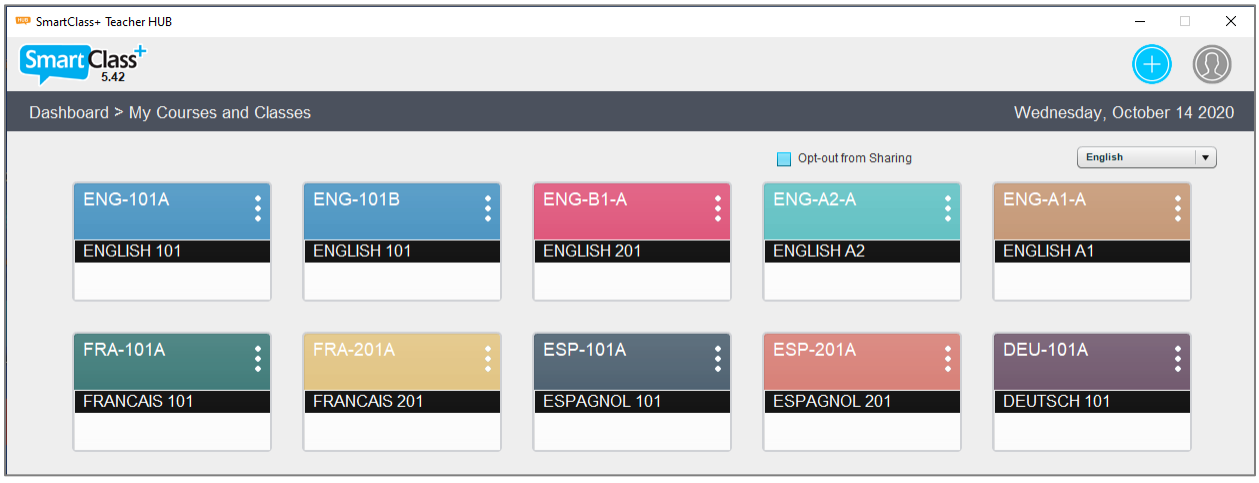
SmartClass® BY ROBOTEL

User Guide

SmartClass HUB



2021-2-15

Guide Revision History	
REVISION DATE	**CHANGES**
2011-04-18	Initial Release.
2011-07-08	Updated to reflect changes in release Version 1-211 • Simultaneous recording
2011-07-21	Updated to reflect vocabulary changes in versions 1-212 through 1-214
2011-08-08	Updated to reflect changes in releases 1-220 and 1-221 • Editing/Deleting of student records • CSV format change (4 fields)
2011-09-20	Updated to reflect changes in releases 1-222 and 1-223 • Student Performance chart
2011-10-26	Updated to reflect changes in release 1-226 • Fill-in-the-blanks exercise template • Open recording exercise template
2011-10-31	Correct documentation errors for add students
2011-12-13	Updated to reflect changes in release 1-226-5 • Modules now have three states (active, inactive, unassigned)
2012-01-20	Updated to reflect changes in releases 1-226.7 and 1-227 • Shared Documents Library
2012-02-20	Updated to reflect changes in release 1-228 • Delete classes and Delete Students & student recordings • Generic class with generic students • Auto-initialization of Flash microphone settings
2012-03-12	- Renamed from Quick Reference Guide to User Guide - Updated to reflect changes in release 1.229 through 1.229.2 • Ability to rename modules and add new modules • Manual or Timer-based module assignment • Ability to un-assign previously assigned modules • Standard and Timed-Test Exercises introduced • Student feedback issues corrected • CSV files can now use “,” or “;” as delimiters • Exporting student recordings
2013-04-26	Updated to reflect changes in releases 306 and 307 • Suppression of blank question fields and blank response fields for Multiple Choice and Question & Answer exercises • Support for up to 7 Multiple Choice responses • Date coding and chronological sorting of Live exercise tokens • New Grades Reporting function for completed exercises
2013-05-27	Updated to reflect changes in release 308 • Identification of partners for pairing/grouping recordings • Playback of all partners for pairing/grouping recordings
2013-08-26	Updated to reflect changes in release 310 • New PDF media type

Guide Revision History

REVISION DATE	CHANGES
2014-02-25	Updated to reflect changes in release 312 • SmartClass Cloud Xchange (SCX)
2014-06-12	Updated to reflect changes in release 313 • Authoring of video content added for ASL • Open Video Recording exercise template added for ASL
2015-05-21	Updated to reflect changes in release 314, 315 • Simultaneous Video Recording exercise template added for ASL • Add support for viewing of live video recordings and live pairing video recordings • Administrator access to teacher accounts • Implement “pause” function in simultaneous recording templates • Expand multiple-choice question limit to 20 • Expand question & answer question limit to 20 • Added “erase from cursor” support for live recording
2016-12-21	Updated to reflect changes in release 4.0 • Totally revised graphical user interface • SmartClass TALK speech recognition exercises
2017-03-01	Revised to reflect the latest 4.0 MAD GUI changes and the availability of a new module called SmartClass-Teacher MAD with support for remote connectivity to both cloud-hosted and school-hosted databases.
2017-05-29	Updated to reflect changes in release 4.1.1 • SmartClass TALK exercises now work with all stimuli
2017-08-22	Updated to reflect changes in release 4.1.2 • Searchable Media Files & Exercises • URL support for text files and teacher instructions • Re-positioning of Modules • Enhanced Module Availability Timing • Delete all students/reset all modules to unassigned
2017-10-13	Updated to reflect changes in release 4.2 • Matching & Jumbling Quizzes
2018-05-24	Updated to reflect changes in release 4.3 • Teacher instructions for all activities • Search and sequence organized exercises • Selectable audio file playing speed • Import Let’s Talk! Courses
2018-10-12	Updated to reflect changes in release 4.3.1 • Enhanced audio + visual stimulus for exercises • Nomenclature changes (Speaking, Segmented, etc.) • Segmented recording with variable length responses

Guide Revision History

REVISION DATE	CHANGES
2019-06-19	Updated to reflect changes in release 4.3.2 • Updated Image Match template (larger images) • Updated Segmented Recording template (closed captions) • Updated Pronunciation templates (Flash Cards) • Updated Category Match template (type-in answers + enforce positions) • Updated Word Jumble (up to 9 sentences) • Optional high-quality video import + rotate 90º
2020-03-17	Updated to reflect changes in release 5.0 • Updated nomenclature • Updated graphics • Media Files & Activities Compact View • Folder collapsing • Simplified Task Views • Simplified Course/Class Views • Simplified Document Import & Authoring • Pronunciation Language Selection moved to templates
2020-07-13	Updated to reflect changes in release 5.31 • Updated audio navigation controls • Stimulus swap for Image, Text & PDF primary stimulus • Improved progress indication for long operations • +/- 90° controls for importing video clips • Resizable teacher application window
2020-11-05	Updated to reflect changes in release 5.4.2 and 5.5.0 • Stimulus swap for audio and video primary stimuli • Multiple Choice Quiz expanded to 100 questions • Export/Import text files for Multiple Choice Quizzes • Local sharing of complete classes • Optional Test Restrictions for students (delayed feedback)

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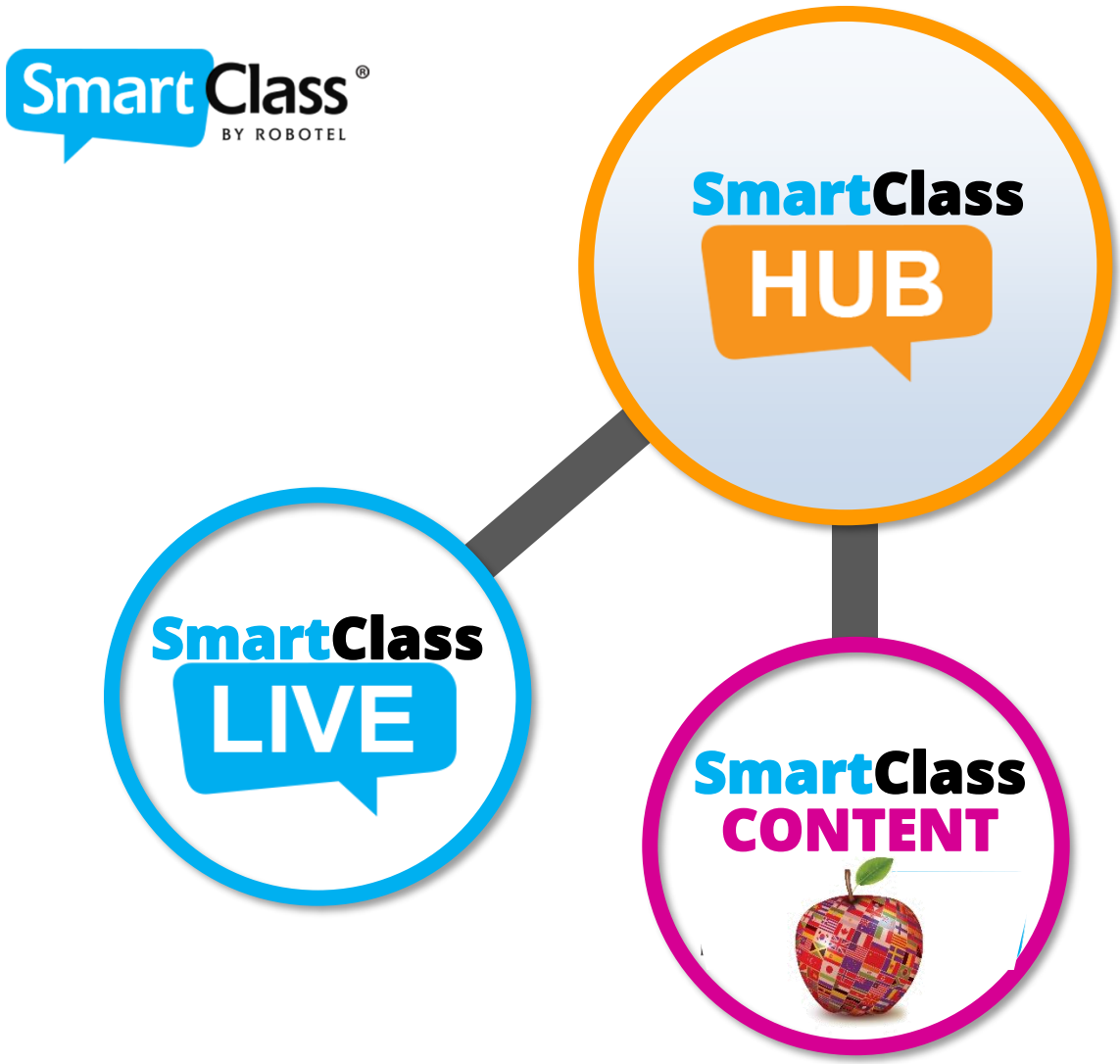
Before Getting Started

Application Nomenclature



SmartClass Release 5.0 introduces some name changes for the main two applications:

HUB

SmartClass HUB – The HUB (formerly MAD) is the application you will use to manage self-study activities and review all student responses.

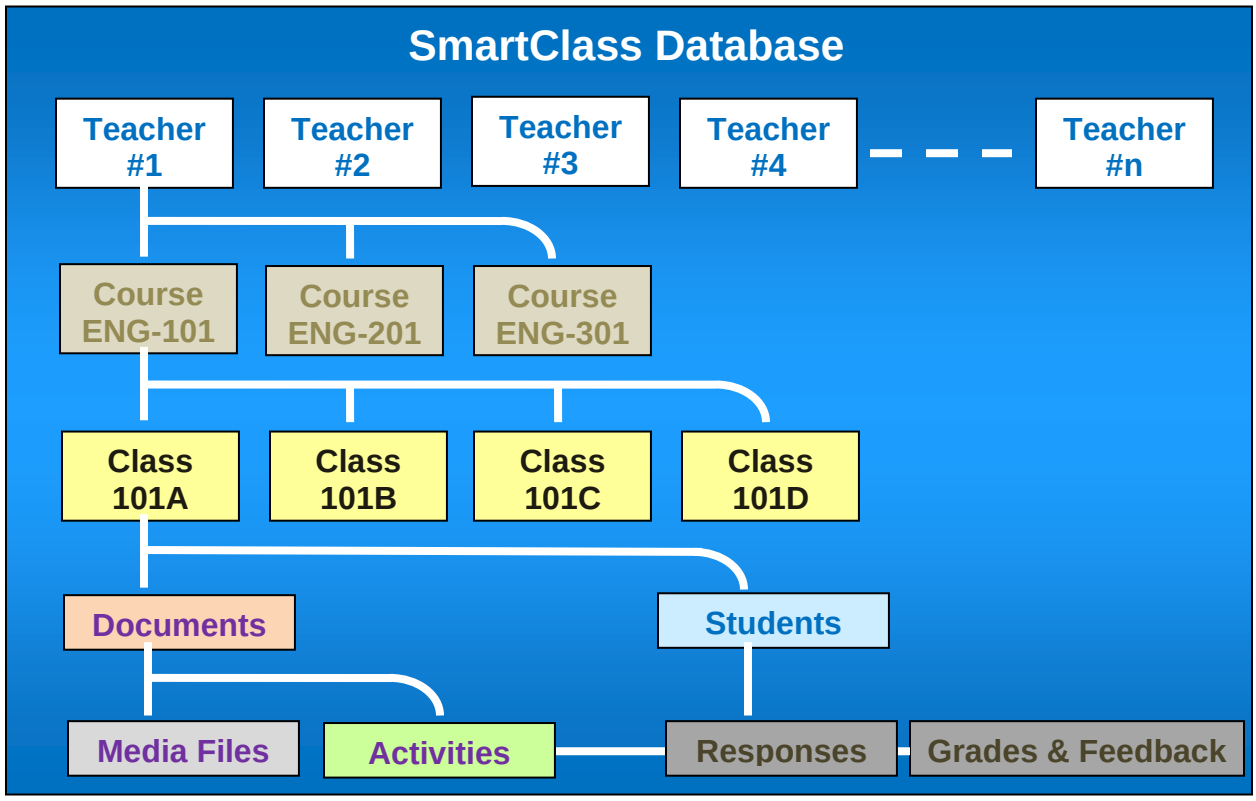
LIVE

SmartClass LIVE – The LIVE (formerly LAD) is the application you will use to manage activities with your students in a classroom setting.

This guide focuses on the SmartClass HUB. The SmartClass LIVE is covered in a separate document.

SmartClass Database Structure

The graphic below shows how information about people, courses, classes, and assignments is organized within SmartClass. The database is managed by the SmartClass HUB application.



- ***Teachers –*** Information is first organized by teacher. Each teacher has an account.
- ***Courses –*** Teachers identify the courses for which they teach one or more classes.
- ***Classes –*** Within each course, teachers identify the classes that they teach. When logging in, teachers will first choose a specific class. Documentation is automatically duplicated for all of the teacher's classes within the same course.
- ***Documents –*** Documents include both media files and exercises.
    - **Media files** include images, text, audio clips, video clips, and/or PDFs
    - **Activities** are self-contained exercises that teachers build from media files. Activities can be assigned to students for classwork or homework.
- ***Students –*** Each class has a unique student roster.
    - **Responses** to assignments are linked between students and activities
    - **Grades & Feedback** for assignments are linked to student responses

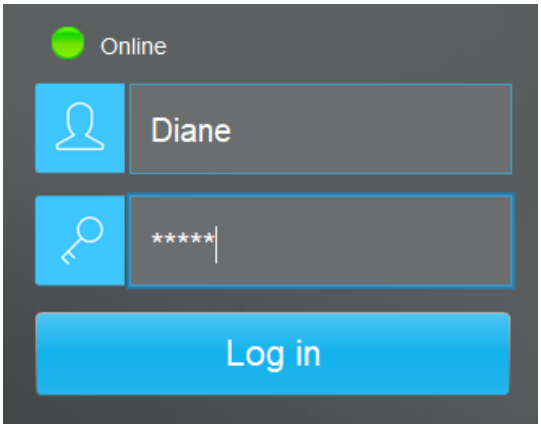
SmartClass-Teacher HUB

There are two options for installing the HUB teacher software on a teacher's computer:

- SmartClass-Teacher HUB (includes only the HUB application)
- SmartClass-Teacher HUB+LIVE (includes both HUB and LIVE applications)

The SmartClass-Teacher HUB software module supports all of the HUB capabilities – from media file importation to exercise building to grading of student work – and gives you the ability to connect directly with your school's central database when working remotely. This is true for both cloud-hosted systems and school-hosted systems having the SC WEB Manager option.

Connection Status

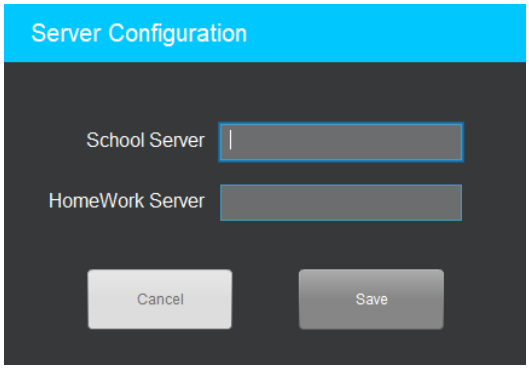


With the SmartClass-Teacher HUB software, the login page for the HUB includes one additional feature related to connection status with the school's database.

As shown at left, there is an *Online* connection status indicator, (green circle:●). If this indicator is not green – contact your system administrator, as you will not be able to connect.

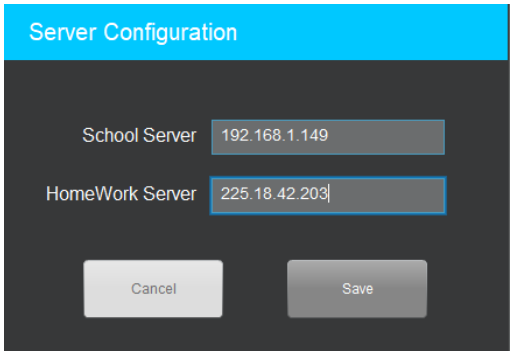
Connection Configuration

To view the connection configuration, click on the School Server label beside the green indicator.



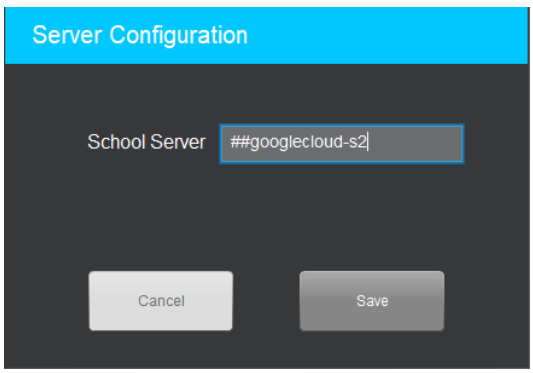
School-Hosted Database

If the database is school-hosted, you will require an IP Address for local access to the School Server and you will require a second IP Address for remote access to the SmartClass HomeWork Server. This information is normally provided by your IT staff.



Cloud-Hosted Database

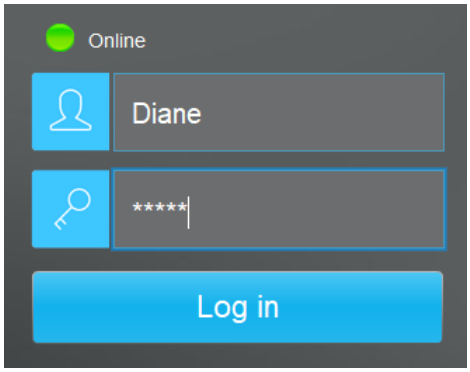
If the database is cloud-hosted, you will need to provide the name of the Cloud Server in the School Server field. The second field will disappear. Again, this information is normally provided by your IT staff or system administrator



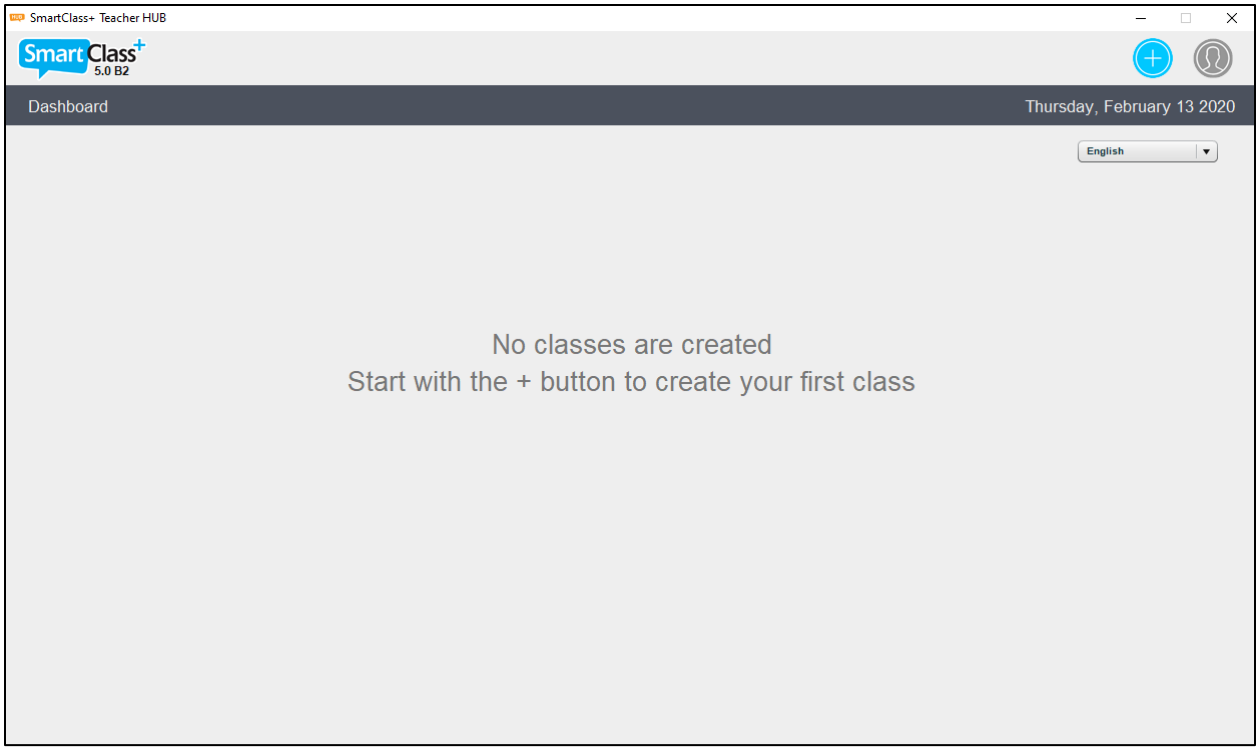
Teacher Login

Desktop Icon: To launch the SmartClass HUB at the teacher station, double-click on the SmartClass Media Teacher icon shown below:

Teacher Login Panel: The Teacher Login pop-up panel will be displayed as shown below. If you do not know your login information, consult the system administrator.

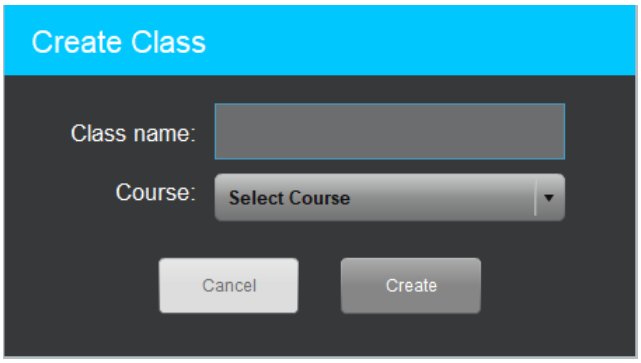


Classes Panel: When you have logged into the SmartClass HUB for the first time, the *Classes* panel will appear: (It will be empty.) You can choose the HUB's graphical user interface language from the drop-down menu below the date field.

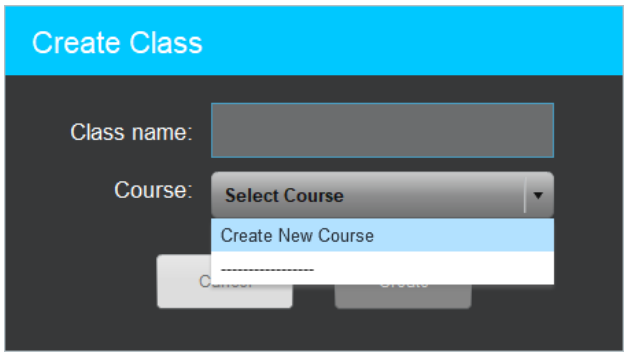


Creating Courses & Classes

Click on the Add Class button in the upper-right. When you do this, the pop-up panel shown below will appear:

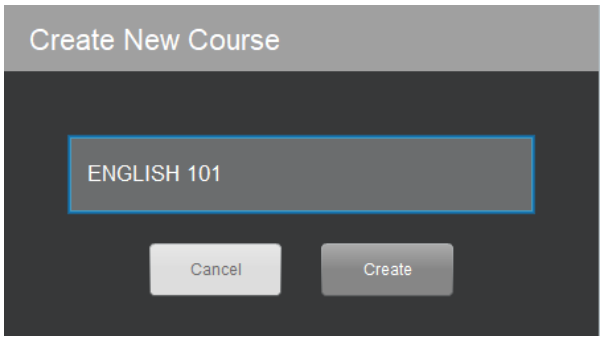


Before creating a class, you must first select a course from the drop-down Select Course menu. When you are creating your first class, you will also need to create the corresponding course.



Create New Course

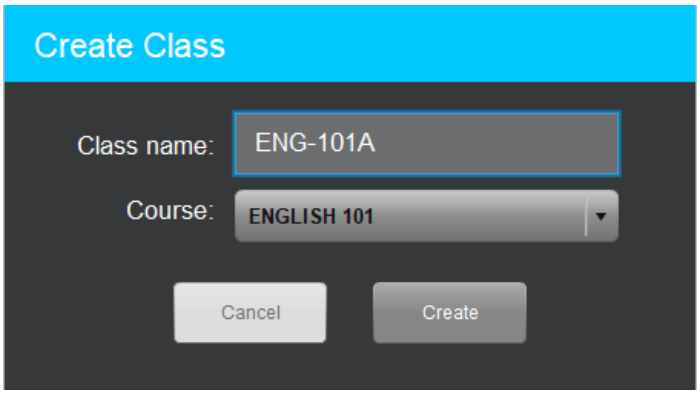
- Click on the *Create New Course* option in the drop-down menu. You are prompted with the pop-up window shown below.



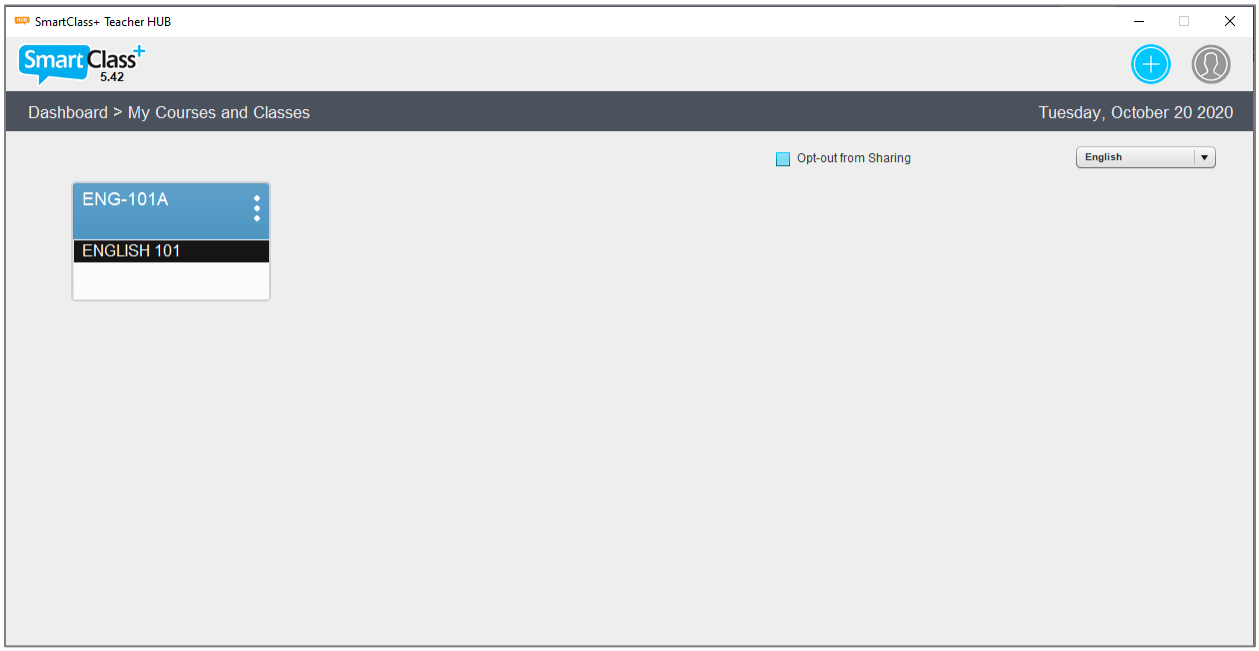
- Fill in desired *Course Name* field, and then click on the *Create* button to create the new course.

Create New Class

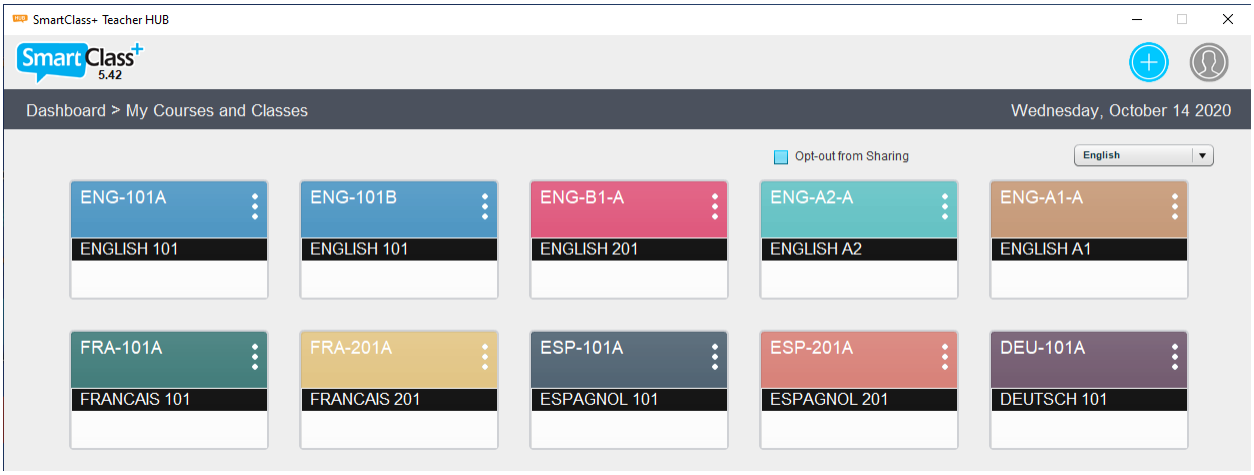
- This will return you to the now-modified *Create New Class* panel. Enter the class name in the *Class name* field.



- Click on the *Create* button to finish your work.



You can continue to add new courses and new classes.

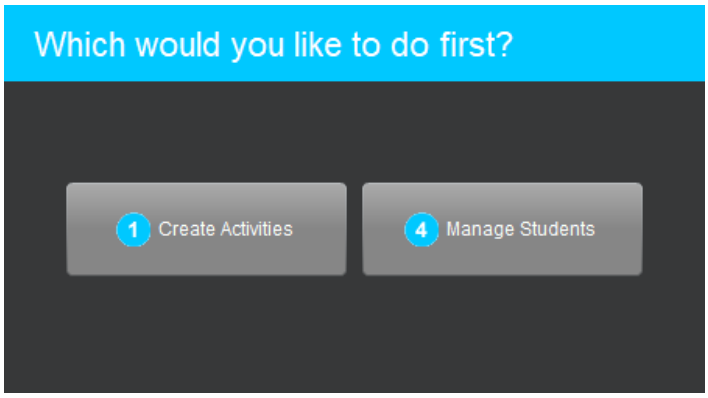


Opt-Out from Sharing

At the top of this page is a checkbox titled Opt-out from Sharing. Check this box if you do not wish to share your classes, media files, and/or activities with your peers.

Class Selection

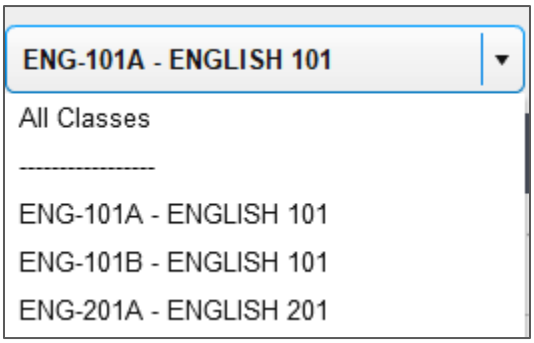
Just click on the class token to select a particular class. The class will launch, and the navigation panel shown below will appear.



Navigation is discussed in detail in the following chapter.

Changing Your Class Selection

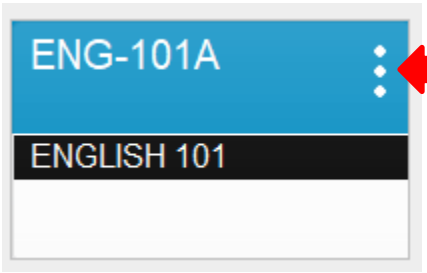
When a class has been launched, the name of that class will appear in a drop down menu at the top of the screen. To change classes, access the menu and select your new class from the class list.



Refreshing a Class

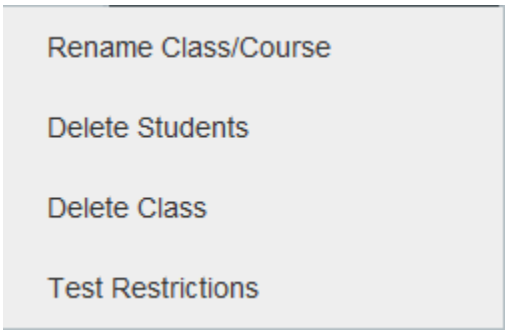
SmartClass HUB takes a snapshot of the class database when you launch a class. If students are working on assignments, you may need to refresh the database image to have access to the latest changes. This is done by clicking on the Refresh button, at the top of the screen, shown at right.

Editing, Modifying and Deleting Classes

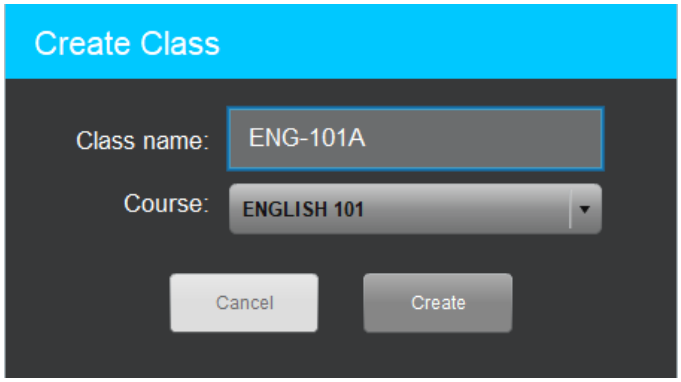


Click on the 3 dots on your target class token to access the class editing options.

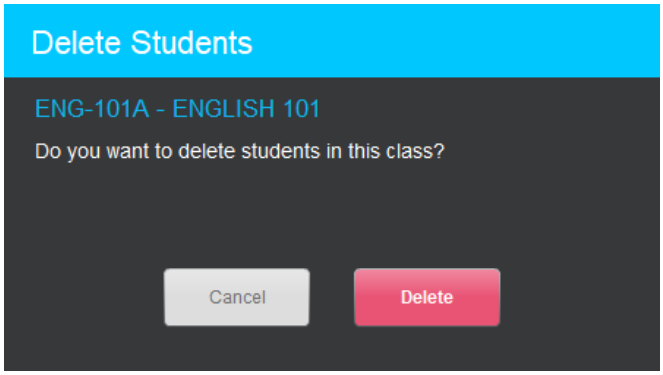
The option list shown at right will appear.



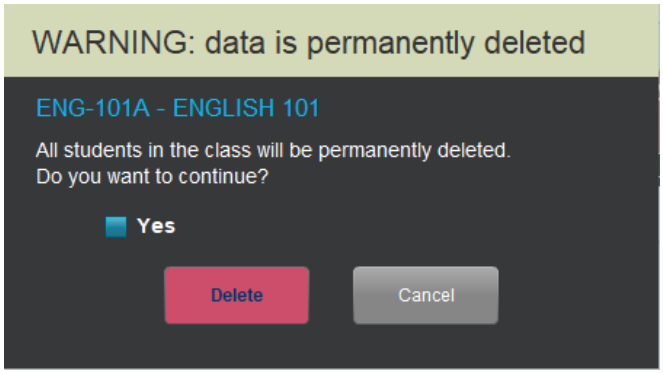
- **Edit –** If you select the edit option, you are taken back to the Create Class panel, where you can change the class name and/or select a different course.



- **Delete Students –** This function is normally used only at the beginning of a new school year, when the previous students have graduated to a new class and a new crop of students is coming to start your class. Do not use this function lightly, as it will erase all of the students' work, grades and feedback. When you select *Delete Students*, the following confirmation panel will appear:

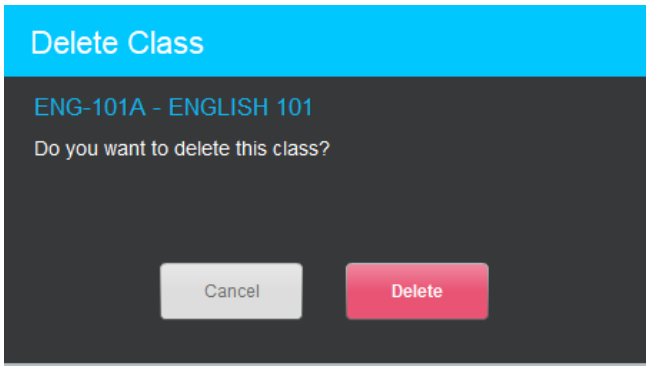


If you click on *Delete*, you are given a second waring message.

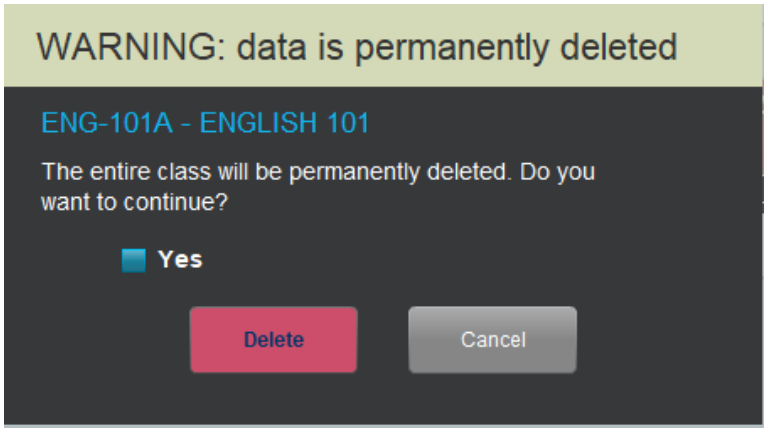


You must first check the *Yes* box and then click on *Delete* to complete this operation.

- **Delete Class –** This function is almost never used, except for very unusual circumstances. Do not use this function lightly, as it will erase all of the students' work, grades and feedback – plus all of the media files and activities for that class. When you select *Delete Class*, the following confirmation panel will appear:

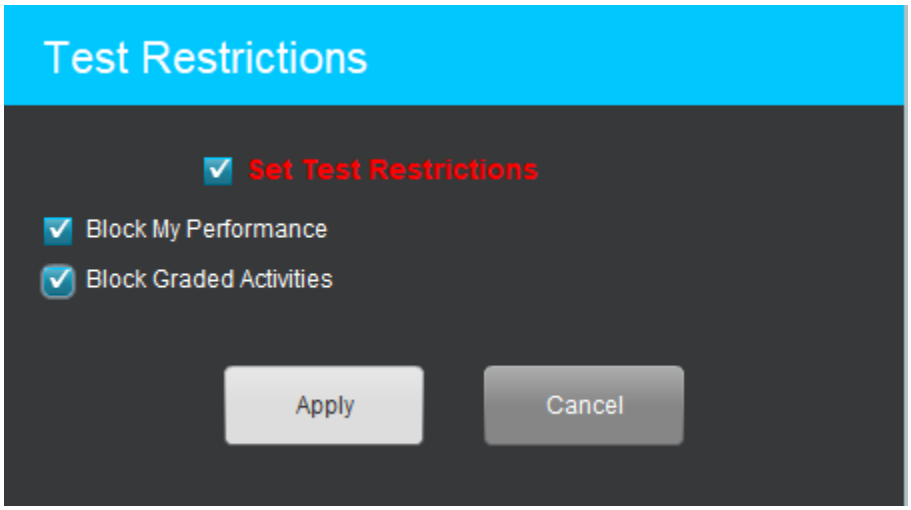


If you click on *Delete*, you are given a second waring message.



You must first check the *Yes* box and then click on *Delete* to complete this operation.

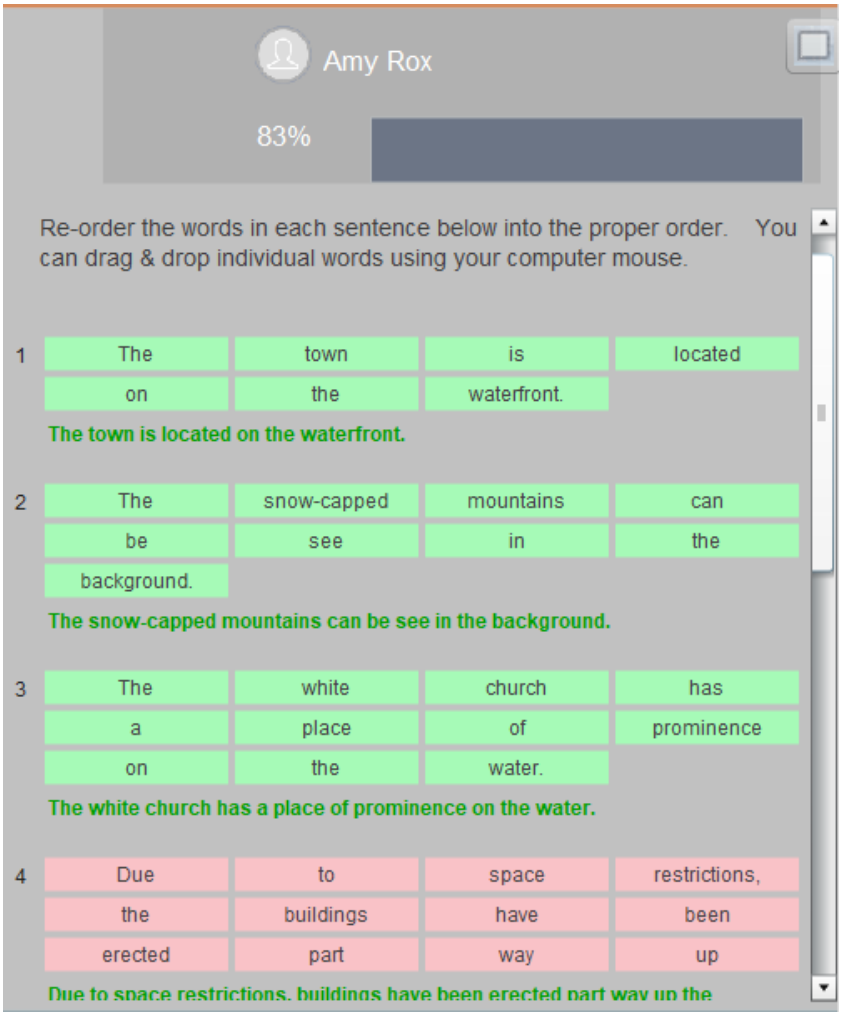
- **Test Restrictions –** This function is used when the teacher wants to run an asynchronous test exercise with one or more HUB activities. The intent is to delay providing feedback to students on their performance (e.g. correct answers) until all students have completed the test.



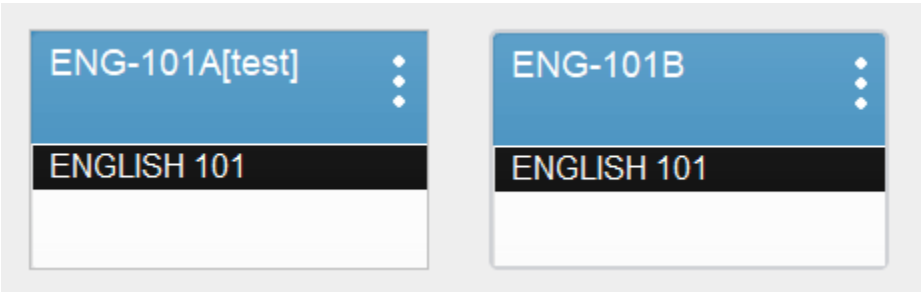
There are two sub-options which can be individually selected:

- **Block *My Performance* –** Students normally have access to a panel called My Performance, which opens a status list for all assignments. This includes grades provided through auto-graded assignments. When this is blocked, the My Performance panel cannot be accessed.

- **Block Graded Activities –** Activities that are auto-graded often include visual feedback on individual answers (e.g. red/green). When blocked, students are unable to re-open completed activities and access this visual feedback.

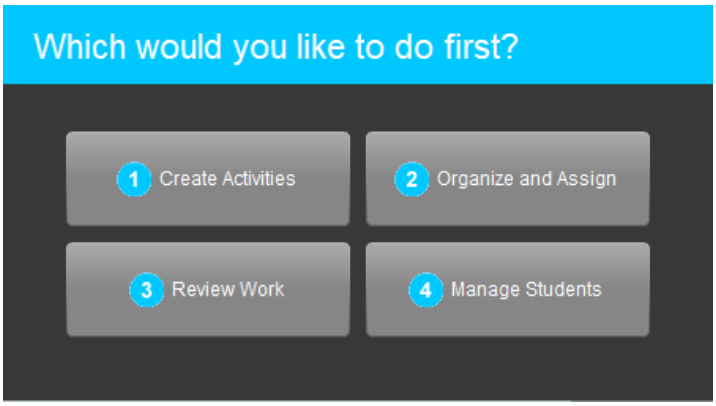


When a class has had the Test Restrictions option enabled, the numeric code [test] (or [##83]) is added to the class name so that both students are teachers are aware of the active restrictions. Teachers can un-restrict the class once all students have completed the assignment, and students can then access grading and feedback information normally.



Which task would you like to do first?

Once you have selected a class with which to work, the ***Navigation*** panel will appear.



1. **Create Activities –** This page is used to import media files (e.g. a photo), import activities (e.g. a multiple-choice quiz), or import complete courses (e.g. Let's Talk! English – Level B2). Also, teachers use this same panel to build their own customized activities.

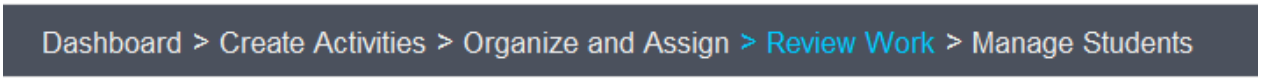
2. **Organize and Assign –** This second page is used to organize activities into folders (called modules) that can be assigned to students.

3. **Review Work –** Once activities have been assigned to students, this page is used to review and grade student work and leave feedback for individual students.

4. **Manage Students –** This fourth page is used to build the student roster. This is normally done by importing a list of students, but can also be used to add or delete individual students who are joining or leaving the class partway through the term.

For explanation purposed, we will start by importing students through the Manage Students page.

