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Introduction

Tutor Tools enables Tutors to:
- communicate with students (answer their questions, send Learning Paths, results, files, etc.);
- analyse students’ work;
- create, if they have the access rights, Learning Paths (personalised language-learning units in TELL ME MORE®);
- modify each student’s TELL ME MORE® user options;
- print the linguistic and pedagogical content of TELL ME MORE®.

Documentation
Various documents (*.pdf format) which explain how to work with Tutor Tools are accessible through the Help menu:
- the Tutor Tools user guide;
- the TELL ME MORE® Education Educational Path descriptions;
- the Pedagogical Handbook;
- the Pedagogical content of TELL ME MORE® Education.
DISCOVER TUTOR TOOLS

To run Tutor Tools

- Go into the Start menu.
- Select Programs.
- Select the program group TELL ME MORE® Education\Applications, then Tutor Tools.

Enter your user name and password defined during the creation of your account in Admin Tools (the allocation of a password is optional).
- Confirm by clicking on the green tick.

To navigate within Tutor Tools

Tutor Tools comprises three folders: Tutor, Student and Tools.
The Student folder is not available directly when the program opens. You must select a student to open this folder. To know more about this, refer to the To select a student section.

Note:
If the mailbox was not activated during installation, the Tutor folder is not available.

To select a student
Click on the icon Access student account in the toolbar.
To find a student in the database, you can define your selection criteria using the filter which allows you to search according to:

- student group;
- language group;
- ID, surname or name.

Select the student from the list and confirm by clicking on the green tick. The Student folder is inserted into the folder menu between the Tutor and Tools folders.

To select one of the three folders, you can either:

- Click on the heading in the folder menu: the selected folder displays all the different functions it carries out.
- Click on the corresponding icon: Tutor, Student or Tools.

- Click on the Folder menu and select the sub-menu Tutor, Student or Tools.

A menu summarising the contents of the selected function will be inserted into the menu bar.

**The TUTOR folder**

*Remember!*

The mailbox must be activated in order to be able to access this folder.

The Tutor folder contains three functions:

- **Inbox**
  This function allows you to view student messages.

- **Send a message**
  This function enables you to send messages to students.

- **Mailbox history**
  You can view all messages sent and received using this function.
The STUDENT folder

**Remember!**

To open the Student folder, you must first access a student account or reply to a student’s message from the Tutor Inbox. To select a student, refer to the introduction of the To navigate within Tutor Tools section.

This folder contains five functions:

- **Student file**
  
  This function allows you to view student information and the student’s TELL ME MORE® user options.

- **Student tracking**
  
  This function enables you to view a student’s results according to various criteria (i.e. lesson, activity, date lesson was accessed). This function only appears if the student has already used TELL ME MORE®.

- **Audio recordings**
  
  This feature enables you to listen to a student’s audio recordings (for the Dialogue and Pronunciation activities). This feature is deactivated by default, but can be activated in the Options tab of the Student file.

- **Reply to student**
  
  This function enables you to write a reply to a student’s message. If the Student folder has been opened (using the icon Access student account), this function is entitled Send a message.

- **History**
  
  This function allows you to view:
  - all messages exchanged with a student;
  - Tutor comments.

The TOOLS folder

**Remember!**

All these functions are optional and are only accessible if you have the corresponding access rights (defined beforehand by the Administrator in Admin Tools).

This folder contains three functions:

- **Learning Paths**
  
  This function enables you to create and modify Learning Paths.

- **Options Manager**
  
  This function allows you to create options files, which can then be transferred to students.

- **Content Printout**
  
  You can print TELL ME MORE®’s linguistic and pedagogical content using this function.
THE TUTOR FOLDER

This folder allows you to organise all messages sent and received. You can:
- receive messages sent by your students and reply to them;
- send a message to one or more students at the same time;
- view the mailbox history.

Inbox

To access the Inbox

➢ Click on the Tutor folder and select the function Inbox.

You can view:
- the name of the person who sent the message;
- any attachments;
- the flag corresponding to the student’s lesson language;
- the Lesson Family concerned;
- the date the mail was sent and received.

Note:
You can classify your messages according to either the sender, date sent or date received, by clicking on the column headings.

To read and reply to messages

➢ Select a line: the contents of the message will be displayed in the Message window.

➢ Double-click on the line of message or click on the icon Access student information and reply. In both cases, a message will inform you that Tutor Tools is retrieving the student information. You then use the Reply to student function in the Student folder. To know more about this, refer to the Reply to student/Send a message section in the chapter The Student Folder.
To transfer a message to another Tutor

- From the list, click on the message you want to transfer.
- Click on the icon Send the message to another recipient or select the menu Inbox/Send the message to another recipient.

- Select the Tutor you want to transfer the message to.
- Confirm by clicking on the green tick.

You can also add a comment to the message (optional).
- Confirm by clicking on the green tick.

The message will disappear from the Inbox.

To remove a message

Certain messages will not require a reply. Once read, they can be deleted.

- Select the message you want to remove.
- Click on the icon Remove the selected message(s) or select the menu Inbox/Remove the selected message(s).

A message will ask you to confirm the removal of the message. Confirm this choice by clicking on the green tick. The message will disappear from the Inbox, but will remain in the Mailbox history.
Send a message

- Select the function **Send a message** in the **Tutor** folder.

Using this function, you can send messages to students. The message can be, for example:
- administrative in nature and addressed to a student group (e.g. “Don’t forget to finish your Path before October 15th so I can evaluate your work.”);
- linguistic in nature and addressed to students in the same language group (e.g. “The higher level for German is now available.”);
- for a specific individual (e.g. “Having analysed your results, I suggest you continue with the following Path.”).

