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CAN-8

VirtuaLab

Reference Manual

Babilon

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Babilon

The CAN-8 language lab software includes Babilon, a system that allows groups of students to talk to each other over the network under the supervision of the instructor. Students in each group speak directly to other members of the same group. Using Babilon, the instructor can:

- control up to ten groups of students
- specify manual or automatic group selection
- assign up to four students to each group
- listen to the conversation in any group
- join in the conversation in any group
- record a group conversation

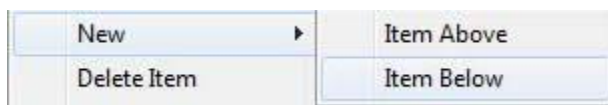
Starting a Babilon session

To participate in a Babilon session, users must select the **Babilon** entry in the main menu, and the Babilon console will open.

If there is no Babilon entry in the menu, it will have to be created using the **MASTER**.

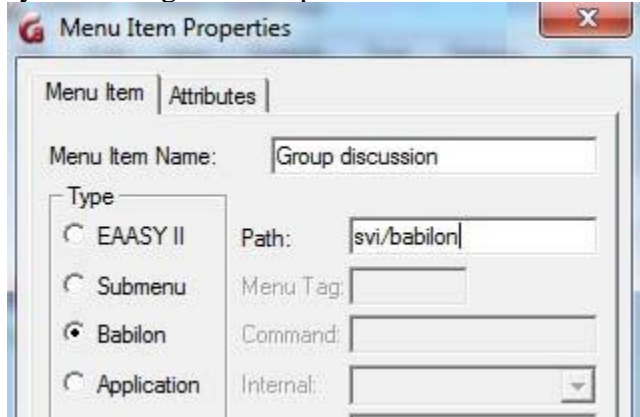
To create the **Babilon** menu:

1. Sign in as **Master**
2. Navigate to the student menu (make sure to create the Babilon entry in a part of the menu accessible to all students.)
3. Right click where you want the Babilon entry to be placed and select **NEW > ITEM ABOVE** or **ITEM BELOW**.

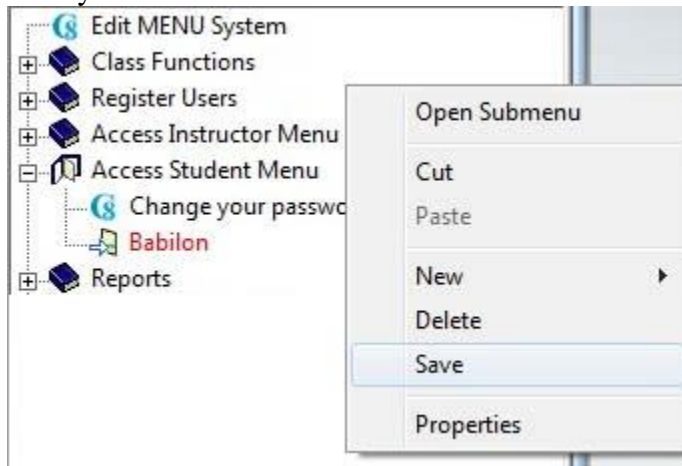


4. In the in the **TYPE** section of the **Menu properties** window, select **Babilon**.
5. In the **TITLE** field, type **Babilon** or **Group discussion**.

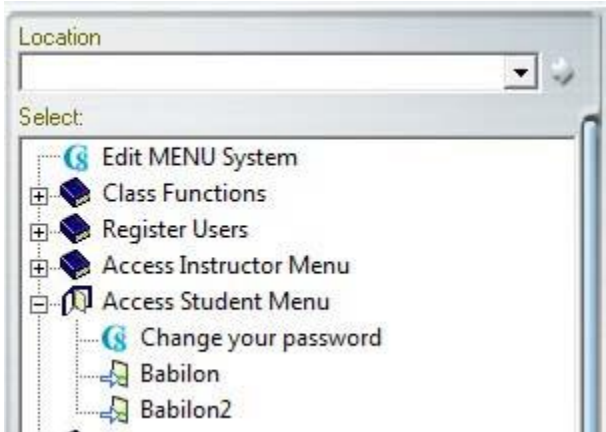
- In the **PATH** field, type in **SVI/BABILON** or leave this field empty and the system will generate a path for it.



- Select **OK**
- Save your menu.



