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CAN-8

VirtuaLab

Training Manual

Authoring - Part 2

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Introduction:

This workshop requires that participants be familiar with the concept of CAN-8's 3 main functions (Administrative (MASTER) authoring (Planner) and monitoring (tracker) functions, and with the creation of items in a planner -

After this workshop, participants should be able to

- Do everything acquired in Level I
- Hide items /sections in a lesson
- Create a hybrid practice and application tests
- Create timed evaluation and quizzes
- Automate tests (Student controls removed)
- Be able to work in several planners / create new activities/tests from existing data bank
- Input text from different languages (accentuated characters - phonetic alphabet) etc)
- Improve their performance skills for lesson creation.
- Select the appropriate feedback depending on their needs.

I. Review of Concepts

1. Opening a Planner

Using the lesson previously created, open a planner. There are three different ways to do this and it is a matter of personal preference which is used.

Method 1

1. Navigate through the menu to the lesson to be used.
2. Right click the mouse on the lesson title and a contextual popup menu will appear
3. Left click on "Plan Item"

Method 2

1. Navigate through the menu to the lesson to be used.
2. Left click ONCE on the lesson title and then on the "planner" icon in the left vertical tool bar.

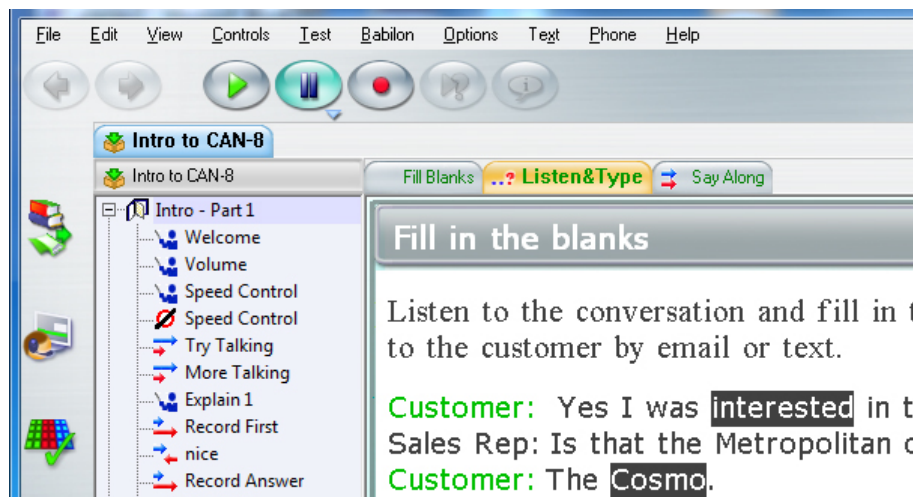
Method 3

1. Navigate through the menu to the lesson to be used.
2. Left click ONCE on the lesson title to select it and then select EDIT > Plan Item in the top menu of the interface.

2. Item tabs vs Function tabs

Once the planner is open, you can open each lesson item by double left clicking on them. For every item opened a subtab appears in the planner interface.

Double left- click a few exercise items in the current plan.

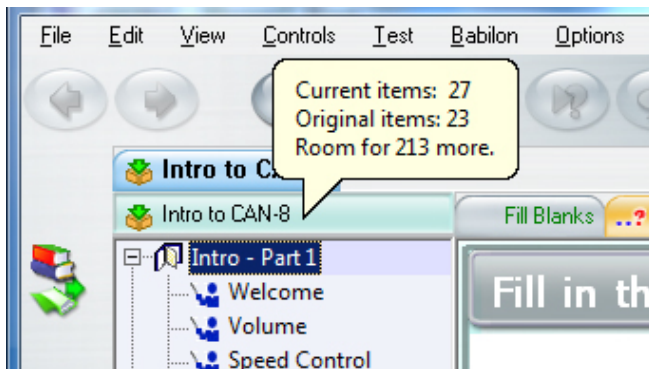


In the above example there is only one planner open, as seen by the “Intro to CAN-8” function tab. Within the planner, there are three exercise or item tabs shown. The currently displayed one is orange and the others are grey.

3. Number of items in a lesson plan.

While there are large numbers of items permitted in plans, it is often advantageous to limit each lesson plan to less than the maximum number of exercise items. This allows you to add more later once you see how students respond to the lesson.

The maximum number of items in a lesson plan is 240 and you can quickly determine how many your current plan has by placing the mouse over the lesson title box. This will cause a popup balloon to appear showing the numbers of items in the plan.



The count of **current items** shows how many are now in the plan.

Indicated at the bottom there is **room for 213 more**, so that many items may be added to the lesson.

