VIVO Manual

Version 2.1

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Chapter 1: Product Overview

1.1 Background

The traditional language lab cannot meet the daily diversified teaching demand, when the multimedia-educational reform unceasingly penetrated into our country deeply. School is eager for an untraditional Teaching Terrace which combines pronunciation teaching together with computer multimedia network technology and promotes the study efficiency.

The traditional pronunciation teaching faces a problem that it is in a single functional and in a low efficient condition which is really poor for teacher and students' communication. With the fast development of today's multi-media network technology, how to apply the multimedia network technology in the traditional teaching has become an important problem for all the schools.

Through installing the professional teaching system software in the standard computer network environment, ***VIVO*** can realize a multifunctional and professional teaching terrace relying on the existing computer classroom in the school, including pronunciation classroom, multimedia classroom, network classroom, exam centre and opening study center, built the most suitable study environment for every subject.

1.2 Features

- Latest designed Matrix 2.0 software multimedia processing LGA, unprecedented integration process ability with digital voice and picture; it comes into digital video times thoroughly instead of voice-media only.
- Latest "repeat teaching" mode, teacher can organize an individual class to correspond with the students' practical situation.
- Through the pure software video repeater, the "video following reading" mode originated with ***VIVO*** affords student a way to study pronunciation from their favorite movie stars while they enjoy the wonderful movie. It inspires the students to study with passion.
- Support Reading online, Video on Demand, Video Following and Self-Evaluating, sufficiently meet the demand of the opening study centre.
- Support standard and oral exams, and sufficiently meet the demand of professional exam centre.

1.3 About the Manual

Chapter 1 gives an overview to the product;

Chapter 2 gives an overview to ***VIVO*** System;
Chapter 3 focuses on the Menu-bar;
Chapter 4 and Chapter 5 introduce the T-console;
Chapters 6 to Chapter 8 introduce the S-console;
The last Chapter gives an introduction to the tools.

1.4 What's in the Box

No.1

No.2

No.3

1.5 Technical Support

1.6 System Requirement

1. Environment:

- Temperature: 0℃ - 60℃
- Humidity: 20%-90%
- Pressure: 86kPa-106kPa
- Voltage: AC 220V +/- 22V
- Frequency:50Hz +/- 2.5Hz

2、Recommended Configuration：

	T-Computer	**S-Computer**
CPU	P4 2.4GHz	Celeron 1.6GHz
Motherboard Socket	PCIE (or AGP) socket * 1 PCI socket * 3	Anyone
Memory	512M	256M
Disk	100GB free size (for resource)	10GB free size
Audio Card	16bit audio card on board	16bit audio card on board
Network Card	100Mbps	100Mbps
Operating System	Windows XP professional version.	
Network Topology	100Mbps switch with star topology	
Others	1、Recommend double LCDs for teacher. 2、A single Server machine for more than 60 students.	

	3、Recommend to use software or hardware restore card.

Chapter 2: VIVO Voice System

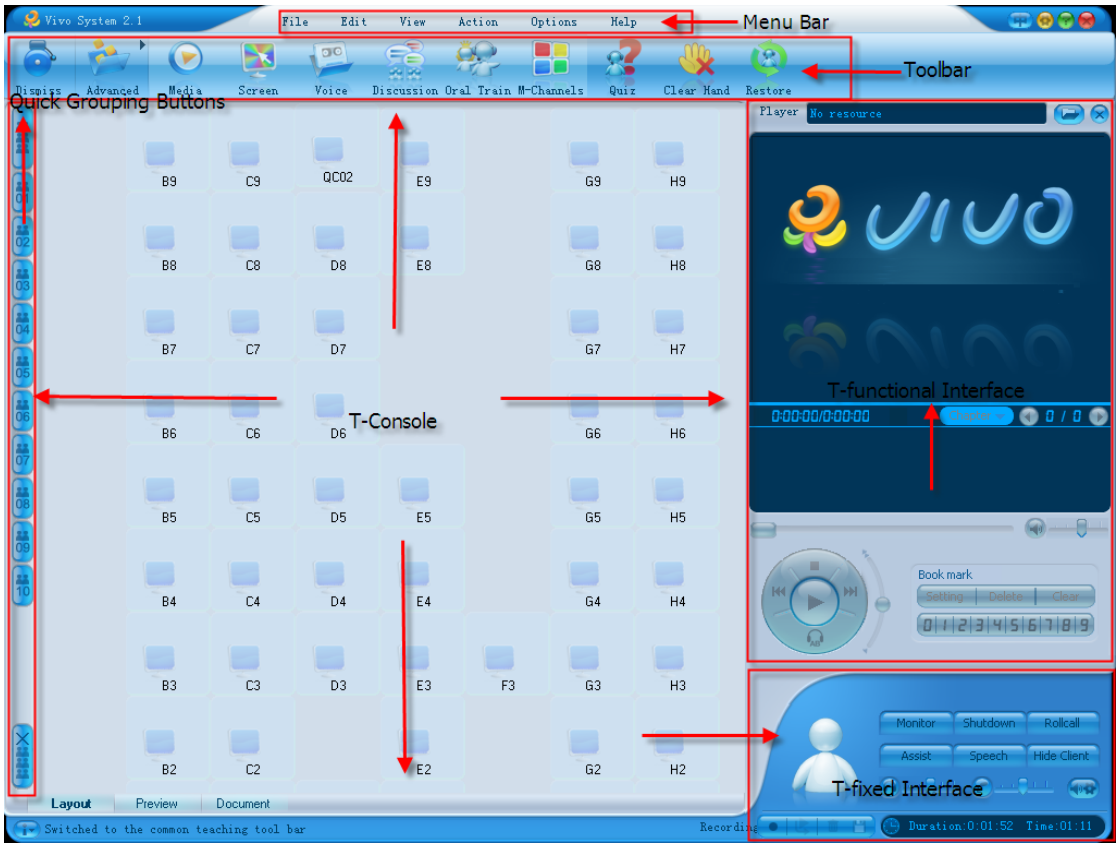
2.1 Overview

T-console is the center mode of ***VIVO***. T-console VIVO2.1 controls and manages the whole system, including teaching operation, such as Media, Discussion, Repeat, Standard Exam, Oral Exam, Theme discussion and Self-teaching; It can maintain and manage the whole system as well, such as audio storehouse management and classroom distribution setting.

Under Windows system, please click on ***VIVO*** icon to run the T-Console.

2.2 Interface Distribution

When the teacher opens the T-console of ***VIVO***, the Main-Control interface will appear as follows:



T-console interface can divided into six parts: Menu Bar, Tools Bar, View area, Function area, T-console and Status Bar.

2.3 Languages Cutover

T-console affords a double-languages cutover function. The teacher can change the language either by button on the right up screen or by “View” in the menu bar.

These functional areas are independent from each other but mutually corresponding in the meantime.

2.4 Menu Bar

Menu bar manages all the functions of the software, mainly including six parts: File, Edit, View, Action, Options and Help.

2.5 Tools Bar

These icon buttons on the Tools Bar afford teacher a more convenient way to use the software and control the student ports. There are four functional buttons on it. They are Class beginning and over, Common, Advanced and Restore.

Common part includes Media Broadcasting, Screen Broadcasting, Audio Broadcasting, Disk Broadcasting, Video Broadcasting, Discussion, M-Channel, Practice in Class and Oral Practice.

Advanced part includes Simultaneous Interpretation, Arranging Homework, Collecting Homework, Standard Exam and Simultaneous Exam, Surfing on Line, Theme Discussion, T-Conference, Video Following and Self-Teaching.

There are “Clear Hand” button and “Restore” button in both Common part and Advanced part.

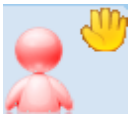
The teacher can switch between the Common tools and the Advanced tools by “Common/Advanced” button in the Tools Menu.
Note: Please connect the corresponded hardware first when the teacher uses Cassette, Disk or Video Broadcasting.

2.6 View Area

Under the distribution panel, there are a group of view buttons. The teacher can choose any view she or he wants by clicking on the corresponding buttons.

- Layout
  Display the Classroom Distribution and the Students Status, the teacher can use it to choose students or check the status.
- Preview
  The teacher can use it to preview a video before broadcast to the students.
- Browse
  The teacher can use it to browse a lecture or teaching materials.
- Document
  The teacher can use it to preview files, test paper for example.
- Quiz
  The teacher can use it to see the students' uploading answers and then do a statistics.

Students' Status Icon

Icon	Status	Icon	Status
	Before class		Computer closed
	In class		Discussing
	Self-study		Learning
	Take part in a standard exam		simultaneous interpretations
	Take part in an oral exam		Join in a simultaneous practice
	Under surveillance		Under assisted
	Key locked		Hands up
	Speaking		Screen locked

	Join in a subject discussion		In Tele-conference
	Join in a repeating study		Accept M-channels

2.7 Functional Area

Functional area shows the different content as the different Teaching functions are changed by the teacher.

2.8 T-console

T-console is composed of six teaching surveillance functions, they are: Monitor, Close the computer, Assist, Teacher speaking and Hide the panel.

2.9 Status Bar

It provides a prompt message for the teaching functional operation.

Chapter 3: Menu Bar

Menu bar is composed of six functional modes: File, Edit, View, Action, Options and Help.

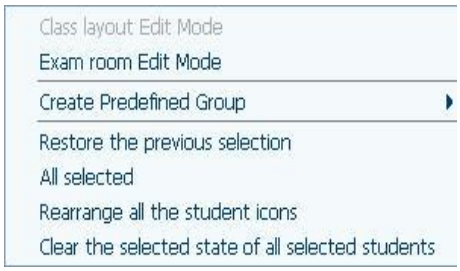
3.1 File menu

File menu is composed of seven functional buttons. They are Log In, Log off, Choose a course, Register a new account, Open, Save and Exit.

- Log In
  The teacher can log in the system with an old user name.
- Log off
  The teacher can cancel the old account by clicking on this button.
- Choose a course
  The teacher can choose the lectures she wants by clicking on here.
- Register a new account:
  The teacher can register a new account to log in on her first class.

If the teacher has to make out different classroom layout distribution files for different classes, she can do a layout distribution ahead and click on “Save” button in “File” menu. Then there will come out a dialog box, choose the contents and input a name and then click on “Save” button to save it in her folder. In the next class, just click on “Open” button in “File” menu to load the class distribution she stored in the local disk. Click on “Exit” after finishing setting.

3.2 Edit menu



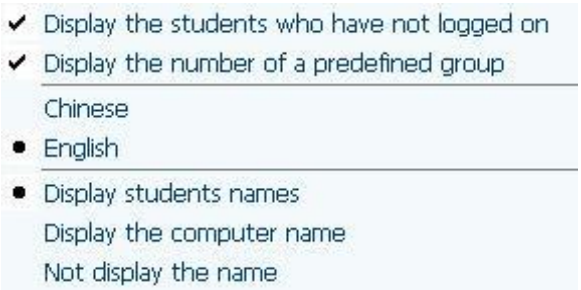
Click on “Edit” menu, and there will be a drop-down box like above.
It is composed of seven options. They are: Class layout edit mode, Create Predefined Groups, Restore the previous selection, All selected, Rearrange all the student icons, Clear the selected state of all selected students.

- Class layout edit mode
  All the student icons will be arranged from left to right, and from top to bottom by default on the distribution panel of T-console. The teacher can rearrange the

distribution of seats and number of the students according to her habit and the existing classroom.

- Create predefined groups
  Besides using the quick grouping buttons on the left, the teacher can choose the computers she wants to group, and click 1, 2, 3……9 in the left box to group them. After finishing grouping, she can quickly choose a group by clicking on the corresponding number in class.
- Restore the previous selection
  The teacher can restore the previous operation by clicking on this button when doing a wrong operation or she wants to go back to the previous setting.
- All selected
  The teacher can select all student icons by clicking it.
- Rearrange all the Student Icons
  The teacher can rearrange the student icons as she wants, but remember to save it.

3.3 View menu



Click on “View” menu in the menu bar, a box will appear like above:

There are seven options: Display the students who have not logged on, Display the number of a predefined group, Chinese\English, Display student names, Display the computer name, Don’t display the name.

- Display the students who have not logged on
  Selecting it shows the machines that haven’t been used by a student port.
- Display the number of a predefined group
  Choosing it shows the pre-grouping information of the student ports.
- Switch to English
  Choosing it switches between English and Chinese operational interface.
- Display student names
  Choosing it shows the students’ names corresponding to the student icon on teaching port.
- Display the computer name
  Choosing it shows computer names corresponding to the student icon on teaching port.
- Not display the name
  The teacher can clear all the names under the icons on teaching port.

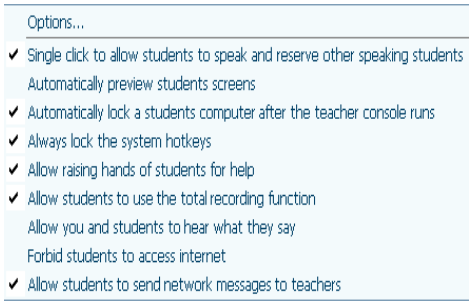
The teacher cannot select “Show Seat Name”, “Show Machine Name” and “Don’t show

Caption” buttons at the same time.

3.4 Action menu

There are a team of buttons having the same functions as “tools bar” in “Action” menu of Menu Bar. They work as quick key. Clicking on one item can run faster, and gives a more convenient way for teacher’s operation.

3.5 Options menu

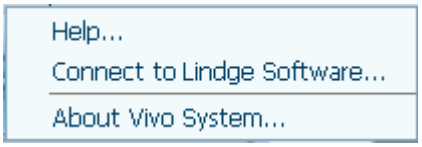


Click on “Option” menu, and the menu options appear, like on the right:
It is composed of nine functional items. They are Options, Allow the clicked student speak without abrogating others, Preview student’s screen, Auto lock student’s computer when director is running, Always filter system hot-keys, Permit students to require help, Permit students to use Total-record function, Forbid students to surf on line, and Allow students to send teacher net-messages.

- Options
  Click on it, and a box of the system tools will come out. (Look at the “system tools” for details)
- Allow the clicked Student to Speak abrogating others
  If the teacher just wants one to speak, please click on it. If she doesn’t want someone else to speak at the same time, please leave it there.
- Automatically Preview Students’ Screens
  The teacher can see the students’ screen by clicking on this.
- Automatically lock Student’s Computer after the teacher console runs
  If the teacher clicks on it, students cannot operate their computers any more since T-console runs.
- Always lock the system hot-keys
  Click on it to lock the hot-keys.
- Permit Students to Require Help
  Click on it to give students a convenient way to ask for help from the teacher.
- Allow Students to Use Total-recording Function
  Click on it and students can record lessons.
- Forbid Students to access Internet
  The teacher can forbid students from surfing Internet by clicking on it.
- Allow Students to Send network messages to teachers
  Click on it, and students can send the teacher network messages.

3.6 Help menu

The teacher can ask for help or check the software anytime when she comes across a problem by clicking on “Help” menu on the menu bar.



***About**: The teacher can find out the dongle number, the sales area and the R&D team of this version.*

Chapter 4: T-console's operation

Common

4.1 In Class and Dismiss

Click on "In class

" button to begin the class. All the student panels will come into in class mode under the teacher's management automatically.

Click on "Dismiss"

button to finish the class and close the student panels.

4.2 Remote controlling

Click "Power on

" button on Toolbar to open students' computers.

Click "Shut down

" button on Toolbar to close students' computers.

***Note**: This operation can only bring out under "dismiss" mode.*

After running the ***VIVO*** software, the teacher can see "Common"

and "Advanced"

two buttons. We have introduced them in the previous chapters that there are many expansion buttons under them.

"Common" represents commonly used functions, such as media and discussion.

"Advanced" represents auxiliary functions when teaching, such as standard exam and self-study.

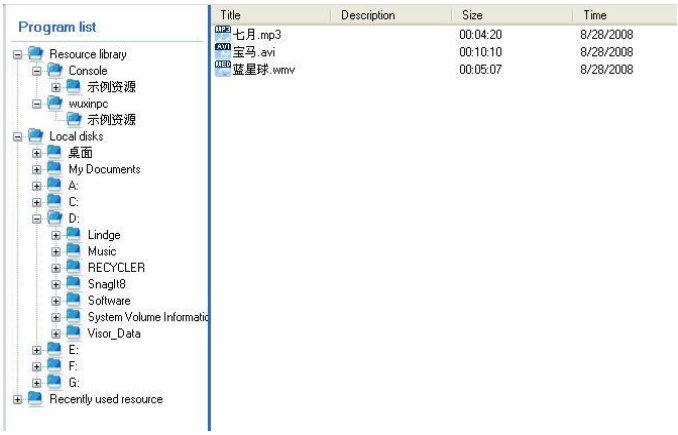
4.3 *Media*

Click on "Media *" button, there will be a media player on upper right screen of T-console (see picture above). The Media button is seen when you enter "In Class" mode.*

The player can broadcast both video and audio to student computers at the same time, and it lets teacher and students share the audio and video with each other.

The player can broadcast all kinds of main media files (WAV, MP3, MPEG1, MPEG2, MPEG4, RA, RMVB, WMA, WMV, etc) and lets students appreciate them synchronously. Please look through functions of the player as follows:

- *Opening the Resources*

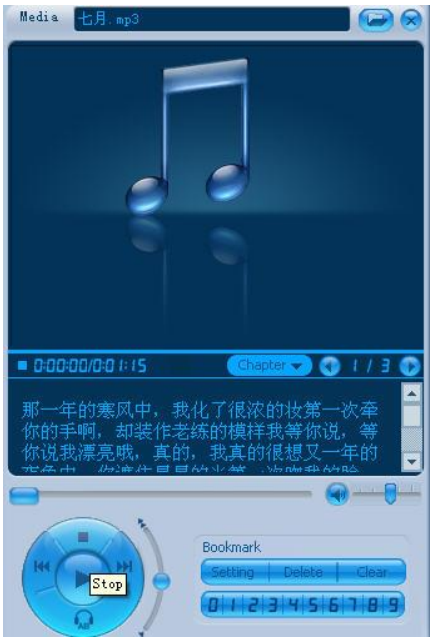


The T-console will change to a program list like the picture shown above after you click in the upper right corner of the media player. This program list dialog box is divided into two parts: the left is a classifying tree, and the right is a program list. The program list is divided into three parts, and they are resource library, local disks and recently used resource. The teacher can choose a suitable program from there to broadcast by double clicking on a media file. Then, the teacher can play the media file by clicking on "play " button to broadcast to the students and pause it

by button. If the teacher wants to close the playing media, she can click on button on the upper right corner of the player box.

The player can pick up a media file in folders from Resource library, Local disk, Recently used resource and Specific program.

- Selecting Chapters



The teacher can select a pre-made chapter by “Select chapter” button (look at the picture), which makes selection more convenient.

- Video and Text (subtitle) synchronization

When broadcasting a media file, the player can also display the pre-made subtitle at the same time.

- Bookmark

The teacher can use “bookmark” button to skip to the broadcasting position she saved before.

On the process of broadcasting, click on one of bookmark buttons (0, 1,…, 9). If a bookmark has a recording, it will skip to this position automatically. If not, it will bookmark the current position.

The teacher can also clear all bookmarks by “Clear” button.

- Speed changing but Melody fixed

At the left of the bookmark is a button on a curved track. The teacher can use it to change playing speed of audio between 160% and 50%, but the melody is fixed. Moving the button up gives a faster speed. Moving the button down gives a slower speed.

- Player Panel

The teacher can control the broadcasting process through the buttons on Player Panel and Progress-Bar.

Buttons on Player as follows:

Button	Signification	Button	Signification
	Back to pre-section		A-B interval cycling broadcasting. For repetitive broadcasting, first click this button to set A section of the play; then click B to set B section. Then, it will cycle broadcasting between A and B sections.
	Play/Pause		
	Stop		
	Skip to next section		Progress-bar. The teacher can check the exact position of the movie by the button.
	Audio volume level		Closes playing video resource.

(***Note***: *Before broadcasting a resource to the students, the teacher can preview it by the "preview" button on T-console)*

4.4 Screen

The teacher can broadcast her screen to the students by ***VIVO*** software.

The teacher can broadcast her own screen to the students by clicking on "Screen"

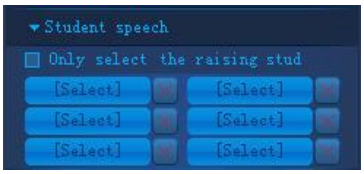
button on T-console, and the T-console interface will minimize itself. At the same time, a screen broadcast toolbar will appear on the screen (look at the picture).

Students can see the screen synchronously with teacher.

The teacher can open or hide the screen by clicking on "show main window"
button.

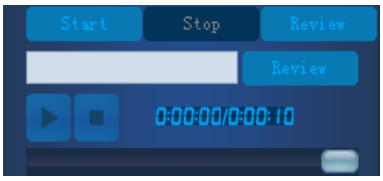
- Electronic Pen

  The teacher can use the electronic pen to mark the opened files by clicking on "Start mark" button on the Toolbar of "Screen" and show to students.

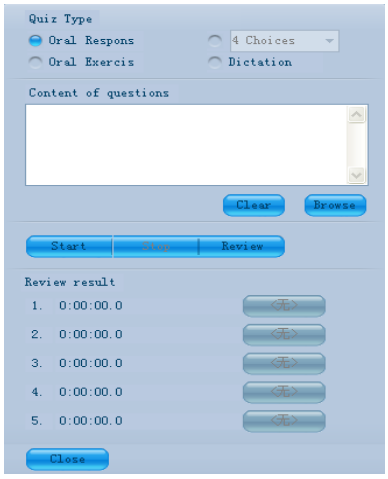


- Speech
  The teacher can choose anyone to whom she wants to give a speech. (Choose all or hand ups)
- Exercise or Quiz
  Exercise part can divide into Rush-answering, composing and Selection. The teacher can choose a suitable mode to give an exercise, and students give answers.

- Oral Practice
  The teacher can begin an oral practice by clicking on "start" button, and students can practice while being recorded.
  The teacher can stop by "Stop" button.
  The teacher can also read and appraise anyone's oral practice through "appraise" button after selecting one student.



4.5 Audio/voice broadcasting



Audio broadcast has a function that the teacher can let students practice themselves on her demand. It can be divided into Rush-answering (Oral Response), Writing practice (Dictation), Judgment (Oral Exercise), Selection Options for Selecting from two, Selecting from three, Selecting from four and selecting from five, … etc. Click on "Rush-answer (Oral Response)" button, a rush-answer plate will appear on T-console like that (look at the picture).

