

Educator's Guide

to

Transparent Language
Online

from

Transparent Language, Inc.

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TRANSPARENT LANGUAGE ONLINE

Educator's Guide

Table of Contents

WELCOME TO TRANSPARENT LANGUAGE ONLINE FOR EDUCATION.....	2
WHAT IS TRANSPARENT LANGUAGE ONLINE FOR EDUCATION?	2
WHAT DO TEACHERS NEED TO DO WITH THE PROGRAM?	2
HOW IS TRANSPARENT LANGUAGE ONLINE FOR EDUCATION BEST USED?	3
EXPLORING TRANSPARENT LANGUAGE ONLINE	4
USING THE LOGIN SCREEN.....	4
CHOOSING A LANGUAGE	5
USING THE LEARNING SCREEN	6
USING THE LEARNING PATH	7
USING THE BROWSE SCREEN	8
USING A LESSON.....	10
USING THE INSTRUCTOR PORTAL AND THE LESSON AUTHORIZING TOOL.....	12
ACCESSING THE INSTRUCTOR PORTAL	12
MANAGING CLASSES AND STUDENTS	13
ASSIGNING LESSONS TO CLASSES	17
SENDING MESSAGES	20
TRACKING STUDENT PROGRESS WITH REPORTS	21
AUTHORING LESSONS.....	22
UNDERSTANDING STUDENT USE OF TRANSPARENT LANGUAGE ONLINE	23
LOGGING IN AS A STUDENT	23
USING THE LEARNING SCREEN AS A STUDENT	24
USING THE BROWSE SCREEN AS A STUDENT	27
USING THE CLASSES SCREEN AS A STUDENT	27
USING THE ASSIGNMENTS SCREEN AS A STUDENT	28
USING THE ACTIVITIES AS A STUDENT.....	29
REFRESHING LEARNED VOCAB AS A STUDENT	43
USING THE MY TRANSCRIPT SCREEN AS A STUDENT	44
USING THE RESOURCES SCREEN AS A STUDENT.....	45
USING KIDSPEAK AS A STUDENT.....	46
USING THE TRANSPARENT LANGUAGE MOBILE APPS.....	47
CONCLUSION	48
CONTACTING TRANSPARENT LANGUAGE	48

Welcome to Transparent Language Online for Education

Welcome to Transparent Language Online for Education, an exciting language-learning solution from Transparent Language. This system is specially designed to assist educators who teach a language.

What is Transparent Language Online for Education?

Transparent Language Online for Education consists of a number of closely-related components that add up to a complete language-learning system:

- **Transparent Language Online** - A powerful, web-based application that provides an engaging and effective environment for language learning which is accessible anytime, anywhere, from almost any computer, tablet, or mobile device at no cost to your students.
- **Extensive Included Content** - A comprehensive set of lessons, complete with authentic native speaker sound, that Transparent Language has developed to cover numerous topics across a wide selection of languages. Many languages have grammar resources and alphabet references as well.
- **Lesson Authoring Tool** - A quick, easy-to-use tool that gives you the power to create lessons for unique situations that no pre-made content can cover, whether you want basic weekly word lists that match your textbook or more complex, culturally-relevant lessons based on current events.
- **Instructor Portal** - A special website, just for teachers, which lets you manage students and classes, assign lessons, run reports on students, and more. It also hosts the Lesson Authoring tool.
- **Educator's Guide** - This document, which offers an overview of all these pieces of the program along with ideas on how you and your students can benefit from them.

What do teachers need to do with the program?

All aspects of Transparent Language Online for Education are designed to make the program as simple as possible for teachers to use.

When you first start using the program, you'll need to spend a few minutes setting up your classes and adding your students to them (unless you let your students or their parents create the accounts, saving you that step), but once that's done, it's done. After that, you can follow the same basic process for each lesson:

1. Choose an appropriate lesson from the included content, or use the Lesson Authoring tool to make your own language lesson that supports your planned classroom activities.
2. Use the built-in assignment and message tools to assign the chosen material to students at least 24 hours before class. You can also encourage them to refresh the material from previous lessons. If you prefer, you can track student progress through usage reports while they work with the material.
3. Hold your live classroom session, focusing on interactive, task-based speaking and listening activities in the language, giving students a chance to put what they've learned into practice.

That's it - just repeat those three steps for each lesson throughout your class term!

How is Transparent Language Online for Education best used?

The Transparent Language Online for Education system is based on the concept of "Declaratively Accelerated Blended Learning" (DABL), and is best used as part of a flipped classroom approach.

What do we mean by that? Well, "Declaratively Accelerated" means that it focuses, first and foremost, on the quickest and easiest ways to help students commit large numbers of words, phrases, and other small chunks of language to their declarative memory. It doesn't ignore grammar, by any means, but it recognizes that words are the basic building blocks of a language, the key thing that absolutely has to be learned. Fortunately, technology excels at the kind of rapid learning exercises that make the memorization of these necessary vocab items painless.

At the same time, Transparent Language Online for Education doesn't depend solely on technology. The "Blended Learning" part of DABL refers to the combination of technology and human instruction, and that's where you come in. A computer can present dozens of learning encounters per minute, observe and record learning outcomes, and continually adjust until the learner commits the material to memory, but teachers are far better than software when it comes to encouraging discussions, facilitating interactive tasks such as role play or dialogues, and generally helping students apply their language knowledge in context. In an ideal DABL-based flipped classroom, both technology and teachers get to do what they do best.

In the flipped classroom teaching model, students do lexical preparatory work (learning key words and phrases) *before* class, then apply what they've learned in class, as opposed to spending their class time on vocabulary drills and trying to apply the concepts on their own afterwards at home. Coming to class with a shared understanding of the relevant vocabulary means that students arrive better prepared to dive into more fruitful and advanced discussion, and thus a deeper and more satisfying learning experience.

That, in turn, allows you to focus your efforts and class time on communicative activities and task-based strategies that help students practice and apply their knowledge. You can add in periodic review sessions as needed, either by reassigning content or by creating new content that uses learned material in different ways. The program will also automatically track each individual student's learned vocab items, so that they can review and refresh them on their own.

The end result is a classroom experience in which students spend more time actively engaged, rather than passively listening. It's more effective for them, easier for you, and more enjoyable for everyone! If you're ready to try this out for yourself, the next section of this guide provides an introduction to the features of Transparent Language Online.

If you have any comments, questions, or feedback about Transparent Language Online, please see page 48 for ways to contact Transparent Language. We enjoy hearing from our customers!

Exploring Transparent Language Online

This section familiarizes you with the basic features of the Transparent Language Online Learning Portal that you should know before exploring the educator features in the Instructor Portal. Additional details about how learners can use the program are provided in the Student Use section beginning on page 23.

Note: This Educator's Guide assumes that the application has already been set up for the school. All user interface screenshots were accurate at the time of publication, but features may be updated over time.

Using the Login Screen

When you are registered as a Transparent Language Online educator, you will be given a web link and login details. This information may come from Transparent Language or from the IT administrator for your school.

To log into the Transparent Language Online application:

1. Use your Internet browser to go to the Transparent Language Online website for your school. You will see the Login screen.

Transparent Language®

Log In Sign Up About

Username

Password Show

LOG IN

[Forgot your username or password?](#)

View our [Terms of Use](#) & [Privacy Policy](#)

NEED HELP?
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support@transparent.com

[Supported Languages](#) | [System Requirements](#)
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Login Screen

2. Click the **Log In** tab, if it is not already selected.
3. Enter your username and password in the fields provided. Note that passwords are case-sensitive.
4. Click the **LOG IN** button. The application will open, and you can begin to explore the content and features of the Transparent Language Online Learning Portal as described on the next page.

Choosing a Language

The first time you open Transparent Language Online, you will be asked to choose a language. Click on the language you teach, then choose a dialect or other variation if necessary in the popup menu which appears.

CHOOSE A LANGUAGE TO LEARN Search

Afrikaans	Cherokee	Haitian Creole	Kurdish	Pashto	Turkish
Albanian	Chinese	Hän	Kwakwaka	Polish	Turkmen
Altai	Cree	Hausa	Latin	Portuguese	Tuvan
Amharic	Croatian	Hawaiian	Latvian	Punjabi	Ukrainian
Arabic	Czech	Hebrew	Lithuanian	Quechua	Urdu
Armenian	Dakota	Hmong	Luxembourgish	Romanian	Uzbek
Azerbaijani	Danish	Holikachuk	Macedonian	Russian	Vietnamese
Balinese	Dari	Hungarian	Malagasy	Scottish Gaelic	Welsh
Baluchi	Denesuline	Icelandic	Malay	Serbian	Wolof
Bambara	Dutch	Indonesian	Maori	Slovak	Yoruba
Bashkir	English	Irish	Michif	Somali	Zulu
Belarusian	Esperanto	Italian	Mirandese	Spanish	
Bengali	Estonian	Japanese	Mongolian	Swahili	
Bosnian	Farsi	Kalmyk	Nahuatl	Swedish	
Breton	Finnish	Kaqchikel	Naskapi	Tagalog	
Bulgarian	French	Kazakh	Nepali	Tajiki	
Buriat	Georgian	Kituba	Norwegian	Tamil	
Cambodian (Khmer)	German	Koasati	Oji-Cree	Tanana, Lower	
Chechen	Greek	Korean	Ojibwe	Thai	

Choose a Language Screen

Not all schools will have all languages available, so you may not see all the languages listed here.

Don't worry if you want to work with more than one language - you can switch between any of the languages available to your school at any time using the language menu at the top of most program screens.

Transparent Language Portuguese, Brazilian ▼

Language Menu

Using the Learning Screen

Once you've chosen an initial language, you will see the Learning screen:

The screenshot displays the 'Learning' interface for French on the Transparent Language platform. The top navigation bar includes 'Learning', 'Browse', 'Classes', 'My Transcript', 'Resources', and 'KidSpeak'. The main content is divided into three primary sections: 'MY LEARNING PATH', 'GOALS', and 'PRACTICE'.

MY LEARNING PATH: This section lists lessons and assessments. It begins with a 'Welcome' message and a 'LEARN' button. Below are lessons for Unit 1 (Getting Started) and Unit 2 (Meeting Others), each with a 'LEARN' button. Assessments for each unit are marked with a 'TEST' icon and a 'START' button.

GOALS: This section shows 'MY PERSONAL GOAL' with a progress bar indicating 'No learning today' and a 'Personal goal streak: 0 days'. Below this is the 'LEARNED VOCAB' section, which shows a circular progress indicator for '0 LEARNED VOCAB' and a prompt to 'Learn a lesson to gain learned vocab.'.

PRACTICE: This section offers various practice activities categorized by skill: Listening, Reading, Speaking, and Writing. Activities include 'Preview It', 'Recognize & Say It', 'Recognize & Write It', 'Produce & Say It', 'Produce & Write It', 'Pronunciation Practice', 'Multiple Choice', 'Matching', 'Dictation', 'Listening Multiple Choice', 'Listening Recognition', 'Four Square', 'Unscramble', 'Language Comparison', 'Typing Tutor', 'Spelling Inspector', 'Multiple Choice (Fill in the Blank)', 'Dictation (Fill in the Blank)', 'Matching (Fill in the Blank)', 'Recognize & Write It', 'Produce & Say It', 'Produce & Write It', 'Multiple Choice', 'Matching', 'Dictation', 'Listening Multiple Choice', 'Listening Recognition', and 'Unscramble'.

Learning Screen

Using the Learning Path




The Learning screen is the main screen of the Transparent Language Online Learning Portal. It has four sections: **MY LEARNING PATH**, **GOALS**, **LEARNED VOCAB**, and **PRACTICE**. As an instructor, the one most relevant to you is the Learning Path on the left-hand side of the screen.


The Learning Path functions as a to-do list for your students. It shows suggested lessons and assessments, with the next recommended content at the top.

Depending on your language, you may see several types of lesson in the Learning Path:



Learning Path

- Lessons marked with  **LESSON** can focus on a variety of language comprehension skills. Many of these lessons are part of larger learning courses, such as the Essentials course or the Teen Voices course.
- Lessons marked with the icon  **VOCAB** are based on lists of words and phrases and focus primarily on vocabulary.
- Assessments are marked with  **TEST**. They are usually part of courses, and serve to test a user's understanding of the material.

Opening any lesson in the Learning Path is as simple as clicking the **LEARN** or **START** button beside it. You can also click  to view the lesson vocab, see the due date for an assignment, and remove the lesson from the Learning Path if necessary.

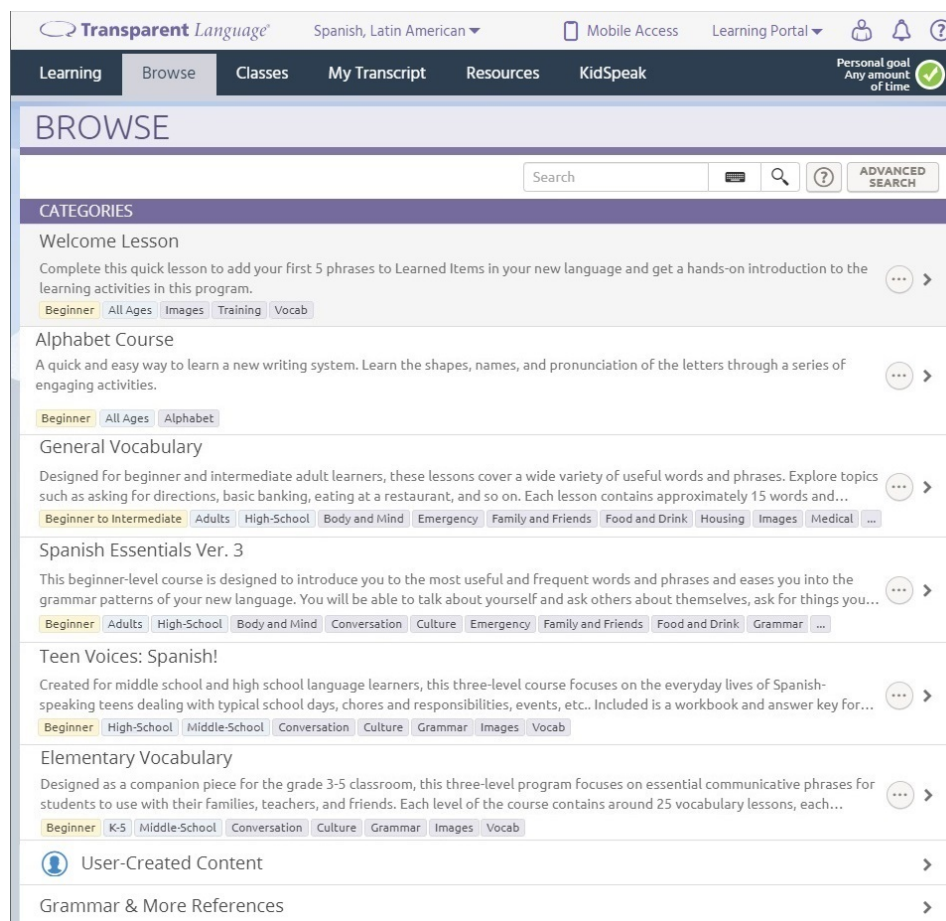
The first time you use the program, it will show the default Learning Path, which will vary depending on language and school settings. Depending on the age group and level you teach, you may or may not choose to use this default path.

If you don't want to use the default path with your students, don't worry. You can customize it by assigning different content to your classes, either additional lessons from Transparent Language or lessons that you create yourself. Any lessons you assign will appear in the Learning Path for your students.

To browse for additional content that you may want to add to the Learning Path, use the Browse screen as described on the next page. See pages 17 and 22 for information on creating and assigning content.

Using the Browse Screen

There is much more to the Transparent Language Online content than just the lessons in the default Learning Path. To see all the content for your language, click **Browse** in the top navigation bar. When the Browse screen first appears, it will show a set of categories.