To prevent students from a class to be grouped with students from another class for example, create as many Babilon entries as you need. Repeat the steps above in a different part of the menu, and assign it a different path (i.e.: SVI/BABILON2)



The Babilon interface

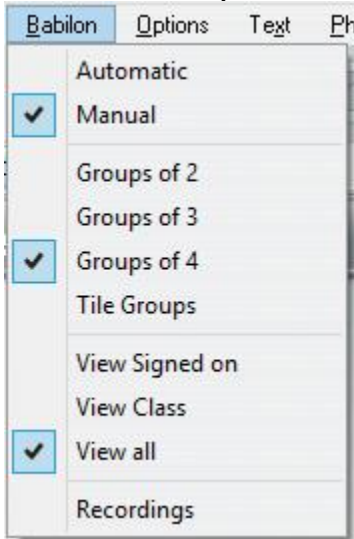
Upon starting a Babilon session, the system will differentiate users signing with an Instructor ID from users signing in with a student ID. The interface presented, as well as the options available, will change according to the user ID.

The Instructor's Console

Select Babilon in the main menu to start the session and open the console. There are 4 main sections to this console

1. The Babilon Menu:

Located in the top menu bar.



This menu includes the options such as group size, the manual or automatic assignment, and the display type in the wait list.

Each option is detailed in a section below.

2. The Student WAIT list:

It is important to differentiate the **Student wait list** from the [Group lists](#) (detailed in the next section)

- The **Wait list** displays the name of students waiting to be assigned to a group. The window title bar caption is **WAIT**
- The **Group list** shows the names of the students already assigned to that group. The window title bar caption is **GROUP X**

The names in the waiting list and in the group lists are colour coded to indicate the users' status:

- If the student's name is highlighted in cyan, the student is connected and waiting to be placed in a group.
- If the student's name is on white background, the student has signed off Babilon. This user can still be assigned to a group and if so, will start automatically the discussion next time he connects to Babilon.
- Instructors' names are in red font.
- Red font on cyan background means the instructor is online, on white background means the instructor is offline.
- A name highlighted in grey indicates that it is selected and can be assigned to a group.

This list may be opened and displaying names, or it can be reduced to an icon as illustrated below:

- **List displayed**



- **List when minimized**

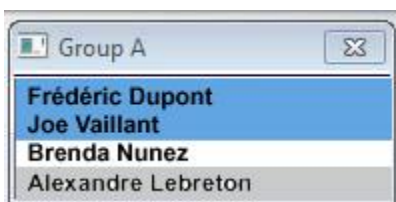


To toggle between icon and list,

- click on the icon to view the list
- minimize the list to reduce it to an icon

3. The *GROUP* list:

Lists the students assigned to a group



Students in the waiting list who are not signed in (white background) still be placed into groups and start working as soon as they connect

4. The Group icons:

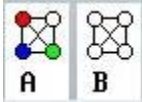
Groups can be either open and displayed in Babilon, or closed and represented in the bottom left corner of the interface by icons, each icon representing a group. The icon will vary depending on the size of the group, and if they are empty (no users in that group) or if they include active users

-  Groups of 2

There is a maximum of 24 groups of 2, each assigned a letter from A to X.

-  Groups of 3

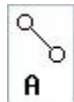
There is a maximum of 16 groups of 3, each assigned a letter from A to P

-  Groups of 4

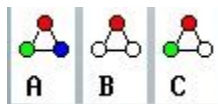
There is a maximum of 12 groups of 4, each assigned a letter from A to L

- These icons are also colour coded to indicate which groups are populated if any.

The icons are black and white if the groups are empty:



The icons are coloured or partially coloured when users are active in that group:



Note that, in the example above, the icon representing group A is fully coloured.

This indicates that there are 3 students in that group. The icon for group B only shows one coloured point: there is only one student in that group. And the icon for group C with 2 coloured points indicates that there are 2 students in that group.

Group icons are only present when the group list windows are minimized.

To toggle between icon and group lists

- click on the icon to view the group
- exit the group window to reduce it to an icon

The Student's console

Users joining Babilon with a student ID will not see the above. They will either be presented with a **Waiting for group assignment** message, or if the assignment was already pre-selected or placed on automatic by the instructor, they will enter directly the discussion with their group.

The group window with the name of its participating members listed will appear in the center of the student's console.

