



CHENG & TSUI

Since 1979 | Boston, MA USA

ChengTsui WEB APP™

 **Quick Start Guide**

For Educators
and Administrators



CHENG & TSUI

Since 1979 | Boston, MA USA



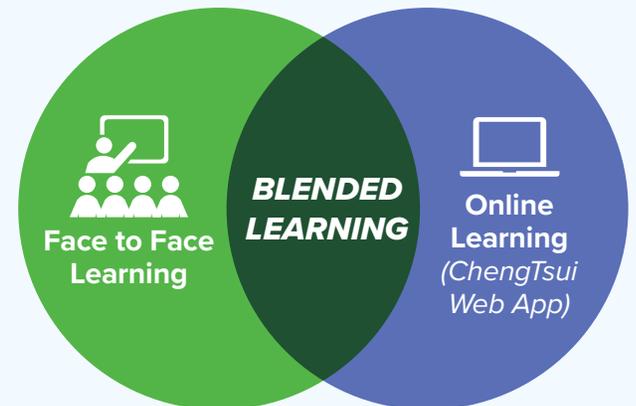
Quick Start Guide

Before You Start

- Table of Contents 2
- Before You Start** 3
 - Browser Requirements 4
 - Typing in Chinese 5
 - Help & Support 6
- The Dashboard** 8
 - Shelf 9
 - Subscriptions 10
 - Groups 11
 - Account Settings 13

- The Manage Groups Portal** 14
 - Roster Panel 15
 - Creating Groups 16
 - Editing Groups 17
 - Adding Group Members 18
 - Removing Group Members 19
 - Assignments Panel 20
 - New Assignments 21-22
 - Editing Assignments 23
 - Reports Panel 24
 - Group Reports 25
 - Individual Reports 26

- The eReader** 28
 - Navigation 29
 - Highlights 30
 - Notes 31
 - Interactive Pane 32-33
 - Workbook Pane 34
 - Auto-Feedback 35
 - Resources Pane 36



Quick Start Guide



Browser
Requirements



Typing in
Chinese



Help &
Support

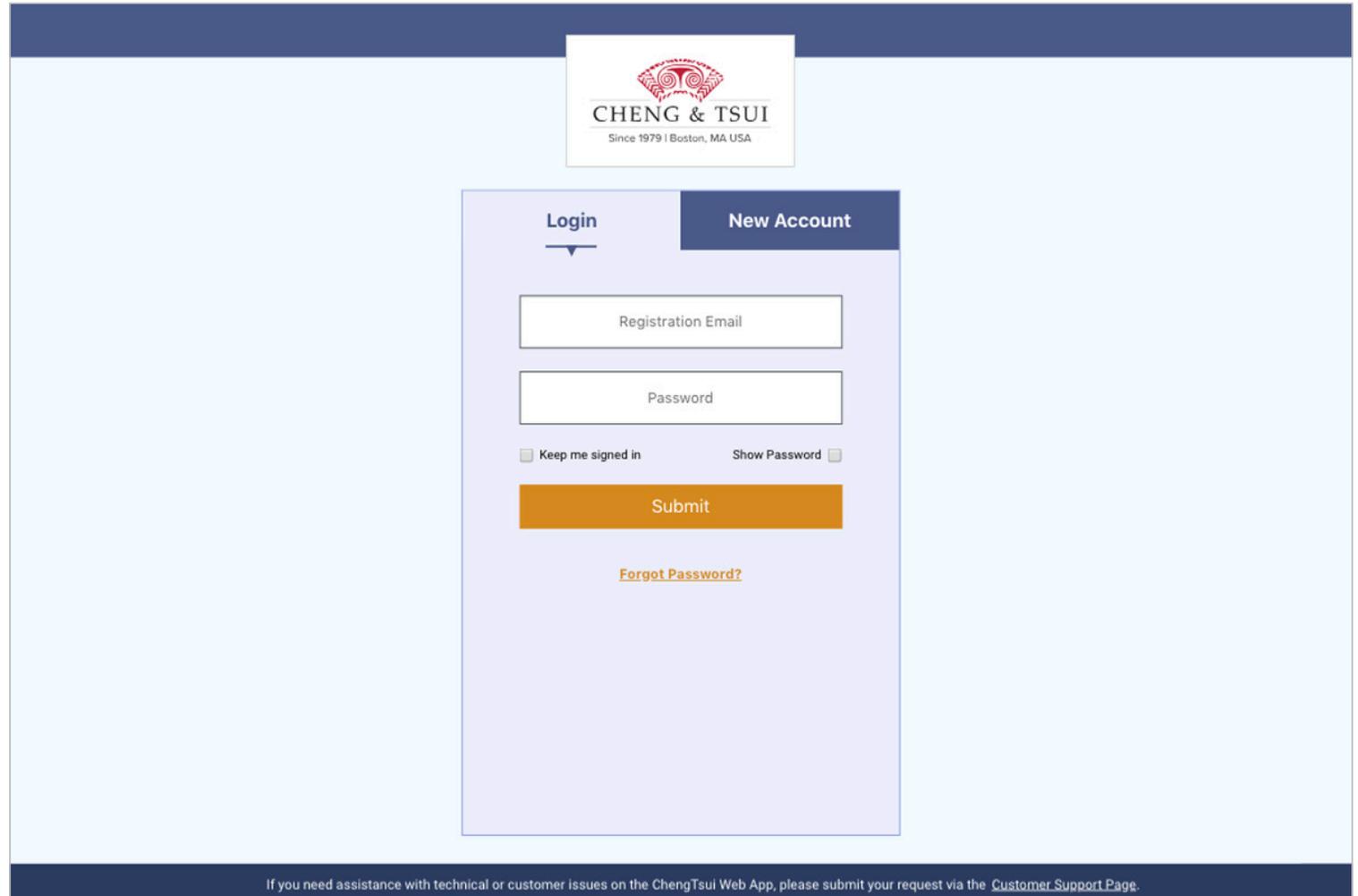
Before You Start

Browser Requirements.....	4
Typing in Chinese	5
Help & Support.....	6

BROWSER REQUIREMENTS

The ChengTsui Web App is a browser-based application, ensuring that it can be used by all users regardless of operating system. It has been optimized for use in Google Chrome. For best results, Cheng & Tsui suggests using the most updated version of Chrome whenever possible.

Google Chrome is free to use and can be installed on all major operating systems and devices. Chrome can be downloaded to a computer at www.google.com/chrome.



The screenshot displays the user interface for the Cheng & Tsui web application. At the top center is the company logo, which includes a red circular emblem with a stylized 'C' and 'T' and the text 'CHENG & TSUI Since 1979 | Boston, MA USA'. Below the logo is a central form area with two tabs: 'Login' (selected) and 'New Account'. The 'Login' form contains a 'Registration Email' input field, a 'Password' input field, a 'Keep me signed in' checkbox, and a 'Show Password' checkbox. A prominent orange 'Submit' button is located below the input fields. A link for 'Forgot Password?' is positioned below the 'Submit' button. At the bottom of the page, a dark blue footer contains the text: 'If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).'

TYPING IN CHINESE

When using the ChengTsui Web App, you will periodically have opportunities to check your understanding of the grammar and vocabulary through interactive exercises. Many of these exercises require you to answer questions by entering Chinese characters in the Web App, which supports both simplified and traditional characters.

Visit www.cheng-tsui.com/typechinese for instructions on how to install *pinyin* input on common devices.

C 我以前不喜欢他，现在有（一）点儿喜欢他了。

Wǒ yǐqián bù xǐhuan tā, xiànzài yǒu(yī)diǎnr xǐhuan tā le.

I used to dislike him, but now I rather like him. [以前 (yǐqián) (previously or before)] [See Lesson 8.]

