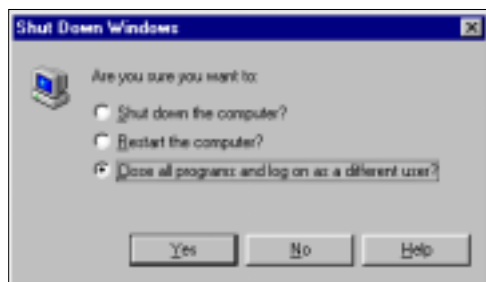# TENSE BUSTER AUTHORING

What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows instructors to create Tense Buster exercises in five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster units are not theme based, the authoring program is particularly helpful when you need to create an exercise that builds on a thematic unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

An example of a Tense Buster exercise created in Authoring Kit is included in every LINC level in this guide. We recommend that you refer to them after you have read this section.

Logging-in (Teacher Mode)

To access Tense Buster Authoring Kit, you must log-in as a teacher (see the Lab Maintenance section). To log-in as at this level, click on **Start** | **Shutdown** |**Close all programs and log-in as a different user?** |**Yes**.

A log-in dialog box will then appear. Type "**linc**" as the user name, "**ontario**" as the password, and click **OK**.

### Features

GETTING STARTED WITH THE TENSE BUSTER AUTHORING KIT

The first step is to choose the Tense Buster level. For example, click **Start** | **Programs** | **Clarity** | **Elementary Authoring** to create an exercise for Tense Buster Elementary. This will take you to the Elementary Authoring Kit Main Menu. You can select one of the following four options:

- Click **New** to develop a new activity.
- Click **Open** to edit a previously developed activity.
- Click **Database** to look at the database of exercises you have created in the past or to delete an exercise.
- Click **Help** to access on-line help about Tense Buster Authoring

● TENSE BUSTER AUTHORING

BEFORE USING SOFTWARE

SELECTING TYPE OF EXERCISE
The next step is to select the type of exercise. You can select one of the following options: **Gapfill**,
Proofreading, **Multiple choice**, or **Text only**. It is a good idea to examine the exercises in Tense Buster
units to become familiar with the types of exercises and their applicability before creating an authoring
exercise. See "Creating Exercise" for information on how to create an exercise.
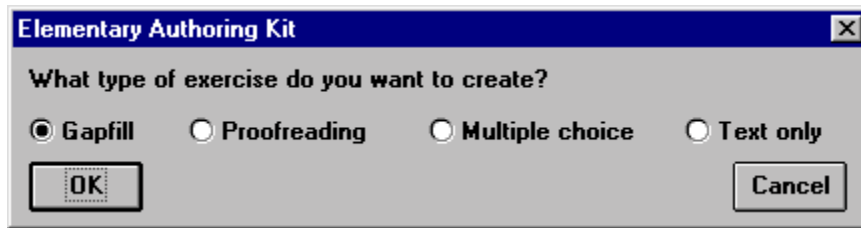

SELECTING TEXT FOR YOUR EXERCISE
Once you have decided on the type of exercise, determine the kind of text for the exercise. There are three
ways to create text for your exercise.

■ **Insert Text**
Click **Start | Programs | Clarity | name of authoring program**. In the Authoring Kit main menu,
select **New**. Select type of exercise. Start typing in the text area of the authoring program.

■ **Import Text from a word-processing program**
You can import any text to the Authoring Kit by using **Copy** and **Paste**.   For example, if you already
have created a document in Word, highlight the text, open the desired authoring program (you have to
choose **New** since you are creating a new exercise), and click **Edit | Paste**.
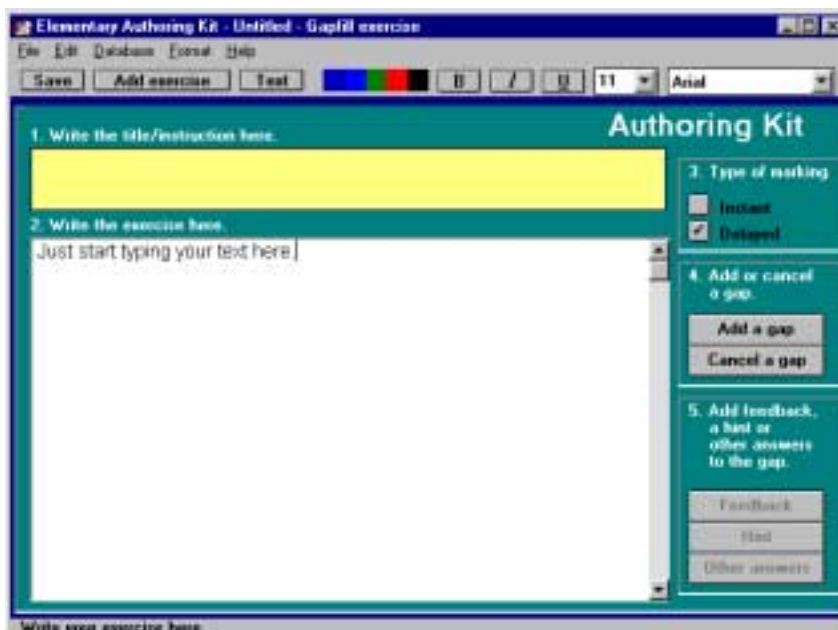
■ **Import text from Explore Canada or other programs.**
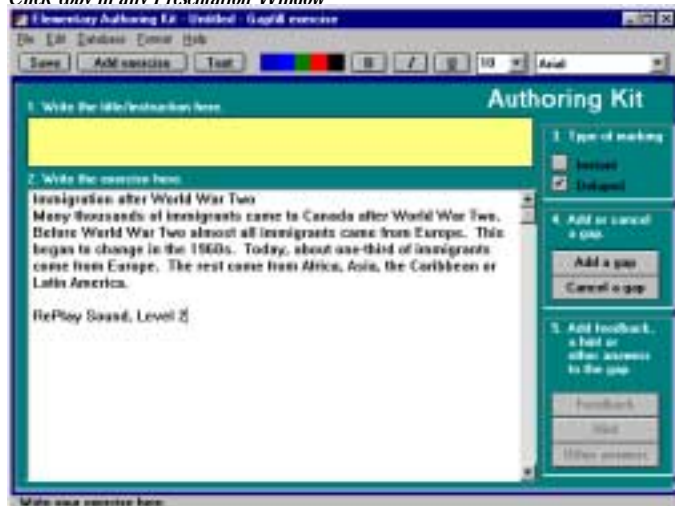

Click copy in any Presentation Window

Since the formats of Explore Canada and Tense Buster are compatible, you can directly copy text from the former and paste onto the latter. Follow these steps:

1. Open a new authoring program.

2. Open an Explore Canada section.

3. Select any Explore Canada History or Geography Presentation Window (Level 1 or Level 2). Click **Copy.**

Paste Explore Canada text onto any authoring program

4. Press **Alt** +**Tab** key combination on your keyboard to switch to the authoring program and click **Edit** | **Paste** (see picture).

CREATING EXERCISES

There are four types of exercises in Tense Buster Authoring: **Gapfill**, **Proofreading**, **Multiple choice**, and **Text Only**.

■ **Gapfill:** an exercise where students fill in gaps with correct answers (a number, a word, a phrase, or a sentence).

• **Instructions**
  1. Click Start | **Programs** | **Clarity** | **Elementary Authoring**. Click **Gapfill**. Click **OK**.
  2. Type the title and instructions in the yellow area.
  3. Type or import text to the text area (see **Selecting text** for your exercise).
  4. In Type of marking, choose **Instant** or **Delayed** (see glossary).

