User's Guide to MediaMatrix:

An Artificially Intelligent Adaptive Instructional Software System

$(AI)^{2,}$ Inc.
www.psych-ai.com

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Table of Contents

Chapter 1 Downloading and Setting Up MediaMatrix Software 3

Chapter 2 Launching, Logging In, and Exiting/Quitting Your Electronic Textbook 7

Chapter 3 How to Use an Electronic Textbook 12

Chapter 4 Adaptive Tutoring: What It is and How to Use It 17

Chapter 5 Self-Assessment Services and How to Use Them 25

Chapter 6 Certifying your Mastery of a Chapter 30

Chapter 7 Using the Personal Notebook System 37

Chapter 1

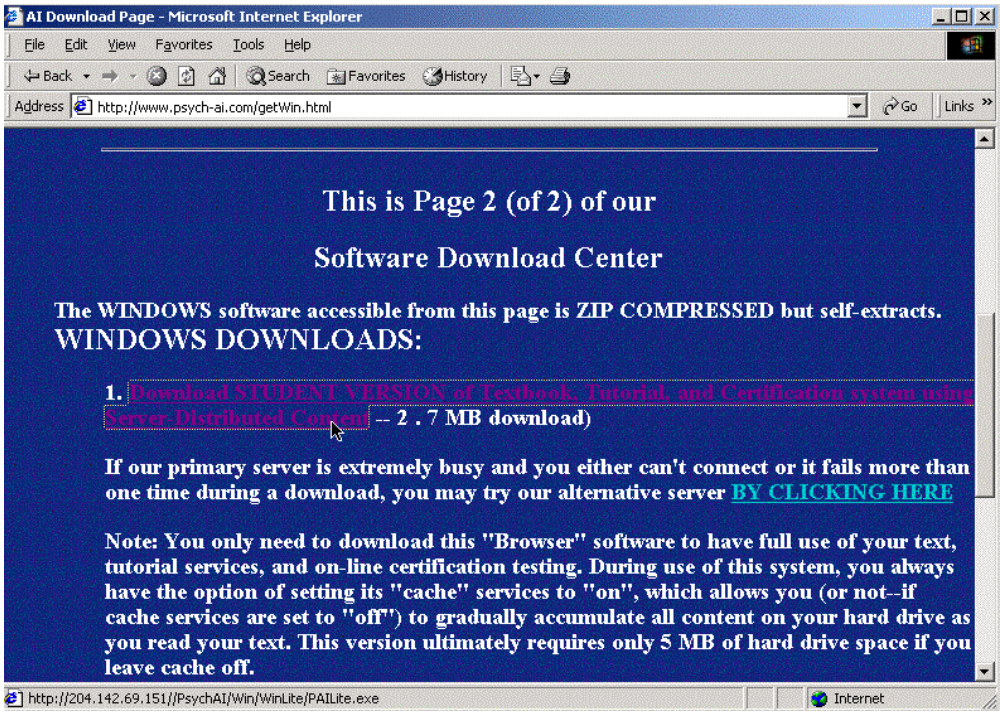
Downloading and Setting Up

MediaMatrix Software

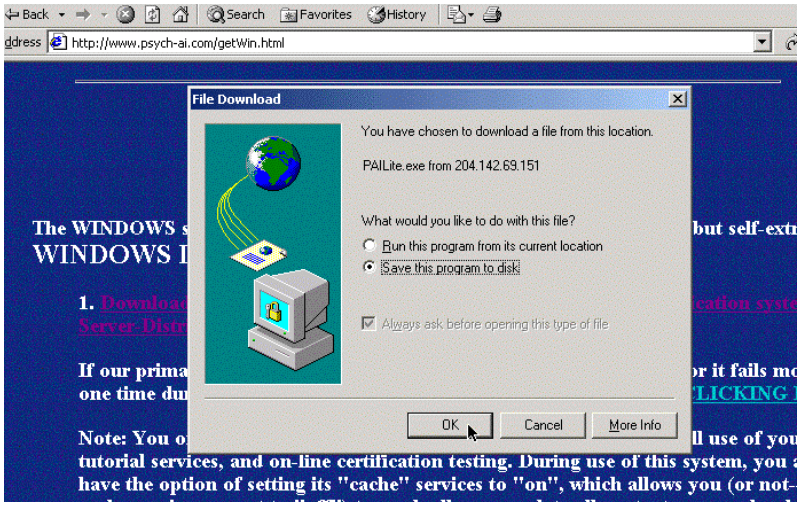
All electronic textbooks, tutorials, and mastery certification services sold by $(AI)^2$, Inc. are delivered by our own adaptive instructional software system called MediaMatrix. To obtain a copy of MediaMatrix, you first register on-line for a specific course or for an evaluation copy of a specific textbook. For all of this user guide, we will use Kasschau's *Psychology:Exploring Behavior* as the reference textbook. Any other textbook works the same way.

After registering on-line, use the "Downloads" link available on our home web page at www.psych-ai.com to navigate to the downloads section of our web site. Scroll down far enough to find your download options, which include: 1) Downloading a PC/Windows compatible software package, 2) Downloading a Macintosh compatible software package, and 3) Downloading a pdf file copy of any textbook chapter for printing.

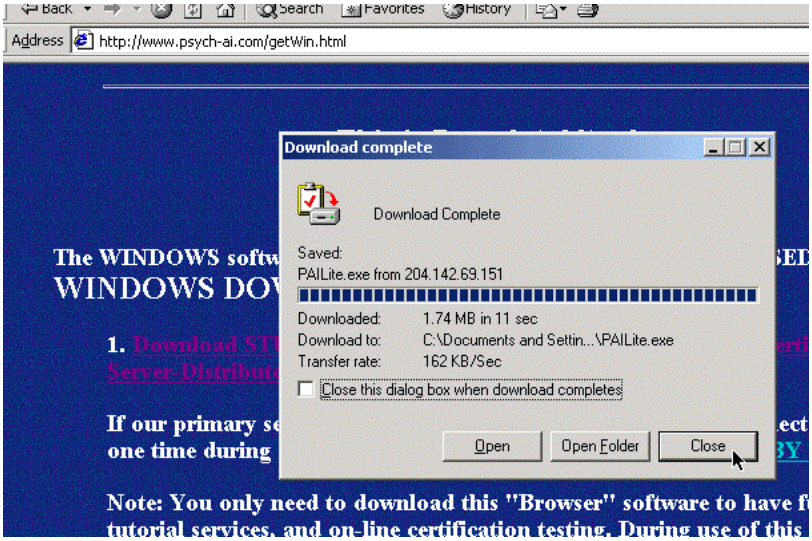
Let's assume you are a PC/Windows user and wish to Download our software package and are using Internet Explorer as a browser. You will eventually link to our getWin.html page and will click on the "Download STUDENT VERSION of Textbook, Tutorial, and Certification sytem using Server Distributed Content" link:



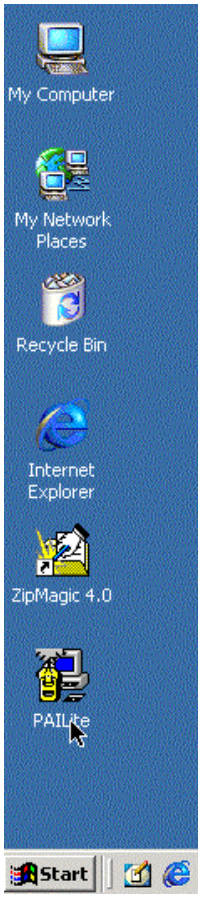
As downloading begins, you will see a series of dialog windows asking you to verify the name and location of your downloaded software. We recommend you use the defaults and download the original (compressed) version of your software package to your desktop, as it should be easier to find it there:



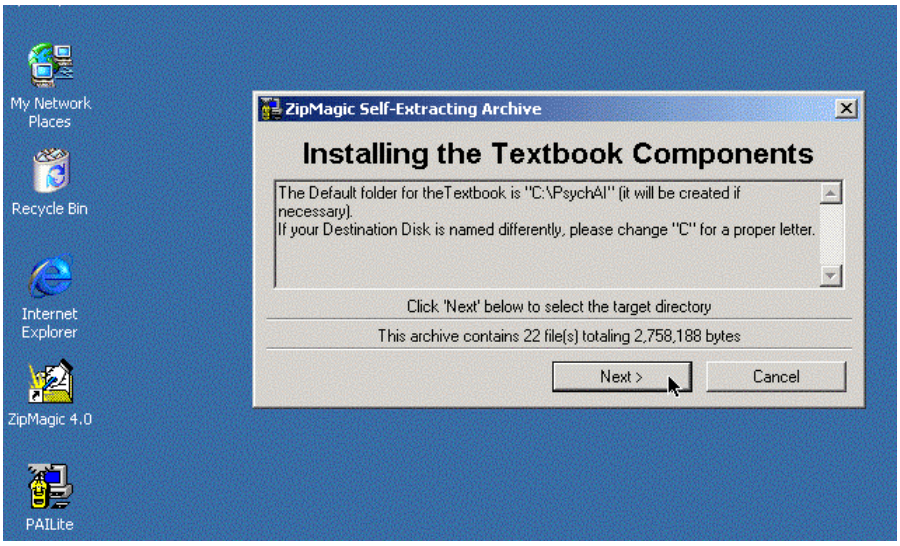
When your download transfer from our server to your computer has been completed, you will see a confirmation window, much like the following:



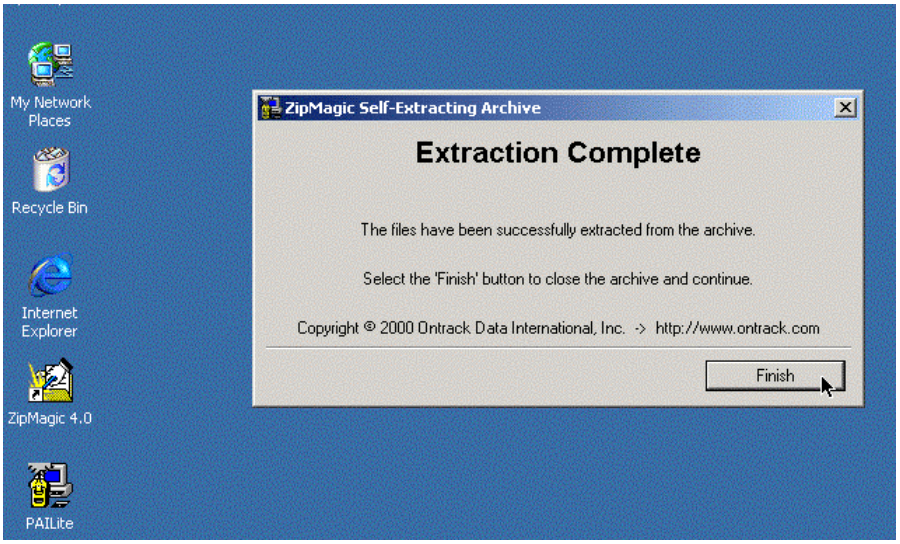
Merely click on "Close" and exit Internet Explorer to continue working with your software.



After downloading your self-extracting compressed software to your desktop, you will need to decompress it. This is a self-extracting compressed (zipped) file, so to decompress it find the PAILite icon on your desktop as illustrate here. Click on it to begin the extraction process and you will see a message that you are "Installing the Textbook Components" and that the new default folder that is being created will be on your C drive in a folder called "PsychAI" as illustrated below. Click on the "Next" button to continue this process:



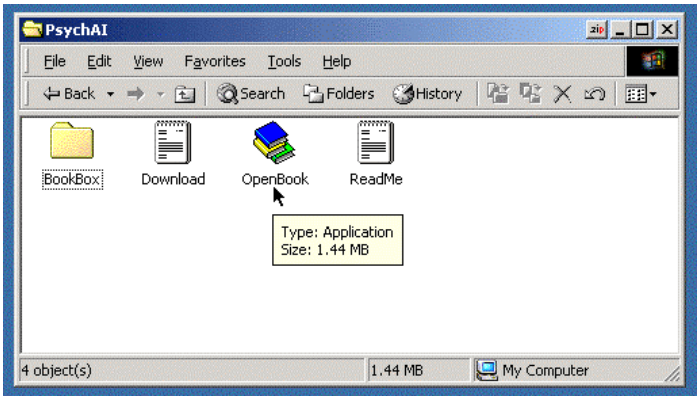
When your extraction has been completed, you will see a message dialog window informing you of this fact. Merely click "Finish" to exit the extraction process once it has been completed:



While you still retain the original compressed version of PAILite software on your desktop, your extraction has also created a folder/directory called PsychAI on your C drive (if that's where you told the extraction process to place it). In this folder is an application called **OpenBook** and a folder called **BookBox**. In addition, there is a Quick-Start User Guide (QuikStrt.pdf) included in your downloaded PsychAI folder. This Guide is in cross-platform (Mac and PC) 'pdf' format. As an alternative to the on-line guide you are currently reading, you may use Adobe Acrobat Reader to open your Quick-Start Guide for a brief set of instructions on using your downloaded software. The information available on-line is, however, more detailed.

Loading and Start-Up Instructions:

- As noted above, after the PsychAI folder appears on your C drive, you should open it and click on the "**OpenBook**" icon inside the PsychAI folder to launch your textbook.