---

### Send a message

<table>
<thead>
<tr>
<th>Recipients</th>
<th>Student</th>
<th>Student group</th>
<th>Lesson Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Mathew</td>
<td>Group G</td>
<td>Spanish</td>
<td></td>
</tr>
</tbody>
</table>

**Message**

Hello Mary,

I am very pleased to be getting in touch with you for the first time to welcome you as one of my students.

Please find your corrected evaluation test as an attachment. If you responded correctly, your answers will be highlighted in green. If you responded incorrectly, they will be red, and if you did not respond, the correct responses will be underlined.

---

**To select the recipient(s) of the message**

- Click on the icon **Select student(s)** or select the menu **Message/Select student(s)**.

---

The list of all students is displayed by default. When there is a large number of students in the database, you can use the filter in order to find the students concerned. This can be done according to either:
- student group (e.g. to send a message to all students in the same class);
- language group (e.g. to send a message to all students learning English);
- ID, surname or first name.

Once the search has been completed, select the student(s) who will receive the message. Confirm by clicking on the green tick.
The names of the students selected will be displayed in the Recipients window.

**To type and send the message**

- Enter the message in the Message window.

A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also copy and paste text by right-clicking on the mouse.

You can add attachments to the message: to know more about this, refer to **To attach a file** in the Reply to student/Send a message section (The Student folder chapter).

- Click on the icon Send the message 💌.
Mailbox history

- Select the function Mailbox history in the Tutor folder.

From this window, you can:
- view all messages (sent and received);
- respond again to a message already stored in the mailbox archive;
- remove messages.

To view the messages

- Select the type of message you want to view from the drop-down menu (All messages, Messages received or Messages sent).

Note:
If you select Messages received or Messages sent, you can sort them according to either the sender, the date sent or the date received.
If you select All messages, you can view all questions and replies in the form of a tree diagram.
- Select a line: the message contents will be displayed in the Message window.

To reply again to a message
You can send a new response to a student message you have already replied to.
- Select the message which you want to reply to again.
- Click on the icon Access student information and reply or select the menu History/Access student information and reply.

In both cases, a message will inform you that Tutor Tools is retrieving the student information. You then use the Reply to student function in the Student folder. To know more about this, refer to the Reply to student/Send a message section in the chapter on the The Student Folder.

To transfer a message to another Tutor
Refer to the section Inbox/To transfer a message to another Tutor.
To remove a message

- Select the message you want to remove.
- Click on the icon Remove the selected message(s) or select the menu History/Remove the selected message(s).

A message will ask you to confirm the removal of the messages. By clicking on the green tick, you will delete the message from the Mailbox history.
THE STUDENT FOLDER

The role of a Tutor is to track, help and advise one or more students. To personalise the student tracking, a Tutor needs to know the student’s ability level and all corresponding information (e.g. the student’s TELL ME MORE® user options, the Learning Paths to which they have access, the amount of time they have been studying, etc.)

Through this folder, you have access to:
- the Student file;
- the Student tracking (this function only appears if the student has used TELL ME MORE® at least once);
- the Audio recordings (this function is only available if it has been activated in the student’s options file);
- the Reply to student or Send a message function;
- the History.

To open a Student folder

A Student folder can be opened in two ways:
- if you want to reply to a student: you access the Student folder by replying to a question in the Inbox or the Mailbox history of the Tutor folder.
- if you want to view a student’s file or results or send them a message: you access the Student folder by opening the student’s account.

From a message in the Inbox of the Tutor folder

- Select the function Inbox in the Tutor folder.
- Double-click on the student’s message or select the message and click on the icon Access student information and reply.

Then use the Reply to student function in the Student folder.

From the student database

You can access the student list from any screen in order to access a student folder.

- Click on the icon Access student account or select the menu File/Access student account.

Then use the Send a message function in the Student folder.
Student file

- Select the function Student file in the Student folder.

This allows you to view information about a particular student and their TELL ME MORE® user options.

The Student file comprises three tabs which appear according to the student’s options and study time:
- Information
- Options
- Paths

The Information tab

This window enables you to view each student’s TELL ME MORE® user information, as well as information relating to the language(s) they are learning.

Note:
The lesson language(s) can only be viewed by the Tutor(s) who have access to all student files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>2</td>
</tr>
<tr>
<td>First name</td>
<td>Mary</td>
</tr>
<tr>
<td>Surname</td>
<td>Matthew</td>
</tr>
<tr>
<td>Language</td>
<td>British English</td>
</tr>
<tr>
<td>Student group</td>
<td>Group G</td>
</tr>
<tr>
<td>Lesson Language</td>
<td>Spanish</td>
</tr>
<tr>
<td>Language group</td>
<td>Spanish</td>
</tr>
<tr>
<td>Tutor</td>
<td>William George</td>
</tr>
</tbody>
</table>

The Options tab

This screen comprises 7 categories which contain all the TELL ME MORE® user options of the student. The categories are:
- Student Tracking Manager
- Audio Recordings Tracking Manager (local only)
- Learning Mode Manager
- Options linked to Free-to-Roam Mode activities
- Options linked to the Guided Mode
- TELL ME MORE® Pedagogical Options
- TELL ME MORE® General Options

The default parameters of the options within these categories can be modified.
To modify a parameter, click in the Value column of the corresponding line and select the new value from the drop-down menu or type it in. To know more about the options, refer to the Options Manager section of the The Tools Folder chapter.

Click on the icon Update the options file to transfer the modifications of the options to the student’s folder (the modifications will be applicable the next time the student uses TELL ME MORE®).

The Paths tab
Using this tab, you can view the list of Learning Paths available in the student’s folder (i.e. the Learning Paths the student is following). You can also add or remove Learning Paths from the student folder from this window.

To add a Learning Path
- Click on the icon Add a Learning Path or select the menu Learning Paths/Add a Learning Path.
- If several lesson languages are available, first select from the list the lesson language for which you are adding a Learning Path.
Note:
You cannot add a Learning Path to a student’s folder if the student is not learning the language concerned.

