Revealing® *the New Testament* Titles User Guide

Thinking Strings® *Interactive Explorations*®
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Before you Begin…

Any computer program can only be as healthy as the computer on which it runs. Therefore, before getting started with *Revealing*® …, take the time to learn about your computer and to understand its operating system. Are you starting with a healthy system? Do you have enough RAM to run the program? Do you have an active and reliable Internet connection? Do you have anti-virus or firewall software installed and, if so, do you know how they work? These factors can dramatically affect performance of all software, especially *Interactive Explorations*®, a cloud-based multimedia application.

Minimum System Requirements

To use *Interactive Explorations*®, be sure that the computer on which you are running the Thinking Strings® *Interactive Explorations*® application (program) has at least:

- Macintosh OS 10.7.5 or more recent OR Windows Vista or more recent
- 4 GB RAM
- 15 MB of space on a hard drive or USB flash/jump drive
- Display resolution of at least 1080 x 768
- Speakers or headphones
- Reliable broadband internet access
- "Netbooks" and tablets (e.g., iPad) are not supported

Downloading & Saving the Thinking Strings® *Interactive Explorations*® App

Go to http://www.thinkingstrings.com/downloads.php to download the Thinking Strings® *Interactive Explorations*® app. You access the content of your *Revealing*®… courseware only by using this app. You can download the app as many times as you wish. Just be sure to download and use the app that matches the operating system of the computer you are using, Windows or Macintosh.

On your own computer, store the app wherever you like. If you want to use the app on a public computer, for example, in a campus computer center or library, save the app to a removable USB flash drive.

After downloading the app, double-click it to expand the zip file. NOTE: Depending on the settings on your computer, the zip file may have expanded automatically when you downloaded it.

Macintosh computers: Expanding the zip file will result in a single application file called Interactive Explorations (.app) with an icon that is a blue circle with two black wavy lines. Put this file wherever you want to keep it on your computer or a removable USB flash drive. To launch the app, double-click this file.

Windows computers: When you double-click the downloaded compressed IntExpWin.zip file, an extraction window will open in which you see a folder called IntExpWin. Please copy or drag this folder to a location of your choice, for example, your Desktop or a folder that you have made for your class, or to a USB flash/jump/thumb drive. Then close the extraction window. Double-click the IntExpWin folder that you just saved. Inside you will see the Interactive Explorations app (the folder will also contain a file called revsecurity.dll and a folder called Externals, which you do not click), which you double-click to launch..

Launching Thinking Strings® *Interactive Explorations*® & *Revealing*® …

Once you have downloaded and expanded the Thinking Strings® *Interactive Explorations*® application, double-click the Interactive Explorations file (the one that has icon that is a blue circle with two black wavy lines) to launch it.

Create Your Thinking Strings® *Interactive Explorations*® Account & Password

The first time you use the Thinking Strings® *Interactive Explorations*® app, click the "Create an account" button. Complete the fields on the registration information screen:

- First Name (required)
- Last Name (required)

- Street Address 1 (required)
- Street Address 2 (optional)
- City (required)
- State/Province (required)
- Zip/Postal Code (required)
- Country (required)
- Email Address (required)
- Verify Email Address (required)
- Telephone (optional)

Click the Continue button at lower right.

On the password creation screen, type a case-sensitive password that is at least 6-characters long. Be sure to write down your password. You will need it to log in to the Thinking Strings® *Interactive Explorations®* app, as well as the Interactive Grade Book. Click the Continue button.

Interactive Explorations® Log In

Each time you launch the Interactive Explorations app, to Log In, you type the email address with which you registered your account and the associated case-sensitive password. After logging in to your account, you must select the registered courseware title with which you want to work. You will see a list of your registered courseware titles. Click the one you want to use and it will be highlighted in blue. Then click the "Use this courseware" button.

Registering Your Courseware

You must register your copy of *Revealing® …* before you can use it.

If you are a student using *Revealing® …* for a course, your registration will be entered in the Interactive Grade Book® automatically when you register your courseware. As you work with *Revealing® …*, your progress, which includes the date you did the work, your essay responses, and more, will be automatically reported to your instructor's Interactive Grade Book roster.

Before you begin the registration process, please be sure you

know the Pass Key for your class. You get your Pass Key from your instructor.

