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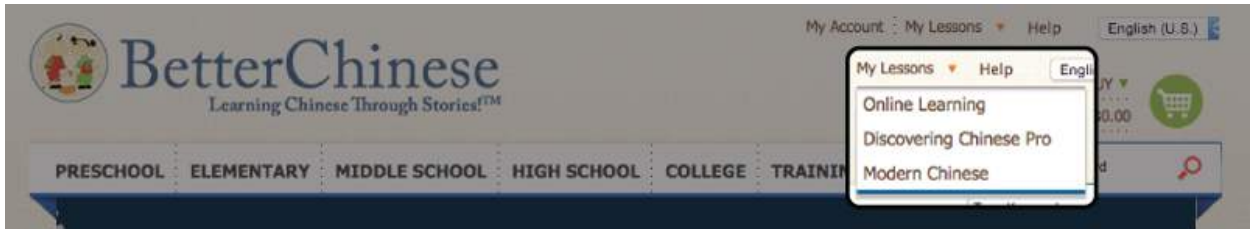
1. Log-in
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Class Management Tools

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1. LOG-IN

To access your account, simply go to our website www.BetterChinese.com. The new log-in area has moved to the TOP RIGHT corner. Click on the “My Lessons” drop-down menu and select “Online Learning” 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.

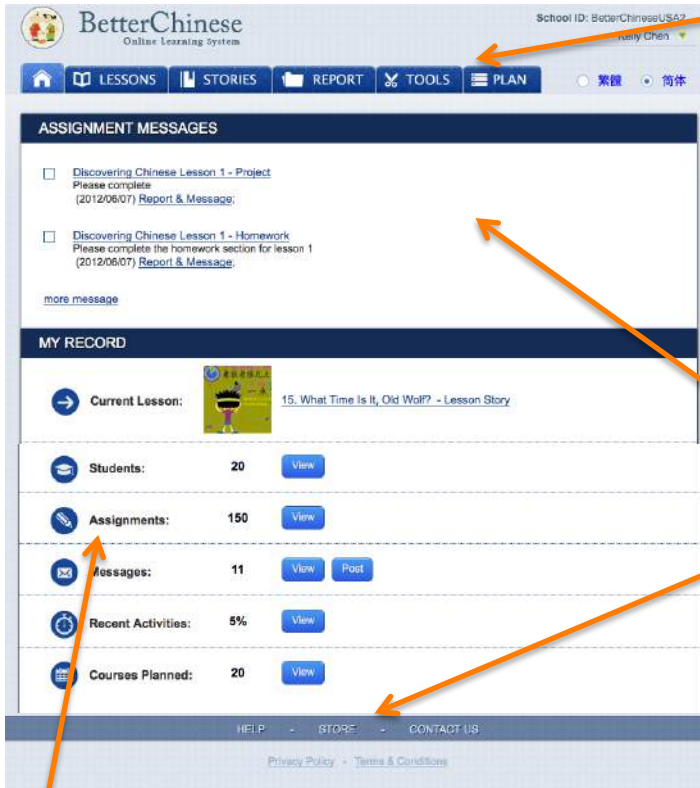
se.com/Home.aspx



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:** Discovering Chinese Curriculum
- **Report:** Homework report card
- **Tools:** Voice recorder, writing pad, and composition
- **Plan:** Online lesson planner*

