CAN-8 Reference Manual

Introduction
*

The CAN-8 interface
And the Player

Table of Content

Introduction to CAN-8

This Chapter is meant for all instructors who are new to the CAN-8 system.

After reading this chapter, instructors should be

- Familiar with the CAN-8 interface and functions,
- Able to navigate through different menus
- Able to access the function of their choice,
- Have a detailed understanding of the lessons items
- Have a general knowledge of the options available for lessons and their impact on the student screen (Player).

This chapter covers *The CAN-8 main interface* and *the Player*. Authoring, monitoring and administrative tools are addressed in other sections of this Manual.

The Player's section details the lessons as they are presented to the students. It is therefore strongly recommended for anyone designing CAN-8 lessons or assisting students in a lab environment to read this chapter before proceeding with the others.

Note that since this manual is addressed to Instructors, the Player illustrated in this chapter is viewed from an Instructor's ID, and therefore the interface will present slight differences from the student's. The student's manual can be viewed by signing on with a student ID and selecting HELP > ONLINE MANUAL.

Login screen - Signing in CAN-8

The process of signing on is the same for all users, and requires that the user know both the identification code and the secret password.

Locate and double click on the CAN-8 icon on the desktop.

The login screen may display 2 or 3 fields, depending on the software installation settings.

- If the **Server** field is visible, it will be most likely be preset with the name of the server you will connect to. Otherwise, type in the information given to you by the lab administrator or IT technician.
- The **USER ID** field. Type in the ID you were provided with. This ID is unique and personal. CAN-8 data and records are kept under that user ID.
- The **Password** field. Type in the password you were provided. The characters typed will be replaced by ***** characters to ensure confidentiality.

> **Note:**
> ►Use the **Tab key** or the mouse to move the cursor from one field to the other.
> ►Use the **Backspace key** to correct typing errors.
>
> ►Use the **Enter key** or click on the login icon [icon] to sign in.
> ►If the password does not correspond to the user ID entered, the message *Your ID or Password is not correct* will appear. Check for spelling mistakes in the User ID and then re-type the password.

The Main Interface

Once successfully logged in, the user is presented with the main interface.
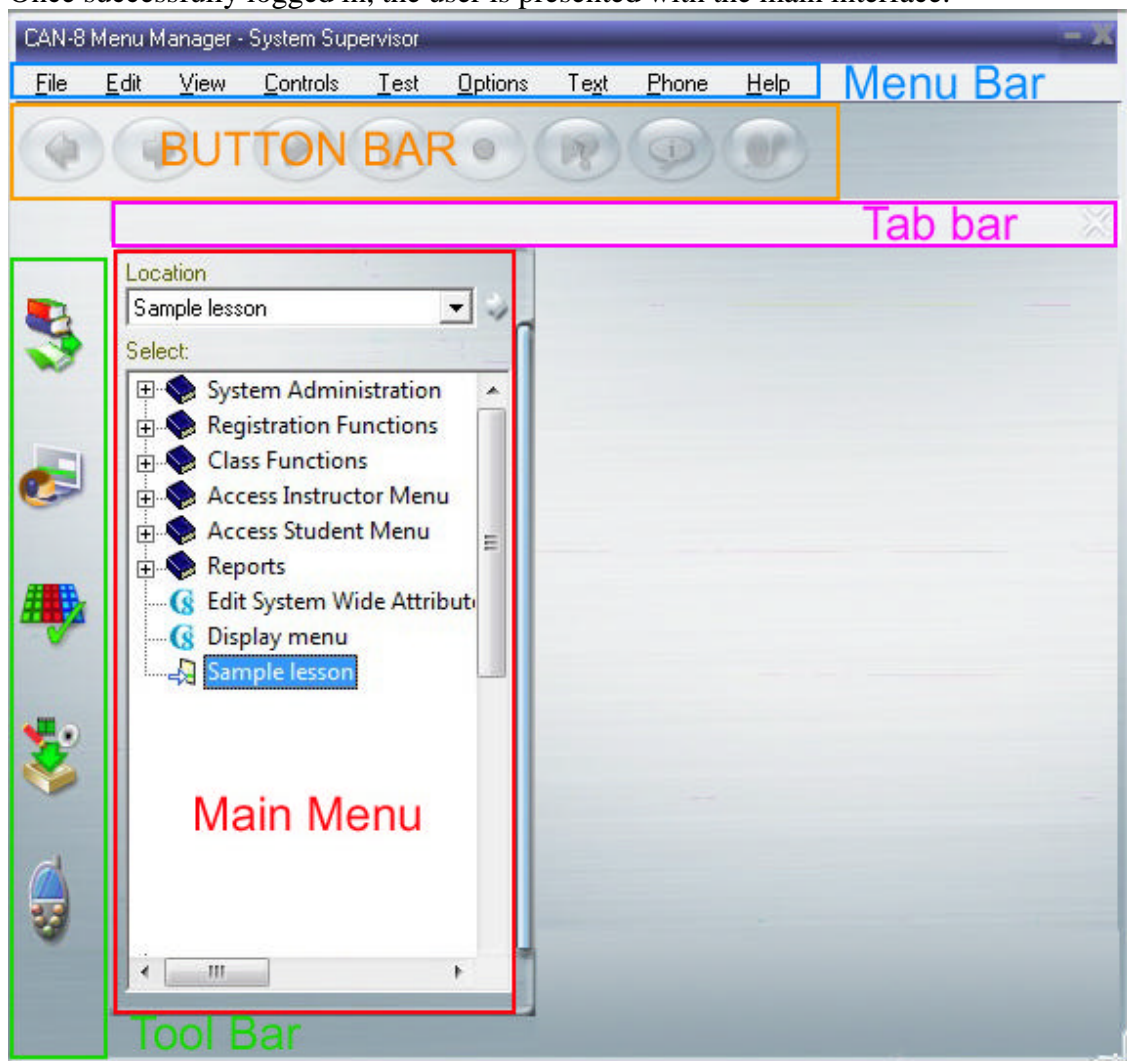
It is from this interface that all CAN-8 functions (System administration, registration, authoring, monitoring etc...) are accessed:

There are 5 main sections in the interface, as designated in the illustration.

- The Menu Bar, from which functions and options can be accessed.
- The Button Bar, used to navigate through a lesson, record, play and pause sound.
- The Tab Bar, to toggle between several lessons or tasks.
- The Tool Bar, gives access to the different functions of CAN-8
- The Main Menu, where administrative functions and lessons are accessed.

> **Note:**
> ►All function bars remain visible at all time, allowing the user to access several functions simultaneously without having to exit the screen they are in.
> ►Users profiles may be customized with a background image. This image will replace the default background of the main interface.
> ►The Main menu may be covered or hidden by other menus (opened lesson or planner menus for example).
>
> It can however always be retrieved at any time by clicking on the **Menu** button in the Tool Bar.
> When the Menu button is pressed, the menu slides in or out and the default interface is restored.

The Menu bar

This bar is identical for the user signed in as the system supervisor and for the instructors. Students have a simplified menu bar since they are not given access to the same functions.

Most of the options available in CAN-8 are present in the menu bar.

When placing the mouse cursor over the menu bar, contextual menus open with options:
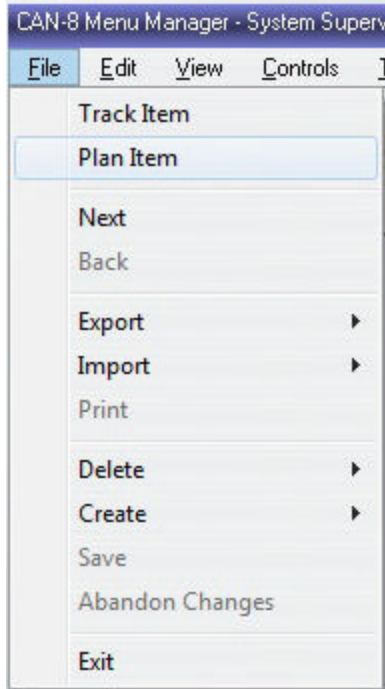
If a function **does not apply to the active interface**, the option is greyed out. Therefore options related to the Tracker are greyed out when the active interface is the Planner and vice versa.

When first signed in, most options are greyed out until an entry is selected in the main menu. In the illustration, the user has selected a lesson in the main menu. Both the Planner and the Tracker options are active. Had the user not selected a lesson, but a menu or an application instead, these options would have been greyed out.

The Button bar

When in the main interface, these buttons are present but are all greyed out. They will only be activated when a lesson is selected.

These buttons are further detailed in the Buttons and Controls section of the Player.

The Tab bar

When first signing in, the Tab bar is empty. Tabs appear when a lesson is opened with the Player, the Planner or the Tracker.

The maximum number of tabs that can be simultaneously opened varies from 1 to 7; This number is set on a per user basis, in the user's profile. Which means that while some users may have 7 maximum tabs allowed, others may only be allowed to open 1 only, or any number to the maximum of 7.

A Tab in the tab bar means that the lesson is opened; it does not mean the lesson is displayed on the screen. For example, several lessons can be concurrently opened, but only one can be displayed at a time. Tabs are used to switch from one lesson to another, or one function of the lesson to another without having to exit the previous one. This allows an instructor to monitor several classes simultaneously, or edit a Planner and view the changes in the Player.

A tab conveys three types of information:

- The lesson title; it is placed in the center of the tab. The tab's size will adjust to the length of the title, however if several tabs are opened, the title can be truncated to allow all tabs to be displayed.

- The function the lesson is opened with. The icon to the left side of the tab indicates whether the lesson is opened in a Player, a Planner or a Tracker.

- The state of the tab (active or inactive):

  - A grey tab is an inactive tab. The lesson is opened but not displayed.
  - The blue tab is the active tab, and corresponds to the interface that is being displayed.

To exit any of the tabs,

- first select the tab. It will highlight blue.
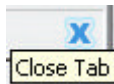
- Select the exit icon at the extreme right of the tab bar.

These steps have to be repeated for each tab.

The Tool Bar

The icons in the Tool Bar are shortcut to the main functions of CAN-8. They are linked to:

- The main menu and its entries - to select a function or a lesson
- The Player or student program - to play an existing lesson
- The Planner or authoring screen - to design and create lessons
- The Tracker or monitoring screen - used to monitor students' progress through a lesson
- The Phone to contact online students.

The chart below details each button available in the tool bar, their possible state and their function.

Active state	Mouse over State	Greyed state	Function
		N/A	Shows or hides the main menu from any interface currently opened. This allows the user to open more than one Planner, Tracker or lesson at a time. This button is always in active mode.
			Clicking on this button opens the Player. A menu entry must be selected for this button to be active. If the menu entry selected is a lesson, this button is shown as active. If the menu selected is an application or a submenu, this button is greyed out.
			Select a lesson in the main menu and then select this button to access the lesson's Tracker If the menu entry selected is a lesson, this button is shown as active. If the menu selected is an application or a submenu, this button is greyed out.
			Select this button to access a lesson's Planner. If a selected menu entry is a lesson, this button is shown as active. If the menu entry selected is an application or a submenu, this button is greyed out.
		N/A	Pressing this button will bring the SV phone interface. The instructor can then either call an online student or broadcast to **all online users**.

The Main menu

Displays the list of lessons and accessible system functions in the form of a treeview.

This menu can be retrieved at any time and from any CAN-8 interface (Player, Planner and Tracker) by clicking on its icon in the tool bar.

The menu presents a list of choices to the user. These choices can lead to different system functions like internal administrative functions, lessons, medias or Internet links. The icon identifies the type of the link:

Icon	Type	Description
	Lesson (EAASy II)	When selecting this kind of menu entry, the instructor can author, monitor, or play the lesson. The appropriate icons in the **Tool bar** will highlight.
	Submenu - closed	Contains more links to choose from. Used to organize the CAN-8 system or the lessons in a tree structure and simplifies the menu display. When delivered, the system already includes some submenus. **Class functions** for example, includes the links to the different tools related to class creation/edition. **Access Student Menu** is another one. When expanded, the instructor can view and access all links present in the students' menu. Submenus can be nested inside other menus. When a submenu is selected, the Tool Bar items are greyed out as a menu can neither be authored nor monitored. Click on this entry to expand it and view the entries it includes.
	Submenu - expanded	This menu is expanded. Items that are included in this menu are displayed with an indent to visibly group them together. When selected, the Tool bar items are greyed out as a menu can neither be authored nor monitored. Only the System Supervisor can create or edit this type of item. Clicking on an open submenu entry will close it and hide its content.
	Application link	Provides a link to external applications. When selected, the Tool bar items are greyed out as an Application link can neither be authored nor monitored. Only the System Supervisor can create or edit this type of item. Clicking on this menu link will start the application in a different

		window.
	Internal	Link to one of the CAN-8 Internal functions. An internal function is a operation unique to the administration of CAN-8, like register user, create classes, change password, etc... Internal command links can neither be authored nor monitored. Only the System Supervisor can create or edit this type of item. Clicking on this menu link will open the form corresponding to the function desired.
	Internet link	Opens the system's default browser and links to a listed site. Only the System Supervisor can create or edit this type of item.
	Media link	Provides a link to the default media Player on the workstation. When selected, this entry will open any file (audio or video) the system supports via the default media Player. This type of entry can neither be authored nor monitored. Only the System Supervisor can create or edit this type of item.