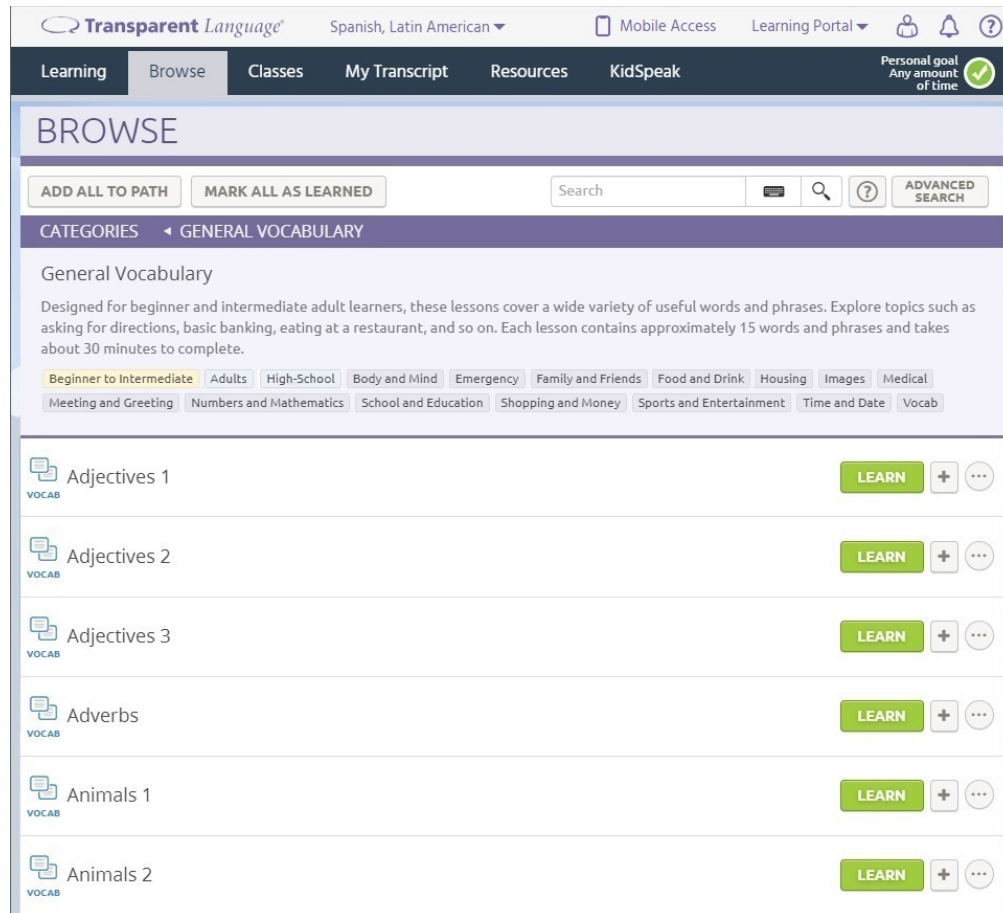


Browse Screen, Showing Categories


Many categories relate to specific courses, which you can explore as you choose. Other categories that may be of interest to you include the following:


- The **General Vocabulary** category contains vocab lessons on a wide range of subjects, including useful topics such as "Animals", "Numbers", "Common Foods", and "Weather", as well as parts of speech like "Adjectives" and "Verbs". Look through the lesson names to get an idea of what's available.
- The **Elementary Vocabulary** and **Teen Voices** categories available for some languages provide content specifically designed for elementary school students and teenage language learners, respectively. These courses come with printable workbooks, available from the Browse screen.
- The **<Language> Alphabet Course** category available for some languages contains lessons that focus on the writing system of a language.
- The **User-Created Content** category contains lessons that you and other teachers create with the Lesson Authoring tool. (See page 22.) This category won't appear if there are no user-created lessons.
- The **Grammar & More References** category offers an assortment of helpful resources to further your students' language learning, such as language overviews, alphabet information, grammar references, and more. These references are also available within lessons, as described on page 11.

Click the name of each category shown on the initial Browse screen to see the subcategories or lessons it contains.



Browse Screen, Showing General Vocabulary Lessons

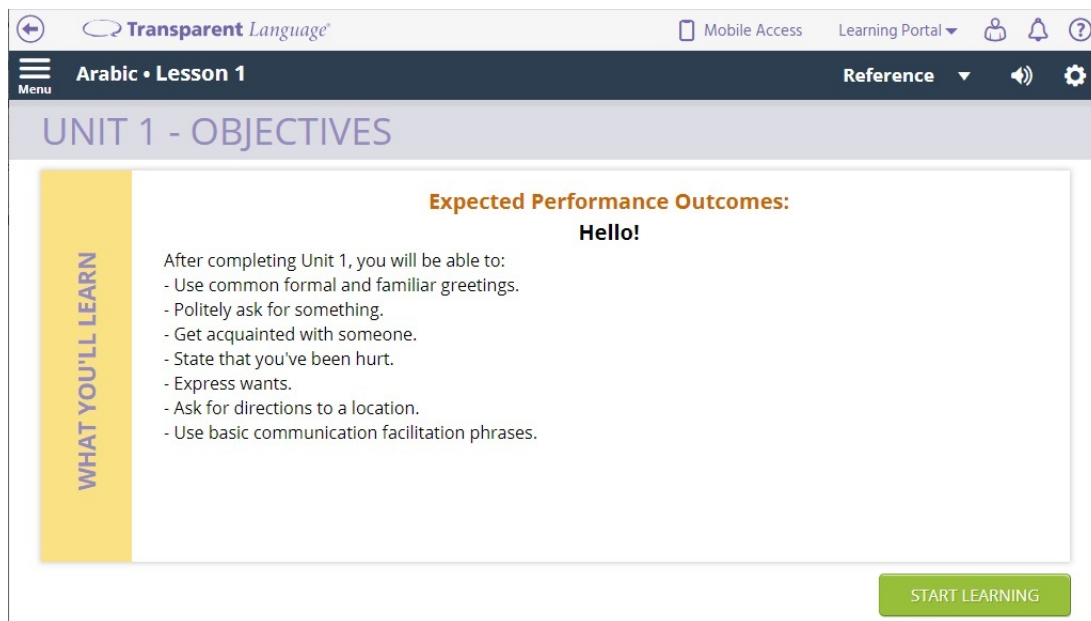
Just as on the Learning screen, the Browse screen lets you open lessons by clicking **LEARN**, **START**, or **REVIEW**. Additional options, such viewing the vocab items in the lesson, are available by clicking .

You can also click  to add most lessons to your personal Learning Path. **Be aware, though, that this action will not add the lessons to your students' Learning Paths.** To add lessons to the Learning Path for your students, you will need to assign them following the instructions on page 17.

To return to the Learning screen, click **Learning** in the top navigation bar.

Using a Lesson

To try out a lesson for yourself, pick one that interests you in the Learning Path or on the Browse screen, then click the **LEARN** button beside it. Many lessons, particularly those that are part of courses, begin with an Objectives screen that presents introductory information about the learning material.



Objectives Screen


If you see an Objectives screen, read the description, then click **START LEARNING** to launch the first activity. If your lesson doesn't have an Objectives screen, the first activity will launch automatically.



Example of an Activity

The number and type of activities you see will vary depending on the lesson, but each time you complete one, you will automatically be offered the option to move on to the next.



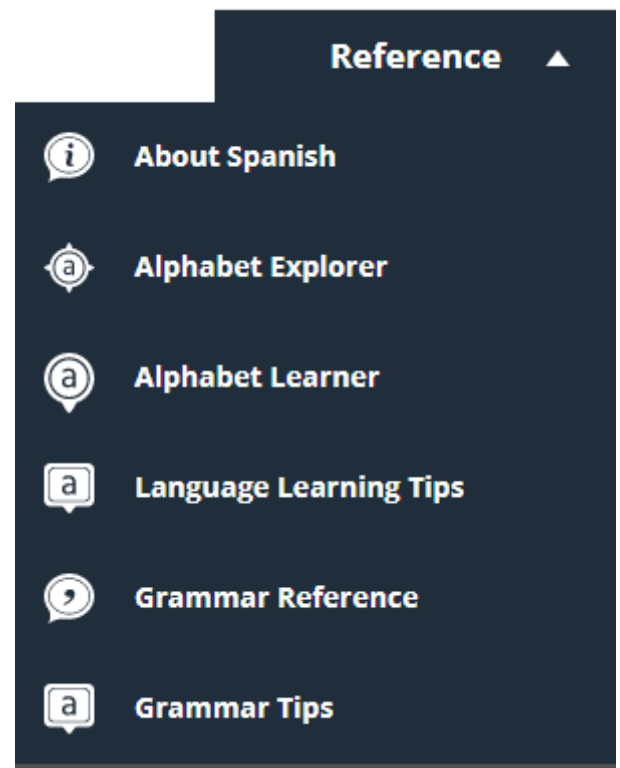
You can also jump to any activity in the lesson by clicking  in the upper left-hand corner of the screen. This action will open the navigation menu, from which you can select the activity you want to use.

The underlying presentation algorithm used in many activities customizes the order and frequency of the vocab items shown, ensuring that the terms that a student has trouble with appear more often than those that are learned quickly.


Another feature to be aware of is the **Reference** link in the top right-hand corner of any activity screen. This link allows access to a number of references that may be of use to you and your students.

The number of references varies based on the language and the version of the program. When references are available, they may include any of the following:

- **About the Language** - An introduction to the language being learned, this component includes general information on the historical background and other aspects of the language.
- **Alphabet Explorer** - This reference teaches the alphabet, including letter order, letter names, and corresponding sounds. Some languages that do not use traditional alphabets may have similar references with slightly different names.
- **Alphabet Learner** - This reference activity presents letter names and requires students to select the corresponding letters, reinforcing the connection between names and characters.
- **Grammar Reference** - This resource provides detailed information on common grammar topics in a written format designed to let students explore subjects as needed at their own pace.
- **Grammar Tips** - These short videos offer quick overviews of key grammar concepts, along with examples and explanations.



Reference Menu

You can use any reference, then close it and go back to the activity you started from. If you need detailed instructions for using any activity, click  in the upper right-hand corner to open the online help. Many of the activities will also be described in more detail later in this Educator's Guide.

For now, complete the lesson you chose as an example, then return to the Learning screen so you can explore some of the instructor features of Transparent Language Online for Education.

Using the Instructor Portal and the Lesson Authoring Tool

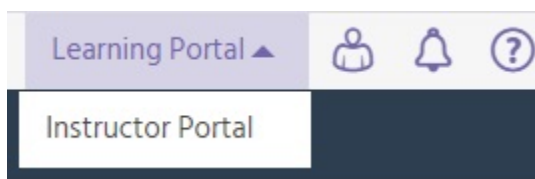
There's a lot more to the Learning Portal than what you've seen so far, but most of that will be covered in the Student Use section. For now, it's time to look at the Instructor Portal. The educator features in this portal let you register and manage student users, create or locate content for your classes, and track student progress.

Note: For more detailed help on using the Instructor Portal, you can click the  button on any screen.

Accessing the Instructor Portal

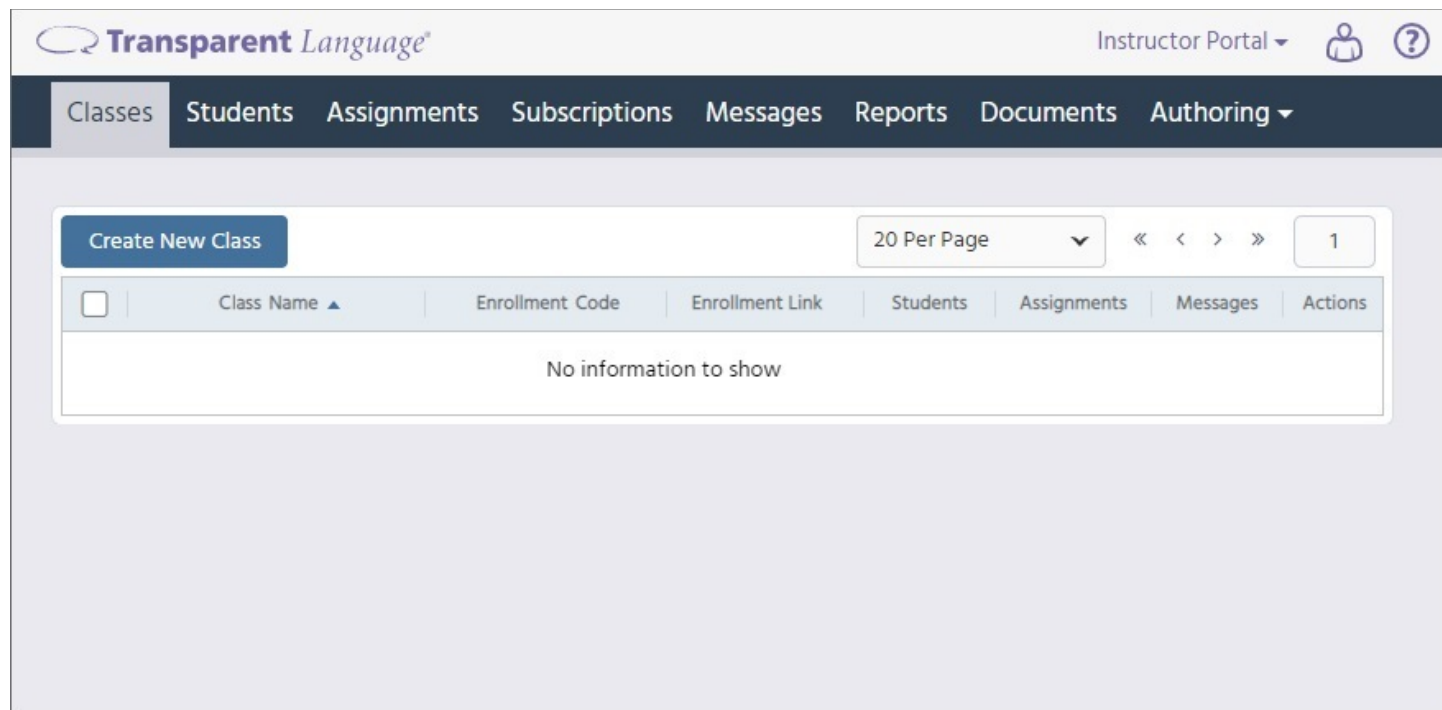
All the Transparent Language Online educator features, including the Lesson Authoring tool, can be accessed through the Instructor Portal.

To access the Instructor Portal, log into Transparent Language Online as usual, then click **Learning Portal** at the top of the screen and select **Instructor Portal** from the drop-down menu. (Only teachers will see this link. It will not appear for students.)



Instructor Portal Link

The Instructor Portal will then appear.



Instructor Portal

Note that the Instructor Portal should be accessed using a computer, not a mobile device.

Managing Classes and Students

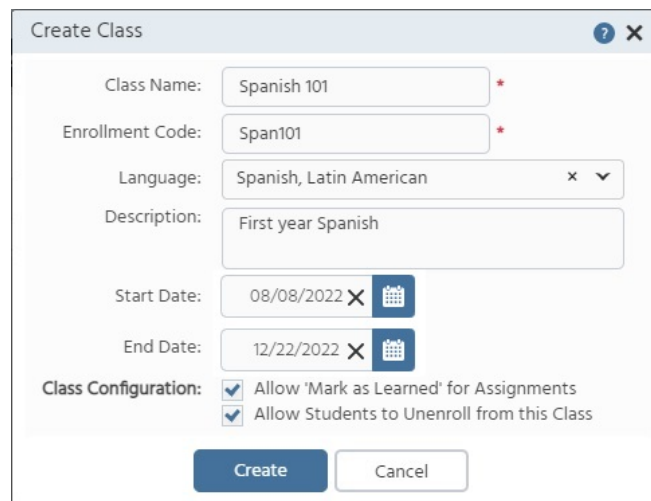
When you first start using Transparent Language Online, you'll need to use the Instructor Portal to set up your classes. This task usually takes just a few minutes, and only has to be done once at the start of a school term.

