

CHleru

CaLabo EX v8.2 Quick Operation Guide

チエル 株式会社

2022年12月

Screen and Audio Control

- You can monitor students' work and teach through a headset and provide a correspondence correction individually.

Conversation Lesson Control

- You can work in pairs and groups and have a conversation and do a text chat.

Data Control

- You can have students show a document such as Word and send it to them and collect it back from them.

Groupwork

- In Group Work, members can remotely control other member's screen and distribute and submit files among the members, having conversation.

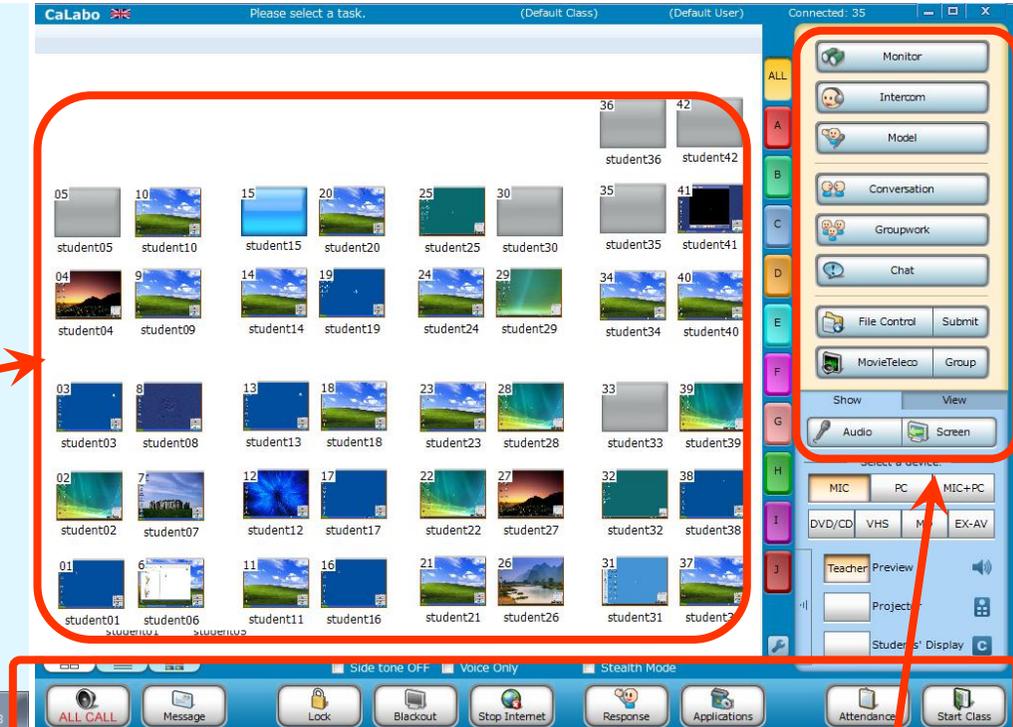
MovieTeleco

- Students can learn at their own pace by using digital materials.

【Teacher's Screen】



【Control Panel】



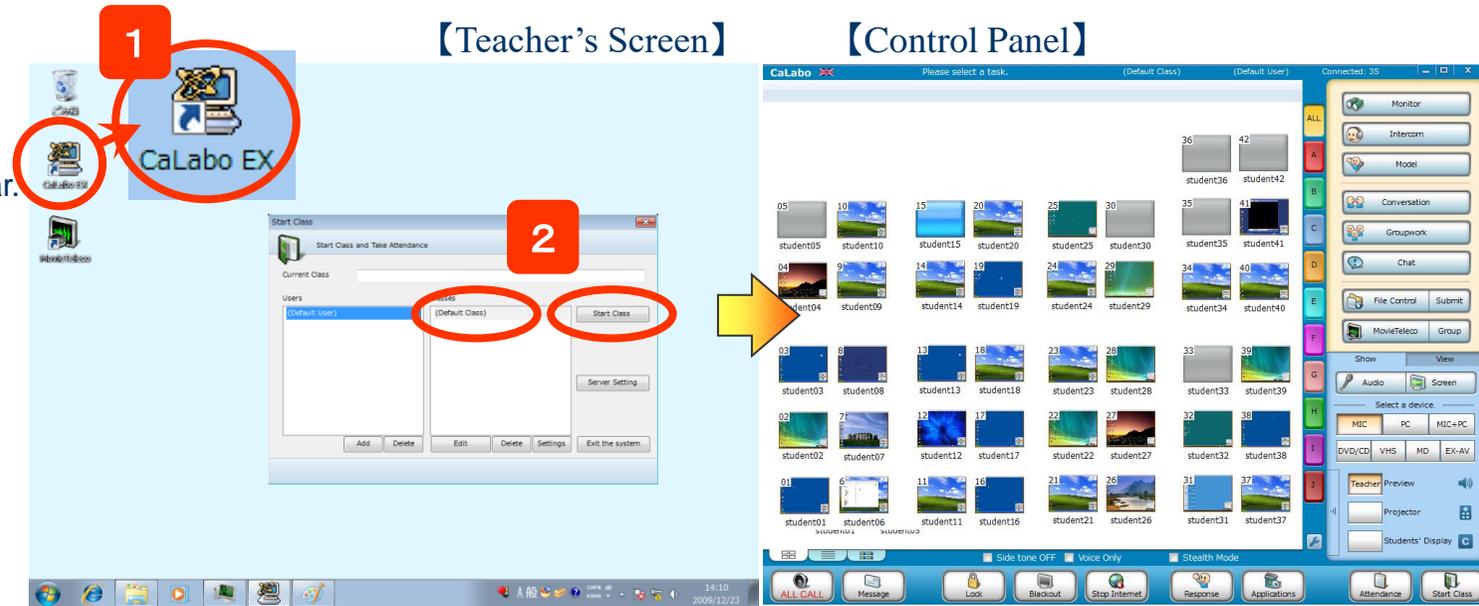
Function Button

- We have a Dual Monitor setup. The right side monitor is a control panel to control students' computers. The left side monitor is a teacher's screen. You can use a mouse on both monitors.
- On Control Panel, you can see seat icons arranged for a classroom layout on the left side, function button on the right side and the bottom. You will mainly operate the control panel during the class.

Start and Close

Start

1. Double click the “CaLabo EX” icon on the desktop.
⇒ “Start Class” dialog will appear.
2. Select a class on the dialog and click “Start Class.”
⇒ CaLabo EX Control Panel will appear.

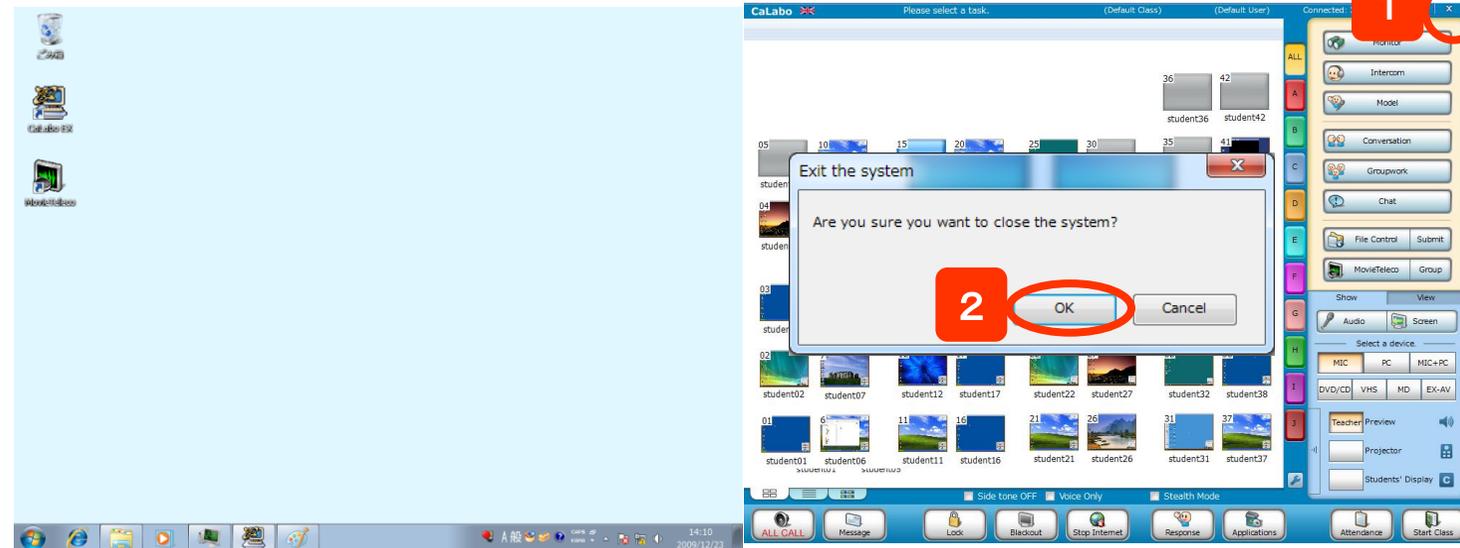


【Teacher's Screen】

【Control Panel】

Close

1. Click [×] button on Control Panel.
2. Click “OK” on the dialog.
⇒ Control Panel will close and be back to a normal Windows display.



Function Button Arrangement

Language Switching

Sub Menu

Class Area

Teaching

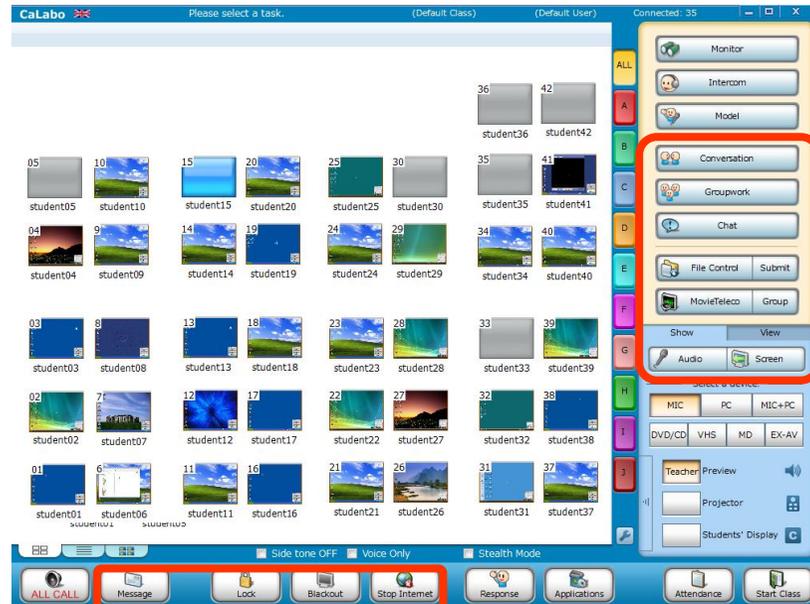
Activities among Students

Self-Learning

Material Presentaion

The screenshot shows the CaLabo software interface. At the top, it displays 'CaLabo' with a language switching icon, '(Default Class)', '(Default User)', and 'Connected: 35'. The main area is a grid of student windows, each showing a desktop background and a student ID (e.g., student01 to student42). On the right side, there is a control panel with several sections: 'Teaching' (Monitor, Intercom, Model), 'Activities among Students' (Conversation, Groupwork, Chat), 'Self-Learning' (File Control, Submit, MovieTeleco, Group), and 'Material Presentaion' (Show, View, Audio, Screen). At the bottom, there are three main sections: 'Message' (ALL CALL, Message), 'Prohibition' (Lock, Blackout, Stop Internet), and 'Administration' (Attendance, Start Class). The interface also includes a 'Sub Menu' and 'Class Area' label on the left, and a 'Language Switching' label at the top.

Basic Operating Procedure

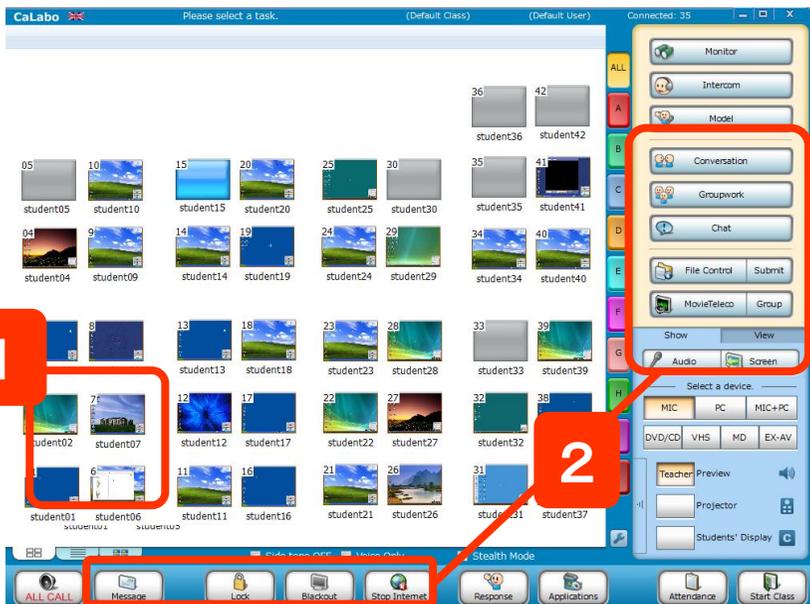


Subject to all attendees

Click the function button without selecting seat icons.

⇒ It will be executed to all attendees.

(Except for the one functioning to one person)



Subject to some attendees

1. Select desired seat icons
2. Click the function button.

⇒ It will be executed to the selected attendees.

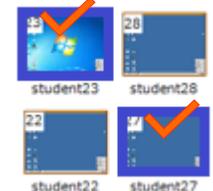
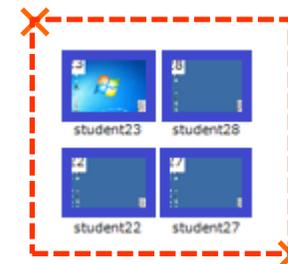
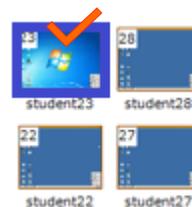
Seat Icon Selection

When you select the seat icon, it will be marked with blue.

Click on the seat.

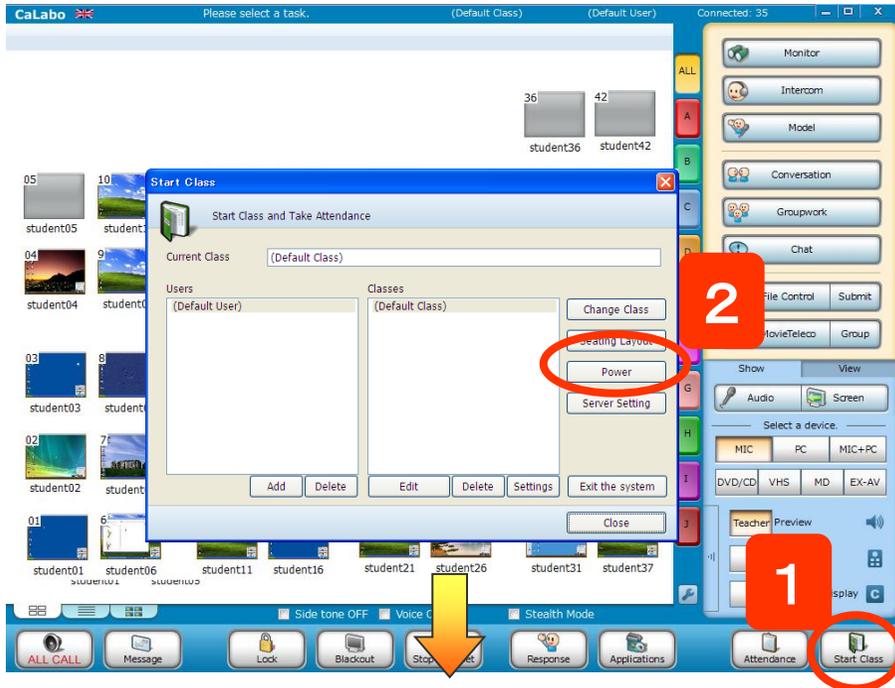
Drag to select.

Click with [Ctrl] key.



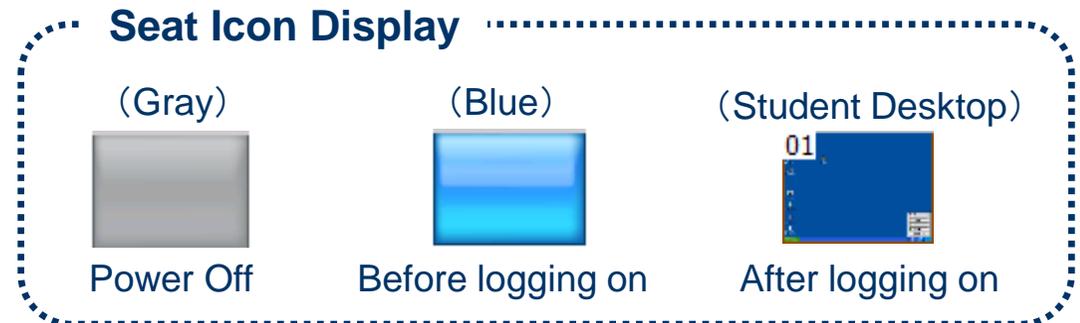
Controlling Student Computer Power

You can turn on student computers all at once from CaLabo EX controller.
You can turn off, log off or restart them as well.



1. Click “Start Class”
⇒ The Start Class dialog will pop up.
2. Click “Power”
⇒ The Power Control dialog will pop up.
3. Click “Turn On”

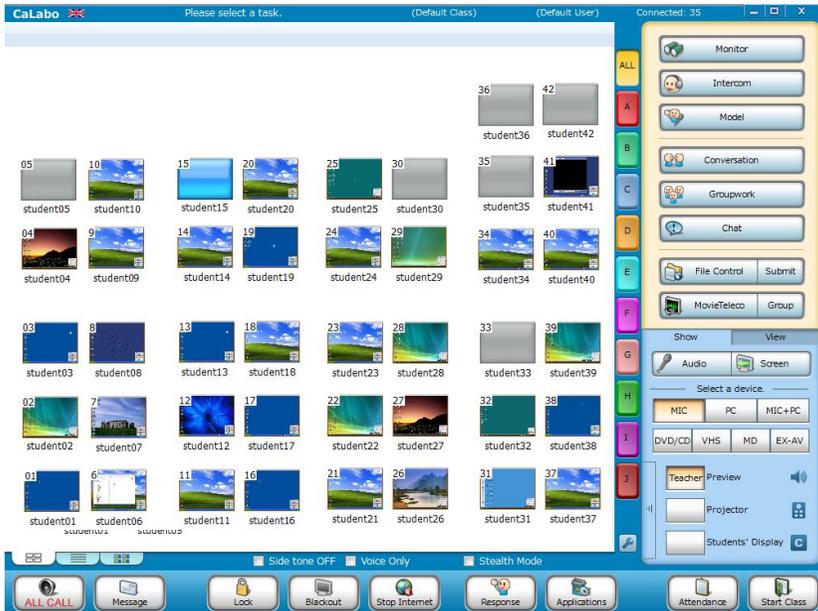
- ✘ If you like to turn on selected student computers only, select any or multiple student seat icons before proceeding to step1.
- ✘ The same operation step applies to the following functions:”Power OFF”, “Restart”, and “Log Off”.



Displaying Students' Names below seat icons

※ Names are displayed once students sign in to computers by a specified setting.

Teacher needs to start CaLabo EX Controller
 ⇒ Menu will be displayed on the lower right of students' desktops.



Tanaka Ryo

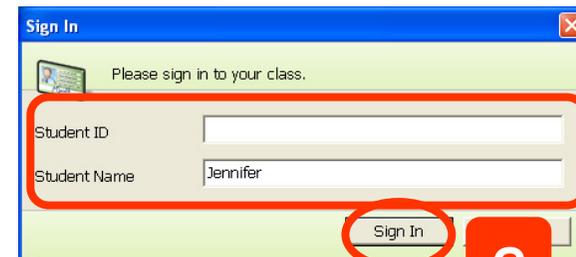
Students' names will be displayed below the seat icons.

Student Actions

1. Click "Sign In" on Menu
 ⇒ "Attendance dialog" will appear.

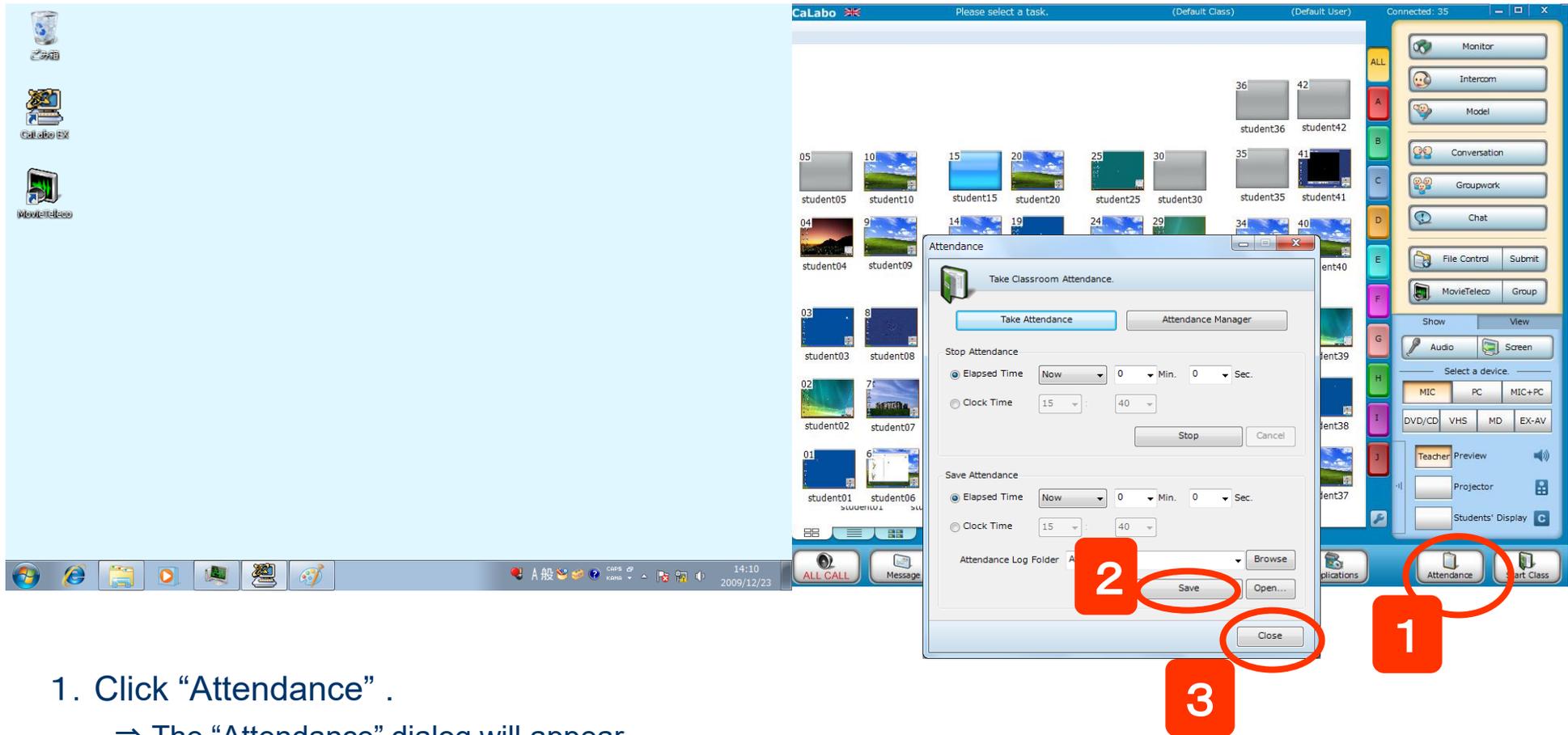


2. Enter a name and click "Sign In"
 (Enter numbers if necessary)



⇒ The name will be display on Menu

Saving Attendance



1. Click “Attendance” .

⇒ The “Attendance” dialog will appear.

2. Click “Save” button.

⇒ The result will be saved in a specified path.

