



Babilon Use Guide

March 3, 2009

Table of Contents

Contacting Students.....	1
Broadcasting an Announcement to the Class.....	1
Speaking with an Individual Student	1
Leaving a Message for a Student	1
Working in Babilon.....	2
About Babilon.....	2
Placing Students in Groups.....	3
Moving Students between Groups	3
About the Babilon Student Screen.....	5
Monitoring Students in Babilon.....	5

Contacting Students

Broadcasting an Announcement to the Class

Use this procedure when you want to speak with the entire class of students who are signed on to CAN-8.

1. From the **Phone** menu choose **Broadcast**.
The SV Net Phone dialog appears.
2. Make your announcement.
3. When you are finished, click on **Exit**.

Speaking with an Individual Student

Use this procedure when a student calls for help, or any time you need to speak with an individual student:

1. On the Tracker select the student, then from the **Phone** menu choose **Student**.
The SV Net Phone dialog appears.
2. Begin your conversation with the student.
3. When you are finished, click on **Exit**.

Leaving a Message for a Student

Use this procedure when you want to leave a message and advise a student to repeat a particular lesson item before proceeding to other items in the lesson.

Note: Because leaving a message requires the student to repeat the lesson before moving on to other work, don't use this message facility when you simply want to praise a student.

To leave a message for an individual student:

1. On the Tracker click on the item for the student for whom you want to leave a message.
2. Click on **Talk**, then record your message.
3. When you are finished, click on **Talk** again.
The Tracker cell for the item turns red.

Note: You cannot listen to your message, but if you want to change it for any reason, just repeat the procedure.

When you leave a message and the student is signed on, the student will receive the message as soon as they move on the next item. If the student is not currently signed on, the message will be played the next time the student works with that lesson. If the student never returns to that lesson, the message will never be heard by the student.

Once the student listens to your message and repeats the exercise:

- if the student has re-recorded a new response to the item, the corresponding Tracker cell turns yellow, indicating that you can check the new recording.
- if the student has re-answered a Multiple Choice or Fill-in-the-Blanks question, the colour changes either to blue or magenta, indicating whether or not the new answer is correct.

Working in Babilon

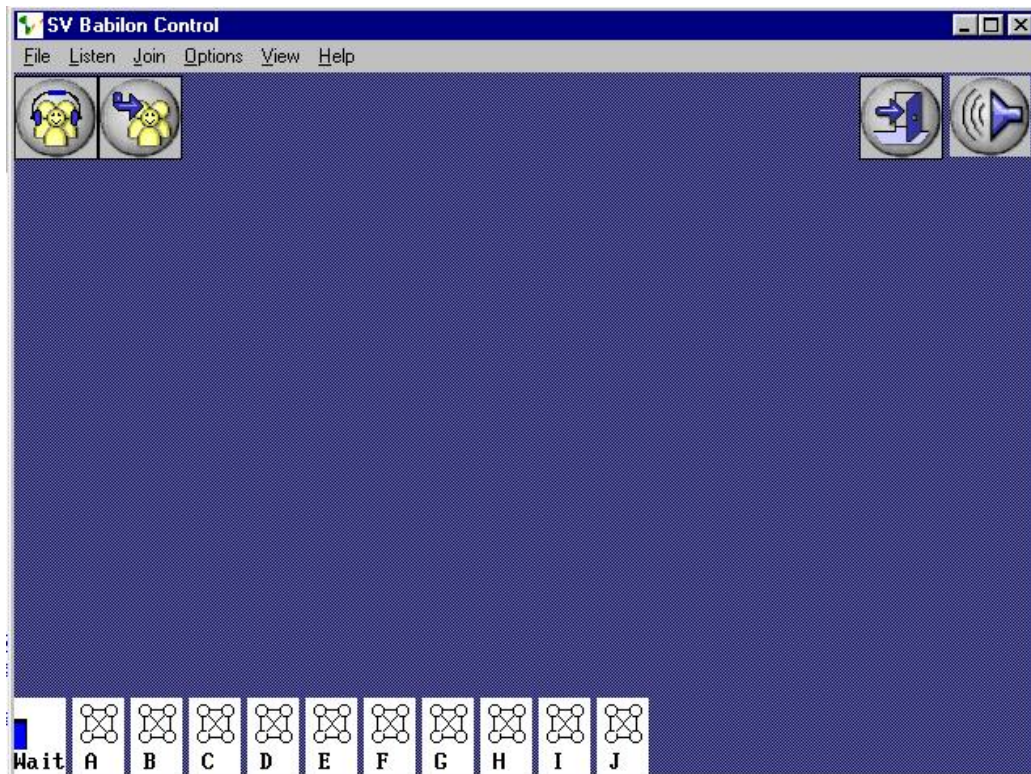
About Babilon

Babilon enables students to talk to each other in real time over the network. Use Babilon to:

- assign up to four students in up to 10 groups
- listen to the conversation of any group
- participate in the conversation of any group
- talk individually to any student
- address the entire class

Note: Ask your CAN-8 Master to create a Babilon menu item on your students' menu.