The **original items** indicates a number of exercises that have not been replaced after their creation. This may be of interest when modifying tests to know if some questions have been replaced since the test was first used.

Note:

When Copying a large number of items from a Planner to another you may receive an error message that it cannot be done.

Check that you have not reached the maximum yet in that Planner, or that you are not attempting to paste more items than the Planner can hold.

4. background images

(1) In Activities

When developing lesson material, you can add a theme picture as a background to lessons. These images may be changed at every introduction item in the plan.

1. Open a Planner.
2. In the first Introduction item, add an image (320 X 240 pixels)
3. In the second Introduction item add a second image.
4. Close the planner
5. Open the student program
6. Open a few items in the first section
7. Open a few items in the second section.

(2) As a profile background

Separate from planner images, it is also possible for the site to set a general background image for each user or the entire system.

This image only shows In the main interface of the software.

Background images must first be imported in CAN-8 by the user with the MASTER ID.

To add a background image to your profile

1. In the main menu select EDIT > BACKGROUND IMAGE
2. Click on an image from the selection proposed
3. Exit this window
4. Your image is now in the background.

Note: If you add a background image to your profile, students you create will inherit that background image, just like they inherit your other settings. (interface language, class, max. number of tab....)

If you wish to add or change the background for your students:

1. In the main menu select change user
2. Enter the student ID code.
3. In the profile window, select the "Settings" tab
4. Click on "Change image"
5. Select the image from the selection available
6. Exit the image selector window
7. Select OK to exit the profile window.

If you register students via an import file, you can add the number of the image (from the image selector) in the "Background" field.

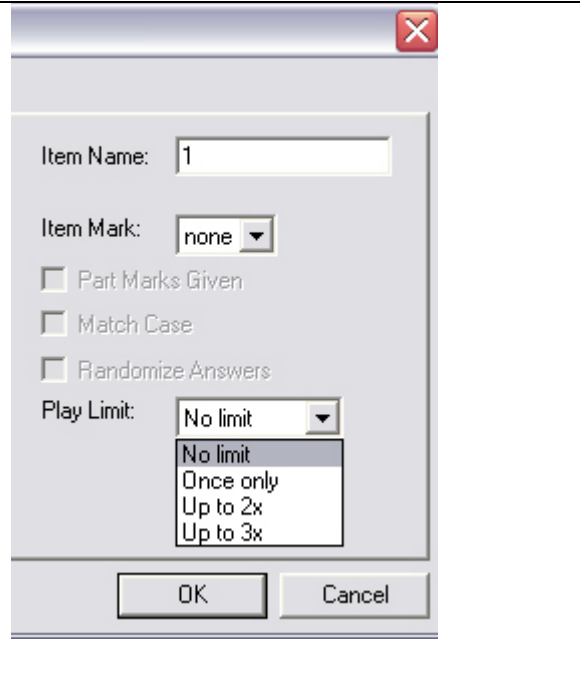
II. The Play Limit for sample audio

NOTE:

*The Play Limit option is an **item option**. Item options apply to the item they are set for only. They do not apply to the other items included in the same Planner.*

This option limits the number of times the student can listen to the audio included in the item during a test.

1. Open a Planner
2. Create a new Write item named Play Time
3. Import or Copy/Paste the audio file
4. Close the item
5. Right click on the item to open the contextual menu
6. Select Properties

	<p>There are 4 options available.</p> <ul style="list-style-type: none">• No limit is the default one. The student can listen to the audio in the item as many time as necessary• Once only limits the audio to one playback. <p>Up to 2X and up to 3X limits the pay back of the audio to 2 or 3 times (respectively) or less.</p> <p>Once the limit of playback times has been reached, the student can no longer listen to that audio for the remainder of test, even if the Back option is available and the student can open that item again. This option is reset every time the student starts the test again.</p>
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NOTE:

You can set this option when you create the item in the menu, it will however only activate when the activity (lesson) is placed in TEST mode in the Tracker.

7. In the Play limit drop down menu, select **Once Only**
8. Select OK to close the properties.
9. Close the Planner to save it
10. Open the activity in the student program
11. Click on the Write item

12. Listen to the audio.
13. Press on the Play button to listen to the audio again. (do not type an answer)
14. Exit the student menu
15. Open the Tracker
16. Place the lesson in TEST > START ALL STUDENTS
17. Open the Write item
18. Listen to the audio.
19. Click on the Play button again
20. Click next to move on to the next exercise.
21. Click again on the Write item and click on the sound graph or the Play button.