Creating Classes


Each class has its own customizable attributes. You can assign different lessons to each class, track class progress, and send messages to your classes. You must create classes before creating student accounts.

To create a class:

1. Click **Create New Class** on the Classes screen. The Create Class screen will appear.









Create Class Screen

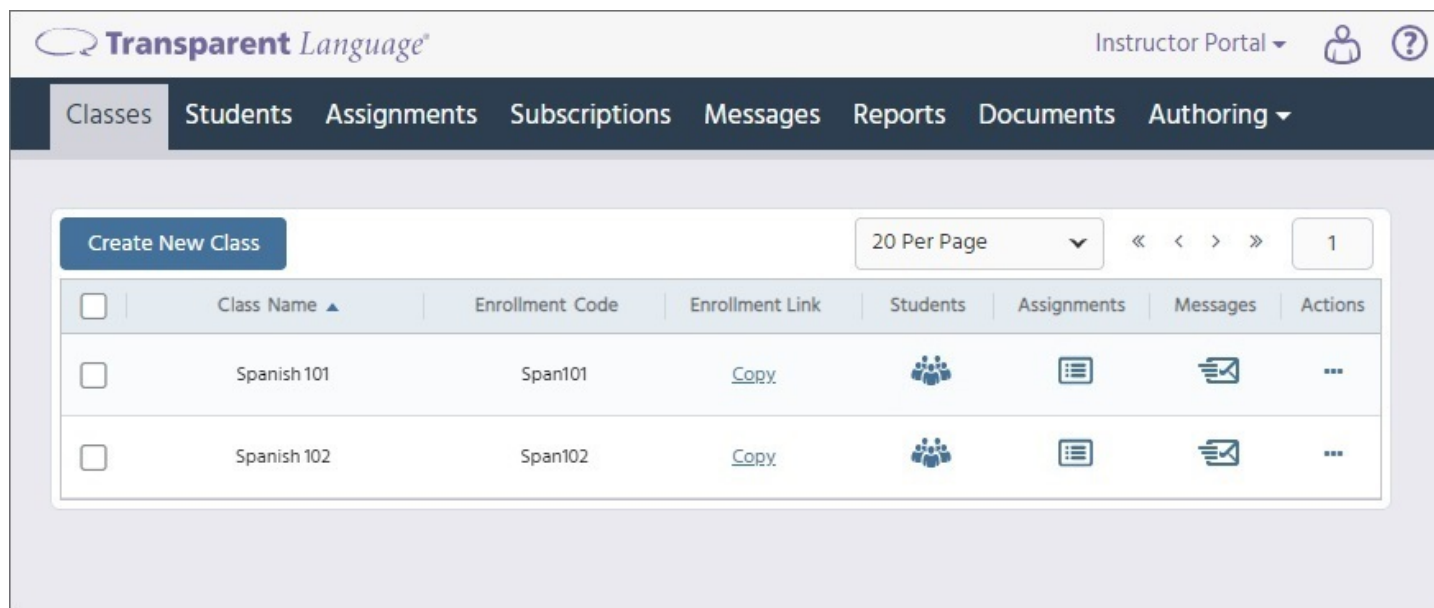
2. Enter a name for the class in the **Class Name** field.
3. Either accept the default class code, or enter a new one in the **Enrollment Code** field. This code can be used for student registration. Each class must have a unique code.
4. Select a language in the **Language** field.
5. If you prefer, enter a short description of the class in the **Description** field. This field can be used to provide additional information or distinguish between classes with similar names.
6. If you want to note the first and last dates for the class, enter them in the **Start Date** and **End Date** fields. You can either type the dates in the format **mm/dd/yyyy**, or click  to select a date. These dates are stored for informational purposes, and do not affect the usage of the class. Classes can be set up and used before the listed start date and can continue after the listed end date if necessary.
7. Choose your class configurations:
 - If you want students to be able to mark assigned lessons as complete without using them in the program, check the **Allow 'Mark as Learned' for Assignments** box. This feature is intended to let students indicate material that they have learned from other sources and do not need to review in this program. (Some schools may universally disable this option, in which case this checkbox won't appear.)
 - If you want students to be able to remove themselves from the class if necessary, check the **Allow Students to Unenroll from this Class** box.
8. Click **Create**. The new class will be created.

Using the Other Features on the Classes screen

After classes have been created, they will be listed in the table on the Classes screen.

To use the Classes screen:







1. Locate the class you want to work with in the table, then do any of the following:
 - To edit the class information, click the **Class Name** cell to open the Edit User screen. Alternatively, click  in the **Actions** cell, then select **Edit** in the drop-down menu.
 - To copy the class code, click the **Enrollment Code** cell. The copied code can be pasted anywhere it is needed. Students can enter the code on the Classes screen in Transparent Language Online to enroll in the class.
 - To copy the enrollment link for the class, click **Copy** in the **Enrollment Link** cell. The copied link can be pasted anywhere it is needed. Students who click the link and either register as a user or log in with an existing username and password will automatically be enrolled in the corresponding class.
 - To manage the list of students in the class, click  in the **Students** cell. To manage the assignments, click  in the **Assignments** cell. To manage the messages, click  in the **Messages** cell.
 - To create a class that is similar to an existing one, click  in the **Actions** cell, then select **Clone** in the drop-down menu.
 - To remove the class, click  in the **Actions** cell, then select **Delete** in the drop-down menu. When the confirmation message appears, click **Delete**.
2. When you are ready to leave the Classes screen, click any of the links in the top navigation bar to switch to another screen in the Instructor Portal.



Transparent Language® Instructor Portal

Classes Students Assignments Subscriptions Messages Reports Documents Authoring

Create New Class 20 Per Page 1

<input type="checkbox"/>	Class Name ▲	Enrollment Code	Enrollment Link	Students	Assignments	Messages	Actions
<input type="checkbox"/>	Spanish 101	Span101	Copy				...
<input type="checkbox"/>	Spanish 102	Span102	Copy				...

Classes Screen

Registering Students

To use Transparent Language Online, students must be registered as users and assigned to classes. You can have students (or their parents) create the accounts, or you can create them yourself for your students.

To have students (or parents) create student accounts and enroll in classes:

1. Click the **Students** tab of the Instructor Portal and select your class in the **Managing Class** menu at the top of the screen, then click the **Copy to Clipboard** link to copy the enrollment link for that class.
2. Paste the link into an email or any other type of message and send it to your students and their parents.
 - Students who are 16 years of age or older can use that link to create their own accounts. When the Transparent Language Online Login screen appears, they should click the **Sign Up** tab and enter their information. Completing the registration from the link you sent will enroll them in your class.
 - Students who are 15 or younger cannot create their own accounts, but you can ask their parents to use the enrollment link, then go the **Sign Up** tab and complete the registration process for the child. Completing the registration from the link you sent will enroll the child in your class. Once the account has been created, the child can use it normally.
 - Students who already have accounts can use the enrollment link, then use the **Log In** tab rather than the **Sign Up** tab. Logging in after clicking an enrollment link will enroll the student in the class. Alternatively, they can enter the use the **Enroll** option on the Classes screen, as described on page 27.

If you prefer to create student accounts yourself, you can do so through the Instructor Portal.

To register a student using the Instructor Portal:

1. Click the **Students** tab in the Instructor Portal.
2. Click **Enroll Users**, then select **Create User** from the drop-down menu. The Create User screen will appear.
3. Enter all the required information for the student in the fields provided. You can also enter any optional information you choose. The available fields may vary depending on your school's settings.
4. Mark the checkbox certifying to Transparent Language that you are authorized by the user (or, for users under 16, the user's parent or legal guardian) to create and maintain the account, to accept the Terms of Use and Privacy Policy on behalf of the new user, and to act as the collector of the user's personal data. You cannot create the new user until you have marked this checkbox.

Create User

Enter the new user information, then click 'Create':

Username: JSmith *

Name: Jane Smith

Password: ***** *

Must be between 8 and 64 character
Must contain at least 1 lowercase character
Must contain at least 1 uppercase character
Must contain at least 1 number

Confirm Password: ***** *

☒ Force Password Reset

Main Language of Interest: Chinese, Mandarin

Email: jsmith@email.com

☒ Receive Welcome Email

☒ Receive Updates ?

Phone: 603-555-4321

Comment: first year Chinese student

I certify to Transparent Language that I am authorized by the user (or, for users under 16, the user's lawful parent or guardian):

☒ 1) To create and maintain this account on behalf of the user
2) To accept the terms of use and related agreements on behalf of the user
3) To act as the collector of the user's personal data

Create Cancel

Create User Screen

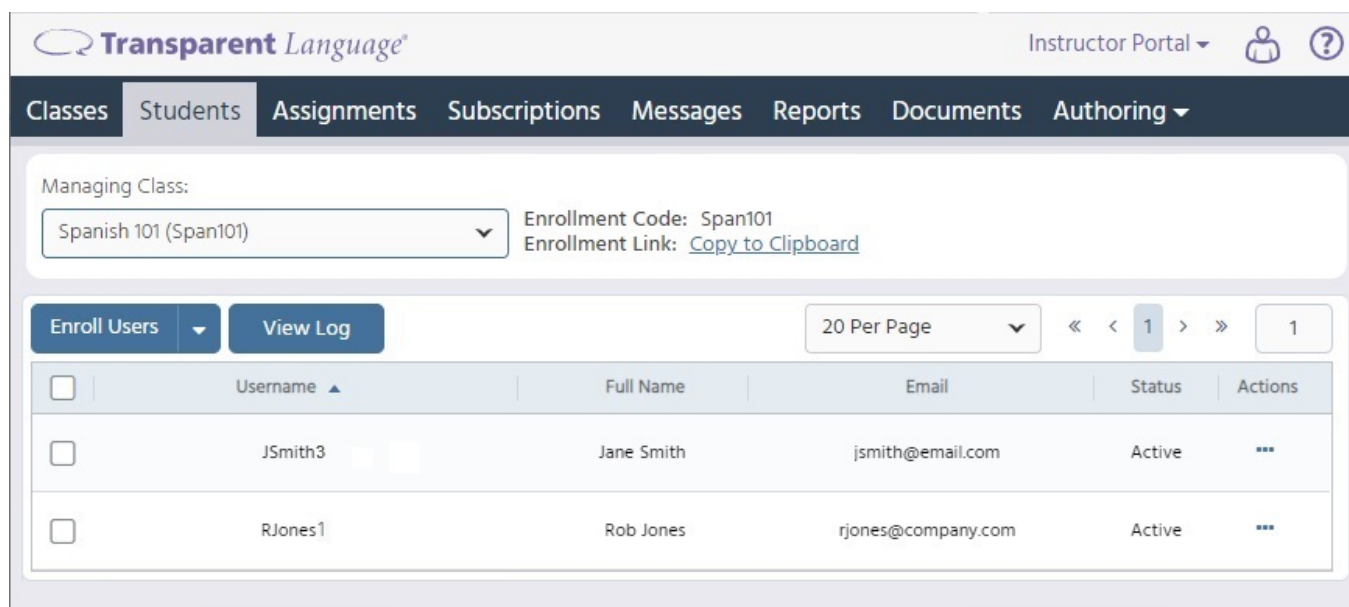
5. Click **Create** to save your information and register the new user. Be sure to give the new username and password to the student, so that the student can log into Transparent Language Online.

Using the Other Features on the Students Screen

After students have been registered, they will be listed in the table on the Students screen.

To use the Students screen:

1. Click the **Students** tab, then select the class you want to work with in the **Managing Class** menu. The other features on the screen will only be active if a class has been selected.
2. Do any of the following to add users to the selected class:
 - To allow students to register themselves as users, or to register students yourself, follow the instructions on page 15. You can register as many users as needed.
 - To enroll existing students in the selected class, click **Enroll Users**, then select **Add Users** in the drop-down menu. You can add as many users as needed.
 - To import a set of student users from a **.CSV**, **.TXT**, **.XLS**, or **.XLSX** file, click **Enroll Users**, then select **Import Users** in the drop-down menu.
3. To view the enrollment history of all students who have ever been part of the class, click **View Log**.
4. When you have located a student you want to work with in the table, do any of the following:
 - To edit the student's information, click in the **Username**, **Full Name**, or **Email** cell. Alternatively, click **...** in the **Actions** cell, then select **Edit** in the drop-down menu.
 - To send a message to a student, click **...** in the **Actions** cell, then select **Message** in the drop-down menu. Alternatively, you can mark the checkboxes for one or more users and click **Message** in the action bar that appears above the table. See page 20 for more information.
 - To remove a student from the class, click **...** in the **Actions** cell, then select **Remove** in the drop-down menu. Alternatively, you can mark the checkboxes for one or more users and click **Remove** in the action bar that appears above the table.
5. When you are ready to leave the Students screen, click any of the links in the top navigation bar to switch to another screen in the Instructor Portal.



Transparent Language® Instructor Portal

Classes Students Assignments Subscriptions Messages Reports Documents Authoring

Managing Class:

Spanish 101 (Span101) Enrollment Code: Span101 Enrollment Link: [Copy to Clipboard](#)

Enroll Users View Log 20 Per Page

	Username	Full Name	Email	Status	Actions
<input type="checkbox"/>	JSmith3	Jane Smith	jsmith@email.com	Active	...
<input type="checkbox"/>	RJones1	Rob Jones	rjones@company.com	Active	...

Students Screen

Assigning Lessons to Classes

After you've created your classes and added students to them, you'll want to assign lessons for your classes to work with. Assignments can be managed from the Assignments screen in the Instructor Portal.

Assigning Lessons

We recommend assigning preparatory lessons to your students at least 24 hours before class, so they can come to the classroom prepared for more in-depth discussion and interactive tasks.

To assign lessons:

1. Click the **Assignments** tab, then select the class you want to work with in the **Managing Class** menu. The other features on the screen will only be active if a class has been selected.
2. Click **New Assignment**.
3. Do one of the following:
 - Click **Assign Lessons** to select a lesson from the content that comes with the application. As you saw when you explored the Browse screen in the Learning Portal, Transparent Language provides an extensive set of included content that many educators find useful for their classes. You can also use this option to assign lessons that you or other educators have created with the Lesson Authoring tool described on page 22. To use the Browse Lessons screen, do the following:
 - A. Choose the learning language and known language of your class (if they are not selected by default), then click on any course or category to see the lessons it contains. You also have the option of searching for specific lessons.
 - B. Mark the checkboxes beside any lessons you want to assign. Note: If you want to preview a lesson before assigning it, click **Preview** beside it.
 - C. When you've selected all the lessons you want to assign, click **Assign Selected**. You will have the option of adding a due date later on the Assignments screen.
 - Click **Assign a File or YouTube Video** if you want to assign a PDF, spreadsheet, CSV text file, presentation, image, or YouTube video for your class to review. This type of assignment is useful if you have learning material in a supported format and you want Transparent Language Online to track the time that your students spend using it. To create this type of custom assignment, do the following:
 - A. Fill in the required fields to indicate the name and languages for the assignment. You also have the option of entering objectives and/or a due date.
 - B. Attach the content for the assignment. This option will let you attach a supported file (**.pdf**, **.csv**, **.xlsx**, **.pptx**, **.jpg**, **.png**, or **.gif**) or embed a YouTube video. (Note: Lessons based on embedded videos require access to YouTube to run. If your school blocks YouTube, your students may not be able to use this type of lesson. Also be aware that if the video you embed is ever removed from YouTube, any lesson based on it will stop working.)
 - C. Click **Preview** to see how your assignment will appear in Transparent Language Online.
 - D. Click **Create Assignment** to assign the content to your class.

Using the Other Features on the Assignments Screen

The Assignments screen allows you to manage your class's assignments. You can add due dates, change the assignment order, and more.

