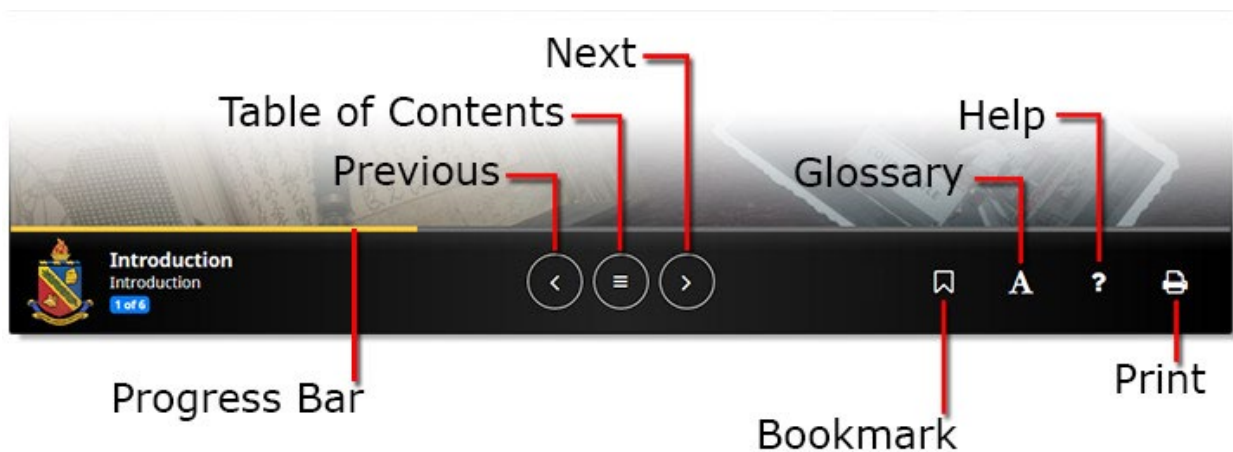# HELP on Navigation, Controls, and Course Flow

Navigation and Function Controls

The main function controls for all modules in this course are represented by icons and buttons displayed along the bottom of the screen. These are shown in Figure 1 below.
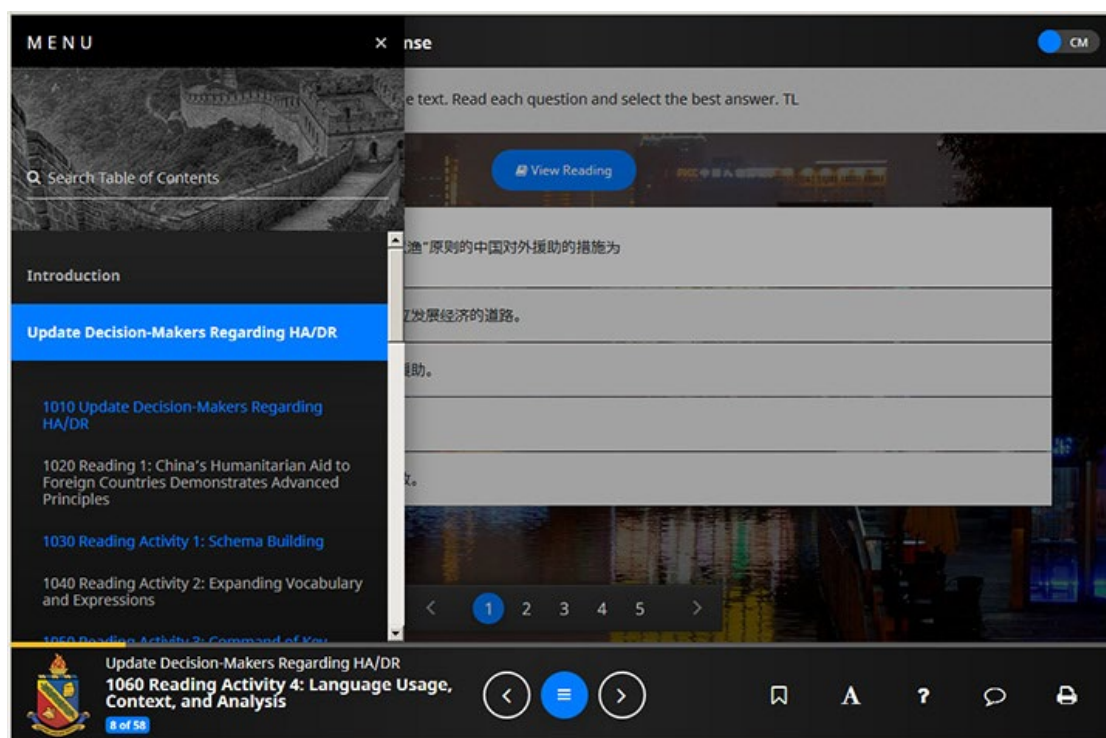
Figure 1: Navigation and Function Controls

Navigation Controls: The "Next" and "Previous" controls are represented by the two chevrons at the bottom-center of the screen. Click on the right-pointing chevron to advance to the next page; click on the left-pointing chevron to return to the previous page.

