

TELL ME MORE[®] Campus Starting Guide

Technical Requirements

Please note the following technical requirements:

Windows OS (including Vista)

- High Speed Internet connection
- Internet Explorer 5.5 or higher
- Netscape 6.2 or higher
- Flash 6.0 or higher
- Cookies, JavaScript, and Java Enabled
- Processor - Pentium-class or higher
- RAM - 64 MB (128 MB recommended)
- Display settings - 800x600 resolution (1024x768 strongly recommended) at thousands of colors
- 16 bit sound card
- Mouse
- Speaker or headphones
- Microphone
- Adobe[®] Reader[®] 5.0 or higher
- Windows Media Player 8 or higher



Accessing Your Language Program

Step 1: Logging into your account

Point your browser to www.tellmemorecampus.com. Username and password can be entered in the top right of the page. The guided tour can be accessed at any time by clicking on the link on the left hand side of the screen.

Note: Should you not have your log in information, please contact your instructor.



Step 2: Computer Test

First-time users are required to run the computer test prior to using the solution. To start the test, please click on the computer test icon in the top half of the screen.

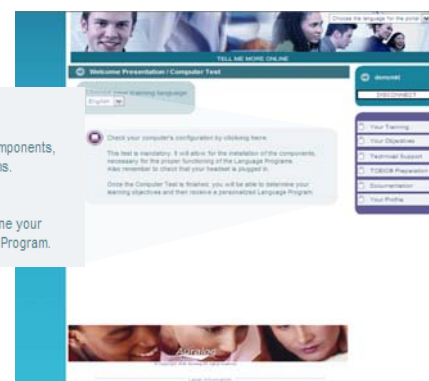
or

If you have run the computer test previously, proceed to Step 3.

Check your computer's configuration by clicking here.

This test is mandatory. It will allow for the installation of the components, necessary for the proper functioning of the Language Programs. Also remember to check that your headset is plugged in.

Once the Computer Test is finished, you will be able to determine your learning objectives and then receive a personalized Language Program.



Step 3: Selecting your learning path

In this step, please select which learning path you need to access: professional situations or everyday situations.

For which situation do you need your language training?

Professional situations (Communicating within the company or with foreign subsidiaries, going on a business trip, acquiring vocabulary for a specific function...)

Everyday situations (traveling, revising what you learned at school, reading in another language, following a partner overseas)

Confirm



Step 4: Selecting your level

To determine your level or proficiency, you can either take the Auralog placement test, or specify it yourself. If the placement test is chosen, it will open up in a new window.

You can take a test to determine your starting level:

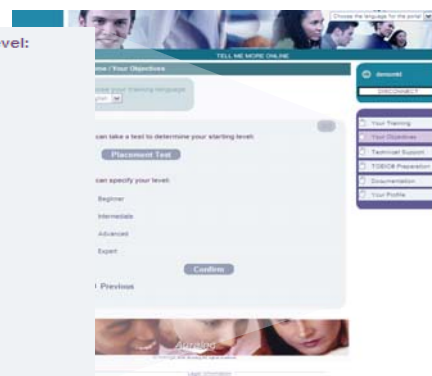
Placement Test

You can specify your level:

- Beginner
- Intermediate
- Advanced
- Expert

Confirm

← Previous



Accessing Your Language Program

Step 5.1: Specifying your objectives (i.e.: Professional Situations):

Next, please select all the professional situations that you would like your training to focus on. You can also choose specific vocabulary assignments and sectors.