Transparent Language® Instructor Portal

Classes Students **Assignments** Subscriptions Messages Reports Documents Authoring

Managing Class:

Spanish 101 (Span101) Enrollment Code: Span101 Enrollment Link: [Copy to Clipboard](#)

Class Assignments Pending Assignments (0) Student View

New Assignment 20 Per Page 1 1

<input type="checkbox"/>	Name	Language	Status	Due Date	Actions
<input type="checkbox"/>	Unit 1: Hello! - Lesson 1	Spanish, Latin American for English	Assigned 08/13/2022	09/22/2022	...
<input type="checkbox"/>	Unit 1: Hello! - Lesson 2	Spanish, Latin American for English	Assigned 08/13/2022	09/29/2022	...
<input type="checkbox"/>	Common Foods	Spanish, Latin American for English	Assigned 08/13/2022	10/06/2022	...
<input type="checkbox"/>	Unit 1: Hello! - Assessment	Spanish, Latin American for English	Assigned 08/13/2022	10/13/2022	...
<input type="checkbox"/>	Rainforest Ecology	Spanish, Latin American for English	Assigned 08/13/2022	10/20/2022	...

Assignments Screen

To use the Assignments screen:

1. Click the **Assignments** tab, then select the class you want to work with in the **Managing Class** menu. The other features on the screen will only be active if a class has been selected.
2. Click the **Class Assignments** tab on the Assignments screen (if it is not already selected), then do any of the following to manage the class's assignments:
 - To assign lessons to this class, click **New Assignment** and follow the instructions on page 17.
 - To add, change, or remove a due date for an assignment, click **...** in the **Actions** column, then select **Edit** in the drop-down menu. You can also double-click on any due date in the table to edit it manually. To add the same date to multiple lessons, mark the checkboxes beside them, then click **Edit** in the action bar that appears above the table.
 - To remove an assignment from the class, click **...** in the **Actions** column, then select **Remove** in the drop-down menu.
3. After you have assigned lessons and due dates using the **Class Assignments** tab, click the **Student View** tab and arrange the assignments in the order in which you want them to appear to students.

Note: The **Pending Assignments** tab is used to approve assignments from manual subscriptions. See page 19 for more information on subscriptions.

Setting Up Subscriptions


If you have a class that regularly uses the same assignments as another class, you can set up a subscription that will copy the assignments between the classes, either automatically or after instructor review.

Transparent Language® Instructor Portal ▾

Classes Students Assignments **Subscriptions** Messages Reports Documents Authoring ▾


Managing Class:
Spanish 101 (Span101) ▾ Enrollment Code: Span101
Enrollment Link: [Copy to Clipboard](#)

Add Subscription 20 Per Page ▾ « < 1 > » 1

<input type="checkbox"/>	Name	Type	Approval Method	Remove
<input type="checkbox"/>	Spanish 201	Class	Automatic	 Remove

Subscriptions Screen

To manage assignment subscriptions:

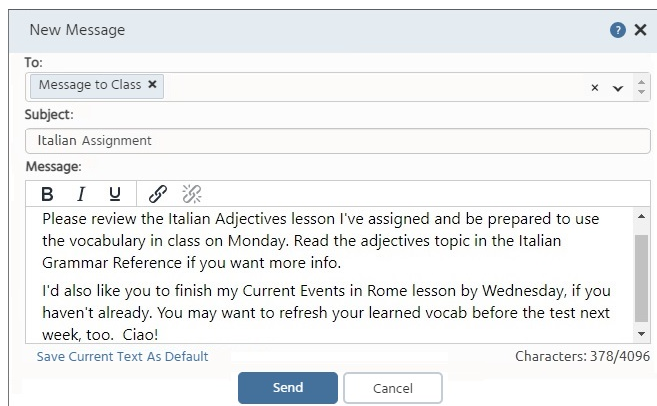
1. Click the **Subscriptions**, then select the class you want to work with in the **Managing Class** menu. The other features on the screen will only be active if a class has been selected. Note: Select the class which will be receiving lessons from the subscription, not the class that will be supplying them. (For example, if you have two classes named "Class 1" and "Class 2", and you want Class 1 to receive copies of Class 2's assignments, you should select Class 1 on the Subscriptions screen.)
2. Read the information on any existing subscriptions for the selected class in the table on the screen.
3. Do any of the following:
 - To add a new subscription, click **Add Subscription** and enter the enrollment code for the class that will be supplying the assignments. (For example, if you want Class 1 to receive copies of Class 2's assignments, you should enter the code for Class 2 on the Add Subscription screen.) The Add Subscription screen will also let you select whether new assignments should be approved automatically or manually.
 - To remove a subscription, click  **Remove** in the row for that subscription. Alternatively, you can mark the checkboxes for one or more subscriptions, then click **Remove** in the action bar that appears above the table.

Sending Messages

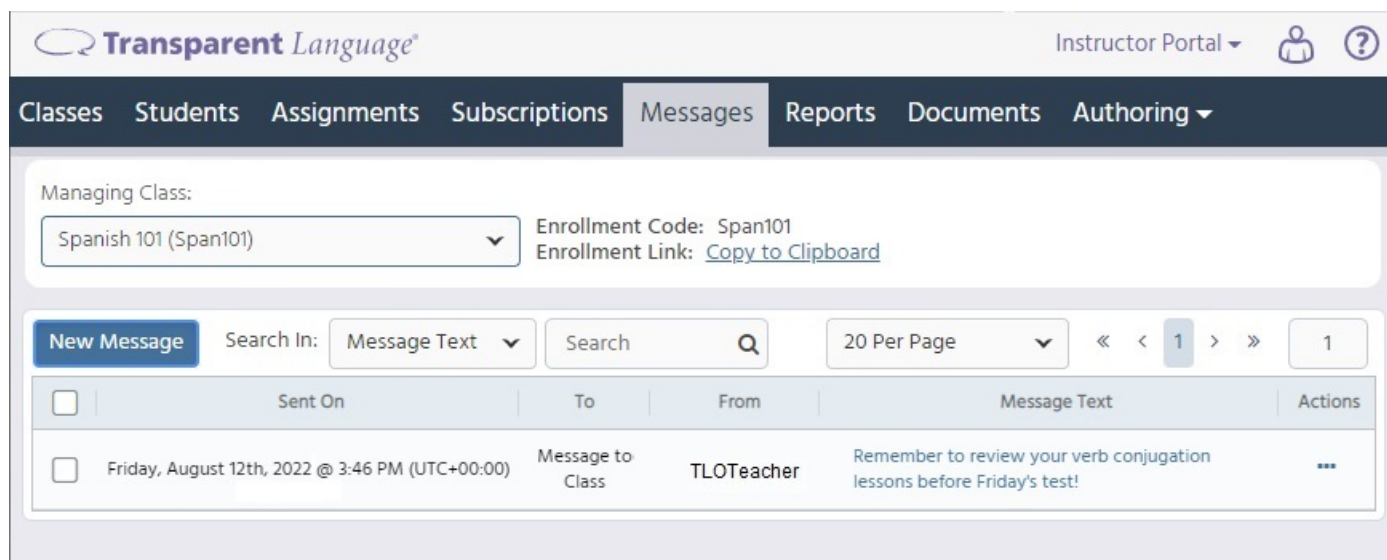
The built-in message system in Transparent Language Online allows you to send messages to your classes at any time. You can use this feature to tell your students anything you think they should know.

To send a message to students:

1. Click the **Messages** tab, then select the class you want to work with in the **Managing Class** menu. The other features on the screen will only be active if a class has been selected.
2. Click **New Message**, then select the message recipients. You can send a message to the entire class, or just to selected students.
3. Type your message in the box on the screen.
4. When your message is ready, click **Send**. The recipients will see it in the Messages section of the Assignments screen the next time they log into Transparent Language Online.
5. Do any of the following on the Messages screen, if necessary:
 - To review a message, click the linked text in the **Message Text** cell.
 - To export a message as a PDF, click **...** in the **Actions** cell, then select **Export** in the drop-down menu. Alternatively, click the message text in the table, then click **Export Message to PDF**.
 - To copy a message, click **...** in the **Actions** cell, then select **Copy** in the drop-down menu. Alternatively, click the message text in the table, then click **Copy to a New Message**.
 - To delete a message, click **...** in the **Actions** cell, then select **Delete** in the drop-down menu.



New Message



Messages Screen

Tracking Student Progress with Reports

If you want to know whether your students are actually completing their lessons, you can use the tracking features and report functionality built into Transparent Language Online for Education. The reports will show you how often Transparent Language Online has been used, which lessons have been completed, and other useful details. You can use this information to judge how effective your content has been and how well students are progressing with the material. All of the data is permanently saved, creating an ongoing progress record that you can consult at any time. Reports can be run as often as needed.

To run reports from the Instructor Portal:

1. Click the **Reports** tab.
2. Click **Generate New**.
3. Choose whether you want to run a **Class Activity Report**, which will provide information on the class as a whole; an **Assignment Report**, which will focus on a specific assignment or set of assignments; or a **Learner Activity Report**, which will provide detailed information on a single user.
4. Fill in the requested information, then click **Generate Report**.
5. After the report has been generated, click **View Report** to see it. Alternatively, you can click **Download PDF** or **Download CSV** to save the report in those formats.
6. Read the report information on the screen. Reports can also be printed if needed.
7. When you are finished, click the **X** in the upper right-hand corner to close the report.

Class Activity Report						X
Start Date: 09/04/2022						Print
End Date: 09/09/2022						
Assignments: Active						
Students: All Students						
Class: Spanish 101 (Span101)						
Language(s): Spanish, Latin American for English Speakers						
Showing: Assigned, Total Learned Vocab, Other						
Time on Task						
Username (Full Name)	Sessions	Assignment Time	Learned Vocab Time	Other Time	Total Time	
JSmith3 (Jane Smith)	26	04h 16m 32s	00h 58m 21s	01h 05m 08s	06h 20m 01s	
<input type="checkbox"/> Assigned						* - is as of report end date
<input type="checkbox"/> Total Learned Vocab						
<input type="checkbox"/> Other						* - is as of report end date
Username (Full Name)	Sessions	Assignment Time	Learned Vocab Time	Other Time	Total Time	
SJones2 (Sam Jones)	12	03h 56m 01s	02h 54m 12s	01h 52m 01s	08h 42m 14s	


Report

Authoring Lessons

The Instructor Portal includes a Lesson Authoring tool to let you make your own content. To access it, click the **Authoring** tab at the top of the screen, then create as whatever lessons you need for your classes. Be creative, and see just how powerful these features can be!

Using the Lesson Authoring tool

The Lesson Authoring tool allows you to create relevant, engaging, pedagogically-sound lessons based on authentic foreign materials. These lessons can be run in Transparent Language Online or downloaded in various formats, including printable PDF files. This section of the Educator's Guide provides an overview of

what to do with this useful feature. For more details, click  in the Lesson Authoring tool.

Overview of the Lesson Authoring tool:

1. Click the **Authoring** tab in the Instructor Portal to open the Lesson Authoring tool.
2. In the Lesson Authoring tool, click **NEW LESSON** at the top of the screen to create a new lesson. Select a template, then enter the information for the lesson (including the lesson name and language) and click **CONTINUE**. The Activity Selection screen will appear.
3. On the Activity Selection screen, select the activities for the lesson and order them as you prefer.
4. In the **Configure Shared Content** section of the Activity Selection screen, configure any shared content needed for your lesson. (Note: This section will not appear if none of the selected activities can use shared content.)
 - Click **TEXT PASSAGE** to set up a shared text passage. The text can be copied and pasted from other sources, imported from a URL, or typed directly in the Lesson Authoring tool. It can also be accompanied by audio and/or images if you prefer. Note: It is your responsibility as the content creator to obtain permission for text, sound, and image use if necessary.
 - Click **VOCAB ITEMS** to set up shared vocab items. These words and phrases can be used in a variety of vocabulary-focused activities. You can add hints, comments, transliterations, sounds, and/or pictures if you prefer. Note: It is your responsibility as the content creator to obtain permission for sound and image use if necessary.
5. In the **Configure Individual Activities** section of the Activity Selection screen, complete the configuration of your selected activities. You can click **CONFIGURE** beside an activity to open its configuration screen.
 - Some activities require configuration to add necessary information. The tiles for these activities will be highlighted in yellow until configuration is complete. If a highlighted activity does not have a **CONFIGURE** button, you must configure the shared content it is using. Other activities allow configuration but do not require it.
 - By default, any of your selected activities that can use the shared content will do so. However, you can customize the content for many of the individual activities if you choose.
6. When all of your content and activities have been configured, click **PREVIEW** to see the lesson as it will appear to your students. If you find any issues, return to the Lesson Authoring tool and correct them.
7. When you are ready to publish your lesson, click **PUBLISH**.

Understanding Student Use of Transparent Language Online

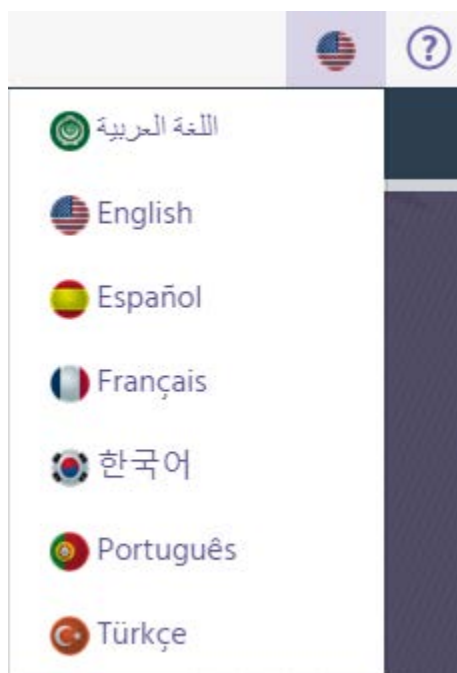
To be effective as an instructor, it is helpful to understand how learners use Transparent Language Online. You have seen some of these program features briefly in earlier sections of this Guide, but this chapter guides you through them in more detail from a learner perspective.

We recommend you log into the Learning Portal and try out all the features for yourself. Remember that you can always refer to the online help for detailed instructions on any screen.

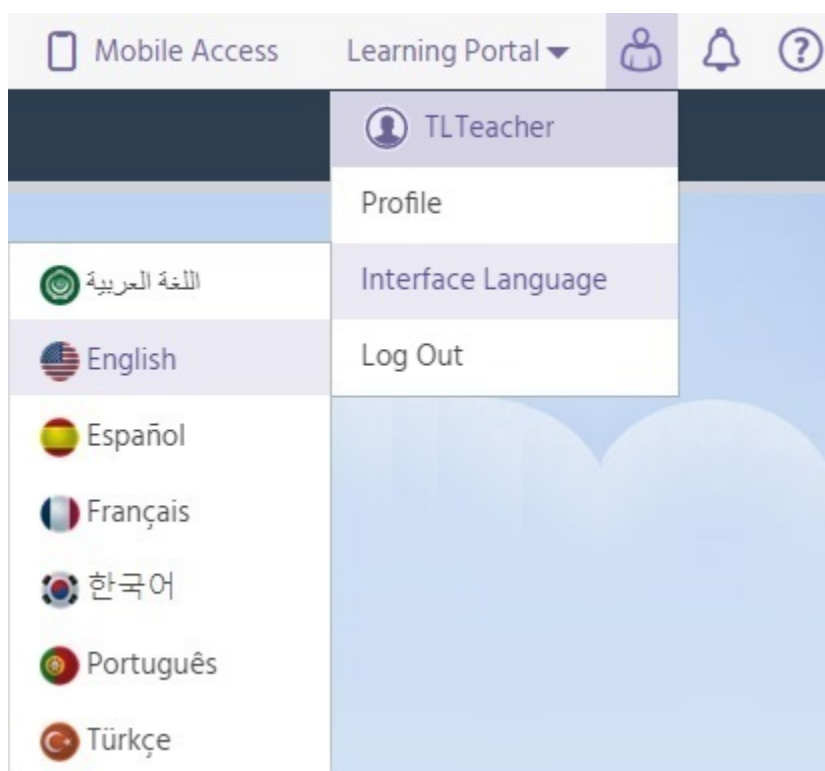
Logging in as a Student

Students log in to the program the same way you do, by entering their username and password on the Login screen. The first time they log in, they will be asked to pick an initial language, just as you were. If students ever have trouble finding the assignments for your class, check that they have the correct language selected.