The teacher can see four practice modes:

- Rush-answering (Oral Response)
  Input a subject name at "subject content" or choose a prepared subject from "Browse" button and click on "Start", then the student ports will show the teacher's question and the snatch button. After Rush-answering, the top five students' names and time will be shown at "Answer sheet" in order.
- Writing practice (Dictation)
  Similar to "Rush-answering (Oral Response)", input subject and needs at "Subject contents" or choose the prepared subject file via "Browse" button and click on "Start" button, students will receive them and start to write a composition. The teacher can stop them by "Stop" button.

- Judgment (Oral Exercise)
  The teacher can give students some judgments and click on “Start” (rush-answer) button, and then students will receive them together with the options and start to answer. The answer area of T-console will do a status illustration for both the right and wrong answers.
- Options
  Options can be divided into four modes: Selecting from two, Selecting from three, Selecting from four and selecting from five.

The teacher can give students some options, but the answers must correspond with options mode. (For example: she should give 3 options when she chooses mode of “selecting from three”). After students finish them, the answer area will show a status illustration on the different options they choose.

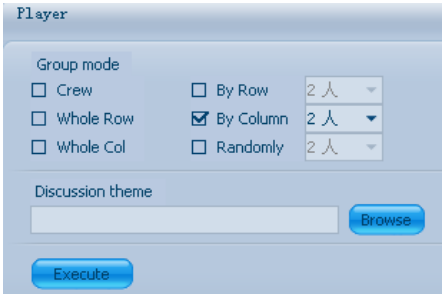
4.6 Discussion

VIVO System provides two-way voice function among students, and students to teacher.

When using “Discussion” function, the teacher can organize a group freely, and members in this group can hear each other, and can be heard by all.

VIVO System provides a flexible discussing function,

The teacher can not only build many groups at one time but also set any number of people in one group. It supports 2, 3, 4, and 8 to all the class’s discussion. One group is independent from others. The teacher can group them by row, by column, pre-row, pre-column, crew or randomly. (Look at the picture).



Click on “Discussion”

button on toolbar, the student icon turns into a discussion icon . Before discussion, the teacher can choose a subject in “theme discussion” option and divide the group. Then, she can join any group.

The students from the same group can discuss with each other and send a whisper to someone as well.

- Crew
  The teacher can send all the students to one group by selecting “Crew” and click on “Execute”

button if there is a discussion topic. Now, there will be number “1” on all the student icons. It represents that all the classes are in group “1”.
- Pre-row

Choose a discussion topic first, and then click on “Execute”

button. All the student icons on the T-console will be grouped by row from top to bottom, and the student icons on the same row will show the same group number.

- Pre-column

  Choose a discussing subject first, and then click on “Execute”

button. All the student icons on the T-console will be grouped by column from left to right, and the student icons on the same column will show the same group number.

- By Row

  Choose a discussing subject first and then set the confirmed number of persons of each row (each row can have 2 to 16 persons). After that, click on “Execute”

button, and the selected student icons on the T-console are divided into several groups from left to right, from up to bottom by row.

- By Column

  Choose a discussing subject first and then set the confirmed number of persons of each row (each row can have from 2~16 persons). After that, click on “Execute”

button, and the selected student icons on the T-console will be divided into several groups from left to right, from top to bottom by column.

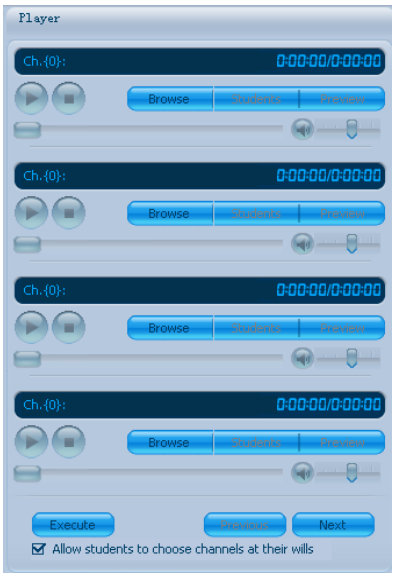
- Randomly

  Students are matched randomly when grouping. The members of a group are matched randomly.

Choose a discussion topic first, then click on “randomly” mode on grouping panel. Set the number of persons (from 2 to 8) and finish grouping by clicking on “Execute”

button.

4.7 M-Channels



The teacher can assign many channels by it (supports four at most) to broadcast media files that allow students to choose their favorite channel.

Click “M-Channels”

button on the toolbar to run M-channels function. Operational area displays many broadcasting panels.

- Students Select Freely

  The teacher should consider if she should allow students to select a channel freely before using M-channels. Choose this option to allow students to select their favorite channel freely. Or, she can assign different channels to the different students.

- Channel Setting

The teacher can choose different programs for every channel from the resource library by clicking on “Browse”

button and can also preview the programs by “preview”

button. Clear the programs by “Clear”

button.

If the teacher doesn’t want students to select channel freely, she can choose the student icon and click on “assign student” to send them the channel she has chosen for them.

- Broadcast begin

  Click on “execute” button to let students select a channel to listen to or appreciate.

4.8 Quiz for Exercise

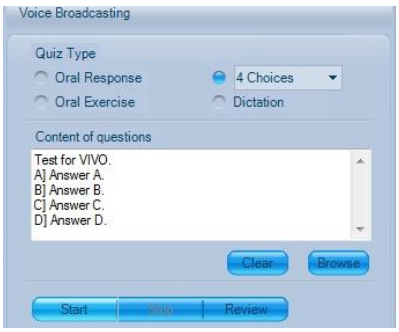
The teacher can give students an exercise in class by clicking on “Quiz”

button.

The teacher can prepare some coursewares before the class, and then click on “Quiz”

button. (Exercise is made of seven modes: Rush-answering (Oral Response), Writing practice (Dictation), Judgment (Oral Exercise), Selecting from three, Selecting from four and selecting from five, similar to Audio/Voice broadcasting)

Click on “browse” button to select a prepared file.

Click on “start” button to let students answer the question in the dialog box on their interface. (Look at the picture) 

Click on “Stop” button to stop class exercises.

Click on “stat. result” button to display the students’ answers.

Click on “close” button to quit the class.

4.9 Oral Exercise

The teacher can give students an oral exercise by clicking on “oral exercise”

button on toolbar.

Click on “start” button, there will be a dialog box on each student panel for them to practice oral speaking. (Look at the picture)

Click on “Stop” button to stop the oral exercise.

Click on “mark” button to read and appraise students’ exercise.

Click on “close panel” button to quit from the class.

4.10 Clear Hand

The teacher can clear all the students’ hands up status by clicking on “clear”

button.

4.11 Restore

Restore means turning back to the initial status, the teacher can restore the status before class by clicking on “restore”

button.

Advanced

4.12 Simultaneous Interpretation (SI)

The teacher can give students a strengthened exercise for their listening and speaking ability through Simultaneous Interpretation of ***VIVO*** System. Click on “simultaneous interpretation” button on toolbar, the simultaneous interpretation panel will come out in functional area (see the picture)

- Selecting Original Sound

  The original sound of simultaneous interpretation can be provided by teacher’s voice, cassette or media files.

  VIVO system supports audio and video simultaneous interpretation. It means that students can do **SI-exercise** when appreciating the video.

- Setting Channels

  The teacher can set 8 **SI-channels** most and assign interpreters to each channel. The others can choose the channels freely.

  The teacher should set one Interpretation channel at least. And, there will be attached languages menu, from where she can select English, French, German, Russian, Italian, Japanese, Spanish, Arabic and more.

  The teacher can assign anyone to hold the interpreter post of one channel by clicking on “[None]” in the channel under the distribution view.

- Start Interpreting

  After setting, the teacher can start the SI teaching by clicking on “start” [None] button.

  Now, the interpreter’s icon will change to . He can start interpreting without selecting any channel when others are listening.

  The teacher can join in the listening by clicking on “join” Join button.

  The teacher can stop the SI-exercise by clicking on “over” button.

4.13 Arranging Homework

The teacher can arrange homework to the students by clicking on “Homework”

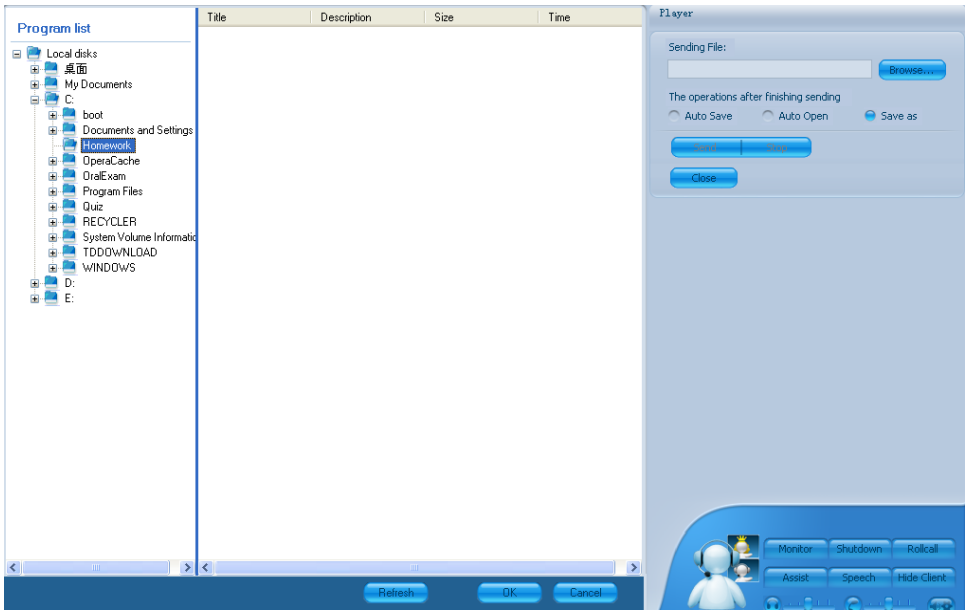
button.

There are six types of homework: Any Document, Text Document, Official Document, MP3 Document, Media Document etc.

The teacher can send homework by clicking on “browse” Browse... button, but don’t

forget to select “operation after sending”: no operation, open or reserve. Then wait for students to accept it.

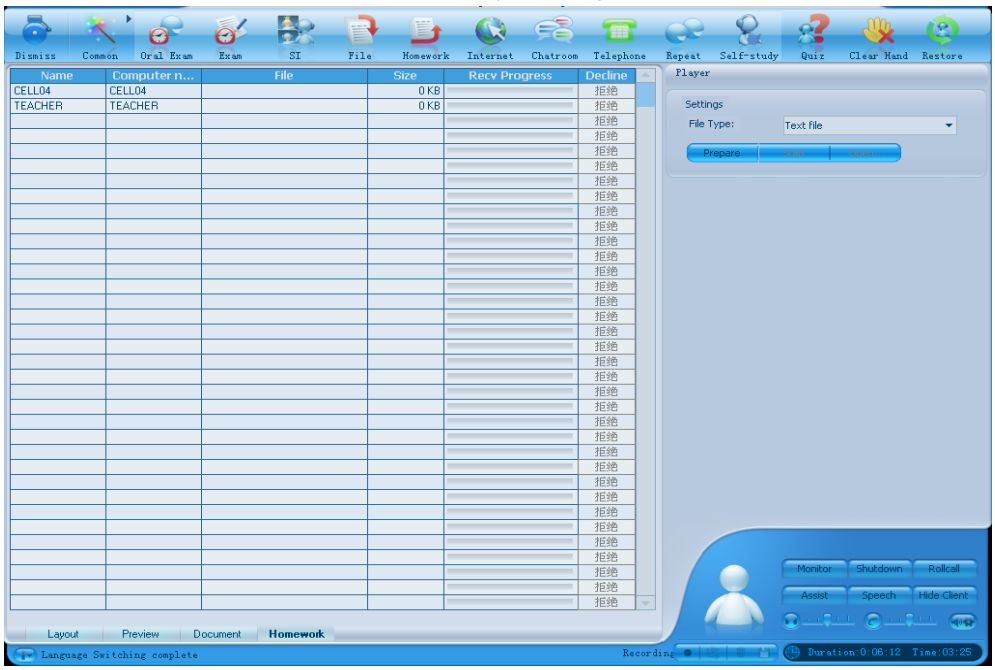
Now, students import the document name that they received and reserve it in a folder (look at the picture)



4.14 Collecting Homework

After loading all the homework, the teacher can collect the homework by “Collect homework” Start button and keep them in a folder.

The teacher can check the homework by clicking on “open” Open... button.



4.15 Standard Examination

The teacher can organize an on-line standard exam through ***VIVO*** System, which supports A, and B test papers. The test questions it supports are both objective topic and subjective topic. There are single option selection, elects and judgment in objective topic and filling in the blanks and writing a composition for subjective topic.

Click on "exam"

button to run the standard exam function, and an exam interface will appear on T-console. The student icons will change to exam icons

. Now, the exam can begin.

- Preparing for the Exam

  First, the teacher has to set the stand-exam time. The default time is 40 min. The teacher can set it between 1 minute and 200 minutes

  voluntarily. (shorter to left and longer to right)

  Second, select the test paper. The teacher can click on "browse" button to select a test paper and preview the contents by "preview"

  button. If she wants to change to another test paper, she can cancel the existing paper by "clear"

  button. Later, finish selecting A, B, C and D test papers.

  The teacher can assign students to join in A, B, C or D paper for exam. First, select the students who will answer paper A, click on "assign student"

  button on paper A, then B, C…

- Sending Test Paper

  Finish preparing, the teacher can send out the test paper to students by "send out"

  button, then students will see the contents of the test paper on their own screen.

- Starting Exam

  After handing out papers, please click on "start"

  button. The time sheet will start to count down at the bottom of the screen, and students begin to answer the papers.

- Exam Over

  The exam is over if the teacher clicks on "stop"

  button or the exam time

is up. The system will stop students' work automatically and hand in the all the answers.

- Clearing up after Exam

  After exam, the teacher can mark students' testing condition by clicking on "preview" button. This time, the entire objective topics have already marked automatically and sent to the students together with the standard answer list.

  The teacher can click on "save"

button to store students' test papers on the local disk. So they are stored in a fixed files folder and can be taken out to mark.

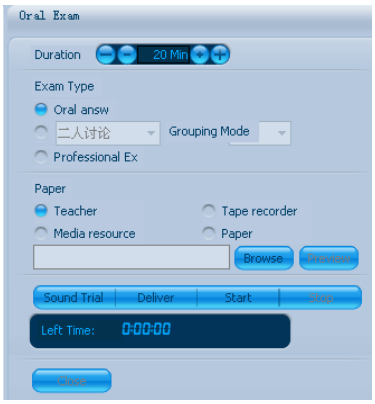
- Closing Exam Process

  The teacher can close the exam process by clicking on "close"

button.

4.16 Oral Exam

The teacher can organize an on-line oral exam through ***VIVO*** System.



Click on "oral exam"

button on toolbar to run oral-exam function. T-console will show oral-exam functional panel.

- Preparing for Exam

  Oral-exam panel is divided into four parts: duration, exam type, resource's original place and executing buttons.

Duration: the default duration is 20 minutes, but the teacher can debug it between 1min to 1h.

Exam Type: Ask and answer---students answer the questions on the test paper in oral or use a dialog mode.

Discussion: A group of students discuss together (2ps [persons], 3ps or 4ps).

Group: Teacher will divide students into some groups, and students in the same group take the exam together. (Group can compose of 2ps, 3ps or 4ps)

The test files of oral exam are mainly videos or audios that can come from teacher's speaking, cassette, serve machine and the local disk.

- Test the Sound (students)

  Click on "test sound"

button, then the students can test their earphone by themselves.

- Send out the Test Paper

Click on “send out”

button to send out the test papers to students.

- Starting Exam

  After handing out papers, please click on “start”

button. The time sheet will start to count down at the bottom of the screen, and students begin to answer the papers.
- Exam Over

  The exam will be over if the teacher click on “stop”

button or the exam duration has expired. The system will stop students’ work automatically and hand in the all the answers.

4.17 Interpretation Exercise (IE)

The teacher can train all the students’ interpreting ability by IE. The difference between IE and SI is that the teacher can check anyone’s interpreting level when he (student) is interpreting.

Click on “IE”

button, an IE panel will come out at T-console (look at the picture).

- Original Sound Selection

  IE original sound can be provided by teacher’s voice, cassette or media files.

  VIVO system supports audio and video simultaneous interpretation. It means that students can do SI exercise when appreciating the video.
- Start to Interpret

  After finish setting, the teacher can click on “execute” button to start the SI function.
- Remark on the Interpreting

  Stop it by clicking on “over” button after finishing.

The teacher can remark on one’s interpretation by clicking on his icon on the distribution and clicking on “remark” button. The teacher can broadcast it to all by clicking on “broadcast” button.

4.18 Surfing on Line

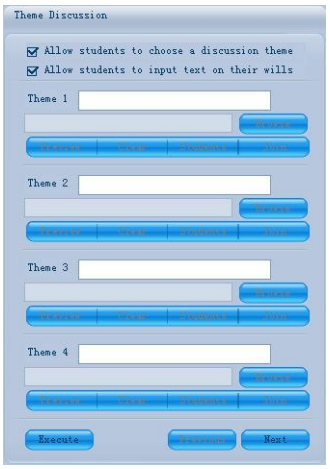
The teacher can remotely open a student’s internet ports by “surfing on line” function on T-console.

The teacher just has to import or input a network address or choose a network from her Favorite and click on “start” button. Then, students can look through the net-station she

assigned.

The teacher can stop them from surfing online by clicking on “over” button.
The teacher can load another net-station to student by clicking on “load” button.

4.19 Chatroom



The teacher can organize students in group discussion on many subjects by this function. The students can also select their favorite subject to join in.

A subject discussion panel will come out on T-console when the teacher clicks on “Chatroom”

button.

The student icons will change to red icons like .

- Students Select Freely
  If the teacher has 2-4 subjects to be discussed by students, she (the teacher) should first consider if they can select one of them freely. If she (the teacher) chooses this function, the students can select one of subjects from her subject list freely; otherwise, she has to send them the subjects voluntarily. The teacher can choose to allow students to import their own files as well.
- Subject Setting
  The teacher can import or input titles for each subject and select the attached resource by clicking on “browse”

button or preview the program by “preview”

button.

  If the teacher has forbidden students from selecting subjects freely, she has to assign each subject to the joined students. First, select student icons on the distribution panel, and then click on “assign”

button to assign a subject to a student team. There are 8 subjects to select from. Click on “next page” button to see the next subject.
- Start to Discuss
  The teacher clicks on “execute”

button when each student starts own team’s discussion topic.

The teacher can join in any group by clicking on “Join”

button after choosing a subject.

4.20 Tele-conference

The teacher can freely organize students' group discussion by this.

Click on "Tele-conference"

button to run this function.

A student can choose anyone he likes to build a communicate line. The system provides not only 2ps (2 persons) communication but also multiple persons.

4.21 Video Following

The teacher can allow students to practice their speaking by following a video broadcast.

Click on "

" first, then click on "add"

button to add a video that the teacher wants to broadcast. In the meantime, students only need to choose "show program list" and click on "OK" button. Then, click on "Execute"

button to broadcast video, and the students can follow it. The teacher can still see students' progress on "player".

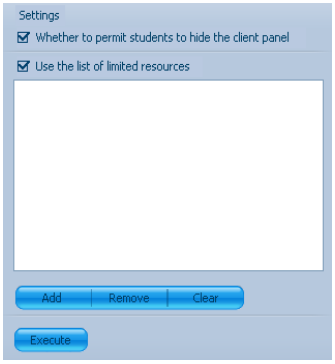
The teacher can stop it by re-clicking on the "execute" button.

The teacher can cancel any file by clicking on "cancel"

button.

The teacher can cancel all the documents of the list by clicking on "clear"

button.



4.22 Self-study

Click on "self-study" button on toolbar to let students study by themselves. Here, students can read on line, video-demand, Video-following and self-testing all by themselves, but can still hear teacher's voice.

Teacher can limit students' learning scope by setting the resource library.

4.23 Clear Hand

The teacher can clear all hands at one time by clicking on "clear hand"

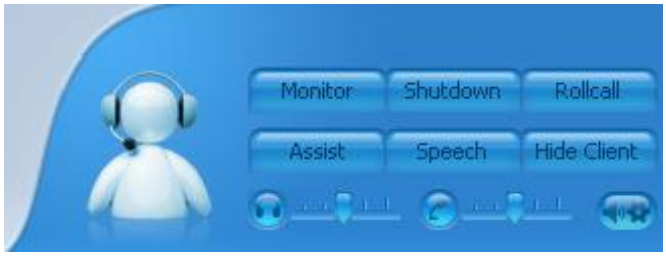
button on toolbar.

4.24 Restore

Restore means turning back to an initial status. The teacher can restore the status before the class by clicking on “Restore”

button.

Chapter 5: Teacher's Fixed Area



5.1 Roll call

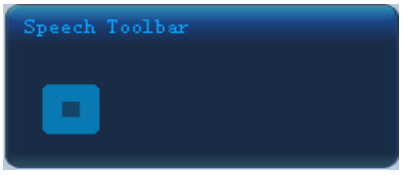
Teacher can make a statistic of students' attendance by this function in class.

On Teacher's fixed area, when the teacher clicks on "Roll call"

button, the student icons will change to on T-console, and a dialog box will come out in the meantime. Students input their real names and log in. Then, T-console will show the inputted names of the students . In this way, the teacher can get the number and the names of the students right away.

5.2 Teacher Speaking

The teacher can use this feature to speak to the whole class.



There is a "speech"

button on Teacher's fixed panel. Click it, and there will be a dialog box. Just speak to the microphone, her (teacher's) words will be heard by all. This function can be matched with any other function. If she wants to stop it, please just click on "stop" button.

5.3 Assisting

The teacher can assist just one student or several students by this function in class.

First, select the student's icon that needs to be assisted, then click on "start assist" button on Teacher's fixed panel. A

dialog box will come out, the selected student icon will change to , and therefore, the teacher can assist the student through the dialog box. If the student needs her (the teacher) to operate on his computer, she can open “remote-control” button. So, her computer will show the students’ screen, and she can operate his computer remotely. The teacher can also click on “students use the mouse” button to let the student do an operation together with her. Please click on “close” button to close the assist function.

