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Please contact your account manager for your log-in information.

Login Name:

Password:

School ID: (only if Group License was purchased)

Note: If your school did not purchase a Group License, sign in as a Personal Account

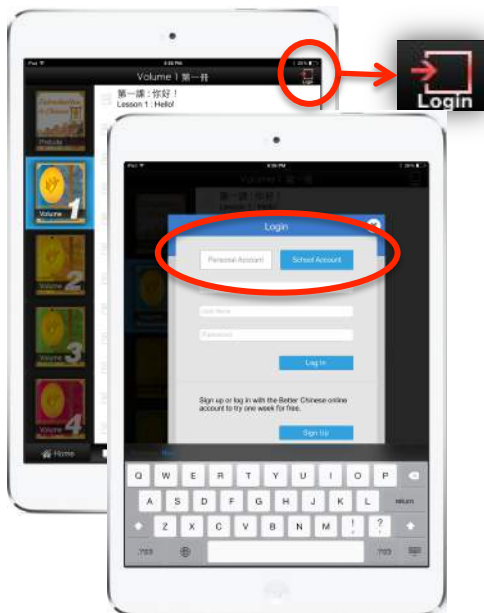
1. ACCESSING THE DISCOVERING CHINESE PRO

For iPad users, go to the App Store, type in “Discovering Chinese Pro in the search box, and download the app. For computer users, simply go to appweb.betterchinese.com through your browser. We recommend using Google Chrome for the best result.



Logging In

To log in to an administrator’s account, click on the login icon located on the top right corner of the Books Index on your iPad. Be sure to click on “School Account” to login. Contact your account manager for your Username, Password and Class ID to log in. If your school did not purchase a Group License, you will not have access to the administrative functions.



2. TABLE OF CONTENTS

You will see a prelude plus 4 volumes after log in. For iPad users, the first lesson of each volume is free. Please login with your Discovering Chinese Pro account information or register for a Discovering Chinese Pro account and get access to all the lessons for free for 7 days.



3. SETTINGS

Before entering the first lesson, you can configure the app to suit your teaching environment through your account settings.



4. SETTINGS

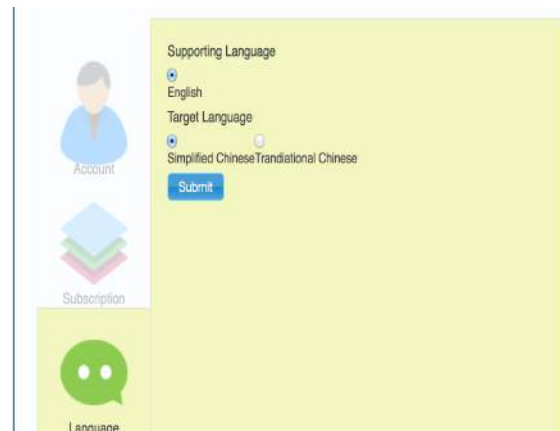
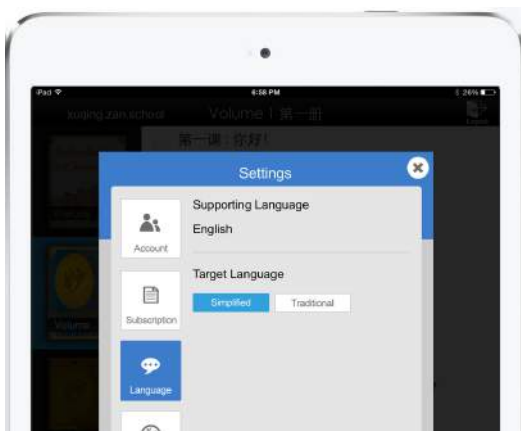
4a. ACCOUNT SETUP

Click on “Account” button to change your profile information and change passwords



4b. LANGUAGE SETUP

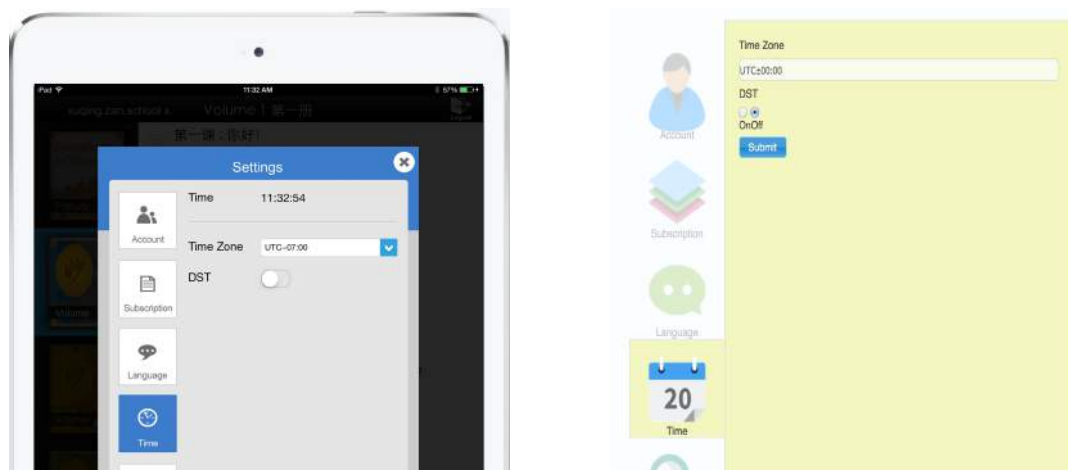
Click on the “Language” button and select “Simplified” or “Traditional” and click Submit. All of the characters throughout the app, will switch according to your selection.



4. SETTINGS

4c. TIME ZONE SETUP

Set the time zone. Be sure to have your students set their time zone to your to synchronize due dates.



Set the time zone along with your students to synchronize due dates.

- Eastern Standard Time is UTC – 05:00
- Central Standard Time is UTC – 06:00
- Pacific Standard Time is UTC – 07:00

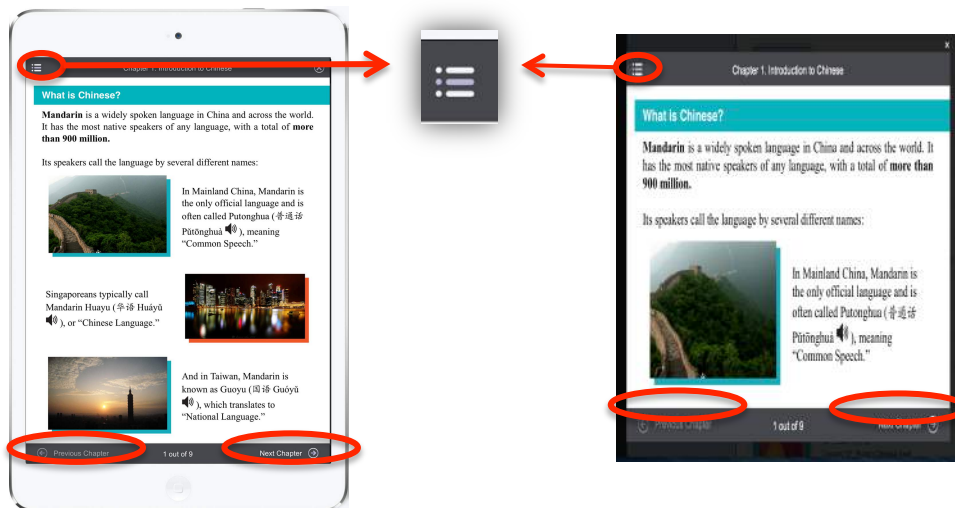
DST is daylight saving time.