TENSE BUSTER AUTHORING

5. Highlight the word(s) you want to make into a gap and click on **Add a gap**. For example, highlight came and click on **Add a gap**.
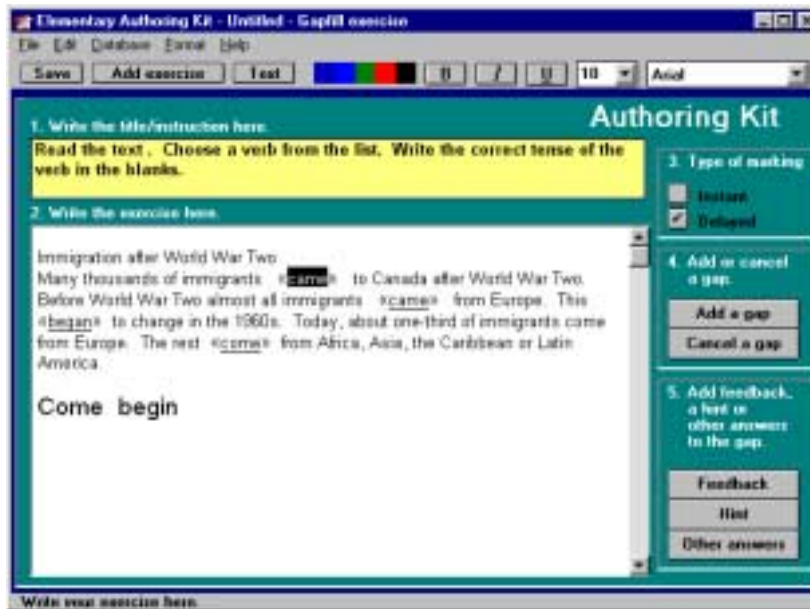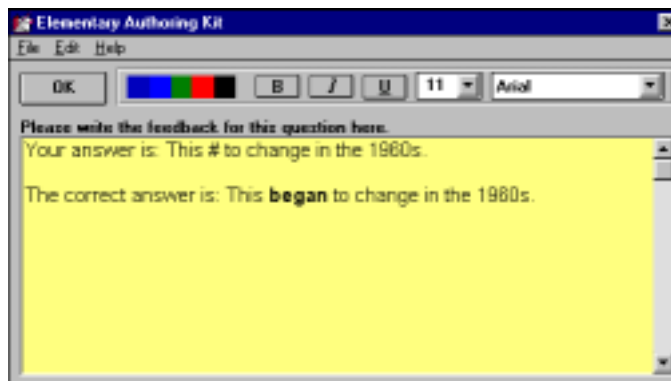

A gapfill exercise

6. You will notice that the words will be underlined and placed in quotation marks. To cancel a gap, highlight the word and click **Cancel a gap**.

7. For every highlighted gap (words in quotation marks), click on Feedback (see Glossary) to include the correct answer. If you want the feedback to contain the learner's answer as well as the correct one, add # in the place where you want the learner's answer to appear in the feedback area.

    For example, in the question:

    This "began" to change in the 1960s, You would write in the feedback area
    (highlight **began** and click **Feedback**): *Your answer is: This # to change in the 1960s.*
   *The correct answer is: This began to change in the 1960s.*

When the learner is actually doing this exercise, his or her answer would appear instead of # in the feedback.

*Note:* **Feedback**, **Hint**, *and* **Other answers** *options are only available when a*

word or phrase has been selected as a gap and is highlighted.

8. To include other correct answers to a question, highlight the word you added as a gap and click on **Other answers** (see Glossary). You can include up to nine answers. Type in each entry and press **Enter** before typing the next one. For example, in the above example*: This "began" to change in the 1960*, you may want to include: This "started" to change in the 1960s.
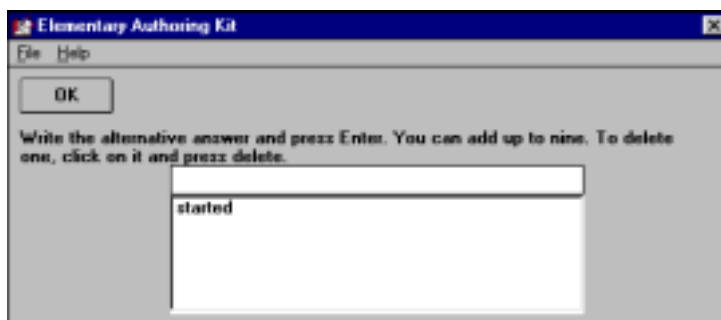
9. To add an optional reading text to your exercise, click **Text** (see Glossary) on the tool bar and write the text. The reading text appears before the exercise when the learners move to that exercise and is also available to the learners during the exercise.
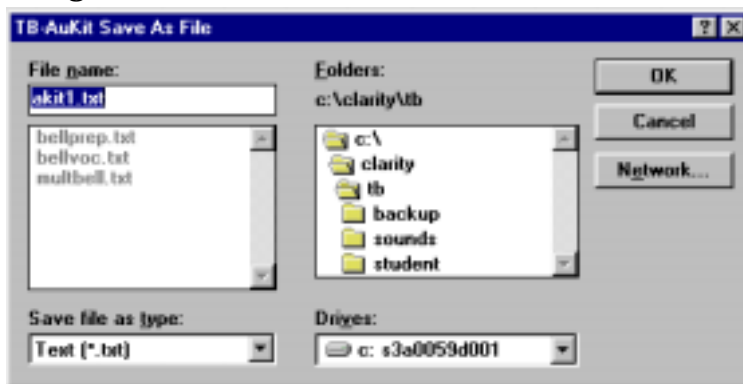
• **Saving Exercise**

Click **Save** to save your authoring exercise. In the **File name** box, type in a file name not more than eight characters long. By default, the extension (.txt) will be added to your file name.

For example, if you called your exercise "simpast" for simple past, the actual name will be "simpast.txt." In the Folders box, select the folder in which you want to place your exercise. If you have no preference, save in the default folder C:\Clarity\tb. It is a good idea to save all your authoring exercises in the same folder.

See the Windows 95 section in LINC Five for information on how to locate files.

TENSE BUSTER AUTHORING

- **Adding Exercise to a Tense Buster Program**
  1. Saving an exercise does not yet add it to the Tense Buster exercises. Your learners need to see your generated exercise in one of the Tense Buster units. Once your exercise is saved, follow these steps to add your exercise to a Tense Buster unit.
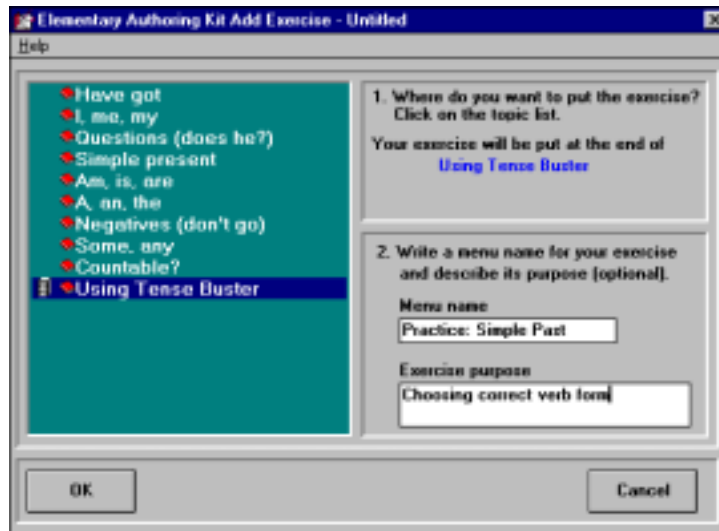
  2. Click on **Add Exercise** to add your exercise to the authoring database. This will allow your work to be saved in one of the Tense Buster units.
  3. In the left window, highlight a unit that you would like to save your work under, for example, **Using Tense Buster**. This will place your exercise at the end of the Using Tense Buster unit.
  4. In the **Menu Name** box, type in a name for your exercise.
  5. In the **Exercise Purpose** box, describe the purpose of the exercise.
  6. Click **OK**. A box will appear indicating that your exercise has been created successfully.

