Welcome!

Welcome to Rosetta Stone® Manager for Rosetta Stone Version 3 and Rosetta Stone TOTALe™, a language-learning system that allows you to monitor the progress of Learners. You can create Groups to reflect your organizational structure, and connect multiple Learners and Administrators to customize your system. Your Rosetta Stone Manager may include one or more languages, depending on your organization’s software license.

About Rosetta Stone Manager

Rosetta Stone Manager is a system for managing language learning and reporting on Learner progress. Rosetta Stone Manager features powerful administrative tools and reporting functionality to manage and measure your Learners’ progress, ensuring program consistency and providing quantifiable measurements of Learner success. Your Rosetta Stone Manager will work with learners using either Rosetta Stone Version 3 or our newest solution, Rosetta Stone TOTALe.

- **Administrators:** Establish Roles for Administrator responsibilities, and add or import Administrators to manage their Groups.

- **Groups:** Create Groups to reflect your unique organizational structure. Home Groups establish where Administrators can manage and Learners can take courses.

- **Curricula:** Predefined Curricula from Rosetta Stone help you get up and running quickly. A “drag-and-drop” Curriculum editor* allows Administrators to easily tailor Curricula to meet specific instructional goals or language needs.

- **Learners:** Tools for easy Learner registration are complemented by best-practice predefined Curricula to get Learners quickly immersed in language-learning activities. Using search filters, Administrators can quickly identify and save Learner Lists for ease of reporting.

- **Reports:** Visual reporting features provide Administrators with easy-to-read views of Learner progress, scores, and time spent on activities. Follow links to see progress for any individual, or a detailed view of progress for all Learners on any single Activity. This set of reporting tools provides Administrators and Instructors with the key information to identify return on language investment.

Using This Guide

This Administrator’s Guide is designed to help you create and use your Rosetta Stone Manager system.

- **System Administrators:** Use this guide to set up and customize your Rosetta Stone Manager system. You can add other Administrators, assign Privileges, register new Learners, set up Curricula, and create Reports to monitor Learner progress.

- **All Administrators:** Use this guide as a reference for the particular tasks you perform in your Role. For example, if you are an Instructor, this guide will help you edit Curricula*, manage Learners, and view Reports.

Enjoy engaging your Learners in the language-learning process, and enjoy the flexibility Rosetta Stone Manager provides.

*Note: Curricula for Rosetta Stone TOTALe Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.
The Rosetta Stone Story

For centuries, vital secrets to unlocking the mysteries of ancient Egyptian hieroglyphics lay hidden beneath the desert sand on an intricately carved slab of gray igneous rock. Soldiers serving under Napoleon unearthed the heavy stone in 1799 while digging near el-Rashid, an Egyptian town translated in English, Rosetta. Unbeknownst to them, the writing on the rock—which became known as the Rosetta Stone—would ultimately lead scholars to an unparalleled wealth of information about ancient Egyptian language and civilization.

Decoding Egyptian Hieroglyphics
A council of priests inscribed the stone in 196 BC to honor Egypt’s pharaoh, Ptolemy V Epiphanes. They wrote their message in the three distinct scripts of the time—the Greek alphabet, Egyptian hieroglyphics, and a cursive form of hieroglyphics called Demotic script. The rulers and learned members of society spoke and wrote Greek, religious and other important documents were composed in hieroglyphics, and everyday writings used the Demotic script. With their message on the stone carved in triplicate, the priests ensured that Egyptians from many walks of life could read and appreciate the significance of the tribute.

The fact that the Rosetta Stone message was inscribed in different scripts proved to be the key to deciphering Egyptian hieroglyphics. This writing system had faded from use more than 1,400 years earlier and knowledge of how to interpret its symbols had vanished through the ages. By comparing the unintelligible hieroglyphics on the stone with those appearing alongside in Greek, nineteenth-century scholars were able to painstakingly decipher the animal and bird pictures, geometric shapes, and other symbols. Translation of Egyptian hieroglyphics was at last within reach. The puzzle pieces that had remained elusive for well over a millennium were falling into place, opening the door for a world of discoveries about ancient Egyptian culture and language.

Language Learning and Technology
Just as the time-worn stone discovered in the sand unlocked the mysteries of ancient Egypt, our software unlocks understanding of new languages and cultures. At the core of the Rosetta Stone philosophy of language learning are two principles: (1) The way we learn language as children—immersion in that language—is the best way to learn a new language at any age, and (2) interactive technology is a powerful tool for replicating and activating that process.

Today, Rosetta Stone produces the world’s leading language-learning software.
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The Rosetta Stone Method

Rosetta Stone® language-learning software is designed to teach language the way we learned our native language. At an early age children begin to associate words with objects, actions, and ideas that convey meaning. Rosetta Stone incorporates this method without using dictionaries, grammar books, memorization, or translation.

Rosetta Stone uses pictures to establish the meanings of words and phrases so that there is no translation. Grammar, syntax, and vocabulary are taught through real-life examples. We know what a word means because we associate it with the meaning as we experience it. This association process encourages the development of inherent language skills that equip us to communicate in context.

What Is Dynamic Immersion?

Rosetta Stone uses Dynamic Immersion®, a method that simulates a real-life immersion experience and relies on active participation. All lessons are taught in the target language. The ability to understand the spoken and written language develops quickly. Tasks and activities engage Learners in the learning process. Throughout the program, new information is presented systematically so that words or grammatical forms are easily identified and understood.

In this activity colors are learned.

Now that Learners know colors, they can easily grasp the meaning of the new words ...
**Why Is It Dynamic?**

Rosetta Stone employs interactive, multimedia technology to replicate the environment in which Learners naturally acquire new language. Learners learn more than syntax and vocabulary with Rosetta Stone. They develop language-learning strategies that will help in any context and at any point in language development. Rather than using translation and memorization, Learners will learn how to depend on their own skills of pattern recognition, correlation, deduction, and induction, just as they would in real conversation. These are strategies they already use, drawing from context to figure out an unfamiliar word, recognizing root words, and inferring meaning even if the grammar is not familiar. Learners interact with photos of real-life situations using written and verbal responses that create a dynamic learning environment.

**What Does Immersion Mean?**

When Learners study language through Rosetta Stone, they are immersed in the target language. The meaning of new words and phrases is communicated through native speakers, written language, and real-life images. As the Learner responds, Rosetta Stone provides immediate feedback, confirming the comprehension that takes place.

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**Interactivity**

Throughout Rosetta Stone, Learners constantly **interact** with the program to confirm their intuition.

... and then check what they’ve learned.

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**Instruction**

From beginning to end, Learners build systematically toward their language-learning goals, for the most effective and enjoyable **instruction** anywhere.

And finally, Learners get the fun of trying their new language in a real-life simulation. Speech recognition shows them exactly how they’re doing.
**Guide Learners through Rosetta Stone**

We have found that the program works best when Learners spend 45 minutes to one hour each day mastering the material. They should aim to understand enough language to make the decisions required in each screen. They do not need to understand every word and linguistic element when it is presented to make correct decisions and to develop fluency. Learners should learn as much as they can, as fast as they can. Learning is cumulative. This way of learning becomes second nature in a matter of days because it uses the Learners’ own natural language-learning abilities.

