



Enhance Your Practical Language Skills  
Practice, Articulate and Excel

*Digital Language Laboratory Software*



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**Support Windows 7**

**DLL User Manual**

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## 1. Introducing DLL

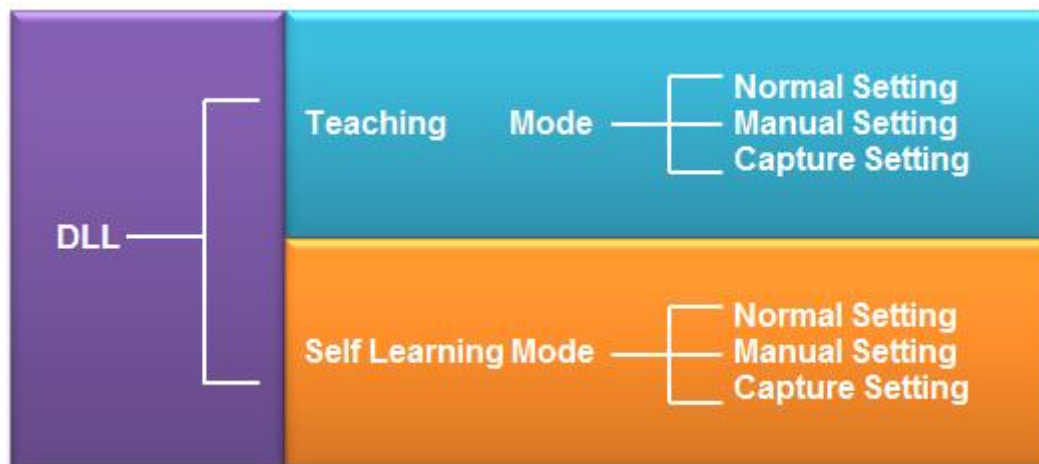
**Digital Language Laboratory (DLL)** is the **first 4-in-1 (Audio + Video + Text + Exam) multimedia language laboratory software system** designed to replace the traditional sound recording system in the language lab. DLL simulates traditional cassette player in operation while offering additional functions for modern language instruction and self-directed language learning.

As a combination of pronunciation practice, video presentation, audio discussion\* and exercises, DLL creates a genuinely interactive teaching and learning environment. There is no need for hardware devices, as DLL provides all functions that existing hardware systems have, plus a set of unique advanced features.

*\* XCLASS Professional is required for audio discussion feature.*

## 2. Modes and Settings in DLL

In DLL, there are two operation modes with three settings respectively serving for different learning purposes, as shown in the figure:



### 2.1 Teaching Mode

- Creation of multimedia coursework during or before the lesson
- Teaching with prepared coursework or other teaching materials
- Real time language instruction

*Teacher has full control over student's DLL:*

- Teacher can remotely control all function buttons of Student's DLL.
- Student CANNOT exit DLL when Teacher DLL is opened.
- Student can switch to Self Learning mode only under teacher's permission.

### 2.2 Self Learning Mode

- Self-directed language learning during or after class
- Editing multimedia coursework
- Audio recording / Video capturing

*Self Learning Mode can be operated in two different situations:*

#### **Under Teacher's Permission**

- Teacher switches to Self Learning to allow self-study for students.
- Student DLL CANNOT exit if Teacher is on-line.

#### **Standalone Mode**

- Student starts DLL by his/her own.
- Student CAN exit DLL.

### 2.3 Normal Setting

Under normal setting (figure 2.1), user can easily play master track and do oral practice in specific ways with ease.

### 2.4 Manual Setting

It is an advanced setting which allows user to control playing back and recording track separately and prepare oral assignments piece by piece.

### 2.5 Capture Setting

Capture setting is used for real-time capturing audio or video from digital sources.