  7. Click **OK**.
  8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.
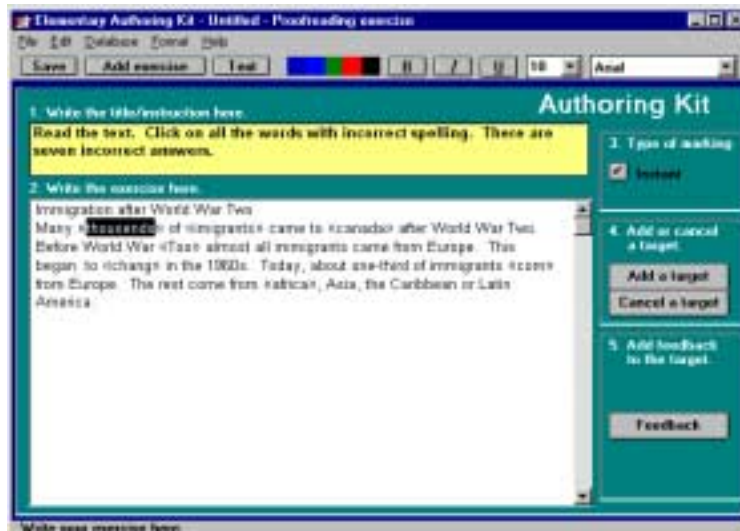
- **Proofreading:** an exercise where learners read a text to find errors and click on them.
  - **Instructions**
    1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Proofreading**. Click **OK**.
   2. Type the title and instructions in the yellow area.

3. Type in or import text to the text area (see Selecting text for your exercise).

A proofreading exercise

4. Notice that you can only have Instant marking (see Glossary).
5. Highlight the words (the errors) that the learner must find as targets. For each highlighted word, click on **Add a target**. You will notice that the words will be underlined and placed in quotation marks. To cancel a target, highlight the word and click Cancel a target. For example, in the question: This began to chang in the 1960s, highlight "chang" and click **Add a target**.
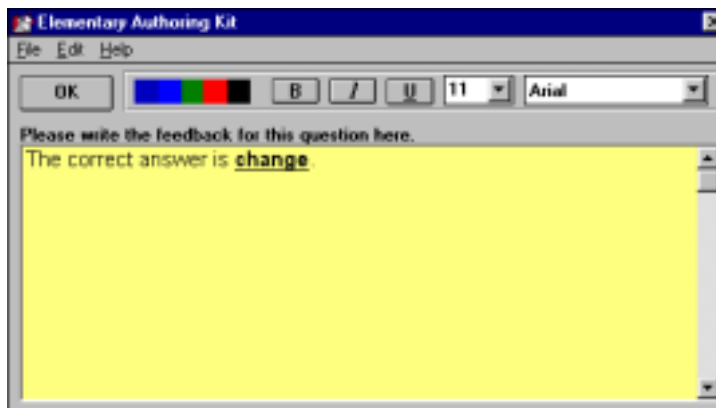

6. For every target, click on **Feedback** to add the correct answer. For example, in the question: *This began to chang in the 1960s*, the feedback might be: The correct answer is change. See the above picture.
7. To add an optional reading text to your exercise, click **Text** (see glossary) on the tool bar and insert the text. The reading text appears before the exercise when the learners move to that exercise and is also available to the learners during the exercise.

TENSE BUSTER AUTHORING

- **Saving Exercise**

  Click **Save** to save your authoring exercise. In the **File name** box, type in a file name not more than eight characters long. By default, the extension (.txt) will be added to your file name. For example, if
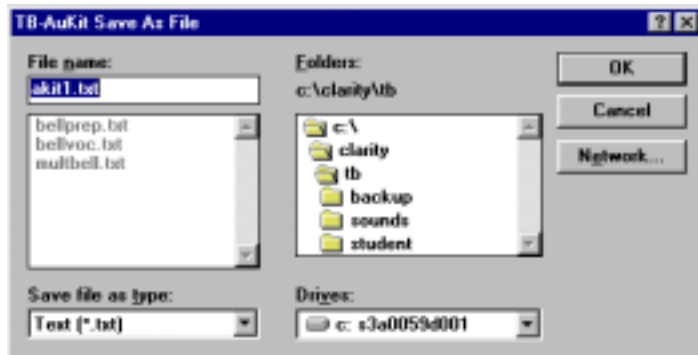

  you called your exercise spelling, the actual name will be spelling.txt. In the Folders box, select the folder in which you want to place your exercise. If you have no preference, save in the default folder C:\Clarity\tb. It is a good idea to save all your authoring exercises in

  the same folder.

- **Adding Exercise to Tense Buster Program:**

  8. Saving an exercise does not yet add it to the Tense Buster exercises. Your learners need to see your generated exercise in one of the Tense Buster units. Once your exercise is saved, follow these steps to add your exercise to a Tense Buster unit.
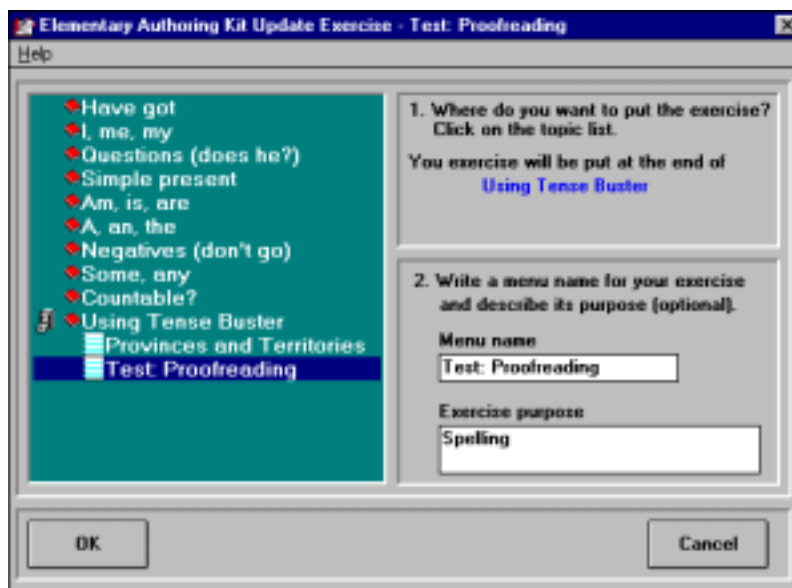
  9. Click on **Add Exercise** to add your exercise to the authoring database. This will allow your work to be saved in one of the Tense Buster units.
  10. In the left window, highlight a unit that you would like to save your work under. For example, if your exercise is to practise spelling, then highlight Using Tense Buster in the left window. This will place your exercise at the end of the Using Tense Buster Unit.
  11. In the Menu name box, type in a name for your exercise.

12. In the **Exercise purpose** box, describe the purpose of the exercise. Click **OK**. A box will appear indicating that your exercise has been created successfully.


13. Click **OK**.
14. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

■ **Multiple Choice:** an exercise where learners choose the correct answer from a list of answers. One answer in the list is incorrect.

