



Quick Guide

Quick Guide

Mythware

Language Lab

5th Aug, 2015

For Teachers

1

Chapter

**Persiapan
Sebelum Kelas
dimulai**

1.1 Create Account

1.2 Teacher Log In

1.3 Begin Class

1.4 Stop Class

Membuat akun guru

- 1 Double klik shortcut Classroom Management software di desktop
- 2 Masukkan User Name dan Password
- 3 Click OK



Create Account

Please enter user name and password. You can change your password later in Options.

User Name: Yolanda

Password:

Confirm Password:

OK Cancel

Membuat akun guru

- 1 Masukkan nama guru, password login, pilih nama kelas dan channel
- 2 Click Login



The screenshot shows a window titled "System Login" with a blue header and a lock icon. The form contains the following fields:

- Teacher name: dropdown menu with "teacher" selected
- Login password: empty text input field
- Class: dropdown menu with "New Class" selected
- Channel: spinner box with "1" selected

At the bottom, there is a link for [Create an account](#), a language dropdown set to "English", and three buttons: "Advance", "Login", and "Cancel". A green circle with the number "1" is overlaid on the left side of the form.

Begin Class

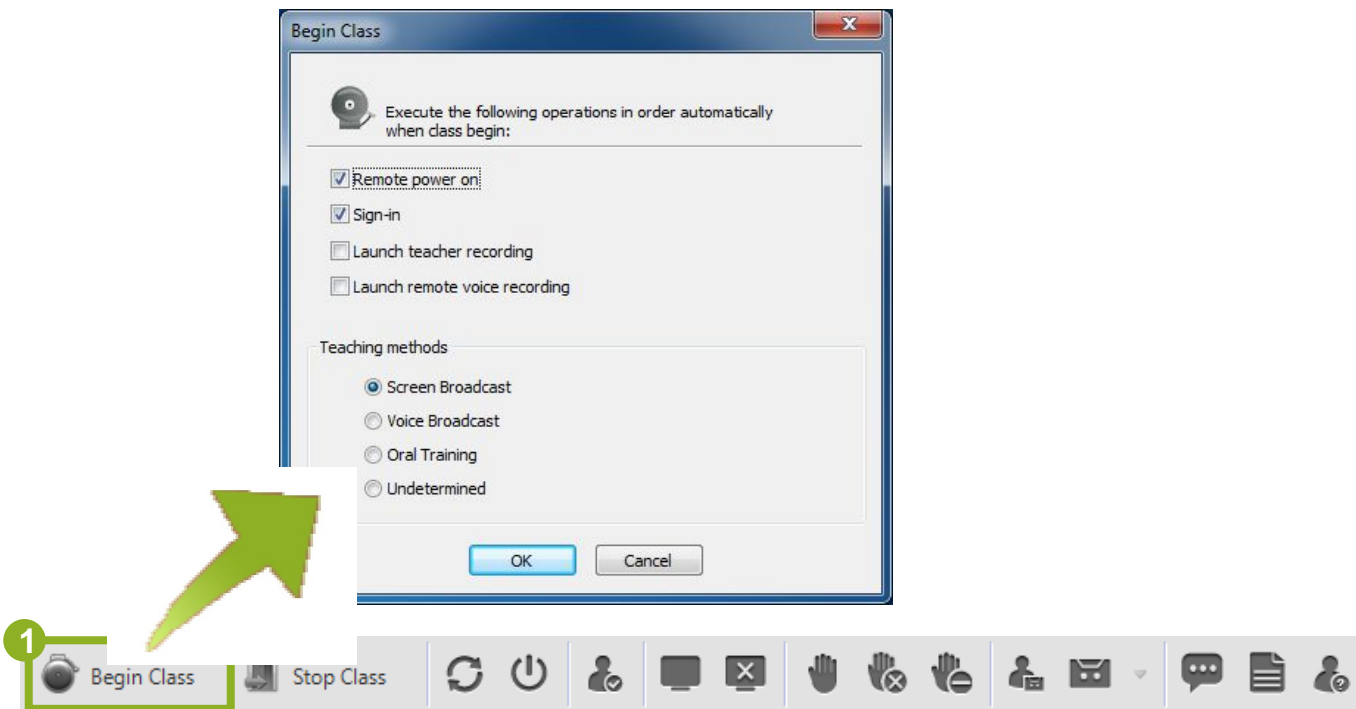
Memulai kelas dengan cepat

1

Click **Begin Class**

2

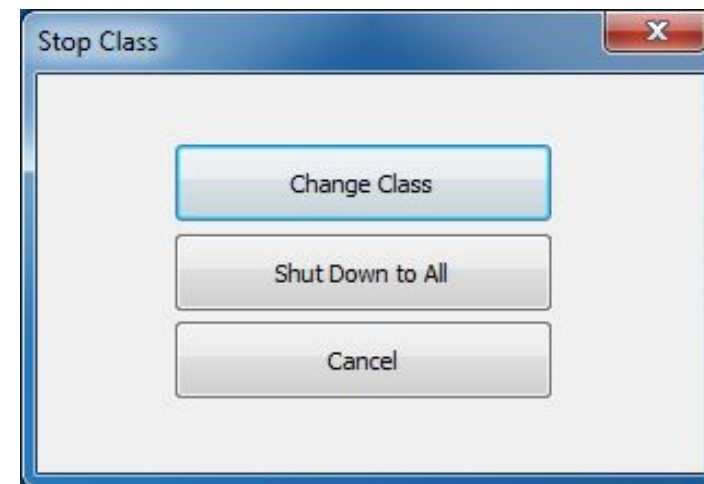
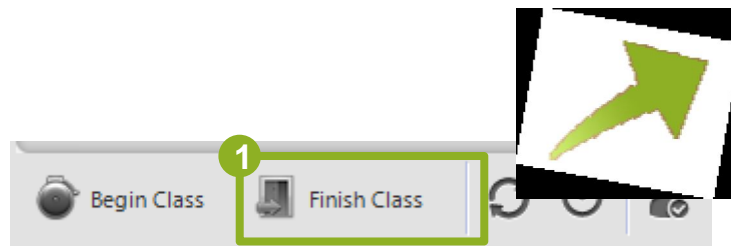
Pilih operasi yang diinginkan



Menutup kelas dengan cepat

1 Click Finish Class

2 Pilih operasi yang diinginkan



2

Chapter

Recording

- | | | |
|----------------------------------|---|-----------------------------------|
| <i>2.1 Dual Monitor Teaching</i> | <i>2.8 Intercom</i> | <i>2.15 Student Demonstration</i> |
| <i>2.2 Screen Broadcast</i> | <i>2.9 Voice Monitor</i> | <i>2.16 Net Movie</i> |
| <i>2.3 Voice Broadcast</i> | <i>2.10 Voice Chat</i> | <i>2.17 Group Teaching</i> |
| <i>2.4 Oral Training</i> | <i>2.11 Simultaneous Interpretation</i> | <i>2.18 Group Chat</i> |
| <i>2.5 Repeater</i> | <i>2.12 Test</i> | <i>2.19 Voice Chat</i> |
| <i>2.6 External Device</i> | <i>2.13 Quick Response</i> | <i>2.20 Topic Chat</i> |
| <i>2.7 Speak</i> | <i>2.14 Competition</i> | <i>2.21 Conference Call</i> |

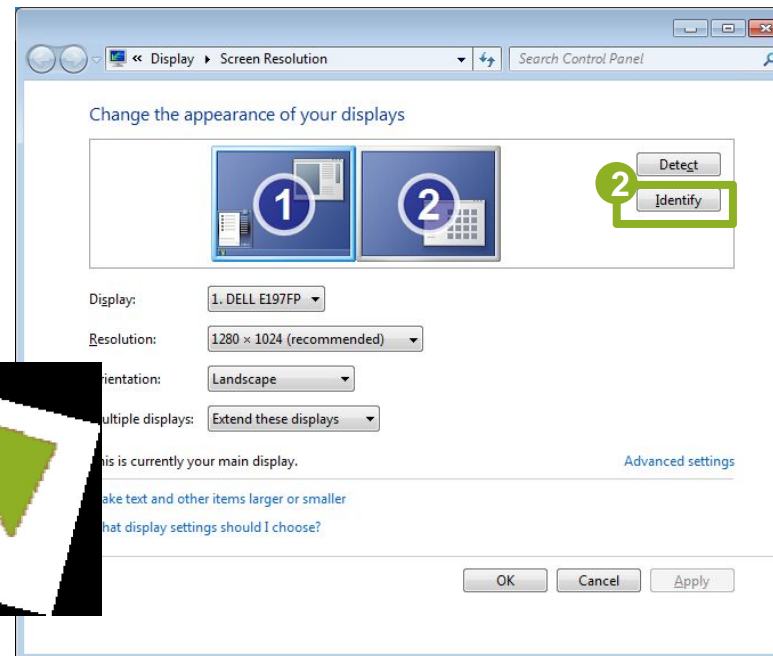
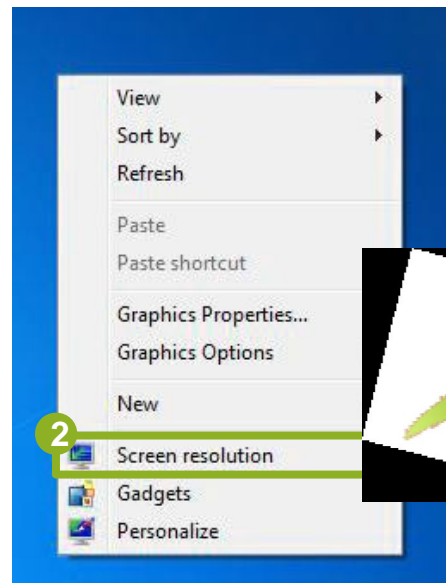
Menggunakan Dual Monitor Teaching

1 Klik kanan pada desktop, dan pilih **Screen Resolution**

2 Klik **Identify** untuk mengetahui jumlah monitor

3 Atur resolusi yang sama untuk dua monitor

4 Atur monitor broadcasting sebagai tampilan utama



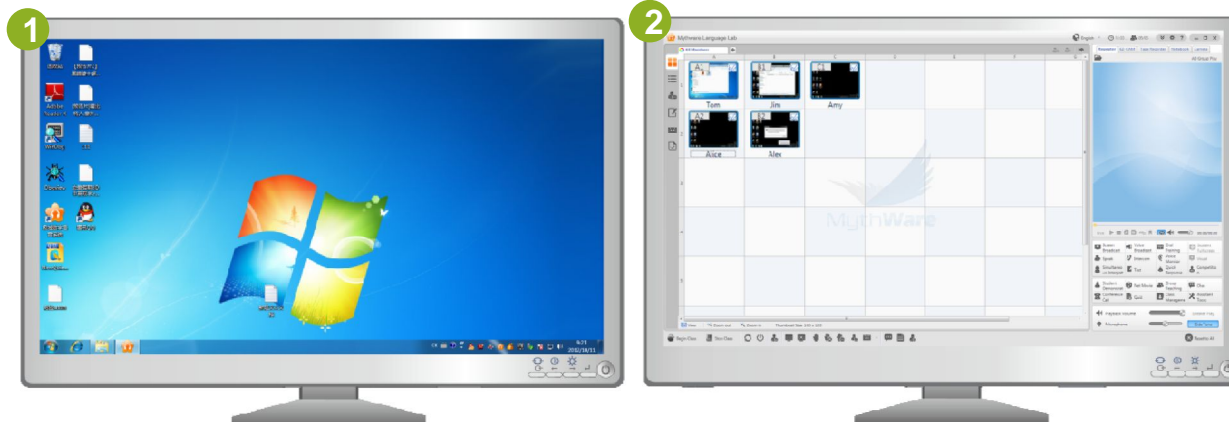
Menggunakan Dual Monitor Teaching

1

Monitor utama digunakan untuk pengajaran di kelas dan akan disiarkan pada seluruh siswa

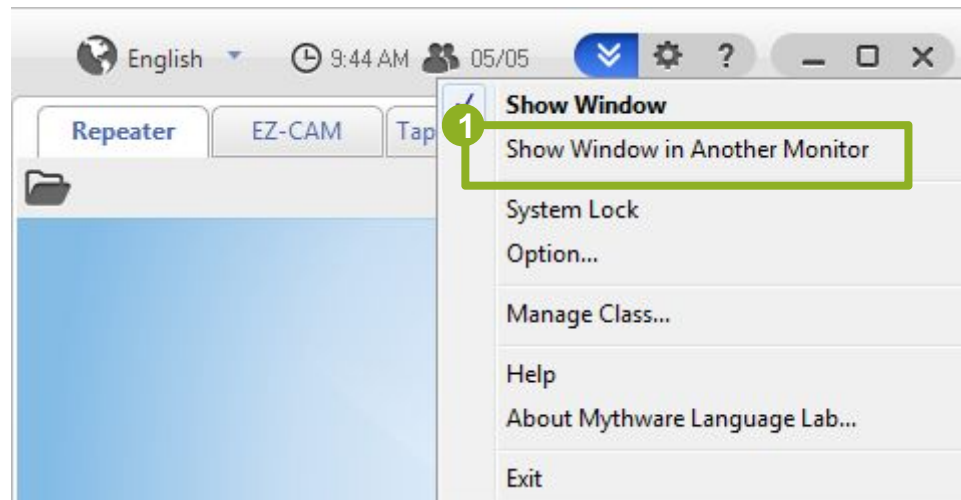
2

Monitor kedua digunakan mengatur fungsi lainnya dan tidak akan disiarkan pada siswa



Menggunakan Dual Monitor Teaching

1. Klik "Show Window in Another Monitor" untuk pindah ke monitor utama dan monitor kedua

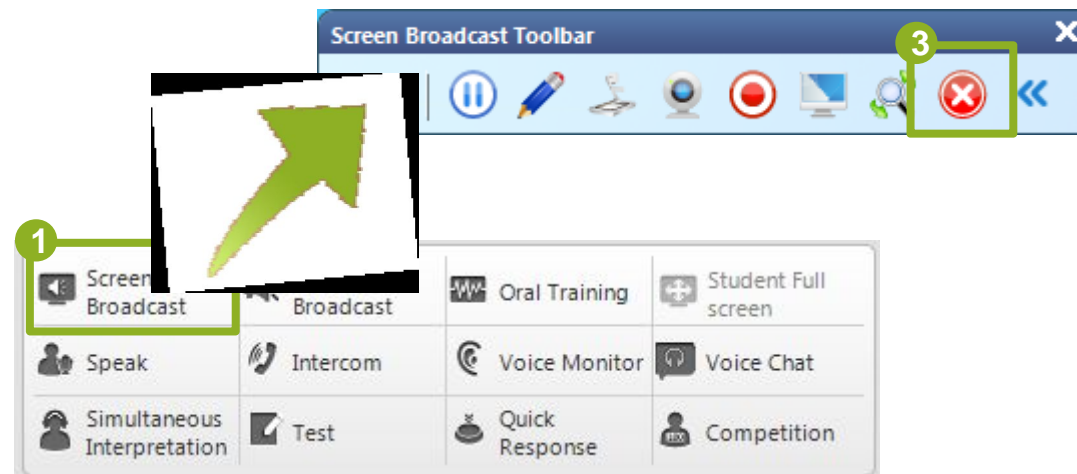


Menggunakan Screen Broadcast

1
Klik Screen Broadcast

2
Gunakan floating toolbar untuk membantu

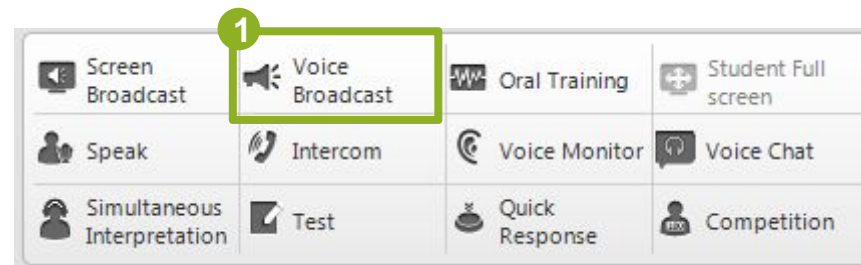
3
Klik **Cancel** untuk keluar dari fungsi



