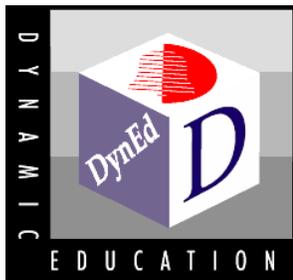


INTERACTIVE MULTIMEDIA COURSEWARE



*Quick Start
Read Me First!*

User's Guide

DynEd International

September 2006

www.dyned.com

Quick Start - Check List

This guide has been designed to help you install and run the courseware.

1. Please understand the terms of the Software License Agreement before proceeding.
2. Review and check the contents of the product that you have licensed.

Everyone should have the following:

Courseware CD-ROMs.

Installation Disc CD-ROM.

Installation codes for the products you have licensed

(If any of the above is missing, please contact your dealer or e-mail DynEd at support@dyned.com)

3. As well as this *User's Guide*, we have included complete manuals (in a *.pdf* format) on the Installation Disc. This Documentation can also be accessed from within the courseware, in the Help Pull-down Menu.

The following manuals may be viewed on screen or printed for more detailed study:

The User's Guide

The Records Manager Guide

The Network Installation Guide

Teacher's Guide for DynEd's Placement Tests

You're now set to go. Thank you for choosing your DynEd product!

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Accessing Documentation Before Installation

DynEd has a complete set of detailed guides to help you use our products. To access these documents *before* installation, follow these simple steps.

Windows 98/NT/2000/Me/XP

1. Insert the *DynEd Installation Disc* CD-ROM.
2. In the window that appears, click the Help Button. A scrollable menu of documents will appear.
3. Make your selection by double-clicking the desired document.

Macintosh

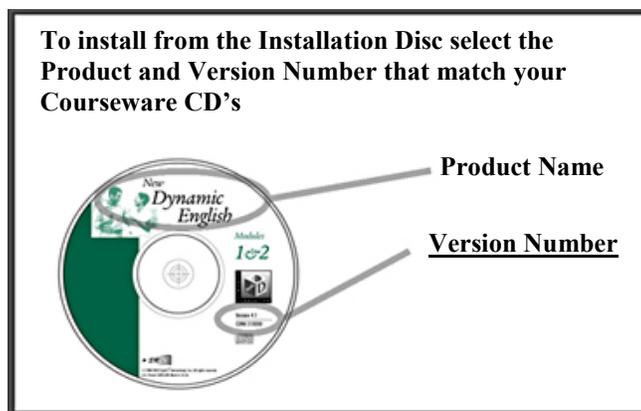
1. Insert the *DynEd Installation Disc* CD-ROM.
2. In the window that appears, click the Help Button. A scrollable menu of documents will appear.
3. Make your selection by double-clicking the desired document.

Note: These manuals are supplied in Adobe Acrobat (.pdf) format. If you do not have the required Adobe Acrobat Reader installed, the program will automatically install it for you (with the exception of Windows 98 and all Macintosh versions). Go to www.adobe.com for all other versions.

Installing the Courseware

General Installation Information

- **Always install from the DynEd *Installation Disc*.** Some of the courseware discs contain installation files, but these should *not* be used. The *Installation Disc* CD-ROM always has the most current programs and files.
- When you install from the Installation Disc you may be asked to identify the *version number* of the CD. This information is on the label of the Courseware CD-ROMs.



- Some products provide a choice of support language. On these “Multilingual” products you must select the language you want to enable. The “All” option will allow individual *users* to select the support language when starting the Courseware. The “All” option is not available for some products.
- You may choose how student records are stored and managed. See [Advanced Installation Options](#) for more information. For most individual users, we suggest you choose the default options.
- Quick/Time is required to run DynEd courseware. The installer will check your system to ensure that a valid copy of QuickTime has been installed. If not, it will offer to install it.
- Generally, you must install the Courseware on each computer (see [Non-network Installation](#)). However, for customers with networks, the Courseware requires just one installation (see [Network Installation](#)). For network users there are also a number of additional options for installation. Please see the ***DynEd Network Installation Guide*** for more information. This manual is available in *.pdf* format on the *DynEd Installation Disc*.