   • **Instructions**
     1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Multiple Choice**. Click **OK**.
     2. Type the title and instructions in the yellow area.
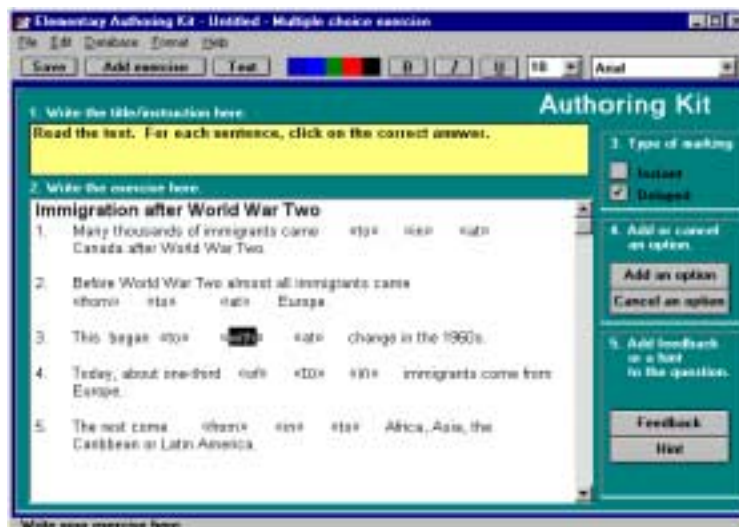
A multiple choice exercise

     3. Type in or import text to the text area (see Selecting text for your exercise). It is best to break your text into sentences and number them.
     4. In Type of marking, choose between **Instant** or **Delayed** marking (see Glossary).

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5. For each target in a sentence, write three options of which only one is correct. For example, in the sentence: "This began to change in the 1960s," add the following two options: This began «to» «with» «at» change in the 1960s.
Highlight the word(s) you want to add as an option, one by one, and click on Add an option for each highlighted option. You need to do it three times for each sentence. You will notice that the words will be placed in quotation marks (see picture). To cancel an option, highlight the word and click Cancel an option.

- **Adding feedback**
To add feedback, highlight the first option in a sentence (words in quotation marks), click on **Feedback** (see Glossary).
You will see a box appear on the screen prompting you to highlight the entire question. Click **OK**.
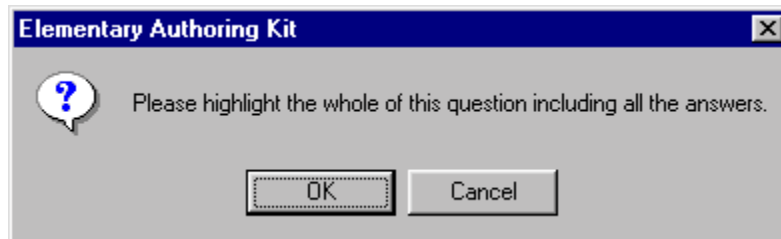
Your mouse pointer will change shape to a cross. Place your mouse at the beginning of the sentence and highlight the entire question. Another box appears on your screen asking for confirmation that you have highlighted the entire sentence. If you do not have the entire sentence highlighted at this point, click **No** and highlight again. Otherwise click **Yes**.
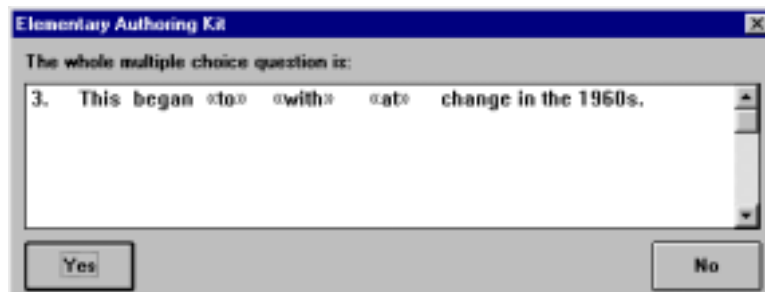
The feedback box appears on the screen. Type in a feedback. For example, the correct answer is: *This began to change in the 1960s.*
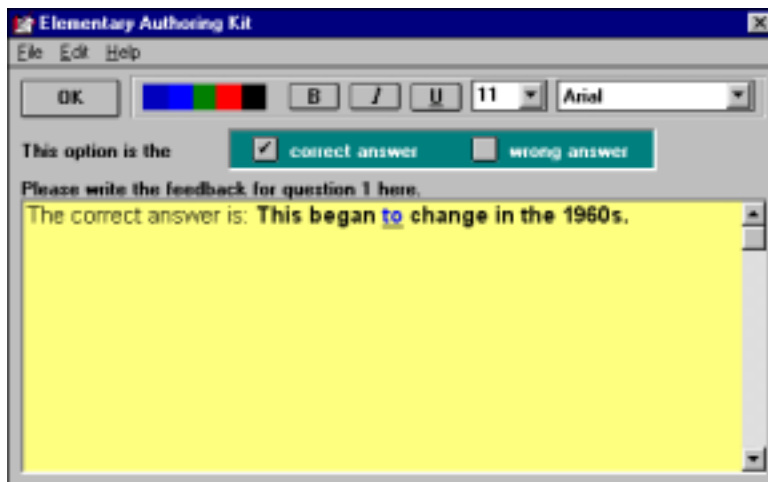

Feedback box for multiple choice

Click on "**correct answer**" or "**wrong answer**" depending on whether the correct or wrong option is highlighted (see picture).

For example, in the above sentence: "This began «to» «with»   «at» change in the 1960s," when highlighting "with" or "at," click on **wrong answer** and when highlighting "to", click on **correct answer**. Note that you only write one feedback for all the three options and only one option is chosen as "correct answer."

1. To add a hint, click on an option and click **Hint.** Type in a hint and click **OK**. Like feedback, you only need one hint for all the options in a sentence
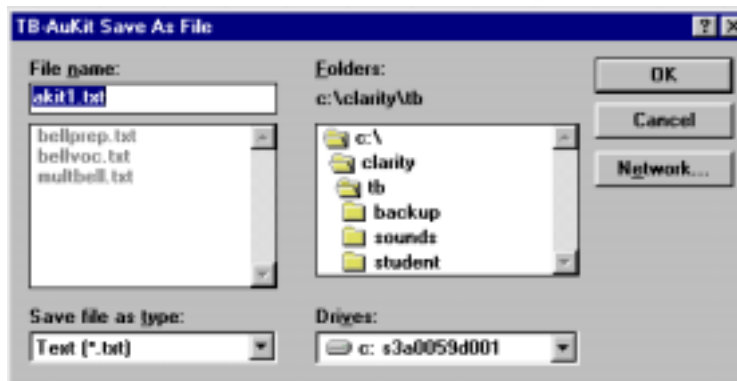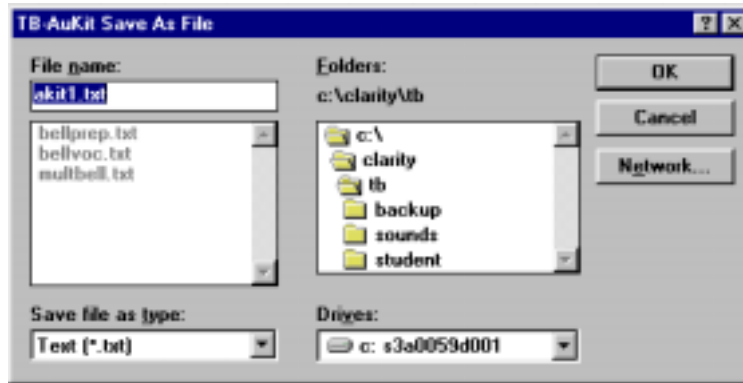

2. To add an optional reading text to your exercise, click **Text** (see Glossary) on the toolbar and write the text. The reading text appears before the exercise when the learners move to that exercise and is also available to the students during the exercise.