See the next chapter for instructions about how to log into our services.

Chapter 2

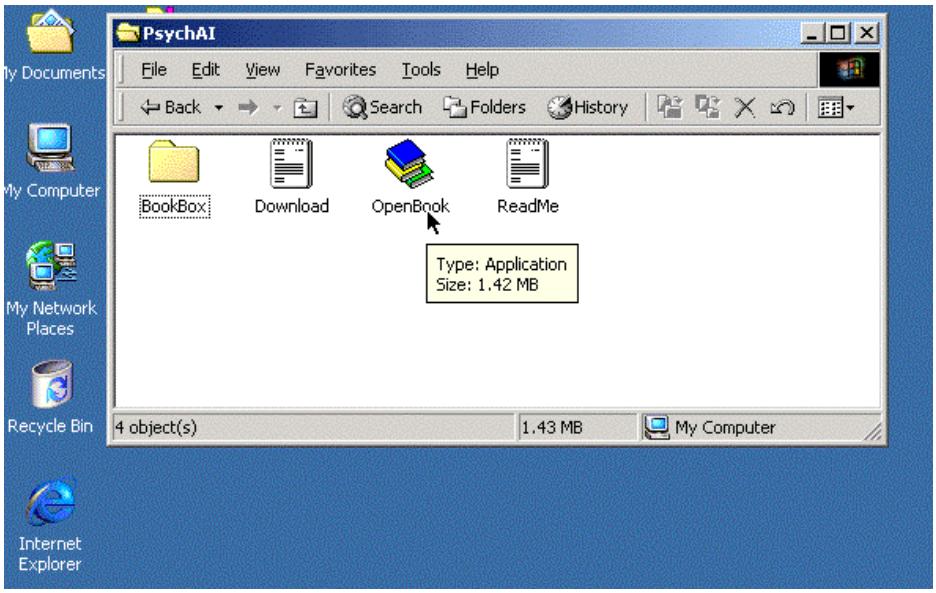
Launching,Logging In, and

Exiting/Quitting Your Electronic Textbook

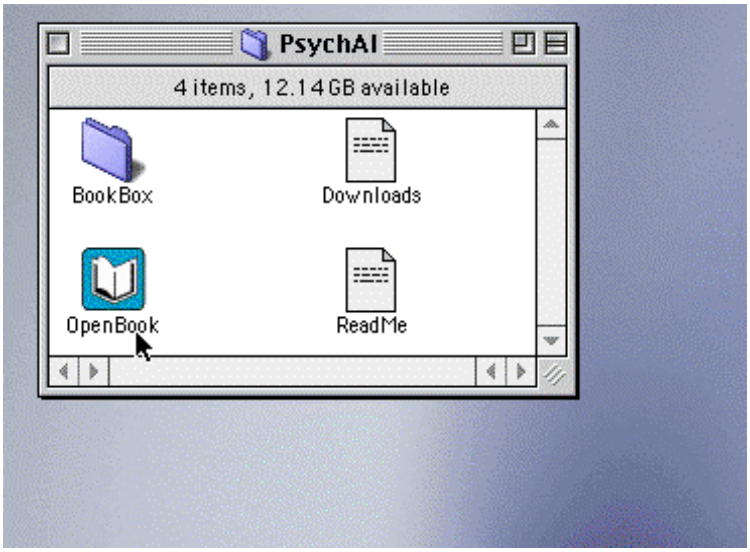
Log-In:

We always suggest that you first launch your favorite web browser, go to our web site, then minimize and leave your browser running in the background while you launch the MediaMatrix system which is in your Psych-AI folder/directory. This asssures that you always have an established internet connection and can do your normal clean closure of that connection when your study sessions are complete. AOL users MUST do this because their internet access is only established via an AOL server. In any case, you first launch your PsychAI application by opening the "**OpenBook**" application as illustrated below:

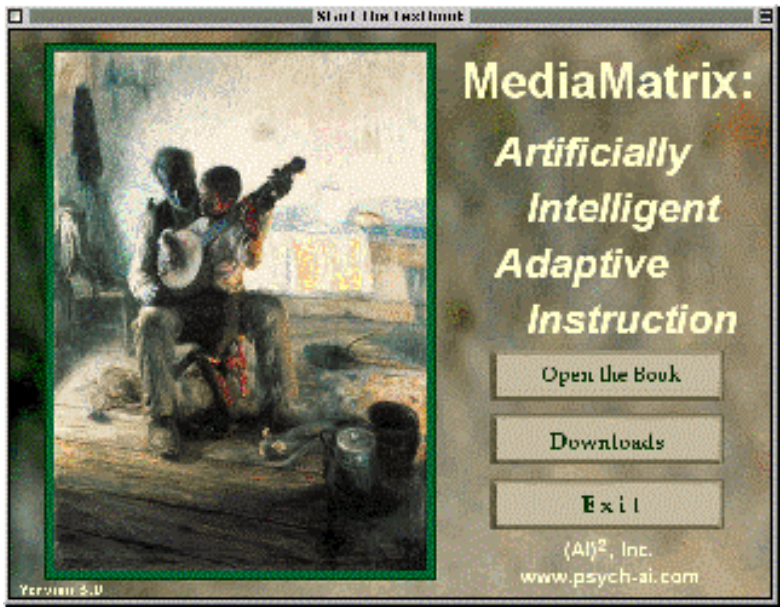
PC/Windows View:



Macintosh View:



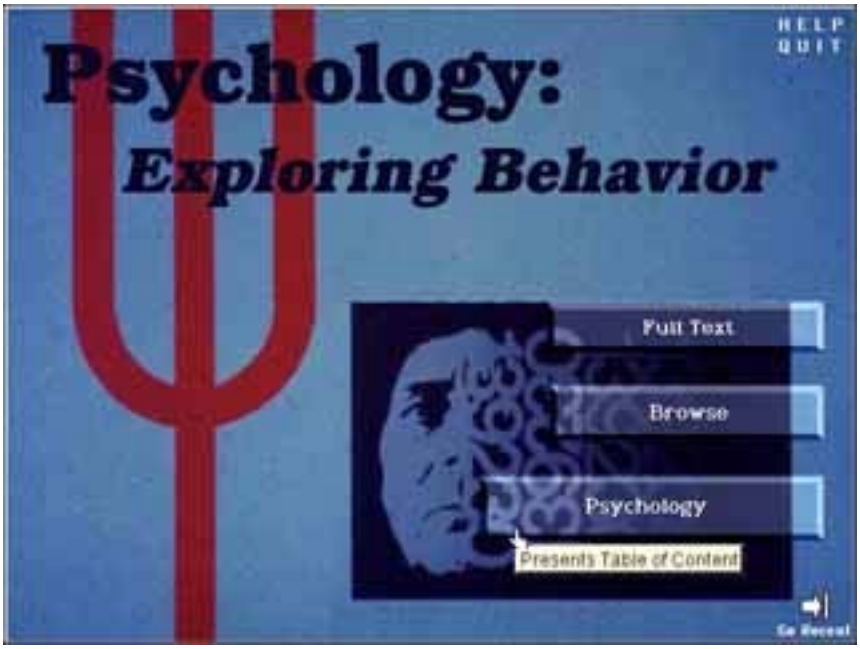
You should then see a **MediaMatrix** splash-screen offering you the options of **Open the Book**, **Downloads**, or **Exit:**



Make sure you are first connected to the internet, then Click on the **Open the Book** button. This brings either 1) a download of any updated software fixes and then a second splash screen asking you to submit your 9 digit Social Security number as your student ID/Password, or 2) an immediate access to the second splash screen asking you to submit your 9 digit Social Security number as your student ID/Password:

Submitting your password by hitting return or enter initiates contact with the $(AI)^2$ servers, as the status report suggests. If there are any problems with the server, you will be given feedback and options accordingly.

Upon your successful identification as a registered user, the system loads your personal use history (if there is any) and takes you to the **Frontispiece** to begin the session. If you have a history of use, you may pick up exactly where you last left off.



On the **Frontispiece** you will see three major user buttons:

1. The type-of-presentation of content -- Outline, Notes, or the defaulted **Full Text**,

2. The user-mode button which presently shows the system is in its **Browse** mode and,

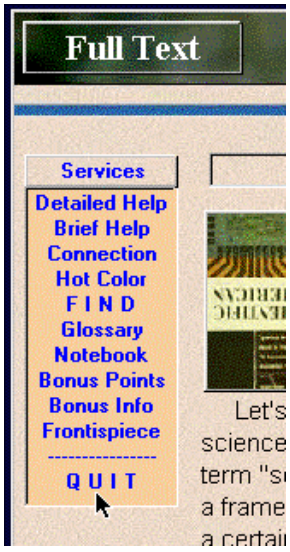
3. The topical navigation button showing **Psychology**.

In addition, there is a **Help/Quit** listing (in the upper right corner). If you are logging in after a previous session, you will also see a "**Go Recent**" button with an arrow, beneath the "Psychology" navigation button in the lower right corner, which allows you to go directly to the topic you were last studying.

Quit/Exit:

NOTE: It is **extremely important** to **Quit**, or Exit from your program, by using the buttons available for this service. A clean exit by using the **Quit** buttons will assure that your session history is updated on our server, which is very important in maintaining the integrity of the artificial intelligence services that mirror your ever-changing knowledge and manage the personalization of your tutorial services. **BE SURE TO ALLOW THE UPDATE PROCESS TO BE COMPLETED BEFORE LEAVING THE SYSTEM OR TURNING OFF YOUR COMPUTER, OTHERWISE IMPORTANT HISTORY DATA MAY BE LOST!**

We already mentioned that there is a **Quit** button in the service panel at the upper -right of the **Frontispiece** as illustrated above. There is also a **Quit** button available within the margin's services menu on each **Open Page.** In the left margin of any **Open Page** screen there is a small "Services" button. Clicking on this popup button opens the margin services menu:



A single click on any selection item in this service menu brings that service, which includes the following:

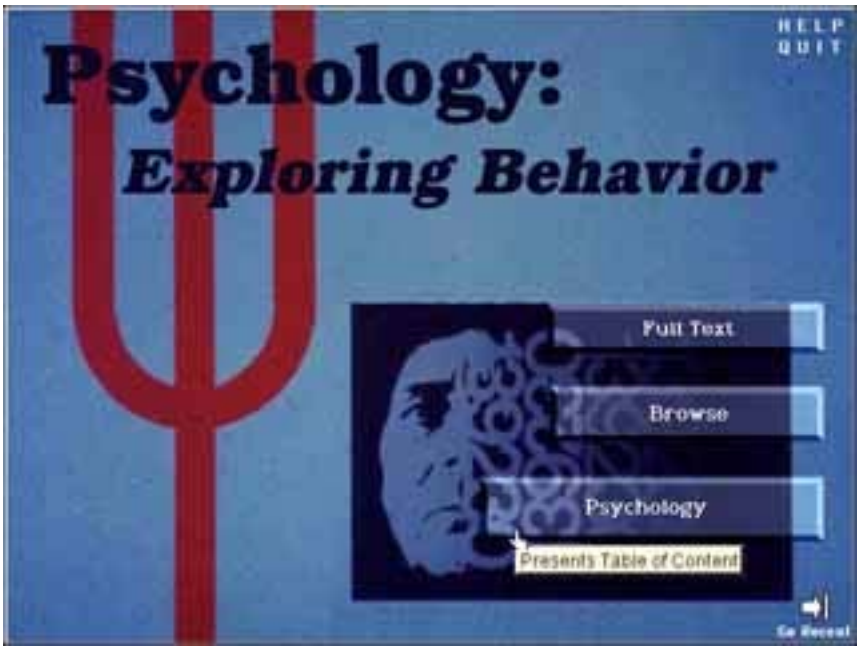
- Both a Detailed and a Brief **Help** system explaining what you may do on this screen and how each service works.
- A connection preferences option that allows you to modify various internet connection parameters.
- A hot-word color preference option that allows you to change the color of all hyper-linked words.
- A system-wide **Find** service for locating any and all uses of a term or collection of terms
- A **Glossary** of all major technical terms.
- A personal **Notepad** for margin-marking important passages and annotatingwith any personal comments you might wish to log or print-out.
- If your instructor uses an optional system to offer bonus points for tutoring and/or quizzing, there will be an option to review your points for that page's topic.
- If your instructor uses an optional system to offer bonus points for tutoring and/or quizzing, there will be an option to review information as to how your bonus points affect your test grades.
- Return to the Frontispiece from which your session started.
- And, finally, the **Quit** option that allows you an orderly and data-updating exit from the system.

Chapter 3

How to Use an Electronic Textbook

User Modes

Upon your successful identification as a registered user, the system loads your personal use history (if there is any) and takes you to the **Frontispiece** to begin the session. If you have a history of use, you may pick up exactly where you last left off.



