



Transparent
Language[®]
Online

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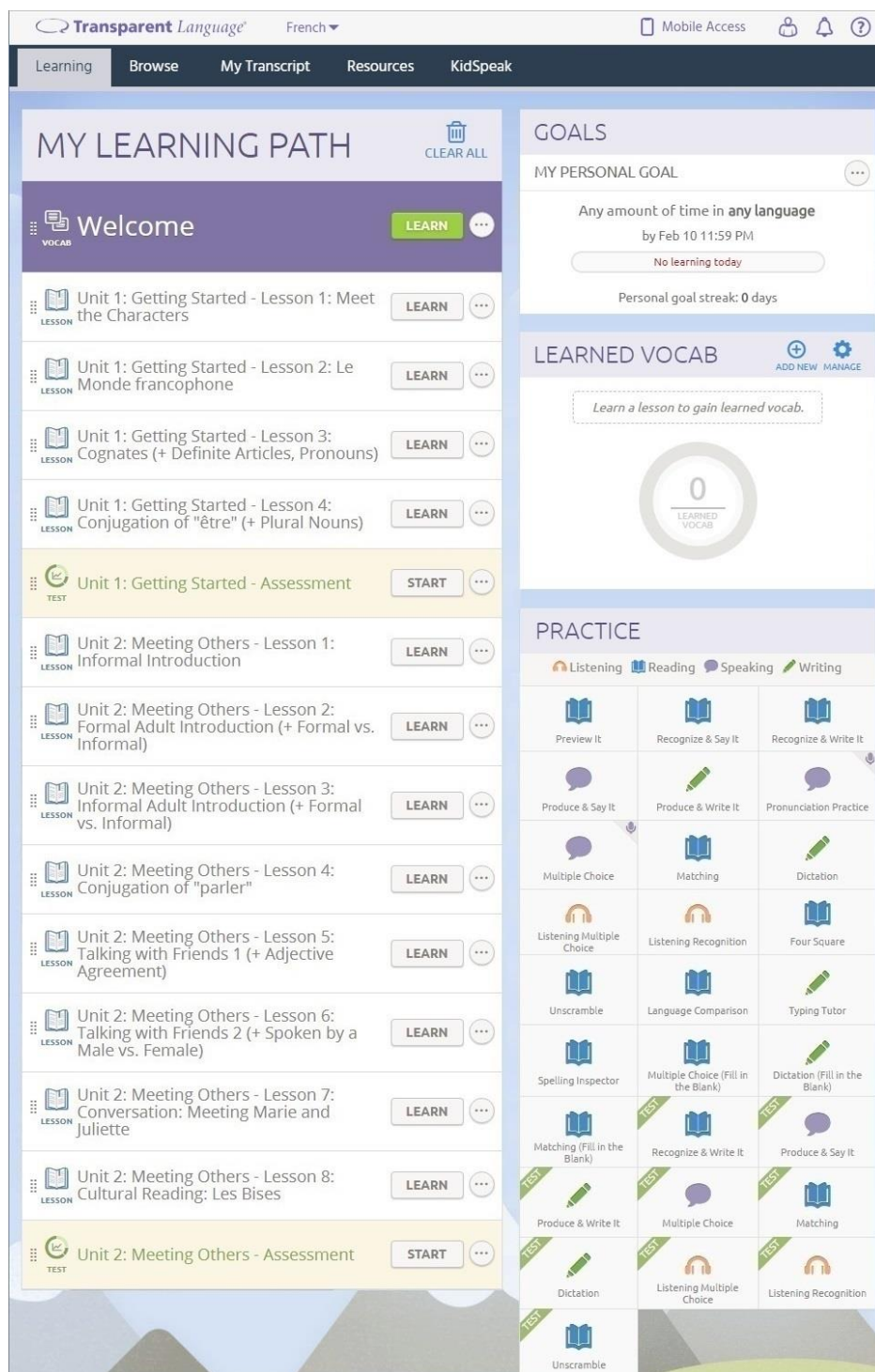
USING MISCELLANEOUS FEATURES.....11

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Using the Learning Screen

The Learning screen is the main screen of the program, where you can view and manage your learning path, set goals, refresh your learned words and phrases, and launch practice activities. This guide will explore each major section of the screen. More detailed information about Transparent Language Online can be found by clicking

 in the upper right-hand corner of any screen.