5.4 Monitoring

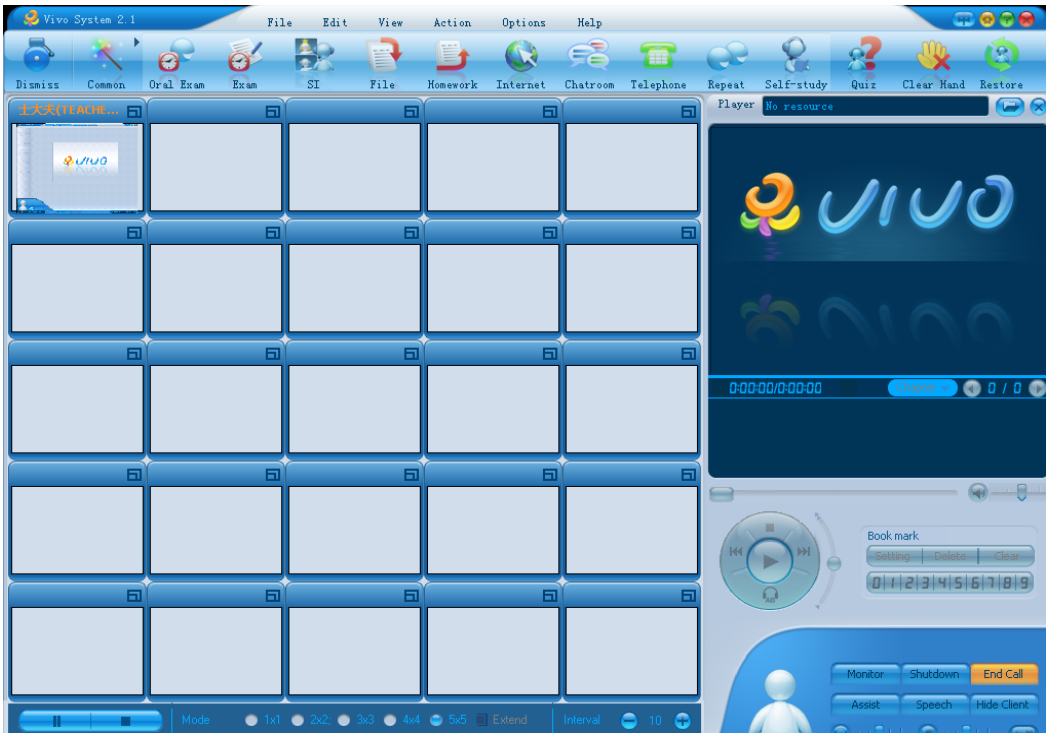
The teacher can check S-console status by it during teaching process or self-study mode.

Select a student icon she (teacher) wants to monitor and click on “start to monitor”

button. Then, there will be a dialog box on status bar, and she (teacher) can watch the student’s interface by it.

There is a “monitor mode” options on the dialog box: The teacher can just monitor one student by choosing 1*1 mode; choosing 2*2 allows her to monitor 4ps (persons) at most; choosing 3*3 allows her to monitor 9ps at most; 4*4 for 16ps at most; 5*5 for 25ps at most.

The default mode is 1*1. (*Look at the picture*)



Interval time is time that the teacher spends on scanning the student ports. Default is 10 seconds, but she can modify it on her demand.

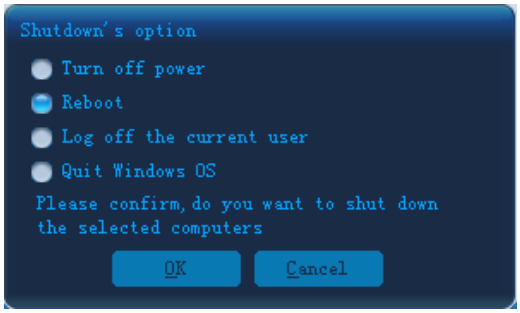
The teacher can stop monitoring by clicking on “pause” button, and close it by clicking on “stop” button.

5.5 Recording All Through

The teacher can use this function to record her whole class for reference.

At the bottom of T-fixed panel, there is a “record all” button. Click on “record ” button to start recording. She (teacher) can play back the recording by clicking on “playback” button, clear it by “clear or trash” button, save it by “save” button, then the recording is saved on a fixed disk in MP3 or WAV format.

5.6 Closing the Computer



The teacher can close all student computers or assigned computers by clicking on “shutdown the computer” button.

(*Look at the picture*). Then, there will be a dialog box, she can choose Shutdown, Log out or Reboot options on student ports.

5.7 Other Functions

There are some other functions at the bottom of T-fixed panel. *Look at the following table:*

Button	Signification	Button	Signification
	Teacher's earphone voice level, lower to the left and higher to the right; click icon will be at mute status.		Teacher's microphone voice level, lower to the left and higher to the right; click icon will forbid and speak.
	Voice option		Class duration and Local time

Chapter 6: S-console Interface

S-console Interface will appear when she (teacher) clicks on student icons. (*Look at the picture*)

6.1 Action

- Allowing Speak
  Allow one or several students to speak by pitching on their icons.
- Solo Speak
  Allow the student to speak whose icon is pitched on.
- The whole Group Speak
  Allow the selected student to speak to his group.
- Student's Demonstration
  Allow the chosen student to give a demonstration to the other students.
- Teacher Joining in
  Teacher can join in any group's discussion.
- Send out a Message
  The teacher can send a message to someone she wants.
- Monitor
  The teacher can monitor anyone's screen.
- Guide
  The teacher can give guidance to the student who needs.
- Self-study
  The teacher can let the chosen students take a self-study mode.
- Key Locked/Unlocked
  Click key-locked button to lock or unlock any student's key.
- Screen-Locked/Unlocked or Freeze
  Click screen-locked button to lock or unlock any student's screen
- Reboot
  The teacher can restart any student's computer by it.

6.2 Progress

The teacher can check anyone's computer progress under power on condition.

6.3 Discussion

The teacher can join any team's discussion by clicking "discussion" button under group discussion mode.

Chapter 7: S-console

7.1 Overview

T-console is a software module of VIVO 2.1. Students join the class by it on T-console. Student can do Reading online, Video-demand, Video-following, Surfing on line and Self-study through it.

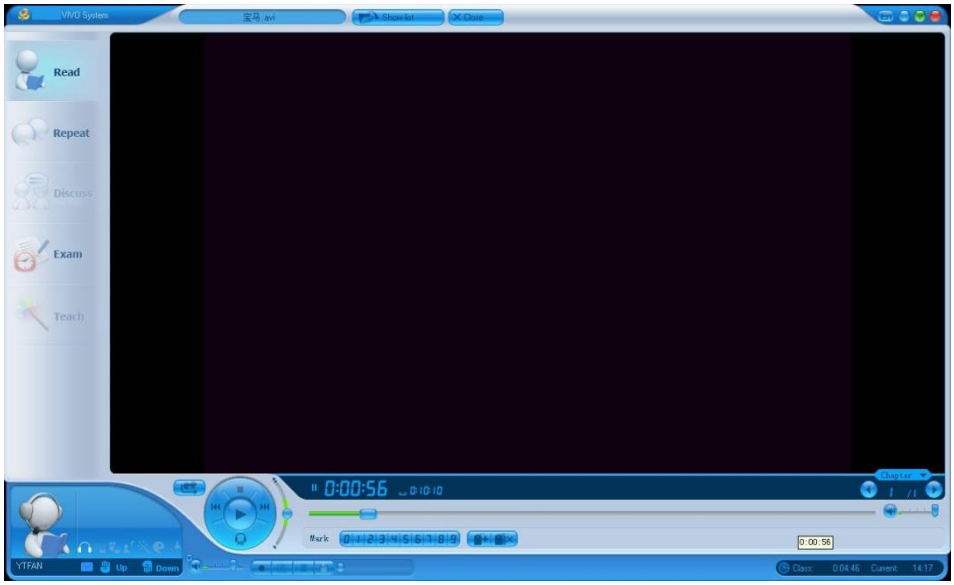
The teacher can run S-console by clicking on the S-console of ***VIVO*** or double click the S-console icon of ***VIVO***.

S-console will run automatically into “in class” mode when she (teacher) clicks on “in class” icon on T-console.

7.2 Interface Distribution

S-console will be changed correspondingly when T-console is in teaching mode, exam mode, repeating mode, discussing mode, or reading mode.

Open S-ports, an interface will appear as follows:



VIVO System can be divided to five parts: resources library, S-functional area, status bar, S-console and view.

7.3 Resources Library

Students can choose a study file from it.

7.4 S-functional Area

S-console will show a “in class” status under “in class” mode.

Under “self-study” mode, Students can take reading online, video following and self-test by clicking on the button on it.

7.5 Status Bar

It displays the existing Self-teaching status. Students can also raise hands here.

7.6 S-console

Students can broadcast programs, repeating and set a bookmark here.

7.7 View Area

It can show the existing contents of the file, Video-demand and Test contents for example.

Chapter 8: S-console functional operation

8.1 Reading

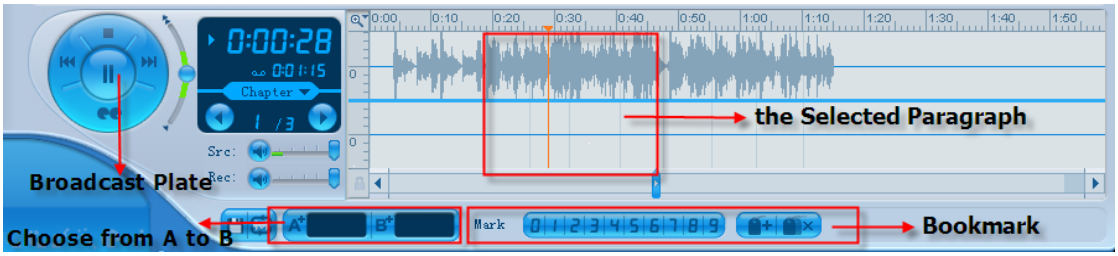
Students can enter into reading mode by clicking on “read”

button.

Students can click the “program list” button and choose the program he wants to read. The program can be an electronic book, video file or even test paper.

Students can control the program progress themselves and import repeater function to the video by clicking on button.

8.2 Repeating



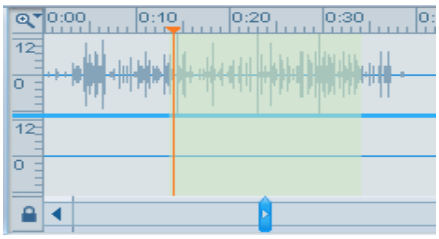
Students can enter into repeating mode by clicking on “repeat” button and the screen will show a video repeater. ***VIVO*** supports initial “Video- following” study mode. Study can learn pronunciation from their favorite movie star when students appreciate the movie, which inspires their passion for study.

Students can choose the program they want to follow from the resource library by clicking on “program list” on toolbar.

- Broadcast Plate

  Students can control the progress of the program by “Play”,” pause” “ stop” and other buttons on the Broadcast plate or by the progress-bar.

- AB re-listening

  Students can choose a section on the wave sound track and click on “play” button, and then, the contents of this section will be broadcasted in cycling.

  The section can also be set by the starting position button “A” and the end position button “B”.

- AB Repeating

  Students can choose a section on the wave sound track and click on “play” button, and then, the contents of this section will be broadcasted in cycling.

  The section can also be set by the starting position button “A” and the end position button “B”

  Our repeater can repeat not only audio files but also videos. It also provides a sound track comparison. So, the students can practice their oral speaking more conveniently.

- Speed changing but Melody fixed

  Students can change the broadcasting speed within 60%-200% by the camber bar on the broadcasting plate without changing the melody to promote study efficiency.

- Selecting Chapters

  Students can choose the pre-made chapters of the program by “select” button conveniently.

- Video, Text synchronization

  When broadcasting media files, it can also display the pre-made subtitles synchronously.

- Bookmark

  A student can use “bookmark”

  button to skip to the broadcasting position he saved before.

  On the process of broadcasting, click bookmark button: if bookmark has already recorded an existing position, it will skip to this position automatically; if not, it will reserve the existing position first. Students can also clear all the contents the bookmark reserved by “Clear” button.

- Repeating Mode

Students can select a repeating mode by clicking “repeat” button from SP, SSP, SPP, SPSP and self-defined mode. *(S: original broadcasting; P: repeating)*

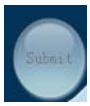
Buttons on repeater as follows:

Button	signification	Button	signification
	Play		Repeat
	Pause		Stop
	The last chapter		The next chapter
	Reserve/Repeat mode		AB positions setting button
	Original voice bar		Record voice bar

8.3 Exam

A student can enter the exam mode by clicking on “Exam” button and then choose a self-testing paper from the resources library.

- Input the test number
  Students input their names and test number here.
- Answering
  Student can choose or write an answer directly on the test paper. The test paper supports multiple choices, and selects blank filling and composition writing.
- Hand in or submit the test papers

  Students can hand in the answers by clicking on “Submit” 

button. The system will mark them automatically and shows the test result and the right answers.

8.4 Teaching

Students’ screen can show teaching status in all the functional area under in class status, like cassette, media, DVD broadcast, projector broadcast, video broadcast, SI (Simultaneous Interpretation), IE (Interpretation Exercise) and M-channels.

8.4.1 Media

When in “in class” status, students can listen or appreciate program through view area in cassette, DVD broadcast, projector broadcast, video broadcast, or functional areas.

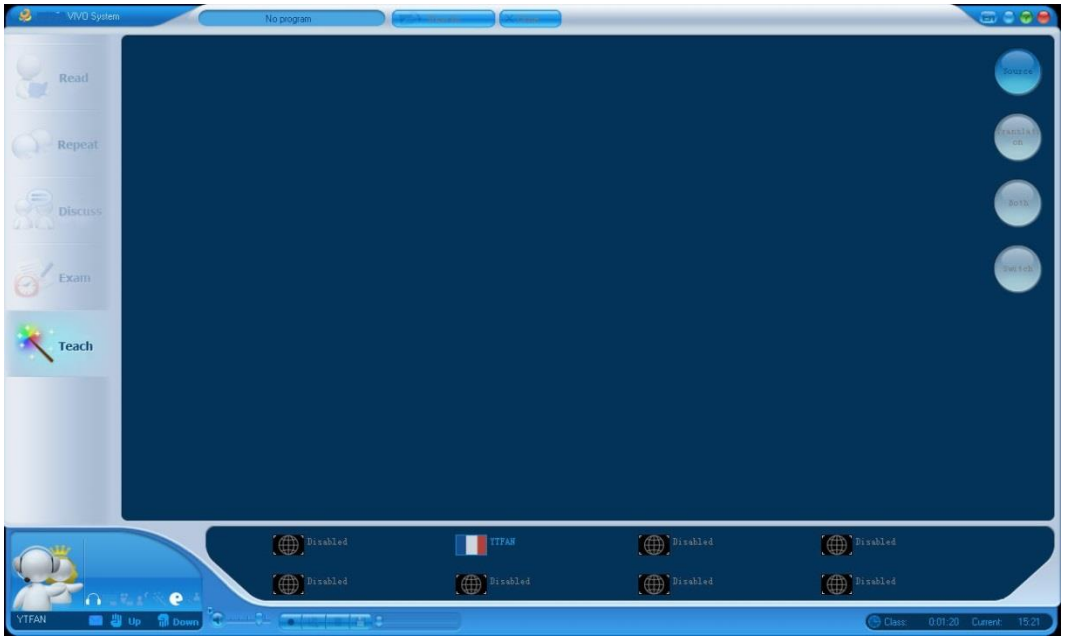
8.4.2 SI

Students are in SI functional area of “in class” status.

S-console shows the flat for the language classification and the interpreter’s name.

Students can listen to the corresponding program by clicking on language icon.

Students can choose a way of listening by clicking on the buttons on the right, such as original sound only, interpretation only, both of them or exchanging listening.



8.4.3 IE

Students are in IE functional area of “in class” status.

When the count-down time begins, students can do IE based on the contents from teacher’s spoken, cassette or video files.

Chapter 9: The Operating Manual of Tools

9.1 M-Languages Dictionary

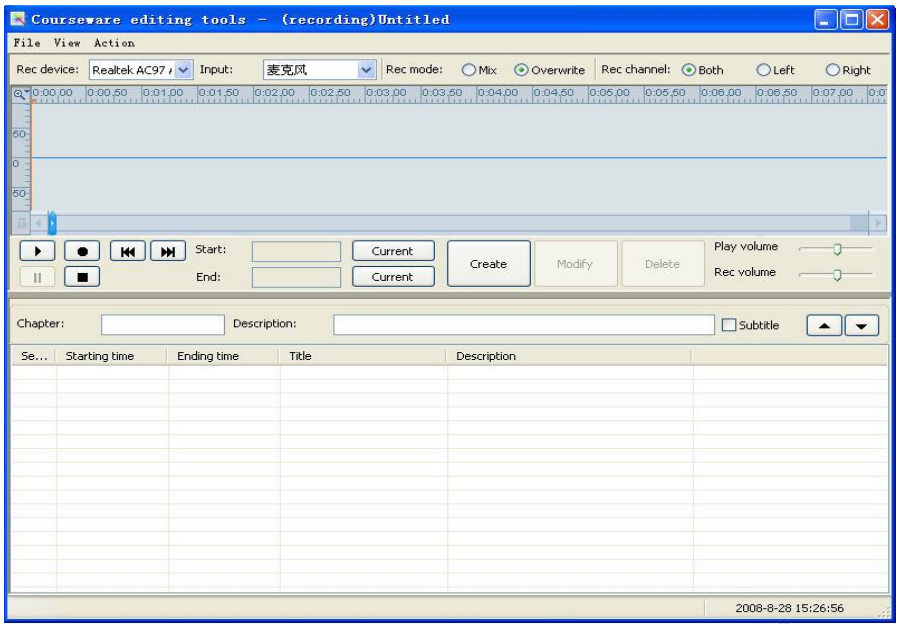
1) We can translate an English word to Chinese or translate a Chinese to English by M-Languages Dictionary.

Under M-Languages Dictionary interface, the teacher can input a Chinese or English word and click on the “searching” button, then she will get the translated result. If the teacher would like to listen to the pronunciation of the word, she can just click on the “reciting” button.

9.2 Courseware Editing Tools

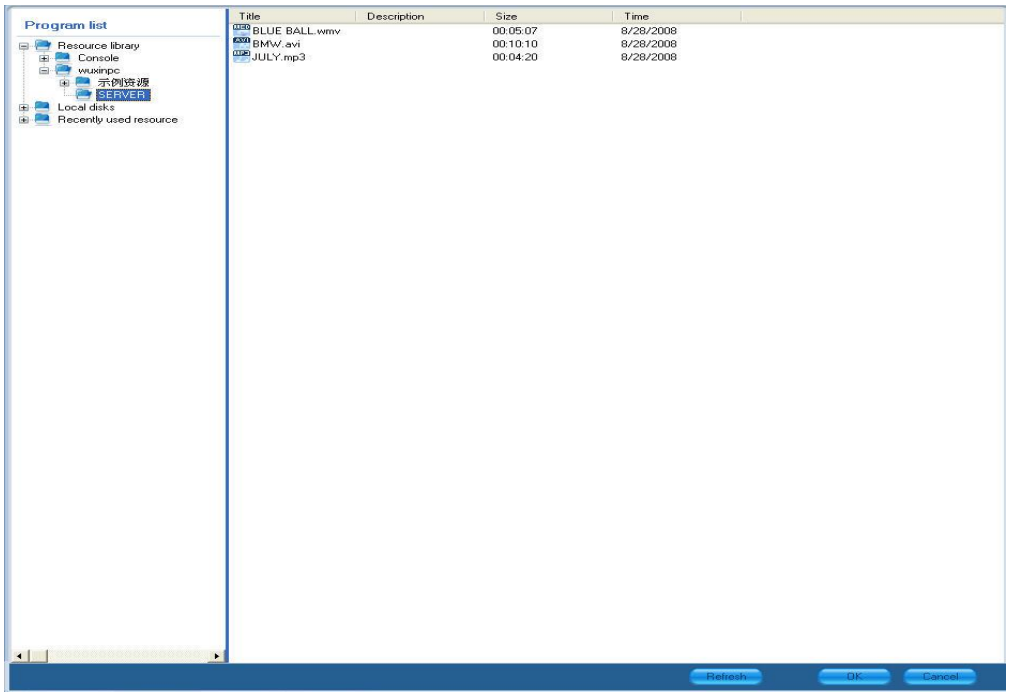
Using courseware editing tool, the teacher can bind a text file to an audio/video file, so they can be played correspondingly to each other.

Click on courseware editing tools, an interface will appear as follows:

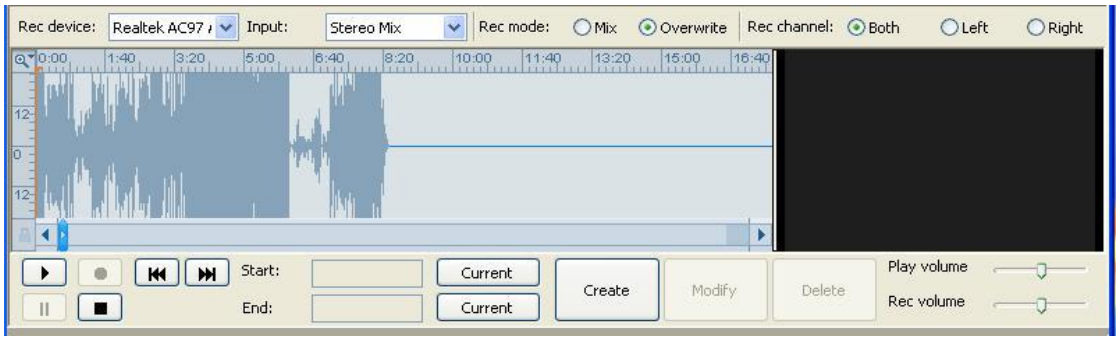


After opening the courseware editing tools, the teacher can choose a functional option from Rec-device, Input line, Rec-mode (mix/overwrite) and Rec-channel (both, right and left).

Click on the “File” button on the Editing-tool window, a dialog box will come out, which the teacher can use to browse the files.



Choose a media file that the teacher has to edit, and then click on “open” button and loading this file. The editing tool will create automatically and show the file with a waveform file together. If it is a video, it will be viewed in a small screen next to the waveform file.



If the teacher hopes to show a waveform of a particular part of the file, just click on the magnifying glass on the upper left corner of the frame (look at the picture). There are four options of the magnifying glass: Horizontally zoom in, horizontally zoom out, vertically zoom in, and vertically zoom out. Horizontally zoom in/out can be used to adjust the time pin, but the vertically zoom in/out can be used to adjust the audio-frequency. With use of the magnifying glass, the teacher can cut out an audio/video more accurately.

