

# User Manual

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Students

*ACON*·lingua

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This is the guide to your “IcoNLingua” course: it shows you how to access your course, how to do the exercises with the automatic correction system, and how to communicate with the teacher and the other students in your class.

## 1. Exploring the course

### 1.1 Accessing the course

Navigate to the URL of the language course. We recommend using the browsers Chrome or Firefox, and we suggest you should save the course website address in your Favourites.

Insert your username and password.

Click on the **Login** button.

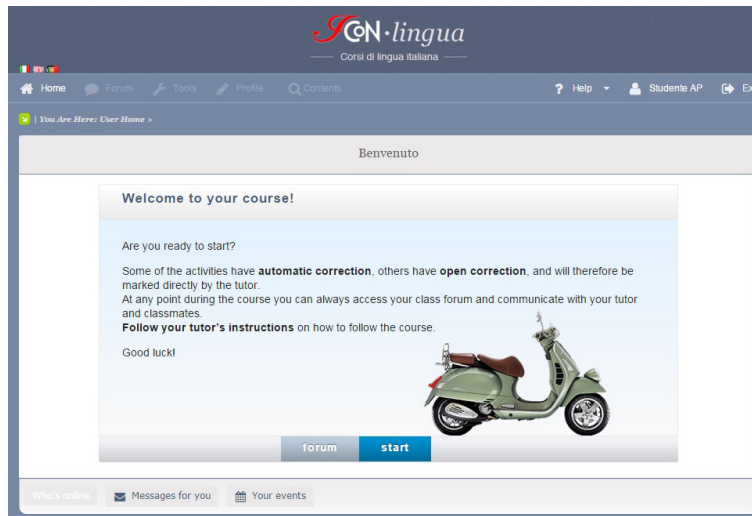


The screenshot shows the IcoN·lingua login interface. At the top, the logo 'IcoN·lingua' is displayed in a stylized red and grey font, with 'Corsi di lingua italiana' written below it. The main content area is divided into two sections. On the left, a 'Welcome!' message provides instructions and contact information. On the right, a login form titled 'Enter' contains input fields for 'Username' and 'Password', a 'Keep logged in' checkbox, a blue 'Login' button, and a link for 'Did you forget your password?'.

You will see the **welcome page** visualized on your screen.

#### 1.1.1 The welcome page

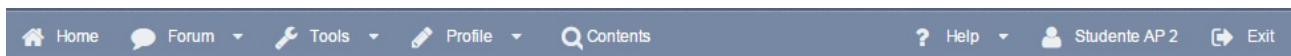
This is the welcome page. You will see it the first time you login the course.



To enter the course, click on **start**

To enter into the forum, click on **forum**

At the top you can see the **Menu bar**.



This menu bar is present at the top of all the course pages; the content of the individual menus changes according to the course node<sup>1</sup> visualized.

In the following sections, we will explain some of the main functionalities of the course and the platform.

## 1.2 Navigating the course

First of all, click on **Start** from the **Welcome page** to visualize the main page of the course.

<sup>1</sup> By "Node" we mean a course page.

The screenshot shows the AP Italian course page on the CON·lingua website. The page has a dark blue header with the logo and navigation links. The main content area is titled "AP® Italian" and features a welcome message, a "Show your activities" button, and a "Continue the course" button. Below these are several links for course materials and exam preparation.

AP® Italian

Welcome to AP® Italian Language and Culture!

On this page you will find suggestions and practical advice on how to best prepare for the AP Italian exam.

In the next pages you will find activities of your course.

We hope you will enjoy your learning!

Show your activities

Continue the course

You can read these texts before starting the course and at any time you need after that.

- How to understand the texts (audio, video and printed)
- How to read a printed source
- How to listen to an audio source
- How to write a persuasive essay
- How to cite references
- How to write a reply to an e-mail
- How to carry out a conversation
- How to structure a cultural comparison
- How to take notes
- Exam Overview
- Rubrics: E-mail reply and Persuasive essay
- Rubrics: Conversation and Cultural Comparison

Click on **Show your activities** to display a table with your advancement in the course, that is the completed Sessions, the ongoing Sessions, and those Sessions that are still to do:

AP@ Italian

Back Forward →

**Your activities** i Close your activities

Unità 1 - L'energia del futuro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unità 2 - Rispettiamo l'ambiente	<div style="border: 1px solid #ccc; background-color: #fff; padding: 2px; display: inline-block;">           Sessione 1.1 5 answers out of 5         </div>					
Unità 3 - Film e romanzi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unità 4 - Il genio italiano	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unità 5 - Gli italiani in Rete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unità 6 - Città o campagna?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unità 7 - Mangiare sano	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unità 8 - E adesso... pubblicità!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unità 9 - Saperi e sapori	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unità 10 - Viaggi nell'arte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unità 11 - Raccontami	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unità 12 - Volevo fare il ballerino	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unità 13 - Un caso letterario	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unità 14 - Gli italiani e l'Europa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unità 15 - Un compleanno importante	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you hover the mouse on the elements of each Unit (in each Session), the number of your answers will appear in a tooltip.

