

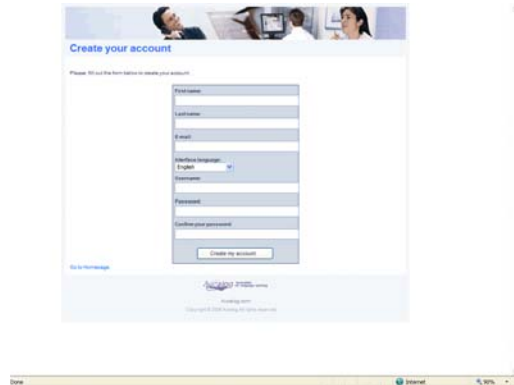
## 1. Create your account

\*Must use **Microsoft Internet Explorer 5.0** or higher.

Enter your:

- a) First name
- b) Last Name
- c) Email Address
- d) Select Interface Language
- e) User name
- f) Password
- g) Confirm Password
- h) Create Account

Now click on “Confirm” or the green tick icon.

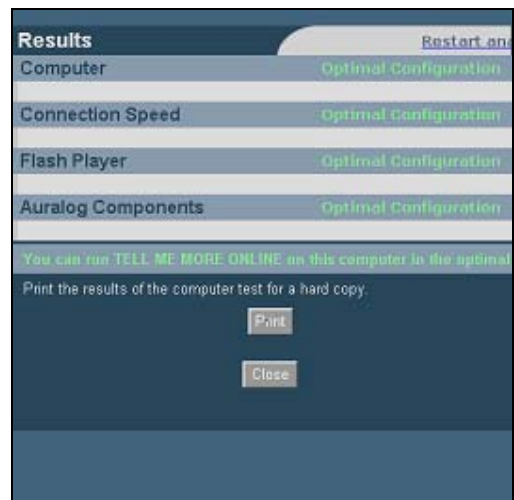


## 2. Computer Test

When you're logged in, click on the link named “Computer Test” and then “Begin the Computer Test”.

The computer configuration and the Internet connection will be tested and analysed. If the configuration is not optimal, you will be informed immediately.

Furthermore your technical contact at Auralog will look at the test results. This is in order to assist you, should you have any problems.



## 3. Personal objectives form

Once the Computer Test has been performed on your computer, you are able to access the personal objectives form. Please click on the link “Define My Objectives Now”.



#### 4. Your Language Focus (Step 1)

Choose whether you would like to focus on “Everyday language” or “Business language”.

This selection is irrelevant for the Placement Test (see step 2).

Please confirm your choice by clicking on the button “Confirm this step”.

#### 5. Take the Placement Test (Step 2)

Now click on “Begin the Placement Test” on the left hand of your screen and follow the instructions.

**Important:** Please read the explanations on the next screen carefully before starting the test.

**Important:** The time for answering the questions is limited. A timer indicates the time left on the top right of the screen. When time is up, the next question will be shown. Questions that aren't answered in time will be considered as wrong.

**Take care:** Headphones or loudspeakers are required in order to perform the Placement Test. (If you haven't received your headset yet, headphones – e.g. from a walkman – will do it as well.)

For the exercises with sound please click on the loudspeaker icon before choosing your answer. You can listen twice to every possible answer.

#### 6. Quit the Placement Test

After you've finished the test, click on the “green man” (at the bottom) and you'll return to the personal objectives form.

In the objectives form confirm the step to continue.

### 7. Define your Skills / Topics (Step 3)

Select a **skill** (Everyday language) or a **topic** (Business language) and confirm your choice by clicking on the “Confirm this step” button.

### 8. Confirm your objectives (Step 4)

Now confirm your objectives by clicking on the button at the bottom and quit the personal objectives form.

### 9. Begin your Training

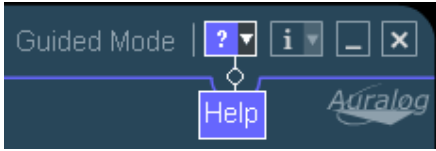
After you've defined and confirmed your objectives several new links will appear in your learning portal, one of them is called “**Begin My Training**”. Click on that link to run TELL ME MORE.

When you finish a work session please make sure not only to quit the learning program but also to log out of your learning portal by clicking “Sign Out” at the top right of your screen.

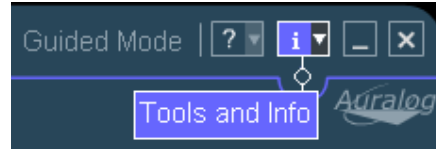
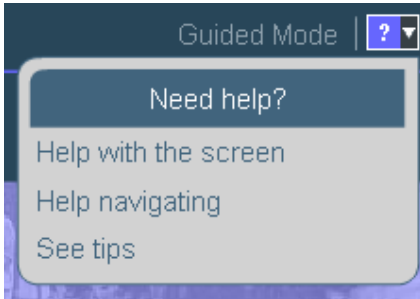
**Important:** The “Language Achievement Test” is to be done only a few days before your training ends. This test takes approx. 90 minutes. It can be performed only once, but it is possible to interrupt the test such as the Placement Test. To interrupt the test you'll have to quit. Click on the link to the Language Achievement Test to continue where you have left the test.

### 10. TELL ME MORE's *Tools and Info* and *Help* sections

At the top right of your screen you will find two very important icons: “**Help**” [ ? ] and “**Tools and Info**” [ i ]. These two buttons give you access to a couple of precious hints and tools:



In the Help section you will find explanations for the use of TELL ME MORE online



In the Tools and Info section you will find Grammar Explanations, the Conjugation Tool, the Glossary and the Cultural Texts in the “Reference Tools” section.