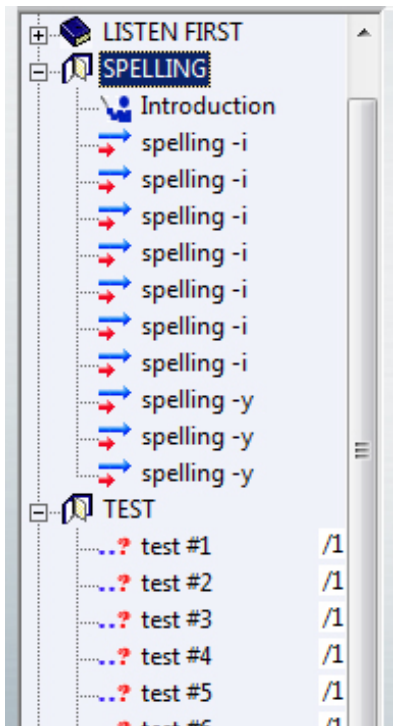
When you place the test back in practice mode or in "review results" mode, the "Once Only" restriction is disabled until the activity is again placed in test mode.

III. Activity including a practice and an evaluation section

In many cases it is effective to create a lesson that first teaches a concept then evaluates if the concept had been acquired.

Unlike a lesson with embedded questions where the student gets immediate feedback, the quiz section does not provide feedback to simulate a real test situation. Anytime a question included in a practice exercise has a mark assigned to it, the feedback will be turned off. This affects only multiple choice and fill in the blank type questions.

If the test section includes Fill in the Blanks and Multiple choice only, the system will assign the score as well and the students can view their marks after the test.



In the above example lesson plan, the fill in the blank questions all have been assigned a mark.

In test mode, these students will not be receiving feedback for these items.

IV. Timers

The system has the capability to impose time limits in the items for evaluation purpose.

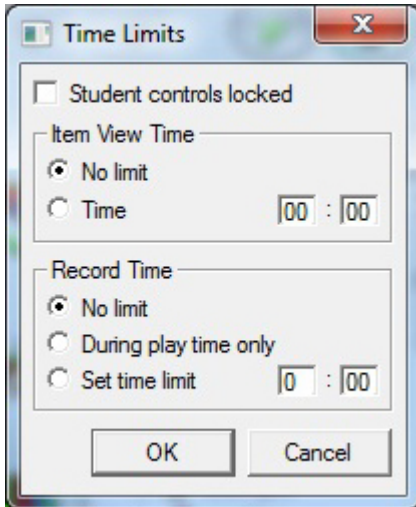
Timers are *per item* options, and are accessed via the **Options > Item > Timer** menu in the menu bar.

NOTE:

The timer option is only accessible when a planner is opened and the item displayed. It is otherwise greyed out.

Timers are capable of:

- Limiting the maximum length of a student recording.
- Limiting the time a student spends on the item.
- Enforcing automatic sequencing through the items.
- Preventing the student from selecting other items.



The timer's settings dialog box is divided in two sections:

- The *Item View time* section - Defines how long the item is displayed on the student screen.
- The *Record time* section. Specifies the length of the recording allowed.

The content of these 2 sections will vary depending on the item that is currently opened, as some options are not relevant to all item types.

1. Open a Planner
2. Open or create a teaching point and then open it.
3. In the top menu select **OPTIONS > ITEM > TIMERS**
4. You will notice that in this timer, there is no "Recording Time" section since students cannot record in a teaching point.
5. Open or create and open an Read item
6. In the top menu select **OPTIONS > ITEM > TIMERS**
7. Since the instructor cannot enter any audio in this item, there is no "Sound Play time" option

The one option that is available in all item type is the "Student controls locked"

As it indicates, if you select this option, all student controls (Audio related buttons, next item or back button, activity menu) are locked.

The students will have to wait for the end of the timer in order to see the next item.

1. Open a Planner
2. open the Teaching point previously created.
3. In the top menu select **OPTIONS > ITEM > TIMERS**
4. Select the "Time" radio button and enter 00:15 " Time"
5. Exit the Planner.
6. Open the student program and open this teaching point.

7. The 15 sec timer starts . Click on next after a few seconds. You will notice that although the timer was still running the buttons remained active.
8. Open the Planner again, and open the same Teaching item
9. In the top menu select OPTIONS > ITEM > TIMERS
10. Now select "Student Controls Locked" and press OK.
11. Close your item and the planner and open the student program for this activity.
12. When the timer starts, note that all buttons and the menu are greyed out. The student cannot exit this item until the count down finishes.

NOTE:

The "Student Controls Locked" option will change the behaviour of the software

Applications:

Case 1. You wish to have the student listen to a conversation you have added to an item before recording their answer.

The option "Sound Play Time" will limit the Item display to the exact length of the audio you included. In Teach item, as soon as the audio playback is over, the next item will appear.

