# Dictate
## User Guide

***Teachers*** easily create and give dictation.
***Students*** take dictation on their handhelds and receive instant feedback.

## Teacher Mode

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Download and install **Dictate** from www.schau.com/s/dictate

**Primary Function?**

? **Who will primarily use this handheld?**

[ Students ] [ Teachers ]

Dictate has two modes: Student and Teacher. Tap **Teacher**.

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**Dictate**

**Group List**

[ New ] [ Sentences ]

When you first start using Dictate, you must enter sentences. Tap **Sentences**.

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**Sentences** ▾ Unfiled

[ New ] [ Groups ]

Tap **New** to enter a new sentence.

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**Sentence** ▾ Unfiled

Enter sentence:
Their answer was better.

[ OK ] [ Cancel ]

Enter a sentence. You may assign the sentence a category. Tap **OK**.

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**Sentences** ▾ Homophones

• I want to put the plant there.
• Their answer was better.
• They're not playing today.

[ New ] [ Groups ]
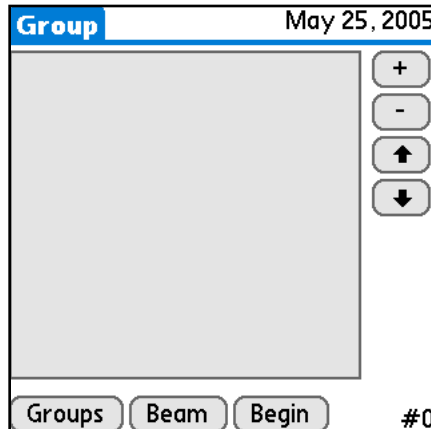
Enter as many sentences as you like. Notice the category in the upper-right corner. Tap **Groups** when you are done entering sentences.

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**Dictate**

**Group List**

**Group**

Enter group name:
May 25, 2005

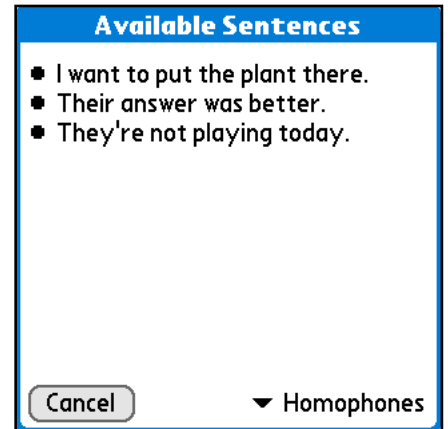[ OK ] [ Cancel ]

Tap **New** and give a name to your group. Tap **OK**.

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**Sentences** are stored in categories and can be shared among Groups.
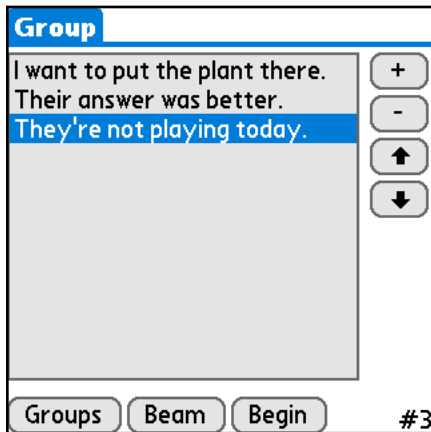**Groups** are the sentences used for a dictation exercise.

**Dictate**

**Group List**

May 25, 2005          0
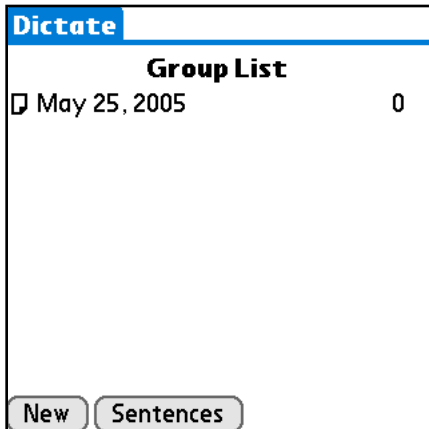
New    Sentences

Your new group now appears in the **Group List**. Tap the name of the group to add available sentences.

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**Group**                    May 25, 2005

+
-
↑
↓

Groups   Beam   Begin          #0

Tap the **+** button to add an available sentence.

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**Available Sentences**

● I want to put the plant there.
● Their answer was better.
● They're not playing today.

Cancel               ▼ Homophones

Tap a sentence to add to the group. Note the sentence category in the bottom-right corner.

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**Group**

I want to put the plant there.
Their answer was better.
They're not playing today.

+
-
↑
↓

Groups   Beam   Begin          #3

Continue adding available sentences by tapping **+**. Change the order of the sentences by tapping a sentence and tapping the **up** or **down** arrows. Remove a sentence from the group by tapping a sentence at then tapping **–**.

After you have finished creating your group, tap **Beam** to send the group to a student handheld. *The receiving handheld must already have **Dictate** installed.*

After beaming to all necessary handhelds, tap **Begin** to start the dictation exercise.

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Tap the icon next to a name in the **Group List** to **Beam** the group to a student or to **Delete** that group.

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### Add More Sentences

Tap the **Groups** button to return to the **Group List**. From there, you can tap **Sentences** to input more sentences. These sentences will be available and can be added to any group.

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### Import & Export Groups of Sentences

Want to import sentences from the **Memos** application? When in the **Sentences** screen select **Import** from the menu. Then choose a **Memos** category to import from and a **Dictate** category to import to. *Note: All sentences from the **Memos** category you select are imported.* In the same way, you can export sentences from **Dictate** to **Memos**.

# Student Mode

Beam the **Dictate** application to the student handheld.

**Primary Function?**

? Who will primarily use this handheld?

[ Students ] [ Teachers ]

Dictate has two modes: Student and Teacher. Tap **Student**.

**Dictate**

**Group List**

■ May 25, 2005

After receiving a beamed Group from a handheld in Teacher mode, the Group will appear in the **Group List**. Tap the title of the Group to begin a dictation exercise.

**Dictation**                    Sentence #1

Group: **May 25, 2005**

Enter sentence:

I want to put the plant there.

[ Submit ]

Wait for the teacher to say Sentence #1 aloud. Enter the sentence. Tap **Submit**.

**Please wait ...**

The dictation is over.
Please wait for your teacher to tell you to view your score.

[ View Score ]

After submitting the last sentence, tap **View Score**.

**Score**

May 25, 2005

You scored:

**66%**

(2 out of 3)

[ View Answers ] [ Groups ] [ Save ]

To review each sentence, tap **View Answers**. To return to the Group List, tap **Groups**. To save your score and to export a report to **Memos**, tap **Save**.

**Score**

May 25, 2005

**Save Score**

Your name:
Tony Vincent

☑ Export to Memo Pad as well
Category: ▼ Unfiled

[ Save ] [ Cancel ]

Check the box to export to **Memos**. You can then print the memo or beam the memo to your teacher.

## Stopping the Dictation

To end a dictation exercise without completing all sentences, tap the menu and choose **Abort** from the **Actions** menu.

■ Tap the icon next to a name in the **Group List** to **Beam** the group to another student or to **Delete** that group.

## Change Modes

You can switch between **Student** and **Teacher** modes using the **Actions** menu on the **Group List** screen.

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