ASSIGNMENT MESSAGES

This message board will display your assignments and message to students

FOOTER

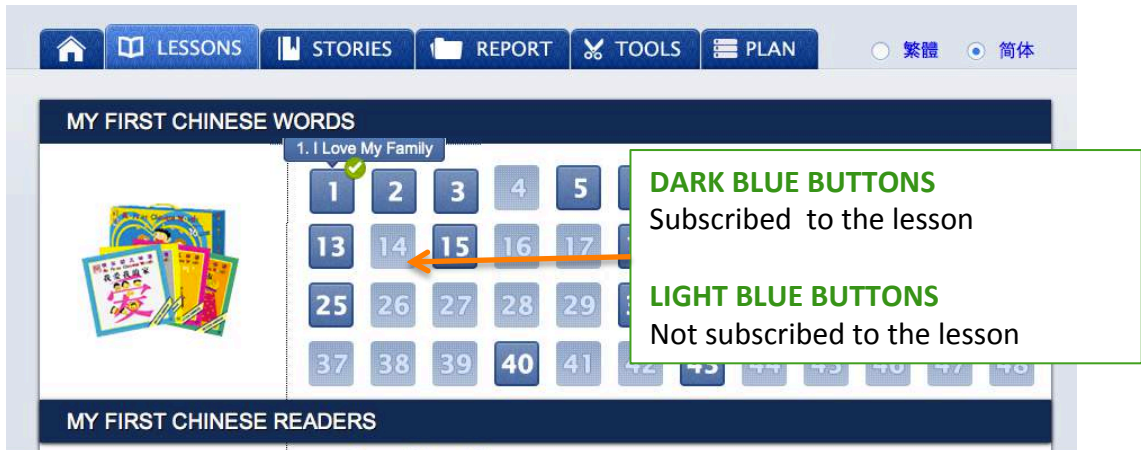
- **Help:** FAQs and information on how to contact customer support
- **Store:** Access the Better Chinese webstore
- **Contact Us:** Provide feedback or email customer support with your questions.

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 42 43 44 45 46 47 48

DARK BLUE BUTTONS
Subscribed to the lesson

LIGHT BLUE BUTTONS
Not subscribed to the lesson

MY FIRST CHINESE READERS



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

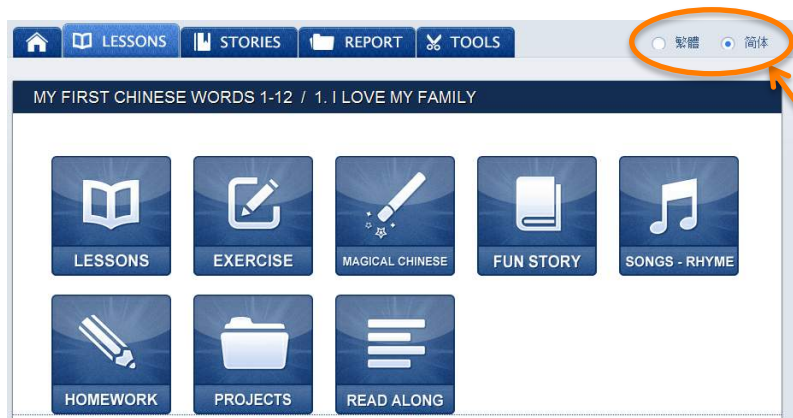


The star represents a score above 75% on the homework section.

Individual Lesson Components

Each lesson contains a variety of components.

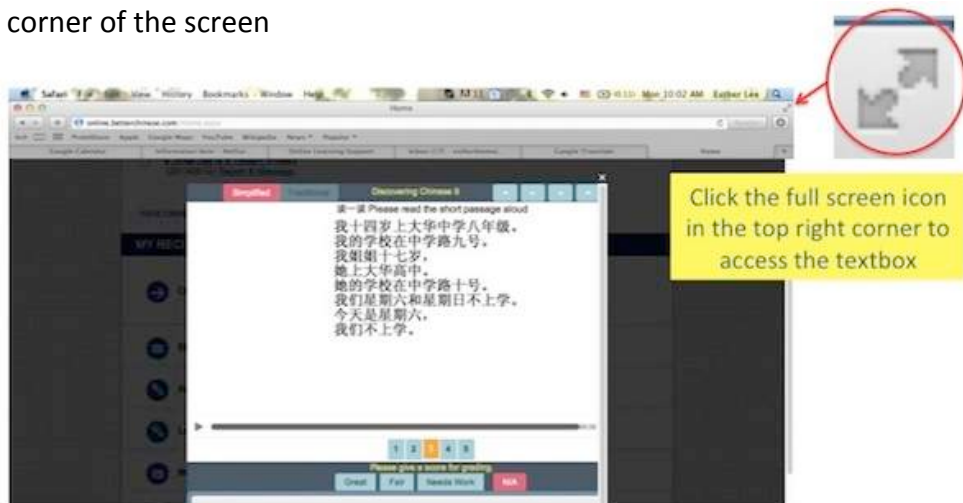
- **Lessons:** Animation of the lesson text
- **Exercise:** Each My First Chinese Words lesson includes 3 exercises
- **Magical Chinese:** Animations that depict how Chinese characters evolved from pictographs
- **Fun Story:** A story related to the lesson
- **Songs/Rhymes:** Only for the younger series.
- **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.