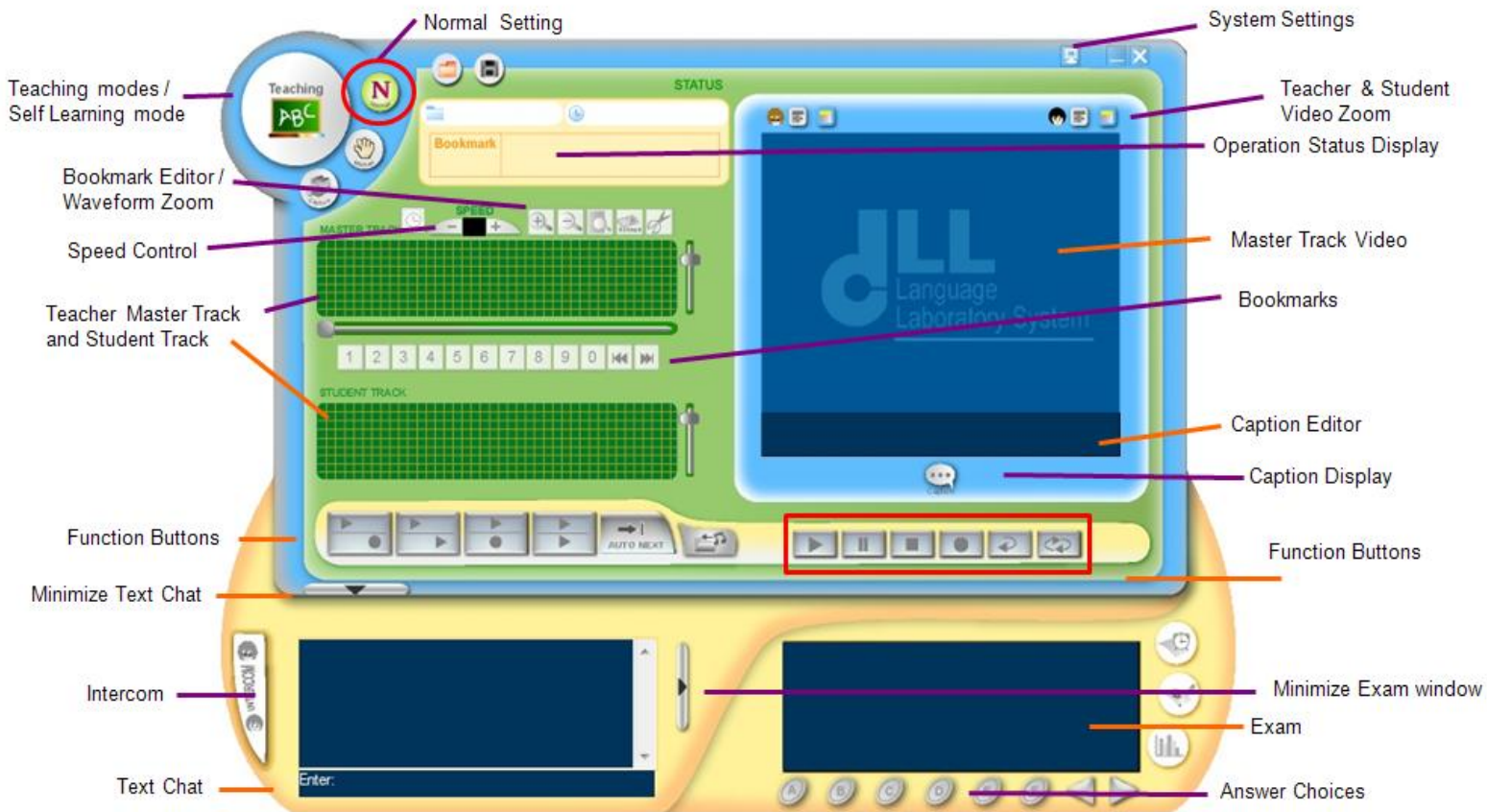


Figure2.1 DLL interface under Normal Setting


### 3. General DLL Features

There are some general functions in DLL that can work under both normal and manual setting.

#### 3.1 Media File Playing

DLL support different forms of audio and video files that users could utilize for either teaching or self-learning purpose.

##### 3.1.1 Open File

- 1) Click *Open* button  on the top left.
- 2) Select the type of your media file in the drop-down list.
- 3) Choose your media file and click open.
- 4) The media file's title, current playing time and total time length will be displayed.



**Remark:**

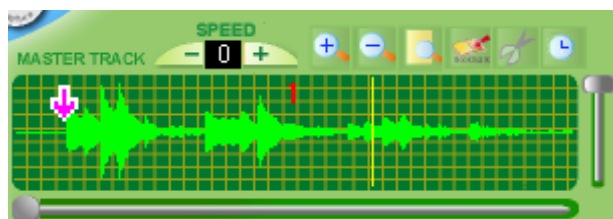
*Supporting Audio file: wav, mp3, wma; Video file: dlp, mp4, mpg, mpeg, dat, avi, wmv, vob.*

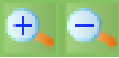
(Since DLL doesn't contain any video or audio codecs, it supports very few formats of media files. To play the types of audio or video files listed above, please install a 3rd party codec. Some of the codec packs supported by DLL are K-Lite Codec Pack 7.2.0 Full, K-Lite Codec Pack 8.0.0 and CoreAVC. If you use a 3rd party codec with DLL, please make sure that both the Teacher side and the Student side are installed with the **identical** set of codec pack, including the **identical** version number.)


