

the **CGEA CD-ROM**

MANUAL

Designed and produced by

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Comments

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Technical support

If you experience problems with the installation or use of this program, first look at the Troubleshooting section of this manual. If you continue to have difficulties, please contact Protea Textware Pty Ltd for technical support.

the **CGEA CD-ROM**

MANUAL

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1. Getting Started

Purchase agreement

The Protea Textware Purchase Agreement for the use of this program is:

- **single user licence:** the program may be used on one computer at a time;
- **5 user licence:** the program may be used on up to 5 computers at a time;
- **10 user licence:** the program may be used on up to 10 computers at a time;
- **20 user licence:** the program may be used on up to 20 computers at a time;
- Licences for more than 20 users are available;
- **Home user licences** are available for purchasers who want to use the program for personal study at home. The CD-ROM must be in the CD-ROM drive of the computer whenever the program is used.

Licences are for concurrent users. The program may be run on standalone or networked computers.

The program may be purchased by libraries and made available for loan to the public.

You are not allowed to make any copies of the CD-ROM in any way at all.

This software is protected by the copyright laws that pertain to computer software. Please refer to the Licensing Agreement inside the front cover of this manual for more details.

System requirements

- Multimedia computer with Windows (minimum Win 98);

Package contents

The package contains:

- One CD-ROM with Licence Manager
- The Manual
- A serial code for installation.

Program installation

The program installation should start automatically. If it does not, run **setup** from the CD-ROM drive.

Trial

Follow the onscreen prompts. The 30 day trial will start when you first start the program. You can activate the program at any time by entering the serial code in the Licence Manager (p. 18).

Licence

Follow the onscreen prompts and choose the option for a standalone computer, or a network installation. Both the standalone and network options allow you to download the media files to a hard disk or the server.

The Licence Manager

The Licence Manager is automatically installed with stand-alone computer installations. It is installed to the server with network installations.

The Licence Manager allows you to:

- Update your network user licence
- Log computers off if the program did not exit normally

See page 18 for details.

2. The Program

2.1 What is the CGEA?

The *Certificates in General Education for Adults*, the CGEA, is an accredited adult literacy and numeracy course produced by ARIS, the Adult Education Resource and Information Service, Language Australia, on behalf of the Adult Community and Further Education Board, Victoria, Australia.

The course consists of four streams:

- Reading and Writing
- Oral Communication
- Numeracy and Mathematics
- General Curriculum Options.

There are four levels with between three and eight Learning Outcomes for each stream at each level.

The CGEA CD-ROM was produced as part of *The Flexible Delivery of the CGEA Project 1999*. (Project Manager Jan Kindler, Language Australia).

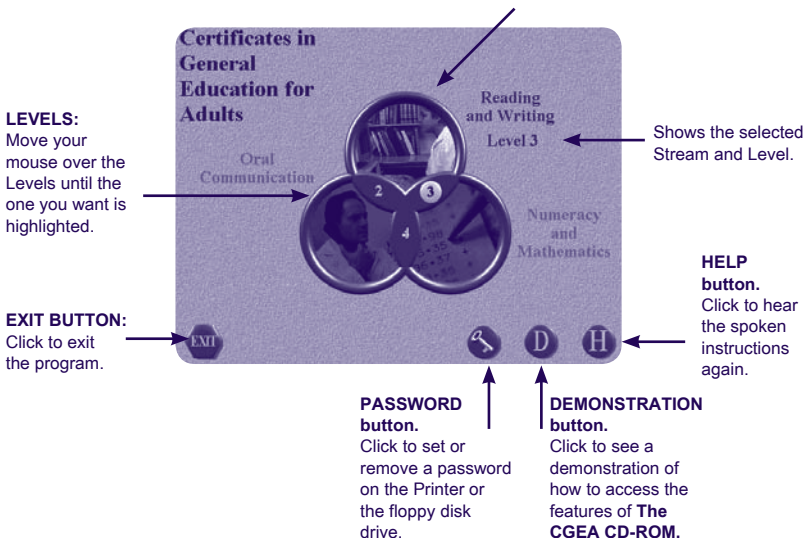
2.2 Levels, Streams and Learning Outcomes

The CGEA CD-ROM provides learning, practice and assessment tasks for each of the Learning Outcomes for Levels 2, 3 and 4 of the Reading and Writing, Oral Communication and Numeracy and Mathematics Streams of the CGEA.

2.3 Icons, buttons and password

(a) The Main Menu

The three circles represent the three Streams – **Reading and Writing**, **Oral Communication** and **Numeracy and Mathematics**. Move your mouse over the Streams until the one you want is highlighted.