Click on the elements to go to the Activities in the Session immediately. Click on **Close your activities** to close the table.

The **Continue the course** button will enable you to restart the course from the last visited Session.

In the following section you will find information and suggestions to do the activities of the language course at best and learn Italian efficiently.

To start the course, click on **Forward**. To see the course index, click on **Contents**.

The course is structured in Units. Each Unit is composed of Sessions.

Each session contains **from 5 to 7 Activities** with illustrations, text, audio and video. Each Activity is equipped with automatic correction.

There are **grammatical and lexical worksheets** linked to the sessions, to provide further study material.

At the top of each page in the course you will always see the **Menu Bar**.

**You are here** indicates your current location in the course.

The arrows  and  are used to go back to the previous page or to move forward to the next page.

You can move around in the course in various different ways.

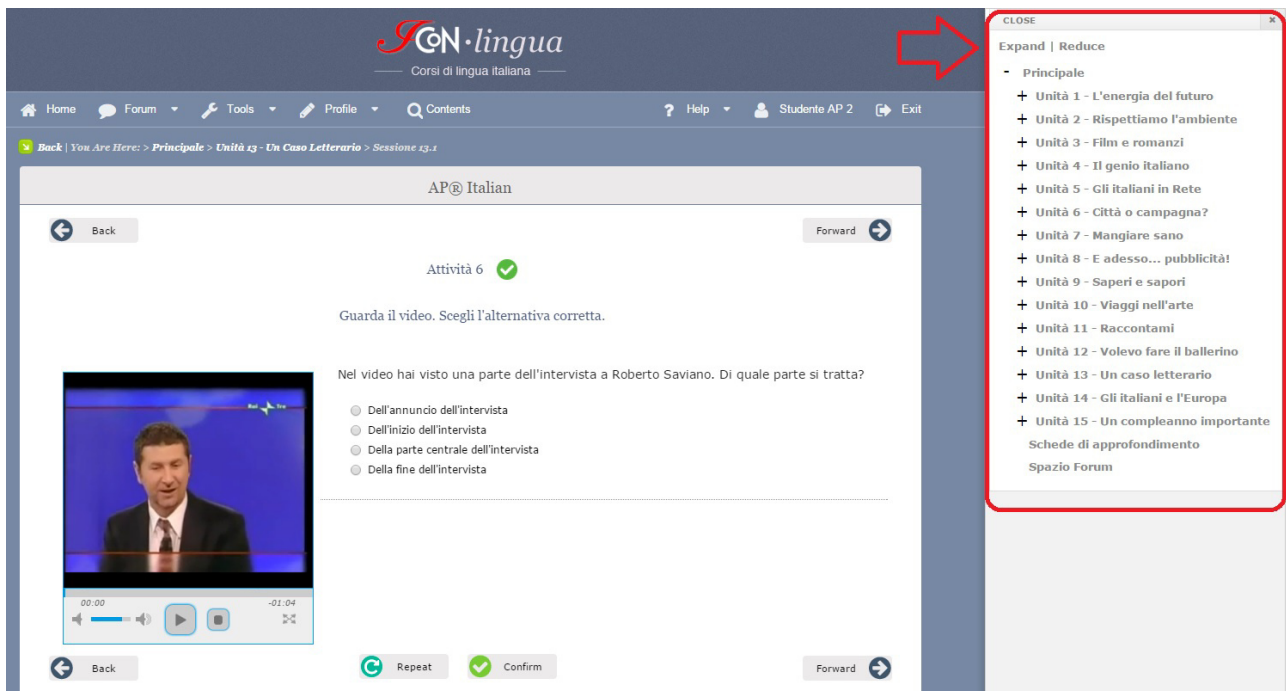
To enter into the course activities you can click on the **Forward** button. Listed here below are the pages you can visualize. The pages appear in the following order:

1. Presentation of the Unit
2. Index of the activities in the **Session** (there may also be grammatical and lexical worksheets)

From the latter page (Index of the activities in the Session), another click on the **Forward** button will take you to the first activities you can perform.

You can also find your way around the course by using the **Contents** menu, which you will find on the menu bar. Clicking on the **Contents** button opens everything that's linked to the course node visualized.

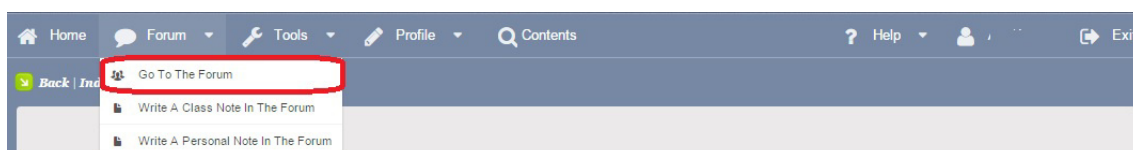
You can visualize the **course index** at any time by clicking on **Contents**.



