ReLANpro student manual

Manual Index:

5. CHAT

Teacher set students to be in group or pairing mode. This way students can send messages like with normal chat.
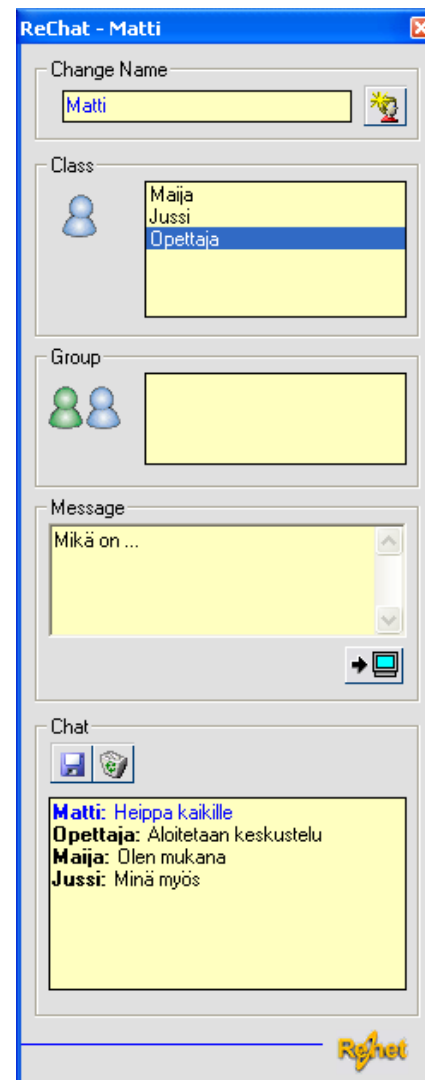
Student can change visible name by writing new name and clicking Change Name -button.

In Class-window you can see all available students.

From Class-window you can select student (s) by clicking with mouse that you want to receive your message.

Write you message to Message-windows and send it by clicking Send-button.

Received messages are visible in Chat-window.

You can send messages by Save-button.

You can clear window by Recycle Bin -button.

5.3 ReWrite text editor buttons

"*Open student's text*" -button can be used to open previously made student text at the answer field of the user interface.

"*Save student's text*" -button allows to save the student text to selected folder.

"*Print*" -button allows to print the student text to any printer specified in computer.

"*Font*" -button allows changing the selected text size, outlook and the used font.

"*Add picture*" -button allows adding images to the student text. The images must be in bitmap image format (*.bmp)

"*TextColour*" -button allows chaning the colour of the text.

"*Bold*" -button allows to bold the selected text.

"*Italic*" -button allows to change the selected text to cursive.

"*Underline*" -button allows to underline the selected text.

"*Properties*" -button opens the program properties window.

"*Open practice*" -button opens practice text to the upper text field in the user interface.

1. General

ReLanPro language studio student programs includes recorder, text editor, multiple selection assignment program and program for pair and group conference. Programs can be activated under the instruction of the teacher or individually from the student workstations. At the student workstations the programs start from the following shortcusts:

ReRec Virtual Recorder   ReCall Conference   ReABC Test   ReWrite Text Editor

2. ReRec recorder

All of the student stations have their own ReRec recorder program. Students virtual recorders include all of the analogue recorder features and the addition to the analogue recorders functions it allows to use all the new features provided by digital technology. The recorer can be used centralized way where the teacher instructs student recorders or students can instruct their own recorders.

2.1 Recorder user interface and buttons
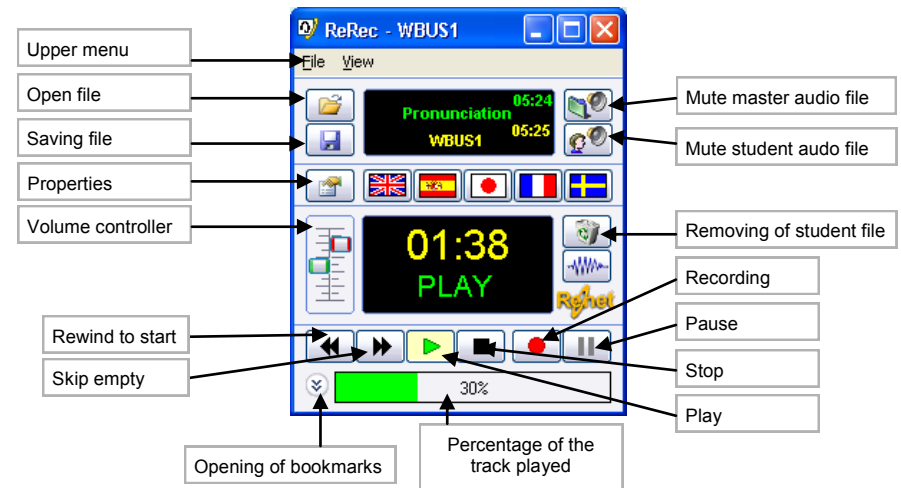
In the right corner of the taskbar there are all the programs that are currently active and also the question mark. Pressing the question mark button sends question notification to the teacher.

