



Supersite® 3.0

Student Guide

Technical Support Home: <http://support.vhlcentral.com>

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Online Bookstore: www.vistahigherlearning.com/store

Customer Service Phone: 800-269-6311 ext. 1

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Published in the United States of America.

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Getting Started

The Supersite allows you to submit and view your instructor's assignments, receive important announcements, and communicate with your instructor. Before you begin using the Supersite, you may want to watch the [tutorial video](#). The tutorial presents video episodes on how to use the major features of your Supersite. You may also visit:

Supersite Tutorial Video

<https://vistahigherlearning.zendesk.com/hc/en-us/articles/213231658>

Print or download Instructions to help you create your account. Choose between the fully illustrated [Student Registration Guide](#) or the [brief instructions](#) via the "**Need help?**" link on the VHL Central login page.

Student Registration Guide

<https://vistahigherlearning.zendesk.com/hc/en-us/articles/213388378>

Brief Instructions

<https://vistahigherlearning.zendesk.com/hc/en-us/articles/214565097>

Access Codes for Courses on VHL Central

- Located inside your **new** Vista Higher Learning textbook is a card/envelope that contains an access code that you can use to create your VHL Central account and access your teacher's course.
- If you purchased your code(s) via our online Store, you should have received your code(s) on your order confirmation page, as well as via email delivery to the email address that you entered during the checkout process.
- If you don't already have an access code or if you purchased a used textbook that contains a used code, you can purchase a new code at the Vista Higher Learning online Store at <http://vistahigherlearning.com/students/store/>.

Middle School and High School Users

Students at certain middle schools and high schools may not need to redeem a code. If your teacher provided you with a six-letter or twelve-letter code (or your school required you to buy your own code), you will need to redeem the code to gain access to your teacher's class.

Create Your Account

1. Go to the VHL Central login page by typing the URL www.vhlcentral.com in your browser's address bar.



You should add a bookmark or favorite to your browser for the VHL Central home page.

VISTA
HIGHER LEARNING

login

Username or E-mail Address

Password

log in

[Forgot your password?](#)

Welcome to VHL Central

Log in here to access all of your Vista Higher Learning online books and classes. If you already have a VHL Central or Supersite account, enter your account information in the login area at the top right. Otherwise, [create an account](#).

New to vhlcentral?

Create an account »

[Need help?](#)

[Purchase a Supersite code or textbook from VHL Direct](#)

2. To begin the registration process, click on the “**Create an account**” link.
3. Complete the steps in the student registration guide or the brief registration instructions that you downloaded from the [Getting Started](#) section or click on “**Need help?**”

Login To Your Account

If you have already created your VHL Central account, you can login to your account at www.vhlcentral.com.

1. Go to www.vhlcentral.com.
2. Enter your login information and click “**login.**”



If you forget your password, you can use the “**Forgot your password?**” link on the VHL Central home page for assistance. You may also refer to the [Student Registration Guide](#) for directions on how to retrieve your login information.

login

Username or E-mail Address

Password

log in

[Forgot your password?](#)

Your VHL Central Home Page

After you login to your VHL Central account, a successful login alert will display. You may also see a reminder alerting you to enroll in a course.

The screenshot shows the VHL Central Home Page interface. At the top left is the VISTA Higher Learning logo with the tagline "Live language." At the top right, the user name "Chris Desprez" is displayed with a dropdown menu containing "My account" and "My profile". Next to it are links for "Home", "Help" (with sub-links "Show me" and "Help"), and "Log out". The "vhlcentral" logo is in the top right corner. The main content area is divided into three columns. The left column contains a "myprofile" section with a placeholder profile picture and the name "Chris Desprez", a "Follow us on Facebook" button, and a promotional banner for a 20% discount on bookstore prices. The middle column features a "City Snapshot" section with a photo of a castle on a hill, a short paragraph about the city's history, and a "French, Spanish, Italian...or German?!" section with a photo of flan. The right column has a "myprograms" section with links to "redeem a code", "enroll in a course", and "edit programs", followed by two program listings: "Panorama, Fourth Edition" and "Vistas, Fourth Edition". Red callout boxes labeled 'a' through 'g' point to the user name, the account menu, the help menu, the log out link, the profile picture, the city snapshot title, and the programs section header respectively.

a Chris Desprez

b My account
My profile

c Home Help

d Show me
Help

e myprofile

f City Snapshot

g myprograms

VISTA
HIGHER LEARNING
Live language.

Chris Desprez
My account
My profile

Home Help

Show me
Help

Log out

vhlcentral

Chris Desprez
edit profile >

Follow us on Facebook

Save up to 20% off bookstore prices at our online store.
vistahigherlearning.com/store

City Snapshot

Where in the Americas can you go to find a city with fairytale turrets and cobblestone streets where you can practice your French? Settled in the 1600's by the French, this city's name comes from an Algonquin word meaning 'where the river narrows' due to its proximity to the St. Lawrence river.
[read more >](#)

French, Spanish, Italian...or German?!

Flan, known in France as *crème caramel*, can be traced as far back as ancient Rome. Some say the word 'flan' derives from the word 'flado,' which is of either Latin or Old-High German derivation.
[read more >](#)

myprograms

redeem a code >
enroll in a course >
edit programs >

PANORAMA
Introduction à la langue espagnole

Panorama, Fourth Edition
Supersite Plus
WebSAM + vText

My Language Course - SU 2012
01-Jun-2012 to 31-Dec-2013
Section 1 10AM
School: VHL
Instructor: Tina Desprez

VISTAS
Introduction à la langue espagnole

Vistas, Fourth Edition
Supersite Plus
WebSAM + vText

[browse the contents >](#)
[enroll in a course >](#)

At the top right-hand corner of your VHL Central home page, you will find the following:

- a. **User's full name:**
 - **My account:** Update your VHL Central account information, including username, email, student ID, year of birth, secret question/answer, and time zone.
 - **My Profile:** Set up your personal profile.
- b. **Home:** Return to your VHL Central home page.
- c. **Help:** View the help page with descriptions and instructions for the features on the current page.
 - **Show me:** Access How-To Tutorial Video to get started using VHL Central and the Supersite.
 - **Help:** Access our technical support site to download guides and review solutions and FAQs.
- d. **Log out:** Exit your VHL Central account.

In the main area of your VHL Central account, you will find the following:

- e. **my profile:** View your personal profile.
- f. **publisher's corner:** Read feature articles about language and culture, as well as tips and best practices for using the Supersite.
- g. **my programs:** Here you will find the following links:

- **"redeem a code":** Add a Supersite program or upgrade your access by redeeming a new code.



Access the How-To Tutorial Video to learn more about using VHL Central and the Supersite.

- **"enroll in a course":** Join your instructor's class. After joining the class, you can click on the book image, the title link of your Supersite 3.0 program, or the name of your instructor's class to access your **Course dashboard**.



Access the How-To Tutorial Video to learn how to enroll in your course.

- **"browse the contents":** Explore the contents in your Supersite 3.0 program and submit activities for practice.

my programs

redeem a code > ?

enroll in a course > ?

PANORAMA
Introducción a la lengua española

BLANCO + OUELLET

Panorama, Fourth Edition
Supersite Plus
WebSAM + vText

browse the contents >

Enroll In Your Instructor's Course

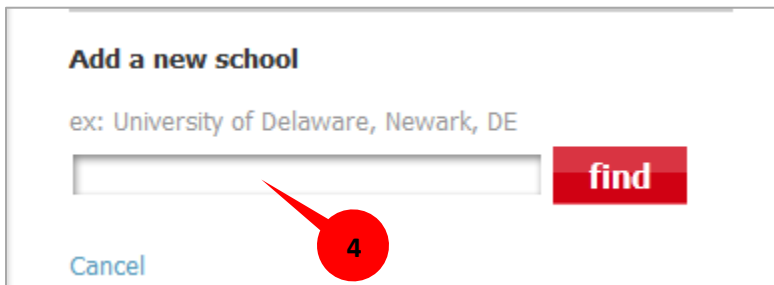
By choosing the **"browse the contents"** link, you may access and complete activities within the Supersite after you've set up an account. To view your instructor's assignments, announcements, and feedback, as well as allow your instructor to see your completed work, you will need to enroll in his or her class.




Until you officially enroll in a class, you will see a reminder at the top of the **my programs** menu that says, **"You are not enrolled in any course or programs."**

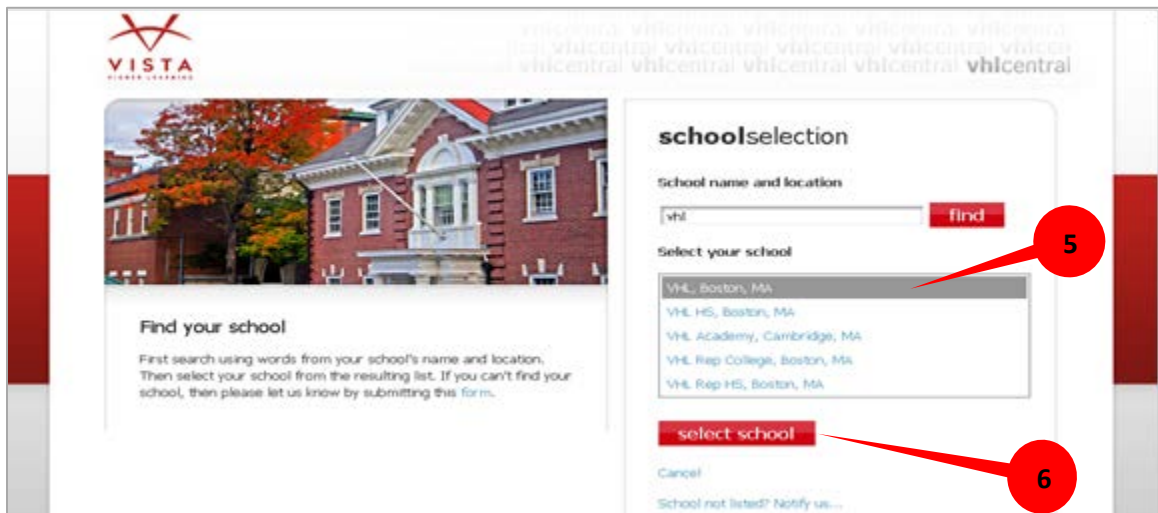
To enroll in a course, follow these instructions:

1. Login to your account at www.vhlcentral.com.
2. Click the “Enroll in a course” link located under the **my programs** menu.
3. Decide which of the following best fits your current enrollment status and complete the steps as directed:
 - a. **You need to choose your school and enroll in a class:** Continue to step 4.
 - b. **You need to change your school and enroll in a class:**
 - i. On the "course selection" page, click “choose a different school.”
 - ii. Continue to step 4.
 - c. **You need to enroll in a class (school already selected):** Skip to step 9.
4. On the school selection page, type in the name of your school. To narrow the search results, consider including the city and state or country in which your school is located. Click “**find**.”



 If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.

5. Select your school from the list.
6. Click “**select school**” to add the school to your account.



7. Look for a flash alert that confirms you successfully added the school.



8. From the list of available classes at your school for your textbook's Supersite, look for your instructor's class.



You may need to click “**show courses**” for your book in order to expand the course list.

9. Click the radio button for your instructor's class. If more than one class is listed for your instructor, click the information icon to the right of the listing to determine the correct class.

10. Click “**select course**” to enroll.



If you receive an alert that reads “You must redeem a Code to access this course,” you will need to redeem a Supersite code. Return to the VHL Central home page; under **my programs**, choose “**redeem a code**” to activate your code.

11. Look for a flash alert on your Home page that confirms you successfully enrolled in your instructor's class.

12. On your VHL Central Home page, in the **my programs** section, you will see the title of your instructor's class, along with the duration of the class, school name, and your instructor's name. Click on the cover image, title of the book, or the name of the class to access your instructor's class.

courseselection

Your Schools

- VHL, Boston, MA
- VHL Rep College, Boston, MA
- Vista Higher Learning, Boston, MA

[choose a different school »](#)

Courses

PANORAMA **Panorama, Fourth Edition**
[hide courses](#)

Instructor	Course	Section
<input checked="" type="radio"/> Blanco	Course 1	Section 1 i
<input type="radio"/> Smith	Intro Spanish	Section 1 i

VISTAS **Vistas, Fourth Edition**
[hide courses](#)

Instructor	Course	Section
<input type="radio"/> Blanco	Intro Spanish	Section 1 i
<input type="radio"/> Mena	Course 1	CRN 40288 i

select course

[Course not listed?](#)

[Home](#)

Getting Around the Supersite

Your Supersite 3.0 program is designed to simplify your search for assignments, grades, and course resources, and it allows you to communicate with your instructor and classmates. If you are enrolled in a class, you will always land on the **Course dashboard** when you first enter the Supersite.

Managing Your Course Work Using the Course Dashboard

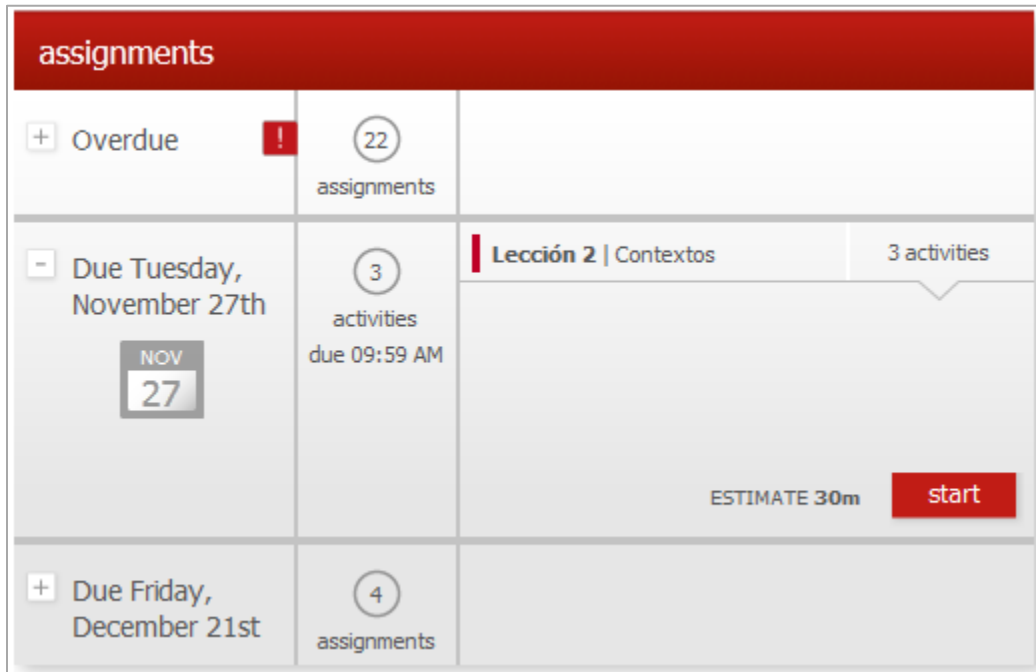
The **Course dashboard** allows you to access the assignments, class bulletins, content, calendar, grades and communication tools for your instructor's course.

The screenshot shows the PANORAMA Supersite Course Dashboard. At the top, there is a user profile for Chris Desprez, the course name 'My Language Course - SU 2012', and navigation links for Home, Help, and Log out. The main header features the PANORAMA Supersite logo and a navigation menu with 'Course' selected. Below the header, the 'Course' section is divided into several panels:

- assignments**: A table listing overdue assignments. The first row shows 22 overdue assignments with a red exclamation mark icon. The second row shows 3 assignments due on Tuesday, November 27th. The third row shows 4 assignments due on Friday, December 21st.
- class bulletin**: A section containing notifications and announcements. It lists three notifications: 'L1 pop quiz' (25 days ago), 'Lección 1 | Contextos | 2 - Conversación' (about 1 month ago), and 'Lección 1 | Contextos | Lab Assignment' (4 months ago). It also lists one announcement: 'Announcement for 8/7/12' (4 months ago). Each item has a 'view all >' link.
- related video**: A section with three video thumbnails: '¿Qué estudias?', 'Flash cultura', and 'Panorama: España'.
- extra practice**: A section with one practice item: 'Lesson 1 | Cultura | Hola, ¿qué tal?'.

The Assignments Menu

Assignments displays all items that your instructor assigns from all areas of the Supersite in chronological order by due date. You may also access assignments from the [Activities](#) area in Content or from the [Calendar](#).



The screenshot shows the 'assignments' menu with a red header. It is divided into three sections:

- Overdue:** A red bar with a plus icon, a red exclamation mark, and a circle containing '22' above the word 'assignments'.
- Due Tuesday, November 27th:** A section with a minus icon, a calendar icon for 'NOV 27', a circle containing '3' above 'activities', and 'due 09:59 AM'. To the right, it shows 'Lección 2 | Contextos' with '3 activities' and a red 'start' button. Below this, it says 'ESTIMATE 30m'.
- Due Friday, December 21st:** A section with a plus icon and a circle containing '4' above 'assignments'.

Assignments are grouped into:

- **Overdue assignments:** Displays all of your overdue assignments.

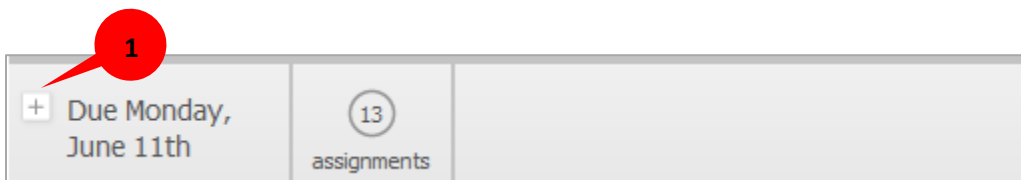


The overdue assignments list is displayed only if you have past due assignments to submit.

