



ESL AUDIO KIOSK

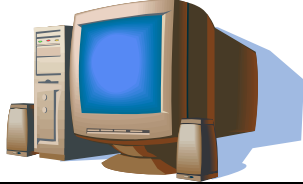
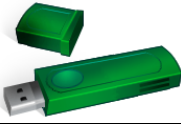



Teacher's Quick Start Guide to "Multiple Classroom" Kiosks

Draft 11/16/2014

This guide is for Kiosks that already have multiple "Classrooms" installed. These instructions are based on each teacher having a special USB drive that has been configured for use with their class.

See the full Kiosk documentation for step by step instructions on the setup / configuration process for multiple classrooms.

Section 1: Components

<p>Teacher PC / Laptop</p> 	<p>This device is used for mp3 file acquisition, editing/modification, and master storage. It can also be used to "publish" PodCasts if your class supports that.</p>
<p>USB Flash Drive</p> 	<p>Used as an intermediary device to transfer audio files from Teacher PC to ESL Audio Kiosk.</p>
<p>ESL Audio Kiosk</p> 	<p>Managed by teacher, and used in the classroom by students to acquire audio files.</p>
<p>Adapter Cable</p> 	<p>Used to connect student MP3 device to ESL Audio Kiosk. (make sure your cable handles both data and charging)</p>
<p>Student MP3 device</p> 	<p>Receives files from Kiosk. Used by students to listen to audio materials. Students use earphones with the device. Depending on the device, student may also need a wall charger and charger adapter plug or cable.</p>

Basic Operation

Section 2: Starting the Kiosk

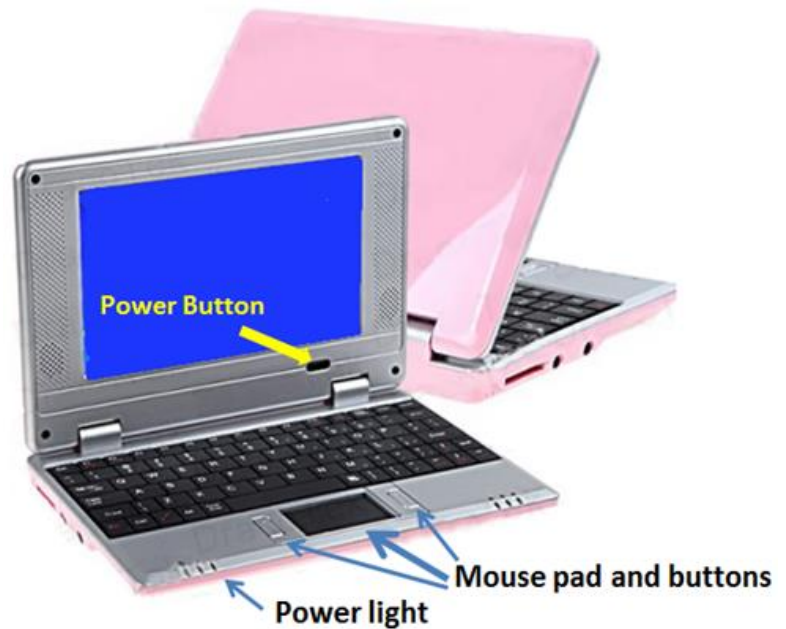
1. Start the Kiosk device by pressing the power button below the screen at the right side.

2. The Kiosk system will execute its “boot” sequence.

3. There is no need to enter a user-name and password. The system will automatically connect to the “teacher” account after it has booted.

4. As the Kiosk application initializes, it will display a “splash” screen, showing the name of the program, etc.

5. After a few more seconds, you will be in the “Main Menu.”



Section 3: How to shut down the Kiosk

1. To shut down the Kiosk, you must be in the Main Menu.

2. From that menu, press “X” (exit).

3. You will see a prompt to confirm that you want to exit the Kiosk application. Press “Y”.

4. The Kiosk will then begin its shutdown/power-off process. Do not close the Kiosk until the system has completely powered off.

```
Main Menu:
T - Teacher: Load class files (from USB to Kiosk)
S - Student Mode (load players one-by-one)
A - Advanced / Administrative tasks
X - Exit Kiosk
Press letter for desired option: 
```

Section 4: Multiple “Classrooms”?

Multiple “Classrooms” can be:

- A single teacher who teaches multiple classes, which may be on the same site, or may be at different sites.
- A teacher with a single class, where the class includes multiple levels, for which the teacher wants to distribute differing audio content.
- A site or sites where the Kiosk is shared by multiple teachers.
- Some combination of the above situations!

In each of the situations previously mentioned, each “class” will have a given set of content at any particular time. Every set of audio files is managed as a distinct “class” within the Kiosk.

The ESL Kiosk application has the flexibility to handle these situations, and provides a variety of tools and mechanisms to support program needs.

