Basic Operation Instruction

SolidMemory™ supports numerous interface languages including Urdu, a language spoken by many students of ethnic minorities in Hong Kong. If Urdu is chosen as the interface language, Urdu explanation will also be provided when a user looks up a dictionary entry. Therefore, it is IMPORTANT for a user to choose his/her own mother tongue as the user interface (UI) language.

The primary objective of the system is to enhance the vocabulary acquisition rate of a student by several folds using a verifiable scientific approach so that a user could adopt a reading oriented approach in his/her learning. This approach is much more cost effective that any other mode of learning.

With this primary objective achieved, the system also provides computer curated problem set to allow a user to learn any subject matter more effectively in accordance with the user's memory condition. Eventually, the time saved in academic learning could be alotted to other sports or cultural activities to foster a more balanced development of a user.

Our system works on both desktop PC and mobile phone. The illustrations used in this booklet are mainly from the screen capture of a mobile phone in order to save space in the layout.

Besides the basic operation mentioned, our system also offers different productivity and exploratory features like "Optical Character Recognition (OCR) enabled batch new word input" and "Experiencing knowing words of Oxford™ 3000 only". Feel free to tap onto any button to explore our system.

You could also find numerous questions that have been asked in the 15 years of research and development by different people under the sections of **FAQ** and **SCHOOL FAQ** to understand our system more.

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Teacher User Functions

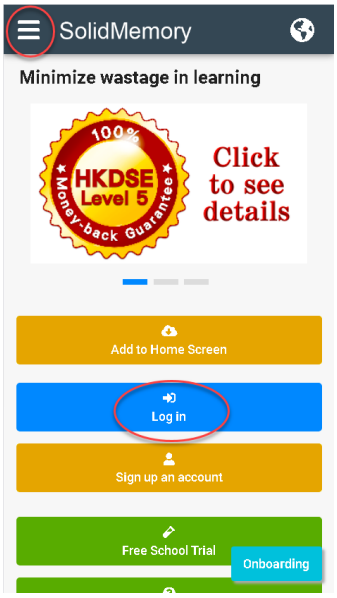
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Parent User Functions

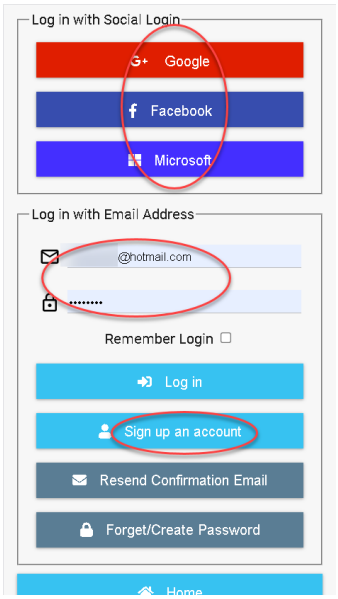
19. Register Exercise Completion Notification and Regular Report Subscription 13

General User Functions

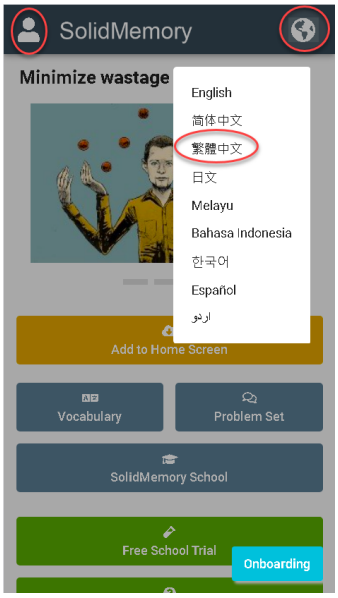
1. Login and Change the UI Language



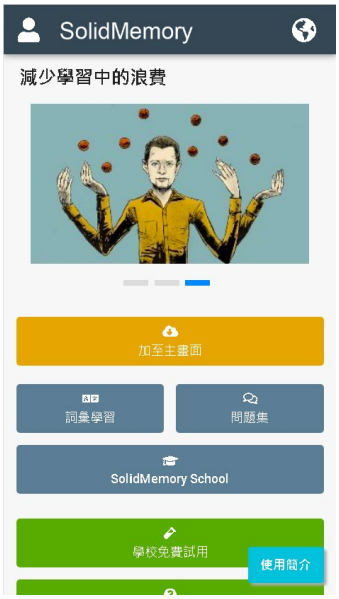
Site Address : www.solidmemory.com



Login with Social Login or with an account signed up.



