DILL TEACHER'S GUIDE

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

© SWIFT EDUCATION SYSTEMS, INC.

GET STARTED WITH DILL

STUDENTS USE…

DiLL Client

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

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

TEACHER USES…

DiLL Lab Controller

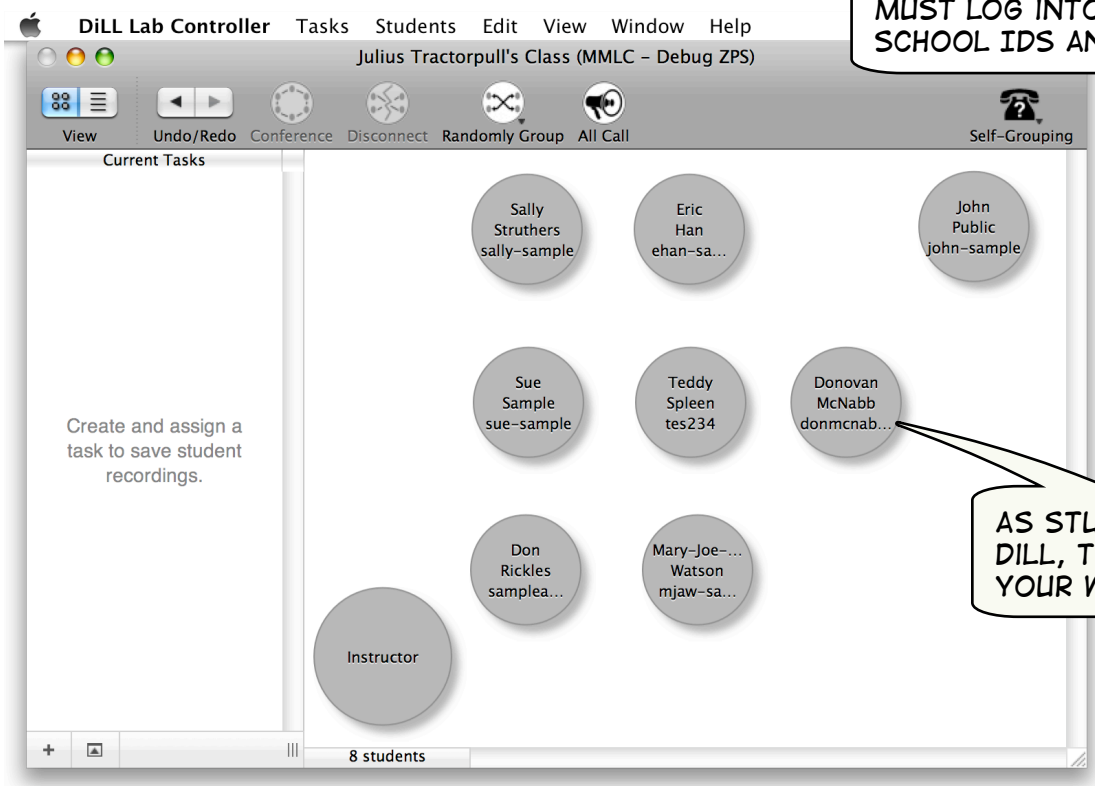
Please enter your Northwestern NetID and password.

NetID:

Password:

Quit Login

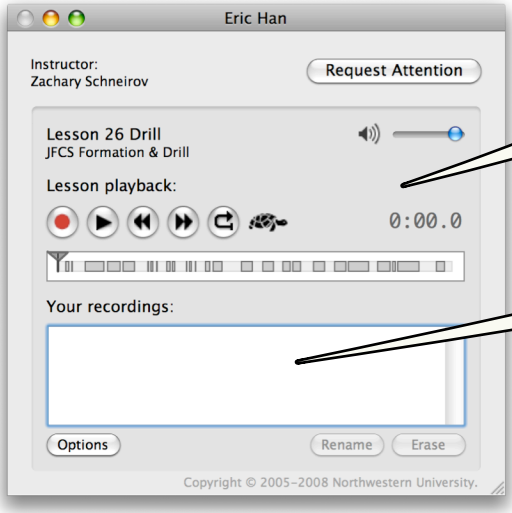
BOTH YOU AND THE STUDENTS MUST LOG INTO DILL WITH SCHOOL IDS AND PASSWORDS



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

LISTENING AND DRILLING FOR PRACTICE

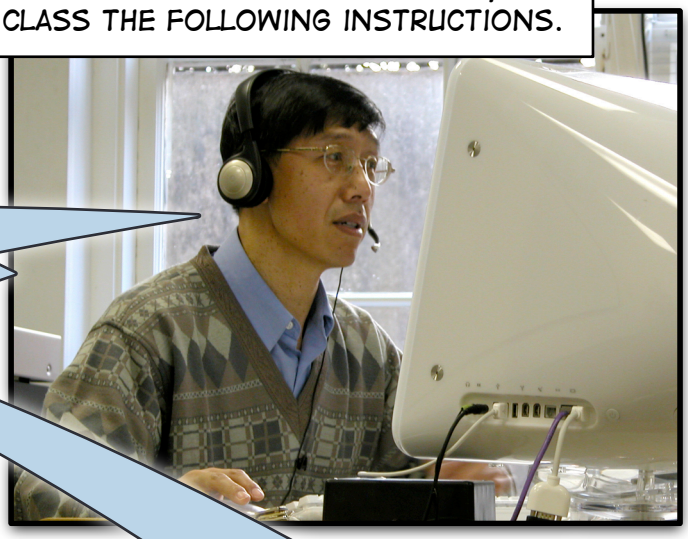
DILL CLIENT WITH A LESSON



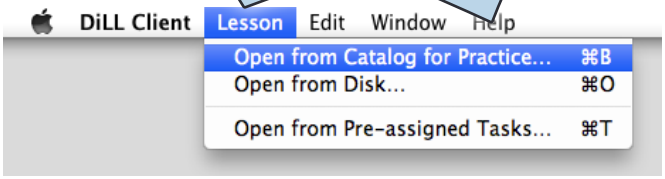
STUDENTS CAN PRACTICE LESSONS ON THEIR OWN, EVEN WITHOUT A TEACHER.

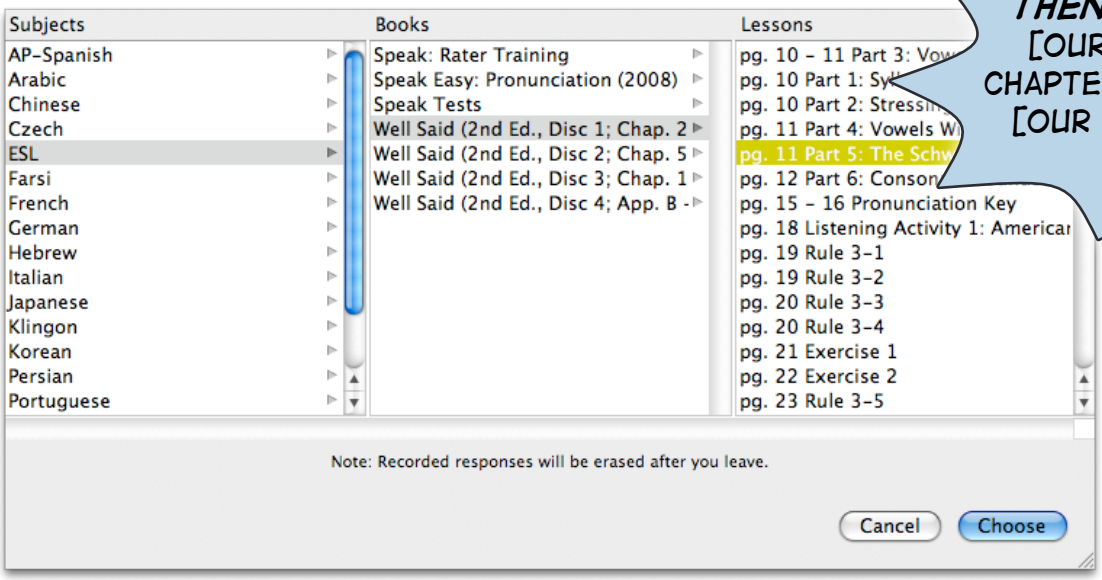
THEY CAN ALSO MAKE RECORDINGS, BUT THESE WON'T BE SAVED IN DILL.

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.'



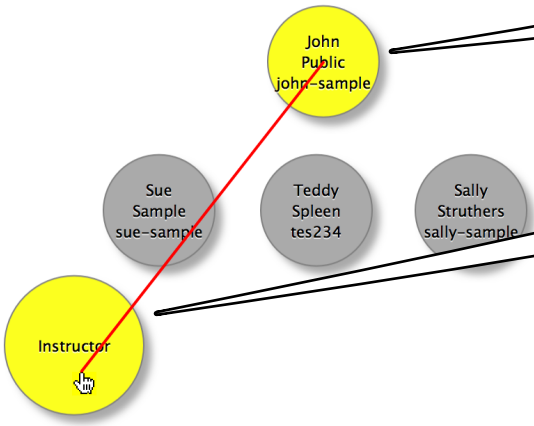


THEN NAVIGATE TO [OUR TEXTBOOK OR CHAPTER] AND CHOOSE [OUR LESSON(S) FOR TODAY]."

MONITOR A STUDENT

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

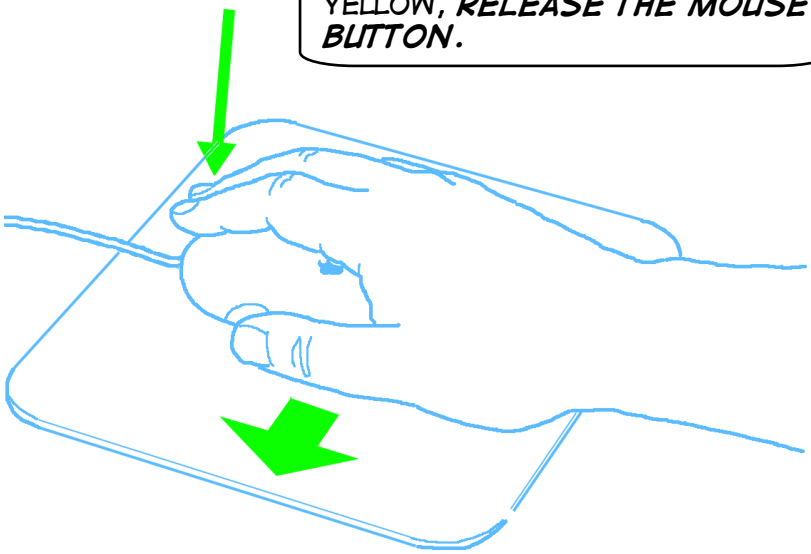
1. *DRAGGING A LINE FROM JOHN*



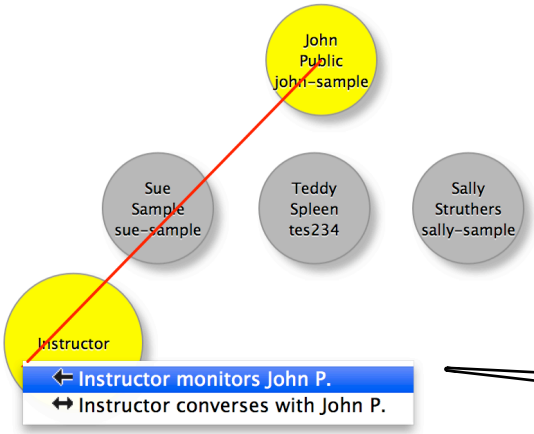
PRESS AND HOLD THE MOUSE INSIDE JOHN'S CIRCLE.

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

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

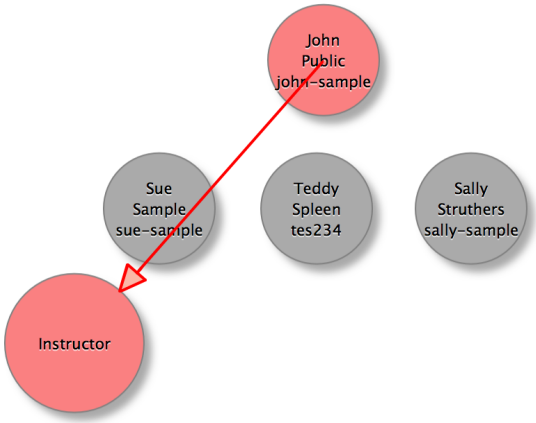


2. *LISTEN OR CONVERSE?*



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

3. *LISTENING TO JOHN*

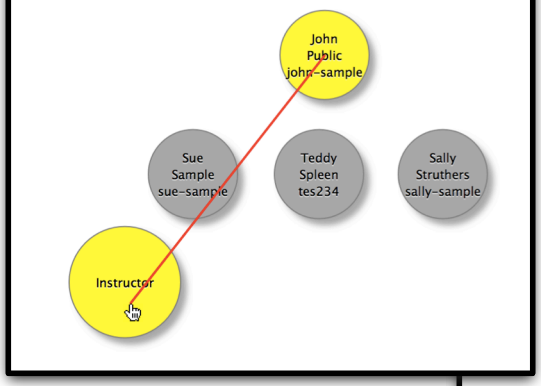


JOHN'S VOICE IS NOW AUDIBLE THROUGH YOUR HEADPHONES—WITHOUT HIS KNOWLEDGE!