The file name will be the date and time when you saved the log.

3. Click “Close” to return to the current class.

The image illustrates the process of generating an attendance report through five numbered steps:

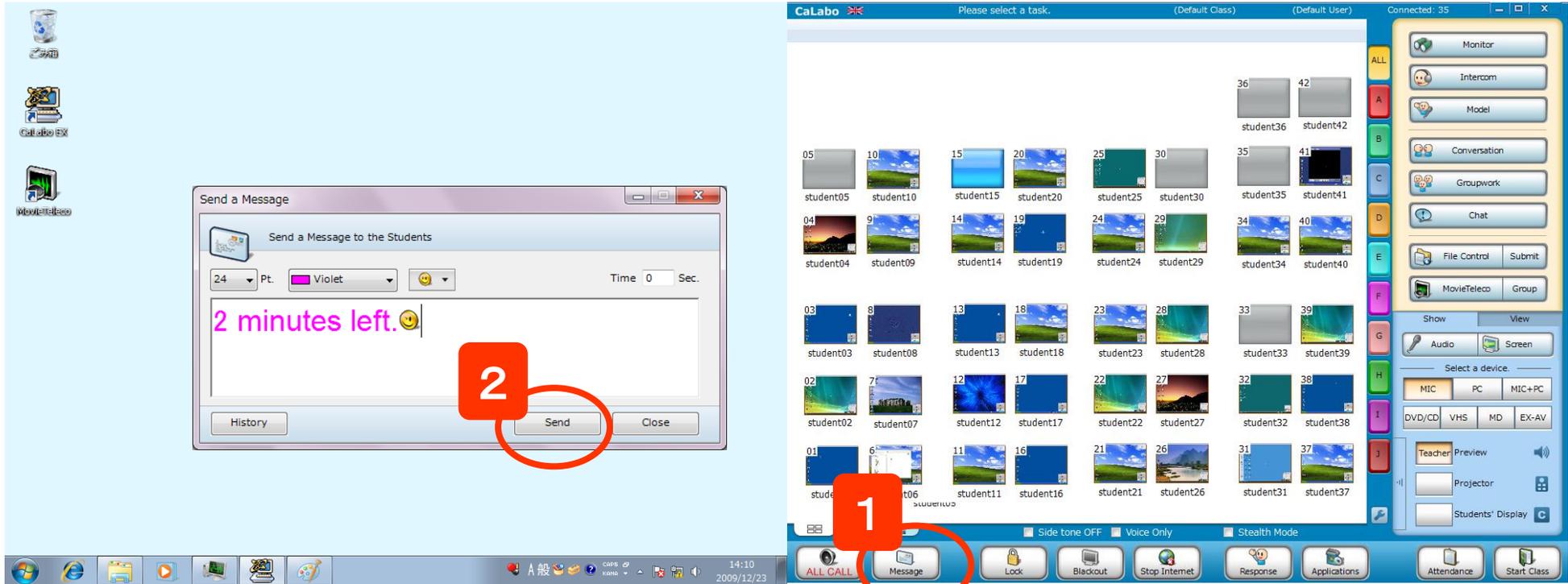
1. Click "Attendance".
2. Click "Attendance Manager".
3. Click "Settings".
4. Select a class for the attendance report view.
5. Click "Summarize".

The 'Attendance Report' window displays the following table:

Number	Name	Presence	Tardy	Absence	Number	Name	Presence	Tardy	Absence
A0000011	赤堀弘和	3	2	0	1	○	○	○	
A0000012	有馬大介	3	3	0	0	○	○	○	
A0000013	上原和敏	3	2	0	1	○	○	×	
A0000014	太田孝昭	3	3	0	0	○	○	○	
A0000015	岡部幸真	3	2	0	1	○	×	○	
A0000016	小野寺宇	3	2	0	1	○	○	×	
A0000017	川上丈	3	2	0	1	○	○	×	
A0000018	木下栄一	3	3	0	0	○	○	○	
A0000019	桑田知也	3	3	0	0	○	○	○	
A0000020	鈴木康大	3	3	0	0	○	○	○	
A0000021	高橋伸也	3	2	0	1	○	○	×	
A0000022	玉城豊行	3	3	0	0	○	○	○	
A0000023	峠魚之	3	2	0	1	○	○	×	
A0000024	長友正樹	3	3	0	0	○	○	○	
A0000025	仲野墨紀	3	3	0	0	○	○	○	
A0000026	平山栄一	3	3	0	0	○	○	○	
A0000027	松藤康平	3	3	0	0	○	○	○	
A0000028	山城達馬	3	2	1	0	○	△	○	

1. Click "Attendance". ⇒ The "Attendance" dialog will appear.
2. Click "Attendance Manager". ⇒ The Attendance Manager will be launched.
3. You can set a destination folder to save a attendance log file by clicking "Settings".
4. Select a class for the attendance report view.
5. Click "Summarize". ⇒ The Attendance Summary will appear.

Sending Messages



1. Click “Message” to send messages to students.
Then the Send a Message dialog will appear.
 2. Type messages and click “Send”.
⇒ The messages will appear on student desktop.
- ※ If you like to send any specific students, select seat icons before sending messages.

- Font size : Change message font size.
- Color : Change message font color.
- Emoticon : Add emoticons to the message
- Time : Close message within a set time.
If you keep it at 0, then the message window will never close until the student clicks “OK.”

Lock / Blackout / Stop Internet



1. Click [Lock].

⇒ Student's keyboard and mouse will be locked.

Click [Blackout].

⇒ Student's monitor will be blank and their keyboard and mouse will be locked.

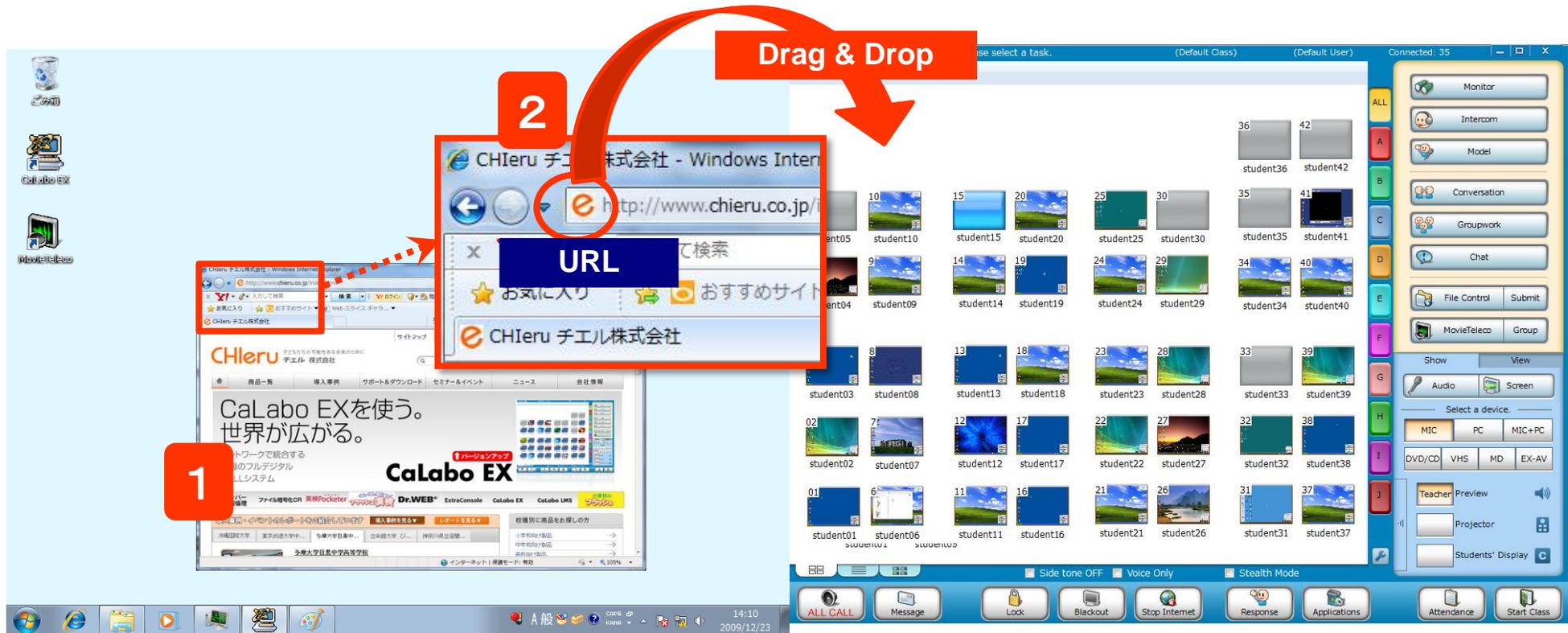
Click [Stop Internet].

⇒ The web site will be closed and students cannot start a web browser.

* You can set up which browsers to be blocked.

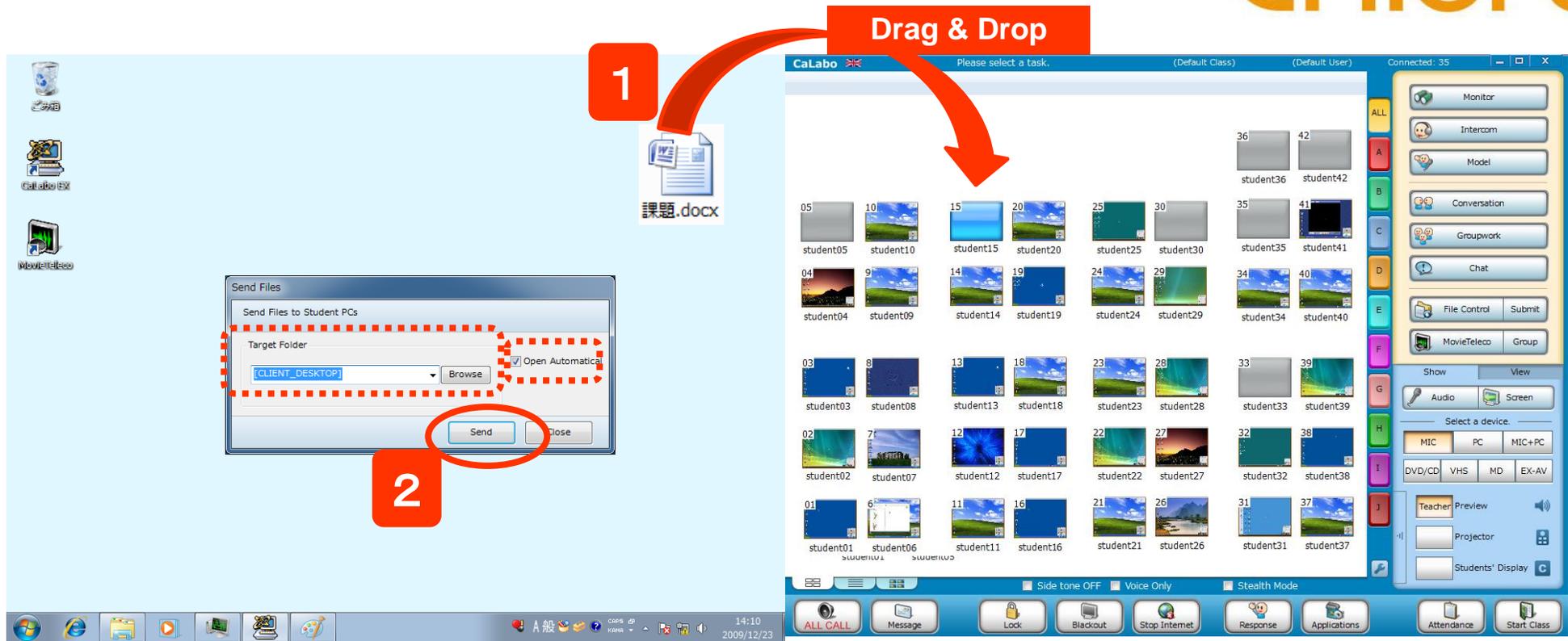
2. To cancel each function, click the button again.

Show websites to students



1. Open a web browser.
2. Drag the URL from the address bar, bookmark and/or shortcut, and then drop it anywhere on to the white background.
⇒The dropped URL will open up on the students' computers.

Sending a File to the Students



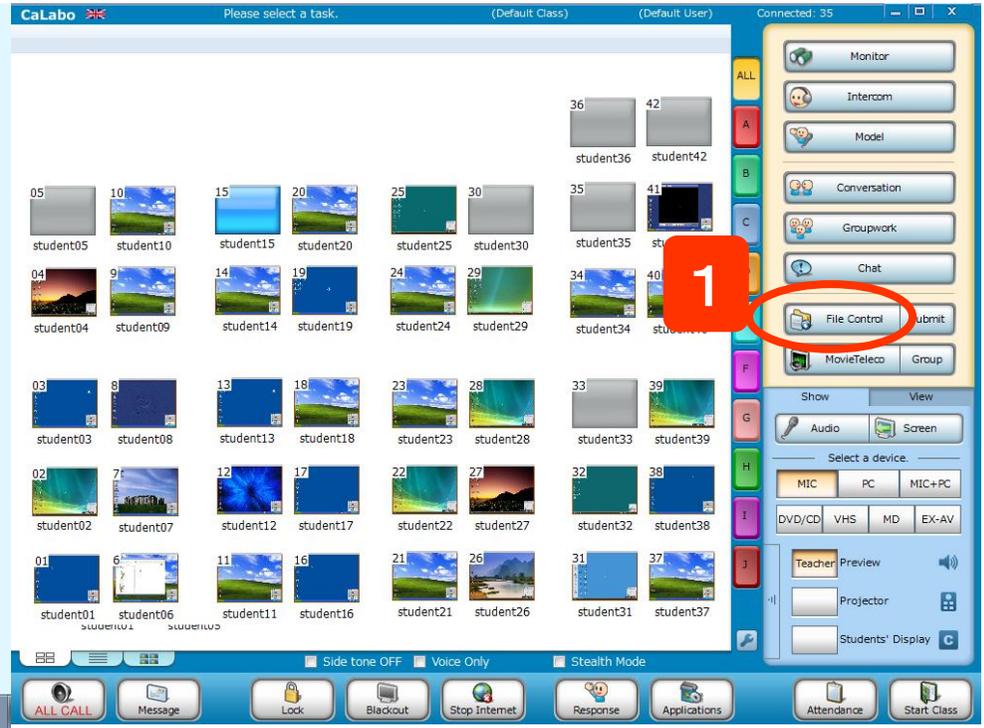
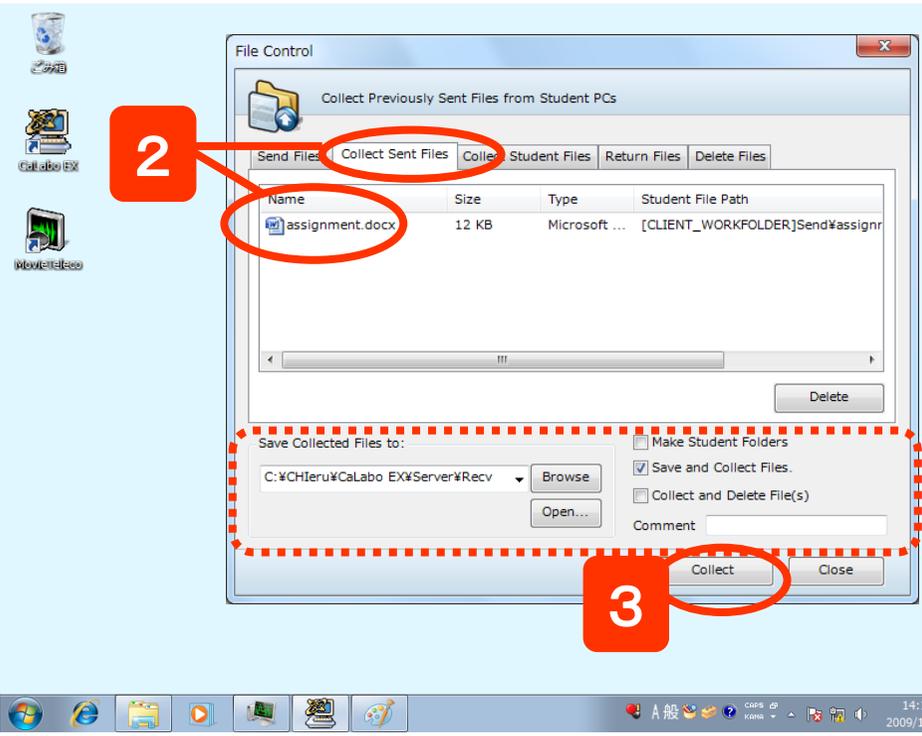
1. Drag a file from your folder or desktop and then drop it anywhere onto the white background.
⇒ The File Send dialog will appear.
2. Specify the Target Folder and then click the “Send” button to send the file to the students.
⇒ The file will be copied to the students’ computers.

*Check the “Open Automatically” check box to open the file on the students’ computers automatically.

* You can also drag and drop a folder to send the folder to the students’ computers.

* Students who have logged on after the teacher has sent files can retrieve them from the Received Files dialog box.

Collecting Back Sent Files from the Students



1. Click "File Control"
⇒ "File Control" will appear.
2. Click "Collect Sent Files" tab and select files in the sent files list (queue).
3. Click "Collect"
⇒ It will be collected to a destination folder.

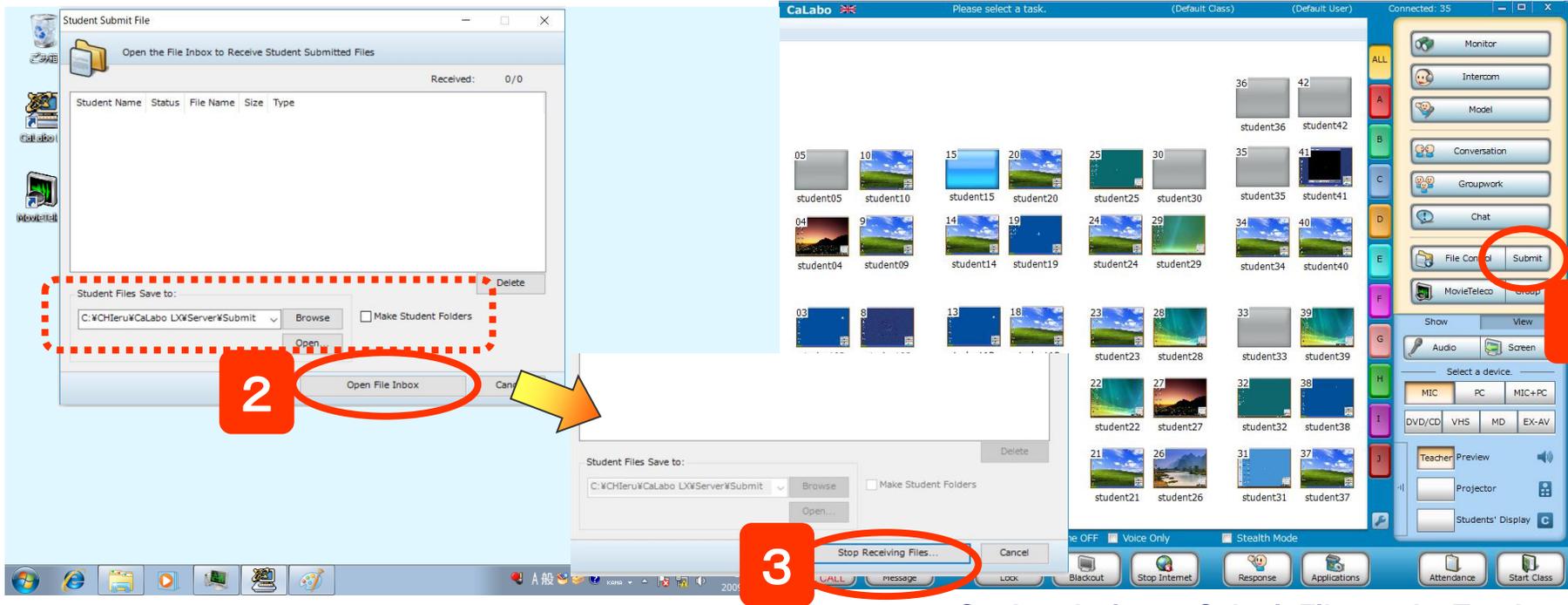
Make Student Folders:
In case you like to collect files without having students change the names.

Save and Collect Files:
Saving files forcibly and collecting them.

Collect and Delete Files: Deleting files after collecting them.

Comment : The input will be displayed when returning files

Collecting Student Submitted Files from the Students



1. Click on the “Submit” button.
⇒ The File Control dialog box will appear.
2. Teachers can designate the path to where the collected files will be saved to, and click the “Open File Inbox” button
⇒ The “Open File Inbox” button will be changed into the “Stop Receiving Files...” button.
⇒ Once students start submitting files, the teacher can see the status of each submission.
3. Click the “Stop Receiving Files...” button to stop.
⇒ the File Submission dialog on both teacher and student computers will be closed.

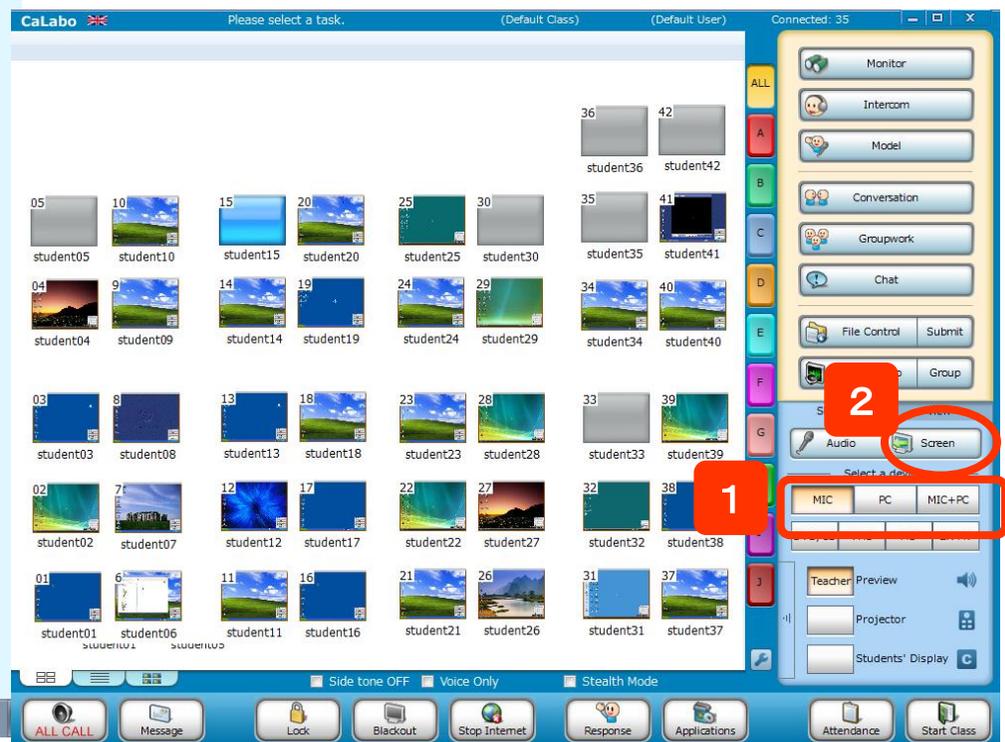
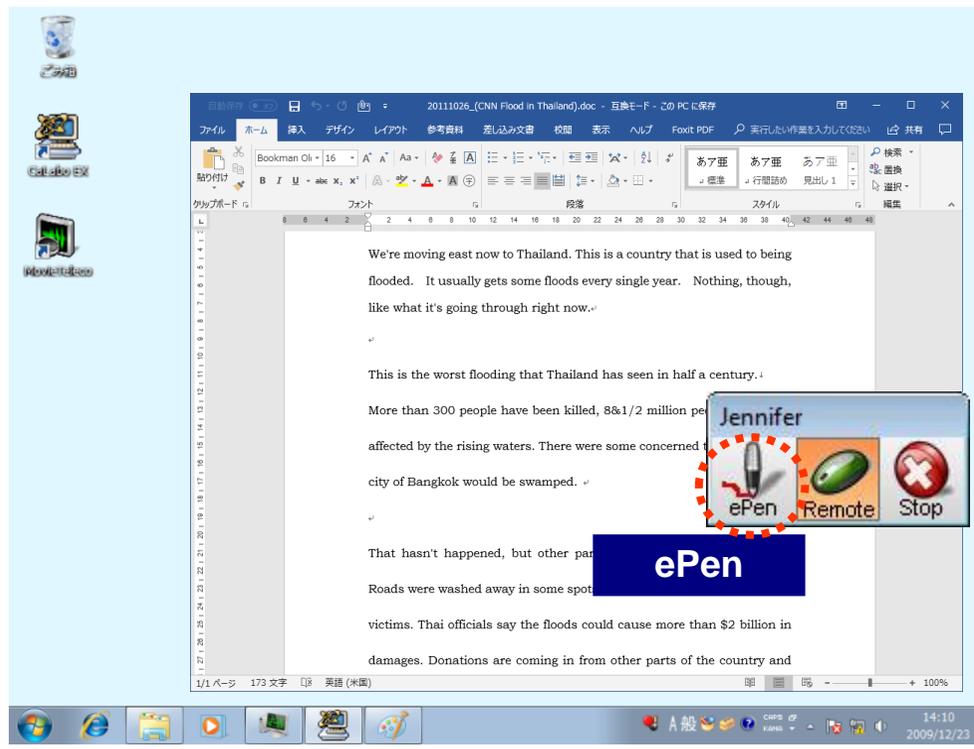
Student Action to Submit Files to the Teacher

Drag and drop a file to the File Submission list, then click **Submit** to send the file to the teacher.

