

What is Author Plus Light?



Clarity's Author Plus Light enables you to publish interactive, online activities direct to your students. And it's not difficult. If you can use a word processor, you can learn to use Author Plus Light in ten minutes! The program includes ten activity types including Drag and Drop, Quiz and Countdown, where learners reconstruct a text.

It's quick to create multimedia learning tasks from scratch, but why not also turn the paper-based exercises you have created in Word into multimedia interactive reading, speaking, writing and vocab activities? Author Plus Light includes an image bank and you can set the interface to a range of different languages. And because you're working directly on the Internet, students can start your activities instantly.

Never has publishing been easier!

Getting started

Logging in

When you first register for Author Plus Light, you will receive an email that includes a Login Name and a Password. Please keep these safe as you will need them each time you wish to use the program.

To log in, first go to www.ClarityEnglish.com. In the top right hand corner there is a login panel. Type in your Login Name and Password, and click Go. The screen will then highlight only those programs that you have subscribed to. To get started with Author Plus Light, click on the Author Plus Light panel.

Tutorial: Making your first Exercise

After logging in to Author Plus Light the first time, you will come to a screen with three empty boxes, headed Course, Units and Exercises. (See image on page 4.)

1. First type in your Course name. Your Course might be based around a topic (The Family, Health and Safety), a group of students (Module 101) or a learning objective (Grammar). To practise, type General Knowledge. Click Save.
2. Then create your Units. Click on the New button under the Units box. Type a name for your first Unit in the box that appears at the top of the Unit list. To create our example Unit, type Geography, and press Enter. The Geography Unit is now highlighted: this means that when you create Exercises they will go into this Unit.
3. Now click on the New button under the Exercises box. You will see a list of all the Exercise types you can choose from. Move your mouse down slowly over the list to see what each of these Exercise types does. Multiple Choice is ticked, and for our example, click OK to make a Multiple Choice exercise.
4. You are now on the Settings screen. This lets you type a short name for the Exercise, and the instructions the

Student will see. Click in the box under Menu name and type 'Capital cities of the world'. We will leave the instructions as they are. Click on the Image list and choose Places.

5. Click on the silver Content button to start typing the Exercise. Click on the Question box and type: 'What is the capital city of Italy?'. Click into the Options boxes below and type (one to each line): Madrid, Naples, Milan, Rome. Show that the answer Rome is correct by clicking in the little box at the right hand side so that a tick appears. Make sure no other ticks are shown.
6. Click the question number on to 2. Repeat the steps above with China. Then make question 3 with Chile - or any other country.
7. Now preview your Exercise by clicking on the Preview button at the top of the screen. You will see the Student side, complete with the graphics you have chosen. If you want to, you can then come back to the Teacher side to complete the Exercise - or amend it.

The Exercises

Multiple Choice

Overview

This is the traditional Multiple Choice exercise that is used for tests and exam preparation and practice. The Teacher creates up to 10 questions consisting of one or more lines of text, with up to four different options per question. At least one of these options must be correct. The Teacher can add a hint and feedback to each question.

Settings

There are no special settings for a Multiple Choice exercise.

Content

Type your question in the space at the top marked Question. You can then type up to four options, which will be laid out on separate rows. At least one option must be correct. The other options are distractors or alternative correct answers.

Tips

Each time you create a new question, the option that is ticked will randomly change. You can use this feature to help you decide where to place the correct answer. This will make sure that you don't accidentally make most of your first options correct. We suggest that you write the correct answer first in which ever option is ticked and then add your distractors or alternative correct options. If you leave an option empty, Author Plus will simply remove it.

Quiz

Overview

In this Exercise the Teacher sets two possible answers, for example True/False, Past/Present, Possible/Impossible, Vertical/Horizontal, Traditional/Simplified, Masculine/Feminine... the possibilities are endless! The Teacher then sets up to 10 questions, each of which has one of the options as a correct answer. A hint and feedback can be attached to each question.

Settings

The default options are True/False. However, you can change these by ticking the panel below the True/False panel and typing in alternatives. Examples would be Past/Present or Fruit/Vegetable or Likely/Unlikely.

Content

Type your question in the space at the top marked Question. The options you chose on the settings screen will

be shown for each question. Tick the one that is correct for this question.