4. PRELUDE

Once you've finished with login and setup, you are ready to experience the charm of the Chinese language. Before exploring the lessons, take a moment to explore the “prelude” section. Prelude is a jumpstart to the Chinese language, with nine short introductions regarding Pinyin and pronunciation, tones, punctuation and grammar, and helpful guides to the structure of Discovering Chinese Pro.



Click the list button to go over and get access to all sections in Prelude. You can also click “Previous Chapter” and “Next Chapter” locating on the left lower hand and right lower hand to switch between chapters.



5. EXPLORING A LESSON

Click on a lesson to start your study. Each lesson is divided into 6 different sections: Lesson, Language Notes, Culture Points, Practice, Homework and I Can Do.

The menu bar is located on the top to provide easy navigation throughout the lesson.



5a. LESSON INTRODUCTION




Each lesson is presented in 4 sub-sections: Goals, Animation, Illustration and Lesson Text. These different sections help the teacher to connect with students with varying learning styles.

Goals

This is a list of the lesson objectives aligned with ACTFL standards, and is connected with the “I Can” section at the end of the lesson.




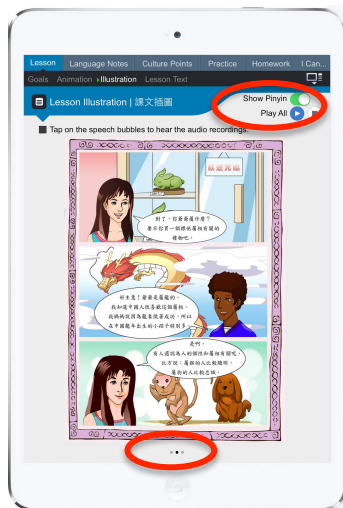
Animation

Each lesson has an animation that provides the students with a quick multimedia overview of each lesson. You can easily play , pause , and expand the video to full screen .



Illustration

Each lesson has a comic-book style illustration. Click on any speech bubble to hear the pronunciation of the sentence. Have the students challenge themselves by removing all the pinyin by sliding the pinyin switch to "OFF". Look for the dots  located either at the top or the bottom of the illustration to see if there are more pages.



Lesson Text

Use the sliders in the top right corner to control whether the Pinyin or English translation are displayed.

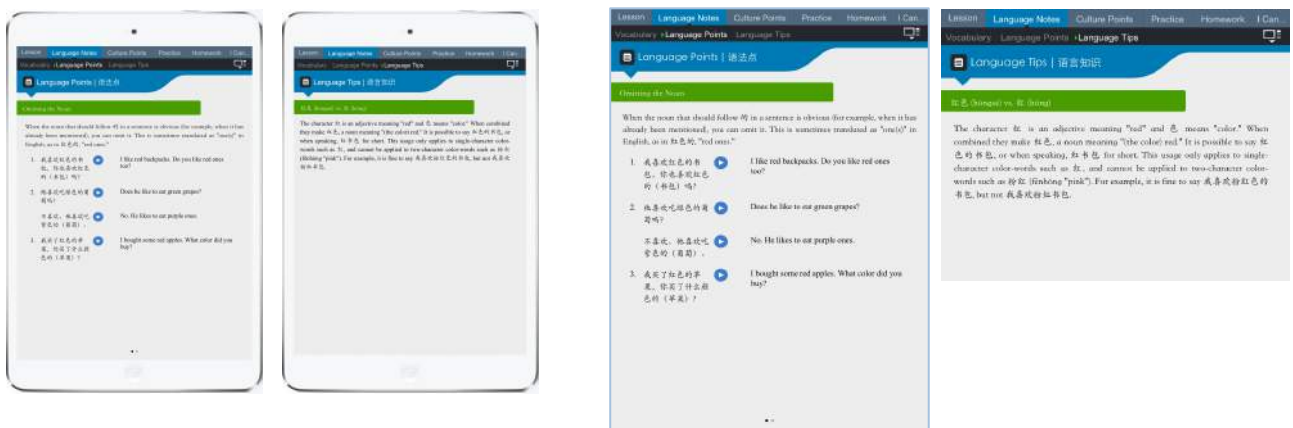


5b. LANGUAGE NOTES

The language notes section consists of the lesson vocabulary, language points, and language tips. Each lesson has up to 4 pages of vocabulary covering Lesson Vocabulary, Required Vocabulary, Proper Nouns, and Optional Vocabulary. This will be noted by the number of dots at the bottom of the page. Swipe and advance to the next page.



After the vocabulary section, go to language points section and language tips section. Each lesson covers 3-5 grammar points related to the sentence structures introduced in the lesson text. Each lesson has 2-3 language tips discussing certain nuances related to the Chinese language.

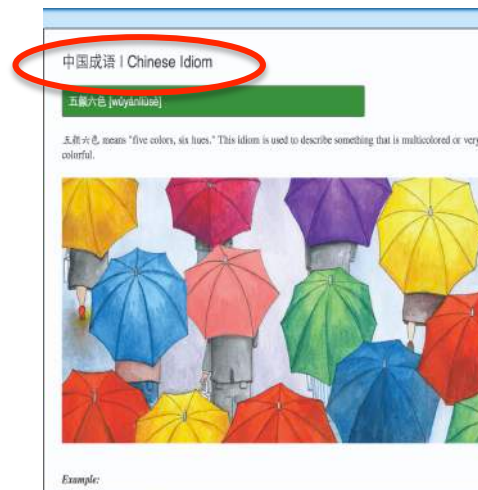


5c. CULTURAL POINTS

The cultural points section exposes students to the rich heritage of the Chinese culture and the Chinese language. The first section is called Discovering China, which focuses on various topics related to the lesson.



Each Cultural Points section also presents a Chinese idiom 成语 found in the Chinese language, such as 五颜六色.



5d. PRACTICE

The practice section includes 7 sections to develop each student's reading, writing, speaking, listening, typing and pinyin skills.

Pinyin

There are three practices for Pinyin and Pronunciation: Pinyin Pronunciation, Pinyin Identification and Pinyin Dictation. Click on the forward arrows to advance to the next practice on your computer.



Practice listening and imitating the pronunciation by pressing the play button.

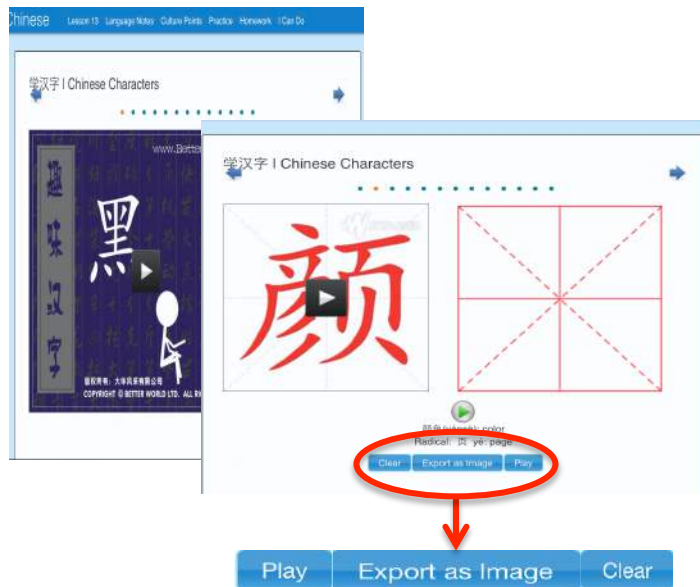
Click the "Check" button and self-correct your answer in both Pinyin Identification session and Pinyin Dictation session.





Click on the text box to bring up the keyboard. Select the pinyin keyboard and start typing.

