

Section B  
**Gateway Grid - Home**

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# Gateway Grid

## Introduction

The Gateway Grid screen is the primary index and control panel for the program. Tutors will use this screen to select the particular operation they want; start a new, or to select a previously saved lesson. The following is a description of how to start up a previously saved exercise for a student.

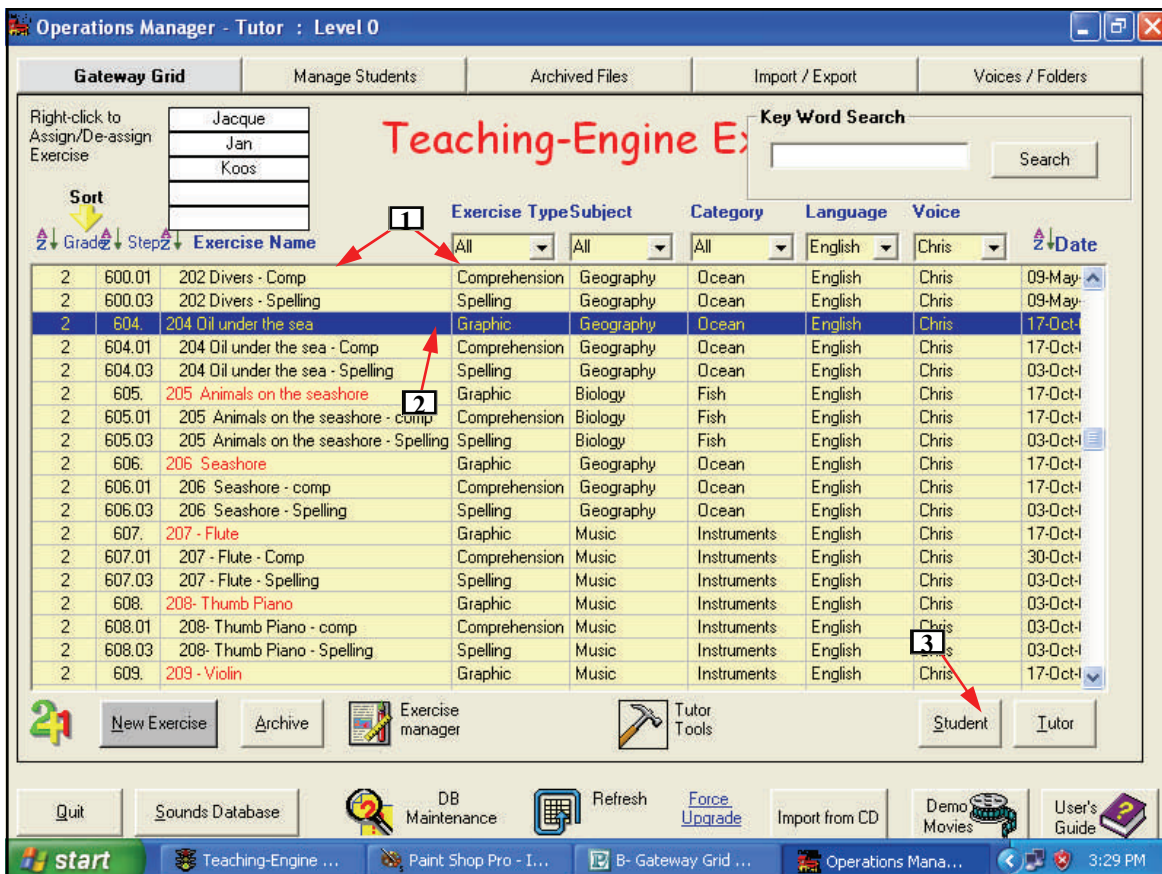
## Gateway Grid Parameters

The listing of exercises is automatically sorted according to the parameters selected above the main body of the grid. [1] This makes it much easier to find a previously saved exercise. The sorting criteria are: by Grade and Step, Exercise Name, Exercise Type, Subject, Category, Language, Voice and Date. Each criteria has a heading or drop down box which lists the available choices. If you are looking for an exercise which was Graphic Reading, done in English and the voice was Chris, specifying these parameters will bring to the top of the listing and highlighted in yellow, all the exercises which meet this criteria. Also the highlighted exercises are sorted by date with the latest one appearing at the top. Clicking any of the drop-down box down arrows [1] will drop down the list of available selections including "All". Selecting All will then display all the available exercises under that parameter.

## Starting an Exercise

After clicking anywhere on the line of the desired exercise [2], the selected line will change colour to blue. Next you click *Student* [3] to open the module with the selected lesson as a Student, or Tutor to open as a Tutor

To introduce the operation of the Student Text Reading module, click the drop down arrow to display the available choices and select the following: [1] Voice: *Chris* Language: *English*, and Exercise type: *Reading*". Then click anywhere in the line with the exercise name "Oil Under the Sea", and then click "Student" at the bottom right of the screen. The exercise will appear with the Text Reading module. For information on how to use the Text Reading module, see page C1.



## Gateway Grid, Tutor - Starting a New Exercise or Continuing One

### Gateway Grid– Creating a New Exercise or Continuing with an Existing One.

The Tutor mode is used to create a new exercise or modify an existing one. A default Tutor code is available which is “demo”, in lower case and without the quotation marks. If a Tutor just wants to start working with the Teaching-Engine and to experiment with creating lessons, typing in “demo” for the Tutor code will allow the program to be opened up to the Gateway Grid.