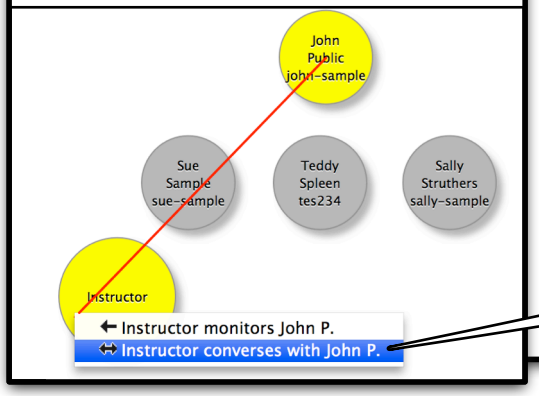
SPEAK WITH A STUDENT

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

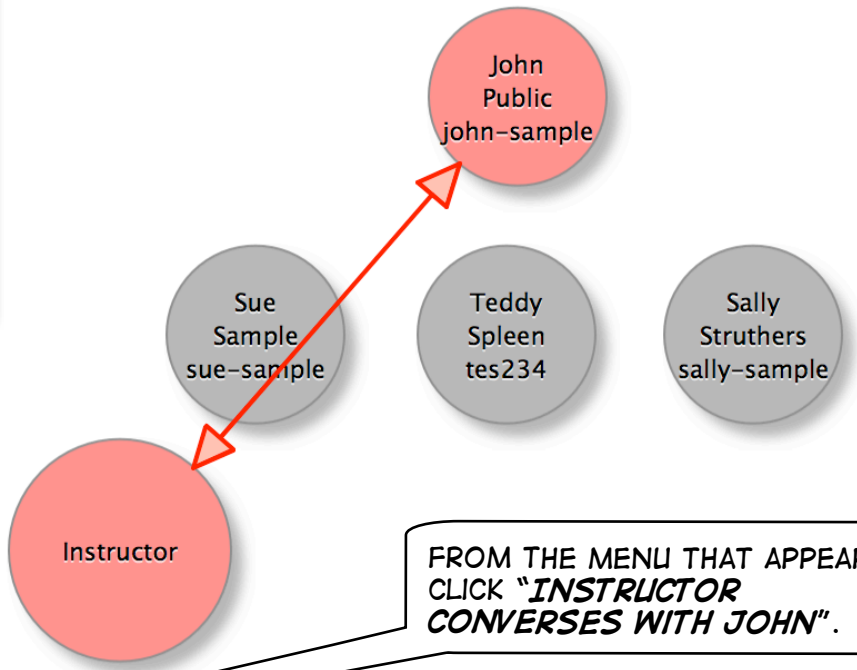
1. DRAGGING A LINE FROM JOHN



2. LISTEN OR CONVERSE?



3. NOW CONVERSING WITH JOHN



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

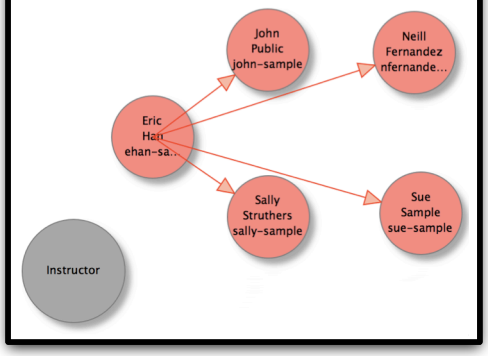
PEOPLE WHO ARE SPEAKING OR LISTENING—THAT ARE ***CONNECTED***—ALWAYS APPEAR RED. ARROWS SHOW WHERE THEIR VOICES ARE GOING.

A TWO-WAY DIALOG CREATES ARROWS POINTING BOTH WAYS.

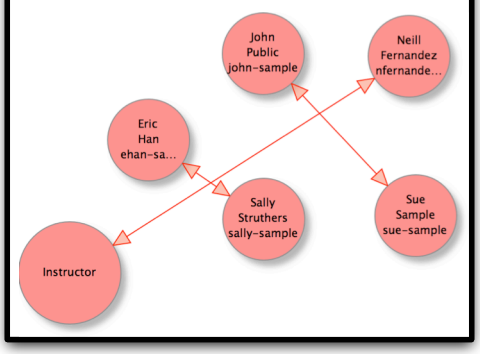
CONVERSATIONS

PEOPLE CAN BE CONNECTED MANY WAYS. BE CREATIVE!

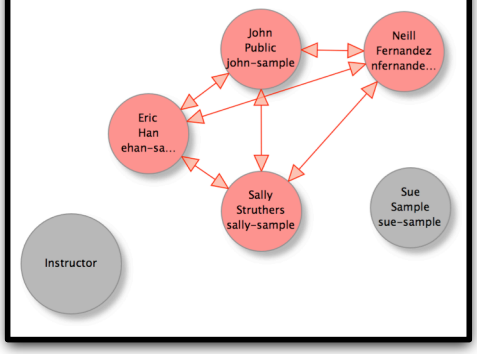
FOUR PEOPLE LISTEN TO ERIC



THREE SEPARATE DIALOGS



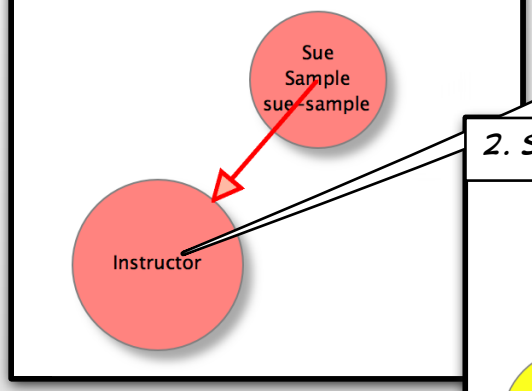
FOUR-WAY CONVERSATION



ENDING CONNECTIONS

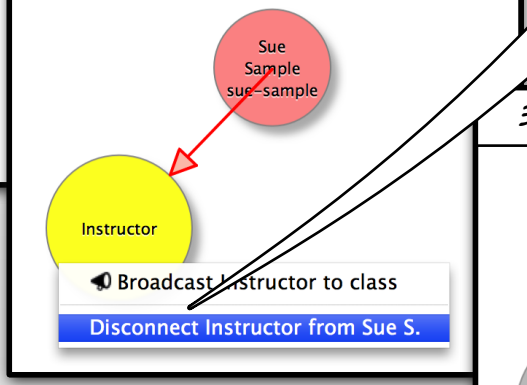
TO STOP OBSERVING OR SPEAKING WITH SOMEONE (HERE, SUE), CLICK ON YOURSELF - ***INSTRUCTOR.***

1. LISTENING TO SUE

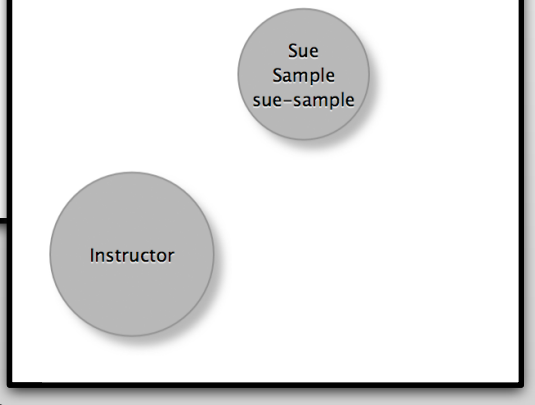


FROM THE MENU THAT APPEARS, CLICK ***"DISCONNECT INSTRUCTOR FROM SUE."***

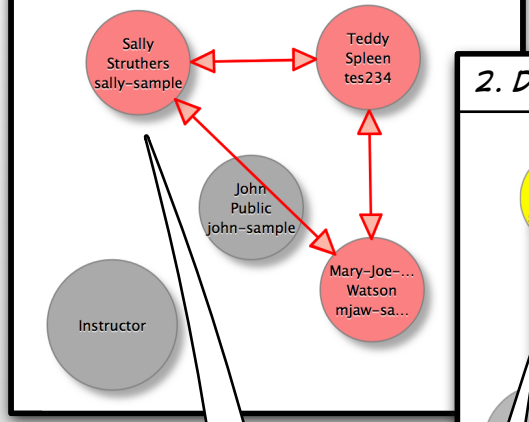
2. STOP LISTENING TO SUE



3. DISCONNECTED FROM SUE

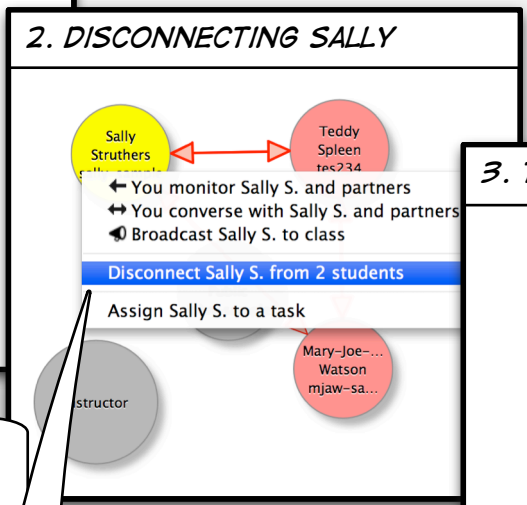


1. THREE-WAY CONVERSATION



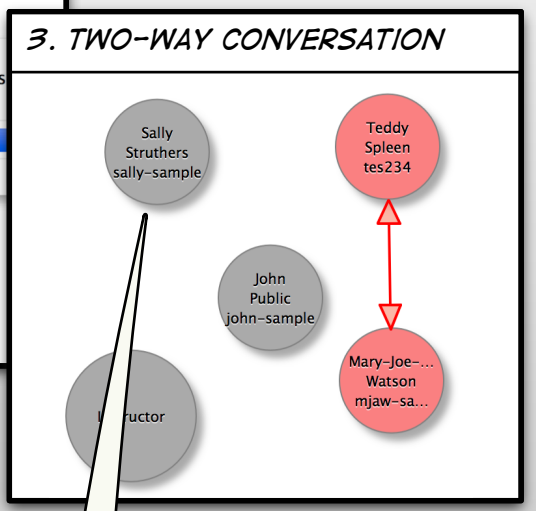
CLICK ON SALLY TO REMOVE HER FROM A MULTI-WAY CONVERSATION

2. DISCONNECTING SALLY



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

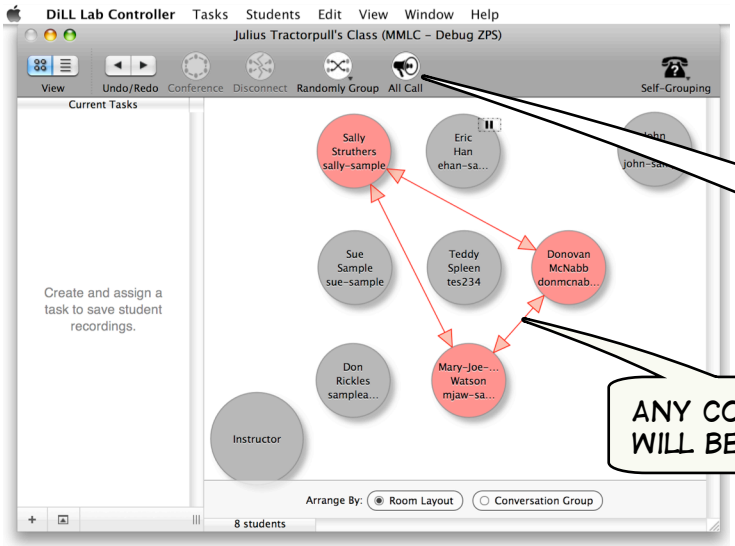
3. TWO-WAY CONVERSATION



SALLY IS NOW REMOVED FROM THE CONVERSATION.

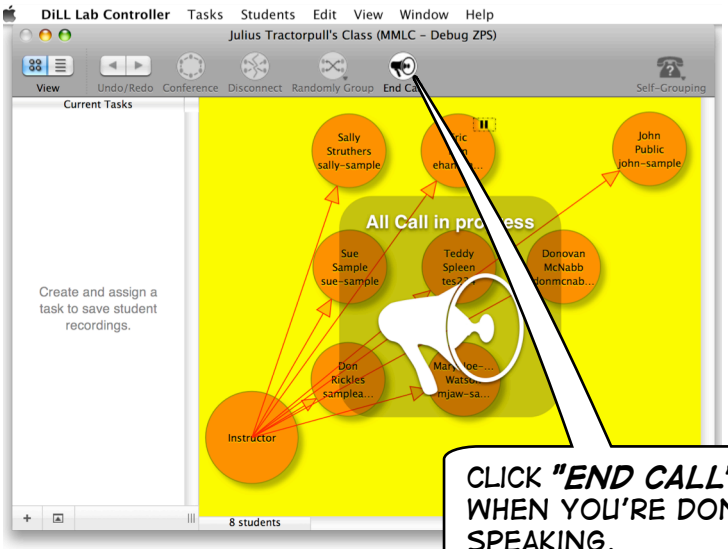
CLASS ANNOUNCEMENTS

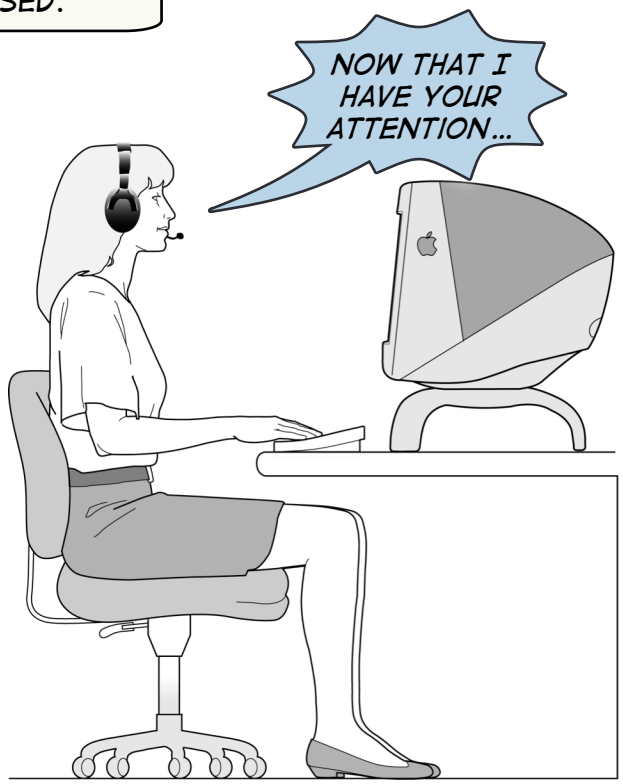
BROADCAST YOUR VOICE TO EVERYONE—TEMPORARILY.



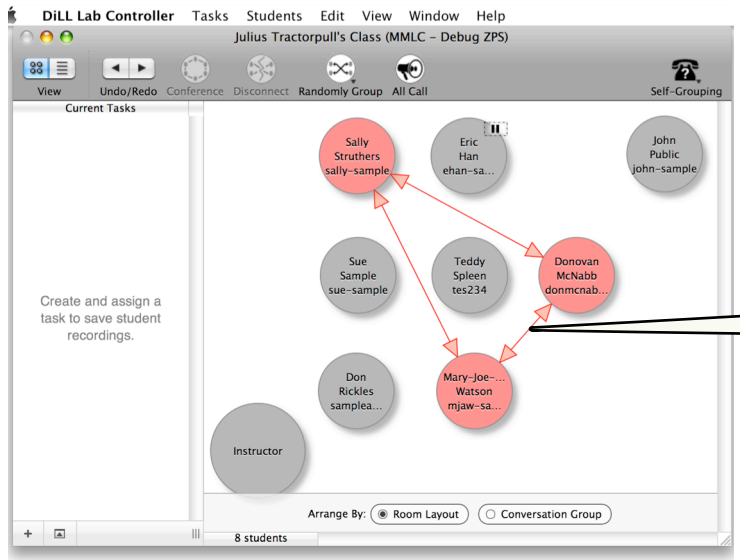
CLICK *"ALL CALL"* TO SPEAK TO EVERYONE AT ONCE.