● **Saving Exercise**

Click **Save** to save your authoring exercise. In the **File name** box, type in a file name not more than eight characters long. By default, the extension (.txt) will be added to your file name. For example, if you called your exercise preps for prepositions, the actual name will be preps.txt. In the Folders box, select the folder in which you want to place your exercise. If you have no preference,
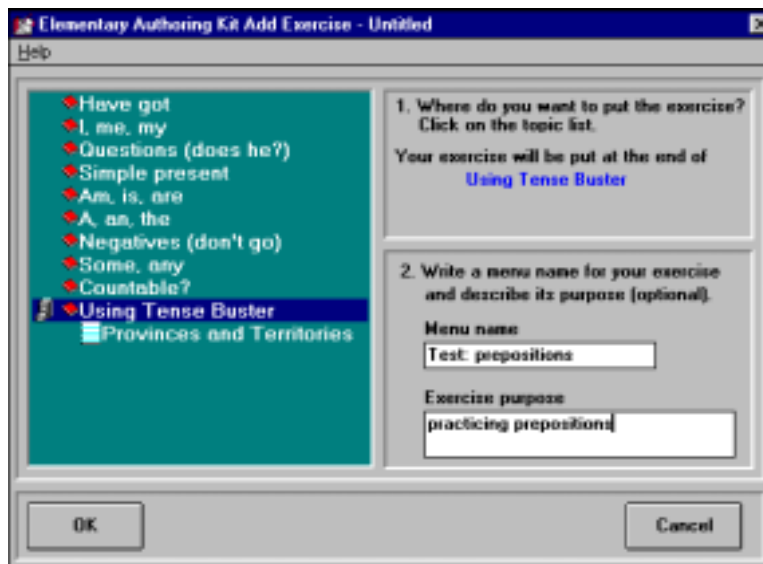
save in the default folder C:\Clarity\tb. It is a good idea to save all your authoring exercises in the same folder.

- **Adding Exercise to Tense Buster Program**
  1. Saving an exercise does not yet add it to the Tense Buster exercises. Your learners need to see your generated exercise in one of the Tense Buster units. Once your exercise is saved, follow these steps to add your exercise to a Tense Buster unit.
  2. Click on **Add Exercise** to add your exercise to the authoring database. This will allow your work to be saved in one of the Tense Buster units.
  3. In the left window, highlight a unit that you would like to save your work under. For example, if your exercise is to practise prepositions and there is no unit by that name, then highlight Using Tense Buster in the left window to place it there. This will place your exercise at the end of the Using Tense Buster unit.


  4. In the **Menu name** box, type in a name for your exercise.

5. In the **Exercise purpose** box, describe the purpose of the exercise.
6. Click **OK**. A box will appear indicating that your exercise has been created successfully.

7. Click **OK**.
8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

■ **Text Only:** a reading exercise for learners. "Text only" exercises can contain grammar rules, discussion questions, or other information.
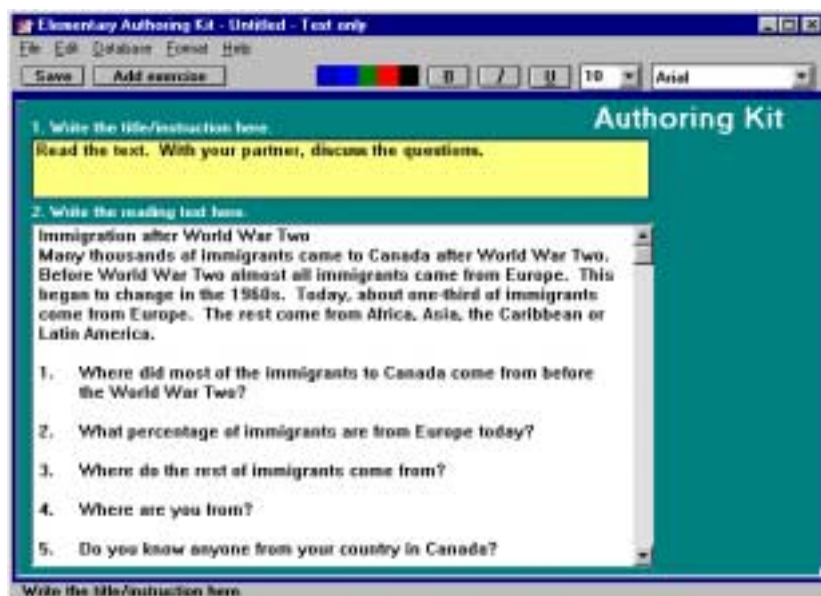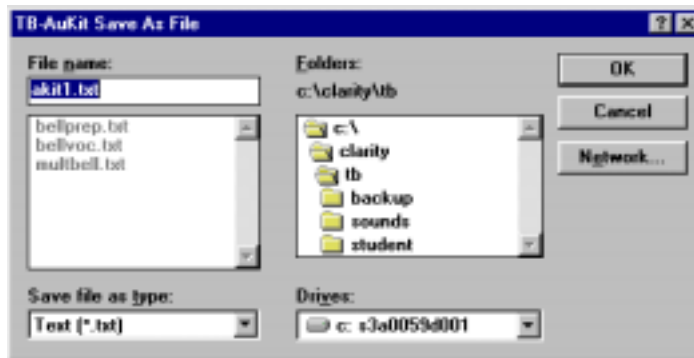

A text only exercise

● **Instructions**
   1. Click **Start** | **Programs** | **Clarity** | **Elementary Authoring**. Click **Text Only**.
   2. Type the title and instructions in the yellow area. Text only exercises do not have targets such as gaps or options. Their purpose is reading comprehension.
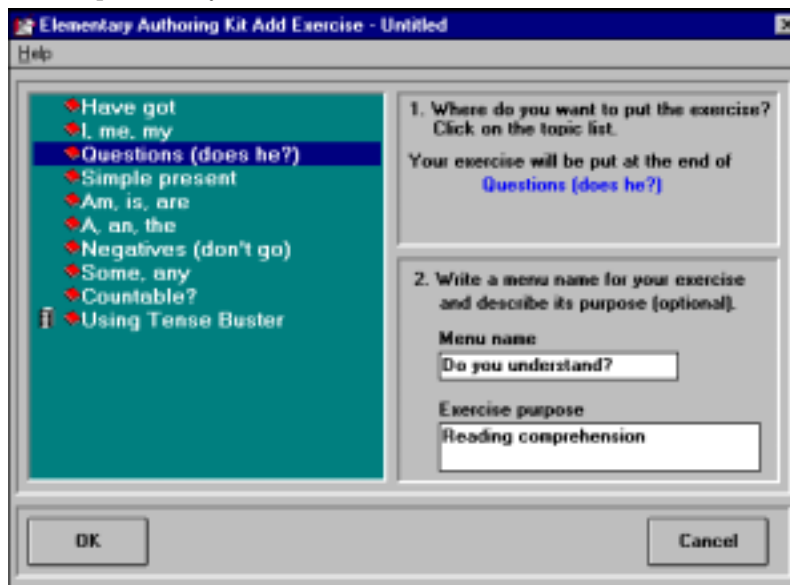
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- **Saving Exercise**

  Click **Save** to save your authoring exercise. In the **File name** box, type in a file name not more than eight characters long. By default, the extension (.txt) will be added to your file name. For example, if you called your exercise reading, the actual name will be reading.txt. In the **Folders** box, select the folder in which you want to place your exercise. If you have no preference, save in the default folder C:\Clarity\tb. It is a good idea to save all your authoring exercises in the same folder.

- **Adding Exercise to Tense Buster Program**

  1. Saving an exercise does not yet add it to the Tense Buster exercises. Your learners need to see your generated exercise in one of the Tense Buster units. Once your exercise is saved, follow these steps to add your exercise to a Tense Buster unit.

  2. Click on **Add Exercise** to add your exercise to the authoring database. This will allow your work to be saved in one of the Tense Buster units.