When the Tutor wants to create an exercise, the Exercise Type, her own Voice, and Language needs to be set up. For more information regarding creating Tutors, and Voices, refer to page B14.

### To Continue an Existing Exercise

To open an existing exercise, be sure the appropriate Voice, Language, Exercise Type and Tutor is preset at the top [1]. The desired exercise has to be shown with a yellow background, and then click anywhere on that line. The line background will change to blue, and then click “Tutor”. [6] That exercise will open to the first page and become available for modification.

### To Start a New Exercise

To start a new exercise, on the Gateway Grid first select the type of module such as “Graphic Reading” or “Spelling”, [1] check to see if the Voice [4] and Language [3] are correct and make changes if necessary. Then click the “New Exercise” button. [5], and the New Exercises Preferences dialog box will appear on top of the Gateway Grid. See below page B4.

Parameters such as Grade and Step, Subject and Category can be assigned in the next step or at any time later using the Exercise Manager.

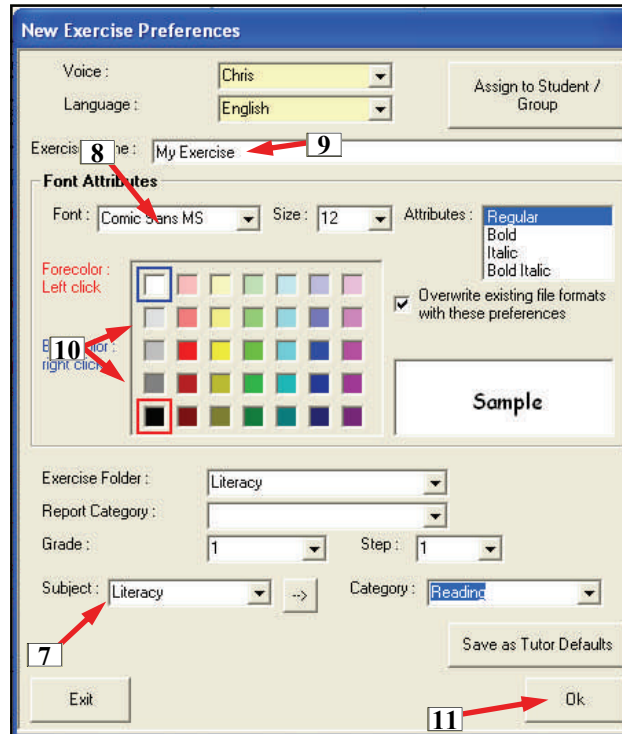
	Exercise Type	Subject	Category	Language	Voice	Date	
2 600.01	202 Divers - Comp	Comprehension	Geography	Ocean	English	Chris	09-May
2 600.03	202 Divers - Spelling	Spelling	Geography	Ocean	English	Chris	09-May
2 604.	204 Oil under the sea	Graphic	Geography	Ocean	English	Chris	17-Oct
2 604.01	204 Oil under the sea - Comp	Comprehension	Geography	Ocean	English	Chris	17-Oct
2 604.03	204 Oil under the sea - Spelling	Spelling	Geography	Ocean	English	Chris	03-Oct
2 605.	205 Animals on the seashore	Graphic	Biology	Fish	English	Chris	17-Oct
2 605.01	205 Animals on the seashore - comp	Comprehension	Biology	Fish	English	Chris	17-Oct
2 605.03	205 Animals on the seashore - Spelling	Spelling	Biology	Fish	English	Chris	03-Oct
2 606.	206 Seashore	Graphic	Geography	Ocean	English	Chris	17-Oct
2 606.01	206 Seashore - comp	Comprehension	Geography	Ocean	English	Chris	17-Oct
2 606.03	206 Seashore - Spelling	Spelling	Geography	Ocean	English	Chris	03-Oct
2 607.	207 - Flute	Graphic	Music	Instruments	English	Chris	17-Oct
2 607.01	207 - Flute - Comp	Comprehension	Music	Instruments	English	Chris	30-Oct
2 607.03	207 - Flute - Spelling	Spelling	Music	Instruments	English	Chris	03-Oct
2 608.	208- Thumb Piano	Graphic	Music	Instruments	English	Chris	03-Oct
2 608.01	208- Thumb Piano - comp	Comprehension	Music	Instruments	English	Chris	03-Oct
2 608.03	208- Thumb Piano - Spelling	Spelling	Music	Instruments	English	Chris	03-Oct
2 609.	209 - Violin	Graphic	Music	Instruments	English	Chris	17-Oct

## Gateway Grid, Tutor - Starting a New Exercise

### New Exercise, Preferences

Check to see if the default font type and size is correct and make appropriate changes if necessary. [8] Type in a new name for the exercise. [9] "New" will not be accepted by the program. Check to see if the font foreground colour and background colour are correct. [10] Then click "OK" [11]. The module specified will open on page 1 with no content. Refer to the directions for use of the particular module opened. See the Table of Contents located before Section A.

All of these attributes except the name can be changed in the exercise module itself, so it is not absolutely essential to set them here. The choices are provided here to create a default setup which is useful if the



New Exercises Preferences Dialog Box

## Gateway Grid, Tutor - Utilities

**Gateway Grid** On page B2, the basic Gateway Grid operations were described. Here are described the additional operations and utilities which are available to the Tutor when the program is opened using the Tutor option on the opening page and a valid Tutor authorizing code is entered such as "demo".