Note that these same pages can be accessed from the Dashboard bar at the top of the screen as shown below:



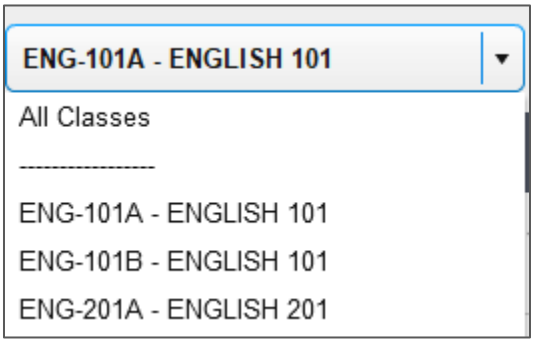
Teacher Interface Navigation

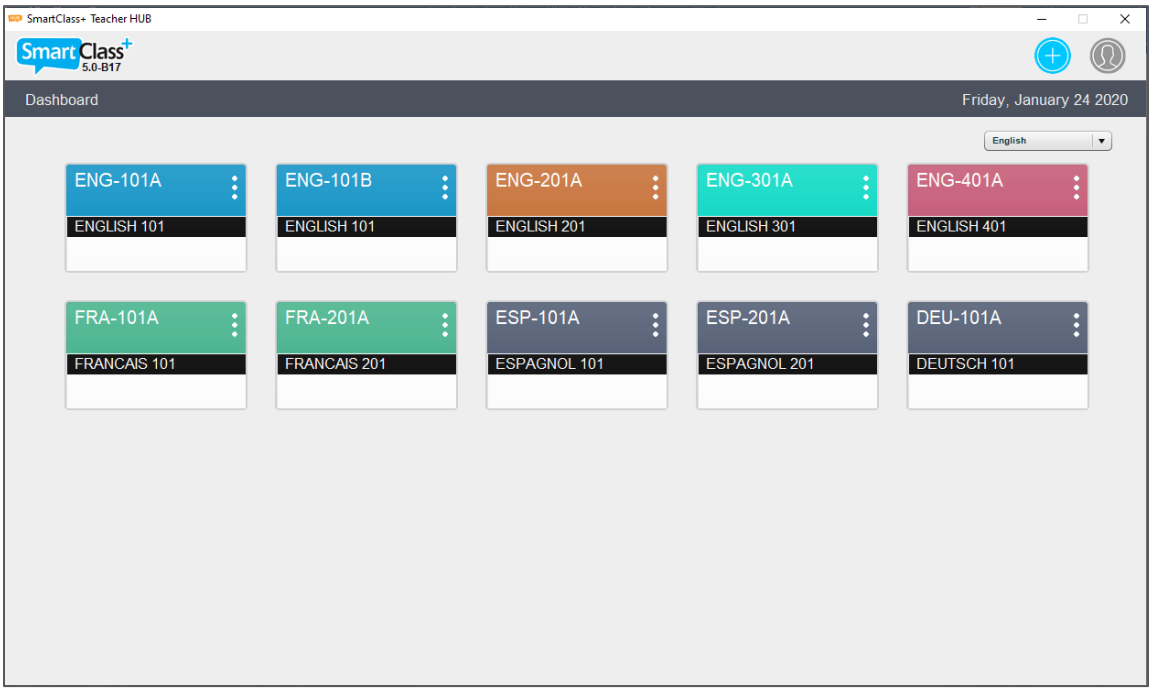
- **Navigation -** If you choose any of the 4 navigation functions described overleaf, you will be taken to the appropriate page.

  You can access the navigation utility at any time by clicking on the *Home* button (shown at right) at the top of the screen.

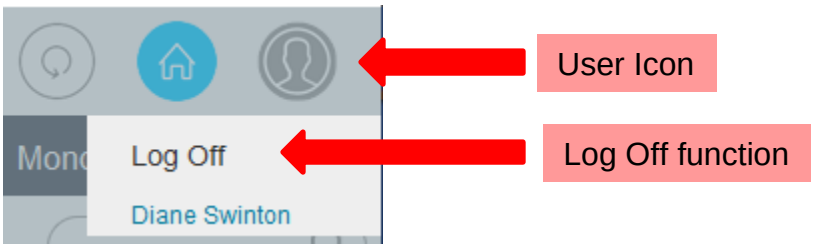
- **Changing Classes** – If you wish to select an alternate class, you can access the class dropdown menu at the top of the screen.

  Note that the first option, *All Classes*, will return you to the Class Dashboard (shown below).

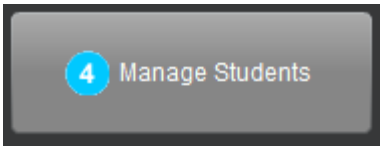




- **Logging Off –** If you are finished with your work, you will click on the User Icon at the top of the screen, and choose the Log Off function.

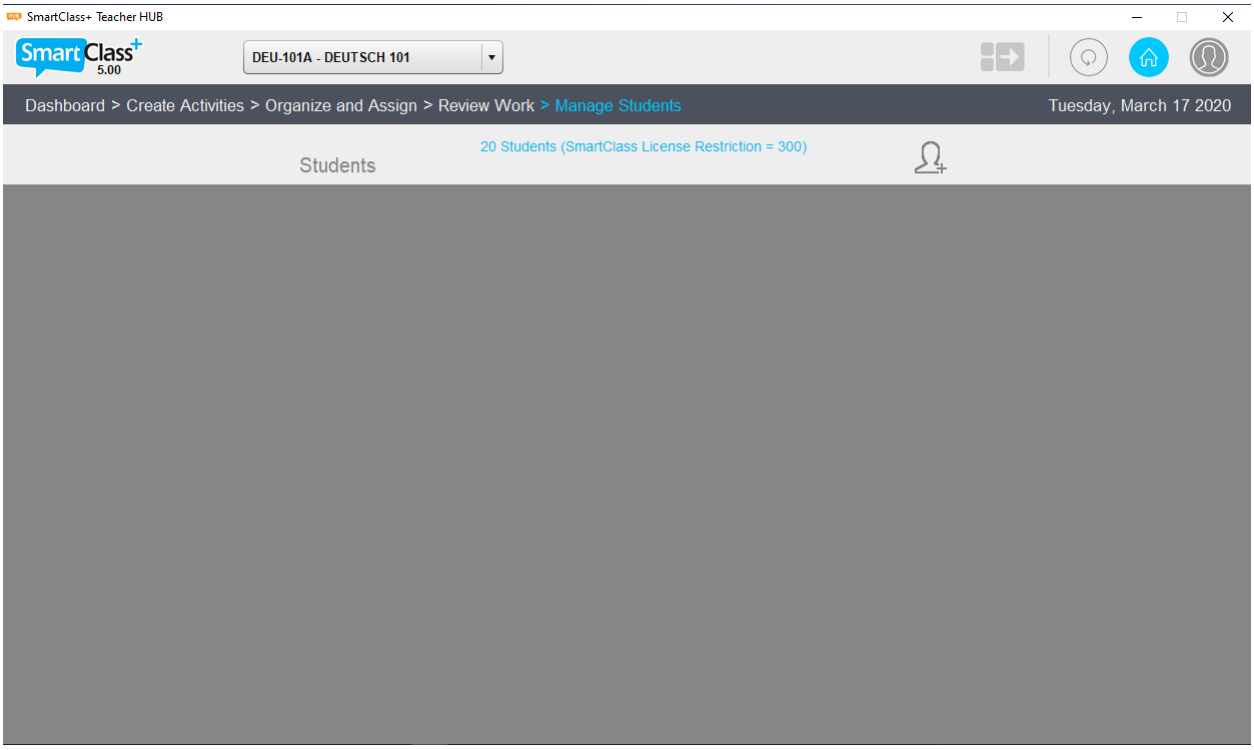


Manage Students

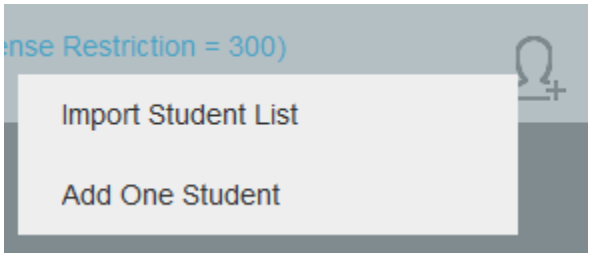


In systems equipped with both SmartClass HUB and SmartClass LIVE, it is possible to add students using either interface. This chapter describes how to do so using the HUB interface.

Begin by navigating to the *Manage Students* page, (as shown below):



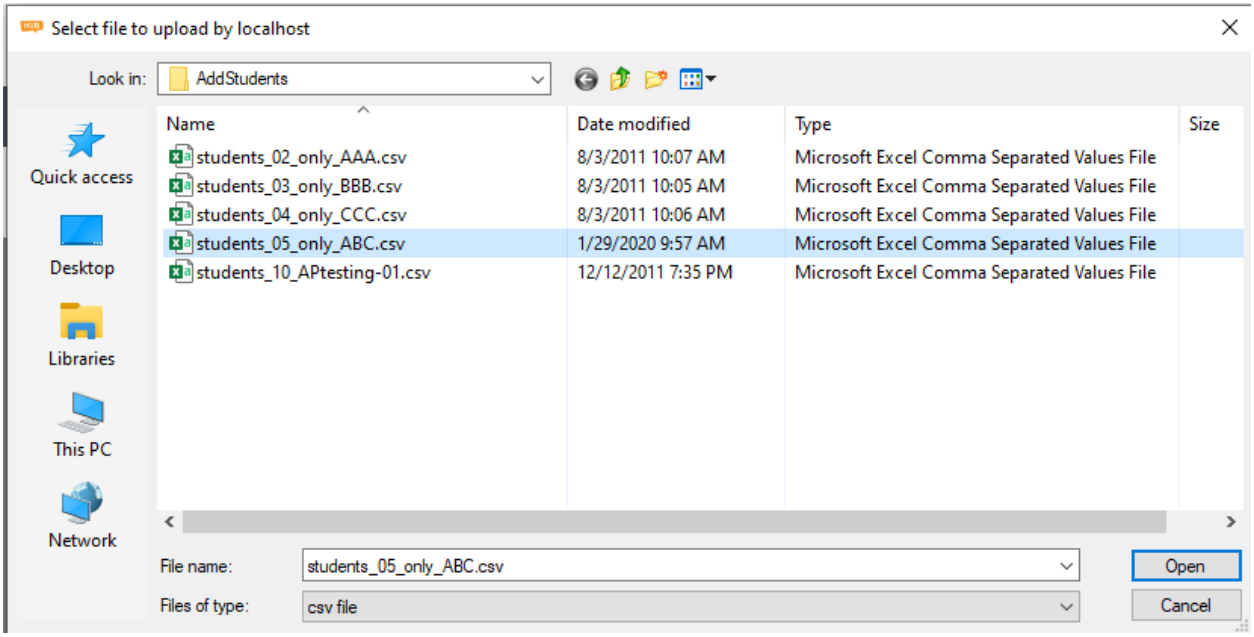
To add students, click on the Add Students button. You are given the following options:



Import Student List

With the HUB, you will normally use the *Import Student List* option when setting up classes. When you select this option, the file browser shown below is displayed. Navigate to your target CSV file and click on the *Open* button.

To use this capability, teachers must have an appropriately formatted CSV file (Comma Separated Values) containing the roster of students registered their class.



CSV File Format

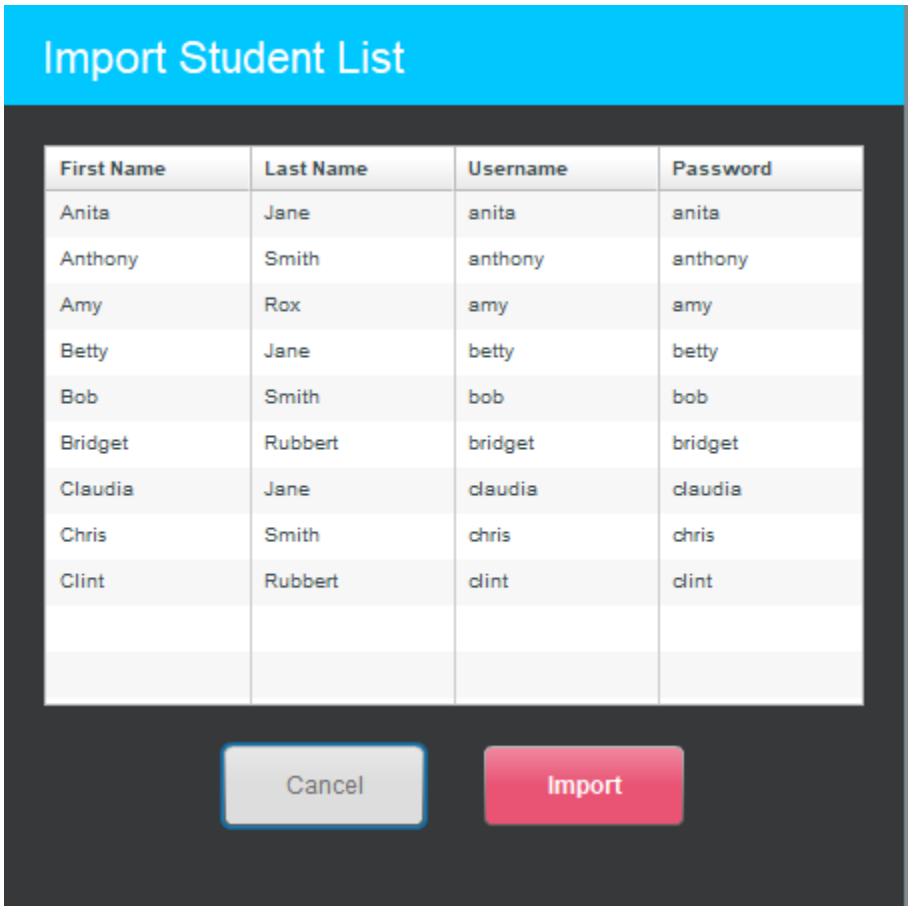
Student identification will use one of two different formats depending on whether SmartClass is configured to host student usernames and passwords or configured to lookup student usernames and passwords via the school's LDAP database. (Your IT department must advise you of this information.)

SmartClass Student Identification (no LDAP)

When configured for independent operation, SmartClass uses the following four-field student record format:

First Name, Last Name, Username, Password

When you select the CSV file, a preview of the records to be imported will be displayed as shown in the image below.



Click on the *Import* button to import this list of students into the class, or click on the *Cancel* button to abort the import.

LDAP Student Identification

When configured for LDAP lookup, SmartClass uses the following single-field student record format:

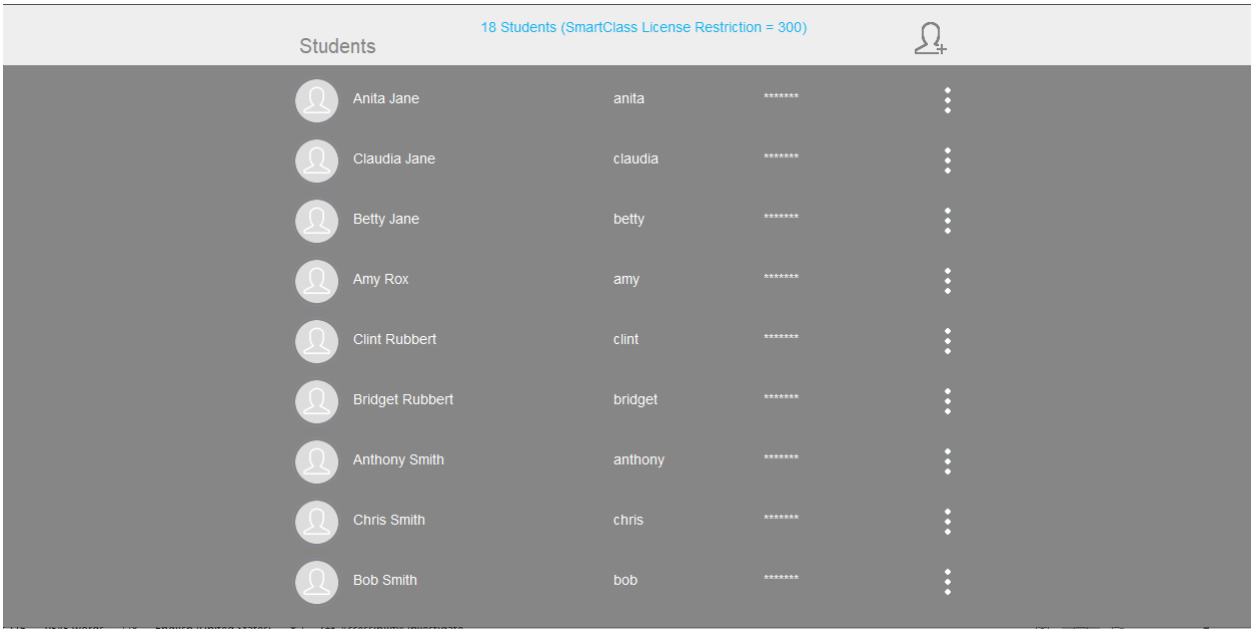
Username

When you select the CSV file, a preview of the records to be imported will be displayed similar to the image on the previous page.

In release SC Release 5.42, a restriction has been added to prevent teachers working outside of the LDAP network from creating new non-LDAP users.

Student Roster

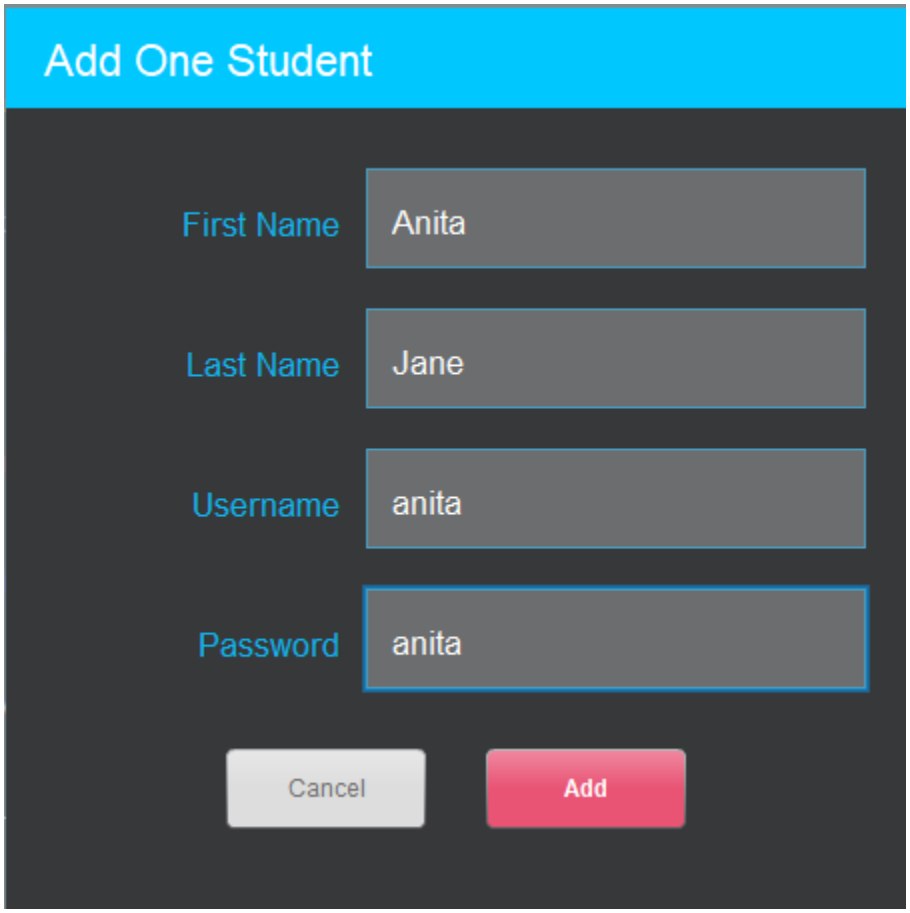
After importing the CSV file, the left panel of the Manage Students page will be populated with the student roster as shown below:



Add One Student

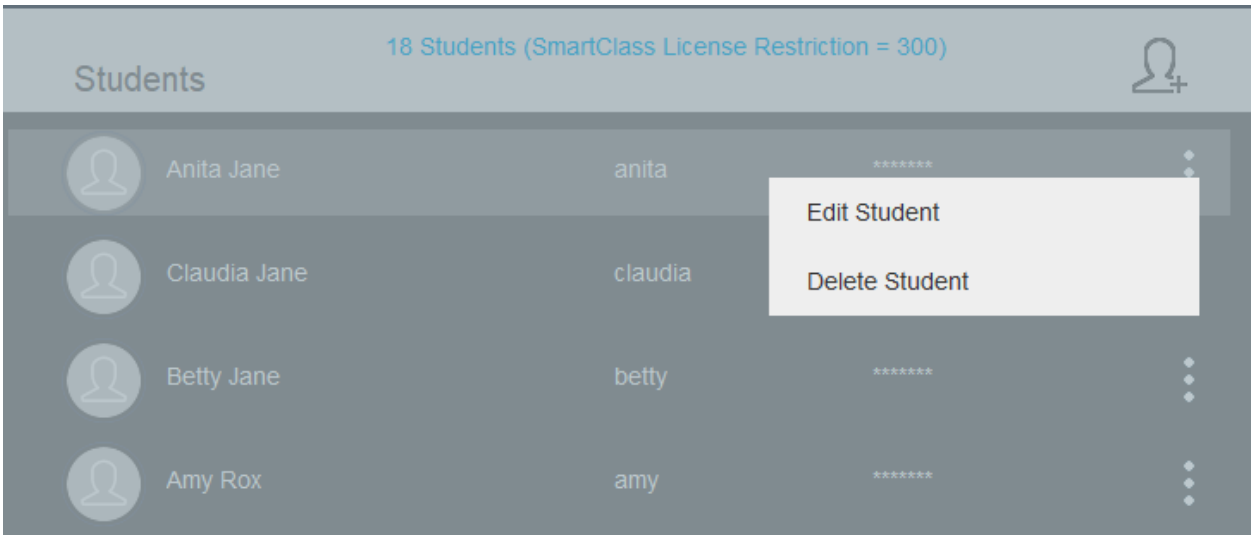
The *Add One Student* option allows you to manually import student credentials one student at a time. This is useful for adding students who have joined the class part way through the school term.

When you click on the *Add One Student* option, the panel shown below is opened. Click on the *Add* button to add this student to the class roster.



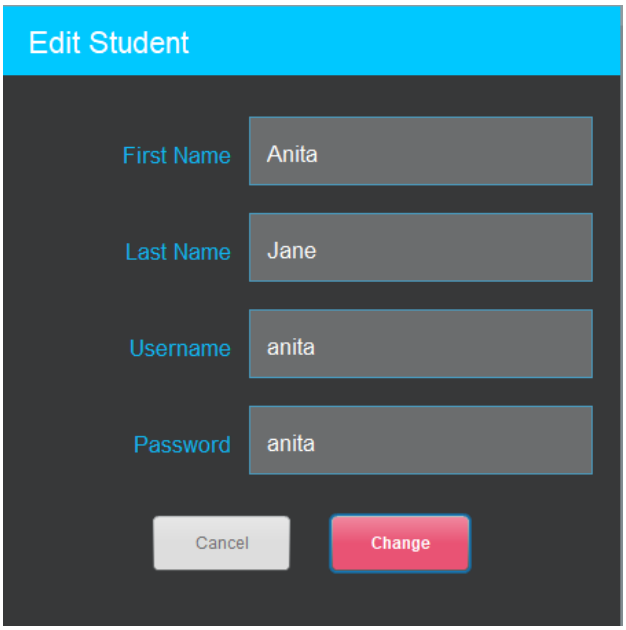
Editing and Deleting Students

Highlight your target student in the student roster and click on the three dots at the right. You are given the following options:



Edit Student

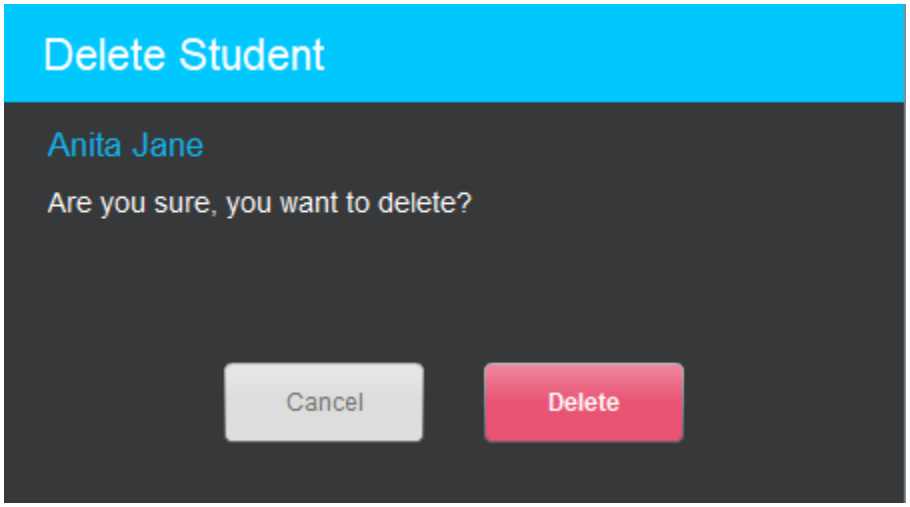
Choose the *Edit Student* option to modify the student's parameters. The panel below will be displayed.



You can edit any of the four fields for the selected record, and then click on the *Change* button.

Delete Student

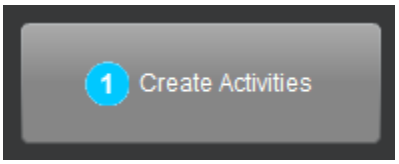
Choose the *Delete Student* option to modify the student's parameters. The panel below will be displayed.



Delete this student from the current class by clicking on the *Delete* button.

There are no further warnings, so ensure that you really want to take this step as all of the student's responses for this class will be deleted.

Create Activities – Import & Author



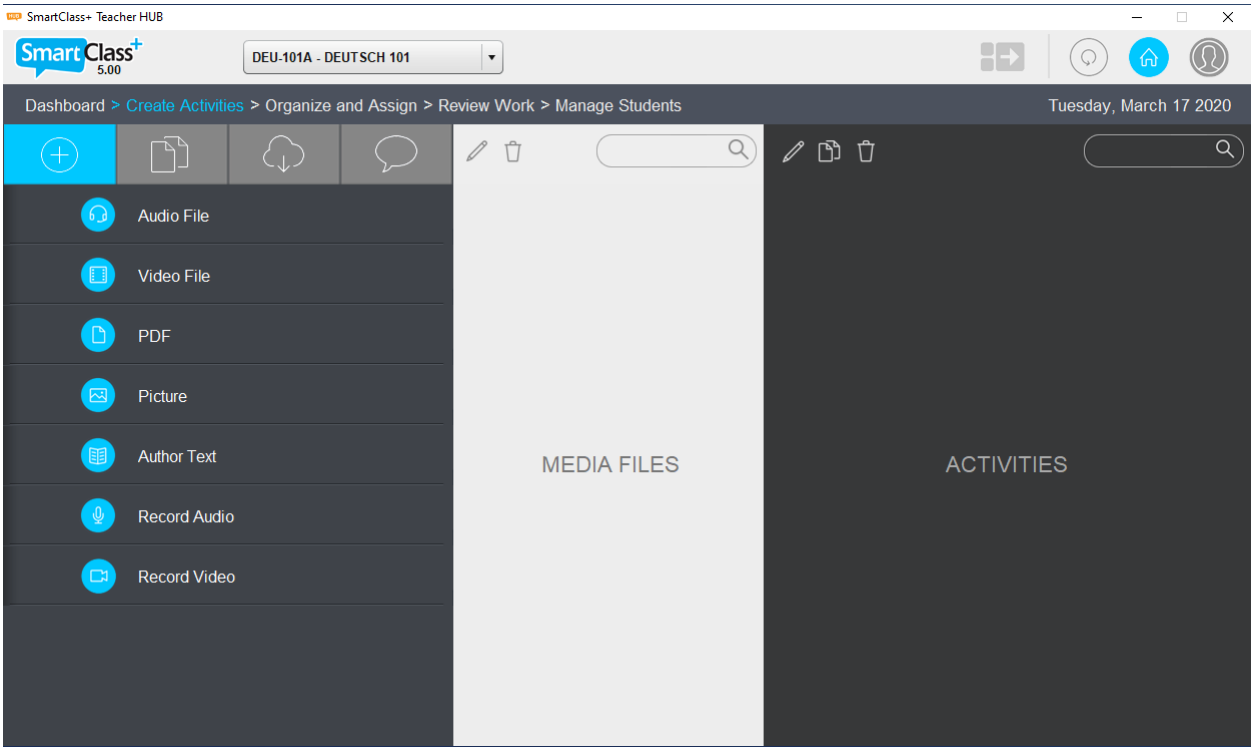
The *Create Activities* view is used to import media files and/or shared activities/exercises into the current class. It is also used to build your own custom activities. When creating an activity, the process starts with importing a media file.

Normally, teachers will import all content in advance and prepare any activities needed for classwork or homework assignments. However, this process can also be done on-the-fly.

This topic is being split into two successive chapters:

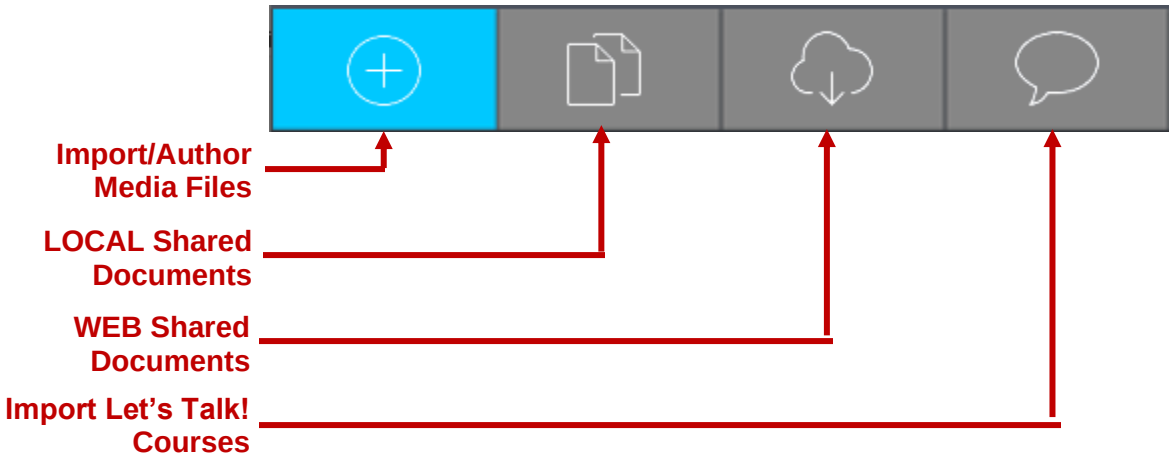
- In the first, we will look at the options for Importing media files and turnkey activities.
- In the second, we will cover Creating Custom Activities.

The view for the *Create Activities* page is shown below:



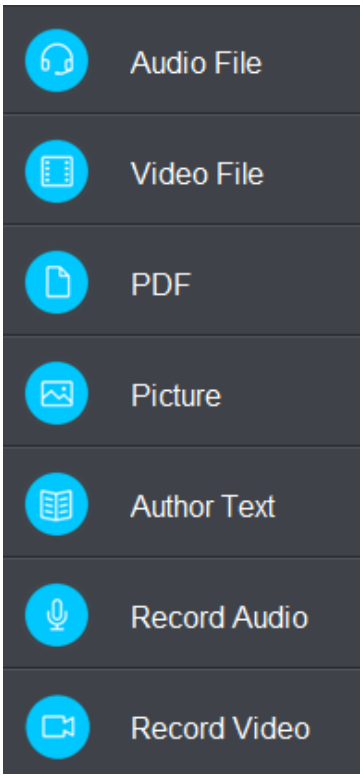
Import / Author Documents

In the SmartClass HUB environment, the term “documents” includes both media files, (e.g. images, audio clips, videos, etc.) and activities (e.g. self-contained exercises such as multiple-choice quizzes). The *Import Source* menu bar at the top of the Import/Author panel includes four options:



Import / Author Media Files

With this Import Source option selected, the menu shown below is displayed in the lower left-hand panel.



Formats Supported: MP3, WAV, AIFF and WMA

Formats Supported: FLV, MP4, MPG, MOV, AVI and WMV

Formats Supported: PDF

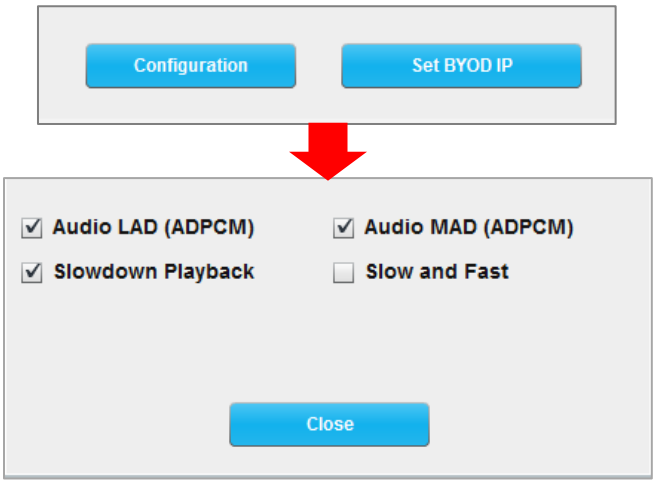
Formats Supported: JPEG, JPG and PNG

Adjustable-Speed Audio Playback

Before importing any audio files, you need to be aware that the HUB can be configured by your system administrator to support adjustable-speed audio playback (of audio stimulus files) on Windows-based student stations.

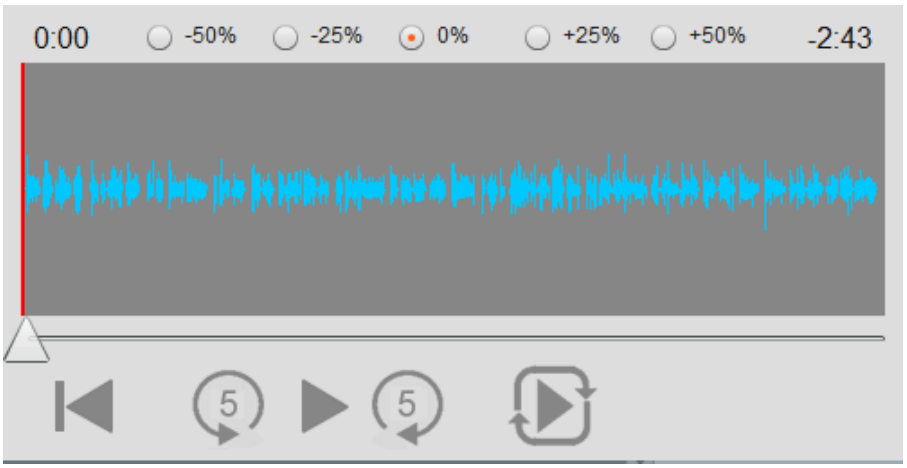
There is a trade-off between the number of speeds made available to students and the amount of storage space required on the server, so the decision to support adjustable-speed playback should be made in consultation with your IT department.

Configuration – Adjustable-speed playback is enabled through the administrator's account for the HUB.



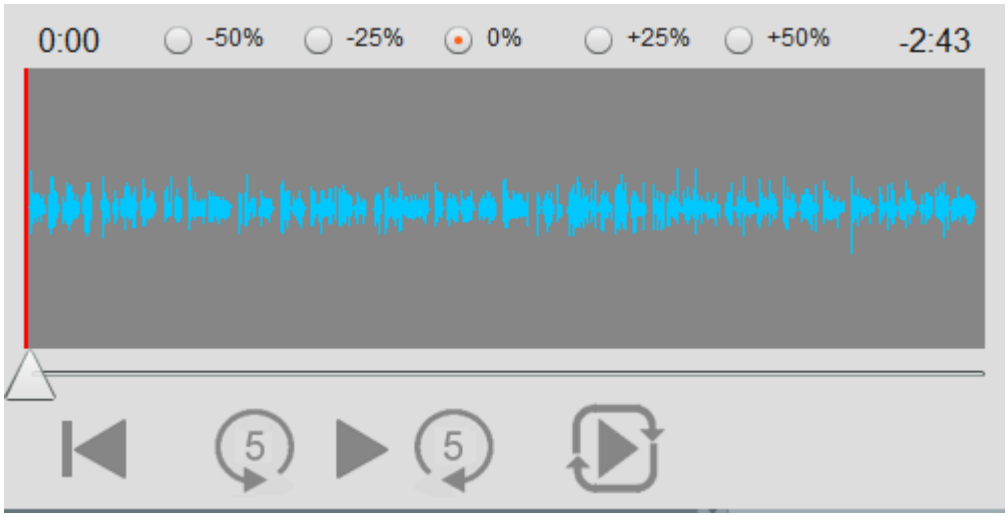
If the *Slowdown Playback* option is checked, students have the choice of regular speed (0%) playback or -50% speed playback. This also displays the *Slow and Fast* option.

If the *Slow and Fast* option is checked, students have the choice of -50%, -25%, 0%, +25% and +50%.



Audio File Navigation

The navigation controls for audio stimulus files (and continuous recording) have been updated as follows:



	Jump to Start	Repositions the cursor at the beginning of the file
	Play	Plays from the current cursor position (and/or from the start of the A-B designated zone). A-B zone highlighted in light gray in the above image.
	Jump back 5 seconds	Repositions the cursor 5 seconds earlier
	Jump forward 5 seconds	Repositions the cursor 5 seconds later
	Play & Loop	Plays from the start of the A-B designated zone (highlighted in light gray in the above image), and continues looping indefinitely.
	Pause	Play or Play & Loop buttons are replaced by the Pause button when either is activated.

A-B Looping

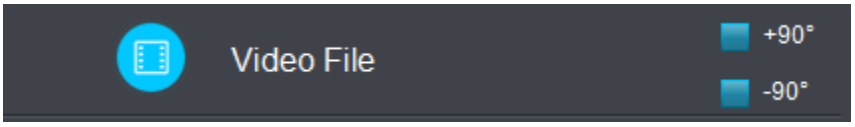
Users can define a portion of the timeline from point “A” to point “B” by clicking on their mouse at A, keeping the button depressed to B, and then releasing.

When the Play & Loop button is selected, the audio will continue to loop within this zone.

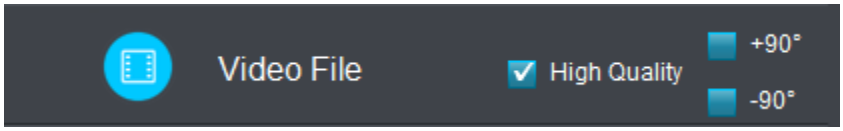
Enhanced Video File Import Options

There are two import options for video media files, Rotate +/- 90° and High Quality.

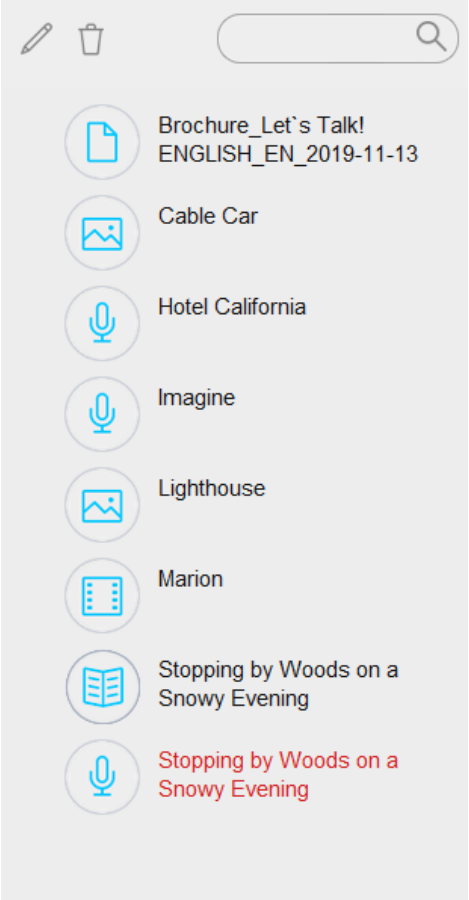
Rotate +90 – This function is used when the video being imported is intrinsically in landscape format, but has been rendered in portrait mode.



High Quality – This function is used when the video being imported has been constructed from a still frame graphic (or a series of still frame graphics). This modifies the image compression scheme being used to provide improved graphics. (This function is accessed by first holding down the **Ctrl** and **Shift** keys before clicking on the *Video File* button.)



Importing Media Files



As media files are imported into the SmartClass HUB, they are listed alphabetically in the Media Files panel (as shown at right).

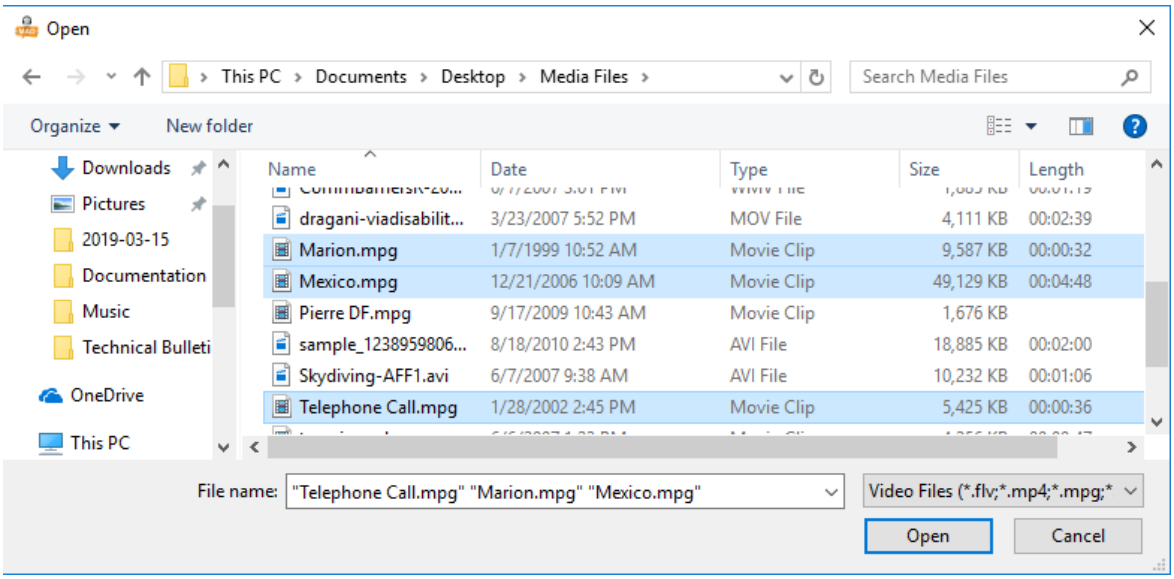
Recently imported files, (e.g. files that have been imported during the current session) are shown in red.

By first highlighting a media file, you can use the pencil icon at the top of the panel to rename the file or you can use the garbage can icon to delete the file.

If you have imported many media files, you can use the search field at the top to quickly locate a particular file.

Importing Multiple Files in one Operation

When importing media files, you use the CTRL or SHFT keys to select multiple target files for import in a single operation.



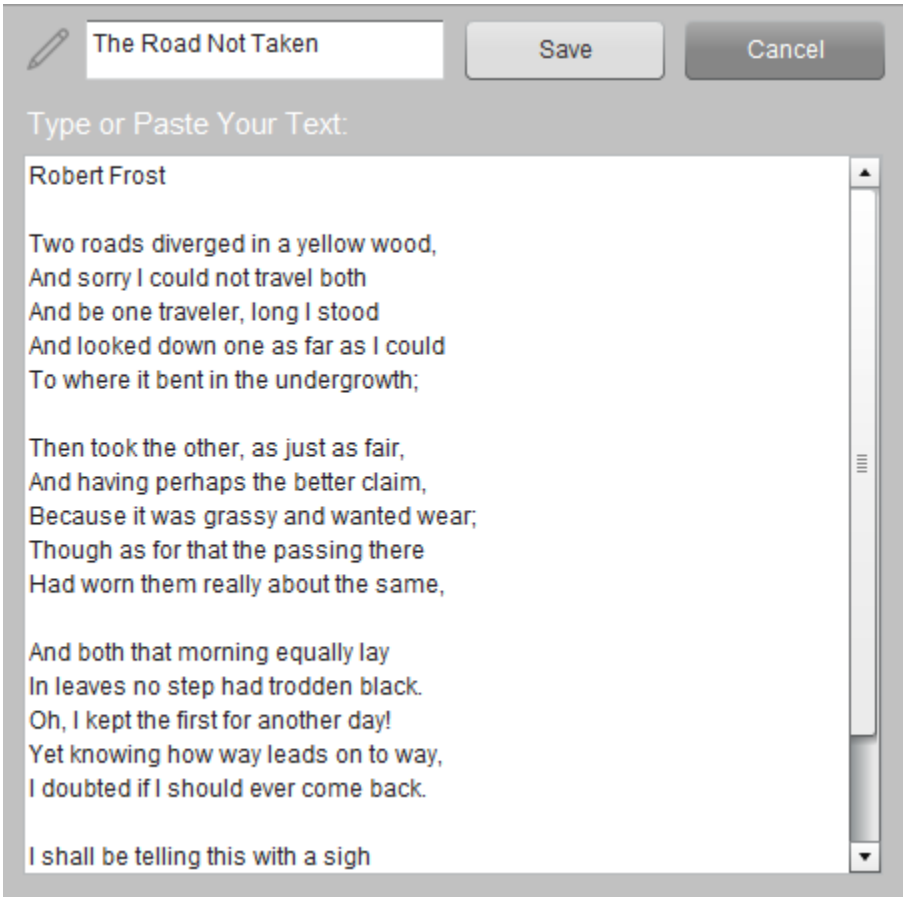
Authoring Media Files

There are three types of media files that you can author within the SmartClass HUB platform:

- Text Files
- Audio Files
- Video Files

Author Text

To author a text document, you must provide a document name by filling in the field at the top of the editing screen (pictured below).



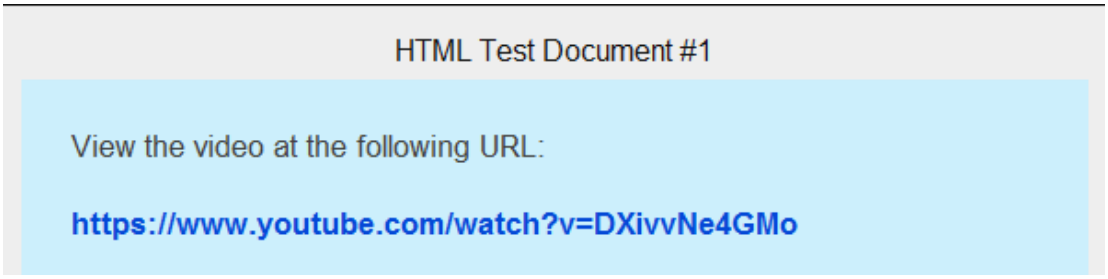
Saving Your Text Document

You must click on the *Save* button to save your file.