  3. In the left window, highlight a unit that you would like to save your work under. For example, if you have created a reading comprehension with some questions, then highlight Questions (does he?) in the left window to place it there. This will place your exercise at the end of the Questions (does he?) Unit.

4. In the **Menu name** box, type in a name for your exercise.
5. In the **Exercise purpose** box, describe the purpose of the exercise.
6. Click **OK**. A box will appear indicating that your exercise has been created successfully.

7. Click **OK**.
8. Open the Tense Buster program you have placed the exercise in and test your exercise. Remember that you can always go back and edit your exercise. See "Testing, editing, and updating exercise" in this section.

TESTING, EDITING, AND UPDATING AN EXERCISE

After you have created and saved your exercise, it is a good idea to test it in the Tense Buster unit that you placed it in. This gives you an idea how the exercise works and whether it needs editing. It is always possible to make changes to your exercise after you have saved and added it to a Tense Buster unit. Here are the steps you need to follow to edit and update your exercise:

1. Open the Tense Buster Authoring level in which you want to edit your exercise. For example, if you want to edit an exercise that you have created in the Tense Buster Upper Intermediate Authoring, click **Start** | **Programs** | **Clarity** | **Upper Intermediate Authoring**.
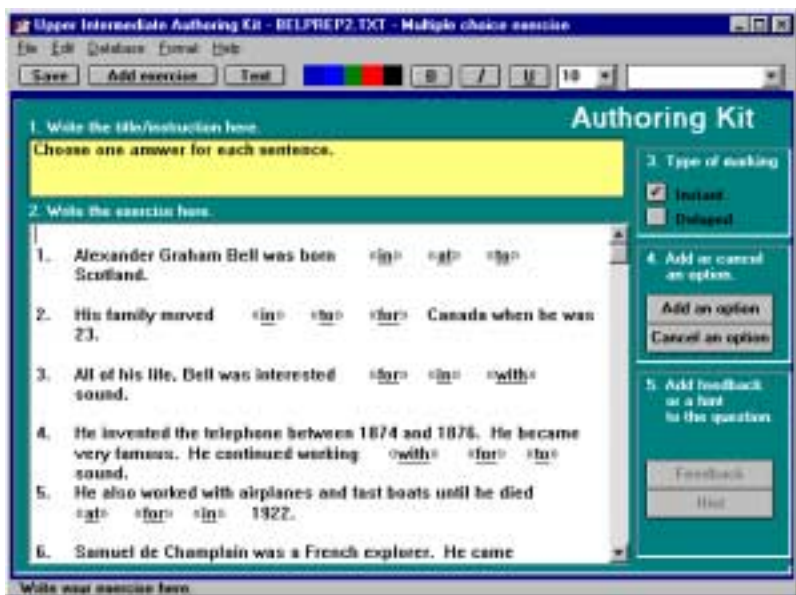In the Tense Buster Authoring Main menu, click **Open**.

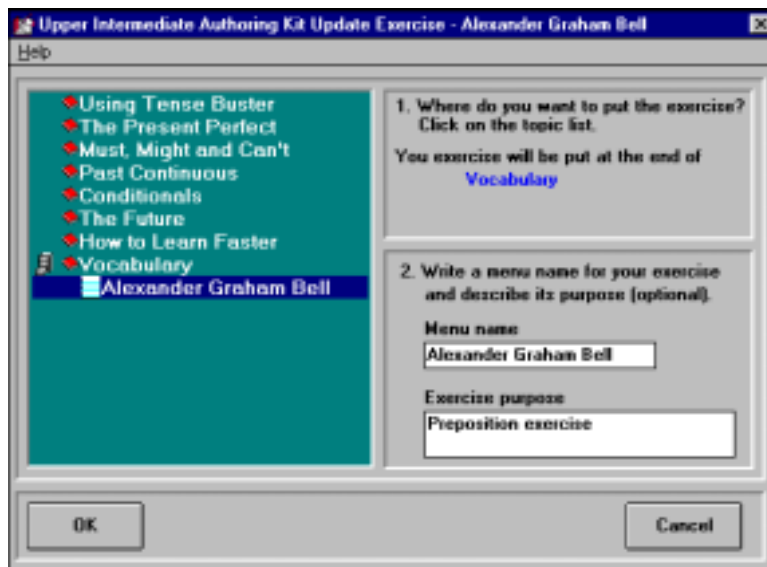2. In the **TB**-**AuKit Open File** dialog box, locate and highlight the file name you would like to open. Click **OK**.
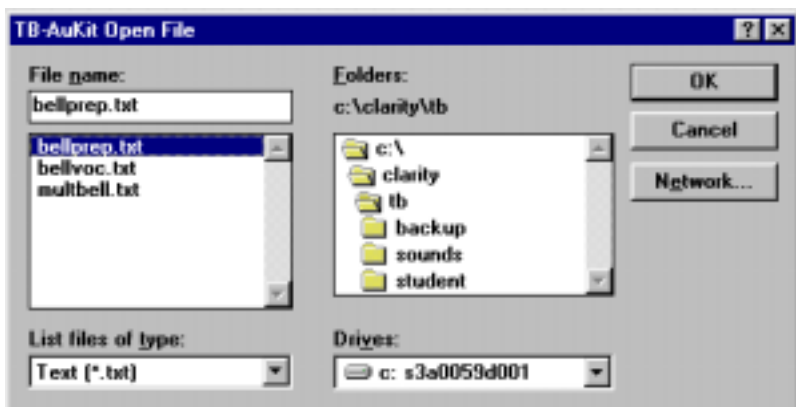
3. Make changes to your exercise. Click **Save** to save the new changes.
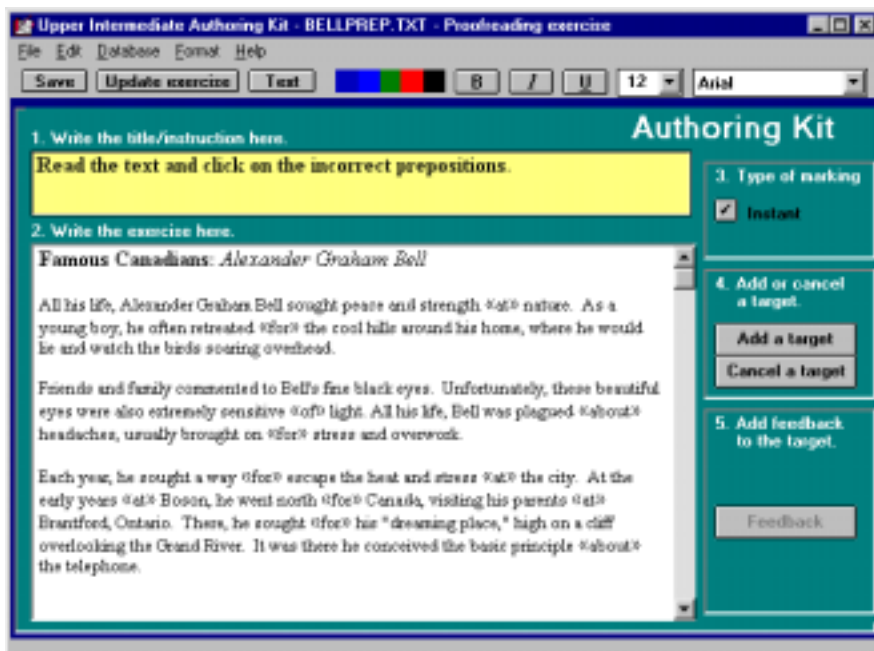
4. Click **Update exercise** to update the changes in the Tense Buster authoring database.
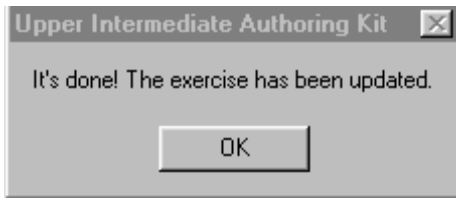
5. In the Update Exercise dialog box, you can make changes to the Unit, Menu name, and Exercise purpose. Click **OK**.