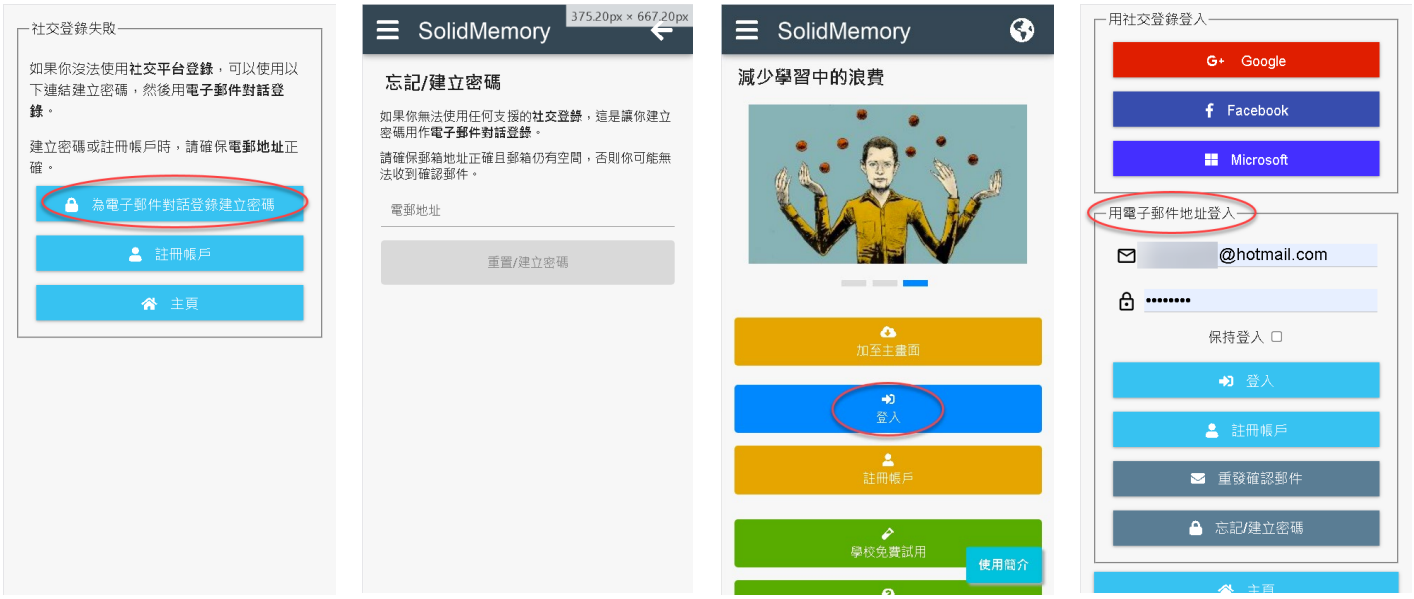
Change the UI language.



The dictionary of the system will provide the bilingual explanation according to the UI language chosen.

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2. Social Login Failure

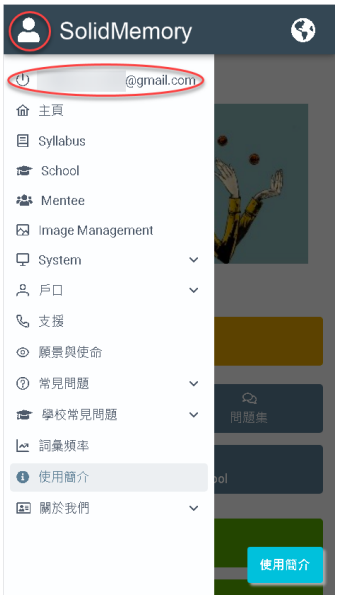


The Social Login functionality is depending on the availability of the third-party Authentication Service Providers. In case of failure or in the geographical area where the authentication service is not available, you will be directed to https://sts.solidmemory.com/External/Error
where you can find the instruction to create a password with our system for Email Dialogue Login.

You can also follow the hyperlink above to experience the process of redirection and password creation.

School Administrator can also perform the Email Dialog Password Creation of any students in a school individually. Please refer to page 16 of this manual.

