



# SPEAK UP!

Facilitating mobility of European workers  
by the use of professional languages

# **METHODOLOGICAL GUIDE**

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## **I. Introduction to this methodological guide**

The present document describes the Transfer of Innovation (TOI) methodology which has been used for the creation of the Speak Up! free access online language learning platform. It is meant to fulfill one of the project's objectives which consists in providing other institutions with the methodology that would assist them in the design and implementation of similar platforms.

The objective of the Speak Up! project is to create a multilingual online platform which enables workers from all around Europe to learn the professional vocabulary, expressions and key notions of different professional sectors, facilitating their mobility across the EU.

The purpose of this guide is to make possible the extension of this approach to other professional sectors and occupations, offering to other workers the opportunity to learn in other languages the vocabulary which is proper to their professions, so as to improve their mobility.

We wish that this guide will help open new job opportunities to workers through mobility.

## II. The transfer of innovation project

The methodology of the Speak Up! project is based on the approach which was used for the learning product “Les mots pour construire” (LMPC), which was originally developed by GIPFAR, the Group of Public interest – Formation de l’Academie de Rennes (FR). The following main innovative aspects have been retained for the designed of the Speak Up! project:

- a) A learning product designed as a reference resource to introduce and help retain specific professional vocabulary that is, “the words you need to do this job”. It is not intended to be a language learning platform and should be facilitated by the extensive use of clearly identifiable images and by clearly pronounced sound.
- b) The end users would be A1.1 level users who are defined as “...migrant workers unable to master the language...”.
- c) The learning units should reflect the order in which the tasks would be carried out in a “normal” professional context, featuring a “story” which would facilitate the learning process.

These methodological features have been expanded with further contributions from two other similar projects that inspired the Speak Up! Project, which are Constructor 2000 (CST) and Language Facilitator (LF). Thus, together with the “vocabulary” contents, the following extra activities have been added up to the Speak Up! architecture:

- a) A “grammar link”, similar to that featured in the LF project, which would be adjusted to level A1 and would provide an accessible, easy-to-understand explanation of how each structure works.
- b) “Practice activities” to enable the user to try to use these structures correctly.
- c) A “everyday life” link, similar to the “culture links” of the “LF” project, giving simplified information (adjusted to level A1) about life in each partner country.

In summary, the Speak Up! learning platform would have the following architecture:

- Introduction
- Vocabulary
- Grammar link
- Structure practice
- Everyday life

Taking into account the characteristics of the original product, the consortium proposed to achieve the delicate balance between not producing a language course while at the same time creating something more than just a glossary and simultaneously trying to retain the original spirit of autonomous consultability (this is a reference product, not a language

course). The learning contents on the platform should, wherever possible, be driven by audio and/or image and/or video, so as to facilitate the task of the user. It seemed fundamental to provide answer feedback using audio recordings, so as to also provide a model for the user.

The methodology which has been finally adopted therefore attempts to create a common framework for the different sectors which Speak Up! intends to address, and therefore provides generalised titles which are not specific to any sector. The difficulty, however, in trying to draw up a single content architecture which is not tied to one sector or to one language was that there are several variables which can only be concretely answered when the material is being created in each language and for each professional area.

### **III. Technical specifications for the development of the online platform**

#### **A. General structure of the online platform**

This document contains the definition of the general structure of this platform, the interactive elements which must be common to all the different learning resources of to the different occupations, and the functionalities that have to be developed for translating and updating the learning contents.

##### **1. General considerations**

The main product of the project, which must be accessible through the project website, is made up of 10 learning modules, corresponding to 10 different occupations in 4 different economic sectors.

Every learning module is available in 6 languages:

- English
- French
- Spanish
- German
- Portuguese
- Italian

Therefore, there are a total of 60 learning modules available in the platform that are accessible through consecutive interfaces where the user can select the language and the occupation that he or she wants to learn.

##### **2. Access to the platform**

The project platform is available at the project domain [www.speakup-project.org](http://www.speakup-project.org) The home interface is the project website, which is structured as follows:

The content of the website is organised in 5 sections that are accessible from the Home page. The contents is available in the four languages of the project partners. The sections are:

1. ABOUT THE PROJECT – contains a general description of the Project.

2. PARTNERS – contain a brief description of every partner institution, the link to their websites and their logos.
3. PROJECT RESULTS – contains an explanation of the learning materials which are the main project result as well as a link to the start page of the platform where these materials are available.
4. LINKS AND RESOURCES– section where can be found links to the websites of the main guidance, training and other employment related institutions in the different partner countries.
5. PROJECT DOCUMENTS – in this section the public documents developed during the project can be uploaded like for example the final report or the dissemination newsletter.

A well visible banner giving access to the platform is included in the home page project website. During the creation of the platform, this is accessible through the section PROJECT RESULTS by means of 10 banners with images representing every occupation, linked to the platform.

We have to distinguish the access to the platform for two types of users:

- The project partners, that have to access with permission for editing the contents.
- The final users that can access the final learning modules and carry out the different interactive learning activities.

The home page of the learning platform contains a selection menu:

“Please select the language in which you want to learn the vocabulary of your occupation”

- ENGLISH
- FRENCH
- SPANISH
- GERMAN
- PORTUGUESE
- ITALIAN

### **3. Registration of users**

All partners agreed to implement in the platform a basic registration system enabling a better knowledge and control of the profile and learning styles of the end users, as well as the evaluation of the different learning modules learned by the user.

In the home page of the platform, users will have two options:

- To access the contents without registration
- To access as registered user, having access to additional functionalities such as to get evaluation report of the activities they carry out in the platform.

The fields for registration have to be the following ones:

Name:

Surname:

Country of residence:

Profession:



Username:

Password:

In the registration interface, a text is included explaining that the information provided by the user will be used only for the purpose of enabling the interaction of the user with the platform and collect statistical data of participation in the project, but this information will never be transferred to third parties nor used for any other purpose out of the Speak Up project context.

The registration process will give access to a personal user page in which the user can modify the registration information and check the learning progress that he/she has achieved within the platform:

- % of completion / score obtained in every unit
- Report with the final score
- Certificate of completion of the course (it will be available once all the units of the module are completed)

The possibility that a user wants to complete 2 or more learning modules in different languages or referred to different occupations, must be taken into account so that the personal page of the user can show information about the different modules completed by the user.

#### **4. Structure of every module**

Once the occupation and the language have been selected, the user can access the learning module that is organised as follows:

- Home page

In this page, an access to all the contents of the learning module is available. In this way, this page will be a reference point where the user can return to in every moment.

This home page is organised in two different sections:

- Section introducing the module (on the left side of the screen) where all the following contents are included:
  - Presentation – Brief text presenting the learning tool. It can be showed directly on the page with no need of creating another page or a pop up window.
  - Objectives of the learning modules: brief text listing the didactic objectives. It can be also shown in the same page.
  - Information about the occupation – It is shown in a box or pop-up window with the title “the occupation X in the country X” . Information about the current situation of the occupation in the country is displayed as well as links

to different resources: employment and guidance services, sectoral associations, etc. that have been identified by the partners in their respective countries.

➤ Section with direct access to the contents of the modules:

On the right side of the screen, a menu with the 11 learning units of every module is displayed so that the user can access any of these units in every moment.

- Therefore, in every module, additional pages for the 11 units have been created. Every unit has a title representing the specific content in this unit, which will vary depending on the occupation.

## **5. Structure of every unit**

Every one of the 11 units in which the module is divided, has the following structure:

- Introduction
- Vocabulary
- Grammar link
- Structure practice
- Everyday life

Therefore, 5 sub-pages have been created in every unit. At the beginning of the section, there is a space for the partners to include more advanced Word text elements like tables, graphs and images.

After this text box, the different interactive activities, developed using the templates programmed for this purpose, are included. Every unit is constructed by joining, like building blocks, the different activities that the partners have defined for that unit.

In every activity, the user has the option to do again the exercise as many times as he or she wishes, using the button "TRY AGAIN".

## 6. Organisation of the content of every unit

The pages showing the learning contents are consecutive pages in which the content of the unit is shown by means of text, images and audio. The user can go from one page to another by means of buttons or icons of “Advance” and “Backward”.

All the contents are set out by means of:

- Videos + text
- Audio + text
- Text + images
- Different types of Interactive activities

The partners have provided the video, audio, images and text elements to build up the contents. With regard to the interactive activities, a generic template has been developed enabling the partners to automatically generate the final exercise just by introducing the text and images/video or audio files making up the activity.

The generic templates is available in 6 languages in order for the partners and the translators of the contents to work directly on the platform.

The size of the contents in every occupation varies according to the particularities of every occupation. The number of interactive activities also varies, but also within the following range of 8 different types of exercises.

### – **Display of images and audio playback**

Various words are displayed on the screen, either as a text or as a graphical format. When the mouse is rolled over them, the image as well as the audio which corresponds to the word are displayed.

### – **Hyperlinked image**

An image is displayed on the screen and by hovering the mouse over parts of the image, the word will be displayed triggering the audio of its pronunciation. (For instance: image of a house over which door a mouse is hovered, triggering the display and the audio of the word “door”).

### – **3 possible answers true (ABC Model)**

Questions are asked relating to an image, an audio or a video. There are 3 answer options, being only one of them true. The student will be allowed to tick only one option. Once the option is selected, a reply message will be displayed on the

screen indicating with an icon whether it is correct or false. (This text is optional and will not necessarily appear in all the exercises of this type).

– **True/False**

These exercises will include a short audio file (1mn approx.) and a text followed with questions about the text, which will be answered with a true or false response.

When an option is selected, a reply message will be displayed where an icon will indicate whether the response is correct or wrong, together with a short text which will explain why that response is the correct one. (This text is optional and will not necessarily appear in all the exercises of this type).

– **Select the option from a pop-up**

Various short questions are displayed on the screen, and in the response box, a pop-up menu with various responses, which number varies according to the number of questions, is displayed. The student will have to select the correct response from the pop-up. The responses can be twinned with an image, a video or an audio related to the responses.

Once all the questions have been answered with an option, the student can click on the “Check” button and the correct answers, as well as the percentage of success will be displayed, together with the option “Try again”.

– **Complete the gaps**

There are two possibilities:

- Image (photo or animated image) with gaps to be completed with the name of each component of the image (for instance: parts of a house, etc).
- Short text with gaps to be filled in with the corresponding word in the sentence.

Once that all the gaps are filled in, a message will be displayed which will indicate the share of failures and successes. If the share of successes is lesser than 100%, the student will be given the option to “Retry” .

– **Drag words**

There are two possibilities:

- Words which are displayed on the screen can be dragged with the mouse so as to set them in the right place in the sentence. Clicking on the button “Check”, the solution of the exercise will be displayed on the screen, with the share of successes and failures. There is the “Retry” option.
- Various words which can be dragged and placed on an image in the right place. Every time that a word is placed on a part of the image, a message “correct” or “incorrect” will be displayed.

– **Crossword**

A crossword grid will be displayed with a space for every letter of every word. This will be indicated by a description.

When all the spaces are filled in, clicking on “Submit”, all the correct solutions will be displayed with the share of successes, giving to the student the option to “Retry”.

– **Memory game (find the pairs)**

A grid made with an even number of cells, for instance 6x5 has been created. An image or a word is hyperlinked to every cell of the grid. The student will have to find the image which corresponds to every word. Every time that a pair is found, these elements will be displayed permanently. Next to the grid, there is a counter which will add points every time that a pair is found.

## **7. Navigation within every module**

From the home page, after the description and objectives of the module, a START button is available, giving access to the first unit of the module.

Likewise, in the first page of the module, the student will have the option to access in every moment any unit of the module.

Then, in the first unit, a navigation system makes it possible to go forth and back. The student will have the opportunity to go through the consecutive pages of the section and the different units.

In every page the student will have the option to go back directly to the start page and also to access the user page to check his or her learning progress.

## **8. Evaluation for registered users**

Every interactive activity or exercise included in the different units has to be evaluated using a score system that will allow to determine if the user has passed all the activities and therefore he or she has completed the training module.

A certain number of score will be assigned to every activity (10 or 100 points for example). In order to pass every unit, the student has to achieve a given score for every activity included in the unit.

In order to achieve the scores assigned to the activity, the student will have the possibility to try to pass the activity an unlimited number of times using the button “Try again”. Until the student has not achieved the total score of the activity, it will not be considered as passed and the system will not register the activity as passed.

Every time that the student try to do the activity, the system will show him or her the % of correct answers in the same message saying if the activity has been passed or not but this % will be showed for information purposes only, it will not be registered by the evaluation system.

Once the student has correctly developed the activity, the system will register this activity as “passed” regardless of the fact that the student can try to repeat the activity as many times as he or she wishes. Once the activity is marked as “passed”, if the student repeats the activity and fails, it will be marked as “passed” anyway.

If for example the unit has 12 activities, the system will consider that the unit has been passed only when the student has achieved 120 points (10 per activity). This means that an activity cannot be “partially” passed. The system will register the activity as “passed” and 10 points will be added to the total score, or as “not passed”.

If the user leaves the session without having done the activity correctly at 100%, the system will register the activity as “not passed”. The same solution will be applied if the user decides to go to a different activity without having completed the current activity.

The user will have the possibility to check at any moment and in a visual way, how many activities of the unit he or she has passed and how many ones have still to be completed.

When all the activities have been marked as “passed” by the system, on the user page, an option will be activated which will permit to download and print a pdf document recognizing that the student has passed the learning module. The document will be prepared by the partners and its main purpose is to motivate the student and recognize the effort that he or she has done in completing all the activities of the module.

## **9. Functionalities of the platform: Communication with the user**

Since this is a self-learning platform, there are no tutoring activities. The platform will count at least with an asynchronous communication tool, consisting on an electronic contact form which can be addressed by email to the project team.

Furthermore, a simple assessment system can be made available so that the student can assess the quality of the learning contents on the platform. By means of this system, users can assess the learning contents they have used. It can consist of a 1 to 5 score system, using stars for example and a counter of the number of users who have assessed the specific learning tool, including also a space for leaving comments with a limited number of characters.

## **10. Functionalities of the platform: Statistics and control**

The project coordinators should have access to a control panel in which they can see the number of registered users and their most relevant data: country of origin and profession.

Statistics of access to the platform must also be obtained through the analysis of the country of origin of the IP connection.

## **B. PROCEDURES FOR UPLOADING CONTENTS ON THE PLATFORM**

The procedures described herein are meant to help the user create exercises in the Speak Up! Platform. They must be read thoroughly before starting the creation of the exercises, so as to have a complete overview of the steps to be followed.

The document is divided into three parts.

- 1) The first part contains information on the basic structures of the exercises and their use on the Speak Up! platform. This information is necessary to understand the procedures for the creation of exercises.
- 2) The second part contains the generic procedures for the management of the exercises.
- 3) The third part deals specifically with the procedures for the creation of each types of exercises.

This document is intended to two types of users:

- ❖ **User**: this is how will be named the person who is authorized to administrate the exercises and the courses. This user can navigate throughout the platform and administrate its functional aspects (exercises and contents), but will not have access to the central administration of the platform (administration of users, structures, Web server, etc.).
- ❖ **Administrator**: the administrator is the user in charge of administrating the whole SpeakUp! Platform; that is, this person can administrate the users, the structures, the portlets, etc. of the platform. Besides, he or she can administrate the contents and the exercises.

The following procedures will mainly deal with the functions of the User administrator of the exercises of the platform.

### **1. Basic structure of the exercises**

#### **1.1. Types of exercises**

All the exercises of the Speak Up! platform will be of a specific type. Therefore, before the creation of an exercise, we must select a type of exercise. This selection will determine the behaviour of the exercise and cannot be changed later on.

The types of exercises which are currently included in the Speak Up! Platform are:

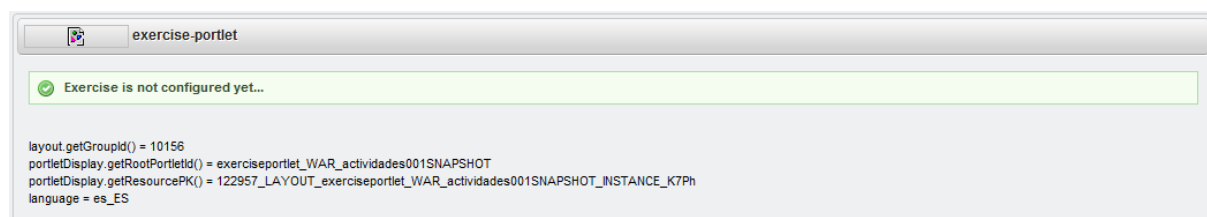


TYPE OF EXERCISE	BEHAVIOUR
<p><b>1. Choose option</b></p>	<p>An exercise of this kind will show (in its resolution) to the user a list of words or sentences. The user can place the cursor of the mouse on a word, and will see the graphic representation of that word or sentence, together with a phrase.</p> <p>This type of exercises will help the students consolidate their knowledge.</p>
<p><b>2. Complete image</b>      <b>hollow</b></p>	<p>An exercise of this type will show (in its resolution) to the user an image which will contain the elements that the student must consolidate. The word which represents this element, and a phrase with this word, will be displayed when the mouse is hovered over these elements.</p> <p>This type of exercise will help the students consolidate their knowledge.</p>
<p><b>3. Complete text</b>      <b>hollow</b></p>	<p>An exercise of this type will show (in its resolution) a series of questions, which could be related to an image, an audio or a video. There will be three options of answer, being only one of them the correct one. The student can only tick one option.</p> <p>In this exercise, the student can get a score.</p>
<p><b>4. Crossword</b></p>	<p>An exercise of this type will show (in its resolution) a text and an audio (related to this text) followed by a series of questions. The answer to each question will be true or false.</p> <p>In this exercise, the student can get a score.</p>
<p><b>5. Drag image word</b></p>	<p>An exercise of this type will show (in its resolution) a series of questions, which can be related to an image, an audio or a video. These questions will have as many possible answers as questions in the exercise, and the student must select for each question the correct answer.</p> <p>In this exercise, the student can get a score.</p>
<p><b>6. Drag text word</b></p>	<p>An exercise of this type will show (in its resolution) an image with a series of elements which can be selected. It will also show a box for each element which the student can complete with the word which represents such element.</p> <p>In this exercise, the student can get a score.</p>

<p><b>7. Hyperlink image</b></p>	<p>An exercise of this type will show (in its resolution) a sentence with a series of gaps which the student can complete with the words which he or she thinks are missing.</p> <p>In this exercise, the student can get a score.</p>
<p><b>8. Memory game</b></p>	<p>An exercise of this type will show (in its resolution) an image made up of various elements, and a list of words related to these elements. The student can drag the words towards the elements of the image and check whether the dragged word matches the selected element.</p> <p>In this exercise, the student can get a score.</p>
<p><b>9. Three possible response</b></p>	<p>An exercise of this kind will show (in its resolution) a list of words without an apparent order. The student can drag these words and place them in the correct order in the area of correction.</p> <p>In this exercise, the student can get a score.</p>
<p><b>10. True / False</b></p>	<p>An exercise of this type will show (in this resolution) a crossword which the student can solve and see his or her score.</p> <p>In this exercise, the student can get a score.</p>
<p><b>11. Word image</b></p>	<p>An exercise of this type will show (in its resolution) a list of boxes which the student can uncover progressively. When the student uncovers two boxes, if these boxes correspond to the same element (image and word), they will be ticked as correct and will stay uncovered. However, if they do not match, they will be hidden again. By this way, the student must find all the pairs hidden behind these boxes.</p> <p>In this exercise, the student can get a score.</p>

## 1.2. Exercises window

The portlets or “*Exercises window*” will be used in order to display the exercises which have been created.