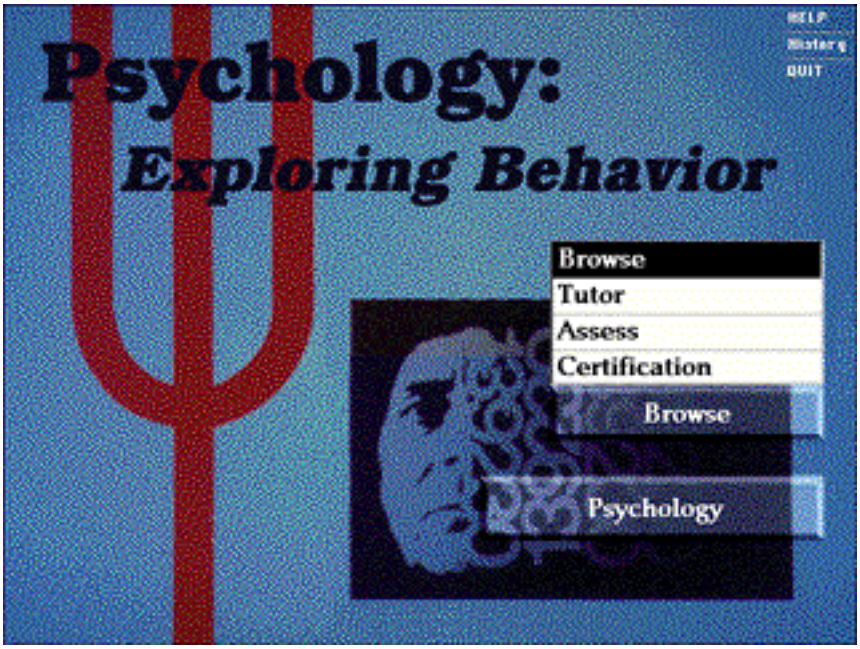
On the **Frontispiece** you will see three major user buttons:

1. The type-of-presentation of content -- Outline, Notes, or the defaulted **Full Text**,

2. The user-mode button which presently shows the system is in its **Browse** mode and

3. The topical navigation button showing **Psychology**.

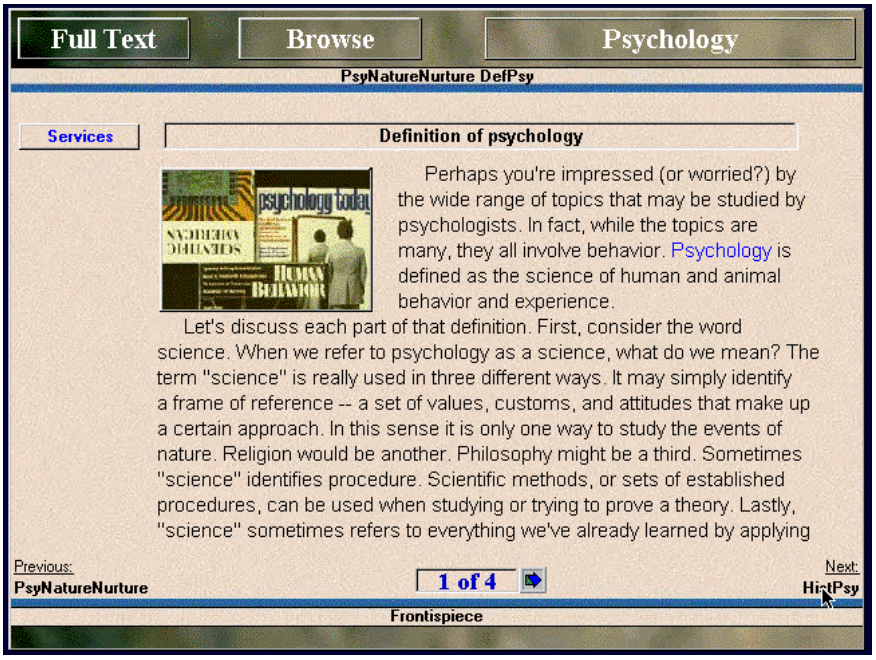
In addition, there is a **Help/Quit** listing (in the upper right corner). If you are logging in after a previous session, you will also see a "**Go Recent**" button with an arrow, beneath the "Psychology" navigation button in the lower right corner, which allows you to go directly to the topic you were last studying.



The alternative "**User Mode**" services offered by the **User Mode** button include:

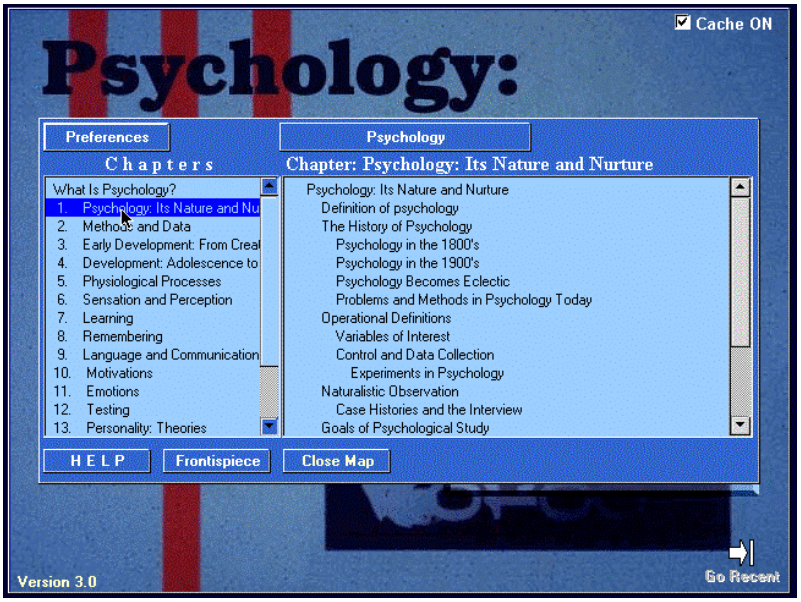
- **Browse** - The system lets you merely read and view pictures with no tutorial services or help.
- **Tutor** - An artificially intelligent adaptive instructional tutoring service makes sure you are always asked questions that you haven't been asked, have missed in the past, or that you may need more practice on to be sure of your knowledge.
- **Assess** - This service allows you to self-test on each topic specifically, with any number of questions of any type that you wish to select. You may Assess yourself as often as you like. Remember, the questions all come from the current topic you see in the Open Page viewer.
- **Certification** - Your knowledge of material from each Chapter of the text may be tested independently and the results saved to a file on your Personal floppy disk for printing the questions/answers and results. There is also a coded file saved automatically that records your results. This file may be used by your instructor to measure progress and assign grade equivalents.

NOTE: As illustrated, both the **Psychology** navigation button and the **User Mode** button also appear on each "Open Page" screen for accessing or changing these services from any topic:

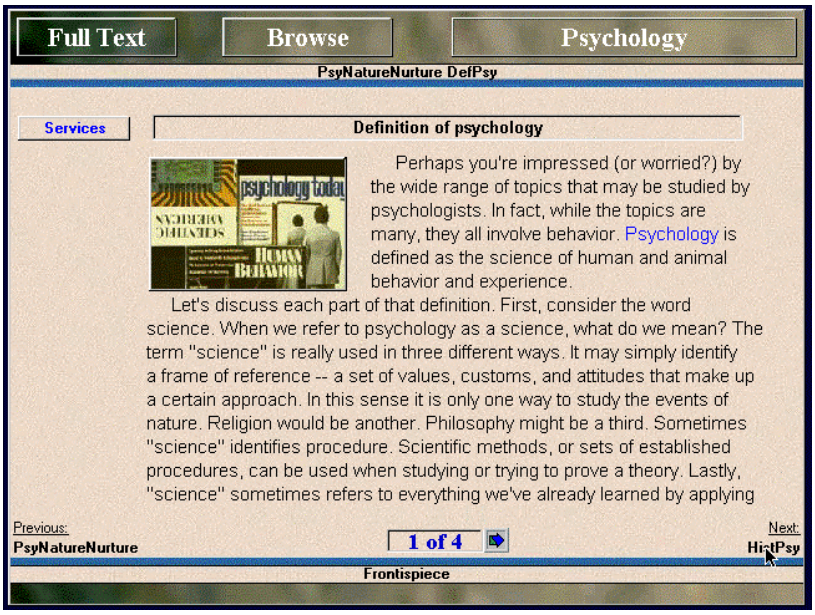


Navigating your Textbook

Clicking on the **Psychology** navigation button in either the **Frontispiece** or from the "**Open Page**" view of any topic brings you a navigational system organized much like a Table of Contents for the book. All chapter titles, plus an introductory overview topic are shown in a listing at the left of the navigational map. Clicking on any of these will show the entire chapter's contents listing in the field at the right of the chapter's listing:

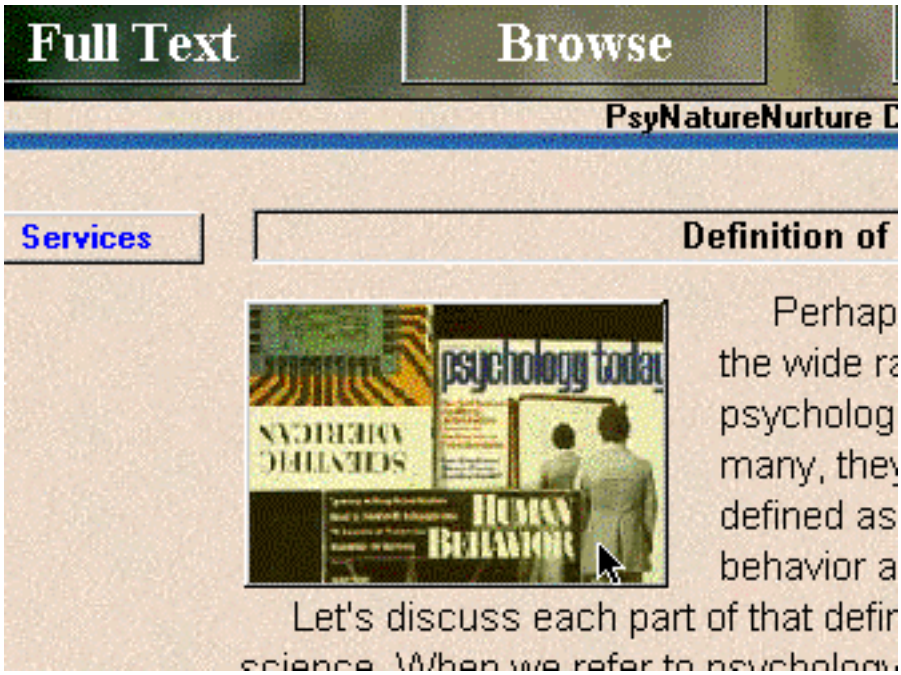


Clicking on any topic will take you to that topic, which is presented through what is called the "**Open Page**" screen view:

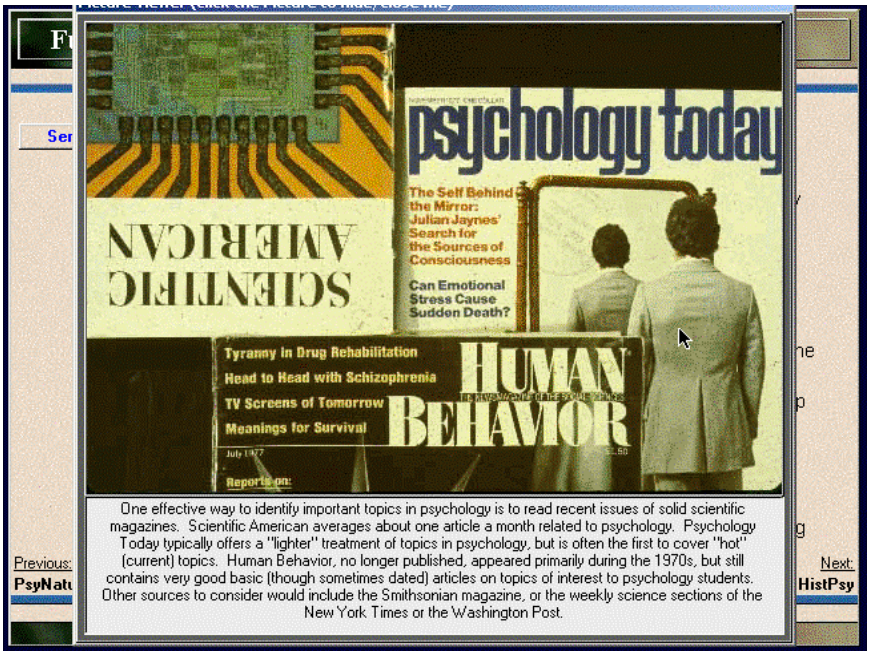


Viewing Graphic Illustrations

All of the graphics (pictures, tables, etc.) used to illustrate your textbook are expandable by clicking on the graphic:



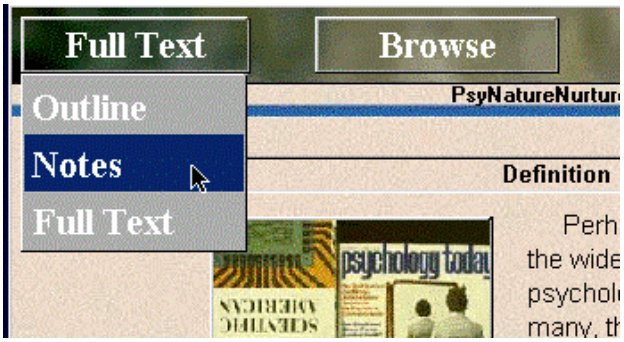
The expanded version of your illustration typically offers a figure caption as well:



To close your expanded graphic, merely click anywhere within it and it will return to the original view.