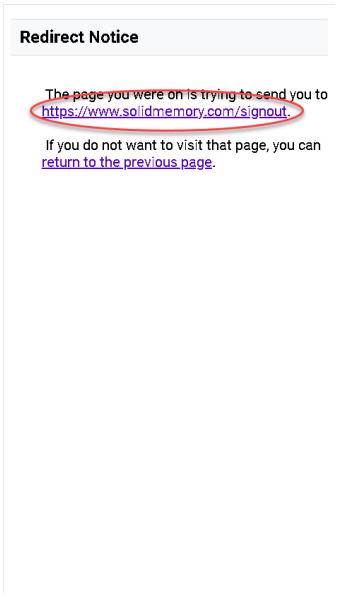
3. Logout



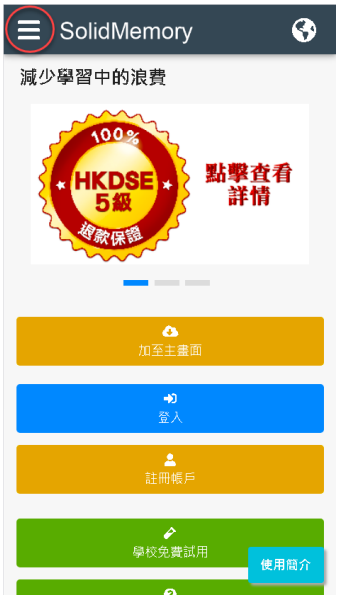
Expose the menu and Click onto the user name.



Confirm the logout.

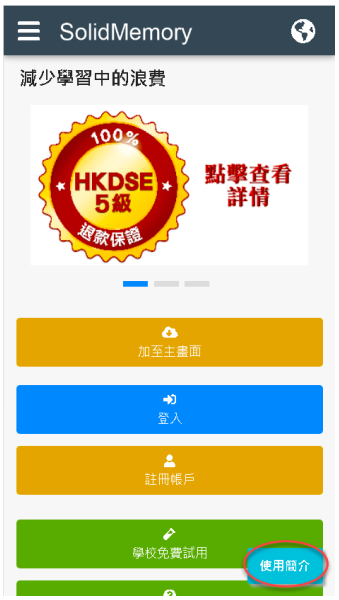


Confirm the redirection if using Social Login.



Logout completed.

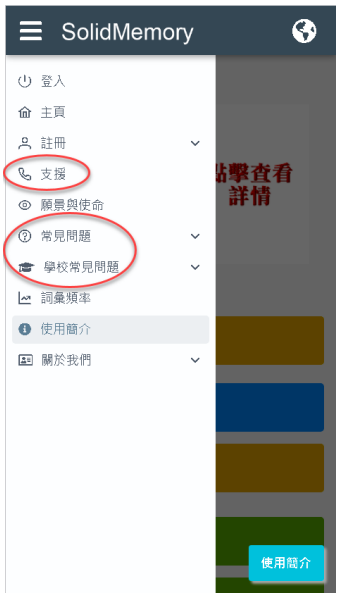
4. Getting Help



Click onto the **Onboarding** button on the first page.



Watch the instruction video for different stakeholders and read the introduction on different pages.



Find the **Support**, **FAQ** and **School FAQ** sections under the menu.



Send a message to our support team via the **Support** page and expect an email reply in 48 hours.

5. Installation (Optional)

To maximize the use of the screen estate and create an app icon for easy access, a user can choose to install the app on his/her device.



Click onto the **Add to Home Screen** button.



For Android and Windows, the installation will be done automatically.



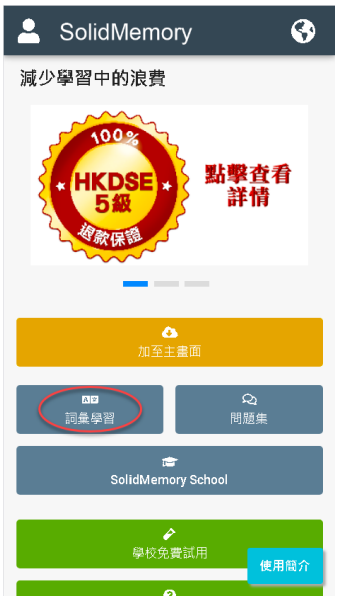
For iOS, installation works only with Safari.



Follow the on-screen instruction to complete the installation.

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6. Lookup and Enter words into the personal repository



Tap onto the **Vocabulary** button after logon.