The name of the group member preceded by a * character is the name of the user currently talking.

The volume graph is a graphic representation of the student's own voice.

To leave the discussion, the student has to exit the Babilon tab.

NOTE: If, during a Babilon session, the user opens a different CAN-8 lesson in another tab, he/she will be disconnected from the Babilon discussion until the Babilon tab is selected again.

Viewing Students

The instructor controlling the Babilon session may view the students waiting by clicking on the Wait icon and it will open to a list as shown on the right.

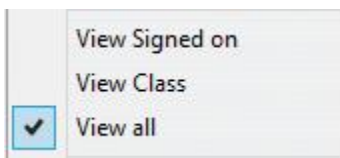
Note that this list may already be expanded from a previous Babilon session.

By default, this list displays the names of all users (users currently online and users who previously signed in Babilon)



- The names of the students who are currently signed on and waiting to be assigned to a group are highlighted in cyan.
- The names of the students who have signed off Babilon are listed as well, but not highlighted. (black font on white background.) Although these students have signed off, you can still place them into groups. Next time they open a Babilon session, they will automatically start working in that group.
- Instructors' names are displayed in red font. The instructor's name is highlighted cyan if currently in this Babilon session, not highlighted if the instructor signed off Babilon, and highlighted grey when the name is selected in the list.

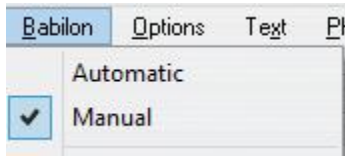
This list can be simplified to show only the names of the students from a specific class, or to show the list of the students currently signed in.



- **Babilon > View Signed On** reduces the list to the name of the users currently in this Babilon session.
- **Babilon > View by class** displays only the list of the students belonging to the class you specified.

Assigning Students to Groups

Group assignment can be set to **automatic** or **manual** from the **BABILON** menu in the CAN-8 top menu bar.



1. Automatic mode

If the assignment is set to **Automatic** students are automatically assigned to groups as they sign in. There will be no waiting time as they enter Babilon.

CAN-8 tries to make sure that no student is left alone in a group. If necessary, students are taken from their groups and assigned to a new group to provide company to a student who would otherwise be alone.

Select the number of students to be placed in each group from the Babilon top menu.

2. Manual mode

In manual mode, the instructor must select and assign each student to a group, one at a time. The students do not have to be logged in to be assigned to a group.

If the students are not assigned to a group, they will see the following message



until their name is assigned to a group.

To place students in groups

- click once on the student name to select it (or use the up/down cursor keys)
- type the letter of the group the student should belong to. (A, B,..., X)

The name of the student will be moved from the waiting list to the group window.

To move a student from a group to another:

- In the group list, click on the student name once (or use the up/down cursor keys)

- Once the name is highlighted, type the letter of the new group you wish to assign that student to.

The name of the student will be removed from the initial group list and show in the new group list.

To remove a student from a group and place him back in the waiting list:

- Select the student's name in the group's window.
- On the keyboard, press the space bar key.

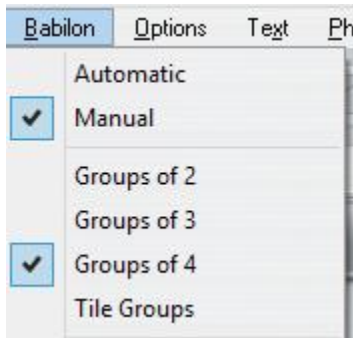
The name of the student will move from the group list to the wait list and the student's interface will show **wait to be assigned to a group**

To display/hide the list of students in the waiting list, click on the list icon or minimize the list window.

Group size

In both automatic and manual modes, the group size can be set 2, 3 or 4.

To change the size of the groups, select **Babilon > Group of 2 (3 or 4)** in the top menu.



The group icon changes for each of these selections. Description of their graphic representation is detailed in the [Babilon Interface section](#)

Note that if the session was set to **automatic** assignment, students already in a discussion when the group size is changed will be reshuffled between groups. If there are, for example, 4 students waiting and **Group of 3** has been selected, 2 students will be placed in each group so that none stays alone. Similarly, if a student leaves or joins Babilon, other students may be moved from a group to another so that non-one is left alone in a group.