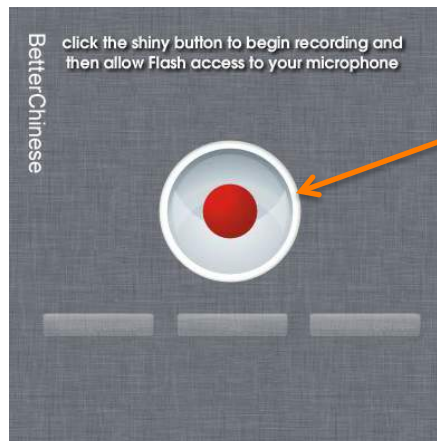
Voice Recorder

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

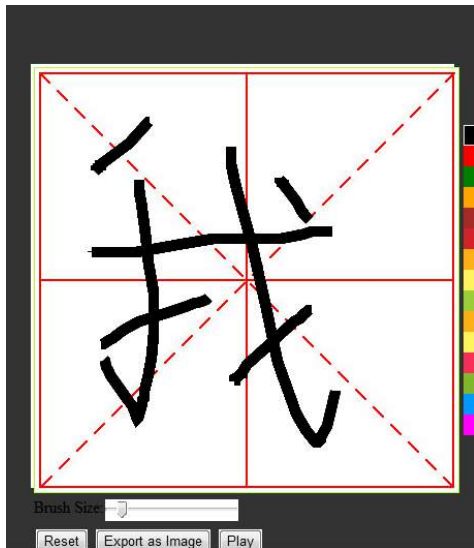


SAVE RECORDING

- 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**

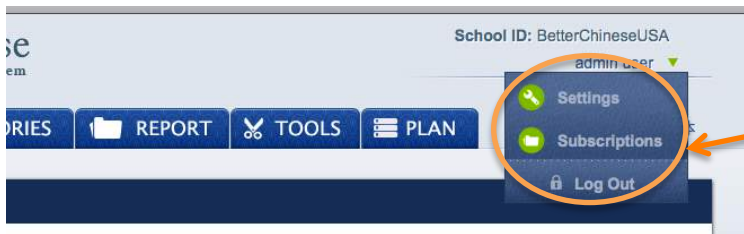
Practice typing in Chinese with pinyin with the composition tool. Choose which Chinese keyboards you would like to use in the "Settings" area of your computer.