Tips

Quizzes can be used either as a test of a Student's understanding of a topic; or as an input activity. For example, if you want to help Students understand the difference between organic and inorganic materials, use the Question to state the material, and the Feedback box to explain why each one is organic or inorganic. When the Students do the Exercise they are given explanatory feedback after each question. In this case it is best to set the Marking options to Instant.

Dropdown

Overview

One of the disadvantages of Multiple Choice exercises is that the format of the exercise type means that it must be based around individual questions with the options underneath. The result is that the questions are generally not contextualised. Dropdown enables the Teacher to create a multiple choice within a continuous text. The Student sees the text with a number of gaps, each with a small triangle next to it. The Student clicks on the triangle and a panel of options drops down below the line. When the Student clicks on an option, it appears on the line, while the panel disappears. The Student can therefore build up a complete text. The Teacher can attach a hint and feedback to each question.



Settings

There are no special settings for a Dropdown exercise.

Content

Type or paste your text into the main area of the screen. Select a word or phrase that you want to make into a multiple choice target and click on the Add a dropdown button. A box marked Wrong options will then appear on the right of the screen. Click New to add a Wrong option. The Wrong options are the distractors that will be put in the dropdown list that the Student sees, along with the correct original word/phrase. You can add feedback and hints to each dropdown.

Tips

1. Dropdown is an excellent way of exploiting authentic material. Where copyright allows, take an authentic article from today's newspaper on the Web and turn it into a grammar or vocabulary exercise. Dropdown is also excellent for dialogues - and in Author Plus Pro you can attach the audio file to be played after marking.
2. You can add an unlimited number of wrong options. Don't be tempted to put in too many though, unless it is for a special purpose. The optimum number is between one and three wrong options.

Drag and Drop

Overview

Drag and Drop is based on individual questions, where DragOn is based on replacing items to complete a continuous text. In Drag and Drop, the Teacher creates up to 10 questions and removes a word, phrase or number from each question. When the Student does the Exercise, the words that have been removed are represented by a line with a dot on top, and the words themselves are jumbled up in a non-scrolling bar at the top of the screen. The Student has to drag each item down to the correct question. The Teacher can attach a hint, feedback and (in Author Plus Pro) alternative correct answers to each question.

Settings

1. Author Plus Light. There are no special settings for a Drag and Drop exercise.
2. **AUTHOR PLUS PRO ONLY.** Use each drag more than once. In Author Plus Pro, you can choose either to disable each drag once you have used it once (this is the default) or to let it be dragged many times. If you choose the latter, any duplicated drags will be removed so you may have fewer drags than drops. This setting is especially useful where Students have to choose between two items to complete all the sentences (eg Do/Does).

Content

Type your question into the box at the top of the screen marked Question. Select a word or phrase that you want to make into a drop and click the Add a drop button. You can add feedback and a hint for the question at the bottom of the screen.

AUTHOR PLUS PRO ONLY. In Author Plus Pro you can add alternative correct answers for any drop. You can also add distractors that will appear as drags, but are not correct answers.

Tips

1. To get the drags to line up nicely in columns at the top of the page, try to choose words/phrases of similar lengths to be the drops.
2. Drag and Drop is a good exercise to test Students' knowledge of vocabulary or terminology. In each question, type the definition of the word, and then, below that, the word or term itself. Then select the word, click on Add a drop, add any feedback you wish to, and repeat the process with the next question.

DragOn

Overview

In this Exercise, the Teacher types or pastes a text into the text box. The text could be a story, a historical account, a description of a system, a business letter or report - or any other piece of writing. It could even be ten separate questions (though this might be better done in Drag and Drop). Up to 10 words, phrases, dates or facts of any kind can be removed from the text. When the Students see the text they have to reconstruct it by dragging the missing items to the correct place. The Teacher can add hints and feedback to each item removed.

Settings

1. Author Plus Light. There are no special settings for a DragOn exercise.
2. **AUTHOR PLUS PRO ONLY.** Use each drag more than once. In Author Plus Pro, you can choose either to disable each drag once you have used it once (this is the default) or to let it be dragged many times. If you

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choose the latter, any duplicated drags will be removed so you may have fewer drags than drops. This setting is especially useful where Students have to choose between two items to complete all the sentences (eg Do/Does).

Content

Type or paste your text into the main area of the screen. Select a word or phrase that you want to make into a drop and click on the Add a drop button. You can add feedback and hints to each drop. Simply highlight that drop and type into the Feedback/Hints box below.