In Manual assignments, when changing group size, students will be placed back in the waiting list and you will have to re-assign them to a group.

Listening to a discussion

The instructor can listen to any group discussion at any time. When in **Listening** mode, the instructor cannot talk to the group members, and the members are not aware the instructor is listening. In the instructor's console only, the header bar of the group window will indicate **Listening**.

To listen to a group, click on the icon on the left of the group header bar and select **Listen**.



To stop listening to a group, click on the icon on the left of the group header bar and select **Leave**.

Joining a discussion

The instructor may join and participate to a discussion with any group, at any time. When joining a group, the name of the instructor is shown in the student's console, along with the names of the other group members. In the instructor's console, the header bar of the group window will indicate **Group Joined**.

To join a group, click on the icon on the left of the group header bar and select **Join**.



To leave the group, click on the icon on the left of the group header bar and select **Leave**.

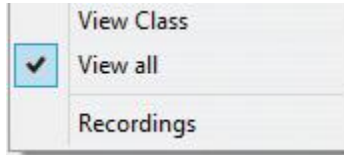
Recording a discussion

To record a discussion, you need to have **at least 2 active students** in a group. Active students are students who are currently in that Babilon session, ready to record. If there is only one student present, the recording will not start.

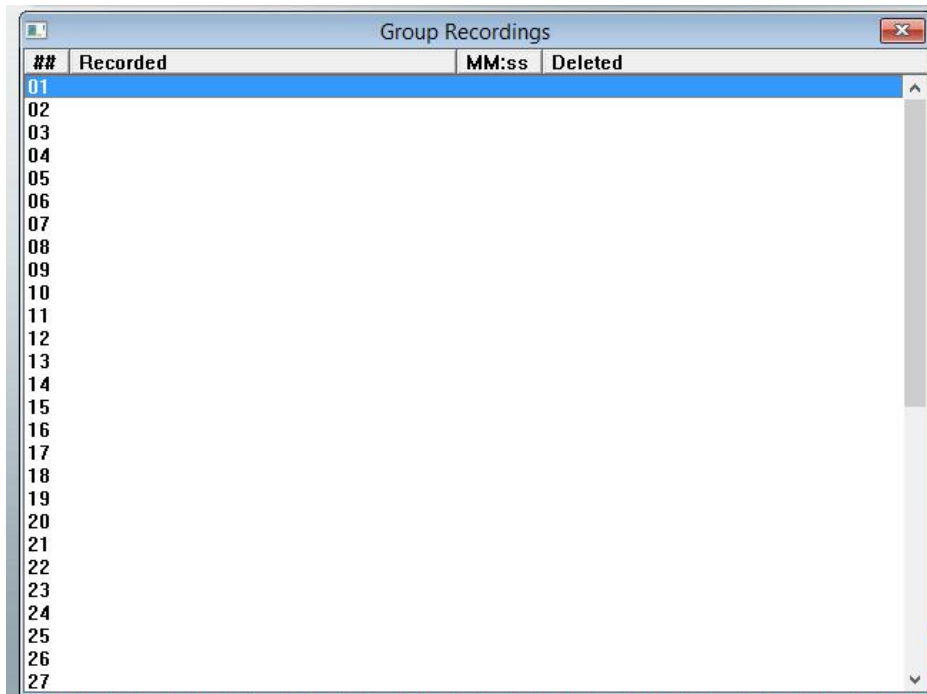
Recordings can be set while students are in a group, or preset for the next time students login.

Setting the recordings.

- In the Babilon menu, select **Recordings**



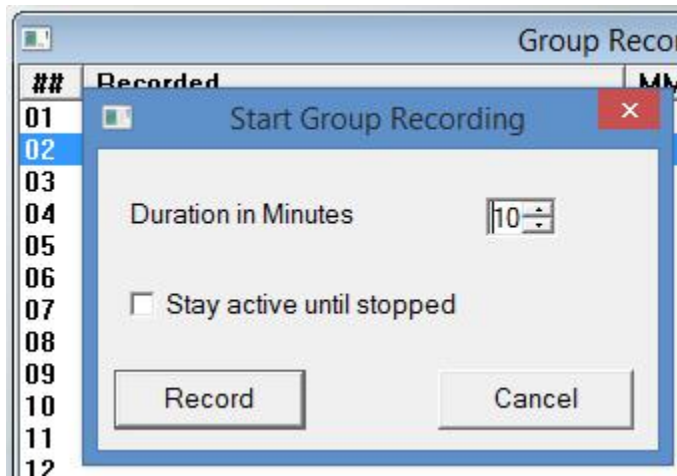
The **Group Recordings list** will show:

A screenshot of a window titled 'Group Recordings'. The window contains a table with four columns: '##', 'Recorded', 'MM:ss', and 'Deleted'. The table is currently empty, with only the column headers visible. The rows are numbered from 01 to 27. The first row (01) is highlighted in blue. A vertical scrollbar is visible on the right side of the table.