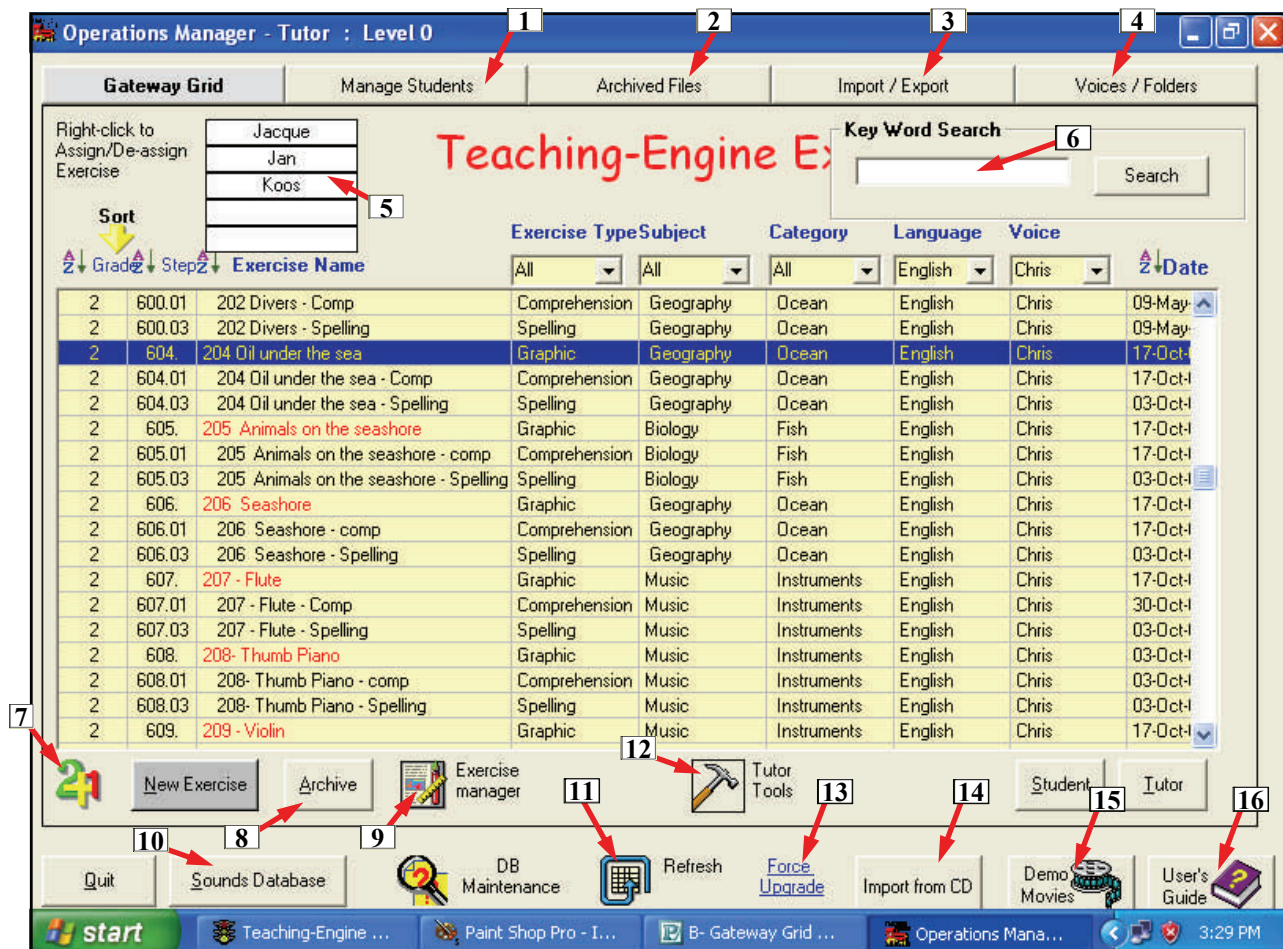
There are four utility screens which are accessible by a tutor from the Gateway Grid. These can be displayed by clicking one of the tabs at the top of the display. The functions are described as follows:

**Manage Students [1]** This tab opens a dialog box for creating or editing the students. Here a new student can be added which then permits lessons to be assigned. There are a maximum of five students in the Home version.

**Archived Files. [2]** (See below) This is approximately the same function as Windows Recycle Bin. If a user wants to delete an exercise from the main Gateway Grid listing, it is first transferred to the Archives. The file is not deleted but held in a intermediary database from which it can be finally deleted or restored back to the Gateway Grid listing. To archive an exercise, see page B6.

**Import / Export [3]** Exercises created on one computer using the Teaching-Engine program can be transferred and used on any other computer having the same software. However the process must be conducted in a specified way so that the sound and other necessary files are included in a specified format. This is done on the *Import / Export* screen. The modes include using a diskette, a harddrive file, a network location, and preparing files to write to a CD. Each of these modes requires a different format. The CD mode can create the necessary files for burning a self-executing CD including creating a self-starting CD with a splash screen having a clickable index. See page B10.

**Voices / Folders [4]** Sounds for the words, phrases and phonics are created by speaking into the PC microphone. Many different voices and languages can be used. This is set up by accessing by this tab.



Utilities Accessed from the Gateway Grid

## Gateway Grid, Tutor - Utilities

**Student Lesson Assignment [5]** The home version allows 5 different students to have separate assignments and result records. The names of the students are entered using the Manage Students tab [1] , and are listed in the grid [5]. Lessons are assigned to students by first clicking an exercise, and then clicking the students name here.

