



Student Management System

TRS-SMS-2.0.9

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Table of Contents

Introduction	1
The Rosetta Stone Language Library	1
The Rosetta Stone Student Management System	1
About this Manual	2
System Requirements	3
Installation and Configuration Overview	4
Installation Overview	4
Configuration Overview	4
Installation Notes for Windows	5
Install the <i>Rosetta Stone</i> Application	5
Install the SMS Administrator and/or SMS Server	5
Configuration Notes for Windows	7
Configuring the SMS Server	7
Configuring the SMS Administrator	8
Installation Notes for Mac OS	9
Install the Rosetta Stone Application	9
Install the SMS Administrator and/or SMS Server	10
Configuration Notes for Mac OS	11
Configuring the SMS Server	11
Configuring the SMS Administrator	11
Configure the Workstations for Use with the SMS	13
SMS Server	14
Import SMS 1.3.8 Database	14
Create Database Backup	14
Rebuild Database	15
Timeout Settings	15
Shutdown SMS Server	16
Backing up the SMS Server Database to Tape	16
SMS Administrator	17
Getting Started	17
Logging In	20
The Default Administrator User	20

Quick Start	21
Definitions	21
Example	23
Creating an Instructor	23
Creating Students	25
Creating a Class	27
Creating Tracks	28
Creating Lesson Plans	30
Enrolling Students	31
Student Login	32
Viewing Results	33
SMS Administrator Details	34
Instructors	34
Classes	36
Tracks	38
Lesson Plans	40
Students	42
Enrolled Students	44
Reports	47
Overview	47
Types of Reports	47
Report Selection	48
Viewing Reports	50
Printing Reports	51
Exporting Results	51
Tutorials	52
Overview	52
Predefined Tutorials	53
Tutorial Types	53
Tutorial Information	58
Speaking and Voice Recognition	59
Creating a New Tutorial	60
Using the Rosetta Stone Program: An Overview	62
CD-ROM Version	62
Online Version	64
Appendix A: New Features in Version 2	65
Appendix B: Information About Level 3	66
Appendix C: Activity Symbols	67
Appendix D: SMS Icon Legend	68
Appendix E: Upgrading to SMS 2.0.9	69
Index	70

INTRODUCTION

THE ROSETTA STONE LANGUAGE LIBRARY

The *Rosetta Stone Language Library* offers a powerful method for fast and effective language learning via CD-ROM or Online. Using the recorded voices of native speakers and thousands of real-life photographs, the *Rosetta Stone* recreates the natural process of learning language. Words rapidly become associated with objects and ideas in a context where meaning is clear and reinforcement is immediate. Innovative multimedia technology and proven teaching methods make this possible.

THE ROSETTA STONE STUDENT MANAGEMENT SYSTEM

The **Student Management System (SMS)** allows teachers to control and monitor student study of the *Rosetta Stone Language Library*. Instructors design the course of study for students, and students are guided through that work automatically. Through the SMS, the instructor can create lessons that focus on individual skills or combinations of different skills as needed. The SMS records their progress and can generate reports based on that information.

Features

- Students use teacher-assigned IDs and passwords in order to log into the system.
- Students can access their SMS coursework using either CD-ROM or Online versions, or both.
- Students can be enrolled in multiple classes. When they log in, they choose which class to study.
- Students' preferences for settings, like volume and sound effects, are restored each time they log in.
- At the end of every session, the SMS saves students' places in the material. When the students log in again, they are taken to this bookmark and start right where they left off.
- Instructors and students can work on the SMS at the same time. The SMS protects any records that are currently in use from being changed.
- Instructors can view and control student activity by class, by tracks within a class, or by individual students.
- Instructors can utilize predefined tutorials or design their own. This allows teachers to tailor the *Rosetta Stone* to existing textbooks and materials.
- Instructors can also control the activities which present and test the material.
- Instructors set proficiency levels that must be achieved before students study new material.

- The SMS allows teachers to analyze student achievement by recording each student's number of attempts, time on task and scores.
- Various reports on class, track or student progress can be viewed on-screen, printed, or exported for use in another program.

ABOUT THIS MANUAL

This manual describes how to install and use the SMS, and can be used many different ways. If you are already familiar with the previous version of the *Rosetta Stone SMS* (1.3.8), you should start with **Appendix A: New Features in Version 2**.

If you want to jump right in and practice setting up a sample class after doing the installation, you can start with the section entitled **Quick Start** to quickly go through the entire process of creating a class, logging in as a student, and viewing results.

The instructions for operating the SMS are identical for both PC and Macintosh operating systems unless otherwise noted.

For information on the *Rosetta Stone* application (the interactive client program that students use to study), you should refer to *The Rosetta Stone User's Guide* and *The Rosetta Stone Online User's Guide*.

For more information on how to use the *Rosetta Stone* in a classroom environment, you will find the *Handbook for Teachers* a useful resource.

SYSTEM REQUIREMENTS

SMS SERVER

Windows - Minimum

- Windows 95/98/Me or NT 4.0/2000 or XP (NT/2000 or XP recommended)
- P2 450 MHz processor (500 Mhz recommended)
- 64 MB RAM (96 MB for 2000 or XP)
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display

Mac - Minimum

- Mac OS X (Only)
- G3 processor
- 64 MB free RAM (128 MB recommended)
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display

SMS ADMINISTRATOR

Windows - Minimum

- Windows 95/98/Me or NT 4.0/2000 or XP
- P2 450 MHz processor
- 64 MB RAM (96 MB for 2000 or XP)
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display

Mac - Minimum

- Mac OS X (Only)
- G3 processor
- 64 MB free RAM (128 MB recommended)
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display

WORKSTATIONS

Windows - Minimum

- Windows 95/98/Me or NT 4.0/2000 or XP
- Pentium 250 MHz processor;
Pentium 350 MHz required for Level 3 Videos
- 64 MB RAM (96 MB for 2000 or XP);
128 MB RAM required for Level 3 Videos
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display
- 16-bit Windows compatible sound card
- Speech Recognition feature requires a microphone

Mac - Minimum

- Mac OS 8.6 or later (including OS X)
- PowerPC G3 233 MHz processor
- 64 MB free RAM (96 MB for OS X);
128 MB RAM required for Level 3 Videos
- 35 MB free hard drive space
- 4X CD-ROM drive
- 16-bit color display
- Speech Recognition feature requires a PlainTalk compatible microphone

INSTALLATION AND CONFIGURATION OVERVIEW

INSTALLATION OVERVIEW

Setting up the Student Management System (SMS) for the Rosetta Stone requires several installations. The following is an overview of the components that will be installed.

The Rosetta Stone Application

This is the interactive client program the students use to study the language material. It will be run on each student workstation.

Language Content

In a networked installation, it is often desirable to have the language content stored on a single server that the clients can access. You can also use a local CD-ROM for the language content, or use the *Rosetta Stone* online with Web-based content.

SMS Administrator

Instructors use the Administrator to manage their classes, from class setup and curriculum design, to reporting on student progress. The program can be installed on multiple computers to facilitate instructor access.

SMS Server

This program manages the database of class, curriculum and student usage. It is installed on a single computer, and it must remain running in order for the SMS Administrator or the *Rosetta Stone* application to work.

CONFIGURATION OVERVIEW

Once all the components are in place, there are two configuration steps that need to be done (if not done during installation):

- Configure the SMS Server and SMS Administrator
The SMS Server works by communicating over TCP/IP. It needs to have a permanent URL and a port assigned.
- Configure the Rosetta Stone application
By default, the *Rosetta Stone* application runs in standalone mode, without using the SMS. The Configuration Utility is used to set up the client to use the SMS.

The following two sections describe the installation and configuration process for Windows (pages 5-9) and Mac OS (pages 10-14). Note that depending on your setup, you may need to use part of each section. For example, you might have a server that is running Windows, and/or have some client machines that are Mac OS.

INSTALLATION NOTES FOR WINDOWS

Please read all installation instructions before starting the installation process.

INSTALL THE ROSETTA STONE APPLICATION

You can use either the CD-ROM version or the Online version with the SMS.

The Rosetta Stone (CD-ROM Version)

The *Rosetta Stone* application needs to be installed on each student workstation.

- Insert the disc labeled **Application CD-ROM** into your CD-ROM drive.
- If an Autorun screen appears, click on “Install” and then “Run Installer.” Follow the on-screen prompts and instructions to complete the installation.
- If an Autorun screen does not appear, follow the directions below:
 - From the Taskbar, click on “Start,” then point to “Settings.”
 - From the Settings submenu, click on “Control Panel.”
 - In the Control Panel window, double-click on the “Add/Remove Programs” icon.
 - From the “Install/Uninstall” tab, click on “Install” to begin the installation.
 - Follow the on-screen prompts and instructions to complete the installation (Windows will find the SETUP.EXE installation program on the CD-ROM).

The *Rosetta Stone* application will install Apple QuickTime for Windows and Adobe Acrobat Reader as needed. QuickTime is used to view video clips on select Level II lessons. Acrobat Reader is provided to read the User’s Guides and Texts provided on the application CD-ROM.

Install the Language Data on the Server (Optional – CD Network Version ONLY)

If you purchased a Network version of the *Rosetta Stone*, you can install the language data onto a central server hard drive and share the data folders with the student workstations. Refer to the Network Installation instructions that accompanied your Network Application CD-ROM, or go to <http://www.rosettastone.com/home/support/network> to download the instructions.

The Rosetta Stone (Online Version)

If you are using the *Rosetta Stone* online in conjunction with the SMS, please refer to the documentation referenced in your order confirmation for specific instructions.

INSTALL THE SMS ADMINISTRATOR AND/OR SMS SERVER

The SMS Server is the program that manages interaction with the database that stores information about courses and students. The SMS Server functions as a Web server, and

interacts with both the Application and the SMS Administrator through standard Web messages. This is important because it means that the workstations do not need to have write access to a central server. It also means that it is possible for students to work on their lessons from home using either CD-ROM or Online applications.

However, this client/server architecture means that in order for the *Rosetta Stone* application or the SMS Administrator to work, the SMS Server **must** be running. We therefore recommend installing and running the SMS Server on a computer where it can stay running, making sure that if the server computer is restarted, the SMS Server is restarted as well.

Launching the Installer

- Insert the "Student Management System CD-ROM" into your CD-ROM drive.
- If the installer starts automatically, follow the on-screen prompts and instructions to complete the installation.
- If the installer does not start automatically, follow the directions below:
 - From the Taskbar, click on "Start," then point to "Settings."
 - From the Settings submenu, click on "Control Panel."
 - In the Control Panel window, double-click on the "Add/Remove Programs" icon.
 - From the "Install/Uninstall" tab, click on "Install" to begin the installation.
 - Follow the on-screen prompts and instructions to complete the installation (Windows will find the SETUP.EXE installation program on the CD-ROM).

Installation Notes:

During the installation, you will have two options of install type:

- Server
You will install this on the computer that you want to contain the SMS Server. This installs the SMS Server and a copy of the SMS Administrator.
- Administrator
You will install this on each machine that an instructor might want to use to work with the SMS.

Select the installation that is appropriate for this machine.

- If you do not have the Java Runtime Environment 1.3.1 or higher (required) installed on your machine, the installation program will include it.
- The installation program will create a program group for the application in the Windows "Start" menu.
- At the end of the installation, there is a checkbox selected to "Run the Student Management System Administrator Configuration utility." If you leave the box checked, the configuration utility will launch automatically.

There is no need to reboot your machine after this installation procedure.

CONFIGURATION NOTES FOR WINDOWS

CONFIGURING THE SMS SERVER

The SMS Server uses messages over TCP/IP and requires a dedicated port on the server machine. By default, it will use port 8080, which is also commonly used for Web servers. The SMS Server acts like a Web server when interacting with the Application and with the SMS Administrator.

If you are already running a Web server on the server where you want to run the SMS Server, you can reassign the SMS Server to a different port. Quit the SMS Server if it is running before attempting to change the port.

After a successful installation, the configuration utility is automatically launched.

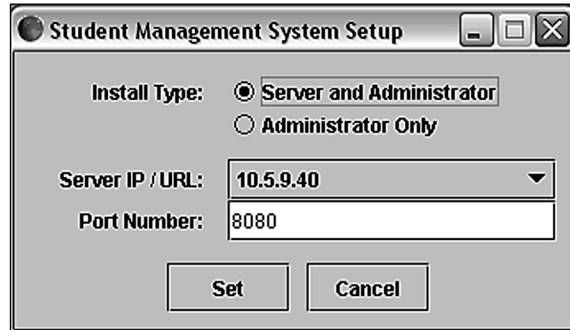
To launch it at any other time:

Click on the Windows "Start" button, then select "Programs" -> "The Rosetta Stone" -> "Student Management System" -> "Administrator Configuration."

Select the URL for your server (if more than one) from the drop-down list. Enter the port for the SMS Server URL.

If this is an Administrator Only installation, click "Administrator Only" and enter the URL and port for the SMS Server.

Click on Set.



Note: Port numbers range from 1 to 65535. Make sure the port you choose does not conflict with any other services you have running.

Note: If you need to run the SMS on the same machine as the Rosetta Stone application, configure as follows:

- In the Server IP/URL field, enter 127.0.0.1
- In the Port Number field, enter 8080
- Click Set

CONFIGURING THE SMS ADMINISTRATOR

The SMS Administrator requires you to set the SMS Server URL and port for communication. It uses the same configuration program that the SMS Server uses (see above).

After a successful installation, the configuration utility is automatically launched.

To launch it at any other time, click in the following sequence:

Click on the Windows "Start" button, then select "Programs" -> "The Rosetta Stone" -> "Student Management System" -> "Administrator Configuration."

To configure the SMS Administrator:

Server and Administrator

Select this option if the SMS Server and Administrator are on the same computer.

Select the URL for your server (if more than one) from the drop-down list.

Enter the port number for the SMS Server URL.

Click Set.

Administrator Only

Select this option if this is an SMS Administrator only installation.

Enter the IP/URL and port number for the SMS Server.

Click Set.

Your SMS Administrator is now configured to communicate with the SMS Server.

INSTALLATION NOTES FOR MAC OS

Please read all installation instructions before starting the installation process.

Note for Standalone Use: In order to run both the Student Management System and the *Rosetta Stone* application on the same machine, you must have Mac OS X, SMS version 2.X and the *Rosetta Stone* application version 2.0.5 or later.

INSTALL THE ROSETTA STONE APPLICATION

You can use either the CD-ROM version or the Online version with the SMS.

The Rosetta Stone (CD-ROM Version)

The *Rosetta Stone* application needs to be installed on each student workstation.

- Insert the disc labeled **Application CD-ROM** into your CD-ROM drive.
- If an Autorun screen appears, click on “Install” and then “Run Installer.” Follow the on-screen prompts and instructions to complete the installation.
- If an Autorun screen does not appear, follow the directions below:
 - Insert the Application CD-ROM into your CD-ROM drive.
 - Double-click on the icon named “The *Rosetta Stone* Installer.”
 - Click on the “Install” button.
 - The *Rosetta Stone* will install the software on your hard drive.

The *Rosetta Stone* application will install Apple QuickTime and Adobe Acrobat Reader as needed. QuickTime is used to view video clips on select Level II lessons. Acrobat Reader is provided to read the User’s Guides and Texts provided on the Application CD-ROM.