These windows **show the resolution** (and the administration) of any exercises of the system, allowing us to change at any time the exercise which is displayed in a given window. It is important to bear this in mind since these windows or

portlets are installed in all the pages of the exercises and help to show the exercises.

The window will also help select the **language** of the exercise. The platform is configured in principle in 6 different languages (English, French, German, Italian, Portuguese and Spanish) so that each exercise which is created could be **included in all the languages**, and that there will not be an exercise for each language; instead, the same exercise in 6 different languages.

Here is an example to understand this aspect better. Let's imagine that we are creating the course of Welding and we are in the first lesson, in the section of vocabulary. Let's go to the exercise page of this section in one of the languages, for example in English. In this page, we will see the exercise window (or portlet) empty (since there is no exercise configured yet). Let's go now to the section of configuration of exercises and create the exercise in all the languages (not only in English). Once the exercise is created, we select the English language in the current exercise window. From this moment, the resolution of the exercise we have created will be displayed in the current page (this resolution will appear in English, as we have selected the English language for the exercise window).

Now let's go to the same vocabulary exercise section of the first lesson of the course of Welding, but in another language, for instance in Spanish. In this page, an empty exercise window or portlet will appear, as we have not yet configured this window. Let's go to the configuration of the window. In this configuration, let's search and select the exercise that had been previously created for the English version. Once this exercise is selected, let's select the language, in this case Spanish, and save it. Now in the current page, the exercise will be displayed; and will be exactly the same as in the English version, but in Spanish.

If we repeat this process for each language, we will have the exercise in the same section of the course, but with all the languages.

As can be seen from the example, we will have 6 windows or portlets of exercises linked to the 6 pages or sections of the course which we select, but all we would have needed is just 1 exercise to represent it in the 6 different languages. Be aware that the Users should not (and cannot) add or eliminate exercises windows or portlets (as this is a task of the administrator). The structure of the courses should be created and prepared to receive the contents and exercises. An exercise can only be created in one language, so that another user (a translator, for instance) could edit and replicate it in the other languages.

## 2. Generic management of exercises

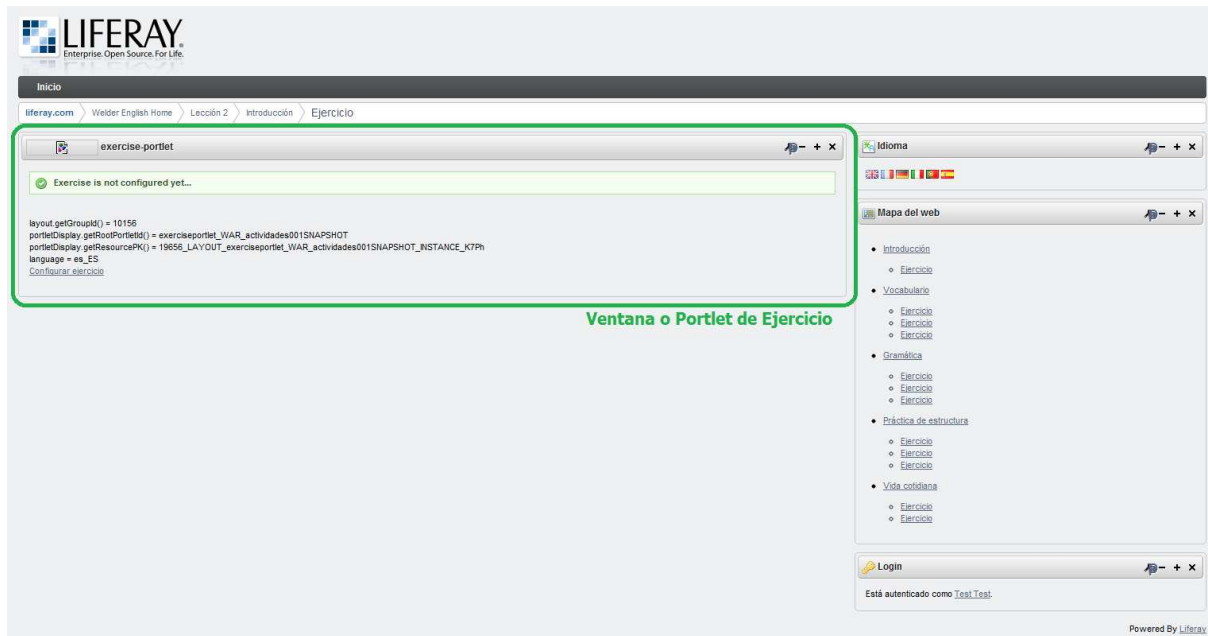
This section deals with the generic procedures for the management of exercises; that is, the common procedures for the creation of exercises, regardless of the type of the exercises.

## 2.1. Access the management of the exercises

The first step is how to access the exercise management screen. Such screen could be called exercise window or portlet management screen as, it manages the type of exercise which will be displayed on that screen.

In order to access the screen, we must first access the section of page or the platform (browsing through it) in which we want to create or place an exercise.

Once the section or page is localized, we will see the screen or portlet of the exercise in blank, as shown in the image:

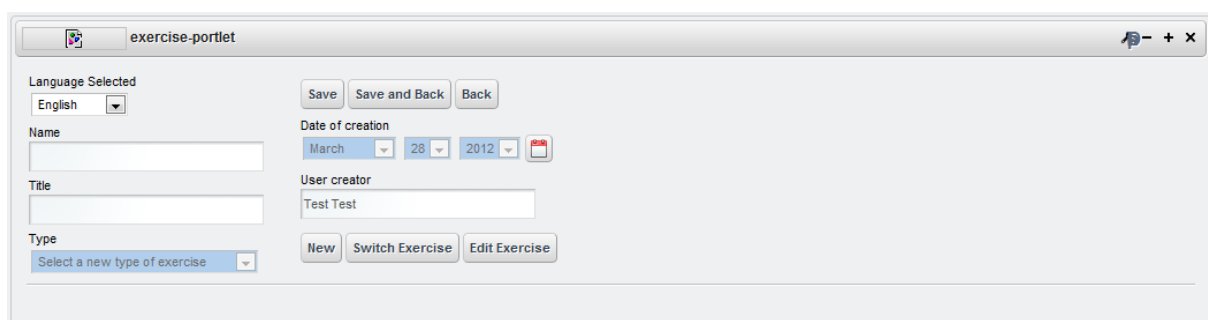


In the image, we can see in the green box the exercise window or portlet.

In order to access the exercise management screen, we will click on the link "ConfigExercise" (this text can change according to the selected language).

If the user cannot see this link, it might be because he or she is not allowed. In this case he or she should contact the administrator so as to solve the problem.

Once we click on this button, we will access the exercise management screen:



On this screen, we have the following information regarding the selected exercise in the exercise window or portlet:

- ❖ **Language selected:** Refers to the language in which the exercise will be displayed for its resolution. This is

the language of the exercise window or portlet.

- ❖ **Name:** Name of the exercise (this name is the internal name, and not the one which is shown to the student) which is selected in the exercise window or portlet.
- ❖ **Title:** Title of the exercise (the title of the exercise is the name which will be shown to the student in the resolution of the exercise) selected in the exercise window or portlet.
- ❖ **Type:** Type of exercise selected in the exercise window or portlet.
- ❖ **Date of creation:** Date of creation of the exercise selected in the exercise window or portlet. This date represents the date of creation of the exercise.
- ❖ **User creator:** User creator of the exercise selected in the exercise window or portlet. The name of the user who created the exercise will appear in this field.

Since no exercise has been selected yet for this window, nor has been created any exercises in this window, each field will appear with its default value: in the field *Language selected*, will appear the default language, that is English; the fields *Name* and *Title*, will appear empty; in the field *Type*, will appear the default text for this field, *Select a new type of exercise*; in the field *Date of creation*, will appear the date of today (in principle, the date which is assigned to the exercise is the date of its creation) and in the field *User creator*, will appear the name of the user who has accessed the management screen (this name is the one which will be recorded when an exercise is created).

As you can see, all these fields (except the field *Language selected*, which is used to select the language of the window) are disabled, which means that they can only be used for consultation and cannot (nor is it necessary) be edited, as the edition of these fields is done in the specific management of each exercise.

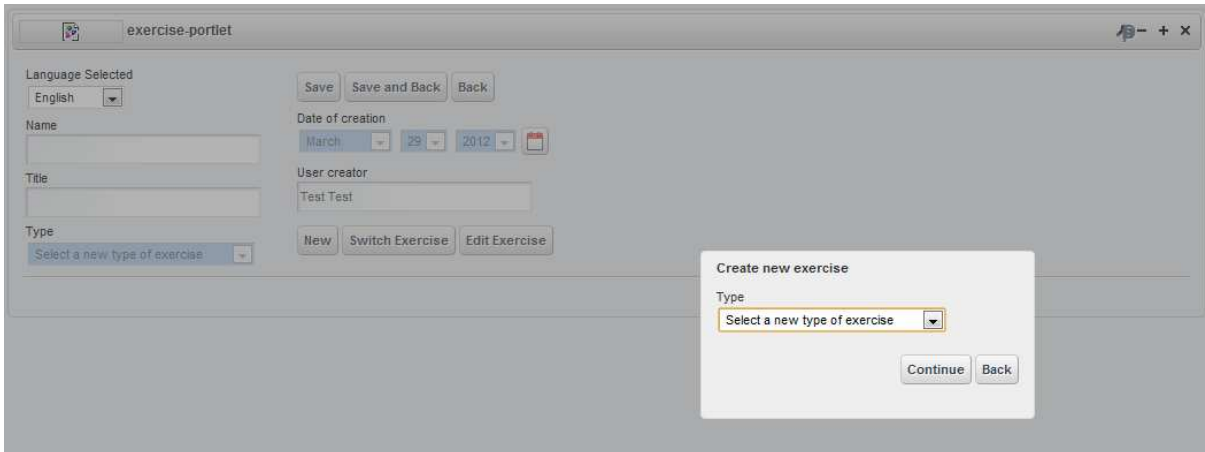
Together with the information on the selected exercise, there are various buttons which are those which will allow us to carry out the following procedures. These buttons are:

- ❖ **Save:** Allows for the selection of the language of the window.
- ❖ **Save and Back:** Allows us to save the selection of the language of the window, and takes us back to the solution screen of the exercise.
- ❖ **Back:** Takes us back to the exercise solution screen without saving the selection of the language of the window.
- ❖ **New:** Takes us to the creation of a new exercise.
- ❖ **Switch Exercise:** Takes us to the selection of an exercise. It allows us to select another exercise for this screen.
- ❖ **Edit Exercise:** Takes us to the specific management of the exercise.

Now we will see the procedures which are related to these buttons.

## 2.2. Creation of an exercise

The first procedure that we will see will be the creation of an exercise. We will start from the exercise management screen, with the fields in their default value. In this screen, we will click on *New*. Once we click on this button, the screen for the selection of the type of exercise will be displayed:



On this screen, we can see a scrollable menu with all the types of exercises, together with two buttons:

- ❖ **Continue:** Goes to the next screen.
- ❖ **Back:** Goes back to the previous screen (exercise management).

We should select the type of exercise we want to create and click on *Continue*.

If we make a mistake, and do not want to create a new exercise, we can click on *Back* and go back to the exercises management screen.

If we click on *Continue*, we will be taken to the exercises specific management screen (which we will see in the chapter on "*Exercises specific management*" of this handbook).

## 2.3. Edition of an exercise

This time, we will start from the exercises management screen, but with the fields completed with an exercise already created. In this case, we can click on *Edit Exercise* which will take us to the exercises specific management screen.

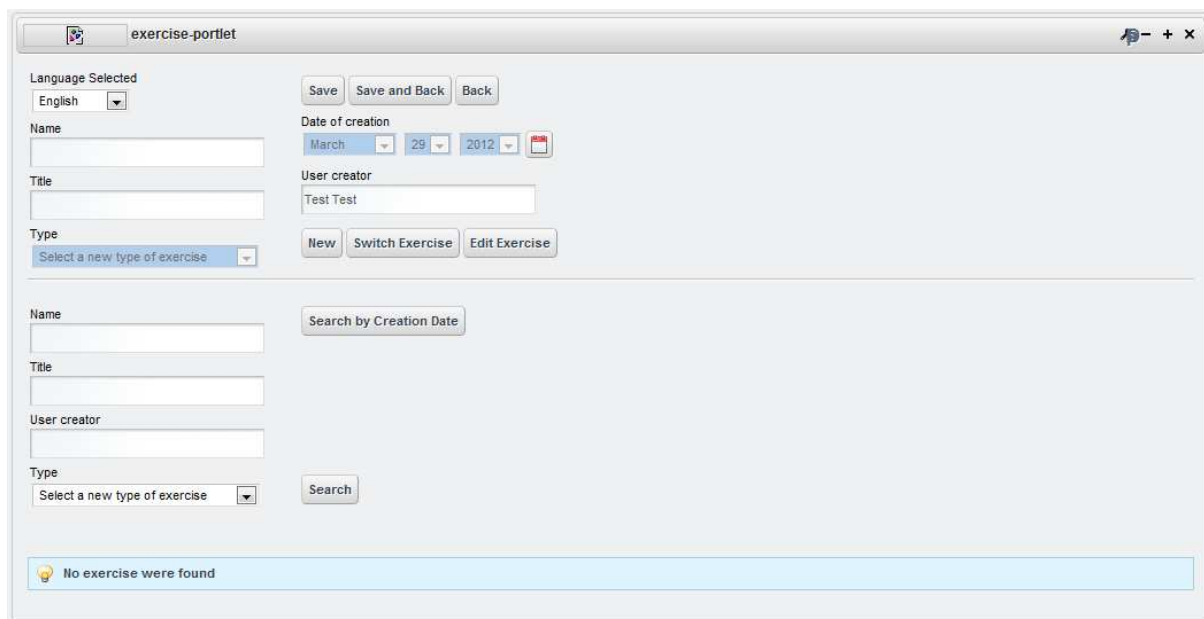
There needs to be an exercise created or selected for this exercise window or portlet as, in case the exercise does not exist, it would not be possible to edit any.

## 2.4. Switch of an exercise

Let's imagine that we are in a given section of the course Welding in English and that, we have created an exercise in the same section of the course in another language, for instance in Spanish. We have created this exercise by completing all the languages and now, we want this exercise to be available in the current section, but in English. For

this purpose, we go to the exercise management screen where we will find the fields with their default value, which means that no exercises have been selected yet for this exercise window or portlet. Thus, what we should do is to select the exercise which we created for this exercise window or portlet.

For this purpose, we will click on *Switch Exercise* which displays the exercise change section within the exercise management screen:



This section consists of a search tool. The procedure is to search a given exercise, select and change it.

In order to search the desired exercise, we can use the search filter fields which appear in this section:

- ❖ **Name:** Name of the exercise. With this field, we can search by the full name of the exercise (by writing the full name of the exercise we are looking for, if we know it) or part of the name (writing part of the name of the exercise we are looking for).
- ❖ **Title:** Title of the exercise. With this field, we can search by the title of the exercise. As in the previous field, we can make a full or a partial search.
- ❖ **User creator:** With this field, we can search for the exercises created by a given user. As in the previous field, if we do not know the full name of the user, we can only write part of the name and the platform will search the exercises created by users whose names match partially what we have written in this field.
- ❖ **Type:** Type of exercise. With this field, we can search the exercises by their type.

These are the fields which are usually used for the search. But, if we can also click on *Search by Creation Date*, which will display the search fields by date:

In this section, we can see two new fields:

- ❖ **Since Creation Date:** Which indicates the beginning of the date range of the creation of the exercise we are looking for.
- ❖ **Until Creation Date:** Which indicates the end of the date range of the creation of the exercise we are looking for.

With these fields, we can define a date range, whereby the platform will show all the exercises which were created in this range of dates.

It is important to bear in mind that if we complete various search filter fields at the same time, the result will be the intersection of the sets that make up these searches. That is, if we select a type of exercise (in the field *Type*) and the name of the user (in the field *User creator*), the platform will return all the exercises created by the indicated user and of the selected type.

Once we have completed the search criteria (it is not compulsory to complete them as, if we do not introduce any criteria, the platform will return all the exercises which exist in the system), we click on *Search* so as to make the search and find the exercises:



exercise-portlet

Language Selected: English

Name:

Title:

Type:

Date of creation: March 29, 2012

User creator: Test Test

Buttons: Save, Save and Back, Back, New, Switch Exercise, Edit Exercise

---

Name:

Title:

User creator:

Type:

Buttons: Search by Creation Date, Search

Name	Title	Date of creation	User creator	Type
exe 3	exe 3	02/22/2012	Test Test	Hiperlink Image Exercise
exe 4	exe 4	02/22/2012	Test Test	Complete Hollow Image Exercise
ejercicio de prueba 1	Ejercicio de prueba 1	02/17/2012	Test Test	Complete Hollow Text Exercise
exe 2	Ejercicio	03/12/2012	Test Test	Choose Option Exercise
ejercicio arrastrar palabras a la imagen 1	ejercicio arrastrar palabras a la imagen 1	03/14/2012	Test Test	Drag Image Word Exercise
ejercicio Arrastrar palabras en la frase 1	ejercicio Arrastrar palabras en la frase 1	03/14/2012	Test Test	Drag Text Word Exercise
ejercicio 3 respuestas posibles una verdadera 1	ejercicio 3 respuestas posibles una verdadera 1	03/14/2012	Test Test	Three Possible Response Exercise
Ejercicio Verdadero Falso 1	Ejercicio Verdadero Falso 1	03/14/2012	Test Test	True False Exercise
Ejercicio Verdadero Falso 2	Ejercicio Verdadero Falso 2	03/14/2012	Test Test	True False Exercise

Showing 9 results.

For each result, we will see a list with the *name*, *title*, *date of creation*, *user creator* and *type* of each exercise.

Once we have found the exercise in the list of results, we can click on it and select it for the exercise window or portlet. With the click, the screen will be renewed and will display the data of the selected exercise in the exercise fields of the exercise window or portlet:

exercise-portlet

Language Selected: English

Name: exe 3

Title: exe 3

Type: Hiperlink Image Exercise

Date of creation: February 22, 2012

User creator: Test Test

Buttons: Save, Save and Back, Back, New, Switch Exercise, Edit Exercise

In order to save the changes (the selection of the exercise), it will be necessary to click on *Save* (if we want to continue in the exercise management screen after we save the changes) or *Save and Back* (if we want to return to the exercise

resolution screen after we save the changes).

## 2.5. Delete an exercise

In order to delete an exercise, we must follow the steps which are described in the previous chapter (Change an exercise) until we access the list of exercises which match the indicated search filters. This time, click on the icon of the recycling bin which is on the right of the exercise type column, in the line of the exercise we wish to delete.

Once we click on this icon, we will see a confirmation message which will alert us that we are about to delete definitely an exercise, so that we could make sure that we really want to do so.

The screenshot shows the 'exercise-portlet' interface. At the top, there are fields for 'Language Selected' (English), 'Name' (exe 3), 'Title' (exe 3), and 'Type' (Hiperlink Image Exercise). Below these are search filters for 'Date of creation' (February 22, 2012) and 'User creator' (Test Test). A 'Search' button is visible. A modal dialog box is open in the center, titled 'Mensaje de la página localhost:8080:', with the text 'Are you sure you want to delete this exercise?' and two buttons: 'Aceptar' and 'Cancelar'. Below the dialog is a table of exercises:

Name	Title	Date of creation	User creator	Type	
exe 3	exe 3	02/22/2012	Test Test	Hiperlink Image Exercise	
exe 4	exe 4	02/22/2012	Test Test	Complete Hollow Image Exercise	
ejercicio de prueba 1	Ejercicio de prueba 1	02/17/2012	Test Test	Complete Hollow Text Exercise	
exe 2	Ejercicio	03/12/2012	Test Test	Choose Option Exercise	
ejercicio arrastrar palabras a la imagen 1	ejercicio arrastrar palabras a la imagen 1	03/14/2012	Test Test	Drag Image Word Exercise	
ejercicio Arrastrar palabras en la frase 1	ejercicio Arrastrar palabras en la frase 1	03/14/2012	Test Test	Drag Text Word Exercise	
ejercicio 3 respuestas posibles una verdadera 1	ejercicio 3 respuestas posibles una verdadera 1	03/14/2012	Test Test	Three Possible Response Exercise	
Ejercicio Verdadero Falso 1	Ejercicio Verdadero Falso 1	03/14/2012	Test Test	True False Exercise	
Ejercicio Verdadero Falso 2	Ejercicio Verdadero Falso 2	03/14/2012	Test Test	True False Exercise	

Showing 9 results.

