



System Administration

Administration Manual

Contents

INTRODUCTION.....	3
CONFIGURATIONS FOR TELL ME MORE[®] PRO.....	4
REQUIRED CONFIGURATIONS	4
HOW TO INSTALL TELL ME MORE [®] PRO ON THE SERVER	5
HOW TO INSTALL TELL ME MORE [®] PRO ON A STUDENT WORKSTATION.....	9
HOW TO INSTALL TELL ME MORE [®] PRO ON A TUTOR WORKSTATION	10
HOW TO UNINSTALL THE APPLICATIONS.....	12
<i>How to quit and uninstall Dispatcher.....</i>	<i>12</i>
<i>How to uninstall AdminTools, TutorTools, and/or TeLL me More[®].....</i>	<i>12</i>
<i>How to uninstall the data (TeLL me More[®] PRO server and lessons)</i>	<i>12</i>
<i>How to reinstall one or more applications</i>	<i>13</i>
ADMINTOOLS	14
HOW TO RUN ADMINTOOLS	14
HOW TO ADD A LICENCE NUMBER (TELL ME MORE [®] PRO).....	15
OPTIONS FILE	16
<i>If you have installed TeLL me More[®] PRO</i>	<i>16</i>
<i>If you have installed TeLL me More[®] e-system</i>	<i>17</i>
<i>Optional Modules</i>	<i>19</i>
<i>How to stop Dispatcher and restart it</i>	<i>19</i>
TUTORS FILE	20
<i>How to create a Tutor account</i>	<i>20</i>
<i>How to modify a Tutor account</i>	<i>21</i>
<i>How to remove a Tutor account</i>	<i>22</i>
LANGUAGE GROUPS FILE.....	23
<i>How to add a language group</i>	<i>23</i>
<i>How to modify a language group</i>	<i>23</i>
<i>How to remove one or more language groups</i>	<i>24</i>
STUDENT GROUPS FILE	25
<i>How to add a student group</i>	<i>25</i>
<i>How to add a request for a summary report.....</i>	<i>25</i>
<i>How to modify a student group.....</i>	<i>26</i>
<i>How to remove one or more student groups.....</i>	<i>26</i>
STUDENTS FILE	27
<i>How to add a student account</i>	<i>27</i>
<i>How to add a student account by duplicating an existing account.....</i>	<i>33</i>
<i>How to import student files.....</i>	<i>34</i>
<i>How to export one or more student accounts</i>	<i>36</i>
<i>How to modify a student account.....</i>	<i>37</i>
<i>How to remove one or more student accounts.....</i>	<i>37</i>
LESSONS FILE	38
<i>How to add units.....</i>	<i>38</i>
WORKSTATIONS FILE	40
<i>How to remove a workstation.....</i>	<i>40</i>
TECHNICAL SUPPORT.....	41

INTRODUCTION

This manual is intended for the administrator, or for any person who may carry out the installation, configuration and administration of the system, whether it be for **TeLL me More® PRO** or for **TeLL me More® e-system**.

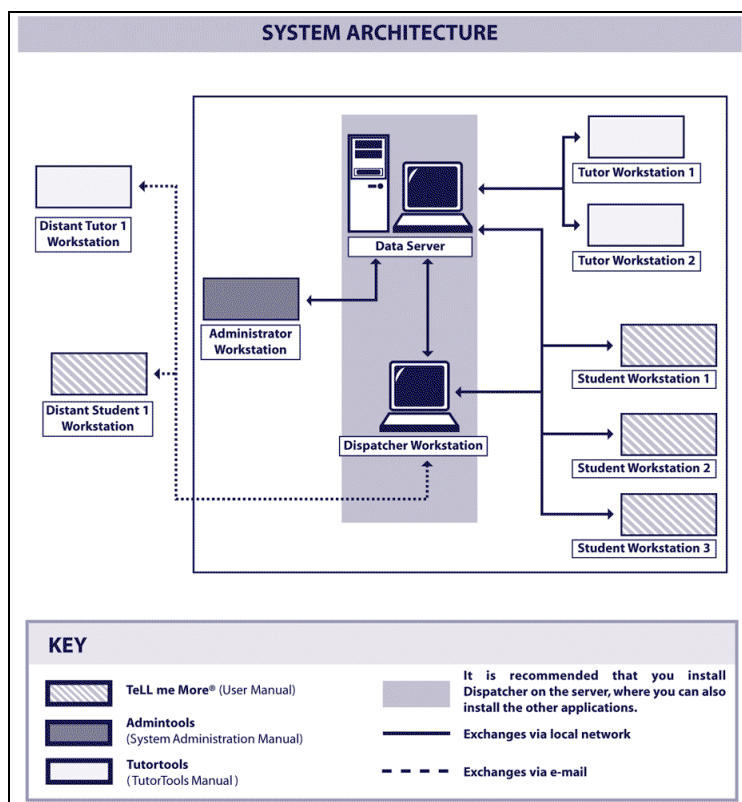
To obtain an updated version of this manual, refer to the site www.auralog.com, where you can find the manual in PDF format.

Note:

Installation of TeLL me More® e-system is carried out by a technician. For this reason, it is not explained in this manual.

➤ This system consists of 4 different applications:

- **AdminTools:** an application that allows you not only to configure the entire system but also to create the structure of the Tutoring system (Tutors, language groups, student groups, students, lessons).
- **Dispatcher:** an application that manages the messages exchanged between Tutors and students. This can be configured via **AdminTools**.
- **TutorTools:** an application that allows the Tutor to communicate with the students, to create and to send learning paths, to follow each student's results, to print out the pedagogical and linguistic content in **TeLL me More®**, etc.
- **TeLL me More®:** a language learning software package intended for the student, used in conjunction with the Tutor's advice and learning paths sent by the Tutor.



Installation of the entire system is best carried out in different steps. You must first of all ensure that your hardware meets the recommended configuration. Then, you can move on to the installation. For further details on this stage, consult the sections entitled **Required configurations** and **Installation and Uninstallation**.

Once the installation has finished, **AdminTools** will allow you to specify system parameters and register Tutors, language groups, students, etc.

For further details on this stage, consult the section entitled **AdminTools**.

CONFIGURATIONS FOR TELL ME MORE[®] PRO

Required configurations

Note:

The configurations in parentheses are recommended.

For the server

Number of TeLL me More[®] users connected to the network at one time	1-5	6-50	51 or more
Processor	Pentium 200	PII 400MHz	Multiprocessor or several servers
RAM	64 MB (128 MB for Windows [™] 2000)	256 MB	512 MB
Operating system	Windows [™] 95, 98, Millennium, NT4, 2000	Windows [™] NT4, 2000	Windows [™] NT4, 2000
Network bandwidth	10 MB/s	100 MB/s	2 MB/s for each active workstation
Network protocol	TCP/IP		

The lessons must be copied onto the hard drive, or be accessible from a CD-ROM server. This hardware must allow a minimum bandwidth of 2 MB/s for each active workstation.

Note:

TeLL me More[®] PRO server and lesson data can, if necessary, be installed on a non-Windows[™] server. To install the applications, refer to the section entitled **Installation and Uninstallation**.

For student or Tutor workstations

- Pentium (PII)
- 32 MB RAM (64 MB)
- Microsoft Windows[™] 95, 98, NT4 (64 MB RAM), Millennium (128 MB) or 2000 (128 MB)
- Network card: 10 MB/s
- Network protocol: TCP/IP
- 90 MB available on hard drive (150 MB)
- Video card with 640 x 480, 256 colours (1,024x768, 65,536 colours)
- 16-bit Windows[™]-compatible sound card
- Microphone and loudspeakers or headset

INSTALLATION AND UNINSTALLATION

Warning!

You must install:

1. The server (the main directory for **TeLL me More[®] PRO**) and, if necessary, the different applications,
2. The student workstation(s) (refer to the section entitled **How to install TeLL me More[®] PRO on a student workstation**),
3. The Tutor workstation(s) (refer to the section entitled **How to install TeLL me More[®] PRO on a Tutor workstation**).

How to install TeLL me More[®] PRO on the server

1. Before running the installation program, you must create the main directory for the **TeLL me More[®] PRO** server. This directory must be:

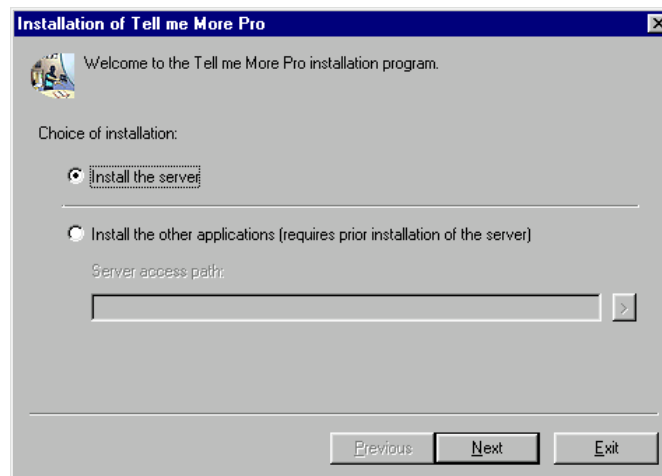
- a directory on the computer's hard drive, in the case of a single-station installation (*example*: C:\TellMeMorePro\Auraserv),
- a shared directory with complete access, in the case of a multi-station installation (*example*: \\Server\Auraserv). In this case, the server network name must not include accents or any other special characters. It must not start with a number, either.

Warning!

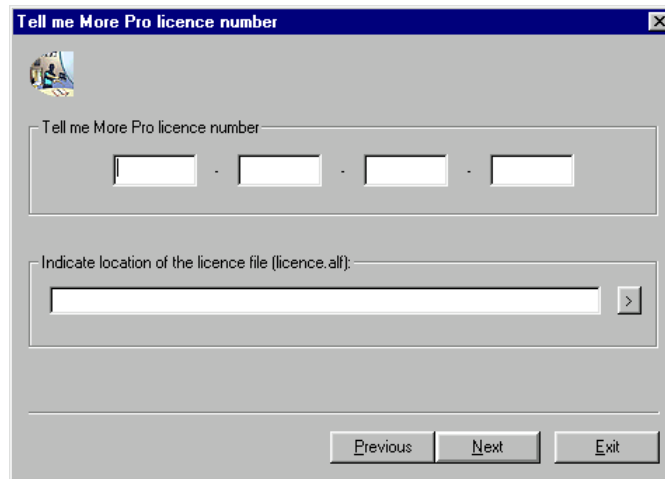
The installation must be carried out directly onto the server and not take place by remote via another workstation on the local network.

2. Place the corresponding installation CD-ROM in the CD-ROM drive.

After a few seconds, the installation will start automatically. If this doesn't happen, double-click on **Setup.exe**, which can be found in the **AurInst** directory, on the root directory of the installation CD-ROM.