##### 3.1.2 Play File

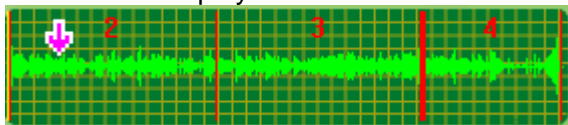



#### 3.2 Waveform View



- 1) The yellow vertical line indicates the current position of sound wave.
- 2) Click *Zoom* button  to zoom in or out the waveform display.

- 3) Click  to display the whole audio waveform in current window:



- 4) When the media is paused or stopped, click on the horizontal slider  to view the waveform in different time period.

### 3.3 Video Display in Window/ Full Screen Mode

Teacher's full screen video display button




Student's full screen video display button

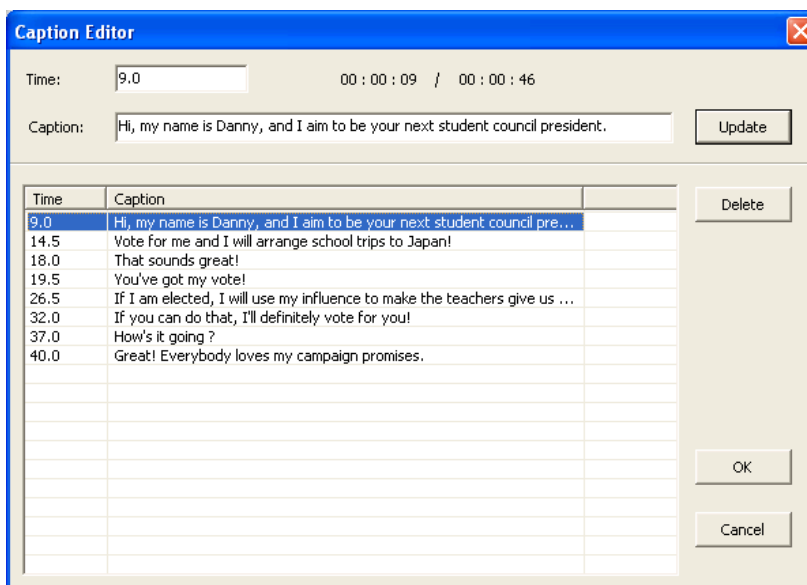
- You can press **Esc** key or **right click** the mouse to exit full screen mode

### 3.4 Caption

DLL contains a caption function for adding transcript of audio, synchronizing text with video or annotating the content of the master media file.

- (1). Open the media file that you want to work with.

- (2). In the DLL main window, click **Caption**  to input time and caption in Caption Editor Window.



- (3). Click **Update** to confirm.

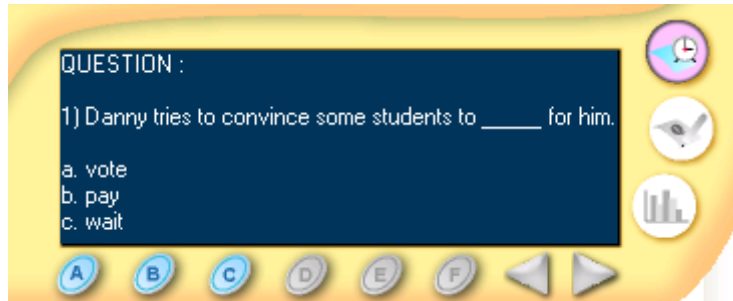
- (4). Click **OK** to complete.

**Remark:** Caption is created according to time track instead of bookmark. It is possible to add unlimited captions on the track within the time period.

### 3.5 Exam

Exam is used to create multiple-choice questions with images and videos for evaluating students' progress.

This module is only available in DLL ver. 5.2 or above.



