CLT Plug&Learn

Online start

The Corporate Language Training (CLT) login window appears automatically when you connect your CLT flash drive to your computer.

[Should the autostart function be deactivated on your computer, look for **Start.exe** on your flash drive (drive name DP-CLT). Double click it to open the CLT login window.]

Click on the blue text. A window will open in which you can enter your access data.

- Enter your **User name** in the field provided.
- Enter your **Password** in the field provided.
- Click on **OK**.

Tip: The first time you enter the CLT portal, you will be automatically required to change the password which you received from dp.

After you have entered your user name and password, the system will check your access data. This takes just a moment. A progress bar will show the connection status.

Start page

As soon as the sign-on procedure has been completed, the start page of your online course will appear. Select the course you would like to start.

S		Course	End of ...	Subscri...	First start	Last start	End of c...	Elapsed	Status
		English - Placement Test	31.12						
		English A1	31.12						
		Business English - Telephoning	31.12						

Once you have selected your course, click on **Start**. The course you have chosen will now be loaded. A progress bar shows the status of the loading process.

As soon as the loading process is complete, your course will open.

Synchronization

If your last learning session was not terminated properly, for example through a crash or a break in your Internet connection, a message will appear in your list of available courses when logging in: **Please synchronize! Local data available**. This message shows that the results of your last session were not completely transferred to your CLT tutor. To "synchronize" your language course data with the server, click on **Please synchronize!**. As soon as the synchronization process is complete, you can start your language course as normal.

Subscription	Course
Please synchronize! Local data available.	English B1/1

Tip: This synchronization is only possible from the computer on which you last worked on your course.

Offline mode

Why learn offline?

The offline mode of your language course enables you to work on your course without an Internet connection, and this within a period of time pre-defined by your tutor.

Important: During this time, your tutor is not able to see your progress.
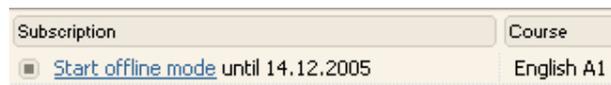
Activation of the offline mode

1. The Corporate Language Training (CLT) login window appears automatically when you connect your CLT flash drive to your computer.
   Log in with your user name and your password.
   [Should the autostart function be deactivated on your computer, look for **Start.exe** on your flash drive (drive name DP-CLT). Double click it to open the CLT login window.]

2. If you want to learn offline, go to **Subscription** in the course list and click on **Start offline mode**:

Subscription	Course
▣ Start offline mode until 14.12.2005	English A1

3. In doing so you register yourself for the offline mode for a pre-defined period of time. In the course list, you can see the expiry date of your registration.

4. Now click on the title of your course. When doing so, a list of **content locations** appears in the lower left area of the window. If you want to learn offline, choose the CLT flash drive identifier (e.g. F:\).

5. Open your course by clicking on **Start**. At the end of your learning session, close the course as usual.

6. In the offline mode, your learning results are saved onto your CLT flash drive. They will be transferred to your tutor the next time you log online.

Important: After the expiry date, the program cannot be started in offline mode. Instead the following message will appear in the course list: **Please synchronize! Offline period expired.**

Subscription	Course
▣ Please synchronize! Offline period expired.	English A1

In this case you have to start your course with the online mode (see **Activation of the online mode**).

Learn offline

1. On your CLT flash drive you'll find a link to **Start.exe** to start your course.

2. A double click on this icon brings up the CLT login window.

3. Log in as usual with your user name and password, and make sure that the **Offline** checkbox is activated in the login window.

4. Choose your language course from the course list and the CLT flash drive identifier (e.g. F:\) in the content location list, and click on **Start**.

Activation of the online mode

1. Establish an Internet connection and start your course with a double click on **Start.exe** on your CLT flash drive.

2. Log in with your user name and password and make sure that the **Offline** checkbox is not activated in the login window.

3. If you want to end the offline mode before the deadline expires, go to **Subscription** in the course list and click on **Terminate offline mode**. Then start your course as usual.

Subscription	Course
▣ Terminate offline mode Expires on 14.12.2005	English A1

4. After the automatic expiry of the offline registration, the CLT program can no longer be started in offline mode. In this case, go to **Subscription** in the course list and click on **Please synchronize!**.

Subscription	Course
■ Please synchronize! Offline period expired.	English A1

When the synchronization is completed, you can either start your course as usual or switch to offline mode again.