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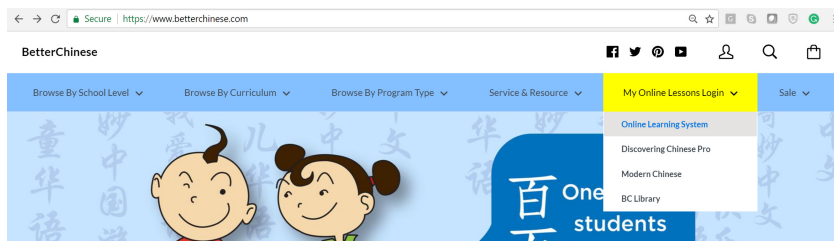
1. Log-in
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Class Management Tools

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1. LOG-IN

To access your account, simply go to our website www.BetterChinese.com. Click on the "My Online Lessons Login" drop-down menu and select "Online Learning System" to log-in.



Now log-in with your username and password. You can also bookmark this page (online.betterchinese.com) for faster access in the future. Please contact your account manager for your log-in information.



Enter your unique ID
to access each of
your class accounts

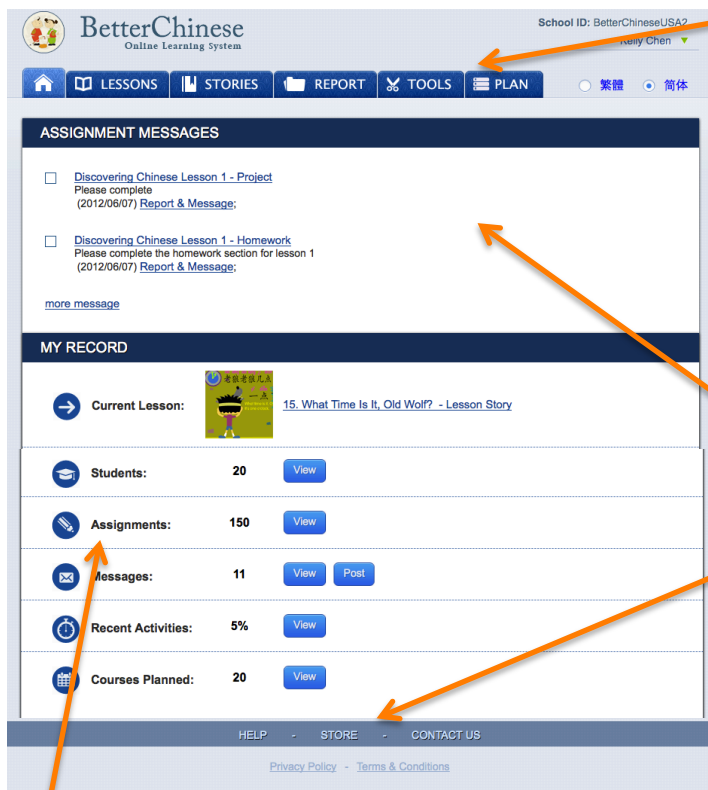
Select SCHOOL
ACCOUNT to login if
you were not given
a unique ID.



Use the drop-down menu to toggle between each of your classes. If you do not have this feature, please contact your sales manager.

2. NAVIGATION (Dashboard)

Once you have logged in successfully, you will see your Dashboard



MENU TABS

- **Lessons:** From BC series
- **Stories:** Library of 1400+ stories
- **Report:** Homework report card
- **Tools:** Voice recorder, writing pad, and composition
- **Plan:** Online lesson planner*

(*The Planner is only available if purchased)