To set this up, “Classes” can be added by a teacher using the Kiosk application.

Alternatively, an administrator can create multiple “USB Drives”, each configured for a specific “class”. These can then be distributed to teachers.

Section 5: The “Current Class”

Whether a Kiosk is configured for a single class, or for a dozen, at any given time, only one class is designated as the “Current” class. It is easy to see which class is current. The top of each Kiosk screen clearly informs the user which class is current.

```
ESL Kiosk (v3.11 r110814) - Current Class: "Class #1"
Main Menu:
T - Teacher: Load class files (from USB)
S - Student Mode (load players one by one)
```

The Current Class setting can be easily changed by selecting option “C” from the Main Menu.

```
ESL Kiosk (v3.11 r110814) - Current Class: "Class #1"

List of classes on this Kiosk
(Asterisk indicates the current active class)

*1 "Class #1"
 2 "Class #2"

Enter the single digit number (1 - 2) corresponding with your chosen class.
Or enter "x" to accept current class as shown, and exit.

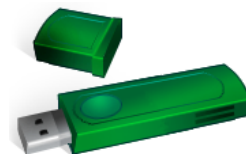
Then press <Enter> █
```

In the next screen choose a class by entering the number shown at its left. Then press Enter.

Section 6: Loading Audio Files to the Kiosk

Teachers should use the special USB drive that has been provided to them and labeled for their class.

1. Identify MP3 file(s) you want students to use for listening practice.
2. Copy the file(s) from your computer to the USB drive labeled for your class. The files should be put in the “top” (also known as “root”) directory¹ of the drive, NOT in a sub-directory.



3. Start up the Kiosk, as described in “Part 3”.
4. If you are using the labeled USB drive, you do not need to worry which class is currently set as the “Current Class.”

5. In “Main Menu”, select “Teacher: Load class files”, by pressing “T”.

Main Menu:

T - Teacher: Load class files (from USB to Kiosk)
S - Student Mode (load players one-by-one)
C - Change “Current Class”

6. You will be prompted to “Plug in USB flash drive:”. Insert the USB drive you prepared in step 2.
7. The Kiosk software will detect the class from the configuration file on the USB drive. If your class is not the “Current Class”, the Kiosk will reset its environment to make your class the Current Class.
8. Then the Kiosk application will copy the MP3 files from the USB drive to the proper directory.
9. Once the files have been copied, the screen will display the list of files on the Kiosk for the class.
10. Unplug the USB drive when see a prompt directing you to “Please unplug the device.”
11. The system will then return to the main menu.

¹ You may also keep previous MP3 class files there. Remember that the full set of files in that top directory will become the files on the student’s MP3 Player. To maintain lesson focus, and ease navigation, it is recommended that no more than five ESL audio files be on the student device at a time.

Section 7: Loading Audio Files Without the Special USB Drive

What if you have lost or misplaced the USB drive that was configured for your class? In this case, you must manually manage the target class on the Kiosk.

1. Locate a blank USB drive, or one that is NOT configured for the Kiosk system.
2. Copy the needed MP3 files from your computer to the top directory on the USB drive.
3. Check to see if your class is listed as the Current Class on the Kiosk. If it is not, use the instructions in Section 5 to set your class as “current”.
4. Then follow the steps 5, 6, and 8 – 11 from Section 6. Since the USB drive you are using is not configured for the Kiosk system, it will not try to change the Current Class.

Section 8: Student Device Configuration

Each student MP3 device carries configuration information in a small file within its memory. Student devices can be set to accept files from:

A) The “Current Class”.

or

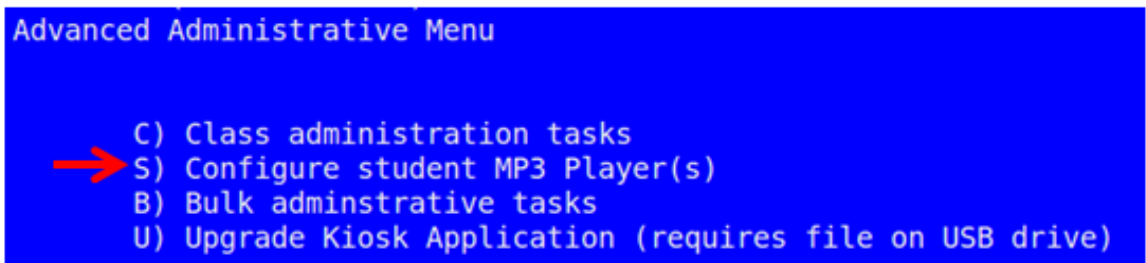
B) A specific, designated class (and ONLY that class!)

There are two mechanisms to adjust this setting:

1) Student device configuration utility:

This method is useful if you are only configuring one or two MP3 players, or if in addition you need to change other settings on the devices. To use this utility, select “A” (Advanced / Administrative Tasks) from the Main Menu.