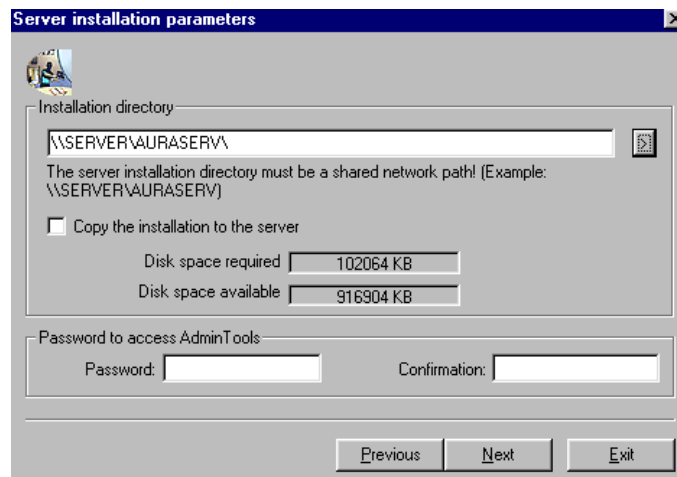
3. You must first install the server, even in the case of a single-station installation. Choose **Install the server** and click on **Next**




4. Enter the licence number shown on the licence slip in the product box. If the installation requires a licence file, specify its location on disk or CD-ROM.

Click on **Next**.

The following screen allows you to configure the system installation.



5. Click on  and indicate the directory created at the start of the installation (refer to point 1).

Reminder!

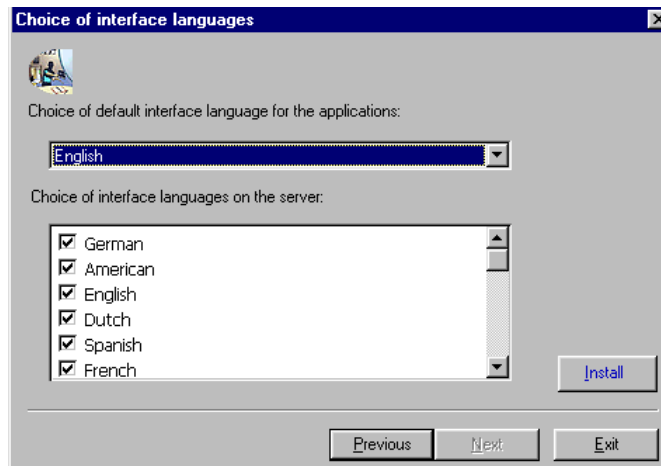
If you have a single-workstation licence, the server installation directory must be a local path.

If you have a multi-workstation licence, the server installation directory must be a shared network path.

Ensure that you have sufficient space on your hard drive.

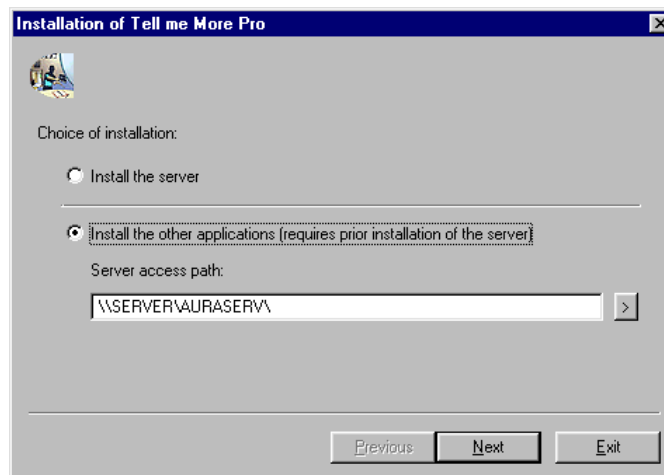
If you wish to copy the installation program onto the server, tick the box marked **Copy the installation to the server**. You can then install student and Tutor workstations from the server.

You have the option of being able to use a password (maximum 20 characters) for **AdminTools**. This password will be essential for accessing the software. Make sure you don't forget it!



6. Select the default interface language for the applications, as well as the languages that must be available on the server, and click on the **Install** button.

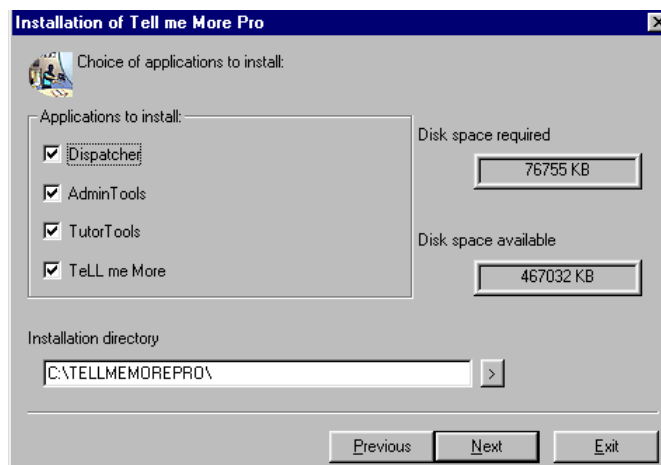
The length of time it takes to copy the files depends on your chosen settings.
The installation process will take you back to the original screen.



7. Select **Install the other applications**.

8. Enter the server access path.

Check that the path matches that specified on the **Server Installation Parameters** screen (refer to point 5).
Click on **Next**.



9. Select the applications to be installed.

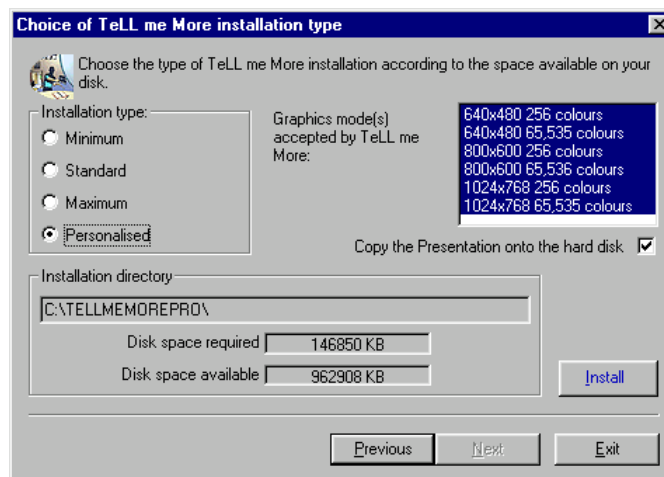
For a standard configuration, we advise you to install all the applications: **Dispatcher**, **AdminTools**, **TutorTools**, and **TeLL me More**[®]. For a more in-depth description of these applications, refer to the **Introduction**.

Essential Information!

- Options for **Dispatcher** are only available under Windows[™] NT and Window[™] 2000 (they give you the option of installing **Dispatcher** as a service).
- If you install the server on a non-Windows[™] workstation, these applications *must be* installed on a Windows[™] workstation on the local network.
- If you install **Dispatcher** on the server, you don't have to install it again on student and Tutor workstations.
- Installation of **TeLL me More**[®] is optional.

If you choose to install everything except **TeLL me More**[®], click on the **Install** button that is displayed on the screen and move on to point **11**.

If this is not the case, click on **Next**. You will be presented with the following screen:



10. The program will ask you which type of installation you wish to carry out. Your choice will determine which video mode **TeLL me More**[®] will use.

- If you select **Minimum**, **TeLL me More**[®] will choose the resolution best adapted to your current display. This installation takes up the least space on your hard drive. *Example:* if your current resolution is 1,024 x 768 with 65,536 colours, **TeLL me More**[®] will install a resolution of 1,024 x 768 with 65,536 colours. If your current resolution is 640 x 480 with 256 colours, **TeLL me More**[®] will install a resolution of 640 x 480 with 256 colours.
- If you choose **Standard**, **TeLL me More**[®] will install the resolution which is best suited to your monitor, as well as the minimum resolution (640 x 480 with 256 colours), and will copy the **Presentation** of the software onto your hard drive. This installation will allow **TeLL me More**[®] to function with an optimal display in the display configuration which is present during installation, and to function with a minimal display if the configuration is changed. Moreover, the **Presentation** will always be accessible. This installation is suggested by default.
- If you choose **Maximum**, **TeLL me More**[®] will install all the resolutions compatible with your display system. You should choose this type of installation if you often change display configuration.
- The **Personalised** option will allow you to personally choose the resolution you want to use with **TeLL me More**[®]. The **Personalised** installation also allows you to copy the **Presentation** on to your hard drive.

The program indicates, according to the elements you have selected, the space required for installing **TeLL me More**[®] **PRO** on your hard drive, as well as the space available on your hard drive.

Click on the **Install** button.

11. Different screens will inform you of each stage of the installation.

A message will then tell you that installation of all the applications has finished.

If your system requires that the database access pilots be updated, **MDAC** will be suggested. Follow the instructions to carry out this update.

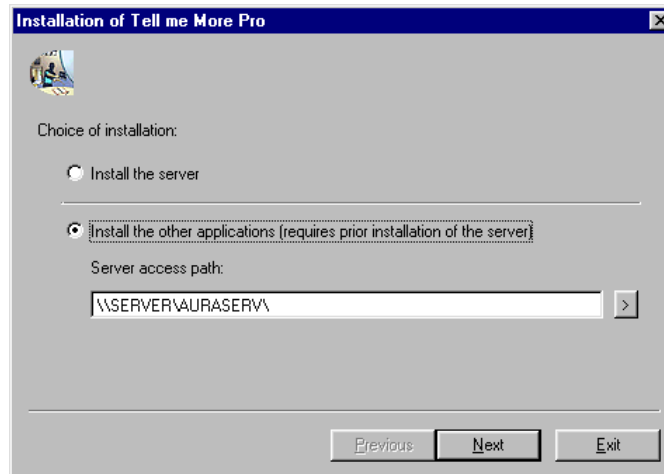
How to install TeLL me More[®] PRO on a student workstation

Warning!

The server must have been installed before installing student workstation(s). For this, refer to the section entitled **How to install TeLL me More[®] PRO on the server**.

1. If you have copied the installation program on to the server (refer to point **5** in the section entitled **How to install TeLL me More[®] PRO on the server**), look for installation program (**Setup.exe**) in the **Install** directory (Example: \\Server\Auraserv\Install).