2.2 Using recorder

Student can activate the ReRec recorder from the windows desktop by double cliking the program icon. The recorder program will be started automatically when teacher sends digital recording to the students or instructs the student recorders from the recorder adnimistration buttons.

2.2.1 Listening and recording

Master recording or the student recording can be listened selecting *"Play"*.

The playback can be stopped selecting *"Stop"* button. The playback can be continued from the same spot selecting the *"Play"* button.

The empty spots in the digital recording can be skipped selecting *"Skip"*.

The digital recording can be rewinded to start selecting *"Rewind"*-button.

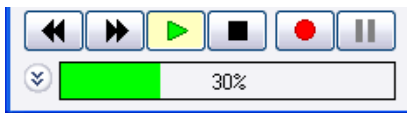Own digital voice recordings can be created selecting the *"Record"* button and stopped selecting *"Stop"* button.

Maste recording can be paused pressing "Pause" button and practiced recording of the speach while having the master recorder paused.

Digital recording can be rewinded and searched pressing the mouse left button down and dragging the bar to left or right. The playback bar is green while playing and red during the recording process.

When listening own recording the master recording can be muted selecting *"Mute master"* -button after the button. Once the button is selected the button outlook changes to *"Master muted"* -status.

Own recording can be muted selecting *"Mute student recording"*-button.

The student recording in the recorder can be deleted pressing "Erase" -button that opens a questin about erasing the file. **Own digital recording are recommended to be erased at the end of class so others would not be able to listen them.**

5.2 Using ReWrite text editor

In the ReWrite text editor cannot be changed, but the text can be copied to the answering area.
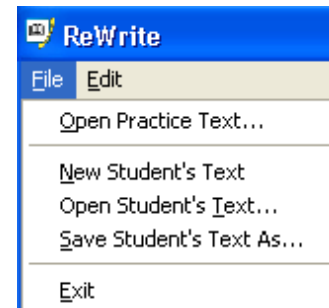
Ready made assignment can be opened selecting *"File"* - *"Open practice text…"* .

Own writing can be saved selecting *"File"* - *"Save student text as..."* .

Previously made file can be opened selecting *"File"* - *"Open student's text..."* .

New empty document can be created selecting *"File"* - *"New student's text"* .
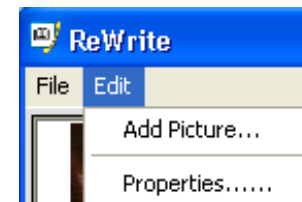
New picture can be added to the document by selecting: *"Edit"* - *"Add image…"*.

The program properties can be changed using *"Edit"* - *"Properties....."*

In the properties of the ReWrite program you can change the language used in the user interface.

Selecting *"Always on Top"* selection box allows the Recorder program to stay always on top of other windows while other windows are open in the background.