Embed HTML Links in Text Documents

HTML links can be embedded in text documents. This can be done in two ways:

- **Simple** – An example of a simple hyperlink is “www.robotel.com”. Just type or cut & paste the target link into your document, and SC will automatically detect it as a hyperlink. See example below:



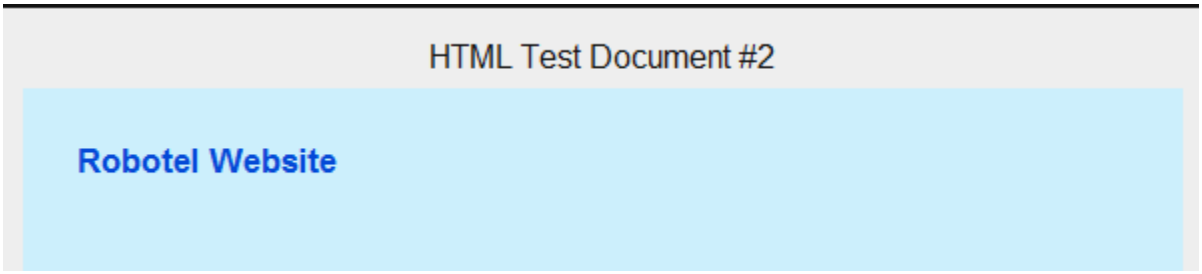
- **Advanced** – Advanced hyperlinks allow teachers to use any text phrase, and then associate a hidden HTML link with that phrase. The procedure is a little more complicated: The format of the information is as follows:

  <Start Tag><URL><Separator Tag><Clickable Text><End Tag>

  Start Tag = URL%
  Separator Tag = #
  End Tag = %

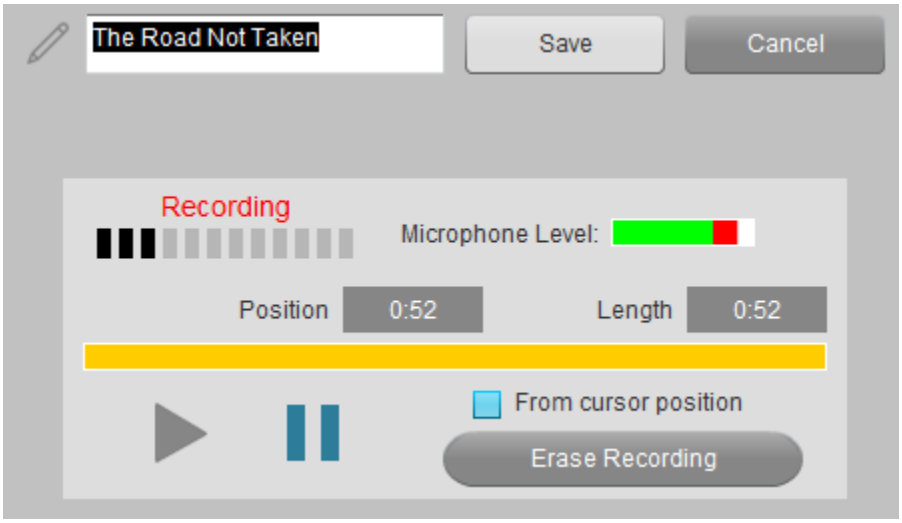
  e.g. URL%www.robotel.com#Robotel Website%

  See example below:



Audio Recording

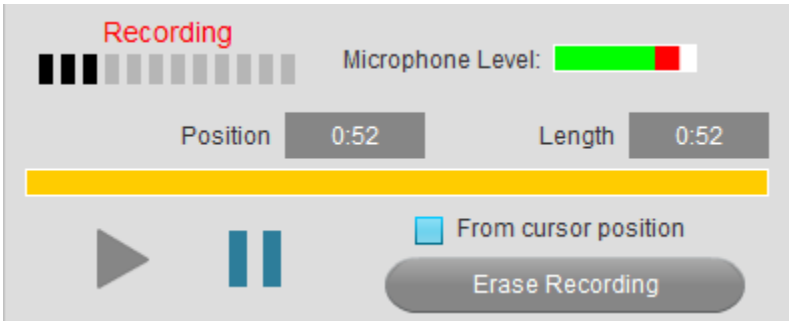
To record an audio file, you must provide a document name by filling in the field at the top of the editing screen (pictured below).



Recording Controls	
Button	**Description**
	Record – click on this button to begin recording. The Position and Length indicators will increment identically showing the duration of the recording.
	Play – click on the play button to listen to the recording. After playing, you can Stop or resume recording.
	Pause – click on the pause button to suspend playback or recording. Note that if you re-select the Record button, the new recording is just appended to the previous material in the same file.

Recording

To begin recording, click on the *Record* button. The *Length* field will begin to increment as the recording progresses, and you should see activity in the *Microphone Level* field.



You are free to pause the recording, (*Pause* button), playback your recording, (*Play* button), and then resume the recording, (*Record* button).

Erasing Your Recording

If you want to discard your recording, click on the *Erase Recording* button and the *Length* field will reset to “0:00”.

Alternately, if you first check the “*From cursor position”* box, when you click on Erase Recording, only the portion of your recording to the right of the cursor position will be erased.

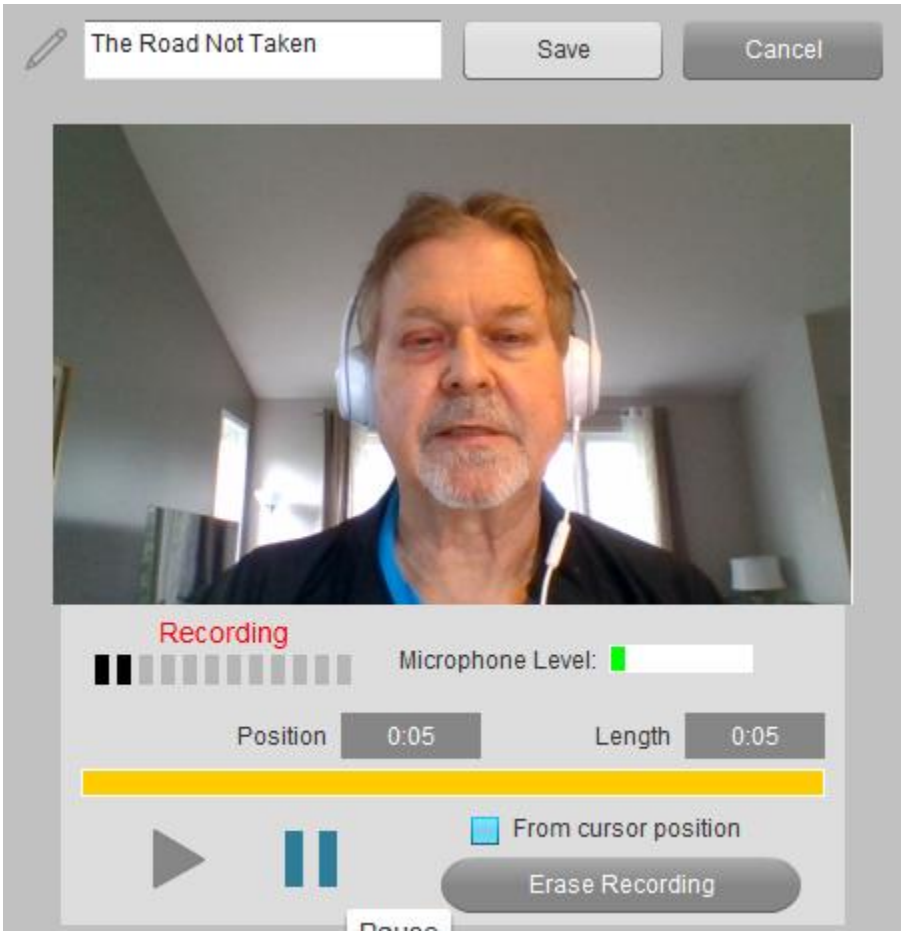
Saving Your Recording

Click on the *Save Document* button to save your recording.

Create Video Document

To record a video file, you must provide a document name by filling in the field at the top of the editing screen (pictured below).

Video recording includes both visual (webcam) and aural (microphone) components.



Recording Controls

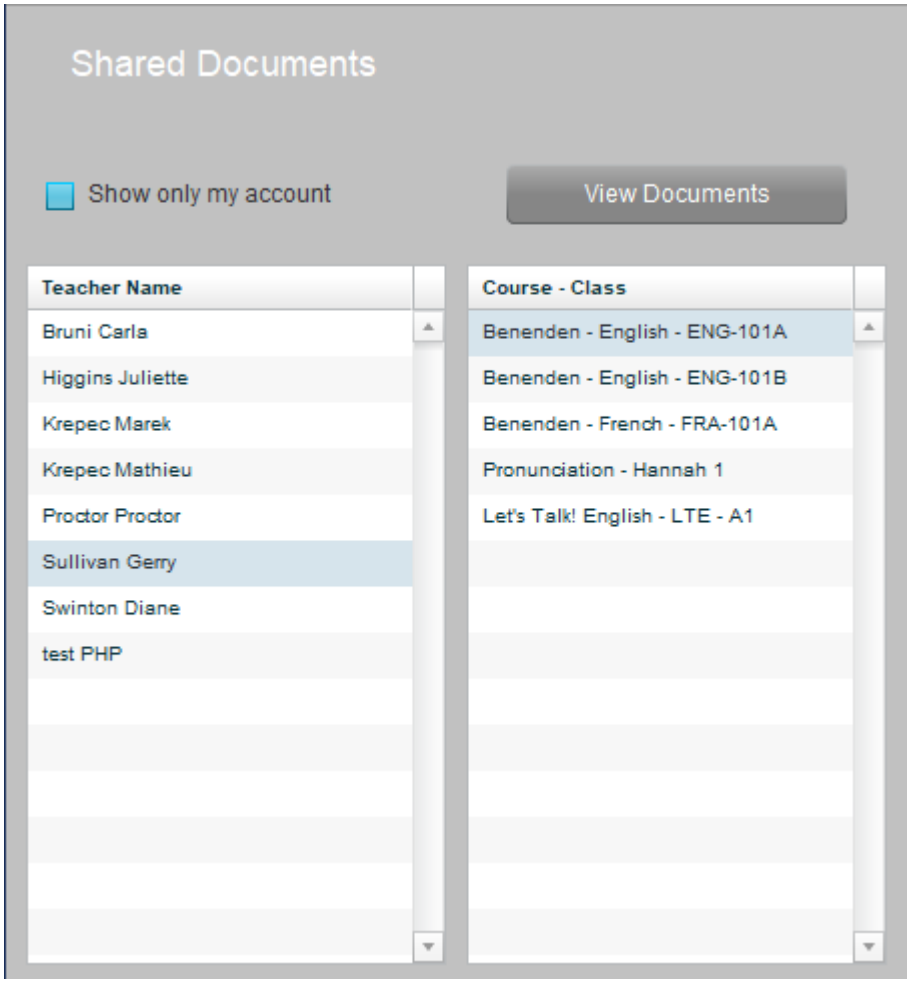
Note that the recording controls for video recording are identical to those described for audio recording in the previous section.

Saving Your Recording

Click on the *Save Document* button to save your recording.

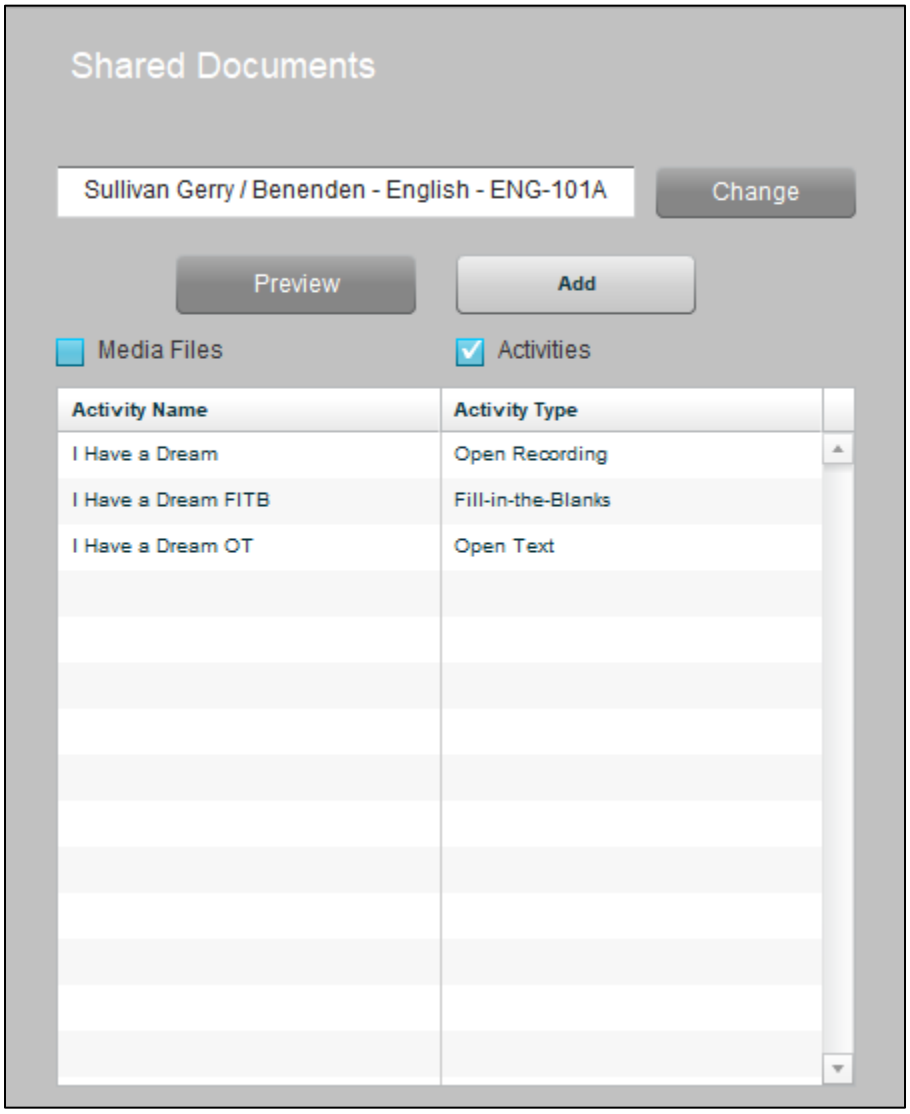
LOCAL Shared Documents

When you select “LOCAL Shared Documents”, you are shown the contents of the *Shared Documents Library*. The Shared Documents Library provides access to documents that you and your colleagues (using the same SmartClass platform) have used in their classes.



Begin by selecting a *Teacher Name* in the left column and a *Class Name* in the right column. Next click on *View Documents*.

Importing Media Files and/or Activities



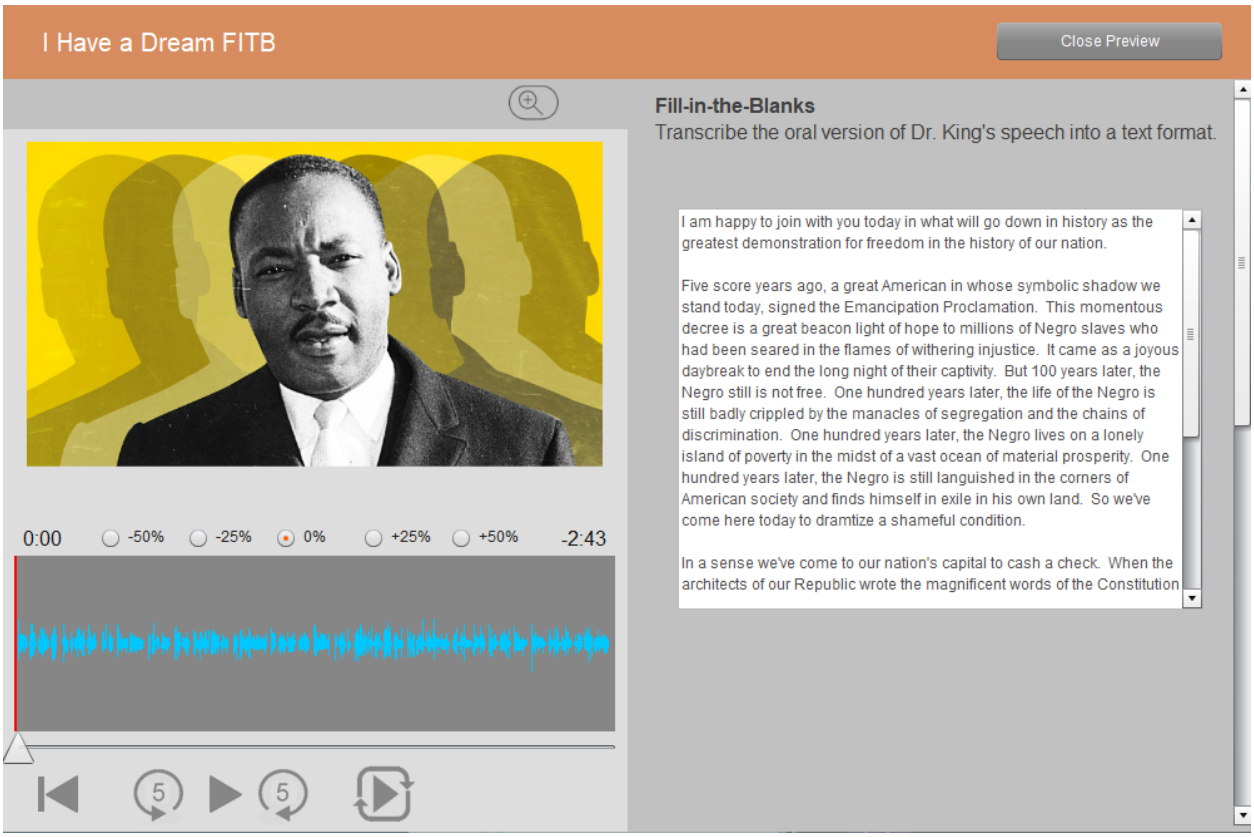
Next, check either the *Media Files* option or the *Activities* option. Highlight the target file in the left column.

Preview – You can click on *Preview* to view the file without copying.

Add – You can click on *Add* to copy the file into your class.

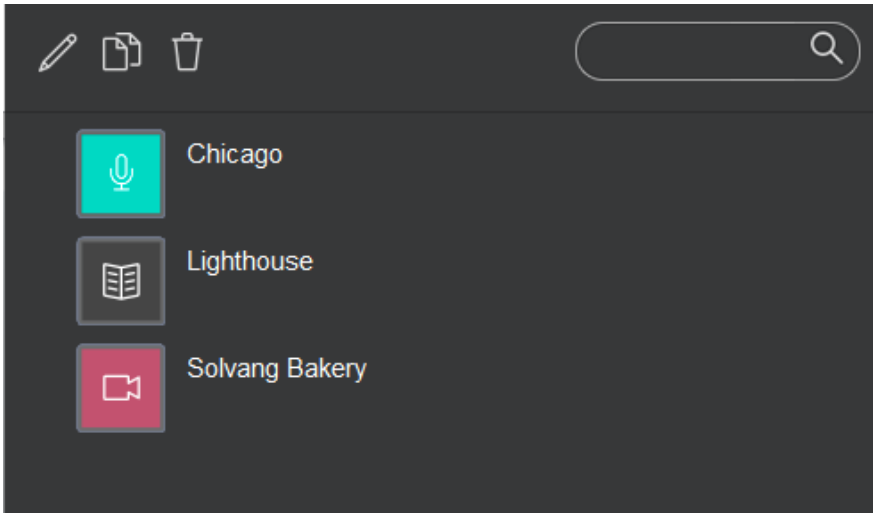
Note that you can click on the *Change* button to return to Teacher/Class selection page.

Previewing Shared Documents



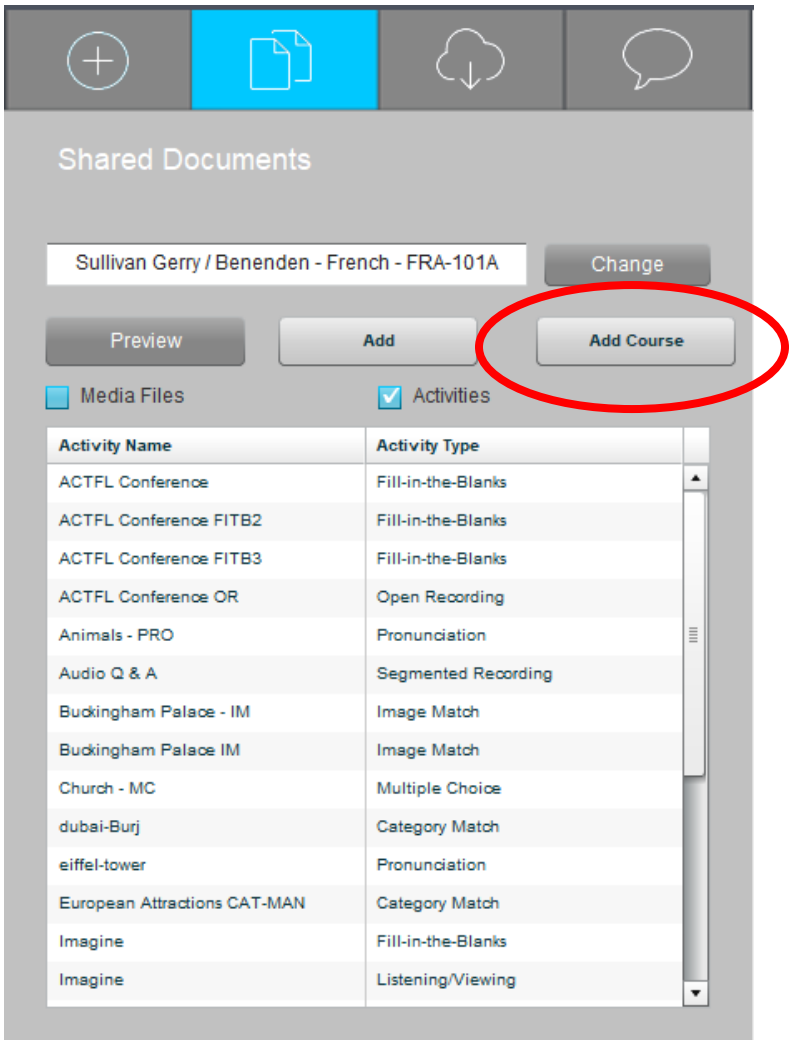
Adding Shared Documents

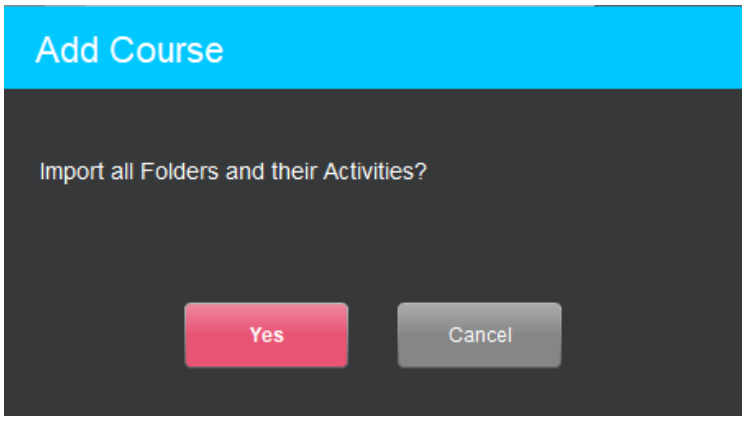
If we had chosen the Activities option, any files that we copy will appear in the Activities panel as shown below.



Importing Complete Courses/Classes

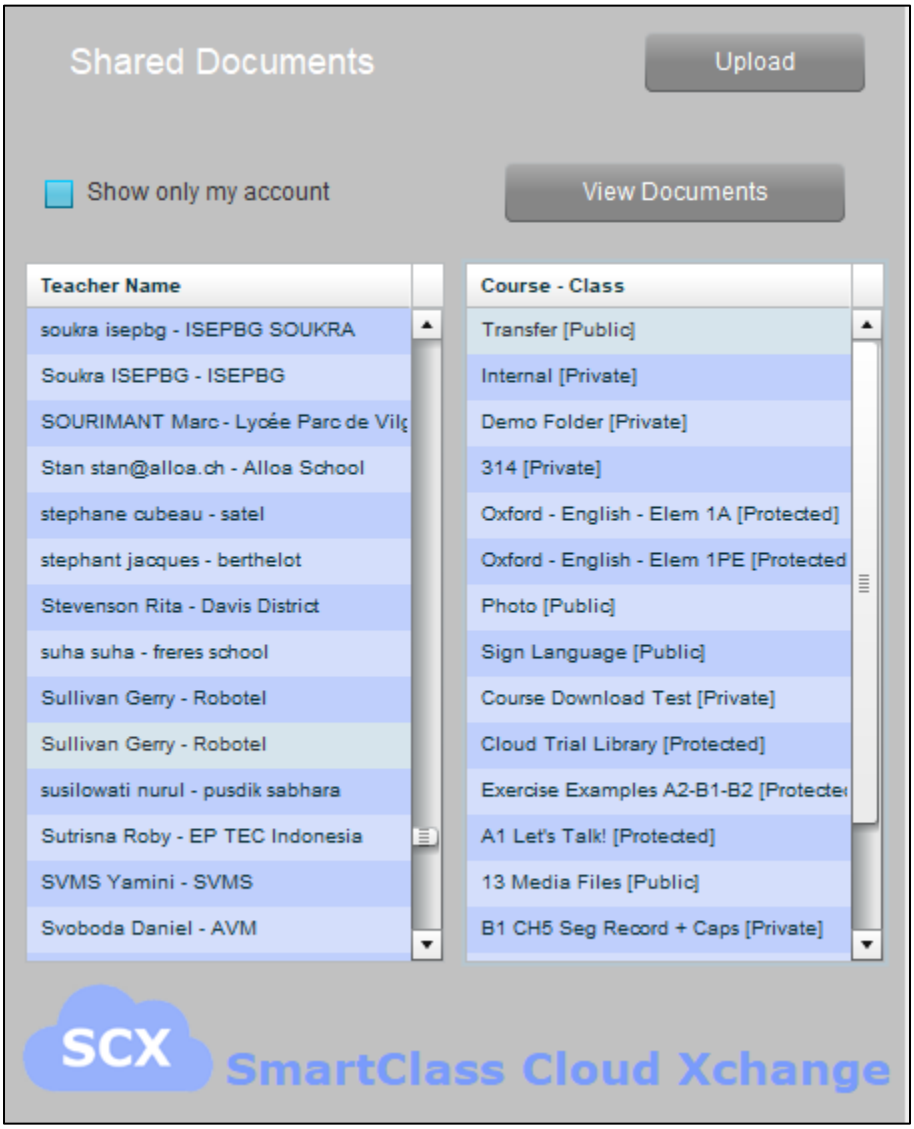
Beginning with SC Release 5.42, it is now possible for teachers to import complete structured classes comprising multiple activities organized into modules. For this capability to be available, teachers must start with a “virgin” class having no students and no media files or activities.





WEB Shared Documents

When you select “WEB Shared Documents”, you are shown the contents of the *SmartClass Cloud Xchange (SCX)* cloud-hosted community database. Any teacher using any SmartClass platform can upload shared materials to the SCX. The Shared Documents Library provides access to these documents – although the author may restrict access to certain users.



Begin by selecting a *Teacher Name* in the left column and a *Class/Folder Name* in the right column. (Note that “Public” folders are accessible by any user while “Protected” or “Private” folders have certain access restrictions.)

Next, click on *View Documents*.

Next, check either the *Media Files* option or the *Activities* option. Highlight the target file in the left column.

Preview – You can click on *Preview* to view the file without copying.

Add – You can click on *Add* to copy the file into your class.

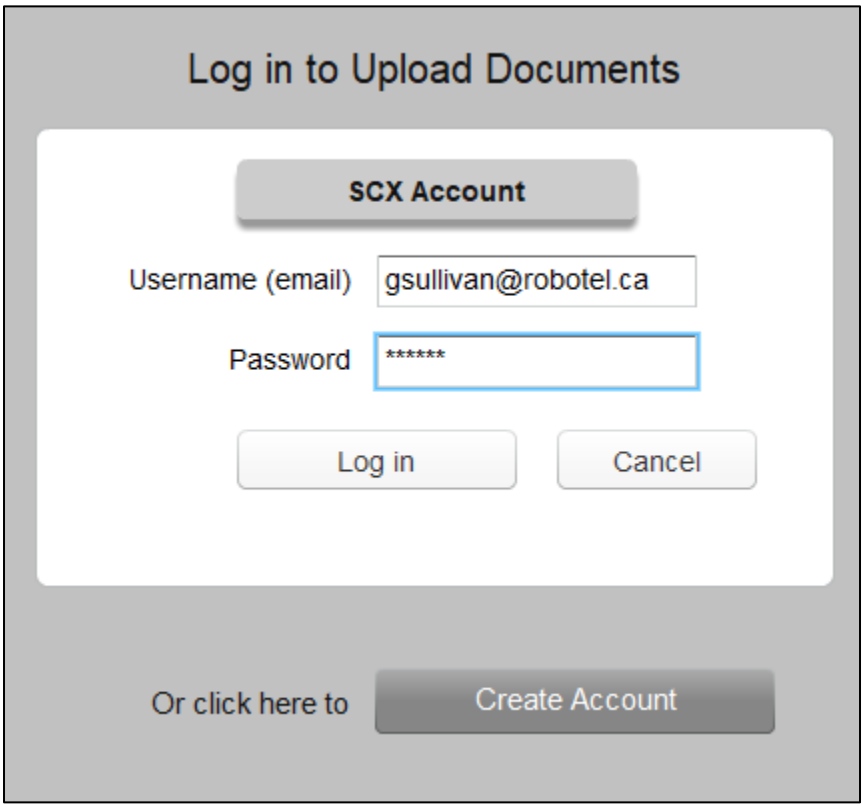
Note that you can click on the *Change* button to return to Teacher/Class selection page.

Uploading WEB Shared Documents

When you access Copy WEB Shared Documents page, you see the default view for downloading documents, there is an *Upload* button at the top of the panel.

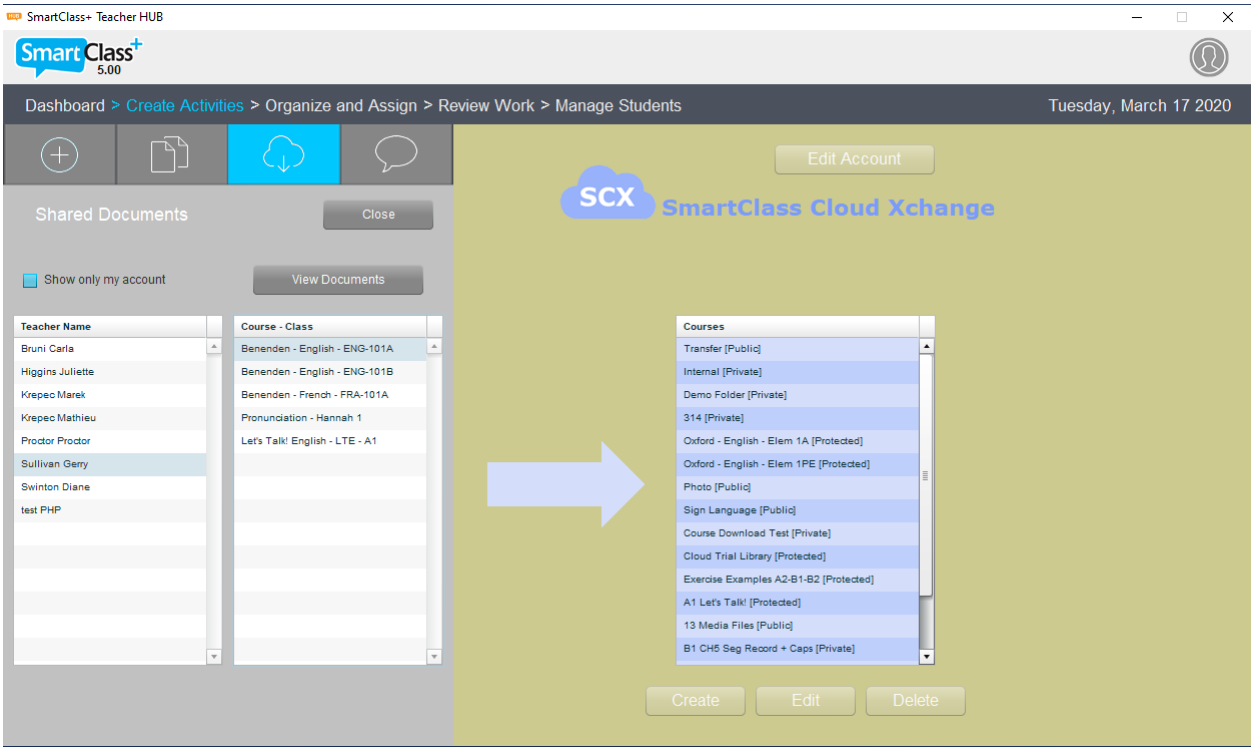
Click on this button to upload Media Files or Activities to the SCX Document Library.

You are prompted to login as shown below:

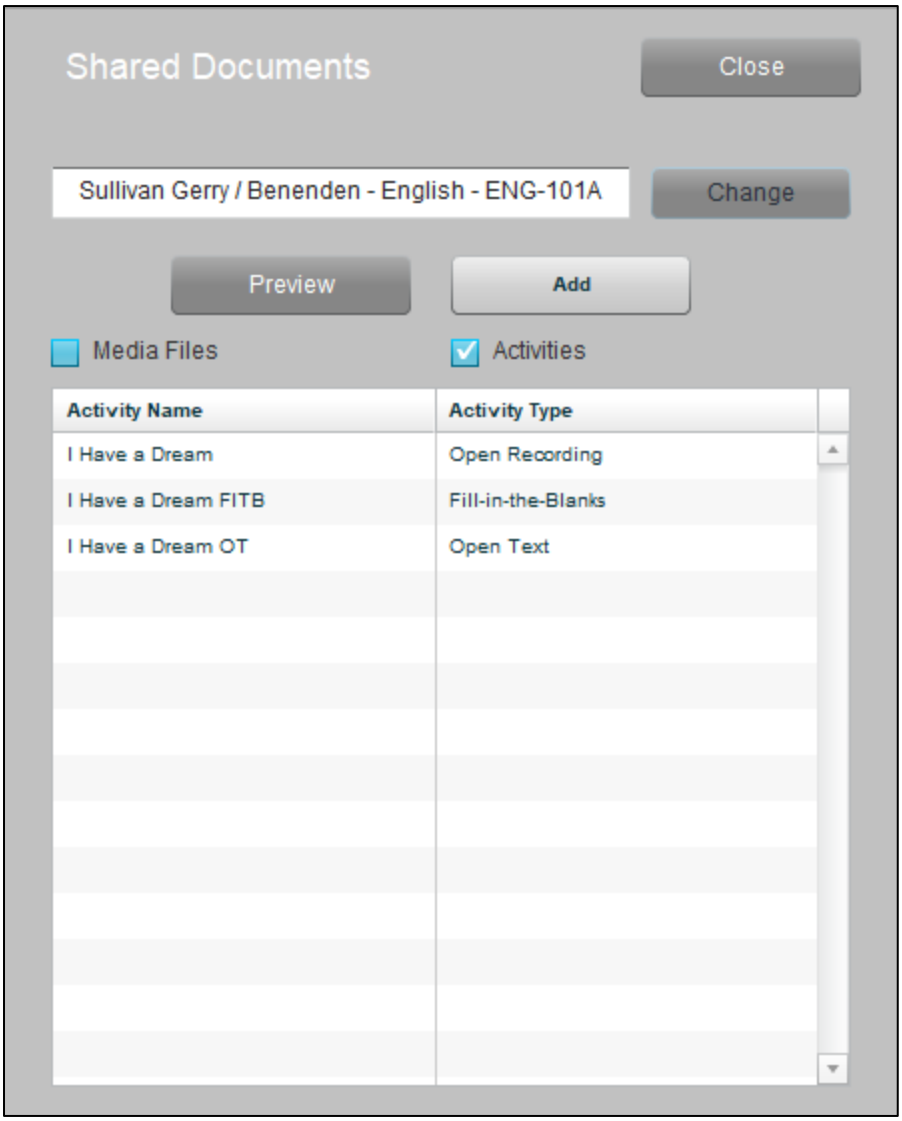


Enter your username and password, or if you do not yet have an SCX account (different from your local system account), you can click on *Create Account*.

The Upload Process



The left panel shows the familiar *Teacher Name* and *Class Name* selection process. Normally, you can just check the *Show only my account* option. Then click on *View Documents*.



Note that you can click on the *Change* button to return to Teacher/Class selection page.

Next, check either the *Media Files* option or the *Activities* option. Highlight the target file(s) in the left column.

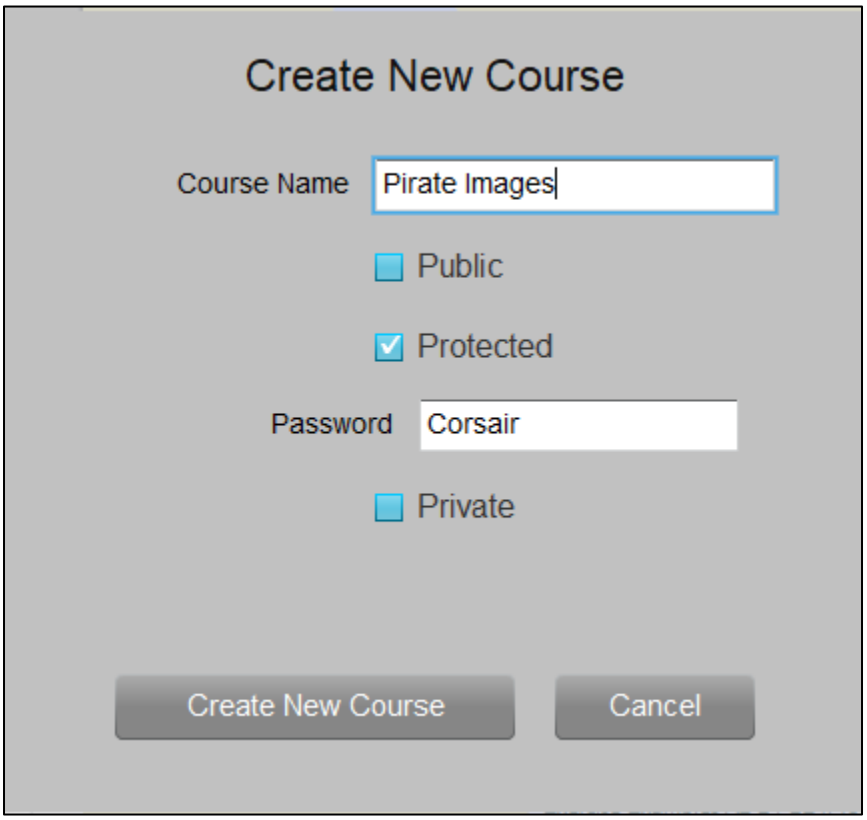
Preview – You can click on *Preview* to view a file without copying.

> Even if a document has access restrictions for copying, anyone is able to preview that file.

Add – You will be able to click on *Add* to copy the file(s) to the SCX, but first you must select the destination class/folder for the transfer in the right panel.

New SCX Folder (Course)

New users will need to first create an SCX Folder (Course).



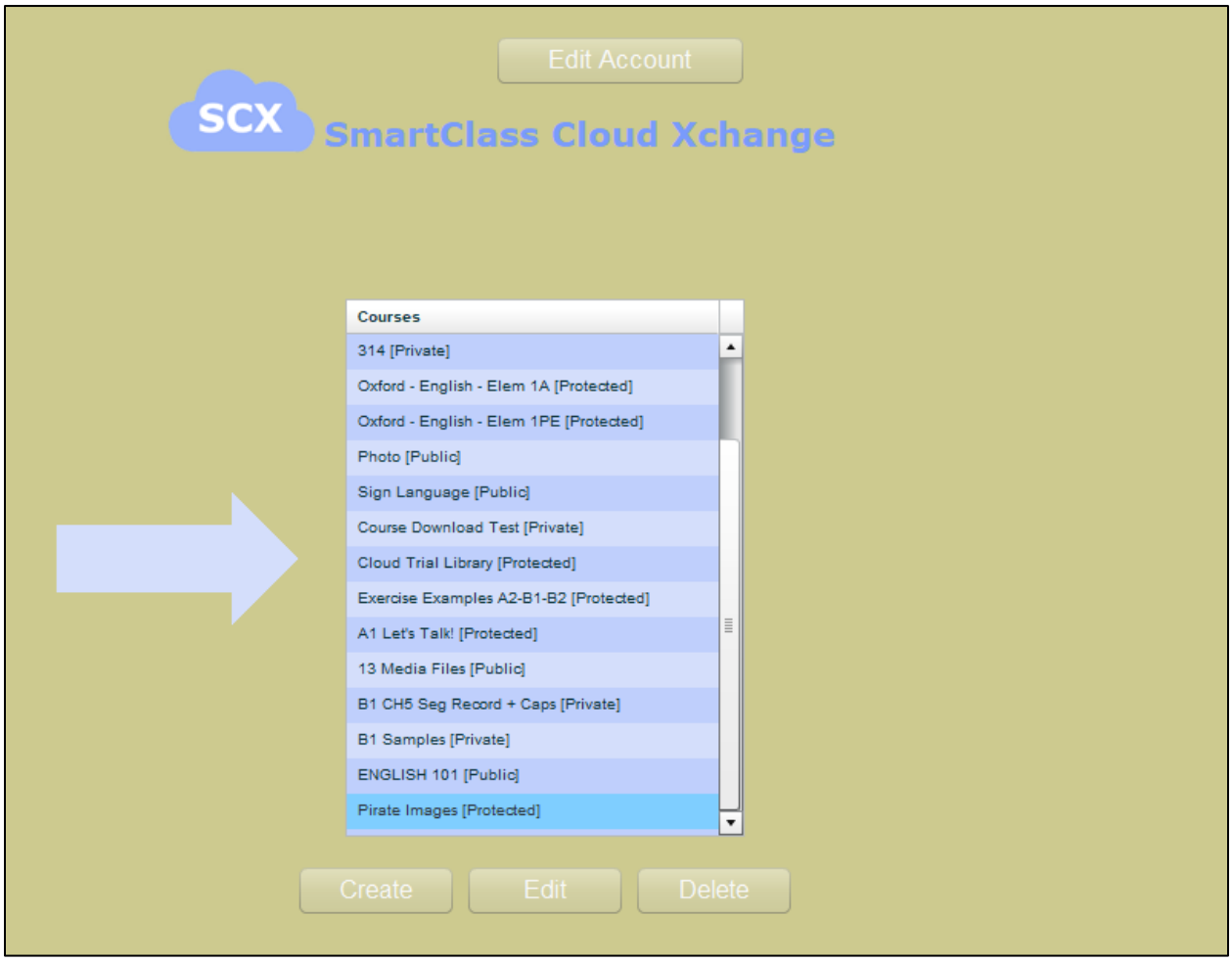
Give the Folder (Course) a name. You then have three sharing options:

- **Public:** By default, the *Public* box is checked. This means that all SCX users are able to download copies of the documents for this course.

- **Protected:** The teacher can alternately check the *Protected* box, and then enter a password for this folder. Only those users to whom the teacher provides the password are able to download copies of the documents for this course.

- **Private:** The teacher can also choose the *Private* option. With this option, only the teacher herself is able to download copies of the documents for this course.

After choosing a sharing option, click on the *Create New Course* button.

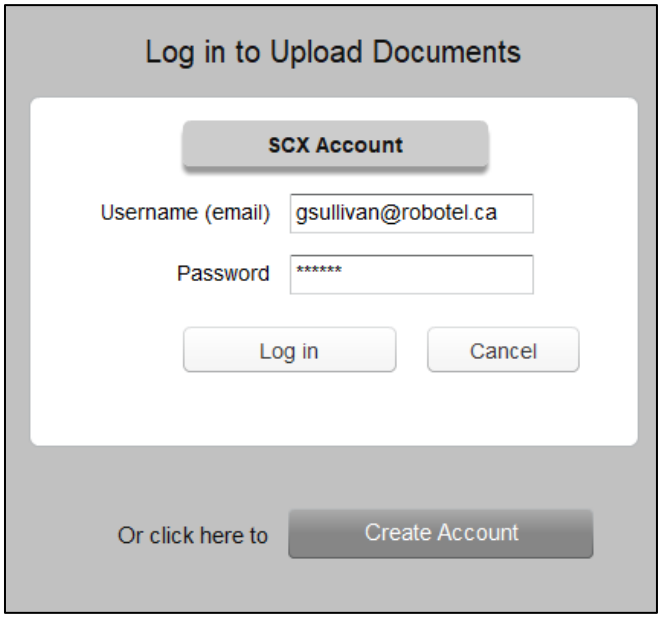


You must highlight this target destination folder in the Courses list as shown above.

Then from the left panel, you can click on Add to copy the pre-selected files to the SCX destination folder.

Creating an SCX Account

To create your own SCX account, begin by clicking on the *Upload* button. You will see the login screen shown below.



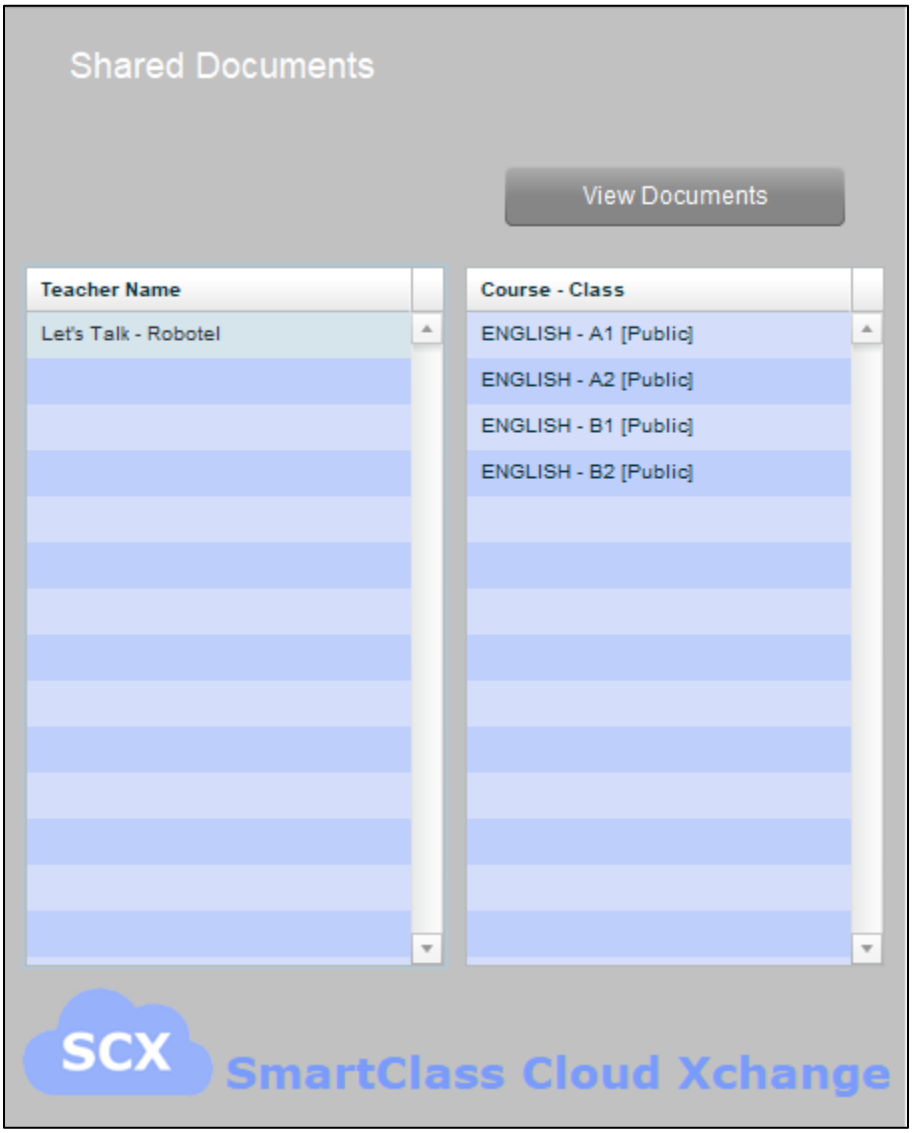
Click on the *Create Account* button to create a new account.

Enter you account information for all fields and then click on *Create*. Note that the system uses your email address as a unique identifier.

Import Let's Talk! Courses

You now have the option of downloading complete Let's Talk! courses. These courses comprise approximately 400 student activities all organized into assignable folders (modules). These courses are hosted in the SmartClass Cloud Xchange (SCX) cloud-hosted Document Library.