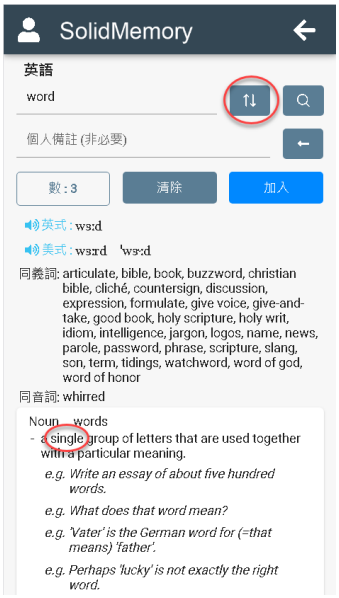
Choose the language to learn and the preferred pronunciation. Your choice will be remembered. Then tap the **Enter Word** button.



Enter the word. Tap the **Search (Magnifying glass)** button or hit enter.



With the definition of the word found, hit the **Add** button to add the word into the repository.

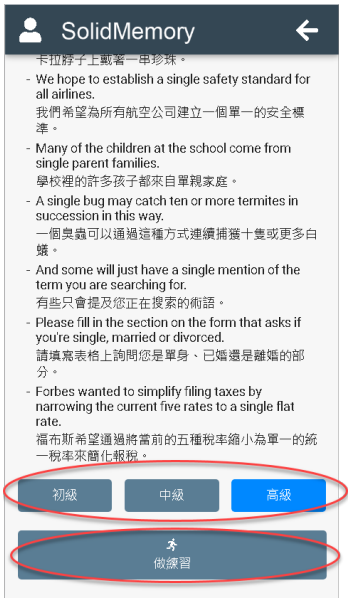


You can switch the order of the bilingual definitions of the word by clicking onto the **Double Arrow** button.

A user can also cross lookup any word in a definition by tapping onto it.



You can also go back to the previous word by clicking onto the **Back** button.



A user can choose the level of dictionary or initiate a vocabulary exercise using the buttons at the bottom.



Our system also supports batch input of words by using camera and Optical Character Recognition (OCR).

7. Doing Vocabulary Exercise

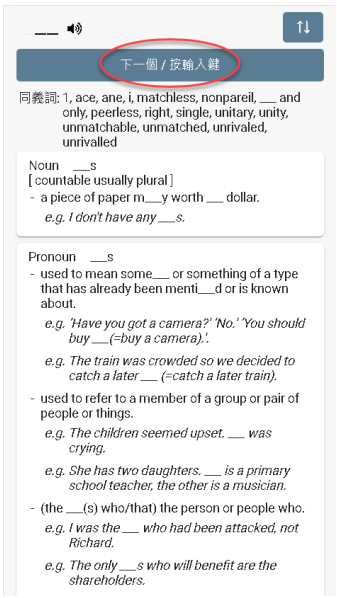


A user can initiate an exercise by clicking onto the **Do Exercise** button.

By default, each exercise consists of 30 questions and would take about 5-10 minutes to finish, except for those with Special Educational Needs (SEN).



For students with SEN, the user could trigger an adaptive mechanism which would adjust the length of an exercise to ensure that an exercise could almost always be finished in 12 minutes.
The school administrator could also enable the mechanism at the backend for individual student.



When a new question is shown in an exercise, the pronunciation of the word will be presented.

The system would skip the pronunciation once a word has been revised for a few times in order to deepen the level of learning.

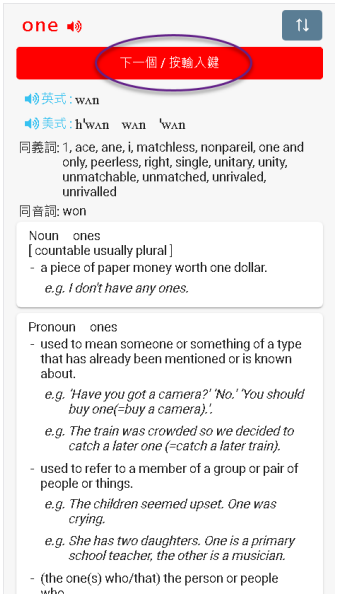
A user should not waste too much time on any single question. Otherwise, it would not be possible to accumulate 10,000 words, 3 times of the average figure, in 6 years.

We only expect a student to spend, on average, about 10-20 secs on each question.

He/she should click the **Next / Press Enter** button to skip the question with the answer unknown to him/her.

Then the answer of the question will be presented and the user should try to remember it on the spot.

The question that has been skipped will be asked again at the end of the exercise.



For new questions or questions that have been skipped or answered wrongly, a user need to answer each of those questions correctly twice in a consecutive manner to pass the questions.

A user can only complete an exercise if he/she passes ALL QUESTIONS.

If there is a question that could only be answered correctly and wrongly in an alternating manner, an exercise will never end.