**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)

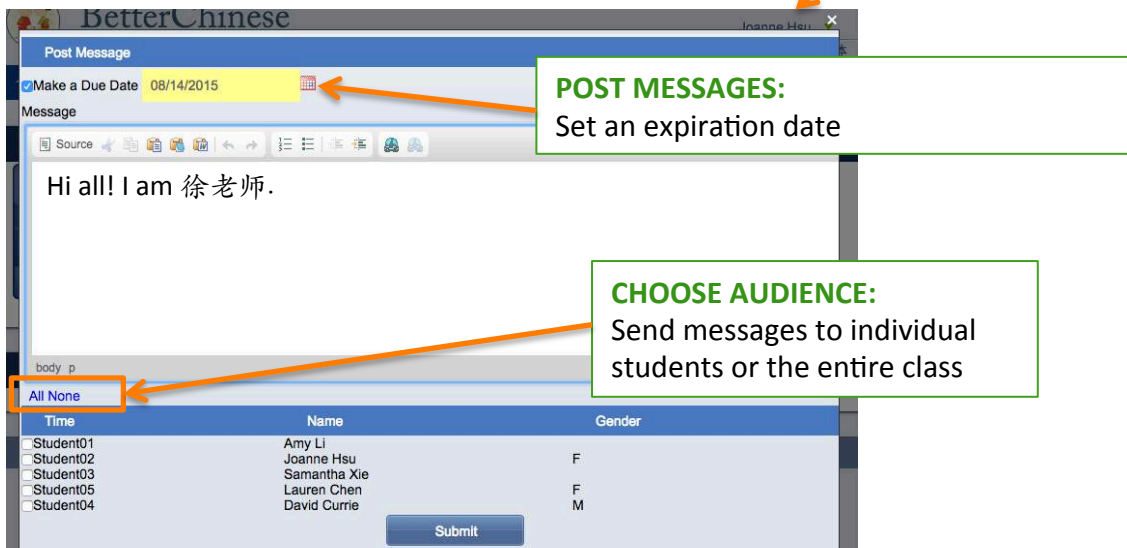
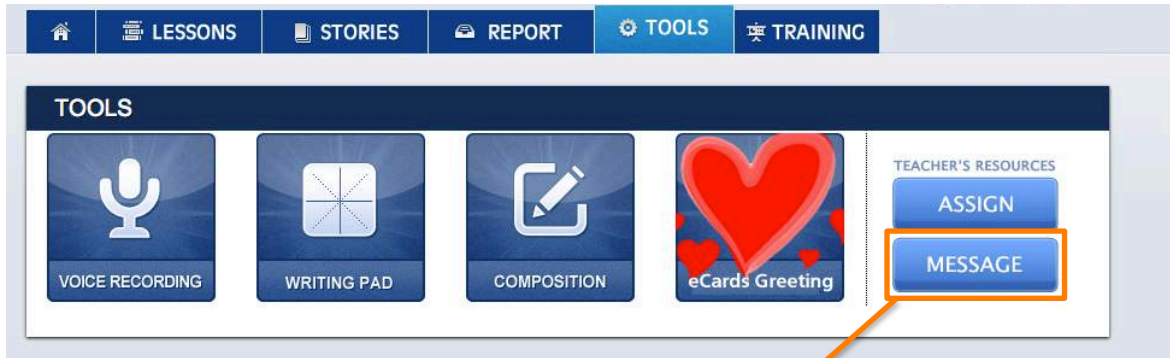


TRY OR BUY

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. You can find the message history in Report tab.



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. Go to the Lessons tab and click on the Assign button on the right.



The screenshot displays the 'LESSONS' tab in the online learning system. The navigation bar includes 'LESSONS', 'STORIES', 'REPORT', 'TOOLS', and 'TRAINING'. The main content area is titled 'DISCOVERING CHINESE VOLUME 1 / 1. HELLO!' and features several assignment options represented by icons and Chinese labels: '课文动画' (Lesson Animation), '趣味汉字' (Fun Chinese Characters), '趣味故事' (Fun Stories), '趣味故事' (Fun Stories), '作业' (Homework), '专案' (Special Case), '播客' (Podcast), and '听力测试' (Listening Test). On the right side, there is a 'TEACHER RESOURCES' section with 'ASSIGN' and 'MESSAGE' buttons. A green box with the text 'CLICK HERE TO START' and an orange arrow points to the 'ASSIGN' button.

- a. **Assign a Task.** The available tasks for assignment would be shown in the dropdown menu. Select the task and click “Submit” 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.

NEW ASSIGNMENT
1. HELLO!

Lesson Story by Simplified Chinese Make a Due Date 08/14/2015

Lesson Story
Magical Chinese
Fun Story 01
Fun Story 02
Homework
Project

ASSIGN A TASK

- Choose a lesson component from the dropdown menu
- Select a due date
- Compose a message for students

SELECT ALL NONE

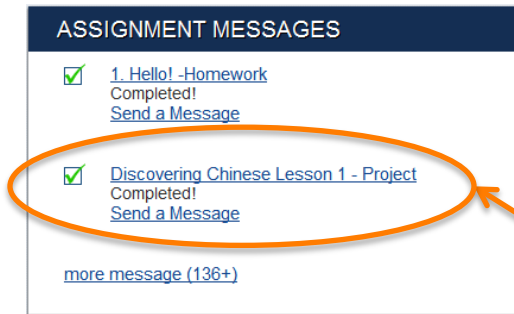
Time	Gender
<input type="checkbox"/> Student01	
<input checked="" type="checkbox"/> Student02	F
<input type="checkbox"/> Student03	
<input checked="" type="checkbox"/> Student05	F
<input type="checkbox"/> Student04	David Currie M

CHOOSE AUDIENCE
Select “All” or individual students to receive the assignment.

