

Worksheets Documentation

A Rich Internet Application for Language Learning
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Overview:

Worksheets is a program that allows teachers to create worksheets that go beyond the capabilities of paper-based worksheets, adding interactive and multimedia elements such as drag-drop matching, instant feedback, and audio recording and playback.

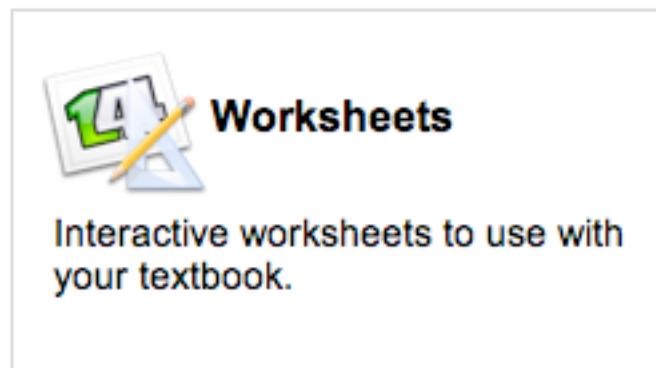
It is important to remember that Worksheets is a learning tool, not a testing tool. While student recordings are stored on the server for teachers to listen to later, the primary purpose of the program is for students to learn through feedback from the program and from listening to themselves.

Worksheets is a Rich Internet Application, and can be found on the RIA homepage:

<http://ria.clear.msu.edu>

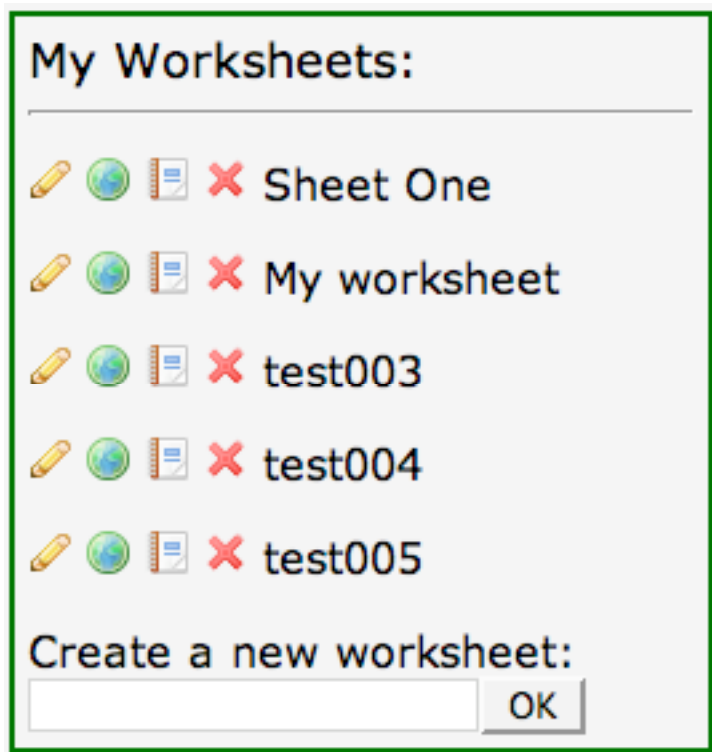
Creating a Worksheet:

From the RIA homepage, click on the Worksheets icon:



Log in to the program, if necessary.

On the left-hand side of the screen you will see a box that contains links to all your worksheets. To create a new worksheet, type a name for your new sheet, then click the OK button.



Next to the name of each sheet there are four icons. Their functions are described as follows:



Edit the worksheet, adding content to it.



Preview the worksheet, opening it in a new browser window. This is how you get the URL of the worksheet so your students can access it.



View student work. You can listen to the recordings that your students made.



Delete the worksheet.

Adding content to a worksheet:

Click the edit icon on the main page to enter the editing screen.

Re-Ordering Items:

You can change the order of items within a category manually, using drag-and-drop. Arrange your items into the order that you want, then click the “SAVE ORDER” link:

SAVE ORDER

Editing worksheet content:

Worksheets allows you to edit much of your content in place. Click on a text sample to edit it.

For example, the worksheet title can be edited by clicking on the title at the top of the page.

Worksheet Title: new worksheet *(click to edit)*

When you click an editable item, an editable text field replaces the item.