Drag & Drop



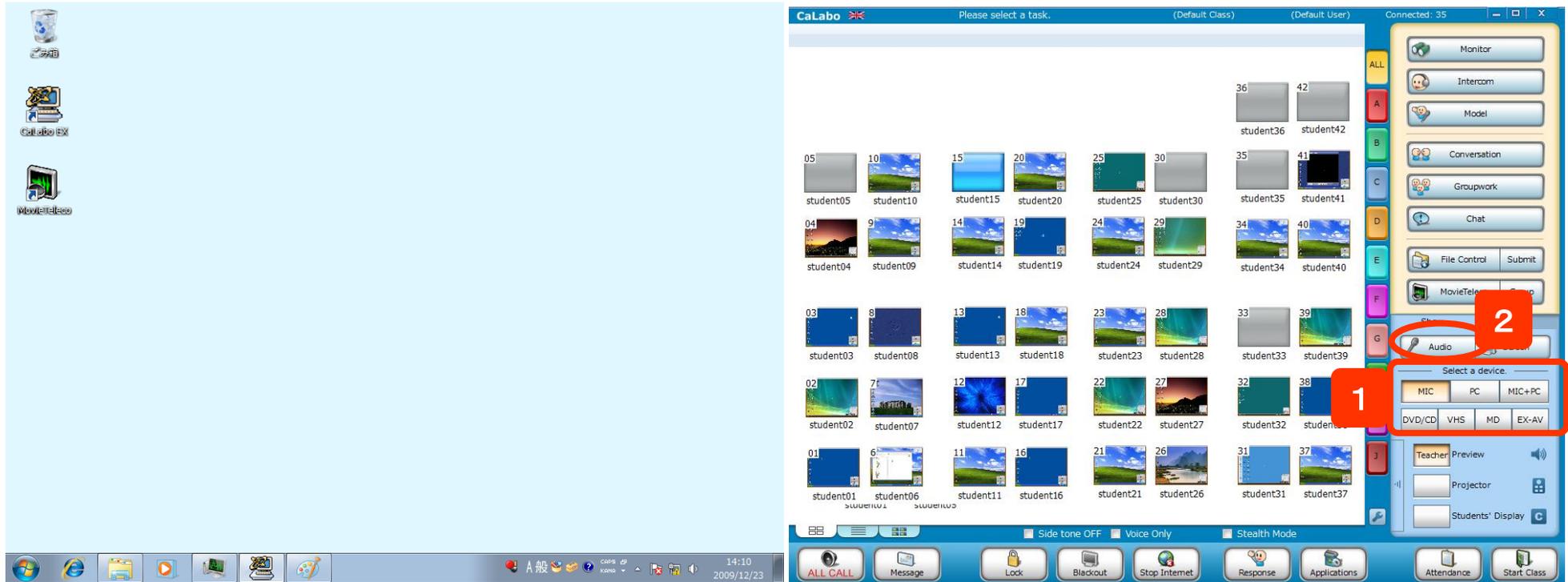
Broadcasting the Teacher's Desktop and Audio



1. Select a sound input source [MIC],[PC], or[MIC+PC] from the AV panel
2. Click "Screen".
- ※ "Audio" will be on at the same time.
- ⇒The teacher's desktop will be displayed on students' desktop
- And the audio will be broadcasted to students' headsets.

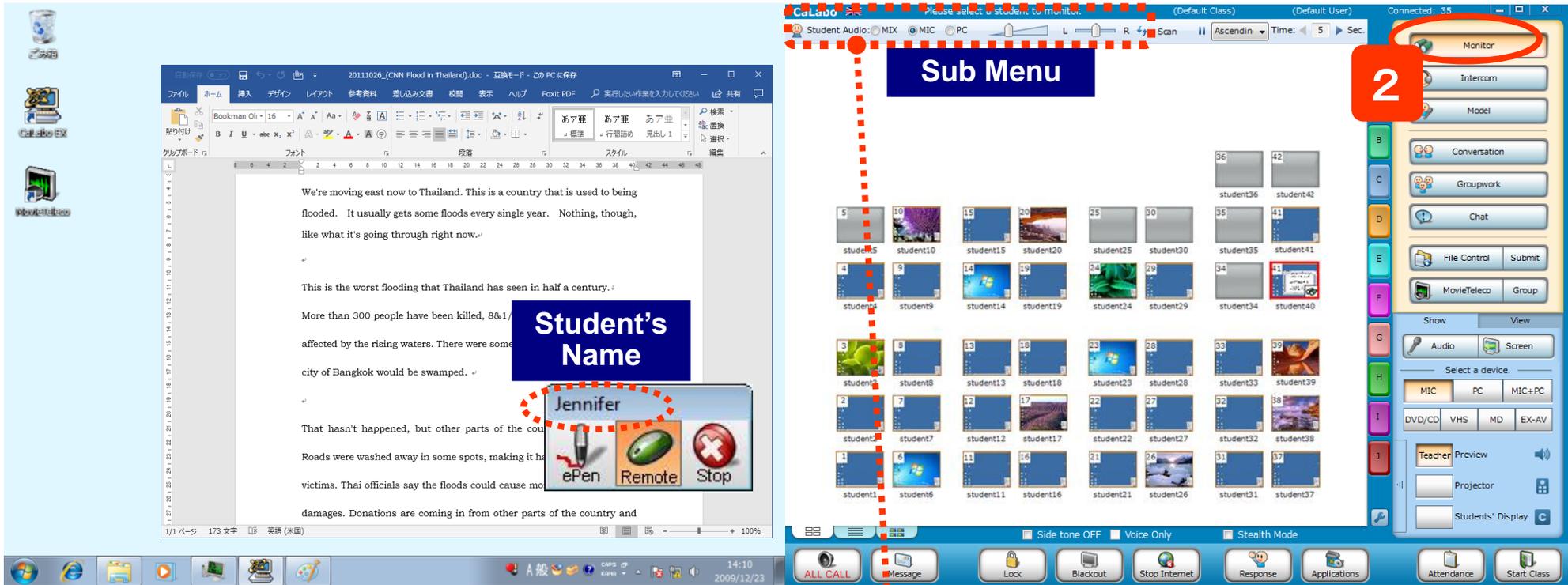
Annotation tool (ePen)

- ① Start and Stop Drawing
- ② Pen Color
- ③ Boldness
- ④ Changes the drawing tool
- ⑤ Clears all drawings



1. Click an AV device source button under the “Select a Source” section.
2. Click the “Audio” button, and then you can start broadcasting the selected AV device audio to the students’ headsets.

Monitoring Student Screens and Sound



1. Click to select a student.

2. Click "Monitor"

⇒ You will see the student's desktop on your screen.

The student's name will be displayed on the sub function bar.

*To change a student to monitor, just click the student seating icon.

Sub Menu Function



① Switching Audio Monitoring

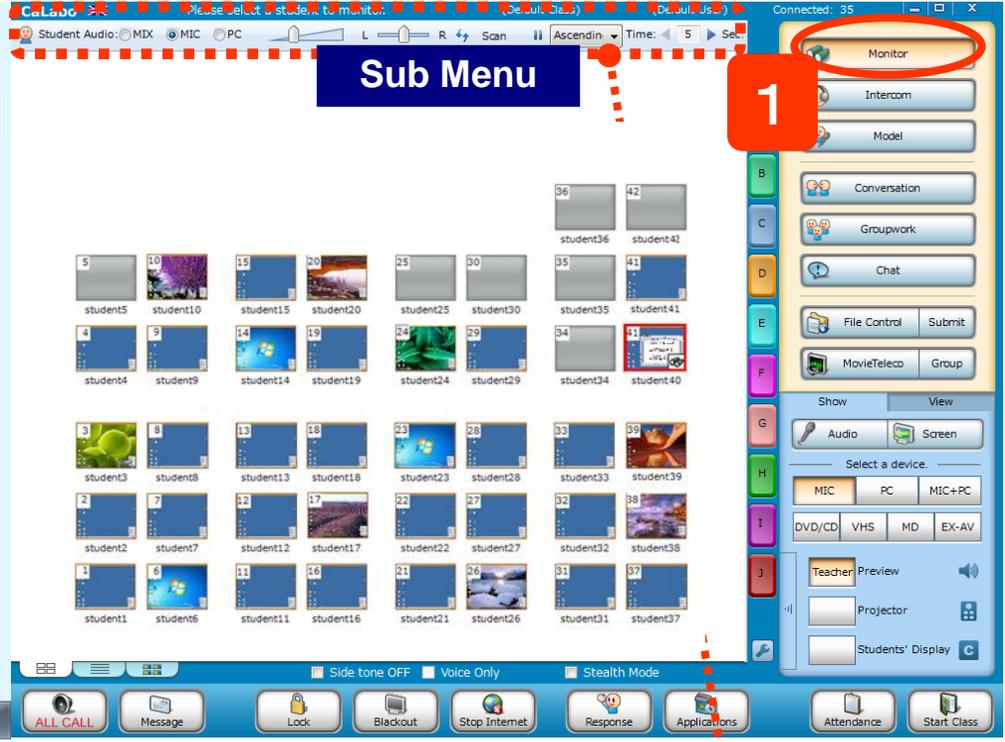
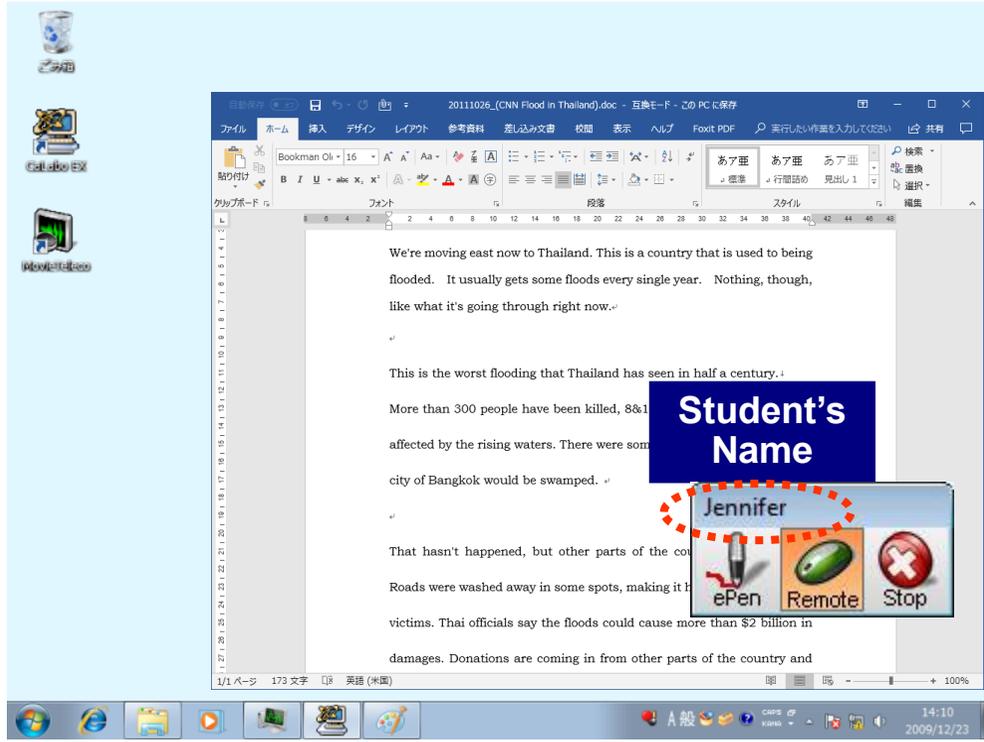
② Volume

MIC: Student's Mic sound

PC: Student's PC sound

MIC+PC: Student's Mic and PC sound

Auto Scan (Auto Monitor)



1. Click "Monitor"

⇒ You will see the student's desktop on your screen. The student's name will be displayed on the sub function bar. It will move to the next student after a certain time passes.

※ For specified students to scan, Select multiple students before executing "monitor", it will only scan those you selected.

Sub Menu Function

①Pause / Resume ②Changes of order ③Scan Speed (5~20 sec)

Sharing a student's screen and voice with other students

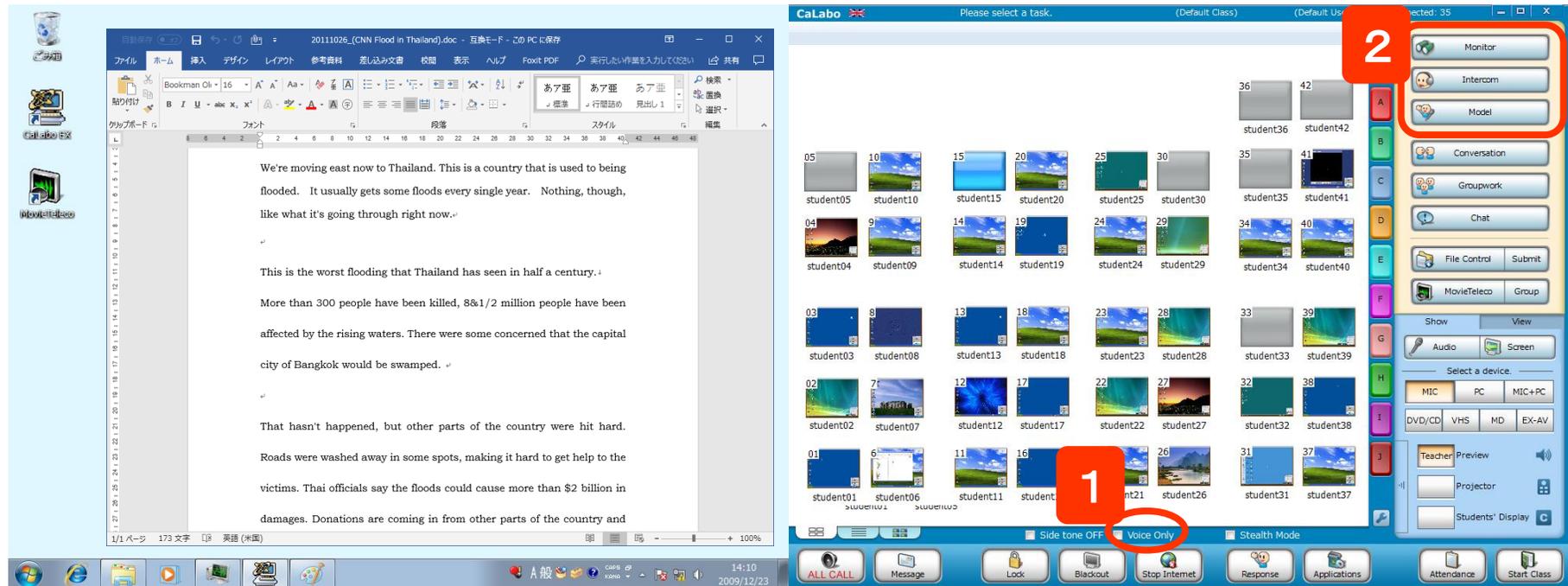


1. Click the Model button.
2. Select a student as a model source.
 - ⇒ The screen and voice of the selected students is being shared to all the students and the teacher. The teacher is able to control over the model student.
 - ⇒ To change the model student to another student, just click another student icon.
3. To stop the Model function, click “Stop” on the subfunction bar or click “Model” again.

- ※ You can change a student's sound source during Model; MIC, PC, and MIC+PC.
- ※ The Window button on the subfunction bar: reduce the screen size to a smaller window size.
- ※ By doing STEP2 ahead of STEP1, the Model dialog box will appear, and you can select other students to also include in the model session.

Voice Only Mode

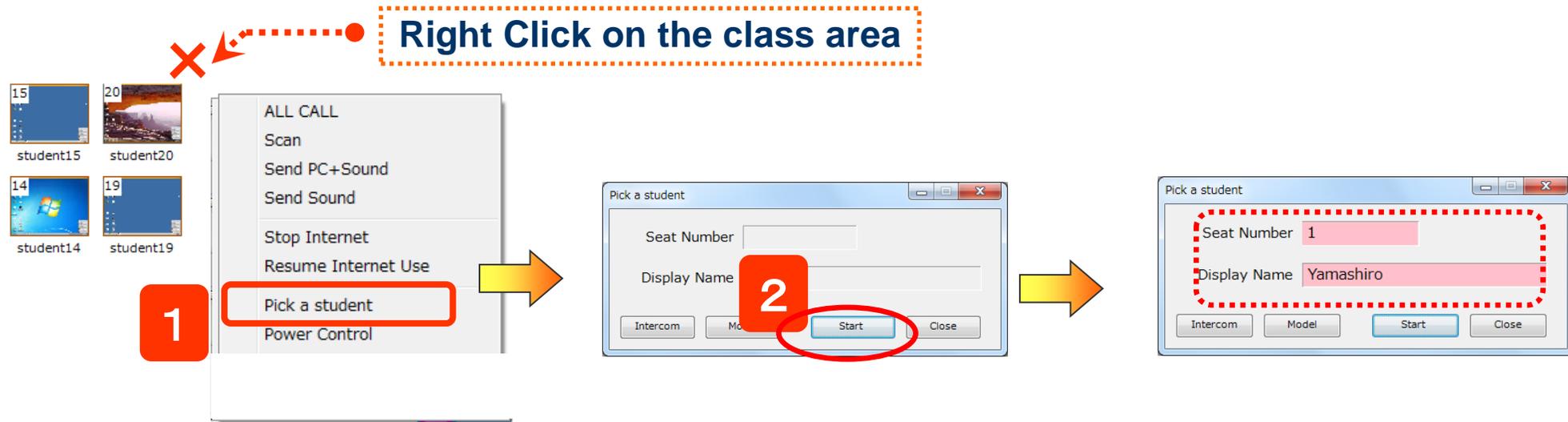
If you click the “Voice Only” toggle button, then you can monitor only the student’s voice. You can change a student’s sound source during monitoring.



1. To enable the Voice Only mode, click “Voice Only”.
2. You can execute “Monitor”, “Intercom”, and “Model” with only voice and audio transfer.

※ While the Voice Only mode is checked, you cannot switch into the “Screen” function.

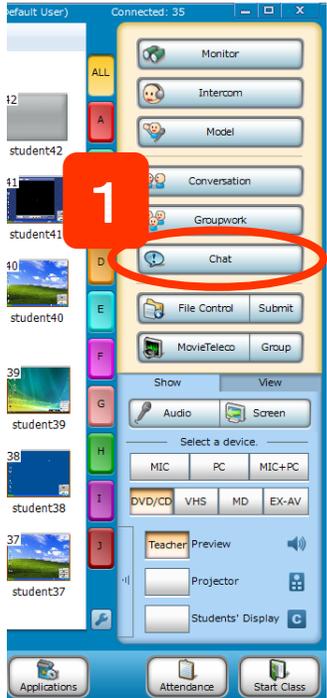
Choosing Students Randomly



1. Right click on the class area, and select the “Pick a student” on the right click menu.
2. Click the “Start” button, then the chosen student name and seating number will appear.
 - ✘ If you like to execute a student which is selected randomly, click “Intercom” / “Model” after executing “Pick a student”.
 - ✘ If you wish to select a student among a specific group, drag to select multiple student icons (no selected icons means all are selected by default).

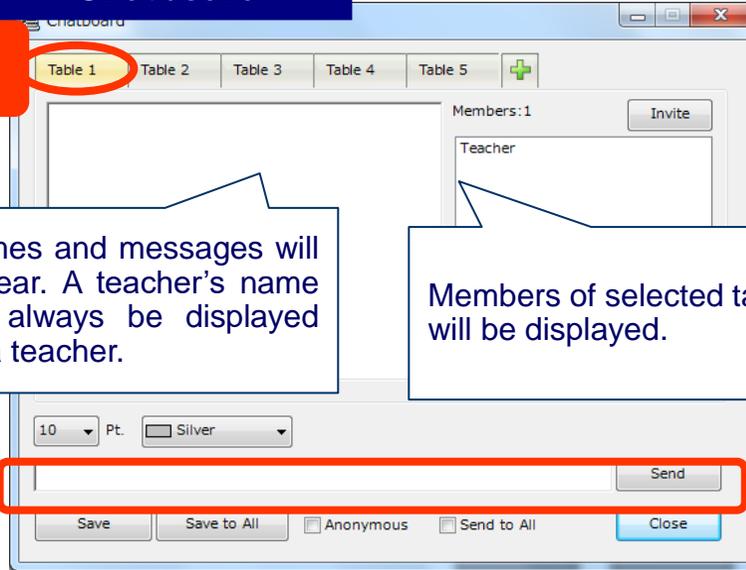
Teachers can open and close the Chat function for the students during pair /group discussions.

*If there is no group / pair, all students will join to one chatboard.



Teacher Chatboard

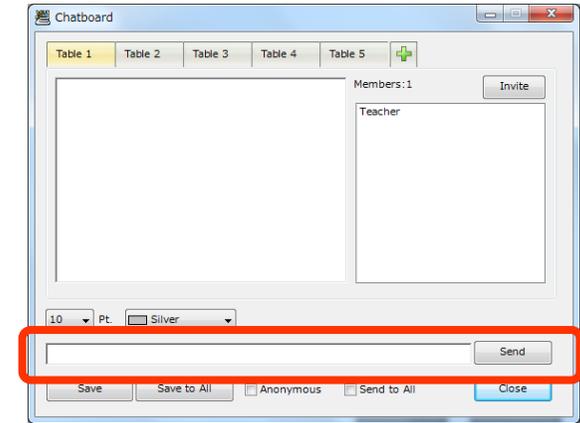
2



Names and messages will appear. A teacher's name will always be displayed as a teacher.

Members of selected tables will be displayed.

Student Chatboard



Type messages and click "Send".

1. Click the "Chat" button to start the chatboard.
2. Click a table tab.
3. Enter your message and click the Send button.

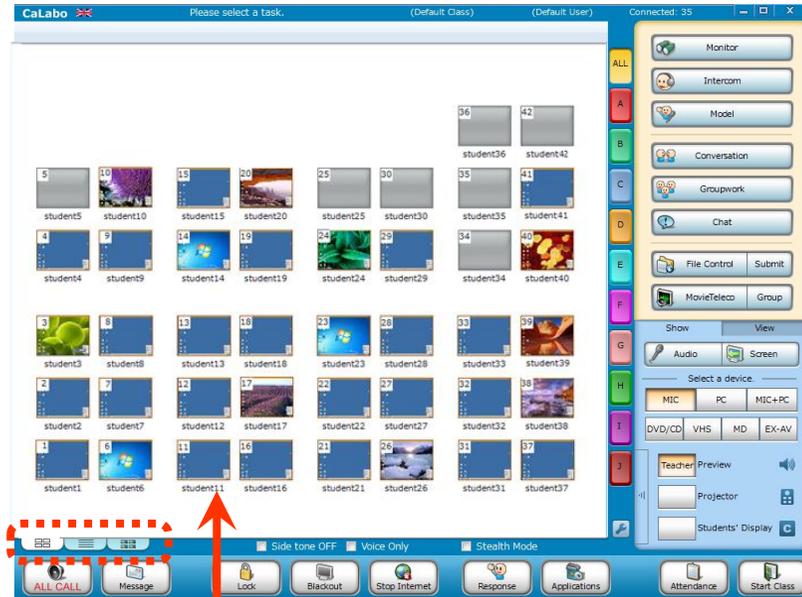
Anonymous: Students' name will not be displayed. (They will be only on teacher's chatboard)

[Send to All]: Sending messages all students from a teacher.