**Select Learning Goals in Rosetta Stone Manager**

Rosetta Stone® Manager provides Curricula to guide Learners through a sequence of Activities to meet language-learning goals. Administrators, including Instructors, can select from predefined Curricula designed by Rosetta Stone, or create new custom Curricula for Rosetta Stone Version 3 Learners. Administrators can create shared Curricula for use within your organization.

Rosetta Stone includes options for guided or self-directed study. Each Learner can follow an assigned Curriculum and still explore the full range of Activities.

Learners may repeat lessons to improve their scores. The scores displayed are the latest and not necessarily the highest.
Glossary

**Activity:** a set of language-learning exercises that introduces new content or focuses on a language skill such as Reading, Grammar, or Vocabulary.

**Administrator:** any person with access to Rosetta Stone Manager. The System Administrator installs the system and creates additional Administrators with varying levels of Privileges based on their Roles.

**Core Lesson:** the first Activity in each Lesson, indicated in the Curriculum by a diamond shape with the Lesson number. The Core Lesson introduces new language content.

**Curriculum:** a course selected or created by an Administrator that guides Learners through a series of Activities designed to meet language-learning goals.

**Group:** an entity that organizes Administrators and Learners to help define your organization’s reporting structure. Any Group can contain Subgroups or Learners, but not both.

**Group Administrator:** an Administrator who has access, defined by the assigned Role, to one or more Groups in the Rosetta Stone Manager structure.

**Home Group:** the highest Group to which an Administrator or Learner belongs, such as the school, organization, or division. Defines the set of Learners an Administrator can view and potentially manage, depending on Role. Learners or Administrators can be assigned to any Subgroup of their Home Groups.

**Instructor:** an Administrator who has access to Rosetta Stone Manager to view and manage Learners.

**Learner:** a user who has access to Rosetta Stone to learn languages.

**Learner Group:** a Group that contains Learners, with a Language Level assigned to the Learners.

**Lesson:** a series of Activities that guide the Learner through related language content. Each Lesson begins with the Core Lesson that introduces new content, followed by focused Activities that reinforce language skills. In the Curriculum, Activities are color-coded by Lesson.

**Management Group:** the Group an Administrator is assigned to manage, with Privileges based on Role. The Management Group is required to import Administrators.

**Membership:** the Group, Language Level, and Curriculum assigned to a Learner.

**Parent Group:** a Group that contains Subgroups.

**Preferences:** Localization settings for time zone, time format, and character encoding.

**Privileges:** access rights granted to Administrators.

- **Global Privileges** apply across Groups: Manage Administrators, Manage Learners, Manage Learner Profiles, and Manage Group Hierarchy.
- **Per-Group Privileges** apply to specific Groups: Manage Memberships, Manage Learner Data, and Manage Learner Curricula.

**Role:** a named set of Privileges used to define a category of Administrators.

**Rosetta Stone Manager:** the system for managing language learning in your organization. With Rosetta Stone Manager, you create a structure to customize the tracking of Learner progress.

**System Administrator:** the initial “Super” Administrator who has full access to Rosetta Stone Manager, and any additional System Administrators that the initial Administrator assigns with full access Privileges. The subsequent System Administrators can be deleted; the initial “Super” Administrator cannot.
Chapter 1

Get Started with Rosetta Stone Manager

Plan Your Rosetta Stone® Manager Structure
Set Up Rosetta Stone Manager
Plan Your Rosetta Stone Manager Structure

Before using your Rosetta Stone® Manager, we recommend you plan how you will set up the structure based on the administration and reporting needs of your organization. Planning the structure of your Rosetta Stone Manager before you begin will provide you with a more organized method of adding Administrators and Learners and creating Groups. Planning will also save you time in setting up your system.

Not sure how to plan your Rosetta Stone Manager? We’ll help. Use the information in the next few pages to understand how Rosetta Stone Manager works, and then follow our step-by-step instructions to set up your system.

First, Organize Your Rosetta Stone Manager. Use the following steps to set up Groups and create Roles before you create Administrators and assign them to the Groups and Roles.

After the structure of your Rosetta Stone Manager is created, you are ready to Manage Learners. You register Learners, and assign Groups, Language Levels and Curricula.

If you are a Group Administrator and the Learners in your Group have already been assigned Language Levels and Curricula, you are ready to generate Reports.

Organize Your Rosetta Stone Manager

1. **Plan** the structure of your Rosetta Stone Manager based on your organization’s needs. Draw an organizational chart to help you plan.
2. **Add Groups** if you plan to create a hierarchy for administration and reporting.
3. **Create Roles** for Administrators based on Privileges you assign.
4. **Create or Import Administrators** and assign them Roles and Groups to manage.
5. **Create Customized Curricula**. Customized Curricula is optional for Rosetta Stone Version 3 Learners. Learners using Rosetta Stone TOTALe™ will have access to predefined Curricula only.

Manage Learners

1. **Register or Import Learners**.
2. **Assign Language Level and Curriculum** to a Learner or Groups of Learners.
3. **Add Learners to Groups** in your organization.
4. **Assign Language Levels and Curricula to Learners** using predefined Curricula from Rosetta Stone or Curricula created by your Administrator for Rosetta Stone Version 3 Learners only.
5. **Generate Reports**.
Set Up Simple or Complex Reporting Structures

If you work in a small organization, you may want to keep your reporting structure simple by adding all Administrators to one Group. In this single-Group structure, you may still assign Administrators varying degrees of access to Learner records.

If your organization requires a more complex reporting structure, create multiple Groups and Subgroups. Create Roles based on access Privileges. Assign Administrators to Roles, and to Groups to manage based on the Roles they hold.

Plan and Create Roles

Roles are determined by the Privileges assigned. For example, an Administrator may be assigned to an Instructor Role. The Instructor Role may include Privileges such as viewing Learner data and managing Learners by assigning Language Levels and Curricula.

Roles are important because they define how Administrators use Rosetta Stone Manager to manage Learners, other Administrators, and Rosetta Stone Manager itself based on the type of access granted. We recommend you create Roles before adding Administrators. You can then assign a Role to each Administrator you create.
Set Up Rosetta Stone Manager

Before you set up your Rosetta Stone® Manager, we recommend you create an organizational chart. Include all Administrators, Groups, and Roles needed in your organizational structure.

Start by setting up Groups based on your desired reporting structure. Create Groups for Learners and Administrators. Learners are assigned to Learner Groups that have an associated Language Level and Curriculum. Administrator Groups may be based on a defined Role, such as Instructor or Supervisor.

Create Roles for Administrators. Each Role will be based on Privileges assigned. Add Administrators to Rosetta Stone Manager and assign Administrators to manage their respective Groups. You can import multiple Administrators from an Excel or CSV (comma separated values) file.

Finally, add Learners individually or import multiple Learners from an Excel or CSV file. Assign Learners to Home Groups so the appropriate Administrators can assign Language Levels and Curricula to the Learners.