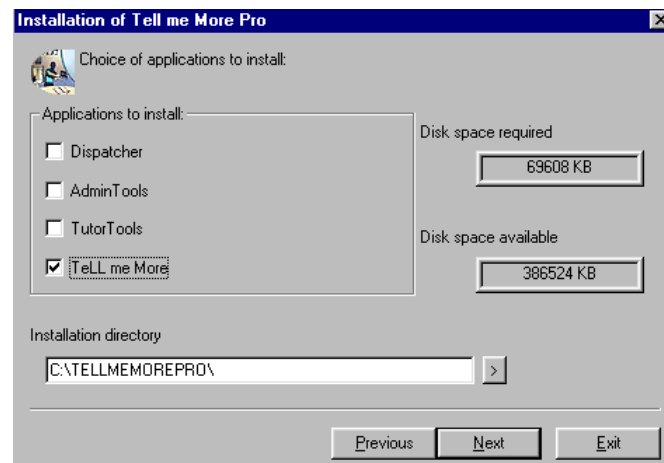
If this is not the case, insert the installation CD-ROM. After a few seconds, installation will start automatically. If this doesn't happen, double-click on **Setup.exe**, which can be found in the **AurInst** directory at the root of the Installation CD-ROM.



2. Select **Install the other applications**.

You must next enter the server access path that was specified during the installation of the server (refer to point **5** in the section entitled **How to install TeLL me More[®] PRO on the server**).

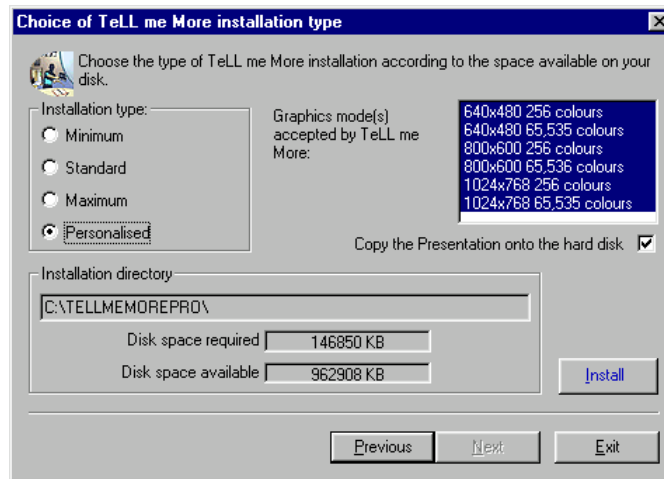
Click on **Next**.



3. Select **TeLL me More[®]**, and click on **Next**.

Warning!

Ensure that you have enough space on your hard drive.



4. The program will ask you which type of installation you wish to carry out. Your choice will determine which video mode **TeLL me More®** will use.
- If you select **Minimum**, **TeLL me More®** will choose the resolution best adapted to your current display. This installation takes up the least space on your hard drive. *Example:* if your current resolution is 1,024 x 768 with 65,536 colours, **TeLL me More®** will install a resolution of 1,024 x 768 with 65,536 colours. If your current resolution is 640 x 480 with 256 colours, **TeLL me More®** will install a resolution of 640 x 480 with 256 colours.
 - If you choose **Standard**, **TeLL me More®** will install the resolution which is best suited to your monitor, as well as the minimum resolution (640 x 480 with 256 colours), and will copy the **Presentation** of the software onto your hard drive. This installation will allow **TeLL me More®** to function with an optimal display in the display configuration which is present during installation, and to function with a minimal display if the configuration is changed. Moreover, the **Presentation** will always be accessible. This installation is suggested by default.
 - If you choose **Maximum**, **TeLL me More®** will install all the resolutions compatible with your display system. You should choose this type of installation if you often change display configuration.
 - The **Personalised** option will allow you to personally choose the resolution you want to use with **TeLL me More®**. The **Personalised** installation also allows you to copy the **Presentation** on to your hard drive.

The program indicates, according to the elements you have selected, the space required for installing **TeLL me More® PRO** on your hard drive, as well as the space available on your hard drive.

Click on **Install**.

You will be informed when **TeLL me More®** has been installed.

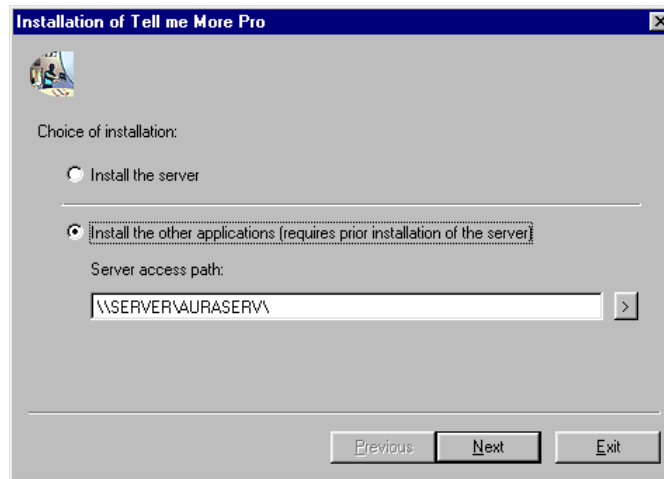
How to install **TeLL me More® PRO** on a Tutor workstation

Warning!

*The server must have been installed before installing Tutor workstation(s). For this, refer to the section entitled **How to install TeLL me More® PRO on the server.***

1. If you have copied the installation program on to the server (refer to point **5** in the section entitled **How to install TeLL me More® PRO on the server**), look for installation program (**Setup.exe**) in the **Install** directory.
(*Example:* \\Server\Auraserv\Install)

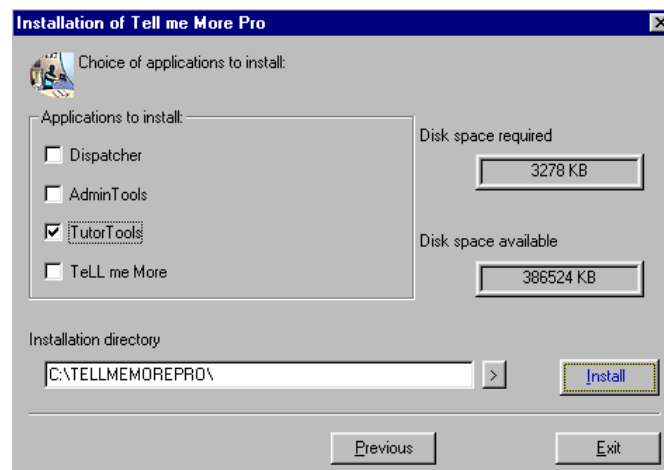
If this is not the case, insert the installation CD-ROM. After a few seconds, installation will start automatically. If this doesn't happen, double-click on **Setup.exe**, which can be found in the **AurInst** directory at the root of the Installation CD-ROM.



2. Select Install the other applications.

You must next enter the server access path that was specified during the installation of the server (refer to point 5 in the section entitled **How to install TeLL me More® PRO on the server**).

Click on **Next**.



3. Select TutorTools.

You can also choose to install **AdminTools** (in the case that the Tutor is using **AdminTools**) and **TeLL me More®**. By installing **TeLL me More®**, the amount of disk space required will increase.

Click on **Install**.

You will be informed when the applications have been installed.

How to uninstall the applications


If **Dispatcher** is running on the workstation, you must quit before uninstalling **AdminTools**, **TutorTools** and/or **TeLL me More®**. For this, refer to the section entitled **How to quit and uninstall Dispatcher**. If this is not the case, refer to the section entitled **How to uninstall AdminTools, TutorTools and/or TeLL me More®**.

How to quit and uninstall Dispatcher

If **Dispatcher** is running, you must quit before uninstalling.

How to quit Dispatcher

There are two possible cases:

- For Windows™ 95/98/Millennium and other versions where it is installed as an application: click on the **Dispatcher** icon :  in the task bar at the bottom of the screen, and then on **Quit**.
- For Windows™ NT/2000, if **Dispatcher** is installed as a service, quit the **TeLL me More® Dispatcher** and the **TeLL me More® Connector**.

<p>How to quit the TeLL me More® Dispatcher service and the TeLL me More® Connector service under Windows™ NT</p>	<ul style="list-style-type: none"> ➤ Go into the Start menu. ➤ Select Parameters. ➤ Select Configuration Panel. ➤ Select Services. ➤ Double-click on TeLL me More® Dispatcher, and then click on Quit. ➤ Select TeLL me More® Connector, and then click on Quit.
<p>How to quit the TeLL me More® Dispatcher service and the TeLL me More® Connector service under Windows™ 2000</p>	<ul style="list-style-type: none"> ➤ Go into the Start menu. ➤ Select Parameters. ➤ Select Configuration Panel. ➤ Select AdminTools. ➤ Select Services. ➤ Double-click on TeLL me More® Dispatcher, and then click on Quit. ➤ Select TeLL me More® Connector, and then click on Quit.

How to uninstall Dispatcher

- Go into the **Start** menu.
- Select **Programs**.
- Select **TeLL me More® PRO**.
- Select **Uninstall/Uninstall Dispatcher**.

How to uninstall AdminTools, TutorTools, and/or TeLL me More®

- Go into the **Start** menu.
- Select **Programs**.
- Select **TeLL me More® PRO**.
- Select **Uninstall**.
- Select the application(s) you wish to uninstall.

How to uninstall the data (TeLL me More® PRO server and lessons)

- Delete the entire **TeLL me More® PRO** server directory that you created during the initial installation.

How to reinstall one or more applications

- Go into the **AurInst** directory on the **TeLL me More® PRO** installation CD-ROM.
- Double-click on **Setup.exe**.
- Select Install the other applications.
- Indicate the access path for the **TeLL me More® PRO** server directory (refer to point **1** in the section entitled **How to install TeLL me More® PRO on the server**).

Reminder!

For single-workstation installations, the directory must be a local path.

For multi-workstation installations, the directory must be a shared network path.

- Select the application(s) you wish to install.

ADMINTOOLS

This application allows you to:

- configure the entire system (general parameters linked to use of **TeLL me More**[®], installation of units, parameters for **Dispatcher** to manage communication between student and Tutor workstations, and the server),
- manage registration of Tutors, language groups, student groups and students.

How to run AdminTools

The installation system has created a group of programs on your hard drive called **TeLL me More**[®] **PRO** or **TeLL me More**[®] **e-system** in which you will find the following applications: **AdminTools**, **Dispatcher**, **TeLL me More**[®] and **TutorTools**.

- Go into the **Start** menu.
- Select **Programs**.
- Select **TeLL me More**[®] **PRO** or **TeLL me More**[®] **e-system**.
- Select **AdminTools**.



Warning!







Data is entered in **Administration Tools** in the default language, chosen when the applications were installed.

If a password was specified during installation, enter it and confirm by clicking on the green tick.

Once in **AdminTools**, you can, if you wish, change or delete your password by going into the **File/Administrator's Password** menu. Simply enter the new password, or leave it empty.