ASSIGNMENT MESSAGES

This message board will display your assignments and message to students

FOOTER

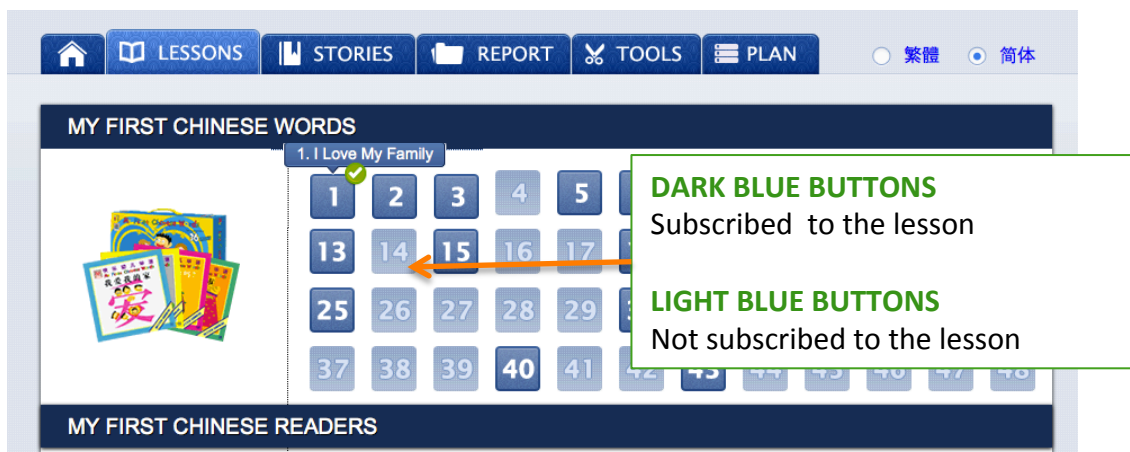
- **Help:** FAQs and information on how to contact customer support
- **Store:** Access the Better Chinese webstore
- **Contact Us:** Provide feedback or email customer support with your questions.

MY RECORD

- **Current Lesson**
- **Students:** Total number of students in your class. Click "View" to manage your class roster, student records and assignments
- **Assignments:** See the total number of assignments. Click "View" to see the list.
- **Messages:** View and post messages to your class
- **Recent Activities**
- **Courses Planned:** Number of courses planned

3. LESSONS (*Index*)

Within the “Lessons” tab in the menu bar, you’ll find all of the lessons from the Better Chinese’s series that you are subscribed to (i.e. My First Chinese Words). Mouse over the Lesson number to view the lesson name. Click on it to enter the lesson.



MY FIRST CHINESE WORDS

1. I Love My Family

1 2 3 4 5
13 14 15 16 17
25 26 27 28 29
37 38 39 40 41

MY FIRST CHINESE READERS

DARK BLUE BUTTONS
Subscribed to the lesson

LIGHT BLUE BUTTONS
Not subscribed to the lesson



The checkmark represents a score of 75% or below was achieved in the homework section.



The star represents a score above 75% on the homework section.

Individual Lesson Components

Each lesson contains a variety of components.

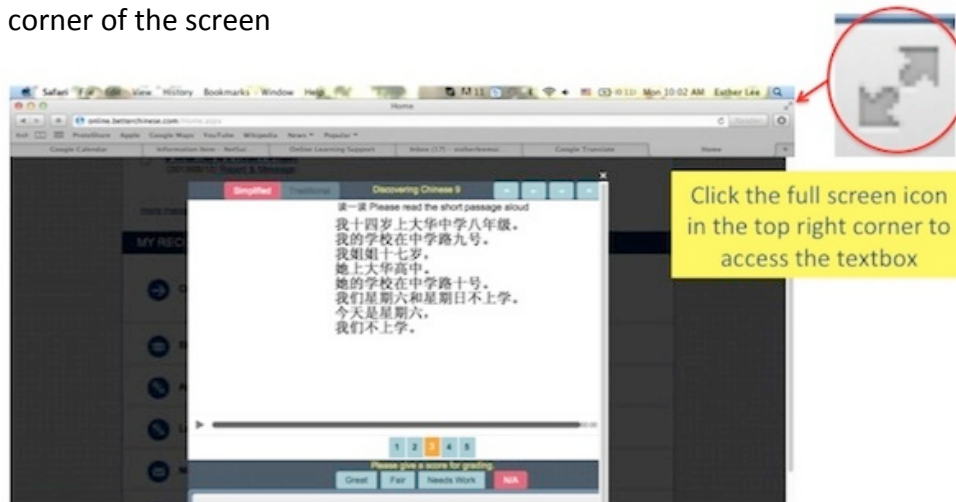
- **Lessons:** Animation of the lesson text
- **Exercise:** Each My First Chinese Words lesson includes 3 exercises
- **Magical Chinese:** Animations that depict how Chinese characters evolved from pictographs
- **Fun Story:** A story related to the lesson
- **Songs/Rhymes:** Only for the younger series.
- **Homework:** 20 multiple choice questions focused on reading and listening skills
- **Projects:** 5 exercises focused primarily on character writing and speaking
- **Read-Along** (Only for My First Chinese Words): Students practice reading the outloud