In this simple example of an organizational chart, the System Administrator set up three Home Groups (Seoul, Tokyo, and New York). Each Home Group has a Divisional Administrator who can add other Administrators, create Roles, add Learners, and create Curricula. Each Home Group is assigned a Learning Administrator to manage Learner data. These Learning Admins manage all language Groups for their divisions. They may add Learners, assign Curricula, and Generate Reports. For more explanation of Home Groups, see page 10.
In this example of an organizational chart, the System Administrator sets up three Home Groups to represent three high schools in the district. The School Superintendent has View All access for reporting. Each Home Group has a School Admin (Principal or Assistant Principal) who adds other Administrators, creates Roles, adds Learners, and creates Curricula. Each school has Instructors who manage Learner data. In this school, the Instructors manage only one language. They may add Learners, assign Curricula, and Generate Reports. In Westwood High School, the Spanish Instructor administers two sections (classes) of Spanish I and one section of Spanish II. For more explanation of Home Groups, see page 10.
Chapter 2

Organize
Rosetta Stone Manager

Access Rosetta Stone® Manager
Set Preferences
About Groups
Create Groups
Create Roles
Add an Administrator
Import Administrators
Access Rosetta Stone Manager

**System Administrators:** Access Rosetta Stone® Manager for the first time using the Administrator username and password provided to the Rosetta Stone Manager System Administrator.  
**Note:** To maintain system security, you are required to change your password and provide an e-mail address when you sign in the first time.

**Other Administrators:** Access Rosetta Stone Manager using the Administrator username and password provided to you by your System Administrator.

Based on your organization’s implementation, you will access Rosetta Stone Manager in one of two ways:

**Web Browser**
- Enter the Web address for your Rosetta Stone Manager system.
- Enter your **Username** (unique within your Rosetta Stone Manager system).
- Enter your **Password**.
- Click **Sign in**.
- Select your Interface Language from the **View In** pull-down menu.
- Click **Launch Rosetta Stone Manager**.

**Desktop**
- Open the Rosetta Stone Manager application on your computer.
- In the **Select a Service** box, select a valid Rosetta Stone Manager Version 3 Server. If no Server appears, click **Custom** to specify a server connection. Your System Administrator can give you the IP address or hostname of the Rosetta Stone Manager Version 3 Server.
- Click **Connect**.
- Enter your **Username** (unique within your Rosetta Stone Manager system).
- Enter your **Password**.
- Click **Sign in**.

If you need to run Rosetta Stone Manager on a different server, click **Change Server**.
Set Preferences

You can set your time zone, time format, and character encoding on the Preferences tab. Use the pull-down menus and radio buttons to select your preferences, then click Save. To reset, click Restore Defaults.

![Preferences Configuration](image)

Tip

You can select your Interface Language from your Rosetta Stone online portal. To do so, sign out of Rosetta Stone Manager. On the Home page of your online portal, select your Interface Language from the View In pull-down menu. Then Launch Rosetta Stone Manager again.
About Groups

Groups organize Administrators and Learners and help define your organization’s reporting structure. Any Group can contain Subgroups or Learners, but not both.

**Parent Groups** contain Subgroups. When you add an Administrator to a Parent Group, he or she automatically becomes an Administrator of any Subgroups.

A **Learner Group** can contain only Learners. Assign Learners to any Group that has no Subgroups and at least one Language Level.

**Home Groups** refer to the highest Group to which any Administrator or Learner belongs. If your organization has several schools or divisions, assign an Administrator or Learner to belong to only one Home Group (school or division). Administrators and Learners can be assigned only to Subgroups within their Home Groups.

For example, a Learner in Northland High School cannot be assigned to a Group at Central High School.

Administrators have the following access to Groups:
- Full access to Learner Groups they manage.
- View-only access to all other Learner Groups within their Home Group.
- No access to Learners in other Home Groups.

The System Administrator has full access to all Groups.
Refer to Your Organizational Chart

Use an organizational chart to define the structure of administration and reporting.

**Assign a System Administrator.** The System Administrator has complete access—with full Privileges—to Rosetta Stone® Manager. The System Administrator can set up Groups based on the desired administration and reporting structure.

**Create Groups.** In the example below, the System Administrator set up three levels of Groups—one for the Chief Learning Officer, Home Groups for each geographic division, and four Learner Groups in each division with a Learning Admin assigned to manage Learners in each division.

**Create Roles.** The System Administrator created an executive Role with view-only access to see Reports on the entire organization. The Divisional Admin and Learning Admin are created as separate Roles with access to the appropriate Groups.

**Assign Administrators.** The Chief Learning Officer is assigned to a Group called CLO. This Group could also contain an assistant to the CLO with the same access rights. The Divisional Admins may add Administrators and Learners and create Curricula. The Paris Divisional Admin, for example, may assign a Learning Administrator to manage Learners in the Paris office.

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**Five Star Company**

- **System Administrator**
  - Complete Access

- **Chief Learning Officer (CLO)**
  - View All Access

- **Seoul Office (SE)**
  - Seoul Learning Admin

- **Tokyo Office (TOK)**
  - Tokyo Learning Admin
  - Learner Groups: TOK French I, TOK French II, TOK Spanish III, TOK Spanish I

- **New York Office (NY)**
  - New York Learning Admin
  - Learner Groups: NY Spanish I, NY Spanish II, NY French II, NY English I

**Home Groups:**

In this example, Learners may be added to French I or II, but only within their Home Groups, the geographic divisions. A Learner who works in the New York office may take Spanish I or II, but must be placed in a Group within the New York office.
Create Groups

After reviewing your organizational chart and determining your organizational structure, you can begin to add Groups. When you first click the Groups option, you see a single Group.

Add Home Groups

Home Groups define which Learners are accessible to which Administrators (see page 10 for details). We recommend that you add Home Groups first.

- Click the Groups tab.
- Click Add.
- Enter the name of the Group.
- Check the box Designate as Home Group.
- If you have already defined Roles and Administrators, click Assign Administrator and select one or more Administrators from the dialog box.
- Click Apply.
- If you are using a single Group that will contain Learners and no other Subgroups, select the Language Level.
- Click Save Changes.

Tip

Use the Search field to quickly find a group in the list.
Add Optional Subgroups

You can create a hierarchy of Groups by adding levels of Subgroups. Any Group that contains Subgroups is called a Parent Group. A Group can contain either Subgroups or Learners, but not both.

**Add a Subgroup**

- Click the Groups tab.
- In the left column of the screen, click the name of the Group to which you want to add a Subgroup.
- In the right column click Add.
- Enter the name of the new Subgroup and click Add.
- Click Save Changes. The Group will be added as a Subgroup of the Parent Group you selected.

**Edit a Group**

- Click the name of the Group to be edited.
- Edit the Group name.
- To move the Group to a Parent Group other than the one listed, click Change Parent Group.
- Assign new Administrators, or remove Administrators.
- If this Group will contain Learners and no other Subgroups, check the Languages and Levels you want Learners to be able to access.
- Click Save Changes.

**Delete a Group**

- Select the Group and click Delete Group.
- You cannot delete a Home Group, or a Group that has Administrators or Learners assigned. To delete the Group, uncheck Home Group or reassign all members to new Groups, then delete.
Create Roles

Roles are important because they define how Administrators use Rosetta Stone® Manager to manage Learners, other Administrators, and Rosetta Stone Manager itself based on the type of access granted. We recommend that you create Roles before adding Administrators. The Roles you create will populate a pull-down menu that appears on the screen when you add a new Administrator. You can then choose a Role from the menu and assign it to the Administrator.