The screenshot displays the 'Learning' screen of the Transparent Language program. The interface is divided into several sections:

- Navigation Bar:** Includes 'Learning' (selected), 'Browse', 'My Transcript', 'Resources', and 'KidSpeak'. The top right shows 'Mobile Access', a user profile icon, a notification bell, and a help icon.
- MY LEARNING PATH:** Features a 'Welcome' message with a 'LEARN' button and a list of lessons. Lessons include 'Unit 1: Getting Started' (Lessons 1-4) and 'Unit 2: Meeting Others' (Lessons 1-8). Each lesson has a 'LEARN' button. An 'Assessment' for each unit is available with a 'START' button.
- GOALS:** Displays 'MY PERSONAL GOAL' with a progress bar showing 'No learning today' and a 'Personal goal streak: 0 days'.
- LEARNED VOCAB:** Shows a circular progress indicator for 'LEARNED VOCAB' with a count of 0. A button 'ADD NEW' and a 'MANAGE' gear icon are present.
- PRACTICE:** A grid of activity icons categorized by skill: Listening, Reading, Speaking, and Writing. Activities include 'Preview It', 'Recognize & Say It', 'Recognize & Write It', 'Produce & Say It', 'Produce & Write It', 'Pronunciation Practice', 'Multiple Choice', 'Matching', 'Dictation', 'Listening Multiple Choice', 'Listening Recognition', 'Four Square', 'Unscramble', 'Language Comparison', 'Typing Tutor', 'Spelling Inspector', 'Multiple Choice (Fill in the Blank)', 'Dictation (Fill in the Blank)', 'Matching (Fill in the Blank)', 'Recognize & Write It', 'Produce & Say It', 'Produce & Write It', 'Multiple Choice', 'Matching', 'Dictation', 'Listening Multiple Choice', and 'Listening Recognition'.

Learning Screen

Using the Learning Path

The Learning Path functions as your to-do list. It shows a set of suggested lessons and assessments, with the next recommended lesson at the top. The Learning Path will change over time as completed lessons are removed and new lessons are added.

You can do any of the following with the Learning Path:

- To open any lesson in the learning path, click the button beside it, which may be **LEARN** or **START**.
- To see the words and phrases included as vocab items in a lesson, click  then click **VIEW VOCAB**. (This option may not be available for all lessons.)
- To rearrange your learning path, click , drag the lesson up or down in the path, and release it in a new position.
- To remove a lesson from your learning path, click  then click **REMOVE FROM MY PATH**. You can also click **CLEAR ALL** above the path to remove all lessons at once. Lessons that are removed will not be deleted, but will no longer appear in your learning path. Any words or phrases that you have learned from them will remain in your learned vocab.
- To mark a lesson as learned because you already know the words and phrases it contains, click  then click **MARK AS LEARNED**. All the vocab items from the lesson will be added to your learned vocab, and the lesson will be removed from your learning path. (This option may not be available for all lessons.)
- If your learning path is currently empty, or if you want to add additional lessons to the ones already there, click **Browse** in the navigation bar at the top of the screen to open the Browse screen. See page 7 for details.



Using the Goals Panel

The Goals panel on the right-hand side of the Learning screen shows whether you've completed your daily goal. A daily learning goal is the minimum amount of time you want to spend on language learning each day - though of course you can always do more!



Goals Panel

Goal streaks are gained by completing the daily learning goal multiple days in a row. For each streak of seven days, you earn a shield that can protect your streak against breaking if you miss a day.

You can do the following with the Goals panel:

- To change your goal, click  on this panel and select **Edit goal**. In place of the default option (any amount of time in any language), the goal can be set to 15 minutes, 30 minutes, 60 minutes, or a custom amount of time. If the goal has not yet been completed for the day, the new setting will go into effect immediately. If the goal has been completed, the new one will take effect the following day.
- To see information on your streaks, shields, and goal history, click  and select **History**.

Using the Learned Vocab Panel

As you complete lessons and learning goals, you will come to know an increasing number of words and phrases in the learning language. We call these *learned vocab items*. The Learned Vocab panel on the right-hand side of the Learning screen shows information on your learned vocab items.



Learned Vocab Panel

Learned vocab items are divided into three groups: **fresh** (recently learned or reviewed), **stale** (at risk of being forgotten), and **archived** (marked as no longer needing review).

You can do the following with the Learned Vocab panel:

- To review your stale vocab items and make them fresh again, click **REFRESH ALL**. Regularly refreshing and reviewing what you've learned is an important part of the learning process!
- To see all your learned vocab items or to control which vocab items are archived, click **MANAGE**.
- To manually add learned vocab items you've learned outside the program, click **ADD NEW**.

