

12/31/2012



M.A.P.S.

USER MANUAL

**SAMPLE**

Login, Navigation & Posting Guide | by Franklin T. King

## Table of Contents

**¡Hóla! Welcome to your M.A.P.S. .... 2**

**M.A.P.S. Packet ..... 3-4**

    AUDIO DIALOG DISK ..... 3

    Mp3 TRACKS & ADDITIONAL MATERIALS DISK ..... 4

**Using the Website (Students) ..... 5**

**Login and Navigation (Instructor) ..... 6-**

    Login and Website Account Pages ..... 6-7

        GMAIL / YOUTUBE ..... 6

        YOLA.COM ..... 7

    Editing / Posting ..... 8-14

        YOLA.COM ..... 8-13

        YOUTUBE ..... 13-14

**Una nota final ..... 15**





# M.A.P.S Packet...

Provided in your M.A.P.S. packet are items used to assemble, maintain and update your *Escúchame* learning site:

## AUDIO DIALOG DISK

Contains all 54 recorded dialogues, in **.wav** format (playable in most CD/DVD disc players and recorders, as well as in all computers with CD/CD-ROM/DVD-R/DVD-ROM drives). Each is grouped first by chapter, then by dialogue number...

<b>01...C1D1 Demonstration</b>	<b>19...C3D1 Demonstration</b>	<b>37...C6D1 Demonstration</b>
02...C1D1 Luisa	20...C3D1 Enrique	38...C6D1 Julio
03...C1D1 Julio	21...C3D1 Marta	39...C6D1 Carla
<b>04...C1D2 Demonstration</b>	<b>22...C3D2 Demonstration</b>	<b>40...C7D1 Demonstration</b>
05...C1D2 María	23...C3D2 Enrique	41...C7D1 Luisa
06...C1D2 Andrés	24...C3D2 Marta	42...C7D1 Paco
<b>07...C1D3 Demonstration</b>	25...C3D2 Camarera or Camerero	<b>43...C7D2 Demonstration</b>
08...C1D3 Ana	26...C3D2 Marta y Camerera	44...C7D2 Angélica
09...C1D3 Carlos	27...C3D2 Enrique y Camerera	45...C7D2 Jorge
<b>10...C2D1 Demonstration</b>	<b>28...C4D1 Demonstration</b>	<b>46...C8D1 Demonstration</b>
11...C2D1 María	29...C4D1 Adriana	47...C8D1 Ana
12...C2D1 Mario	30...C4D1 Alfonso	48...C8D1 Carlos
<b>13...C2D2 Demonstration</b>	<b>31...C4D2 Demonstration</b>	<b>49...C9D2 Demonstration</b>
14...C2D2 Felipe	32...C4D2 Adriana	50...C9D2 Lupe
15...C2D2 Marisa	33...C4D2 Alfonso	51...C9D2 Señor Vega
<b>16...C2D3 Demonstration</b>	<b>34...C5D2 Demonstration</b>	<b>52...C10DFinal Demonstration</b>
17...C2D3 Fernando	35...C5D2 José	53...C10DFinal Carlos
18...C2D3 Luisa	36...C5D2 Juan	54...C10DFinal Jorge

**NOTE:** To greater enhance realism, each dialogue has been “immersed” in a particular audio environment (complete with sounds of vehicles, shoes and chairs across a floor, ticking clocks upon a wall, Skype sounds, etc.). Also, because these conversations take place in stereo, left-to-right location of each voice will vary, in context with a particular scenario (speaking to someone over the internet, across a table, using the speakerphone function of a smart phone, etc.). If one vocal seems difficult to hear, try adjusting the balance control of your equipment (located in your computer settings or on your stereo console).



## Mp3 TRACKS & ADDITIONAL MATERIALS DISK

Contains all the necessary elements for the construction, maintenance and upgrading of your M.A.P.S. learning site, including mp3 versions of the recorded dialogues and pdf versions of their accompanying scripts. Logos (original and current), clip art and photos used, as well as additional graphics and account login information may also be found on this disc...

