

# **DILL TEACHER'S GUIDE**

LAST UPDATED 4/2019 (DILL VERSION 1.8.4)



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## **IMPORTANT INFORMATION**

**TO ACCESS STUDENT WORK, VISIT YOUR DILL WEBSITE:**

**[HTTPS://\\_\\_\\_\\_\\_.DILLCONNECT.COM](https://_____.DILLCONNECT.COM)**

## **QUESTIONS? NEED SUPPORT?**

**PHONE/TEXT: (312) 257 - 3768**

**EMAIL: [SUPPORT@SWIFTEducation.COM](mailto:SUPPORT@SWIFTEducation.COM)**

**TWITTER: [@SWIFTEdUSYSTEMS](https://twitter.com/SWIFTEdUSYSTEMS)**

**VIDEO HOW-TOS: [TRAINING.SWIFTEducation.COM](https://TRAINING.SWIFTEducation.COM)**

# GET STARTED WITH DILL

DILL IS COMPRISED OF THREE PARTS: THE STUDENT APP (DILL CLIENT), THE TEACHER APP (LAB CONTROLLER), AND THE DILL SERVER.

STUDENTS USE...



DiLL Client

STUDENTS MUST FIND AND OPEN THE DILL CLIENT PROGRAM ON THEIR COMPUTERS.

TEACHER USES...



DiLL Lab Controller

YOU AS INSTRUCTOR MUST OPEN DILL LAB CONTROLLER ON YOURS.

TO LISTEN TO RECORDINGS, BOTH STUDENTS AND THE TEACHER USE...

RECORDINGS ARE AUTOMATICALLY SAVED AND UPLOADED TO YOUR SCHOOL'S DILL SERVER, WHICH CAN BE ACCESSED VIA A **WEBSITE**.

THE SERVER ALSO HOSTS A REPOSITORY OF SHARED AUDIO LESSON FILES, CALLED THE "**DILL CATALOG**."



DiLL Server (website)

# GET STARTED WITH DILL (CONTINUED...)

Please enter your school login and password.

Login:

Password:

Nelson (No Instructor)

AFTER OPENING THE PROGRAM, BOTH YOU AND STUDENTS MUST LOG INTO DILL WITH SCHOOL IDS AND PASSWORDS.

IF YOUR SCHOOL IS USING DILL IN MULTIPLE LABS, WITH MULTIPLE LAPTOP CARTS, OR IN A 1-TO-1 PROGRAM, YOU AND STUDENTS WILL NEED TO SELECT THE SAME "CLASSROOM GROUP."

Louie Huang's Class (Huang)

View Undo/Redo Conference Disconnect Randomly Group All Call Computer Access Self-Grouping

Recent Tasks

Create and assign a task to save student recordings.

Cassandra Smith student10

Jenny Joe student4

John Jones student9

Jennifer Jacobs student5

Martha Jobs student3

Billy Barnett student2

Sally Student student1

Billy Bob student6

Instructor

8 students

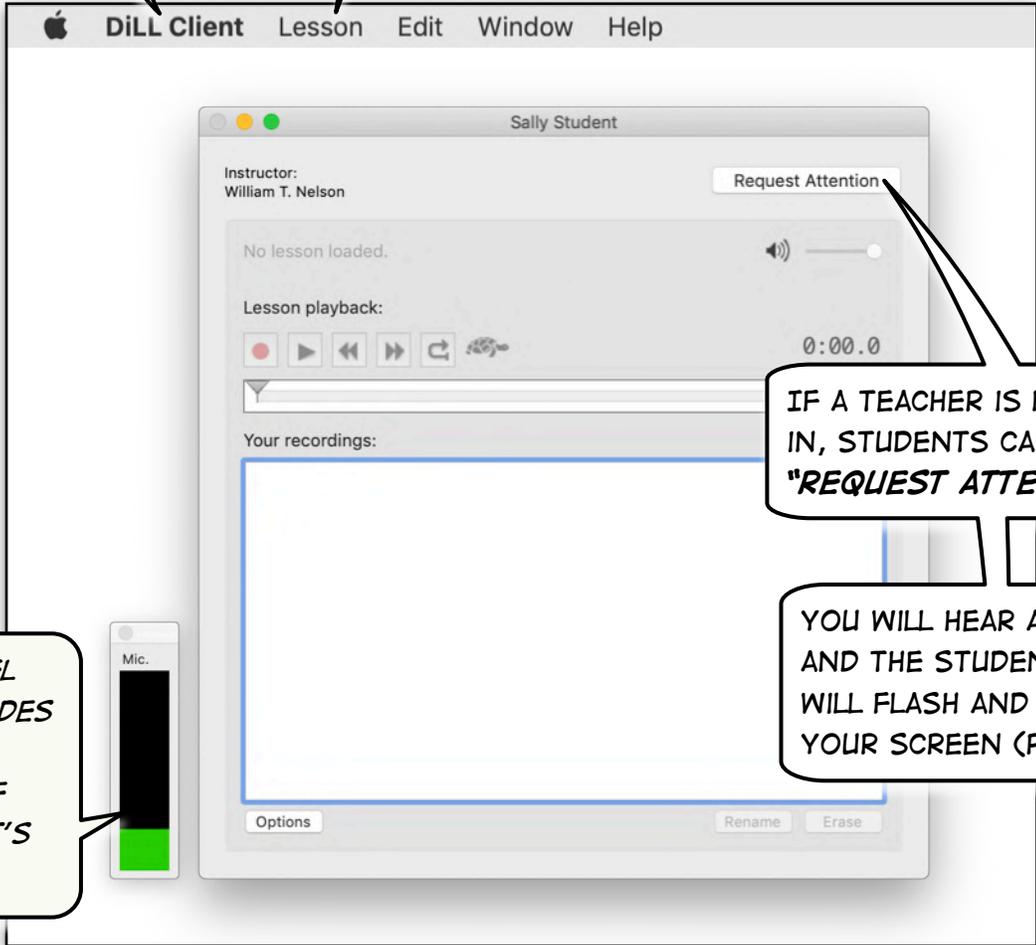
AS STUDENTS LOG INTO DILL, THEY APPEAR IN YOUR WINDOW AS CIRCLES.

# THE STUDENT PROGRAM: DILL CLIENT



USE THE "DILL CLIENT" MENU TO EXIT THE PROGRAM, CHANGE USERS, AND SWITCH CLASSROOM GROUPS.

USE THE "LESSON" MENU TO "LOAD AUDIO FROM THE CATALOG" (P. 4) AND TO ACCESS TEACHER CREATED "PRE-ASSIGNED TASKS" (P. 30)



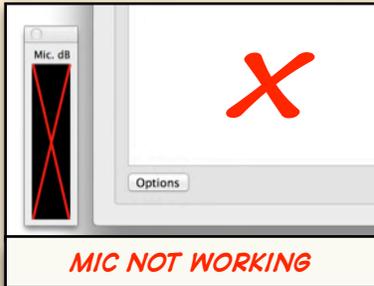
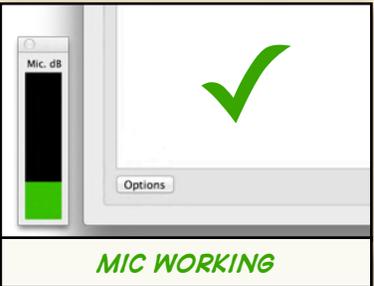
IF A TEACHER IS LOGGED IN, STUDENTS CAN "REQUEST ATTENTION".

YOU WILL HEAR A SOUND AND THE STUDENT'S CIRCLE WILL FLASH AND SHAKE ON YOUR SCREEN (P. 18).

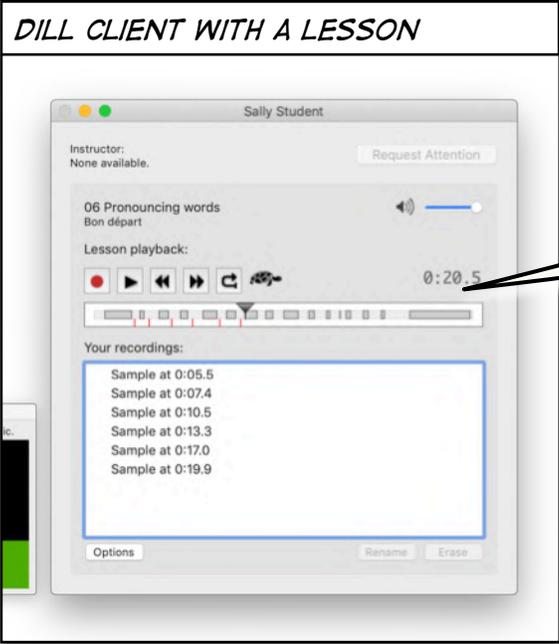
THE MIC LEVEL METER PROVIDES A VISUAL INDICATOR OF THE STUDENT'S MIC INPUT.



## TIP: TELL STUDENTS TO PAY ATTENTION TO THEIR MIC LEVEL METER



# LOADING AUDIO FROM THE CATALOG



STUDENTS CAN LOAD AUDIO FILES FROM THE DILL CATALOG TO LISTEN TO AND PRACTICE EVEN WITHOUT A TEACHER.

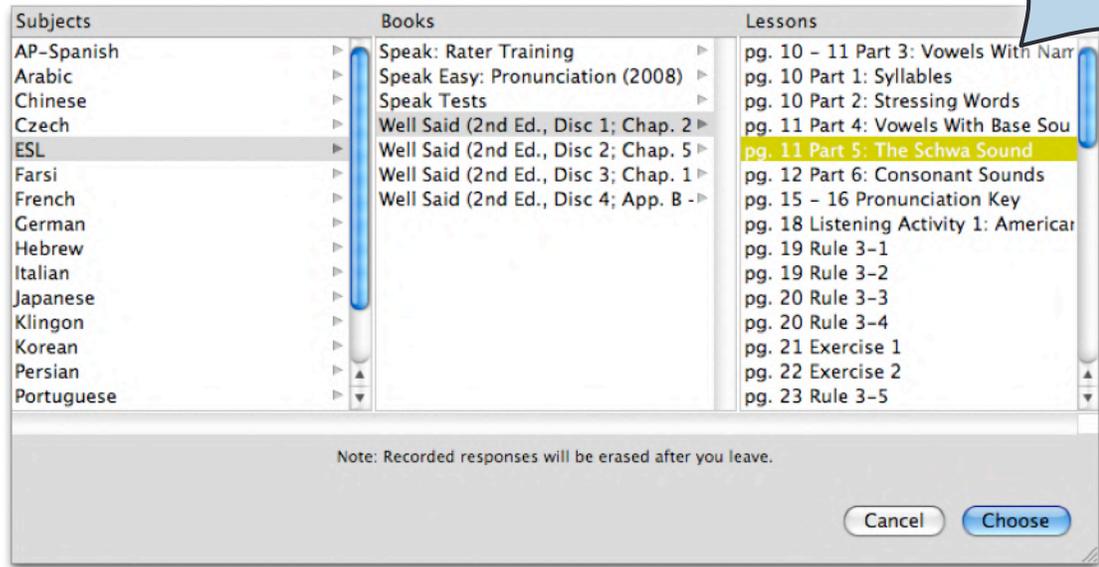
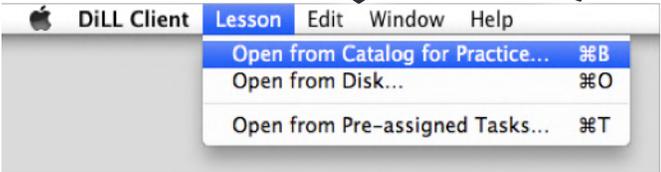
THEY CAN ALSO MAKE RECORDINGS, BUT THESE WON'T BE SAVED.

TO HAVE STUDENTS PRACTICE LESSONS, GIVE YOUR CLASS THE FOLLOWING INSTRUCTIONS.

"PLEASE CLICK ON THE 'LESSON' MENU AT THE TOP OF YOUR SCREEN AND CHOOSE 'OPEN FROM CATALOG FOR PRACTICE!'"



THEN NAVIGATE TO [OUR TEXTBOOK OR CHAPTER] AND CHOOSE [OUR LESSON(S) FOR TODAY]."



# LOADING AUDIO FROM THE CATALOG (CONT..)

*TIP: AS A TEACHER, USE THE DILL CLIENT TO PREVIEW AUDIO IN THE DILL CATALOG.*

USE "TURTLE MODE" TO PLAY THE AUDIO AT HALF-SPEED.

WHILE THE LESSON IS PLAYING, PRESS THE "RECORD" BUTTON OR HOLD DOWN THE "SPACEBAR" (LIKE A WALKIE TALKIE) TO START A RECORDING.

The screenshot shows the 'Sally Student' interface. At the top, it says 'Instructor: None available.' and 'Request Attention'. Below that, the lesson title is '06 Pronouncing words' with the subtitle 'Bon départ'. The 'Lesson playback:' section includes a red record button, play, stop, and next buttons, and a turtle icon for 'Turtle Mode'. A progress bar shows the current time at 0:17.0. Below the playback controls is a timeline with gray blocks representing sound and gaps representing silence. A list of recordings is shown below the timeline, with the entry 'Sample at 0:17.0' highlighted in blue. At the bottom of the recording list are 'Options', 'Rename', and 'Erase' buttons. To the left of the main interface is a microphone icon with a green level indicator.

RECORDINGS ARE PRESENTED AS A RED TICK MARK IN THE TIMELINE AND IN A LIST.

RECORDINGS CAN BE RENAMED AND ERASED.



THE GRAY BLOCKS REPRESENT SOUND, WHILE THE GAPS INDICATE SILENCE. STARTING A RECORDING PAUSES THE LESSON AND THE RECORDING IS MADE INDEPENDENT OF THE LESSON AUDIO (EXCEPT DURING A SYNC TASK. HOW? SEE P. 32).

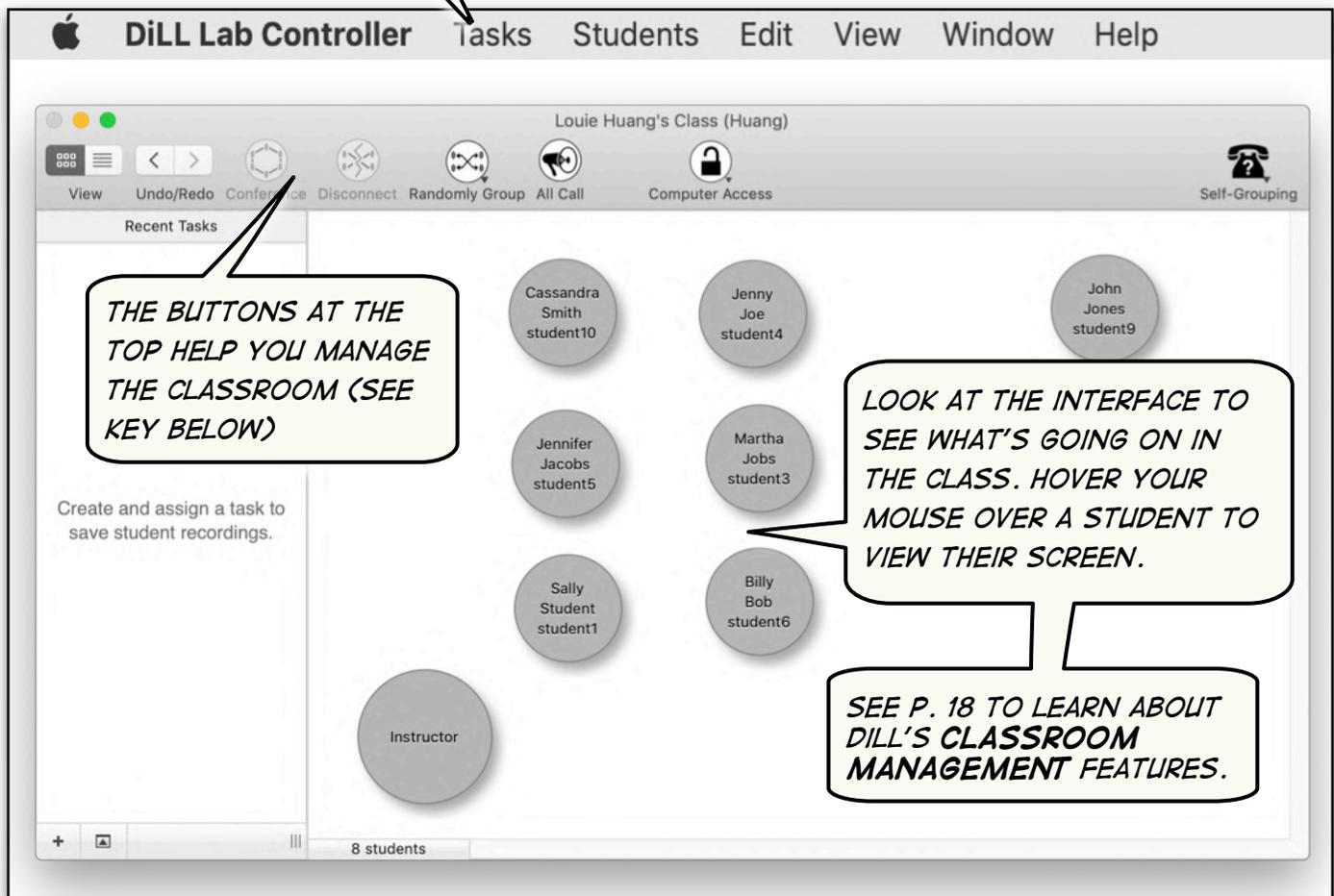
# THE TEACHER PROGRAM: LAB CONTROLLER

6

USE LAB CONTROLLER TO CREATE AND MANAGE VOICE CONNECTIONS (P. 7), VIEW AND LOCK STUDENT SCREENS (P. 10), AND CREATE TASKS TO CAPTURE RECORDINGS (P. 13)



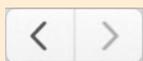
RECORD STUDENTS BY CREATING A "TASK" (HOW? SEE P. 25).



THE BUTTONS AT THE TOP HELP YOU MANAGE THE CLASSROOM (SEE KEY BELOW)

LOOK AT THE INTERFACE TO SEE WHAT'S GOING ON IN THE CLASS. HOVER YOUR MOUSE OVER A STUDENT TO VIEW THEIR SCREEN.

SEE P. 18 TO LEARN ABOUT DILL'S CLASSROOM MANAGEMENT FEATURES.



**UNDO / REDO:** GO BACK OR FORWARD AN ACTION.



**ALL CALL:** INTERRUPT THE CLASS TO MAKE AN ANNOUNCEMENT (P. 14).



**CONFERENCE / DISCONNECT:** PLACE (OR SEPARATE) TWO OR MORE STUDENTS IN CONVERSATION. (SEE P. 12 ON HOW TO SELECT STUDENTS)



**COMPUTER ACCESS:** LOCK STUDENT COMPUTERS TO DILL-ONLY OR BLANK OUT THEIR SCREENS ENTIRELY (P. 19).



**RANDOMLY GROUP:** CREATE RANDOM CONVERSATIONS IN GROUP SIZES OF YOUR CHOOSING (P. 13).

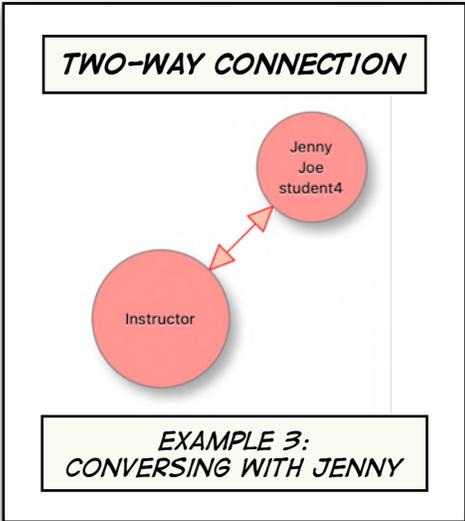
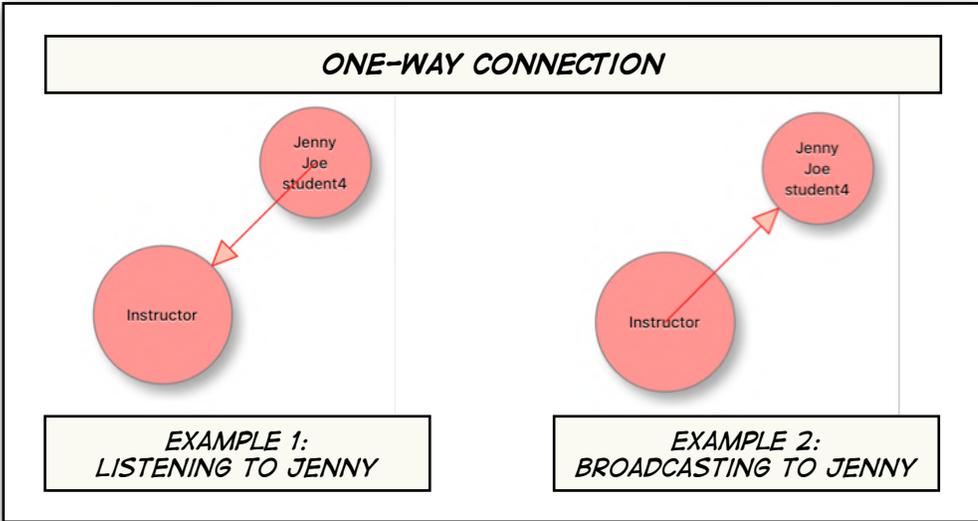


**SELF-GROUPING:** ALLOW STUDENTS GROUP THEMSELVES INTO CONVERSATION WITH OTHERS (P. 16).

# VOICE CONNECTIONS

*TIP: CREATE VOICE CONNECTIONS TO LISTEN AND SPEAK.*

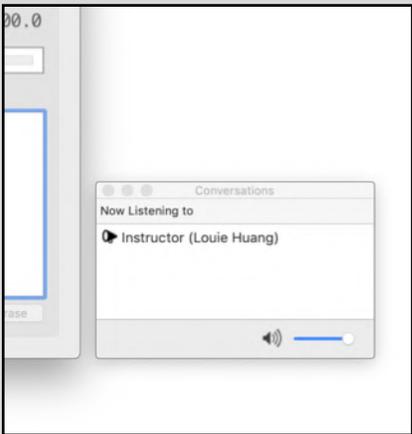
*LISTENING AND SPEAKING IN DILL IS MANAGED BY CREATING VOICE CONNECTIONS. PEOPLE WHO ARE LISTENING OR SPEAKING—THAT ARE CONNECTED— ALWAYS APPEAR **RED**. ARROWS SHOW WHERE THEIR VOICES ARE GOING.*



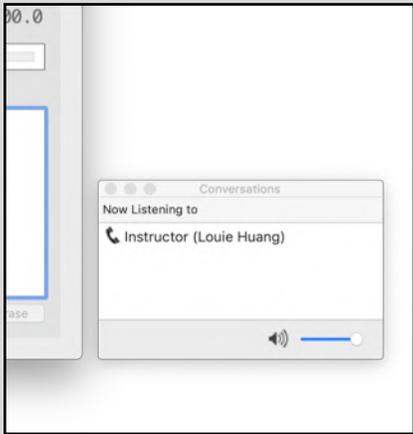
*LISTENING IS DONE SECRETLY, WITHOUT THE STUDENT'S KNOWLEDGE!*

## STUDENT VIEW

*... HOWEVER, DURING A BROADCAST OR WHEN PLACED IN CONVERSATION, STUDENTS GET A NOTIFICATION.*



**EXAMPLE 2: BROADCASTING TO JENNY**



**EXAMPLE 3: CONVERSING WITH JENNY**

**ICON KEY**

- LISTENING TO A BROADCAST.
- PLACED IN A CONVERSATION.