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6. You will see a prompt confirming that your exercise has been successfully updated. Click **OK**.

ENHANCING THE APPEARANCE OF YOUR EXERCISE

Once your exercise has been created, you may want to enhance its appearance. Changing font size, colour of target, or bolding the instructions are examples of things you can do to make your exercise easy to read and understand. Any changes that you make in the authoring program, will appear in the actual Tense Buster program when you open it.
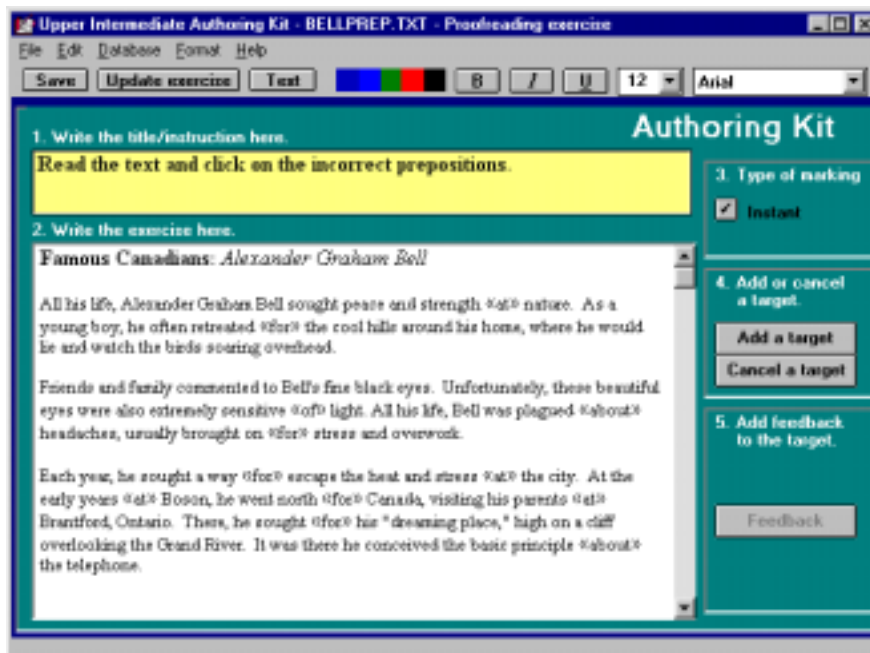
To change the appearance of any text, highlight it first and choose the appropriate option. For example, if you need to bold the instructions in the yellow area, highlight the instructions and click on **B** on the toolbar. You can choose from the following options:

- **Bold, Underline,** or **Italics** to bold, italicize, or underline text.
- **Font style** (e.g., Arial) to change how characters look.
- **Font size** (e.g., 12 point) to increase or decrease the size of characters in your text.
- **Colour** to change the colour of your text.

Remember that you can choose more than one option to enhance text. For example, you can change font, add colour to your text, and bold your text. Enhancing the appearance of text adds to the clarity and attracts the attention of learners to the area of focus.

DELETING AN EXERCISE

You may decide that your created exercise is more suitable for a higher or lower level learner and want to move it to another Tense Buster program or delete it. To do so, you need to delete the exercise from the database in a Tense Buster Authoring level and add it to the database of another. Note that you cannot move or delete the exercises that come with the Tense Buster program.

Deleting an exercise from a Tense Buster Authoring database does not delete that exercise from your system. All you need to do is open the exercise in the authoring program of your choice and add it as an exercise to the new program's database.

The following explains how to move an exercise from Tense Buster Lower Intermediate to Tense Buster Advanced. To do this, we must first delete the exercise from the Tense Buster Lower Intermediate database:


1. Click **Start** | **Programs** | **Clarity** | name of Tense Buster Authoring (e.g., Lower Intermediate Authoring Kit).
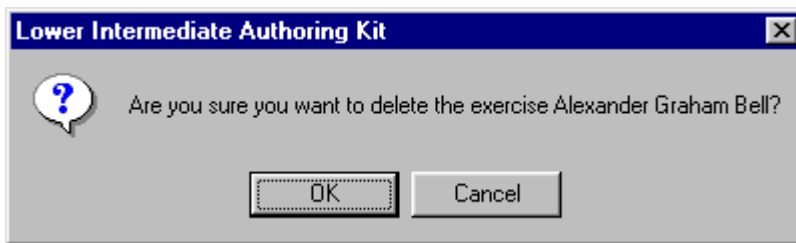
2. Click **Database**.
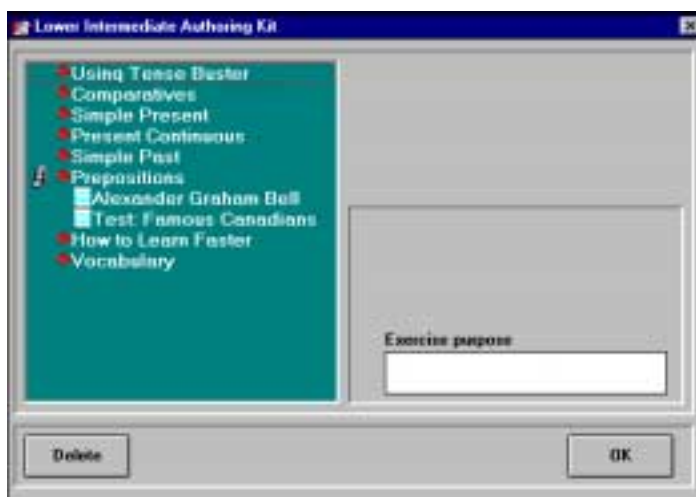
3. If you have created and added any exercises in that authoring program, you will see a filing cabinet icon where you have added those exercises. Click on the filing cabinet icon.

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4. The names of the added exercises appear. Click on the one you want to delete. You will see that the name appears in the Exercise purpose box. Click **Delete**.
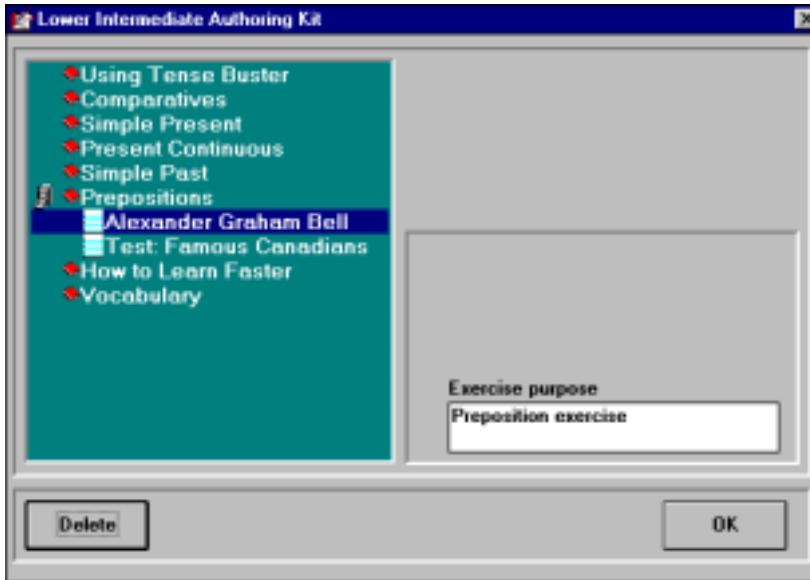
5. Click **OK** at the prompt.