Another way to access the course index is by clicking on **Contents**. This link is always visible located after **You are here** which can be found under the menu bar, on the left.

From the menu bar you can access the interaction tools:

- Clicking on **Forum** you go to the Forum and add or read a class-note (or a personal note that only you will read):

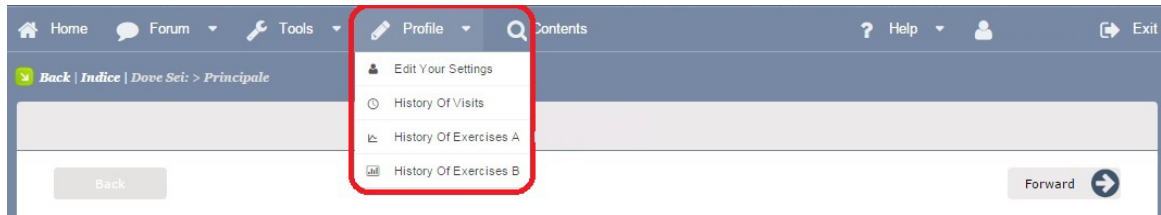


- Clicking on **Tools** you can go to the file list of your class or send a file to the file list, or visualize the messaging service.





- Clicking on **Profile** you can edit the settings of your account (name, surname, your language, etc.). Clicking on **History of exercises B** you can read the history of your visits and the exercises that you have completed.



By clicking on **Home** in the top left-hand corner, you go back to the welcome page.

## 2. Action and Communication

### 2.1 Using the forum

#### 2.1.1 Reading the class notes

To read the notes written by the teacher or by other students, click on **Forum > Go to the forum**: you will then see the index of the forum notes, ordered **by structure**.

If you prefer, you can visualize the notes ordered by date of publication, from the most recent to the oldest, by clicking on **Order by date**.

**Hint:** Ordering the notes by the date is very useful to find new answers to class notes that are old in the time.

To see how many times a note has been read, click on **show visits**.

Click on the note you're interested in, and you'll be able to open it and read it.

If a note contains an answer, this is indicated by the symbol **+** that appears at the side of the title:

+ Scheda grammaticale TutorAda1 08/03/2011

Click on the **+** symbol to visualize the answer.

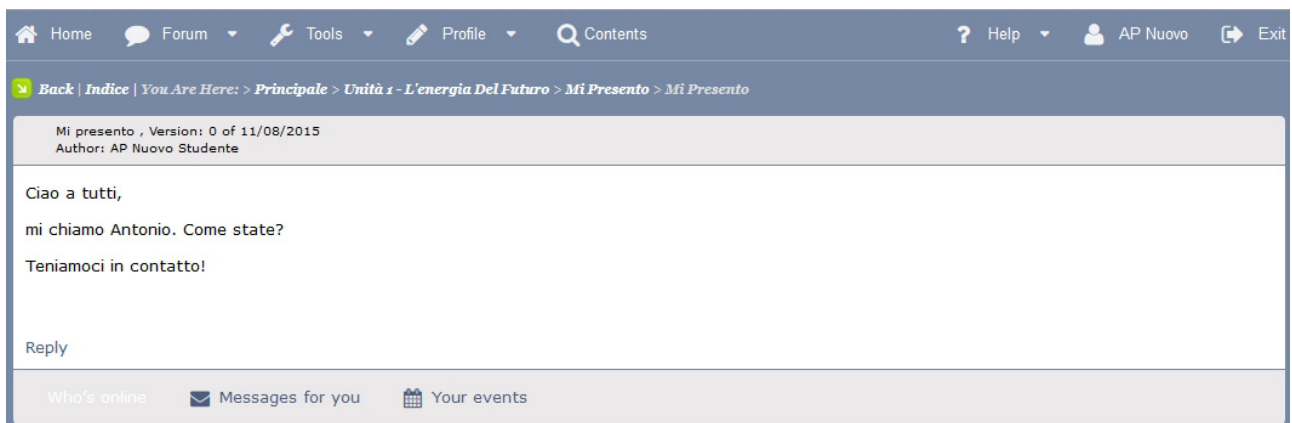
Clicking on **Expand**, you can see the index of all the answers contained in the main note(s) as an expanded list.

Clicking on **Reduce** you will see the main note(s) only.