Suggested Roles include Instructors, District Administrators (View Only), and Backup Administrators.

Create a Role

- Under the Administrators tab, click Roles.
- In the left column, click Add.
- In the right column, create and name a Role. For example, create a Role and name it Instructor for an Administrator with Per-Group access to Learner data.
- Select each access assigned to the Role by clicking the box to the left of the text.
- Click Save Changes.

Edit a Role

- Click the Role name.
- Edit the Role by changing the Privileges for the Role.
- Select Save Changes.

Delete a Role

- Select the Role and click Delete Role.
- You cannot delete a Role that has Administrators assigned. Reassign all Administrators to new Roles, then delete.

Tip
Click any column heading to sort. An arrow indicates ascending or descending order.
Set Privileges

Creating Roles allows you to assign different levels of access, or Privileges, to individuals or Groups of Administrators. The Home Group defines which Groups the Administrators can see, and Privileges give different kinds of access within the Home Group:

- **Global Privileges** apply across Groups and allow Administrators to manage other Administrators and to modify the structure of the system.

- **Per-Group Privileges** apply only to the Groups to which Administrators are assigned and only allow Administrators to manage Learners and Curricula for those Groups.

**Types of Privileges**

**Global Privileges include:**

- **Manage Administrators:** Create and edit Roles, add or import Administrators to Rosetta Stone® Manager, and assign and edit Privileges.

- **Create and Import Learners:** Add or import Learners.

- **Super Curricula Access:** View and edit any and all Curricula and report on progress and scores.

- **Manage Group Hierarchy:** Add and edit Groups, place in Parent Groups, and manage the hierarchy of Groups.

**Per-Group Privileges include:**

- **Manage Memberships:** Add or import Learners to Groups and remove Learners from Groups.

- **Manage Learner Data:** Edit Learner data, such as name, e-mail, or password.

- **Manage Learner Curricula:** Assign Curricula to Learners in Groups.

**Set Privileges**

- Under the Administrators tab, click Roles.

- In the left column of the screen, select a Role.

- In the right column of the screen, click the box(es) to the left of the Privilege(s) to add to the selected Role.

- Select Administrators to assign to the Role.

- Click Save Changes.
Add an Administrator

You can add or import Administrators into Rosetta Stone® Manager, edit Administrator information, assign Roles to Administrators, and assign Administrators to the Groups they can view or manage. The left panel of the screen displays the Administrators already added within your structure.

You must assign Home Groups and Roles when you add or import Administrators. Create Home Groups and Roles before adding Administrators.

Add an Administrator

• Click Manage in the Administrators tab.
• In the left column, click Add.
• In the right column, enter the Administrator information, including a Username and Password. The username must be unique among Administrators within your system. The username and password requirements are specific to your system.
• Fill in the required fields indicated by asterisks and highlighting, and the optional fields as needed.
• From the pull-down menu select a Role.
• Assign the Administrator to a Group or Subgroup. By default, Administrators are given access to all Groups. Check the box by a Group to select the Groups and all its Subgroups.
• Click Save Changes.
Assign a Role to an Administrator

Before you can assign Roles to Administrators, you must create Roles (see page 14). Roles are important because they define how Administrators use Rosetta Stone® Manager to manage Learners, other Administrators, and Rosetta Stone Manager itself based on the type of access granted.

Existing Roles will appear in a pull-down menu on the Administrator Details screen. Select the Role and then select the Groups the Administrator will manage.

**Assign a Role to an Administrator**

- Click Manage in the Administrators tab.
- In the left column of the screen, select an Administrator.
- From the pull-down menu in the right column of the screen, select a Role for this Administrator. This Role will apply to the assigned Groups to which the Administrator has access.
- By default, Administrators are given access to all Groups within their Home Groups. Click the boxes next to the Groups to grant the Administrator access. Select a Parent Group to automatically select all associated Subgroups.
- Click Save Changes.
Import Administrators

Rosetta Stone® Manager allows you to import multiple Administrators from a CSV (comma separated values) file or copy and paste from a Microsoft Excel spreadsheet.

**Import Administrators from CSV File**

- Click **Import** in the **Administrators** tab.
- Click **Get an example Import File** to display a CSV file. Enter Administrator data into the columns under the field names.
- Click the link to view required and optional fields for your system.
- Create the CSV file with the column headings for the required (and optional) fields. Save the file.
- Click **Browse**.
- Select the file.
- Click **Import File**.
- Map the imported data as described on the next page.

**Manual Import**

- Click **Import** in the **Administrators** tab.
- Click **Get an example Import File** to display a CSV file. Enter Administrator data into the columns under the field names.
- Click the link to view required and optional fields.
- Copy the spreadsheet into the **Manual Import** text box. Check the box to include the column headings.
- Click **Import Text**.
- Map the imported data as described on the next page.
Map Data to Import

After you choose a file or use manual copy and paste, you map the Administrator data to existing fields in Rosetta Stone Manager. Select the field names in the Importing Data screen.

Map Fields to Import

- In the Administrator Data section at the bottom, all Administrators are selected by default. Use the Select options or checkboxes to select Administrators.

- In the Mapping Data section at the top, click Assign beside an imported field.

- Select the Role, Home Group, or Management Group from the list defined for your system.

- Click Apply. The check mark shows that the field has been mapped.

- Click Assign until all fields are mapped.

- If you omitted the column headings in the import file, use the pull-down menus at the top of the Administrator Data columns to select the field names.

- Click Submit Import.
Chapter 3

Define Curricula

Choose Curricula
Use Existing Curricula
Edit a Curriculum
Create a New Curriculum
Import and Export a Curriculum
Choose Curricula

Curricula are the courses Learners follow. Each Curriculum consists of a guided path of Units, Lessons, and Activities designed to build a combination of language skills.

Rosetta Stone® Manager provides predefined Curricula. You can assign a predefined Curriculum to Learners. For Rosetta Stone Version 3 Learners, you can create new Curricula by copying and adapting it to Learner needs. Rosetta Stone TOTALe™ Learners must use predefined Curricula.

Using the Curricula Screen

Curricula created by Rosetta Stone or another author are read-only and locked. For Rosetta Stone Version 3 Learners, you can copy any Curriculum and save it with a new Curriculum name.

Each Curriculum is language-specific. You can copy any Curriculum to use with a different language.

Each Language Level has a Default Curriculum for selection when you register Learners or create Reports. To change the default, use the pull-down menu at the bottom.

If your system allows self-registration, you can mark a Curriculum as Selectable so that a Learner can select it on registering.

You can import Curricula that were created in and exported from another Rosetta Stone Manager system.

To begin adding Learners immediately using predefined Curricula, go directly to Chapter 4: Manage Learners. To learn more about using and creating Curricula, continue reading this chapter.
Use Existing Curricula

Using existing Curricula is a quick and easy way to start Learners working in Rosetta Stone immediately. Rosetta Stone® Manager provides predefined Curricula authored by Rosetta Stone. Your Rosetta Stone Manager may also contain Curricula created by another Administrator or by you in an earlier session if you have Learners using Rosetta Stone Version 3. In this case, three types of Curricula can be displayed on your screen:

Three types of Curricula can be displayed on your screen:

- **Rosetta Stone Curricula** are provided with Rosetta Stone Manager.