When the software is opened for the first time, or when any information has not been entered, the **Options** screen appears by default. To find out more, please refer to the section entitled **Options**.

AdminTools is made up of 6 files.

 Tutors	Tutors file This section allows you to create, modify or remove Tutor accounts.
 Language groups	Language groups file This section allows you to create, modify or remove language groups. A language group is a group of students all studying the same language under the same Tutor.
 Student groups	Student Groups file This section allows you to create, modify or remove student groups. A student group is a group of students put together not because they learn the same language, but for administrative purposes.
 Students	Students file This section allows you to create, modify or remove student accounts.
 Unit	Units file This section allows you to install or remove units. This function is not available in the single workstation version.
 Workstations	Workstations file This section allows you to view the workstations that have already been used at least once, and to identify which students are currently connected. This function is not available in the single workstation version.

Warning!

To make configuration of **TeLL me More[®] PRO** and **TeLL me More[®] e-system** easier, we advise you to follow the order in which the files are mentioned below when entering data:

- check and/or modify the options (**General settings** and **Dispatcher**),
- create the Tutor account(s),
- create the language group(s),
- create the student group(s),
- create the student account(s),
- configure requests for a report, if necessary,
- install the units, if necessary, on the server.

How to add a licence number (TeLL me More[®] PRO)

- Select the menu **File/Add a new licence number**.
- Enter the number.

Note:

It's impossible to add a licence number if the first licence bought is a single-user licence.

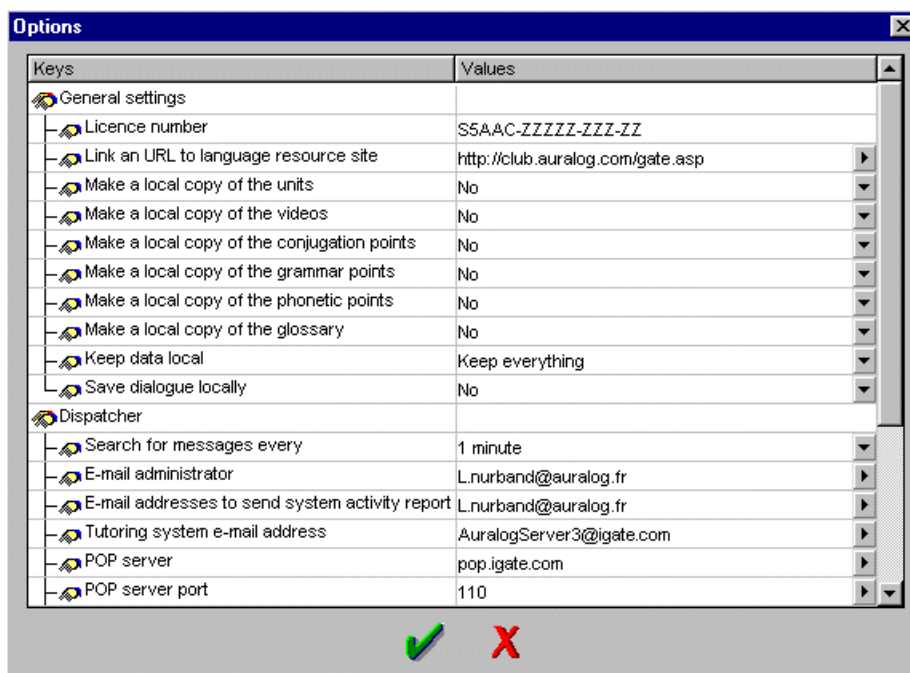
- Validate by clicking on the green tick.
- Restart the Dispatcher. For further information, refer to the section **How to stop Dispatcher and restart it**.

Options File

Note:

If changes are made to certain options, the **Dispatcher** may need to be restarted. If this is the case, a message will appear reminding you to do so. In order to close **Dispatcher**, please refer to the section entitled **How to uninstall the applications/How to quit Dispatcher**.

The **Options** screen only appears the first time that you open **Administration Tools**.



If you have installed TeLL me More[®] PRO

This screen allows you to modify or define:

- the **General settings** for the entire system and for use of **TeLL me More[®]**,
- the parameters for **Dispatcher**, the tool that links server, student workstations and Tutor workstations.

In the General Settings section

General settings	
Licence number	S5AAC-ZZZZ-ZZZ-ZZ
Link an URL to language resource site	http://club.auralog.com/gate.asp
Make a local copy of the units	No
Make a local copy of the videos	No
Make a local copy of the conjugation points	No
Make a local copy of the grammar points	No
Make a local copy of the phonetic points	No
Make a local copy of the glossary	No
Keep data local	Keep everything
Save dialogue locally	No

Licence number	Licence number for the product you have installed.
Link a URL to language resource site	A website to which TeLL me More[®] creates a link. By default, this is the Auralog Club website. This can be modified if you wish to link TeLL me More[®] to a different site.
Make a local copy of the units	Copy the TeLL me More[®] units to a student workstation.

Make a local copy of the videos	Copy the TeLL me More [®] videos to a student workstation.
Make a local copy of the conjugation points	Copy the TeLL me More [®] conjugation points to a student workstation.
Make a local copy of the grammar points	Copy the TeLL me More [®] grammar points to a student workstation.
Make a local copy of the phonetic points	Copy the TeLL me More [®] phonetic points to a student workstation.
Make a local copy of the glossary	Copy the TeLL me More [®] glossary to a student workstation.
Keep data local	This option is associated with the 6 local data copying options: units, videos, conjugation points, grammar points, phonetic points and the glossaries. It allows you to see what happens to the data when it is no longer being used. Keep everything: each time the student quits TeLL me More [®] , the data is stored and added. Keep the most recent unit: as soon as the student uses a new unit, the data from the previous unit is erased. Keep the most recent language: as soon as the student starts work on a new language, the data from the last language is erased.
Save dialogue locally	The audio recordings from the Dialogue activity in TeLL me More [®] are saved in a temporary directory. If you select No , the dialogue is saved in the student's directory.

Note:

If the settings for copying and keeping data locally are activated, the first time the data is loaded, it will take a long time, as the data will be placed directly on to the local workstation. This allows **TeLL me More**[®] to access the unit content directly, without constantly having to link to the server. This therefore gives students quicker access to the units.

In the Dispatcher section



You can change the time interval between checks for new messages between students and Tutor by entering a new value for the **Search for messages every** option. Confirm your choice by clicking on the green tick. A message will ask you to confirm that you wish to update these options. Confirm again by clicking on the green tick.

If you have installed TeLL me More[®] e-system

In the General Settings section

General settings	
Licence number	S5AAC-IZIII-III-IZ
Link an URL to language resource site	http://club.auralog.com/gate.asp
Make a local copy of the units	No
Make a local copy of the videos	No
Make a local copy of the conjugation points	No
Make a local copy of the grammar points	No
Make a local copy of the phonetic points	No
Make a local copy of the glossary	No
Keep data local	Keep everything
Save dialogue locally	No

Licence number	Licence number for the product you have installed.
Link a URL to language resource site	A website to which TeLL me More [®] creates a link. By default, this is the Auralog Club website. This can be modified if you wish to link TeLL me More [®] to a different site.
Make a local copy of the units	Copy the TeLL me More [®] units to a student workstation.
Make a local copy of the videos	Copy the TeLL me More [®] videos to a student workstation.
Make a local copy of the conjugation	Copy the TeLL me More [®] conjugation points to a student workstation.

points	
Make a local copy of the grammar points	Copy the TeLL me More [®] grammar points to a student workstation.
Make a local copy of the phonetic points	Copy the TeLL me More [®] phonetic points to a student workstation.
Make a local copy of the glossary	Copy the TeLL me More [®] glossary to a student workstation.
Keep data local	This option is associated with the 6 local data copying options: units, videos, conjugation points, grammar points, phonetic points and the glossaries. It allows you to see what the data does when it is no longer being used. Keep everything: each time the student quits TeLL me More [®] , the data is stored and added. Keep the most recent unit: as soon as the student uses a new unit, the data from the previous unit is erased. Keep the most recent language: as soon as the student starts work on a new language, the data from the last language is erased.
Save dialogue locally	The audio recordings from the Dialogue activity in TeLL me More [®] are saved in a temporary directory. If you select No , the dialogue is saved in the student's directory.

Note:

If the settings for copying and keeping data locally are activated, the first time the data is loaded, it will take a long time, as the data will be placed directly on to the local workstation.

This allows **TeLL me More**[®] to access the unit content directly, without constantly having to link to the server. This therefore gives students quicker access to the units.

In the Dispatcher section

If you are operating with distant students or Tutors, you must modify the external message parameters. Examples are displayed on the screen to help you.

Dispatcher	
Search for messages every	1 minute
E-mail administrator	L.nurband@auralog.com
E-mail addresses to send system activity report	L.nurband@auralog.com
Tutoring system e-mail address	AuralogServer3@igate.com
POP server	pop.igate.com
POP server port	110
User name	AuralogServer3
Password	server3
SMTP server	smtp.igate.com
SMTP server port	25

How often mailbox is checked	Time interval between checks for new messages from students to Tutors.
Administrator's e-mail address*	Address that allows one or more people to receive warning messages notifying them of any problems. If several e-mail addresses are entered, they must be separated by a semi-colon but no spaces.
Tutoring system e-mail address*	You must create an address for the Tutoring system.
E-mail addresses to send system activity report*	Address(es) of the person or people to receive the system activity report. If several e-mail addresses are entered, they must be separated by a semi-colon but no spaces.
Inbox Parameters (linked to tutoring system e-mail address)	
POP server	POP server name or IP address
POP server port	POP server port number. For receiving mail, this is usually 110.
User name	Account ID for tutoring system e-mail address.
Password	Password to access tutoring system messages.
Outbox Parameters	
SMTP server	SMTP server name or IP address.
SMTP server port	SMTP server port number. For sending mail, this is usually 25.

*The e-mail addresses must not contain any spaces or special characters.

Optional Modules

Archive system

This section is optional and is only available if authorisation is specified in the licence file.

Archive system	
Activate backup	No
Every	days
Backup save directory	\\server\backup

Activate backup	Activate the system backup or not.
Every	Frequency, in days, of backup.
Backup save directory	Directory in which you wish to carry out the backup. Warning! <i>If Dispatcher is installed as a service, the save directory must not be a network path.</i>


Confirm your choice by clicking on the green tick.

A message will ask you to confirm that you wish to update these options. Confirm by clicking on the green tick again.

How to stop Dispatcher and restart it

To stop **Dispatcher**, please refer to the section entitled *How to uninstall the applications/How to quit Dispatcher*.

- To restart **Dispatcher** under Windows™ 95/98/Millennium:
 - go into the **Start** menu,
 - select **Programs**,
 - select **TeLL me More® PRO**,
 - click on **Dispatcher**.