Install the Language Data on the Server (Optional – Network Version ONLY)

If you purchased a Network version of the *Rosetta Stone* program, you can install the language data onto a central server hard drive and share the data folders with the student workstations. Refer to the Network Installation instructions that accompanied your Network Application CD or go to <http://www.rosettastone.com/home/support/network> to download the instructions.

The Rosetta Stone (Online Version)

If you are using the *Rosetta Stone* online in conjunction with the SMS, please refer to the documentation referenced in your order confirmation for specific instructions.

INSTALL THE SMS ADMINISTRATOR AND/OR SMS SERVER

The SMS Server is the program that manages interaction with the database that stores information about courses and students. The SMS Server functions as a Web server, and interacts with both the Application and the SMS Administrator through standard Web messages. This is important because it means that the workstations do not need to have write access to a central server. It also means that it is possible for students to work on their lessons from home using either CD-ROM or Online Applications.

However, this client/server architecture means that in order for the *Rosetta Stone* application or the SMS Administrator to work, the SMS Server **must** be running. We therefore recommend installing and running the SMS Server on a computer where it can stay running, making sure that if the server computer is restarted, that the SMS Server is restarted as well.

Launching the Installer

- Insert the "Student Management System CD-ROM" into your CD-ROM drive.
- Double-click on the CD-ROM drive icon on your desktop to open it.
- Double-click on the "SMS Installer" icon.

Installation Notes:

During the installation, you will have two options of install type:

Easy Install

You will install this on the computer that you want to contain the SMS Server. This installs both the SMS Server and SMS Administrator programs.

Administrator Only

You can install this on a machine that an instructor might want to use to work with the SMS.

- Select the installation that is appropriate for this machine.
- Click the "Install" button.

CONFIGURATION NOTES FOR MAC OS

CONFIGURING THE SMS SERVER (MAC OS X ONLY)

The SMS Server uses messages over TCP/IP and requires a dedicated port on the server machine. The SMS Server acts like a Web server when interacting with the Application and with the SMS Administrator.

Note: The SMS Server and Administrator programs must be installed on a computer running OS X with the latest patches installed. If a computer running OS X is not available to you, please call Technical Support for installation options.

Port numbers range from 1 to 65535. On a Mac OS X system you must assign a port other than 80, but make sure the port you choose does not conflict with any other services you have running.

To launch the Configuration Setup Utility:

- Double click the "Setup" icon to open the configuration window. Select the URL for your server (if more than one) from the drop-down list. Enter the port number of the Server. If this machine will be functioning as the Server it will pick up its own IP address and will insert it. Be sure to specify a port that is currently not being used.

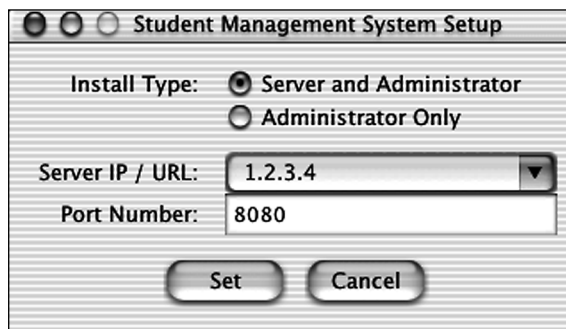
Note: If you need to run the SMS on the same machine as the Rosetta Stone application, configure as follows:

- In the Server IP/URL field, enter 127.0.0.1
- In the Port Number field, enter 8080
- Click Set

CONFIGURING THE SMS ADMINISTRATOR (MAC OS X ONLY)

The SMS Administrator requires you to set the SMS Server URL and port for communication. It uses the same configuration program that the SMS Server uses (see above).

To launch the Configuration Setup Utility:



Double click the Setup icon to open this configuration window.

To Configure the SMS Administrator:

Server and Administrator

Select this option if the SMS Server and Administrator are on the same computer.

Select the URL for your server (if more than one) from the drop-down list.

Enter the port number for the SMS Server URL.

Click Set.

Administrator Only

Select this option if this is an SMS Administrator only installation.

Enter the IP/URL and port number for the SMS Server.

Click Set.

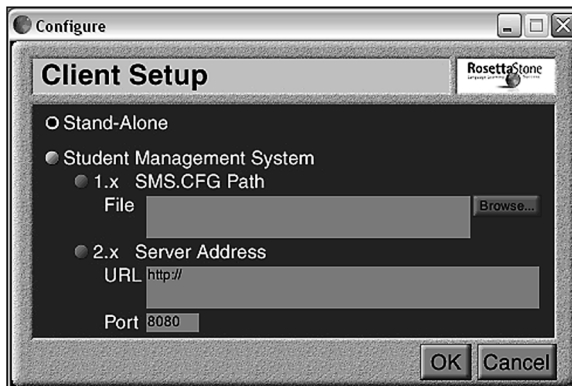
Your SMS Administrator is now configured to communicate with the SMS Server.

CONFIGURE THE WORKSTATIONS FOR USE WITH THE SMS

By default, the *Rosetta Stone* application is set for standalone use. To use it with the SMS, you will need to configure it using the *Rosetta Stone* configuration utility. This must be done on all workstations with a *Rosetta Stone* application installation.

FOLLOW THESE STEPS TO CONFIGURE THE APPLICATION:

Launch "Configure Classroom Client" (for Windows) or "Configure the *Rosetta Stone* client" (for Mac) located in the same folder as the *Rosetta Stone* application.



Select "Student Management System."

Select "2.x Server Address."

Enter the URL and port of the SMS Server. The URL should refer to the computer running the SMS Server.

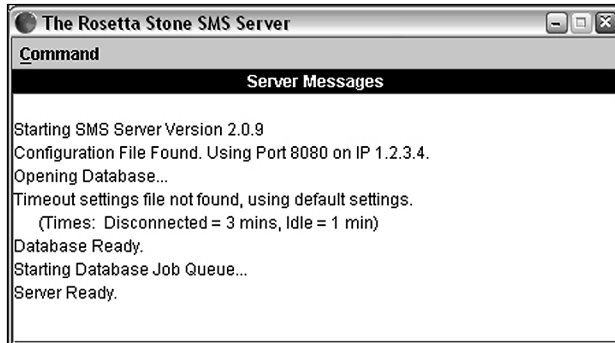
Click "OK" to save these settings.

You can change these settings at any time by running this configuration program.

Note: If you need to check the SMS Server settings, you can locate them in the Server window after the SMS Server has been opened.

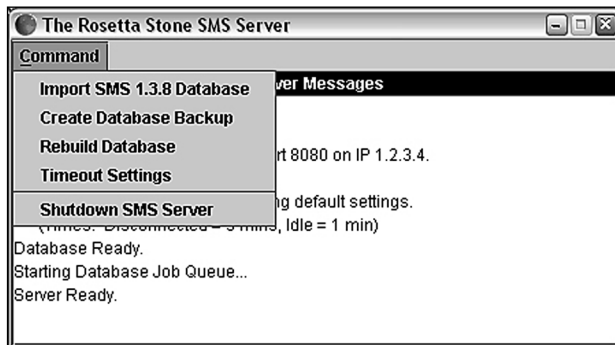
SMS SERVER

The SMS Server controls the database of courses and student progress. All interactions that involve this data must come through the SMS Server.



The SMS Server should be run on a protected computer that is not shut down or disconnected from the network regularly. If the SMS Server is not running, no interactions from students using the Application or from teachers using the SMS Administrator will be possible.

The commands you can issue from the SMS Server are:



1. Import SMS 1.3.8 Database
2. Create Database Backup
3. Rebuild Database
4. Timeout Settings
5. Shutdown SMS Server

IMPORT SMS 1.3.8 DATABASE

If you have just purchased SMS 2.x you do not need to select the "Import SMS 1.3.8 Database" menu option. This option allows users with existing student data to import this information for use within SMS 2.x. The "SMS 1.3.8 to 2.x Conversion Instructions" document located on the SMS CD-ROM, provides detailed instructions on how to import SMS 1.3.8 data into SMS 2.x.

CREATE DATABASE BACKUP

The "Create Database Backup" menu option will create a backup within the "SMSdata/database-backup" directory, located within the SMS folder. The backup will be a date and time stamped sub-directory so you can easily tell when the backup was made.

Note: Be sure to create backups when no one is using the system.

REBUILD DATABASE

The "Rebuild Database" menu option fixes some database issues that existed prior to SMS version 2.0.9. If you have an existing database and have installed version 2.0.9, we recommended that you make a backup copy of the database, and then run this option. The database will be updated in the following ways:

- Changes to the names and descriptions of existing tutorials
- New tutorials added
- Language names changed e.g., English is changed to English 1-2, Traveler French is changed to French Traveler, etc.
- New languages added (English 3)
- A defect is fixed where SMS didn't associate student results with all the fields necessary for all reports
- Out-of-order Lesson Plans are renumbered correctly

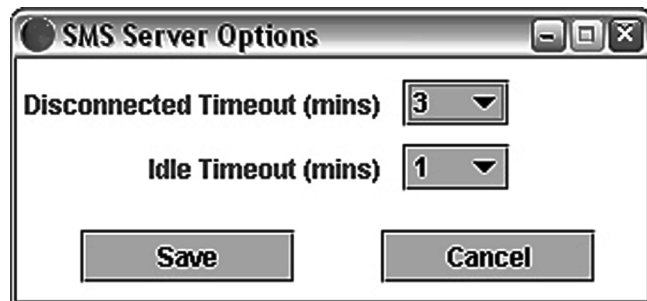
It is usually not necessary to run this command again. However, it can be run again in the future if necessary.

TIMEOUT SETTINGS

Click the "Timeout Settings" menu option to open the window below:

Disconnected Timeout

If a client loses communication with the server for the duration of time set for this timeout, the SMS will consider the session improperly disconnected and will automatically log that user out of the system.



Idle Timeout

The Idle Timeout applies only to an Administrator user that has write access. It causes the Administrator's account to release write access when the account is idle for a predetermined time. If the specified time passes with no activity from that Administrator, the SMS will automatically restore write access for the Instructor accounts and sets the Administrator back to read-only access. This insures that all other users will never be permanently locked out if an Administrator forgets to release write access (see **Indication of User Status**, page 22).

SHUTDOWN SMS SERVER

If you select the “Shutdown SMS Server” menu option, this will interrupt all student and teacher sessions that are interacting with the database at the time.

Server messages are displayed to the SMS Server Console Window. In the case of a problem, these messages may be of use to Technical Support.

BACKING UP THE SMS SERVER DATABASE TO TAPE

In order to ensure a good backup of the SMS Server and the associated database, you need to shut down the server during the backup procedure. If the SMS Server is running and it is interacting with the database during the backup, it is possible to get an unusable backup copy. It should be backed up daily with a minimum of a separate backup for each night of the week.

SMS ADMINISTRATOR

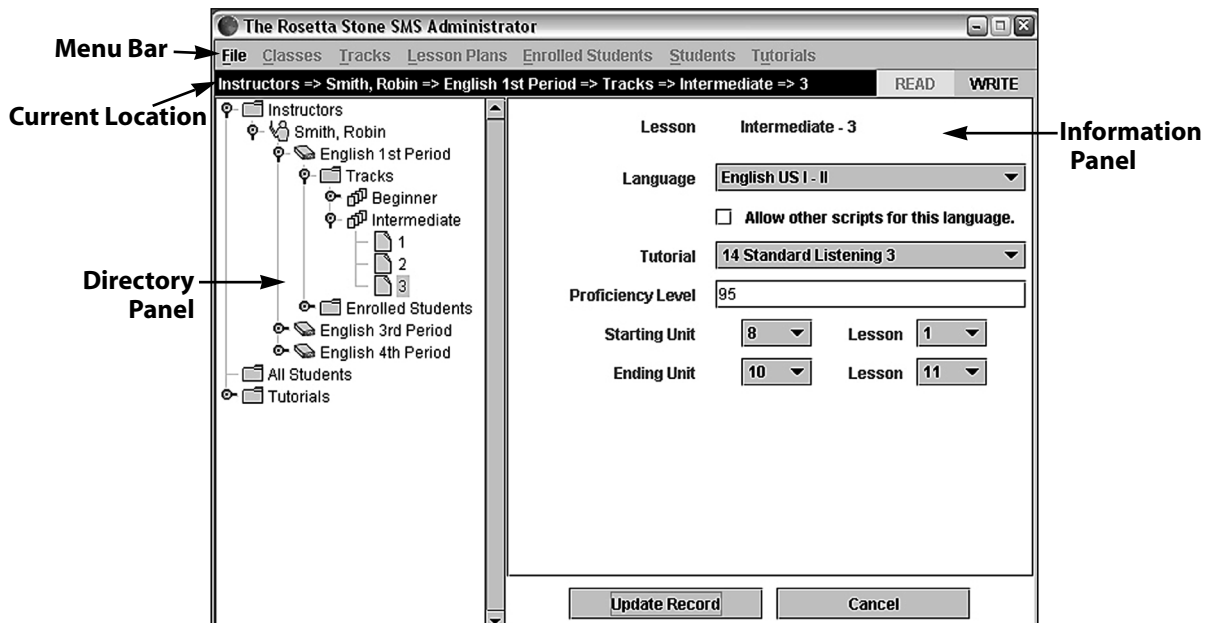
The SMS Administrator is the instructor's interface for interacting with the SMS. In the Administrator, instructors build their classes, set up lesson plans, enroll students, and print reports of results. The Administrator can be used by multiple instructors at the same time, and can be used while the students are working. There are built-in protections to keep instructors from changing things that are currently in use by students.

This section first introduces the interface at a high level, looking at basic layout and conventions that hold throughout the interface. What follows is a description of all the elements used in the SMS: Instructors, Classes, Tracks, Lesson Plans, Students, Enrolled Students, Tutorials and Reports.

GETTING STARTED

The SMS Administrator interface has four main parts. At the top are the Menu Bar and the Current Location. On the left is the Directory Panel, which shows the structure of information in the management database and allows a user to navigate through this information. On the right is the Information Panel, which shows specific settings for the highlighted element from the Directory Panel.

The fundamental method of manipulating information in the SMS is by finding the appropriate folder or record in the Directory Panel, selecting it, and then performing some action on that entity (viewing/modifying information or using a menu command).



The Menu Bar

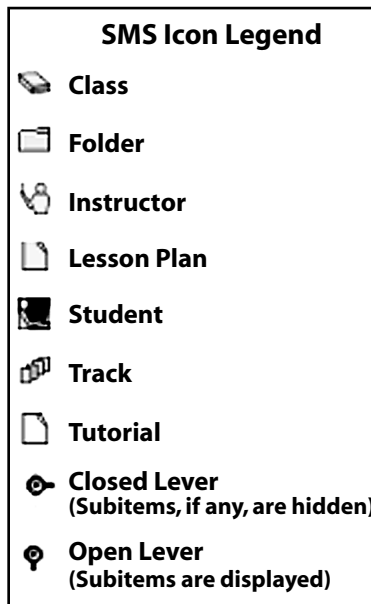
The Menu Bar contains all the actions you can take on each part of the SMS database. As you change the context of the Directory and Information Panels, the available menus will change as well. For example, in order to use the commands related to Tracks, you will need to have either the Tracks folder or an individual track selected in the Directory.

