




TeLL me More® Online – Quick Reference Guide

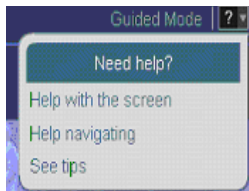
Online Portal: <http://www.tellmemore-online.com>

The purpose of this document is to provide the learner with a quick reference guide to key functions and features of Tell Me More®. This will enable the learner to navigate and work within his and her personalized language program quickly and productively.

QUICK REF: 1 – Placement Test and Self Assessment. The optional Placement Test is a 64 question timed test (answers are timed and you can not go back and change your answers). The placement tests vocabulary, grammar, reading and listening skills. Test time 30-45 minutes. Self Assessment which allows you to choose the level you feel most appropriate (Beginner to Advanced/Expert) you can always go back and change. See Create/Modify learning objectives

QUICK REF: 2 – Create/Modify learning objectives. - After you have completed the placement test or self placed yourself and if your learning objectives do not match the level you feel appropriate you can change and modify your learning objectives as often as you would like. To create/modify your objectives go to your personalized student portal <http://www.tellmemore-online.com> select modify my objectives follow and confirm the 4 steps.

QUICK REF: 3 – Help function. Become familiar with the comprehensive **HELP** feature []. We




strongly recommend using help when first entering your **Selected language program** page. If and/or when you have deactivated the automatic help window popup, remember that help is always available. Simply *click on the down arrow next to Guided Mode on the top right hand portion of the screen.* There you will find help divided into 2 categories.

Help with the screen: provides automatic step-by-step explanation of how the screen you are looking at works. Once the screen is explained, simply mouse over the specific numbers to reread the explanations at your own pace.

Help navigating: explains the function of each icon on the screen.

QUICK REF: 4 – Speech Recognition – Useful tips are provided in the applications help feature (see quick ref: 5) on how to use speech recognition effectively. The most useful tips are; 1) Try and work in a quiet environment with as little background noise as possible, 2) Wait until the notification “beeps” before speaking into the microphone and 3) Try and complete the word and/or phrase within the 5 second allotted time. You can always press the pause button if you need more time before practicing the pronunciation.

QUICK REF: 5 – The **Red Dot** [] – The **Find out more about a word button** (Red dot with an arrow going through) is located on the **upper left corner** below the instructions. The **Red dot** is an extremely useful tool that allows the learner to have **instant access** to word translation (both oral and written), conjugation (if the selected word is a verb), and the ability to practice speech pronunciation by clicking and dragging the red dot over the word in question.

QUICK REF: 6 – Training using the online “Guided Mode.” – This is the structured, pedagogical approach within Tell Me More® to learning the target language. The learning paths have been pre-set by a consortium of linguists and are arranged to develop maximum results based on immersion pedagogy. Jump into the program, and allow it to work. The learner will not understand everything at first, but that is the point of immersion – to essentially replicate the way your first language was learned by engaging all of the senses in language acquisition.