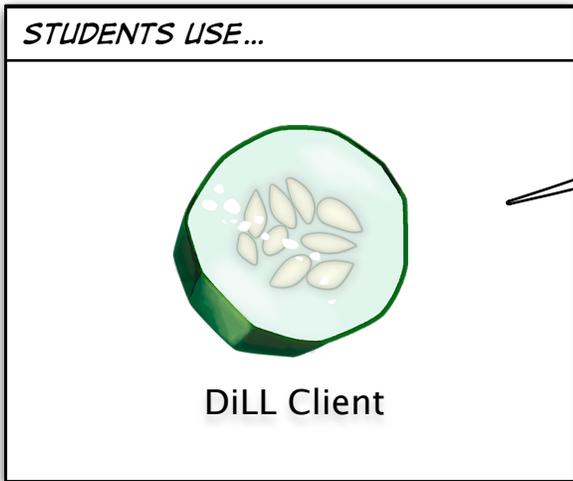


# **DILL TEACHER'S GUIDE**



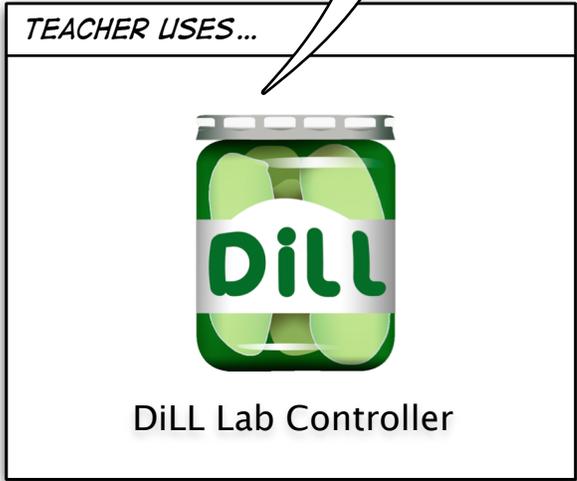
<i>GET STARTED WITH DILL.....</i>	<i>1</i>
<i>LISTENING AND DRILLING FOR PRACTICE.....</i>	<i>2</i>
<i>MONITOR A STUDENT.....</i>	<i>3</i>
<i>SPEAK WITH A STUDENT.....</i>	<i>4</i>
<i>ENDING CONNECTIONS.....</i>	<i>5</i>
<i>CLASS ANNOUNCEMENTS.....</i>	<i>6</i>
<i>RANDOMLY PAIR EVERYONE.....</i>	<i>7</i>
<i>SELECTING STUDENTS.....</i>	<i>8</i>
<i>SAVING DRILL RECORDINGS.....</i>	<i>9</i>
<i>SAVING DRILL RECORDINGS: ASSIGNING TASKS.....</i>	<i>11</i>
<i>SAVING PLAIN RECORDINGS.....</i>	<i>12</i>
<i>SYNCHRONIZED ACTIVITIES.....</i>	<i>13</i>
<i>PRE-ASSIGN STUDENT WORK.....</i>	<i>14</i>
<i>SHARING A WEBSITE.....</i>	<i>16</i>
<i>CONTROL A STUDENT'S SCREEN.....</i>	<i>18</i>
<i>BLOCK APPLICATIONS OTHER THAN DILL.....</i>	<i>20</i>
<i>REVIEW STUDENT RECORDINGS.....</i>	<i>22</i>

# GET STARTED WITH DILL



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

YOU AS INSTRUCTOR MUST OPEN **DiLL LAB CONTROLLER** ON YOURS.



Please enter your Northwestern NetID and password.

NetID:

Password:

Quit Login

BOTH YOU AND THE STUDENTS MUST LOG INTO DILL WITH SCHOOL IDS AND PASSWORDS

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

# LISTENING AND DRILLING FOR PRACTICE

## DILL CLIENT WITH A LESSON

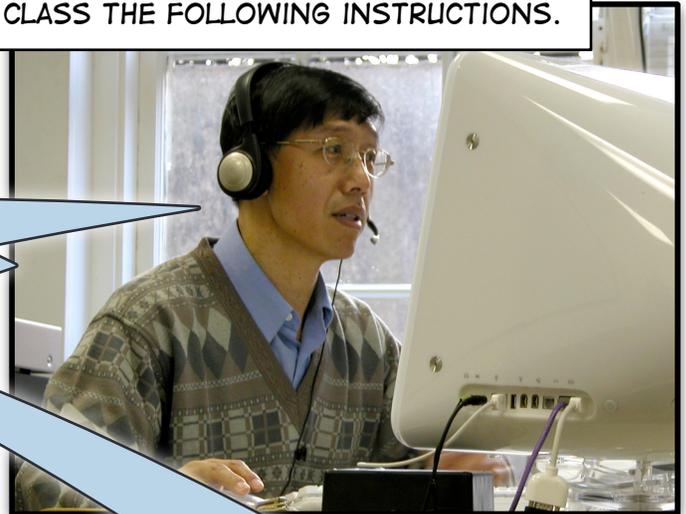


STUDENTS CAN PRACTICE LESSONS ON THEIR OWN, EVEN WITHOUT A TEACHER.

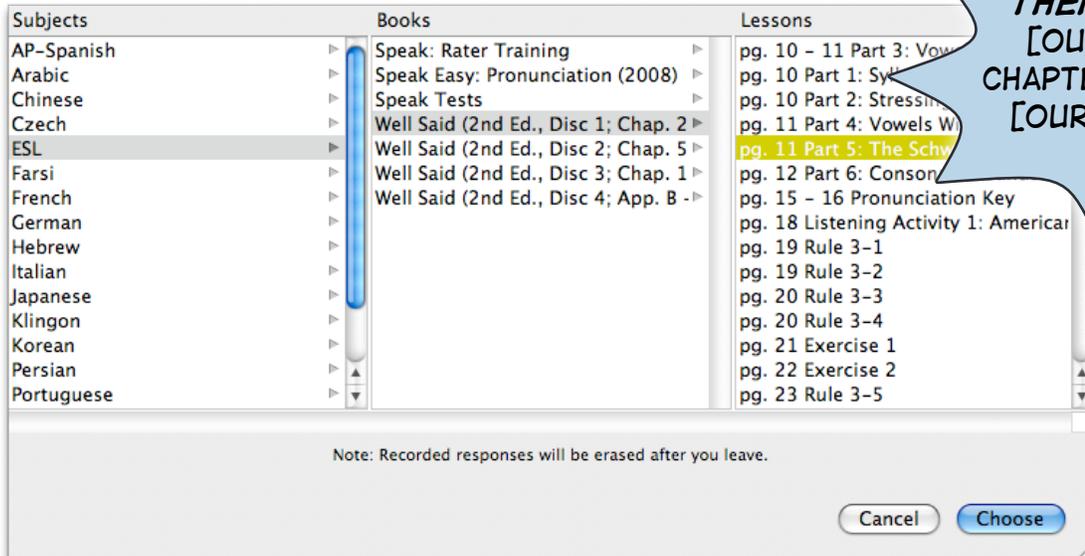
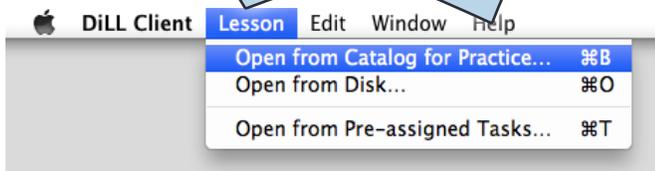
THEY CAN ALSO MAKE RECORDINGS, BUT THESE WON'T BE SAVED IN DILL.

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

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



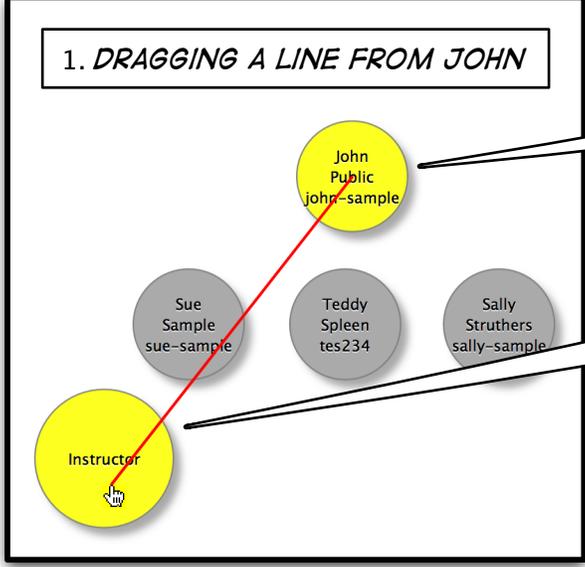
**THEN NAVIGATE TO [OUR TEXTBOOK OR CHAPTER] AND CHOOSE [OUR LESSON(S) FOR TODAY]."**



# MONITOR A STUDENT

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

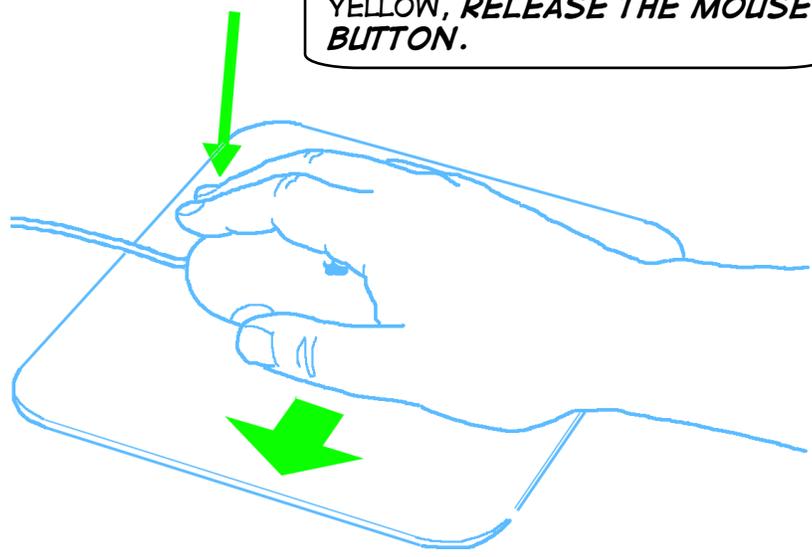
## 1. DRAGGING A LINE FROM JOHN



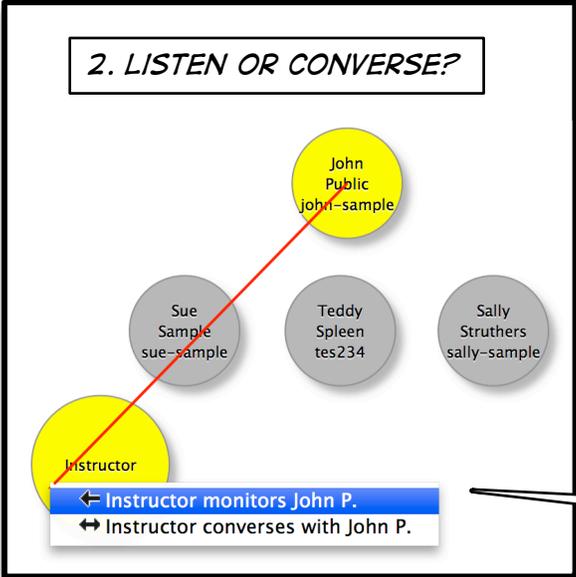
PRESS AND HOLD THE MOUSE INSIDE JOHN'S CIRCLE.

WITHOUT RELEASING THE MOUSE BUTTON, MOVE THE MOUSE OVER THE INSTRUCTOR'S CIRCLE.

WHEN BOTH CIRCLES ARE YELLOW, **RELEASE THE MOUSE BUTTON.**

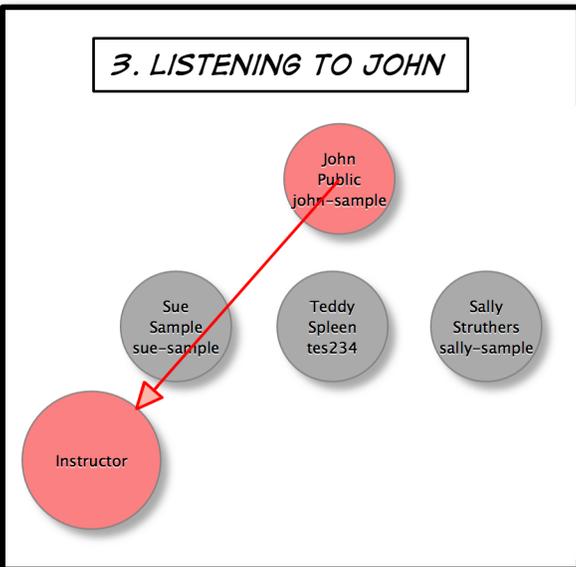


## 2. LISTEN OR CONVERSE?



FROM THE MENU THAT APPEARS, CLICK **"INSTRUCTOR MONITORS JOHN"**.