The Current Location

This bar indicates what the Information Panel is displaying by showing a “path” to reach that item. This allows you to quickly see the current context, without tracing the folder structure in the Directory.

The Directory Panel

The SMS Directory represents the structure of all the information stored in the management system database. It functions much like the file browsers in Microsoft Windows and the Mac OS. In those file browsers, you have folders and files. Folders can contain other folders or files.



In the SMS Directory, the Folders are items that can have multiple items within. For example, in the Instructors folder, there can be many Instructor Folders, each containing complete information about that single instructor. There are also folders that contain simple items. For example, in the Students Folder, there are only individual student records, not other folders.

When the SMS Administrator first opens, you will see threetop-level folders:
Instructors, All Students and **Tutorials**.

Instructors: contains all instructor and course information, including which students are assigned to courses, and student results for each course. There are many elements within Instructors. See subsequent sections for more information about each element:

The **Instructors** folder can contain multiple instructors (page 34).

Each individual instructor folder can contain multiple classes (page 35).

Each class folder will contain a **Tracks** folder and an **Enrolled Students** folder (page 37 and 42).

A **Tracks** folder can contain multiple tracks (page 37).

Each individual track folder can contain multiple lesson plans (page 39).

An **Enrolled Students** folder can contain multiple enrolled students (page 42).

When you wish to see the contents of a folder (the subitems described above), you open the folder in the Directory. To open a folder, you can either double-click on the folder itself or click on the lever icon next to the folder you want to open. The folder name should now be highlighted, and the lever icon should now be pointing down. All contents of the folder are displayed below the folder, and indented slightly.

A folder with no items cannot be “opened,” in that there are no subitems to display.

All Students: contains the base student records, information that is common to a student that is in several classes. The All Students Folder contains no folders, just individual student records.

Tutorials: contains all the predefined and user-created Tutorials that can be assigned to students in Lesson Plans. The Tutorials Folder contains no folders, just individual tutorial records.

The Information Panel

The Information Panel is where you view and manipulate information. When you click on an item in the Directory, associated fields appear in the Information Panel. There are some items with no additional information, so the Information Panel will be blank.

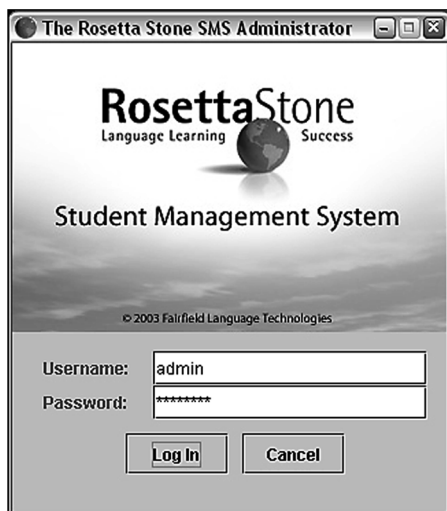
Editing

If there are modifiable fields in the Information Panel, you can edit them. If so, a Menu Bar option with “Edit” in the menu option will be available. You can also simply start modifying fields by placing your cursor in it, or selecting the drop-down list.

In either case, once you have made any changes, two buttons will appear along the bottom of the Information Panel, “Update Record” and “Cancel.” If you are done editing, and want to save your changes, click “Update Record.” Otherwise, click “Cancel” to exit the record without saving.

LOGGING IN

When you run the SMS Administrator, you are prompted for your Username and password. Enter the Administrator password username and the password and select Log In.



THE DEFAULT ADMINISTRATOR USER

The login name for the Administrator is "admin" (lowercase with no quotation marks), and the default password is "password" (lowercase with no quotation marks). This password should be changed and given only to those that need to know it. Be sure to choose a password that you remember, or make note of it somewhere. If you forget the Administrator password, you will need to contact Technical Support.

QUICK START

The Quick Start Example is intended to show the process of setting up the SMS system. It is not intended to suggest a course of study; that should be decided by the instructor. The Quick Start Example outlines the logistics of setting up an instructor account, creating student files, creating class files, creating tracks, and creating lesson plans. Actual content of the files is determined by the instructor.

DEFINITIONS

- SMS** – Student Management System
- Tutorial** – Predefined order of activities that can be assigned to any Unit and Lesson or the combination thereof.
- Note:** Tutorials found in the SMS are different than those found on the Activities Screen of the *Rosetta Stone* program.
- Instructor** – Name of the person overseeing the course.
- Enrolled Student** – The students assigned to a particular class.
- Class** – Name given to the group being taught.
- Track** – Name selected by the instructor in order to organize the lessons plans.
- Proficiency Level** – Desired minimum competency as assigned by the instructor.
- Lesson Plan** – The plan the student will actually follow when using the program; includes the Tutorial, Proficiency Level, and the Units and Lessons assigned.

User Roles within the SMS

Administrators and Instructors are the two user types available in the SMS. Administrators can view the contents of folders for all users, while instructors can view only the contents of their own folders (found under the Instructor folder). Administrators can add, edit, and delete any record under any folders; they are the only users who can add, edit, or delete master student accounts in the database. Administrators also have the ability to perform database maintenance functions. These rights are listed on the Instructor information window in tabs as shown below.

☒ Instructor	☐ Administrator
* Create, edit and delete records under their Instructor folder. * Create and duplicate tutorials. * Edit their own tutorials (original or duplicated). * Generate, view and print reports. * View "All Students" records. * No access to other instructors.	* Create, edit and delete all records (except tutorials in use). * Backup and rebuild database. * WARNING: Admin write access blocks write access of all other users. To avoid conflicts, grant administrative rights sparingly.

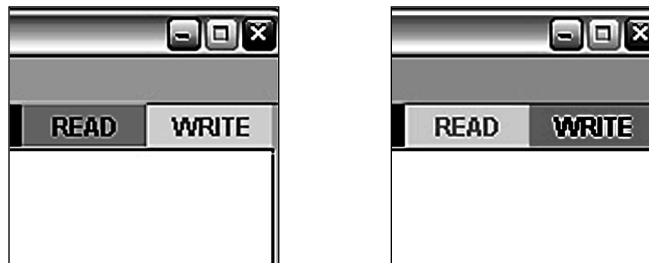
Administrators can affect the files of any other user. While an administrator is using the database in write mode, all other users are restricted to viewing records and running reports. Since no instructor can affect another instructor's records, several instructors can make changes to the database at the same time (provided no administrators are using the SMS in write mode). An administrator account is best used only when necessary; an instructor account is the preferred account type for conventional use of the SMS.

Indication of User Status

There are two modes of access users have, write access or read-only status. Upon logging in, an Instructor will default to write mode, while an Administrator defaults to read-only mode. At any time, an Administrator can grab write access, at which time all other Administrators and Instructors will automatically switch to read-only mode. If an Administrator logs in and is the only user, that

Administrator will default to write status. Conversely, if an Instructor logs in while an Administrator is in write mode, that Instructor will default to read-only.

Changes in a user's access status are indicated by a control in the upper right corner of the SMS Administrator, as shown:



When 'READ' is highlighted, the user can perform tasks that don't write to or make changes on the database. Available tasks include viewing records and running reports.

When the 'WRITE' half is highlighted, the user can make any changes to records available to that user. For Instructors, the control is solely an indicator; for Administrators, it is also a toggle switch. Administrator users need only to click on the control to change their status. However, in a system with multiple administrators, if any Administrator already has write access, the server will deny all other requests for write access until that one Administrator releases his/her access.

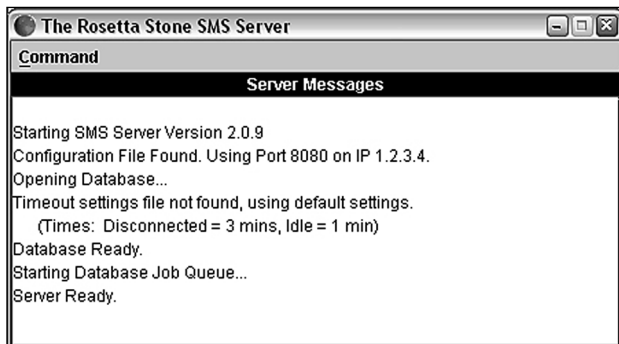
In the event that an Administrator does not release write access when they are done, using their account, a timeout system will automatically restore write access to all other users. The SMS automatically restores write access to the Instructor accounts when the Administrator account has been inactive for a specified time via an Idle Timeout. The SMS timeout system also removes sessions that were somehow improperly disconnected, via a Disconnected Timeout. These timeout features insure that users will never be permanently locked out (see **Timeouts**, page 15).

EXAMPLE

The following example assumes that the entire installation process has been completed successfully, that the SMS Server is running and accessible, and that you know how to launch the SMS Administrator and the Rosetta Stone application. It also assumes that there is an empty database and initial settings.

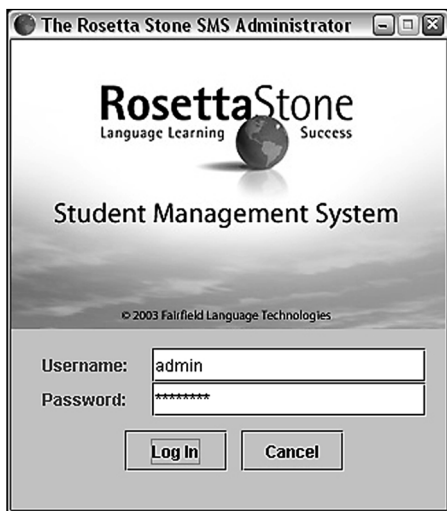
Creating an Instructor

Verify that the SMS Server is started.



You should see the "Server Ready" message in the SMS Server Console Window.

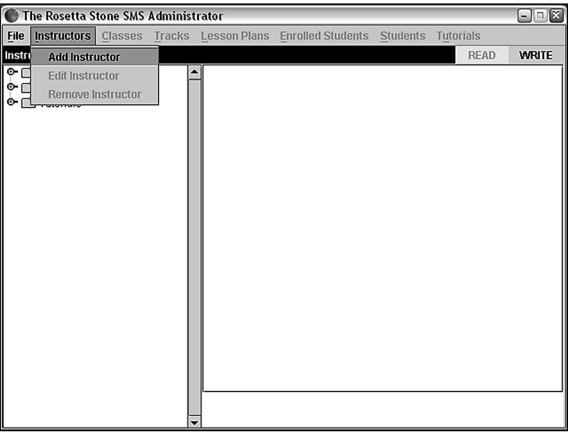
Launch the SMS Administrator.



Log into the SMS Administrator with Username "admin" (lowercase with no quotation marks) and Password "password" (lowercase with no quotation marks).

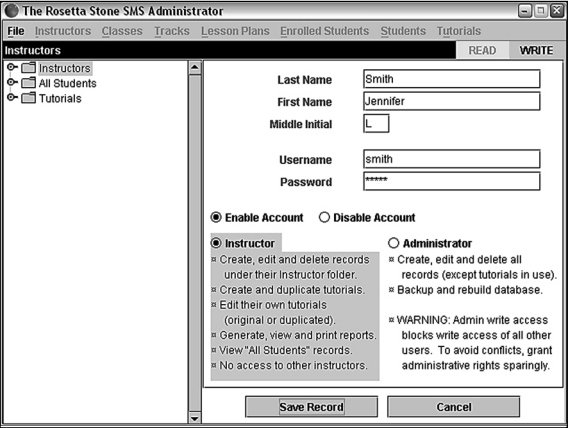
Click "Log In."

Select the Instructors folder.



Select the Instructors folder in the Directory Panel, then from the Menu Bar, select "Instructors," then choose "Add Instructor."

Enter the Instructor information.



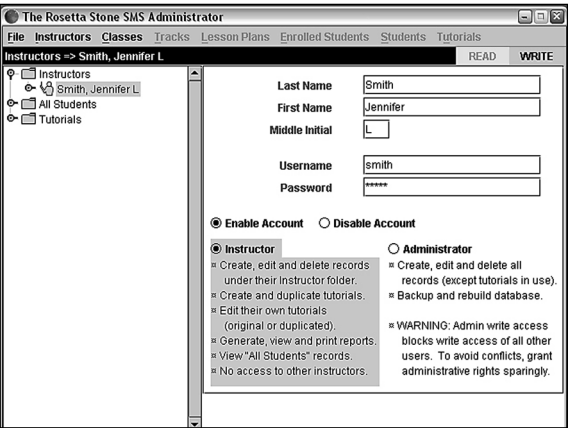
Enter the information below in the Information Panel.

Last Name: Smith
First Name: Jennifer
Middle Initial: L
Username: smith
Password: 12345 (this will appear as all stars for confidentiality).

Use the <TAB> key to move from field to field.

Leave the Instructor option selected.

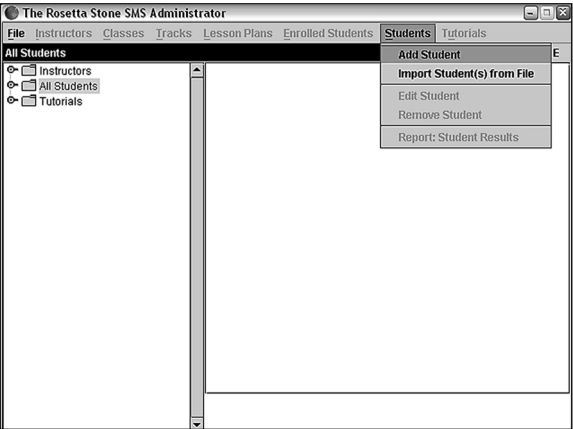
Click Save Record.



This shows that Instructor Jennifer L Smith has been added to the Instructors folder in the Directory.

Creating Students

Note: Although there are a number of ways to create and enroll students, this section shows just one way. Please see the sections **Instructors** and **Classes** (pages 34, 35) for more options on how to set up student information and enrollment.



Close the Instructors folder (click on the lever icon next to the Instructors folder).

Select the “All Students” folder.

From the Menu Bar, select “Students,” then “Add Student.”

Enter the Student information.

A screenshot of the 'The Rosetta Stone SMS Administrator' application window showing the 'Add Student' form. The form has fields for: Last Name (Thompson), First Name (Phillip), Middle Initial (H), School ID (123456), Username (phillip), Password (*****), Miscellaneous 1, Miscellaneous 2, and Comments. There are 'Save Record' and 'Cancel' buttons at the bottom.

Enter the Student information below:

Last Name: Thompson

First Name: Phillip

Middle Initial: H

School ID: 123456

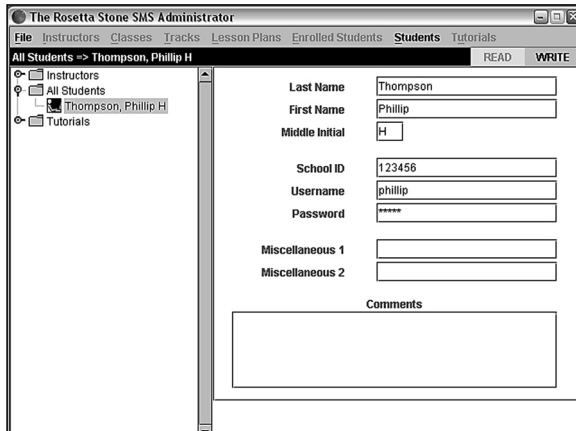
Username: phillip

Password: abcde
(will display as *****)

Remember, usernames and passwords are case-sensitive. This means that “Phillip” and “phillip” are not the same.