VIEW OPTIONS
Change between
simplified and
traditional Chinese

Depending on the size of your screen, part of the exercise image may be cut-off. Expand your view mode to full screen in order to see everything.

- On a PC, click on the F11 to switch to the full-screen mode
- On a Mac, switch into full-screen mode by clicking on the arrow in the top right-hand corner of the screen



4. TOOLS

The language tool section includes a voice recorder, a character writing pad and a composition tool to help hone your character writing, speaking and typing skills.



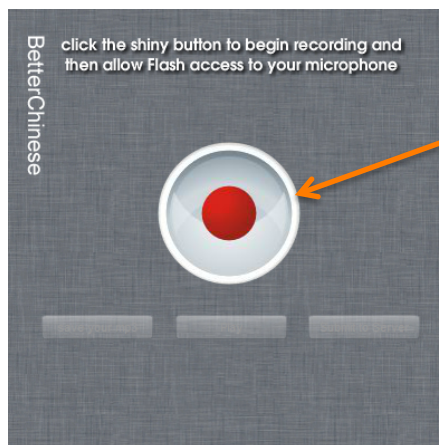
Voice Recorder

Practice speaking Chinese and play back your recording to check your pronunciation. Saved recordings are stored in the "RECORDS" area on the "TOOLS" page.



ENABLE MICROPHONE

- Click "Allow" for the tool to work
- Check your mic setting if no sound is being recorded

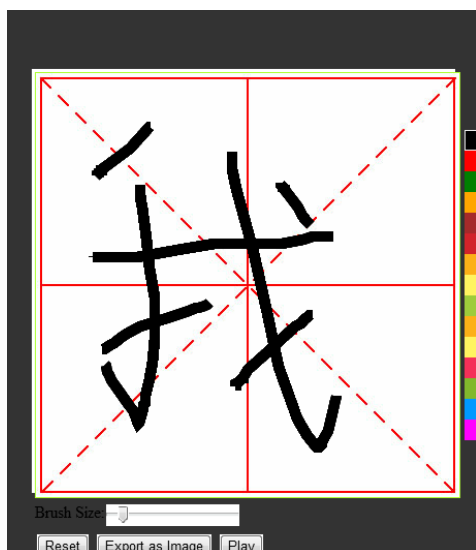


SAVE RECORDING

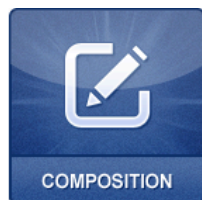
- Click the red button in the middle to start recording and press it again to stop.
- Click "Play" to play
- Click "Save" to save

**Writing Pad**

Practice writing Chinese characters on the Writing Pad. Save your work and see if your stroke order and placement are correct.

**SAVE STROKE ORDER**

- Click and hold-down to write characters on the pad
- Click "Play" to see the stroke sequence
- Click "Clear" to clear Writing Pad
- Click "Save" to save in your "RECORDS"

**Composition**

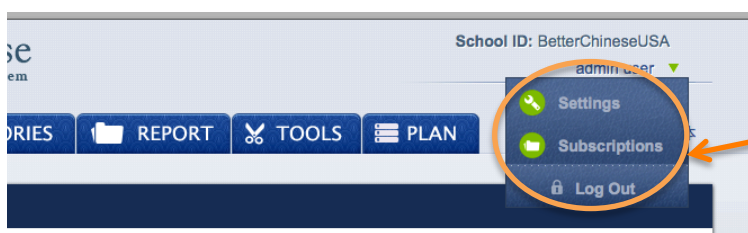
Practice typing in Chinese with pinyin with the composition tool. Choose which Chinese keyboards you would like to use in the "Settings" area of your computer.