**Search by Key Word [6]** An easy way to find an exercise is to enter a key word used in the exercise title in this block, and to click search. If the exercise is found in the database, it will be brought to the top of the Gateway Grid listing with a yellow background indicating that it is available for selection.

**Math Tables [7]** This is the Math icon and clicking this will bring up the math tables. See Section H.

**Archive Exercise [8]** Exercises are deleted in two steps. The first step is to highlight the exercise on the Gateway Grid and then click the “Archive Exercise” button. This will remove the exercise listing from the Gateway Grid and place it in a second listing called the Archived Files, but the exercise is not yet deleted from the computer memory. Clicking the tab “Archived Files” at the top of the Gateway Grid Screen will open a screen with the listing of archived files. From this screen you can delete the exercise completely, delete the exercise but keep the student’s results, or return the exercise listing to the Gateway Grid.

### Exercise Manager [9]

This is a general purpose tool for changing the name, voice, language, grade, step, subject or category for an existing exercise or for making a copy of an exercise using different parameters such as the voice and language. There are various circumstances where, for instance, a Tutor would like to copy an exercise but would like to change, add to, or modify the exercise including changing the voice sounds to her own. For copying an exercise,

Original							
Grade	Step	Exercise name	Voice	Language	Type	Subject	Category
7	100	Titanic	Chris	English	Graphic Reading	History	Disasters

New Values							
7	100	Titanic	Chris	English	Graphic Reading	History	Disasters

**Change Original Exercise**  
Only allowed if logged on as exercise owner shown, (or with administrator status) or if 'Changes by other owners allowed' is indicated as 'Yes'.  
Edit 'New Values' and click below.

**Make Copy using another Name**  
Change name of exercise and any other changes required in New Values and click below

Change Exercise      Make Copy      Close

a new exercise name must be used because the database keeps track of exercises by name and therefore two exercises (of any type) cannot have the same name. To use the Exercise Manager, an exercise must be highlighted on the Gateway Grid and then the *Exercise Manager [9]* button clicked. The window shown below will appear with the parameters for the clicked exercise shown at the top. The parameters are then edited in the *New Values* line and the appropriate button clicked depending upon whether the original exercise is to be modified or a copy made.

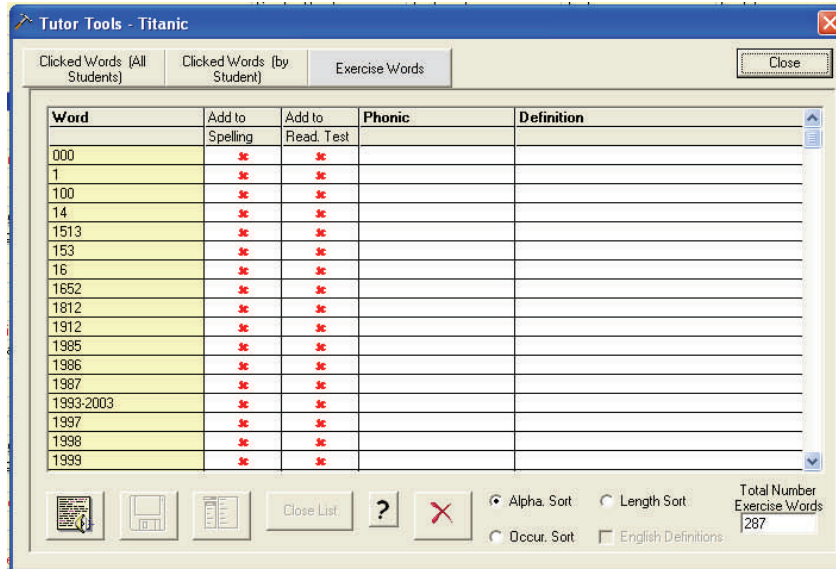
The new or modified original exercise will then appear on the Gateway Grid. Remember, that in order to find it on the Gateway Grid, the appropriate selection of Voice, Language, Exercise Type must be selected from the drop down boxes. If you are unable to find an exercise with the yellow background, click the AZ letters by the column heading “Exercise Name” which sets up alphabetical sorting. Scroll down through the listings with a white background looking for the exercise name. When the exercise name is found, take note of the associated Voice, Language, Exercise Type and Tutor, and then set these parameters on the column heading drop down boxes. The exercise should then appear with a yellow background.

**Sounds Database Button [10]** Clicking this button will switch screens to the Sounds Database. This is the main control panel for recording, deleting and generally managing the database of sound files. See page B8 for complete information.

**Refresh [11]** When an exercise is saved, it will be written to a database and added to the listings on the Gateway Grid. The updating to the Gateway Grid is done approximately every 10 seconds. However if the updating needs to be done immediately, clicking the “Refresh” icon will force the updating to occur and any new exercises saved will immediately appear on the grid.

## Gateway Grid, Tutor - Utilities

**Tutor Tools [12]** This button will appear when any exercise in Graphic Reading is clicked. It provides useful tools for analysis of the exercise words. It can show all the exercise words, all the words clicked by all the students and words clicked by a particular student. Any of these lists can be sorted alphabetically, by word length, or by number of occurrences in the text. Also for a particular exercise, it will show an inventory of the existing phonic sounds, and definitions. Also there is a convenient method of creating a spelling exercise by simply clicking the red “x” which will change to a green tick mark, by any word and it will become part of a new spelling exercise. The spelling exercise name will be the same as the current exercise with an “ - SP” added to the end of the name.



