Comparative Recording', and 'Simultaneous Recording'. The 'Open Recording' option is selected, indicated by a checkmark inside its radio button.

Exercise Templates

Overall, the Media Activities Dashboard supports 8 different exercise templates:

- Listening/Viewing
- Open Text
- Question and Answer
- Multiple Choice
- Fill-in-the-Blanks
- Open Recording
- Active-Comparative Recording
- Simultaneous Recording

Listening/Viewing Exercise

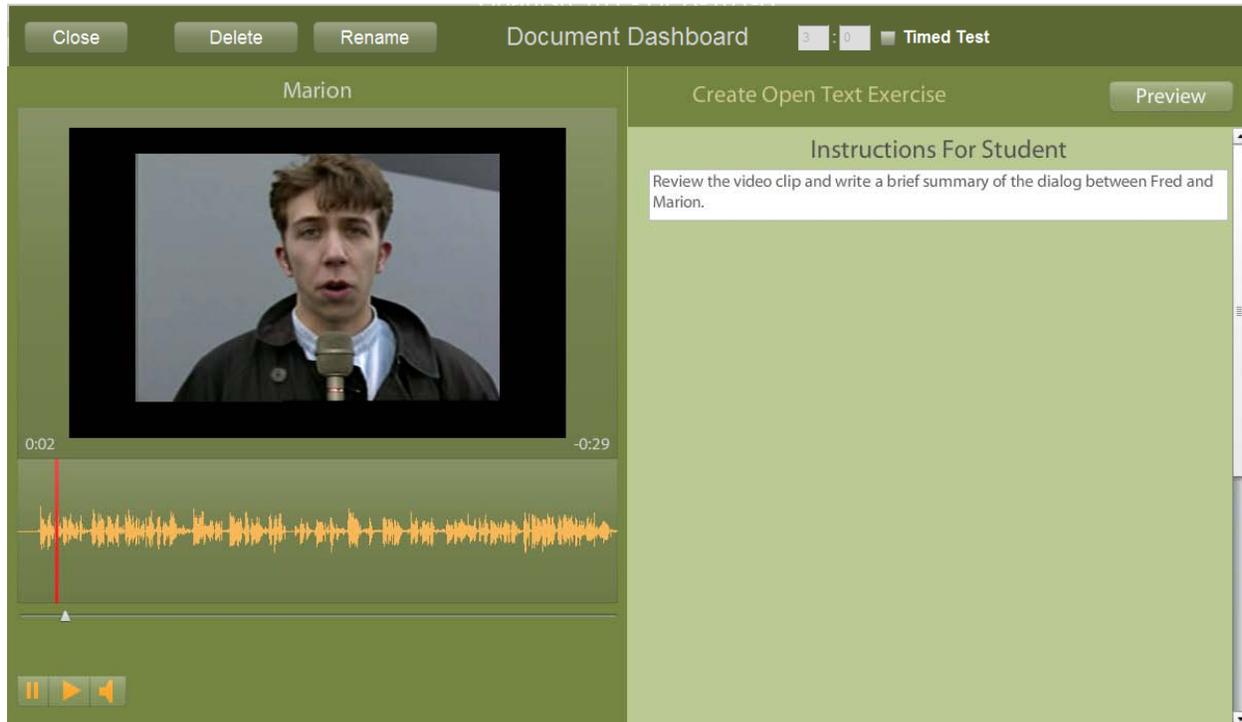
With this activity, there is no student response required. The student is simply required to listen to and/or view the stimulus media file.



At the top-left of the screen are a set of three buttons that enable you to “Rename” the exercise, “Delete” the exercise, or “Close” the Exercise Wizard and return to the Documents panel.

Open Text Exercise

As the name suggests, the teacher typically poses an open question and asks the student to respond in a prose format. An example activity is shown below:



You are able to enter a set of instructions for students in the top field on the right side. The student is expected to provide an *open text* response to the question.

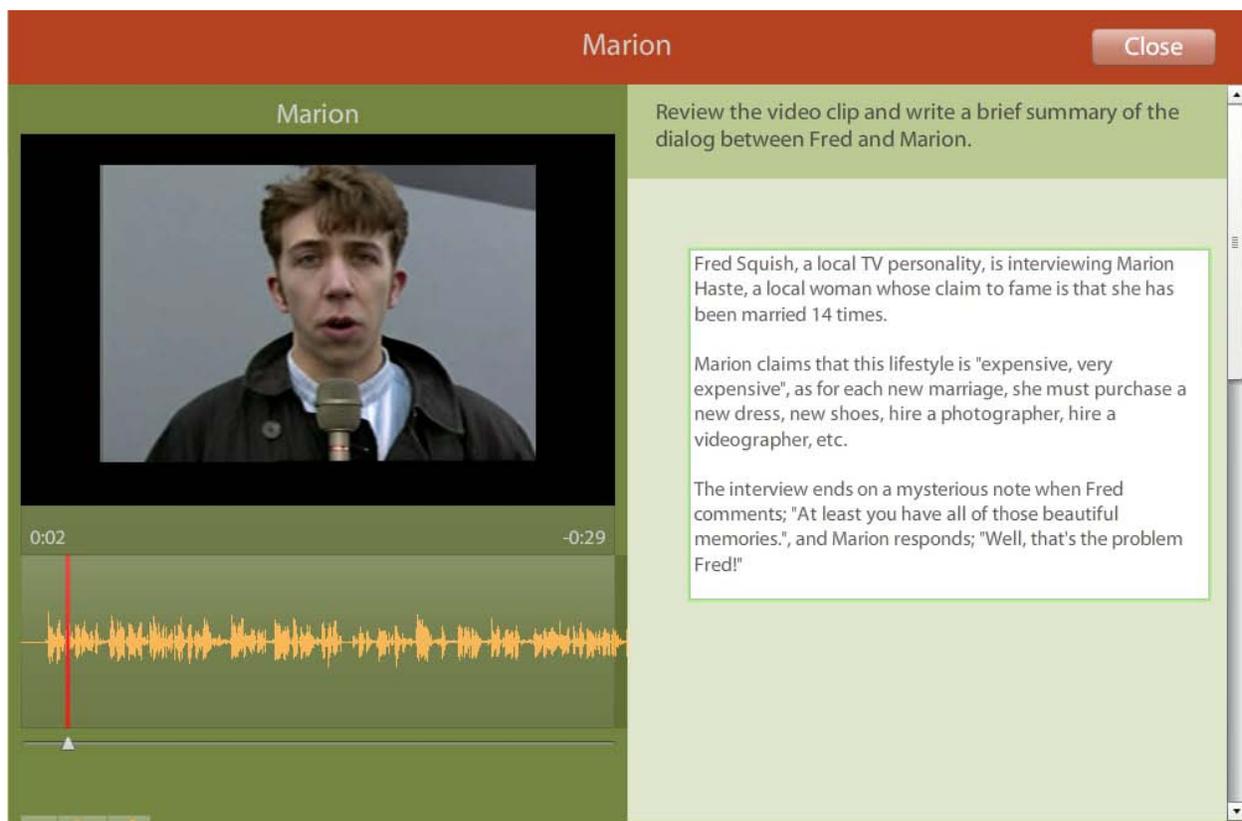
Because the stimulus file is a video clip, there are playback controls on the left that enable you to play and pause the video.

At the top-left of the screen are a set of three buttons that enable you to “Rename” the exercise, “Delete” the exercise, or “Close” the Exercise Wizard and return to the Documents panel.

At the top-right of the screen, you have the option of changing the exercise between a *without time limit* to a *timed test*, and setting the exercise timer.

In the upper right, there is a “Preview” button. This allows you to view the exercise from a student’s perspective, just to make sure that all is formatted the way you expect.

Exercise Preview



The screenshot shows a software interface for previewing an exercise. At the top, a red header bar contains the name "Marion" and a "Close" button. Below the header, the interface is split into two main sections. On the left, there is a video player showing a man (Fred Squish) speaking into a microphone. Below the video is an audio waveform with a red playhead at the beginning, and time markers "0:02" and "-0:29". On the right, a light green panel contains the exercise instructions: "Review the video clip and write a brief summary of the dialog between Fred and Marion." Below the instructions is a white text box with a green border containing the transcript of the interview. The transcript reads: "Fred Squish, a local TV personality, is interviewing Marion Haste, a local woman whose claim to fame is that she has been married 14 times. Marion claims that this lifestyle is 'expensive, very expensive', as for each new marriage, she must purchase a new dress, new shoes, hire a photographer, hire a videographer, etc. The interview ends on a mysterious note when Fred comments; 'At least you have all of those beautiful memories.', and Marion responds; 'Well, that's the problem Fred!'"

When you are finished previewing the exercise, click on the Close return to the Exercise Wizard.

When you are satisfied with the exercise, click on the Close button in the Exercise Wizard template to save the exercise and return to the Documents panel.

Question and Answer Exercise

When this option has been selected, the appropriate exercise template is automatically loaded, as shown below.

Note that initially only the first question field is displayed. As you begin filling in content in the first field, additional question fields will appear. Blank fields are automatically suppressed when previewed by the teacher or viewed by students.