Choose the professional situations which you would like to prepare for:

- Maintaining professional relationships and participating in a wide range of discussions with colleagues or associates
- Understanding your professional environment and interacting with a variety of speakers
- Welcoming and accompanying clients or associates
- Leading telephone conversations
- Giving effective presentations and expressing yourself on a variety of topics
- Moderating different viewpoints while conducting or taking part in meetings
- Understanding and analyzing source documents
- Structuring and composing written documents
- All professional situations

Master vocabulary specific to different assignments and sectors:

- Accounting & Finance
- Human Resources
- Administrative & Secretarial
- Sales & Marketing
- After-Sales & Customer Service
- IT
- Legal
- Automotive
- Banking & Insurance
- Pharmaceutical

[Confirm your choices](#)

[← Previous](#)

Step 5.2: Specifying your objectives (i.e.: Everyday Situations):

Next, please select all the skills that you would like your training to focus on.

Which skills would you like to improve?

- Written Comprehension and Expression
- Oral Comprehension and Expression
- Vocabulary
- Grammar
- All Skills

[Confirm your choices](#)

[← Previous](#)

Step 6: Accessing the learning path:

Once all the objectives have been selected, you can access your learning path simply by clicking on its underlined title.

<u>Intermediate All skills</u>	Duration	Time spent	% completed	% correct	
	9 h 29 mn	0 h 00 mn	0 %	0 %	+

<u>Beginner: All skills</u>	Duration	Time spent	% completed	% correct	
	21 h 57 mn	0 h 00 mn	0 %	0 %	+

The launch and learning path screens:

The right screen shows the actual TELL ME MORE® Program.

Launching TELL ME MORE ONLINE

The launching of TELL ME MORE ONLINE is in progress. If this is the first time you are connecting, this step may take a few minutes. Thank you for your patience.

- ✓ Preparation of your training plan 100%
- ✓ Loading your language unit 100%
- ✓ Verification of your work station 100%
- ✓ Starting TELL ME MORE ONLINE 100%

[Cancel](#)

Your selected learning path

Socializing I 0%

Lessons Done Activities

Job Presentation

Job Presentation (Speaking)

These symbols show if an exercise focuses on comprehension, speaking, listening or writing

Navigation

Your Training:

Lets you access your language program.

	Duration	Time spent	% completed	% correct	
Intermediate All skills	9 h 29 mn	0 h 00 mn	0 %	0 %	+
Beginner: All skills	21 h 57 mn	0 h 00 mn	0 %	0 %	+

- Your Training
- Your Objectives
- Technical Support
- TOEIC® Preparation
- Documentation
- Your Profile

Your Objectives:

Lets you switch between professional and everyday learning paths.

For which situation do you need your language training?

Professional situations (Communicating within the company or with foreign subsidiaries, going on a business trip, acquiring vocabulary for a specific function...)

Everyday situations (traveling, revising what you learned at school, reading in another language, following a partner overseas)

[Confirm](#)

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Technical Support:


Lets you download support documents and contact the technical support team.

- [Configurations](#)
- [Downloads \(components, player...\)](#)
- [Launching](#)
- [Sounds - Speech recognition](#)
- [Usage](#)

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TOEIC® Preparation:

Lets you access the TOEIC® preparation test.

 You can prepare for the TOEIC® at any time by taking a special test.

To access your test, [click here](#). You will be tested on different skills, including listening and reading comprehension.

Once you have finished the test, you can consult your detailed results and, if you would like, you can take it again.







- Your Training
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Navigation

Documentation:

Lets you download learning path documentation.

-  [Descriptions of Learning Programs - Professional situations](#)
-  [Descriptions of Learning Programs - Everyday situations](#)
-  [TOEIC® preparation test/Language Achievement Test Equivalences - Levels set by the Council of Europe](#)

-  Your Training
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-  Your Profile

Your Profile:

Lets you update your personal information.

Surname:

First name:

Email:







Your Connection Parameters

User name:

Password:

Confirm password:

Check here if you would not like to enter a password.