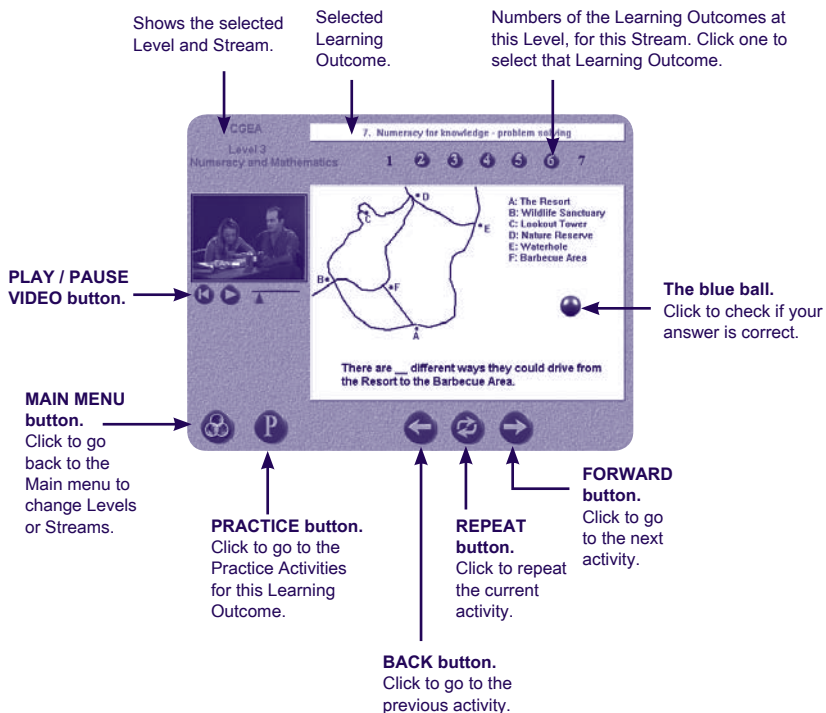


When the Level and Stream that you want to access are both highlighted, click on either the Level or the Stream to go to that part of the program.

(b) Setting the Password

On the Main Menu screen, you can restrict user access to the printer and/or Drive A by using a password. Click on the Password icon and type a password. Then respond to the on-screen questions about the device you wish to lock out.

(c) The Learning Activities



(d) The Practice Activities

Shows the selected Level and Stream.

Selected Learning Outcome.

Numbers of the Learning Outcomes at this Level, for this Stream.

CGEA
Reading and Writing
Level 3

3. Writing for knowledge

1 2 3 4 5 6 7 8

Write a report about computers and the role they play in our lives. It could be about how computers are used in schools, at home, in workplaces or by other kinds of organisations.

Write 200 - 400 words.

MAIN MENU button.
Click to go back to the Main menu to change Levels or Streams.

THE BLUE BALL.
Click to accept this activity.

HELP button.
Move mouse over the button to read the instructions. Click to hear the instructions.

LEARNING ACTIVITIES button.
Click to go to the Learning Activities for this Learning Outcome.

PRINT button.
Click to print a worksheet for the selected Practice Activity.

REPEAT button.
Click to repeat the current activity.

FORWARD button.
Click to go to the next activity.

INFORMATION button.
Click to see and hear the information on the Summary from the Learning Activities for this Learning Outcome. You can print this information if you click on the printer icon that appears when you click the information button.

BACK button.
Click to go to the previous activity.

Note: In some of the Practice Activities only a summary of the activity appears on the screen, and you will need to print a worksheet before you start the activity.

In some Practice Activities, where you enter text directly onto the computer, you may see two new buttons with floppy disk icons on them. Use these to save the work onto a disk, or to open work that was saved previously to continue working on it.

Video clips

There is one video clip for each of the 53 Learning Outcomes. The video clip provides the context for the selected Learning Outcome. All of the videos at each level are based around one broad theme and the two characters are the same for all the video clips at that Level.

The themes are:

- **Level 2:** Zoe is staying with Sophie, her aunt. Zoe is looking for a job and Sophie is a mature aged student.
- **Level 3:** Megan and Paul, and their two children Jason and Jodie, are having a holiday at Uluru.
- **Level 4:** Sam and Marika are renovating their flat.

The learner can view the video clip at any time; however, it is strongly recommended that they watch the video before they begin the activities.