Take care not to confuse 有（一）点儿 (yǒuyīdiǎnr) (a little), which is an adverbial used to modify adjectives, with （一）点儿 (yīdiǎnr) (a little), which usually modifies nouns. In the above sentences, 有（一）点儿 (yǒuyīdiǎnr) is not interchangeable with （一）点儿 (yīdiǎnr).

D 给我（一）点儿咖啡。

Gěi wǒ (yī)diǎnr kāfēi.

Give me a little coffee.

E 给我（一）点儿时间。

Gěi wǒ (yī)diǎnr shíjiān.

Give me a little time.

F 我有（一）点儿忙。 [✘我（一）点儿忙。]

Wǒ yǒu(yī)diǎnr máng.

I am kind of busy.

G 她有（一）点儿不高兴。

Tā yǒu(yī)diǎnr bù gāoxìng.

She is a little unhappy.

[✘她（一）点儿不高兴。]

X close

Interactive Content

Current Page

By Lesson

L7-1 6. 有（一）点儿(yǒu [yī] diǎnr) (somewhat, rather; a little bit)

Rewrite the sentences below to reduce the intensity by inserting 有（一）点儿 (yǒu [yī] diǎnr) where appropriate.

(Note: The blanks will expand as you type in your answers.)

4. 白英爱今天很不高兴。

白英爱今天有_____不高兴_____。

5. 第七课的生词很多。

第七课de_____。

1的 2得 3地 4德 5得 6得 7德 8底

6. 小高写汉字写得很慢。

_____。

Check

EXIT



188 / 348

简体 繁體

Go to

TOOLS

TOC

1

5. 第七课的生词很多。

第七课de_____。

1的 2得 3地 4德 5得 6得 7德 8底

6. 小高写汉字写得很慢。

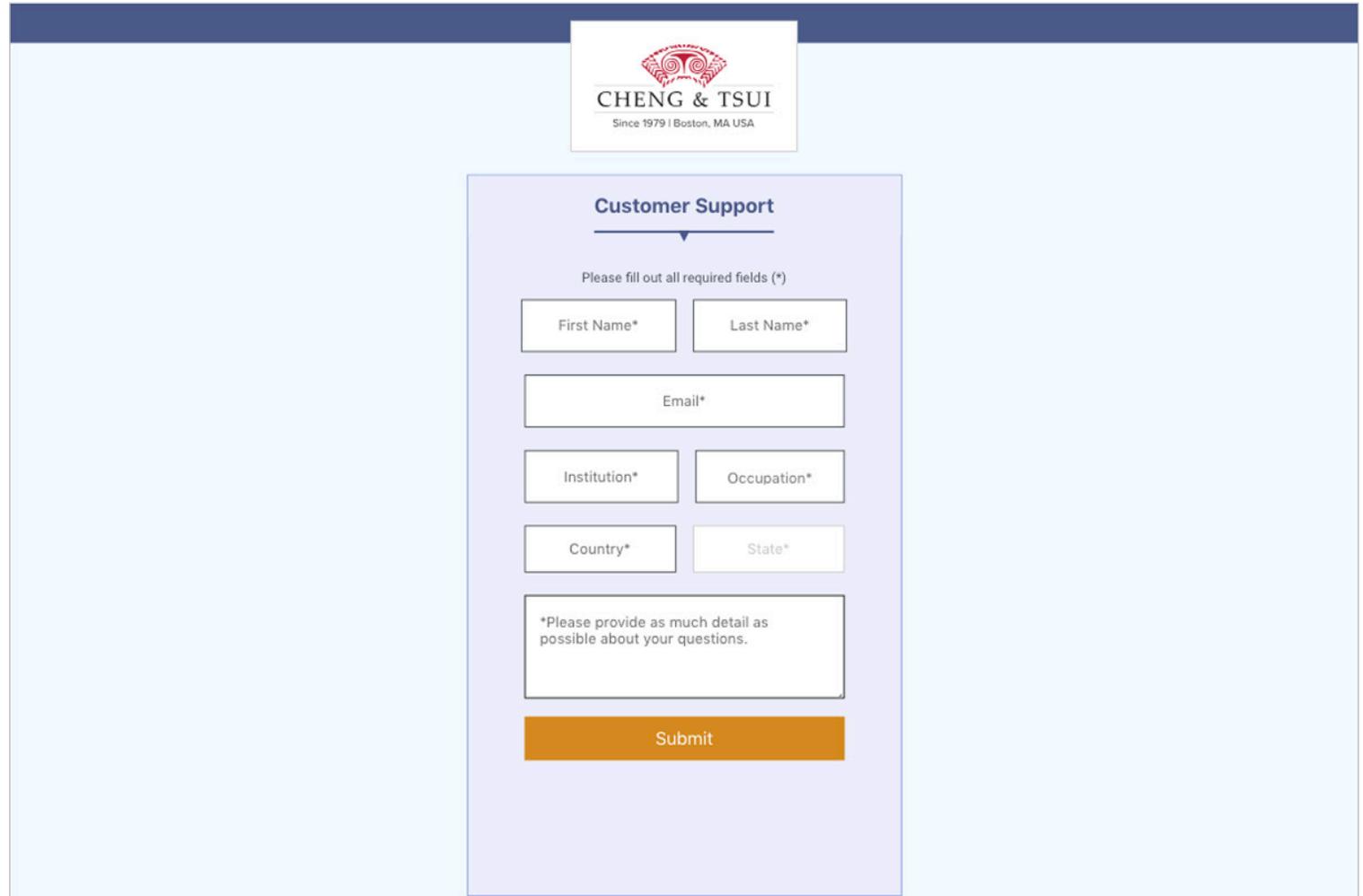
Answers can be typed using *pinyin* input.

HELP & SUPPORT

If you encounter an issue while using your ChengTsui Web App account, you can use a customer support form to receive assistance. The customer support form can be accessed at the bottom of the Web App by clicking on the Customer Support Page link.

Cheng & Tsui Customer Service is also available by phone at **1-617-988-2400** or toll-free at **1-800-554-1963**.

Please note that Cheng & Tsui is open Monday through Friday between the hours of 9:00 AM and 5:00 PM EST, and is closed for most major U.S. holidays. We will respond to your queries as quickly as possible.



The screenshot shows a customer support form on the Cheng & Tsui website. At the top center is the company logo, which features a red stylized 'C' and 'T' emblem above the text 'CHENG & TSUI' and 'Since 1979 | Boston, MA USA'. Below the logo is a light blue box titled 'Customer Support' with a downward-pointing arrow. Inside this box, a message reads 'Please fill out all required fields (*)'. The form consists of several input fields: 'First Name*' and 'Last Name*' (two small boxes side-by-side), 'Email*' (a single wide box), 'Institution*' and 'Occupation*' (two boxes side-by-side), and 'Country*' and 'State*' (two boxes side-by-side). Below these fields is a larger text area with the instruction '*Please provide as much detail as possible about your questions.' At the bottom of the form is a prominent orange 'Submit' button.

Quick Start Guide



Dashboard
Shelf



Account
Settings



Manage
Subscriptions

Dashboard Use

The Dashboard	8
Shelf	9
Subscriptions	10
Groups	11
Account Settings	13

DASHBOARD

The Dashboard is the heart of the ChengTsui Web App, and it leads you to all other parts of the Web App. From here, you can access:

1. The Shelf

In the Shelf, you can activate subscriptions, open active subscriptions, and join open groups. For user convenience, a variety of views are available. For more detailed information see page 9.

2. The Manage Groups Portal

Clicking on the Manage Groups tab in the upper right corner of the Dashboard takes you to the Manage Groups Portal, where you can create and edit assignments, view reports, and manage your groups. For more detailed information, see page 14.

To log out of the Web App, click on the Log Out button in the upper right corner of the Dashboard.