Alternative Levels of Presentation

In addition to offering students a full narrative textbook version of the content, there is also a Narrated Notes version and a Study Outline version of this text. To navigate to either of these alternative "**Levels**" of text elaboration, use the "**Levels**" button on the upper right of your "**Open Page**" (there is also a **Levels** button on the **Frontispiece** page just above the "**User Mode**" button):



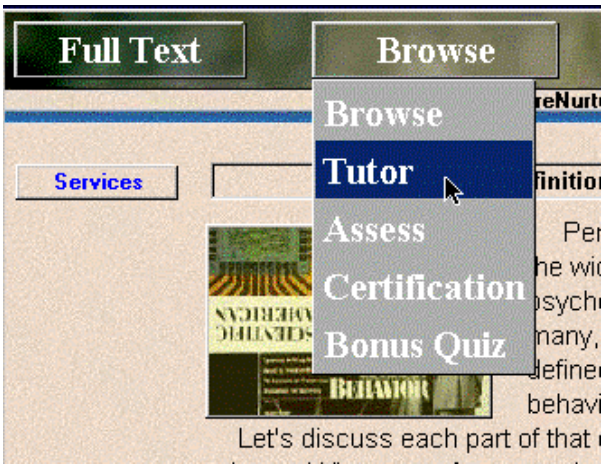
Chapter 4

Adaptive Tutoring:

What It is and How to Use It

Adaptive Tutoring:

Any time you wish to receive artificially intelligent adaptive tutoring services, they are available through the **User Mode** button which appears on every screen:



Selecting **Tutor** from the **User Mode** button for the very first time brings you a one-time help message briefly explaining how the Adaptive Tutor works. Clicking anywhere on this message, or on its close box, will hide it permanently. The message this help-field provides gives the essential details of how adaptive tutoring works. A more detailed explanation may be helpful for users who do not fully understand the pedagogical principles behind this adaptive system.

One of the most pervasive concepts in the psychology of learning is the idea of "successive approximations." Successive approximation processes define the means for reaching learning objectives in the shortest period of time and with the fewest number of frustrations. Rather than relying on "trial and error" processes which let you make many mistakes or frustrate you by requiring too large a change from what you already know how to do, successive approximation techniques move you in small and gradual steps which assure the greatest likelihood of success. Such small approximations may be used in gradually changing 1) how much prompting you get to help show you what to do, 2) how difficult a task you will have to perform relative to what you already know how to do,

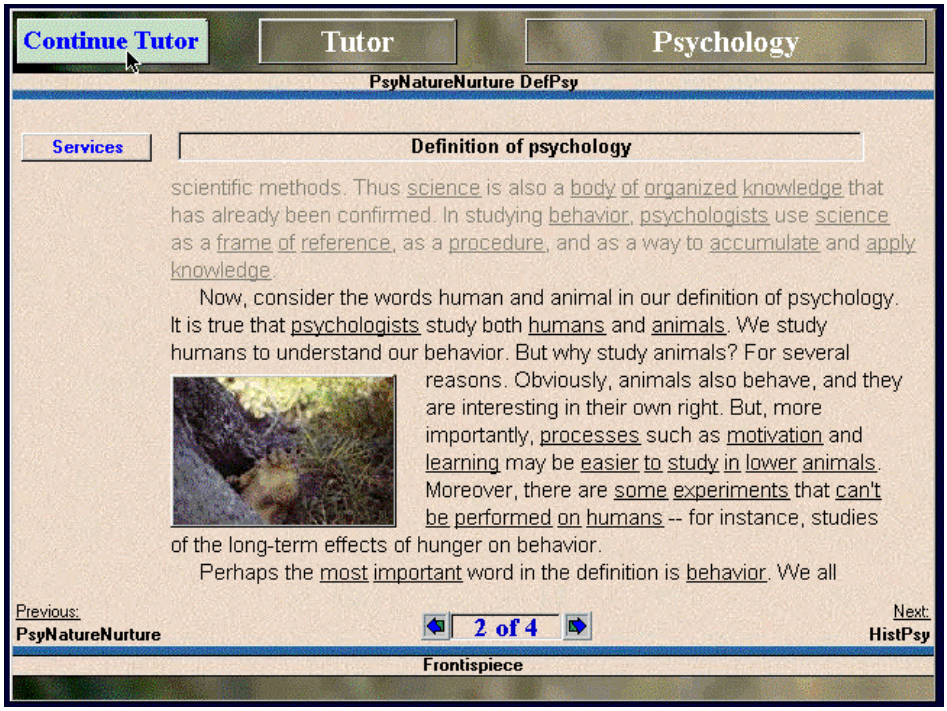
and 3) how frequently feedback is offered and how much information it contains. Similar "successive approximation" processes may also be used in the alteration of anxiety and phobias, but that is another story for another time... Nevertheless, you may find your increasing success at studying and mastering the material in your *Psychology: Exploring Behavior* text confidence building if you work at using the tutorial services provided in this adaptive instructional system.

Master learners are able to easily determine the most important information embedded within large amounts of text with no outside cues to help at all; and they may require only one or two tests per term to confirm that they are studying correctly and know the material as required by an instructor. They typically "ace" such tests easily. Unfortunately, only about 3-5% of the student population qualifies as master learners. Of course, they are the ones who always "set the curve" on tests in a class, in that their performance defines upper-limit standard for the remainder of a typically "normal" distribution of performances by the remainder of the students in a given class. Adaptive instruction can change all of that if you are willing to work at it! That is, it can help make you a master learner too. Let's explore how.

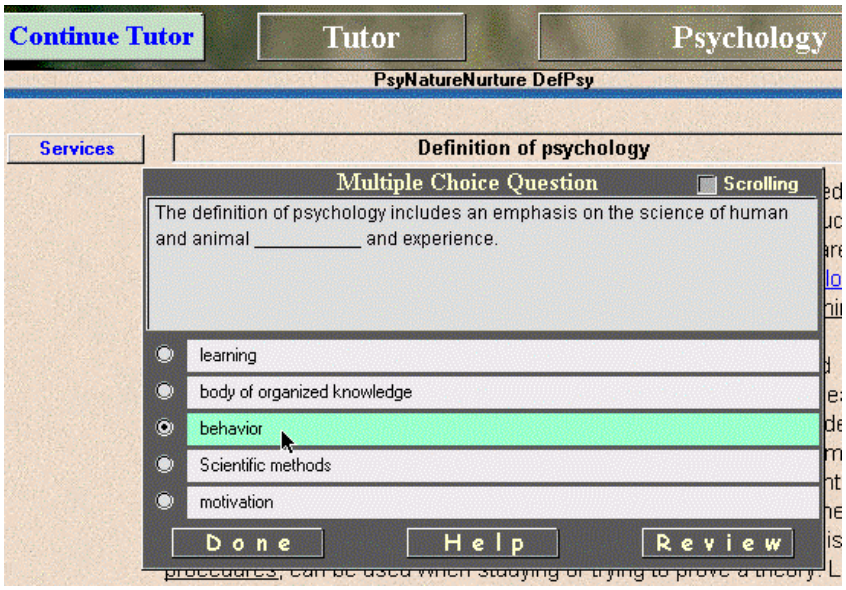
First, note that selecting Tutor mode for the first time, and only the first time, launches tutoring with an assumption that you are a student in need of a significant amount of tutorial help. This is called "Level-1." Fully developed adaptive instructional tutors may have as many as five or six such "levels" of service. But if you really don't need all the help initially assumed, the system will quickly discover that fact based on your successes and will move you to more sophisticated and challenging levels of study. For now, let's explore the types of services delivered at Level-1.

> **IMPORTANT NOTE: Some instructors may artificially limit tutorial and testing services to 3 levels of adaptive service. In this mode, only Multiple Choice and Fill-in-the-Blank questions will appear. Other instructors may choose to use any or all of the additional levels and their associated forms of questions within their course. See your instructor for details on how many tutoring and testing levels are in use for your course!**

You will first note that the amount of text presented has been broken into "segments" which contain a limited amount of information to be learned. Level-1 segments are typically only a paragraph or two in length, and thus focus on small "chunks," or collections, of information. Further, the most important terms or phrases in each segment appear in red to help you distinguish the relevant items to be learned. This "prompting" is a type of instruction offered by the system as to the material likely to appear in questions. To receive a question on this segment, merely click on the "**Continue Tutor**" button which appears in the upper-left corner of each "**Open Page**" screen:

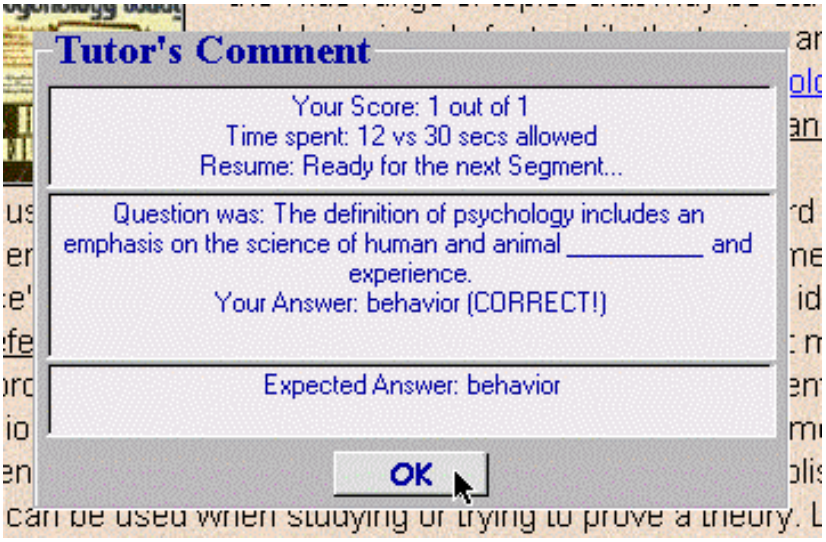


All questions, of any type and throughout the entire system, are designed to help you learn to "concept map" the material, as explained further in our available essay on knowledge generation strategies. Level-1 questions accomplish this by offering you multiple choice type questions especially designed to facilitate the development of what cognitive psychologists refer to as concept maps:



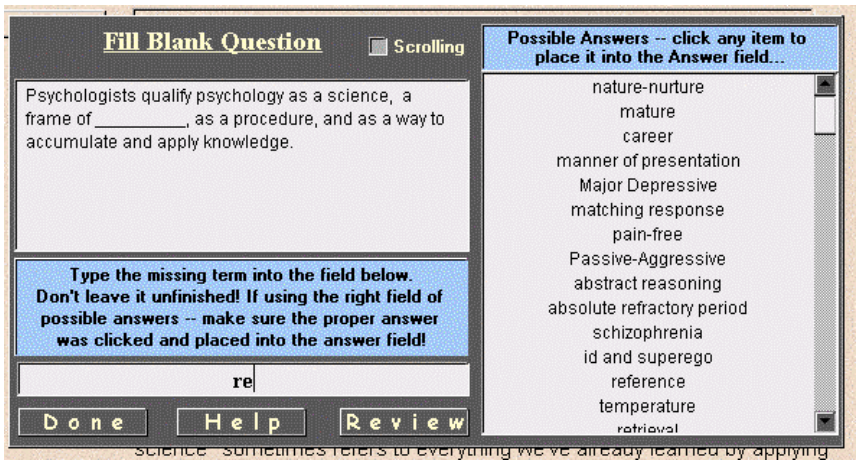
These multiple choice questions offer a great deal of prompting within the question itself as to the major concept being assessed, and typically asks you to identify, merely by recognizing the correct associated term or

phrase from several alternatives. It is your task to recognize associated dimensions, explanations, elaborations, or extended associations of the concept implied within the question and/or answer. Each question answered offers detailed feedback as to your accuracy and required time to answer:



If you get the answer wrong, you will remain with the segment being studied and clicking again on "Continue Tutor" will offer you an alternative question on this same segment. If you wish to review the material prior to answering a question, you may do this as well by using the Review button.