AUTHOR PLUS PRO ONLY. In Author Plus Pro, you can add alternative correct answers for any drop and you can also add distractors that will appear as drags, but are not correct answers.

Tips

1. To get the drags to line up nicely in columns at the top of the page, try to choose words/phrases of similar lengths to be the drops.
2. Note that if your drops are too close together, Students will need to be quite careful in dropping in the correct place. So if for any reason they lack these fine motor skills, it would be sensible to space the drops out.

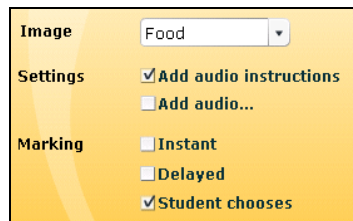
Stopgap

Overview

This is a traditional question-based gapfill activity where one or more words are removed from up to 10 different sentences. These could be grammar or vocabulary items; they could be general knowledge. They could be the components of a machine or of the human body: the subject matter is entirely within the control of the Teacher. The Student answers the questions by filling in the gaps. The Teacher can add a hint, feedback and alternative correct answers to each question.

Settings

1. Author Plus Light. There are no special settings for a Stopgap exercise.
2. **AUTHOR PLUS PRO ONLY.** Make all gaps the same length. In Author Plus Pro you can choose to make all gaps the same length as the longest gap in the exercise (plus a bit extra). This helps to remove clues from word length.



Content

Type or paste your question in the Question box. Then select a word or phrase that you want to make into a gap, and click the Add a gap button. One space will be added to the gap to give room for the Student to type in the answer. If you want more spaces, use the slider bar. Once you set this, it will stay on that setting until you change it. You can add Alternative correct answers, Feedback and Hints for each question. You can only have one gap per question: if you change your mind about the word or phrase you wish to gap, select your first choice, click the Clear a gap button. Then choose another word or phrase, select it and click the Add a gap button.

Tips

1. The longer you make the gap, the greater the possibility that the Student will find a correct answer that you have not thought of.
2. You can add an unlimited number of alternative correct answers to your question. However, if there are more

than three or four, you probably haven't written a very good question! The best Stopgap questions make it very clear what the Student is supposed to write.

3. You probably have many gapfill exercises that you have created in MS Word. Why not paste these into Author Plus and turn them into interactive online activities?

Cloze

Overview

In the original cloze exercise, the first and last sentences of a text of 250 words are left complete, and in the remainder of the text every fifth word is removed. In this version, the Teacher types or pastes in a text, and has complete control over which words are removed (up to a maximum of 10 in Author Plus Light) and which remain. Each question can be supplemented with a hint, feedback and alternative correct answers.

Settings

1. Author Plus Light. There are no special settings for a Cloze exercise.
2. **AUTHOR PLUS PRO ONLY.** Make all gaps the same length. In Author Plus Pro you can choose to make all gaps the same length as the longest one in the exercise (plus a bit extra). This helps to remove clues from word length.

Content

Type or paste your text into the box on the content screen. Then select a word or phrase that you want to make into a gap, and click the Add a gap button. One space will be added to the gap to provide room for the Student to type in the answer. If you want more spaces, use the slider bar. Once you set this, it will stay on that setting until you change it. You can add alternative correct answers, feedback and hints for each of the gaps you create. To do this, simply click on the gap and add the feedback, hints and alternative correct answers below.

Tips

1. Cloze is a very effective way of testing whether Students can apply their knowledge in context.
2. If you are teaching a language, contact a local newspaper in that language and ask whether you can use stories from their online edition to make online exercises. Many newspapers will say yes, provided the exercises are for educational use.

Analyze

Overview

The Student reads a text on the left hand side of the screen. On the right hand side are multiple choice questions relating to the text. The student answers these questions with the help of (optional) hints, and receives (optional) feedback at the end of the exercise. The teacher may also create links to external websites from within the text.

Settings

There are no special settings for Analyze.

Content

Type or paste your text on the left. Type your question in the space at the top marked Question. You can then type up to four options, which will be laid out on separate rows. At least one option must be correct. The other options are distractors or alternative correct answers. Optionally, type feedback or a hint for each question in the Feedback/Hint box below the Question and Options.

