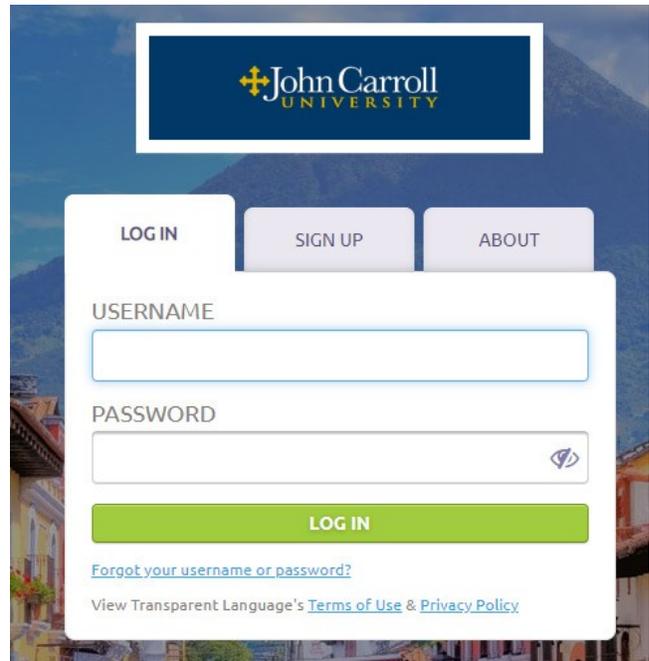


Instructions for Transparent Language Online (IT 101 and 102)

1. Use a computer in the Language Learning Center, OC 101
2. In a folder labeled **Language Software** on the desktop, use the shortcut to Transparent Language Online. On LOG IN page, notice the logo for JCU, which insures you are using the correct software.



3. Your username is the same as username for JCU's network. Your password is your Banner ID number, including the uppercase B. Enter your username and password then click the green LOG IN button.

(continued on next page)

4. For first time use of software only, you must agree to **Terms of Use**. Click in check box at bottom of page to place check mark and click CONTINUE button.

programming resources

UPDATED TERMS OF USE

Transparent Language Online Terms of Use

Transparent Language, Inc. ("Transparent") maintains Transparent Language Online (the "Application") as a paid service for subscribing administrators. Your use of the Application is conditional upon your acceptance of the terms and conditions set forth below ("Terms of Use") as they may be amended from time to time, and by the term of the license you have legally obtained and activated.

to its conflicts of laws principles, the state or federal courts of which shall have exclusive jurisdiction of any disputes arising hereunder. The provisions of the United Nations Convention on the International Sale of Goods shall not apply to the Agreement.

[If you do not wish to agree to the above Terms of Use, you may choose to have your account forgotten. Please see here for more information.](#)

I confirm that I am 16 years of age or older and have read and agree to the Terms of Use, or that I am the parent or guardian of a user 15 years of age or younger and I have read and agree to the terms on their behalf.

CONTINUE

5. First use only, you must also accept **Privacy Policy**. Click check box then CONTINUE button.

UPDATED PRIVACY POLICY

Transparent Language, Inc. Privacy Policy

This Privacy Policy sets out how Transparent Language, Inc. ("Transparent") uses and protects any information that you give to Transparent when you use Transparent Language Online (the "Application").

Transparent is committed to protecting your privacy. Should our Application ask you to provide any information by which you can be identified, you may be assured that that information will only be used in accordance with this Privacy Policy.

- **WebPurify:** We use WebPurify by WebPurify, LLC in the Application to ensure that usernames don't contain offensive language. WebPurify, LLC is a U.S. company based in Irvine, California.
- **WordPress:** We use WordPress to power our blogs, which may be accessible through the Application. WordPress may collect the name, email address, and IP address of users who voluntarily choose to comment on our blog articles. WordPress is a U.S. company.