Submit

- 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.

**ACCESS ASSIGNMENTS:**

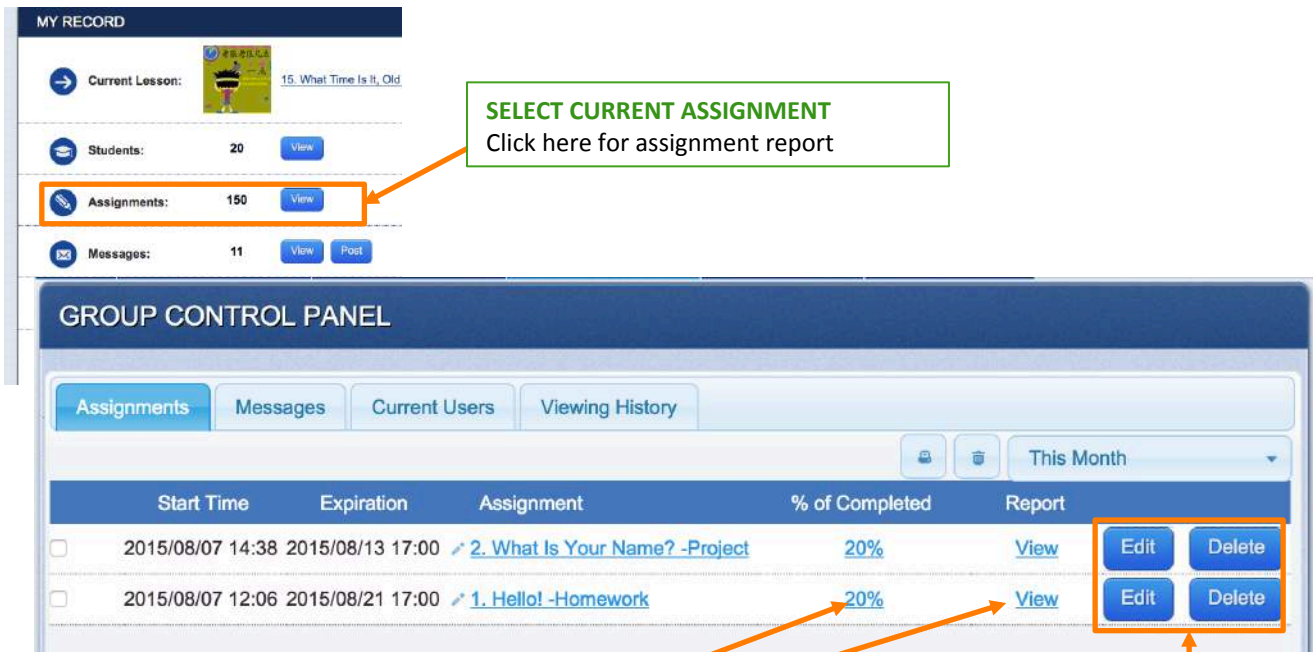
- Your teacher may assign lesson modules, lesson projects, lesson homework, voice recorder, writing pad, and future application updates
- **Note:** You must click on the assignment link on your message board in order for your answers to be sent to your teacher.

- 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.
- 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.”