**E-Cards**

Practice your Chinese composition and send your teacher, classmates, friends and family e-cards with ease.

5. ACCOUNT MANAGEMENT

Access your account settings and subscriptions through this interface. Now you have a more efficient way to keep track of your subscriptions.



ACCOUNT MANAGER

Click on your name to access your account settings and subscriptions

Click to LOGOUT here

In the subscriptions section, you will be able to see what subscriptions you have purchased. Simply click “Try” to access other subscriptions that you might be interested in on a complimentary basis for 30-days. (Note: you will only be able to try a subscription for free once)



TRY OR BUY

Simply click to get a 30 day trial of any subscription. Click “Buy” to renew or purchase a subscription.

6. COMPOSE MESSAGES

You can write notes to individual students and/or the whole class. Students will see these messages on the Message Board.

My Personal Info

admin

Group ID: BetterChineseUSA2

Students: [19](#)

Assignments: [119](#)

Messages: [17](#)

Last Assignment Completion: [0%](#)

Viewing History: [2383](#)

Courses Planned: [20](#)

[Group Control Panel](#)

MESSAGE LIST

- Click here to bring up history of written messages
- Time written & expiration date

Current Users | **Messages** | Assignments | Viewing History

Delete Selected Item

	Time	Expiration	Message	
<input type="checkbox"/>	4/2/2010 3:45 PM	4/8/2010 11:00 PM	Hi, James, you need more practice with writing characters in the proper stroke order.	Edit Delete
<input type="checkbox"/>	2/1/2010 2:53 PM	2/8/2010 12:00 AM	Class is cancelled tomorrow.	Edit Delete
<input type="checkbox"/>	12/3/2009 6:01 PM	12/10/2009 12:00 AM	Follow me on twitter.com/Betterchinese	Edit Delete
<input type="checkbox"/>	11/21/2009 3:24 PM	11/22/2009 12:00 AM	Review Discovering Chinese Lesson 1	Edit Delete
<input type="checkbox"/>	11/20/2009 9:24 AM	11/27/2009 12:00 AM	Follow me on Twitter (twitter.com/Bet...)	Edit Delete
<input type="checkbox"/>	11/20/2009 9:24 AM	11/27/2009 12:00 AM	Welcome to Implementing Engaging and Interactive Standards-Based Programs with Online Lessons and Ho...	Edit Delete
<input type="checkbox"/>	9/7/2009 10:36 PM	9/14/2009 10:35 PM	Go check out K12Mandarin.org	Edit Delete
<input type="checkbox"/>	9/4/2009 2:22 PM	9/11/2009 2:22 PM	Check out www.K12mandarin.org	Edit Delete
<input type="checkbox"/>	9/4/2009 2:21 PM	9/11/2009 2:21 PM	David is a fantastic climber	Edit Delete

[Post Message](#)

POST MESSAGE

- Send messages to individual students or the entire class
- Assign homework

☐ Make a Due Date

Message:

Submit

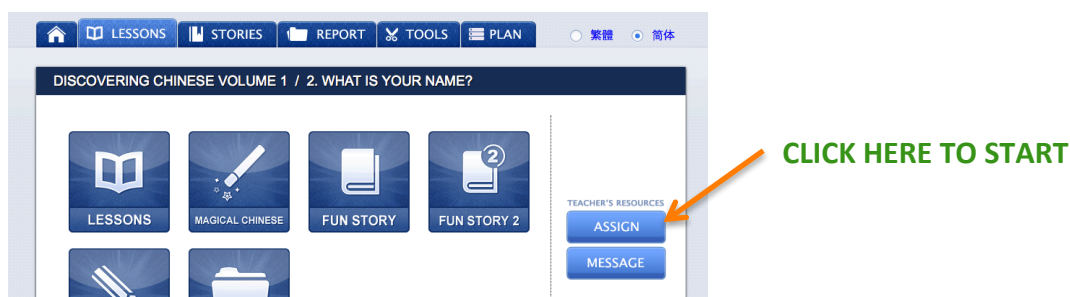
Select: ☐ All ☐ None

Use Name	Name	Gender
<input type="checkbox"/> Student1	James Lin	M
<input type="checkbox"/> Student2	Angel Yeh	F
<input type="checkbox"/> Student3	Hai Y	F
<input type="checkbox"/> Student4	George Chan	F
<input type="checkbox"/> Student5	Bill Rogers	M
<input type="checkbox"/> Student6	Tony B	M
<input type="checkbox"/> Student7	David Currie	M
<input type="checkbox"/> Student8	Sarah B	F
<input type="checkbox"/> Student9	Michael Jay	M
<input type="checkbox"/> Student11	Tye Woods	M
<input type="checkbox"/> Student12	Student12	

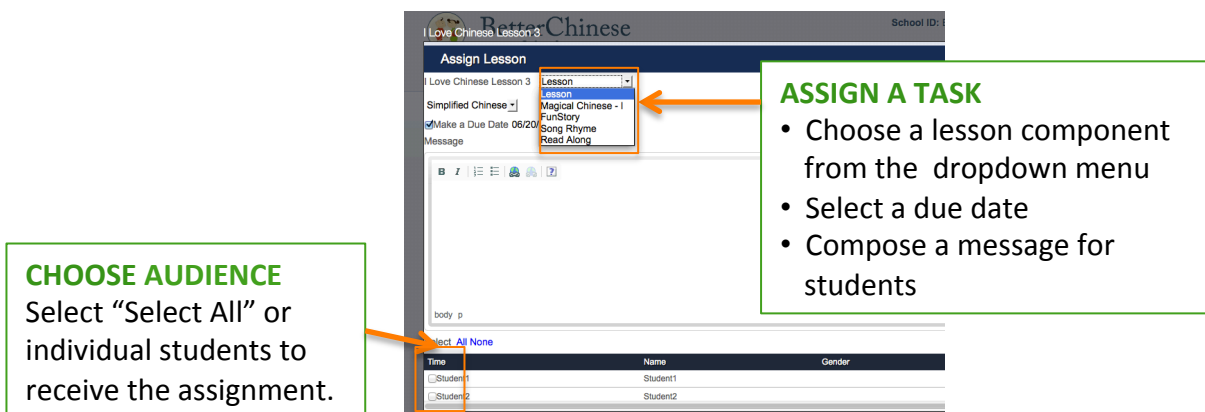
Be sure to click "Post" once. Otherwise, you will end up with more than one copy of the post.

7. CREATE ASSIGNMENTS

You can assign lesson modules, story modules, songs, homework, projects, read-along, writing pad, and voice recorders where available. Students will receive their assignments in their dashboard. Click on the Assign button on the left hand teacher resources menu.

