



Teaching Guide

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Getting Started

About this Guide

This document is written for CAN-8 VirtuaLab users who are responsible for facilitating classes and administering tests.

About CAN-8 Roles

Users are registered in CAN-8 with one of the following roles:

Users Registered as:	Can:
Students	<ul style="list-style-type: none"> study and record responses to CAN-8 lessons and tests
Instructors	<ul style="list-style-type: none"> create and manage classes; facilitate classes, track progress and administer tests; and may also, depending on how the master has set up their User ID: register individual students; create lesson plans and author lessons and tests; delete student records.
Master	<ul style="list-style-type: none"> set system-level attributes which are used to define how / if access to course materials will be restricted; create menus and sub-menus which determines how course material is organized; register instructors; import registration for groups of students; manage video and system resources; do anything instructors can do (except register individual students).

Signing On to CAN-8

Every CAN-8 user is assigned a unique User ID and password.

To sign on to CAN-8:

1. On your Windows desktop double-click the CAN-8 shortcut icon.
The CAN-8 Login dialog appears.
2. In the User ID field type your CAN-8 User ID.
3. In the Password field type your CAN-8 password, then click **Login**.
The Instructor Menu appears on the CAN-8 desktop.

Getting Help

Use the online *CAN-8 VirtuaLab Master Manual* any time you need more information.

To open the online Master Manual:

- ▶ Click the **Help** button.

The *Introduction* to the manual appears.

Note: For additional information, refer to the following documents:

- *CAN-8 VirtuaLab Administration Guide*
- *CAN-8 VirtuaLab Authoring Guide*

Facilitating Classes and Administering Tests

About the Tracker Window

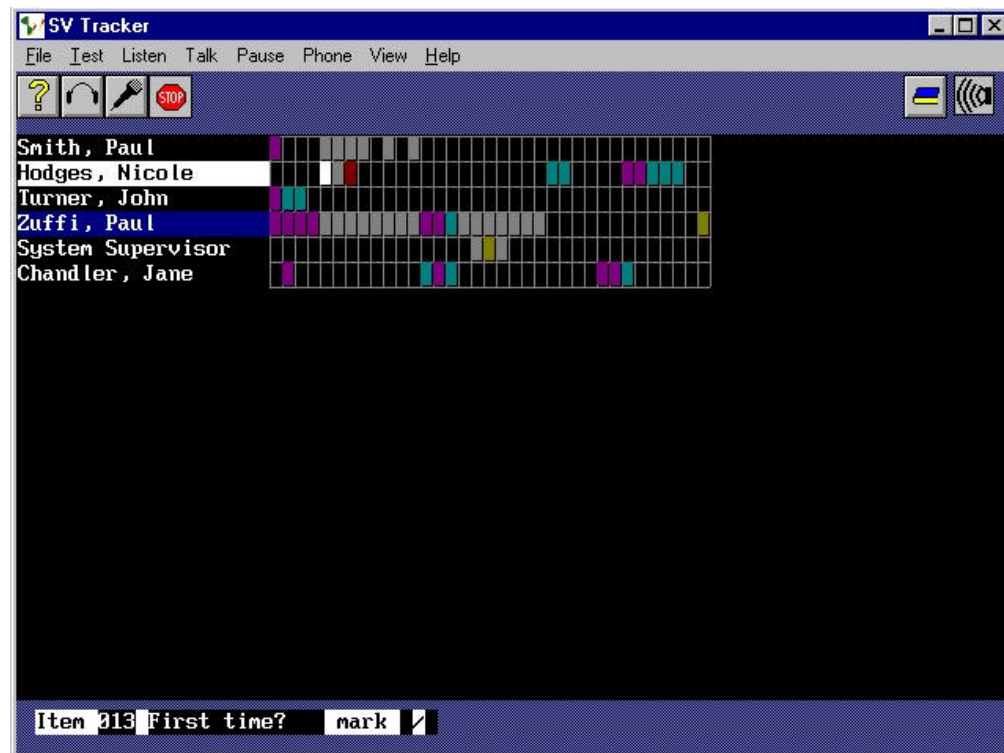
Use the Tracker to:

- view each student's progress through the lesson
- see which students have accessed the lesson and who is currently signed on
- speak in real time to the whole class, or talk to an individual student
- listen to student recordings and record special instructions
- assign marks
- enable a class or individual test

To navigate to the Tracker:

- ▶ Right-click on the lesson you want to track, then choose **Track Item**.