If we click on *Accept*, we will remove definitely the exercise from the database of the platform. If we click on *Cancel*, we will cancel the elimination of the exercise and return to the previous screen.

**Important:** If we eliminate an exercise with this procedure, it will be eliminated from the database, which means that, if the exercise was being making available in another part of the platform (in another section of the course, or in another language), it will cease to appear.

**Important:** If what we want is to hide a given exercise in a part of the platform, but allow it to be available in another part of the same, it is not necessary to eliminate it with this procedure. Instead, we must select another exercise for this exercise window or portlet, so that the exercise would cease to appear in that section, but could be available in other sections as before.

## 2.6. Selection of the language of a window

The last generic procedure that we will see will be the selection of the language of the exercise window or portlet. Until now, we have created, edited and/or changed an exercise in the screen of exercises generic management. Now, what we have to do is to define the language in which we want the exercise to be displayed (created or selected) in the current exercises window or portlet.

For this purpose, we will select in the field *Language Selected*, the language in which we want the exercise to appear for its resolution. Once we have selected the language, we will click on *Save* or *Save and Back* whether we want to return to the exercises resolution screen or stay in the exercises management screen.

## 3. Specific management of exercises

In the section on specific data choose option exercises, we will see the edition of exercises. According to the type of exercises, we will have a specific data choose option screen which will enable its edition.

The procedure will always be the same: we will access this screen by clicking on *Edit Exercise* or *Continue* (in the procedure of creation of exercise) of the **exercises generic management** screen. This will take us to the **specific data choose option exercises** screen, where we will complete the fields of the exercise and save it.

The examples which we are going to see will always be in the creation of exercises, although they can also be done with the edition of exercise.

For all the types of exercises, the exercise specific management screen has a *generic section* and a *specific section*. The generic section, as its name indicates, will be the same for all the types of exercises. And the specific section will be the one which will change according to the type of exercise which is selected.

The screenshot shows a web application window titled 'exercise-portlet'. The main content area is divided into two sections. The top section, titled 'Common data', is enclosed in a green rectangular border. It contains several input fields: 'Name' (text), 'Date of creation' (calendar), 'Last Modified' (calendar), 'Title' (text), 'User creator' (text, containing 'Test Test'), and 'User Last Modified' (text, containing 'Test Test'). Below these fields is an 'Overview' text area. At the bottom of this section are three buttons: 'Save', 'Save and Back', and 'Back'. The bottom section, titled 'Specific Data Choose Option Exercise', contains an 'Image' field with a file selection button, a 'Display File' dropdown, and 'Add Question' and 'Remove Question' buttons. Below this are three columns for 'English', 'Spanish', and 'German', each with a 'Sound' field and a file selection button.

As we can see on the image, the generic section is highlighted with a green box and with the section title *Common data*. This part consists of the fields that all the types of exercises must have:

- ❖ **Name:** Name of the exercise. This name is the internal name, and not the one which is shown to the student in the resolution of the exercise.
- ❖ **Title:** Title of the exercise. The title of the exercise is the name which will be shown to the student in the resolution of the exercise.
- ❖ **Overview:** Description of the exercise. This is the description of the exercise and will be used to save information related to the exercise.
- ❖ **Date of creation:** Date of creation of the exercise. This date represents the day in which was created the exercise.
- ❖ **User creator:** User creator of the exercise. In this field, the name of the expert who has created the exercise will appear.
- ❖ **Last Modified:** Date of the last modification of the exercise. This date represents the day in which the exercise was modified for the last time.
- ❖ **User Last Modified:** User of the last modification of the exercise. In this field, we will see the name of the user who last modified the exercise.

In this generic section of the screen of exercise specific management, we will also see the following buttons:

- ❖ **Save:** Saves the exercise and displays again the current screen.
- ❖ **Save and back:** Saves the exercise and return to the exercises generic management screen.
- ❖ **Back:** Returns to the exercises generic management screen, without saving the changes which have been made.

In the next section, we will explain in greater details the specific section of the exercises specific management screen, according to the type of exercise we select.

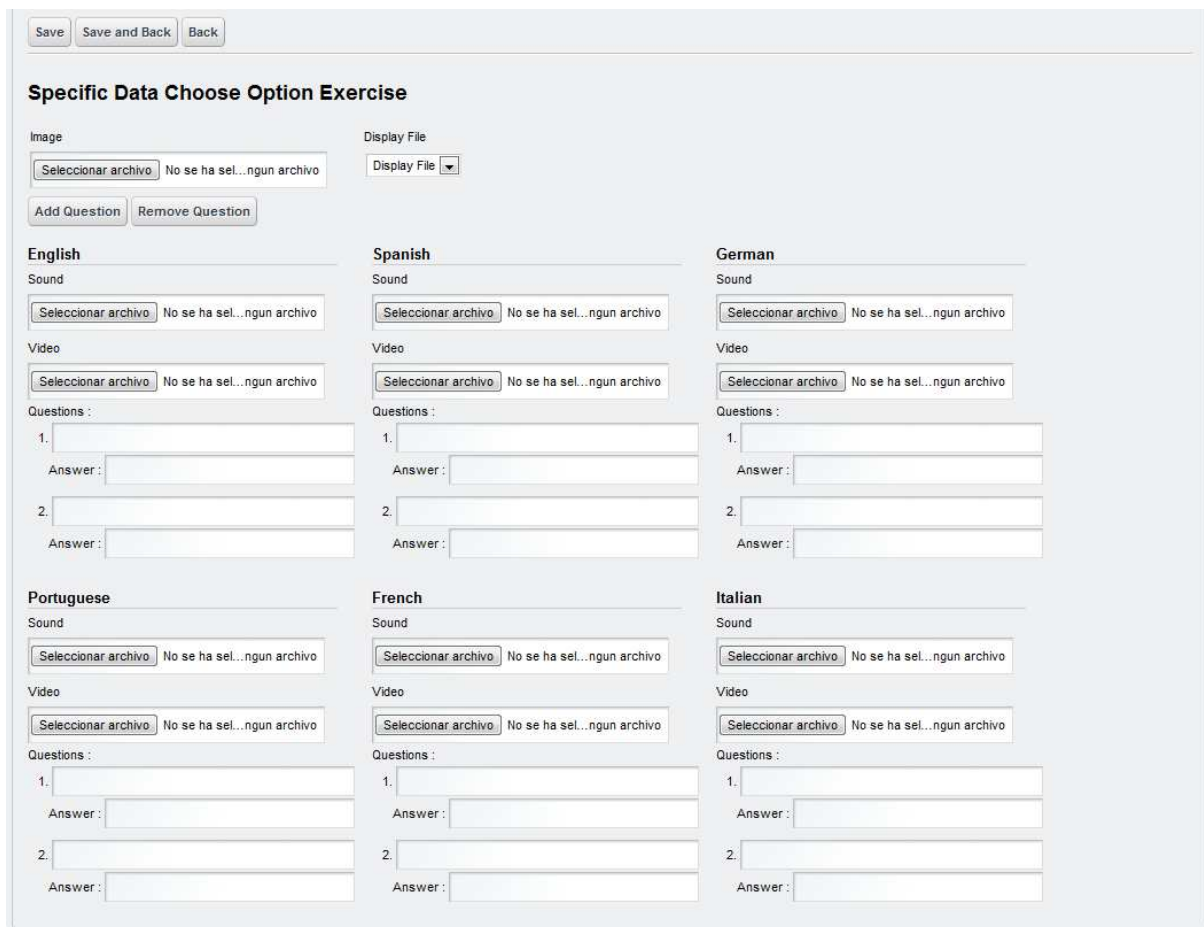
## 4. Types of exercises

### 4.1. Choose option

An exercise of this type will show (in its resolution) a series of questions, which could be related to an image, an audio or a video. These questions will have as many possible answers as questions the exercise has, and the student should select the correct answer for each question.

It will then be necessary to add an image, an audio or a video to the exercise, together with the questions and the answers.

The specific data choose option exercise screen will be the following:



Save Save and Back Back

### Specific Data Choose Option Exercise

Image  No se ha sel...ngun archivo

Display File  ▾

English	Spanish	German
Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo
Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo
Questions : 1. <input type="text"/> Answer : <input type="text"/>	Questions : 1. <input type="text"/> Answer : <input type="text"/>	Questions : 1. <input type="text"/> Answer : <input type="text"/>
2. <input type="text"/> Answer : <input type="text"/>	2. <input type="text"/> Answer : <input type="text"/>	2. <input type="text"/> Answer : <input type="text"/>

Portuguese	French	Italian
Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Sound <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo
Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo	Video <input type="button" value="Seleccionar archivo"/> No se ha sel...ngun archivo
Questions : 1. <input type="text"/> Answer : <input type="text"/>	Questions : 1. <input type="text"/> Answer : <input type="text"/>	Questions : 1. <input type="text"/> Answer : <input type="text"/>
2. <input type="text"/> Answer : <input type="text"/>	2. <input type="text"/> Answer : <input type="text"/>	2. <input type="text"/> Answer : <input type="text"/>

This screen has the following elements:

- ❖ **Image:** In the field *Image*, we can select an image from our local computer and upload it into the exercise. This will be the image which will be shown in the resolution of the exercise.
- ❖ **Display File:** The field *Display File* indicates the element which will be shown in the resolution of the exercise, being this an image, a sound or a video. Thus, the possible values for this field are: *image, audio and video*. According to the selected value in this field, the image, audio or video that we have uploaded will appear in the resolution of the exercise.
- ❖ **Add Question (button):** The *Add Questions* button allows us to add questions to the exercise. By default, two questions will appear in each language. When we click on *Add Question*, a question will be added (together with its correct answer) to each language (English, Spanish, German, Portuguese, French and Italian).
- ❖ **Remove Question (button):** The *Remove Question* button allows us to eliminate question of the exercise. By default, two questions will appear in each language. When we click on the button *Remove Question*, the last question will be eliminated (together with the correct answer) of each language.
- ❖ **Sound:** In the field *Sound*, we can select an audio from our computer and upload it into the exercise. There is a field *Sound* for each language, as we can assign an audio file to each language (and according to the selected language in the exercise window, a sound will be reproduced in the resolution of the exercise).
- ❖ **Video:** In the field *Video*, we can select a video from our local computer and upload it into the exercise. There is a field *Video* for each language, as a video file can be assigned to each language.
- ❖ **Questions:** In *Questions*, we will see a list of questions together with their correct answers. Each question is identified by a number (the number of the question) and a response (*Answer field*).

The procedure is simple. Firstly, we will decide whether in the resolution of the exercise, an image, an audio or a video will be displayed by selecting the field *Display File*. Once this field is selected, we will select an image in a generic way, if appropriate. Then, we will click on *Add Questions* until we get the number of questions we want and will start to complete the questions and the answers. We can stop this procedure if we want by clicking on the button *Save* or *Save and Back* and complete the procedure later (this option is useful during the translation process, as we can first complete a language and leave the other languages so that the translator would complete them later).

Once the exercise is completed, if we go to the resolution, we can see the image, the audio or the video (which we have selected) and the list of questions. As an answer to each question, the complete list of answers to all the questions will be displayed in a random way.

## 4.2. Complete Hollow Image

An exercise of this type will display (in its resolution) an image with a series of elements to be selected. It will also display a box for each element which the student can complete with the word which represents that element.

It will then be necessary to add an image to the exercise and select from this image, different elements with which the student can interact.


The exercise specific management screen will be the following:

Save Save and Back Back

**Specific data type of exercise "Complete Hollow Image"**

Image Language is showed in configuration

No se ha sel...ngun archivo
 English



PNG

Location

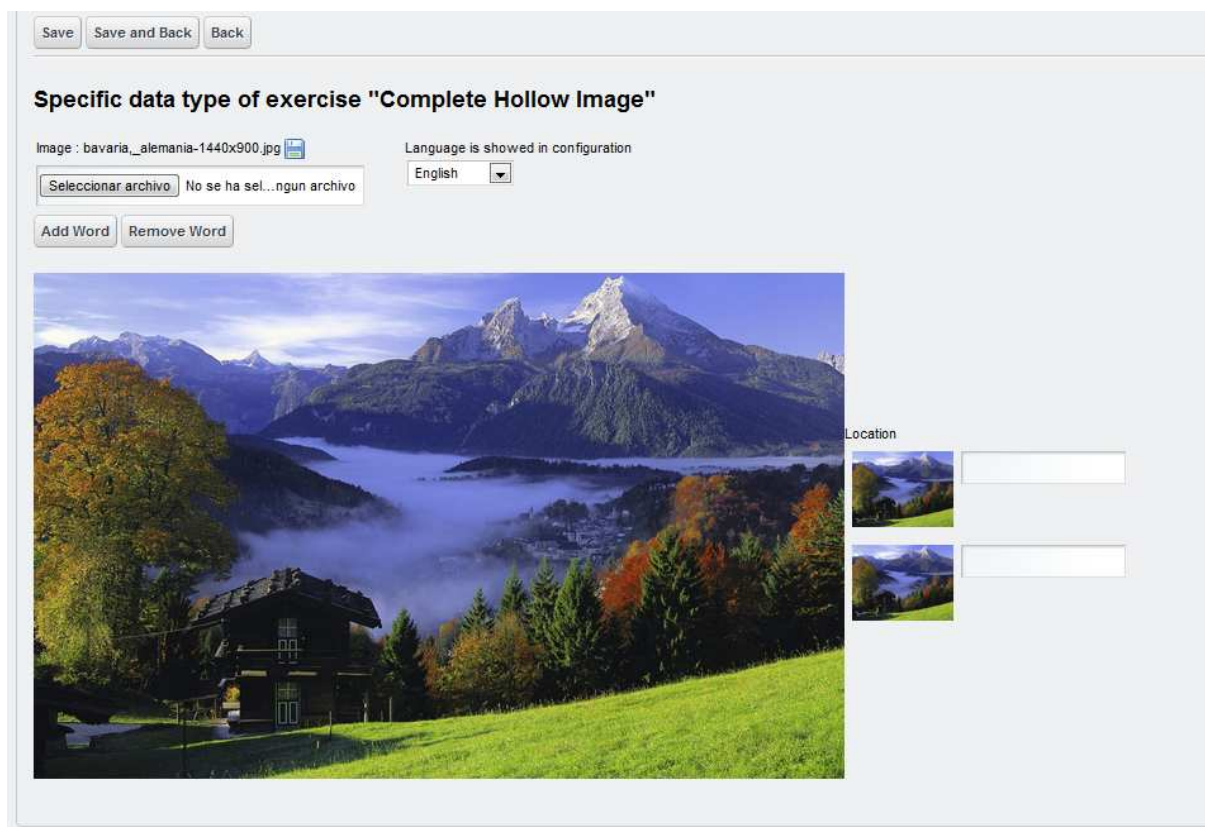
Where we can see the following elements:

- ❖ **Image:** In the field *Image*, we can select an image from our local computer and upload it into the exercise. This will be the image which will be displayed in the resolution of the exercise.
- ❖ **Language is showed in configuration:** This is a field which will help us in the buildion of the exercise; it can be used to select the language of the words of the image which must be displayed during the configuration of the exercise.
- ❖ **Add Word (button):** The button *Add Word* allows us to add words to the exercise (or to the image). By default, no word will appear for the image. When we click on the button *Add Word*, a word will be added together with its selection of image elements (we will see this in the next screen).
- ❖ **Remove Word (button):** The *Remove Word* button allows us to delete words from the exercise. When we click on the button *Remove Word*, this last word will be deleted.

In this case, it is necessary to build the exercise in two steps:

- 1<sup>a</sup>- We first select the image we want to display and then click on *Save*. The selected image will be displayed in the box on the left, allowing us to start the second step.

2<sup>a</sup>- We can add words to the image by clicking on *Add Word*. When we click on this button, a selection of words and elements will be added to the list of words, as can be seen on the following screen:



On this screen, we can see how a landscape has been selected as an image of exercise, and two words have been added (which can be seen on the right of the main image).

The next step consists in selecting the elements which match the words. To this end, we will click on the thumbnail image on the left of the word (in the column *Location*). By doing so, the main image of the left will get greyer, making it possible the selection of part of it using the mouse (as can be seen on the following screen):




Save Save and Back Back

### Specific data type of exercise "Complete Hollow Image"

Image : bavaria\_alemania-1440x900.jpg Language is showed in configuration

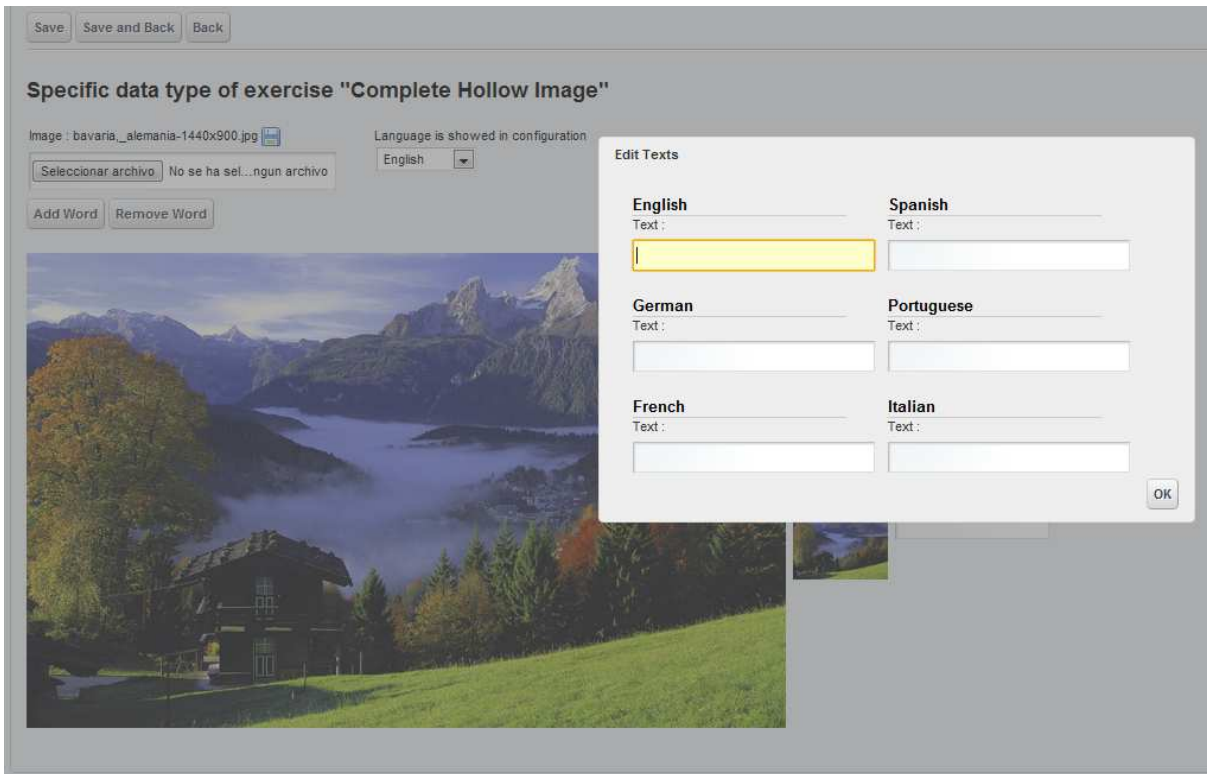
Seleccionar archivo No se ha sel...ngun archivo English