Each user, when registered, is set to start in a specific menu. Students access the *Student Default Menu* and instructors access the *Instructor Default Menu*.

Yet the system can be customized to the needs of each user. For instance, students taking English could start in a menu that leads exclusively to pronunciation and vocabulary exercises in English while students taking French could begin in a menu that leads to French pronunciation and vocabulary lessons only.

There may also be a need for an instructor's ID used exclusively to register students. That ID can be customized so that only access to the registration functions tool is visible when signing in.

For information on how to customize a users main menu, please refer to the Managing menus section of this manual.

Menu Navigation

When the user selects a choice and presses the Enter key, (or double-clicks on the choice with the mouse) the appropriate lesson or function is started.

You may use the mouse to navigate through the menus in the following way:

- Click once on a non-selected item: that item will highlight in the menu and appear as selected. In the tool bar, the functions related to that type of item will highlight.

- Click a second time on the selected item and it will either expand the menu and display its content (if the item was a submenu), open the Player (if the item type was a lesson), or a form if the item type was and administrative function.

In some cases, you may wish to only select an item for the purposes of editing it, but not begin using it.

You may also use the keyboard to navigate the menus. The following keys are active in the menu:

Cursor Down	Moves the selection down one line in the menu.
Cursor Up	Moves the selection up one line in the menu.
Pg Down	Moves the menu down by one screen if there are lines to display.
Pg Up	Moves the menu up by one screen if there are lines to display.
Home	Moves the selection to the first item in the menu.
End	Moves the selection to the last item in the menu.
Right Arrow Key	Displays the content of a menu
Left Arrow Key	Hides the content of a menu

The Player

The Player is the function that presents a lesson to the students. While all CAN-8 users, including the instructors and the system supervisor, can access the lessons' Player, the Player is the only function a student can access for lessons.

Although the Player is mostly a student function, this chapter is addressed to instructors, as they will need to verify the format of the lesson after creating items. The students' manual includes similar instructions, however, the images are different since the students do not have the exact same interface layout than the instructors.

In a Player, the user (student, instructor or system supervisor) can only record answers to lessons that have previously been created.
It is not possible to edit a lesson, or monitor users from the Player.

Depending on the user's profile settings, more than one Player from different lessons can be opened at a time.

Accessing the Player

To access the Player:

- Select a lesson item in the main menu. If the menu item selected is a submenu or a command, the Player's button is greyed out. To select the lesson either click once on it or scroll through the items in the menu using the up and down arrow key.

- Once the lesson selected (highlighted dark blue), click on the Player button or click on the lesson title a second time.

The illustrations below show the same interface with and without the Player open.
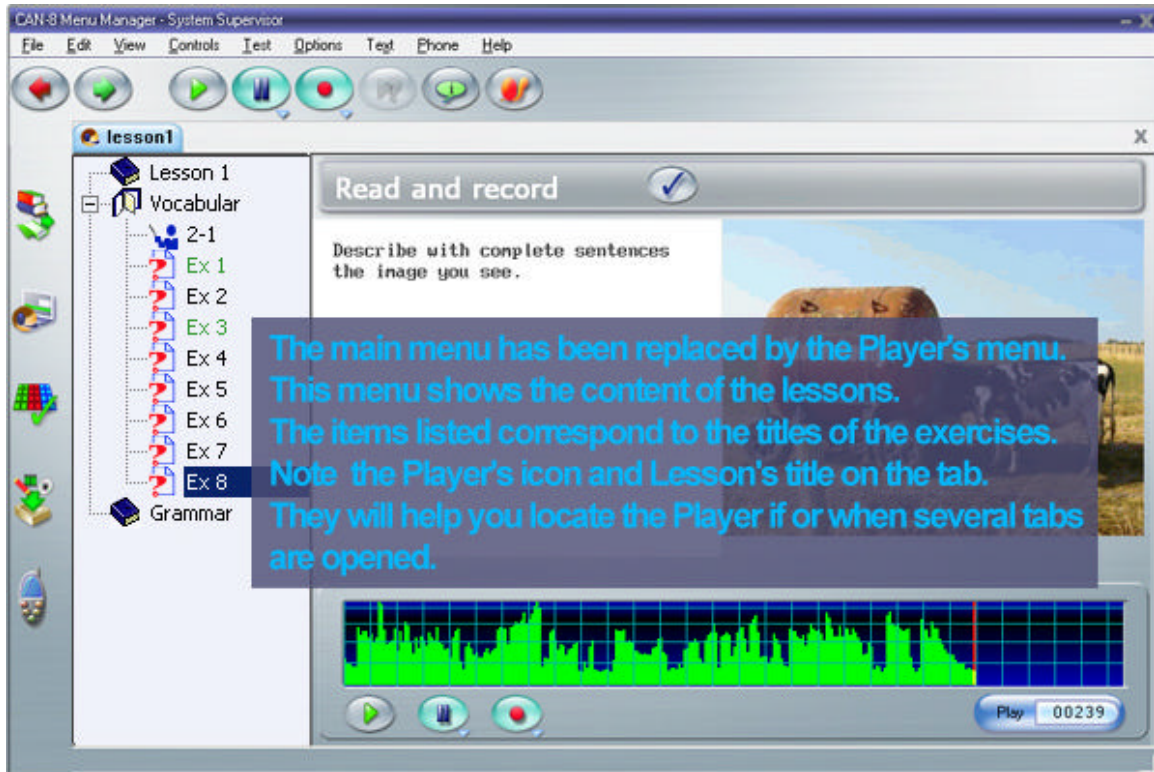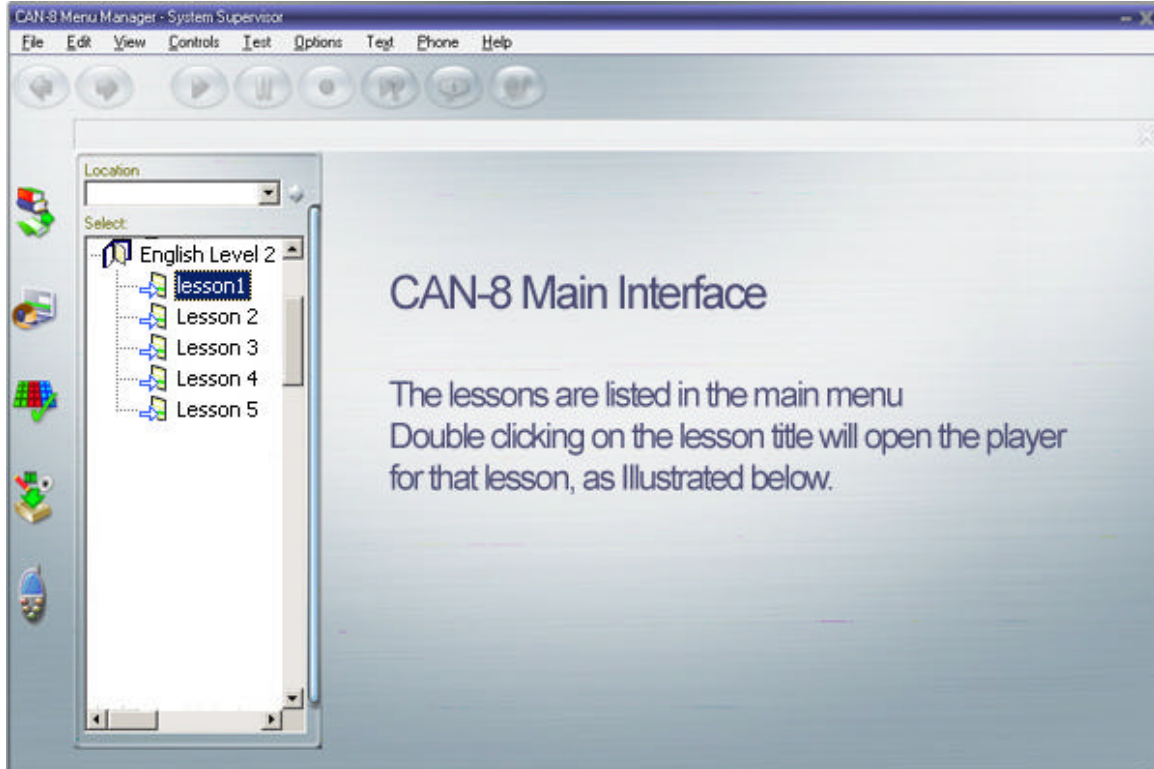
Note:
▶When the Player is opened, the Tool, Menu and Button bars are still visible.
▶The **main menu** is replaced by the **lesson's menu**.
▶When the Player is exited, the user is presented with the default interface and the main menu.

An instructor may however choose to also access a Tracker, and/or a Planner, from a different lesson and must therefore go back to the main interface to select another lesson.

Select the menu icon to access the main interface.

The main interface is displayed.
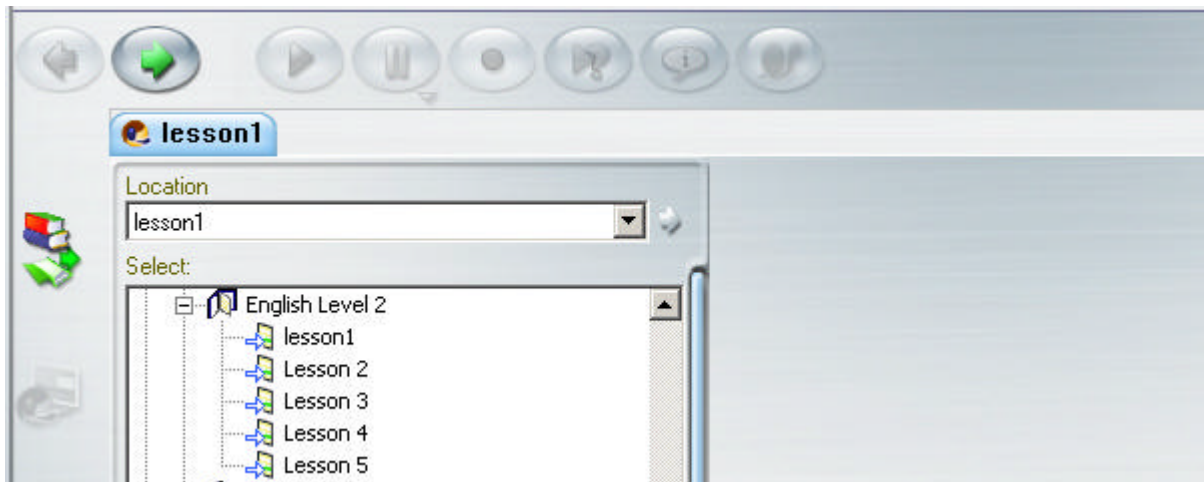
Note that although the Player is no longer visible, it is still active and can be accessed by clicking on the Lesson tab. It will open exactly where it was last left.

Depending on the instructor's settings at registration, up to 7 such tabs can be concurrently opened. The instructor can toggle from one Player to another, or to a Planner/Tracker, by selecting the corresponding tab.

Player Interface Description.

The Player is divided in 2 sections:

- The Menu
- The work area
- The button bar

The Lesson Menu

As mentioned in the proceeding chapter, there are two types of menus to consider:

- The main menu, or interface menu. From this menu, the student will navigate and select the lesson assigned by the instructor. This menu is not always identical for all students, as the instructors can customize it on a per person basis.
- The lesson menu. Once the students select a lesson the main menu is replaced by the lesson menu. The lesson menu presents only items (or exercises) the students must answer.

In a lesson's default practice mode, the Lesson's menu is present throughout the entire lesson. Students can chose the item they want to display by clicking on it.

The lesson can however be set in sequence or random mode in which case the menu is not displayed. The work area is then stretched over the menu area and the user selects the **Next** button to view the next item in queue. Click here to view a lesson sample with and without the menu displayed.