The **Dispatcher** icon:  will then appear in the taskbar.

- To restart **Dispatcher** under Windows™ 2000/NT, you must restart it as a service in the same way that you quit it. For further details, please refer to the section entitled **How to uninstall the applications/How to quit Dispatcher**.




















Tutors file

This section allows you to create Tutor accounts.

The Tutor is the person in charge of teaching a group of students learning the same language (language group). The Tutor can teach several languages and can therefore be the Tutor for several language groups. To find the definition of a language group, refer to the **Language Group** file section.

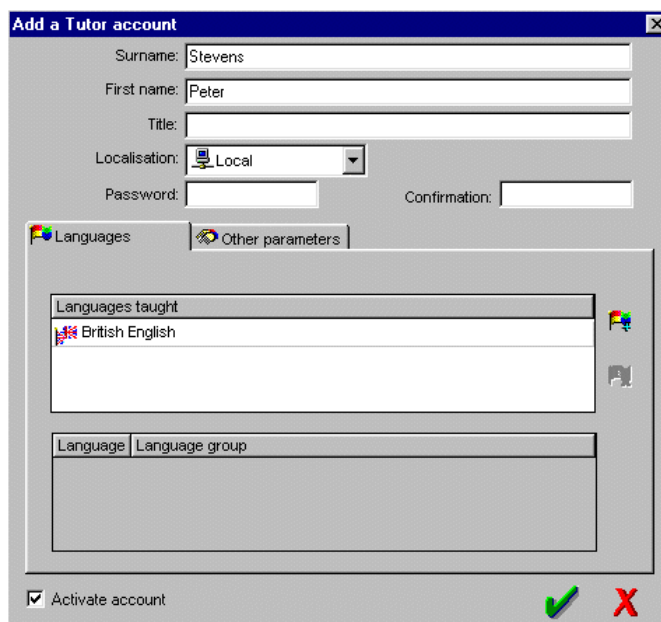
Tutors can track their students and communicate with them. This is done with the application **TutorTools**.

Click on the **Tutors** tab.

Tutors					
   Total number of Tutors: 8 (8 active, 0 inactive)					
ID	Surname	First name	Title	Languages taught	Localisation
1	Stevens	Peter		 British English	 Local
2	Lorenzo	Sophia		 Italian	 Local
3	Schmitt	Alexander		 German	 Local
4	Martinez	Paulina		 Spanish	 Local
5	Burckhardt	Jens		 Dutch	 Local
6	Martin	Gaspard		 French	 Local
7	Klein	Claire		 German	 Local
8	Martin	Laurent	Professeur	 British English	 Local


How to create a Tutor account

Click on the **Add a Tutor account** button:



- Enter the Tutor's first name and surname.
- Enter the Tutor's title (Professor, Doctor, Sir...). (This information is optional).
- Define the localisation of the Tutor's workstation.
Select **Local** if the Tutor workstation is on a local network: you can then enter a password.
Select **Distant** if the Tutor workstation is distant: you then must enter the Tutor's e-mail address.

On the Languages tab

- Select the language(s) taught by the Tutor by clicking on the **Add a language** button: 

- Choose the language from the drop-down menu and confirm by clicking on the green tick.
When the Tutor is responsible for a language group, the name of this group will appear in the **Language Group** box.

If you wish to close a Tutor's access to the system (due to holidays, end of training period, etc.) while keeping the account, you must untick the box marked **Activate account**.

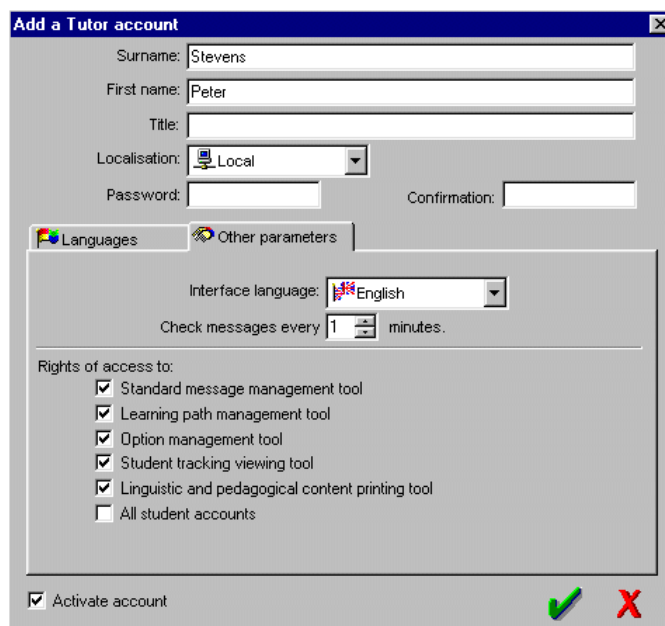
Note:

It is impossible to deactivate a Tutor account if the Tutor is still responsible for one or more language groups.

On the Other parameters tab

Warning!

This tab is only available for local Tutor accounts.



- Select the interface language the Tutor will be using in **TutorTools**.
- Select the frequency at which messages are checked for in the Tutor's inbox in **TutorTools**.
- Select the Tutor's rights of access for the various tools.


The Tutor has 5 tools available:

- The **Standard message management tool**, for writing standard messages or replies to common questions, categorised by table and by theme. These are to be sent to students.
- The **Learning path management tool**, for creating and modifying learning paths.
- The **Option management tool**, for creating options files (options in free-to-roam mode in **TeLL me More**[®], and non-specified options in the learning paths).
- The **Student tracking viewing tool**, for viewing and printing out student tracking for specified learning paths.
- The **Linguistic and pedagogical content printing tool**, for printing out the linguistic and pedagogical content of **TeLL me More**[®].

By default, Tutors have access to all the tools. However, Tutors only have access to student accounts that they are personally responsible for. To give Tutors full access to all student accounts, tick the box marked **All student accounts**.

Confirm by clicking on the green tick. The line corresponding to the Tutor will be added to the **Tutors** screen.

How to modify a Tutor account

On the **Tutors** screen, select the Tutor whose account you wish to modify. You can then either double-click on the corresponding line or click on the **Modify a Tutor account** button: .

You can also select the menu **Tutor/Modify a Tutor account**.

The **Modify a Tutor account** screen will open. It contains the same tabs as for the **Add a Tutor account** section.


Make the modifications and confirm by clicking on the green tick.

For more details on the tabs, refer to the previous section entitled **How to create a Tutor account**.

How to remove a Tutor account

Warning!

*You cannot remove a Tutor account if the Tutor is still responsible for a language group. You must first remove the language group before removing the Tutor account. For more details, refer to the section entitled **Language groups file/How to remove one or more language groups in the Language Groups File.***

On the **Tutors** screen, select the Tutor(s) whose account you wish to remove. You can then either click on the **Remove one or more Tutor accounts** button: , or select the menu **Tutor/Remove one or more Tutor accounts**. A message will ask you if you are sure you want to remove the Tutor account(s). If you confirm, the account(s) will be permanently removed.

Language groups file

A language group is a group of students who are learning the same language with the same Tutor. When the group is created, it is assigned a Tutor. New students can be assigned to one or more language groups.

Warning!

There can only be one Tutor per language group.

Click on the **Language groups** file.


Language groups				
ID	Name	Comments	Tutor	Lesson language
1	ALL		Schmitt Alexander	German
2	ESP		Martinez Paulina	Spanish
3	ANG		Stevens Peter	British English
4	ITA		Lorenzo Sophia	Italian
5	NEE		Burckhardt Jens	Dutch
6	FRA		Martin Gaspard	French
7	ANG2		Stevens Peter	British English
8	new-df		Stevens Peter	British English
9	ALL2		Schmitt Alexander	German

Warning!

Ensure that the Tutor account you wish to assign the group to has been created.

*If this is not the case, refer to the section entitled **How to create a Tutor account**.*

How to add a language group

From the **Language groups** screen, click on the **Add a language group** button:  or select the menu **Language groups/Add a language group**.

Add a language group ✕

Name:

Comments:

Lesson language:

Tutor name:

- Enter the new language group's name (language taught and level...).
- Enter a comment. This is optional, but it allows you to attribute details to the group (e.g. the group's level, the date the group was created, etc.).
- Select the lesson language from the drop-down menu.
- Select a Tutor from the drop-down menu (only Tutors whose accounts are active appear in this list).
- Confirm by clicking on the green tick.

Warning!


Once you confirm the addition of a language group, you can no longer modify the group's lesson language.

How to modify a language group

You may need to modify the name of a language group, the comments, or change the Tutor assigned to the language group.


Warning!

You cannot modify a language group's lesson language. If you wish to modify this, you must remove the language group and create a new one with the selected language.

From the **Language groups** screen, select the language group you wish to modify. You must then either double-click on the corresponding line or click on the **Modify a language group** button: . You can also select the menu **Language groups/Modify a language group**.

Carry out the modifications and confirm by clicking on the green tick.
For further information, refer to the section entitled **How to add a language group**.

How to remove one or more language groups

From the **Language groups** screen, select the line or lines corresponding to the language groups you wish to remove. You can then either click on the **Remove one or more language groups** button: , or select the menu **Language groups/Remove one or more language groups**.

Warning!

*You cannot remove a group if it contains students. You must first move or remove the student accounts before removing the language group. For further details, refer to the section entitled **Students File**.*

Student groups file


A student group is the administrative group to which students belong. If the system is installed in:

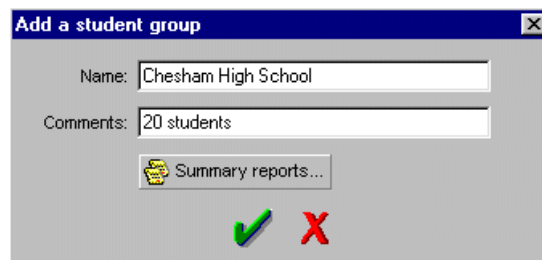
- a school: the student group could be a class,
- a training centre or a language school: the student group could be a group of people from one company,
- a company: the student group could be a department...

Click on the **Student groups** file.

Student groups			
ID	Name	Comments	Directory
1	Chesham High School	20 students	\\DEVTEST3\SYSTEMV3\Pupils\g1\
2	Smith & Barnett	12 students	\\DEVTEST3\SYSTEMV3\Pupils\g2\
3	FATI		\\DEVTEST3\SYSTEMV3\Pupils\g3\
4	Oxwell Ltd.	4 students	\\DEVTEST3\SYSTEMV3\Pupils\g4\
6	Rockwell University	5 foreign students	\\DEVTEST3\SYSTEMV3\Pupils\g6\

How to add a student group

From the **Student groups** screen, click on the **Add a student group** button:  or select the menu entitled **Student groups/Add a student group**.



