



AUTHOR PLUS

You, the publisher

AUTHORING GUIDE

V6.5.0.1



www.clarity.com.hk

Contents

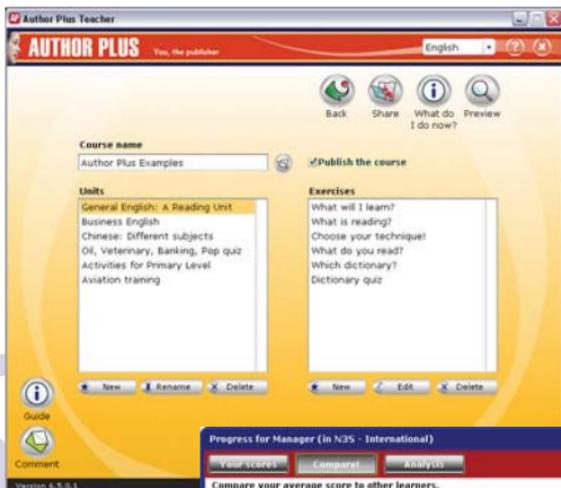
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Please visit www.ClaritySupport.com for updates to this manual and for news of Author Plus upgrades.

Enjoy using Author Plus!



What is Author Plus?

- ▶ Author Plus enables you to publish interactive, multimedia activities which you can deliver to learners on a network or over the Internet. The program comes in two main parts: the Teacher program where you create the activities; and the Learner program which delivers these activities to learners. Some licences additionally include the Results Manager which you can use to manage learners' data.

You can use Author Plus to make a huge range of teaching and training material. In the past it has been used to create resources for:

- ▶ English language teaching
- ▶ Exam preparation
- ▶ Intercultural training
- ▶ Chinese, Japanese, French and other languages
- ▶ Specific areas of company training, such as Health and Safety.

This manual gives you a detailed overview of how to use the program. However, Author Plus is being continually updated, and if you have a query that the manual does not answer, please check the Clarity Support website, or contact Clarity direct for an answer.

Never has publishing been easier!

Getting started

▶ Logging in online

When you first register for or purchase Author Plus, 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 those programs that you have subscribed to. To get started with Author Plus, click on the Author Plus panel.

If you are running Author Plus on your own webserver, you will have your own URL for the start page.

▶ Logging in on the network

The CD installation creates two programs, Author.exe for authors and Learner.exe for learners. The login name and password are printed in the installation instructions.

▶ Tutorial: Making your first Exercise

After logging in to Author Plus the first time, you will see a help screen. Close this for now. Then you will come to a screen with a box headed Choose a course to Edit or click New. Click New, type your Course name and press Enter. You will now be taken into that Course and will see a screen with three boxes headed Course name, Units and Exercises. (See image on page 5.)

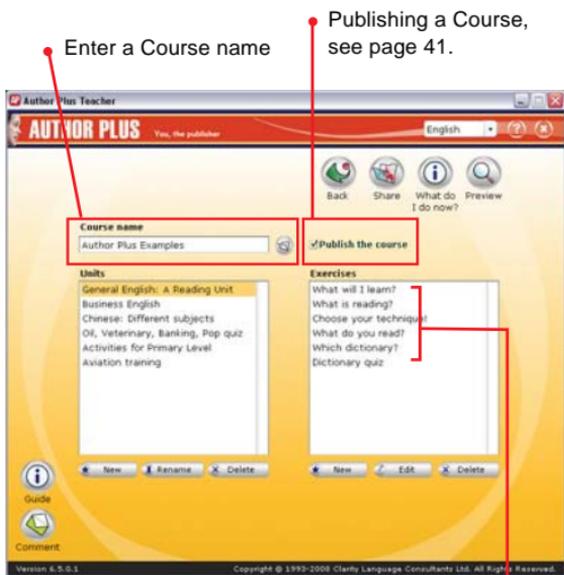
- 1 First check your Course name is appropriate. Your Course might be based around a topic (The Family, Health and Safety), a group of Learners (Module 101) or a learning objective (Grammar). To practise, type General Knowledge. Click Save.

- 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 learner 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 Learner program, complete with the graphic you have chosen. If you want to, you can then come back to the Teacher side to complete the Exercise - or amend it.

Screen details

▶ Menu screen

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



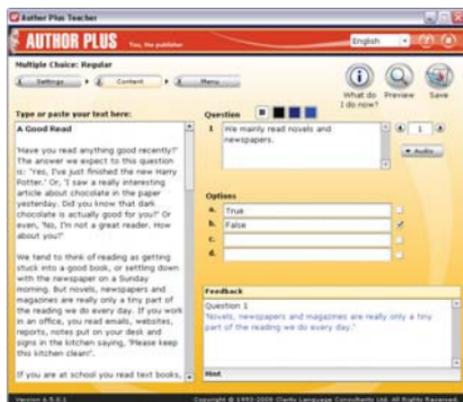
Drag the Exercise name
to set the order

▶ Settings screen

This is the screen where you give the Exercise a name, type an instruction (rubric) for the learner 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



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.

