TELLMEMORE®
powered by Auralog

TELL ME MORE
Language Learning
Libraries Quick Start Guide

How in-depth is this program?
TELL ME MORE provides more depth and breadth of any solution on the market today. You can expect up to 2,000 lesson hours per language with up to 10,000 exercises.

What makes TELL ME MORE better than other solutions?
TELL ME MORE provides more than twice the amount of content, offers the most advanced speech recognition technology available, and provides cultural exercises for a real world learning experience.

What exactly does the speech recognition do for me?
The advanced speech recognition in TELL ME MORE provides you with the opportunity to practice pronunciation and receive a score as well as take advantage of 3D animations showing how to perfectly pronounce words.

What is the difference between a target and an interface language?

The target language is the language program you are studying, the interface language is the language that the TELL ME MORE software program and tools are delivered in.

Does this product support language certification tests?
Yes, the Language Achievement Test at the end of the language learning program to rank the patron in comparison to the major standardized tests on the market: Council of Europe, TOEIC, TOEFL…

Should I have my Pop-Up Blocker turned off?
Yes, in order to access the content you will need to disable your popup blocker.

Welcome to TELL ME MORE Language Learning!

The purpose of this document is to provide you with a quick reference guide to key functions and features of TELL ME MORE®. This will enable you to navigate and work within your personalized language program quickly and productively.

QUICK Tip #1 – **Placement Test and Self Assessment**. The optional Placement Test is a 64 question timed test. You will be tested on vocabulary, grammar, reading and listening skills. Test time is 30-45 minutes. You can opt not to participate in the Placement Test and leverage the Self Assessment tool which allows you to choose the level you feel most appropriate (beginner to advanced/expert) you can always go back and change. See Quick Tip #2.

QUICK Tip #2 – **Create/Modify learning objectives**. - After completing the Placement Test or Self Assessment and you feel that your learning objectives do not match your skill level you can modify your learning objectives. To create/modify your objectives simply go to your personalized student portal http://www.tellmemore-online.com select "modify my objectives" and confirm the next 4 steps.

QUICK Tip #3 – **Help function.** Spend a few minutes familiarizing yourself with the comprehensive **HELP** feature. We strongly recommend using help when first entering your "Selected Language Program" page. If and/or when you have deactivated the automatic help window popup, remember that help is always available. Simply *click on the down arrow next to Guided Mode on the top right hand portion of the screen.*

QUICK Tip #4 – **Speech Recognition** – Useful tips are provided in the applications help feature (see quick ref: 5) on how to use speech recognition effectively. The most useful tips are; 1) Try and work in a quiet environment with as little background noise as possible, 2) Wait until the notification "beeps" before speaking into the microphone and 3) Try and complete the word and/or phrase within the 5 second allotted time. You can always press the pause button if you need more time before practicing the pronunciation.

QUICK Tip # 5 – The **Red Dot** – The **Find out more about a word button** (**Red dot** with an arrow going through) is located on the **upper left corner** below the instructions. The **Red Dot** is an extremely useful tool that allows the learner to have **instant access** to word translation (both oral and written), conjugation (if the selected word is a verb), and the ability to practice speech pronunciation by clicking and dragging the red dot over the word in question.

QUICK Tip # 6 – **Training using the online "Guided Mode." –** This is the structured, pedagogical approach within TELL ME MORE® to learning the target language. The learning paths have been pre-set by a consortium of linguists and are arranged to develop maximum results based on immersion pedagogy. Jump into the program, and allow it to work. The learner will not understand everything at first, but that is the point of immersion – to essentially replicate the way your first language was learned by engaging all of the senses in language acquisition.

Getting Started with TELL ME MORE

Create your Account

1. Create your account
(*Must use **Microsoft Internet Explorer** 5.0 or higher)
Enter your:
     a) First name
     b) Last Name
     c) email Address
     d) Select Interface Language
     e) User name
     f) Password
     g) Confirm Password
     h) Create Account
     Now click on "Confirm" or the green tick icon.

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Perform the computer test:

When you're logged in, click on the link named "Computer Test"
and then "Begin the Computer Test".

The computer configuration and the Internet connection will be tested
and analyzed. If the configuration is not optimal, you will be
informed immediately.