The screenshot shows the SmartClass+ Media Dashboard interface for creating a 'Pyramid Q&A New' exercise. At the top, there are buttons for 'Close', 'Delete', and 'Rename', along with 'Document Dashboard' and 'Timed Test' indicators. The main area is divided into two columns. The left column features a large image of the Louvre Pyramid at night, reflected in water. The right column contains a 'Create Question and Answer Exercise' section with a 'Preview' button. Below this is an 'Instructions For Student' field with the text: 'Study the image at left and then respond to each of the questions below.' Underneath is a 'Questions' section with three numbered question fields. Question 1 asks: 'In what city can this structure be found? Respond with as much detail as possible.' Question 2 asks: 'The Dan Brown book The Da Vinci Code was partially set in this locale. Describe what you remember from this book (or the movie of the same name).' Question 3 is currently blank.

You are able to enter a set of instructions for students in the top field on the right side, and you are able to enter the text for up to 10 questions immediately below this. The student is expected to provide an *open text* response to each of the questions.

Because the stimulus file is a video clip, there are playback controls on the left that enable you to play and pause the video.

At the top-left of the screen are a set of three buttons that enable you to “Rename” the exercise, “Delete” the exercise, or “Close” the Exercise Wizard and return to the Documents panel.

At the top-right of the screen, there is a “Preview” button. This allows you to view the exercise from a student’s perspective, just to make sure that all is formatted the way you expect.

Exercise Preview

Pyramid Q&A New Close

Pyramid Q&A New



Study the image at left and then respond to each of the questions below.

- 1 In what city can this structure be found? Respond with as much detail as possible.
- 2 The Dan Brown book The Da Vinci Code was partially set in this locale. Describe what you remember from this book (or the movie of the same name).

Note that only the fields completed by the teacher are displayed.

When you are finished previewing the exercise, click on the Close return to the Exercise Wizard.

When you are satisfied with the exercise, click on the Close button in the Exercise Wizard template to save the exercise and return to the Documents panel.

Multiple Choice Exercise

When this option has been selected, the appropriate exercise template is automatically loaded, as shown below.

Note that initially only the first question field is displayed, and only a single answer field for this question is displayed. As you begin filling in content in these fields, additional question and answer fields will appear. Blank fields are automatically suppressed when previewed by the teacher or viewed by students.

The screenshot displays the SmartClass+ Media Dashboard interface for creating a Multiple Choice Exercise. At the top, there are buttons for 'Close', 'Delete', and 'Rename', along with 'Document Dashboard' and 'Timed Test' indicators. The main content area is titled 'Deli MC New' and features a photograph of the Famous Deli building. To the right, the 'Create Multiple Choice Exercise' section is active, showing 'Instructions For Student' and two questions with multiple-choice answers. The first question asks 'What type of enterprise occupies this building?' with options: Theater, Tourism Office, Restaurant (checked), Church, Grocery Store, Bank, and Car Dealer. The second question asks 'In what city do think this enterprise is located?' with options: New York, Chicago, Detroit, Miami (checked), Philadelphia, and an empty field.

Multiple choice exercise responses will automatically be graded by SmartClass+, so make sure to check the correct answer box for each question.

As we saw for the previous activity, the exercise can be Previewed, Deleted, and/or Renamed. Click on the Close button to save the exercise and return to the Documents panel.

Exercise Preview

Deli MC New Close

Deli MC New



View the image at left and then respond to each of the questions below.

1 What type of enterprise occupies this building?

- Theater
- Tourism Office
- Restaurant
- Church
- Grocery Store
- Bank
- Car Dealer

2 In what city do think this enterprise is located?

- New York
- Chicago
- Detroit
- Miami
- Philadelphia

Note that only the fields completed by the teacher are displayed.

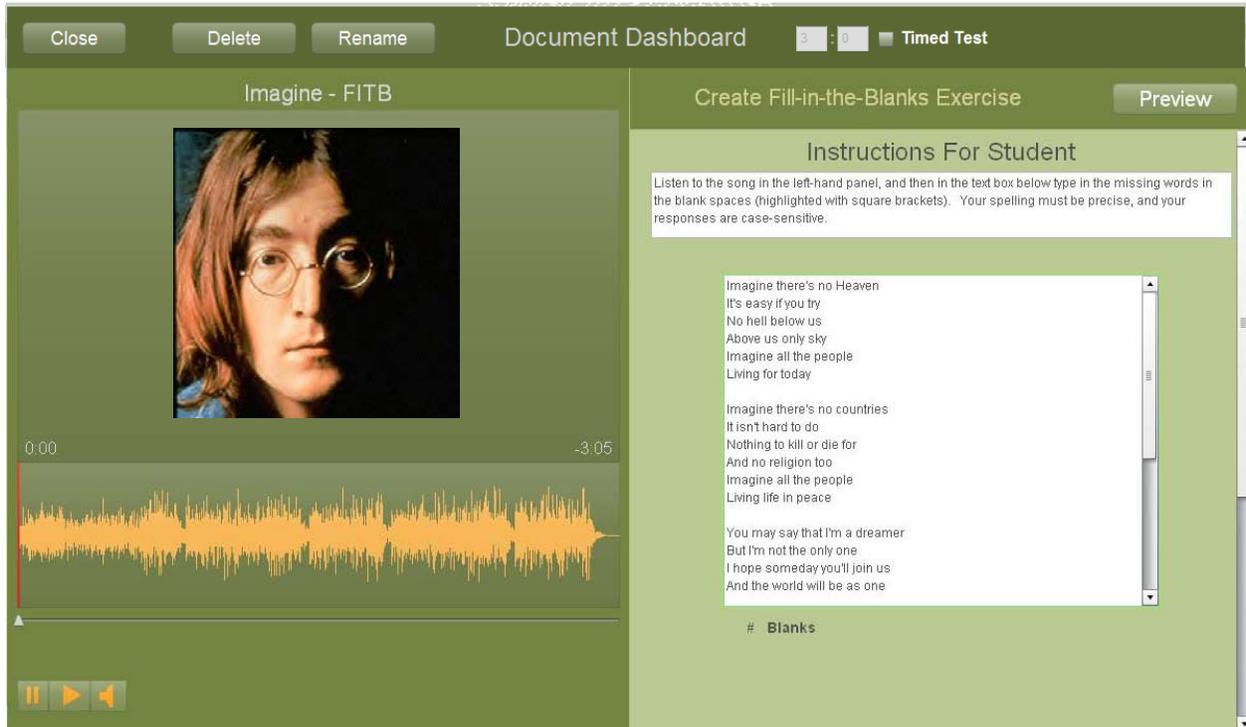
Note also that each question can have a different number of possible responses.

When you are finished previewing the exercise, click on the Close return to the Exercise Wizard.

When you are satisfied with the exercise, click on the Close button in the Exercise Wizard template to save the exercise and return to the Documents panel.

Fill-In-The-Blanks Exercise

When this option has been selected, the appropriate exercise template is automatically loaded, as shown below:



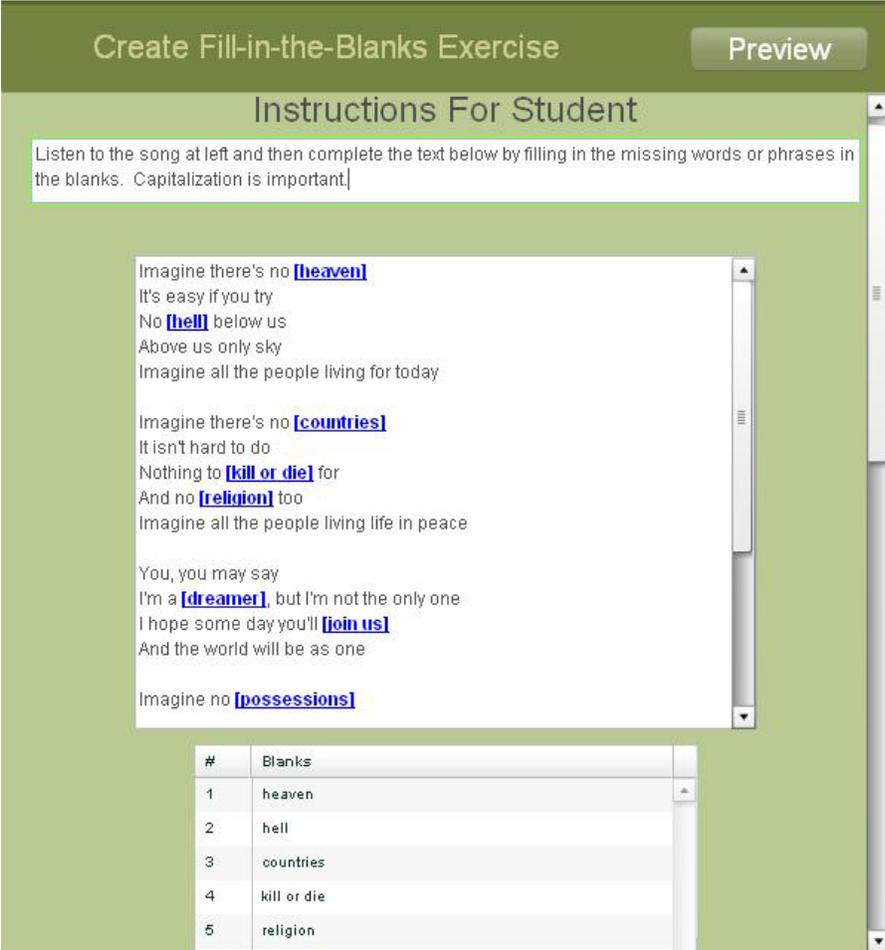
The screenshot displays the 'Document Dashboard' interface. At the top, there are buttons for 'Close', 'Delete', and 'Rename', along with a 'Timed Test' indicator. The main content area is titled 'Imagine - FITB'. On the left, there is a video player showing a portrait of John Lennon and an audio waveform. The video player has a progress bar from 0:00 to -3:05. On the right, there is a 'Create Fill-in-the-Blanks Exercise' section with a 'Preview' button. Below this, the 'Instructions For Student' are displayed: 'Listen to the song in the left-hand panel, and then in the text box below type in the missing words in the blank spaces (highlighted with square brackets). Your spelling must be precise, and your responses are case-sensitive.' The lyrics are shown in a text box with some words highlighted in blue. The lyrics are: 'Imagine there's no Heaven', 'It's easy if you try', 'No hell below us', 'Above us only sky', 'Imagine all the people', 'Living for today', 'Imagine there's no countries', 'It isn't hard to do', 'Nothing to kill or die for', 'And no religion too', 'Imagine all the people', 'Living life in peace', 'You may say that I'm a dreamer', 'But I'm not the only one', 'I hope someday you'll join us', 'And the world will be as one'. At the bottom of the text box, there is a '# Blanks' label.