- **Current assignments:** Displays all activities that have been assigned by your instructor. These assignments must be submitted before the posted due date and due time set by your instructor.
- **Upcoming assignments:** Displays all activities assigned by your instructor for the next upcoming date. These assignments need to be submitted before the posted due date and due time.


Viewing and Completing Assigned Work Using the Assignments Menu

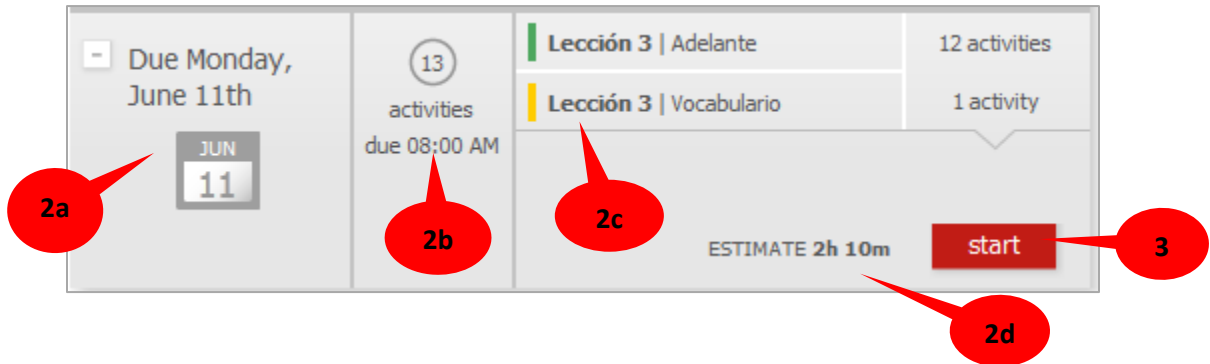
1. You may expand each date's set of assignments by clicking on its "+" icon or by clicking on the due date.



A close-up of the 'Due Monday, June 11th' section. A red circle with the number '1' points to the plus icon (+) next to the date. The section also shows a circle containing '13' above the word 'assignments'.


2. After expanding a date's set of assignments, you will see:
 - a. A calendar icon displaying the assignment due date.
 - b. The number of activities that are due, along with the due time.
 - c. The lesson and book section of each item in the assignment set, along with the number of activities that are due.
 - d. An estimate of the total time needed to complete the assignment set.

 Time is only an estimation. It may not reflect the actual time spent by each user to complete assignments.




3. Click the “**start**” button to begin the process of completing an assignment set.

4. On the activity page, complete all of the question items.

 The **save** button will save your work so that you can continue it at a later time without being forced to use a submission.

5. When you have completed answering all of the question items click “**submit.**” After you submit the activity, you will receive immediate feedback about your responses on auto-graded activities. The feedback will detail your score, as well as your correct and incorrect responses.

 For instructor-graded activities, you’ll receive a note that your grade is pending your instructor’s review of your answers.


6. Depending on the number of attempts allowed on an assigned activity, you may have the following options:
 - re-try (correct responses that were marked wrong and submit remaining attempts)
 - accept (accept your current score without using your remaining attempts)
 - practice (take a practice attempt that will not impact your score)
 - next activity (moves to the next assigned activity)
 - or return to the dashboard (this button is available only if you are at the last activity of an assignment set)

All activity pages are structured with the same layout to make it easier for you to complete and submit your assignments.

The screenshot shows a Blackboard activity page for 'Más cultura'. At the top left, there is a 'Return to Dashboard' link (d) and a breadcrumb trail: 'Lección 3 > Cultura > Más cultura' (a). Below this is an 'Assignment progress bar' (b) with icons for 'Contenido', 'Fotonovela', 'Cultura', 'Estructura', and 'Acelante'. The 'Cultura' icon is checked. The activity title 'Completar' (c) is followed by directions: 'Fill in the blanks with the appropriate words based on the Más cultura reading.' (e). Below the title is a 'Reading' link (f). On the top right, there is a calendar showing 'August 17' (g) and the time '11:59 PM COT' (h). Below the calendar, it says '2 attempts remaining' and 'Grade settings' (i). The main content area is titled 'Question #1' (j1) and contains the text: 'To have a better idea of these locations, go online and search for the map of South America. Also, make sure to click the "Reading" link located in the reference material area within this activity. See you in class tomorrow.' (j2). Below this is a list of six questions with input fields. At the bottom right of the question area, there is a 'Return to Activities' link (circled in red, labeled j2) and an Apple logo (circled in red, labeled m-s). At the bottom left, there is a 'Select reference tools' dropdown (k) and a toolbar with icons for bold, italic, underline, link, unlink, list, and all caps (l). At the bottom right, there are 'save' and 'submit' buttons (m-s).


On the top left side of an activity page you will see the following information:

- Activity location** information (i.e. lesson, lesson section and activity name).
- Each color-coded icon in the **Assignment progress bar** represents an assigned activity. You can check the status of each activity by hovering your cursor over each icon. Clicking on an icon will open the assigned activity.
- The **activity title** is followed by **directions** to help you understand the purpose of the activity.
- The **Return to Dashboard** link will bring you back to the Course dashboard.

 The **Return to Activities** link will display when accessing activities from the Content Activities area and the **Return to Calendar** link will display when accessing activities from the Calendar.

- A **page reference** is provided for related pages in the student textbook (or vText, if applicable).
- Reference links** connects you to supporting material related to the assignment.


On the top right side of activity page, you will see the following information:

- g. The **calendar** icon displays the month and date that the activity is due. The time listed is the assignment's due time.
- h. The **assignment information** area identifies the number of attempts remaining on assignment. Completed assignment status, such as the date and time when activity was submitted, is also available in this area.
- i. The **Grade settings** link provides you with the following details about the activity:
 - o **Activity grading type** identifies whether the activity is a graded activity or for credit.
 - o **Attempts remaining** identifies the number of submissions remaining before your grade will be finalized in the gradebook.
 - o **Overdue policy** identifies whether your instructor accepts late work or not.
 - o **What counts?** identifies the items that your instructor expects to be used correctly in your response.
- j. **Instructor Annotations** are personalized notes from your instructor, marked by an apple icon: 
 1. **Inline:** Note will be placed above the section to which it was added.
 2. **Sidebar:** Note will be placed along the right margin. Click the apple icon open and close the note.

On the bottom left side of activity page, you will find reference tools:

- k. The **Select reference tools** menu may include the following (varies by textbook):
 - o The **Dictionary** is useful for locating new words or checking the spelling or meaning of unfamiliar words and phrases. Can be used to listen to the proper pronunciation of words.
 - o The **Grammar Reference** tool offers explanations of grammar terms with examples.
 - o The **Verb Wheel** is useful for finding the correct conjugations for a verb.
 - o The **My Vocabulary** tool organizes vocabulary terms used in your textbook. You may add words, print word lists, or study words using flash cards.




 These reference tools require JavaScript, Flash Player, and Shockwave to function correctly. Please see our [technical requirements](#).

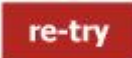
- l. The **accent bar** allows you to use foreign language characters in your responses.


On the bottom right side of activity page, you will see the following information:


- m. The **Assignment Grade** will appear if work has been submitted.
- n. The **save** button will save your work so that you can continue it at a later time without being forced to use an attempt.
- o. The **submit** button is used to send your work to your instructor.




p. The **accept** button records your current score as final in your instructor's gradebook. You will be unable to make future attempts on an assignment after clicking this button. 

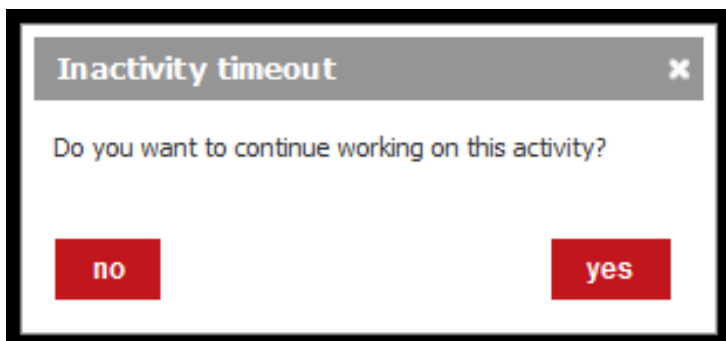
q. The **re-try** button is available if you submit incorrect answers and the activity has attempts remaining. 

 Your instructor chooses how many attempts will be allowed. Each click of the submit button in an activity will use one attempt. If your instructor has enabled feedback for fill-in-the-blank activities, errors in your responses will be marked.

r. The **practice** button allows you to submit a practice attempt, which is not recorded in your instructor's gradebook. This button only appears after you have used all allowable attempts or after your score on an assignment is finalized. 

s. The **next activity** button opens the next assigned item in a work set. 

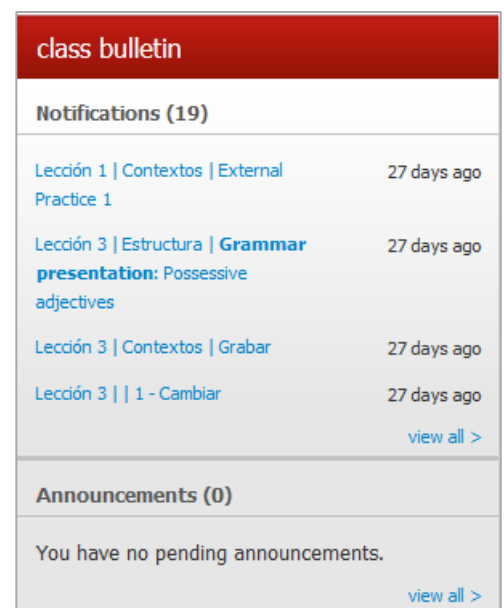
The **Inactivity timeout** alert is activated after several minutes of not interacting with the site. Click yes if you would like to continue working on the activity.



Class Bulletin

The **class bulletin** organizes course notifications and announcements that require your review. Items in the **class bulletin** are organized chronologically, from the most recently posted item to the oldest. Notifications and announcements may also be viewed from the Communication area.

Notifications display system-generated alerts for specific assignments. These alerts include instructor feedback, work reset by your instructor, late work accepted by your instructor, and grades posted or changed by your instructor.



class bulletin	
Notifications (19)	
Leción 1 Contextos External Practice 1	27 days ago
Leción 3 Estructura Grammar presentation: Possessive adjectives	27 days ago
Leción 3 Contextos Grabar	27 days ago
Leción 3 1 - Cambiar	27 days ago
view all >	
Announcements (0)	
You have no pending announcements.	
view all >	

1. Click on a notification title.
2. The assignment will open and display a boxed alert about the action(s) completed by your instructor for this assignment.
3. You can return to the dashboard, take a practice attempt, or resubmit the assignment if your work was reset.



After viewing a notification, it will be moved to the previously reviewed notifications page. To view the item again, select the “**view all**” link, then select the “**previously reviewed**” items link.

Emerson Robel ▾
Spanish 101 - Spring 2012
Home
Help ▾

PANORAMA

Supersite

[previously reviewed notifications](#)

« Previous 1 2 3 4 Next »

Notifications			
Lección 1 Contextos External Practice 1	Your instructor changed your score from 17% to 51%.	Jul 18 01:49 PM	review
Lección 1 Contextos External Practice 1	Your instructor graded this activity, giving you a score of 17%.	Jul 18 01:49 PM	review
Lección 3 Contextos Tutorial: La familia	Your instructor graded this activity, giving you a score of 0%.	Jul 18 01:49 PM	review
Lección 3 Fotonovela 1 - Práctica	Your instructor graded this activity, giving you a score of 0%.	Jul 18 01:49 PM	review
Lección 3 Fotonovela Pronunciation presentation: Diphthongs and linking	Your instructor reset this activity so you can do it over.	Jul 18 01:49 PM	review
Lección 3 Fotonovela Video: Un domingo en familia	Your instructor accepted your late submission as on-time.	Jul 18 01:49 PM	review
Lección 3 Fotonovela 1 - Examinar el título	Your instructor graded this activity, giving you a score of 0%.	Jul 18 01:49 PM	review
Lección 3 Fotonovela 4 - Dictado	Your instructor reset this activity so you can do it over.	Jul 18 01:49 PM	review
Lección 3 Fotonovela Ahora dílo tú	Your instructor accepted your late submission as on-time.	Jul 18 01:49 PM	review
Lección 3 Contextos Grabar	Your instructor graded this activity, giving you a score of 0%.	Jul 18 01:49 PM	review

[Return to Dashboard](#)

Announcements lists important messages posted by your instructor regarding assignments, exams, schedule changes, and other general information.

1. Click on an announcement title.
2. The announcement will open for you to review its contents.
3. Click “**Return to the Dashboard.**”

[previously reviewed announcements](#)

Notifications			
announcement	New: Happy holidays!!	Jul 18 01:51 PM	review
announcement	New: Pending assignments reminder.	Jul 18 01:51 PM	review
announcement	New: Welcome to the course.	Jul 18 01:51 PM	review

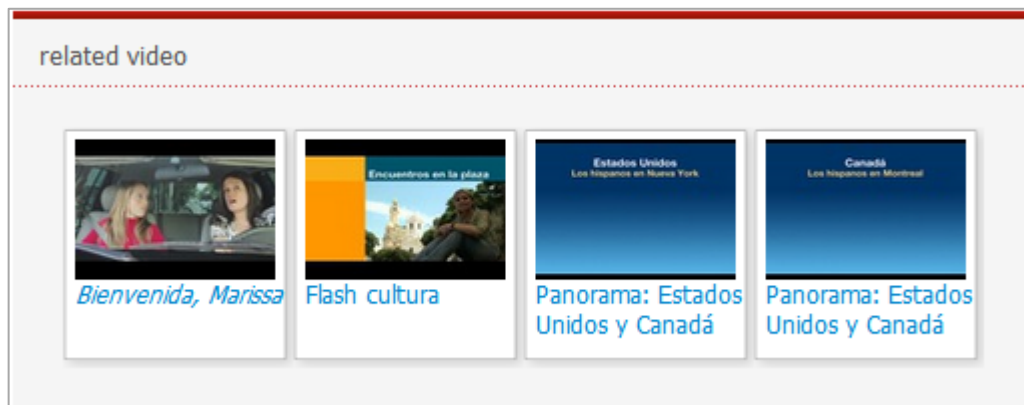
[Return to Dashboard](#)



After viewing an announcement, it will be moved to the previously reviewed page. To view the item again, select the “**view all**” link, then select the “**previously reviewed**” items link.


Related Video

You can access video correlated to the current lesson's assignments in the **related video** area.

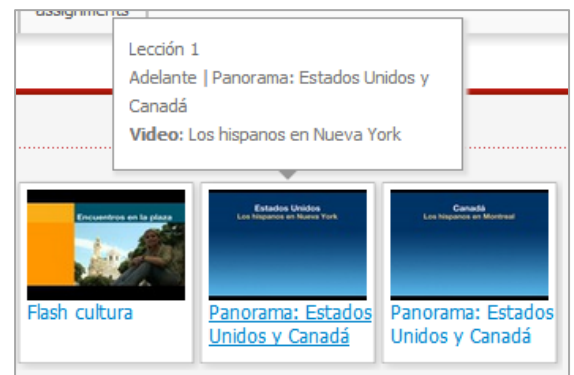


Accessing related video

1. Use the right and left arrows to navigate through the related video selections.

 Mouse-hover on a video image for information about its location within the lesson.

2. To access a video, click on a video image.



3. When viewing a video, access to the following controls varies based on settings in your instructor's course:



- a. Play/pause video
 - To play the video, select a “**play**” icon. The play icons are located on the video screen and within the video progress indicator.
 - To pause or stop the video, select the “**pause**” icon located on the video progress indicator or click on the video screen itself. This will cause the video to pause at that point. You can click on the video screen or select the “**play**” icon to resume play.

- b. Adjust volume levels
 - Located on the right side of the video progress bar, adjust the volume on your video by selecting the smaller or larger bars next to the small speaker icon.
 - Clicking on the speaker icon mutes the video’s audio track while the video continues to play. The speaker icon will be displayed with a backslash symbol. To unmute, click on the back slashed speaker icon.

- c. The video progress indicator
 - Located at the bottom of each video screen, the video progress indicator shows the length of the video clip. It also functions as a locator by showing where you are in the video.
 - The black bar indicates how much of the video you have watched and the grey bar indicates how much of the video remains. The end of the black bar indicates your current location.

- d. The **Hint** option offers a single line translation of the video narrative in English.

- e. The **Subtitles** settings (available only if allowed in your instructor’s course) :
 - **Off** will disable Subtitles and Transcripts.

- **Subtitles** will display subtitles in English or the language of study along the bottom of the video screen.
- **Transcripts** will display transcripts in English or the language of study to the right of the video player.

f. Video Quality



- SD (Standard Definition) option is a more data efficient way of viewing videos. SD option is suggested for slower internet connections.

- HD (High Definition) is set for video that has a higher resolution (typically [720i and higher](#)) and gives you a clearer image.



HD option requires a high quality internet connection. Broadband or high speed internet connections are recommended when using the HD option.