Tips

1. As in Multiple Choice, each time you create a new question, the option that is ticked will randomly change. You can use this feature to help you decide where to place the correct answer. This will make sure that you don't accidentally make most of your first options correct. We suggest that you write the correct answer first in which ever option is ticked and then add your distractors or alternative correct options. If you leave an option empty, Author Plus will simply remove it.
2. Analyze is useful for reading comprehension or for testing your Students' understanding of any sort of text you want them to read. If you are using a long text, make it more readable by including blank lines between paragraphs and by adding headings where appropriate.
3. **AUTHOR PLUS PRO ONLY.** Vary the question type in Analyze, and use Stopgap or Dropdown.

Countdown

Overview

This is a text reconstruction exercise. The Teacher types or pastes in a text. When the Student sees it, each word is represented only as a line. Students have to guess the words and build up the text. The more words they guess, the more use they can make of context to deduce the remaining words. The exercise can be more valuable if the Student is able to see the text before beginning. This can either be done by using the text in previous exercises, or by using the option to display the text before the Student begins the exercise. Some words are impossible to guess (eg many proper nouns and numbers). The Teacher can specify that these should not be blanked out by selecting them and clicking on Include a word.

Settings

1. Make the exercise case sensitive - selecting this option will mean that if the Student types 'the' it will NOT match with 'The' in the text. Capital and lower case letters must match exactly.
2. Uniform gap length - selecting this option means that all the gaps that the Student sees are the same length and they cannot get any clues about the words from how long they are. Use the slider bar to control how long the gap is.
3. **AUTHOR PLUS PRO ONLY.** Use character marker - this enables you to select a character (eg ? or * or -) to replace each of the letters in the hidden words. The Student therefore knows the exact length of each word.

Tips

1. Use Countdown as the final consolidation of a text you have been working on - or as the introduction to something new. If you use it as an introduction, make sure you give plenty of clues.
2. Restrict the size of your Countdown text. It is a fun exercise, but can become boring if it takes too long.
3. **AUTHOR PLUS PRO ONLY.** Make a dictation exercise by recording the text and attaching it to the Exercise. As the Student hears the words they can type them in.

Presentation

Overview

This is a presentation or introduction screen where the Teacher can type or paste in a text. This could be an explanation, a descriptive text, an extract from a textbook, a newspaper article or a website. The Teacher can additionally link to one or more external websites to expand on the text in Author Plus Light. Excellent for initial input or final summary.

Settings

There are no special settings for a Presentation exercise.

Content

Type or paste your text in the main area. You can use the formatting tools to highlight certain words or phrases.

Tips

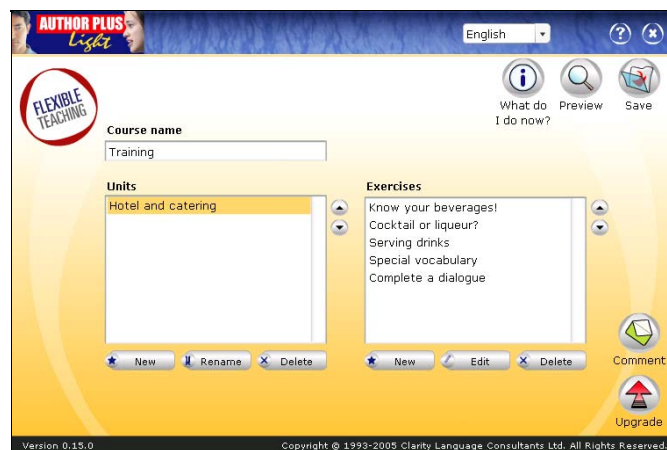
1. The weblink can be very useful in a Presentation exercise. Select the text that you want to be a hyperlink then click on the link tool in the formatting bar. This will bring up the weblink box. Type the full URL (web address) of the webpage you want to link to. If you need to change this address, just click on the text you made into a weblink and it will come up for you to edit. If you want to remove the weblink, click it and then delete the URL so that it is empty and click OK.
2. If you are using a long text, make it more readable by including blank lines between paragraphs and by adding headings where appropriate.

How do I...?

Things you need to know about Author Plus

Saving

Clicking on the Save button in any screen will save any work you have done. You will not be asked about file names or locations as everything is stored in a Course package on the server.



AUTHOR PLUS PRO ONLY

1. If you are using Author Plus Pro, and you want to share a particular exercise with a colleague, you can use export to create a ZIP file to share.
2. We highly recommend that you make backups of your work. Author Plus uses a central server to hold all material, and while we do our best to ensure that it is carefully backed up and reliable, this cannot be guaranteed. To make a backup, export your Course and save the ZIP file on your own computer. If you want to go back to an earlier version, or if you need to restore lost work, you can then import from the latest ZIP file you have saved.