5. ReWrite, Text editor

5.1 ReWrite text editor and user interface

ReWrite text editor forms from two window areas, where the first is the teachers ready made questions and the other is for writing the answering using text editor. The text editor can be started using the shotcut "ReWrite Text Editor" shortcut locating at the windows desktop or when teacher sends text material for the students.
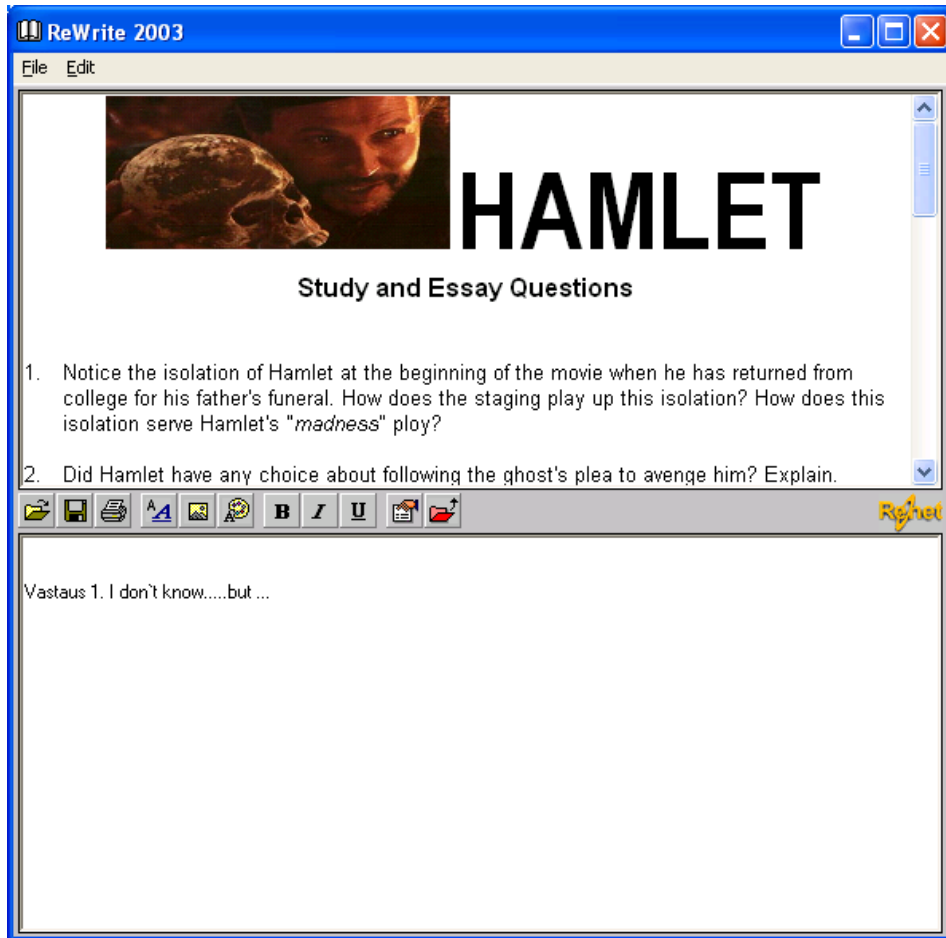
2.2.2 Opening and closing files

Ready made digital master recorder can be opened pressing *"File" - "Open Master recording"* or using the *"Open Master recording"* -button and selecting the master recording file.

Using flags can be also opened file by selecting a flag and from the dropdown menu the recording and
"Open recording" button.
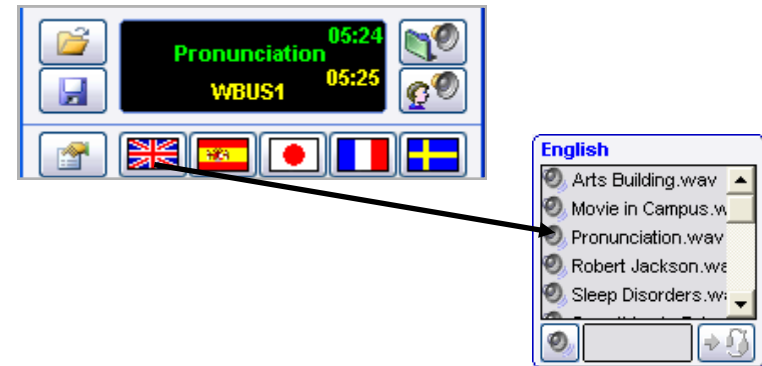
Own made digital recoding can be saved using the *"Save recording as"* button and selecting the name and the path for the file.

The saved student recording can be opened selecting *"File" - "Open student recording...".*

2.2.3 Adjusting volume and microphone

ReRec recorder sound and microphone volume can be adjusted with the tools locating at the left side of the user interface. The left button is playback volume and the right button is for microphone recording volume. When the volume adjustment bars are at the highest position they are at the highest volume output/recording and lowest is the lowest recording/volume output.