Multiple choice - Regular



Multiple choice, Regular

► Overview

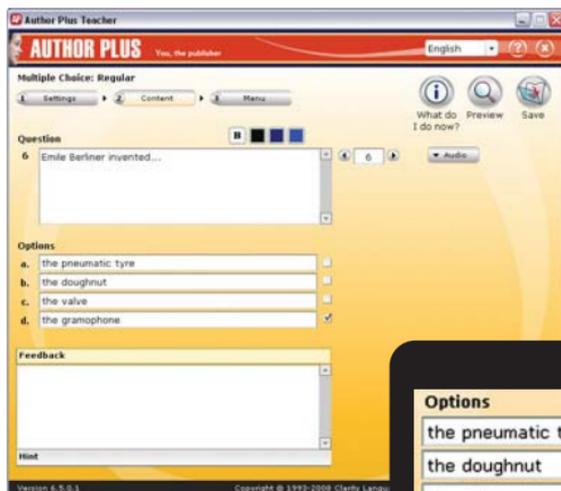
This is the traditional Multiple Choice exercise that is used for tests and exam preparation and practice. The author creates questions consisting of one or more lines of text, with up to four different options per question. At least one of these options must be correct. The author can add a hint and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

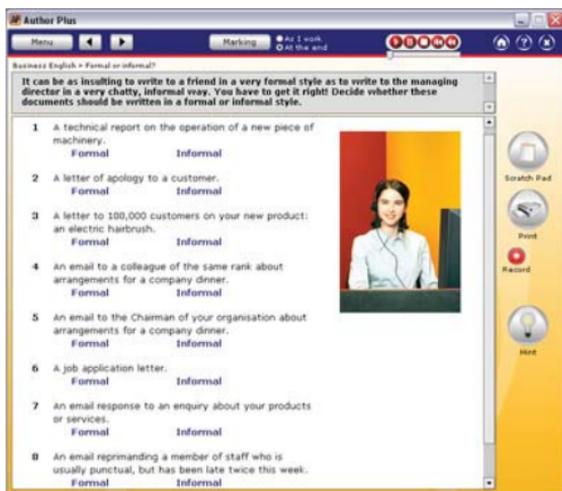
Options

- the pneumatic tyre
- the doughnut
- the valve
- the gramophone

▶ 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 put most of your correct options in the same position. We suggest that you write the correct answer first in whichever option is ticked and then add your distractors or alternative correct options. If you leave an option empty, Author Plus will simply remove it.

Multiple choice - True / False



Multiple choice, True / False

► Overview

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

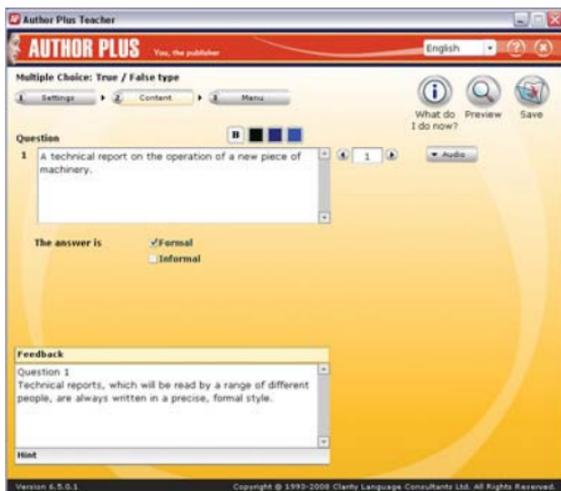
► Settings

The default options are True/False. However, you can change these by ticking the panel next to 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

True/False can be used either as a test of a learner's understanding of a topic, or as an input activity. For example, if you want to help learners 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 learners do the Exercise they are given explanatory feedback after each question. In this case it is best to set the Marking options to Instant.

▶ **Settings**

There are no special settings for a Dropdown exercise.

▶ **Content**

Type or paste your text into the main area of the screen, or your questions into the Question box, as appropriate. 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 Other answers will then appear on the right of the screen. Click New to add another answer. The other answers are the distractors or correct alternatives that will be put in the dropdown list that the learner sees, along with the 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 you can attach the audio file to be played after marking.
- 2 You can add an unlimited number of distractors. Don't be tempted to put in too many though, unless it is for a special purpose. The best number is between one and three.

Drag and drop

Types: Question-based, Text-based



Drag and drop, Question-based

► Overview

In Drag and drop, the author removes a word, phrase or number from each question or from different parts of the text. When the learner 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 learner has to drag each item down to the correct place. The author can attach a hint, feedback and alternative correct answers to each item.