In this example, the audio stimulus is a song, and in the main text box, the teacher has copied the lyrics to the song.

The next step for the teacher is to insert square brackets around the word or phrase to be blanked, e.g. [heaven].

As the square brackets are inserted, the target word or phrase will automatically be highlighted in blue, and inserted into the list at the bottom of the panel (as shown below).

Take care in the placement of the brackets, as this type of exercise supports auto-evaluation, so the student's response must exactly match what is in the brackets – including any spaces – and responses are case sensitive.



The screenshot displays the 'Create Fill-in-the-Blanks Exercise' interface. At the top, there is a 'Preview' button. Below it, the 'Instructions For Student' section reads: 'Listen to the song at left and then complete the text below by filling in the missing words or phrases in the blanks. Capitalization is important.' The main text area contains the following lyrics with blanks:

Imagine there's no [heaven]
It's easy if you try
No [hell] below us
Above us only sky
Imagine all the people living for today

Imagine there's no [countries]
It isn't hard to do
Nothing to [kill or die] for
And no [religion] too
Imagine all the people living life in peace

You, you may say
I'm a [dreamer], but I'm not the only one
I hope some day you'll [join us]
And the world will be as one

Imagine no [possessions]

At the bottom, a table lists the blanks:

#	Blanks
1	heaven
2	hell
3	countries
4	kill or die
5	religion

Beginning with release 1.228.1, you can have up to 50 blanks in a single assignment.

As we saw for the previous activity, the exercise can be Previewed, Deleted, and/or Renamed. Click on the Close button to save the exercise and return to the Documents panel.

Exercise Preview

Imagine - FITB

Close

Imagine - FITB

Listen to the song in the left-hand panel, and then in the text box below type in the missing words in the blank spaces (highlighted with square brackets). Your spelling must be precise, and your responses are case-sensitive.

Imagine there's no []
It's easy if you try
No [] below us
Above us only sky
Imagine all the people
Living for today

Imagine there's no []
It isn't hard to do
Nothing to [] or die for
And no religion too
Imagine all the people
Living life in peace

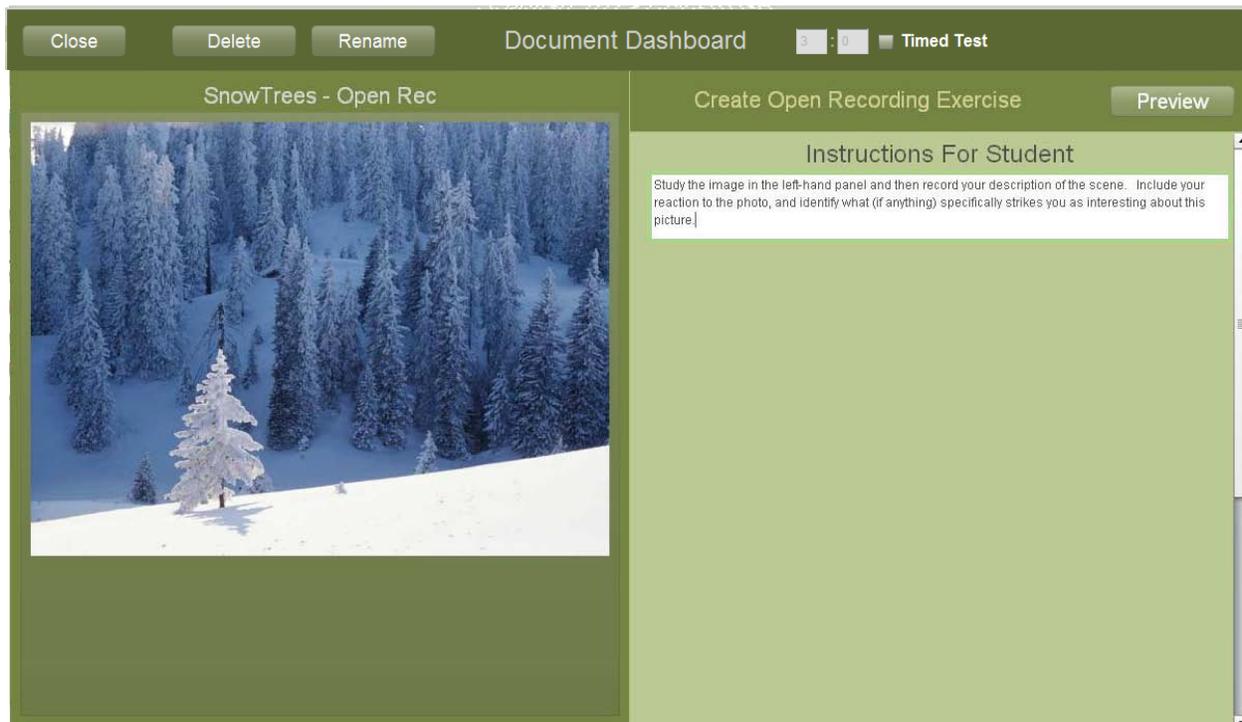
You may say that I'm a []
But I'm not the only one
I hope [] you'll join us
And the world will be as []

In the preview panel (shown above), as in the student view, the system displays blanks in place of the words highlighted by the teacher.

You type your responses between the two green brackets, and any leading or trailing spaces (within the brackets) will automatically be suppressed when responses are saved.

Open Recording Exercise

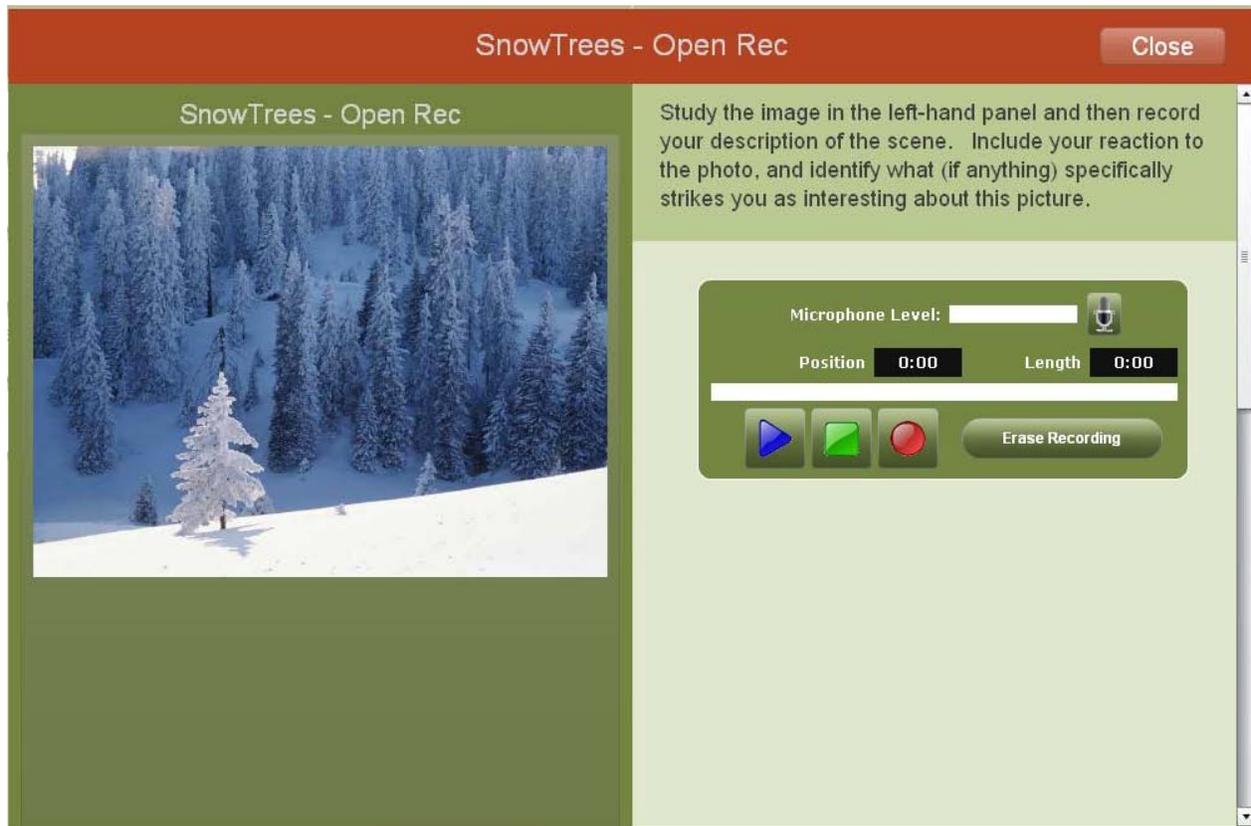
The Open Recording exercise can be used with any type of stimulus file – including images and text documents. Students are able to record responses of up to 10 minutes in duration.