Menyiarkan Voice Broadcast

1

Klik Voice Broadcast

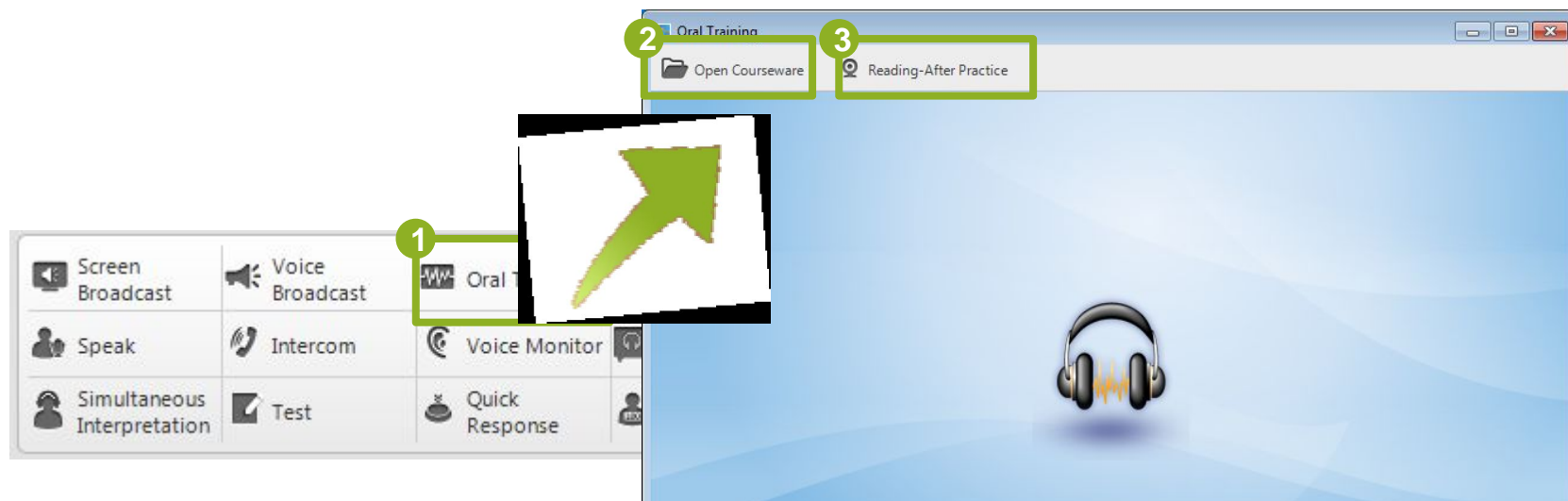


Menyiarkan Oral Training

1
Klik **Oral Training**

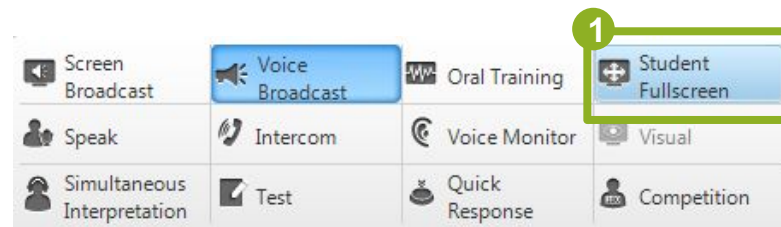
2
Klik **Open Courseware** dan pilih courseware di pop-up dialog untuk memulai read-after courseware oral training

3
Klik **Reading-after Practice** untuk memulai oral training yang mensyaratkan siswa untuk membaca setelah guru atau setelah perangkat lain



Menggunakan Student Fullscreen

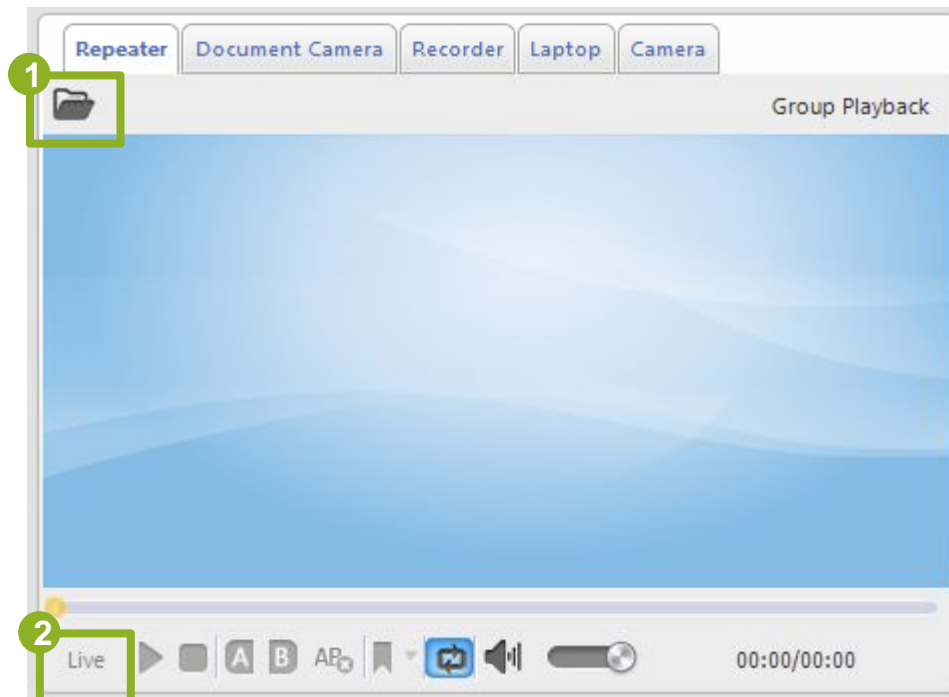
1 Klik Student Fullscreen sembari menggunakan fungsi-fungsi seperti: Screen Broadcast, Voice Broadcast, Oral Training, Live dan lainnya, kemudian siswa akan menerima proses pengajaran secara full screen.



Menggunakan Repeater

1
Klik tombol (1) untuk membuka media files atau courseware

2
Klik tombol (2) untuk menyiarkan pada siswa-siswa secara langsung

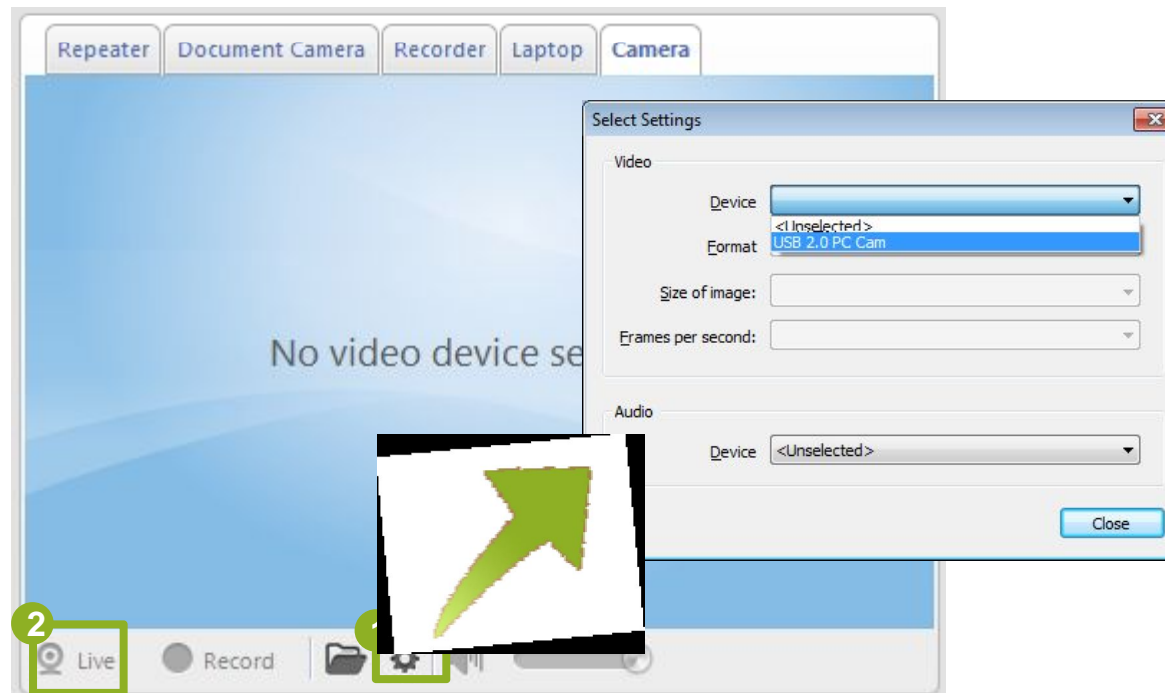


Menggunakan Perangkat Luar

1 Klik Setting

2 Pilih video atau audio device di Select Settings dialog

3 Klik tombol ini untuk menyiarkan gambar dari perangkat lain ke siswa secara langsung



Mengundang siswa untuk berbicara

1 Klik **Speak**

3 Stop siswa-siswa tertentu dari speaking dengan me-klik icon siswa

2 Pilih siswa-siswa dengan meng-klik pada icon siswa-siswa tersebut

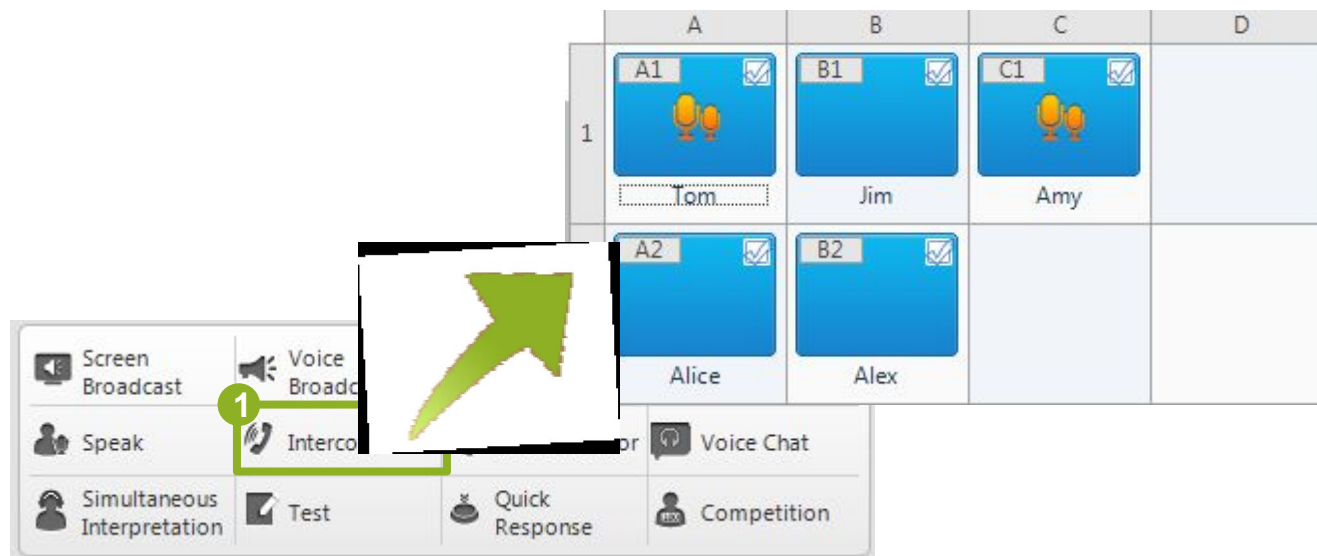
The screenshot displays the 'Speak' interface. At the top, there is a grid with columns labeled A, B, C, and D. The grid contains several student icons: A1 (Tom), B1 (Jim), C1 (Amy), A2 (Alice), and B2 (Alex). Each icon has a green checkmark in the top right corner. Below the grid is a control panel with various icons and labels: 'Screen Broad', 'Speak', 'Simultaneous Interpretation', 'Test', 'Voice Monitor', 'Voice Chat', 'Quick Response', and 'Competition'. A green arrow points to the 'Speak' icon in the control panel, which is marked with a '1'. A '1' is also visible next to the grid, indicating the first step in the process.

Mengundang siswa untuk bergabung Intercom

1
Klik Intercom

2
Pilih siswa yang sedang tidak berbicara

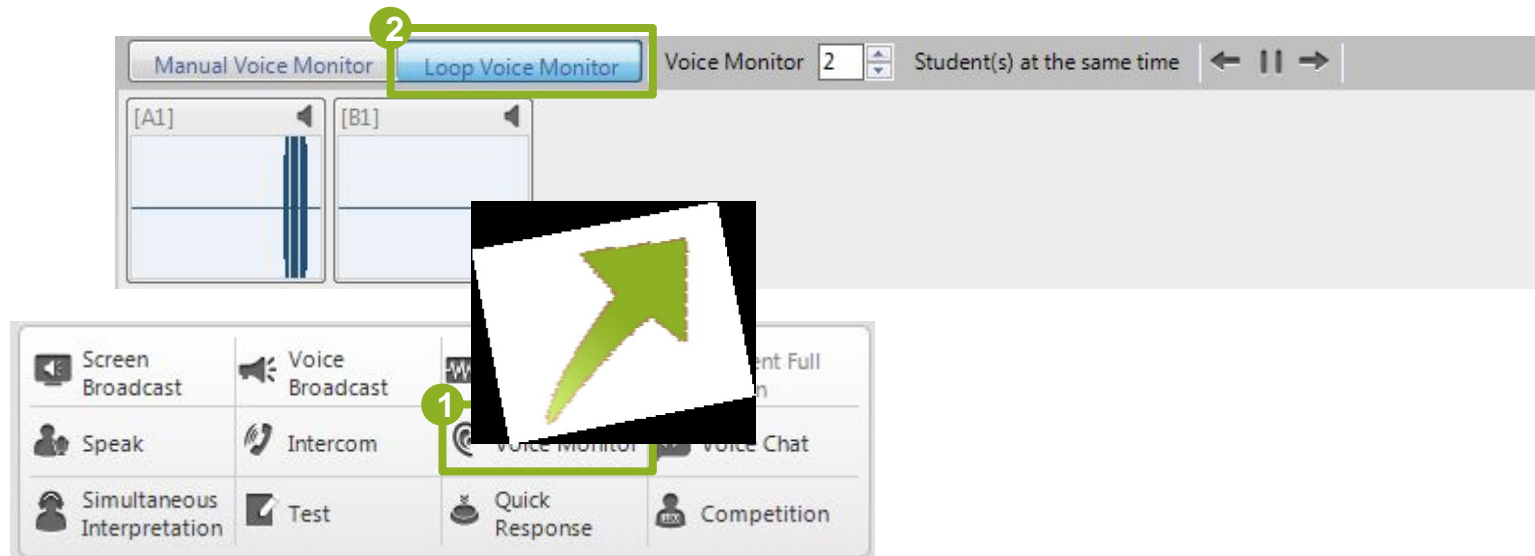
3
Klik icon siswa yg sedang berbicara untuk mengakhiri sesi interkom