▶ Settings

Remove duplicate drags. You can choose either to disable each drag when 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 learners 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.

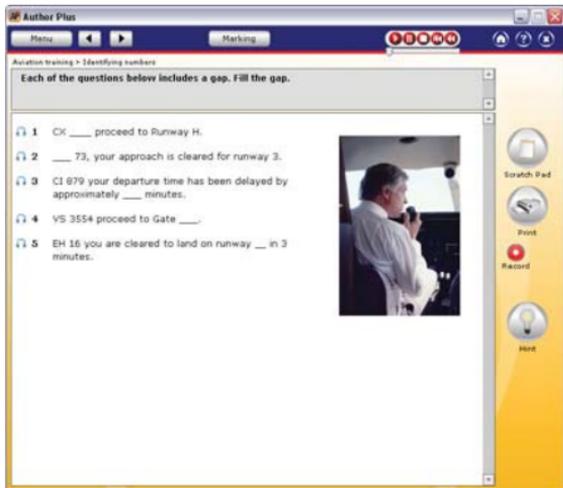
You can add alternative correct answers for any drop. You can also add distractors that will appear as drags, but are not correct answers.

▶ 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 (Question-based) is a good exercise to test learners' 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.

Gapfill

Types: Question-based, Text-based



Gapfill, Question-based

► Overview

This is a traditional gapfill activity where words or phrases are removed from your 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 author. The learner's task is to fill in the gaps. The author can add a hint, feedback and alternative correct answers to each item.

► Settings

Make all gaps the same length. 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. Click on Uniform gap length on the Settings screen to do this.

▶ Content

Type or paste your question in the Question or Text 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 learner 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 item. In the Question-based type, 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 and 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 learner 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 questions make it very clear what the learner 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?

Target spotting

Types: Question-based, Text-based

The screenshot shows the 'Author Plus' software window. At the top, there's a 'Menu' button and a 'Marking' button. Below that, a progress indicator shows five circles, with the first three filled. The main text area contains the following content:

Reading - A5 complete - What is a topic sentence?
The text below was written for business students learning to write reports. First read through the whole article. Then go through it again and click on the three topic sentences.

Writing a Good Paragraph

Good Paragraphs: What are they?
A paragraph is a section of writing consisting of one or more sentences giving information about the same topic. It is separated from other paragraphs by an empty line, or by indenting the first line a few spaces. We divide writing into paragraphs to help the reader in two ways. Firstly, paragraphs make the text seem more manageable, smaller sections look less difficult to read than one long section. Secondly, they make the text easier to understand. If topics are separated logically on the paper, readers find it easier both to grasp the point of each paragraph and to see how each point relates to the other main points in the document.

Good Paragraphs: How to write them
In order to ensure that each paragraph covers one topic only, plan your report carefully before you start to write it. Make a list of all the information you want to include in each section, then divide this data up into topics (or subtopics) with supporting examples and explanation. These topics form the basis of the paragraphs that will make up the section.

Usually, each paragraph will have a 'topic sentence' (often, but not always, the first sentence in the paragraph) that states the main point. The sentences that follow expand

On the right side of the text area, there are four circular icons: 'Scratch Pad', 'Print', 'Record', and 'Hint'. The 'Record' icon is highlighted with a red circle.

Target spotting, Text-based

► Overview

This is an exercise where the learner has to either find targets hidden in a text, or has to click on targets that are highlighted in order to learn something about the target.

You can use this exercise to focus on tenses in an authentic text. For example, learners click on examples of the present perfect and simple past and the feedback tells them why the tense is used.

▶ **Settings**

- 1 No highlighting. Use this setting to stop the mouse highlighting the target when the learner moves the mouse over the target. To blend the target into the rest of the text, don't change formatting of the target.
- 2 Neutral marking. Use this setting to make the targets neither right nor wrong. This is useful for exercises that present a point or when you want to explain why the targets are used as they are.

▶ **Content**

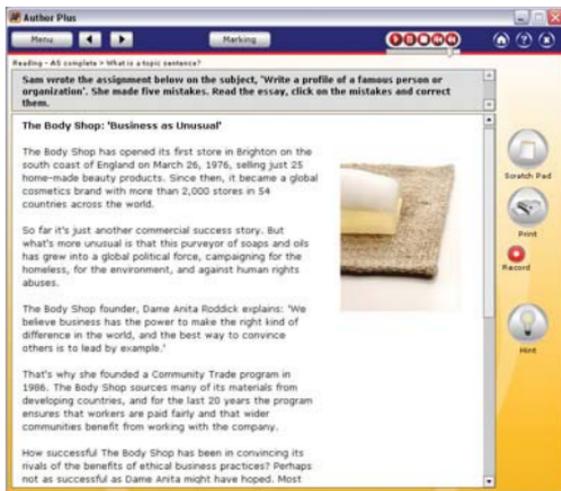
Type or paste your text in the main area. You can use the formatting tools to highlight certain words or phrases. To create a target, highlight a word or phrase and click Add a target. Then write feedback in the feedback box below.