- First select the folder which contains the Path you want to add:
  - the Personal folder: the folder which contains the Paths you have created and that only you can use;
  - the Shared folder: the folder which contains the Paths available to all Tutors on the network (standard Learning Paths, Educational Paths and Paths created and saved in the Shared folder).
- Select the desired Path.
- Confirm by clicking on the green tick.

To remove Learning Paths
- Select the Learning Path(s) you want to remove.
- Click on the icon Remove the Learning Path(s) or select the menu Learning Paths/Remove the Learning Path(s): the student will no longer be able to access this/these Learning Path(s) in TELL ME MORE®.
Student tracking

- Select the function Student tracking in the Student folder.

You can track the progress of a student by study session or even exercise by exercise. The results are displayed in two ways:
  - by 'Overview' or by study session, with the Progress Chart and Breakdown tabs.
  - by study session only, with the Detailed record tab.

To view the results by Overview or study session

- First select the lesson language and then the Learning Mode.
- According to the Learning Mode selected, you must subsequently choose:
  - the Path, if you selected the Guided Mode;
  - the Lesson Family, if you selected the Free-to-Roam Mode.

The Progress Chart contains all the lessons (positioned horizontally) and activities (positioned vertically).
A ‘lesson’ is a collection of activities grouped by theme (e.g. On the motorway), by workshop (e.g. Written Workshop) or by activity type (e.g. Cultural exercises).
The name of the lesson or activity is displayed when the mouse is placed over the corresponding box.
The filled boxes correspond to activities attempted in the Path:
  - green corresponds to activities completed successfully;
  - red corresponds to activities completed unsuccessfully.
By placing the mouse over a filled-in box, you can view the results of that activity in detail.

Note:
If you click on a filled-in box (with results) and you have selected a precise date, use the Detailed record tab, on which you can view the lesson and activity concerned in detail.
You can also view the results in the form of horizontal bar charts by clicking on the **Breakdown** tab.

The following details will be displayed for each lesson and activity:
- the percentage of exercises completed;
- the percentage of exercises completed successfully;
- the score (the number of exercises completed successfully);
- the length of time taken to complete the activity.

**Note:**
The table displayed depends on the lesson/activity combination selected.
Four different displays are possible:
- all lessons and activities;
- all lessons and those activities attempted;
- the lessons attempted and all activities;
- the lessons and activities attempted.

**To export the results**
To be able to use the results outside of the **Tutor Tools** application, they can be exported in the form of a text file, a Unicode file (a codification which enables the file to contain text in different languages) or as an HTML file.

- Click on the icon **Export the breakdown**
- Enter the file name.
Example of a Learning Path Breakdown (from the Guided Mode) in HTML format:

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Activity</th>
<th>Total</th>
<th>Done</th>
<th>Correct</th>
<th>Score</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conectar una cita</td>
<td>Word searches play words</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1.00</td>
<td>00:03:35</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Picture/Word Association</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3.00</td>
<td>00:00:20</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Word Association</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2.00</td>
<td>00:01:20</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>The Right Word</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>3.00</td>
<td>00:00:52</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Sentence Pronunciation</td>
<td>15</td>
<td>11</td>
<td>11</td>
<td>1.00</td>
<td>00:03:24</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Dialogue/Expression</td>
<td>15</td>
<td>13</td>
<td>7</td>
<td>7.00</td>
<td>00:02:51</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Picture/Word Association with speech recognition</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4.00</td>
<td>00:00:41</td>
</tr>
<tr>
<td>Conectar una cita</td>
<td>Word Order with speech recognition</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>4.00</td>
<td>00:00:46</td>
</tr>
</tbody>
</table>

To view the detailed tracking

The **Detailed record** tab enables you to view the detailed tracking (i.e. exercise by exercise), but is only accessible if a precise date has been specified. When a date has been chosen, the **Detailed record** tab is added to the two existing tabs (i.e. the **Progress Chart** and **Breakdown** tabs).

- Select a lesson.
- Select an activity or **All activities**.
**Explanation of the columns on the Detailed record tab**

<table>
<thead>
<tr>
<th>COLUMN TITLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Time at which the student finished or checked the exercise.</td>
</tr>
<tr>
<td>Activity</td>
<td>Name of the activity which the exercise belongs to.</td>
</tr>
<tr>
<td>Description</td>
<td>First element attempted in the exercise (e.g. first question of the Dialogue, first phrase of the Dictation).</td>
</tr>
<tr>
<td>Level</td>
<td>This column concerns all activities for which the speech recognition difficulty level has been defined (on a scale of 1 to 7, with 7 being the maximum score possible). <em>Note: Certain activities are not accessible with or without speech recognition.</em></td>
</tr>
<tr>
<td>Result</td>
<td>Number of exercises successfully completed out of the total number of exercises available for the activity. <em>Note: The successful completion of an exercise depends on the different parameters defined for each exercise.</em></td>
</tr>
</tbody>
</table>

**Exercise details**

- Select a line to display the wording and details of an exercise.

- On the left side of the window, various tabs display the different parameters of the activity. These tabs differ according to activity type and the individual exercises. Amongst others, there are:
  - the **Cue** tab, which displays the question content and, sometimes, the answers proposed;
  - the **Solution** tab, which displays the answer to the exercise or proposed image;
  - the **Options** tab, which displays the various exercise parameters (e.g. timer, translation of words, speech recognition);
  - the **Links** tab, which displays the grammar points linked to the activity and whether or not they have been consulted by the student.
• The right side of the window contains the student’s answers. You can compare the student’s answer to the correct solution, allowing you to see any errors made. These details allow you to evaluate student’s work and, if necessary, send them a Learning Path which better corresponds to their ability level and needs.
Audio recordings

Caution!
This function is only accessible if the student’s Backup recordings option has been activated. For more details about this option, refer to the Student file/Options tab section.