Menu Icons (Item Types)

The type of the menu displayed on the interface (main menu or lesson menu) can easily be differentiated by the *icon on the tab*, but also by the *icons* associated to the menu entries.

In the main menu, the icons that precede a title in the main menu represent CAN-8 functions (either a command like *Register User*, a link to a program, a submenu or a lesson)

In a lesson menu, each icon represents a specific exercise type and only exercise icons are present there. The table below lists the icons and their associated item type:

Icon	Exercise type
	Introduction Item
	Teach Item
	Ask/Answer Item
	Example Item
	Fill in the blanks Item
	Multiple Choice Item
	Read Item
	Simultaneous Item
	Teach Item
	Verify Item
	Write Item

Each Exercise type presents a different interface and requires a different input from the student.

For detailed information, see the section "*Items Description*".

Lesson Menu navigation

The navigation through the Player's menu is done using

- the **mouse**; the first click selects the entry (the menu entry background is highlighted blue), the second click gives access to the item.

- the **Next** buttons; The user has the choice of using the **Next** button located in the button bar, or the one located in the **item bar**

- and/or a combination of the **Function keys** on the keyboard as follow:

  o **F2**: Plays the student's recording if one is available.
  o **F3**: Starts the recording if the item requires audio.
  o **F4**: Activates the pause button.
  o **F5**: Plays the instructor's recording present in an item.
  o **F8**: Equivalent to the Next button. Pressing F8 will display the next item.
  o **F9**: Logs the user out of CAN-8

Note:
▶Navigation with **arrow keys** is not possible in the lesson menu.
▶After each item is completed, the student is expected to go to the next item, using one of these 3 methods unless the lesson is set with **timers**, in which case the next item will automatically appear.
▶If the Player does not show a lesson menu (the lesson was specifically set to Sequence or random to prevent the user to chose the exercise's order), the user can only progress through the lesson using either one of the 2 **Next** buttons, or the **F8** function key.

The Player's Work Area

The work area is where the content of the lesson's exercises is displayed, including text, images, audio, depending on the item type. It is also divided in 4 main areas as underlined in the illustration below:
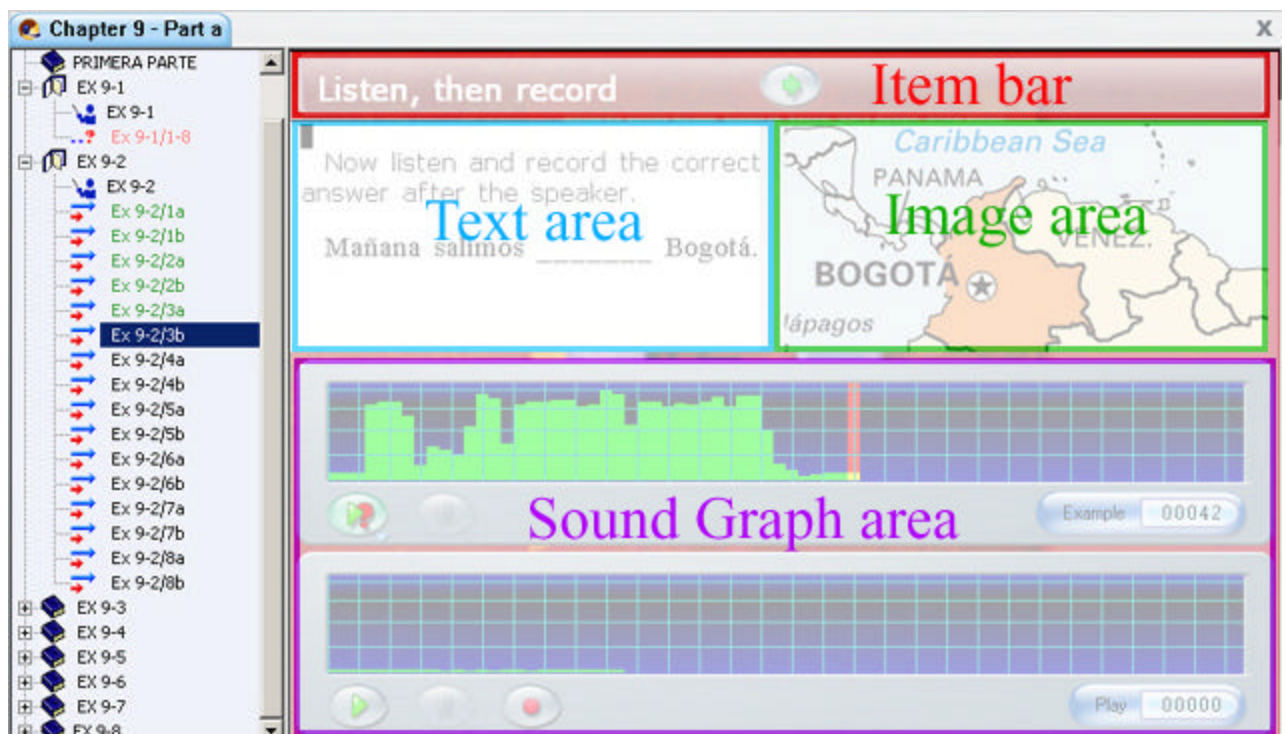
- The Item Bar gives direction to the students related to the item type.
- The text area, where written instructions are displayed.

- The graphic area, next to the text area, where images or videos are displayed. If no graphic is included in this area, the text area will expand to use this space.
- The sound graph area, located at the bottom of the work area. Depending on the type of item, either one or two *volume displays* will be displayed.

The Item Bar

Located at the upper part of the work area.

It provides generic information to the student such as:

- Directions specific to the type of exercise displayed on the screen. It indicates what input is required by the student (*Fill in the Blank*, *Listen then Record* among others).
  These directions are always present.

- To the right of these instructions is the **Next** or the **Verify** Buttons.
  As soon as the student has recorded an oral or written answer, the **Check** button replaces the **Next** button.

    o   If the item required an oral answer, the Check button will present the next screen.
    o   If the item was a Fill in the Blanks or a Multiple Choice item, when the student presses the **Check** button, feedback is presented to it right.

- Some exercises are designed to be automated, and the students' controls are locked. In this case, the **Next** and **Check** buttons are greyed out to prevent the student from exiting the item before the end of the specified time.

- Depending on the item type, feedback may appear to the right of the button. The type of feedback depends on the lesson settings, and is generic. It will only specify if the exercise is correct or incorrect.

- And finally, if the exercise includes timers, the main timer will appear at the extreme right of this item bar.

The Text Area

Any additional text the instructor wanted to add to the item is displayed in this area. It may include item specific instructions and/or a text for the student to read

If the item does not include any graphic, this area expands to cover the full work area.

Equally, if the lesson's menu is hidden, the text area will also expand over the menu area.

Text that is part of an exercise cannot be copied or exported from the Player.

The graphic area.

This is where an image or the graphic part of a video, if any is included in the exercise, is displayed. In items that require 2 volume graphs and text like Example item, this image may be truncated to allow room to display all content.

The Sound Graph Area

Depending on the type of item displayed, this area may include one, two, or no sound graph at all.
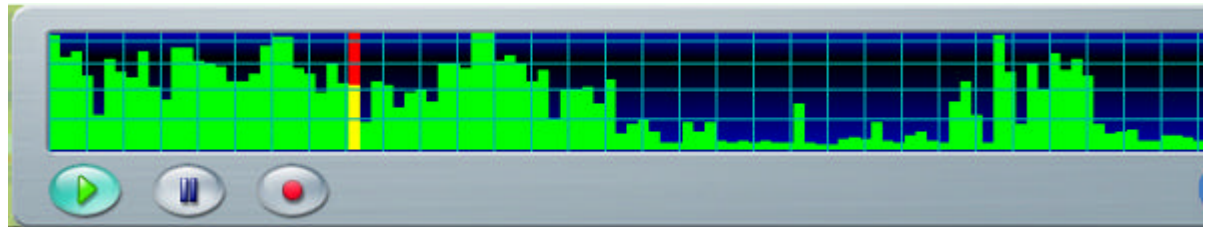
The volume display is a graphical display of the sound volume over time.

The height of the green bars in the graph represents the loudness of the sounds in the recording. Typically words or sentences will appear as louder sounds in the display. This provides an easy visual way to find the starting points of sounds. The student can select a particular location to play from by clicking the mouse on the volume display. The system will play the sound from that point.

Alternatively, the student can press the **Play** button, in which case the sound starts playing from the beginning of the recording.

The audio controls used to record and play audio are present on the sound graph. They are identical to the controls present in the button bar, and the user may select either one.

In an item where 2 sounds graphs are present, the top graph represents the instructor's voice sample; the lower graph is a graphical representation of the student's recording. The user may click on either one of these graphs to alternate both recordings.

In items where Written input is required, only one sound graph is displayed, the instructor's sample graph.

Other items will only show the student's sound graph.

The Button Bar and Controls

Although the button bar is truly part of the CAN-8 main interface, its functions are only activated when a Player is opened. These functions will therefore be discussed in this section of the manual.

Using the keyboard and the mouse, the student can:
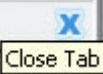
- Select items in the lesson's menu
- Display text, graphics, and videos
- Listen to instructions at normal or slow speed
- Listen to examples at normal or slow speed
- Record spoken answers
- Listen to their own answers at normal or slow speed
- Play a part in a conversation with the computer
- Answer multiple choice questions
- Type answers to fill-in the blank questions
- Call the instructor
- Listen to real-time broadcasts over the network from the instructor
- Talk directly to the instructor over the network

A number of on-screen buttons, menu options and controls are linked to functions that can be used by the student in a lesson.
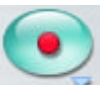
The on-screen buttons are each associated with a function key. Pressing the function key, or clicking on the screen button with the mouse, "presses" the button.

The functions associated are the following:

Button	Keyboard shortcut	Menu bar access	Function
*	F2	Controls > Play > Yourself	This button plays the recording the student had made in the item from the beginning.
*	F3	Controls > Record > New Recording or Continue Recording.	This button starts recording the student's voice. Any previous recording is replaced by the new recording. However, when accessing this function from the menu bar, the student has the choice to redo the recording, or continue a recording.
*	F4	Controls > Pause	Pressing this button in the middle of playing or recording suspends the play or record. Pressing the button again resumes.
The buttons above marked with an * are also present on the sound graph and have the same functions			
	F5	Controls > Play > Example	Pressing this button plays the sound recorded for the item in the lesson. In example items this plays the example sound that the student is to emulate.
	F6	Controls > Play > Introduction	This button plays the sound recorded for the instructions that apply to a section of a lesson (1st "I item" before the exercise). If special instructions have been given to the student for an item (in a "C item" for example) these are played instead.
	F7	N/A	Pressing this button causes all recordings to be played slower. The sounds do not change in pitch. Pressing the button again returns to normal speed playback.

	F8	File > Next	Pressing this button terminates an item and displays the item menu. When the item menu is already displayed, this button selects the next item in sequence.
	N/A	File > Back	Pressing this button terminates an item and displays the preceding completed item.
	F9	File > Exit will log the user off CAN-8, even if the student is in a lesson at that time. It cannot be used to exit a lesson or an item only. To exit a lesson or an item, the exit button **in the tab bar** should be used instead	This button is present on the top right corner of the interface drag bar. It will quit the software even if a recording is being made at that time.
			This button is at the extreme right side of the tab bar. This ends the student's session in this lesson. Control returns to the course menu selection system or another tab if one is available.

Each one of the buttons described above have 5 possible states, depending on the functions available in the item, of the rights given to the student to access them. The table below represents each state for one button only, as they are similar for each button:

Button	Status	Description
	Normal	Indicates the function is available and and can be started by clicking on the button.
	Hot	Indicates the mouse is over the button
	Pressed	The button remains in this state while its function is running. It will return to its normal state as soon as it's done, the pause button is pressed or the next item is presented.

	Greyed	If a button function is not available for a certain screen, it will be displayed greyed out.
	Pressed & Greyed	Indicates that this function is currently running, but the *control* of this button is not available. This is usually encountered in an item with a timer and where students' controls have been locked.
		If the mouse cursor is held over the button for a few seconds, a tooltip showing the function of that button will appear below the button.

Items description:

The following description and visual renditions of the different items apply to items placed in the default Practice mode without timer. The behaviour of each of these items may differ when the lesson is placed in test or review modes.

The Introduction Item

May include: audio or graphic
Does not present an interface to the student.
Users cannot input any data

Introduction items are represented in the menu as open or closed folders, depending if they are expanded or not. They can be used to divide the lesson into logical sections.

