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ALL Video Learning Object User Guide

This user guide describes how to navigate an ALL Video Learning Object (VLO) produced by the National Foreign Language Center.
Technical Requirements

The minimum system specifications to run the VLO are the following:

- Windows XP SP3, Vista, or 7
- 1.8 GHz CPU
- 24 x CD-ROM drive or DVD drive (to run VLOs on CD-ROM)
- 512 MB system RAM
- 10 Mbps Internet connection
- 250 MB free hard drive space
- Monitor supporting 1024 by 768 screen resolution
- 16-bit graphics/video card
- Windows-compatible 16-bit PC sound card
- Speakers or headphones
- IE 7 and up
- FF3 and up
- Flash 10 and up
Every VLO has the same layout as shown in this figure:

1. **Navigation tabs**
2. **VLO content in the center of the screen**
3. **PREV/NEXT buttons**
4. **Support buttons**

The tabs and the support buttons are available at any time while using the VLO.
Navigation

Each VLO screen shares these navigation features:

Navigation Tabs

Each VLO has the same navigation tabs that appear at the top of the screen.

While it is recommended you move through VLO content from left to right, you may navigate to any section at any time by clicking its tab.

PREV/NEXT Buttons

You can use the PREV/ NEXT buttons on the bottom right of every section to navigate through the VLO sections.

Click PREV to go to the prior section and NEXT to advance to the following one.

Exiting a VLO

You may exit a VLO at any time by closing the window.

Note: If you exit and then return to the VLO, the exercises no longer display your choices or entries from your previous session.
Support Windows

The support windows provide access to supplemental information relevant to the VLO. To view the contents of a support window, click the corresponding icon.

The support windows provided are:

- Help
- Comprehension Strategies
- Notes
- Glossary
- Resources
- Disclaimer
- Print
Help

The Help window opens this user guide. To view the user guide, click the Help icon.
Comprehension Strategies

The Comprehension Strategies window provides suggestions about effective comprehension processes and strategies. To view the Comprehension Strategies window, click the Comprehension Strategies icon.

Comprehension Strategies Icon
Notes

The Notes window displays cultural and linguistic information relevant to the topic of the source text. To view the Notes window, click the Notes icon.
Glossary

The Glossary window provides a list of terms relevant to the source video, their explanations, and a recording of each term. To view the Glossary window, click the Glossary icon. To listen to the terms, click the audio icon next to each glossary term.

Glossary Icon

A sample Glossary window is shown below. If a term is too long to display in the Item column, the columns 2, 3 can be resized by dragging the column line 1 to the left or right as needed. To resize the columns, hold the cursor over the column header line. When the pointer icon changes to the resize icon, click and hold the mouse button to move the column line left or right and release the button when the adjustment is complete.

Sample Glossary Window
Resources

The Resources window provides additional sources of information relevant to the source video topic. To view the Resources window, click the Resources icon.
Disclaimer

The Disclaimer window provides brief information on the video content. To view the Disclaimer window, click the Disclaimer icon.
Print

The Print window allows you to print out the LO in its entirety or by selection. To view the Print window, click the Print icon.
VLO Screens

Each VLO has six screens. Navigating these screens is described in Navigation.

VLO Screen Tabs

1. **Overview**
   The Overview screen displays general information about the VLO.

2. **Preparatory Activity**
   The Preparatory Activity screen presents an exercise to focus your attention on a topic related to the source video. Ideally, you complete this exercise before watching the source video. For more information on exercise types, see Exercise Types.

3. **Source Video**
   The Source Video screen displays a source video with media controls. For more information on the media controls, see Media Controls.

4. **Comprehension Check**
   The Comprehension Check screen presents exercises to evaluate your understanding of the source video. For more information on exercise types, see Exercise Types.

5. **Culture Check**
   The Culture Check screen presents exercises to increase your cultural awareness relevant to the source video. For more information on exercise types, see Exercise Types.

6. **Linguistic Check**
   The Linguistic Check screen presents exercises to increase your knowledge of the language in the areas of vocabulary, syntactic structures, pronunciation, or other features of the source video. For more information on exercise types, see Exercise Types.
Source Video Screen

The Source Video screen provides the video and access to support tools, including the transcript and translation features [1] and media control bar [2].

Sample Source Video Screen

There are three options to use the transcript and translation buttons [1]:

- Show Transcript
- Show Translation
- Show Transcript and Translation
Show Transcript

You can view the target-language transcript of the source video by clicking the checkbox to the left of Show transcript 1.