The Tracker appears, as shown in the example below:



Understanding Tracker Colours

The name of each student appears at the left of the screen:

Names Shown on a:	Indicate Students who:
blue background	are currently signed on
black background	have accessed the lesson but are no longer signed on
red background	are calling for help

When a student has answered a question or recorded a response to a lesson item, the cell for that item will be filled in with a colour on the Tracker screen.

The tracking boxes are colour-coded as follows:

This Colour:	Indicates:
Black	the student has not yet responded to the item
Grey	the student has recorded a response or the student has written something which you can now review
Green	you have already listened to the student's response
Red	you recorded special instructions to the student for this item which the student has not yet completed
Yellow	the student has received your special instruction and has recorded a new response
Cyan	the student has answered this Multiple Choice or Fill-in-the-blanks item correctly
* Magenta	the student has answered this Multiple Choice or Fill-in-the-Blanks item incorrectly

Note About Magenta Items

A large number of magenta cells *horizontally* across a student's path indicates that the student requires special attention.

A large number of magenta cells *vertically* along a particular item in a lesson indicates that the item is probably too difficult for this lesson or class, that there may be an authoring error, or that the whole class needs revision on that item.

Choosing Which Students to Track

Use this procedure to control which students appear on the Tracker for the selected lesson:

- From the **View** menu, choose one of the following:

To work with:	Choose:
all students	All students
just the students who are currently signed on	Online only
just the students registered under your Instructor ID	Own students
all students sorted alphabetically	Sorted
all students sorted by class	By Class

Working with Student Recordings

If a student has recorded a sound file or written a response to an item, the cell for that item appear grey on the Tracker screen.

Reviewing Student Responses

To review a student's recording:

1. Double-click on the grey cell for that item, or select the item and then click on **Listen**. The sound graph for the student's recording appears or the written response entered by the student.
2. Do one of the following:
 - To stop and resume the sound playback, click on **Pause**.
 - To listen to a specific segment, click at that point in the student volume display.
 - Enter a mark if desired, as described below.
3. To return to the Tracker, click on **Listen**.

Marking Student Responses

To enter a mark for a student's response (assuming that a maximum mark has been assigned to the item by the lesson author):

1. Listen to the recording or read the answer as described above, i.e., you must be in Listen mode.
2. In the scoring section at the bottom-left of the Tracker, as shown in the example below, enter the student's mark:



Enter the student's mark here:

This is the maximum number of marks available for the item:

Note: Multiple Choice and Fill-in-the-Blanks questions will be marked automatically by the computer.

3. When you are satisfied with the mark assigned, click on **Listen** to return to the Tracker.

Saving student's recorded answers.

You can, if you wish, save the answers recorded by one or all the users in a lesson. These answers can be saved in Wave or MP3 format locally, on a network share, or on the medium of your choice. (for more information on how to save recordings in MP3 format, refer to the *CAN-8 VirtuaLab Online Manual*)

To save the recordings:

1. In the Tracker click on the name of the user whose answer(s) you wish to save. (if you wish to save only one specific answer, select it by clicking on it.)
2. In the menu bar, select
File > Export and one of the following options:
 - This answer (will save this answer from the selected user)
 - All of this student's (will save all answers from the selected user)
 - Every student's (will save all answers from all the users shown in the tracker)
3. In the following window, fill in the name of the file and the path where you wish to save it, or use the *browse* button.

Contacting Students

Broadcasting an Announcement to the Class

Use this procedure when you want to speak with the entire class of students who are signed on to CAN-8.

1. From the **Phone** menu choose **Broadcast**.
The SV Net Phone dialog appears.
2. Make your announcement.
3. When you are finished, click on **Exit**.