Student's <Quiz Display and Answer Panel>



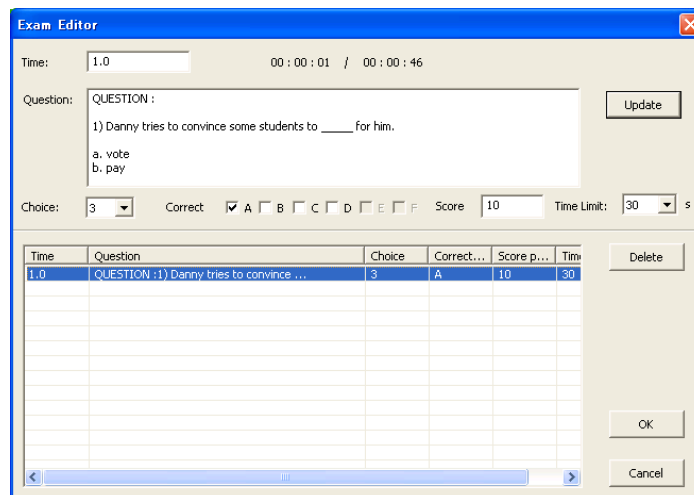
#### **Start Quiz**

Once the *Start Quiz* button is pressed, a set of functions will be followed. First, the master track starts to playback and display the questions on the student's <Quiz Display and Answer Panel> according to the corresponding time. Depends on the setting, students would either answer the questions at the end of the bookmarks or answer when the master track playing ends.



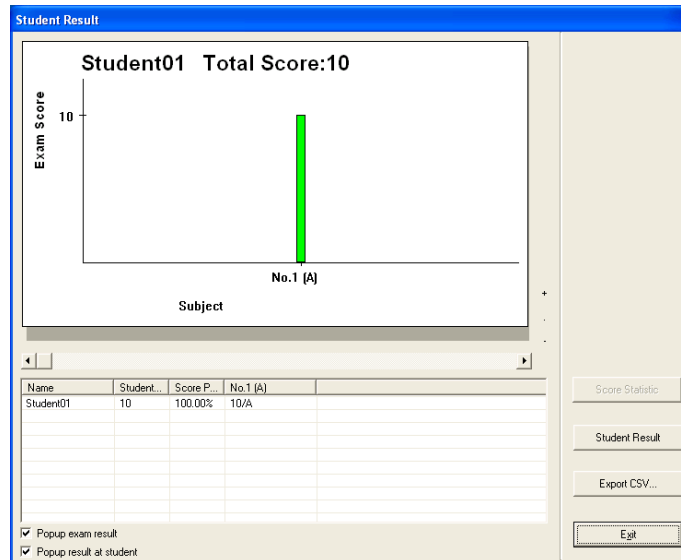
#### **Quiz Editor**

Create questions and answers under the Exam Editor:



#### **Quiz Result**

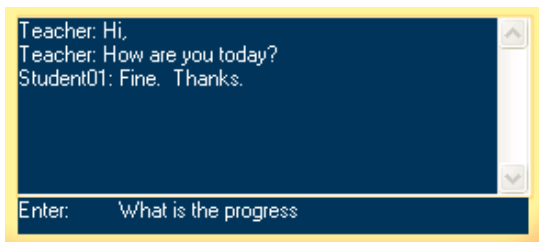
Click the *Quiz Result* button to view students' answers.



- The exam panel can be hidden by clicking the grey vertical switch button

### 3.6 Text Chat

Teacher and students could send message to each other by typing in the Text Chat window.




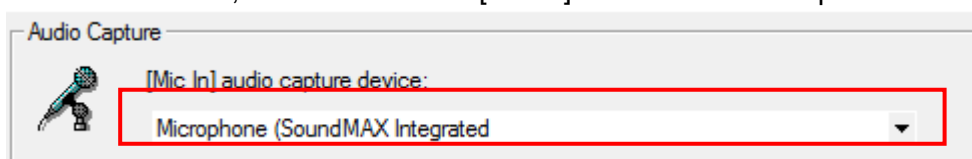
### 3.7 Intercom

Intercom function allows teacher to provide interactive learning instruction with a particular student. Teacher can listen to student's pronunciation, give instructions or relay one student's voice to others.



Before conducting any activities, please make sure the correct audio source is selected in BOTH teacher and student side:

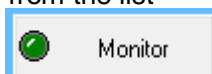
1. Click setting button 
2. In the **Device** tab, select the correct [Mic in] device in Audio capture box



Click **Intercom** button on the left of Text Chat window to open the function box:

- **Monitor** - listen to student's microphone

1. Choose one student from the list



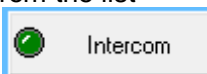
2. Click Monitor button to start monitoring

3. Teacher can switch to another student by simply clicking the student's PC name on the list

4. Click the Monitor button  again to stop monitoring

- **Intercom** - one to one communication between teacher and student

1. Choose one student from the list



2. Click Intercom button to start Intercom

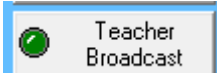
On student's DLL, the intercom icon will change to coloured one to indicate the student's engagement in communication with teacher.