[Save]: Saving selected tables or all tables

[Save to All]: Saving messages on students' computers with teachers control.

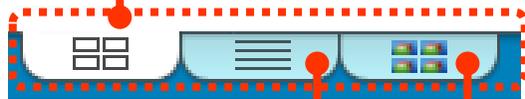
Changing the Classroom View



You can change the classroom view by clicking the view change buttons.

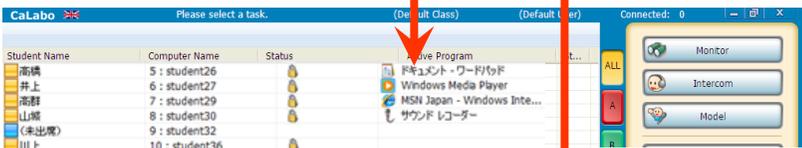
Layout View

View student icons as the actual physical layout of the classroom



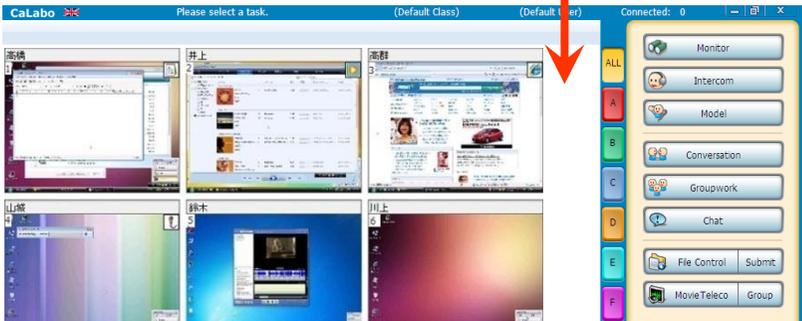
List View

View student PCs in a list form and monitor student-started applications at a glance.



Thumbnail View

View student PCs with larger thumbnails. Thumbnails will be ordered by the seating number.



To change the thumbnail size, click the Thumbnail View tab again, and then you can select the thumbnail size from the menu.

Overview Of Response Analyzer

By using this simple Response Analyzer, you can see how well the whole class understands immediately. When you start Response Analyzer, the view of seat icons on the control panel will be changed, and the response results will be displayed on seat icons. The results will also be displayed as a chart, and you can confirm what students respond and how long it takes.

[Control Panel]

[Response Results Display]

Charts

Number of Respondents: 0 (0%)

Response	Count
A	6
B	5
C	6
D	3

Lists

Received 17/32 53%

Student ID	Name	Response	Result	Response Time
s-test01	s-test01	N/A	N/A	N/A
s-test01	s-test01	D	N/A	2019/02/27 13:57:12
s-test02	s-test02	B	N/A	2019/02/27 13:57:22
s-test03	s-test03	B	N/A	2019/02/27 13:57:38
s-test04	s-test04	D	N/A	2019/02/27 13:57:36
s-test05	s-test05	D	N/A	2019/02/27 13:57:15
s-test06	s-test06	B	N/A	2019/02/27 13:57:45
s-test07	s-test07	C	N/A	2019/02/27 13:57:40
s-test08	s-test08	D	N/A	2019/02/27 13:57:43
s-test09	s-test09	B	N/A	2019/02/27 13:57:17
s-test10	s-test10	B	N/A	2019/02/27 13:57:25
s-test11	s-test11	C	N/A	2019/02/27 13:57:48
s-test12	s-test12	D	N/A	2019/02/27 13:57:50
s-test13	s-test13	A	N/A	2019/02/27 13:57:20
s-test14	s-test14	D	N/A	2019/02/27 13:57:53
s-test15	s-test15	D	N/A	2019/02/27 13:57:32
s-test16	s-test16	D	N/A	2019/02/27 13:57:34
s-test17	s-test17	N/A	N/A	N/A
s-test18	s-test18	C	N/A	2019/02/27 13:57:55
s-test19	s-test19	N/A	N/A	N/A
s-test20	s-test20	N/A	N/A	N/A
s-test21	s-test21	N/A	N/A	N/A
s-test22	s-test22	N/A	N/A	N/A

[Response Display for Students]

Question: 2

Timer 00 : 27

A B C D

Question: 3

Timer 00 : 21

YES NO

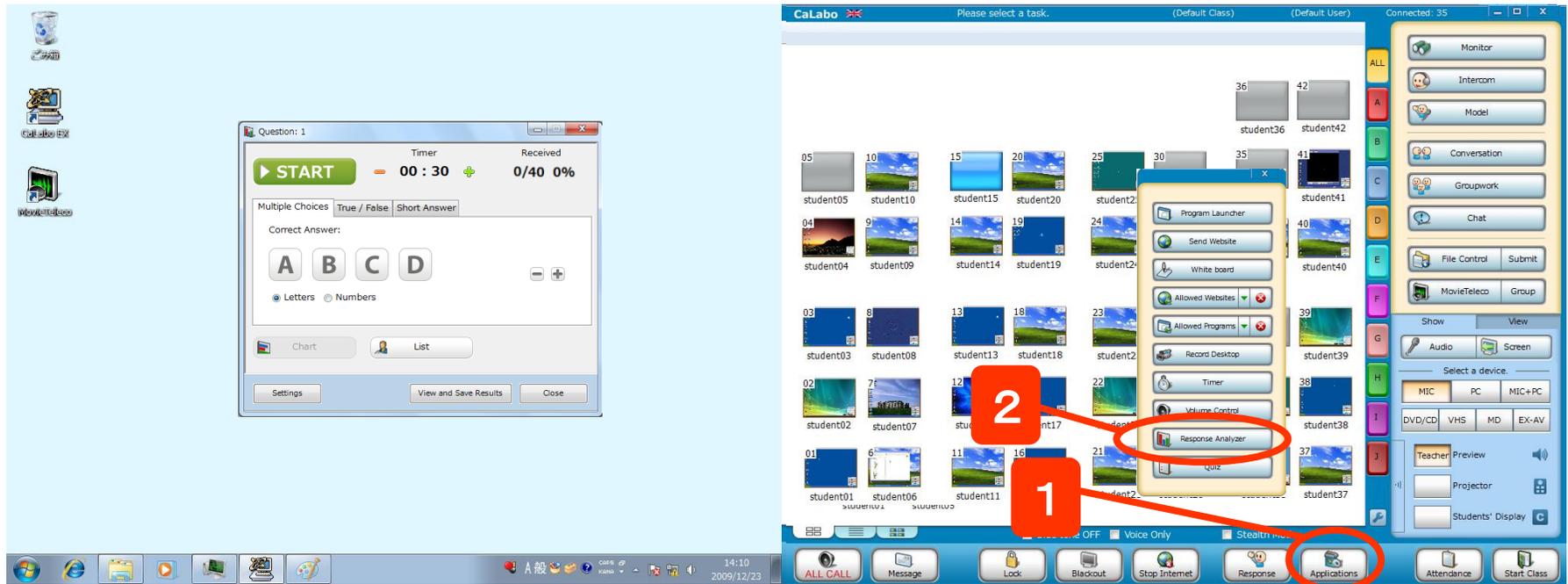
Question: 4

Timer 00 : 26

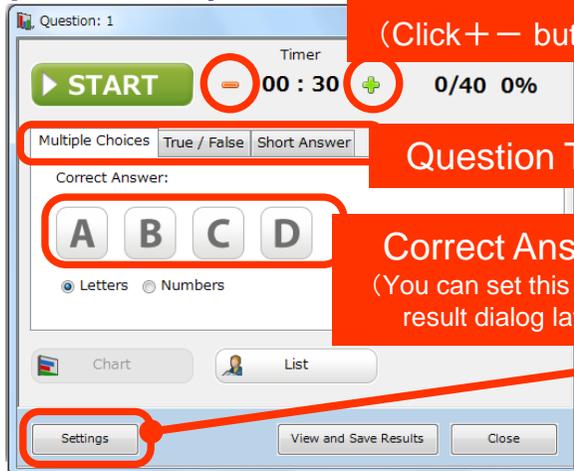
Not Submitted

Change Submit

Starting Response Analyzer



【Response Analyzer】



Timer
(Click + - button to change timer length)

Question Types

Correct Answer
(You can set this on the result dialog later)

1. Click Application.
⇒ The application panel will appear.
2. Click Response Analyzer.
⇒ The response analyzer dialog will appear.

Settings:

- Initial timer value setting (30 sec)
- +/- Increment setting for the timer (10 sec)
- Auto chat display setting
- Auto result saving and result file location settings

(Save Location = (Document)¥CHleru Analyzer Results)

Response Analyzer Question Types

Multiple Choice

【Teacher】

- Choices can be set from two to six.
- Single answer
- Choice button types can be selected from letters (A-F) or numbers (1-6).

【Student】

True / False

【Teacher】

- Answer button types can be selected from Yes/No, ✓/× or O/×.

【Student】

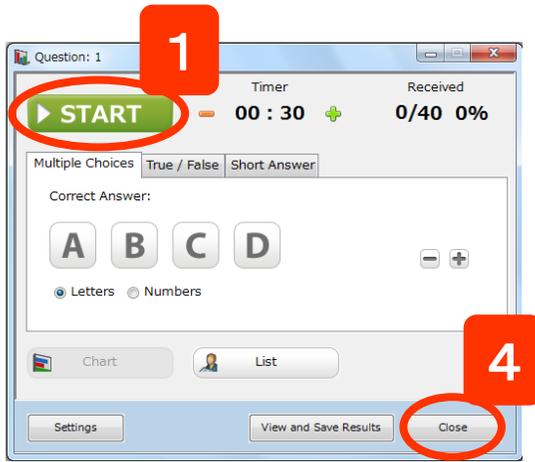
Short Answer

【Teacher】

- “Mark Automatically” and “Match case” options are available.

【Student】

Using Response Analyzer

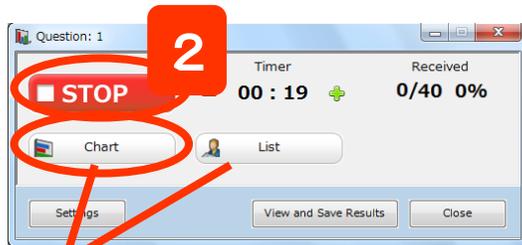


1. Select a question type, set the correct answer and timer, and then click “START”.

⇒ The START button will become STOP and the Timer will start counting down. You will also see the number of received answers and respond rate. Students can start responding to the question on their response dialogs.

- ✘ You can set the correct answer after starting the question.
- ✘ You can change the timer length anytime by clicking the [+][–] buttons.

2. To end the question before the timer ends, click “STOP”.



3. To view the results, click the “Chart” or “List” buttons.

⇒ Chart - The result bar chart will appear.

List - The list of students and each student’s response will appear.

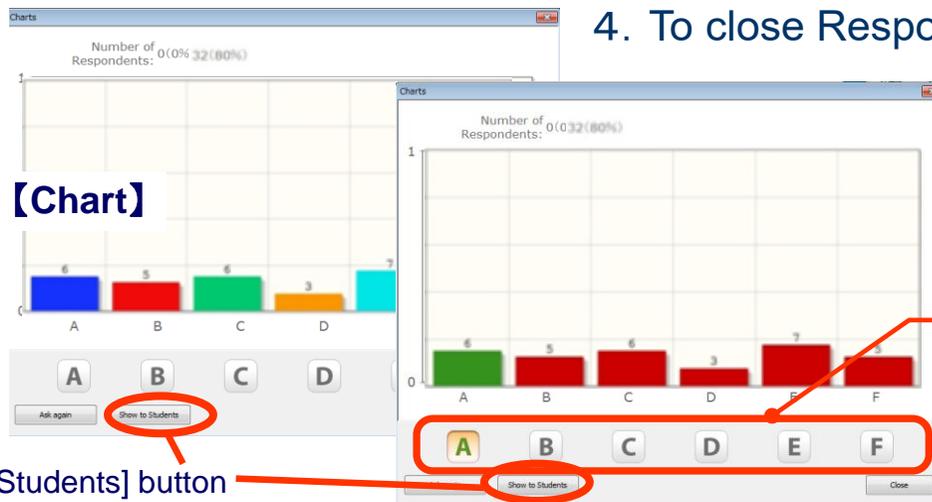
You can show these dialogs at anytime during the session.

To show the results to the students, click the Show to Students button.

4. To close Response Analyzer, click “Close”.

⇒ The result data will be saved in a CSV file format. The default file location is : (Document folder)¥CHleru Analyzer Results¥(date)¥AnalyzerResults_YYYYMMDD_hhmmss.csv

Option to change the correct answer



[Chart]

[Show to Students] button

Overview Of Evaluation Sheet

By using this digital Evaluation Sheet, students can evaluate their presentations among themselves.

Evaluation Sheet employs evaluation means using points per items and comments.

The results will be made up immediately, and two types of files will be created. One is for teacher to confirm students' evaluation, and the other is for students to receive feedbacks.

【Evaluation Sheet Screen】

The screenshot shows two overlapping windows of the evaluation sheet. The top window displays the 'Evaluation Item' (評価項目) and 'Comment Item' (コメント項目) sections. The 'Evaluation Item' section includes a name field (グループAの発表) and a description field (各グループの発表を5段階で評価してください). Below the description are two numbered text input areas for comments: (1) 自由に感想を記入してください and (2) 改善点があれば記入してください. The bottom window shows a list of evaluation items with corresponding rating scales (5 to 1) for each item: (1) 内容・構成, (2) 話し方・対応, (3) チームワーク, (4) 時間, and (5) 質疑応答. A 'Send Evaluation' (評価を送信する) button is visible at the bottom.

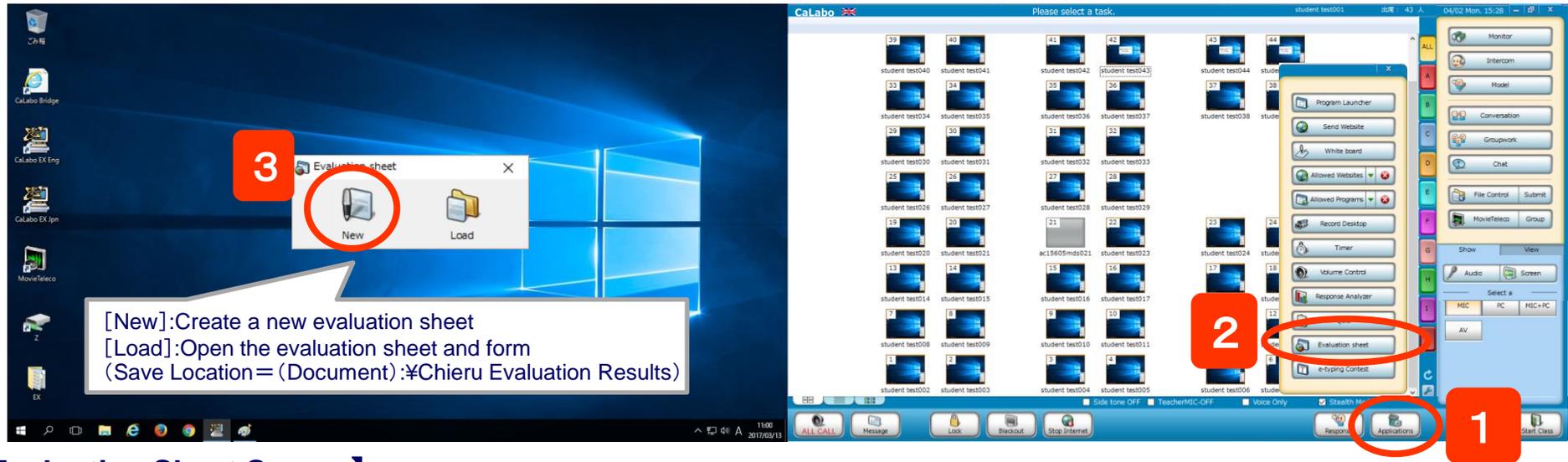
【A File of Evaluation Results】

	A	B	C	D	E	F	G	H	I	J
1	2018/4/2 15:10									
2	Presentation									
3	Presentation Grade [5= Excellent; 4 = Good ; 3 = Satisfactory; 2 = Some problems; 1 = Many problems]									
4		Did the in	Did the or	Did the sp	Were appr	Were ques	Total scor	General C	Do you have any	
5	Teacher	5	4	3	5	4	20			
6	t-sato	4	2	5	3	4	18	Good	Good	
7	chirinuru	3	1	3	5	1	17	Great	Good	
8	onodera	2	1	4	4	3	16	best	Good	
9	makoto	5	2	3	3	4	20	best	Good	
10	hiiragi	5	3	5	2	5	18	Good	Good	
11	rohani	4	2	2	3	3	15	nice	Good	
12	hoheto	3	1	2	4	2	16	great	Good	
13	wakayo									
14	tareso									
15	Average of student	4.0								
16										

The graph shows the average scores for five evaluation items. The x-axis lists the items, and the y-axis shows the score from 1 to 5. The bars are colored: blue for (1), orange for (2), blue for (3), blue for (4), and blue for (5). The scores are: (1) 4.0, (2) 2.0, (3) 5.0, (4) 3.0, and (5) 4.0. A 'Total: 18.0 / 25' is shown at the bottom right.

【Evaluation Average Graph】

Creating & Saving Evaluation Sheet



【Evaluation Sheet Screen】



Switching of evaluation and comment items

Input Name and Questions

Setting of score and evaluation items

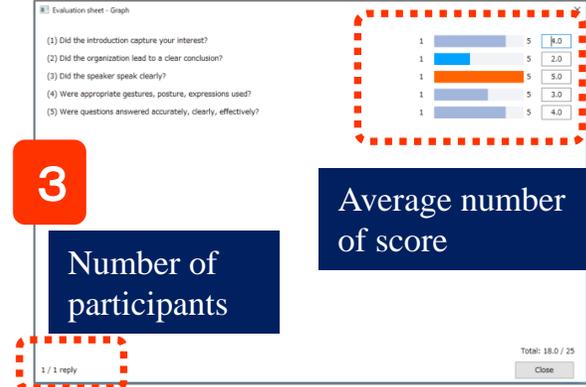
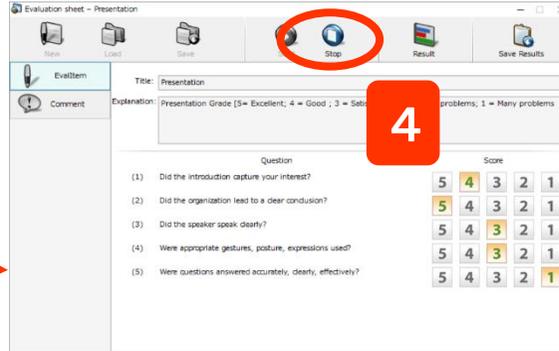
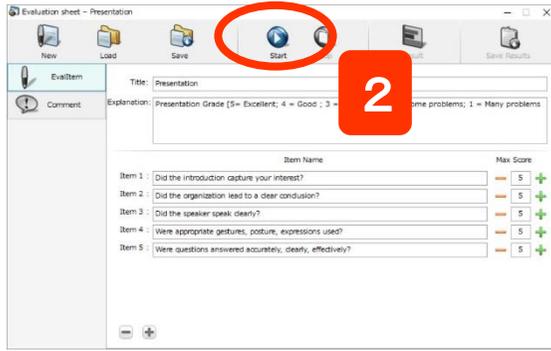
Setting of comment items

Changing the number of items by clicking (+/-)

1. Click [Applications]
⇒ Sub-menu will pop up.
2. Click [Evaluation sheet]
⇒ Evaluation Sheet Screen will pop up.
3. Click [New]
⇒ Evaluation Sheet dialog will appear.
4. Input Name and Questions, Set the evaluation criteria.
(Evaluation Items: Up to 20 items, Level of score: 2~100, Comment Items: Up to 10 items)
5. Click [Save]
⇒ Select the Save Location and rename the file if you need.

Marking Evaluation Criteria

[Graph]



1. Click [Evaluation sheet],
and click [Template Open]
⇒ Choose a saved file to open.

2. Click [START]
⇒ Evaluation sheet will be displayed
on student screen then both of
teacher and students can mark each
scores.
The graph will be displayed on
teacher's screen.

3. Teacher can confirm the number
of participants on the Graph.

4. Click [STOP]
⇒ Stop the evaluation and the result
will be saved automatically.

File path =
(Document folder)¥CHleru EvaluationResults
File name =
EvaluationResults_(date & time).csv
EvaluationResults_(date & time)
_feedback.csv
EvaluationResults_(date & time)_feedback.jpg

Student Screen



Student will select score for each criteria and type their
own comment.

Click [Send] and then the number of participants will
show on the Graph on the teacher's screen.

Results of Evaluation Sheet

Three types of files will be saved automatically after clicking the stop button.

【EvaluationResults_YYYYMMDDhhmmss.csv】

For a record for teacher. It will be outputted below: evaluation and comments that teacher and each student make. The average score per items. A person who evaluates (in numerical order)

Evaluation of teacher

Evaluation of students (Name, in numerical order)

Evaluation average score of students

	A	B	C	D	E	F	G	H	I
1	2018/4/2 15:10								
2	Presentation								
3	Presentation Grade [5= Excellent; 4 = Good; 3 = Satisfactory; 2 = Some problems; 1 = Many problems]								
4	Teacher								
5	t_sato	5	4	3	5	4	20	18	Good
6	chirimiru	3	1	3	5	1	17	Great	Good
7	modera	2	1	4	4	3	16	best	Good
8	m_koto	5	2	3	3	4	20	best	Good
9	hirata	5	3	5	2	5	18	Good	Good
10	rohan	4	2	2	3	3	15	nice	Good
11	hoheto	3	1	2	4	2	16	great	Good
12	wakayo	2	3	3	3	1	13	good	Good
13	Average of student	4.0 / 5	2.0 / 5	3.0 / 5	3.0 / 5	4.0 / 5	18.0 / 25		
14	Average of student	4.0 / 5	2.0 / 5	3.0 / 5	3.0 / 5	4.0 / 5	18.0 / 25		

【EvaluationResults_YYYYMMDDhhmmss_feedback.csv】

For a feedback for a presenter. It will be outputted below. evaluation and comments that teacher and each student make (anonymous). The average score per items. It will be arranged in random.

Evaluation of teacher

Evaluation of students (anonymous, arranged in random)

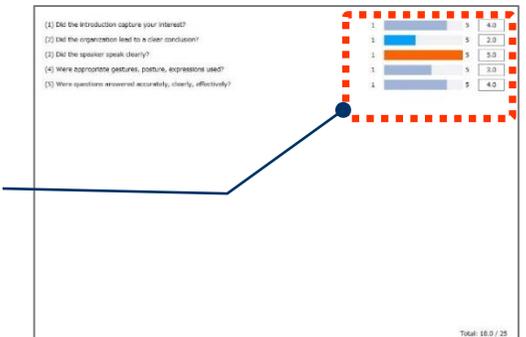
Evaluation average score of students

	A	B	C	D	E	F	G	H	I
1	2018/4/2 15:10								
2	Presentation								
3	Presentation Grade [5= Excellent; 4 = Good; 3 = Satisfactory; 2 = Some problems; 1 = Many problems]								
4	Teacher								
5	Teacher	5	4	3	5	4	20	18	Good
6	Teacher	3	1	3	5	1	17	Great	Good
7	Teacher	2	1	4	4	3	16	best	Good
8	Teacher	5	2	3	3	4	20	best	Good
9	Teacher	5	3	5	2	5	18	Good	Good
10	Teacher	4	2	2	3	3	15	nice	Good
11	Teacher	3	1	2	4	2	16	great	Good
12	Teacher	2	3	3	3	1	13	good	Good
13	Teacher	4.0 / 5	2.0 / 5	3.0 / 5	3.0 / 5	4.0 / 5	18.0 / 25		
14	Average of student	4.0 / 5	2.0 / 5	3.0 / 5	3.0 / 5	4.0 / 5	18.0 / 25		
15	Average of student	4.0 / 5	2.0 / 5	3.0 / 5	3.0 / 5	4.0 / 5	18.0 / 25		

【EvaluationResults_YYYYMMDDhhmmss_feedback.jpg】

For a feedback for a presenter, it will be outputted as a picture of a graph of the average score per items.