SELECT CURRENT ASSIGNMENT
Click here for assignment report

ASSIGNMENT REPORT

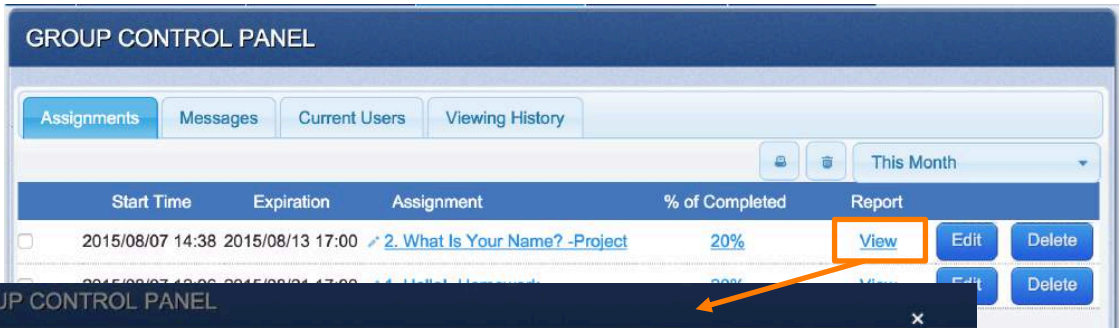
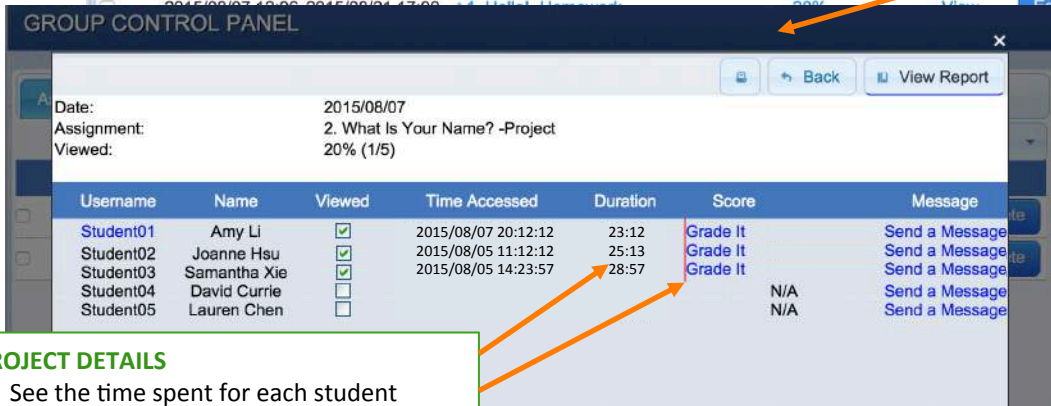
- Click on the % to see the completion
- Click on View to see the detail report and scores

EDIT ASSIGNMENT
Click to edit/delete an assignment

Start Time	Expiration	Assignment	% of Completed	Report
2015/08/07 14:38	2015/08/13 17:00	2. What Is Your Name? -Project	20%	View Edit Delete
2015/08/07 12:06	2015/08/21 17:00	1. Hello! -Homework	20%	View Edit Delete

- 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. Edit and Delete Assignment:** You click Edit to change the due date of a task or to change the message you left for the students. To delete the assignment, click on delete.

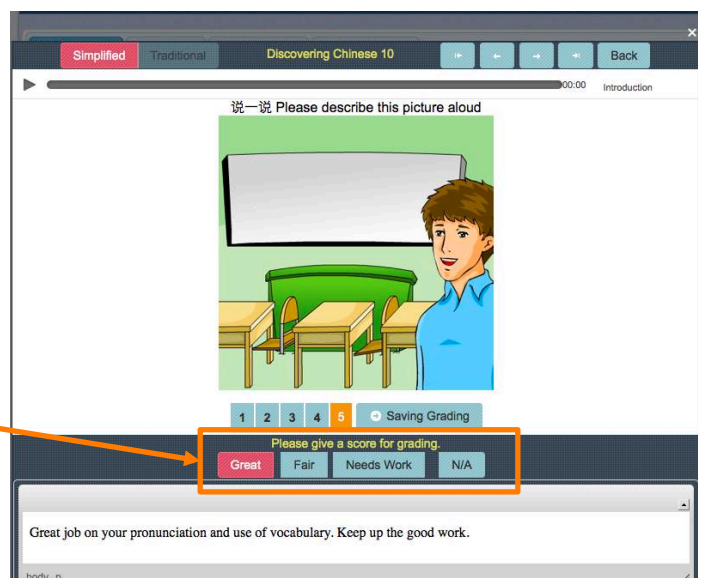
- c. **Grading Assignments:** *Homework* modules are automatically graded by our system. For projects and our tools section (*Composition and Voice Recorder*), click on view report to grade student.