Depending on the content the instructor has included while creating it, the Introduction item will behave differently:

- **No content**. If the Introduction item is empty, it is used only as a section marker in the menu. Selecting it in the menu will either show or hide the exercises it groups.
- **Audio**. If some audio is included in the Instruction item, it is used as a section marker in the menu, and the audio will be played as soon as the first item in its group is displayed.
  While navigating though the items below the Introduction item, the student can retrieve the Introduction's audio using the Play Introduction button.
- **Image**. When an image is added, the instruction remains a section marker AND provides a background for the Lesson items that follow it.
  - o   If there is no image included in the next Introduction items, the background image will remain though the entire lesson.

- o   If the following Introduction item includes an image as well, the image included in the first Introduction becomes the background image for that section, the image included in the next Introduction the background for the next section.
- **Audio and image**: The Introduction item is now used as a section marker in the menu, the audio plays when the student starts the first item in the section and the image is used as the background for the section.

The Teach Item 👤

May include: audio, text, graphic or video
Requires no recordable input from students

The teaching item explains a concept or advises the students of the nature of the exercises that will follow and the task expected.

The sound is played automatically when the student enters the screen.

As the sound plays, some text might appear highlighted in cyan. This text has been synchronized to a part of the audio; the student can mouse click on the blue synchronized words in the text and the sound corresponding to the text will be played as many times as necessary.

The controls available to the students in a Teach item are Play, Pause, slow play, and the Next button. All other controls (like Record or Type) have been disabled.

The Example Item →

May include: audio, text, graphic or video
Requires student to: Record a verbal answer

The following screen is an **Example** screen. Two volume displays show the instructor's voice at the top and the student's own recorded voice below.
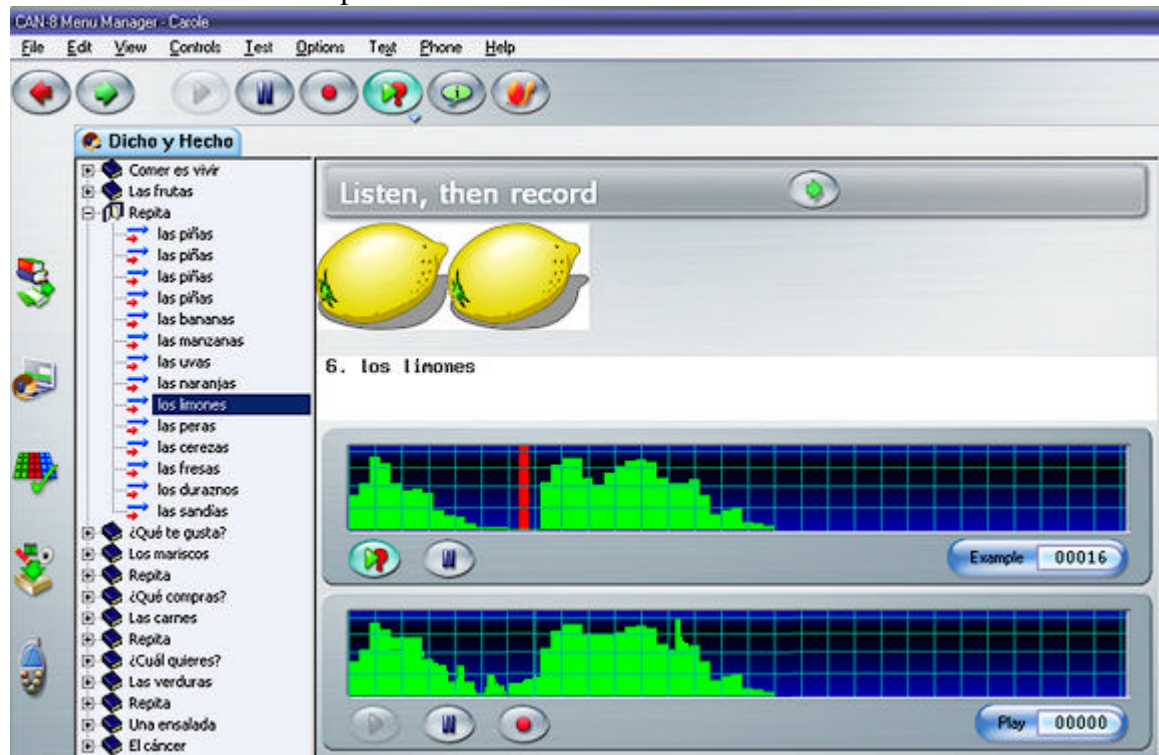
This screen allows the students to listen to the instructor's voice and then repeat and record what the instructor has said. The students can then compare their own recording with the instructor's.

In the common case where the lesson is set without timers, the student may record as many times as desired. Each time the **Record** button is pressed, the previous

recording is replaced with the new one.

To **add to an existing recording**, the student can select **Controls > Record > Continue Recording** in the menu bar.

The student can also play either the instructor's or the student's own voice by mouse clicking directly on either volume display.

The work area can also contain text that may be synchronized to the sound. As the instructor's voice is played, the synchronized words in turn are highlighted in cyan. The student can mouse click on a synchronized word as many time as necessary to hear the recording at that word.

When the student has achieved a satisfactory recording, pressing **Next** will display the next item.

The Simultaneous Item ➥

May include: audio, text, graphic, video
Requires student to: Record a verbal answer

This item appears the same on the screen as the **Example** item and incorporates the same components.
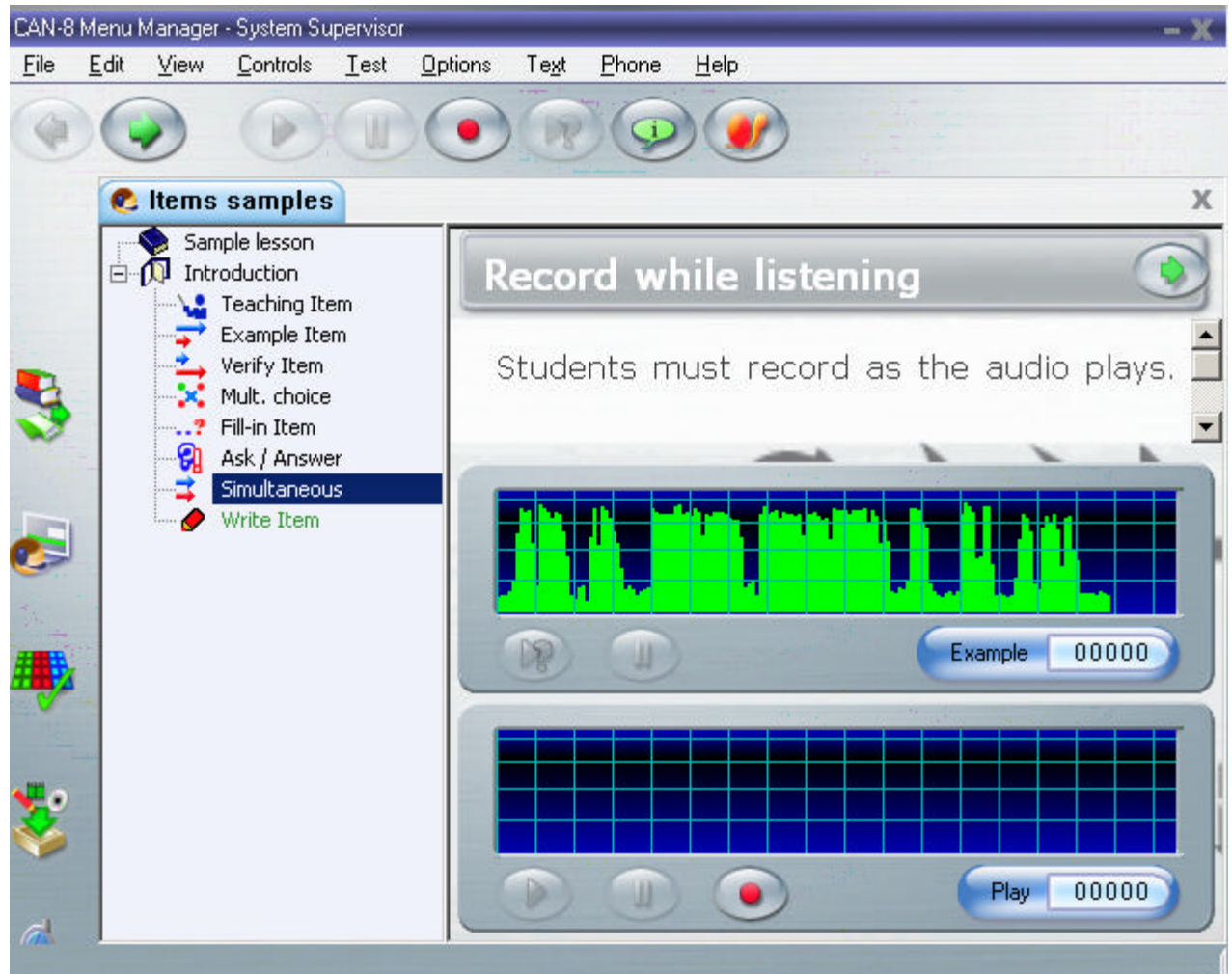
However, in the **Simultaneous** item, as students press the record button, both the recording and the instructor's recorded audio start at the same time. This type of item requires a simultaneous recording and the students must listen to the recorded example while their own recording is done.

If the student presses **Pause** during a recording, both the sample recording and the student's recording, can be played separately. The student's recording is saved when the student selects **Next**.

This item type is typically used in simultaneous translation exercises.

The Verify Item

May include: text, graphic, video
Requires student to: Record a verbal answer

This item is similar in appearance to the **Example** item but it is designed to have the students first record their own answer to a question **before** listening to the correct

answer pre-recorded by the instructor.
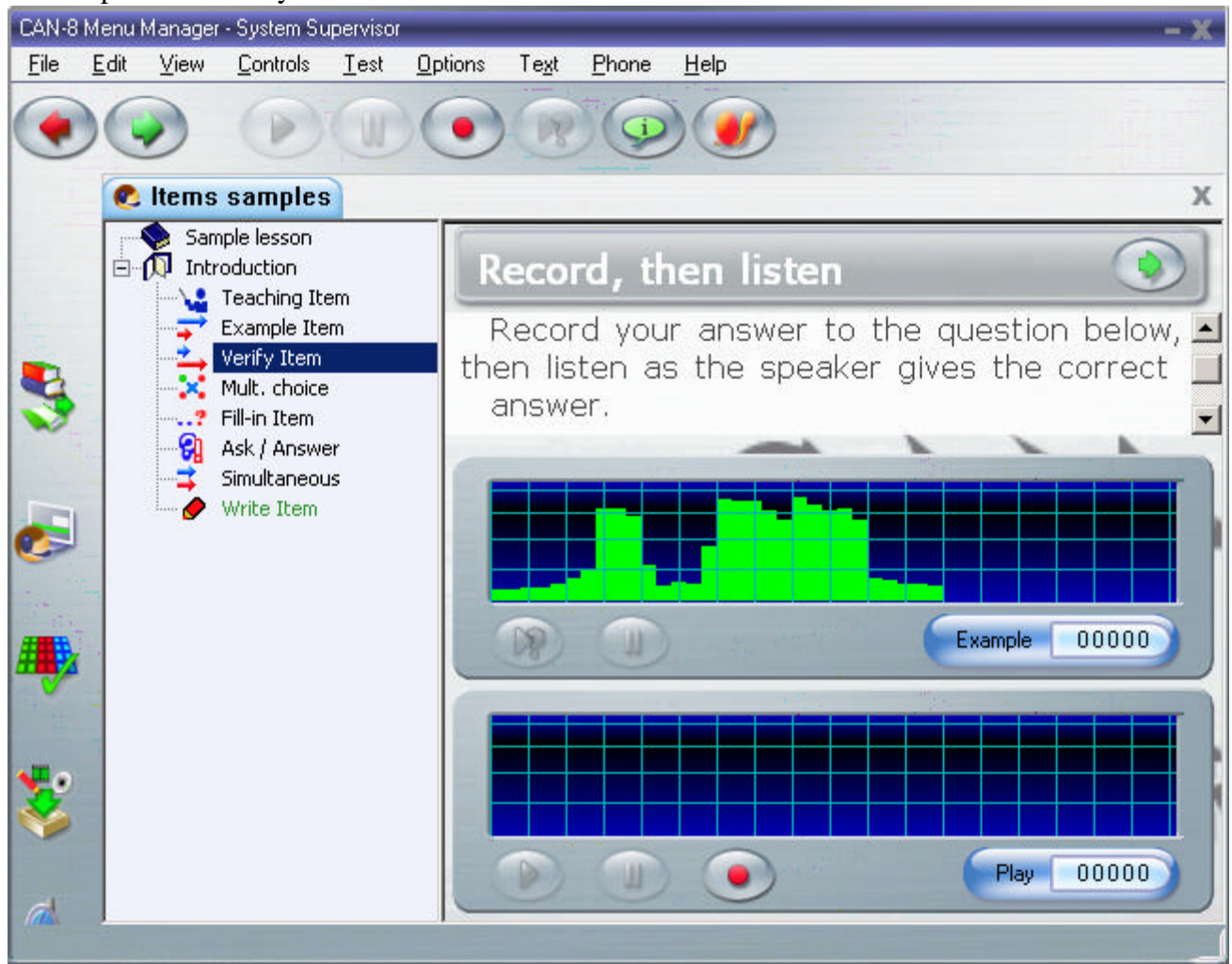
In the common case where the lesson is set without timer, the student may record as many times as desired. Each time the **Record** button is pressed, the previous recording is replaced with the new one.