Note: Use the numbers 1-4 to note whether a word uses first, second, third or fourth tone. For example, ma3 for 馬.

Characters

- Click one of the boxes on the left-hand scrolling panel to activate the animations. Be sure to scroll up and down the panel to see all the characters for that lesson.
- Magical Chinese Characters: These are short animations of how Chinese characters like hei 黑 evolved from pictographs.
- Character Writing: Try writing the character in the writing pad following the animation, and then press the “play” button to see if your stroke order is correct.

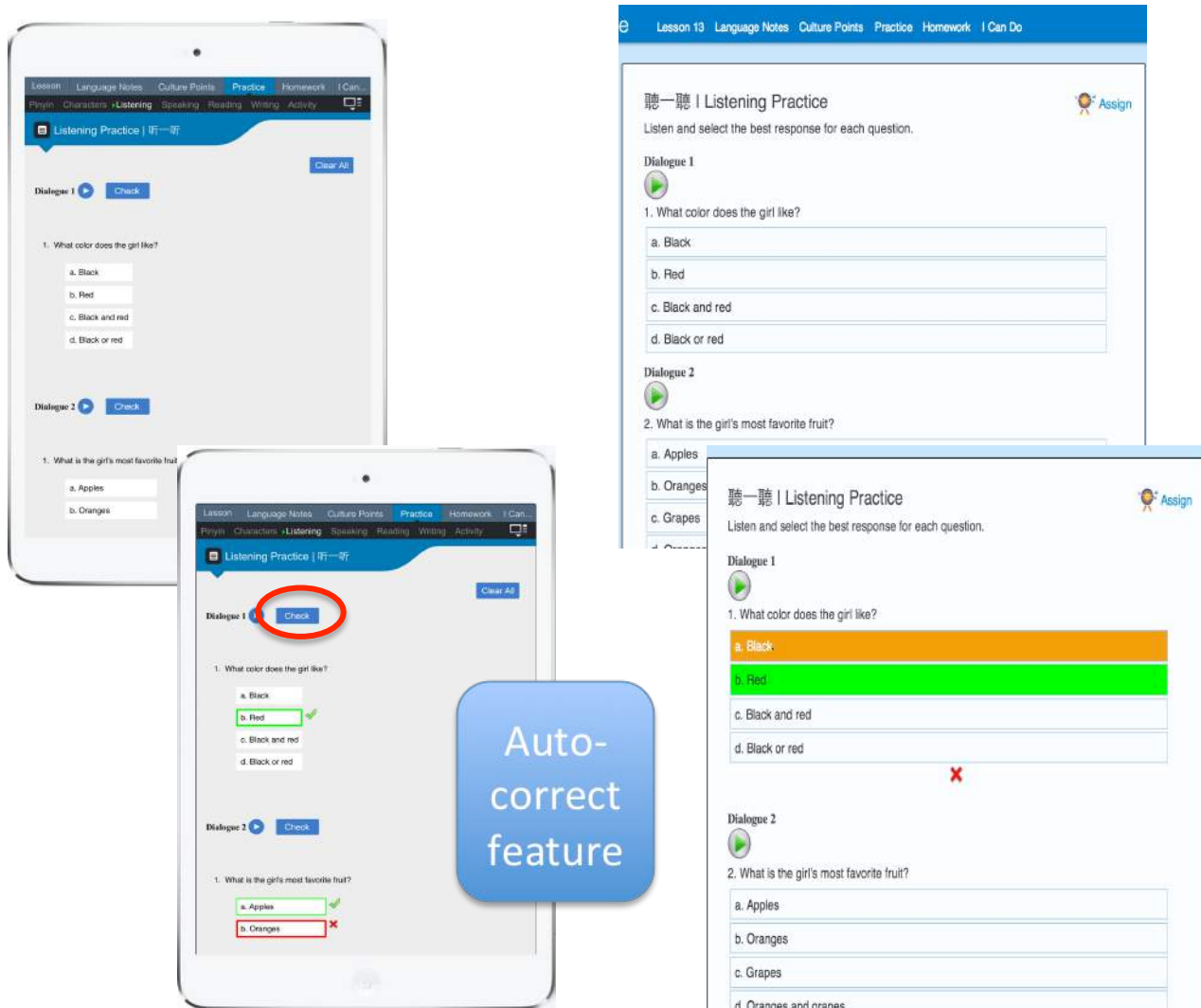


Find the play button on your iPad  or your computer  to play the stroke order.
To save the image to your device, click  on your iPad or “Export as Image” on your computer.
To erase the image on the writing pad, click  on your iPad or “Clear” on your computer.

Listening

For iPad users, click on the play button to listen to the audio and choose an answer. Your students can then click the “Check All” button and use the auto-correct feature.

For web users, there is no check button and once choose the answer the system would auto-correct it.





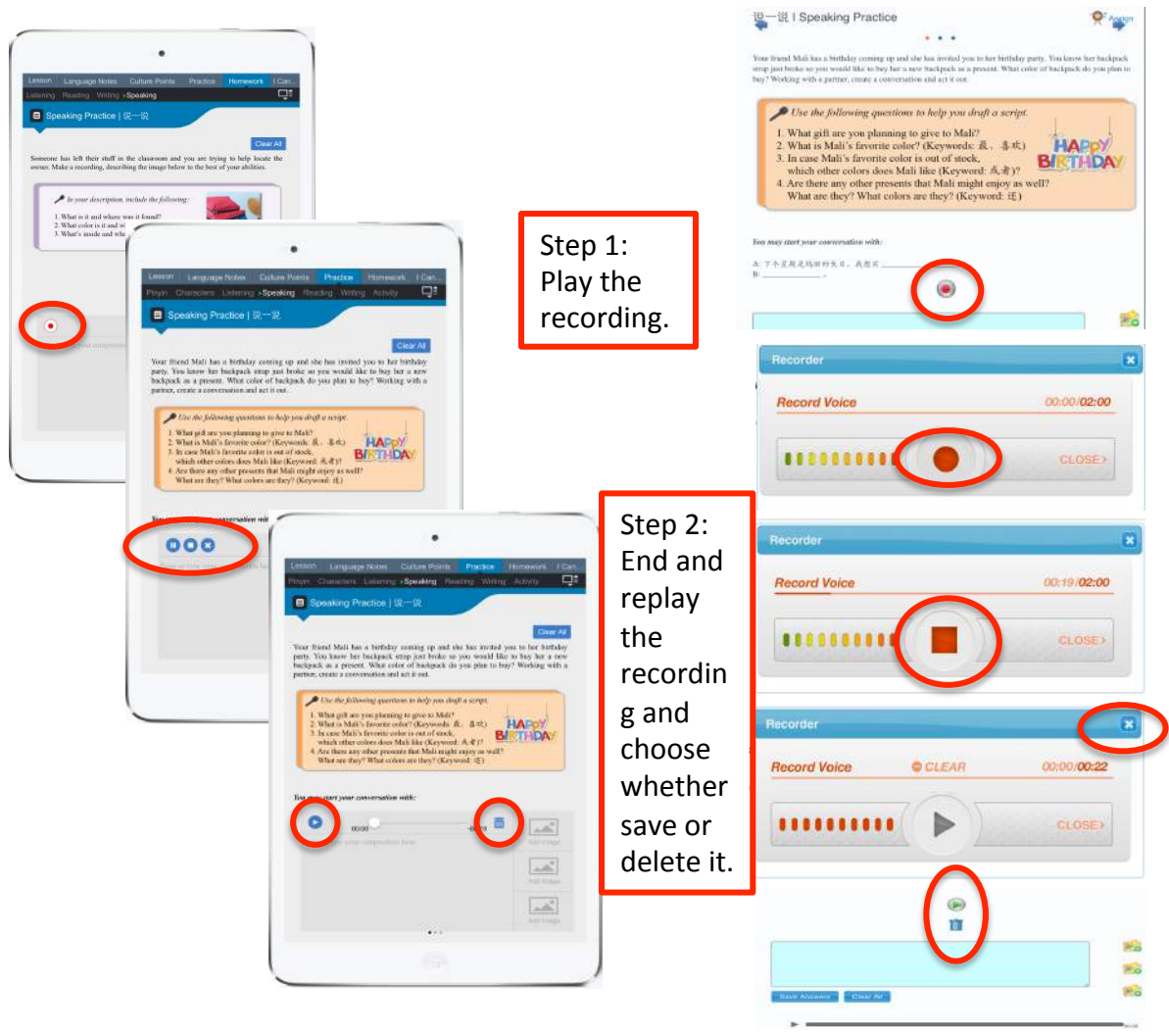
The image displays three screenshots of the 'Listening Practice' interface. The top-left screenshot shows the iPad version with a 'Check All' button. The bottom-left screenshot shows the iPad version with a red circle around the 'Check' button. The right-side screenshots show the web browser version. A blue callout box with the text 'Auto-correct feature' is positioned over the bottom-left screenshot. The right-side screenshots show the interface after a user has selected an answer, with the correct answer highlighted in green and the incorrect answer highlighted in red with a red 'X' mark.