The screenshot shows the ChengTsui Web App Dashboard. At the top left is the CHENG & TSUI logo. The top right corner displays the user's name 'Chang, Xiaoliang', a circled '1' next to the 'Account settings' link, the date 'November 9, 2018', and a circled '2' next to the 'LOG OUT' button. Below the header is a 'SHELF' section with navigation options: 'Alphabetical', 'By Media', 'By Date', 'List View', and 'Icon View'. The main content area displays four 'Integrated Chinese' product cards: 'Integrated Chinese 1 Educator' (valid until 9/21/2019) with a 'Join Group' button; 'Integrated Chinese 2 Educator' with an 'Activate' button; 'Integrated Chinese 3 Educator' (valid until 4/27/2019) with an 'Enter Token' field and 'Cancel'/'Submit' buttons; and 'Integrated Chinese 4 (Trial) Educator' (valid until 11/9/2019) with a 'Buy' button. At the bottom of the dashboard, a footer message reads: 'If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).'

1

Account settings

Click the Account Settings to modify basic information

2

LOG OUT

Click the Logout button to leave the Web App

THE SHELF

The Shelf is where you can access your subscriptions. The Shelf displays all of your subscriptions, including unactivated subscriptions.

You can see your subscriptions in Icon View or List View. The subscriptions on the Shelf can also be sorted in alphabetical order, by media type, or by activation date.

To access a title, click on the thumbnail (Icon View) or the title link (List View).

The screenshot shows the 'THE SHELF' interface of the ChengTsui Web App. At the top right, the user's name 'Chang, Xiaoliang' is displayed along with 'Account settings' and the date 'November 9, 2018'. A 'LOG OUT' button is also present. The main header includes the 'SHELF' title and a 'MANAGE GROUPS' button. Below the header, there are sorting options: 'Alphabetical', 'By Media', 'By Date', 'List View', and 'Icon View'. The main content area displays five subscription cards for 'INTEGRATED CHINESE' textbooks. Each card includes a thumbnail, the title, the level (e.g., Educator 1, 2, 3, 4), the validity date, and a button to either 'Join Group', 'Activate', or 'Buy'. An arrow points to the 'Integrated Chinese 2 Educator TEACHERS' GROUP' card with the text 'Click on thumbnail to access textbook subscription'. At the bottom, a footer message states: 'If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).'

SUBSCRIPTIONS

To access the content of a title, you must first activate your subscription(s). If you purchased your own subscription, you can activate your subscription by clicking the Activate button beneath the title thumbnail on the Shelf, which will open an activation dialogue. Click Activate License to begin your subscription period. This cannot be undone.

If you have been assigned a subscription by a third party (usually an educator or administrator) you do not have to activate your own subscription(s). The activation date is determined by the third party.

If you currently have a Trial subscription, you may purchase a paid subscription at any time during or after your trial by using the Buy button below the title.

Once a subscription has been activated, its expiration date is always clearly indicated below the title thumbnail on the Shelf.

The screenshot shows the 'SHELF' section of the ChengTsui Web App. At the top right, the user's name 'Chang, Xiaoliang' is displayed along with 'Account settings' and 'LOG OUT' buttons. Below this, there are navigation options for 'SHELF' and 'MANAGE GROUPS'. The shelf itself is organized by 'Alphabetical', 'By Media', and 'By Date' views, with 'List View' and 'Icon View' options. Five 'Integrated Chinese' titles are listed, each with a thumbnail and a 'Join Group' button. The 'Integrated Chinese 4 (Trial)' title has a 'Buy' button, and the 'Integrated Chinese 2' title has an 'Activate' button. A 'MANAGE GROUPS' button is also visible.

Integrated Chinese 3
Educator
Valid until 4/27/2019
Join Group

Integrated Chinese 1
Educator
Valid until 9/21/2019
Join Group

Integrated Chinese 2
Educator
Activate
Join Group

Integrated Chinese 4 (Trial)
Educator
Valid until 11/9/2019
Buy

Integrated Chinese 2
Educator
TEACHERS' GROUP
Valid until 11/8/2019

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

- 1 Click the Buy button to purchase a subscription.
- 2 Click the Activate button to activate a subscription.

GROUPS

You can use your subscription independently or as part of a group. The Web App supports two types of groups.

1. Closed Groups

Closed groups are the recommended option for most K-12 schools.

- In a closed group, an institution purchases subscriptions for the group members, and all members begin using their subscriptions on the same start date.
- An educator or administrator must add members to a closed group using the tools in the Roster Panel.

For more information on creating closed groups, see page 17.

Cheng & TSUI

Chang, Xiaoliang
Account settings
November 9, 2018
LOG OUT

SHELF

MANAGE GROUPS

Alphabetical By Media By Date List View Icon View

Integrated Chinese 1 Educator Valid until 10/30/2019 Join Group

Integrated Chinese 2 Educator Valid until 10/30/2019 Join Group

Integrated Chinese 3 Educator Valid until 11/1/2019 Enter Token Cancel Submit

Integrated Chinese 4 Educator Valid until 11/1/2019 Join Group

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

GROUPS (cont.)

2. Open Groups

Open groups are the recommended option for most colleges and universities.

- In an open group, members purchase their own subscriptions, and can start as soon as they activate their subscriptions.
- To join an open group:
 - a. you need a token provided by the administrator of the open group you wish to join
 - b. Click on the Join Group button beneath a title thumbnail, input the token, and click Submit
 - c. The Join Group button will change to the name of the open group.

For more information on creating open groups, see page 17.

Only an administrator can remove a member from a closed or open group. If you wish to be removed from a group you have joined, contact the group administrator for assistance.

1. Click on Join Group to join an open group.
2. Enter the token and click Submit to join an open group.

1 Click on Join Group to join an open group

2 Input token and click Submit to join open group

ACCOUNT SETTINGS

The Account Settings Panel allows you to modify your basic account information, such as your first name, last name, and email address.

To access the Account Settings Panel, click Account Settings in the upper right hand corner of the Dashboard. To return to the Shelf, click the Cancel button.

Cheng, Xiaoliang
Account settings
November 9, 2018
LOG OUT

Account Settings

Edit your profile information

First Name: Xiaoliang
Last Name: Chang
Email: changlaoshi@gmail.com

Cancel Save Profile

Change Password

Current Password:

New Password: Repeat New Password:

Cancel Set New Password

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).



Manage Groups Portal

The Manage Groups Portal	15
Roster Panel	16
Creating Groups	17
Editing Groups	18
Adding Group Members	19
Removing Group Members	20
Assignments Panel	21
New Assignments	22-23
Editing Assignments	24
Reports Panel	25
Group Reports	26
Individual Reports	27

MANAGE GROUPS PORTAL

The Manage Groups Portal is the control center for educators and administrators. It houses the Roster Panel, Assignment Panel, and Reports Panel. The Manage Groups Portal is only available to educators and administrators.

1. The Roster Panel

The Roster Panel allows educators and administrators to manage groups, group members, and subscriptions. For more information, see page 16.

2. The Assignment Panel

The Assignment Panel is where educators and administrators can create, review, and edit assignments, as well as assign them to groups. For more information, see page 21.

3. The Reports Panel

The Reports Panel is where educators and administrators can view their group members' scores on assignments. For more information, see page 25.

You can return to the Dashboard by clicking the Dashboard button in the top right corner.

Cheng & TSUI

Chang, Xiaoliang
Account settings
November 9, 2018
LOG OUT

MANAGE GROUPS

DASHBOARD

ASSIGNMENT REPORTS ROSTER

New Assignment

Assignment Name	Type		
341 test	Workbook - Integrated Chinese 1, Lesson 3	Show Assignment Details	Edit Settings

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

ROSTER PANEL

The Roster Panel allows administrators to manage groups, group members, and subscriptions. The Groups Table displays all of the groups you manage.

The Subscriptions Table on the right side of the Roster Panel displays the total number of subscriptions that belong to your account, including the number of subscriptions you have assigned to other users.

Clicking on Show Group Details expands the Member List of a particular group. Click on Hide Group Details to collapse the list. For more information on adding and removing members from a group, see pages 19-20.

