

CONTENT

1. INTRODUCTION	2
2. GETTING STARTED	3
Minimum System Requirements	3
Installing the Application	3
3. THE CONTROL PANEL	4
Application Control Panel	4
The Whiteboard Tools	5
The Pen Tool	5
The Highlighter Tool	6
The Text Box Tool	6
The Eraser Tool	7
Undo / Redo	7
Zoom	7
The Hide / Show Part of Screen	8
Clear Annotations	8
Customize Page	9
Save Customizations / Notes	10
Open Customizations / Notes	10
Notes Exist / No Notes Indicator	11
The Mouse Tool	11
Hide Toolbar	12
4. TASK INSTRUCTIONS	13
Display the Answer Key	13
Circle the Answer	14
Matching Activities	14
Drag and Drop Activities	15
Multiple Choice Activities/Listening Activities	15
5. TEACHER'S GUIDE	16
6. THE GAMES	17
Hangman	17
Question-Answer Game	17
Memory	18
Board Games	18
7. TEACHING SUGGESTIONS	18
8. USING CONTENT CREATOR TOOL	21
CCT main author interface	21
1. Multiple Choice	22
2. Drag and Drop	24
3. Dual Choice	26
4. Click and solve	28
5. Matching	29
Uploading images and audio	32
Using the LINK feature	34
Previewing, editing, saving & sharing a task	35
Accessing & using a task in the classroom	36

1. INTRODUCTION

The software for Interactive Whiteboard (IWB) is intended for classrooms using the *Arrivederci! 2* course books.

It is a high quality and high performance program on a single disc and is packed with a wealth of content, including:

- **Audio material** (most tracks are available in two speeds - natural and slow - to facilitate comprehension);
- **Teacher's Guide** (PDF files downloadable from the software);
- **Games** (*Quiz Game, Hangman, Memory and two Board Games*) which allow students to reinforce and fully review all of the main Student Book content;
- A **Content Creator Tool** which allows the teacher to create their own tasks quickly and easily (Multiple Choice, Drag&Drop, True/False, Matching, Click and Solve) and use them with different groups and at any time during lessons.

Edilingua's IWB engages both students and teachers with a fresh approach to learning!

Teachers

- can employ all the **possibilities** offered by the teaching aids (interactive audio, video, online activities and the Student Book) which are **integrated** on a single DVD;
- can **interact** more dynamically with all their students, can **take a new approach** to lesson planning and can focus more on the learner and their needs;
- can **create** new teaching tasks using new media to increase attention and participation levels and to encourage mutual **support** and **cooperation** between students;
- can **develop** and **present** teaching activities directly in the software integrated with the IWB. Photocopies are no longer necessary thanks to the multimedia material (photos, audios, videos) available on the IWB.

Students

- become the **focus** of the learning process and make every lesson a truly memorable **experience**;
- will find **familiar** tools and methods (links, multimedia material etc.) in the classroom;
- will learn and have **fun** at the same time.

This manual will present the features of the application and familiarize you with the functions of each button on the control panel. The teaching suggestions made here represent only a fraction of the ways in which you can use this software, and you will no doubt discover your own ways of presenting the material according to the needs of your class.

2. GETTING STARTED

Minimum system requirements

Windows

- Intel® Pentium® III processor (Pentium 4 recommended)
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3, Windows Server® 2003, Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64-bit editions) with Service Pack 1, or Windows 7 or later
- 512MB of RAM (1GB recommended)

Macintosh

- Intel Core™ Duo or faster processor
- Mac OS X v10.4, v10.5 or v10.6
- 512MB of RAM (1GB recommended)

Installing the application

The application will run automatically when you insert the DVD ROM in your system's drive. Accept the installation.

If your system displays security warnings that prompt you to confirm that you allow the installation, please do so.

If the installation does not start automatically, please follow these steps:

Windows:

1. Go to **START>My computer** (Windows XP), or **START>Computer** (Windows Vista / 7).
2. In the window that opens, locate your CD drive. **Right-click** on the drive and select **Explore**.
3. In the window that opens, locate the **Arrivederci2_Installer.exe** and **double-click** it.

Macintosh:

1. Locate the file **Arrivederci2_Installer** (below) and execute it.



3. THE CONTROL PANEL

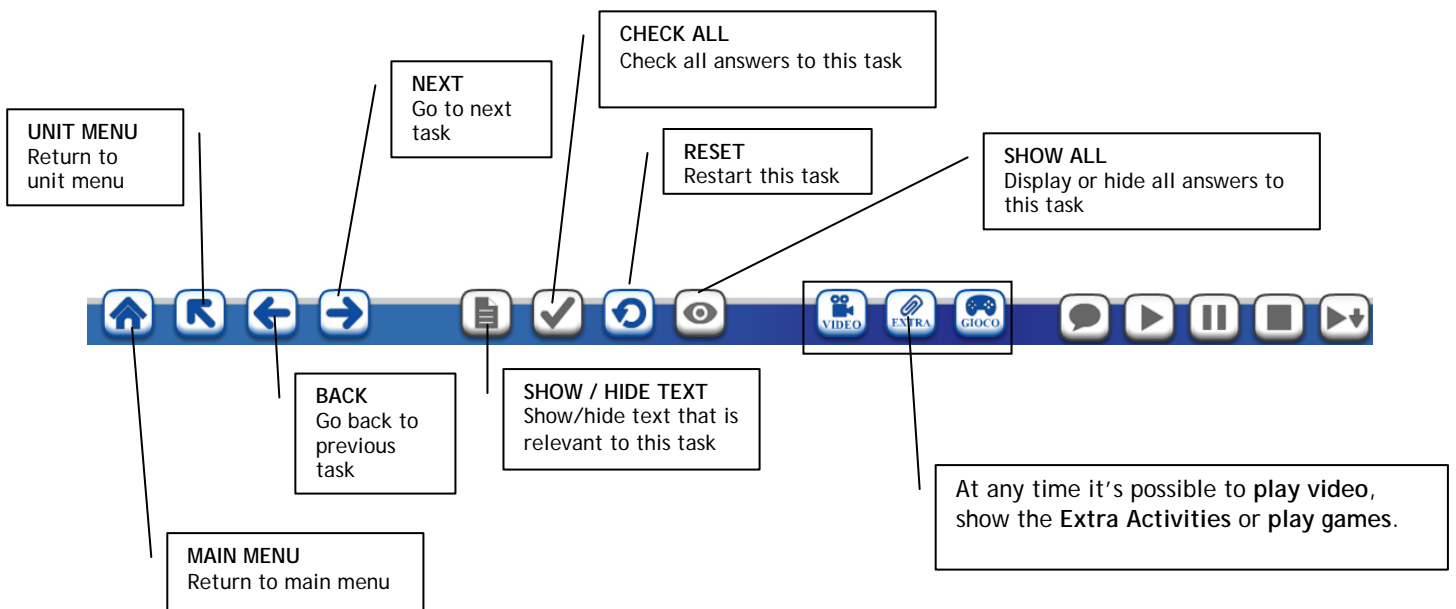
Application control panel

At the bottom of your screen or your IWB, you will find the application control panel. The control panel is divided into two main toolbars: the **application toolbar** (the top one) and the **whiteboard toolbar** (the bottom one).



The application tools will help you navigate through units and tasks, display or hide answers to exercises, view videos, control audio, etc.

The whiteboard tools offer several whiteboard functions (pen, highlighter, zoom, etc.) and they may be used independently of any whiteboard manufacturer's default set of tools.



Some of the application tools (such as the "Main Menu" navigation button) are available for the majority of the time. Others, such as the "Show/Hide Audioscript" or "Show/Hide Text" buttons, are available for certain tasks only.

Unavailable tools appear greyed-out.

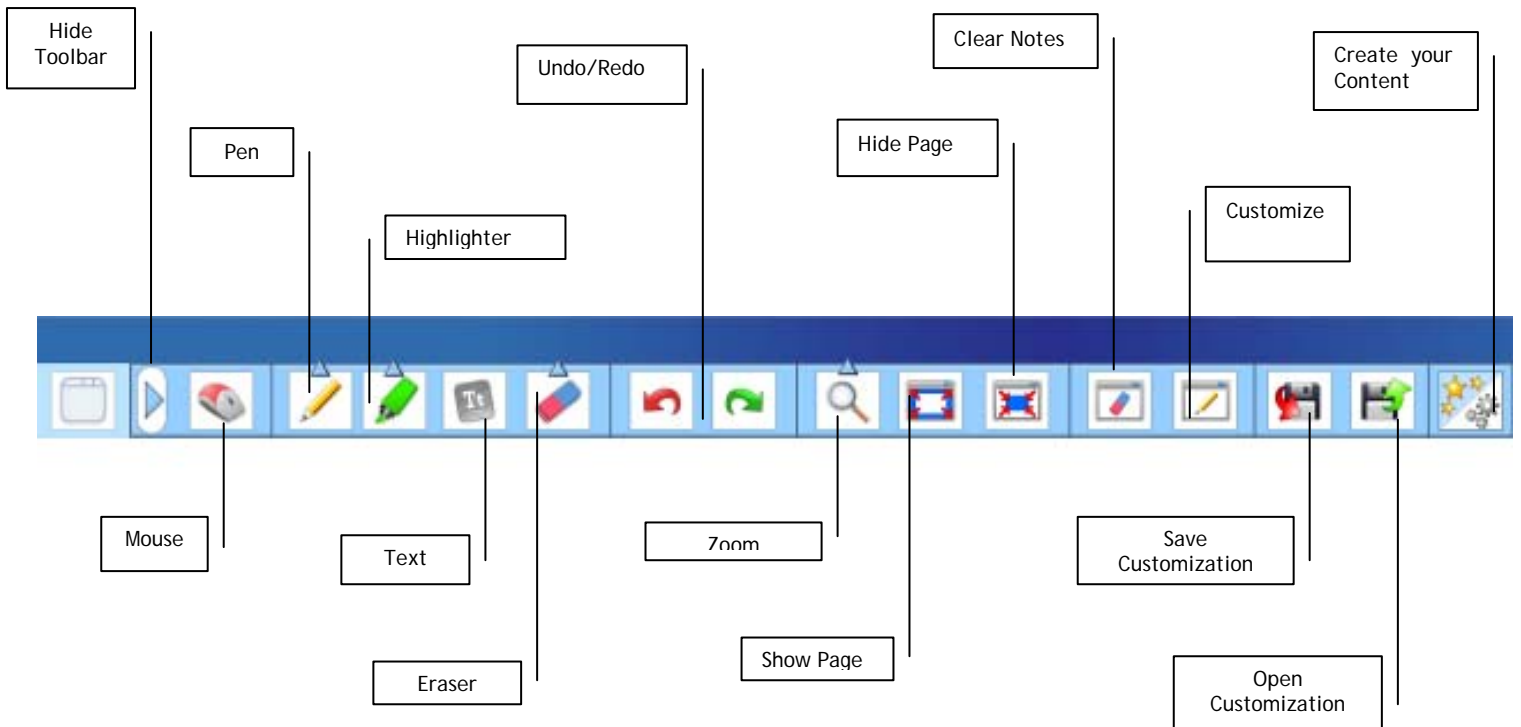


You can see what the buttons do by hovering the mouse pointer (either on your computer or on the whiteboard above) over them for a few seconds. Helpful tool tips like the one below will appear.