Worksheet Title: *(click to edit)*

Make your changes, then press the Enter key.

Worksheet Title: *(click to edit)*

Your changes are saved, and the new text appears on the screen.

Worksheet Title: Week 2 Homework *(click to edit)*

To cancel an edit, click on a blank area of the page, outside the text field.

Recording audio:

Worksheets makes heavy use of audio recording. Many elements can have audio recording accompany, or take the place of, text entries. For example, a drag-drop exercise could consist of dragging audio to text, or audio entries to other audio entries. Multiple-choice items could have an audio-based question with text choices, or vice versa.

The audio clips will be available to students in the form of an icon that they click to hear the sound:



To record audio, click the record audio icon:



When you click the icon, an audio console appears:



Record your audio using the record and stop buttons, and the play button to monitor your recording. You can re-record your sound, if desired.

When you are finished recording, click the green word “DONE” to clear the recording console.

Making text and audio visible to students:

By default, both the text and the audio for each part of multiple-choice, drag-drop and sentence-completion items are available to students. You can change that by toggling the visibility of each part.

Next to each part of the item there is a lightbulb icon. Click the icon to toggle it on or off.



The text or audio will be visible to students



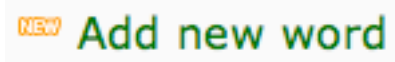
The text or audio will not be visible to students

Vocabulary:

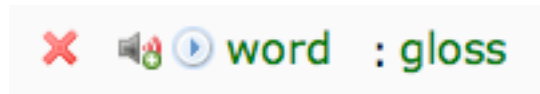
The Vocabulary section allows you to present a list of words to your students, along with a recording of the words' pronunciation. It also has a function to allow students to record themselves reading the words. Their audio files will be saved for you to review at your convenience.

Section Instructions: You can change the default instructions by clicking and editing the text.

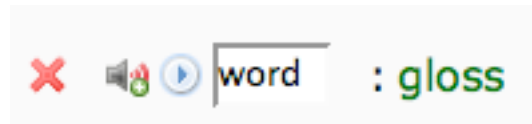
Items: Add a new word by clicking the "NEW" icon:






Your new word appears at the bottom of the list, with default values:



You can edit the text of the vocabulary word and its gloss (definition, explanation, examples) by clicking them and editing them in place.



Next to each word are three icons:

-  Remove this item.
-  Record the audio for this item.
-  Play the audio for this item.

Add as many items as you want, change the text, record the audio, and change the order of your items.

Multiple-Choice:

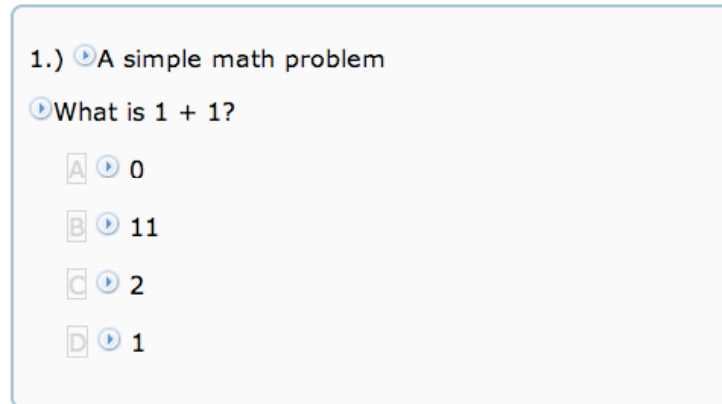
Introduction: The multiple-choice section presents students with self-correcting multiple choice questions that can contain text and/or audio. When students click on one of the answer choices, the system gives feedback instantly.

Although multiple-choice items may seem simple, they are often the most difficult to create. For each item, you must create three distractors that are plausible yet clearly wrong.

Because this is part of a learning tool, not a testing tool, the program includes the ability to give students feedback on their responses. Your feedback should guide students who respond incorrectly to the correct answer.

For example, a simple math problem might look like this:

Multiple-Choice: Click the letter to choose an answer.

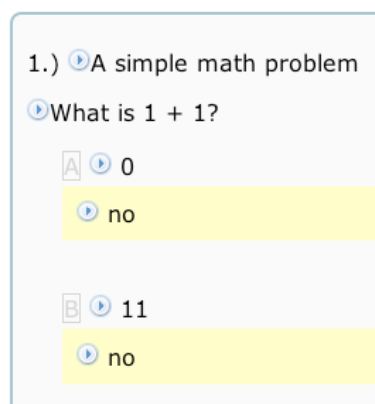


1.) A simple math problem

What is $1 + 1$?