How to use this program

1. Click on the DEMONSTRATION button (D) on the front menu screen to see a demonstration of the buttons and how to use them.
2. On the Main Menu move your mouse until both the image for the required Stream (eg. Reading and Writing) and Level are highlighted. Click on either the selected Stream or Level to begin.
3. Move your mouse over the Learning Outcome numbers at the top of the screen to see the names of the Learning Outcomes. Click on one of the Learning Outcomes.
4. Play the video. This provides the context for the selected Learning Outcome.
5. Listen to the spoken instructions. You can read the instructions for the current activity again at any time by moving your mouse over the HELP button (H). The HELP button is at the bottom of the right hand side of the screen. Click on the HELP button to hear the instructions again.
6. You can repeat the current exercise by clicking on the REPEAT button at the bottom of the screen.
7. A blue ball appears on the screen when you begin to enter your answer. Click on the blue ball when you want to check if your answer is correct. After three mistakes, the program will give an explanation and the right answer.
8. Click the FORWARD button, the REPEAT button, the BACK button, the PRACTICE button or the MENU button.
9. When you have completed a Learning Outcome, you can click the Print button to print the summary of that Learning Outcome.

3. The Contents

Learning Outcomes

Level 2		
Reading and Writing	Oral Communication	Numeracy and Mathematics
1. Writing for Self Expression	1. Active Listening	1. Numeracy for Practical Purposes - Design
2. Writing for Practical Purposes	2. Oracy for Practical Purposes	2. Numeracy for Practical Purposes - Measuring
3. Writing for Knowledge	3. Oracy for Exploring Issues and Problem Solving	3. Numeracy for Personal Organisation
4. Writing for Public Debate		4. Numeracy for Personal Organisation - Location
5. Reading for Self Expression		5. Numeracy for Interpreting Society - Data
6. Reading for Practical Purposes		6. Numeracy for Interpreting Society – Numerical Information
7. Reading for Knowledge		
8. Reading for Public Debate		
Level 3		
1. Writing for Self Expression	1. Active Listening	1. Numeracy for Practical Purposes - Design
2. Writing for Practical Purposes	2. Oracy for Practical Purposes	2. Numeracy for Practical Purposes - Measuring
3. Writing for Knowledge	3. Oracy for Exploring Issues and Problem Solving	3. Numeracy for Personal Organisation
4. Writing for Public Debate		4. Numeracy for Personal Organisation - Data
5. Reading for Self Expression		5. Numeracy for Interpreting Society - Numerical Information
6. Reading for Practical Purposes		6. Numeracy for Knowledge – Further Study in Maths (formulae)
7. Reading for Knowledge		7. Numeracy for Knowledge – Further Study in Maths (problem solving)
8. Reading for Public Debate		

Learning Outcomes

Level 4		
Reading and Writing	Oral Communication	Numeracy and Mathematics
1. Writing for Self Expression	1. Active Listening	1. Numeracy for Interpreting Society - Data
2. Writing for Practical Purposes	2. Oracy for Practical Purposes	2. Numeracy for Interpreting Society – Numerical Information
3. Writing for Knowledge	3. Oracy for Exploring Issues and Problem Solving	3. Numeracy for Knowledge – Further Study in Maths (formulae and graphs)
4. Writing for Public Debate		4. Numeracy for Knowledge – Further Study in Maths (algebraic techniques)
5. Reading for Self Expression		5. Numeracy for Knowledge – Further Study in Maths (Area A)
6. Reading for Practical Purposes		6. Numeracy for Knowledge – Further Study in Maths (Area B)
7. Reading for Knowledge		7. Numeracy for Knowledge – Further Study in Maths (problem solving)
8. Reading for Public Debate		

Skills and themes index

RW = Reading and Writing Stream, OC= Oral Communication, NM = Numeracy and Mathematics
eg. NM35 = Numeracy and Mathematics stream, Level 3, Learning Outcome 5.

Skill/theme	Stream, Level, Learning Outcome
2- and 3-dimensional shapes	NM21, NM31
Abbreviations	OC21, OC31
Adjectives	RW31, RW41
Algebra	NM44
Angles	NM31, NM33
Area	NM32
Argumentative texts	RW48
Averages	NM34, NM41
Bias in writing	RW48
Capital letters	RW21
Charts	NM34
Class intervals	NM41
Comparing fractions, percentages and decimals	NM23, NM26
Compromising	OC23
Conclusions	RW23, RW24
Conjunctions	RW31, RW41
Converting units	NM26, NM32
Data, grouping	NM41
Data, interpreting	NM41
Decimal numbers	NM22
Directions	NM33
Directions, giving and following	NM24
Distance and time	NM24
Drawing diagrams	NM21
Emotive language	RW38, RW44
Equations	NM43

