

Attainment's

for Spanish-
speaking students

Palabras Esenciales

Essential Words in English and Spanish



User Guide

Palabras Esenciales (Essential Words) is an easy-to-use tool that helps students learn frequently-used words in Spanish, in English, or in a combination of both languages.

Create personalized word lists to expand students' general vocabulary or vocabulary in specific subjects or environments. Store quiz results and voice recordings to track progress over time.

This software offers **Matching, Voice Recorder,** and **Identification** exercises, with review and game options.

Credits

Producer **Don Bastian**

Programming and Design **Brian Rossman**

Voice **Teresa Romero (Lyceum), Marcy Weiland**

Illustrations **Jo Reynolds**

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Installation

This Windows-only software must be fully installed to the hard drive for use. The CD is not needed to run the program after installation. For system requirements, see p. 23.

1. Insert the CD in the CD-ROM drive.
2. If the Autoplay menu does not start automatically, choose Run from the Start Menu and type D:\autoplay.exe (substitute the letter of the CD-ROM drive if it is different), and click OK.
3. Click the Install button on the Autoplay menu and follow the on-screen instructions.

This application requires the Microsoft .Net Framework v2.0 or higher. During the installation, you will have the opportunity to install the .Net Framework if it is not detected on your system. The .Net Framework can also be installed from the Autoplay-Extras menu. Additional Microsoft software components may be required by .Net. You will be notified during the installation before any additional software is installed.

Student Interface

Palabras Esenciales features 603 words in English and Spanish. Smaller word lists can be created for each student user, and any list can be set as the default (See **User Management–List**, p. 13.)

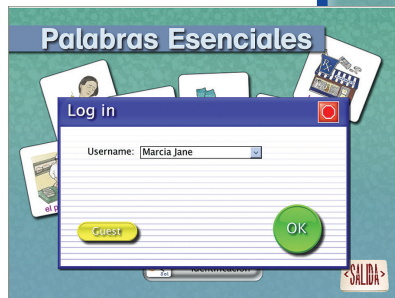
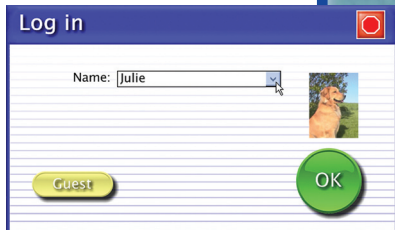


Student chooses **Matching**,
Voice Recorder, or
Identification activity.

Log In

Opening the program automatically logs the user in as “Guest” until user accounts are created. After student names are added, a **Login** dialog box opens. See **User Management—Adding Users**, p. 12 to add student names.

Log in by selecting a student’s name from the drop-down list or press the **Guest** button. When students are logged in, their answers are saved and can be viewed in **User Management**. Guest’s answers are not saved.



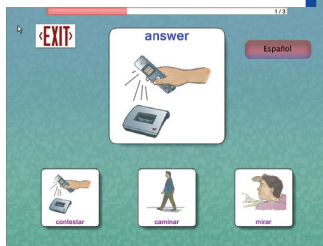
Matching

In the **Matching** mode there is a main cue card along with two, three, or four smaller match cue cards. (See **User Management–Program**, p. 13, to adjust the number of match cue choices.) When the large main card is clicked, the word will be spoken.

Select a smaller match card, then click the arrow that appears. If the choice is correct, a positive feedback response is heard, and the screen advances. If incorrect, the response will be to “try again.”

After three mistakes, the incorrect choice will disappear. The screen will not advance until the correct answer has been selected. The first choice made is recorded in the results.

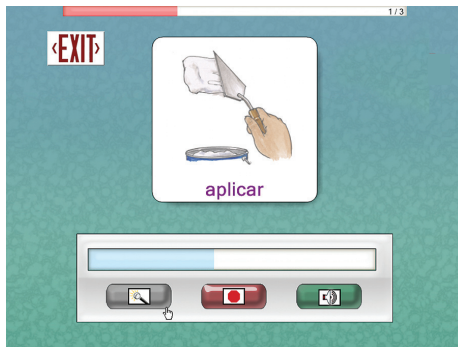
See **User Management–Program** (p. 13) to change the language of the main card, the match cards, and/or the student interface.



Voice Recorder

Voice Recorder displays a main card. The language of this card is determined in **User Management–Program**. Click the main card button to hear the word spoken. Students can then record and play back their own speech. Voice recordings are saved for review in **User Management–Results** (p. 22).