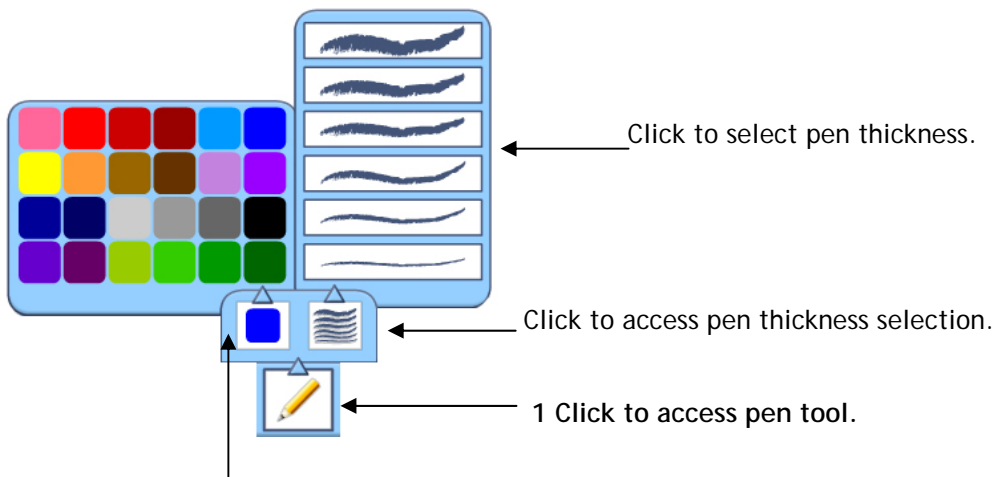
The Whiteboard Tools

The whiteboard tools are always available, and therefore may be used to create notes and perform other tasks on the application pages.



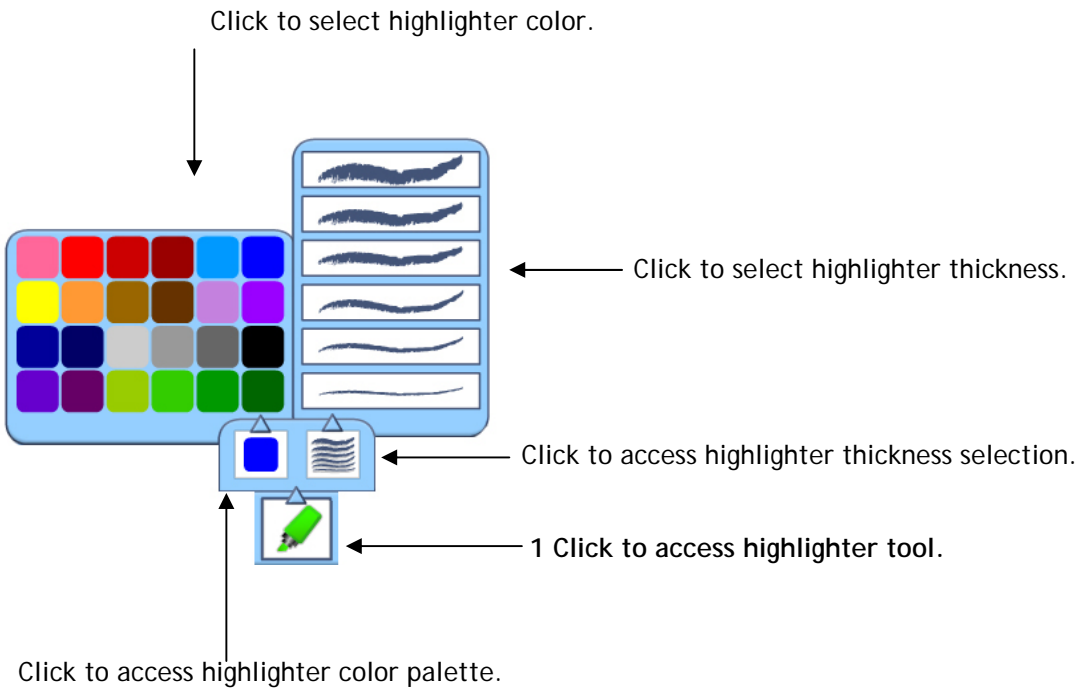
The Pen Tool

Click to select pen color.

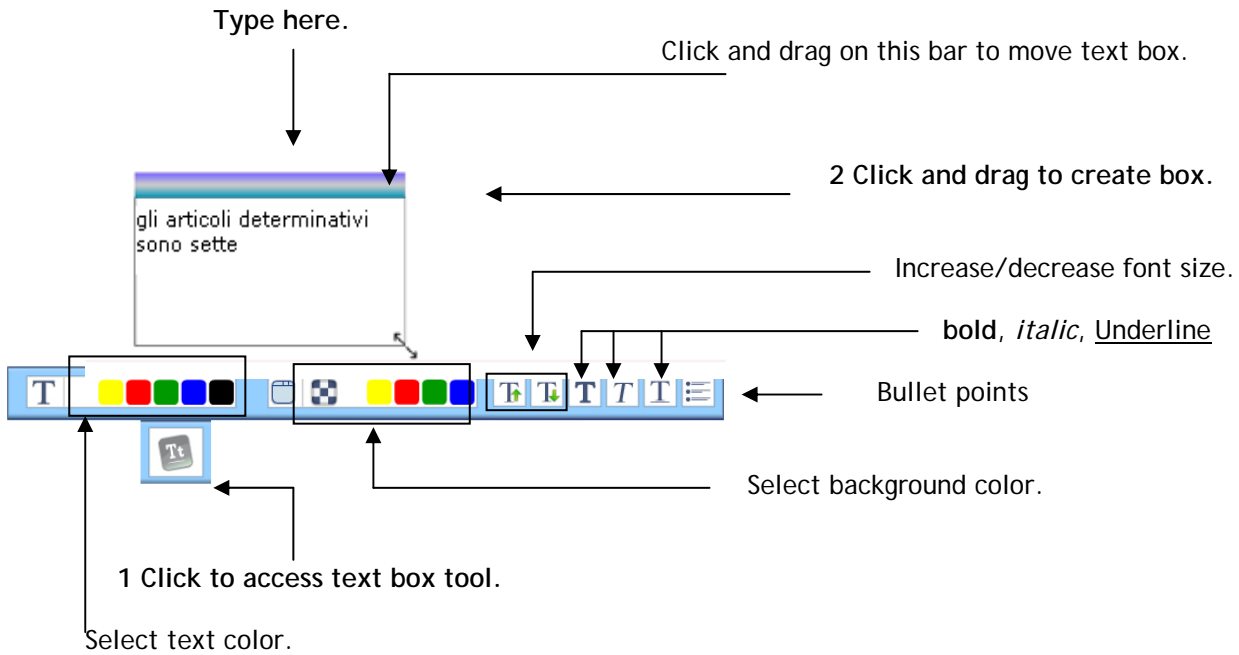


Click to access pen color palette.

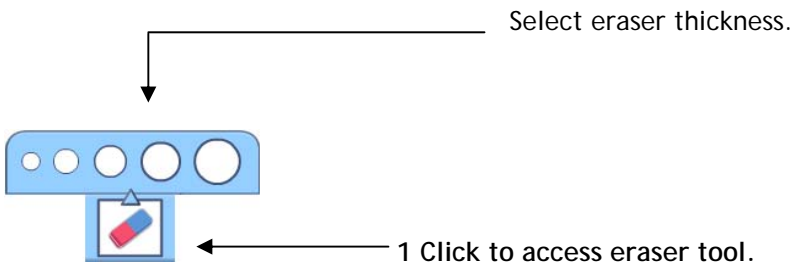
The Highlighter Tool



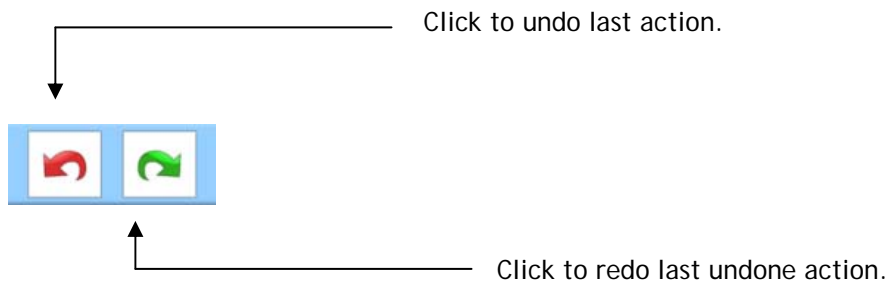
The Text Box Tool



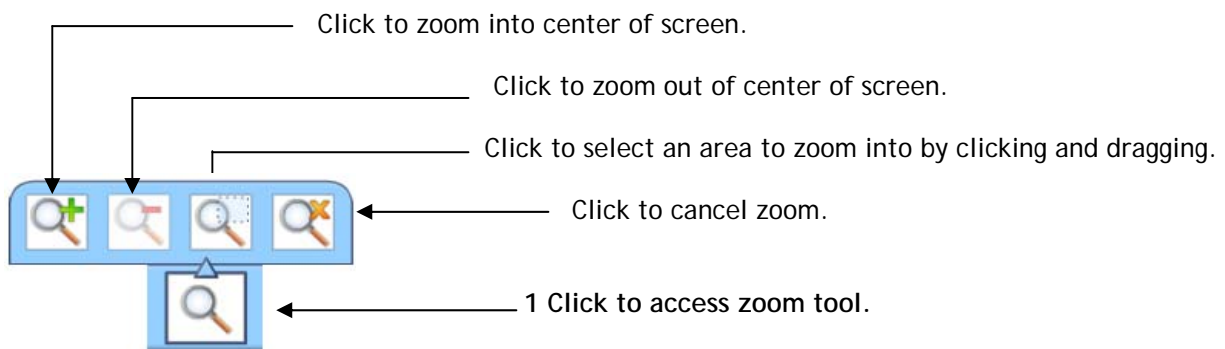
The Eraser Tool



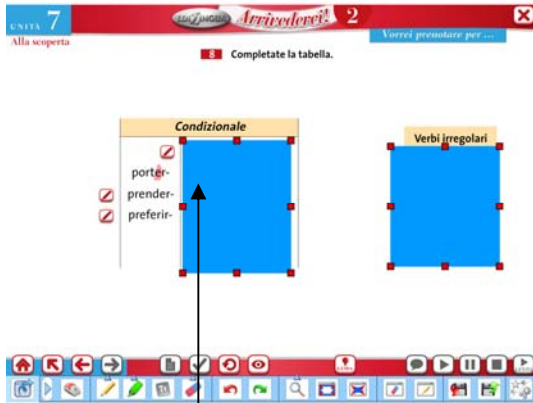
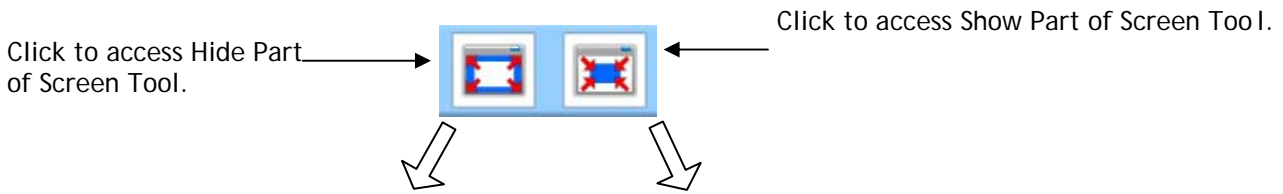
Undo/Redo



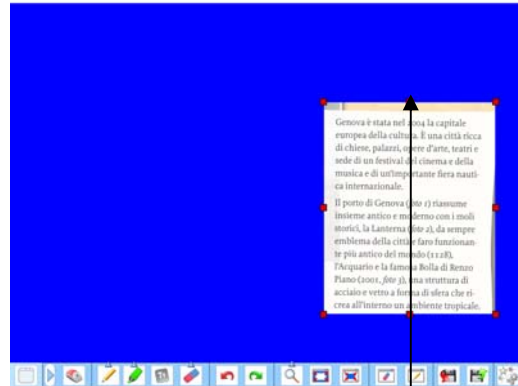
Zoom



The Hide / Show Part of the Screen Tools

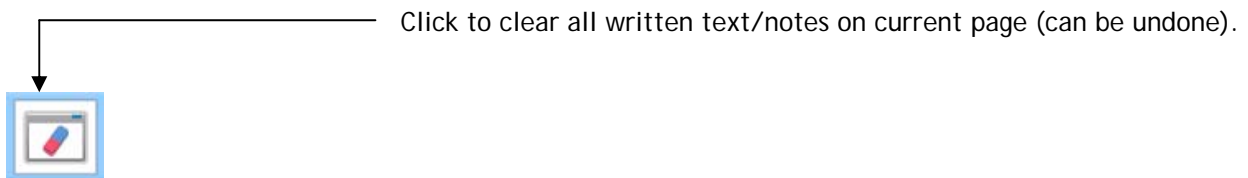


You can hide different parts of the screen. Click and drag to create the opaque box, then use red handlebars to adjust size.