The screenshot shows the 'Document Dashboard' interface. At the top, there are buttons for 'Close', 'Delete', and 'Rename', followed by the title 'Document Dashboard', a timer showing '3 : 0', and a 'Timed Test' indicator. Below this, the main area is split into two panels. The left panel, titled 'SnowTrees - Open Rec', displays a photograph of a snowy forest with evergreen trees. The right panel, titled 'Create Open Recording Exercise', has a 'Preview' button and a section for 'Instructions For Student'. The instructions text reads: 'Study the image in the left-hand panel and then record your description of the scene. Include your reaction to the photo, and identify what (if anything) specifically strikes you as interesting about this picture.'

When building the exercise, the teacher needs only to include instructions for the student.

Exercise Preview



The user is presented with a small player/recorder in the right hand panel:

Control	Description
	Record – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
	Stop – click on the stop button to pause or suspend the recording. Note that if you re-select the Record button, the new recording is just appended to the previous material in the same file.
	Play – click on the play button to listen to the recording. After playing, you can Stop or resume recording.



The *Erase Recording* button can be used to erase the current recording if the student is not happy with his first attempt.

In addition to the main navigation buttons, the user can also position his cursor anywhere on the timeline (when stopped or playing), and click on his mouse to jump to the selected time code (as shown at right). Note the floating time field showing the current cursor position.



Microphone Calibration



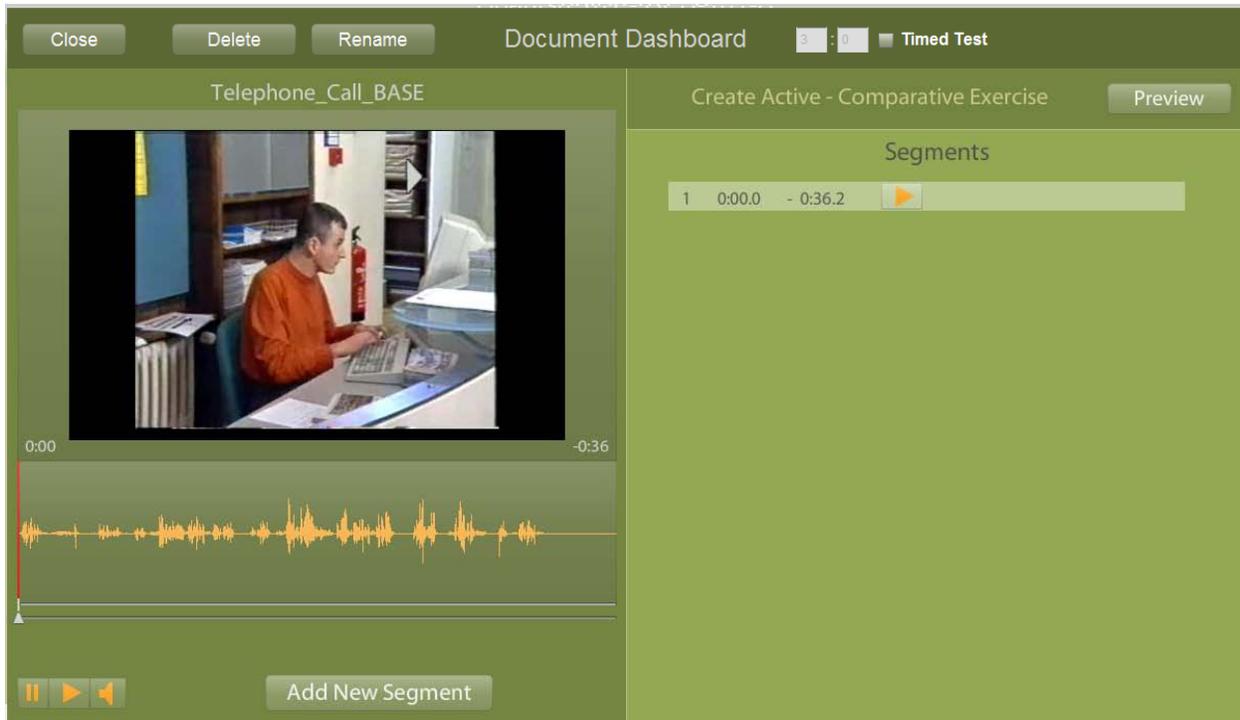
Note that you can click on the microphone button to configure the Adobe Flash settings. When you do this, the panel shown below will open. Click on the *Close* button after you have checked the *Allow* and *Remember* boxes.



Active-Comparative Recording Exercise

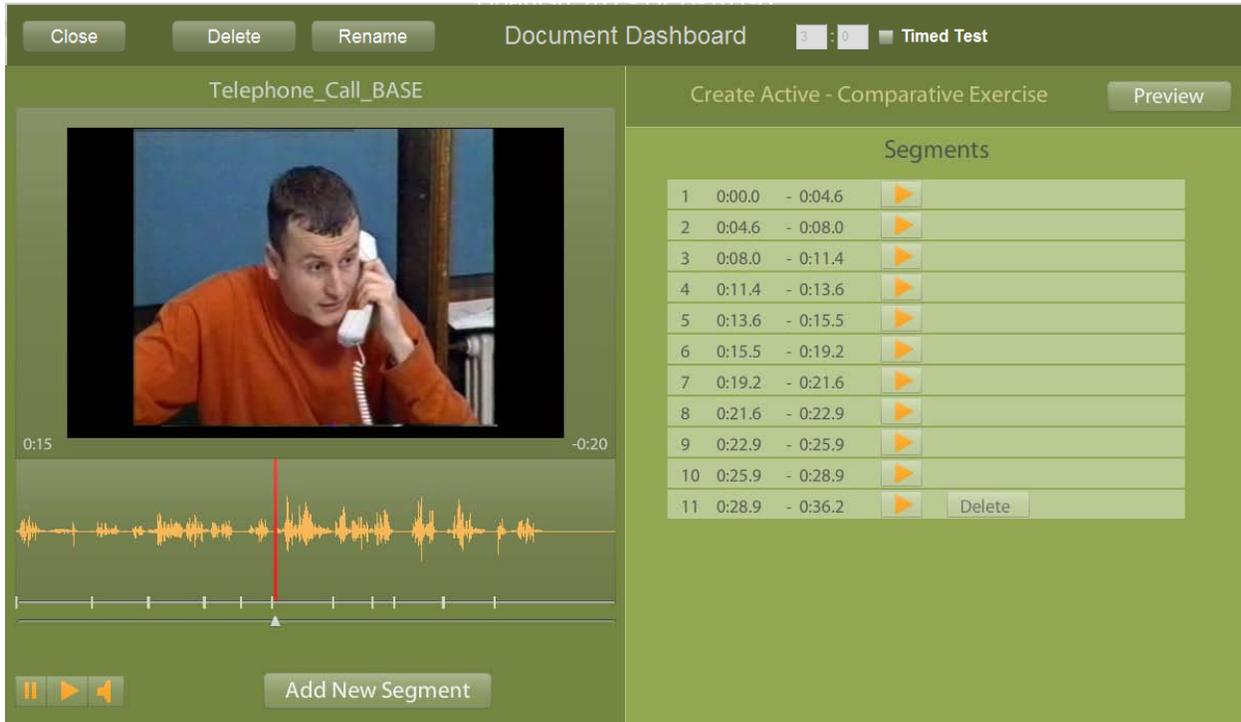
For Active-Comparative Recording exercises, the teacher sets the segmentation points at which students will stop listening and begin recording. An option for student-set segmentation points will be added soon.

After choosing the Active-Comparative Recording option, click on the “Create Exercise” button. This will open the appropriate exercise building template as shown below:



To build this exercise, you must segment the audio track of this media file into a number of segments that will allow your students to repeat the contents of the master track in manageable chunks. As you add segments, this list in the right-hand panel will grow.

To begin, click on the Play button, (▶), and while listening to the master track, click on the “Add New Segment” button when you want to end the current segment and begin a new one. When you have finished, your results should appear similar to those shown in the image below.