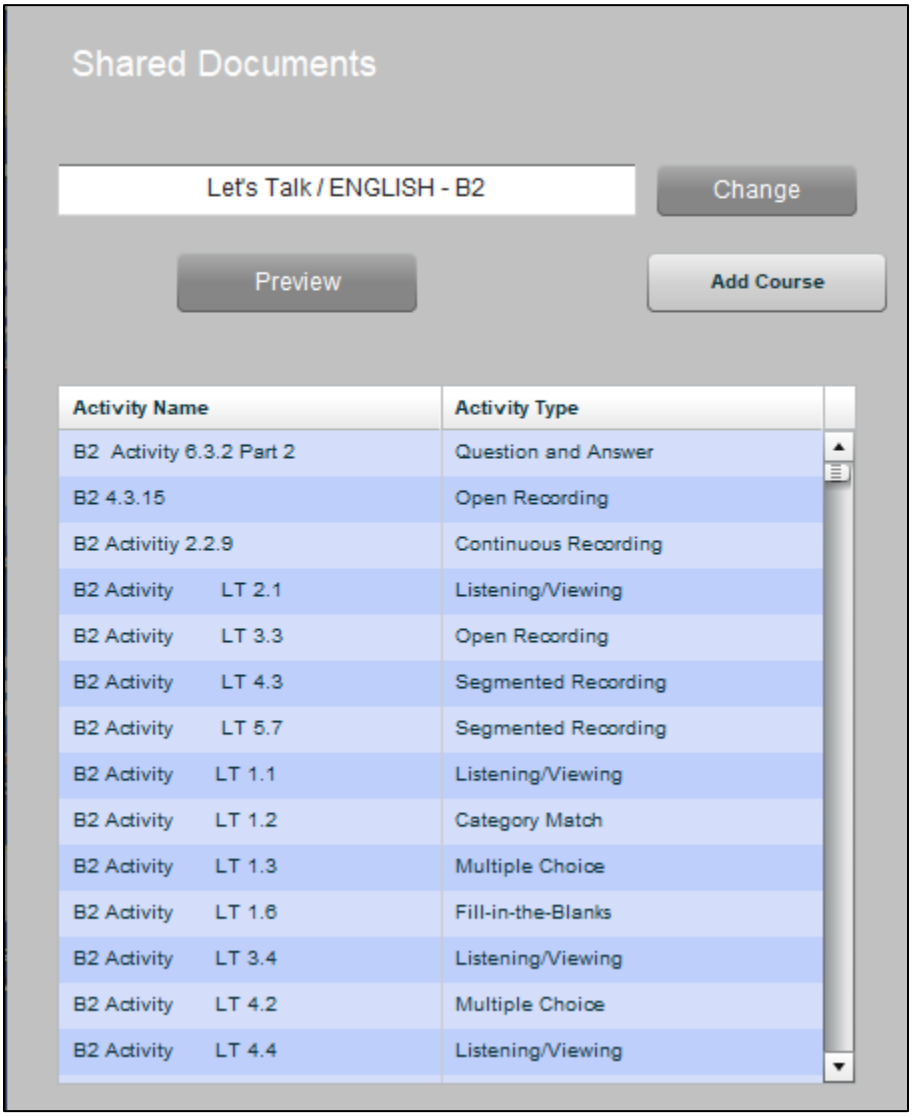
To import a course, you must begin with an "empty" class that has no students and no documents.



Currently, only English Let's Talk! courses are available. The course names correspond to the CEFR established proficiency levels; A1 Beginner through C1 Advanced. Levels B2 and C1 will be added in 2020.

There are no restrictions on downloading and previewing these courses, but they cannot be assigned to students without a valid license.

There is a minimum of 400 activities per course.



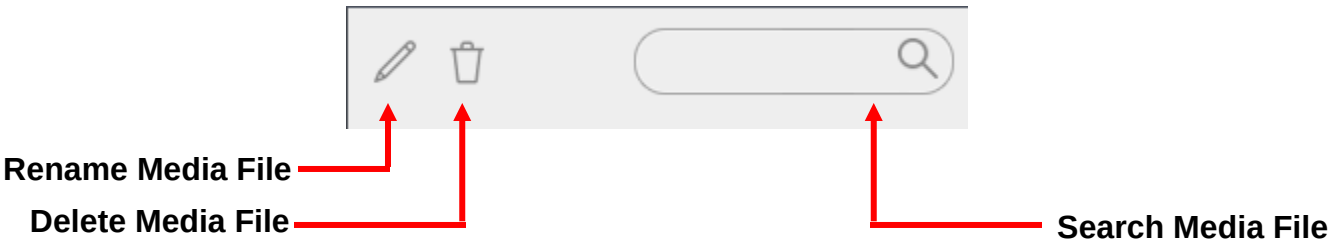
Note that you can click on the *Change* button to return to Teacher/Class selection page.

Let's Talk! courses include only activities and no media files.

Preview – You can view an activity by highlighting it and clicking on *Preview*.

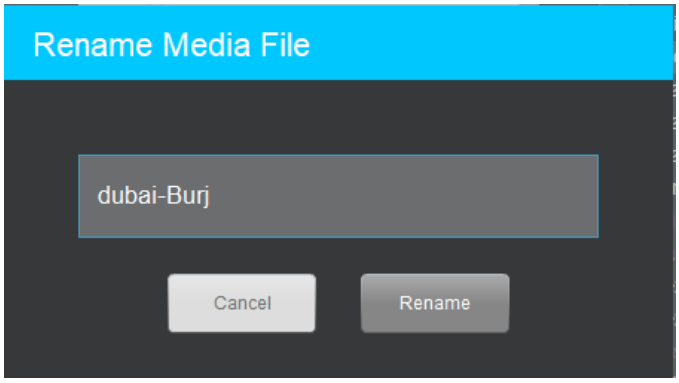
Add Course – There is no option to add specific files. If you click on Add Course, all activities are downloaded in a single step.

Media File Search & Edit Tools

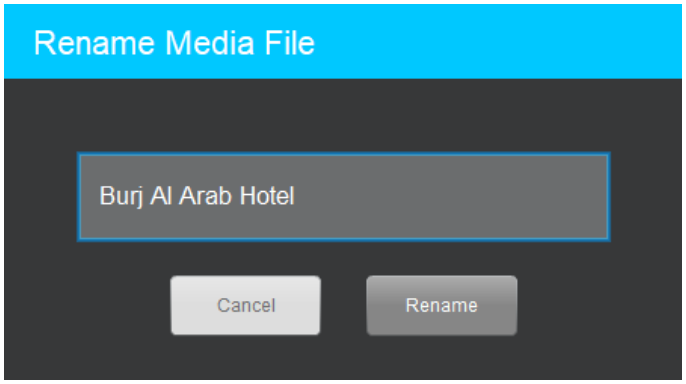


Rename Media File

Highlight the target file and click on the pencil icon.

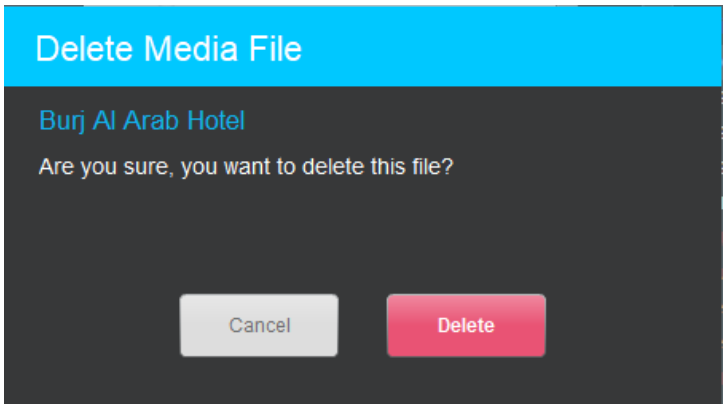


Edit the file name field and click on Rename.



Delete Media File

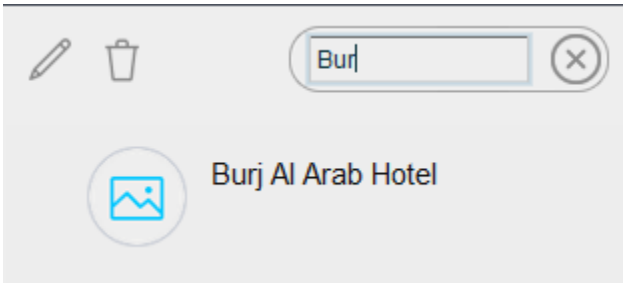
Highlight the target file and click on the trash can icon.



Click on the *Delete* button to complete the operation.

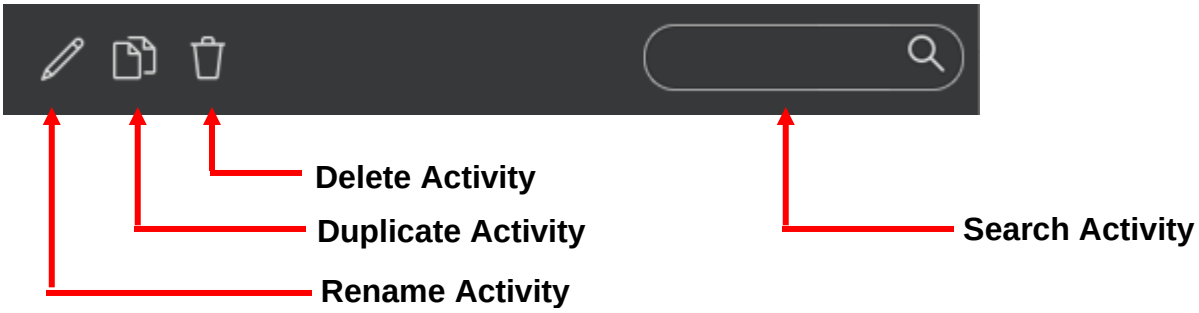
Search Media File

In the Search field, type in the first few letters of the media file you are seeking.



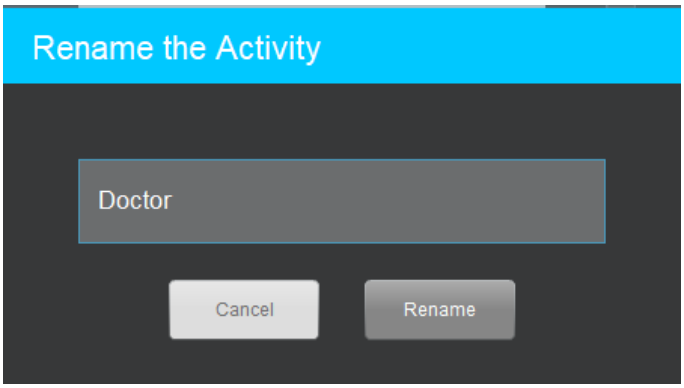
All files containing that text string will be short-listed below.

Activity Search & Edit Tools

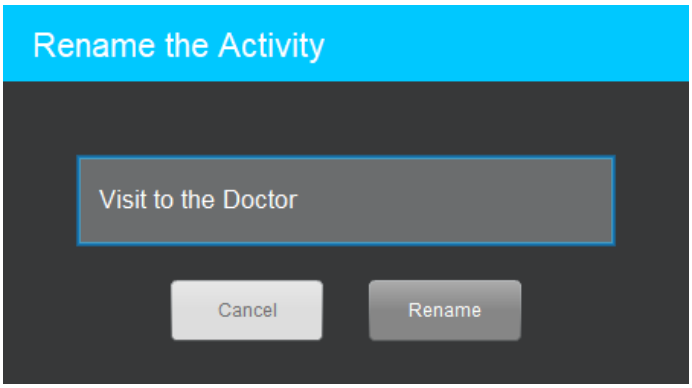


Rename Activity

Highlight the target activity and click on the pencil icon.

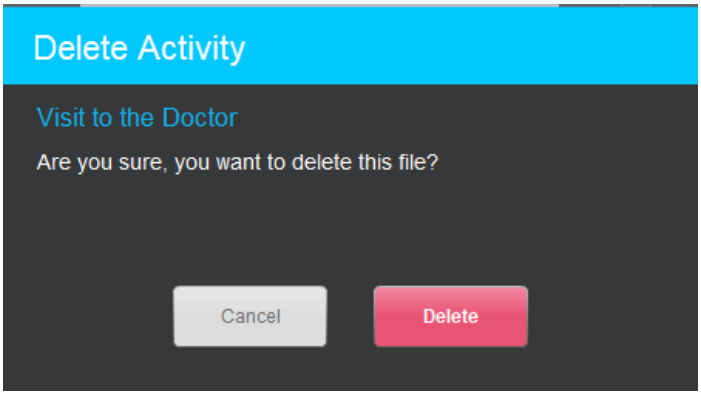


Edit the file name field and click on Rename.



Delete Activity

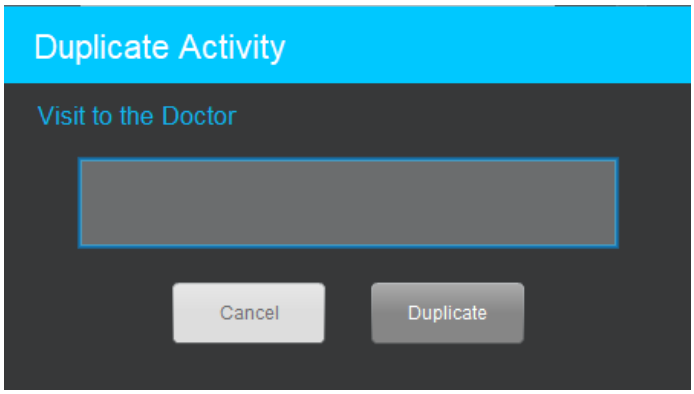
Highlight the target activity and click on the trash can icon.



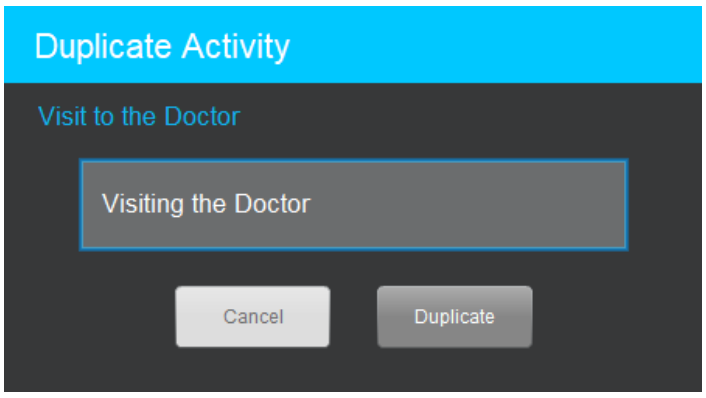
Click on the *Delete* button to complete the operation.

Duplicate Activity

Highlight the target activity and click on the two documents icon.

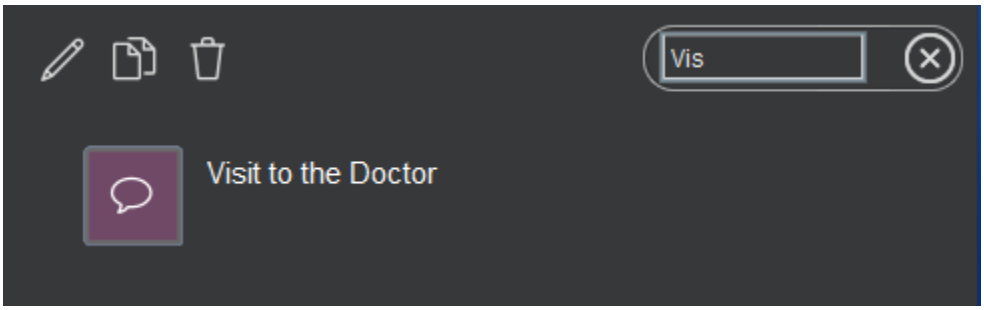


Name the activity copy and click on the *Duplicate* button to complete the operation.



Search Activity

In the Search field, type in the first few letters of the activity you are seeking.



All activities containing that text string will be short-listed below.

Create Activities – Custom Activities

In this chapter, we focus on building custom activities using the media files that we have previously imported.

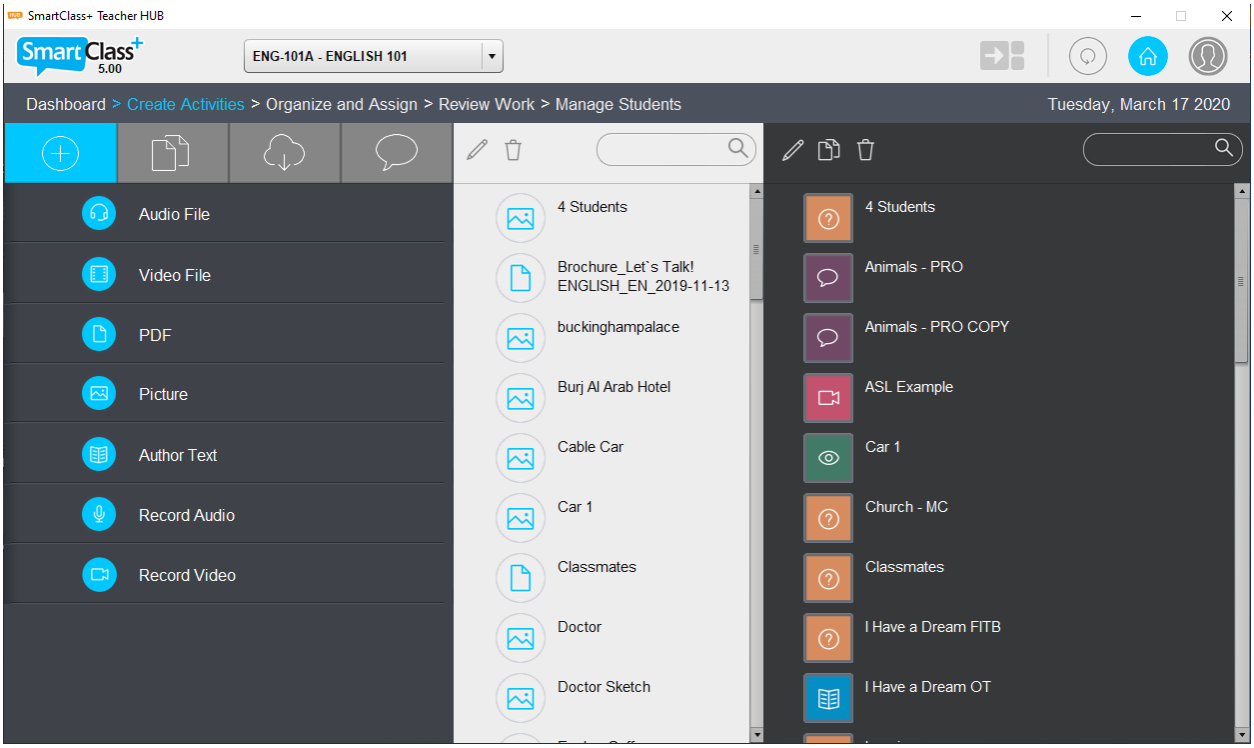
Creating Custom Activities

Activity creation follows a step-by-step process:

- Choose a media file
- Drag the media file into the Activities panel (launches the Activity Wizard)
- Name the Activity
- Choose an activity template for the activity (e.g. Open Audio Recording)
- Identify the Activity type (Timed or Without Time Limit)
- Click on the *Create Activity* button to exit the Activity Wizard
- Complete the activity (e.g. add instructions, add multiple-choice questions, etc.)

Normal View

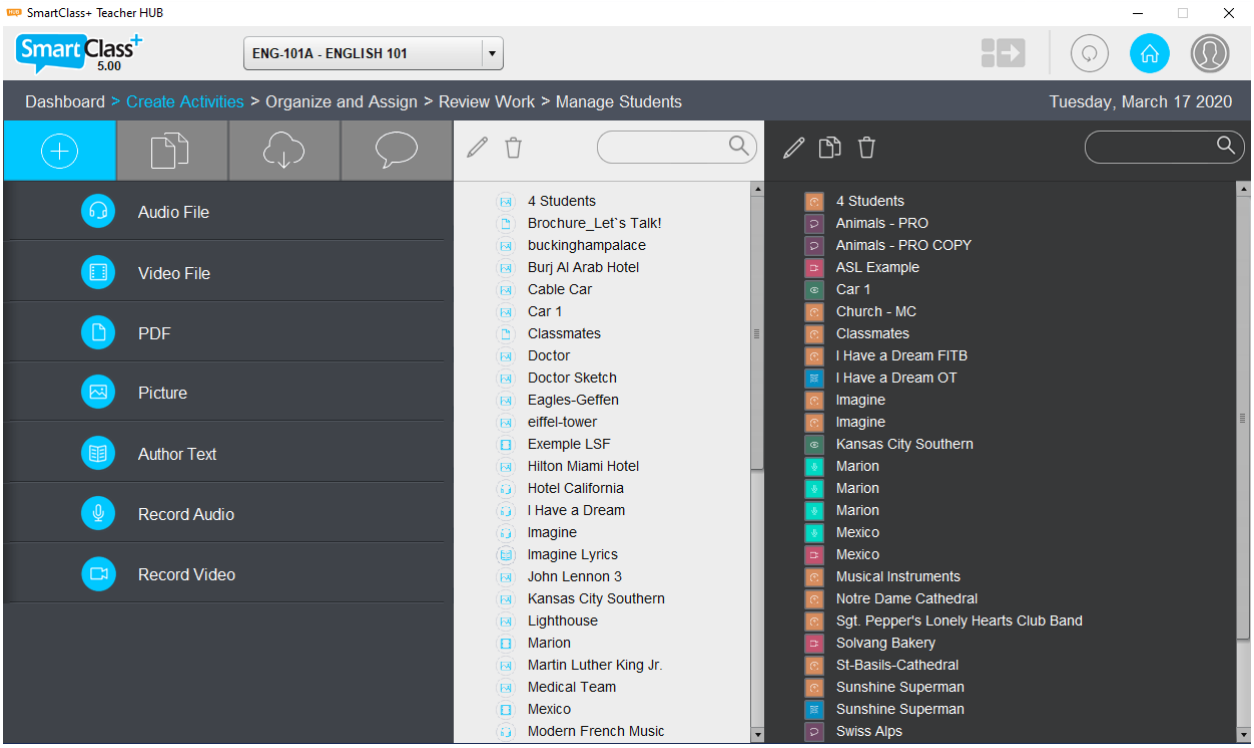
If you are working with a modest number of media files and activities, the normal view provides large icons for all documents. The icon shown at left indicates that you are in the normal view.



Compact View

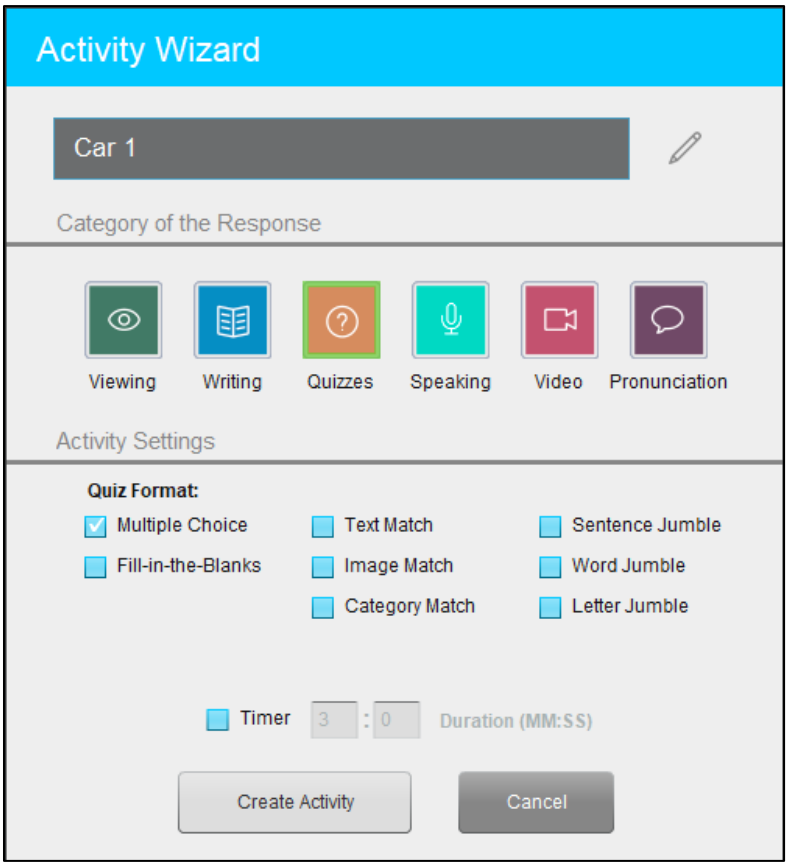
If you have a large number of media files and/or activities, it is possible to change the view from *Normal View* to *Compact View*. This reduces the size of the document icons and allows you to see more information without the need for scrolling.

To activate the *Compact View*, click on the *Compact View* button at the top of the screen, as shown above. The *Compact View* is shown below.



Launching the Activity Wizard

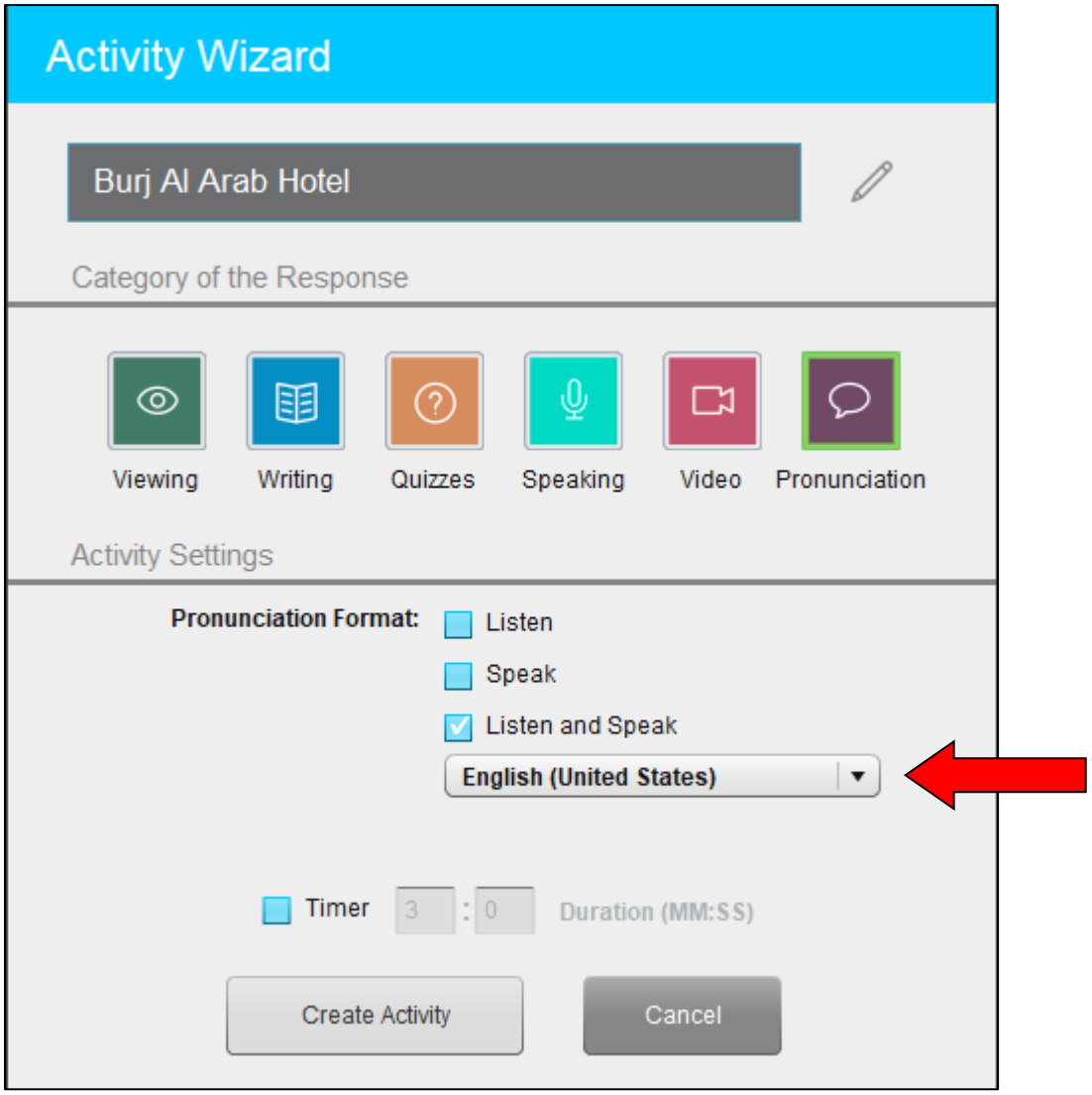
Select a media file from the Media Files panel, and click & hold your mouse cursor on the icon for this file while you drag it into the black background area of the Activities panel on the right and release your mouse. This will open the Activities Wizard (Exercise Wizard) pictured below.



- **Activity Name** – by default, the activity name will initially be shown as the name of the media file used as the stimulus. Edit this name as required.
- **Response Category** – there are about twenty different activity templates you can choose depending on what type of response you want from your students. Start by choosing one of the six response categories. When you choose an activity category, the options for that category (media file dependent) are displayed immediately below.
- **Activity Type** – activities can be assigned without imposing any type of time limit so that students can open the exercise multiple times and modify their response as many times as they like. Alternately, you can select the Timed Test option which limits students to opening the exercise once, and they must complete their work within the defined “MM:SS” time limit.

Language/Region Selection for Pronunciation Exercises

When building a pronunciation exercise, the Activity Wizard prompts you to choose a language/region.



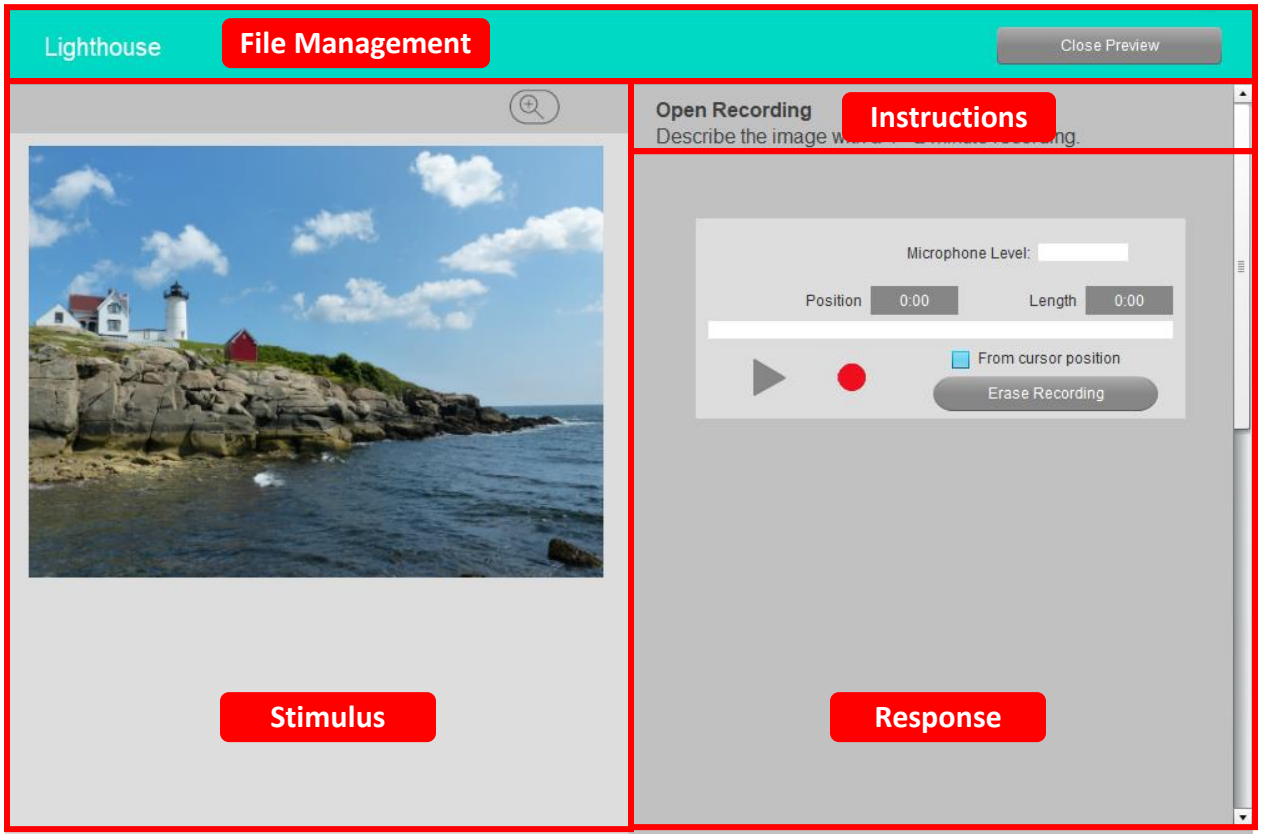
- For example, you may need to select English or French to suit your target **language.**
- And, you may need to select English (United States) or English (United Kingdom) to suit your target **regional dialect**.

Activity Templates

There are currently 19 different activity templates defined within the HUB. Not all 19 templates are compatible with all media file types. The table below summarizes which templates are available with each media file type.

Activity Template		Media File Type (Stimulus)				
Response Category	Template Name	Text	PDF	Image	Audio Clip	Video Clip
	Listening/Viewing	✓	✓	✓	✓	✓
	Open Text	✓	✓	✓	✓	✓
	Question & Answer	✓	✓	✓	✓	✓
	Multiple Choice	✓	✓	✓	✓	✓
	Fill-in-the-Blanks	✓	✓	✓	✓	✓
	Text Match	✓	✓	✓	✓	✓
	Image Match	✓	✓	✓	✓	✓
	Category Match	✓	✓	✓	✓	✓
	Sentence Jumble	✓	✓	✓	✓	✓
	Word Jumble	✓	✓	✓	✓	✓
	Letter Jumble	✓	✓	✓	✓	✓
	Open Recording	✓	✓	✓	✓	✓
	Segmented Recording	With audio clip	With audio clip	With audio clip	✓	✓
	Continuous Recording	With audio clip	With audio clip	With audio clip	✓	✓
	Open Recording	✓	✓	✓	✓	✓
	Continuous Recording	With audio clip	With audio clip	With audio clip	✓	✓
	Listen and Speak	✓	✓	✓	✓	✓
	Speak	✓	✓	✓	✓	✓
	Listen	✓	✓	✓	✓	✓

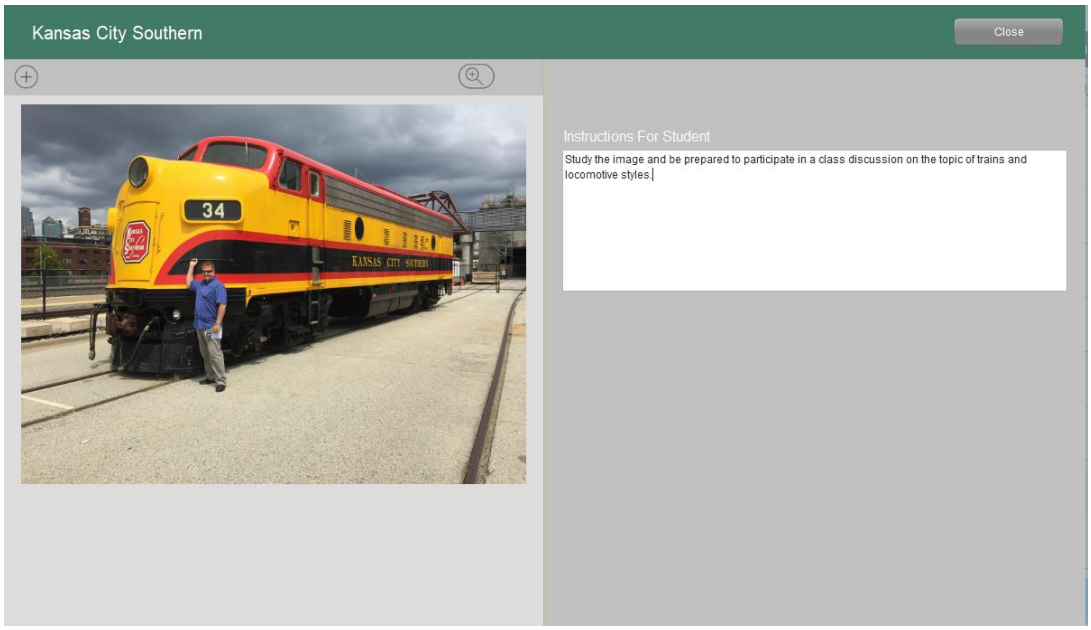
Template Overview



There are four (4) main sections of every template:

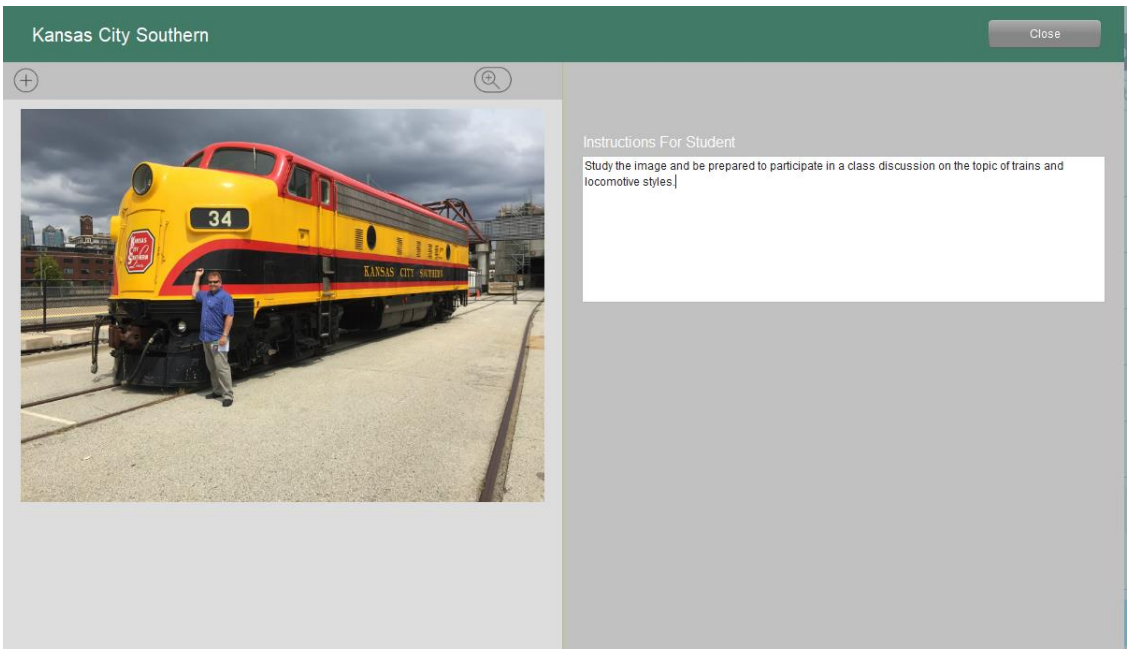
- **Stimulus** – this area is primarily used for displaying the contents of the selected media file and is used for any navigation controls for the stimulus, such as playback and pause of audio and audio-visual materials. Note that beginning with release 4.3.1, activities using an audio clip stimulus can be augmented with a second visual stimulus, (image, text or PDF media file).
- **Instructions** – teachers use this area for entering instructions and/or supplementary text materials that students will need to understand and complete the activity. (In the teacher's view, there is also an exercise Preview button that lets you see the activity from a student's perspective.) Note that HTML links can be embedded in instructions; (see *Embed HTML Links in Text Documents*).
- **Response** – this is the student work-area within the template. This area is unique for each of the templates.
- **File Management –** This area includes utilities for:
    - Changing the exercise type (e.g. timed test)
    - Closing/ saving the exercise

Listening/Viewing Template



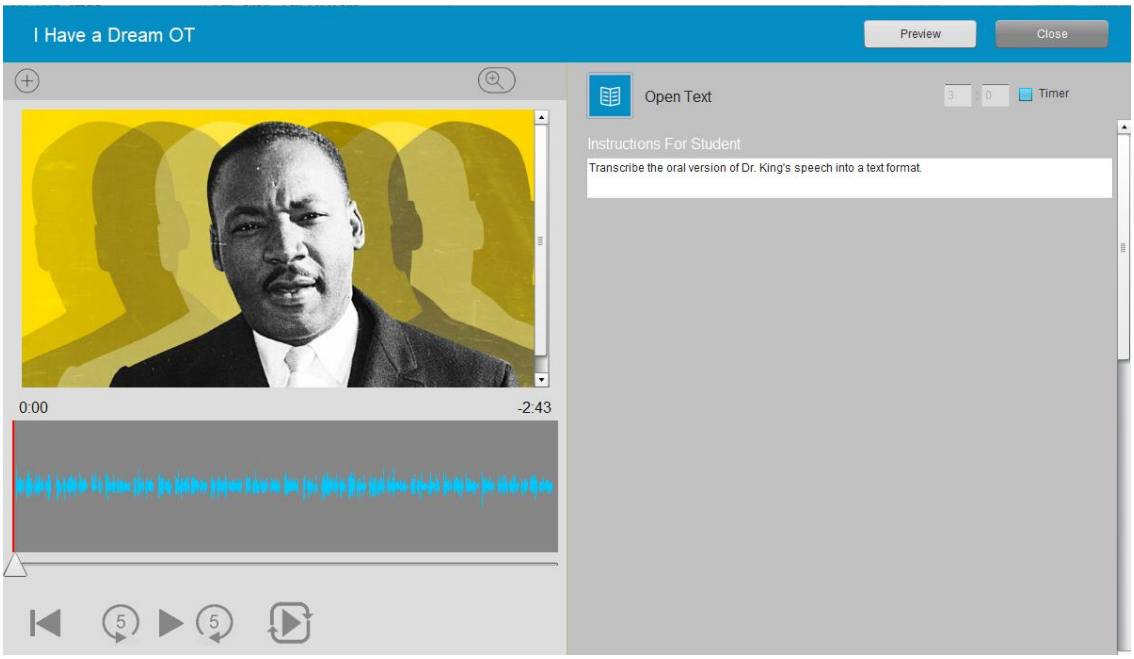
The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity template. The teacher needs only to enter:

- Instructions



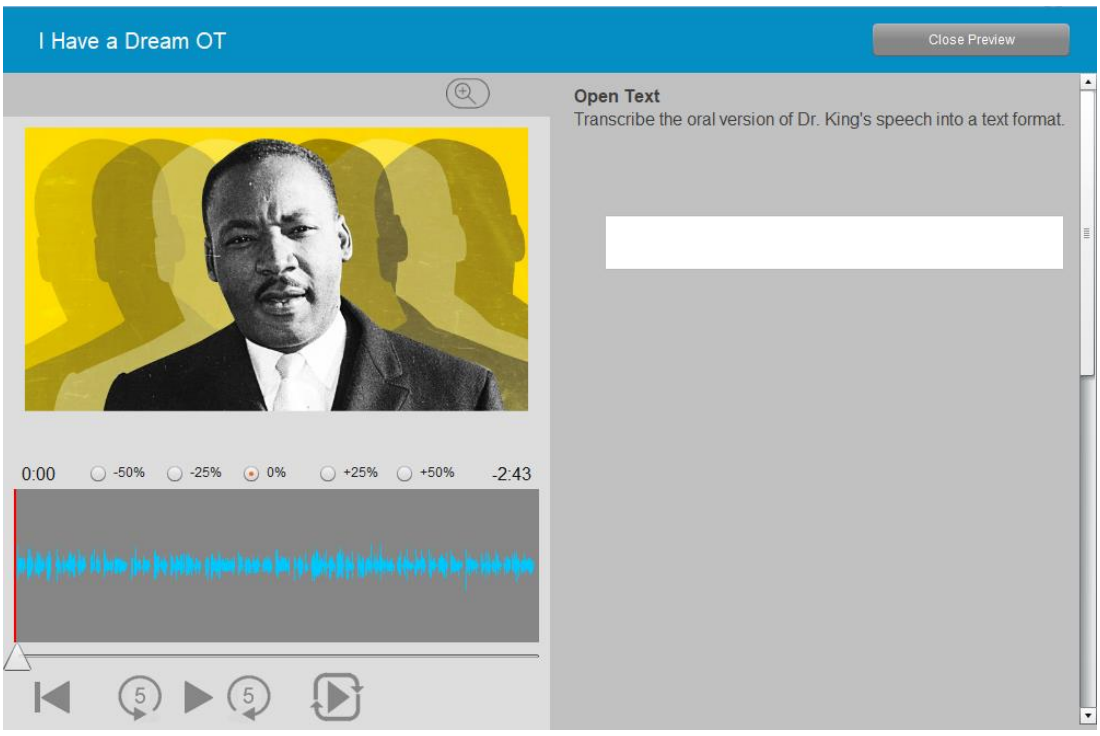
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

Open Text Template



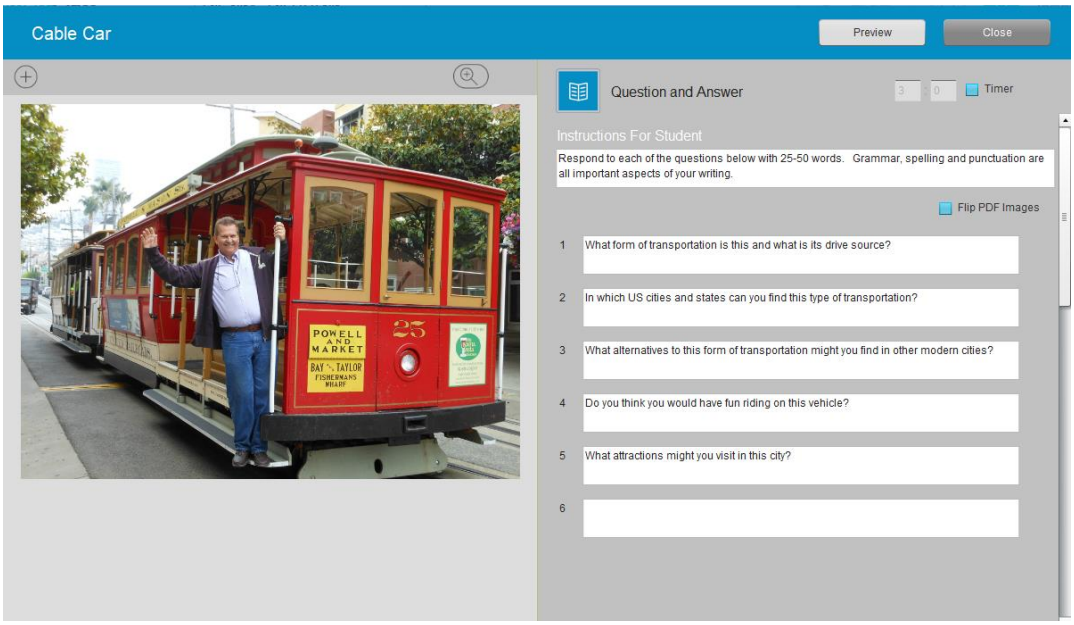
The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions



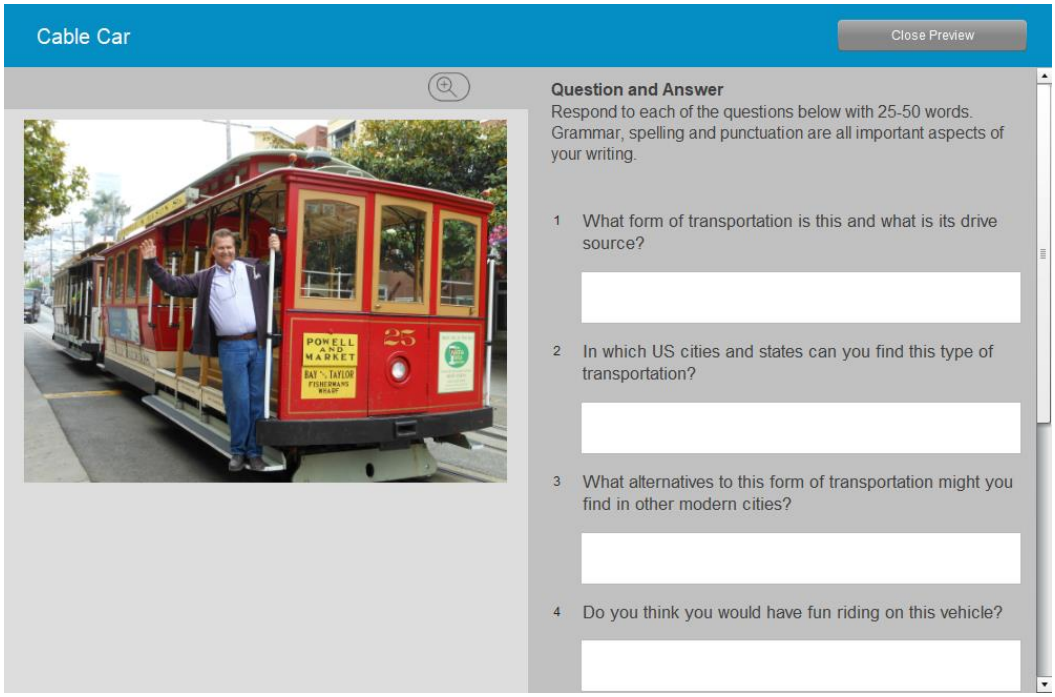
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

Question and Answer Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Question text (up to 20 questions)



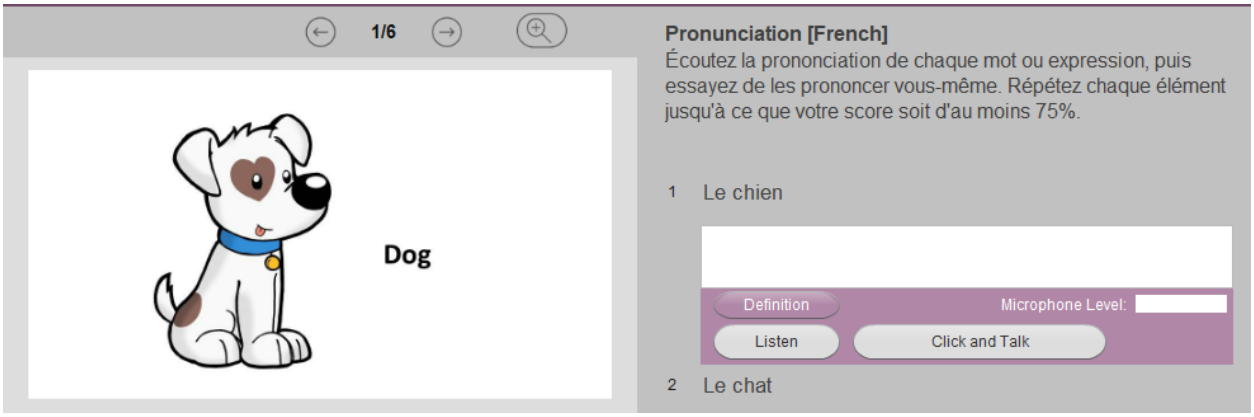
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

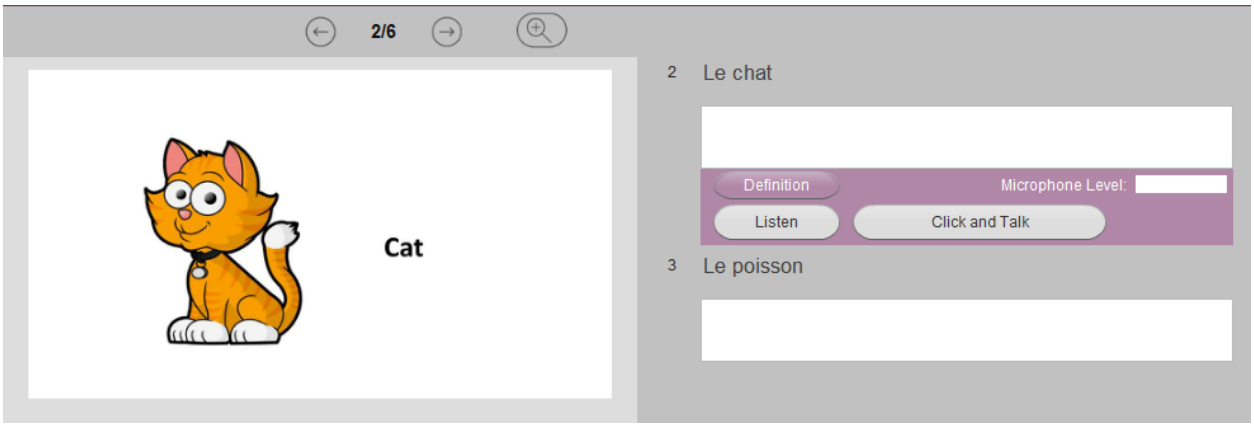
Flip PDF Images (Flash Cards)

Pronunciation templates and Question & Answer templates now include a checkbox called Flip PDF Images (or Flash Cards).