The volume is adjusted taking the mouse cursor over the volume adjuster and pressing the left mouse button down while moving mouse up or down. Once the volume level is correct the adjusting of the volume is ended by letting go from the left mouse button.

2.2.4 Scan

"Scan" –From pressing the scan button opens a graphical presentation of the digital audio recording (*.wav). The upper grapical presentation (green) is the master and the lower (yellow) is the student recording. During the playback of audio while having *"Scan"*-window open there is red bar that can be moved to rewind the recording visually.
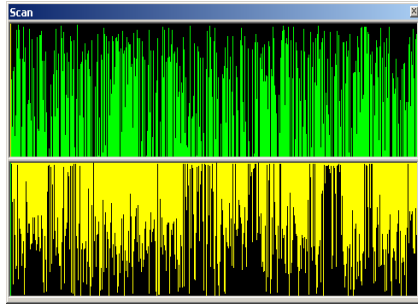
2.2.5 Bookmarks

Selecting the *"Bookmark"* -button at the lower left corner of the recorder opens a new window below the recorder with multiple buttons. These buttons can be used for adding time bookmark of digital sound recording that allows to rewind to that same spot instantly and listen the recording. In the bookmark window can be set 1-12 bookmarks during the playback of the audio file. Bookmark is set by pressing the mouse left button on top of the empty bookmark slot and removed pressing the mouse right button at the slot to be removed. The bookmarked time in the audio can be accessed pressing the mouse left button on top of the peviously set bookmark.
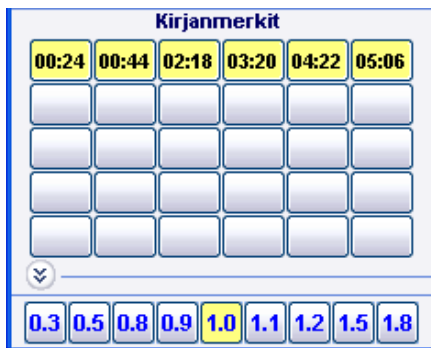
During the playback the speed of the recording playback can be changed selecting speed of the playback below the bookmaks.

4.1.5 Answering and limited time

When the multiple selection assigmnent list has been specified time limit for whole exam it is shown at the lower left of the ReABC program window.

When the multiple selection asssignment list has been specified time limit per question it is shown at the lower left conrner of the ReABC program window with the total time left for the whole exam.

4.2 ReABC Buttons

"Open" -button allows opening exam from the computer, network or Internet.

"Save" -button allows to save the results from the exam into specified folder.

"Print" -button allows to print out the exam results.

"Properties" -Selecting *"Properties"* -button from the virtual recorder allows to change the user interface language and the user name used in ReABC program.

4.1.3 Answering with selection and writing

The multiple selection list assignment is answered by selecting the most correct answer from the available options. After selection will be opened a text field to write for writing additional explanation or comment for selecting the answer
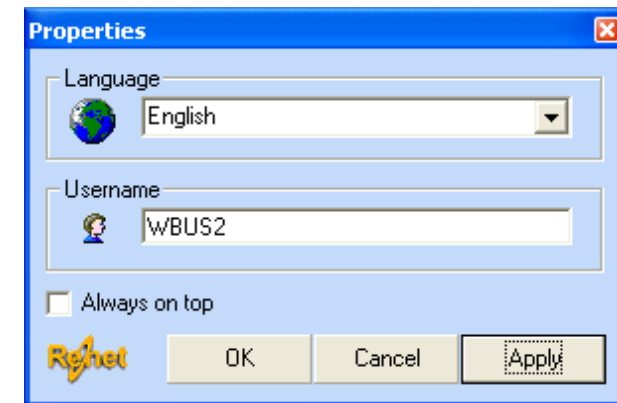
The change to next or previous question is done by selectig the arrow keys next or previous button from the bottom of the screen. The exam will be ended by pressing the *"Ready"* button.

4.1.4 Written answer

The multiple selection list is answered only using written text. Only correctly formed answers will be accepted as an answer.