Note: By default, Transparent Language Online uses an English interface. However, if your students are not native English speakers and they want to set the user interface to a language with which they are more familiar, they can do so by clicking the small, round flag in the corner of the Login screen, or by clicking the user icon and choosing **Interface Language** on any screen after logging in.



User Interface Menu, Login Screen



User Interface Menu, Learning Screen

The user interface language is used for the buttons, menus, screen text, and help files throughout the program. Regardless of which user interface language is chosen, the same features and learning material will be available. It doesn't matter if students in the same class choose different user interface languages.




The screenshots in this Educator's Guide show the English user interface for the program.

Using the Learning Screen as a Student

Assuming students have already selected a language (as described on page 5), the next screen they will see after logging in is the Learning screen. You've already seen basic information about this screen on pages 6-8, but students may use more of its features than instructors.

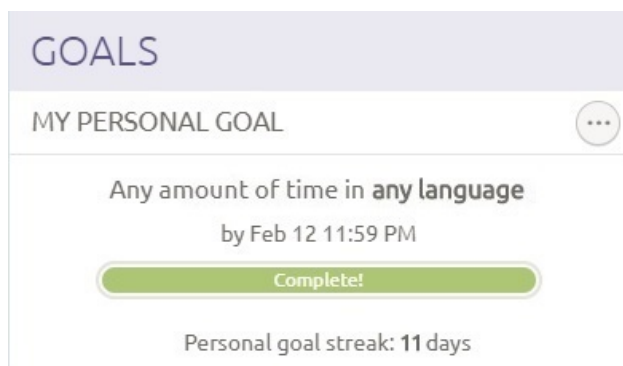
Using the Learning Path as a Student

As a quick review, the Learning Path on the left-hand side of the Learning screen provides a list of lessons with the next recommend lesson at the top. If any of the lessons have been started but not yet finished, the progress will be shown by the amount of color on the tile. Students will usually work through the lessons one by one, in the order they appear on the path, although they can jump around if they prefer.

The Learning Path will include any lessons you have assigned to your classes. These assignments marked with , and with  if they have a due date. Clicking  beside an assignment will show the due date, along with other details about the lesson.



Using the Goals Panel as a Student

As an instructor, you don't need to pay as much attention to the right-hand side of the Learning screen, but it contains a number of features that are useful for your students. One of these is the Goals panel, which will show whether the student's daily goal has been completed:



Goals Panel

A daily learning goal is the minimum amount of time that a student wants to spend on language learning each day - though of course a learner can always do more!

By default, the learning goal is set to any amount of time in any language each day, so it will be completed the first time a lesson is used that day. However, the daily goal can be changed at any time by clicking  on this panel and selecting **Edit goal**. In place of the default option, the goal can be set to 15 minutes, 30 minutes, 60 minutes, or a custom amount of time. Goal streaks are gained by completing the daily learning goal multiple days in a row. For each streak of seven days, learners earn a shield that can protect their streak against breaking if they miss a day. Students can see information on their streaks, shields, and goal history by clicking  and selecting **History**.

Talk to your students about what goals it makes sense to set, and encourage them to keep up their learning streaks. Each student can have his or her own daily goal. It does not have to be the same for every member of your class.

Using the Learned Vocab Panel as a Student

Completing lessons and learning goals also means that learners will come to know an increasing number of words and phrases in the learning language. We call these *learned vocab items*. The number and status of a student's learned vocab items will be shown in the Learned Vocab panel on the right-hand side of the Learning screen.



Learned Vocab Panel

Learned vocab items are divided into three groups, *fresh*, *stale*, and *archived*.

- A **fresh** vocab item is a word or phrase from the learned vocab that the learner is likely to remember because it has been practiced recently or repeatedly.
- In contrast, **stale** vocab items may be at risk of being forgotten. A fresh vocab item will eventually become stale if it is not reviewed, although the amount of time it stays fresh increases each time it is successfully refreshed.
- **Archived** vocab items are terms that are so well known that a student has indicated that they no longer need to be refreshed or practiced.

All three types of learned vocab items are included in the totals shown on the Learned Vocab panel. To see a complete list of all their learned vocab items or to control which vocab items are archived, students can click **MANAGE**. If your school settings allow, they can also click **ADD NEW** to manually add learned vocab items that they have learned outside the program, such as words they've learned in the classroom. (Not all schools allow vocab items to be added this way.)

The other important button on the Learned Vocab Panel is **REFRESH ALL**, which provides an easy option for students to refresh their memory of their learned vocab. At the end of the session, all the stale vocab items reviewed will be considered fresh again. See page 43 for more details on refreshing learned vocab with this option. Students can also refresh terms using the Practice panel, as described on page 26.

Using the Practice Panel as a Student

The Practice panel is the final section of the Learning screen. It lets students focus on a particular skill such as listening, reading, speaking, or writing. This feature can be a great way for students to work on the aspects of the language that they need to practice most.



Practice Panel

The number and type of activities available may vary by language. All of the Practice activities are described in the *Using the Activities as a Student* section of this Educator's Guide, beginning on page 29.

Your students can use the Practice activities at any time with the content from any vocab lesson, or with their learned vocab items (which will refresh any of those vocab items that are stale). Students will be asked to choose content after they click the tile for the activity.

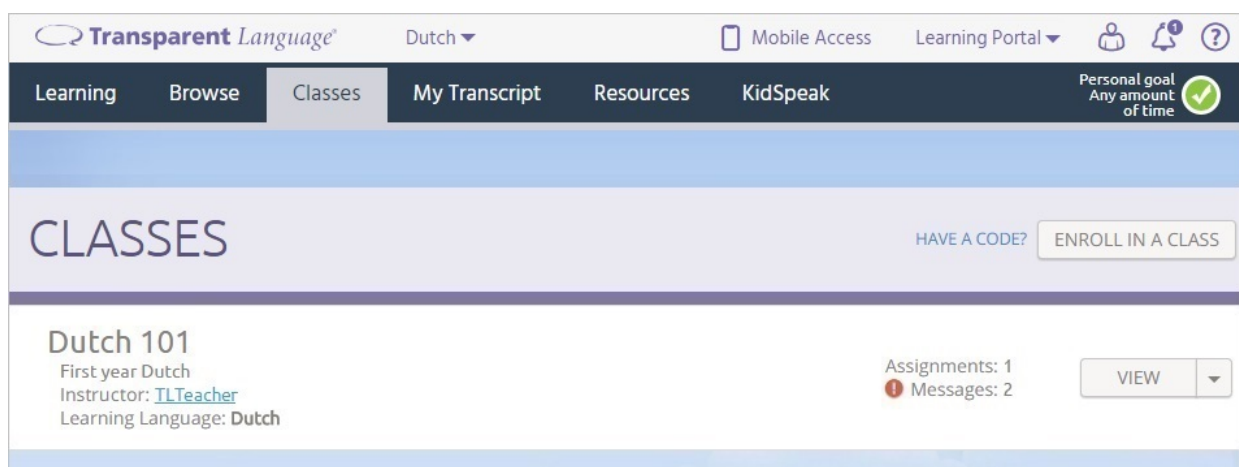
Using the Browse Screen as a Student

Just like instructors, students have access to the Browse screen, and they can find their assignments there in the Assignments category. Completed assignments are available for review as well. However, most students will access lessons through the Learning screen or the Classes screen and review vocabulary using the Refresh feature, rather than using the Browse screen for those purposes.


You can still encourage motivated students to look for additional lessons on the Browse screen, though. It can also be a way for them to access the references in the Grammar & More References category.

Using the Classes Screen as a Student

Students also have the option of viewing their assignments and class information through the Classes screen, accessible by clicking the **Classes** tab at the top of the screen.



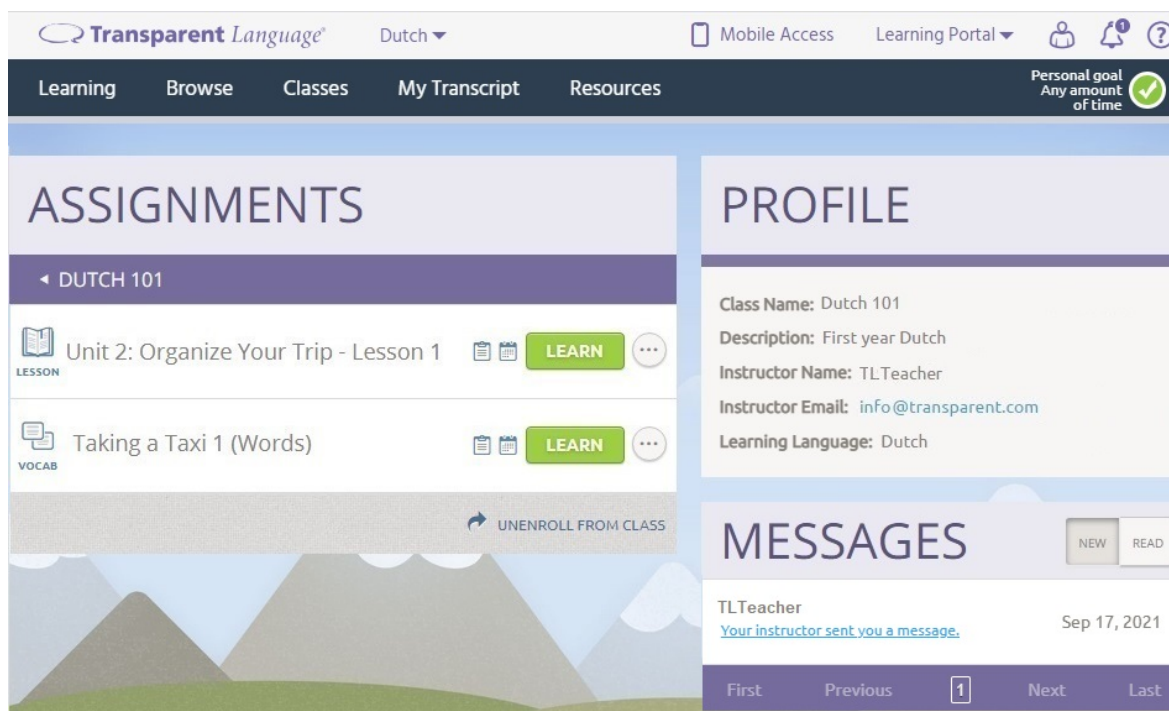
Classes Screen

This screen wasn't covered earlier, because it doesn't show much before you've set up your classes. Afterwards, however, it becomes a convenient way for students to keep track of their classes and see when they have new messages or assignments. (The  icon at the top of all Learning Portal screens also indicates when messages and assignments have been added.)


Students who aren't yet enrolled in a class can do so by clicking the **ENROLL IN A CLASS** button on the Classes screen, then entering the enrollment code for that class. (This step isn't necessary if they register or log in using an enrollment link, since the link will automatically enroll the student in the proper class.)

Using the Assignments Screen as a Student

After enrolling, students can click **VIEW** beside any class on the Classes screen to see the Assignments screen with details about the class.



Assignments Screen

Current assignments are listed in a panel to the left, with features similar to the Learning Path and the Browse screen. Due dates and other details are available by clicking . Assignments can be viewed, learned, and more.

On the right side of the screen, your students will see a detailed profile of the class, including the contact email that you provided. Below that, they can read messages that you have sent.

Whether they are using the Learning screen or the Assignments screen, most students will begin a learning session by clicking **LEARN** beside a lesson to open it. (If the lesson is an assessment or a reference, this button may say **START** instead.) When a lesson is completed, it will be automatically be removed from the Learning Path and from the Classes screen.

Using the Activities as a Student

After opening a lesson from the Learning screen or the Classes screen, students can work through all the activities in it. The exact activities will vary depending on the content and the type of lesson. The list below describes some of the most common activities that students may encounter, organized by the primary skill they teach. No lesson will contain all of these activities, and the activities can appear in any order.

Reading Activities:

Reading activities teach students to recognize the written forms of words and phrases in the language they are learning. Many lessons begin with one or more reading activities as a way to introduce the vocab items that will be taught. More challenging reading activities may appear later in a lesson as well.

Language Comparison

Language Comparison is an introductory activity that presents a simple list of words and phrases in the learning language, along with their meanings in the students' known language. Learners can click the speaker buttons to hear terms pronounced.

Language Comparison can be found at the beginning of many course lessons. It is also available through the Practice Panel.



Preview It

Preview It is designed to familiarize students with the vocabulary for the current lesson by exposing them to the sounds, written forms, and meanings of words and phrases. During this exercise, learners will see each learning language term presented along with its known language meaning. They will also be able to listen to native speaker pronunciation for each vocab item. Some terms have pictures to illustrate and reinforce the content.

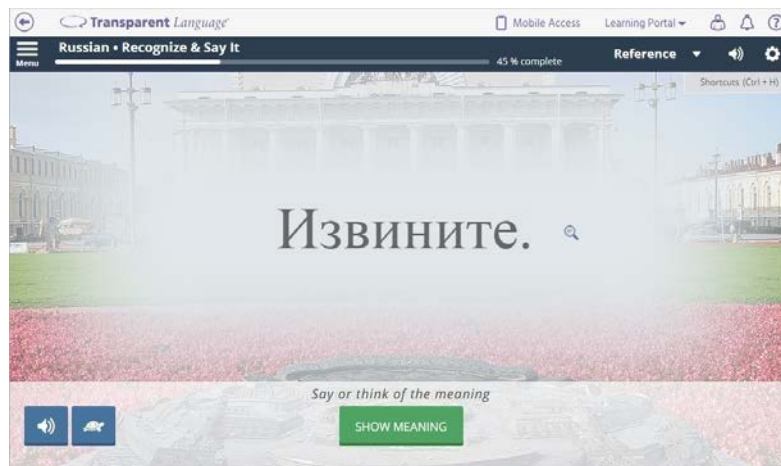


Note: In some lessons, languages which are normally written with characters that may be unfamiliar to the learner are presented with transliterations in place of or in addition to the actual foreign characters, as shown in the Chinese screenshot above. These transliterations represent the sounds of one language using the characters of a more familiar one, such as English. They can be a useful tool for mastering pronunciation and memorizing words. In addition to appearing in many course lessons and all vocab lessons, Preview It is also available through the Practice panel and is an option for flex lessons.


Recognize & Say It

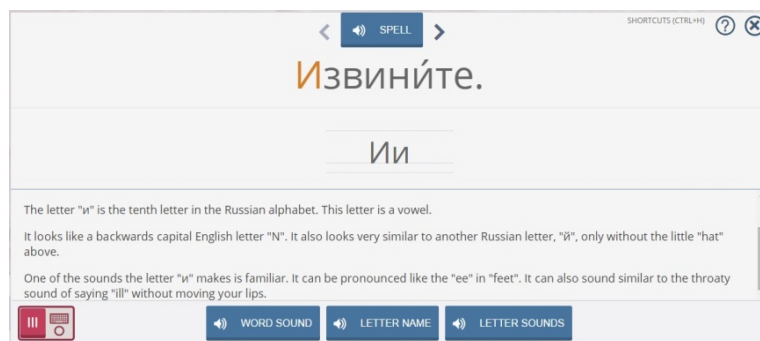
In Recognize & Say It, students practice their receptive language skills by hearing and seeing words and phrases in the learning language and guessing the meanings in their known language. After reading the term on the screen, students can click **SHOW MEANING** to see if they thought of the right answer, then mark **YES** or **NO** as appropriate when asked if they were correct.

Recognize & Say It is available in many course lessons and all vocab lessons. It is also an option for flex lessons and appears in the Practice panel. It has a test version available, which provides a score at the end rather than ongoing feedback.



Alphabet Zoom

If  appears beside the learning language text in Recognize & Say It or any other activity, students can click on it (or the text itself) to open Alphabet Zoom. This feature allows them to explore the individual letters which make up the term. Alphabet Zoom is not available for all languages. When available, it will appear in all lessons for that language, including lessons you create yourself.