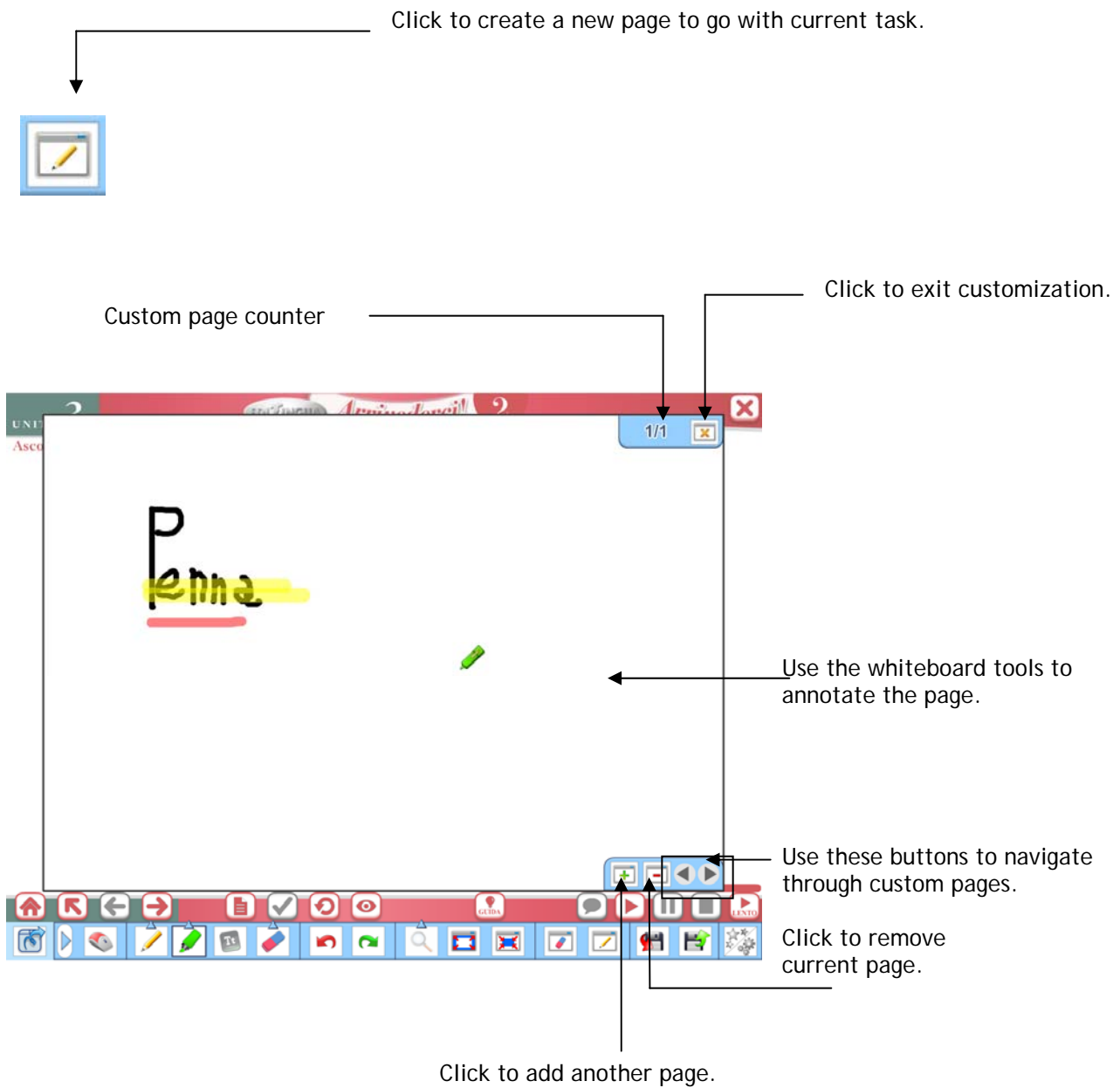


Click and drag to select area that will remain visible, then use red handlebars to adjust size.

Clear Annotation



Customize Page



Save Customizations / Notes



← 1 Click to save customizations and annotations.

Digita il nome del file (max. 25 caratteri)

o seleziona un file da sostituire:

Salva Cancella

2 Type file name or select file to replace.

3 Click **Salva** to save the annotation or **Cancella** to exit without saving.

Open Customizations / Annotations



← 1 Click to load customizations and annotations.

Seleziona il file da scaricare:

pag. 45

pag. 38

pronomi

unità 4

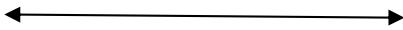
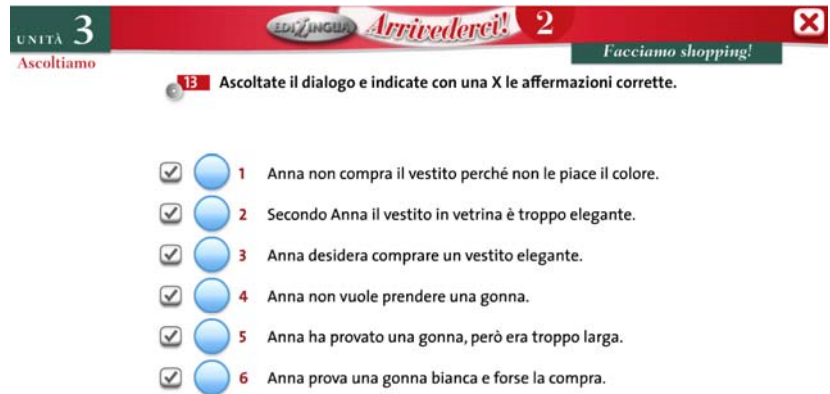
preposizioni articolate

Carica Cancella

Select a file and click on **Carica** (Load), or click on **Cancella** (Cancel) to exit.

Notes Exist / No Notes Indicator

This indicator is here to help you remember whether you have created customizations for a page. These may be notes on the same page, in which case you see them as soon as you navigate to that page. The indicator will be highlighted as in the graphic shown below.



Or they may be customizations, i.e. additional pages that you have created to go with that task. These will be available through the Customize Page function. (page 9)



When the indicator appears greyed-out, this means there are no annotations or customizations for this page.

The Mouse tool



Use the Mouse Tool button to exit the following modes:

- Pen
- Highlighter
- Text
- Eraser
- Zoom
- Hide / Show part of screen

and regain control of the main application tools (back, forward, reset etc.) as well as the functions within each task.

Hide Toolbar



Use this button to hide the toolbar.



When the toolbar is hidden, the button changes and moves to the right side of the screen. Click it to make the toolbar reappear.

4. TASK INSTRUCTIONS

Display the Answer Key

To display the answer to a question, click on the pencil icon beside the question.

UNITÀ 8 **Arrivederci! 2** Cosa fanno alla tele?

Alla scoperta **14** Cercate nel testo dell'esercizio 13 le frasi che esprimono il contrario di quelle date.

- 1 Ho voglia di vedere qualcuno. Non ho voglia di vedere nessuno.
- 2 Vuoi vedere tutti. Non vuoi vedere nessuno.
- 3 Vuoi parlare con qualcuno. _____
- 4 Risponde qualcuno. _____

Toolbar icons: Home, Back, Forward, Print, Check, Refresh, Stop, Play, Pause, Mute, Full Screen, Exit, Erase, Copy, Paste, Undo, Redo, Search, Zoom In, Zoom Out, Rotate, Flip, Scale, Rotate 90, Rotate 180, Rotate 270, Flip Horizontal, Flip Vertical, Scale X, Scale Y, Rotate 45, Rotate 135, Rotate 225, Rotate 315, Flip X, Flip Y, Scale X, Scale Y, Rotate 45, Rotate 135, Rotate 225, Rotate 315, Flip X, Flip Y, Scale X, Scale Y.

UNITÀ 8 **Arrivederci! 2** Ho sentito che ...

Alla scoperta **5** Riascoltate la notizia alla radio e completate le frasi.

- 1 Molti voluto prendere l'auto.
- 2 Sono dovuti rimanere fermi in mezzo al traffico per ore.
- 3 Pochi quelli che sono potuti arrivare a destinazione puntuali.

Toolbar icons: Home, Back, Forward, Print, Check, Refresh, Stop, Play, Pause, Mute, Full Screen, Exit, Erase, Copy, Paste, Undo, Redo, Search, Zoom In, Zoom Out, Rotate, Flip, Scale, Rotate 90, Rotate 180, Rotate 270, Rotate 315, Flip Horizontal, Flip Vertical, Scale X, Scale Y.

Circle the answers

To circle answer choices in a circling task, click on them. Click the **Check** button to solve the exercise in one click, or to show and evaluate answers.



UNITÀ 1
Un po' di più

EDILINGUA Arrivederci! 2

Che sport fai?

15 Scegliete la forma giusta.

- ✓ 1 Tra poco **esco** sto uscendo , vado a correre.
- ✓ 2 – Lorena sa già sciare? – Impara **Sta imparando** in questi giorni.
- ✓ 3 Fra cinque minuti **inizia** sta iniziando il corso di nuoto.
- ✓ 4 La squadra di Luca vince sempre, ma adesso **perde** sta perdendo , tra due minuti la partita finisce.



Matching Activities

Drag flashing buttons to draw lines and match the sentences correctly. Click on the **Check** button to get the feedback, or click on **Mostra le soluzioni** to get the exercise in one click.



UNITÀ 6
Alla scoperta

EDILINGUA Arrivederci! 2

Cerco casa

2 Riascoltate e collegate.

- | | | | |
|-----------------|---|---|--------------------------------------|
| 1 non ne dubito | ● | ● | ✓ a all'offerta |
| 2 ne parlavamo | ● | ● | ✓ b dei prezzi della benzina |
| 3 ci pensi | ● | ● | ✓ c sull'e-mail con le informazioni |
| 4 ci conto | ● | ● | ✓ d della bellezza dell'appartamento |



Drag and Drop Activities

To complete Drag and Drop activities, drag and drop the lozenges to the correct place. Click on the **Check** button to show and evaluate answers.

The screenshot shows the software interface for 'Arrivederci! 2'. At the top, it displays 'UNITA 4' and 'Il corpo umano'. The main activity area features a central image of a human figure with various body parts labeled in Italian. A list of labels is provided on the left, and a 'Check' button is visible at the bottom right of the activity area.

3 Leggete i nomi delle parti del corpo e scrivete quelli mancanti.

Labels on the left: naso, occhio, mano, piede, gamba, braccio, ginocchio.

Labels on the figure: capelli, testa, occhio..., orecchio, viso, naso, dito, spalla, collo, petto, schiena, pancia, bocca.

Checkmarks are visible next to several labels, indicating they have been correctly placed.

Multiple Choice / Listen Activities

To answer multiple choice activities, just select one (or more) of the options. Click the **Check** button to solve the exercise in one click or to evaluate answers.

Sometimes the multiple choice activity is related to an audio track. The buttons that enable you to listen to, pause or stop the audio are at the far right of the Whiteboard tool. If the button **Lento** (Slow) is active, it is possible to listen to the dialogue in slow mode to facilitate comprehension.

To play the audio clip in slow mode, you have to click the **play** button as well.