All previous group recordings done in the past are listed here, with the date of the recording, the length in minutes, and the number of groups that were active during that recording session. If there were no previous recordings, or if they have been deleted, this list will be empty, as illustrated above.

- Double-click on an empty line.

The **start group recording** window pops up.



- Set the desired length of the recording in the **Duration in minutes** field. The minimum length is one minute, the maximum length is 40 minutes.
- If you select **Stay active until stopped**, the recording will keep recording until you manually stop it.
- Press record to start recording.

##	Recorded	MM:ss	Deleted
01			
02	Mon Jun 05 13:48:39 2017	39:00	Busy Recording
03			

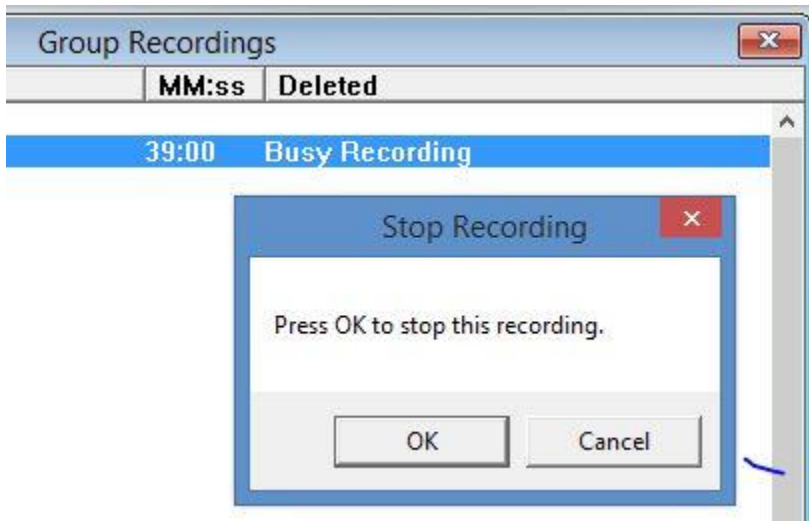
NOTE:

If the students are signed in and already in a group, the recording will start right away.

All active groups will be recorded at the same time.

If the students have been placed in a group, but are not currently signed in Babilon, the recording will start as soon as they sign in.

You can stop a recording at any time, even if it has been preset for a certain time length. Click anywhere on the line listing the recording you want to stop (it should say **Busy Recording**) and select **OK** in the **stop recording** window.



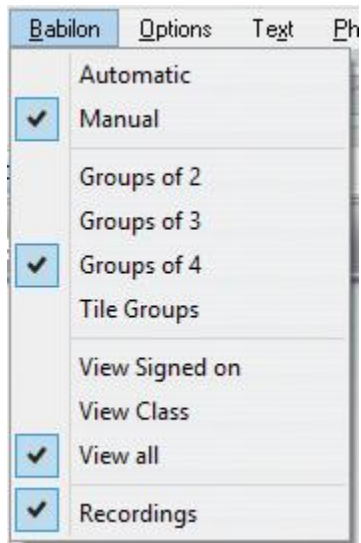
Listening to the recordings.

Notes:

You can only listen to the recordings once they are finished.

To listen:

- select **Babilon > Recordings** in the main top menu



The recordings list will appear

Group Recordings			
##	Recorded	MM:ss	Deleted
01			
02	Mon Jan 05 13:48:39 2017	15:00	Recorded 3 groups

- Double click on the recording you wish to listen to and select the option **Replay the recording**.