ANY CONVERSATIONS WILL BE PAUSED.





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



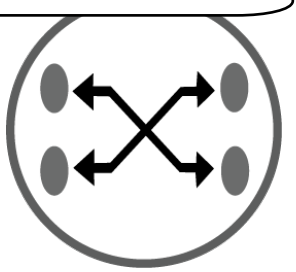
THE PREVIOUS CONVERSATIONS ARE RESUMED.

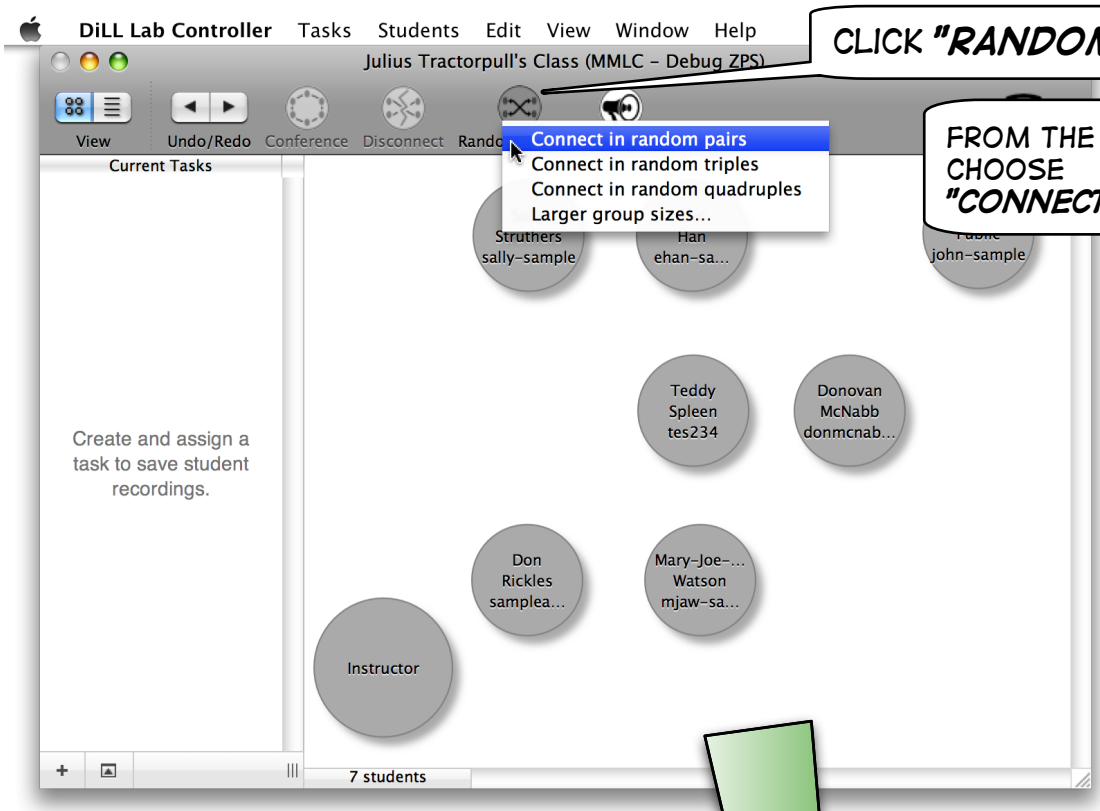
RANDOMLY PAIR EVERYONE

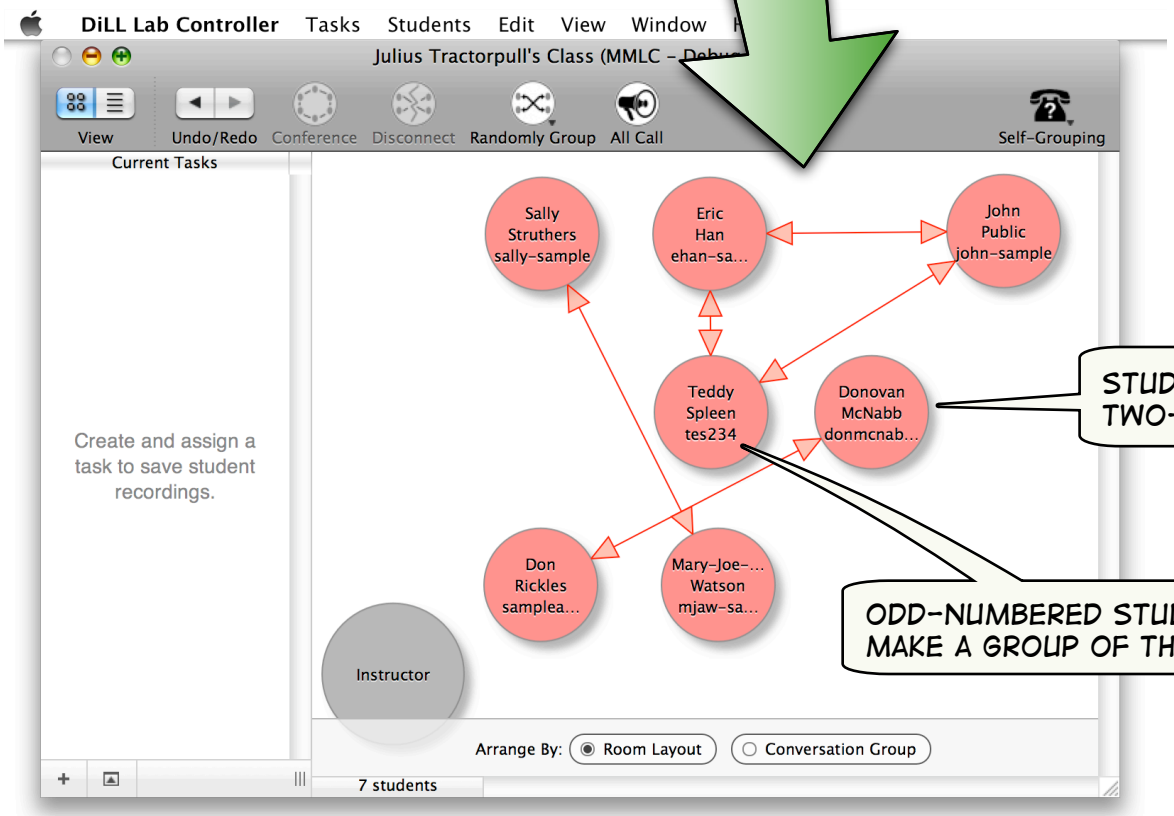
THE RANDOM PAIR FEATURE SAVES YOU TIME WHEN CONNECTING PEOPLE.

CLICK "RANDOMLY GROUP".

FROM THE MENU THAT APPEARS, CHOOSE "CONNECT IN RANDOM PAIRS".







STUDENTS ARE NOW IN TWO-WAY DIALOGS.

ODD-NUMBERED STUDENTS MAKE A GROUP OF THREE.

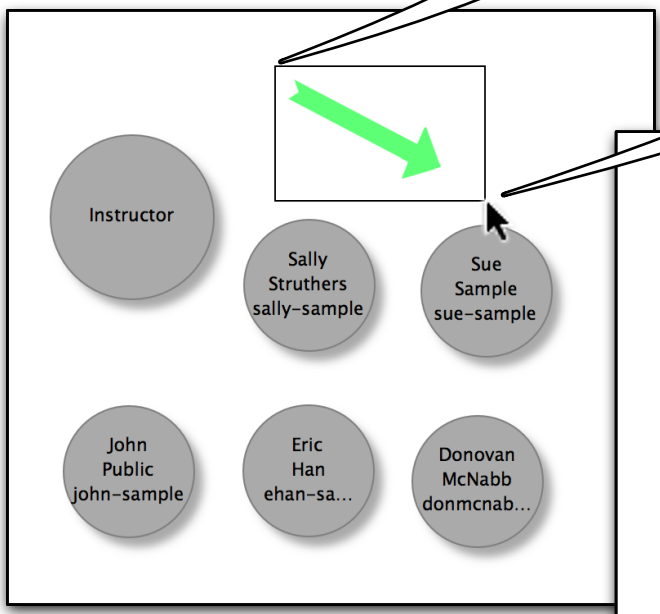
SELECTING STUDENTS

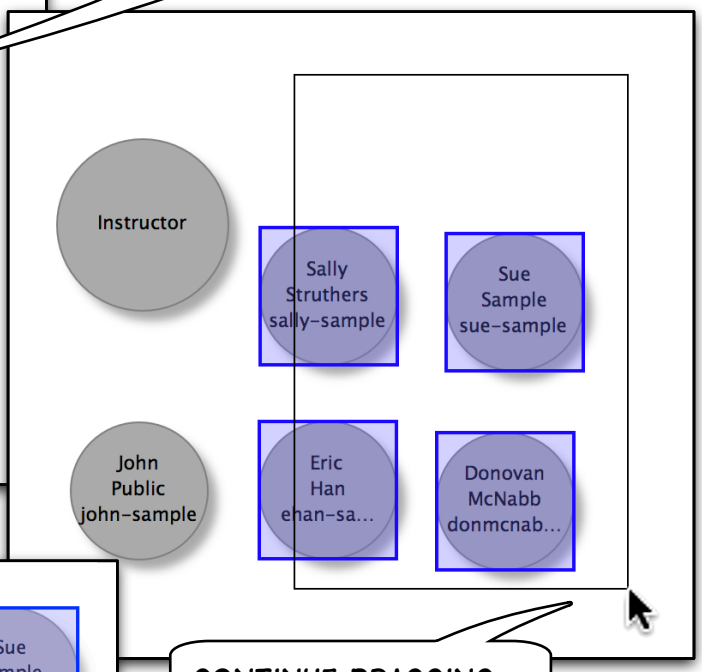
TO DO THE SAME THING WITH SEVERAL STUDENTS, YOU MUST FIRST SELECT THEM.

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

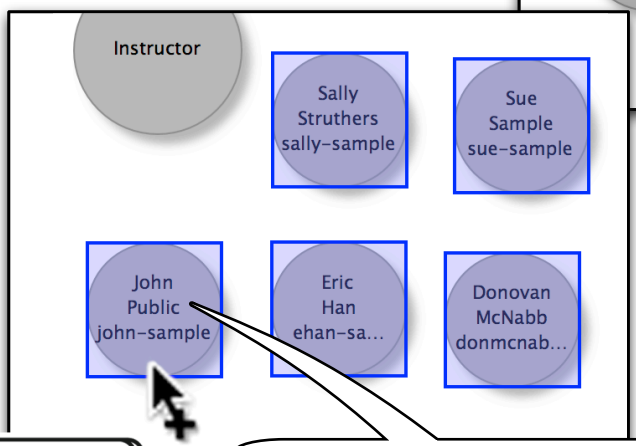
CLICK IN AN EMPTY AREA AND HOLD DOWN THE MOUSE.

THEN DRAG THE MOUSE TO STRETCH THE RECTANGLE.



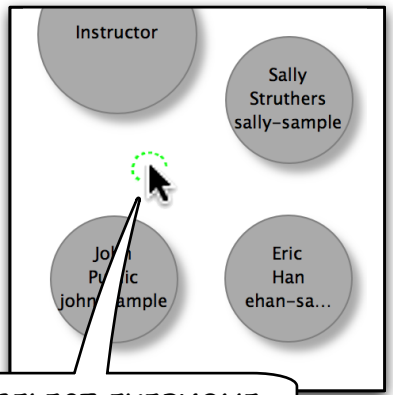


CONTINUE DRAGGING UNTIL THE INTENDED PEOPLE ARE SELECTED.



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!

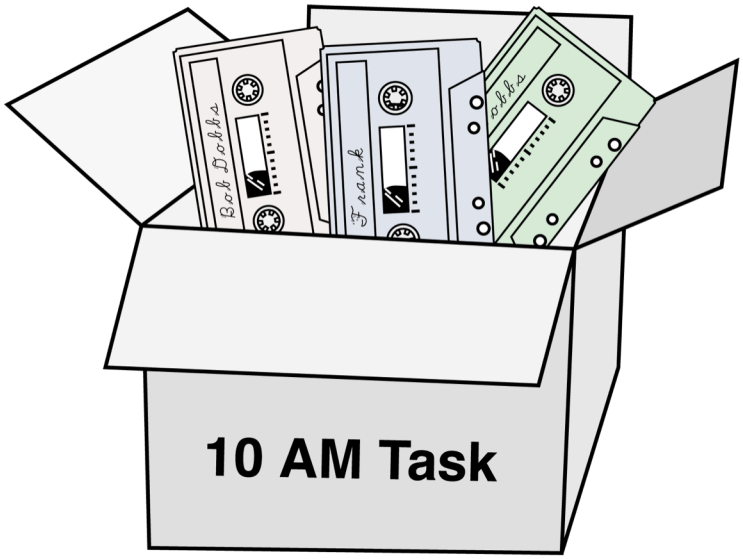
WHEN MULTIPLE STUDENTS ARE SELECTED, AN ACT ON ONE AFFECTS THEM ALL.

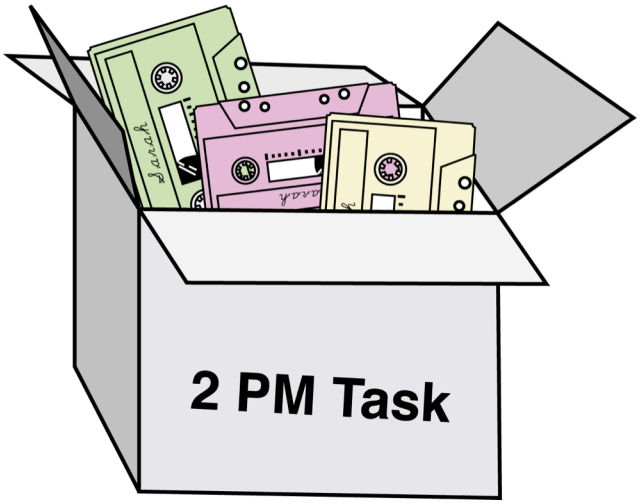
SAVING DRILL RECORDINGS

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.