To **add to a recording**, the student can select **Controls > Record > Continue Recording** in the menu bar.
After the student has recorded an answer, both the sample answer and the student recording can be played. The student can then change the answer to match the instructor's answer if necessary.

The student's recording is stored when the student selects **Next**.

The Read and Record Item

May include: text, graphic, video
Requires student to: Record a verbal answer

The screen below is a **Read and record** item. Usually used if the instructor wants to test for the student's ability to pronounce words without the aid of an example to listen to, or for questions that require a personal answer from each student. There is no recorded sound from the instructor in these items but text instead.
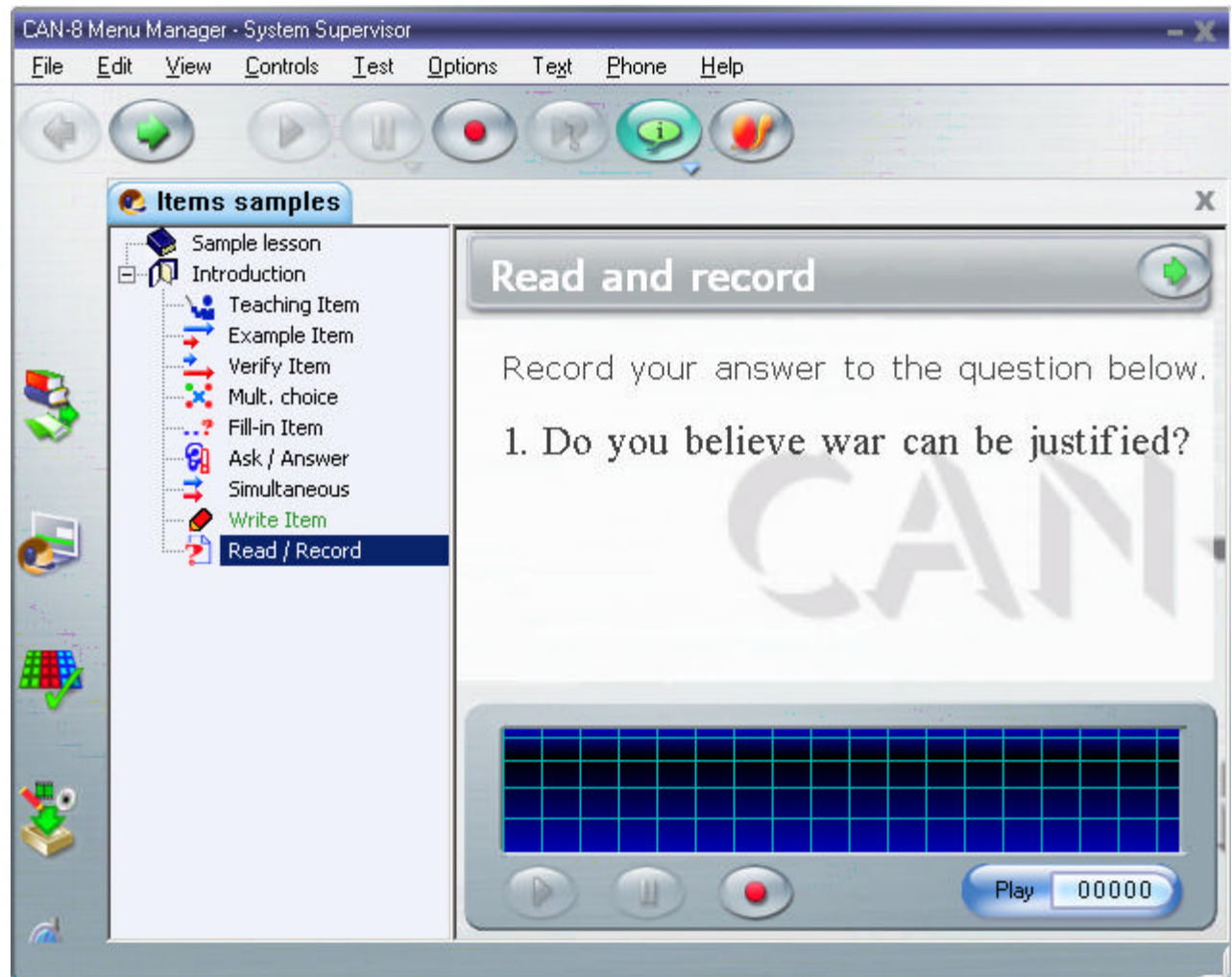
Graphics may be present.

The student is expected to record a response to the instructions given in the text of the item.

If the item does not include a timer, the student may record as many times as desired. Each time the **Record** button is pressed, the previous recording is replaced with the new one.

To **add to a recording**, the student can select **Controls > Record > Continue Recording** in the menu bar.

The student's recording can be listened to as often as desired using the play button or clicking on the volume graph.

When the student has achieved a satisfactory recording, pressing **Next** makes the recording available to the instructor and calls up the lesson menu or the next item.

The Ask Item 🖥

May include: audio, text, graphic, video
Requires student to: Record a verbal answer

The screen below is an **Ask** item. The ask item includes a verbal question and requires the student to record the response. The instructor might have added some text or graphic as well.
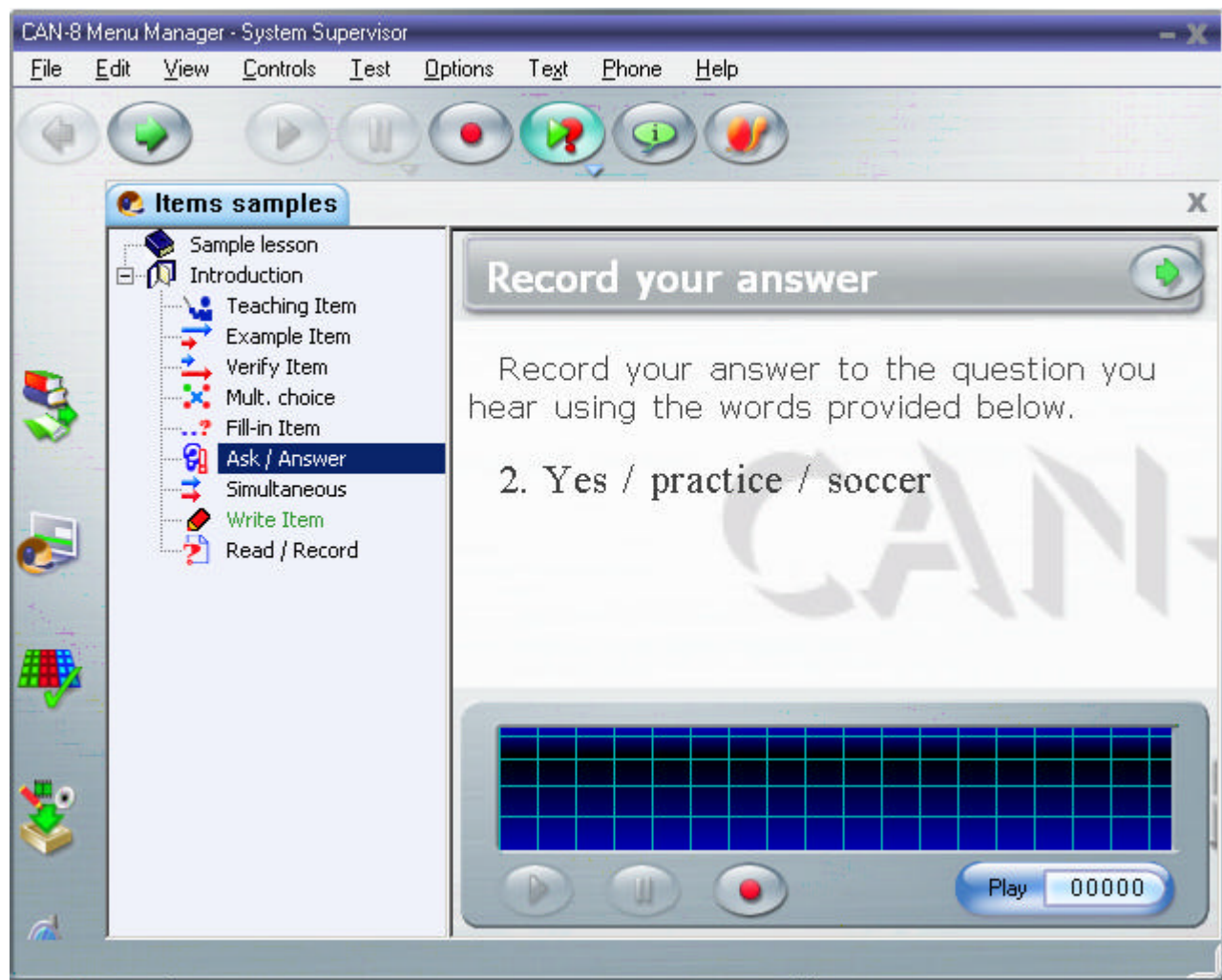
There is no volume display of the instructor's voice for the student. The instructor's

question can be re-played using the **Example** button.

If the item does not include a timer, the student may record as many times as desired. Each time the **Record** button is pressed, the previous recording is replaced with the new one.

To **add to a recording**, the student can select **Controls > Record > Continue Recording** in the menu bar.

The student's recording can be listened to as often as desired using the play button or clicking on the volume graph.

Students can see their own voice displayed on the volume graph and can replay and re-record as desired.

This item tests a student's ability to understand a spoken question and to prepare a response without the aid of a recorded example.

When the student has achieved a satisfactory recording, pressing **Next** makes the recording available to the instructor and proceeds to the next item.