Speaking

Each lesson has 2-4 practice exercises for speaking. Be sure to remind your students to scroll up and down to make sure they see the complete question.

1. Hit the play button to start the recording. (5 minute recording time)
2. The stop button ends the recording for the user to playback the recording and choose whether to save or delete.
3. The delete button removes the current recording and allows the user to start again.

Note: For iPad users,  the pause button pauses your recording. Press the  to continue your recording. However, web don't have such function of pausing and continuing recording.



Reading (读一读)

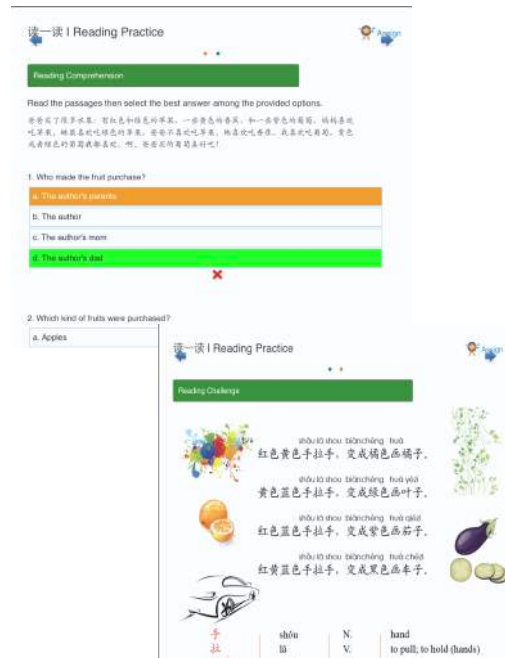
Each reading section has 2 types of practices.

Reading comprehension with multiple choice answers and auto-check function.

Reading Challenge section incorporates vocabulary from current and previous lessons as well as some new vocabularies, which enables differentiated teaching and learning.



Auto-correct

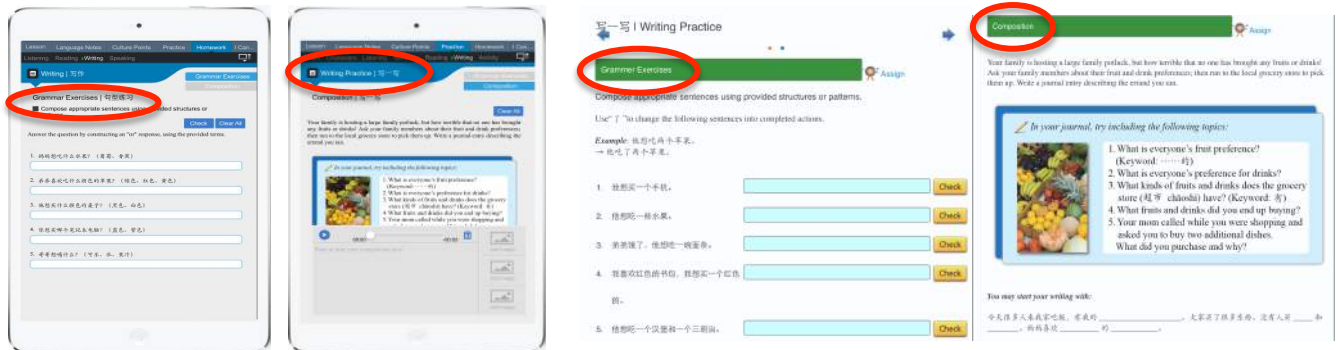


Writing

The writing section allows the students to practice writing focused on two specific areas.

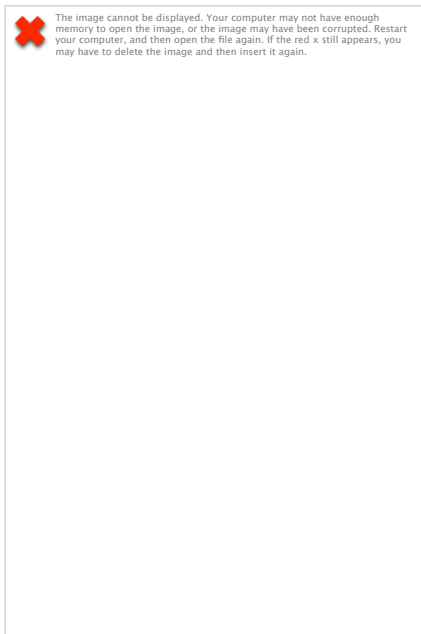
1. Grammar: There is an auto-correct feature that allows students to self-check their work
2. Composition: These questions allow students to write compositions with image illustrations.

In both areas, just click on the textbox to bring up the keyboard. Remember to click on the globe to switch language inputs.



Group Activity


Divide up the students and tie it all together with a group activity. Encourage the students to use the camera features on the iPad as well. For example, in the exercise on the right, the students can take photos of themselves and attach them to their homework submission by clicking on the image buttons on the right.



Lesson 13 Language Notes Culture Points Practice Homework I Can Do

小组活动 | Group Activity

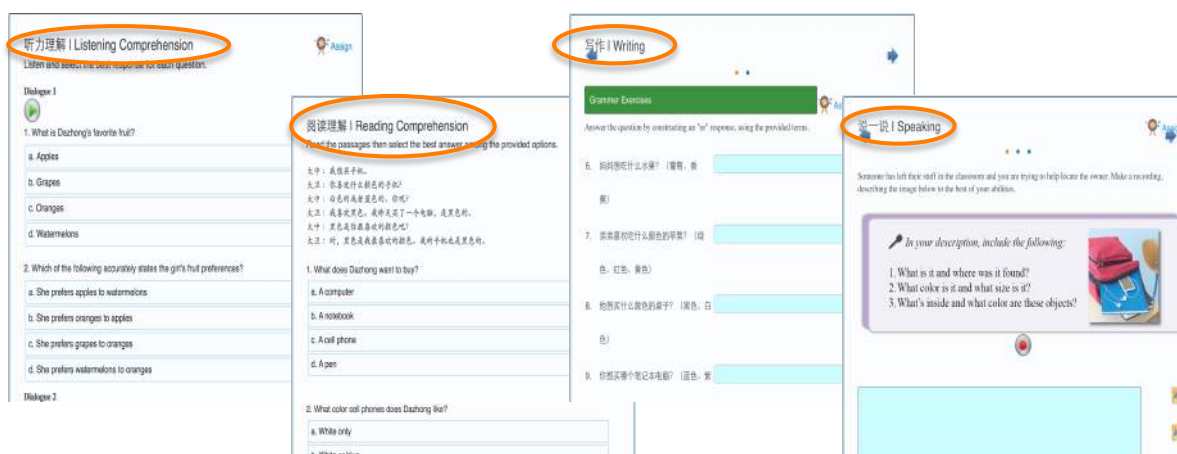
You and your classmate are preparing a new classroom for 20 incoming students in your community's Chinese immersion school. In groups of 3 or 4, have each person come up with at least two different items to include in the classroom (e.g., classroom supplies, furniture, etc.). Decide on the theme color of the classroom and present it with the help of a drawing app. Then write a report describing your classroom to accompany the illustration for a presentation.