To begin recording, students press **Record** and speak into a microphone. The program will record for up to 5 seconds at a time. Students press **Stop** to stop the playback or recording, and **Play** to review the recording.



Identification

In the **Identification** mode, there are two to four image cards in the left column and the same number of words in the right column. The language spoken in the left column comes from the main cue setting in **User Management**. The language in the right column is the same as the match cue setting.

Click a card in either column, then click, or drag and release the mouse, to join it to an empty card in the other column. When all the cards have been joined, a forward navigation arrow will appear for the student to click.

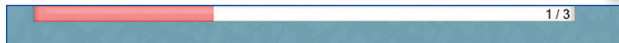
If correct, a positive response is announced, and the screen advances.

If incorrect, the correct identifications will remain on the screen, and the others will disappear. The screen will not advance until all the cards have been correctly joined. After three tries, the answers will fill in one at a time.



Progress and Results

Progress bar



In **Matching**, **Voice Recorder**, and **Identification** modes, a progress bar at the top of the screen indicates the total number of screens, and the current screen number. The total is based on the number of words in the student's list. If the student attempts to exit before going through all the screens, a warning will appear.

The students cannot progress from one screen to the next until they give the correct answers, but their first answer on each screen is used to calculate the results. After the last screen, the percentage correct will appear. The student may click the **OK** button to exit this screen, the **Print** button to print the student's answers, or the **Review** button to retry the selections that were incorrect. If a student scores 100%, a game button replaces the review button, allowing the student to play a memory game with cards from the word list (minimum 6 words).

Detailed students' results, and their voice recordings, can be reviewed in the **User Management** menu; see p. 16.

Click to access
User Management.

User Management



In **User Management**, add or delete student names, create word lists, view quiz results, and set preferences.

Access **User Management** from the title screen. Move the cursor to the top of the screen and the task bar appears. Select **File** and click on **User Management**.

Teacher's Password: The initial password is "**attainment**," but you can also create a personal password (see p. 20).

Student-specific information relates to the name showing in the **User** field. If the name is **Guest**, the **Results** tab is omitted. Other settings can be changed for **Guest**, but results are not stored.

Enter Password

Password:

Cancel

OK

User Management

User: Marcia Jane

Delete

Add

Program

List

Results

System

Student Interface
Language[English]

Main Cue[English]

☒ Image

☒ Title

☒ Speech

☒ Allow Language Switch

Match Cues[Spanish]

☒ Image

☒ Title

☒ Speech

Click to access
User Management.

User Management

Adding Users

Click the **Add** button to add a new student user. Type in the student's name and click the **OK** button. If a user name already exists, it can't be added. Existing users appear in a pull-down list in **User Management**.

Choose User Password: When adding a new user, you'll be prompted to assign a student password. You can select **None** to skip this option.

Choose User Icon: You may also assign an image (for example, a photo) to the user's name. The image will show next to the name on the Login screen. **Password** and **Icon** assignments can be changed on the **System** tab (see page 20).

Click the **Apply** button to save each student's settings. Click the **OK** button to save your choices and exit the program. Click the **Cancel** button to exit without saving your choices.



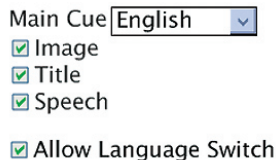
To delete a user's name, select and click **Delete**.

User Management

Program tab

Student Interface Language: Determines the language of the mode selection buttons and the **EXIT** button.

Main Cue: Determines the language of the large main card in the **Matching** mode, and all the cards in the **Voice Recording** or **Identification** mode. Check-boxes underneath allow you to disable the image, the word display, or the speech.



A screenshot of a settings dialog box titled 'Main Cue'. It features a dropdown menu currently set to 'English' with a downward arrow. Below the dropdown are four checked checkboxes: 'Image', 'Title', 'Speech', and 'Allow Language Switch'.

Main Cue	English
<input checked="" type="checkbox"/>	Image
<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Speech
<input checked="" type="checkbox"/>	Allow Language Switch

Allow Language Switch: If checked, student user can change the language of the **Main Cue** card. This option is only available if the selected **Main** card language is different from the **Match** cards language.

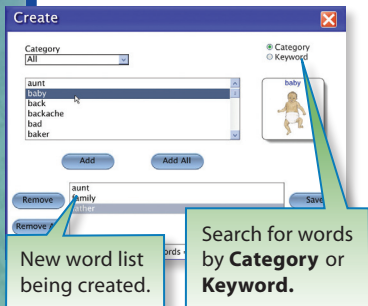
Match Cues: Determines the language of the smaller match cards in the **Matching** mode.