The change to next or previous question is done by selectig the arrow keys next or previous button from the bottom of the screen. The exam will be ended by pressing the

2.2.6 Playlist

With playlist feature student can listen several recordings in roll. After a recording ends next recording from the list will be played. Playlist can be sent by teacher or student can activate playlist from Flag-menu.
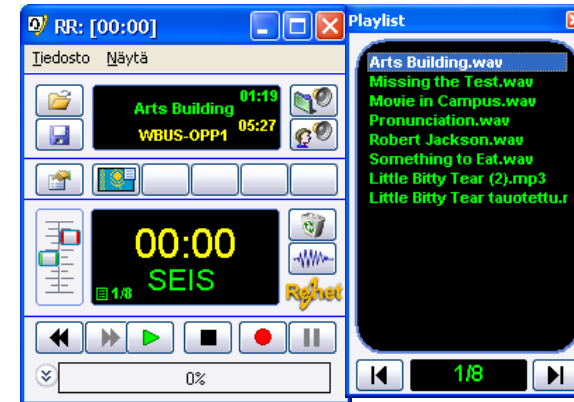
Student can select file by clicking the name from the playlist or by browsing files with Arrow-buttons.

2.2.6 Properties

Selecting *"Properties"* -button from the virtual recorder allows to change the   user interface
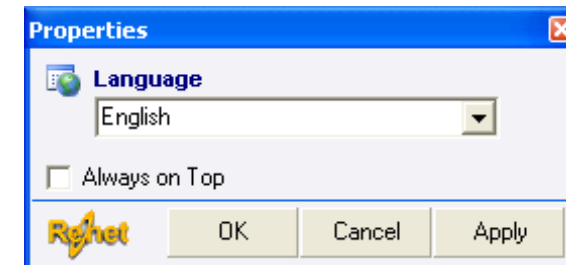
Selecting *"Always on Top"* selection box allows the Recorder program to stay always on top of other windows while other windows are open in the background.

3. Pair and group conference, ReCall

Pair and group conference allows real time converstation with other students in the same classroom.

3.1 ReCall-program user interface

3.2 Using ReCall-program

3.2.1 Creating pair and group conference

Teacher can activate the students group conference program or the students can self activate the program double clicking the shortcut of a program from the Windows desktop.

ReCall conference is started selecting from the list of the active users the name of the student and selecting *"Talk with selected"* -button. Once the *"Talk with selected"* -button is selected it changes to the end button and the list of the students participating in the conference will be shown at the below.

4. Multiple selection assignments, ReABC

Ready made multiple selection lists can be answered by selecting with the mouse the correct answer, or writing the answer to the provided text field.

4.1 Answering to multiple selection list assignments

4.1.1 Answering with selection, return to previous denied

Answering to this multiple question list assignment is done by selecting the most correct answer from the available options. At the lower right of the ReABC user interface are the number of questions and correct or incorrect answers. At the end of the multiple selection list assignment will be shown the results from the exam.

4.1.2 Ansering with selection, return to previous allowed

Answering to this multiple question list assignment is done by selecting the most correct answer from the avilable options. The change to next or previous question is done by selectig the arrow keys next or previous button from the bottom of the screen.

The exam will be ended by pressing the *"Ready"* button.

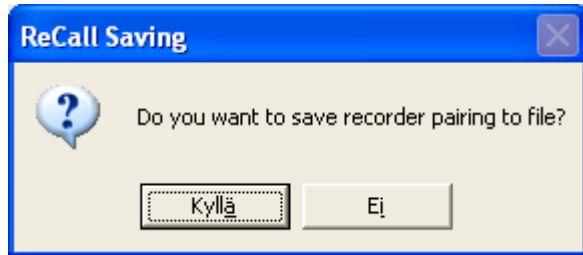At the closing of the pair conference there will be shown popup window with question of saving the recorderd converstation as digital audio file.

ReCall Saving

Do you want to save recorder pairing to file?

| Kyllä | Ei |

In the file naming will be stored both of the pairs names and the date.
Example: John-Mary-231104.wav.

