



# USER GUIDE

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## Introduction

(Cory Morewitz)

**Et tu Brute?** Welcome to CESR! The Color Enhanced Slash Reader is the latest and greatest way to learn parts of speech and increase reading speed and comprehension. With our easy to use, comprehensive web application, you'll find it impossible not to improve your grammar, reading speed, and comprehension.

All over the country, English as a Second Language students are struggling to learn different parts of speech and increase their reading speed and comprehension. This problem is epidemic. The majority of ESL students read below the normal level, and because of this, they end up having to repeat classes.

Current part of speech taggers only allow for display, you can't change the tag if it's incorrect. CESR, making use of our innovative COLR module, solves this problem by providing edit functionality; no longer will you go through life thinking something is a noun when it's not! Breeze through viewing different parts of speech one at a time or mark them all and check your knowledge.

CESR's Slash module breaks text into thought groups which then allows you to read them at your leisure or feed them into the Slash Reader. Other speed readers teach you to read word by word. That may increase your reading speed, but all that you're accomplishing is finishing your reading more quickly so you can start over, because your comprehension stays low. CESR teaches you to read words in groups (lexical bundles), this increases reading speed AND comprehension.

Instructors, you'll love making use of the edit and save functionality. Instead of tediously writing sentences on the boards and wasting time identifying parts of speech, then starting over for the next class, you can mark up a document, save it, and use it for every class! You can devote more time to teaching your students instead of just setting up to do so. It saves time, and allows for reusability through the years. CESR's Slash module will allow you to enhance your student's reading ability by teaching the slash reading concept, while the Slash Reader module will allow you to track your student's progress through the semester.

Students, you may be asking, 'What's in this for me?' Science has shown that color can help increase memorization and comprehension. Using the COLR module you can begin to really grasp different parts of speech and your recognition of them. The Slash Reader module will allow your reading speed and comprehension to grow by leaps and bounds. CESR will not only increase your reading capabilities, it will also increase the enjoyment you get from reading. CESR will make reading fun again.

To begin your journey, simply visit <http://esl-clash.cs.odu.edu/>, and render unto CESR the things that are CESR'S! Or, you know, just type in the username and password you've been provided. From there, follow the easy steps explained below depending on your account type and enjoy!

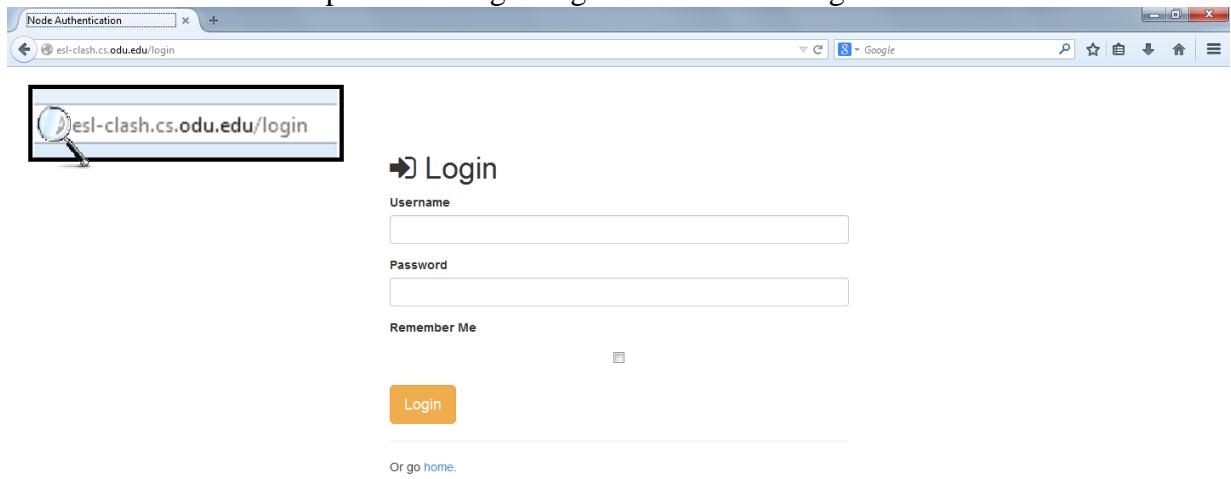
## Setup

### Login

---

This section of the user manual provides step by step instructions for logging into the CESR system. CESR has three levels of user access available: student, instructor and administrator. Students shall login using only the user credentials provided to them in order for statistics pertaining to their reading performance to be logged. Instructions pertaining to functions for each level of user access are located in subsequent sections per the table of contents. Let's begin!

1. Open your web-browser and type in the URL bar <http://esl-clash.cs.odu.edu/>  
An example of the Login Page is shown in the figure below.



2. Enter your username and password then click login.
3. Follow the instructions throughout the remainder of this manual as applicable to your user accounts access level and enjoy using CESR!
4. Remember to logout when you're finished by following the instructions in the Conclusion section of this manual.

## Student

### Select Reading from library (Ali Albattah)

The “Student View” will load

An example of the “Student View” is shown in the figure below.

The screenshot shows a web-based application window titled "esl-dash.cs.odu.edu". At the top, there are two tabs: "Read" and "Statistic". On the right side of the header is a "Logout" button. The main content area has a blue header bar with the text "Please select a document." Below this, there is a logo for "CESR" featuring four stylized human figures in red, green, blue, and yellow. Underneath the logo is a dropdown menu labeled "Select a class" with a small arrow icon. The dropdown menu lists several options: "Select your Class", "Start Read", and a list of reading types: "Parts-of-speech", "Vocabulary", "Stress", "Lexical Bundles", "S/la/sh", and "Change Slash to CR".

#### 1. Select Reading from library

- From Drop Down Menu, Select a class.

An example of clicking on the class “spanish” is shown in the figure below.

This screenshot is identical to the one above, but the "spanish" option in the "Select a class" dropdown menu is highlighted with a blue selection bar, indicating it has been chosen.

(Continued On Next Page)

### b. From Drop Down Menu, Select a File.

An example of clicking on the “New federal guidelines” is shown in the figure below.

The screenshot shows the CESR software interface. At the top, there are tabs for "Read" and "Statistic". On the right, there is a "Logout" button. The main area features a logo with the letters "CESR" in a stylized font. Below the logo, there is a dropdown menu with the following options: "spanish", "New federal guidelines", "Select a file", "Chinese electric cars", "Climate Regions of the Globe", "Climate Regions of the Globe2", "myfile", "New federal guidelines", "Newly Andris Nelsons Makes New", "sada", "test save 2", and "The Look of Love Is in the Dog's". The "New federal guidelines" option is currently selected. To the right of the dropdown, there is a large text area containing several paragraphs of text. The first paragraph discusses the Obama administration's release of guidelines for English-language learners. The second paragraph quotes administration officials about the future of education for these students. The third paragraph discusses the letter's timing relative to public debate and executive action. The text is presented in a conversational style with punctuation and capitalization.

The Obama administration released guidelines Wednesday / that highlight the civil rights / of students learning English / as a second language, / who under federal law are guaranteed targeted help / and a high-quality public education. /

There are / about 5 million English-language learners / in the United States, / or about 9 percent / of all public school students, / and the number is increasing. / So, too, / are the number / of civil rights complaints concerning English learners, / according to the Education Department, / while national test scores / and other data show a persistent achievement gap / between native English speakers / and those learning English / as a second language. /

"It is crucial / to the future / of our nation that these students, / and all students, / have equal access / to a high-quality education / and the opportunity / to achieve their full academic potential, /" administration officials wrote / in an open letter / to the nation's educators. / The letter was signed / by Catherine E. Lhamon, / the Education Department's assistant secretary / for civil rights, / and Vanita Gupta, / acting assistant attorney general / for civil rights / in the Justice Department. /

The letter comes / amid public debate / about schools' responsibility / to serve the thousands / of unaccompanied and undocumented minors who havestreamed / across the border / in the past year. / It also follows President Obama's executive action / to allow nearly 5 million undocumented immigrants / to remain in the United States. / Some English learners are immigrants: / many others are the children / of

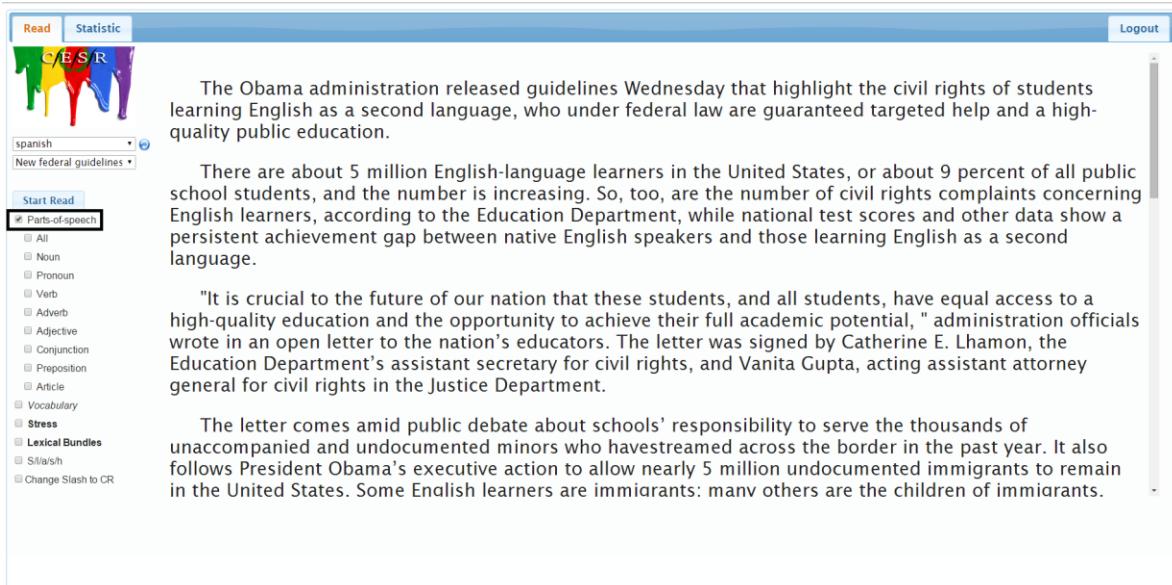
(Space Left Intentionally Blank)

## Select Mode Colored paragraph (Ali Albattah)

### 2. Select Mode Colored paragraph

Student toggles “Part-of-speech” to select Mode Colored paragraph to color every part of speech with a unique color.

An example of toggling on the “Part-of-speech” is shown in the figure below.



The screenshot shows the CESR software interface. On the left, there's a sidebar with a logo, language selection (spanish), and a dropdown for 'New federal guidelines'. Below these are buttons for 'Start Read' and 'Parts-of-speech'. Under 'Parts-of-speech', 'Noun' is checked, while 'Verb', 'Adjective', etc., are unchecked. The main content area displays a news article about English-language learners. The text is colored according to the selected part-of-speech: nouns are blue, verbs are red, adjectives are green, and so on. The text reads:

The Obama administration released guidelines Wednesday that highlight the civil rights of students learning English as a second language, who under federal law are guaranteed targeted help and a high-quality public education.

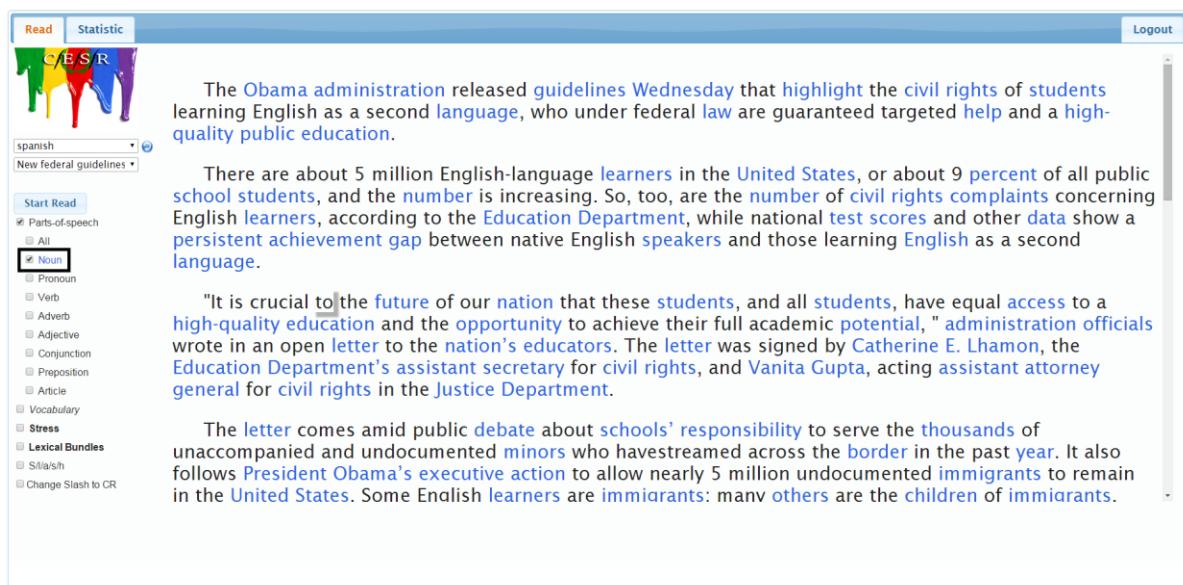
There are about 5 million English-language learners in the United States, or about 9 percent of all public school students, and the number is increasing. So, too, are the number of civil rights complaints concerning English learners, according to the Education Department, while national test scores and other data show a persistent achievement gap between native English speakers and those learning English as a second language.