[If you do not wish to agree to the above Privacy Policy, you may choose to have your account forgotten. Please click here for more information.](#)

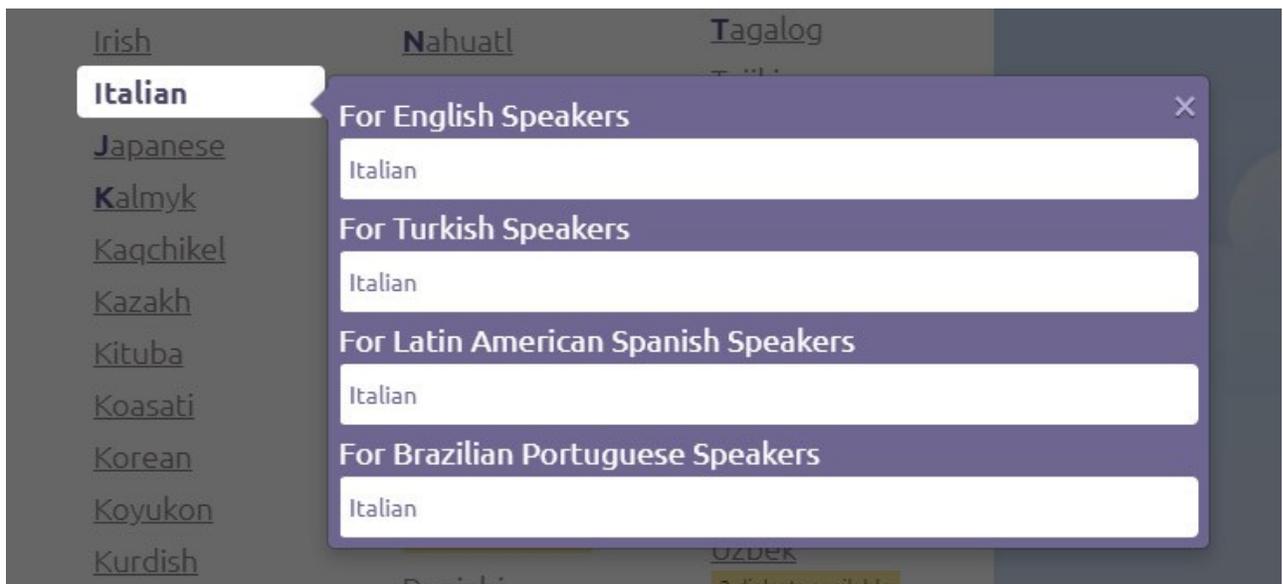
I confirm that I am 16 years of age or older and have read and agree to the Privacy Policy, or that I am the parent or guardian of a user 15 years of age or younger and I have read and agree to the policy on their behalf.

CONTINUE

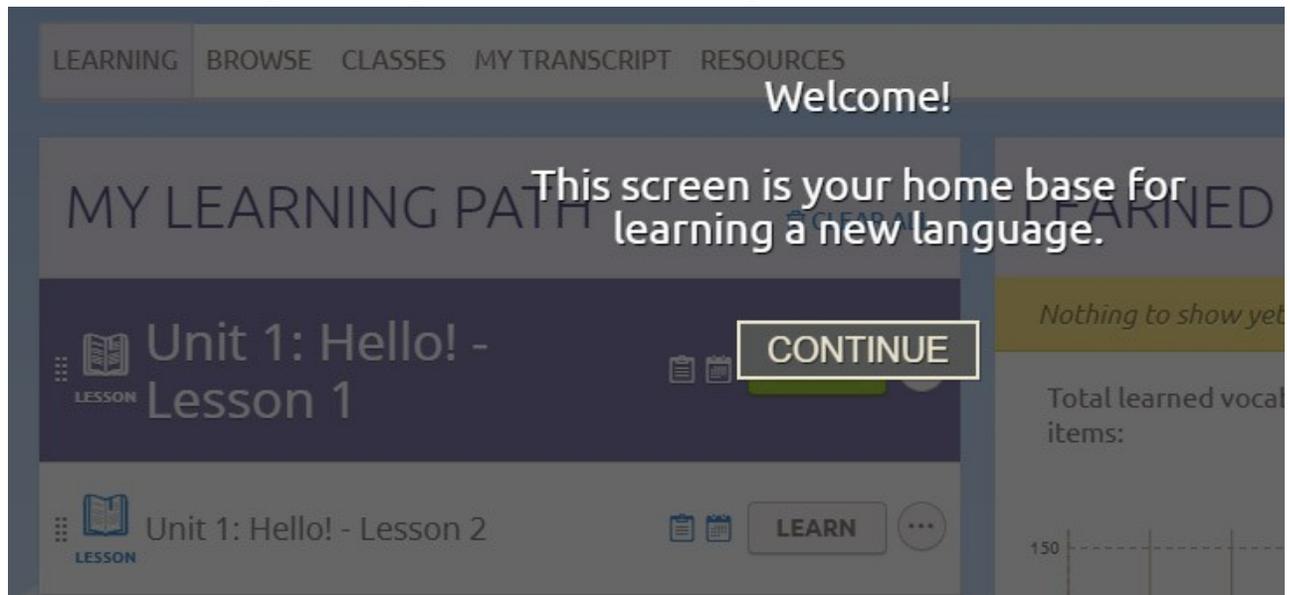
6. For first time use only, you must select the language. Select Italian.