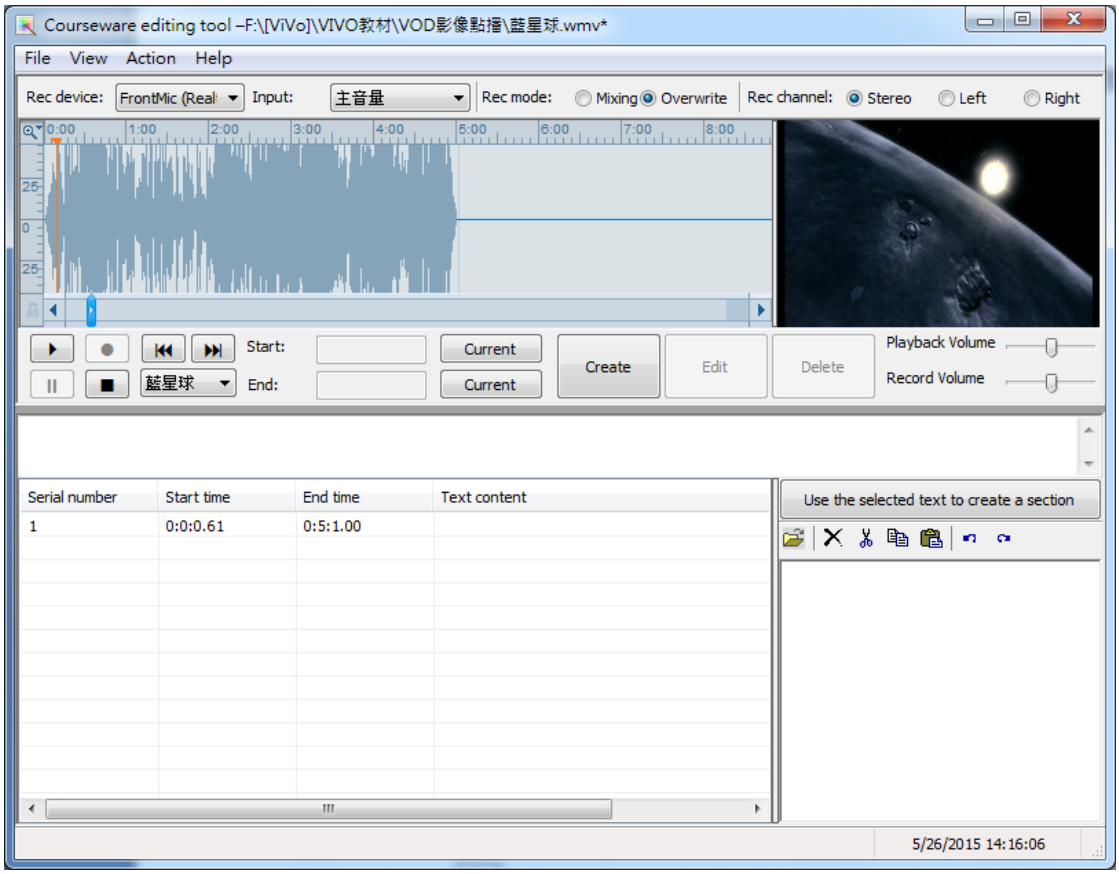
Afterwards, click on the “play ▶” button to broadcast the file. Wait until the place the teacher want to show specifically, click on “pause ⏸” button. Here, click on the “current time” button at the starting point, it will display the current time (look at the picture). And then, find the end point, click on “pause ⏸” button again. Here, click on the “current time” button at the end point, and it will display the current time. (look at the

picture). After setting the starting point and the end point, input the chapter name

and click on “create” button.

If the teacher has not inputted the chapter name, click on “create” button, it will display.

There will be an interface. Then, double clicking on the new order, there will be an interface.



2) Selecting a place that the teacher needs to insert characters on a new waveform section of the file.

Click on the “play ”button to broadcast the file. Wait until the place the teacher wants to show specifically, click on “pause ” button. Here, click on the “current time” button at the starting point, it will display the current time (look at the picture). And then, find the end point, click on “pause ” button again. Here, click on the “current time” button at the end point and it will display the current time (look at the picture). After setting the starting point and the end point, input the chapter name

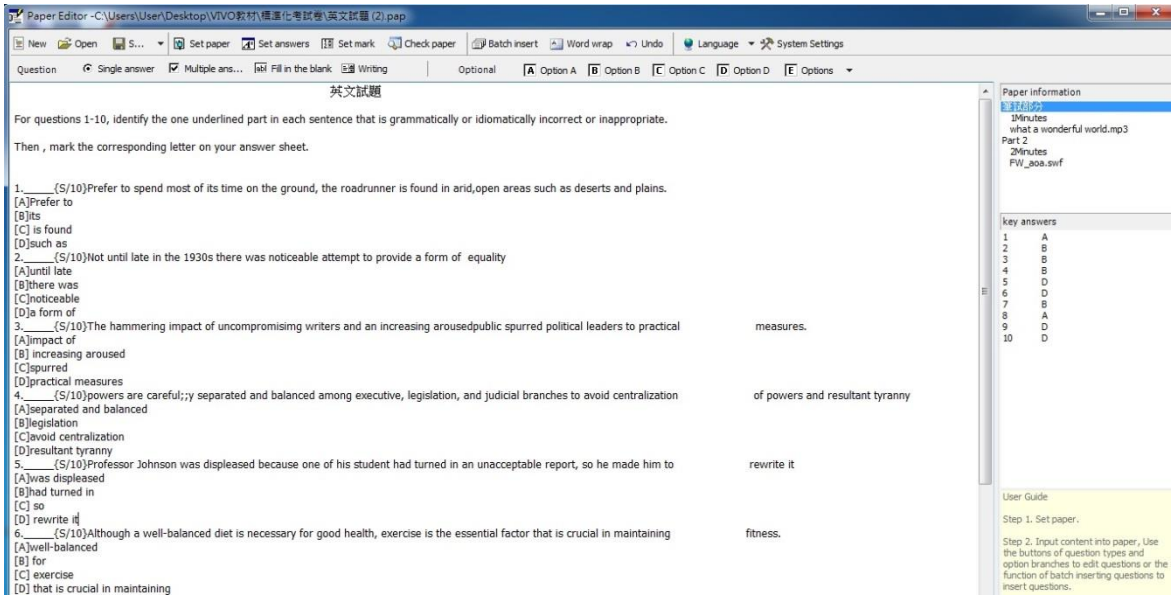
and click on “create” button. Select mid-lower row and

input the characters in the blank field, then click on “modify” button, it will play the video together with the characters.

9.3 Test-paper Editing Tools

9.3.1 Overview

The teacher can use test-paper editing tools to edit a pre-paper or a new paper. She (teacher) can also change the contents, the scoring value and the time of the new paper/pre-paper according to her demand.



Test-paper editing tools are composed of 5 parts: Editing-toolbar, Test-paper Information, Test-paper Contents Area, Answer Area and Operating Guide Area.

9.3.2 Editing the Test-paper

How to edit a test-paper:

Edit an old test-paper:
1) Click on “open” button, and choose the test-paper she (the teacher) has to edit. 2) Edit it.

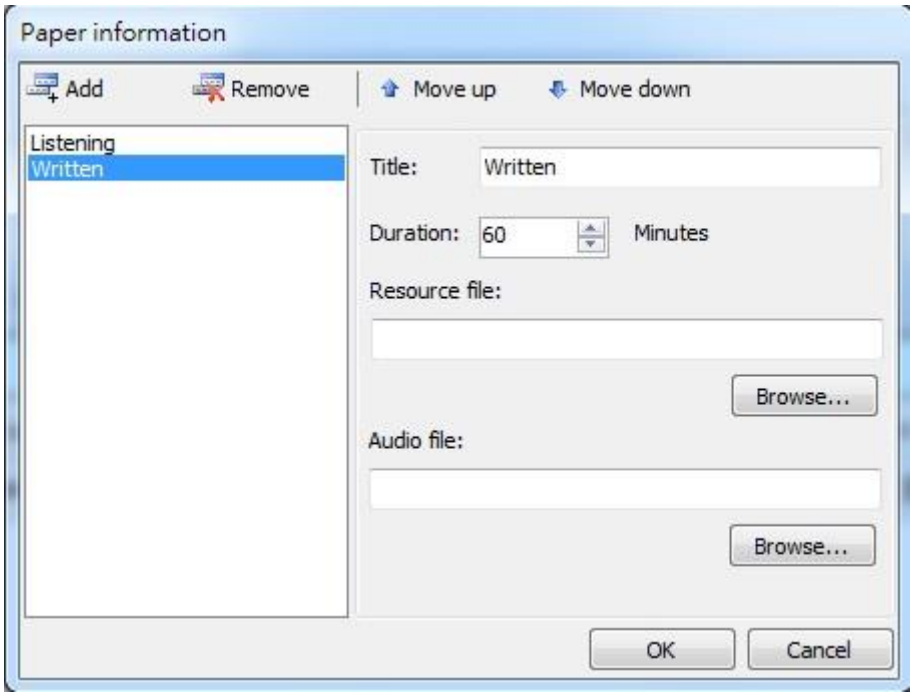
Edit a new test-paper:
1) Click on “create” button; 2) Begin to edit a new test-paper.

- Setting the Test-paper

Click on “setting test-paper” button on editing bar, there are two parts by default: listening part (20min by default) and writing part (60min by default). If the teacher wants to add a new type of question, please just click on “add” button, input a name in blank title, then set the exam duration of each part; Click on “remove” to cancel the unnecessary question; Click on “move up/move down” button to arrange the sequence of the questions.

Click on “browse” to add the “resource file” or “audio file”;

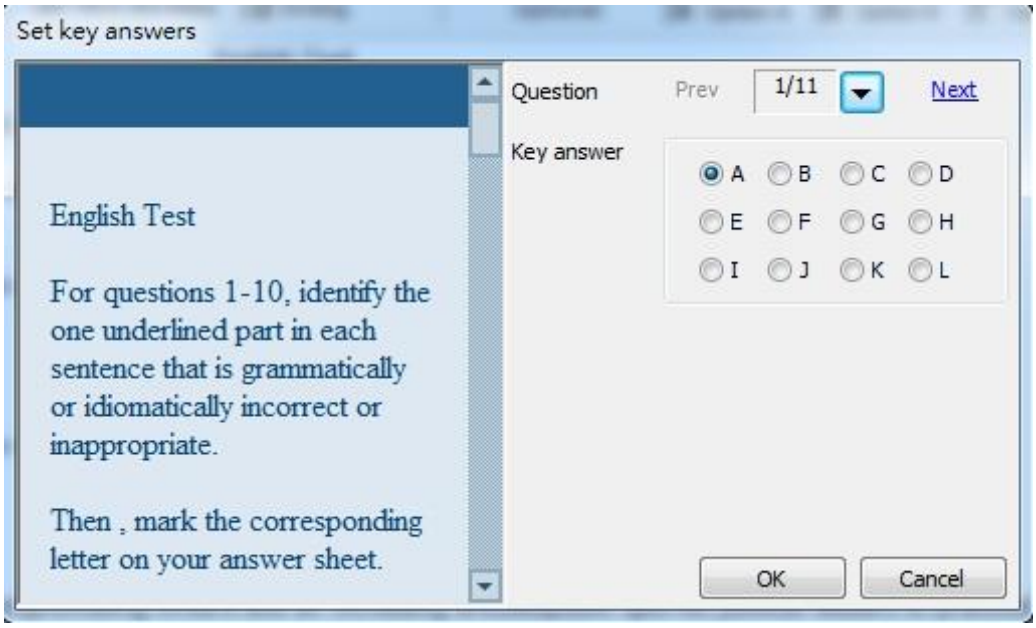
After finishing setting, click on “defined” button to turn back to the previous interface.



- Editing the contents of the test-paper

  Choose a part of the paper and edit the question type if it’s (single-choice, multiple-choices, blank filling and writing). The teacher has to add the options to both single-choice and multiple-choices (the teacher can add options from A to L). The teacher can edit the previous work by clicking on “bath insert” button too. Furthermore, the teacher can edit the question on its quantity, score and number; Click on “insert” button to open the test-paper, click on “close” button to close it.
- Setting answers

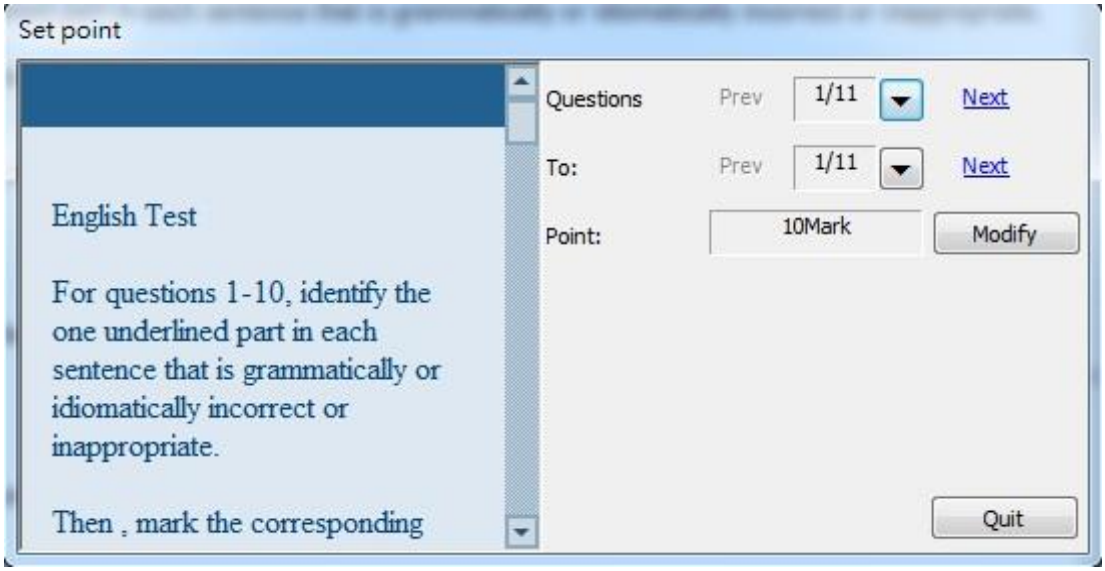
  The teacher can input the correct answer for the questions by clicking on “set answers” button for marking the test-paper later.



Single choice: there is only one correct option to choose from A-option to L-option;
Multiple choices: there are at least one that are correct from A-option to L-option.
Blank filling: input an answer in the blank.

- Setting Points

The teacher can set or modify the score of the questions by clicking on “set point” button.



Choose a question and click on “set point” button”, set a score on the question. Click on “defined” button to finish setting or click on “Quit” to turn back to quit.

A teacher can also change the scores for each type of questions by clicking on “system” button.

- Checking paper

Click on “check paper”, a complete test-paper will come out, including question number, answer number, and the total marks. A teacher can preview it and then click

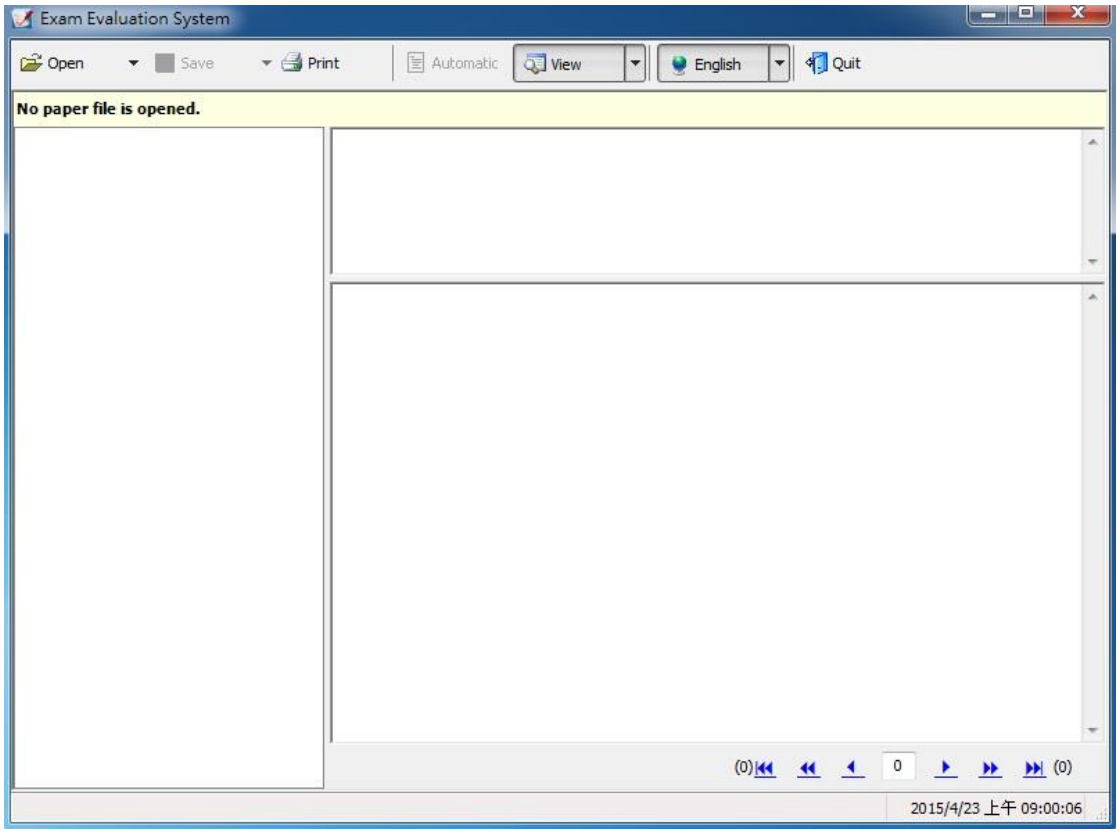
on “print” button to print it out.

9.4 Exam Evaluation system

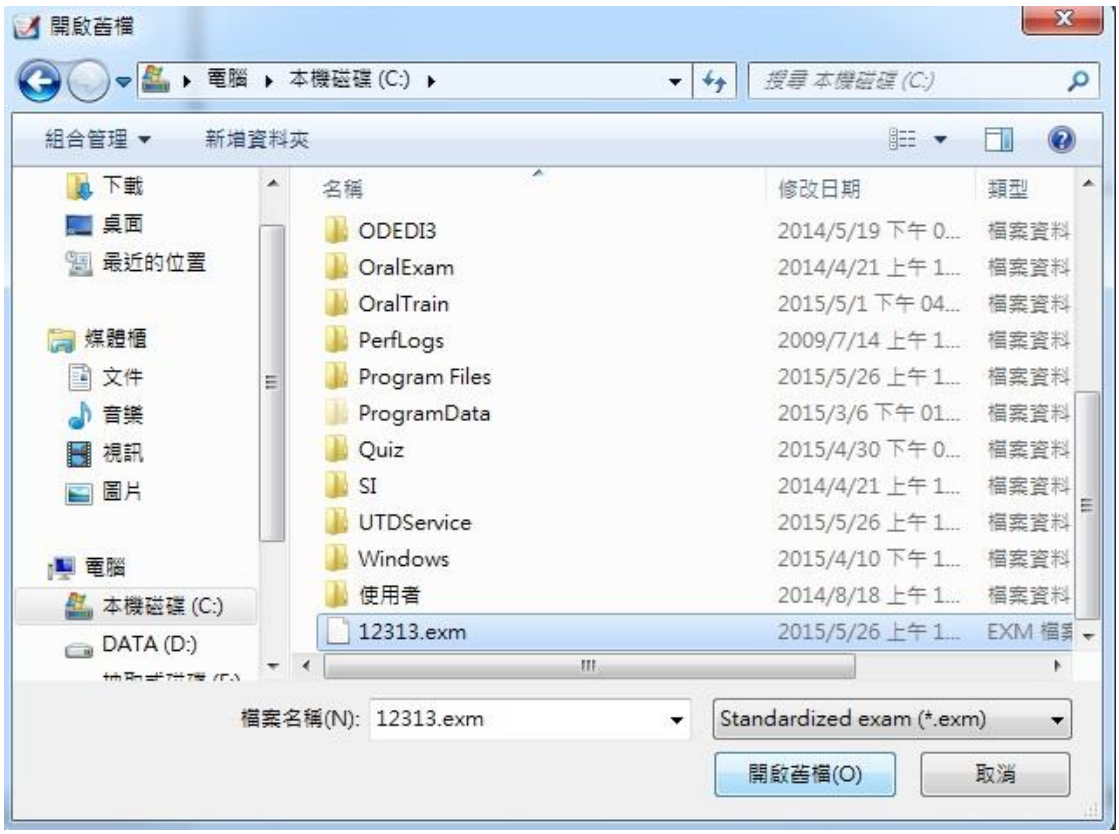
9.4.1 Evaluating Standard Exam

- Downloading

  Run ***VIVO*** system, an interface will come out as follows:



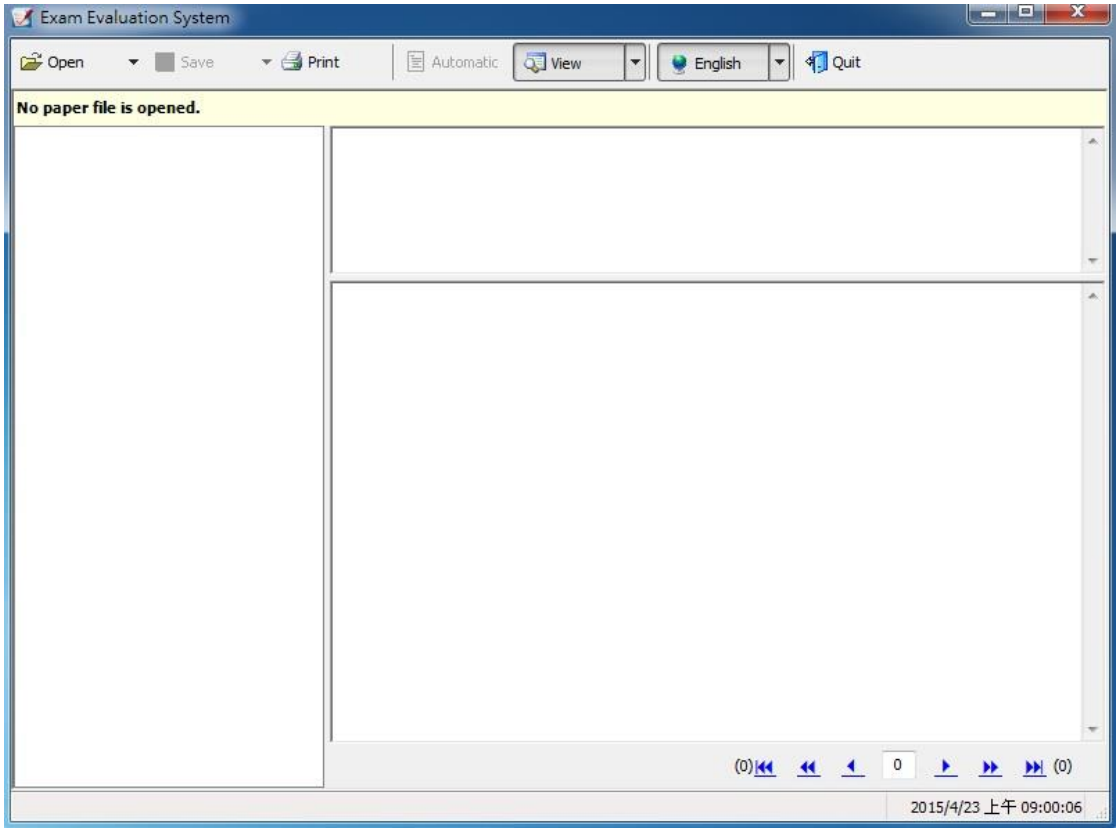
Click on “open” button or choose “stand-exam” option on the drop-down menu of the “open” button, a file browsing dialog box will come out:



Choose the paper to be evaluated and download the information of the test-paper and answer.