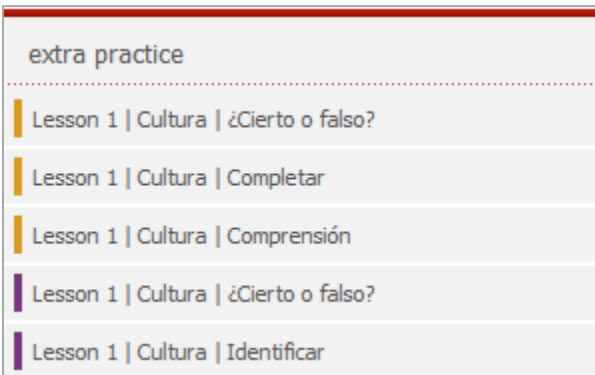
g. Maximize to full screen

- Located on the far right of the video progress indicator, the full screen icon resizes the player to fill the entire screen. To exit out of full screen, click on the full screen icon or use the ESC (escape) key on your keyboard.

Extra Practice

The extra practice area displays a list of suggested activities that automatically appear based on the assignments your instructor is posting. These activities are color-coded based on the lesson and section the activity is in.

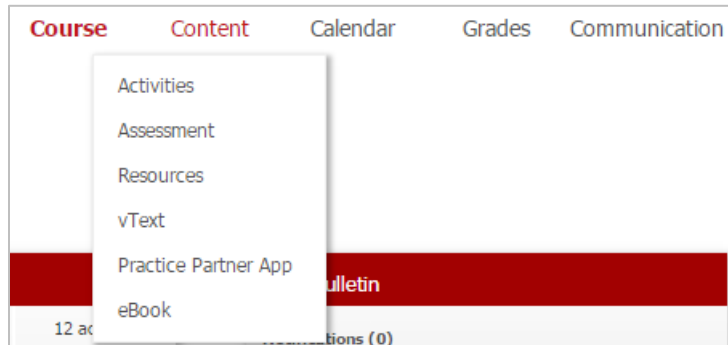
For information on completing practice activities, please view the [Activities](#) section.



Your responses on practice activities will not impact your course grade. This work is simply for practice.

Content

Content organizes course-related content including Activities, assigned Assessment items, Resources released by your instructor, and the optional (if available for your textbook) for-sale vText , Practice Partner App, and/or eBook.

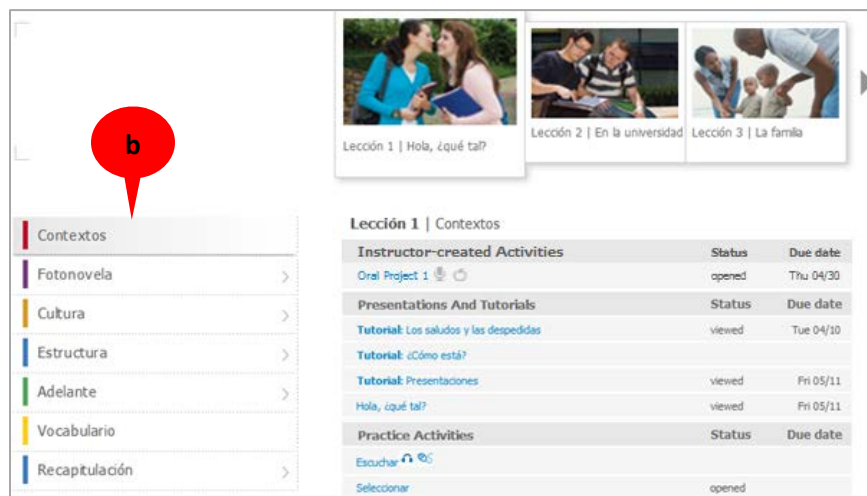


Activities

In Activities, you can access practice, workbook, lab and video manual activities¹, presentations and tutorials, communication activities and instructor-created activities for each lesson. You can view and submit both assigned and unassigned activities (even those that are overdue) by going directly to a lesson.

Use the following to navigate to activities within a lesson:

- Lesson carousel:** Use the carousel at the top of the page to browse and select a lesson for viewing. Click the arrows located on the right and left side of the carousel, then select a lesson image in the carousel to open its contents.
- Lesson menu:** All activities in a Supersite lesson are organized using the same sections and subsections found in the lessons in your textbook. You can navigate between a lesson's sections and subsections using the menu located on the left-hand side of the Activities page.



¹ In order to access these activities, you must redeem a code that provides the proper access privileges. A Supersite Plus code or a Supersite Upgrade code (together with a Supersite code) will provide the proper privileges.



When selecting a lesson, the lesson menu on the right will automatically update its content according to the lesson you have selected. Click on a lesson menu (and one of its subsections) to view its activities.

The screenshot shows the 'Activities' page. On the left is a 'Contextos' menu with options: Fotonovela, Cultura, Estructura, Adelante, Vocabulario, and Recapitulación. On the right is a table of contents for 'Lección 1 | Contextos'. The table is organized into three main sections: Instructor-created Activities, Presentations And Tutorials, and Practice Activities. Each section has a 'Status' and 'Due date' column. Red callouts are placed as follows: 'c' points to the 'Lección 1 | Contextos' header; 'c1' points to the 'Tutorial: ¿Cómo está?' row; 'c2' points to the 'Status' column header; and 'c3' points to the 'Due date' column header.

Lección 1 Contextos		
Instructor-created Activities		
Oral Project 1 🍏	Status	Due date
	opened	Thu 04/30
Presentations And Tutorials		
	Status	Due date
Tutorial: Los saludos y las despedidas	viewed	Tue 04/10
Tutorial: ¿Cómo está?	viewed	Fri 05/11
Tutorial: Presentaciones	viewed	Fri 05/11
Hola, ¿qué tal?	viewed	Fri 05/11
Practice Activities		
	Status	Due date
Escuchar 🎧		
Seleccionar	opened	

c. **Lesson table of contents:** The table of contents on the right of the page is arranged in three columns:

1. **Activity:** Displays activities found within component categories such as Presentations and Tutorials, Practice Activities and Workbook, Lab Manual and Video Manual activities (workbook, lab, and video manual require proper Supersite code to access), communication activities and instructor-created activities.
2. **Status:** All activities are labeled according to their state of completion. In order to know the current status of an activity, look at the status column to find the following labels:



Activities that do not have a status label have not been opened.

- **viewed:** This status displays after you view a presentation or tutorial.
 - **opened:** This status displays when an activity is incomplete or has not been submitted to your instructor's gradebook. It will apply to any activity for which you have done some work, either by using an attempt or saving work.
 - **grade (0-100%):** After submitting an activity, your score will display as a percentage (0-100%). Scores for instructor-graded activities, which are labeled with an apple icon 🍏, will display as Pending until your instructor reviews and grades your work.
3. **Due date:** Assignment due dates are displayed in the due date column for each activity that your instructor assigns. Dates display as Today, Tomorrow, or a specific month and date (mm/dd).

To open and complete an activity:

1. From the lesson table of contents on the right-hand side of the Activities page, click on an [activity's title](#) link.
2. On the activity page, complete all of the question items. See [steps 4-6](#) in "[Viewing and Completing Assigned Work Using the Assignments Menu](#)." For composition activities, see the following section.

Activity Types

There are different types of activities in the Supersite. Multiple choice and fill-in-the-blank are all computer graded, while open-response activities and Audio-Record-Compare activities are graded by your instructor. Some activities may require you to view, listen to, or review presentation materials such as video footage, audio recordings, images, or a web site before responding to a question or completing an activity.

You may complete both assigned (look for a date posted in the due date column) and unassigned activities. Your instructor may assign one or more of the following activity types.

- **Multiple Choice** activities offer multiple answer selections for a question. Only one of the selections is correct.
- **True-False** activities offer two possible answer selections, true and false. You will only be allowed one attempt on true-false activities.
- **Fill in-the-blank** activities require you to type your response into a text field. Requirements for the use of accent marks, capitalization, and punctuation vary based on your instructor's settings.
- **Diagnostic** activities include practice and diagnostic quizzes, as well as practice tests and exams.
- **Instructor-graded** activities require you to type and submit your own personalized response. Your submission will be graded by your instructor. Examples of instructor-graded activities include Compositions, short-answer questions, Audio-Record-Compare, Partner Chat, Virtual Chat, and instructor-created activities.
- **Instructor-created** activities may include composition, partner chat, student recording, and video exercises created by your instructor.
- **Composition** activities allow you to create written responses by using word-processing tools available within the activity or prepare a response using another software program and upload a file.
- **Chat** activities (Partner Chat and Virtual Chat) allow you to use instant messaging (text, video, and audio) as a way to express yourself.
- **Audio-Record-Compare** activities require you to record your voice and submit the recording. Your submissions will be graded by your instructor.
- **Presentations** and **Tutorials** are instructional in nature and are designed to help you learn new information, build skills, and review learned material.
- **Flashcards** help make learning fun.



The mouse icon signals activities that are also in the textbook.



The headphones icon signals activities that require you to listen to audio.



The apple icon indicates an activity that will be submitted for grading to your instructor.



The camera icon indicates that video viewing is required to complete the activity.



The microphone icon indicates that you will be required to record a response.



The pencil icon indicates that you will be required to create a written response.




The virtual chat icon indicates that audio and video recording is required to complete the activity.



The partner chat icon signals that a classmate is needed to complete this audio and video recording activity.


Partner Chat Activities

Partner chat activities require you to work with a classmate synchronously to complete a single or several tasks. Within the Partner Chat activity you can see who is online, invite a classmate to work on the activity, prepare via instant message, and record your chat via video and/or audio.

 You will only have access to Partner Chat activities if your instructor enables partner chat for your course and your Supersite code has sufficient access privileges.

To prepare:

1. If your instructor appointed partners, be sure to arrange a meeting time with your partner.
2. Make sure the computer you plan to use has the most recent version of Flash Player installed and also has a working headset or speakers and microphone.
3. When you click on your first Partner Chat activity, you will receive a prompt to allow access to your system's microphone and webcam. Click the **"Settings"** button.
4. In "Adobe Flash Player Settings," the **"Deny"** radio button will be selected as the default setting. To record, you must select the **"Allow"** radio button. Click the **"Close"** button in "Adobe Flash Player Settings" after you have made your selections.

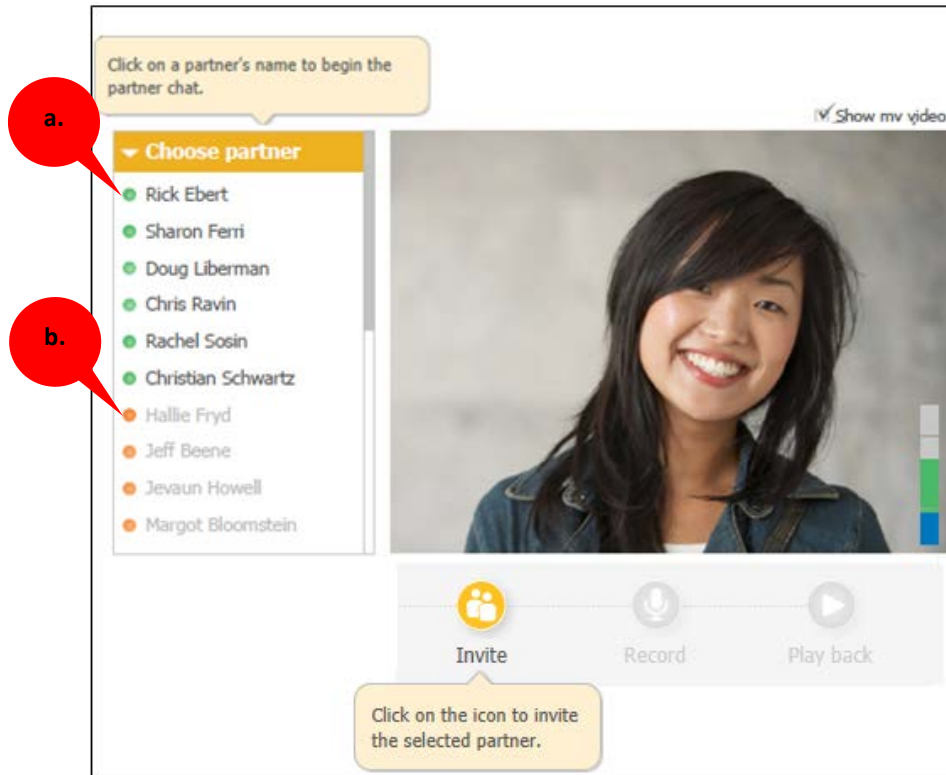
 If you will often be using the same computer when working on Partner Chat activities you may opt to select the **"Remember"** checkbox, so that your system will not prompt you to allow access to your computer's microphone and webcam each time you work on a recording activity.




5. Review the setting **"Show my video,"** which, by default, is active or marked with a check (your webcam will broadcast live video to your partner and the Supersite will record video footage when working on a Partner Chat). You can deactivate the setting by clicking the **"Show my video"** checkbox (only audio will broadcast live and be recorded).

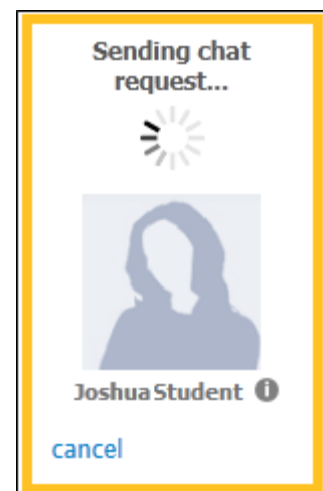
Send a Partner Invitation

1. After opening a Partner Chat activity, select a partner by clicking on a name in the **“Choose partner”** list. Be sure that the selected person is online and available.
 - a. Green dot: available
 - b. Orange dot: idle



2. A notification informs you that your partner is currently being invited.


 To withdraw an invitation, click on the **“cancel”** link.

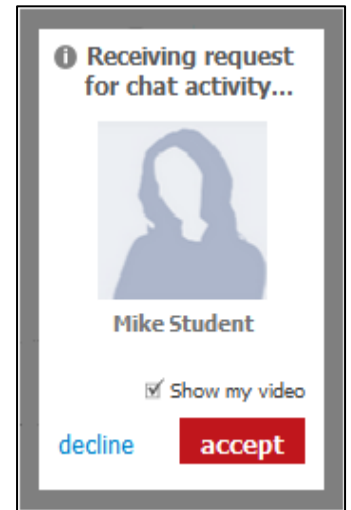


3. When an invitation is accepted, your webcam will broadcast live video and audio to your partner and vice-versa. The assignment is opened in a new window, so you can begin working. See [“Record a Partner Chat Activity”](#) for instructions.

Accept a Partner Invitation

1. When you receive an invitation to partner, a notification is delivered to you only when logged in to your Supersite account. The pop-up invitation will have your classmate's name and a photo, if available.

 The partner chat notification will be available for 30 seconds and removed if not responded to.



2. The **Show my video** feature is activated by default. You can opt to deactivate your web cam by clicking the "**Show my video**" checkbox (only audio will broadcast live and be recorded when working on the partner chat).
3. To accept the invitation, click the "**accept**" button.

 If you choose not to take part in the partner chat activity, simply click the "**decline**" link.

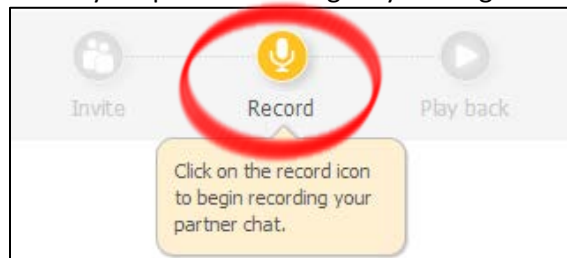
4. After you accept an invitation, your web cam will broadcast live video and audio to your partner and vice-versa. The assignment is opened in a new window, so you can begin working. See "[Record a Partner Chat Activity](#)" for instructions.


Record a Partner Chat Activity

Before you and your partner begin, we recommend that you:

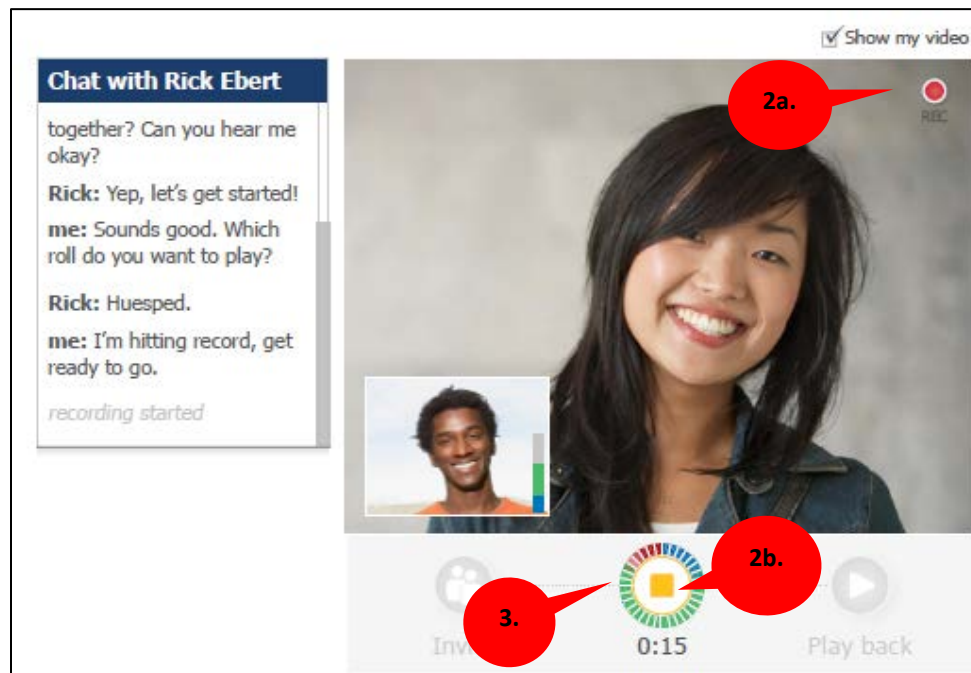
- Do a sound and video check to make sure that you and your partner can see and hear each other.
- Review the activity directions, the balloon help, and if available, reference material links, and activity models (click the play button to review the model). Draft a plan and agree upon individual responsibilities before you begin recording.