1. What is the theme color of the classroom and why?
2. What furniture would you include? How many of each item and what colors would you choose?
3. Which school supplies would the students need and how many of each?
4. Where would all the items be placed?
(Keywords: 上、下、前、后)

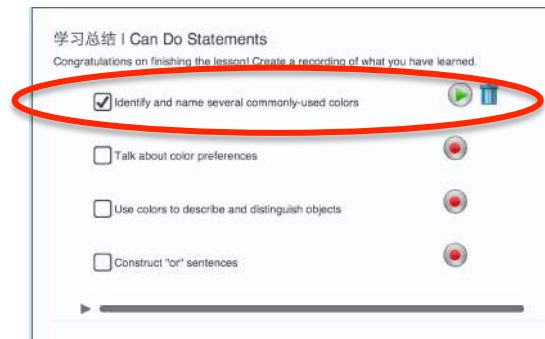
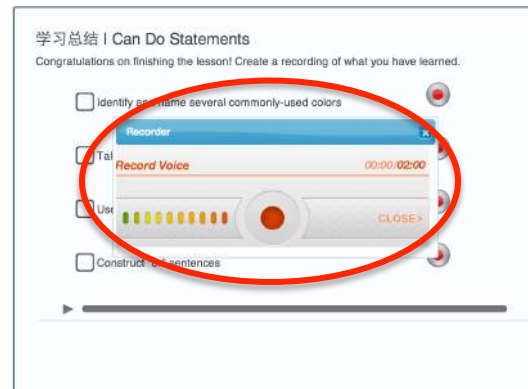
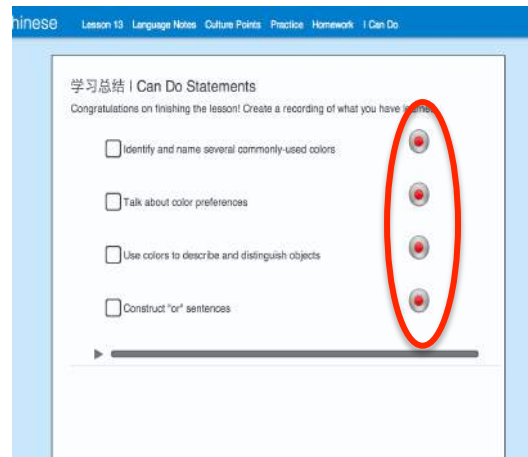
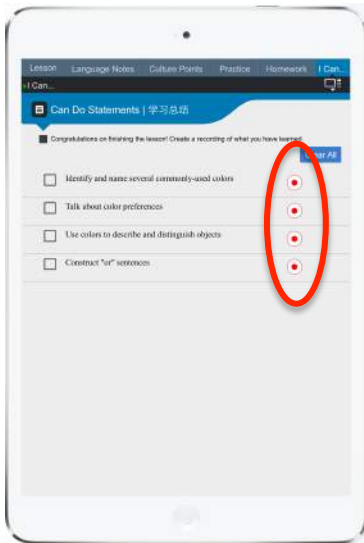
5e. HOMEWORK

The homework section provides an additional set of exercises to further hone those developing Chinese language skills.



5f. CAN DO STATEMENTS

The Can Do Statements provides a place for students to record and self-assess their progress against the lesson objectives stated at the beginning of the lesson.

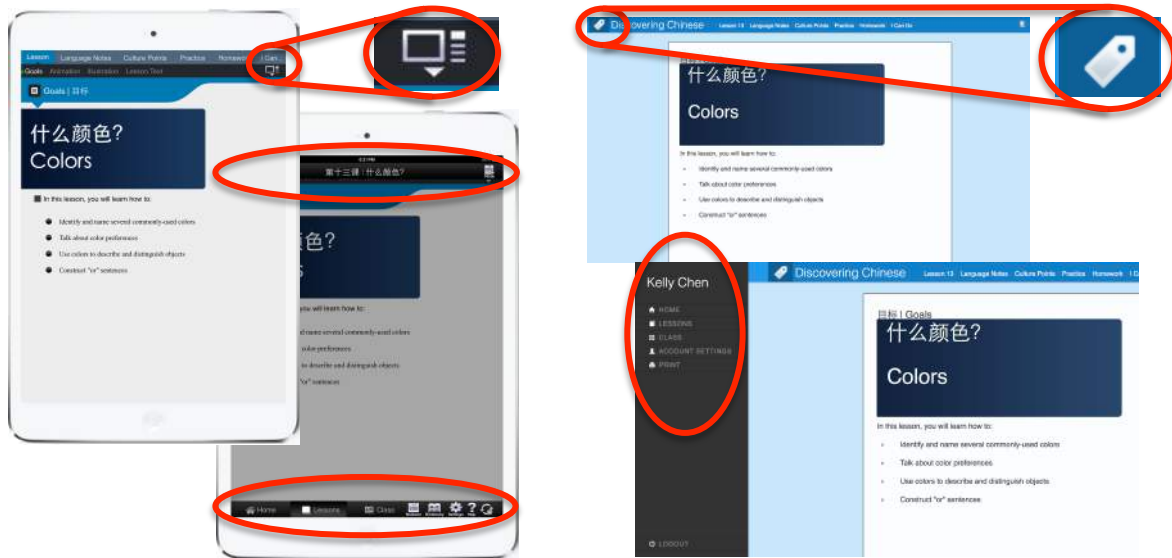


6. TOOLBAR

The toolbar provides a group of universal tools for administrative accounts and access to the Lesson Index. For iPad, these include Email, Assign, PDF, Class Management Area, Setting and Note, dictionary. For web, these include assign, print, Class Management Area and Setting.

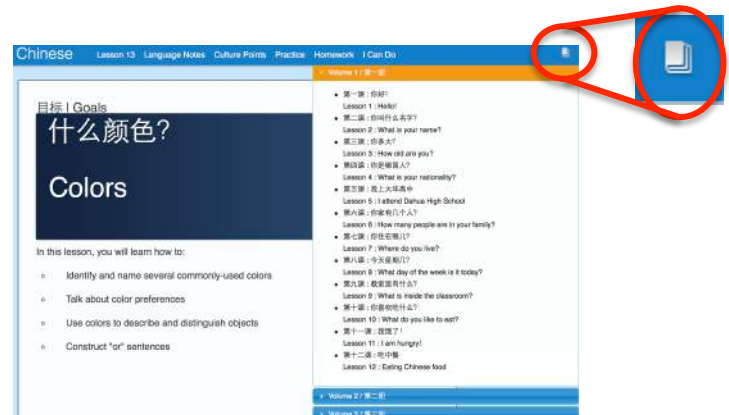
Click on the toolbar icon to display the hidden toolbar.