Speaking with an Individual Student

Use this procedure when a student calls for help, or any time you need to speak with an individual student:

1. On the Tracker select the student, then from the **Phone** menu choose **Student**.
The SV Net Phone dialog appears.
2. Begin your conversation with the student.
3. When you are finished, click on **Exit**.

Leaving a Message for a Student

Use this procedure when you want to leave a message and advise a student to repeat a particular lesson item before proceeding to other items in the lesson.

To leave a message for an individual student:

1. On the Tracker click on the item for the student for whom you want to leave a message.
2. Click on **Talk**, then record your message.
3. When you are finished, click on **Talk** again.
The Tracker cell for the item turns red.

4. You will be prompted if you wish to have the students re-doing the exercise.
 - If you choose “yes”, the user will have to re-record the answer and will not be permitted to go forward or backward in the lesson until a new recording is done.
 - If you choose no, the student will be brought directly to this item when entering in the lesson again but will not have to redo the recording.

Note: You cannot listen to your message, but if you want to change it for any reason, just repeat the procedure.

When you leave a message and the student is signed on, the student will receive the message as soon as they move on the next item. If the student is not currently signed on, the message will be played the next time the student works with that lesson. If the student never returns to that lesson, the message will never be heard by the student.

Once the student listens to your message and repeats the exercise:

- if the student has re-recorded a new response to the item, the corresponding Tracker cell turns yellow, indicating that you can check the new recording.
- if the student has re-answered a Multiple Choice or Fill-in-the-Blanks question, the colour changes either to blue or magenta, indicating whether or not the new answer is correct.

Starting Lessons and Tests

Practicing Lessons

By default, students work in practice mode. In this mode students can take lessons and record their answers and responses. Items that they answer correctly appear on their lesson menu in green. Items that they have answered incorrectly appear in red.

To start a lesson in practice mode:

- ▶ From the **Test** menu on the Tracker, if it is not already checked, choose **Practice**.

Preventing Students from Starting

To prevent students from starting a lesson or a test:

- ▶ From the **Test** menu on the Tracker, choose **Wait to start**.

The following message appears on each student’s screen:

The lesson is not available. Wait or Press F9 to Exit.

Note: In this mode, students can listen to the recorded instructions for the start of the lesson, but they cannot begin to work.

Starting Tests

You can start all students at once, or individually by doing one of the following:

- To start all students at same time, from the **Test** menu on the Tracker choose **Take test**.

- To start students individually, from the list of students on the Tracker, use the mouse or cursor to select the student you wish to start, then from the **Test** menu choose **Start student**.

Stopping Tests

Posting Test Results

Use this procedure to end a test and show students how they scored on each item:

- ▶ From the **Test** menu choose **Review Results**.

Students can no longer answer questions or record responses. Their marks appear beside each lesson item on the Student menu.

Colours are used to indicate results as follows:

Items shown in:	Indicate:
Green	a correct answer
Red	an incorrect answer
Black	no answer – the student did not complete the item

Releasing Final Marks

Note: Before releasing final marks, you must first follow the procedure on *Posting Test Results*.

Use this procedure to show students their final marks:

- ▶ From the **Test** menu choose **Final Mark**.

Students will see a summary of their final marks similar to the example below:

Questions Answered 20/100 = 20%
 Mark 30/100 = 30%
 Ranks 20 in the class of 30
 Class Average = 65%, Highest = 97%

Listing Test Scores

Use this procedure when you want to list the test scores for all students:

- ▶ From the **Test** menu choose **Show Scores**.

Students and their scores are listed on the Tracker in order of their scores, with highest scoring student appearing first.

Printing Test Scores

To print a copy of the test scores:

1. List the scores as described in the procedure above.
2. From the **File** menu, choose **Print**.
The Print dialog appears.
3. Make whatever changes are required, if any, then click **OK**.

Deleting Student Lesson Data

Use these procedures at the end of the semester to delete lesson recordings and related student data. By doing so, you will free up disk space on the server. Deleting student data does not remove the student's account, only his or her records for the current lesson.