Sample Transcript Screen

You can scroll through the transcript using the scroll bar 2. **Note:** This screenshot shows the scrollbar in a right-aligned transcript. The scroll bar will appear on the right when viewing left-aligned transcripts.

The transcript window displays over the video 3. To view the video, click the checkbox to the left of Show transcript 1. You can alternate viewing the transcript and the video by clicking the checkbox.

You can use the media control bar 4 to listen to the source video while reading the transcript.
Show Translation

You can view the English translation of the source video by clicking the checkbox to the left of Show translation 1.

Sample Translation Screen

![Translation Screen]

You can scroll through the translation text using the scroll bar 2.

The translation window displays over the video 3. To view the video, click the checkbox to the left of Show translation 1. You can alternate viewing the translation and the video by clicking the checkbox.

You can use the media control bar 4 to listen to the source video while reading the translation.
Show Transcript and Translation

You can view the target language transcript and English translation of the source video at the same time by clicking both checkboxes at the top right of the screen. The transcript in the target language appears on the left and the English translation of the transcript appears on the right.

Sample Transcript and Translation Screen

You can scroll through the transcript and translation using the scroll bars provided for each sub-screen.

You can use the media controls at the bottom of the screen to listen to the source video while viewing the transcript and translation.
Media Control Bar

Use the media control bar below the source video to restart, rewind, play/pause, monitor the progress, display caption or subtitles, and adjust the volume.

Media Control Bar

1. Restart
   Click the Restart button to play the video again from the beginning.

2. Rewind
   Click the Rewind button to rewind the video five seconds.

3. Play/Pause
   Click the Play/Pause button to start the video. The default icon on the button is the Play icon (►), indicating that if you click it, the video will play.

   When you play the video, the Play icon on the button changes to the Pause icon (II). Click the Pause icon to stop playback. To restart playing the video from the point it was paused, click Play again.

4. Progress Indicator
   The progress indicator displays the current place in the video in minutes:seconds. For example, in the figure above, the indicator shows that you are 4 mins 30 seconds (04:30) into the video.

   You can use the indicator to move forward or backward in the video by clicking on the desired point on the indicator.

5. Captions/Subtitles
   Click the Captions/Subtitles button to select either the captions in the target language or the English subtitles for the source video. Once activated, captions or subtitles synchronized with the video will display under the video. To deactivate the captions or subtitles, click the Captions/Subtitles button again and select None.

6. Volume
   Click the Volume button to view the vertical volume control bar. You can move the slider up the bar to increase the volume or down to decrease it. To hide the vertical bar, click the Volume button again.
Exercises

Exercises help you check your comprehension and expand your understanding. This section discusses their general features, media files, and types.

General Features
Media Files
Exercise Types
General Features

General features are features common in all VLO exercises.

Exercise Instructions
The instructions for the exercise are at the top left of the screen.

Information Bar
The information bar provides brief instructions on how to complete the exercise. Click the icon in the upper right corner of the exercise window to display the information bar. The bar appears to the left of the icon.

Sample Information Bar

Click the icon again to hide the information bar.

Note: The information bar provides instructions based on the type of exercise. Go to Exercise Types to view the different types of exercises used in the VLO.

CHECK Button
Every exercise has a CHECK button at the bottom left of the window, below the exercise. Click this button to check if your response to an exercise is correct.

CHECK Button
The CHECK button is common to all exercises, but works differently depending on the exercise type. See Exercise Types for more information.

Feedback Window
After clicking CHECK, you will see a new window open with feedback.

Sample Feedback Window

Incorrect. Jeera's mother tries to defend her son against his father's strictness. She thinks Jeera is a young man that is becoming an adult, which is why she says, "When our children become adults, we have to be considerate."
The window displays feedback indicating whether your response is correct or incorrect and additional information related to answering the question \[2\].

You can resize this window by clicking the triangle in the bottom right corner of the window and dragging it to the desired size \[3\].

**Retention of Exercise Choices**

Your answers to exercises are saved while you are using the VLO. If you navigate back to an exercise you completed earlier in the session, the exercise displays your last choices or entries and the feedback window is available.

If you exit and then return to the VLO, the exercises no longer display your choices or entries from your previous session.
Media Files

In some exercises, you have access to a media file – a video or audio clip.

**Note:** The types of media files used in the VLOs are not restricted to those described in this section. This section gives general guidelines for using media files in an exercise.