NOTE: If you do not know the Pass Key for your class, you can register *Revealing® …* as a non-student to begin using your courseware. Then, once you know your Pass Key, you can update your registration information by double-clicking on your name on your Achievement Profile (see below).

To register your courseware, click the "Register a product" button.

Are You a Student?

The first registration screen asks one question: "Was this software assigned by your instructor for use with a course?"

If *Revealing® …* was assigned to you by your instructor for use with a course and you know your Pass Key, click the YES button. This will create a link between your *Revealing® …* registration and your instructor's Interactive Grade Book® roster.

If you are using *Revealing® …* on your own or if you do not yet know your Pass Key, click the NO button to bypass the course information registration screen.

Enter Pass Key (Students Only)

If you are a student using *Revealing® …* as part of a course, type the 5-character Pass Key that your instructor provided and then click the Continue button.

Information describing the class linked to the Pass Key you entered will be displayed. If this is not the class in which you are participating, click the No button. If it is the class for which you are using *Revealing® …*, click the Yes button.

Enter Your Serial Number

On the final registration screen, you must enter your *Revealing® …* serial number.

If you purchased *Revealing® …* directly from Thinking Strings, an email was sent to the email address you provided when you made your purchase. The email was sent by sales@thinkingstrings.com a few minutes after you made your

purchase. If you do not have that email, please check your email spam/junk folder. If you purchased your serial number from your campus bookstore, the serial number is on a sticker under the flap of the cardboard package.

Type the serial number in the space provided. The serial number is case-sensitive and is in the format: XXXX-XXXX-XXXXXXXX. You must type the hyphens.

Click the Continue button.

Following successful registration, your *Revealing*® … Achievement Profile will be displayed.

Updating Registration Information, Student Information, or Password

You can update your registration information either in the *Interactive Explorations*® app or at interactivegradebook.com. You may want to edit this information if, for example, your email address changes, your password has been compromised, or if you registered as a non-student and now know the Pass Key for your instructor's Interactive Grade Book®.

In the *Interactive Explorations*® app, go to your Achievement Profile (this will appear when you log in to the courseware; or click the Star button at the lower left from anywhere within *Revealing*® …).

Double-click your name at the top of the screen. Your current information for all editable fields will be displayed. Update any fields as necessary and then click the Continue button.

Your updated information will be sent to Thinking Strings and the Interactive Grade Book®.

Organization of Your *Interactive Explorations*® Achievement Profile

Modules

You can use the modules of your *Interactive Explorations*® courseware in any order. The modules, which are like chapters in a textbook, are listed in the left column on your

Achievement Profile.

Sections

Each module is broken into a number of sections. In turn, each section is divided into concepts. Each section begins with a single page outlining its learning goals. The presentation continues with text that explains more fully the concepts that comprise the section. A summary page that reviews the main points of the section follows these concept pages. Finally, every section concludes with activities grouped together under "Try It" at the bottom of the third column on your Achievement Profile.

Control Bar

The control bar at the bottom of your window holds buttons and one slider knob for navigation, audio control, the Assistance Palette, the Achievement Profile, printing and copying pages, and quitting *Interactive Explorations*®.

Navigating with the Control Bar

Use the Previous Page (left arrow) and Next Page (right arrow) buttons to move backward and forward through the pages one page at a time.

Use the Page Slider Knob to quickly move to a particular page within the section in which you are working. Click on the Slider Track (the horizontal line itself) to jump to a different page in the section in which you are working.

Use the Replay Page button (curved arrow) to restart the current page.

Use the Menu button (up arrow) to move between modules and sections.

Toggle Audio Elements On/Off

You decide which audio elements you would like to hear while using your courseware. To toggle the various kinds of sounds on and off, click the Sound On/Off button (speaker) at the right of the control bar. A menu of audio elements will be displayed. Those kinds of sounds that are marked with a "check" are turned on. To turn off a particular kind of sound, click it in

the menu. The check will be removed. To turn on an audio element, click it in the menu again to show the check.

To toggle All Sounds on/off select/deselect the All Sounds option at the top of the audio menu.

Open the Assistance Palette

To open the Assistance Palette, click the Assistance Palette button (i) at the right of the control bar.

