



Transparent
Language[®]
Online

Table of Contents

Dashboard 2

To use the MY LEARNING PATH on the Learning screen 3

Using the Browse screen 3

Learned 5

Practice 6

Resources 6

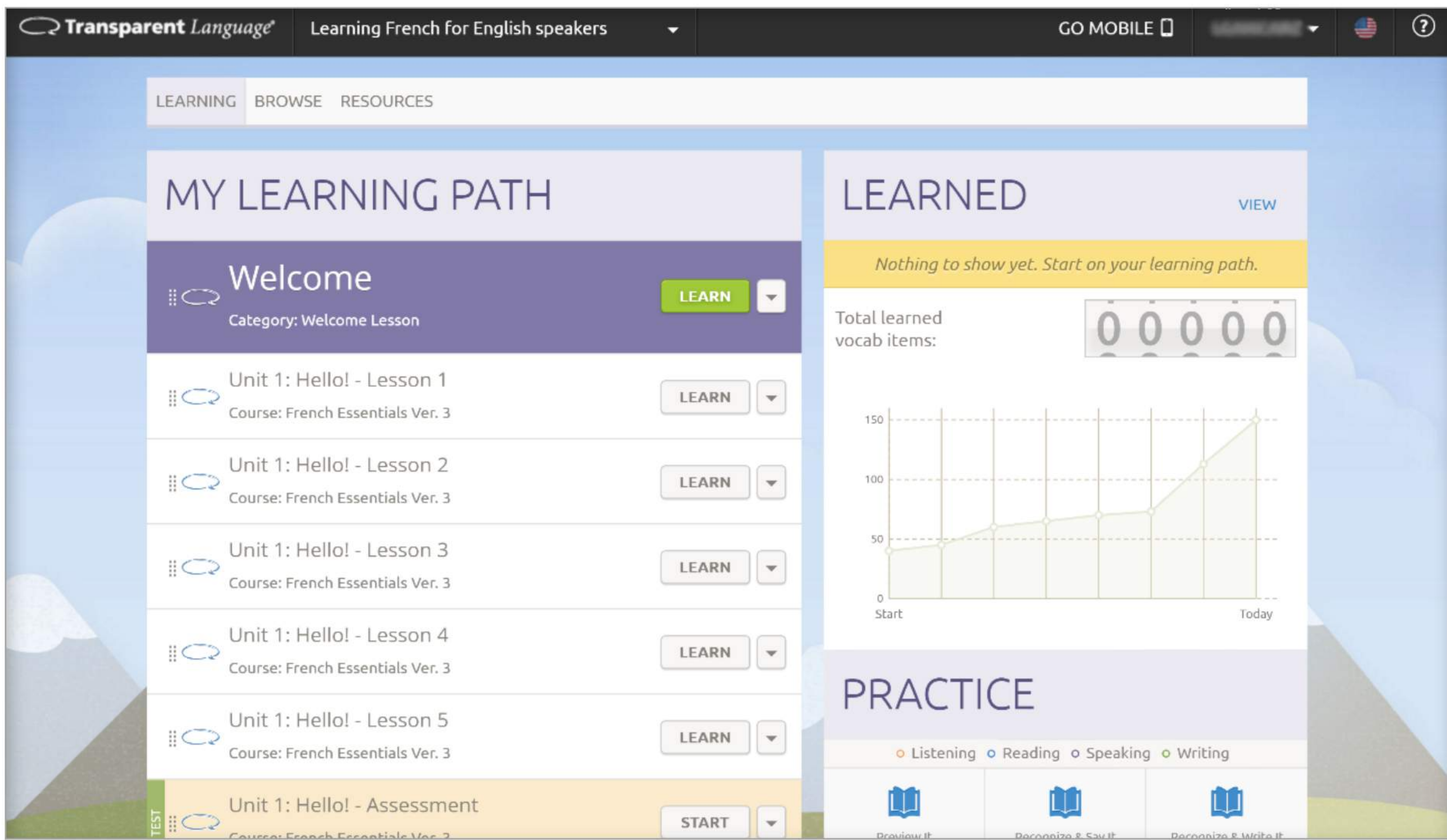
Misc. 7

Dashboard

The Learning screen is the main screen of the program, where you can view and manage your learning path, refresh your learned words and phrases, and launch practice activities.

In the following pages in this guide, we will explore each major section of the screen.

More detailed information about the features in Transparent Language Online can be found by clicking the  icon in the upper right-hand corner of any screen.



The screenshot shows the 'Learning French for English speakers' dashboard. The top navigation bar includes 'Transparent Language', the course title, a 'GO MOBILE' button, and a help icon. The main content area is divided into three sections: 'MY LEARNING PATH', 'LEARNED', and 'PRACTICE'.

MY LEARNING PATH section includes a 'Welcome' card with a 'LEARN' button and a list of lessons for 'Unit 1: Hello! - Lesson 1' through 'Lesson 5', each with a 'LEARN' button. At the bottom is an 'Assessment' card with a 'START' button.