- **Shared Curricula** are read-only copies published for use in your organization.

- **My Curricula** are those you have created.

To show all types of Curricula available, check the boxes beside each type.

Each Curriculum applies to a Language Level. To narrow the display to language-specific Curricula, check the box to **Show only Curricula for the following Language Levels** and select a Language Level.

Follow the instructions on the following pages to view and begin assigning existing Curricula to Learners.

**View a Curriculum**

- Click the **Curricula** tab.

- Double-click the Curriculum name or click **View** to see the details of a Curriculum.

- To select which Curricula to display, check or uncheck **Rosetta Stone Curricula**, **My Curricula**, and **Shared Curricula**. Check **Show only Curricula for the following Language Levels**: to select a Language Level.

**Delete a Curriculum**

You can delete only the Curricula you have created. The **Delete** button will appear with **View** and **Copy** next to your Curricula. **Delete** will not be available if Learners have been assigned to the Curriculum.
View a Curriculum

When you click View on a Curriculum listed in the Manage Curricula page, the Viewing Curriculum page appears.

- The row of Activity icons shows the sequence of Units, Lessons, and Activities.
- The Available Content palette in the lower left shows the Units, Lessons, and Activities in the Curriculum. The number next to each icon shows how many times the Activity is included in the Curriculum. The color-coded tabs show each numbered Lesson within the current Unit, and the Milestones for review.
- The Settings palette in the lower right lets you view the Overview and edit preferences for the Curriculum Settings, individual Activity Settings, and Scoring.

Tip
Click the Curricula button on the top left of the screen to return to the main Curricula page.
Assign a Curriculum to a Learner

To assign a Curriculum to a Learner:

- Click **Learner Lists** in the **Learners** tab.
- To find a Learner, use the **Search** option, or select a Learner List, and then select a Learner from the list.
- The **Viewing Learner Details** page displays the Language and Curriculum assigned to the Learner. Depending on the options available, click **Change Curriculum**, or click **Assign Language and Curriculum**.
- Use the pull-down menu to **Choose a Language Level** if more than one option is available.
- The default Curriculum is selected. To choose a different Curriculum, uncheck the **Use Default Curriculum** box, and click to select a Curriculum. The Learners column displays the number of Learners already assigned to each Curriculum.
- Click **Submit**.

*For more about working with Learners and Lists, see Chapter 4: Manage Learners.*
Edit a Curriculum

Most of the Curricula your Learners use will be based on an existing Curriculum, predefined by Rosetta Stone®. For Learners using Rosetta Stone Version 3, you may also have Curricula created by someone else in your organization or during an earlier session. For these types of Learners, you can copy an existing Curriculum and customize your copy to meet your Learner’s needs. You can publish a copy of a Curriculum you created as a Shared Curriculum for others in your organization. Curricula for Rosetta Stone TOTALe™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.

Copy a Curriculum

- Click the Curricula tab.
- Select a Curriculum to use as a basis for the new Curriculum and click Save as Copy.
- Enter a new name for the new Curriculum.
- Click Save. You are returned to the Manage Curricula screen.
- Double-click the name or click View to display the new Curriculum.
*Curricula for Rosetta Stone TOTAlE™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.

**Edit the Curriculum**

- Add or modify the sequence of Activities, such as Vocabulary, Speaking, and Grammar.
- Define **Curriculum Settings**, such as Speech Difficulty and Typing Precision.
- Double-click an Activity icon to change **Activity Settings**, such as whether to allow Learners to see answers or skip Activities.
- Set **Scoring** requirements that Learners must achieve to pass each type of Activity.
- Click **Save**.

See pages 28-31 for instructions on modifying Activities and changing settings.

**Edit a Learner’s Curriculum**

The **Viewing Learner Details** page contains a link to the Learner’s Curriculum (see page 41). Click the link to view the Learner’s Curriculum.

You can edit the Learner’s Curriculum to customize the sequence and settings for that Learner.

The Learner’s Curriculum is an internal copy of the Curriculum. The **Derived From** field in the **Overview** tab displays the Curriculum that the Learner was assigned. If you change the original Curriculum, you are prompted whether to apply changes to each Learner, overriding the custom changes.

**Save Changes to the Curriculum**

- If you edit a Curriculum that already has Learners assigned, you are prompted to **Apply changes to all Learners using this Curriculum**. Select **Yes** to merge the changes you have made to Activities and Settings into each Learner’s copy of the Curriculum. **Note**: Changes to the Curriculum affect each Learner, such as adding Activities a Learner has to complete.
- Select **No** to keep the customizations that were made to the individual Learner’s copy of the Curriculum.
- Select the option you want and click **Save**.
Add or Modify Activities

*Curricula for Rosetta Stone TOTALE™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.

Copy a Curriculum

- Select a Curriculum from the Manage Curricula screen and click Copy.
- Enter a new name for the new Curriculum.
- Click Save. You are returned to the Manage Curricula screen.

Customize Curriculum

- Click View to select the newly created Curriculum.
- Use the available Lessons and Activities to change the existing Curriculum. Use the editing methods described below to add or remove Units, Lessons, and Activities.
- If Learners are already assigned to the Curriculum, you are prompted with Apply changes to all Learners using this Curriculum? Select Yes or No. (See page 27, Save Changes to the Curriculum, for details.)
- Click Save.

Editing Methods

Use any of the following methods to modify a Curriculum:

- Select Lessons and Activities in the Available Content palette.
- Click the plus sign to add Activities.
- Drag and drop to reorder or delete Activities.
- Control-click an Activity to change its type.

Available Content Palette

The Activities for each Lesson appear in the Available Content palette in the lower left of the Curricula screen.

- Click an Activity in the Available Content palette to add that Activity to the end of the Curriculum sequence. A number shows the number of times the Activity appears in the Curriculum.
- Click a numbered Lesson tab to add Activities from each Lesson to complete the Unit.
- Click the Milestones tab to provide an interactive review.

Tip

Use the Revert button at the top of the Curriculum View to cancel edits and revert to the last saved Curriculum.
**Plus Sign**

Click the **plus sign** at the end of the Curriculum and select a new Activity from the pull-down menu. The Activity is added at the end of the Curriculum.

**Drag and Drop**

Drag and drop new Activities from the **Available Content** palette into the Curriculum. Drag and drop icons to rearrange the order of the Activities. To remove an Activity, drag the icon out of the Curriculum.

**Double-Click**

Double-click an Activity icon to change the **Activity Settings**. *See page 31 for details on Activity Settings.* Activities that have been edited display a Settings overlay on the Activity icon.

**Control-Click**

To revise an Activity, press **Control** or **Command** and click the Activity icon. Click an icon to select a different Activity or click **Delete Activity**.

*Curricula for Rosetta Stone TOTALe™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.*
Edit Settings

The Settings panel has four tabs that allow you to view and edit the settings for Curriculum, Activities, and Scoring.

Display the Overview

- The Curriculum name is automatically populated when the Curriculum is saved.
- The number of Learners assigned to the Curriculum is updated as Learners are added to the Curriculum from the Learners tab.
- For a Curriculum that you have created, click Publish a Read-Only Copy to save a Shared Curriculum for others in your organization.
- Add a Description of the Curriculum.
- Click Save.