3. Teacher can start intercom with another student by simply clicking the student's PC name on the list

4. Click the Intercom button  again to stop intercom

- **Teacher Broadcast** – broadcast teacher's voice to all students

1. Click Teacher Broadcast button  to start broadcasting

2. Click the Teacher Broadcast button  again to stop broadcasting

- **Student Presentation** - relay selected student's voice to the others

5. Choose one student from the list

6. Click Student Presentation button  to start relay

On student's DLL, the Presentation icon will change to coloured one to indicate that the student is currently broadcasting his/her voice to the others



7. Teacher can change the broadcaster by simply clicking the student's PC name on the list

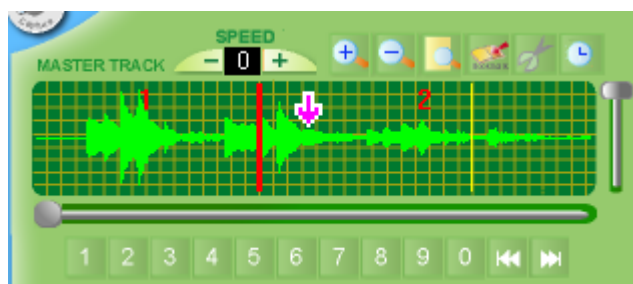
8. Click the Student Presentation button  again to stop relay




## 4. Features in Normal Setting

### 4.1 Bookmarks

DLL contains bookmarks that you can use to mark places in the media file that you want to return to.



#### 4.1.1 Add Bookmark:

- 1) Left click on the Master Track waveform where you would like to create a bookmark. The yellow vertical line indicates the position you choose. (When the audio is playing, the yellow vertical line presents current position of sound wave. You cannot change its position during playing.)
- 2) Press *Add Bookmark* button  to add a bookmark. A red vertical line will appear to demonstrate a bookmark.


➤ You can click the bookmark viewer  to view all your bookmarks properties

#### 4.1.2 Edit Bookmark


- 1) Highlight the bookmark until the arrow becomes double-headed.
- 2) Change bookmark position by simple drag and drop.

#### 4.1.3 Switch between Bookmarks




- 1) Click the numeric button to switch to the corresponding bookmark.
- 2) You can also click  to move to the previous or next bookmark.
  - All the bookmarks are ordered according to their positions on Master Track, instead of the time you created them.
  - Bookmark 1 is set at beginning of the track by default.

#### 4.1.4 Delete Bookmark

- 1) Press the numeric button of bookmark you want to remove
- 2) Click the bookmark line to **highlight** it
- 3) Press *Delete Bookmark* button 

### 4.1.5 Bookmark Viewer

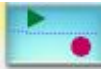


- (1). Click the button  to view all the bookmark time points.
- (2). Double click the **Increase Time** entry. The input time will be the delay time of corresponding bookmark on Student Track.
- (3). Press **Default** to remove all the delay time settings.

**Remark:** *The delay time of one bookmark will affect all its subsequent bookmarks' time points.*




## 4.2 Playing Back and Recording Student Track

There are two modes of playing track and recording:

### Sequential Playback and Recording:


- (1). Press the numeric button of bookmark.
- (2). Click  to enable *Play then Record*;
- (3). Students will first hear the audio segment, which starts at the bookmark you choose and ends before the next bookmark.
- (4). After the beep, students begin to record their own speech, with the “Student Track” in their DLL showing their sound waveform.
- (5). The recording will end automatically after the same time period. You can also pause or stop the playback or recording manually by pressing  or .


### Simultaneous Playback and Recording:



- (1). Press the numeric button of bookmark.
- (2). Click  to enable *Play & Record*;
- (3). Playing back and recording will be executed at the same time, and will both end before the next bookmark.
- (4). You can also pause or stop the playback/recording manually by pressing  or .

## 4.3 Compare Master Track and Student Track


After recording, you can use “**Sequential Playback**” or “**Simultaneous Playback**” to compare master track and student audio recording.

- (1). Press the numeric bookmark button where you started recording.
- (2). Click *Play then Compare* button  to firstly play mater track segment and then play student recording.