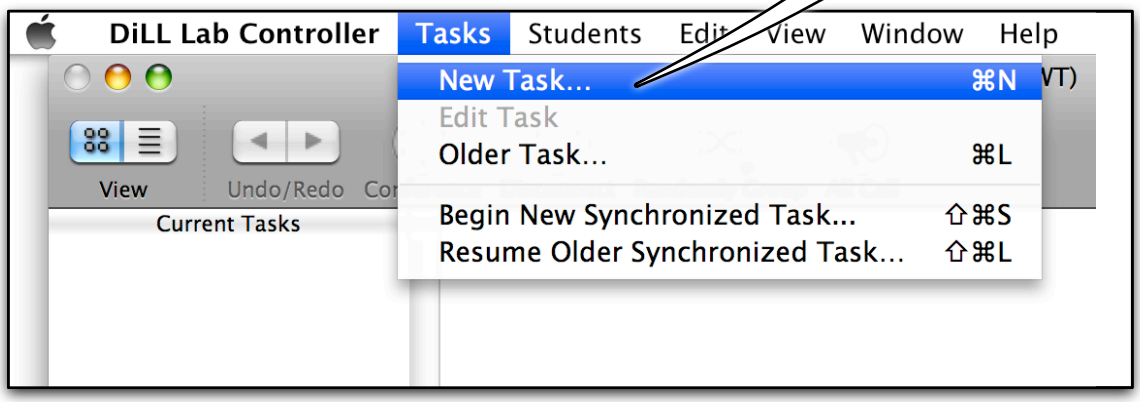
USUALLY YOU'LL MAKE ONE BOX PER CLASS PERIOD.





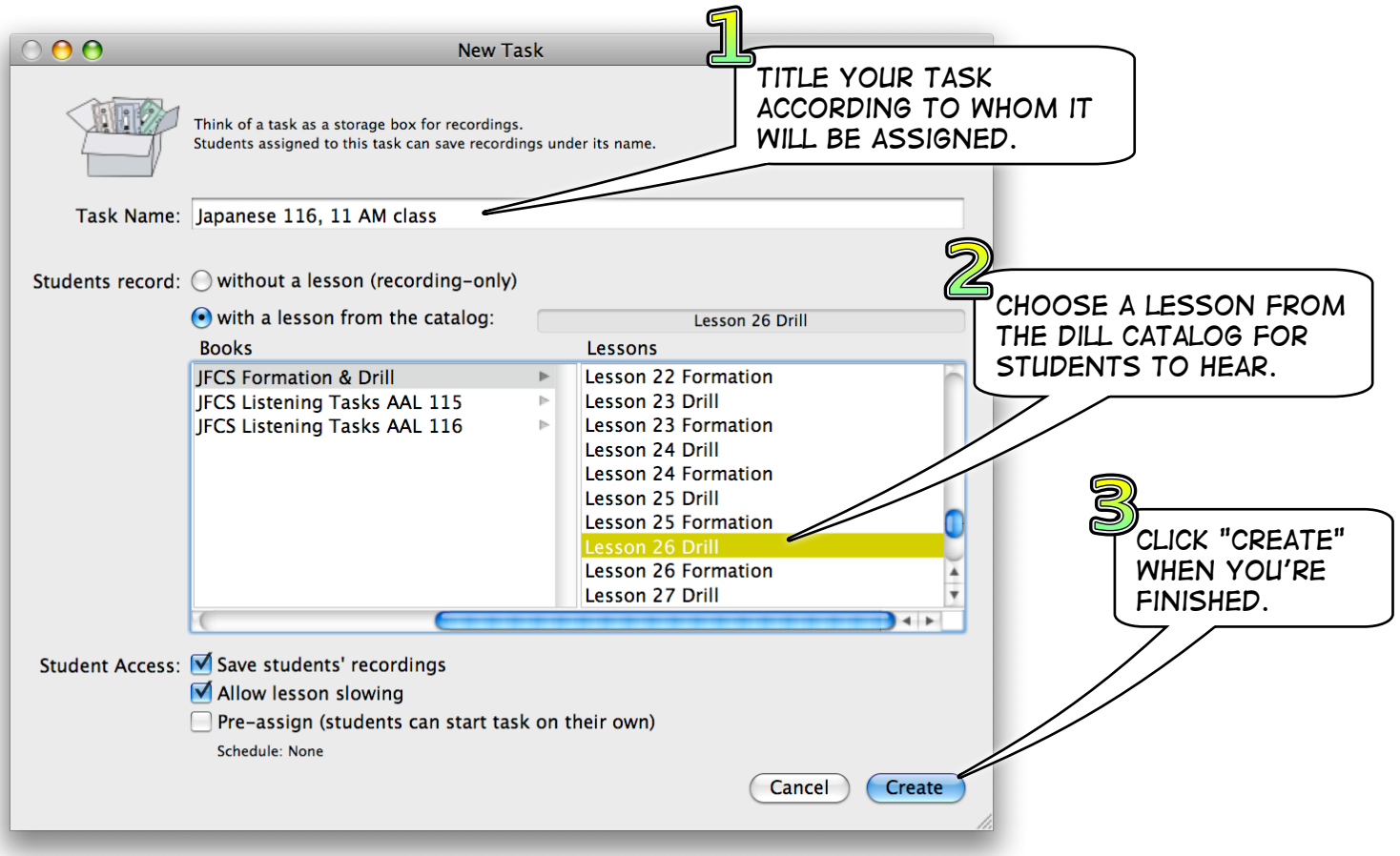
TO SAVE STUDENT RESPONSES TO LESSON AUDIO, YOU MUST FIRST CREATE A *"LESSON TASK."*

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



Continued on the next page...

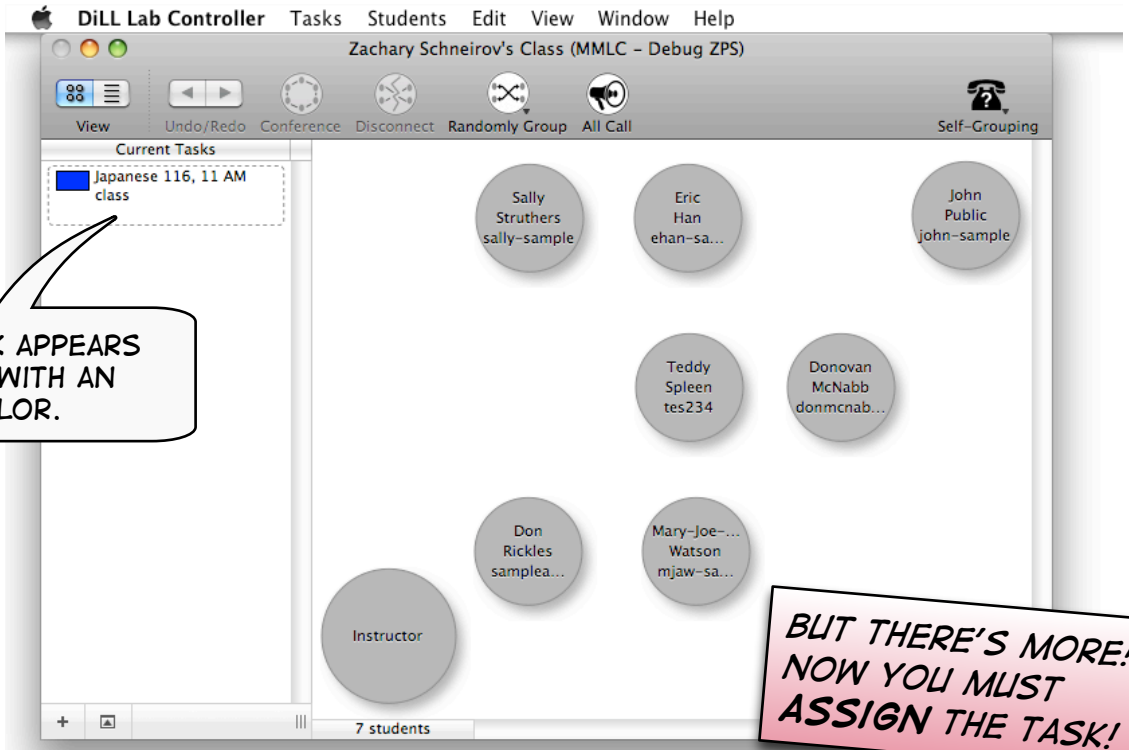
SAVING DRILL RECORDINGS (CONTINUED...)



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.

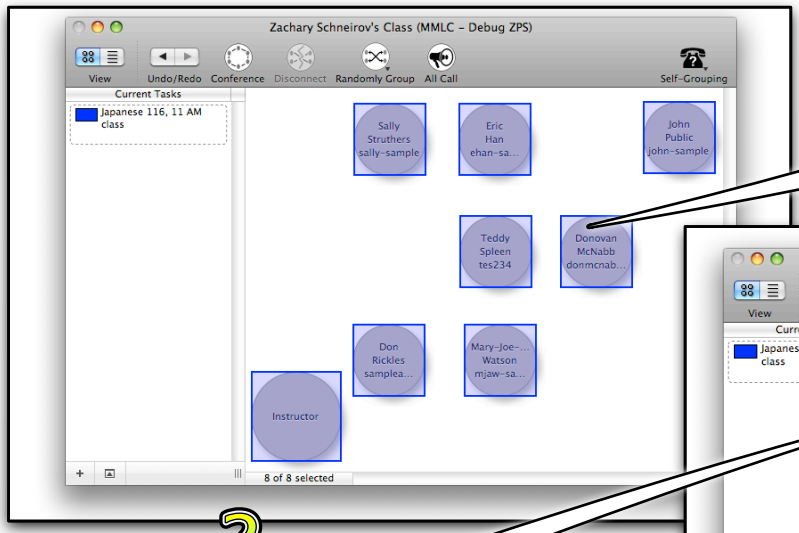


THE NEW TASK APPEARS TO THE LEFT, WITH AN ARBITRARY COLOR.

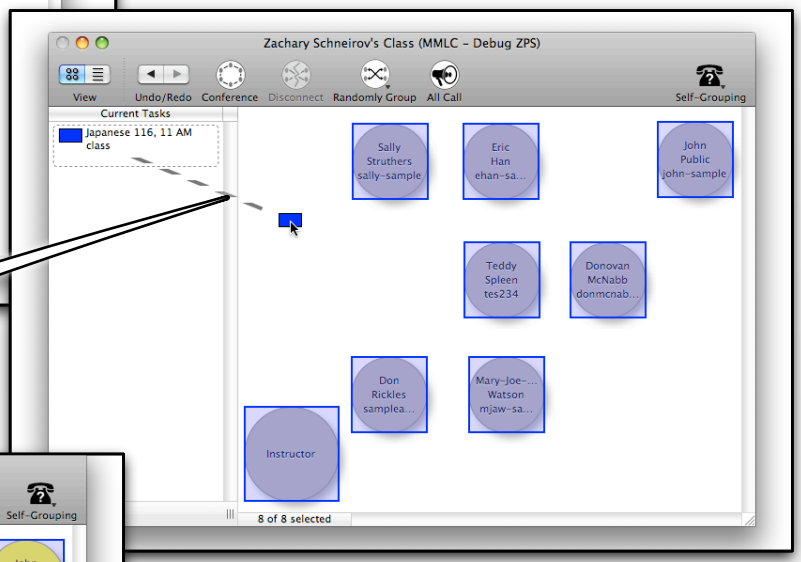
BUT THERE'S MORE! NOW YOU MUST **ASSIGN** THE TASK!

Continued on the next page...

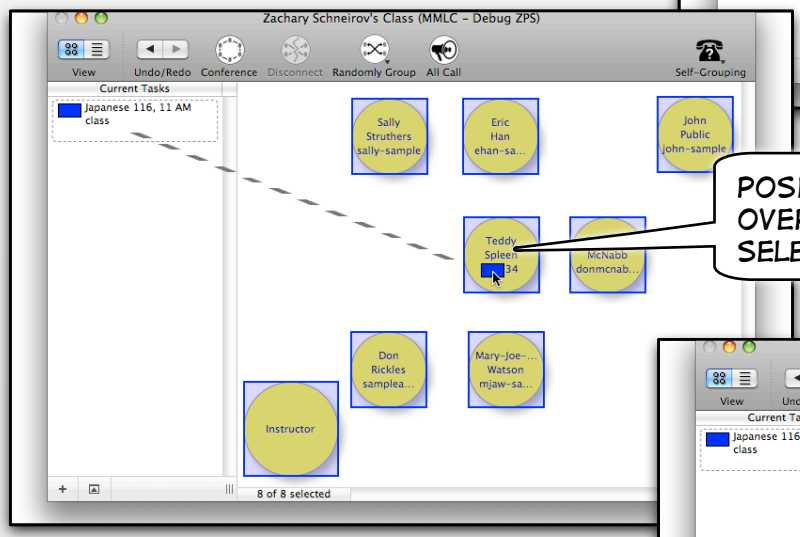
SAVING DRILL RECORDINGS: ASSIGNING TASKS



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

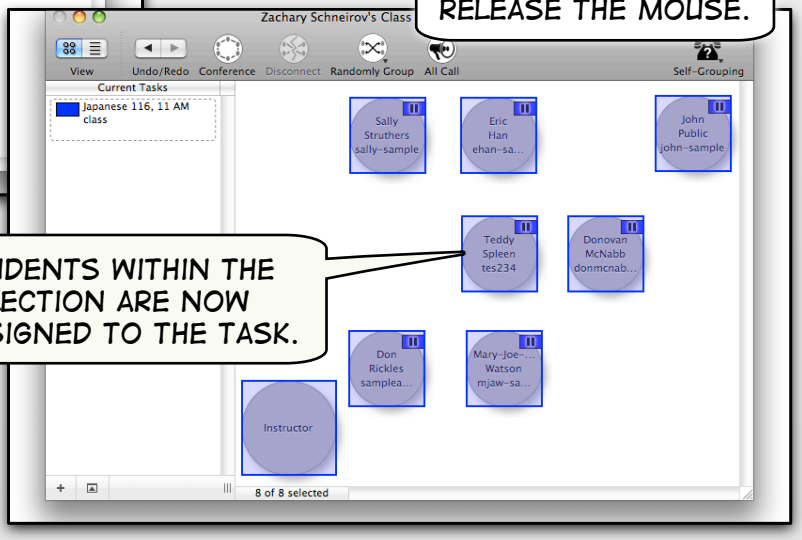


2 DRAG THE TASK.

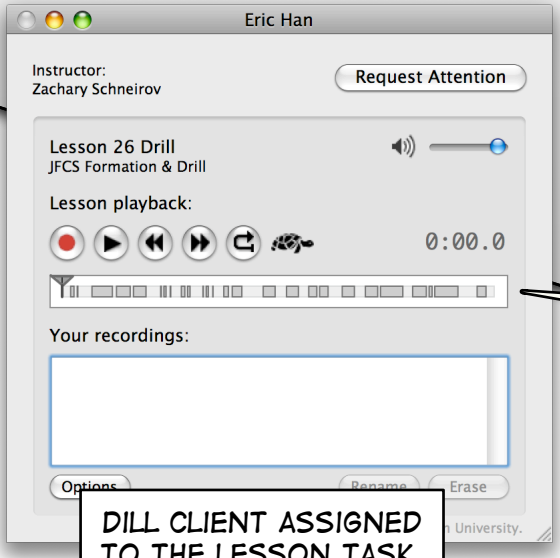


3 POSITION THE MOUSE OVER ***ONE*** OF THE SELECTED STUDENTS.

4 WHEN THE GROUP TURNS YELLOW, RELEASE THE MOUSE.



STUDENTS WITHIN THE SELECTION ARE NOW ASSIGNED TO THE TASK.