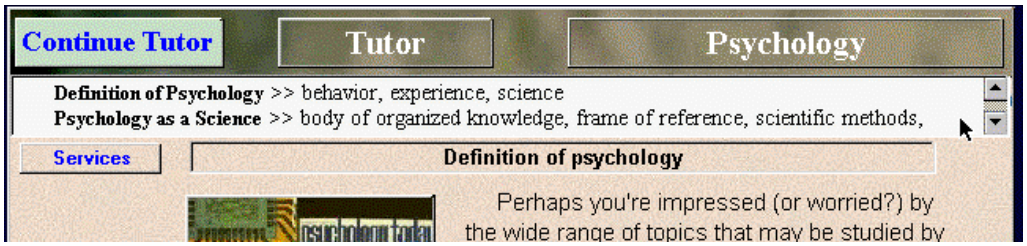
As noted earlier, if you succeed at learning with this degree of prompting, after only a few questions the system will recognize your ability and will challenge you to the next highest level of learning skill. If you have problems at this new level, say because the material just got harder to understand because of its abstractness or complexity, then the system will drop you back to the lower level for a while longer. If you don't need this extra practice, you will continue to work for a while at Level-2, which now offers larger segments of information to study and the more difficult task of recalling (as opposed to merely recognizing) the elaborative concepts by requiring you to fill-in the blanks, or missing terms:



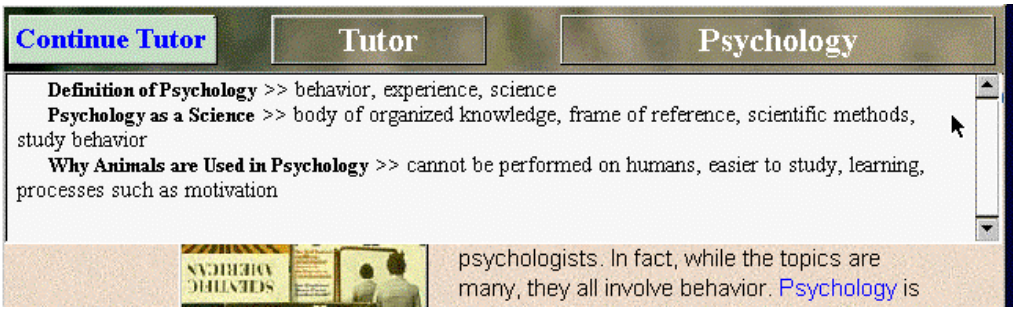
Note the illustration above shows an example of the "aid" system built into all type-in answers to questions within the MediaMatrix software system. After you type the third letter in your word, the system provides a list a all terms, incorporating that sequence of letters, which are acceptable answers to any question in the item inventory. As you type more letters, the choices narrow. If you have typed the correct word, it automatically becomes bolded in the answer field. Of course, at any time, you may stop typing and merely click on the term in the "aid" field to move it to your answer field. If it is correct, it will also become bold.

When you are satisfied with your answer to any type of question, click on the "Done" button to receive immediate and informative feedback as to whether you were correct. Both accuracy and time are indicated, along with answer given and answer expected. Correct answers take you to the next segment of material to be learned. Wrong answers keep you with the segment still in need of review, and clicking "Continue Tutor" again will bring an alternative question on the same segment. There are several variations of question per segment, so it is unlikely you will be asked the same question twice before you are ready to advance.

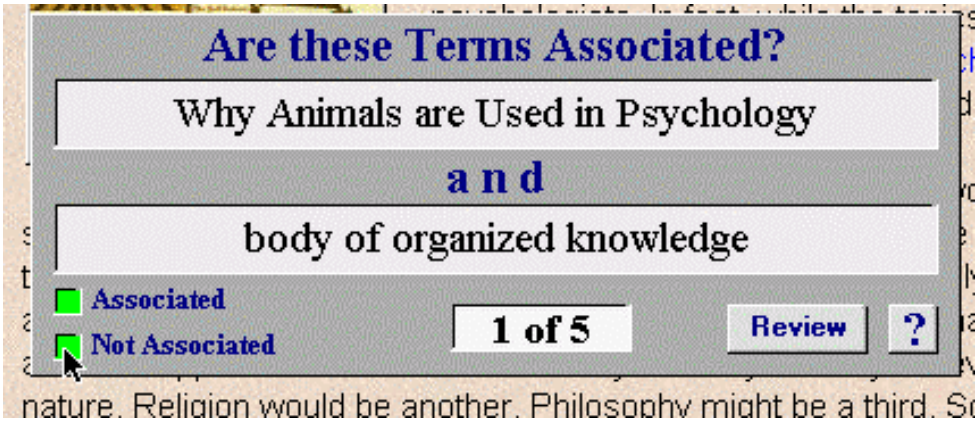
If you are doing well at this second level of tutoring, and if your instructor is using the full services of five alternative levels, you will soon experience the third level of tutorial service. At this level, the amount of text you are given to read and comprehend is more substantial, and typically includes 3-6 paragraphs. In addition, the help you receive as to the main concepts and their properties described within this unit of text takes a different form. Up to this point you have seen all important concepts and properties underlined within the text your were asked to read. Now these concepts are isolated as a set of "primary terms" and their "associated properties" presented in a field just above the Topic Header near the top of each page:



Clicking on this field will expand it if more terms are there to be studied:

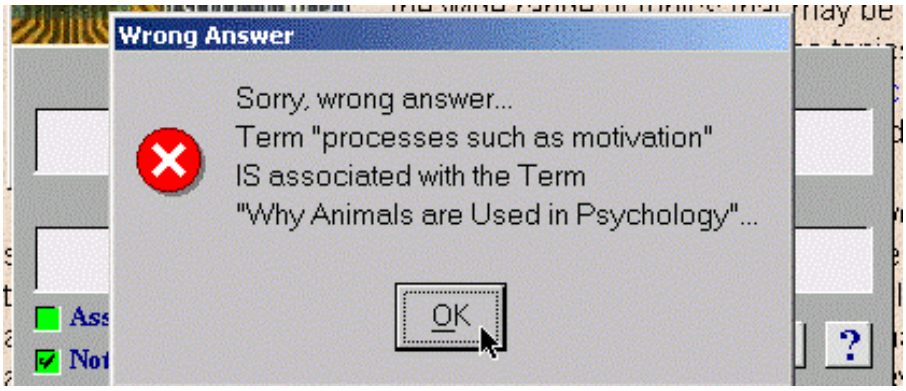


You should read the text, make sure you understand the concepts, and then work on recognizing which properties are associated with which major concept terms. When you select to "Continue Tutor" to receive a question, the form of this question is now what psychologists call a "paired assoicate" format wherein the top term is a major concept and the second term is (or is not) an associated property of that primary concept, as illustrated below:

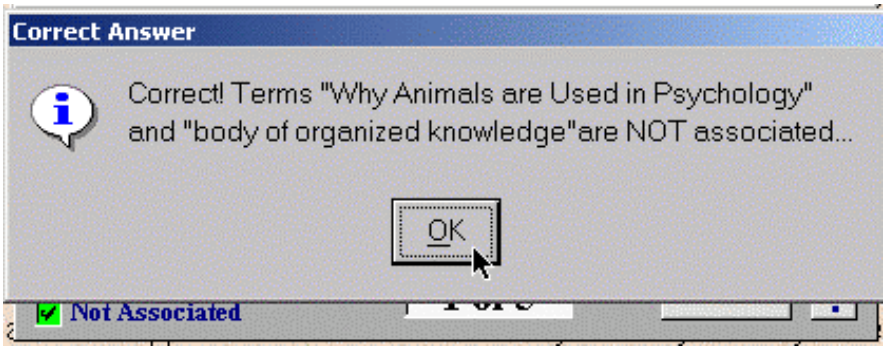


Each time you select "Associated" or "Not Associated" as your choice for an answer to the pair presented, you will receive feedback either telling you that you are correct, or that you are wrong. If you are incorrect, it will offer the correct primary term that is associated with the incorrect

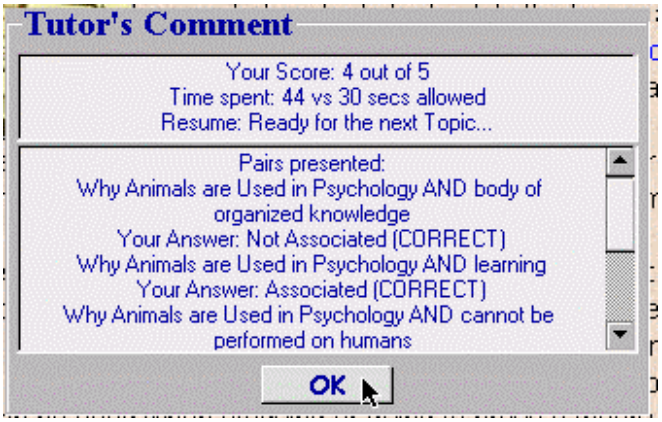
property as a means of helping you to learn all concept/property assoications.



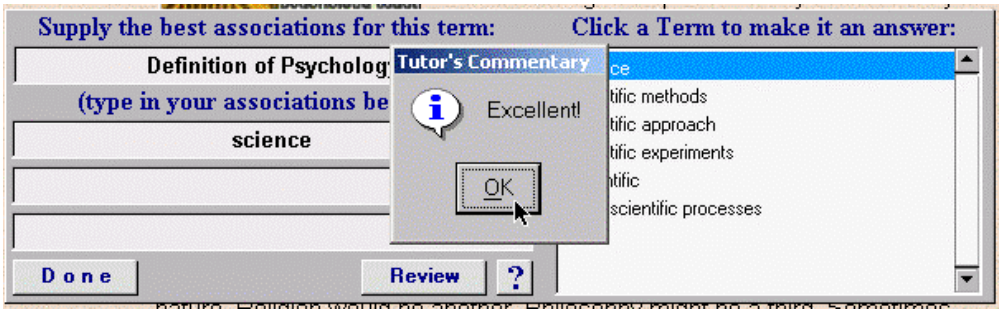
or



After you have completed all pairs of terms, you will also be given a composite feedback of how well you did on this series of questions. It is this composite that makes up any percentage score for the total unit question:



If you are progressing well at this third level of tutoring, you eventually will be moved up to the fourth level of tutoring skill. At this level you will typically have the entire topic to read with only minimal prompting as to what you are to learn. These prompts take the form of a listing of the primary concepts (but not their associated properties) introduced in the available text. It is now your task to discover and learn to recall at least four properties that help to define, qualify, or elaborate (i.e., are associated with) the concept terms given. These conceept terms then become the "question" in a verbal association format of testing which asks you to think of outlining the primary associations for the term given. As with Paired Associates formats, each time you enter an answer you are given feedback as to whether what you have typed is correct or not correct:



Each level of tutoring will automatically reappear if the system determines, from your progress and activity, that you need more or less help as you study each topic. Evantually, you may even see all prompting disappear and think that you are back in Browse mode, but in this highest level of tutoring (called Probe Mode) you will randomly receive questions of different formats and on various formerly read topics as you continue reading and studying your text. If you fail to maintain your previously excellent performance, the system will begin to drop back down through the levels of tutoring best suited for your progress and for the development of your reading comprehension skills.

After you finish a given topic in Tutor Mode, you may want to test yourself on that entire topic. You may also wish to emphasize one of another type of question. This is accomplished by selecting Assess.

Chapter 5

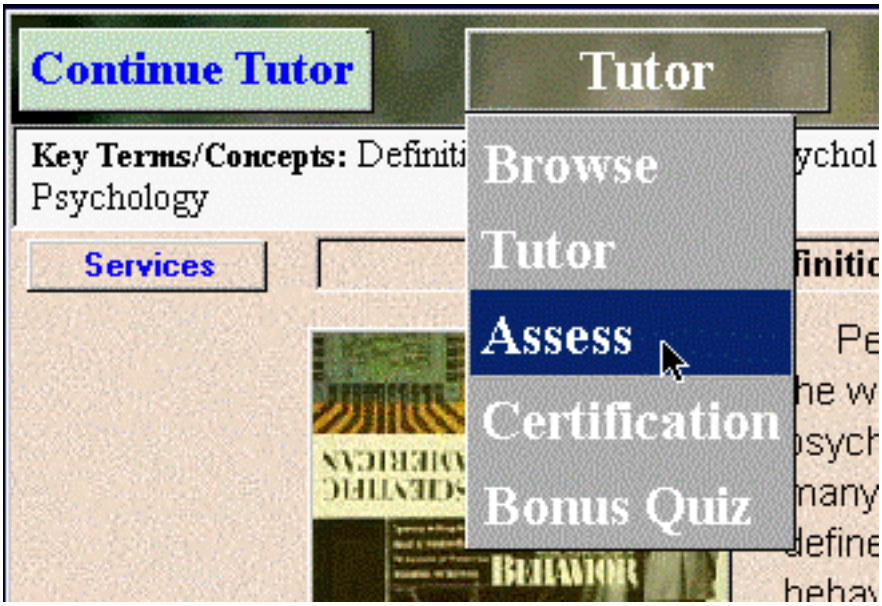
Self-Assessment Services and How to Use Them

Assessing Your Mastery of Each Topic:

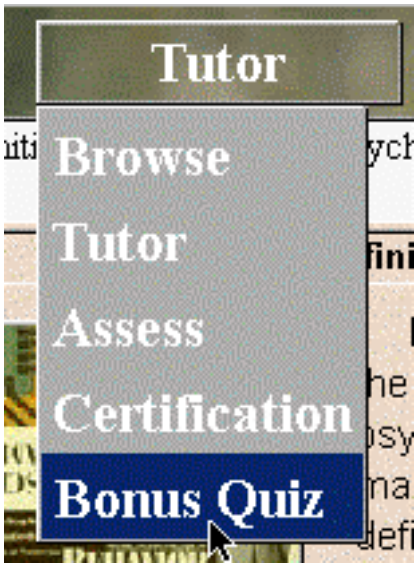
Each topic should first be studied using the Adaptive Tutoring mode until you have reached the highest levels of tutor services and have reviewed the entire topic at this highest level. Then, if you wish to try a practice quiz on this topic, you may create you own quiz by using the Assess services.