Previewing

From any screen you can click the Preview button. This will save your work and will start Author Plus Student so that you can see how the material looks to the Student. If you preview while editing an Exercise, you will go straight to that Exercise. If you preview from the Menu screen, you will go to the main menu. Previewing temporarily uses one licence slot.

Adding feedback and hints

Feedback

On the Content screen, question-based activities such as Drag and Drop and Stopgap display a Hint/Feedback box beneath the question. To include feedback related to that question, click on the word Feedback, and ensure that the Feedback bar is yellow. Then type your feedback. Text-based exercises, such as Dropdown, Cloze or DragOn require you to click on the target gap. The Hint/Feedback box relating to that gap will then appear at the bottom of screen. Then type in your feedback in the same way.

If, on the Settings screen, the Marking is set to Instant, the Student will see the feedback as each question is answered. If the Marking is set to Delayed, feedback will only be displayed after the Student has clicked the Marking button. The Marking button will then change to a Feedback button which can be clicked. Feedback will be shown only for the questions that the Student answered wrongly.

If you wish to include the Student's answer in your feedback you can use the code #ya# (which stands for 'your answer'). You can include this anywhere in the feedback and it will be replaced by whatever the Student typed, dragged or chose.

AUTHOR PLUS PRO ONLY

1. Score-based feedback

Author Plus Light includes only question-based feedback where, as the name suggests, the feedback is attached to individual questions. Sometimes you may wish to attach feedback not to the questions, but to the overall score the Student achieved in the Exercise. Author Plus Pro enables you to attach feedback in score bands to an Exercise. So a Student who gets 10% will see different feedback from a Student who achieves 90%.

2. Different feedback for Quiz

In Quiz, Author Plus Light will display a single feedback per question, whether the Student answered the question correctly or not. This feedback therefore needs to explain why the correct answer is correct, and may possibly include tips on why the wrong answers are wrong. In Author Plus Pro, you have the option of including different feedback for the incorrect options.

Hints

On the Content screen, question-based activities such as Drag and Drop and Stopgap display a Hint/Feedback box beneath the question. To include a hint related to that question, click on the word Hint, and ensure that the Hint bar is yellow. Then type your hint. Text-based exercises, such as Dropdown, Cloze or DragOn require you to click on the target gap. The Hint/Feedback box relating to that gap will then appear at the bottom of screen. Type in your hint in the same way.

Note:

1. Students call up hints by Ctrl-clicking on a question.
2. Hints for Countdown are automatically generated as an anagram of the letters.

Adding multimedia

Pictures

On the Settings screen, you can choose an image category. The Exercise will then be created with a random picture chosen from this category. In Author Plus Pro you can choose to have no picture or to use your own picture.



Audio

On the Settings screen, you can click to choose Add audio instructions. Students will hear an instruction on how to complete the Exercise. This is in the language that they have currently chosen on the screen.

Adding your own picture to an Exercise

AUTHOR PLUS PRO ONLY

Go to the Settings screen. Click on the Image list and choose Your graphic. Then click the browse button and select the picture file from your computer. This will then be uploaded and will be used in the Exercise.

You can only use images in the JPG format. The image will be shrunk to fit a maximum width based on the right margin of the Exercise. For best looks and maximum efficiency, it is a good idea to resize the image yourself to about the size it will appear.

For details on image optimisation, and on how to convert other image formats to JPGs, visit the Author Plus Teacher site at www.ClarityEnglish.com/AuthorPlus

Adding your own audio to an Exercise

AUTHOR PLUS PRO ONLY

Go to the Settings screen. Choose Add audio... Then click the browse button and select the audio file from your computer. This will then be uploaded and will be used in the Exercise. You need to indicate whether your audio file is an instruction, a file that the Student can play at any time, or a file that is played only after Marking.

You can only use audio in the MP3 format. For details on audio optimisation, and on how to convert other audio formats to MP3, visit the Author Plus Teacher site at www.ClarityEnglish.com/AuthorPlus

Adding your own video to an Exercise

AUTHOR PLUS PRO ONLY

Go to the Settings screen. Choose Add video... Then click the browse button and select the video file from your computer. This will then be uploaded and will be used in the exercise. You need to indicate whether your video file should be embedded within the screen in the location normally reserved for the graphic, or whether it should play in a floating window.