## 3. LISTENING TO JOHN

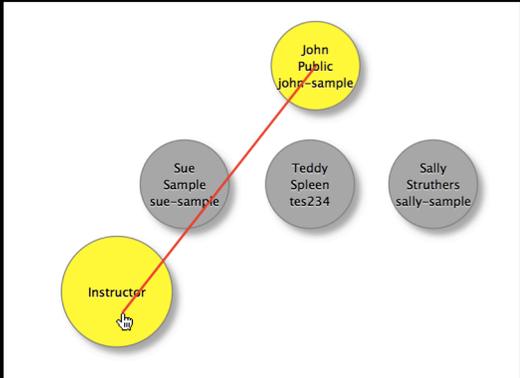


JOHN'S VOICE IS NOW AUDIBLE THROUGH YOUR HEADPHONES—WITHOUT HIS KNOWLEDGE!

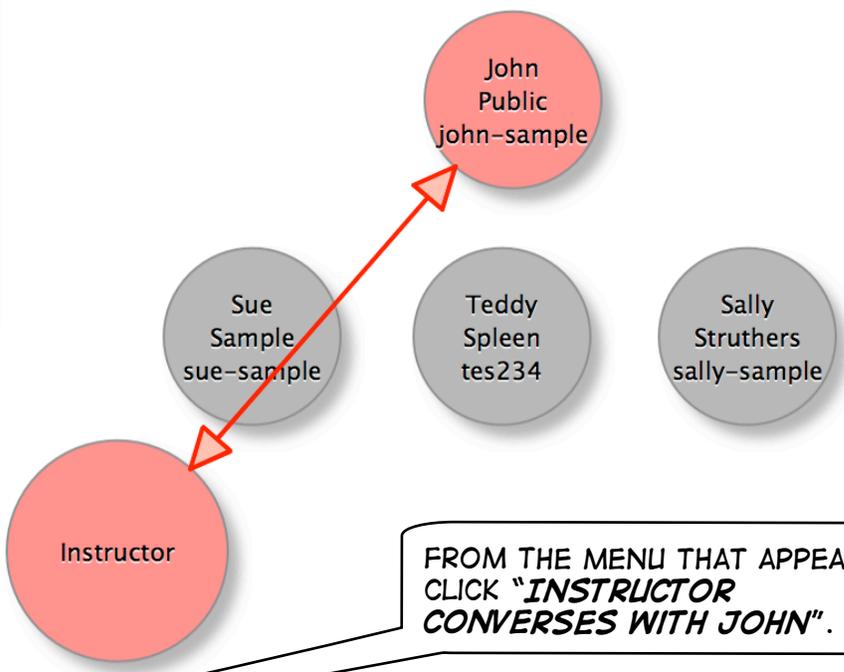
# SPEAK WITH A STUDENT

JUST LIKE MONITORING (ON PAGE 3), YOU CAN BEGIN A CONVERSATION BY DRAGGING A LINE BETWEEN TWO PEOPLE.

## 1. DRAGGING A LINE FROM JOHN

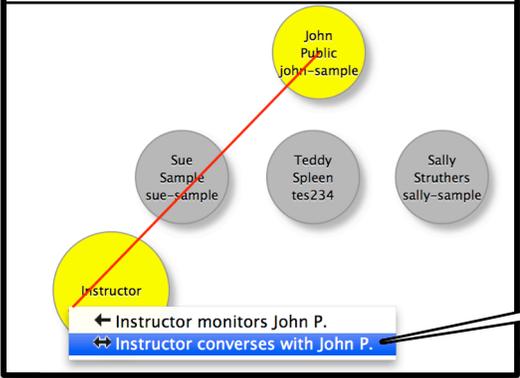


## 3. NOW CONVERSING WITH JOHN



FROM THE MENU THAT APPEARS, CLICK "INSTRUCTOR CONVERSES WITH JOHN".

## 2. LISTEN OR CONVERSE?

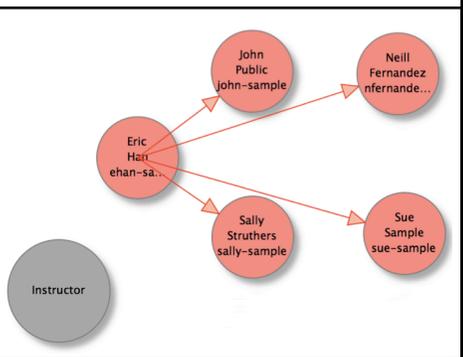


PEOPLE WHO ARE SPEAKING OR LISTENING—THAT ARE **CONNECTED**—ALWAYS APPEAR RED. ARROWS SHOW WHERE THEIR VOICES ARE GOING. A TWO-WAY DIALOG CREATES ARROWS POINTING BOTH WAYS.

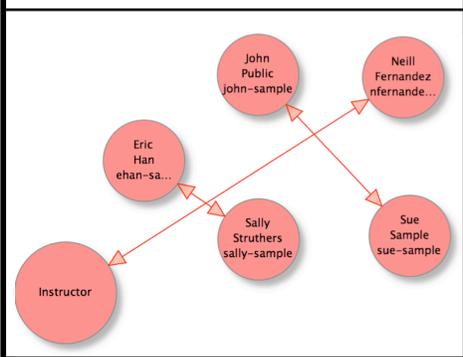
# CONVERSATIONS

PEOPLE CAN BE CONNECTED MANY WAYS. BE CREATIVE!

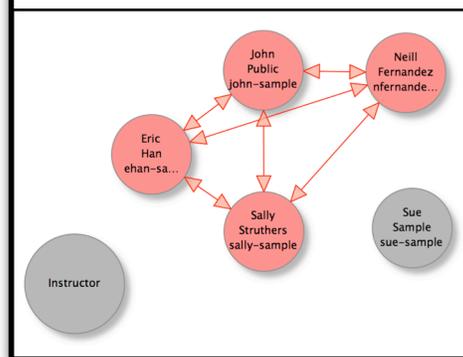
## FOUR PEOPLE LISTEN TO ERIC



## THREE SEPARATE DIALOGS



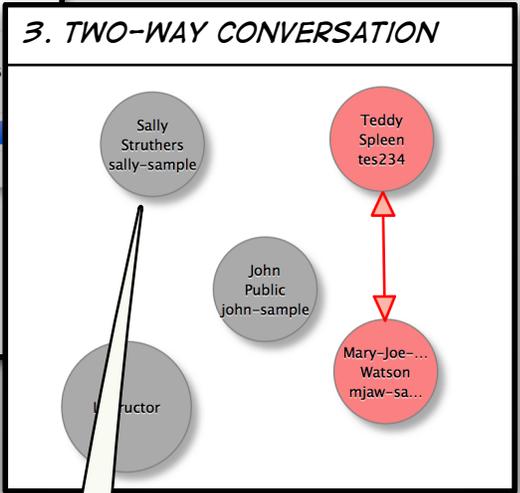
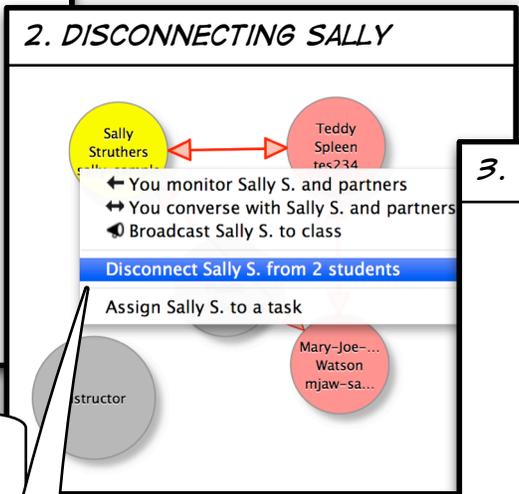
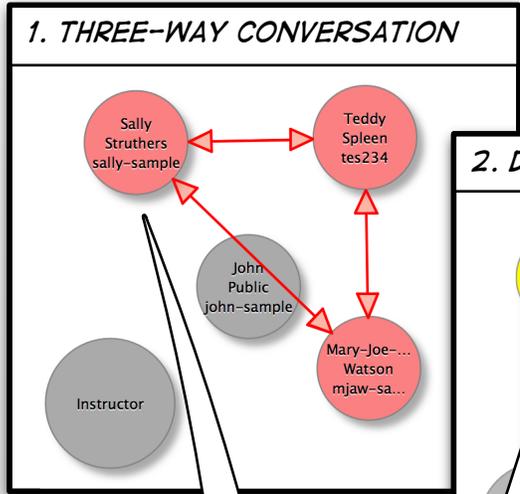
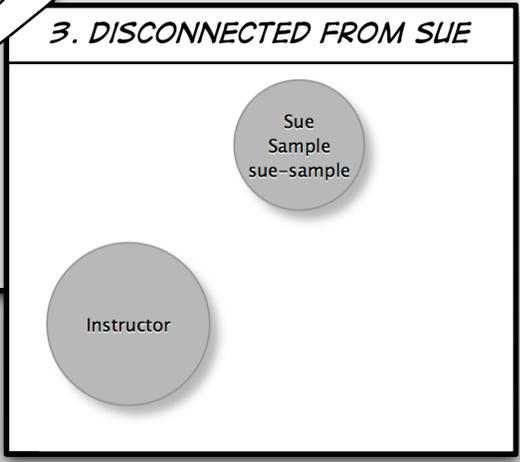
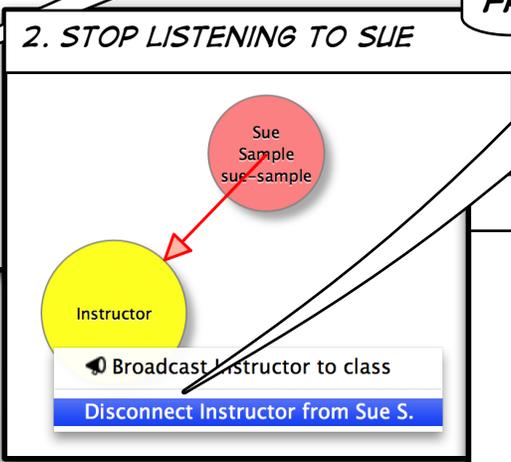
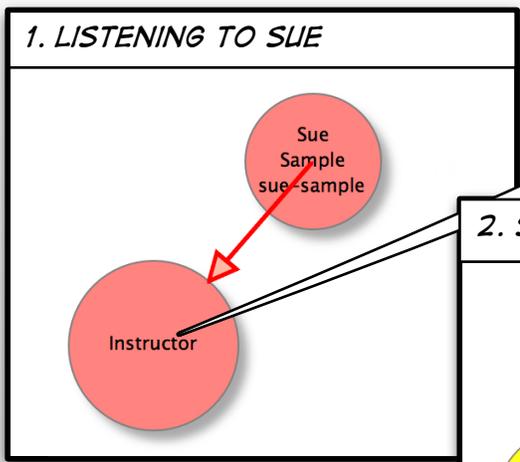
## FOUR-WAY CONVERSATION



# ENDING CONNECTIONS

TO STOP OBSERVING OR SPEAKING WITH SOMEONE (HERE, SUE), CLICK ON YOURSELF - **INSTRUCTOR**.