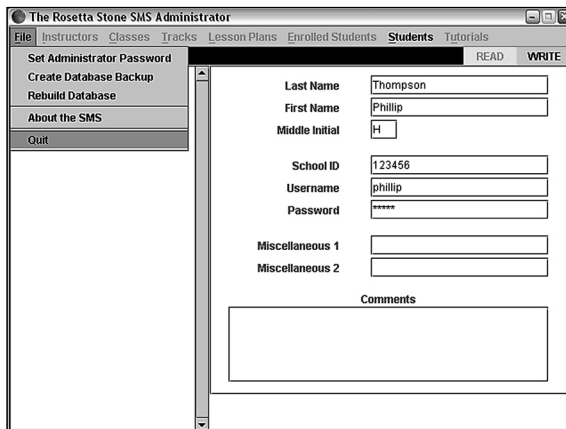
Leave the Miscellaneous 1, Miscellaneous 2, and Comment boxes empty.

Click “Save Record.”



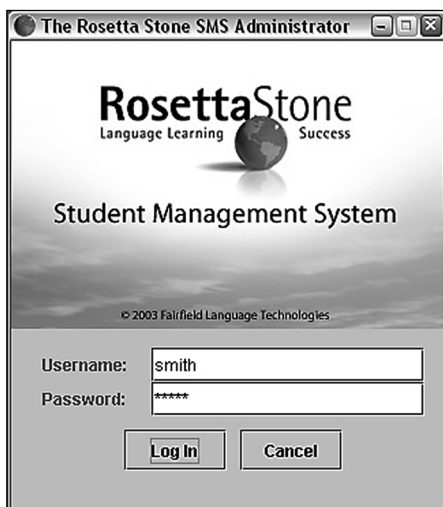
The new student will show up in the Directory listing under "All Students."

Exit the SMS Administrator.



From the Menu Bar, select "File," then "Quit."

Log in with new instructor.



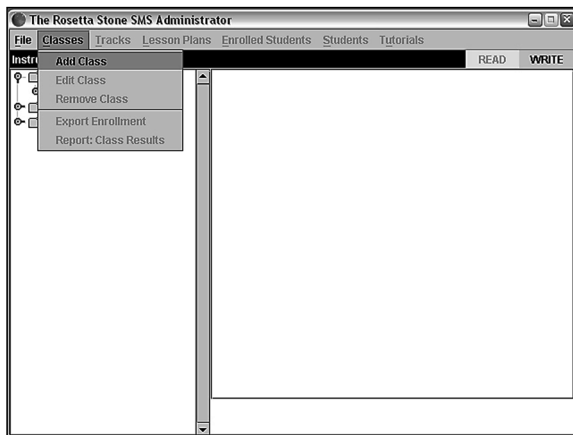
Re-launch the SMS Administrator.

Log in with the Username "smith" and password "12345."

Click "Log In."

Creating a Class

Add a New Class

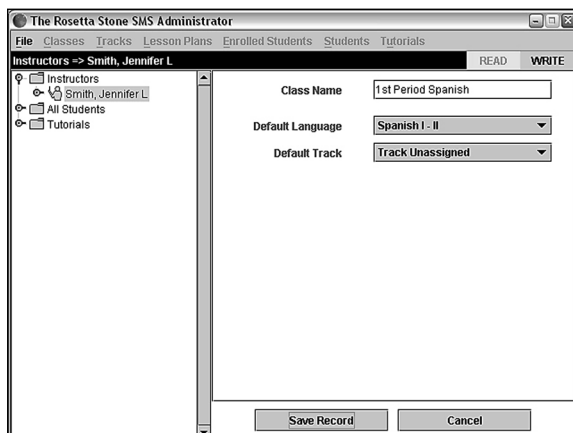


Open the Instructors folder in the Directory by selecting the lever to the left of Instructors.

Select the "Smith, Jennifer L" folder.

From the Menu Bar, select "Classes," then "Add Class."

Enter the class information, such as:



Class Name: 1st Period Spanish

Default Language: Spanish
(or whichever language you have available)

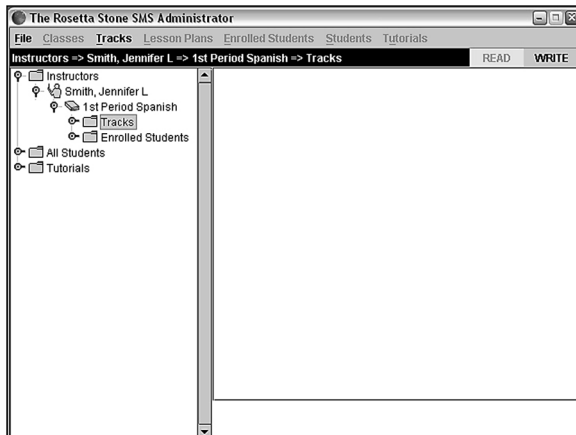
Note: Please select a language that you have available, or you will not be able to complete this example. (You won't be able to complete a lesson as a student, or view those results.)

Default Track: Track Unassigned

Click "Save Record."

Creating Tracks

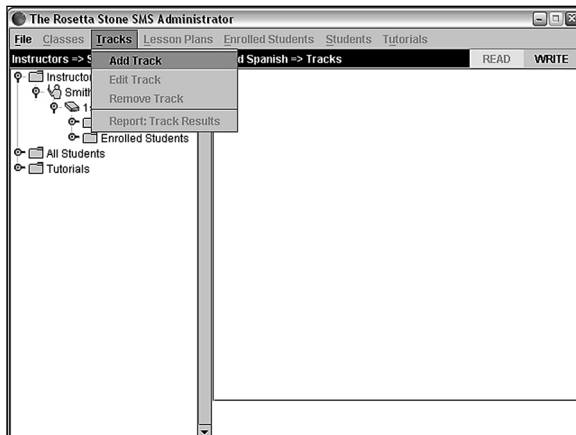
Locating the “Tracks” Folder.



Double click the “1st Period Spanish” folder you just created, or the lever to the left of it. (There should be a “Tracks” folder, and an “Enrolled Students” folder under it.)

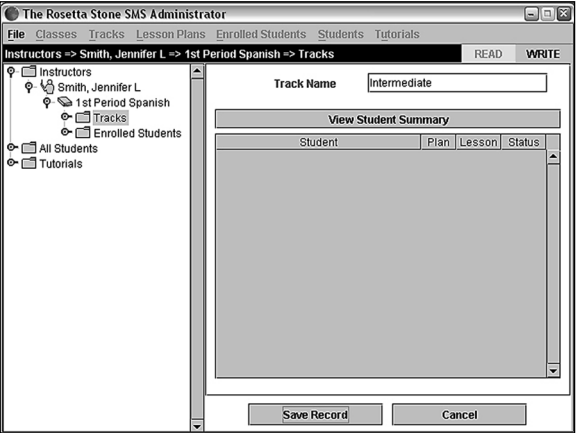
Select the “Tracks” folder.

Adding a Track.



From the Menu Bar, select “Tracks,” then “Add Track.”

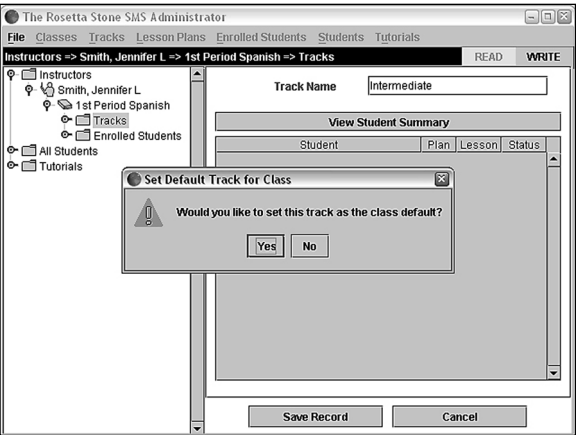
Enter the Track information.



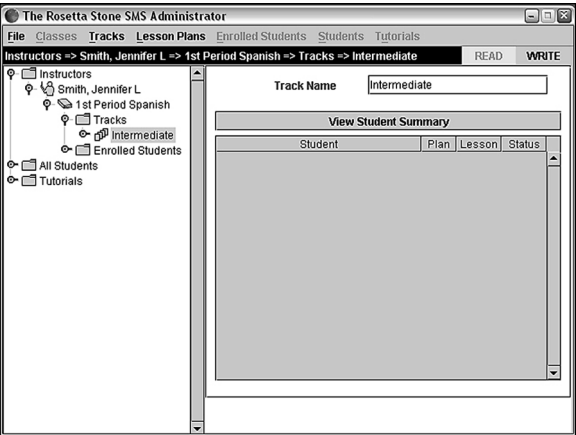
Enter the Track information below:

Track Name: Intermediate

Click "Save Record."



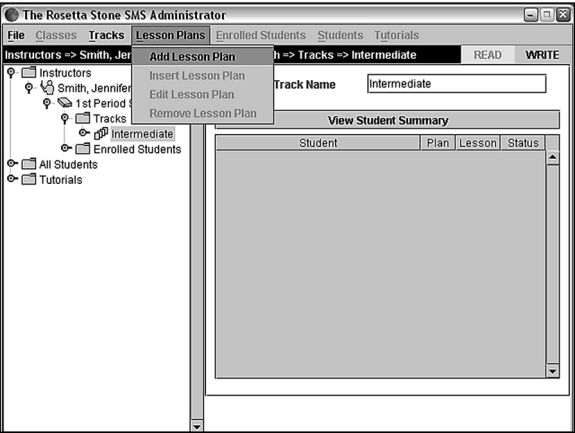
A message window will display asking if you want to make the new track the default track. If you click "Yes," this track will become the default track for students in that class.



The Intermediate Track will now show up in the Directory under Instructors, Smith, Jennifer L, 1st Period Spanish, Tracks.

Creating Lesson Plans

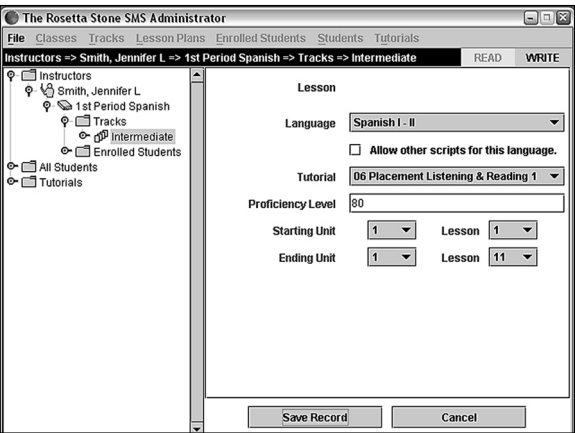
The lesson plan template in the SMS should be filled in with the language and exercises appropriate for each class. The specific exercises, proficiency level, and language used in the lesson plan below are used only as examples.



Add a New Lesson Plan

Select the "Intermediate" track you just created.

From the Menu Bar, select "Lesson Plans," then "Add Lesson Plan."



Enter the Lesson Plan information.

Enter the Lesson Plan below:

Tutorial: 06 Placement Listening & Reading 1

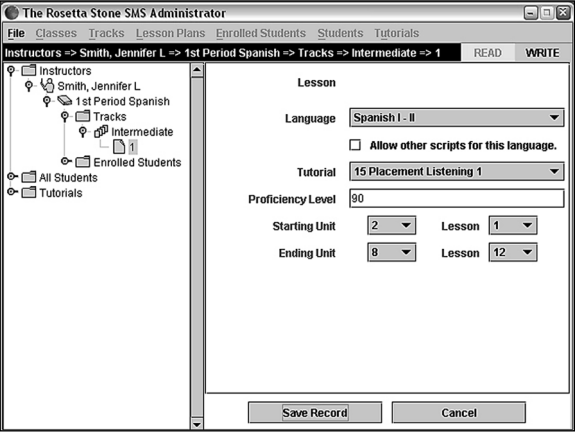
Proficiency Level: 80

Starting Unit: 1 Lesson: 1

Ending Unit: 1 Lesson: 11

Click "Save Record."

(Do not check "Allow other scripts for this language.")



Add a second Lesson Plan.

From the Menu Bar, select "Lesson Plan," then "Add Lesson Plan," then enter the information for the second lesson plan, as seen below:

Tutorial: 15 Placement Listening 1

Proficiency Level: 90

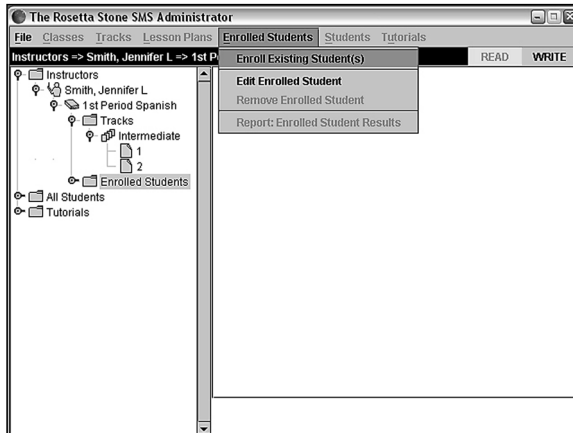
Starting Unit: 2 Lesson: 1

Ending Unit: 8 Lesson: 12

Click "Save Record."

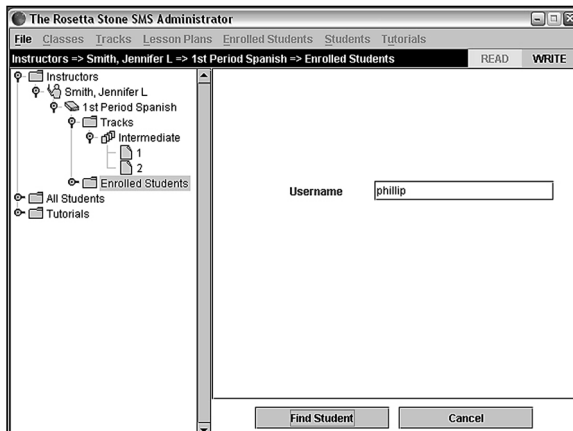
Enrolling Students

Locating the “Enrolled Students” folder.



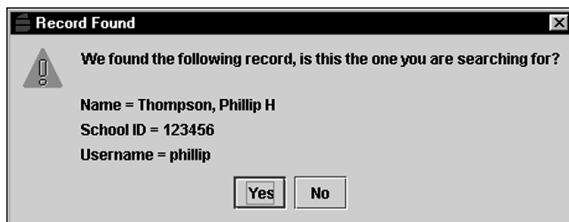
Select the “Enrolled Students” folder.

From the Menu Bar, select “Enrolled Students,” then “Enroll Existing Student(s).”