Non-Network Installation

Remember, you must install from the *DynEd Installation Disc*!

Windows 98/NT/2000/Me/XP Installation

1. Insert the *DynEd Installation Disc* into the CD-ROM drive.
2. Follow the instructions in the SETUP.EXE program. Note: You will need the Installation Codes from the Quick Start Guide or from your dealer.

Macintosh Installation

1. Insert the *DynEd Installation Disc* into the CD-ROM drive.
2. Follow the instructions in the SETUP program. Note: You will need your Installation Codes from the Quick Start Guide or from your dealer.

Special Notes

Product Registration

After installation, some products must be *registered* to run. To register a product, follow the instructions to get a *Registration Code* from the Internet or as directed by your dealer. See [Registering a Product](#).

Advanced Installation Options

See [Advanced Options](#) to modify some student record keeping options.

Mastery Tests

Please note that the **Records Manager** is required to access the Mastery Tests for any course. Without a Records Manager, it is not possible to access the Mastery Tests. Please see the *Records Manager Guide* for more information.

Instructor's Manuals

The Instructor's Manuals are *not* installed from the installation disc. They are available to teachers through the **Records Manager** or can be downloaded from the DynEd web-site at: <http://www.dyned.com/guides>

Network Installation

Remember, you must install from the *DynEd Installation Disc!*

Please read the *Network Installation Guide* for more detailed information.

(Note: If you install the courses to run over a network *without* CD-ROMs, it is a *discless install*.)

1. Insert the **Installation Disc** in the CD-ROM drive of one of the client machines (Note: do *not* install directly on the server machine)
2. Run the installation application on the **Installation Disc** (SETUP.EXE for Windows, and SETUP for Macintosh client machines)
3. On the first screen, click *Install*.
4. On the second screen, set the install path to a directory on your network. You must have *all* of the following privileges: Read, Write, Modify, Create, Execute, and Erase.
5. Make sure there is enough hard disk space available. For detailed disk space requirements go to <http://www.dyned.com/network>.
6. Click *Install* again.
7. Enter your **Installation Code**.
8. *For discless installations only*, when instructed, remove the Installation Disc and insert the courseware CD-ROMs in the requested sequence. Wait while the content files on the CD-ROMs are copied to your network. This may take time, since there is a lot of data. Do not be concerned if the status bar does not move.
9. Most networked products must be *registered* to run, especially if they include a *Records Manager*. To register a product or license, you will need to get a *Registration Code* off the internet (or as directed by your dealer). See [Registering a Product](#) on the next page.

Registering a Product

Before registering a product, it is necessary to install the course, as directed in ([Non-network Installation](#)) and [Network Installation](#). Then, after installation:

1. When asked if you want to register, click *Register Now*. (If you wish to register later, click *Later*. When you are ready to register, re-run the installation application on the *Installation Disc* and click *Register*.)
2. If the computer where you are doing the installation is connected to the Internet, click *Register Online*, accept the License Agreement, and fill in the requested information. Click *Register Now*, and you're done.
 - If you have internet access on a *different* machine, go to:
<http://www.dyned.com/register>
Enter your **Confirmation Code**. You will get back a **Registration Code**. Enter the registration code on the screen, and click *Submit*.
 - If you do *not* have Internet access, contact your local sales representative.

Accessing Documentation After Installation

We strongly recommend that you read the detailed documentation provided with your courseware.

Windows 98/NT/2000/Me/XP

(For courses which are already installed)

1. Go to **Start Menu / Programs / DynEd Courseware / Documents** and a scrollable menu will appear.
2. Make your selection by double-clicking the desired document.

Macintosh

(For courses which are already installed)

1. Open the DynEd folder on your hard drive. Within the DynEd folder, double-click the program **Manuals**.
2. Make your selection by double-clicking the desired document.