Note: Only instructors who were given the ability to "Delete Tracker Data" when they were registered are able to perform the following. Contact your system administrator if you wish this ability to be added to your profile.

Important: Once you delete student data, *you cannot recover it*. Therefore, use these procedures with extreme caution.

To delete the lesson data for an individual student:

1. On the Tracker select the student whose lesson data you want to delete.
2. From the **File** menu choose **Del Student**.
A message appears prompting you to confirm the action.
3. Click **OK**.

To delete all student data for the selected lesson:

1. From the **View** menu, choose **Own Students**.
2. From the **File** menu choose **Del All**.
A message appears prompting you to confirm the action.
3. Click **OK**.

Working in Babilon

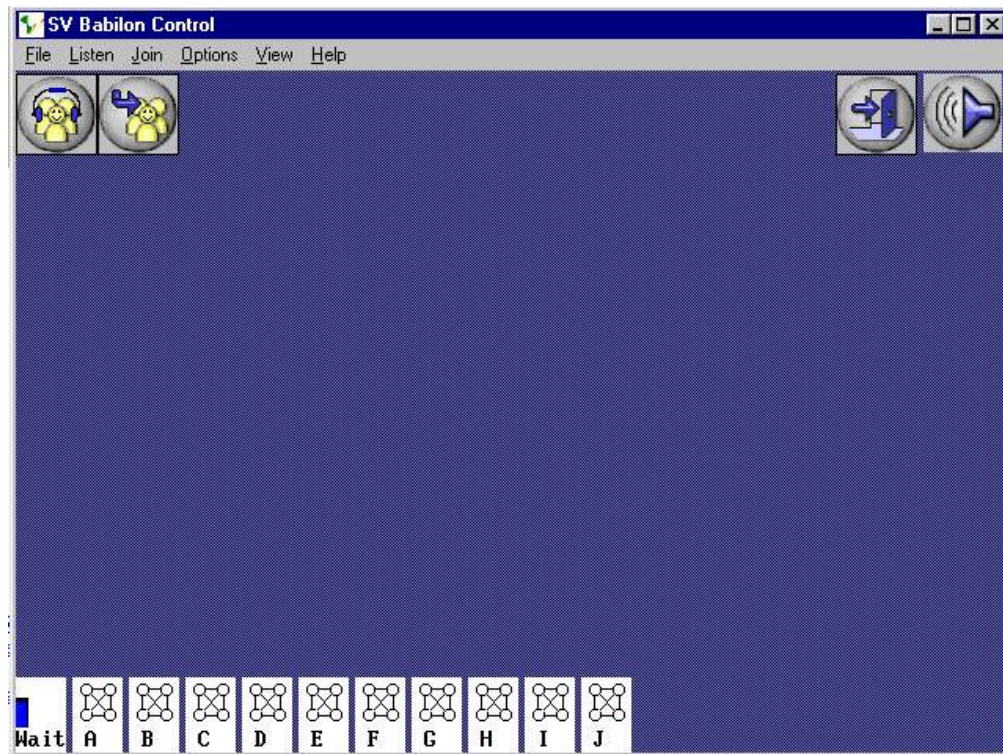
About Babilon

Babilon enables students to talk to each other in real time over the network. Use Babilon to:

- assign up to four students in up to 10 groups
- listen to the conversation of any group
- participate in the conversation of any group
- talk individually to any student
- address the entire class

Note: Ask your CAN-8 Master to create a Babilon menu item on your students' menu.

When you (while logged on as an instructor) select Babilon from the student menu you will see the following screen:



To display the users in a group, click on the icon for that group from the bottom of the screen. The icons shown here indicate that there are no users waiting or in any group.

- If there are users in a group, the nodes in the group icon will be coloured.
- If there are users waiting to join a group, the “wait” icon will look like this:



Clicking on the wait icon shows a list of the students waiting, for example:



Students who are currently signed on and waiting are shown in blue. Other students that have signed off are shown in white on black. These students may still be placed into groups so that when they sign back on they will start work in that group.

Placing Students in Groups

There are two ways to place students in groups to work in Babilon. To manually place students in groups, move them from the waiting list by clicking on the student's name once with the mouse (or using the cursor keys) and then type the letter on the keyboard of the group they are to join.