Skill/theme	Stream, Level, Learning Outcome
Equivalence	NM22
Estimating	NM35
Estimating distance	NM22, NM32
Estimating travelling time	NM33
Evaluating effectiveness	RW46
Explanatory texts	RW43
Expressing opinions	OC23, RW24
Filling in forms	RW22
Formulae	NM36, NM43, NM44
Formulae – perimeter, area	NM32
Fractions	NM22, NM35
Frequency	NM41
Giving and getting information	OC22, OC32, OC42
Graphs	NM34, NM41
Graphs, bar	NM25
Graphs, linear and non-linear	NM43
Grouping data	NM41
Headings	RW23, RW37
Headlines	RW27
Horizontal lines	NM21
Identifying main points	RW47
Identifying purpose	RW45, RW46
Instructions	RW32
Irregular shapes, area of	NM32,

Skill/theme	Stream, Level, Learning Outcome
Key words	RW23, RW25, RW27
Key, map	NM24
Letter writing	RW24
Main ideas, identifying	RW23, RW25, RW26, RW27, RW28
Main points, listening for	OC21, OC31, OC32, OC41
Maps	NM24
Mean	NM34, NM41
Measuring instruments	NM22
Median	NM34, NM41
Mode	NM34, NM41
Money	NM23
Negotiating	OC23, OC33
Note taking	RW21, RW23, RW24
Nouns	RW31
Ordering ideas/ information	RW21, RW22
Past tense verbs	RW21
Percentages	NM23, NM26, NM34, NM35, NM41, NM42
Perimeter	NM32
Persuasive techniques	RW34, RW38
Pie charts	NM25
Planning an oral presentation	OC42
Points of view, identifying	RW38
Prefixes	RW37
Probability	NM35
Problem solving (mathematical)	NM37, NM47
Problem solving (personal)	OC41, OC42

Skill/theme	Stream, Level, Learning Outcome
Punctuation	RW21, RW44
Purpose, identifying	RW28
Range	NM41
Ratios	NM31, NM35, NM42
Reading instructions	RW36, RW46
Recipes	RW32
Recounts	RW21
Report writing	RW23, RW33
Rounding	NM35, NM23
Scales	NM31, NM33
Scales, reading	NM22
Shapes	NM21, NM31
Similes	RW31
Simplifying fractions	NM35
Solving problems (personal)	OC41
Speed	NM33
Spelling	RW21, RW22, RW44
Spreadsheets	NM45
Suffixes	RW37
Tables	NM25, NM34, NM41
Taking notes	OC31, OC41
Time	NM23
Tone	RW33
Topic sentences	RW21, RW23, RW24
Units	NM31
Units, converting	NM22, NM26
Units, using appropriate	NM22
Variables	NM36
Vertical lines	NM21
Word roots	RW37
Writing instructions	RW32, RW42

Name: _____

Learner's Record Sheet The CGEA CD-Rom – Level 2

Learning Outcome	Completed (✓)	Practice Activities	Completed (✓)
Reading and Writing			
1. Writing for Self Expression			
2. Writing for Practical Purposes			
3. Writing for Knowledge			
4. Writing for Public Debate			
5. Reading for Self Expression			
6. Reading for Practical Purposes			
7. Reading for Knowledge			
8. Reading for Public Debate			

Oral Communication	
1. Active Listening	
2. Oracy for Practical Purposes	
3. Oracy for Exploring Issues and Problem Solving	
Numeracy and Mathematics	
1. Numeracy for Practical Purposes – Design	
2. Numeracy for Practical Purposes – Measuring	
3. Numeracy for Personal Organisation	
4. Numeracy for Personal Organisation – Location	
5. Numeracy for Interpreting Society – Data	
6. Numeracy for Interpreting Society – Numerical Information	

Name: _____

Learner's Record Sheet The CGEA CD-Rom – Level 3

Learning Outcome	Completed (✓)	Practice Activities	Completed (✓)
Reading and Writing			
1. Writing for Self Expression			
2. Writing for Practical Purposes			
3. Writing for Knowledge			
4. Writing for Public Debate			
5. Reading for Self Expression			
6. Reading for Practical Purposes			
7. Reading for Knowledge			
8. Reading for Public Debate			