Define Curriculum Settings

- Check Learners can personalize the default settings to allow Learners to set preferences in Rosetta Stone® to modify speech and typing. See the Rosetta Stone User’s Guide for information on how Learners can modify these settings.
- Select the Default Settings to use for all Activities. Check Use speech recognition, and set Speech Difficulty and Typing Precision to define the level of accuracy required for Learners to achieve correct scores.
- Click Save.

Additional language-specific options may appear:

- Check Defer Character Type choice to first sign-in to allow Learners to select the characters to study.
- Select language-specific options such as Character Type and Script System.

Tip

To easily allow Groups of Learners to modify speech and typing settings, click Learners can personalize the default settings, save a new Shared Curriculum. Return to the Curricula Screen and select the new Curriculum as the Default Curriculum using the pull-down menu at the bottom of the screen.

For Learners using Rosetta Stone TOTALe, you can not edit Settings.
Define Activity Settings

Double-click an Activity icon to change the Activity Settings. The Activities Settings tab becomes available for editing.

- Check Allow preview to allow Learners to use the Answers button.
- Check Can navigate to any challenge within Activity to allow Learners to move around within the Activity.
- Use the Timers to set time elapsed before Rosetta Stone displays response options.
- Click Restore Default Settings to return the Activity Settings to the Default Settings.
- For Review Activities, keep Adaptive Recall® enabled to revisit these Activities at optimal intervals for Learner progress.
- Click Save.

*For Learners using Rosetta Stone TOTALe, you can not edit settings.

Set Scoring

- Use the sliders to set a target score for each type of Activity. Rosetta Stone® will record the Activity as Complete when the Learner reaches the target score.
- Click Save.

Tip

To define an Activity as a “test” for your Learners, uncheck both Allow preview and Can navigate to any challenge within Activity.
Create a New Curriculum

"Curricula for Rosetta Stone TOTALE™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.

To create a new Curriculum, follow these guidelines:

- Start each Lesson with the **Core Lesson** shown by a number in a diamond. Core Lessons introduce new material.
- Follow the **Core Lesson** with focused Activities for the language skills you want to emphasize.
- Keep numbered Core Lessons in order.
- Intersperse Activities from earlier Lessons to keep reinforcing the language as the Learner progresses.
- Place **Review Activities** within the content of later Lessons.
- Conclude each Unit with a **Milestone** to allow Learners to practice language skills in a simulated conversation.

**Create a New Curriculum**

- Click the **Curricula** tab.
- Click the **Add** button on the right of the screen.
- Choose a Language Level.
- Click the **plus sign** to add Activities, such as Vocabulary, Speaking, and Grammar.
- Define **Curriculum Settings**, such as Speech Difficulty and Typing Precision.
- Define **Activity Settings**, such as whether to allow Learners to see answers or skip an Activity.
- Set **Scoring** requirements that Learners must achieve to pass each type of Activity.
- Click **Save**.
- Enter a new name for the new Curriculum.
- Click **Save** in the save options.

**Tip**

To assign the new Curriculum to Learners, follow instructions on page 25 to **Assign a Curriculum to a Learner**.
Import and Export a Curriculum

To reuse Curricula that were created in a different Rosetta Stone® Manager system, you first Export the Curriculum in the original system, and then Import the Curriculum in the new system. Imported Curricula are created for each of the available Languages.

**Export a Curriculum**
- Click the Curricula tab.
- Open an individual Curriculum.
- Click Export in the upper right corner.
- Save the file. The Curriculum file is a text file in a format that can be imported into Rosetta Stone Manager.

**Import a Curriculum**
- Click the Curricula tab.
- Click Import in the upper right corner.
- Click Browse and select the file.
- Enter a new name for the imported Curriculum.
- Check Publish as Read-Only if you wish to restrict other users from editing the Curriculum.
- Click Import.

The new Curriculum will import as My Curricula, but you can make it Shared Curricula (see page 30). If your system allows self-registration, a Curriculum exported as Selectable will be Selectable when imported.

For Learners using Rosetta Stone TOTALe, select from predefined Curricula.
Chapter 4
Manage Learners

About Learners and Lists
Register Learners
Import Learners
Search for Learners
View Learner Details
Work with Lists
Perform Batch Operations
About Learners and Lists

From the Learners tab, you can view and create Learner Lists, and search for Learners. To add Learners to your system, you can register individual Learners or import multiple Learners from a file.

Add Learners

Use the Learners tab to register individual Learners or import multiple Learners. You add a Learner to a Group during registration. Under Viewing Learner Details, you can edit Home Groups, change Curricula (for Rosetta Stone Version 3 Learners), and assign Language Levels.

Assign Home Groups

When you add a Learner to a Group, the Home Group is automatically supplied. For example, if the Learner is registered in the Group called Spanish I within the Home Group of Central High School, Central High School is defined as the Learner’s Home Group. See page 10 for more about Home Groups.

Assign Language and Curriculum

When adding Learners, select a Language Level and Curriculum. Rosetta Stone® Manager provides several predefined Curricula. Select one of these predefined Curricula to start adding Learners immediately, or customize a Curriculum (see page 26). Curricula for Rosetta Stone TOTALe™ Learners cannot be edited; however, Administrators and Learners can select from predefined Curricula.

Search and Create Lists of Learners

Click Search to find Learners to edit or view. Use the Learner Lists option to create a list of Learners using a variety of filters. You can create Smart Lists that are updated, or Custom Lists of specific Learners. You can then take actions on whole lists of Learners, such as viewing Reports or adding Learners to a Group.

Perform Batch Operations

Select Batch Operations for processing of multiple Learners. Depending on your system, you may be able to activate or deactivate Learners, delete Learners, assign Language Levels and Curricula, move Learners to a new Group, and remove Learners from a Group.
Register Learners

Use this option to add Learners individually to Rosetta Stone® Manager. You must assign at least one Language and Curriculum to register a Learner.

Register Learners in Rosetta Stone Manager

- Click **Register** in the **Learners** tab.
- Fill in the required fields, indicated by asterisks and highlighting, and the optional fields as needed. The Username must be unique within your Rosetta Stone Manager system.

Assign Language, Groups, and Curriculum

Options may vary depending on your system. You may see one of these two variations:

- Click **Change** beside the options to set the Learner’s Language, Home Group, or Group. Click **Change Curriculum** beside a Language Level, and check **Assigned** to assign the Curriculum to the Learner.

- Click **Assign Language and Curriculum**. In the Create a Membership dialog box, select the Group where the Learner will be assigned, then the Language Level and Curriculum. The Home Group (indicated by the home icon) is automatically set as the Parent Group of the Group you select.

Complete the Registration and Continue

- Click **Save Changes**.
- Click **Clear & Register a New Learner** to continue registering.

Tip

To delete a Learner, go to View Learner Details by double-clicking Learner in any list. See page 41.
Import Learners

Rosetta Stone® Manager allows you to import multiple Learners from a CSV (comma separated values) file or copy and paste from a Microsoft Excel spreadsheet.

**Import Learners from CSV File**

- Click **Import** in the **Learners** tab.
- Click **Get an example Import File** to display a CSV file. Enter Learner data into the columns under the field names.
- Click the link **click here** to view required and optional fields for your system.
- Create the CSV file with the column headings for the required (and optional) fields. Save the file.
- Click **Browse**.
- Select the file.
- Click **Import File**.
- Map the imported data as described on the next section.