1. You or your partner can begin by clicking on the "**Record**" button.




 You may receive a prompt to allow access to your system’s microphone. Click the “**Settings**” button and select the “**Allow**” radio button. Select the “**Close**” button after you have made your selections.

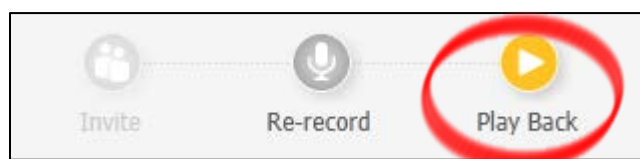
2. Recording starts immediately, so be sure to begin speaking into the microphone.
 - a. The REC (red dot) icon on the video chat screen indicates that the video recording is in progress.
 - b. The audio recording indicator encircling the “**recording stop**” button indicates that the audio recording is in progress.



3. To pause or stop recording, you or your partner may click the “**stop**” button. A visual indication that the recording has stopped will be available to both partners.

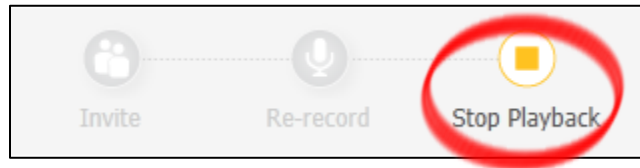
 Repeat steps 1-2 until you and your partner complete the required tasks for the activity.

4. Click the “**Play Back**” button to review the recording before you and your partner submit the activity.




5. The recording will be played for both you and your partner.

6. To end the review process, either you or your partner may click the “**Stop Playback**” button.

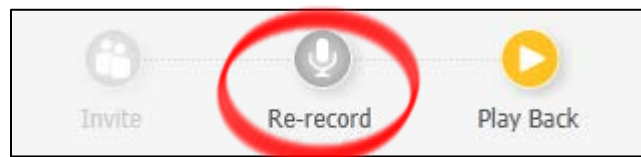


7. Based on the results of the review process, you and your partner may submit the activity to your instructor or re-record.

a. To submit, either you or your partner may click the “**submit**” button. The completed recording will be submitted to your instructor for both you and your partner.

 Look for a notification alert stating that the submission is complete.

b. To re-record, click the “**Re-record**” button. When prompted, click “**OK**” to confirm that you want to proceed to redo the activity. Repeat steps 1-7.



 Previous recordings will be erased. This action cannot be reversed

Virtual Chat Activities

When working on Virtual Chat activities you will listen to and freely respond to recorded prompts from a virtual partner. Built-in recording tools in the chat panel allow you to record and review your responses before submitting your work.

To prepare:

1. Make sure the computer you plan to use has the most recent version of Flash Player installed and also has a working headset or speakers and microphone.
2. When you click on your first virtual chat activity, you will receive a prompt to allow access to your system's microphone. Click the **"Settings"** button.



3. In "Adobe Flash Player Settings," the **"Deny"** radio button will be selected as the default setting. In order to record you need to select the **"Allow"** radio button. Click the **"Close"** button in "Adobe Flash Player Settings" after you have made your selections.



If you will often be using the same computer when accessing your virtual chat activities you may opt to select the **"Remember"** checkbox.

4. Review the setting **"Show my video,"** which, by default, is active or marked with a check. You can deactivate the setting by clicking the **"Show my video"** checkbox (only audio will broadcast live and be recorded when working on a virtual chat).

Record a Virtual Chat Activity

Before you begin, we recommend that you:

- Do a sound check to make sure that your microphone and webcam are on and functioning properly.
- Review the activity directions, the balloon help, and, if available, reference material links, and activity models (click the “Play” button to review the model).

1. Open a Virtual Chat activity.
2. When prompted (this may only occur during your first virtual chat), select your gender (male or female) to ensure the grammatical correctness of responses from your virtual partner.


Select your gender

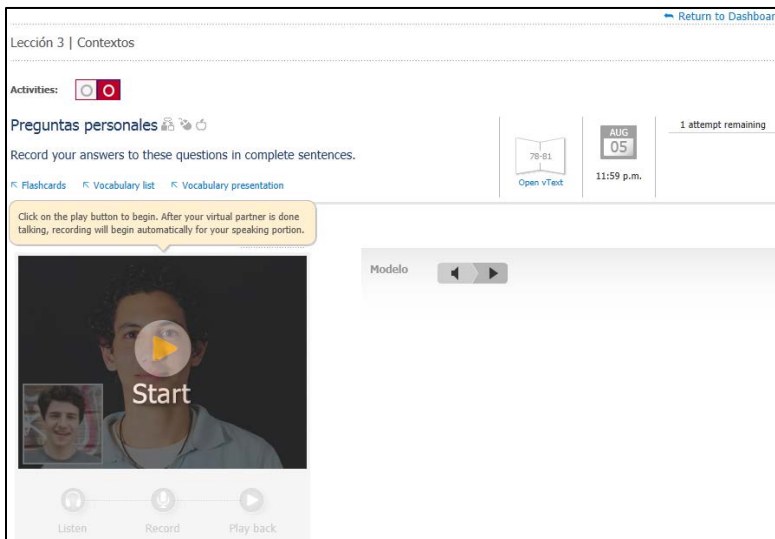
Knowing your gender helps us determine whether to use masculine or feminine nouns, adjectives, and articles in chat activities.

Male Female


[save](#)

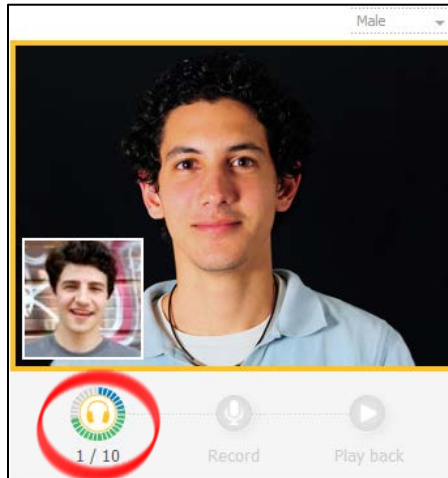
2. Click the “Start” button on the video chat screen.

 You may receive a prompt to allow access to your system’s microphone and webcam. Select the “Allow” radio button in the “Adobe Flash Player Settings” pop up window and then click the “Close” button after you have made your selections.

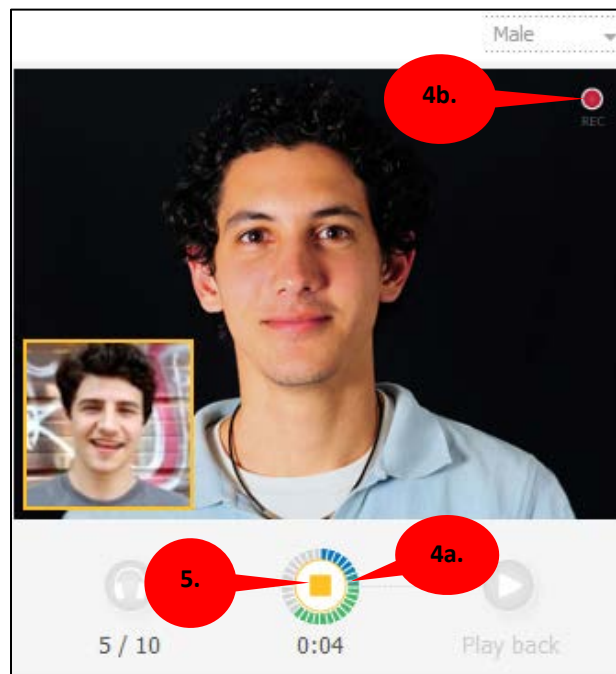


3. The virtual partner audio begins playing immediately.


 Note the audio indicator encircling the “Listen” button.



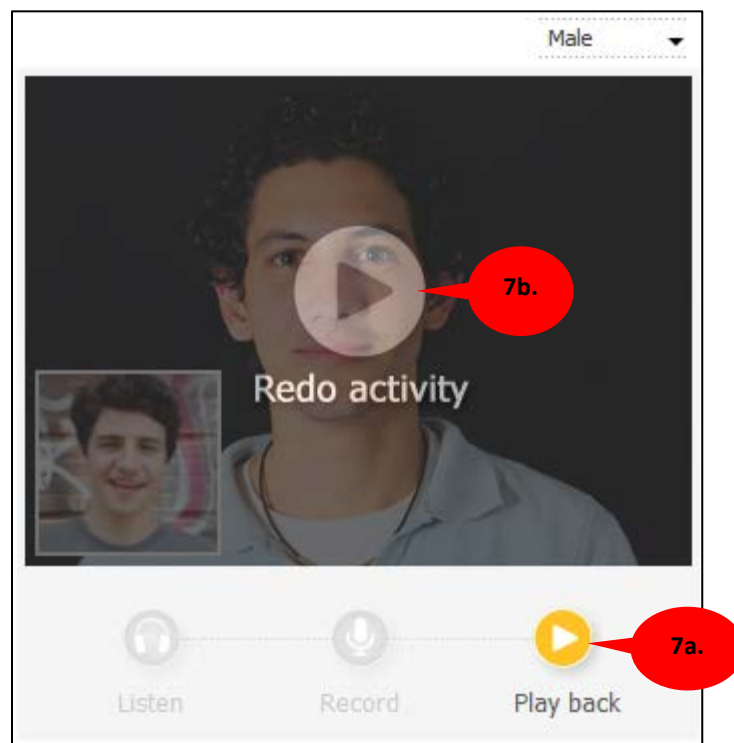
4. Recording starts automatically, so be sure to begin speaking into the microphone immediately after the virtual partner audio finishes playing.
 - a. The audio recording indicator encircling the “**recording stop**” button indicates that recording is in progress.
 - b. The REC (red dot) icon on the video chat screen indicates that video recording is in progress.




5. Click the “**recording stop**” button after finishing each individual item response.
6. Repeat steps 4-5 until all segments of the virtual partner audio have played.

 Use the “**save**” button to save your work and finish at a later time.


7. After completing the chat activity, the “**Play back**” and “**Redo activity**” buttons are available.



- a. **Play back:** Click this button to listen to the recorded chat between you and the virtual partner. When done, click the “**Stop playback**” button.
- b. **Redo activity:** Click “**Redo activity**” to re-record the activity. When prompted, click “**OK**” to confirm that you want to proceed to redo the exercise. Follow steps 4-6.

 Previous recordings will be erased. This action cannot be reversed.

8. After you successfully record the chat, click “**submit.**”

 You will receive a note that your grade is pending your instructor’s review of your submission.

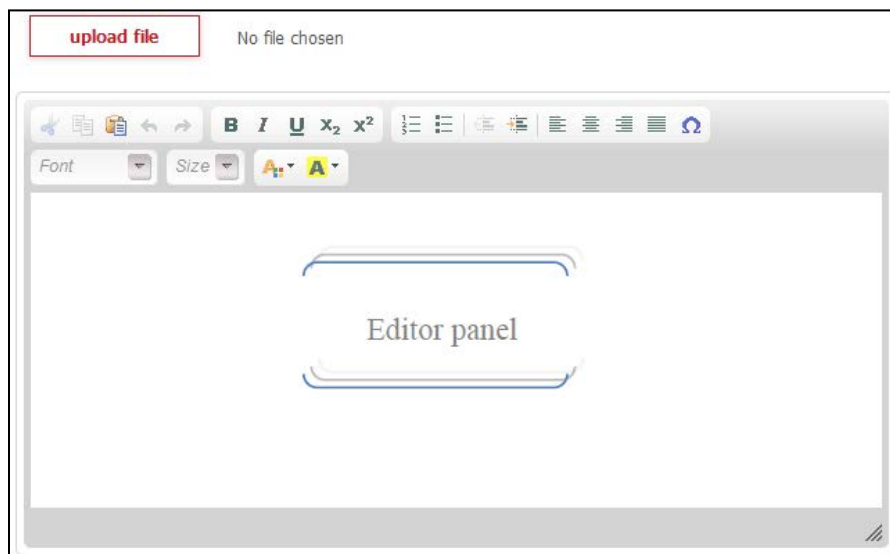
9. You may take a practice attempt by clicking on the “**practice**” button. The practice attempt will not impact your score.

Composition Activities

Depending on the book your teacher has chosen for the course, you may be assigned a composition activity. Your teacher may require that you prepare composition activity responses using a software program of her/his choice, or she/he may ask you to use the Supersite Editor tools within the activity.

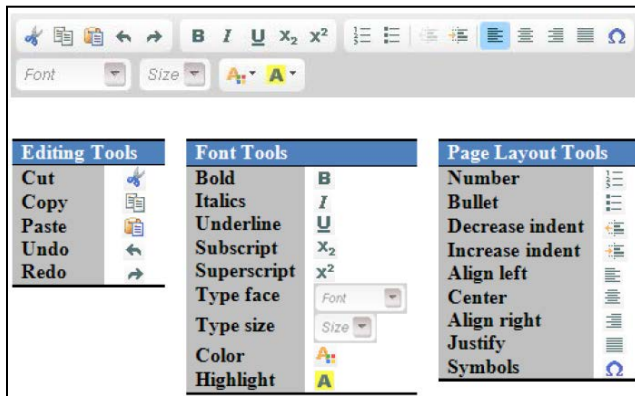
To use the Supersite Editor panel:

1. Open a composition activity.
2. Mouse-click in the Editor panel to activate the cursor.
3. Begin typing your response.



Composition Activity Editor Tools

There are basic editing, font, and page layout tools available in the Editor to format compositions. A mouse-hover on any tool bar button will display a tool tip that identifies the tool button name.



- **Editing tools:** You can cut, copy, and paste, as well as undo and redo actions².
- **Font tools:** You can set type face styles, sizes and colors, and apply highlighting.
- **Page layout tools:** You can set numbering and bullets, align text, indent paragraphs, adjust spacing, and insert special characters.

To use the Editor's Tools:

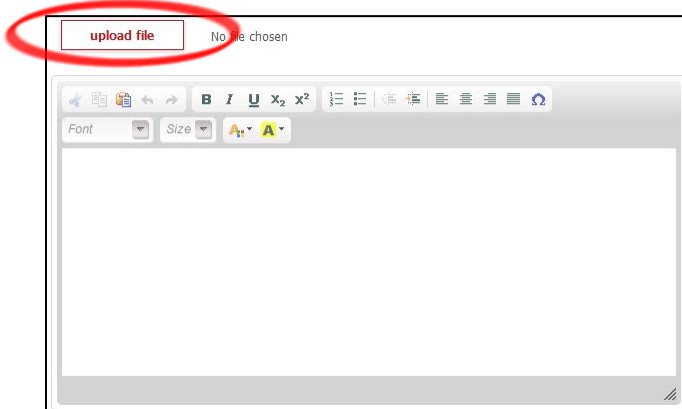
1. Select a tool by clicking its button on the tool bar.
2. Mouse-click in the Editor panel.
3. Begin typing.

OR

1. Select a section of text in your response.
2. Click on the tool button to apply it to the selected text.

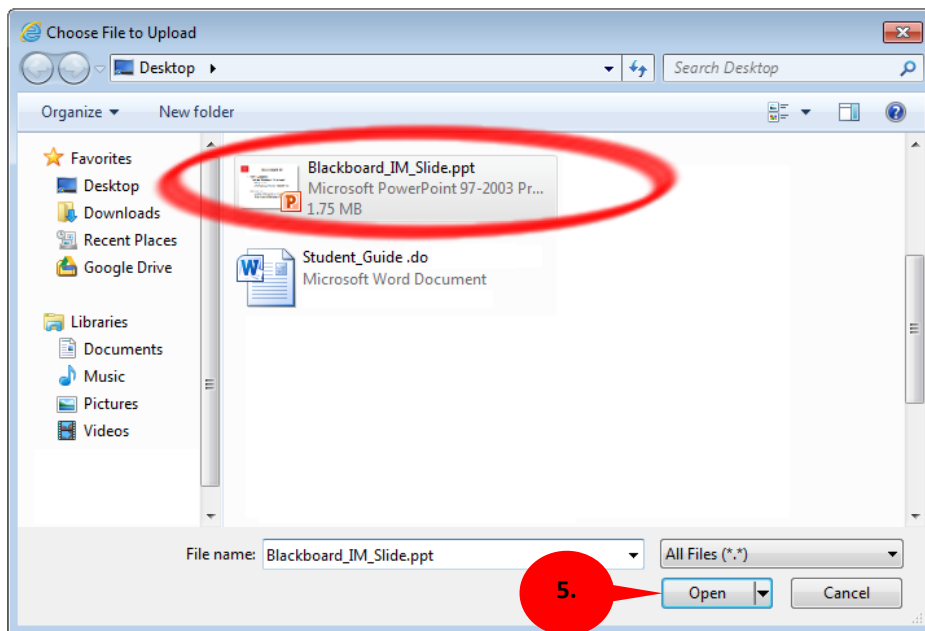
Uploading Composition Responses Created Using Another Program

1. Open a composition activity.
2. Click the **“upload file”** button in the activity window.

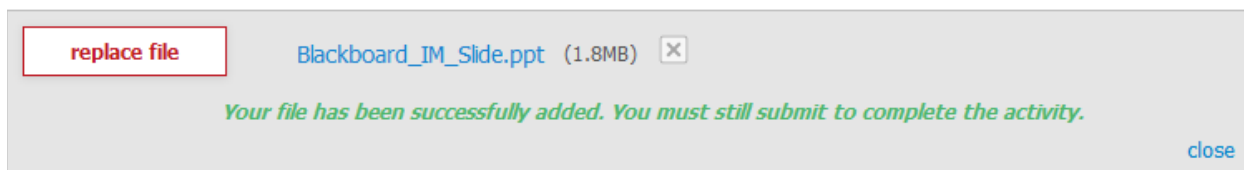



² You may undo or redo up to the last 20 actions.