When a user idles for more than 1 min while doing an exercise, the app will beep continuously to prompt the user to continue.

By this arrangement, the completion of an exercise solely depends on the reasonable effort of a user. Regardless of the academic ability, any user can complete an exercise that has been started.



Upon the completion of an exercise, an exercise summary will be presented.

Only a screen capture of this summary could be considered as a valid proof of exercise completion.



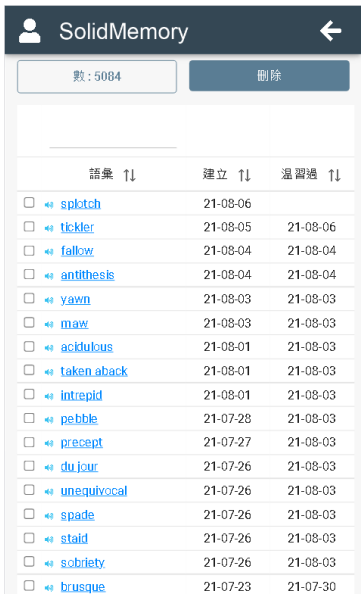
A user could also read our money-back guarantee levels by clicking onto the link provided in the summary.

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8. Managing Words

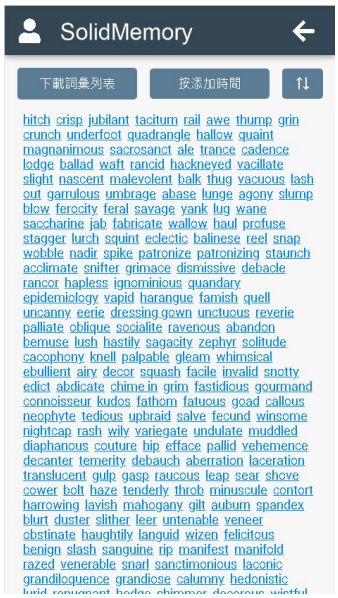


A user can manage or browse the vocabulary in the word repository by clicking onto the **Manage Words** button or **Browse Vocabulary** button.

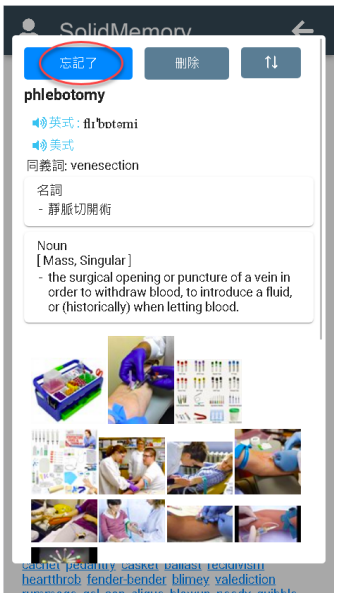


On the **Manage Words** page, you could sort the words, delete individual words or all the words.

You can also tap onto a **Speaker** icon to listen to the pronunciation of a word.



On the **Browse Vocabulary** page, you can sort the words and download the word list pdf as well as revising the words in a much quicker way.

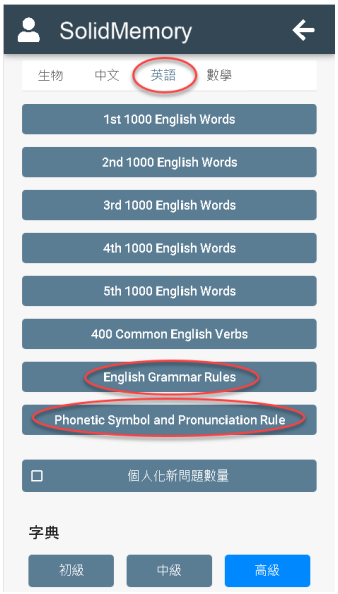


If you tap on a word, the explanation will pop up.
If you come across a word that has been forgotten, you can reprioritize the word in the future exercise by clicking the **Forgotten** button.

9. Other Problem Sets



Once a user acquired basic reading ability, he/she can use our problem set function to learn different subject matters. We provide ready-made problem sets and we allow schools to create school-based ones.