### Dialogue Mp3 Tracks (54 total)

Labelled by folder  
C1D1 - C10Final

- each folder contains one demonstration track, followed by at least two character interactive vocal tracks  
(C3D2 contains a total of five interactive vocal tracks)

### Dialogue pdf Scripts (17 total)

For viewing or printing

### Talent Releases (pdf)

### Website Items

*User Manual* (WORD & pdf)  
- login and posting guide

*Chapter Graphics* (18 total)  
- also contains the "title build" template from which each graphic was created

*Logo and Clip Art* (2 folders)  
- for both Escúchame and Escúchanos (graphic build template included)

*Photos* (8 total)

*Voice Buttons* (32 total)

*Escúchame Acct Info*  
- a text document file, containing login account info for both Yola.com (on which the Escúchame website was built), and Gmail.com (used in generating login info for both Yola and YouTube)

*MAPS Link Info* (WORD & pdf)  
- logo contains hyperlink to the Escúchame website

### Dialogue Mp3 Tracks

These 54 audio tracks, in 17 folders (labeled by Chapter and Dialogue number) are identical to those found on the Audio Dialog Disk. Their size has been specially compressed for posting to the web, but will also play directly from the CD, when placed in a computer (NOT designed for playback in a CD player). These tracks and/or folders may also be copied and archived to a computer (©2012 Richard Wilkinson).

### Dialogue pdf Scripts

These are scripts taken from the *Español 1* and *2* curriculum, by Richard Wilkinson, and have been formatted for posting to the web. They may be viewed or printed directly from this CD, or may be copied and pasted for archiving to a computer (©2012 Richard Wilkinson).

### Talent Releases

Retained for legal purposes, these talent release forms clarify that those involved participated with the expectation that no monetary compensation would be provided for their work, and that any future use and ownership of said work would rest in the purview of the producer, Franklin Thomas King.

### Website Items

From logo, title, clip art and "voice button" graphics, to website account login information, site link and profile photos used, as well as this User Manual, all elements which went into the construction of this learning site may be found on this CD.



# Using the Website (students)...

Your M.A.P.S. learning website has been built using a web page platform provided by **Yola.com**. Opened as a “free” account, there is no cost to maintain the site (a premium version is available for a fee—see **Yola.com** for details, if interested). However, because it is provided free of charge by Yola, you and your students will notice:

- a banner at the bottom of each page, advertising “Make a free website with Yola”
- that your website address has “yolasite.com” attached at the end (this disappears when the account is upgraded to a premium version)

There are two ways in which you may provide your students with your M.A.P.S. website address:

- by providing them with the site address, in its entirety
  - <http://map-wilkinson-spanish-mbi.yolasite.com>
- by simply copying and pasting this [LINK](#) (which contains the above address) into your email or Black Board communications with your students (less chance for error with this option)

Once at the “**Casa**” (home) page, students will view an introductory and vision statement, explaining the purpose and use of the site, as well as an acknowledgement of thanks to those who chose to lend their vocal talents to the recorded dialogues and a profile photo of “Profe” Richard Wilkinson and web designer/audio producer, “Paco” (Franklin T. King). Across the top of the page are links to the various other pages of the site, including the “**Diálogos**” page (containing the recorded dialogues) and a page for “**Otras Cosas**” (*other things* you may wish to include, such as photos and/or video clips).

## Diálogos

Separated by Chapter and Dialogue number, each of these recorded conversations take place in simulated, realistic environments where they might actually take place in real life (such as in a school hallway, in a gym, a busy restaurant or even on a city bus). From left-to-right, each action graphic contains a link to dialogue materials...



## Otras Cosas

Available for the posting of additional media for teaching purposes (such as short video clips or photos).