Menggunakan loop voice monitor

1
Klik Voice Monitor

2
Klik Loop Voice Monitor untuk
mendengarkan semua suara siswa

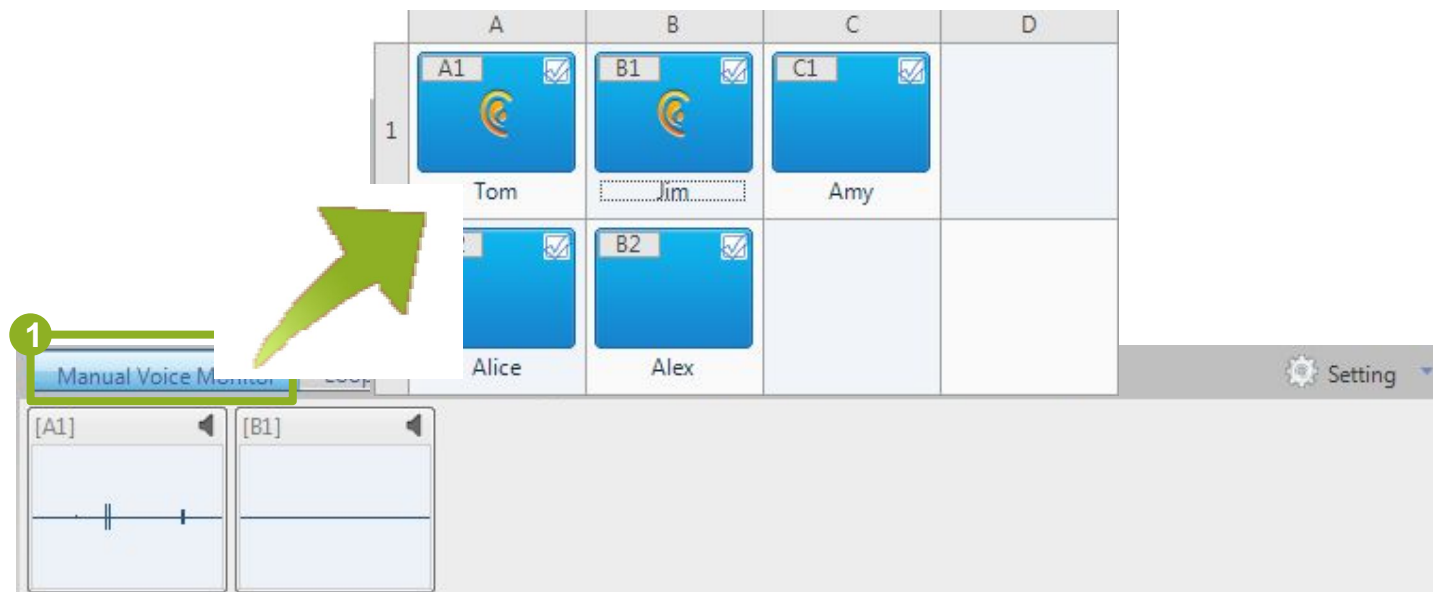


Menggunakan manual voice monitor

1 Klik **Manual Voice Monitor**

3 Klik icon siswa yang sedang dimonitor untuk berhenti memonitor (mendengarkan)

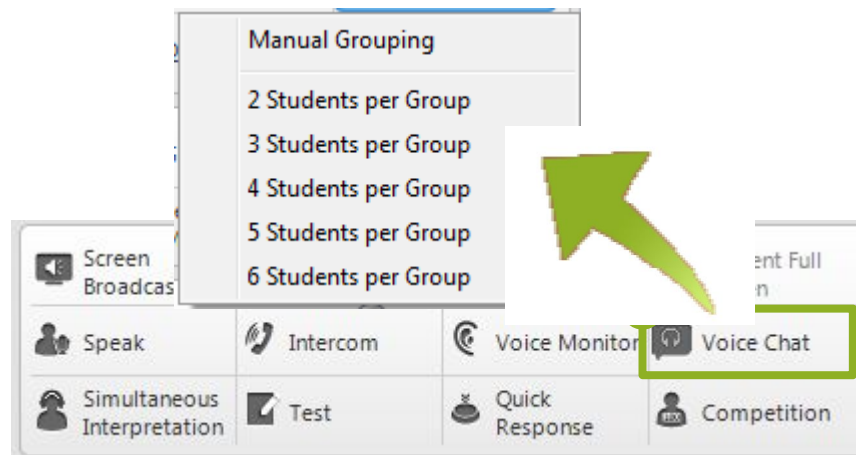
2 Klik icon siswa yang tidak sedang dimonitor untuk memonitor (mendengarkan) suaranya



Menggunakan voice chat

1
Klik Voice Chat

2
Pilih satu grup untuk memulai
voice chat



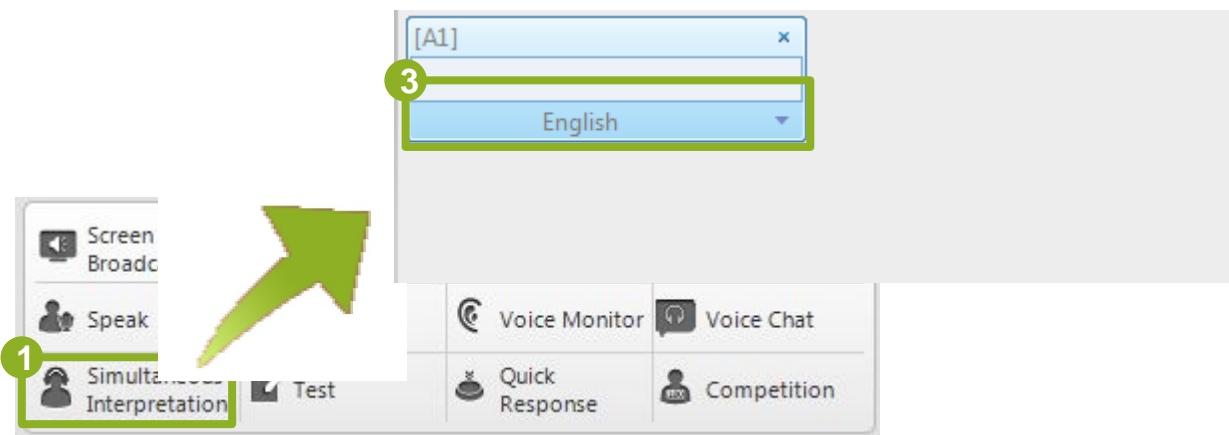
Simultaneous Interpretation

Menggunakan Simultaneous Interpretation

1 Klik **Simultaneous Interpretation**

2 Pilih students to simultaneously interpret dengan meng klik pada icon siswa

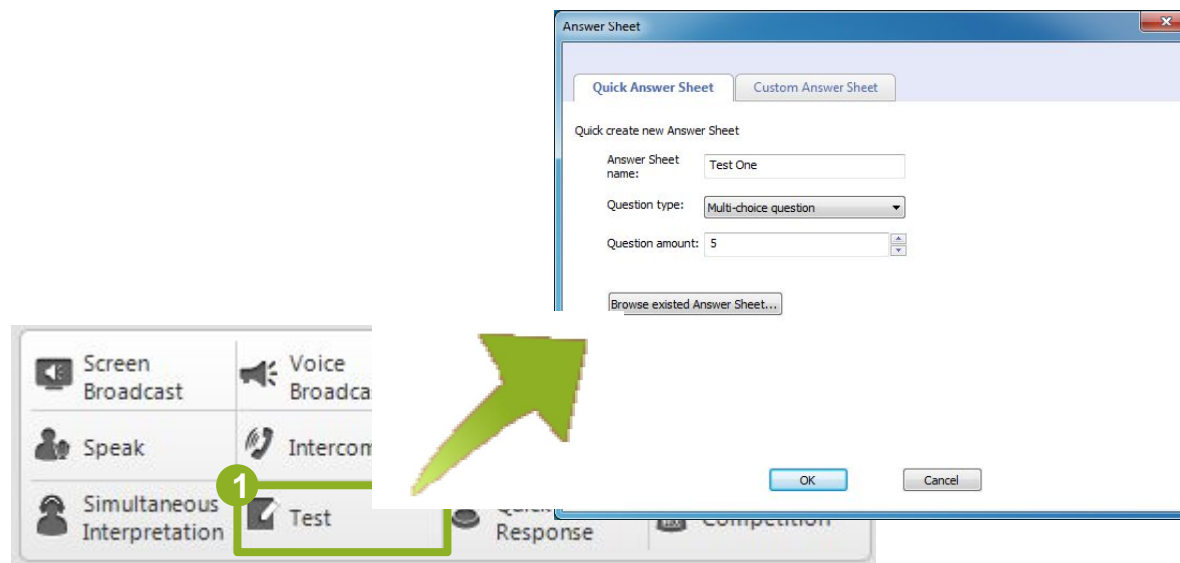
3 Klik disini (3) untuk memilih bahasa bagi siswa-siswa



Menggunakan Tes

1
Klik Test

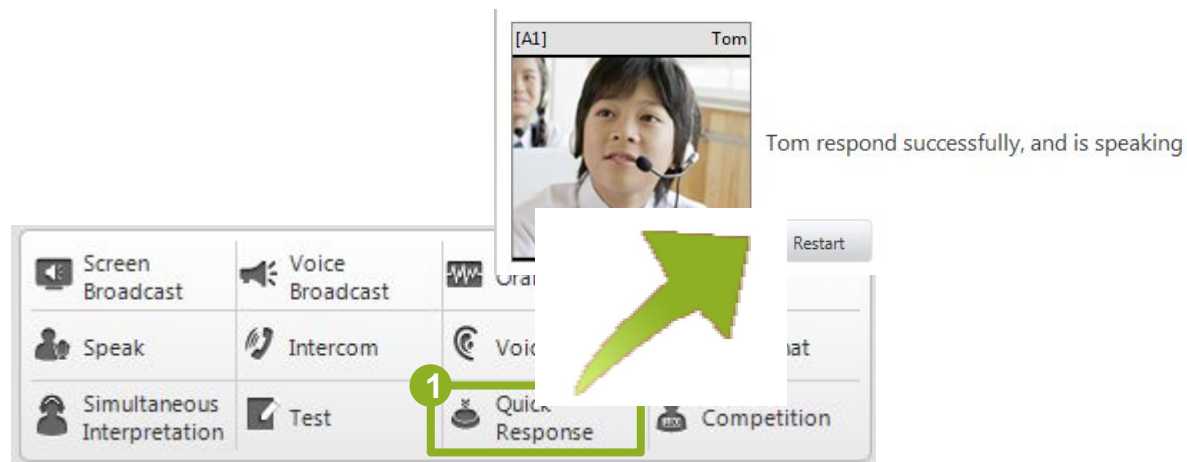
2
Pilih atau edit lembar jawaban di **Answer Sheet** dialog, kemudian klik **OK** untuk melakukan sebuah tes



Launch Quick Response

1 Klik Quick Response

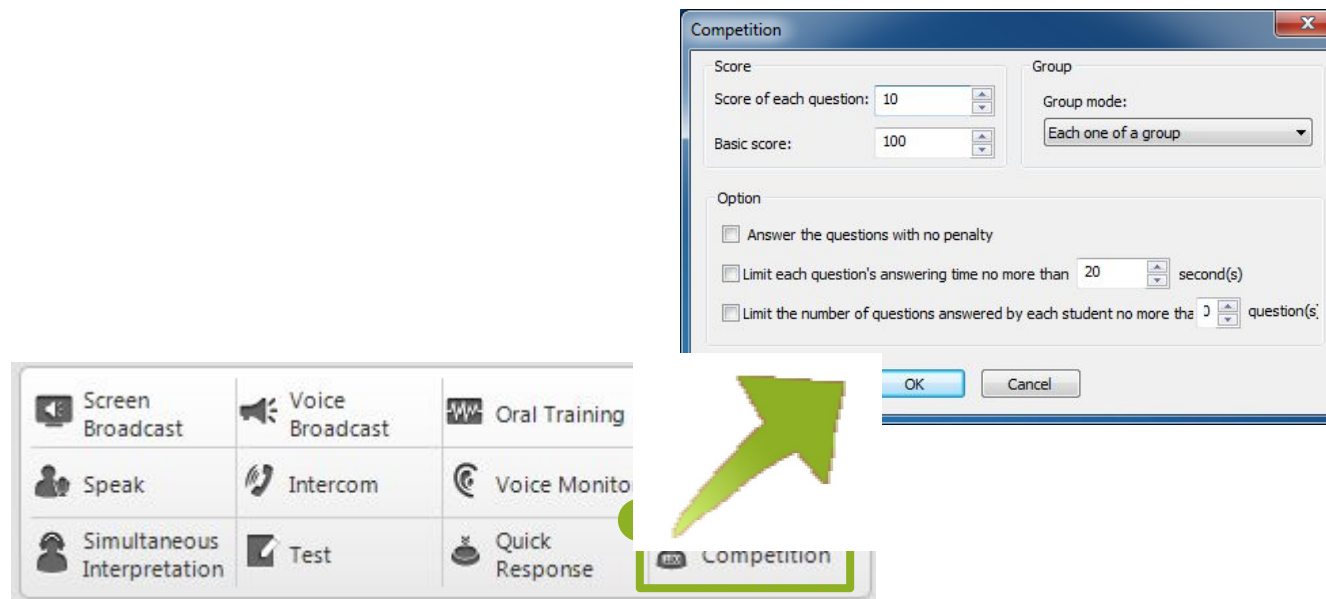
2 Siapkan aktivitas Quick Response di Quick Response interface



Launch Competition

1 Klik **Competition**

2 Pilih mode competition dan klik **OK** di Competition dialog, kemudian Competition interface akan muncul di bagian bawah model kelas



Mengembangkan aktivitas Competition

1 Klik **Quick Response** untuk meluncurkan pertanyaan dengan respon cepat.

2 Pilih satu grup dan klik **Required** untuk meluncurkan satu pertanyaan wajib.

The screenshot shows a competition interface with two groups and their scores. The interface includes a header with buttons for 'Quick Response', 'Required', 'Clear to All', and 'Competition Ranking'. Below the header, there are two columns for 'Group 1' and 'Group 2', each with a '100 Score' header and a list of participants with '(0 Score)' next to their names.

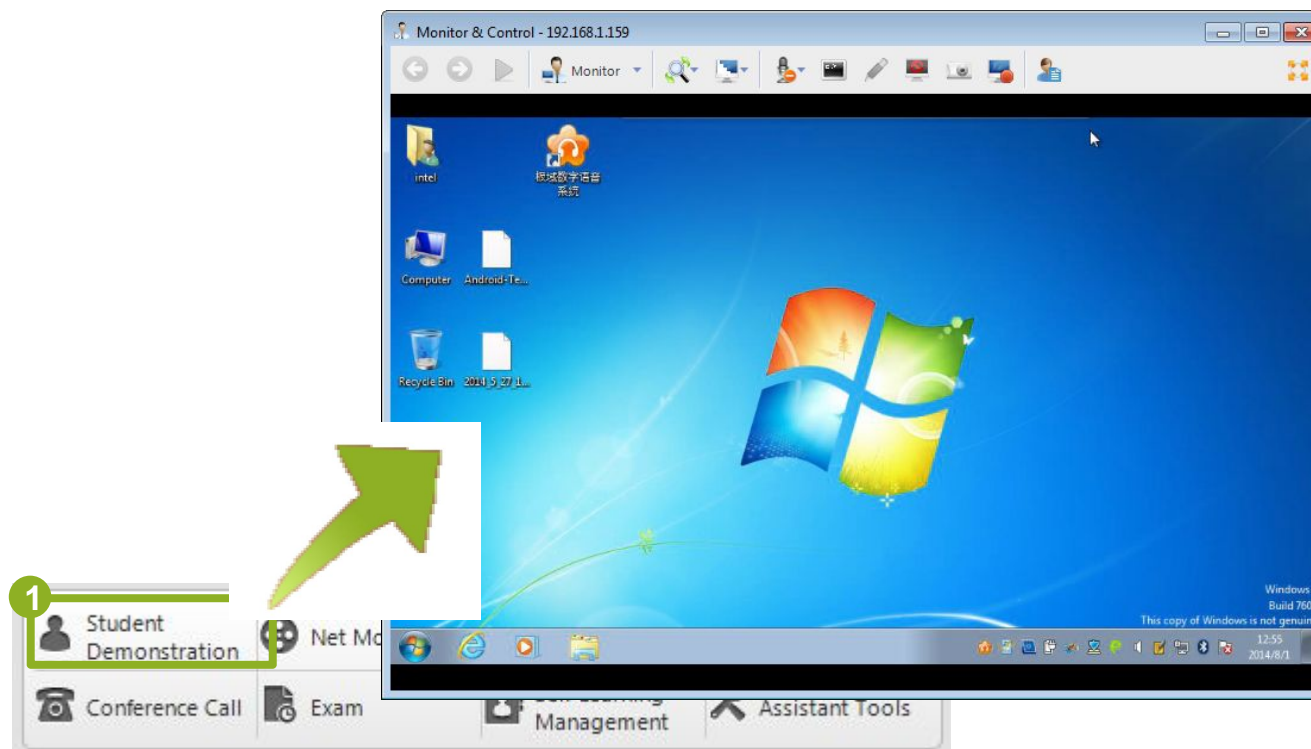
Group 1	100 Score	Group 2	100 Score
Tom	(0 Score)	Amy	(0 Score)
Jim	(0 Score)	Alex	(0 Score)
		Alice	(0 Score)