3. From the “**Choose File to Upload**” popup, navigate to the location in which the file³ is located.
4. Click on the name of the file.



5. Click “**Open**”.
6. After the file is uploaded, you may either save your file to the activity and/or submit the activity to your teacher. See [Saving an Uploaded File](#) or [Submitting an Uploaded File](#) for instructions.




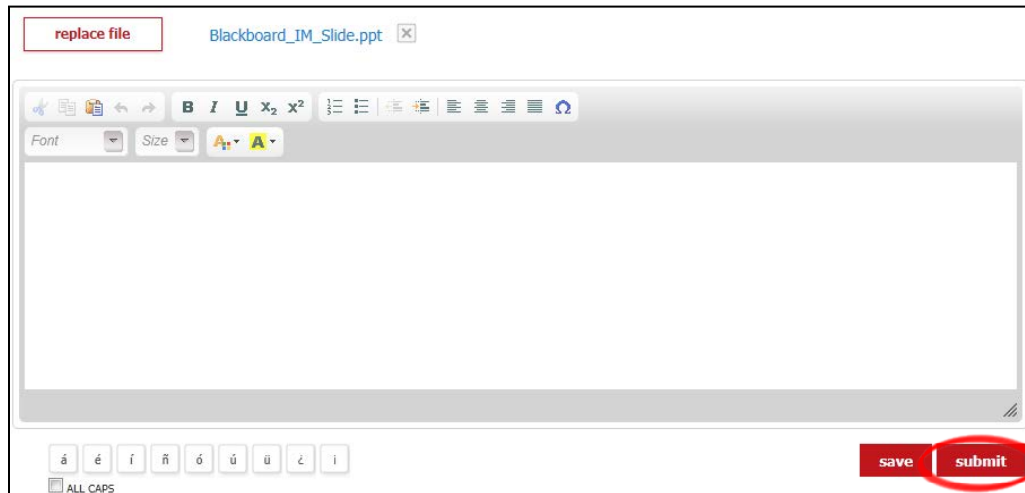
 An alert will display confirming that your file has been uploaded. Click on the “**close**” link to remove the alert.

³For list of acceptable file types, see document: [What file types can I attach to a Supersite composition activity?](#)

Saving an Uploaded File

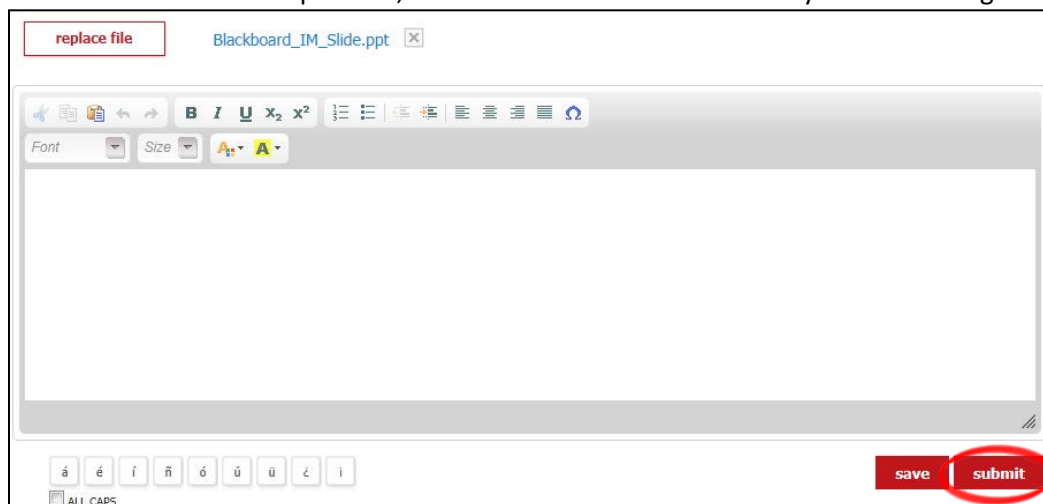
1. After the file is uploaded, click the “**Save**” button. Note that saving the file to the activity does not submit the assignment to your teacher's gradebook.

 Look for the success message: Your changes were saved, but not yet submitted to your teacher for grading.




Submitting an Uploaded File

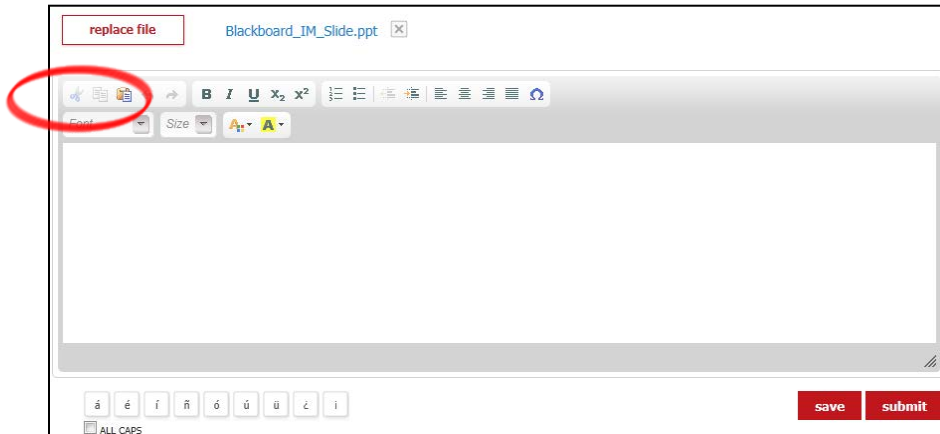
1. After the file is uploaded, click Submit to submit the file to your teacher's gradebook.



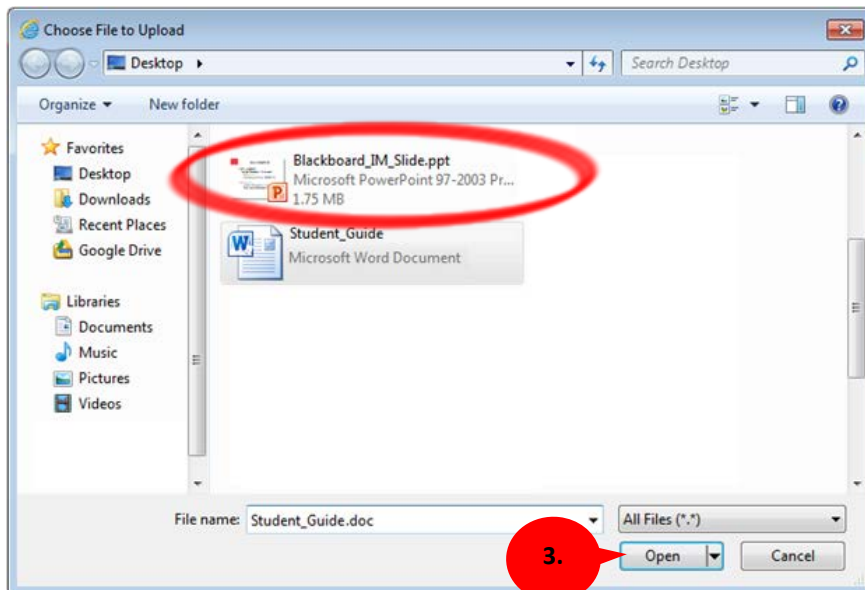
Uploading a Replacement File

1. To replace a previously saved attachment, click the “**replace file**” button in the activity window.

 You should not replace a file that has already been submitted to your teacher.



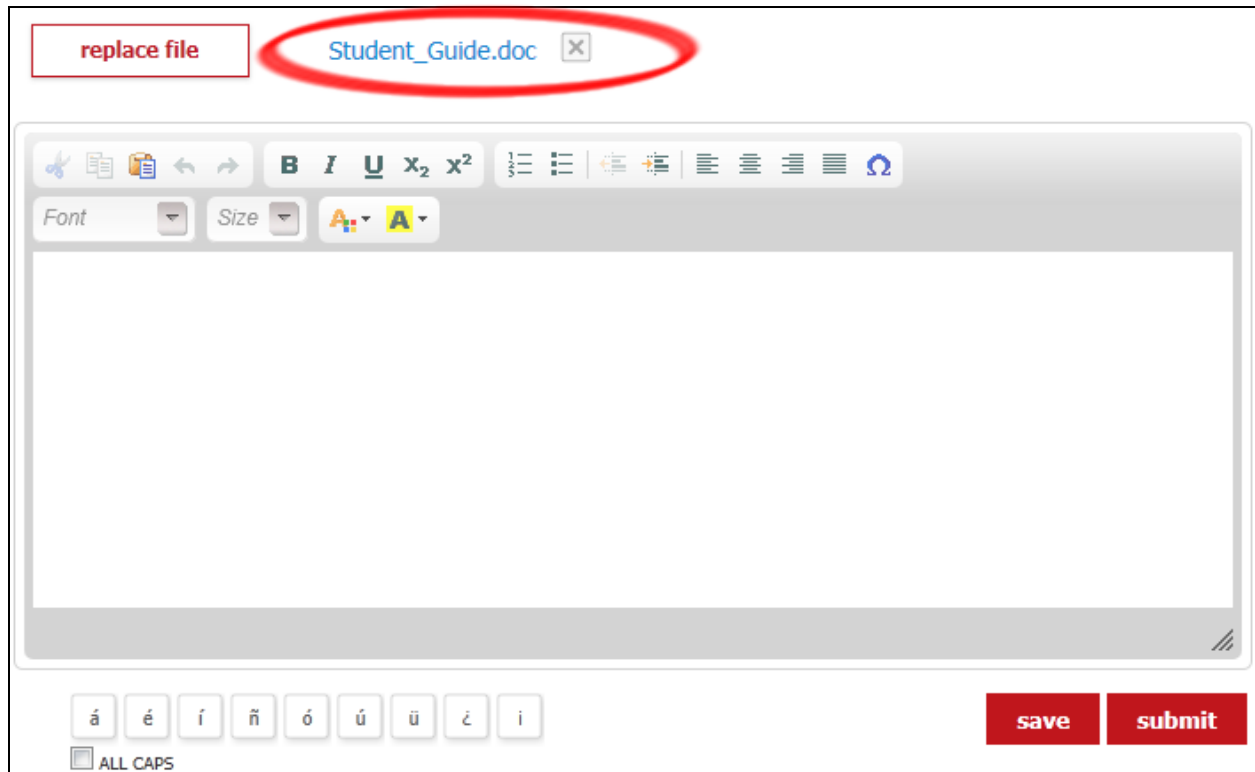
2. From the “**Choose File to Upload**” popup, navigate to the location in which the file is located.
3. Click on the name of the file and then, click “**Open.**”



4. After the file is uploaded, you may either save the activity and/or submit the activity to your teacher. See [Saving an Uploaded File](#) or [Submitting an Uploaded File](#) for instructions.

Accessing File Attachments in Your Composition

1. To open or download a file attachment from the activity, click the “**attachment**” link.



2. You will be prompted to open or save the file. Choose the appropriate selection.
3. To completely remove the attached file, click on the “**X**” button. Click “**OK**” to confirm deletion.

Assessment

Current

Due Wednesday, August 22nd

Lección 6 | Vocabulary Quiz

[Click here to BEGIN](#)

Due Saturday, November 3rd

Lección 1 | Grammar Quiz

[Click here to BEGIN](#)

History

Assessment	Grade	Due Date
Lección 6 Vocabulary Quiz	0.0%	Wed 08/22 11:59 AM
Lección 1 Grammar Quiz	57.7%	Tue 09/25 5:00 PM
Lección 1 Grammar Quiz	Pending	Sat 11/03 2:00 PM

On the Assessment page, you can access quizzes, lesson tests, and exams assigned and released by your instructor. The Assessment page is divided into two sections:

- **Current:** Your new assessment assignments will be posted within this section. Each assessment assignment will display the due date, the location, and the assessment title.



Your instructor must release an assessment before you can begin working on it.

- **History:** Your past assessment submissions will be posted within this section. Each past assessment item will display the title, your grade (if it has been released by your instructor), and the date/time the assessment assignment was due.

Viewing and Completing Assessment

1. To begin working on an assessment, click on the “**Click here to BEGIN**” button.

Current

Due Wednesday, August 22nd

Lección 6 | Vocabulary Quiz

[Click here to BEGIN](#)

Due Saturday, November 3rd

Lección 1 | Grammar Quiz

[Click here to BEGIN](#)

2. The **Assessment details** popup lists all requirements set by your instructor.

Assessment details:



This Assessment is due on:
Tue, May 26, 2015 at 11:59 PM



You will have 1 hour to complete this assessment.
(Once you start, you will be unable to stop or pause the timer)



What counts?



Extra or missing accent marks WILL affect your score.



Incorrect capitalization WILL NOT affect your score.



Punctuation errors WILL NOT affect your score.



Technical requirements: Headphones


start the assessment

cancel

3. At the bottom of the list of requirements, click the **“start the assessment”** button to begin working on your assessment.

A password is required to begin this Assessment.

cancel **enter**

-  If required by your instructor, a password may need to be entered before you can begin the assessment. You will then click the **“start the assessment”** button to begin working on your assessment.

4. On the assessment activity page, complete all of the question items.

Return to Assessment | Leçon 1A | Lesson Tests

Leçon 1A | Lesson Test

May 26 11:59 PM

1 attempt remaining
[Grade settings](#)

1 Conversations

While walking along the street in Paris, you hear these conversations. Indicate whether the speech is **familiar**, **formal**, or whether it could be **either**.

1. familiar
 formal
 either

2. familiar
 formal
 either

3. familiar
 formal
 either

4. familiar
 formal
 either


59:39

[Ask your instructor](#)


à á ç è é ê ë ì í ô œ ù ú û ALL CAPS

00:00 00:00

- If your instructor has set a time limit to complete the assessment, a countdown timer will be available on the lower right-hand side of the assessment activity page.
- The “**save**” button will save your work so that you can continue it at a later time without being forced to use an attempt.

 Countdown timer will not pause when the “**save**” button is selected.

- The assessment can be submitted using the “**submit**” button.

 If the countdown timer reaches 0:00, the assessment activity will automatically be submitted.

Resources

Resources provide access to extensive student ancillary materials that are correlated to your textbook. You can download resources. Within the Resources page, you can browse by lesson or component:

- Browse By Lesson:** Menu of all resources for each lesson (can be further refined by component and format)
- Browser By Component:** Menu of all resources for all components (can be further refined by lesson and format)

Browse

By Lesson

- Lección 1
- Lección 2
- Lección 3
- Lección 4
- Lección 5
- Lección 6
- Lección 7
- Lección 8
- Lección 9
- Lección 10
- Lección 11
- Lección 12
- Lección 13
- Lección 14
- Lección 15
- No Lesson


By Component

- Activity Pack
- Lab Audio Program
- Textbook Audio
- Program
- Textbook
- Audioscripts

Browse Resources

Title	Lesson	Component	Format	Due date
Activity Pack: Lesson 1 - Grammar Activities	Lección 1	Activity Pack	PDF	
Lab Audio Program MP3: Lesson 1 - Contextos - Activity 1	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Contextos - Activity 2	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Contextos - Activity 3	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.1 - Activity 1	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.1 - Activity 2	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.1 - Activity 3	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.1 - Activity 4	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.2 - Activity 1	Lección 1	Lab Audio Program	Audio	
Lab Audio Program MP3: Lesson 1 - Estructura 1.2 - Activity 2	Lección 1	Lab Audio Program	Audio	


« Previous 1 2 3 4 5 6 7 8 9 ... 61 62 Next »

 Components are groups of similar resources. These include Lab Audio, Textbook Audio, Audioscripts, and Program and Textbook resources.


- The **Browse Resources** table identifies each resource's information:
 - Title:** Presents a clickable title link to view additional information about the resource or to download the resource.
 - Lesson:** Identifies the lesson related to the resource.
 - Component:** Identifies the resource type, which may include Lab Audio, Textbook Audio, Audioscripts, Program and Textbook resources.
 - Format:** Identifies the file type. Common types are audio, video, and documents.
 - Due date:** May display a date by which the resource is expected to be utilized, as decided by your instructor.

Browse by lesson or component

1. Select an item in the “By Lesson” or “By Component” menu.
2. Select additional items to further refine your search by:
 - **Lesson:** Only available when browsing by component.
 - **Component:** Only available when browsing by lesson.
 - **Format (file type):** Only available within lesson or component refined lists.
 - **Source:** VHL files or instructor-uploaded files.


 The **Reset** link redirects you to the comprehensive list of the resources.

3. Click on the title of a resource to download the file.



 Download steps will vary by browser and operating system.

My Vocabulary

My Vocabulary⁴ allows you to add, organize, and study vocabulary words. You may add new words or customize each term and its respective definition to create a more-focused vocabulary list making this the perfect study tool.