Furthermore your technical contact at Auralog will look at the test results.
This is in order to assist you, should you have any problems.

Personal Objectives Form:

Once the Computer Test has been performed on your computer,
you are able to access the personal objectives form. Please click on the
link "Define My Objectives Now".

Your Language Focus (goals)

Choose whether you would like to focus on "Everyday language"
or "Business language".

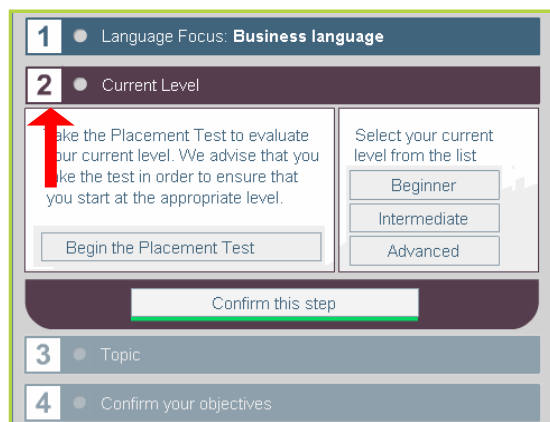This selection is irrelevant for the Placement Test.

Please confirm your choice by clicking on the button "Confirm this step".

Take the Placement Test:

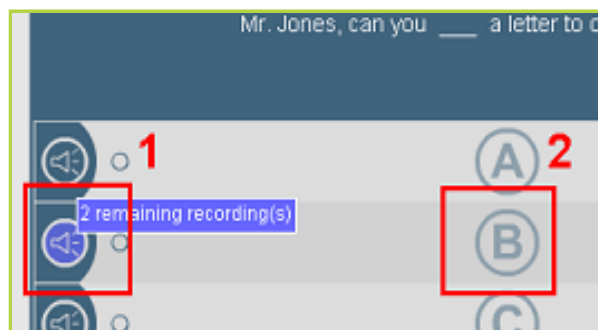Now click on "Begin the Placement Test" on the left hand of your screen and follow the instructions.

Important: Please read the instructions on the next screen carefully before starting the test.

Important: The time for answering the questions is limited. A timer indicates the time left on the top right of the screen. When time is up, the next question will be shown. Questions that aren't answered in time will be considered as wrong.
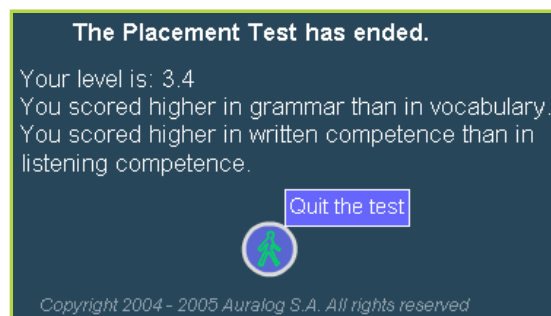

TIP:

Headphones or speakers are required in order to perform the Placement Test. For the exercises with sound please click on the loudspeaker icon before choosing your answer. You can listen twice to every possible answer.

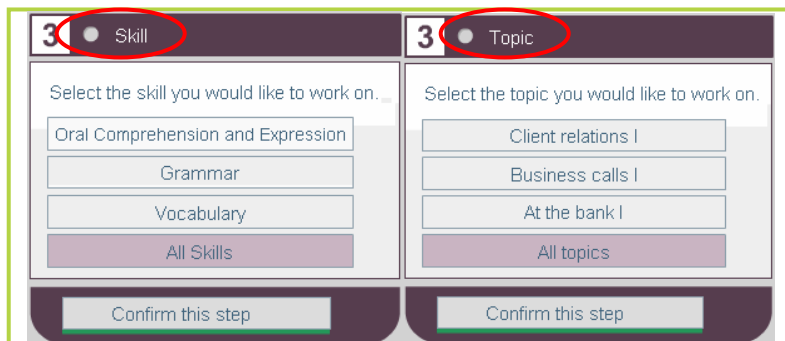## Exiting/Quitting the Placement Test

After you've finished the Placement Test, click on the "green man" (at the bottom) and you'll return to the personal objectives form.