Student Demonstration

Meluncurkan Student Demonstration

1 Pilih satu siswa dalam model kelas

2 Klik **Student Demonstration**, dan pilih siswa-siswa untuk menerima demonstrasi

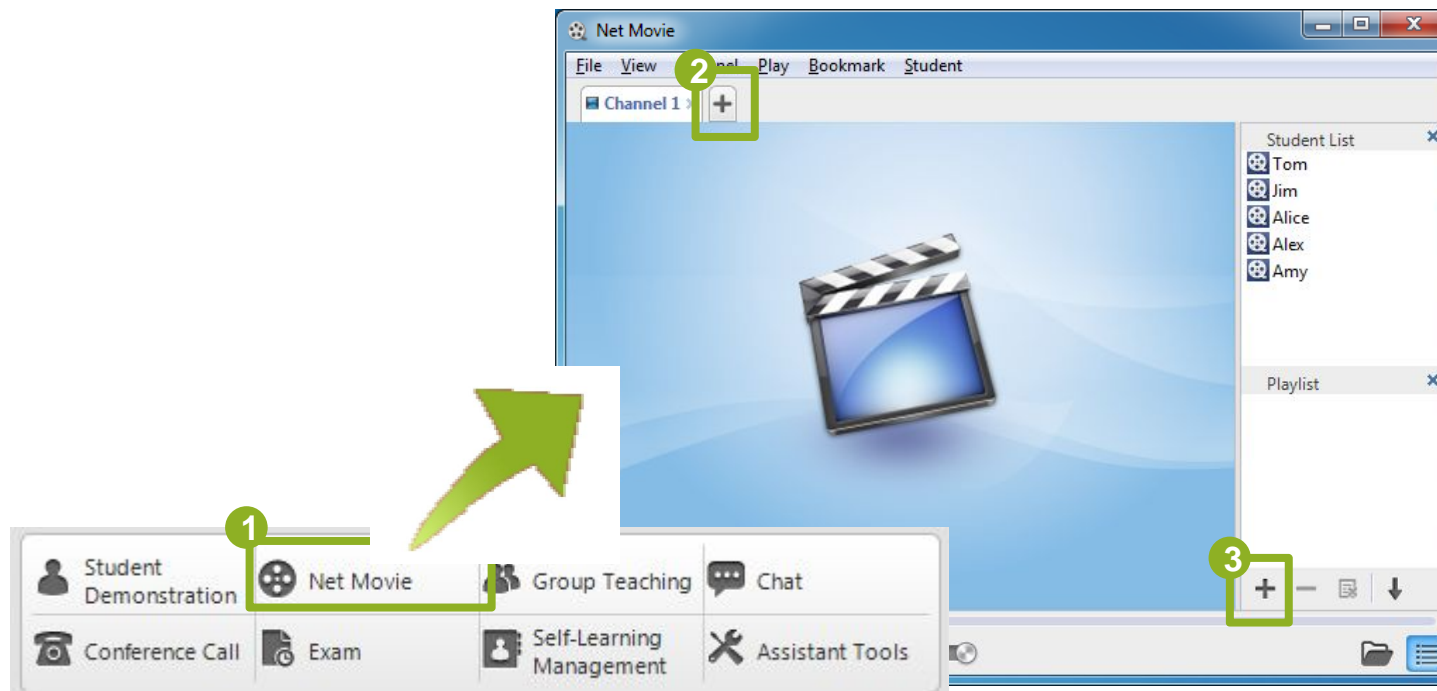


Menyiarkan media file secara langsung

1
Klik Net Movie

3
Klik disini (3) untuk memilih media file,
dan akan dimainkan secara otomatis

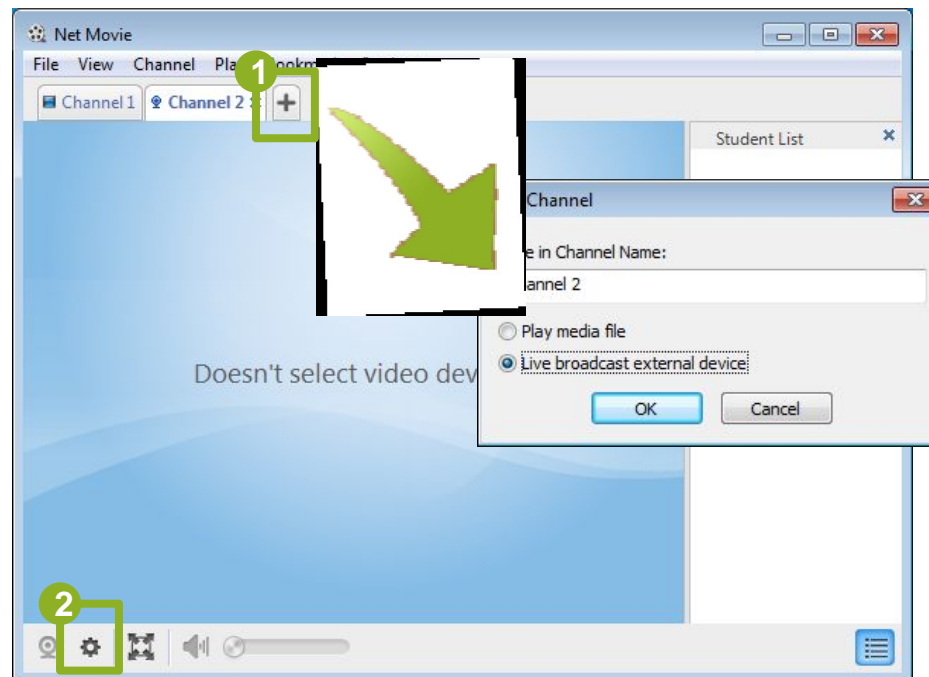
2
Klik disini (2) untuk memilih Play media
file dan enter nama untuk channel baru



Menyiarkan perangkat external secara langsung

1
Klik disini (1) untuk memilih **Live broadcast external device** dan enter nama untuk channel baru

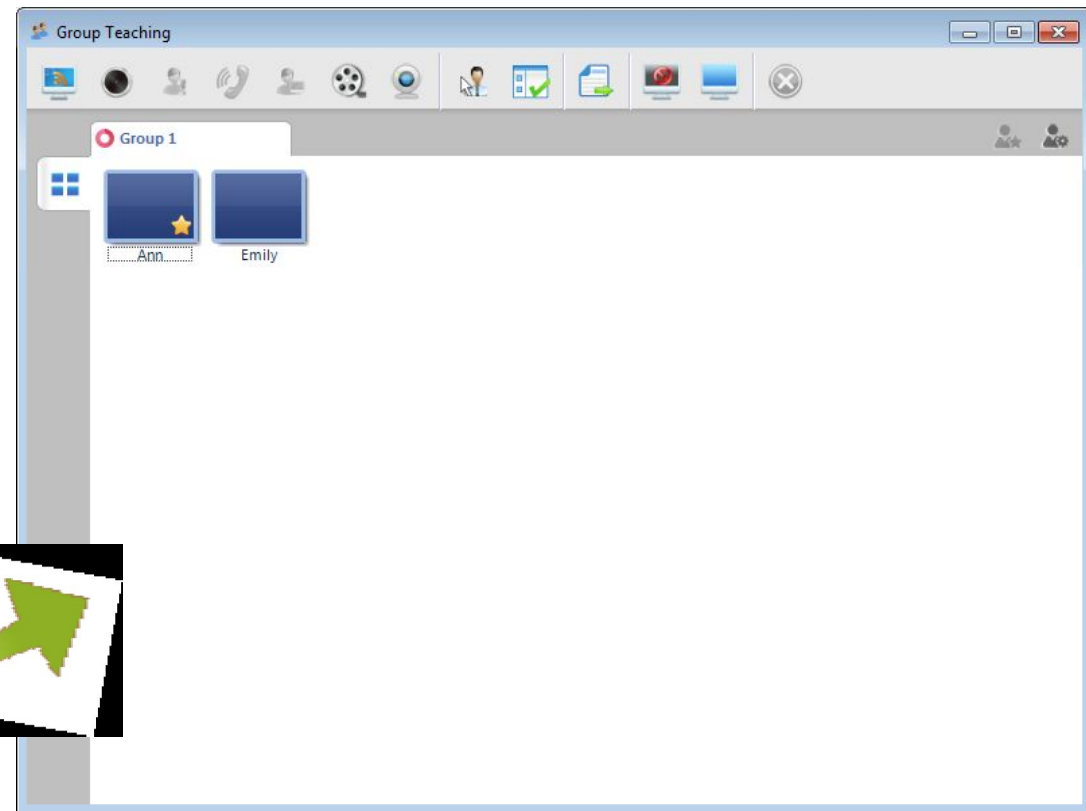
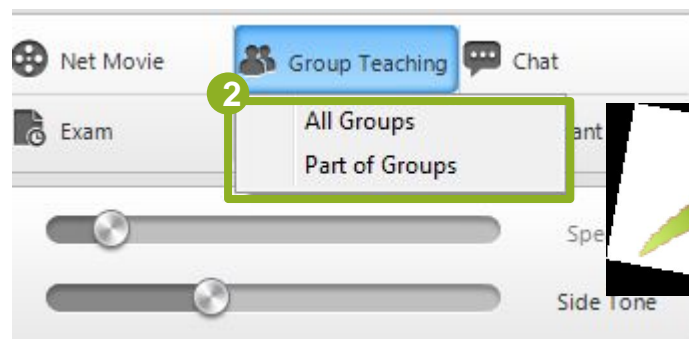
2
Klik **Setting** untuk memilih perangkat video atau audio



