



ESL AUDIO KIOSK

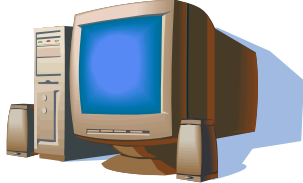
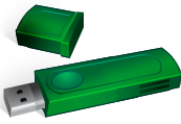



Teacher's

Quick Start Guide

(“Single Classroom” Kiosks)

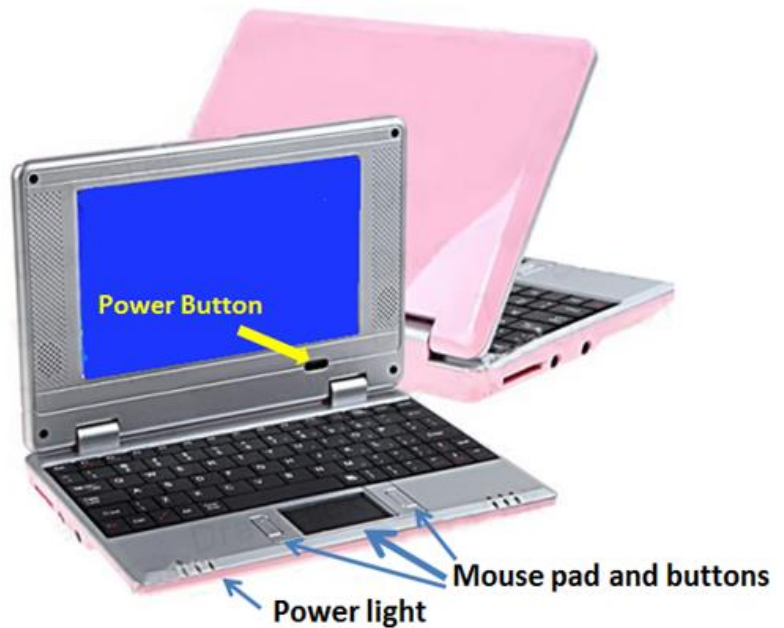
Revised 11/16/2014

Part 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>

Part 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.”



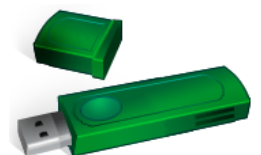
Part 3: How to shut down the Kiosk

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.

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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: 
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Part 4: Kiosk Preparation (before class)

1. Identify MP3 file(s) you want students to use for listening practice.
2. Copy the file(s) from your computer to a USB drive. The files should be 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 2”.



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.

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

5. You will be prompted to “Plug in USB flash drive:”. Insert the

USB drive you prepared in step 2.

6. Once the files have been copied to the Kiosk, the screen will display the list of files.

7. Unplug the USB drive when see a prompt directing you to “Please unplug the device.”

8. The system will now go back to the main menu.

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:

Part 5: Set up Kiosk in class to load student devices

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

2. 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.

3. 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.

4. Start the Kiosk device using the instructions in “Part 2”.

5. Once you are in the Main Menu, press “S” to enter “student mode.”

6. Device is now ready for student use.

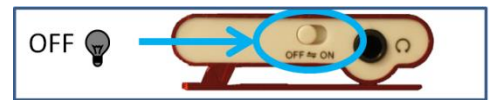
Part 4: Students load audio files to their devices

1. Students can now take turns using the Kiosk device.

2. 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.)

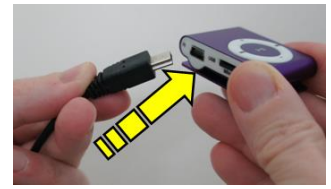
3. Students load files following on-screen instructions displayed from the Kiosk. Each student will:

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



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

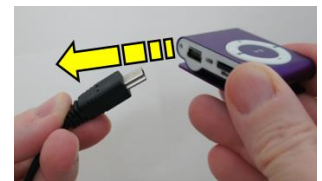
* Plug in MP3 player:



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

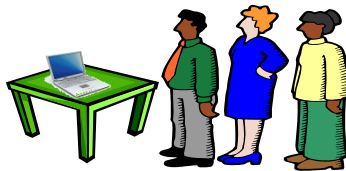
3.4. When prompted, unplug the MP3 Player from the USB adapter cable.

Please unplug device.



3.5. If student’s MP3 player needed to be “on” for the transfer, be sure to turn it “off”.

3.6. Kiosk is now ready for the next student.



Part 5: End of class

1. Wait for all students to finish loading files.

2. At the student prompt, type “exit” then press <Enter>.

* Plug in MP3 player: exit

3. You may now shut down the Kiosk as described in Part 3.



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