**Manual Import**

- Click the **Import** option in the **Learners** tab.
- Click **Get an example Import File** to display a CSV file. Enter Learner data into the columns under the field names.
- Click the link **click here** to view required and optional fields for your system.
- Copy the spreadsheet into the **Manual Import** text box, including the column labels.
- Click **Import Text**.
- Map the imported data as described on the next page.

**Tip**

Include the Level in the Language field, such as Spanish 1, to assist with mapping.

**Note:** E-mail may be a required field, unless it has been disabled.

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<th>B</th>
<th>C</th>
<th>D</th>
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<td>Spanish</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

**Tip**

You can also use **Import Learners** to update existing Learners. Select **Update existing Learners** and then the columns you wish to update. Only the selected columns will be updated, and all unselected columns will remain unchanged.
Map Data to Import

After you choose a file or use manual copy and paste, you map the Learner data to existing fields in Rosetta Stone® Manager. Select the field names in the Importing Data screen.

Map Fields to Import

- In the Learner Data section at the bottom, all Learners are selected by default. Use the Select options or checkboxes to select Learners.
- In the Mapping Data section at the top, click Assign beside an imported field.
- Select the Language Level or Group.
- Click Apply. The check mark shows that the field has been mapped.
- Click Assign until all fields are mapped.
- If you omitted the column headings in the import file, use the pull-down menus at the top of the Learner Data columns to select the field names.
- Click Submit Import.
Search for Learners

From the Learner Lists page, you can search for an individual Learner or multiple Learners.

**Note:** To save a search, create a Smart List. (See page 43.)

On the Learner Lists page, click Search to begin a new search for Learners.

On the Finding Learners page:

- Select from the list of search criteria such as Last Name or Language Level.
- Click Add search criteria to create a more specific search.
- Click the trash icon to remove a search filter.
- Click the Select Learner Groups bar to search for Learners in specific Groups. All Groups are searched by default.
- Click Show Learners to display search results.
- Double-click a Learner to view Learner details.
View Learner Details

From any list of Learners, double-click a Learner’s name to display the Learner details.

On the Viewing Learner Details page, you can:

- Revise personal information such as name, username, and e-mail.
- Set the Learner’s status to Active (or inactive by unchecking the box). A Learner who is Active has access to Rosetta Stone®. You might set a Learner to Inactive when he or she leaves the school.
- View and change the Learner’s Home Group (such as when the Learner moves to a new school). Click Show Previously Saved Curricula to see previous settings while changing Home Groups. The Learner might lose progress data if re-assigned to a different Language Level and Curriculum in the new Home Group.
- Set the Learner’s Language, Group, and Curriculum. Options may vary depending on your system. You may see one of these two variations:
  - Click Change beside the options to set the Learner’s Language or Group. Then click Change Curriculum beside a Language Level, and check Assigned to assign the Curriculum to the Learner.
  - Click Assign Language and Curriculum. In the Create a Membership dialog box, select the Group, then the Language Level and Curriculum.
- Click a linked Curriculum to view and edit the Learner’s individual copy of the Curriculum (see page 27).
- View a Learner Report (see page 54).
- Delete Learner from your records.
Work with Lists

Use the Learner Lists options to create lists of selected Learners. Create lists to assign the same coursework to a Group of Learners, view Reports for a Group of Learners, or perform batch operations on selected Learners.

On the Learner Lists page, you can:

- View and edit a saved list.
- Export a list.
- Create a new list.
- View individual Learners in the list.
- Perform batch operations on lists.

You may create and use two types of Lists:

- **Smart Lists** are automatically generated based on search rules. The Smart List is updated automatically each time you view it.

- **Custom Lists** allow you to create a list of specific Learner names. The Custom List remains unchanged unless you add or remove Learners.

The Learner Lists page shows all saved Custom Lists and Smart Lists.

Tip

You can export a list of Learners to a Microsoft Excel spreadsheet or a CSV file.
Create Smart Lists

A **Smart List** creates a list of Learners based on search rules. The Smart List is updated automatically each time you view the list. Use the Smart List to view Learners and create Reports. If you have the required Privileges, you can edit the Smart List Rules to revise the search.

**Create a Smart List**

- Click **Learner Lists** on the **Learners** tab.
- Click the **New Smart List** button.
- Click **Edit Smart List Rules**.
- To change the Group selection, click **Select Learner Groups** and check the Groups.
- Click **Add search criteria** and select a filter to determine how Rosetta Stone® Manager will search. Add as many filters as needed to narrow the list to your desired results.
- Click **Show Learners**.
- Click **Save** to add the Smart List, or **Save & Close** to save the revised list and return to the Learner Lists page.

**Edit Smart List Rules**

- Click **Learner Lists** on the **Learners** tab.
- Select a **Smart List** from the display on the right of the screen.
- Click **Edit Smart List Rules**.
- Click **Select Learner Groups** and **Add Search Criteria** to customize your search *(see page 40)*.
- Click **Show Learners**.
- Click **Save** to add the Smart List, or **Save & Close** to save the revised list and return to the **Learner Lists** page.
- Click **Cancel** if you only want to view the Smart List results, not save the new search rules.

**View a Smart List**

- Click **Learner Lists** on the **Learners** tab.
- Select a **Smart List** from the display on the right of the screen.
- Double-click a Learner to view Learner details *(see page 41)*.

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**Tip**

After you create a **Learner List**, use the **Report View** tool to create a visual representation of your **Learner List** progress.
Create Custom Lists

Create a Custom List to select specific Learners. Save the Custom List to view and create Reports.

Create a Custom List

- Click the Learner Lists option in the Learners tab.
- Click New Custom List.
- Click Find More Learners.
- Click Select Learner Groups and Add Search Criteria to customize your search (see page 37).
- Click Show Learners.
- Select the Learners to add.
- Select specific Learners and click Add Selected, or click Add All to add all the Learners that result from your search.
- The selected Learners appear in the list.
- Use the Remove buttons to further revise the Custom List by removing individual or multiple Learners.
- Use the Find More Learners button to return to the search options and add more Learners.
- Double-click a Learner to view Learner details (see page 41).
- Click Save to add the Custom List to the Learner Lists page.
Perform Batch Operations

A **Batch Operation** is a way to perform the same action on multiple Learners at once. **Note:** Some of these operations may not be available, depending on your system.

To perform a batch operation:

- Click the **Batch Operations** button on the Learner Lists page. The Batch Operations page appears.
- Click **Select a Learner List** and choose a list.
- Click the Batch Operation to apply to the list.
- Click **Apply to List**.

**Assign Language and Curriculum**

Assign a Language and Curriculum to all Learners in the selected list. Learners will be added to the Learner Group.

- Click **Select a Group, Language, and Curriculum** or **Assign Language and Curriculum**, depending on the setup of your Rosetta Stone Manager.

- Select the options to assign.
- Click **Move Learners from Group to Group**.

**Activate, Deactivate or Delete Learners**

An active Learner has access to a Language Level. Deactivate Learners to release the Language Levels for other Learners to use. Delete Learners will permanently remove them from your system.

- Click **Activate/Deactivate/Delete Learners**.
- Click one of the options that appears.