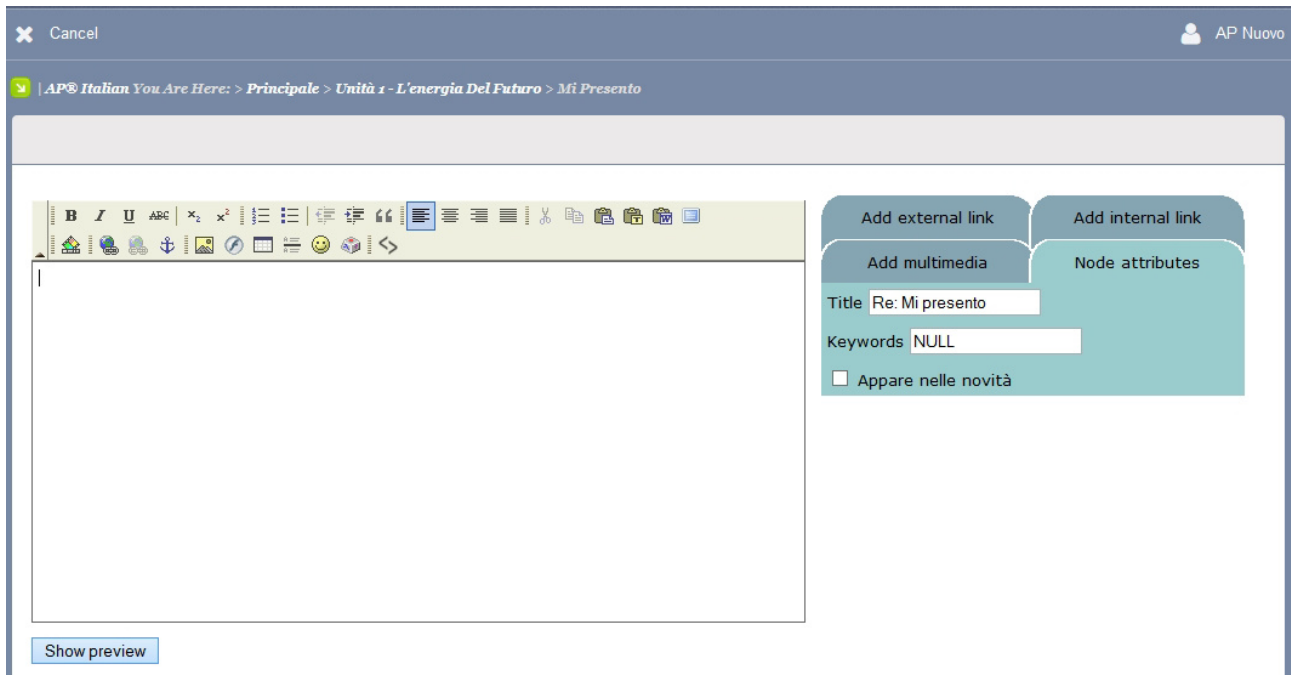
Another way to access the notes is from the **Spazio Forum** node, which you can see at the bottom of the index of the course.

## 2.1.2 Answering the class notes

To answer a note, first you have to enter the Forum (i . e. click on **Forum > go to the forum**) and open it, following the instructions listed above.



Once you're in the note, click on **Reply**, under the text of the note, and the text box will open.



You can write the content of the note in the text box. At the bottom of the page you can read the note you are answering to, and its author.

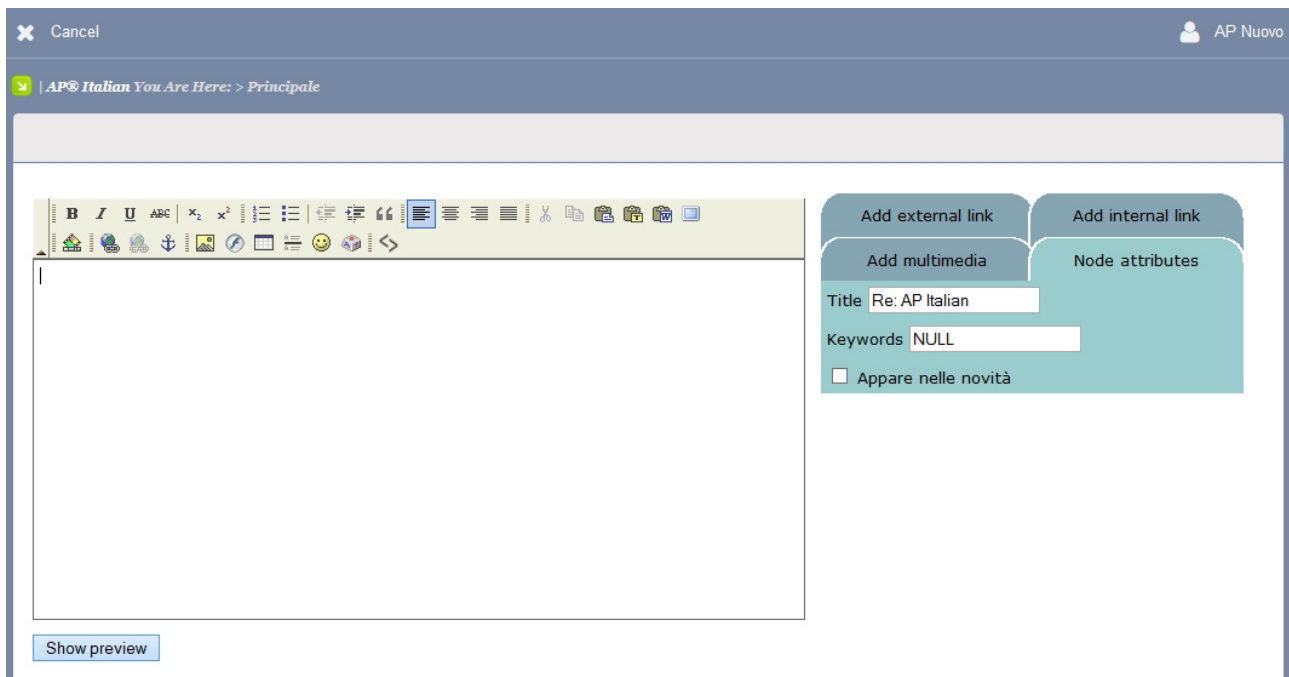
When you've finished writing, click on **Show preview**, then click on **Save**.