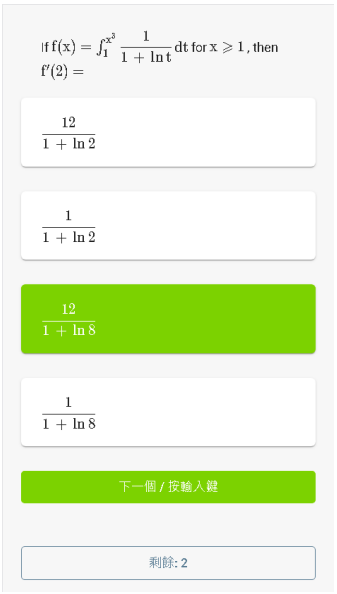


On the **Problem Set** page, a user can work on any in-house developed problem set with no additional cost.

We are also working with local publishers to create some premium HKDSE problem sets with HKDSE Level 4 money-back guarantee for students.



On the **School-based Problem Set** page, students can get access to the problem sets tailored by the teachers.
We do not recommend schools to create school-based problem set before fully utilizing our existing functionality as the creation requires extra teacher effort.

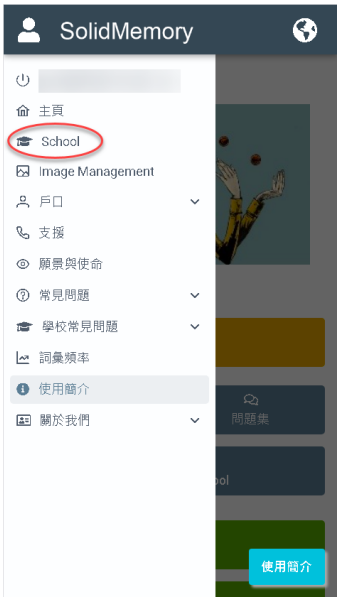


The types of questions that our system supports include Short Response, Multiple Choice, True or False, Vocabulary, Numeral, Dictation and Chinese Pronunciation.

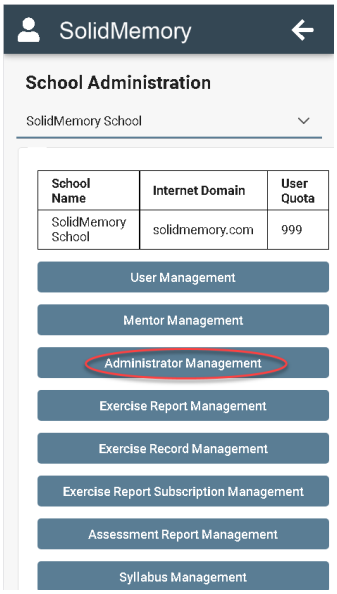
For further instruction, please watch the relevant instruction video under the **Onboarding** section.

Teacher User Functions

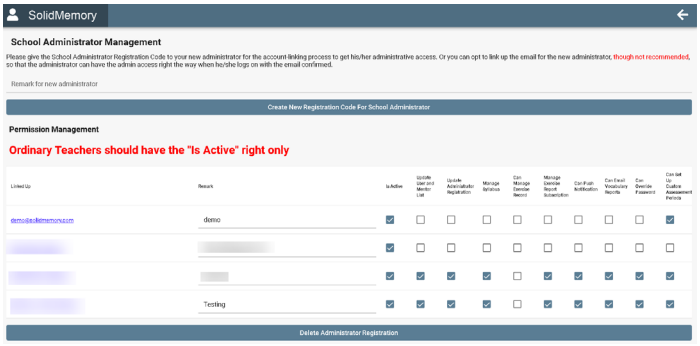
10. Administrator Management



Once a school system administrator is logged in, a menu item **School** will appear on the menu for **School Administration**.



The administrator can assign different administrative rights to different teachers by the **Administrator Management** function.