The screenshot shows the 'My Vocabulary' section of the D'accord! 1 Supersite. At the top, there are navigation links for Courses, Content, Calendar, Grades, and Communication. Below the site logo, there is a search bar (a) and a search filter dropdown (b) set to 'Leçon 1B'. To the right, there are icons for printing (c) and checking (d), and a 'Sorted by' dropdown (e) set to 'Date Added'. The main content is a table with the following structure:

French	Definition	English	Lesson
 New Word...	Definition...	English...	Lesson...
 une classe		class (group of students)	Leçon 1B
 un(e) élève		pupil, student	Leçon 1B
 tu		you	Leçon 1B

At the bottom left, there are navigation links: < Previous 1 Next >. A red circle 'f' highlights the 'tu' row in the table.

⁴ Temas, AP Spanish and D'accord include pre-loaded vocabulary list for all lessons (Temas or Units). These programs feature enhanced My Vocabulary tools: Denk mal 2e, Enfoques 4e, Facetas 4e, Imaginez 3e, Immagina 2e, Sentieri 2e, Vistas 5e.

My Vocabulary offers several useful tools:

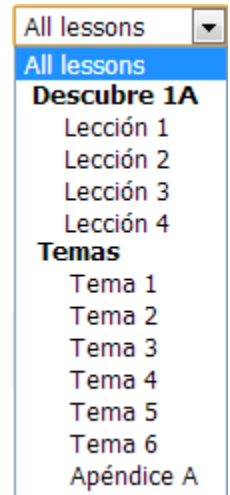
- a) **Search:** Search for a specific vocabulary word in the list.


- b) **Search in** (drop-down menu): Use to refine a search.

- c) **Print** (drop-down menu): Print a study sheet of terms and/or definitions in English and/or the target language. Choose from these formats:
 - Target language + English PDF
 - Target language + Definition PDF
 - Target language + English + Definition PDF
 - Target language words with Blanks PDF
 - English Words with Blanks PDF
 - Definitions with Blanks PDF

- d) **Flash Cards:** Review vocabulary by word and/or definition. Choose from these formats:
 - Given English provide the target language
 - Given Definition provide the target language
 - Given target language provide the English
 - Given target language provide the Definition
 - Given Definition and English provide the target language

- e) **Sort by:** Organize the vocabulary list by choosing the following filter options:
 - Date Added
 - Language of study
 - Definition
 - English
 - Lesson



 Sort the vocabulary list alphabetically (ascending or descending order) by clicking the up or down arrows in each column.

- f) **Browse:** To browse through all available vocabulary words, click “**previous**,” “**next**,” or select a specific page.

Add or Edit Words in My Vocabulary

The screenshot shows the 'My Vocabulary' section of the D'accord! 1 Supersite. At the top, there is a search bar with a magnifying glass icon and a dropdown menu set to 'All lessons'. To the right, there is a 'Sorted by' dropdown menu set to 'Date Added'. Below this is a table with four columns: 'French', 'Definition', 'English', and 'Lesson'. A red '+' icon is next to the 'French' column header. Below the table is a form to add a new word. The form has four input fields: 'New Word...', 'Definition...', 'English...', and 'Lesson...'. Below these fields is a 'Tags:' field and two buttons: 'cancel' and 'save'. Red callouts numbered 1 through 5 point to the 'New Word...' field, the 'Definition...' field, the 'English...' field, the 'Lesson...' dropdown menu, and the 'save' button respectively.

To add a new word:

1. Click in the **New Word** field, then type a new vocabulary word.
2. Click in the **Definition** field, then type the definition of the new word.
3. To include the English translation, click in the field, then type the translation.
4. Use the **Lesson** drop-down menu to associate the new word to a lesson.
5. Click **save** to add the new word to your list.

The screenshot shows the 'My Vocabulary' interface. At the top, there's a search bar and a 'Sorted by' dropdown. Below is a table with columns: French, Definition, English, and Lesson. The first row is in edit mode for the word 'causer'. A pencil icon (1) is on the left. The Definition field (2) is empty. The English field contains 'to chat'. The Lesson dropdown is set to 'Leçon 9'. The Tags field (3) contains several tags: 'D'accord_3', 'Leçon_9', 'Perspectives de travail', 'Littérature', and 'verb'. At the bottom right of the edit form are 'delete' and 'ok' buttons (4).

To edit an existing word:

1. Click the pencil icon for the word entry to activate the edit mode.
2. Make the necessary changes to the word by clicking into the fields.
3. Add tags to facilitate future searches.
4. Click the pencil icon or click **ok** to save changes.

To delete an existing word:

1. Click the pencil icon for the word entry to activate the edit mode.
2. Click **delete** to remove a word.



vText

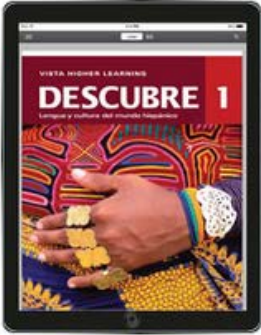
The vText is interactively linked to your instructor's course, allowing you to view and complete assigned **Practice Activities** and check scores on select assignments. This online (virtual) version of your textbook offers note-taking and highlighting capabilities, plus direct access to audio, video, flashcards and reference tools. If you don't already have a code with vText access (if required by your instructor) visit the Vista Higher Learning Online Store at www.vistahigherlearning.com/students/store/ to purchase a code that includes access to vText⁵.

⁵ Requires Supersite Plus access with vText. Check this page for vText availability: <http://vistahigherlearning.com/new-supersite/digital-texts>.


eBook

The eBook offers easy navigation with a searchable table of contents and page number browsing. Other features include note-taking and highlighting tools, single-page viewing and zooming capabilities. iPad users may download the eBook version of their textbook⁶ to access activities marked by a mouse icon, vocabulary audio exercises, videos, and all Supersite resources. Completed activities are automatically recorded in your instructors' gradebook.

ebook



1. Download* the Descubre, Second Edition, Level 1 eBook now at <http://appstore.com/descubre2014level1ebook>
(Works on iPad® only)
* Requires a wifi connection

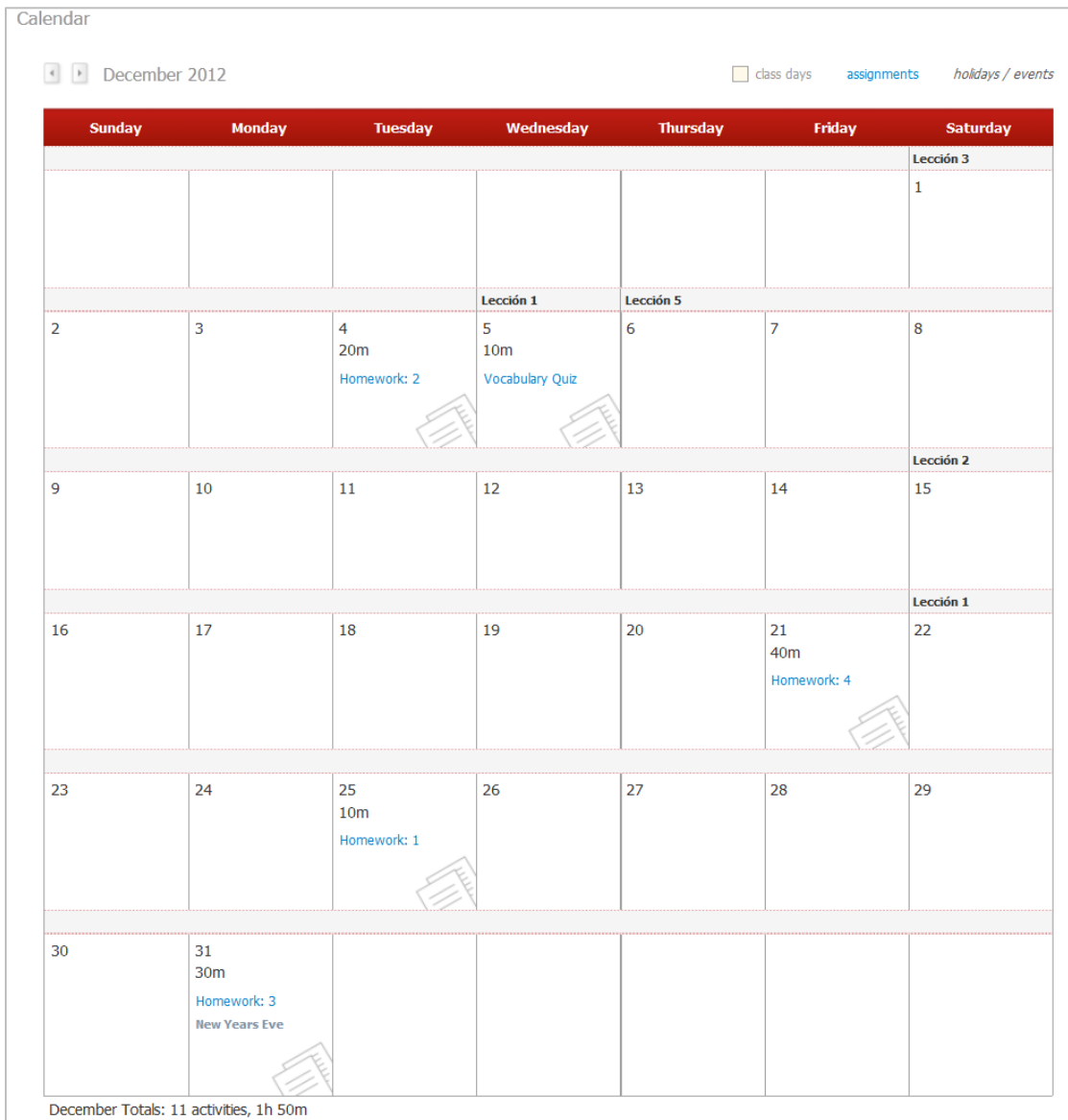


2. After opening the app—you will be prompted to "sign in" Enter your vhlcentral Supersite username and password.




⁶ Requires Supersite Plus access with eBook. Check this page for eBook availability: <http://vistahigherlearning.com/new-supersite/digital-texts> .

Calendar

The Calendar will help you plan your work and study time. In the Calendar, you can view past, current, and future assignments, class days, and holidays set by your instructor.



At the top right of the Calendar, there is a color-coded legend to help identify items posted within the Calendar:

-  **Class Days** are highlighted light blue. Your class meets or assignments are due on these days.
-  **Assignments** appear in blue font. These are activity work sets, quizzes, tests, or exams that have been assigned by your instructor.
-  **Holidays** appear in dark gray font. These may be days when class does not meet.

Viewing and Completing Assigned Work Using the Calendar

1. On the top left side of the page, use the left and right arrows to navigate to a month in your course's calendar.
2. In the desired month, click on an assignment link. The assignment work set will open. See [steps 4-6](#) in "[Viewing and Completing Assigned Work Using the Assignments Menu.](#)"

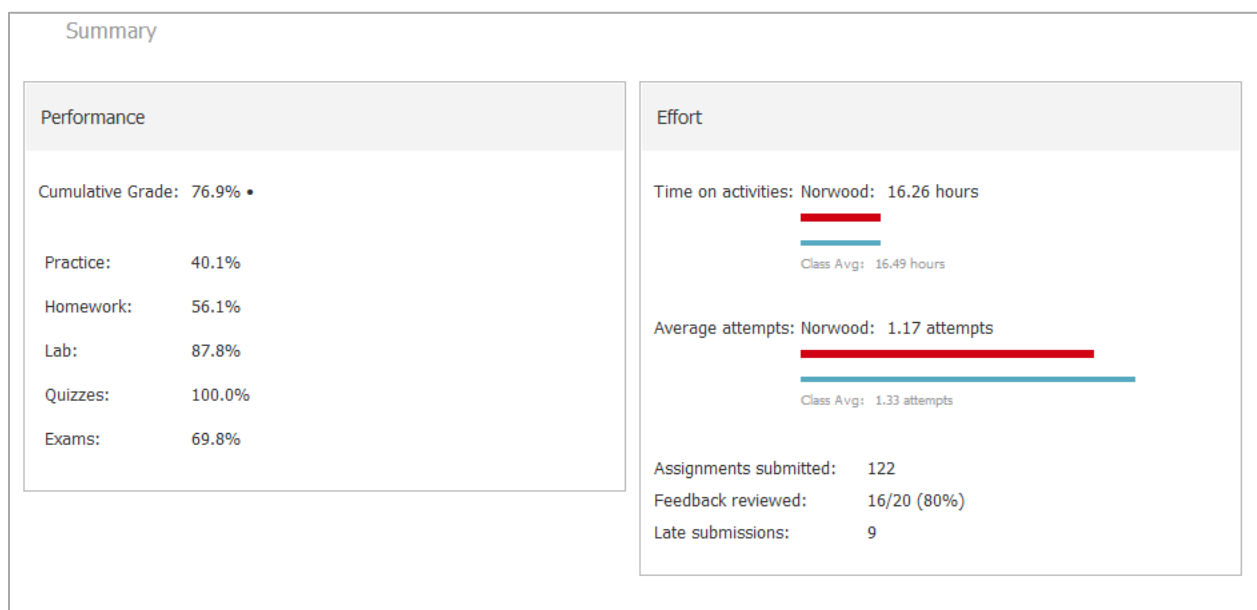
			Lección 1	Lección 5		
2	3	4 20m Homework: 2	5 10m Vocabulary Quiz	6	7	8

Grades

The Grades tab allows you to track your progress by viewing a summary of your performance and effort, as well as detailed results for all your completed work. You may also access your instructors' feedback to your submitted help requests. To view your progress and instructor feedback, mouse-hover on Grades to select the Summary, Detail or Help Requests sub-menus.

Summary

The Summary allows you to review your performance and effort during the course.



- **Performance:** You can see your cumulative grade at any point during the course. Cumulative grade is your overall grade.



A breakdown of your performance on each assignment category is also available. Category names and weights are determined by your instructor.





- **Effort:** The Effort area will give you an overall idea of your accomplishments in the course.
 - **Time on activities** indicates the amount of time you've spent working on assigned activities.
 - **Average attempts** indicates the average number of submissions used per assignment.
 - **Assignments submitted** indicates the number of activities you have submitted in the course.
 - **Feedback reviewed** tracks how much of your instructor's feedback you have reviewed.
 - **Late submissions** indicates the number of activities you submitted after the due date and due time.

Details

Grade Details

Show activities from: Lesson ▾ Lección 1 | Hola, ¿qué tal? ▾

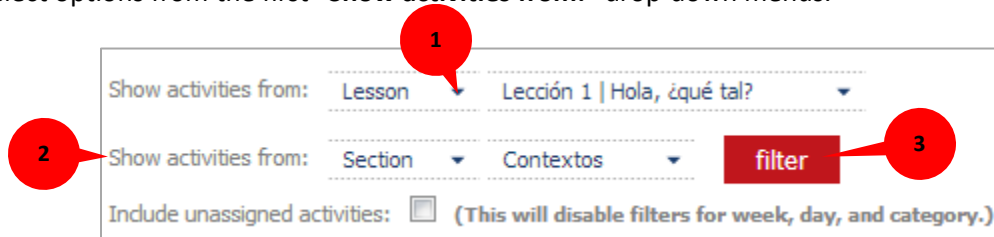
Show activities from: Strand ▾ Contextos ▾ filter

Activity	Score	Points Earned	Points Possible	Penalty	Attempts	Time spent (mm:ss)	Status	Submitted	Due
Tutorial: Los saludos y las despedidas	✓	N/A	0				viewed	Jun 06 08:56 AM	Jun 06 11:59 AM
Tutorial: ¿Cómo está?	✓	N/A	0				viewed	Jun 06 08:57 AM	Jun 06 11:59 AM
Tutorial: Presentaciones	✓	N/A	0	10%			Late	Jun 06 08:48 AM	Jun 05 11:59 AM
Seleccionar	–	0	10	0%	0				Jun 06 11:59 AM
Identificar  	–	0	8	0%	0				Jun 06 11:59 AM
Escoger 	–	0	12	0%	0				Jun 05 11:59 AM
Ordenar 	–	0	12	0%	0				Jun 06 11:59 AM
1 - Saludos	0.0%	0	16		2	0:21	complete	Jun 06 08:58 AM	Jun 06 11:59 AM
2 - Conversación	–	0	28	0%	0		opened		Jun 06 11:59 AM
4 - Los países	–	0	6	0%	0				Jun 06 11:59 AM
Totals (Completed Activities)	0.0%	0.0	92			0:21			

Details allow you to view your results for all completed activities. You may filter your view to focus on a particular set of completed assignments or on activities that you completed that were not assigned by your instructor.

Reviewing Your Results in Details

1. Select options from the first “**Show activities from:**” drop-down menus.



Show activities from: Lesson ▾ Lección 1 | Hola, ¿qué tal? ▾








Show activities from: Section ▾ Contextos ▾ filter

Include unassigned activities: (This will disable filters for week, day, and category.)

- **Lesson:** Sort assignments by lesson.
 - **Category:** Sort assignments by category, as set by your instructor.
 - **Week:** Sort assignments by the week they are due.
 - **Day:** Sort assignments by the day they are due.
2. Select options from the second “**Show activities from:**” drop-down menus. The choices in the second drop-down menus will be based on your choices in step 1.

- **Lesson:** Sort assignments by lesson.
- **Section:** Sort assignments by lesson section.
- **Category:** Sort assignments by category, as set by your instructor.
- **Week:** Sort assignments by the week they are due.
- **Day:** Sort assignments by the day they are due.
- **All:** Select all assignments.