12 Adesso ascoltate i dialoghi e dite chi va alla festa e chi no.

	si	no		si	no
Giorgio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sabina e Giuseppe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elisa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cristina e Paolo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



5. TEACHER'S GUIDE

In the software for IWB of Arrivederci! 2 you can find the complete Teacher's Guide to the textbook. Click on the Guida button and you will be taken to a screen showing all the book units. These are available in PDF format and can be downloaded and used for lessons. See previous point on how to view PDF files.



6. GAMES

The software for IWB of *Arrivederci!2* has a special section just for educational games which allow learners to review what they have learnt in the unit in a fun, collaborative way!

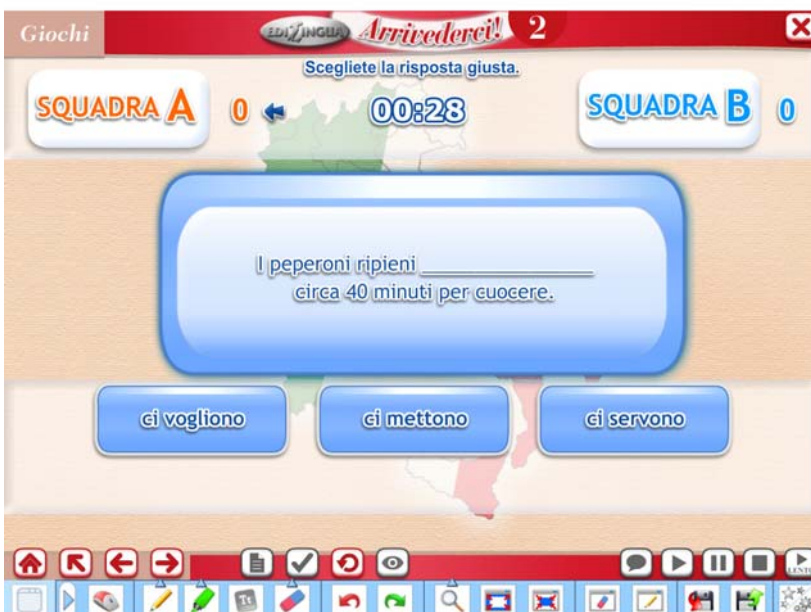
Hangman

The traditional word-guessing game is perfect for vocabulary review. The game is played by two teams which have 1 minute to guess the word, often referring to Italian culture and ways of life.



Question-answer game

It's similar to a Quiz game, perfect for a rapid overview of the main issues of the unit.



Memory

Learners have to click on cards which have been placed face-down and create logical pairs that go together. They can either match words to images, images to images, or words to words.

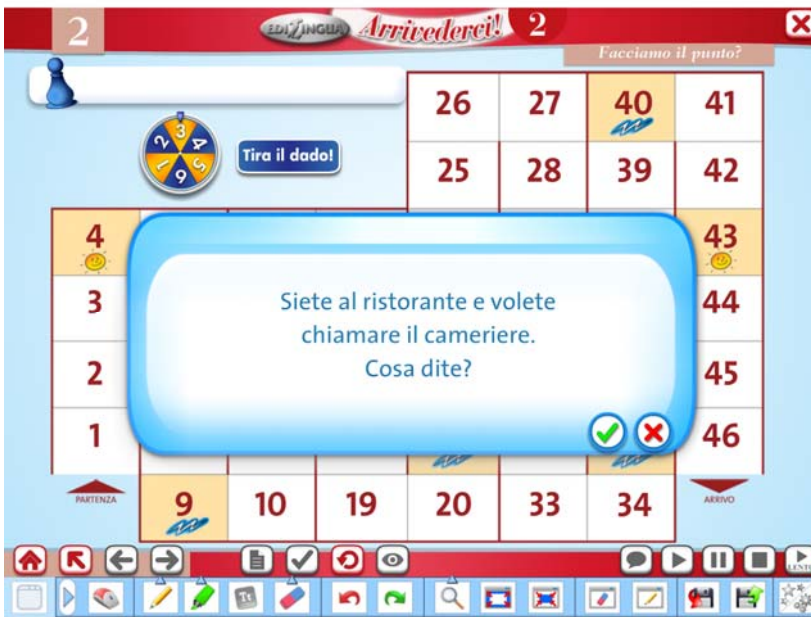


Board Games

Three "Facciamo il punto?" sections (after Unit 4, 8 and 12), feature a big board game which acts as a review of the main issues of the previous units. It has a classic layout and can be played by 2, 3 or 4 pairs/teams. All they have to do is roll the dice and play!



Each square has a question: if the team answers correctly, its pawn will remain on the square, if not the pawn will go back to the square it moved from.



7. TEACHING SUGGESTIONS

The following suggestions are only a small fraction of what you can do by combining the main application with the whiteboard tools; you will undoubtedly come up with your own ideas on how to use the application to your students' benefit.

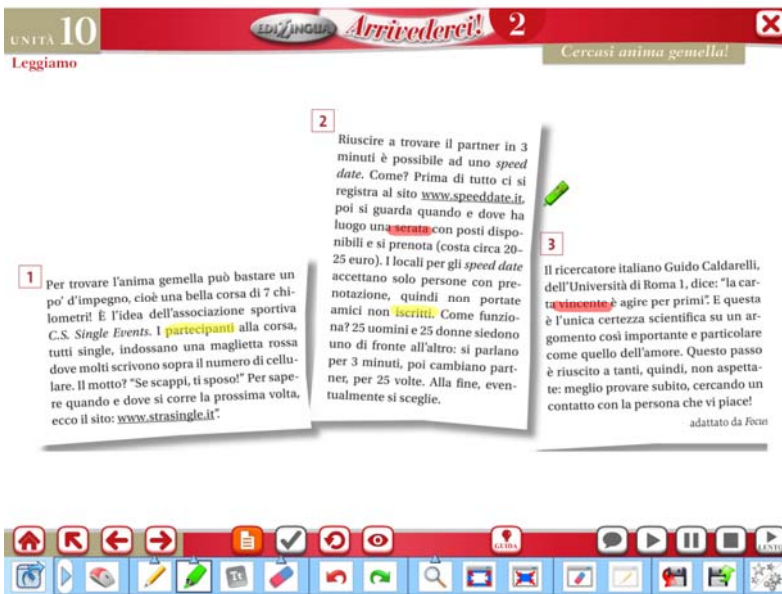
a. Creating your own fill-in-the-blank tasks

You can use the pen tool with suitable thickness to create additional fill-in-the-blanks tasks.

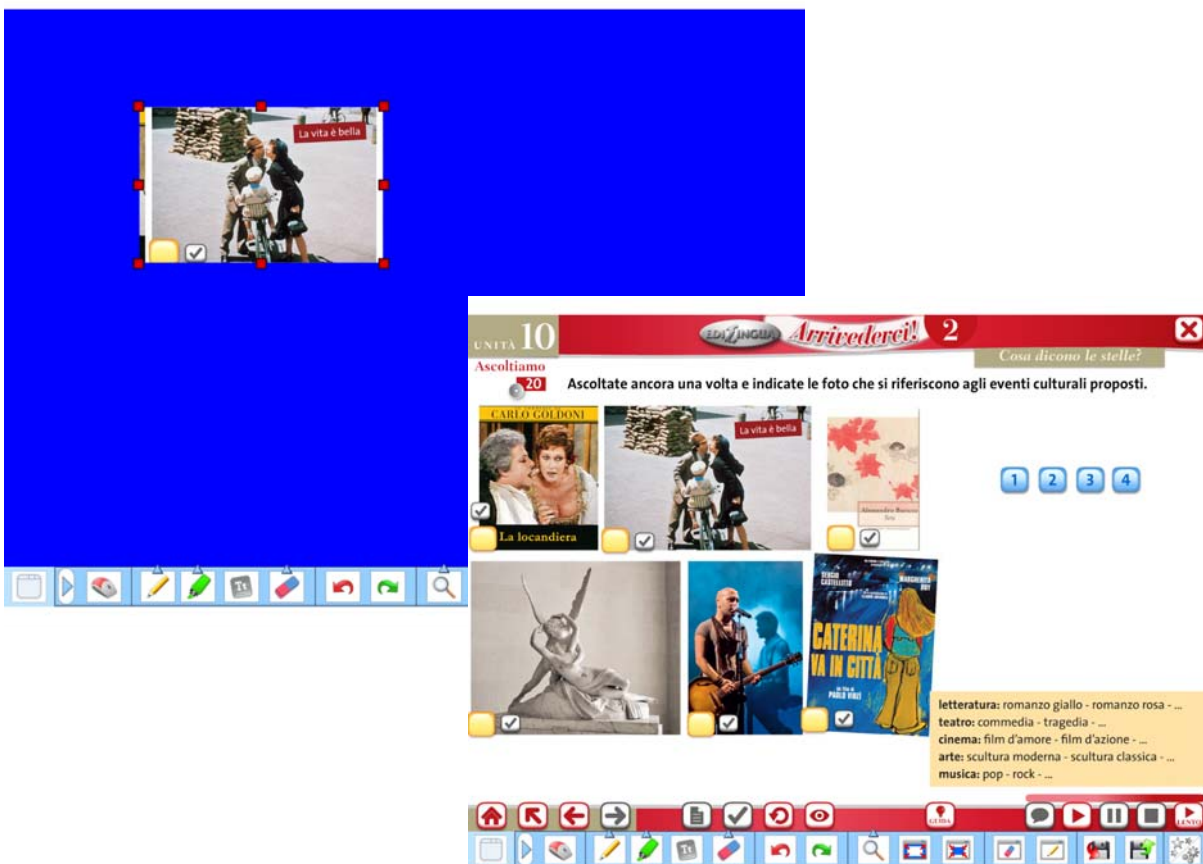


b. Zoom and highlight important sections

Combine the zoom and highlight tools to help learners focus their attention on important sections.



You can use the Hide/Show Part of the Screen Tool as well.



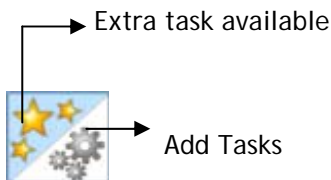
8. USING THE CONTENT CREATION TOOL

The Content Creation Tool allows you to create your own tasks quickly and easily. The tasks you create are stored with the already included task that you want to expand on, and are readily accessible with a single click.



The CCT button at the far right of the toolbar gives you access to two major functions:

1. ADD TASK: This opens up the author interface so you can create a new task.
2. EXTRA TASKS: This lets you access tasks you have already made.

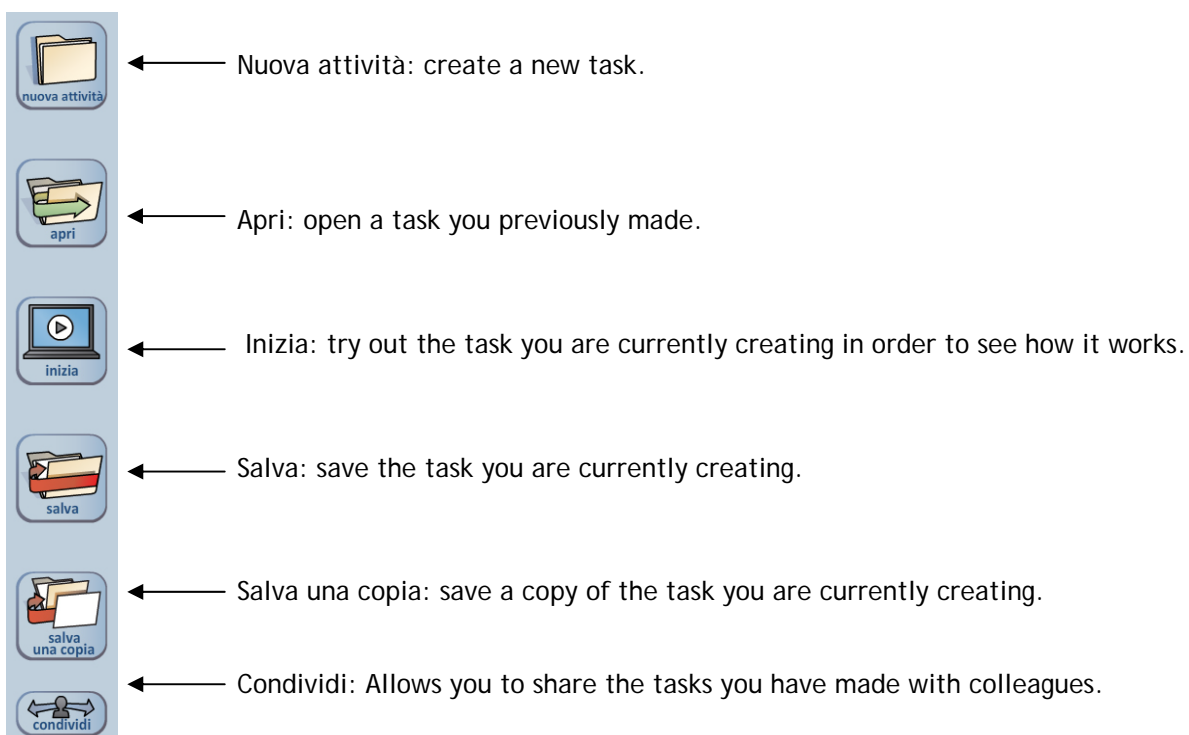


It is very important that you click the correct half of the icon depending on the function you want to employ: creating a new task (below) or viewing tasks you have already created (upper side with stars).