Then choose “S” (Configure Student MP3 Players)



You will be prompted to plug in the student MP3 player.

2) The next screen allows you to adjust a variety of settings for this device.

Choose option #3 to edit the class code.

Follow the prompts and set the code to either “Current Class” or to a specific class on the Kiosk.

```
Configure Student MP3 Player
Current values:
Student name: Sasha
Student device ID: ESL-201
Student class code: currentClass*
                *(Load from the active class.)
Audio file location: /ESL-Audio
Preferred Mode: FULL

1) Edit student name:
2) Edit device ID
3) Edit class code
4) Change file location on MP3 device
5) Change preferred mode for this player
6) Reset to default values
S) Save values shown to student device and exit
X) Exit without saving
Enter the letter of your choice: █
```

3) Bulk processing utility:

If you need to easily reset the “class” for a group of MP3 players, the Kiosk application has just the utility for you. From the main Menu, select “A”

```
Advanced Administrative Menu

C) Class administration tasks
S) Configure student MP3 Player(s)
→ B) Bulk administrative tasks
U) Upgrade Kiosk Application (requires file on USB drive)
```

(Advanced / Administrative Tasks), and from the next menu choose “B” (Bulk

```
Advanced / Administrative Tasks

Administrative Bulk Processing
1) Create multiple classes and export each to a USB drive
2) Configure multiple student MP3 Players
3) Set "class" for multiple student MP3 Players
```

Administrative Tasks).

From the next menu select #3 (NOT #2!). Follow the instructions to

determine the desired class setting. You can then connect one MP3 player after another, changing the configuration to that same class setting.

Section 9: Set up Kiosk in classroom

Upon arrival to the classroom, the teacher should position the ESL Audio Kiosk in a convenient location where students can access the Kiosk.

1. Be sure to plug the Kiosk power supply into the Kiosk at the back, and use an extension cord to connect to a wall socket. The cord should be placed in a way that no one will bump or trip on the cord.
2. Plug the proper USB adapter cable into one of the Kiosk USB ports. This cord will be used by students to connect to their MP3 players. Be sure it is a cord that handles both the data signal and power transmission.
3. Start the Kiosk device using the instructions in “Section 2”.

Section 10: Load audio files to student devices

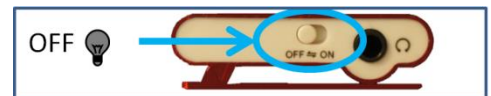
Students should use time before class, during breaks, and after class to connect their MP3 players and load the class audio files. (There are student guide sheets that instruct on the use of MP3 players and the process of loading the audio files.)

The steps in this process depend on whether student devices are set for the “Current Class” or if they have been configured to accept only one class’s files.

Section 9.1: MP3 players configured for “Current Class”

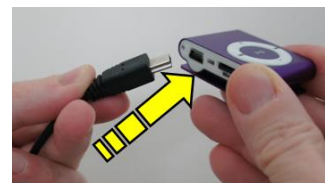
1. Check the top of the Kiosk screen to verify which class is set as the “Current Class”. If necessary, change this using the steps outlined in Section 5. (For mixed classes see note².)
2. Now, from the Main Menu, press the “S” key to enter student processing mode.
3. Students can now take turns using the Kiosk device.
4. Students load files following on-screen instructions displayed from the Kiosk. Each student will:

- a. Have MP3 Player “on” or “off” depending on the requirement of the specific device.



- b. When prompted, plug MP3 player into the USB adapter cable. (System will automatically detect the device. Do not press <Enter>)

* Plug in MP3 player:



- c. Wait while files are loaded from the Kiosk to the MP3 Player. The screen will show progress of the process.

- d. When prompted, unplug the MP3 Player from the USB adapter cable.

Please unplug device.



- e. If student’s MP3 player needed to be “on” for the transfer, be sure to turn it “off”.
- f. Kiosk is now ready for the next student.



² If you have sub-divided your class by level into two distinct classes for audio, you will have to handle each group separately.

5. Once all students have loaded files to their MP3 players, exit “student mode” by typing “exit” at the MP3 player prompt.

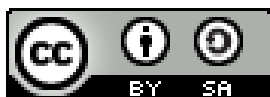
```
* Plug in MP3 player: exit
```

The application will return to the Main Menu.

6. If you have a “mixed class” with distinct audio content for different groups within the class, you will now need to repeat all the steps in this section, resetting the “Current Class” for the new group³.

Section 9.2: MP3 players configured for a specific class

1. There is no need to be concerned with which class is set as the current class.
2. From the Main Menu, press the “S” key to enter student processing mode.
3. Students can now take turns using the Kiosk device. The Kiosk application will automatically load the correct content based on the configuration of each individual MP3 player.



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³ If you have a “mixed group” it may be much more efficient to configure student MP3 players and set them to use one specific class as outlined in Section 8.