"It is crucial to the future of our nation that these students, and all students, have equal access to a high-quality education and the opportunity to achieve their full academic potential," administration officials wrote in an open letter to the nation's educators. The letter was signed by Catherine E. Lhamon, the Education Department's assistant secretary for civil rights, and Vanita Gupta, acting assistant attorney general for civil rights in the Justice Department.

The letter comes amid public debate about schools' responsibility to serve the thousands of unaccompanied and undocumented minors who have streamed across the border in the past year. It also follows President Obama's executive action to allow nearly 5 million undocumented immigrants to remain in the United States. Some English learners are immigrants: many others are the children of immigrants.

- a. Student toggles “Noun” to color all the nouns.

An example of toggling on the “Noun” is shown in the figure below.



The screenshot shows the CESR software interface. The sidebar and main content area are identical to the previous screenshot, but the 'Parts-of-speech' menu has been modified. Now, only 'Noun' is checked, while 'Verb', 'Adjective', etc., are unchecked. The text in the main content area is now entirely blue, indicating that only nouns are being highlighted. The text reads:

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b. Student toggles “Noun and Adverb” to color all the nouns and adverbs.

An example of toggling on the “Noun and adverb” is shown in the figure below.

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c. Student toggles “Noun, Adverb, and Adjective” to color all the nouns, adverbs, and adjectives.

An example of toggling on the “Noun, Adverb, and Adjective” is shown in the figure below.

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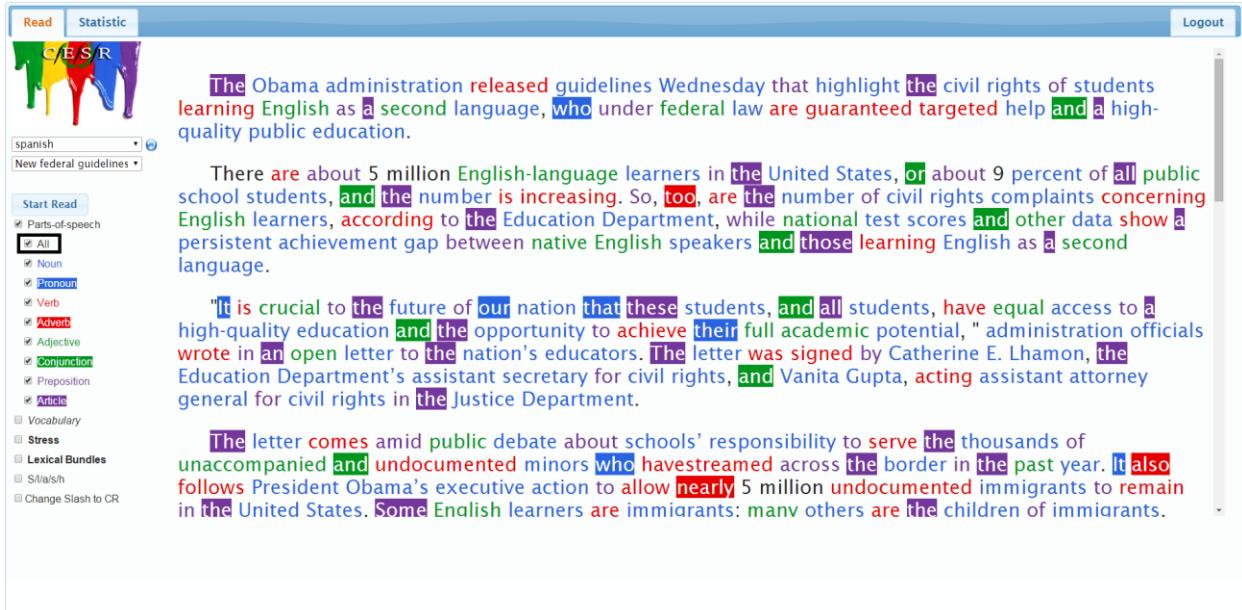
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d. Student toggles “All” to color all the part of speech.

An example of toggling on the “All” is shown in the figure below.



The screenshot shows the CESR software interface. At the top, there are tabs for "Read" and "Statistic". On the right side, there is a "Logout" button. The main area displays a text document with parts of speech highlighted in different colors: red for verbs, green for nouns, blue for pronouns, purple for adjectives, and yellow for adverbs. A sidebar on the left contains a logo for "C/E/S/R" with a colorful paint splatter design. Below the logo are dropdown menus for "spanish" and "New federal guidelines". A "Start Read" button is followed by a list of parts-of-speech checkboxes, with "All" checked. Other options include Noun, Pronoun, Verb, Adverb, Adjective, Conjunction, Preposition, Article, Vocabulary, Stress, Lexical Bundles, Slangs, and Change Slash to CR. The text in the main area discusses the Obama administration's guidelines for English-language learners, mentioning civil rights, achievement gaps, and immigrant students.

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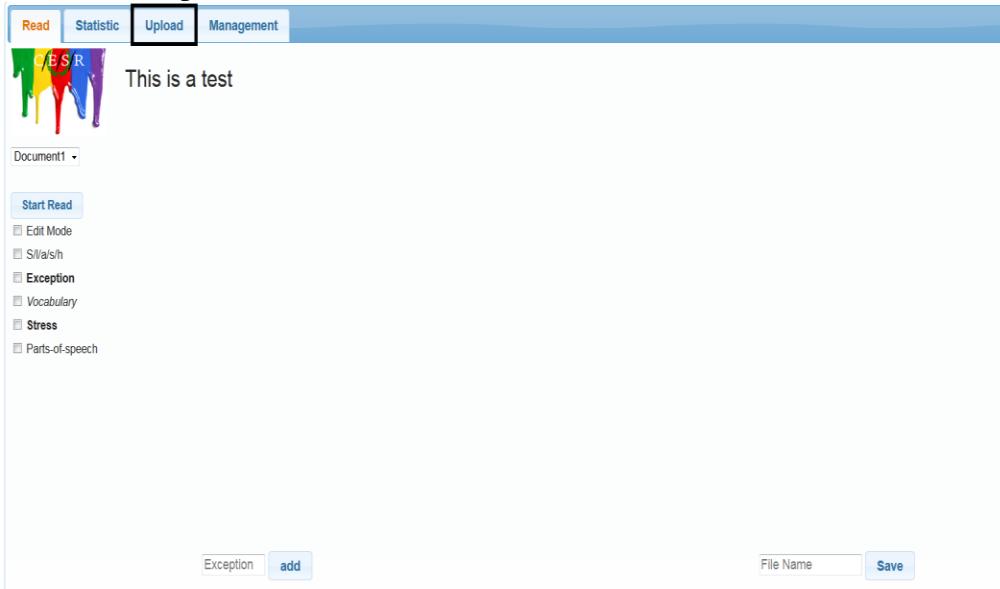
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## Student

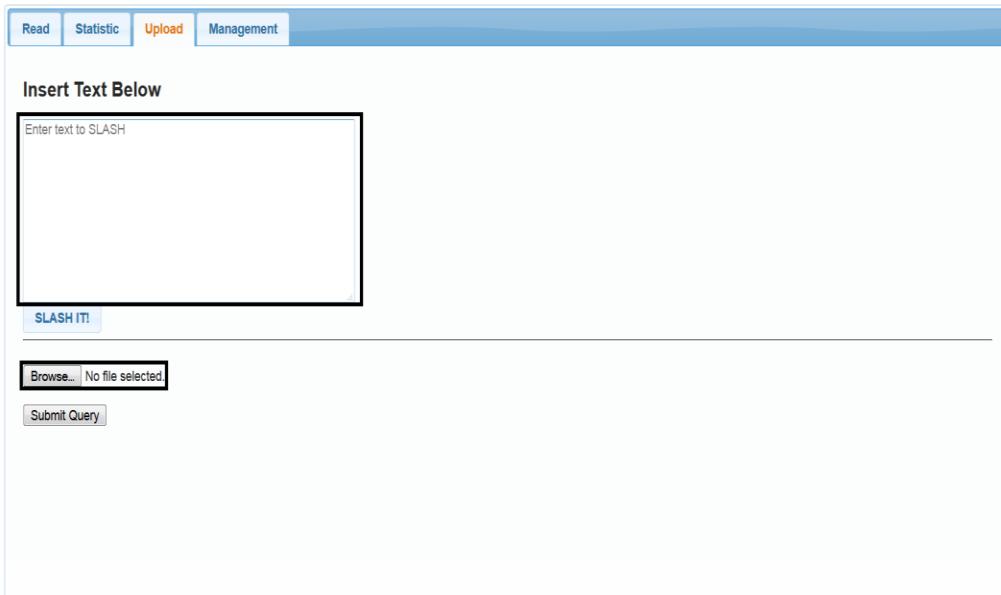
### Slashed Text (Andrew Chverchko)

1. Type in the URL bar <http://esl-clash.cs.odu.edu/>
2. Login under a student account
3. Select the upload tab



The screenshot shows the CESR software interface. The top navigation bar has tabs: Read (highlighted in orange), Statistic, Upload (highlighted in black), and Management. Below the tabs, there's a logo and the text "This is a test". A sidebar on the left contains a dropdown menu labeled "Document1" and a list of options: Start Read, Edit Mode, Slash, Exception, Vocabulary, Stress, and Parts-of-speech. At the bottom of the interface, there are buttons for "Exception", "add", "File Name", and "Save".

4. Select either the text field to input a sentence or select the file upload button called “Browse”



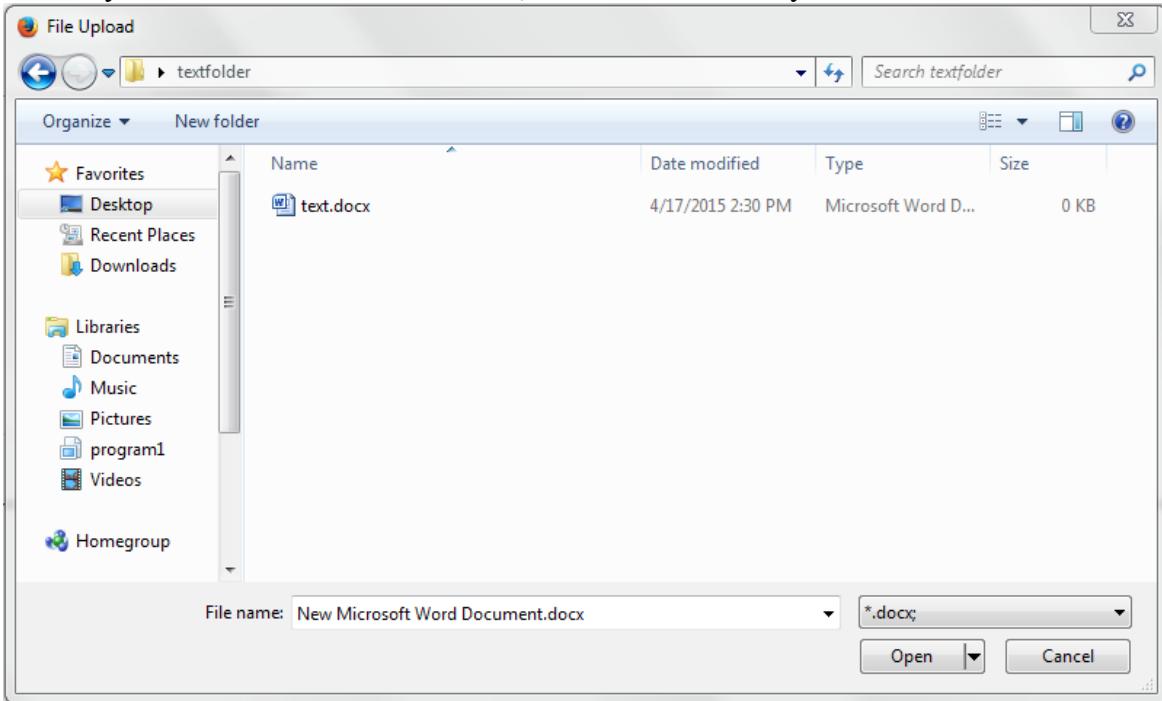
The screenshot shows the CESR software interface. The top navigation bar has tabs: Read, Statistic, Upload (highlighted in orange), and Management. Below the tabs, there's a large text input field with the placeholder "Enter text to SLASH". Below the input field is a button labeled "SLASH IT!". Further down, there's a file upload section with a "Browse..." button and a message "No file selected.". At the bottom, there's a "Submit Query" button.

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4a. if you chose the text field, then press the “Slash IT!” button

The screenshot shows a web-based application interface. At the top, there is a blue header bar with four tabs: "Read", "Statistic", "Upload" (which is highlighted in orange), and "Management". Below the header, the main content area has a title "Insert Text Below". A text input field contains the text "The rain in Spain is plain". Below the input field is a button labeled "SLASH IT!". Further down, there is a "Browse..." button with the text "No file selected." and a "Submit Query" button.