Meluncurkan Group Teaching

1 Klik Group Teaching

2 Pilih grupnya

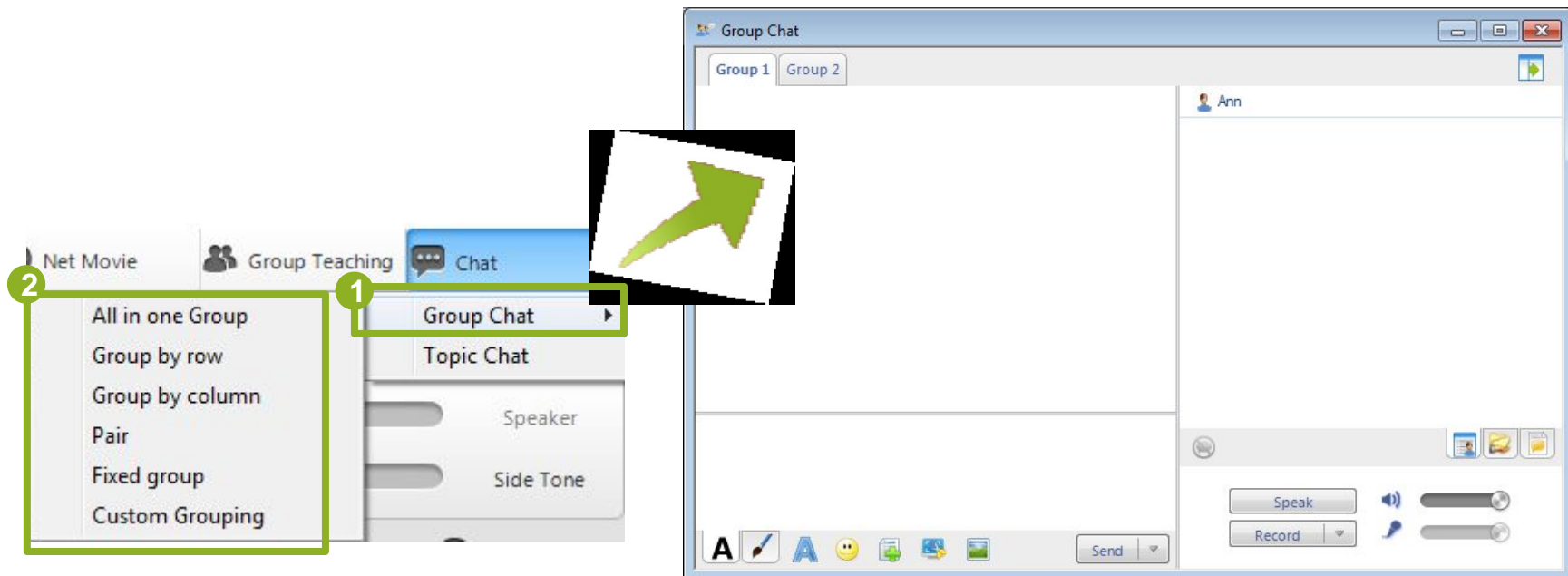


Meluncurkan Group Chat

1 Klik **Group Chat**

2 Pilih satu grup mode untuk grup chat

3 Pilih satu grup dan join chat mereka



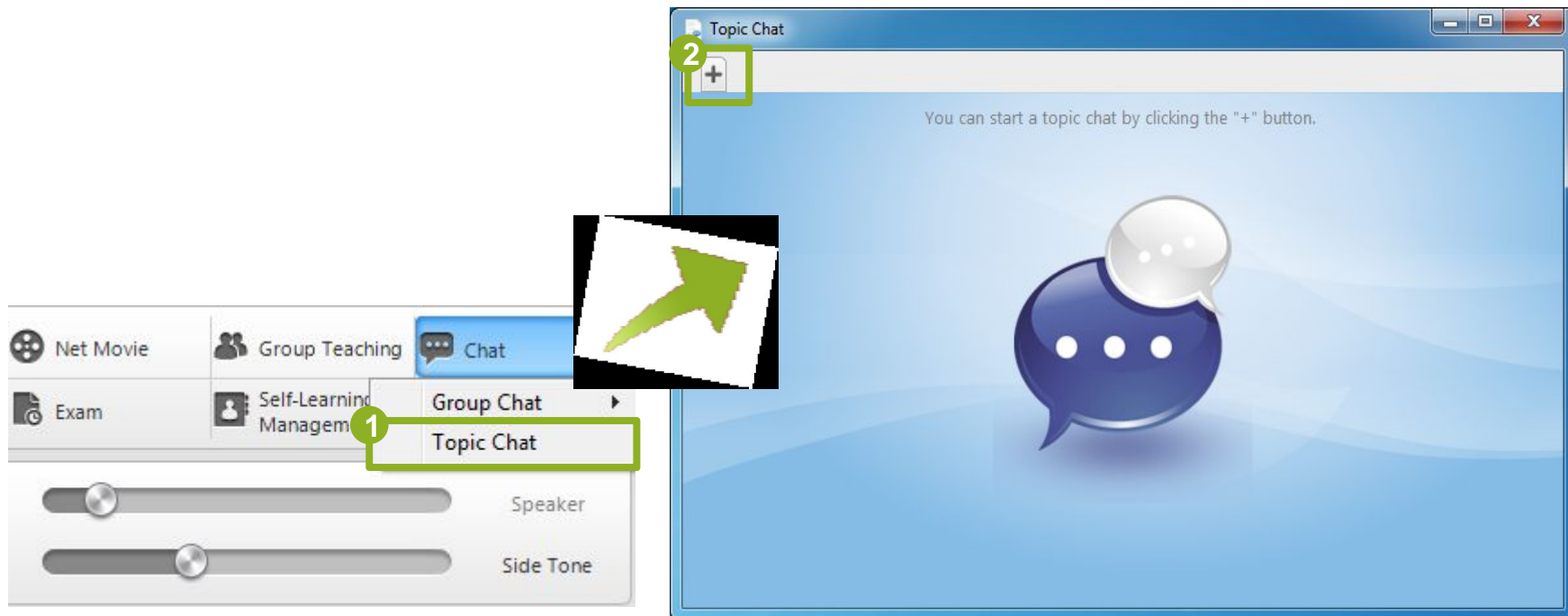
Meluncurkan Topic Chat

1

Klik Topic Chat

2

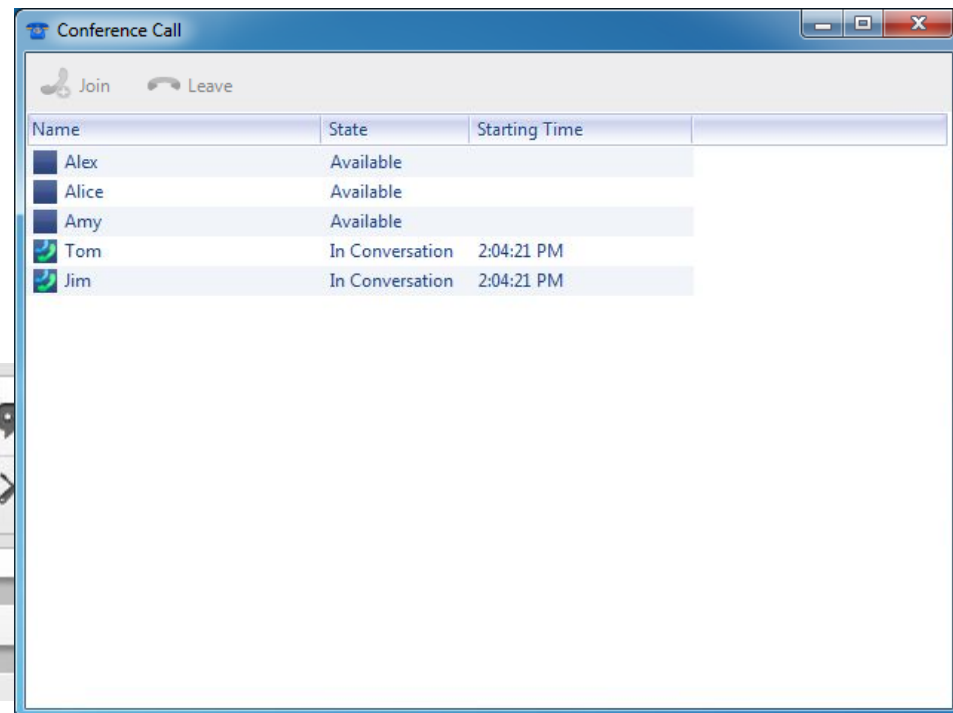
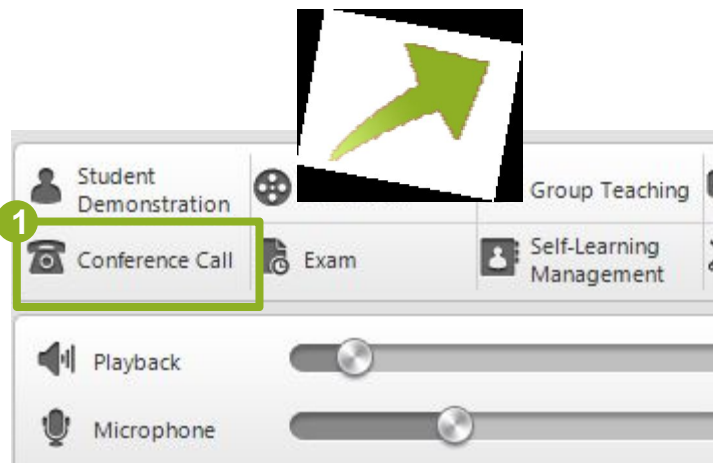
Klik tombol ini (2) untuk membuat topik baru



Bergabung dalam Conference Call

1 Klik Conference Call

2 Pilih satu siswa yang sedang dalam panggilan (call) dan klik Join untuk bergabung dengan mereka



For Teachers

3

Chapter

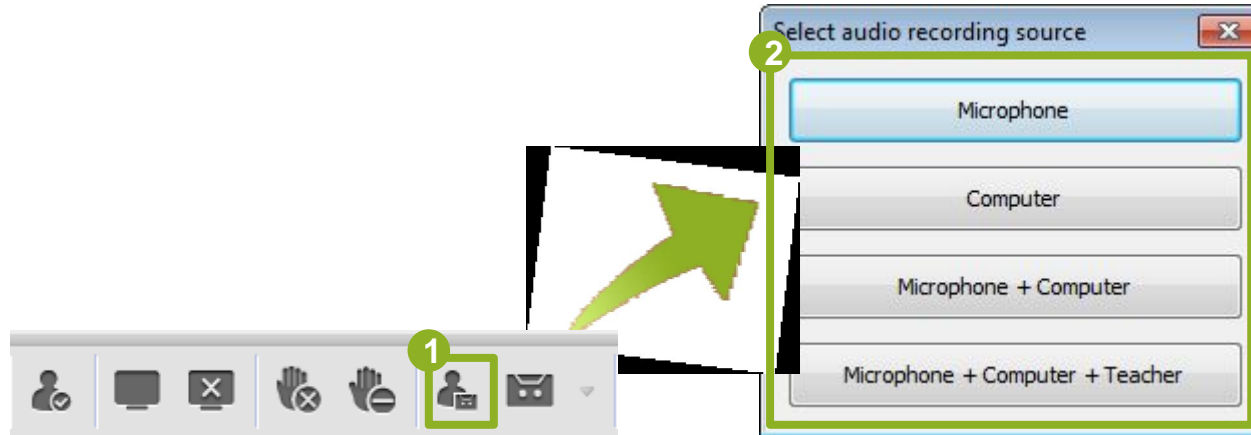
Recording

3.1 Remote Voice Recording

3.2 Whole-Process Recording

Meluncurkan Remote Voice Recording

- 1 Klik tombol ini (1), dan klik **Start recording to all** dalam view Remote Voice Recording.
- 2 Pilih sumber recording dari sisi siswa



Meluncurkan Whole-Process Recording

- 1 Klik tombol ini (1) untuk merekam suara dari microphone dan komputer guru
- 2 Klik tombol ini (2) untuk menemukan Browse File di daftar drop-down



4

Chapter

Class Management

4.1 Monitor & Control

4.2 Edit Group

4.3 Voice Device Detection

4.4 Distribute File

4.5 Collect File

4.6 Remote Command

4.7 Remote Settings

4.8 Policy Control

4.9 Tool Box

4.10 Courseware on Demand

4.11 Remote Power on

4.12 Remote Shut down

4.13 Sign-in

4.14 Silence

4.15 Student Call

4.16 Speaker

4.17 Message

4.18 Language

Menggunakan Monitor & Control

1 Klik Monitor & Control

2 Klik tombol (2) untuk mengatur jumlah layar siswa yang ditampilkan pada satu waktu

The image shows the 'Monitor & Control' software interface. On the left, a menu is displayed with the following options: Monitor & Control, Send Messages, Auto Response to student call, Web Policy, Application Policy, USB Disk Policy, File Submission Policy, Self-Learning Management, and Assistant Tools. A green arrow points to the 'Monitor & Control' option, which is marked with a '1'. The main window shows two student desktops, 'Alex' and 'Bob', each with a Windows 7 desktop environment. A green box highlights a button in the top right corner of the window, marked with a '2', which is used to adjust the number of student screens displayed.

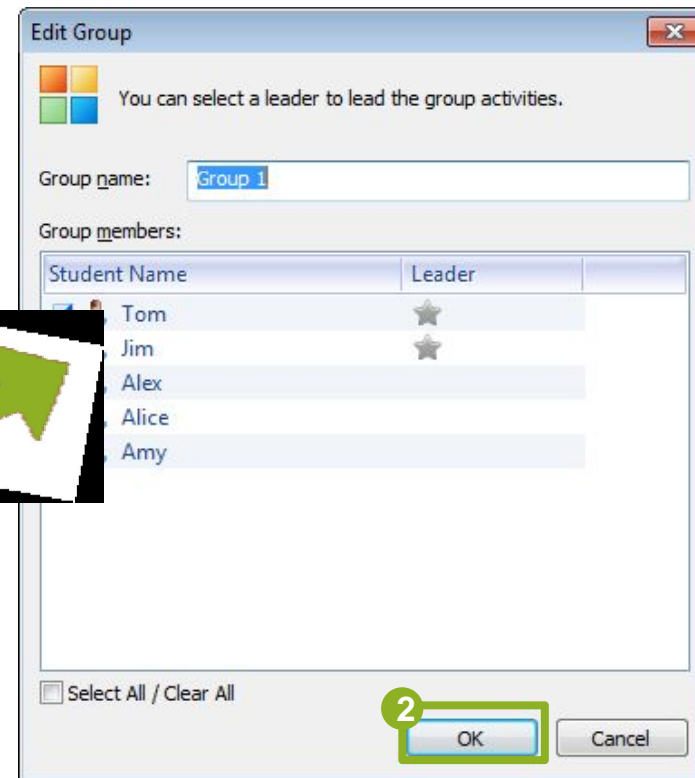
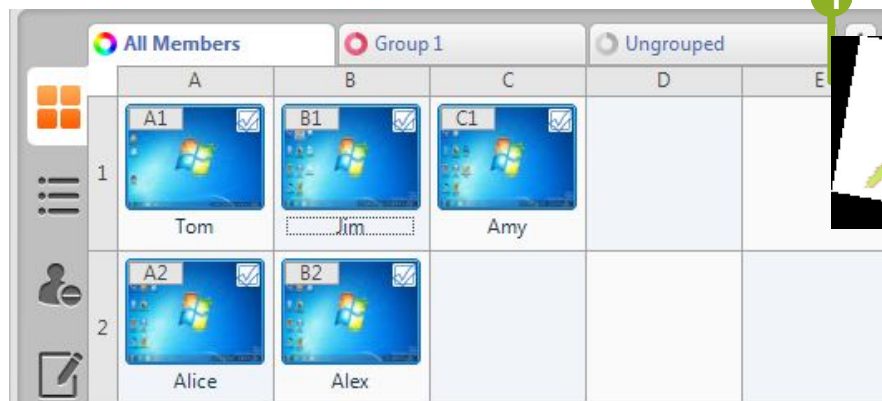
Membentuk grup

1

Klik tombol (1)

2

Masukkan nama grup dan pilih anggota grup, lalu klik OK

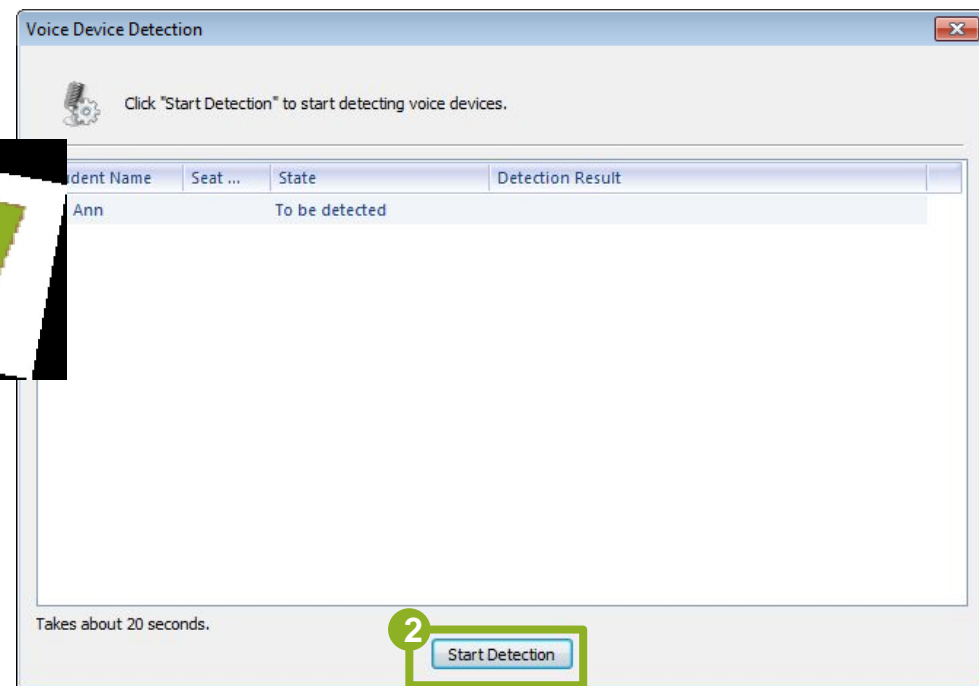
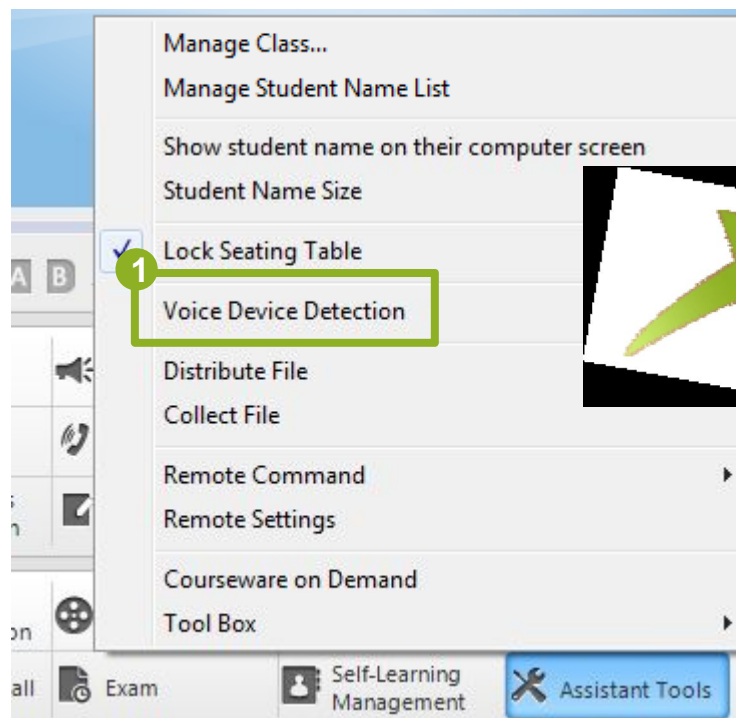


Voice Device Detection

Menemukan perangkat suara

1 Klik Assistant Tools, dan pilih Voice Device Detection

2 Klik Start Detection



Distribute File

Mendistribusi file-file pada siswa

1 Klik Assistant Tools, dan pilih Distribute File

2 Tambah file atau folder dari sisi guru dan klik Send

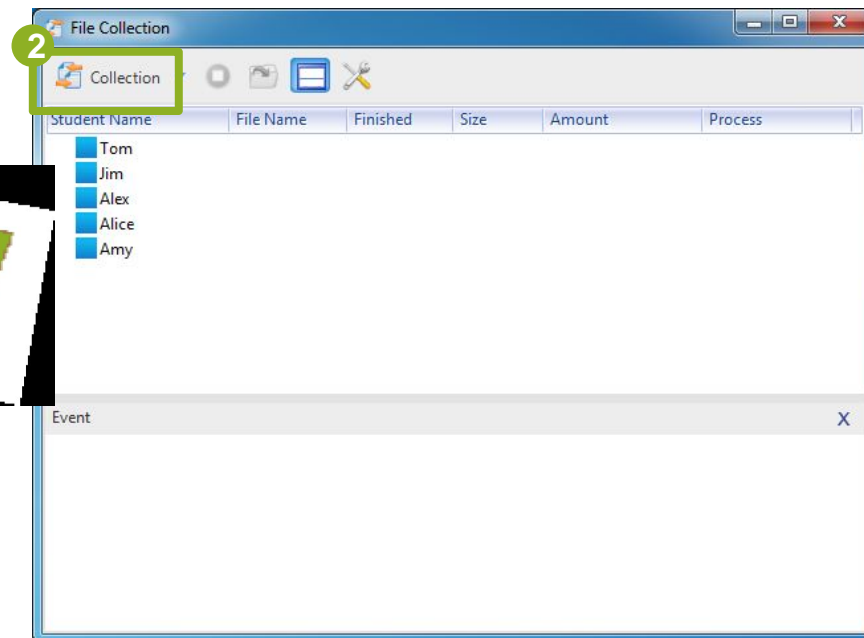
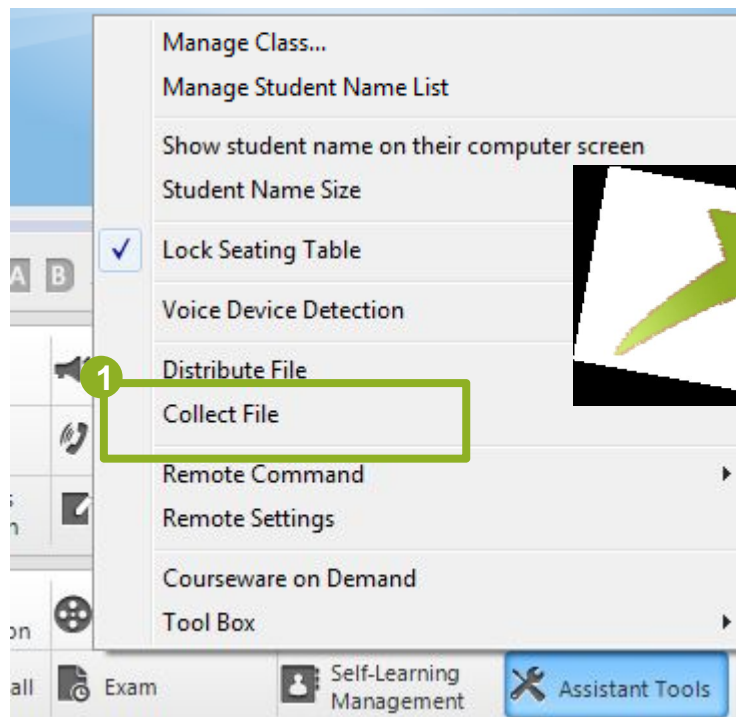
The screenshot illustrates the process of distributing files. On the left, the 'Assistant Tools' menu is open, with 'Distribute File' highlighted by a green box and a green arrow pointing to it. On the right, a file distribution window is shown with a table of files and a 'Send' button highlighted by a green box and a green arrow.