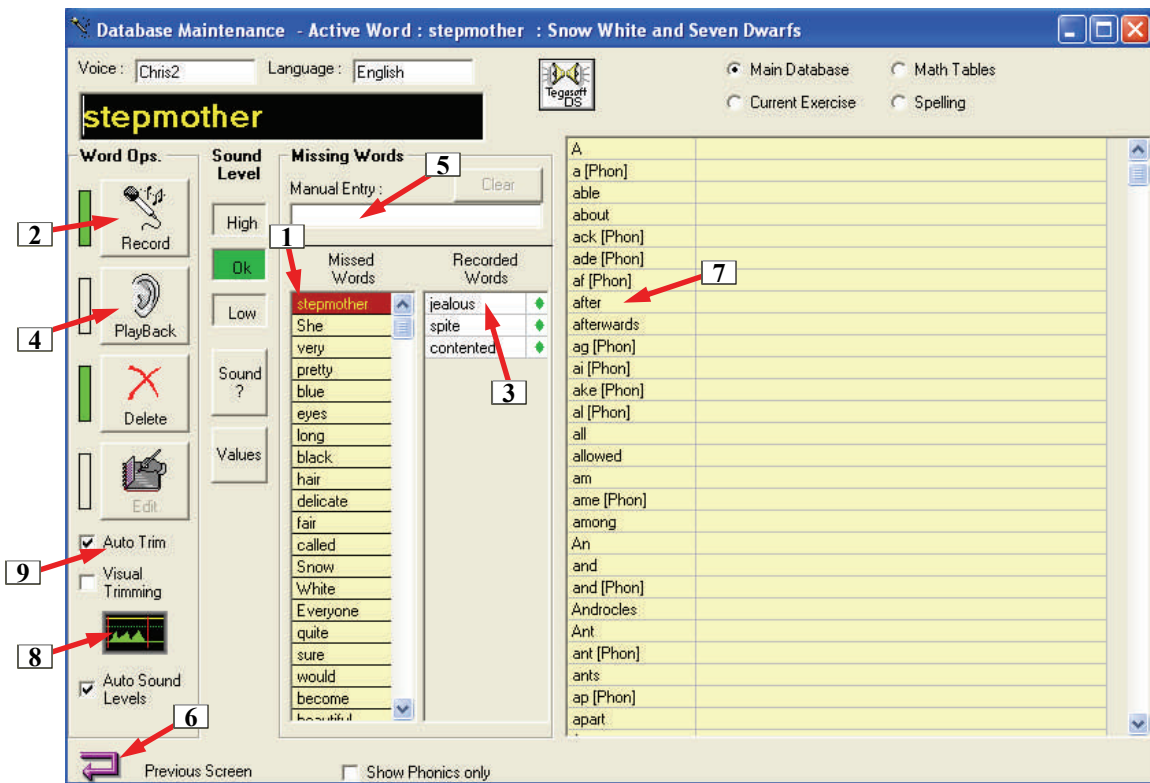
**Force Upgrade [13]** An upgrade normally can be downloaded from the internet and upon reopening the program, it will automatically upgrade the program. Occasionally the upgrade may need to be started manually, which can be done by clicking this icon.

**Import from CD [14]** Many additional exercises can be made available on a CD. These exercises can be easily transferred from the CD to the Gateway Grid by clicking this icon.

**Demo Movies [15]** The installation CD contains a number of instructional movies which describe the operation of many sections of the Teaching-Engine. These movies are automatically installed on the hard drive of a computer when the installation is completed and can be accessed at any time.

**User's Guide [16]** This is the general instruction manual for the program in the Adobe Acrobat (PDF) format. It includes all sections and can be printed out.

## Sounds Database



### Sounds Database

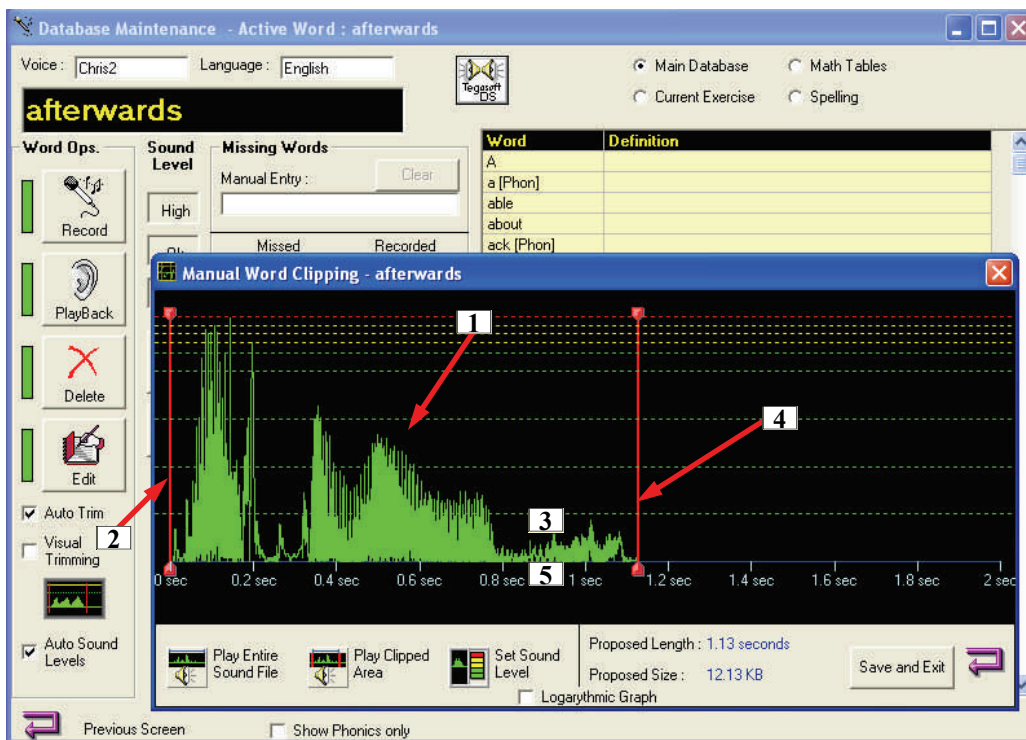
This is the main control and accounting for the program's sound files. When a page is scanned for words with missing sound files, all of the words with missing sound files are put in the Missed Words queue on the Word Database page. [1] There, the sounds for each of the words can be recorded quickly because the word in the top of the queue is ready for recording. When that word is recorded, it is automatically replaced by the next one. Thus the whole list of missing words can be recorded quite efficiently.