To create a new group, click the New Group button. For more information on creating groups, see page 17.

Cheng, Xiaoliang
Account settings
November 9, 2018
LOG OUT

MANAGE GROUPS

ASSIGNMENT REPORTS **ROSTER**

New Group 1

Group Name	Members	Group Type	
Student Test Group	3	Closed	Hide Group Details Edit Settings

Members List Remove Import Member List

First Name	Last Name	Email Address	Subscription
<input type="checkbox"/> Winston	Gore	winstongore@example.com	Integrated Chinese 1 Essential 1 year
<input type="checkbox"/> Peng 朋	Wang 王	wangpeng@example.com	Integrated Chinese 1 Essential 1 year
<input type="checkbox"/> Amy	Lee	liyou@example.com	Integrated Chinese 1 Essential 1 year

Reset Save Changes

Subscriptions	Assigned	Open	Total
IC Essential	3	7	10
1 Year	3	7	10
IC Educator	2	8	10
1 Year	2	7	9
2 Years	0	1	1

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

1 New Group button

CREATING GROUPS

To create a new group, click the New Group button in the Roster Panel.

First, name your new group. Then select the group type that will work best for your classroom.

1. Open Group - recommended for colleges and universities

2. Closed Group - recommended for K-12

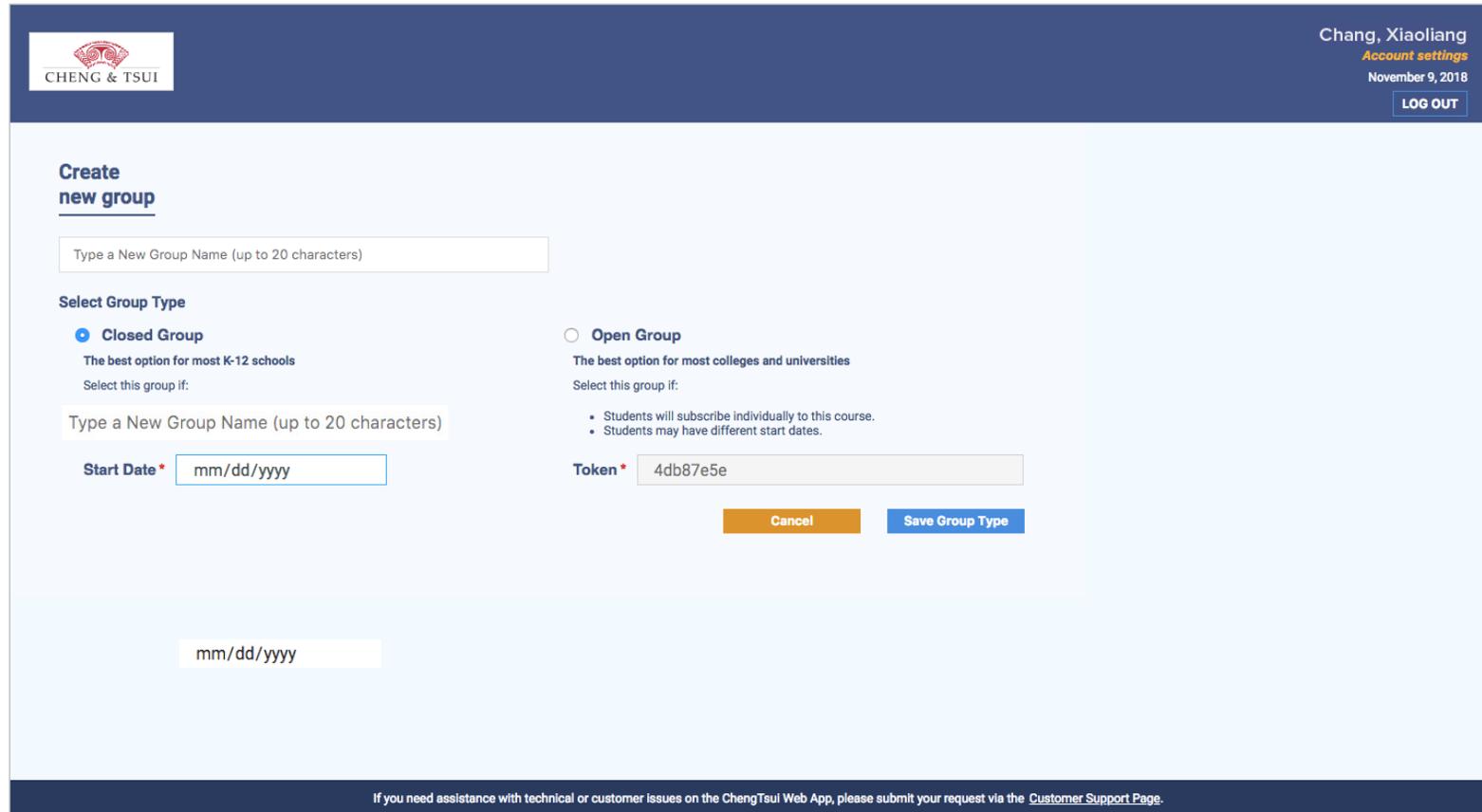
Choose carefully: is not possible to edit the group type after the group has been created.

For closed groups, select a start date. This is the activation date for the subscriptions you will assign to group members. You can edit the start date after the group has been created.

For more information about assigning subscriptions to group members, see page 19.

For open groups, make sure to write down the token. This is the code that you will need to provide to users who wish to join your group. You can edit the token after the group has been created. For more information on editing groups, see page 18.

Click the Save Group Type button to save your group.



CHENG & TSUI

Chang, Xiaoliang
Account settings
November 9, 2018
LOG OUT

Create new group

Type a New Group Name (up to 20 characters)

Select Group Type

Closed Group
The best option for most K-12 schools
Select this group if:

Type a New Group Name (up to 20 characters)

Start Date * mm/dd/yyyy

Open Group
The best option for most colleges and universities
Select this group if:

- Students will subscribe individually to this course.
- Students may have different start dates.

Token * 4db87e5e

Cancel Save Group Type

mm/dd/yyyy

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

EDITING GROUPS

In the Groups Table, click on Edit Settings next to the group you wish to edit. For both closed and open groups, you can change the group name.

For a closed group, you can change the start date. For an open group, you can change the token. Group types cannot be changed.

Click the Save Group Type button to save the changes to your group.

At the bottom of the pane is the Delete Group button. **This button permanently erases the group.**



Chang, Xiaoliang
[Account settings](#)
 November 9, 2018
[LOG OUT](#)

Edit group

Student Test Group Winter 2018

Select Group Type

Closed Group

The best option for most K-12 schools

Select this group if:

- Your institution arranged the student subscriptions.
- All students have the same start date.

Start Date *

Open Group

The best option for most colleges and universities

Select this group if:

- Students will subscribe individually to this course.
- Students may have different start dates.

Token *

Saving...
Cancel
Save Group Type

Delete Group

To delete this group from the "Group List" click on button below.
Warning: You can't undo this function

Delete Group

ADDING GROUP MEMBERS TO CLOSED GROUPS

Groups can contain up to 50 students. If a class has more than 50 students, create a second group for the rest of the students.

To add a member to a closed group, click Show Group Details to expand the Members List. There, enter the first name, last name, and email address of the user you wish to add. Use the drop down menu on the right of the user row to assign the user a subscription. To add additional members, click the green button beneath the members list. When you are finished, click the Save Changes button.

If you add a user with an existing Web App account to a group, the subscription you assign them will immediately appear in their Shelf. If add a user without an existing Web App account, they will be automatically provided with one. Their credentials and account information will be sent to the email address that you use to enroll them.

The Import Member List button allows you to import members in bulk from .csv files. Click Upload File to upload a .csv file containing the first names, last names, and email addresses of the users you wish to add to the group. A template has been provided for your reference.