Name	Send State	Size	Type	Modify Time
new resources	Pending		Directory	2014/6/10 15:03

Mengumpulkan file dari siswa

1 Klik Assistant Tools, dan pilih Collect File

2 Klik disini (2) untuk memilih file-file yang dikumpulkan dan set saving path

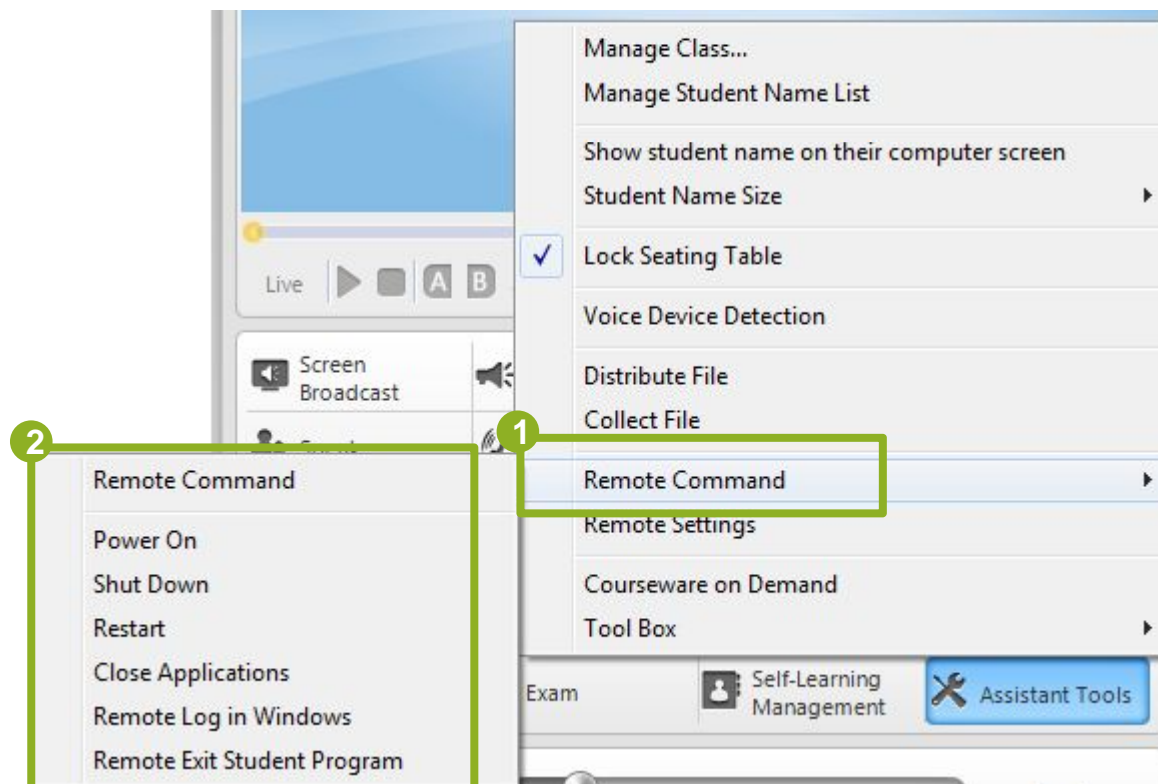


Remote Command

Meluncurkan Remote Command

1 Klik Assistant Tools, dan pilih Remote Command

2 Pilih operasi dan atur dari daftar



Merubah remote settings

1 Klik Assistant Tools, dan pilih Remote Settings

2 Atur property untuk siswa dan klik Apply

The image shows a software interface with a menu on the left and a settings dialog on the right. The menu includes options like 'Manage Class...', 'Manage Student Name List', 'Show student name on their computer screen', 'Student Name Size', 'Lock Seating Table', 'Voice Device Detection', 'Distribute File', 'Collect File', 'Remote Command', 'Remote Settings', 'Courseware on Demand', and 'Tool Box'. The 'Remote Settings' option is highlighted with a green box and a green arrow. The settings dialog on the right is titled 'Establish default student display settings' and includes options for 'Color quality' (Medium (16bit)), 'Screen resolution' (640 by 480 pixels), and 'Display setting (Only for Windows XP)' with checkboxes for 'Disable "Display" settings', 'Hide background page', 'Hide interface page', and 'Hide screen saver page'. The 'Apply' button is highlighted with a green box and a green arrow.

Mengubah kebijakan siswa

1 Ganti ke **Policy Control View**

2 Klik tombol ini (2) untuk mengatur white atau black list

3 Klik **Apply** untuk mengaplikasikan kebijakan

The screenshot displays a web application interface for managing student policies. It features a table of members and a policy selection dialog box.

Student Name	Policy	Current Website	AI
Ann	All Open		

The dialog box, titled "Please select your web policy", contains the following options:

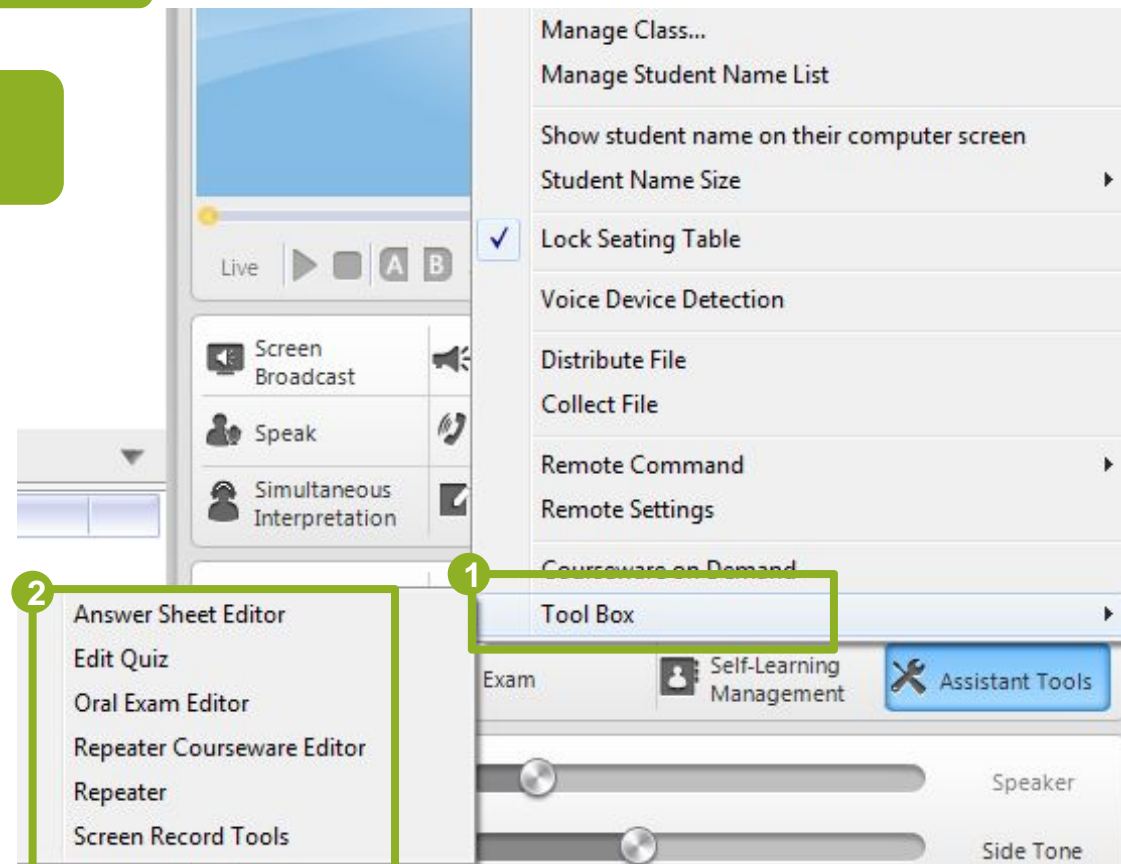
- All Open**: Students can access all websites
- White List**: Students can only access the websites listed in the White List
- Black List**: Students can access all webs except the ones listed in the Black List

Buttons for "New", "Edit", "Delete", and "Apply" are visible on the right side of the dialog. A green arrow points to the "Advanced" tab in the bottom navigation bar.

Membuka Editor

1 Klik Assistant Tools, dan pilih Tool Box

2 Pilih editor yang diinginkan untuk digunakan dalam daftar

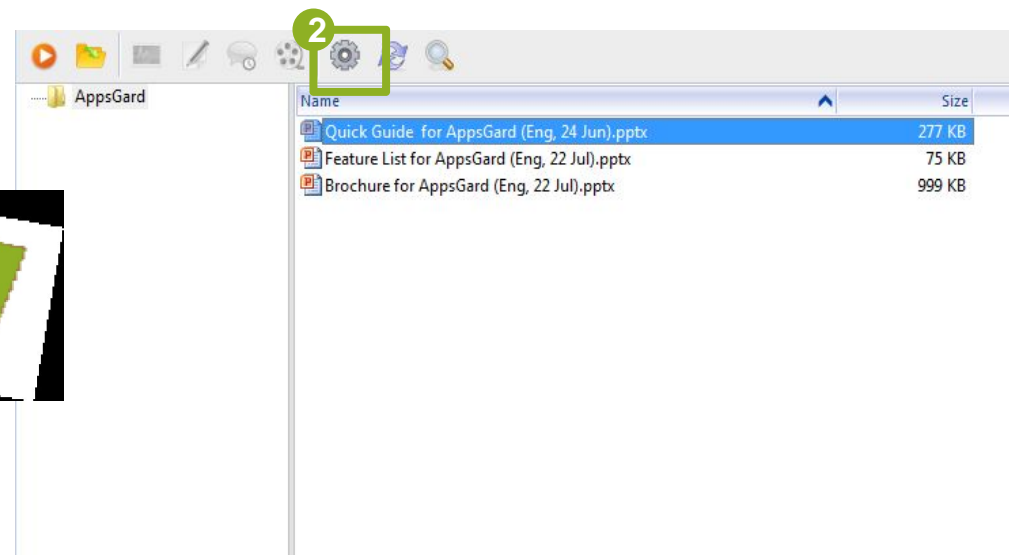
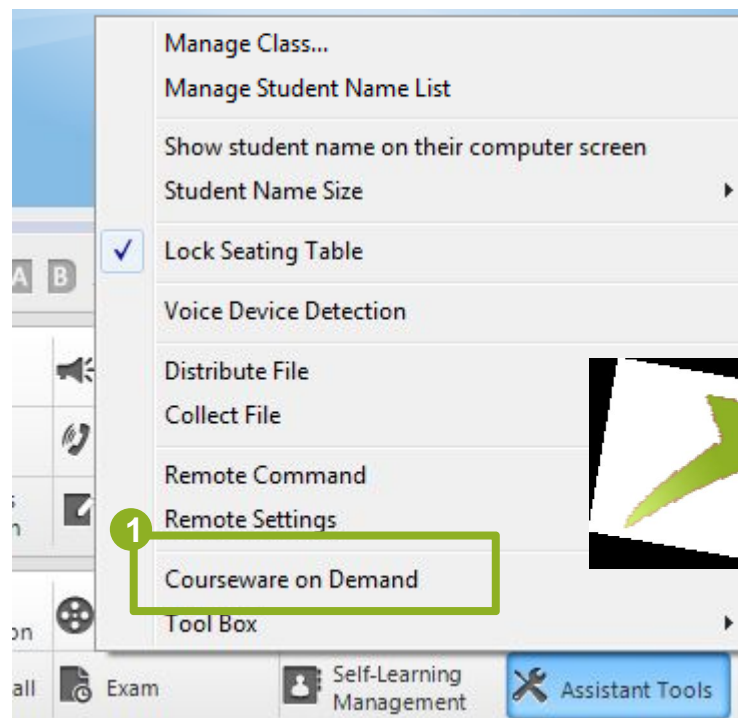


Courseware on Demand

Upload file ke Courseware on Demand

1 Klik Assistant Tools, dan pilih Courseware on Demand

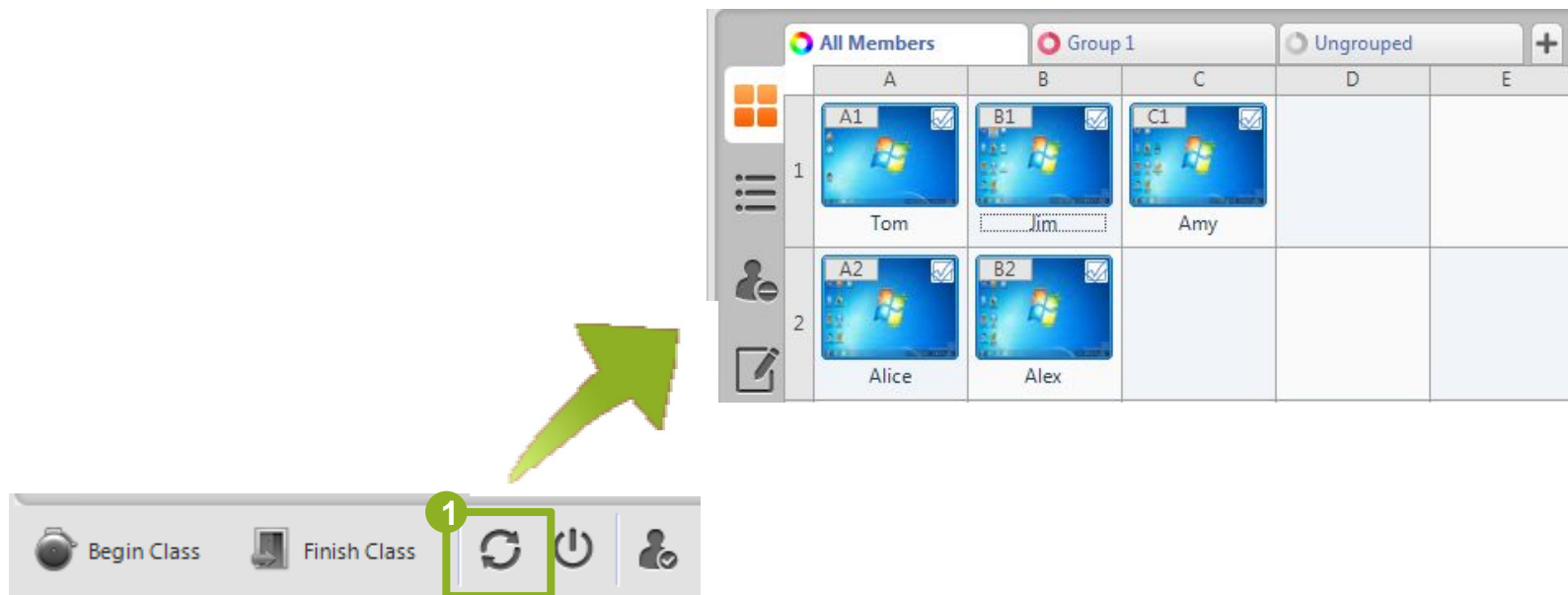
2 Klik tombol ini (2) untuk menambahkan folder ke daftar demand