To automatically place students in groups, choose **Options > Assignment > Automatic**. The computer tries to ensure no students are left out of a group by rearranging groups as needed.

Moving Students between Groups

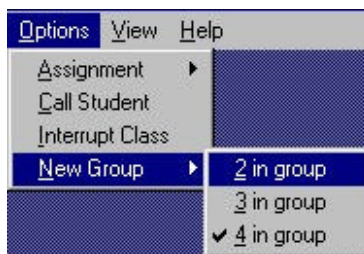
To see the names of the students in a particular group, click on the icon for that group.

To move a student from one group to another, highlight the student's name in their current group and type the letter of the group you wish them to join. The student will be moved immediately to the new group. To move a student back to the waiting list, highlight the name and press the spacebar.

To cancel all group assignments and resassign the students to new groups, select

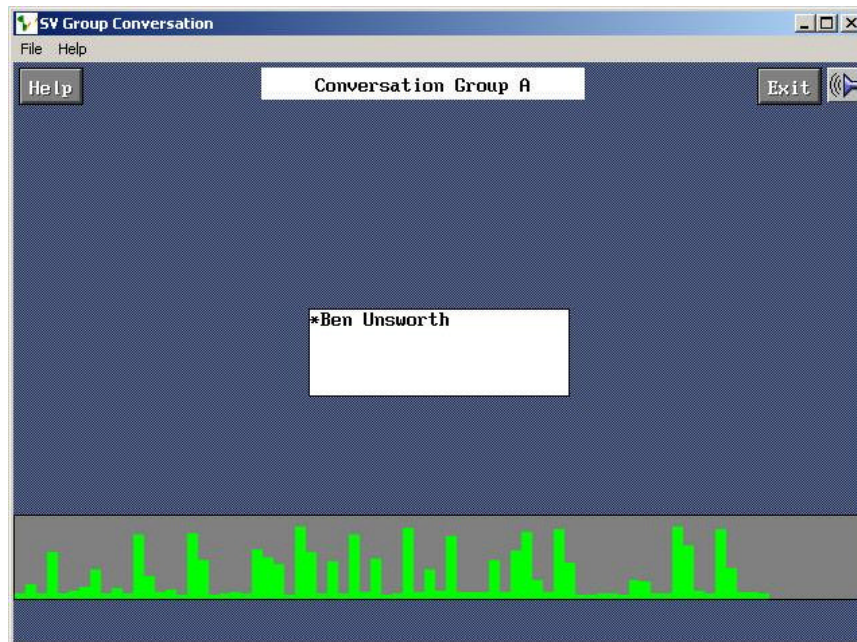
Options > New Group.

If group assignment is set to manual, all students will be returned to the Waiting List. If assignment is set to automatic, the students will be distributed to new groups, with the number of students per group as set from the menu.



About the Babilon Student Screen

When students first select the Babilon entry from the menu, they are presented with a message that says: "Waiting for Assignment". These students are in the waiting list. Once you have assigned them to a group, they will see a screen like this:



The volume display at the bottom shows the loudness of the student's own voice.

The box in the middle of the screen shows the group and the names of the other members of the student's group. The computer marks the most recent speaker with an * character (in this case, Ben).

Monitoring Students in Babilon

Click on the icon for any group to display a list of the students in that group. You may display multiple group lists by clicking on more group icons.

To **listen** to a group, click on the blue title bar of the group's window. Then click



In "listen" mode, the students do not hear the instructor talking or have any indication that the instructor is listening. The name of the student who is talking will be highlighted in the list window.

To **join** a group, click on the blue title bar of the group's window. Then click



In this mode, you can be heard and can talk just like any other group member.

To **speak to an individual** student, highlight the student's name on the group list window and then, from the menu at the top of the screen, choose **Options > Call Student**.

Other members of the student's group cannot hear the conversation. The student is notified by the message "Attention, Speak to your Professor". End the call by pressing the Exit button.

To **speak to all students**, choose **Options > Interrupt Class**.