LEARNED section shows a message 'Nothing to show yet. Start on your learning path.' and a 'VIEW' link. Below this is a 'Total learned vocab items' counter showing '00000' and a line graph showing progress from 'Start' to 'Today'.

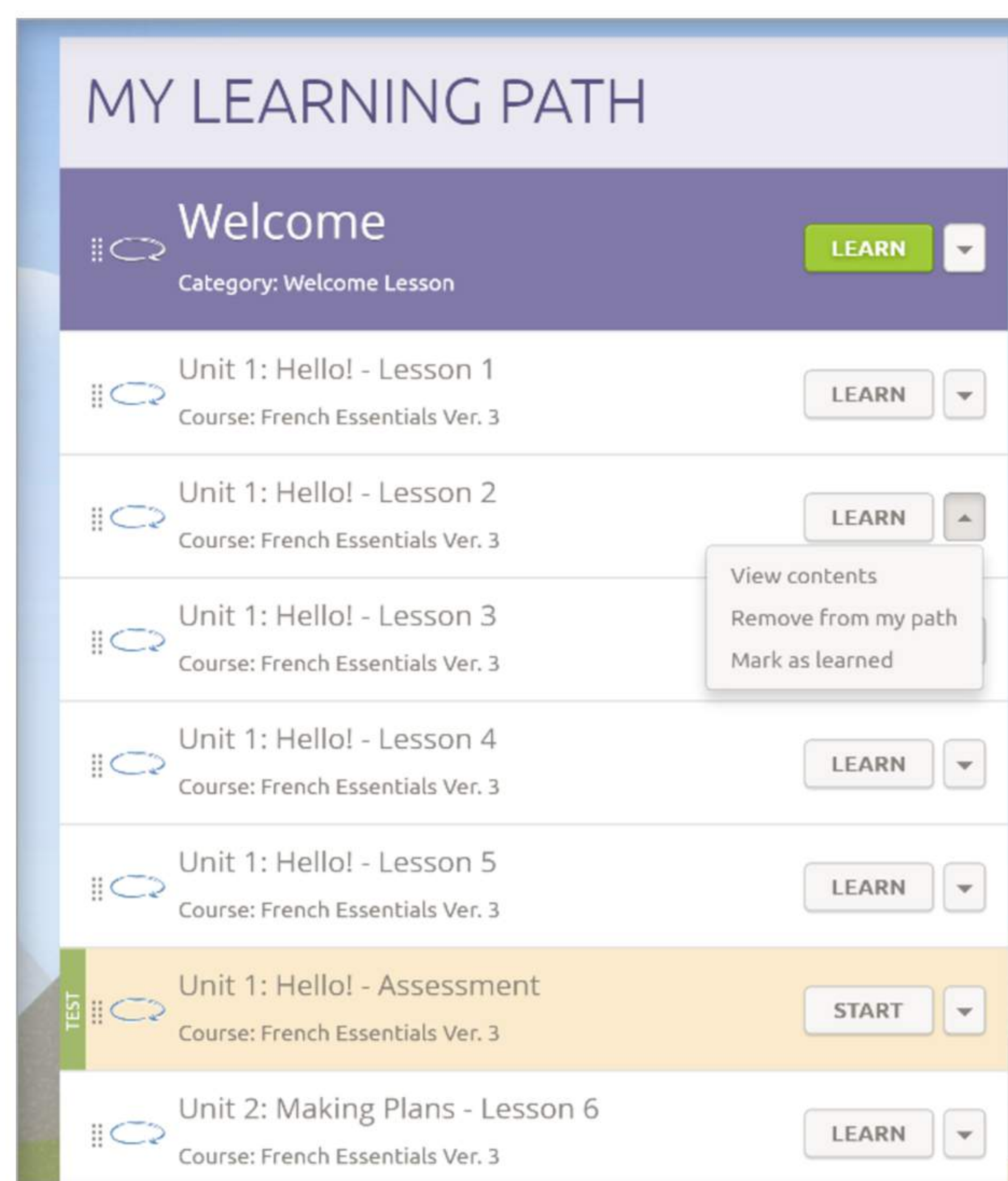
PRACTICE section features a progress bar for 'Listening', 'Reading', 'Speaking', and 'Writing' activities, each with a corresponding icon and a 'Practice' button.

To use the MY LEARNING PATH on the Learning screen

The Learning screen is the main screen of the program, where you can view and manage your learning path, refresh your learned words and phrases, and launch practice activities. To return to the Learning screen from another screen in the program, click **LEARNING** in the navigation bar at the top of the screen.