Oral Communication	
1. Active Listening	
2. Oracy for Practical Purposes	
3. Oracy for Exploring Issues and Problem Solving	
Numeracy and Mathematics	
1. Numeracy for Practical Purposes – Design	
2. Numeracy for Practical Purposes – Measuring	
3. Numeracy for Personal Organisation	
4. Numeracy for Personal Organisation – Data	
5. Numeracy for Interpreting Society – Numerical Information	
6. Numeracy for Knowledge – Further Study in Maths (formulae)	
7. Numeracy for Knowledge – Further Study in Maths (problem solving)	

Name: _____

Learner's Record Sheet The CGEA CD-Rom – Level 4

Learning Outcome	Completed (✓)	Practice Activities	Completed (✓)
Reading and Writing			
1. Writing for Self Expression			
2. Writing for Practical Purposes			
3. Writing for Knowledge			
4. Writing for Public Debate			
5. Reading for Self Expression			
6. Reading for Practical Purposes			
7. Reading for Knowledge			
8. Reading for Public Debate			

Oral Communication	
1. Active Listening	
2. Oracy for Practical Purposes	
3. Oracy for Exploring Issues and Problem Solving	
Numeracy and Mathematics	
1. Numeracy for Interpreting Society – Data	
2. Numeracy for Interpreting Society – Numerical Information	
3. Numeracy for Knowledge – Further Study in Maths (formulae and graphs)	
4. Numeracy for Knowledge – Further Study in Maths (algebraic techniques)	
5. Numeracy for Knowledge – Further Study in Maths (Area A)	
6. Numeracy for Knowledge – Further Study in Maths (Area B)	
7. Numeracy for Knowledge – Further Study in Maths (problem solving)	

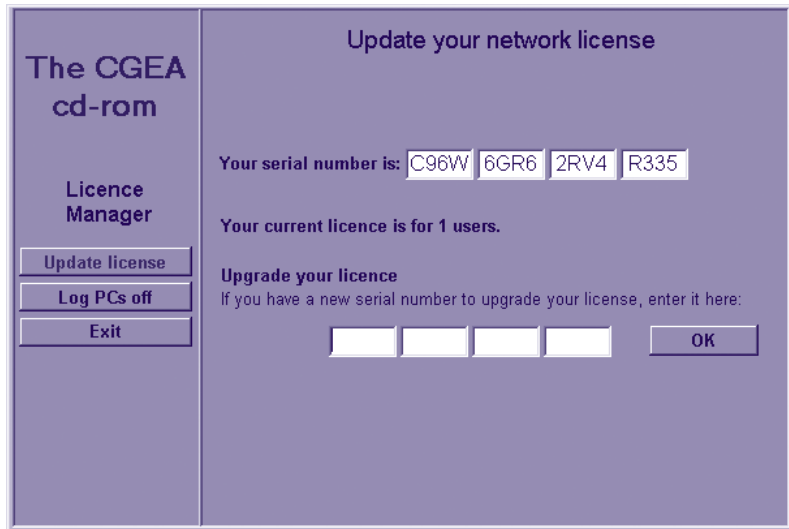
5. Licence Manager

Starting the Licence Manager

To run the **Licence Manager** program after the program has been installed: Double click on **The CGEA CD-Rom Licence Manager** icon in Program Manager or click **Start, The CGEA CD-Rom Licence Manager**.

The **Licence Manager** has **three** options.

When the **Licence Manager** program begins, the Main Menu appears:



Update Licence

If you upgrade your licence, for example from 20 users to 45 users, you must enter your new code here.

Log PCs Off

If the program did not exit normally (using the Exit button), the licence/s in use may not have been released. This may happen if the network goes down, the workstation crashes, or if some other similar unusual event occurs. In such a case, you may receive messages that all the licences are in use when, in fact, you have not exceeded your licence limit. You can use this option to disconnect the computers and release the licences. The table will show you which computers are currently logged onto **The CGEA CD-Rom**. You can select the names from the table to release those computers from the licence manager.

6. Troubleshooting

Problem	Possible solution
Program requests CD-ROM or Serial Code	Have you entered a valid serial code? If you have a Home User license, you must have the CD-ROM in the computer when you use the program.
No sound when using the program	Check that the headphones or speakers are connected to the right slot in the sound card.
No sound when using the program	Increase the volume directly through the installed software in Windows.
Distorted screen display of text	Check that the video display is set to 'Small fonts'. In Windows, double click on Windows Setup. Change to a video driver with small fonts.
Program runs very slowly	Check that you have the minimum system requirements for the version of Windows you are running.
Error message	Contact Protea Textware with full message and screen shot (ALT-PrtScr) if possible. The phone and fax numbers and the email address are at the front of this manual.

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