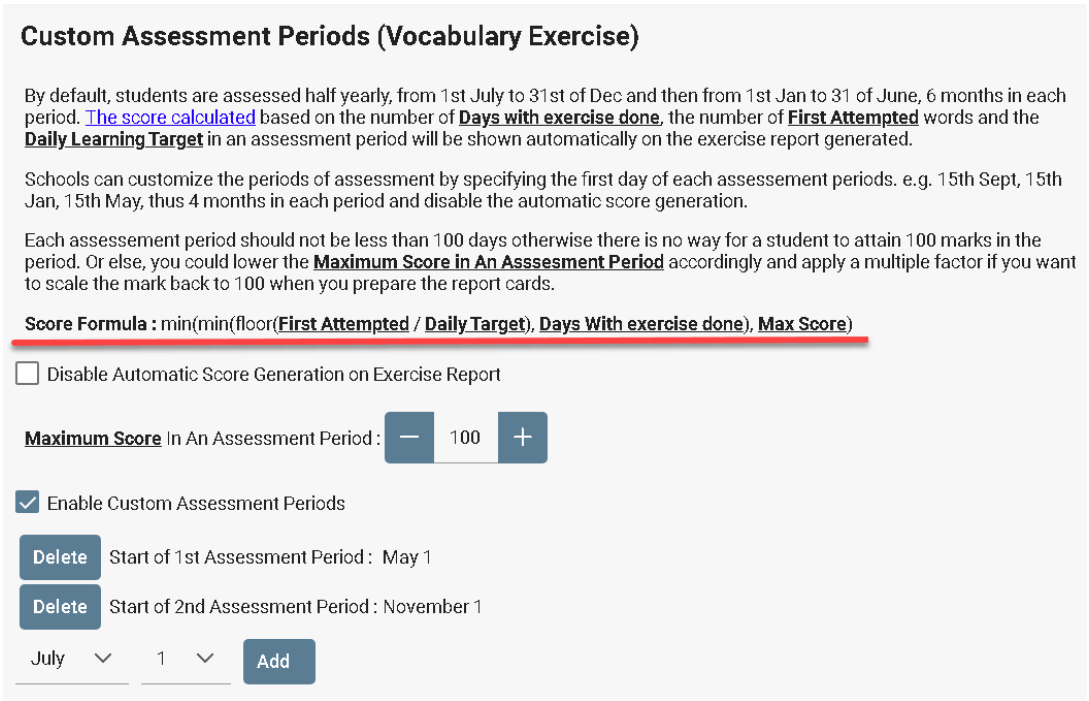
The system administrator can assign different administrative rights to different teachers by following the on-screen instruction.

Once a right is granted, a corresponding button will appear on the **School Administration** Page.

If you find cannot find the tab that you are looking for on the **School Administration** Page, you may need to approach your school administrator to ask him to grant you the corresponding right.

11.Set Up Custom Assessment Periods





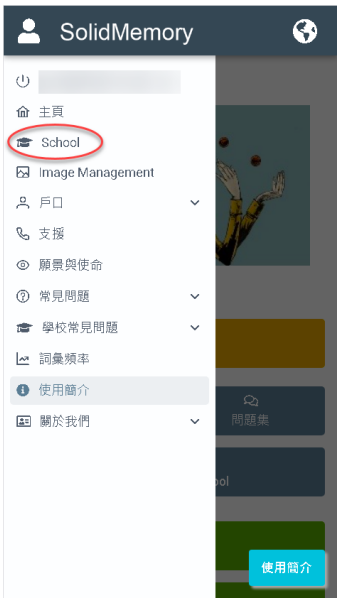
By default, the Vocabulary Exercises done by a student are assessed half-yearly. Scores will be generated automatically by the system and will appear on all automatically generated report.

If you find our **Score Formula** not appropriate, schools can disable the automatic score calculation.

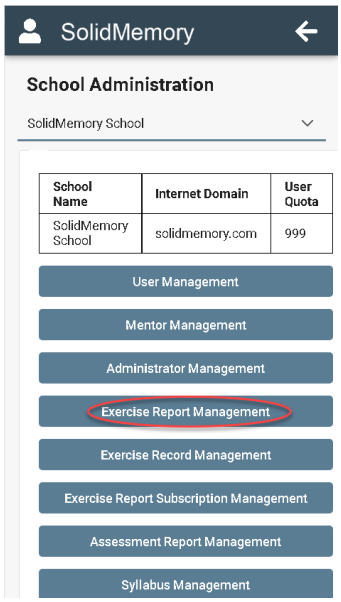
Schools can also customize the intervals of assessment period to fit the school calendar.

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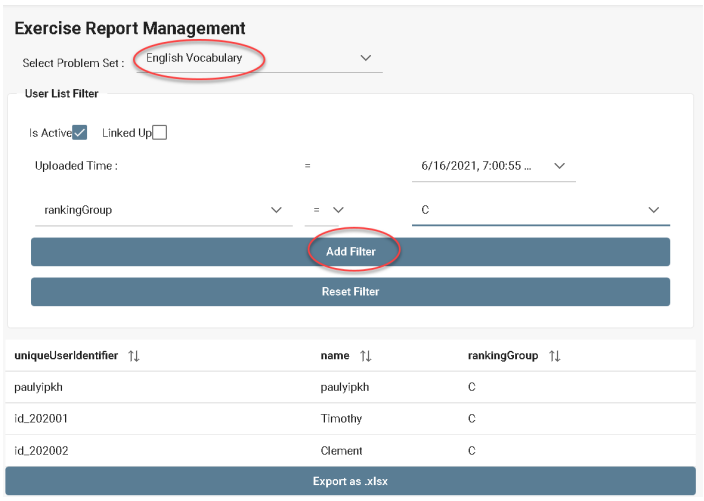
12.Exercise Report Management



Once a teacher is registered with the system by the school administrator, a **School** menu item will appear on the menu when the user logs on.