4b. If you choose the “Browse” button, Select the filename you want to use



4b. After you select the file, press the “Submit Query” button

Read Statistic Upload Management

**Insert Text Below**

The rain in Spain is plain

**SLASH IT!**

---

text.docx

5. To view the slashed version of the text, you select the “S/l/a/s/h” checkbox

Read Statistic Upload Management



The rain in Spain is plain

Document1 ▾

Edit Mode  
 S/l/a/s/h  
 Exception  
 Vocabulary  
 Stress  
 Parts-of-speech

Exception

File Name

(Continued On Next Page)

## 6. Slashes can be seen inside the text

The screenshot shows the CESR software interface. At the top, there is a blue header bar with four tabs: "Read" (which is highlighted in orange), "Statistic", "Upload", and "Management". Below the header is a logo consisting of the letters "CESR" in white on a colorful background of red, yellow, green, and blue. To the right of the logo, the text "The rain / in Spain is plain" is displayed, with a cursor positioned at the first slash. On the left side of the main area, there is a sidebar with the title "Document1" followed by a dropdown arrow. Below this are several buttons: "Start Read" (blue), "Edit Mode" (disabled), "S/l/a/s/h" (checked), "Exception" (checked), "Vocabulary" (disabled), "Stress" (disabled), and "Parts-of-speech" (disabled). At the bottom of the main area, there are two buttons: "Exception" and "add". To the right, there is a "File Name" input field and a "Save" button.

## Slashed Exceptions (Andrew Chverchko)

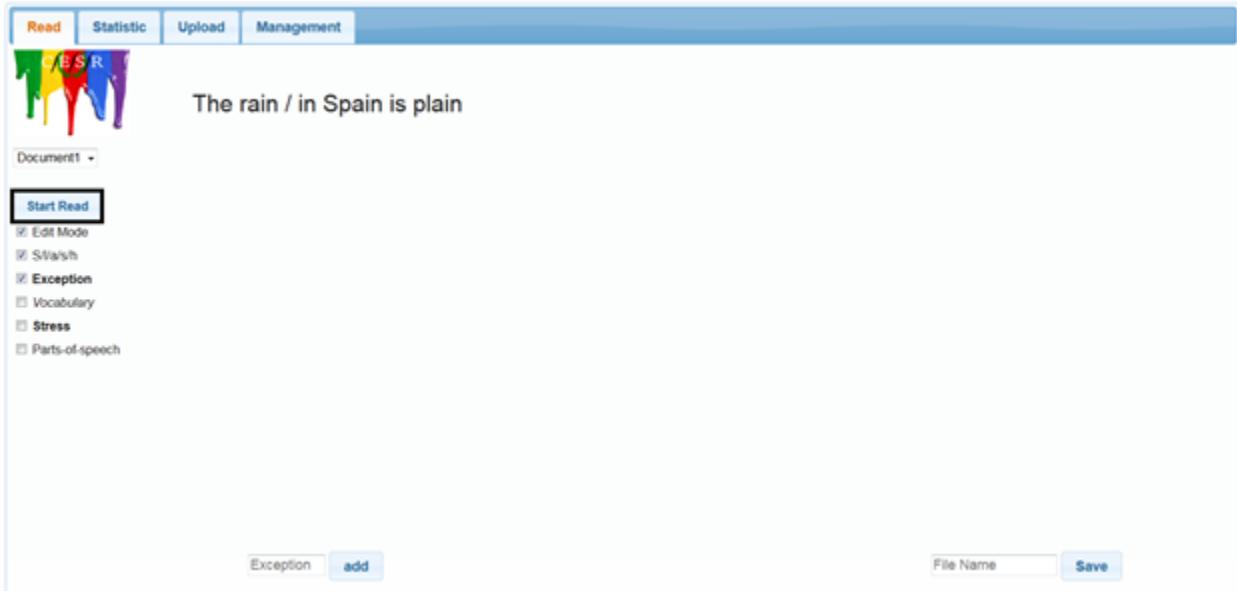
- 
1. Perform steps 1-6 of preceding Slashed Text
  2. Click the “Exception” checkbox to view the exceptions

This screenshot is identical to the one above it, but the "Exception" checkbox in the sidebar has been selected, indicated by a black border around the checkbox and the word "Exception" being bolded. All other options in the sidebar remain disabled.

## Slash Reader (Andrew Chverchko)

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1. Repeat steps 1-4 of Slashed text with any account type
2. Press the “Start Read” button



3. The text will display and automatically play the text



(Continued On Next Page)

4. The Slash player has a number of controls explained in the chart below



Function:	Button:
Play/Pause	Spacebar
Speed increase/decrease	"Up" and "Down" arrow buttons
move forward/backward in the text	"Left" and "Right" arrow buttons
Settings	"S" button
Exit	"Escape" or "ESC" button

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## Instructor

### General

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This section of the user manual provides step by step instructions for tasks available to instructor level accounts. To begin login to your instructor account per the instructions in the Setup section.

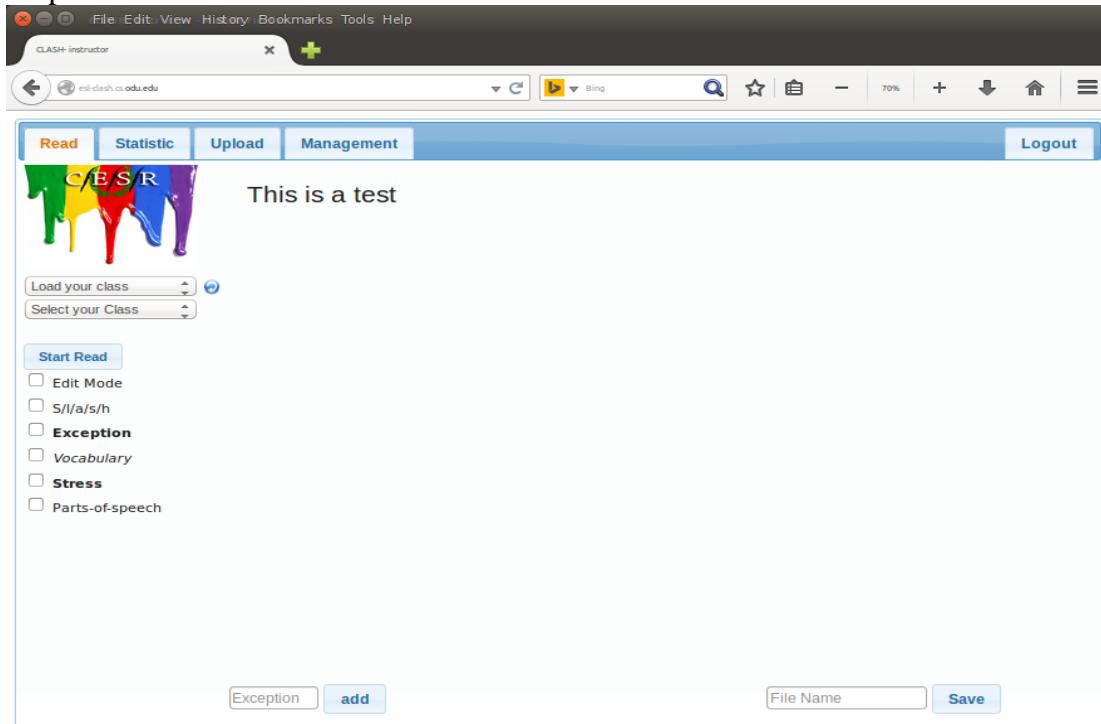
### View the Document Library (James Ward)

---

There are two paths an instructor can take to view the documents in the library. Both paths are documented herein. The first path is similar to the one used by student level account users and is performed from the Read tab. The other path is via the Management tab and its instructions are covered below the first.

Option 1 To view the documents library.

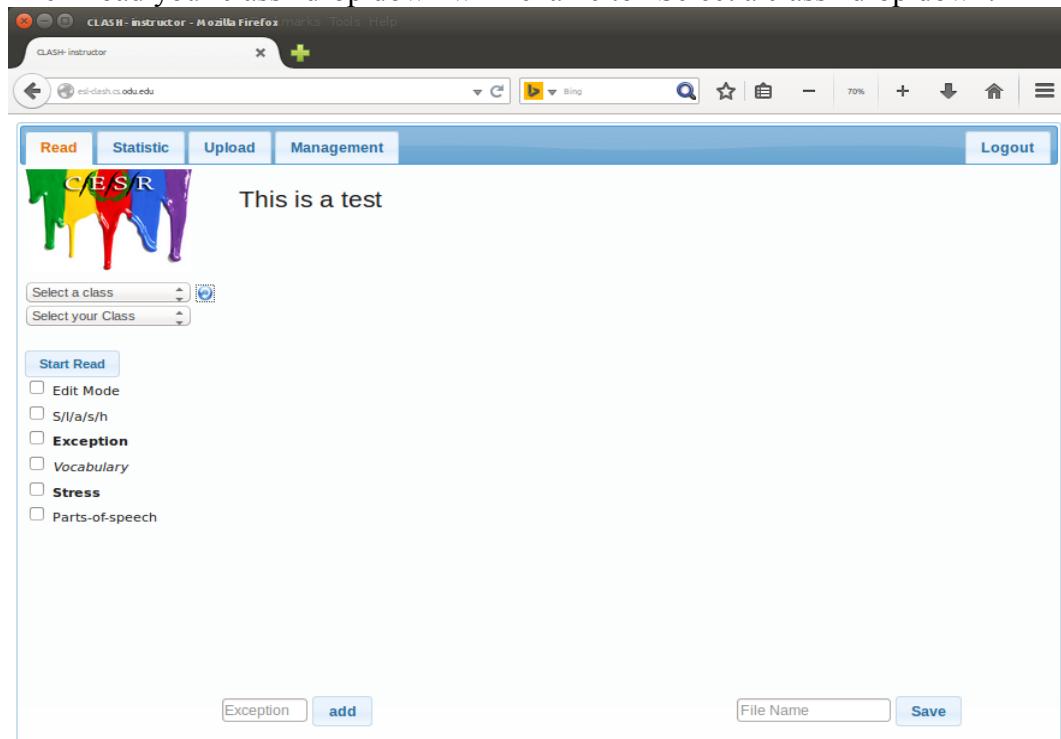
- Upon login click the blue circular refresh button to the right of the “Load your class” drop down.



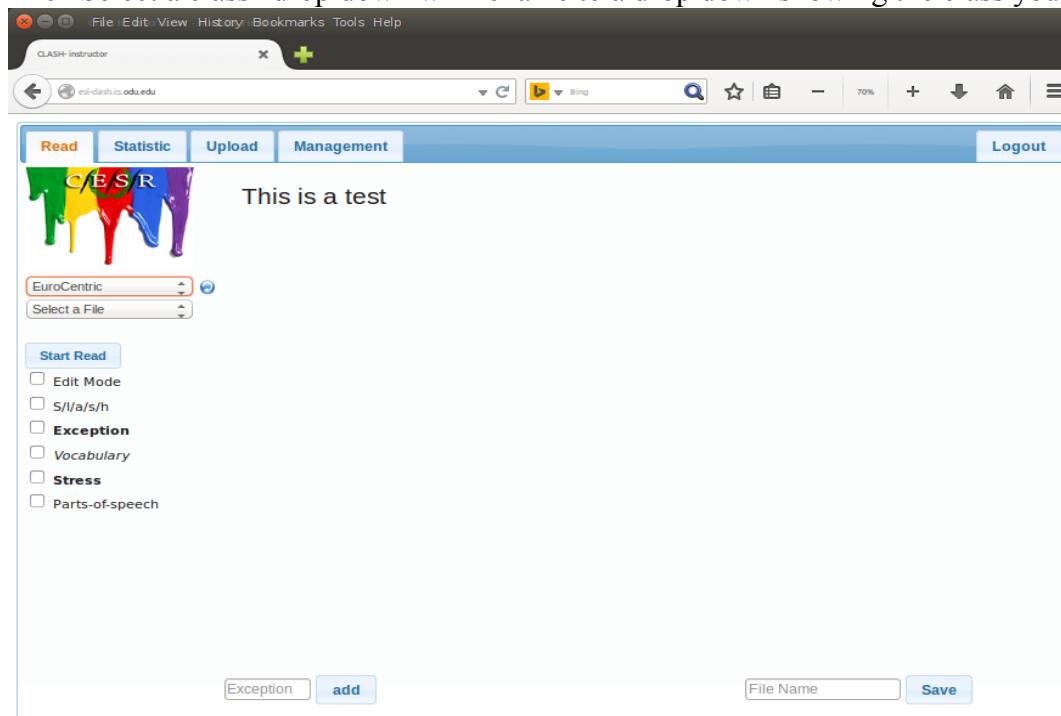
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2. The “Load your class” drop down will rename to “Select a class” drop down.



3. Click the “Select a class” drop down and choose a class.
4. The “Select a class” drop down will rename to a drop down showing the class you chose.



5. Next click the drop down for select a file. This list is the documents library.

Option 2 To view the documents library.