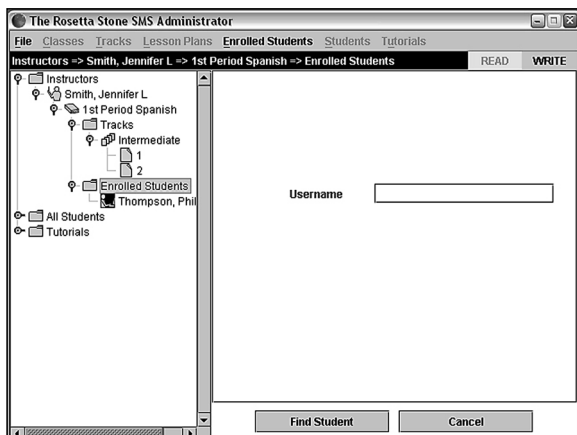
Enter the Username “phillip.”
Click “Find Student.”

This will open a new “Record Found” window that contains the information for “Phillip Thompson” you entered before. If not, click “No”; check the spelling and try again. Remember, Usernames are case-sensitive.



Select the “Yes” button to confirm that you have found the proper student, and want to place the student in the “Enrolled Students” folder for “1st Period Spanish.”

The student is now enrolled in the class.



You should see “Thompson, Phillip H” when you open the Enrolled Students folder).

Student Login

You are now ready to log in as the student we created and go through one lesson.

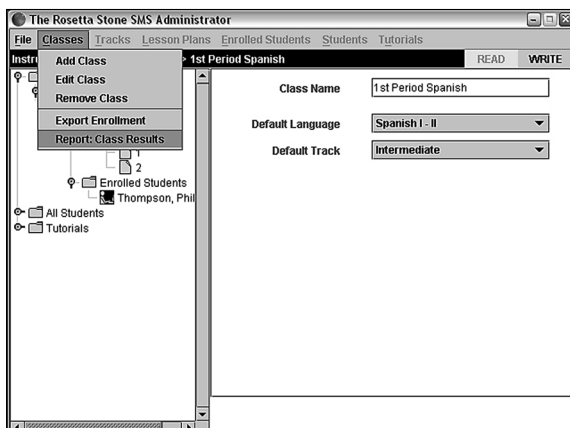
- Launch the *Rosetta Stone* application.
- Enter the Username “phillip” and Password “abcde” (Both without quotation marks).
- Click “OK.”

You will be taken through the first lesson of the language you chose. This particular tutorial simply goes straight into a test. Other tutorials first preview the information, then quiz the student, and end with a test.

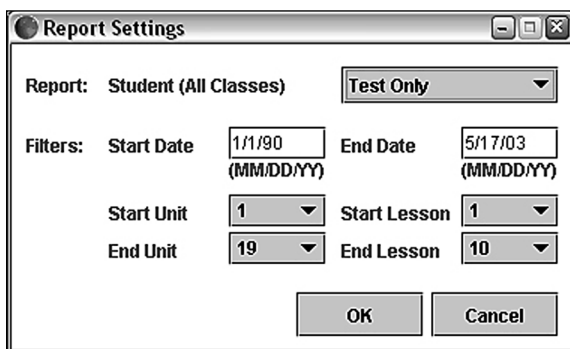
After you complete one lesson, the program will take you to a second lesson. Quit the *Rosetta Stone* application once you have reached the second lesson.

Viewing Results

Either switch back to the SMS Administrator if you left it running, or launch it and login as "smith," password "12345."



Open the Instructors folder.
Open the "Smith, Jennifer L" folder.
Select the "1st Period" folder.
From the Menu Bar, select "Classes," then choose "Report: Class Results."



This opens the "Report Settings" window. Ignore these settings for now.
Click "OK."

You should see a table with two lines of results: one for the first lesson (with a score out of 100 points), and another for the partial results of your second lesson.

Student	Username	School	Track	Date & Time	Language	Lesson	Score	Status	Elapsed	Selected Lessons
Thompson, Ph...	phillip	123456	Intermedi...	5/30/03 3:39	Spanish I...	01-01	47%	Fail	00:01:...	06 Placement Listening & Rea...
Thompson, Ph...	phillip	123456	Intermedi...	5/30/03 3:39	Spanish I...	01-01	0/100	In Progr...	00:00:...	06 Placement Listening & Rea...

In this case the student did not get the required 80% proficiency and thus needs to repeat this Lesson Plan.

You may now want to proceed to the **SMS Administrator Details** section (page 34) to get more information about options at each step of the process.

SMS ADMINISTRATOR DETAILS

In this section, you will learn about how the SMS Administrator allows instructors to enter and maintain classes and student curricula.

INSTRUCTORS

The Instructors folder at the top of the Directory contains all the Instructors that are using the SMS. Instructors will each have their own set of classes and enrolled students. All these materials are within their own Instructor folder, which is represented by an Instructor icon followed by their name.

When logged in as an Administrator (or as an Instructor with administrative privileges), you will see all the instructors under the Instructors folder. When logged in as an individual instructor without administrative privileges you will see only your own name.

When you have either the Instructors folder or an individual instructor icon selected, the Instructors menu will be available.

Instructors Menu Commands [Administrator Only]

Add Instructor

This will add a new instructor to the system. On the Information Panel, you can enter the instructor name, as well as a username and password. You also decide whether this instructor has Administrator privileges by selecting "Instructor" or "Administrator." If you want to disable an instructor account without deleting the entire contents, select "Disable Account."

WARNING: The password field can be left blank, but it is not recommended. Leaving the password field blank disables password protection for that account.

The screenshot shows the 'The Rosetta Stone SMS Administrator' window. The 'Instructors' menu is open, showing a tree view with 'Instructors' selected. The 'Hernandez, Maria A' instructor is highlighted. The 'Information Panel' on the right contains the following fields and options:

- Last Name:** Hernandez
- First Name:** Maria
- Middle Initial:** A
- Username:** mariaah
- Password:** (masked with asterisks)
- Enable Account:** ☒ Enable Account ☐ Disable Account
- Instructor:** ☒ Instructor ☐ Administrator
- Administrator:** ☐ Administrator

The 'Instructor' section lists the following permissions:

- Create, edit and delete records under their Instructor folder.
- Create and duplicate tutorials.
- Edit their own tutorials (original or duplicated).
- Generate, view and print reports.
- View "All Students" records.
- No access to other instructors.

The 'Administrator' section lists the following permissions:

- Create, edit and delete all records (except tutorials in use).
- Backup and rebuild database.
- **WARNING:** Admin write access blocks write access of all other users. To avoid conflicts, grant administrative rights sparingly.

Edit Instructor

This will edit the highlighted Instructor. On the Information panel, you can update any of the Instructor's information.

Remove Instructor

This will delete an Instructor from the system.

WARNING: Removing an Instructor will remove ALL materials associated with that instructor. This includes all classes, lesson plans and student results. There is no way to undo this operation, other than reverting to a previously backed up version of the database.

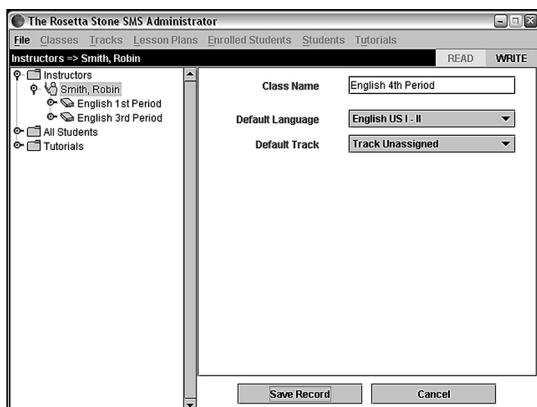
The only associated materials that will not be removed are the basic student information (under Students) and the Tutorials (under Tutorials).

CLASSES

Class folders appear underneath a particular Instructor. Instructors should create a class for each of their actual classes. Because of the ability to create tracks within a class (see below), even classes with several distinct groups working on different material can be grouped together in one class. When a particular Instructor or any of the classes are selected, the Classes menu will be available.

Classes Menu Commands

Add Class



This will add a new class to the current Instructor. On the Information panel, enter information about the Class, including the name, Default Language and the Default Track. The language is selected from a drop down list. For some languages, you may have the option of selecting the script system used as well (Chinese Simplified, Chinese Traditional, Chinese Pin Yin, etc.).

The Default Track will be the track assigned to all new enrolled students. When you first create the class, there are no tracks yet, so it will stay set to "Track Unassigned." Once you create a track for this class, you can come back and edit the class information to reflect a particular default track. This setting is optional. If no default track is selected, students will not be assigned a track as they are added to the class.

Edit Class

First select the class you want to edit in the Directory Panel, then click "Edit Class" to modify the class information. If you change the default track, it will not change the track assignment of existing students; rather, it only affects the default track for new students that you enroll.

Remove Class

This removes the class, and all tracks and enrolled students associated with it.

WARNING: Removing a class will remove ALL materials associated with that class. This includes all tracks, lesson plans and student results. There is no way to undo this operation, other than reverting to a previously backed up version of the database.

The only associated materials that will not be removed are the basic student information (under Students) and the Tutorials (under Tutorials).

Export Enrollment

This will export the current list of enrolled students to a text file. See the **Enrolled Students** section (page 42) for more on the Enroll Students from File feature.

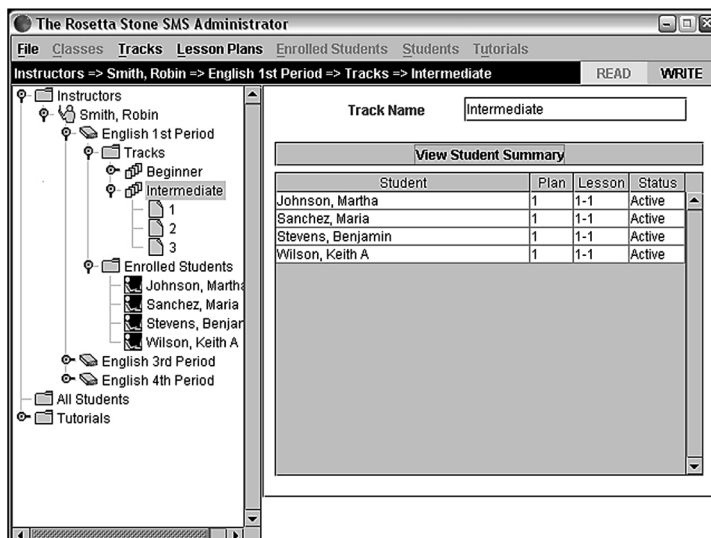
The records will be exported one student per line, with their complete student information in a tab separated list. Their test results are not exported.

Report: Class Results

This will generate a report on all the enrolled students in the class. See the Reports section (page 45) for more information.

TRACKS

A track defines how a group of students in a class is going to study. A track contains a sequence of Lesson Plans, which describe a part of the study sequence. A class can have only one track, with all students following the same sequence, or a class can have several tracks for diverse groups of students that need to study different material, or focus on different exercises.



Each enrolled student can have one active track, which can be viewed and set by clicking on the enrolled student's name in the Directory. However, a student can have multiple bookmarked tracks that are inactive. This allows an instructor to change a student from one track to another for a period of time, without losing the longer-term study sequence. At anytime, the instructor can switch them back to the original track.

When you click on a track in the Directory, then click on the "View Student Summary" button, you will see a snapshot of all students who are now active in the track or have a saved bookmark in the track. The table lists the student names, which lesson plan they are on, and their current unit and lesson. It also indicates if each student is Active or Inactive. An Inactive student has a bookmark saved for this track, but is currently assigned to a different track, or is not assigned to a track.

Students will not be able to work until they are assigned to a track with at least one lesson plan. Track lesson plans and student track assignments can be changed at any time.

Track Lesson Plans and student track assignments can be changed at any time by clicking on the "Set Position in Active Track" button. This button will display when you select a student in the "Enrolled Students" list. When you click this button, the "Assign Lesson Plan" window will open, and you can enter the new Lesson Plan number that

the student should be assigned and click OK. If you want to keep the same Lesson Plan number but want to move the student to a new Unit-Lesson, click OK to open the “Assign Unit-Lesson” window. Enter the new Unit-Lesson number in the form X-X (e.g., 1-1 or 01-01) and click OK. If you change the Lesson Plan number but do not change the Unit-Lesson number, the student will start at the beginning of the Lesson Plan you entered. Click Cancel to exit the window without saving any changes.

Tracks Menu Commands

Add Track

This will add a new track to the system. On the Information panel, you can enter the name of the track. When a track is created and the Update Record button is clicked, you have the option to make this the default track.

Edit Track

This allows you to change the name of the track. To edit the Lesson Plans within a track, select them individually.

Remove Track

This deletes a track from the class. In order to remove a track, no student can be using any of the track’s lesson plans. You can see which lesson plans are being used by clicking on each lesson plan within the track.

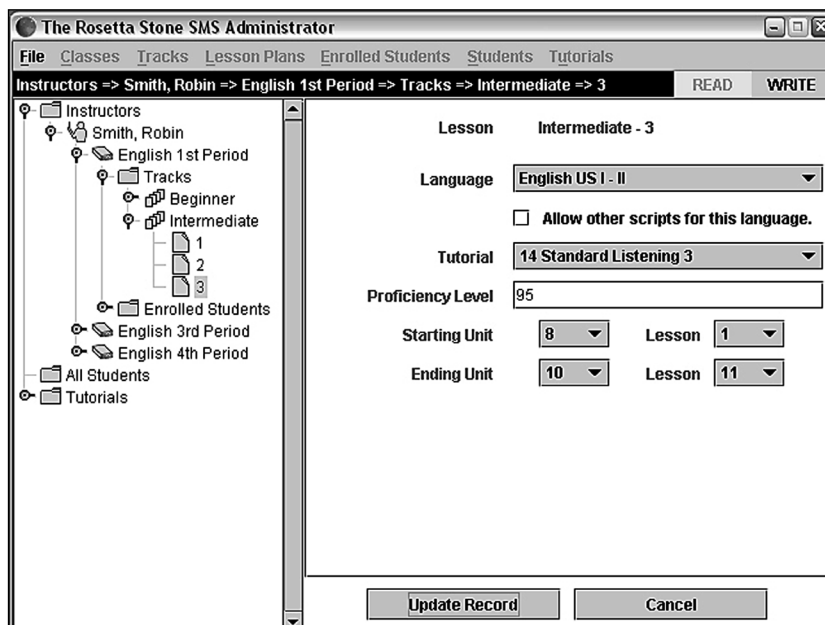
You also cannot remove the default track for the class. If you want to remove the default track, you must first select a different track (or Track Unassigned) in the Edit Class screen.

Report: Track Results

This will generate a report on all the enrolled students in this track of this class. See the **Reports** section (page 45) for more information.

LESSON PLANS

A sequence of lesson plans makes up the track study sequence for a student. Each lesson plan specifies the exercises and tests to use (through the tutorial setting), the range of lessons, and the minimum test score needed to advance. Students study the first lesson plan in the assigned Track, then move automatically to the subsequent Lesson Plans.



Lesson Plans Menu Commands

Add Lesson Plan

This will add a new lesson plan to the end of the lesson plan sequence in the current Track. On the Information panel, you can enter the lesson plan information:

The Language is set from the class information page by default, but can be changed if you want to use a different language.

When teaching languages that have more than one script, the Instructor can choose the "Allow other scripts for this language" option, which lets students choose between alternate scripts. For example, if studying Chinese, selecting the "Allow other scripts" option will let students switch between Chinese Pin Yin, Chinese Simplified, or Chinese Traditional during the course of their study. This option has no effect on languages that have only one script, such as English or Spanish.