Networks

(For courses installed on a network server)

1. Login to the network.
2. From any computer on the network, double-click the DYNED directory and then double-click either **Manualw.exe** on Windows or **Manual** on Macintosh.
3. Make your selection by double-clicking the desired document.

Note: These manuals are supplied in Adobe Acrobat (.pdf) format. If you do not have the required Adobe Acrobat Reader installed, the program will automatically install it for you.

Starting the Courseware

Windows 98/NT/2000/Me/XP

1. Insert the DynEd Courseware CD-ROM into the CD-ROM drive (*unless it's a discless intallation*).
2. Click on the ***DynEd Courseware*** shortcut on your desktop. If there isn't a shortcut, go to **Start Menu / Programs / DynEd Courseware** and select the product you wish to run.

Macintosh

1. Insert the DynEd Courseware CD-ROM into the CD-ROM drive (*unless it's a discless intallation*).
2. Click on the ***DynEd Courseware*** alias on your desktop. If there isn't an alias, open the DynEd folder on your Hard Drive and double-click the Launcher application.

Networks

1. Make sure there are ***no*** DynEd CD-ROMs in the CD-ROM drive.
2. Login to the network. (For the login privileges required for each user, please see the ***Network Installation Guide***.)
3. From any computer on the network, double-click the launch application in the DYNED directory where the course is installed on the network (this will be either ***Launchw.exe*** on Windows or ***Launcher*** on Macintosh).
4. Ask your systems administrator to create a *shortcut* or alias to this location for you on all computers using the DynEd courseware.

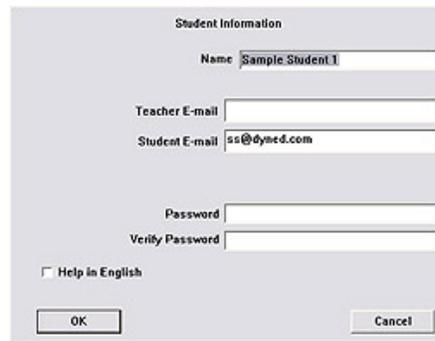
Using the Courseware

Entering Student Names

The Courseware keeps records of student activity in the Student Record Keeping System. Each student should have their own record. When you start the Course, select your name and choose *Start*, or click *Bookmark* to return to the last lesson you were in.



If your name is not on the list, click the *Add* button to add your name. If the *Add* button is disabled, ask your teacher for help. If this is your first time to run the course, and no student names have been entered, you will be taken to this screen where you can enter your name.

A screenshot of a "Student Information" dialog box. It contains several text input fields: "Name" (with "Sample Student 1" entered), "Teacher E-mail", "Student E-mail" (with "ss@dyned.com" entered), "Password", and "Verify Password". There is also a checkbox labeled "Help in English" which is currently unchecked. At the bottom of the dialog are "OK" and "Cancel" buttons.

If your teacher has enabled passwords, you can also enter a personal password, which you will have to enter each time you run the course.

Help in English

If you click this box, all help screens and instructions in the course will be in English, even if a support language is available.

Advanced Options Menu

This pull-down menu is at the top of the screen before you enter the course. These options allow users to *e-mail* their study records to their teacher, or save their records to a file. Both options require that the teacher have a licensed **Records Manager**.

Options Menu

After entering a course, the *Options* menu at the top of the screen will show:

Study Records: Displays Student Records. See [Student Record Keeping System](#) for more information.

Glossary: Provides additional examples and explanations for key vocabulary and grammar. Not all DynEd courses include a glossary.

Settings\Levels...

- **Course Audio or Volume:** This enables the user to adjust the volumes of the course audio and voice record feature.
- **Microphone:** Adjusts the playback volume from microphone input.

Using the Courseware

- **Pause:** The language in DynEd Courseware is natural language spoken at a normal pace. Students can use this setting to adjust the amount of time between sentences.

Show Text: (not available in most courses) The Show Text feature causes the text to be displayed continuously unless the text is disabled for a lesson. To see the text, students should use the *text* button.