Evaluation average score of students



Overview Of Quiz

You can combine multiple question formats to create a quiz and conduct a quiz all at once.

The result will be made up and saved automatically at once. The quiz which you create is printable for an exam paper.

You can select from the following five types of question formats: "Multiple Choice" "Multiple Answer" "Short Answer" "True/False" "Essay".

After conducting a quiz, the report will be created, and you can confirm the total result and answer status per person/question.

【Quiz】

Quiz Name: Quiz
 Class: 2A
 Subject: English
 Teacher: Kasugi
 Instructions: Read the questions carefully!
 Total points: 60

1. Watch the news of Unit4 and answer the following questions.
 (Mark:10) How much is the Rembrandt painting worth?

1. 14 million dollars
 2. 40 million dollars
 3. 140 million dollars
 4. 1400 million dollars

【Multiple Choice/Answer】

2. Mark the phrases used by the first man that Miki asked.
 (Mark:10)

A. It's pretty far from here.
 B. It's more than a 10-minute walk.
 C. It's behind the library.
 D. Go past the student union.

【Short Answer】

3. During the election campaign, one of the main _____ was education.
 (Mark:10)

• issue

【Short Answer】

4. The painting has been in private collections.
 (Mark:10)

Yes
 No

【True/False】

5. The goddess in the painting is called Minerva.
 (Mark:10)

True
 False

【True/False】

6. If you got the painting, what would you do?
 (Mark:10)

【Essay】

【Report】

Summary of Results

Quiz Information

Date	Quiz Name	Class	Subject	Teacher	# of Students
02/27/2019 14:04	test	PC実習室A		(Default User)	32

Students

ID	Name	Score	Percent	Standard score
s-test01	s-test01	0 / 100	0.00%	0.00
s-test02	s-test02	100 / 100	100.00%	0.00
s-test06	s-test06	0 / 100	0.00%	0.00
s-test09	s-test09	0 / 100	0.00%	0.00
s-test10	s-test10	0 / 100	0.00%	0.00

Point chart

Number of Students

【Student Screen】

テスト名: 確認テスト
 クラス: 英語 II
 科目: 英語
 先生: 日向
 注意事項: 問題をよく読んで問いに答えなさい。
 合計点: 60

1. Unit4のニュースを見て、次の問いに答えてください。
 (配点:10) How much is the Rembrandt painting worth?
 見直し

1. 14 million dollars
 2. 40 million dollars
 3. 140 million dollars
 4. 1400 million dollars

2. Mikiと学生のやり取りを見て答えなさい。(正解は1つとは限りません。)
 (配点:10) Mark the phrases used by the first man that Miki asked.
 見直し

A. It's pretty far from here.
 B. It's more than a 10-minute walk.
 C. It's behind the library.

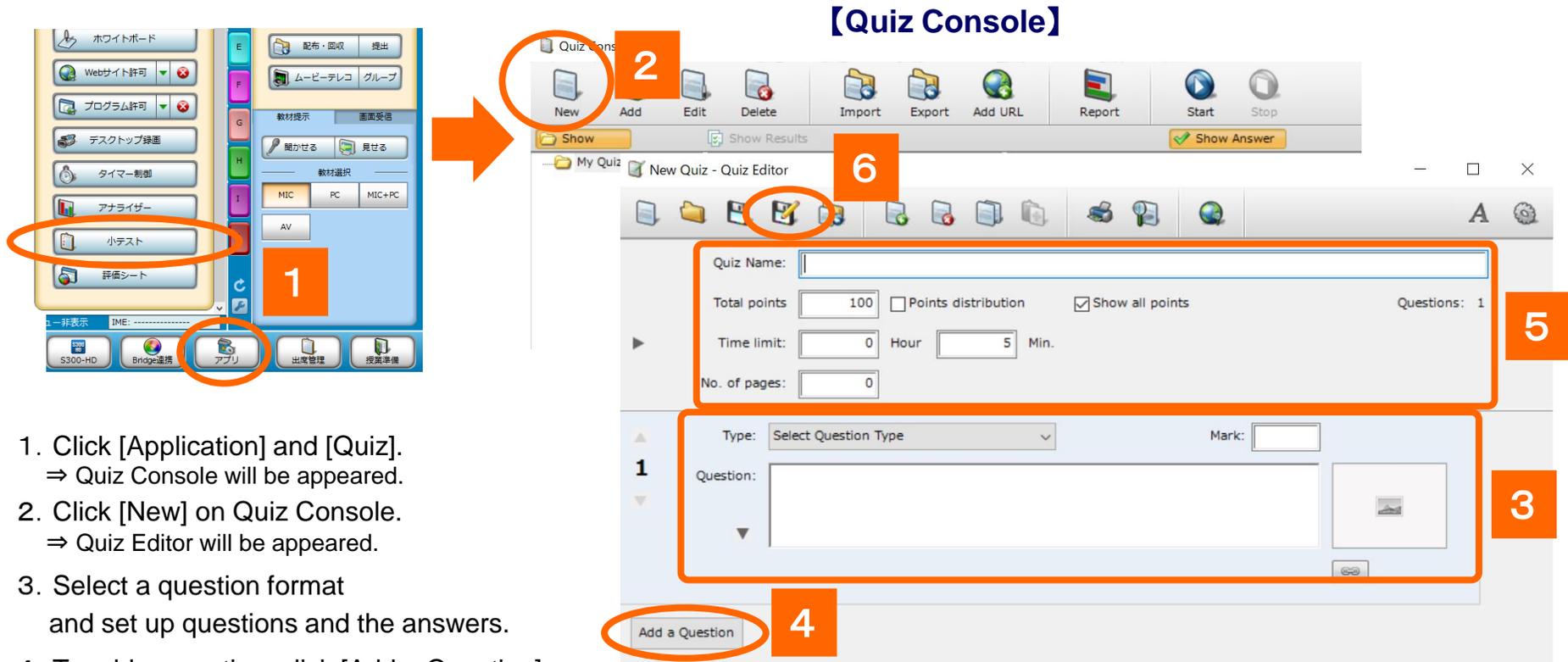
戻る 1 / 1 次へ

問題番号

1 2 3 4 5

6

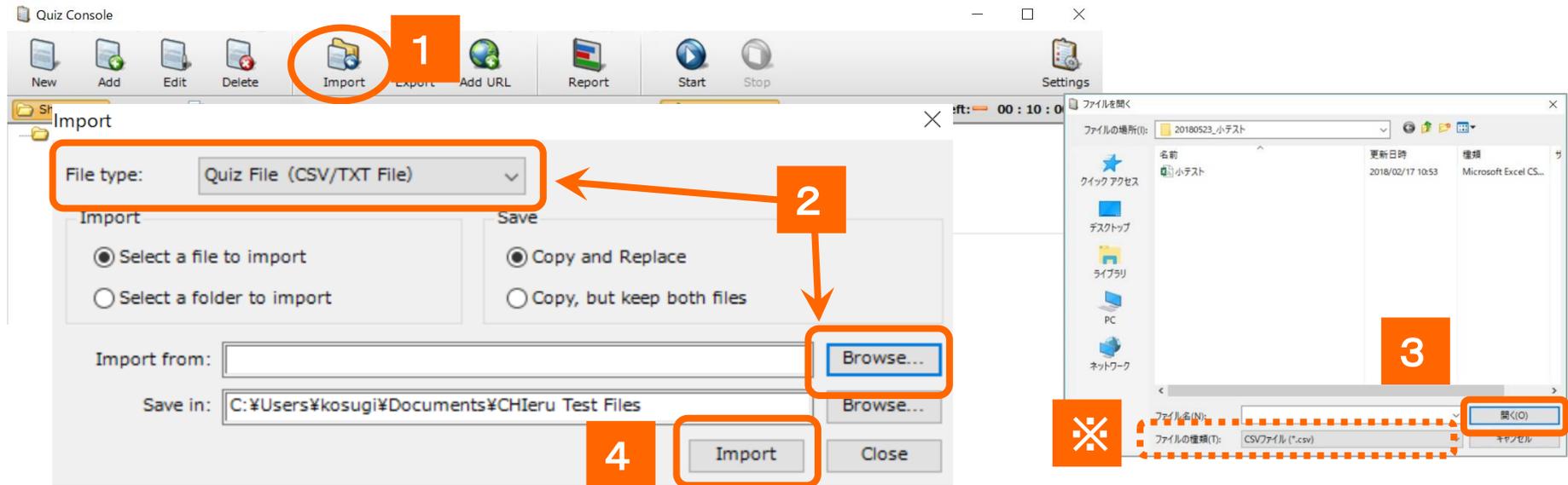
答案を提出する



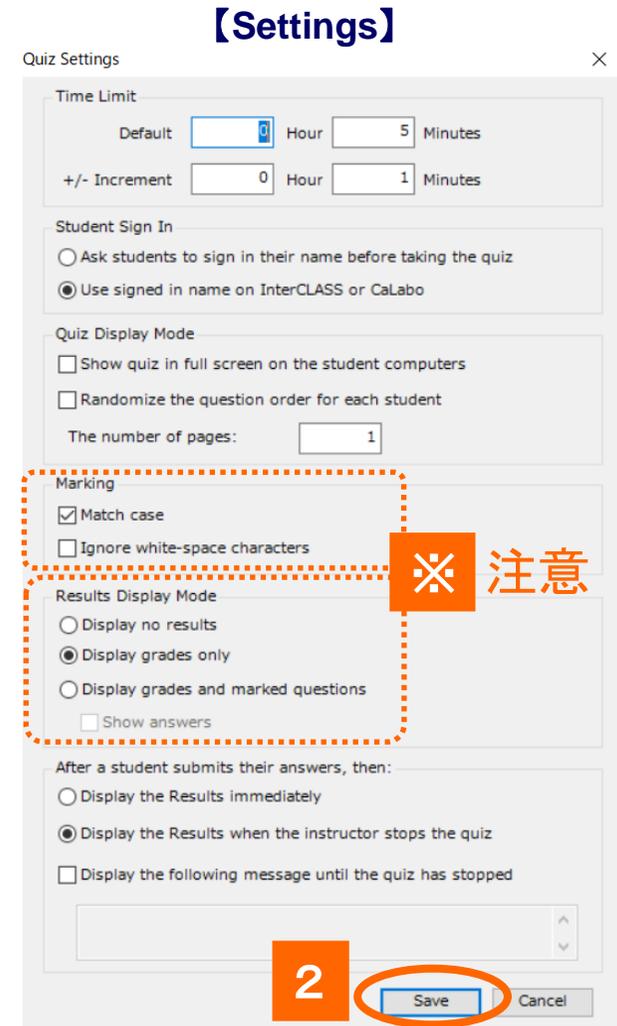
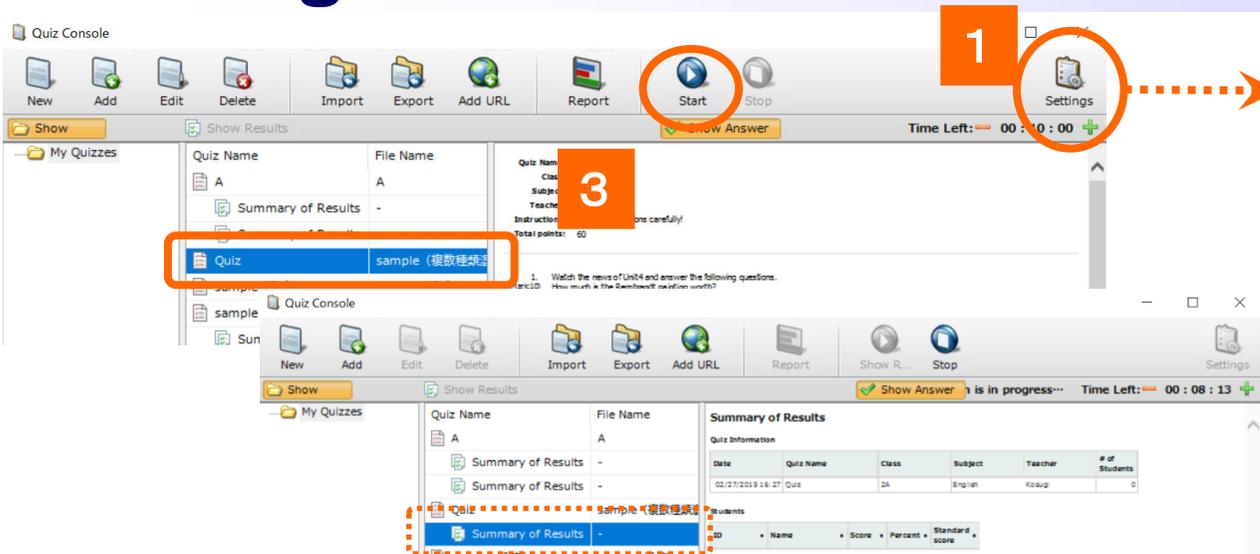
1. Click [Application] and [Quiz].
⇒ Quiz Console will be appeared.
2. Click [New] on Quiz Console.
⇒ Quiz Editor will be appeared.
3. Select a question format
and set up questions and the answers.
4. To add a question, click [Add a Question]
5. Enter "Quiz Name""Total points""Time limit"
"No. of pages."
6. After the setting up is done, click [Save As].
⇒The quiz you create will be added to Quiz Console.

☆You can save the quiz as CSV file clicking [Export],
and import it appropriately after editing.

- Quiz Name : Set up the quiz title
- Total Points : Set up the total points of the quiz
- Points Distribution : If it is checked, points will be distributed equally
- Show All Points : If it is checked, the points will be displayed on the quiz.
- Time Limit : Set up the time in hours and minutes. In case of "0:00,"
click [Stop] to finish.
- No. of Pages : Set up the pages when you want to divide into multiple pages.



1. Click [Import] on Quiz Console.
⇒ Import dialog box will appear.
2. Select “Quiz File(CSV/TXT File)” from File Type, and Click [Browse].
⇒ Open a File dialog box will appear.
3. Select the file you created, and click [Open].
4. Click [Import].
⇒ The quiz you created will be added to Quiz Console.



1. Click [Settings] on Quiz Console.
⇒ Quiz Settings will appear.
2. Confirm the settings and Click [Save].
3. Select the quiz you want to start, and click [Start].
⇒ The quiz will be displayed on students' desktop and will start.
Also, the preview on Quiz Console will be switched to Summary of Results.

※ Notice Of Quiz Settings

【Marking】

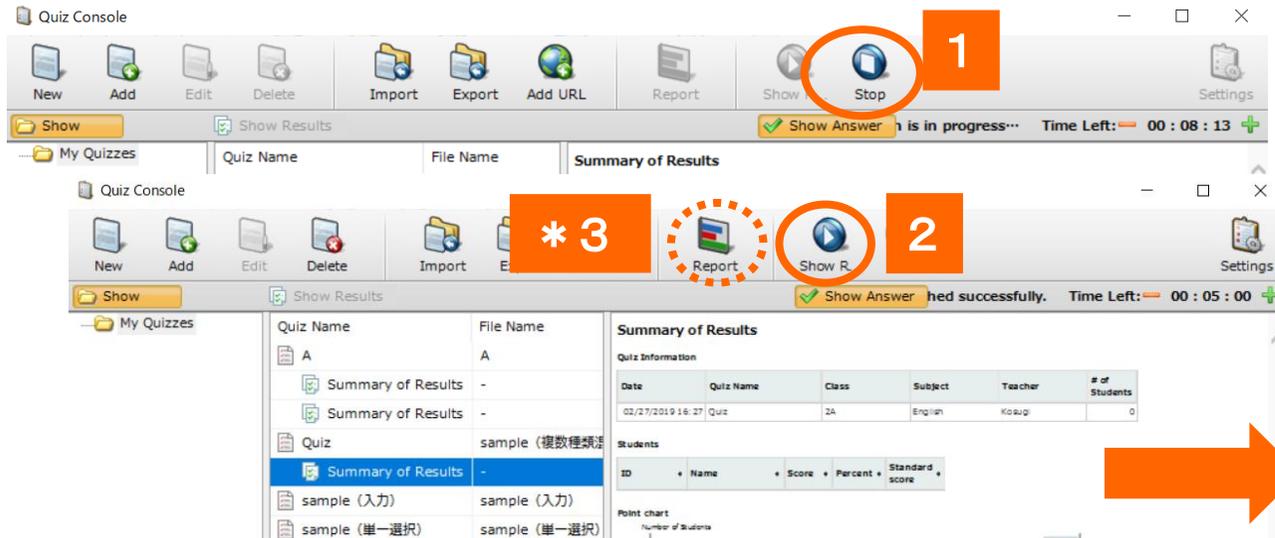
If it is checked on "Ignore white-space characters," it will be an incorrect answer when there is blank space on the head or tail of character string.

【Result Display Mode】

You can select what to show students when the quiz is finished.

- Display grades only: The grades only will be displayed.
- Display grades only and marked questions : The grades and students' answers will be displayed. if "Show answers" is checked, correct answers will be displayed.

Displaying Quiz Results



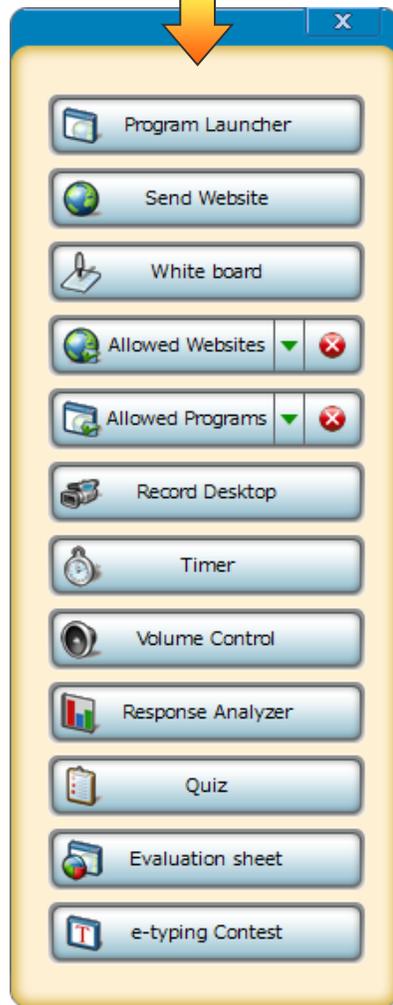
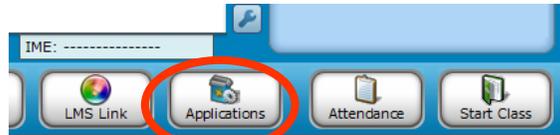
【Summary of Results】



1. Click [Stop].
※ All the answers will be collected automatically even though it is in progress, and the quiz will end.
2. Click [Show Results].
⇒ Personal score results will be displayed on the students' screen.
※ It will automatically be displayed if it is effective to display results on settings.

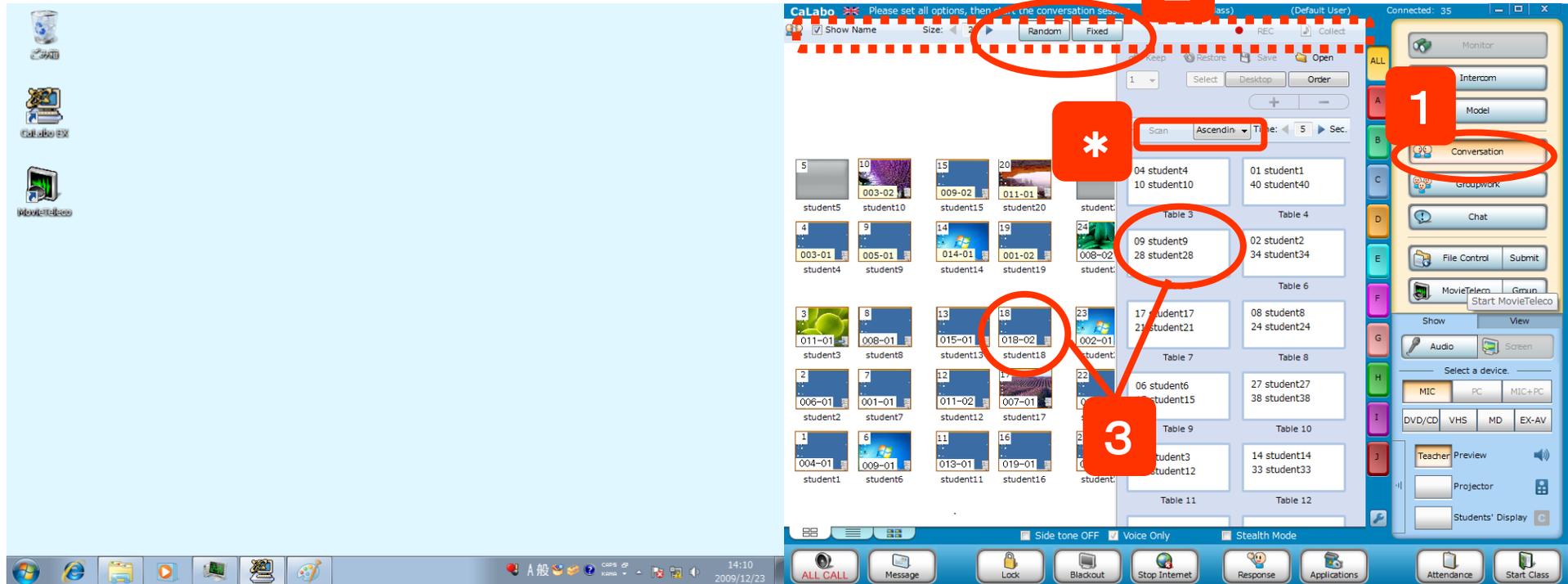
- * 1 You can confirm the results by students to click students' name on the Summary of Results.
- * 2 You can confirm the results by questions to click the question number on the Summary of Results.
- * 3 You can print the results to click [Report].

Other Functions (Application)



Functions	Details
Program Launcher	Start a program on the student computers
Send Website	Open specific websites for students
White board	Write notes and pictures for a lesson on the white board and show to the students
Allowed Websites	Allow/Prohibit websites
Allowed Programs	Allow/Prohibit the use of programs
Record Desktop	Record the teacher's desktop screen activity for student view
Timer	Timer Settings: set the Timer for a selected restriction.
Response Analyzer	Collect student responses and show the results instantly
Quiz	Create quizzes and have students take a test
Evaluation Sheet	Evaluate an evaluation object and the evaluation results will be totalized
e-typing Contest	Have students take a typing test (CBT) and display the ranking at once (Optional function)

Pair / Group Discussion Using Headsets



1. Click the “Conversation” button and then the conversation menu will appear.
2. Set the number of members by clicking the “Size: <>” button. Click the “Random” or “Fixed” button to start the conversation session (The Vertical Pair/Horizontal Pair buttons also appear when they are configured).
⇒ Each group table will appear to start a conversation.
3. You can monitor a group conversation by clicking on a group table.