By using the CCT you can create tasks that are associated either with a particular item in the *Arrivederci!* 2 content or tasks that are available with menus and sub-menus that you access before navigating to a particular item.

CCT main author interface

When you click on the CCT button, the following sub-menu appears:



Creating a task

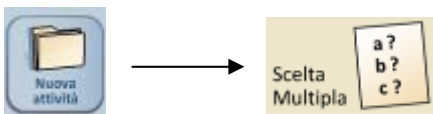
The following task types can be authored using the *World Wonders* Content Creation Tool:



Each of these types seen at the top of your screen have several sub-types. In the following pages you will see how to create your own exercises using the CCT.

1 Multiple choice

Click Nuova attività (New Task), then click Scelta Multipla (Multiple Choice).



The multiple choice settings screen appears:

ABC are typical multiple choice tasks.

Si / No / Non presente are multiple choice tasks in which students are asked to decide if a statement is correct (Si), incorrect (No), or there is not enough information to answer it (Non presente) based on the information given in the text.

Bottoni per la risposta creates multiple choice tasks much like ABC, but the whole answer is clickable.

Choose the type of button you want.

You can make answer choices appear in random order by selecting this option (ABC and Answer buttons type only).

Click Fatto (Done) to continue

Set scoring options here. To create a score for a task select **Grafico** (Graphic) and/or **Percentuale** (Percentage) depending on how you want the scoring to be displayed.

*Arrivederci! 2 IWB Software
USER'S MANUAL*

Click inside this field and type the desired name for your task (e.g. "Lessico - ristorante").

Click to add an image which will be available throughout your task. See page 34 for more details

Click to add a sound which will be available throughout your task. See page 35 for more details.

Click inside this field and type your instructions for the task (i.e. *Rispondi alle domande scegliendo l'opzione giusta*)

Click to return to the settings screen.

Click to include one or more links with your task. These can be web links or links to a local location on your system.

Click to type the stem of your question.

Indicate the correct answer choice by selecting the box next to it.

Click to navigate through items in this task.

Type answer choices in these fields.

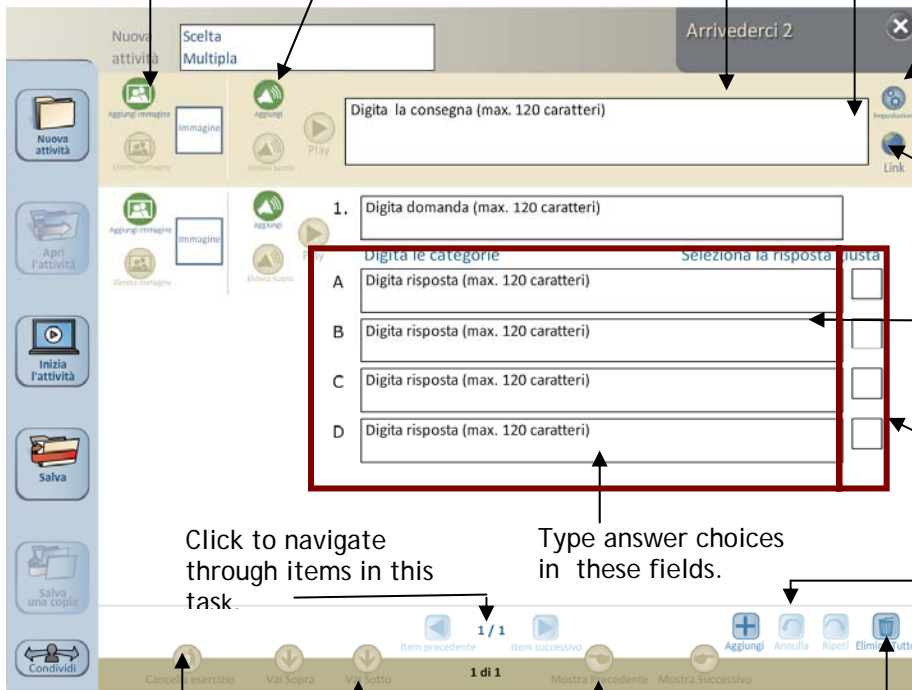
Click to undo / redo an action.

Click to delete this task. You will be asked for confirmation.

Click to move this task up / down in the list of available tasks for this location.

Click to navigate through available tasks for this location.

Remove this activity.



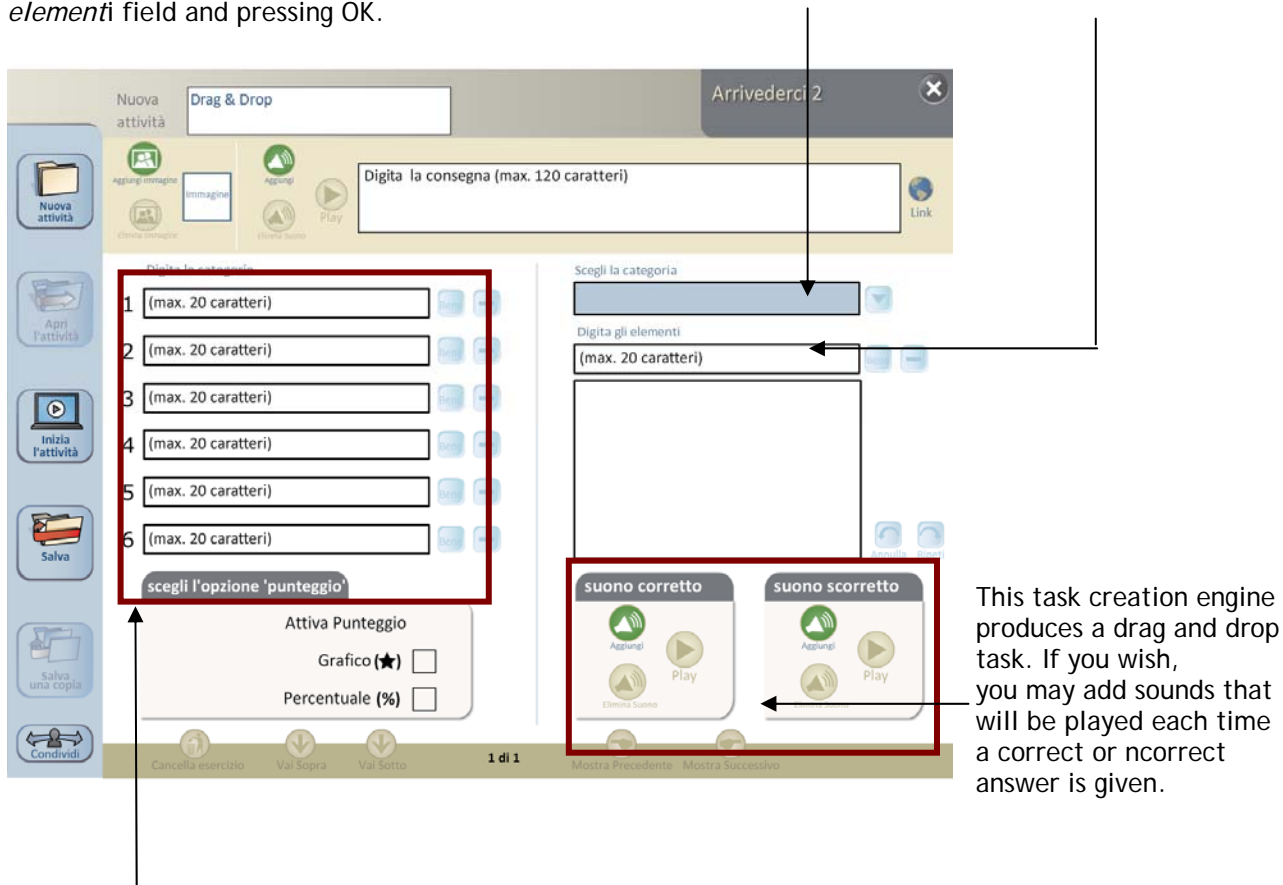
2. Drag and Drop

Click Nuova attività, then click Drag & Drop.



The task creation screen is displayed.

Categories you have added in the Digita le risposte fields will appear here. Use the downward arrow next to the **Scegli la categoria** field to select a category, then p add items to it by typing into the *Digita gli elementi* field and pressing OK.



Type inside these fields to create categories. You may create up to 6 categories. Click the **Bene** button next to each field to enter the category, or the (-) button to delete it. Once a category has been entered it will appear in the blue **Scegli la categoria** field on the right.

Below is an example of a user-created Drag and Drop task.

Type inside these fields to create categories. Click on **bene** to confirm.

Title of task

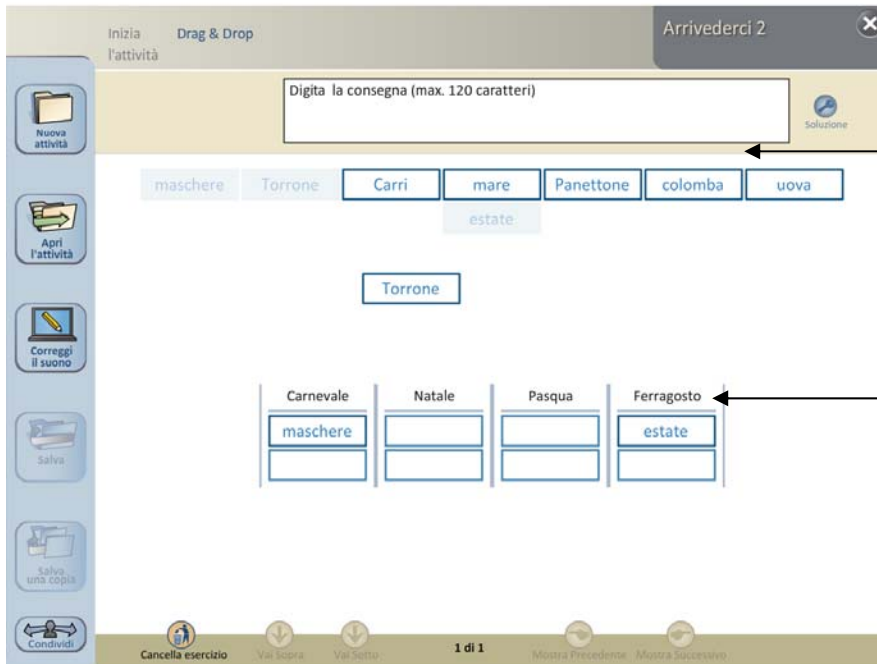
The categories you have added appears here.

Select a category and type the matching items here.

The items appear in the grey fields below.

At any time you can try out the task you are currently creating to see how it works. Just click *Inizia l'attività*.