Using the Practice Panel

The lower right-hand panel on the Learning screen lets you practice words and phrases with various activities. The number and type of activities available may vary by language.

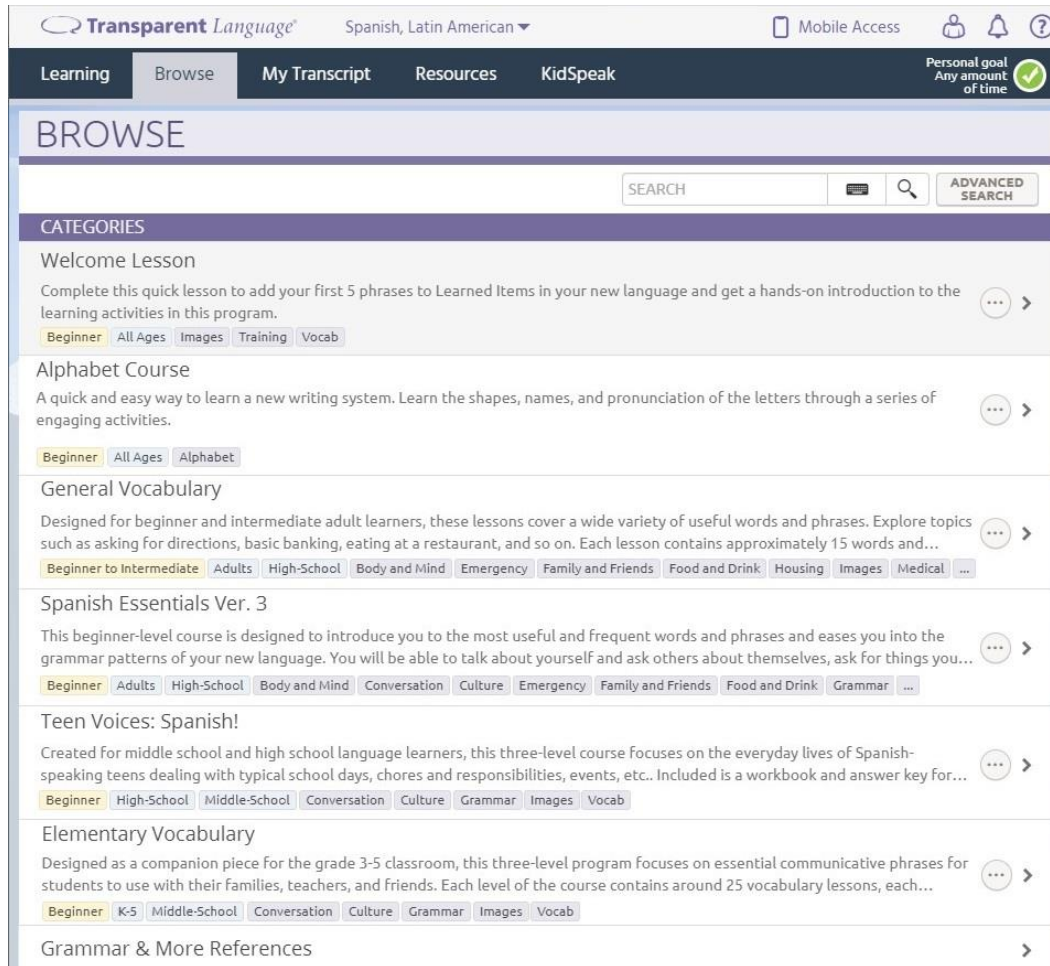


Practice Panel

To launch an activity from the Practice Panel, click on its tile, then use the new screen which appears to select the content you want to use.

Using the Browse Screen

There is much more to the Transparent Language Online content than just the lessons shown in the default Learning Path. To see the entire set of content for your language, click **Browse** in the top navigation bar. The Browse screen will appear, showing a set of categories.