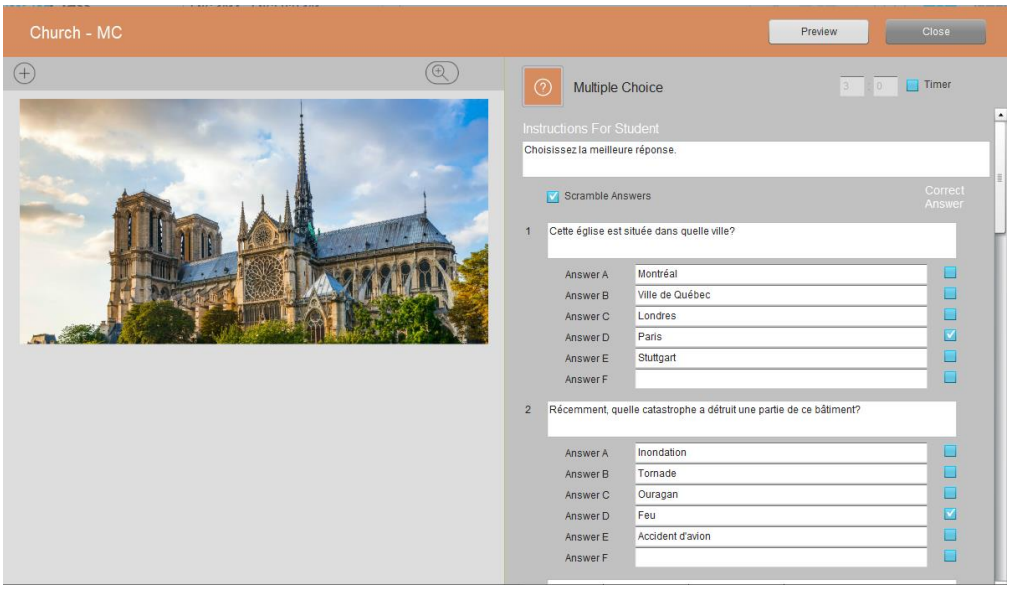
To take advantage of this new feature, the stimulus should be a multi-page PDF document with the number of pages equal to the number of questions. (In the example shown below, there are 6 questions and 6 pages. Note that one easy way to create a multi-page PDF for this purpose is to build a PowerPoint presentation and save the presentation as a PDF.)

As the student navigates from question to question, the correct page for that question is automatically displayed on the left.



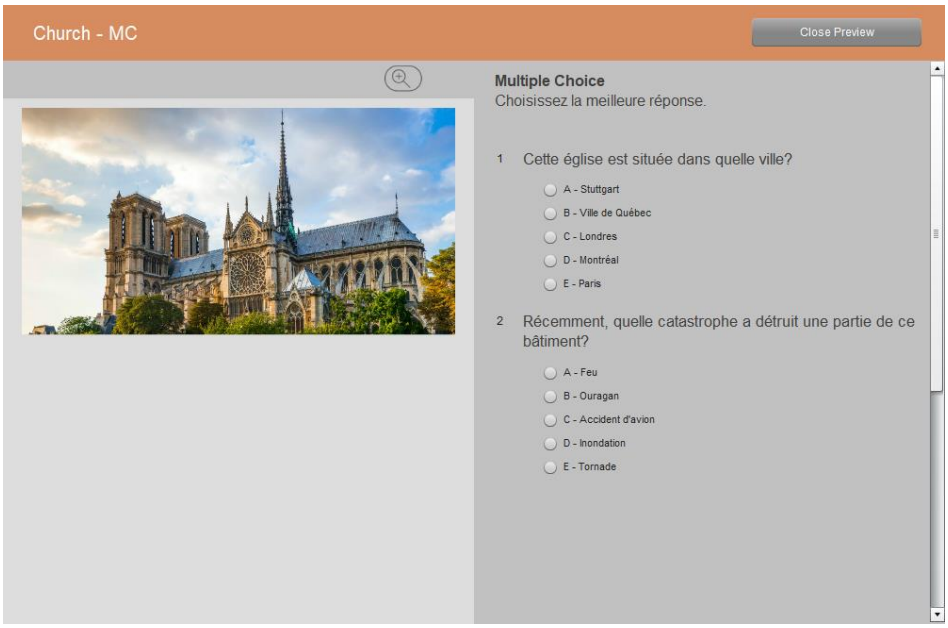


Multiple Choice Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Question text (up to 100 questions – 5 pages of 20 questions each)
- Answer options (up to 7 answers per question)
- Identify correct answers for all questions



Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

Scramble Answers

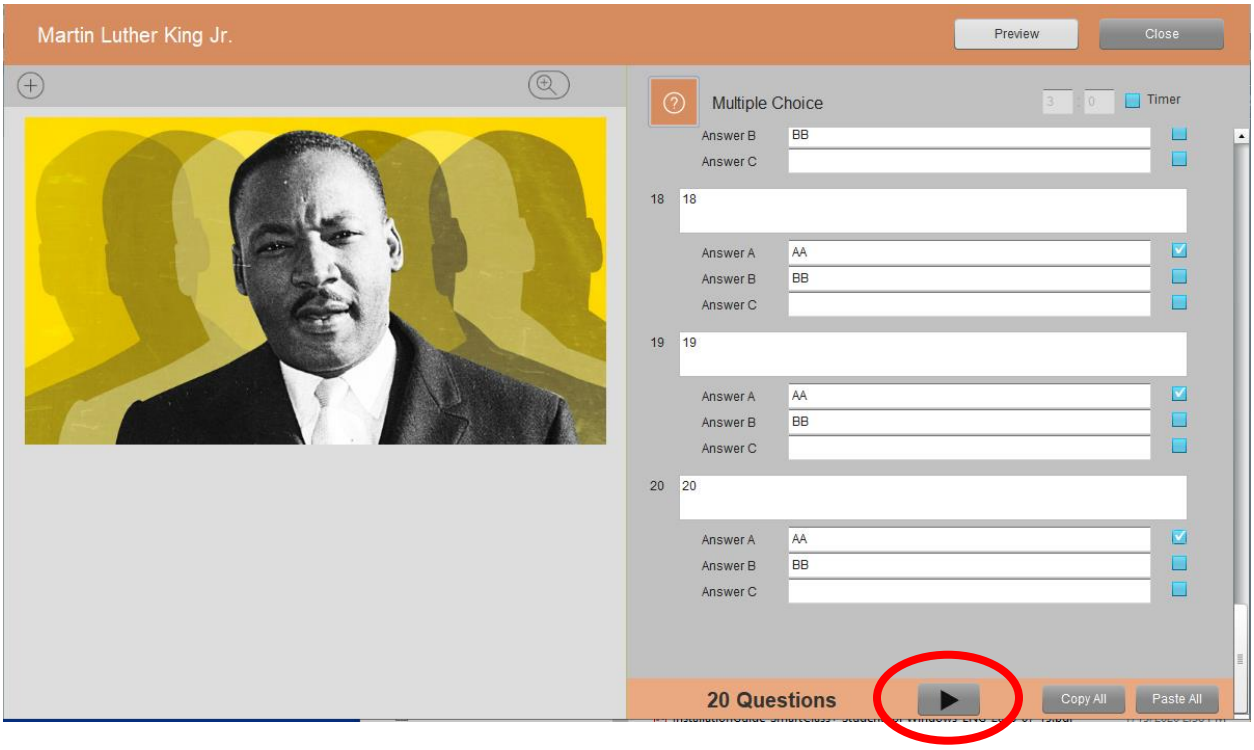
Because the multiple-choice activity requires only a sequence of single letter answers, there can be situations in which one student will share the correct answers with his classmates.

To avoid this issue, it is possible to randomly scramble the position of answers for each student. This is accomplished by checking the box called *Scramble Answers*, shown at right.

100 Questions (5 pages of 20 Questions)

Beginning with SC Release 5.42, Multiple Choice quizzes now have the ability to accept up to 100 questions – organized into 5 pages of 20 question each.

At the bottom of the screen, a new navigation arrow appears when you reach the 20-question level. Use this arrow to navigate to the next page.



Similarly, when you reach the 40-question level, there are a pair of navigation arrows at the bottom that let you page-forward or page-back.

Import & Export Text for Multiple Choice Quizzes

For teachers who wish to compose the text for Multiple Choice quizzes in a 3rd part text editor, it is now possible to import this text into Multiple Choice quiz activity and/or export text from the activity to an external text file.

Text Template

```
##SCMA
Look at the image at left and answer the following multiple-choice questions.
##Q
What country would you guess this might be?
##A
The Netherlands
Canada
Germany
Switzerland##C
France
Spain
##Q
What is one of the closest structures to the bend in the river?
##A
White church##C
Gray church
Apartment building
Lighthouse
```

The text is partitioned into Multiple Choice quiz fields using the following codes:

- ##SCMA identifies the student instructions field.
- ##Q identifies a question field
- ##A identifies a set of answers fields with each possible answer on a new line
- ##C identifies the correct answer

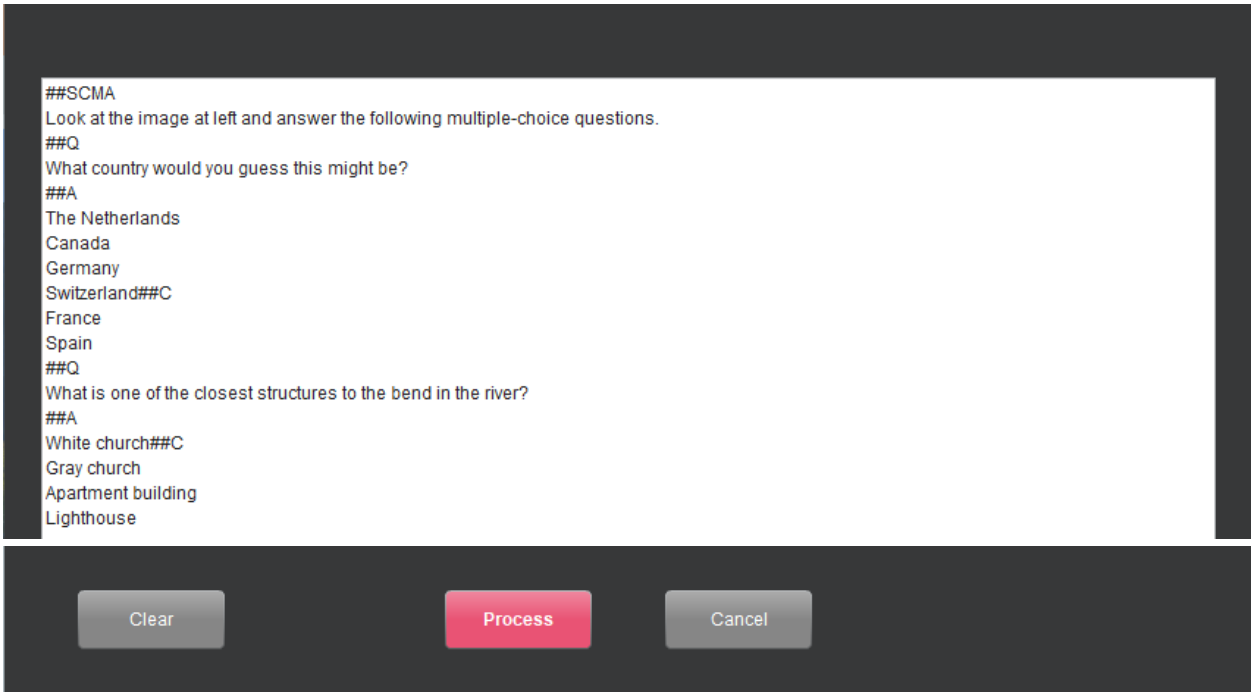
Import/Export Menu

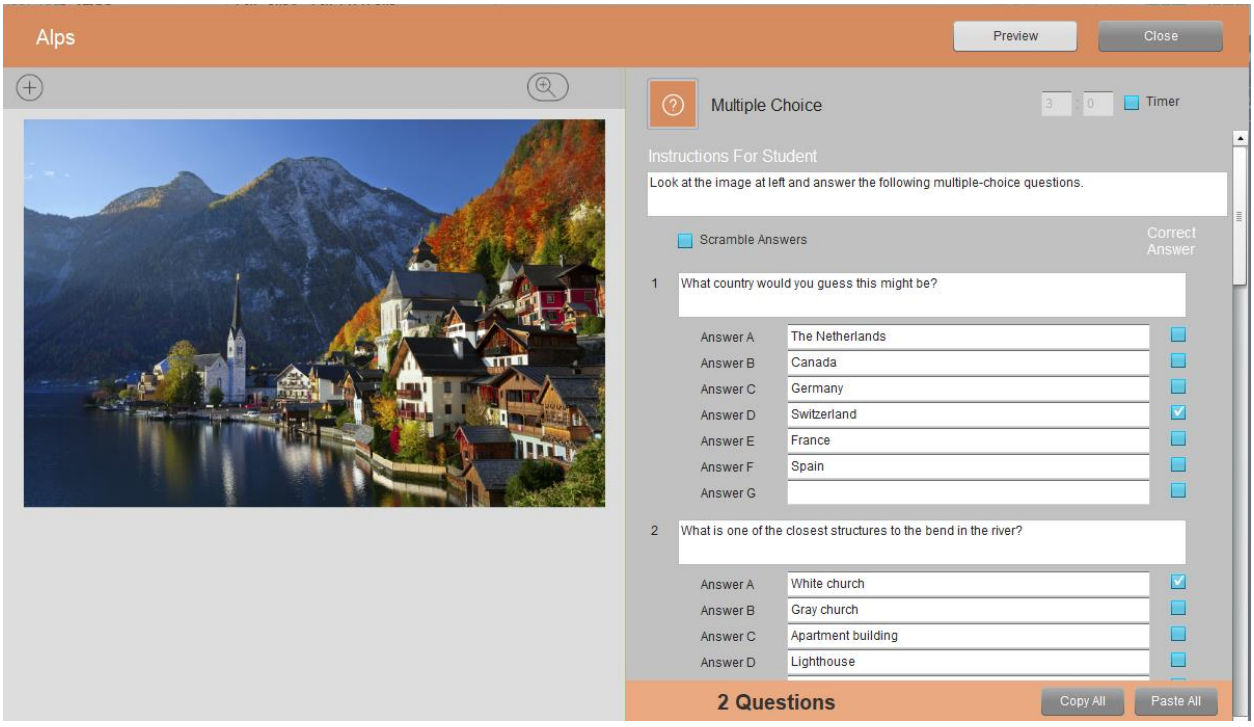
In the bar at the bottom of the screen, the menu comprises two buttons:

- Paste All – is used to import text
- Copy All – is used to export text

Importing Text (Paste All)

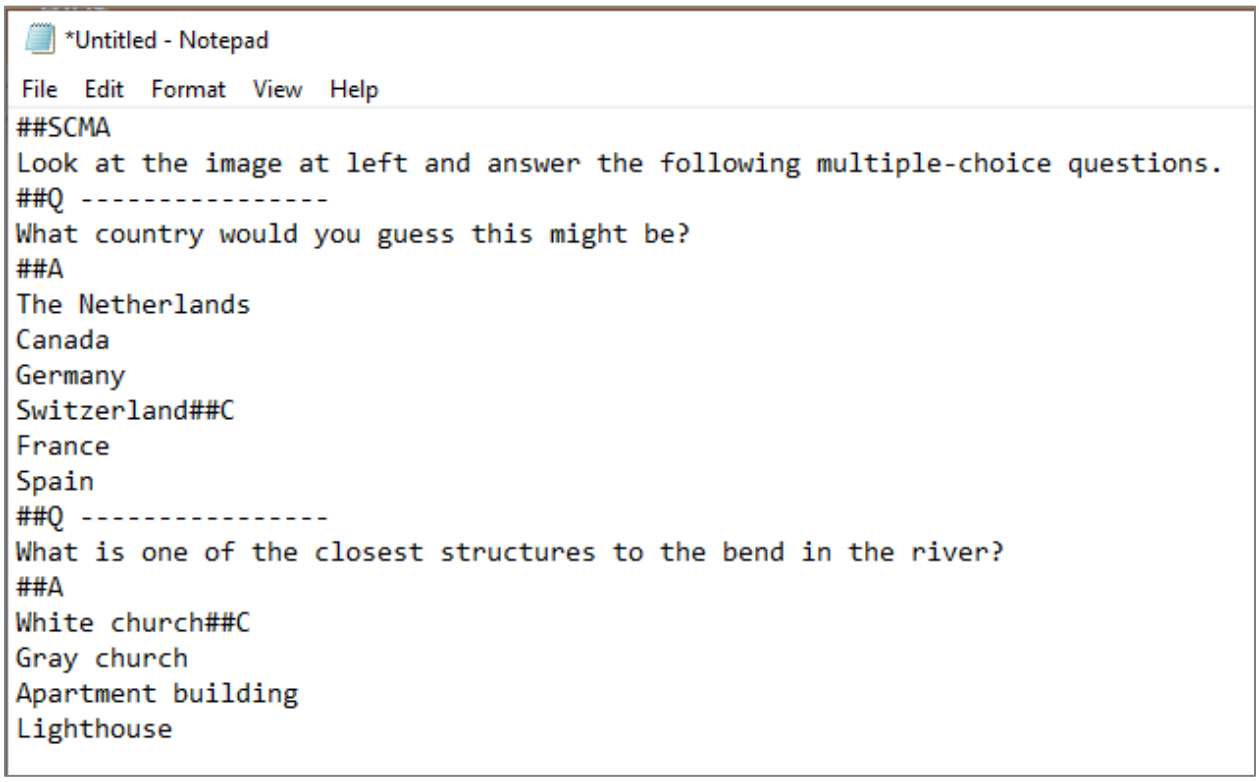
Click on the *Paste All* button. The panel below opens. From your text editor, copy the target quiz text into this panel, and click on the *Process* button. The text is imported into the Multiple-Choice quiz.



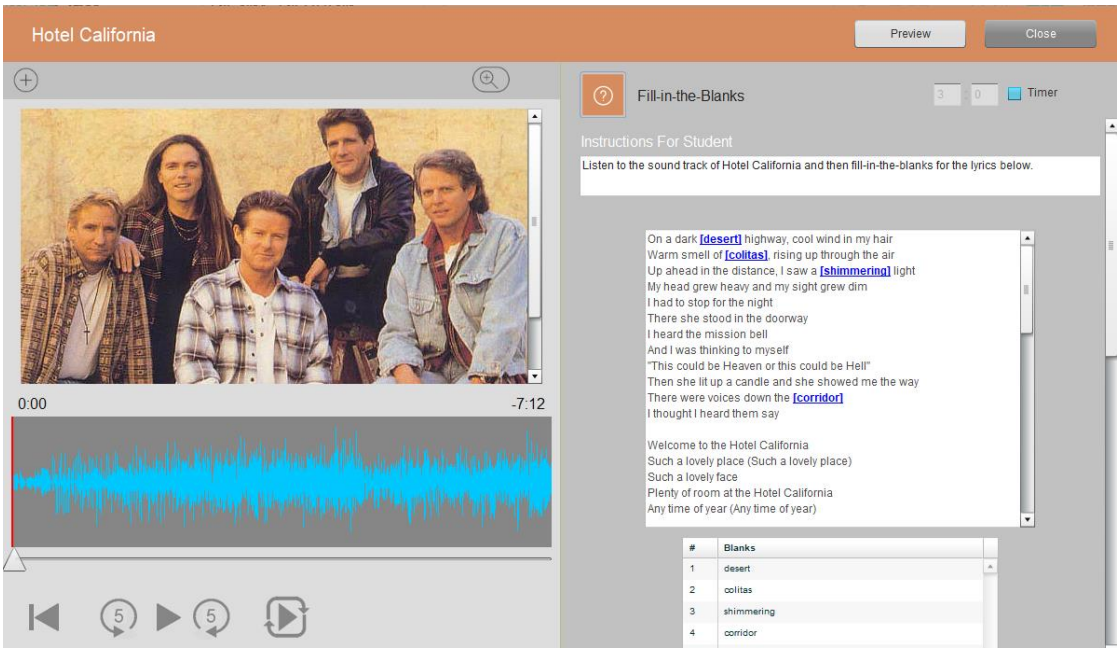


Exporting Text (Copy All)

Click on the *Copy All* button. Open your text editor and paste this text into the editor. The file can be saved to a name of your choice.

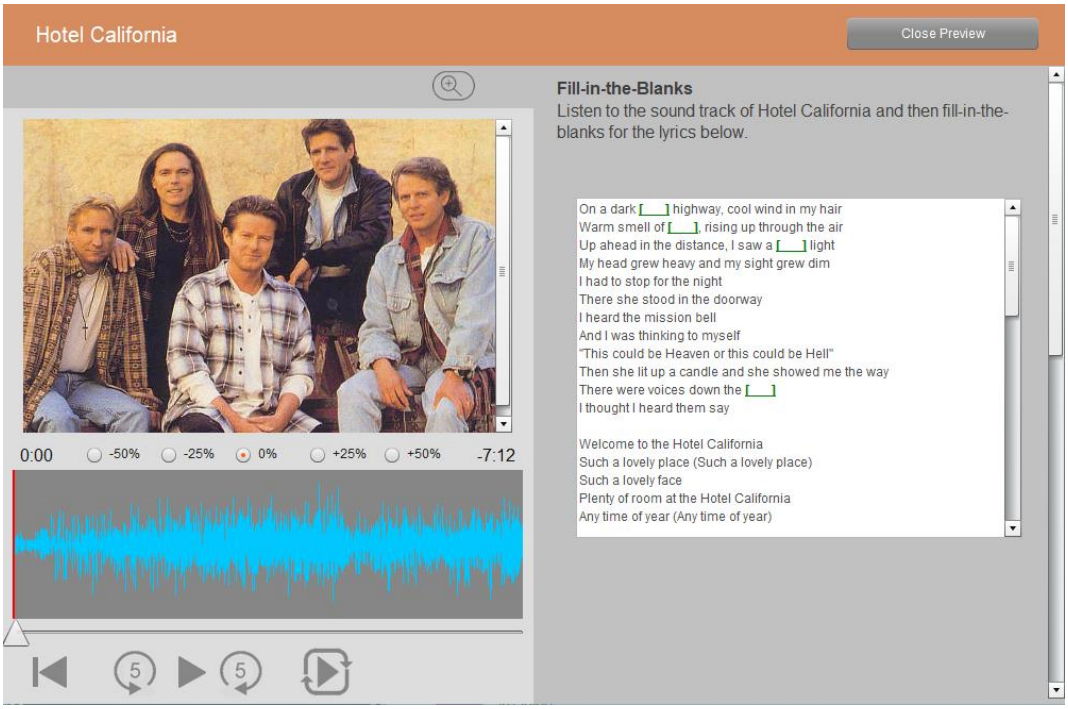


Fill-in-the-Blanks Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- The text in which the blanks will be created
- Identify the words or phrases to be blanked (up to 50)



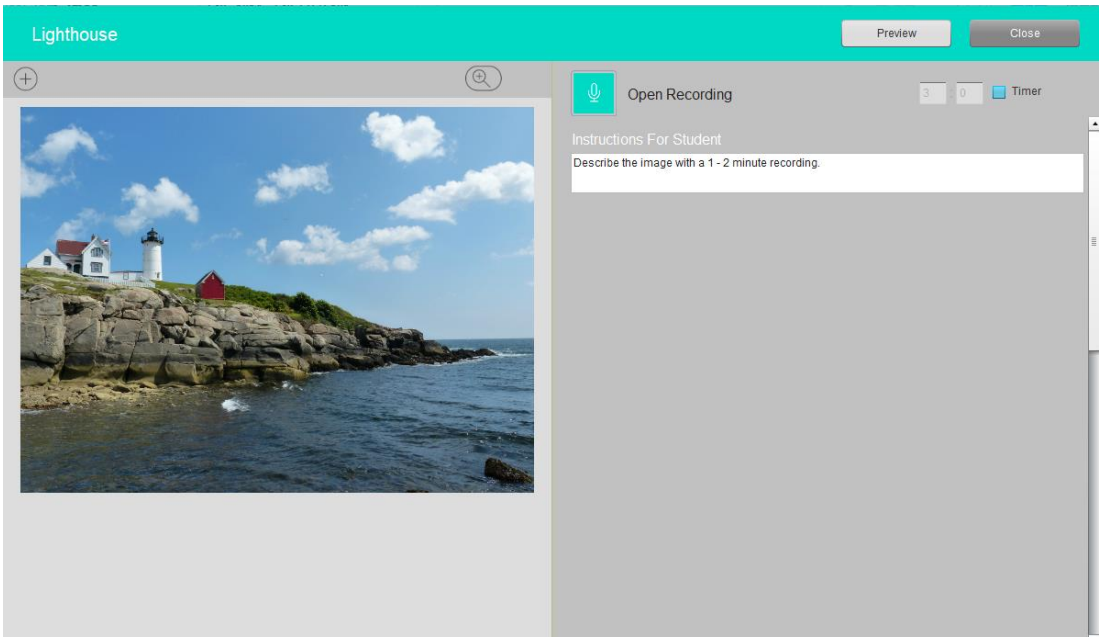
Creating Blanks

You create blanks in a text document by bracketing the target words or phrases with a set of square brackets; [ ]. For example, to blank the word “desert” in the following phrase, you just add an open-square-bracket before the “d” and a close-square-bracket after the “t” as shown below:

On a dark [desert] highway

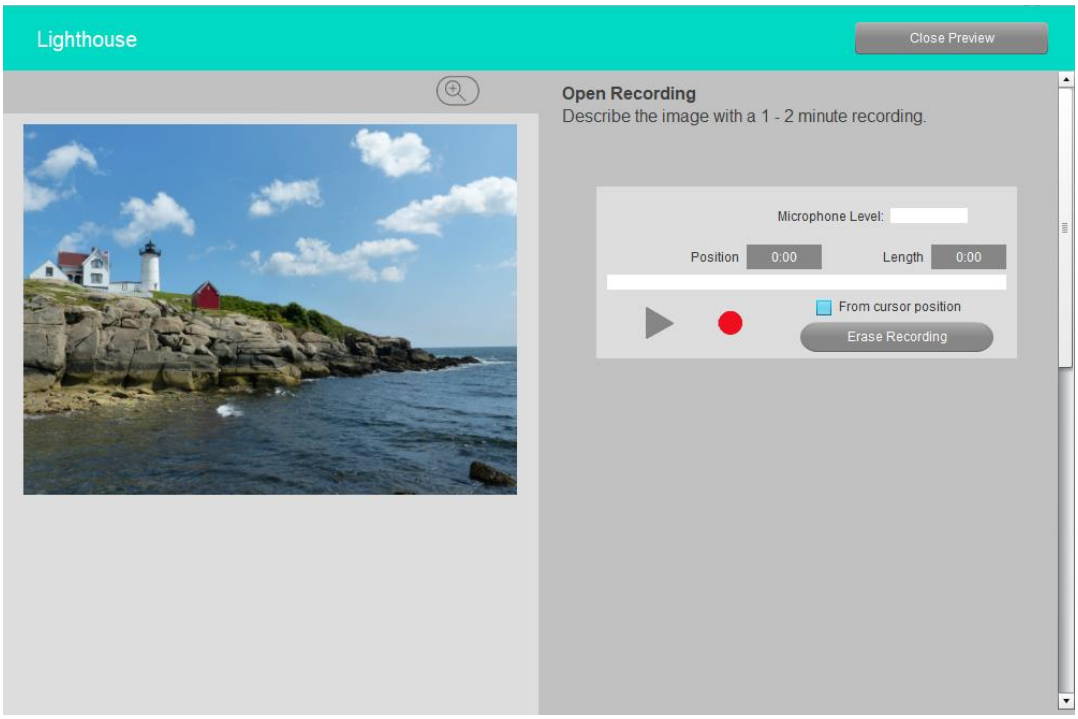
The system will automatically highlight the blanked words or phrases in the teacher’s view and blank these same words or phrases in the student’s view.

Open Audio Recording Template



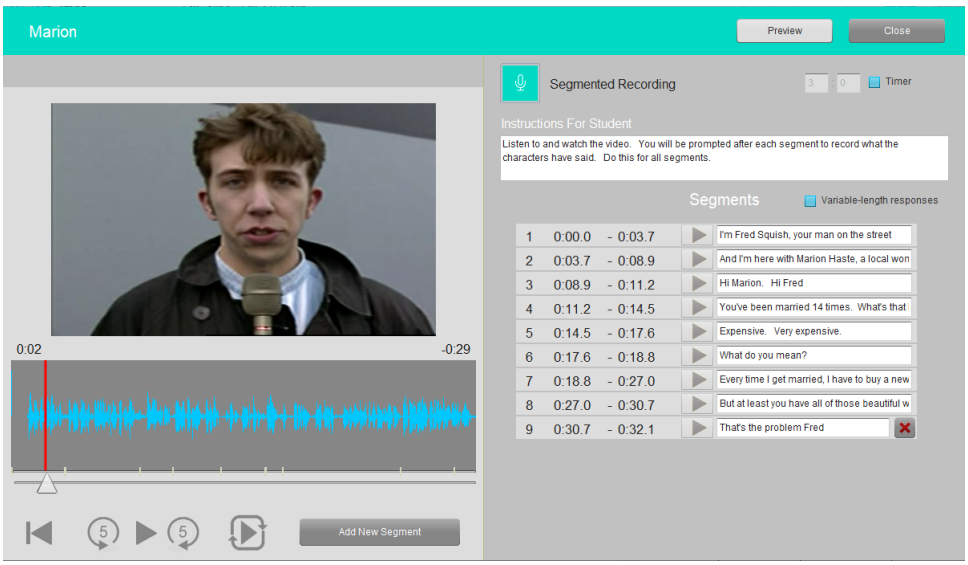
The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions



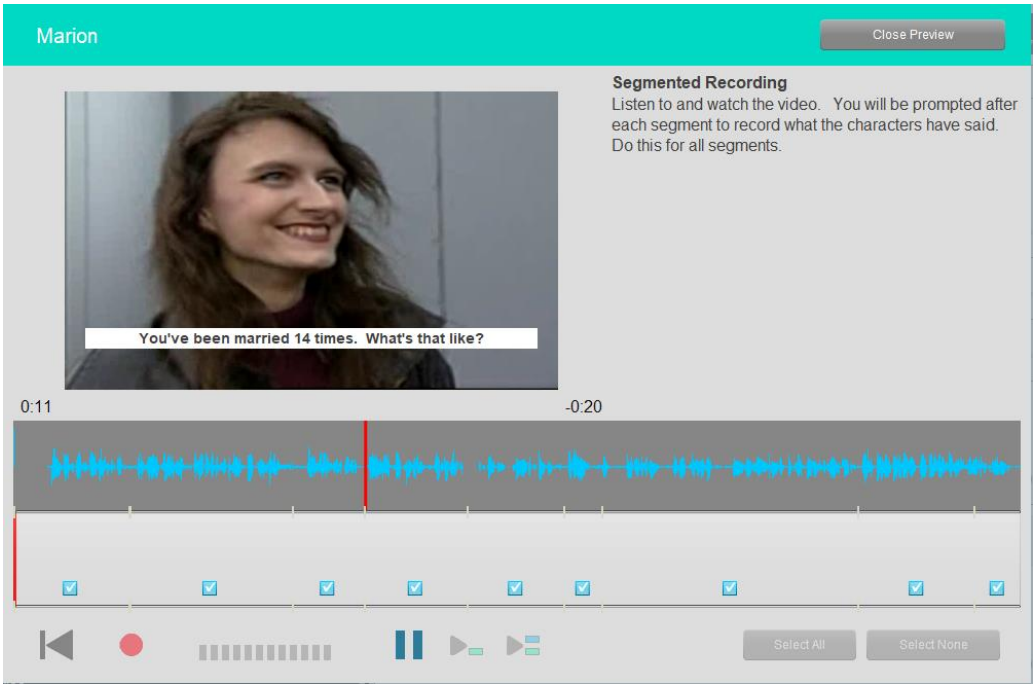
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

Segmented Recording Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this template. The teacher needs only to:

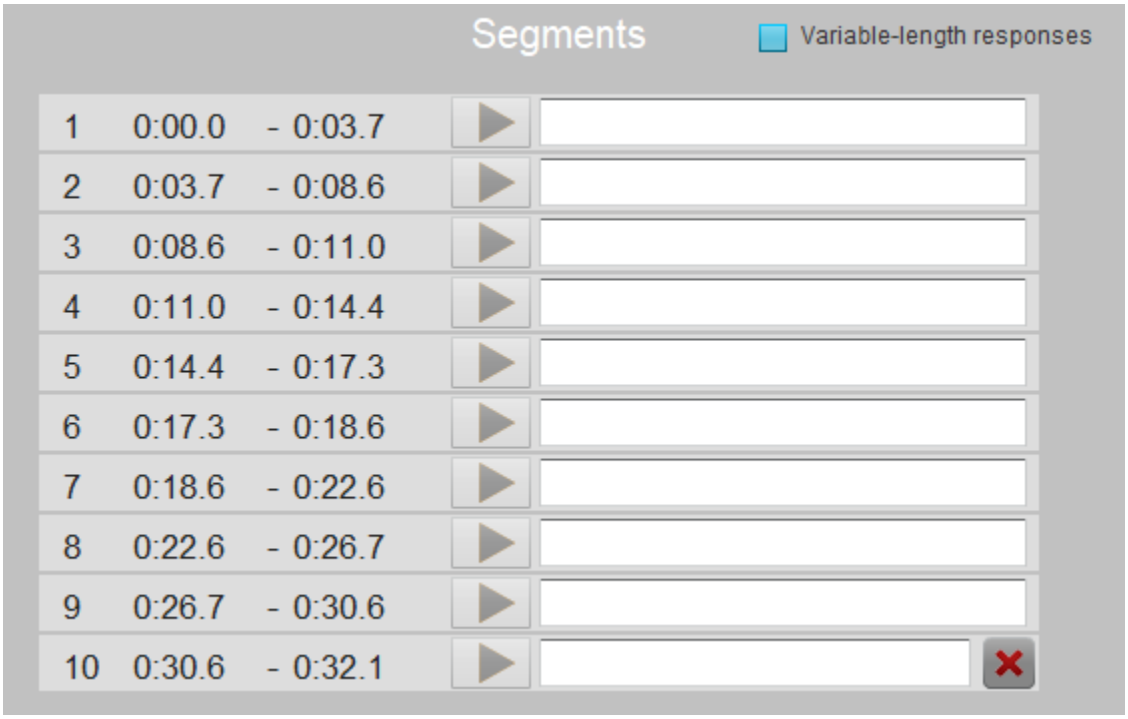
- Instructions
- Segment the source audio or audio-visual file into phrases that the students will listen to and then repeat.
- Optionally add captioning text
- Choose Variable length (checkbox) or Fixed length responses (default)



Media File Segmentation

Begin by clicking on the *Play* button (▶). As the audio plays, click on the *Add New Segment* button at the end of each phrase to be repeated by the student. Continue to the end of the media file. In the above diagram, note the small white vertical lines at the bottom of the waveform area. These represent the segment boundaries.

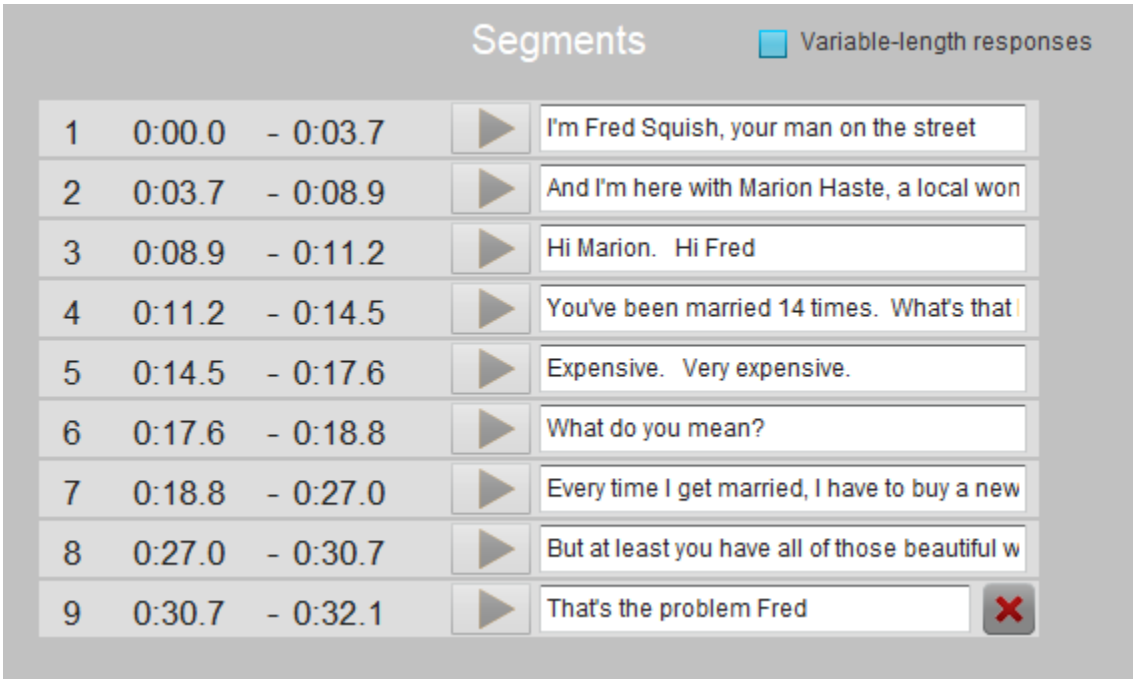
In the right panel, you can also see a list of segment details as shown below.



Closed Captioning

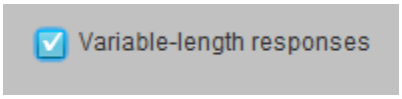
You can add closed captioning information to segmented recordings having either and audio or audio-visual stimulus.

The captioning text is added directly into the white field beside each segment.

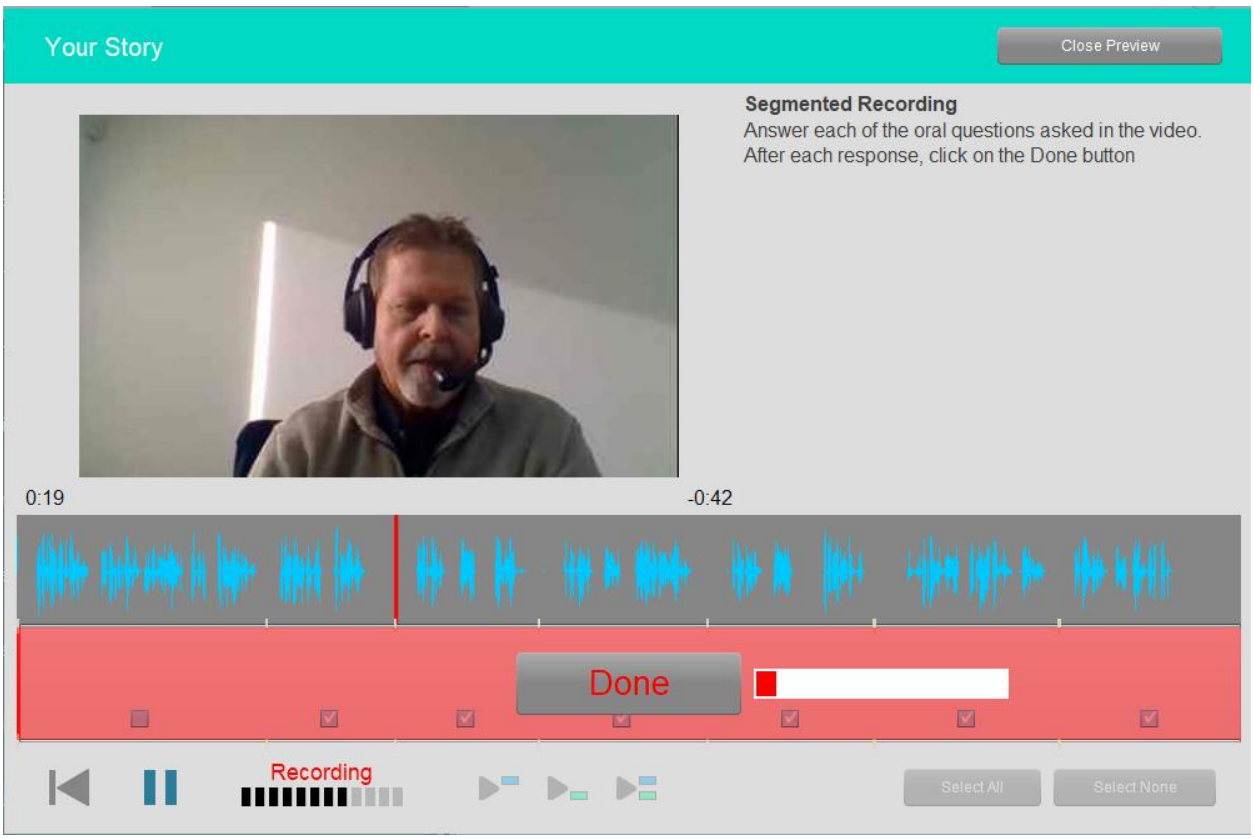


Fixed-Length or Variable-Length Student Responses

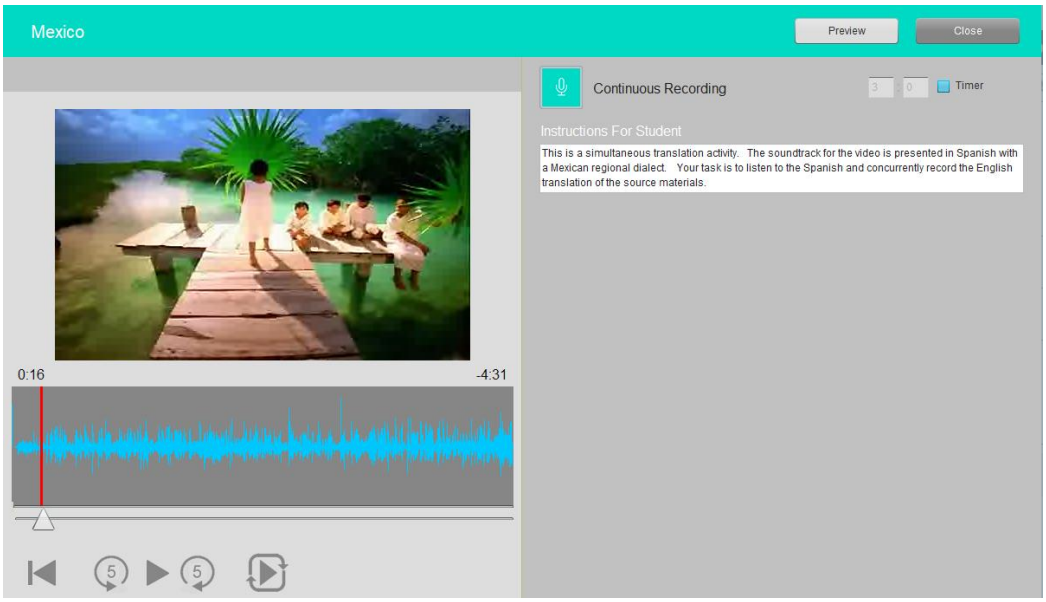
By default, with the Segmented Recording template, student response time is preset to be a fixed length based on a multiple of the master track stimulus. This multiple is 1.25X. So, if a stimulus segment is 2 seconds in length, the student response time is automatically set to be 2.5 seconds. This is good for repeat-after-me type activities.



You now have the option of giving students a much longer period of time to respond. This means that segmented recording can be used to interview the student by asking a series of open questions. While there is a maximum time limit of 5X the stimulus length, students can manage their responses by clicking on a *Done* button as they complete each answer.