7. In dialog that opens, select "For English Speakers" by clicking on it.



8. For first time use only, there are a series of help screens that explain how to use the software. Read these messages, clicking CONTINUE until all help screens are viewed.



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9. When the LEARNING tab is active, a list of learning resources will be displayed on the page. These will include items assigned by your instructor as well as other items. To see only what your instructor has assigned you should click the CLASSES tab.

The screenshot shows the course interface for 'Learning Italian for English speakers'. At the top, there is a navigation bar with tabs: 'LEARNING' (active), 'BROWSE', 'CLASSES', 'MY TRANSCRIPT', and 'RESOURCES'. Below this is the 'MY LEARNING PATH' section, which includes a 'CLEAR ALL' button. The path consists of five items:

- Unit 1: Hello! - Lesson 1** (Lesson icon, green 'LEARN' button)
- Unit 1: Hello! - Lesson 2** (Lesson icon, grey 'LEARN' button)
- Unit 1: Hello! - Lesson 3** (Lesson icon, grey 'LEARN' button)
- Unit 1: Hello! - Assessment** (Test icon, grey 'START' button)
- Unit 2: Organize Your Trip - Lesson 1** (Lesson icon, grey 'LEARN' button)

Each item includes a list icon on the left, a document and calendar icon on the right, and a three-dot menu icon on the far right.

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10. In the dialog that opens, click the VIEW button to see the items specifically assigned.

The screenshot shows a navigation bar at the top with the following items: LEARNING, BROWSE, CLASSES (highlighted), MY TRANSCRIPT, and RESOURCES. Below the navigation bar is a header section with the word "CLASSES" on the left and "HAVE A CODE?" followed by an "ENROLL IN A CLASS" button on the right. The main content area displays a class entry for "IT101-51". Underneath the class ID, it lists "Italian", "Instructor: [jlafavre1](#)", and "Learning language: Italian". To the right of this information, it shows "Assignments: 12" and "Messages: 0". A "VIEW" button is positioned to the right of the assignment and message counts.

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11. The image below may appear similar to the image in step 9. The difference is that this list contains only the assignments for the course. The list in step 9, if you scroll it to the bottom, contains additional items.

To start working with the software, click on uppermost LEARN button (Unit 1, Lesson 1 in example below). Work through material in sequence. Once a lesson is completed, it will no longer appear on this list. There is no need for you to save your work, this happens automatically. Students in IT 101 are assigned Units One through Three. Students in IT 102 are assigned Units Four through Six.

The screenshot displays a user interface for course assignments. At the top, a navigation bar includes 'LEARNING', 'BROWSE', 'CLASSES', 'MY TRANSCRIPT', and 'RESOURCES'. Below this, the main heading is 'ASSIGNMENTS'. A dark purple bar indicates the course 'IT101-51'. The assignments are listed as follows:

- Unit 1: Hello! - Lesson 1** (LESSON): Includes a 'LEARN' button and a menu icon.
- Unit 1: Hello! - Lesson 2** (LESSON): Includes a 'LEARN' button and a menu icon.
- Unit 1: Hello! - Lesson 3** (LESSON): Includes a 'LEARN' button and a menu icon.
- Unit 1: Hello! - Assessment** (TEST): Includes a 'START' button and a menu icon.
- Unit 2: Organize Your Trip - Lesson 1** (LESSON): Includes a 'LEARN' button and a menu icon.