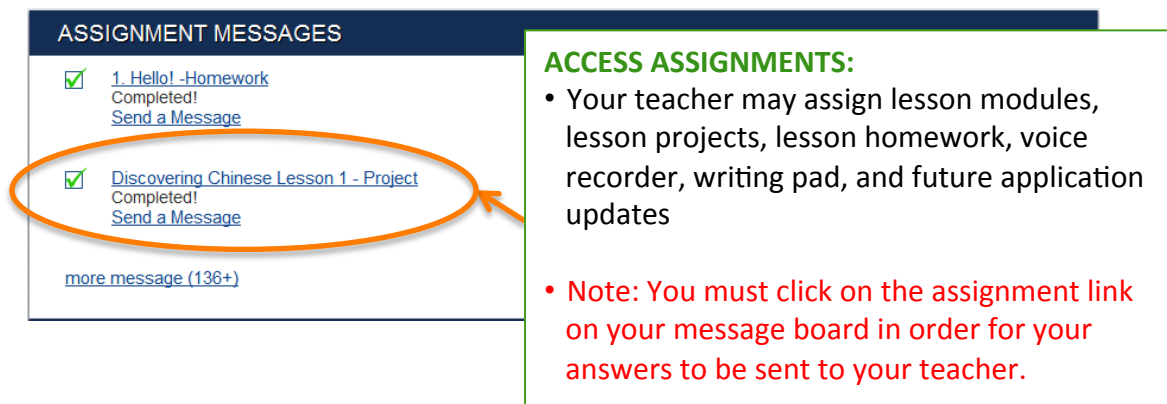


- a. **Assign a Task.** The available tasks for assignment would be shown in the dropdown menu. Select the task and click “Assign” when finished. “Homework” problem sets includes 20 questions focused on listening and reading skills related to the lesson. The “Project” problem sets includes 5 questions focused on character writing, read-aloud passages, and creative speaking exercises.



- b. **Select Receiving Students.** Scroll below to where all the students are listed from the class roster. There you can receive choose who should receive the assignment and create differentiated instructions. Click “Submit” when you are finished.

Your students will now see the new assignment posted on the bulletin board on their dashboard. Be sure to remind them that they **MUST** click on the assignment link on the message board in order for you to receive their answers. It is the only way for the system to link their work to a specific assignment.



ASSIGNMENT MESSAGES

- ✓ [1. Hello! -Homework](#)
Completed!
[Send a Message](#)
- ✓ [Discovering Chinese Lesson 1 - Project](#)
Completed!
[Send a Message](#)

[more message \(136+\)](#)

ACCESS ASSIGNMENTS:

- Your teacher may assign lesson modules, lesson projects, lesson homework, voice recorder, writing pad, and future application updates
- **Note:** You must click on the assignment link on your message board in order for your answers to be sent to your teacher.


- b. **Assign Writing Pad & Voice Recorder:** You can use these tools to flexibly create “writing” or “oral” assignments. You must include your instructions in the message box. For example, ask your students to “Introduce yourself in Chinese.” You can only assign one Chinese character at a time through the character writing tool.
- c. **Viewing Your Assignment:** Both you and your students will be able to view these assignments on the Message Board. **Note:** in order for you to view and grade the assignment, your students must submit their homework first.

8. RETRIEVE ASSIGNMENTS

Our system will automatically grade assignments labeled as “Homework.” You can retrieve the student results, such as time spent, access time, audio recording and writing.

- a. Retrieve Specific Assignments:** If you want to see the last assignment, just click on the “Last Assignment Completion” % on the dashboard page. If you want to retrieve a specific previous assignment, click on the number link next to “Assignments.”

MY RECORD

Current Lesson:  15. What Time Is It, Old.

Students: 20 [View](#)

Assignments: 150 [View](#)

Messages: 11 [View](#) [Post](#)

Recent Activities: 5% [View](#)

Courses Planned: 20 [View](#)

Group Control Panel [Return to My Online Learning](#)

Class: BetterChineseUSA2
Teacher: James Lin

[Current Users](#) | [Messages](#) | [Assignments](#) | [Viewing History](#)

[Delete Selected Item](#)