# Login and Navigation (Instructor)...

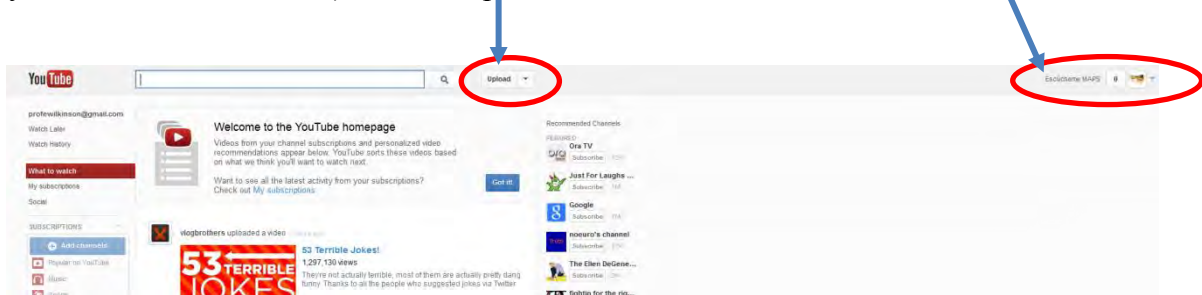
## Login and Website Account Pages



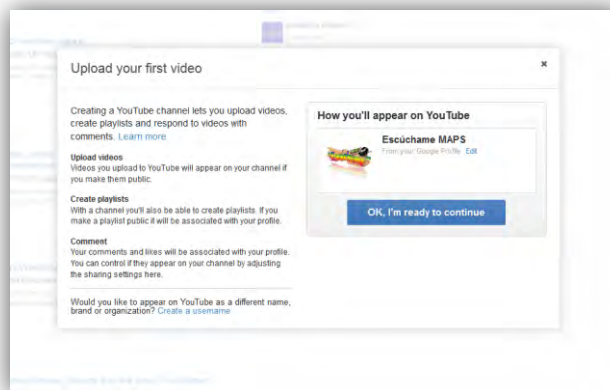
GMAIL / YOUTUBE

A YouTube account, through Google Gmail has been provided to you, for the purposes of posting video clips which you may then embed onto your M.A.P. learning site. Your Gmail email address also serves as your “master key” identification login for your Gmail, YouTube (now owned by Google) and Yola.com account.

After logging into your Gmail account, click the YouTube link, located in the toolbar at the top. If your YouTube home page does not appear, click the “sign in” button (top right corner). You should then see *Escúchame MAPS* on the right, in the top toolbar (this is your YouTube user name), and an “upload” button next to a search box.



When you click to upload for the first time, a window will appear with additional helps in how you may choose to post your video. Once posted, you may then embed a link to your **YouTube** video, via your user name (more information on this, in our next section).



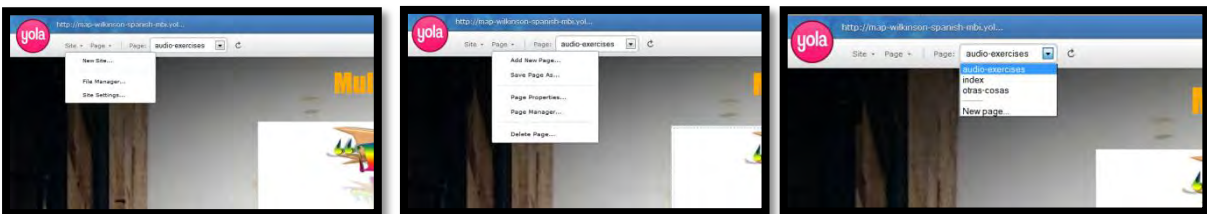


## Editing / Posting

YOLA.COM

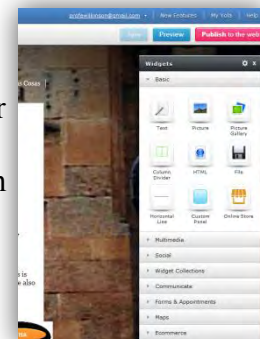


From the editing dashboard, you can add new items, correct errors and update information. Moving clockwise from the top, beside the Yola logo, underneath your site's web address are drop-down links for editing the "site" (the **file manager** may be found here), for adding to or deleting a "page," as well as a "Page:" navigation tool for navigating to the editing dashboard of any page located on your M.A.P. site.