The Multiple Choice Item ✖

May include: audio text, graphic, video
Requires student to: Select an answer

The screen below is a **Multiple choice question**.
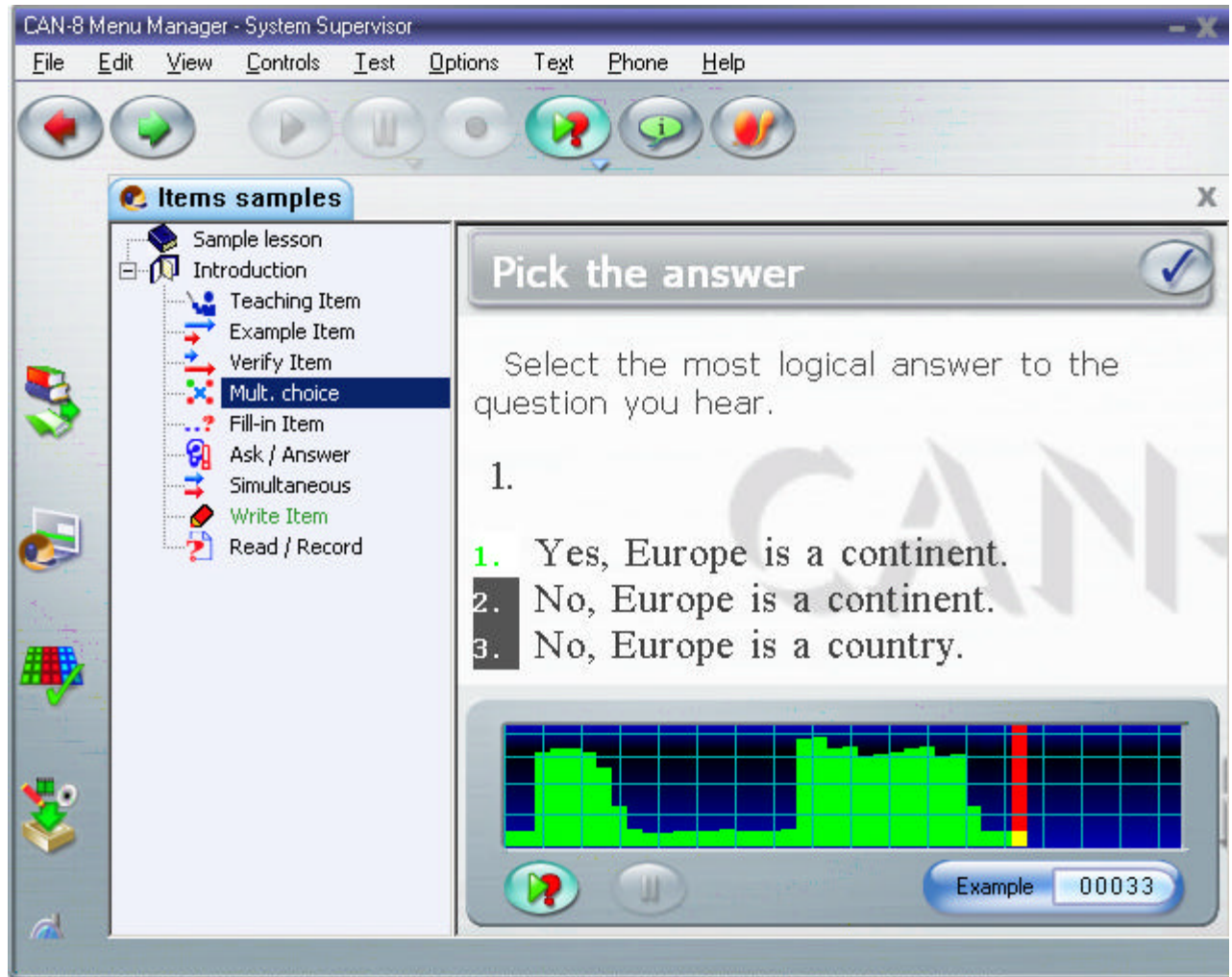
The sound is played when the item is entered. The volume display shows the sound that was recorded for the item by the instructor.

The sound can be replayed with the **Example** button or by clicking on the volume display.

The student is required to **Pick the answer (1 - 8)**. Each of the possible answers is numbered. An answer may be selected by entering the number of the answer with one of the keyboard's numeric key or by clicking on the answer line.

Once the choice made, the students proceed to the next item by either selecting the **NEXT** icon in the menu bar, or the **CHECK** icon in the item bar:

Note:
The **CHECK** button only appears if the student answers the question.
Before the question is answered, or if the student is just browsing through the item but does not select an answer, a **NEXT** icon is presented instead:

Full feedback

 If the lesson has been configured so that full feedback is provided, the feedback will appear when the **Next** or **Check** button is pressed.

 The answer that was selected (incorrect answer) is displayed on red background whereas the correct one is displayed on green background.

Partial feedback

 Partial feedback will only display the status of the answer (correct or incorrect) in the item bar, but will not show the correct answer.

No feedback

When the instructor sets a lesson in test mode, the feedback is usually removed.
The next button is active in the item bar, but no information regarding the correctness of the answer is given.

The student must press the **Next** button to proceed to the next item.

The Fill in the Blanks Item

May include: audio text, graphic, video
Requires student to: Write an answer in the blanks provided.

The screen below is a **Fill in the blanks** question.
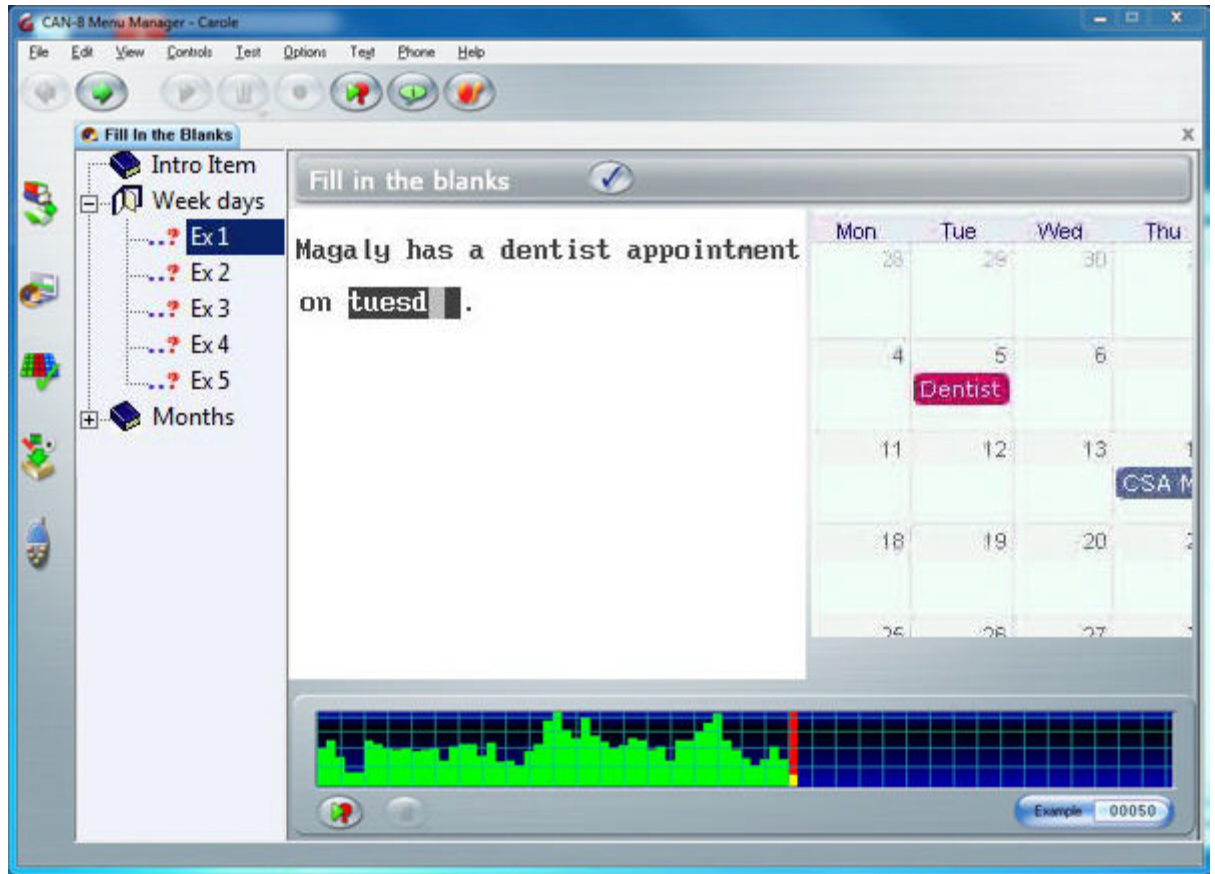
This item may contain graphics as well as sound. The sound is played when the item is presented and can be replayed by pressing the **Example** button or by clicking on the sound display.

The student is required to type in the correct word or words in the blank space(s) on the screen. There can be more than one blank space per screen. Blank spaces are displayed as boxes with a dark background (as in the image above) or with a white background (depending on the users settings). The text cursor blinks in the box where the next answer should start.

The student uses the keyboard to type in the answer(s). In some lessons, a Virtual Keyboard might come up when an item requiring text input is entered.

When one area (or blank space) is filled in, the cursor will **automatically** move to the next input area of the screen.
The student can use the **backspace** key to move back to re-type a letter to fix an error. The **tab** key can be used to move forward to the next blank space.

Letters cannot be deleted; they must be typed over.

The mouse can be used to position the text cursor by clicking on the new location.

Pressing the **Next or Check** button makes the answer available to the instructor and advances to the next lesson item. If feedback (which may include displaying the correct answer) is provided it will appear after the **Check** button is pressed.

Feedback appears in the item bar, informing the student that the answer selected is correct or incorrect

Full feedback

 If the lesson has been configured so that full feedback is provided, the feedback will appear when the **Next** or **Check** button is pressed.

The correct answer(s) are shown in a green field under the incorrect or missing answers, as shown below:

Note:
► In the above example, there are 2 blanks, 1 of which was answered incorrectly.
► The feedback is only shown under incorrect answers.

Partial feedback
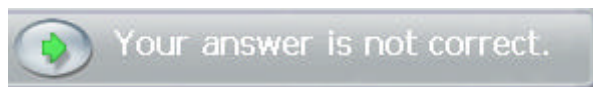
 Partial feedback will only display the status of the answer (correct or incorrect) in the item bar, but will not show the correct answer.

No feedback

When the instructor sets a lesson in test mode, the feedback is usually removed. The next button is active in the item bar, but no information regarding the correctness of the answer is given. The student must press the **Next** button to proceed to the next item.

The Writing or Dictation Item ◆

May include: audio, graphic, video
Requires student to: Type a written answer

The screen below is a **Writing** or **Dictation** item. This item is, much like the
Record item as was seen above, only the student's response is written rather then
verbal:
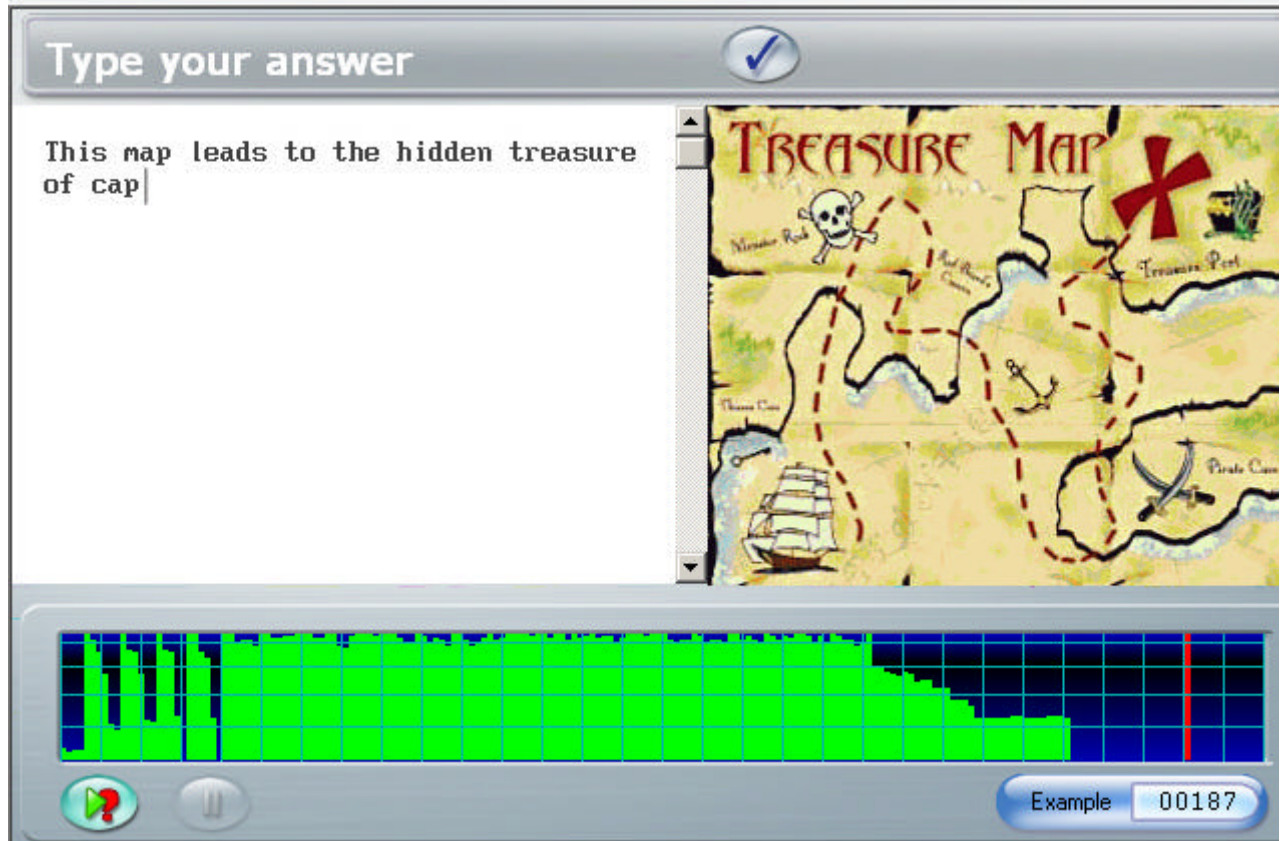
The student is given either an verbal instruction or a dictation to transcribe. An
image may also be presented.