The Tutorial can be any of the predefined or instructor defined tutorials. The default tutorial is "01 Beginning Listening and Reading 1."

The proficiency level indicates the score (0 - 100) needed on the test in order to proceed to the next lesson.

The starting and ending units and lessons set the range of material for this lesson plan, inclusive of the starting and ending values.

Insert Lesson Plan

This will add a new lesson plan above the currently selected lesson plan. You can use this to insert a lesson plan in the middle of a current lesson plan sequence.

Edit Lesson Plan

This allows you to alter the information about the lesson plan.

Use of this option when students have been in a particular lesson plan may produce unpredictable results. Therefore this option should only be used if students have not yet been enrolled in the particular lesson plan. This option allow you to alter any of the options for the lesson plan (e.g, Language, Allow other scripts for this language, Tutorial, Proficiency, Starting Unit and Lesson, and Ending Unit and Lesson).

Remove Lesson Plan

This will delete the currently selected lesson plan as long as it is not in use.

STUDENTS

Because students can be in multiple classes, their main student information is stored under the “All Students” folder, outside of any particular class. Students can be added either through the Students menu (available when the “All Students” folder is selected), or through the enrollment process in each class.

The Rosetta Stone SMS Administrator

File Instructors Classes Tracks Lesson Plans Enrolled Students Students Tutorials

All Students READ WRITE

Instructors

All Students

Johnson, Martha

Sanchez, Maria

Stevens, Benjamin

Wilson, Keith A

Tutorials

Last Name

First Name

Middle Initial

School ID

Username

Password

Miscellaneous 1

Miscellaneous 2

Comments

Save Record Cancel

Students Menu Commands [Administrator Only]

Add Student

This will add a new student to the system. On the Information Panel, you can enter their name, school ID, username and password. The username and last name are required. The username and password are what the student will need to log into the *Rosetta Stone* application in order to get their sequence of study. The school ID can be a school specific identifier.

WARNING: The password field can be left blank, but it is not recommended. Leaving the password field blank disables password protection for that account.

Import Student(s) from File

If you have an external text file with student information in it, you can import this list to create the enrollment for a class. The format for this text file is Tab Delimited with the following fields in this order: Last Name, First Name, Middle Initial, School ID, Username, and Password.

Edit Student

This allows you to modify the student information.

Remove Student

This deletes the student.

WARNING: Removing a student will remove ALL materials associated with that student. This includes all of this student's results in all current and past classes. There is no way to undo this operation, other than reverting to a previously backed up version of the database.

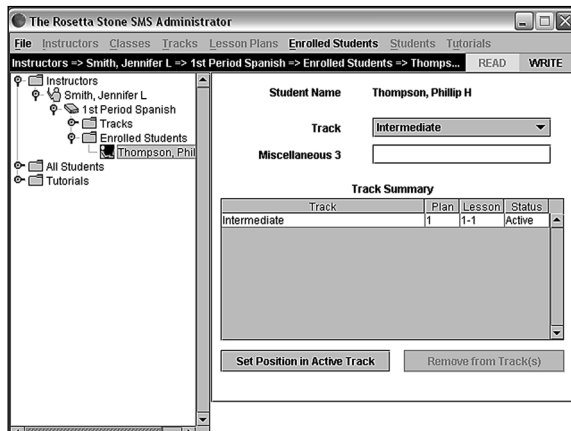
Report: Student Results

This will generate a report on this student. It will present all results that pertain to this student, even across multiple classes. See the **Reports** section for more information.

ENROLLED STUDENTS

Students need to be enrolled in each class in which they will participate. Enrolling a student entails creating an enrolled student record for them in the Enrolled Students folder within the class.

Enrolled Students Menu Commands



Enroll Existing Student(s)

This allows you to enroll students that already exist in the system. You will need to know the student's username in order to search for them in the system. If the username is found, the system will prompt you with the associated student's full name, and if correct, you can enroll them in the class. This works particularly well if you have a list of usernames to enter.

Enroll New Student(s) [Administrator Only]

For students that are not in the system, you can create the student record and enroll them all at the same time. You first enter the student information, just as if you were doing an "Add Student" from the "All Students" folder. After saving that record, the system automatically enrolls them in this class.

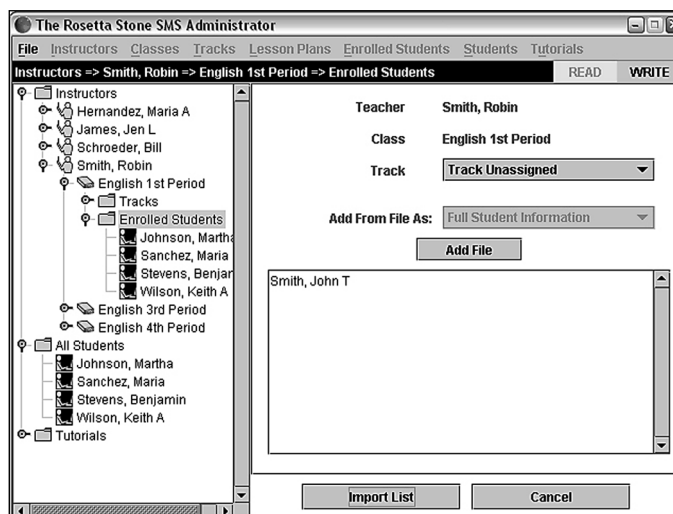
Enroll Student(s) from File [Administrator Only]

If you have an external text file with student information in it, you can import this list to create the enrollment for a class. The format for this text file is Tab Delimited with the following fields in this order: Last Name, First Name, Middle Initial, School ID, Username, and Password.

First, you set the track for all the students you will be adding (you can leave this set to "Track Unassigned" if you like). Then you select what format the external information is in. If you did an Export Enrollment from within the SMS Administrator, you should select the "Full Student Information" option.

Click the “Add File” button to select the file to import. This will list all the full names of the students in the box. You can view the full information for these students by double clicking on the name. If you’d like to remove a student from the list, you can select their name in the list and press the delete key.

You can add students from multiple files by using the “Add File” button multiple times. However, you can only add files of the same type, so once you add a file with one type of information, that choice is fixed.



Once the list contains the students you want to enroll, click the “Import List” button. This will create new student records for new students and enroll both old and new students in this class.

Example: Transferring Students

One primary use of this feature is to transfer a group of students from one class to another, such as advancing a class of students from French 1 to French 2. To do this select the current French 1 class and choose Export Enrollment from the class menu. Then create the new French 2 class. Then select Enroll Students from File to enroll that list of students into the new French 2 class.

Edit Enrolled Student

This allows you to set the track a specific student should use. This can be changed at any time, but if a student is removed from a track, they lose their bookmark in that track. If you return them to that track at a later time, they will start again at the beginning of the track.

If you want the student to begin his/her work at a location other than the beginning of the track then you can select the “Set Position in Active Track” button. This button allows you to set the particular lesson plan as well as the starting unit and lesson that the student should begin when he continues his/her work.

Remove Enrolled Student

This removes an enrolled student from a class. This will only remove their enrollment. All results will still be saved with the main student record.

Report: Enrolled Student Results

This will generate a report on this enrolled student. If the student is in multiple classes, the report will only present results that pertain to this class. To generate a report that covers multiple classes for the same student, you will need to select the student in the "All Students" folder and select Report: Student Results from the Students menu. See the Reports section (page 45) for more information.

REPORTS

OVERVIEW

Reports allow instructors to view, print or export student results. All reports have the same options (selecting ranges, sorting, printing, exporting), but select from different sets of results.

TYPES OF REPORTS

Class Report

A Class Report can contain all records of all students in a particular class. It will include all tracks and all enrolled students.

In order to run a Class Report:

- Using the Directory, select the class you want to run the report on (the class name will be highlighted in the Directory).
- From the Class menu, select "Report: Class Results."

Track Report

A Track Report will only contain the records of the enrolled students that currently have that track selected as their course of study.

In order to run a Track Report:

- Using the Directory, select the track you want to run the report on (the track name will be highlighted in the Directory).
- From the Track menu, select "Report: Track Results."

Enrolled Student Report

An enrolled Student Report will select all the records for a single student that is enrolled in the class. It will present all class records for the student.

In order to run an Enrolled Student report:

- Using the Directory, select the enrolled student you want to run the report on (the student name will be highlighted in the Directory).
- From the Enrolled Student menu, select "Report: Enrolled Student Results."

Student Report

A Student Report will contain all records for a single student. These records can span multiple tracks, classes, and instructors.

REPORT SELECTION

The screenshot shows a 'Report Settings' dialog box. It has a title bar with standard window controls. Inside, there's a 'Report:' label followed by a dropdown menu currently showing 'Student (All Classes)'. To the right of this is another dropdown menu with 'Test Only' selected, and a list of other options: 'Practice Only', 'Test Only', and 'Total Time'. Below these are 'Filters:' labels followed by several input fields: 'Start Date' with a date picker showing '1/1/90' and '(MM/DD/YY)' below it; 'Start Unit' with a dropdown showing '1'; 'End Unit' with a dropdown showing '19'; 'Start Lesson' with a dropdown showing '1'; and 'End Lesson' with a dropdown showing '10'. At the bottom right are 'OK' and 'Cancel' buttons.

Practice Only

Elapsed time spent in the practice portion of the lesson will appear in the "Elapsed Time" column of the report.

Note: Results generated with a test-only Tutorial are removed from this report, since they have no practice time.

Note: Any results that were generated in SMS versions previous to 2.0.9 do not have practice time information and are filtered out of this report.

Note: Practice time for the student's current lesson is not reported until they reach the test.

Test Only

Elapsed time spent on the test portion of the lesson will appear in the "Elapsed Time" column of the report.

This is the default option.

Note: Results will only show for the Test portion of the tutorials.

Total Time

Elapsed times for the practice and test portions are added together and will appear in the "Elapsed Time" column of the report.

Note: Results generated in SMS versions previous to 2.0.9 will appear in this report, but they will only contain test elapsed time.

Date Range

You can limit the results to those that occurred within a particular date range. This can be useful for showing all the results for a particular semester. Enter a starting date and an ending date in the format Month/Day/Year (e.g., 1/23/2003, or 12/10/03).

Lesson Range

You can limit the results to those that involved a particular range of lessons. This can be useful if you want to see all results for the class for a particular unit of lessons. Select starting Unit and Lesson numbers from the drop down lists. Then select ending Unit and Lesson numbers.

When you have the ranges set, click the "OK" button to view the report.

If there are no results that match your criteria, you will be notified, and you can alter the ranges given.

VIEWING REPORTS

The Reports window shows you the results you selected. You can view and manipulate them on screen, you can print them out, or you can export them for use in another program. The results are shown in a table, as illustrated. The information is presented as one line per result. The columns will vary depending on which report you are running, but the possible columns of information are:

Smith, Jennifer L.										1st Period Spanish	
Selected Dates: 1/1/90 - 5/31/03				Elapsed Test Time				Selected Lessons: 01-01 - 19-10			
Student	Username	School ID	Track	Date & Time	Language	Lesson	Score	Status	Elapsed	Tutorial	
Thompson, Phillip	phillip	123456	Intermediate	5/30/03 3:39 PM	Spanish I - II	01-01	47/100	Fail	00:01:12	06 Place...	
Thompson, Phillip	phillip	123456	Intermediate	5/30/03 3:39 PM	Spanish I - II	01-01	0/100	In Progress	00:00:11	06 Place...	

Print Preview
Print
Export
OK

Student Name: This is the full student name, presented as Last, First, Middle.

Username: The student's username.

School ID: The student's school ID.

Track: The assigned track for the test.

Date and Time: The date and time that the test was completed.

Language: The language for this result.

Lesson: The unit and lesson of the result, displayed as Unit-Lesson (e.g., 01-05 is Unit 1, Lesson 5).

Score: The score for this result, shown as points correct out of the total possible score of 100 (0 – 100).

Status: The status of this lesson. Based on the proficiency setting, students can Pass or Fail the final test in a Tutorial. If the student is still working on this lesson, status will be set to Working. If an instructor reassigns a student to a different track while they are working on a lesson, that lesson will be marked Cancelled.

Elapsed Time: The time on task for this lesson in the Lesson Plan. Depending on your choice of report type, this will be the time taken to complete any practice exercises, the final test, or the total of the two.

Tutorial: The tutorial used for this result.

You can scroll up and down to look through the complete table. The program will automatically set the column widths to reasonable sizes. However, depending on the window width and the data being presented, some information may not display completely. You can make the window itself bigger (using the standard window resizing method for your operating system), which should allow more information to be seen. You can also adjust the column widths manually.

Adjusting the column widths

Put the cursor on the vertical divider between the column headings. The cursor should change to a two-way arrow icon. Click and drag the column divider until the column is the size you want.

Moving columns

You can drag the columns into a different order by clicking and dragging the column headers. If you change this order, they will print this way, but it will not change the order for future reports.

Sorting

You can sort by any of the columns, in ascending or descending order. Click on a column heading and the results will be resorted in ascending order based on that column. Shift-clicking will sort them in descending order.

PRINTING REPORTS

The on-screen reports can all be printed exactly as they appear on the screen. If you sort, or rearrange columns, or resize the window, all those changes will be present in the printed form.

By using the “Print Preview” button, you can see how many pages will print, and whether width (all the columns across) will fit on a single page. If one or more columns are printing on a second page, you can press cancel and return to the on-screen view. You can then reduce the width of the window. Returning to Print Preview can show whether the report is now less than one page wide.

There are also options under page setup that allow you to change the header and footer text, or switch from landscape to portrait mode.

The “Print” button simply takes you directly to the print dialog window for your operating system.

EXPORTING RESULTS

You can also export the results you have selected. Exported results will not follow any table rearranging you have done, and they will contain all information about each result on each line. For a single exported student result, the class, track, language, etc. are all exported as well.

This type of export is useful if you have an external database or spreadsheet that you want to use for your own reports.

TUTORIALS

OVERVIEW

A tutorial defines a sequence of Activities (Previews and Exercises followed by a Test) applied to designated Lessons in the *Rosetta Stone* program. Lessons themselves are not designated in tutorials; this is done in the Tracks and Lesson Plans. The Tutorial determines the sequence of Previews and Exercises, and the type of Test the students will be given for each Lesson they are assigned. See the *User's Guide* for a full description of the Preview, Exercises and the Delay option for Tests.

When you have the Tutorials folder selected, or an individual tutorial, you have the following options:

Tutorials Menu Commands

Add Tutorial

This will add a new tutorial to the system. See below for more information about the options in creating a new tutorial.

Edit Tutorial

This allows you to modify a user created tutorial. You cannot edit the tutorials that come with the system, but you can duplicate these and then make any changes you'd like.

Duplicate Tutorial

This allows you to copy an existing tutorial. This is useful when you have a tutorial that is close to what you want, but it needs a few small changes. This also allows one Instructor to make a copy of a tutorial and modify it for their own needs.

Remove Tutorial

This deletes the tutorial from the system. You cannot delete a tutorial that is in use. If you want to delete a tutorial that is being used, you will first have to delete the track that uses it, or change the lesson plans that refer to the tutorial to refer to a different tutorial.

