

Process for Preparing Can8 Lessons

Foreign Language Laboratory
Fayetteville State University

March 2006

To prepare Can8 lessons, please:

1. Get CD to Lab Director
2. Director will convert it to Can8 files and put them under: Instructor Main Menu/Language CDs
3. Let Director know how many planners you want on the Student Main Menu under your specific language.
4. Once the files are on the Instructor Main Menu under the Language CD submenu, left click on language CDs, right click on the desired planner, and choose plan (left click). (See p. 3 of the Can8 Authoring Guide).
5. Copy five cells at a time. You do this by using the keys Ctrl + C or selecting Copy from the Edit drop down menu. (See p. 5 of the Can8 Authoring Guide)

Locate the planner you wish to move copied items to in the Student Main Menu (Remember you need to tell Lab Director how many you need), right click on that planner, and choose Plan. Once you get into the planning area, paste the cells in. You do this by using the keys Ctrl + V or selecting Paste from the Edit drop down menu. (See p. 5 of the Can8 Authoring Guide)

6. Once the cells are pasted, you will need listen to each track/cell and decide how you would like to divide the audio up. To do this, (make sure you are in Plan mode – right click on the planner and choose Plan) click on the first cell/track, click on the red button/Circle in the upper left corner.

When the screen opens, you can either click on the play button or double click on the green bar at the bottom to hear the audio. Follow along in your text book and take note of the counter numbers at the bottom of the screen that correlate with the beginning of each exercise.

7. Next, make several copies of each cell depending upon how many exercises you'd like to divide the audio up into. Copy and paste using the keys or edit menu (See p.5 of the Can8 Authoring Guide).
8. To edit each cell according to how you wish to divide up the lesson, click on the first Cell/Track, click on the red button and the screen will open. Then SNIP the sections of the audio clip that you don't need. To do this, put the cursor before the area and drag across the

- area you wish to clip, choose snip from the edit drop down menu. (p. 10 of the Can8 Authoring Guide) according to how you wish to divide up the sound clip into lessons.
9. Once you have snipped the sound clips according to how you wish to divide up the lesson, you will need to decide which kind of exercise you'd like to make each cell or exercise. This is entered in the left column (p.4 of the Can8 Authoring Guide or the handout).
 10. If you wish there to be accompanying text or instructions or text on the screen for the students, you will need to click on the cell, click the red button and type in the text (If it is a lengthy text, it is advisable to write the text in Word, cut, and paste into the screen because you cannot export from Can8).
 11. If you would like to divide the planner up into sections, use an **I** lesson type. In Plan Mode (right click on the desired planner and choose Plan) type the name of the section in the cell. You can record audio in this cell, but students do not see a screen for an **I** cell. If you would like to insert a cell for instructions that you read in, click on the cell above which you'd like the cell to be inserted, choose INSERT from the Edit drop down menu. Make it a **T** lesson and type instructions in the planner cell. With cursor in the cell, click on the red button and the recording screen will open. You can type in or record your instructions. To record, click the red button and talk into the microphone. Click the red button again to stop. If you make a mistake and want to record again, from the Edit drop down menu, choose clear audio. If you would like to delete a cell in the planner, from the Edit drop down menu, choose cut or use the key stroke Ctrl + X.
 12. While you are working on/planning the item, you can lock it so that the students can't access it. To do this: Right click on the planner on the Student Main Menu, left click on Track, from the Test drop down menu, choose Wait to Start.
 13. When you are ready to try out the lesson as a student would, you will need to unlock the planner. To do this, Right click on the planner on the Student Main Menu, left click on Track, from the Test drop down menu, choose Practice.