Recognize & Write It

Recognize & Write It reinforces the ability to identify words and phrases by showing terms in the learning language and requiring students to type the meanings in their known language. Students should also be encouraged to pronounce the terms before proceeding, and to look for occasional comments that provide insight into grammar, culture, or other relevant aspect of the language.



Recognize & Write It is available through the Practice panel as well as in some course lessons and flex lessons. It also has a test version available.

Matching

Matching is a simple but effective activity designed to reinforce the association between learning language terms and their known language meanings. To complete the challenge, students must drag each word or phrase from the right side of the screen and connect it to the appropriate meaning on the left. There is also a Fill in the Blank version of Matching which requires students to match words with the sentences or phrases they belong in. As with most activities, sound and hints are available when necessary.



Matching and Matching (Fill in the Blank) are available in many course lessons. Matching is also an option for flex lessons. In addition, this activity appears in the Practice panel and has a test version available.

Four Square

Four Square allows students to practice receptive language skills in a game-like format. Four cards are displayed on the screen, one at a time, each showing a different word or phrase from the lesson. The information on these cards will then be hidden while a term appears at the top of the screen. The learner will be challenged to remember which of the four cards had the word or phrase that corresponds to that term. Selecting a card will display the hidden term and determine whether a match has been made.



This activity is available through the Practice panel and in certain course lessons.

Unscramble

In Unscramble, students must drag words into the correct order to build a complete phrase or sentence. This exercise encourages learners to think about word order and basic grammar principles as they practice sentence structure.

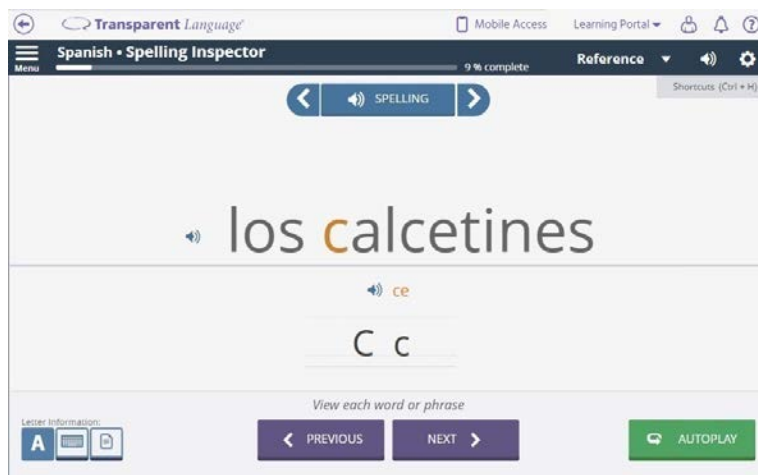
Unscramble is available in certain course lessons and is an option for flex lessons. It and its test version will also appear in the Practice panel for most languages. However, it may not be available for Japanese and Chinese.



Spelling Inspector

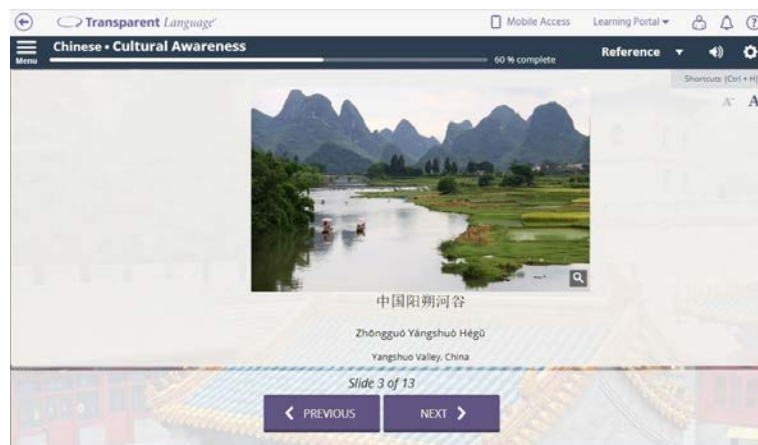
Spelling Inspector provides a way to explore words and phrases letter by letter. Students can hear the entire term spelled aloud, or click on individual letters to hear their names and see all their forms. Depending on the language, they may also be able to use the Letter Information toggles to see where the character is located on the keyboard and/or read additional information about it.

This activity is not available for all languages. For supported languages, it is available through the Practice Panel and in certain course lessons.



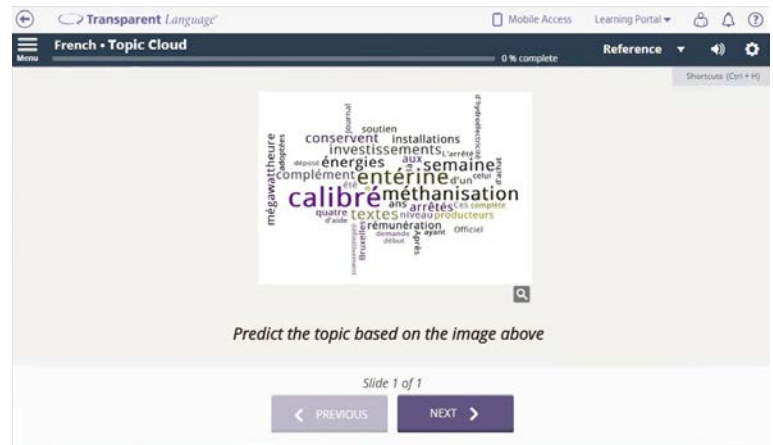
Power Slides / Slide Show / Cultural Awareness

Power Slides (also called Slide Show or Cultural Awareness) allows students to read the information on a series of slides. It is used under various names in different courses, and is also one of the activities that you can select and configure when you create flex lessons.



Topic Cloud

This basic, introductory activity presents a cloud of words from the lesson text and asks students to guess the subject of the article based on them. You can use this activity as a conversation prompt and a starting point for classroom discussions, or as a quick way to introduce students to a subject. It is most often seen in flex lessons.



Text Presentation

The Text Presentation activity lets students practice comprehension by reading the main article for the lesson. It allows students to become familiar with the text before working with it in other activities. While reading, they should pay attention not only to the vocabulary and grammar, but also to the content of the article. This activity appears in most flex lessons and occasionally in course lessons.



Text Translation

Text Translation presents the main text from a flex lesson in the learning language alongside its known language meaning in an editable format. This format makes it particularly useful for in-class exercises. This activity can appear in flex lessons or course lessons.



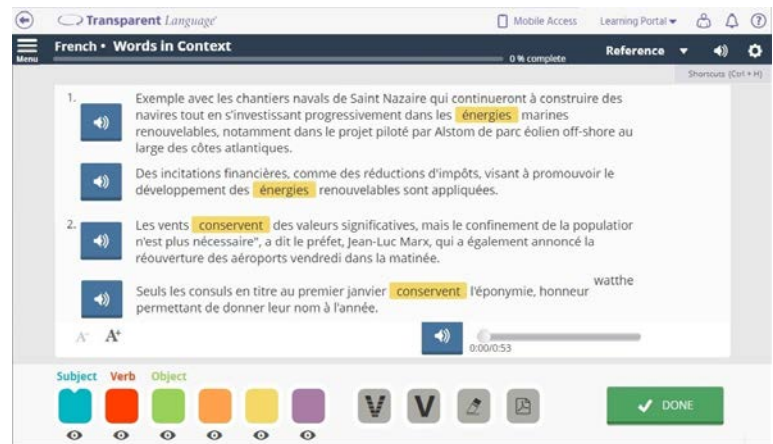
Hide & Highlight

Hide & Highlight lets you manipulate the text from a lesson in real time as a presentation activity. It is particularly useful for grammar lessons, as it can be used to highlight different types of words for demonstration and discussion. This activity can appear in flex lessons.



Words in Context

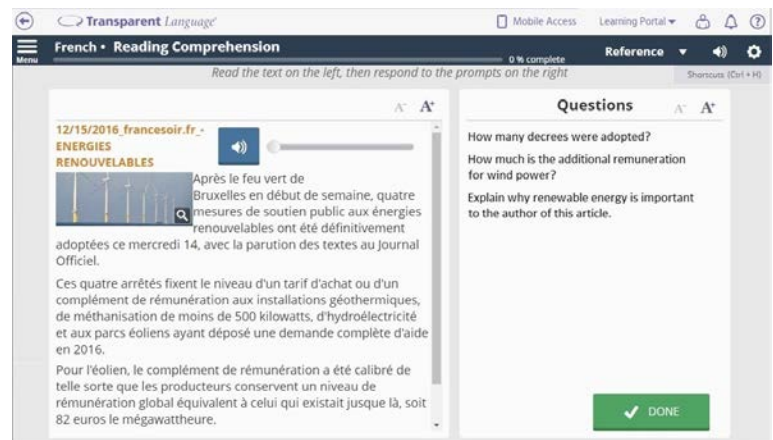
Words in Context shows words from a lesson in a variety of learning language sentences. Like Hide & Highlight, it is primarily intended for in-class exercises, and is useful as a presentation activity. This activity can appear in flex lessons.



Reading Comprehension

Reading Comprehension asks students to read the text from a flex lesson and think about or respond to a series of talking points. Depending on how the activity is configured, the questions may be multiple choice or open-ended.

This exercise encourages students to analyze the text and think about the topic it presents. Reading Comprehension can also be useful for prompting class discussions. This activity can appear in flex lessons or course lessons.



Text Reconstruction

Text Reconstruction asks students to reconstruct a scrambled text by dragging tiles into order. It appears in some course lessons and is an option for flex lessons.

The screenshot shows the 'French • Text Reconstruction' activity. The instruction is 'Drag and drop the tiles into the correct order'. There are five numbered tiles with French text fragments. A green 'CHECK' button is at the bottom right.

French • Text Reconstruction 0 % complete Reference

Drag and drop the tiles into the correct order

1 ont été définitivement adoptées ce mercredi 14, avec la parution des textes au Journal Officiel. Ces quatre

2 de rémunération global équivalent à celui qui existait jusque là, soit 82 euros le mégawattheure. L'arrêté portant

3 lieu de 15 ans pour les installations existantes, une mesure réclamée par les producteurs pour permettre une meilleure rentabilisation des investissements.

4 moins de 500 kilowatts, d'hydroélectricité et aux parcs éoliens ayant déposé une demande complète d'aide en 2016.

5 Après le feu vert de Bruxelles en début de semaine, quatre mesures de

CHECK

Table

The Table activity asks students to fill in the information in a table. It can be used for conjugation tables, noun declensions, and many other aspects of grammar, as well as for other purposes. The Table activity may appear in some course lessons as well as in flex lessons.

The screenshot shows the 'Latin • Table' activity. The instruction is 'Fill the highlighted blank by selecting an answer on the right'. It includes a table for the 1st declension of 'magistra' and a list of options on the right. A green 'CHECK' button is at the bottom right.

Latin • Table 0 % complete Reference

Fill the highlighted blank by selecting an answer on the right

1st declension nouns can be identified by their nominative form which ends with an "-a". Generally, they are feminine nouns. Other examples are mensa (table), puella (girl), and stella (star).

	Singular	Plural
Nominative	magistrae
Genitive	magistrae
Dative	magistrae
Accusative	magistras
Ablative	magistrâ
Vocative	magistra	magistrae

magistrum

magistris

magistram

magistra

EXPORT TO PDF

CHECK

Paragraph Fill in the Blank

This activity presents the main lesson text from a lesson with a series of blanks and a list of words that students must drag into place based on lexical and grammatical clues from the surrounding text. This activity may appear in some course lessons as well as in flex lessons.

The screenshot shows the 'English • Paragraph Fill in the Blank' activity. The instruction is 'Fill the highlighted blank by selecting an answer on the right'. It includes a paragraph with several blanks and a list of words on the right. A green 'CHECK' button is at the bottom right.

English • Paragraph Fill in the Blank 62 % complete Reference

An important document is a driver's license. All drivers
a driver's license. In the United ,
a driver's license has the following for the
driver: full name, address, date of birth, and description.
Sometimes the license has the driver's height, weight,
and color of eyes and hair. A driver's is how
tall he is. A driver's is how heavy he is.
Americans measure height in and inches.

information

weight

feet

need

height

States

ounds

CHECK

Image Multiple Choice

Image Multiple Choice asks students to read a learning language term from a lesson and select the correct image from a set of pictures. This activity may appear in course lessons or in flex lessons, if the lessons have enough vocab items with associated images.

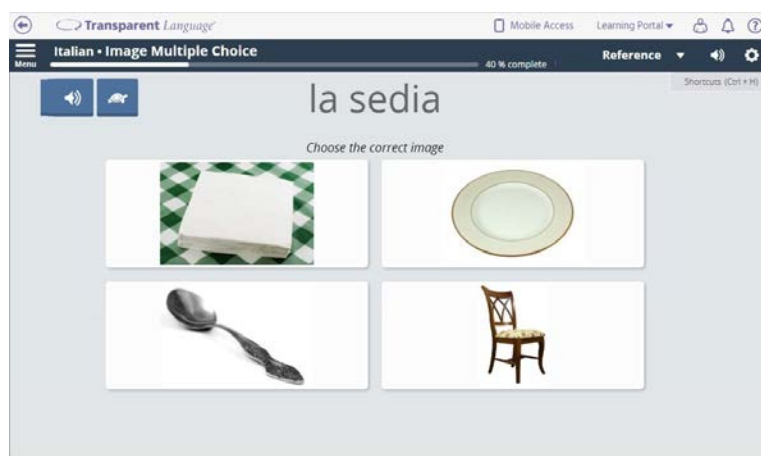


Image Recognition

Image Recognition asks students to look at an image, then choose the correct learning language term from a set of words. It appears in some course lessons and can be added to flex lessons.

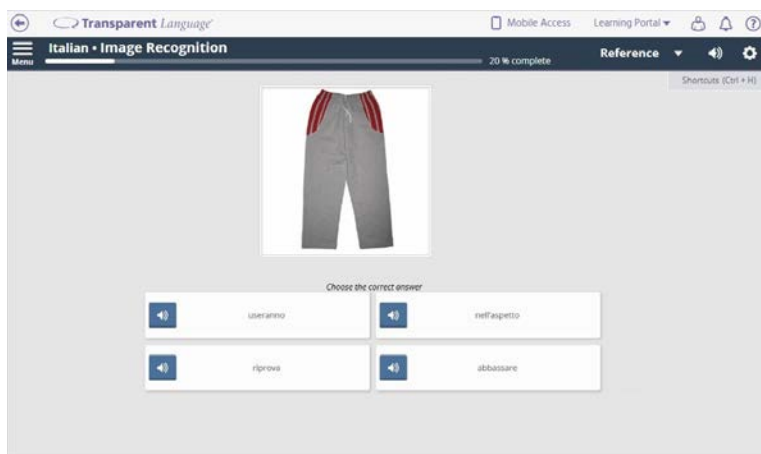
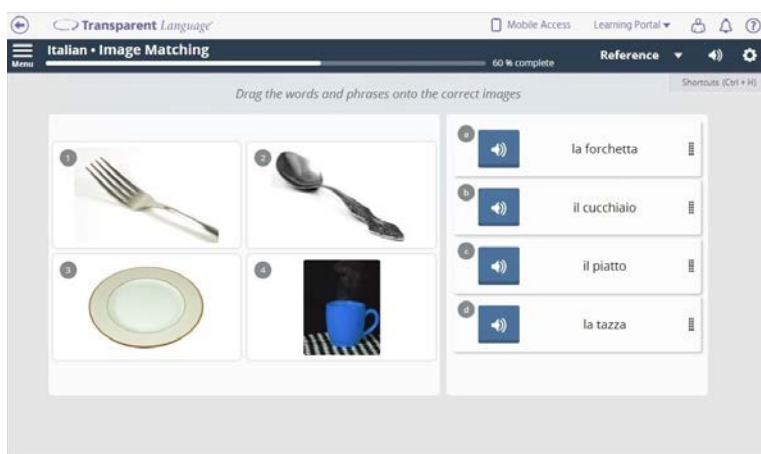


Image Matching

Image Matching asks students to connect the learning language terms from a lesson with their images. It may be used in course lessons and in flex lessons.