Match/Identification Choices: Choose 2, 3, or 4 cards per screen in the **Matching** or **Identification** mode.

User Management

List tab

Create, edit, delete and assign word lists. All created lists show in the box labeled **Available Lists**, no matter which user name is active.



Create: To create a word list, click the **Create** button. Search for word cards by **Category** or **Keyword**. **Category** lists all of the words alphabetically in a selected category (e.g., Community, Outdoors, Parts Of Speech). **Keyword** searches for specific words that you type in.

Add a word to the list by double clicking on the word or by highlighting a word and pressing **Add**. Add all of the words in a category by pressing the **Add All** button. The lower box shows the words in the new list. Remove a word by highlighting and then pressing the **Remove** button. **Remove All** button will clear all words at once.

User Management

When the list is complete, click the **Save** button. Type a new name in the **Listname** box and click **OK**.

Edit: To edit an existing list, highlight the list, click the **Edit** button, add or remove words, and click the **Save** button. You can save your edited list, or type in another name to create a new list and leave the original one unchanged.

Delete: Deletes the highlighted list. You can't edit or delete the complete list of "All Words."

The screenshot shows a software window titled 'User Management' with a 'User:' dropdown set to 'Marcia Jane'. Below this are tabs for 'Program', 'List', 'Results', and 'System'. The 'List' tab is active, displaying 'Marcia Jane's List: community'. A table lists available lists with their word counts: 'All Words' (603), 'basic' (34), 'community' (18), 'home food' (20), and 'mini - DEFAULT' (3). The 'community' list is highlighted. To the right of the table are 'Set Default' and 'Set List' buttons. Below the table is a checkbox for 'Use Default List' (which is unchecked) and 'Create', 'Edit', and 'Delete' buttons. At the bottom are 'Cancel', 'Apply', and 'OK' buttons.

Available Lists	Words
All Words	603
basic	34
community	18
home food	20
mini - DEFAULT	3

Set Default: Identifies a default list for all users. If the **Use Default List** check-box is selected, the student will get this default list.

Set List: Highlight a list and click the **Set List** button. Automatically unchecks the **Use Default List** option. This list will stay in effect for the user until changed.

User Management

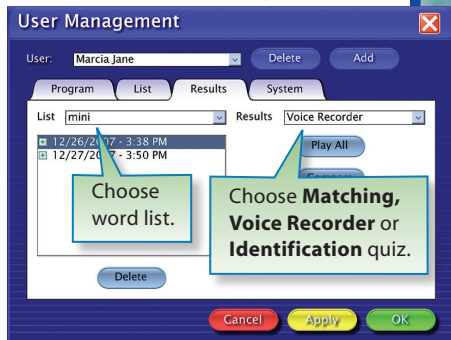
Results tab

The **Results** tab shows the results of completed **Matching**, **Voice Recorder** and **Identification** quizzes.

The student's name, the word list used, and the quiz results all appear in individual drop-down menus.

If a student completes quizzes with multiple word lists, select a list from the **List** drop-down menu.

If a list is deleted and a student has taken a quiz for that list, the results are still kept. (An indicator appears next to the list name.) Results are not stored for students logged in as **Guest**.



User Management

Matching and Identification: When you select a date from the box on the left, the results from the quiz taken on that date are displayed in the box on the right. Information is presented on how long it took to complete the quiz, the number of match choices, and detailed results.

The results show each word with the card type in parenthesis, followed by the user's response. An "x" appears next to a word if the response was incorrect.

The screenshot shows a software interface for user management. At the top, the user is identified as 'Marcia Jane' with 'Delete' and 'Add' buttons. Below this are tabs for 'Program', 'List', 'Results', and 'System'. The 'Results' tab is active. On the left, a 'List' dropdown menu shows a selection of dates: '1/2/2008 - 5:19 PM', '1/2/2008 - 5:20 PM', '12/26/2007 - 3:19 PM', and '12/26/2007 - 3:21 PM'. On the right, a 'Results' dropdown menu shows 'Matching'. The main display area shows quiz details: 'Time: 16 Sec', 'Match Choices: 3', and a list of words with their responses: 'answer' (in red), 'buy', 'drive', and 'drive'. At the bottom, it shows 'Correct: 2 / 3' and 'Percent: 66%'. A 'Print' button is also present. A green callout box points to the 'Results' section.