3. Click the “**filter**” button. The activities that meet your criteria will be displayed in a table.

Activity	Score	Points Earned	Points Possible	Penalty	Attempts	Time spent (mm:ss)	Status	Submitted	Due
Tutorial: Los saludos y las despedidas	✓	N/A	0	0%		0:11	viewed	Jun 06 08:56 AM	Jun 06 09:59 AM
Tutorial: ¿Cómo está?	✓	N/A	0	0%			viewed	Jun 06 08:57 AM	Jun 06 09:59 AM
Tutorial: Presentaciones	✓	N/A	0	100%		0:04	Late	Nov 20 12:01 PM	Jun 05 09:59 AM
Seleccionar	100.0%	10	10	0%	2	1:14	complete	Aug 07 01:59 PM	Jun 06 09:59 AM
Identificar  	100.0%	8	8	0%	2	2:00	complete	Aug 07 07:58 PM	Jun 06 09:59 AM
Escoger 	75.0%	9	12	0%	1	0:58	started	Aug 08 03:32 PM	Jun 05 09:59 AM
Ordenar 	100.0%	12	12	0%	2	1:34	complete	Sep 18 06:52 PM	Jun 06 09:59 AM
Grabar   	40.0%	24	60	60%	1	0:08	Late	Nov 20 03:01 PM	Nov 15 09:59 AM
1 - Saludos	100.0%	16	16	0%	1	1:04	complete	Oct 26 04:31 PM	Jun 06 09:59 AM
2 - Conversación	92.9%	26	28	0%	1	9:13	complete	Sep 18 06:54 PM	Jun 06 09:59 AM
4 - Los países	66.7%	4	6	0%	2	1:49	complete	Sep 18 06:56 PM	Jun 06 09:59 AM
Lab Assignment	90.0%	9	10	0%	1			Aug 09 04:26 PM	Aug 31 09:59 AM
Extra Credit Work	90.0%	9	10	0%	1			Aug 15 04:45 PM	Sep 11 09:59 AM
Test	–		10	0%	0				Nov 22 09:59 AM
Totals (Completed Activities)	69.8%	127.0	182			18:15			

- **Activity:** The name of the activity.
- **Score:** The percentage score earned from the activity.
- **Points Earned:** The number of points earned.
- **Points Possible:** The number of points that could potentially be earned.
- **Penalty:** The percentage of your score you were docked for a late submission.
- **Attempts:** The number of submissions made for the activity.
- **Time Spent:** The amount of time that elapsed while working on the activity.
- **Status:** The status of the activity (see [Status](#) in the Activities section).
- **Submitted:** The date on which the activity was finalized.
- **Due:** The date by which the activity was due.

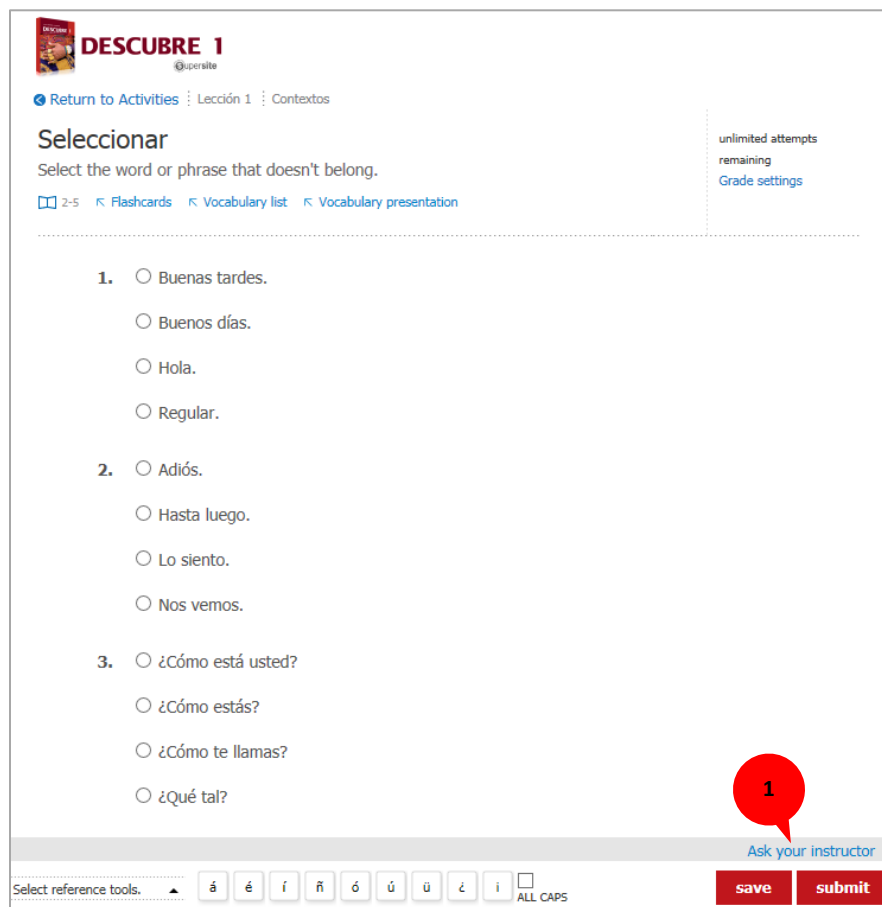
Help Requests

Depending on whether or not your instructor has enabled these options, you may have two ways to send requests to your instructor from within an activity: Help Requests and Score Reviews.

To submit a Help Request:

When working on an activity that has not yet been submitted, you may use the Help Request tool to submit questions you may have about a particular question item or to ask for guidance.

1. Click the "Ask your instructor" link in the bottom right corner of the activity.



The screenshot shows a language learning activity interface for 'DESCUBRE 1'. The title 'DESCUBRE 1' is at the top left, with a small book icon. Below it, there are navigation links: 'Return to Activities', 'Lección 1', and 'Contextos'. The main heading is 'Seleccionar' (Select), followed by the instruction 'Select the word or phrase that doesn't belong.' Below this, there are navigation links for '2-5', 'Flashcards', 'Vocabulary list', and 'Vocabulary presentation'. On the right side, there is a status box indicating 'unlimited attempts remaining' and a link for 'Grade settings'. The main content area contains three numbered questions, each with four radio button options:

1. Buenas tardes.
 Buenos días.
 Hola.
 Regular.
2. Adiós.
 Hasta luego.
 Lo siento.
 Nos vemos.
3. ¿Cómo está usted?
 ¿Cómo estás?
 ¿Cómo te llamas?
 ¿Qué tal?

At the bottom right, there is a red circular callout with the number '1' pointing to the 'Ask your instructor' link. Below the callout, there is a 'save' button and a 'submit' button. At the bottom left, there is a 'Select reference tools.' dropdown menu and a set of reference tools including 'á', 'é', 'í', 'ñ', 'ó', 'ú', 'ü', '¿', '¡', and 'ALL CAPS'.

2. Click on the yellow box surrounding the item in the activity for which you need assistance.

DESCUBRE 1
Supersite

[Return to Activities](#) | [Lección 1](#) | [Contextos](#)

Seleccionar
Select the word or phrase that doesn't belong.

unlimited attempts remaining
[Grade settings](#)

2-5 | [Flashcards](#) | [Vocabulary list](#) | [Vocabulary presentation](#)

- Buenas tardes.
 Buenos días.
 Hola.
 Regular.
- Adiós.
 Hasta luego.
 Lo siento.
 Nos vemos.
- ¿Cómo está usted?
 ¿Cómo estás?
 ¿Cómo te llamas?
 ¿Qué tal?

Request Instructor Help

Select the gold box where you need help, add your comment below, and submit it to your instructor.

Comment (Required)


Hello Prof. I am a little bit confused. Can you please explain? Thank you.

[cancel](#)

[Cancel Request](#)

Select reference tools. á é í ñ ó ú ü ¿ i ALL CAPS

- In the **“Request Instructor Help”** pop-up window, type in the question or comment.
- Click the **“submit”** button to send your help request to your instructor.

 The **“Cancel Request”** link found in the bottom right corner of the activity or the **“cancel”** link in the Request Instructor Help pop-up window may be used to close/cancel an unsubmitted request for assistance.


- Your help request will be located under the selected activity item as **“Comments.”** Click **“Comments”** to expand and review your submission and your instructor’s feedback, or undo your request for help (click **“Never mind”**).

5 **Comments**

H Me
Apr 30, 2015 3:28:50 PM

Hello Prof. I am a little bit confused. Can you please explain? Thank you.


[Never mind](#)

 You will be notified via the Course dashboard's class bulletin when your instructor replies to a help request. Your instructor's feedback will be visible in the activity below the comments you submitted.

To submit a Score Review:

Score Review allows you to submit a request to your instructor to review the grading of an answer you have submitted. Your instructor will review your response before deciding if the grading of your answer should be adjusted. Score Reviews can only be sent from an activity that you have already submitted.

1. Click the "Ask your instructor" link in the bottom right corner of the activity.

 Correct answers and unanswered questions cannot be submitted for review.

The screenshot shows a language activity titled "DESCUBRE 1" with a "Review My Score" dialog box open. The dialog box contains the following text:

Review My Score

Select the gold box with the score or answer you want reviewed, add your comment below, and submit it to your instructor.


Correct answers and unanswered questions cannot be submitted for review.

Comment (Required)
I feel I may have answered this question correctly. Can you please check? Thank you.


cancel **submit**

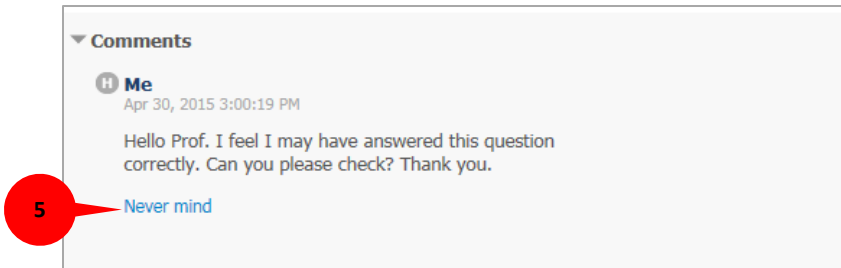
1 points to the "Ask your instructor" link at the bottom right of the activity. 2 points to a gold box containing a list of Spanish phrases. 3 points to the "Comment (Required)" text area in the dialog box. 4 points to the "submit" button in the dialog box.

2. Click on the yellow box surrounding the item in the activity for which you need your instructor to review.
3. In the “**Review My Score**” pop-up window, type in a question or comment.
4. Click the “**submit**” button to send your score review request to your instructor.

 The “**Cancel Request**” link found in the bottom right corner of the activity or the “**cancel**” link in the “**Review My Score**” pop-up window may be used to close/cancel an unsubmitted review request.

5. Your review request will be located under the selected activity item. You may click the “**Never mind**” link to cancel request.

 You will be notified via the Course dashboard’s class bulletin when your instructor replies to a review request. Your instructor’s feedback will be visible in the activity below your request.



Comments

Me
Apr 30, 2015 3:00:19 PM

Hello Prof. I feel I may have answered this question correctly. Can you please check? Thank you.

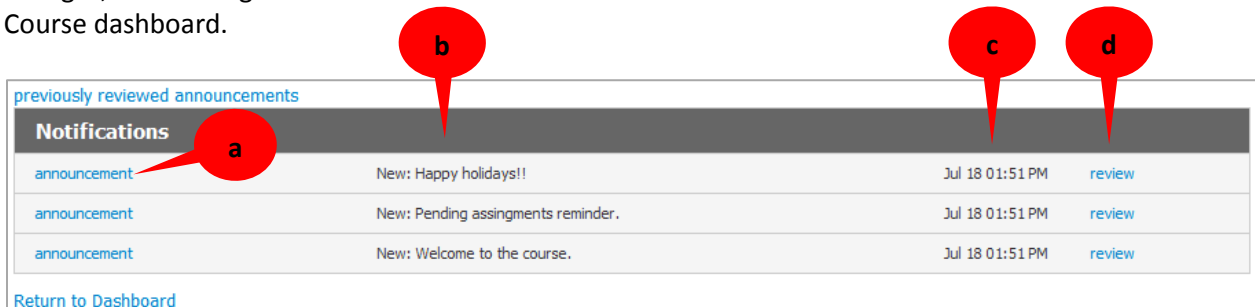
[Never mind](#)

Communication

Within the Communication area you can read the latest course announcements, review instructor feedback and grade notifications, and access Voice Board assignments.

Announcements

Announcements lists important messages posted by your instructor regarding assignments, exams, schedule changes, and other general information. You can also access Announcements from the class bulletin on the Course dashboard.



previously reviewed announcements

Notifications			
announcement	New: Happy holidays!!	Jul 18 01:51 PM	review
announcement	New: Pending assignments reminder.	Jul 18 01:51 PM	review
announcement	New: Welcome to the course.	Jul 18 01:51 PM	review

[Return to Dashboard](#)

The Announcements table has four columns.

- a. **Announcement link:** Click the link to view instructors' announcement.
- b. **Title:** Title of the announcement.
- c. **Date/Time:** Time and date when the announcement was posted.
- d. **Review link:** Click the link to view instructors' announcement.


Reviewing Announcements

1. From Announcements, you will first see unviewed announcements. Use the "Previous" or "Next" links to navigate between announcement pages.
2. When you have found an announcement that you would like to view in more detail, click the review link on the right side of the table.

[previously reviewed announcements](#)

Notifications			
announcement	New: Happy holidays!!	Jul 18 01:51 PM	review
announcement	New: Pending assignments reminder.	Jul 18 01:51 PM	review
announcement	New: Welcome to the course.	Jul 18 01:51 PM	review

[Return to Dashboard](#)



3. The announcement will open for you to review its contents.
4. Click "**Return to announcements.**"



After viewing an announcement, it will be moved to the previously reviewed page. To view the item again, select the "**view all**" link, then select the "**previously reviewed**" items link.

Notifications

Notifications are system-generated alerts for specific assignments. These alerts are generated when your instructor provides feedback on a completed assignment, when work is reset by your instructor, when late work is accepted by your instructor, when an assignment grade is posted, and when a grade is changed. You can also access notifications from the class bulletin on the Course dashboard.

a	b	c	d
Lección 1 Contextos External Practice 1	Your instructor changed your score from 18% to 75%.	May 11 08:21 AM	
Lección 1 Contextos External Practice 1	Your instructor graded this activity, giving you a score of 18%.	May 11 08:21 AM	
Lección 3 1 - Cambiar	Your instructor reset this activity so you can do it over.	May 11 08:21 AM	review
Lección 3 Estructura Grammar presentation: Present tense of <i>-er</i> and <i>-ir</i> verbs	Your instructor accepted your late submission as on-time.	May 11 08:21 AM	review
Lección 3 Estructura Síntesis	Your instructor graded this activity, giving you a score of 0%.	May 11 08:21 AM	review
Lección 2 Cultura Conexión Internet	Your instructor graded this activity, giving you a score of 80%.	May 11 08:21 AM	review
Lección 2 Cultura Conexión Internet	Your instructor changed the late penalty percentage from 1% to 5%.	May 11 08:21 AM	review
Lección 2 Cultura Conexión Internet	Your instructor changed your score from 0% to 0%.	May 11 08:21 AM	review
Lección 2 Adelante Correspondencias	Your instructor graded this activity, giving you a score of 75%.	May 11 08:21 AM	review
Lección 2 1 - ¿De qué ciudad es?	Your instructor reset this activity so you can do it over.	May 11 08:21 AM	review

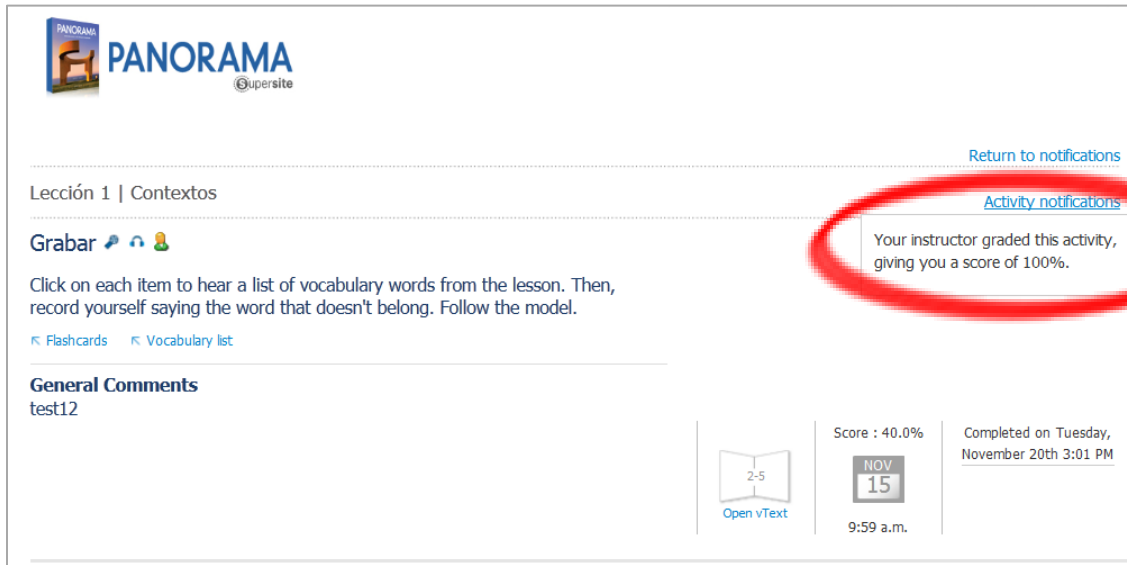
The Notification table has four columns.

- Assignment name:** The location and name of the activity that has been changed.
- Explanation:** A brief explanation of the changes that have taken place.
- Date/Time:** The date and time when the change occurred.
- Review link:** The review link opens the assignment so you can review the change or your instructor's feedback.