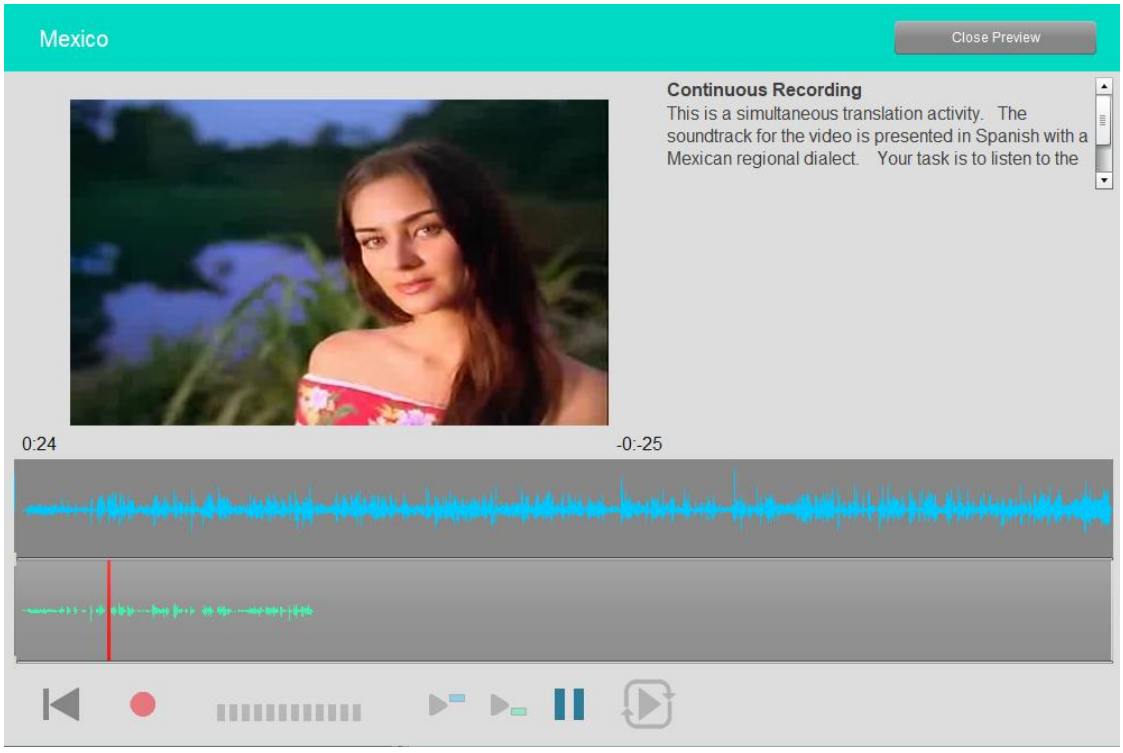
Continuous Audio Recording Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to:

Normally students will be asked to mute the stimulus audio track and record their own narration of the video (except for simultaneous translation).

- Instructions



Combining an Audio + Visual Stimulus

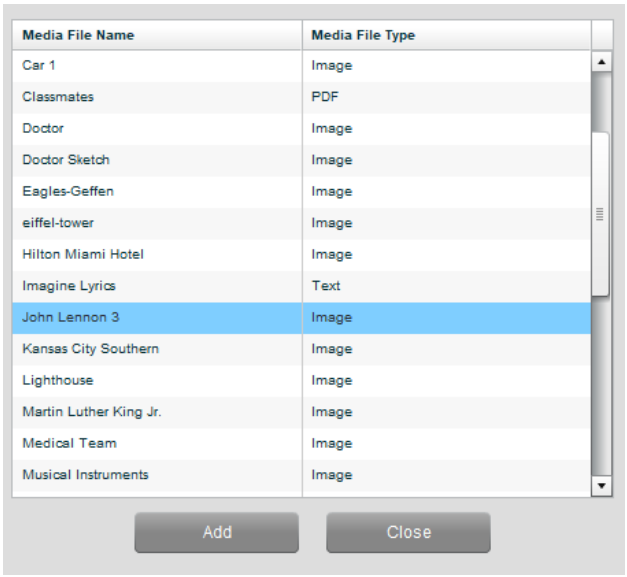
You can supplement an audio clip media file with a second visual stimulus in the form of an image, text or PDF media file.

Begin with the audio clip and launch the Activity Wizard to choose the type of activity to wish to run.

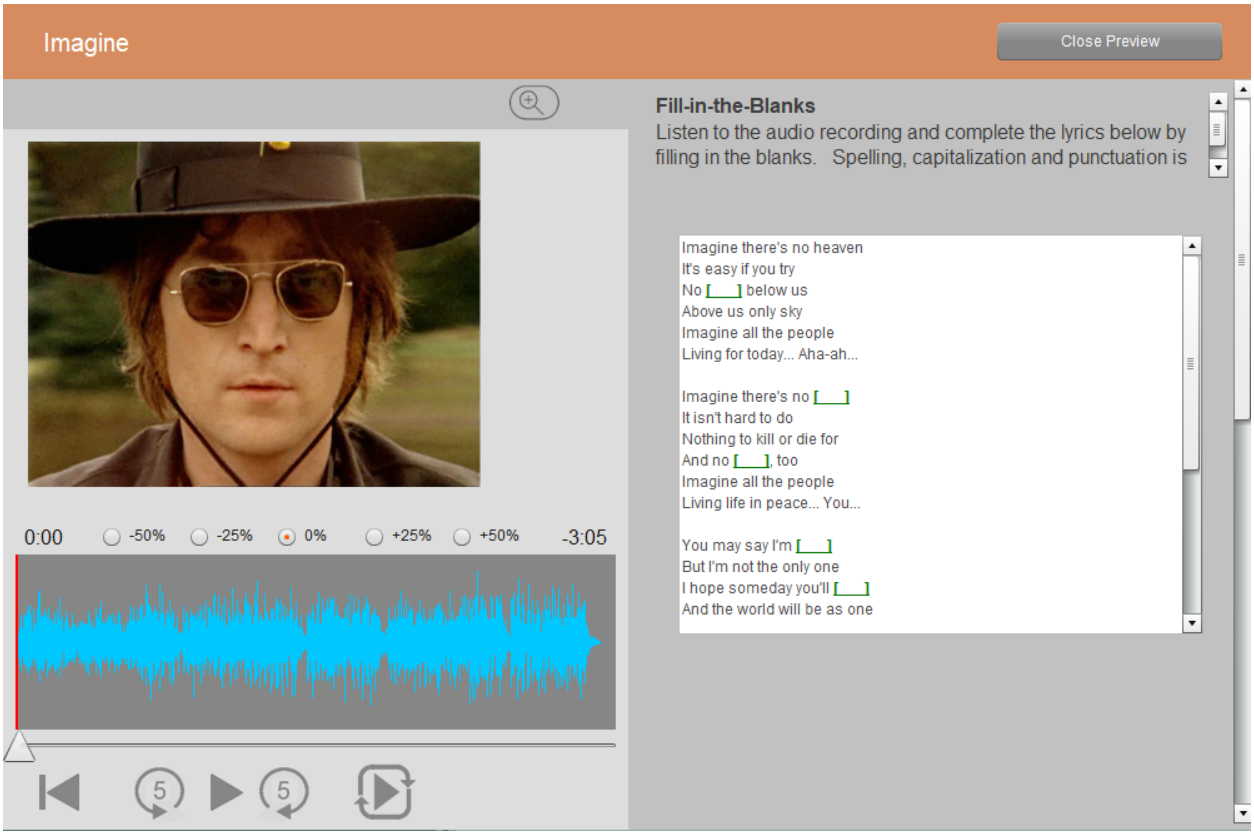
On the left side of the screen, you will see the familiar gray background as shown at right.

Next, click on the *Plus "+"* button above this panel. This opens a list of the available media files that can be used to replace the primary (audio or video) stimulus and/or the auxiliary visual stimulus. This is shown below right.

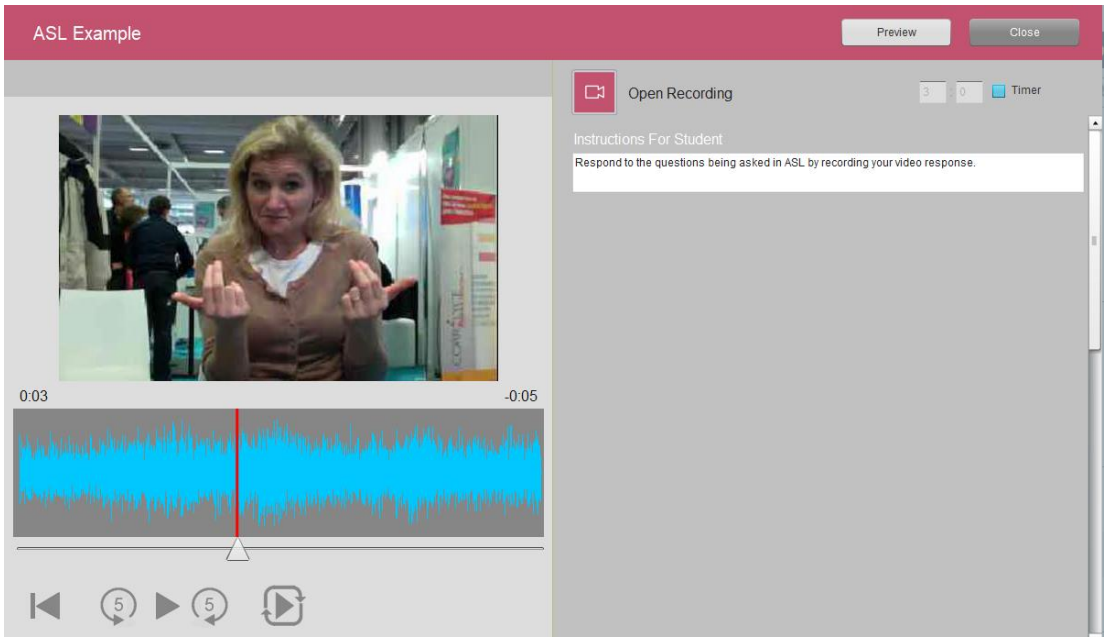
Choose the file that you want and click on the Add button at the bottom of the screen.



The completed activity is shown below. Note that you can modify the visual stimulus by clicking on the Add button a second time and replacing the current media file with a new one.

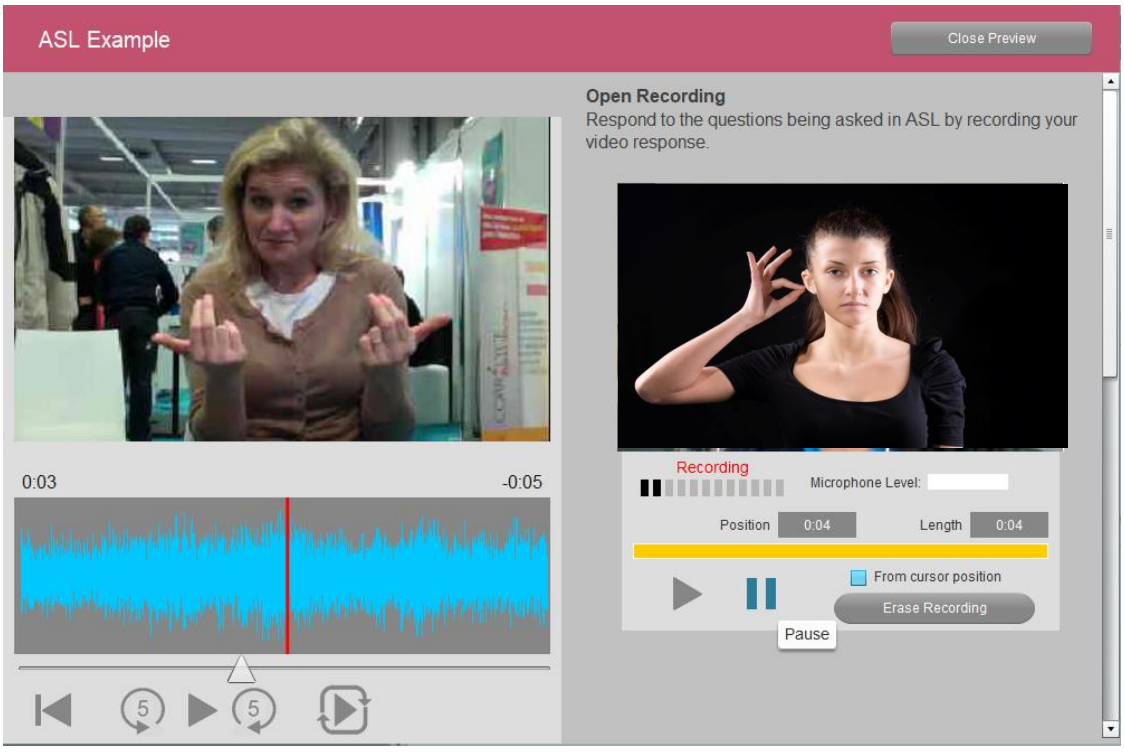


Open Video Recording Template

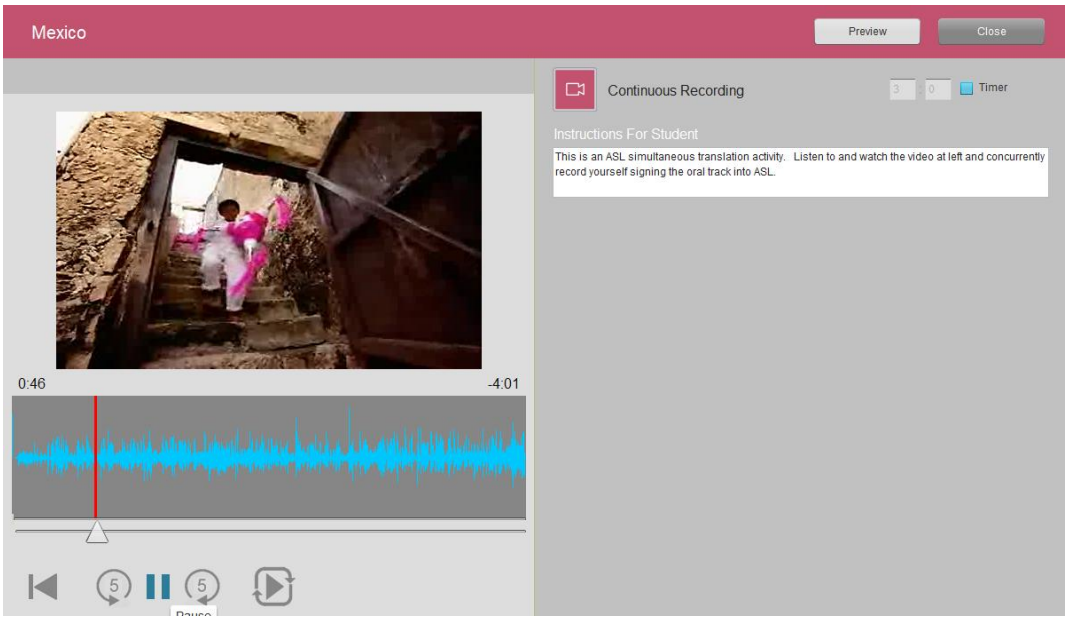


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions



Continuous Video Recording Template

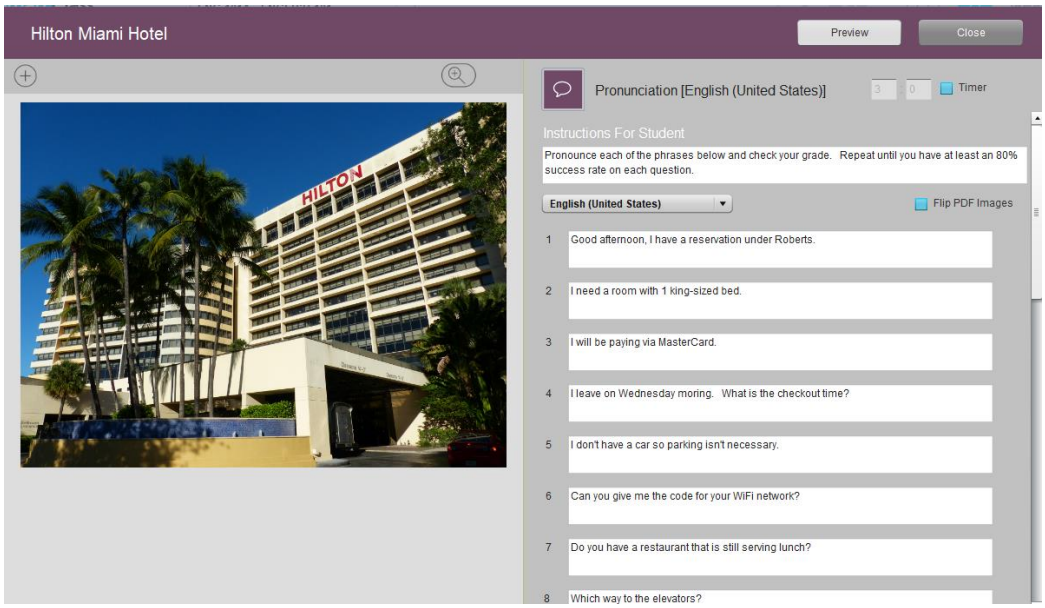


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity.

Students may be asked to simultaneous translate the stimulus into another language – including the possibility for sign language.

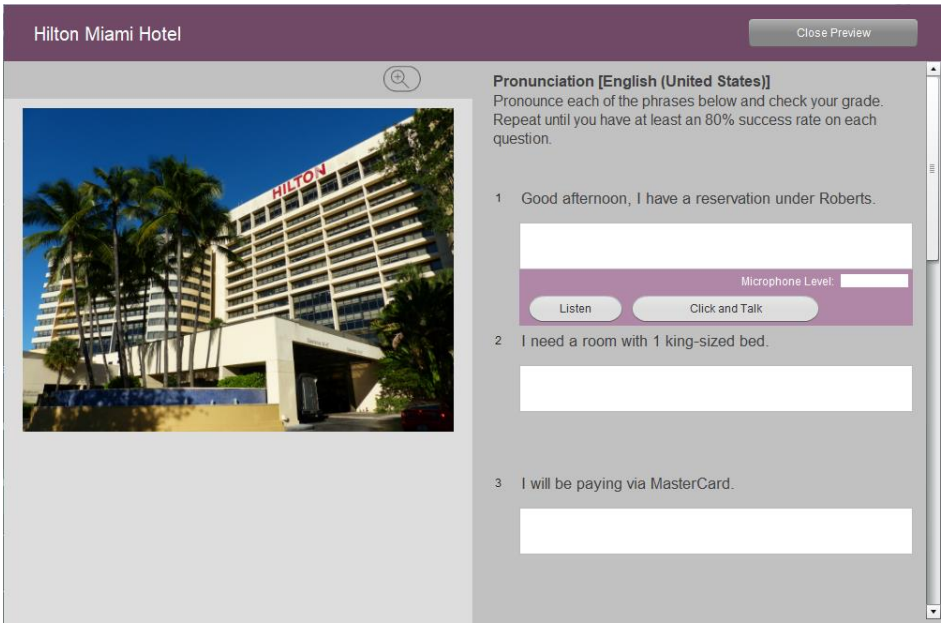
- Instructions

Pronunciation Listen and Speak Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Verify Language Setting
- Copy the phrases with which students will work into the phrases area (up to 20)



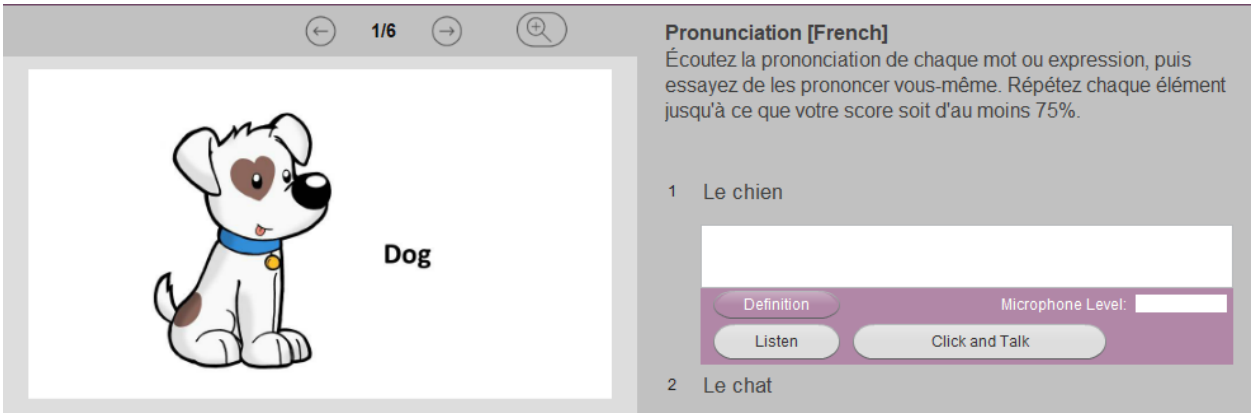
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

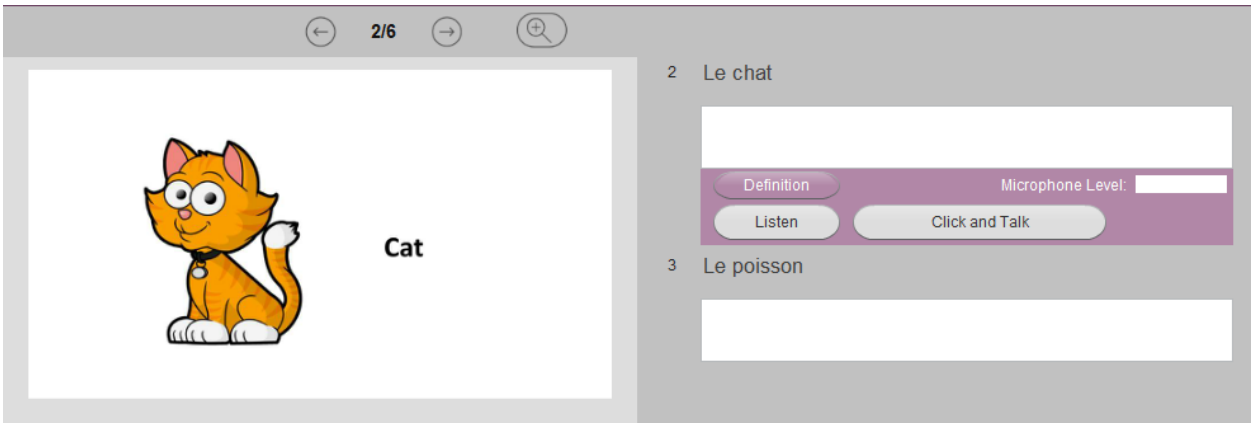
Synchronized PDF Page Flipping (Flash Cards)

Pronunciation templates and Question & Answer templates now include a checkbox called Flip PDF Images (or Flash Cards).

To take advantage of this new feature, the stimulus should be a multi-page PDF document with the number of pages equal to the number of questions. (In the example shown below, there are 6 questions and 6 pages. Note that one easy way to create a multi-page PDF for this purpose is to build a PowerPoint presentation and save the presentation as a PDF.)

As the student navigates from question to question, the correct page for that question is automatically displayed on the left.



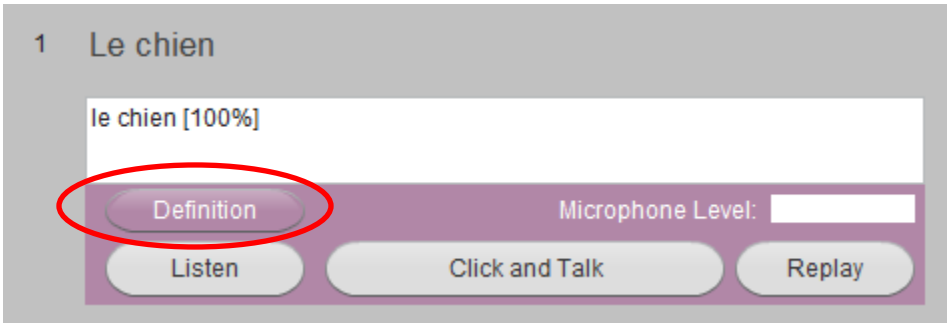


Flash Card Definitions

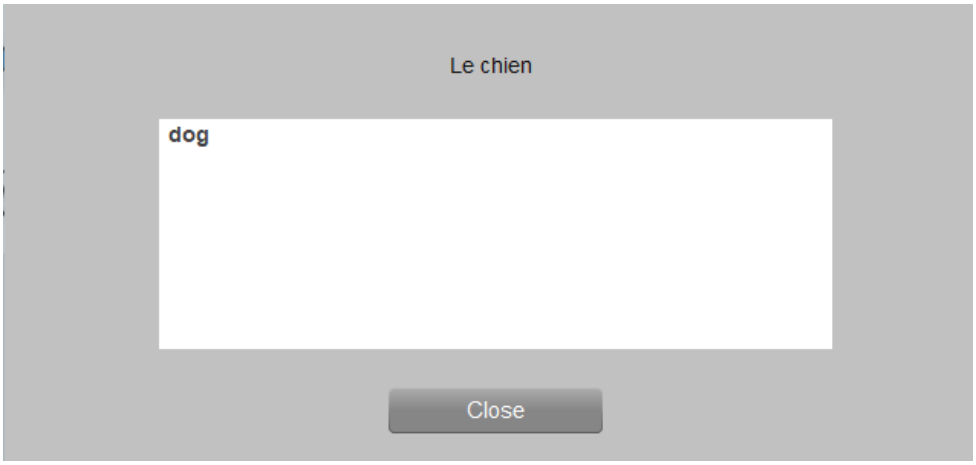
Pronunciation activities also provide the ability for you to create customized flash card definitions for each word/phrase. For example, the definition might show the student the equivalent word or phrase in his native language.

To enable a definition within a phrase, the teacher must insert the separator "**DEF%**" (short for Definition) after the word or phrase to be pronounced, and then add the definition text after this separator. This is shown below.

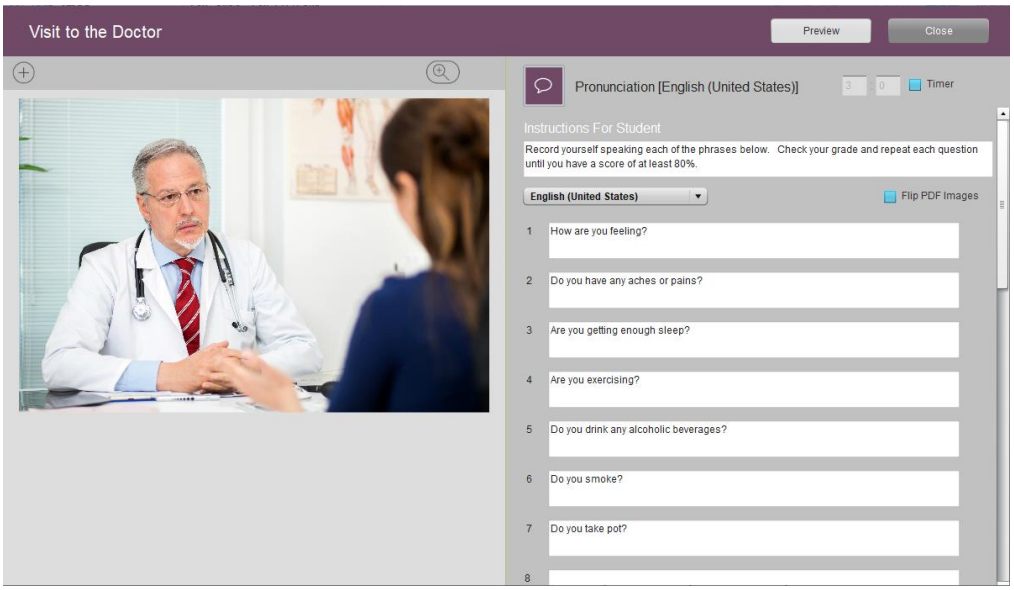
When the student selects the 1st field (Dog), a button called *Definition* appears in the pronunciation menu as shown below:



When the student clicks on this button, he can view the Definition text as shown below:

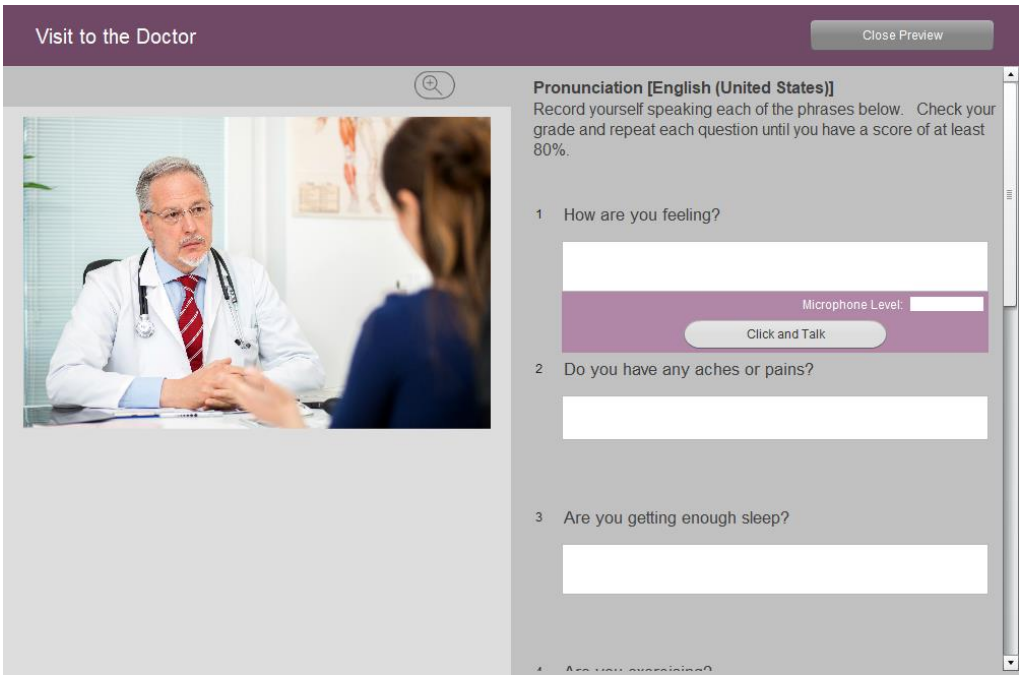


Pronunciation Speak Template



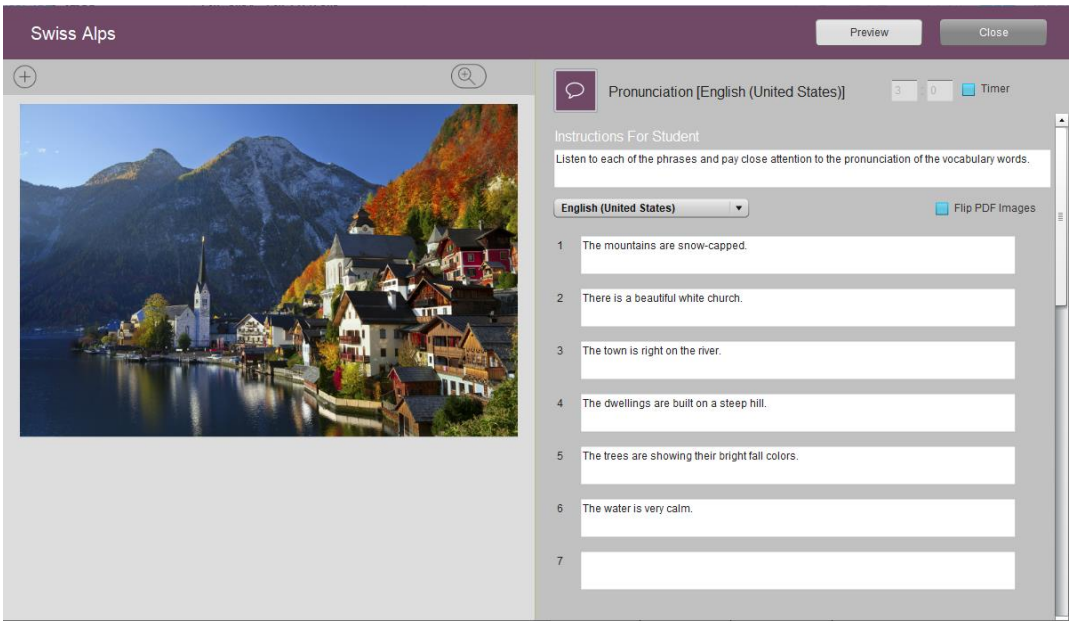
The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Verify the Language
- Enter the phrases with which students will work into the phrase area (up to 20)



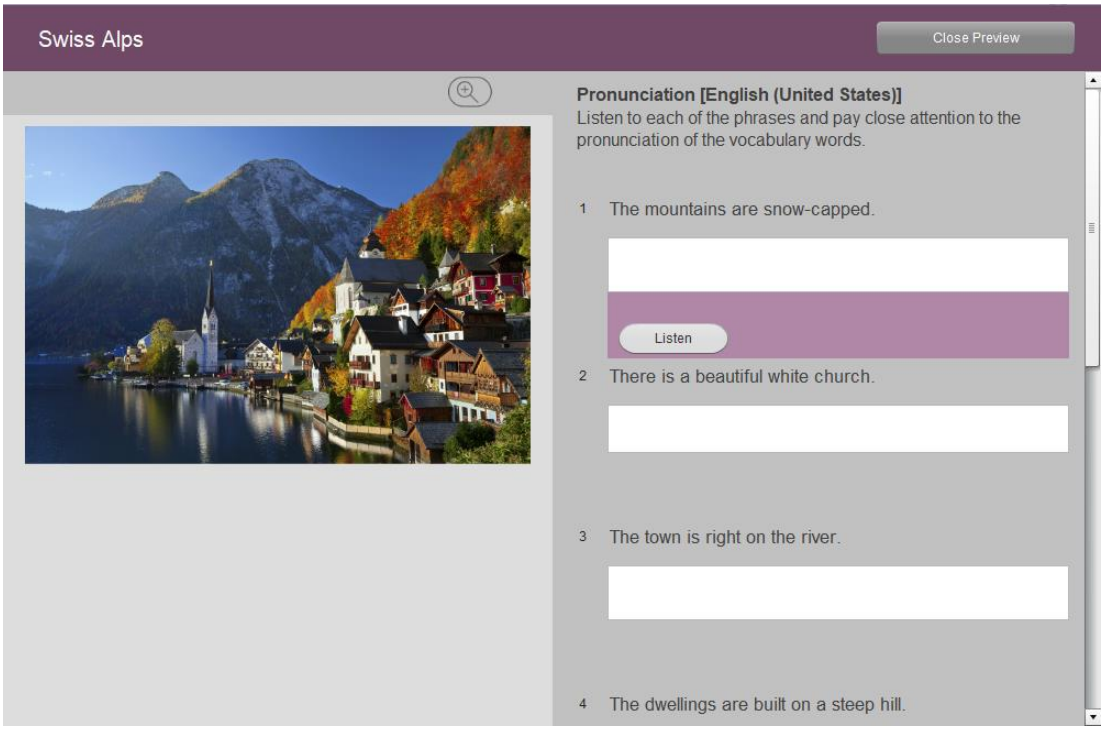
Note that the ⊕ icon above the upper-left corner of the image can be used to change the stimulus file to an alternate file of the same type.

Pronunciation Listen Template

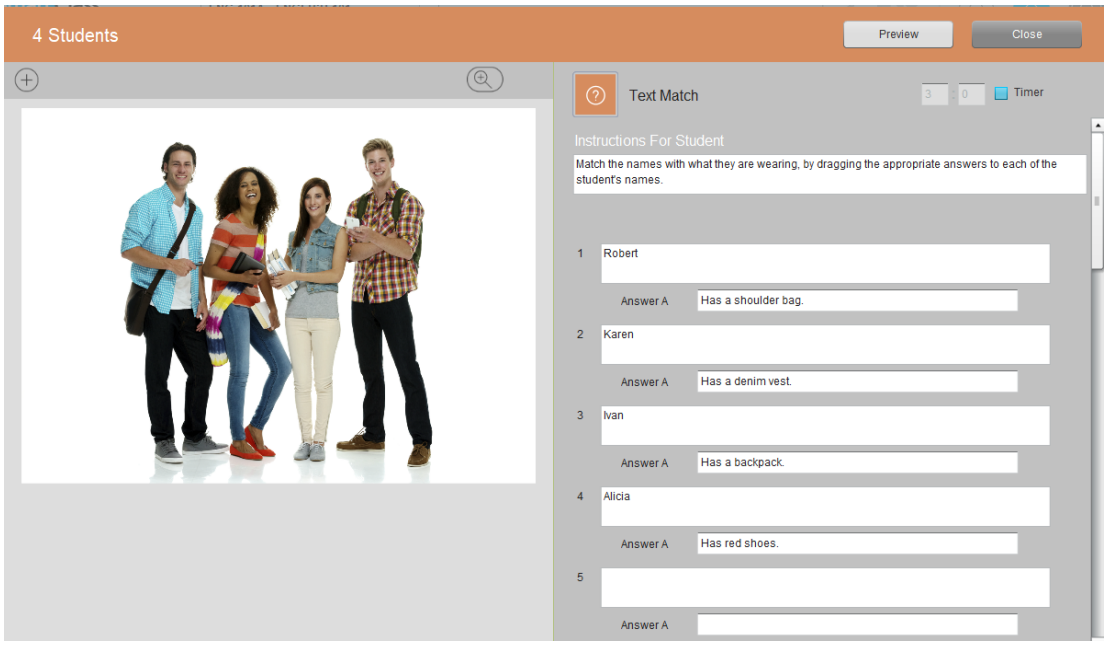


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this template. The teacher needs only to enter:

- Instructions
- Enter the phrases with which students will work into the Question area (up to 20)

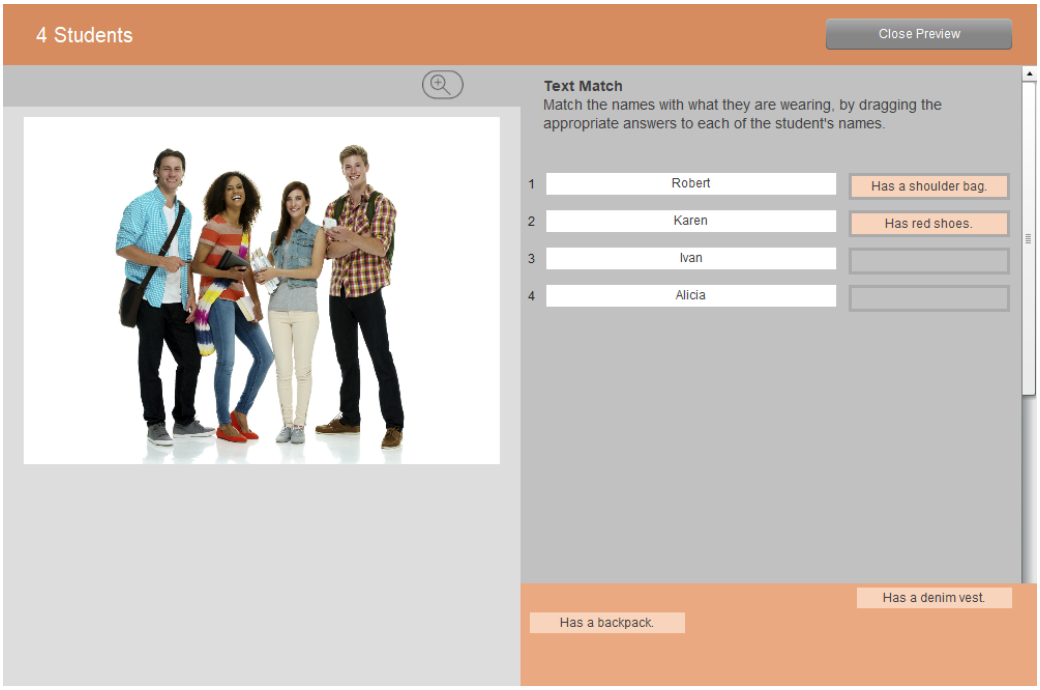


Matching – Text Match Template

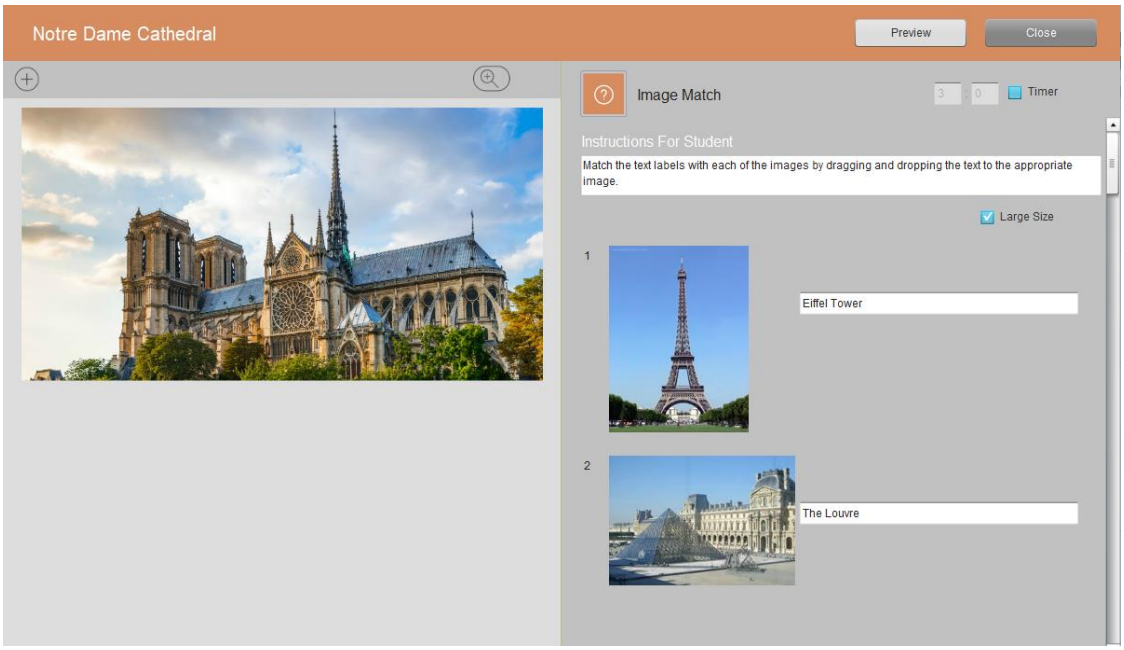


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- The reference text *questions*, (up to 12)
- The text to be matched with the reference text, (one *answer* per question – no duplicate answers)



Matching – Image Match Template



The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- The reference images, (up to 12)
- The text to be matched with the images, (one *answer* per question – no duplicate answers)

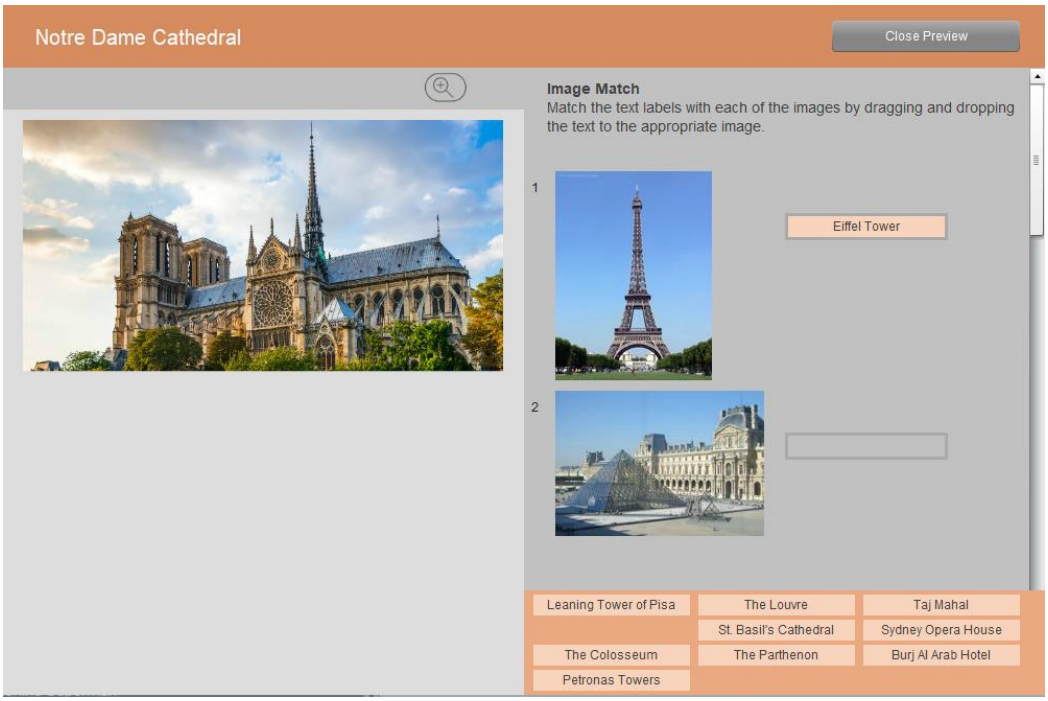


Image Size

By default, images occupy a maximum size of 100 pixels by 100 pixels. There is now an option to quadruple this size to 200 pixels by 200 pixels. To enable the larger images, you must check the Large Size checkbox shown below:

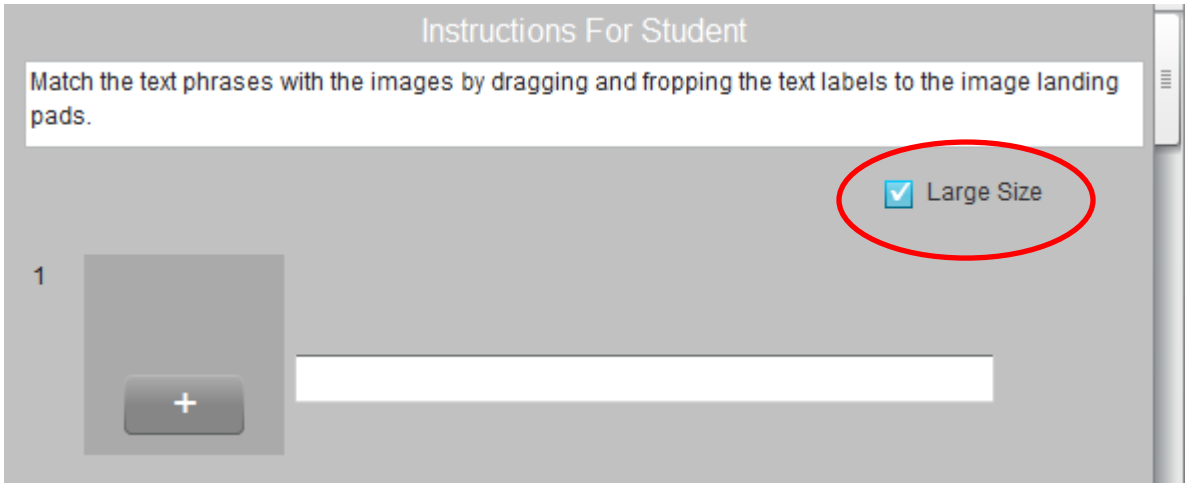
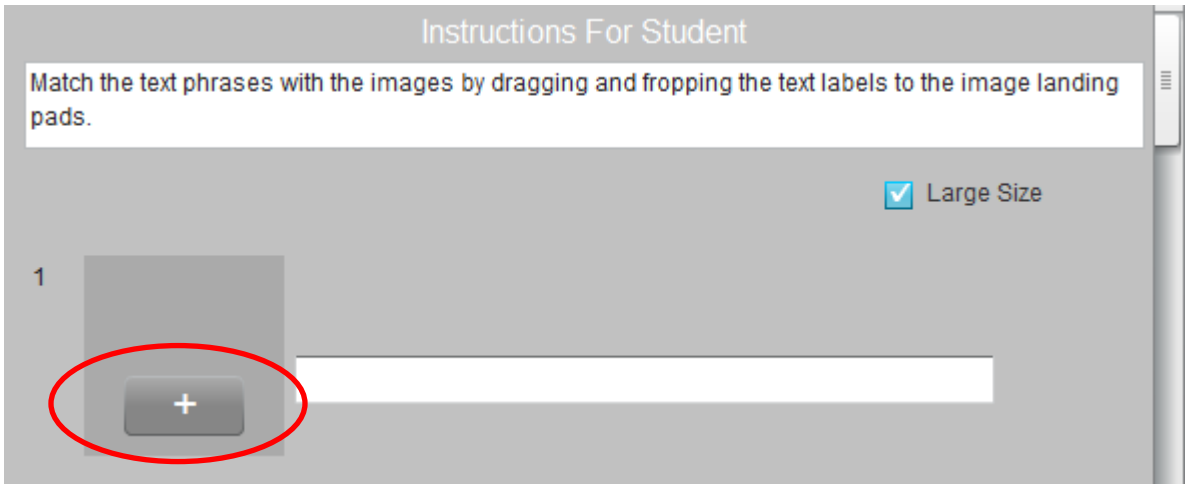
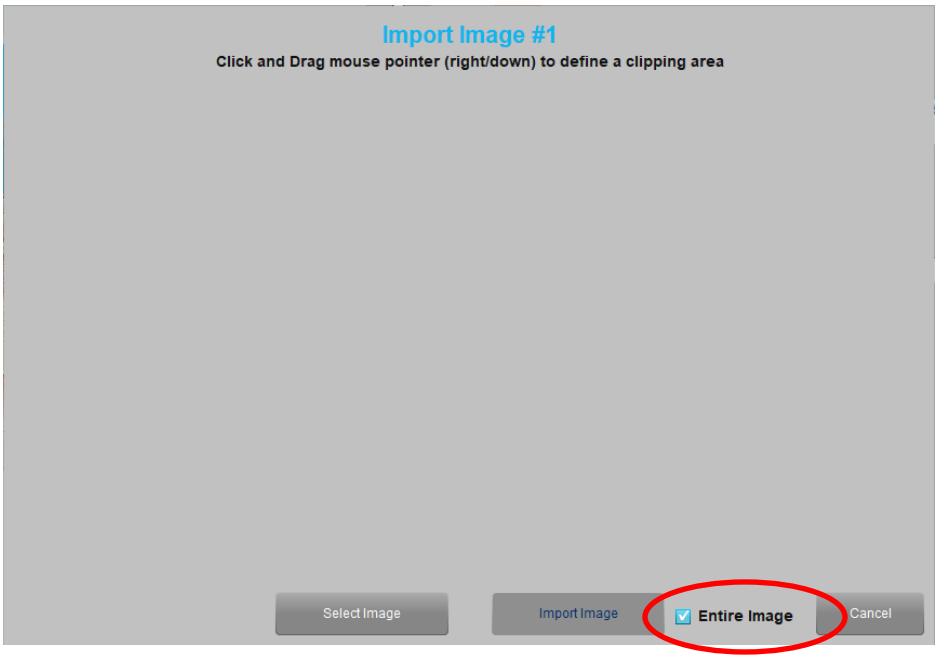


Image Import

To add the first image, click on the "+" button.