Add Word Remove Word

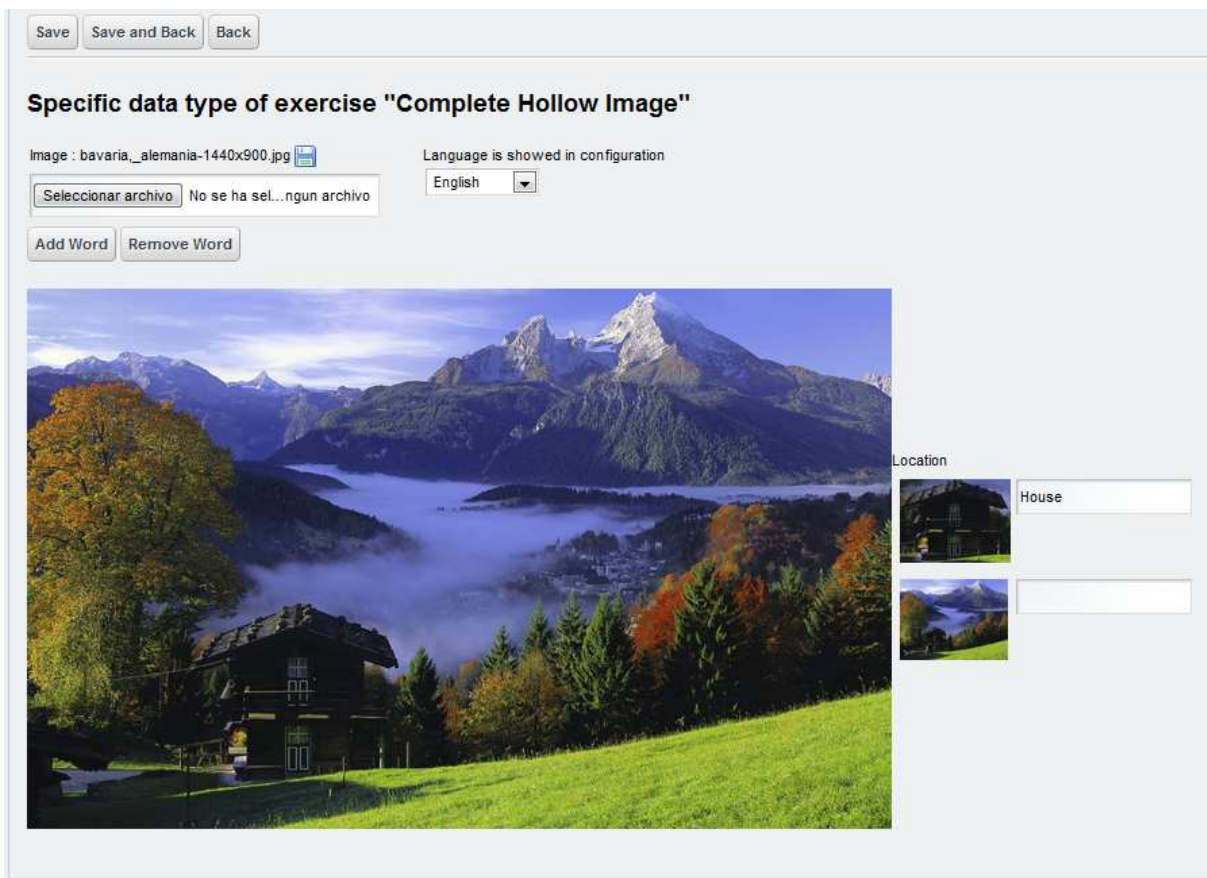


Location

For this example, we have placed the area on the house in the image. Now, we can click again on the thumbnail image so as to disable the elements selector and complete the words in various languages. To this end, we click on the empty box on the right of the thumbnail image and a screen with the word in various languages will be displayed:



We will complete one, various or all the languages and click on *Ok*. We will then be redirected to the previous screen:



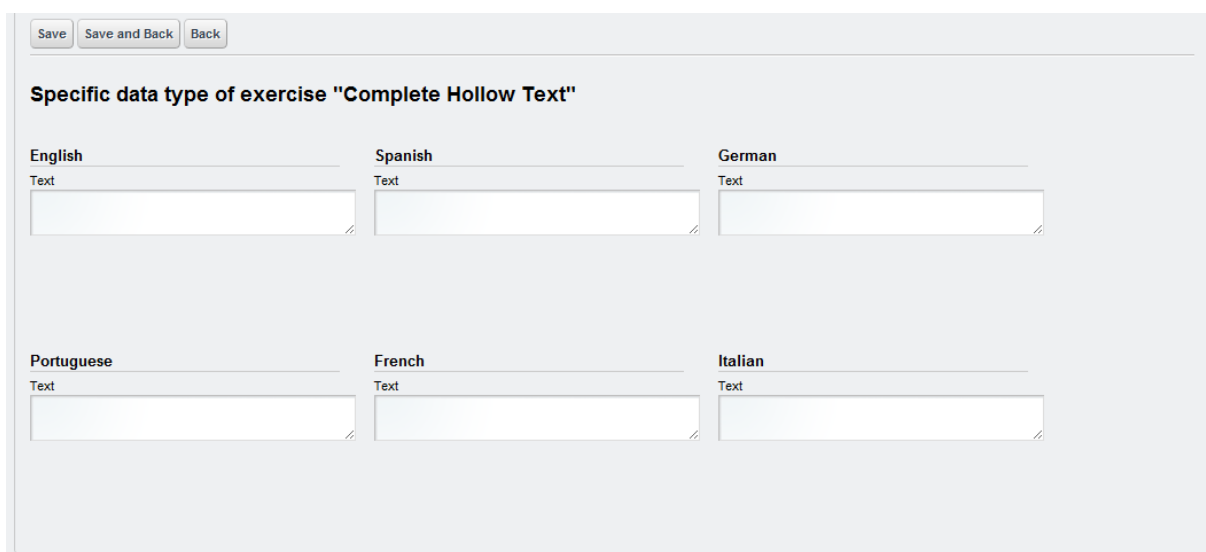
As can be seen in the image above, when we write the word in the box of the English language, it will be displayed in the list of words on the right of the main image. If the field *Language is showed in configuration* had had a Spanish value, for

instance, the text that we would have introduced in Spanish for each word would have been displayed.

### 4.3. Complete a Hollow Text

An exercise of this type will show (in its resolution) a sentence with a series of empty spaces which the student can complete with the words that he or she thinks are missing.

The exercise specific management screen will be the following:



The screenshot shows a web interface for managing an exercise. At the top, there are three buttons: 'Save', 'Save and Back', and 'Back'. Below them is the title 'Specific data type of exercise "Complete Hollow Text"'. The interface is organized into two rows of three language sections each. The first row contains 'English', 'Spanish', and 'German'. The second row contains 'Portuguese', 'French', and 'Italian'. Each language section has a label 'Text' above a large, empty text input box. The input boxes are arranged in a grid-like structure.

As we can see, this screen has a section for each language. Beneath the name of the language is the field *Text* with a text box. This box is the place where we will introduce the sentence that will appear in the resolution of the exercise. In order to highlight the location of the empty spaces within the sentences, we will use the elements “[y]” as can be seen in the following example.

Let's imagine that we have the following sentence (in Spanish):

*El manual de usuario de la plataforma Speak Up! contiene los procedimientos de gestión específica de ejercicios.*

*In English: The user handbook of the Speak Up! platform contains the procedures for the specific management of the exercises.*

We want the student to identify in this sentence the words *handbook*, *platform* and *procedures*. To this end, we enclose these words in the square brackets “[y]”, having thus:

*El [manual] de usuario de la [plataforma] Speak Up! contiene los [procedimientos] de gestión específica de ejercicios.*

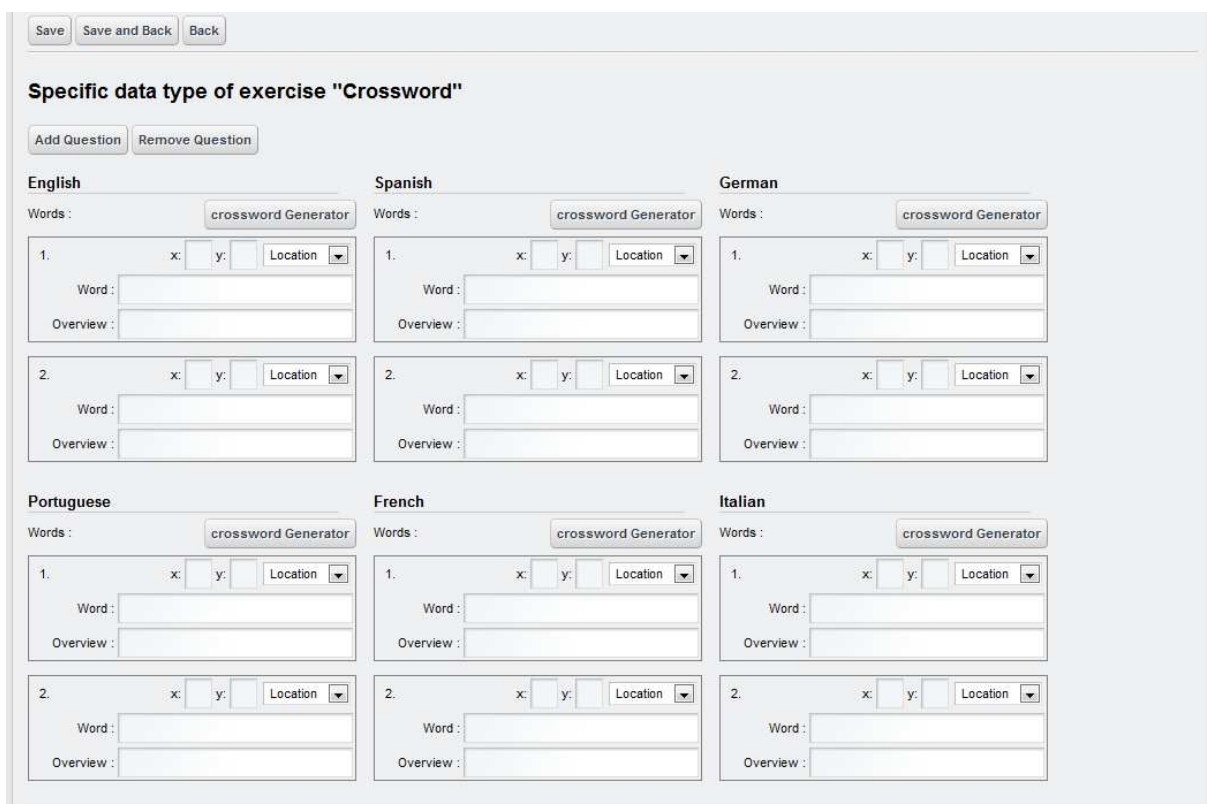
So that the student could see in the resolution of the exercise the following:

El  de usuario de la  Speak Up! contiene los  de gestión específica de ejercicios.

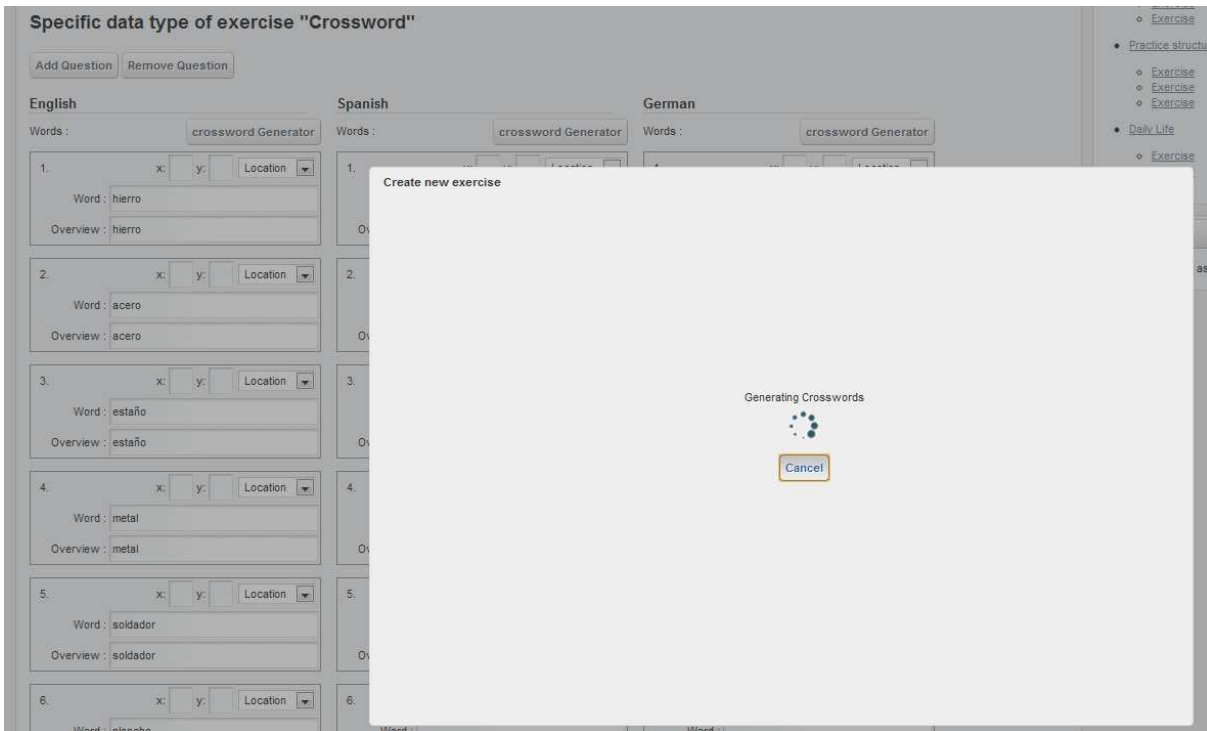
#### 4.4. Crossword

An exercise of this type will show (in its resolution) a crossword for the student to resolve. The score will be available to the student.

The exercise specific management screen will be the following:

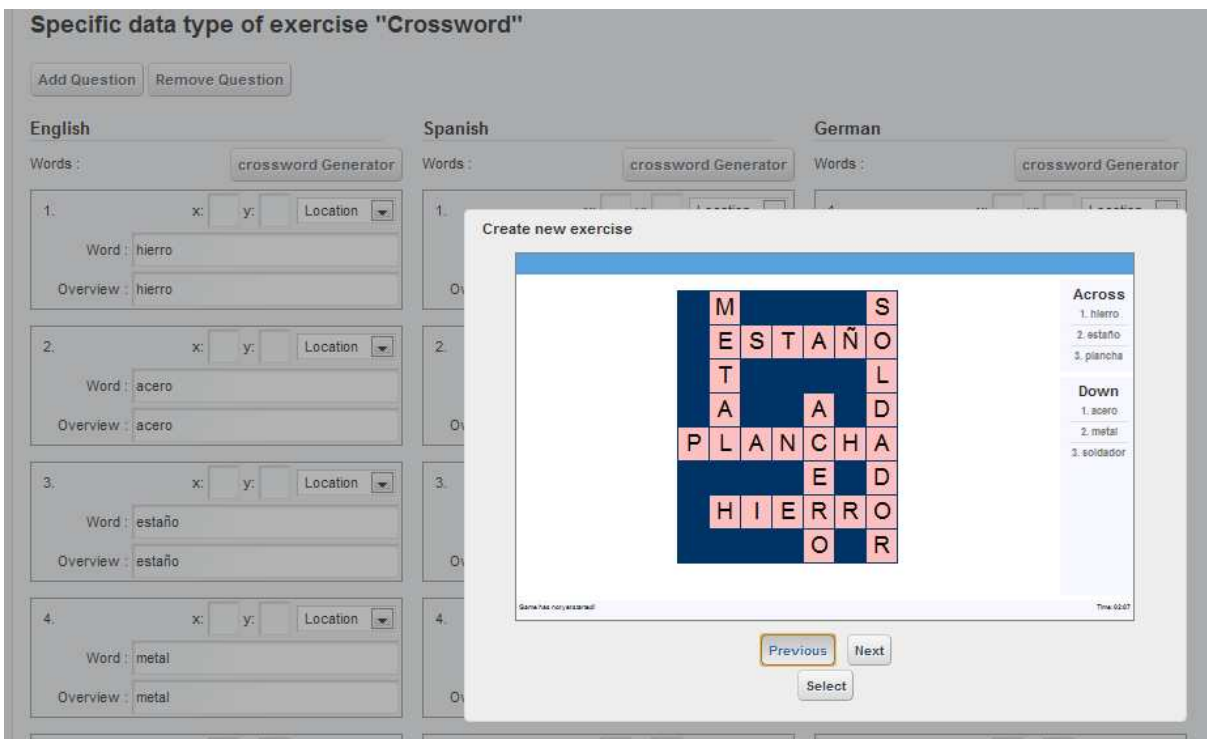


In this case, the buildion of the exercise will be divided into two steps. In the first step, we will use the *Add Question* and *Remove Question* buttons in order to add o remove words from the crossword. The crossword will have as many words as those which appear in each language (for the previous example screen, two languages). Once we have decided the number of words, we can complete the field *Word* (which represents the word that the student should place in the crossword) and *Overview* (which represents the text which will appear, matching the word, so that the student could find out the word). Once these fields are completed for each word, we will click on *crossword Generator*, and will be taken to the following screen:



In this image, we can see how the platform is generating a list of crosswords generated from the words which were introduced. This procedure can be cancelled at any time with a click on *Cancel*.

Once the platform has finished to generate the crosswords, it will display them in the following screen:



In this screen, we can see how the platform has made the selection in a relatively random way (since the crossword generator of the platform follows some criteria such as the size and the ratio, in order to generate the crosswords).