The word is recorded by clicking the left mouse button on the "Record" icon, *and holding it down*. [2] After a slight delay, that icon will change to red and then the word should be spoken into the microphone. As soon as the word is finished being spoken, the left mouse button should be released. Shortly after, the sound that was recorded will be heard in the computer speakers.

When a word at the top of the queue is recorded, it is then automatically removed from the queue and put at the top of the column labelled "Recorded Words". [3] If that word needs to be re-recorded, you click the word in the "Recorded Words" column and then click and hold down the "Record" icon [2] to record. You can listen to the word by left clicking the "Playback" icon. [4] It might take a little practice to get the technique right where on playback the word is heard immediately and it isn't clipped at the beginning or end. Try not to have silent time before or after the sound of the word when it is recorded. When that word is satisfactorily recorded, you can return to the queue by clicking the top word in the missed words queue listing. [1]

Any word in the sounds database can be heard by double left clicking the word in the "Word" column. [7] You can go through the whole library of recorded words by using the scroll bar on the far right of the screen. Any word in the database can be re-recorded by single clicking the word and the using the "Record" button. [2] A word can be manually entered by using the editing window labelled "Manual Entry" [5] When all the words are recorded in the Missing Words queue, you return to the Tutor page by clicking the "Previous Screen" icon. [6]

## Word Trimming



Sound File Trimming

### Word Trimming

You access the Word Trimming screen from an icon on the Words Database screen. Page B8 [8]

The recording of the word sounds can be done either by the mini recording studio or with this sounds database screen. Both methods of recording word sounds have a feature called “Word Trimming”. When someone records a word, inevitably there will be some silent time before and after the word is sounded included in the sound file. These silent times cause the automatic reading by word of an exercise to slow down, because these quiet times make the sounds take longer to play during the reading.

The word trimming screen [1] shows a graph of the sound file for the word “afterwards”. The graph has time for the horizontal axis and sound level for the vertical axis. The red vertical bar on the left has been moved to trim the silent time from the beginning of the word so that the word will begin as soon as the sound file is played. [2] The end of the sound file has silent time [3] which is where the sound of the word has finished, but the recording time continued. This can be reduced by manually taking the cursor, placing it on the right red bar [4] and dragging it left to point [5] where the sound just ends. The result of the trimming can be tested by clicking “Play Clipped Area”. Clicking the *Save and Exit* button will cause the trimmed sound file to replace the original one.

The default setting is where this trimming process can be done automatically. When a sound file is recorded, the word trimming process will occur immediately thereafter. In most cases the automatic trimming will result in the word being correctly trimmed. However there may be some instances where the automatic trimming will trim too tightly and the word beginning or ending may sound clipped, or silent time will be left because there was some noise such as the shuffling of the microphone before or after the word was spoken. In that case the *Autotrim* can be unchecked (Page B8 [9]) and the sound re-recorded. Then click *Word-Trimming* (Page B8) [8] then the silent times can be manually adjusted out. The sound level is also automatically adjusted within limits during the auto word trim process.