▶ **Tips**

If you do not choose neutral marking, the targets can be correct or not. So you can create a Target Spotting exercise that includes distractors.

Proofreading

Types: Finding mistakes, Correcting mistakes



► Overview

This is an exercise where the learner has to either (a) find mistakes or (b) find and correct mistakes in a text.

► Settings

There are no special settings for a Proofreading exercise.

► Content

Finding mistakes. Type or paste your text in the main area. Select the first error in the text and click on Add a target. Write the feedback below. Repeat the process for all the other errors.

Correcting mistakes. Type or paste your text in the main area. Select the first error in the text and click on Select a mistake. Now write the correct answer(s) in the box on the right of the screen. Write the feedback below. Repeat the process for all the other errors.

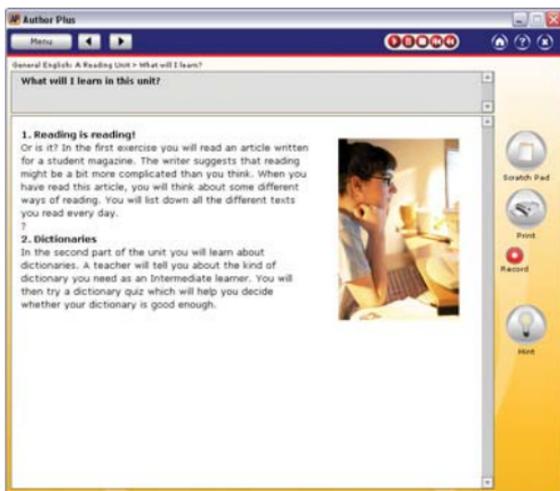
▶ **Tips**

It can be a good idea to tell the learners how many mistakes they are expected to find. This makes the exercise less intimidating. You can do this on the Settings screen in the Instructions box.

On the other hand, if the focus of the exercise is on improving proofreading skills it is more realistic not to give this clue.

Presentation

Types: Question-based, Text-based



Presentation, Question-based

► Overview

This is a presentation or introduction screen where the author 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 author can additionally link to one or more external websites to expand on the text in Author Plus. Excellent for initial input or final summary.

► Settings

There are no special settings for a Presentation exercise.

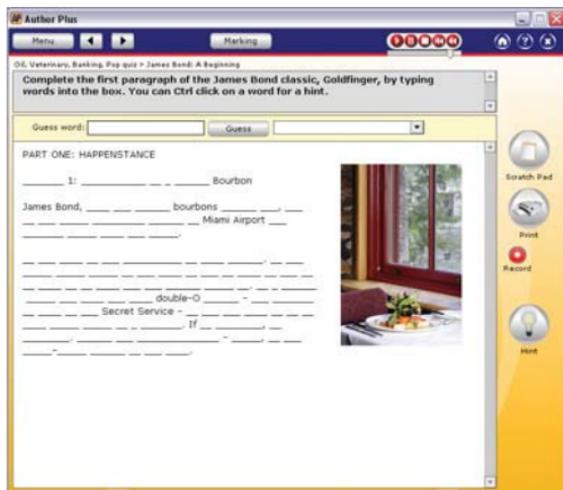
▶ **Content**

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

▶ **Tips**

- 1 Use the Question-based type to create pronunciation activities. Type the word or sentence in the Question box and add an audio file by clicking on the Audio button on the right. Learners then listen to the model and practise, using the Clarity Recorder.
- 2 If you are using a long text, make it more readable by including blank lines between paragraphs and by adding headings where appropriate.

Text reconstruction



► Overview

The author types or pastes in a text. When the learner sees it, each word is represented only as a line. Learners 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 learner 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 learner begins the exercise. Some words are impossible to guess (eg many proper nouns and numbers). The author can specify that these should not be blanked out by selecting them and clicking on Display a word.

▶ Settings

- 1 Make the exercise case sensitive. Selecting this option will mean that if the learner 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 learner 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 Use character marker. This enables you to select a character (eg ? or * or -) to replace each of the letters in the hidden words. The learner therefore knows the exact length of each word.

▶ Tips

- 1 Use Text reconstruction 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 text. It is a fun exercise, but can become boring if it takes too long.
- 3 Make a dictation exercise by recording the text and attaching it to the Exercise. As learners hear the words they can type them in.