**Video Clips**

Video clips in exercises can be played or paused by clicking on the video screen \[1\]. No other media controls are provided.

**Sample Exercise with a Video Clip**

- **Instructions:** Select the best choice.
- **Question:** Why does Billo cover her head with a *dupatta* scarf in this scene?
  - To show respect for elders
  - To show submission to men
  - To show her religious beliefs
  - To show her self-confidence as a woman

**Sample Exercise with Multiple Video Clips**

- **Instructions:** Match the items.
- **Question:** The speakers in this video frequently mix Punjabi and Urdu. Match the video segments where this feature is present with their complete printed version in Urdu.

An exercise may contain multiple video clips. In this type, you will see a main video screen [1] and multiple video snapshots [2].
Click on any video snapshot [2] and the video will start playing in the video screen [1]. You can play or pause the video by clicking on the video screen.

**Audio Clips**

Audio clips in exercises can be played or paused by clicking the audio icon [3].
Exercise Types

While the purposes of the Preparatory, Comprehension Check, Culture Check, and Linguistic Check Activities differ, the design of each exercise will be one of six types: multiple choice, true/false, select all that apply, matching, ordering, or constructed response. For more information on an exercise type, click the link given below:

- Multiple Choice
- True/False
- Select All That Apply
- Matching
- Ordering
- Constructed Response
Multiple Choice

In this exercise, you click the radio button [1] next to the choice you think is correct. Then you click CHECK [2] to check your response.

Sample Multiple-Choice Exercise

If your response is correct, a ✓ appears on the screen next to your choice. Additional information displays in the feedback window.

If your response is incorrect, you have a second chance to respond to the exercise correctly.

If you respond incorrectly on the second attempt, an X appears next to your choice and a ✓ appears next to the correct choice. Additional information displays in the feedback window.
True/False

In this exercise, you click the radio button 1 next to the choice you think is correct. Then you click CHECK 2 to check your response.

Sample True/False Exercise

If your response is correct, a ✔ appears on the screen next to your choice. Additional information displays in the feedback window.

If your response is incorrect, an X appears next to your choice and a ✔ appears next to the correct choice. Additional information displays in the feedback window.
Select All That Apply

In this exercise, you click the checkboxes next to all of the choices you think correctly answer the question 1. Then you click CHECK 2 to check your choices.

Sample Select All That Apply Exercise

If your response is correct, a ✓ appears on screen next to each of your choices. Additional information displays in the feedback window.

If your response is incorrect, you have a second chance to respond to the exercise correctly. Your incorrect choices will reset.

If you respond incorrectly on the second attempt, an X appears next to each of your incorrect choices and a ✓ appears next to each of the correct choices. Additional information displays in the feedback window.
Matching

In this exercise, you identify items that correspond to one another and then click the item you want to match 1. While still holding down the mouse button, you drag the item to the space 2 next to its match. Then you drop the item by releasing the mouse button. After you have matched all the items, you click CHECK 3 to check your responses.

Sample Matching Exercise

If all items have been correctly matched, the items remain matched and a ✓ appears to next to each item. Additional information displays in the feedback window.

If your response is incorrect, you have a second chance to match incorrect items. Incorrect matches will be reset; correct matches will remain matched.

If some of your matches are incorrect on the second attempt, an X appears next to each of your incorrect choices and a ✓ appears next to each of the correct matches. The correct matches are shown on screen. Additional information displays in the feedback window.
Ordering

In this exercise, you place the items into the correct order. To do so, you click the item you want to move \[1\]. While still holding down the mouse button, you drag the item to the space where you want to place it. Then you drop the item by releasing the mouse button \[2\]. After you have placed all the items, you click CHECK \[3\] to check your response.

**Sample Ordering Exercise**

If you have placed the items in the correct order, the items remain in that order and a ✓ appears next to each item. Additional information displays in the feedback window.

If your response is incorrect, you have a second chance to order incorrect items. Correctly ordered items will remain in place.

If some of your items are incorrectly ordered on the second attempt, an X appears next to your incorrect choices and a ✓ appears next to the correct choices. The correct order is shown on screen. Additional information displays in the feedback window.
Constructed Response

In this exercise, you enter your response to the question in the space provided. Click anywhere in the white text box and type your response in English using your keyboard. After entering your response, you click CHECK to view a model response to the question in a feedback window.

Sample Constructed Response Exercise