### 2.1.3 Writing a new class note

There are two possible ways of writing a new class note: you can start from the **Spazio Forum** if you want to open a new general debate, or from the course activities if the note refers to some activity within the course.

To insert a note, if you're starting from the Spazio Forum, go to the **Spazio Forum** node (at the end of the index of the course). Click on **Forum > write a class note in the forum**; the text box will open.



**Please note!** Don't forget that you must always give your note a title; the automatically assigned title doesn't indicate the topic you want to talk about.

To change the title, write the new title in the **Title** field, which is situated on the right-hand menu.

To write a note inside an activity, first you have to enter the activity and then click on **Forum > write a class note in the forum**. The text box will open.

You can write the content of the note in the text box.

You can change the text of the note exactly the same way as you do in a normal word processing program, using the tools on the bar above the text box (**bold**, *italics*, underlined, etc.). On the right-hand side you can change the title and add external links to your note.

When you've finished writing, click on **Show Preview**; if you want to make some changes, click on **Edit**, if you want to publish the note, click on **Save**.

Your note will be published in the Forum.

In short, the procedure for inserting notes is always the same, but the position of the note changes according to the point you start from when you begin to write it!

Finally, if you have to write very long notes, we suggest preparing the message in advance, in a text file, and then copy and paste it into the text window.

If you write it directly in the class note or personal note text box, and therefore keep the text window open for quite a long time, there is a risk you may lose the message.

#### 2.1.4 Writing a personal note

The **personal notes** are notes that only you can read. These notes can be modified and deleted at any time. Only you can read these notes even if they appear in the index of the Forum.

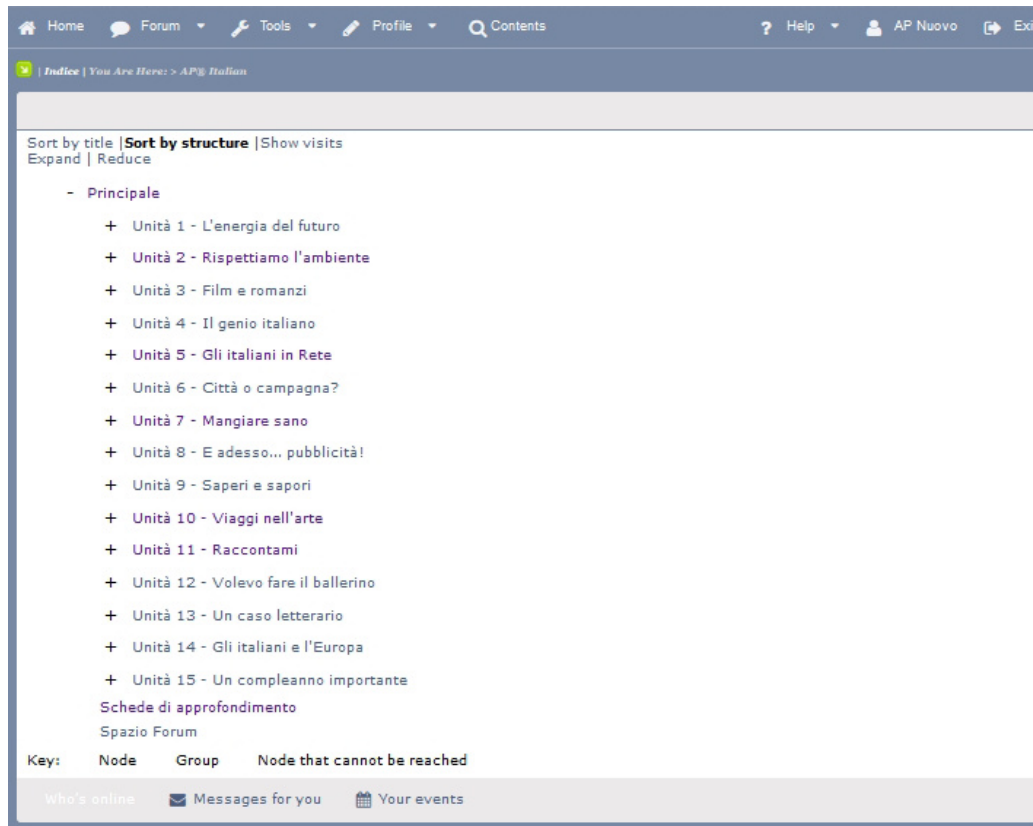
## 2.2 Consulting the course index and the forum index

### 2.2.1 The course index

The course **index** allows you to visualize the list of nodes of the course.