- Select the function Audio recordings in the Student folder.

This function enables you to listen to a student’s audio recordings (made while working on the Dialogue and Pronunciation activities) and evaluate their oral expression skills.

Select the lesson language of the audio recordings you want to hear from the drop-down menu. The recordings are first classified by activity, then by lesson.

- Click on the icon Update to retrieve the most recent of the student’s recordings (if the student is working in TELL ME MORE® at the same time).

- Select the phrase or the word you want to listen to.

- Click on the icon Play sound or double-click on the line selected to hear the recording.
Reply to student/Send a message

- Select the function Reply to student in the Student folder.

This function allows you to reply to a student’s message and also add attachments (e.g. options files, Paths).

If the student message contains attachments, the icon 📧 appears. Click on the icon to view the list of attachments, which can be saved if required.

![Reply to student: Terry O'Leary]

To write a reply to a student’s message

- Place the cursor in the Reply window and enter your reply.

A certain number of functions allow you to modify the style of your message (i.e. font size and colour, bold type, italics, underlined). You can also cut, copy and paste text by right-clicking on the mouse.

Note:
If you want to add attachments (e.g. a Learning Path, file), refer to the To attach a file section.

- Click on the icon Send the reply.

Note:
When you click on Send the reply, the message you have just sent will be transferred from the Inbox to the Mailbox history.

Messages remain in the Inbox until they have been dealt with.

To attach a file

You can add attachments to messages using Tutor Tools.
The attachments can take the form of:
- a Learning Path;
- an options file,
- any other form of file.

- Click on the icon Attached elements 📥️ on the Reply to student screen.
Click on the icon **Attach a new element**. A drop-down menu will open displaying the various types of attachment you can add.

Select the type of attachment you want to add, then the specific element itself. To attach a Learning Path, refer to the **To attach a Learning Path** section.

Confirm by clicking on the green tick.

**Caution!**
Learning Paths and options files are not sent in the form of attachments. They are merely updated when the student connects to **TELL ME MORE®**. A message containing these types of files is stored in the Mailbox history without the attachment symbol (a paper clip).

**To attach a Learning Path**
When you select **Add a Learning Path**, the following window will appear.

- Select the folder where the Path you want to attach is located, then select the Path itself.
- Confirm by clicking on the green tick.

**Note:**
When you enter a message, you can see the list of elements attached to it by clicking on the icon **Attached elements**. The form of the icon alters when elements are attached to the message.

- Click on the icon **Send the reply**.

**Note:**
When you click on **Send the reply**, the message you have just sent will be transferred from the Inbox to the Mailbox history.

Messages remain in the Inbox until they have been dealt with.
History

- Select the function **History** in the **Student** folder.

![Student history: Mary Mathew](image)

- Select the element whose history you want to view from the drop-down menu.

This window allows you to view:
- all messages exchanged with a student. You can subsequently sort the messages by type (**Messages received** or **Messages sent**), then by lesson language;
- Tutor comments.

- Select a line to display the selected element’s contents.

**To add a comment**

- Click on the icon **Add a comment**. A text box will appear in the bottom of the window.

![Lesson Language: All languages](image)

You can add a comment using this function (e.g. send notification of technical changes which are to be made to the student’s workstation).
TELL ME MORE® Education

Tutor Tools

- Select the lesson language if the comment only applies to one lesson language. If not, select All languages.
- By default, the comment can be viewed by all Tutors. If you want the comment to remain confidential, remove the tick from the Visible to all Tutors box by clicking on it.
- Enter the text.

A certain number of icons allow you to modify the style of your message. Select the text you want to modify and click on the different icons to modify the font size and colour, as well as the style (bold type, italics or underlined).

- Click on the icon Save comment to save the comment in the student history.

**To delete a comment**

**Caution!**
You can only delete a comment within 24 hours of its creation and only if you are the comment’s author. After this period, the comment will remain in the student history indefinitely.

- Select the comment you want to delete from the list.
- Click on the icon Delete comment.
THE TOOLS FOLDER

Access to the three Tools available (Learning Paths, Options Manager and Content Printout) is dependent on the access rights defined in Admin Tools when your account was created.

Learning Paths

- Select the function Learning Paths in the Tools folder.

A Learning Path is made up of a combination of lessons and activities. You can:
  - create a Learning Path;
  - open/modify a Learning Path.

On the All Paths tab, you can view the list of Learning Paths contained in:
- the Personal folder: which contains all the Tutor’s personal Paths (only accessible by the Tutor);
- the Shared folder: which contains all the Paths shared between all Tutors. During the installation of TELL ME MORE® Education, all the Paths copied and accessible to students by default are copied into this folder. You can use them to create your own Paths, which can then be transferred to students.

To open a Learning Path

- Select the All Paths tab, the folder type, the lesson language and Lesson Family to display the list of Paths concerned.

- Select a Learning Path, then click on the icon Open a Learning Path.

The Progress Chart corresponding to all lessons and activities of the Path open. The name of each activity is displayed when the cursor is placed on the corresponding box.
**To create a Learning Path**

You can create a Learning Path in order to tailor a study programme for an individual student by selecting the lesson and activities suited to their needs and abilities.

- Click on the icon **Create a Learning Path**.

![Create a Learning Path](image)

**To define a Learning Path's general information**

- Select the lesson language from the drop-down menu.

*Note:*

You only have access to the lesson language(s) you teach and the content therein which is accessible (i.e. lessons stored on your hard drive, access by CD-ROM or by network).

- Click on the icon **Add a Lesson Family**.

![Add a Lesson Family](image)

- Select the Lesson Family concerned, then confirm by clicking on the green tick.