The screenshot displays the SmartClass+ Media Dashboard interface. At the top, there are buttons for 'Close', 'Delete', and 'Rename', followed by 'Document Dashboard' and a 'Timed Test' indicator. The main area is divided into two panels. The left panel, titled 'Telephone_Call_BASE', features a video player showing a man in an orange shirt talking on a white telephone. Below the video is an audio waveform and a timeline with a red vertical line indicating the current position. At the bottom of this panel are playback controls (play, stop, volume) and an 'Add New Segment' button. The right panel, titled 'Create Active - Comparative Exercise', has a 'Preview' button and a 'Segments' table. The table lists 11 segments with their start and end times and play buttons. The last segment has a 'Delete' button.

Segment	Start Time	End Time	Action
1	0:00.0	- 0:04.6	▶
2	0:04.6	- 0:08.0	▶
3	0:08.0	- 0:11.4	▶
4	0:11.4	- 0:13.6	▶
5	0:13.6	- 0:15.5	▶
6	0:15.5	- 0:19.2	▶
7	0:19.2	- 0:21.6	▶
8	0:21.6	- 0:22.9	▶
9	0:22.9	- 0:25.9	▶
10	0:25.9	- 0:28.9	▶
11	0:28.9	- 0:36.2	▶ Delete

Note that you can use the play buttons, (▶), in the right-side panel to review individual segments. If the segments are slightly off, you can fine-tune the segmentation points by grabbing the small vertical white bars at the bottom of the left hand panel and dragging them to a new location. The segment table times will adjust accordingly.

It is very useful to preview this type of activity by clicking on the Preview button. The resultant pop-up viewer is shown overleaf.

Exercise Preview

The screenshot shows a media player interface for a telephone call recording. The title bar reads "Telephone_Call_BASE" with a "Close" button on the right. The main area is divided into several sections: a video player on the left showing a man on a phone; a "Recording" panel on the right with a "Start" button and a progress bar; a "Playback" panel with three playback mode buttons; a waveform and timeline below; and a row of 10 checkboxes at the bottom. At the very bottom are "Select All" and "Select None" buttons.

Recording: To begin the activity, click on the “Start” button in the Recording panel in the upper right. The media player will begin playing the master track, and will only switch over to recording when the upper cursor reaches the end of the first segment.

At this point, you will be able to record your repetition of the master track material. When the lower cursor reaches the end of the first segment, the system will resume playback of segment two on the master track. This process repeats until all segments have been recorded in a repeat-after-me fashion.

Playback: In the Playback panel, you have three different options; playback of only the master track, playback of only the response track, or playback of both tracks – alternating between master and response for each segment.

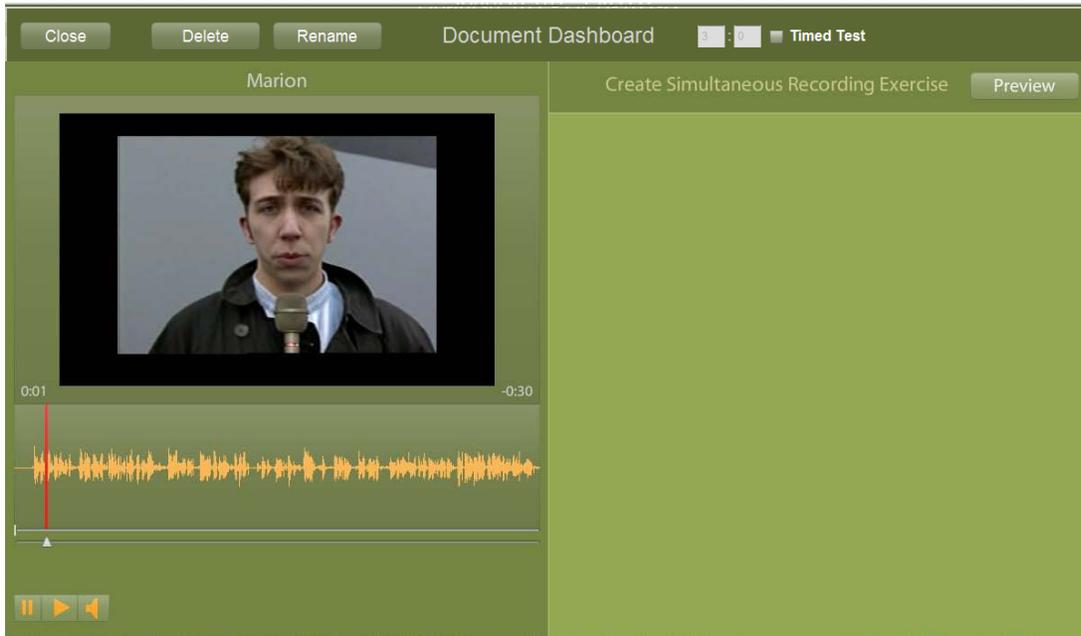
Segments of Interest: If you wish to listen to only one or a few segments, or if you wish to re-record one or a few segments, you can use the checked boxes at the bottom of the screen to localize your area of interest.

Use the “Select All” button to select all segments, or use the “Select None” button to select no segments. You can then define your segments of interest by manually clicking on the boxes below each target segment.

Click on the “Close” button to return to the Exercise Wizard.

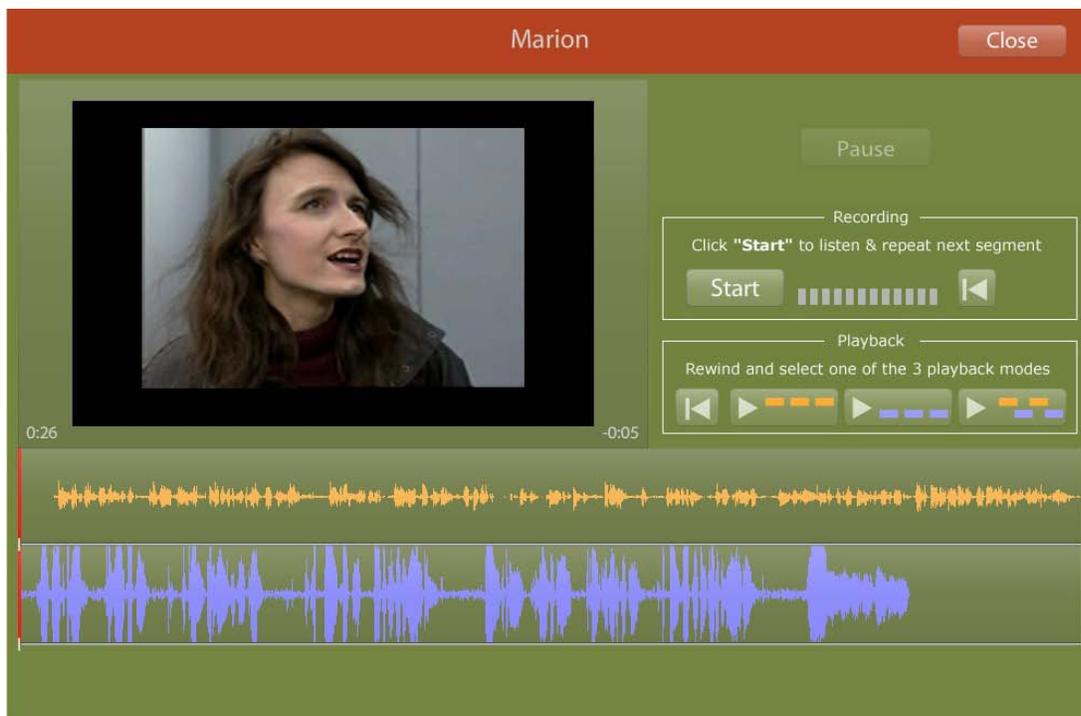
Simultaneous Recording Exercise

After choosing the Simultaneous Recording option, click on the “Create Exercise” button. This will open the appropriate exercise building template as shown below:



There is really no preparation for this exercise. Optionally, you can choose to preview the activity from the student’s perspective just to confirm that it runs as expected.