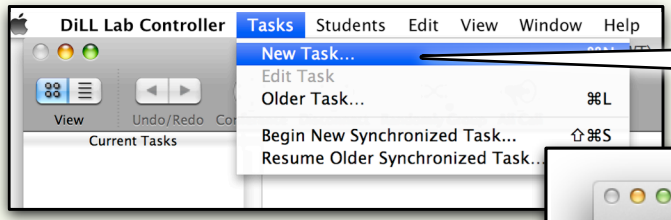
DILL CLIENT ASSIGNED TO THE LESSON TASK.

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

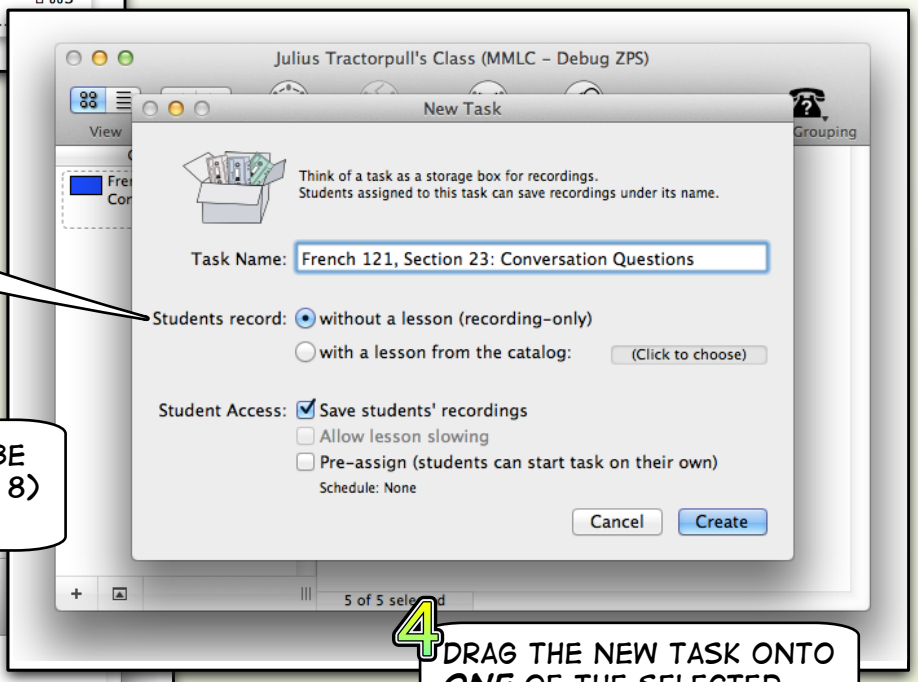
THEY CANNOT PLAY OTHER LESSONS NOW WITHOUT YOUR PERMISSION.

SAVING PLAIN RECORDINGS

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

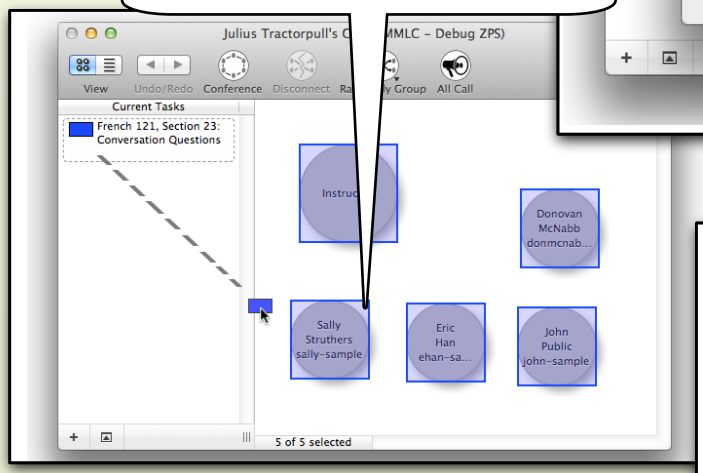


1 FROM THE *"TASKS"* MENU, CLICK *"NEW TASK"*

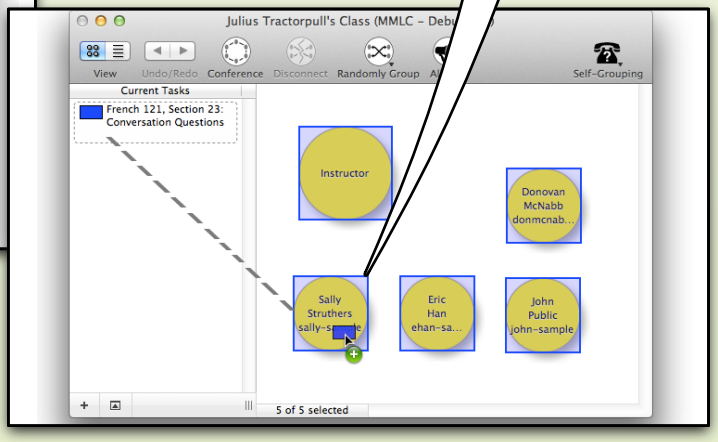


2 CLICK *"STUDENTS RECORD: WITHOUT A LESSON (RECORDING-ONLY)"*.
THEN CLICK *"CREATE"*.

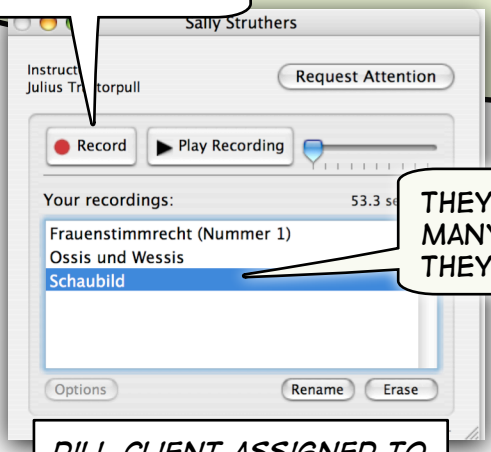
3 SELECT THE STUDENTS TO BE ASSIGNED (HOW? SEE PAGE 8) AND DRAG THE TASK.



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



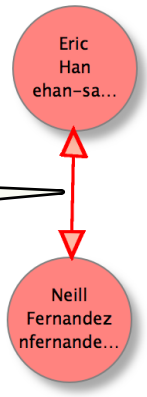
STUDENTS MUST CLICK *"RECORD"* TO MAKE RECORDINGS.



THEY CAN MAKE AS MANY RECORDINGS AS THEY WANT.

DILL CLIENT ASSIGNED TO RECORDING-ONLY TASK

RECORDINGS FROM PAIRED STUDENTS CONTAIN BOTH VOICES.



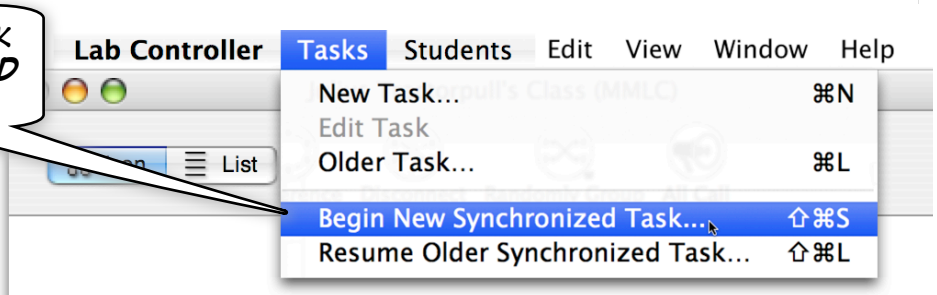
SYNCHRONIZED ACTIVITIES

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.

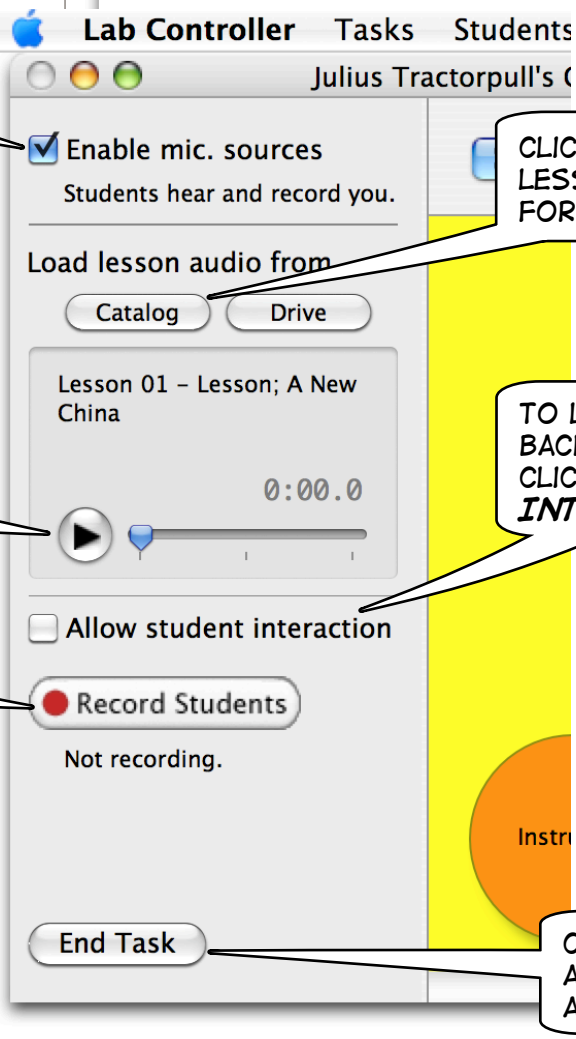
PLAY AND PAUSE THE LESSON HEARD BY STUDENTS.

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.



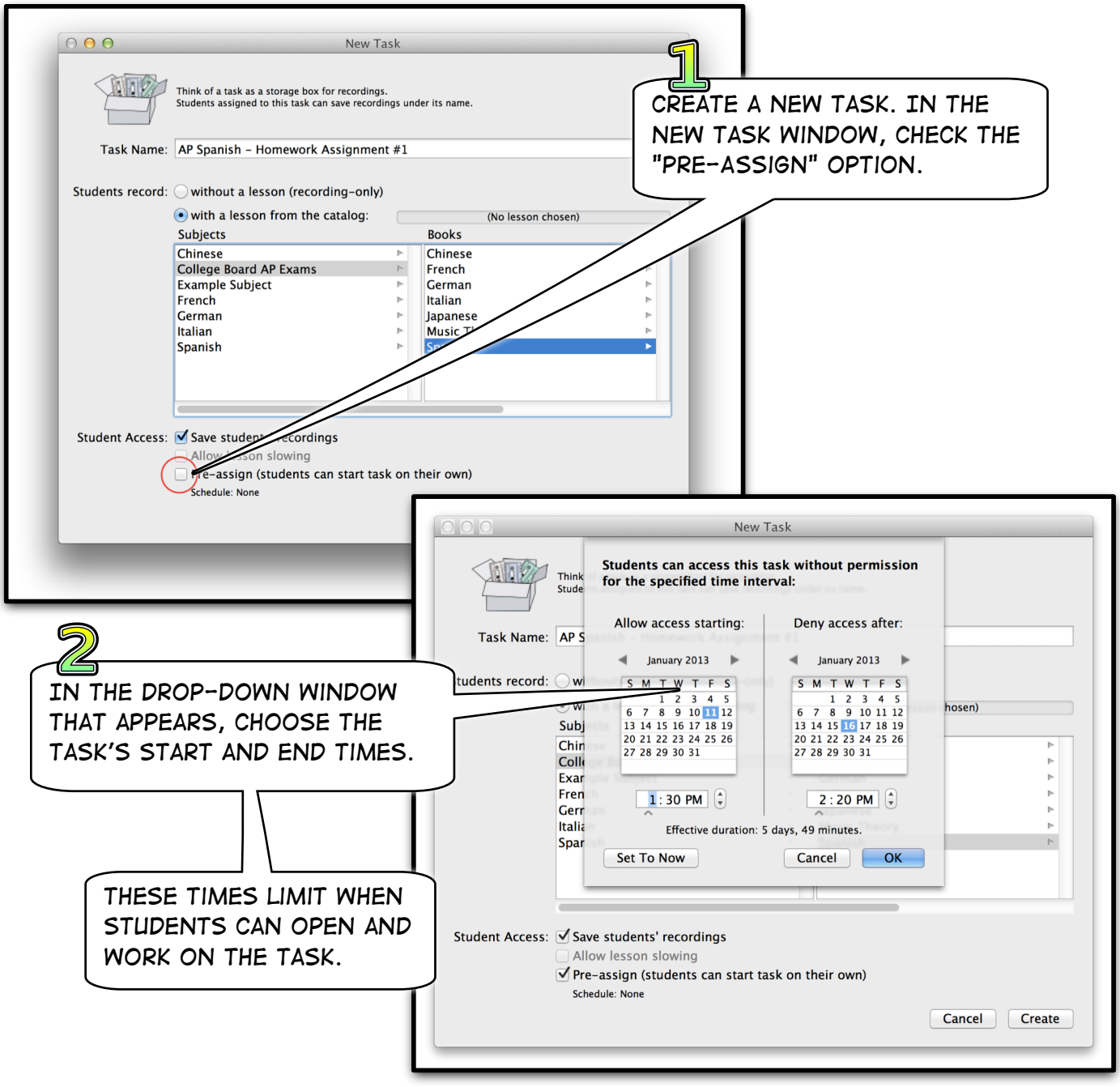
CLICK ***"END TASK"*** AFTER YOU HAVE MADE ALL YOUR RECORDINGS.

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.