You can do any of the following:

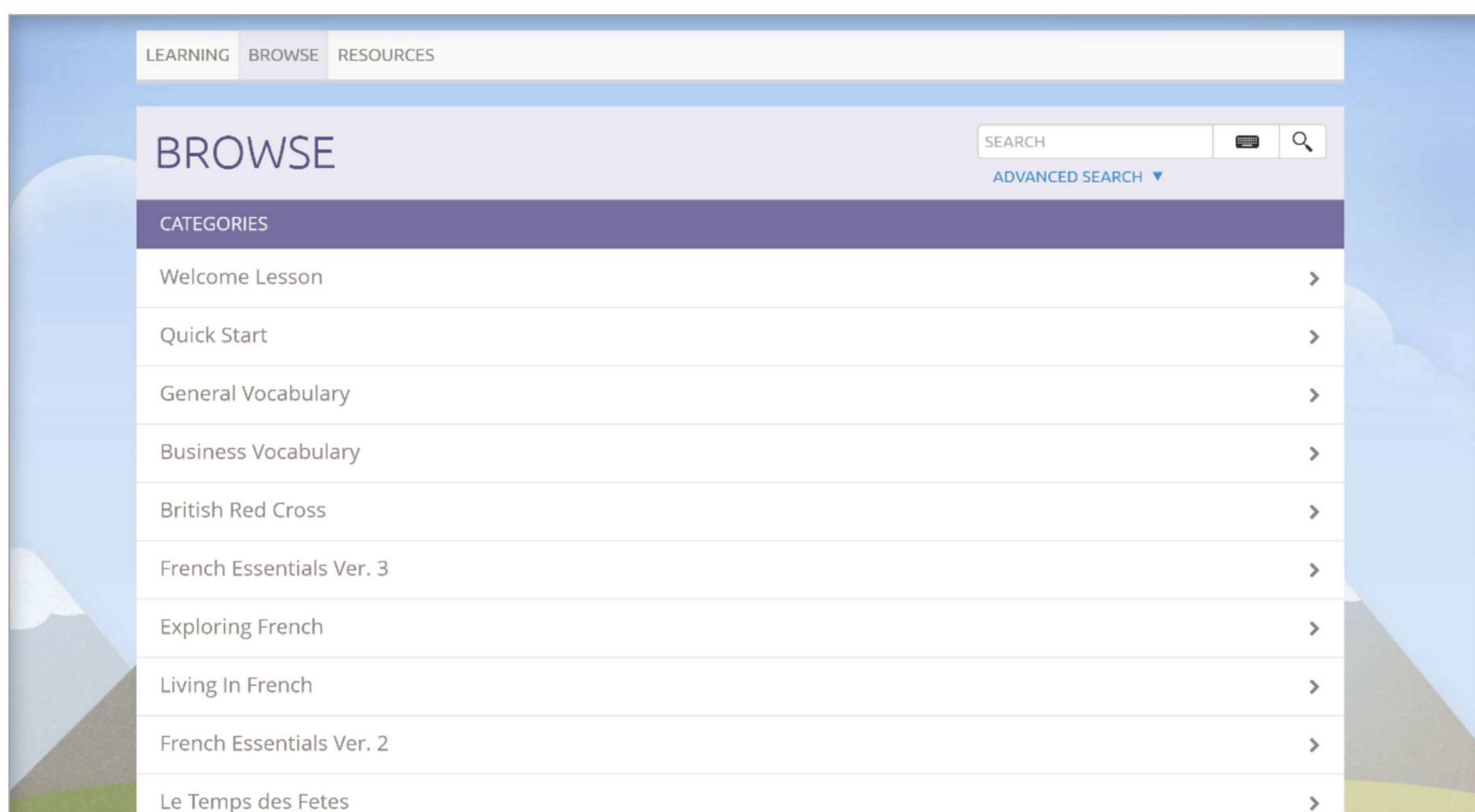
- To open any lesson in the learning path, click the button beside it, which may be **LEARN**, **START**, **READ**, or **OPEN**, depending on the type of lesson.
- To see the words and phrases included in a lesson, click  and select **View contents**. (This option may not be available for all lessons.)
- To rearrange your learning path, click , drag the lesson up or down in the path, and release it in a new position.
- To remove a lesson from your learning path, click  and select **Remove from my path**.
- You can also click **CLEAR LEARNING PATH** below the path to remove all lessons at once.
- To mark a lesson as learned because you already know the words and phrases it contains, click  and select **Mark as learned**. All the words and phrases from the lesson will be added to your learned words and phrases, and the lesson will be removed from your learning path.
- If your Learning Path is currently empty, or if you want to add additional lessons to the ones already there, follow the instructions in this packet for using the Browse screen.



Using the Browse screen

The Browse screen allows you to browse through additional content and add lessons to your learning path.