-  Your Training
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Troubleshooting

Microphone:

Check microphone using Microsoft's sound recorder

START > ALL PROGRAMS > ACCESSORIES > ENTERTAINMENT > SOUND RECORDER

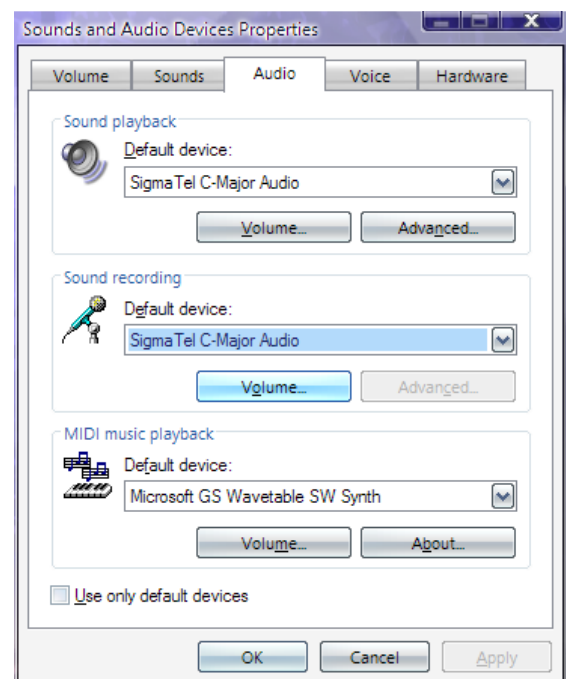
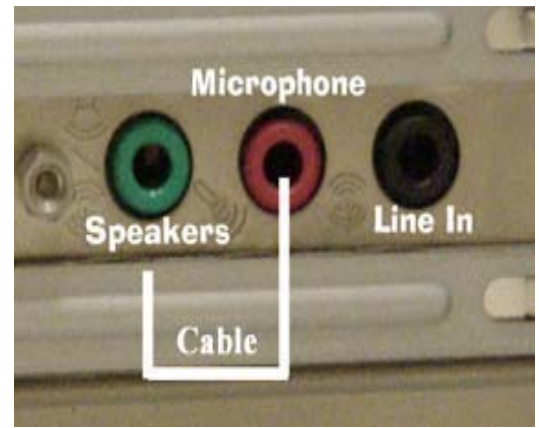
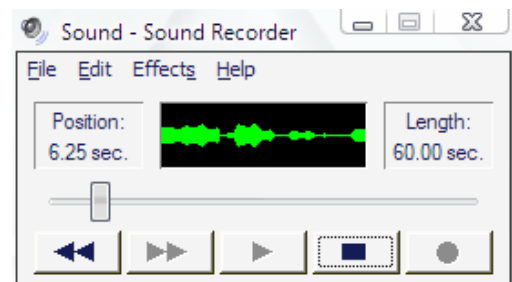
Click on red record button and speak into microphone. The green line should change wavelengths as it picks up sound.

If the green line remains unchanged as you speak into the microphone you need to check and make sure you are plugged into the correct microphone input on your computer. Sometimes, it may look like it is plugged in but it is not completely plugged in. Firmly push it into its input. Below are a few examples of a typical microphone input. Notice the microphone icon to the left of the input to help you identify the correct one.

If you still can not record sound with the Microsoft sound recorder, check your sound settings in the control panel to ensure the microphone is not muted. To do this, click on

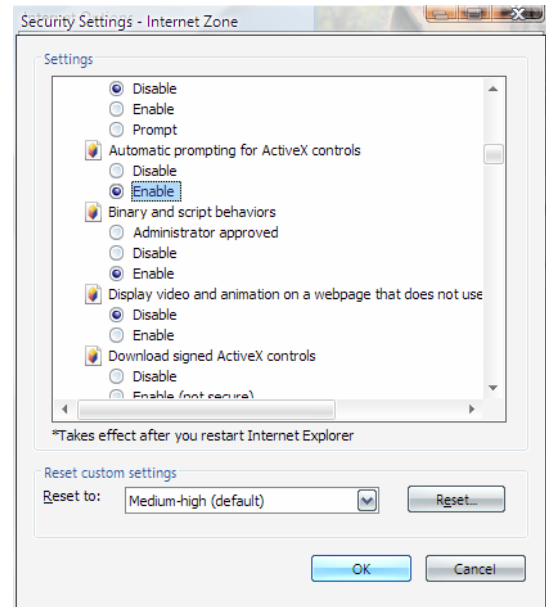
START > SETTINGS > CONTROL PANEL > SOUNDS AND AUDIO DEVICES

Depending on your audio card, your screen may appear different. What you are looking for is the sound recording settings. On this screenshot, I can find it on either the 'AUDIO' tab or the 'VOICE' tab.