Microphone source or Audio... (Macintosh only) - allows you to specify the source for your microphone and, for some courses, your CD-ROM drive.

Help Menu

Provides access to help screens, which explain the operation of each lesson and provide suggested study techniques. The **Documentation** item provides access to manuals and study guides that are available for the course

Control Bar

	Voice Record		Repeat
	Voice Playback		Pause
	ABC Text		Play
	Translation		Rewind
	Exit		Fast Forward

Changing Courses or Modules

Go to the *File* pull-down menu at the top of the screen. Click on *Change Course* to switch from one course to another without having to exit the program. In some courses, such as *Let's Go* and *Dynamic Business English*, you can also change Modules or Units by clicking on *Change Module/Unit*.

Note: The Changing Courses option is available for discless installations only with more than one course installed.

Student Record Keeping System

Viewing the Study Records

To access the Study Records, first login and start a lesson. Access to the study records is through the *Options Menu* at the top of the screen.

Your records are displayed *by lesson* or *by date*, in a hierarchical list. Click the arrows (Mac) or + signs (Windows) to display the next lower level of records.

Lesson Name	Time	Complete	Score	Level
Module 1	00:00	[0%]		
Module 2	20:55	[100%]	✓	
Family Schedule	06:42	(100%)	✓	
Presentations & Questions	05:08	159%	✓	
Focus Exercises	01:28	145%	✓	
29-Oct-02 13:13	00:08	16%	150 15/15	3.0
24-Oct-02 08:27	00:06	16%	150 15/15	3.0
27-Sep-02 09:45	00:07	16%	150 15/15	3.0
27-Sep-02 09:11	00:16	28%	150 15/15	3.0
26-Sep-02 11:08	00:25	26%	160 16/16	3.0
24-Sep-02 13:55	00:20	35%	145 15/16	3.0
23-Sep-02 16:36	00:06	8%	140 14/16	1.7
Mastery Test	00:06		100	
24-Oct-02 09:40	00:06		100 25/25	-
Matrix Vocabulary	03:43	(100%)	✓	
Likes & Dislikes	03:17	(100%)	✓	
Review Exercises	06:22	(100%)	✓	
Video Interactions	00:54	(100%)	✓	

The lowest level of records displays each study session, including the date and time a lesson was studied. There may also be a “lock” icon to indicate when a lesson has been made unavailable by the teacher (see [Records Manager](#)).

For each lesson, there is a record of the time spent and Completion Percentage. The Completion Percentage measures how effectively a student has studied the lesson. It tracks the kind and number of interactions with the program, including the number of questions answered, and the number of times a student listens and records each sentence. Generally, a student should continue working within a given section of a course until they have achieved a Completion Percentage of 80-100% in each of the lessons of that unit or episode. For more information about the Completion Percentage, please see the *Records Manager Guide*.

Working with Student Records

Individual student records can be displayed, printed and e-mailed using the following buttons.

- **E-mail** - This option allows students to e-mail their study records to their teacher if the teacher has a Records Manager. When this option is selected, a dialog box appears asking if the student would like to include a message with the e-mail. Clicking OK will ask the student for their e-mail information:

To E-mail – Enter or edit the teacher’s e-mail address.

From E-mail – Enter or edit the student’s e-mail address.

Student Record Keeping System

CC E-mail – Enter e-mail address for someone who needs a copy of this record.

SMTP Host Name – Set the SMTP (Simple Mail Transfer Protocol) Host Name. Typically, this will be something like “mail.someplace.com” where the “someplace.com” is the second half of the teacher’s e-mail address, i.e., the part following the “@” symbol.

- **Print** - Prints a report of records to your currently selected printer. Records are printed as they appear on the screen, therefore you should arrange the screen display appropriately before selecting *Print*.

Records Manager

DynEd’s *Records Manager* is a tool for teachers that keeps and manages student records. It is required for Mastery Tests, locking and unlocking lessons, and for assessing detailed study activities.

For detailed information on installing and using the *Records Manager*, please refer to the DynEd **Records Manager Guide** on the *Installation Disc*.