**CONTINUED...**

# VOICE CONNECTIONS (CONTINUED...)

**CREATE AND END VOICE CONNECTIONS IN MANY DIFFERENT WAYS.**

**TIP: THERE ARE MULTIPLE WAYS TO DO THE SAME ACTION IN DILL. EXPERIMENT!**

**DRAG A LINE.**  
(EXAMPLE ON PAGE 9)

**CLICK ON A STUDENT.**  
(EXAMPLE ON PAGE 10)

**SELECT AND CONFERENCE.**  
(EXAMPLE ON PAGE 12)



**LEARN HOW TO USE THE LIGHTNING MODE TO MONITOR AND SPEAK WITH STUDENTS INSTANTANEOUSLY. (P. 42)**

# MONITOR A STUDENT

TIP: MONITOR STUDENTS WHILE THEY PRACTICE THEIR LESSONS. HERE WE LISTEN TO A STUDENT NAMED JOHN.

1. DRAGGING A LINE FROM BILLY

Press and hold the mouse button inside Billy's circle.

Without releasing the mouse button, move the mouse over the instructor's circle.

When both circles are yellow, release the mouse button.

2. LISTEN OR CONVERSE?

FROM THE MENU THAT APPEARS, CLICK "INSTRUCTOR MONITORS BILLY."

3. LISTENING TO BILLY

BILLY'S VOICE IS NOW AUDIBLE THROUGH YOUR HEADPHONES—WITHOUT HIS KNOWLEDGE!

4. DISCONNECT FROM BILLY

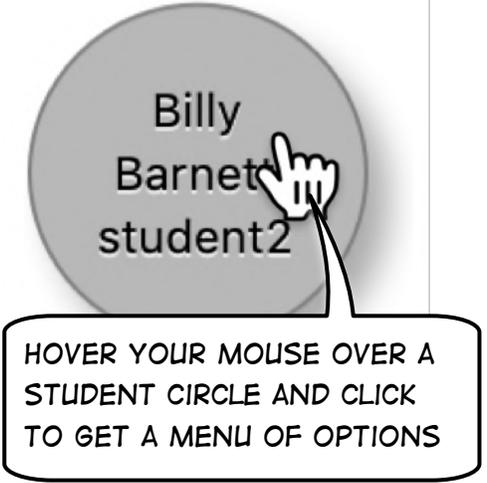
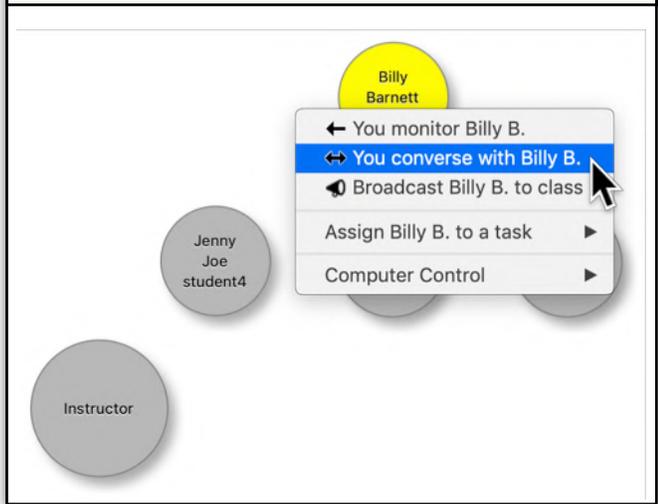
HOVER YOUR MOUSE OVER THE VOICE CONNECTION AND "SNIP" THE LINE.



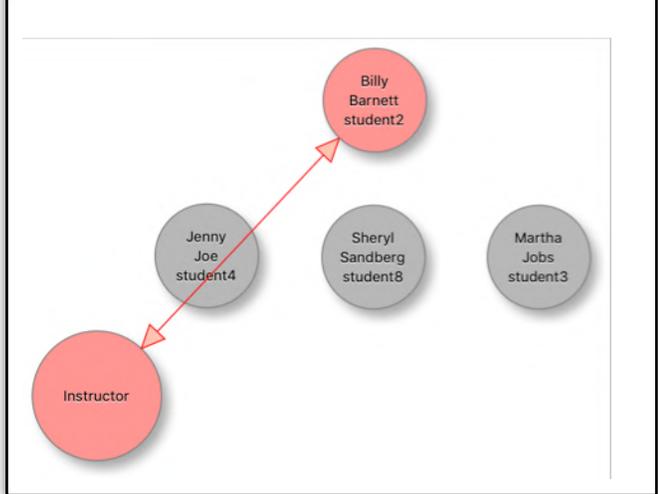
# SPEAK WITH A STUDENT

TIP: IN ADDITION TO DRAGGING LINES, CREATE CONNECTIONS BY CLICKING ON STUDENTS.

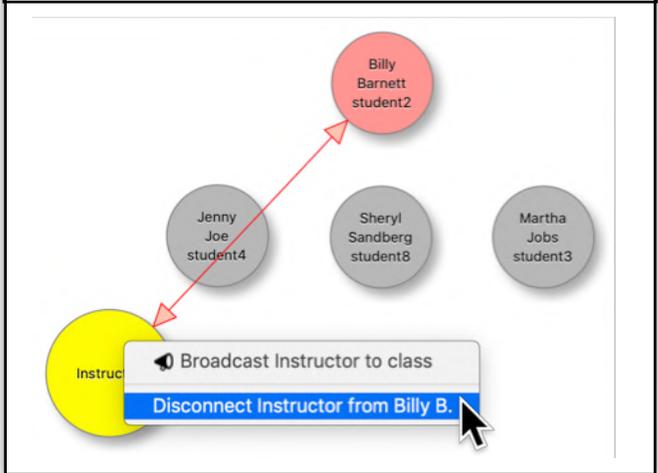
## 1. CLICK ON BILLY AND CHOOSE CONVERSE



## 2. NOW CONVERSING WITH BILLY

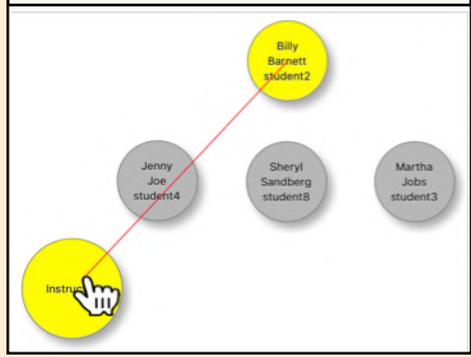


## 3. CLICK ON YOURSELF AND CHOOSE DISCONNECT TO END THE CONVERSATION.

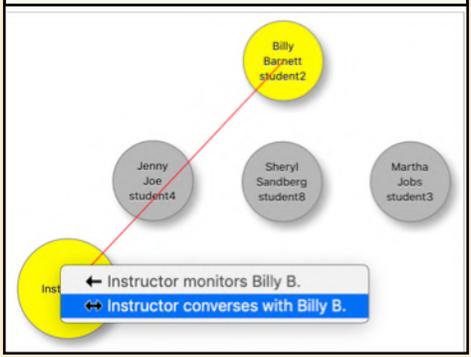


JUST LIKE THE MONITORING EXAMPLE (P. 9), YOU CAN BEGIN A CONVERSATION BY DRAGGING A LINE BETWEEN TWO PEOPLE.

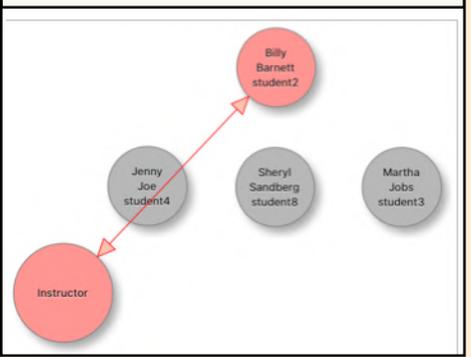
## 1. DRAGGING A LINE FROM JOHN



## 2. LISTEN OR CONVERSE?

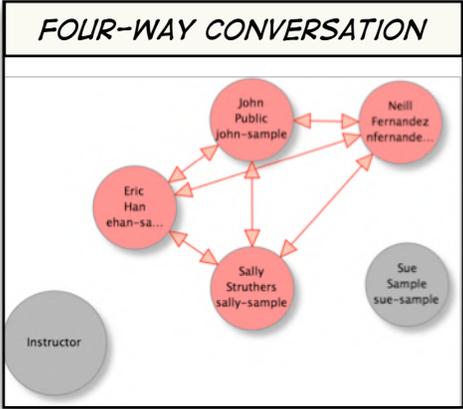
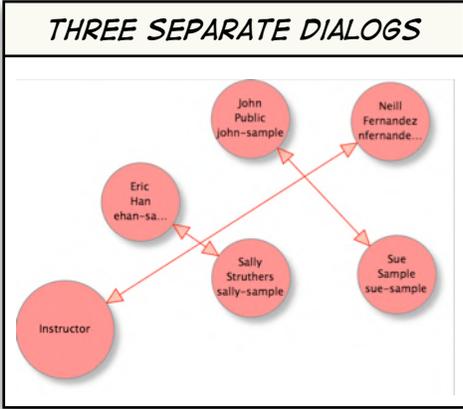
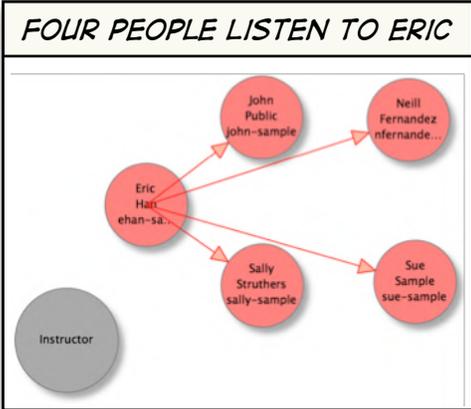


## 3. NOW CONVERSING WITH JOHN



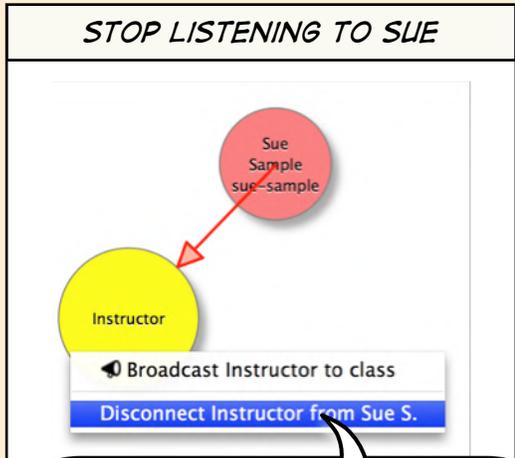
# CREATING CONVERSATIONS

TIP: PEOPLE CAN BE CONNECTED MANY WAYS. BE CREATIVE!

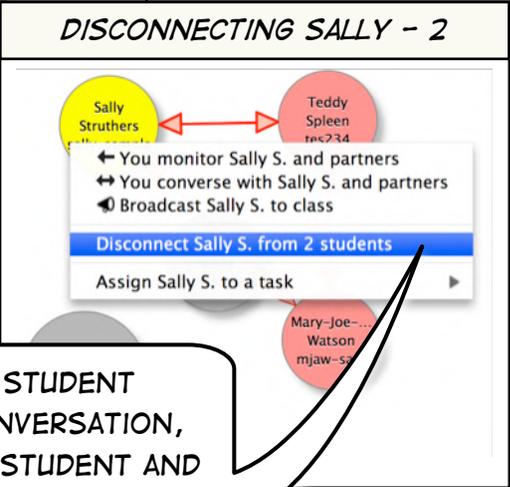
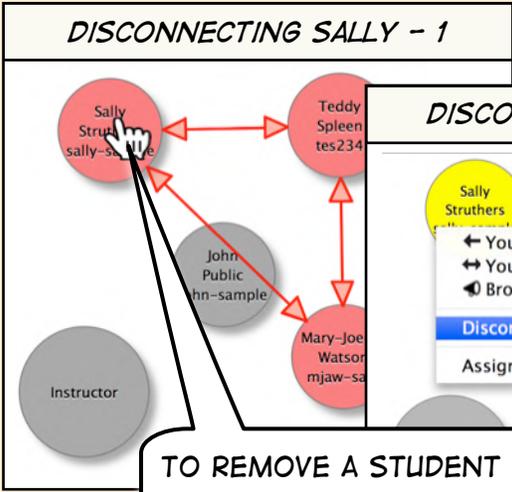


**SELECT STUDENTS (P. 12) AND USE THE "CONFERENCE" BUTTON TO QUICKLY CREATE A GROUP CONVERSATION.**

# ENDING CONVERSATIONS



TO STOP LISTENING OR SPEAKING WITH SOMEONE, CLICK ON YOURSELF (INSTRUCTOR) AND CHOOSE "DISCONNECT INSTRUCTOR."



TO REMOVE A STUDENT FROM THE CONVERSATION, CLICK ON THE STUDENT AND CHOOSE "DISCONNECT [STUDENT NAME]."

**SELECT STUDENTS (P. 12) AND USE THE "DISCONNECT" BUTTON TO QUICKLY END CONVERSATIONS.**

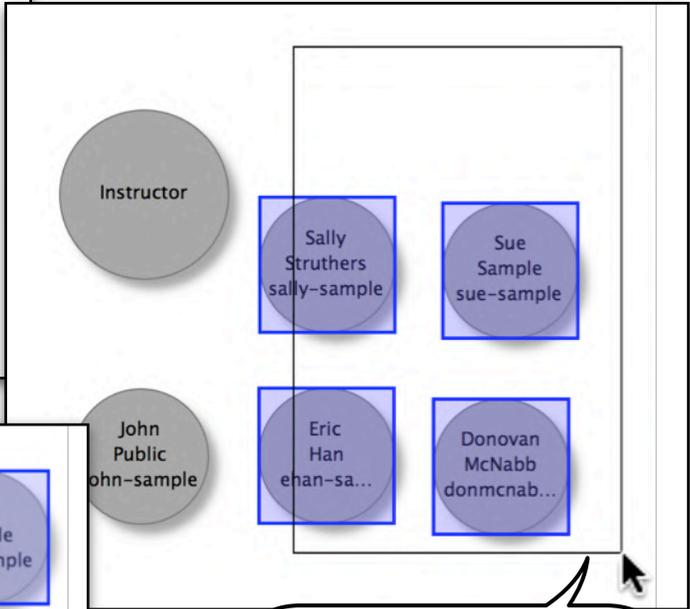
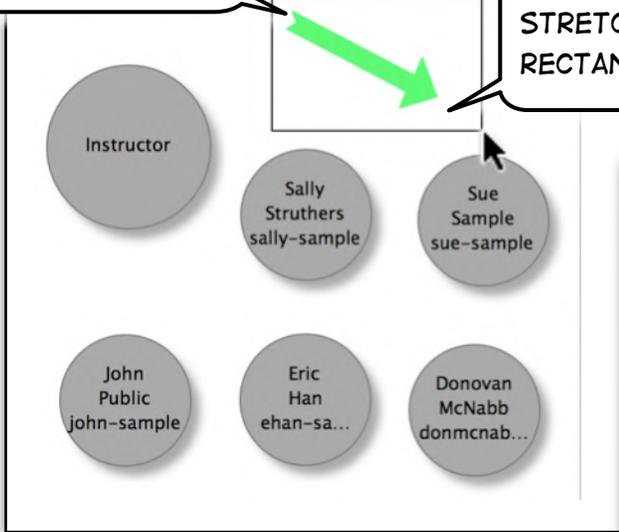
# SELECTING STUDENTS

*TIP: TO DO THE SAME THING WITH SEVERAL STUDENTS, YOU MUST FIRST SELECT THEM.*

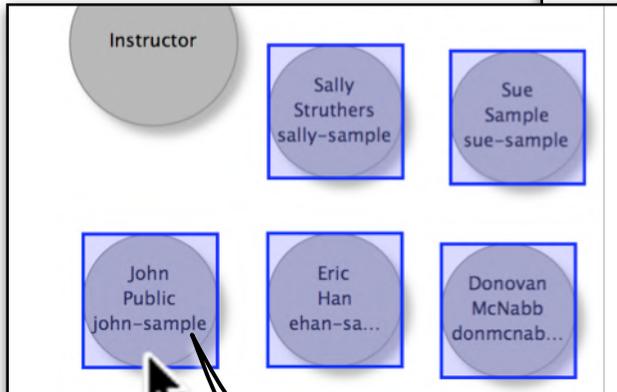
CLICK IN AN EMPTY AREA AND HOLD DOWN THE MOUSE.

THEN DRAG THE MOUSE TO STRETCH THE RECTANGLE.

*WHEN MULTIPLE STUDENTS ARE SELECTED, AN ACT ON ONE AFFECTS THEM ALL.*

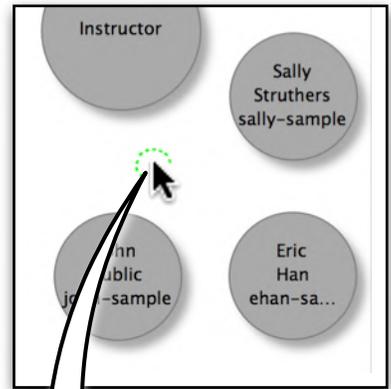


CONTINUE DRAGGING UNTIL THE INTENDED PEOPLE ARE SELECTED.



TO SELECT JOHN SEPARATELY, CLICK ON HIM WHILE HOLDING DOWN THE "SHIFT" KEY.

shift



TO DE-SELECT EVERYONE, CLICK IN AN EMPTY AREA. THAT'S IT!

**AFTER MAKING A SELECTION, USE THE LAB CONTROLLER BUTTONS TO:**



CONFERENCE STUDENTS



DISCONNECT STUDENTS



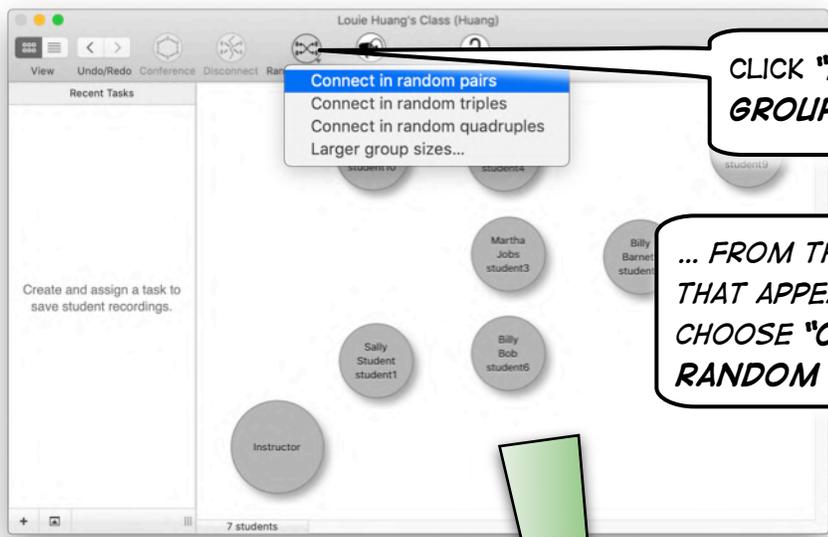
LOCK STUDENT SCREENS



RANDOMLY GROUP STUDENTS

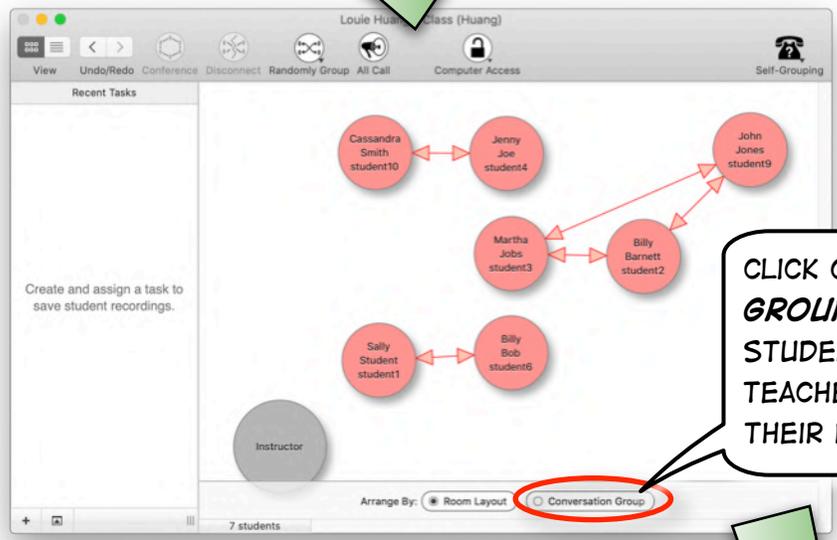
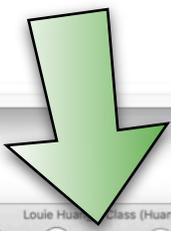
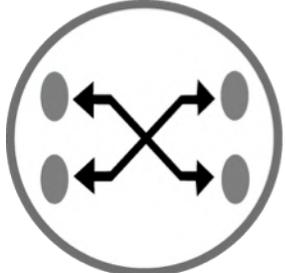
# RANDOMLY PAIR EVERYONE

TIP: AUTOMATICALLY CREATE CONNECTIONS USING THE RANDOM GROUP FEATURE.