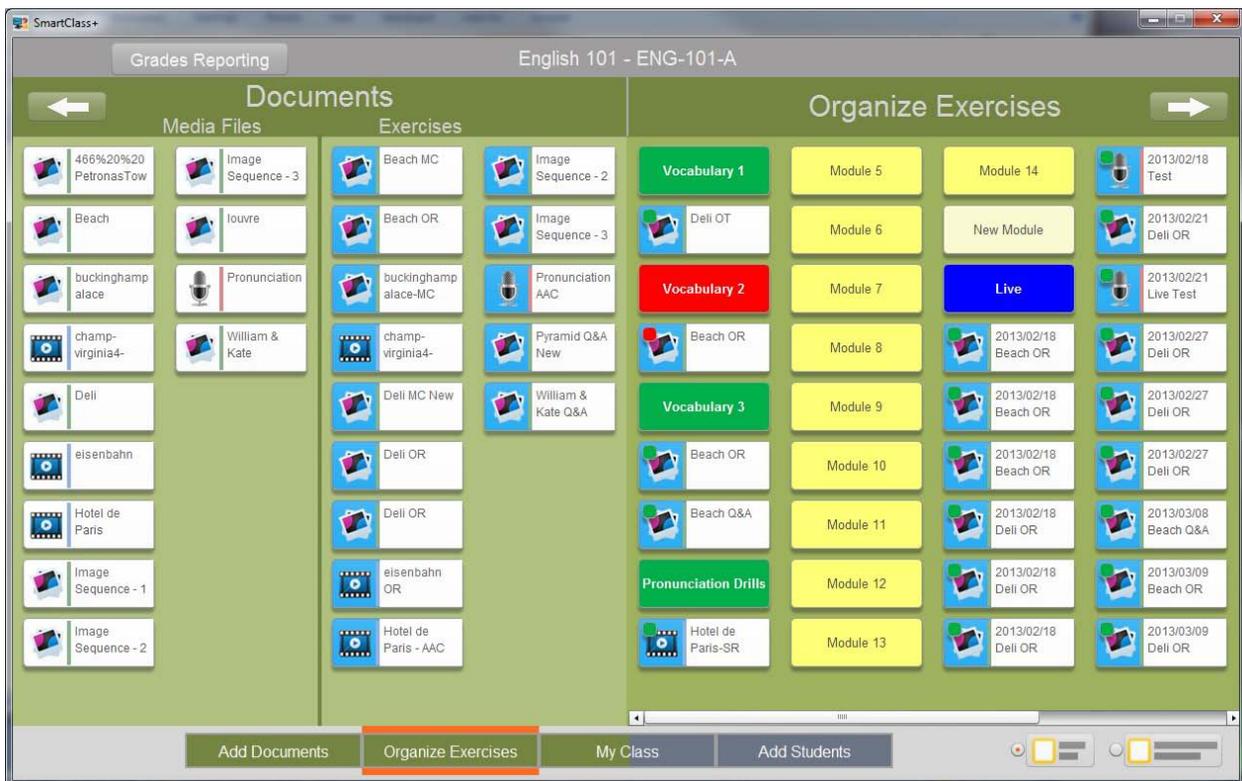
Exercise Preview



Organize Exercises Panel

The Organize Exercises panel is used to structure a complete course lesson plan for multimedia activities. This “plan” comprises a set of course modules, each of which may contain one or more exercises.

Modules, (which can be renamed), are created in an *unassigned* state. Teachers are able to assign modules to students and then manage whether those modules are *active* (green) or *inactive* (red). Students are able to access only assigned modules which have an active state.



The first time you are using the system, you will likely be building the lesson plan on a module-by-module basis over the course of the year. However, once the first year is over, you can retain the entire lesson plan for the next term.

Course Modules

When a new class has been created, the system will automatically insert tokens for the first five course modules as shown in the image at right.

Teachers can begin by using these five tokens, and can also add new modules as desired by clicking on the *New Module* token.

To add an exercise to a module, you must position your mouse cursor over the left-hand icon portion of the exercise token, press and hold the button down, and drag the token into the appropriate Module in the Organize Exercises panel. Make sure that the target Module token changes color (to orange) before releasing your mouse button.

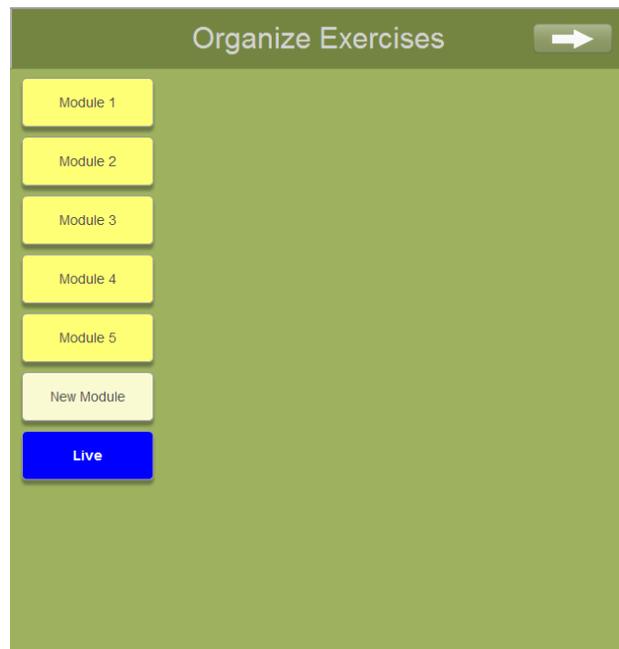
The image at the lower right shows the same Organize Exercises panel, but now with three exercises that have been inserted.

It is suggested that when you begin organizing content for a new course, that you focus on completing all of the content for the first module before moving on to the second module.

Note that you can populate the Modules with exercises without giving students access to those exercises: When the Module token is yellow, only the teacher can see the exercises.

In its unassigned state, (yellow), the teacher can edit the contents of the module as desired. For example, an exercise can be dragged back to the Exercises panel.

Once a module is assigned to students, however, it is no longer possible to modify its contents without risk of erasing all student responses associated with the exercises contained in that module.



Assigning Self-Study Modules to Students

When you double-click on a module token, the *Course Module Properties* panel opens (as shown at right).

Name: The default name of the module is displayed, but you can edit this name by changing the text in the *Name* field.

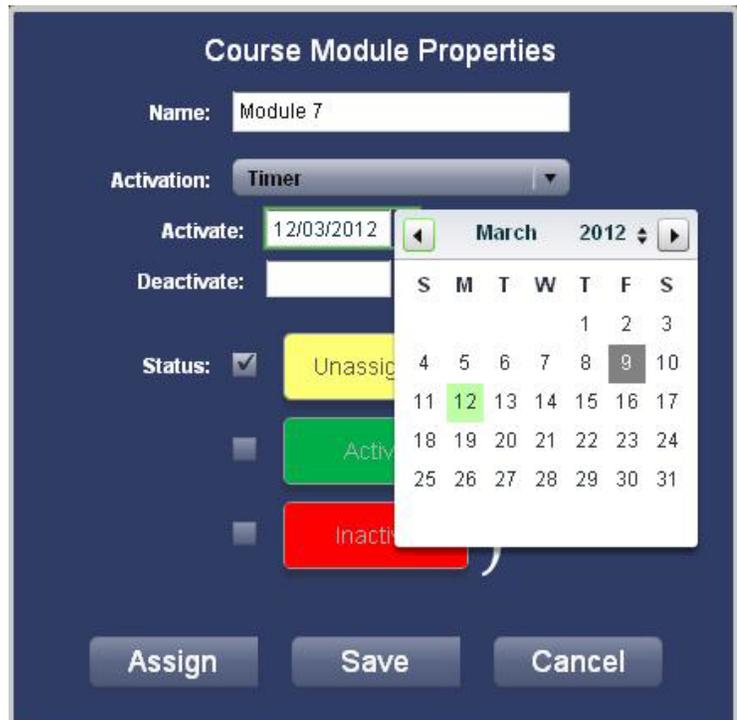
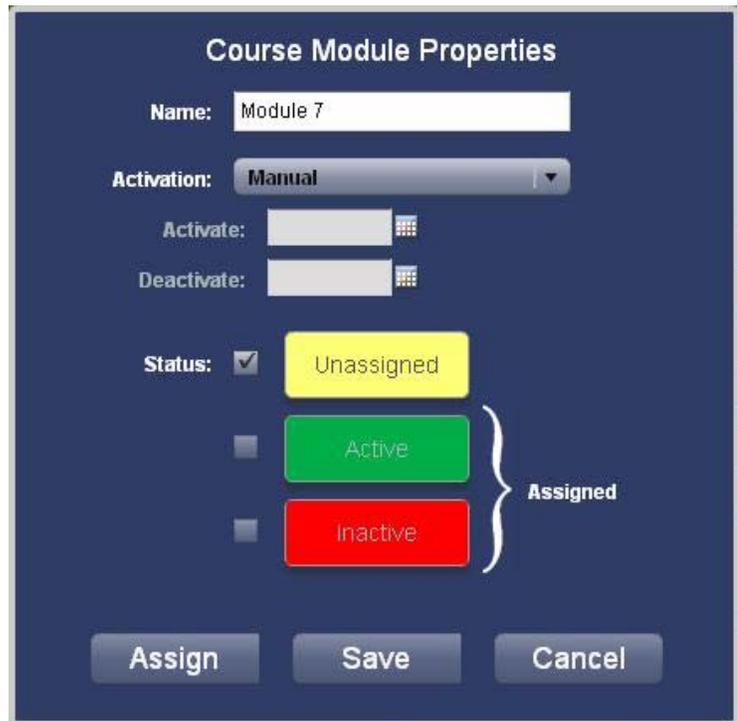
Manual Activation: By default, the *Manual* form of module activation is pre-selected. When the teacher clicks on the *Assign* button at the bottom of this panel, the module will automatically change to the active state (green).

When all students have completed their work, the teacher will again double click on the module token and change the module’s status to Inactive (red).

Timer Activation: Alternately, the teacher can change the activation from *Manual* to *Timer*. When the Timer option is selected, the teacher then uses the two date fields (for *Activate* and *Deactivate*) to manage availability of the module for students.

Note that the teacher can click on the calendar icons beside the date fields to select dates from a pop-up calendar as shown at right.

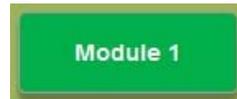
By definition, a timed module becomes available to students at 00:01 on the *Activate* date and deactivates at 24:00 on the *Deactivate* date.