*Note:*

If you want to create a Learning Path with lessons belonging to several Lesson Families, you must select the Lesson Families individually by repeating the above procedure.

- Enter a title.

Entering in a title makes the **Activity group** tab appear. To know more about this, refer to the **To define activity groups** section.
To translate the title and add a Learning Path description

Note:
By default, the Learning Path title is in the interface language in TELL ME MORE®. If this title does not exist in that particular language, the title displayed will be the same as that entered in the Title field on the Information tab.

You can translate the Learning Path title into different languages.

- Click on the icon **Title translations and Path description**.

- If any of the translation languages are not activated, click on the icon **Add a translation**.
- Select the language into which you want to translate the title and write the Path description (optional).
- Translate the Path title.
- Confirm by clicking on the green tick.

**To define activity groups**

An activity group represents a line in a Learning Path.

- Click on the **Activity group** tab in the Create a Learning Path window.

- Click on the icon **Add an activity group**.
You can choose either:
- the lesson activities: select the **Linked to a lesson** option, then the lesson itself;
- the cultural activities: select **Not linked to a lesson** option, then the level (if several levels are available).

- Tick the **Name** box (by clicking on it) if you want to modify the activity group name.

- Click on the icon **Add a new activity**.

- Select an activity type for which you must:
  - check or modify the options defined by default;
  - select the exercises.

On the right side of the screen, you can view the skills the activity develops.

- Tick the **Name** box (by clicking on it) if you want to modify the activity’s name.
(1) To modify the activity options
To know more about the options, refer to the table in the Options Manager/To create an options file section.
- Click on the Value field, then select the new value.

(2) To select the exercises
- Click on the Exercises tab.

By default, all the exercises available for the lesson activity or the level selected are displayed.

By selecting the title or the first element of an exercise on the left side of the screen, you can view the entire text of the exercise on the opposite side.

Also displayed are:
- the Level, i.e. the number of elements a student has to complete before being able to pass onto the next activity in the Path;
- the Time per element, i.e. the number of seconds required to complete the exercise, as well as the overall time taken to do all the exercises.

If you want to limit the activity to certain exercises only, select the different exercises you want to exclude from the Learning Path, then click on the icon Delete exercises selected.

You can also modify the order in which the exercises will be displayed to the student. Select one or more exercises, then click either on the icon Move the exercises selected up, or the icon Move the exercises selected down.

You can add any deleted exercises by clicking on the icon Add an exercise.
Select the deleted exercise(s) you want to add, then confirm by clicking on the green tick.

If you put the same activity into a Path activity group twice and you want to reuse the exercises already selected, you must remove the tick from the **Hide the exercises already added** box.

**Note:**
If you want to add all the exercises again, click on the icon **Select all** then confirm by clicking on the green tick.

Once the activity options and exercises have been defined, confirm by clicking on the green tick.

Various icons allow you to subsequently reorganise the activity group by:
- adding a new activity,
- deleting an activity,
- modifying an activity,
- moving an activity up or down,
- Confirm by clicking on the green tick.
To transfer a Learning Path from a folder to students

Once a Learning Path has been selected or created, you can transfer it to one or more students. If the Learning Path has recently been created, it must be saved before being sent. For more details, refer to the To save a Learning Path section.

- Click on the icon Transfer the Path to student file(s).

- Click on the icon Select student(s).
- Select the student(s) who you want to send the Learning Path to from the student database.
- Confirm by clicking on the green tick.

To save a Learning Path

- Click on the icon Save the Learning Path.

Note:
If you have clicked on the icon Transfer the Path to student file(s) immediately after having created the Path, this window will be displayed prior to the transfer taking place.
Select the folder in which you want to save the Learning Path.

You have two choices:
- to save it in the **Personal** folder: which contains the Paths you have created and to which only you have access;
- to save it in the **Shared** folder: which contains all the Paths available to all Tutors on the network (standard Learning Paths, Educational Paths and Paths created and saved in the Shared folder).

**To transfer a Learning Path from one folder to another**

You can subsequently change the folder in which the Learning Paths are stored.

- Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.
- Select the Learning Paths you want to move.
- Click on the icon **Move the Path(s) selected to the ‘Shared’ folder** (or **Move the Path(s) selected to the ‘Personal’ folder**) according to where you want to place the Path.

**To export/import a Learning Path**

**To export Learning Paths**

- Select the Learning Path(s) you want to export.
- Click on the icon **Export**.
  - If you have selected only one Path, enter the name of the Learning Path (a file with the extension .al7), then click on **Save**.
  - If you have selected more than one Path, select the directory in which you want to copy the Paths, then confirm by clicking on the green tick.

**To import Learning Paths**

- Click on the **All Paths** tab.
- Click on the icon **Import**.
- Select Path(s) you want to import (Remember: a Learning Path is a file with the extension .al7), then click on **Open**.
- State the folder (**Personal** or **Shared**) where you want to save the Paths.

The Learning Path(s) imported will be added to the list.

**To modify a Learning Path**

You can:
- modify, move, add or remove an activity group or activity;
- modify, add or remove a translation of the Path’s title.

- Select the **All Paths** tab, the type of folder, the lesson language and Lesson Family concerned to display the list of Paths.
- Select the Path you want to modify, then click on the icon **Modify the Learning Path**.

**To modify an activity group**

- Click on the **Activity group** tab.
You can then:
- add an activity group;
- modify an activity group;
- remove one or more activity groups;
- move an activity group up or down.

(1) To add an activity group

- Click on the icon Add an activity group.
To know more about this, refer to the To create a Learning Path/To define activity groups section.

(2) To modify an activity group

- Select the activity group you want to modify, then click on Modify the activity group.
To carry out your modifications, refer to the To create a Learning Path/To define activity groups section.