Reading comprehension

Types: Multiple choice, Dropdown, Gapfill

The screenshot shows the Author Plus software interface. At the top, there is a menu bar with 'Menu' and 'Marking' options. Below the menu bar, a status bar indicates 'General English: A Reading Unit > What is reading?'. The main content area is titled 'Read this article from Target English, a newsletter sent out to students learning English. Then answer the questions on the right.' The article is titled 'A Good Read' and contains the following text: 'Have you read anything good recently?' The answer we expect to this question is: 'Yes, I've just finished the new Harry Potter.' Or, 'I saw a really interesting article about chocolate in the paper yesterday. Did you know that dark chocolate is actually good for you?' Or even, 'No, I'm not a great reader. How about you?' The text continues: 'We tend to think of reading as getting stuck into a good book, or settling down with the newspaper on a Sunday morning. But novels, newspapers and magazines are really only a tiny part of the reading we do every day. If you work in an office, you read emails, websites, reports, notes put on your desk and signs in the kitchen saying, 'Please keep this kitchen clean'.' The final paragraph reads: 'If you are at school you read text books, wall charts and essay questions. (I've never been asked, 'Have you read a good essay question recently?') In our daily life we read food labels, recipes, and we' To the right of the text is a small image of a man and a woman looking at a computer screen. Below the image are four multiple-choice questions: 1. We mainly read novels and newspapers. a. True b. False 2. The writer gives three examples of things we read at school. a. True b. False 3. It is important to know why you are reading. a. True b. False 4. There is only one way of reading: looking at the words and understanding them. On the right side of the interface, there are several icons: a trash can for 'Scratch Pad', a printer for 'Print', a red circle with a white 'X' for 'Record', and a lightbulb for 'Hint'.

► Overview

The learner reads a text on the left hand side of the screen. On the right hand side are questions relating to the text. These might be Multiple choice, Dropdown or Gapfill. The learner 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

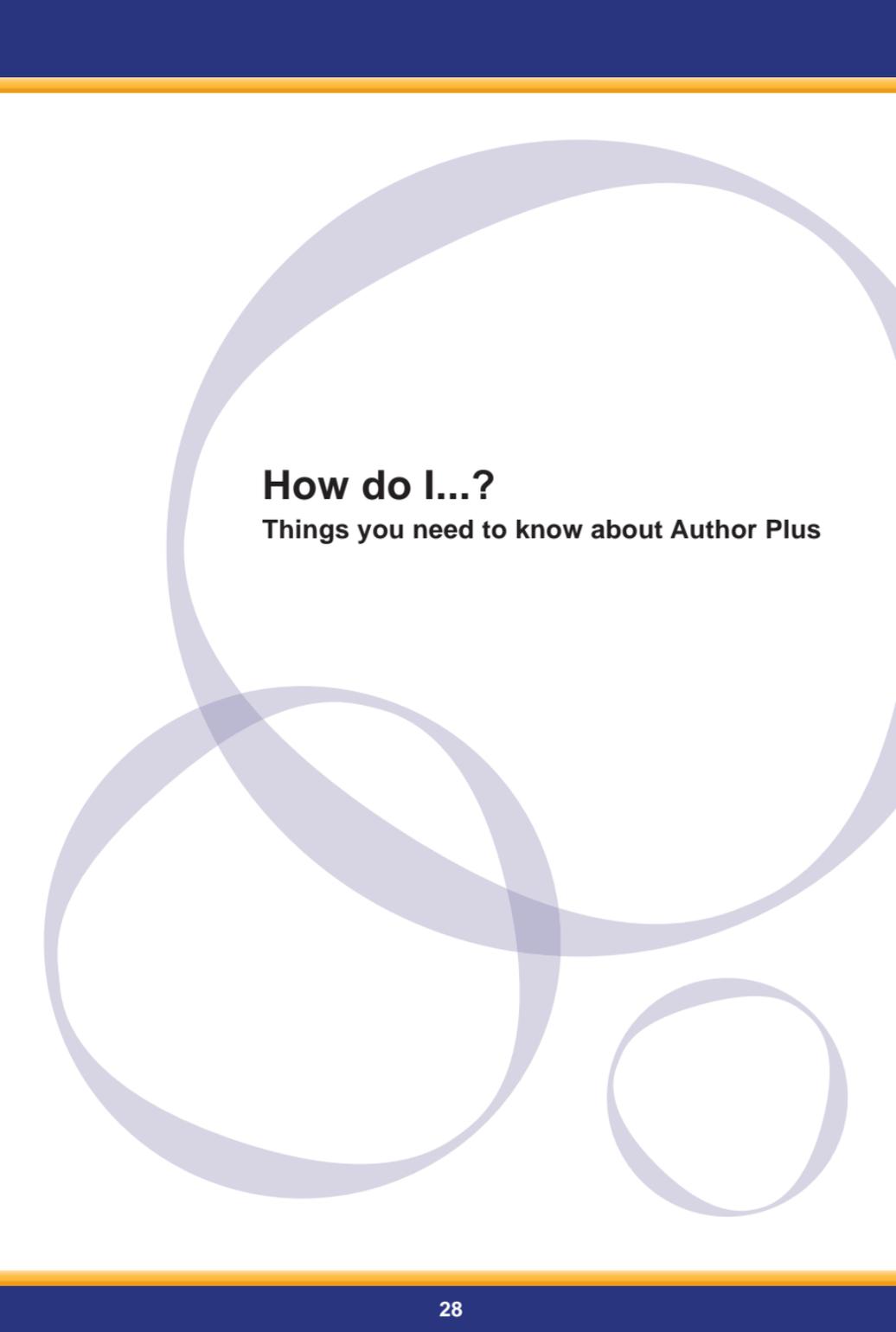
There are no special settings for Reading comprehension.