This is the preview of the activity:

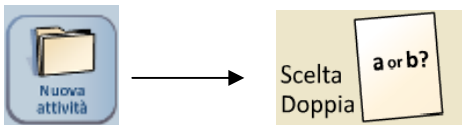


The items are on the top.

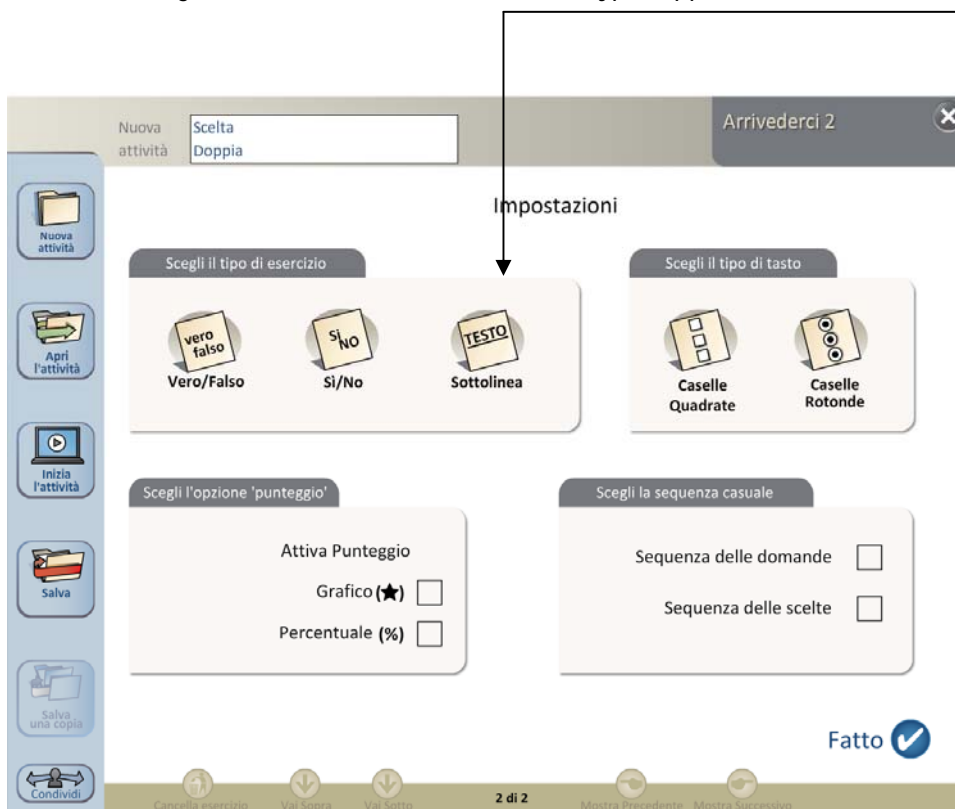
As we have decided to match two items per category, the boxes under the categories are two.

3. Dual choice

Click Nuova attività, then click Scelta Doppia.



The settings screen for the Dual choice task types appears:



Choose the type of dual choice exercise here.

Vero/Falso: tasks allow you to enter sentences which can then be marked as true or false:

Si/No: these tasks work similarly to True / False tasks with small changes in style.

Sottolinea: these tasks allow you to enter a sentence, a part of which is written in two ways: correctly and incorrectly. Learners then have to underline the correct word / phrase.

Arrivederci! 2 IWB Software
USER'S MANUAL

Creating a Sottolinea task:

Nuova attività Scelta Doppia Arrivederci 2

Digita la consegna (max. 120 caratteri)

1. Inizio Testo 1 Testo 2 Fine
Paolo e Antonio sono / hanno andati al mare.
Seleziona la risposta giusta

2. Inizio Testo 1 Testo 2 Fine
Michela ha studiata / ha studiato molto.
Seleziona la risposta giusta

Click inside this field and type the desired name for your task.

Type item here.

Indicate correct answer by checking one of these boxes.

To have a preview of the task, click Inizia l'attività.

Preview:

Inizia Scelta l'attività Doppia Arrivederci 2

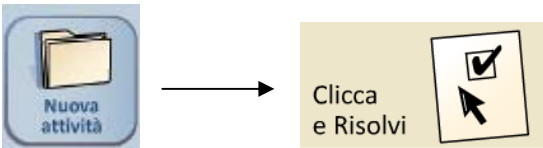
Digita la consegna (max. 120 caratteri)

1. Paolo e Antonio sono / hanno andati al mare. Controlla

2. Michela ha studiata / ha studiato molto. Controlla

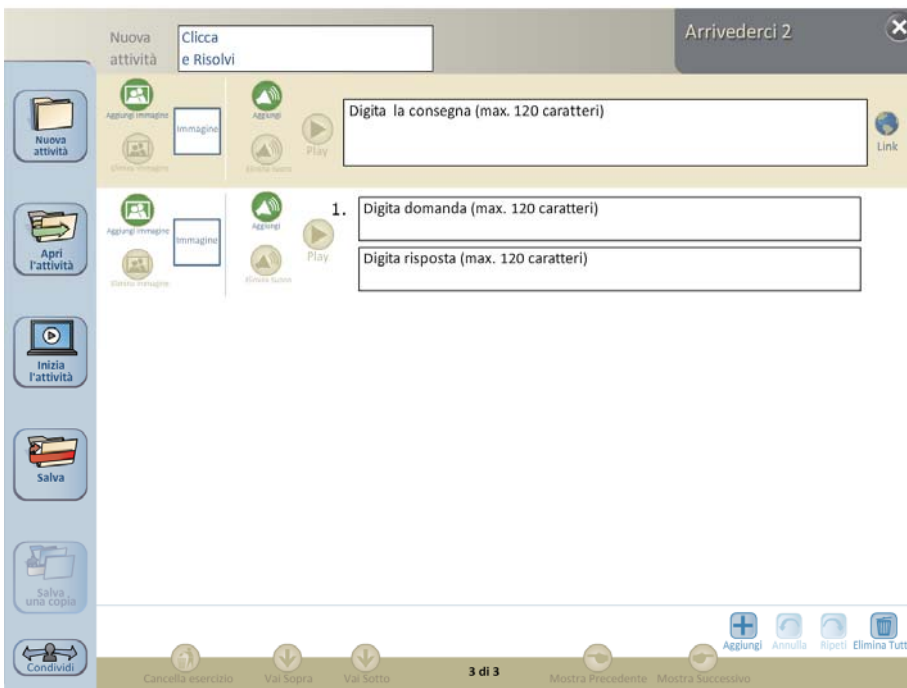
4. Click and solve

Click Nuova attività, then click Clicca e risolvi.

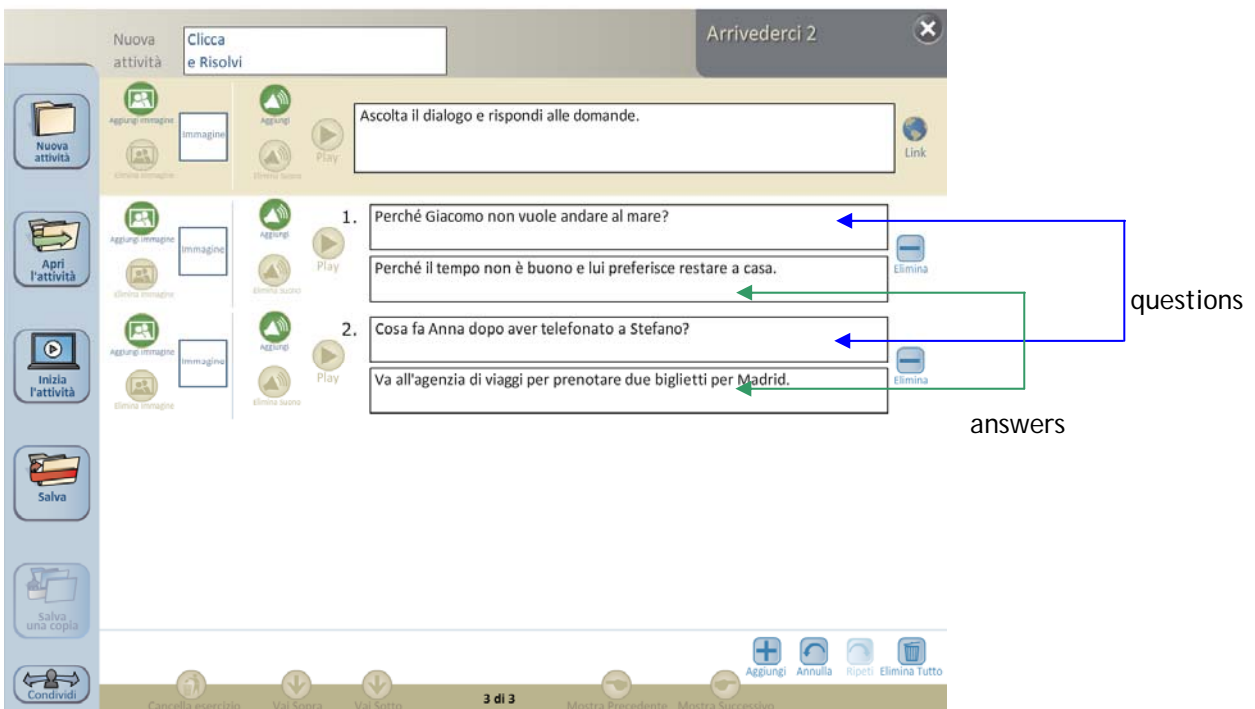


Click and Solve tasks display a question on the screen, and display the answer with one click.

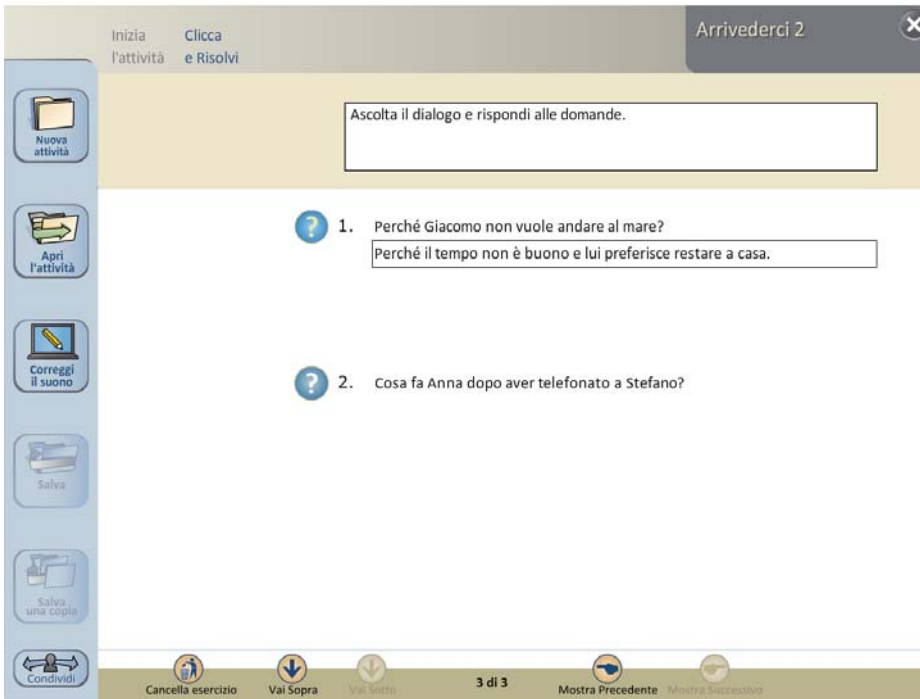
Here is an example of a user-created Click and Solve task:



Type the desired name for your task, then type the questions and the related answers:

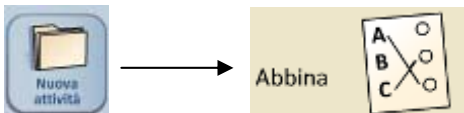


This is the preview of the activity so far:



5. Matching

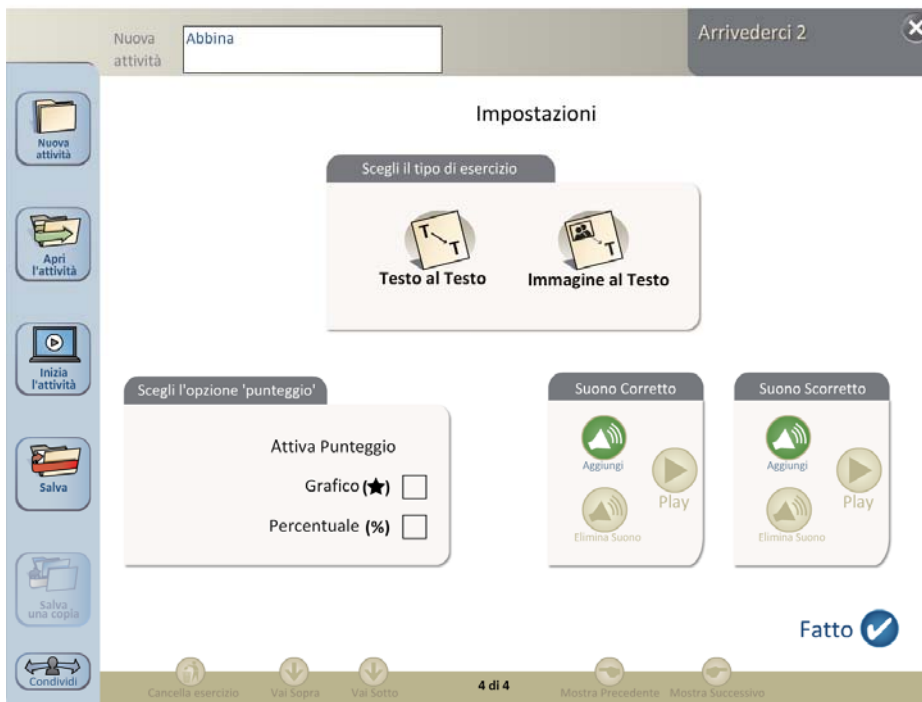
Click Nuova attività, then click Abbina.



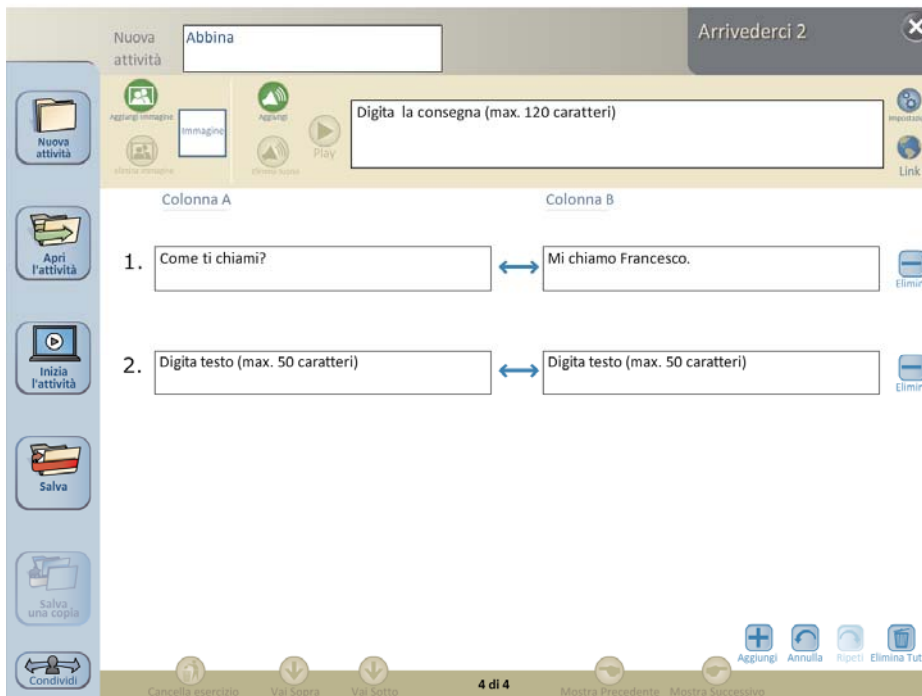
You can create text-to-text and image-to-text matching tasks with the CCT.

In the settings screen, apart from having the usual scoring and correct/incorrect sound options, you can select whether you want to create a text-to-text, or text-to-image task. You can include up to four pairs of items to be matched in one matching task.

Arrivederci! 2 IWB Software
USER'S MANUAL

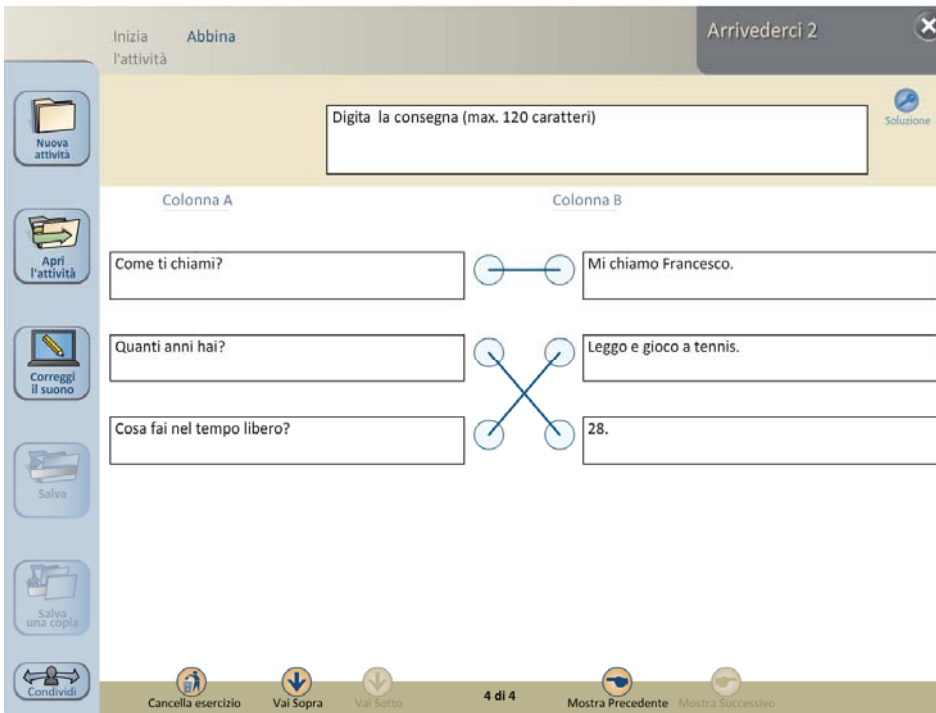


Text-to-text task: Type items to be matched in the fields. The application will jumble the items automatically for use in the classroom.



Arrivederci! 2 IWB Software USER'S MANUAL

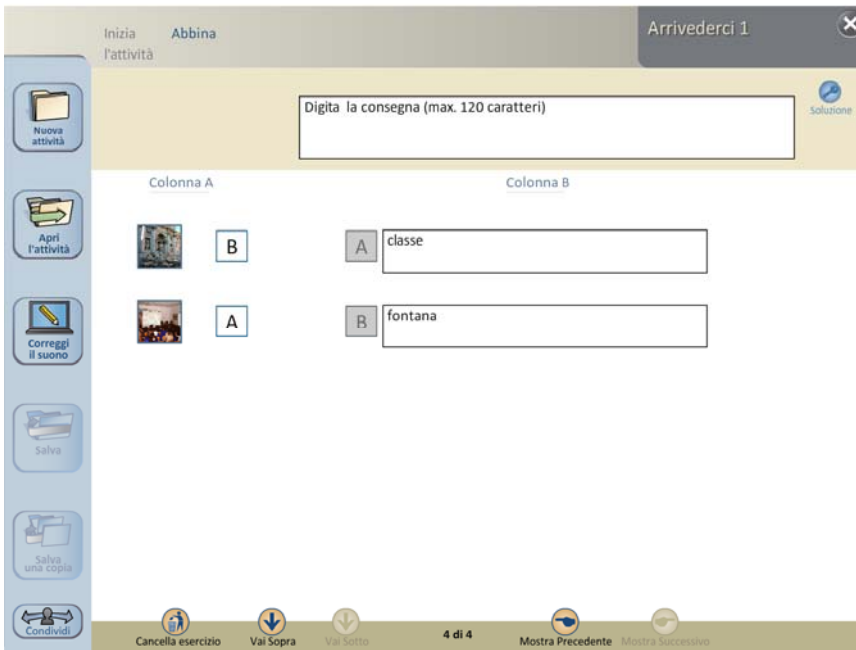
Adding new items, you can preview the activity as shown below:



Text-to-image matching task: Upload image for each item. Type text to be matched to images in these fields. The application will jumble the items automatically for use in the classroom.



Preview:



Uploading images and audio

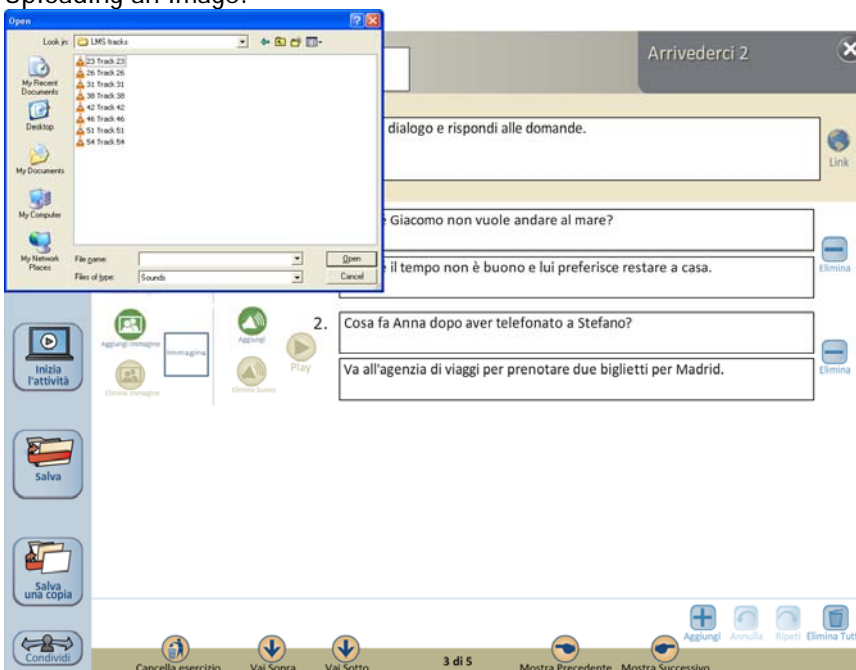
You can upload audio and image files from your computer to the CCT. The supported file types are jpg, png and gif for images, and mp3 and wav for sounds.

To upload an image / sound anywhere in the application, use these buttons.