The screenshot shows the 'Student Test Group' management page. At the top right, the user 'Chang, Xiaoliang' is logged in, with 'Account settings' and 'November 9, 2018' displayed. A 'LOG OUT' button is present. The main content area shows a group with 3 members. A 'New Group' button is at the top left. Below the group name, there are buttons for 'Members List', 'Remove', and 'Import Member List'. A '2' is circled around the 'Import Member List' button. The members list table has columns for 'First Name', 'Last Name', 'Email Address', and 'Subscription'. Four members are listed: Winston Gore, Peng 朋, Amy Lee, and Yeung Ae Baek. A dropdown menu is open for the 'Yeung Ae' row, showing a 'Selected license' list with options like 'Integrated Chinese 3 Educator 1 year (1)', 'Integrated Chinese 1 Educator 1 year (1)', 'Integrated Chinese 1 Essential 1 year (7)', 'Integrated Chinese 1 Educator 1 year (3)', 'Integrated Chinese 2 Educator 2 years (1)', and 'Integrated Chinese 4 Educator 1 year (1)'. A '1' is circled around a green plus button at the bottom left of the members list. A 'Save Changes' button is at the bottom right.

Subscriptions	Assigned	Open	Total
IC Essential	3	7	10
1 Year	3	7	10
IC Educator	2	8	10
1 Year	2	7	9
2 Years	0	1	1

1 Click this button to add another user row

2 Import Member List button

REMOVING GROUP MEMBERS

To remove a member from a group, move your cursor over the user row and click on the red button that appears. Easily remove multiple members at once by using the checkboxes on the left and the Remove button at the top of the Members List. Remember to save your changes.

After a user is removed from a closed group, the subscription returns to the subscription owner's stock and can be reassigned to other users. After a user is removed from an open group, the user can continue to use their subscription independently or as part of another open group.

The screenshot shows the 'MANAGE GROUPS' interface. At the top right, the user 'Chang, Xiaoliang' is logged in, with 'Account settings' and 'November 9, 2018' displayed, and a 'LOG OUT' button. The main navigation includes 'MANAGE GROUPS', 'ASSIGNMENT', 'REPORTS', and 'ROSTER'. A 'New Group' button is visible. The 'Student Test Group' is shown with 3 members and a 'Closed' status. Below this is a 'Members List' table with columns for First Name, Last Name, Email Address, and Subscription. A red minus button with a circled '1' is next to the first member row. At the bottom of the members list are 'Reset' and 'Save Changes' buttons. On the right side, a summary table shows subscription counts:

Subscriptions	Assigned	Open	Total
IC Essential	3	7	10
1 Year	3	7	10
IC Educator	2	8	10
1 Year	2	7	9
2 Years	0	1	1

At the bottom of the page, a footer note states: 'If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).'

1 Click on this button to remove a user row

ASSIGNMENT PANEL

The Assignment Panel is where educators and administrators can create, review, edit, and assign assignments to groups. The Assignments Table displays all of the assignments you have created, including past due assignments.

Click on the Show Assignment Details button to view an assignment's start date, end date, and the groups to which you assigned it. Click on the Hide Assignment Details button to hide those details.

To create a new assignment, click the New Assignment button. For more information on creating assignments, see pages 22-23.

Chang, Xiaoliang
 Account settings
 November 9, 2018
 LOG OUT

MANAGE GROUPS

ASSIGNMENT REPORTS ROSTER

New Assignment 1

Assignment Name	Type		
Lesson 2 Homework	Workbook - Integrated Chinese 1, Lesson 2	Hide Assignment Details	Edit Settings
Assigned to Group(s): Student Test Group	Start Date: 11/09/2018	Due Date: 11/23/2018	Grading Scale of 0 - 100%
Lesson 3 Homework	Workbook - Integrated Chinese 1, Lesson 3	Show Assignment Details	Edit Settings

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

1 New Assignment button

NEW ASSIGNMENTS

To create a new assignment, click the New Assignment button.

In the Create Assignment Panel, type a name for your assignment that is descriptive and clear. Then, select the Workbook and Lesson from the drop down menus. After you do so, all of the workbook activities from the selected lesson will appear in a table underneath, categorized by macro skill and divided into discrete exercise sets (e.g. Integrated Chinese Volume 1 Lesson 4-1 Reading A).

Please note that the exercises in the interactive workbooks match those in the printed workbooks, but some content has been reformatted to allow for auto-grading. Auto-grading is not available for free response exercises. When assigned a free response exercise in the Web App, students will be presented with a prompt and must handwrite or type a response for the instructor to grade separately.

To preview an exercise set before you assign it, move your cursor over a macro skill section and click on the preview option that appears. This will open a window that displays all exercise sets pertaining to that macro skill. Click the Exit Preview button to exit the preview window.

NEW ASSIGNMENT (cont.)

Check the box(es) of the macro skill section(s) you would like to include in the assignment. You can also select exercise sets within each macro skill section. All selected exercises share the same due date. You must create a new assignment to set different due dates for different exercise sets.

Use the drop down menu in the Group Assignment Table to select the group to which you want to give the assignment. The drop down menu lists all of your groups that have access to the workbook you are using. Then, set a start date and a due date for the assignment.

The start date determines when an assignment appears in group members' Assignment Portals. Group members can submit responses until one week after the due date has passed, but all responses submitted after 11:59 PM on the due date will be shown in red in the Reports Panel to indicate that they were late.

To give the assignment to another group, click the green button beneath the Group Assignment Table to add another group row. You can set the same start date and due date as the first group or choose different dates.

1 Click this button to give the assignment to another group

EDITING ASSIGNMENTS

If you wish to edit an assignment after it has been created, click Edit Settings in the Assignments Table.

In the Edit Assignments Panel, you can select or deselect any exercise sets you wish to assign or unassign. You can also add or remove groups and change the start and due dates for each group.

When you are finished editing, click the Save Changes button to save your changes to the assignment.

To delete the assignment, click the Delete Assignment button or the red button at the end of the assignment row in the Assignments Table. You will not be able to recover a deleted assignment or the reports associated with it.

Cheng & TSUI

Chang, Xiaoliang
Account settings
November 9, 2018
LOG OUT

MANAGE GROUPS DASHBOARD

ASSIGNMENT REPORTS ROSTER

Edit Assignment

Lesson 2 Homework Type: Workbook

Workbook: Integrated Chinese 1 Lesson: 2

Sections: Select All / Clear All

- L2-1 Listening
 - A B C
- L2-1 Pinyin & Tone
 - A B
- L2-1 Speaking
 - A B
- L2-1 Reading
 - A B C
- L2-1 Grammar & Writing
 - A B C D E
 - F G
- L2-2 Listening
 - A B C D
- L2-2 Pinyin & Tone
 - A B
- L2-2 Speaking
 - A B C
- L2-2 Reading
 - A B C
- L2-2 Grammar & Writing
 - A B C D E
 - F

Group Assignment

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

REPORTS PANEL

The Reports Panel is where educators and administrators can view their group members' scores on assignments. A report is automatically generated for each assignment you give to a group. If you give the same assignment to multiple groups, a report is generated for each group. You can view a group member's score as soon as they submit an assignment.

Click the Show Report Details in the Reports Table to expand the report. Scores can be viewed by group or individually by using the All Members and Per Member radio buttons at the top of the report. To hide a report, click Hide Report Details.

Scores are expressed as the number of points earned out of the total possible points. The group average score for each exercise set is shown at the bottom of the table.

If a group member has not submitted a response to an exercise set, their score will be shown as a 'U' for unanswered. If a group member submits a response to an exercise set after the assignment due date has passed, their score will be shown in red.