- Enter the name of the student group you wish to create (company or class name...).
- Enter a comment. This is optional, but it allows you to attribute details to a student group (no. of students in the group, department, year, etc.).
- Confirm by clicking on the green tick.

How to add a request for a summary report

A summary report is a document showing the progress that a group of students belonging to a particular language group has made, during a set period of time within the training course. This report is designed to be sent to the training course co-ordinator.

Warning!

*This feature is only available as part of a **TeLL me More**® e-system.*


- Click on **Summary reports...**

- Click on the square next to **Create mid-session reports**.
- Select the **Date of next report**.
- Set the frequency of these summary reports (Every x days, Every month on the.... or Every week on the ...).
- Select the type of report.
- Enter the surname and first name of the person or people to whom the report should be sent (separated by a semi-colon but without any spaces).
- Enter the e-mail address of each recipient, separated by a semi-colon but without any spaces.
- Select the language in which the summary report(s) should be generated (if the model you have selected does not exist in this language, the English model will appear by default).

Once the request has been completed and confirmed, the summary reports will be generated and sent automatically to the recipients' email addresses.

How to modify a student group

This feature is especially useful for modifying the comments attributed to the student groups.

From the **Student Groups** screen, select the student group that you wish to modify. You can then either double-click on the corresponding line or click on the **Modify a student group** button: .

You can also select the menu **Student groups/Modify a student group**.

Carry out the modifications and confirm by clicking on the green tick.


How to remove one or more student groups

This feature allows you to remove student groups. If the system is based in a school, this could be useful at the end of a school year. For a language centre or a company, it could be useful at the end of a training course. The group will no longer exist.

Warning!

*You cannot remove a group while it contains students. You must first move or remove student accounts before removing the student group. For further information, refer to the section entitled **Students file**.*

From the **Student Groups** screen, select the student group(s) you wish to remove.

You can then either click on the **Remove one or more student groups** button: , or select the menu **Student groups/Remove one or more student groups**.

A message will appear asking you if you are sure you want to remove the group. Confirm by clicking on the green tick.

Students File

You must now create student accounts. The process can be carried out by anyone in the administrative system who has the list of students to be registered.

If you wish to add student accounts one by one, refer to the section entitled **How to add a student account**. This especially concerns language centres with regular training sessions and a frequently changing clientele, where there are new students for each session.

If you wish to import a student list, refer to the section entitled **How to import a student file**. This especially concerns schools and companies who frequently have the same students on the same file. This is useful when there is a large number of students to register.

Click on the **Students** file.


Students					
ID	Gender	Surname	First name	Student group	Localisation
2	Mr	Burnaud	Michel	Oxwell Ltd.	Local
3	Mr	Benjamin	Xavier	Chesham High School	Local
4		Dupont	Jean	Oxwell Ltd.	Distant
5	Mrs	Toscana	Paola	FATI	Local
6	Mr	Schiffer	Alex	Smith & Barnett	Distant
7	Mr	Hampel	Heinrich	Chesham High School	Local
9	Mr	arthur	miller	Oxwell Ltd.	Local
10		Boule	Felix	FATI	Local
11		Bill	Antonia	Oxwell Ltd.	Local
13	Mrs	Miller	Gudrun	Chesham High School	Local
14	Mr	Van den Broeck	Thomas	Smith & Barnett	Distant
15	Mr	O'Connor	Shean	Oxwell Ltd.	Local
16	Mrs	Hu	Lin	Chesham High School	Distant
17	Miss	Boulanger	Marie	Smith & Barnett	Local
18	Mr	Dessi	Massimo	Chesham High School	Distant
19	Mr	Favreau	Olivier	Chesham High School	Local

How to add a student account

This feature allows you to add information about the student.

Warning!

If you have reached the maximum number of active students on your licence, it will not be possible to add student accounts.

On the **Student** screen, click on the **Add a student account** button:  or select the menu **Students/Add a student account**.

You must enter the following information:

- Select **Mrs**, **Miss** or **Mr**.
- Enter the student's surname and first name.
- Assign the student to a student group.
- Select the language for the **TeLL me More**[®] interface when used on a local network, and in which messages are sent by **Dispatcher**.

Parameters tab

This tab allows you to define parameters for the student's use of **TeLL me More**[®].

- Select the location of the student workstation.
Select **Local** if the student workstation is on a local network. You must then enter the user name (this must contain at least two letters) and, if required, a password for access to **TeLL me More®** (this allows the student's data to remain confidential on the network). You may also, if required, enter an e-mail address (this is necessary if a local student later wishes to work on a computer in a different location).
Select **Distant** if the student workstation is distant. You must then enter the student's user name and e-mail address. You may also enter a password, which will be required if a distant student later wishes to work on a computer in a different location.
- Select one or more languages that the student wishes to learn. In order to do so, click on the **Add a language** button and select a lesson language.
- Now select the **Language group(s)** from the drop-down menu. The name of the Tutor teaching the language group you have selected will appear at the bottom of that screen.

Warning!

*A student cannot belong to two language groups for the same language. You may also decide not to choose a language group for a student (in this case, select **None** in the drop-down menu and the student will not have a Tutor.*

- To deactivate a student account (at the end of a training course, for example), untick the box marked **Activate account**. If you are working with a **TeLL me More® e-system**, a message will automatically be sent in order to notify the student that the account has been deactivated.
- Add a training schedule if you wish to do so. For further information about this, please refer to the section entitled **Training schedules**.

Warning!

*This feature is only available if you are working with a **TeLL me More® e-system**.*

Confirm your choice by clicking on the green tick.

If you are working with a **TeLL me More® e-system**, when you confirm that you wish to add a local new student account with an e-mail address or a distant student account, a window saying **Send a message to the student** is displayed. It will allow you to send the student all the information needed to access the account or the online language test.

If the student is distant, the activation key for **TeLL me More®** will automatically be attached to the message containing the account information. If the student needs to do an online language test, the activation key will be sent when the Tutor sends the test results.



- Confirm your choice by clicking on the green tick.

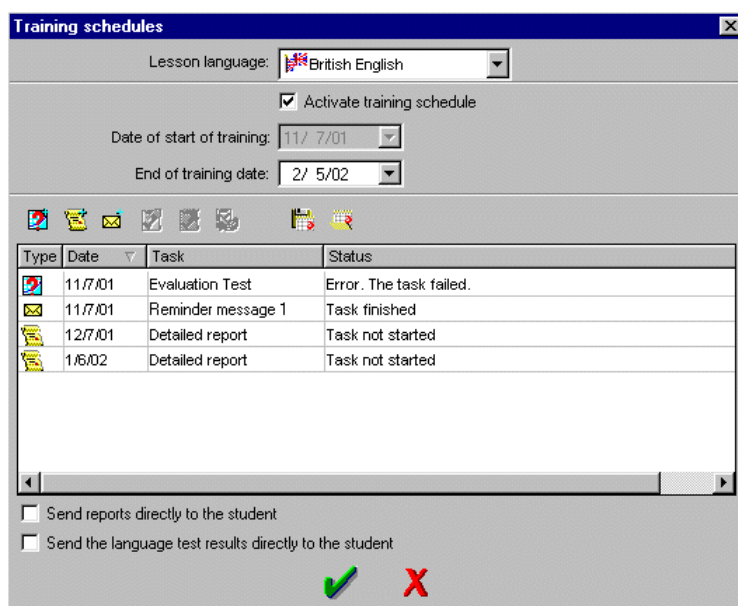
Training schedules

This feature allows you to plan different stages or tasks (online language test, detailed report or message to be sent) which take place during the training course.

Warning!

*This feature is only available if you are working with a **TeLL me More® e-system**.*

- Click on **Training schedules...**



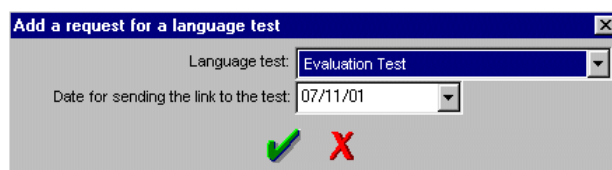
- Select the appropriate lesson language in the drop-down menu.
- Select the dates when the training course begins and ends. By default, the training end date corresponds to the expiration date of the student’s licence. If the training end date you select surpasses the expiration date of the licence, a message will appear warning you that an extra student licence will be used. If you then confirm the date you have chosen, another student licence will indeed be used.

You may now plan the different tasks which make up the training schedule. You can add:

- a request for a language test,
- a request for a detailed report (study report with Tutor’s comments, which can be sent to the student),
- a request for a message to be sent.

(1) How to add a request for a language test

- Click on the **Add a request for a language test** button:



- Select the language test which you wish to send from the drop-down menu called **Language test**.

- Select the date on which the link to the language test should be sent. By default, the date suggested will be today's date. If you retain this date, the link to the language test will be sent to the student as soon as you confirm the student's account. If you select a different date, the link will be sent to the student during the night before the date selected in order to allow the student to do the test on that date.

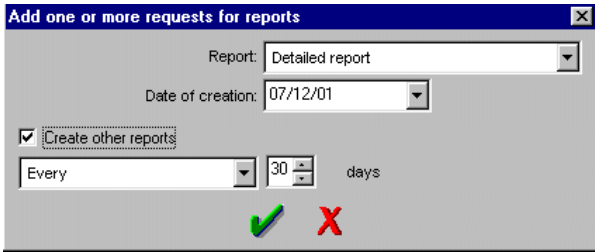
Note:

If the first task listed in the training schedule is a language test, it is assumed that this test is an initial evaluation test and the distant student will not receive an activation key for **TeLL me More**[®] until the Tutor sends the language test results.

By default, the language test results are sent to the Tutor, who can then send them to the student. If you would like the test results to be sent straight to the student, you must tick the **Send the language test results directly to the student** box. The results will then be sent in an automatic message which will include the activation key for **TeLL me More**[®].

(2) How to add a request for a detailed report

- Click on the **Add one or more requests for reports** button: .




- Select the type of detailed report you wish to send from the drop-down menu.
- Select the date on which the detailed report should be generated.

You may then go on to program other reports for the same student, choosing how often they should be generated (Every x days, Every month on the... or Every week on the...). If you choose to create other reports, the system will generate detailed reports at the frequency you have selected until the training course is over. For example, if the training course is to last two years and you program a monthly detailed report, 24 detailed reports will be generated by the system. You can modify or delete these tasks by clicking on the appropriate buttons.


(3) How to add a message to send

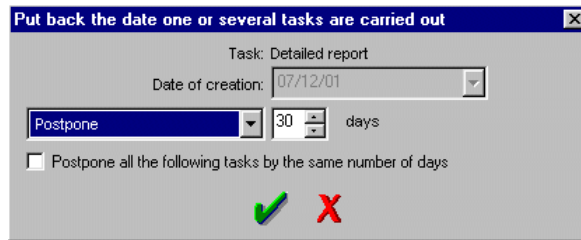
- Click on the **Add a message to send** button: .