Student Side

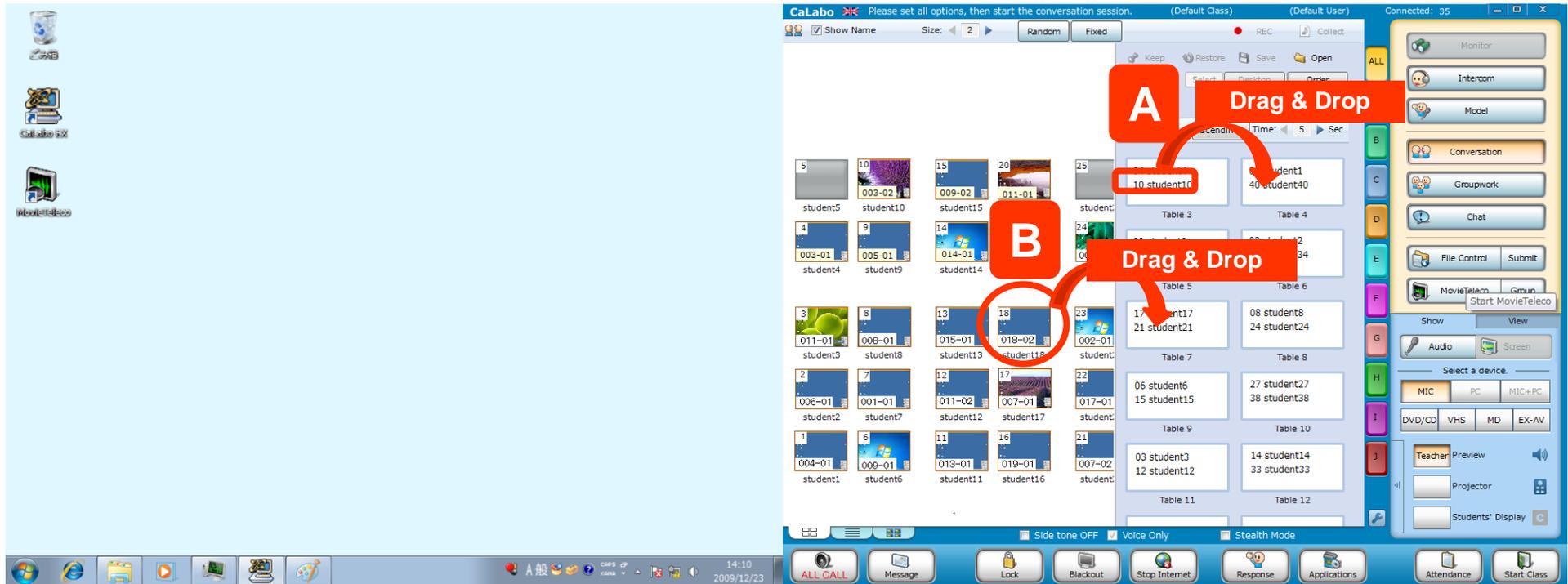
Group members are shown in the list on the student screens

※ To hide this dialog from the students, please check the “Show Name” check box.



* By clicking the “Scan” button, you can start monitoring each student discussion group in ascending / descending group table order.

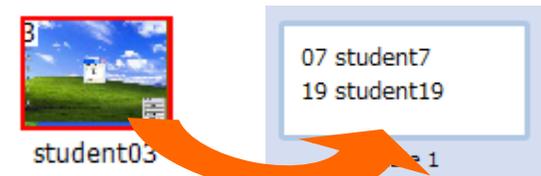
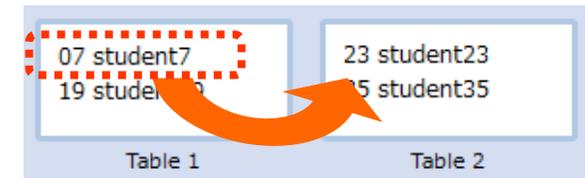
Changing Pair/Group members manually



During a conversation, you can change the pair/group members by either of the following:

- (A) Drag and drop a student name from a group table to another table.
- (B) Drag and drop a student seat icon to a pair/group table.

✳By dragging and dropping a tardy student seat icon into any group table, the tardy student also will be able to join the conversation.



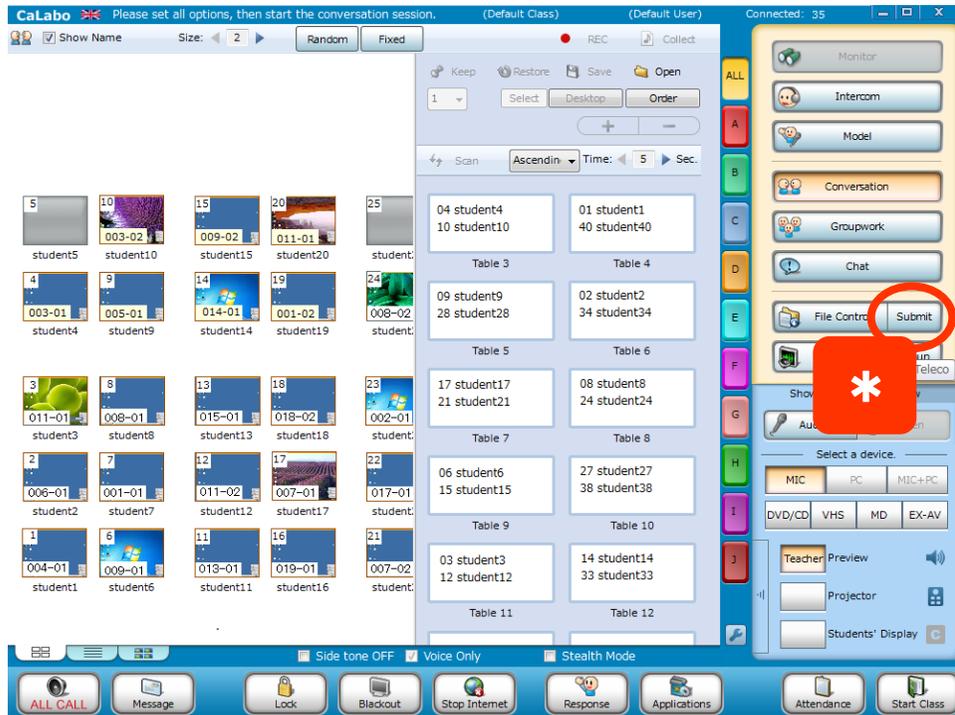
Conversation Recordings 1 : Teacher's Control

Teacher can record students recordings under his / her control. They will be saved to students' computer first and collect them.

1. Click “REC”
⇒ Recordings will start and “REC” will change into “Stop”.
 2. Click “Stop”.
⇒ Recordings will stop and “Save recorded files” will appear.
 3. Select a media type and Click “Save”
⇒ The recordings will be saved to students' computers (The name of the files will be the date)
 4. Click “Collect”
⇒ “Collect recordings” will appear.
 5. Confirm the path and click “Save”.
⇒ The recordings will be saved to teacher's computer.
- ※ All recordings will be collected. The head of the file names will be a table number (pair number).

Conversation Recordings 2 : Students' Control

Students can record and save their recordings by their own.

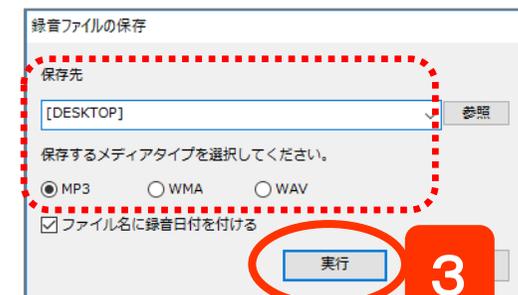


- * If you like to collect the recordings, you can execute "File Submission" function to collect.
- * Before submitting files, one person of the pairs or groups will be decided to submit and edit the file name to add partners' name.



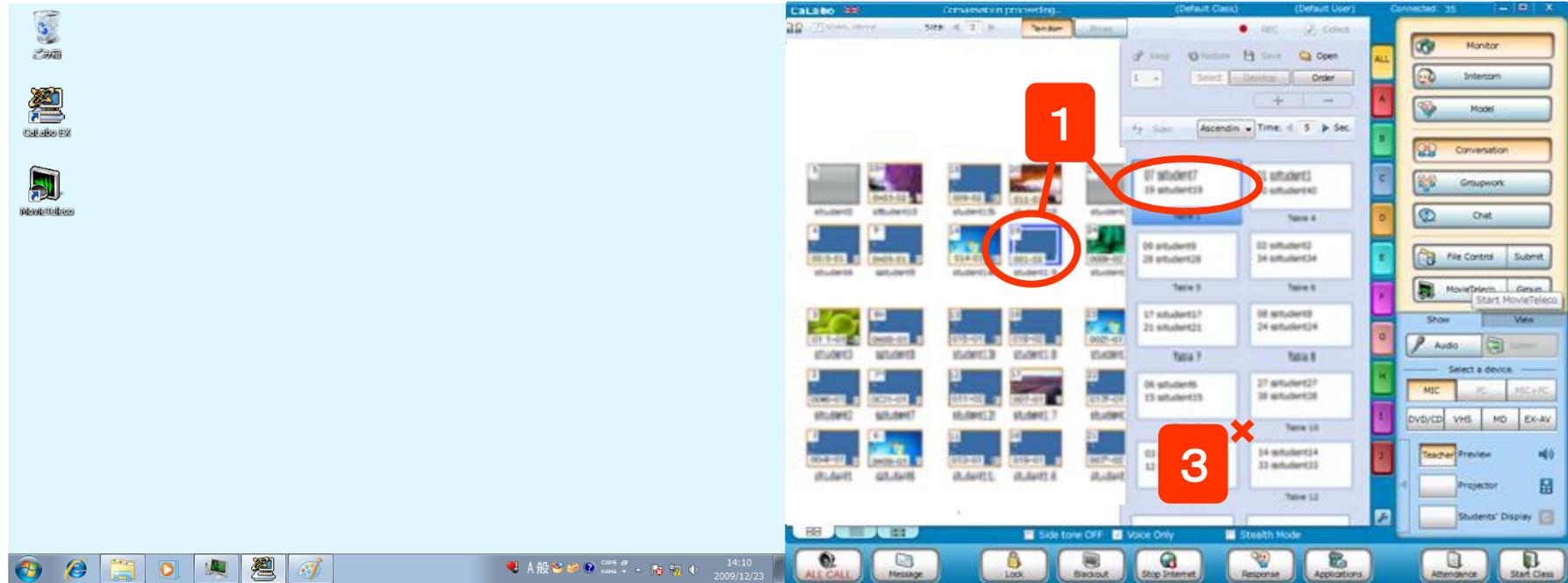
Student Actions

1. Click "Record"
⇒ The recordings will start. The time of the recording will be displayed.
2. Click "Record" again to stop the recording.
⇒ "Save recorded files" will appear.
3. Select a path and media type, and click "Save".



- ⇒ The recordings will be saved.
- * Students can submit the recordings if the teacher insists.

(Releasing Monitor / Intercom / Model)



【 Monitor During Execution Of Conversation, Releasing Monitor 】

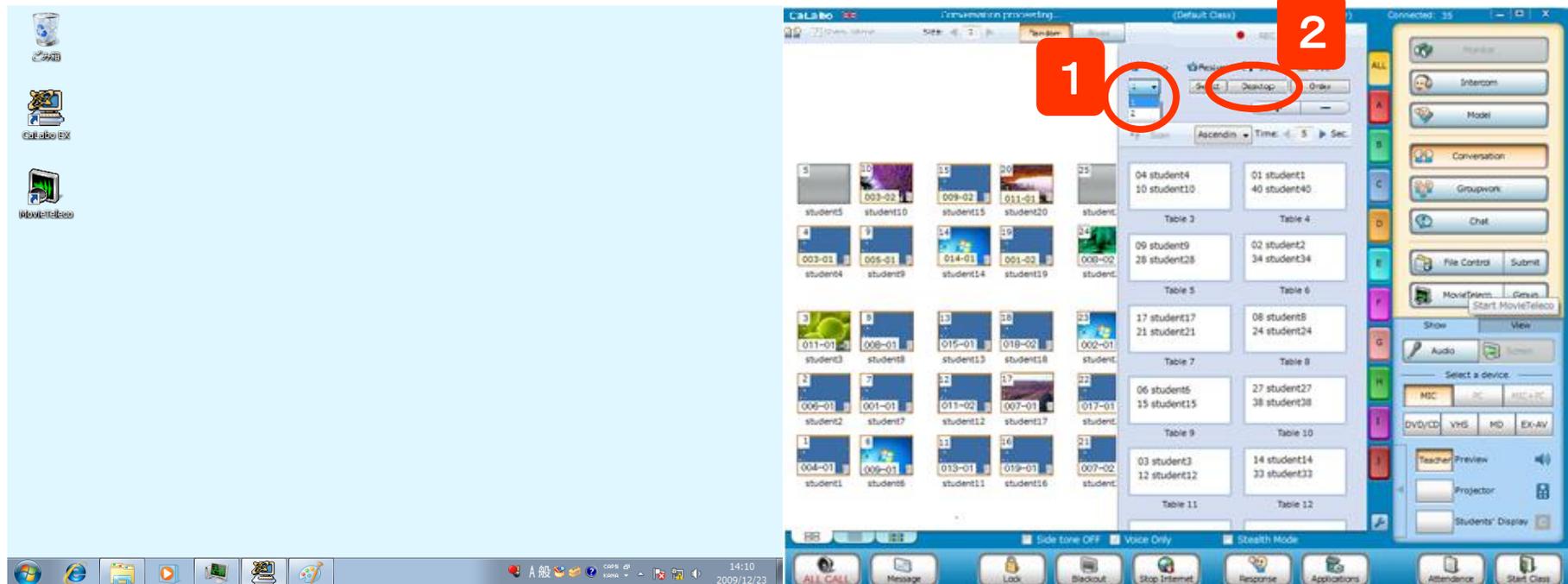
1. Click the number of the tables, or the seat icon during execution of [Conversation].
⇒ Monitor button will be on, and you can monitor the conversational speech of the students.
2. Click the other number of the tables, or the other seat icon to switch the subject.
⇒ The subject will be changed.
3. Click the gray area around the tables to release Monitor.

【Intercom and Model During Execution Of Conversation】

To start Intercom (To intervene in the conversation) or Model (To broadcast the conversation to the whole class) during execution of Conversation, follow the Step 1 on the left and start Monitor, and click Intercom or Model.

During execution of Conversation, you can speak in pairs, looking at the other's screen.

※The same applies to a group of three or more.



1. Select "1" from the pull-down menu during execution of Conversation.

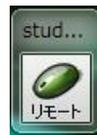
(The upper row on the table will be a target.)

2. Click [Desktop]

⇒ The desktop of the upper row on the table will be displayed to the other's.

Operation For Students

The button to the right will be appeared on the desktop which is shared from the other, and you can control it if the button is ON.



【To Change Sharer...】

3. Click [Desktop] to cancel sharing.

4. Select "2" from the pull-down menu.

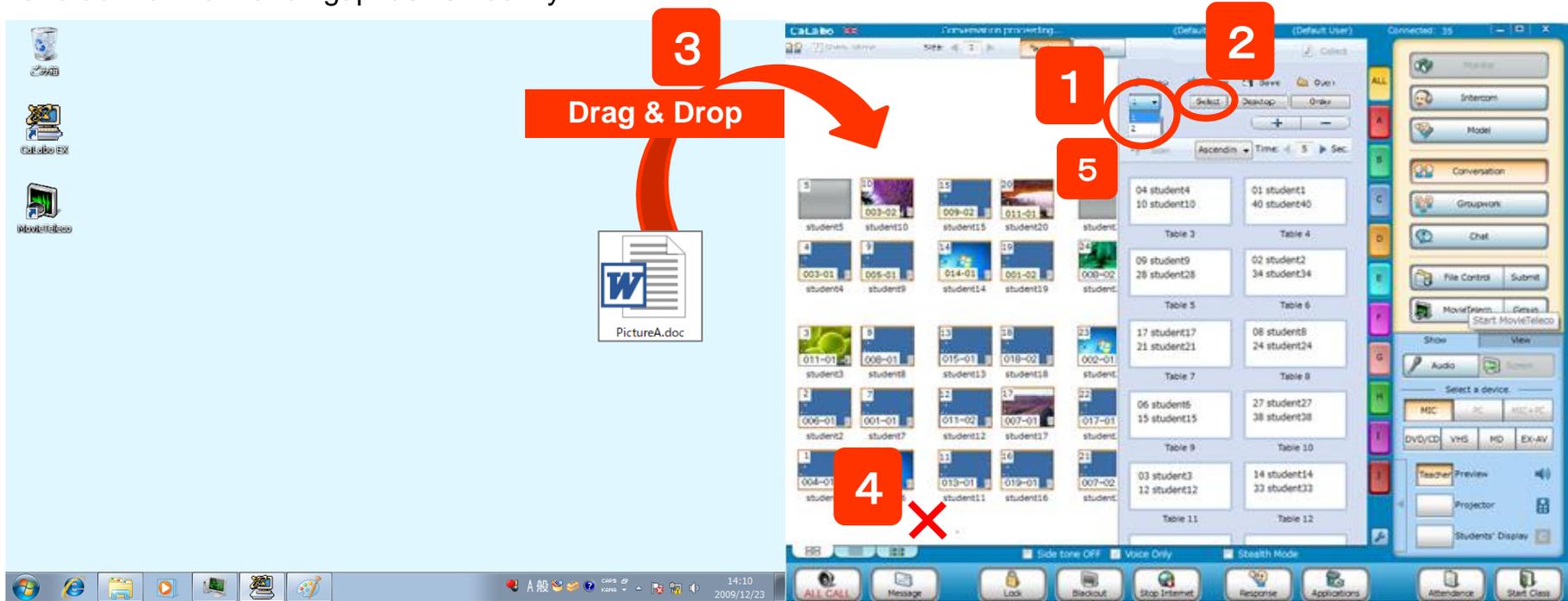
(The lower row on the table will be a target)

5. Click [Desktop]

⇒ The desktop of the lower row on the table will be displayed to the other's.

※You can type in Word which is opened by the sharer.

During execution of Conversation, you can distribute 2 types of files (Such as a file for Part A and Part B) and do the information gap task smoothly.



First of all, select Part A and send a file.

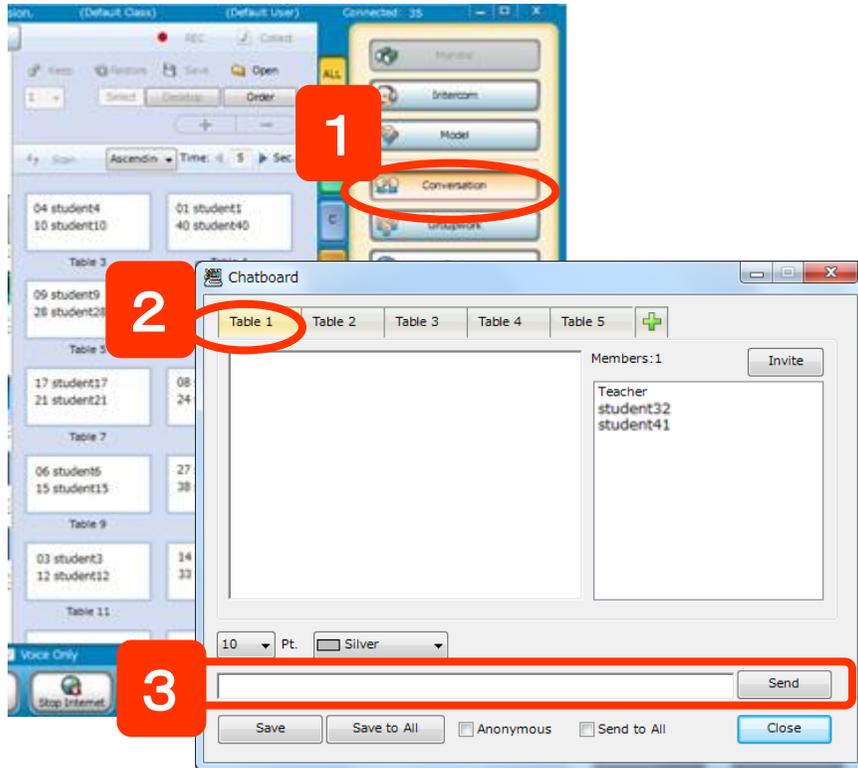
1. During execution of Conversation, select “1” from the pull-down menu.
⇒ The upper row on the table will be a target
2. Click [Select]
⇒ The seat icon of the upper row on the table will be selected.
3. Drag and drop the first file to the class area.
⇒ Confirm Target Folder and send the file.

Next, deselect seats of Part A, select Part B and send a file.

4. Click anywhere onto the white background to deselect the seats of Part A.
⇒ The selected seats will be cancelled.
5. Select “2” from the pull-down menu.
⇒ The lower row on the table will be a target
6. Follow Step 2, 3 to send the second file.

Chat During Execution Of Conversation

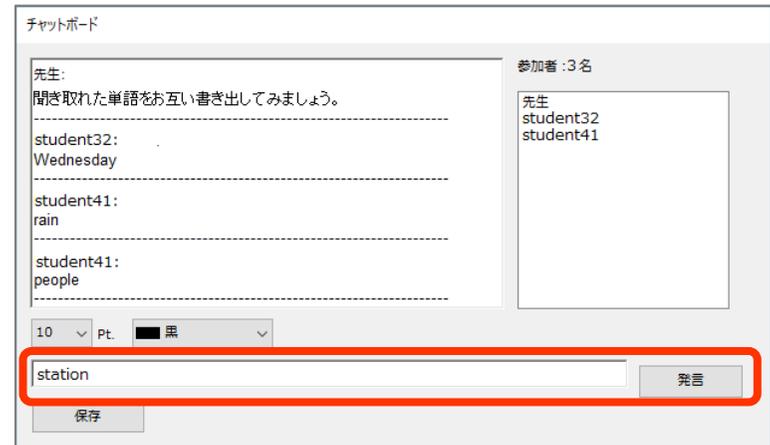
During execution of Conversation, chatboard will start per pairs (or groups), and you can have a text conversation.



1. Click [Chat] during execution of Conversation.
⇒ The chatboard will be displayed on teacher's desktop and students'.
2. Click the target table.
⇒ The target's exchanges of text conversation will be displayed.
3. Type a comment and click [Send].
⇒ The comment will be sent to the selected table.

Operation For Students

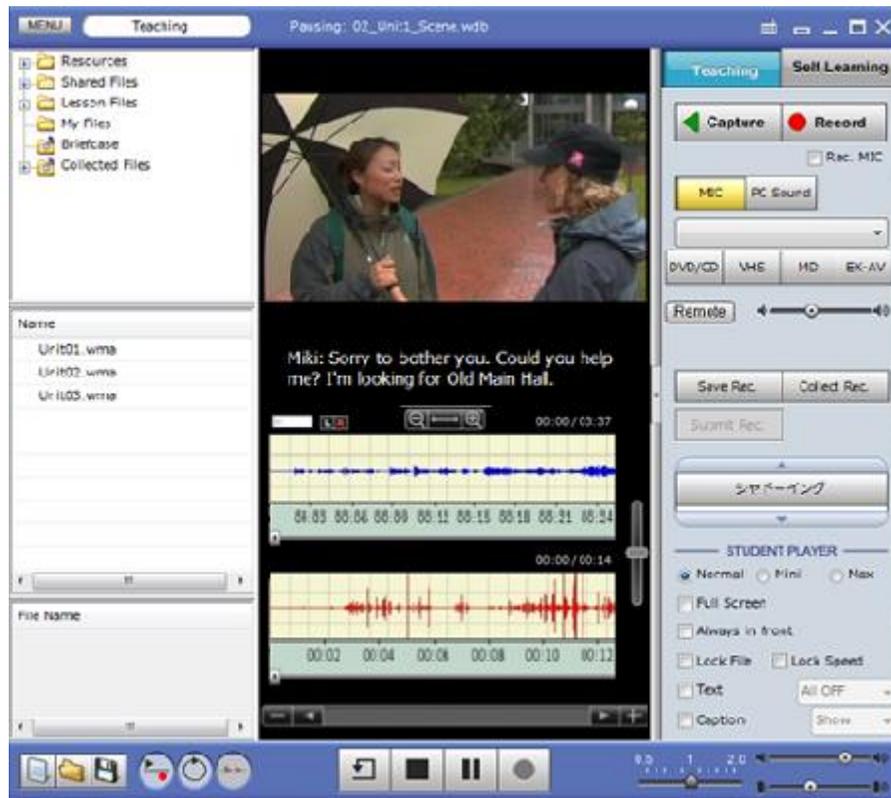
- Type a comment and click [Send].
⇒ It will be on the chatboard.