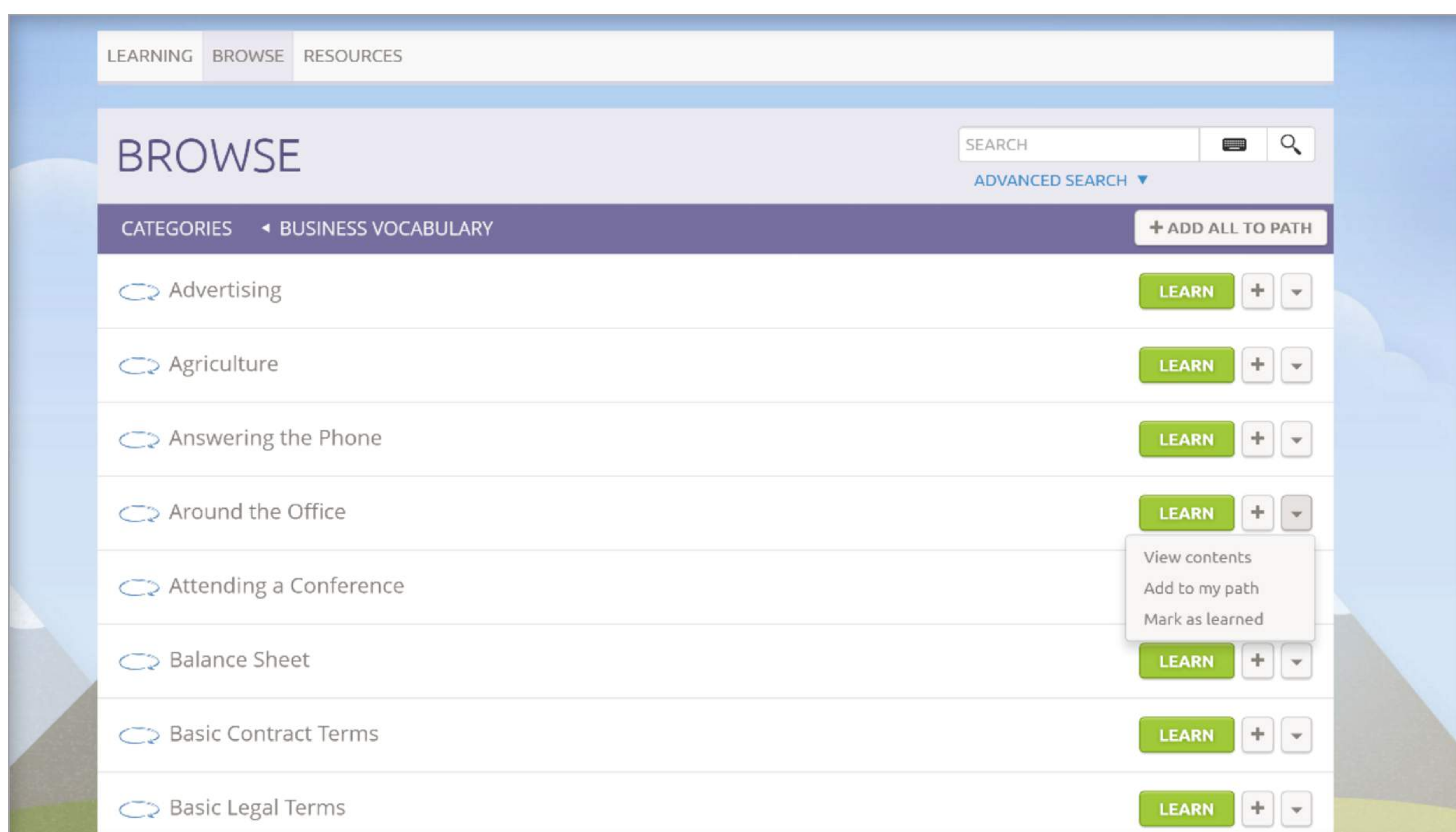
- When the Browse screen opens, you will see the categories that serve to organize the available content. Click on the name of the category you want to open and continue until you reach a list of lessons.
- If you don't find the lessons you are looking for, use the **SEARCH** field and the **ADVANCED SEARCH** options to locate it.



When you find a lesson you want to use, do any of the following:

- To open a lesson without adding it to your learning path, click the button beside it, which may be **LEARN**, **START**, **READ**, **OPEN**, or **REVIEW**, depending on the type of lesson and its completion status.
- To add the lesson to your learning path, click  beside it, or click  and select **Add to my path**.