Print Page

To print the title and text of any screen, click the Print Page button (sheets of paper) at the right of the control bar.

Copy Page

To copy the title and text of any screen to your computer's clipboard, shift-click the Print/Copy Page button (sheets of paper) at the left of the control bar. Open the file into which you want to paste the text that has been copied to the clipboard. Then paste the text where you wish using the appropriate commands from the application in which you opened your file or your computer's operating system (usually Ctrl/Command V).

Navigate between Modules & Sections

Click the Menu button (up arrow) at the left of the control bar to move between modules and sections by selecting from pop-up menus.

Go to Your Achievement Profile

To go to your Achievement Profile, click the Achievement Profile button (star) at the left of the control bar.

Quit Interactive Explorations® ...

To quit (exit) *Interactive Explorations® ...*, click the Quit button (the "Q" character) at the bottom right corner of the screen.

Navigation

You can navigate through *Revealing® ...* in several ways. You can jump to sections or concepts of your choice from the

Achievement Profile or from the various tabs in the Assistance Palette (for example, Recent Pages, Search, Bookmarks, or Notes). To move around within a section, use the previous and next page buttons and the page slider control on the control bar at the bottom of your display. To move between sections or modules from any page, click the Menu button (up arrow) at the bottom left of the screen and make your selections through the pop-up menus.

Achievement Profile

Your Achievement Profile serves two major functions:

1. The Achievement Profile is an interactive Table of Contents from which you can navigate to any location in *Revealing® ....*

2. You track your own progress through *Revealing® ...* on the Achievement Profile.

Navigating from the Achievement Profile

The Achievement Profile is displayed in three columns. The left column is a list of the modules in your *Revealing® ...* courseware. The center column is a list of the sections covered in the currently selected module. The right column is a list of the concepts covered in the currently selected section.

Roll over any item on the Achievement Profile to view a description of its contents.

Click on a module title to display the list of sections in the middle column.

Click on a section in the middle column to display the list of concepts in the right column.

Double click on any item in the center or right columns to jump to the first page of that item in *Revealing® ....*

Tracking Your Achievements

As you work with *Revealing® ...*, your progress is tracked automatically. The star at the lower left of every page is white before you begin; once you have completed all of the work on a page the star at lower left becomes gold. When you have completed all of the work concerning a particular concept, section, or module, you earn a gold star on your Achievement

Profile for that item. Roll over any gold star on your Achievement Profile to view the date on which you completed that item.

Reporting to the Interactive Grade Book®

As you work with *Revealing® …*, data describing your progress are automatically reported to the Interactive Grade Book®. Note that reporting is done in near-real time. Depending on the number of students working simultaneously, the speed of your internet access, and other such factors, it could take several minutes for the work you are doing on any particular page to be reported to the Interactive Grade Book.

You can view your progress posted to the Interactive Grade Book®. Open a browser and log on at this URL (detailed instructions provided below):

https://interactivegradebook.com

Print Your Progress Report

To print your current status information, click the Print Progress Report button (stack of papers) at the lower right of your Achievement Profile.

Special Features

The New Testament (NRSV)

Revealing® the New Testament, Revealing® the Gospels, Revealing® the New Testament Letters, Revealing® the New Testament Narratives, and Revealing® Paul, include the complete New Revised Standard Version (NRSV) translation of the New Testament.

You can open the NRSV in its own window at any time by clicking the NRSV button available at the lower right of every screen, including the Achievement Profile.

In the NRSV window, the table of contents is on the left and the New Testament text is on the right. Click any item in the table of contents to jump to it in the text display at the right.

Click any New Testament chapter or text citation in in the text of *Revealing® …* to display to that portion of the New Testament in the NRSV window.

Image Captions

To display the caption of a background image, place the cursor over the image and right-click OR hold the option (Macintosh®) or alt (Windows®) key and click. The main text will be cleared from the screen and the image's caption will be displayed. Click anywhere to clear the caption and continue working.

References and Web Sites

If you see a black dot to the right of the page title, roll your cursor over the page title to see bibliographic references, web links, and other useful information. To clear the displayed text, click it.

Context-Sensitive Glossary

Roll over the text on any screen. When the cursor changes to a pointer, it means the term you have rolled over is defined in the glossary. Click the term to read its definition.