In other items (Answer items for example) where students have to first listen then submit a recorded answer, this option would not work out since the item would close before they get to record their answer. Select "Time" instead and enter a time in seconds that includes the length of the audio + the additional time you want to give for the recording.

1. Open a Planner
2. Open or create and open an Ask/answer item (Make sure this item includes audio)
3. Click on the green audio graph towards the right to the last seconds of the recording. When the audio cursor stops, look at the counter on the audio player. It will indicate the length of your recording in seconds.
4. Open the timer properties
5. Select time.
6. Add 10 seconds to the time displayed on the counter. Enter the total time in the timer.
7. In the "Recording time limit" section, type in 10.
8. Exit the item and the planner
9. In the student program note that :
 - a) The recording timer shows 10. The display timer shows your total time.
 - b) The student can record at any time, even before the audio is played, and they can pass to the next exercise at any time.
 - c) If they do not record their answer within the total display time, this item will be replaced by the next one.

Case 2- You want the student to listen to the entire audio you provided, and only then record their answer for 10 seconds.

1. Open the Planner
2. Make a copy of the item created in the procedure above and open it.
3. Open its timer .
4. Select Sounds Play time in the Item View time section
5. Enter 10 seconds in the "recording Time Limit" section.
6. Select Student controls locked.
7. Press Ok
8. Exit the item
9. Exit the Planner
10. Open the student program, open this item

Note that the student must now listen to the entire audio before the recording starts and that the recording will start automatically, for exactly 10 seconds, after which the next item will replace this one.

Tips:

- *If you must lock the student controls, always advise the students before, either in a Teach item, or in the audio itself.*
- *You may want to add some thinking time before the recording starts. In this case, you can mix both procedures described above.*

As in procedure Case 1, you will check the length of you recording and add the time for the students to think.

1. Open or create and open an Ask/answer item (Make sure this item includes audio)
2. Click on the green audio graph towards the right to the last seconds of the recording. When the audio cursor stops, look at the counter on the audio player. It will indicate the length of your recording in seconds.
3. You will need to add the time you want to add for the student to think to the time displayed on the counter
4. Open the timer properties
5. Select time.
6. Add the number of seconds you want to add for the student to think to the length of the audio proposed.
7. In the "Recording time limit" section, type in 10.
8. Keep the "Student controls locked"

This will add an extra 10 seconds thinking time to your audio before the recording starts.

Alternatively, you can simply add a 10 seconds blank recording after the conversation you want them to listen to and select "Sound Play time" .

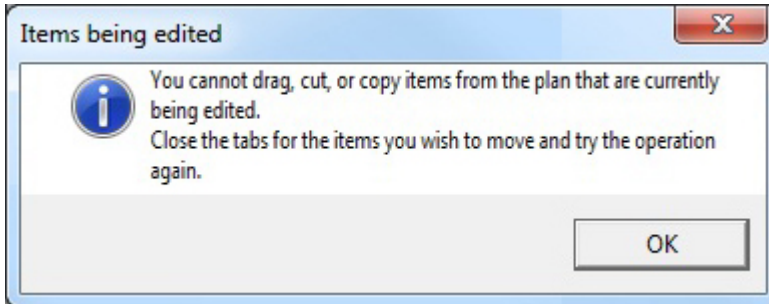
Timers **cannot** be added to **Introduction** and **Conversation** items.

V. Working with several planners

The CAN-8 multiten interface allows easy transfer of existing items from one Planner to another.

NOTE:

Items currently being edited (item tab opened) cannot be moved until they are saved or the tab exited.



Close the tab of the item you wish to move then try again.

Introduction items, which may be used to divide the lesson in sections, behave slightly differently than any other items when cut or deleted. Please carefully read the **NOTES** at the end of the following sections.

The following 3 methods are available to move or copy items between Planners.

NOTE:

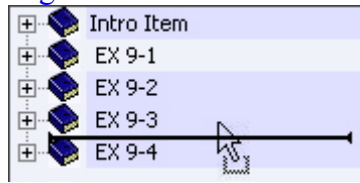
Be aware that a Planner may contain a maximum of 240 items. If you attempt to move or copy extra items into an already full Planner or if you attempt to move more items than the Planner can hold before reaching its maximum capacity, the operation will fail.

(1) Method 1: Copy/paste

This method consists of copying an existing item from one Planner (Planner A), and pasting it in the second Planner (Planner B) where desired:

1. Open the 2 Planners.
2. Select (click once) on the item you wish to copy in the Planner A
3. Right click on this item and select **Copy** in the popup menu. Alternatively, select **EDIT > COPY** from the menu bar
4. Select the tab of Planner B to activate it.
5. Locate where you want to paste your item.