Username	Name	Viewed	Time Accessed	Duration	Score	Message
Student01	Amy Li	<input checked="" type="checkbox"/>	2015/08/07 20:12:12	23:12	Grade It	Send a Message
Student02	Joanne Hsu	<input checked="" type="checkbox"/>	2015/08/05 11:12:12	25:13	Grade It	Send a Message
Student03	Samantha Xie	<input checked="" type="checkbox"/>	2015/08/05 14:23:57	28:57	Grade It	Send a Message
Student04	David Currie	<input type="checkbox"/>			N/A	Send a Message
Student05	Lauren Chen	<input type="checkbox"/>			N/A	Send a Message

PROJECT DETAILS

- See the time spent for each student
- Grade the project



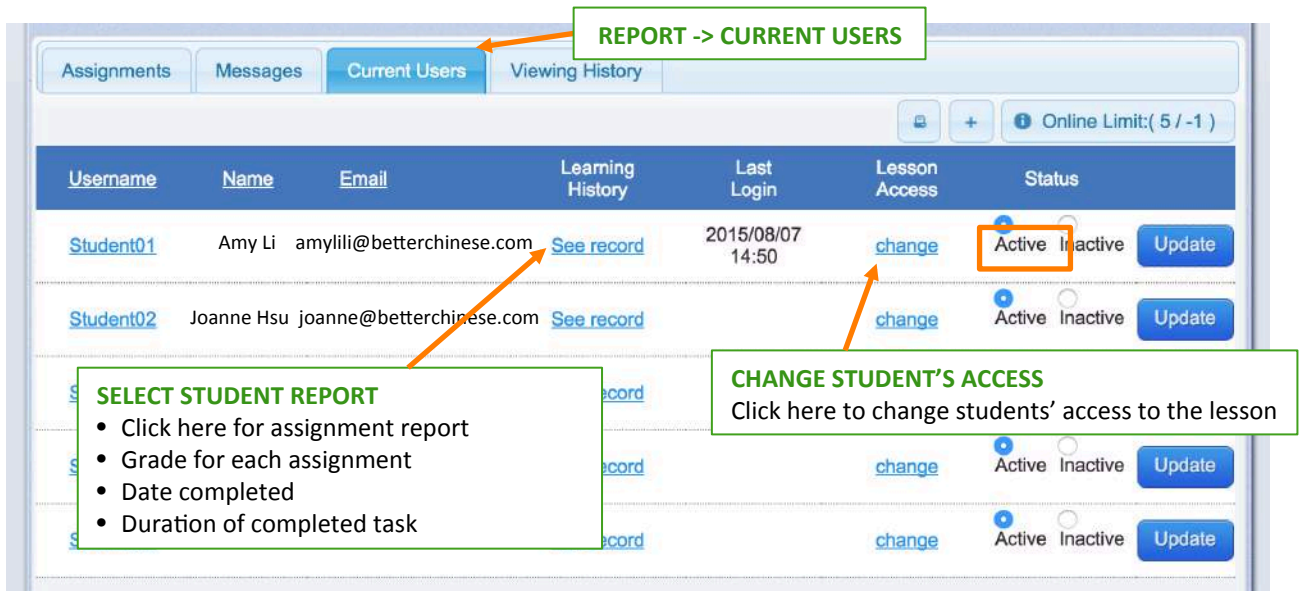
GRADE PROJECTS

- 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:



REPORT -> CURRENT USERS

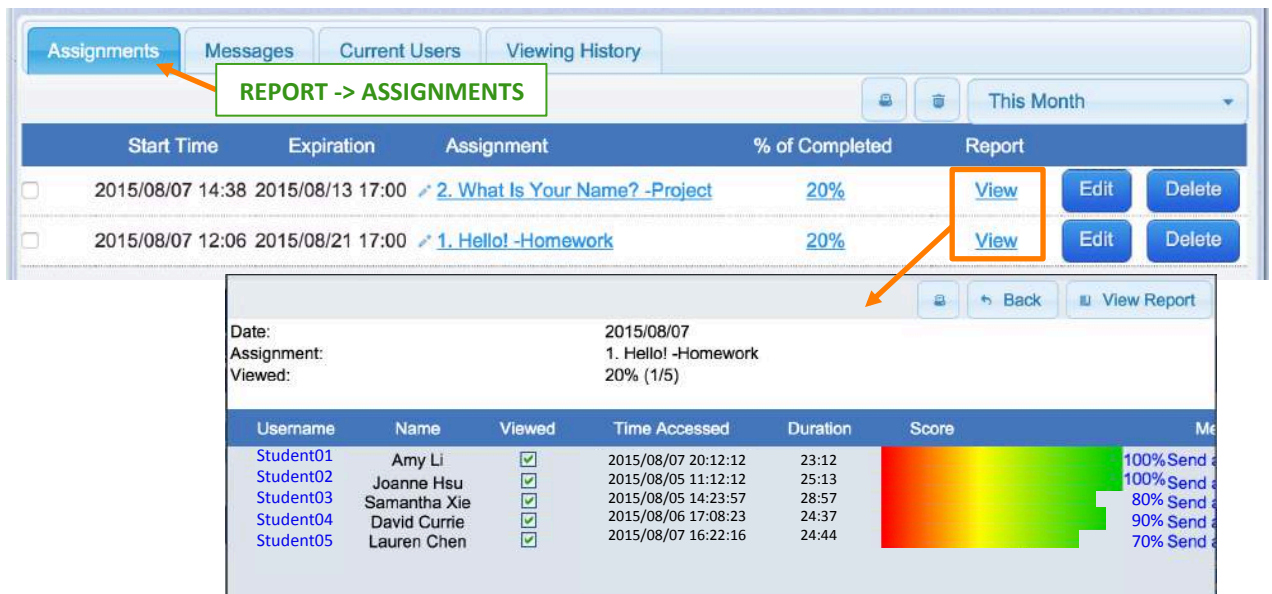
Username	Name	Email	Learning History	Last Login	Lesson Access	Status
Student01	Amy Li	amylili@betterchinese.com	See record	2015/08/07 14:50	change	<input checked="" type="radio"/> Active <input type="radio"/> Inactive Update
Student02	Joanne Hsu	joanne@betterchinese.com	See record		change	<input checked="" type="radio"/> Active <input type="radio"/> Inactive Update

SELECT STUDENT REPORT

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

CHANGE STUDENT'S ACCESS
Click here to change students' access to the lesson

b. Classroom Progress:



REPORT -> ASSIGNMENTS

Start Time	Expiration	Assignment	% of Completed	Report
2015/08/07 14:38	2015/08/13 17:00	2. What Is Your Name? -Project	20%	<input type="checkbox"/> View Edit Delete
2015/08/07 12:06	2015/08/21 17:00	1. Hello! -Homework	20%	<input type="checkbox"/> View Edit Delete

View Report

Date: 2015/08/07
 Assignment: 1. Hello! -Homework
 Viewed: 20% (1/5)

Username	Name	Viewed	Time Accessed	Duration	Score	Me
Student01	Amy Li	<input checked="" type="checkbox"/>	2015/08/07 20:12:12	23:12		100% Send
Student02	Joanne Hsu	<input checked="" type="checkbox"/>	2015/08/05 11:12:12	25:13		100% Send
Student03	Samantha Xie	<input checked="" type="checkbox"/>	2015/08/05 14:23:57	28:57		80% Send
Student04	David Currie	<input checked="" type="checkbox"/>	2015/08/06 17:08:23	24:37		90% Send
Student05	Lauren Chen	<input checked="" type="checkbox"/>	2015/08/07 16:22:16	24:44		70% Send