On this screen, we can see up to 10 different crosswords by clicking on *Previous* and *Next*. Once we have found the

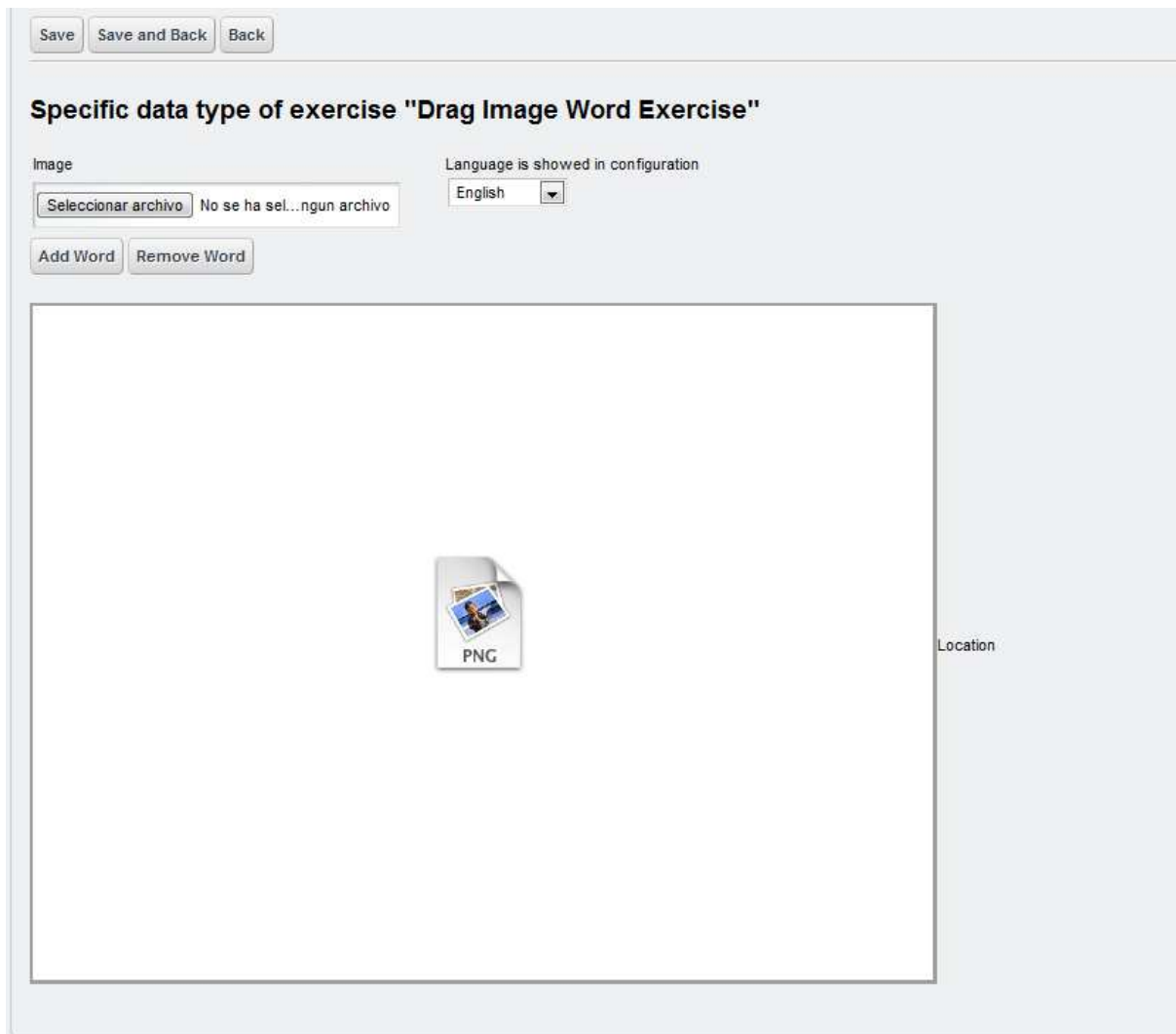
crossword which best suits our needs, we will click on *Select* and this screen will disappear leaving the previous screen (“Crosswords” exercises specific management screen) with the same values it had before we clicked on *crossword Generator*, except the fields *x*, *y* and *Location* which will have different values, as the crossword generator would have completed these fields according to the crossword that we have selected.

The exercise can be saved, once we have completed one or various languages. Please note that, in order for the crossword to be displayed in a given language, it is necessary to complete all the words and descriptions in such language, generate the crossword in such language and save the exercise.

#### 4.5. Drag Image Word

An exercise of this type will show (in its resolution) an image made up of various elements, and a list of words related to these elements. The student can drag the words to the elements of the image and check if the dragged word matches the selected element.

The exercise specific management screen will be the following one:



The screenshot shows a web interface for managing an exercise. At the top, there are three buttons: "Save", "Save and Back", and "Back". Below them is the title "Specific data type of exercise 'Drag Image Word Exercise'".

Under the title, there are two main sections:

- Image:** A text input field with a button "Seleccionar archivo" and the text "No se ha seleccionado ningún archivo".
- Language is showed in configuration:** A dropdown menu currently set to "English".

Below these sections are two buttons: "Add Word" and "Remove Word".

The main area of the screen is a large white rectangle. In the center of this rectangle is a small icon of a document with a picture on it, labeled "PNG". To the right of this icon, the word "Location" is written.

Where we can see the following elements:

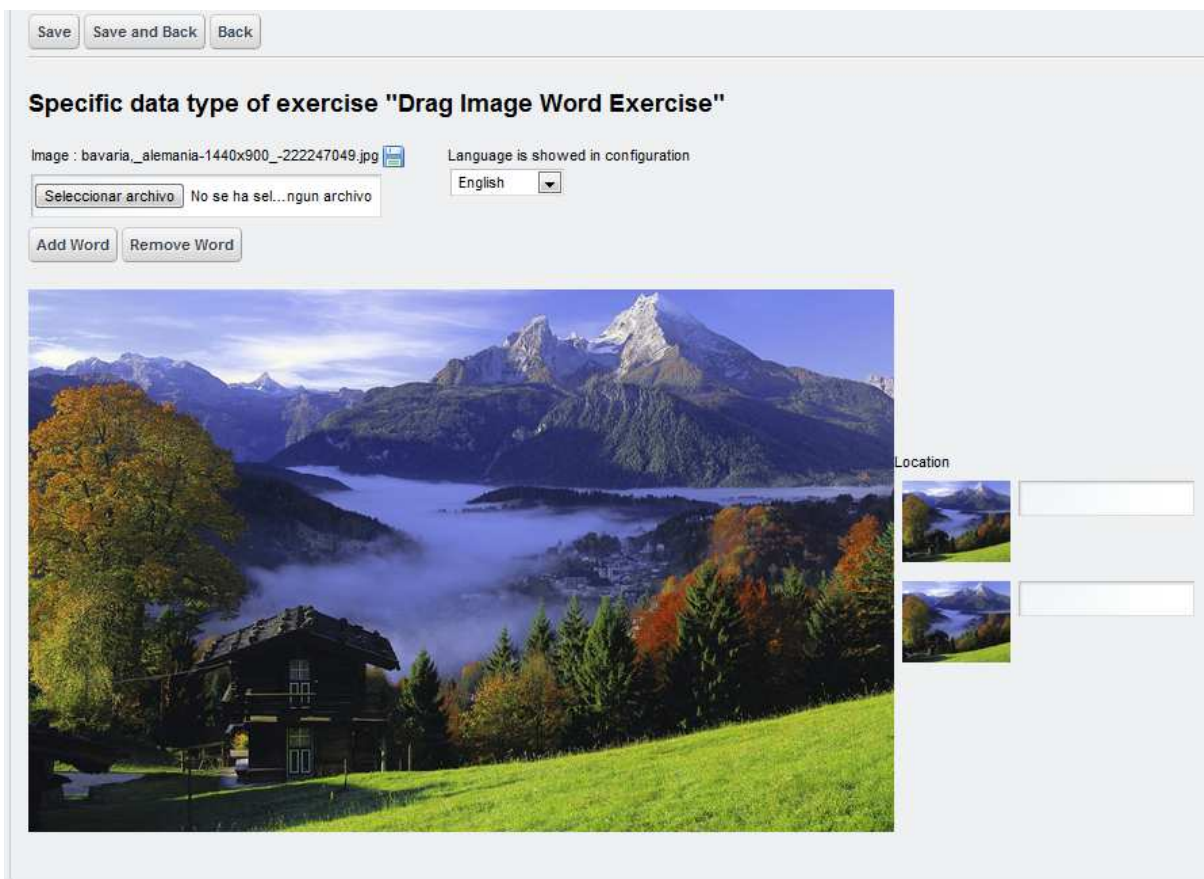
- ❖ **Image:** In the field *Image*, we can select an image from our local computer and upload it into the exercise. This would be the image which would be displayed in the resolution of the exercise.
- ❖ **Language is showed in configuration:** This is a help field for the building up of the exercise; it can be used to select the language of the words of the image which must be displayed during the configuration of the exercise.



- ❖ **Add Word (button):** The *Add Word* button allows us to add words to the exercise (or to the image, accordingly). By default, there will be no word associate to the image. When we click on *Add Word*, a word will be added together with its selection of image elements (we will see this in the next screen).
- ❖ **Remove Word (button):** The *Remove Word* button allows us to eliminate words from the exercise. When we click on *Remove Word*, the word will be automatically eliminated.

In this case, it is necessary to build the exercise in two steps:

- 1<sup>a</sup>- Firstly, we will select the image we want to show and click on *Save*. Once we have done this, the selected image will appear in the box on the left. We can thus go on to the next step.
- 2<sup>o</sup>. We can add words to the image by clicking on the button *Add Word*. By clicking on this button, a selection of words and elements will be added to the list of words, as can be seen in the following screen:




On this screen, we can see the selection of a landscape as the image of the exercise, to which have been added two words (which can be seen on the right of the main image).


The next step is to select the elements which match the words. To this end, we will click on the thumbnail image which is on the left of the word (in the column *Location*). By doing so, the main image on the left will get greyer and it will be possible to select part of the same using the mouse (as we can see in the screen):

Save Save and Back Back



### Specific data type of exercise "Drag Image Word Exercise"

Image : bavaria\_alemania-1440x900\_-222247049.jpg  Language is showed in configuration:  
English

No se ha sel...ngun archivo




Location


  


For this example, we have located the area on the house of the image. Once we have done this, we can click again on the thumbnail image, and we will be taken to a screen with the word in various languages:

Save Save and Back Back

**Specific data type of exercise "Drag Image Word Exercise"**

Image : bavaria\_alemania-1440x900\_-222247049.jpg  Language is showed in configuration:  
 No se ha sel...ngun archivo English




**Edit Texts**


<p><b>English</b></p> <p>Text : <input type="text"/></p>	<p><b>Spanish</b></p> <p>Text : <input type="text"/></p>
<p><b>German</b></p> <p>Text : <input type="text"/></p>	<p><b>Portuguese</b></p> <p>Text : <input type="text"/></p>
<p><b>French</b></p> <p>Text : <input type="text"/></p>	<p><b>Italian</b></p> <p>Text : <input type="text"/></p>

We will complete the boxes in various languages and click on *Ok*, and will be taken to the previous screen.


Save Save and Back Back

### Specific data type of exercise "Drag Image Word Exercise"



Image : bavaria\_alemania-1440x900\_-222247049.jpg  Language is showed in configuration

Seleccionar archivo No se ha sel...ngun archivo English 

Add Word Remove Word



Location

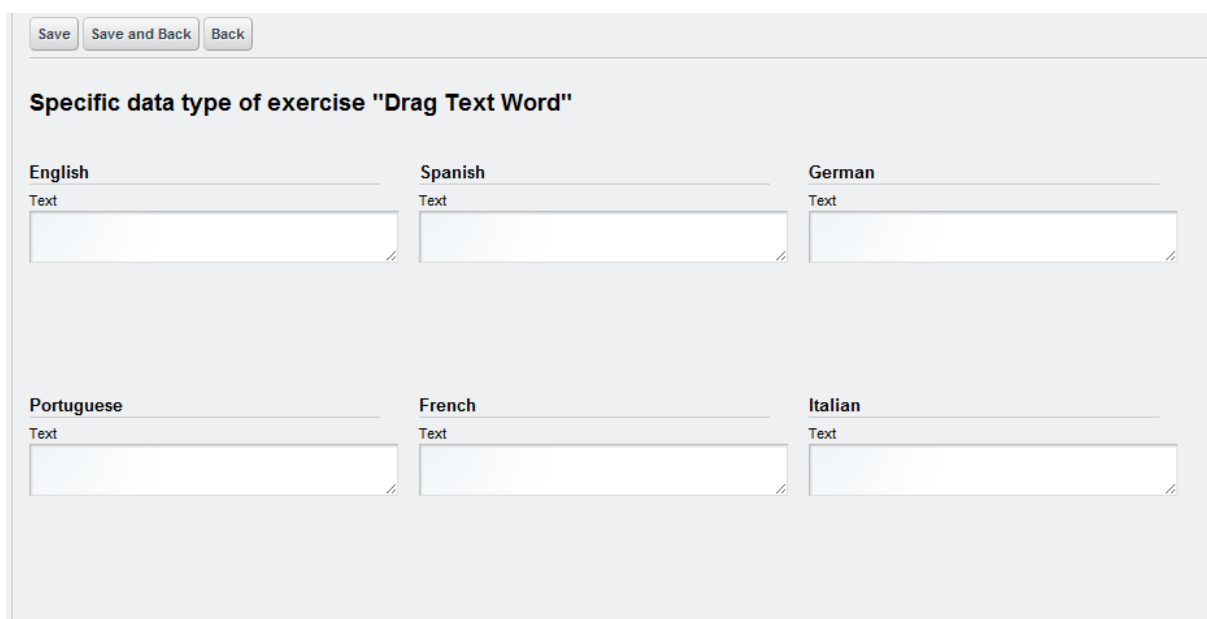
 house   
 

As we can see in the previous image, when we write the word in the English language box, it will appear in the list of words on the right of the main image. If the field *Language is showed in configuration* had had the value in Spanish, for instance, the text that we would have introduced in the Spanish language for each word would have appeared.

#### 4.6. Drag Text Word

An exercise of this type will show (in its resolution) a random list of words. The student can drag these words and place them in the correct order within the correction area.

For this exercise, it is not necessary to include any image, audio or video; only text. The exercise specific management screen will be the following:



Save Save and Back Back

**Specific data type of exercise "Drag Text Word"**

**English** Text

**Spanish** Text

**German** Text

**Portuguese** Text

**French** Text

**Italian** Text

We can see that there is a section for each language. Beneath the name of the language, there is a field *Text* together with a text box. In this box, we will introduce the sentence which will appear in the resolution of the exercise.

In order to separate the words, expressions or sentences, we will use the symbol "||" between them.

Let's imagine that we have the following sentence (in Spanish):

*El manual de usuario de la plataforma Speak Up! contiene los procedimientos de gestión específica de ejercicios.*

*In English: The user handbook of the Speak Up! platform contains the procedures for the specific management of the exercises.*

In this sentence, we want the student to try to sort the following words: *El manual; de usuario; de la plataforma Speak Up!; contiene; los procedimientos; de gestión específica; de ejercicio*. For this purpose, we will separate these words o set of words with the symbol "||", obtaining thus:

El manual || de usuario || de la plataforma Speak Up! || contiene || los procedimientos || de gestión específica || de ejercicios.

And in the resolution of the exercise, the student will see:

Drag the words in the correct order of the phrase in the box to the left of those words. Once all the words press the "Correctá" to check the score. After pressing the button "Correctá" the words that will be placed to have the green background and the words are replaced by misplaced red background.

Drag the words in correct order :

de usuario   El manual

de ejercicios.

de gestión específica

los procedimientos   contiene

de la plataforma Speak Up!

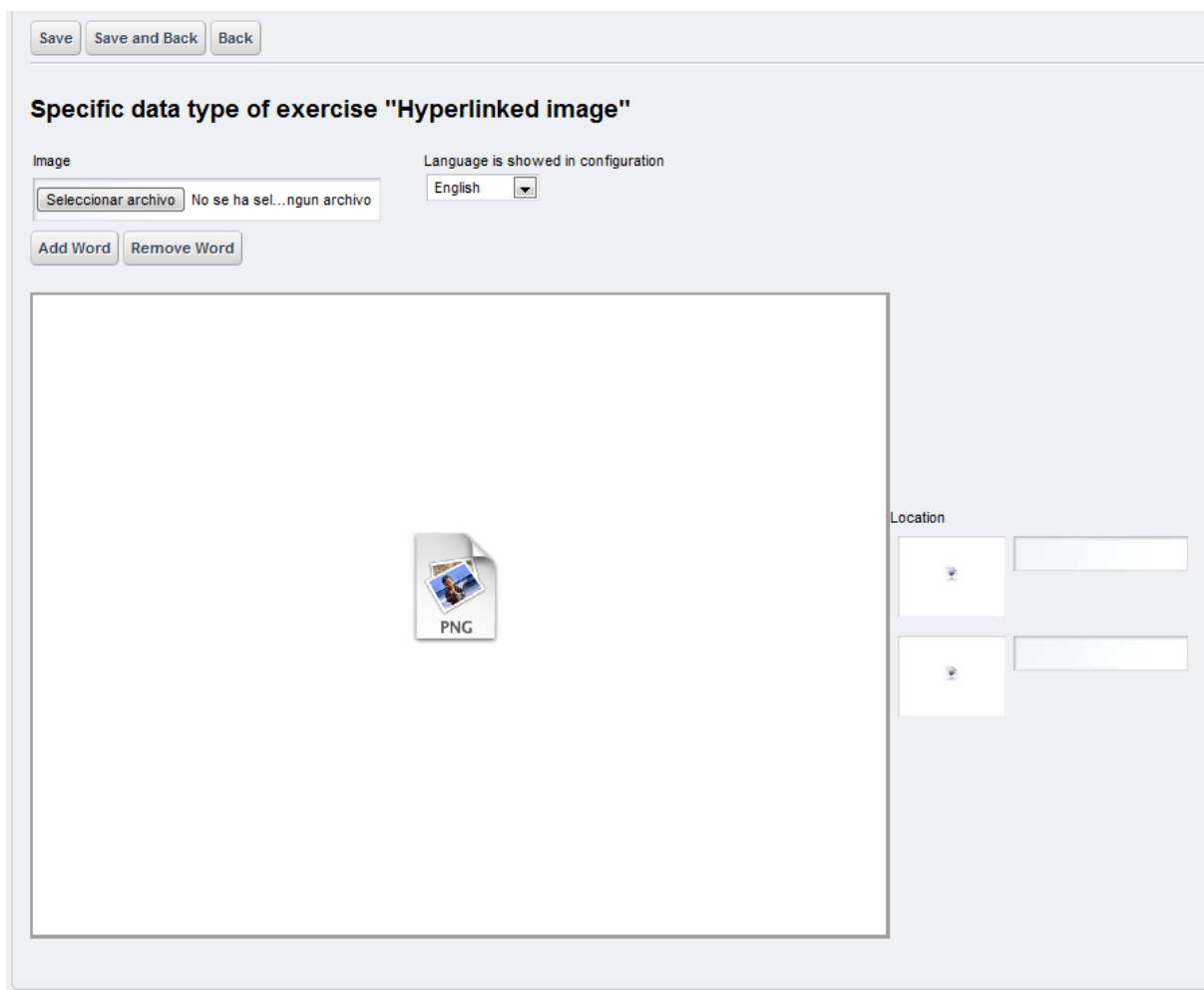
Check

Results :

#### 4.7. Hyperlink image

An exercise of this type will show (in its resolution) an image, which will contain the elements in which the student must be proficient. When hovering the mouse over these elements, the word which represents this element will appear together with a sentence with this word.

The exercise specific management screen will be the following:



The screenshot shows a web interface for managing an exercise. At the top, there are three buttons: 'Save', 'Save and Back', and 'Back'. Below them is the title 'Specific data type of exercise "Hyperlinked image"'. Under the 'Image' section, there is a file selection button 'Seleccionar archivo' with the text 'No se ha sel...ngun archivo' and a language dropdown menu set to 'English'. Below this are 'Add Word' and 'Remove Word' buttons. A large empty rectangular area is intended for the image. In the center of this area is a small icon of a document with a picture and the text 'PNG'. To the right, under the 'Location' section, there are two input fields, each with a small icon to its left.