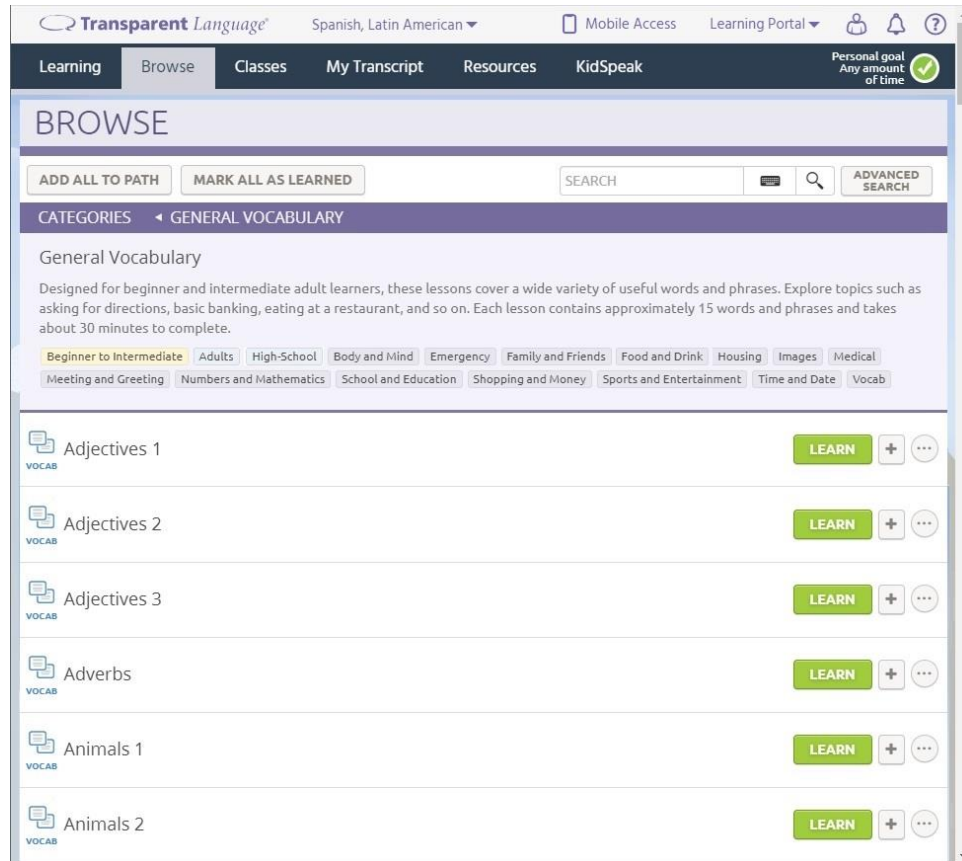


Browse Screen, Showing Categories

The available categories will vary by language. Some categories that may be of interest include the following:

- The **General Vocabulary** category contains vocab lessons on a wide range of subjects, including "Animals", "Numbers", "Common Foods", "Weather", and parts of speech like "Adjectives" and "Verbs".
- The **Elementary Vocabulary** and **Teen Voices** categories available for some languages provide content specifically designed for elementary school students and teenage language learners, respectively.
- The **Alphabet Course** category available for some languages contains lessons that focus on the writing system of the language.
- The **Grammar & More References** category offers language overviews, alphabet information, grammar references, and more.
- Many languages also have specialized categories. Check the Browse screen to see what's available in your language!

Click the name of each category shown on the initial Browse screen to see the subcategories or lessons it contains.



Browse Screen, Showing Some of the General Vocabulary Lessons

You can do the following while the Browse screen is showing lessons:

- To open a lesson, click the **LEARN** or **START** button beside it, just as on the Learning Screen.
- To find a specific lesson, use the **Search** and **Advanced Search** options at the top of the screen.
- To add a lesson to your Learning Path, click , or click  then click **ADD TO MY PATH**. You can also click **ADD ALL TO PATH** at the top of the screen to add all the lessons from the category.
- To remove a lesson from your learning path if it is already in it, click , or click  then click **REMOVE FROM MY PATH**.
- To view the vocab items in a lesson, click  then click **VIEW VOCAB**.
- To mark a lesson as learned because you already know the words and phrases it contains, click  then click **MARK AS LEARNED**. You can also click **MARK ALL AS LEARNED** at the top of the screen to mark all the lessons from the category.
- To return to the Learning screen, click **Learning** in the top navigation bar.

Using the My Transcript Screen

The My Transcript screen allows you to run reports on your language progress. To do so, click the **My Transcript** link in the top navigation bar, then fill in the information and generate the report.