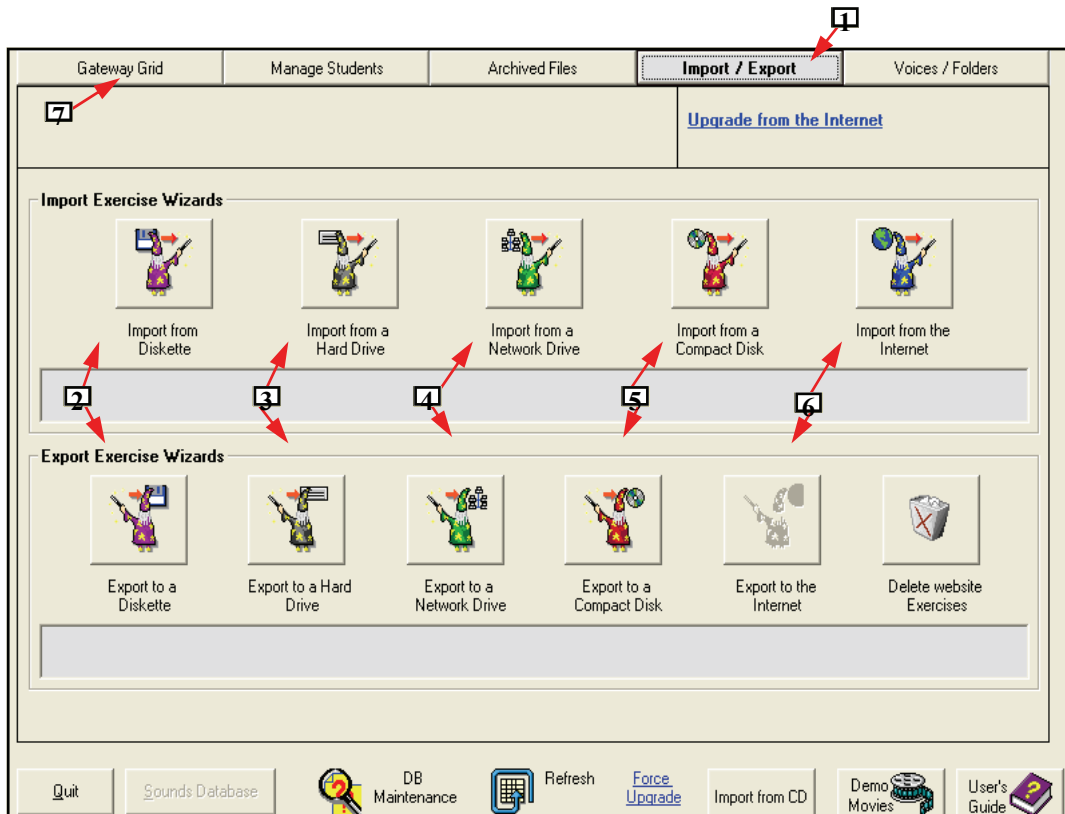
## Import / Export

### Import / Export

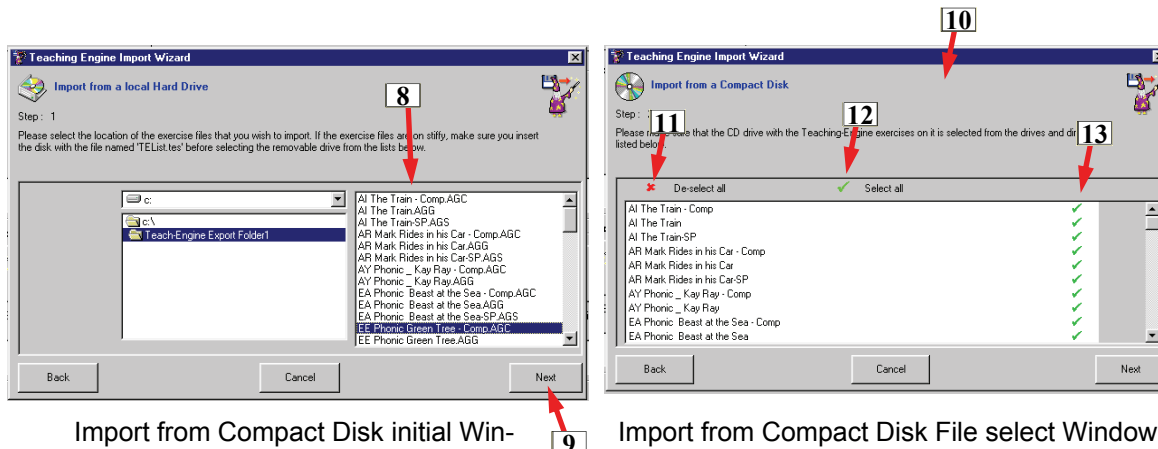
Exercises created on one computer using the Teaching-Engine program can be transferred and used on any other computer also having the Teaching-Engine installed. However the process must be conducted in a specified way so that all the sound and other necessary files are included in the required format.

This is done on the *Import / Export* screen (see below) accessed from a tab [1], on the Gateway Grid. The modes include using a diskette [2], a hard drive [3], a network location [4], and preparing files to write to a CD [5]. The uploading and downloading to the internet is reserved for a future upgrade. [6] Each of these modes requires a different format. One of the CD modes can create the necessary files for burning a self-executing CD including creating a CD opening page with a clickable index.

Clicking any of these icons will bring up a window with prompts to guide the creating of the necessary files for exporting or for bringing in the files for importing. The files to be exported are selected from a grid similar to the Gateway Grid.

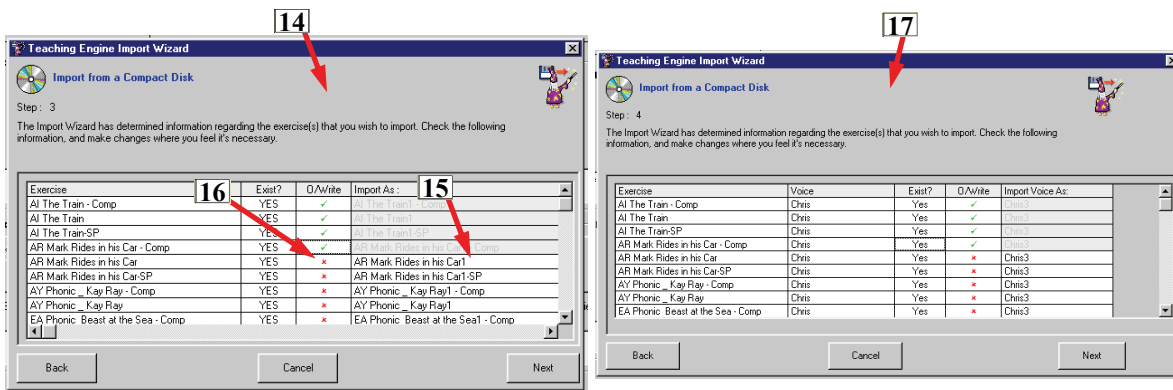


## Import / Export



Import from Compact Disk initial Win-

Import from Compact Disk File select Window



Selecting Files to be Overwritten

Selecting Voices to be Overwritten

### Importing from a Compact Disk

Shown on page B11 are windows which appear during the course of importing from a compact disk. The first window includes a file viewing area [8] which will show the various Teaching-Engine files available for import for the chosen directory on the CD. Only the *Next* button [9] need be clicked to accept that these are generally the correct files for importing.