Where the following elements can be seen:

- ❖ **Image:** In the field *Image*, we can select an image from our local computer and upload it in the exercise. This

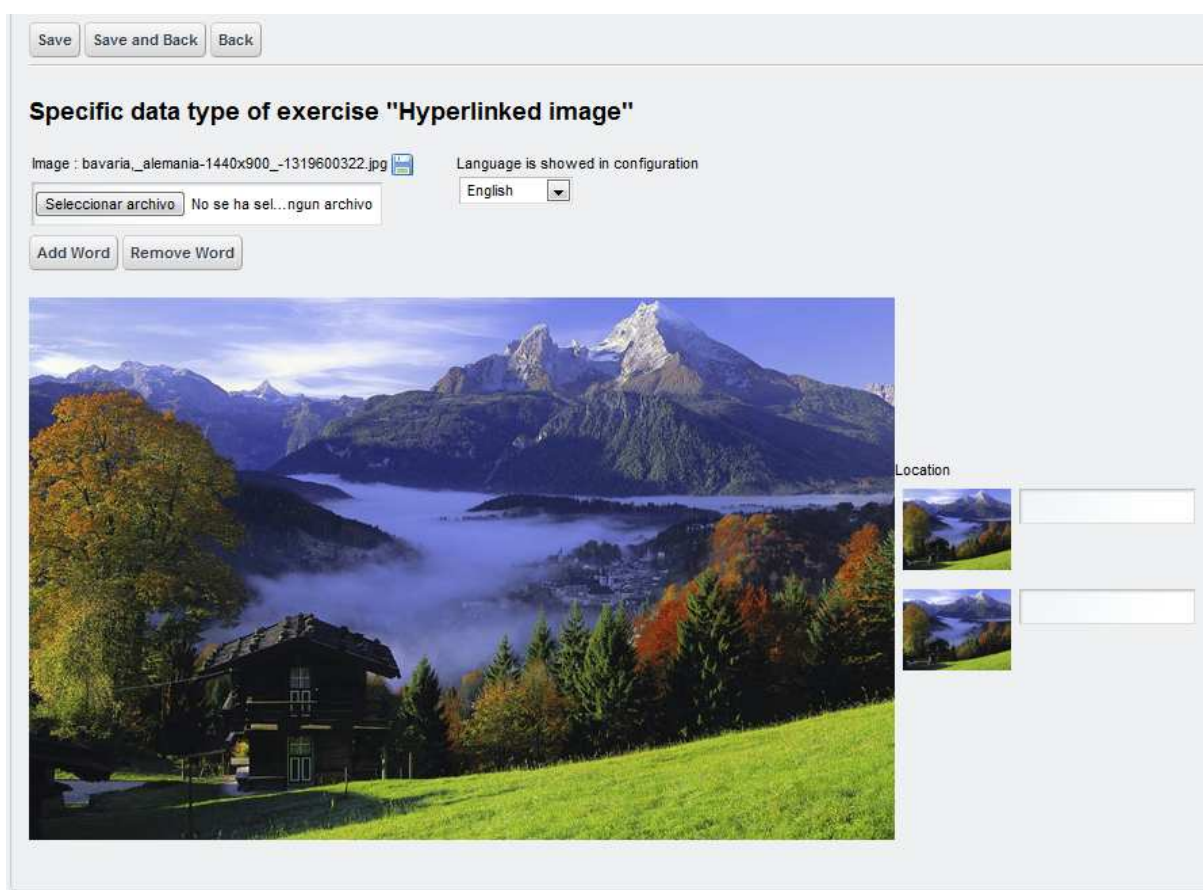
will be the image which would be displayed in the resolution of the exercise.

- ❖ **Language is showed in configuration:** This is a field which will help us in the buildion of the exercise; it can be used to select the language of the words of the image which must be displayed during the configuration of the exercise.
- ❖ **Add Word (button):** The *Add Word* button allows us to add words to the exercise (or to the image, accordingly). By default, two words will appear for the image. When we click on *Add Word*, a word will be added together with its selection of image elements (we will see this in the next screen).
- ❖ **Remove Word (button):** The *Remove Word* button allows us to delete words from the exercise. When we click on *Remove Word* we will delete the last word.

In this case, it is necessary to build the exercise in two steps:

1<sup>a</sup>- In the first step, we will select the image we want to show and click on *Save*. Once this is done, the selected image will be displayed in the box on the left, thus allowing us to go to the second step.

2<sup>a</sup> In the second step, we can add words to the image clicking on the *Add Word* button. Once we click on the this button, a selection of words and elements will be added to the list of words, as can be seen in the following screen:




On this screen, we can see how a landscape has been selected as the image of the exercise, and two words have been added (which can be seen on the right of the main image).

The next step consists in selecting the elements which match the words. To this end, we will click on the thumbnail image which is on the left of the word (in the *Location* column). Once we have done so, the main image on the left will get greyer and it will be possible to select an area of it using the mouse (as can be seen in the next screen):




Save Save and Back Back

### Specific data type of exercise "Hyperlinked image"


Image : bavaria\_alemania-1440x900\_-1319600322.jpg  Language is showed in configuration


Seleccionar archivo No se ha seleccionado archivo English

Add Word Remove Word

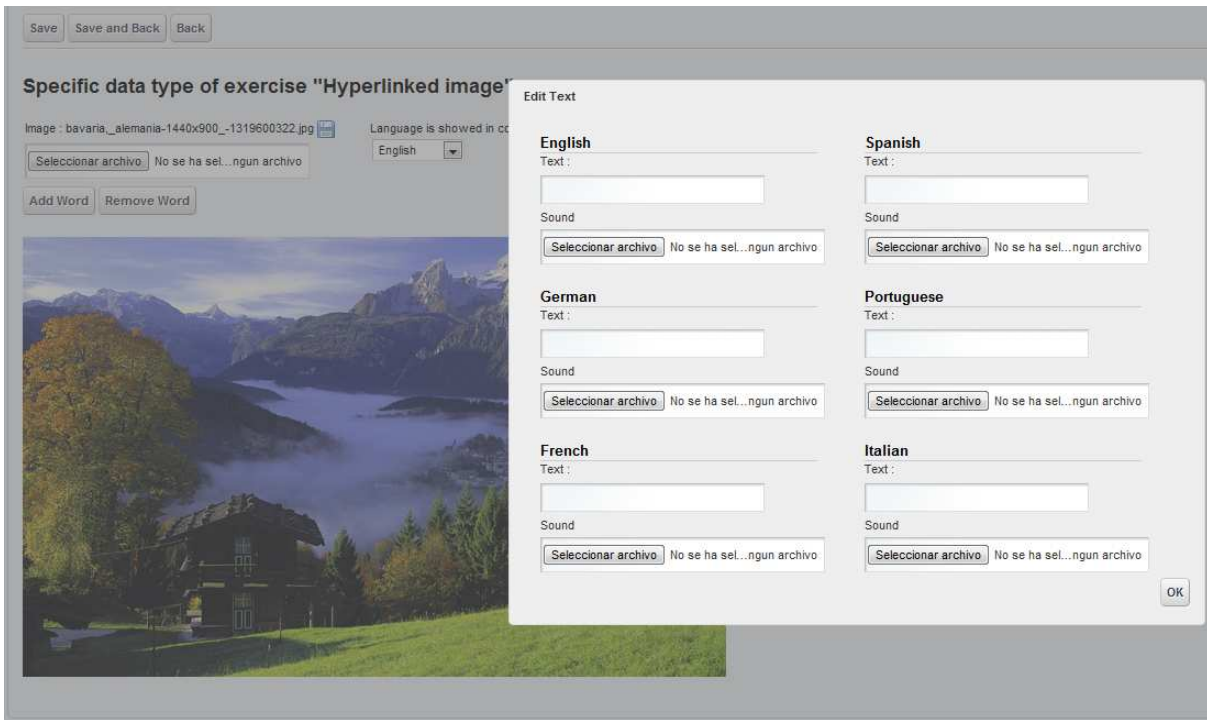


Location

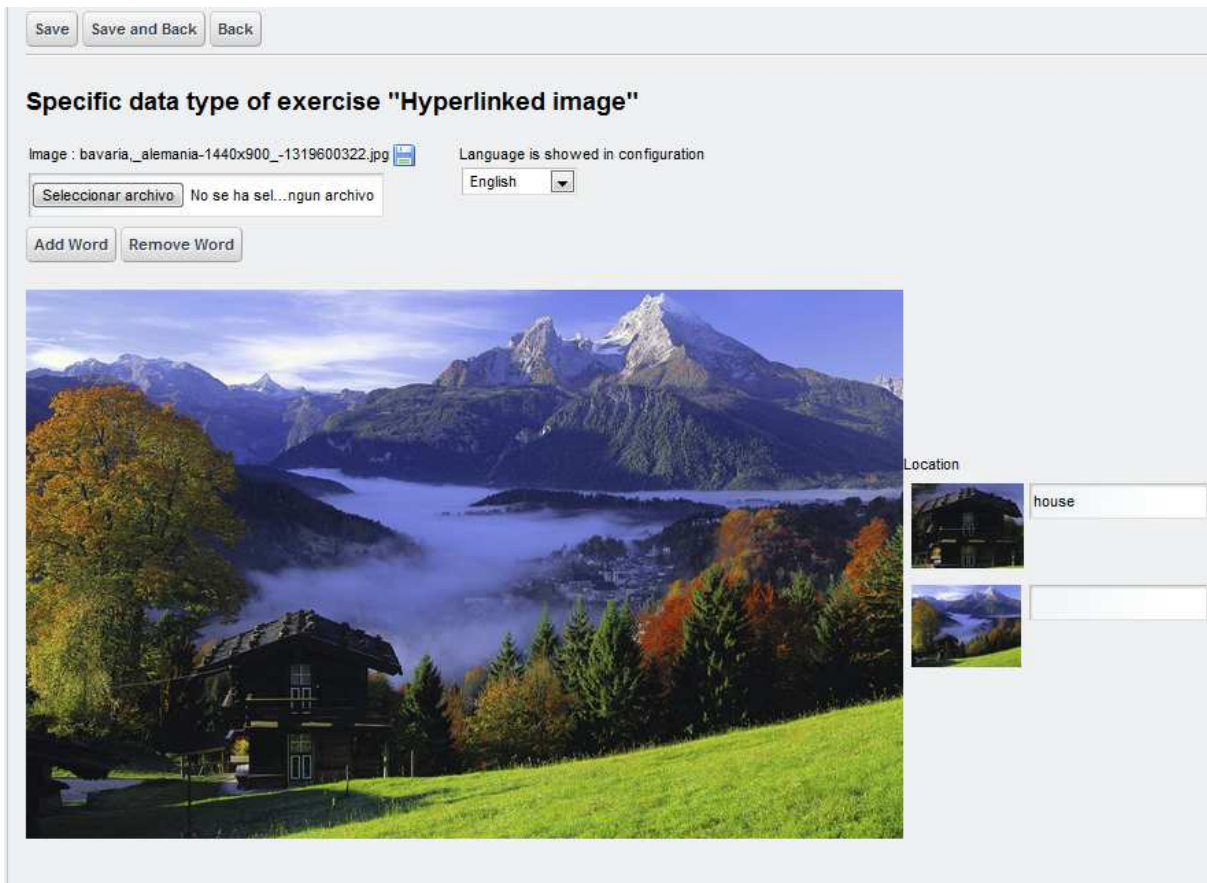





For this example, we have placed the area on the house of the image. Once this is done, we can click smoothly on the thumbnail image in order to disable the elements selector and complete the words in various languages. To this end, we will click on the empty box of the right of the thumbnail image, allowing a screen with various images to be displayed:



These fields are to be completed in the different languages. It is noteworthy that, contrarily to similar exercises (seen previously), in this case, each language has a field *Sound* which will allow us to add an audio file with the pronunciation of the word in that language. Thus, when the student places the mouse on the element in the image, not only will appear the word we have written in the corresponding language, but also a phrase pronounced in that language. Once we have completed the different languages, we will click on *Ok* and return to the previous screen:



As can be seen in the image above, when we write the word in the box of the English language, it will appear in the list of words on the right of the main image. If the field *Language is showed in configuration* had had a Spanish value, for instance, in the list of words, the text that we would have introduced in the Spanish language of each word would have appeared.

#### 4.8. Memory game

An exercise of this type will show (in its resolution) a list of boxes which the student can uncover progressively. When the student uncovers two boxes, if they correspond to the same element (image and word), they will be recorded as correct and will remain uncovered. However, if they do not match, they will be covered again. By this way, the student can try to find the hidden pairs behind the boxes until he uncovers them all.

The exercise specific management screen will be the following one:



The screenshot shows a web interface for managing a 'Memory game' exercise. At the top, there are three buttons: 'Save', 'Save and Back', and 'Back'. Below these is the title 'Specific data type of exercise "Memory game"'. Under the title, there are two buttons: 'Add Word' and 'Remove Word'. To the right, there is a text label 'Language is showed in configuration' and a dropdown menu currently set to 'English'. The main area contains two identical pairs of input fields. Each pair consists of a square thumbnail image on the left, a text input box on the right, and a file selection button labeled 'Seleccionar archivo' with the text 'No se ha sel...ngun archivo' next to it. The word 'Image' is written below each thumbnail.

In this specific section, we can see that each pair makes up a set of image and text. In order to form each pair, we will select an image file for the field *Image* which is on the right of the thumbnail image (beneath the text box) and click on the text box which is situated immediately above the *Image* field. By doing so, we will be taken to the following screen:

Overview

Save Save and Back Back

**Specific data type of exercise "Memory game"**

Add Word Remove Word Language is showed in configuration  
English

Image

Image  
Seleccionar archivo No se ha sel...ngun archivo

Image  
Seleccionar archivo No se ha sel...ngun archivo

**English**  
Text :

**Spanish**  
Text :

**German**  
Text :

**Portuguese**  
Text :

**French**  
Text :

**Italian**  
Text :

OK

On this screen, it is possible to complete the text box of each pair in the different languages of the platform.

Once we have completed the boxes, we will click on the *Ok* button, and will be taken back to the previous screen.

Save Save and Back Back

**Specific data type of exercise "Memory game"**

Add Word Remove Word Language is showed in configuration  
English

Image

Image  
landscape  
Image  
Seleccionar archivo No se ha sel...ngun archivo

Image  
buildings  
Image  
Seleccionar archivo No se ha sel...ngun archivo

Now, what we have to do is to save the image file by using the field *Image* and save the exercise. Once the exercise is


saved, the thumbnail pictures of the selected images will appear in the preview:

Save Save and Back Back

### Specific data type of exercise "Memory game"

Add Word Remove Word Language is showed in configuration  
English ▾

Image

 landscape  
Image : bavaria\_alemania-1440x900\_-1108816734.jpg   
Seleccionar archivo No se ha sel...ngun archivo

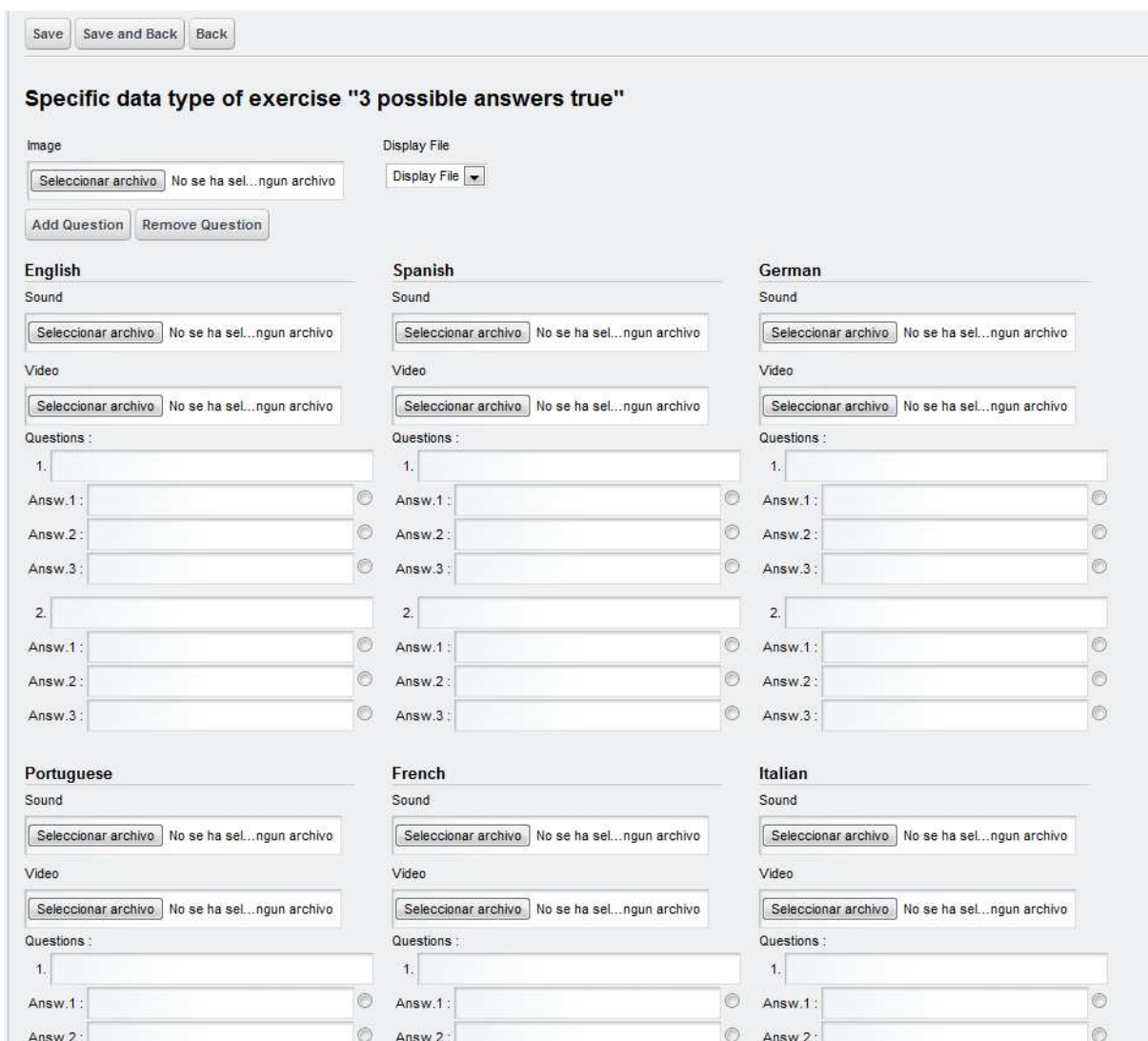
 buildings  
Image : 16723791\_-1991818011.jpg   
Seleccionar archivo No se ha sel...ngun archivo

At any time, as in the previous exercises, we can click on the *Add Word* or *Remove Word* in order to add or delete pairs.

#### 4.9. Three possible response

An exercise of this type will show (in its resolution) a series of questions, which could be related to an image, an audio or a video. There will be given three answers options, being only one of them the correct one. The student can only tick one of these options.

The exercise specific management screen will be the following one:



The screenshot shows a management interface for a specific exercise type: "Specific data type of exercise '3 possible answers true'". At the top, there are three buttons: "Save", "Save and Back", and "Back".

The main area is divided into several sections:

- Image:** A button "Seleccionar archivo" (Select file) with the text "No se ha sel...ngun archivo" (No file selected) and a "Display File" dropdown menu.
- Buttons:** "Add Question" and "Remove Question".
- Language Panels:** There are six panels, one for each language: English, Spanish, German, Portuguese, French, and Italian. Each panel contains:
  - Sound:** A "Seleccionar archivo" button with "No se ha sel...ngun archivo" text.
  - Video:** A "Seleccionar archivo" button with "No se ha sel...ngun archivo" text.
  - Questions:** A section with two question slots (1. and 2.). Each slot has a text input field for the question and three radio button options labeled "Answ.1:", "Answ.2:", and "Answ.3:".