6. Right click under the item at the location you want to paste the item.



7. The insertion bar will appear under the item and popup menu is presented.
7. Select **Paste** from the popup menu or **EDIT > PASTE** from the menu.

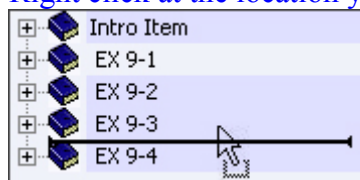
Note:

- Changes made to the copied items will not affect the original copy of the item.
- The same item(s) can be pasted several times in one or several Planners.
- When copy/pasting Introduction Items all items included between the selected Introduction item and the next Introduction item will be copied and pasted as a group.
- To select more than one item at a time for copy or cut, use the usual windows multiple selection method. Click on the first item, press and hold the shift key down, select the last of the items you wish to select, and then release the shift key.

(2) Method 2: Cut/paste

Similar in procedure as the **copy/paste** method. This technique results in items being **moved** from the first plan to another plan:

1. Open the 2 Planners.
2. Select (click once) on the item you wish to move from the Planner A
3. Right click on this item and select **Cut** in the popup menu or select **EDIT > CUT** from the menu bar.
4. Select the Planner B tab to activate it.
5. Locate where you want to paste your item.
6. Right click at the location you wish to paste the item.



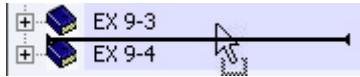
7. The *Insertion Bar* will appear under the item and a popup menu is presented.
7. Select **PASTE** from the popup menu or **EDIT > PASTE** from the menubar.

(3) Cut/pasting Introduction Items

The behaviour of Introduction items varies depending if the items it includes are shown:

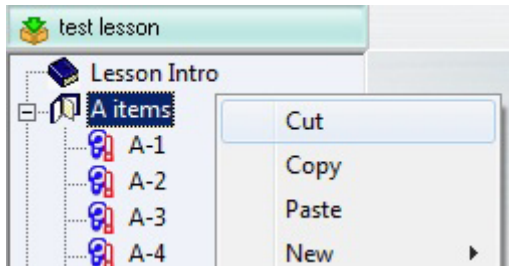
1. If the items are hidden, they will be cut and moved along with the Introduction Item.

2.



3.

4. If the items were shown in the menu, only the introduction is cut and moved. The remaining items are placed at the end of the preceding Introduction item.



(4) Method 3: drag/drop

The third method consists of dragging an item from one Planner (Planner A), and dropping it in the second Planner (Planner B) where desired. Items may also be copied using this method:

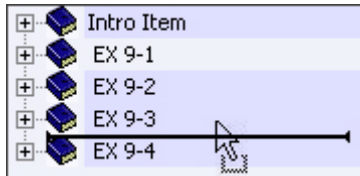
1. Open the 2 Planners.

2. Select (click once) on the item you wish to drag from Planner A.

3. Press and hold the left mouse button on the previously selected item. While holding the mouse button, move the mouse over the tab of Planner B.

4. As the other Planner B tab highlights, the screen for Planner B will display.

5. With the mouse button still pressed, navigate over the menu.



The insertion bar indicates where the item will be dropped.

6. When the insertion bar is where the item should be placed, release the mouse button.

VI. Videos

You can use digital videos with CAN-8, either as part of a lesson item, or from the main CAN-8 menu.

1- From the menu

Videos can come from many sources. A common source of videos is the YouTube or Vevo website. The owners of these websites go through great lengths to prevent people from making copies of the videos stored there. Due to these restrictions, these videos may only be included in the main CAN-8 menu using an Internet menu item type.

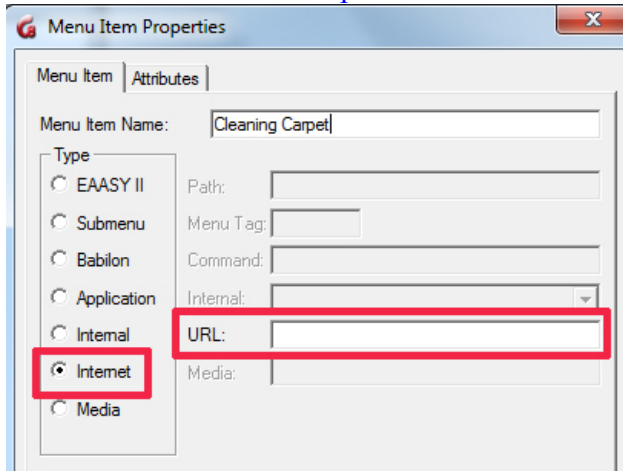
This can only be done by the user signed in as MASTER using the following steps

(1) METHOD 1

1. Open your video in a browser.
2. Locate the URL in the location bar and copy it to the clipboard.



3. Create a new menu item in the CAN-8 student menu.
4. Select the type Internet
5. Past the URL from step 2 into the URL field



6. Press OK to save the item
7. Save the main menu.
8. Test the video by double left clicking on it in the menu. The browser should activate and show the video.