You can visualize the index at any time, by clicking on the course, located after **You are here** or alternatively by clicking on the **Contents** on the menu bar at the top of the screen.


Normally the index is ordered by **structure**, but you can also choose to order it by **title**.



To visualize the next depth level of a node, click on the **+** symbol located at the side of the node name.

**+** Unità 1 - Rispettiamo l'ambiente 

To close it, click on **-**

 **-** Principale

If you click on **Show visits**, you will see the how many times a node has been visited.

The course index contains a node called **Spazio Forum** that allows you to enter the class-Forum, and the node **Schede di approfondimento**; the latter node is the list of the grammatical and lexical worksheets. Moreover the list indicates the Session each worksheet is linked to.

## 2.2.2 The forum index

To see the index of course notes, click on **Forum > go the forum.**

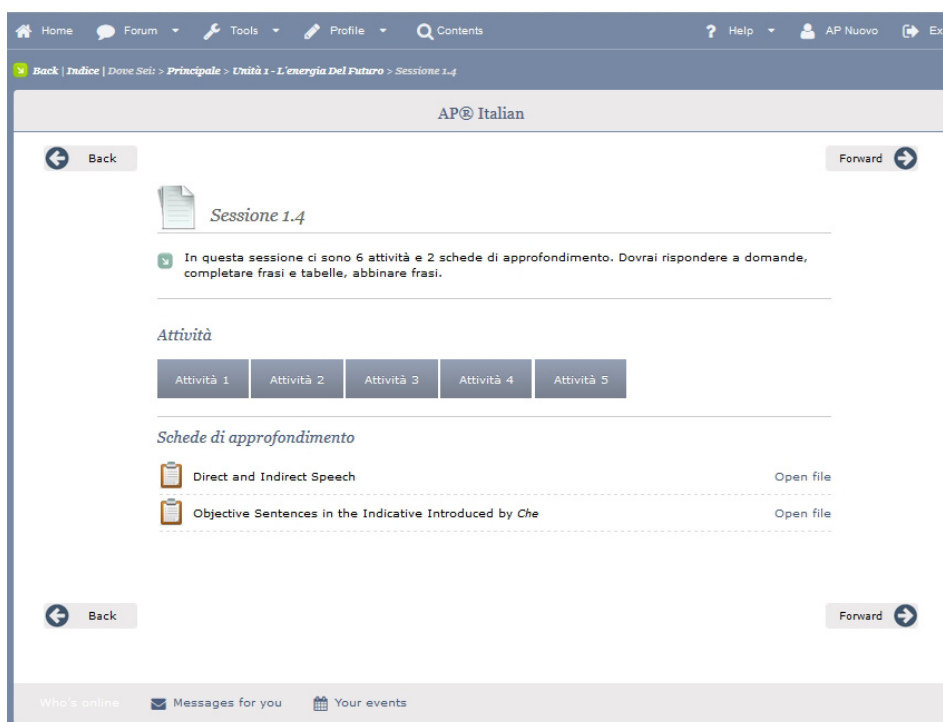
The forum index is normally ordered by **structure.** You can also decide to order it by **date** and visualize the **number of visits,** in other words the number of times a note has been read.

## 2.3 Doing the activities with the automatic correction system

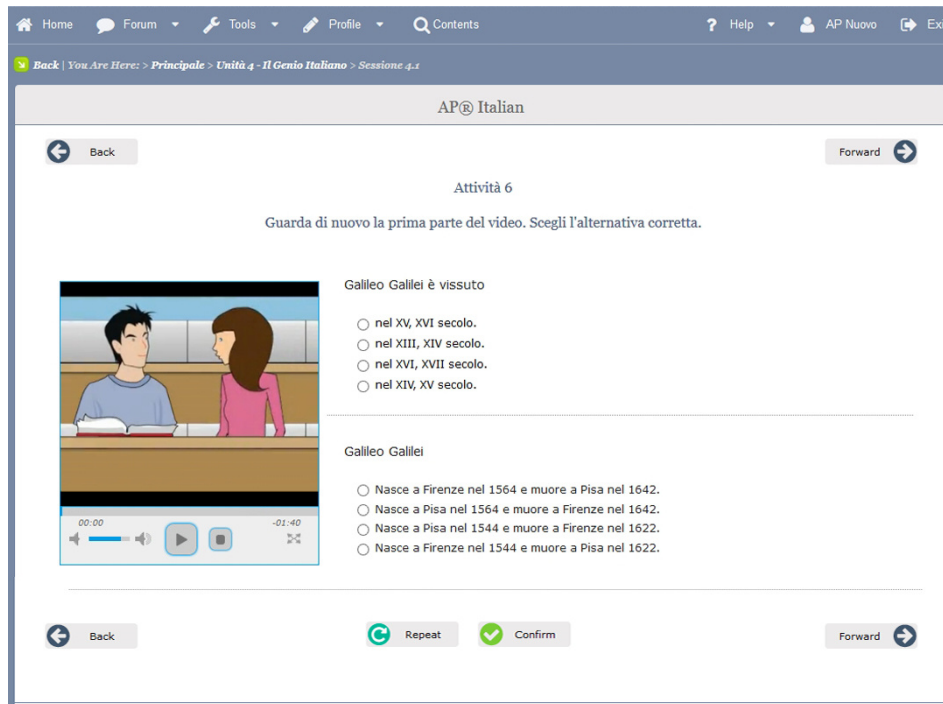
The activities are contained in the nodes that are called **Sessions.** To visualize them, click on the name of the activity you're interested in, or click on the **Forward** button.