NOTE: Because an adaptive tutoring system is designed to adjust to, and to expand upon, your personal learning skills, you may eventually find yourself working only at the highest tutorial service levels, but wanting to check yourself with questions from a lower skill level. Assess may serve this purpose as well. If your instructor has selected to use our bonus point system, you may also find a "Bonus Quiz" selection on the User Mode menu. Bonus Quizes make certain that you get every type of question on every tutoring segment possible at all levels..

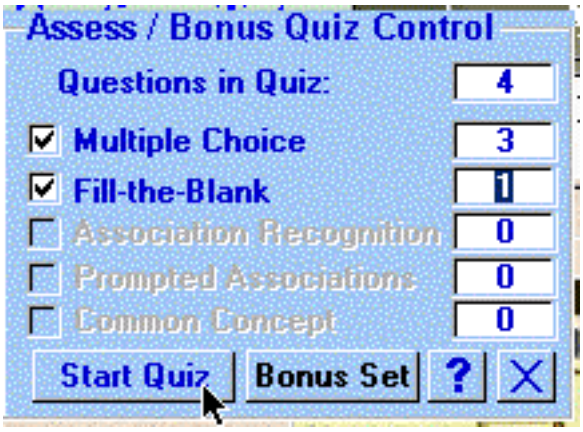
You may thus use the Asess mode also to make sure you have an opportunity to practice questions at a level that may be lower than the Tutor levels you experienced on a given topic. Assess is selected from the User Mode pop-up menu, which is illustrated below:



or for Bonus Quiz (when available by instructor option):



Immediately upon selection of the Assess mode, you will see a panel in the upper left of your screen which indicates that you may create a "Formula to use in Assess" for making up you own quiz. Clicking on the type of question makes that question type active/inactive for your quiz. An active type is indicated by an "X" in the status box at the left of each label. Likewise, you may select how many questions of each active question type you wish to have in your quiz. This is done by selecting the number associated with each question type, then retyping the desired number. There is a default that always resets to the size and composition of quiz your instructor had in mind for Assess services, but you can reset the quiz parameters as much as you like:

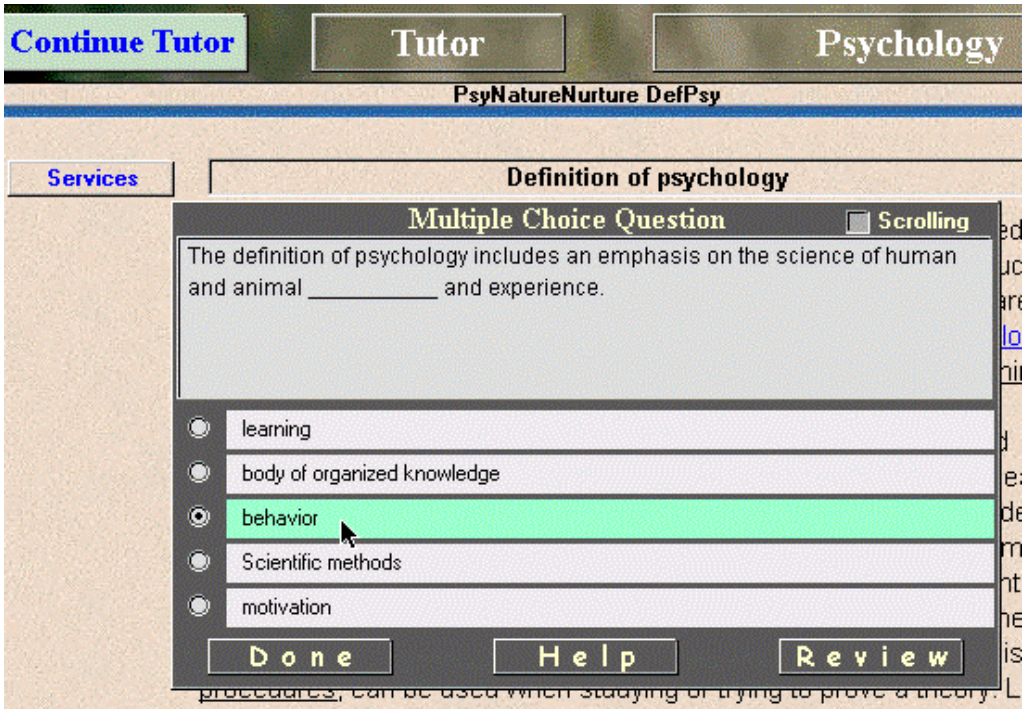


After selecting the quiz composition you want, clicking on the "Start Quiz" button will initiate the desired Assessment Quiz for the current topic.

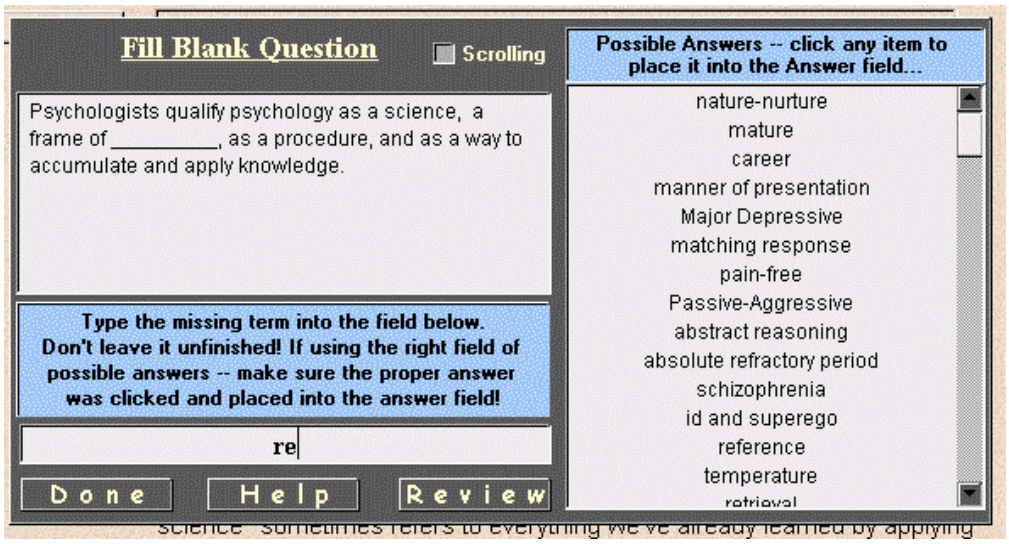
NOTE1: Assess is always topic specific--iff you want testing on all topics within a given chapter within a single test, you must use "Certification" as your testing vehicle.

NOTE2: If you have selected Bonus Quiz (if your instructor has made such Quizzes available) then the system will compose your self-quiz test automatically based on the number of tutoring segments and all types of questions.

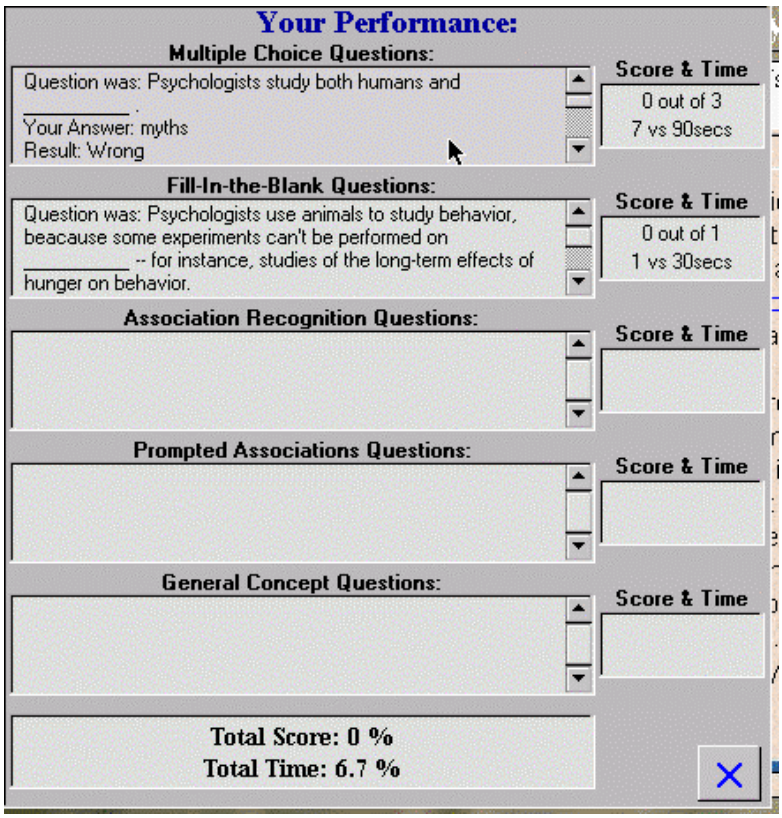
When your quiz starts, you will experience the same types of items and services found in Tutor mode. Thus a Multiple Choice question may offer you several alternative answers from which you need to select one by clicking on the best answer to make it actively selected. When done, indicate that you are ready to move on to the next question by clicking on the "Done" button:



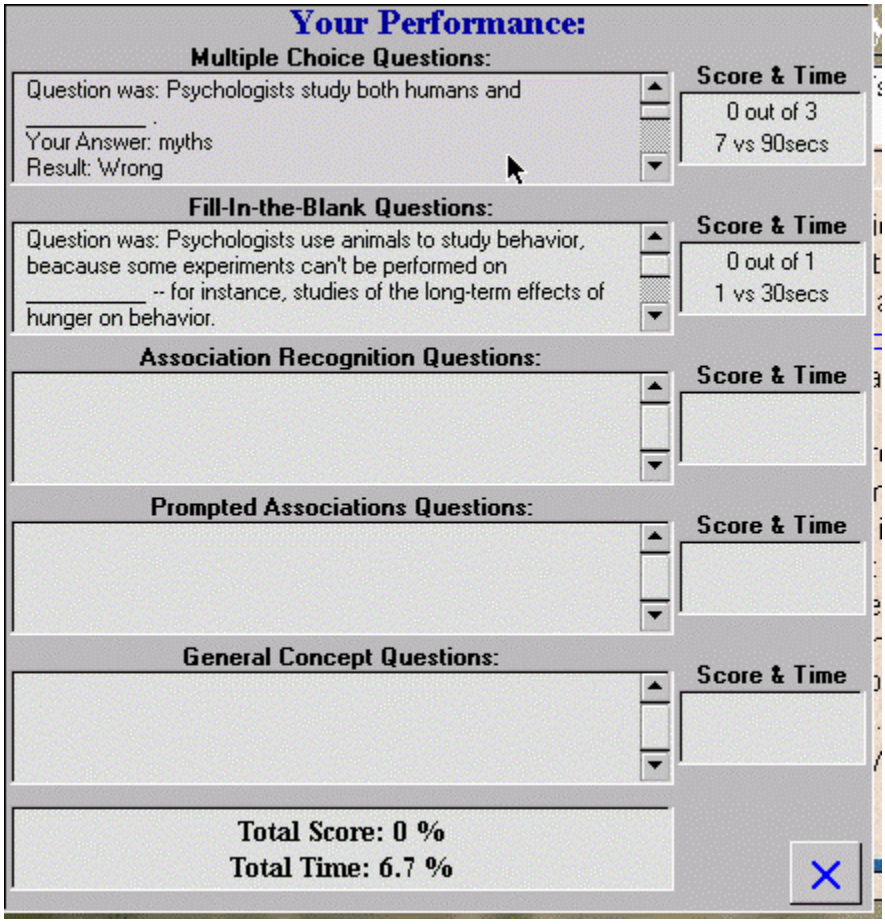
As with Tutoring services, all questions in Assess are adaptively selected. This means there is some proportion of questions selected to assure that you receive questions most in need of review or ones not yet answered. Also, those types of questions requiring that you type in some answer will respond after the second letter is typed by showing you all possible anwers which include the letter sequence you have typed. You may click on any one of these to place it into the answer field. Completed correct answers, whether typed or click-moved will become bold when placed in the answer blank:



Completing each Assess quiz will result in a detailed feedback report on your performance. There is separate feedback on each question type to help you determine which type you need to practice more. Because some computers cause the small scrolling feedback fields to scroll too quickly to easily read them, we have made each field expandable. Merely click on the field of each type of question to expand that field, as illustrated below:



Clicking on the feedback field will cause it to expand for easier reading and clicking in the expanded field will cause to contract back to the smaller scrolling field again.



The above illustration also shows the curosor becoming an "X" over an expanded field, indicating that another click anywhere in this field will return it to its normal size. Your overall scores for accuracy (percent of possible answers correct) and fluency (percent of total time used from the alloted or expected time) are given at the bottom of the feedback field. You may take Assessment quizes as many times as you like, and using whatever proportion of questions types you like. However, try to avoid relying on Assess as a tutor--that is what the tutorial mode is for.

Chapter 6

Certifying your Mastery of a Chapter

Certification Testing on a Full Chapter:

As noted in the Assess section, each topic should first be studied using the Adaptive Tutoring mode until you have reached the highest levels of tutor services and have reviewed the entire topic at this highest level. Then, if you wish to try a practice quiz **on this topic**, you may create you own quiz by using the Assess services. However, **Assess is always topic specific--if you want testing on all topics within a given chapter within a single test, you must use "Certification" as your testing vehicle.**

Certification mode serves the purpose that in-class testing typically serves: it covers a broad range of topics (here a whole chapter) and uses a fixed test configuration as to the number and types of questions, as well as placing reasonable limits on the amount of time you can spend answering any given question. Depending upon your instructor, you may be allowed a limited number of attempts in this mode for any given chapter. Other instructors may allow as many attempts as you like, but place a deadline on the final submission of your best results.