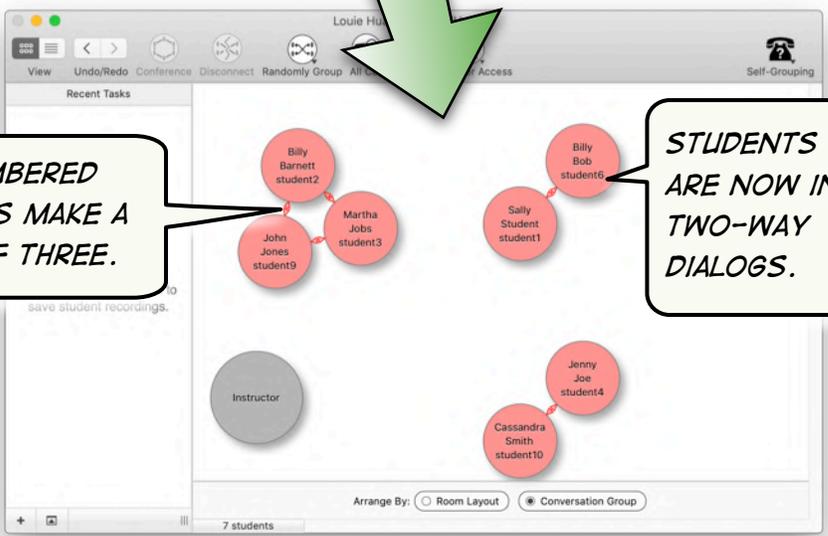


CLICK "RANDOMLY GROUP"...

... FROM THE MENU THAT APPEARS, CHOOSE "CONNECT IN RANDOM PAIRS."



CLICK ON "CONVERSATION GROUP" TO RE-ARRANGE STUDENT POSITIONS ON THE TEACHER SCREEN BASED ON THEIR PARTNER(S).

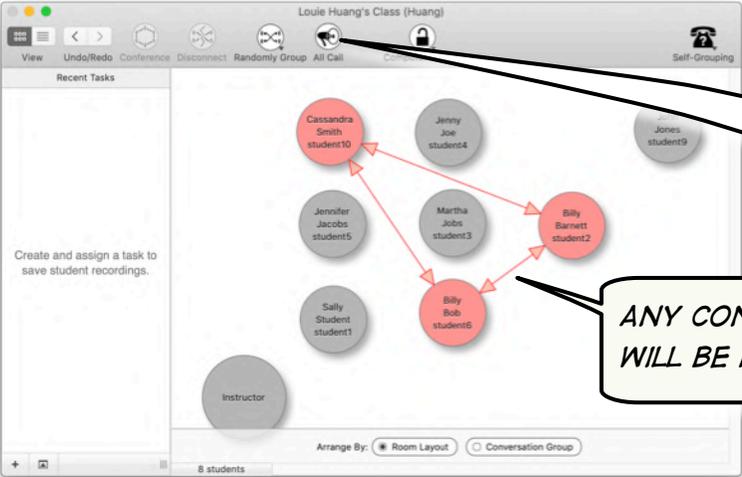


ODD-NUMBERED STUDENTS MAKE A GROUP OF THREE.

STUDENTS ARE NOW IN TWO-WAY DIALOGS.

# CLASS ANNOUNCEMENTS

USE ALL CALL TO BROADCAST YOUR VOICE TO THE CLASS—TEMPORARILY.

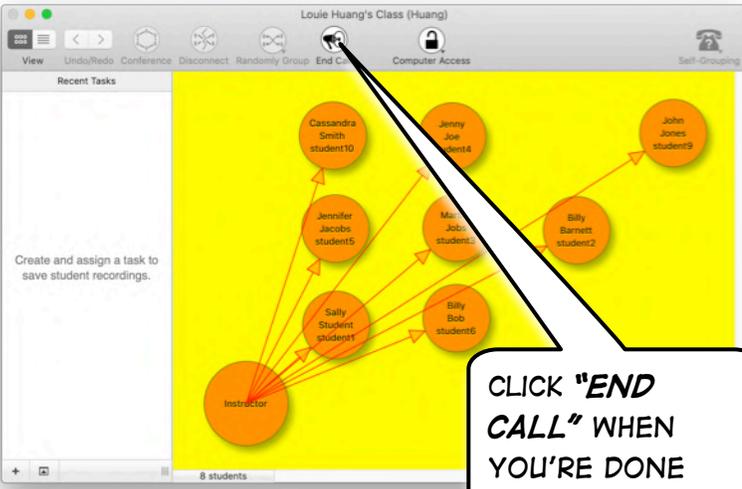
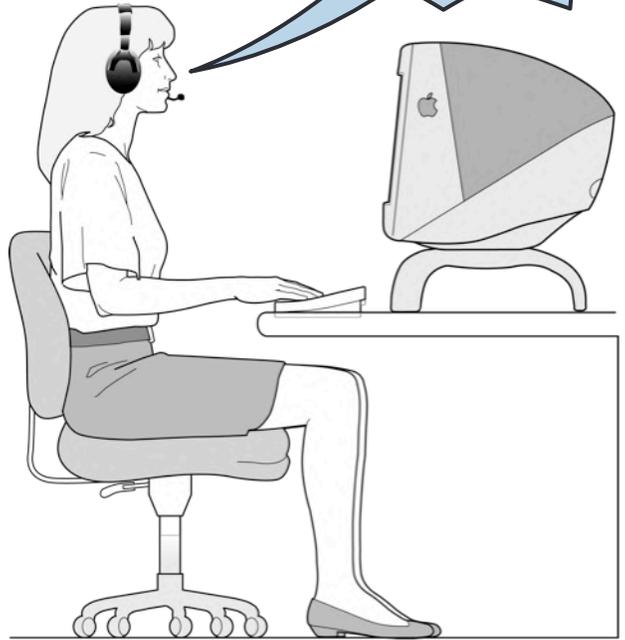


CLICK "ALL CALL" TO SPEAK TO EVERYONE AT ONCE.

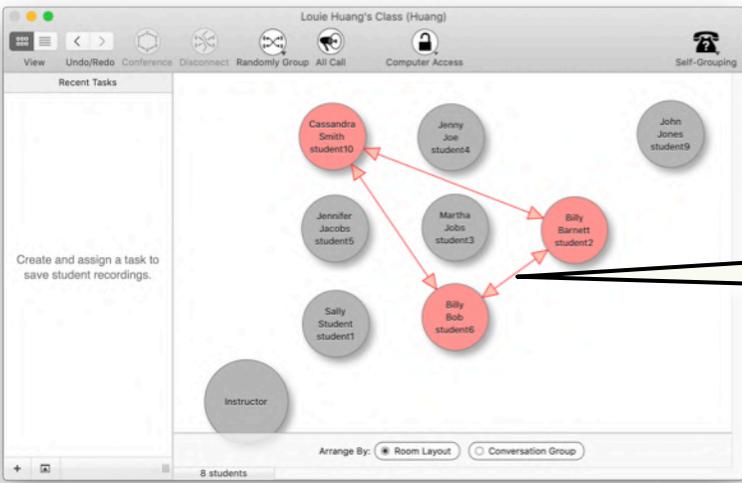


ANY CONVERSATIONS WILL BE PAUSED.

NOW THAT I HAVE YOUR ATTENTION...



CLICK "END CALL" WHEN YOU'RE DONE SPEAKING.

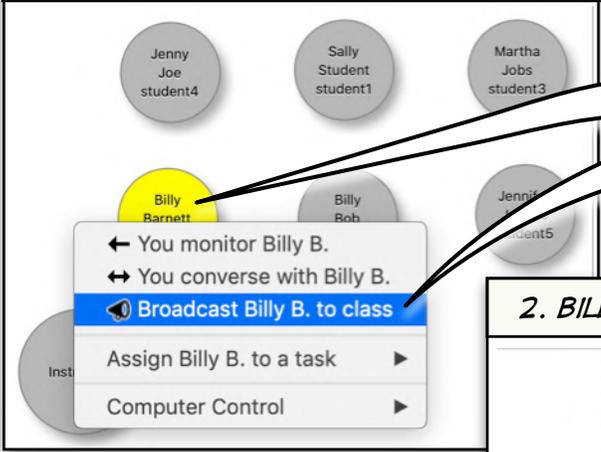


THE PREVIOUS CONVERSATIONS ARE RESUMED.

# BROADCAST A STUDENT

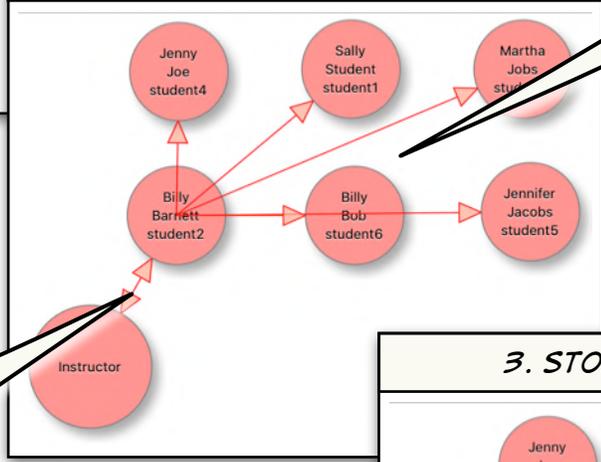
**TIP: USE BROADCAST TO CLASS TO PROJECT A MODEL STUDENT'S VOICE AND WHATEVER AUDIO THEY HAVE PLAYING IN DILL CLIENT.**

**1. CLICK ON BILLY AND CHOOSE BROADCAST BILLY TO CLASS**



CLICK ON BILLY AND CHOOSE BROADCAST BILLY TO CLASS.

**2. BILLY IS BROADCASTING TO CLASS**

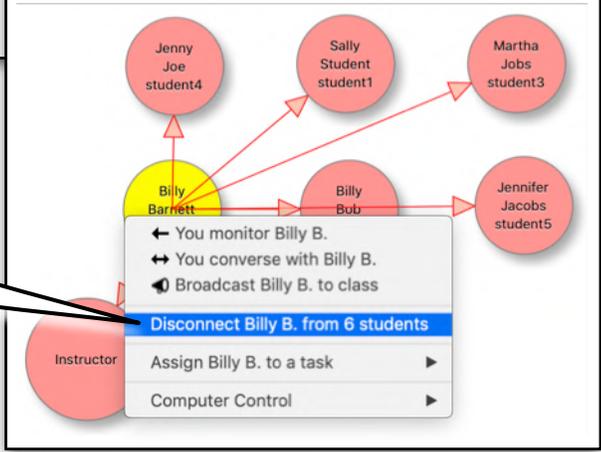


THE REST OF THE CLASS CAN NOW HEAR BILLY'S VOICE...

... AND ANY AUDIO HE IS PLAYING IN HIS DILL CLIENT PLAYER.

A TWO-WAY CONNECTION BETWEEN YOU AND BILLY IS CREATED (SO YOU CAN PROVIDE COACHING).

**3. STOP BROADCASTING**



TO END THE BROADCAST, CLICK ON BILLY AGAIN AND CHOOSE "DISCONNECT BILLY FROM STUDENTS."

TO BROADCAST A PAIRED CONVERSATION, BROADCAST ONE STUDENT FIRST AND THEN THE OTHER. THIS WILL CREATE A TWO-WAY CONNECTION BETWEEN THE TWO STUDENTS AND ONE-WAY CONNECTIONS BETWEEN THE PAIR AND THE REST OF THE CLASS.

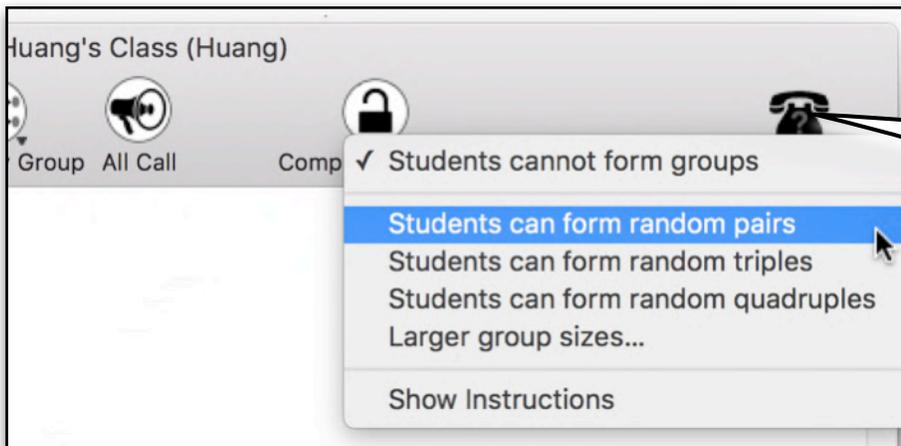
YOU CAN ALSO USE THE "UNDO" BUTTON (TOP LEFT CORNER) TO "UNDO" THE BROADCAST.



# STUDENT SELF-GROUPING

*TIP: TO ALLOW STUDENTS TO GROUP THEMSELVES INTO CONVERSATION TURN ON SELF-GROUPING.*

*SELF-GROUPING IS DILL'S VERSION OF "TELEPHONE". STUDENTS INDICATE WHEN THEY ARE "AVAILABLE" TO SPEAK AND ARE AUTOMATICALLY PLACED IN CONVERSATION WITH OTHER "AVAILABLE" STUDENTS.*

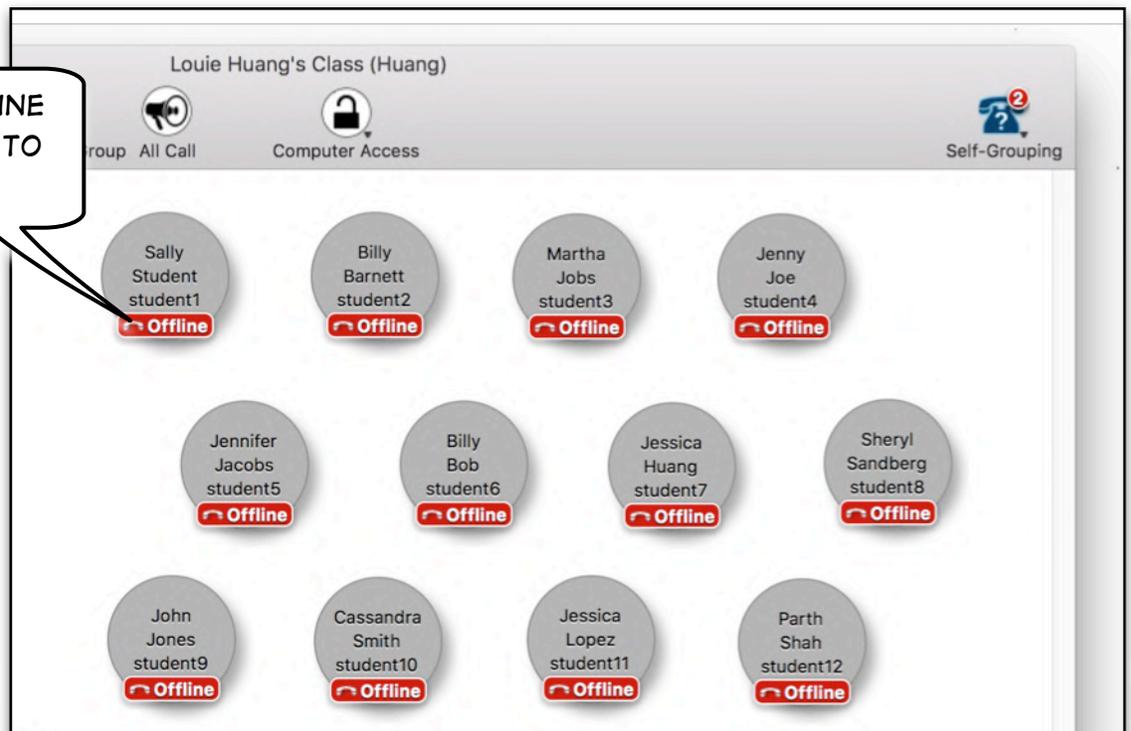


1

CLICK "**SELF-GROUPING**" AND CHOOSE THE GROUP SIZE YOU WANT STUDENTS TO FORM.

2

STUDENTS ARE OFFLINE UNTIL THEY CHOOSE TO PARTICIPATE.



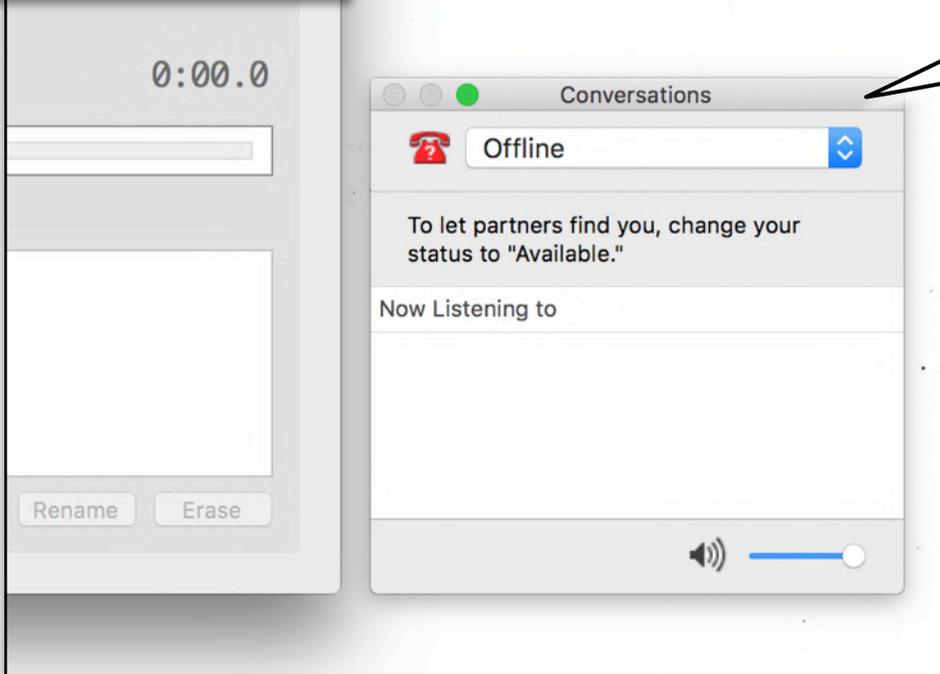
**CONTINUED...**

# STUDENT SELF-GROUPING (CONTINUED...)

**AS A STUDENT ...**

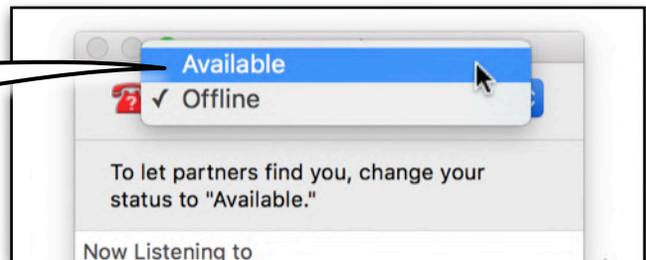
**3**

WHEN SELF-GROUPING IS ACTIVE, THE "CONVERSATIONS" WINDOW WILL APPEAR NEXT TO THE DILL CLIENT PLAYER.



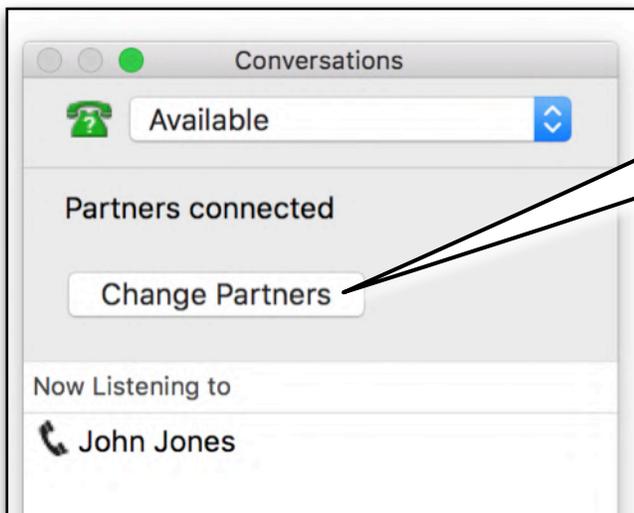
**4**

CLICK ON THE "OFFLINE" DROPDOWN MENU AND SELECT "AVAILABLE" TO BE PLACED IN CONVERSATION WITH OTHER "AVAILABLE" STUDENTS.



**5**

TO SWITCH TO A NEW PARTNER, STUDENTS CAN CLICK ON THE "CHANGE PARTNERS" BUTTON.



USE SELF-GROUPING TO CREATE "SPEED-DATING" ACTIVITIES.