The recorded pair conference can be listened using ReRec recorder. When the file is opened using recorder program the file is selected using the upper menu "File" - "Open student recording". From the opening window the intended file will be selected from the path it was saved (page 6).
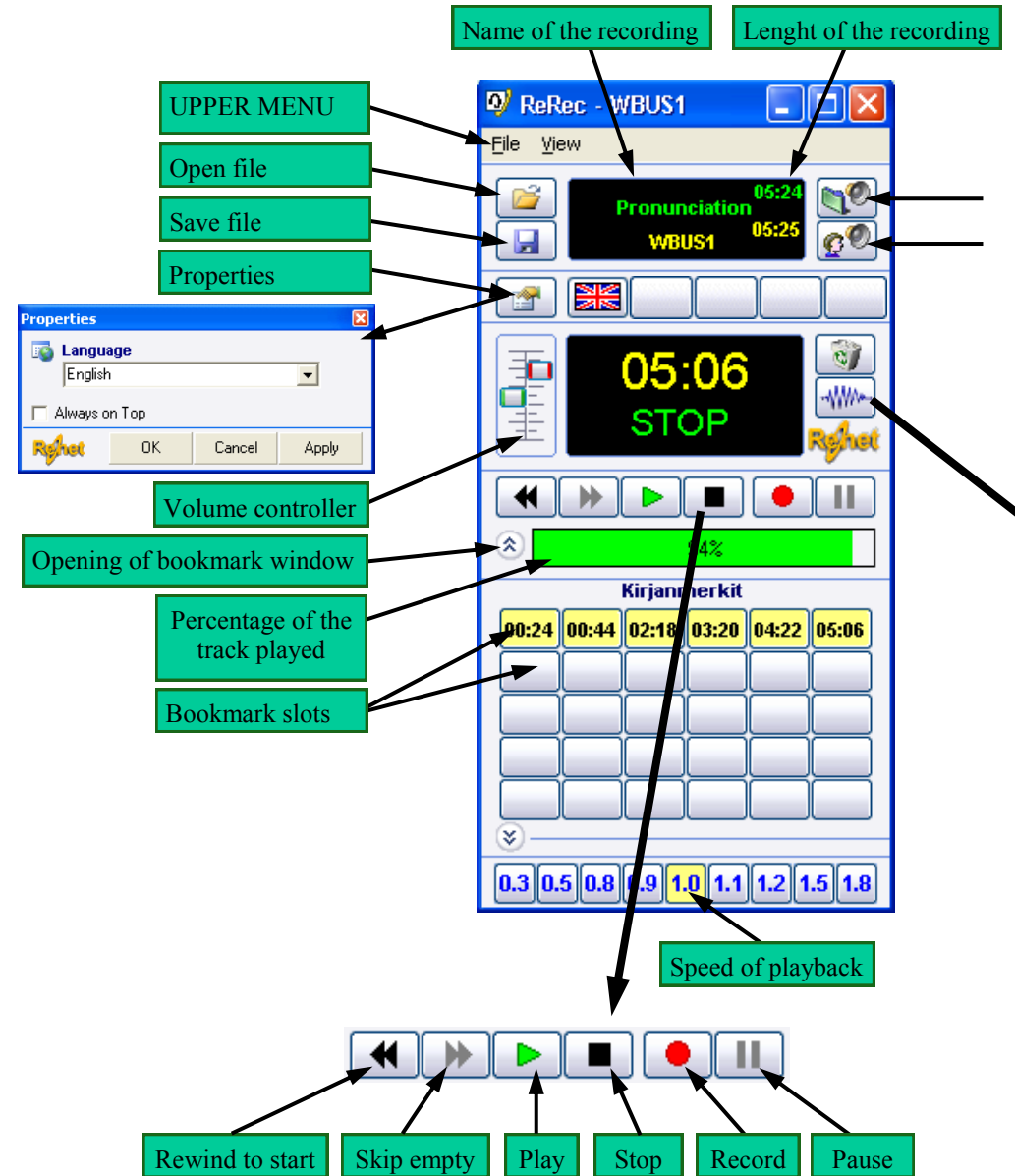
3.2.4 Properties

In the properties of the ReCall program you can change the language used in the user interface.
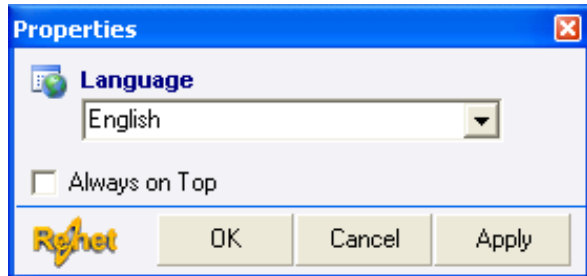
Properties

Language
English

☐ Always on Top

| OK | Cancel | Apply |

Selecting *"Always on Top"* selection box allows the Recorder program to stay always on top of other windows while other windows are open in the background.