Troubleshooting

4. Enable "Automatic prompting for ActiveX controls"



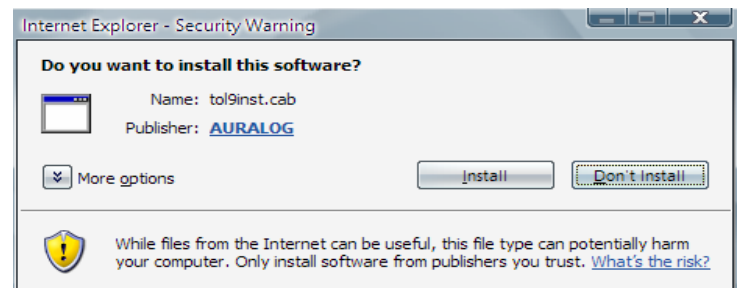
5. Click on *OK* button

6. Click *Apply*

7. Click *OK*

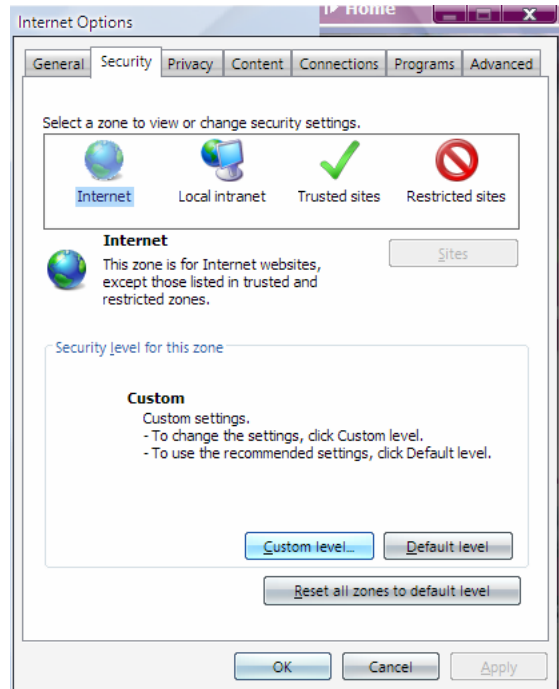
8. Restart the computer test.