Normally this would be a video that you show before telling the student to take the lesson afterwards and perhaps answer questions about what they have seen.

The helpful feature of using videos in this manner is there is no requirement to worry about CODECS, bandwidth or where the video is stored. This video is however available to the public as well.

(2) METHOD 2

In cases where you do not want to store a video where everyone may view it such as YouTube, then you may store the video on your local network and use a direct link to it.

1. Create a main menu item with the type set to **Media**
2. Insert the path to this file on your network into the media textbox
3. Press OK and save the menu changes
4. Test the video by double clicking it in the menu. The video should play in the default media player selected for that station.

The screenshot shows a dialog box with two tabs: 'Menu Item' and 'Attributes'. The 'Menu Item Name' field is filled with 'Riding in the forest'. Below this is a 'Type' section with a list of radio buttons: 'EAASY II', 'Submenu', 'Babilon', 'Application', 'Internal', 'Internet', and 'Media'. The 'Media' radio button is selected. To the right of these options are several input fields: 'Path:', 'Menu Tag:', 'Command:', 'Internal:' (with a dropdown arrow), 'URL:', and 'Media:'. The 'Media' field contains the text 's:\video\canoe2.mpg'.

Note: The video linked this way will only work on stations in the network that have access to the drive and path specified. These video links will not work outside the campus.

Important considerations about video:

Compared to sound, video can consume between 10 times to 100 times more of the network bandwidth available. This might cause a performance problem if a classroom full of students all simultaneously attempts to watch the video at the same time.

2. In a lesson

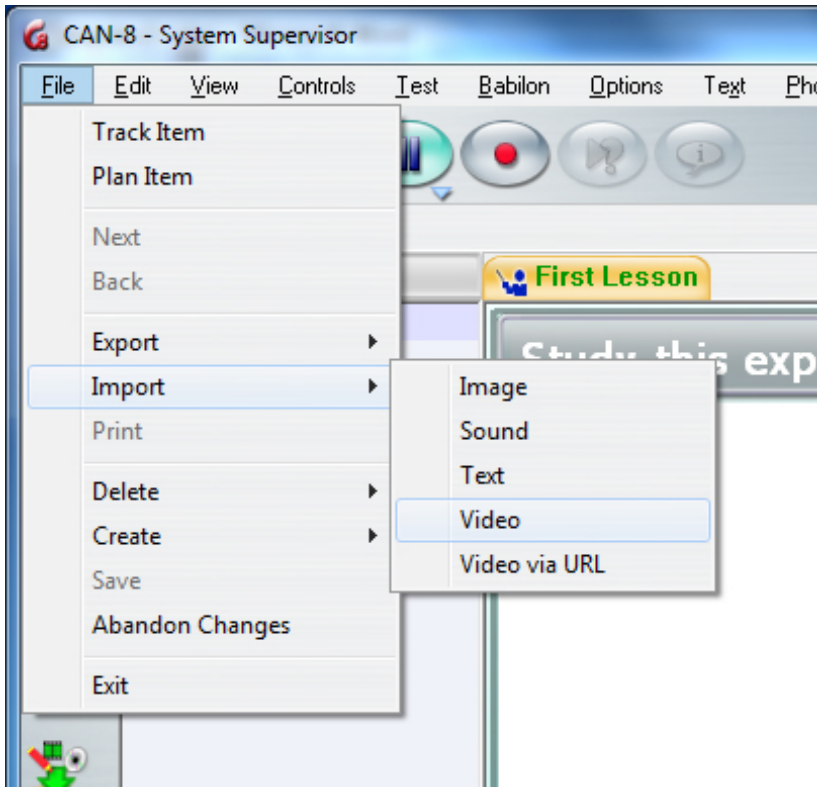
It is also possible to add video as part of a lesson item. In the case of lesson items, you may only add a video that is stored in a digital video file either on a website, or on a local server in your network. ***You cannot add YouTube type videos to lesson items.***

Before attempting to add the video to CAN-8, ensure that it is playable using the regular media player available on the machine, such as windows media player. Video is stored in a great many formats and it is possible that some may not be correctly displayed by the workstation.

(1) Via a network share:

If you have the video on a local or network drive available on all stations that you wish to see the video in the lesson, you can add it simply as if you were importing a graphic image to a lesson item.