ReRec RECORDER INSTRUCTION

Name of the recording

Lenght of the recording

UPPER MENU

Open file

Save file

Properties

Properties

Language
English

☐ Always on Top

| OK | Cancel | Apply |

ReRec - WBUS1

File View

Pronunciation   05:24
WBUS1   05:25

05:06
STOP

Volume controller

Opening of bookmark window

Percentage of the track played

Bookmark slots

Kirjanmerkit

00:24 00:44 02:18 03:20 04:22 05:06

0.3 0.5 0.8 0.9 1.0 1.1 1.2 1.5 1.8

Speed of playback

| Rewind to start | Skip empty | Play | Stop | Record | Pause |

English
- Arts Building.wav
- Movie in Campus.w
- Pronunciation.wav
- Robert Jackson.wa
- Sleep Disorders.w

Selected audio file

ster audio file

dent audio file

01:01

Listen selected audio file

Lenght of the audio file

REMOVING DIGITAL RECORDING

Clear Recording

Do you want to clear recording? C:\Documents and Settings\W-Bus1\Omat tiedostot\WBUS2.wav

Kyllä   Ei

Graphical presentation of the recording

Scan

Master recording

Student recording
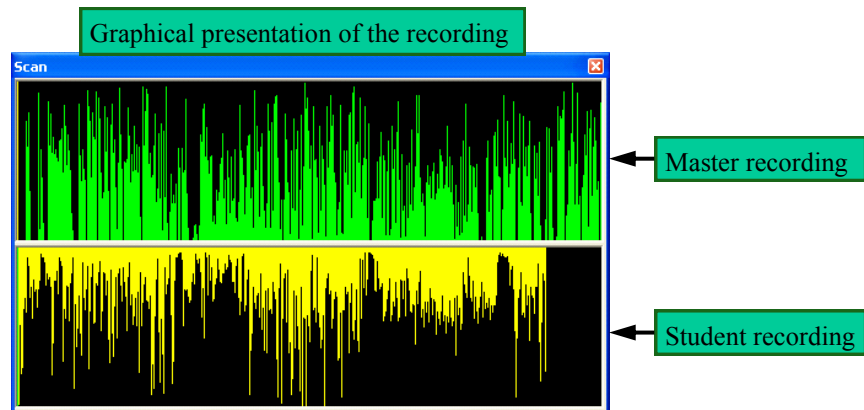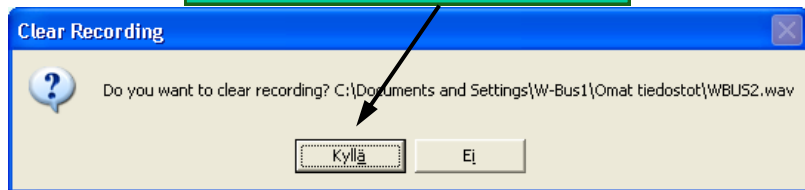
### 3.2.2 Adjusting volume, renaming and updating

Group conference sound and microphone volume can be adjusted with the tools locating at the left side of the user interface. The left button is for recieving speech from other students and the right button is for microphone recording volume. When the volume adjustment bars are at the highest position they are at the highest volume output and highest microphone volume; while lowest is the lowest microphone and lowest volume.

The list of students in the group conference can be updated pressing the *"Update Users"* -button.

The user name can be changed pressing the *"User Name"* -button that opens window for writing new name that is used in the group conference.

**User Name**

John Smith

Re/net   OK   Cancel
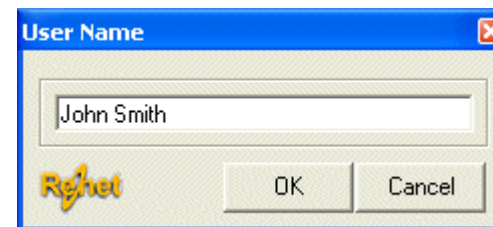
The name used in the group conference program will be shown to other students in the same classroom using group conference program and will be used for all the language studio rograms.

3.2.3 Recording pair conferences

The pair conference can be recorded for later review by pressing the *"Recording"* button. Once the recording starts the button changes to *"Stop"* button that can be used to end the pair conference.
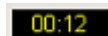
00:12   Duing the recording there will be shown time used from the beginning of the recoring.

The recording of the pair conference can be end by pressing the "Stop recording" -button.