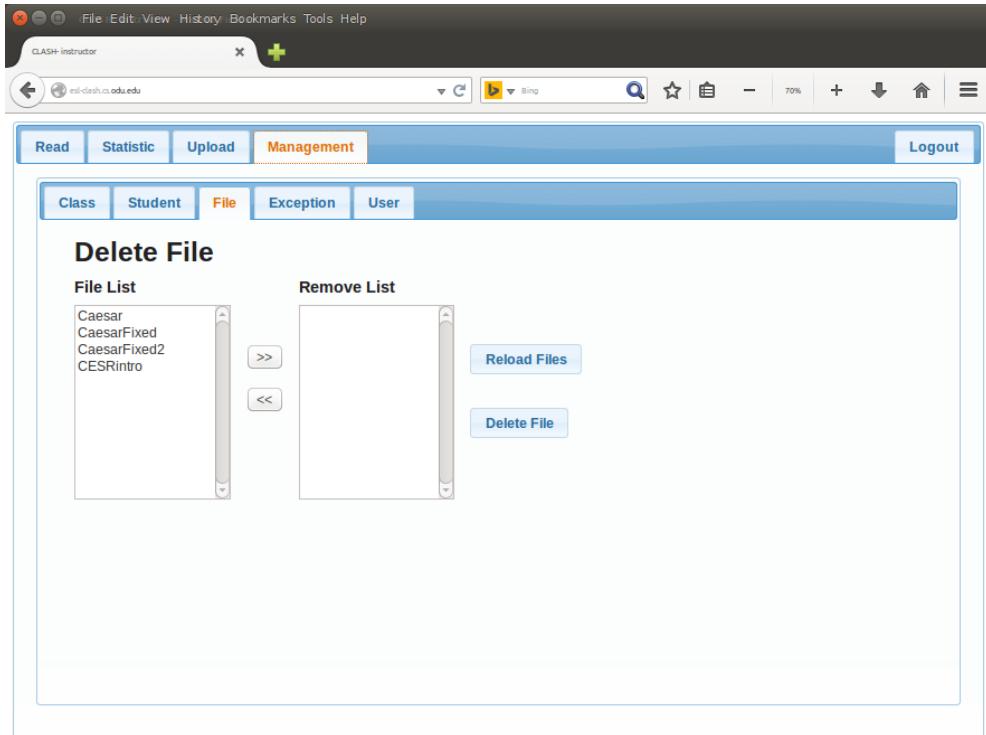
1. Click on the management tab.

The screenshot shows a web browser window titled "CLASH+ instructor". The address bar displays "esi-dash.cs.odu.edu". The top navigation bar includes links for File, Edit, View, History, Bookmarks, Tools, and Help. Below the address bar is a toolbar with icons for Back, Forward, Stop, Refresh, Bing search, Favorites, Home, and a menu icon. The main menu bar has tabs for Read, Statistic, Upload, Management (which is highlighted in orange), and Logout. Under the Management tab, there are sub-tabs for Class, Student, File, Exception, and User. The "Class" tab is selected. On the left, a "Create Class" form contains fields for CRN, Class Name, Instructor (optional), and a "Create Class" button. On the right, a "Class Management" section titled "Class List" shows a list of classes: "Class 1" and "Class 2". It includes "Reload Class" and "Delete Class" buttons.

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2. Click on the File sub-tab.



### Open Document (James Ward)

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1. Click on the Read tab.
2. To open a document follow the instructions above for “Option 1 To view the documents library”. At step 5 click on a document name to read or edit that document.

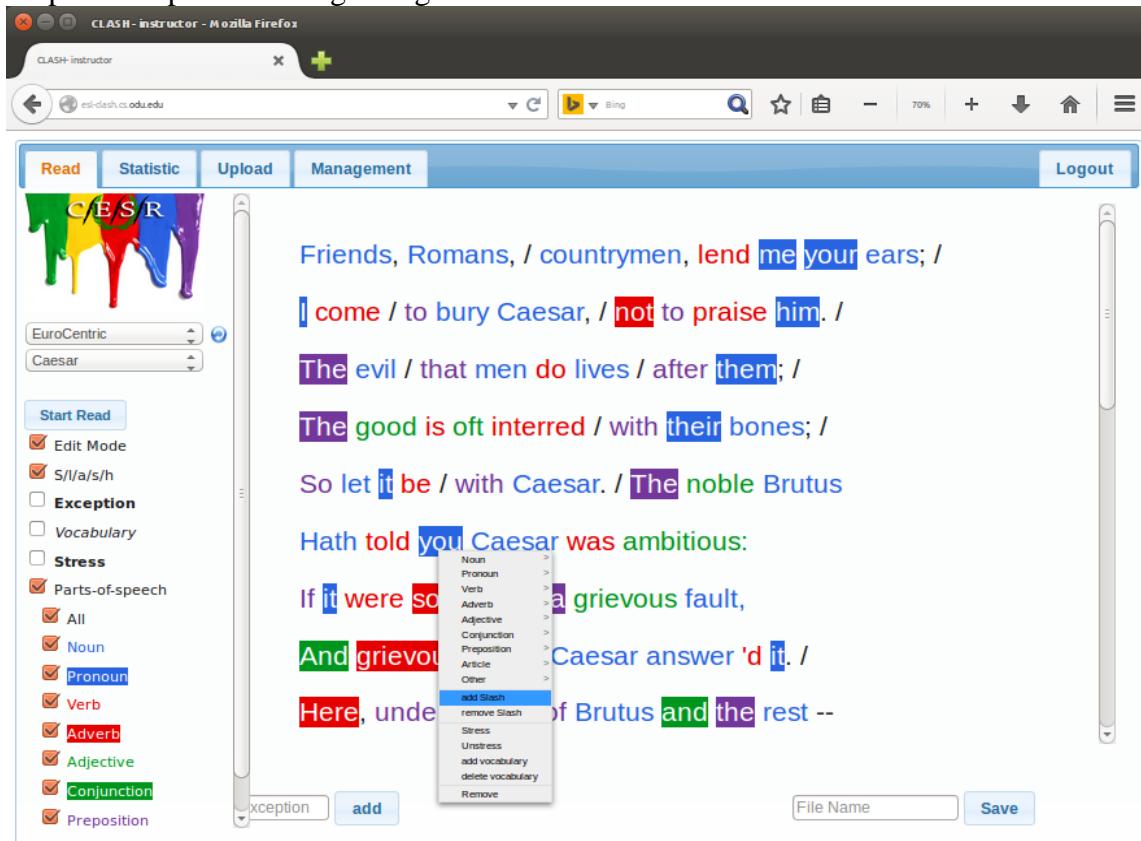
### Edit Document (James Ward)

---

Note - the editing system in CESR is functional but persnickety (like Canadians). To successfully edit documents in CESR you may need to toggle checkboxes off then on again if they have been previously selected.

1. To Edit a document in the library first open the document per the Open Document steps above.
2. Next click the check boxes for “S/l/a/s/h” and “Parts-of-speech”.
3. Click the checkbox for “All”
4. Click the checkbox for “Edit Mode”.

5. Review the document for errors. Where an error has been made right click the word and a drop down opens allowing changes to be made.



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6. After changes are made enter a new document name and click save.

The screenshot shows the CLASH+ software interface. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with a green plus sign icon, a search bar with 'Bing', and various browser-like controls. The main window has tabs for Read, Statistic, Upload, Management, and Logout. On the left, there's a sidebar with a CESR logo, dropdown menus for 'EuroCentric' and 'Caesar', and checkboxes for Start Read, Edit Mode, S/l/a/s/h, Exception, Vocabulary, Stress, and Parts-of-speech. The main content area contains the text of Shakespeare's 'Julius Caesar' speech:

Friends, Romans, / countrymen, lend me your ears; /  
I come / to bury Caesar, / not to praise him. /  
The evil / that men do lives / after them; /  
The good is oft interred / with their bones; /  
So let it be / with Caesar. / The noble Brutus  
Hath told you Caesar was ambitious:  
If it were so, / it was a grievous fault,  
And grievously hath Caesar answer'd it. /  
Here, under leave / of Brutus and the rest --

At the bottom, there are buttons for Exception, add, CaesarFixed, and Save.

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## Add Document to the Library (James Ward)

---

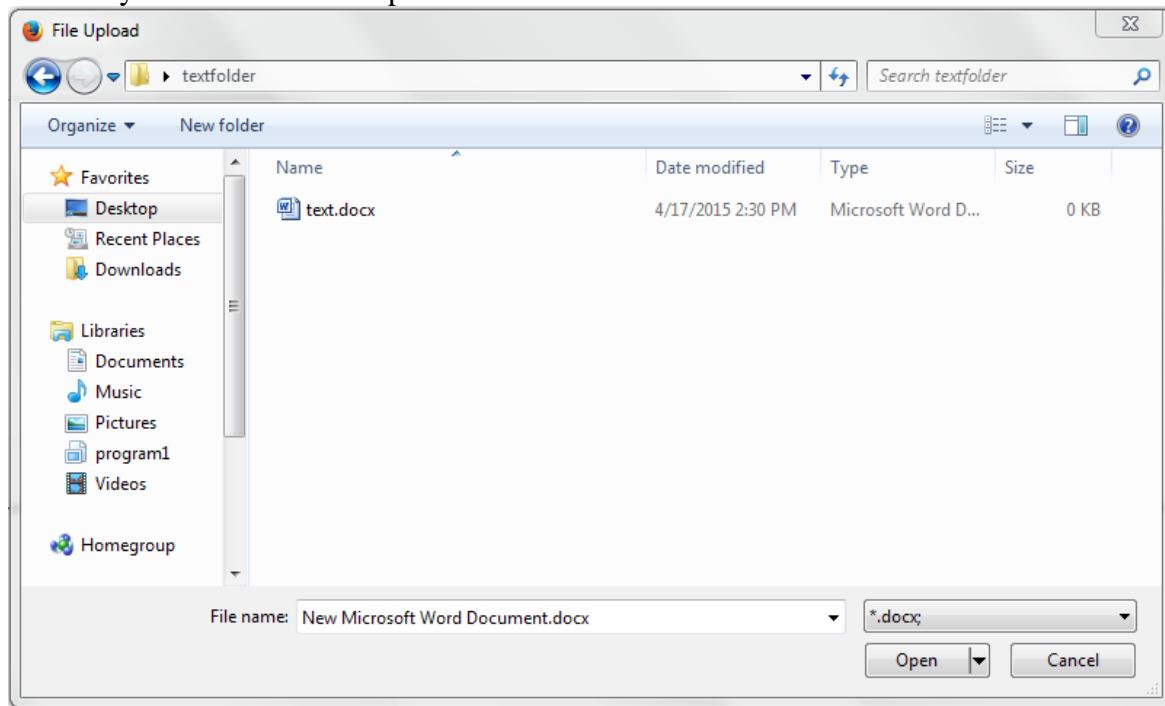
1. Click the Upload tab

The screenshot shows a user interface for adding a document. At the top, there is a blue navigation bar with tabs: 'Read', 'Statistic', 'Upload' (which is highlighted in orange), and 'Management'. Below the navigation bar, the main area has a title 'Insert Text Below' and a large text input field containing the placeholder 'Enter text to SLASH'. At the bottom of this section is a blue button labeled 'SLASH IT!'. Below this is another section with a 'Browse...' button and a message 'No file selected.' followed by a 'Submit Query' button.

2. Either click in the text field to type or paste text, or select the file upload button called "Browse"
3. If you chose the text field, enter your text by typing or pasting then press the "Slash IT!" button.

This screenshot shows the same interface as above, but with text entered into the 'Insert Text Below' field. The field now contains the sentence 'The rain in Spain is plain'. The 'SLASH IT!' button is still present at the bottom of the text input area. The rest of the interface, including the navigation bar and other buttons, remains the same.

4. If you chose the “Browse” button, Select the filename you want to use and click Open. Note only .docx files are accepted in this version of the software.

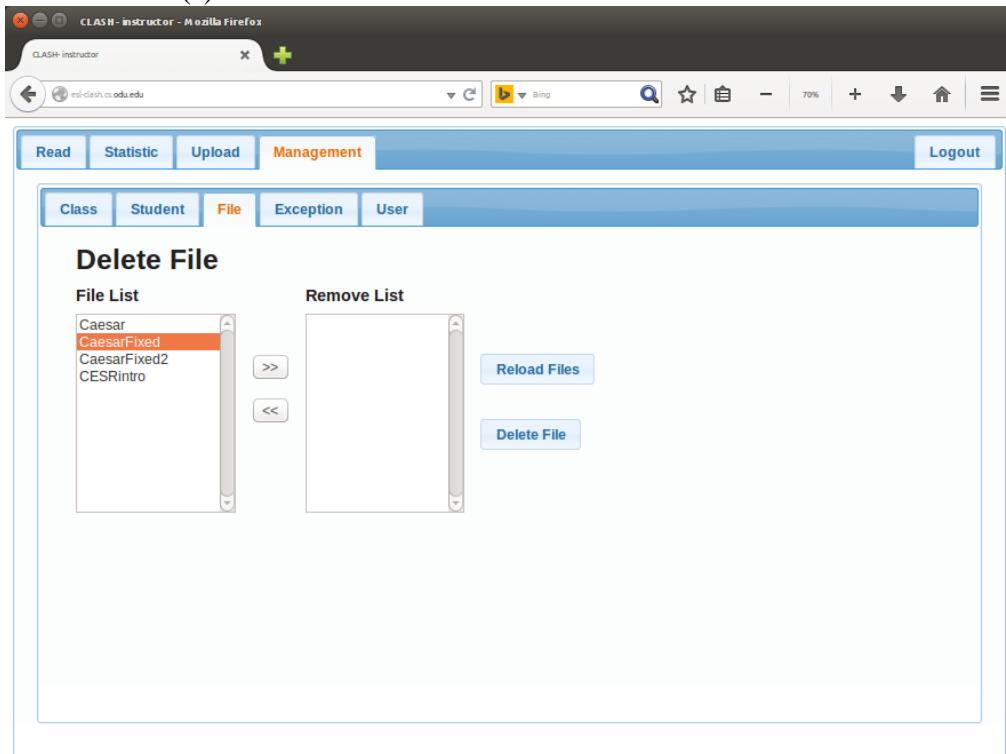


5. After you select the file, press the “Submit Query” button

## Remove Document from the Library (James Ward)

There are times where an instructor may wish to test the flow of the slash player based on their own edits, doing so requires saving a second copy of the document or manually undoing any changes to it if they are deemed unacceptable. If a second copy is no longer needed or is removed from the curriculum the option exist to remove it from the library. Removing Documents from the library is very simple.