9. You should now be prompted with a pop up similar to this. Click *Install*

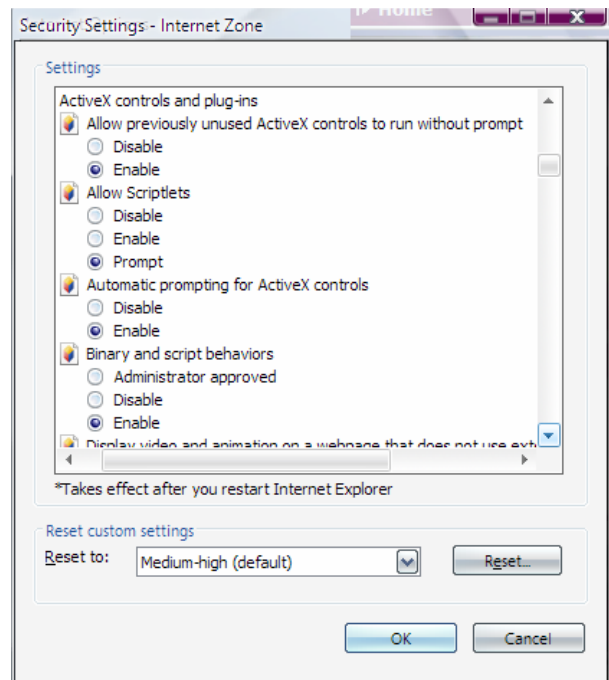


Troubleshooting

2. Click on *Security* Tab and then *Custom Level* button



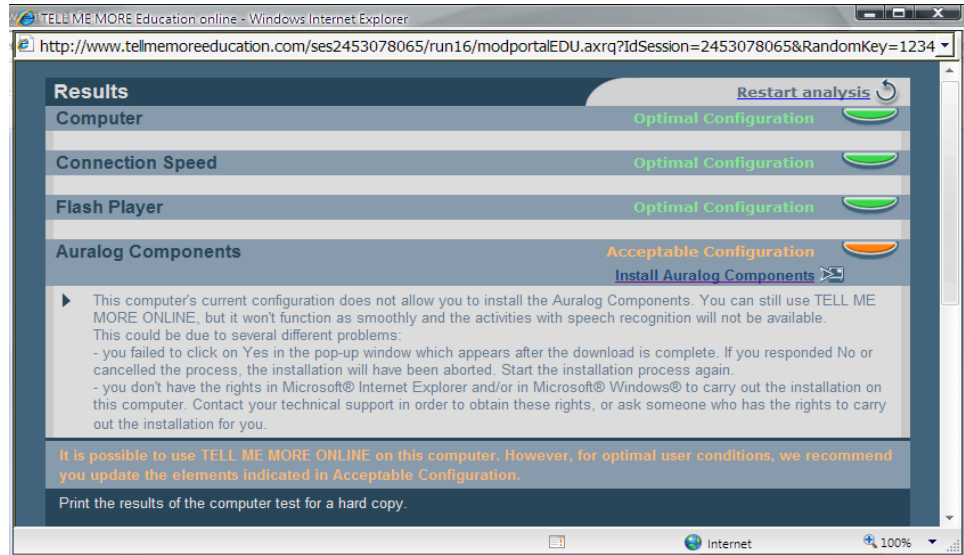
3. Enable "Allow previously unused ActiveX controls to run without prompt"



Troubleshooting

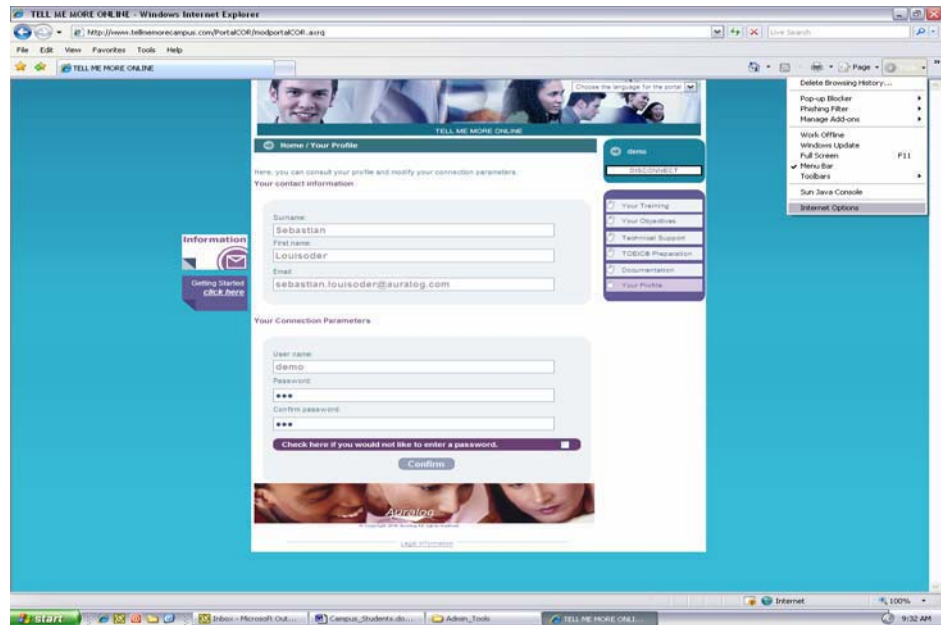
IE 7 Configuration

The following error occurs when trying to install the components:



To solve:

1. Click on Tools>Internet Options



Troubleshooting

Pop-up Blockers:

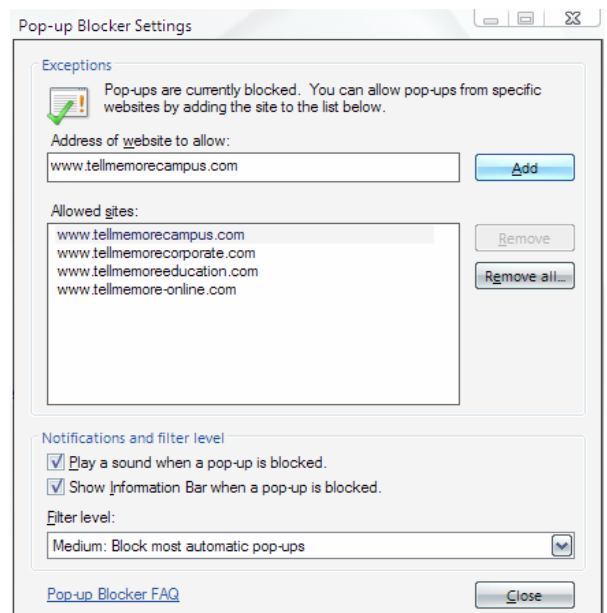
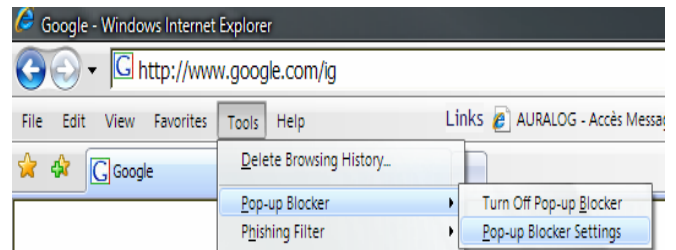
There are a lot of toolbars out there that block unwanted pop-ups. Tell Me More™ software creates *wanted* pop-ups which can not be blocked. So you must disable your pop-up blockers. Holding down the CTRL key temporarily disables some pop-up blockers but is not a sufficient solution. It is also very common to have more than one pop up blocker installed on your browser. Be certain all pop-up blockers are configured to allow the tell me more website to have pop-ups or disable the pop-up blocker all together.

EXAMPLE:

If you have installed Windows Internet explorer service pack 2, you have a pop up blocker installed by default. In order to turn this off, you simply open internet explorer and click on:

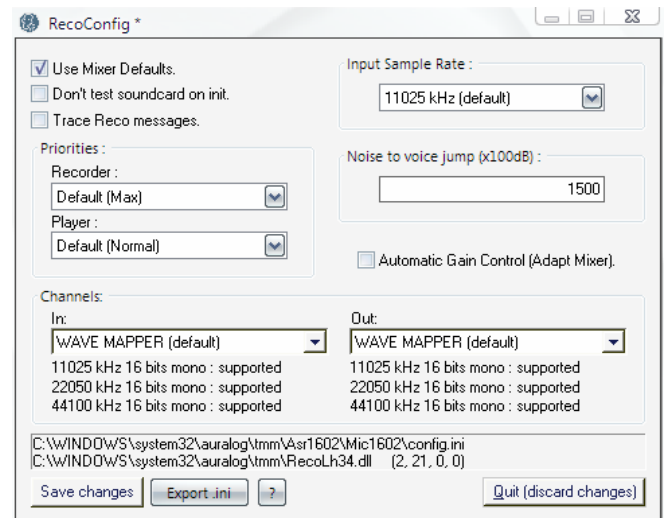
TOOLS>POP-UP BLOCKER>TURN OFF POP-UP BLOCKER

You can select '*Pop-up Blocker Settings*' and add the website as a site allowed to have pop-ups.



