Before you try to begin using Tell Me More language learning software, you will need to check to be sure that you have the following:

- 1. A PC (with Microsoft Windows), not a Mac.
- 2. A headset with a microphone or separate speakers and microphone connected to your PC.
- 3. Internet explorer. Tell Me More requires add-ons for the speaking and listening exercises that will not work with Firefox, or other browsers so *you must use Internet Explorer*.
- 4. Pop-up blockers must be turned off or set to accept pop-ups from Tell Me More.
 - a. In Internet Explorer, click on the Tools menu, and then select Internet Options. On the Privacy tab, click on the Sites button, type <u>tellmemorecampus.com</u> in the Address of website field, and then click Allow. Click OK, and then OK again. This will add Tell Me More to the list of websites Internet Explorer will allow to use pop-ups.
 - b. If you have additional pop-up blockers installed on your computer either on a toolbar or through your internet security software, those pop-up blockers must also be set to accept pop-ups from Tell Me More. Follow the instructions for each pop-up blocker to set it to allow pop-ups for this site.
- 5. To set Tell Me More as a trusted site on your computer: On the Security tab in Internet Options, click the Trusted sites icon (the green check mark), then click the Sites button. In the "add this website to the zone" field, type http://www.tellmemorecampus.com, then click Add. Then, in the same field, type http://www5.tellmemorecampus.com, then click Add.
- 6. To enable Active X controls for Tell Me More: While still on the Security tab in Internet Options, click the Custom level button. Enable "Allow previously unused ActiveX controls to run without prompt." Enable "Automatic prompting for ActiveX controls." Click OK, then Apply, then OK. Close all browser windows and open a new one for the changes to take effect.
- 7. Know your Tell Me More user ID and password. Your user ID is your **AC student ID number** and your password is **texas**.

The next step is to log into Tell Me More. To do this, follow these instructions:

- 1. Open Internet Explorer, and then type <u>www5.tellmemorecampus.com</u> in the address bar and press enter.
- 2. From the Tell Me More Campus web site you can add Tell Me More to your favorites list by clicking on the **Favorites** menu, then click **Add to Favorites** list. You can also send an icon to your desktop by clicking **File**, pointing to **Send**, and then selecting **Shortcut to Desktop**.
- 3. Enter your User ID and Password (from Step 5 in the previous set of instructions) and click **CONFIRM**.
- 4. The first time you log into Tell Me More Campus, you will be asked to check the configuration of your computer by clicking the link that says, "clicking here," on the opening page.
- 5. A new page will appear and a computer test will begin. Once the test is complete, all the "lights" should be green except the last one (Auralog Components). Click Install Auralog Components to install the parts of the program you need for Tell Me More to work properly on your computer.

- 6. If Internet Explorer asks you to confirm, click on the **information bar** and choose **Install this add-on**.
- 7. Click Install on the next box that comes up.
- 8. The last light should now be green . All green lights tells you that Tell Me More is ready to run on your computer.

Next you will be asked to set your objectives.

- 1. You will be given a choice of Everyday Situations or Professional Situations. You should choose Everyday Situations, and then click confirm.
- 2. Next click on Placement Test. You will be given a test that will recommend the best level for you to start at in the Tell Me More program. Mark the skill level recommended by the test, and then click **Confirm**.
- 3. When asked which skill areas you want to focus on, you should choose **English All Skills** and then click **Confirm your choices**.