1. Perform steps 1 and 2 of “Option 2 To view the documents library”.
2. Select the file(s) to be removed.



3. Click the “>>” button to add the document(s) to the Remove list.
4. Click the “Delete File” button.

## Exception List (Erich O'Saben)

The Exception List contains words and phrases that qualify as Lexical Bundles, but do not follow the traditional rules of a Lexical Bundle. Each Instructor has the ability add items to their own exception list and when documents are processed by CESR, the items contained in the Exception List will be properly displayed as Lexical Bundles in the document reader.

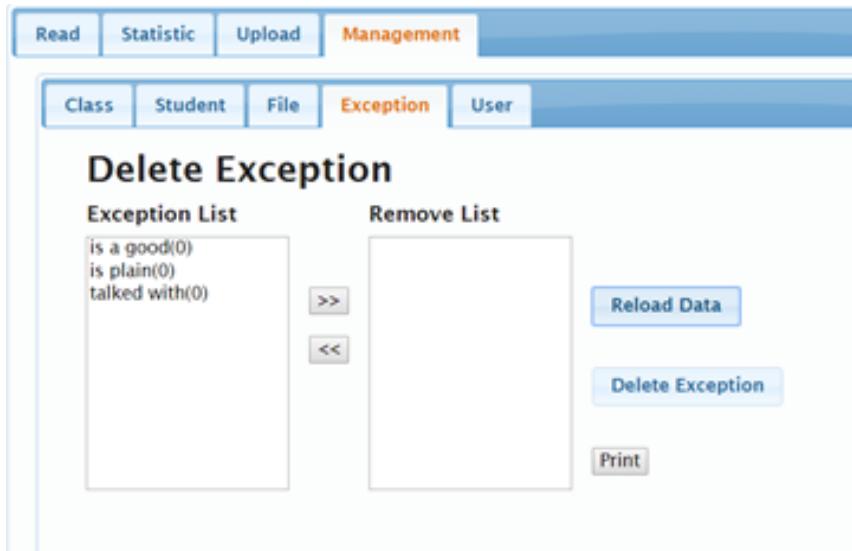
The screenshot shows the CESR software interface. At the top, there is a blue header bar with tabs: 'Read' (highlighted), 'Statistic', 'Upload', and 'Management'. Below the header is a logo with the letters 'C/E/S/R' in a stylized font. To the right of the logo is a text area containing a passage from 'The Return of the King' by J.R.R. Tolkien. The word 'the' is highlighted in red, while 'dark' is highlighted in green. A red arrow points to a button labeled 'Exception' in a blue box at the bottom left of the text area. To the right of the text area is a 'File Name' input field.

One night -- it was on the twentieth of March, 1888 -- I was returning from a journey to a patient ( for I had now returned to civil practice), when my way led me through Baker Street. As I passed the well-remembered door, which must always be associated in my mind with my wooing, and with the dark incidents of the Study in Scarlet, I was seized with a keen desire to see Holmes again, and to know how he was employing his extraordinary powers. His rooms were brilliantly lit, and, even as I looked up, I saw his tall, spare figure pass twice in a dark silhouette against the blind. He was pacing the room swiftly, eagerly, with his head

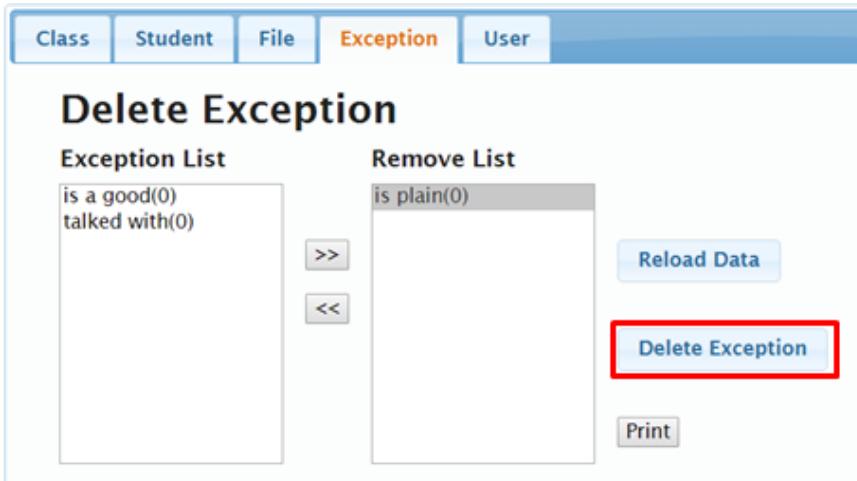
Now when the “Exception” item in the menu is toggled, the newly added phrase will be Slashed and Bolded.

## Managing the Exception List (Erich O'Saben)

Viewing and Deleting items in the Exception List is also easy to accomplish in CESR. Under the Management tab in the Exception sub-tab, all of the previously added items to the Exception List are listed in the left side of the screen.



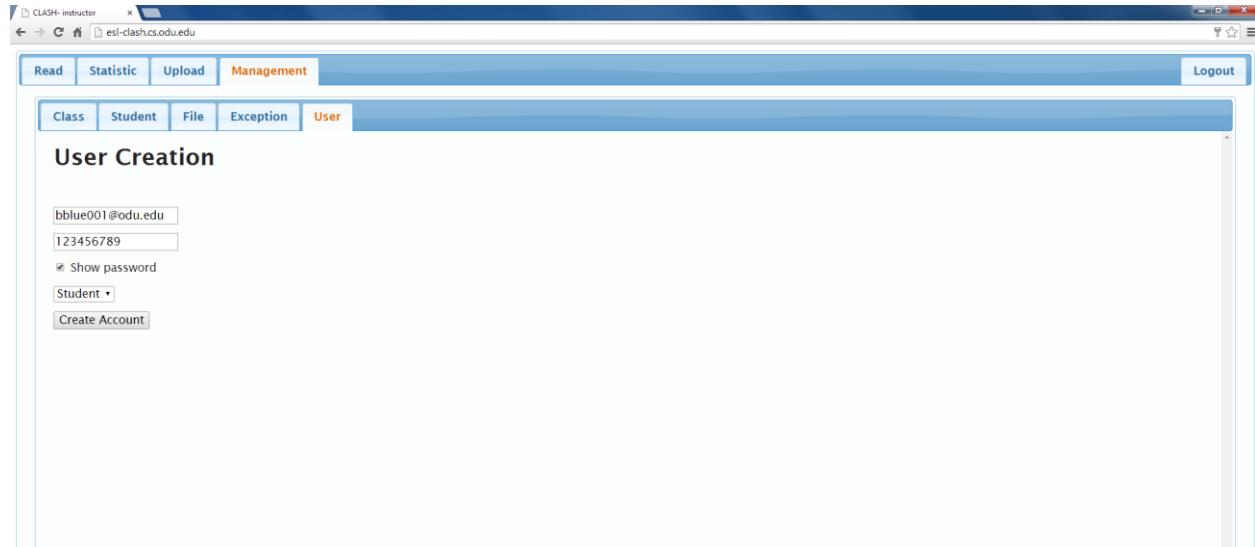
To delete an item from the list, select an item from the list and click the >> button and add the item to the right hand column and click . Be aware that once an item has been deleted from the system, it is deleted forever and cannot be recovered, not even by an administrator.



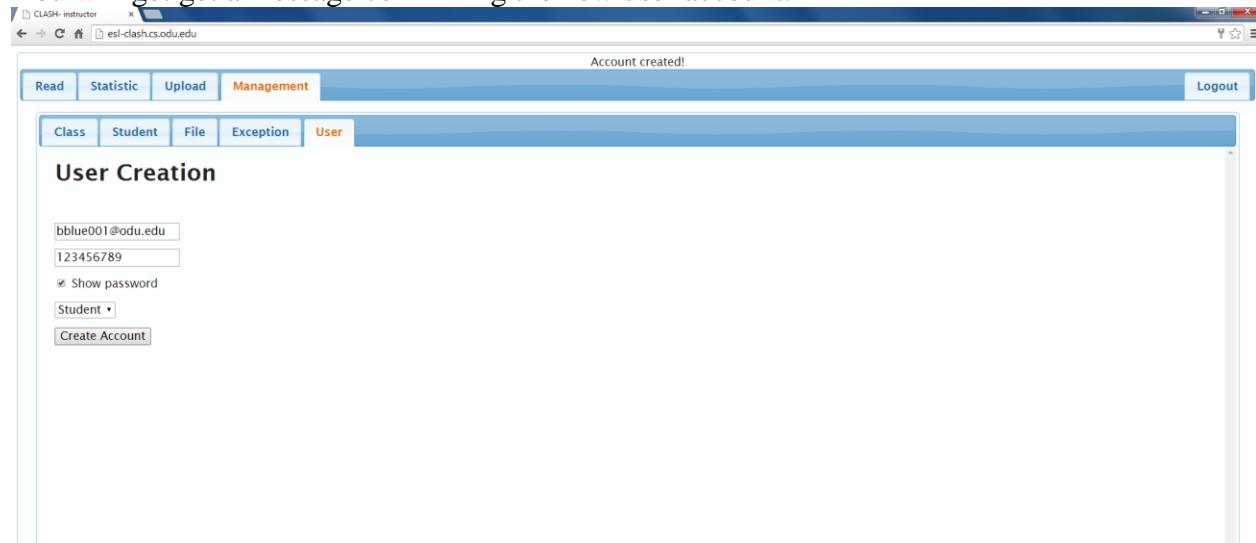
### *Adding a Student User (Charles Stafford)*

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Creating a new Student User is a very simple process. You click on the Management tab, and then on User.



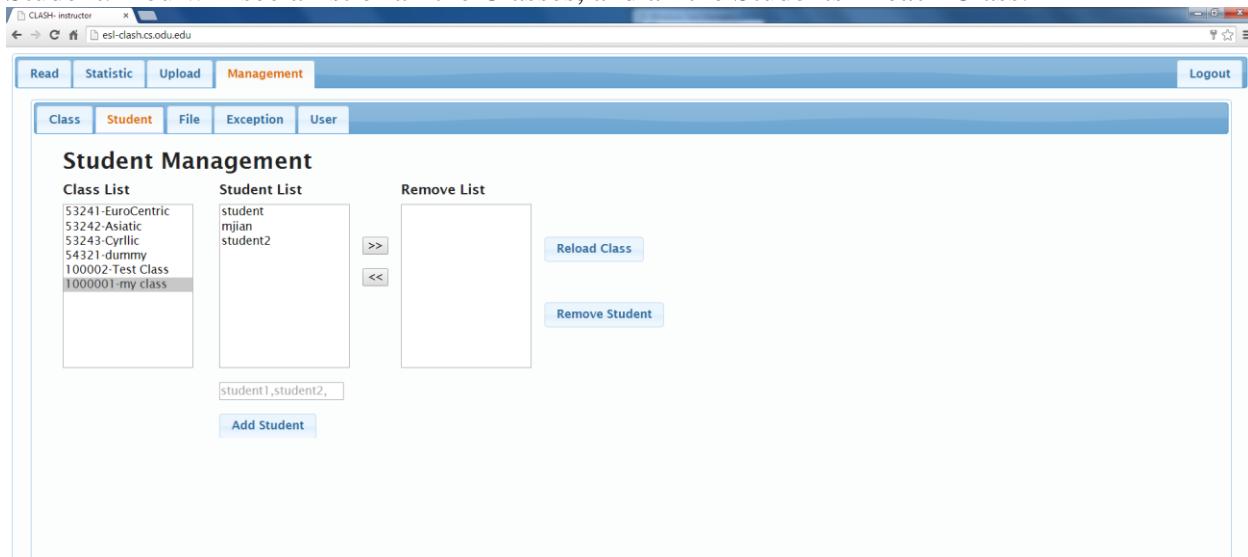
Type in the new Student's Username and Password. The default Username should be the Student's email. The default password for students is their University Identification Number. You will get a message confirming the new user account.



## View Enrollment List (Charles Stafford)

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To view the Enrollment list, you have to click on the Management Tab, and then click on Student. You will see a list of all the Classes, and all the Students in each Class.