PREDEFINED TUTORIALS

Twenty-seven predefined tutorials come with the Student Management System. The first nine tutorials deal with Listening and Reading skills while the next seven deal with Listening Comprehension. The following seven tutorials work with Reading Comprehension and the final four tutorials deal with Writing/Dictation skills. In each of these four sections there are specific tutorials that deal with beginning and standard exercises followed by placement tutorials that will assess a student's language proficiency. In order to use the voice recognition portion of the program, a student must log in as a guest and be guided by the instructor in which Units and Lessons to study.

Note: Tutorials using the Speaking Activities (Activity D) are not currently available under the SMS. See page 57 for more details.

See Appendix C (page 65) for a list of letter and number abbreviations which correspond to Previews, Exercises, and Tests in the *Rosetta Stone* application.

TUTORIAL TYPES

There are three types of Tutorial, each with distinctive functions and a specific purpose:

- Beginning** – Preview, followed by exercises, followed by test
- Standard** – Exercises, followed by test
- Placement** – Test only

Listening & Reading Tutorials

Tutorial Name

Description

BEGINNING LISTENING & READING 1

Preview PA (voice and text) followed by Exercise A1 (voice and text prompt with four picture options), followed by a Test in Exercise A2 (single picture prompt with four voice and text options). The Preview discontinues after the second screen.

BEGINNING LISTENING & READING 2

Preview PA (voice and text), followed by Exercise A3 (voice prompt with four text options, no pictures), followed by a Test in Exercise A4 (text prompt with four voice options, no pictures). The Preview discontinues after the second screen.

STANDARD LISTENING & READING 1

Exercise A1 (voice and text prompt with four picture options) followed by a Test in A1 (voice and text prompt with four picture options).

STANDARD LISTENING & READING 2

Exercise A1 (voice and text prompt with four picture options) followed by a Test in A2 (single picture prompt with four voice and text option).

STANDARD LISTENING & READING 3

Exercise A3 (voice prompt with four text options, no pictures) followed by a Test in A4 (text prompt with four voice options, no pictures).

PLACEMENT LISTENING & READING 1

Test in Exercise A1 (voice and text prompt with four picture options).

PLACEMENT LISTENING & READING 2

Test in Exercise A2 (single picture prompt with four voice and text options).

PLACEMENT LISTENING & READING 3

Test in Exercise A3 (voice prompt with four text options, no pictures).

PLACEMENT LISTENING & READING 4

Test in Exercise A4 (text prompt with four voice options, no pictures).

Listening Comprehension Tutorials

Tutorial Name	Description
BEGINNING LISTENING 1	Preview PA (voice and text), followed by Exercise B1 (voice prompt with four picture options), followed by a Test in Exercise B2 (single picture prompt with four voice options). The Preview discontinues after the second screen.
BEGINNING LISTENING 2	Preview PB (voice), followed by Exercise B1 (voice prompt with four picture options), followed by a Test in Exercise B2 (single picture prompt with four voice options). The Preview discontinues after the second screen.
STANDARD LISTENING 1	Exercise A1 (voice and text prompt with four picture options) followed by a Test in Exercise B1 (voice prompt with four picture options).
STANDARD LISTENING 2	Exercise A1 (voice and text prompt with four picture options) followed by a Test in Exercise B2 (single picture prompt with four voice options).
STANDARD LISTENING 3	Exercise B1 (voice prompt with four picture options) followed by a Test in Exercise B2 (single picture prompt with four voice options).
PLACEMENT LISTENING 1	Test in Exercise B1 (voice prompt with four picture options).
PLACEMENT LISTENING 2	Test in Exercise B2 (single picture prompt with four voice options).

Reading Comprehension Tutorials

Tutorial Name	Description
BEGINNING READING 1	Preview PA (voice and text), followed by Exercise C1 (text prompt with four picture options), followed by a Test in Exercise C2 (single picture prompt with four text options). The Preview discontinues after the second screen.
BEGINNING READING 2	Preview PC (text), followed by Exercise C1 (text prompt with four picture options), followed by a Test in Exercise C2 (single picture prompt with four text options). The Preview discontinues after the second screen.
STANDARD READING 1	Exercise A1 (voice and text prompt with four picture options) followed by a Test in Exercise C1 (text prompt with four picture options).
STANDARD READING 2	Exercise A1 (voice and text prompt with four picture options) followed by a Test in Exercise C2 (single picture prompt with four text options).
STANDARD READING 3	Exercise C1 (text prompt with four picture options) followed by a Test in Exercise C2 (single picture prompt with four text options).
PLACEMENT READING 1	Test in Exercise C1 (text prompt with four picture options).
PLACEMENT READING 2	Test in Exercise C2 (single picture prompt with four text voice options).

Writing/Dictation Tutorials

Tutorial Name

Description

STANDARD WRITING 1

Exercise E2 (picture and voice prompt with Text Entry Window) followed by a Test in Exercise E2 (picture and voice prompt with Text Entry Window).

PLACEMENT WRITING 1

Test in Exercise E2 (picture and voice prompt with Text Entry Window).

STANDARD WRITING TILES 1

Exercise E4 (picture and voice prompt with tile entry window) followed by a Test in Exercise E4 (picture and voice prompt with tile entry window).

PLACEMENT WRITING TILES 1

Test in Exercise E4 (picture and voice prompt with tile entry window).

TUTORIAL INFORMATION

Tutorial Name: The Tutorial Name identifies new or existing Tutorials.

Activity Sequence: The Activity Sequence determines the order in which the Student Management System runs the Previews or Exercises you set up. The Preview or Exercise marked "1st" starts first, followed by the others in order. If a Preview is used, it would normally appear in the "1st" position.

Activity: The Activity refers to the specific Preview or Exercise you select in each position. Refer to **Appendix C** for the letter and number abbreviations which correspond to Previews, Exercises and Tests in the *Rosetta Stone* application (See the *User's Guide* for a description of the Preview, Exercises and Tests.)

Note: You cannot assign Speech Recognition Exercises in a Tutorial.

Starting Position in Cycle: The Starting Position refers to the number of screens which have been studied in a previous Activity before the next Activity begins. In **Beginning Listening and Reading 1**, for example, Exercise A1 begins after the student has completed two screens in Preview A. You may select any of the ten screens in a chapter to begin a designated Preview or Exercise.

Starting Screen: Each Lesson in The *Rosetta Stone* has ten screens. The Starting Screen determines the first screen which a designated Preview or Exercise actually shows. In **Beginning Listening and Reading 1**, for example, Exercise A1 begins with Screen 1, even though it starts after the student has completed two screens Previewing A. You may select any number from 1 to 10 in the Starting Screen.

The Rosetta Stone SMS Administrator

File Classes Tracks Lesson Plans Enrolled Students Students Tutorials

Tutorials => 14 Standard Listening 3 READ WRITE

Tutorials

- 01 Beginning Listening & Reading 1
- 02 Beginning Listening & Reading 2
- 03 Standard Listening & Reading 1
- 04 Standard Listening & Reading 2
- 05 Standard Listening & Reading 3
- 06 Placement Listening & Reading 1
- 07 Placement Listening & Reading 2
- 08 Placement Listening & Reading 3
- 09 Placement Listening & Reading 4
- 10 Beginning Listening 1
- 11 Beginning Listening 2
- 12 Standard Listening 1
- 13 Standard Listening 2
- 14 Standard Listening 3
- 15 Placement Listening 1
- 16 Placement Listening 2
- 17 Beginning Reading 1
- 18 Beginning Reading 2
- 19 Standard Reading 1
- 20 Standard Reading 2
- 21 Standard Reading 3
- 22 Placement Reading 1

Tutorial Name: 14 Standard Listening 3

Description: Exercise B1 (voice prompt with four picture options) followed by a Test in Exercise B2 (single picture prompt with four voice options). (formerly Tutorial 112)

Activity Sequence	1st	2nd	3rd	4th
Activity	B1			
Starting Position in Cycle	1			
Starting Screen	1			
Ending Screen	10			
Use Delay Feature?	☐	☐	☐	☐
Require Incorrect Answers?	☒	☐	☐	☐
Allow Preview?	☒	☐	☐	☐

Test Options: Activity B2 Use Delay Feature ☐

Ending Screen: Each Preview or Exercise presents screens, in order, from the Starting Screen to the designated Ending Screen. In **Beginning Listening and Reading 1**, for example, Preview PA in the 1st position runs in only the first two screens: it starts with Screen 1 and ends with Screen 2. Exercise A1 runs in all ten screens, starting with Screen 1 and ending with Screen 10. You may enter any number from 2 to 10 in the Ending Screen, but the Ending Screen must have a higher number than the Starting Screen.

If the **Use Delay Feature?** box is checked, the Delay option is employed when running that Exercise. This feature removes the prompt in any screen before presenting the four possible answers, making the Exercise more challenging. See the *User's Guide* for details. The Delay feature does not apply to a Preview.

If the **Requiz Incorrect Answers?** box is checked, any screen in which a wrong answer was given will be re-inserted into the sequence a few screens later. The Requiz feature does not apply to a Preview.

If the **Allow Preview?** box is checked, students can go to the Preview for reference during that Exercise. This feature is independent of assigning a Preview as part of the Tutorial. An assigned Preview comes up automatically, while the Allow Preview feature simply allows students access to the Preview.

Assigning a Test

After the Previews and Exercises selected for the Tutorial have been run, a Test begins. The Test proceeds through all 10 screens in order. Choose the Activity you want to use for the test from the Activity drop down list. Previews are not available during a Test. If the **Use Delay Feature?** box is checked, the Delay option is employed when running the Test.

When you have completed your changes:

- Click the "OK" button to identify the new tutorial with the New Tutorial ID you have selected.
- Or click the "Cancel" button to cancel the changes and not modify the tutorial.

When you have completed your changes, click "OK" to identify the new tutorial with the new Tutorial ID you have selected. Click "Cancel" to cancel the changes.

SPEAKING AND VOICE RECOGNITION

Speaking activities, including voice recognition, are not currently available under the SMS. However, they are an integral part of language learning success. Encourage students to pronounce the words out loud as they progress through the normal exercises and to replay the sounds they hear while trying to imitate the native speaker.

To utilize the voice recognition portion of the program, a student must log in as a Guest and be guided by the instructor in which Units and Lessons to study. Emphasis should be placed on the student mimicking the voice of the native speaker as closely as possible. The voiceprint and meter are tools that can be utilized to further improve pronunciation. See page 22 of the *Rosetta Stone User's Guide* for details.

CREATING A NEW TUTORIAL

Instructors can create entirely new Tutorials by selecting the Tutorials folder, and using the “Add Tutorial” menu item.

- Enter a Tutorial Name.
- Modify any Field as described in the **Tutorial Information** section and click the “Save Record” button to save the new tutorial.
- Click the “Cancel” button to discard the new tutorial.

The screenshot shows the 'The Rosetta Stone SMS Administrator' window. The 'Tutorials' menu is open, showing a list of tutorials. The '01 Beginning Listening & Reading 1' tutorial is selected. The 'READ' button is highlighted. The 'Tutorial Name' field is empty. The 'Description' field is empty. The 'Activity Sequence' table has columns for 1st, 2nd, 3rd, and 4th. The 'Activity' field is set to 'A1'. The 'Starting Position in Cycle' field is set to '1'. The 'Starting Screen' field is set to '1'. The 'Ending Screen' field is set to '10'. The 'Use Delay Feature?' checkbox is checked. The 'Quiz Incorrect Answers?' checkbox is checked. The 'Allow Preview?' checkbox is checked. The 'Test Options' section shows 'Activity' set to 'A1' and 'Use Delay Feature' checked. The 'Save Record' and 'Cancel' buttons are at the bottom.

Examples:

A: In most cases, you will want the Previews and Exercises you select to run in parallel through all ten screens. To do this, enter the Preview letters and Exercise letter and number you select in the Activity field and accept the default settings for the Starting Position in Cycle, Starting Screen and Ending Screen fields. For all new Tutorials, the default settings are as follows:

Activity Sequence	1st	2nd	3rd	4th
Activity				
Starting Position in Cycle	1	1	1	1
Starting Screen	1	1	1	1
Ending Screen	10	10	10	10

B: To select Preview PA and Exercise B1 for screens 1-3, Exercise B1 only for screens 4-6, and Exercise B1 followed by Exercise A2 for screens 7-10, you would enter the following settings:

Activity Sequence	1st	2nd	3rd	4th
Activity	PA	B1	B1	A2
Starting Position in Cycle	1	1	7	7
Starting Screen	1	1	7	7
Ending Screen	3	6	10	10

C: To set Preview PB to run all ten screens followed, in series, by Exercises B1, B2 and A1, enter the following settings:

Activity Sequence	1st	2nd	3rd	4th
Activity	PB	B1	B2	A1
Starting Position in Cycle	1	10	20	30
Starting Screen	1	1	1	1
Ending Screen	10	10	10	10

D: To interweave Preview PA and Exercise A1 for three screens, then begin interweaving Exercise A2 as well, enter the following settings:

Activity Sequence	1st	2nd	3rd
Activity	PA	A1	A2
Starting Position in Cycle	1	1	3
Starting Screen	1	1	1
Ending Screen	10	10	10

This would produce the following sequence:

The Rosetta Stone SMS Administrator

File Classes Tracks Lesson Plans Enrolled Students Students Tutorials

Tutorials -> 01 Beginning Listening & Reading 1 READ WRITE

Tutorials

01 Beginning Listening & Reading 1
02 Beginning Listening & Reading 2
03 Standard Listening & Reading 1
04 Standard Listening & Reading 2
05 Standard Listening & Reading 3
06 Placement Listening & Reading 1
07 Placement Listening & Reading 2
08 Placement Listening & Reading 3
09 Placement Listening & Reading 4
10 Beginning Listening 1
11 Beginning Listening 2
12 Standard Listening 1
13 Standard Listening 2
14 Standard Listening 3
15 Placement Listening 1
16 Placement Listening 2
17 Beginning Reading 1
18 Beginning Reading 2
19 Standard Reading 1
20 Standard Reading 2
21 Standard Reading 3
22 Placement Reading 1

Tutorial Name: Tutorial Example

Description: Interleave PA with A1 then on Screen 3 begin A2. Test on A1.

Activity Sequence

	1st	2nd	3rd	4th
Activity	PA	A1	A2	
Starting Position in Cycle	1	1	3	
Starting Screen	1	1	1	
Ending Screen	10	10	10	

Use Delay Feature? ☐ ☐ ☐ ☐

Require Incorrect Answers? ☒ ☒ ☒ ☐

Allow Preview? ☒ ☒ ☒ ☐

Test Options: Activity A1 Use Delay Feature ☐

Save Record Cancel

Preview PA, Screen 1
Exercise A1, Screen 1
Preview PA, Screen 2
Exercise A1, Screen 2
Preview PA, Screen 3
Exercise A1, Screen 3
Exercise A2, Screen 1
Preview PA, Screen 4
Exercise A1, Screen 4
Exercise A2, Screen 2
etc.