You can only use video in the FLV (Flash video) format. For details on video optimisation, and on how to convert other video formats to FLV, visit the Author Plus Teacher site at www.ClarityEnglish.com/AuthorPlus

Changing the names of Courses, Units and Exercises

1. To change the Course name, click and type on the Menu screen in the Course name box at the top. Then click Save.
2. To change the name of a Unit, click on it in the Unit list box on the Menu screen. Then click the Rename button. Type the new name of the Unit. You can also double click on a Unit to rename it. Then click Save.
3. To change the name of an Exercise, open it for editing. Then change the name in the Menu name box on the Settings screen. Then click Save.

Changing the order of Units and Exercises

On the Menu screen, select the Unit or Exercise that you want to move. Then click on the up or down arrow next to the Unit or Exercise box. The selected item will move up or down in the list. You can also do this by clicking on the item and dragging it up or down within the box.

Moving an Exercise from one Unit to another

On the Menu screen, select the Exercise that you want to move. Then drag it over to the Unit that you want to move it into. Let go when the new Unit name is selected. The Exercise will be moved to the bottom of the new Unit. You can then click on the new Unit to change the order of Exercises if you need to.

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Changing the interface language

The interface for both Teacher and Student side of the program is available in a variety of languages. The default language is English. If you wish to change the language in the Teacher program, click on the dropdown language list at the top of each screen, and choose your language. If your language is not there and you would like us to add it, please send an email to Clarity.

The same languages are available on the Student side, but Students must select their language on the front screen.

Formatting an Exercise

A number of formatting tools are available on the Content screen. You can colour text black, blue or dark blue. You can also make text bold. Note that these formatting options can generally be used in the questions, hints and feedback. They cannot, however, be used on the words that you have made into gaps or the options in a Multiple Choice. This is because varying the colour of these items would upset the marking scheme.

Adding a weblink

You can link to an external website from a text or a question. Select the word or text that you wish to turn into a hyperlink. Then click the weblink button. A panel will pop up with a web address. As a default, the program will add <http://> to the beginning of the word(s) you have selected. If this is not correct, simply change it and click OK. The link will be displayed in blue with a single underline.

Dictionary link

There is a preset dictionary link to the Cambridge Dictionaries Online. To look up a word on the Student side, hold down the Ctrl key and click on it. This will open a browser, and will send you to the correct place in the online dictionary.

Audio recording

The Student side of Author Plus includes a sound recording device. Students can click on this and record and play back their voices. The first time you use Author Plus, the Student program will have a button with a picture of a microphone on it. To set up the recording device, click on this and follow the instructions. Thereafter, provided the Clarity Recorder is running on your computer, the microphone button will be replaced by a red recording button. If the microphone button is visible, go to your Start menu and start up the Clarity Recorder.

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Author Plus Pro enables Students to save their audio files. They can then email them to the Teacher for assessment.

Scratch Pad

The Student program includes a Scratch Pad, or electronic notepad that Students can use to make notes, jot down questions that they want to ask you, or do extended writing activities. The contents of the Scratch Pad are automatically saved for each Student under their login name.

Printing

There is no printing in the Teacher side of the program. To print out your Exercise, click on the Preview button and then on the Print button on the Student side.

Viewing Student progress

How Students view their progress

Each time an Exercise is marked, various data are saved. These include the time the Exercise was started, how long the Student spent on it, and the score achieved, as well as the name and location of the Exercise itself. Students can

view this information, which is saved across sessions, by clicking on the Progress button.

How Teachers view Student progress

In Author Plus Light, Students enter the program anonymously, and Teachers are therefore unable to view their scores.

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Author Plus Pro comes complete with Results Manager, which enables Teachers to set up student groups and to generate reports on individual students, groups and on selected content. (See www.ClarityEnglish.com/ResultsManager)



Giving Students access

When you signed up for your Author Plus account, you will have received a welcome email. This includes a Student URL. The Student URL is based on your account name. If your account name is 'FelixLee', then your Students need to type the following URL into their browser: www.ClarityEnglish.com/ap/FelixLee
When students visit this URL your Course will automatically start up and they will be able to work on it.

Screen details

Menu screen

Purpose

This is the screen where you give your Course a name, create and name Units and add Exercises to those Units. You also set order in which the Units and Exercises appear on the Student menu.