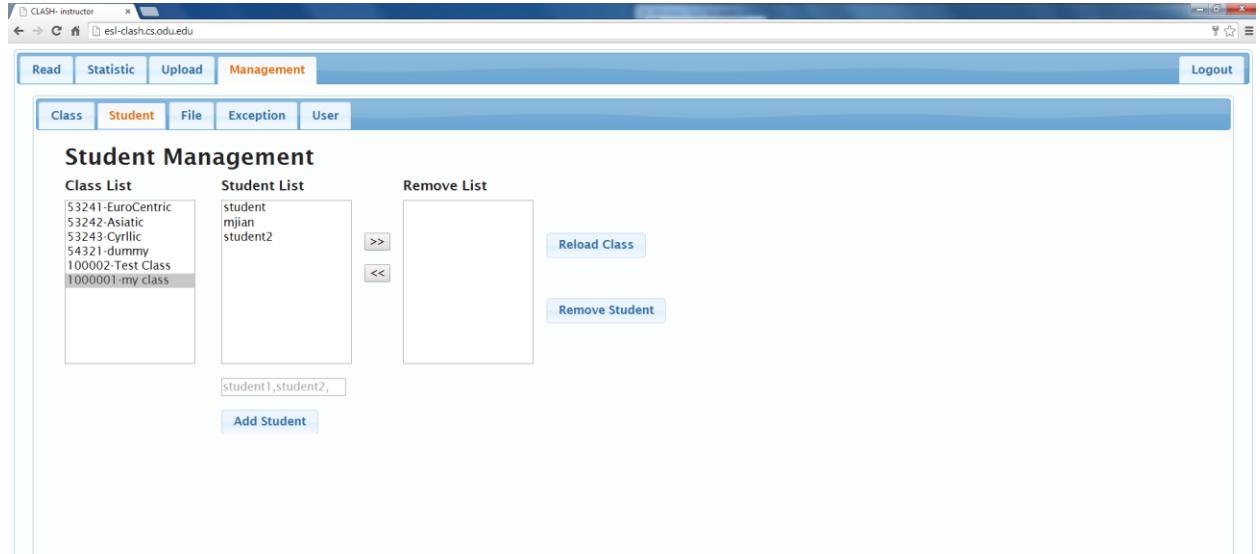


You can add students to classes, and remove students from classes, in this window.

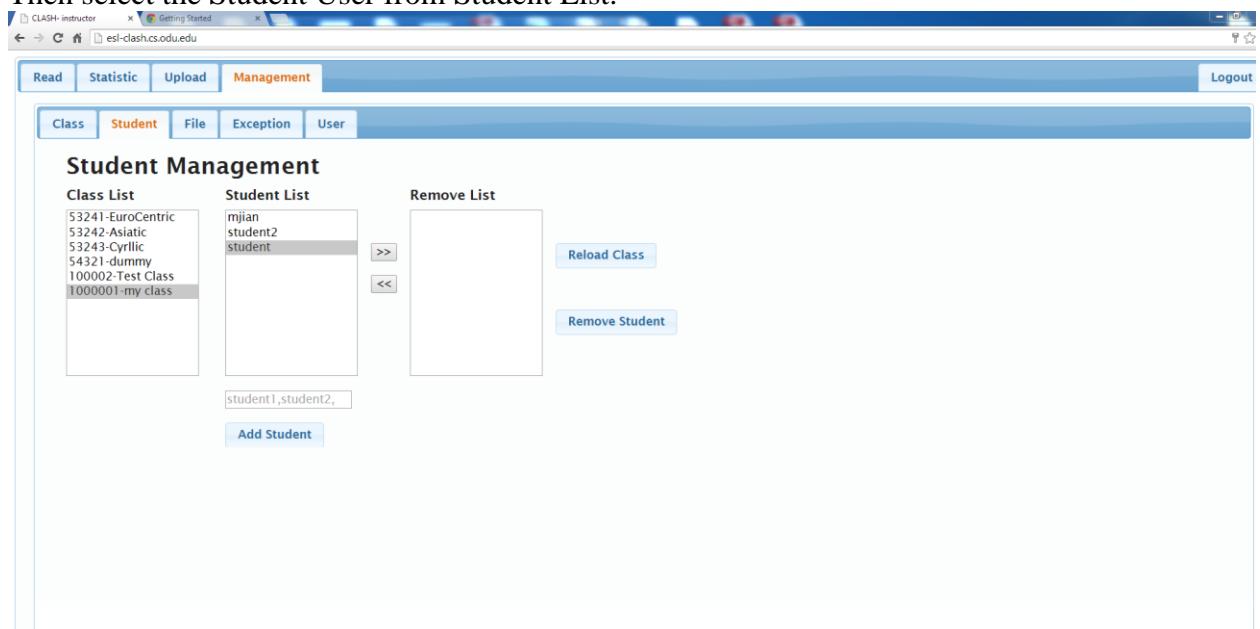
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## Removing a Student User(Fredrick Murry)

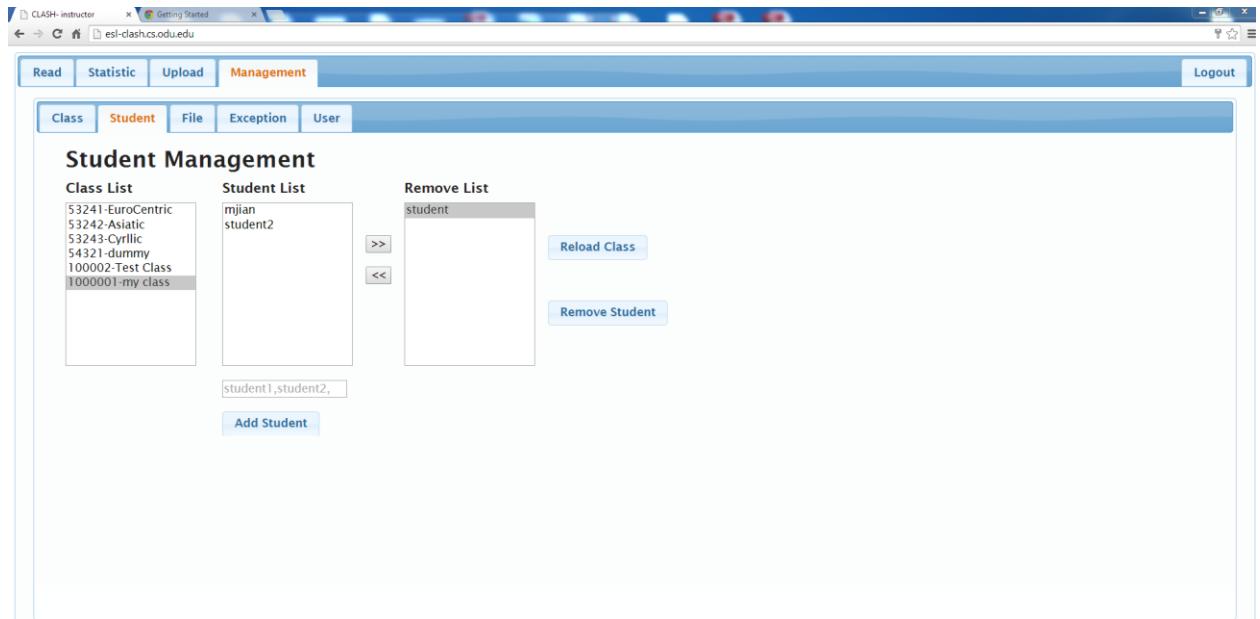
To remove a Student User, you must first click on the Management Tab, and then click on the Student Tab. From the Class List, select the Class in which the Student User is enrolled.



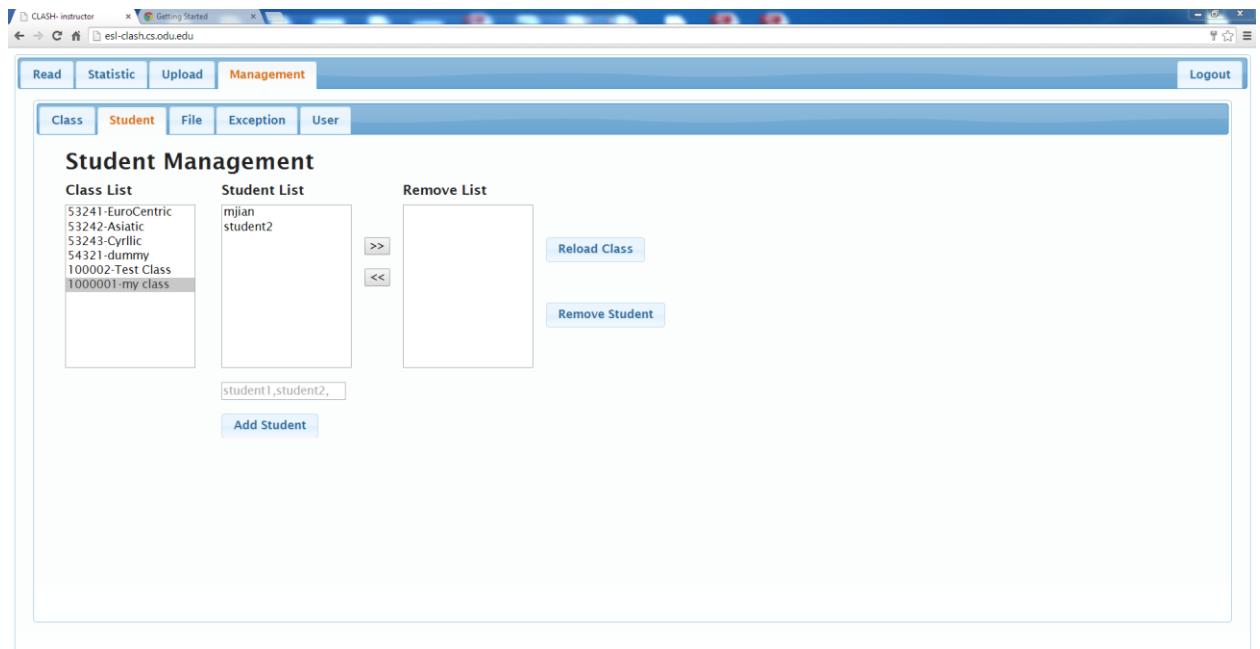
Then select the Student User from Student List.



Click the “>>” button to move Student User to the Remove List. NOTE: If wrong Student User selected, “<<” button can be used to move Student User back to Student List.



Click on the “Remove Student” button to remove Student User. Student User will be deleted from Remove List.



## Create Class (Justin Bennett)

Create a class group containing students that will share a common document set.

1. Select Class tab.
2. Enter Class Reference Number
3. Enter Class Name
4. Enter Instructors UserID
5. Push Create Class Button

The screenshot shows a software interface with a blue header bar. The header contains several tabs: 'Read', 'Statistic', 'Upload', 'Management' (which is highlighted in red), and 'Logout'. Below the header is another row of tabs: 'Class' (highlighted in blue), 'Student', 'File', 'Exception', and 'User'. The main content area is titled 'Create Class'. It contains four input fields: a text field with '100002', a text field with 'Test Class', a text field with 'Instructor (optional)', and a button labeled 'Create Class'.

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## Administrator

### Admin Log In (Francia Molina)

1. Type in the URL bar <http://esl-clash.cs.odu.edu/>

An example of the Login Page is shown in the figure below.

The screenshot shows a web browser window with the title 'Node Authentication'. The address bar displays 'esl-clash.cs.odu.edu/login'. The main content area is titled 'Login' with a right-pointing arrow icon. It features two input fields: 'Username' and 'Password', both currently empty. Below these is a 'Remember Me' checkbox. At the bottom is a prominent orange 'Login' button. A small note at the bottom says 'Or go [home](#)'.

2. Type in username/password

An example of the Login Page with Username and Password

The screenshot shows the same 'Login' page as above, but now the 'Username' field contains the value 'admin' and the 'Password' field contains masked text ('\*\*\*\*\*'). The 'Remember Me' checkbox is unchecked. The orange 'Login' button is visible at the bottom.

3. Click Login

- a. Optional: Select checkbox “Remember Me”

An example of clicking “Login” button is shown in the figure below.

The screenshot shows a login interface. At the top is a large orange arrow pointing right with the word "Login" next to it. Below this are two input fields: "Username" containing "admin" and "Password" containing a series of dots. There is a "Remember Me" checkbox followed by a small square checkbox. A large black rectangular box highlights the orange "Login" button at the bottom. Below the button is a link "Or go [home](#)".

4. The “Administrator View” will load

An example of “Administrator View” is shown in the figure below.

The screenshot shows the "Administrator View". At the top is a blue navigation bar with tabs: "Read" (highlighted in orange), "Statistic", "Upload", and "Management". Below the bar is a logo consisting of overlapping colored shapes (green, yellow, red, blue, purple) forming the letters "CLASH". To the right of the logo is the text "This is a test". A dropdown menu "Document1 ▾" is open. Below the dropdown are several buttons: "Start Read", "add Exception", and "Edit Mode". A list of checkboxes follows: "Edit Mode", "S/l/a/s/h", "Exception" (which is checked), "Vocabulary", "Stress", and "Parts-of-speech".

### Add Instructor User (Francia Molina)

5. Click on “Management” tab

An example of clicking on the “Management” tab is shown in the figure below.

The screenshot shows a software interface with a top navigation bar containing tabs: Read, Statistic, Upload, and Management. The Management tab is highlighted with a yellow box and has a mouse cursor pointing at it. Below the navigation bar is another row of tabs: Class, Student, File, Exception, and User. The Class tab is highlighted with a blue box. The main area is divided into two sections. On the left, under 'Create Class', there are input fields for CRN, Class Name, and instructor (optional), followed by a 'Create Class' button. On the right, under 'Class Management', there is a 'Class List' containing 'Class 1' and 'Class 2', with a 'Delete Class' button.