Read Buttons

Selected pages contain Read Buttons. Click the button to display a pertinent text passage. Click the button again to hide the text display.

Listen Buttons

Selected pages contain Listen Buttons. Click the button to listen to a relevant audio selection. Click the button again to stop the audio. If you hear nothing, make sure your speakers are turned on and the volume on your computer is sufficiently loud.

Bookmarking

To place a bookmark on any page, click the Bookmark button at the lower right of the screen. To remove a bookmark, click the Bookmark button again and then confirm that you want to

remove it.

To see a list of the pages that you have bookmarked, open the Assistance Palette (click the "i" button at lower right) and go to the Bookmarks tab. Double-click a page title in the list of bookmarks to go to that page.

Highlighting

You can highlight a portion or portions of the text on the screen. Click and drag over the portion of text that you want highlighted. After making your selection, release the mouse and the highlight will remain.

To remove a highlight, shift-click on the highlighted text.

Notes (Annotation)

You can take notes that will be linked to a particular page. While on the page about which you want to write some notes, open the Assistance Palette (click the "i" button at lower right) and go to the Notes tab. The title of the page that you are currently reading is displayed at the upper left of the Notes screen. Type anything you like.

As you move through pages in *Revealing®* ..., the associated Notes page will be displayed in the Assistance Palette.

To display all of your Notes in a list, click the "Show all notes" box at the upper right of the Notes screen. Notes will be displayed with a header that is the section name and the page title (in blue) followed by your notes in black. To go to a page displayed in the Notes list, double-click the page title.

The Assistance Palette

The Assistance Palette contains eight tabs that offer features to enhance your learning experience: Glossary, Search, Recent, Bookmarks, Notes, Review, and Support.

Open, Close, and Position the Assistance Palette
To open and close the Assistance Palette, click the Assistance Palette button (i) at the bottom right of the screen.

Position the Assistance Palette wherever you want to by dragging it.

Navigate through the various functions by clicking the eight tabs across the top of the palette.

Click the top title bar of the *Revealing®* ... main window to bring it in front of the Assistance Palette. You can leave the Assistance Palette open while you are using any module.

Glossary

Definitions of terms are provided in the Glossary tab of the Assistance Palette.

To look up a specific term, type it in the search field at the top of the palette. You can also view groups of words by typing the first letter(s) of the terms. To scroll through all of the glossary terms, leave the search field blank and press RETURN or click the SEARCH button.

Glossary terms are displayed in the left column, which is scrollable. To view a definition, click on the term in the left column. The definition is displayed on the right.

Search

Use the Search tab to search for words or phrases throughout *Revealing®* ....

Type a word or phrase into the search text entry field at the top of the Search tab and press [enter] or [return] or click the Search button. A list of all the pages that contain the word or phrase for which you searched is displayed. The name of the module in which it is contained and the title of the page are shown.

Use the scrollbar at the right of the palette or the up arrow and down arrow keys on your keyboard to scroll through the list, or click on a page title to select it.

To jump to a page in the Search list, double-click it.

Recent Pages

The Recent tab of the Assistance Palette provides you a list of all the pages you have visited during your current session with *Revealing®* .... The pages are listed in the order in which you visited them, with the most recently visited page at the top of

the list.

Each page is indicated with the name of the section in which it is contained and the title of the page. Use the scrollbar at the right of the palette or the up arrow and down arrow keys on your keyboard to scroll through the list.

To go to a page in the Recent Pages list, double-click it.

Bookmarks

The Bookmarks tab provides you a list of the pages you have bookmarked. Each page is indicated with the name of the section in which it is contained and the title of the page. Use the scrollbar at the right of the palette or the up arrow and down arrow keys on your keyboard to scroll through the list.

To go to a page in the Bookmarks list, double-click it.

Notes

The Notes tab allows you to view and edit the Notes you have written. When you arrive at the Notes tab, the Notes for the page you are currently reading will be displayed (or the Notes will be blank if you haven't written any notes for that page). You can type or edit the note. Or click the Show all notes checkbox at the upper right of the Notes screen to display all of the Notes you have written. Your notes will be displayed in a list with a header that is the section name and the page title (in blue) followed by your notes in black. To go to a page displayed in the Notes list, double-click the page title.