▶ Content

Type or paste your text on the left. Type your question in the space at the top marked Question. Then follow the instructions for Multiple choice (page 7), Dropdown (page 11) or Gapfill (page 15). Optionally, type feedback or a hint for each question in the Feedback/Hint box below the Question and Options.

▶ Tips

- 1 With 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 put most of your correct options in the same position. We suggest that you write the correct answer first in whichever 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 Reading comprehension is useful for testing learners' 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.



How do I...?

Things you need to know about Author Plus

How do I...?

Things you need to know about Author Plus

▶ Saving

Clicking on the Save button on 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.

- 1 If you are using Author Plus, 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. The online version of 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 Learner so that you can see how the material looks to the learner. 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. (See page 48.)

▶ **Marking**

1 Scoring

When the Marking button is clicked the learner is shown their score with the breakdown of questions right, wrong and skipped. The learner can then try again (all their attempts are recorded in the Progress database), see the answers or go straight to the next Exercise.

2 Instant marking

With this setting, the learner 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.

3 Delayed marking

With this setting, no response is made to the learner's answers until they click the Marking button. It is particularly useful for exercises where learners 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 learner will see their score and can then see the correct answers. If you have written feedback, learners can see this by clicking on the Feedback button. The learner will only be shown feedback for questions that they got wrong.

4 Learner chooses

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

5 Test

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 Learner program, the Marking button is replaced by a Submit button. When the learner clicks this, the score will be sent to the Results Manager and the Learner program will move on to the next Exercise. The learner will not be able to try again or see the correct answers, and will not be told the score.

6 Sound effects

Switch the sound effects on or off for right and wrong answers in the exercise.

▶ Adding feedback and hints

Feedback

On the Content screen, question-based activities such as Drag and Drop and Gapfill 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 highlighted in yellow. Then type your feedback. Text-based exercises 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 feedback in the same way.

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

If you wish to include the learner'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 learner typed, dragged or chose.

ALTERNATIVES

① Score-based feedback

Sometimes you may wish to attach feedback not to the questions, but to the overall score the learner achieved in the Exercise. Author Plus enables you to attach feedback in score bands to an Exercise. So a learner who gets 10% will see different feedback from a learner who achieves 90%.

② Different feedback for True / False

Normal feedback will display a single feedback per question, whether the learner 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 Quiz, you have the option of including different feedback for the incorrect options.

Hints

On the Content screen, Question-based activities 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 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. Learners call up hints by Ctrl-clicking on a question.
2. Hints for Text reconstruction are automatically generated as an anagram of the word clicked on.

▶ 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. You can choose to have no picture or to use your own picture.



Audio

On the Settings screen, you can click to choose Audio default instructions. Learners will hear an instruction on how to complete the Exercise.

Adding your own picture to an Exercise

Go to the Settings screen. Click on the Add... button next to the image list. 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. This is usually 165 by 250 pixels, but Analyze exercises switch the image size round.

JPGs should not be saved/created with the progressive setting. If you and your learners have Flash 8 or later, this will be fine, but older versions of Flash will not display this type of JPG. If you add a picture and it does not appear, this is most likely to be the reason.

▶ Tips

For details on image optimisation, and on how to convert other image formats to JPGs, visit the Author Plus Support site at www.ClaritySupport.com

Adding your own audio to an Exercise

Go to the Settings screen. Click on the Add... button next to 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 to be Auto played, Embedded (learners can play it at any time), or a file that is played only After marking.

Audio can only be added in MP3 format. MP3s should be saved with a sample rate of 22050 or 44100Hz. You can save at 11025Hz, but the quality will be poor. Other sample rates might not be able to be played. If you add an audio and you cannot hear it, this is most likely to be the reason.

► Tips

For more details on audio optimisation, and on how to convert other audio formats to MP3, visit the Author Plus Support site at www.ClaritySupport.com.

Adding your own video to an Exercise

Go to the Settings screen. Click on the Add... button next to 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.

► Tips

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

▶ **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.
- 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.

▶ **Changing the order of Units and Exercises**

On the Menu screen, click the Unit or Exercise that you want to move, and drag 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 pointer is over the new Unit. 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.