- For iPad the icon is located in the upper right corner on every page within each lesson. The toolbar appears on both the top and bottom on the page along with the title of the lesson.
- For web the icon is located in the upper left corner on every page within each lesson and then the toolbar appears on the left side of the page.



6a. LESSON LIST

- For iPad, click on the lesson icon located on the left side of the upper toolbar to quickly navigate to the other 11 lessons in the volume.
- For web, click on the lesson icon located on the right side of the upper toolbar to quickly navigate to the other 11 lessons in the volume and the other three volumes.



6b. IPAD FUNCTION: PRINTING

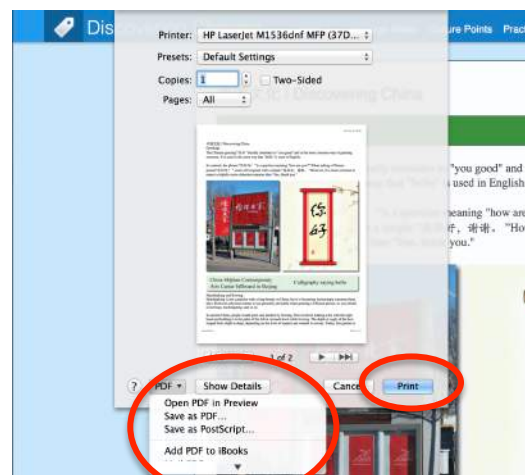
1. Click on “PDF”/ “PRINT” icon located on the right-hand/left-hand side of the toolbar.
2. Choose how you want to save and view the PDF. We recommend iBooks or Adobe Reader. You will need to install the app from the App Store.

- For Ipad, to print you can
 - a. Link your iPad to an AirPrint-enabled printer
 - b. Download the Printer Pro app and print to any printer
 - c. Email or upload the PDF to a computer that is connected to a printer
- For web, to print you can Link your computer to an printer.

1



2



Open PDF in Preview
 Save as PDF...
 Save as PostScript...
 Add PDF to iBooks
 Mail PDF
 Save PDF to Web Receipts Folder
 Send PDF via Messages

6b. IPAD FUNCTION: NOTE and NOTELIST

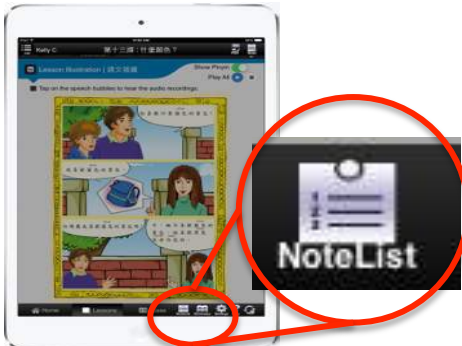
1



2



3



4



1. Click on “Note” icon located on the right-hand side of the upper toolbar.
2. Start typing your note. The note will be saved and marked according to the section that it was recorded in.
3. To access all of your notes, click on the “NoteList” icon on the right-hand side of the bottom toolbar.
4. All the notes are listed by volume, then by lesson, and then by the subsection within the lesson. The first sentence of each note is displayed on the summary page. Click on any note to access to the entire note.
5. Each note is linked to where the original note was made for easy navigation.

Note: The note functionality is available throughout the lesson.

6b. IPAD FUNCTION: EMAIL

1



2

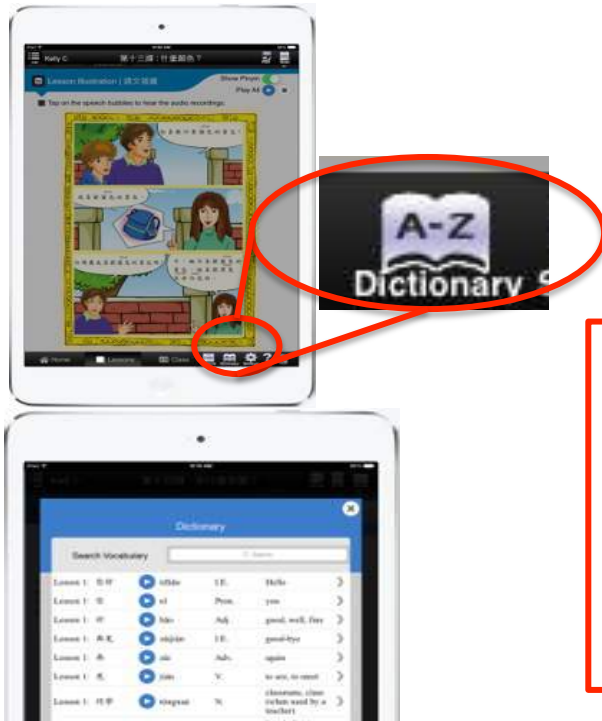


1. Click on “Email” icon located on the right-hand side of the upper toolbar.
2. Clicking the icon will automatically connect with the Mail app on the iPad and attach the files/work from the specific page into the body of the email

Note: The email functionality is only available for the Speaking and Writing Composition subsections of the Practice and Homework area.

6b. IPAD FUNCTION: DICTIONARY

1



1. Click on “Dictionary” icon located on the right-hand side of the lower toolbar and search for word either in English or Chinese.
2. Users can also highlight a word or phrase in the app and ask the dictionary to look-up the meaning and pronunciation.

2




6c. ASSIGN

Assign 听, 说, 读, 写 practice and homework questions. Students will receive their assignments in their Class Page.

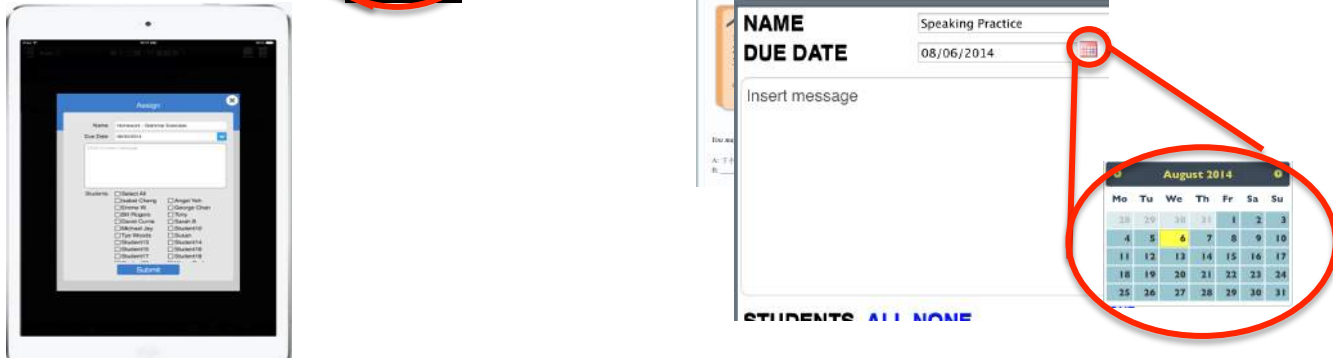
1. Click on “Assign” icon located on the upper right-hand.
2. Define the assignment, including customizing the name of the assignment, set the due-date for the assignment (students cannot submit their homework after midnight), add a message to clarify the homework assignment, choose the recipients for the assignment.
3. The assignment will be listed in the Assignments tab of the Class Management area of the app.

Note: The assign functionality is only available for the Listening, Reading, Writing, and Speaking subsections of the Practice and Homework area.