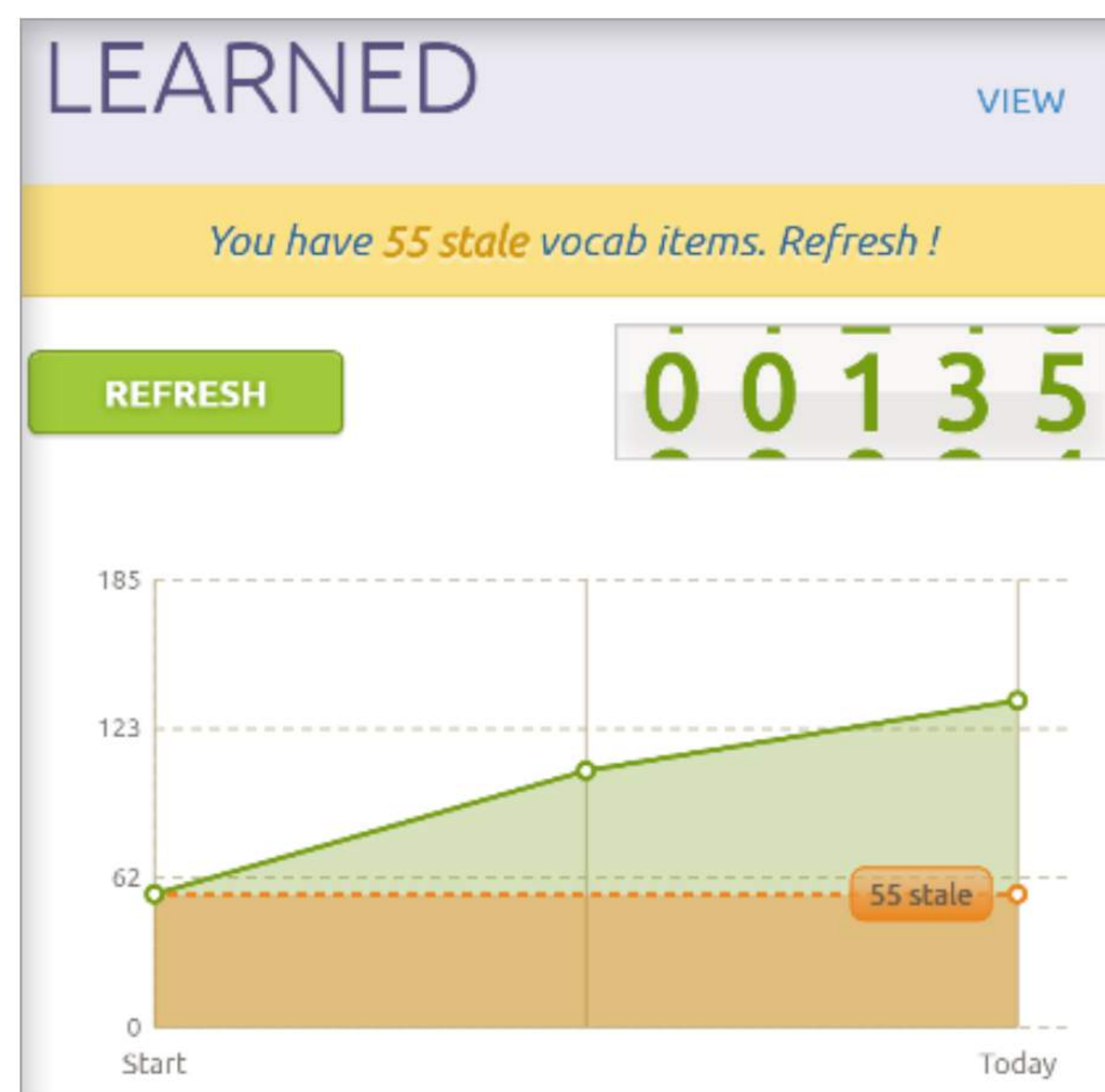
- To remove the lesson from your learning path if it is already in it, click , or click  and select **Remove from my path**.
- To see the words and phrases included in the lesson, click  and select **View contents**.
- To mark a lesson as learned because you already know the words and phrases it contains, click  and select **Mark as learned**. All the words and phrases from the lesson will be added to your learned words and phrases, and the lesson will be removed from your learning path.



Learned

To use the **LEARNED** panel on the Learning screen:

1. Click **VIEW** beside the **LEARNED** heading to see a list of all your learned words and phrases. Fresh, stale, and archived terms are all listed, and the view screen will allow you to archive words or phrases, if necessary.
2. Read the message above the graph, which will either tell you that all your learned words and phrases are fresh, or tell you how many are stale.
3. Read the message above the graph, which will either tell you that all your learned words and phrases are fresh, or tell you how many are stale.
4. Look at the graph to see how your number of learned words and phrases has changed over time.
5. Click **REFRESH** to review your stale words and phrases and make them fresh again. If you do not have any stale words or phrases, you can use this option to review your fresh items. This button will only appear if you have at least one learned word or phrase.