Listening Activities:

While many activities of all types include sound features, listening activities focus specifically on the ability to comprehend spoken words or phrases.

Listening Multiple Choice

In Listening Multiple Choice, students will hear a word or phrase in the learning language, and must then choose the correct meaning of that term from four options written in the known language.

Listening Multiple Choice is available through the Practice panel as well as within some course lessons and flex lessons. It has a test version available, and is common as an assessment activity.

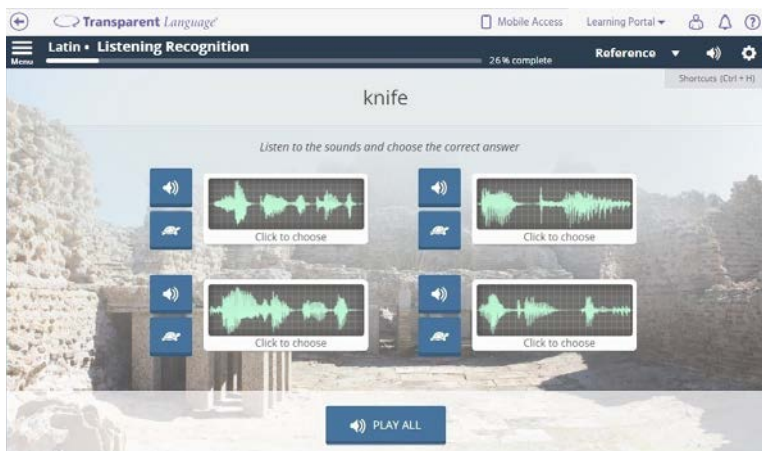


A variation of this activity is also used in Alphabet courses, where students must match the spoken letter name with the correct written form.

Listening Recognition

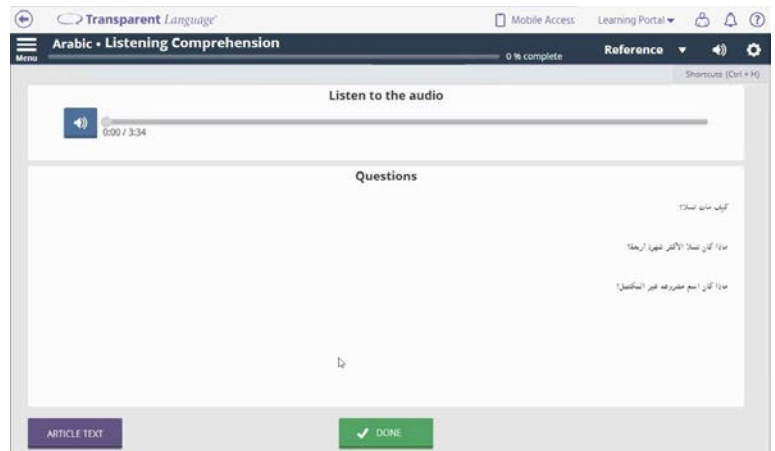
Listening Recognition is the opposite of Listening Multiple Choice. It shows a known language term, then requires learners to pick the correct spoken response in the learning language. It is important for learners to practice the language both ways to solidify their understanding.

Listening Recognition is available in certain course lessons and through the Practice panel. It has a test version available.



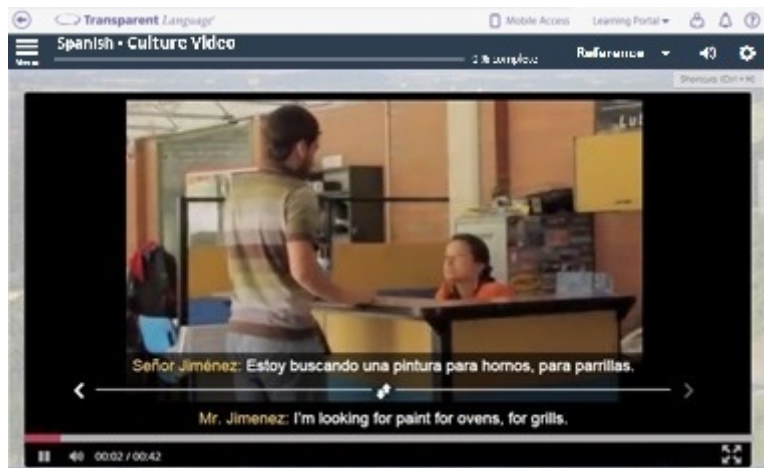
Listening Comprehension

Listening Comprehension asks students to answer questions based on a spoken passage from the lesson. This activity is a great way for students to hone their listening skills. It may appear in course lessons or in flex lessons.



Video Player

Videos allow students to see the language in action by watching and listening to native speakers. Different types of videos appear in different content. Cultural videos and conversation videos are primarily found in certain course lessons, while grammar videos may appear in other courses and in the Reference section for various languages.



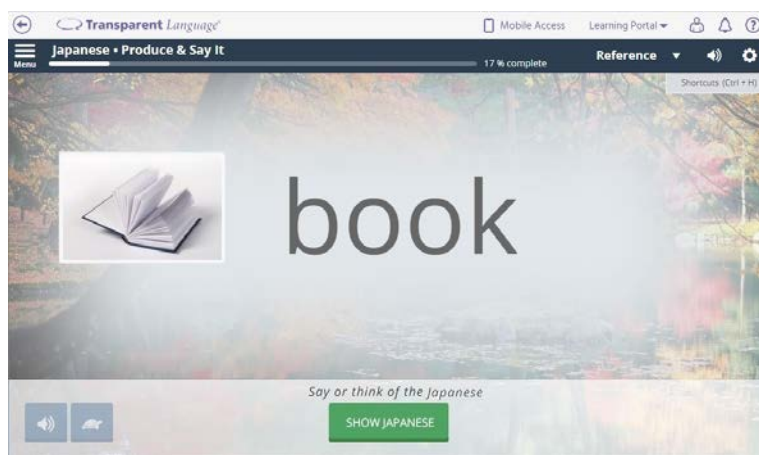
Speaking Activities:

These activities focus on the important skills of speech and pronunciation. In some, students are encouraged to say the words out loud to themselves, and in others, the program allows them to record their pronunciation and compare it to a native speaker's.

Produce & Say It

Produce & Say It helps students recall and produce the language they are learning. In this activity, students will see a word or phrase in their known language and will have to think of or say out loud the corresponding learning language term. If they can't, the program will refresh their memory by showing both languages and playing the native speaker sound.

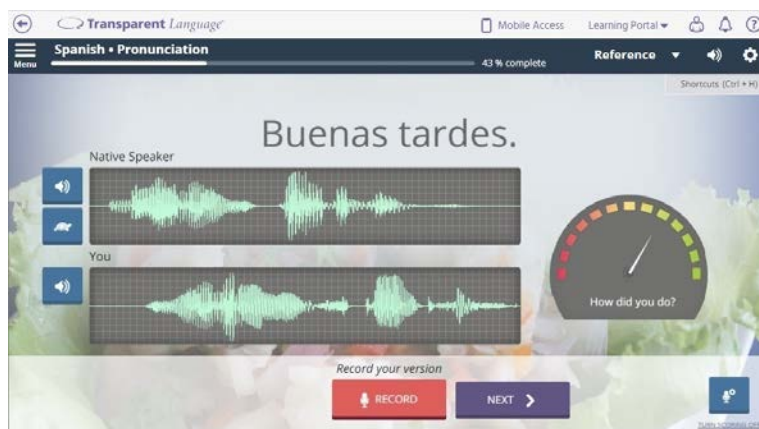
Produce & Say It is a common activity in lessons of all types and is available through the Practice panel as well. It also forms the basis of the Refresh activity and has a test version available.



Pronunciation Practice

Pronunciation Practice helps students hone their pronunciation skills and develop confidence speaking their new language. Learners can listen to each word or phrase pronounced by a native speaker as many times as they like, then record their pronunciation and compare it to the native speaker's by listening to the recordings and looking at the waveforms.

Pronunciation Practice is included in many lessons of all types and is also available through the Practice panel.



Note the two sound buttons available for the native speaker recording:

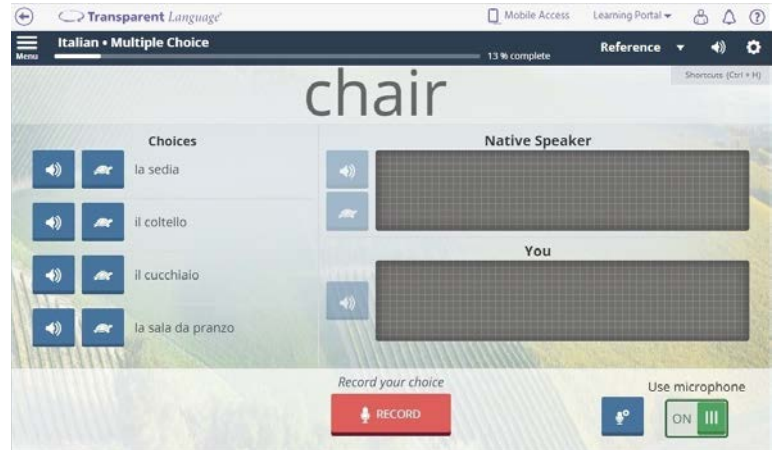


These buttons are found in many activities. The one with the speaker plays the sound at a normal speed, while the one with the turtle plays the sound more slowly, so that a student can hear every nuance of the pronunciation. Both options can be useful resources for language learners, and you should encourage your students to use them regularly in all the activities where they appear.

Multiple Choice

Multiple Choice has a microphone mode and a manual mode.

When the **Use microphone** option is on, students must record the learning language term which corresponds to the known language word or phrase at the top of the screen. The program will analyze the pronunciation to determine which of the four possible choices was spoken and mark the answer right or wrong as appropriate.



When the **Use microphone** option is off, Multiple Choice lets students click the learning language word or phrase which matches the challenge term. This option allows the activity to be used even in situations where recording isn't practical, such as quiet study halls or labs where not every computer has a microphone.

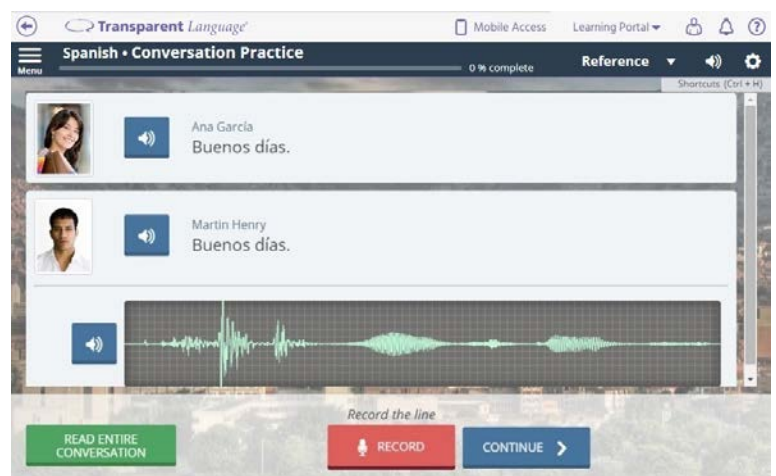
Multiple Choice is available through the Practice panel and in many lessons of all types. It also has a test version and a Fill-in-the-Blank version available. The recording option may not be available for all content.



Conversation Practice

Conversation Practice is an exciting activity which lets students play a role in a foreign conversation. After choosing a character, they will listen to the dialogue and record that character's lines when appropriate. At the end, they can listen to the conversation, complete with their own recordings.

Conversation Practice is mostly available in lessons that are part of certain courses.



Writing Activities:

With texting and email as prominent as they are in modern life, writing skills are more vital than ever in any language. The writing activities in Transparent Language Online require students to type the language they are learning in a variety of ways. In the process, they will learn spelling and reinforce their understanding of the relationship between the writing system and pronunciation, as well as practicing vocabulary.

Produce & Write It

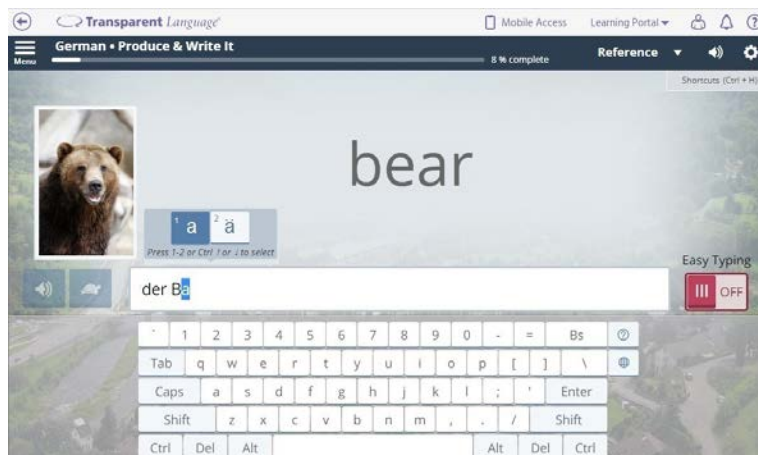
In Produce & Write It, the known language terms are shown, and students must produce the learning language terms by selecting letters or typing words.

Built-in features make it easy to type accents and special characters. For languages that use the Latin alphabet, typing accented characters is as simple as typing the base character, then selecting the character with the correct diacritic in the popup which appears.

For other languages, the Easy Typing feature allows users to switch between typing methods. When Easy Typing is off, a virtual keyboard appears on the screen. Students can type by clicking letters on the screen or pressing the corresponding keys on their physical keyboard.

When Easy Typing is on, the keyboard is replaced by a set of characters, and students must spell the word or phrase by clicking on the correct letter for the current blank. This feature allows students to benefit from the typing activities even if they have not yet mastered the foreign keyboard layout.

Produce & Write It is available through the Practice panel and in many lessons of all types. It has a test version available, and is common as an assessment activity.



Dictation

Dictation moves productive language skills to the next level. In this activity, learners will hear words, phrases, or sentences in the learning language, then produce them by typing or selecting letters. The process of listening carefully and then producing the terms themselves reinforces the learners' memory of the vocabulary. There is also a Fill in the Blank version which requires students to type the word missing from a sentence they hear.

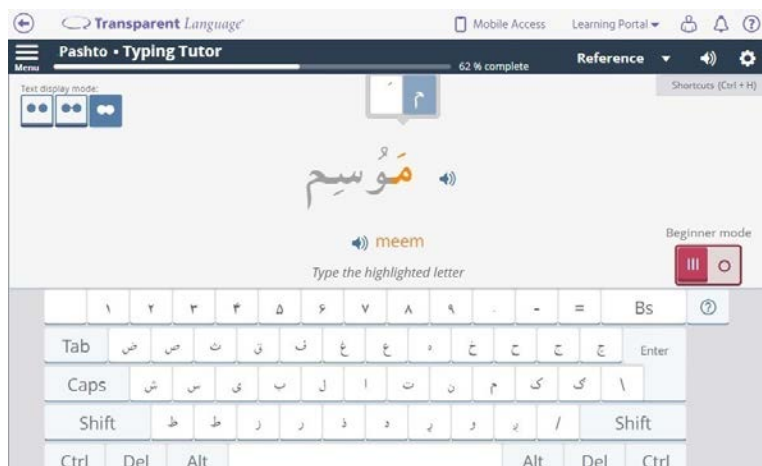
Dictation and Dictation (Fill in the Blank) are available in many lessons of all types, as well as through the Practice panel. Dictation also has a test version.



Typing Tutor

The Typing Tutor activity teaches students to locate letters on a foreign keyboard by typing words letter by letter. Beginners can choose to have the characters highlighted on the virtual keyboard as they type, while more advanced students can turn that feature off to practice on their own.