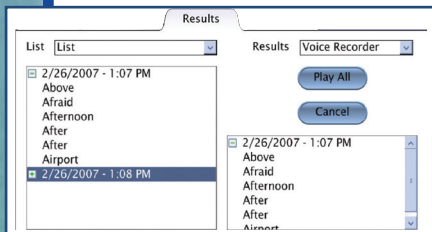
Quiz Results:

Time—time it took student to finish quiz

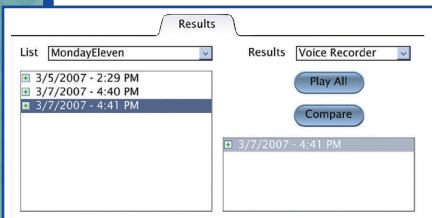
Match Choices—number of cards to choose from

Also word, card type, student response, total score.

User Management



Voice Recorder: To hear results, select a date from the box on the left. Click on individual words to play the student's recorded response from the activity or **Play All** to play all words recorded during that activity.



When multiple sessions of the same list are recorded, the recordings can be compared. Highlight a date and click **Compare**; the list

is shown in the box on the right. Double click on a second list to show all the words that are recorded. Click individual words to hear them or select **Play All**.

User Management

System tab

The **System** tab's options are divided into two sections. One has settings for a particular user, and one has settings for the program as a whole, regardless of user.

Password, Autoscans, Debounce, Sound, and Icon are user settings. **Login** and **Teacher Password** are in effect whenever **Palabras Esenciales** is active.

The screenshot shows a 'User Management' dialog box with a dark blue border. At the top, there's a 'User:' dropdown menu set to 'Marcia Jane', with 'Delete' and 'Add' buttons to its right. Below this are four tabs: 'Program', 'List', 'Results', and 'System', with 'System' being the active tab. The main content area is divided into two sections. The first section, titled 'Marcia Jane's settings:', contains three rows: 'Password:' with an empty text field, 'Autoscans:' with a 'Disabled' dropdown, and 'Debounce:' with a 'Disabled' dropdown. To the right of these is a 'Sound:' section with two checked checkboxes, 'Music' and 'Speech', and an unchecked 'Sound Effects' checkbox. Further right is a user icon of a woman with brown hair, and below it is a yellow 'Icon' button. The second section, titled 'Palabras Esenciales settings:', contains two rows: 'Login:' with a checked 'Allow guest logins' checkbox, and 'Teacher Password:' with a masked text field (asterisks). At the bottom of the dialog are three buttons: 'Cancel' (red), 'Apply' (yellow), and 'OK' (green).

User: Marcia Jane Delete Add

Program List Results System

Marcia Jane's settings:

Password:

Autoscans: Disabled


Debounce: Disabled

Sound:

☒ Music

☒ Speech

☐ Sound Effects

 Icon

Palabras Esenciales settings:

Login:

☒ Allow guest logins

Teacher Password:

Cancel Apply OK

User Management

USER SETTINGS

Password: Optionally assign a password for the current user. If no password is entered, the user won't be prompted for a password when logging in.

Autoscan: Select the length of time the cursor dwells on each selection when automatically scanning.

Debounce: Select the length of time in which repeated selection is ignored.

For more information on **Autoscan** and **Debounce**, see “Assistive Technology Options,” page 21.

Sound: Theme music, narration audio, and sound effects (such as button clicks) can be independently turned on or off. If sounds are disabled in the **Systems** tab, they can't be enabled in the story directory's pull-down menu.

Icon: Add, delete, or change an image that's paired with a student's name on the login screen. Create an icon from any available graphic file. If no icon is created, only the user's name is displayed on the login screen.

User Management

SETTINGS FOR PALABRAS ESENCIALES

Allow guest logins: If checked, allows users to log in as **Guest**. If unchecked, only named users can log in. Guest login is automatically enabled if no users are added.

Teacher Password: Optionally create a new personal password that can be used to access the User Management menu. Built-in password “attainment” will always work.

ASSISTIVE TECHNOLOGY

Palabras Esenciales includes scanning options for single- or two-switch access and is compatible with touch screen devices. A debounce option is available to prevent repeated clicks or keystrokes after a selection has been made.

Scanning and debounce settings can be set for individual students in the **User Management** menu, **System** tab.

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Technical Support

System Requirements

Minimum requirements to run this application:

- Windows 2000, 256 MB RAM, 24 bit Graphics

Technical Support

If you have a problem running **Palabras Esenciales** software, please call Attainment Technical Support at the number below. If possible, with your computer nearby, have the program running while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- Note the error and type of error message, if any.
- What triggers the problem?
- Can you duplicate the problem?
- What is your Windows version?

Tech Support is available weekdays from 9 am–5 pm (CST)

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