Cheng, Xiaoliang
Account settings
November 9, 2018
LOG OUT

MANAGE GROUPS DASHBOARD

ASSIGNMENT REPORTS ROSTER

Reports Name	Type	Class	
Lesson 2 Homework	Workbook - Integrated Chinese 1, Lesson 2	Student Test Group	Hide Report Details

▼ Collapse Assignment Scores

All Members Per Member Winston Gore U - Unanswered

	A	B	C										
<ul style="list-style-type: none"> ✓ L2-1 Listening L2-2 Pinyin & Tone 													
Winston Gore	4 of 5	1 of 1	1 of 1										
Peng 朋 Wang 王	U	U	U										
Amy Lee	5 of 5	0 of 1	1 of 1										
Group Average	4 of 5	1 of 1	1 of 1										

Student's average score from all attempts. Student's results will be ignored after 1 attempt(s)

341 test	Workbook - Integrated Chinese 1, Lesson 3	Student Test Group	Show Report Details
----------	---	--------------------	---------------------

If you need assistance with technical or customer issues on the ChengTsui Web App, please submit your request via the [Customer Support Page](#).

REPORTS PANEL

Group Reports

Group reports allow you to see how an entire group performed collectively on an assignment. All group members' scores on all assigned exercise sets in the same macro skill section are displayed in a table. To view a different macro skill section, use the drop down menu at the top of the table to select the appropriate section.

Individual Reports

To view how an individual group member performed on an assignment, click the Per Member radio button and use the drop down menu to select the name of the group member whose scores you wish to view. The table will display the group members' scores on all assigned exercise sets.

The screenshot shows the 'MANAGE GROUPS' interface with the 'REPORTS' tab selected. It displays a table of reports and a detailed view of 'Assignment Scores' for a student named Winston Gore.

Reports Name	Type	Class
Lesson 2 Homework	Workbook - Integrated Chinese 1, Lesson 2	Student Test Group

Assignment Scores

All Members
 Per Member
 Winston Gore
U - Unanswered

L2-1 Listening

4 of 5 A
 1 of 1 B
 1 of 1 C

Student's average score from all attempts. Student's results will be ignored after 1 attempt(s)

Quick Start Guide



Navigation



Highlights



Notes



Component Panes

The eReader

The eReader	28
Navigation	29
Highlights	30
Notes	31
Interactive Pane	32-33
Workbook Pane	34
Auto-Feedback/Auto-Grading	35
Resources Pane	36

THE eREADER

The eReader is where you can read the titles to which you are subscribed and access the interactive digital content for each of those titles. The eReader has five main components. Access to these component panes may vary depending on the title you are using and your subscription level.

1. The Interactive Pane

The Interactive Pane houses all of the interactive multimedia content for titles on the Web App, including audio, video, flashcards, and practice exercises. For more information, see page 32.

2. The Workbook Pane

The Workbook Pane houses the interactive workbook for the Essential and Educator Versions of Integrated Chinese on the Web App. For more information, see page 33.

3. The Resources Pane

The Resources Pane houses the contextualized teaching tips and additional support materials for the Educator Version of Integrated Chinese on the Web App. For more information, see page 36.

4. The Table of Contents Pane

The Table of Contents Pane allows you to navigate quickly to different sections of the textbook.

5. The Tools Pane

The Tools Pane houses your saved highlights and notes. For more information, see pages 30-31.

Looking at a Family Photo

Dialogue 1
Wang Peng is in Gao Wenzhong's room and points to a picture on the desk.

 高文中，那是你的¹照片吗？
They walk toward the picture and stand in front of it.

 是。这是我爸爸，这是我妈妈。

 这^a个²女孩子是谁³？

 她是我姐姐。

 这个男孩子是你弟弟吗？

 不是，他是我大哥的^b儿子。

 你大哥有⁴女儿吗？

 他没有女儿。

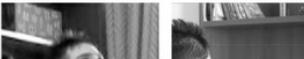
Pinyin Dialogue
Wang Peng is in Gao Wenzhong's room and points to a picture on the desk.

Language Note

a 这，那
In colloquial Chinese, 这 can also be pronounced as zhè and 那 as nà when they are followed by a measure word or a numeral and a measure word.

b 儿子 (érzi), 女儿 (nǚ'ér)
Do not refer to someone's son, 儿子 (érzi), as 男孩子 (nán háizi) (boy), or someone's daughter, 女儿 (nǚ'ér), as 女孩子 (nǚ háizi) (girl).



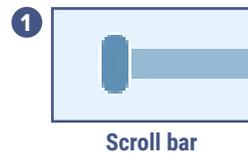



EXIT
46-47 / 348
简体 繁體
Go to
TOOLS
TOC

NAVIGATION

Navigate your eReader title using any of the following methods:

1. Use the Forward and Back buttons to turn the pages of the textbook.
2. For faster navigation, use the Scroll bar to skip past many pages at once.
3. Click on the Go To button, type in a page number, and press the Enter key to immediately jump to that page. The page numbers in the Web App correspond to page numbers in the print textbook.
4. Clicking on the TOC button in the bottom-right corner brings up the Table of Contents Pane.
 - Select Frontmatter, Lessons, or Endmatter to navigate to the different sections of the TOC Pane.
 - Under Lessons, select a specific Lesson button to display that lesson's section links
 - Selecting any TOC links will navigate immediately to that section of the ebook
 - If you need to close the TOC Pane, use the X button in the top left corner of the pane or click on the TOC button in the bottom right corner.



Character Toggle

Use the Character Set Toggle to switch between simplified (简体) and traditional (繁體) characters.

HIGHLIGHTS

The ChengTsui Web App enables you to highlight text in the textbook. All of your highlights are stored in the Tools pane.

Create Highlight:

1. Select the text you wish to highlight. A box will pop up next to the selected text.
2. Click the Highlight option.
3. Choose a color for your highlight.
4. If you selected text by mistake, click elsewhere on the screen to cancel highlight.

Review Highlights:

1. Click on the Tools button to open the Tools Pane and select Highlights.
2. To see a summary of all the highlights on the current page, click on Current.
3. To see every highlight you have made in the entire book, click on All.
4. Under All, to view any listed highlight on page, click on the corresponding link to navigate to the relevant page.

Remove Highlights:

1. In the Tools Pane, you can easily delete highlights with the Remove button.
2. If you wish to remove a highlight on page, click on the highlighted text and you will see an option to remove it.

How Did You Do on the Exam?

Dialogue 1 王朋跟李友说话……

李友, 你上个星期考试考得¹怎么样?
 因为你帮我复习, 所以考得不错。
 但是我写中国字写得太²慢了!
 是吗? 以后我跟你一起练习写字, 好不好?³
 那太好了! 我们现在就³写, 怎么样?
 好, 给我一枝笔⁴、一张纸。写什么字?
 你教我怎么写“懂”字吧。
 好吧。
 你写字写得真²好, 真快。
 哪里, 哪里^b。你明天有中文课吗?
 我帮你预习。
 明天我们学第七⁵课。第七课的语法很容易, 我都懂, 可是生词太多, 汉字也有一点儿⁶难。
 没问题, 我帮你。

Pinyin Dialogue

Wáng Péng gēn Lǐ Yǒu shuō huà...
 Lǐ Yǒu, nǐ shàng ge xīngqī kǎo shì kǎo de¹ zěnmeyàng?
 Yīnwèi nǐ bāng wǒ fùxí, suǒyǐ kǎo de búcuò.
 Dànshì wǒ xiě Zhōngguó zì xiě de tài² màn le!
 Shì ma? Yǐhòu wǒ gēn nǐ yìqǐ liànxí xiě zì, hǎo bu hǎo?³
 Nà tài hǎo le! Wǒmen xiànzài jiù³ xiě, zěnmeyàng?
 Hǎo, gěi wǒ yì zhī bǐ⁴, yì zhāng zhǐ. Xiě shénme zì?
 Nǐ jiāo wǒ zěnmē xiě “dǒng” zì ba.
 Hǎo ba.
 Nǐ xiě zì xiě de zhēn² hǎo, zhēn kuài.
 Nǎlǐ, nǎlǐ^b. Nǐ míngtiān yǒu Zhōngwén kè ma? Wǒ bāng nǐ yùxí.
 Míngtiān wǒmen xué dì qī⁵ kè. Dì qī kè de yǔfǎ hěn róngyì, wǒ dōu dǒng, kěshì shēngcí tài duō, Hànzì yě yǒu yí diǎnr⁶ nán.