FROM THE MENU THAT APPEARS, CLICK **"DISCONNECT INSTRUCTOR FROM SUE."**



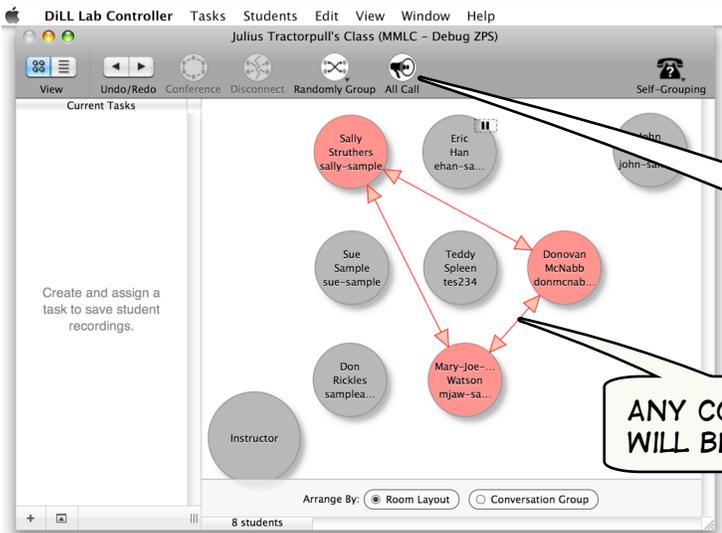
CLICK ON SALLY TO REMOVE HER FROM A MULTI-WAY CONVERSATION

FROM THE MENU THAT APPEARS, CLICK **"DISCONNECT SALLY FROM 2 STUDENTS."**

SALLY IS NOW REMOVED FROM THE CONVERSATION.

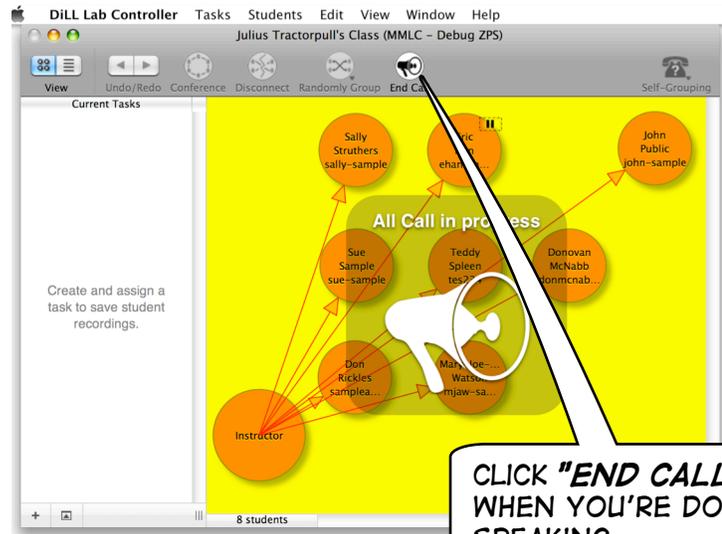
# CLASS ANNOUNCEMENTS

BROADCAST YOUR VOICE TO EVERYONE—TEMPORARILY.

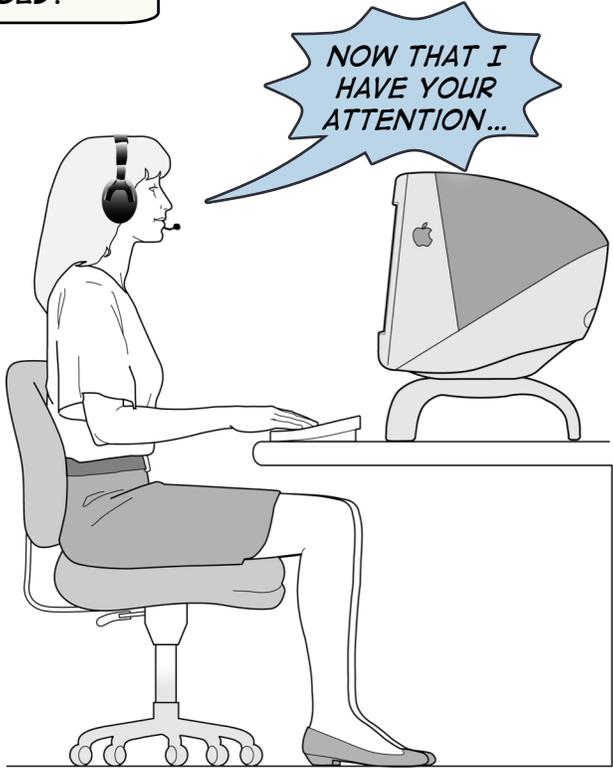


CLICK "ALL CALL" TO SPEAK TO EVERYONE AT ONCE.

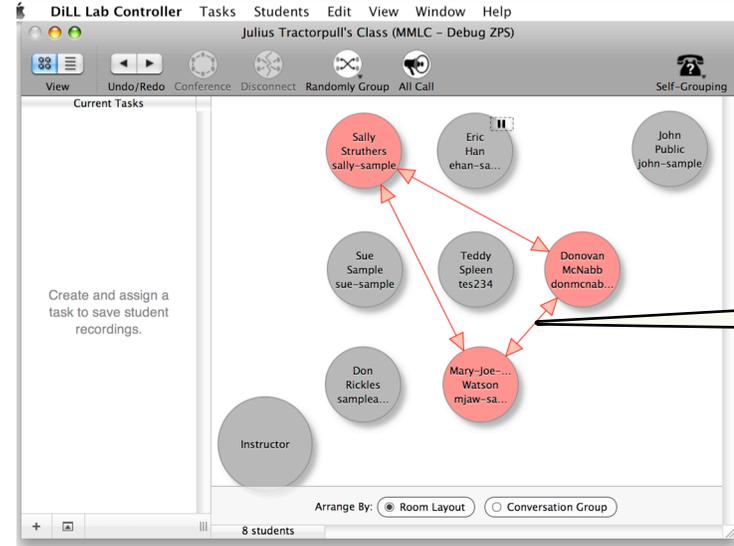
ANY CONVERSATIONS WILL BE PAUSED.



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



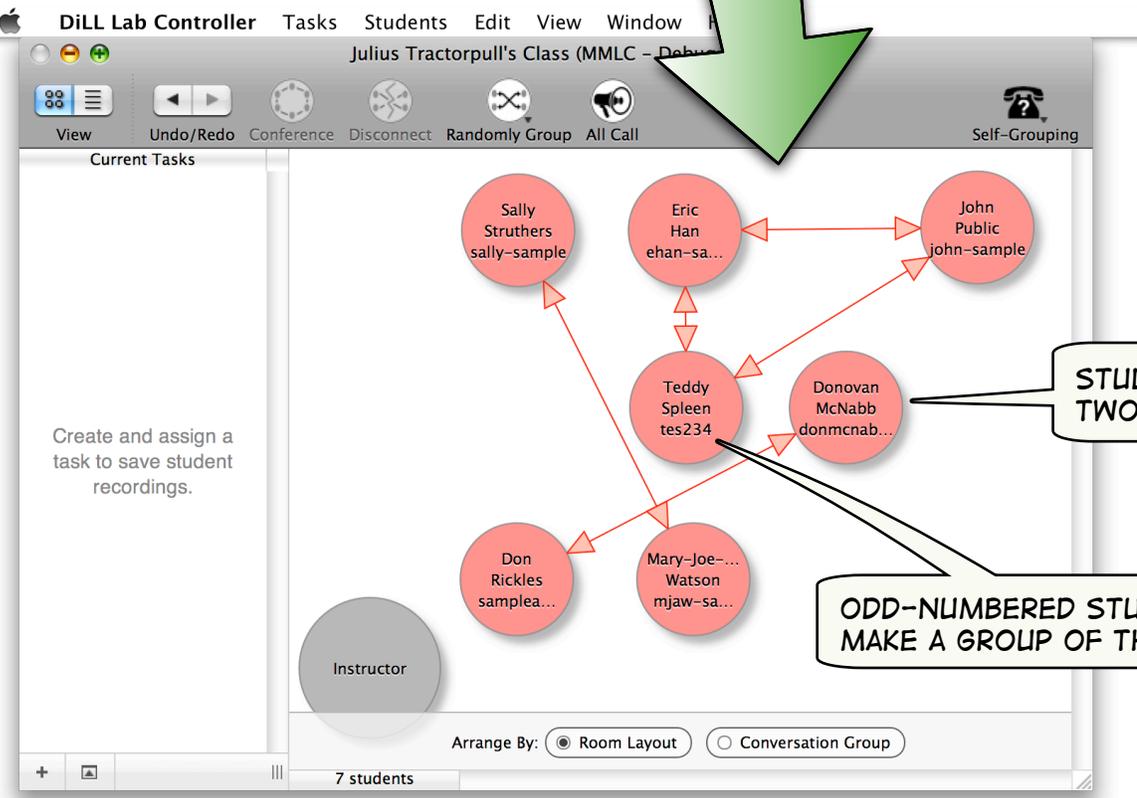
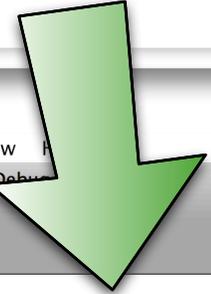
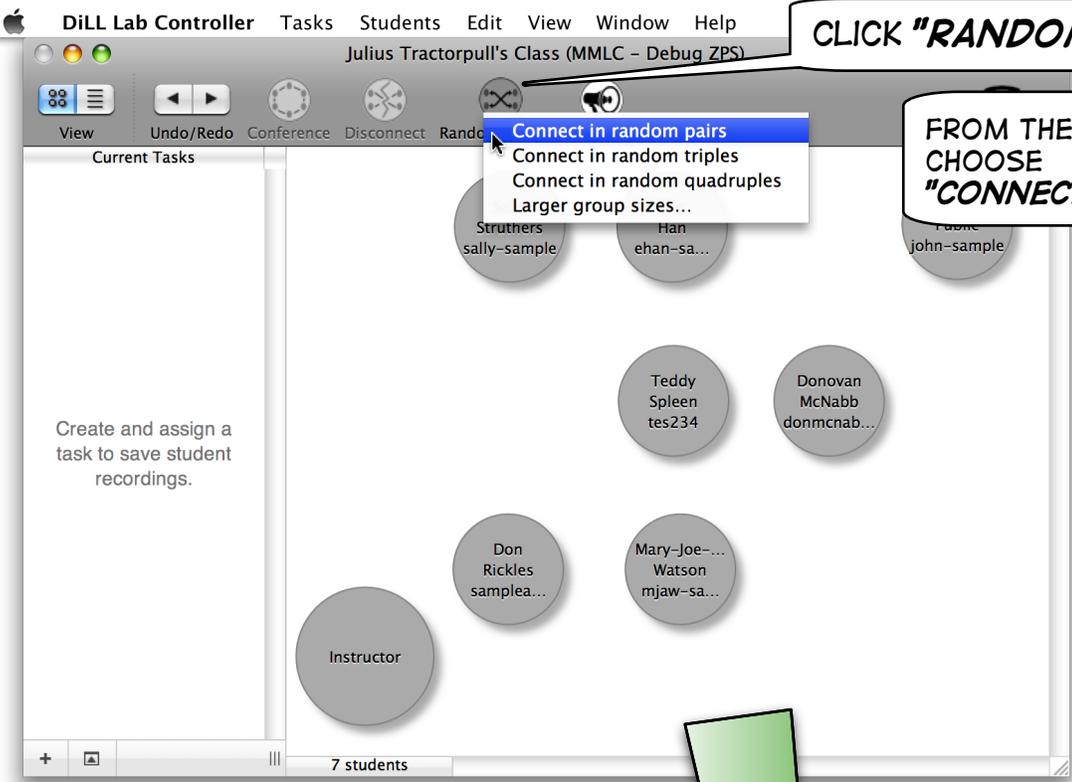
NOW THAT I HAVE YOUR ATTENTION...



THE PREVIOUS CONVERSATIONS ARE RESUMED.

# RANDOMLY PAIR EVERYONE

THE RANDOM PAIR FEATURE SAVES YOU TIME WHEN CONNECTING PEOPLE.