To navigate through the activities in the order proposed, click on the **Forward** and **Back** arrows you can see at the top and at the bottom of the screen.

Each session contains from 5 to 7 activities. Some sessions also contain worksheets, listed at the bottom of the page of the Session. To visualize a worksheet, click on the **Open file** link located at the side of the worksheet title.



To enter into a specific activity, click on the activity you're interested in.



Home Forum Tools Profile Contents Help AP Nuovo Exit

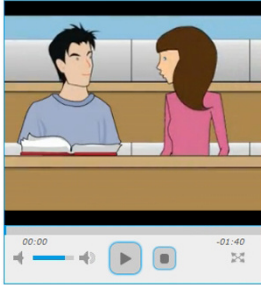
Back | You Are Here: > Principale > Unità 4 - Il Genio Italiano > Sessione 4.1

AP@ Italian

Back Forward

Attività 6

Guarda di nuovo la prima parte del video. Scegli l'alternativa corretta.



Galileo Galilei è vissuto

- nel XV, XVI secolo.
- nel XIII, XIV secolo.
- nel XVI, XVII secolo.
- nel XIV, XV secolo.

Galileo Galilei

- Nasce a Firenze nel 1564 e muore a Pisa nel 1642.
- Nasce a Pisa nel 1564 e muore a Firenze nel 1642.
- Nasce a Pisa nel 1544 e muore a Firenze nel 1622.
- Nasce a Firenze nel 1544 e muore a Pisa nel 1622.

Back Repeat Confirm Forward

In each activity, at the top, you will see **assignment**. This gives you indications about how to carry out the activity: for example, “Guarda il video. Scegli l’alternativa corretta.”

In the center you'll see the actual **activity** that you have to work on.

Once you've finished, click on **Confirm** to see the correction of your work.

To redo an activity it, click on **Repeat** before clicking on Confirm.

In some cases, you have to look at the pictures; if you want to enlarge them, click on the area containing the picture.

Sometimes you have to read a text to do an activity:



Home Forum Tools Profile Contents Help AP Nuovo Exit

Back | You Are Here: > Principale > Unità 6 - Città O Campagna? > Sessione 6.6

AP@ Italian

Back Forward

Attività 1

Leggi il testo. Scegli l'alternativa corretta.

**Preferisci la campagna o la città? Aggiungi il tuo commento!**

Campagna!  
Da: simo72, 25 gennaio

Io adoro la pace della campagna! Ho vissuto per venti anni in un incantevole borgo. Ora, purtroppo, per il mio lavoro, mi sono dovuta trasferire in città e abito in una zona piena di traffico, di smog e di rumori. L'aria è molto inquinata e gli spazi verdi sono

Expand Zoom

Secondo te, che tipo di testo è quello che hai appena letto?

Una e-mail a un'amica  
 Una pagina di un blog  
 Un diario di viaggio  
 Un racconto di una vacanza

Back Repeat Confirm Forward

There are three possible ways to read the full text; you can:

- Scroll the bar at the right side of the text
- Click the **Expand** button to maximize the box of the text.

Home Forum Tools Profile Contents Help AP Nuovo Exit

Back | You Are Here: > Principale > Unità 6 - Città O Campagna? > Sessione 6.6

AP® Italian

Back Forward

Attività 1

Leggi il testo. Scegli l'alternativa corretta.

**Preferisci la campagna o la città? Aggiungi il tuo commento!**

Campagna!  
Da: simo72, 25 gennaio

Io adoro la pace della campagna! Ho vissuto per venti anni in un incantevole borgo. Ora, purtroppo, per il mio lavoro, mi sono dovuta trasferire in città e abito in una zona piena di traffico, di smog e di rumori. L'aria è molto inquinata e gli spazi verdi sono pochissimi!  
Le persone s'infuriano per niente. Tutti corrono e sono stressati. Non sopporto questa vita. Insomma, non mi sento a mio agio in città!