- A 0
- B 11
- C 2
- D 1

When the students clicks on one of the choices, the feedback appears instantly:



1.) A simple math problem

What is $1 + 1$?

- A 0
no
- B 11
no


Feedback should include more than just “correct” or “incorrect:”


You appear to be concatenating, not adding.


Items: To add a question, click the “NEW” icon:

 **Add new question**

Next to each question’s label are two icons:

  **label**





















 Delete this question

 Edit the question

Edit the label: Edit the item’s label by clicking on it.

Edit the item: Click the Edit icon to edit the question. You will see a screen like this:


Editing MC item

Label:	Easy Math Question	
Scenario:	 Click to edit	 audio
Prompt:	 Click to edit	 audio
Choice A:	 Click to edit	 audio
Feedback A:	 Click to edit	 audio
Choice B:	 Click to edit	 audio
Feedback B:	 Click to edit	 audio
Choice C:	 Click to edit	 audio
Feedback C:	 Click to edit	 audio
Choice D:	 Click to edit	 audio
Feedback D:	 Click to edit	 audio
DONE		

You can edit any of the text items by clicking them and editing them in place.

Each section of a multiple-choice question can have audio. Click the “audio” link to open the recording console:

Scenario:  A simple math problem

 audio

Scenario:  A simple math problem

     DONE  0:00

Make the text and audio visible or invisible to students by clicking on the light bulb icons (see the introduction for details).

Drag-Drop Matching:

Introduction: This matching item allows users to use drag and drop to assemble matching pairs of items. Your pairs of items can be any combination of text and audio.

The items are self-correcting: As students drag items onto correct destinations, they will snap onto place. If they are wrong, they will not change:

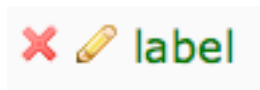
Drag-Drop Matching: Drag items from be





Items: to create a new item, click the “NEW” icon:



Next to each question’s label are two icons:

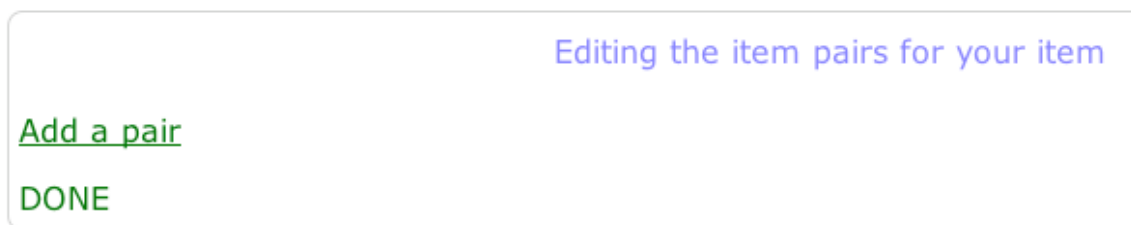


 Delete this question

 Edit the question





Edit the label: Edit the item’s label by clicking on it.

Edit the item: Click the Edit icon to edit the question. You will see a screen like this:



Add pairs of items by clicking the “Add a pair” link. Each item should have between three and ten pairs.

Editing the item pairs for your item

 left item  audio  right item  audio

[Add a pair](#)

DONE

Edit the text of the pairs as needed by clicking the item and editing it in place.

Each element in a pair can have audio associated with it. Click the “audio” link to open the recording console:

 A     DONE  a  audio

Make the text and audio visible or invisible to students by clicking on the light bulb icons (see the introduction for details).

Sentence Completion:

Introduction: Sentence completion items allow you to set up a scenario and prompt your students for the appropriate utterance to say in that situation. Students record themselves,

A sample response is available to students only after they click the “I’m done” link at the bottom of the page.

Sentence Completion: Record yourself completing the passage or dialog.

▶ Your friend sees you first thing in the morning.

He says, "How are you?"
You reply, "fine."
He says, "What's going on?"
You say: _____

Your response: ▶ 🔊

Students record their responses by clicking this icon: 🔊

Your response: ▶ 🔊 ◻ ▶ **DONE** ◻ 0:00

Items: to create a new item, click the “NEW” icon:

NEW Add new item

Next to each question’s label are two icons:

✗ 🖋 label

✗ Delete this question








Edit the question

Edit the label: Edit the item's label by clicking on it.