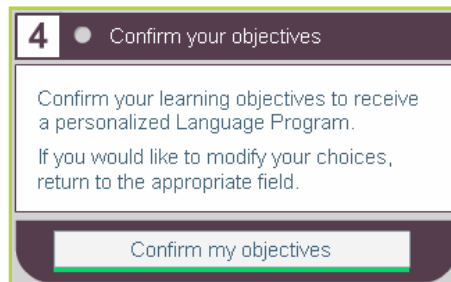In the objectives form confirm the step to continue.

Define your Skills/Topics

Select a **skill** (Everyday language) or a **topic** (Business language) and confirm your choice by clicking on the "Confirm this step" button.

Confirm your objectives:

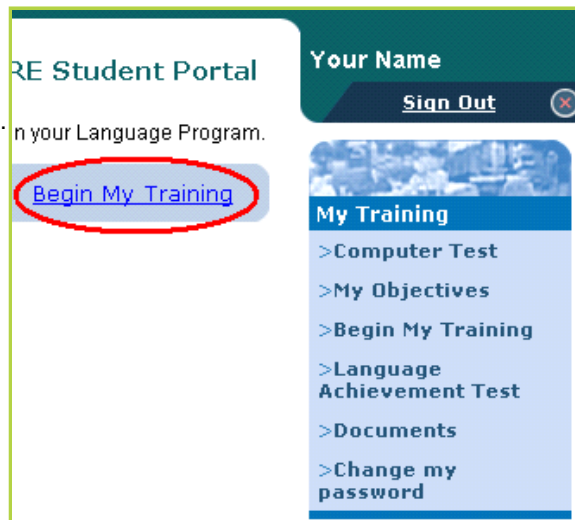Now confirm your objectives by clicking on the button at the bottom and quit the personal objectives form.

Begin Your Training!

After you've defined and confirmed your objectives several new links will appear in your learning portal, one of them is called "**Begin My Training**". Click on that link to run TELL ME MORE.

When you finish a work session please make sure not only to quit the learning program but also to log out of your learning portal by clicking "Sign Out" at the top right of your screen.

Important: The "Language Achievement Test" is to be done only a few days before your training ends. This test takes approx. 90 minutes. It can be performed only once, but it is possible to interrupt the test such as the Placement Test. To interrupt the test you'll have to quit. Click on the link to the Language Achievement Test to continue where you have left the test.
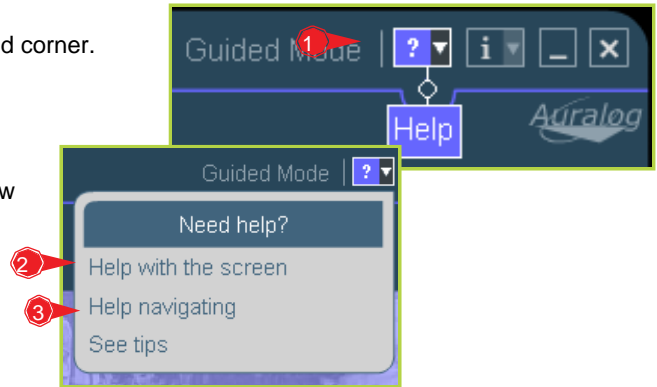
TELL ME MORE Tools

As a patron there are six (6) main tools available for you within the system, they are consistent throughout most of the activities and in the different levels of TELL ME MORE. The tools are there to ensure your success.

The Help Tool:
1. To use Help at any time, click on the question mark in the upper right-hand corner.