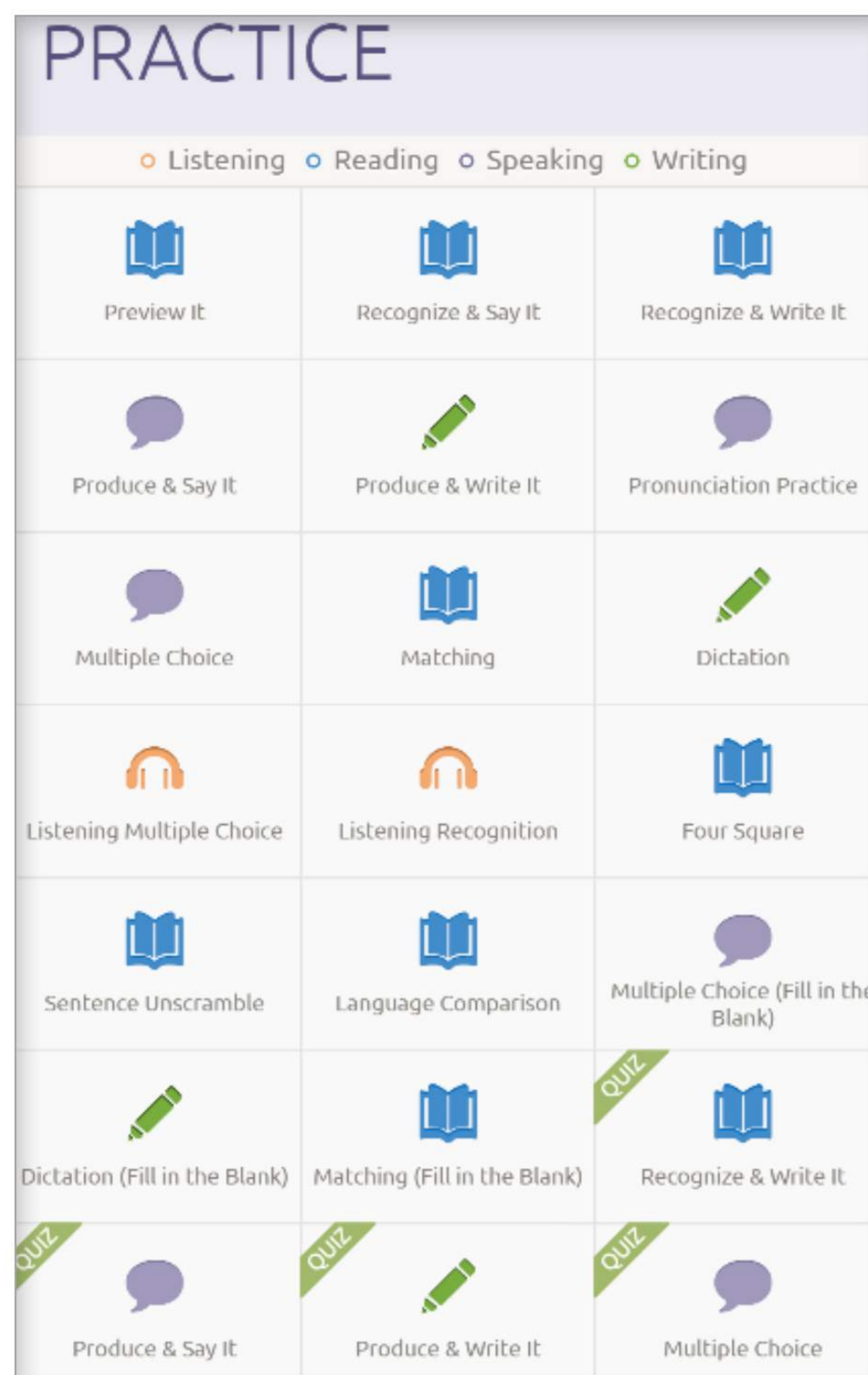


Practice

To use the **PRACTICE** panel on the Learning screen:

The lower right-hand panel on the Learning screen allows you to practice words and phrases with various activities.

1. Click on the tile for the activity you want to open.
2. On the new screen which appears, choose a lesson, then click **PRACTICE** beside it. Alternatively, you can mark several lessons, then click **PRACTICE SELECTED** to use the content from all of them.