Completion Percentage

The Completion Percentage is shown in the student records. It is a measure of how thoroughly a student has studied and practiced each lesson. A 100% Completion Percentage means that the student has completed the recommended amount of study for a lesson or group of lessons.

Completion Percentage	Symbol	Mastery Test Scores	Symbol
0	□	0	□
1-79	+	1-79	✘
80-99	✓	80-89	✓
100+	✓	90+	✓

As shown in the diagram above, the Study Records now feature a set of distinct symbols which can be used to quickly assess students’ advancement in either the Lessons or the Mastery Tests.

Tests

Placement Tests

The Placement Tests (General and Kids) come on a separate disc and may need to be installed separately. To install one or both of the Placement Tests, use the *Installation Disc*.

For information about the tests and how to use them, please see the manual, *Teacher's Guide for DynEd's Placement Tests* which is part of the documentation included on the *Installation Disc* CD-ROM.

Using the Placement Tests

After the Placement Tests have been installed, they are launched as any other DynEd product. However, once a student has taken the test, it is locked. This prevents students from taking the test more than once. To unlock the test, the teacher should use the Records Manager. Please see the *Records Manager Guide* to learn how to lock and unlock lessons and tests.

To view Placement Test scores, use the Records Manager to view the class records for the Placement Test, or look at the Student Records for each student after they have taken the test and are still logged in.

Mastery Tests

The Mastery Tests for some courses come on a separate disc. They require the *Records Manager*. For information about unlocking and using the Mastery Tests, please refer to the *Mastery Test Guide* or the *Teacher's Guide* for each course and the *Records Manager Guide*.

After the Mastery Tests have been installed, they are launched as a part of the course. However, the tests are locked to prevent students from taking them without the teacher's permission. To unlock a Mastery Test, use the *Records Manager* to choose a student (or group of students) and then click *Edit*. Highlight the test, and then click *Unlock*. For detailed instructions, please refer to the *Records Manager Guide*.

To view Mastery Test scores for a course, use the *Records Manager* to view the class records for that course. Students may see their individual scores in the Study Records. The Mastery Test scores are integrated into their Study Records for the course at the end of the appropriate section of the course being tested.

Advanced Installation Options

These options are set only during the installation process.

When installing, you can select the **Advanced** button to modify record keeping options. You have the following choices for storing student records:

- **Floppy Diskette** - If your students will be using different machines each time, and you do not have a network, then this option should be used. Each student is given a diskette which they must insert each time they run the Courseware. Any formatted diskette can be used, and records for multiple DynEd products can be stored on the same diskette. To send these records to the teacher, please see [Working with Student Records](#).
- **This Directory (default)** - You can install records to a directory on a local hard disk (default) or on a network file server. If you have only one computer, or if your computers are not networked, then this directory should be left in its default location on your local hard drive. If you have a network, see the *DynEd Network Installation Guide* for more options.
- If you have a licensed Records Manager, you can also set an **Administrator Password**. This controls access to the Administrator Options in the **Records Manager**. Please see the *Records Manager Guide* for more information.

In Case of Difficulty

Please visit <http://www.dyned.com/faq> for the latest support information.

Windows

“I don’t hear the sound.”

If you have a sound card that was properly installed, you should be able to plug your speakers or headphones into the Line-Out or Speaker-Out jack on the sound card to hear the Courseware audio. You should also hear your recorded voice if you use the DynEd voice recording feature.

If things are not working as expected, please identify which of the following is true in your case:

“I don’t hear the course audio and I can’t record my voice.”

- Check that you have properly functioning speakers or headphones plugged into the Line-Out or Speaker-Out jack on your sound card, and that any volume controls or power switches on them are set correctly.
- Check the volume control on the sound card or computer.
- Check the **Levels** dialog box under the **Options** menu within the Courseware. Make sure that all of the levels are set high enough.
- Check your sound card. A simple way to test your sound card is to go to the Windows **Accessories** window and run **Sound Recorder**. If you are able to record your voice and play it back, your sound card is properly installed. If not, please contact your sound card (or computer) vendor for assistance.
- Check that the Windows driver for your sound card has been installed. See your sound card’s documentation for more information.