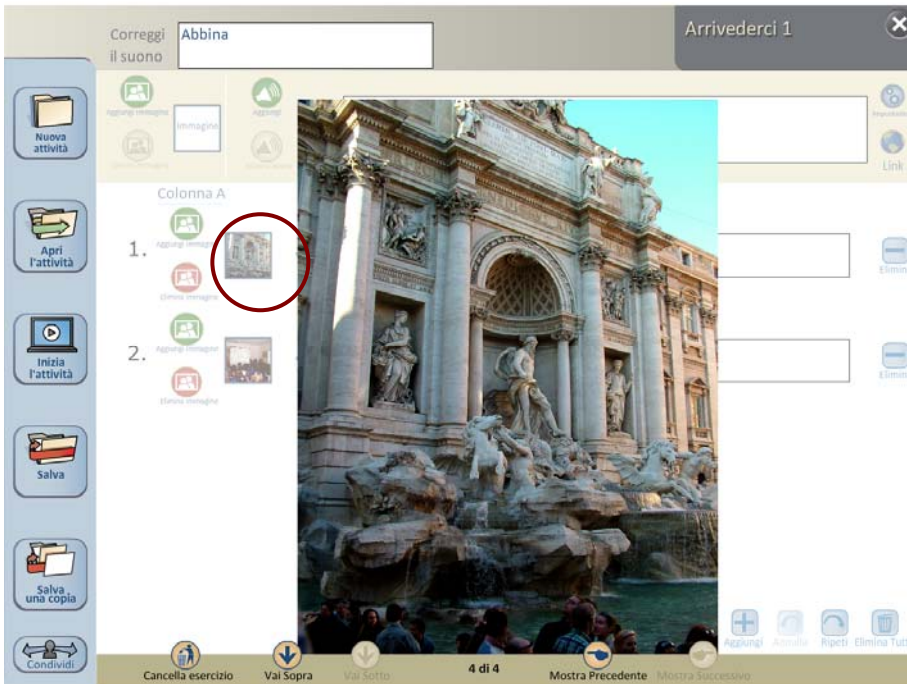


Navigate to the location of the image / sound and open it from the dialogue window.

Uploading an image:



The CCT always displays thumbnails of images. Click on an image to enlarge it, then click it again to restore thumbnail size.



Please note that thumbnails might occasionally appear “cropped”; full-size images will display correctly.

The remove image / sound buttons are only available when you have uploaded an image or sound. When no image or sound has been uploaded, they appear greyed out.



Note: uploading images and sounds that are reasonably sized and not larger than 10MB is recommended. The CCT will work with larger files, but the greater the file size, the greater the demand placed on your computer's RAM and CPU.

Creating your own audio files

The CCT will work with all properly structured audio files. For your audio creation needs, the open-source and free-to-use program *Audacity* is highly recommended. *Audacity* may be downloaded from: <http://audacity.sourceforge.net/>.

About royalty-free audio files

The CCT will play all correctly structured MP3 and WAV sounds, but it will not load sounds with incorrect sample rates. Therefore, some sounds freely available on the internet may not work. If you experience this, please try again with a different file, preferably downloaded from a different website.

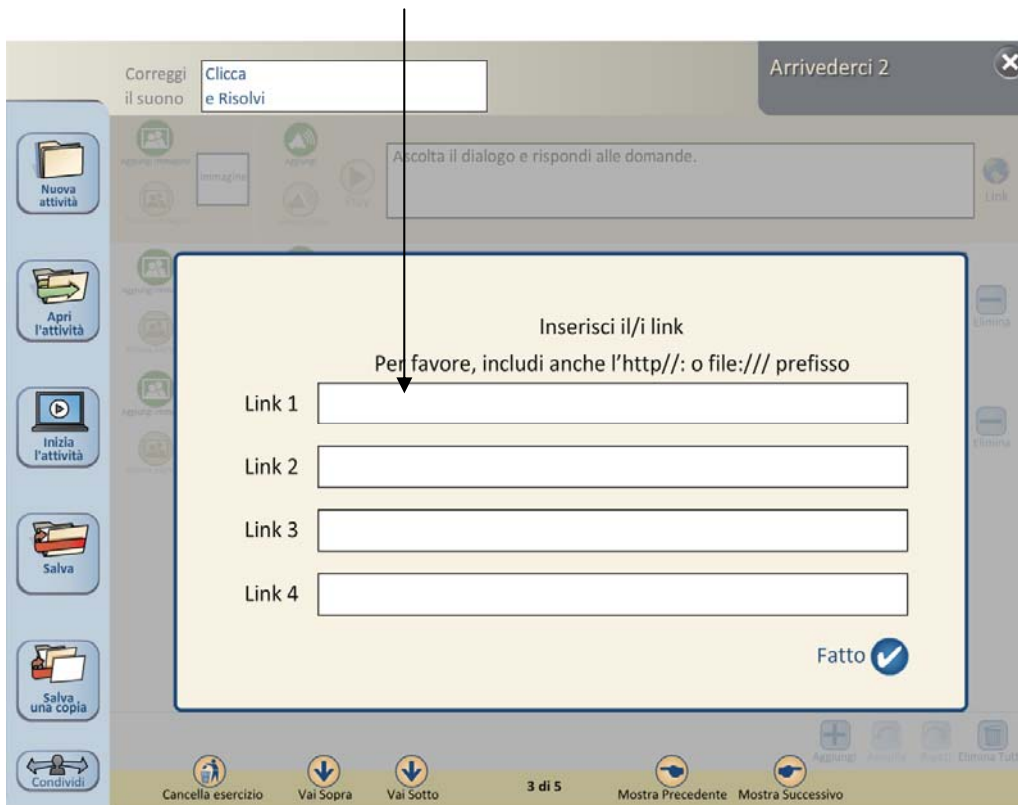
Using the LINK feature

You can include up to four links to web pages or to locally stored (e.g. videos) to accompany the tasks you create.



To do this, click on the LINK button next to the task instruction box. This will bring up the Enter Link(s) tool. Type the desired link(s) into the field(s), then click Fatto (Done).

Type the desired link(s) into the field(s), then click Fatto (Done).



Important notice:
To link to a local file, type file:/// and then enter the path to the folder where the file is contained and the filename.

If you are unsure what the path to the local file is, locate it, right-click it, select PROPERTIES and go to the DETAILS tab. Scroll down until you see the field "Path to folder". Copy the contents of that field and paste them into the CCT link field. Place your cursor at the end of the path, and add the filename with its extension.

Web links can be typed or copy-pasted into the from your web browser URL address bar. Make sure that the URL address starts with http:// e.g. <http://www.myaddress.com>.

Preview, editing, saving and sharing a task

As you have seen at page 25, the sub-menu of "Crea un'attività" has three features:



Vedi l'anteprima, correggi: click on this button to preview a task and see how it works.



Salva l'attività: Click Salva to save your task. To rename your task, please change its name in this field.

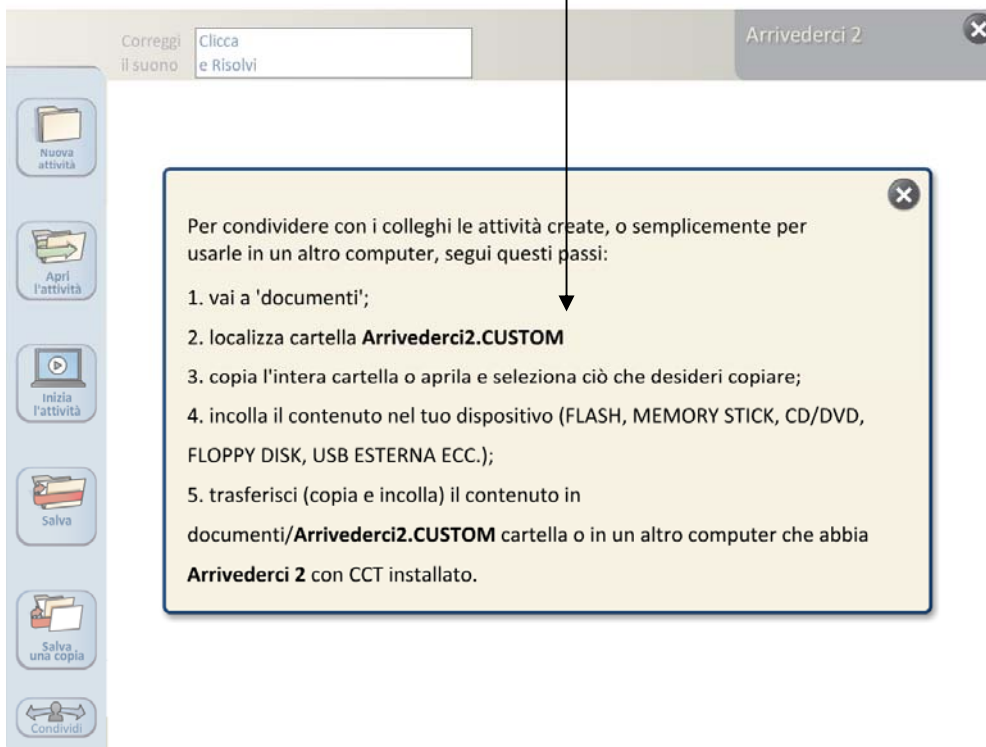


Salva una copia dell'attività: this creates a duplicate of your task so you can use it as a template to create a new one. The task will be saved with "Copy of..." in front of its current filename.



Salva e condividi l'attività: To share the tasks you have created with colleagues, or to simply use them on another machine, please follow these steps:

1. Go to DOCUMENTS.
2. Locate folder ProgettItaliano1.CUSTOM
3. COPY the whole folder or OPEN it and SELECT THE UNITS / LESSONS / TASKS you wish to COPY.
4. PASTE the content into your preferred storage device (floppy drive, external USB hard disk, etc.).
5. TRANSFER (COPY-PASTE) the content to DOCUMENTS/ Arrivederci2.CUSTOM folder on any other computer that has Arrivederci2 with CCT install led.



Accessing and using a task in the classroom

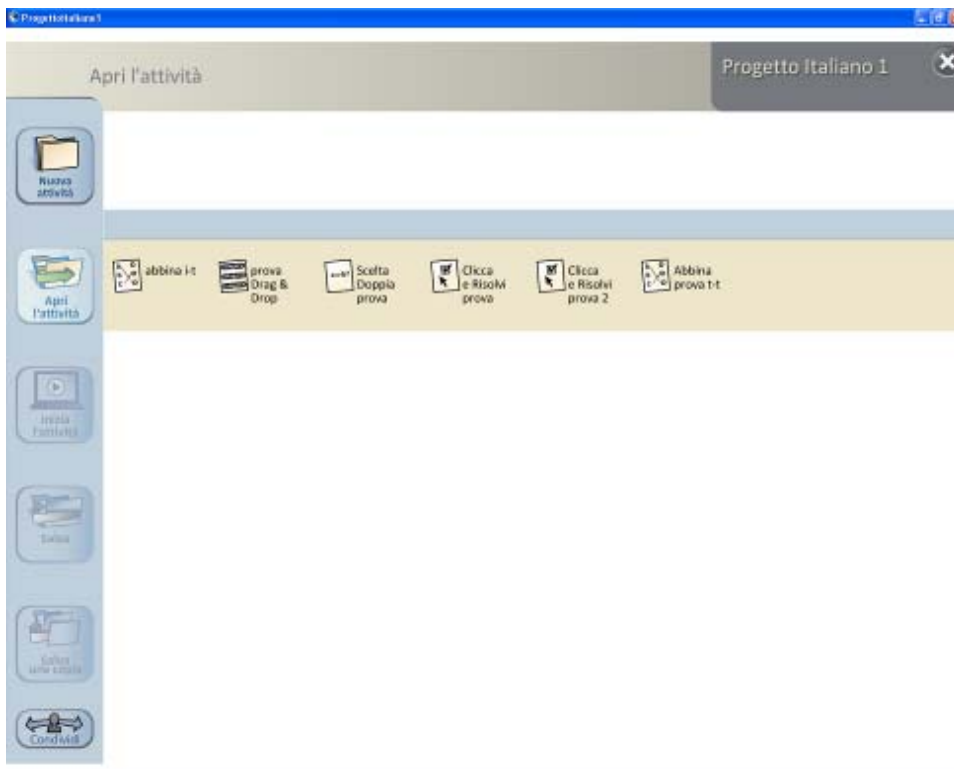
The CCT saves each task you create so that it appears with the Arrivederci! 2 task you were viewing when you accessed the CCT.

Arrivederci! 2 IWB Software
USER'S MANUAL



Tasks created with this task will become available through this button when you navigate to this task.

Similarly, tasks you create on the Table of Contents (TOC) page will be available there, and tasks you create on subsequent menu pages will be available with those pages. When you click **Apri l'attività**, the application displays a list of items you have created in this location. Click on the task you want to use.



... Enjoy the lesson!