To add a video file to a lesson item:



1. Open a planner with your lesson.
2. Open or create a lesson item. Most item types can display video except for Reading and Introduction items.
3. From the main menubar select File→Import→Video
4. Select the video file in the dialog box.
5. Wait while the audio track from the video file is built.

6. Save the item, save the planner.
7. Try the item by accessing the lesson as a student would.

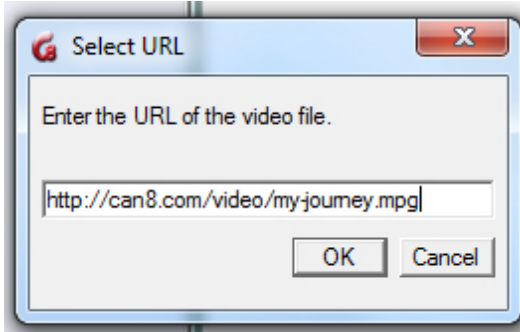
Important Note: The CAN-8 system does not store the video file on the CAN-8 server but only a link to the path of the file. If the created lesson was used where the video file was not accessible, the user would hear the sound but not see the video play

(2) Via a URL

In some cases the video in a lesson needs to be accessible both inside a schools network and also outside for remote users. In this case, the digital video file needs to be placed on a webserver that can be accessed from all locations. This will allow CAN-8 to stream the video directly from that website no matter the user is located.

The steps are the same as importing a video from a local drive with the exception of providing a URL in place of the video path as follows:

1. Open a planner with your lesson.
2. Open or create a lesson item for the video
3. From the main menu bar select →File→Import→Video Via URL
4. Type the full URL including the http:// header and file extension.



5. Wait for the audio track to be built. Depending on the speed of the webserver that the video is hosted on, this may take some time.
6. Save the item, save the planner.
7. Try the item by accessing the lesson as a student would.

An interesting way to use video is to have the student describe what is occurring in real time while they watch a video segment. This can easily be done by using the **Simultaneous** item type.

Create a Simultaneous item in your current lesson and import the video shown in the example above <http://can8.com/video/my-journey.mpg>

The student can listen to the audio, watch the video and make a recording at the same time. The video will play for as long as the student is recording. Once the user stops recording they may re-play either the video by clicking on the example track, or their own audio. Listening to their own audio does not play the video.

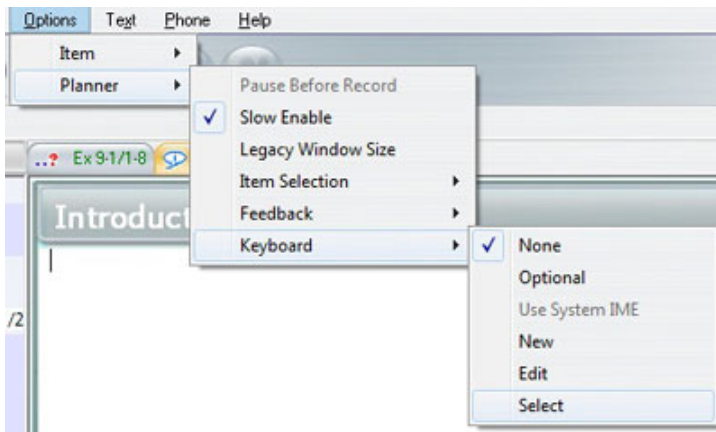
VII. Keyboards and accents.

For some languages, the characters required to type in that language are not available on the standard keyboard. In other languages, such as Chinese or Japanese, there are more characters than may fit on a regular keyboard. In such cases, there are additional programs or interfaces that may run on the system known as **Input Method Managers**.

CAN-8 provides 20 pre-defined Virtual keyboards that can be used in any Planner and by students who use that lesson. These keyboards can be used as is or can be edited by the lesson author, and more can be created if needed.

1. Using Virtual Keyboards.

While signed on and using a planner for a lesson you may define a keyboard to use.



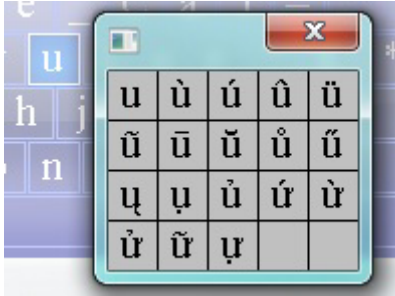
1. From the menubar at the top of the window choose Options→Planner→Keyboard→Select
2. You will be shown a list of pre-defined keyboards you may use.
3. Select French for the purpose of this lesson



Once a keyboard has been selected in a lesson, it is automatically saved and anytime it is needed by the student in **Fill-In** and **Writing** items it will become available.

2. Accented Characters

The keyboard is also able to deliver accented characters. You may access this by right-clicking on the character to accent and choose **Accent** from the popup context menu.