- [Anonymous] : Students' name will not be displayed. (They will be only on teacher's chatboard)
- [Send to All] : Sending messages all students from a teacher.
- [Save] : Saving selected tables or all tables
- [Save to All] : Saving messages on students' computers with teachers control.

Loading a video/audio file, you can do shadowing and interpreting practice. You can select Teaching Mode which teacher has control over content and when to play the media, or Self-Learning Mode which students control their players and practice at their own pace.

【Teacher】



【Student】

【Teaching Mode】



【Self-Learning Mode】



Loading files by dragging and dropping

Resource Folders
Double click the folder and the list of materials will be appeared.

File List
Double click the name of the file to open.

Temporary Recorded Files
[Temporarily Save] to save temporarily.

Mode Switch
Switching Teaching/Self-Learning mode.

Save Rec/Collect Rec
Saving/Collecting students' recordings.

Student Player
Restricting students' display and functions on Movie Teleco.

Player Control
Executing play/record/speed/volume/s ave.

Clear
Clearing the material or recording which is viewed.

Save
Saving the material or recording which is viewed.

Temporarily Store
Saving the recordings on [Temporary Recorded Files] (Students Only)

Video View

Subtitle

Program Track (Audio graph mode)

Recording Track (Audio graph mode)

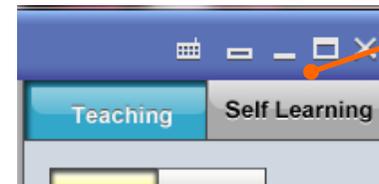
STUDENT PLAYER
●普通 ○最小化 ○最大化
 動画のフルスクリーン
 常に最前面に表示
 教材固定 スピード固定
 センテンス文字 全OFF
 キャプション文字 表示

Teaching Mode/Self-Learning Mode

When using MovieTeleco, you can switch the following two modes:

Teaching mode: For listening and speaking activities under the teacher's control. Students cannot select and control materials by themselves during this mode.

Self-Learning mode: Students can practice at their own pace.



Click "Teaching" or "Self-Learning" tab to switch the modes. (The mode currently selected is colored blue.)

■ Activity examples for Teaching Mode

- Have all students check materials together.
- Record students voices and collect them.

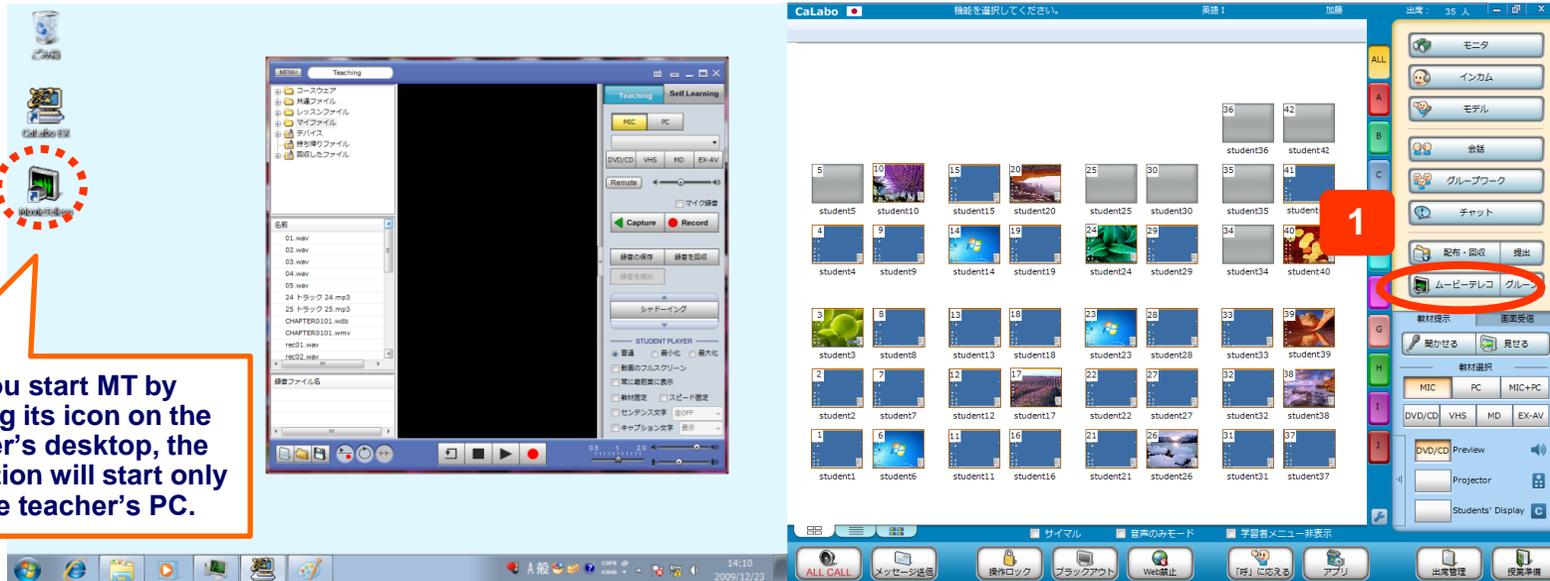
■ Activity examples for Self-Learning Mode

- Have each student practice with movie/audio materials at their own pace.
- Have each student record their voices.

Start and finish MovieTeleco

Teacher's Desktop

Control Window



Start

1. Click "MovieTeleco" on the Control Window.

==> The application will start on the teacher's and students' PC.

Finish

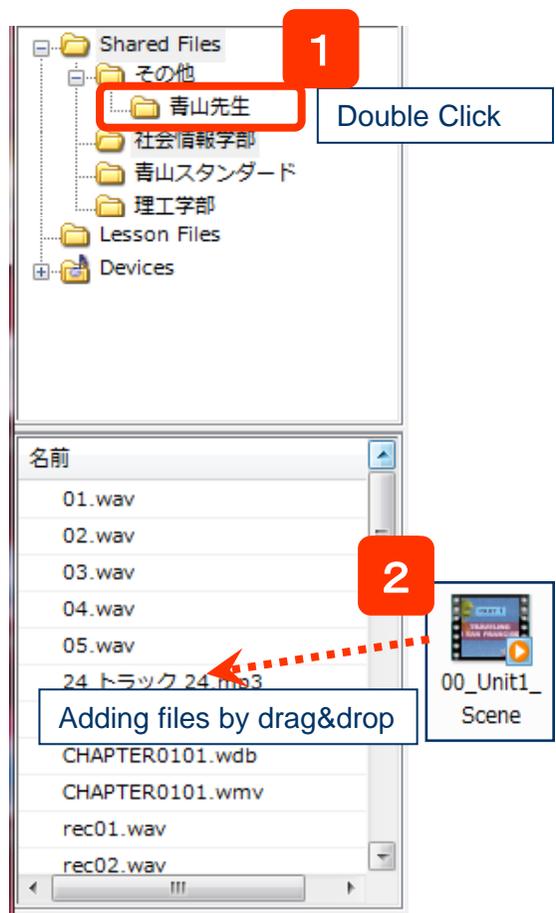
1. Click "MovieTeleco" on the Control Window.
2. Choose "Yes" to "Do you want to finish students' MovieTeleco?".



==> MovieTeleco will be finished on the teacher's and students' PC. If you choose "No", only teacher's MT finishes and students' is kept available.

Register digital contents on MovieTeleco Server

Register movie files and audio files on MovieTeleco server. (Students can't register)



1. Double click the folder of teacher's name in 'Shared Files' or 'Lesson file' folder.

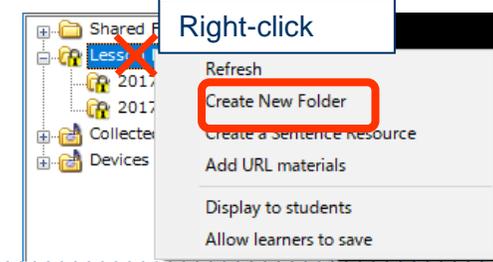
⇒ Teaching materials in subfolders are displayed in 「Contents list」.

2. Register teaching materials in 'content list' by drag&drop the files ⇒ The files will be registered in server.

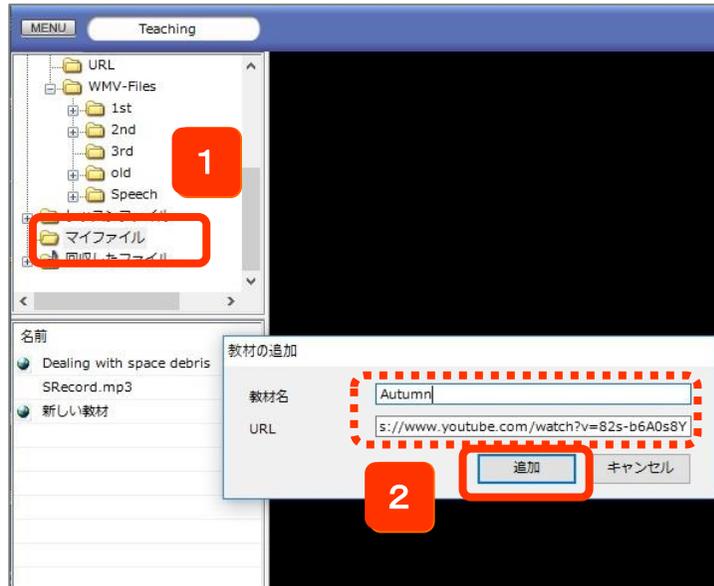
【Create a Sub-folder】

You can create sub-folder under the folder of 'teacher name' or 'Shared File' folder.

(Right-click on folder)



You can register the URL of the video websites and browse it as teaching materials.



1. Right click the folder which you like to add a teaching material to and click [Add URL Materials] from the menu.
⇒ [Add URL Materials] panel will appear.
2. Enter [Name] and [URL], and click[Add].
⇒The URL teaching material will be registered to the selected folder.
3. Double click the added URL teaching material.
⇒The registered video will appear.

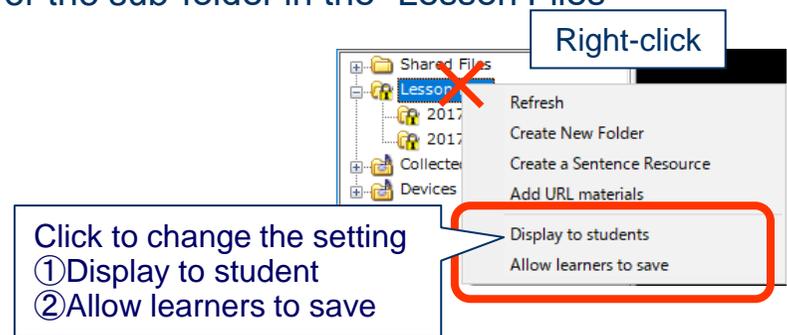
※URL materials cannot be played all at once in Teaching Mode.

※When playing the movie, you use a playback tool within the website, not the button of MovieTeleco.

Use of “Lesson File” folder

The “Lesson File” Folder is only available during the class (while the teacher is running the CaLabo EX controller). The following settings are available for the sub-folder in the “Lesson Files” folder. (Right-click of Mouse)

- ① Showing / Hideing the sub-folder to sutudents.
- ② Allowing students to save a file or not in the sub-folder.
- ※ If you change the sub-folder settings, you must set them from the upper level.



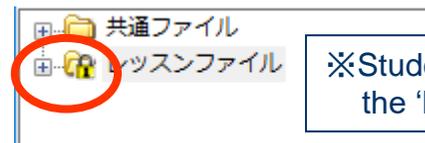
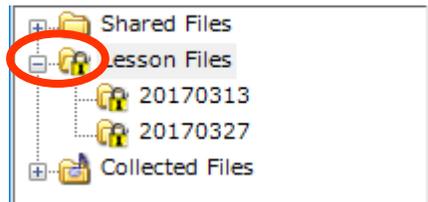
ex) Setting the 「20170327」 folder under the 「Lesson File」

【 Teacher Setting】

【 Teacher Display】

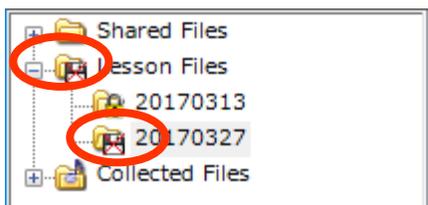
【 Student Display】

Display to Student
Allow learners to save



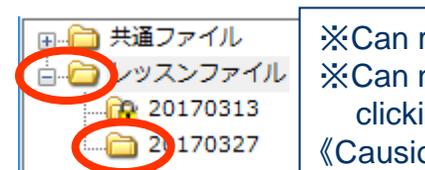
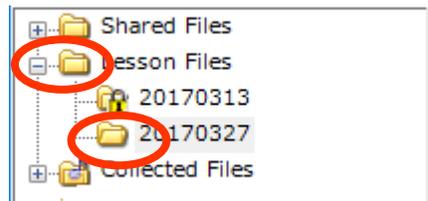
※ Student can not open it even double-click the 'lesson file'

Display to Student
Allow learners to save



※ Can reference but not save in 「20170327」
※ Can not open other sub-folders by double clicking.
《Caution》 Files under the “Lesson file” folder only can reference (can not save).

Display to Student
 Allow learners to save



※ Can reference and save in 「20170327」
※ Can not open other sub-folders by double clicking.
《Caution》 Files under the “Lesson file” folder can reference and save.

Teaching Mode – Showing Media Files

Playback media files to the students from the teacher player.

1. Drag and drop a media file to the player or double click a media file from the resource list.

⇒The selected media file will be loaded on to the player.

<Compatible file formats>

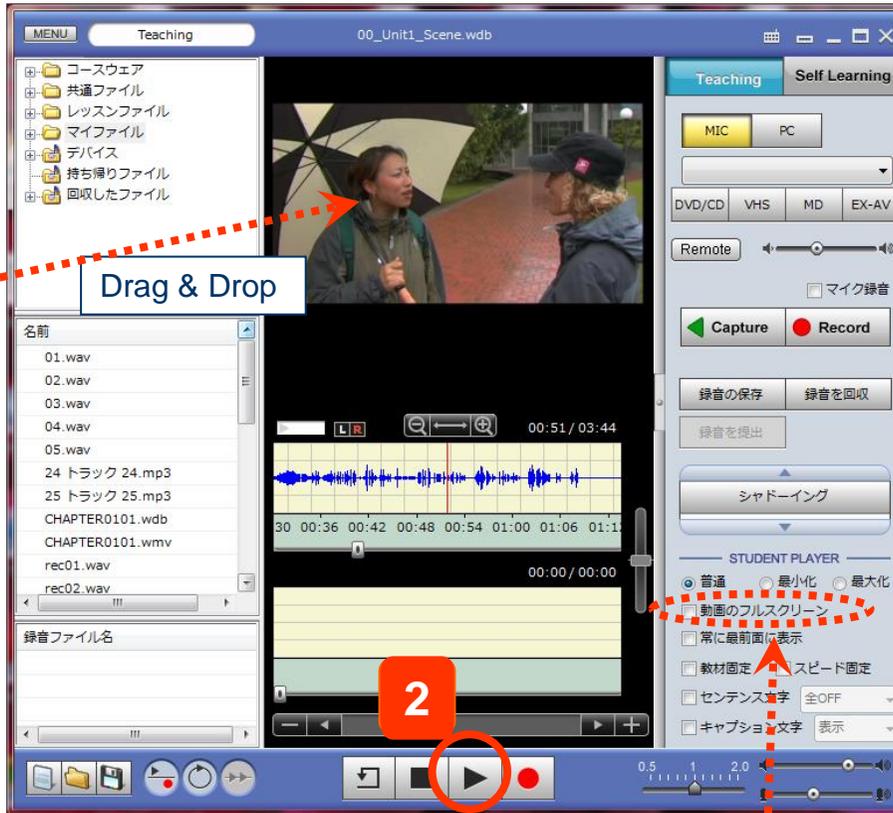
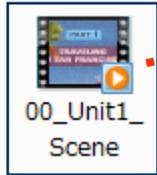
Video : MPEG1, WMV, AVI, MP4, MOV, M4V

Audio : WAV, MP3, WMA, M4A

2. Click [Play].

⇒The media file will be played on both the teacher and student players.

1



Drag & Drop

2

Change student player to the full screen mode.

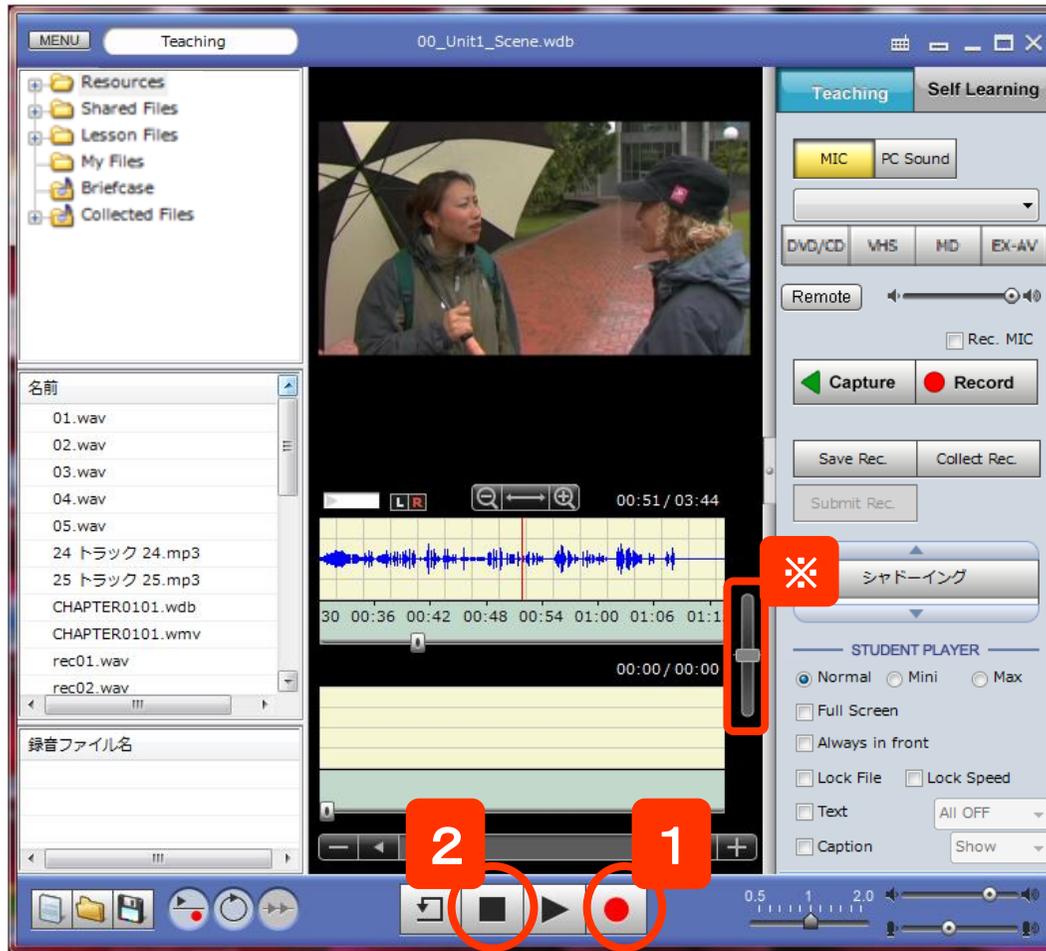
【Playback Control】



- ①Recap (rewind two seconds)
- ②Stop
- ③Play
- ④Record voice

Teaching Mode - Control Student Player

In the Teaching Mode, teacher has control over what content and when to record.



1. Open a resource file and then click [Record].

⇒ Student player will start playing the resource file, and then it will also start recording students' voice.

※ Open a resource file by following methods:
• Record AV playback to the teacher player.
• Double click a media file from the file list.
• Drag and drop a media file from the USB flash drive to the MovieTeleco window.

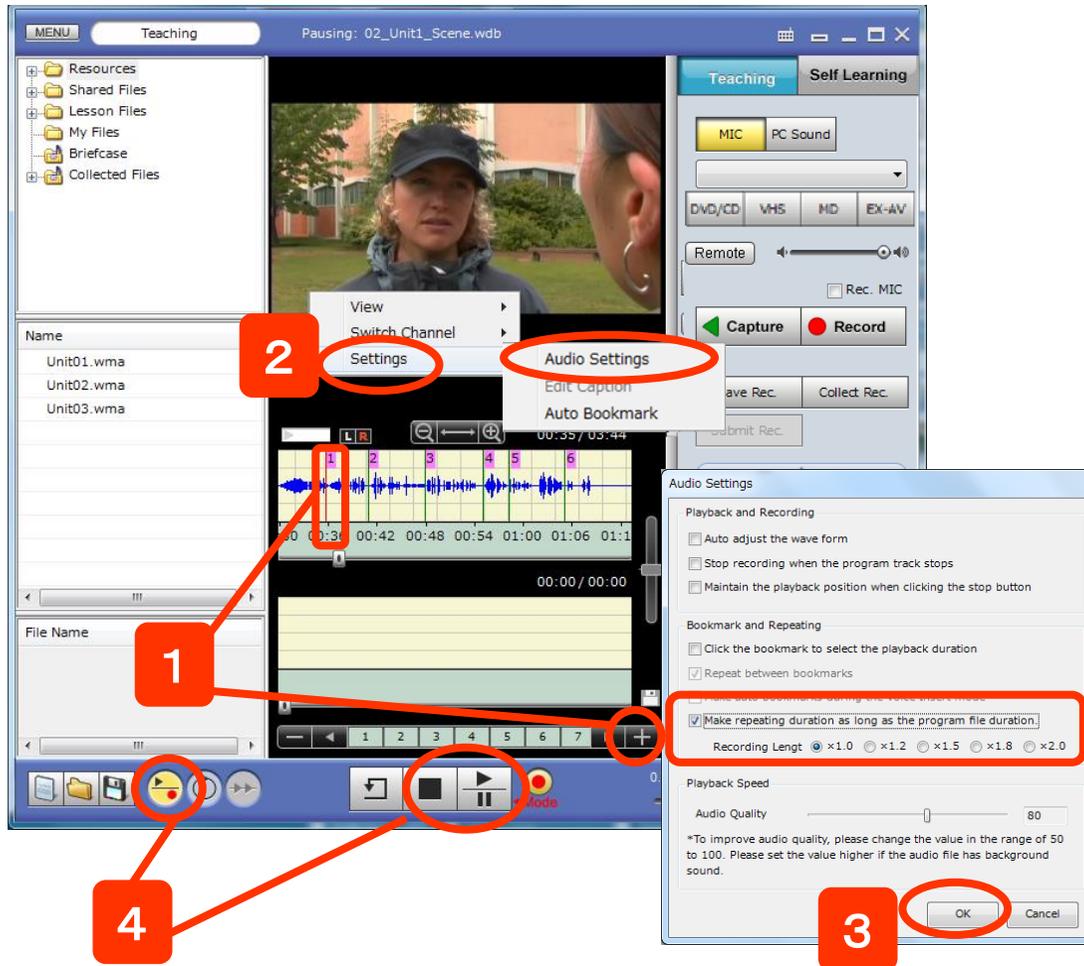
2. To stop student recording, click [Stop].

※ Click [Play] to let student listen to their recordings.

※ Students can control audio balance slider to adjust the program track volume and the recording track volume anytime.