My Tools

Highlights Notes

Current All

1. 给我一枝笔 1
L5 pg 178
2. 哪里, 哪里 2
L5 pg 178
3. 练习写字, 好不好 a
L5 pg 178
4. 太慢了 b
L5 pg 184
5. 太多了 c
L5 pg 184

TOOLBOX

2

1. 给我一枝笔 -

L5 pg 178

Highlight with Remove button and page link

2

TOOLS

Tools button

NOTES

The ChengTsui Web App enables you to take notes in the textbook. All of your notes are stored in the Tools Pane.

Create Notes:

1. Select the text you wish to annotate. A box will pop up next to the selected text.
2. Click the Notes option.
3. Type your note in the box, and click Submit when you are done. The annotated text will be highlighted in gray.
4. If you selected text by mistake, click elsewhere on the screen to cancel note.

Review Notes:

1. Click on the Tools button to open the Tools Pane and select Notes.
2. To see a summary of all the notes on the current page, click on Current.
3. To see every note you have made in the entire book, click on All.
4. Under All, to view any listed note on page, click on the corresponding link to navigate to the relevant page.

Delete Notes:

1. In the Tools Pane, you can easily delete notes with the Remove button
2. If you wish to remove a note, click on the annotated text and you will see an option to remove it.

The screenshot shows a textbook page with two main sections. The left section is titled 'The 的 (de) structure (I)' and explains the grammatical use of the particle '的'. It includes an example sentence: '我写了十个字，五个难的，五个容易的。' (I wrote ten characters, five difficult ones and five easy ones.) and a list of three sentences for an exercise. The right section is titled 'Connecting sentences in continuous discourse' and explains how a noun can serve as an unchanged subject in a continuous discourse. It includes an example sentence: '小白很喜欢学中文。她晚上预习课文、复习语法、练习写汉字，常常很晚才睡觉。' (Little Bai likes to study Chinese a lot. At night, she previews the text, reviews the grammar, and practices writing the characters. Often she doesn't go to bed until very late.)

The 'My Tools' pane is open on the right, showing a list of notes. The first note is selected and highlighted in blue, with the text: '1. 二十个难的 - 20 were difficult - 20 were easy L5 pg 196'. The pane also shows options for 'Current' and 'All' notes, and a 'Remove' button next to the selected note.

This is a close-up of the note selected in the 'My Tools' pane. The note is displayed in a blue box with a white background. The text of the note is: '1. 二十个难的 - 20 were difficult - 20 were easy L5 pg 196'. There is a small circular icon with a minus sign next to the first part of the note. Below the note, there is a 'Note with Remove button and page link' label.

INTERACTIVE PANE

The Interactive Pane houses all of the interactive multimedia content for titles on the Web App, including audio, video, flashcards, and practice exercises. Access to interactive content may vary depending on the title you are using and your subscription level.

Interactive Pane Tips:

1. Click on the first icon in the top right corner of the eReader to open the Interactive Pane.
2. You can click the interactive icons embedded in the textbook to open the Interactive Pane
3. While in the Interactive Pane click Current to see all interactive content on the current page.

In all versions of *Integrated Chinese* on the Web App, the Interactive Pane allows users to quickly navigate to interactive content throughout the textbook.

Discussing Hobbies

Dialogue 1

Gao Wenzhong asks Bai Ying'ai about her weekend plans and wants to invite her to a movie; however...

 白英爱，你周末喜欢做什么¹?

 我喜欢打球、看电视²。你呢?

 我喜欢唱歌、跳舞，还喜欢听音乐。你也喜欢看书，对不对?

 对，有的时候也喜欢看书。

 你喜欢不喜欢²看电影?

 喜欢。我周末常常看电影。

 那³我们今天晚上去看⁴一个外国电影，怎么样? 我请客。

 为什么你请客?

 因为昨天你请我吃饭，所以今天我请你看电影。

X close
Interactive

Interactive Content

Current Page By Lesson

L4-1 Dialogue 1 Audio

▶ 0:00 / 1:29 🔊

L4-1 Dialogue 1 Video



▶ 0:38 / 1:35 🔊

EXIT
◀ ▶ 102-103 / 348 简体 繁體
Go to
TOOLS
☰ TOC

INTERACTIVE PANE (cont.)

Audio

To access lesson audio recordings, click By Lesson in the Interactive Pane and select the appropriate Lesson. Then click Audio and select the audio recording you wish to hear. You can adjust the speed of the recording playback by clicking Slow, Normal, or Fast.

Video

To access lesson video content, click By Lesson in the Interactive Pane and select the appropriate Lesson. Then select the video you wish to watch. You can watch videos in full screen mode by clicking on the full screen icon in the bottom right corner of the video player.

Flashcards

To access Flashcards, click By Lesson in the Interactive Pane and select the appropriate Lesson. Then select the flashcard set you wish to practice.

Characterize It! & Practice Exercises

To access Characterize It! Activities and other practice exercises, click By Lesson in the Interactive Pane and select the appropriate Lesson.

Users of the Essential and Educator Versions of Integrated Chinese on the Web App can get auto-feedback on Characterize It! activities and practice exercises. For more information, see page 35.



1 Click on any icon in the Textbook to open up the Interactive tab and see the materials

2

2 Textbook interactive content is shown in the context of textbook pages, and can be displayed by current page or by lesson

3



3 Interactive tab

WORKBOOK PANE

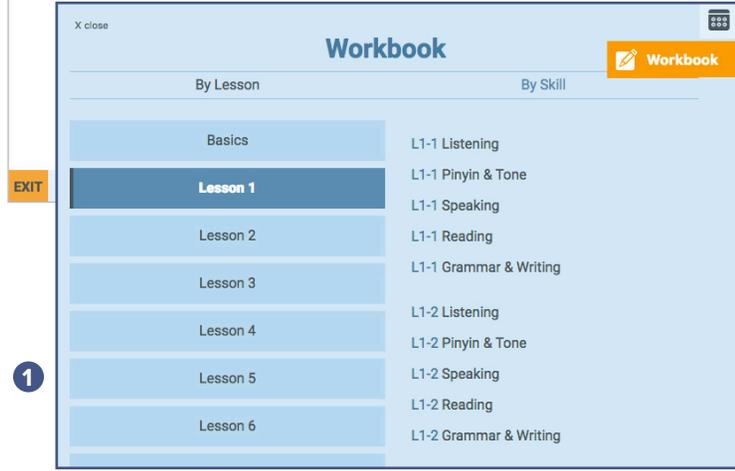
The Workbook Pane houses the interactive workbook and links to the downloadable character workbook. The Workbook Pane is only available to users of the Essential and Educator Versions of Integrated Chinese on the Web App.