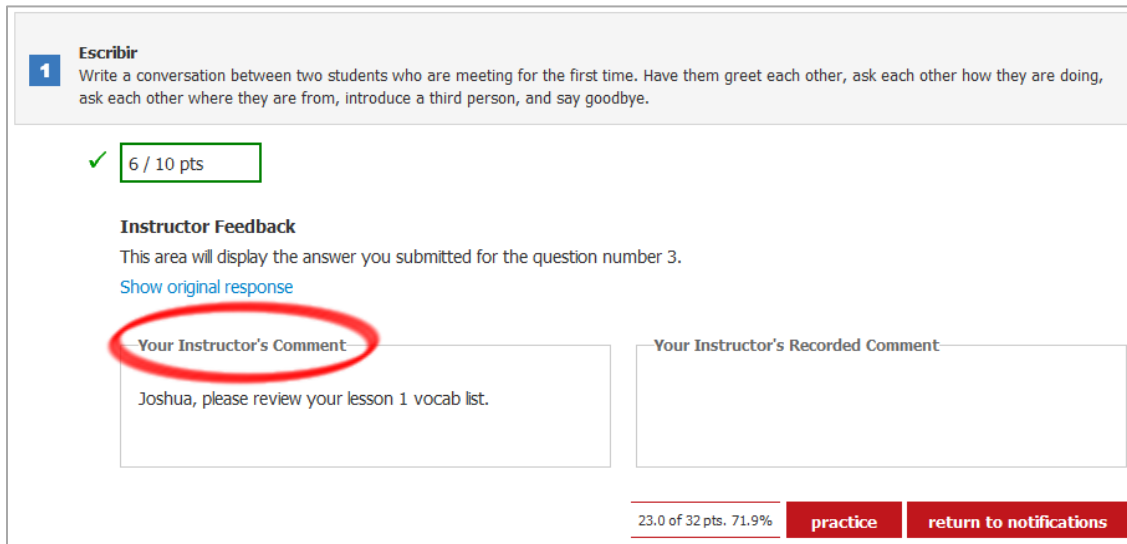
Reviewing Notifications

- From Notifications, you will first see unviewed notifications. Use the "Previous" or "Next" links to navigate between notifications pages.
- When you have found a notification that you would like to view in more detail, click the review link on the right side of the table.

3. The assignment will open and display a boxed alert about the action(s) completed by your instructor for this assignment.



The screenshot shows the PANORAMA interface. At the top left is the PANORAMA logo with the tagline "Supersite". Below the logo, it says "Lección 1 | Contextos". There are navigation links for "Flashcards" and "Vocabulary list". A notification box on the right side, circled in red, contains the text: "Your instructor graded this activity, giving you a score of 100%." Above the notification are links for "Return to notifications" and "Activity notifications". Below the notification, there is a section for "General Comments" with the text "test12". At the bottom right, there is a summary box showing "Score : 40.0%", "Completed on Tuesday, November 20th 3:01 PM", and "9:59 a.m." with a calendar icon for NOV 15 and a "2-5 Open vText" icon.



The screenshot shows the "Escribir" (Write) assignment interface. It includes a question number "1" and the instruction: "Write a conversation between two students who are meeting for the first time. Have them greet each other, ask each other how they are doing, ask each other where they are from, introduce a third person, and say goodbye." A green checkmark and a box containing "6 / 10 pts" indicate the score. Below this is the "Instructor Feedback" section, which states: "This area will display the answer you submitted for the question number 3." and a link for "Show original response". There are two comment boxes: "Your Instructor's Comment" (circled in red) containing the text "Joshua, please review your lesson 1 vocab list." and "Your Instructor's Recorded Comment" which is empty. At the bottom, there is a progress indicator "23.0 of 32 pts. 71.9%" and two buttons: "practice" and "return to notifications".

4. You can return to Notifications, take a practice attempt, or resubmit the assignment if your work was reset.



After viewing a notification, it will be moved to the previously reviewed notifications page. To view the item again, select the “**previously reviewed**” items link.

Voice Boards

Voice boards are audio-enabled discussion activities that will allow you to post text as well as recorded messages. With voice boards you will be able to communicate asynchronously with your instructor and classmates.

You may view the comprehensive online [Voice Boards Student Guide](#).

Access a Voice Board

1. Click on the link for the voice board you wish to access.

Voice boards

[Lesson 1 Voice Board Assignments](#)
Section All sections
Board type Discussion
Created Oct 15 02:54 PM

[Lesson 2 Voice Board Assignments](#)
Section All sections
Board type Activity
Created Aug 03 06:41 AM



Upon first use of Voice Boards, your system may automatically run the Voice Boards setup wizard tests; if so, you will receive a Warning - Security popup window prompting you to click “Always” or “Run” to allow Voice Tools audio to run on your computer. If your system does not automatically run the setup wizard, please click the setup wizard link. This wizard will guide you through a series of tests to ensure that your computer is ready to use Voice Boards. Troubleshooting is also available within the wizard if you experience any audio playback or recording issues.

Review a Post

1. In the top portion of the open voice board panel, click on the post you wish to review. The post's content will display in the lower portion of the Voice Board panel.

Voice board: Lesson 1 Pronunciation (reply by 9/23)>

Title: Lesson 1 Pronunciation (reply by 9/23)>

Reply Options

1

Practice the Alphabet (reply by 9/23) from Miriam Jones (0'34") 12/5/12

2. If there is recorded audio with the post, use the player controls to listen to the audio.

Voice board: Lesson 1 Pronunciation (reply by 9/23)>

Title: Lesson 1 Pronunciation (reply by 9/23)>



Reply



Options



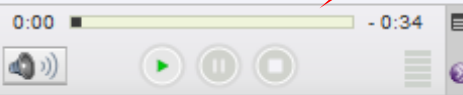
Practice the Alphabet (reply by 9/23) from Miriam Jones (0'34") 12/5/12



Subject: Practice the Alphabet (reply...

Date: 12/5/12 3:32 PM

From: Miriam Jones



Please post a recording in which you repeat the alphabet and examples provided in the attached audio file.

Voice Board


Blackboard Collaborate >

[Setup Wizard](#)

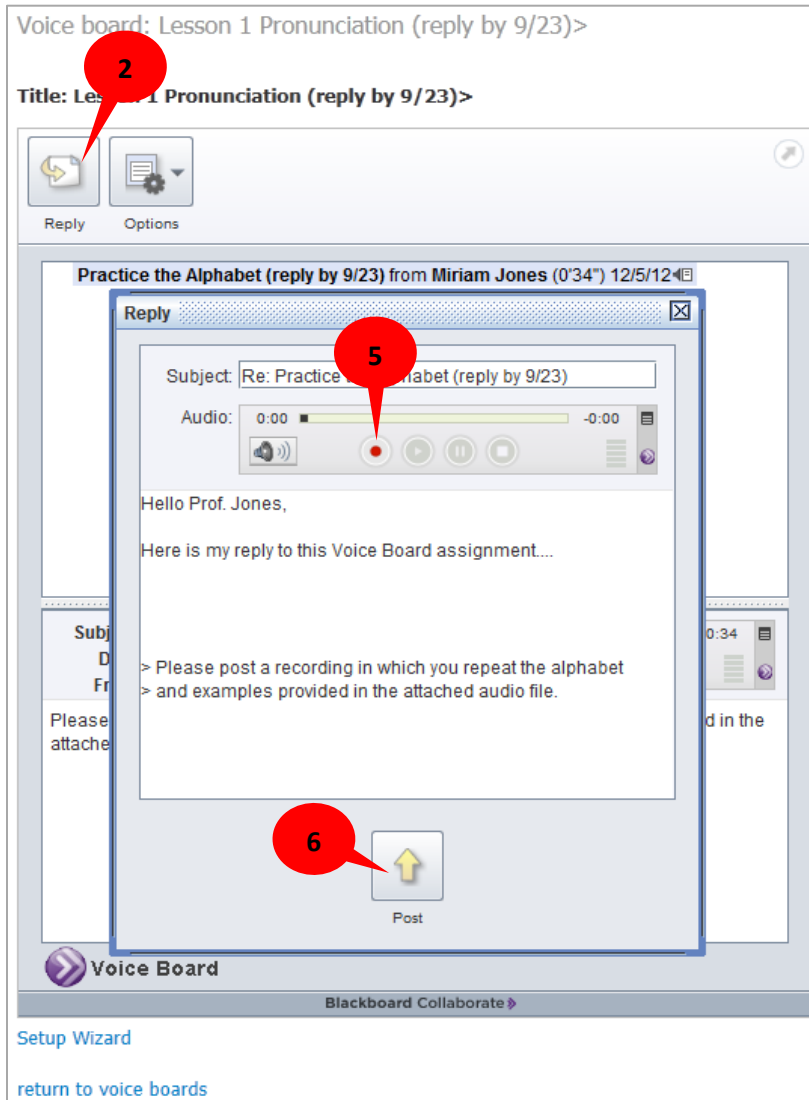
[return to voice boards](#)

Reply to a Post

1. In the top portion of the voice board panel, click on the post to which you wish to reply.


 Use the “Expand All” selection under the “Options” button to reveal all posts and replies in the voice board.

2. Click the “**Reply**” button.
3. On the Reply window, you can reply to the post using text or recorded audio.
4. To enter a text reply, click your cursor in the text area and type a reply.




The screenshot shows the Blackboard Collaborate Voice Board interface. At the top, it says "Voice board: Lesson 1 Pronunciation (reply by 9/23)>". Below that is the title "Title: Lesson 1 Pronunciation (reply by 9/23)>". There are two buttons: "Reply" and "Options". A red circle with the number "2" points to the "Reply" button. Below the buttons is a post titled "Practice the Alphabet (reply by 9/23) from Miriam Jones (0'34") 12/5/12". A "Reply" window is open over this post. The window has a subject line "Subject: Re: Practice the Alphabet (reply by 9/23)", an audio player with a recording indicator (a red dot) and a "5" in a red circle pointing to it, and a text area containing "Hello Prof. Jones, Here is my reply to this Voice Board assignment...". Below the text area is a "Post" button with an upward arrow, and a "6" in a red circle pointing to it. At the bottom of the interface, there is a "Voice Board" button and a "Blackboard Collaborate" link. There are also links for "Setup Wizard" and "return to voice boards".

5. To enter a recorded reply, click the record button and begin speaking after the recording indicator starts. Note that the maximum length for recorded post is 5 minutes.
6. Click “**Post.**”


 After you click "Post", you can no longer make changes to your message. You may submit a new post if you wish to make any corrections.

VHL Central Chat Tools

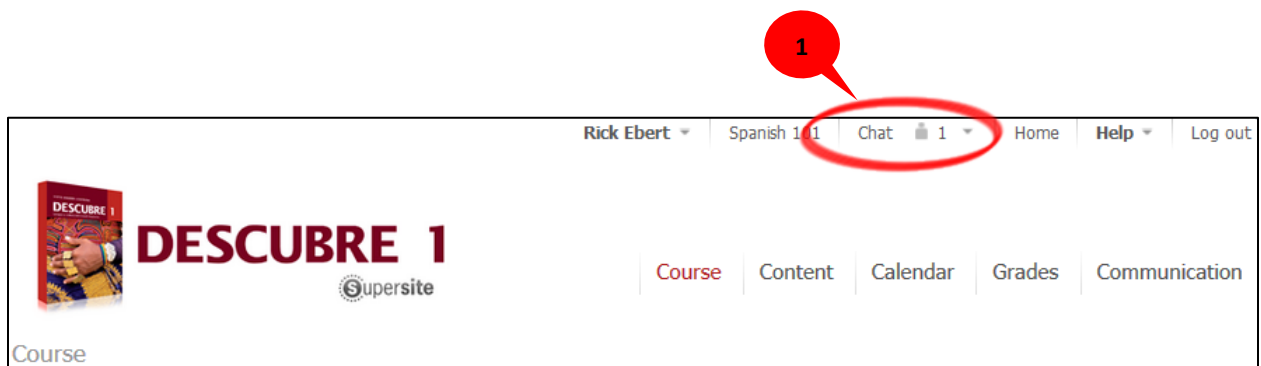
Live Chat is an instant messaging tool that allows you to communicate with your teacher and classmates quickly and easily by using text chat, audio calling and video calling features.

 You will have access to Live Chat if your instructor enables the use of chat for your course and your access code has sufficient access privileges.

- Text Chat: send an instant message to available classmates or your teacher.
- Audio Chat: have a real-time audio conversation with an available classmate or your teacher. Audio Chat differs from Text Chat in that you must make a call and wait for it to be accepted call before the Audio Chat session begins.
- Video Chat: have a real-time, face-to-face conversation with an available classmate or your teacher. As with Audio Chat, your call must be accepted before the Video Chat session begins.

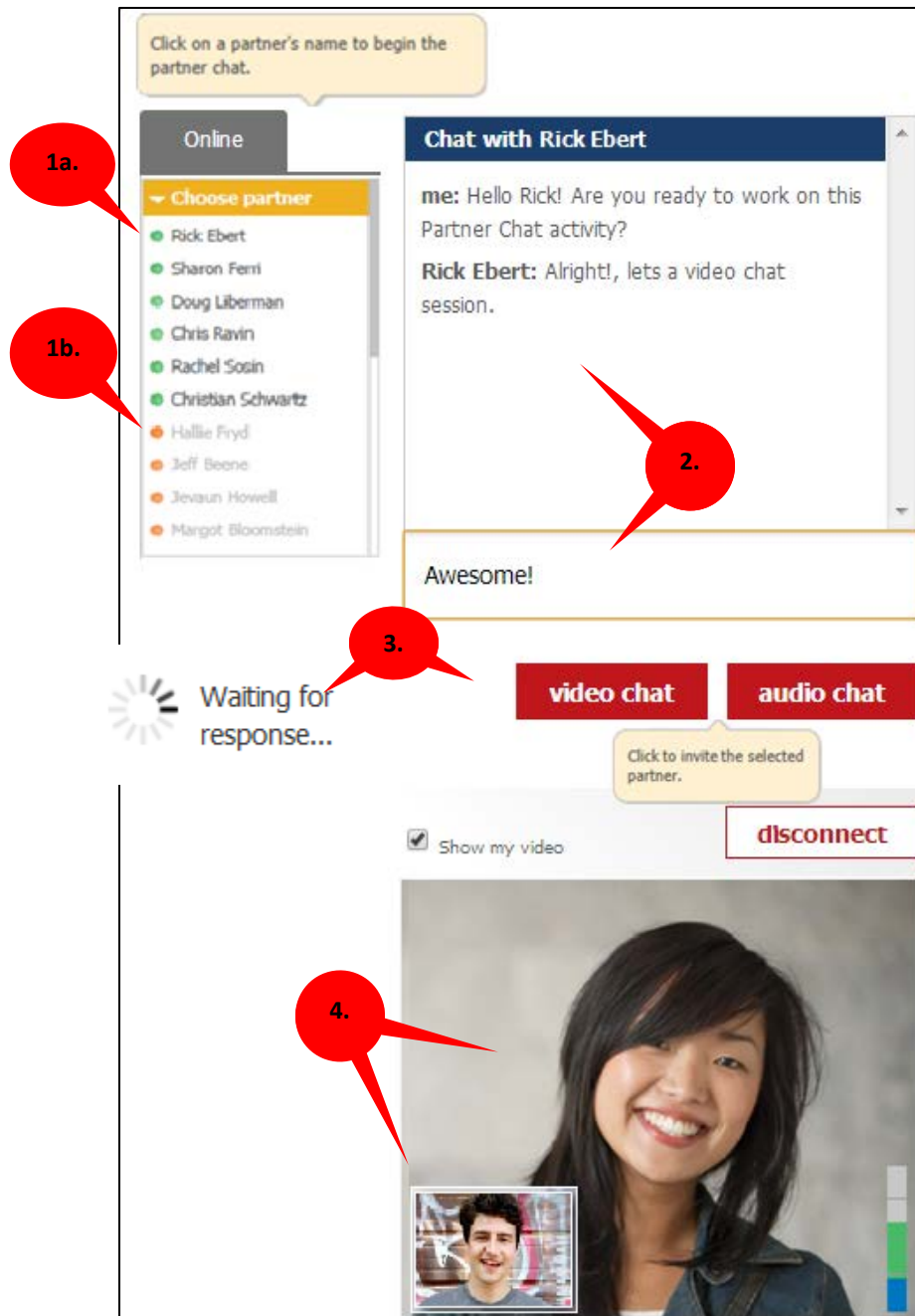
 For best results in an Audio Chat session, it is recommended that you have a USB headset with an integrated microphone and a webcam connected to your computer to broadcast video.

The Live Chat feature is available within your Supersite account only if your instructor enables the Live Chat feature for your course. The Live Chat feature is accessible via the account menu at the top right of the Supersite screen.



Send a Video, Audio, or Text Chat

1. Click on "Chat" in the account menu, select a partner by clicking on a name in the "Choose partner" list. Be sure that the selected person is online and available.
 - a. Green dot: available
 - b. Orange dot: idle



2. Use the chat text field to enter your message. After receiving a response, it will be displayed in the chat window.

3. Click on the “**video chat**” or “**audio chat**” button to connect with the selected partner. A notification will inform you that your partner is currently being invited.



To withdraw the invitation, click the “cancel” link.

4. When an invitation is accepted, your web cam will broadcast live video and audio to your partner and vice-versa.



Your system will prompt you to allow access to your computer’s microphone/webcam if you did not opt to select the “**Remember**” checkbox in the Flash Player settings popup.