Group Recordings			
##	Recorded	MM:ss	Deleted
01	Mon Jun 05 15:51:26 2017	02:00	Recorded 1 groups
02	Mon Jun 05 13:48:39 2017		
03	Mon Jun 05 16:10:45 2017		
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			

Group Recording ✕

Replay the recording

Delete the recording

Cancel

- The next interface presents several lists:

Écouter l'enregistrement

Écouter A ✕

Student 1

student 5

student 6

Écouter B ✕

student 6

Student 1

Student 2

student 3

Écouter C ✕

student 3

studen t4

List of groups recorded

Participants ✕

Student 1

student 5

student 6

Student 2

student 3

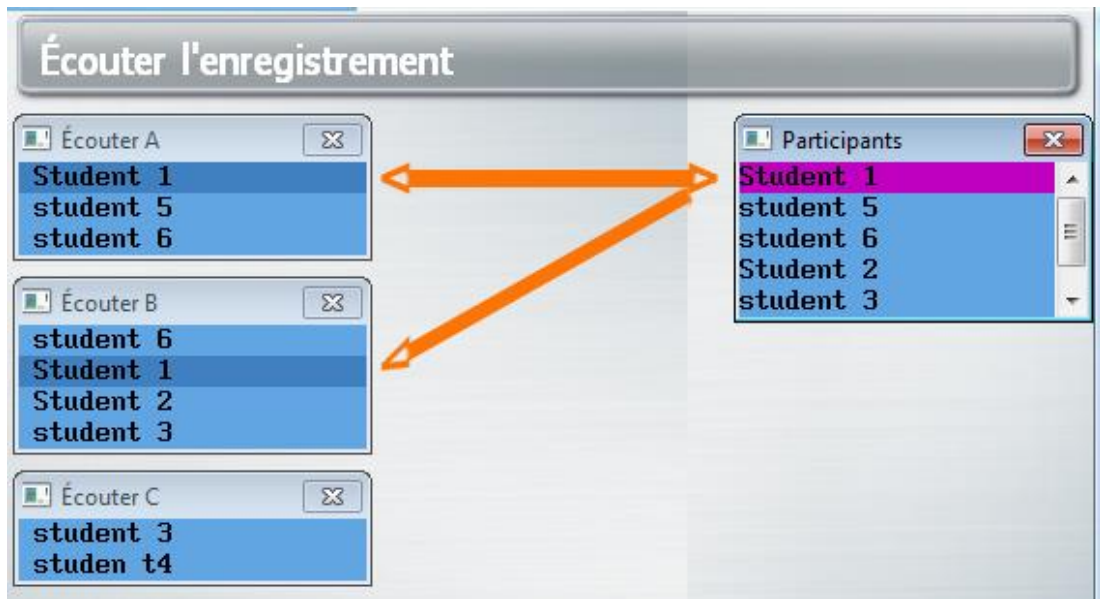
List of students who were participating in this recording.

-- To the right is the list of **Participants**. It includes the names of all the students

who were participating to a discussion at the time of the recordings.

-- To the left are the groups that were recorded (**Replay lists**).

If you had set the groups to be on **automatic mode**, a student may have been recorded in several groups; when you highlight the name of a student in the **Participants** list, it will highlight the name of that same student in all the **Replay lists** this student was recorded in:



-- Highlighting the student's name in the **Replay list** will highlight the student's audio rendering in magenta in the volume graph. This will give you a visual clue of the participation level of each student.

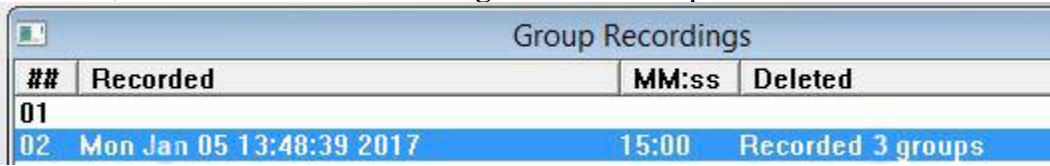
- To listen to the conversation, press the **Play** button on the volume graph, or simply click on the audio rendering of the conversation in the volume graph.



- To exit this replay window, select **Babilon > recordings** in the main menu.

Deleting recordings.

To listen, select **Babilon > Recordings** in the main top menu.



Group Recordings			
##	Recorded	MM:ss	Deleted
01			
02	Mon Jan 05 13:48:39 2017	15:00	Recorded 3 groups

Double click on the recording you wish to listen to and select the option **Delete the recording**