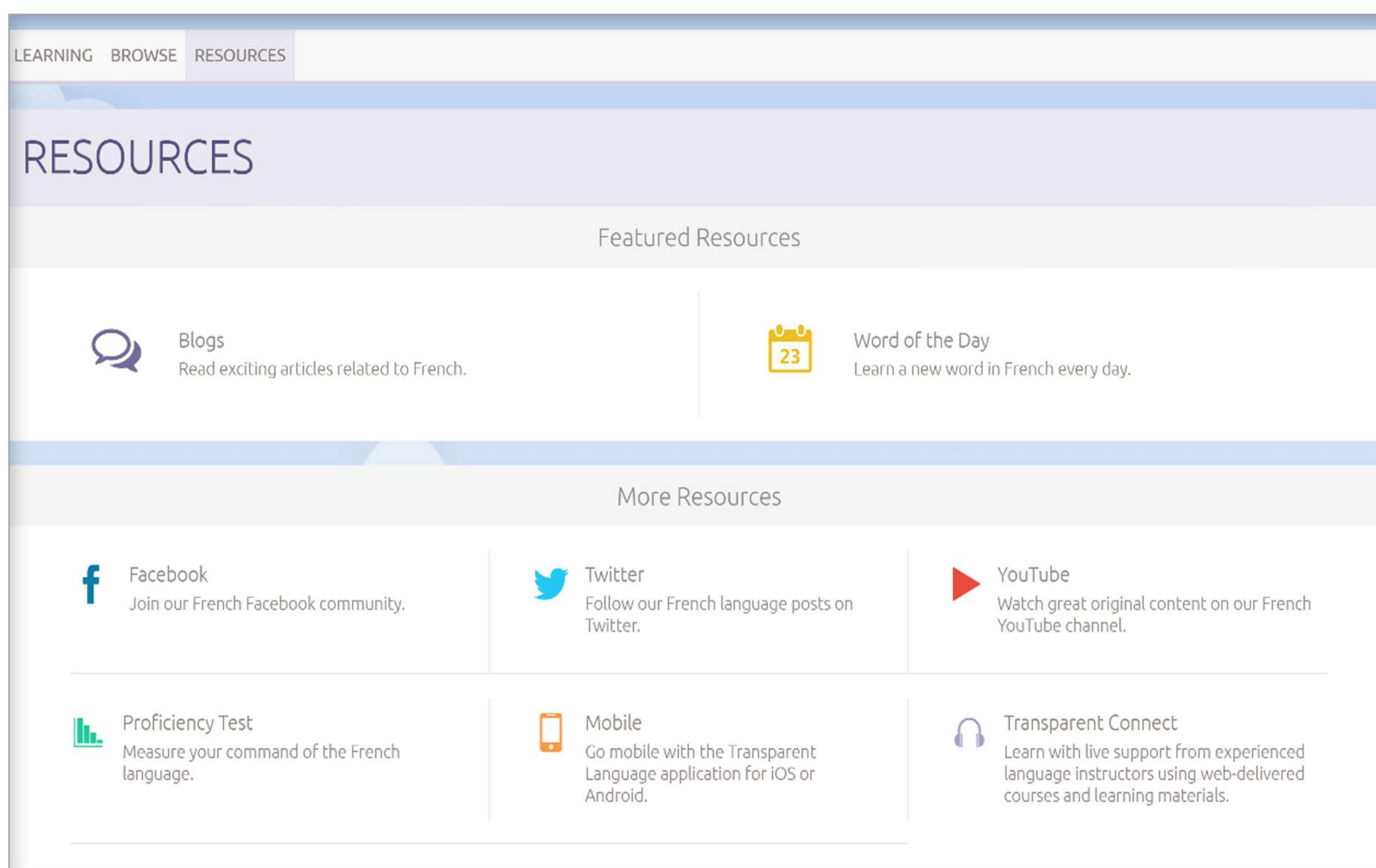


Resources

The Resources screen allows you to explore a variety of exciting language and culture resources, many of them focused on social interaction. Depending on your language, you may find Facebook communities, Twitter feeds, culture blogs, Word of the Day services, proficiency tests, and more.

To use the Resources screen:

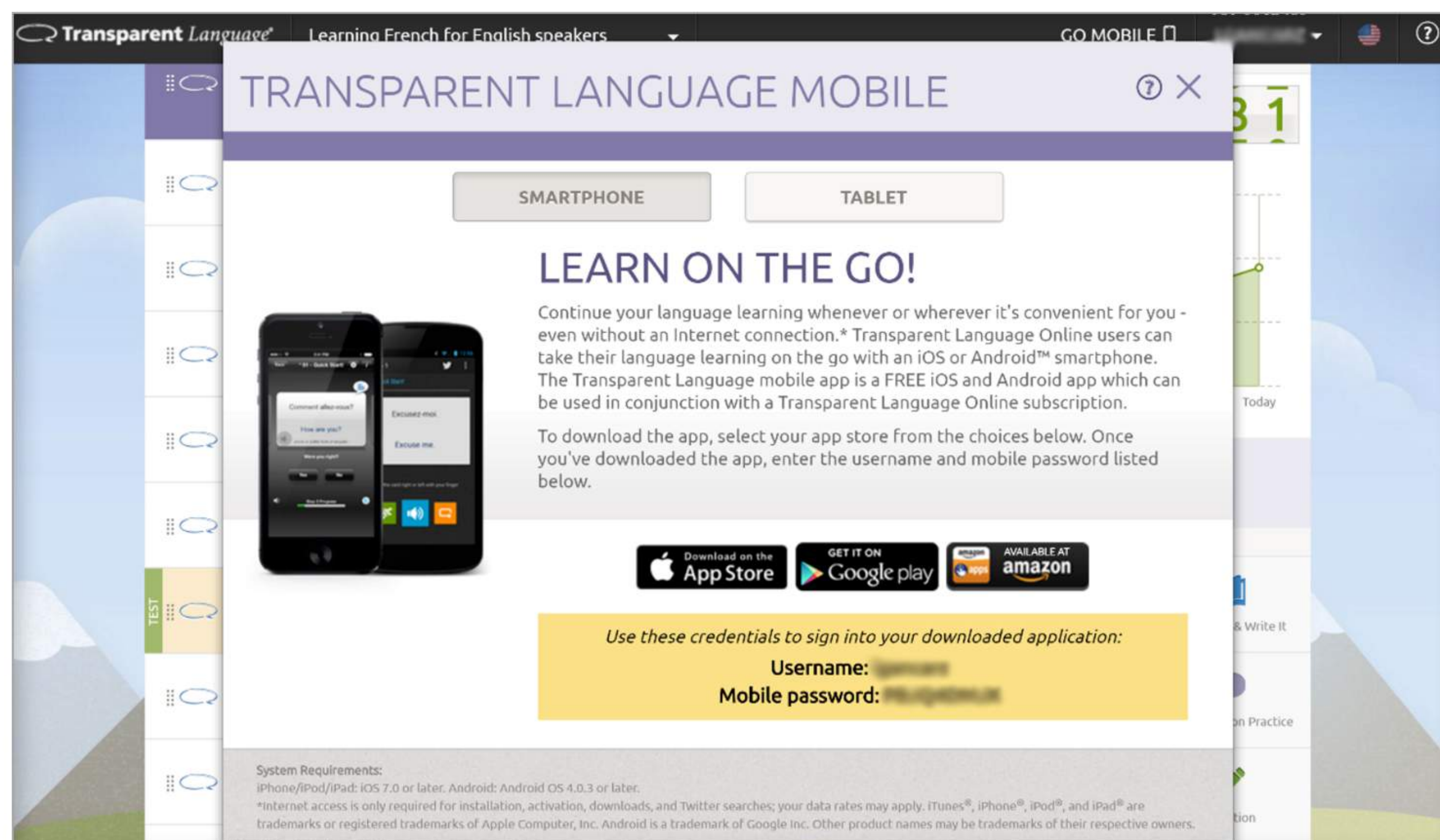
- Read the descriptions of the available resources. The number and type of resource will vary by language.
- Click on the tile for the resource you want to explore.