2. Help with the screen: explains step-by-step how the screen works and how to navigate through it.

3. Help navigating: explains the function of each of the icons located on the current screen and how they work

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The "find out more about a word" Tool:
One of the most powerful tools, this is available in all of the activities and levels!
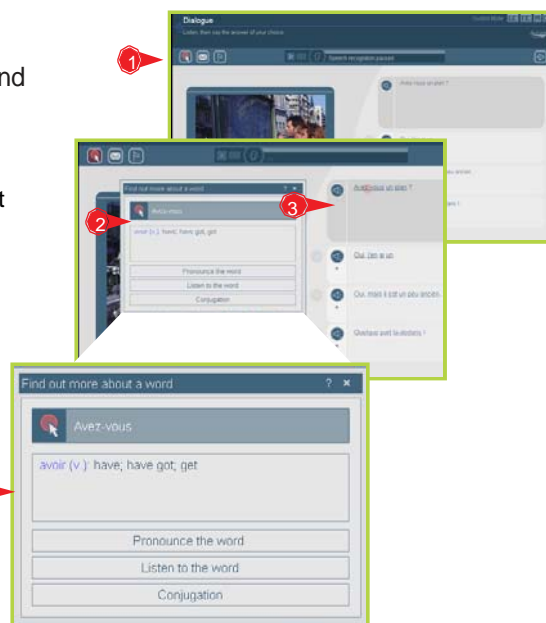
Easy to use!
1. Click on the icon represented by a red circle with an arrow pointing at it

2. The *Find out more about a word* options box is now displayed

3. Any word now underlined is available to select. To select the one that you would like to inquire about simply click on it.

4. The *Find out more about a word* options box presents you with the following options:
   a. Translation of the word in the language of interface
   b. The ability to pronounce the word
   c. The ability to listen to the word
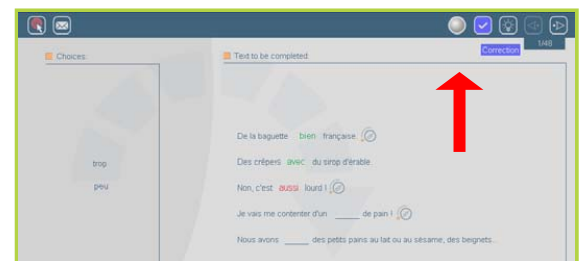   d. If it is a verb, the ability to access the conjugation, note this option is not always activated.

The Translation Tool:

By clicking on the flag you are able to view a translation of what is written on the screen in the chosen interface language.
Please note that sometimes it is only the instructions that are translated, this will depend on the activity you are performing.
To see the desired translation use *Find out more about a word*

The Correction Tool

The correction tool (✔) allows you to identify your mistakes without providing you with the answer and not deducting points. Mistakes are RED and correct responses are GREEN. You can use the correction tool as many times as you'd like. However, if you simply want the answer, you can use the Solution tool.
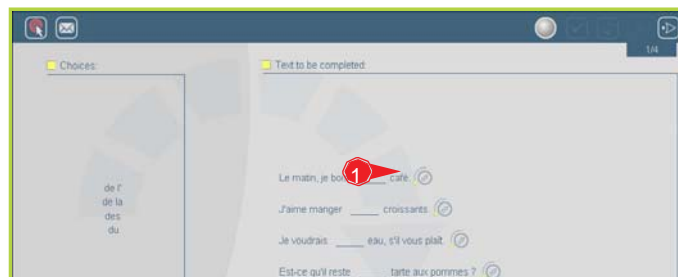
The Solution Tool

This tool allows you to have the solution of the exercise filled in for you. However, you will loose points for the part of the activity that you did not complete. The tool is to be used as the last resource. Remember that all tools are designed to help you learn and master your new language. You are able to go back and redo the exercise from the beginning if you would like.
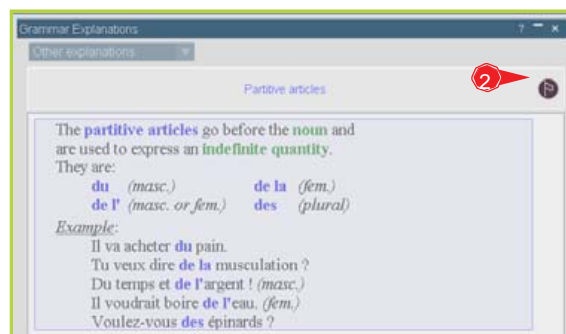

The Grammar Explanation Tool

1. This tool allows you to have a grammar explanation in relation to the activity or sentence you are currently completing. Simply click on the circled explanation after each choice to access the explanation.

2. After clicking on the circled explanation you will then view the grammar explanation of the activity or the sentence. By clicking in the flag, you can have the explanation either in the target language or in the interface language

Enjoy your program!