- Select the type of message you wish to send (Reminder message 1, Reminder message 2).
- Select the date on which the message should be sent.

(4) How to postpone the date on which one or more tasks should be carried out

- Select the task(s) you wish to postpone,
- Click on the **Put back the date one or several tasks are carried out** button: .




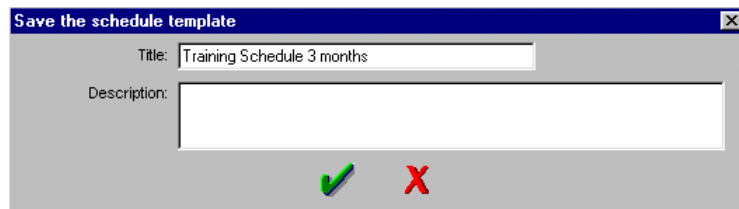
You can either postpone the date by a certain number of days or set a new date instead. By ticking the **Postpone all the following tasks by the same number of days** box, all the other tasks planned for the same day or any later date will also be postponed by the same amount of time.

- Confirm your choice by clicking on the green tick.

(5) How to save a training schedule

You have the option of saving a training schedule in order to use it again for another student.

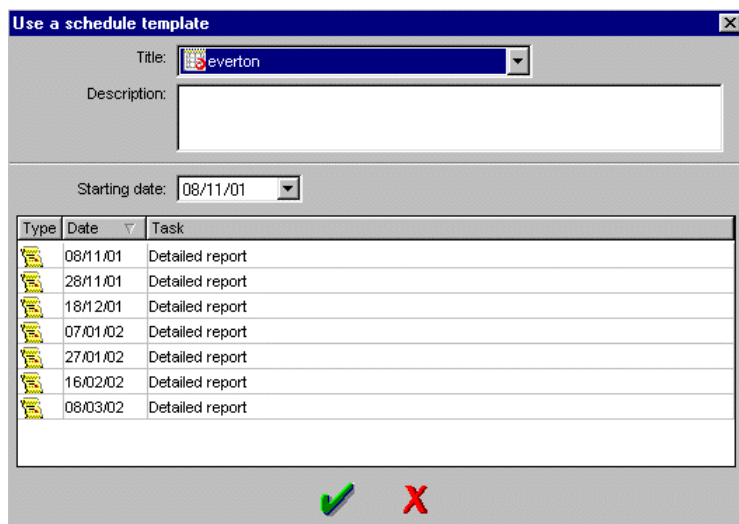
- Click on the **Save the schedule template** button: .



- Enter a title and any comments you may wish to add, then confirm your choice by clicking on the green tick.

(6) How to use an existing training schedule

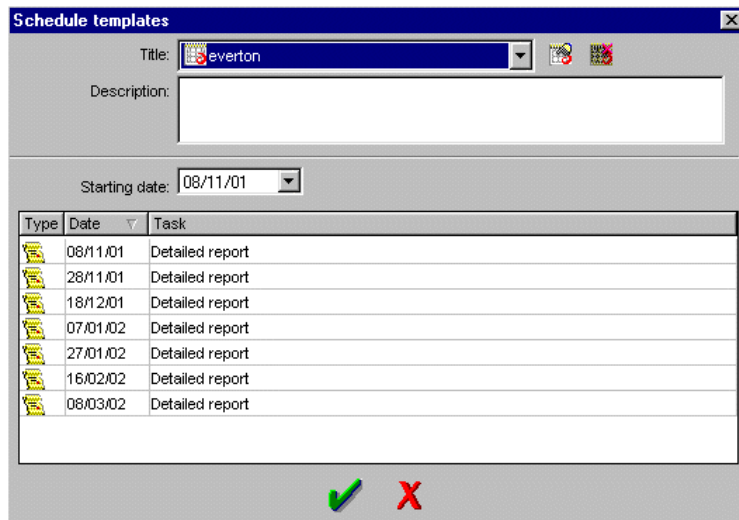
- Click on the **Use a schedule template** button: .



- Select the title of the schedule template you wish to use from the drop-down **Title** menu.
- Confirm your choice by clicking on the green tick.

(7) How to manage the schedule template

- Select the **Students/Schedule templates** menu.



(8) How to delete a schedule template

Select the title of the schedule template you wish to delete from the drop-down menu, then click on the **Remove a schedule template** button:

(9) How to update a schedule template

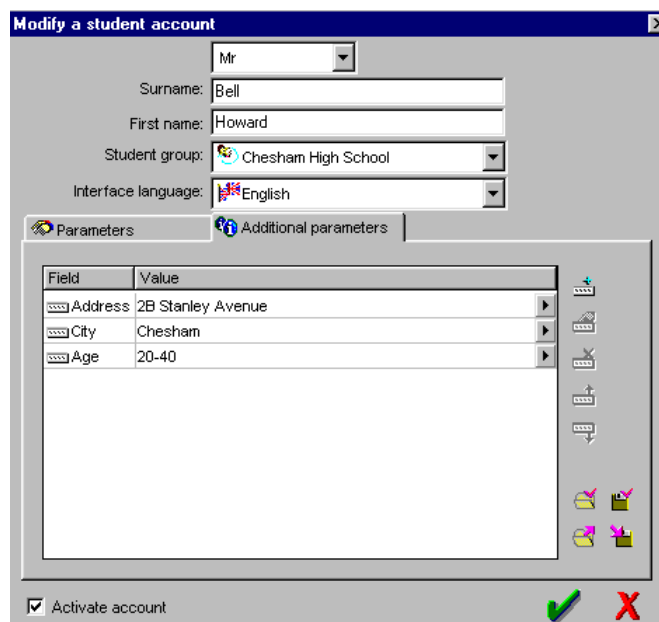
Select the title of the schedule template you wish to update in the drop-down menu, then click on the **Update the schedule template** button:

Additional Parameters tab

- This tab allows you to create forms for additional information regarding students. If a form has already been saved as the default model, it will appear when you click on this tab.

If it does not appear, you must either:

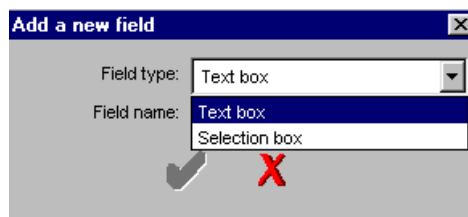
- create a form from scratch that you can later use for creating other student accounts,
- or load a form that you have already created.



(1) How to create a form

Your form will be made up of text boxes and/or selection boxes.

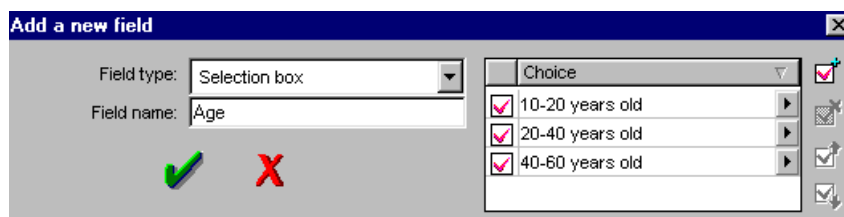
- Click on the **Add a new field** button: .



- Select from the drop-down menu the kind of field that you wish to create, and name it.

There are two kinds of field:





- Text box: using this, you can enter any information you wish into the form: address, town, postal code, etc.
- Selection box: using this, you can select a value from a drop-down menu. You must attribute pre-set values for possible choices (department, profession, age group, etc.). Refer to the example presented below.




- Confirm by clicking on the green tick.


A line, corresponding to the field that you have just created, will have been added to the **Additional Parameters** tab. Repeat the process for each field that you wish to add.

You can:


- modify a field by clicking on the **Modify a field** button: ,
- move a field by clicking on either the **Move a field up** button: , or on the **Move a field down** button: ,
- remove one or more fields by clicking on the **Remove the selected field(s)** button: .

(2) How to save the form

To save the form in order to use it as a model for other student accounts, click on the **Save the model form** button: . Give it a name, then click on the **Save** button.

To save the model form as the default model, so that it appears automatically when you create a new student account, click on the **Set the model form as default** button: .

(3) How to load a model form

To load the default model form, click on the **Load the default form model** button: .

To load an existing model form, click on the **Load a model form** button:  and select the model form.

How to add a student account by duplicating an existing account

You have the option of creating a new student account based on the structure of an existing student account, by keeping the basic information such as the student group, the language group, the interface language, the work location, the language studied and the training schedule.

- Click on the **Add a student account by duplicating another student account** button or select the **Student/ Add a student account by duplicating another student account** menu.
- Select the student whose account you wish to duplicate and confirm your choice by clicking on the green tick. This screen includes all the non-personal information from the student account that has been duplicated. For further details, please refer to the section entitled **How to add a student account**.
- Type in the student's personal details for the account you are creating (title, first name, surname, username, password, etc.).

The training schedule can also be duplicated. Don't forget that if the training course start date for the student whose account has been duplicated precedes the date on which the new student account is created, the training course start date for the new student will be set to the present date.

How to import student files

How to create a file to be imported

Note!

You must create the appropriate Tutor accounts, language groups and student groups before importing a file.

The import file must be in text format and consist of several different columns, each separated with a semi-colon. During the importation process, **Administration Tools** uses the information contained in the different columns to create student accounts. To generate the import file using a spreadsheet or database, you can save the spreadsheet in .txt format (with separator “;”).

At the beginning of the text file, you must add **#students#** before the name of the first column. If the import file contains extraneous characters or symbols (quotation marks, inverted commas, unnecessary commas, etc.), the importation will either be unsuccessful or will not work correctly.

Name of the column	Explanation
Gender*	Mr, Ms or Mrs <i>Warning!</i> <i>These codes must be used no matter which interface language has been selected.</i>
Surname*	Student's surname (by default, the UserName)
FirstName*	Student's first name
PupilsGroup or IDPupilsGroup	Name or identification number of the student group
Location	Location of the student's workstation (with a TeLL me More® e-system , this can be either Local or Distant)
Email	Student's e-mail address
UserName	Username for accessing TeLL me More®
Password*	Password for accessing TeLL me More®
LearningGroups or IDLearningGroups and/or LessonLanguages	Name(s) of language groups and/or languages studied (languages studied without a Tutor) If a student belongs to a language group, there is no need to state which language is being studied. If the lesson language is stated but no language group is stated, the student will study that language without access to a Tutor.
InterfaceLanguage	Interface language (represented by a 3-letter code). List of language codes: ANG = British English FRA = French ALL = German ITA = Italian ESP = Spanish AME = American English DUT = Dutch GRE = Greek BAS = Basque KOR = Korean TUR = Turkish JPN = Japanese

* Optional

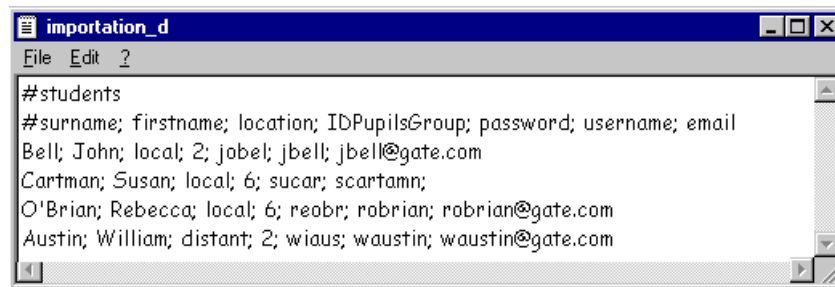
Warning!