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Module Table of Contents: You can access the Table of Contents (TOC) or Menu for each module on demand, as needed. The TOC is represented by the icon highlighted in blue in Figure 2 below, positioned between the "Next" and "Previous" controls. When you click on the icon, the TOC will slide in from the left side of your screen; it will overlay a portion of the main display. When you click on the "X" at upper right in the TOC window, the TOC will close, and the main screen display will be fully visible again.

Figure 2: Module Table of Contents

You can use the TOC as a means of navigating from one section or page to another within the module. The TOC listing for the page you are currently viewing will be highlighted in blue. Listings for pages you have already viewed change color (appearing in light blue) after you have visited them. The TOC listings for all modules include these types of pages:

- Introduction
- Learning Objectives
- Two or more instructional sections (topics – one per Enabling Learning Objective), that include:
    - Reading activities
    - Listening activities
    - Practical Exercises
- Summary

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- Enrichment Resources
- Module Feedback Survey

Topic Search: You can also use the Search window provided at the top of the Table of Contents window to search for a term used in any page title in the module.

Progress Bar: The yellow Progress Bar shown in Figure 1 advances incrementally from left to right as you progress through the module. Your progress calculation is based on the number of pages you have visited, as a percentage of the total number of pages in the module. Each time you open a page for the first time, the progress bar widens. After you have visited all pages, the progress bar fills the entire width of the screen. The bar advances based on the number of pages you have visited regardless of the order in which they are visited.

The bar will also "remember" and track your cumulative progress across multiple work sessions, as long as you consistently use the same device (i.e., PC or mobile device).

Bookmark: This capability enables you to highlight or select any passage of text, save the selected text as a bookmark, and return to that selection for later reference by clicking on the bookmark title.
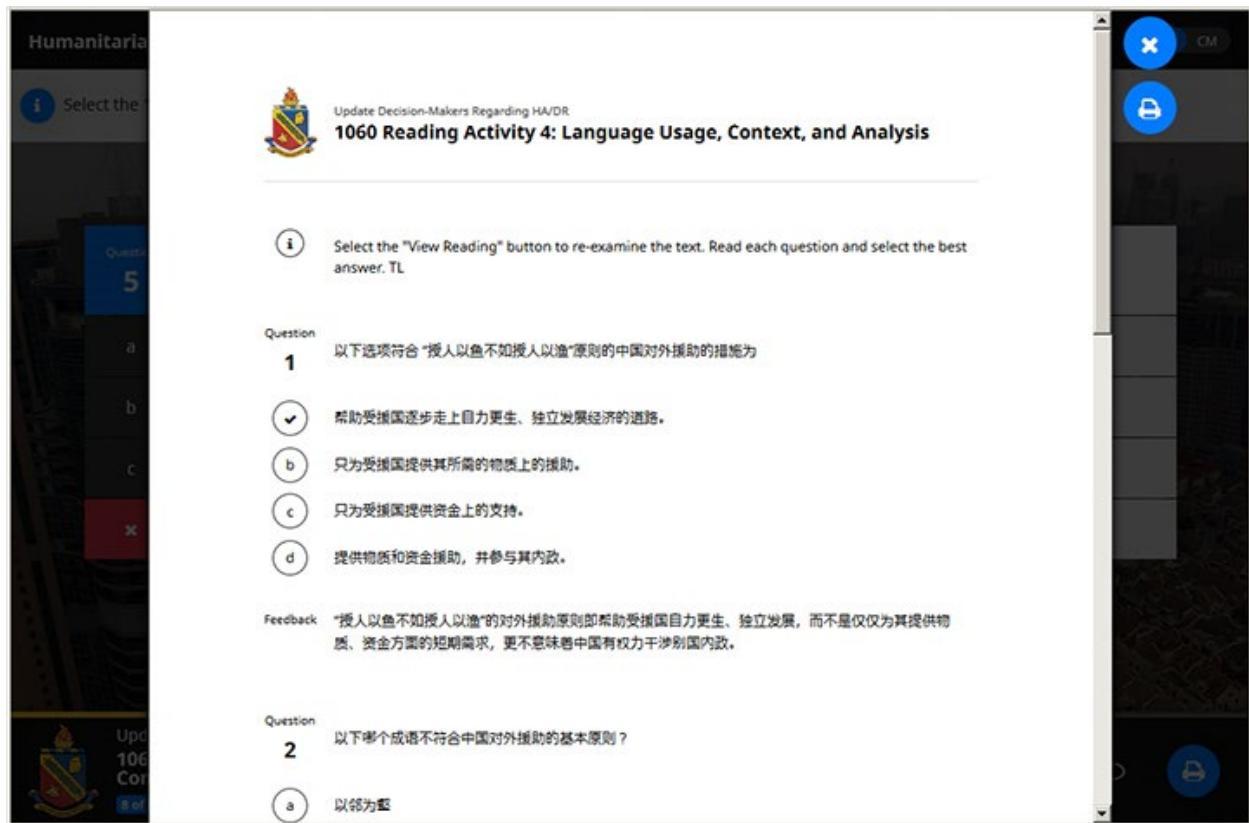
Glossary: A searchable, alphabetical Glossary of terms is displayed on demand. When you select it from the function bar, the Glossary panel slides in from the right and partially overlays the right side of the screen. You can perform a word search either in the native language or in English. The Glossary is composed of acronyms and low-frequency vocabulary, and includes definitions, word classifications, technical terminology, and other unique terms that appear in the modules.