(3) To remove an activity group

Select the activity group(s) you want to remove, then click on Remove activity group(s).

(4) To move an activity group

Select the activity group(s) you want to move and then either click on the icon Move activity group up (the line will move up one space, corresponding to a move one space to the left in the Progress Chart), or on the icon Move activity group down (the line will move down one space, corresponding to a move one space to the right in the Progress Chart).
Options Manager

- Select the function **Options Manager** in the **Tools** folder.

This function enables the creation of various options files that you can transfer directly to students or attach to messages.

To open an options file

- Click on the icon **Open an options file** or select the menu **Options/Open an options file**.
- Select the required options file and click on **Open**.

The options file will be displayed. You can then transfer or modify it.

To create an options file

**Note:**
*The Value field of each option is empty by default. To create a set of options, select values (from the range available) for each of the options.*

- Enter or select a value by clicking on the **Value** field.
The table below provides details on each option.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Explanation</th>
<th>Choice of values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Tracking Manager</strong></td>
<td>Number of days detailed tracking is kept</td>
<td>1 (default) to 40</td>
</tr>
<tr>
<td><strong>Audio Recordings Tracking Manager (local only)</strong></td>
<td>Backup recordings</td>
<td>Saves student audio recordings made for the Pronunciation and Dialogue activities. Yes/No (default)</td>
</tr>
<tr>
<td></td>
<td>Compress recordings</td>
<td>Compresses the audio recording file to the detriment of the sound quality. Yes/No (default)</td>
</tr>
<tr>
<td></td>
<td>Maximum number of saved dialogues</td>
<td>Maximum number of Dialogue activity audio recordings that are saved. 1 to 5 (2 = default)</td>
</tr>
<tr>
<td></td>
<td>Maximum number of saved Sentence Pronunciation exercises</td>
<td>Maximum number of Sentence Pronunciation audio recordings that are saved. 1 to 50 (10 = default)</td>
</tr>
<tr>
<td></td>
<td>Maximum number of saved Word Pronunciation exercises</td>
<td>Maximum number of Word Pronunciation audio recordings that are saved. 1 to 50 (10 = default)</td>
</tr>
<tr>
<td></td>
<td>Maximum number of recordings for each dialogue/sentence/word</td>
<td>Maximum number of audio recordings of attempts made per dialogue/sentence/word which are saved. Only those achieving the best scores are saved. 1 (default) to 3</td>
</tr>
<tr>
<td><strong>Learning Mode Manager</strong></td>
<td>Enable choice of Learning Mode</td>
<td>Gives student choice of Learning Mode in TELL ME MORE®. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Learning Mode when TELL ME MORE starts</td>
<td>Mode in which TELL ME MORE® begins when opened by student. Free-to-Roam (default), Guided, Dynamic</td>
</tr>
<tr>
<td></td>
<td>Enable access to the Free-to-Roam Mode in TELL ME MORE</td>
<td>Gives student access to the Free-to-Roam Mode in TELL ME MORE®. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Enable access to the Guided Mode in TELL ME MORE</td>
<td>Gives student access to the Guided Mode in TELL ME MORE®. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Enable access to the Dynamic Mode in TELL ME MORE</td>
<td>Gives student access to the Dynamic Mode in TELL ME MORE®. Yes (default)/No</td>
</tr>
<tr>
<td><strong>Options linked to Free-to-Roam Mode activities</strong></td>
<td>Activate timer</td>
<td>Activates the timer. Yes/No (default)</td>
</tr>
<tr>
<td></td>
<td>Timer duration</td>
<td>Timer speed. Very fast, Fast, Average (default), Slow, Very slow</td>
</tr>
<tr>
<td></td>
<td>Activate speech recognition</td>
<td>Activates speech recognition for those exercises which use it. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Speech recognition difficulty level</td>
<td>Difficulty level of activities with speech recognition; if you choose, for example, the value 4 and your score is below this, TELL ME MORE® will not accept your answer. 1/7 to 7/7 (3/7 = default)</td>
</tr>
<tr>
<td></td>
<td>Text translations</td>
<td>Allows translations of texts to be viewed for the following activities: Dialogue, Video and Questions, Grammar Explanations and Cultural Texts. Yes/No (default)</td>
</tr>
<tr>
<td></td>
<td>Translation of words</td>
<td>Allows viewing of word translations for the Find out more about a word function. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Activate exercise links</td>
<td>Activates access to exercises for the Dialogue and Video and Questions activities. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Activate Sentence Pronunciation links</td>
<td>Activates access to the Sentence Pronunciation activity from the Dialogue using the Find out more about a word function. Yes (default)/No</td>
</tr>
<tr>
<td></td>
<td>Activate Word Pronunciation links</td>
<td>Activates access to the Sentence Pronunciation activity from the activities Yes (default)/No</td>
</tr>
<tr>
<td>Tutor Tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Dialogue: mode</strong></td>
<td>Choice of mode to work on the <strong>Dialogue</strong> activity.</td>
<td></td>
</tr>
<tr>
<td><strong>Comprehension dialogue: number of incorrect answers</strong></td>
<td>Number of incorrect answers displayed in the <strong>Comprehension dialogue</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Picture/Word Association: display words</strong></td>
<td>Display the various possible answers in this activity.</td>
<td></td>
</tr>
<tr>
<td><strong>Picture/Word Association: number of incorrect answers</strong></td>
<td>Number of incorrect answers displayed.</td>
<td></td>
</tr>
<tr>
<td><strong>Crossword Puzzles: grid size</strong></td>
<td>Number of boxes constituting grid size.</td>
<td></td>
</tr>
<tr>
<td><strong>Crossword Puzzles: type of clue</strong></td>
<td>Type of clue provided by <strong>TELL ME MORE®</strong> to assist student in completing the grid.</td>
<td></td>
</tr>
<tr>
<td><strong>Word Searches: grid size</strong></td>
<td>Number of boxes constituting grid size.</td>
<td></td>
</tr>
<tr>
<td><strong>Word Searches: type of clue</strong></td>
<td>Type of clue provided by <strong>TELL ME MORE®</strong> to assist student in finding the words.</td>
<td></td>
</tr>
<tr>
<td><strong>Video: display subtitles</strong></td>
<td>Displays video subtitles.</td>
<td></td>
</tr>
<tr>
<td><strong>Dictation</strong></td>
<td>Increases level of difficulty of dictation by taking into account punctuation in student responses.</td>
<td></td>
</tr>
<tr>
<td><strong>Options linked to the Guided Mode</strong></td>
<td>Enables student to have access to all standard Learning Paths (and Educational Paths, if they have been copied). If not activated, student only has access to Paths sent by Tutors.</td>
<td></td>
</tr>
<tr>
<td><strong>Enable access to all Paths</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TELL ME MORE Pedagogical Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to the grammar explanations</strong></td>
<td>Access to Grammar Explanations.</td>
<td></td>
</tr>
<tr>
<td><strong>Grammar explanations display mode</strong></td>
<td>Type of display of Grammar Explanations in <strong>TELL ME MORE®</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Conjugation Tool access</strong></td>
<td>Access to Conjugation Tool.</td>
<td></td>
</tr>
<tr>
<td><strong>Glossary access</strong></td>
<td>Access to Glossary.</td>
<td></td>
</tr>
<tr>
<td><strong>TELL ME MORE General Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interface language</strong></td>
<td>Choice of <strong>TELL ME MORE®</strong> interface language.</td>
<td></td>
</tr>
<tr>
<td><strong>Activate automatic Help</strong></td>
<td>Automatic activation of the animated Help function in <strong>TELL ME MORE®</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Voice display mode</strong></td>
<td>Type of display for voice analysis in Pronunciation activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Activate beep before student answer</strong></td>
<td>Activates beep to signal to student when to speak in speech recognition activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Activate background music</strong></td>
<td>Activates background music in <strong>TELL ME MORE®</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Activate correct/incorrect answer sound</strong></td>
<td>Activates sounds indicating student’s success or failure of an exercise.</td>
<td></td>
</tr>
<tr>
<td><strong>Activate sound effects</strong></td>
<td>Activates sound effects in activities in <strong>TELL ME MORE®</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