- Evaluating

  After operating step 1, the interface will be shown as follows:



No.1 area is a paper-mark: it can show all the papers of an exam, the teacher can evaluate any paper by clicking on the corresponding paper button.

No.2 area is an answer-sheet: icon means all the students' papers have been evaluated and marked; icon means all the students' papers are waiting for evaluated and marked. The teacher can skip to an evaluating interface by clicking on an answer.

No.3 area can show the contents of the current answer.

No.4 area is a marking area: this area can show the each question-type, score, the correct answer and each student's answer. The teacher can input the score of each student in the textbox or judge the students' scoring by / icons.

No.5 area shows the number of the evaluating answer. The teacher can input the question number in the textbox and the click on "enter" button. Or, the teacher does it by joint button.

: skip to the previous answer option.

: skip to the next answer option.

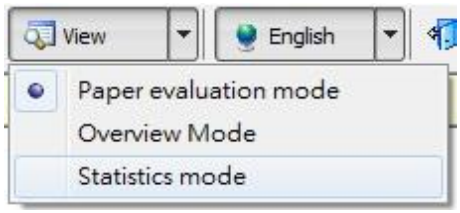
: skip to the pre-answering option, which has not been finished evaluating.

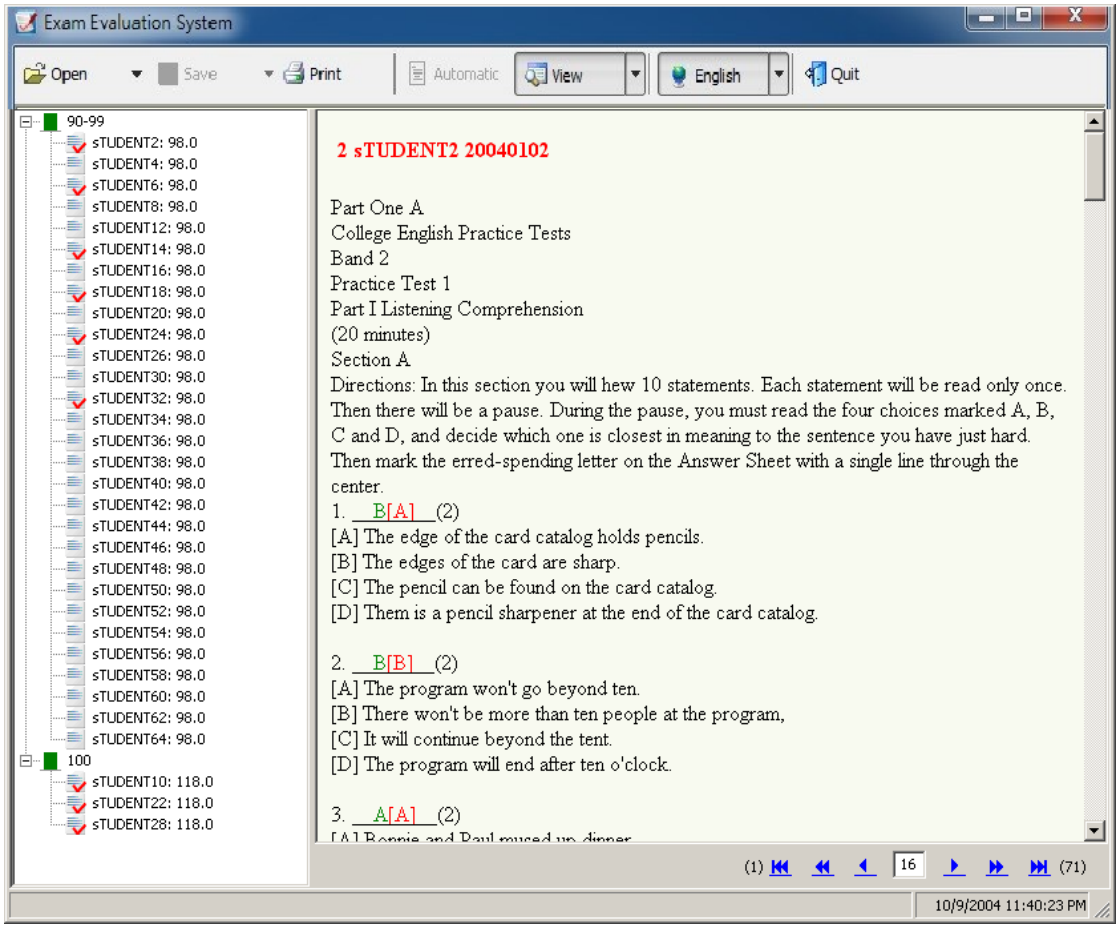
: skip to the next answer option, which has not been finished evaluating.

: skip to the first answering option.

: skip to the last answering option.

- Automatic Evaluation
  Clicking on the "automatic evaluation" button runs the automatic evaluation function. ***VIVO*** system will evaluate all the students' answering options according to the standard answer in the packaged file. If the student's answer is the same as the standard answer, he can get the score; otherwise, he gets zero point. Towards the answer options without any standard answer, the system evaluates it automatically.
- Browsing the students' papers
  With clicking on the Overview Mode option on the View pull-down menu of the toolbar, the interface will change to overview mode. (Look at the picture)



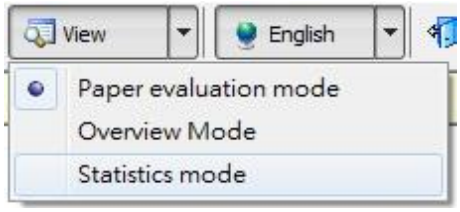


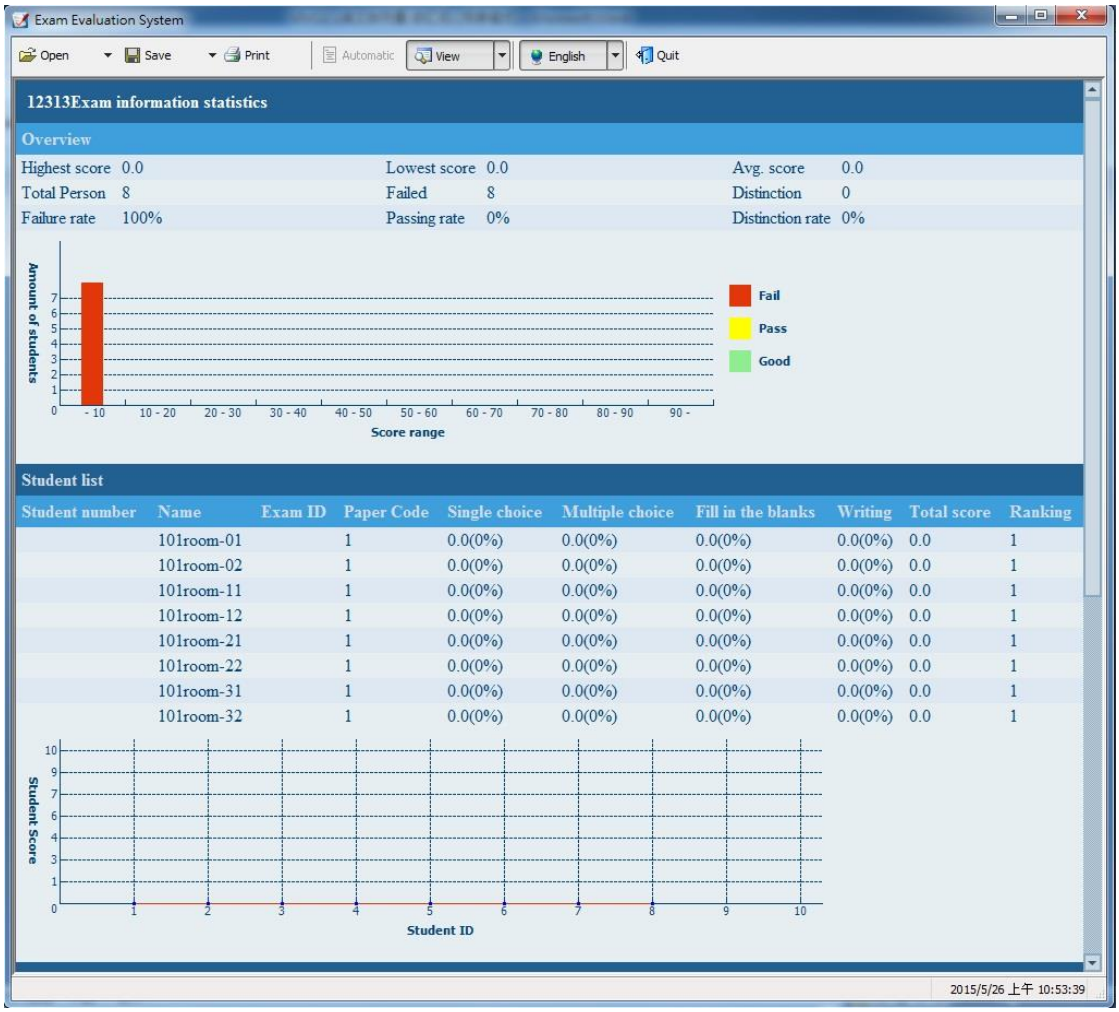
The left-side is student's sheet of the current test-paper. It shows each student's name and score. The students are divided by their score: lower than 10 points is a level; higher than 100 points is a level; Between 10 to 100 points, there are 9 levels, with each 10 points being a level. If there is an icon before a student, it means this student's paper has been finished evaluating. If there is an icon, it means this student's paper is under evaluating.

The right-side is the student's paper. The student's answer is in green, but the standard, correct answer is in red.

- Statistics Mode

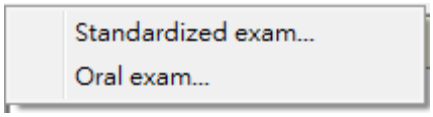
  With clicking on the Statistics Mode option on the View pull-down menu of the toolbar, the interface will change to statistics mode. (Look at the picture)

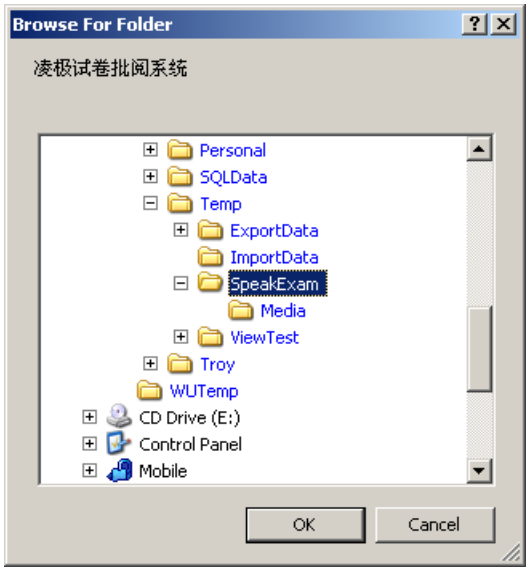




9.4.2 Oral Paper Editing Tool

- Download
  Click on “Oral exam…” option on the pull-down button of the toolbar, then the browser dialog box will come out.

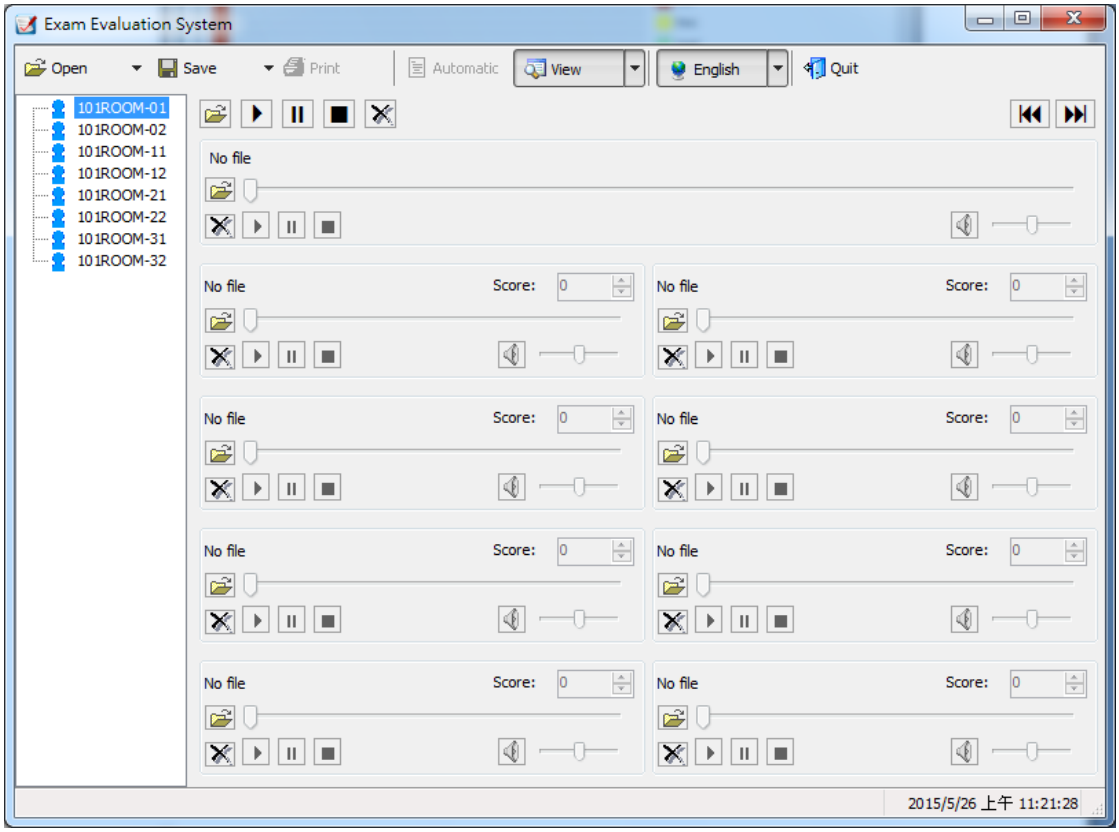




Choose a student answer file of oral exam and download the test-paper and the answer information.

- Evaluation

After step 1, the interface will come out as follows:



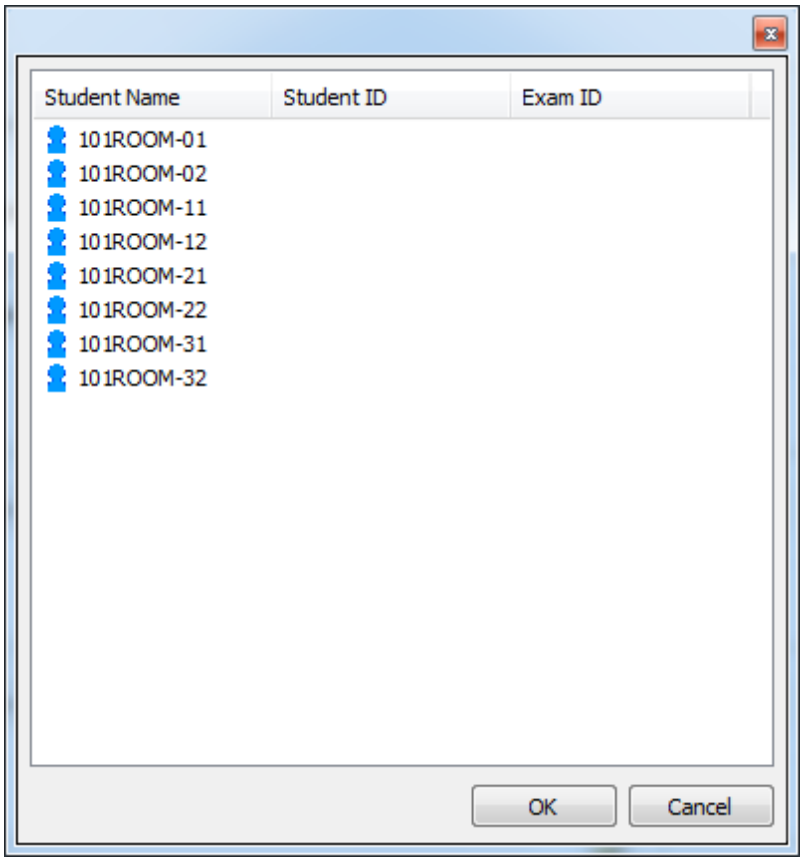
The student sheets on the left will show all the student's names. After evaluating the students' papers, their score will be shown behind the students' name. The upper right part is a console; the lower right part is a media. The top area is a part to broadcast the question and the standard answer, the under area is a part to broadcast the students' answers. The system can evaluate 8 students' papers at a time.

1) Opening the Standard Answers

Click on button of the “test paper”/”standard answer broadcaster”, a dialog box will come out. After a standard answer is chosen, the system will open the media automatically.

2) Open a student’s answer

Click on the button before the student broadcaster, the student sheet will come out. (Look at the picture)



Choose a student and click on “OK” button, the system will open the student’s answer file automatically.

3) Open Several Students’ Answers

Double click on a student in the student sheet; this student’s answer file will be opened in the Media together with the other 7’s.

Click on button, the system will open the next 8 students’ answer files according to the student sheet. If the students left are fewer than 8, the system will cancel the redundant answer files in Media.

Click on button, the system will open the previous 8 students’ answer files according to the student sheet. If the previous students are fewer than 8, the system will fulfill it with 8 students.

4) Clear all the opening Answer-files

Click on button before the broadcaster, the teacher can clear the opening answer

files in the broadcaster.

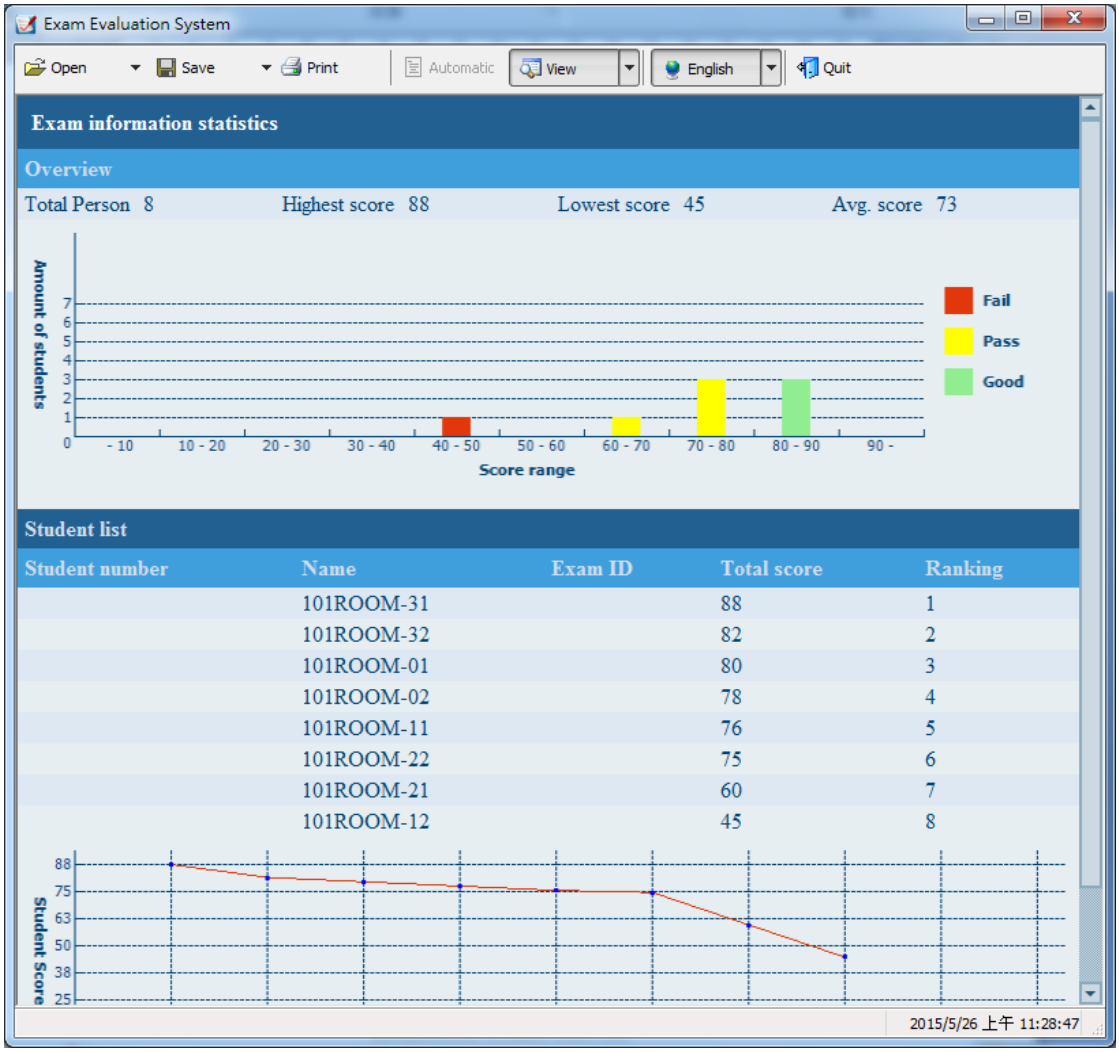
Click on button on T-console, the teacher can clear all the students' answer files that are opening.

5) Evaluate the Students' answers

The teacher can broadcast the assigned answer files according to the operational button of Media. Or just control it by buttons in T-console. The teacher can mark the students' paper at the top of the answer- broadcaster. Meanwhile, the score will be shown in the student sheet on the left.