In some lessons, a Virtual Keyboard might come up when an item requiring text
input is entered.

No feedback is given by the system to a **write** item.
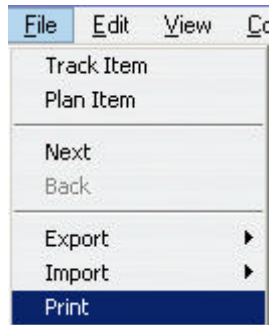
The student may print a copy of the text they have created, or save it to file, by selecting the **Print** or **Export** option from the file menu.
The student must press the **Next** button to proceed to the next item.

Conversation Item

The conversation item is not visible in the lesson's menu, or from the Player, as it does not have an interface.

This item can only be paired with and Example or a Verify item and provides only an additional voice input to the item that follows.

Only the item it is paired with shows in the menu.

If for example the lesson was created with a Conversation item named *C ITEM* followed by a Verify item titled *V ITEM*, the Player will only display the icon and the title for *V ITEM*.

As the student selects *V ITEM* in the menu, the Player displays the interface for *V ITEM*, however the first audio that is played is the audio included in *C ITEM*.

More details on Conversation items can be found in the Planner section.

Keyboards and Characters

In items that require typed input, students may just use the regular keys on the keyboard.

In some lessons however, the text required might include characters that are not on the keyboard.

If the settings of the workstations allow for more than one language in the input locales, then switching languages in the bottom right corner of the screen will allow to type in another language using the same keyboard.
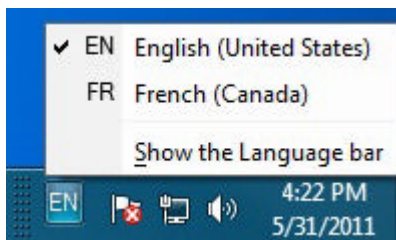
However, in many cases, the answer must be composed in a language that does not have standard keys available on the keyboard for doing so.

The following two options can be used to enter character variants:

Character variants using the regular keyboard

Certain languages for example may require that some characters be accented.

In cases where only a few variations of the keyboard's characters are required, by right clicking on the typed character the student will be presented with a pop-up box of available accents or variants for that character that may be selected by clicking on the appropriate one.

Alternatively the student may select accented characters by first typing the character without the accent and then pressing the **CTRL** and **A** keys. By repeatedly pressing **CTRL A**, the student can cycle through all the possible accents or variants for that character.

Virtual Keyboards

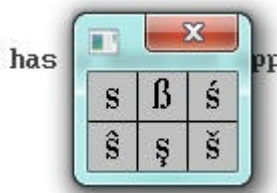Sometimes the instructor will decide to include a virtual keyboard in the lesson, either because of its specific layout or because the characters required to answer the question are too different from the computer's keyboard characters.

If such is the case, when entering an item that requires typed input, like Fill in the Blank items or Write and Dictation items, the student will be presented with an on-screen keyboard:
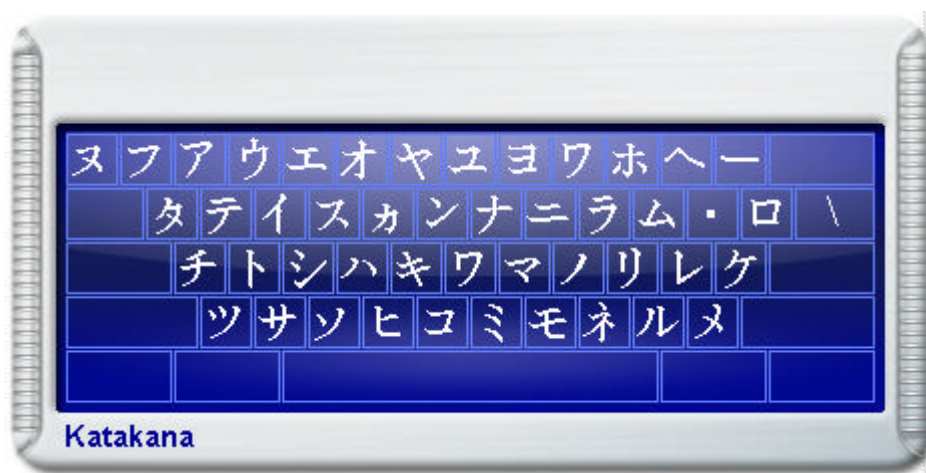
If the keyboard has been designated as optional by the instructor in the planner, the students can toggle between the system's keyboard and the on-screen keyboard and select characters from either one.

Clicking on either the virtual keyboard or on the typing area will select one of the keyboards.

- o When the virtual Keyboard is selected, it is fully visible and the students can use it to type either by clicking on the each character with their mouse, or by using the corresponding key on the system's physical keyboard.
- o When the virtual keyboard is **de-selected**, it will appear semi-transparent on the screen.
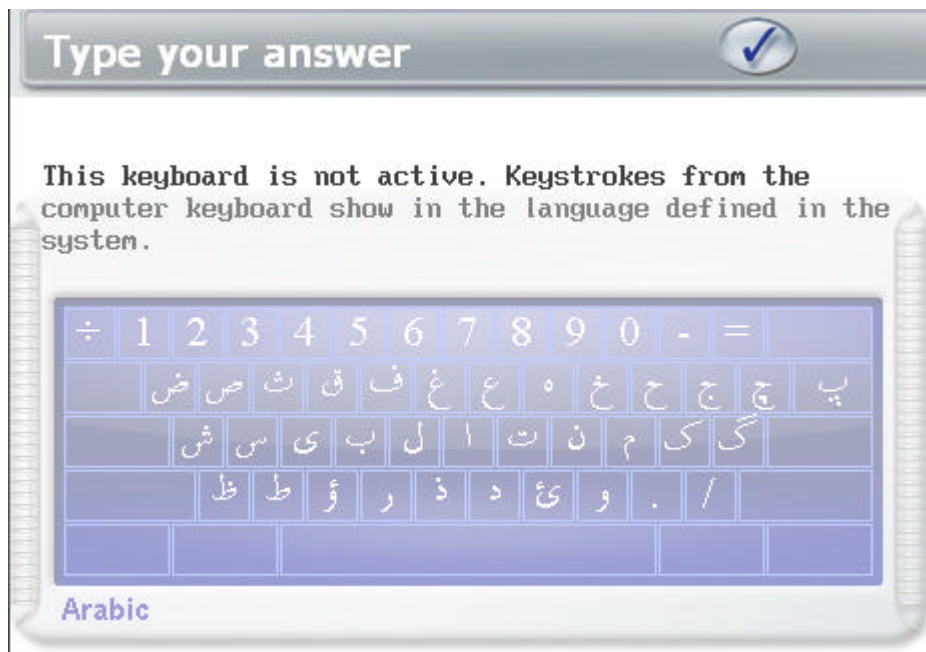
The student will then type in the default language the computer's keyboard is set to.

In cases where the defined (on-screen) keyboard is **non-optional**, when the lesson is opened and the keyboard appears on the screen, any character typed with the computer's keyboard will come out as the corresponding character displayed on the on-screen keyboard. The student may also directly click on each key of the on-screen keyboard to enter the character.

Combinations of the **Shift**, **Alt**, and **Ctrl** keys can be used to select from up to eight different levels of layout in one keyboard.

Arabic

A mouse click on one of these three keys locks the key down so that the mouse can be used to select another key. The **Caps Lock** key is used to lock whatever combination of shift keys is currently selected. Pressing Caps Lock again will unlock the shift keys.

Right clicking on a key of the virtual keyboard will display a window with the character variants. The student can select the appropriate variant by clicking on it.

Using the SV Phone

Students cannot use the Phone function to call another student, nor can they directly initiate a phone conversation with the instructor; they can however send a request for assistance at any time during the lesson.

Call request

Sending a request for assistance can be done using any of the following:
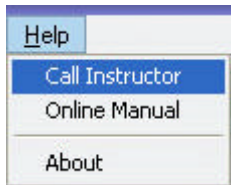
- Select **Help -> Call Instructor** from the menu bar;

- Press the **F12** function key;

The instructor will receive the request and initiate the call to begin a conversation.

Receiving a Call

When the instructor initiates the call, the **phone** interface appears on the student's screen:

- The volume display at the bottom indicates the loudness of the student's voice. The volume is controlled using the Microsoft Volume Control tool.
- The identity of the caller is displayed under the volume display.
- The conversation is terminated when either the instructor or the student presses **Exit**.

The instructor may also decide to make an announcement to all students simultaneously using the **Phone**, in which case the phone window appears on each student's station, as illustrated below:

Listen to the announcement

Note:
►The instruction says : **Listen to the announcement.**
►There is no volume graph shown as the students cannot record their voice
►Students cannot end the announcement nor exit the window. It will disappear on it's own as soon as the instructor stops the announcement.
►The phone window however can be moved around the screen if its location prevents an item from showing.

Messages from Instructor

Sometimes, the instructor when correcting an item will want to leave some feedback to the student. It might be a general comment on the recording done, or a request for the exercise to be redone.

When a message is left in an exercise by the instructor, the student is brought directly to that exercise when entering the lesson. The message will play automatically as soon as the exercise interface is displayed.

The instructor has the option, when leaving a message to the student, to force the student to re-do the item by preventing the student from proceeding to another item. If the student attempts to proceed to the next item by clicking the NEXT button, the following message will appear in the item bar.

Timers

The system has the capability to impose time limits on questions or parts of lessons.
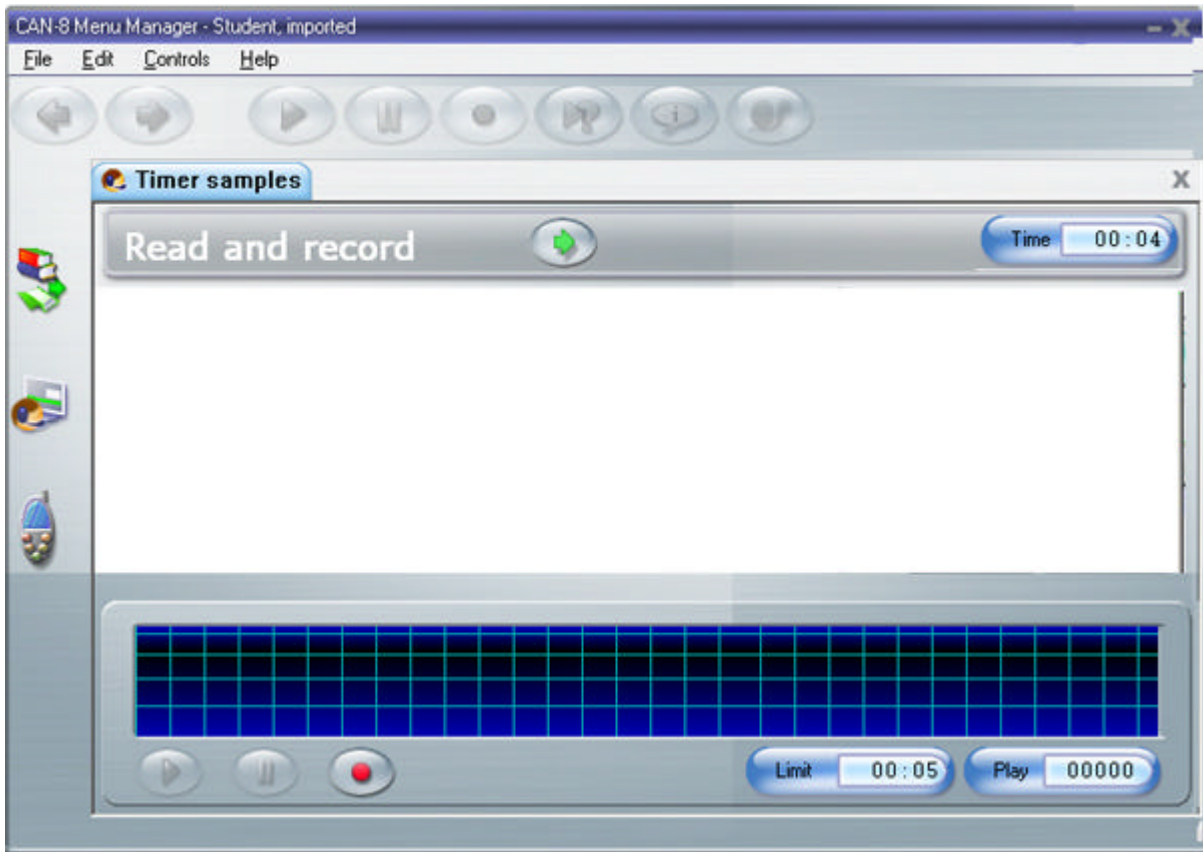
In some cases, the lesson or test may be totally automated, so that not only the time spent per item is limited, but also the CAN-8 functions, like *listening* or *recording* or even *moving to the next item* will start at a defined time without student interaction.