▶ Changing the interface language

The interface for both Teacher and Learner sides 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 Learner side, but learners 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

Go to the Settings screen. Click on the Add weblink button. You can type in up to three URLs. You can designate one of the weblinks as a button by checking the box next to the URL textbox. This will then be uploaded and will be used in the Exercise.

▶ **Dictionary link**

There is a preset dictionary link to the Cambridge Dictionaries Online. To look up a word on the Learner 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. If you would like to link to a different dictionary, please contact Clarity.

▶ **Audio recording**

The Learner side of Author Plus includes a sound recording button. Learners can click on this and record and play back their voices. The first time you use Author Plus, the Learner program will have a button with a picture of a microphone on it. To set up the recording software, 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 still visible, go to your Start menu and start up the Clarity Recorder.

▶ **Scratch Pad**

The Learner program includes a Scratch Pad, or electronic notepad that learners 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 learner 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 Learner side.

Viewing learner progress

▶ How learners view their progress

Each time an Exercise is marked, various data are saved. These include the time the Exercise was started, how long the learner spent on it, and the score achieved, as well as the name and location of the Exercise itself. Learners can view this information, which is saved across sessions, by clicking on the Progress button.



▶ How teachers view learners' progress

Author Plus works with Results Manager, which enables teachers to set up groups and to generate reports on individual learners, groups and on selected content.

See www.ClarityEnglish.com/ResultsManager



Publishing

▶ Giving learners access to your Courses

The Exercises that you create in Author Plus Teacher are saved in your account. When your learners start Author Plus Learner, they will see your Exercises. This section explains how they can start Author Plus Learner.

Online



When you signed up for your Author Plus account, you will have received a welcome email. This includes a learner URL. The learner URL is based on your account name. If your account name is 'KingsCollege', then your learners need to type the following URL into the browser: **www.ClarityEnglish.com/ap/KingsCollege**

When learners visit this URL your Course will automatically start up and they will be able to work on it.

If you are running Author Plus on your own server, you will have a different URL.

Network

As part of the installation of Author Plus, you can create shortcuts on each desktop pointing at the Author Plus Learner program. When your learners run this program, it will automatically link to your Course.

▶ **Work in progress, and publishing a Course**

A standard installation of Author Plus will have the Teacher and Learner programs pointing at the same account. So whenever you create a new Course or Exercise, the learners will see it immediately. If you want to keep a Course hidden whilst you are working on it, you can remove the tick in the Publish a course box next to your Course's name on the Menu screen. Learners will not be able to see this Course until you have ticked the box.

▶ **Working privately**

If your institution installs a main copy of Author Plus on a general network or webserver, you can also install a private authoring copy on your own computer. You can create your Courses here, and when complete use Export and Import to move them to the main installation for delivery to learners.

▶ **Working with many authors**

The standard Author Plus installation has just one account that everyone uses to collaborate on a Course or set of Courses. You can use Results Manager to add new users as Teachers/Authors.

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 who log in to this account will see all the Courses.

If you wish to have separate accounts for authors with Courses only visible to their learners, you can use Results Manager to set up My Group – a way to designate private spaces for teachers and groups of learners. For more information please see:

www.ClaritySupport.com

▶ **Sharing your Courses**

Exporting

From the Menu screen, click the Share button. Then select any Unit(s) or Exercise(s), 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 file 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 already have any with the same names 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 or edit names in the usual way.

▶ SCORM

Overview

SCORM is a standard for sharing and delivering content. (It stands for Shareable Content Object Reference Model.) Any material created with Author Plus can be packaged and run under any SCORM compliant Learning Management System (LMS). To create a SCORM package, click the Share button on the Menu screen and choose 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 currently 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 Learner is currently working on.

At the time of writing, Author Plus has been tested with these LMS: Blackboard, Dokeos, NetDimensions, 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 Clarity directly.

Editing other Clarity content

You can use Author Plus to customise Clarity content programs such as Tense Buster, Study Skills Success, Reactions! and Business Writing. With all of these programs you can delete and move existing Units and Exercises, and add your own new content. These programs are being upgraded so you can additionally edit Exercise content.

► Technical setup

- 1 When you first install Author Plus it will not be pointing to any other Clarity content programs. The first step is to edit the configuration file (location.ini) in the Author Plus folder so that Author Plus knows where the other programs are. For each program that you want to edit, you need to add the following values to the Author Plus location.ini file (assuming you have followed the standard installation):

```
&TenseBusterLocation=../TenseBuster/location.ini
&ReactionsLocation=../Reactions/location.ini
&StudySkillsSuccessLocation=../StudySkillsSuccess/location.ini
&BusinessWritingLocation=../BusinessWriting/location.ini
```

The actual paths you use will reflect your installation.

- 2 To prevent the original content being lost, you can only edit it if you have used Results Manager to create a My Group space. To do this, log in to Results Manager as an Administrator, choose the group you wish to work with and add the My Group setting. For more details on this, please see the Results Manager manual. (You can download the latest Results Manager manual from the Clarity Support website.)