You can choose either:
- to save the options file: refer to the **To save an options file** section;
- or to transfer the options file to students: refer to the **To transfer an options file from a folder to students** section.
To save an options file

- Click on the icon **Save options file** or select the menu **Options/Save options file** having chosen the values required.
- Enter a name for the options file and click on **Save** (the file has the extension .ini).

To transfer an options file from a folder to students

- Open the options file you want to transfer (refer to the **To open an options file** section).
- Click on the icon **Transfer the options to one or more student files**.

- Click on the icon **Select student(s)**.
- Select the student(s) you want to send the options file to and confirm by clicking on the green tick.

**Note:**
*You can find the options file you sent to a student by opening the Student folder and clicking on the Options tab of the Student file.*
To print the linguistic and pedagogical content

- Select the function Content Printout in the Tools folder.

**Content Printout** enables you to select all or part of the linguistic and pedagogical content of **TELL ME MORE®** and print it. You can, for example:

- print the activities without the answers, allowing students to complete the activities on paper;
- print the contents of the Glossary and Grammar to act as support materials.

**Caution!**
You must have access to lessons (copied on your hard disk or accessible by the network or CD-ROM) to be able to print their contents.

---

### To add a selection

- Click on the icon **Add a selection**. By default, you can go directly to the following stage of the process for the first selection.

- From the drop-down menu, select the **Lesson language** whose linguistic and pedagogical content you want to print (Remember: you only have access to the languages you teach).

- Select the Lesson Family or Families concerned by clicking on the icon **Add a Lesson Family**.

- Select the **Content type** you want to print from the drop-down menu (Activity, Lesson or Culture). These options vary depending on the content type selected.
Select an activity from the drop-down menu (the selection will take the name of the activity selected).

Click on the icon Add a selection.

Select the lesson(s) whose activities you want to print, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the To define the print options section.
You can modify the selection at any time by changing, moving or removing activities.
For each new activity you want to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the To add a selection section.
**Content type: Lesson**

- Select the lesson concerned from the drop-down menu (the selection will take the name of the lesson selected).
- Click on the icon **Add a selection**.

Select the activity or activities you want to print from the selected lesson, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the **To define the print options** section.
You can modify the selection at any time by changing, moving or removing activities.

For each new lesson you want to print, you need to create a new selection. Therefore, you must repeat the procedure beginning from the start of the **To add a selection** section.
Content type: Culture

➢ Click on the icon Add a selection.

➢ Select the activity or activities you want to print, then confirm by clicking on the green tick.

To select the print options for each of the activities, refer to the To define the print options section. You can modify the selection at any time by changing, moving or removing activities.
To define the print options

If you have selected the content type **Activity**, the options are defined for all lessons selected.
If you have selected the Content type **Lesson** or **Culture**, the options are defined for the activity selected.

- For each activity, tick the boxes (by clicking on them) on the right side of the screen, according to the options available (General Options and Specific Options) and the content you want to print.

Refer to the table below for descriptions of the print options, as well as details of those options available according to the activity.