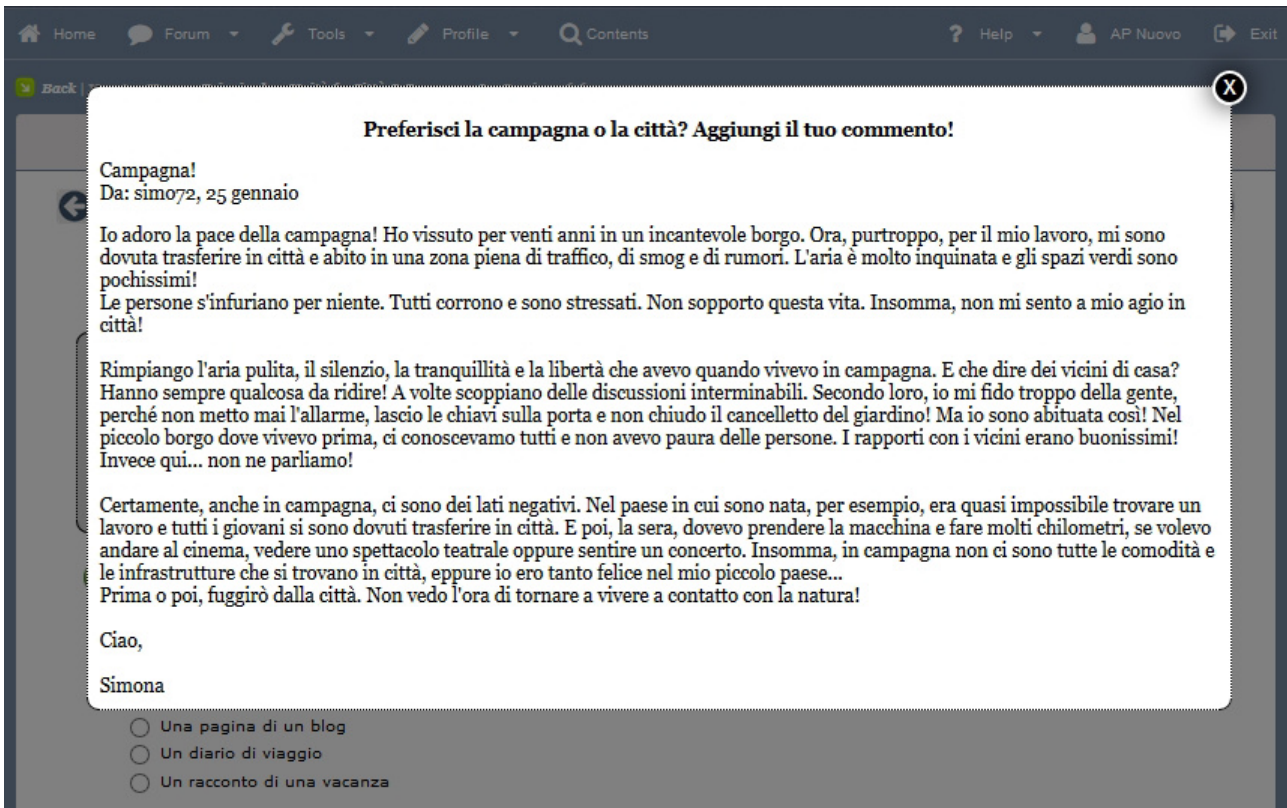
Rimpiango l'aria pulita, il silenzio, la tranquillità e la libertà che avevo quando vivevo in campagna. E che dire dei vicini di casa? Hanno sempre qualcosa da ridire! A volte scoppiano delle discussioni interminabili. Secondo loro, io mi fido troppo della gente, perché non metto mai l'allarme, lascio le chiavi sulla porta e non chiudo il cancelletto del giardino! Ma io sono abituata così!  
Nel piccolo borgo dove vivevo prima, ci conoscevamo tutti e non avevo paura delle persone. I rapporti con i vicini erano buonissimi! Invece qui... non ne parliamo!

Certamente, anche in campagna, ci sono dei lati negativi. Nel paese in cui sono nata, per esempio, era quasi impossibile trovare un lavoro e tutti i giovani si sono dovuti trasferire in città. E poi, la sera, dovevo prendere la macchina e fare molti chilometri, se volevo andare al cinema, vedere uno spettacolo teatrale oppure sentire un concerto. Insomma, in campagna non ci sono tutte le comodità e le infrastrutture che si trovano in città, eppure io ero tanto felice nel mio piccolo paese...  
Prima o poi, fuggirò dalla città. Non vedo l'ora di tornare a vivere a contatto con la natura!

Ciao,  
Simona

Reduce Zoom

- Click the **Zoom** button (in the bottom left-hand corner of the screen) to open the text in a pop-up window. Click on the "X" to close it.



## 2.4 Messaging service

To check whether you have any messages, click on **Tools > Messaging** on the menu bar.

You can use the Messaging service to send a message to your Tutor: just click on the **write** command (✍️) to write your message after selecting the name of your tutor in the list of the recipients.

Use the drop-down menu **Mode** to choose to send your message as an **internal message** of the platform, or as an **e-mail**.

Click on the command **close** to close the **messaging service**.

To close your work session, click on **Exit**.