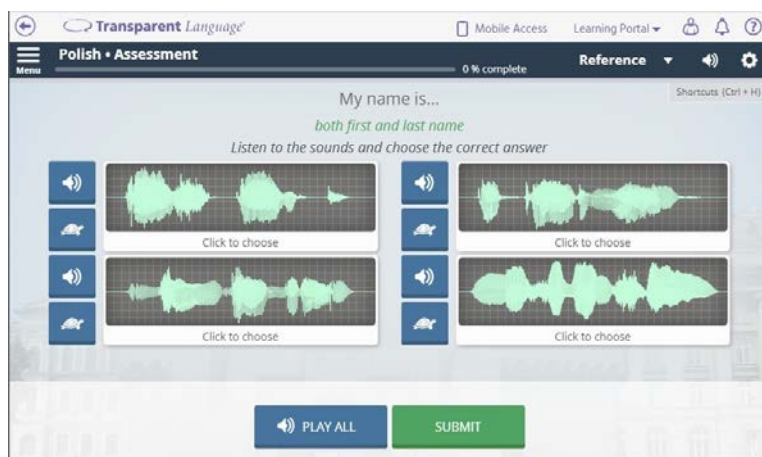
This activity is not available for all languages. For supported languages, Typing Tutor is available through the Practice Panel and in certain courses.



Assessments

Many lessons end with assessments that test whether or not the learners have mastered the material.

The assessments can use different kinds of questions. Students may be asked to select multiple choice answers, type meanings, and more. Instead of showing the correct answer after each challenge, an overall score will appear at the end of the assessment. The test versions of various activities available through the Practice panel are similar to assessments.



Refreshing Learned Vocab as a Student

As mentioned on page 24, Transparent Language Online automatically keeps track of all the words and phrases that each student learns, and provides a handy way to refresh their memory of them. The Refresh activity, which can be run by clicking **REFRESH ALL** on the Learned Vocab panel, is similar to Produce & Say It.

The screenshot shows the 'Transparent Language' interface for a 'Refresh (All Vocab)' activity. At the top, there's a navigation bar with 'Japanese • Refresh (All Vocab)' and a 'Reference' dropdown. Below this, a status bar shows 'FRESH' (00066) and 'STALE' (00035) counts, along with a circular progress indicator showing 35 'STALE VOCAB ITEMS'. The main area features a large image of a key and the word 'key' in a large font. Below the word, there's a prompt 'Say or think of the Japanese' and a green 'SHOW JAPANESE' button. At the bottom right, there's an 'ARCHIVE' link. The interface includes standard web navigation elements like a back button, mobile access link, and user profile icons.

Refresh Activity

The Refresh feature is a very important aspect of the Transparent Language Online experience, because it prevents students from forgetting what they have learned and helps them sustain their language knowledge. You should encourage your students to refresh their learned vocab regularly.

Using the My Transcript Screen as a Student

In addition to keeping track of a student's learned vocab for refresh purposes, Transparent Language Online also tracks the time each student spends with the program. The My Transcript screen allows students to run reports on this information, similar to ones you can run in the Instructor Portal. To do so, they should click the **My Transcript** link in the top navigation bar, then fill in their information and generate the report.

The screenshot shows the 'MY TRANSCRIPT' page in the Transparent Language Online interface. The top navigation bar includes 'Learning', 'Browse', 'Classes', 'My Transcript' (selected), 'Resources', and 'KidSpeak'. A 'Personal goal' indicator shows 'Any amount of time' with a green checkmark. The main content area is titled 'MY TRANSCRIPT' and contains two sections: 'Dates for the Report' and 'Language(s) for the Report'. The 'Dates for the Report' section has a 'Dates:' field with the value '02/01/2022 - 07/09/2022'. The 'Language(s) for the Report' section has two columns of options. The left column has 'All Known Languages' (unchecked) and a 'Select Known Language:' dropdown menu with 'English' selected. The right column has 'All Learning Languages' (unchecked) and a 'Select Learning Language(s):' dropdown menu with 'Greek' selected. Below these options is a note: 'Use Ctrl/Cmd+click to select multiple options'. At the bottom of the form is a green 'GENERATE REPORT' button.

Transparent Language® English ▼ Mobile Access Learning Portal ▼ Personal goal Any amount of time ✓

Learning Browse Classes **My Transcript** Resources KidSpeak

MY TRANSCRIPT

Dates for the Report

Dates: 02/01/2022 - 07/09/2022

Language(s) for the Report

All Known Languages ☐
Select Known Language:
English ▼

All Learning Languages ☐
Select Learning Language(s):
German
Greek
Greek - Transliterated
Gwich'in (Dinjii Zhuh K'yaa)
Hebrew
Use Ctrl/Cmd+click to select multiple options

GENERATE REPORT

My Transcript Report Generation Screen

The screenshot shows the 'GENERATED REPORT' page in the Transparent Language Online interface. The top navigation bar is the same as the previous screen, but the 'My Transcript' link is now 'Resources'. The main content area is titled 'GENERATED REPORT' and has a breadcrumb trail 'MY TRANSCRIPT < GENERATED REPORT'. Below the title are links for 'Print', 'PDF', and 'CSV'. The report details include 'Start Date: 02/01/2022', 'End Date: 07/09/2022', and 'Language(s): Greek for English Speakers'. A note 'Time on Task' is followed by '* - is as of report end date'. Below this is a table with the following data:

Username (Full Name)	Sessions	Assignment Time	Learned Vocab Time	Other Time	Total Time
T.L. Student (Jane Smith)	43	26h 10m 12s	04h 08m 08s	01h 06m 34s	31h 24m 54s

Below the table are three checkboxes: 'Assigned', 'Total Learned Vocab', and 'Other'.

Transparent Language® Greek ▼ Mobile Access Learning Portal ▼ Personal goal Any amount of time ✓

Learning Browse Classes **My Transcript** Resources

GENERATED REPORT

MY TRANSCRIPT < GENERATED REPORT

(Print | PDF | CSV)

Start Date: 02/01/2022
End Date: 07/09/2022
Language(s): Greek for English Speakers
Time on Task * - is as of report end date

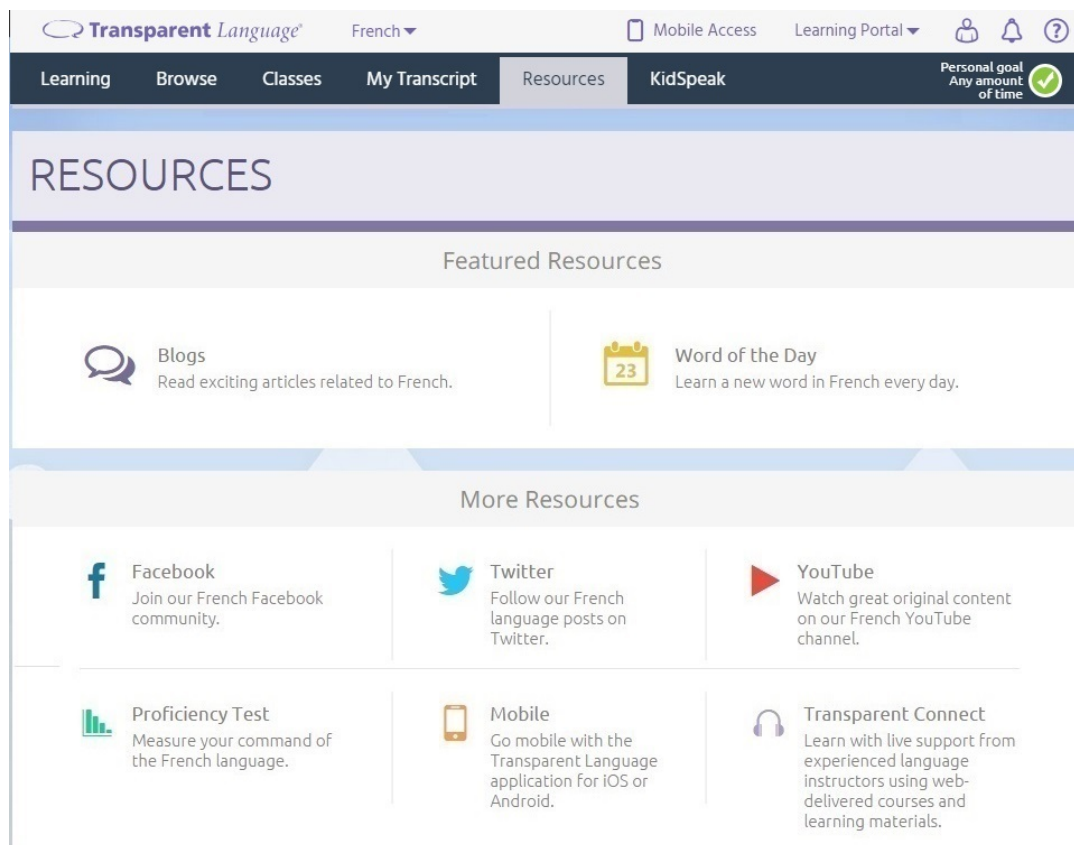
Username (Full Name)	Sessions	Assignment Time	Learned Vocab Time	Other Time	Total Time
T.L. Student (Jane Smith)	43	26h 10m 12s	04h 08m 08s	01h 06m 34s	31h 24m 54s

☐ Assigned
☐ Total Learned Vocab
☐ Other

My Transcript Report

Using the Resources Screen as a Student

Lessons aren't the only learning content available in Transparent Language Online. To see some of the others, click the **Resources** link in the top menu bar. In contrast to the vocabulary and grammar lessons you saw before, the Resources screen focuses on social interaction and ways to explore language and culture.



Resources Screen

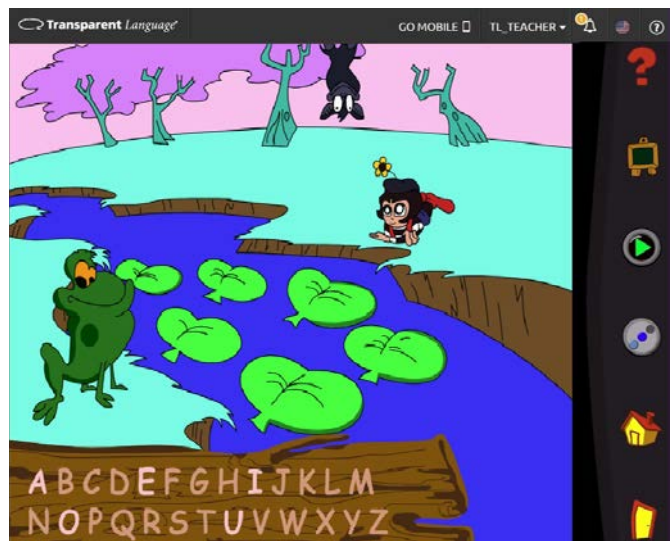
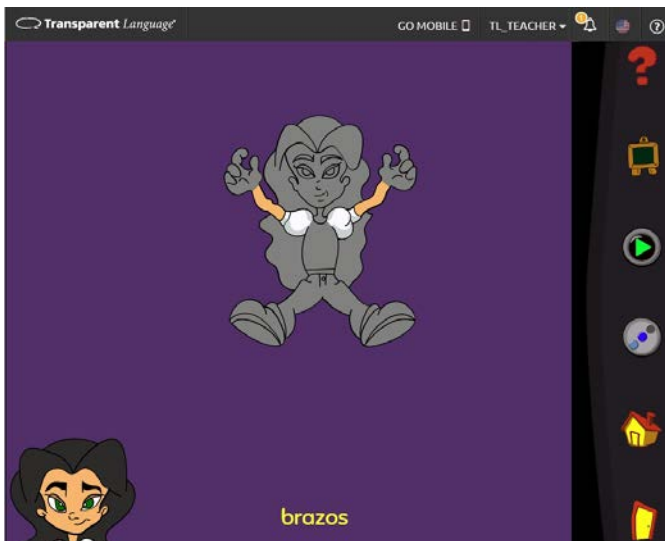
The number and type of resources on the Resources screen will vary depending on the language and on the setup of your school, but the most common types are listed below:

- **Language and Culture Blogs** display regularly-updated articles related to the language being learned and the people who speak it. If there is a blog for your language, you may want to subscribe and check it regularly, so you can point out any particularly interesting articles to your students.
- **Word of the Day** provides an opportunity to learn an interesting new vocabulary term and its meaning each day. You may want to sign up yourself, or encourage your students to do so.
- **Facebook, Twitter, and/or YouTube** communities offer fun and informative ways for students to connect with native speakers and fellow language learners.
- **Proficiency Tests** give students a low-stress way to evaluate their progress.
- **Mobile** options provide information on the free Transparent Language Mobile app. You can also access this information through the **Mobile Access** link at the top of most screens. This useful resource lets students take their language learning on the go, so they can practice whenever and wherever they want. If this option is available for your language, you should encourage your students to take full advantage of it. See the page 47 for information on how your students can use this mobile app.

Using KidSpeak as a Student

Transparent Language also offers a special resource for young language learners, called KidSpeak. If you have young students and your school has access to the KidSpeak program as part of Transparent Language Online, you can use this fun, animated application as an introduction to the language.

KidSpeak is not available for all languages. When available, it can be accessed through the KidSpeak link in the top navigation bar of the Learning Portal. Combining animations with over 40 interactive activities, puzzles, and songs, each language is hosted by a fun cartoon "friend" and his or her playful pet, using only the language being taught. This immersion approach helps teach young children the alphabet and word recognition, simple sentences, how to use plural and singular, how to distinguish between words that look and sound similar, simple addition and subtraction, how to tell time, number recognition (matching numbers to written words), and correct pronunciation.



Various KidSpeak Activities

Using the Transparent Language Mobile Apps

The main Transparent Language Online application works on both computers and tablets, providing a wide range of user experiences. However, you should be aware that you and your students also have access to the Transparent Language Mobile apps, which offer even more flexibility. These apps can be downloaded for free from the App Store, Amazon, or the Google Play store.

More information on these apps can be found by choosing the **Mobile** option on the Resources screen or clicking the **Mobile Access** link at the top of most Transparent Language Online screens. Depending on the setup of your school, there may be several apps available.

TRANSPARENT LANGUAGE MOBILE



LEARN ON THE GO!

Continue your language learning whenever or wherever it's convenient for you. Transparent Language Online users can take their language learning on the go with an iOS or Android™ smartphone or tablet. The Transparent Language Mobile app is a FREE iOS and Android app which can be used in conjunction with a Transparent Language Online subscription.

To download the app, select your app store from the choices below. Once you've downloaded the app, enter the username and mobile password listed below.



From the Transparent Language mobile app, scan this QR code to connect and activate your app.

or

Download on the App Store

GET IT ON Google play

AVAILABLE AT amazon

Use these credentials to sign into your downloaded application:

Username: TL_Teacher

Mobile Password: XXXXXXXX

System requirements:
iPhone/iPod/iPad: iOS 12.5.1 or later. Android: Android OS 6.0 or later.
Your data rates may apply. iTunes®, iPhone®, iPod®, and iPad® are trademarks or registered trademarks of Apple Computer, Inc. Android is a trademark of Google Inc. Other product names may be trademarks of their respective owners.

Mobile Access Screen

Conclusion

We at Transparent Language hope that you and your students enjoy using Transparent Language Online, and that you benefit from its many features. Whether you use Transparent Language Online by itself or as a terrific complement to our other language programs, we're confident you'll find it a powerful system to advance your students' knowledge. Have fun exploring our content and making your own lessons, and be sure to spread the word if you come up with any great classroom ideas. If you have any thoughts or questions that you want to share with Transparent Language, feel free to contact us using the information provided below.



Contacting Transparent Language

Customer feedback is the most important aspect of the continual process of improving our products. We look forward to your feedback, comments, questions, and suggestions.

To contact Transparent Language:

PHONE:

General customers: (800) 567-9619 or (603) 262-6300

Government and CL-150 customers: (800) 538-8867 or (603) 262-6300

E-MAIL:

General information: info@transparent.com

Government and CL-150 information: usg@transparent.com

Technical support: support@transparent.com

WEB PAGE:

Main site, technical support: <http://www.transparent.com>

Government and CL-150 resources: <http://usg.transparent.com>

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Nashua, NH 03062 USA