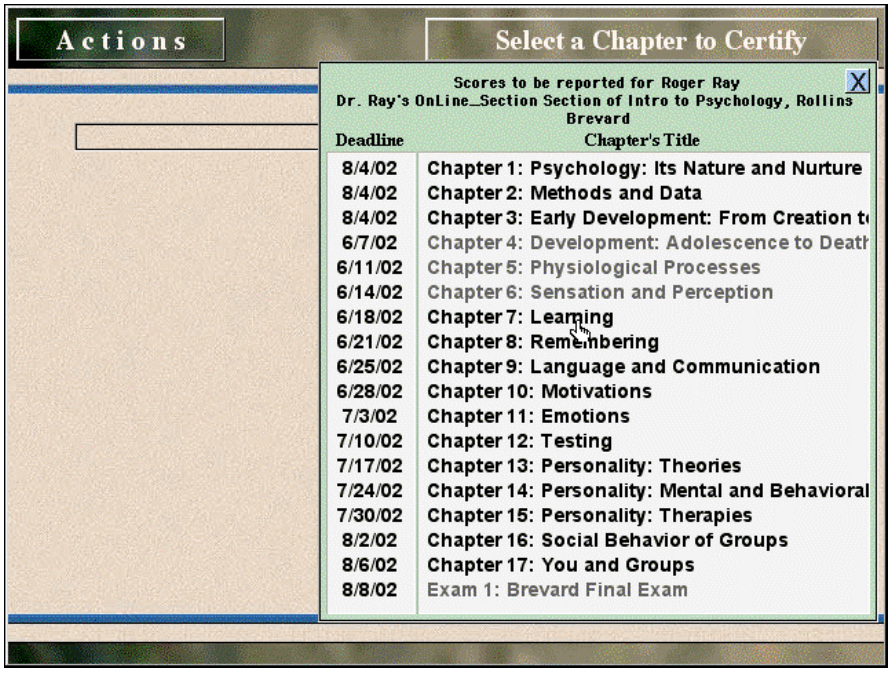
Certification, as with Tutor and Assess services, is selected from the User Mode pop-up menu, which is illustrated below:

Immediately upon selection of the Certification mode, you will be taken to the Certification screen where you will need to identify the chapter over

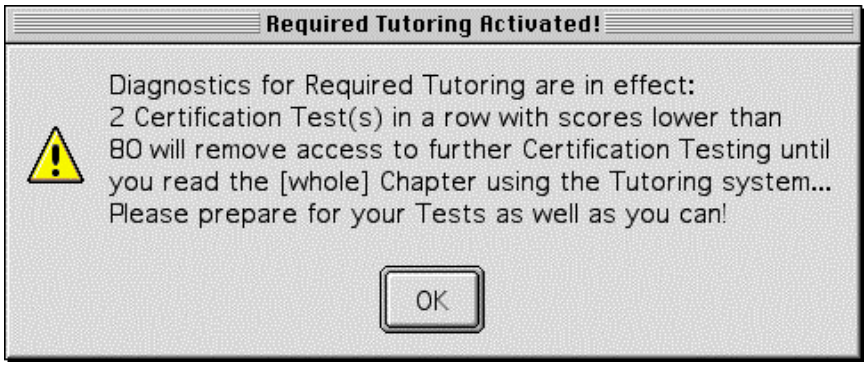
which you plan to test yourself. Opening the "**Select a Chapter to Certify**" pop-up menu will bring you a list of all chapters in your electronic book. At the top of this menu is information confirming who you are, and which school, instructor, course, and section for which you are registered.

IMPORTANT: If any of this information is incorrect, including your course section, your scores may not be reported to your instructor! to correct any misinformation, send an e-mail to info@psych-ai.com informing us of the error and the correct information that should appear in this field.

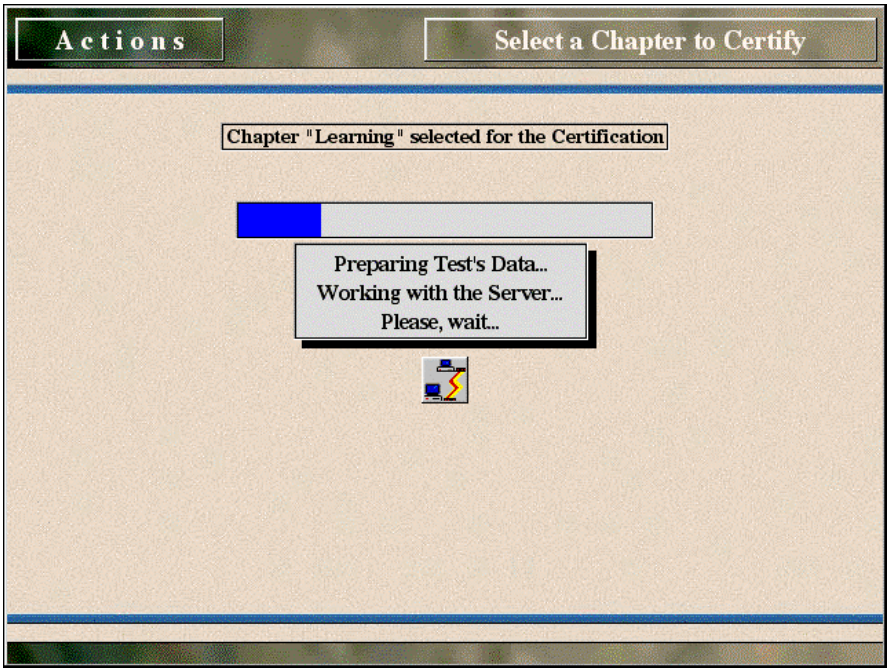
Note also that each chapter has a corresponding date for which it times out (Time outs are ALWAYS at 12:00 midnight, Eastern Time, of the date given. Clicking on the desired chapter heading makes that chapter the active selection for testing and progress certification:



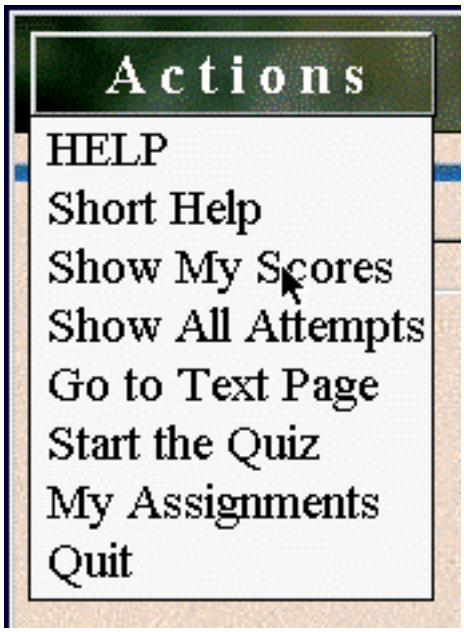
If your instructor has selected our optional service of allowing only limited "diagnostic" testing opportunities to reach a given level of mastery accomplishment prior to requiring you to tutor on a chapter, you will see a statement to this effect immediately after selecting that chapter for certification. This message will give you the specific rules the instructor has selected, including the number of diagnostic opportunities and level of achievement prior to being required to tutor on those topics diagnosed in need of further study:



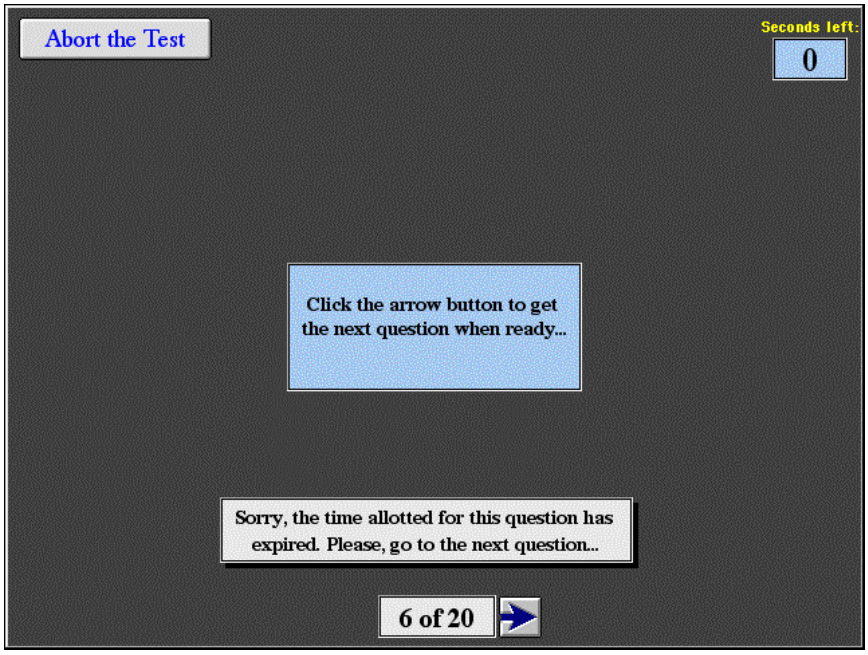
Following the above message, if applicable, a loading message will appear informing you that the system is constructing a test. Each test is uniquely created and adaptively customized especially for you based on your testing and tutoring history:



When this process is complete, a "start" field immediately appears that allows you to cancel your selection if you have changed your mind or have selected the wrong chapter. Any time you are ready to begin testing, you may also do so by selecting "**Start the Quiz**" from the "Actions" pop-up menu:

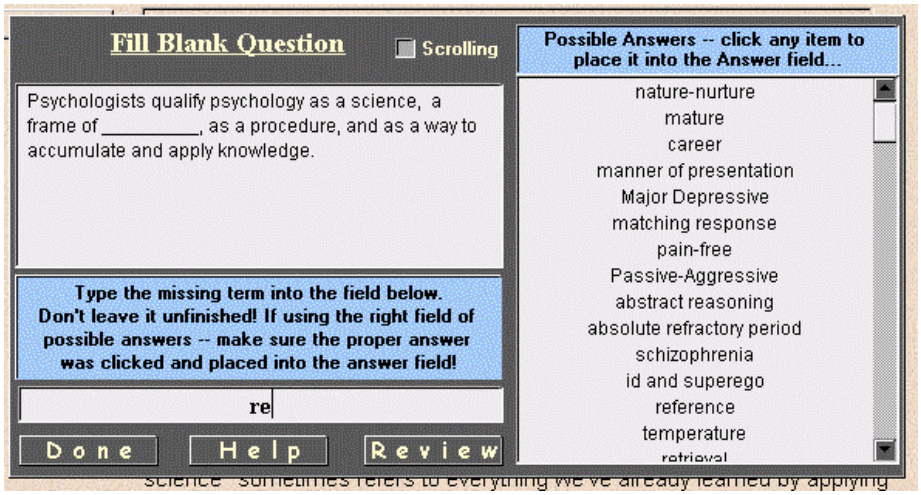


As with **Tutoring** and **Assess/BonusQuiz** services, all questions in Certification are familiar in form. However, unlike those alternative services, Certification questions are limited in the amount of time allowed for answering each question, and there is a small count-down clock in the upper-right corner to indicate the remaining number of seconds for each question before you will be required to move to the next question:

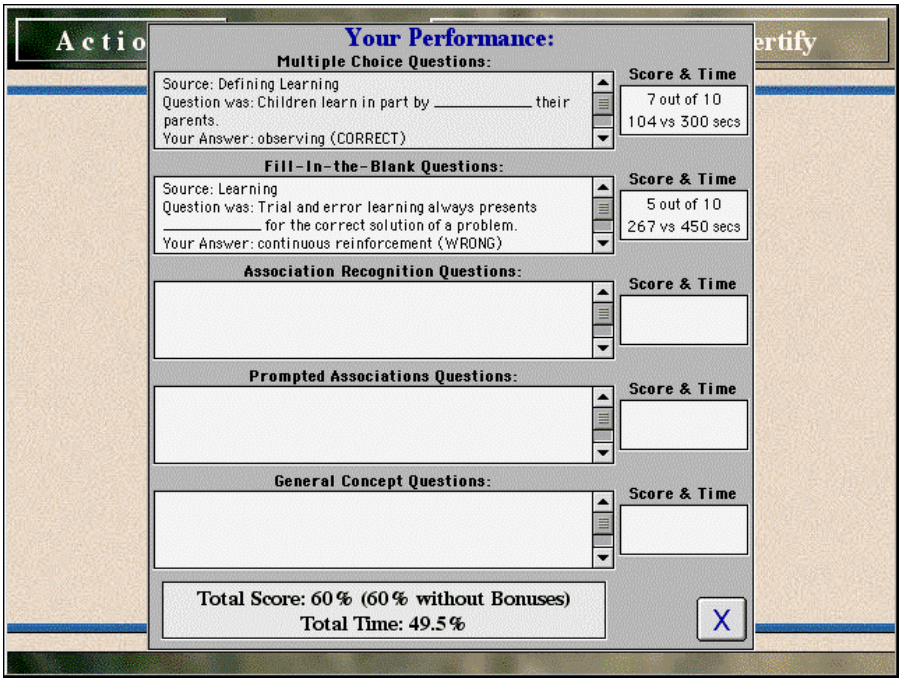


There is still the familiar service involving those types of questions which require that you type in some answer. As usual, they will respond after the second letter is typed by showing you all possible answers which