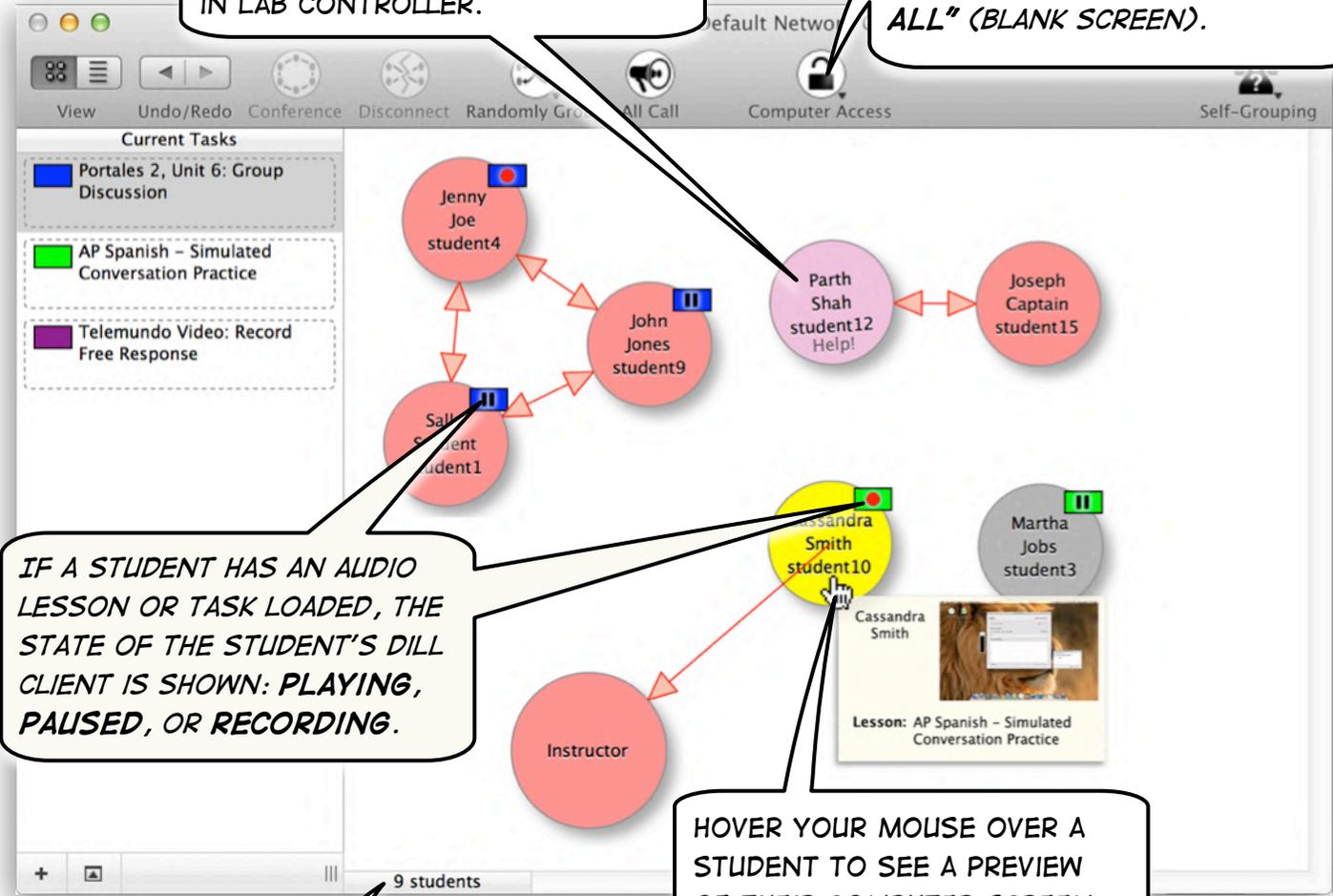
# MANAGING THE CLASSROOM

TIP: LOCK STUDENT SCREENS TO MINIMIZE DISTRACTIONS.

USE THE VISUAL CUES AND COMPUTER ACCESS FEATURES PROVIDED IN LAB CONTROLLER TO MONITOR AND MANAGE THE CLASSROOM AND CONTROL STUDENT SCREENS.

STUDENTS THAT HAVE "REQUESTED ATTENTION" (P. 3) WILL BEGIN FLASHING AND SHAKING IN LAB CONTROLLER.

USE THE "COMPUTER ACCESS" BUTTON (P. 19) TO LOCK STUDENTS' SCREENS TO "DILL-ONLY" OR "NOTHING AT ALL" (BLANK SCREEN).



IF A STUDENT HAS AN AUDIO LESSON OR TASK LOADED, THE STATE OF THE STUDENT'S DILL CLIENT IS SHOWN: PLAYING, PAUSED, OR RECORDING.

HOVER YOUR MOUSE OVER A STUDENT TO SEE A PREVIEW OF THEIR COMPUTER SCREEN.

TIP: CLICK ON THE NUMBER OF STUDENTS IN THE CLASS (BOTTOM LEFT IN LAB CONTROLLER) TO SELECT THE ENTIRE CLASS.

TO CONTROL THEIR COMPUTER DIRECTLY, SEE P. 21.

# BLOCK APPLICATIONS OTHER THAN DILL



Louie Huang's Class (Default Network Group)

domly Group All Call Comp

Johnny Demouser student1 student2 student3 Sue Demouser student4

Darryl Gordon Bobby Tables Rosa Linda Bambi Student

1

Allow access to

- ✓ All Applications
- DiLL Only
- Nothing (Blank Screen)

Log Out Students from DiLL

CLICK ON THE "COMPUTER ACCESS" BUTTON IN LAB CONTROLLER

ang's Class (Default Network Group)

All Call Comp

Johnny Demouser student1 student2 student3

Darryl Gordon Bobby Tables Rosa Linda student5 student6 student7

2

Allow access to

- ✓ All Applications
- DiLL Only
- Nothing (Blank Screen)

Log Out Students from DiLL

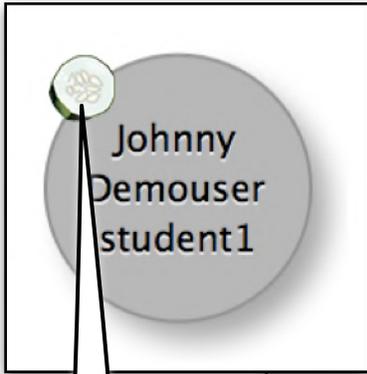
IN THE MENU THAT APPEARS, SELECT ALLOW ACCESS TO "DILL ONLY" TO LOCK STUDENT ACCESS TO THE DILL APPLICATION.

*IF NO STUDENTS ARE SELECTED, THE COMPUTER ACCESS FEATURE WILL AFFECT ALL STUDENTS.*

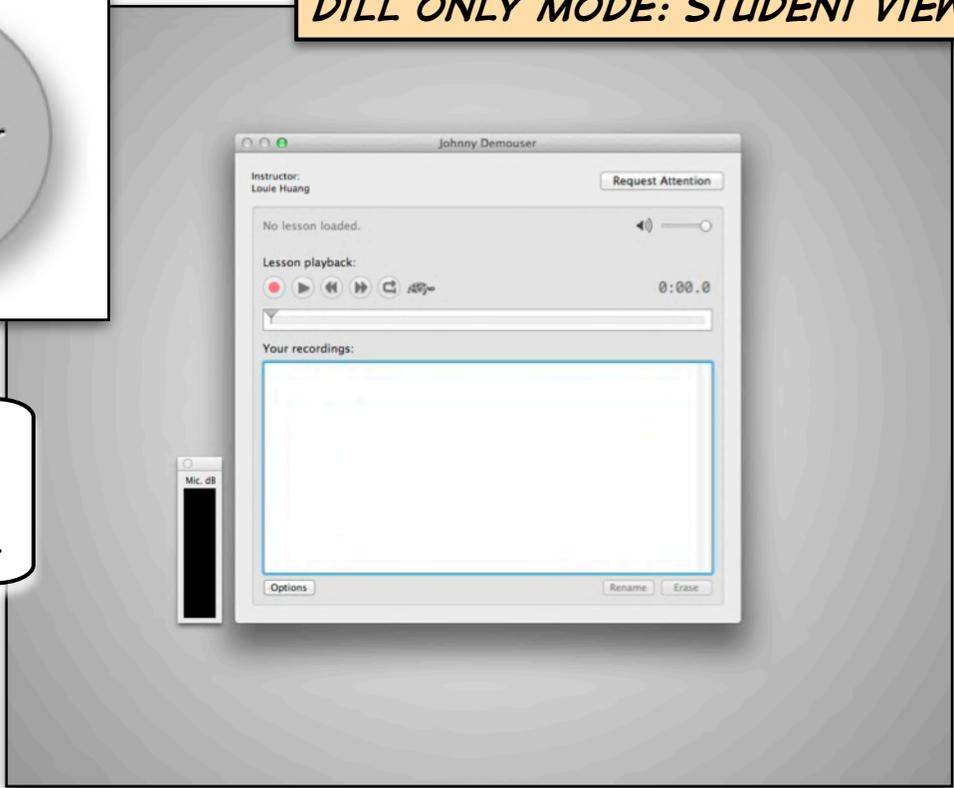
*SELECT STUDENTS INDIVIDUALLY OR IN GROUPS TO LIMIT ACCESS RESTRICTIONS TO A SPECIFIC STUDENT OR GROUP OF STUDENTS. SEE PAGE 12 TO LEARN HOW TO SELECT STUDENTS.*

**CONTINUED...**

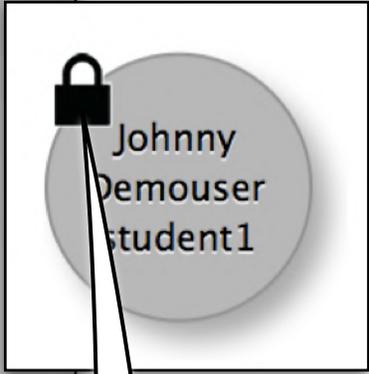
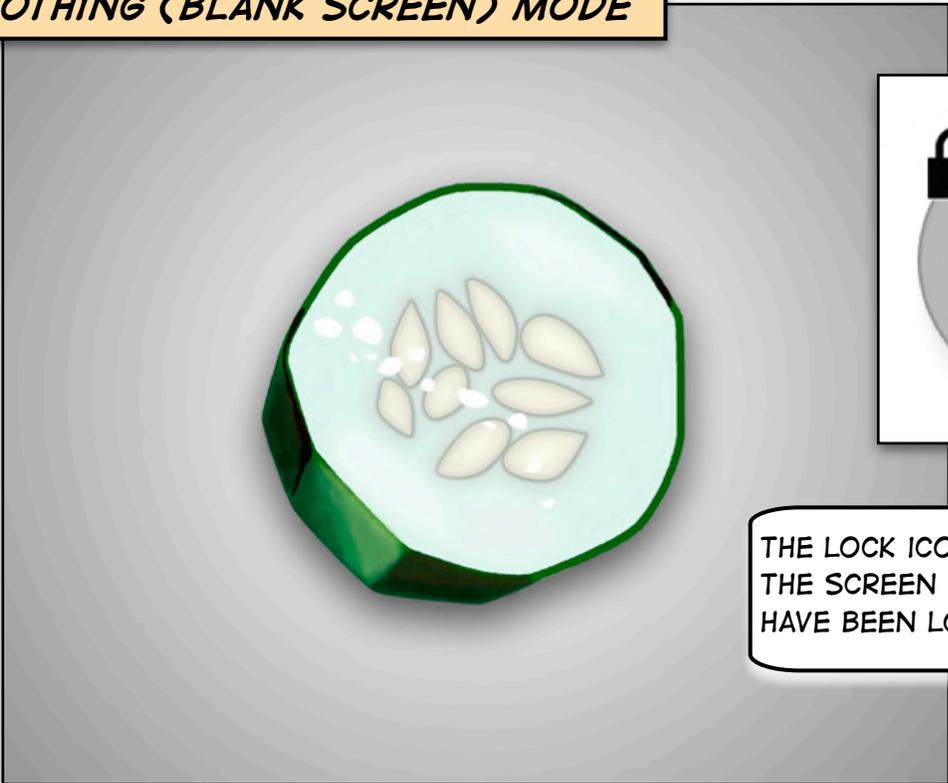
**DILL ONLY MODE: STUDENT VIEW**



THE PICKLE SLICE ICON INDICATES THAT ALL APPLICATIONS OTHER THAN DILL ARE BLOCKED.



**NOTHING (BLANK SCREEN) MODE**



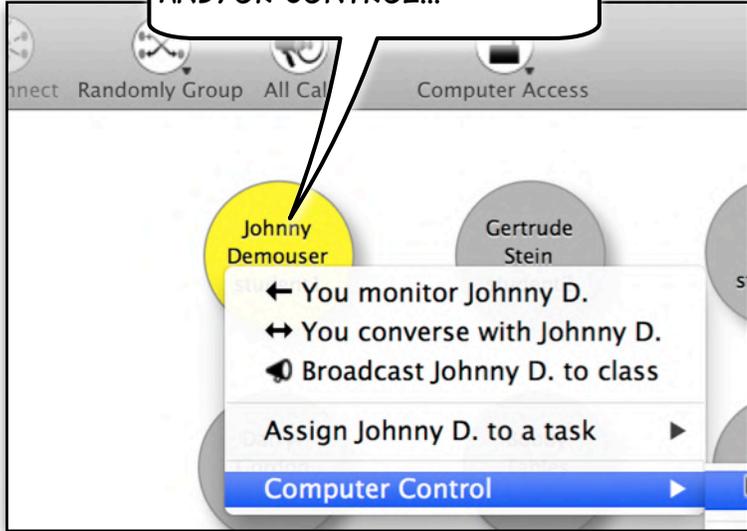
THE LOCK ICON INDICATES THAT THE SCREEN AND KEYBOARD HAVE BEEN LOCKED.

# CONTROL A STUDENT'S SCREEN

TIP: TO VIEW AND CONTROL A STUDENT'S SCREEN, USE "COMPUTER CONTROL".

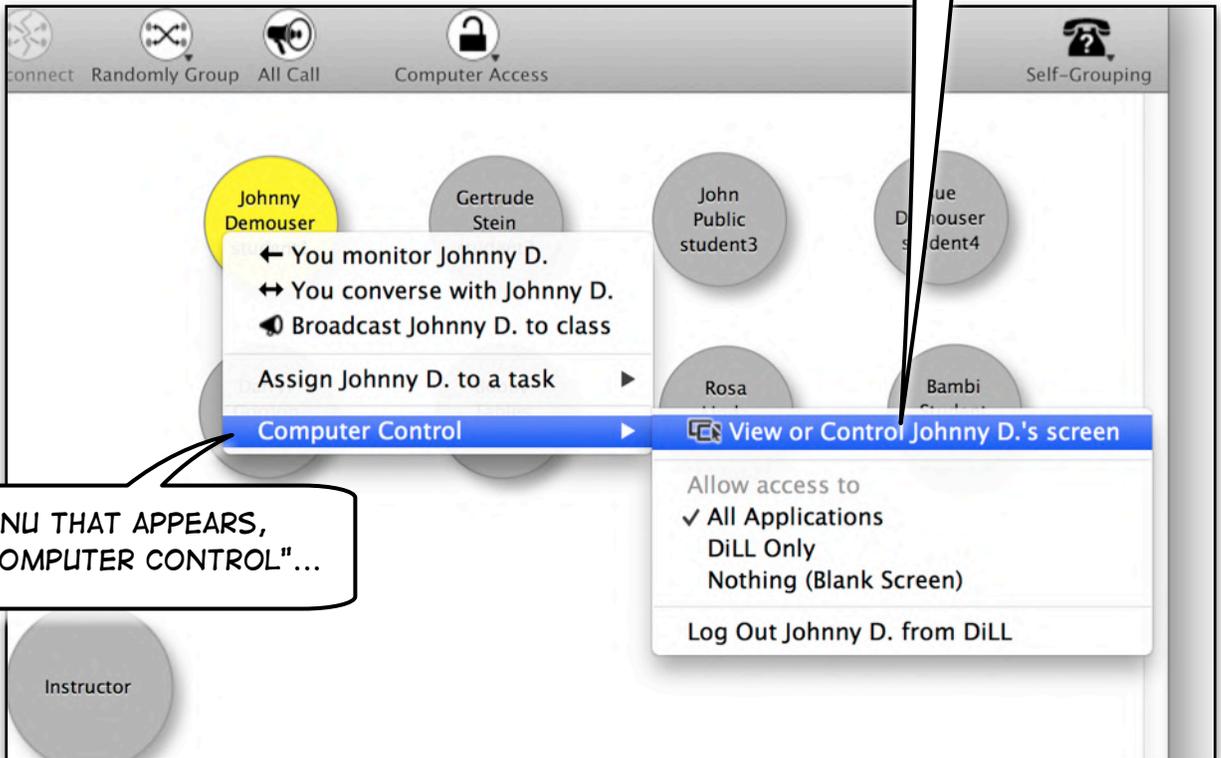
1

CLICK ON THE STUDENT YOU WOULD LIKE TO MONITOR AND/OR CONTROL...



3

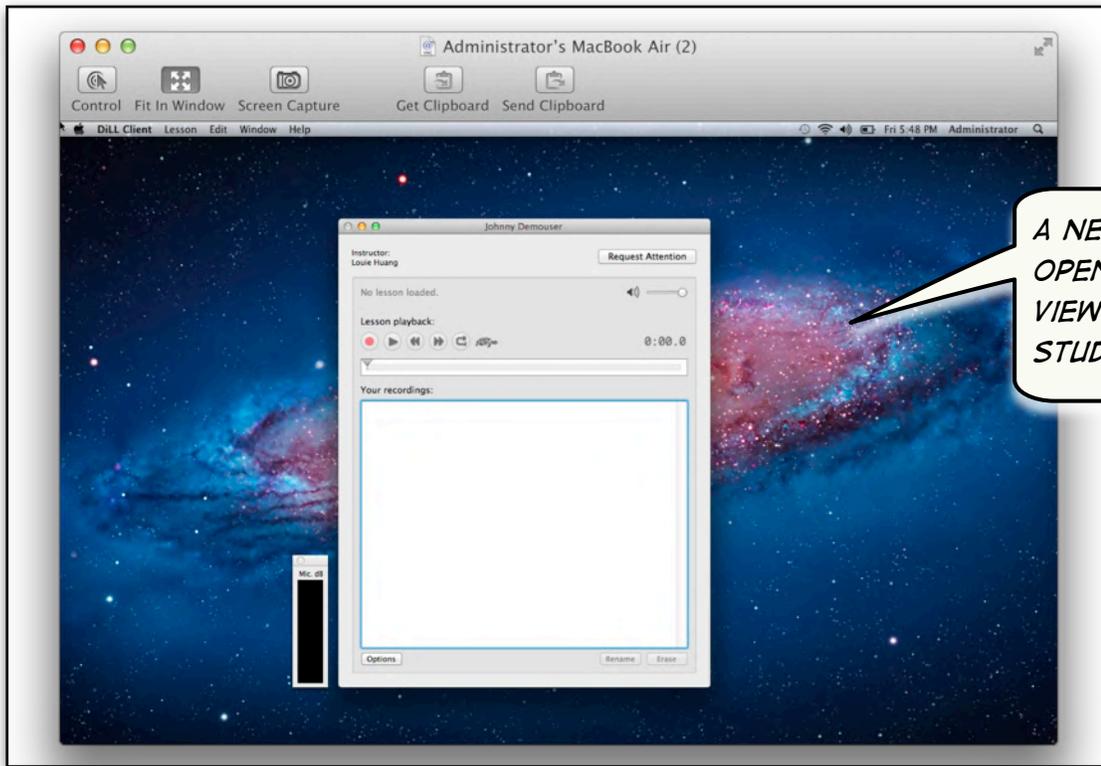
... AND THEN SELECT "VIEW OR CONTROL STUDENT'S SCREEN."



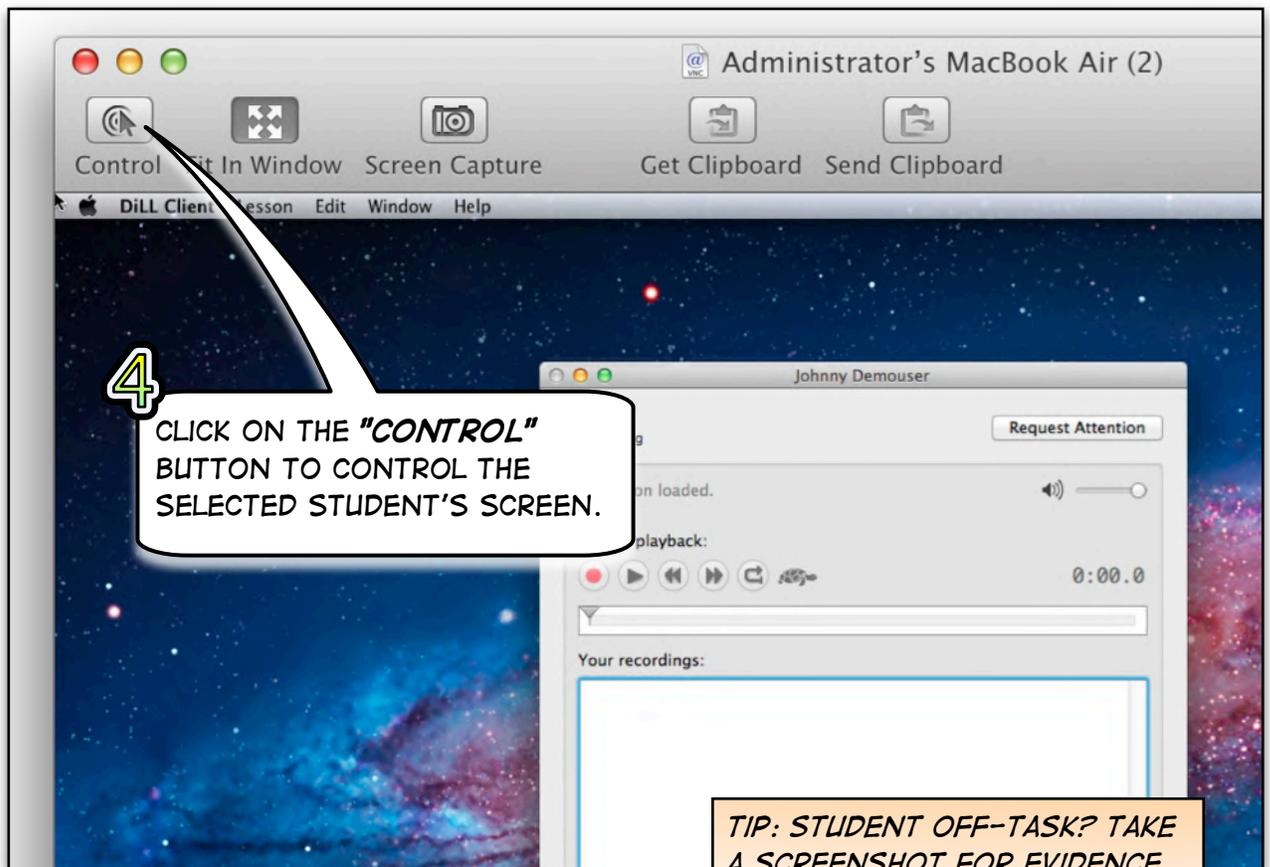
2

IN THE MENU THAT APPEARS, SELECT "COMPUTER CONTROL"...