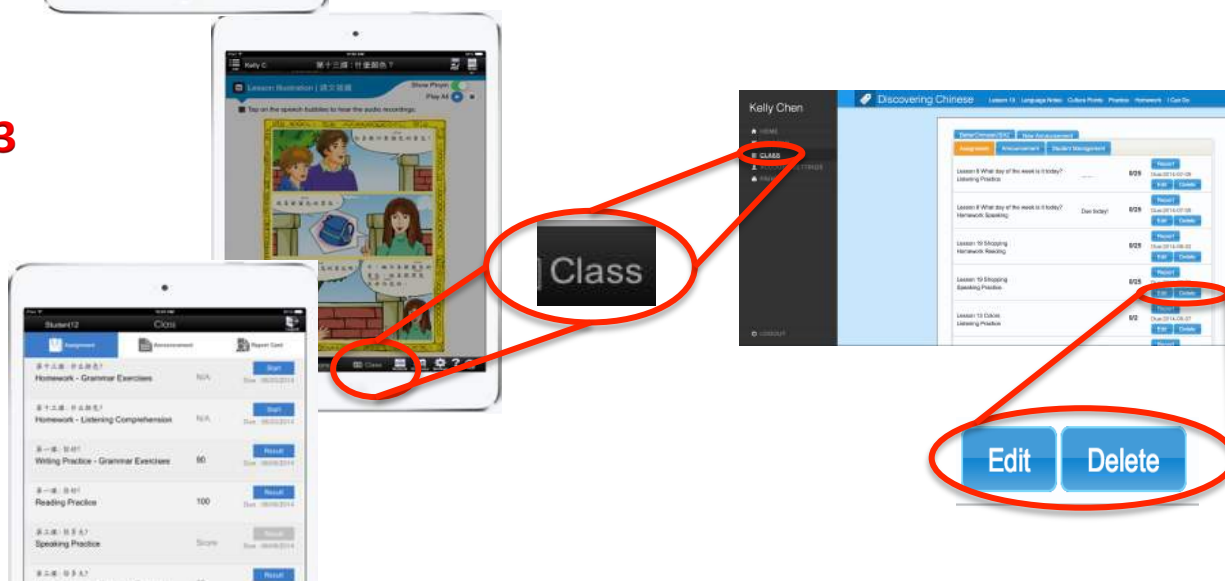
1



2

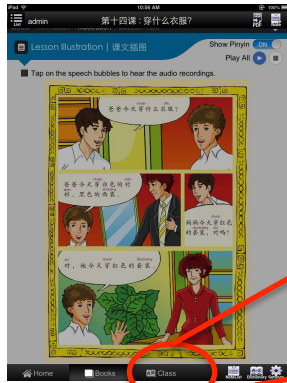


3

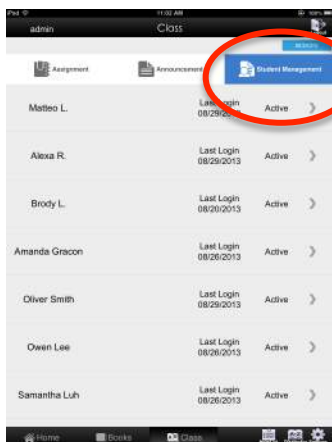
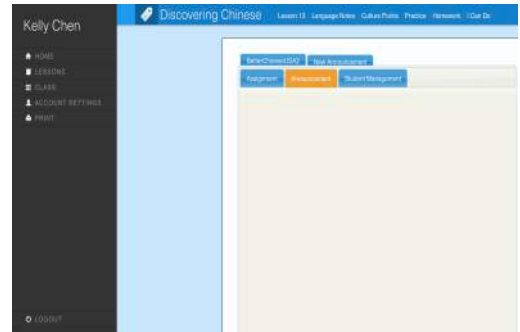
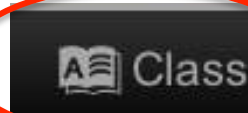


7. CLASS MANAGEMENT

The class management area provides administrators with the ability to manage the students in the class, grade assignments, and make announcements.



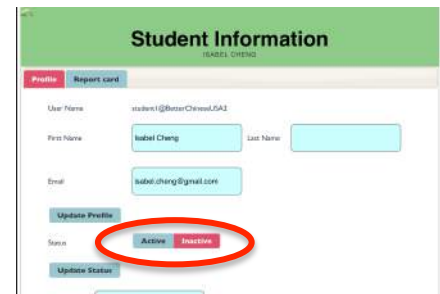
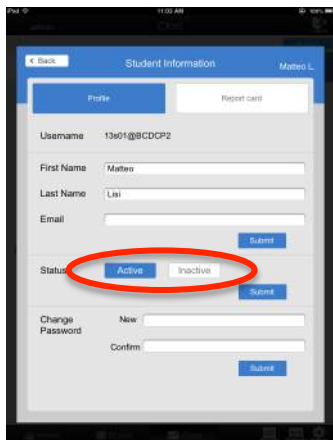
CLASSROOM MANAGEMENT
Click here to access the student roster, announcement list and assignment list



STUDENT MANAGEMENT
Click here to bring up the class roster and the last login timestamp for each student.

- For iPad, click on the name of any student to access their account profile and report card.
- For web, Click on the “detail” button to switch the student’s status between active and inactive, access their account profile and report card.

Assignment	Announcement	Class Management	Report Card	
Isabel Cheng	Student1	Last Login	Inactive	Detail
Angel Yeh	Student2	Last Login	Inactive	Detail
Emma Wang	13e1	Last Login	Active	Detail
George Chen	George	Last Login	Inactive	Detail
Bill Rogers	Student5	Last Login	Active	Detail
Tony	Student6	Last Login	Active	Detail
David Conte	Student7	Last Login	Active	Detail
Sarah B	Student8	Last Login	Active	Detail
Michael Jay	Student9	Last Login	Active	Detail
Student10	Student10	Last Login	Active	Detail
Tye Woods	Student11	Last Login	Inactive	Detail

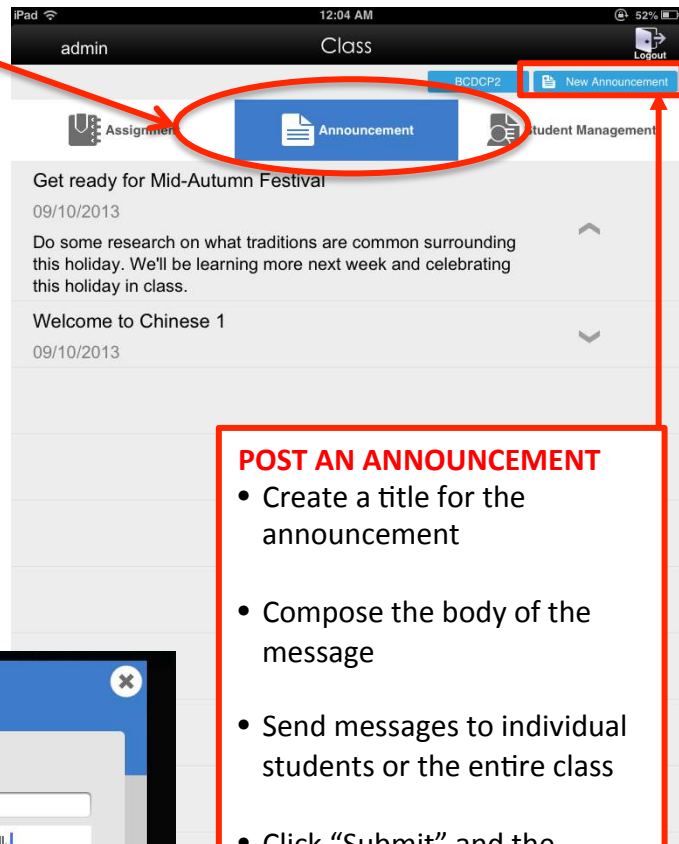


8. COMPOSING ANNOUNCEMENTS

This is where administrators can message and communicate with the students in the class as a whole or individually.