Time	Expiration	Assignment	View	
<input type="checkbox"/> 2/8/2010 11:48 AM	2/14/2010 11:00 PM	My First Chinese Reader Lesson 16 - Writing Pad	5% Report	Edit Delete
<input type="checkbox"/> 2/1/2010 1:50 PM	2/7/2010 11:00 PM	Discovering Chinese Lesson 6 - Homework	5% Report	Edit Delete
<input type="checkbox"/> 12/15/2009 2:29 PM	12/21/2009 11:00 PM	Discovering Chinese Lesson 17 - Audio Recorder	15% Report	Edit Delete
<input type="checkbox"/> 12/15/2009 2:21 PM	12/21/2009 11:00 PM	Discovering Chinese Lesson 18 - Project	15% Report	Edit Delete
<input type="checkbox"/> 12/15/2009 2:21 PM	12/21/2009 11:00 PM	Discovering Chinese Lesson 18 - Project	15% Report	Edit Delete
<input type="checkbox"/> 12/10/2009 1:49 PM	12/16/2009 11:00 PM	Discovering Chinese Lesson 11 - Homework	0% Report	Edit Delete
<input type="checkbox"/> 12/10/2009 8:41 AM	12/16/2009 11:00 PM	Discovering Chinese Lesson 18 - Homework	0% Report	Edit Delete
<input type="checkbox"/> 12/7/2009 1:28 PM	12/13/2009 11:00 PM	My First Chinese Reader Lesson 5 - Homework	5% Report	Edit Delete
<input type="checkbox"/> 12/3/2009 4:58 PM	12/9/2009 11:00 PM	Discovering Chinese Lesson 1 - Audio Recorder	10% Report	Edit Delete

Select Current Assignment

- Click here for assignment report

- b. View Assignment Results:** You click on the % to see the completion rate and click on Detailed Report or Report to see individual students' records or scores.

- c. **Grading Assignments:** *Homework* modules are automatically graded by our system. For projects and our tools section (*Composition and Voice Recorder*), you can click on username links to see the student's work.

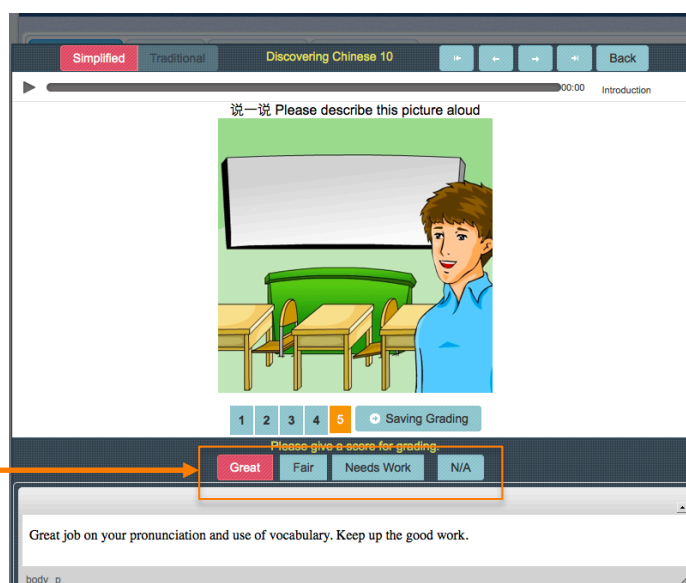
ASSIGNMENT REPORT

- Check homework completion
- View student results

Date: 2010/02/08				
Assignment: My First Chinese Reader Lesson 16 - Writing Pad				
Viewed: 5% (1/19)				
Username	Name	Viewed	Time Accessed	Duration
Student1	Shrek The Olger	<input type="checkbox"/>		00:00
Student2	Kelly Chen	<input type="checkbox"/>		00:00
Student3	Miley Cyrus	<input type="checkbox"/>		00:00
Student4	Taylor Swift	<input type="checkbox"/>		00:00
Student5	Bill Clinton	<input type="checkbox"/>		00:00
Student6	Tony Blair	<input type="checkbox"/>		00:00
Student7	David Currie	<input type="checkbox"/>		00:00
Student8	Sarah Palin	<input type="checkbox"/>		00:00
Student9	Michael Jackson	<input type="checkbox"/>		00:00
Student11	Tiger Woods	<input type="checkbox"/>		00:00
Student12	Student12	<input type="checkbox"/>		00:00
Student13	Student13	<input type="checkbox"/>		00:00
Student14	Student14	<input type="checkbox"/>		00:00
Student15	Student15	<input checked="" type="checkbox"/>	2010/02/08 13:14:01	00:20
Student16	Student16	<input type="checkbox"/>		00:00