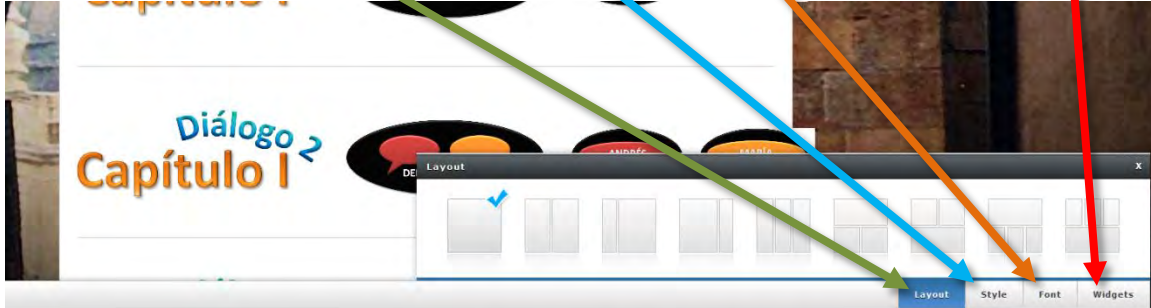
Also at the top (right), below your login email address and other **Yola** account links are edit save buttons: "save," "preview," and "publish to the web." It is a good policy to always be saving your work. Once having saved it, use "preview" to see how it will appear, prior to having your changes/updates go "live" to the web. After all your desired editing is complete, "publish to the web" will launch the upload process (publishing time may vary, but may be posted within just a few minutes).

Underneath these is the "Widgets" box, from which you may choose to add text, a picture, files, or embed multimedia (such as video from your YouTube account). Though you most likely will have no need for all these applications, it would be good for you to familiarize yourself with a few...



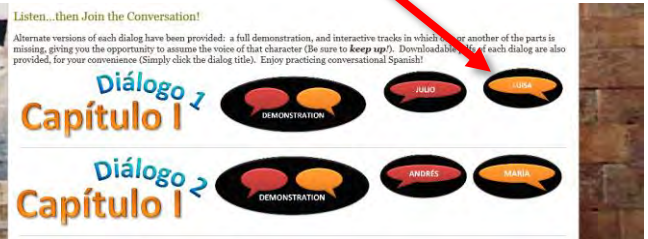


Next across the bottom of the editing dashboard are some choices for changing anything from page column **layout**, to web page **style**, types of **font** and a button for the **widgets** menu...



Some notes regarding the posting of images and how they may appear, once published to the web...

- Be careful to keep small type as clearly-readable as possible, and as large as possible (you can often increase readability through the use of contrast, such as placing small text against a dark background, making the text itself a bright yellow or white—such as has been done with each of the “voice buttons” on the dialogue page)
- Alignment of images, as they appear in the edit dashboard, may not necessarily reflect how they actually appear, once published (for example, one or two which may look centered, may not stay so after publishing). Be sure to regularly inspect your finished work by going back to look at it after publishing, for the sake of quick re-adjustments (an efficient way to do this is to have the published site open on another browser tab, while you have the editor open on another, then you can publish, continue with changes, and return after a few minutes and double-check your work on the published site).
  - An example of this, you will notice right away, is that the voice buttons, on the edit dashboard, appear very much OUT of alignment (and even spill over into the margins). However, when you open the actual, published version of the site, they appear well aligned.







# Una nota final...

As you explore both your editing dashboard and your website account page (for both **Yola.com** and **YouTube**), you will discover many additional tools, such as how to track and drive additional traffic to the site, how to purchase a premium web address (domain), etc. However, this concludes our tour of your *Escúchame M.A.P.* learning site package (a Microsoft Word version of this user manual has also been provided, allowing you to update it as necessary).

Have fun teaching with your M.A.P.S. and remember...  
**ALWAYS SAVE YOUR WORK!!!!**

*¡Chao!*