This launches the Image Import panel shown below. (Note that this screen might be blank or it may display a previously loaded image.)

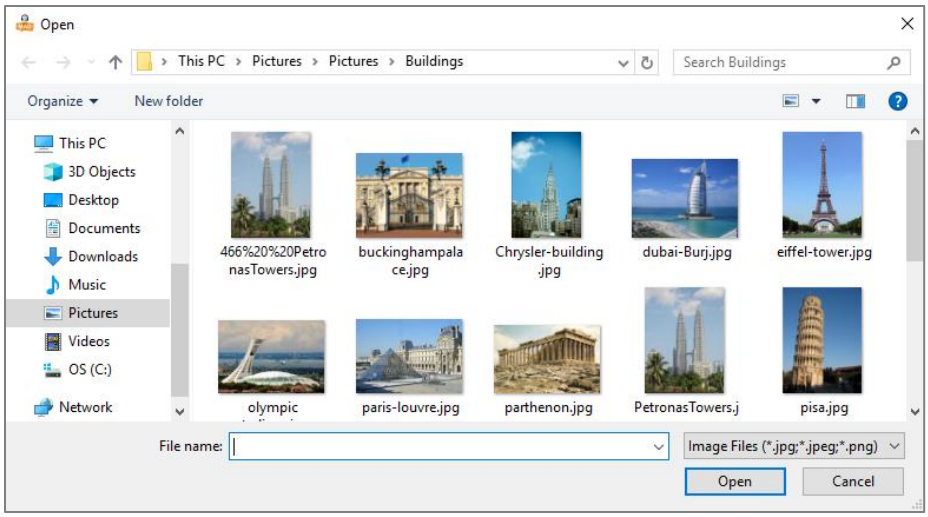


Entire Image

By default, images are cropped to fill the maximum space available (100 x100 or 200 x 200). If you want the full image to be displayed without cropping, check the *Entire Image* box shown above. This will fit the entire image within the maximum space available without impacting the aspect ratio.

Select Image

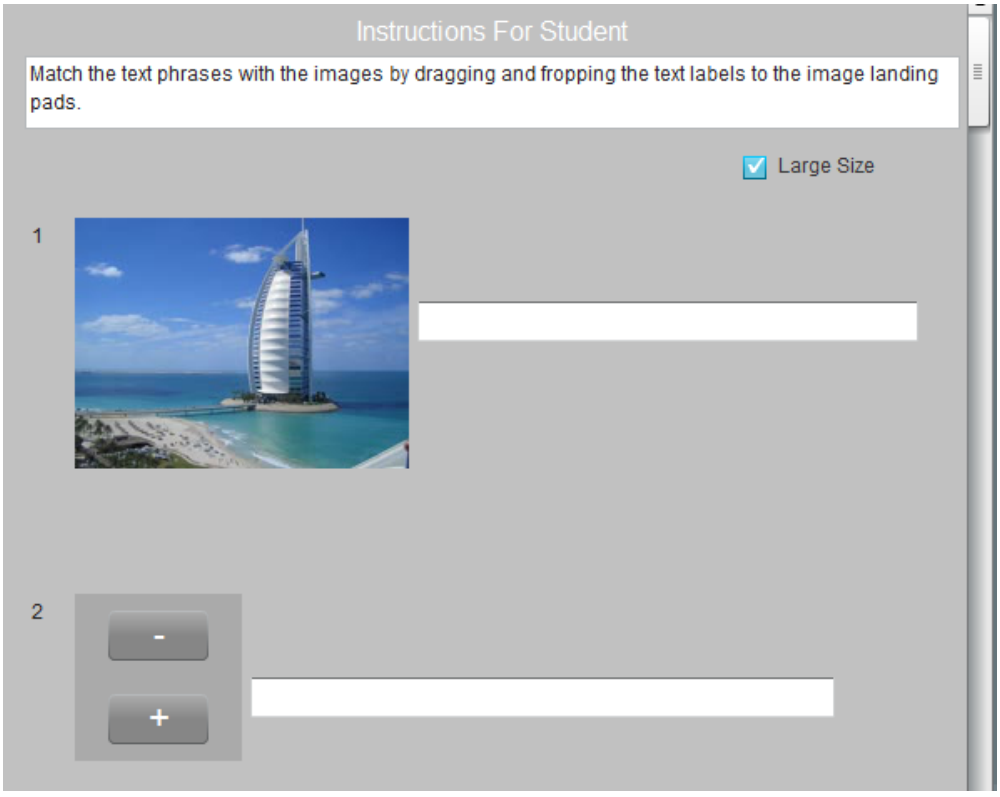
Click on the *Select Image* button. This will open a file browsing window as shown below:



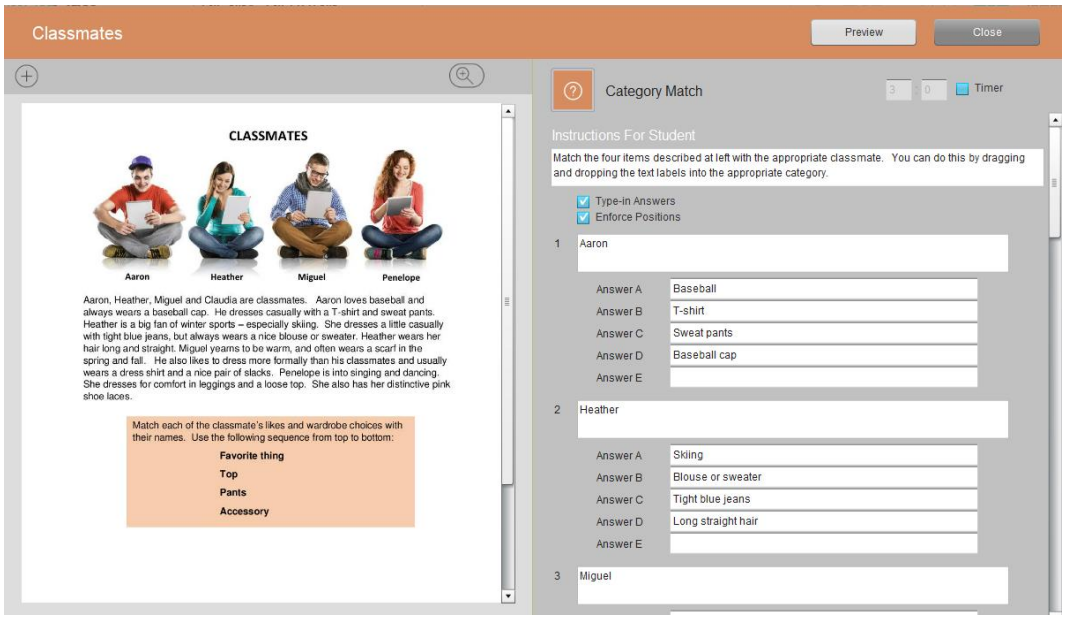
Highlight the target image and click on *Open*. This displays the selected image

Import Image

Finally, click on the *Import Image* button to import the displayed photo as Image 1 for the exercise. You are also prompted with the option of adding the next image.

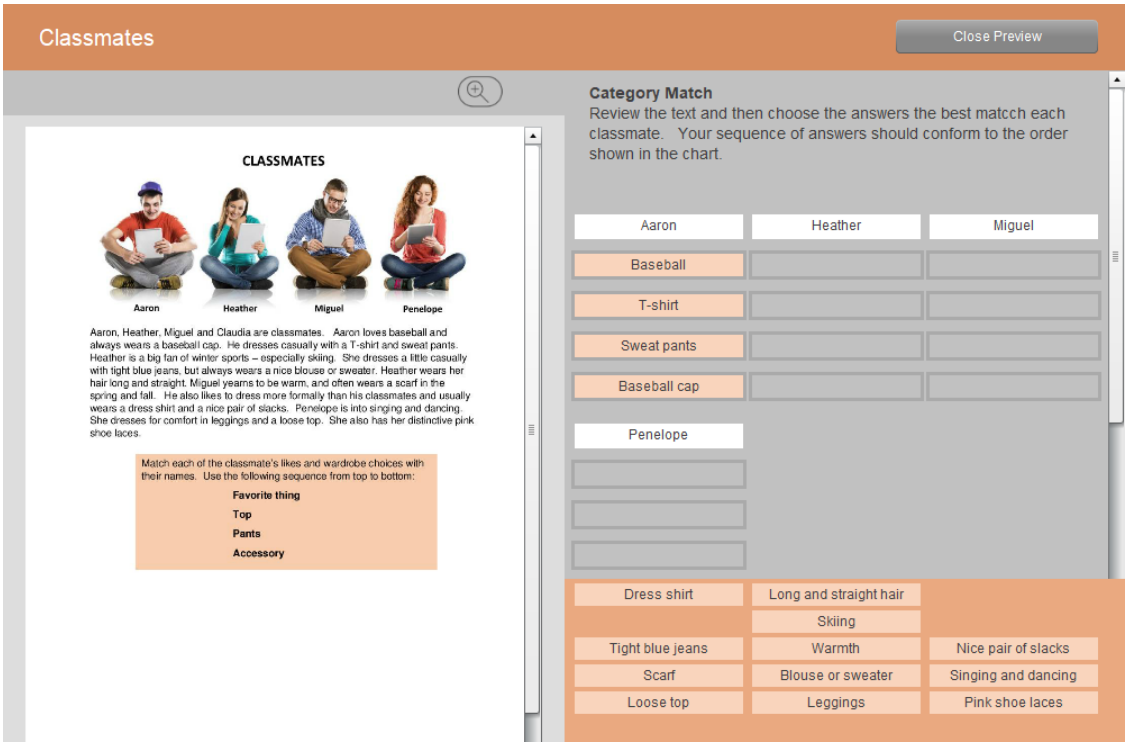


Matching – Category Match Template



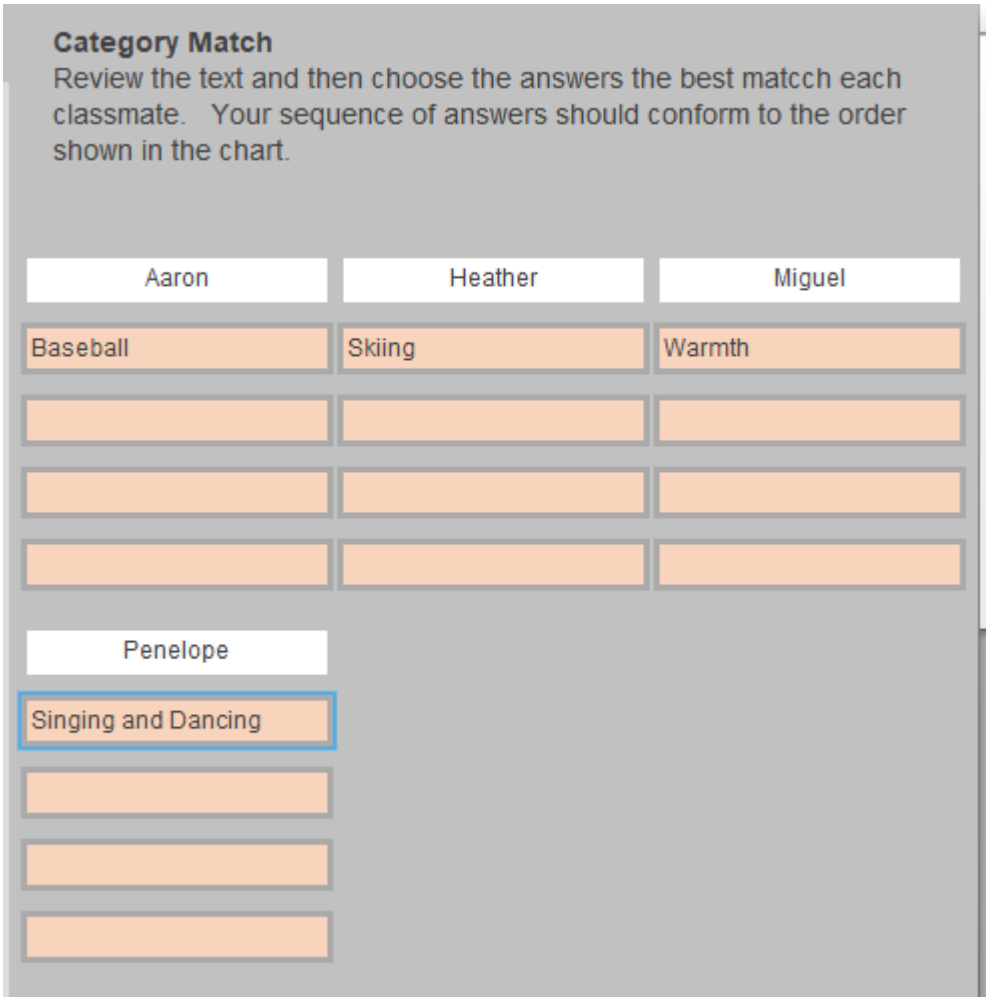
The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- The reference text *categories* (up to 9)
- The text to be matched with the reference categories, (up to 5 *answers* per category – maximum of 24 answers – duplicate answers are supported)

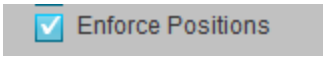


Type-in Answers (Fill-in-the-Chart)

It is possible to increase the rigor for this activity by hiding the pre-defined answers and having the students type in their answers into the appropriate fields for each category. To enable this, the *Type-in Answers* checkbox must be checked.



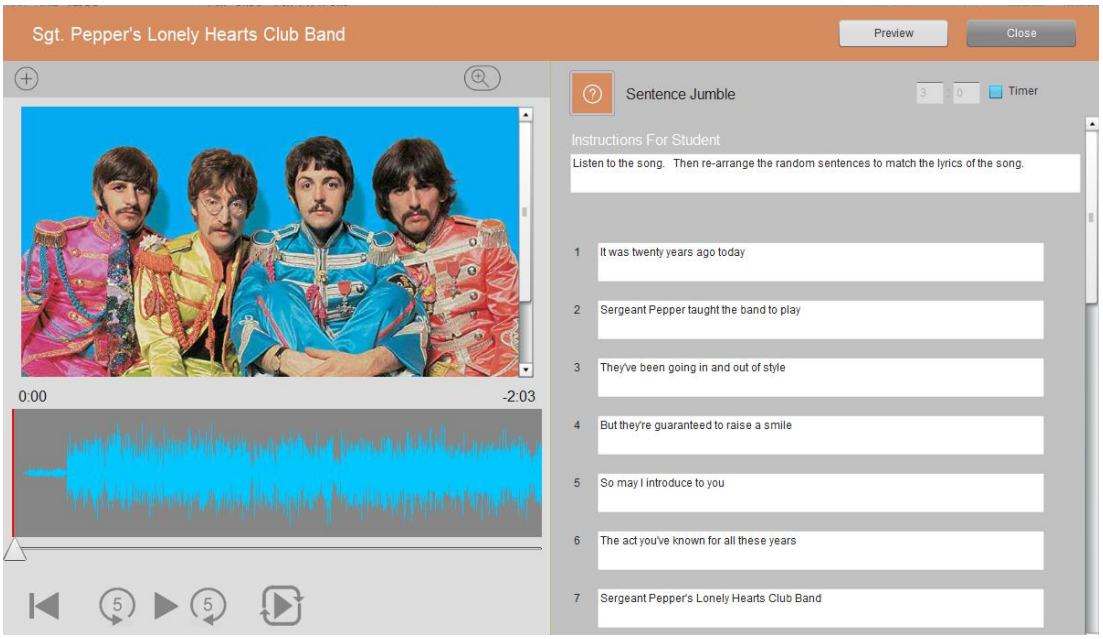
Enforce Positions (Graded Order)



You can use the vertical position of the answers within each category as a unique subcategory. Currently, the teacher must provide the key regarding the subcategories. (In a future release, subcategory labeling will be introduced.) To enable this feature, the *Enforce Positions* checkbox must be checked.

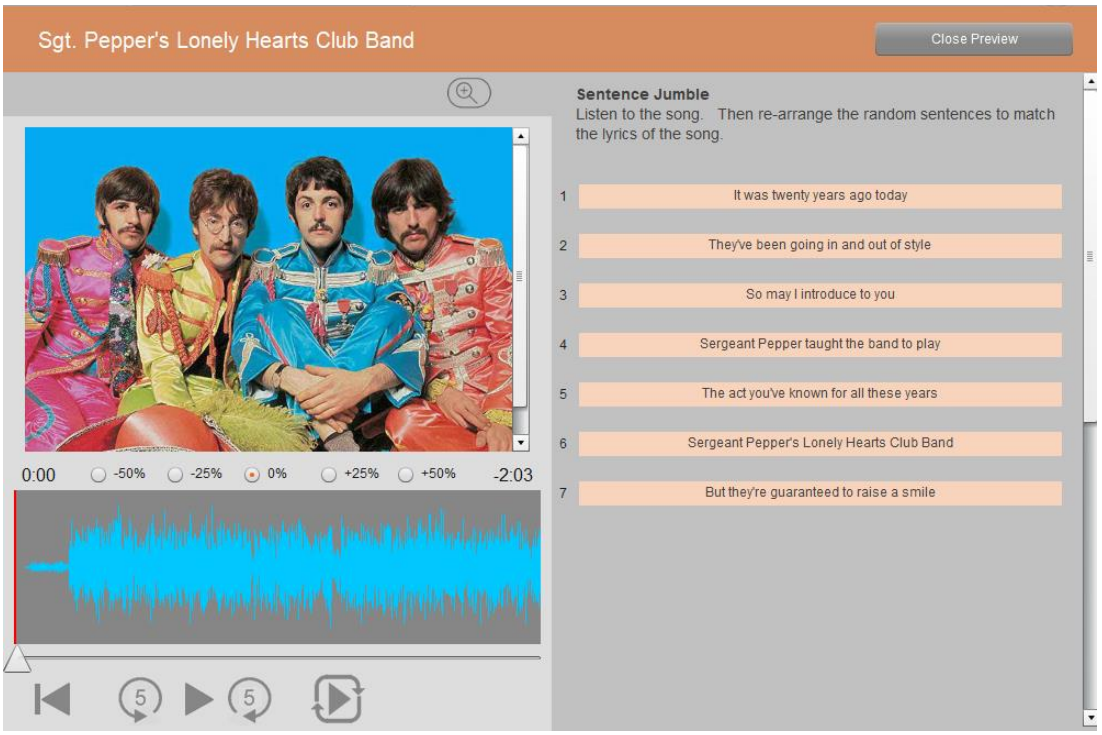
When *Enforce Positions* is active, it is not sufficient for the student to enter the answer into any of the landing pads within the category. Instead, the student must enter the answer into the correct landing pad.

Jumbling – Sentence Jumble Template

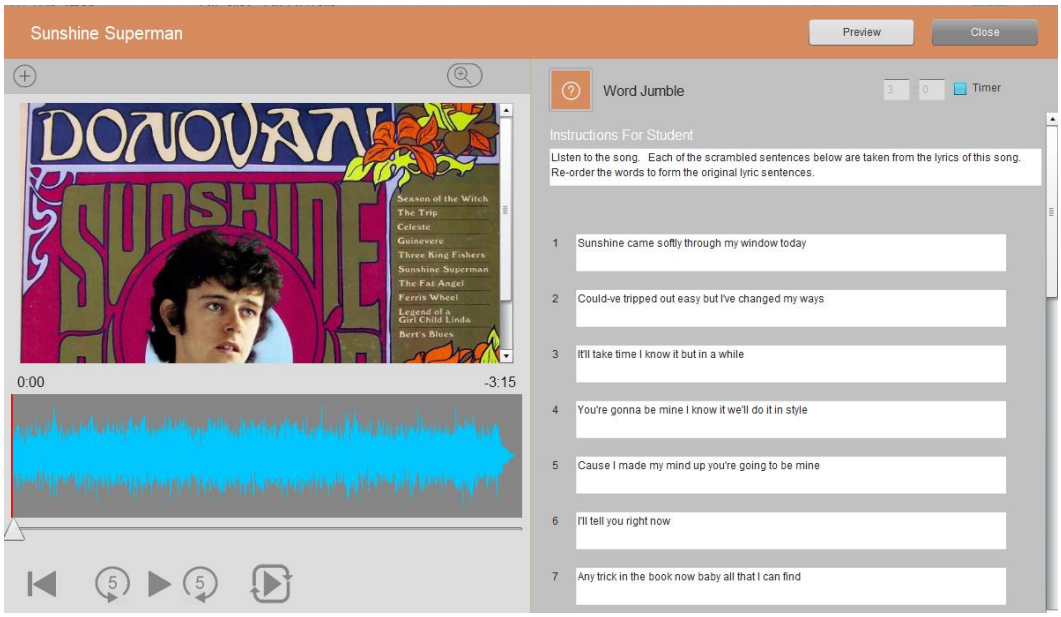


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- The sentences to be automatically jumbled by the system software and then re-ordered by the student using a drag & drop approach, (up to 8).

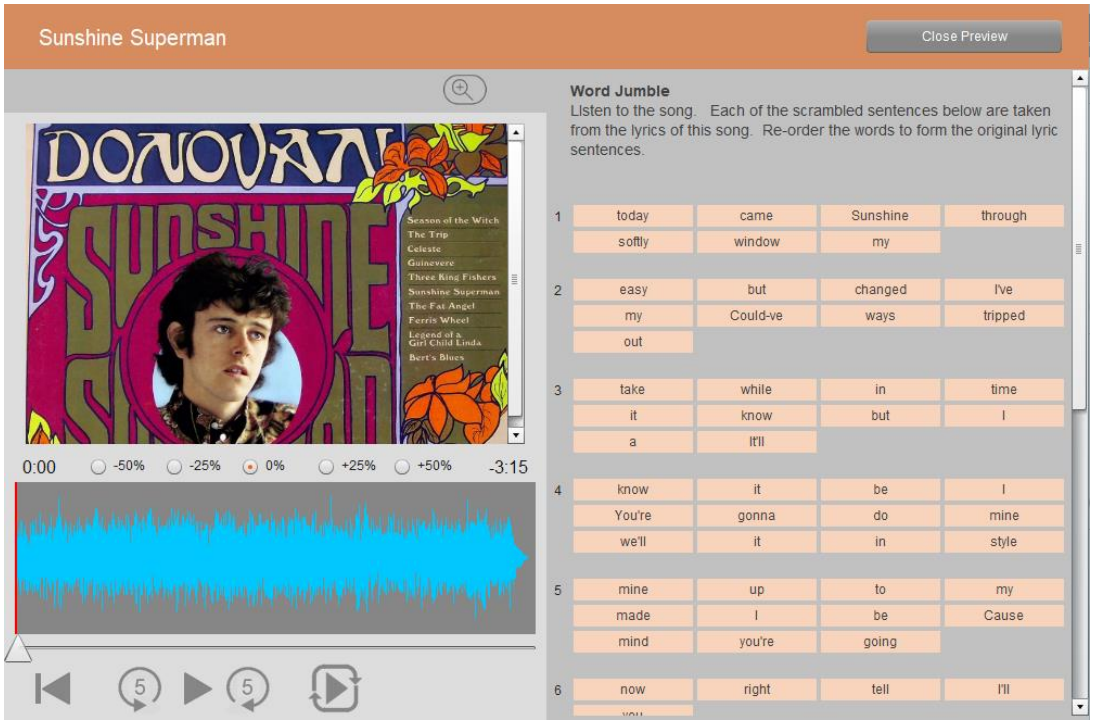


Jumbling – Word Jumble Template

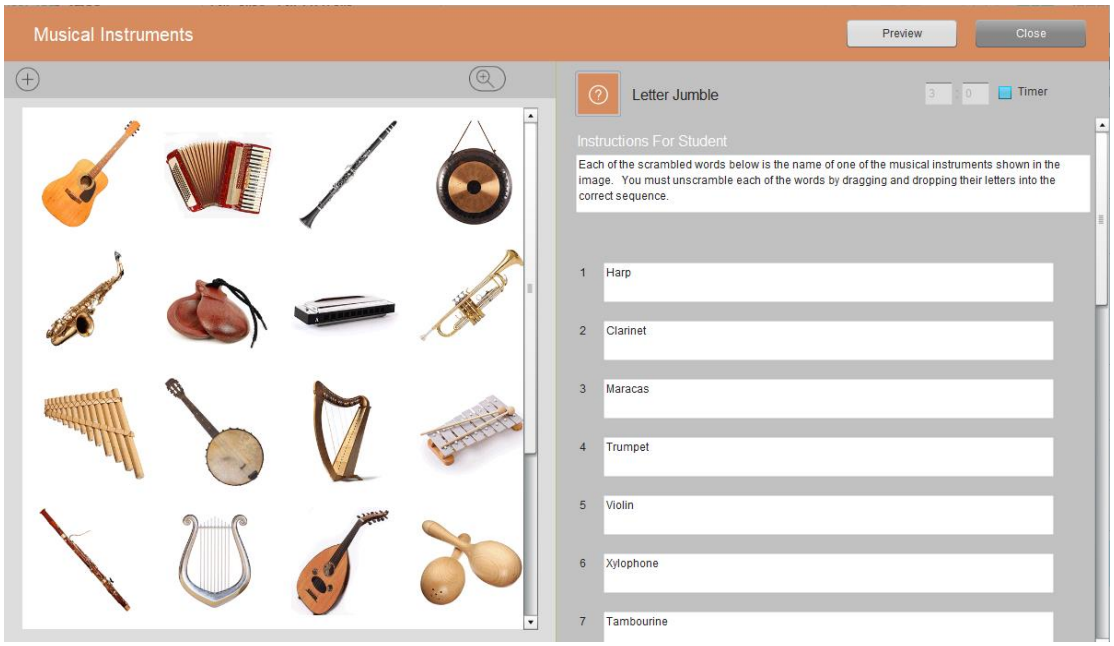


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Each phrase or sentence to be automatically jumbled by the system software and then re-ordered by the student using a drag & drop approach, (up to 9).

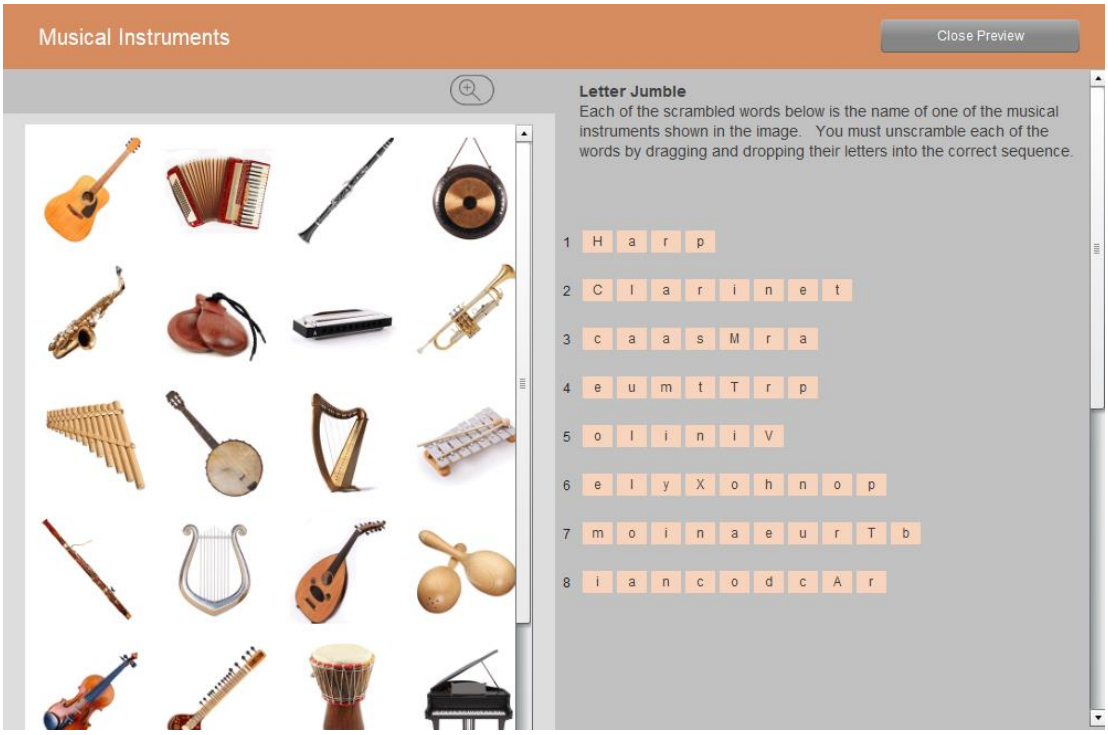


Jumbling – Letter Jumble Template

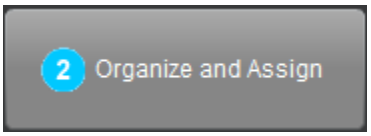


The above image shows the teacher's view of this activity template and the preview below shows the student's view of this activity. The teacher needs only to enter:

- Instructions
- Each word to be automatically jumbled by the system software and then re-ordered by the student using a drag & drop approach, (up to 8).



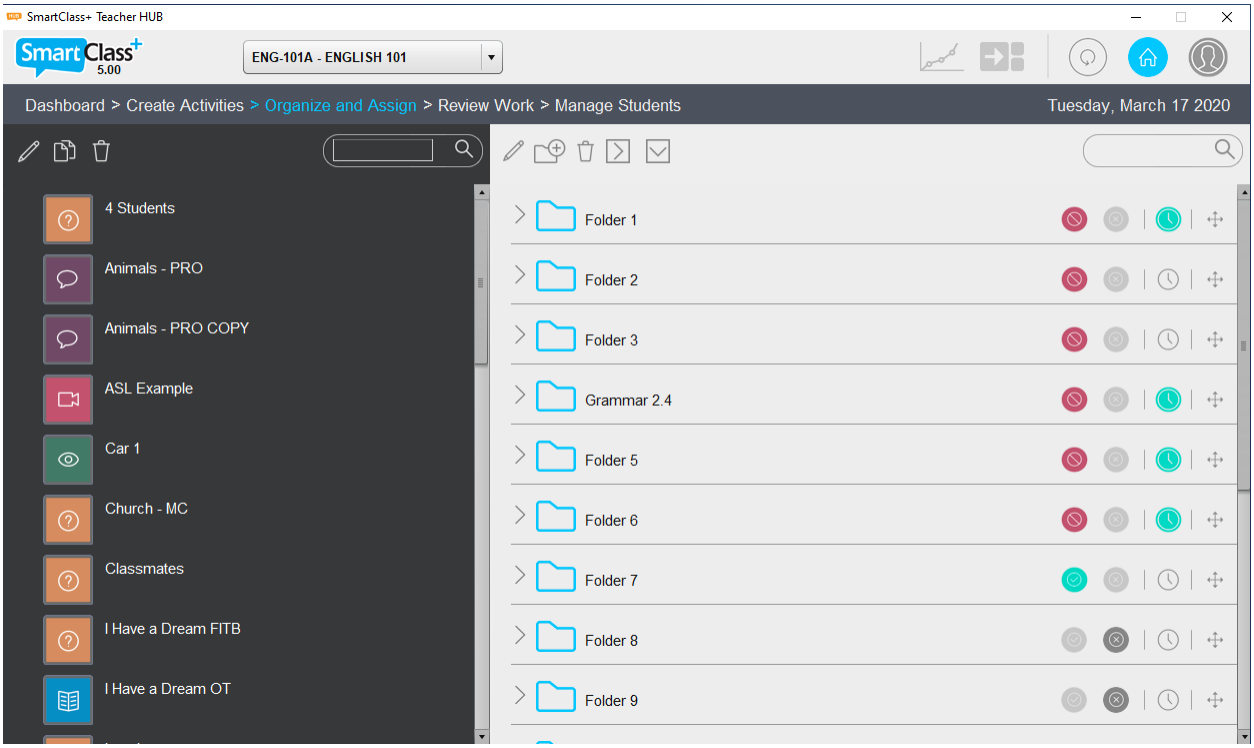
ORGANIZE AND ASSIGN ACTIVITIES



An activity is a self-contained exercise that students are able to execute on their own without any additional information from the instructor.

Activities include one or more media files, a defined activity template, (e.g. multiple-choice quiz), optional instructions from the teacher, and any related parameters concerning repeated attempts, etc.

In the left panel, there is a list of all activities imported and/or created in the HUB. In the right panel is a set of folders that can be assigned to students. The objective on this page is to organize the individual activities into thematic folders.

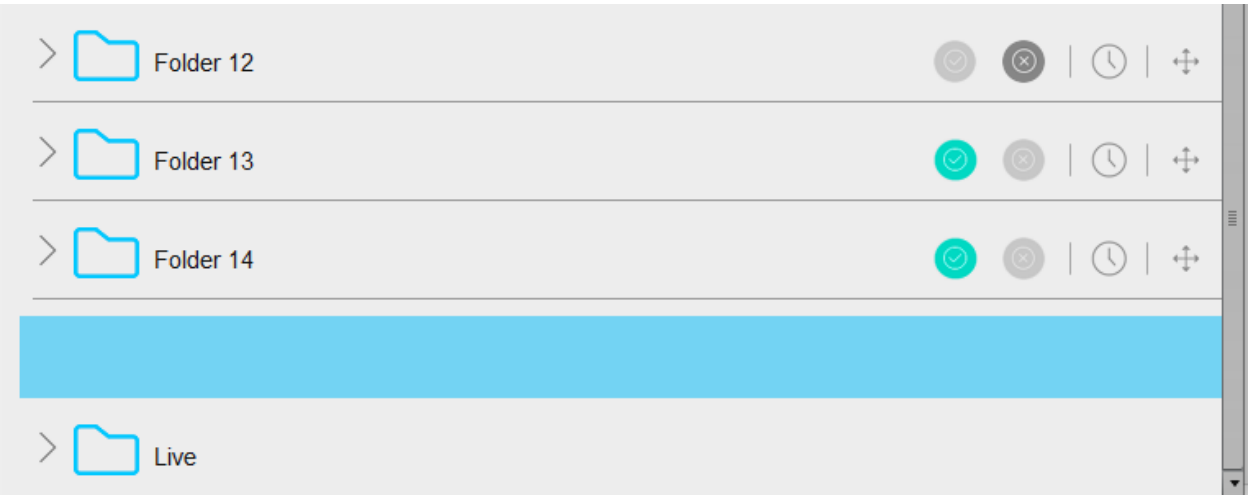


Activity Folders

Folder Types

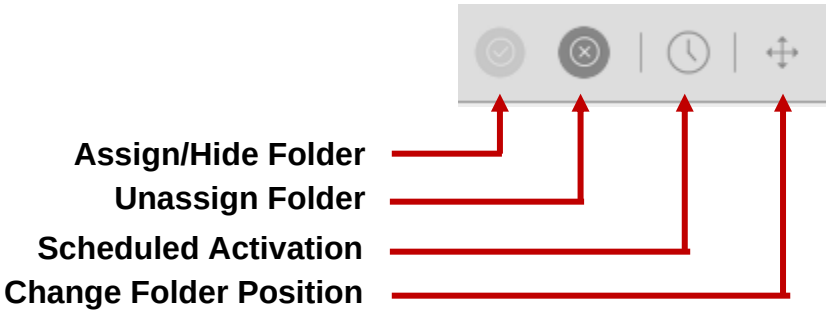
By default, there are:

- 14 HUB Activities Folders, (Folder 1 through Folder 14)
- 1 LIVE Activities Folder, (Live)



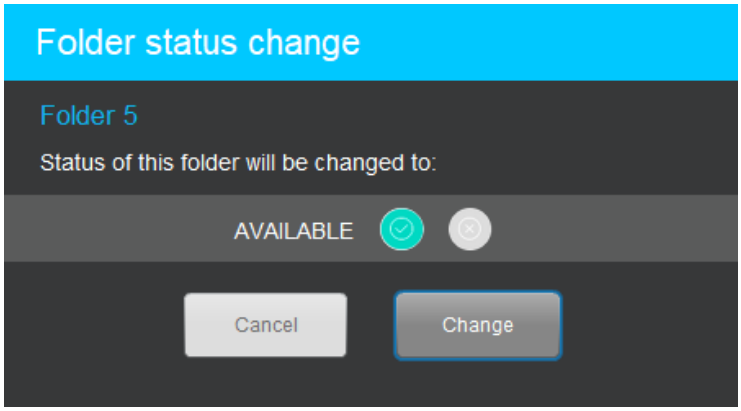
Folder Status

Folder status is managed via the 4 icons to the right of each folder.



Assigning a Folder

The activities included in activated folders are available to your students. Click on the *Assign/Hide Folder* icon. The panel shown below opens.

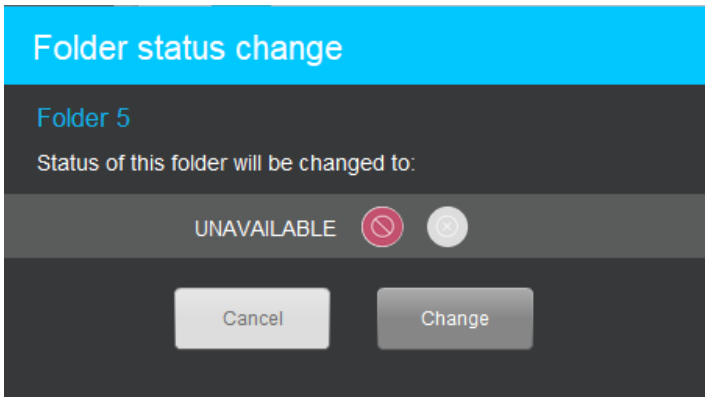


The status for Folder 5 is now shown as *Available*, as shown below.

Hiding a Folder

You will normally allow your students some time to complete the assigned work. When it appears that you have all student responses, you can de-clutter your students' screens by *hiding* this folder.

Again, click on the *Assign/Hide Folder* icon.

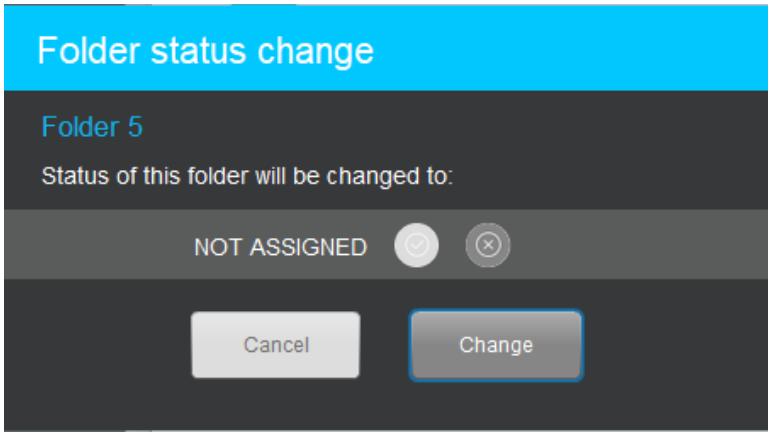


The status of the folder becomes *Unavailable*, as shown below.

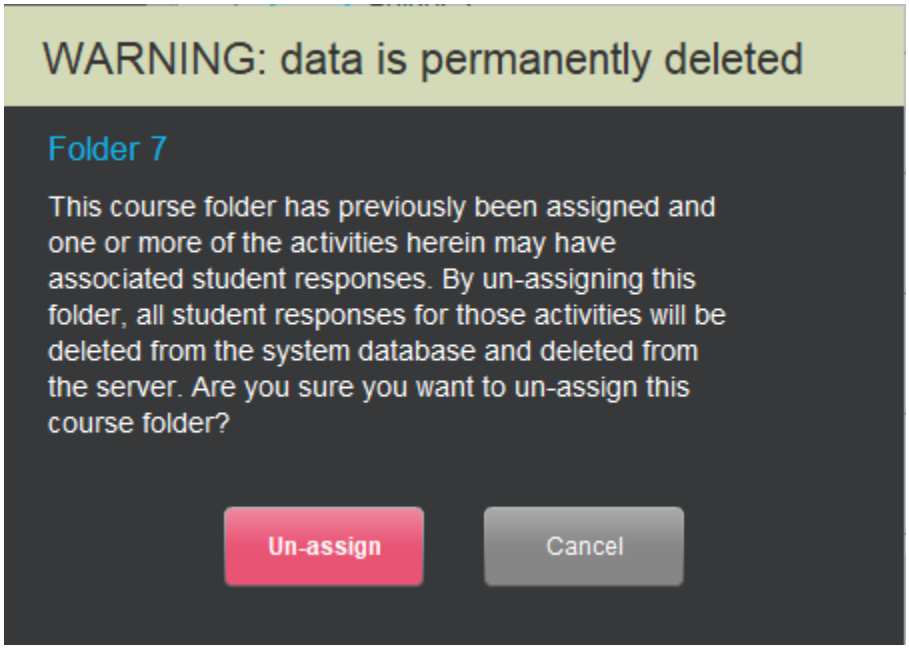
Unassigning a Folder

When you unassign a folder, any student responses to activities contained in that folder will be erased from the system. Normally, folders are only unassigned at the end of the school term.

You can unassign a folder by clicking on the *Unassign Folder* icon.



You must then acknowledge the *Warning Message* shown below.



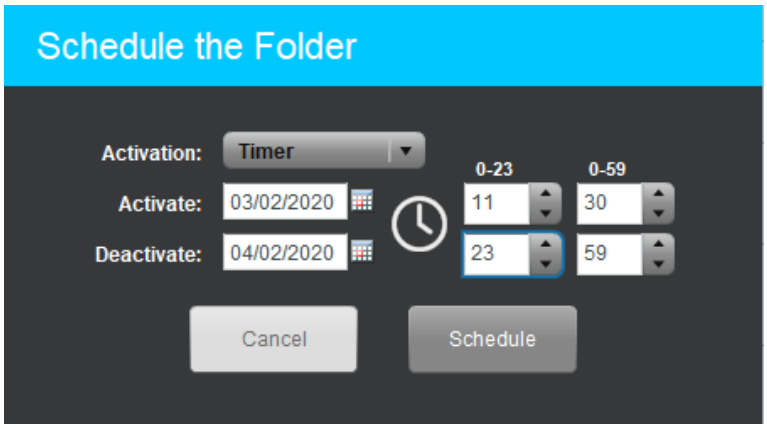
The folder status is returned to *Unassigned*.

Scheduled Folder Activation / Deactivation

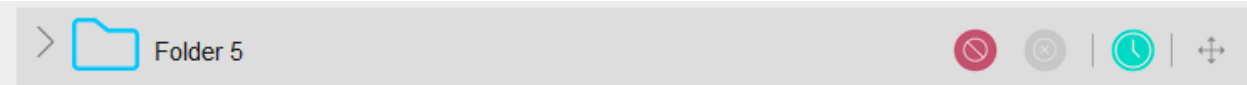
This option allows you to schedule both the date & time that **an already assigned folder** becomes available and the date & time that the folder becomes unavailable.

Click on the *Scheduled Activation* icon. The panel shown below opens.

Program the date & time for *Activation* and *Deactivation*.

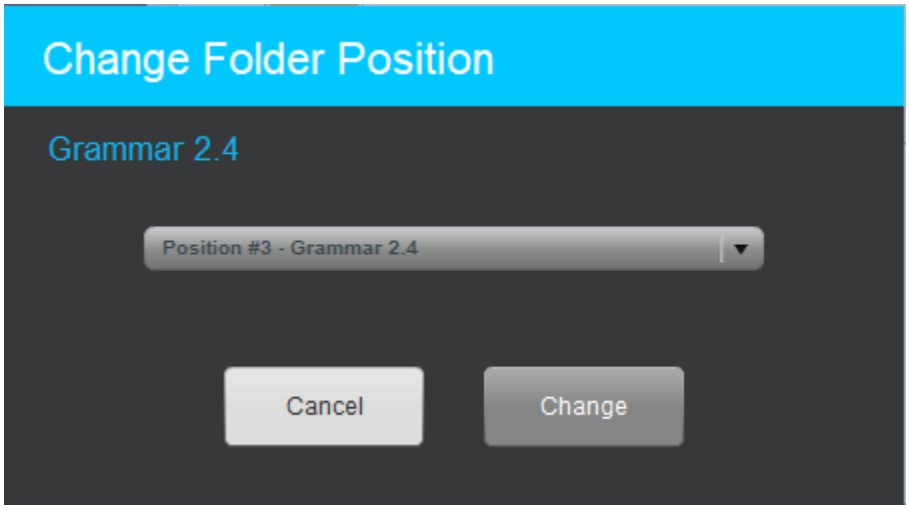


Click on the *Schedule* button and the folder's status now shows *Scheduled Activation*.

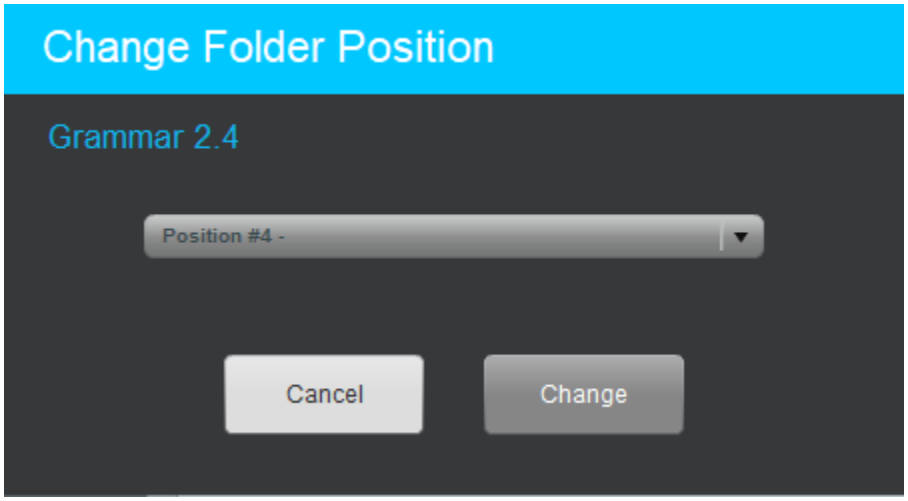


Change Folder Position

The final icon in the *Folder Status* group is the *Change Folder Position* icon. This is used to modify the sequence of the folders. When you click on this icon on the target folder, the following panel appears.



In this example, we have selected *Folder 3 (Grammar 2.4)*, which by default is in *Position #3*. Using the *Position* drop-down menu, we can move this folder to a different position, (e.g. *Position #4*).