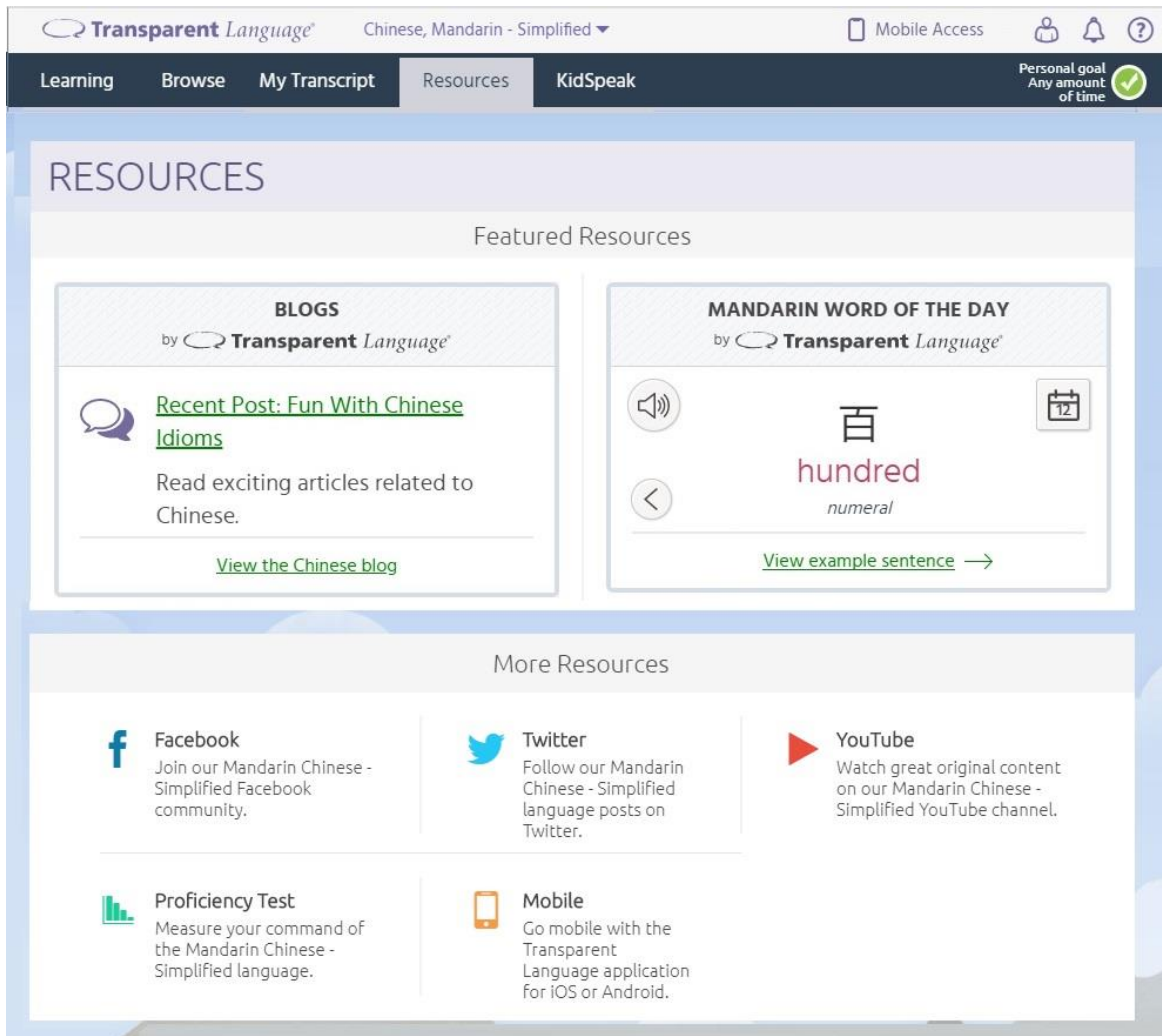
My Transcript Report Generation Screen

Username (Full Name)	Sessions	Assignment Time	Learned Vocab Time	Other Time	Total Time
T.L. Student (Jane Smith)	43	00h 00m 00s	0 4h 08m 08s	26h 10m 12s	30h 18m 20s

My Transcript Report

Using the Resources Screen

The Resources screen allows you to explore a variety of exciting language and culture resources, many of them focused on social interaction. Depending on your language, you may find Facebook communities, Twitter feeds, culture blogs, Word of the Day services, proficiency tests, and more.



Resources Screen

Using Miscellaneous Features

In addition to the major features already covered, there are many other things you can do with Transparent Language Online:

- Click **KidSpeak** in the top navigation menu to open the KidSpeak program for young language learners, if it is available for your language.



- Click **Mobile Access** to see information on the mobile app associated with this program. (This option may not be available for all accounts.)