Settings screen

Purpose

This is the screen where you give the Exercise a name, type an instruction (rubric) for the Student and then select settings that will change the look or behaviour of the Exercise. Some Exercises have extra settings; please look at the details for each Exercise to see what they are.

Content screen

Purpose

This is the screen where you create your Exercise. Depending on the Exercise type, this might involve typing or pasting in text, or building up questions. In most Exercise types you can optionally attach feedback and hints to questions.

Technical Support

Where and how is Author Plus Light running?

Author Plus Light is running on Clarity's servers (we use an edge network that means downloads come from the best possible server near to you). We are using Windows IIS and SQL Server. All that you need is a browser with the Flash player installed (v7). When you log in through ClarityEnglish.com we also use javascript to help check names and passwords, so you need to let your browser run javascript.

You will be able to host Author Plus Pro on your own servers. We will make it available in the IIS, ASP, SQL

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Server configuration and also with a Linux, MySQL, PHP option plus a 'lightweight' version that just uses Access format files rather than a full database.

Other information and support is available at www.ClarityEnglish.com/AuthorPlus

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Tel: +852 2791 1787

Fax: +852 2791 6484

Web: www.clarity.com.hk/technical-support/AuthorPlus

Sharing your material

Working with many authors

AUTHOR PLUS PRO ONLY. You can set up an account for many authors to collaborate on a Course, or set of Courses. To do this, from within the main account, invite other accounts to merge.

Each author then has their own Author Plus login, which gives them access to the organisation's account, so that they are all working on the same material. Author Plus uses a simple locking mechanism to stop two people changing the same Exercise at once, but otherwise all authors are allowed to edit any material.



Learners logging into this account through the Student URL will see all the Courses.

If you wish to have separate accounts for authors, but to share the material for students, you can keep each author's account separate from the school account, and then use export and import to share finished material.

Importing and exporting

AUTHOR PLUS PRO ONLY

Exporting

From the Menu screen select any Unit or Exercise. Click the Share button and choose Export. This will then make up a package of all the material in this Unit or Exercise and start downloading it. The package is in the form of one ZIP file. You will be asked where you want to save this file in the usual way for your browser.

Once you have downloaded the ZIP file, you can then send it to anyone that you want to share your material with.

Importing

From the Menu screen, click the Share button and choose Import. You will be asked to select the ZIP file that contains the material you want to import. Only material exported from another copy of Author Plus can be imported. The whole ZIP file will be uploaded. You will then be shown the Units and or Exercises that the ZIP contains and you can choose which you want to import to your current Course. The names of the Units and Exercises will be taken from the ZIP file. If you have any with the same names already you will not lose work, but you will end up with identical names on the menu. You can then move the Units and Exercises around in the usual way.

SCORM

AUTHOR PLUS PRO ONLY

Overview

SCORM is a standard for sharing and delivering content. (It stands for Shareable Content Object Reference Model.) Any material created with Author Plus Pro can be packaged and run under any SCORM compliant Learner Management System (LMS). To create a SCORM package, click the share

button on the menu screen and choose Export for SCORM. In the same way as regular export, a ZIP file will be created that contains the Course material. This ZIP file is the SCORM package with an IMS (Instructional Management System) manifest. Once you have downloaded it, you can then import it into your LMS.

Details

Author Plus Pro initially supports SCORM 1.3. The level of Shared Content Object (SCO) is at the Unit level. This means that your LMS will get one score per Unit from the Author Plus material and learners can enter your Course only at the Unit level and cannot navigate between Units within Author Plus.

When you are running under SCORM, Author Plus no longer stores progress and the Scratch Pad is only saved on the computer the Student is currently working on.

Author Plus has been tested with these LMS: Blackboard, WebCT, Dokeos, Reload, Moodle. Not all LMS support all features of the SCORM standard for full retrieval of scores, bookmarks, languages and so on. For full details of a particular LMS, please view our website technical support pages (search for SCORM) or contact us directly.

Reference

Marking

Scoring

When the Marking button is clicked the Student is shown their score with the numbers of questions right, wrong and skipped. The Student can then try again (although only their first score is recorded in the progress database), see the answers or go straight to the next Exercise.

Instant marking

With this setting, the Student will get a response (right or wrong) immediately they answer a question. If you have written feedback, it will be shown. If you have not written feedback, a 'Yes, that is the right answer.' or 'No, that is not the right answer.' message will be shown.