Remote Power on

Menghidupkan komputer siswa jarak jauh

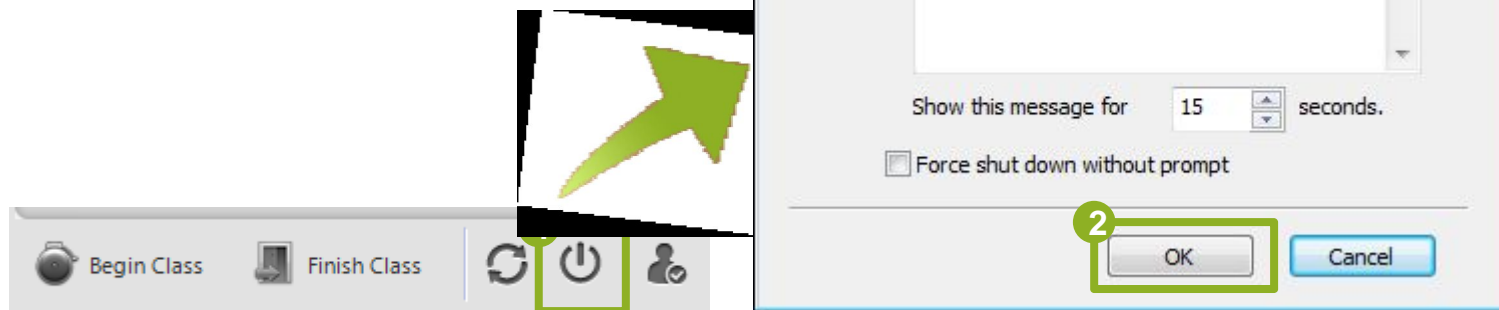
- 1 Klik tombol ini (1) untuk menghidupkan komputer siswa dalam model kelas ini



Mematikan komputer siswa jarakjauh

1
Klik tombol ini (1)

2
Pilih operasi yang akan dijalankan dan klik OK



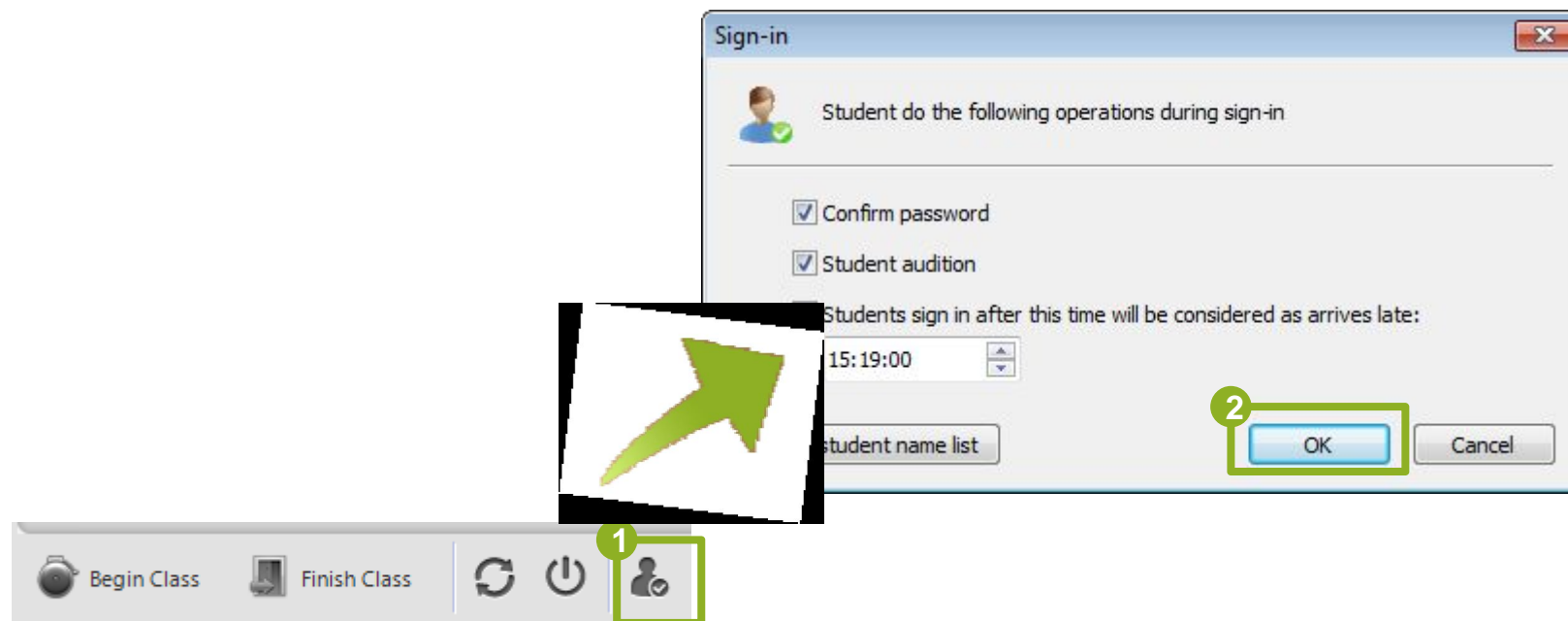
How to set Students Sign-in

1

Klik tombol ini (1)

2

Pilih opsi sign-in yang dibutuhkan lalu click **OK**



Mengelola daftar siswa

1 Klik tombol ini (1)

2 Kelola daftar siswa dengan fungsi-fungsi ini

Sign-in

 Student do the following operations during sign-in

- Confirm password
- Student audition
- Students sign in after this time will be considered as arrives late:
15:19:00

1

2

Student List Manager

#	Student ID	Student...	Ge...	Department	Class	Password	Password Prompt
1	08083592	Alex	Female	Computer	One		
2	08083593	Emma	Female	Computer	One		
3	08083594	Jack	Male	Computer	One		

Total number of rec The number of records displ

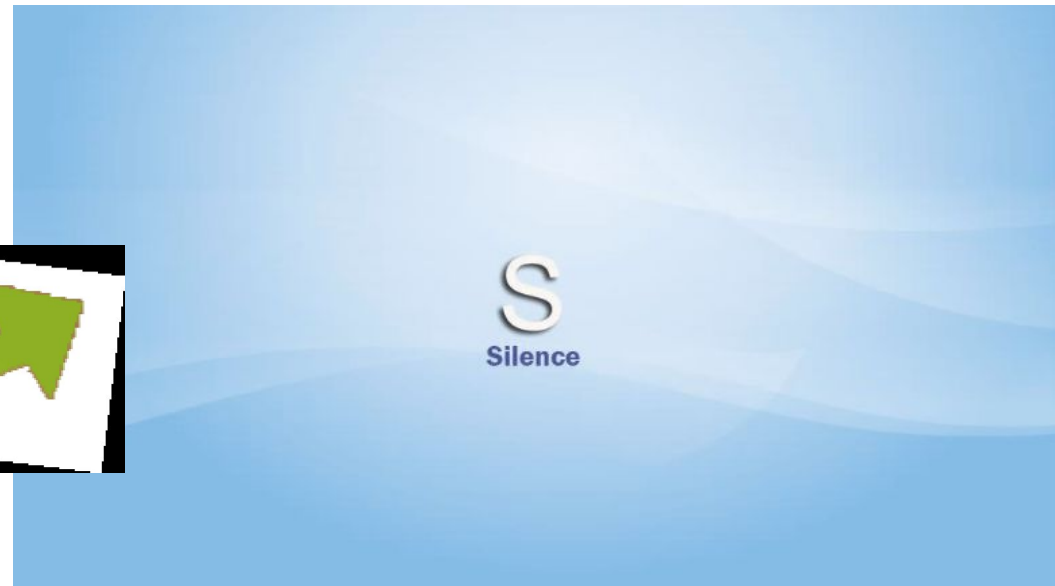
Menggunakan Silence

1

Klik tombol ini (1) untuk mengosongkan layar siswa

2

Klik tombol ini (2) untuk mengembalikan status sebelumnya



Mengubah kebijakan pada Student Call

1 Klik tombol ini (1) untuk membersihkan rekaman student calls

2 Klik tombol ini (2) untuk me-non-aktifkan penggunaan student calls



Merespon request siswa

1 Tekan tombol ini (1) untuk mengecek request

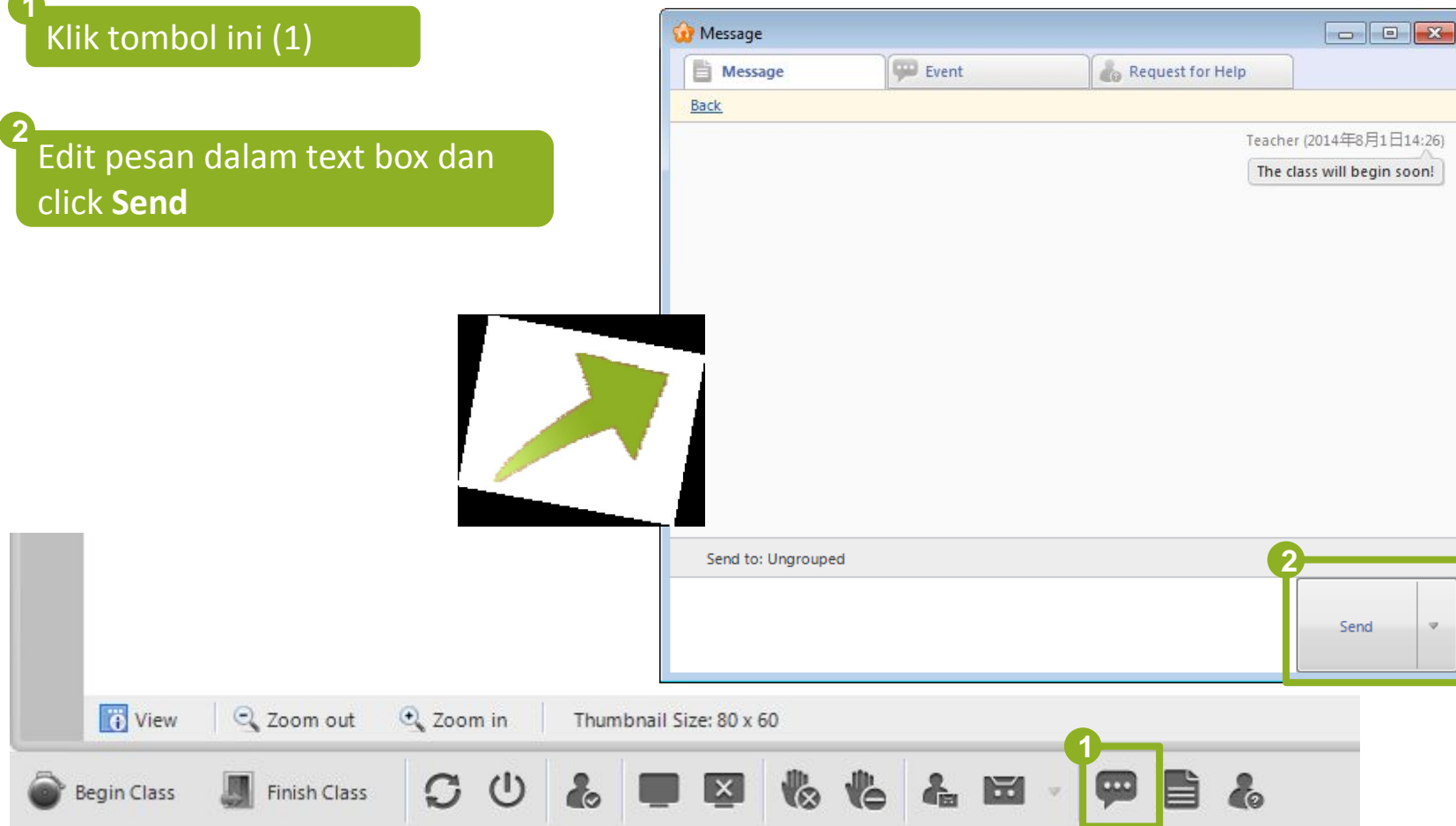
2 Pilih operasi untuk merespon request dari siswa

The image shows a software interface for handling student requests. At the bottom left, there is a toolbar with several icons. One icon, representing a help request, is circled in green and labeled with a '1'. A green arrow points from this icon towards the main window. The main window is titled 'Request for Help' and contains a table with two columns: 'Student name' and 'Student questions'. The first row shows 'Emily' and 'I have a que...'. A context menu is open over the 'Student questions' cell, listing four options: 'Speak', 'Intercom', 'Monitor & Control', and 'Clear all'. The menu is also circled in green and labeled with a '2'.

Mengirim Pesan

1
Klik tombol ini (1)

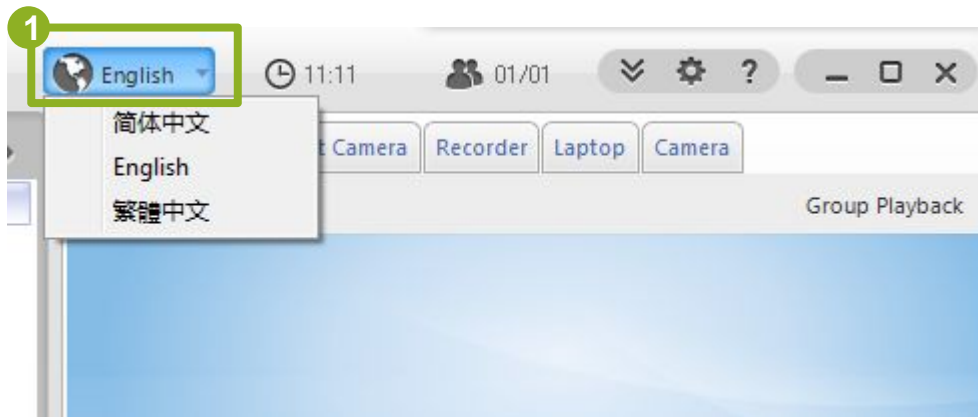
2
Edit pesan dalam text box dan
click Send



The screenshot shows a messaging window titled "Message" with a toolbar at the top containing "Message", "Event", and "Request for Help" buttons. A "Back" link is visible in the top left of the message area. A message from "Teacher (2014年8月1日14:26)" says "The class will begin soon!". Below the message is a "Send to: Ungrouped" field and a "Send" button. A green arrow icon is shown pointing to the "Send" button. A green box with the number "1" highlights the "Messages" icon in the bottom toolbar. Another green box with the number "2" highlights the "Send" button in the message window.