- Statistics of the Exam

  Click on "statistics mode" option of the download menu in the toolbar, the teacher can switch to statistics mode of the examination. (look at the picture)



9.4.3 Others

Store it by clicking on "store" button or choose the "save" option of the download menu in the toolbar to store the marked results. For standard exam, the teacher can also click on

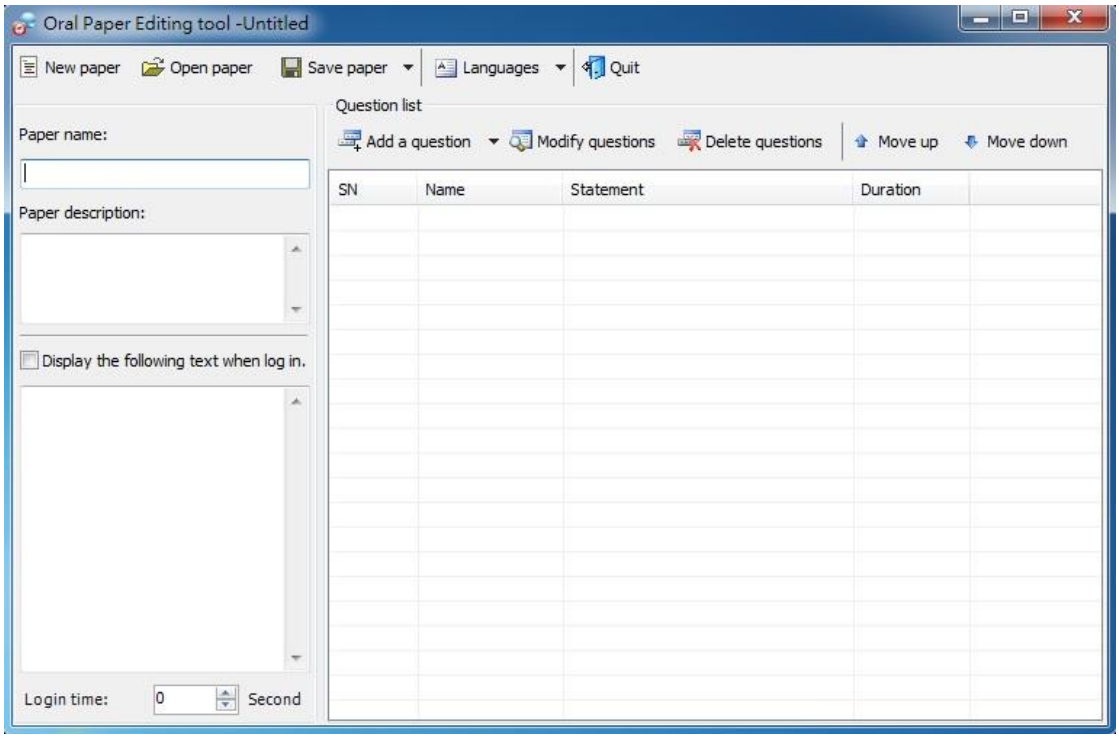
“save as” option on the download menu of “save” button to store the results into a new file.

- Printing
  Click on “print” button on toolbar to print the statistics results of the examination.
  For standard exam, the teacher can print out the contents of the current test-paper by clicking on the “print” button under evaluating and browsing mode.
- Display/Hide the List- Information
  Click on the “view” button, the teacher can display or hide the list area.
- Change Languages
  Click on the “language” button and choose the language the teacher (she) needs, the system will change the language she assigned.

9.5 Oral paper editing tool

9.5.1 Overview

Oral paper editing tool is used to edit an old oral paper or create a new oral paper. The teacher can edit the content, score and time of the paper.



Oral paper editing tool is composed of 4 parts: menu bar, editing bar, test-paper information area and paper content.

9.5.2 Menu Bar

The teacher can create a new paper by clicking on “new paper” button.

The teacher can open a paper from the local disk by clicking on “open paper” button.

The teacher can save a paper to an assigned folder by clicking on the “save paper” button.

The teacher can change the language between Chinese and English by clicking on the “Languages” button.

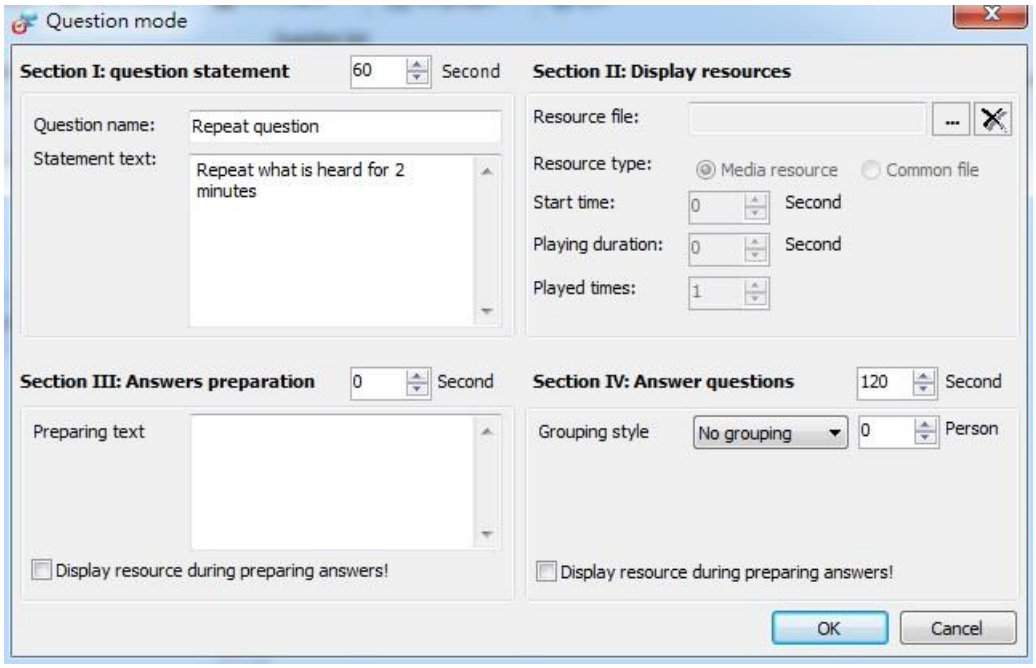
The teacher can quit the system by clicking on “Quit” button.

9.5.3 Paper Information

- Paper Name: give paper a name for convenience of opening or storing it.
- Paper Description: the teacher can describe the paper summary, for example, introducing the exam time or question type.
- The teacher can ask students to roll call by “display the following text when log in” option together with the information which the teacher inputted, like “***Note***”. The teacher can also set the students’ login time.

9.5.4 Paper Editing Tool

- Add Questions
  Click on “Add a question” button to choose a question type to add to.



Section 1 is that: the teacher can introduce the name, content and the testing time of the paper here.

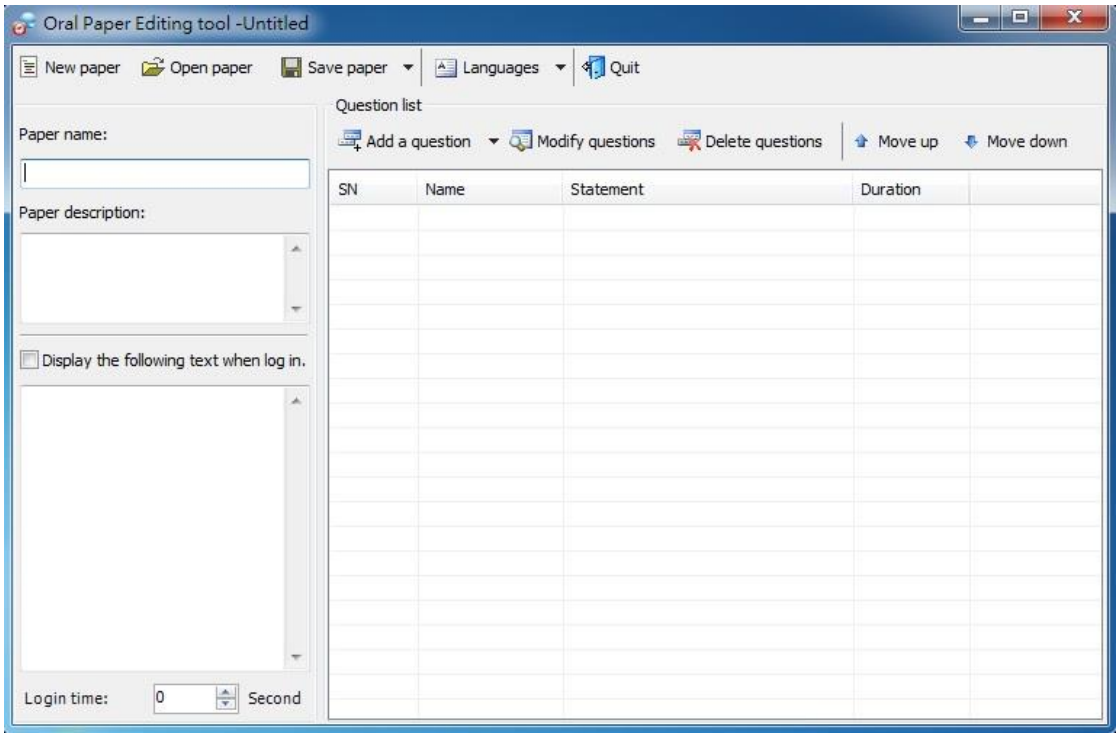
Section 2 shows the resources: click on “browse ··· ”button, and the teacher can choose a file from the resource library. The file can be a Media, common file. The teacher can also set the start time, broadcasting time and number of broadcasting time.

Section 3 is the Answers preparation: It is duration for students to make a preparation before the test. Input some contents in the textbox, the students will see it when in preparation. The teacher can also set the exam time. If the teacher pitches on the “”? button, the students will get the assigned file.

Section 4 allows grouped students to answer questions.

- Add Questions, Modify Questions or Delete Questions

  After a question is added, it appears on the question list. Look at the picture on Oral Paper Editing tool window at section 9.5.1 Overview:



  The teacher can modify the question by clicking on “modify question” button or delete the question by clicking on “delete question” button. The teacher can also modify the paper directly by double clicking on the questions.

- Move Up or Move Down

  Click on “move up” and “move down” to change the question sequence.

9.6 Student Information Administrator Tools

Student Information Administrator Tools are used to manage and do information statistics of the teacher, students and the lectures.

9.6.1 New Account

Double click on "***VIVO***"

icon, T-console will run automatically.

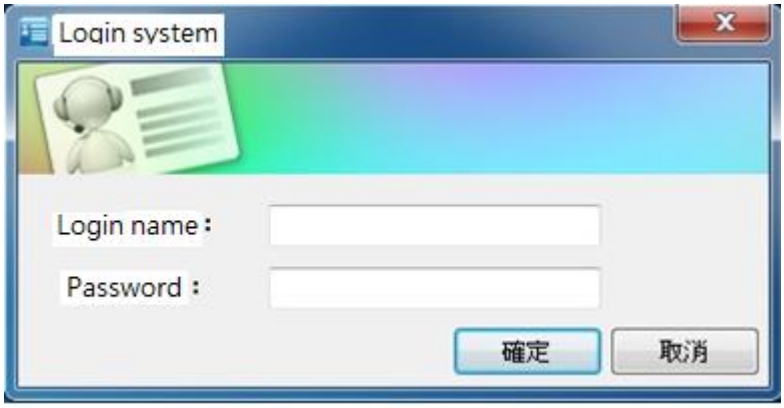
Click on "class" option on T-console, the teacher registers a new account.

Then click "OK" button to finish the registration. Here, we use an example: login "teacher" in name option, it will display "teacher Zhang", leave the password option. After finishing the registration, the teacher can log in the student information administrator tools as a professor and check the students' presence condition.

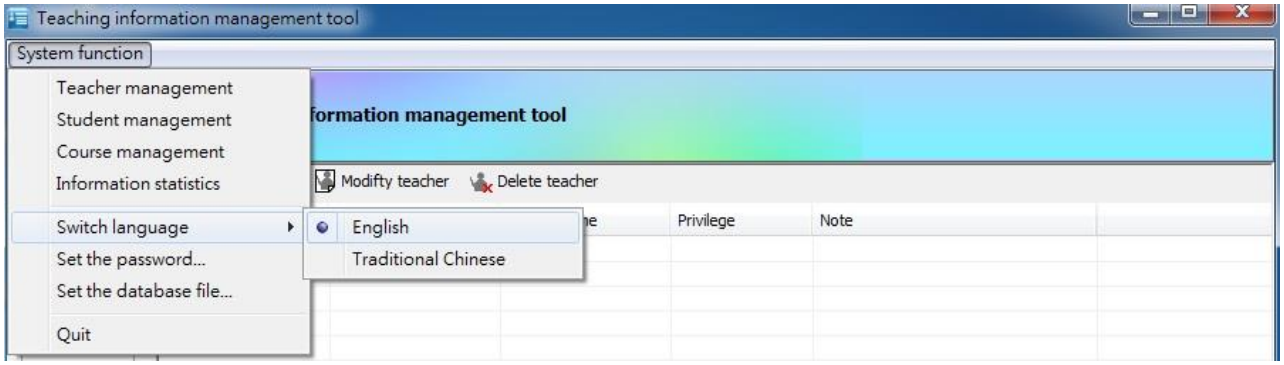
9.6.2 Students' information Administrator Tools

The login person can be a teacher or an administrator, but the authorities between them are different: the teacher can only check the students' information, but the administrator can check, modify or add new information.

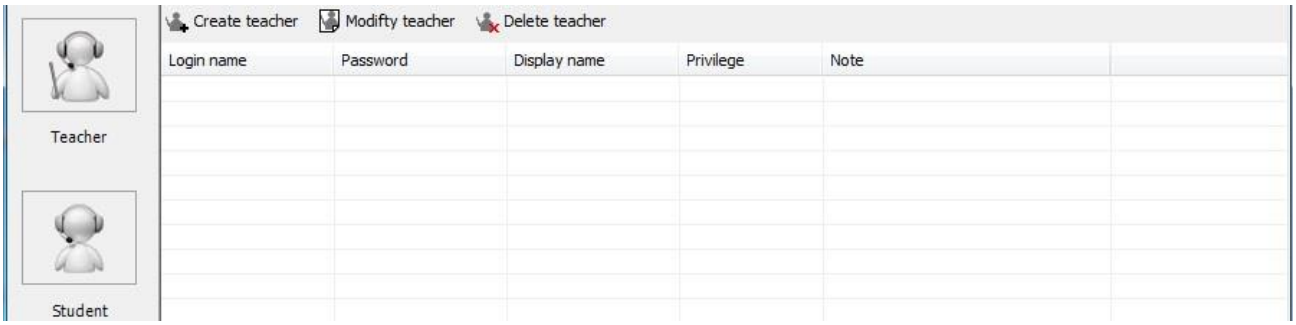
Now we will introduce the details about operation: under the lower left corner of T-console, click on Start→progress→***VIVO*** vivo2.1→Students' information administrator tools, then input the login name and the password in the dialog box. The tools can then be used.



The students' information administrator tools can manage teacher, students and courses, and do information statistics. It supports interface of three (3) languages, and they are English, Simplified Chinese and Traditional Chinese.

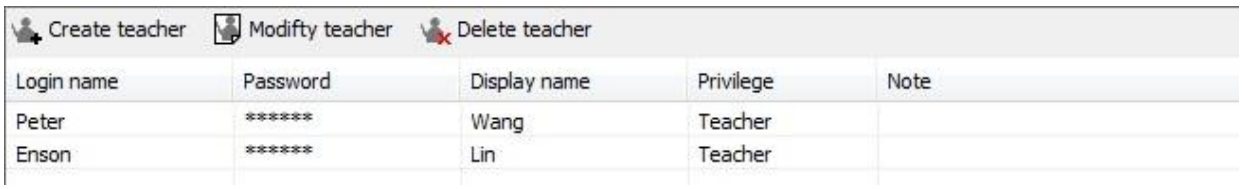


9.6.3 Managing Teachers



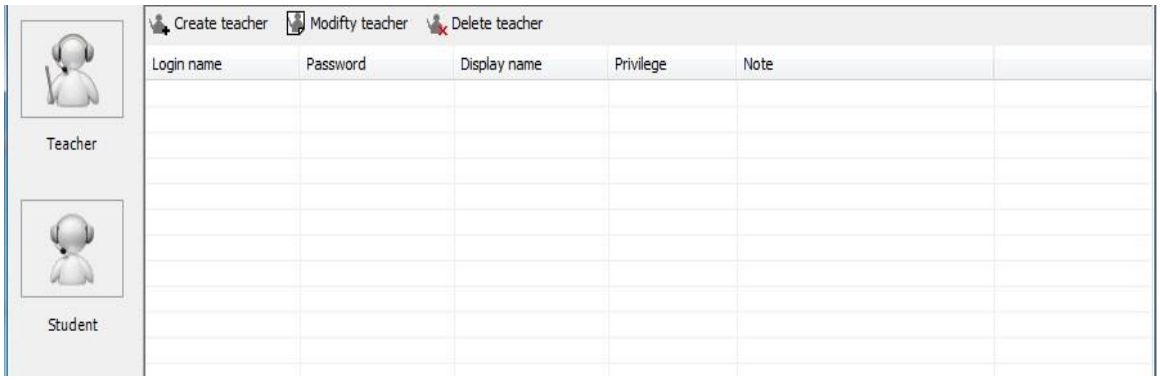
Click on “create teacher” button and input the login name, display name and password, and also set teacher’s privilege status. Then click on “OK”, and the teacher’s information is shown.

The administrator can delete or modify the teacher’s information by clicking on “modify teacher” or “delete teacher” buttons.

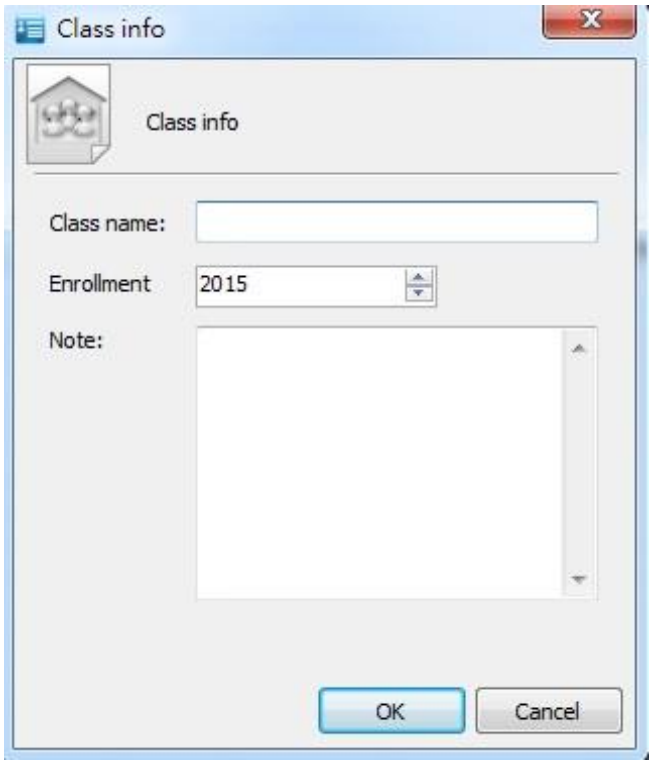


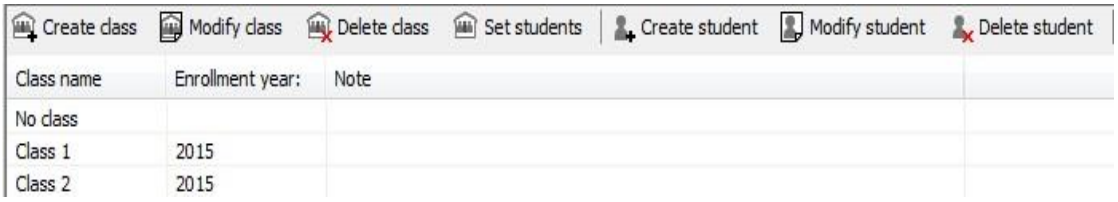
9.6.4 Managing Students

Click on “student”, the administrator can add, modify or delete the students’ information.

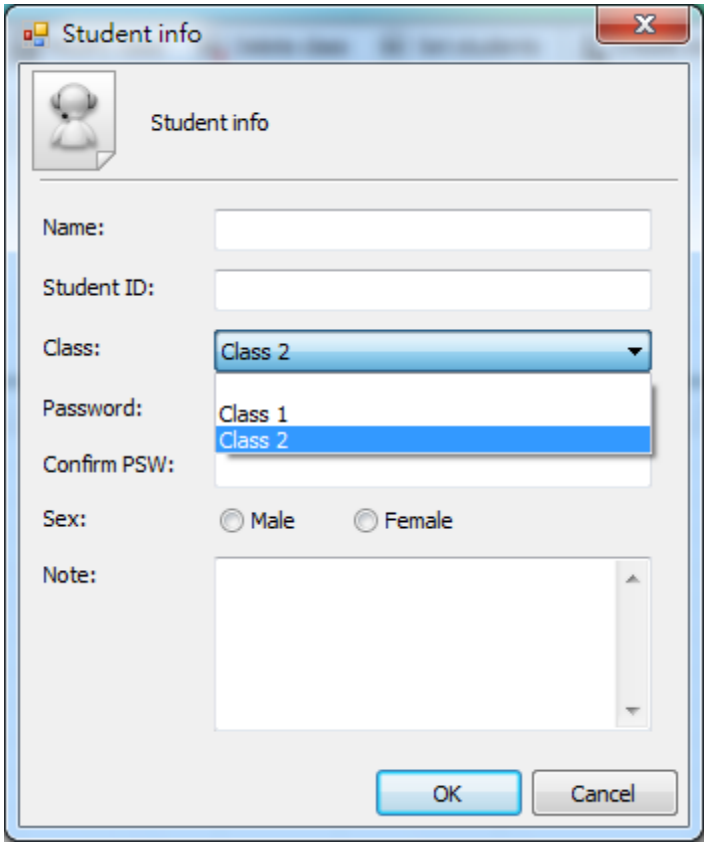


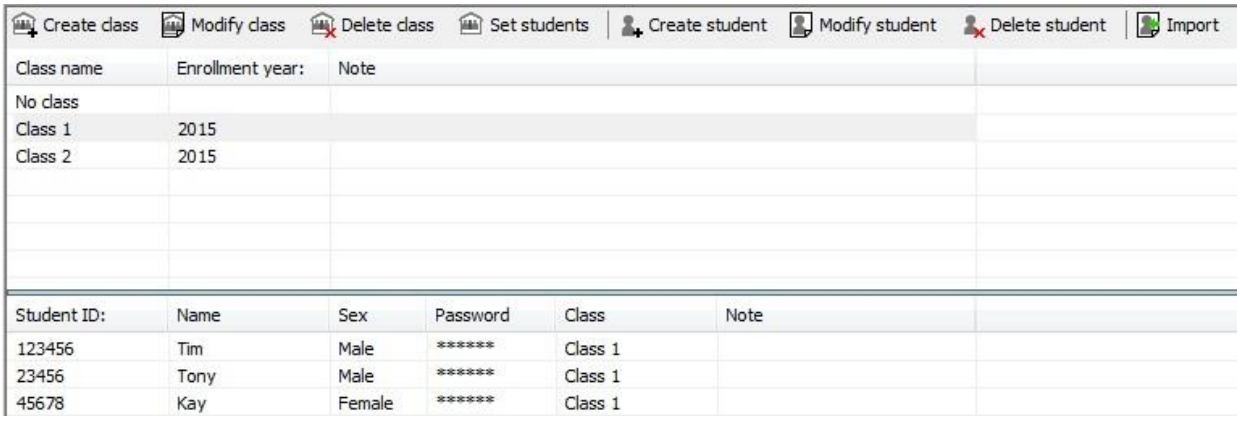
Click on “create class” button, input the class information and choose “OK” option, a new class is created.