OR Click *Compare* button  to play master track segment and student recording simultaneously.

- (3). Students can adjust the volume control slider next to student track waveform when listening to their recording track.
- (4). The playing will end before the next bookmark.
- (5). You can pause or stop playing at any time by pressing  or .

#### 4.4 Using Auto Next function

If Auto Next function is enabled , then under any mode of Playing Back & Recording or Comparing Tracks, the recording or playing will not terminate before the next bookmark, but continue to proceed with the next segment as with current one, till the end of the whole track.









#### 4.5 Using the Recap Function

The Recap function  is designed to let users move quickly to the previous sentence or part of the file. DLL detects a silent gap between sentences and by clicking Recap takes you back to the last gap. This is useful when you want to practise the same phrase over and over again.


- Users can edit the silence gap detection setting at Advanced Tab in <System Setting>.

#### 4.6 Using the Loop Function


This function enables users to drill a particularly important phrase or segment over and over again:

- 1) Click the numeric bookmark button where the segment starts.
- 2) Press *Loop* button .
- 3) Press *Play then Record* button  or *Play & Record* button  to start repeatedly playing the same segment and recording voice unless users click  to stop the loop.
- 4) Users can also press *Play then Compare* button  or *Compare* button  to hear the comparison of master and student tracks repeatedly unless users click  to stop the loop.
- 5) Press *Loop* button  again to disable this function.

## 4.7 Save File

Click Save button  to save the video, recording audio, bookmark index, captions and exam in one file under a project name (\*.dlp) for repeated use.


## 4.8 Auto-collect Students' Track Recordings

Click the *Auto-Collect* button  on the Teacher DLL to collect all students' audio recordings (WAV / MP3) and transfer to Teacher's PC.


## 5. Features in Manual Setting


Under Manual Setting, users can handle track playing and audio recording separately and in a more flexible way.


### 5.1 Flow to Use Manual Setting


(1). Click  to select **Manual Setting** under Teaching Mode / Self Learning Mode.

(2). Click *Open* button  to open a project or file.


(3). Click  to play Master Track.

(4). Click  to start to record student's voice.

Click  to pause recording.

Click  to stop recording.

***Remark:*** you can pause, resume, or stop playing master track during recording at any time you want. The change of status of track playing will not affect the status of audio recording. They have no impact on each other.



(5). Click  if you want to save your recording for repeated use.


(6). Teacher may click *Auto-Collect* button  to collect all students' audio recordings.





## 6. Features in Capture Setting

Under Capture Setting, the real time microphone, AV signal, VHS or Camera input can be captured and saved under a *d/p* project file. Then teacher and students can use the file to start playing back or recording as under Normal Setting.


### 6.1 Flow to Use Capture Setting

- 1) Click  to select Capture Setting under Teaching Mode or Self Learning Mode.
- 2) Click *Record* button  to start capturing, with the “Master Track” displaying the waveform of captured sound. Under **Teaching Mode**, the audio or video will be broadcasted to student PCs at the same time.

**Remark:** Please make sure you have chosen the proper device for capturing audio and video. You can check the Mic in, AV in and video capture device at the device tab of <System Settings> . The device setting should be configured before you switch to Capture Setting.

- 3) You may click  to pause recording;  
OR Click  again to resume recording.
- 4) Click  to stop recording.
- 5) Now you can add bookmarks in the media, play back and record, or compare tracks as you do under normal setting mode.
- 6) Click  if you want to save your capture and recording for repeated use.  
You can choose the format of file in the down-drop list.

**Remark:**

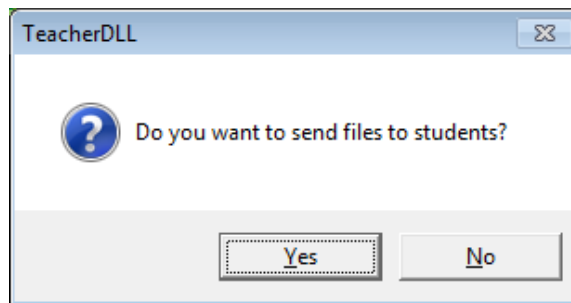
Under Teaching Mode, students’ audio recordings CANNOT be collected by clicking *Auto-Collect* button . To send students’ recordings back to teacher’s PC, we recommend you to **save** your capture first. Then switch to **Normal Setting**, open your captured audio or video file again and start recording students’ voice.