When you (while logged on as an instructor) select Babilon from the student menu you will see the following screen:

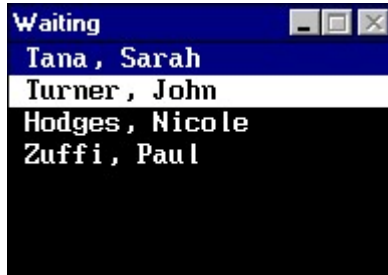


To display the users in a group, click on the icon for that group from the bottom of the screen. The icons shown here indicate that there are no users waiting or in any group.

- If there are users in a group, the nodes in the group icon will be coloured.
- If there are users waiting to join a group, the “wait” icon will look like this:



Clicking on the wait icon shows a list of the students waiting, for example:



Students who are currently signed on and waiting are shown in blue. Other students that have signed off are shown in white on black. These students may still be placed into groups so that when they sign back on they will start work in that group.

Placing Students in Groups

There are two ways to place students in groups to work in Babilon. To manually place students in groups, move them from the waiting list by clicking on the student’s name once with the mouse (or using the cursor keys) and then type the letter on the keyboard of the group they are to join.

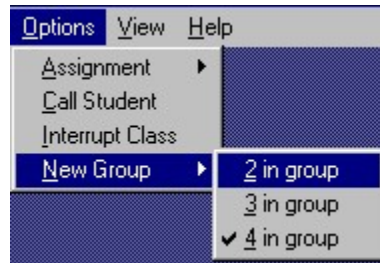
To automatically place students in groups, choose **Options > Assignment > Automatic**. The computer tries to ensure no students are left out of a group by rearranging groups as needed.

Moving Students between Groups

To see the names of the students in a particular group, click on the icon for that group.

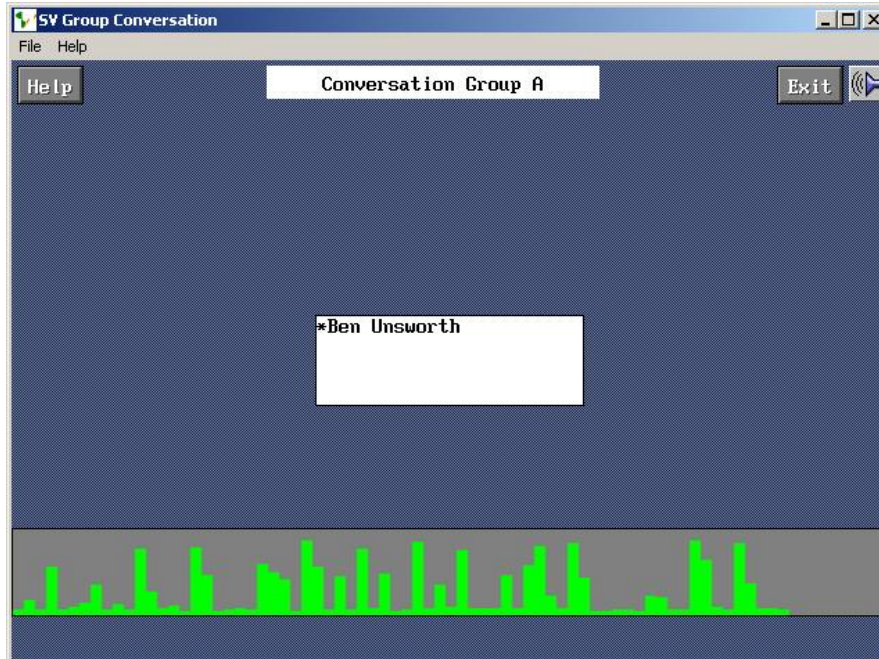
To move a student from one group to another, highlight the student’s name in their current group and type the letter of the group you wish them to join. The student will be moved immediately to the new group. To move a student back to the waiting list, highlight the name and press the spacebar.

To cancel all group assignments and resassign the students to new groups, select **Options > New Group**. If group assignment is set to manual, all students will be returned to the Waiting List. If assignment is set to automatic, the students will be distributed to new groups, with the number of students per group as set from the menu.



About the Babilon Student Screen

When students first select the Babilon entry from the menu, they are presented with a message that says: “Waiting for Assignment”. These students are in the waiting list. Once you have assigned them to a group, they will see a screen like this:



The volume display at the bottom shows the loudness of the student's own voice.

The box in the middle of the screen shows the group and the names of the other members of the student's group. The computer marks the most recent speaker with an * character (in this case, Ben).

Monitoring Students in Babilon

Click on the icon for any group to display a list of the students in that group. You may display multiple group lists by clicking on more group icons.

To **listen** to a group, click on the blue title bar of the group's window. Then click



In “listen” mode, the students do not hear the instructor talking or have any indication that the instructor is listening. The name of the student who is talking will be highlighted in the list window.

To **join** a group, click on the blue title bar of the group's window. Then click



In this mode, you can be heard and can talk just like any other group member.

To **speak to an individual** student, highlight the student's name on the group list window and then, from the menu at the top of the screen, choose **Options > Call Student**. Other members of the student's group cannot hear the conversation. The student is notified by the message "Attention, Speak to your Professor". End the call by pressing the Exit button.

To **speak to all students**, choose **Options > Interrupt Class**.