Teaching Mode – Repetition, Consecutive Interpretation Practice

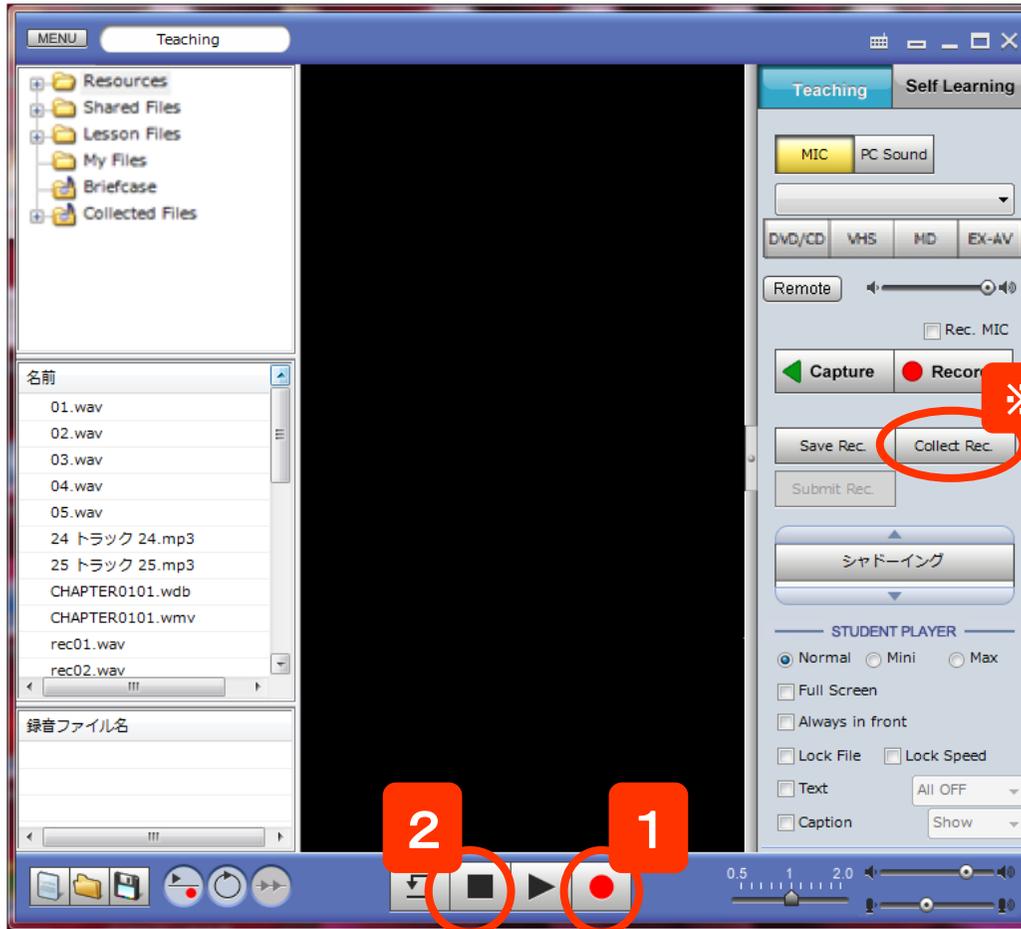
The Teacher conducts repetition / consecutive interpretation practice for students by using model media files. During this practice, the student player will record the student's microphone automatically and it cannot be operated by the students (the Teacher will control the student player). The Teacher can also monitor each student while the students are in practice mode (see the Monitor section).



1. Add bookmarks to the model media file (when you play the model file in this practice mode, the student player will stop at each bookmark point, and then switch to start automatically recording the student's microphone).
2. Right click on the player and then click [Settings]>[Audio Settings].
3. On the Audio Settings dialog, check the [Make repeating duration as long as the program file duration] check box, and then select a recording length.
4. Click "OK" to save the settings.
5. Click to activate the "Play then Record" toggle button.
6. Click "Record" to start the practice. (The student player will start playing each bookmarked duration and then will start automatically recording the student's mic for the selected bookmark duration).

Teaching Mode – Record Student Voices Only

Record and collect student voices from the teacher's MovieTeleco.

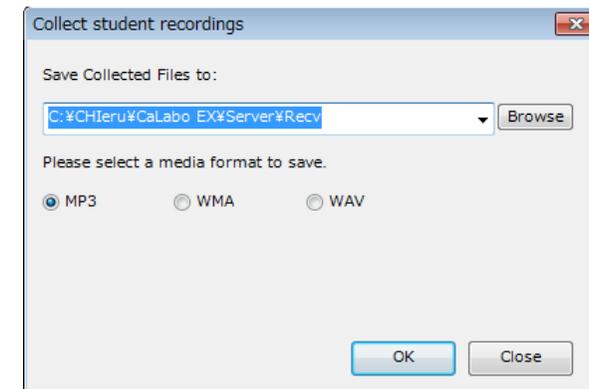


1. Click [Record] without opening any resource file.

⇒ The student player will start recording the student voices.

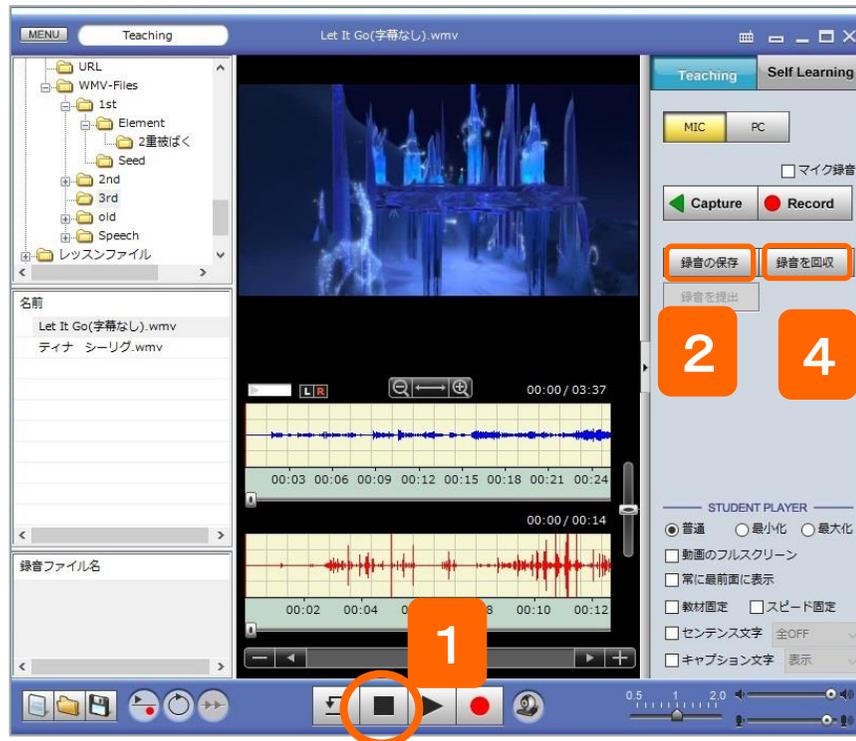
2. To stop the recording, click [Stop].

※ Click [Collect Recordings] to collect the student recordings .



Collecting/Saving Recordings

Teacher records students' voices all at once and save them on the students' computers, or collect them to the teacher's computer. (Teacher's control)



1. Click [Stop] after recording in Teaching Mode.
⇒ The recording will stop.
2. Click [Save Rec] to save the recordings on the students' computers.
⇒ [Save Student Recordings] window will appear.
3. Select the destination and media format, and click [OK].
⇒ The recordings will be saved into the place you select.
※ The recording files will be saved in each students' computers.
4. Click [Collect Rec] to collect the recordings.
⇒ [Collect Student Recordings] window will appear.
5. Select the destination and media format, and click [OK].
⇒ The recordings will be collected into the place you select.

※You don't have to save the recordings before collecting them.

【Save Student Recordings】



【Collect Student Recordings】



Self-Learning Mode: Student's individual learning

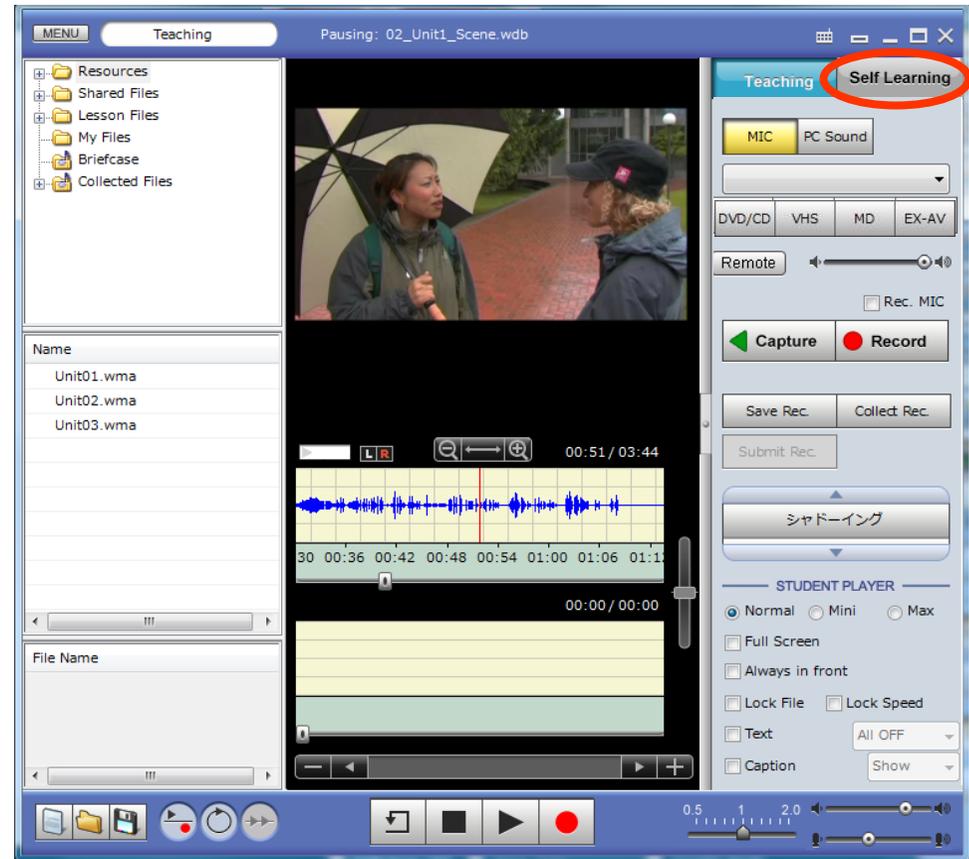
Switching from the Teaching mode to the Self Learning mode

After captured AV playback or media files have been broadcasted to the students, you can simply switch to "Self-Learning" mode to copy the media files for a student's individual learning.

Capture AV playback or open a file on the teacher player in "Teaching" mode, and then click the "Self-Learning" mode button.

The confirmation dialog will appear. Click YES to copy the media file to the student player and let them use the files for their practice.

The student player will turn to "Self-Learning" mode, and then the media file which the teacher sent will be loaded to the player.

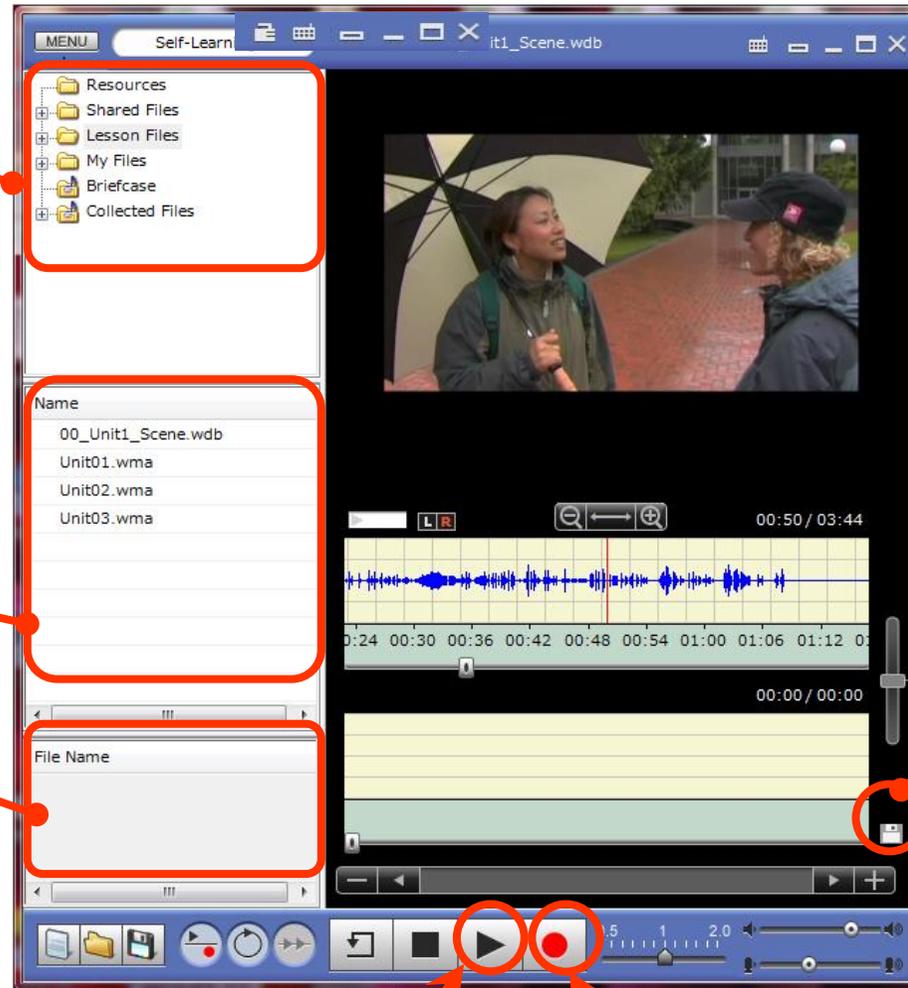


To select audio/video files by the student...

Students can access any files from the resource folder tree in Self-Learning mode.

How To Use MovieTeleco (Descriptions of the display)

Students can control their players and practice at their own pace.



【Resource Folders】

Double click the folder and the list of materials will appear.

【File List】

Double click the name of the file to open. The waveform will appear on the upper row of the program track.

【Temporary Recorded Files】

Click [Temporarily Store] to save temporarily. Double click the name of the file and the waveform will appear on the lower row of the program track.

【Temporarily Store】

Saving the recordings on [Temporary Recorded Files] temporarily.

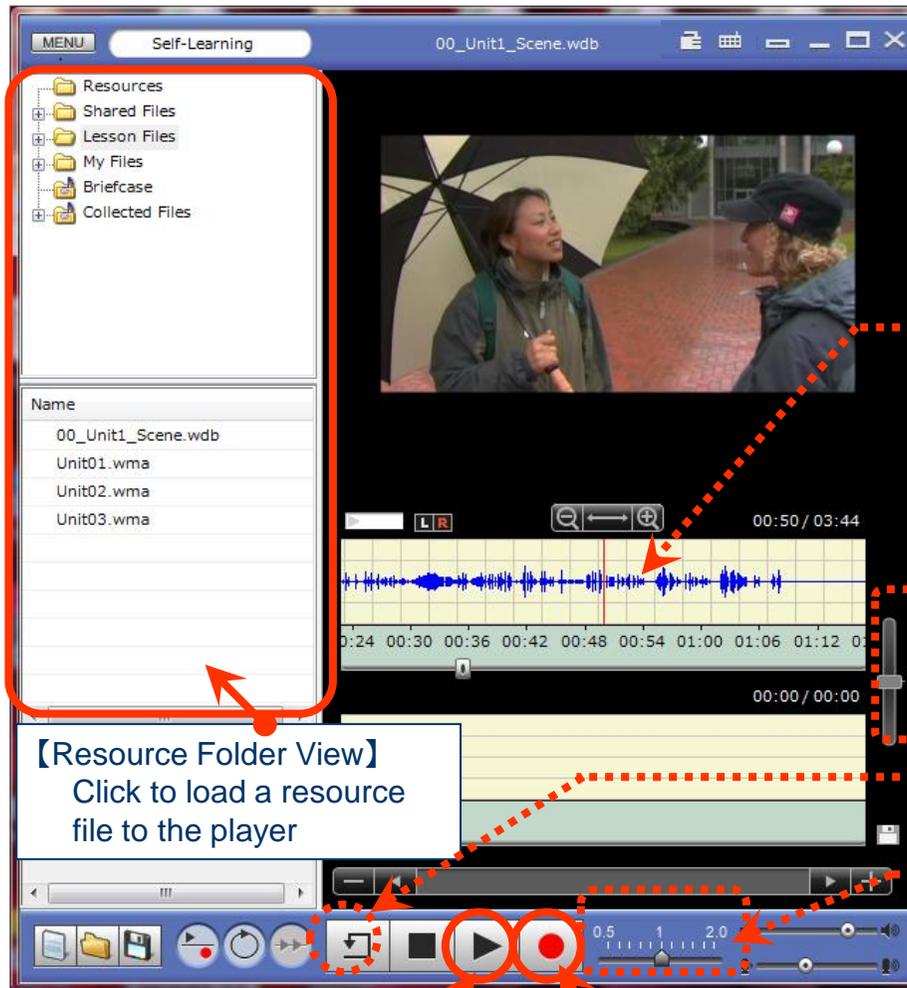
【Play / Pause】

Play/pause the open file.

【Record】

Record students' voice.

How To Use MovieTeleco (Listening to teaching materials /Recording)



【Click to set a point to start playing from】
Just click on the wave graph, then “Red line” will indicate the starting point to play.
【Drag to select a time frame to play】
Drag and highlight the wave form area to select a certain time frame to play.

【Volume balance slider】
Move up: Program track volume will increase.
Move down: Recording track volume will increase.

【2 second rewind】
Click to rewind a two second file playback.

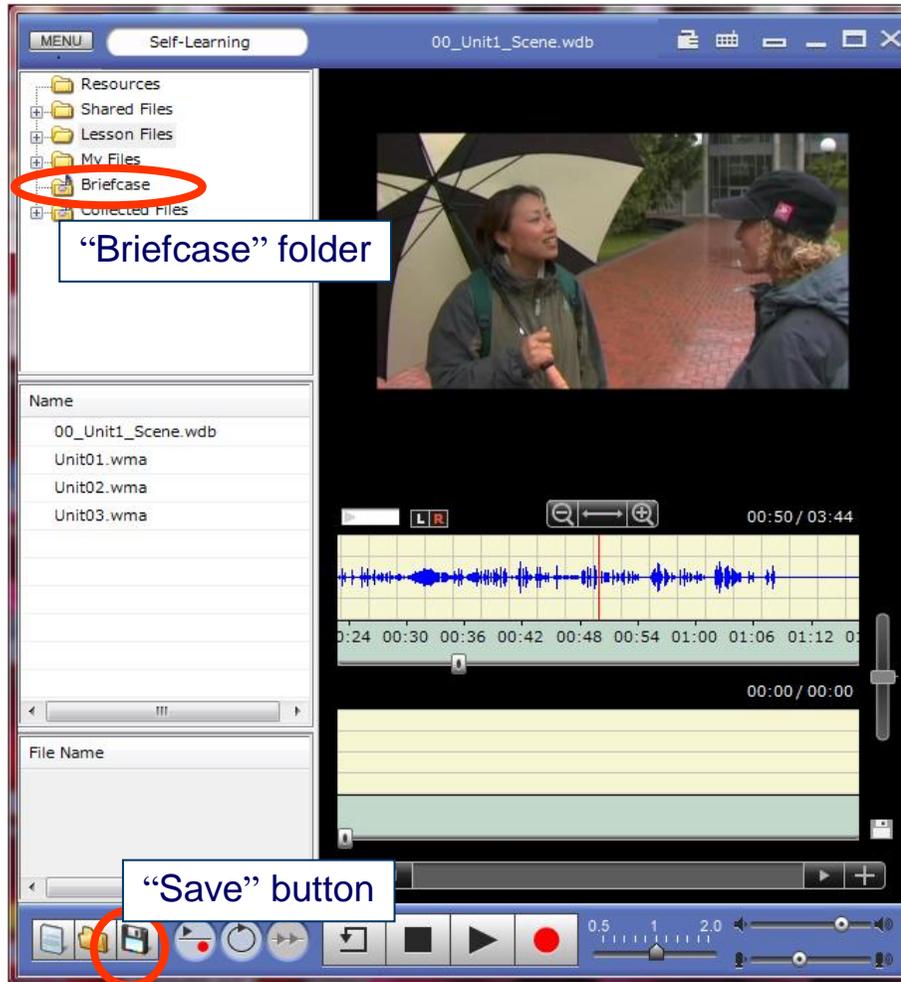
【Speed Control】
Change the program track playback speed from 0.5 to 2.0 times speed.

【Resource Folder View】
Click to load a resource file to the player

【Play / Pause】
Play/pause the open file.

【Record】
Record students' voice.

How To Use MovieTeleco (Saving recordings)

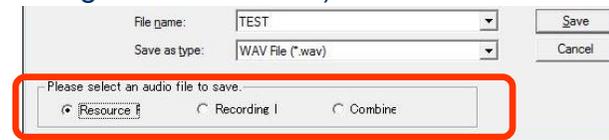


1 Click “Save” then the Save As... dialog will appear.

2 Select a file type to save (Select from wdb, wav, mp3, wma, wmv).

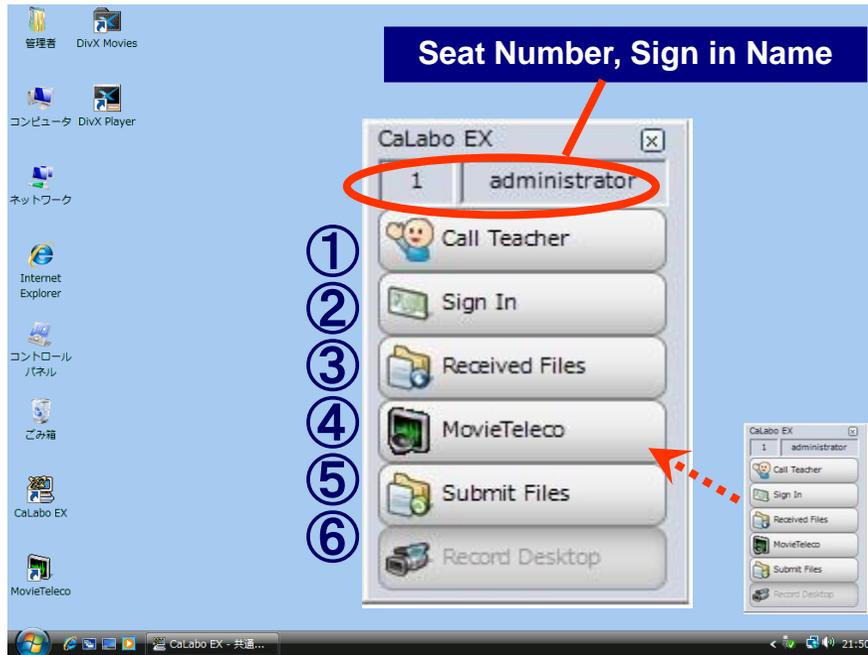
- * wdb is a special file format for MovieTeleco.
- * wav, mp3 and wma are audio file formats.
- * wmv is movie file format

3 If you select an audio file format (wav, mp3 or wma), then you need to choose the target audio from the “Resource File”, “Recording File” or “Combined (Program and Recording track are mixed).



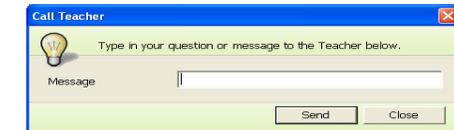
4 Select a folder to save to and click “Save” to save it.

* If a student drags and drops the recording file to the briefcase folder, the student can save the file and the stand alone MovieTeleco player together.



① [Call to the Teacher] ([Alt] + [F12] keys)

Click to call the teacher (Students can type in their questions to the teacher). Teachers can respond from “Response” on the teacher console. Students can also call the teacher by clicking the [Alt] + [F12] keys without typing a question.



② [Sign In] ([Alt] + [F10] keys)

Shows an attendance dialog box to sign in to the class. The student's name is shown on the student desk icon on the teacher console class layout.



④ [MovieTeleco]

Start MovieTeleco Player

⑤ [Submit Files]

The “File Submission” dialog “ will be displayed again by clicking this button. While the “Open File Inbox” on the teacher PC is running on, students are able to submit their files or folders to the teacher.

⑥ [Record Desktop]

Students can open and playback the recorded file of the teacher desktop received from the teacher.

③ [Received Files]

Received files from the teacher will be shown in this dialog. Students can click “Receive” so that any missed files will be shown to them.