TRANSPARENT LANGUAGE MOBILE



LEARN ON THE GO!

Continue your language learning whenever or wherever it's convenient for you. Transparent Language Online users can take their language learning on the go with an iOS or Android™ smartphone or tablet. The Transparent Language Mobile app is a FREE iOS and Android app which can be used in conjunction with a Transparent Language Online subscription.





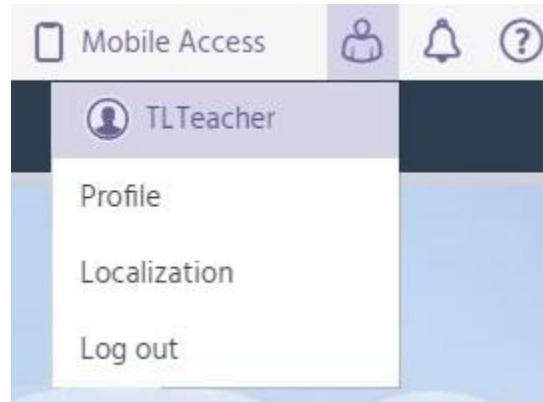
From the Transparent Language mobile app, enter your username and password or scan your QR code below to sign in.



System requirements:
iPhone/iPad/iPod: iOS 11.0 or later. Android: Android OS 5.0 or later.
Your data rates may apply. iTunes®, iPhone®, iPod®, and iPad® are trademarks or registered trademarks of Apple Computer, Inc. Android is a trademark of Google Inc. Other product names may be trademarks of their respective owners.

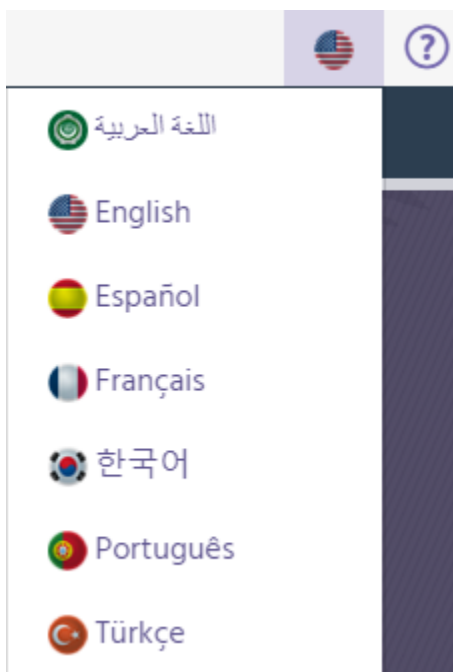
Mobile Access Screen

- Click the  icon to edit your profile or log out of the program.

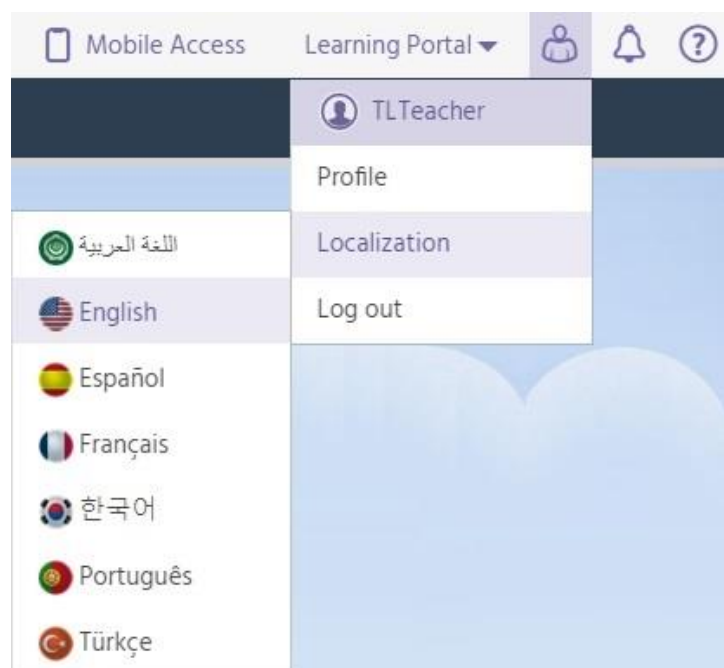


User Menu

- Clicking the small, round flag in the corner of the Login screen to change the user interface language. You can also click  and choose **Localization** on any screen after logging in.



User Interface Menu, Login Screen



User Interface Menu, Learning Screen