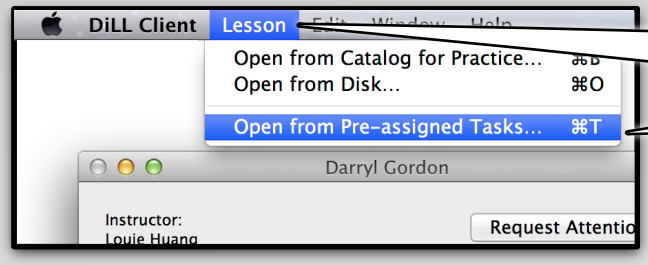
CREATE MULTIPLE PRE-ASSIGNED TASKS TO ALLOW STUDENTS TO WORK FROM ONE TASK TO ANOTHER.



Continued on the next page...

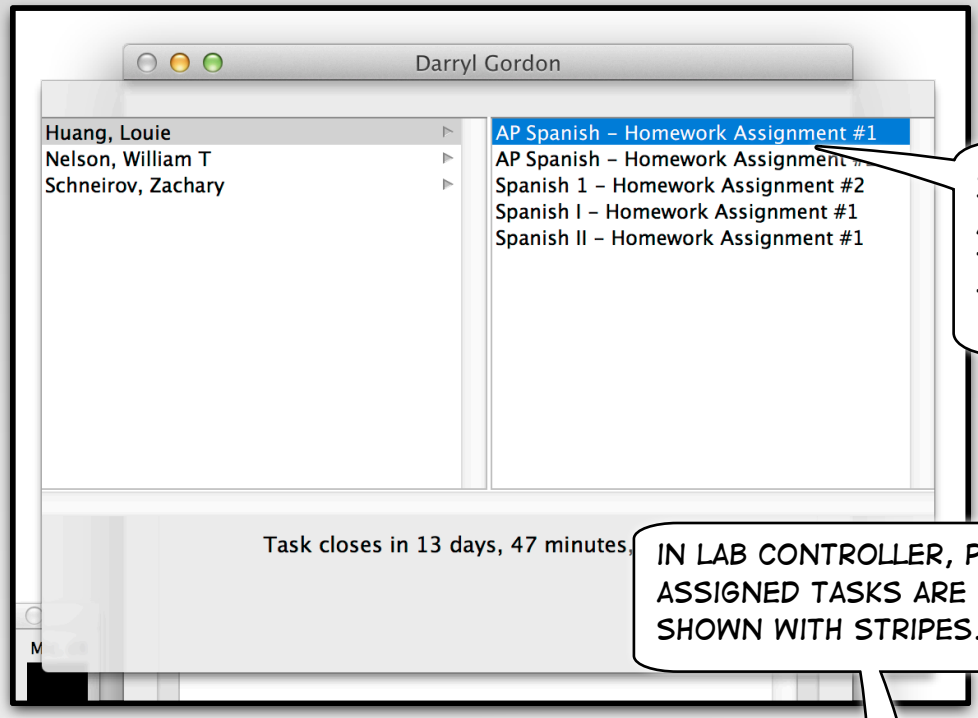
PRE-ASSIGN STUDENT WORK (CONTINUED...)

AS A STUDENT...



3

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

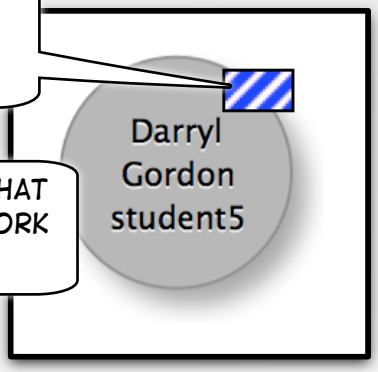


4

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

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

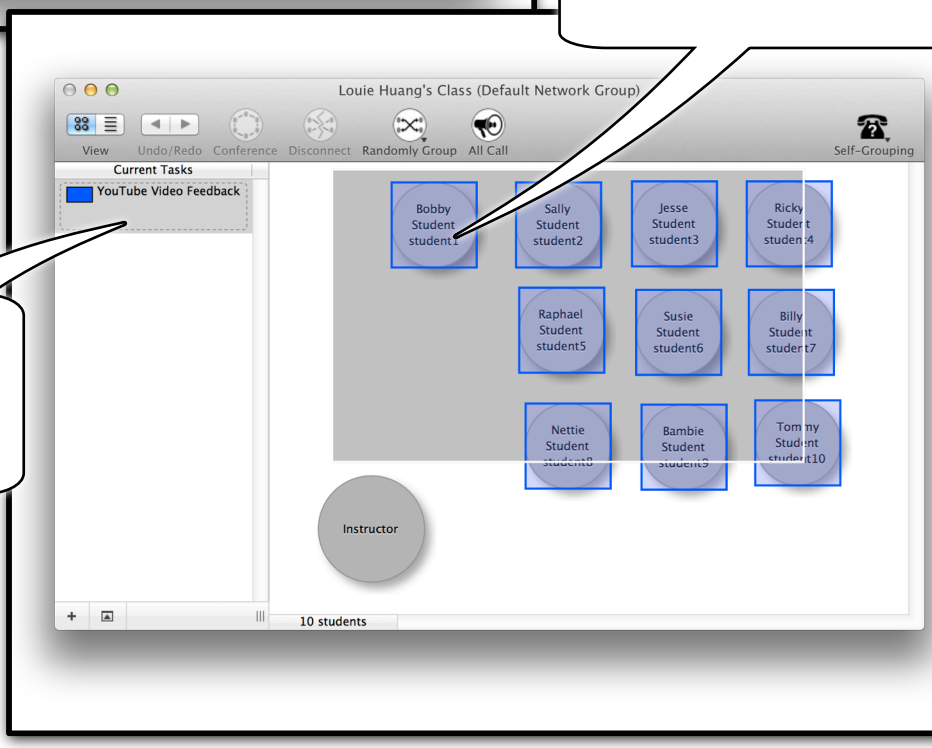
QUEUE ASSIGNMENTS FOR WHEN YOU CANNOT BE PRESENT IN CLASS

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.

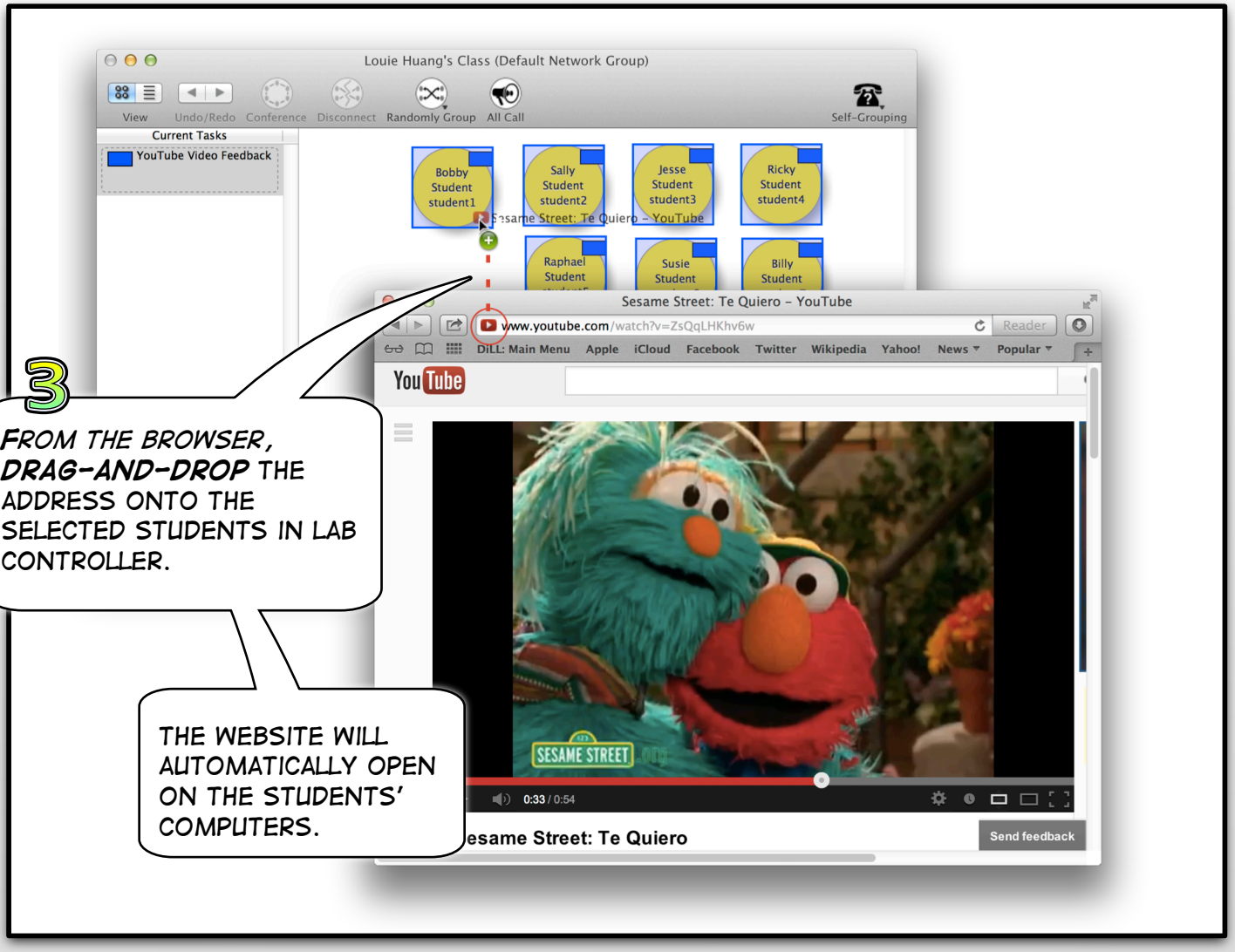
2 SELECT THE STUDENTS TO SHARE THE WEBSITE WITH.



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

Continued on the next page...

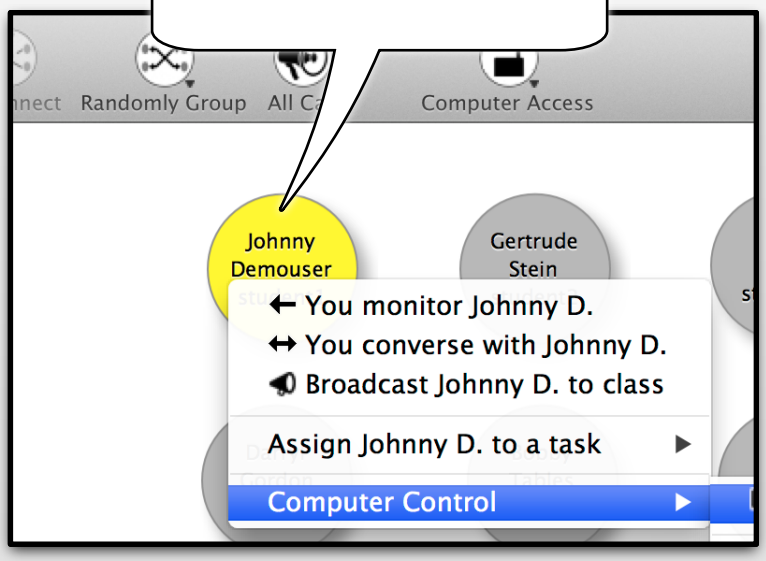
SHARING A WEBSITE (CONTINUED...)