**Move Learners from Group to Group**

- Click **Move Learners from Group to Group**
- Select a **From Group** and a **To Group**

**Remove Curriculum Registration**

Remove a Language and Curriculum assignment from all Learners currently assigned to the selected Curriculum.

- Click **Remove Curriculum Registration**.
- Select a **Language Level**.
- Select the **Curriculum for the Language Level**.

**Remove Learners from Group**

- Click **Remove Learners from Group**.
- Choose the **Group from the dialog box**.
Chapter 5

Create Reports

About Reports
Create List Views
View a List Curriculum Report
View an Activity Report
View a Learner Curriculum Report
Export and Print Reports
View a Usage Report
About Reports

On the Reports tab you can view summaries of Learner progress and link to detailed Reports.

There are two basic ways to create Reports:

- Create List Views to provide visual overviews with shortcuts to the Reports you use most often.
- Use the Reports Toolbox at the bottom of the page to generate Reports.

To create most Reports, you first select a Learner List to see the progress for the Learners in that List. See Chapter 4: Manage Learners, for more information on creating Learner Lists that you can then view in Reports.
Create List Views

Use List Views for visual overviews of the progress of Learners in a List. Create a series of List Views to display on your custom Reports page. Your collection of List Views becomes your dashboard, from which you can access the detailed Reports you need.

Add a List View

The first time you see the Reports Main Page, there are no List Views displayed.

- Click the Add a List View button in the upper right corner of the screen.
- Select a Learner List from the dialog box.
- Select a Language Level from the pull-down menu.
- Select a Curriculum from the list.
- Click Generate List Curriculum Report.
Work with a List View

The **List View** provides information about the progress of all Learners in the selected Smart List or Custom List. From the List View, you can link to detailed Reports for all Learners.

- Each List View displays in graph form the percentage of Learners who have completed each Activity. Each icon represents an Activity, such as Speaking, Vocabulary, or the numbered Core Lesson. The Activity icons are color-coded by Lesson.
- The List View also shows the average scores for Learners who have completed the Activities. The dashed marks represent the highest and lowest scores within each Activity.

Some data may be included in your Report but may not be available to you. To access this data, you must be added as an Administrator of the Group with **View Learner Data** Privileges.

**Link to Detailed Reports**

- Click **Details** to view details for the entire Learner List (see page 51).
- Click an Activity icon to see an Activity Report (see page 53).

**Edit a List View**

- To replace the current List View, click **Edit**.
- Follow the same steps for adding a **List View** (see page 49).
- Use the arrows to rearrange Lists by moving a List View up or down on the page.
- Click **Refresh** to update the contents of the List View.

**Export a List View**

- Choose a List View to export.
- Click the **Export** icon to the right of the graph.
- Open the file in Microsoft Excel or save the CSV file.

**Delete a List View**

- Choose a List View to delete.
- To remove the **List View**, click the trash icon to the right of the graph.
A List Curriculum Report displays the progress on a Curriculum of Learners you have selected using a Learner List.

Access the List Curriculum Report in either of two ways:

- Click Details in the List View to go directly to the Report for that list.
- Click the Begin button in the List Curriculum Report option in the Reports Toolbox at the bottom of the screen. Then select the Group and Language Level.

**Create the Report**

- Choose a List of Learners from the Learner List menu.
- Select from the Choose a Language Level pull-down menu.
- Select a Curriculum from the list.
- Click Generate List Curriculum Report.

![Images](attachment:images)
Contents of a List Curriculum Report

The **List Curriculum Report** displays:

- A numerical and graphical format of percentage of Learners who have completed a series of Activities.
- A chart of average scores for Learners who have completed Activities.
  **Note:** Learners who have not completed an Activity are not represented in the scoring chart.
- Dashed marks to show the highest and lowest scores achieved for each Activity.
- A table of all Learners in the List, showing scores, progress, total time, and the current Activity.

From the List Curriculum Report, you can view other Reports:

- Click **Add as List View** to save the Report to your List Views *(see page 49)*.
- Click the Export icon next to Add as List View to export the summary results as displayed in the graph.
- Click the Export icon in the upper right of the screen to export the Learner detail.
- Click an Activity icon to view an Activity Report *(see page 53)*.
- Double-click a Learner’s name to view a Learner Curriculum Report *(see page 54)*.

**Tip**

Use the Reports button to return to the Reports Main Page at any time.
View an Activity Report

From a List View or from the List Curriculum Report, click any Activity icon to display an Activity Report. This Report shows the progress and scores of all Learners in that Activity.

Tip
Click the label at the top of a column to sort. An arrow will appear as you click the label area.
View a Learner Curriculum Report

View a Learner Curriculum Report

Access the Learner Curriculum report (shown on page 55) in any of several ways:

- **Select a Learner** from a List Curriculum Report.
- Use the **Reports Toolbox** at the bottom of the Reports page.
- Click **View Learner Report** on the **Viewing Learner Details** page (see page 41).

Select a Learner

Click a Learner’s name in the list and click **View Learner Report**. Or, simply double-click the Learner’s name.

Use the Reports Toolbox

To use the **Reports Toolbox** to create a Learner Curriculum Report:

- Click **View** in the Learner Curriculum Report toolbox.
- In the **View a Learner Curriculum Report** dialog box, use the Group and Search filters, then click **Show Learners**.
- Select a Learner, then click **View** to create the Report.
Contents of a Learner Curriculum Report

The **Learner Curriculum Report** displays the following Learner information:

- Curriculum and Language Level
- Overall score for Activities completed
- Overall progress through the displayed Curriculum
- Total time spent in the Curriculum
- Current Activity on which the Learner is working
- Name of the Learner’s Home Group

The progress portion of the **Learner Curriculum Report** displays:

- Activity, including Unit and Lesson
- Score for completed Activity listed
- Status of Activity completion
- Date Learner last attempted Activity
- Total time spent on Activity

![Learner Report](image_url)
Export and Print Reports

You can export or print Reports from Rosetta Stone® Manager. Export Group or Learner data to a Microsoft Excel spreadsheet or CSV (comma separated values) file.

The Export and Print icons are in the upper right corner of the screen displaying any Report.

Export Report to Excel or a CSV File

- Select a Report from the Reports Main Page.
- Click the Export icon on the upper right portion of the screen.
- Click the option to Open an Excel spreadsheet or Save the report as a CSV file.
- Click OK.

Print a Single Report

- View a List Curriculum Report (see page 49) or a Usage Report (see page 55).
- Click the Print icon in the top right corner.

Print Reports for All Learners in a Learner List

- In the Reports Toolbox at the bottom of the Reports page, click Print in the Learner Curriculum Report section.
- Choose a Learner List and a Print Format.
- Click Print.
View a Usage Report

The **Usage Report** displays the hours spent on Rosetta Stone® by all Learners in a selected Group, listing all Languages in that Group.

- Click **Begin** in the Usage Report section of the Reports Toolbox at the bottom of the page.
- **Choose Group** in the list on the left to display usage for that Group.
- Click **Filter Usage** and **Select a Time Frame** from the dialog box.
- Click the icons to **Export** to CSV file or **Print** the Usage Report for all Learners. Both reports show the same data. Export is organized by Learners, and Print is organized by Groups.
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