Within an item, time limits can be set on either or both the presentation of the question and the recording of the student's answer. When timing applies, a timer appears either on the Item's bar (preparation timer) or on the recording graph (recording timer) and counts down.

Figure 1: Preparation timer
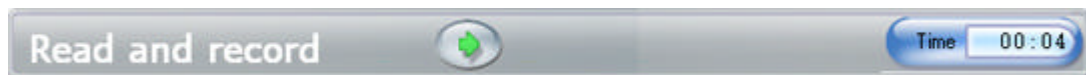
The first timer activated when the item is entered is the Preparation (**Time**) clock.

Presentation time allows the student time to read text, listen to the recorded sound, or think of the answer. It is located on the *item bar*.

When the presentation time limit is up, the student recording automatically begins if the item requires an audio answer. For dictation, multiple choice or fill-in items the item is terminated as if the **Next** key had been pressed.

Figure 2: Recording Timer

The recording timer, or **Limit** timer, is located in the **student audio graph**.

This timer shows and counts down the maximum time allowed for this recording. It is therefore found only in items where recorded answers are required.

When this counter reaches 0:00, the item is terminated as if the **Next** key had been pressed.

NOTE:
▶Some items with timers are totally automated and all buttons in the student's interface are deactivated. The voice recording starts as soon as the **time** counter reaches 0:00 and finishes when the **Limit** counter reaches 0:00.
▶In other cases, items with timers are partially automated. Either one, or both of the timers might be present, but some of the function buttons, like *Record* or *next* are active.
▶The Timers' behaviour is different depending on the type of item it is placed in. Further details related to item specific timers can be found in the Item description section.
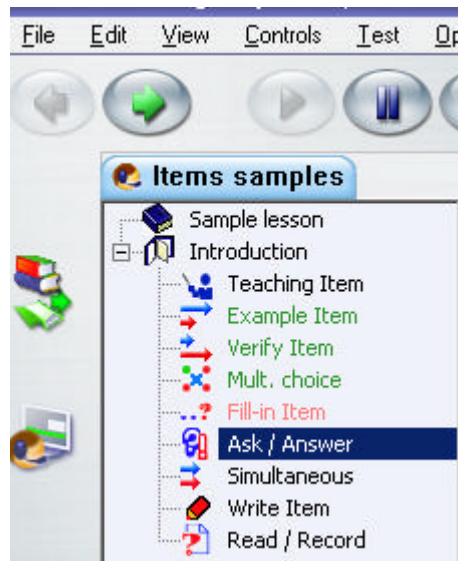
Lessons and Tests

The information displayed to the student varies depending on which mode the lesson was set to by the instructor.

The lesson's modes are:

Practice mode:

Unless otherwise specified, the lesson is treated as a drill and practice.

In this mode, the menus indicate items that have been previously answered by showing them in green.

Multiple choice and Fill-in questions may have been set by the instructor to be corrected automatically and give the correct answer as the student moves on to the next item. If such is the case, the item in the tree menu is displayed in green if correct and in red if not.

Items that are in black are items for which no answer has been recorded yet.

The student can practice as many times as they wish to, this lesson is always available.

Pre-Test mode:

The student must wait for the test to start.
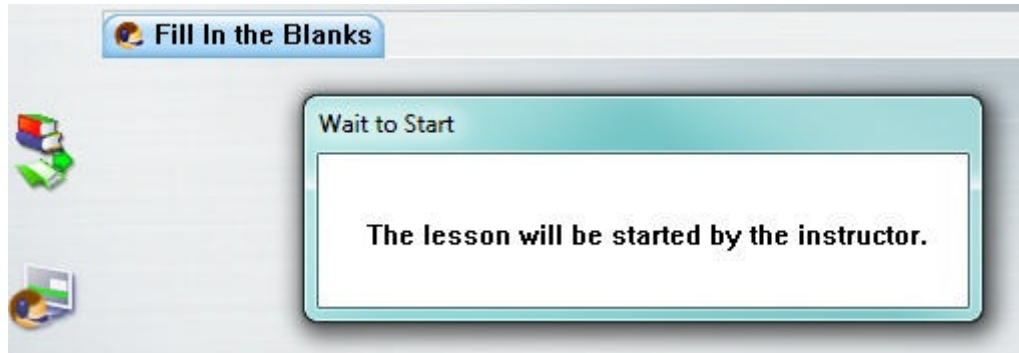
In that mode, the student is prevented from entering the lesson.

> **NOTE:**
> ▶The student should not attempt to exit this window or the lesson. As soon as the instructor changes the lesson mode to "take test", the message box will disappear and the test will start.
> ▶If the student does exit the window, when the instructor starts the test the student might be prevented from taking it.

Test mode:

The students will answer questions that may have been assigned a mark.

There are different tests settings that the instructor may have chosen:

1. The instructor may have chosen to leave the item menu visible and accessible.
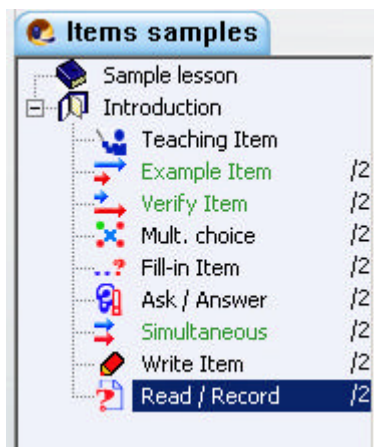
In the examples shown above, the student can select the next item from a menu.
In this case, after looking at the questions, the student may decide to skip some now,
answer the ones that are easy, and come back to the others later as time allows.

Consequently, the item menu shows questions that have previously been answered in
green. In the menu sample on the left, the first two and the 6th item have been done, the
rest not yet answered.
The available marks for each question are also shown on the menu. This may help the
students decide which item to answer first.

No indication is given whether any of the answers given were right or wrong.

2. The instructor may have set the test so that the student must answer **each item**
and move to the next one without the possibility to go back to a previous item.
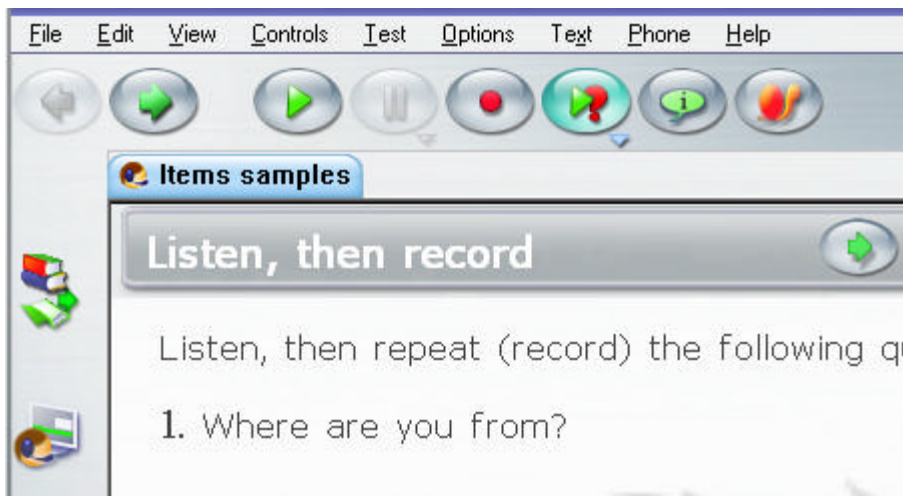
When in sequence mode, the tree menu is hidden. Only the work area and control
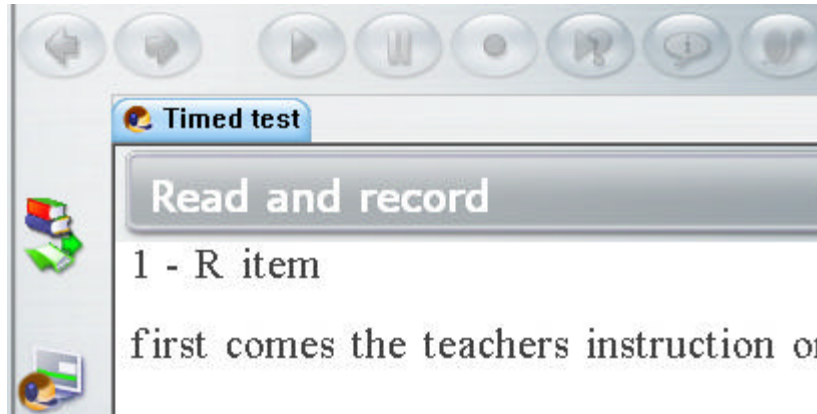buttons are visible.

3. The instructor may have set the test in random mode, which is similar in
appearance to the sequence mode, yet items are presented in a different order each
time. The student must answer **each item** and move to the next one without the
possibility to go back to a previous item.

> **Note:**
> ► when the lesson item selection has been set to sequential or random, the
> student is presented with the first item in the lesson and proceeds directly to
> the next item when each item is finished.
> ► With these settings, the tree view is hidden and the **Back** button disabled.
> The students have to take the test in the order given.
> ► Available marks are not shown either.

If the student exits a test set in sequence mode, re-entering it will bring the student back to the next un-answered item. It will not give the option to redo items for which an answer had previously been recorded.

4. The instructor may have decided to automate the test using timers and disabling the students' controls.

If such is the case, all buttons are disabled; the student will be brought from item to item without possible interaction with the system. The recording will start automatically, and the student will be prevented from either going forward, backwards or listen to instructions a second time.

> **Note**:
> ►When re-entering this test, the student is presented with the first NON ANSWERED item.
> ►Answers previously recorded cannot be re-recorded.

Review mode:

The student can enter the lesson only to review the answers previously given.

When the student selects an item, the answer that was entered during the test is displayed. However the student cannot change the answer (or recording) in review mode. If attempting to, the following window will appear:
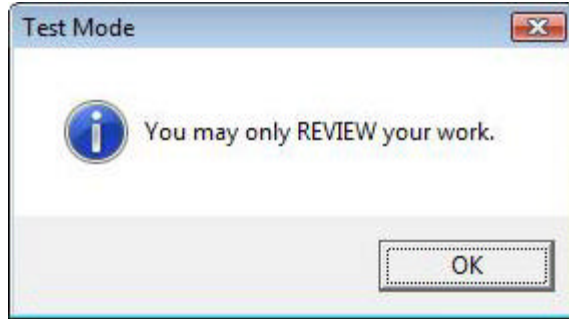
When the test is over and is being reviewed, the students can see the marks. The menu shows incorrect items in red, correct in green.
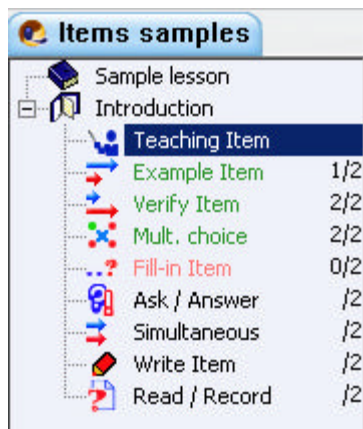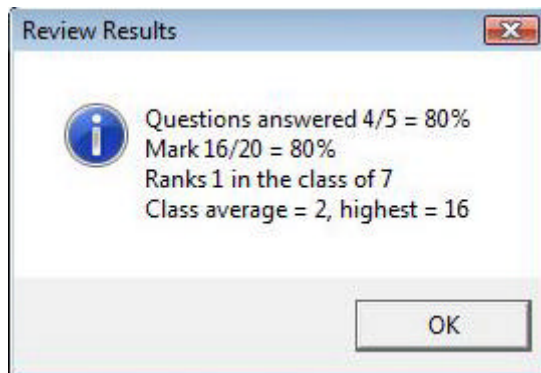

This sample image shows that picture the 4 first questions were corrected and marked.

The 4th question is in red and therefore wrong.

The 4 last questions were not answered and therefore not scored.

Final marks are displayed when the student enters the lesson (after the instructor corrected it if recordings were involved).

A box appears near the center of the screen. It includes the student's rank in the class, class average, and highest mark in that class.

Back to top of page