Workbook Pane Tips:

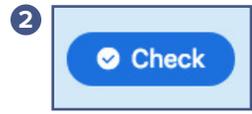
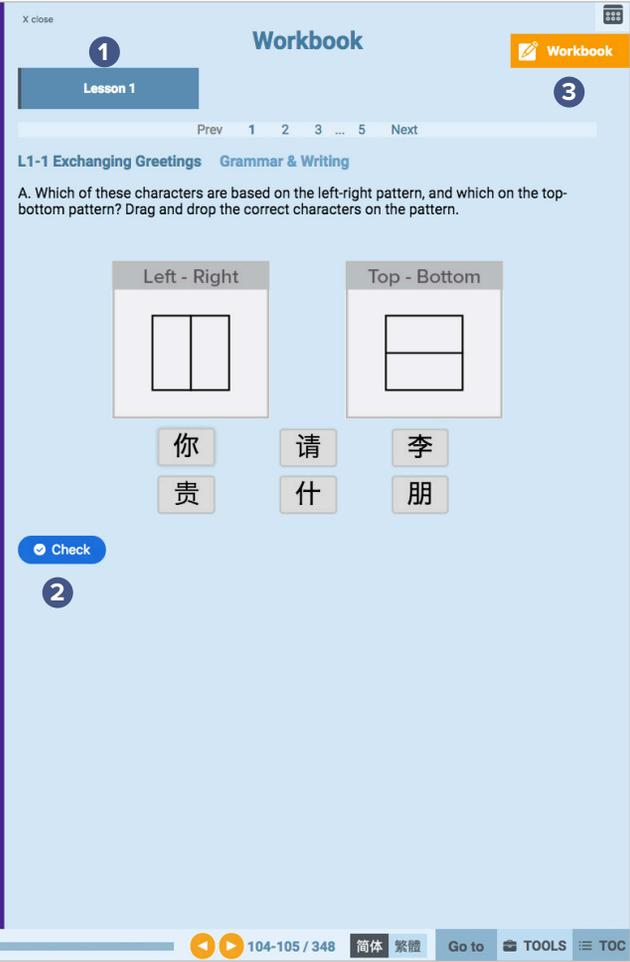
- Click on the second icon in the top right corner of the eReader to open the Workbook Pane
- Workbook exercises can be filtered by lesson or by skill. Selecting By Lesson sorts workbook exercises by lesson and then macro skill section. Selecting By Skill sorts workbook exercises by macro skill section and then lesson.
- While in an exercise, use the top navigation bar to move between all exercise sets in the macro skill section you selected.
- Within a given exercise set, use the Forward and Back buttons in the bottom right corner of the Workbook Pane to move between questions in the exercise set.
- When working on an exercise, click on the Lesson button in the top left corner of the Workbook Pane to return to the Workbook Pane main menu.



No.	Word	Pinyin	Part of Speech	Definition
15	那	nà	conj	in that case, then
16	去	qù	v	to go
17	外国	wàiguó	n	foreign country
18	请客	qǐng kè	vo	to invite someone (to dinner, coffee, etc.), to play the host
19	昨天	zuótiān	t	yesterday
20	所以	suǒyǐ	conj	so



Lesson button



Use the Check button to see if your answers are correct or incorrect



Workbook tab

**AUTO-FEEDBACK
& AUTO-GRADING**

The Web App is equipped with both auto-feedback and auto-grading functionality.

Auto-feedback allows users to self-check their work and see solutions to interactive exercises. For independent learners who are unaffiliated with a group, auto-feedback is also available for workbook exercises.

Auto-grading allows users of the Educator Version of *Integrated Chinese* to assign workbook exercises to members of the groups they administer. When an Essential Version user joins your group, they can complete assignments in the Web App for a grade. Your group members can still check to see if their answers to workbook exercises are correct or incorrect, but they will not be able to view the solutions until one week after the due date, allowing them to use the workbook for practice and review.

Auto-feedback for Characterize It! activities and practice exercises in the Interactive Pane is available to all users of the Essential and Educator Versions of *Integrated Chinese*, regardless of group affiliation.

To see how learners complete assignments in the Workbook Pane, see the Quick Start Guide for Learners.

The screenshot shows a 'Workbook' page for 'Lesson 5'. The exercise is 'L5 P2 At a Friend's Place Grammar & Writing'. It features an image of four Coca-Cola bottles. Below the image, a question asks to form questions and answers based on the images. The user's question '他喝可乐了吗?' is marked correct with a green checkmark. The user's answer '他喝可乐了。' is also marked correct. A second question '他喝了几瓶可乐?' is marked correct. The user's answer '他喝了三瓶可乐' is marked incorrect with a red 'x', and the correct answer '他喝了四瓶可乐' is shown. A progress bar indicates 'You got 3 of 4 points'.

Web App Auto Feedback

The screenshot shows the same 'Workbook' page for 'Lesson 5'. A notification box at the top right states 'This exercise is part of Assignment: "Homework for Lesson 5"' with a 'Due Date: 11/15/2018' and 'Submitted: 11/13/2018'. The exercise is 'L5 P2 At a Friend's Place Grammar & Writing'. It features the same image of four Coca-Cola bottles. Below the image, the same question and answer format is shown, but the user's answers are not yet graded, appearing as empty text boxes.

Web App Auto Grading

RESOURCES PANE

The Resources Pane houses the contextualized teaching tips and additional support materials for the Educator Version of *Integrated Chinese on the Web App*. The Resources Pane has two sections: General Tips and Tests & Worksheets.

General Tips allows teachers to access teaching tips on the current page or by lesson. Selecting Current Page displays all Teacher's Tips related to the content of the current page. When you move to a different page, the Resources Pane will automatically show tips related to that page. Selecting By Lesson enables the user to select the relevant lesson and see a list of all the sections that have Teacher's Tips. Selecting a section in a particular lesson will automatically bring the user to that page in the textbook.

Tests & Worksheets houses all additional files related to the lesson, including tests, quizzes, sample lesson plans, worksheets, and workbook answer keys. The materials are downloadable and can be edited to customize the tests and quizzes.

Dialogue 1 李友在商店买东西，售货员问她……

小姐，您要¹买什么衣服？

我想买一件²衬衫。

您喜欢什么颜色的³，黄的还是红的？

我喜欢穿^a红的。我还想买一条²裤子^b。

多⁴大的？大号的、中号的、还是小号的？

中号的。不要太贵的，也不要太便宜^c的。

这条裤子怎么样？

颜色很好。如果长短合适的话，我就买。

您试一下。

Li You checks the size on the label and measures the pants against her legs.

Teacher's Resources

General Tips | **Tests & Worksheets**

- General Resources
- Basics
- Lesson 1
- Lesson 2
- Lesson 3

L9 Alternative Workbook Exercises
L9 Alternately Sequenced Teaching Tips
L9 Character Exercises
L9 Character Quiz
L9 Lesson Test
L9 Lesson Test Audio
L9 Presentation

L9-1 Exercises for the Main Text 主课文的练习

Reading out the text:
可用幻灯片显示课文，让学生轮流扮演对话中的角色及其口译员。老师可用鼠标跟踪、凸显生词及难点。可借此机会纠正发音、检查理解。

Q&A :
课文认读完后，可就课文提问，检查理解、练习听力及口语。

Questions about Dialogue 1:

- 李友要买什么样的衬衫？
- 她只买了一件衬衫吗？
- 李友买了什么样的裤子？
- 李友试裤子了吗？
- 她用信用卡付钱了吗？

Dubbing the dialogues:
学生熟悉课文后，可用课文视频，将对话消音，让学生“配音”。

Back translation of text:
可用课本第347页上的课文英语译文，让学生翻译回中文。

Guided conversation (买衬衫):
老师将所有衬衫图片贴在黑板上，老师当售货员，学生当客人。
请一位同学上台，
老师问：小姐/先生，您要买什么衣服？
学生说：我要买_____。
老师问：您喜欢什么颜色的，红的还是黄的？
学生说：我喜欢_____的。
请这位当客人的学生当售货员，请另一位同学上台，两位同学重复刚才买衬衫的对话。轮流请全班同学分别当客人及售货员。

Guided conversation (买裤子):
老师将所有裤子图片贴在黑板上，老师当售货员，学生当客人。

234-235 / 348 简体 繁體 Go to TOOLS

Resources

Download files and edit them to customize the Video Activity Worksheets, additional exercises, PPT slides, Home School Connection Letters, Workbook Answer Keys, Character Quizzes, Tests, and Midterm Exams

Resources tab

 **Quick Start Guide**



 administrator@cheng-tsui.com

End of Guide

Thank you for using the ChengTsui Web App™

The ChengTsui Web App is an evolving project, and we welcome user thoughts and feedback at administrator@cheng-tsui.com.