CONTINUED...



A NEW WINDOW WILL OPEN WITH A REAL-TIME VIEW OF THE SELECTED STUDENT'S SCREEN.



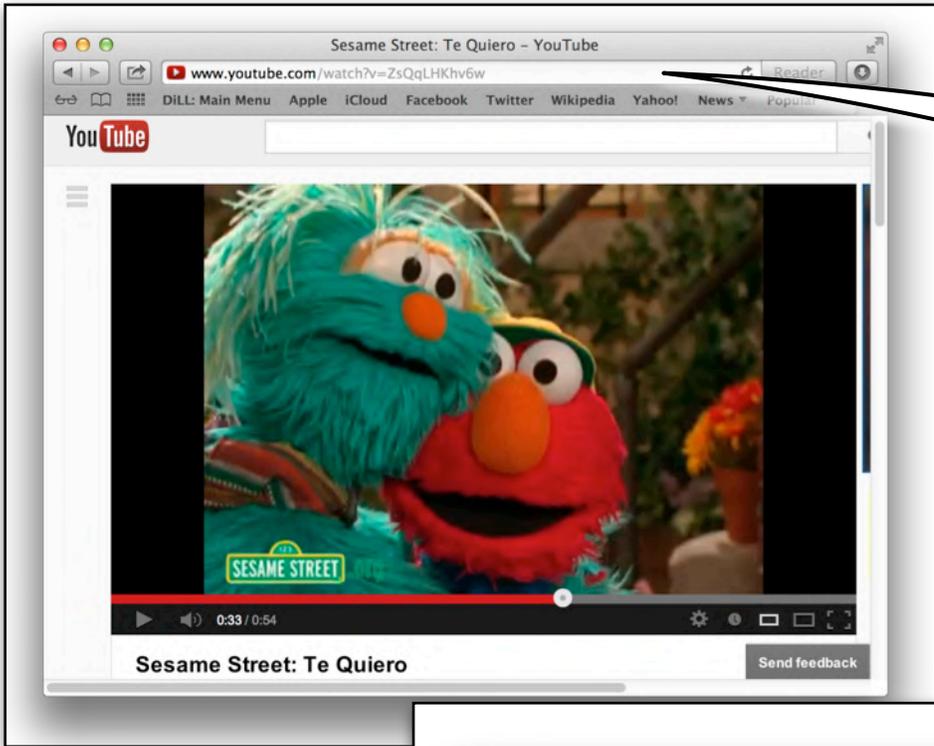
4  
CLICK ON THE "CONTROL" BUTTON TO CONTROL THE SELECTED STUDENT'S SCREEN.

TIP: STUDENT OFF-TASK? TAKE A SCREENSHOT FOR EVIDENCE OF THEIR MALFEASANCE!

# SHARING A WEBSITE

*TIP: USE A CLOUD SERVICE LIKE GDRIVE OR DROPBOX TO CREATE URLS OF ANY PERSONAL FILES YOU WISH TO SHARE.*

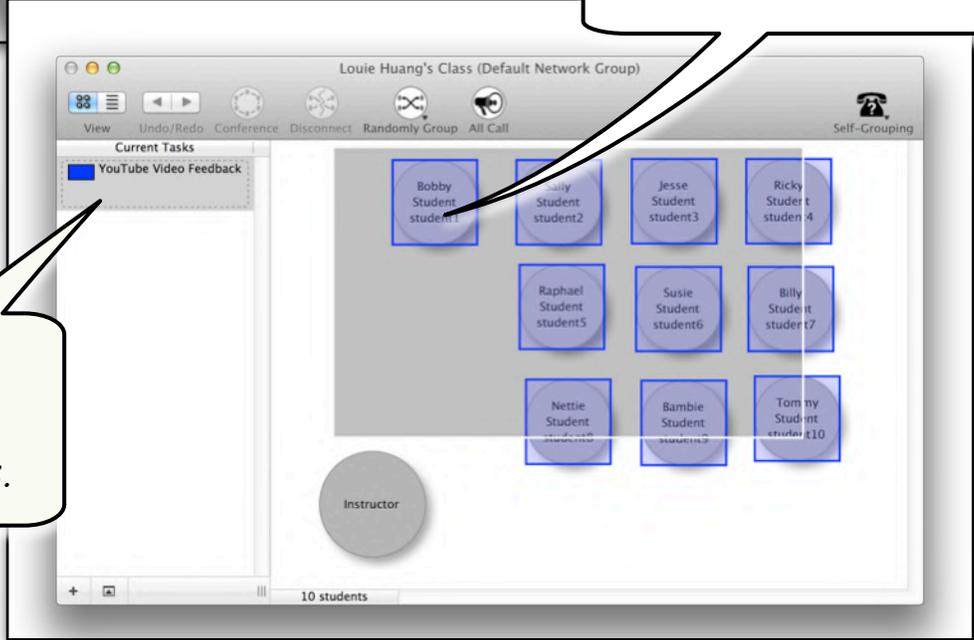
*DRAG-AND-DROP A WEBSITE'S ADDRESS ONTO A STUDENT OR A GROUP OF STUDENTS. THE WEBSITE WILL OPEN ON THEIR COMPUTERS.*



**1** OPEN THE WEBSITE YOU WOULD LIKE TO SHARE.

**2** SELECT THE STUDENTS TO SHARE THE WEBSITE WITH.

*IF DESIRED, CREATE A RECORDING-ONLY TASK TO CAPTURE STUDENT RESPONSES.*



**CONTINUED...**

## SHARING A WEBSITE (CONTINUED...)

**3** FROM THE BROWSER, DRAG-AND-DROP THE ADDRESS ONTO THE SELECTED STUDENTS IN LAB CONTROLLER.

THE WEBSITE WILL AUTOMATICALLY OPEN ON THE STUDENTS' COMPUTERS.

EVERY WEBSITE HAS A DRAGGABLE ICON TO THE LEFT OF THE URL IN THE ADDRESS BAR.



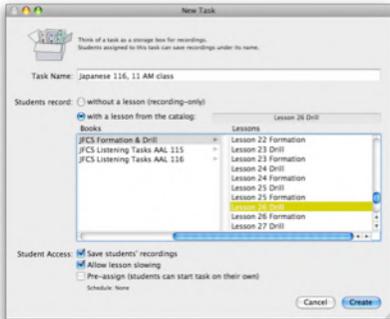
# SAVING RECORDINGS WITH TASKS

TO ALLOW RECORDINGS TO BE MADE AND SAVED, CREATE A TASK.

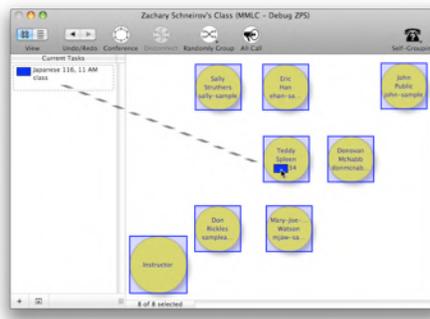
STUDENTS ASSIGNED TO A TASK WILL HAVE THEIR RECORDINGS AUTOMATICALLY SAVED, ORGANIZED, AND UPLOADED TO THE DILL SERVER'S WEBSITE.

DILL HAS TWO TASK "MODES": 1) LESSON AND RECORDING-ONLY TASKS (P. 88) WHERE THE STUDENT HAS CONTROL; AND 2) SYNCHRONIZED TASKS (P. 88) WHERE THE TEACHER HAS CONTROL.

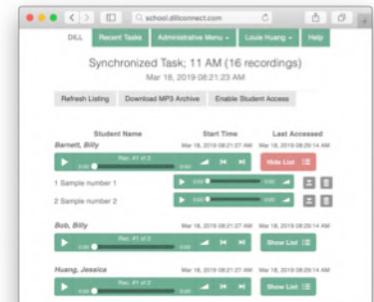
## 1. CREATE A TASK



## 2. ASSIGN TASK

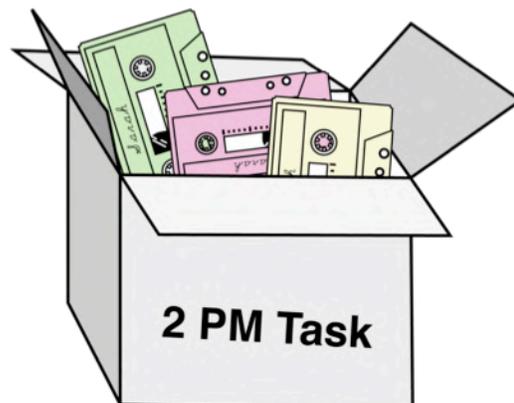


## 3. REVIEW RECORDINGS



THINK OF A TASK AS A BOX WHERE STUDENTS DROP RECORDINGS. STUDENTS IN THE SAME GROUP ARE ASSIGNED THE SAME BOX.

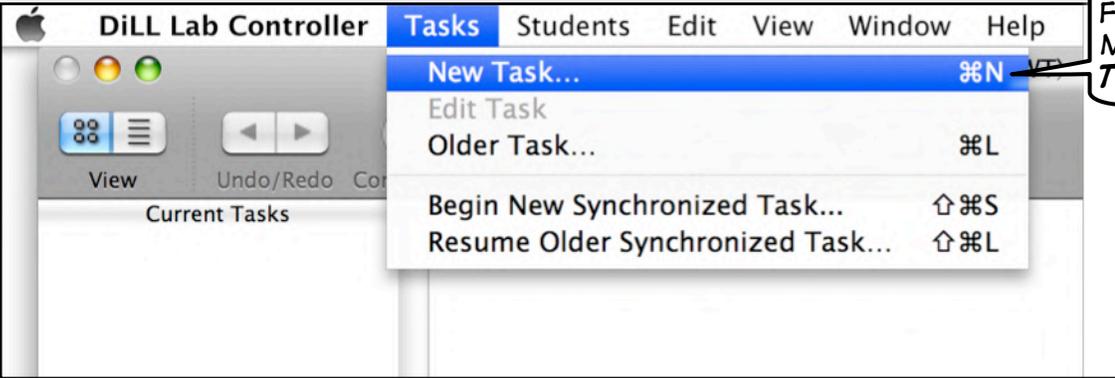
TO HELP KEEP RECORDINGS ORGANIZED BETWEEN CLASSES, MAKE SEPARATE BOXES FOR EACH CLASS PERIOD.



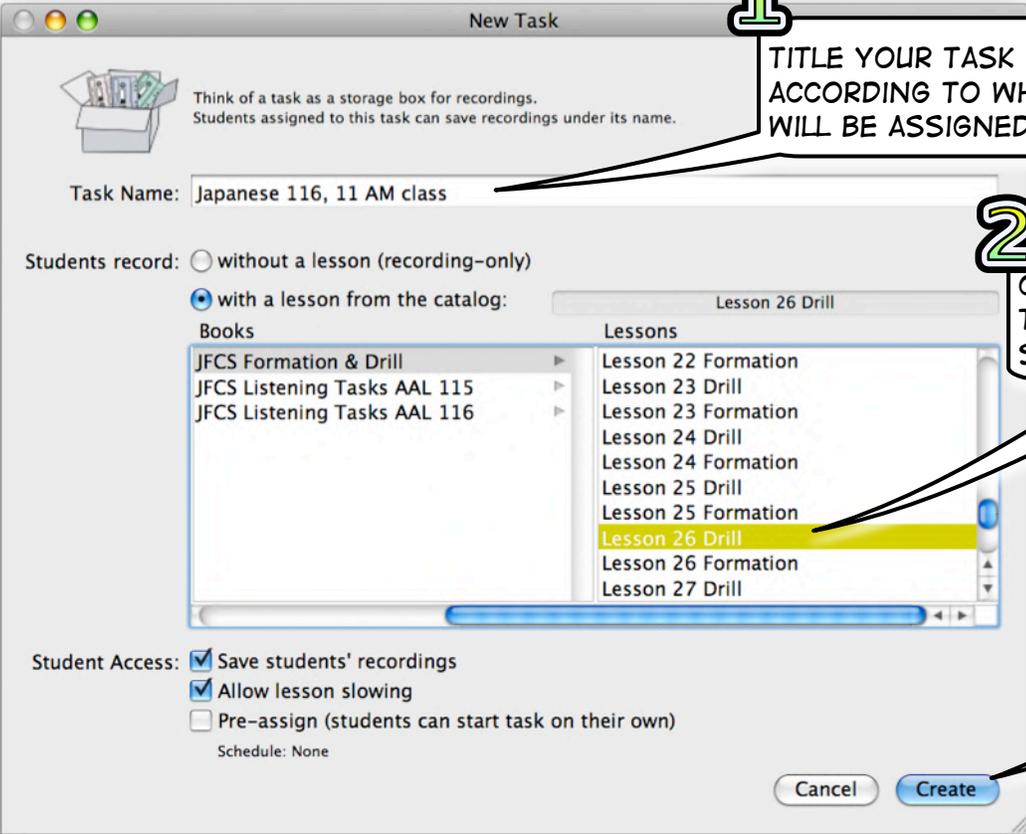
# LESSON TASKS (STUDENT CONTROL)

TIP: USE A "LESSON TASK" TO SAVE STUDENT RESPONSES TO AN AUDIO FILE.

LESSON TASKS ARE ASSOCIATED WITH AN AUDIO LESSON FROM THE DILL CATALOG. STUDENTS WILL HAVE FULL CONTROL OF THE PLAYBACK AND RECORD BUTTONS. RECORDINGS WILL BE AUTOMATICALLY SAVED AND UPLOADED TO DILL SERVER'S WEBSITE.



FROM THE "TASKS" MENU, CLICK "NEW TASK..."



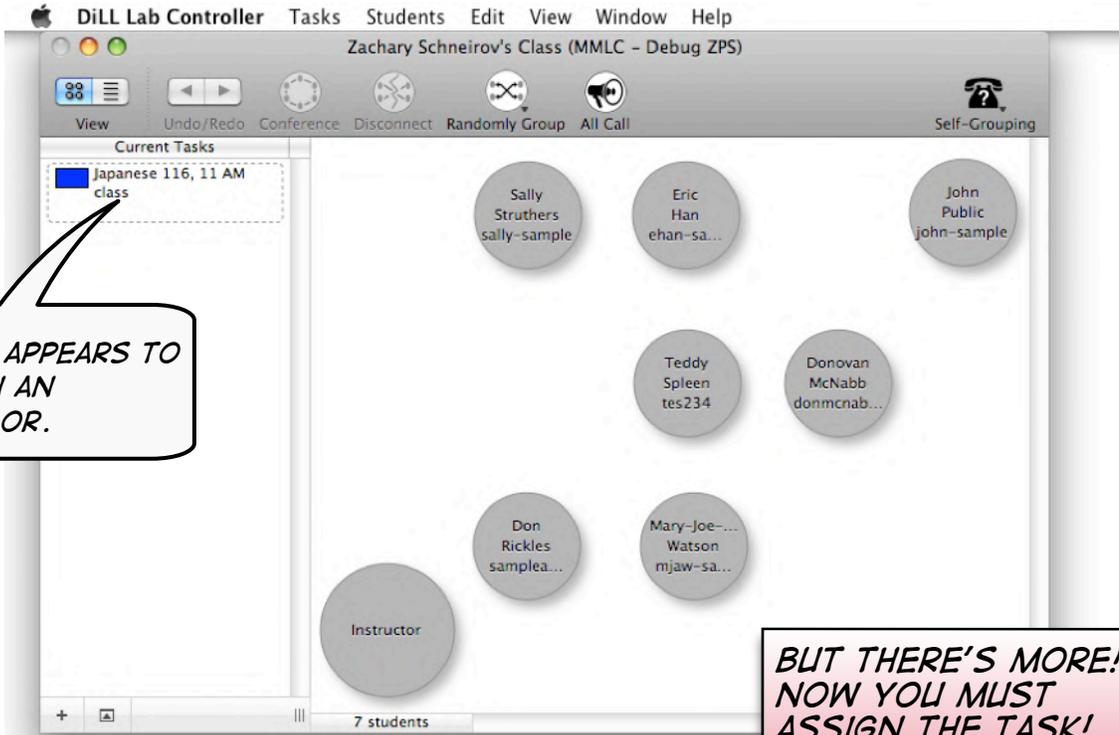
1 TITLE YOUR TASK ACCORDING TO WHOM IT WILL BE ASSIGNED.

2 CHOOSE A LESSON FROM THE DILL CATALOG FOR STUDENTS TO HEAR.

3 CLICK "CREATE" WHEN YOU'RE FINISHED.

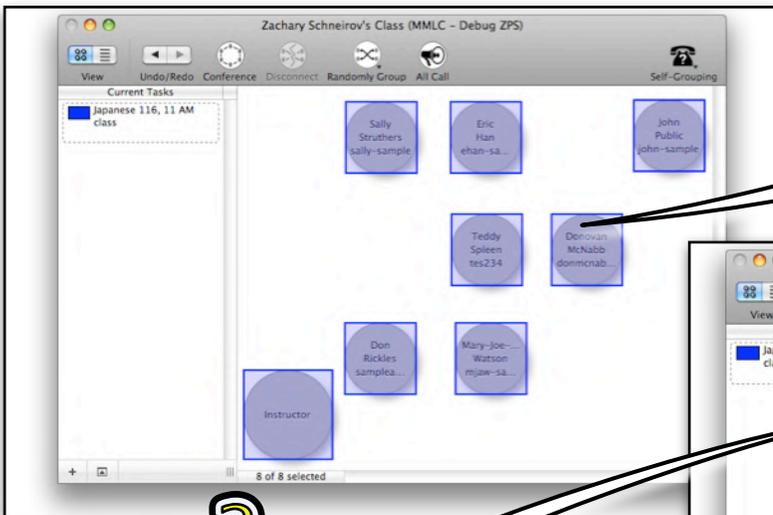
CONTINUED...

# LESSON TASKS (CONTINUED...)

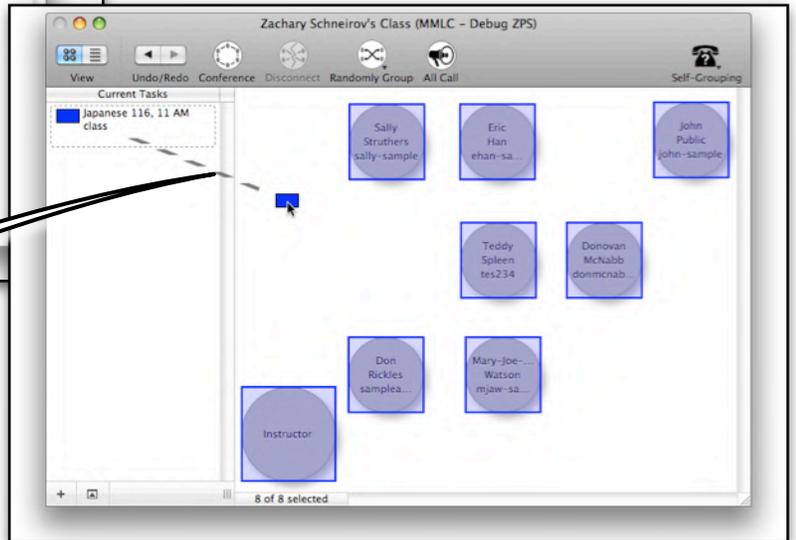


THE NEW TASK APPEARS TO THE LEFT, WITH AN ARBITRARY COLOR.

BUT THERE'S MORE!  
NOW YOU MUST  
ASSIGN THE TASK!



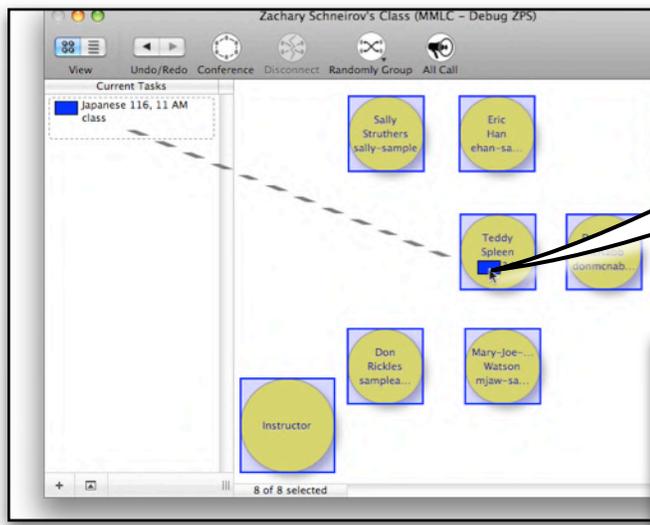
1  
SELECT THE STUDENTS TO BE  
ASSIGNED (HOW? SEE P. 12).



2  
DRAG THE TASK.

CONTINUED...