You can access the Glossary at any time, except when you are taking the Module Assessment. When you click on the "X" at upper right in the Glossary window, it will close, and the main screen display will be fully visible again.

Help: The Help function is also accessed from the navigation/function bar. Help topics include information about system and setup requirements, troubleshooting common problems with the courseware, administrative information for the course, and a link to language-related enrichment resources for supplemental reference. A section that gives image attribution information for the photos shown in the module is also available.

Print: Selecting the Print button enables you to print the module page that is displayed on your screen at the time. You will be able to see on the printed page any answer selections you have made on activity screens with multiple choice or true/false questions. An example is illustrated in Figure 3 below. Non-essential content on the page (such as a background photo image) will not show in Print Preview and will not print.

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Figure 3: Print Preview

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Course I: Hindi
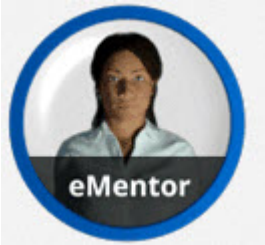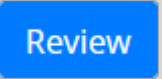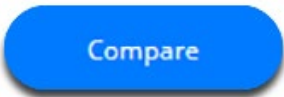Course I: Persian Farsi

Additional Icons and Buttons

Figure 4 below shows additional buttons and icons specific to certain instructional activities. The buttons and icons available may change based on the type of activity.

For example, you will see the View Reading icon only on the pages of Reading activities where you need to review an authentic material text in order to answer questions about terms or concepts contained in the material. Some buttons or icons may only be available after you progress to a given point in the activity or select an answer to a question.

Figure 4: Activity Buttons and Icons

Activity Buttons and Icons	
EN	Toggle from text displayed in the native language to an English translation
JA	Toggle from text displayed in English to the native language *[Japanese in this example]*
▶ 0:00 / 0:00 🔊	Audio media control bar - play/pause; time counter; adjust volume
▶ 0:00 / 0:00 🔊 ⛶	Video media control bar - play/pause; time counter; adjust volume; maximize/minimize video player display size
[keyboard icon]	Select to open a native language keyboard to enter a typed response
Submit	Select to submit answers to instructional exercise or Module Assessment questions
eMentor	Appears at bottom-right of a page when the eMentor has relevant information to share with you. After the eMentor icon is clicked upon, a window opens showing the eMentor Note content for reading or printing for future reference.
Review	Provides access to feedback on Practical Exercise results and Module Assessment results
Compare	Select to compare learner's answer to a suggested schoolhouse solution.

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Course Flow

The Course Map shown in Figure 5 below provides a visual representation of the instructional flow for ALEC Course I: Hindi and Course I: Persian Farsi. These courses share a common topical structure.

Figure 5: ALEC Course I: Hindi and Course I: Persian Farsi – Course Map