### Description of print options

<table>
<thead>
<tr>
<th>Options</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Options</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Print the solutions</strong></td>
<td>Prints the activities with solutions. By default, this option is activated for all activities.</td>
</tr>
<tr>
<td><strong>Print the translations</strong></td>
<td>Prints the translation of texts for the Dialogue, Grammar Explanations, Glossary, Video and Questions and Cultural Texts activities.</td>
</tr>
<tr>
<td><strong>Translation language</strong></td>
<td>The language the translation will be printed in.</td>
</tr>
<tr>
<td><strong>Print the grammar links</strong></td>
<td>Prints the titles of the grammar points corresponding to the activity in the Tutor Tools interface language.</td>
</tr>
<tr>
<td><strong>Specific Options</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Also print multiple-choice questions</strong></td>
<td>Prints the multiple-choice questions for the Video and Questions activity, in addition to the text of the video.</td>
</tr>
<tr>
<td><strong>Comprehension Expression</strong></td>
<td>Prints the Dialogue in Comprehension or Expression mode.</td>
</tr>
<tr>
<td><strong>Only the key grammar explanations</strong></td>
<td>Prints only the key grammar explanations of the lesson selected in the Grammar Explanations activity.</td>
</tr>
<tr>
<td><strong>Only the keywords</strong></td>
<td>Prints only the keywords of the lesson selected in the Glossary activity.</td>
</tr>
<tr>
<td><strong>Print the corresponding Riddles</strong></td>
<td>Prints the Riddles corresponding to the Cultural Text selected in the Cultural Texts activity.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Prints texts relating to only one or more specific themes in the Cultural Texts activity.</td>
</tr>
<tr>
<td><strong>Print the clues</strong></td>
<td>Prints the clues for the Riddles activity.</td>
</tr>
</tbody>
</table>
## Print options by activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Association</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Picture/Word Association</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Grammar Practice</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Text Transformation</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Dialogue</td>
<td>Print the solutions, Print the translations + choose translation language</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Options:</strong> Comprehension/Expression</td>
</tr>
<tr>
<td>Dictation</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Sentence Practice</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Grammar Explanations</td>
<td>Print the translations + choose translation language</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Options:</strong> Only the key explanations</td>
</tr>
<tr>
<td>Glossary</td>
<td>Print the translations + choose translation language</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Options:</strong> Only the keywords</td>
</tr>
<tr>
<td>The Right Word</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Mystery Phrase</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Words and Functions</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Words and Topics</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Word Order</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Written Expression</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Fill-in-the-Blanks</td>
<td>Print the solutions, Print the grammar links</td>
</tr>
<tr>
<td>Video and Questions</td>
<td><strong>Content type = Activity:</strong> Print the solutions, Print the translations + choose translation language</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Options:</strong> Also print multiple-choice questions</td>
</tr>
<tr>
<td></td>
<td><strong>Content type = Lesson:</strong> Print the translations + choose translation language</td>
</tr>
<tr>
<td>Multiple-choice questions</td>
<td>Print the solutions</td>
</tr>
<tr>
<td>Riddles</td>
<td>Print the solutions, <strong>Specific Options:</strong> Print the clues</td>
</tr>
<tr>
<td>Cultural Texts</td>
<td>Print the solutions, Print the translations + choose translation language</td>
</tr>
<tr>
<td></td>
<td><strong>Specific Options:</strong> Print the corresponding Riddles</td>
</tr>
<tr>
<td></td>
<td>Category</td>
</tr>
<tr>
<td>Patchworks</td>
<td>Print the solutions</td>
</tr>
</tbody>
</table>
To print selections

Before printing, you can:

- open a print preview of the document created by clicking on the icon **Print preview** in the toolbar. The print preview includes all the selections;
- check and modify the layout (definition of the top/bottom/left/right margins) by clicking on the icon **Layout** in the toolbar.

- Click on the icon **Print**.

To save or open selections files

This function enables you to save ready-to-print selections files.

**To save a selections file**

Once you have selected the linguistic and pedagogical content you want to print, you can save it to print later using Tutor Tools.

- Click on the icon **Save the selections file**.
- Enter a name for the file (which will have the .aps extension) and click on **Save**.

**To open a selections file**

**Note:**
Selections files only contain the selections to be printed and not the linguistic and pedagogical content itself. For another Tutor to read the file, they need to have access to the content of the lesson(s) selected in the selections file (i.e. the lessons copied onto their hard disk, or accessible through the network or CD-ROM).

- Click on the icon **Open a selections file**.
- Select the file you want and click on **Open**.

The selections will be displayed: you can then print them.

To modify, move or remove a selection

**Modify a selection**

- Select the line corresponding to the selection you want to modify in the **Selections to print** field.
- Carry out the modifications. To know more about this, refer to the **To add a selection**.

**Move a selection**

- Select the line corresponding to the selection you want to move in the **Selections to print** field.
- Click on the icon **Move the selection up** if you want to move the selection closer to the beginning of the document to be printed, or click on the icon **Move the selection down** if you want to move the selection towards the end of the document to be printed.

**Remove a selection**

- Select the line corresponding to the selection you want to remove in the **Selections to print** field.
- Click on the icon **Remove the selection**.

Important information concerning printing of documents

**Dialogue printout: question transition**

The transition between different questions in the dialogue illustrate the interactive nature of the activity as the answer chosen by the student dictates the following question.

The number on the left of the printout corresponds to the dialogue question number.

The numbers next to each answer on the right correspond to the question which will follow if the student gives that particular answer.
TECHNICAL SUPPORT

If you have difficulty using Tutor Tools:

- refer to the regularly-updated FAQ (Frequently Asked Questions) and technical information on Auralog’s website at www.auralog.com;
- contact your supplier or Auralog’s technical support team who will help you find a solution.

AURALOG
6 rue Jean-Pierre Timbaud
78180 Montigny-le-Bretonneux
France
Tel. +33 (0)1 30 07 12 12
Fax. +33 (0)1 30 07 12 01
www.auralog.com

Technical support
Tel. +33 (0)1 30 07 12 10
E-mail: support.pro@auralog.com