6. Click on “User” tab

An example of clicking on the “User” tab is shown in the figure below.

The screenshot shows a software interface with a top navigation bar containing tabs: Read, Statistic, Upload, and Management. The Management tab is highlighted with a yellow box and has a mouse cursor pointing at it. Below the navigation bar is another row of tabs: Class, Student, File, Exception, and User. The User tab is highlighted with a blue box. The main area is divided into two sections. On the left, under 'User Creation', there are input fields for Username and Password, a 'Show password' checkbox, a 'Student' dropdown menu set to 'Student', and a 'Create Account' button. On the right, under 'Delete User', there are two lists: 'User List' containing 'User 1', 'User 2', and 'User 3', and 'Remove List'. Between the two lists are '>>' and '<<' buttons. There are also 'Reload Data' and 'Delete User' buttons.

(Continued On Next Page)

## 7. Under “User Creation”:

- Enter a “Username”

Username needs to be a unique user name for the system. There is no limit on the number of characters or what type of characters that you can use with the username. This field is required when creating a user account.

An example of typing in “Username” is shown in the figure below.

The screenshot shows a software interface with a blue header bar containing tabs: Read, Statistic, Upload, and Management (which is highlighted). Below the header are five sub-tabs: Class, Student, File, Exception, and User (which is also highlighted). The main area is divided into two sections: "User Creation" on the left and "Delete User" on the right. The "User Creation" section contains a text input field with "fmolina" typed into it, a "Password" field, a "Show password" checkbox, a dropdown menu set to "Admin", and a "Create Account" button. The "Delete User" section has two lists: "User List" on the left containing "User 1", "User 2", and "User 3", and "Remove List" on the right which is currently empty. Between the two lists are two buttons: "">>" and "<<". To the right of the Remove List are two buttons: "Reload Data" and "Delete User".

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b. Enter a “Password”

There is no limit on the number of characters or what type of characters that you can use with the password. This field is required when creating a user account.

An example of typing in “Password” is shown in the figure below.

The screenshot shows a software interface titled "User Creation". At the top, there is a navigation bar with tabs: Read, Statistic, Upload, Management, Class, Student, File, Exception, and User. The "User" tab is currently selected. On the left, under "User Creation", there is a form with fields for "Username" (containing "fmolina") and "Password" (containing "\*\*\*\*\*"). There is also a checkbox labeled "Show password" and a dropdown menu set to "Admin". A "Create Account" button is at the bottom of this section. On the right, under "Delete User", there are two lists: "User List" containing "User 1", "User 2", and "User 3", and a "Remove List" which is currently empty. Between the lists are two buttons: "">>>" and "<<". Below the lists are "Reload Data" and "Delete User" buttons. A vertical scrollbar is visible on the right side of the main window.

★ Optional: Select “Show password” to display password

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c. Select from Drop Down Menu, Instructor type of account.

An example of clicking on the “Instructor” account type is shown in the figure below.

The screenshot shows the 'User Creation' section of a web application. On the left, there is a form with fields for 'User Name' (fmolina) and 'Password' (represented by a series of dots). A 'Show password' checkbox is unchecked. Below these is a dropdown menu labeled 'Instructor' with options: Instructor, Admin, Student, and Instructor (highlighted with a blue border). On the right, there is a 'Delete User' section with two lists: 'User List' containing 'User 1', 'User 2', and 'User 3', and an empty 'Remove List'. Between the lists are '>>' and '<<' buttons. To the right of the Remove List are 'Reload Data' and 'Delete User' buttons.

d. Click on “Create Account”

An example of clicking on the “Create Account” tab is shown in the figure below.

This screenshot is identical to the previous one, showing the 'User Creation' section and the 'Delete User' section. However, the 'Create Account' button in the 'User Creation' form is now highlighted with a black rectangle and a mouse cursor is positioned over it, indicating it is the target of the click action.

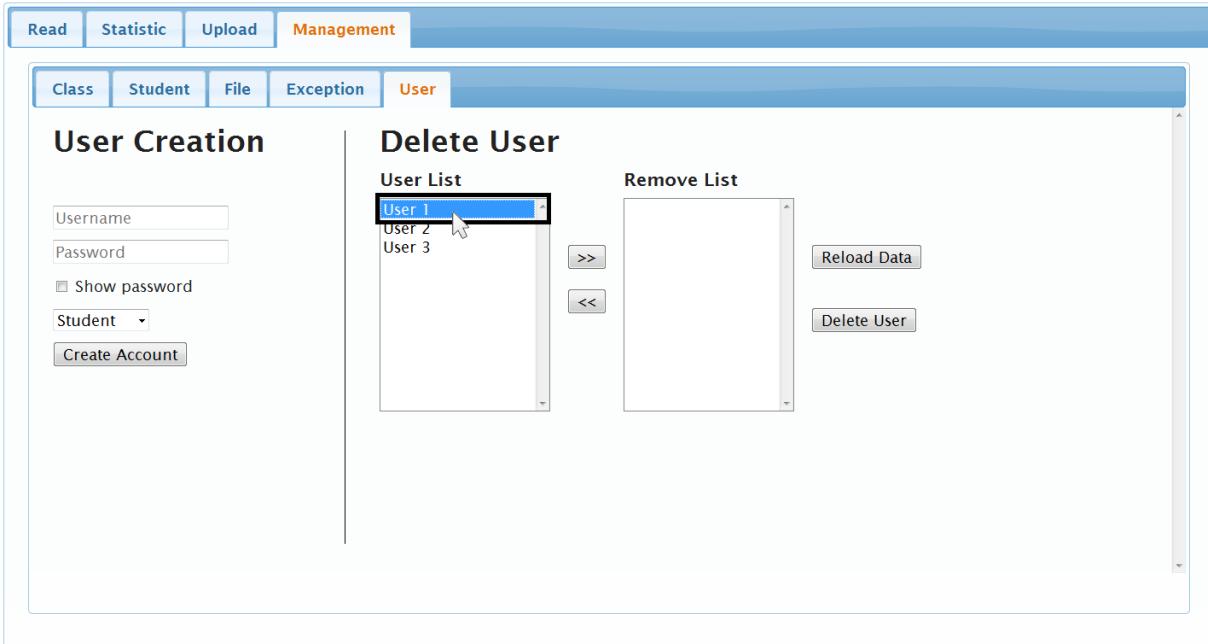
## Remove Instructor User (Francia Molina)

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5. Under “Delete User”:

- Under “User List”; Click desired “Username”

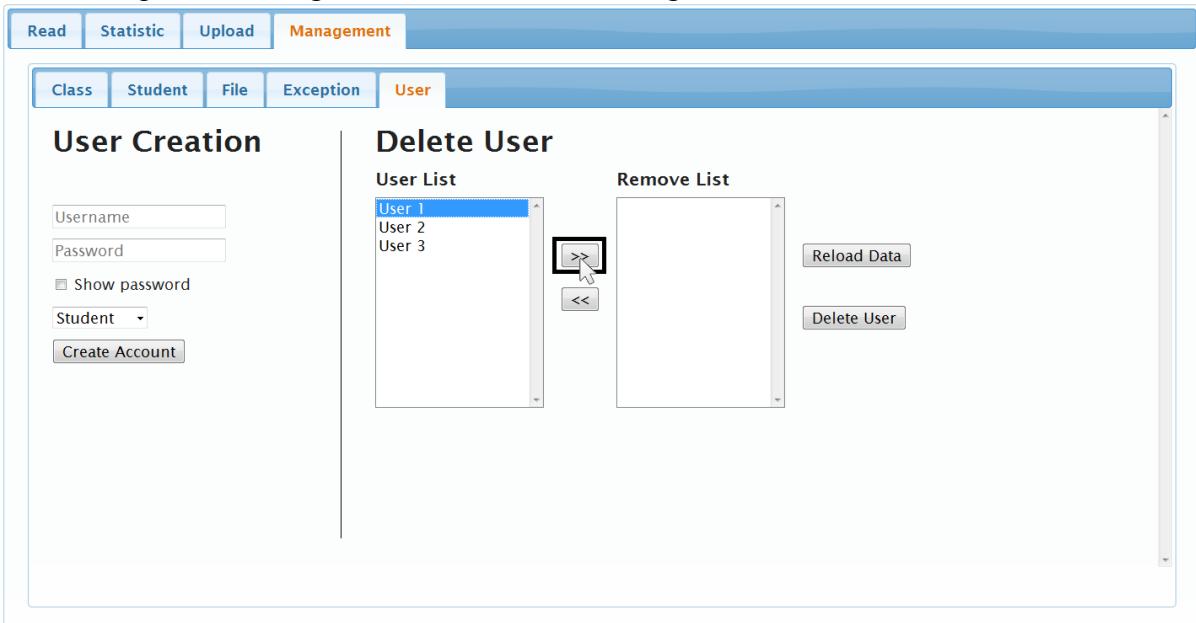
An example of clicking on a “Username” under the “User List” is shown in the figure below.



The screenshot shows a user interface with a top navigation bar containing 'Read', 'Statistic', 'Upload', and 'Management' tabs, with 'Management' being the active tab. Below this is a secondary navigation bar with 'Class', 'Student', 'File', 'Exception', and 'User' tabs, with 'User' being the active tab. The main area is divided into two sections: 'User Creation' on the left and 'Delete User' on the right. The 'Delete User' section contains two lists: 'User List' and 'Remove List'. The 'User List' contains three items: 'User 1', 'User 2', and 'User 3'. The item 'User 1' is highlighted with a blue selection bar. To the right of the lists are two buttons: '>>' and '<<'. At the bottom right of the 'Delete User' section are 'Reload Data' and 'Delete User' buttons. A cursor arrow points to the '>>' button.

- Click on the “>>” button

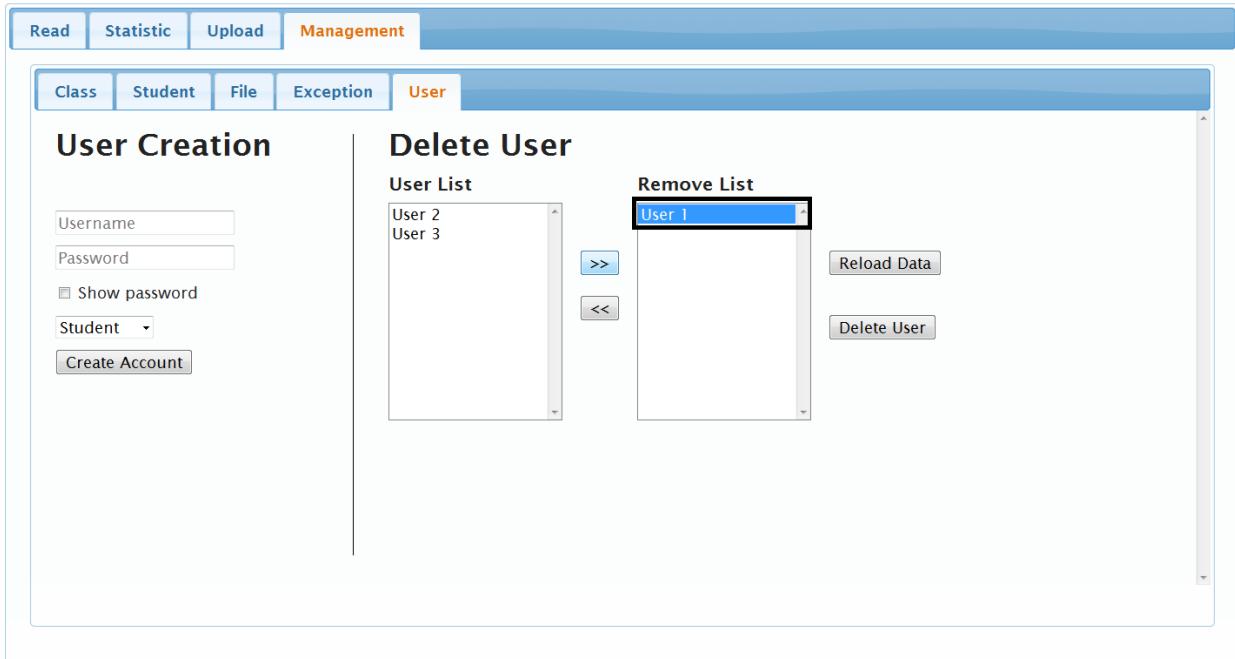
An example of clicking on “>>” is shown in the figure below.



This screenshot is identical to the one above, showing the 'User Creation' and 'Delete User' interface. The 'User List' section is visible, showing 'User 1', 'User 2', and 'User 3'. The item 'User 1' is selected. A large black rectangular box highlights the '>>' button located between the 'User List' and 'Remove List' sections. The rest of the interface, including the 'Remove List' and control buttons, remains the same.