6. You will get another prompt confirming that your exercise has been deleted. Click **OK**.

7. Click **OK** again to close the database window and close the Tense Buster Authoring program to exit.

8. Open the Advanced Authoring program and place in the exercise.

9. Click **Open** in the Tense Buster Advanced Main Menu to open the exercise (remember that the file has not been deleted from the database).

10. In the **Open** dialog box, select the exercise that you want to open and click **OK**. In our example, select "bellprep.txt."
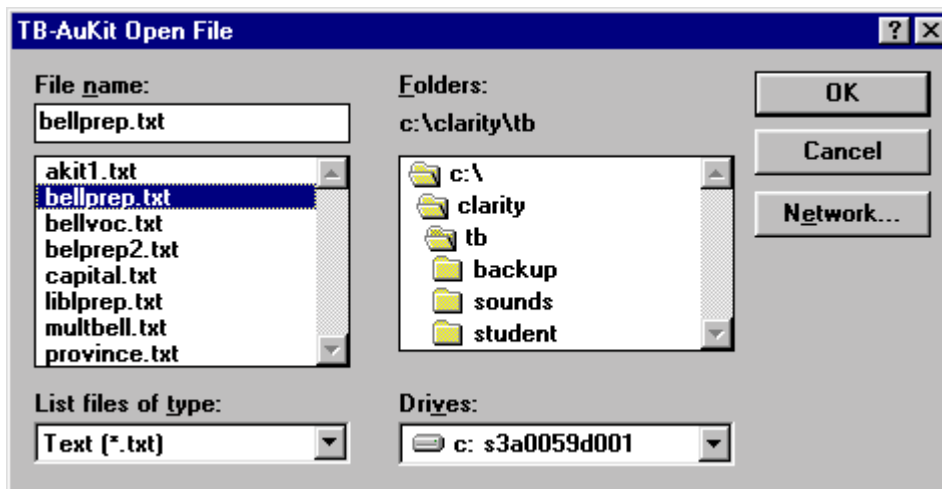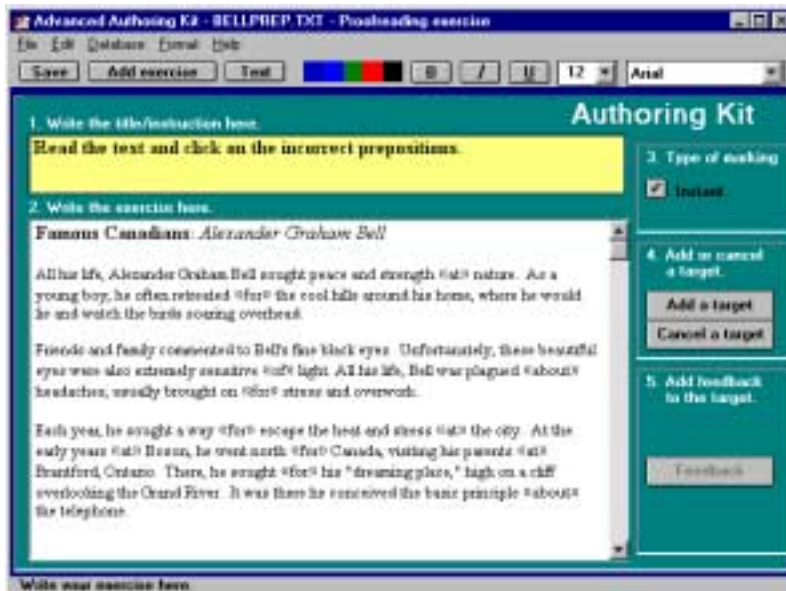

11. You will get a prompt indicating that this exercise has not been created for the Tense Buster Authoring program and ask if you want to proceed. Click **Yes**.
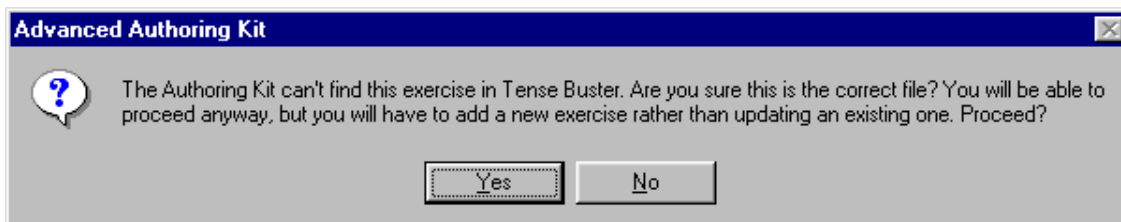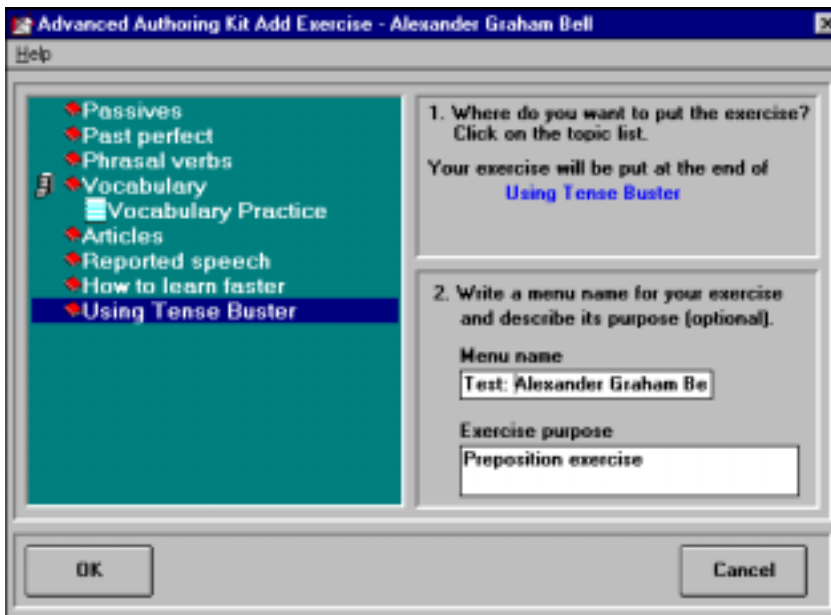
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12. Now you will have the exercise open on your screen. If you need to edit the exercise, do not forget to click **Save** afterwards. Otherwise, click **Add exercise**.

13. Highlight the unit you want to place this exercise in. Enter exercise name in the **Menu name** box. Enter an explanation in the **Exercise purpose** box. Click **OK**.

14. You will get a prompt confirming that the exercise has been created. Click **OK**.

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It's done! The exercise has been created.

[OK]

15. Close the authoring program. You are not ready to test your exercise in Tense Buster Advanced.

ADDING AUTHORING EXERCISE TO ALL STATIONS IN THE COMPUTER LAB

Once you have created an authoring exercise, you can place it in all the Tense Buster programs in your lab using Network Neighborhood. You can do this from one workstation, such as Workstation 1. Follow these steps:

1. Double-click on Network Neighborhood on your desktop (you must log in-the Teacher Mode.)
2. Double-click on a work station (e.g., Workstation 1)
3. Locate and open the authoring program you want.
4. Select Open in the authoring program Main Menu.
5. Locate and open the exercise.
6. Click **Yes** at the prompt.
7. Click **Save** to save the exercise in the Tense Buster program
8. Click **Add Exercise** and follow the instructions on the screen to add it to the authoring program's database.
9. Close the authoring program.
10. Close all the open windows in Workstation 1.
11. Follow steps 2 through 10 to place your exercise in other stations.

We recommend that you read the Windows 95 sections in the LINC Levels to familiarize yourself with the Windows functions that you need for creating and placing your authoring exercise.