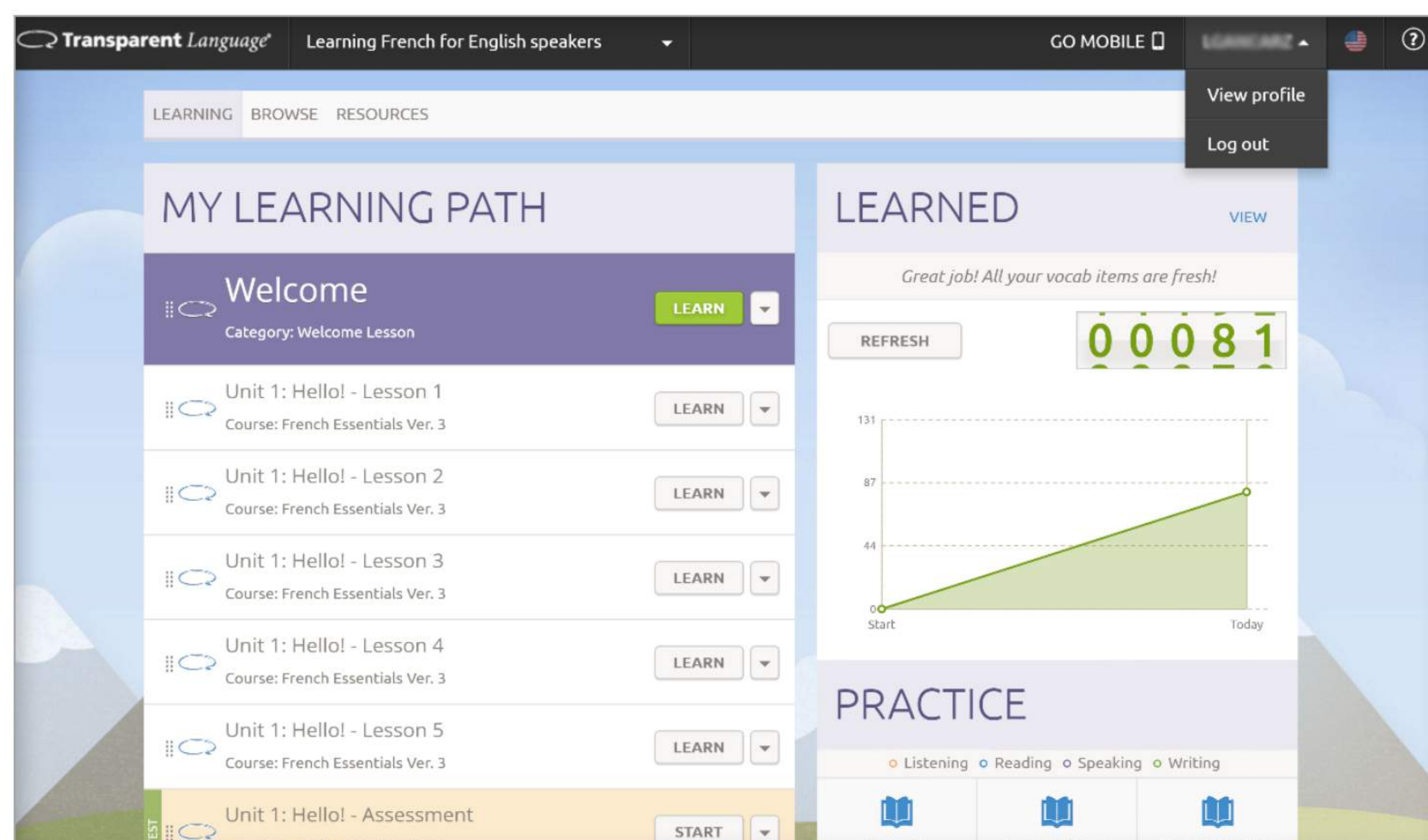
Misc.

At any time, you can also use the menus and buttons in the black bar at the top of the screen to access various features

- Click **GO MOBILE** to see information on the mobile app associated with this program. (This option may not be available for all accounts.)



- Click your username to edit your profile or log out of the program.



- Click the circular flag image in the upper right-hand corner of the screen to change the interface language.