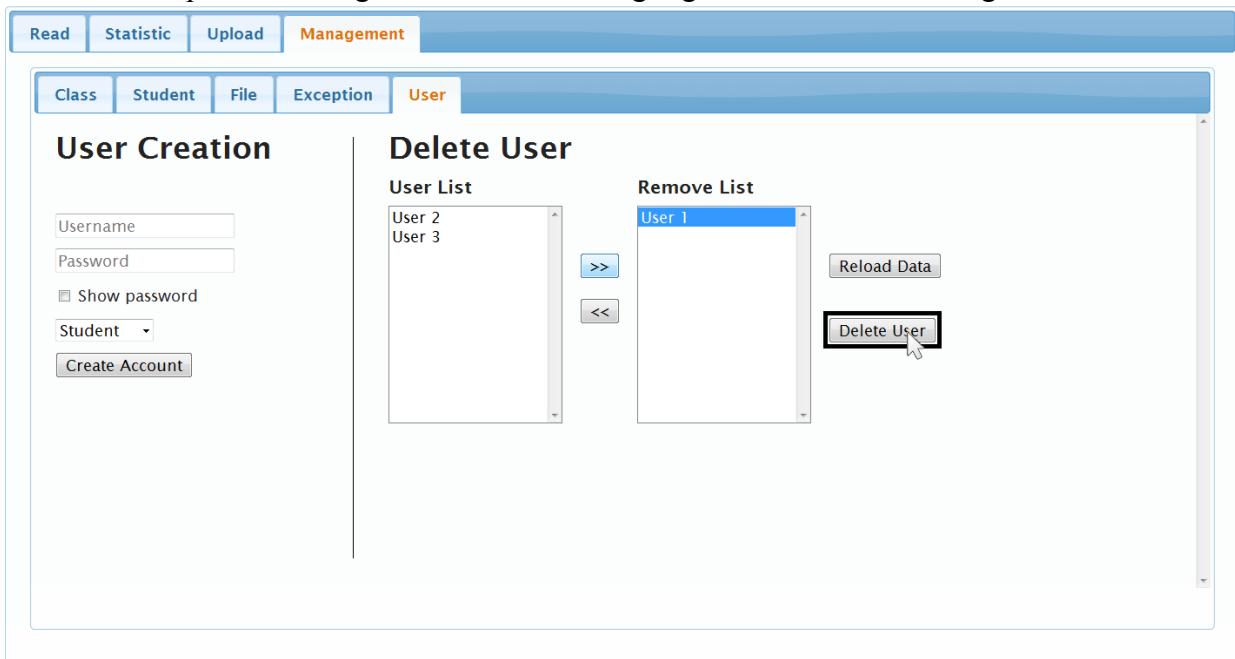
(Continued On Next Page)

- c. “Username” appears under “Remove List”  
 An example of “Username” highlighted is shown in the figure below.



The screenshot shows a software interface with a blue header bar containing "Read", "Statistic", "Upload", and "Management". Below this is a secondary navigation bar with tabs: "Class", "Student", "File", "Exception", and "User", where "User" is highlighted in orange. The main area is divided into two sections: "User Creation" on the left and "Delete User" on the right. In the "Delete User" section, there are two lists: "User List" on the left containing "User 2" and "User 3", and "Remove List" on the right containing "User 1". Between the lists are two buttons: "">>" and "<<". To the right of the "Remove List" is a "Reload Data" button and a "Delete User" button. The "User 1" entry in the "Remove List" is highlighted with a blue selection bar.

- d. Click on “Delete User”  
 An example of clicking on “Delete User” highlighted is shown in the figure below.



This screenshot is identical to the one above, showing the "User Creation" and "Delete User" interface. The "Delete User" button at the bottom right of the "Remove List" panel is now highlighted with a black rectangular box, indicating it is the target for a click action.

### View Instructor List (Francia Molina)

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5. Click on “Management” tab
6. Click on “User” tab
7. Under “Delete User”:
  - a. Under “User List”; view all user names

An example of the “User List” view is shown in the figure below.

The screenshot shows a software interface with a blue header bar containing tabs: Read, Statistic, Upload, and Management (which is highlighted). Below the header is a secondary navigation bar with tabs: Class, Student, File, Exception, and User (which is also highlighted). The main area is divided into two sections: 'User Creation' on the left and 'Delete User' on the right.

**User Creation:** This section contains input fields for Username and Password, a checked checkbox for Show password, a dropdown menu set to Student, and a 'Create Account' button.

**Delete User:** This section has two main lists. The 'User List' on the left contains three items: User 1, User 2, and User 3. The 'Remove List' on the right is currently empty. Between the two lists are two small buttons: '>>' and '<<'. To the right of the Remove List are two buttons: 'Reload Data' and 'Delete User'.

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## Troubleshooting(Artem Fisan)

\*\*\*Make sure to use supported browser Google Chrome\*\*\*

**Problem: “I’m an ESL student and my password doesn’t work”**

Solution: Your UIN is Password, if you don’t remember your UIN please contact the Registrar’s Office. If you still unable to log in please contact administrator for resolution.

Following message will appear for incorrect password entry:

The screenshot shows a login form with the following elements:

- Login Button:** A large orange button with a white right-pointing arrow icon and the word "Login".
- Error Message:** A pink rectangular box containing the text "Oops! Wrong password."
- Username Field:** A text input field labeled "Username".
- Password Field:** A text input field labeled "Password".
- Remember Me:** A checkbox labeled "Remember Me".
- Submit Button:** A small grey rectangular button located next to the "Remember Me" checkbox.

Or go [home](#).

**Problem: “I forgot my user name...”**

Solution: The first part of your ODU email is your Username. If you do not know your Midas credentials please contact ITS Help Desk at 757-683-3189. If you still unable to log in please contact administrator for resolution.

If user enters wrong username following message will appear:

The screenshot shows a login interface with the following elements:

- A large orange "Login" button with a right-pointing arrow icon.
- An error message box containing the text "No user found." in red.
- A "Username" input field.
- A "Password" input field.
- A "Remember Me" checkbox.
- A "Login" button in an orange box.

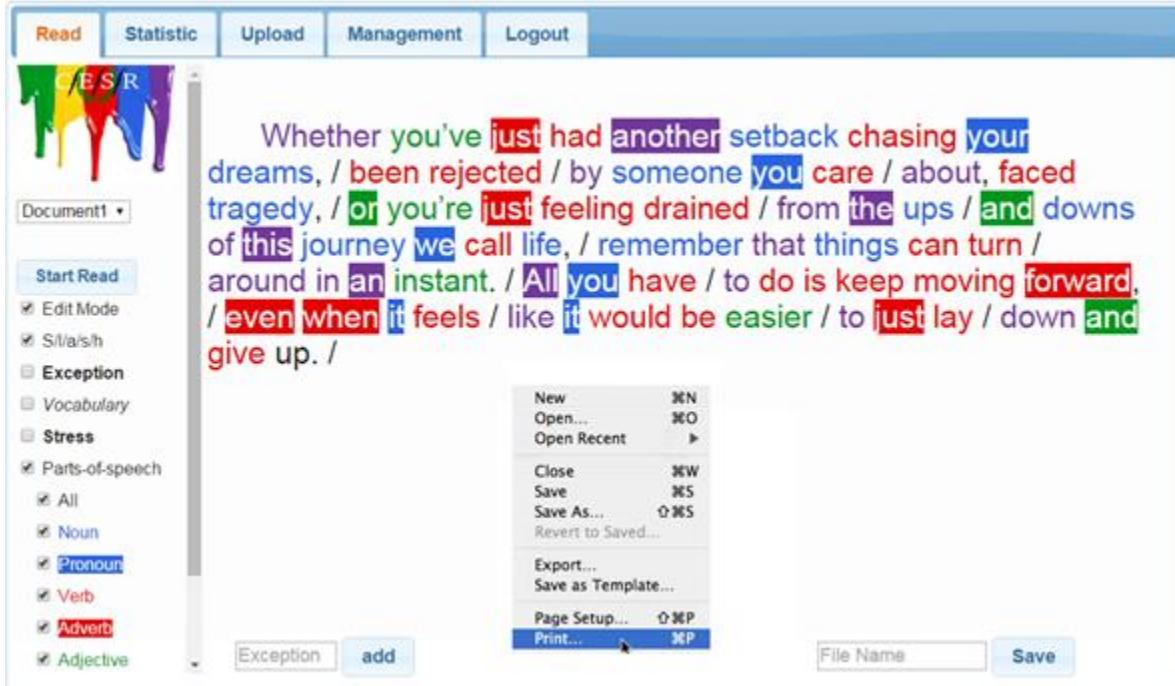
Or go [home](#).

**Problem: “I’ve slash and colored my text but I work better when I read from paper. How can I print it?”**

PC Solution: Right Click on mouse, select “Print...” or Ctrl + P, select designated printer, and click “Print”



Mac Solution: Click “Control” + Trackpad, Command +P, select your printer, and click “Print”.



**Problem: “I have my document up but I do not see “colors”, what’s going on?”**

Solution: Once you are in the “Read” tab make sure to select “Parts-of-speech” check box; that will open up the POS menu.

The screenshot shows the CESR software interface. At the top, there is a navigation bar with tabs: Read (selected), Statistic, Upload, Management, and Logout. Below the navigation bar is a logo consisting of the letters 'C/ESR' in a stylized, colorful font. To the right of the logo is a text area containing a motivational quote: "Whether you've just had another setback chasing your dreams, been rejected by someone you care about, faced tragedy, or you're just feeling drained from the ups and downs of this journey we call life, remember that things can turn around in an instant. All you have to do is keep moving forward, even when it feels like it would be easier to just lay down and give up." On the left side, there is a sidebar with several options: Start Read, Edit Mode, S/l/a/s/h, Exception, Vocabulary, Stress, and Parts-of-speech. The 'Parts-of-speech' option is checked, and a red box highlights this checkbox. Below the sidebar are buttons for Exception and add. To the right of the text area are buttons for File Name and Save.

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**Problem: “I’m trying to use Slash Handler but it’s not working...”**

Solution: Make sure to have a document or text entered first. It only works if there is text to process. Then, click on “ Start Read”.

Whether you've just had another setback chasing your dreams, been rejected by someone you care about, faced tragedy, or you're just feeling drained from the ups and downs of this journey we call life, remember that things can turn around in an instant. All you have to do is keep moving forward, even when it feels like it would be easier to just lay down and give up.

Edit Mode  
 S/ll/a/s/h  
 **Exception**  
 Vocabulary  
 Stress  
 Parts-of-speech

Exception **add** File Name **Save**

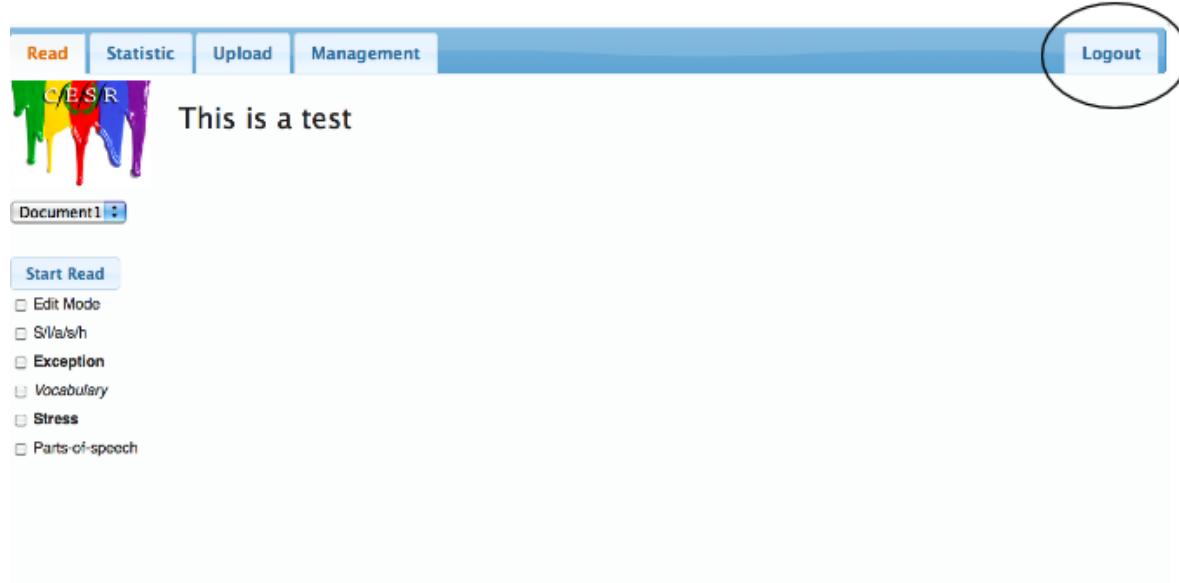
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## Conclusion

Log out (Mohammed Alabdullatif)

1-To logout click on **Logout** button

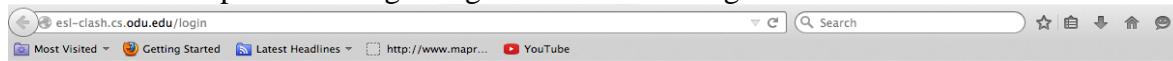
An example of Home Page is shown in the figure below



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2-Now you are logged out from CESR

An example of the Login Page is shown in the figure below.



Thank you for using CESR, your journey has been completed. We hope that you have gained some knowledge to help you meet the needs of your English learning. If you have any questions don't hesitate to contact us.

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## Contact Us

**Address:**      **Attn: CESR ESL**  
                 **% Greg Raver-Lampman**  
**Old Dominion University, 1114 Dragas Hall**  
**Norfolk, VA 23529**

**Phone:**      **(757) 683-4424**

**Email:**           **Greg Raver-Lampman: [graverla@odu.edu](mailto:graverla@odu.edu)**  
                     **Subj: CESR ESL**

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# User Guide