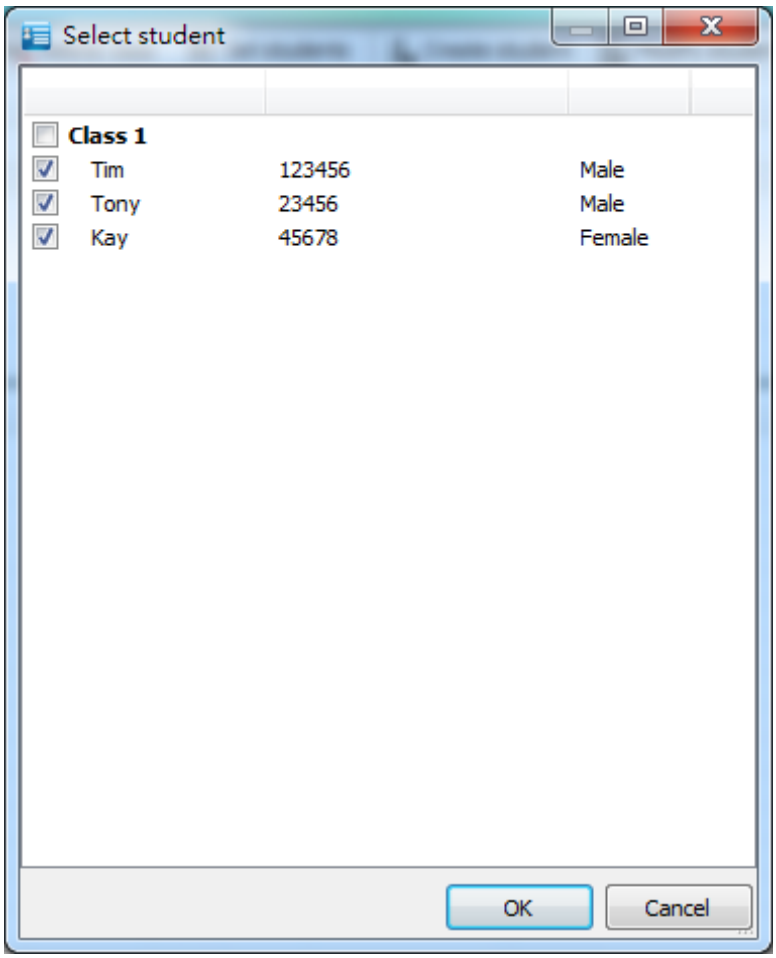


Then, input the students’ information and click on “OK” to finish adding.

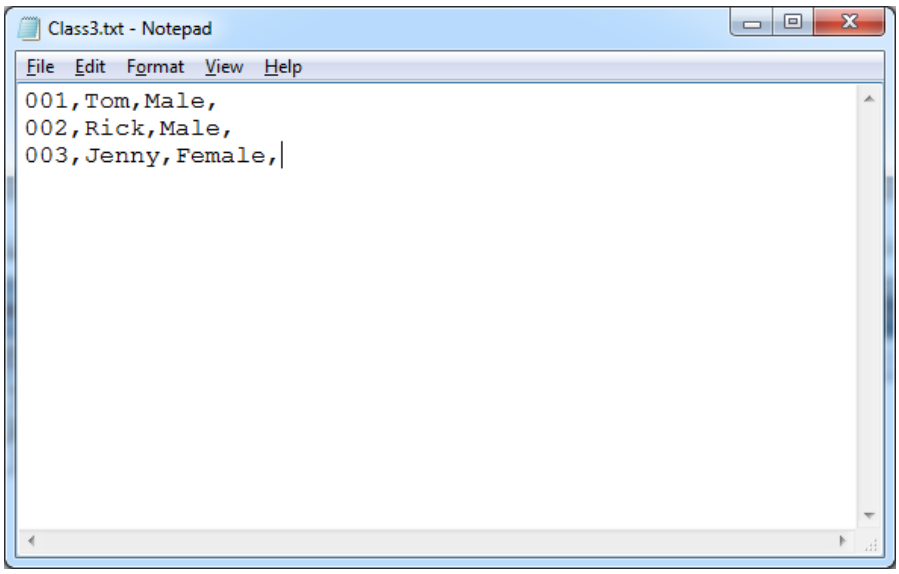




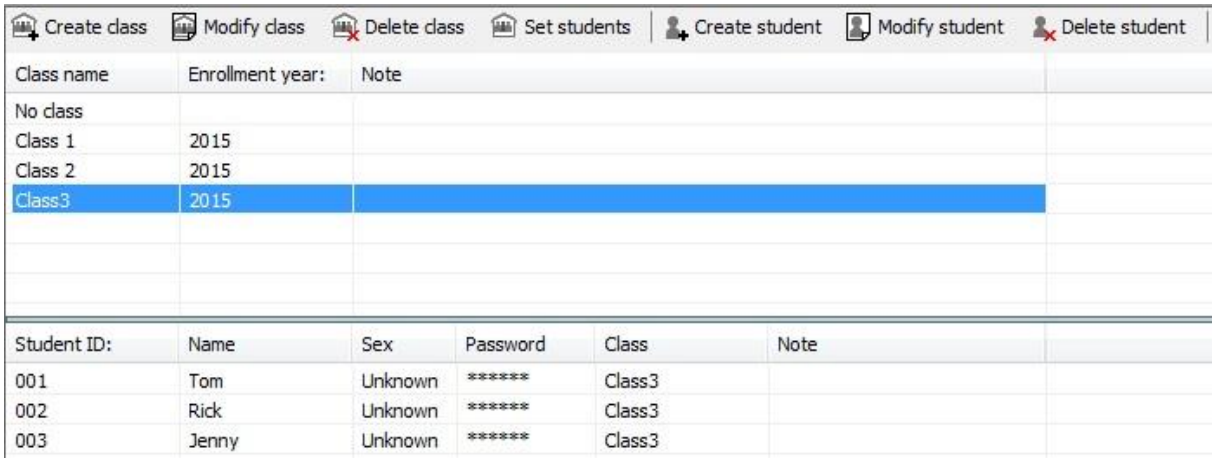
The administrator can also add students by clicking on “create” button on toolbar:
First, input all the students’ information; second, choose the students needed to add; third, click on “set student” and choose the students needed to add, and click on “OK” button to finish it.



Furthermore, the administrator can create a students' name list as well: click on "import" button, import the students' name into the assigned class. (All the information is separated by commas)

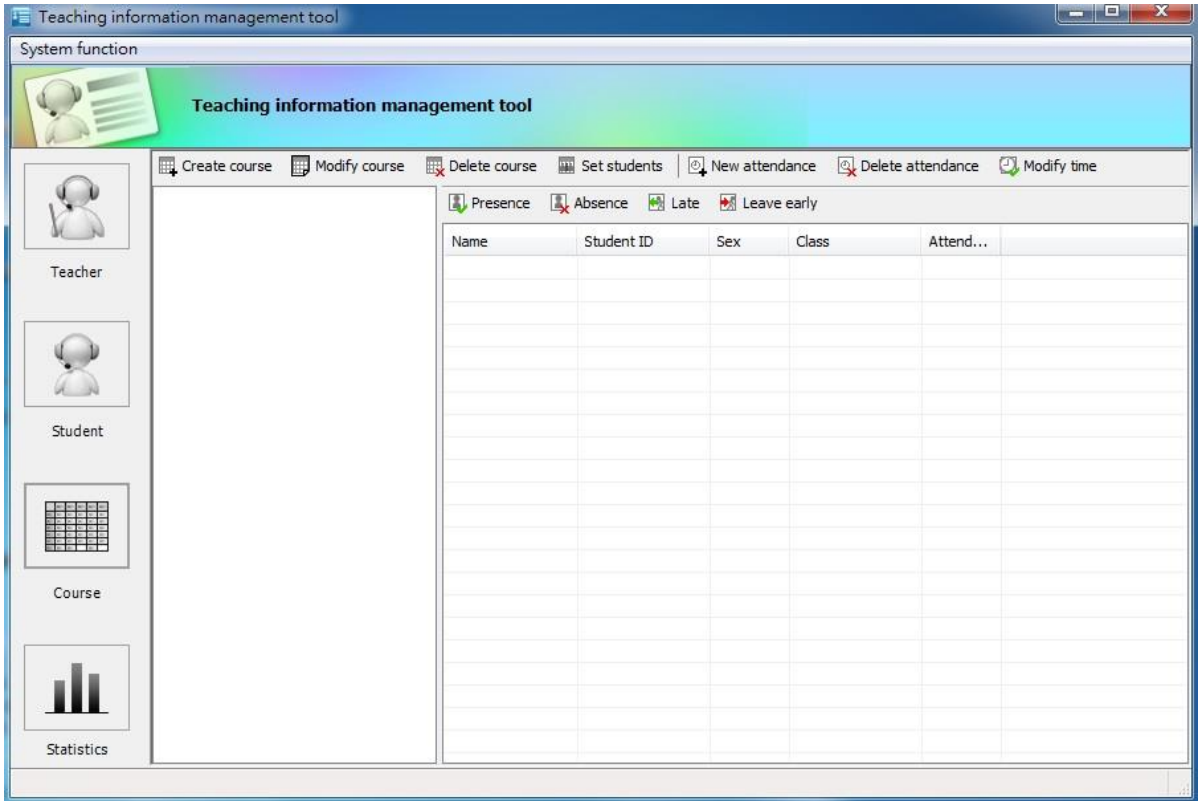


After importing the text file, the information can be seen on students list.

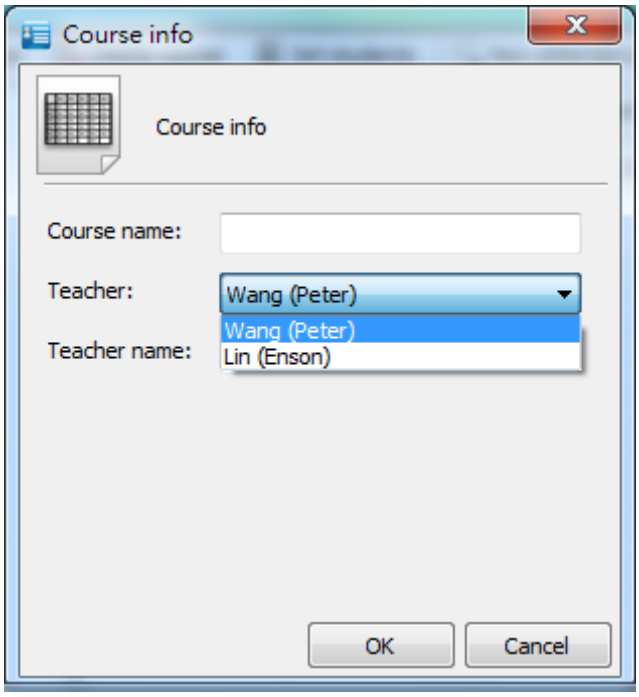


9.6.5 Manage Courses

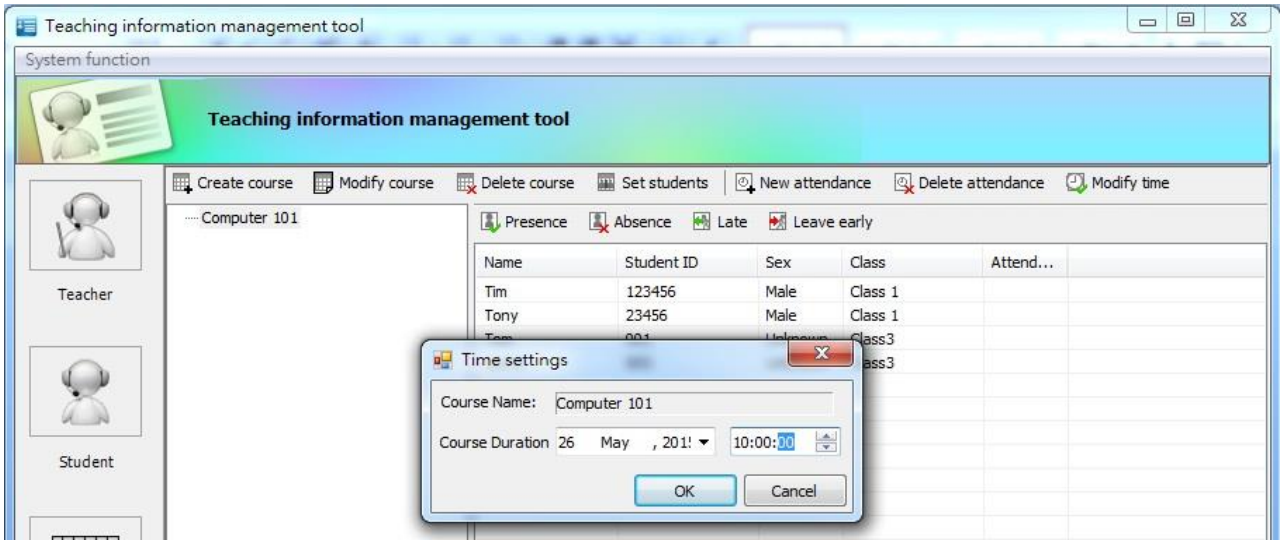
Click on “course”, the administrator can set the name, duration and the assigned class of the course.



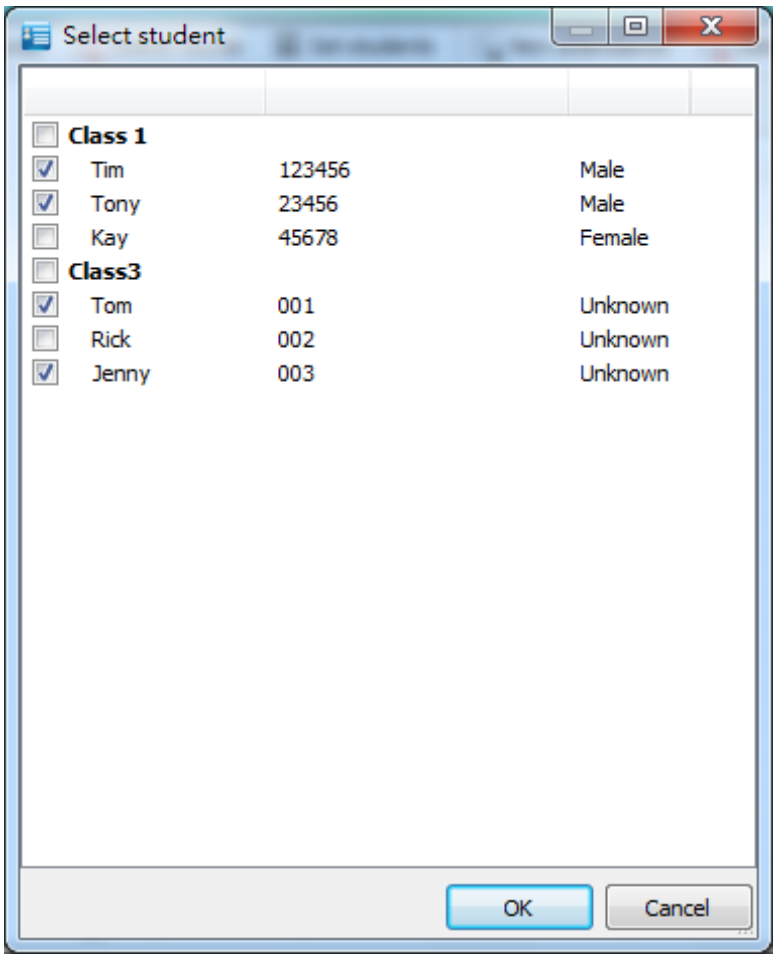
Click on “create course” button, then input the title and the teacher of the course in the dialog box. After that, click on “OK” button to finish the setting.



Click on “create teaching hour” button, the administrator can change or delete the teaching hour in the dialog box according to the subject.

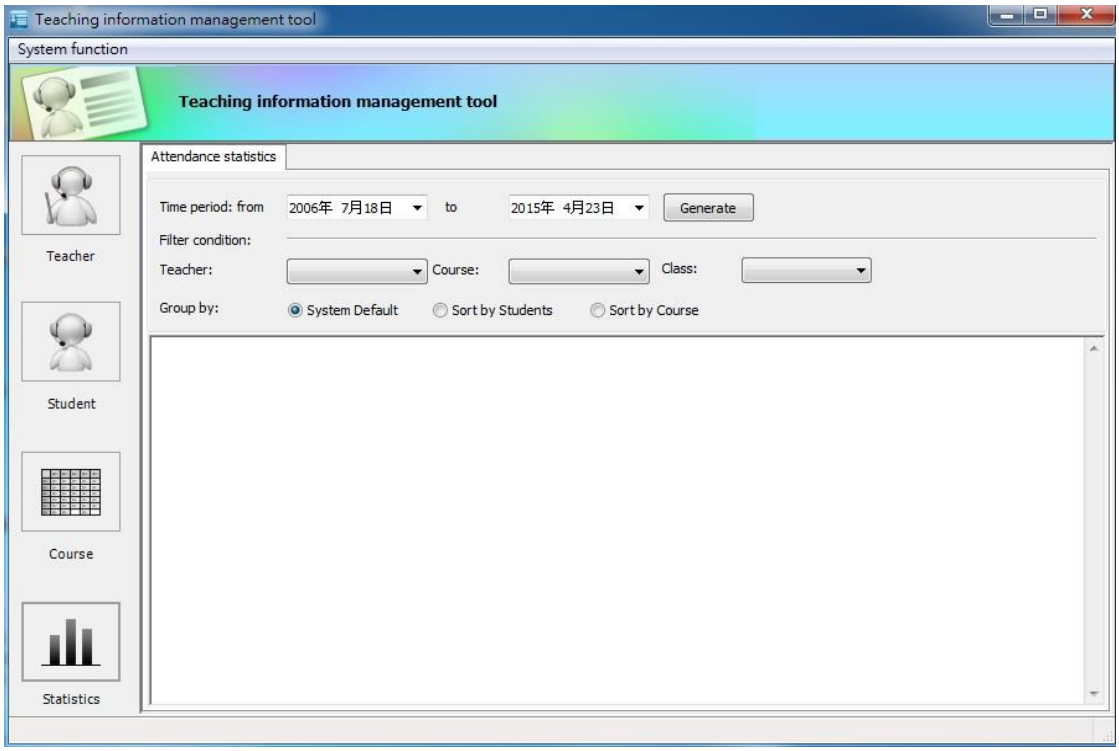


After setting the course and the teaching hour are finished, click on “set student” button to assign the students for each course. Then, click on “OK” button to finishing setting.

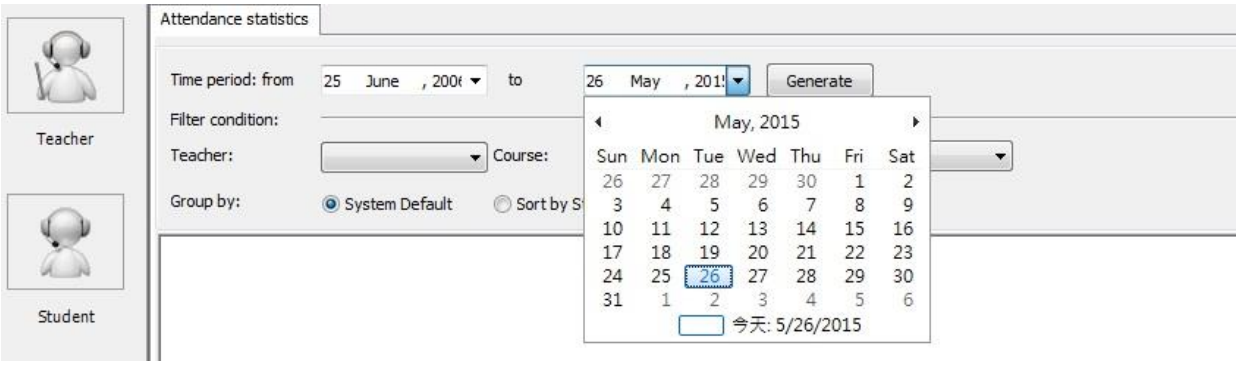


9.6.6 Statistics of the Information

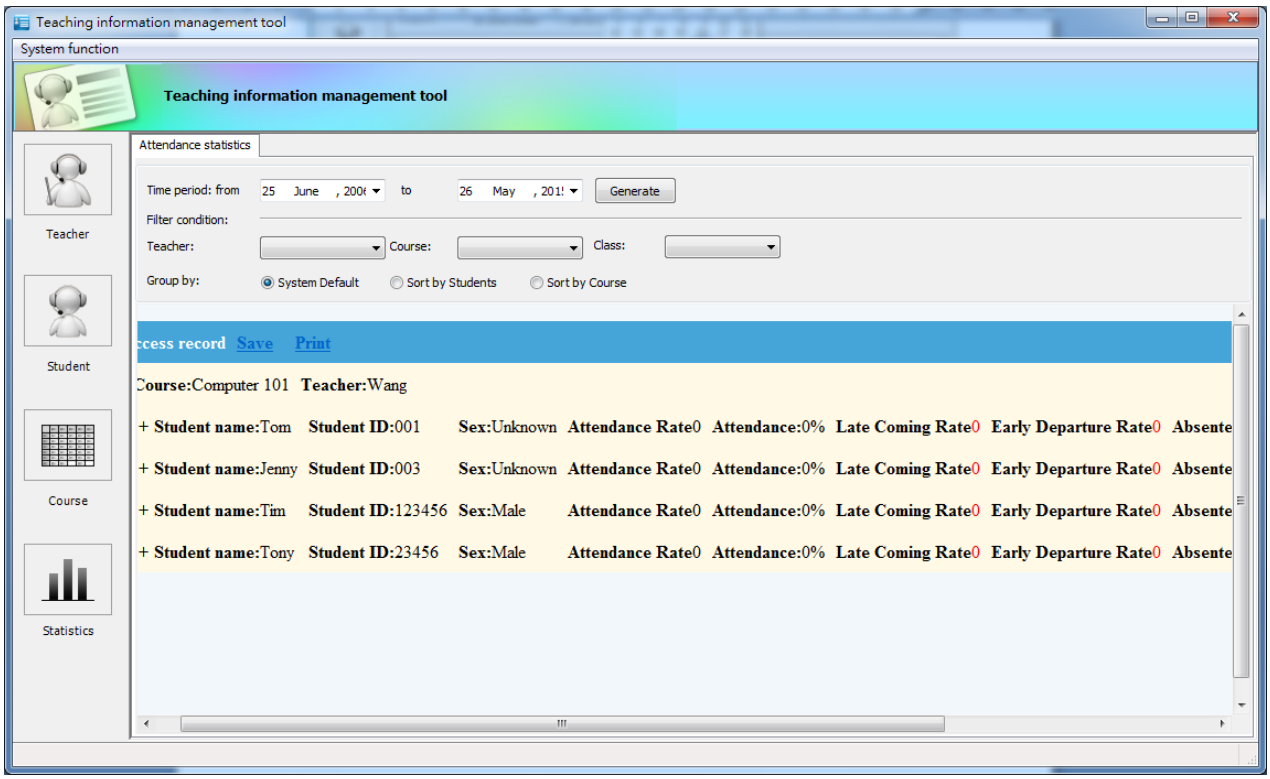
Click on “statistics” button, the administrator can see the students’ attendance status.



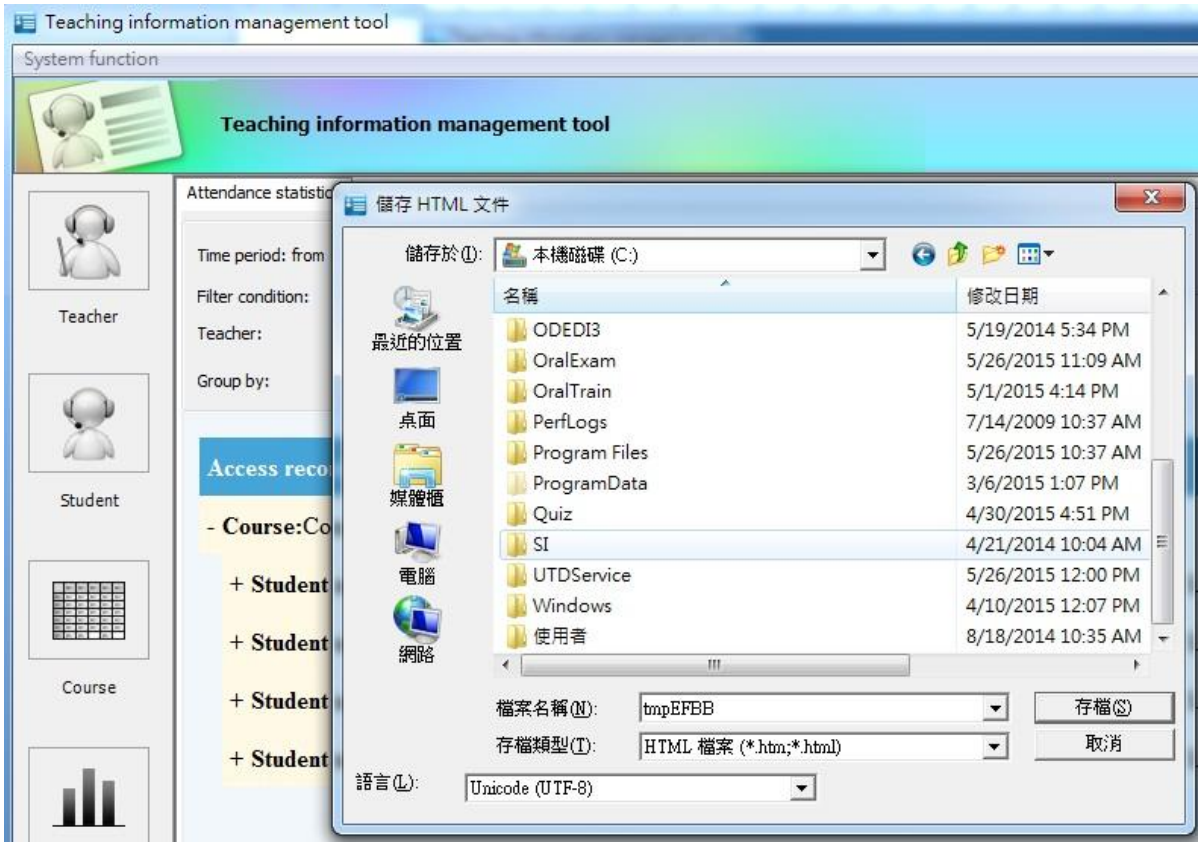
The administrator can choose the time period, teacher, course, class and the statistics in each box.



After inputting all the information, click on “generate” button. It will display the students’ attendance status under course duration.



The administrator can save or collect the information by clicking on “Save” or “Print” button.



9.7 Resources Management Tool

The teacher can add, delete, and modify the resources in the media library by the managed mode in media library on T-console. The teacher can add the download or the local area courseware to the media library.

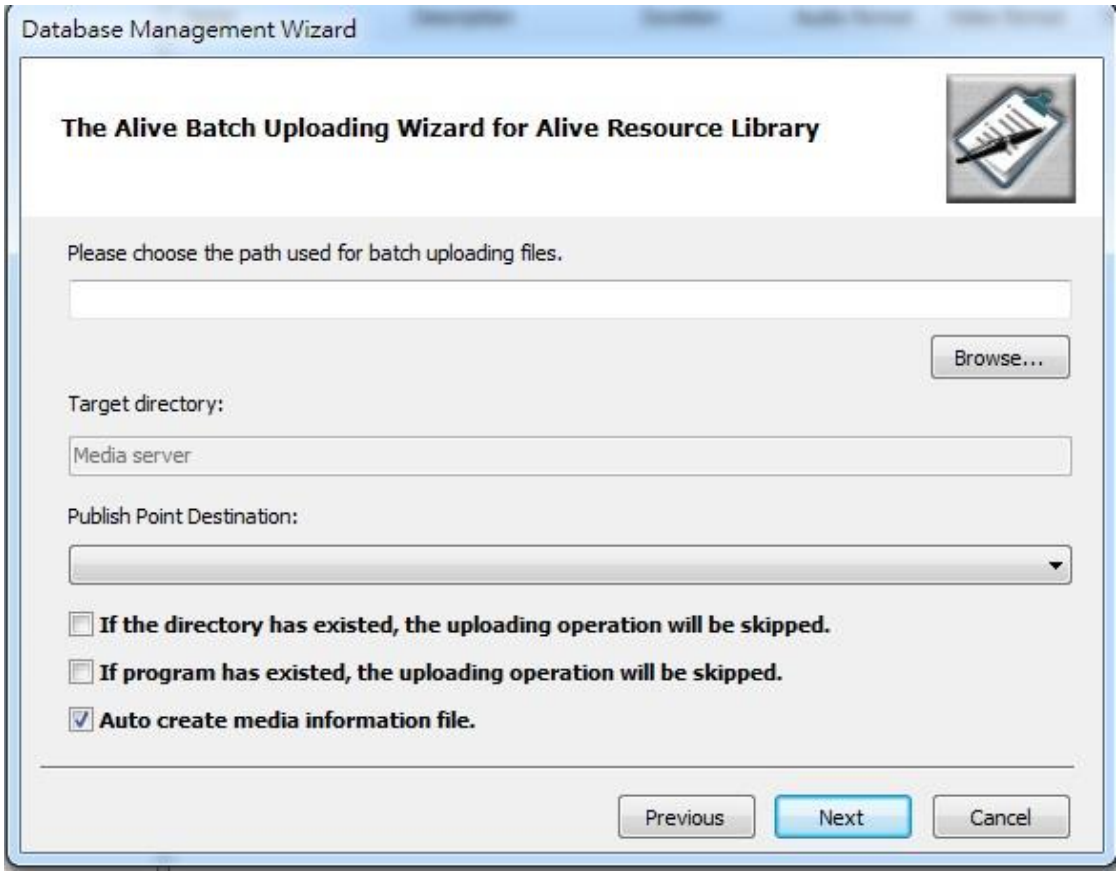
What's more, ***VIVO*** system also supports an export/import function on resource. So, the teacher can backup or restore the resource conveniently.

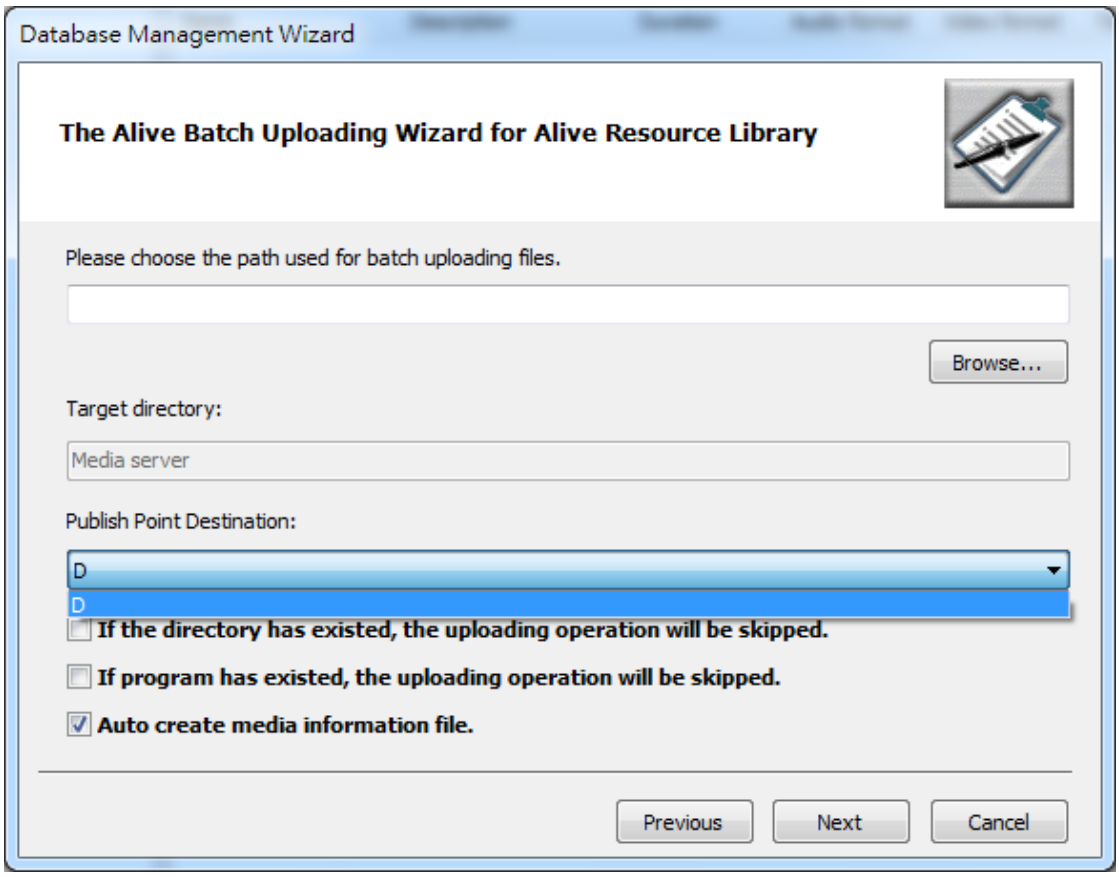
Click on "publish" button to check resource publish ports or create a new publish port. The teacher can also modify or delete the existing publish ports.

Click on "create" button, the teacher can create a new category under the "Media resource library"

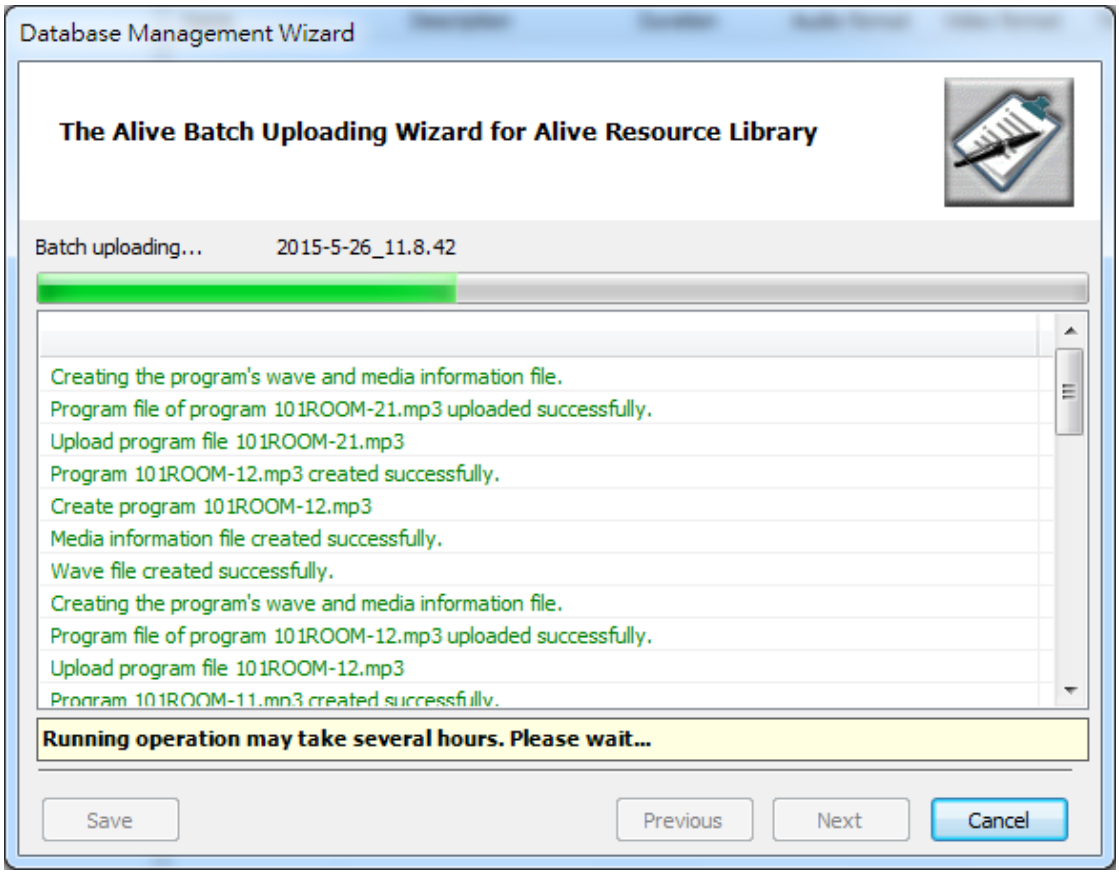
Click on "delete" button, the teacher can delete an unneeded category.
Click on "category property" button, the teacher can check the property of the category or modify the name and the descriptions.
Click on "create" button, the teacher can add a new program from the local disk. "Delete" button is used to delete an unneeded program.
Click on "properties" button, the teacher can check the property of the program, including its category, name, description, types, and audio format, video format and create time.

The teacher can change the name and the description only.
Click on “upload” button, the teacher can choose a group of files in one batch to upload. (Look at the picture)



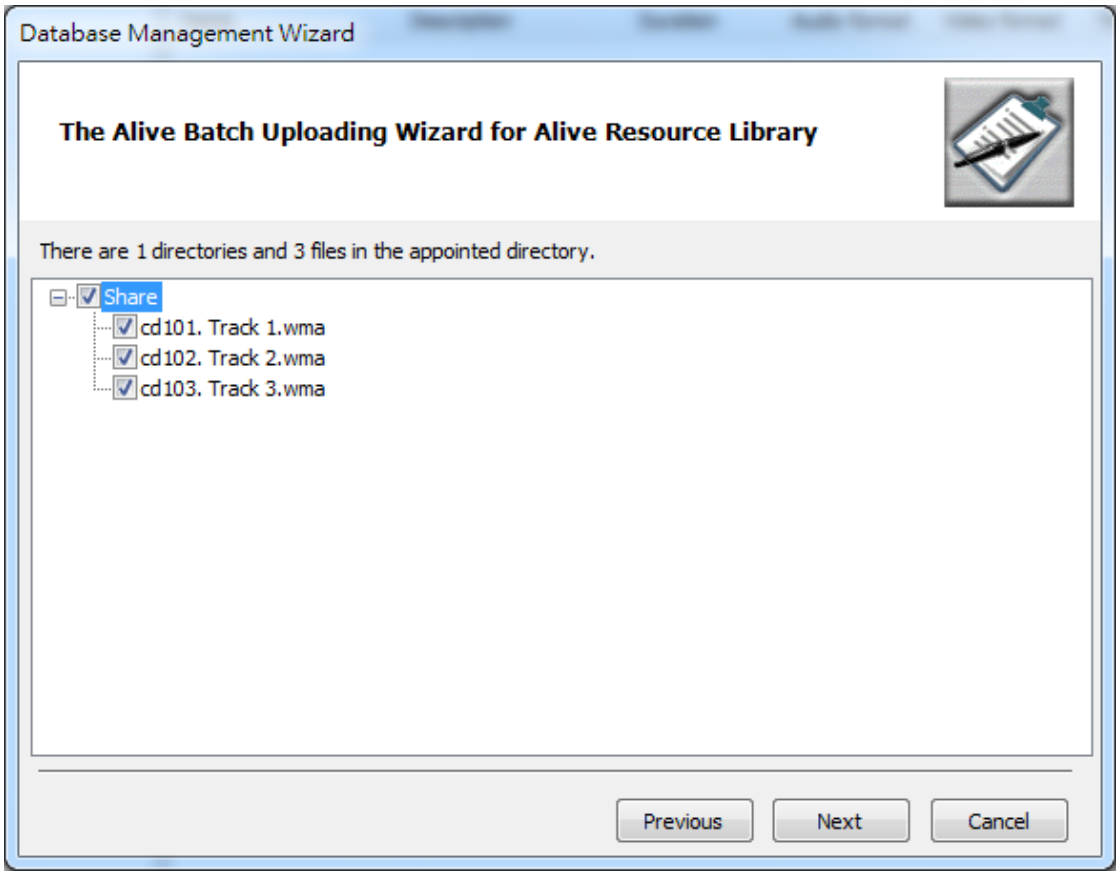


The system can show the files and the subdirectories. When the teacher clicks on “Next”, the system will upload them automatically.

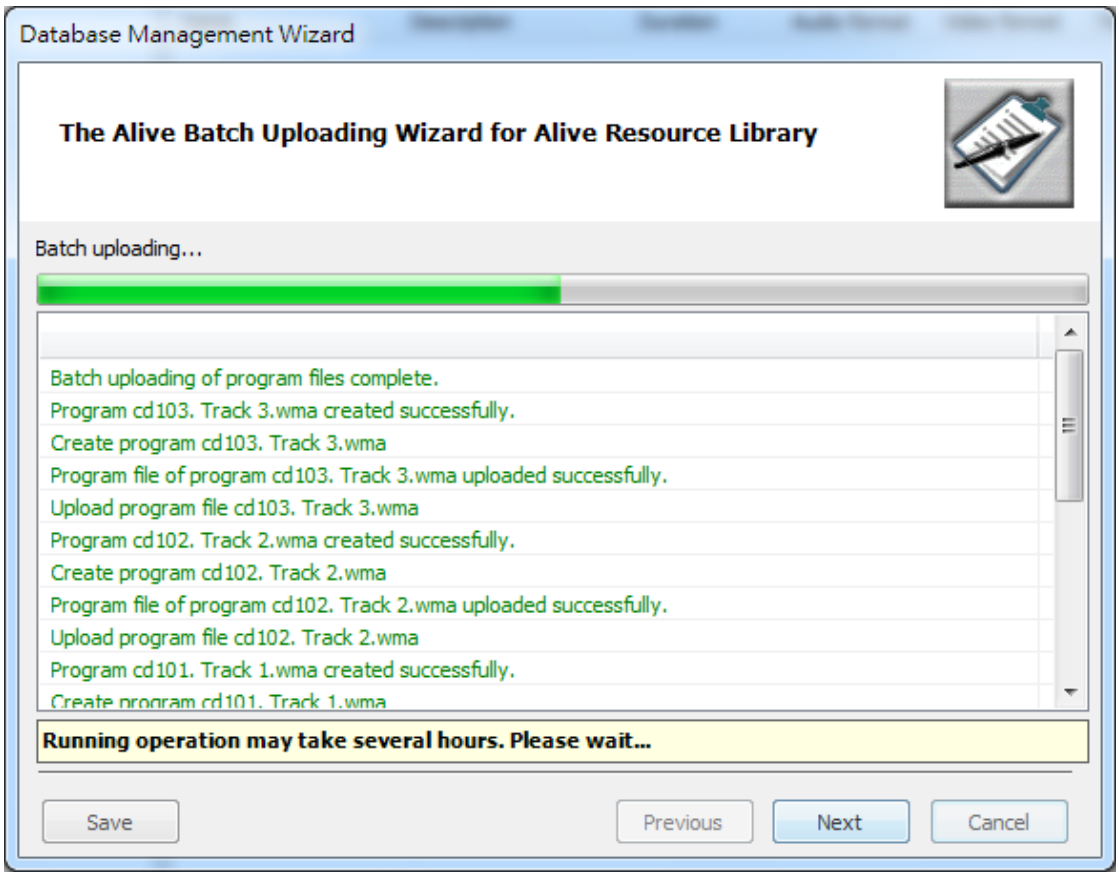


After “finished” is clicked, the resources will finish uploading to the server.

Click on “export” button, the teacher can make a backup of the resource. Click on it, guide to the resource management tool will appear. (Look at the picture)



Choose a file that needs to be backed up, and then click on the “Next” button. For example:



Then, click on “Save” button, the backup file will be saved as a text (*.TXT) file. Click on “Next” to finish it.

“Import” button is used to search for the previous backup resources from the local disk and copy them to the resource library.

“Filter” button is used to choose different programs.

“Refresh” button can refresh the interface.

“Languages” button can be used to change languages between Chinese and English.