- 3 You also need to use Results Manager to change the status of the teacher in the group to enable them to edit content.
- 4 Once you have done this, Results Manager will create a private copy of all the index files for the Clarity content within My Group. When the author now logs in to Author Plus, they will see the different content titles listed on the left. The author should click the one they want to edit and Author Plus will point to that content. Any work you do will affect how your learners see this course. Other learners will still see the original.
- 5 If a teacher has used Author Plus to create a customised version of Tense Buster that other groups now want to use, you can use Export and Import to copy the edited course to those groups.

► **Tips**

For more information about the My Group settings and functions, please see the Results Manager manual.

Licence

▶ Number of learners

The licence you purchase indicates how many learners have access to your Author Plus activities. There are three basic licence types:

- 1 **Network.** The network licence you purchased (eg 5-computer licence) indicates the maximum number of computers on the network that can access the program at any one time.
- 2 **Online Anonymous Access.** Similarly, the licence you purchase specifies the maximum number of computers on the Internet that can access the program at any one time.
- 3 **Online Learner Tracking.** This licence ties access to specific, named learners who are registered in the Results Manager. The licence size (eg 100) indicates the maximum number of 'slots' in the Results Manager available for learner names. Learners can be removed from the Results Manager and replaced at any time.

▶ Clearing out the licence slots

When a learner starts Author Plus they will take up one of the licence slots. If they do not exit Author Plus by using the Exit button, then that licence slot stays reserved for 10 minutes. To get maximum use out of your licence, please ask learners to use the Author Plus Exit button at the top right of the screen to close BEFORE navigating elsewhere with their browser.

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.

Technical Support

▶ General tips to make life easier...

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 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 will bring up the favourites window rather than making the text bold, which you might be expecting.

Solution:

(1) 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.

(2) For copy and paste, right click and use the dropdown menu.

- 3 The Tab key can unexpectedly take you out of Author Plus and onto the URL bar. If you then type 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.

The screenshot shows the Clarity website's support page. At the top, it says "Welcome to Clarity" and includes a "Newsletter" link. Below this is a navigation bar with tabs for "English online", "All programs", "Clarity support", and "Authoring". A message reads: "Click on the topics that you are interested in. Some content requires a login. Click [here](#) for a password." There are three main help categories: "Administration" (red), "User / Teacher" (orange), and "Technical" (blue). Each category lists specific support topics. At the bottom, a copyright notice reads: "Copyright © 1993-2006 Clarity Language Consultants Ltd. All Rights Reserved." Below the screenshot, a blue box contains the text: "For more technical and user support information, please visit www.ClaritySupport.com".

Administration

- General
- Delivery
- Payment
- Resellers

User / Teacher

- ICT support
- Author Plus
- Tense Buster
- Study Skills Success
- Reachout
- more...

Technical

- Installation
- Licences
- System requirements
- Integration
- Upgrade
- Security

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For more technical and user support information, please visit www.ClaritySupport.com

Making backups

Use the Share and Export feature to make a backup of your Course and all its contents. This creates a ZIP file that you can backup in your usual way.



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 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.

My multimedia doesn't display or play

Flash can only display images that are JPGs without the progressive setting (apart from Flash 8 and later which can). If you add a picture and it does not appear, check that the JPG is not progressive. Likewise, MP3s can only be played if the standard sample rates of 22050 and 44100Hz are used. Again, if you cannot hear your MP3 (and your speakers are plugged in!) check the sample rate.

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:

- 1 In some browsers you can't use Ctrl-B to make text bold: it will bring up a favourites tool bar instead.
- 2 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.
- 3 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.
- 4 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.

▶ **Where is Author Plus running online?**

If Author Plus is running on Clarity's servers we will be using either Windows IIS and SQL Server or Linux with MySQL and PHP. All you and your learners need is a browser with the Flash player installed (v8 or later). When you log in at **ClarityEnglish.com** we also use JavaScript to help check names and passwords, so you need to let your browser run JavaScript.

You can host Author Plus on your own server. We will make it available in the IIS, ASP, SQL 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 technical information and support is available at **www.ClaritySupport.com**

▶ **Contact details for technical support**

Email: support@clarity.com.hk
Tel: +852 2791 1787
Fax: +852 2791 6484
Web: www.ClaritySupport.com

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Copyright

▶ Software

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Enjoy using Author Plus!

Clarity Language Consultants Ltd

UK office: PO Box 625, Godalming, GU7 1ZR, UK

Tel: 0845 130 5627 Fax: 0845 130 5647

Email: Melissa.Pink@clarity.com.hk

HK office: PO Box 163, Sai Kung, Hong Kong

Tel: (+852) 2791 1787 Fax: (+852) 2791 6484

Email: info@clarity.com.hk



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