Mengganti bahasa interface

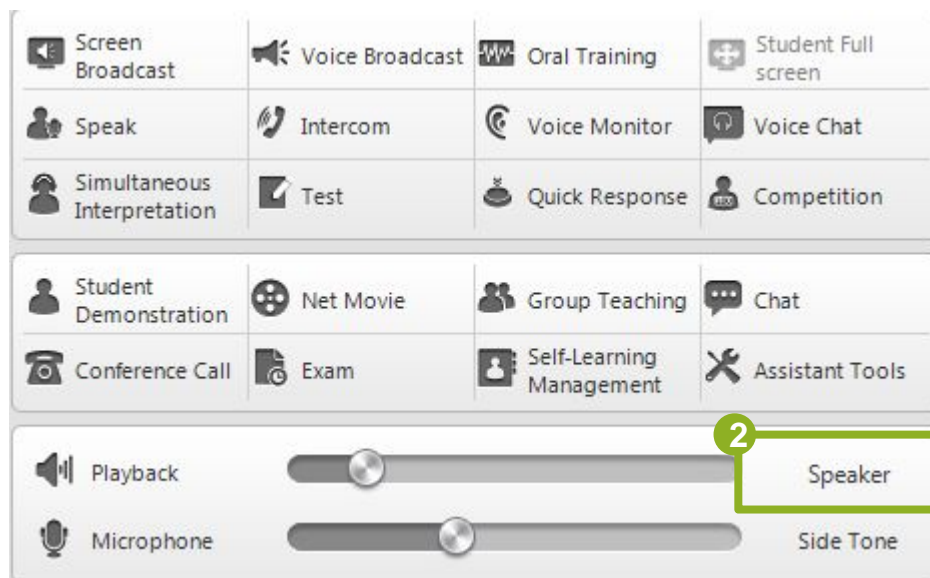
- 1 Klik tombol ini (1) untuk mengeluarkan daftar bahasa
- 2 Pilih satu bahasa dan restart softwarenya



Speaker

Menggunakan Speaker

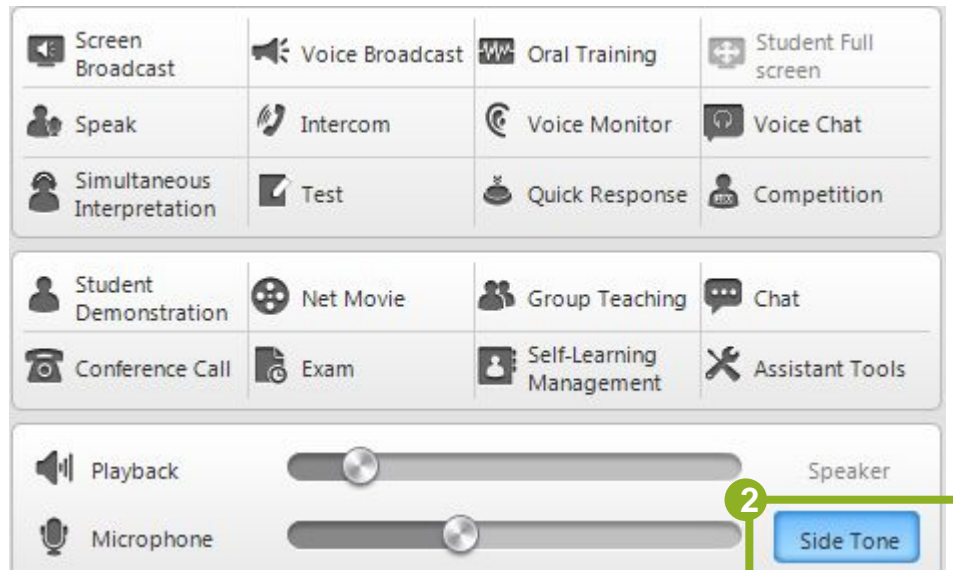
- 1 Hubungkan ke a speaker atau recorder
- 2 Klik tombol ini (2) untuk memainkan atau merekam



Menggunakan Side Tone

1 Hubungkan headphone dan microphone

2 Klik untuk mendengarkan volume microphone



For Teachers

5

Chapter

**Teaching
Evaluation**

5.1 Quiz

5.2 Survey

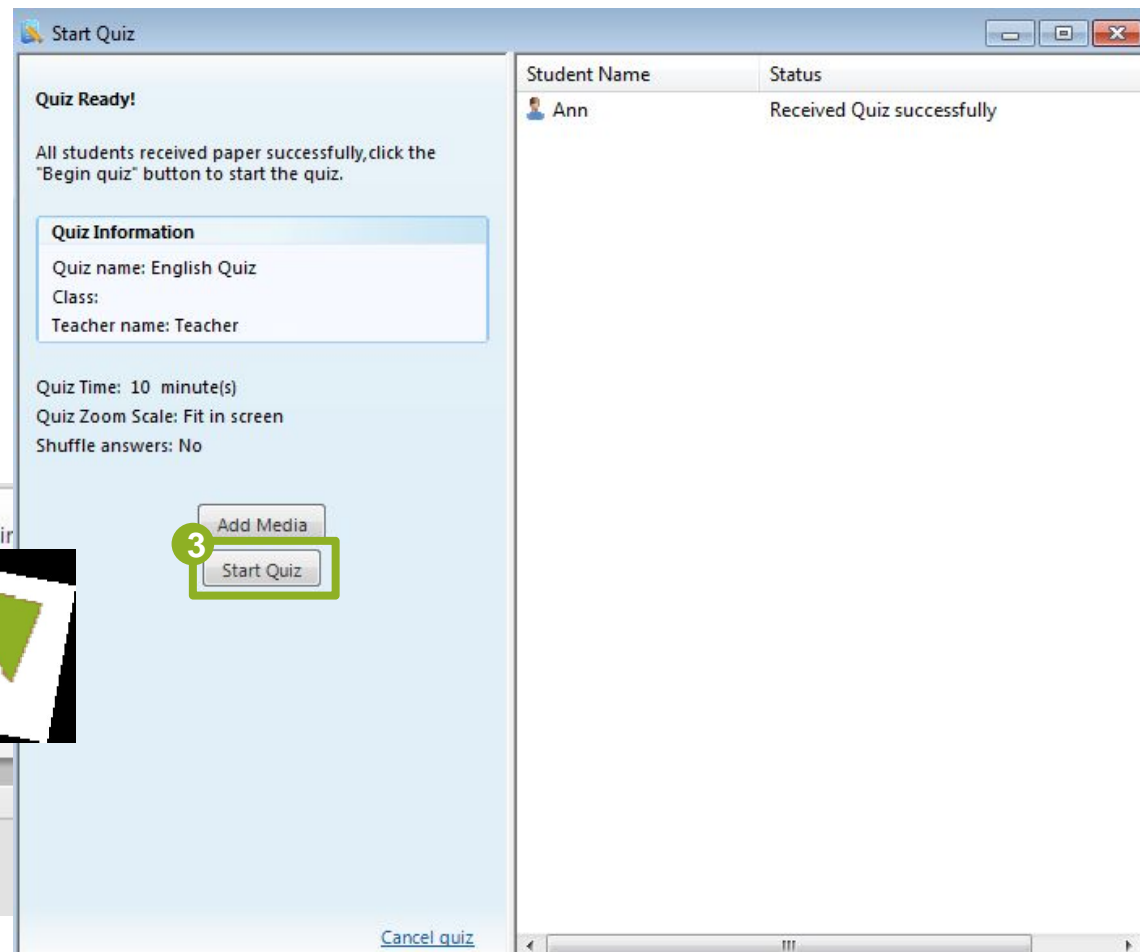
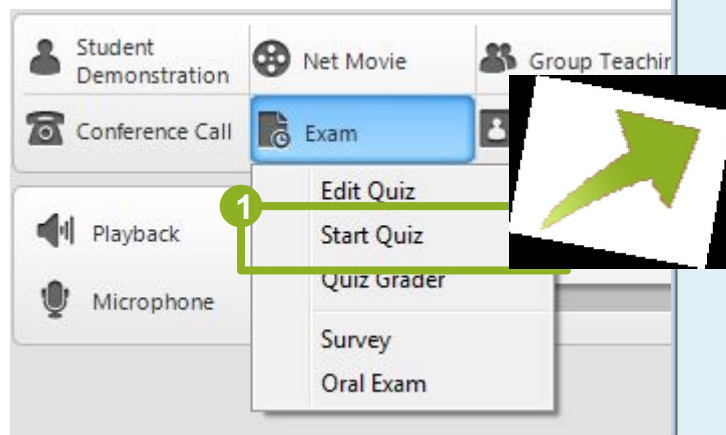
5.3 Oral Exam

Meluncurkan standard Quiz

1
Klik Start Quiz

2
Buka lembar quiz dan kirim
pada siswa

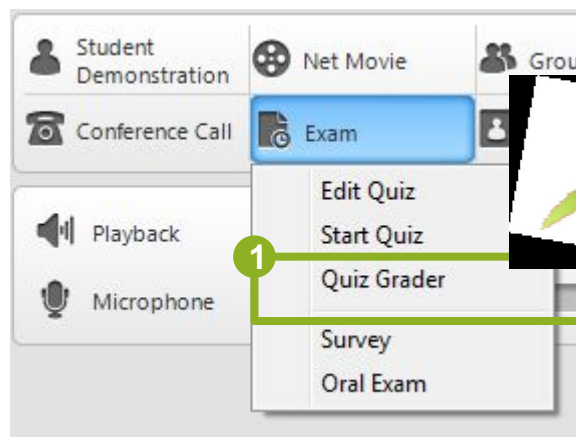
3
Klik Start Quiz



Membuat grade standard Quiz

1
Klik Quiz Grader

2
Buka lembar quiz dan
tambahkan comment
untuk masing-masing
pertanyaan



A screenshot of the 'Quiz Grader' application window. The window title is 'Quiz Grader'. The menu bar includes 'Open', 'Save', 'Send', 'PrevEssay', 'NextEssay', 'Comment', 'Statistics', and 'Export'. On the left side, there is a table showing student scores:

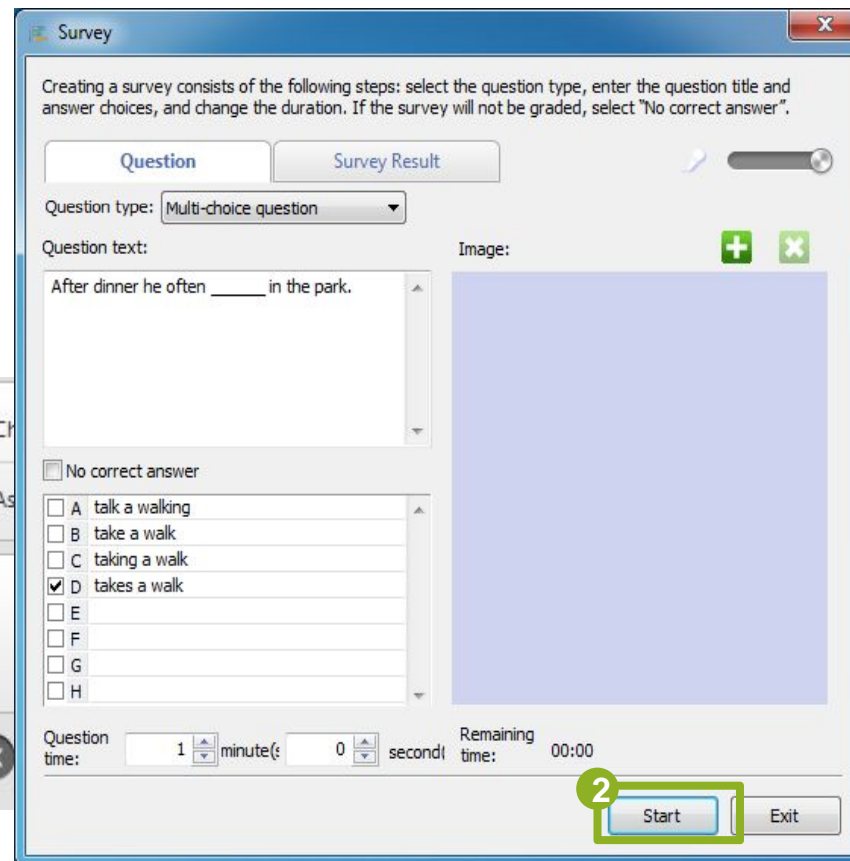
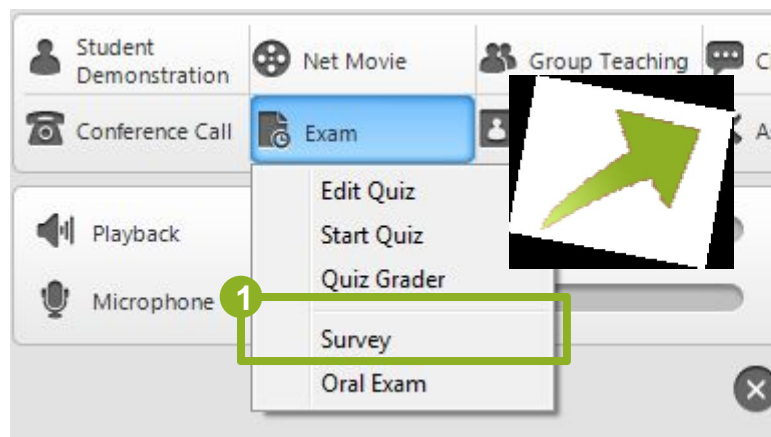
Amy	0 (Graded)
Tom	10 (Graded)
Jim	0 (Not graded)
Alex	0 (Not graded)
Alice	1 (Not graded)

The main area of the window displays a 'Score: 10/41'. Below this, there is a section titled '1. Question Group one: Please Choose the correct answer.' with a score of '5/5'. The first question is: '1. After dinner he often _____ in the park.' with four options: A talk a walking, B take a walk, C taking a walk, and D takes a walk. Option D is selected. Below the question is a link: 'Click here to add comments.' A green circle with the number '2' is placed over this link. The second question is: '2. Monday is the first day of the week.' with options TRUE and FALSE. Below this question is another link: 'Click here to add comments.' At the bottom of the window, it says 'Total 7 questions' and 'NUM'.

Mengadakan Survey

1
Klik Survey

2
Edit pertanyaan dan klik Start



Melakukan test the voice sebelum Oral Exam

1 Klik Oral Exam

2 Klik Voice Testing

3 Atur properti untuk siswa dan click Start

The screenshot shows the Oral Exam software interface. On the left, a sidebar menu has the 'Exam' option highlighted, with a green box and the number '1' around it. A green arrow points from this menu to the 'Voice Testing' button in the main window, which is also highlighted with a green box and the number '2'. Below the 'Voice Testing' button, there is a checkbox labeled 'Enable student to change volume during the test' and two buttons, 'Start' and 'Stop', with a green box and the number '3' around the 'Start' button. On the right side of the main window, there is a table with the following data:

Student Name	State
Ann	Ready

Below the table, there is a 'Statistic' section with the following text:

Statistic
Total Number: 1
Completed number: 0

Membuat register siswa

1 Klik Oral Exam

2 Klik Registration

3 Atur mode verifikasi dan Klik Start

The screenshot displays the Oral Exam software interface. On the left, a sidebar menu contains options: Student Demonstration, Conference Call, Playback, and Microphone. The 'Exam' option is highlighted, and a green arrow points to it. Below the sidebar, a dropdown menu is open, showing options: Edit Quiz, Start Quiz, Quiz Grader, Survey, and Oral Exam. The 'Oral Exam' option is highlighted with a green box and a '1' in a circle. The main window, titled 'Oral Exam', has a menu bar with 'Quiz', 'View', and 'Operation'. The 'Registration' option is highlighted with a green box and a '2' in a circle. The 'Verification mode' section has three radio buttons: 'Match the database of student list to verify the correctness of register information.' (selected), 'Search and check the database for matched student register information.', and 'Not verify the student name list'. Below this, there are buttons for 'View student name list...' and 'Select student name list file...'. At the bottom, there are 'Start' and 'Stop' buttons, with the 'Start' button highlighted by a green box and a '3' in a circle. On the right side, a table shows student information:

Student Name	State
Ann	Ready

Memulai Oral Exam

1 Klik Oral Exam

2 Klik Quiz

3 Buka lembar quiz dan klik Start Quiz

The screenshot illustrates the software interface for starting an oral exam. On the left, a sidebar menu contains options like 'Student Demonstration', 'Net Movie', 'Group Teaching', 'Conference Call', 'Exam', 'Playback', and 'Microphone'. The 'Exam' option is highlighted with a green box and a green arrow, labeled with a '1'. The main window, titled 'Oral Exam', has a menu bar with 'Quiz', 'View', and 'Operation'. The 'Quiz' menu is open, and the 'Quiz' option is highlighted with a green box and a green arrow, labeled with a '2'. Below the menu bar, there are buttons for 'Open Test', 'Start Quiz', 'Stop Test', and 'exam results'. The 'Start Quiz' button is highlighted with a green box and a green arrow, labeled with a '3'. The main content area shows a tree view of the exam structure, including sections like '2007年英语专业四级口语考试', '考试指南', '第一部分(Retelling a story)', '第二部分(Talking on a given topic)', '第三部分(Role-playing)', and '考试结束'. A table on the right side of the window shows 'Student Name' and 'State' with the entry 'Ann' and 'Ready'.