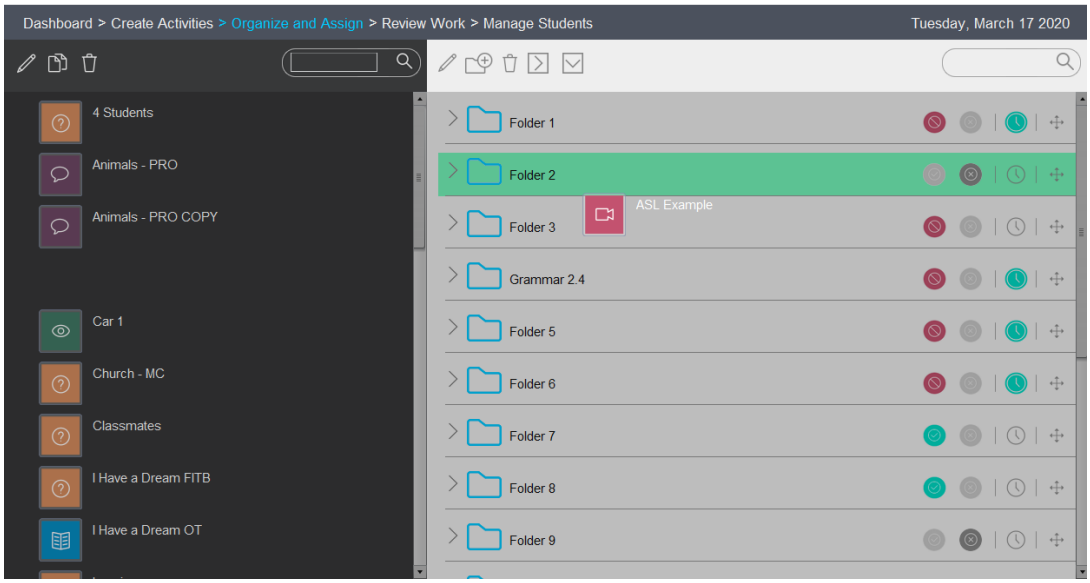


Click on the *Change* button to complete the move. Folder numbers are automatically updated.

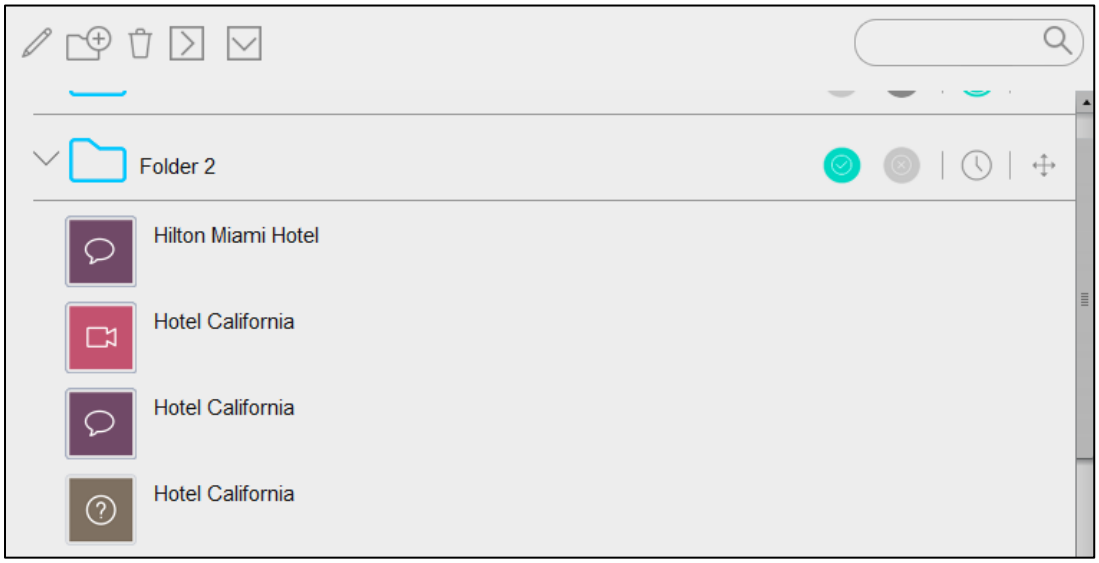
Organizing Activities for Self-Access

The Folder system provides a means for organizing related activities into a logical sequence – typically the sequence in which topics will be covered for language learners.

To add an activity to a folder, position your mouse pointer over the icon for the target activity and drag and drop it into your target folder. Folders are highlighted in green when the activity is in position to be added. Just drop the activity.

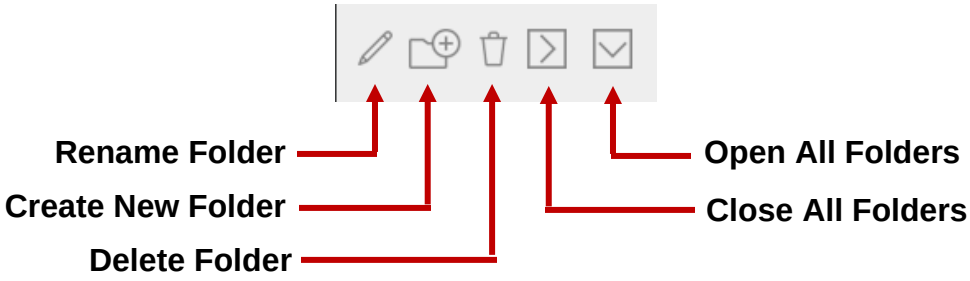


You can continue positioning activities into folders as required.



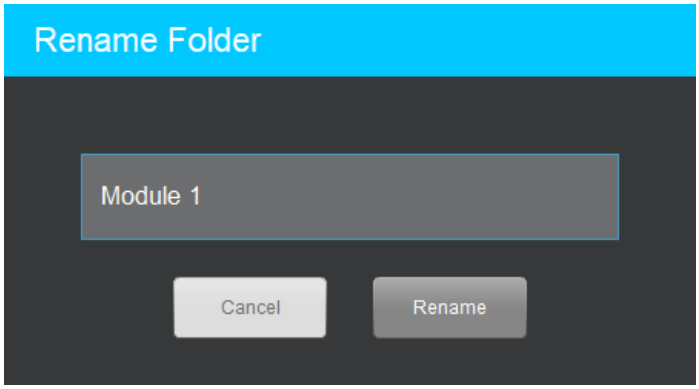
Folder Options Bar

At the top of right panel, you have the *Folder Options Bar*, shown below.

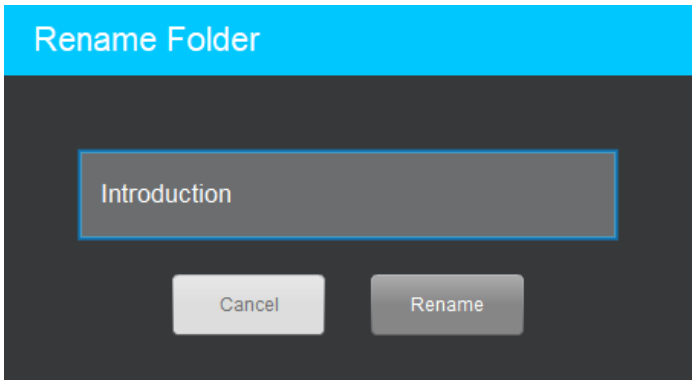


Rename Folder

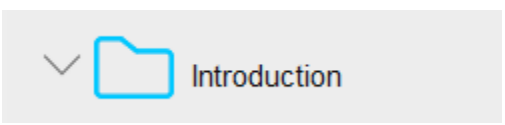
Highlight the target folder and click on the pencil icon.



Rename the folder as desired.

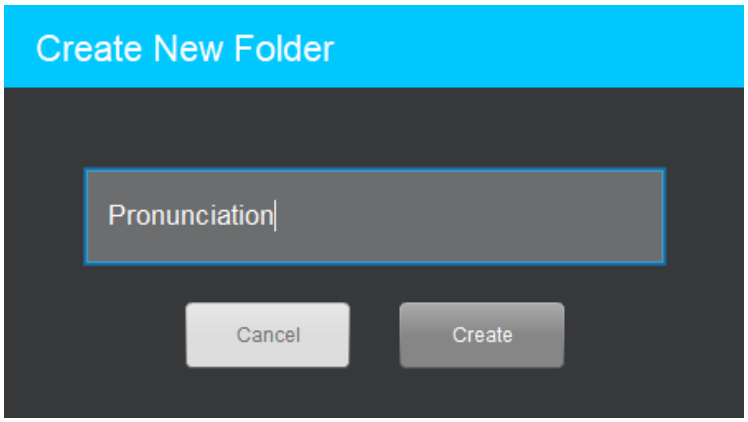


Click on *Rename* and the folder name is modified as shown below.



Create New Folder

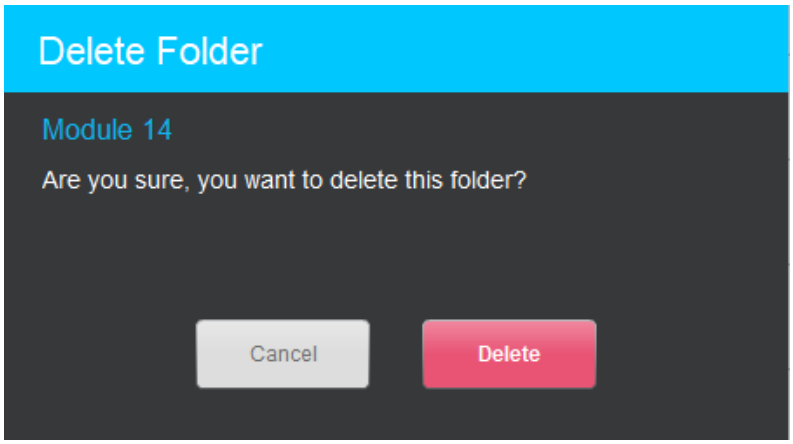
Click on the Create New Folder icon and give the new folder a name in the pop-up panel shown below.



Click on *Create* to complete the task. The new folder will be inserted immediately following the last Self-Access Folder.

Delete Folder

Highlight your target folder for deletion and click on the *Delete Folder* icon.

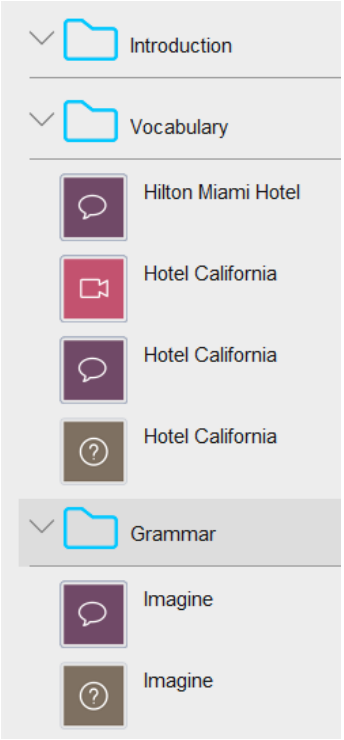


Click on *Delete* to confirm.

Note that the Delete Folder function is not yet available.

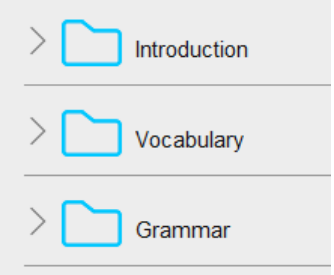
Open All Folders

By default, all folders are open and you can see which activities have been added to all folders. You can open all folders at any time by clicking on the *Open All Folders* icon.



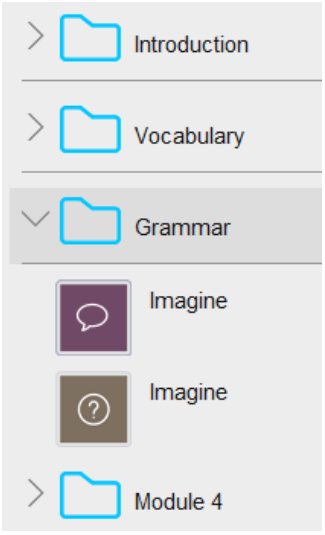
Close All Folders

You can close all folders by clicking on the Close All Folders icon.



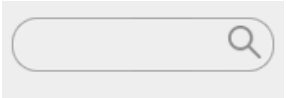
Open or Close Selected Folders

You can see that there is an Open symbol or Close symbol to the left of each folder. You can selectively open specific folders or close specific folders by clicking on this icon.

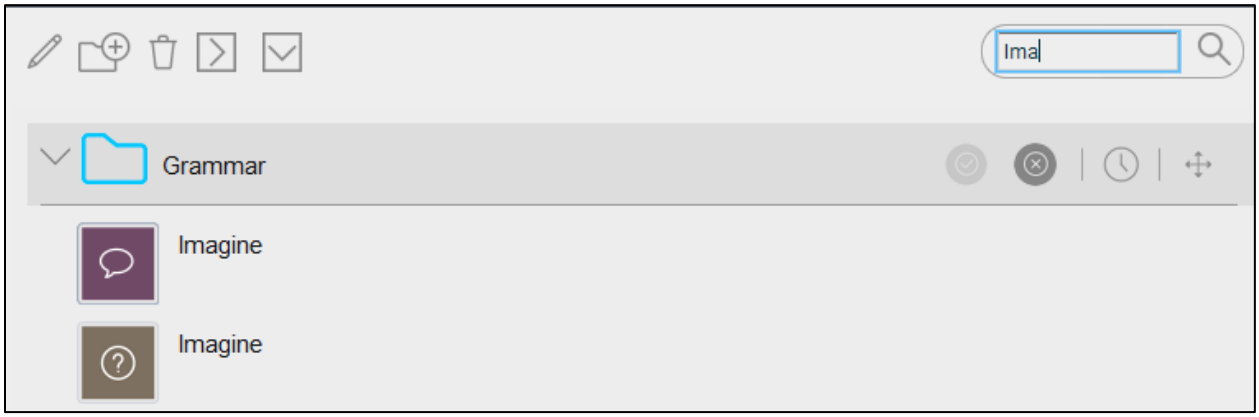


Activity Search Field

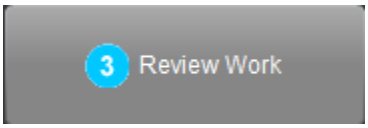
At the top of the right panel, you also have the *Activity Search* field. You can use this to quickly locate a specific activity.



Type the first few letters of the activity for which you are searching into this field. Only those activities that include this letter sequence in their name are displayed.

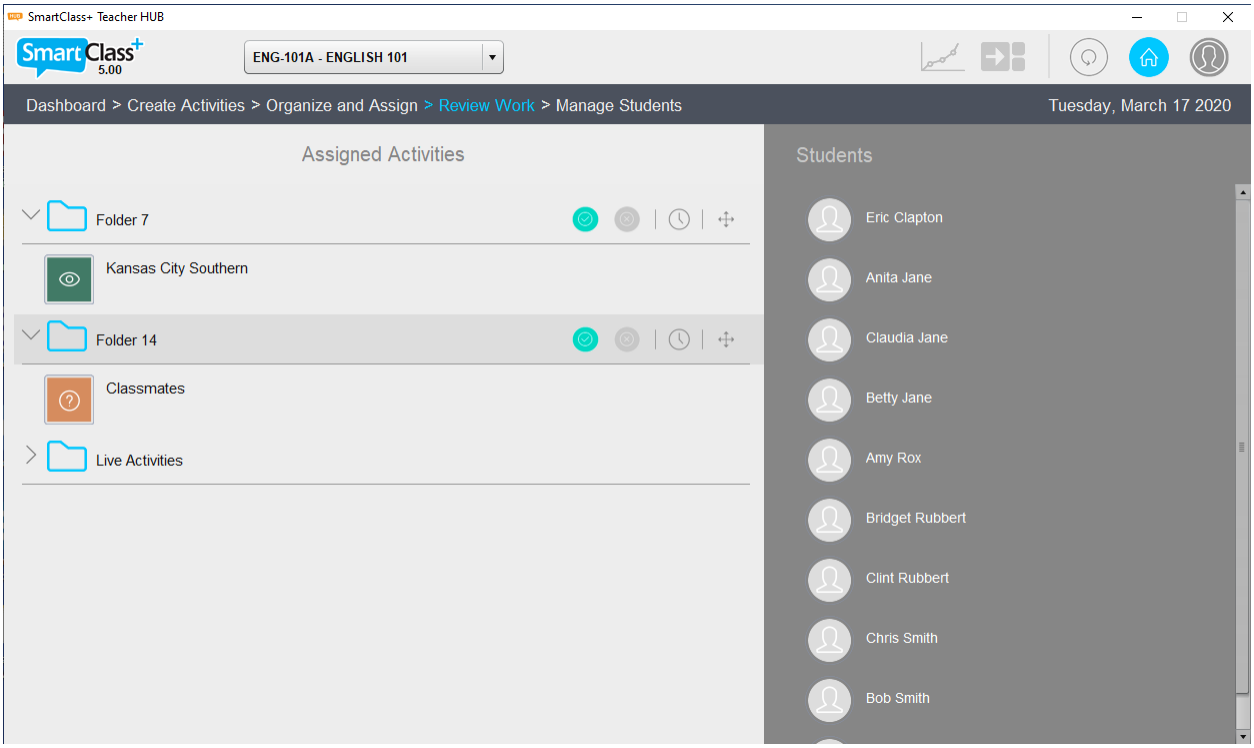


Review Student Work



Once a folder has been assigned, your students are able to access the activities in that module.

As students complete their assignments, you are then able to review student work. Begin by navigating to the Review Student Work view, (shown below).

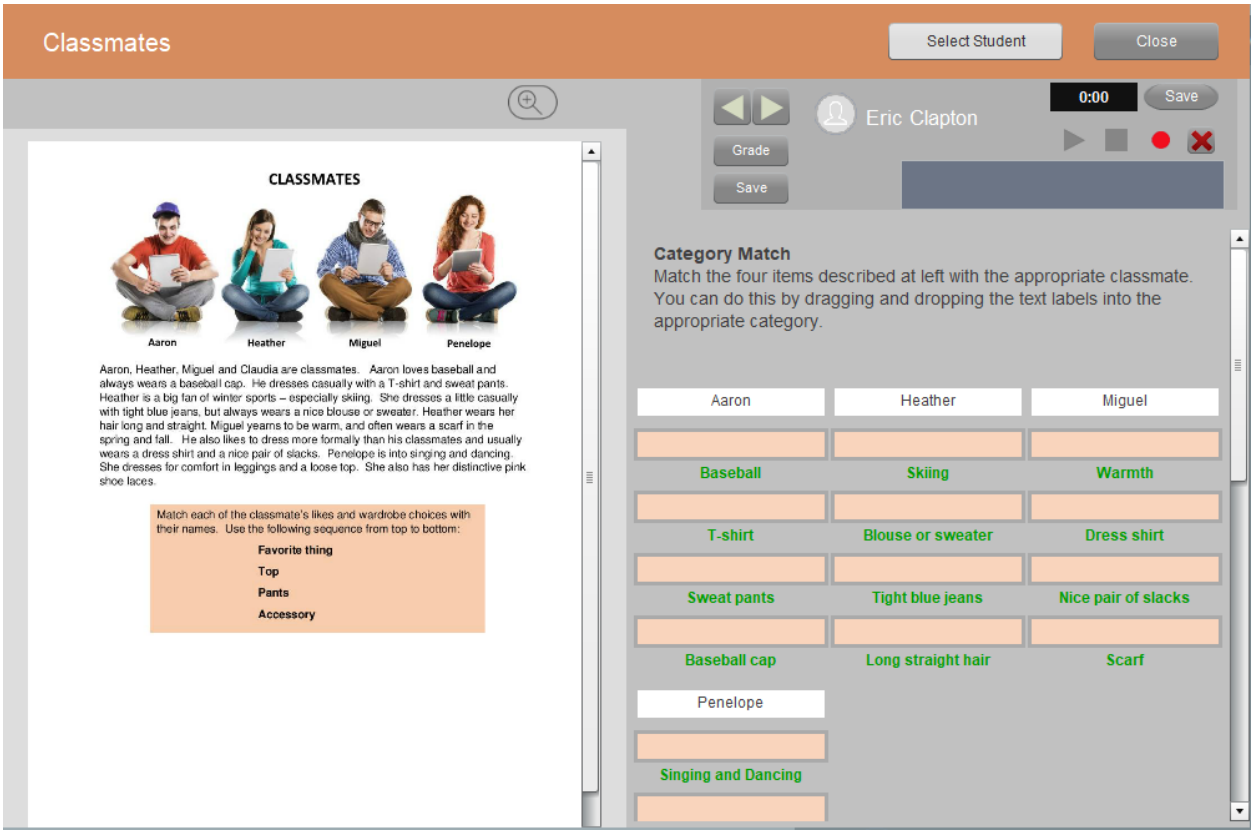


This view shows the Live folder and all Assigned self-access folders on the left, and all students on the right.

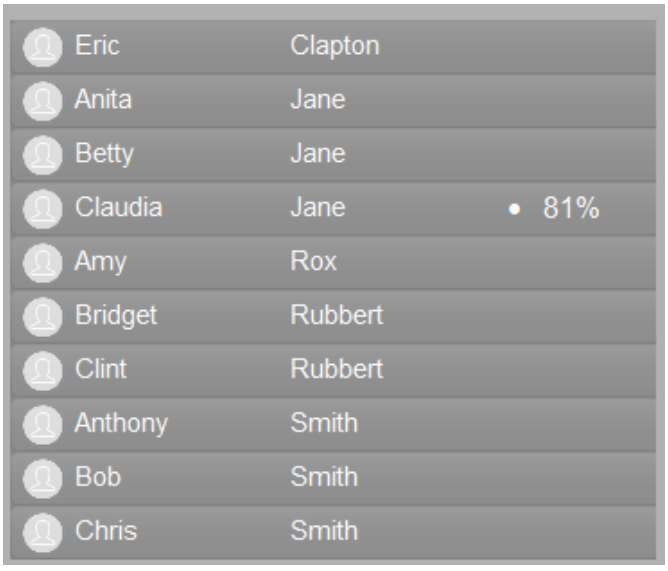
Note that students will see the same assigned activities when they connect to the HUB.

Reviewing Student Responses

To review student responses for a particular activity, begin by clicking on the activity. This will open the activity and provide you with the ability to review all work for each student and leave feedback for each student.



Student Selection

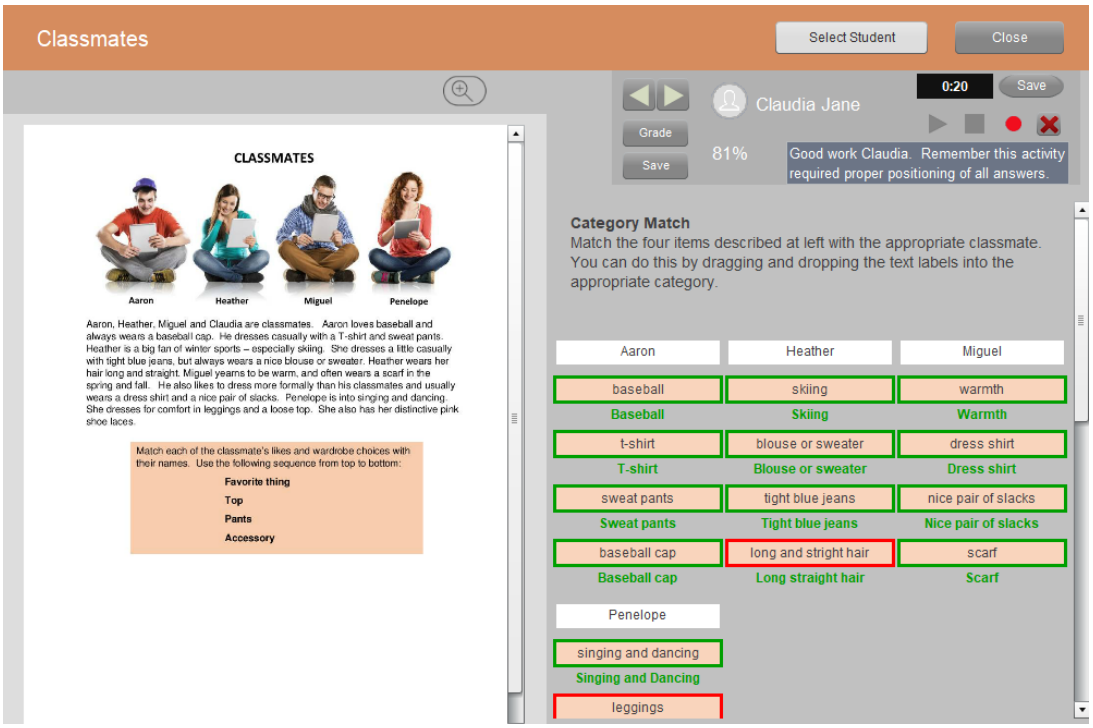


In the file management bar at the top of the screen, you will find the *Select Student* button. Click on this to open the student list panel shown at right.

Note the white dots appearing beside Claudia Jane. This indicates that she has submitted a response for this exercise.

By default, when you open an exercise, the work of the first student, (in this case Eric Clapton), is shown. Click on Claudia's name to see her work.

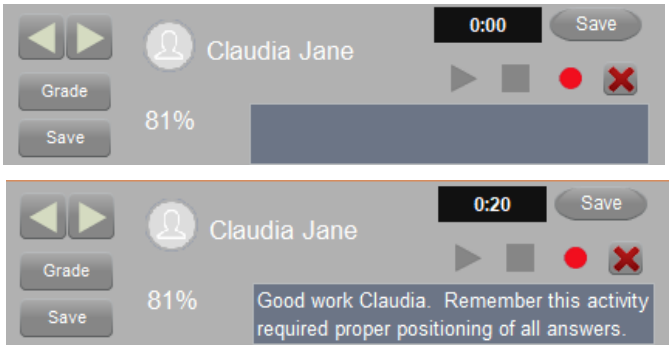
Response Review



This particular assignment used a Category Match template, so Claudia's work has already been graded (81%) by the HUB software.

Evaluating Student Work

The teacher's evaluation panel is shown at right. There are separate sections for written and oral feedback.



- **Written feedback –** Click on the Grade button. This opens a Grade field where you will normally leave a percentage score. In the text field, you can also leave written feedback (as shown below right).

  Click on the rectangular *Save* button to save your written comments.

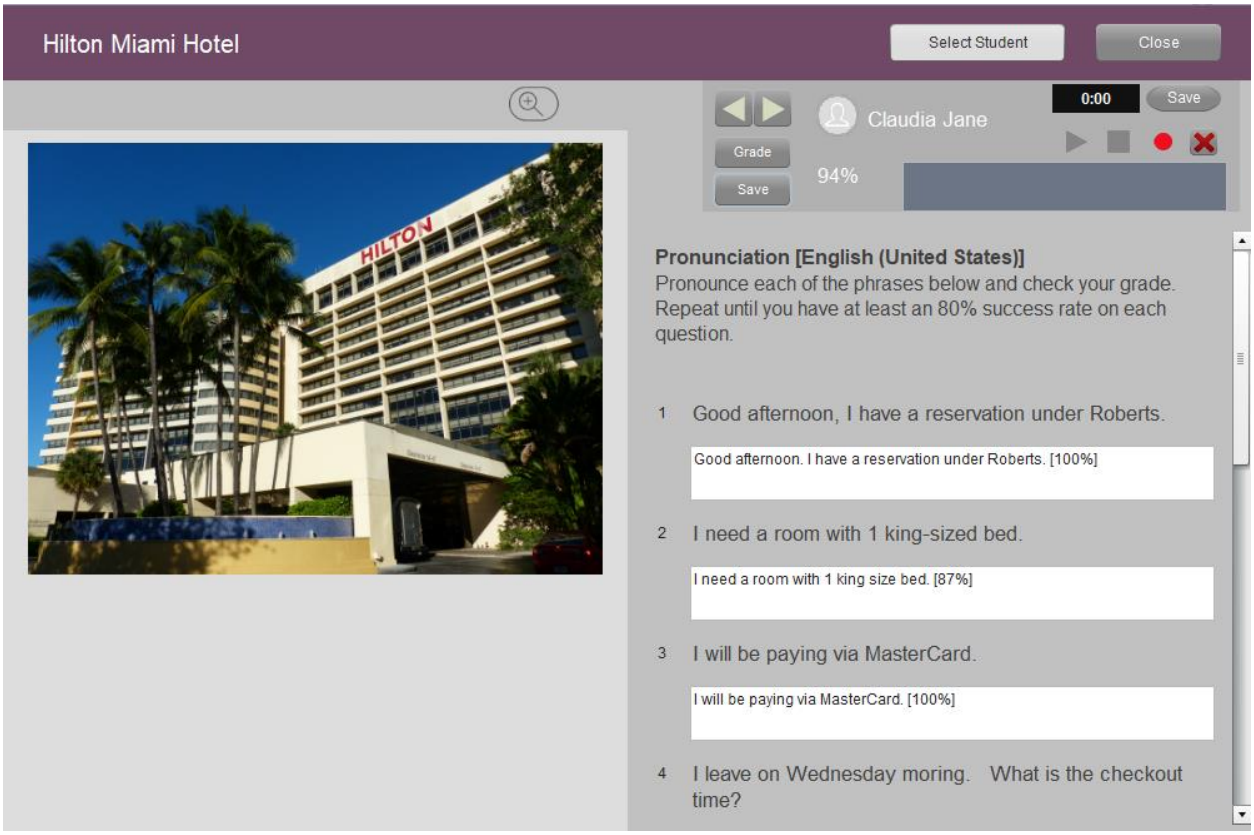
- **Oral feedback –** Click on the *Record* button (●) to begin recording. Click on the Stop button (■) to end the recording. You can review your message by clicking on the Play button (▶). (Note that there are 20 seconds of oral feedback.)

  Click on the oval *Save* button to save your oral comments.

Automatic Correction & Grading

Several of the activity templates include support for automatic correction and grading:

- Multiple choice
- Fill-in-the-blanks
- Text Match
- Image Match
- Category Match
- Sentence Jumble
- Word Jumble
- Letter Jumble
- Speak
- Listen & Speak

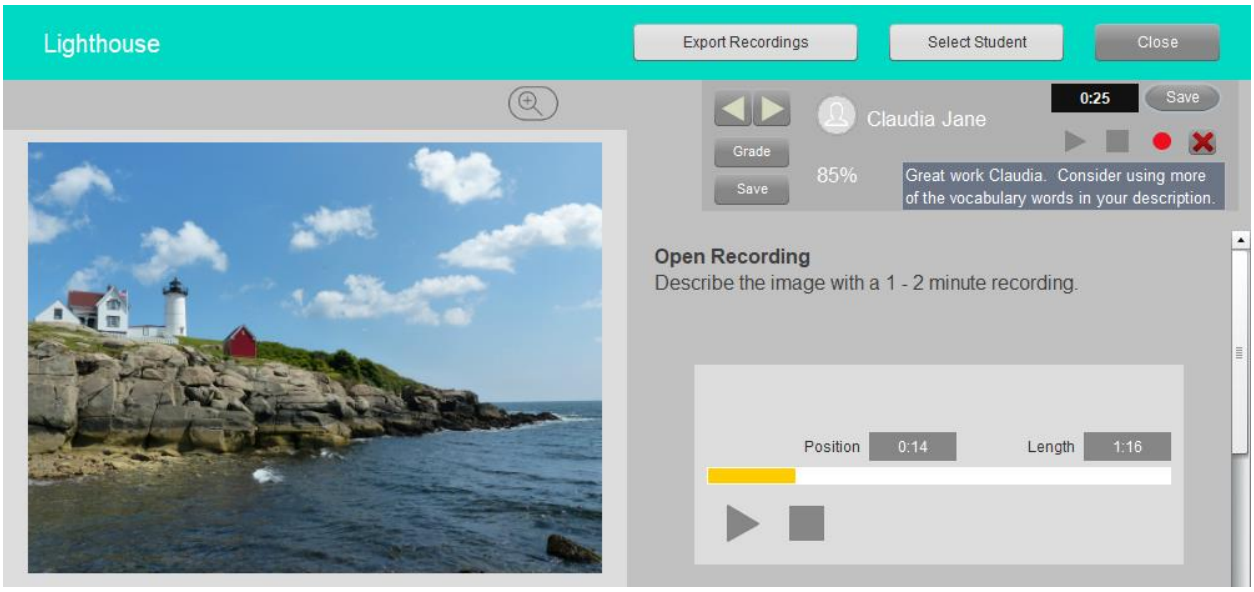


For the Pronunciation activity shown above, note that Claudia scored 94% and each of her responses is individually scored out of 100% by the AI speech recognition software.

You are still able to leave both written and oral feedback, and you have the option of manually overriding the automatically assigned grade.

Manual Correction & Grading

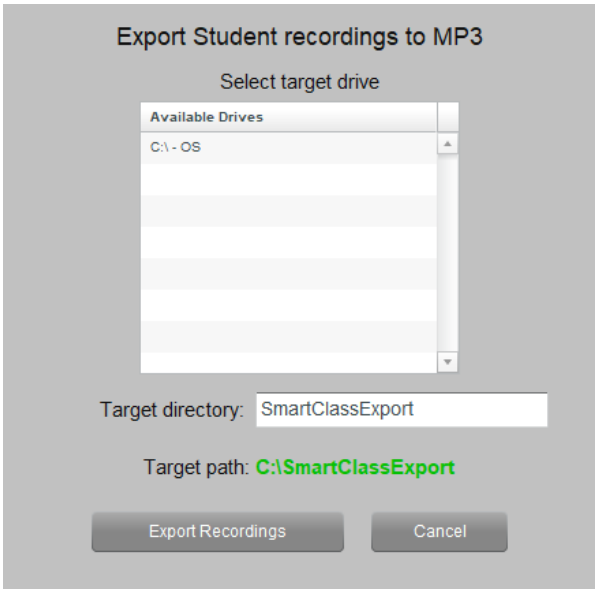
Certain activities, including audio recordings, video recordings and prose-style text responses need to be evaluated by the teacher and manually graded. An example with Open Recording is shown below.



Exporting Recordings

For all recording activities, you have the option of exporting student recordings as MP3 files.

To begin, click on the *Export Recordings* button in the file management bar at the top of the screen. The panel shown at right will open.

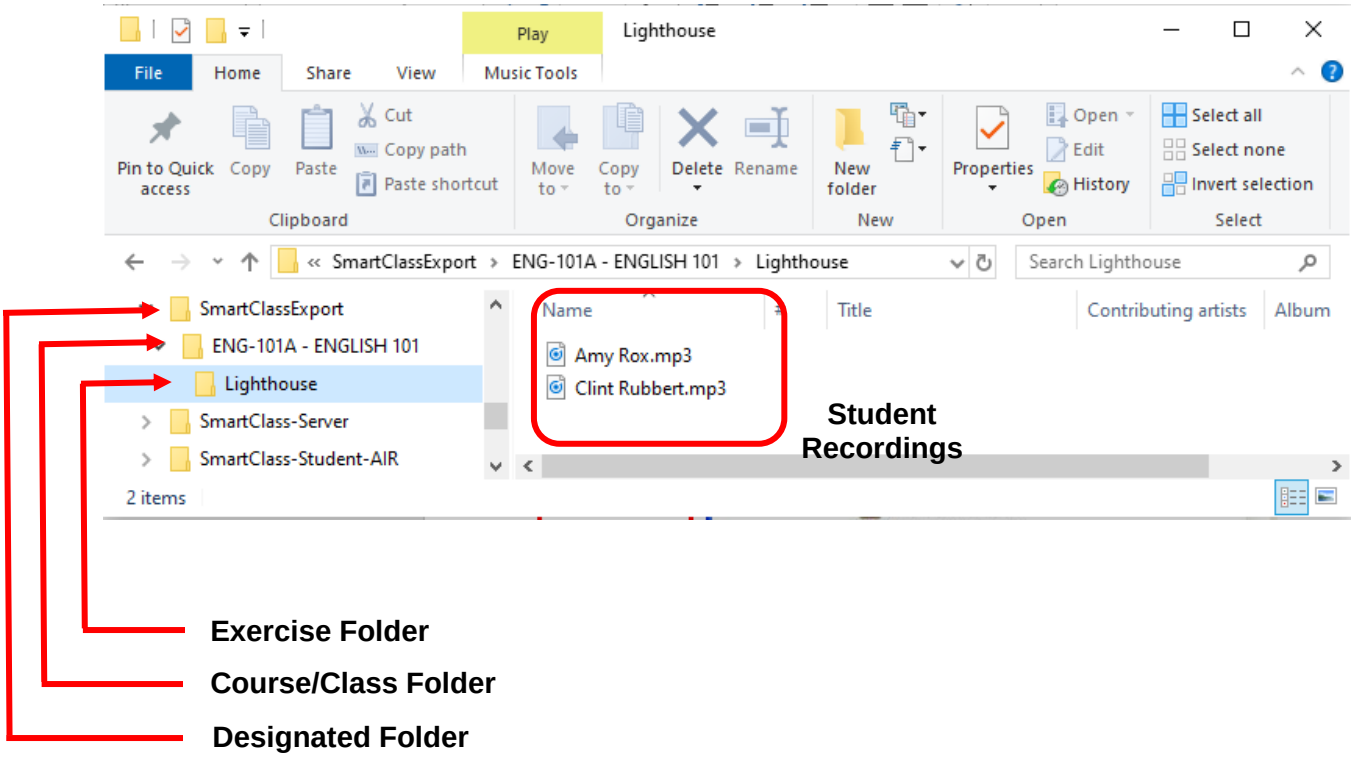


By default, recordings will be saved in the *SmartClassExport* folder on your computers main hard drive partition (e.g. drive c:\), but you can modify this destination as required.

Highlight the target drive, and the path should be shown in green. Click on the *Export Recordings* button when ready.

Locating Exported Recordings

Navigate to the target folder used for exporting recordings as shown below.



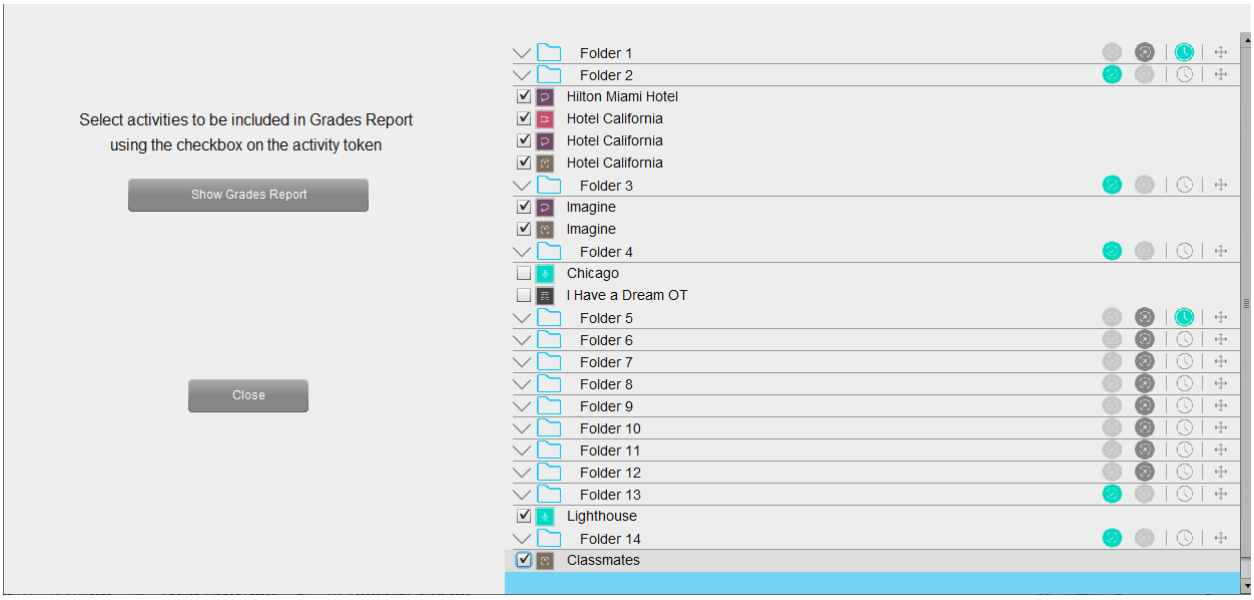
Reporting

Currently, the HUB offers the following report options:

- **Assignment Grades Reporting** – shows class performance for specific assignments – up to 12 assignments per report
- **Student Performance Summary** – shows a summary of individual student performance for all assignments

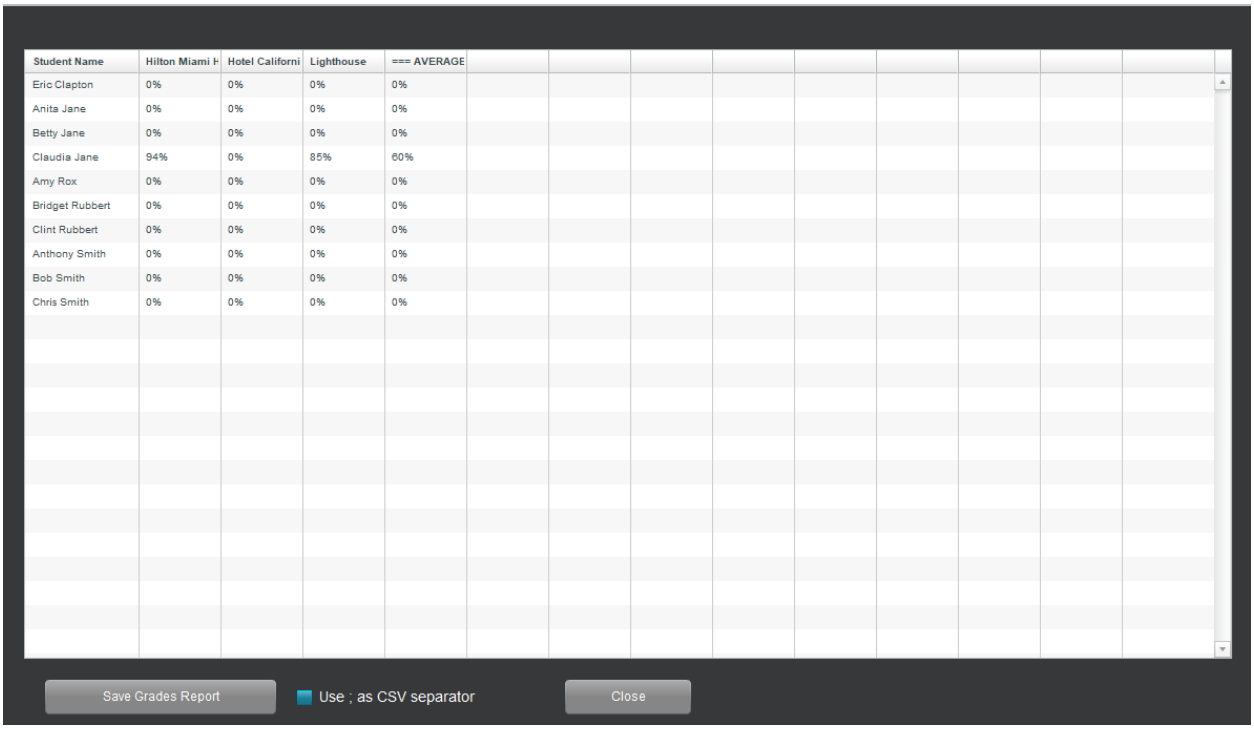
Assignment Grades Reporting

In the Organize and Assign page, the Grades Reporting button (shown left) can be found in the navigation panel at the top of the screen.



Note that a checkbox has been included on each of the activities. In the above example, the teacher has checked six different activities.

Click on the *Show Grades Report* button to view the report.



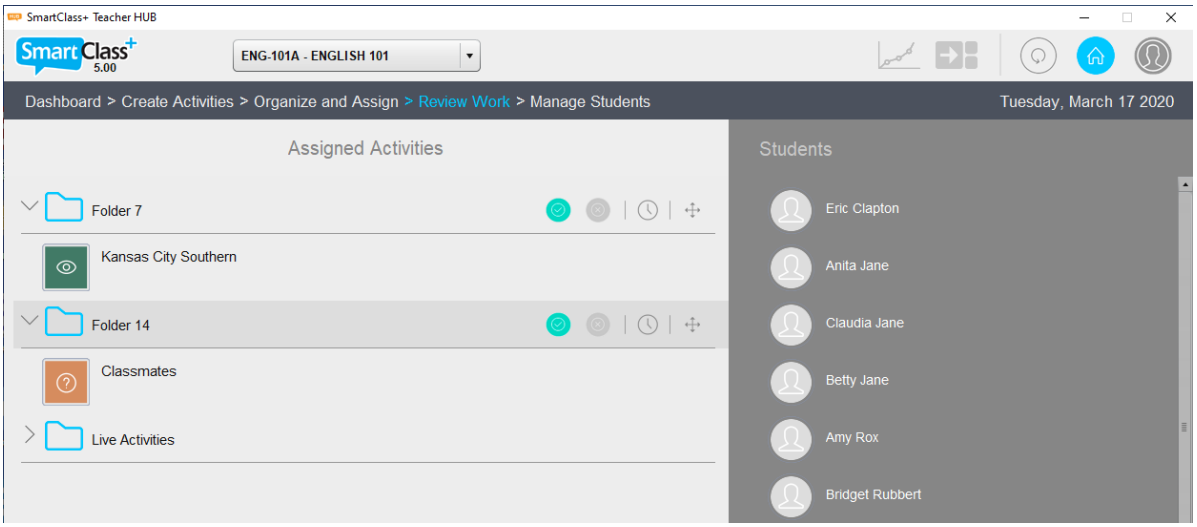
The table summarizes each student's score for the selected assignments and calculates each student's average score across all of the selected activities.

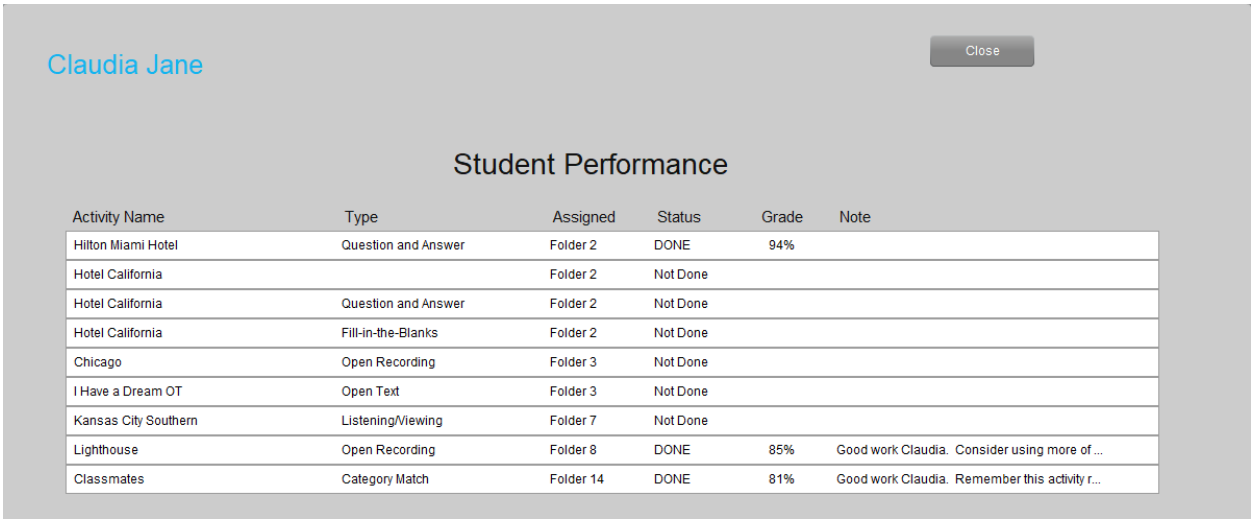
If you wish to save the report, you can click on the Save Grades Report button. A pop-up browsing window allows you to choose the location to which the report will be saved.

By default, the report will be saved as a Comma Separated Values (CSV) file. You can optionally select a semicolon (;) instead of a comma as the report field separator if you are in a country that uses this as the standard, (e.g. France).

Student Performance Summary

From the Review Work page, you can click on any of the student icons in the right-hand panel, and this will open a Student Performance report for the selected student.





This report shows the following information for each assignment:

- Activity (Exercise) Name & Template Type
- Assigned Folder (Module)
- Work Status (Done or Not Done)
- Grade
- Written feedback notes

When you have finished reviewing the student's performance, click on the "Close" button at the top of this window to exit the report.

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