## 7. Distribution of Learning Materials

There are three methods that teacher could use to distribute learning materials to students for self-study.

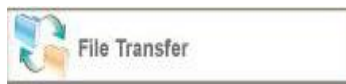
### 7.1 Switching to Self Learning Mode (Recommended)

- 1) When teacher switches from Teaching Mode to Self Learning Mode, a window will prompt to inquire whether to send the learning materials to student PCs.

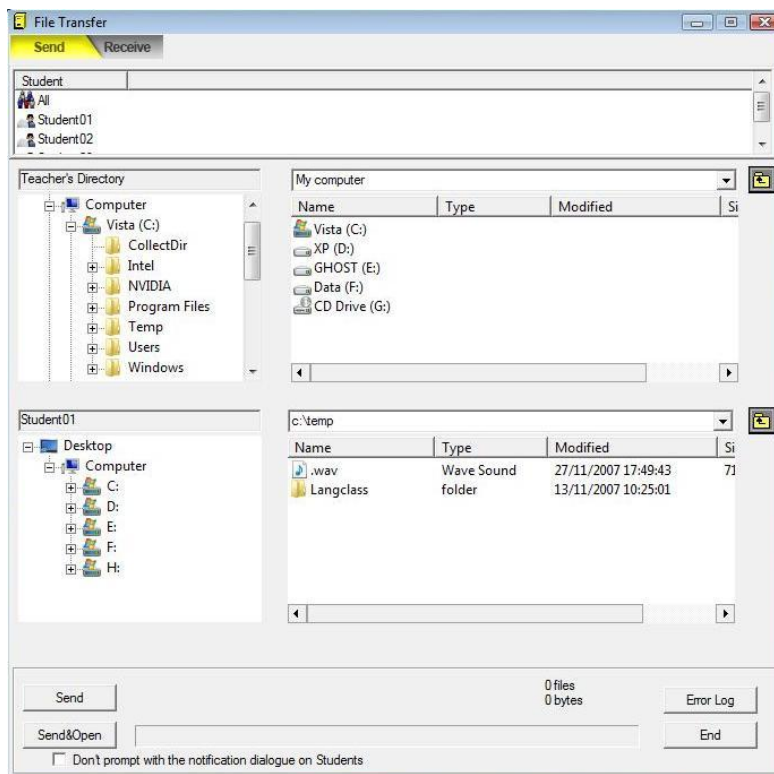


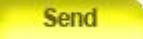


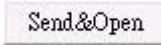
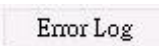
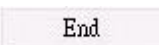

- 2) Click **Yes** to send the learning material to all students.

### 7.2 File Transfer (with XCLASS Installed)



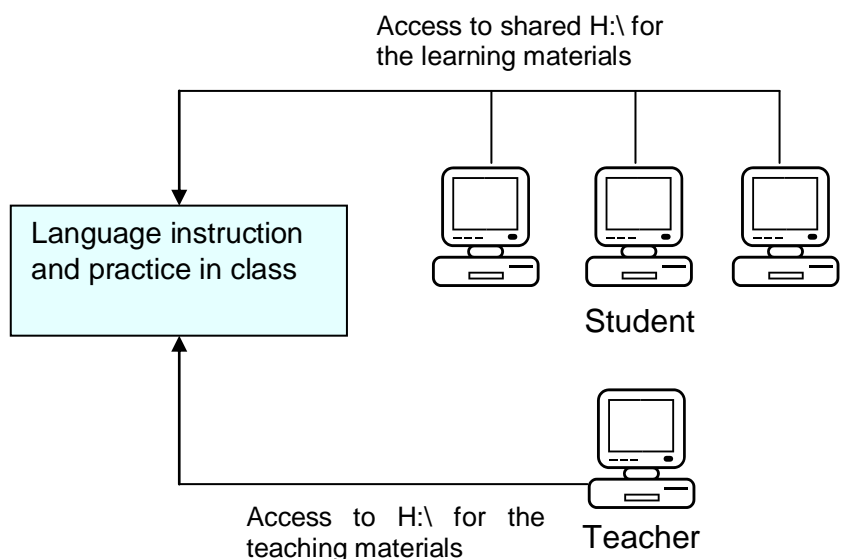
- 1) Click <File Transfer> from the XCLASS <Application Panel> and the File Transfer window will show as below:




- 2) Click  tab.
- 3) Click icon of Student to receive file or folder
- 4) Select the file or folder to be sent from the appropriate location:  
In the source session pane, Teacher can either input its location in the text box besides the Teacher's Directory, or click <Up one level>  to search it from the current folder or browse from the directory tree to specify on the Teacher's computer.  
(Press **Ctrl** for multiple files or folders selection.)
- 5) Select or input the location where the file will be received by Student  
**Remark:** Teacher's and Student's default selected paths can be predefined under the "FileTrans.ini".
- 6) Click  to send the file or folder  
OR Click  to send and open the file in Students' DLL  
**Remark:** Files with the extensions which you chose to associate with DLL during installation will be open in Student DLL. Otherwise, they will be open by their default programs.
- 7) Click  to check for any error during the file transferring process.
- 8) Click  or  to close the File Transfer window.

### 7.3 Shared Folder

Creating a share folder over the network is another way of distributing learning materials. Teacher and students can map a shared drive or shared file over the network for common access to the audio and video files used in teaching and learning.



## 8. System Settings

To change DLL system settings, press System Settings  in the DLL main window. The default password is NIL (no password). Just click **OK** directly. The window contains five tabs: Device, Advanced, Color Scheme, Path and License. Click the tab that contains the options you want to change.

### 8.1 Device Tab

On the Device tab, you can change video and audio capture device and format settings.

### 8.2 Advanced Tab

On the Advanced tab, you can configure the silent gap detection settings, enable or disable caption display and change exam properties.

### 8.3 Colour Scheme Tab

On the Color Scheme tab, you can change font format and color display for windows and waveforms in DLL.


### 8.4 Path Tab

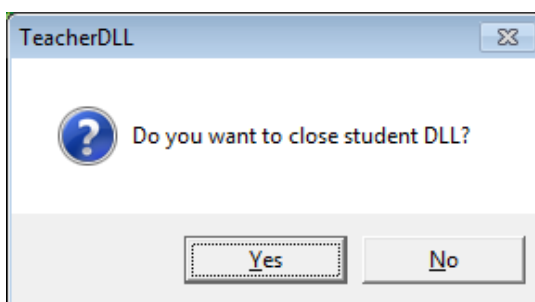
On the Path tab, you can control settings that affect where the files are opened and saved in DLL.

### 8.5 License Tab

On the License tab, you can change the system setting password and input the DLL license key.

## 9. Exit DLL

- 1) Click  to exit Teacher's DLL.
- 2) Select **Yes** in the message box if you want to close all students' DLL remotely.



## 10. Troubleshooting

If you experience any difficulties while using DLL, check the Question and Answer list below for helpful information.

*Question:*

**Starting DLL gives the error message “Cannot find audio card!”**

Answer:

- (1). Make sure at least a sound card is available and appropriate driver is installed correctly.
- (2). The DirectX components have been installed correctly.

*Question:*

**Clicking Record button does not record anything**

Answer:

- (1). Make sure your sound card is AC'97 or Creative PCI Sound compatible or Sun-Tech Audio Box ST-AB 203.
- (2). The DirectX 9.0 or above has been installed.
- (3). Complete and verify the DLL system setting.
- (4). Make sure that appropriate recording source channel for the sound card is selected on both Teacher and Student side when Record button is clicked.
- (5). Confirm the correct and updated sound card driver is installed.
- (6). Make sure that your microphone is connected correctly.

*Question:*

**No waveform is generated after opening a file or recording**

Answer:

Make sure the default directory for temporary files, C:\Temp has sufficient free disk space and allowed the logged-in account to write file in it. You may change the default directory in the System Setting window or dll.ini.

*Question:*

**Capture function fail to capture external AV signal**

Answer:

- (1). Make sure the capturing device is installed and updated driver has been used.
- (2). The capturing device includes a WDM driver.
- (3). The DirectX 9.0 or above has been installed.
- (4). The external AV source input and cabling has been well connected.
- (5). Checking the DLL system setting.

*Question:*

**Cannot open a media file**

Answer:

Make sure you have installed a 3rd party audio and video codec and selected the corresponding type of the media you want to play in the codec configuration setting.

*Question:*

**High quality video is playing but with blurred image edges**

Answer:

Select Deinterlacing In the video decoder configuration of the codec you have installed. Play the video again.

*Question:*

**Cannot transfer file to students after switching from Teacher to Self-Learning mode**

Answer:

Change the third value in “TransPackSize” in dll.ini to “8”.



## **SUN-TECH I.T. SOLUTIONS LIMITED**