The actual files to be imported are selected from the second window. [10] All the files can be selected [12] or none of the files [11] and then individual files either selected or deselected by toggling the check or X marks. [13] Then click next to continue.

There are two elements which can be affected during importing. One is the possibility of overwriting an existing exercise which has the same name. The other is that the voice files included with the exercises to be imported will also overwrite existing voice files for the same voice and language. The next two windows allow choices regarding overwriting. Window [14] lists the files selected for importing and shows if there is already a file with the same name. If there is, the default choice is to add a number to the end of the name and it will be imported with the modified name. See [15]. If the choice is to overwrite the existing file, then the red X is clicked [16] which toggles it to a green check mark and will set up the importing and writing over of the existing file. Clicking *Next* will bring up a similar window which deals with the voice files. [17]

The overwriting of voice files will only occur if the voice and language of the existing exercise is identical with that of the file being imported. Often, the new file will have its sound files taken from the same database as the existing one, and therefore the voice files will be the same. Thus the overwriting of the voice files is of no consequence. Nonetheless, this window give a choice of creating a new voice which is the existing voice with a number added.

Clicking *Next* begins the process of importing the selected files. When a file is imported, the exercise will appear on the Gateway Grid with the Voice, Language, and Exercise Type used in the original exercise, but the Tutor will become the same as the Tutor which is currently signed on to the importing computer.

## Import / Export

### **Finding the Imported Exercises on the Gateway Grid**

If after importing, the exercise is not immediately seen on the Gateway Grid display, first click "Refresh". Then try clicking anywhere on the title "Exercise Name" and this will cause the listings to be sorted by exercise name, first the exercises with a yellow background and then the ones with a white background. If you don't see the exercise listed with a yellow background, then the imported exercise has at least one parameter different from those currently selected. Look down the listings with the white background until you find the exercise. Note the Voice, Language, Exercise Type and Tutor shown on the line with the exercise name, and change the Gateway Grid drop down box parameters to match those of the exercise. Then, the exercise will be shown with the yellow highlighting and can be opened.

### **Attaching Exercises to E-Mail**

An exercise can be exported to a location on your own hard drive using *Export to Hard Drive*. If you want to send someone a copy of a Teaching-Engine exercise, first you must export it to a location on your own hard drive such as "*My Documents \ TE Exercises*". When you set up an attachment to your e-mail, just specify that file location. On the receiving side, the attachment should be saved to a location on the recipient's hard drive. Then use the Teaching-Engine *Import from Hard Drive* function and select the hard drive location where the attachment was saved. The exercise will then appear on the receiving computer's Gateway Grid.

## Gateway Grid, Tutor - New Voices

### Creating a New Voice

A fundamental feature of the Teaching-Engine is that sounds are associated with every word in an exercise and those word sounds are typically recorded by the person creating the exercise. A file system needs to be set up so that sounds recorded in a particular voice are stored correctly in the computer. Also, the computer needs to know in what language the word sounds will be recorded.

When the Teaching-Engine is opened in the Tutor mode, by selecting *Tutor* on the flash screen, the Gateway Grid that follows has five tabs at the top of the screen. Click the tab labelled *Voices* in the Home/Standalone version or *Tutors/Voices* in the School/Network version. This will open a screen as illustrated below. This is where Tutors, Voices and Languages are set up.

To create an new Voice go to the *Add a New Voice* section, place the cursor in the text box beside *Enter the name you would like for the voice* and key in a name for the new voice. [5] Click the down arrow in the box below and select a language to be associated with the new voice. If the required language is not listed, add a new language using the section below, then return to the "Add a New Voice" section and make the association between the new voice and language.

Click the upper left tab at the top and return to the Gateway Grid. The new voice and language will be added to the available selections at the top of the Grid and new exercises can now be created using that Tutor and Voice.

As a particular teacher creates more lessons and adds more words to her voice files, all the word sounds previously recorded in her voice and language are available. The next time a lesson is created by her only the new words need to be added. The word "and" for instance, need only be recorded once, and thereafter any time the word "and" appears in a lesson, the sound for it is already available, and does not have to be recorded again for that voice.

Gateway Grid    Manage Students    Archived Files    Import / Export    **Voices / Folders**

Import a Voice Datasource    Export a Voice Datasource    Add / Replace Individual Words

**Create a New Voice Datasource**

Enter the name you would like for this voice :

Select ( or enter ) the initial language of this voice :  **5**

**Add a Language to an Existing Voice Datasource**

Select the Voice :

Select or enter another language for this voice :

**Delete a Voice and Language from an existing Voice Datasource**

Select the Voice to delete :

Select the applicable Language for the voice:

**NOTE :** deleting a voice's language here will destroy all the sound files for that particular voice in the selected language permanently !!!

Quit    Sounds Database    DB Maintenance    Refresh    Force Upgrade    Import from CD    Demo    User's    MovieFriday, September 19, 2008

Adding a Voice and Language