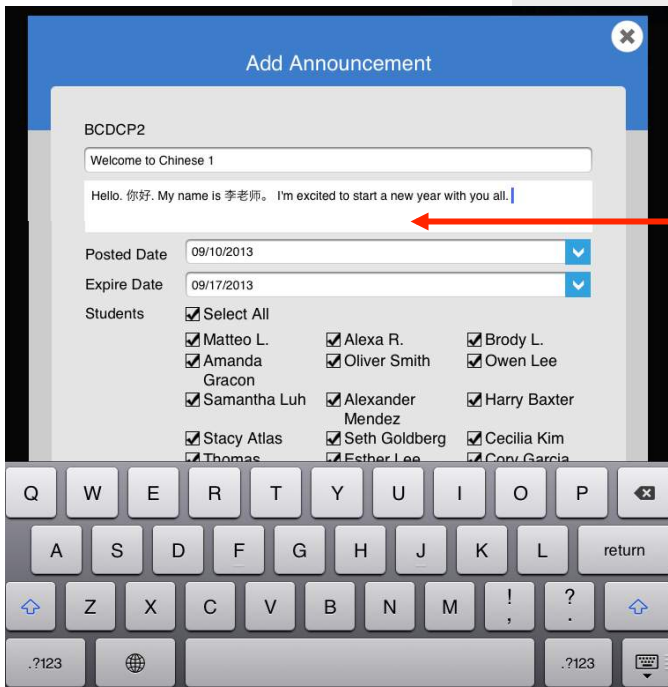
MESSAGE LIST

- Click here to bring up history of written messages
- Each message includes when the announcement was posted
- Click on the ^ arrow to expand or hide the details of the announcement



POST AN ANNOUNCEMENT

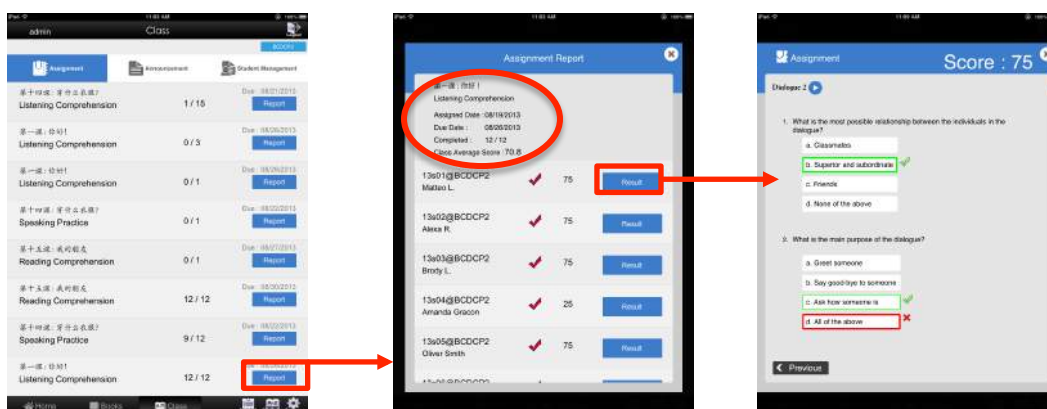
- Create a title for the announcement
- Compose the body of the message
- Send messages to individual students or the entire class
- Click "Submit" and the announcement will be added to the list.
- Each student will now see the announcement on their personal announcement board
- The expiration date is when a message will auto-delete and remove itself from the announcement board



9. RETRIEVE AND GRADE ASSIGNMENTS

If you want to see the last assignment, just click on the “Assignments” tab on the dashboard page of the Class Management area. If you want to retrieve a specific previous assignment, click on the assignment or “Report” button. The open-ended questions for the Speaking and Writing assignments will require the administrator to grade them individually.

Listening and Reading Comprehension Exercises



a. View Overall Assignment Results:

All Listening and Reading Comprehension assignments are multiple choice, the Discovering Chinese Pro system will automatically grade the assignment. The summary box shows what percentage of the class completed the assignment and what the average score for the assignment was

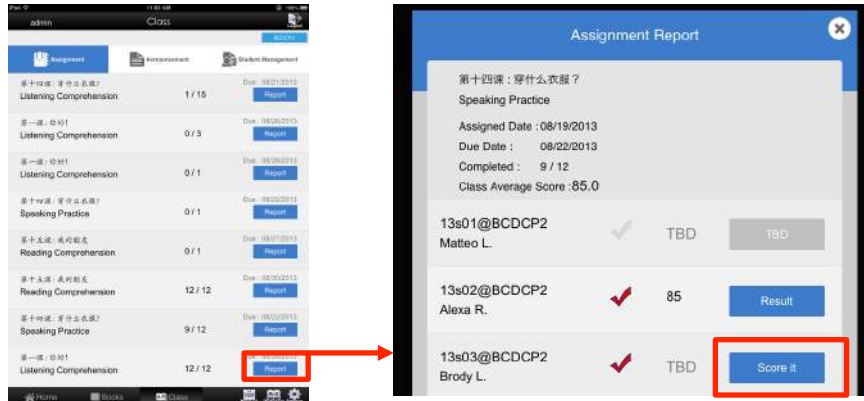
b. View Individual Assignment Results:

Click on the “Result” button to see the individual students’ homework and score, question by question.

Speaking and Writing Exercises

a. View Overall Assignment Results:

The Speaking and Writing Exercises are open-ended and require individual review. As each student submits their assignments, the assignment report will show which submissions still need to be graded. Click on the “Score It” button to start grading.



Assignment	Progress	Due Date	Action
第十四课：穿什么衣服？ Listening Comprehension	1 / 15	08/21/2013	Report
第一课：你好！ Listening Comprehension	0 / 3	08/06/2013	Report
第一课：你好！ Listening Comprehension	0 / 1	08/26/2013	Report
第十四课：穿什么衣服？ Speaking Practice	0 / 1	08/22/2013	Report
第十五课：我的朋友 Reading Comprehension	0 / 1	08/07/2013	Report
第十五课：我的朋友 Reading Comprehension	12 / 12	08/06/2013	Report
第十四课：穿什么衣服？ Speaking Practice	9 / 12	08/22/2013	Report
第一课：你好！ Listening Comprehension	12 / 12	08/22/2013	Report

Assignment Report			
第十四课：穿什么衣服？ Speaking Practice			
Assigned Date : 08/19/2013			
Due Date : 08/22/2013			
Completed : 9 / 12			
Class Average Score :85.0			
13s01@BCDCP2 Matteo L.	✓	TBD	TBD
13s02@BCDCP2 Alexa R.	✓	85	Result
13s03@BCDCP2 Brody L.	✓	TBD	Score It

b. Grading Individual Submissions

Review the work. For Speaking exercises, click the play button to hear what the student recorded. Click on the “Add Comments” button to leave feedback for the student.

For iPad, there are 3 ways to leave feedback for the student: text, audio (3 minutes), and video (1 minute) .

For web, there are 2 ways to leave feedback for the student: text, audio (2 minutes).

At the end, enter in a numerical score for the overall homework assignment and click the “Submit” button.



STEP 1:
Review Work and
Click the “Add
Comments”
button



STEP 2:
Provide student
with text,
audio,
and/or video
feedback.



For video feedback,
choose whether to
record a new video
or load from
elsewhere.



STEP 3:
Enter a numerical
score for the
assignment and
hit submit to save.