GRADE PROJECTS

- Click on "Great," "Fair," "Needs Work," or "N/A" to give student a mark
- Leave feedback in the text box for the student
- Click on "Save" when you finish grading



9. TRACK STUDENT PROGRESS

Track both individual student and overall classroom performance in the REPORTS section.

a. Individual Student Progress:

My Personal Info

admin

Group ID: BetterChineseUSA2

Students: **19**

Assignments: **119**

Messages: **17**

Last Assignment Completion: **0%**

Viewing History: **2383**

Courses Planned: **20**

[Group Control Panel](#)

CLASSROOM USE

- Click here to bring up the student list window

Select Student Report

- Click here for assignment report
- Grade for each assignment
- Date completed
- Duration of completed task

Current Users | Messages | Assignments | **Viewing History**

(19/5) [Add School User](#) [Print](#)

Username	Name	Learning History	Last Login	turn on/off stories	Status	
student1	James Lin	See student record	4/7/2010 9:49 AM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student2	Angel Yeh	See student record	4/7/2010 12:12 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student3	Hai Y	See student record	2/10/2010 1:53 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student4	George Chan	See student record	2/12/2010 4:59 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student5	Bill Rogers	See student record	2/16/2010 6:20 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student6	Tony B	See student record		setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student7	David Currie	See student record	2/16/2010 6:21 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student8	Sarah B	See student record	2/16/2010 6:22 PM	setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update
Student9	Michael Jay	See student record		setup stories	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	Update

b. Classroom Progress:

My Personal Info

admin

Group ID: BetterChineseUSA2

Students: **19**

Assignments: **119**

Messages: **17**

Last Assignment Completion: **0%**

Viewing History: **2383**

Courses Planned: **20**

[Group Control Panel](#)

ASSIGNMENT LIST

- Click here to bring up the assignment list

Select Assignment Report

- Click here for class records: score for each student, date & time of completion, and duration of completed task

Group Control Panel [Return to My Online Learning](#)

Class: BetterChineseUSA2
Teacher: Kelly Chen

Current Users | Messages | **Assignments** | Viewing History

[Delete Selected Item](#) [Print](#)

Time	Expiration	Assignment	View	
<input type="checkbox"/> 3/25/2010 12:51 PM	3/31/2010 11:00 PM	My First Chinese Reader Lesson 3 - Homework	11% Report	Edit Delete
<input type="checkbox"/> 3/24/2010 8:50 PM	3/30/2010 11:00 PM	My First Chinese Reader Lesson 3 - Homework	5% Report	Edit Delete
<input type="checkbox"/> 3/18/2010 1:28 PM	3/21/2010 11:00 PM	Discovering Chinese Lesson 7 - Homework	0% Report	Edit Delete
<input type="checkbox"/> 3/12/2010 6:44 PM	3/18/2010 11:00 PM	Discovering Chinese Lesson 7 - Audio Recorder	11% Report	Edit Delete
<input type="checkbox"/> 3/12/2010 6:44 PM	3/18/2010 11:00 PM	Discovering Chinese Lesson 7 - Audio Recorder	11% Report	Edit Delete
<input type="checkbox"/> 3/9/2010 4:55 PM	3/15/2010 11:00 PM	Discovering Chinese Lesson 7 - Audio Recorder	5% Report	Edit Delete
<input type="checkbox"/> 3/9/2010 4:55 PM	3/15/2010 11:00 PM	Discovering Chinese Lesson 7 - Project	5% Report	Edit Delete
<input type="checkbox"/> 3/9/2010 12:02 PM	3/15/2010 11:00 PM	Discovering Chinese Lesson 17 - Homework	0% Report	Edit Delete
<input type="checkbox"/> 3/3/2010 2:12 PM	3/16/2010 11:00 PM	Discovering Chinese Lesson 17 - Homework	0% Report	Edit Delete
<input type="checkbox"/> 3/3/2010 2:12 PM	3/16/2010 11:00 PM	Discovering Chinese Lesson 17 - Project	5% Report	Edit Delete