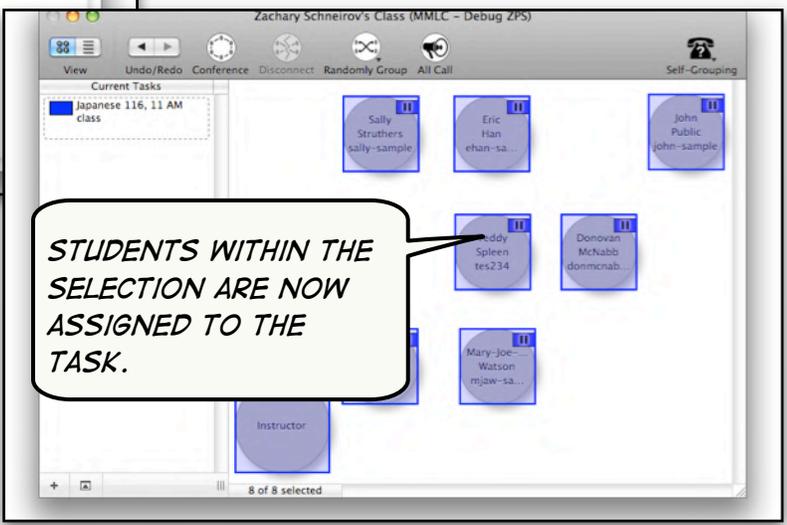
# LESSON TASKS (CONTINUED...)



**3** POSITION THE MOUSE OVER ONE OF THE SELECTED STUDENTS.

**4** WHEN THE GROUP TURNS YELLOW, RELEASE THE MOUSE.

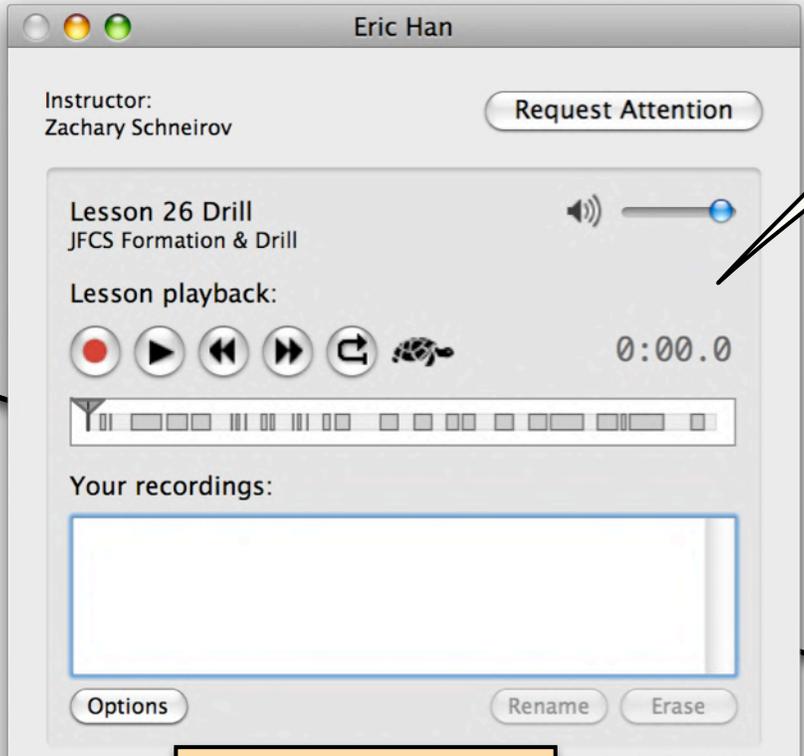
*DIFFERENTIATE INSTRUCTION BY ASSIGNING DIFFERENT TASKS TO DIFFERENT STUDENTS.*



*STUDENTS WITHIN THE SELECTION ARE NOW ASSIGNED TO THE TASK.*

*STUDENTS RECEIVE THE LESSON YOU CHOSE AND CAN RECORD THEMSELVES VOLUNTARILY.*

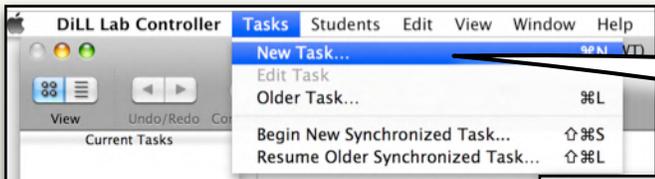
*THEY CANNOT PLAY OTHER LESSONS NOW WITHOUT YOUR PERMISSION.*



**DILL CLIENT ASSIGNED TO THE LESSON TASK.**

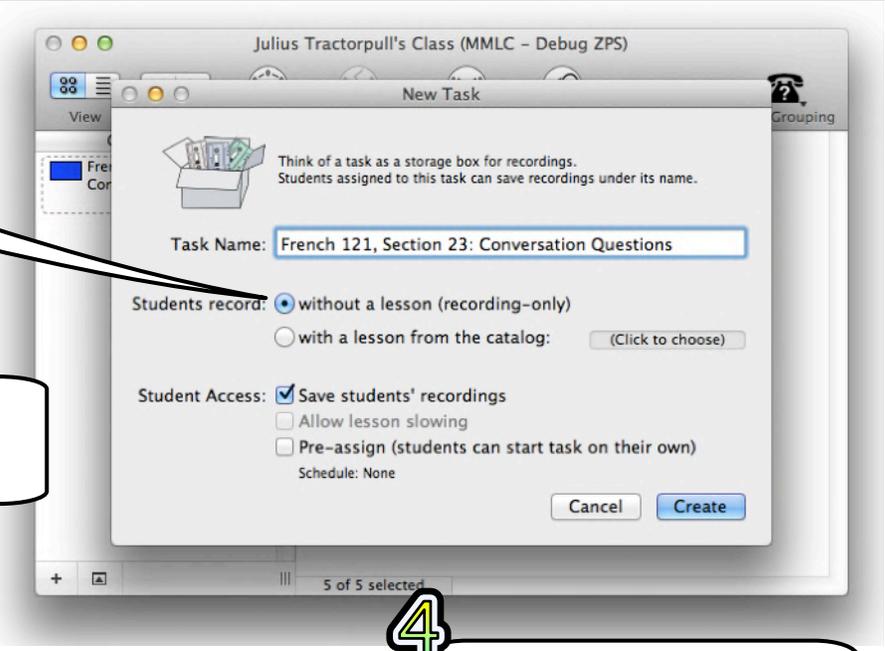
*TO END THE ACTIVITY, ASSIGN A NEW TASK OR DRAG-AND-DROP THE TASK OFF THE SELECTED STUDENT(S) TO UNASSIGN.*

# RECORDING-ONLY TASKS (STUDENT CONTROL)



**1** FROM THE "TASKS" MENU, CLICK "NEW TASK."

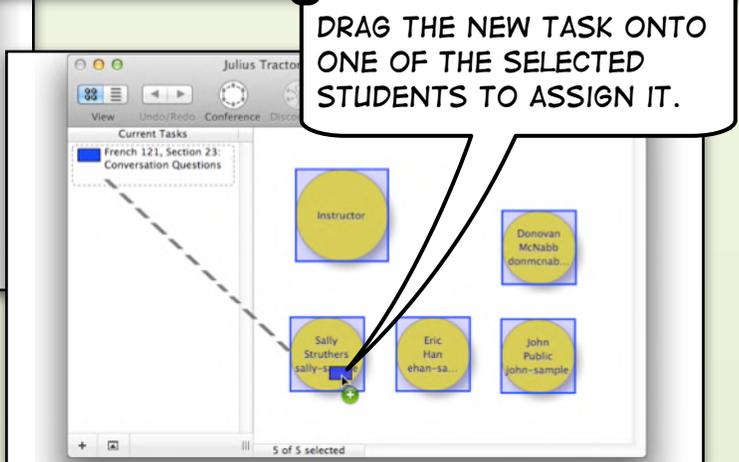
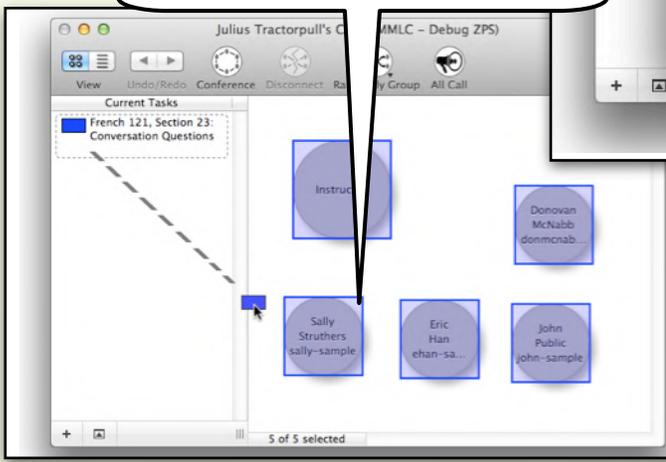
*TIP: TO LET STUDENTS MAKE BLANK RECORDINGS, GIVE THEM A "RECORDING-ONLY TASK."*



**2** CLICK "STUDENTS RECORD: WITHOUT A LESSON (RECORDING-ONLY)."

THEN CLICK "CREATE."

**3** SELECT THE STUDENTS TO BE ASSIGNED (HOW? SEE P. 12) AND DRAG THE TASK.



**4** DRAG THE NEW TASK ONTO ONE OF THE SELECTED STUDENTS TO ASSIGN IT.

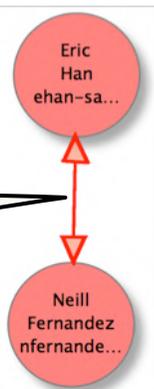
STUDENTS MUST CLICK "RECORD" TO MAKE RECORDINGS.



THEY CAN MAKE AS MANY RECORDINGS AS THEY WANT.

**DILL CLIENT ASSIGNED TO RECORDING-ONLY TASK.**

RECORDINGS FROM PAIRED STUDENTS CONTAIN BOTH VOICES.

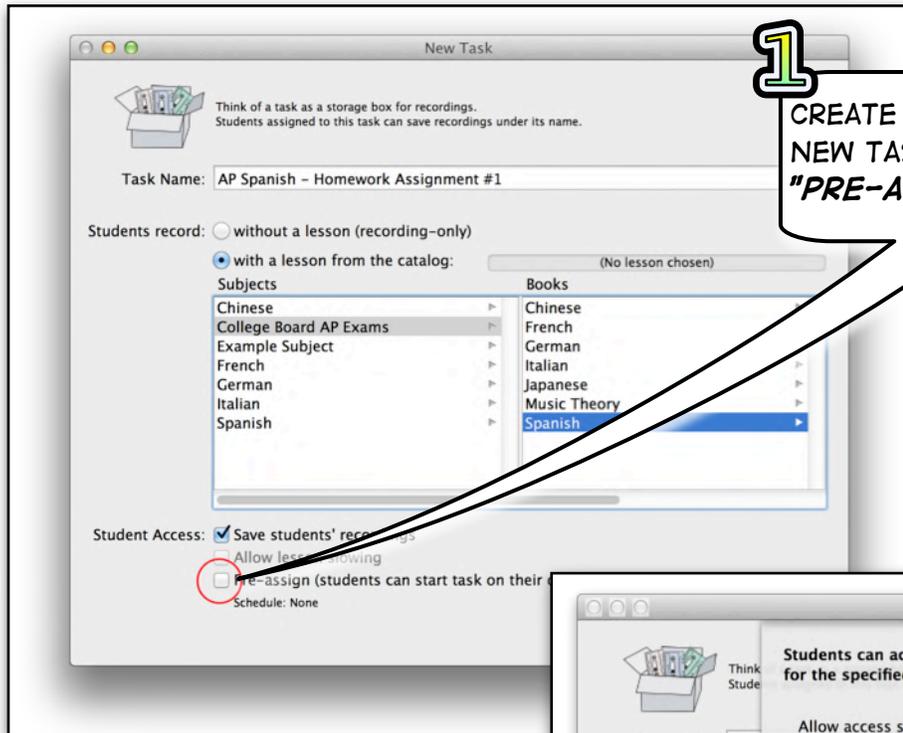


# PRE-ASSIGN STUDENT WORK

*TIP: TO LET STUDENTS OPEN AND WORK ON TASKS THEMSELVES, CREATE A "PRE-ASSIGNED TASK."*

*A PRE-ASSIGNED TASK IS A TASK THAT STUDENTS CAN ACCESS (EVEN WITHOUT A TEACHER PRESENT) DURING A SPECIFIED TIME INTERVAL.*

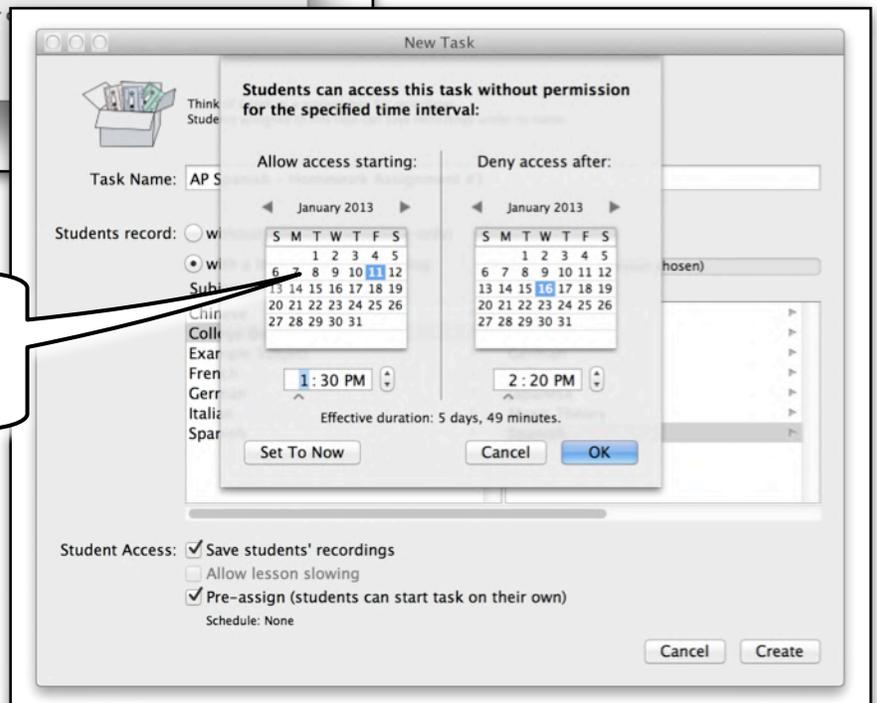
*CREATE MULTIPLE PRE-ASSIGNED TASKS TO ALLOW STUDENTS TO WORK FROM ONE TASK TO ANOTHER.*



**1** CREATE A NEW TASK. IN THE NEW TASK WINDOW, CHECK THE "PRE-ASSIGN" OPTION.

**2** IN THE DROP-DOWN WINDOW THAT APPEARS, CHOOSE THE TASK'S START AND END TIMES.

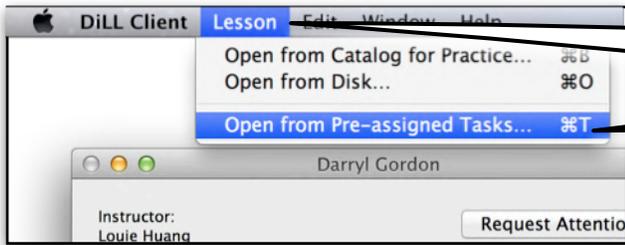
THESE TIMES LIMIT WHEN STUDENTS CAN OPEN AND WORK ON THE TASK.



**CONTINUED...**

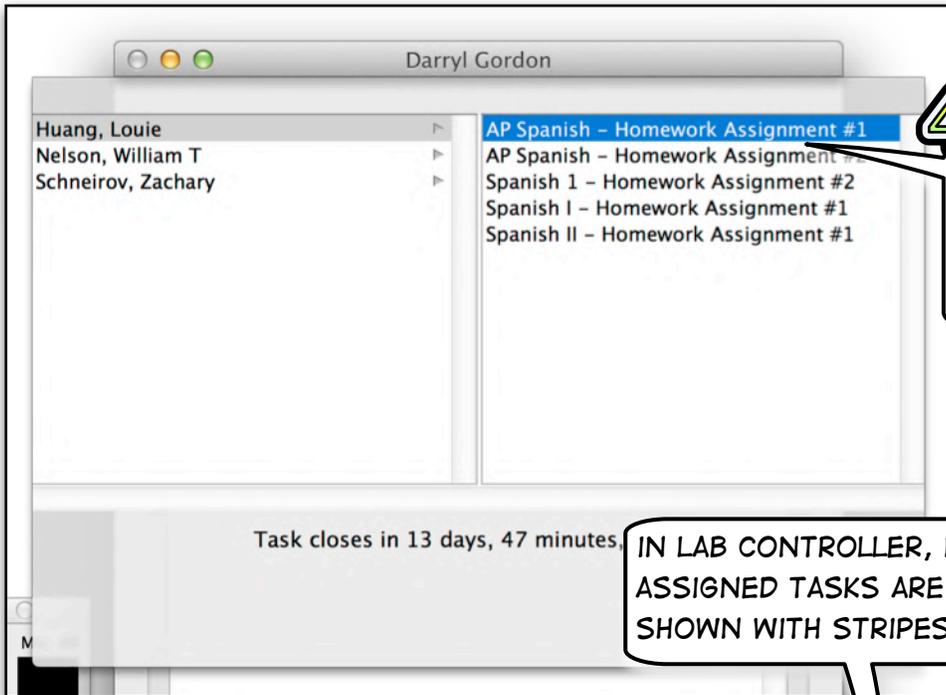
# PRE-ASSIGN STUDENT WORK (CONTINUED...)

## AS A STUDENT...



3

UNDER "LESSON" IN THE DILL CLIENT MENU BAR, SELECT "OPEN FROM PRE-ASSIGNED TASKS..."

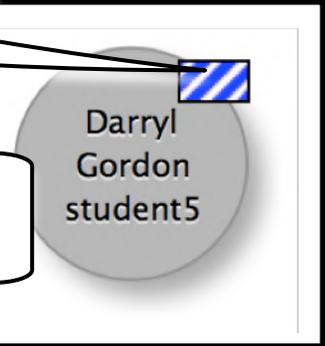


4

IN THE WINDOW THAT APPEARS, SELECT THE TEACHER AND THEN CHOOSE THE APPROPRIATE TASK.

IN LAB CONTROLLER, PRE-ASSIGNED TASKS ARE SHOWN WITH STRIPES...

...WHICH INDICATES THAT THE STUDENT CAN WORK FROM TASK TO TASK.



## EXAMPLE USES



ASSIGN HOMEWORK FOR STUDENTS TO COMPLETE OUTSIDE OF CLASS



CREATE A LIST OF TASKS FOR STUDENTS TO COMPLETE AT THEIR OWN PACE



QUEUE ASSIGNMENTS FOR WHEN YOU CANNOT BE PRESENT IN CLASS

# SYNCHRONIZED TASKS (TEACHER CONTROL)

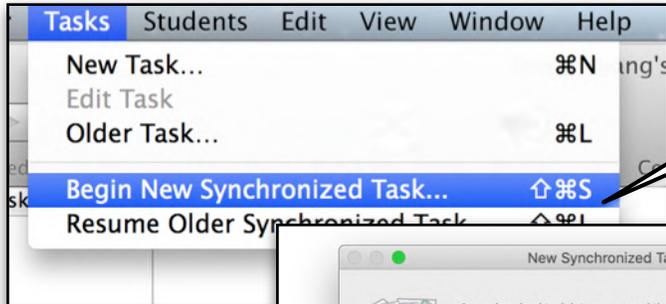
**A SYNCHRONIZED ACTIVITY IS LIKE PLAYING A PORTABLE STEREO IN FRONT OF THE CLASS.**

**YOU CONTROL WHAT STUDENTS HEAR AND WHEN THEY ARE RECORDED.**

**USE SYNCHRONIZED TASKS TO ADMINISTER ASSESSMENTS, PROCTOR AP EXAMS, AND RECORD CONVERSATIONS.**



**TIP: PLAY LESSONS AND RECORD THE ENTIRE CLASS AT ONCE.**



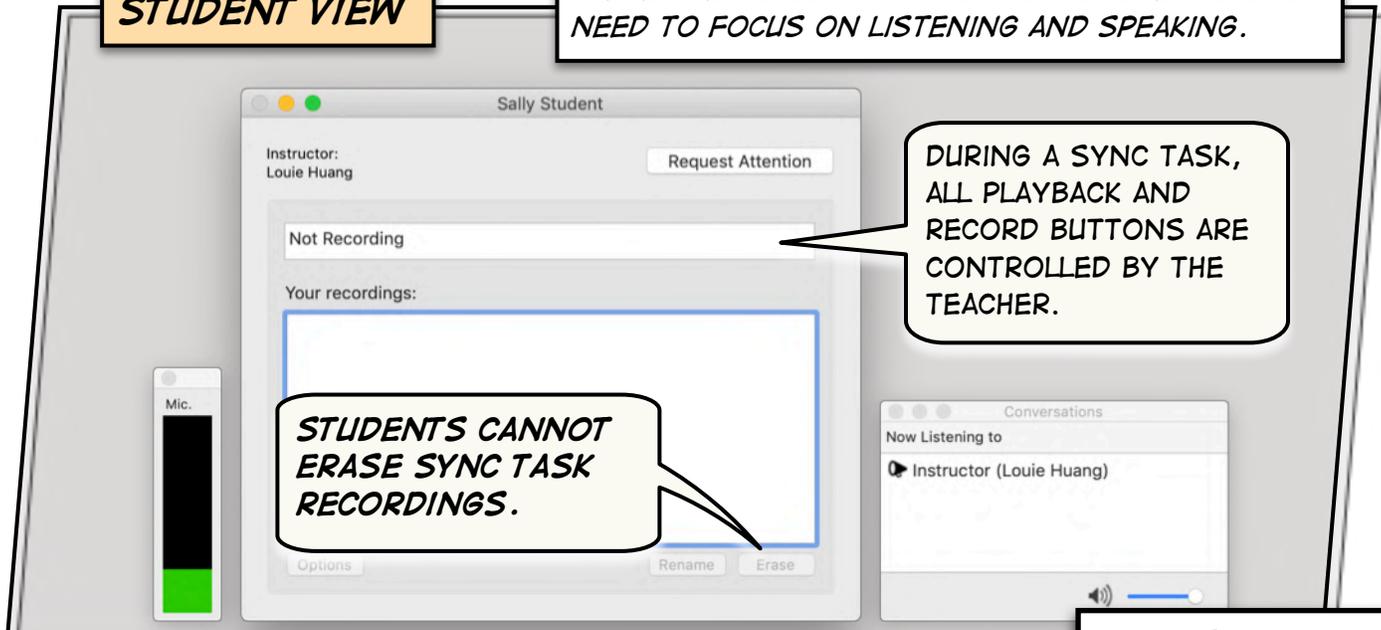
**FROM THE TASKS MENU, CLICK "BEGIN NEW SYNCHRONIZED TASK..."**



**AND GIVE THE TASK A NAME.**

## STUDENT VIEW

**THERE ARE NO BUTTONS TO PUSH. STUDENTS ONLY NEED TO FOCUS ON LISTENING AND SPEAKING.**



**DURING A SYNC TASK, ALL PLAYBACK AND RECORD BUTTONS ARE CONTROLLED BY THE TEACHER.**

**STUDENTS CANNOT ERASE SYNC TASK RECORDINGS.**

**CONTINUED...**

# SYNCHRONIZED TASKS (CONTINUED...)

CLICK "RECORD STUDENTS" TO START RECORDING EACH STUDENT AT ONCE.