Delayed marking

With this setting, no response is made to the Student's answers until they click the Marking button. It is particularly useful for Exercises where Students might like to consider their early answers in relation to later questions - for example a Drag and Drop where they realise that their first choice must be wrong, or an Exercise where you are displaying a pattern of behaviour. Once Marking has been clicked, the Student will see their score and can then see the correct answers. If you have written feedback, Students can see this by clicking on the Feedback button. The Student will only be shown feedback for questions that they got wrong.

Student chooses

In some Exercises you will want to preset the type of marking, but in others you will want the Student to be able to choose. The Student chooses option enables the Student to be able to choose between Instant and Delayed marking.

Test

AUTHOR PLUS PRO ONLY

You may want to designate an Exercise as a Test, with results stored in the Results Manager. In this case, select the Test marking option. In the Student program, the Marking button is replaced by a Submit button. When the Student clicks this, the score will be sent to the Results Manager and the Student program will move on to the next Exercise. The Student will not be able to try again or see the correct answers, and will not be told the score.

What can go wrong?

Working in the browser

1. If you are running Author Plus from a full browser window, you will be able to click on the Back, Next and Reload buttons. You can also type a URL. All of these actions tell the browser to simply leave Author Plus and go to another website (or to restart Author Plus). In this case you will not be asked if you want to save your work and will lose it.

Solution:

If you start Author Plus from ClarityEnglish.com, it will open in a pop-up window so there is much less chance of this happening accidentally.

2. Different browsers pick up on some keys that you type. For instance, pressing Ctrl-B in Internet Explorer tends to bring up the favourites window rather than make the text that you have just selected bold, which you might be expecting.

Solution

Use the formatting buttons in Author Plus rather than the MS Word shortcut keys. If you do bring up an external window, such as the favourites window, just close it. It should not have affected your work.

3. The Tab key can unexpectedly take you out of Author Plus and onto the URL bar. If you are then just typing and press Enter it will be like typing a new website address and you will leave Author Plus.

Solution

It is unlikely that this will happen. However, to guard against any of the mishaps described in this section, it is advisable to save often.

Making backups

In Author Plus Light you cannot export your Exercises, so the only copy is saved within Clarity English. Clarity makes daily copies of all Exercises so that in the event of a system crash or other emergency we can restore your work, at least to the last working day. In order to be able to make your own backups, you will need to upgrade to Author Plus Pro.

Where is the Undo button?

At present there is no Undo button. This does mean that if you accidentally overwrite an entire text you cannot just get it back. If you have been saving often, you might be able to close the Exercise and NOT save the new version. We expect to add an undo button shortly.

Text formatting doesn't work as I expect

Many people are used to MS Word's functionality. Author Plus (and Flash generally) does not always work in the same way as Word. Here are some ways in which it behaves differently:

- In some browsers you can't use Ctrl-B to make text bold: it will bring up a favourites tool bar instead.
- Ctrl-C and Ctrl-V may not copy and paste smoothly. If this happens to you, then either slow down and make the Ctrl-C more deliberate, or use a right click of the mouse and use the copy and paste panel that this brings up.
- If you have copied text and wish to paste it into Author Plus, first left-click at the point at which you wish to paste it, THEN right-click to bring up the formatting panel. Then select Paste.
- If you double-click a word to select it, any punctuation at the end of the word will be selected as well. If you do not want to include this punctuation, either use the mouse to select the word, or use Shift-left arrow to deselect the punctuation.

About Author Plus Pro upgrade

To find out more about the Author Plus Pro upgrade, click in to www.ClarityEnglish.com/AuthorPlus. Alternatively, you can click on the Upgrade button in Author Plus Light at any time.

Licence and terms

Number of Students

You can have up to 30 Students using your Author Plus Light Course at the same time. If a 31st person tries to start, they will be asked to wait a while and try again later.

Clearing out the licence slots

When a Student starts Author Plus they will take up one of the licence slots. If they use their browser to leave Author Plus Online, then that licence slot stays reserved for 10 minutes. To get maximum use out of your licence, please ask Students to use the Author Plus Exit button at the top right of the screen to close BEFORE navigating elsewhere on the Internet.

When you use the Preview button from Author Plus, you are also taking up a licence slot, so you too should avoid closing your browser without closing Author Plus first. The most efficient way to use the Preview function is to leave the Preview window open. This way, each time you preview, the same licence slot will be used. Use Alt-Tab to switch back to Author Plus.

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Enjoy using Author Plus Light!