The following elements can be seen on the screen:

- ❖ **Image:** In the field *Image*, we can select an image from our local computer and upload it into the exercise. This will be the image which will be displayed in the resolution of the exercise.
- ❖ **Display File:** The *Display File* field indicates the element that will be displayed in the resolution of the exercise; whether it is going to be an image, an audio or a video. For this purpose, the possible values for this field are: *image*, *sound* and *video*. According to the value we select in this field, the image, the audio or the video we have uploaded will appear in the resolution of the exercise.
- ❖ **Add Question (button):** The *Add Question* button allows us to add questions to the exercise. By default, two questions will be displayed in each language. When we click on the *Add Question* button, a question will be added (together with their three possible answers) for each language (English, Spanish, German, Portuguese, French and Italian).
- ❖ **Remove Question (button):** The *Remove Question* button allows us to eliminate questions from the exercise. By default, two questions will appear in each language. When we click on the button *Remove Question*, the last question of a language will be deleted.
- ❖ **Sound:** In the *Sound* field, we can select an audio file from our local computer and upload it into the exercise. There is a *Sound* field for each language, as an audio file can be allocated to each language (and according to the language selected in the exercise window, an audio or another will be reproduced in the resolution of the exercise).
- ❖ **Video:** In the *Video* field, we can select a video from our local computer and upload it into the exercise. There is a *Video* field for each language, since a video file can be allocated to each language.
- ❖ **Questions:** In the field *Questions*, a list of questions will appear together with possible answers. Each question is identified with a number (the number of the question) and three answers (*Answer* field). Besides, each answer has a selector on its right which can be used to point what will be the right answer for each question.

The procedure is structured in three steps:

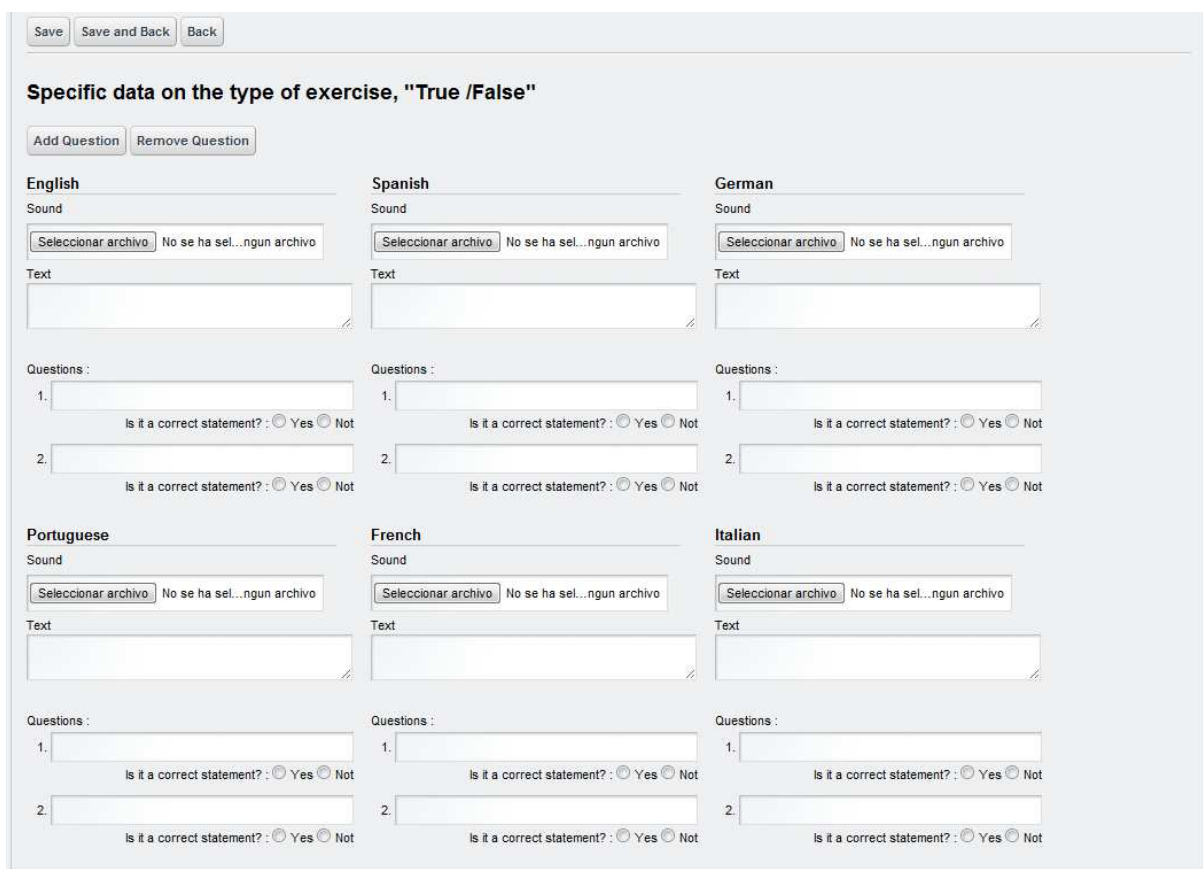
1. Firstly, we will decide if we want an image, an audio or a video to be displayed in the resolution of the exercise, by selecting the *Display File* field. Once we select this field, we will select a generic image if applicable.
2. Then, we will click on *Add Question* button until we get the number of questions we want, and start to complete the questions and the answers. We can stop this process whenever we want by clicking on the *Save* or *Save and Back* button and finish the data completion later on (this is useful for translation purposes, as we can complete first a language and leave the remaining languages so that the translator could complete them later).
3. Once we have completed the formation of the exercise, if we go to the resolution, we will see the image, audio or video (according to our selection) and the list of questions.



#### 4.10. True / False

An exercise of this type will show (in its resolution) a text and an audio (related to this text) followed by questions related to this. Each question will have a true or false answer.

The exercise specific management screen will be the following one:



The screenshot shows a management interface for 'True / False' exercises. At the top, there are buttons for 'Save', 'Save and Back', and 'Back'. Below this is the title 'Specific data on the type of exercise, "True /False"' and two buttons: 'Add Question' and 'Remove Question'. The interface is organized into a 2x3 grid of language sections: English, Spanish, German (top row) and Portuguese, French, Italian (bottom row). Each language section contains:
 

- A 'Sound' field with a 'Seleccionar archivo' button and the text 'No se ha sel...ngun archivo'.
- A 'Text' field.
- Two 'Questions' fields. Each question field has a text input and a radio button choice between 'Yes' and 'Not'.

We can see the following elements on the screen:

- ❖ **Add Question (button):** The *Add Question* button allows us to add questions to the exercise. By default, two questions will be displayed in each language. When we click on *Add Question* button, a question will be added to each language (English, Spanish, German, Portuguese, French and Italian).
- ❖ **Remove Question (button):** The *Remove Question* button allows us to eliminate questions from the exercise. By default, two questions will appear in each language. If we click on the *Remove Question* button, we

will eliminate the last question of a language.

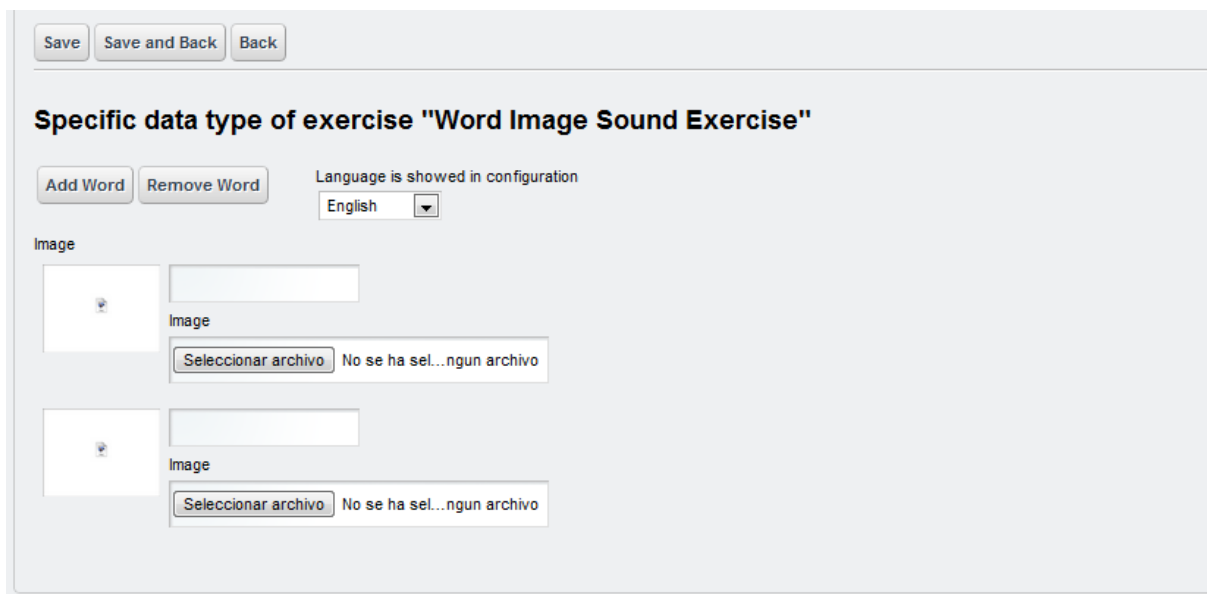
- ❖ **Sound:** In the *Sound* field, we can select an audio file from our local computer and upload it into the exercise. There is a *Sound* field for each language, since we can allocate an audio file to each language (and according to the selected language in the window, an audio or another will be reproduced in the resolution of the exercise).
- ❖ **Text:** Each language will also have a *Text* field which will help introduce a text which will be displayed together with the audio, in the resolution of the exercise.
- ❖ **Questions:** In the *Question* field, a list of questions will be displayed. Each question is identified with a number (the number of the question) and a selector to indicate if it is true or false.

The procedure consists in two steps:

1. Firstly, we will click on the *Add Questions* button until we get the number of questions we want. Once we have the number of questions we want, we can add the audio file in the *Sound* field and the text which is associated to the exercise in the *Text field*.
2. Once we have completed the audio and the text, we can complete the questions by selecting for each of them the true or false option. We can stop this process whenever we wish by clicking on the *Save* or *Save and Back* button and finish the completion process later on (this is useful for the translation process, as we can complete first a language and leave the remaining languages for the translator to complete them).

#### 4.11. Word Image Sound

An exercise of this type will show (in its resolution) to the user a list of words or sentences. The student can place the cursor of the mouse on these words, and their graphical representation will be displayed, together with a phrase. The exercise specific management screen will be the following one:



For this exercise, each combination of words and image and audio will form a pair of the exercise *Memory game (Find the pairs)*, thus its structure will be similar.

In order to form a combination, we will select an image file for the *Image* field which is on the right of the thumbnail view of the image (beneath the text box) and will click on the text box just above the *Image* field. If we do so, a screen will be displayed as follows:

On this screen, it is possible to complete the text of each pair in the different languages of the platform. We can also select an audio file for each language, using the *Sound* field. Thanks to this field, we can upload the file with the pronunciation of each word (or sentence).

Once we have completed the texts, we will click on the *Ok* button, and return to the previous screen:

Now, what we will have to do is to select an image file using the *Image* field and save the exercise. Once we have done so, the thumbnail representation of the selected images will be displayed in the preview:

Save Save and Back Back

### Specific data type of exercise "Word Image Sound Exercise"

Add Word Remove Word Language is showed in configuration  
English

Image

landscape  
Image : bavaria\_alemania-1440x900\_-1233945129.jpg  
Seleccionar archivo No se ha sel...ngun archivo

buildings  
Image : 16723791\_2050437571.jpg  
Seleccionar archivo No se ha sel...ngun archivo

At any time, as in the previous exercises, we can click on the *Add Word* or *Remove Word* buttons so as to add or delete combinations.

## **ANNEX: MANAGEMENT OF STATIC CONTENTS**

The Speak Up! Platform is based on the software manager Liferay 6.0.5. This software manager contains its own contents manager engine, which has been used to develop the basic structure of the occupations.

The current annex is meant to help with the introduction of static contents on the platform, by specifying the basic notions which are related to the process of creation, edition and translation of contents.

Before we specify the methods for the creation, edition and translation of contents, we will see the fundamentals of the configuration of the Speak Up! Platform, in order to understand which method we should use in each case and why.

Please note that before you start to use the methods which are described in this annex, you should first read thoroughly this document.

### **a. Speak Up! Platform as a Liferay software engine manager**

As indicated previously, the Speak Up! platform has been developed using the software manager Liferay. This software manager, in its 6.0.5. version includes a set of portlets for the management of the contents of the platform.

In this section, we will see how these modules function, and how we can use them in order to complete the static contents of the occupations of the Speak Up! Platform

The portlets for the management of contents of the Liferay platform work in a similar way as the conventional content managers. Liferay stores the contents of the platform and the viewers of these contents.

The contents have some attributes such as name, date of creation, date of last modification, visibility permission, etc. Among these attributes, the most important one is the attribute body in which is included the html code which will be shown on the page of the content.

For instance, if we have a content with a body where are only written the words "hello world", when we select this content so that it can be seen on a page of the portal, in that page, the words "hello world" can be seen.

Besides, the contents of Liferay make the internationalisation possible, so that, it is possible, within a given content, to define the html (body of content) in different languages. The html will be available in a language or another, depending on the language which has been selected in the platform (CAUTION: This is a possibility which is offered by Liferay, but which has not to be necessarily used this way. In the translation section, we will see different ways of translating contents).

The viewers (called the Web viewers in the platform) are portlets which help to show contents in one area of the page in which they are installed. These viewers do not store contents; they rather store the reference of the content which must be shown. In these viewers, it is possible to create, edit or select a content (in fact the viewer sends us to the content manager, with the corresponding method for the creation or edition of contents).

The following example is meant to illustrate these two definitions.

Let's imagine that we have two pages, page A and page B. In both pages we have a Web viewer which covers the whole page, but which is not yet configured and which therefore does not show any content. Let's access page A and select the method for the creation of contents (in the section for the creation of contents, we will see how to proceed). On the screen for the creation of contents, we will create a content with the title "my first content" and with the body which would state "this is my first content". Once the content is created, this can be seen on page A, where the text "this is my first

content” will be displayed. Now, we will access page B. On this page, there is also a viewer which is not configured and thus will not display any content. Let’s use the method “select a content” (in the section for the selection of contents, we will see how to do it) and select the content we had created previously, which name was “my first content”. From now on, the label “this is my first content” will be displayed on page B.

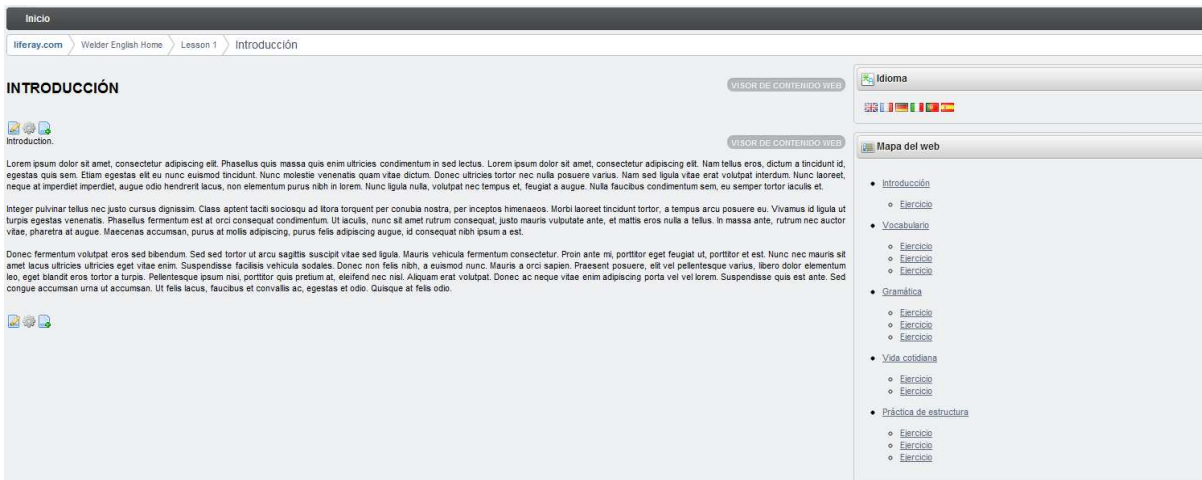
Let’s imagine now that we want to modify page B so that it can show the label “ this is my second content”. If we access page B and select the method “edit content”, we will be editing the content “my first content” and the changes will be seen in all the pages where this content will be displayed. That is, if we modify “my first content” from page B so that its body could be “this is my second content” instead of “this is my first content”, this change will also be seen on page A, as on this page, the content “my first content” has also selected “my first content” in its Web viewer.

Thus, in order to avoid this problem, what we should do in this case is to create a new content on page B. For this purpose, we access page B and select the method “create content”. In the screen for the creation of contents, let’s create a content with the title “my second content” and with the body “this is my second content”. Once the content is created, this can be seen on page B, so that on page A, we will see “this is my first content” and on page B “this is my second content”.

Let’s describe now the methods for the management of contents which are available through the Liferay platform.

## b. Display and management of the Web Viewer

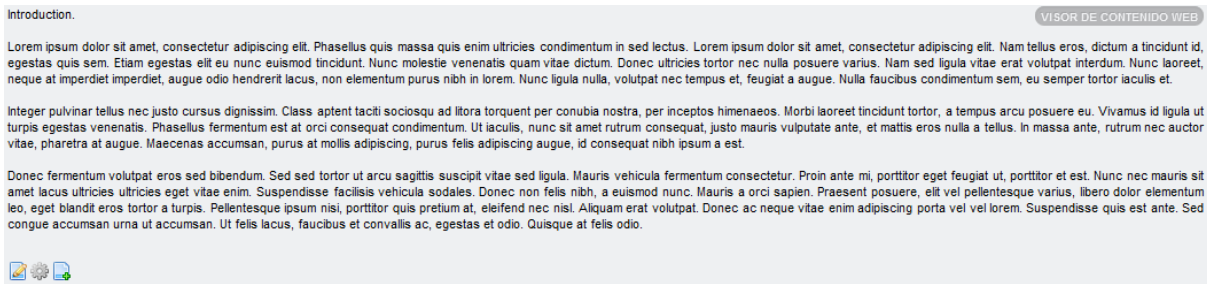
The main screen of the Web viewer has a variable size, its size varies according to the design of the page:



The previous image shows a page of the platform Speak Up! where we can see two portlets of Web viewer type (or viewer of Web content), both on the left of the screen (one above the other). In the first viewer of Web content, the label “INTRODUCTION” is displayed, while in the second viewer of Web content, the test text “Lorem ipsum...” will be

displayed.

Let's have a closer look at the components of the viewer of Web content.



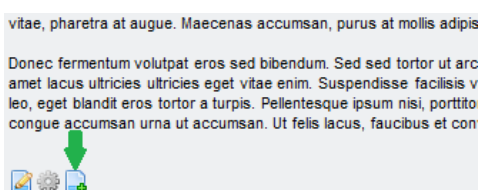
On the image, we can see three different elements:

- 4) The first element is the rounded edge grey rectangular box with the name of the type of portlet which is been displayed on the screen. In our case "VIEWER OF WEB CONTENT", this rectangle is situated in the upper right corner of the image.
- 5) The second elements are the administration buttons which are situated in the lower left corner of the image. We can see three administration buttons which are content edition, content selection and content creation (from left to right). Thanks to these buttons we can access the methods of edition, selection and creation of contents. The fact that these buttons appear or not depends on the permission which is given to the user, so that a partner user will see the three button, while a student or a simple user will see none.
- 6) The third element includes the rest of the area of the portlet. It displays the body of the content which is selected in the viewer of the Web content. For our example, such body of content would be the texts which are displayed in the image.

Having seen the elements which make up the viewer of the Web, let's see the methods for the edition, selection and creation of contents.