CLICK IT AGAIN TO STOP RECORDING.

EACH TIME YOU CLICK RECORD, ANOTHER RECORDING IS ADDED.

The screenshot shows the 'Louie Huang's Class (Huang): Synchronized Task; 10 PM' interface. On the left, there are controls for 'Load lesson audio from:' (Catalog, Drive), 'Recordings:' (Teacher control, Allow student playback, Record Students), and 'Not recording.'. On the right, a grid of student avatars is shown with an 'Instructor' avatar at the bottom left. Red arrows point from the instructor to several students, indicating an 'all-call' broadcast. A 'Switch to Independent Work' button is at the bottom left, and '9 students' is at the bottom center.

"ALL-CALL" IS AUTOMATICALLY ENABLED. YOUR VOICE IS BROADCASTING TO THE CLASS.

A close-up of the 'Stop Recording' button, which is a red circle with a white dot. Below it, the text 'Currently recording students.' is shown, with '8.7 seconds' circled in red.

A close-up of the 'Recordings:' section. It shows two radio buttons: 'Teacher control' (unselected) and 'Allow student playback' (selected).

A screenshot of a student's interface (Sally Student) during recording. It shows 'Recording in progress' and 'Your recordings:' with a list containing 'Sample number 1 (Sample now recording)'. A timer next to the sample is circled in red and shows '8.7 seconds'.

WHEN RECORDING, SYNCED TIMERS APPEAR FOR YOU AND STUDENTS.

A screenshot of a student's interface (Sally Student) after recording. It shows 'Record' and 'Play Recording' buttons. Under 'Your recordings:', there is a list with 'Sample number 1' selected and 'Sample number 2', 'Sample number 3', and 'Sample number 4' listed below it. A total timer shows '12.1 seconds'.

CHECK "ALLOW STUDENT PLAYBACK" TO LET STUDENTS PLAY BACK THEIR OWN RECORDINGS.

CONTINUED...

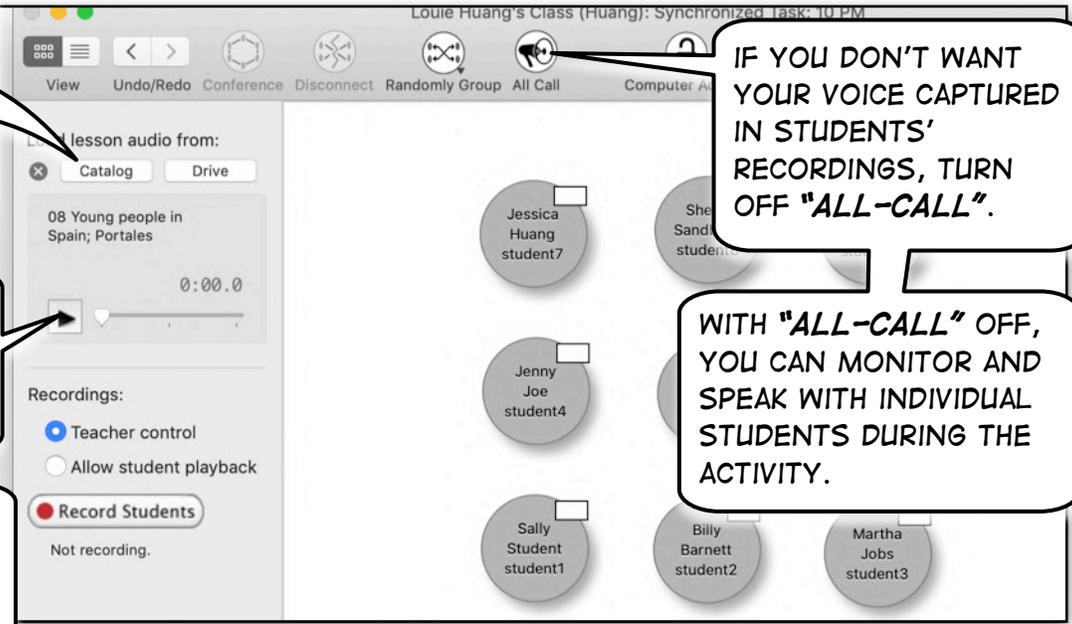
# SYNCHRONIZED TASKS (CONTINUED...)

IN ADDITION TO USING YOUR VOICE AS THE STIMULLUS, STREAM AN AUDIO FILE OR CD OUT TO STUDENTS FOR THEM TO RECORD WITH.

CLICK "CATALOG" TO CHOOSE AUDIO FROM THE DILL CATALOG OR "DRIVE" FOR AUDIO ON YOUR COMPUTER, CD, OR USB DRIVE.

CLICK THE "PLAY" BUTTON TO BEGIN STREAMING THE AUDIO FILE TO THE CLASS.

UNLIKE A LESSON-BASED TASK, STARTING A RECORDING *WILL NOT* PAUSE THE AUDIO.

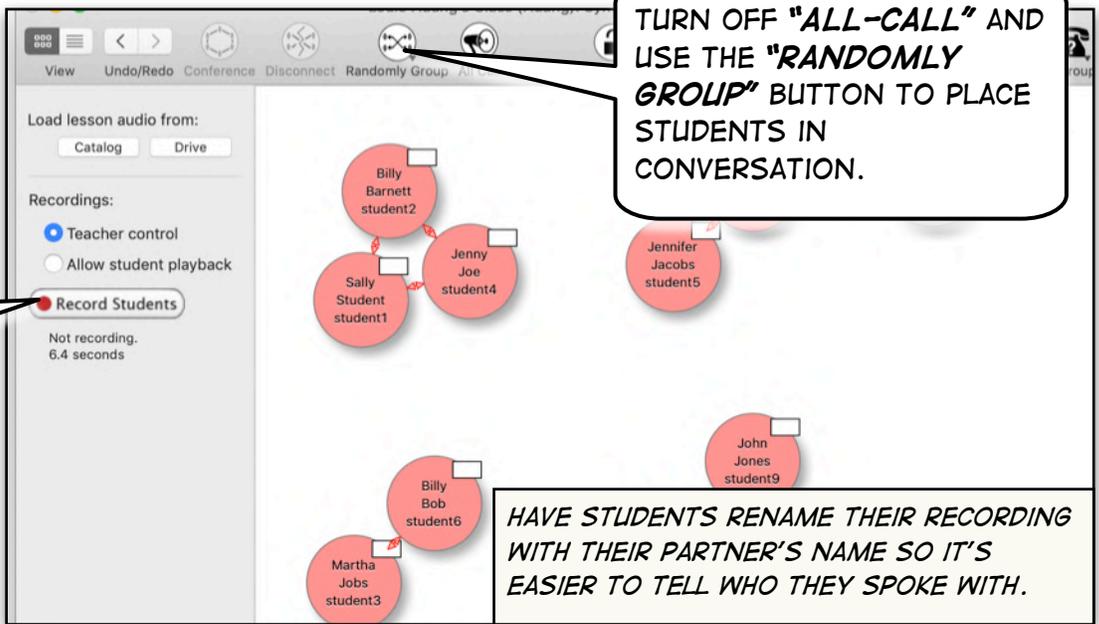


IF YOU DON'T WANT YOUR VOICE CAPTURED IN STUDENTS' RECORDINGS, TURN OFF "ALL-CALL".

WITH "ALL-CALL" OFF, YOU CAN MONITOR AND SPEAK WITH INDIVIDUAL STUDENTS DURING THE ACTIVITY.

SYNCHRONIZED TASKS CAN ALSO BE USED TO QUICKLY RECORD PAIR OR GROUP CONVERSATIONS.

CLICK "RECORD STUDENTS" TO RECORD THE CONVERSATION.



TURN OFF "ALL-CALL" AND USE THE "RANDOMLY GROUP" BUTTON TO PLACE STUDENTS IN CONVERSATION.

HAVE STUDENTS RENAME THEIR RECORDING WITH THEIR PARTNER'S NAME SO IT'S EASIER TO TELL WHO THEY SPOKE WITH.

# DILL WEBSITE: REVIEW STUDENT RECORDINGS

**TIP: YOU CAN LISTEN TO STUDENTS' RECORDINGS BY VISITING YOUR SERVER'S DILL WEBSITE.**

**ASK YOUR TECHNICAL SUPPORT PERSONNEL WHERE TO FIND THE DILL WEB SITE.**

**TYPE THE ADDRESS INTO YOUR WEB BROWSER.**

**LOG-IN WITH THE SAME ACCOUNT YOU USED WITH DILL LAB CONTROLLER.**

**NOTE: YOU MUST BE DESIGNATED AS A TEACHER IN DILL TO CONTINUE.**

The image shows two screenshots of a web browser. The top screenshot shows the login page for 'yourschool.dillconnect.com'. It features a logo with a colorful parachute and the word 'DILL' on a green box. Below the logo are two input fields: 'log-in ID:' and 'password:', followed by a blue 'Log-in' button. The bottom screenshot shows the 'Recent Tasks' page, which displays a list of tasks categorized into 'Synchronized tasks', 'Recording-only tasks', and 'Lesson tasks'. Each category has a table with columns for 'Name', 'Created on', and 'Students'.

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**Recent Tasks**  
Review your students' saved recordings.

**Synchronized tasks (View all 3)**

Name	Created on	Students
AP Exams	03/28/2019	9
Synchronized Task; 8 PM	03/10/2019	1
California Pop Quiz	02/27/2019	12

**Recording-only tasks (View all 2)**

Name	Created on	Students
Example Conversation	03/28/2019	1
9AM Section 1 - Describe the picture	03/05/2019	7

**Lesson tasks (View all 1)**

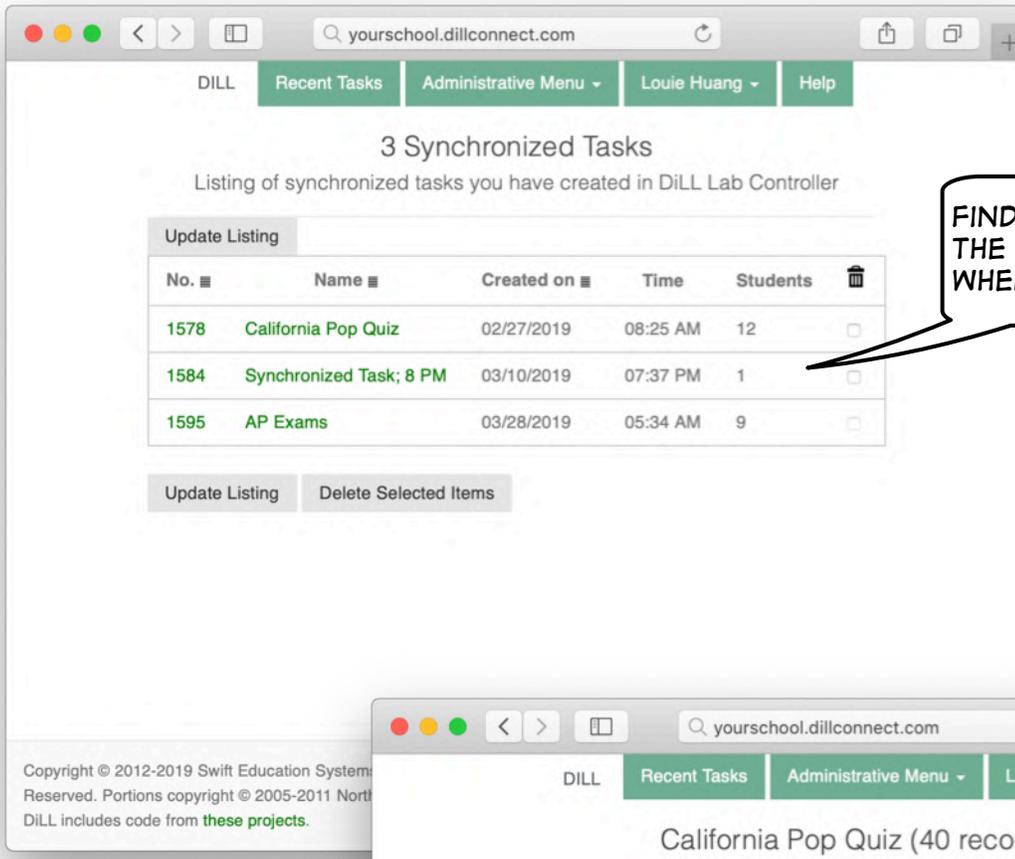
Name	Created on	Students
Listen and record	03/28/2019	1

**DECIDE WHICH TASKS TO VIEW:**

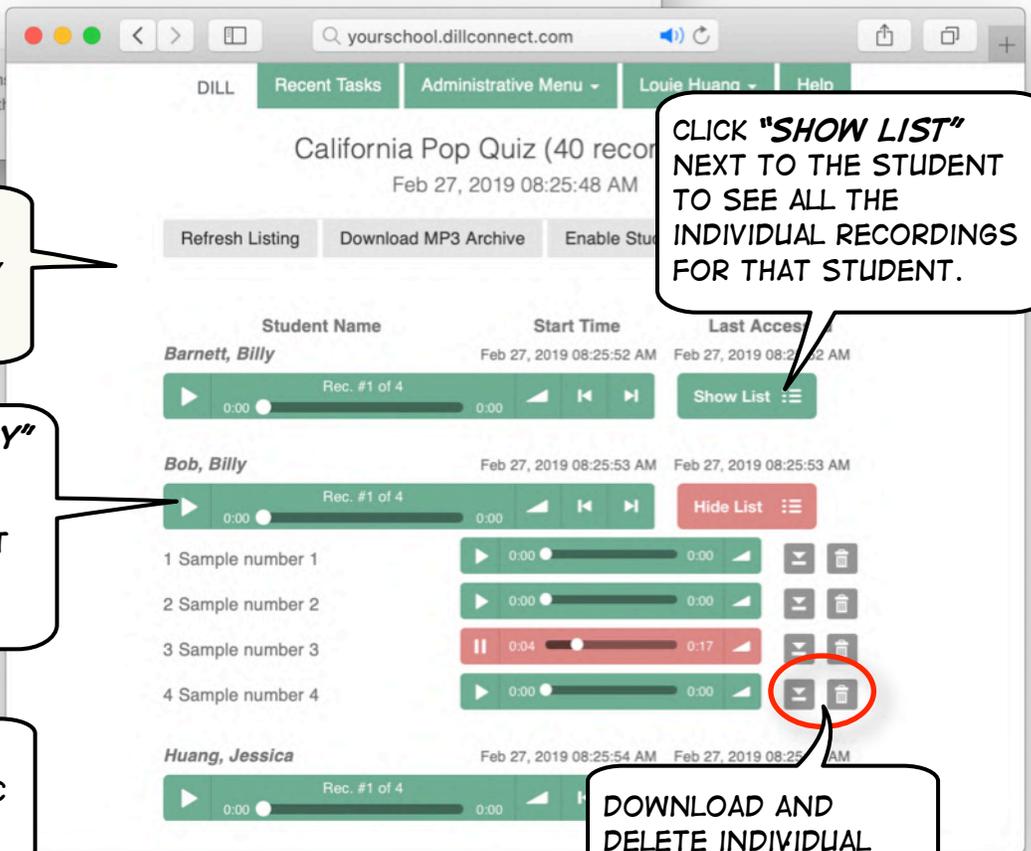
- SYNCHRONIZED TASKS,
- RECORDING-ONLY TASKS, OR
- LESSON TASKS

**CONTINUED...**

# REVIEW STUDENT RECORDINGS (CONTINUED...)



FIND YOUR TASK USING THE TITLE YOU CHOSE WHEN YOU CREATED IT.



CLICK "SHOW LIST" NEXT TO THE STUDENT TO SEE ALL THE INDIVIDUAL RECORDINGS FOR THAT STUDENT.

ALL STUDENTS ASSIGNED TO THE TASK ARE LISTED, EVEN IF THEY DIDN'T MAKE A RECORDING.

CLICK THE LARGE "PLAY" BUTTON TO PLAY ALL THE INDIVIDUAL RECORDINGS FOR THAT STUDENT AS ONE CONTINUOUS FILE...

...OR SELECTIVELY LISTEN TO A SPECIFIC RECORDING SAMPLE.

DOWNLOAD AND DELETE INDIVIDUAL RECORDING SAMPLES.

DELETED SAMPLES WILL BE EXCLUDED FROM THE ARCHIVE PROCESS.

**CONTINUED...**

# REVIEW STUDENT RECORDINGS (CONTINUED...)

TO DOWNLOAD THE STUDENT RECORDINGS, CLICK ON THE "DOWNLOAD MP3 ARCHIVE" BUTTON.

CHOOSE HOW YOU WOULD LIKE THE .MP3 FILES NAMED.

ENTER YOUR EMAIL ADDRESS (OPTIONAL) AND CLICK THE "CREATE ARCHIVE" BUTTON.

Student Name: Barnett, Billy  
Start Time: Feb 27, 2019 08:25:52 AM  
Last Accessed: Feb 27, 2019 08:25:52 AM  
Rec. #1 of 4

Create archive of "California"  
Download student recordings as combined MP3 files

Total students: 12  
File naming scheme: [SHORTNAME].mp3  
Description: Description of activity  
Email Address: Email address  
Optional; link will be sent here

Create Archive

Archiving Task...

Please be patient while each student's recordings are combined into an MP3 file and archived into a ZIP file.

THE SERVER WILL BEGIN PREPARING THE ARCHIVE. WHEN IT'S DONE, A DOWNLOAD LINK WILL APPEAR.

IF YOU ENTERED YOUR EMAIL ADDRESS, A COPY OF THE LINK WILL ALSO BE EMAILED TO YOU.

The request to archive audio has completed.

The MP3 files can be downloaded from the following link:

<http://dodge.local/cgi-bin/WebObjects/DiLL.woa/wa/downloadResultOfSystemTask?systemTask=1130&key=XPNyfDV8ZC6VrpLp85ZPUgee&wosid=false>

ONCE THE ZIP FILE IS DOWNLOADED AND UNZIPPED, THE FOLDER WILL CONTAIN AS MANY MP3 FILES AS THERE WERE STUDENTS WHO WERE ASSIGNED THE TASK (ASSUMING RECORDINGS WERE MADE).

Name	Date Modified	Size
student1.mp3	Today, 3:14 AM	910 KB
student2.mp3	Today, 3:14 AM	911 KB
student3.mp3	Today, 3:14 AM	918 KB
student4.mp3	Today, 3:14 AM	916 KB
student5.mp3	Today, 3:14 AM	911 KB
student6.mp3	Today, 3:14 AM	917 KB
student7.mp3	Today, 3:14 AM	910 KB
student8.mp3	Today, 3:14 AM	913 KB
student9.mp3	Today, 3:14 AM	912 KB
student10.mp3	Today, 3:14 AM	920 KB

# ENABLE STUDENT ACCESS

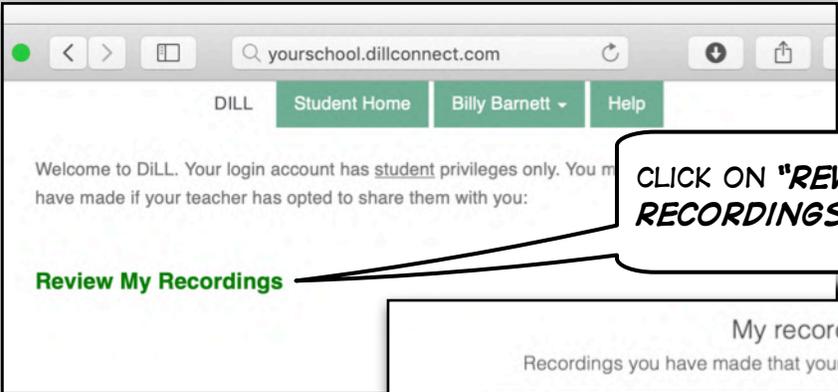
WHEN REVIEWING STUDENT RECORDINGS, **ENABLE STUDENT ACCESS** TO ALLOW STUDENTS TO LOG-IN TO THE DILL WEBSITE TO LISTEN TO (BUT NOT DOWNLOAD) THEIR RECORDINGS. REVOKE ACCESS ANYTIME.



CLICK ON THE **"ENABLE STUDENT ACCESS"** BUTTON.

## STUDENT VIEW

AFTER ENABLING ACCESS, STUDENTS CAN SIGN INTO THE DILL WEBSITE TO SEE THEIR RECORDINGS.



CLICK ON **"REVIEW MY RECORDINGS"**.

TASKS WITH ACCESS ENABLED WILL APPEAR. STUDENTS WILL ONLY HAVE ACCESS TO THEIR OWN RECORDINGS.



UPLOAD TEXTBOOK OR PERSONAL AUDIO FILES TO THE DILL CATALOG FOR USE WITH STUDENTS. UPLOADED AUDIO FILES ARE SHARED ACROSS THE DEPARTMENT. FILES MARKED **"PRIVATE"** CAN ONLY BE SEEN BY TEACHERS.

