



# LingoPass!

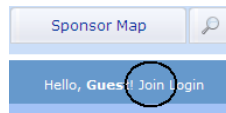
## Getting Started

### Step 1 – Create Your Account

- a) **LingoPass! is Facebook-compatible.** If you are signed into Facebook, you can quickly create your LingoPass! account by clicking the Facebook Connect button.
- a. After permitting LingoPass! to use your Facebook information, you will have the chance to edit the imported data. Be sure to complete all required fields.



- b) **Don't have a Facebook account?** Use the join form on the homepage or click the join link.



### Step 2 – Confirm Your Account

- a) Check your email. Be sure to look in your spam folders too.

## Using the Chat Room

The screenshot shows a chat room window titled 'Lobby'. The chat history includes messages from 'lingopass' and 'Visitor'. On the right, a 'Users in Lobby' panel lists 'Elliniki 36, M.' and 'Visitor'. Below this is a list of rooms: 'Lobby (3 M, 0 F)', 'Room 1 (0 M, 0 F)', 'Room 2 (0 M, 0 F)', 'Room 3 (0 M, 0 F)', and 'Room 4 (0 M, 0 F)'. At the bottom, there is a video player showing a scene with the text 'GREEN CONNECTIO'. A toolbar at the bottom left includes options for 'Send to All Users' and 'Whisper'. A user profile for 'lingopass' is visible at the bottom center.

**Listening**  
Click each person's speaker that you want to listen to.

**Enter Text Here**  
Press 'Enter' to send

**Manage Users**  
Manage the volume and video you receive from other users

**Speaking**  
Click once to allow others to listen to you



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## Adding Your Practice Session

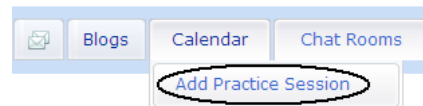
### Step 1 – Select a Topic (5 minutes)

- Use authentic media source found on the Internet (articles or videos).
- Sections of text books are permitted (recommended for beginner-level sessions).

### Step 2 – Complete the Online Form (10 minutes)

- Open the form found under the **Calendar** menu.

\* **Note:** All fields on the form are **required**



- Select the **Language** and **Level** of the practice session.
- Select the **Date** of your session.

\* **Note:** The system only accepts the next seven days

- Enter the **Time** of your session.

Jan 14, 2011 at 17:01:22 GMT

\* **Note:** Be sure to convert your local time to GMT time zone

See example on next page.

- Room** – Check calendar to ensure no conflicts exist
- Tags** – enter some keywords to describe your practice session.
- Article / Video Link**
- Description** – Provide others with a brief summary of your practice session
- Words 1 – 5** – Select five difficult words found in the article or video  
**Recommendation:** Start your session by having other members create sentences with the difficult words to demonstrate their understanding of the new words. Copy and paste sections of the article into the chat room to provide context from which others can draw upon the meaning.
- Questions 1 – 5** – Create five questions you will use to keep the dialog moving.  
**Recommendation:** As the session's host, your role is to make others produce language. Create open ended questions that require longer answers. Well planned questions will stimulate further discussion. Use your questions as a loose guide to the discussion. If the discussion takes on a life of its own and is both interesting and productive – go with it until there is a lull. Then, use your questions to refocus the group's direction.
- Set a **Reminder** email to be sent to members who have joined your session.
- Press the **Submit** button.

\* **Note:** If you have filled in the form correctly, you will see a final version. Check the calendar.

**Important:** You are not expected to teach each other. You are simply providing structured opportunities to practice speaking on a variety of topics.



## Time Zone Conversion

To avoid confusion about the times practice sessions begin, it is important that everyone adds their practice sessions in GMT time. This will keep everyone on the same page.

At the top of each page, you will find a GMT time stamp. The time stamp uses a 24 hour clock. What is GMT?

According to GreenwichMeanTime.com, GMT or Greenwich Mean Time “marks the starting point of every time zone in the World ... GMT is World Time and the basis of every world time zone which sets the time of day and is at the centre of the time zone map. GMT sets current time or official time around the globe. Most time changes are measured by GMT.”

For this reason, we will be using GMT as the official time of all practice sessions.

### Example: Eastern Standard Time (- 5:00 GMT)

You are a student living in Boston and have decided to add your next session at 10:00 a.m. on Tuesday. You know that the local time in Boston is five hours behind GMT. Therefore, to quote your session’s time in GMT, you must add five hours to the time of your practice session. The GMT equivalent time will be 15:00 GMT (= 10:00 + 5:00)

Using the table (right), find the following

- a) your time zone (top row)
- b) the time of your session (look down)
- c) the GMT equivalent (look across - right)

\*\*Be aware that 0:00 GMT through 7:00 GMT are the next day on the calendar and should be added accordingly. Keep this in mind when reading other members’ practice sessions dates/times.

PST	MST	CST	EST	GMT
0:00	1:00	2:00	3:00	8:00
1:00	2:00	3:00	4:00	9:00
2:00	3:00	4:00	5:00	10:00
3:00	4:00	5:00	6:00	11:00
4:00	5:00	6:00	7:00	12:00
5:00	6:00	7:00	8:00	13:00
6:00	7:00	8:00	9:00	14:00
7:00	8:00	9:00	10:00	15:00
8:00	9:00	10:00	11:00	16:00
9:00	10:00	11:00	12:00	17:00
10:00	11:00	12:00	13:00	18:00
11:00	12:00	13:00	14:00	19:00
12:00	13:00	14:00	15:00	20:00
13:00	14:00	15:00	16:00	21:00
14:00	15:00	16:00	17:00	22:00
15:00	16:00	17:00	18:00	23:00
16:00	17:00	18:00	19:00	0:00*
17:00	18:00	19:00	20:00	1:00*
18:00	19:00	20:00	21:00	2:00*
19:00	20:00	21:00	22:00	3:00*
20:00	21:00	22:00	23:00	4:00*
21:00	22:00	23:00	0:00	5:00*
22:00	23:00	0:00	1:00	6:00*
23:00	0:00	1:00	2:00	7:00*

\* Be aware that this is the next day