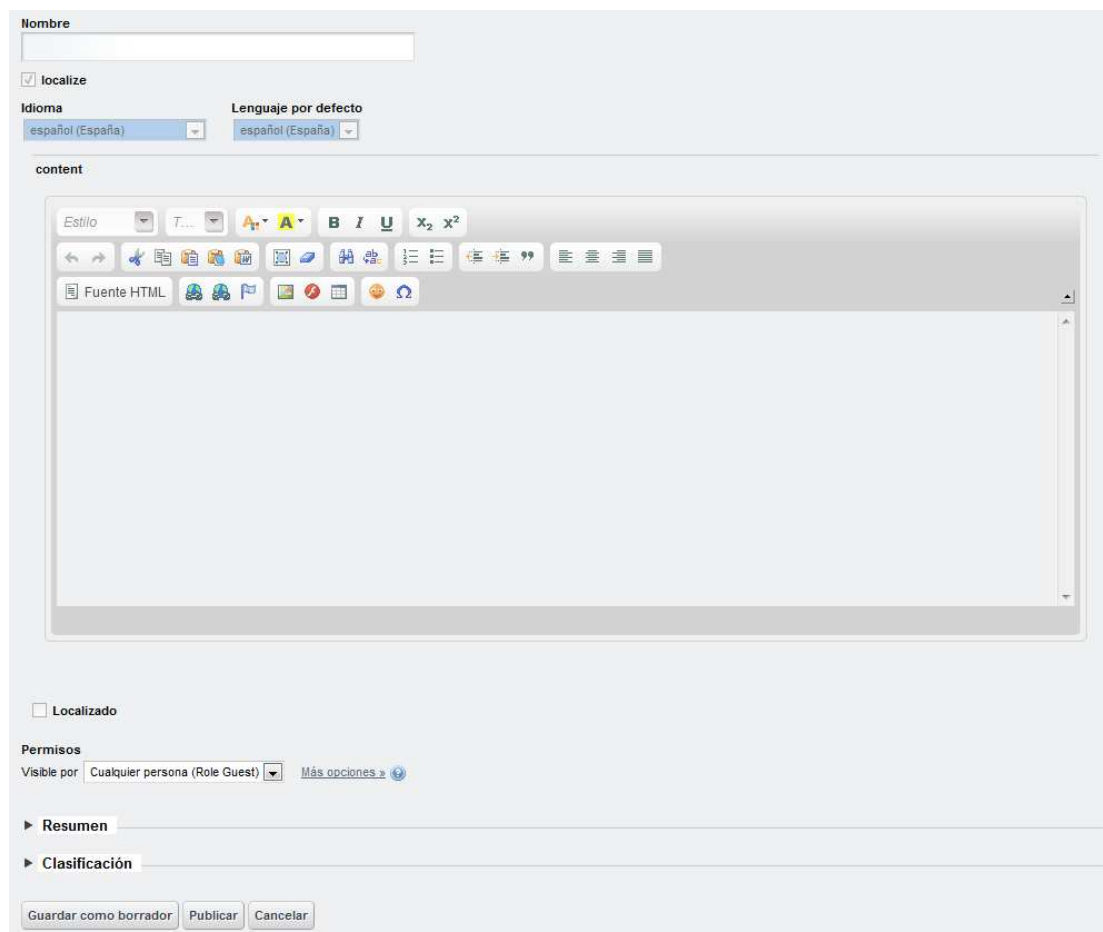
### c. Creation of contents in the Speak Up! platform

In order to create a content onto the platform, we must access the page in which we want this content to be displayed. Once in the page, we will search the Web content viewer where we want it to be displayed (in general, it will be the second viewer of Web content in the left of the screen), and click on the button of creation of Web content:





This button is the third one on the lower left corner and is indicated with a green arrow (this arrow does not appear on the platform; it is used here in the handbook as an illustration).



Nombre

localize

Idioma: español (España) | Lenguaje por defecto: español (España)

content

Estilo: T... | Fuente HTML

Localizado

Permisos: Visible por: Cualquier persona (Role Guest) | Más opciones >

► Resumen

► Clasificación

Guardar como borrador | Publicar | Cancelar

Once you click on this button, the content creation/edition screen will appear, with all the fields empty:

- 7) Name: Name of the content. It is possible to assign any name to the content, but in the case of the platform, we recommend that you use a nomenclature which helps to locate the content in the platform. For instance, the path in English (used as a common language) which leads to the page can be used. Thus, if we want to create a content in the introductory page of lesson 1 of the occupation of welder in Italian, the name we will assign to this content could be *welder\_italian\_lesson1\_introduction*.
- 8) Localize: This field indicates whether the content will have different texts in the body, according to the language. As you can see, when you create the content, this field appears as disabled. This is due to the fact that it is not possible to modify the value of this field until the first edition of the content. The use of this field will be limited to

the translation of the contents. We will deal with this issue in the translation section of this annex.

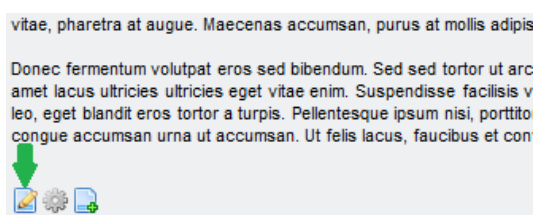
- 9) Language and defect language: Both fields are used for the translation of the contents. Please see translation section of this annex for further information.
- 10) Content: This is the text of the body of the content. The text of the content can be written in this field using the edition bars. Please note that when you click on "HTML Source", you can see and edit the text of the body in its html version. This is very useful if we want to modify the content, or if we want to paste the content of a Web or a Word document.
- 11) The four next fields (Localized, Permission, Summary and Classification) are used for other functionalities of the platform which do not intervene in the creation of contents. Therefore, it is not necessary or advisable to modify these fields.
- 12) Finally, the *Save as a draft* button, *Publish* and *Cancel* buttons. The *Save as a draft* button saves the content as a draft (as a consequence, the content will not be available for the users until it is published); the *Publish* button publishes the content directly in the page (the content will thus be saved and available directly to the users); and the *Cancel* button will cancel the creation (or edition) of the content and will go back to the page where will be displayed the previous content of the Web viewer.

Therefore, in order to create a content we must assign an identification name, a text for the body of the content and we will click on the *Publish* button.

#### **d. Edition of content in the platform Speak Up!**

I

In order to edit a content in the platform, we must access the page in which this content is available. Once we are in the page, we will search the viewer of Web content (the second viewer of Web content located on the left of the screen), and click on the button Edition of Web content:.

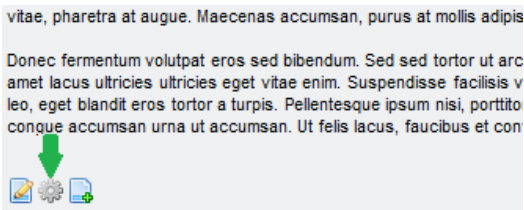


This button is the first one in the left corner and is indicated with a green arrow (the arrow does not appear in the platform)..

Once we click on this button, the content creation/edition screen will be displayed, with the fields completed with the values of the content that we want to edit.



displayed. Once we are in the page, we will search the viewer of Web content where we want the content to be displayed (the second viewer of Web content on the left of the screen) and click on the button of selection of Web content:



This button is the second one on the left and is indicated with a green arrow (this arrow will not appear on the screen).

Once we click on this button, the screen for the selection of content will be displayed (see next page). This page has a great deal of information related to the content displayed, to the search of content and to the configuration of the displayed content. We will use the simplest functionality of the selector of content; therefore, only the fields which are useful to the user will be available.

In the screen for the selection of content, you will see a blue box which is above the *Search* button. This box indicates that the content which is being currently displayed in the viewer of Web content, using the text *Showing the content:....*In this box, we will see that at each moment, the content which is been displayed in the Web content viewer (in fact, when we select another content, the colour of the name of the content to be displayed changes from black to green. The text "Modified" appears with the name of the new content selected.

Immediately below the box with the name of the content which is been displayed, we can see an empty text box and the button *Search* on its right. This box is used to filter search and find easily the content we are looking for. For instance, if we are looking for a content which we know is located in the welder occupation, in lesson 2 and in the grammar section, and have applied the recommendation of assigning names which represent contents, we could describe in the box the following text *welder lesson2 grammar* (when we separate the word with a space, the content manager will search any contents which fulfils the three words simultaneously) and click on the *Search* button. As a result, a list of contents which fulfils these characteristics will be displayed in the table of contents which is below the *Search* button.

Visor de contenido web - Configuración

Configuración Cientes soportados Permisos Compartir Ámbito

Mostrando el contenido: welder\_english\_lesson1\_introduction\_text

Buscar


Avanzado »

Mostrando el intervalo 1 - 20 de 78 resultados. Resultados por página 20 de 4 Página 1 de 4

Identificador ▲	Nombre	Versión	Fecha de modificación	Fecha de publicación	Autor
150719	Solar Panel Installer principal	1.0	28/12/11	28/12/11	Test Test
150752	Walter principal	1.0	28/12/11	28/12/11	Test Test
150767	House Keeper Principal	1.0	28/12/11	28/12/11	Test Test
150782	Hotel Receptionist Principal	1.0	28/12/11	28/12/11	Test Test
150797	Kitchen Porter principal	1.0	28/12/11	28/12/11	Test Test
150812	Aeronautical Mechanic Principal	1.0	28/12/11	28/12/11	Test Test
150827	Aeronautical Electrician principal	1.0	28/12/11	28/12/11	Test Test
150842	Organic Farm Worker principal	1.0	28/12/11	28/12/11	Test Test
150857	Winery Worker principal	1.1	28/12/11	28/12/11	Test Test
150975	Welder Spanish menu	1.0	29/12/11	29/12/11	Test Test
150994	Welder German menu	1.0	29/12/11	29/12/11	Test Test
151010	Welder Portuguese menu	1.0	29/12/11	29/12/11	Test Test
151032	Welder French menu	1.0	29/12/11	29/12/11	Test Test
151048	Welder Italian menu	1.0	29/12/11	29/12/11	Test Test
151456	solar panel installer english home introduction	1.0	13/01/12	13/01/12	Test Test
151492	walter english home introduction	1.0	13/01/12	13/01/12	Test Test
151540	Hotel Receptionist english home introduction	1.0	16/01/12	16/01/12	Test Test
151580	Hotel Receptionist english home introduction 2	1.0	16/01/12	16/01/12	Test Test
151631	Kitchen Porter english home introduction	1.0	16/01/12	16/01/12	Test Test
151682	Aeronautical Mechanic english home introduction	1.0	16/01/12	16/01/12	Test Test

Mostrando el intervalo 1 - 20 de 78 resultados. Resultados por página 20 de 4 Página 1 de 4

Mostrar las traducciones disponibles

Activar conversión a 

DOC  ODT  PDF  RTF  SXW  TXT

Permitir imprimir

Activar las valoraciones

Activar comentarios

Permitir valorar los comentarios

Guardar

This table has six columns: Identifier (number used by the content manager to identify each content), Name (name of the content), Version (version of the content, that is if the content to be displayed has been modified, as all the versions will be displayed), Date of modification (date of the last modification), Date of publication (date of the last publication of the content) and author (name of the user who created the content). We can order by these columns, select the number of results to be showed on each page and go to a page using the heading of the table.

Once we have found the content that we want to be displayed, we will click on it (we can click on its name, identifier, version, etc., as any of the columns is valid for the selection of the content) and by doing so, the upper blue box will

change indicating that the content to be displayed is the new selected content.

✖
**Visor de contenido web - Configuración**

Configuración
Cientes soportados
Permisos
Compartir
Ámbito

Mostrando el contenido: **Solar Panel Installer principal (Modificado)**

[Avanzado >](#)

Mostrando el intervalo 1 - 20 de 78 resultados.
Resultados por página 20
Página 1 de 4

[Primero](#) | 
 [Anterior](#) | 
 [Siguiente](#) | 
 [Último](#)

Identificador ▲	Nombre	Versión	Fecha de modificación	Fecha de publicación	Autor
150719	Solar Panel Installer principal	1.0	28/12/11	28/12/11	Test Test
150752	Waiter principal	1.0	28/12/11	28/12/11	Test Test
150767	House Keeper Principal	1.0	28/12/11	28/12/11	Test Test
150782	Hotel Receptionist Principal	1.0	28/12/11	28/12/11	Test Test
150797	Kitchen Porter principal	1.0	28/12/11	28/12/11	Test Test
150812	Aeronautical Mechanic Principal	1.0	28/12/11	28/12/11	Test Test
150827	Aeronautical Electrician principal	1.0	28/12/11	28/12/11	Test Test
150842	Organic Farm Worker principal	1.0	28/12/11	28/12/11	Test Test
150857	Winery Worker principal	1.1	28/12/11	28/12/11	Test Test
150975	Welder Spanish_menu	1.0	29/12/11	29/12/11	Test Test
150994	Welder German_menu	1.0	29/12/11	29/12/11	Test Test
151010	Welder Portuguese_menu	1.0	29/12/11	29/12/11	Test Test
151032	Welder French_menu	1.0	29/12/11	29/12/11	Test Test
151048	Welder Italian_menu	1.0	29/12/11	29/12/11	Test Test
151456	solar panel installer english home introduction	1.0	13/01/12	13/01/12	Test Test
151492	waiter english home introduction	1.0	13/01/12	13/01/12	Test Test
151540	Hotel Receptionist english home introduction	1.0	16/01/12	16/01/12	Test Test
151580	Hotel Receptionist english home introduction 2	1.0	16/01/12	16/01/12	Test Test
151631	Kitchen Porter english home introduction	1.0	16/01/12	16/01/12	Test Test
151682	Aeronautical Mechanic english home introduction	1.0	16/01/12	16/01/12	Test Test

Mostrando el intervalo 1 - 20 de 78 resultados.
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**Mostrar las traducciones disponibles**

**Activar conversión a**

DOC  ODT  PDF  RTF  SXW  TXT

**Permitir imprimir**

**Activar las valoraciones**

**Activar comentarios**

**Permitir valorar los comentarios**

With the new content selected , we will click on Save, so as to confirm the changes and leave the screen of selection of content.

The fields *Show the translations available*, *Activate conversion to* , *Allow print*, *Activate the valuations*, *Activate comments* and *Allow valuation of comments*, will not be used in the selection of contents, and should not be selected by the users when selecting a content for the Web content viewer.

#### **f. Use of the content management of the Speak Up! platform**

The Speak Up! platform has been designed so as to facilitate the introduction of data by the users. For this purpose, the following structure has been created:

10 occupations have been created, each of them in 6 different languages. For each language, 11 lessons, with 17 pages were created. The titles of these pages are: Introduction, Exercise, Vocabulary, Exercise, Exercise, Exercise, Grammar,

Exercise, Exercise, Exercise, Daily life, Exercise, Exercise, Structure practice, Exercise, Exercise and Exercise.

The pages can be divided into two types: one where the static contents can be viewed (Introduction, Vocabulary, Grammar, Daily life, and Structure practice) and another one where is displayed an exercise to be realised (all the pages of the exercises of each section).

In the current document, we have seen how to create, edit and select exercises (using the portlet of exercise) and static contents (using the content manager), but we have not seen how these tools can be used in order to achieve the aims of the project. We will use two examples to illustrate this (one with the use of the platform by a partner user and the other one with the use of the platform by a translator).

Use of the platform by a partner user: the mission of this user is to give a content to an occupation (the occupation assigned to a given user) in a given language of the platform (in principle, in the native language of the user). For instance, let's imagine that the user must elaborate the occupation of welder in English. For this purpose, we will take the following steps:

- o Enter the Speak Up! Platform and introduce the e-mail and password so as to access the edition area.
- o Once logged in as an user, we will access the first content we want to insert. For instance, we will access the occupation of welder, at the English language, at section 1 and at the introduction page.
- o In this page, we will see 2 static contents, one is the title of the section ("*Introduction*") and the other one an example of content. In order to insert a content, we must create a new content for the second (the example content) Web content viewer. Please note that we must create a new content the first time we want to introduce a content in a page. As the example content which exists in all the pages is the same, when this content is modified, the changes will be visible in all the pages of the platform. Once this content is created, when we want to make any modification, it will not be necessary to create a new content; rather, we would edit the existing one. Please also note that the new contents must be created with a name which identifies its place in the platform. For instance, *welder\_english\_lesson1\_introduction*
- o Once the new content is created and published, we can view it in the page we accessed previously in order to insert it, and edit it so as to modify it if we want.
- o Once the first page is over, that is the introduction page of lesson 1 of the occupation of welder in English, the we can go to its corresponding exercise, using the map of the lesson situated on the right of the page.
- o Once in the page of the exercise, we will see the exercise portlet empty (without any exercises) and the Configuration button. Now we must click on this button and create a new exercise of the type we wish, following the steps indicated in the handbook. Please remember that as with the static content, it is important that the name (not the title, as the title will be visible to the end user or student) identifies the location of the exercise in the platform, for instance: *welder\_english\_lesson1\_introduction\_exercise1*, so that the translator could use this exercise (we will

see later how to do so).

- Once the exercise is created, it is important to select the language in which we want the exercise to be displayed. For our example, in English. Once the language is selected, we can click on “*Save and return*” so as to save the changes and return to the page of the exercise and see its resolution.
- These operations must be repeated for all the pages of all the lessons of the language of the occupation on which we are working.
- Once all the pages of the language of the occupation are completed, the mission of the user is over for this occupation.

Use of the platform by a translator: the mission of the translator is to translate the contents and the exercises created in the platform by the partner users thus, the translator cannot work on the language of an occupation until the user has not introduced the contents of the other language of the occupation. For instance, let's imagine that the translator must translate into Spanish the occupation of welder (which is completed in English by a partner user). For this purpose, he or she will take the following steps:

12. Enter the Speak Up! Platform and introduce his or her e-mail and password so as to access the edition area.
  - ❖ Once logged in as an user (as the translator is also a partner user), he or she will access the first content he or she wants to insert. For instance, he or she will access the occupation of welder, at the Spanish language, at section 1 and at the introduction page.
  - ❖ In this page, he or she will see 2 static contents, one is the title of the section (“*Introduction*”) and the other one an example of content. The first thing the translator must do is to select the content that the partner user introduced for this section. To this end, he or she will access the functionality of selection of content for the second static content (the example content). He or she will select the content which name represents the content which the partner user must have inserted for this lesson. In our example, *welder\_english\_lesson1\_introduction*. Once this content is selected and saved, he or she will return to the introduction page where it can be seen that the second content (the example content) has changed into the content that the partner user has inserted for this section but in English
  - ❖ The next step is to edit this content. The translator must select the functionality of edit content for the second content. Once in the edition screen, he or she will click on “HTML Source” of the text editor so as to see the body of the content in html mode. Once in this mode, he or she must select with the mouse the text of the body of the content and copy this text to the clipboard (in the MS Windows system, this action can be carried out clicking on “*Ctrl + c*”). Once the content is copied, the translator will click on the cancel button and return to the page of introduction.
  - ❖ In this page, he or she will access the functionality of creation of content for the second content (where can be seen the content which has been previously introduced by the partner user in English). For this content, the translator will select the same name as the one which the partner user had selected, but changing the language. For our example, he or she will select *welder\_spanish\_lesson1\_introduction*. Once the name of the content is completed, he or she will click on “HTML Source” of the text editor so as to see the body of the content in presentation mode (where the content that the partner user has introduced will now appear, but in English).
  - ❖ The last step will be to edit the body of the content translating this text into the desired language by the translator (in our case, Spanish).
  - ❖ Finally, the translator will click on “Publish” so as to save and publish the content and make it visible in



the introduction of the lesson 1 of the occupation of welder in Spanish.

Please note the importance of following all the steps of this process in order to avoid any mistakes. If the translator has enough knowledge of office programs so as to modify this process in a controlled way, he or she can intervene as he or she finds convenient, but always with one condition: on each page, there must be a different content, and the same content can never be used to be displayed in two different pages (using the option of translation of platform), this would oblige the end user (student) to be changing all the time the language (using the flags portlet) any time that he or she changes the language in an occupation.