Module Status: Modules can assume one of three states; Unassigned (yellow), Active (green), and Inactive (red).



The contents of an unassigned module are not visible to students and can be modified without restriction.

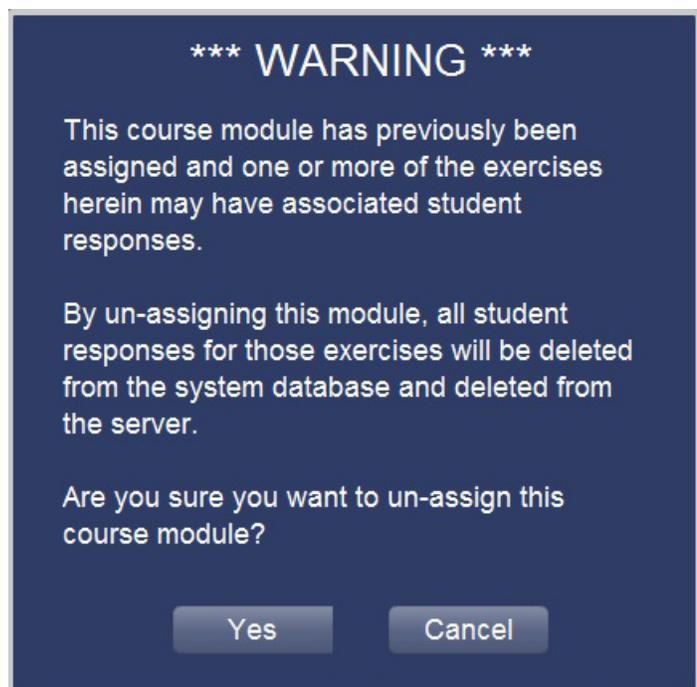


The contents of an active module are visible to students. Modules cannot be edited in this state.



The contents of an inactive module are not visible to students. Modules cannot be edited in this state.

If you attempt to change the state of an active or inactive module to unassigned, you will first need to acknowledge the warning message shown at right.



Live Modules



The Live module token (shown at left) is used to separate the self-study activities being assigned from the Media Activities Dashboard (MAD) from the live activities that have been run from the Live Activities Dashboard (LAD). Live activities are always available to students for review.

My Class View

The view shown below, with Assigned Exercises on the left and Students on the right is referred to as “My Class”. This is the default view that you will have when logging-in to the SmartClass+ Media Activities Dashboard as a teacher.

This view is used for follow-up of student responses to the assigned exercises. You can follow-up by exercise, by selecting one of the exercise tokens in the left panel, or you can follow-up by student, by selecting one of the student tokens in the right panel.

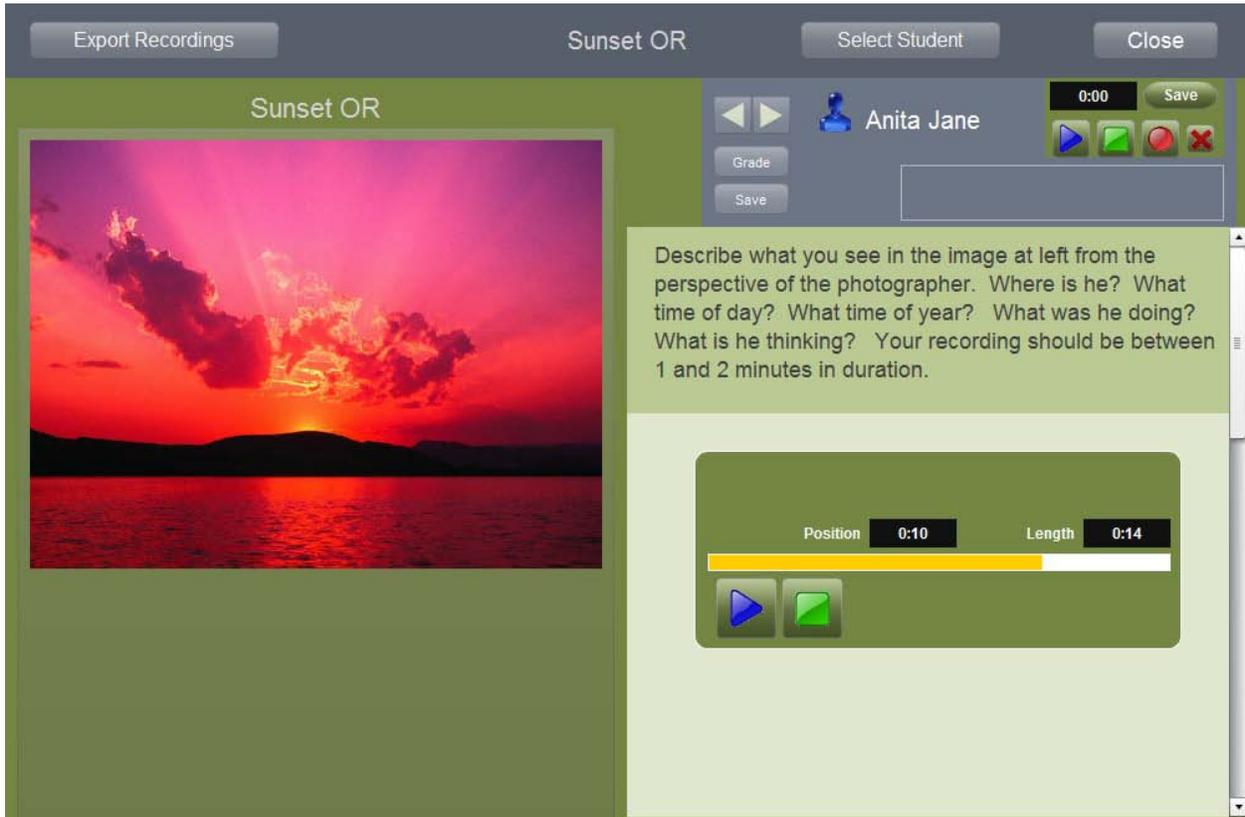
Assigned Exercises

The Assigned Exercises panel reflects the Module work that was done in the Organize Exercises panel. When students connect to the SmartClass+ Media Activities Dashboard, they will see only the exercises shown in the panel below.



Assignment Follow-Up

The simplest way to follow-up on student responses to an assignment is to double-click on the right-hand label portion of the target exercise token in the Assigned Exercises panel. The appropriate viewing template will open as shown below:



Student Selection

The details regarding students are shown in the upper right corner of this viewer, and these are expanded below right:

As this panel indicates, you are currently looking at the work of Anita Jane, one of the students in the English 101 – A class.



You can use the right-arrow and left-arrow buttons to incrementally step through the list of students, or you can click on the “Select Student” button on the top to view a list of all students. This is shown overleaf.

You can manually select specific students in any sequence from this list.

Note the white dot beside Claudia Jane. This indicates that Claudia has completed the current exercise.



	Betty	Jane	
	Bob	Smith	
	Bridget	Rubbert	
	Claudia	Jane	•
	Chris	Smith	
	Clint	Rubbert	

If you are reviewing the recordings of a live pairing/grouping activity, the student selection panel is sorted by student group, so you can immediately see who was partnered with whom.



	A Betty	Jane	•
	A Claudia	Jane	•
	A Anita	Jane	•
	B Clint	Rubbert	•
	B Anthony	Smith	•
	B Chris	Smith	•
	C Amy	Rox	•
	C Bob	Smith	•
	C Bridget	Rubbert	
	Roger	Rabbit	
	amanda	hollingsworth	

Automatic Correction & Grading

There are two types of exercises, Multiple-Choice and Fill-In-The-Blanks, that support automatic evaluation of student responses.



The screenshot displays the 'Imagine - FITB' interface. On the left, there is a video player with a microphone icon and a waveform. The video title is 'Imagine - FITB'. On the right, there is a student selection panel for 'Claudia Jane' with a score of 86%. Below this, a text box contains the lyrics of the song 'Imagine' with several words highlighted in green (correct) and red (incorrect). The correct words are 'Heaven', 'countries', and 'dreamer'. The incorrect words are 'hell', 'kill', 'some way', and 'Lone'. Below the text box, there is a list of blanks with corresponding input fields:

#	Blanks
1	Heaven
2	hell
3	countries

In the above image, correct responses are highlighted in green, while incorrect responses are highlighted in red. Also, the score of 86% shown in the panel above the text box has been automatically generated by the system.

Manual Assignment Grading

To override a previously assigned grade, or to assign grades to other exercise types, click on the Grade button, and enter a value between 00% and 99%.



The screenshot displays the 'Manual Assignment Grading' interface for a student named 'Anita Jane'. The student's score is 85%. The interface includes a 'Grade' button, a 'Save' button, and a text field for written feedback. The feedback text reads: 'Good work Anita! Remember to be consistent with your tenses.' There are also navigation buttons (back, forward, play, stop, refresh, close) and a timer showing 0:00.

Written Feedback

The grading panel also includes a text field that can be used to provide written feedback for students.

Make sure to click on the "Save" button to save the grade and written comments.

Oral Feedback

In the upper-right portion of the grading panel, you have an audio recorder panel that can be used to leave oral feedback for students. Just click on the *Record* button (●) to begin recording your comments.