Review

The Review tab offers you a series of multiple choice questions that you can answer at any time to test your knowledge. Go to the Review tab to answer questions concerning the section in which you are currently working. When you change sections, the Review questions change.

NOTE: Your performance on the Review is NOT sent to the Interactive Grade Book®. Use the Review to test your own knowledge of the material in a given module.

At the bottom right of the Review tab, an indicator shows your number of correct responses / the number of questions you

answered in your current review session.

To answer a question, click on your response from the choices at the bottom of the palette. If your first response is correct, your tally of correct responses will increase. If your response is incorrect, you can click on the other choices to learn the correct response (of course, your tally of correct responses will not increase!).

If your response is incorrect, you might want to go to the Search tab and find a page on which you can learn more about the topic.

To reset your responses and begin to test your knowledge again, click the Reset button.

Use the left and right arrow buttons to move backward and forward through review questions. NOTE: If you pass over a question without choosing a response, your tally will not change.

If you are on the Achievement Profile, the Review questions will pertain to the section that you most recently visited. To change the topic of the Review questions, make a selection on the Achievement Profile to navigate to a different section.

Support

The Support tab of the Assistance Palette provides links to pertinent Support pages on the Thinking Strings website. If you are working with Thinking Strings Support they may ask you to go to the Support tab to turn on a Log that may assist them in diagnosing any trouble you may be experiencing.

Customer Support

Frequently Asked Questions

You will find answers to Frequently Asked Questions (FAQ) on the Thinking Strings web site at:

http://www.thinkingstrings.com/support.php

Contacting Thinking Strings Support

If you experience difficulty using *Interactive Explorations®* or have questions, comments or suggestions concerning the courseware, we want to hear from you. Please contact Thinking Strings Support with the support form on the Thinking Strings website:

http://www.thinkingstrings.com/contact.php

Alternatively, you may email Thinking Strings Support at:

support@thinkingstrings.com

When you contact Thinking Strings Support please provide your full name, academic institution, the title of the courseware you are using, your courseware serial number, and a detailed description of any issue you are experiencing.

For virtually all situations, we will reply to your support request within 24 hours on business days.

If we believe that a telephone conversation will accelerate resolution of the issue you describe in your support request, we will ask you to notify us of a telephone number and at least two alternate times (including time zone) when we can reach you while you are at the computer. If you like, include this information with your initial support request so that we can call you if necessary.

Using the Thinking Strings Interactive Grade Book®

As you work in *Revealing® ...*, your progress is automatically saved to the Thinking Strings servers and reported to your instructor's Interactive Grade Book® roster. The reporting is done in near-real time. Depending on the volume of students who are working with *Interactive Explorations®* simultaneously, there may be a lag of several minutes before each individual piece of data is displayed in the Interactive Grade Book®. You can see exactly what it is that your instructor can see for you by logging in at interactivegradebook.com.

NOTE: Before logging in to the Interactive Grade Book® you must first create a user account through the Interactive

Explorations app (see instructions above).

1. Launch your browser (e.g., Safari, Firefox, etc.)

2. Navigate to https://interactivegradebook.com

3. You will see the Interactive Grade Book® log in screen. In the fields provided, enter the email address and password you established for your *Interactive Explorations®* user account.

4. Once logged in successfully, you will see your name and contact information. To edit any of this information, click the Edit button. To change your password (which will change your password for the Thinking Strings® *Interactive Explorations®®* app, as well as for the Interactive Grade Book), click the Change Password button.

5. To see your Registered Thinking Strings® *Interactive Explorations®* products and data, click the COURSES link at the top left of the screen.

6. Select the Course for which you want to view your Interactive Grade Book® data.

7. Looking at your Interactive Grade Book® data for a particular Course, you will see the titles of the modules of your courseware horizontally across the screen. A "+" indicates that you have done some of the work for this module, but it is incomplete. A "date" indicates the date on which a module was completed. If you click a module title, it will expand and you can view your data for the sections of that module. Click a section title and it expands to show you the Concepts. Continue expanding until you can see how many times you viewed a page and for how long. Click the Display Essays button to see your Essay submissions.

Thinking Strings Web Site

http://www.thinkingstrings.com