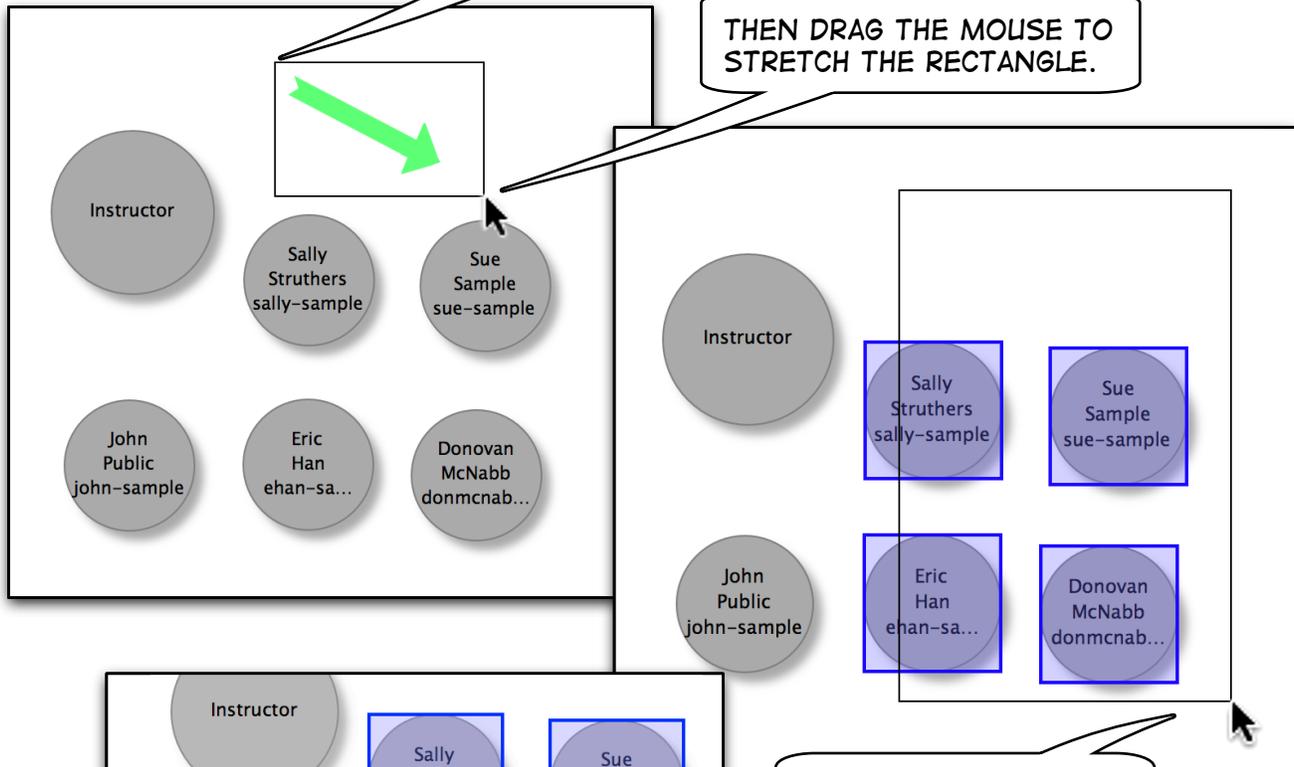
# SELECTING STUDENTS

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

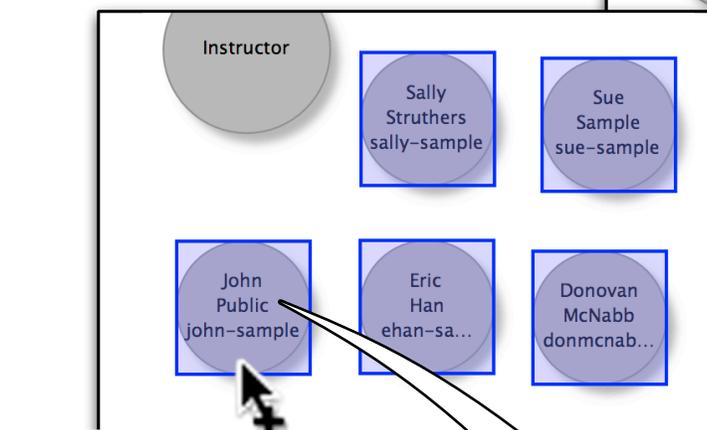
DRAG A RECTANGLE ACROSS STUDENTS TO SELECT THEM ALL AT ONCE.

CLICK IN AN EMPTY AREA AND HOLD DOWN THE MOUSE.

THEN DRAG THE MOUSE TO STRETCH THE RECTANGLE.

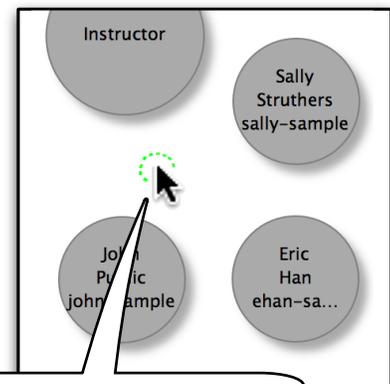


CONTINUE DRAGGING UNTIL THE INTENDED PEOPLE ARE SELECTED.



*shift*

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



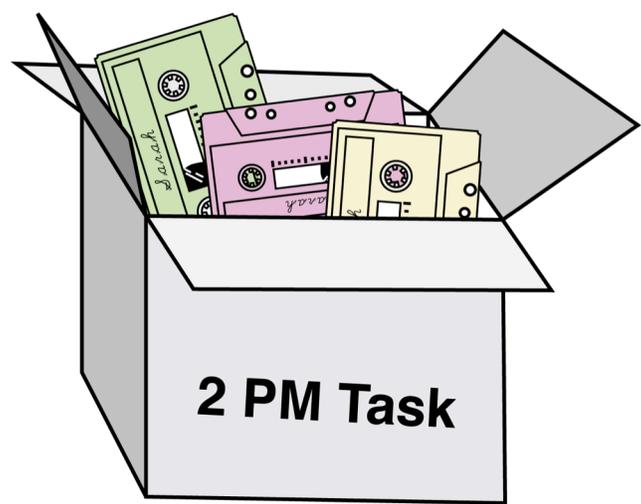
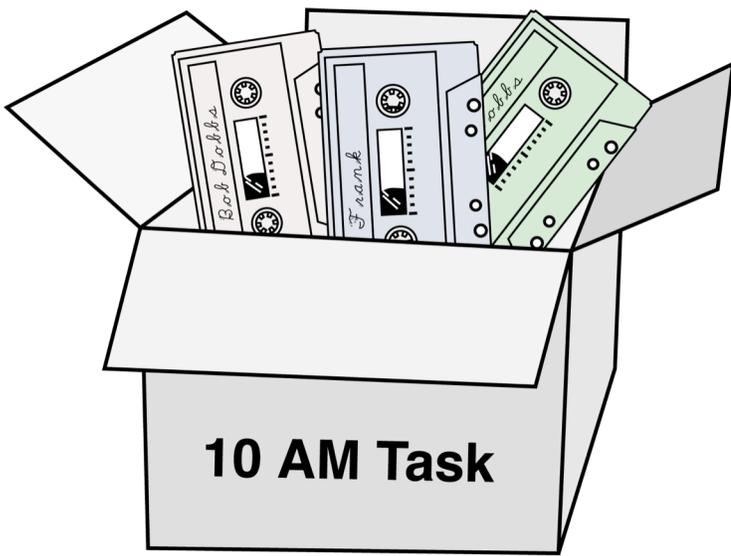
TO DE-SELECT EVERYONE, CLICK IN AN EMPTY AREA. THAT'S IT!

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

# SAVING DRILL RECORDINGS

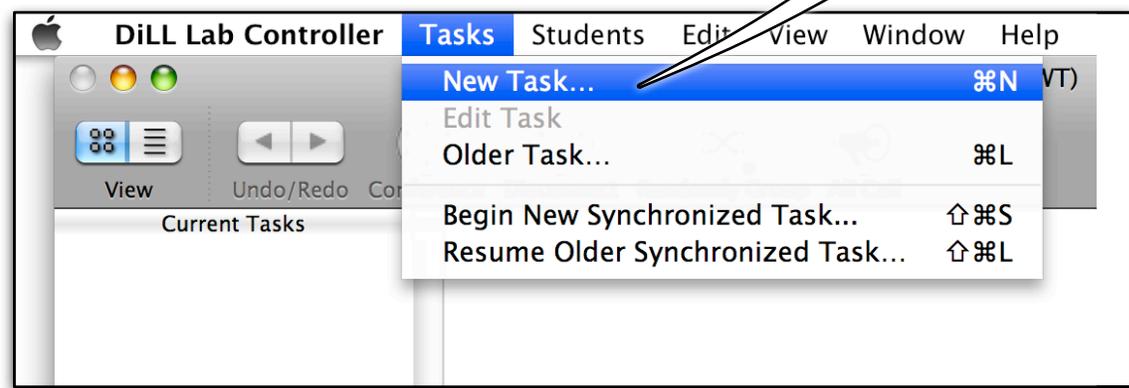
TO SAVE RECORDINGS, YOU MUST GIVE STUDENTS A "TASK."

A **TASK** IS LIKE A BOX WHERE STUDENTS DROP RECORDINGS. STUDENTS IN THE SAME GROUP ARE ASSIGNED THE SAME BOX. USUALLY YOU'LL MAKE ONE BOX PER CLASS PERIOD.



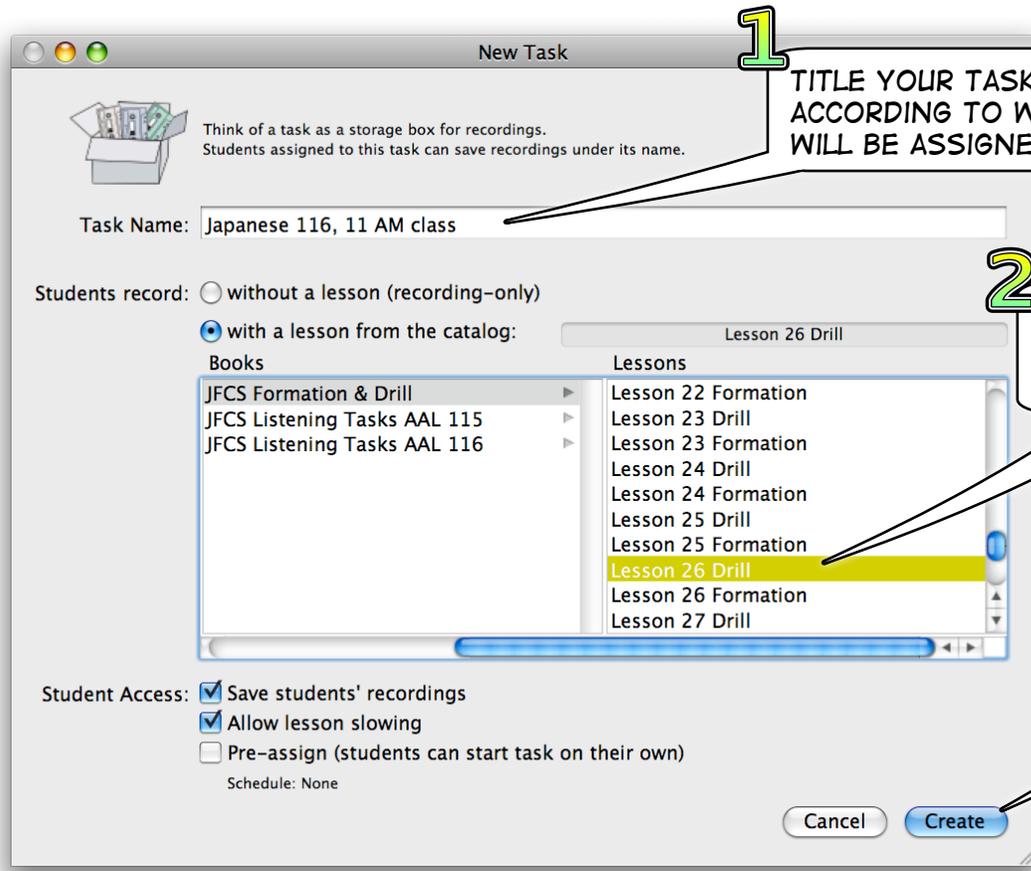
TO SAVE STUDENT RESPONSES TO LESSON AUDIO, YOU MUST FIRST CREATE A "LESSON TASK."

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



Continued on the next page...

# SAVING DRILL RECORDINGS (CONTINUED...)

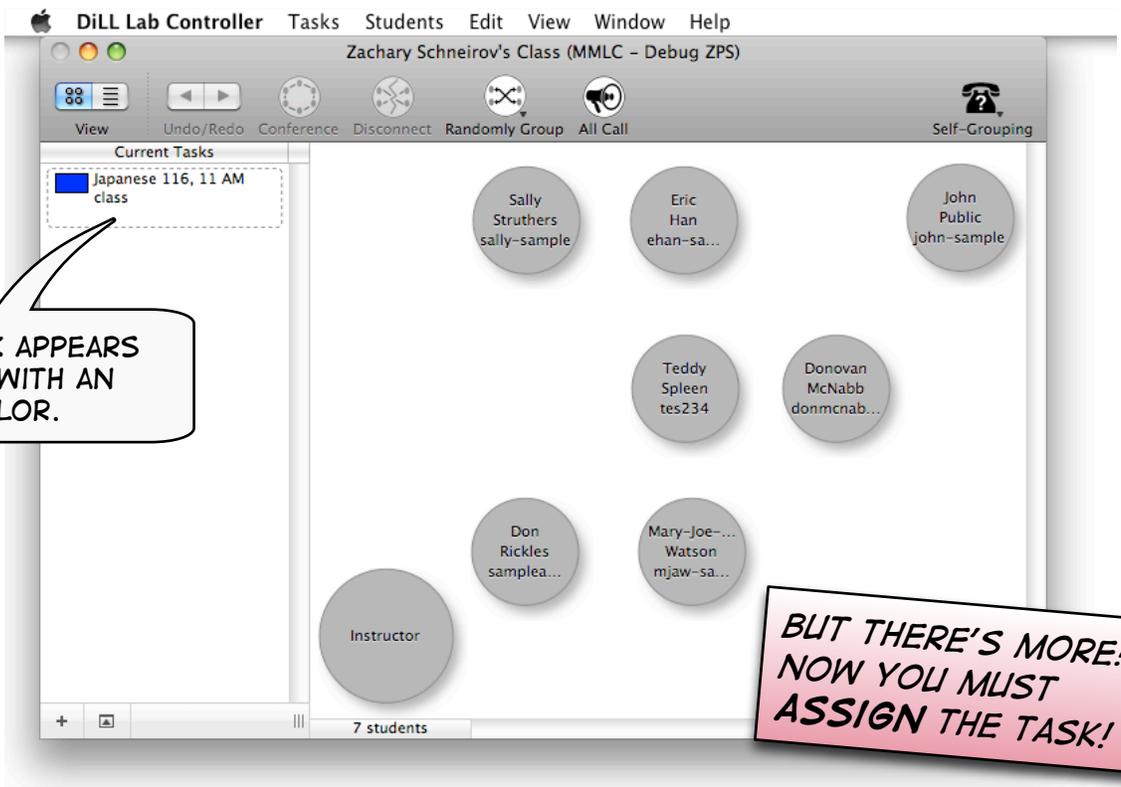


**1** TITLE YOUR TASK ACCORDING TO WHOM IT WILL BE ASSIGNED.

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

**3** CLICK "CREATE" WHEN YOU'RE FINISHED.

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

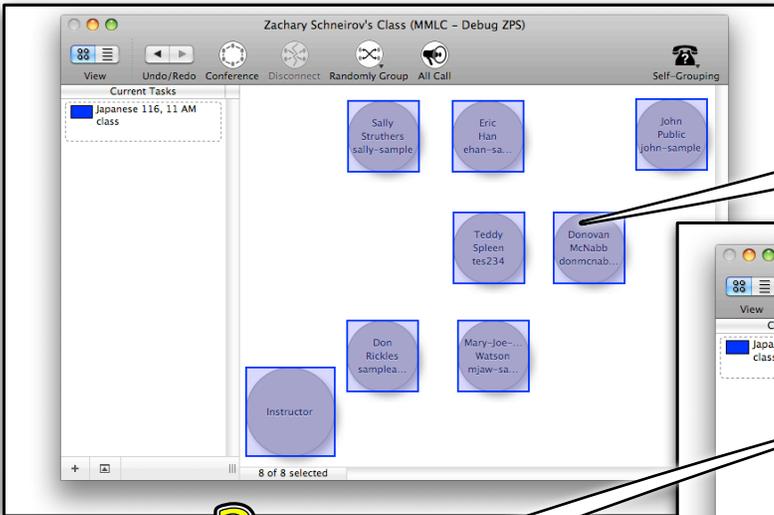


**BUT THERE'S MORE! NOW YOU MUST ASSIGN THE TASK!**

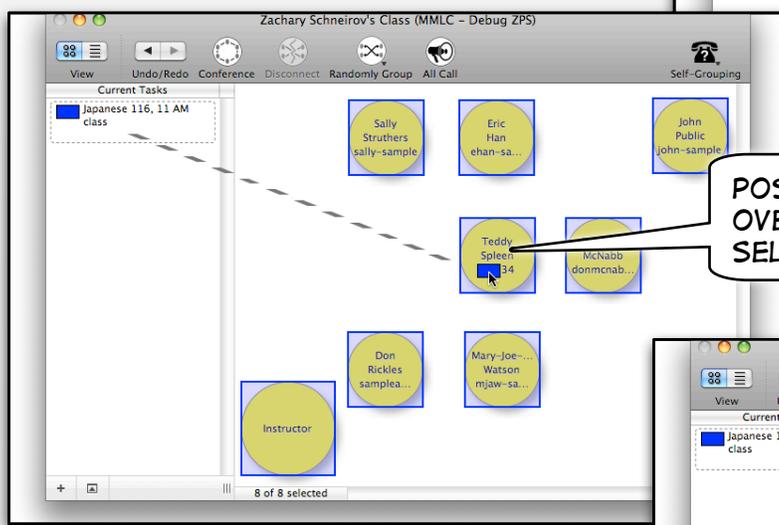
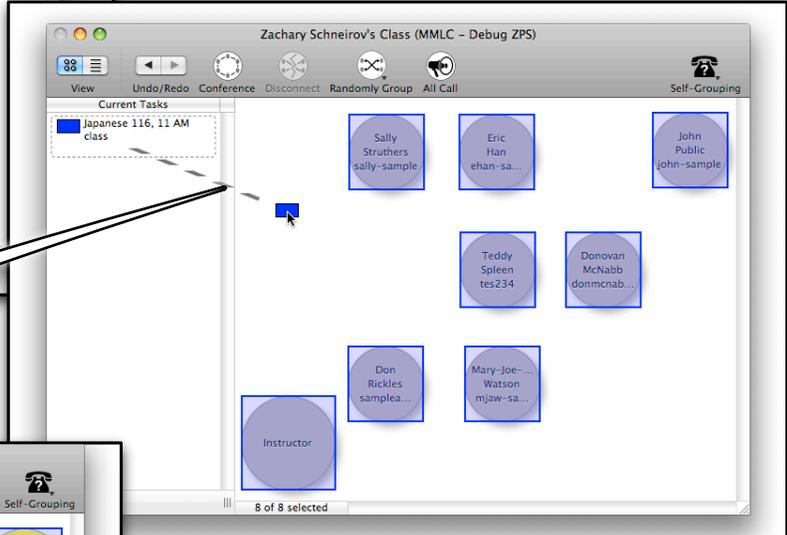
**Continued on the next page...**

# SAVING DRILL RECORDINGS: ASSIGNING TASKS

**1** SELECT THE STUDENTS TO BE ASSIGNED (HOW? SEE PAGE 8).

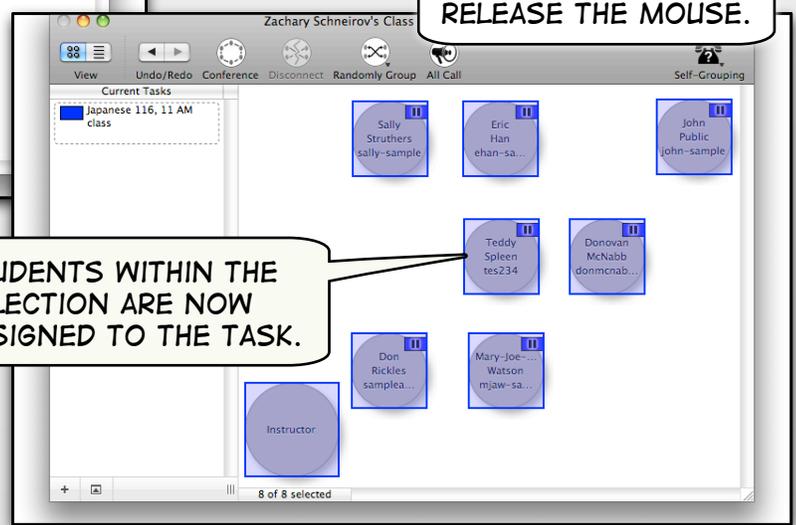


**2** DRAG THE TASK.

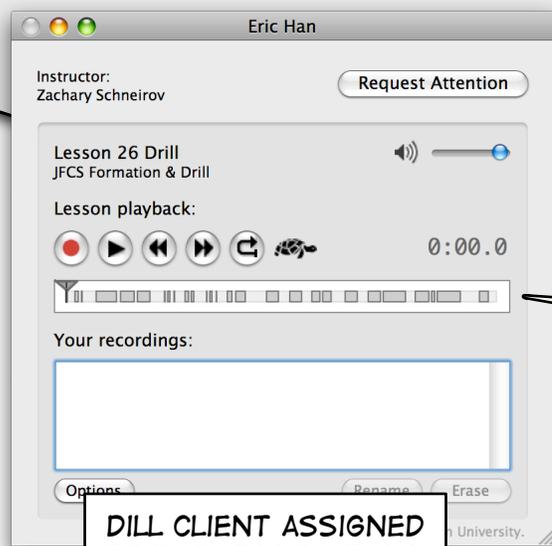


**3** POSITION THE MOUSE OVER ONE OF THE SELECTED STUDENTS.

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



STUDENTS WITHIN THE SELECTION ARE NOW ASSIGNED TO THE TASK.



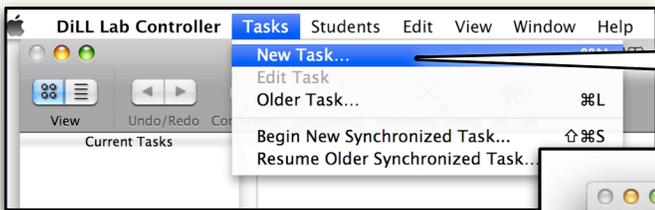
DILL CLIENT ASSIGNED TO THE LESSON TASK.

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

THEY CANNOT PLAY OTHER LESSONS NOW WITHOUT YOUR PERMISSION.

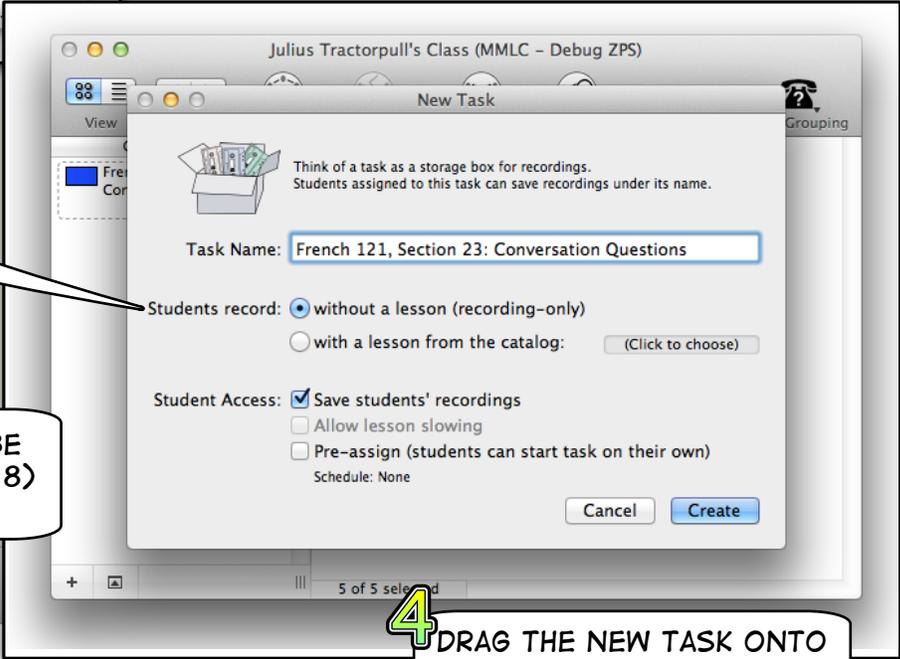
# SAVING PLAIN RECORDINGS

TO LET STUDENTS RECORD WITHOUT PROMPTS, GIVE THEM A "RECORDING-ONLY TASK."

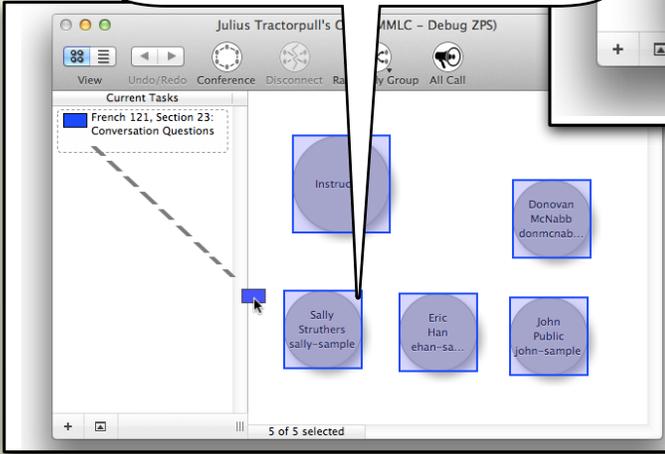


1 FROM THE "TASKS" MENU, CLICK "NEW TASK"

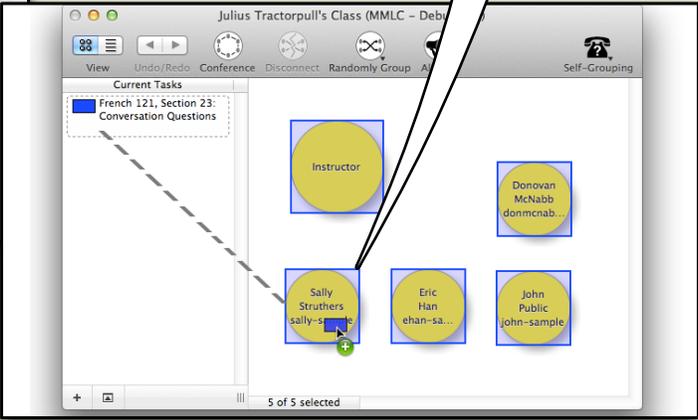
2 CLICK "STUDENTS RECORD: WITHOUT A LESSON (RECORDING-ONLY)". THEN CLICK "CREATE".



3 SELECT THE STUDENTS TO BE ASSIGNED (HOW? SEE PAGE 8) AND DRAG THE TASK.



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

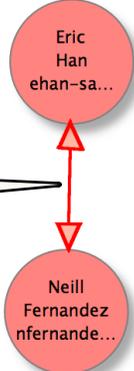


STUDENTS MUST CLICK "RECORD" TO MAKE RECORDINGS.



THEY CAN MAKE AS MANY RECORDINGS AS THEY WANT.

RECORDINGS FROM PAIRED STUDENTS CONTAIN BOTH VOICES.



DILL CLIENT ASSIGNED TO RECORDING-ONLY TASK

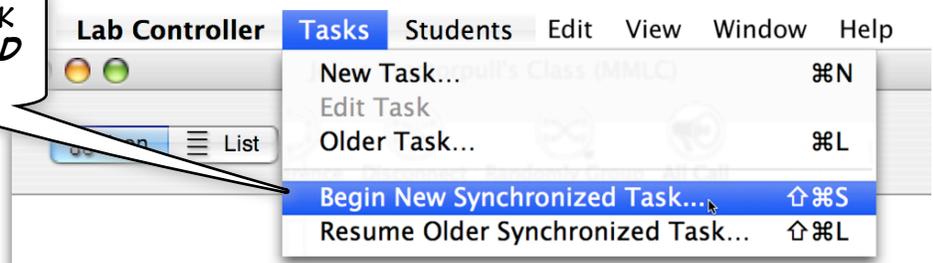
# SYNCHRONIZED ACTIVITIES

PLAY LESSONS TO AND RECORD THE ENTIRE CLASS AT ONCE.

A **SYNCHRONIZED ACTIVITY** IS LIKE PLAYING A PORTABLE STEREO IN FRONT OF THE CLASS. YOU CONTROL WHAT STUDENTS HEAR AND WHEN THEY ARE RECORDED.



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



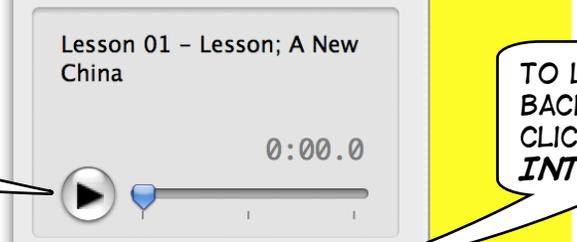
IF YOU WANT YOUR VOICE BROADCAST TO THE CLASS, LEAVE THIS CHECKED.



CLICK "**CATALOG**" TO CHOOSE LESSONS IN DILL OR "**DRIVE**" FOR FILES ON DISK OR CD.



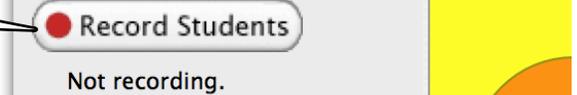
PLAY AND PAUSE THE LESSON HEARD BY STUDENTS.



TO LET STUDENTS PLAY BACK THEIR RECORDINGS, CLICK "**ALLOW STUDENT INTERACTION.**"

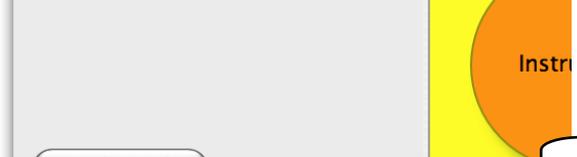


CLICK "**RECORD STUDENTS**" TO START RECORDING EACH STUDENT AT ONCE.

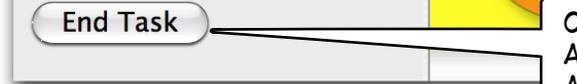


CLICK IT AGAIN TO STOP RECORDING.

EACH TIME YOU CLICK RECORD, ANOTHER RECORDING IS ADDED.



CLICK "**END TASK**" AFTER YOU HAVE MADE ALL YOUR RECORDINGS.



# PRE-ASSIGN STUDENT WORK

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

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

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

Think of a task as a storage box for recordings.  
Students assigned to this task can save recordings under its name.

Task Name: AP Spanish - Homework Assignment #1

Students record:  without a lesson (recording-only)  
 with a lesson from the catalog: (No lesson chosen)

Subjects: Chinese, College Board AP Exams, Example Subject, French, German, Italian, Japanese, Music T, Spanish

Student Access:  Save students' recordings  
 Allow lesson slowing  
 Pre-assign (students can start task on their own)  
Schedule: None

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

**2**

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

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

Students can access this task without permission for the specified time interval:

Task Name: AP S

Students record:  without a lesson (recording-only)  
 with a lesson from the catalog: (No lesson chosen)

Allow access starting: January 2013  
Deny access after: January 2013

Effective duration: 5 days, 49 minutes.

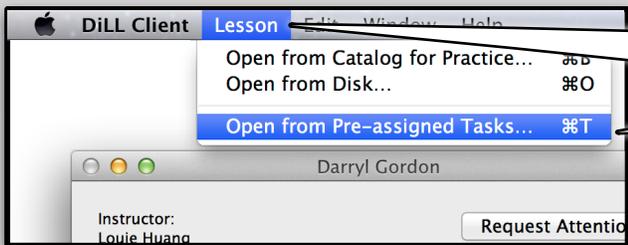
Student Access:  Save students' recordings  
 Allow lesson slowing  
 Pre-assign (students can start task on their own)  
Schedule: None

Buttons: Set To Now, Cancel, OK, Cancel, Create

Continued on the next page...

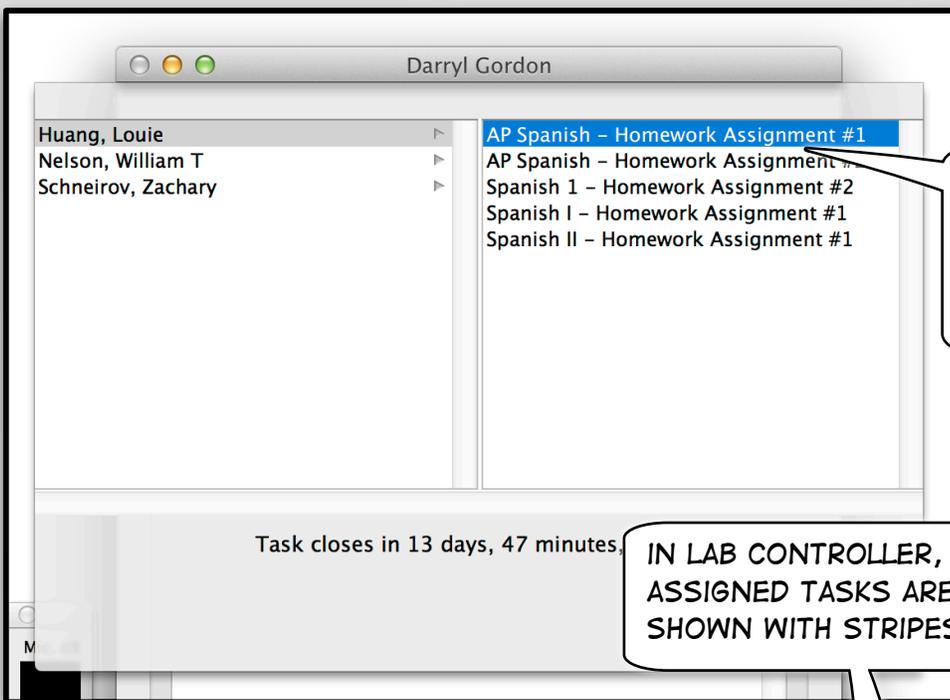
# PRE-ASSIGN STUDENT WORK (CONTINUED...)

AS A STUDENT...



3

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



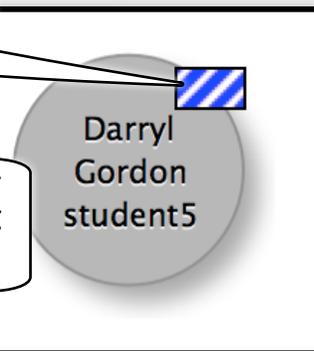
4

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

Task closes in 13 days, 47 minutes.

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

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



## EXAMPLE USES



ASSIGN HOMEWORK FOR STUDENTS TO COMPLETE OUTSIDE OF CLASS



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



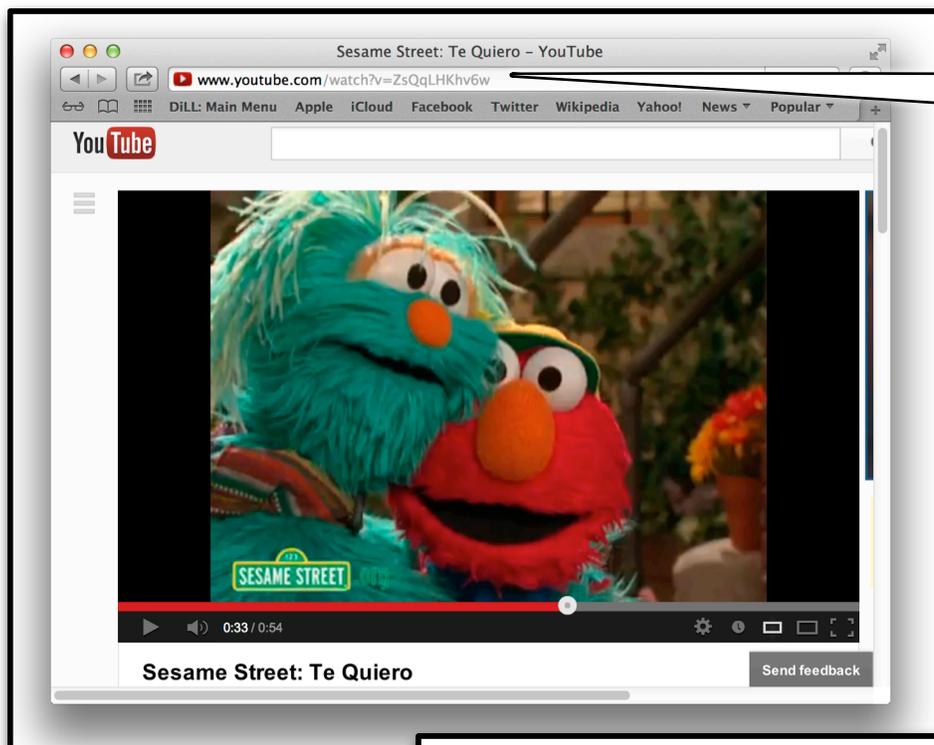
QUEUE ASSIGNMENTS FOR WHEN YOU CANNOT BE PRESENT IN CLASS

# SHARING A WEBSITE

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

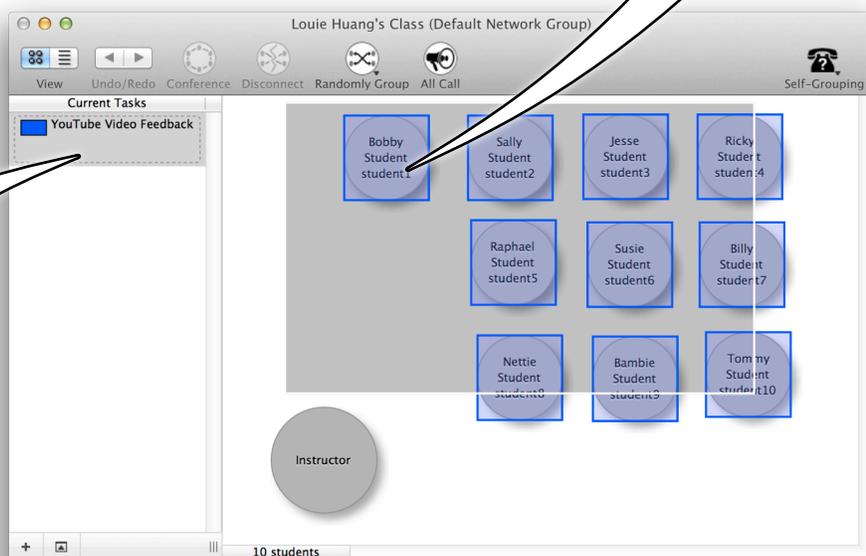


**1**  
OPEN THE WEBSITE YOU WOULD LIKE TO SHARE.



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

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



**Continued on the next page...**

# SHARING A WEBSITE (CONTINUED...)

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

THE WEBSITE WILL AUTOMATICALLY OPEN ON THE STUDENTS' COMPUTERS.

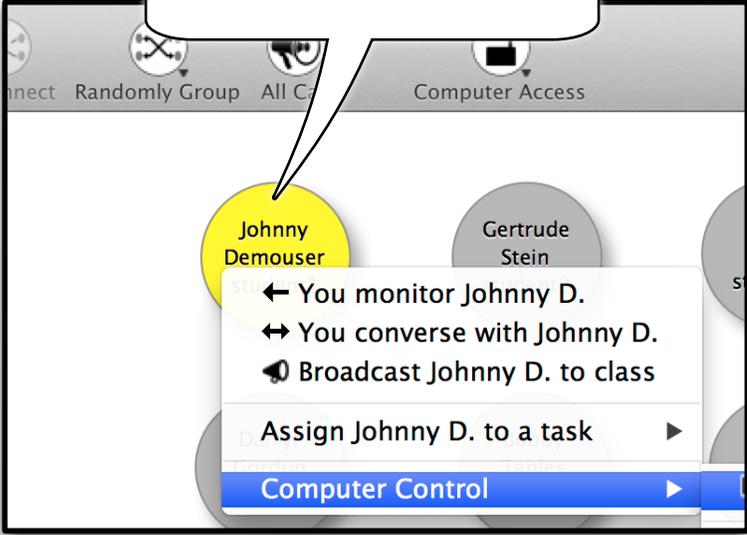
EVERY WEBSITE HAS A DRAGGABLE ICON TO THE LEFT OF THE ADDRESS IN THE LOCATION BAR.



# CONTROL A STUDENT'S SCREEN

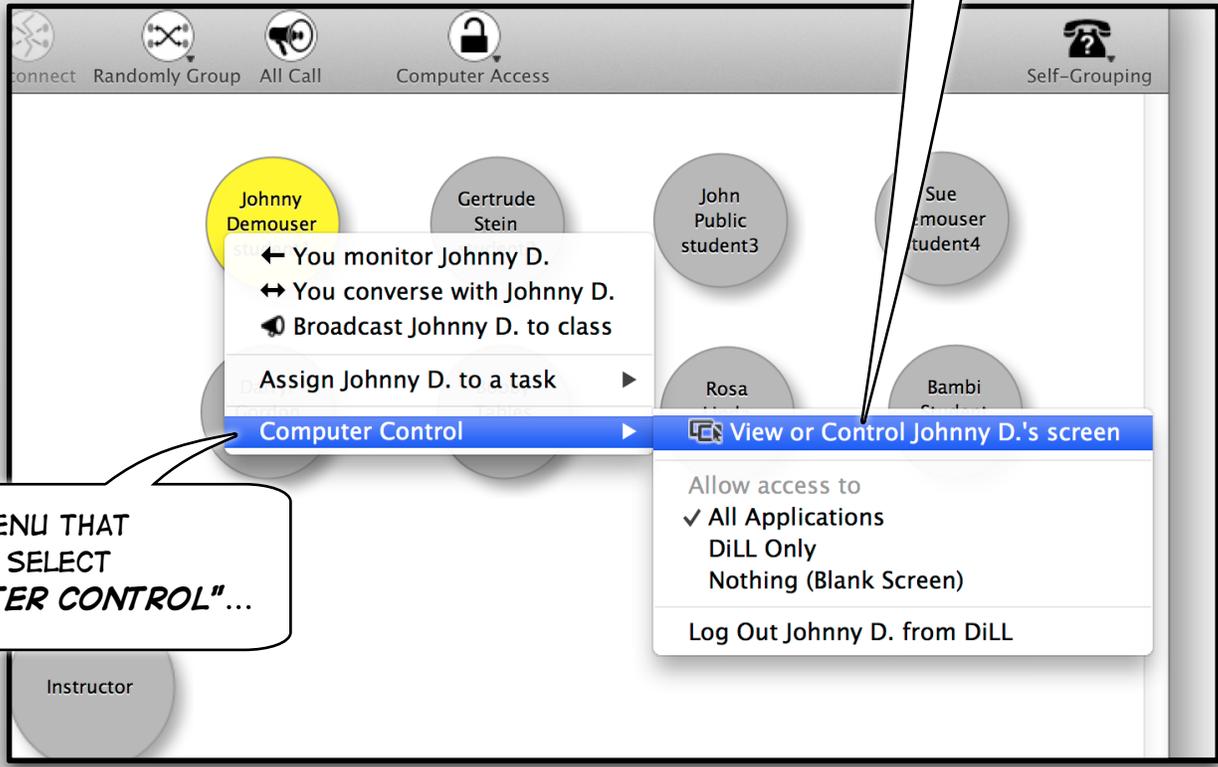
TO VIEW AND/OR CONTROL A STUDENT'S SCREEN, USE "COMPUTER CONTROL"

**1**  
CLICK ON THE STUDENT YOU WOULD LIKE TO MONITOR AND/OR CONTROL.



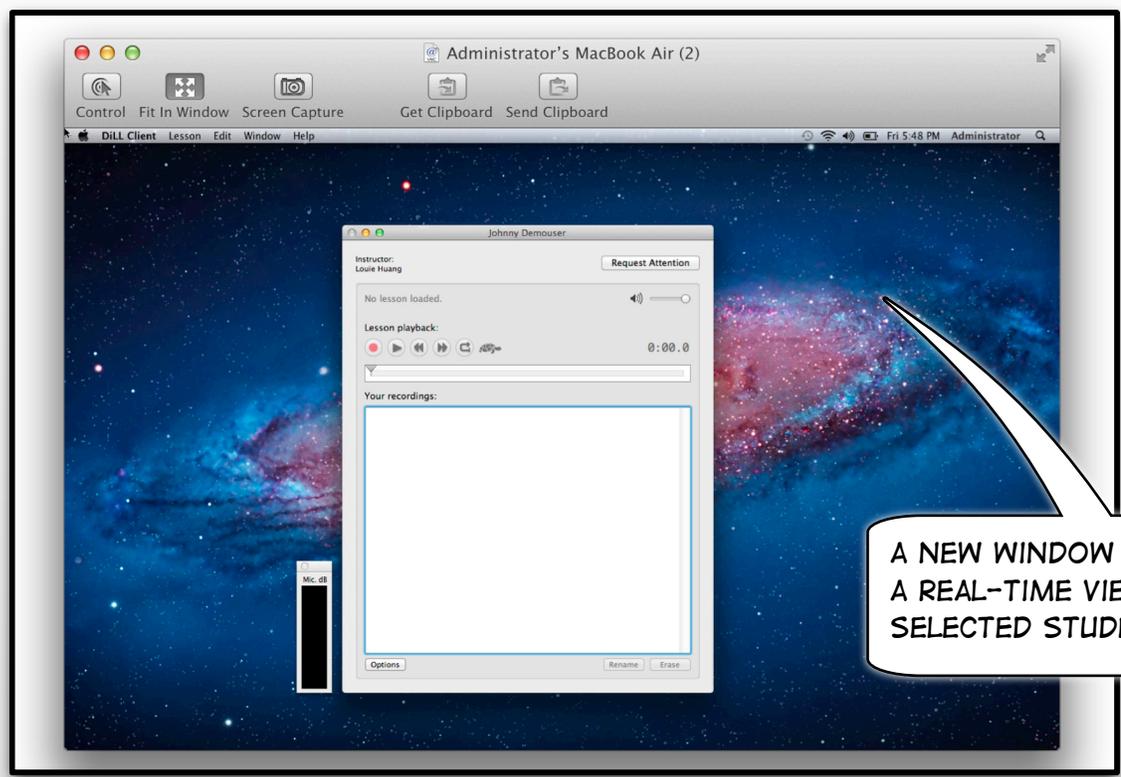
**3**  
... AND THEN SELECT "VIEW OR CONTROL STUDENT'S SCREEN"

**2**  
IN THE MENU THAT APPEARS, SELECT "COMPUTER CONTROL"...

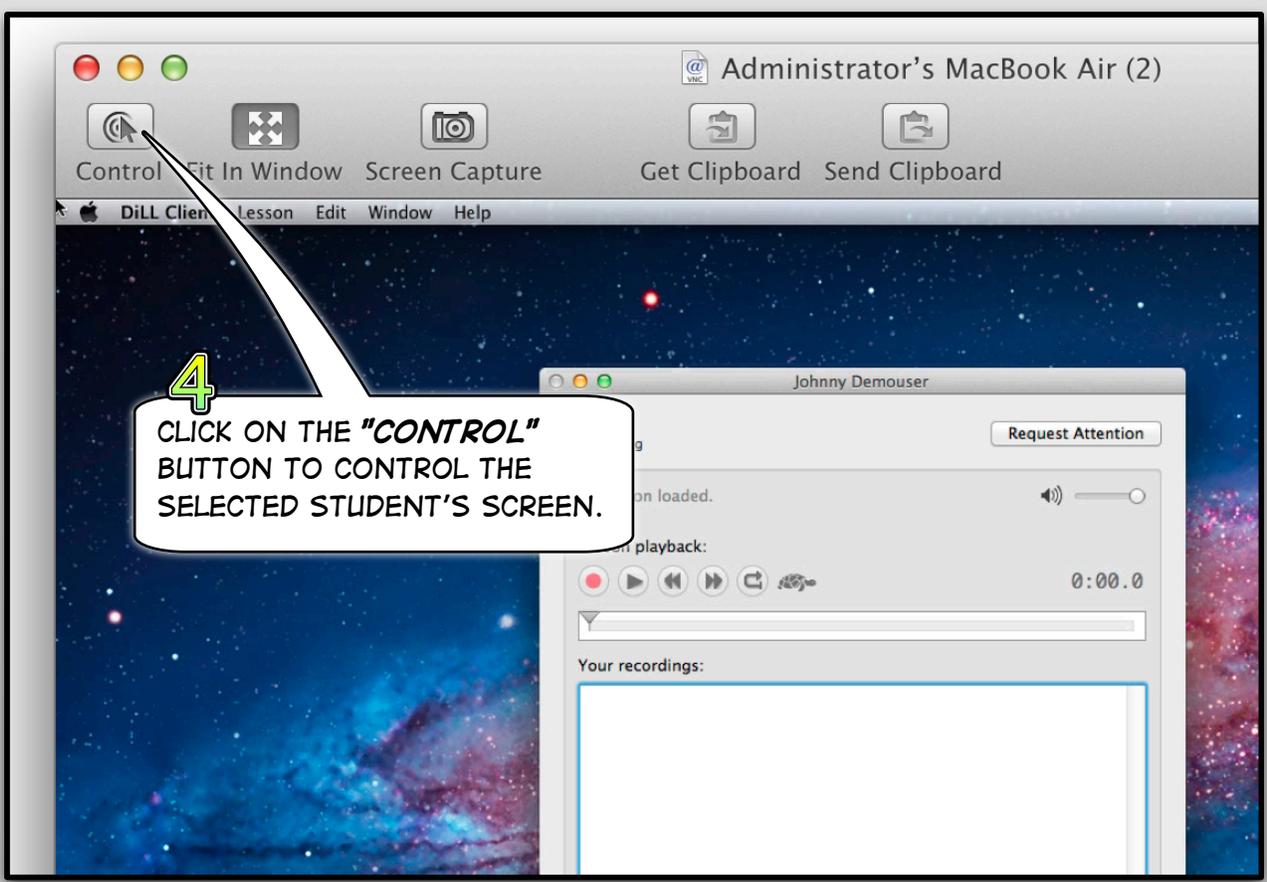


Continued on the next page...