The names of each column must not be modified.

A few important rules

- Any student file to be imported must include at least the UserName column.
- Some fields contain the same information (PupilsGroup and IDPupilsGroup or LearningGroups, IDLearningGroups and LessonLanguages). If both these fields are included in the same import file, conflicting information may cause errors. You must therefore choose either the name or the identification number.
- The order in which the columns appear does not matter.
- If the student is learning more than one language, the different language codes must be separated by a comma.
- You can leave a column completely blank but you must not forget to include the semi-colons used to define this column. For example: Smith; Michael; ; local

One example of a file to be imported:

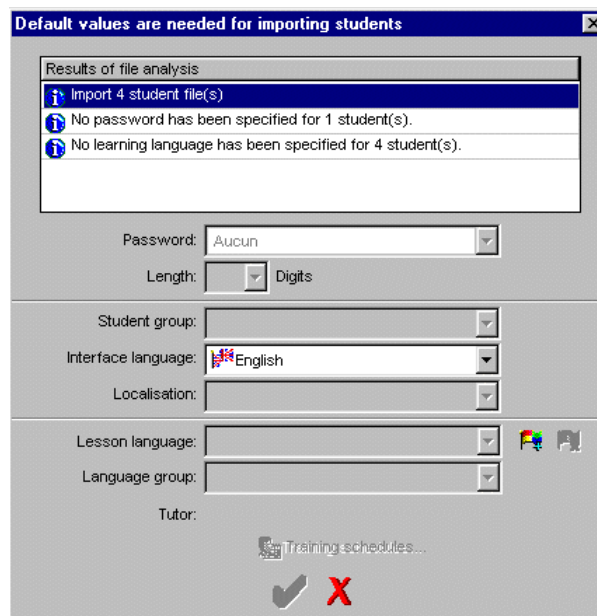


How to import the file

- Select the **Students/Import student accounts from a file** menu.
- Select the file which you wish to import.

The file is analysed as it is being imported. Several situations may arise:

- There are no errors: the file is successfully imported (the list of students is updated).
- There are no errors but some information is missing: a window appears requesting the information needed to finish importing the file.



PupilsGroup or IDPupilsGroup	If the student group has not been chosen for one or more of the students, the default student group is requested for these students.
-------------------------------------	--

LearningGroups or IDLearningGroups	If neither the lesson language, nor the language group has been chosen for one or more students, this information is requested.
Password	If one or more students has no password, the software offers you the option of including automatically generated passwords of between 2 and 8 characters for these students (4 by default). In order to generate this random password, all of the students must have an e-mail address in order to receive their password.
Location	If a work location has not been chosen for one or more students (distant or local), the default work location is requested. If all the students who do not have a work location do have an email address, the software will automatically ask you to chose between Local and Distant. If a work location has not been chosen for one or more students without an email address, the software will automatically suggest that the students be Local.
InterfaceLanguage	If the interface language has not been chosen for one or more students, the default interface language is requested for these students. By default, the interface language suggested is the one used for the Administration Tools software.

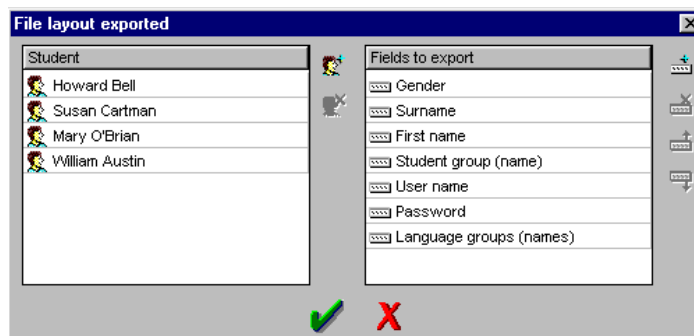
- One or more errors have been found: a message appears to notify you of the number of errors and a Notepad file is opened displaying these errors.


Note:

The training end date for each student will by default correspond to the duration of the student licence (one year if the licence lasts one year, six months if the licence lasts six months, etc.). You may adjust this date in the **Training schedule**.

How to export one or more student accounts

- Select the Students/Export student accounts menu.







- Select the names of the students whose accounts you wish to export by clicking on the **Select one or several students** button: .

- Select the fields that you wish to export (surname, first name, etc.) by clicking on the **Add a field** button: .


- Click on the green tick, then enter a name for the export file.

The fields that you select for exporting the first time will be kept as default and will appear automatically in the **Fields to export** window.

You can alter the presentation of your exported file by modifying: , moving:   or removing:  one or more fields.


How to modify a student account

This feature allows you to move students from one language group to another or from one student group to another, to add or remove language groups, to change passwords, etc.

From the **Students** screen, select the the student whose account you wish to modify. You must then either double-click on the corresponding line or click on the **Modify a student account** button: .

You can also select the menu **Students/Modify a student account**.

You can then make the modifications.

When the student has an e-mail address, the **Send account activation message** button:  allows you to send another message containing the student's account details, to send a link to the online language test or to send an activation key for **TeLL me More**[®] to a distant student. For further details on student information, refer to the section entitled **How to add a student account**.

Confirm by clicking on the green tick.


How to remove one or more student accounts

Warning!

*If you are using **TeLL me More**[®] e-system, you cannot remove student accounts.*

You may wish to remove an account at the end of a training period, school year or even when the student leaves a company. In doing so, all student information will be removed from the system.

From the **Students** screen, select the line(s) corresponding to the student accounts you wish to remove.

You can then either click on the **Remove one or more student accounts** button: , or select the menu **Students/Remove one or more student accounts**.

Lessons file

Warning!

Installing the lessons on the server is only useful if students and/or Tutors will be working on the local network.

This section allows you to copy or to install units so that local students and Tutors can have access to them. Installing units is only useful if there are students and/or Tutors working on the network.

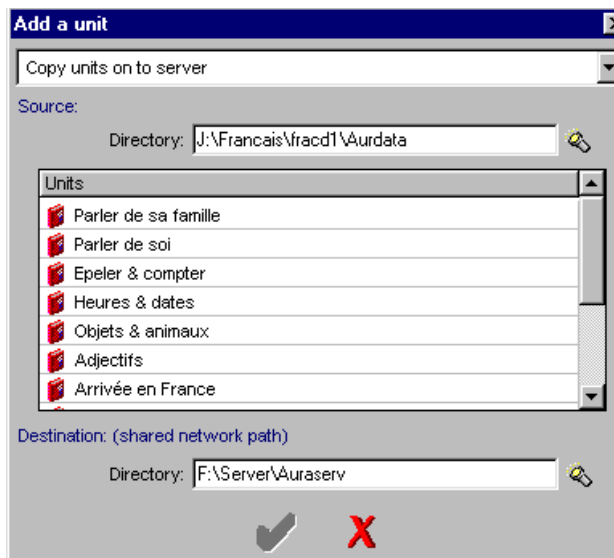
The units are classified by language, level and unit.

Click on the **Lessons** file.

Units	
Total number of units: 12	
Unit	Directory
French (12 units)	
Débutant	
Parler de sa famille	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10001\
Parler de soi	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10001\
Epeler & compter	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10002\
Heures & dates	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10002\
Objets & animaux	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10003\
Adjectifs	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10003\
Arrivée en France	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10004\
Lier connaissance	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10004\
Dans Paris	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10005\
Chercher sa route	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA10005\
Parler à son PC	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA20012\
Travailler sur PC	\\SERVER\FICH\Cours TMM5\Francais\fracd1\Aurdata\FRA20012\

How to add units

From the **Lessons** screen, either click on the **Add a unit** button:  or select the menu **Lessons/Add a unit**.



There are two possibilities:

- Select **Copy units on to server** if you wish to copy the units on to the server. You must indicate firstly the **Source** path (CD-ROM drive) and secondly the **Destination** path which must be shared and accessible from all workstations, principally the server. Check that you have enough space on your hard drive. Each lesson CD-ROM will take about 650 MB.

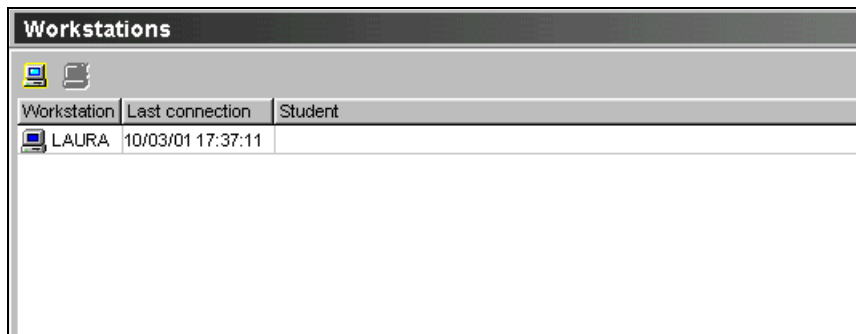
Note:

Copying the lessons onto the server shortens the amount of time it takes to access the units while using **Tell me More**®.

- Select **Units directly accessible from the source directory**, if you want the units to be directly accessible from the source directory (drive or CD-ROM tower).
You must indicate the **Source** path, which must be a shared network path that all workstations can access.


Workstations file

This section will allow you to view a list of all the workstations that have connected at least once to the system as well as a list of local students connected at the time this screen is displayed.



Workstation	Last connection	Student
LAURA	10/03/01 17:37:11	

How to remove a workstation

Select the line corresponding to the workstation you wish to remove. You can then either click on the **Remove a workstation** button:  or select the menu **Workstations/Remove a workstation**.

Note:

You cannot remove a workstation while the student is working on it.

TECHNICAL SUPPORT

If you have any difficulties installing **TeLL me More® PRO** or using **AdminTools**:

- refer to the FAQ section on the Auralog website, which is updated regularly: www.auralog.com
- contact Auralog's technical support team, who will help you find a solution.

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