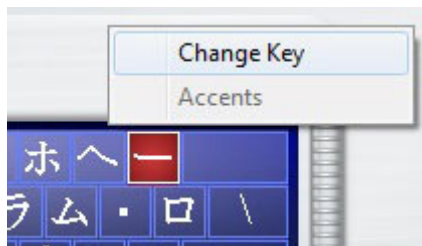


Like a regular keyboard, the keys **Shift**, **Ctrl**, and **Alt** select different sets of characters. These keys do not have to just toggle between upper and lower case but entire new character sets can displayed instead.

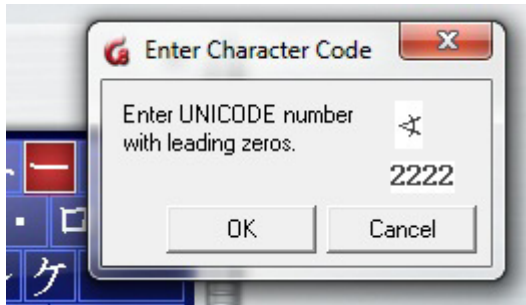
3. Changing Keys on the keyboard

While the pre-defined keyboards cover most languages, it is sometimes necessary to add some special characters to the keyboard. In this case you may start with either a previously selected keyboard, or select **Options**→**Planner**→**Keyboard**→**New** to start with a regular QWERTY layout.

1. Choose a key you want to change



2. Select **Change Key** from the popup menu
3. Type in a new Unicode HEX code to define the key.



- 1.
4. Select OK and the key on the keyboard changes to the new character and turns blue again.
5. Repeat this procedure for every key you want to change.

The easiest method to find the standard layout of a specific keyboard and the matching unicode characters is at <https://msdn.microsoft.com/en-ca/goglobal/bb964651.aspx>

1. Open the "choose Keyboard layout" drop down menu
2. Select the language
3. A virtual keyboard will open
4. Mouse over each key on this keyboard. It will show you the corresponding unicode number
5. Toggle between this keyboard and CAN-8's virtual keyboard to build the one you need.

More maps of the available characters are available at the website <http://unicode.org>.

4. Saving the keyboard

a) Locally

Once the keyboard has been modified, it is important to save the changes you have made to it. This requires you press the button on the keyboard layout shown below.



This saves what is known as a lesson-local keyboard. Keyboards saved this way may only be used within that lesson and do not effect any other keyboards stored on the system.

b) Globally

Often after you modify a keyboard, you will want to make it so that all other instructors or users may access the layout you have made. These are known as global keyboards and they are saved to the list of available keyboard when you then want to select one for use in a lesson.

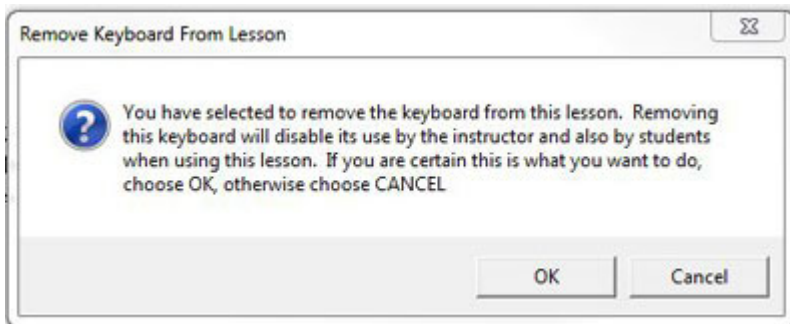
To make a keyboard into a global keyboard:

1. Be sure you are signed on as the MASTER user.
2. Open the Planner of the lesson
3. Create your new keyboard.
4. Select the global icon 
5. In order to be appended to the list, this keyboard must have a name. At the prompt, type a name for that new keyboard in the **Title** dialog, then select OK.
6. The keyboard can now be retrieved from the keyboard list in any lesson using that name.

5. Deleting a Keyboard from a lesson

By default, if an instructor opens a keyboard in a lesson, that keyboard will be saved in that lesson and presented to the students entering any item requiring text input in that lesson.

If the instructor only needs a keyboard to create the content of the lesson, but does not want the students to see or use that virtual keyboard simply select the **X** or **exit** button on the upper right corner of the keyboard before exiting the Planner.



At the warning dialog, select OK to confirm the Keyboard's del

Note: If the keyboard was changed and the changes were not save globally and the keyboard is deleted, the changes made will be lost.

6. Toggling between keyboards.

You can toggle between the physical and the virtual keyboard to use both set of characters.

1. Click on the virtual keyboard to activate it and use its set of characters.
2. Click anywhere on the text area to deactivate it and use the physical keyboard.