CONTROL A STUDENT'S SCREEN

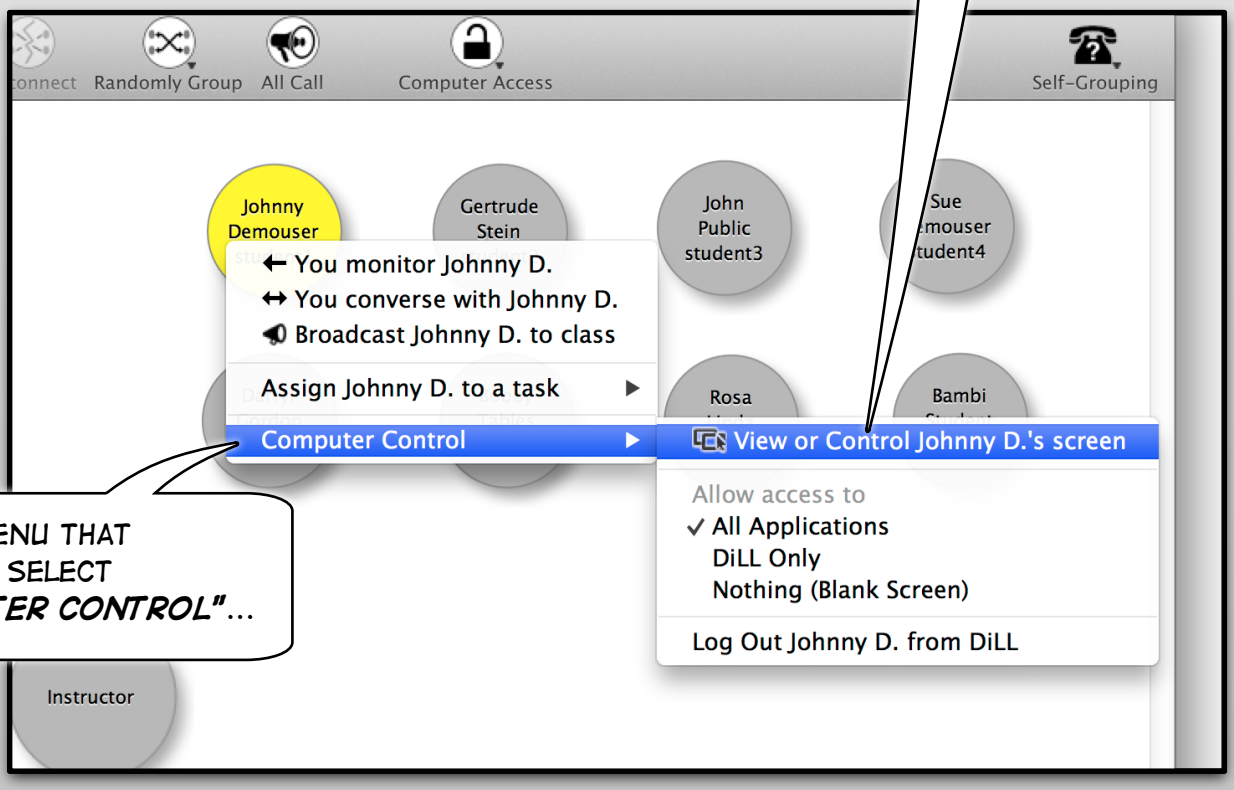
TO VIEW AND/OR CONTROL A STUDENT'S SCREEN, USE *"COMPUTER CONTROL"*

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



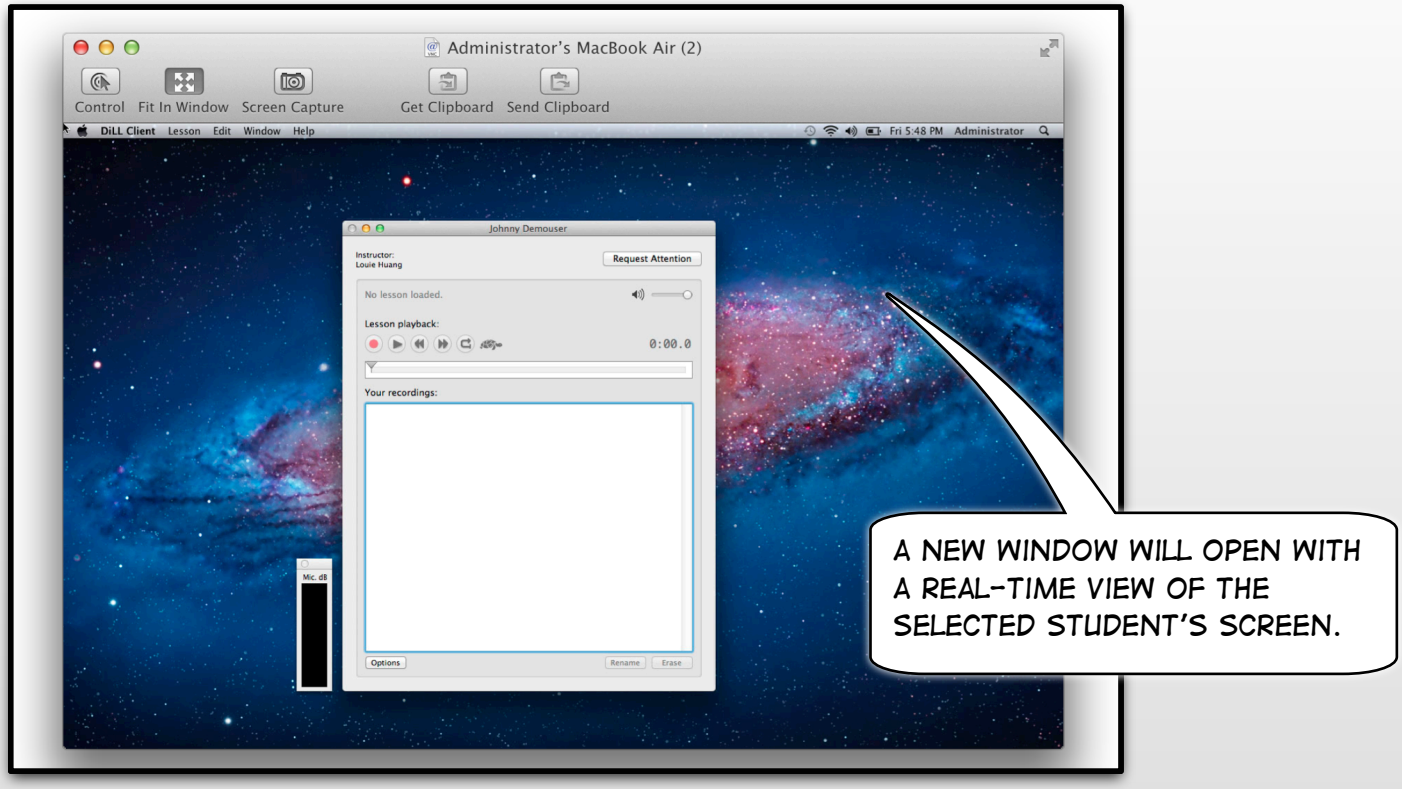
2 IN THE MENU THAT APPEARS, SELECT *"COMPUTER CONTROL"*...

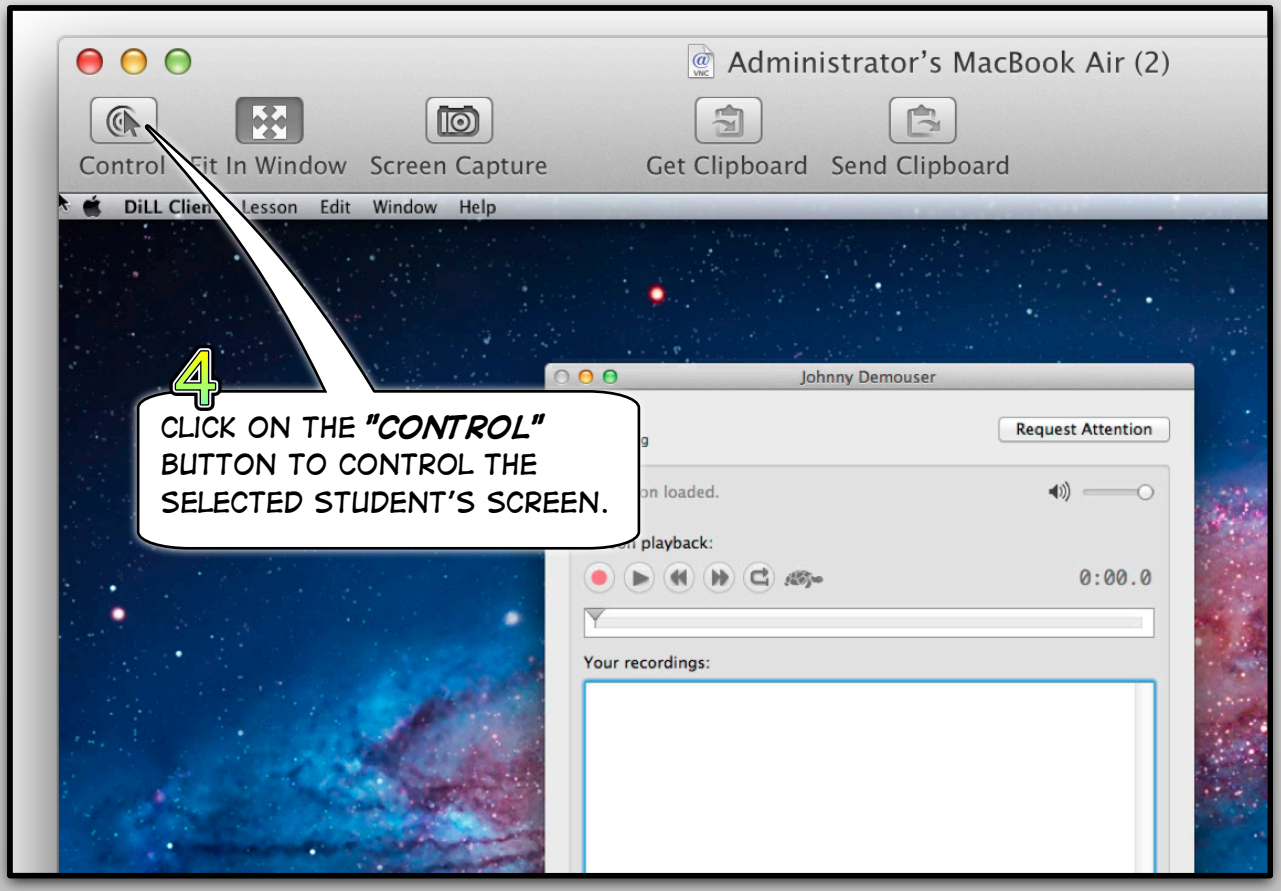
3 ... AND THEN SELECT *"VIEW OR CONTROL STUDENT'S SCREEN"*



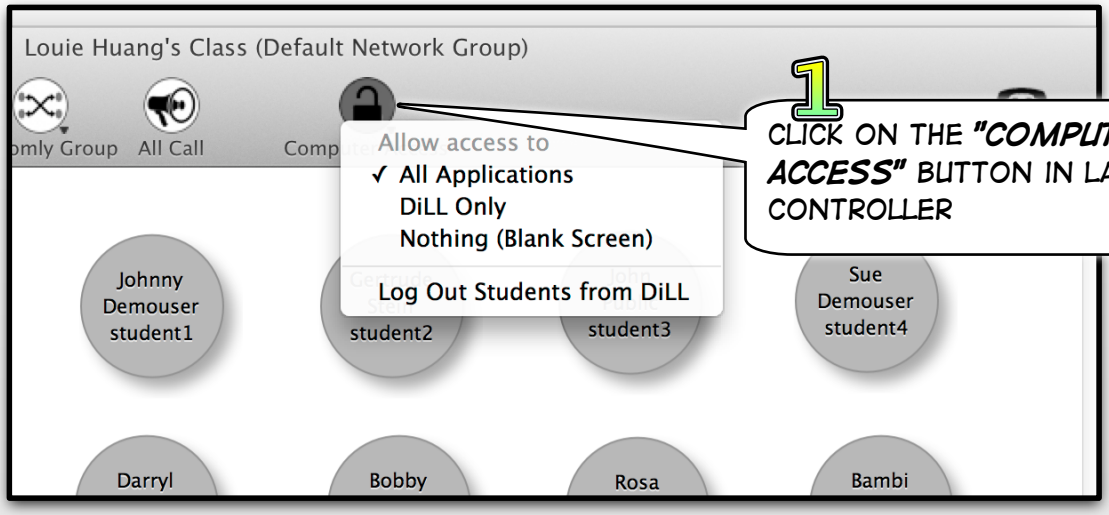
Continued on the next page...