Edit the item: Click the Edit icon to edit the question. You will see a screen like this:

Editing Sentence Completion item "Responding to a greeting"

Scenario: [Click to edit](#)  audio
Prompt: [Click to edit](#)
Feedback:  [Click to edit](#)  audio
Sample Response:  [Click to edit](#)  audio

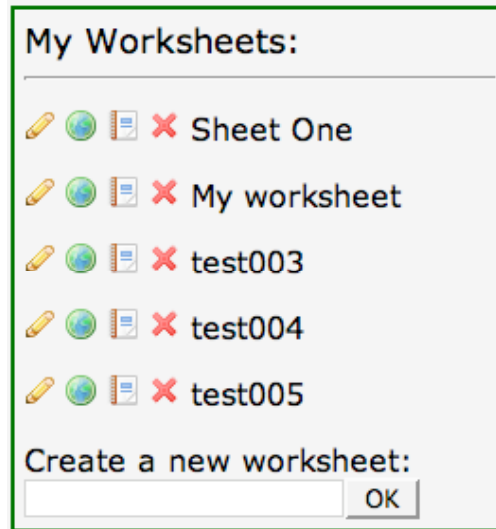
Edit the text and audio for the scenario, prompt, feedback and sample response as needed.


Make the text and audio visible or invisible to students by clicking on the light bulb icons (see the introduction for details).

Making a worksheet available to students:

Every worksheet has its own URL. Students access your worksheet by going to the worksheet's URL.

To find the URL of your worksheet, go to the main page of the Worksheet application.



Click the icon  next to the label of the worksheet. The worksheet will open in a new browser window. In the address bar of the browser, you will see the worksheet's URL:



Give the URL to your students, either by making a link to it in your web page, or by emailing it to your students, or by printing it out and having them type it in the address bar of their browsers. When they go to that URL, the worksheet will load.

They will be asked to type their name. The system will store their work and link it to the name that they type. This is how you will be able to identify their work when you check it.

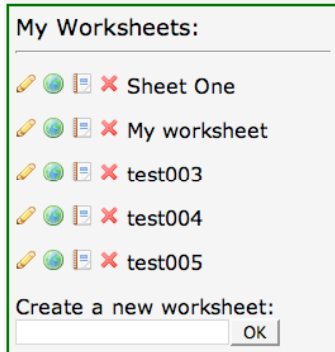
Worksheet


Log in for the worksheet

Accessing student work:

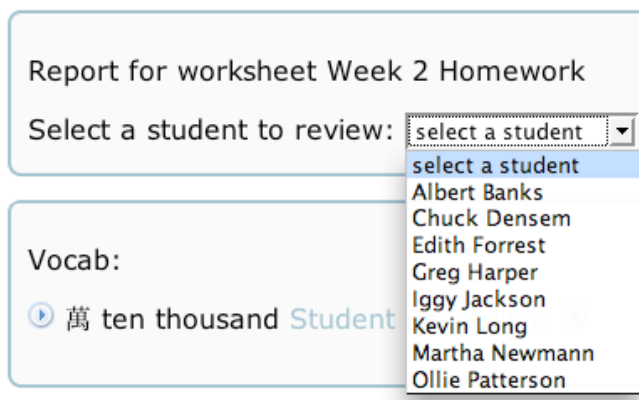
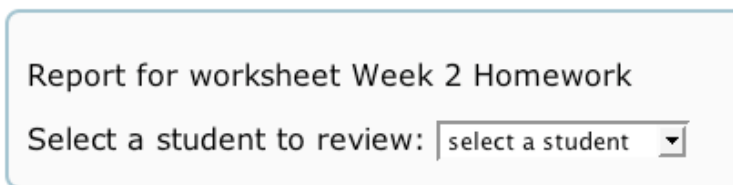
You can listen to students' recordings at any time by accessing the reporting function of Worksheets.


Go to the main page of the Worksheet application.



Next to the label of the worksheet, click the report icon: . The report will open in a new window.

From the drop-down list, select a student whose work you want to review.



Clicking the play icon () next to vocabulary items and sentence completion items will play the audio for that student.