USING THE ROSETTA STONE PROGRAM: AN OVERVIEW

Students access their lessons by running the *Rosetta Stone* application. They can use either the CD-ROM version or the Online version to access their lessons. For more information about the *Rosetta Stone* applications, please see the *Rosetta Stone User's Guide* (CD-ROM Version) and the *Rosetta Stone Online User's Guide* (Online Version). These documents contain information that will be useful to the students about how navigation in the program works, how to get help and how to change their user preferences.

Overview of the student experience:

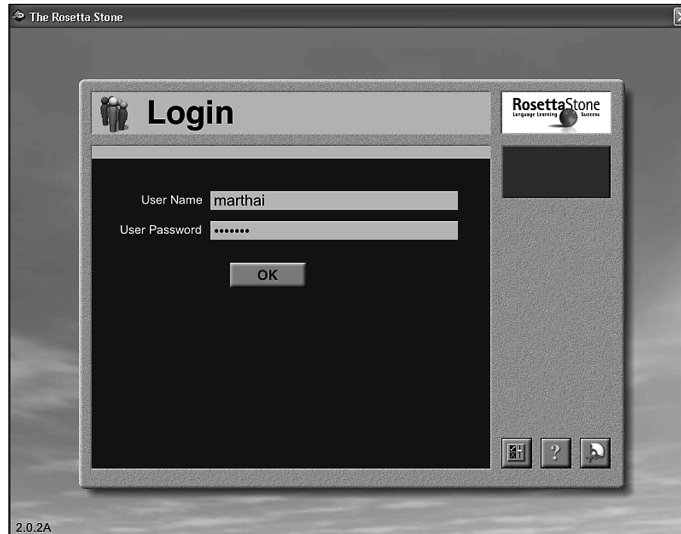
- Students log in and select a class if they have more than one available.
- Students work through a Lesson using Activities assigned by the instructor.
- Students must pass a Test with the level of proficiency designated by the instructor before they can proceed to new material.
- At the end of a Lesson, after passing the Test with the designated level of proficiency, students will automatically proceed to the next Lesson in the assigned sequence.
- When students exit the program their places are saved. When they log in for the next session, they are taken to the beginning of the Lesson they last studied.
- A record is saved for each run through a Lesson, storing information about the student's progress. No information will be saved for students logging in as "Guest."

The CD-ROM and Online versions are quite similar in functionality, but they do have a few differences.

CD-ROM VERSION

The *Rosetta Stone* CD-ROM version needs to be installed and configured to work with the SMS on each student workstation. See the **Installation** section for more information about this process (page 5 for Windows users, page 9 for Mac users).

Once the student launches the *Rosetta Stone*, they will be presented with the Login Screen. The student enters their assigned User Name and Password. Once logged into the SMS program, it is possible to log out and run the *Rosetta Stone* program as a Guest. To do this, click the Change Settings icon, then click the Log Out button.



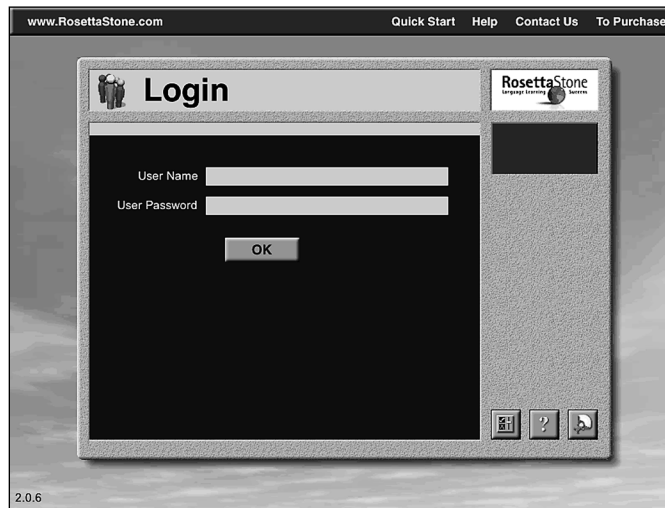
If they have work assigned in one class, they will immediately begin the course of study. If they have work assigned in multiple classes, the Course screen will appear, and they can choose the class they want to study from the list.

Note: If no work is assigned in a class, or if the student has completed work in a class, that class will not display in the Course list.



ONLINE VERSION

The Online version has a slightly different login and class selection interface than the CD-ROM version. Students can go back and forth between both versions without problems.



You should refer to the separate instructions for the Online version for more information on how to launch the *Rosetta Stone* online for use with the SMS, and how to configure it to be used with your local SMS Server.

APPENDIX A

New Features in Version 2

The Student Management System Version 2 represents a major step forward for the *Rosetta Stone*. This version has many new features beyond SMS 1.x, and provides a far richer platform for future development and extensions.

Some of the substantial new features in SMS 2.x:

- Support for Online and CD-ROM Applications. This means that students can work on a CD-ROM or network server based system at school, and then log in from home with an online license. They continue seamlessly with their assigned work, and no CD-ROMs have to be loaned.
- Various reports on Class, Track or Student progress can be viewed on-screen, printed, or exported for use in another program. Sorting, ordering, results filtering, and the various printing options are all new to this version.
- Instead of a single sequence of Lesson Plans for each class, instructors can now have many lesson plan sequences through the use of tracks. In addition, tracks can be used to quickly swap a set of students from one assignment to another.
- Instructors and students can work on the SMS at the same time and multiple instructors can view results at the same time. The SMS protects any records that are currently in use from being changed.
- Individual Instructor accounts have usernames and passwords. Instructors cannot alter other Instructors' classes or information.
- There is an Administrator account that has complete privileges for ease of setup. Administrator privileges can be assigned to instructors on a case-by-case basis.
- Web server based client/server message passing for data interaction does not require student workstations to have server volumes mounted with write access.
- Students can be enrolled in multiple classes. When they log in, they are presented with an option of which class to study.
- Choices are constrained and error-checked. Many fields use drop-down lists instead of text fields, greatly reducing problems related to data entry errors.
- Dictation/Writing Activity (E2) is now available for use in Tutorials.
- Dictation Activity (E4) is now available for languages with a non-Western alphabet.
- Multiple instructors can use the SMS simultaneously.

APPENDIX B

Information About Level 3

In Level 3, Units 1, 4, 7, and 10 are the traditional picture units. Units 2, 5, 8, and 11 contain Video Lessons, and Units 3, 6, 9, and 12 contain Text Lessons. The available Preview, Skills, and Exercises in these Units are slightly different than Units 1, 4, 7, and 10. This means that the Activity the student encounters when in a Video or Text Unit may not match exactly what is specified in the Tutorial. See the following examples for how Tutorials can be impacted. Consult Appendix C for a breakdown of the Activities available for use with SMS.

- Example 1.** A student is assigned the Tutorial 'Beginning Listening & Reading 1,' from Unit 1, Lesson 1, through Unit 3, Lesson 8. Because the Skills and Activities in Unit 1 match what is set up in this Tutorial, the student experience will match the Tutorial. However, when the student moves into Unit 2 (Video), they will not see a Preview in Skill A (PA) because the Preview function is not supported in the SMS program. The system will simply skip the Preview and go right into Exercise A1. The same will happen when going into a Supplemental Text Unit.
- Example 2.** A student is assigned the Tutorial 'Standard Listening & Reading 3' from Unit 1, Lesson 1, through Unit 3, Lesson 8. No differences will be encountered while the student is in Units 1 and 2. When the student moves into Unit 3 (Supplemental Text), even though the Tutorial is set up to give a Test in Skill A, Exercise 4 (A4), the actual Test given will be Skill A, Exercise 1 (A1), because this Unit does not contain Skill A, Exercise 4.
- Example 3.** A student is assigned the Tutorial 'Standard Writing 1' from Unit 1, Lesson 1, through Unit 3, Lesson 8. No differences will be encountered while the student is in Unit 1. When the student moves into Unit 2 or 3, even though the Tutorial is set up to give an Exercise and then a Test in Skill E, Exercise 2 (E2), the actual Exercise and Test given will be in Skill A, Exercise 1 (A1), because these Units do not contain Skill E (Dictation).

APPENDIX C

Activity	SMS Administrator		
	Picture Lessons	Video Lessons	Story Lessons
Listening & Reading (Skill A)			
Preview	PA	–	–
Exercise 1	A1	A1	A1
Exercise 2	A2	A2	A2
Exercise 3	A3	A3	A3
Exercise 4	A4	A4	–
Test 1	A1	A1	A1
Test 2	A2	A2	A2
Test 3	A3	A3	A3
Test 4	A4	A4	–
Listening (Skill B)			
Preview	PB	–	–
Exercise 1	B1	B1	B1
Exercise 2	B2	B2	–
Test 1	B1	B1	B1
Test 2	B2	B2	–
Reading (Skill C)			
Preview	PC	–	–
Exercise 1	C1	C1	C1
Exercise 2	C2	C2	–
Test 1	C1	C1	C1
Test 2	C2	C2	–
Speaking (Skill D)			
Preview	–	–	–
Exercise 1	–	–	–
Writing (Skill E)			
Preview	–	–	–
Exercise 1	–	–	–
Exercise 2	E2	–	–
Exercise 3	–	–	–
Exercise 4	E4	–	–
Test 2	E2	–	–
Test 4	E4	–	–

APPENDIX D

SMS Icon Legend

-  **Class**
-  **Folder**
-  **Instructor**
-  **Lesson Plan**
-  **Student**
-  **Track**
-  **Tutorial**
-  **Closed Lever**
(Subitems, if any, are hidden)
-  **Open Lever**
(Subitems are displayed)

APPENDIX E

Upgrading to SMS 2.0.9

This appendix is relevant for users who have a current installation of the SMS Server.

Note: If done correctly, upgrading will not cause any loss of data.

Performing the upgrade:

- Shutdown the current SMS Server, if it is running.
- Create a backup of the data by copying the entire "smsdata" folder to another location outside of the SMS program directory.
- Uninstall the current SMS.
- Install SMS 2.0.9. Do not start it.
- Copy the previously made "smsdata" folder backup from its location to the SMS 2.0.9 program directory.
- Start the SMS 2.0.9 Server.
- From the server window, select the "Command" menu, then "Rebuild Database."

Checking Teacher Access

In SMS 2.0.9, the distinction between users with and without administrator access is very important. Please refer to **User Roles within the SMS** in this manual (page 21) and update the access privileges of the Instructors if necessary.

Report Selection

Previous versions of the SMS have the capability to track how much time a student spends on the test portion of a lesson. The SMS 2.0.9 can keep track of the time a student spends on the practice portion and the test portion, as well as total time spent on the entire lesson. To use this feature, students must be working with the Rosetta Stone version 2.0.6 or later and SMS version 2.0.9 or later. Elapsed Total Time reports generated from students using older versions of the Rosetta Stone or the SMS will report only the test time. See the **Time on Task** in this manual (page 46) for further explanation of the capabilities.

INDEX

- Activity Sequence 54, 58
- Administrator 17, 34
- Administrator User
 - role of 21
 - timeout system 15
 - username and password 20, 42
 - write or read-only status 22
- Activity
 - general 58
 - alternate script 40
 - sequence 54-57, 67
 - use in tutorials 60
 - see also* Tutorials
- Allow Preview 59
- Alternate script
 - usage of 40
- Assigning a Test 59
- Backup 15, 16
- Block Access 22, 33
- Class
 - create new 27
 - add 36
 - edit 36
 - export enrollment 37
 - remove 36
 - report class results 37
 - viewing results 33
- Configuration
 - Windows 7
 - Mac 11
- Create Database Backup
 - Definitions 21
 - Elapsed Time 48
- Database
 - backup 14
 - backup to tape 16
 - import SMS 1.3.8 database 14
 - rebuild 15
- Elapsed time 48, 50
- Enrolled Students
 - general 21
 - edit 45
 - enroll existing 44
 - enroll from file 44
 - enroll new 31, 44
 - export current list 37
 - remove 46
 - report 46
 - transfer 45
- Exit 26
 - also see* quit
- Features 1, 59
- Getting Started 17
- Icons
 - legend of 18, 66
- Importing 1.3.8 data 14
- Information Panel 17, 18, 22, 33
- Installation
 - Windows 5
 - Mac 9
- Instructor
 - creating new Instructor 23-24, 34
 - edit 35
 - location of 34
 - menu commands 34
 - remove 35
- Instructor User
 - general, role of 21
 - timeout system 15
 - use of SMS Administrator 17
 - username and password 1, 26
- Language Database
 - general 4
 - installation of—Mac 10
 - installation of—Windows 5
- Lesson Plan
 - general 21, 40
 - add 40
 - create new 30
 - edit 41
 - insert 41
 - remove 41
 - set language 40
 - storage of in folders 19
 - use of tutorials in lesson plan 41

- Level 3
 - features of 64
- Logging In 1, 2, 20, 26, 32
- Mac OS Configuration 11
- Mac OS Installation 9
- New features
 - upgrading to 2.0.9 67
 - Version 2 63
- Online version installation 5, 10
- Passwords
 - Instructor 1, 20, 35
 - Student 1, 32, 40
- Proficiency Levels
 - general 1, 21
 - in lesson plans 40
- Quick Start 21-33
- Quit 23, 31, 56
- Rebuild Database 15
- Reports
 - general 47
 - columns, column width, sorting columns 51
 - elapsed time 48, 50
 - enrolled students 46, 47
 - exporting 51
 - lesson range 49
 - printing 51
 - report class results 37, 47
 - selection 48
 - students 43, 47
 - track results 39
 - types of 47
 - viewing 50
 - viewing class results 34, 47
- Rosetta Stone* application
 - general 4
 - configuration of 13
 - installation of CD-ROM version—
 - Mac 9
 - installation of CD-ROM version—
 - Windows 5
 - installation of online version—
 - Mac 10
 - installation of online version—
 - Windows 5
- Online 64
 - usage of 62
 - see also* Language Database
- SMS Administrator
 - general 4
 - configuration—Mac 12
 - configuration—Windows 8
 - system requirements 3
 - usage of 17
- SMS, general
 - configuration overview 4
- SMS Server
 - general 4
 - configuration overview 4
 - configuration—Windows 7
 - configuration—Mac 11
 - installation overview 4
 - installation—Windows 5-6
 - installation—Mac 10
 - language database 14-16
 - shutdown 16
 - system requirements 3
- Server 14
- Shut down 16
- Students
 - general 19
 - add 42
 - creation of new 25-26
 - edit 42
 - import from file 42
 - remove 43
 - report 43
- Student User
 - log in—CD-ROM 63
 - log in—Online 64
 - username and password 1, 32, 49
- System Requirements 3
- Test Results 45
- Timeout settings
 - disconnected and idle timeouts 15
- Tracks
 - general 1, 21, 38
 - add 39
 - create new 28-29

- edit 39
- folder, folder location 19, 28
- remove 39
- report 39
- Tutorials
 - general 1, 21, 52-53
 - add 52
 - duplicate 52
 - definitions 58
 - edit 52
 - location of folder 19
 - new 60
 - predefined 53, 54-57
 - remove 52
 - speaking and voice recognition 59
 - test 59
 - types 53
 - use in lesson plans 41

- User Roles 21
- Username and password
 - see Administrator User
 - see Instructor User
 - see Student User
- User status
 - indication of 22
- Version 2.0.9
 - system requirements 3
 - upgrading to 67
- Workstations
 - configuration 13
 - system requirements 3
- Windows Configuration 7
- Windows Installation 5