“I hear the course audio, but I can’t record my voice.”

- Check to see that a microphone is plugged into the Mic jack on the sound card, and that the switch on the microphone is turned on.
- Be sure you are using the recording feature correctly. To record, first click the **record button** to start recording, speak into the microphone, and then press the **monitor (earphone) button** to play back your recording.
- Check the **Levels** dialog box under the **Options** menu within the Courseware. Make sure that all of the controls are set high enough.

“The course audio or video occasionally skips.”

On some slower machines, audio or video can occasionally skip. If this occurs, try one or more of the following:

- Check that your machine meets the *Minimum System Requirements*.
- Avoid running other programs while running the DynEd Courseware.
- Contact the manufacturer of your system or video card to get the latest versions of video drivers.
- For courses with video, set your video screen resolution to 640 by 480 and “High Color (16-bit)” mode.
- The QuickTime settings may need to be changed. Go to *Start*, then *Settings*, then *Control Panel*, then *QuickTime*. Then choose *Sound Out* and set it to *waveOut*. If video is a problem, go to *Start*, then *Settings*, then *Control Panel*, then *QuickTime*. Then choose *Video Settings*, and set it to *Safe Mode*.

In Case of Difficulty

Macintosh

“I don’t hear the sound.”

If your DynEd Courseware is working correctly, you should be able to hear the Courseware audio through your speakers or headphones. You should also hear your recorded voice if you use the DynEd voice recording feature. If things are not working, please identify which of the following is true in your case:

“I don’t hear the course audio and I can’t record my voice.”

- Check the **Levels** dialog box under the **Options** menu within DynEd. Make sure that all of the controls are set high enough.
- Check the **Sound** or **Monitors & Sound** control panel under the **Apple** menu. Make sure that you can hear the “alert sounds” listed there by clicking on them. If you cannot hear these sounds, check the volume settings there on the control panel.
- If you have a front-panel volume control, make sure this is turned up.
- If you have speakers or headphones plugged into the sound-output port of your Macintosh, check to see if speakers are turned on and set to an adequate volume. If you have an external monitor with built-in speakers or microphones, ensure that the monitor is correctly connected to the Sound-Out and Mic-In jacks on the computer.

“I hear the course audio, but I can’t record my voice.”

- Ensure that you have a microphone plugged into the Microphone jack on your computer, or that your computer has a built-in microphone. Remember that some monitors have a built-in microphone, but it still needs to be properly connected to the Microphone jack on the computer.
- Be sure you are using the recording feature correctly. To record, first click the **record button** to start recording, speak into the microphone, then click the **monitor (earphone) button** to play back your recording.
- Within the DynEd Courseware, go to the **Options** menu and choose “Microphone Source.” Choose the input source that corresponds to where your microphone is actually plugged in.
- On some Macintosh models, the “Microphone Source” menu may not appear. On these machines, go to the **Sound** control panel under the Apple menu. Choose the input source that corresponds to where your microphone is actually plugged in.

“Unable to start Courseware!”

If you get the above message when launching DynEd, it is probably because you do not have enough free memory. To resolve this, do one or more of the following:

- Exit any other running programs. If you have been running many different programs before starting DynEd, it may help to restart your system to eliminate memory fragmentation.
- Add memory to your computer.
- Increase your virtual memory.

*For frequently asked questions about networking DynEd courses, please refer to the **Network Installation Guide** on your Installation Disc*

Minimum System Requirements

Operating System	Memory	CPU
Windows 98, NT, 2000, Me and XP	128 MB	Pentium 300 Mhz
MacOS X (10.2.8+)	128 MB	300 Mhz

All Systems require:

- 4X CD-ROM, 16bit audio, 1000s of colors
- Sound card and microphone
- Speakers or headphones

For System Requirements updates please refer to DynEd's website at <http://www.dyned.com>.

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