Troubleshooting

Double click on the **RecoConfig.exe** program and select the checkbox, 'Use Mixer Defaults.' Then click on the **Save changes** button on the bottom left corner of this screen.



Black Screen:

TIP: MUST BE DONE WITH ADMINISTRATIVE PRIVILEGES!!

At the moment, adobe tries to install the Yahoo toolbar as well which may cause some [pop-up blocker problems](#). Be sure to uncheck the box that says install yahoo toolbar!

Click on the **Install Now** button.

After installation, log back into Tell Me More™

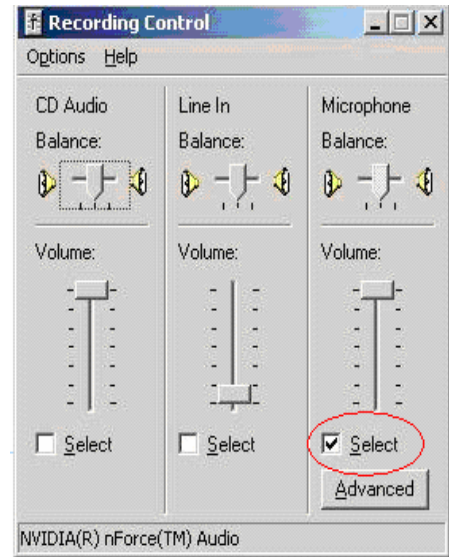
When the program starts up, you get a black or blank screen. The best way to fix this is to re-install flash. The easiest way to reinstall flash is to goto the following website and look for the 'Get Adobe Flash Player' link as seen below:

<http://www.adobe.com>



Troubleshooting

If you click on the volume button for the sound recorder the following screen should appear. This is the screen you are looking for to verify microphone settings and the little checkbox is selected below the volume settings.

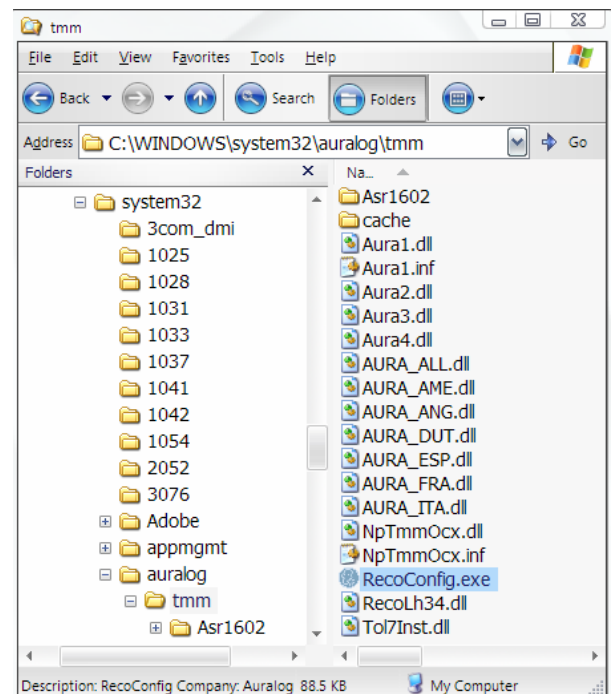


Component Installation:

TIP: MUST BE DONE WITH ADMINISTRATIVE PRIVILEGES!!

If the components are stuck in what seems to be a loop, it may be because you have a sound card with multiple inputs such as the ones found in Microsoft's Windows Media Center operating system. The components are actually installed but the software does not know which input to use. To fix this, right click on your **START** button and click on **EXPLORE**.

Navigate to the following directory:



Troubleshooting

The components should now show they are installing:

