

About the teachers' program

The **teachers' program** lets you see at a glance the students who are currently logged on and what they are doing. You can add students to classes, remove them, or move them around. You can watch what students are doing in real-time, and listen to them too. You can write messages that a student will immediately receive, and be able to reply to. A reports facility allows you to display or print reports for entire classes, or for individual students. Student reports show the number of sessions, the time spent on each activity, and scores in the quizzes and games. Times and scores can also be displayed in chart form.

When you run the Teacher program, you will be prompted for a class and password. The options here depend on how the program has been set up.

- If no teacher passwords have been set, just click on OK for full access to everything.
- If passwords have been set on the root using the Manager program, then you can leave class set on the root, and enter a full-access or read-only password for full or read-only access to everything.
- If passwords have been set on individual classes using the Teacher program, then you can select a class, then enter a full-access or read-only password for access to just that class (and any sub-classes).

Main topics in this help file are

- *Working with classes*
- *Working with students*
- *Monitor facilities*
- *Reports and data export*
- *The Talk Now Quiz*

A separate help-file is available on using the Manager program.

Working with classes

Click on the "tree" to select classes or students.

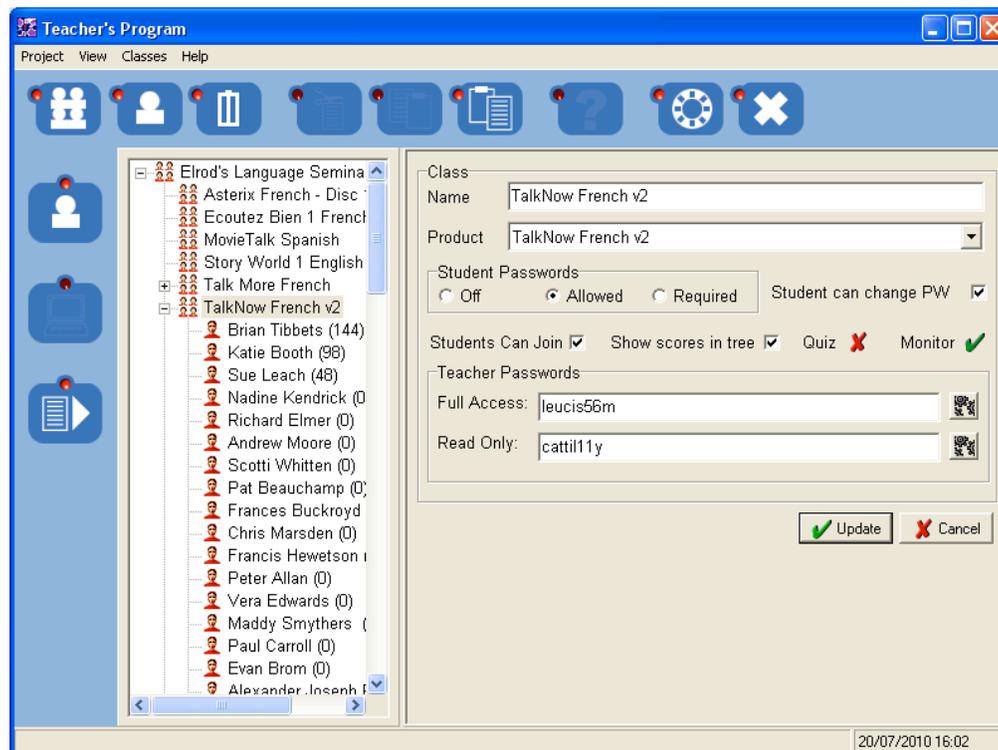
The class view allows you to edit the class name, the product assigned to a class, and trust and display options for a particular class. In order to make a change you need to edit the values displayed, then press the Update button. Or you can get rid of any changes by pressing Cancel.

Whether the class supports the Quiz or Monitor is also displayed, but can't be altered.

Please note the following:

1. If student passwords are set to "allowed" or "required", then you can also select "Student can change PW". This will cause a "Change" button to appear next to the password on the student program.
2. If you have full access to root of the teacher program, then you can set full or read-only passwords on individual classes, allowing teachers with these passwords to access just these classes (and anything below them in the tree). Pressing the "gears" button will cause the system automatically to generate a possible password. (Note that for security reasons, it is not possible to change the root passwords using the teacher program; this can only be done on the central server, using the "Manager" program.)
3. To count how many students are in a class - including any sub-classes - use "Count students" on the classes menu.

Selecting a student in the tree changes to the student view - see *Working with students*.



Click on the buttons for further information.

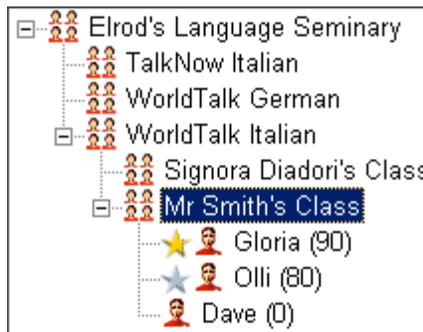
Adding classes

The same mechanism is used to create classes and set-up groups within classes; indeed it is possible to set up a complete hierarchy of schools, departments, sub-departments, classes and groups if you want to.

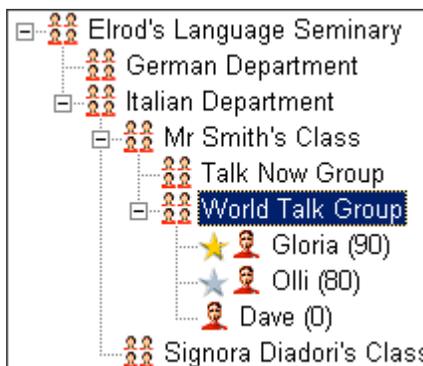
By default, when you install a new product, the Network Manager creates a new class with the same name as the product (e.g. "WorldTalk Italian"). Students can then join themselves to this class (if this is enabled) and run the product. So you end up with all the students doing WorldTalk Italian in the same class - which may or may not be what you want.



To create new classes, click on the 'parent', then select 'Add class' in the manager menu or toolbar. So if you want two classes doing WorldTalk Italian, click on WorldTalk Italian, then click 'Add class' twice. Once a new class has been added as "Class 1" etc, you can select it, then change its name, the product assigned to it, and its trust options.



Alternatively, you might want to change the default structure completely, by creating new classes in the root, for example



Note that students in Mr Smith's class doing both TalkNow and WorldTalk will have to appear in both groups.

Note also that it is not possible to have both students and sub-classes (groups) in the same class. If you try and create a new group in a class which already contains students you will be asked if you want to move the students into the new group. Similarly, if you are deleting a class containing students, and the opportunity exists to move them back into the parent class, you will be asked if you want to do this.

Working with students

Click on the "tree" to select classes or students.

The student view allows you to edit the student name, their password, and to temporarily bar them from logging on if you need to. In order to make a change you need to edit the values displayed, then press the Update button. Or you can get rid of any changes by pressing Cancel.

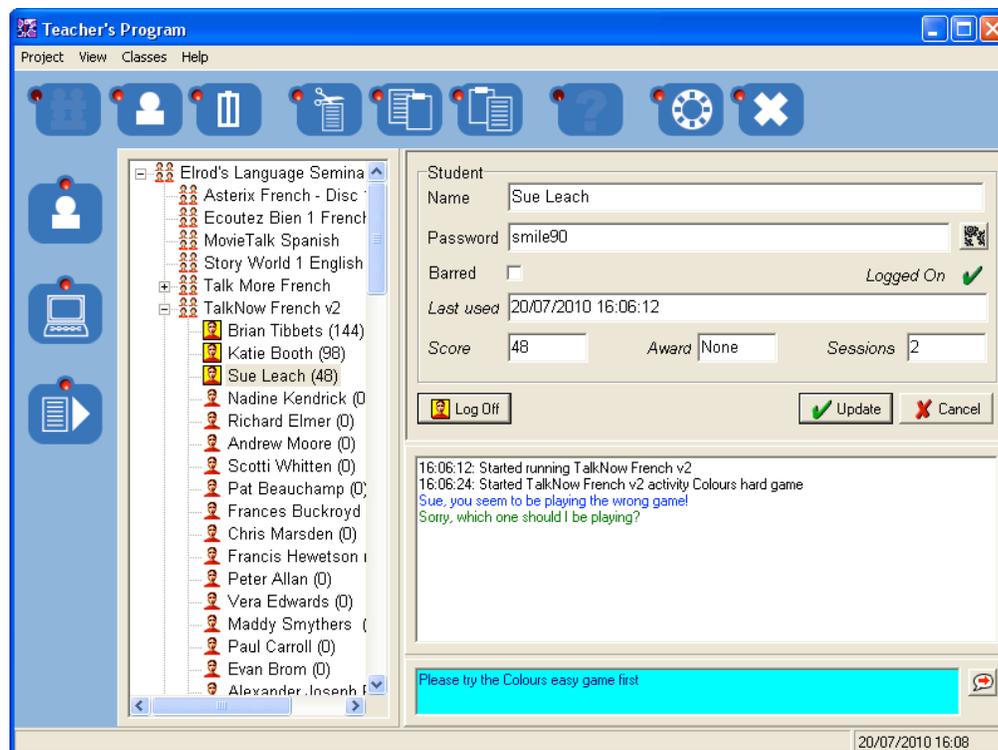
To automatically generate a new student password, press the "gears" button.

The student logged-on, last used, award and sessions information is also displayed, but can't be altered.

Students who are currently logged onto the system are displayed "lit up" in the tree. To communicate with a logged-on student, click on the blue message-box at the bottom, type a message, and press the Send button. A message-box with a reply button will then pop-up on the student's system.

A student can be logged off by pressing the "log off" button. If the student is actually logged on they will be logged off; if they are being shown as logged on incorrectly (e.g. their computer crashed!) then pressing this button will correct this.

Selecting a class in the tree changes to the class view - see *Working with classes*.



Click on the buttons for further information.

Adding students

If you have set the trust options appropriately, it is possible for students to join themselves to classes; otherwise you will have to do it using the teacher program.

To join a student to a class, click on it then select "Add Student" from the manager menu or toolbar. Once a student has been added as "Student 1" etc., you can click on the icon, then change the name and password (if appropriate).

Moving and copying students

Students can be moved to a new class by dragging the student icon onto the class icon. This will preserve all records, so if you move a student from Talk Now Greek to World Talk French then back to Talk Now Greek, they will get back their previous score for Greek.

To select several students in a class, use control-Click (add student to those selected) and shift-Click (add all students between this and the last click). To select all students in a class, click on the first student then shift-Click on the last.

To remove selected students and copy their names, passwords and scores to the clipboard, use CUT. To copy without deleting, using COPY. To copy students between classes, use COPY then PASTE. This will **not** preserve all records - only the names and passwords are copied.

To add a list of students to a class from a word-processor or spreadsheet, select the list in the other program and select COPY. Then select the required class in the NetMan student program and select PASTE. You will be shown a confirmation dialog before students are added to the class. You can also copy passwords along with names by selecting two columns from a spreadsheet.

Deleting classes and students

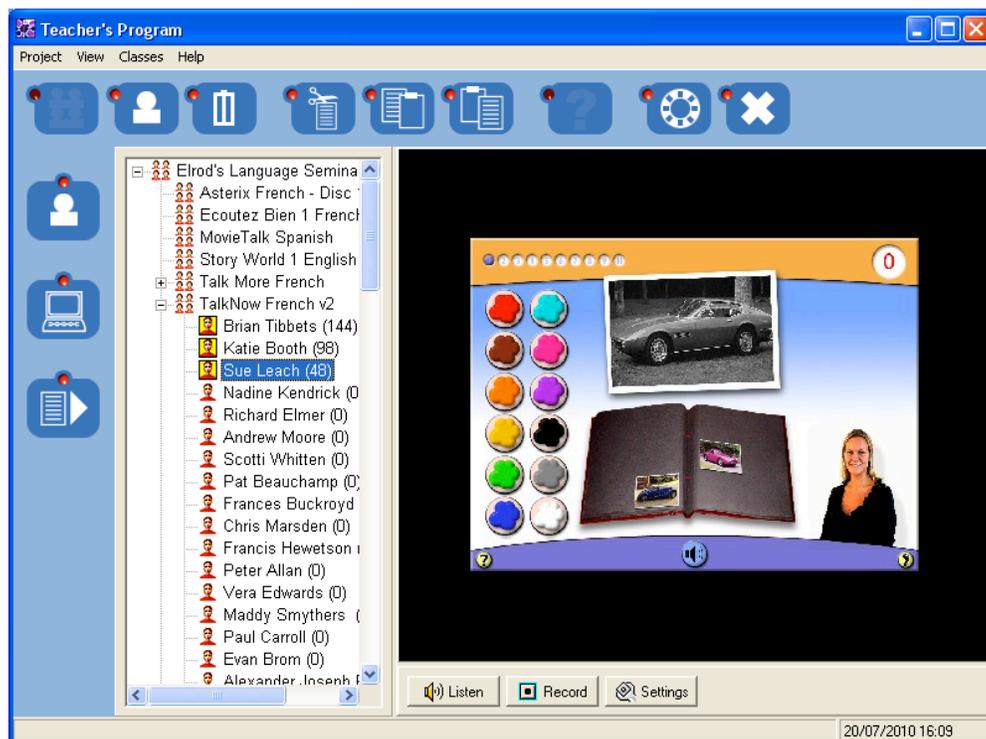
To delete a class or group, click on it, then select 'Delete' from the manager menu or toolbar. Note that doing this will usually also delete any sub-classes (groups) or students.

To remove a student, click on the icon then select Delete from the manager menu or toolbar.

Monitor facilities

To watch and listen to a student, select a student and press the "Monitor" button at the left of the screen. This will show you what the student is doing; to listen as well, press the "Listen" button at the bottom, or "Record" if you also want to save to disk.

You can change audio settings using the "Settings" button, but you should not normally need to do this. If in doubt stick to the default, which is GSM6.10 22.050 KHz Mono, which provides a reasonable compromise between sound quality and compression. However, if you get an error message "The current network sound format appears not be supported on the student's computer" when you press the Listen button, then you can use the Settings button to change to another format - e.g MP3 gives better sound quality than GSM6.10, but isn't supported on Vista and above.



Click on the buttons for further information.

Reports and data export

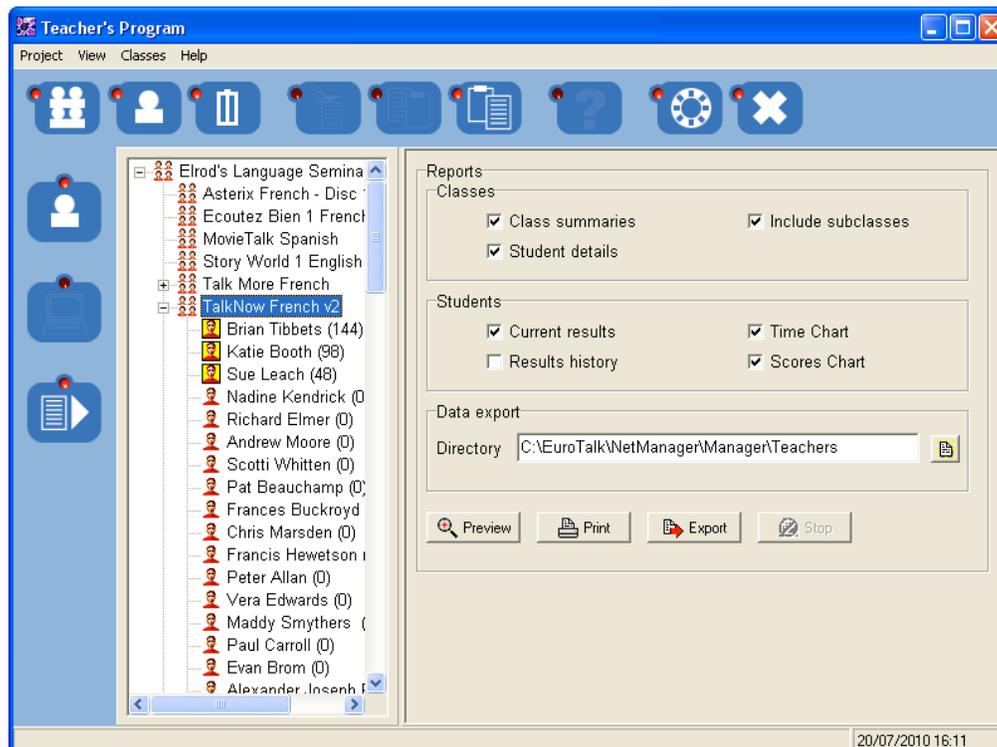
To print a report on a student, click on the student then press the "Reports" button at the left. You can select options to determine whether to print latest results, whether to print a complete results history, and whether or not to print charts showing time spent and scores on the different available activities. Once you have selected the options you want, reports can be previewed, printed, or exported to something like Excel by pressing the buttons at the bottom.

To print a report on a class, click on the class then press the "Reports" button at the left. You can then select options to determine whether to print a class summary, and/or individual reports on all the students in the class. You can also choose whether to include any sub-classes ("groups") within this class. To print reports on all classes, click on the root then press the "Reports" button at the left. In this case, you will probably want to include sub-classes. Once you have selected the options you want, reports can be previewed, printed, or exported to something like Excel by pressing the buttons at the bottom.

To export data in CSV (Comma Separated Value, as supported by Excel, Access and many other programs), proceed as for reports, but instead of printing

1. Select an output directory to receive the reports
2. Press the Export button

All the options supported by reports are also supported by Export. Data for an entire class MyClass will be exported to MyClass.csv; data on individual students Freda and Bert will be exported by MyClass\Freda.csv and MyClass\Bert.csv.



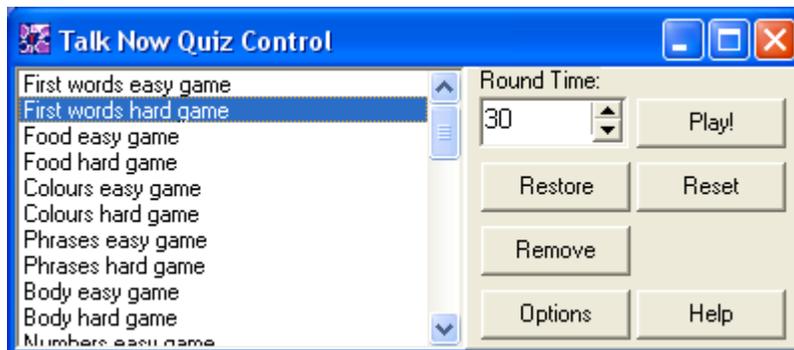
Click on the buttons for further information.

The Talk Now Quiz

To run the Talk Now Quiz, first select a class with the quiz assigned to it, or change the product assigned to an existing class to the Quiz.

Now select Quiz from the teacher program menu or toolbar. This will give a scoreboard and a control panel. The scoreboard is intended for projection, and can be dragged to a projector set up as a separate monitor.

Students should then be added to the class as necessary (or add themselves), then run the Quiz from the students' program. As they do so they will appear on the scoreboard.



To play a quiz round, select it in the control panel and press Play! To stop the round, press Stop.

To set a (say) 30-second time-limit on a round, set 30 as the 'Round time' before pressing Play. To play until you press Stop, set the round time to zero.

If something goes wrong, you can restore all scores to the start of the previous round by pressing Restore. You will get a confirmation dialog before this is actually done.

If something goes badly wrong, you can reset all scores to zero by pressing Reset. You will get a confirmation dialog before this is actually done.

To remove all students from the Quiz, check that no students are selected on the scoreboard, then press "Remove". To remove selected students for a knock-out, select them by clicking on the scoreboard (use control and shift-click to select multiple students), then press "Remove". You will get a confirmation dialog before this is actually done.

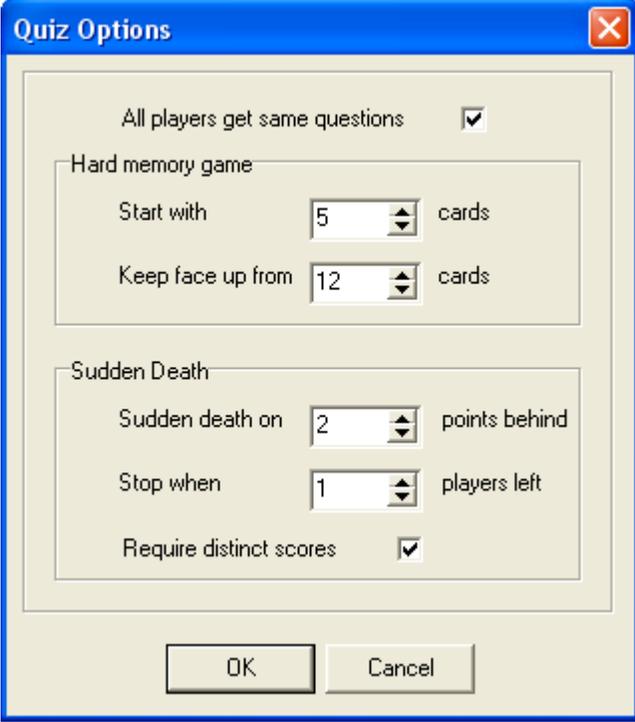
To set advanced options, click the *Options* button.

NOTE: It is possible to have more than one quiz scoreboard displayed if you want. To display another scoreboard, run the teacher program again on another computer, select the same class, and again select Quiz. It is also possible to run more than one quiz from the same teacher program - though we don't recommend it!

See *An advanced quiz* for suggestions on running an advanced quiz, that we've found works well in the EuroTalk Junior Language Challenge.

Quiz Options

To set advanced quiz options, click the Options button on the Quiz control panel (see *the Talk Now Quiz*). This will bring up a dialog as shown:



The image shows a dialog box titled "Quiz Options" with a blue title bar and a close button (X) in the top right corner. The dialog is divided into three sections:

- All players get same questions:** A checkbox that is checked.
- Hard memory game:** A section containing two spinners:
 - "Start with" set to 5 cards.
 - "Keep face up from" set to 12 cards.
- Sudden Death:** A section containing two spinners and a checkbox:
 - "Sudden death on" set to 2 points behind.
 - "Stop when" set to 1 players left.
 - "Require distinct scores" checkbox, which is checked.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

To stop all players getting the same questions, clear the "All players get same questions" box.

To change the number of cards dealt at the start of the hard memory game, and when to start playing the cards face up, change the "Hard memory game" options. Setting the game to start at 7 cards and play face up from 12 cards gives what was previously known as the "impossible memory game".

"Sudden death" allows players to be knocked out of a game when they fall a given number of points behind. Options allow the number of points to be specified, how many players you want to end up with, and whether to allow ties among the winning players.

An Advanced Quiz

Suggestions for an advanced quiz with several rounds then a final are as follows. We're assuming you have more students than computers and require a quiz in several rounds - otherwise, just follow the instructions up to the end of round 1, perhaps adding a few more games.

1. Use the teachers program to make a new class, and set the name to "Quiz Practice", the product to the appropriate version of TalkNow (not the quiz), and ensure that "Students can join" is checked. Tell the first group of students to join themselves to this class (first and last names), and run TalkNow to do some final practice. Use this to sort out any problems with headphones and with volume (use the slider on the TalkNow main menu to adjust the volume).
2. When the students have had enough practice, tell them to exit TalkNow, and go back to the blue screen saying "EuroTalk Language Network". On the teacher program, make a new class called "Quiz First Rounds", and set the product to the appropriate version of TalkNow Quiz. Use Cut and Paste to move the students from the Practice class into the First Rounds class.
3. On the teacher program, click on "Quiz First Rounds" class then on the button "Quiz" (question mark icon). Tell the students to select their names in this class and start the program..
4. Start by running a practice game - say the Easy Numbers game for 90s. Make it clear that this is just a practice. At the end of the game, use the Reset button to put all scores back to zero.
5. Run the first round, with say the following:
 - Game1: Hard First Words, 60s.
 - Game2: Hard Food, 60s.
 - Game3: Hard Shopping, 60s.
 - Game4: Hard Random Memory Game, 180s.

If something goes wrong like someones headphones falling out, then you can go back to the start of the last game using the Restore button.

5. When all the games have been played, use Remove to remove all students from the quiz. You can then get the next group in to do their first round. Start by getting them to join themselves to the practice class, then use Cut and Paste to move them to the First Rounds class as before.
6. When all the students have played, you will be left with the First Rounds class in high score order. Make a new class called "Quiz Final", set the product to the appropriate version of TalkNow Quiz, and copy the appropriate number of students from the top of the First Rounds class into the Final.
7. If you want to run another practice game, we suggest something like the Easy Body game for 90s, and then Reset the scores. Then run the final games, say the following:
 - Game1: Hard Colours, 60s.
 - Game2: Hard Time, 60s.
 - Game3: Hard Phrases, 60s.
 - Game4: Hard Random Memory Game, 180s.

If you need a tie-breaker, try running the Random Memory Game for 120s with options set to start at 7 cards, and play face up from 12 cards.

8. When the final is complete, close down the quiz on the Teachers program. Make sure Quiz Final class is selected, then press the Reports/Export button at the bottom right. Check that Class Summaries is checked, and nothing else is. Select Print to print a score chart, or Export to save to disk.

Be sure to practice in advance, and have a good quiz!