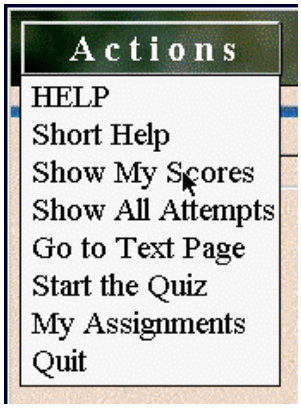
include the letter sequence you have typed. You may click on any one of these to place it into the answer field. Completed correct answers, whether typed or click-moved will become bold when placed in the answer blank:



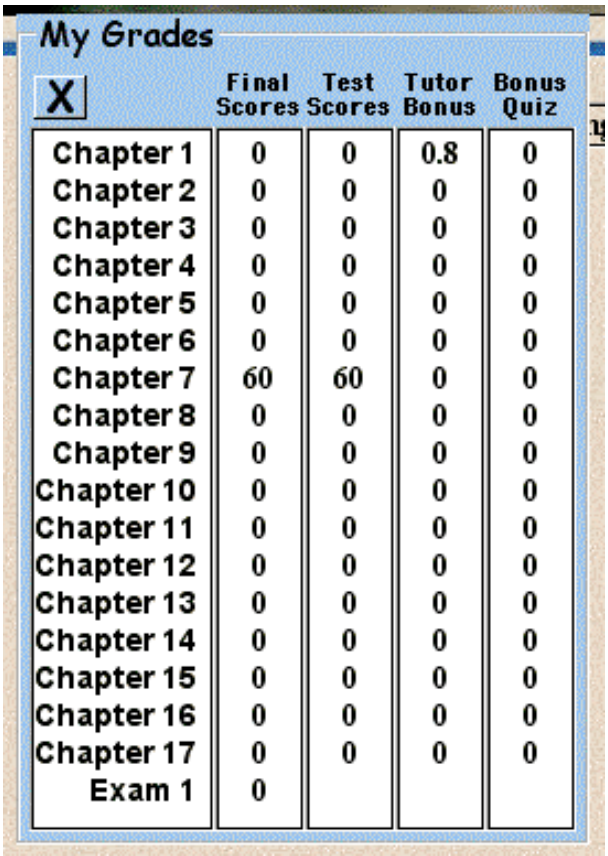
Completing and using the "**SUBMIT**" button to report each Certification test, the system will first post your results to our web server for permanent storage and eventual reporting to your instructor, then will present a detailed feedback report on your performance. There is separate feedback on each question type to help you determine which type you need to practice more. Because some computers cause the small scrolling feedback fields to scroll too quickly to easily read them, we have made each field expandable, as indicated by the "magnifying glass" cursor change when the cursor is moved over each field, as illustrated below:



At any time, you may check what the server has for your highest test score or your complete testing history for a given chapter by selecting these options from the **Actions** menu:



As noted, scores report only the highest score achieved for each chapter. However, if your instructor has selected to apply our Bonus Point system for Tutoring and/or Self Quizzing, then you will also see scores for Bonus points and how the application of the larger of the two scores applied when added to the Certification test scores (Final Score):



	Final Scores	Test Scores	Tutor Bonus	Bonus Quiz
Chapter 1	0	0	0.8	0
Chapter 2	0	0	0	0
Chapter 3	0	0	0	0
Chapter 4	0	0	0	0
Chapter 5	0	0	0	0
Chapter 6	0	0	0	0
Chapter 7	60	60	0	0
Chapter 8	0	0	0	0
Chapter 9	0	0	0	0
Chapter 10	0	0	0	0
Chapter 11	0	0	0	0
Chapter 12	0	0	0	0
Chapter 13	0	0	0	0
Chapter 14	0	0	0	0
Chapter 15	0	0	0	0
Chapter 16	0	0	0	0
Chapter 17	0	0	0	0
Exam 1	0			

Tthe **Start** menu illustration above also shows that if your instructor uses the system to record and report extra assignment grades or scores, a menu item also appears that allows you to view those assignment scores (use the "**My Assignments**" selection).

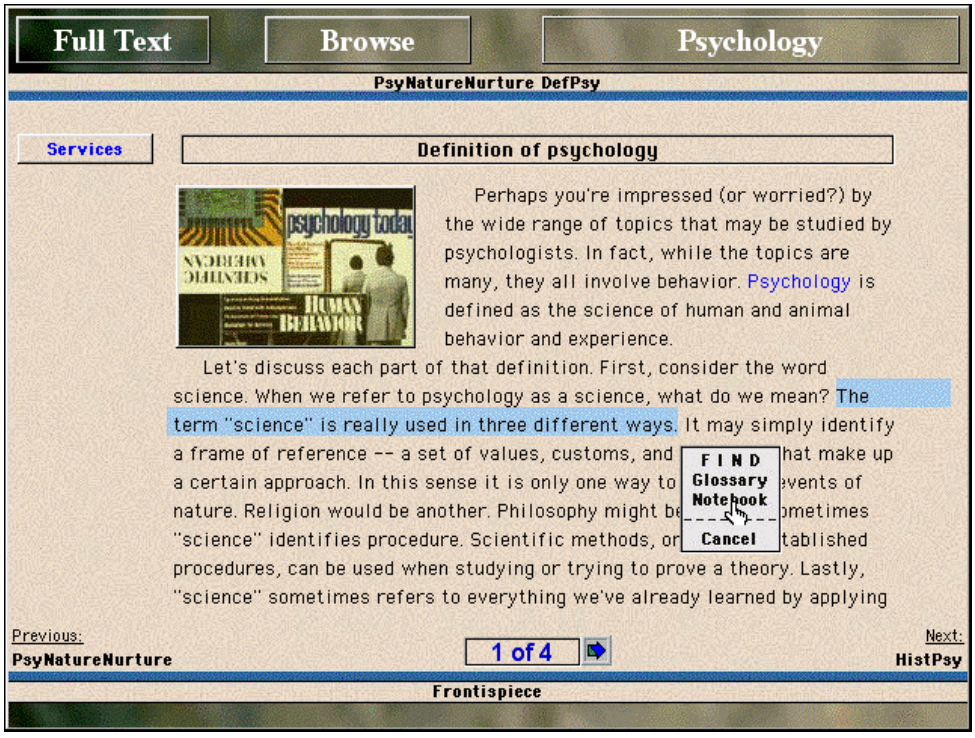
Chapter 7

Using the Personal Notebook System

Marking a Note:

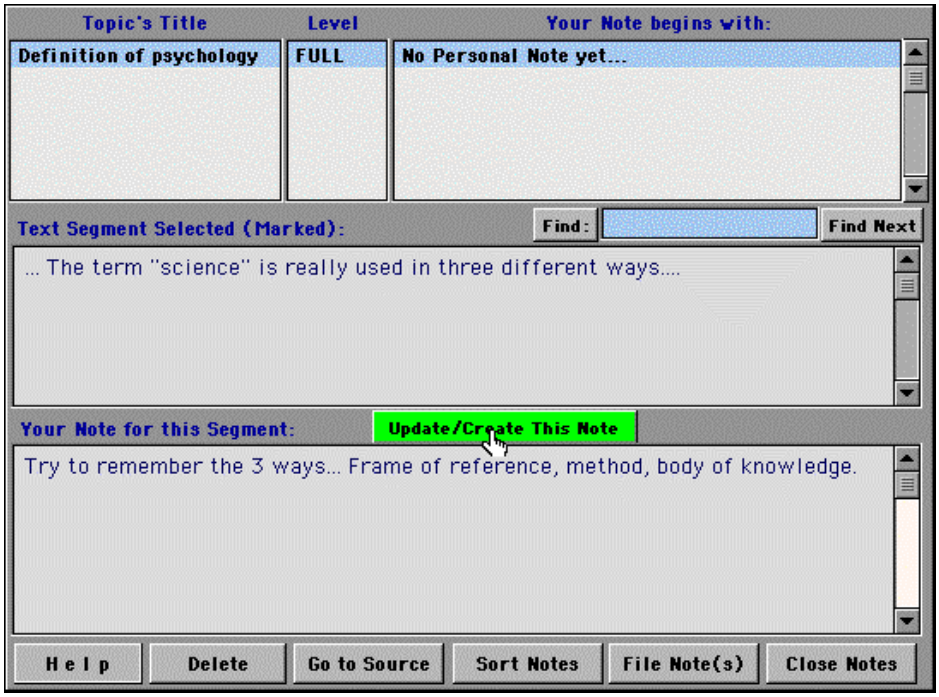
Marking a segment of text and placing it on the Personal Notebook is a very simple task involving the same procedures as selecting text in a word processor for cutting or pasting--only you don't see the selected text become highlighted until the selecting is complete as you normally would. Use the following steps.

Click (and hold the mouse button down) on the first word of the passage you wish to mark. Then, keeping the mouse button down, drag to the last word of the passage you wish to mark. Now release and you will see your selection become highlighted, plus you will see a pop-up menu appear with the option to use the Notebook. Select this option, as illustrated below:



The Notebook - Annotating, Selecting, Printing, Deleting Notes:

When the Notebook opens, you will not only see your selection posted to the Notebook, but will also have an opportunity to write your own notes, or annotations, about that selection in your comments field. After you finish typing your own commentary on the note posted, you must click the "**Update/Create This Note**" button as illustrated below:

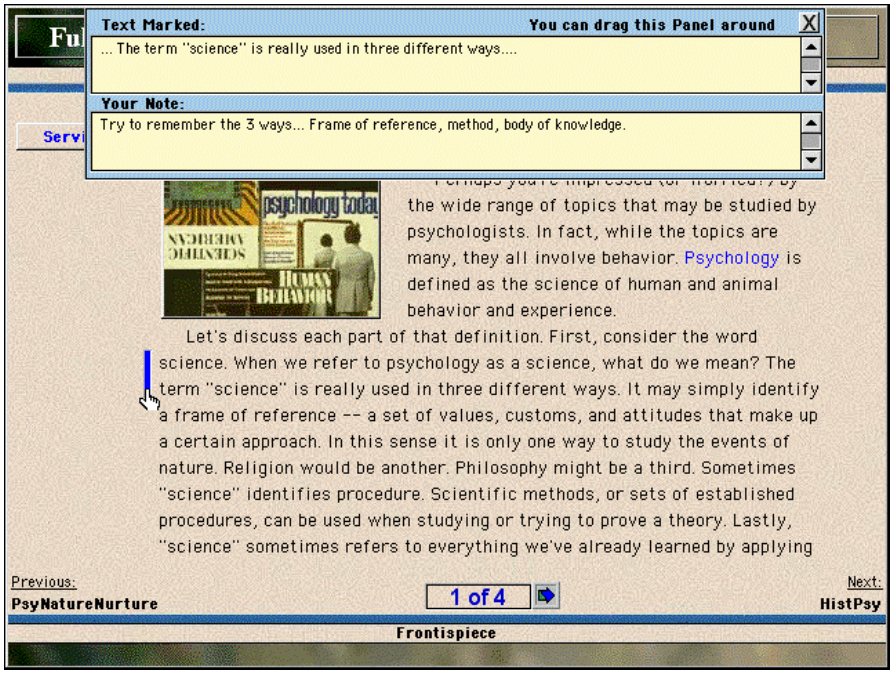


As the title of the "Update/Create This Note" button suggests, you may also edit and change your remarks about this posting at any time by retyping and clicking to Update again. There is also a listing of the Topic and other important details about the text selection in the navigable field above the selected text segment. This allows you to navigate from note to note easily by clicking on the selection you wish to see. From the opened Notebook you also have an opportunity to

- Delete the currently active note and its markings (the **Delete** button at the bottom)
- Go directly to the source text to view the selection in its original context (the **Go to Source** button at the bottom),
- Sort your notes by various criteria (the **Sort Notes** button at the bottom)
- Save your notes to a file so they may be opened and printed from your word processor. To print, launch any word processor, then use the File menu to find the **Notes** file on your hard drive within the **PsychAI** folder and "open," then choose Print from the File menu of your word processor.
- Close you notebook (using the **Close Notes** button at the lower far-right of the notebook)

Margin Markings and How to Use Them:

Whenever you select and post a note to your Personal Notebook, the selected text becomes marked by a margin line, as illustrated below:



Also illustrated is the result of clicking on the margin line, which will automatically open a small notepad with the associated text selection and your comment posted.

Accessing the Personal Notebook from the Margin Services Menu:

You may also access your full notebook by using the "Services" menu located in the upper portion of the left margin of any **Open Page** screen. The popup menu offers several services, including an electronic glossary, find, and color preferences setting in addition to the illustrated Notebook selection.

NOTE: You cannot select-and-post text by using the margin menu, only the pop-up menu that appears when you click-and-drag to select a segment of text. A selection of text must be made prior to asking for the notebook.