*TIP: TO UPLOAD AUDIO LESSONS TO THE DILL CATALOG USE THE DILL CATALOG MANAGER.*

## USE UPLOADED AUDIO FILES FOR:

### STUDENT SELF-ACCESS

STUDENTS CAN LOAD AND PLAY TEACHER UPLOADED AUDIO FILES IN DILL CLIENT FOR PRACTICE (P.2)

### LESSON-BASED TASKS

ASSIGN AUDIO FILES TO STUDENTS TO LISTEN AND RECORD AT THEIR OWN PACE (P.9).

### SYNCHRONIZED TASKS

STREAM AUDIO FILES DIRECTLY TO THE ENTIRE CLASS SIMULTANEOUSLY (P.13).

1

FIND AND OPEN THE DILL CATALOG MANAGER PROGRAM ON YOUR COMPUTER.



2

LOGIN WITH YOUR SCHOOL ID AND PASSWORD.

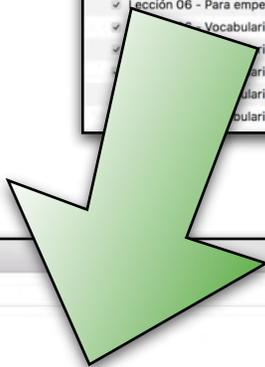
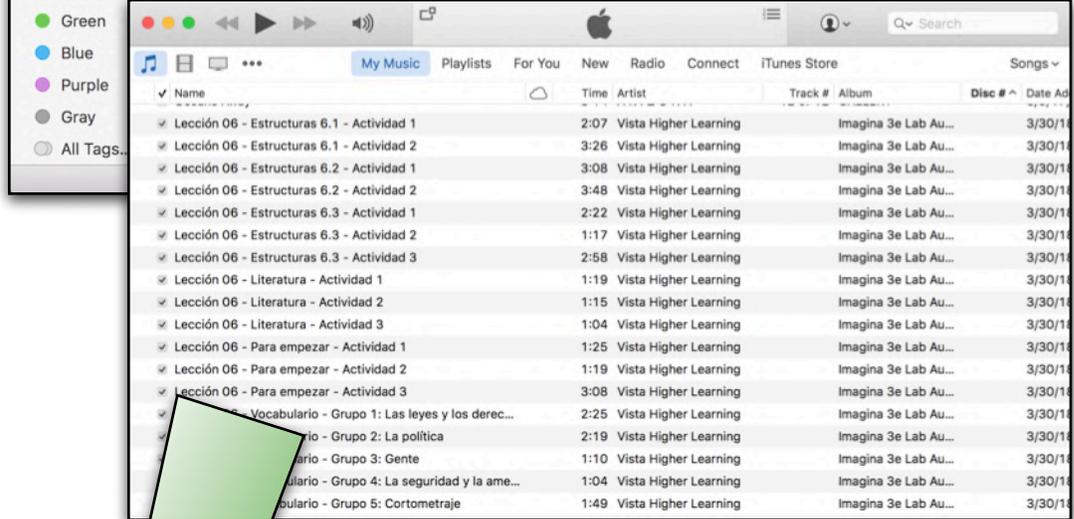
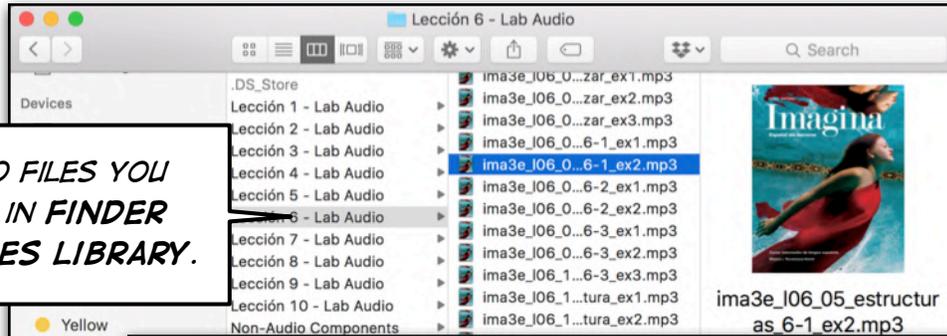
A screenshot of a web application interface. At the top, it says "(Empty Upload Session)". Below that is a table with columns "Do..." and "Lesson Title". A modal dialog box is open in the center with the text "Please enter your school login and password." It has two input fields: "Login:" and "Password:". Below the fields are two buttons: "Quit" and "Login". At the bottom of the page, there are two dropdown menus: "Subject: No Subjects Available" and "Book: No Books Available". There is a checkbox labeled "Show in Order" and a button labeled "Upload Lessons Into Book".

**CONTINUED...**

**UPLOADING AUDIO (CONTINUED...)**

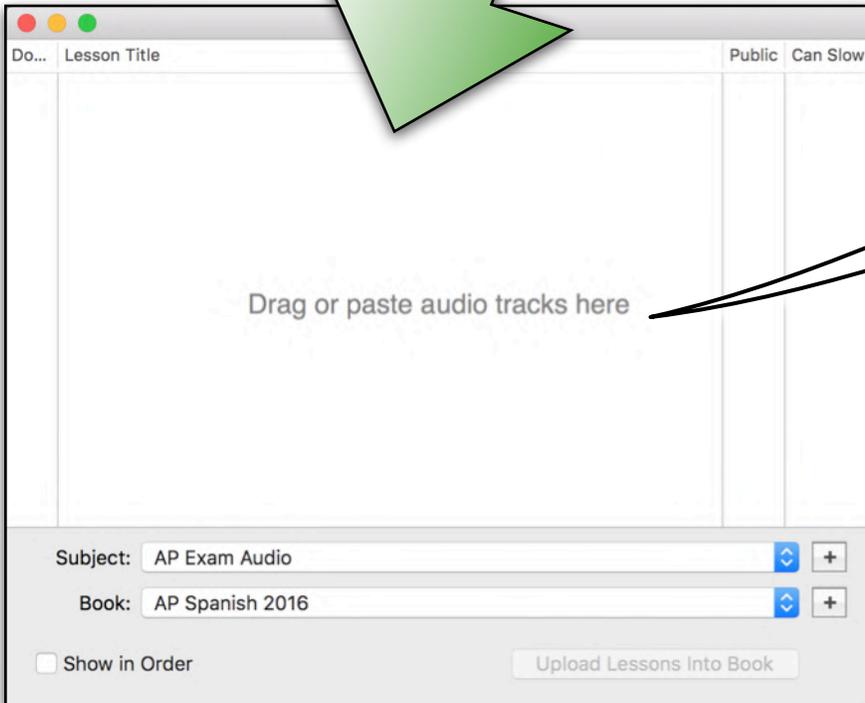
**3**

*LOCATE THE AUDIO FILES YOU WANT TO UPLOAD IN FINDER OR IN YOUR ITUNES LIBRARY.*



**4**

*DRAG OR PASTE THE AUDIO FILES INTO THE CATALOG MANAGER WINDOW.*

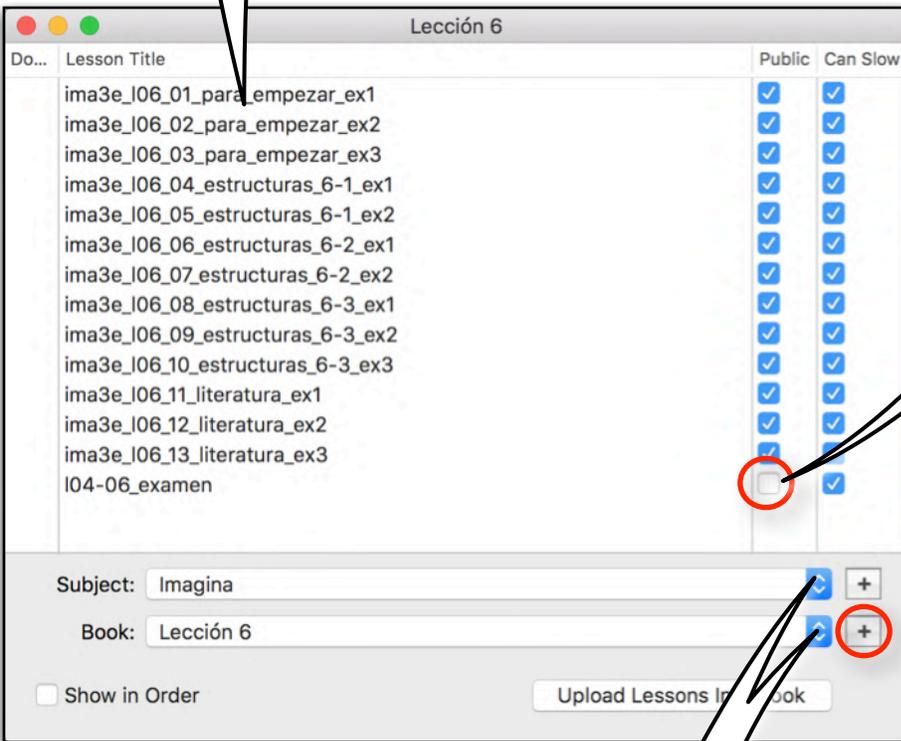


*TIP: INSERT AN AUDIO CD TO HAVE THE CATALOG MANAGER AUTOMATICALLY IMPORT THE TRACKS.*

**CONTINUED...**

5

EDIT LESSON TITLES BY **DOUBLE-CLICKING** OR HITTING **ENTER** ON THE LESSON TRACK.



6

UNCHECK THE **PUBLIC** CHECKBOX TO MARK THE FILE AS **PRIVATE**. **PRIVATE FILES** ARE HIDDEN FROM STUDENTS AND CAN ONLY BE LOADED WHEN DIRECTLY ASSIGNED BY THE TEACHER.

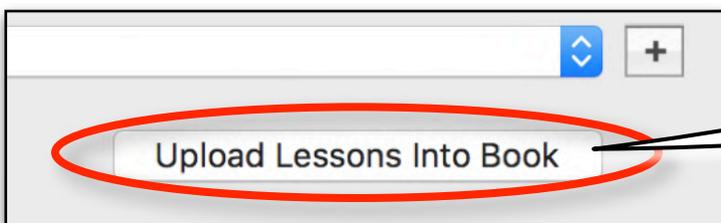
OR CLICK THE **+** **BUTTON** TO ADD A NEW SUBJECT AND NEW FOLDER

7

CHOOSE A SUBJECT AND BOOK TO UPLOAD THE AUDIO FILES INTO.

8

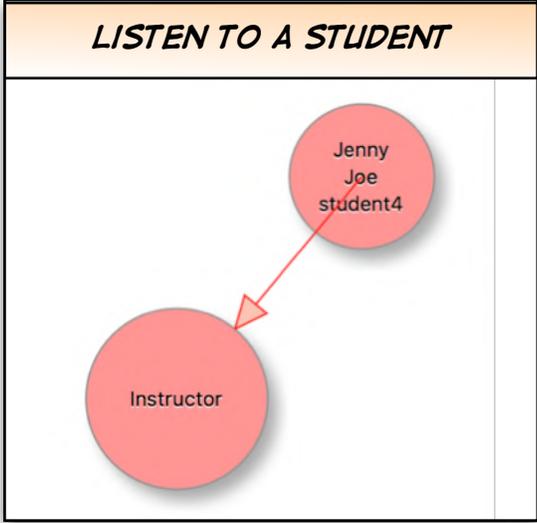
WHEN YOU'RE READY, CLICK ON **UPLOAD LESSONS INTO BOOK**.

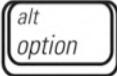


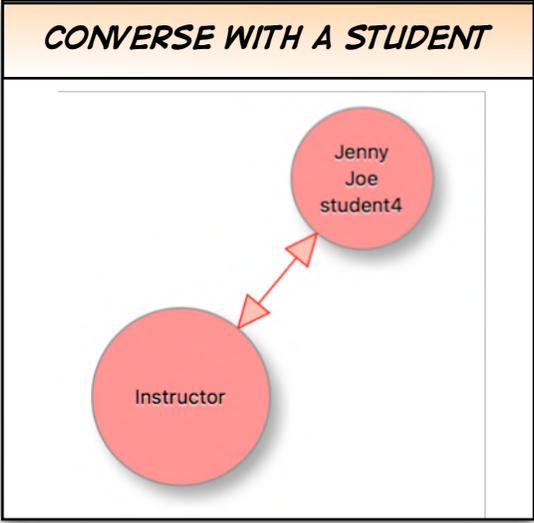
# MISC. TIPS

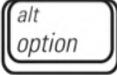
TIP: USE THESE SHORTCUTS TO SAVE TIME NAVIGATING LAB CONTROLLER.

## MONITOR STUDENTS WITH INSTANT CONNECTIONS



HOLD  AND  CLICK ON THE STUDENT



HOLD  AND  DOUBLE-CLICK ON THE STUDENT

LISTENING TO A STUDENT IN THIS WAY WILL AUTOMATICALLY REMOVE YOUR PREVIOUS CONNECTION.

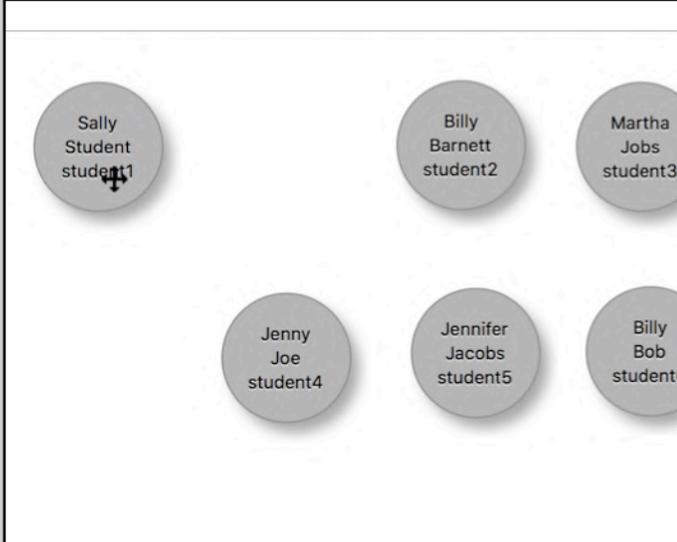
CONTINUED...

# MISC. TIPS (CONTINUED...)

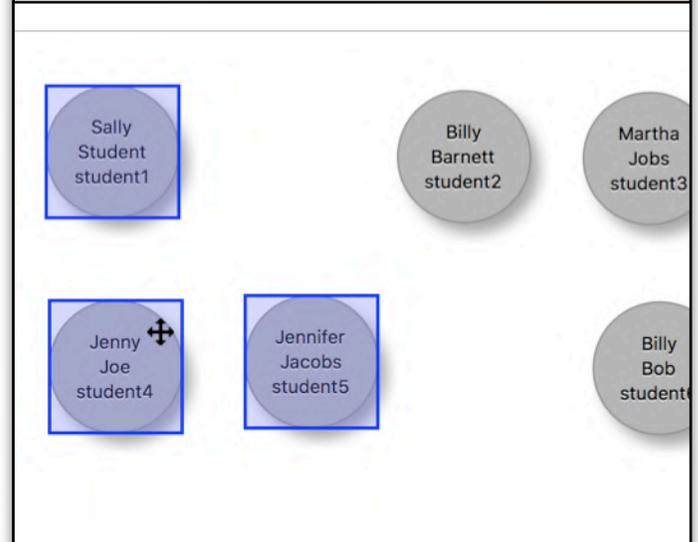


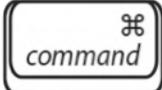
## MOVING STUDENTS AROUND IN LAB CONTROLLER

### MOVE ONE STUDENT



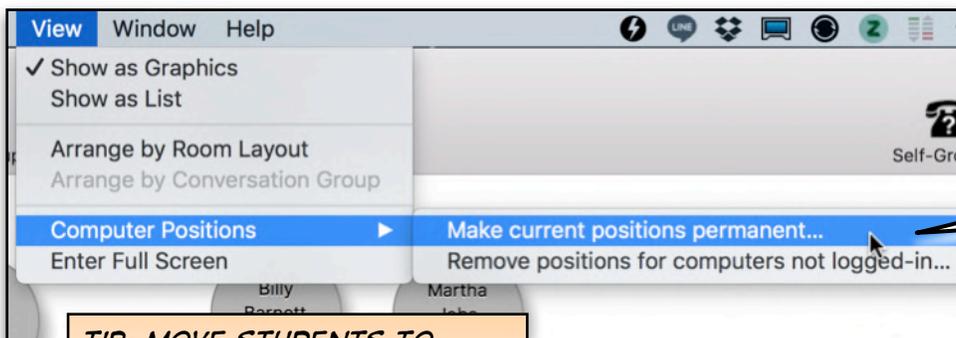
### MOVE A SELECTION OF STUDENTS



1. HOLD  AND CLICK + HOLD  ON

THE STUDENT OR SELECTION OF STUDENTS

2. DRAG THE STUDENT(S) AROUND. RELEASE THE MOUSE BUTTON TO PLACE STUDENTS IN THE NEW LOCATION.



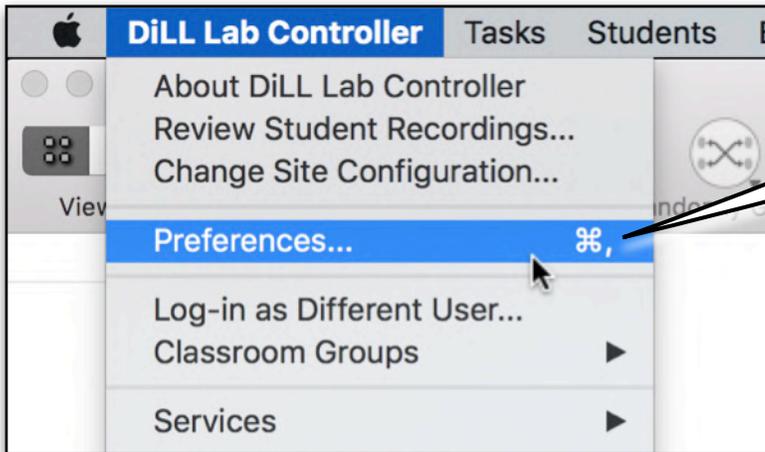
TO SAVE THE NEW POSITIONS, CLICK ON THE VIEW MENU AND CHOOSE COMPUTER POSITIONS.

TIP: MOVE STUDENTS TO BETTER SEE THE CLASSROOM INTERACTIONS OR TO CREATE A SEATING CHART.

CONTINUED...

# MISC. TIPS (CONTINUED...)

## HIDING STUDENTS' NAMES WHEN IN CONVERSATION

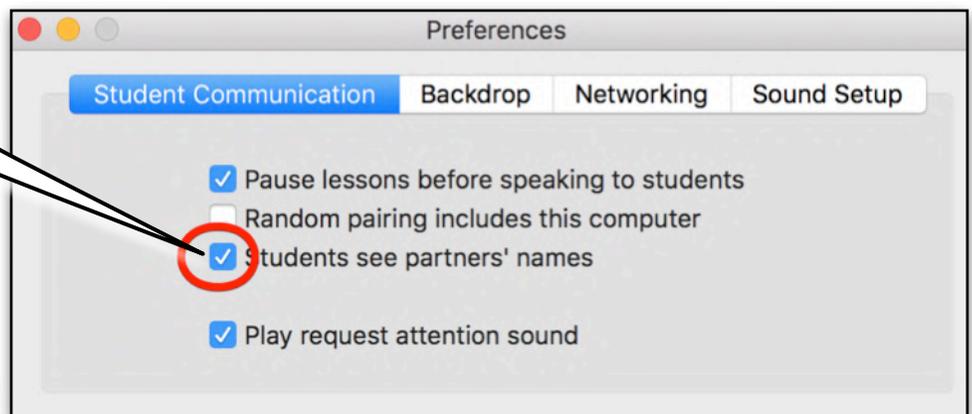


1

IN THE LAB CONTROLLER MENU SELECT PREFERENCES...

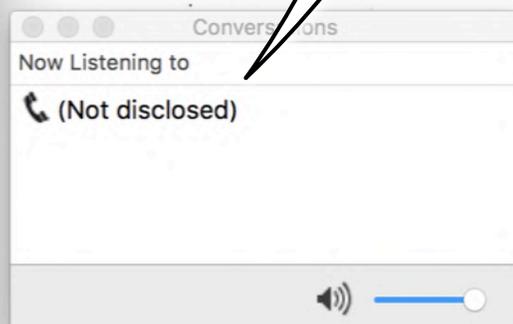
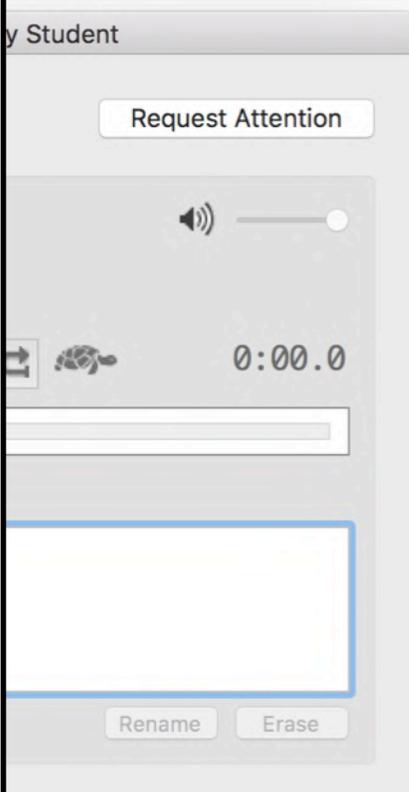
2

UNCHECK STUDENTS SEE PARTNERS' NAMES



3

STUDENTS' NAMES ARE NOW HIDDEN WHEN PLACED IN CONVERSATION.



TIP: HIDE NAMES TO ALLOW STUDENTS TO "GUESS" WHO THEIR PARTNER IS BY DESCRIBING THEMSELVES USING THE TARGET LANGUAGE.