Click on *Stop* (■) to pause the recording and click on *Play* (▶) to listen to your recording. You are able to resume recording by clicking on *Record* (●), or you can erase the recording by clicking on *Erase* (✕) and start over.

Finally, click on the green *Save* button to save your oral feedback for the student.

Reviewing Live Recordings

If you are reviewing a live recording of a pairing/grouping activity, (as shown below), the identity of the selected student's partners is included on the review page.

Systems having a hardware-based intercom normally capture all partners' audio in the recording. With systems having a software-based intercom, there is a checkbox that enables the reviewer to listen to only the selected student or to all partners concurrently.

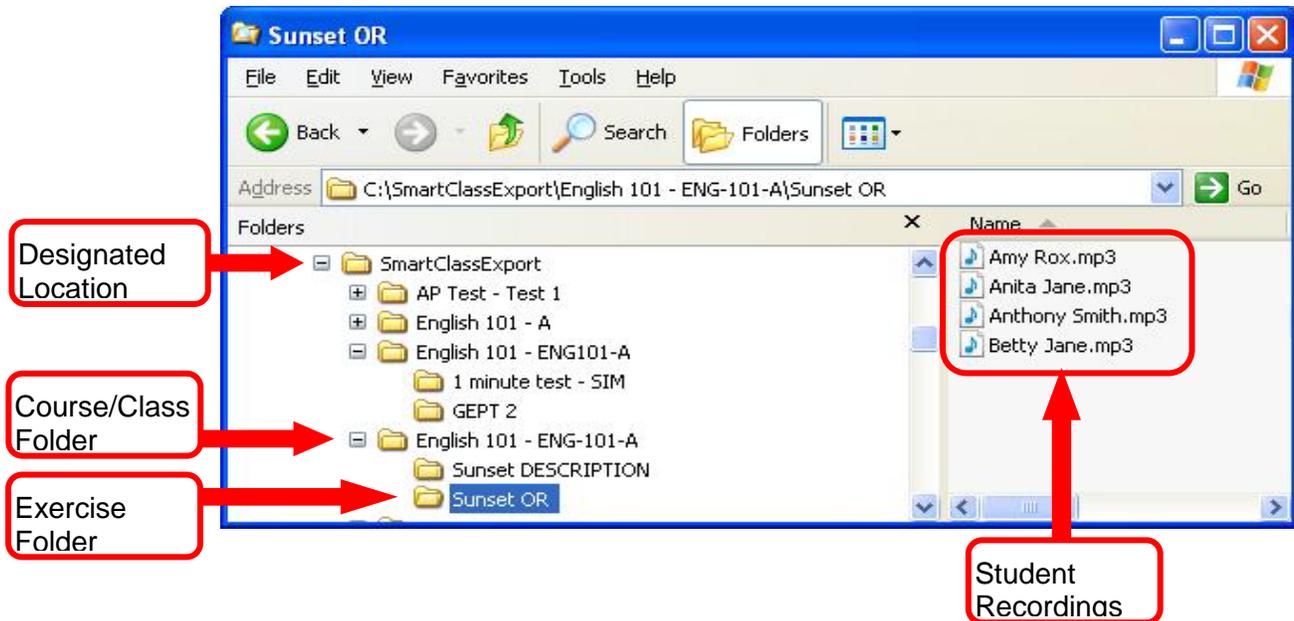
The screenshot displays the SmartClass+ Media Dashboard interface for reviewing a live recording. At the top, there are buttons for "Export Recordings", "Delete", "2013/05/14 Pairing Test 2", "Select Student", and "Close". The main area features a large green microphone icon on the left. On the right, a student profile for "Anita Jane" is shown with a "Grade" and "Save" button. Below the profile, a "Play" button is visible. A red circle highlights a checkbox labeled "with Paired Recording(s) of" with the names "Betty Jane" and "Claudia Jane" listed below it. At the bottom, a waveform visualization shows the audio recording.

Exporting Student Recordings

To export student recordings for review outside of the SmartClass+ system, click on the *Export Recording* button at the top left of the assignment review screen.

You will be prompted to choose a drive location (and optionally a folder name) as shown in the *Export Student recordings to MP3* pop-up panel at right.

View the image below to see the file structure for exported recordings.



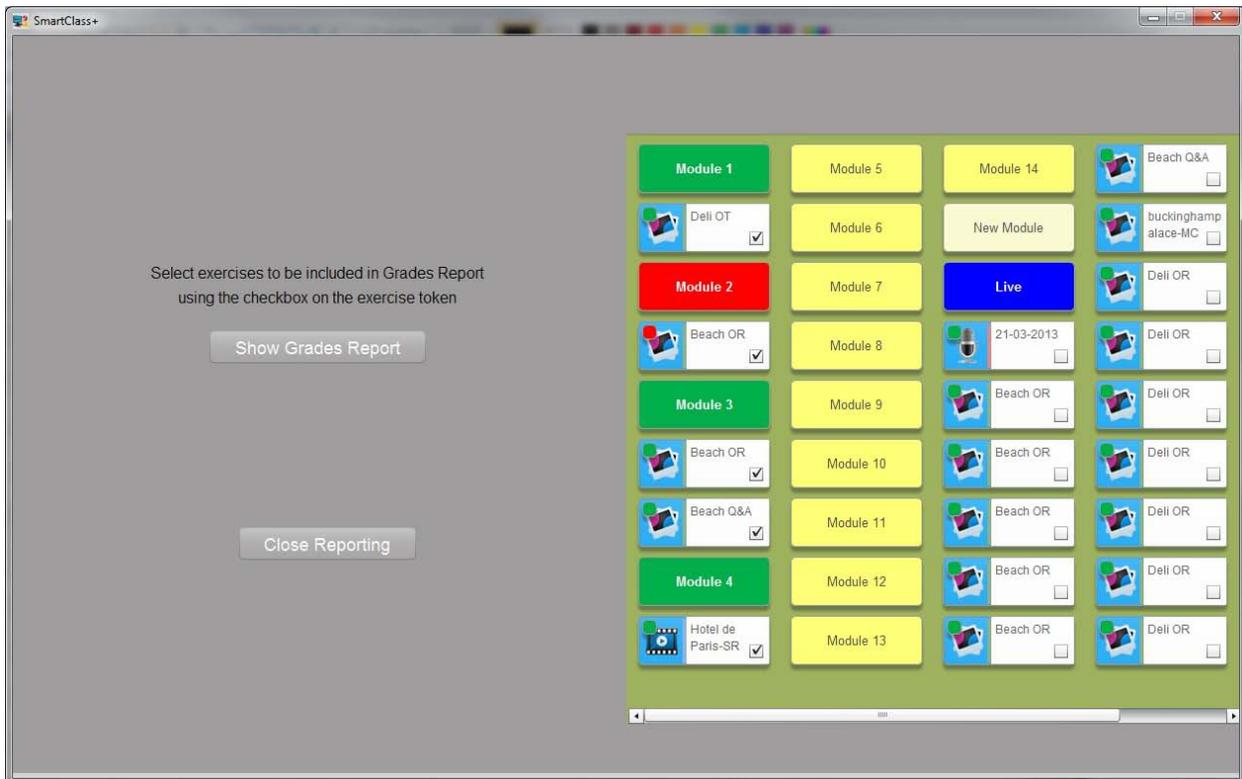
Class Performance Summary

Beginning with SC+ release 306, a new student evaluation tool has been added. This is a class performance tool called *Grades Reporting*.

While there is some merit in including this capability in the *My Class* view, it is actually more flexible (in terms of access to exercises) to locate in the *Organize Exercises* view.

This utility enables teachers to create a report for all students in the class for a single exercise or for multiple exercises. The Grades Reporting utility displays a summary of student scores and if viewing multiple exercises, calculates an average score for each student over all of the selected exercises.

Click on the Grades Reporting button at the top of the screen to begin.



Note that there is a checkbox displayed on each of the exercises. The teacher can select one or more exercises for the report. When the selection is complete, click on the *Show Grades Report* button at left.

Student Performance Summary

You are also able to view a summary of individual student performance over all assignments. To do this, double-click on the target student token in the Students panel on the right. You will see a summary similar to that shown below:

Anita Jane

Student Performance

Exercise Name	Type	Assigned	Status	Grade	Note
Map MCQ	Multiple Choices	Session 1	Not Done		
SnowTrees	Open Text	Session 2	Not Done		
Sunset	Question and Answer	Session 3	Not Done		
eisenbahn SIM	Simultaneous Recording	Session 4	Not Done		
Marion AAC	Active-Comparative Recording	Session 5	DONE		
Sunset	Multiple Choices	Session 6	DONE		
Gerry Test1	Simultaneous Recording	Live Session	Not Done		
Anglais Sept 12, 2011	Simultaneous Recording	Live Session	Not Done		
direct hs	Simultaneous Recording	Live Session	DONE		
test hs2	Simultaneous Recording	Live Session	DONE	10	perfect
testyd	Simultaneous Recording	Live Session	DONE	9	Excellent work!
test hs3	Simultaneous Recording	Live Session	DONE		

Close

When you have finished reviewing the student’s performance, click on the “Close” button at the bottom of this window to return to the *My Class* view.

#####