# CONTROL A STUDENT'S SCREEN (CONTINUED...)

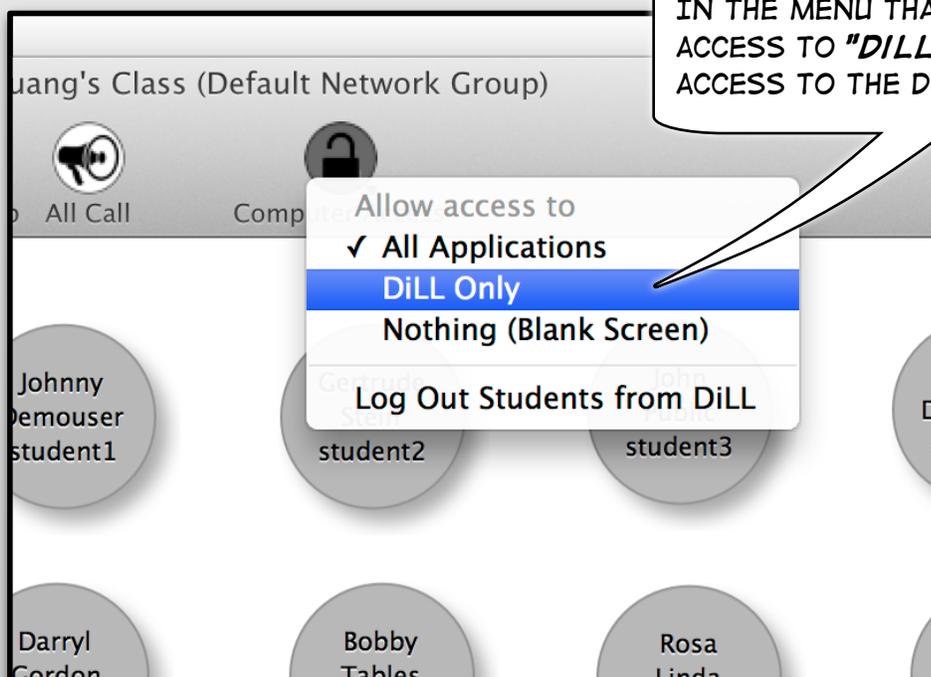
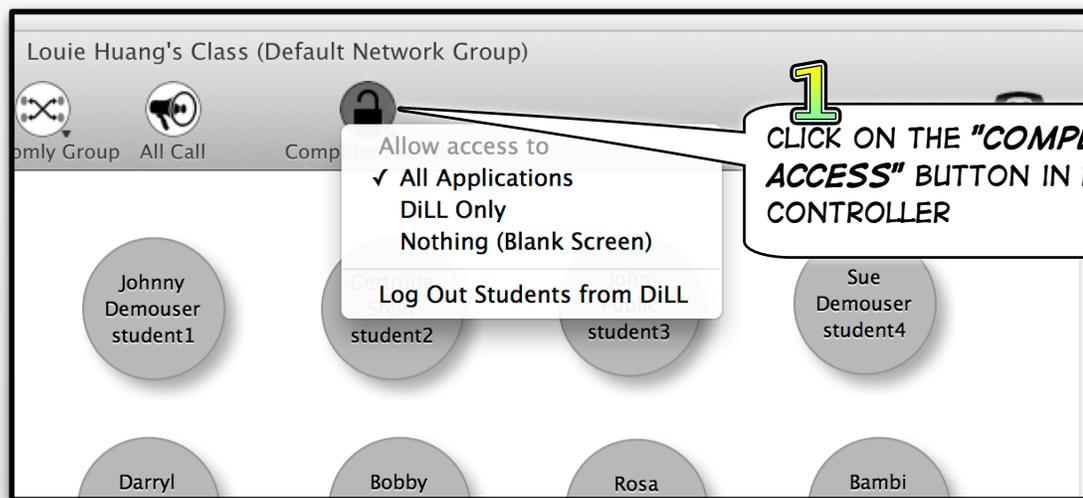


A NEW WINDOW WILL OPEN WITH A REAL-TIME VIEW OF THE SELECTED STUDENT'S SCREEN.



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

# BLOCK APPLICATIONS OTHER THAN DILL



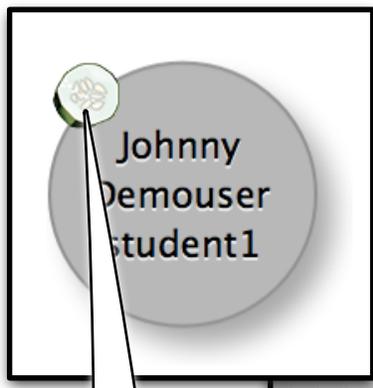
IF NO STUDENTS ARE SELECTED, THE **COMPUTER ACCESS** FEATURE WILL AFFECT **ALL** STUDENTS.

SELECT STUDENTS INDIVIDUALLY OR IN GROUPS TO LIMIT ACCESS RESTRICTIONS TO A SPECIFIC STUDENT OR GROUP OF STUDENTS. SEE **PAGE 8** TO LEARN HOW TO SELECT STUDENTS.

Continued on the next page...

# BLOCK APPLICATIONS... (CONTINUED...)

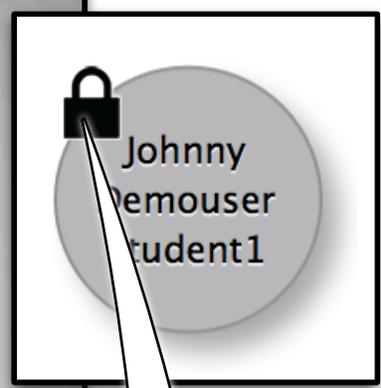
## DILL ONLY MODE



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



## NOTHING (BLANK SCREEN) MODE



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

# REVIEW STUDENT RECORDINGS

YOU CAN LISTEN TO STUDENTS' RECORDINGS BY VISITING THE DILL SERVER OVER THE WEB.

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

TYPE THE ADDRESS INTO YOUR WEB BROWSER.

CLICK "GO TO LOGIN PAGE" TO LOG-IN.

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

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

**DiLL Metadata Manager**

DiLL: The Digital Language Lab  
Copyright © 2005-2006 Northwestern University

[< GO TO LOGIN PAGE >](#)  
Click the link above to enter the DILL

**About DiLL:**  
DiLL is a production of the Multimedia Learning Center of the Judd A. and Marjorie W. Weinberg College of Arts and Sciences, Northwestern University

**Engineering:**  
Zachary Schneirov  
Matthew Taylor

**Graphic Design:**  
Jessica Rowe  
Amanda Wasielewski

**Quality Assurance:**  
Li-cheng Gu  
Jessica Rowe  
Zachary Schneirov  
Janine Spencer  
Matthew Taylor

DiLL: The Digital Language Lab by the Multimedia Learning Center, Weinberg College of Arts and Sciences, Northwestern University  
Copyright © 2005-2006 Northwestern University. All Rights Reserved.

**DiLL: Please Log In**

Please Log-in:

log-in ID: janedoe  
password: \*\*\*\*\*

Log-in

**DiLL: Main Menu**

Main Menu | Administrative Menu | About (Julius Tractorpull)

From this menu, you can review recordings that students have made in each of the possible activity and task contexts supported by DiLL. You can also create new activities to be completed by students in each of these categories.

**Lesson-based Activities (Lesson Tasks)**  
(organized by Subject)

**Recording only Activities (0)**

**Synchronized Activities (1)**

DiLL: The Digital Language Lab by the Multimedia Learning Center, Weinberg College of Arts and Sciences, Northwestern University  
Copyright © 2005-2006 Northwestern University. All Rights Reserved.

**DECIDE WHICH TASKS TO VIEW:**

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

# REVIEW STUDENT RECORDINGS (CONTINUED...)

DiLL: Synchronized Activity Viewer

https://www.mmlc.northwestern.edu/mbin/WebObjects/DiLL.woa

**DiLL**  
Main Menu | Administrative Menu | About (Julius Tractorpull)

Synchronized activities that have been initiated by your administrative role:

Update Listing

GT#	Task Name	Created by	Created on	Time	# Sessions	Delete
1316	Español 115-2, Sec. 22: Test Questions	Julius Tractorpull	11/10/2006	12:21 PM	8	<input type="checkbox"/>
1331	Practice Test A	Julius Tractorpull	11/30/2006	06:42 PM	5	<input type="checkbox"/>
1332	Practice Test B	Julius Tractorpull	11/30/2006	06:42 PM	3	<input type="checkbox"/>
1333	Group Responses	Julius Tractorpull	11/30/2006	06:42 PM	2	<input type="checkbox"/>

Update Listing Delete Selected Items

FIND YOUR TASK USING THE TITLE YOU CHOSE WHEN YOU CREATED IT (SEE PAGE 10).

ALL STUDENTS ASSIGNED TO THE TASK ARE LISTED, EVEN IF THEY DIDN'T RECORD ANYTHING.

CLICK "HEAR ALL RECORDINGS FOR STUDENT" TO PLAY THEM ALL AT ONCE.

DiLL: Recordings for GroupTask

https://www.mmlc.northwestern.edu/mbin/WebObjects/DiLL.woa

**DiLL**  
Main Menu | Administrative Menu | About (Julius Tractorpull)

Recordings for Group Task: **Practice Test A**  
Option-click or Right mouse button click the "(DL)" links to download audio files directly.

Refresh Listing Archive Task to ZIP File

Student Name	Start Time	Last Touched Time
<b>Han, Eric</b>	Nov 30, 2006 06:49:41 PM	Nov 30, 2006 06:49:41 PM
<a href="#">Hear all recordings for student</a>	<a href="#">View Individual Recordings</a>	
<b>Sample, Sue</b>	Nov 30, 2006 06:48:35 PM	Nov 30, 2006 06:48:35 PM
<a href="#">Hear all recordings for student</a>	<a href="#">View Individual Recordings</a>	
<b>Schneirov, Zachary</b>	Nov 30, 2006 06:47:59 PM	Nov 30, 2006 06:47:59 PM
<a href="#">Hear all recordings for student</a>	<a href="#">View Individual Recordings</a>	
<b>Taylor, Zachary</b>	Dec 01, 2006 10:24:15 AM	Dec 01, 2006 10:24:15 AM
<a href="#">Hear all recordings for student</a>	<a href="#">Hide Individual Recordings</a>	
3 Sample number 1	<a href="#">Listen Now!</a> (DL)	
4 Sample number 2	<a href="#">Listen Now!</a> (DL)	
5 Sample number 3	<a href="#">Listen Now!</a> (DL)	
<b>Tractorpull, Julius</b>	Dec 01, 2006 10:23:37 AM	Dec 01, 2006 10:23:37 AM
<a href="#">Hear all recordings for student</a>	<a href="#">View Individual Recordings</a>	

DiLL: The Digital Language Lab by the Multimedia Learning Center, Weinberg College of Arts and Sciences, Northwestern University  
Copyright © 2005-2006 Northwestern University, All Rights Reserved.

CLICK "VIEW INDIVIDUAL RECORDINGS" TO PLAY RECORDINGS AT YOUR OWN PACE.