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



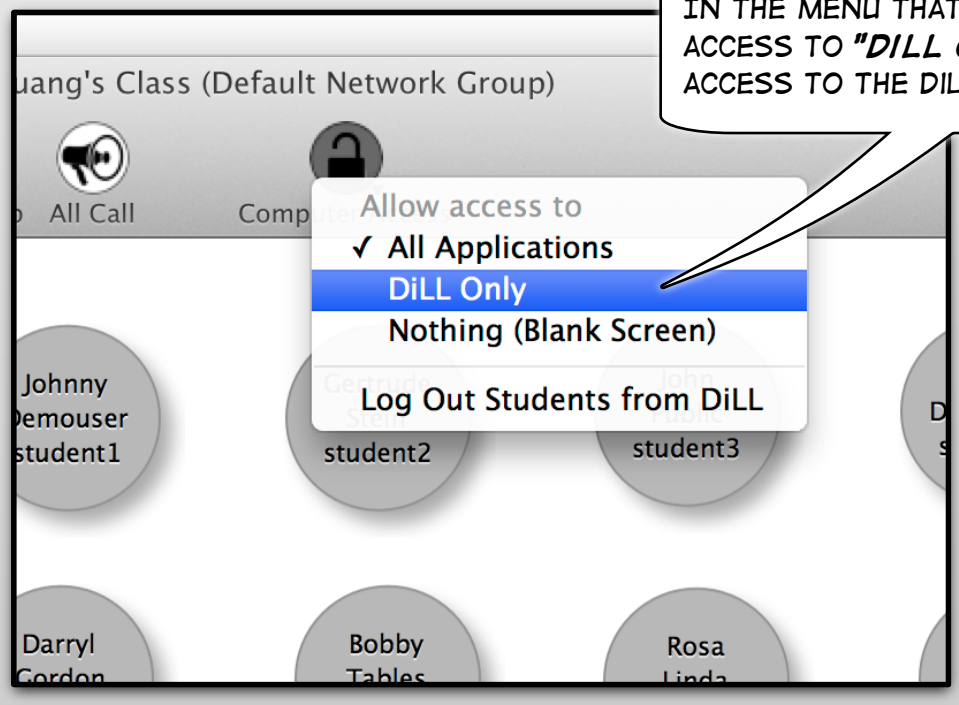


BLOCK APPLICATIONS OTHER THAN DILL



1 CLICK ON THE *"COMPUTER ACCESS"* BUTTON IN LAB CONTROLLER

2 IN THE MENU THAT APPEARS, SELECT ALLOW ACCESS TO *"DILL ONLY"* TO LOCK STUDENT ACCESS TO THE DILL APPLICATION.

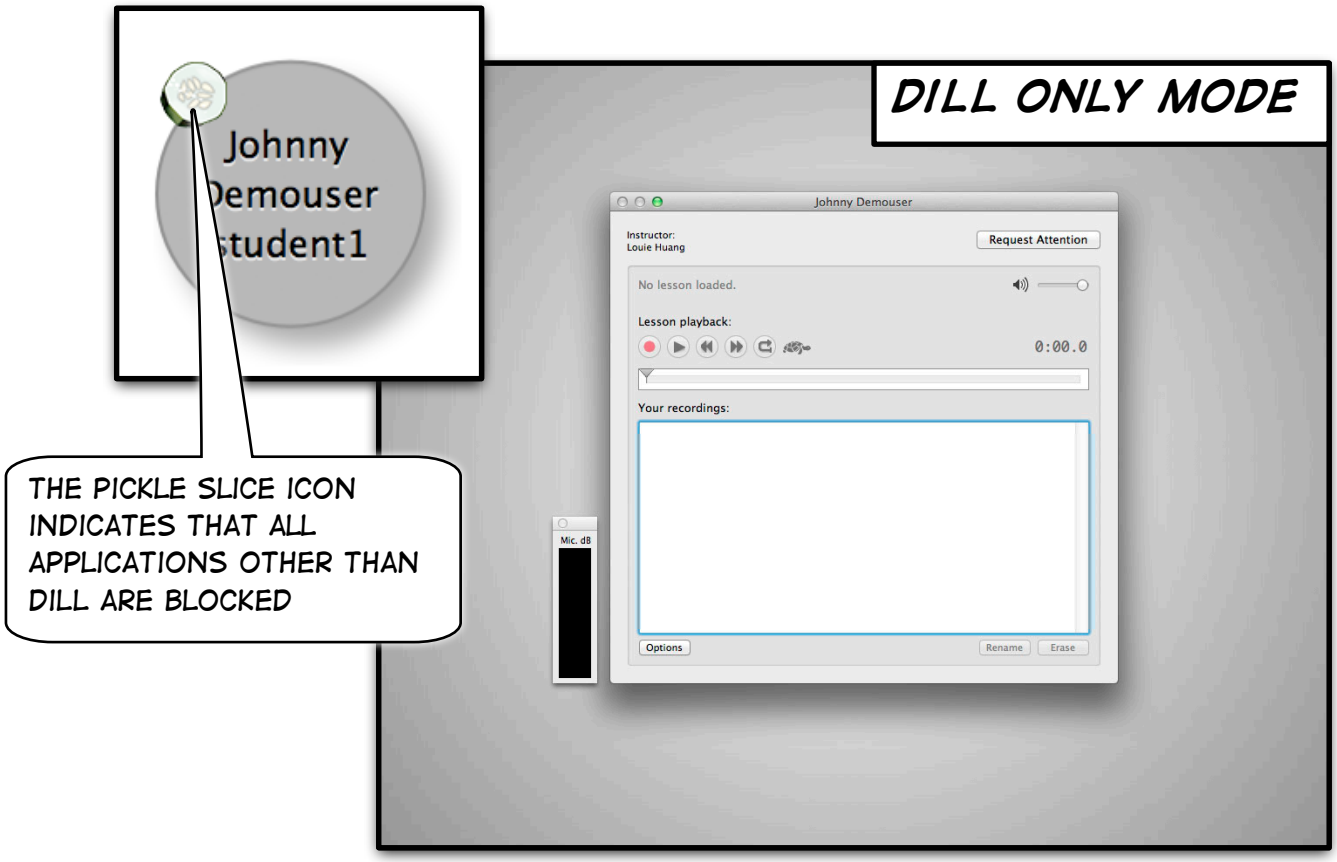


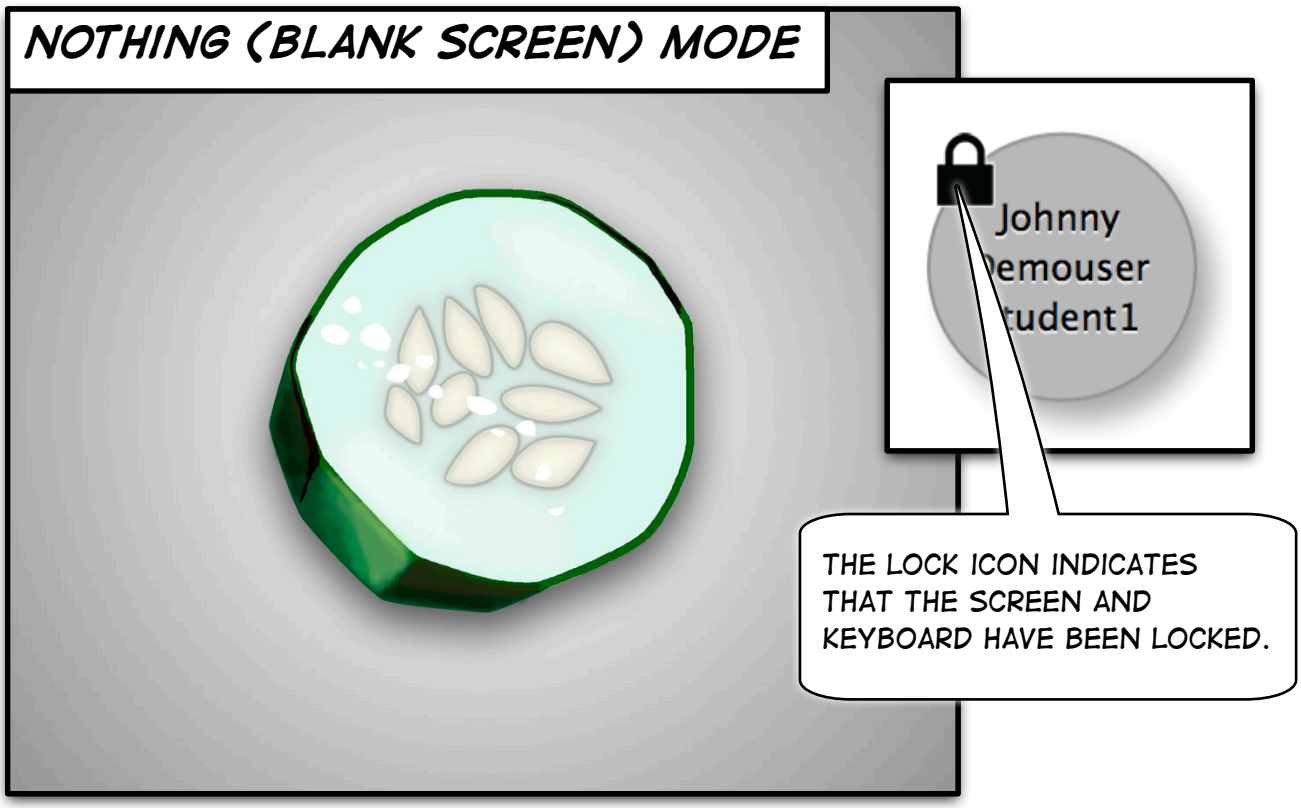
IF NO STUDENTS ARE SELECTED, THE *COMPUTER ACCESS* FEATURE WILL AFFECT *ALL* STUDENTS.

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...)





REVIEW STUDENT RECORDINGS

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

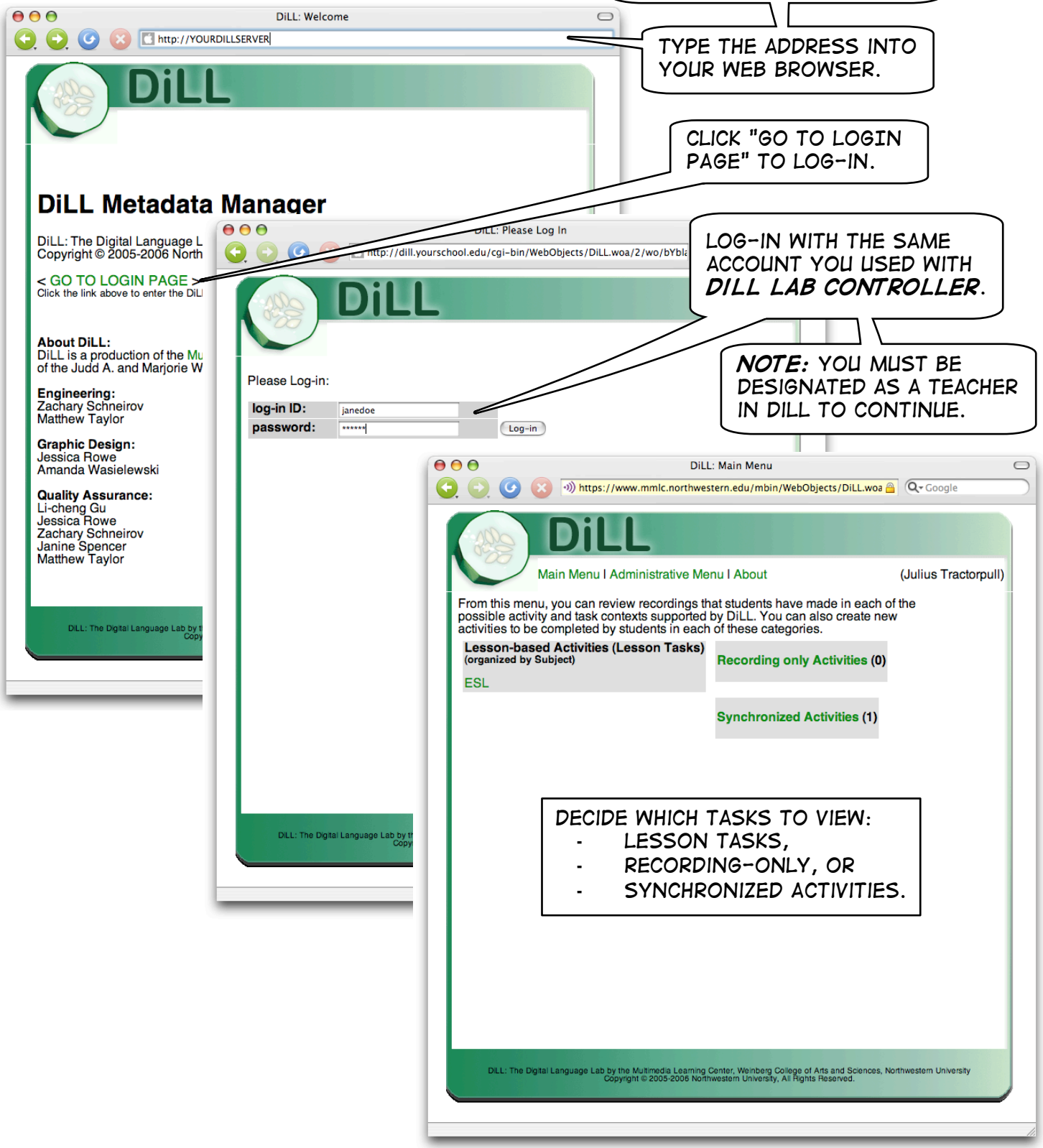
ASK YOUR TECHNICAL SUPPORT PERSONNEL WHERE TO FIND THE DILL WEB SITE.

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***.

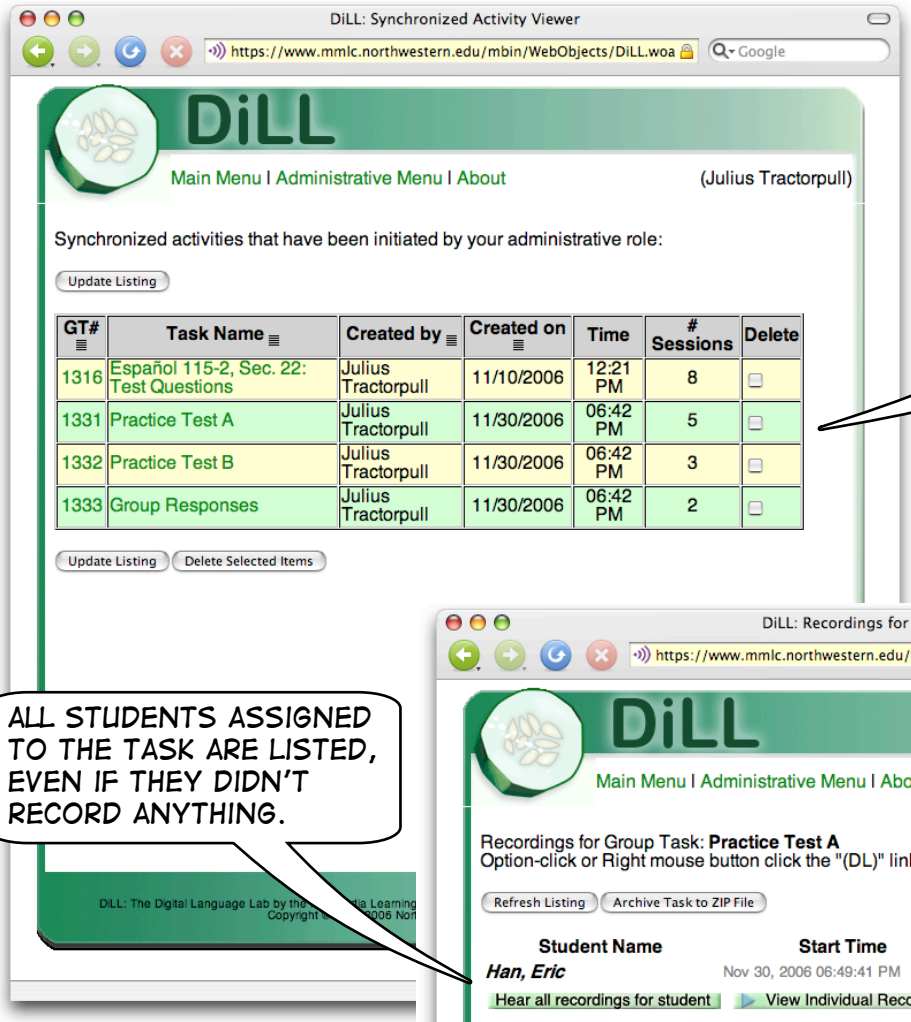
NOTE: YOU MUST BE DESIGNATED AS A TEACHER IN DILL TO CONTINUE.



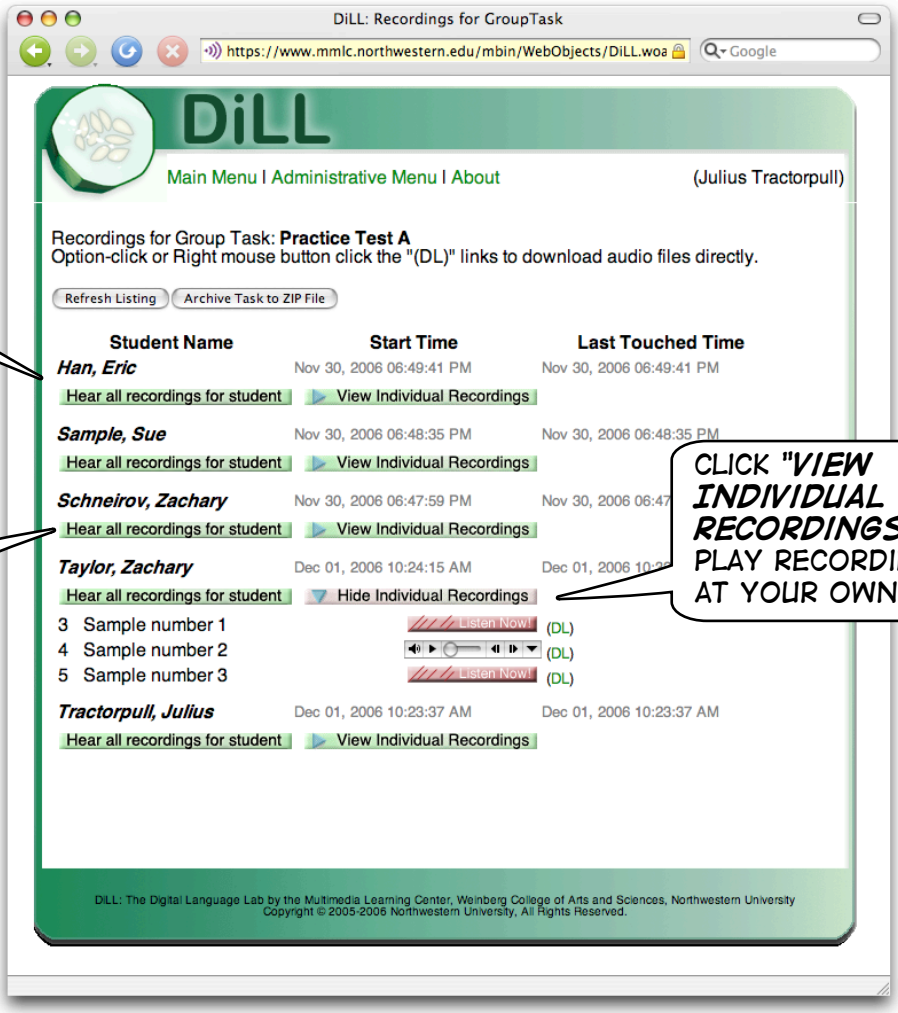
DECIDE WHICH TASKS TO VIEW:

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

REVIEW STUDENT RECORDINGS (CONTINUED...)



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.

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