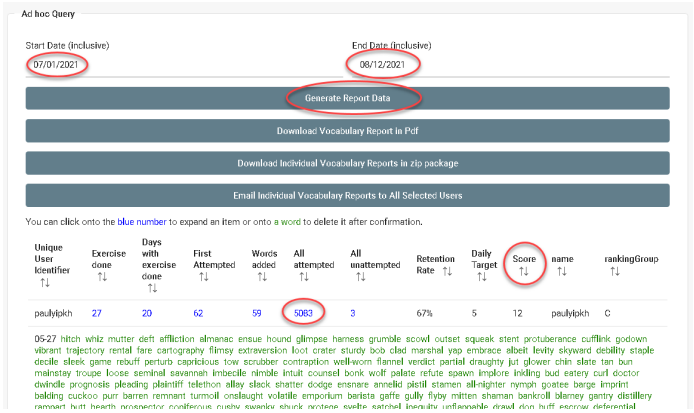
All teachers will have the right to access the Exercise Report of the students by clicking on to the **Exercise Report Management** button.



To view the exercise report of the respective students, a teacher should choose the problem set to be viewed and apply appropriate filters to select the targeted students.

Once the students are selected, a teacher can do an ad hoc query or subscribe to an exercise report which will be sent to the teacher's email address periodically.

13. Ad hoc Query of Student Exercise Records and Excel Report Generation

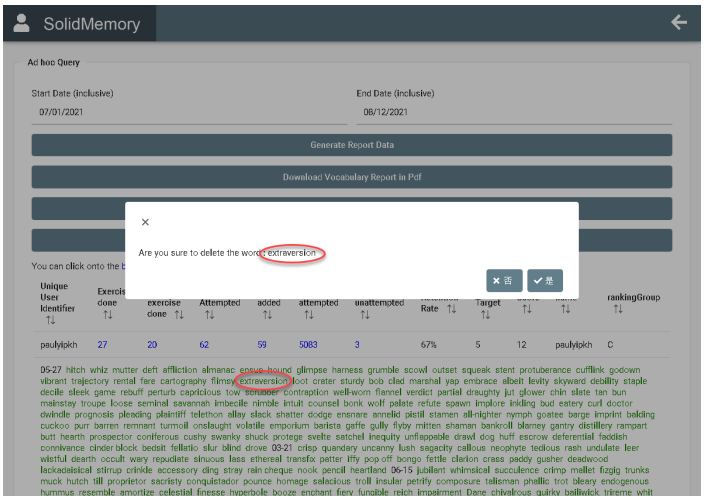


As we suggest schools to assess students half-yearly, the default start date of a query is 1st of Jan or 1st of July depending on the actual day the query is made and the default end date is the current day.

A teacher can generate an exercise report by clicking the **Generate Report Data** button.

Besides looking up the performance summary and score cumulated by a student, a teacher can also expand individual items by clicking onto the blue numbers.

The report generated can also be exported as an Excel file by clicking onto the **Export as .xlsx** button for school report preparation.

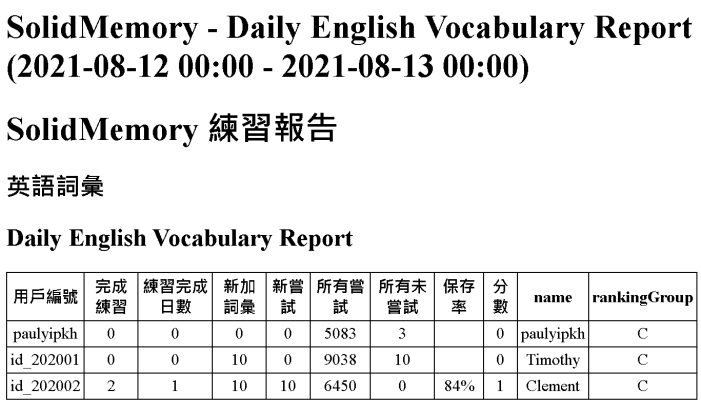


Though not recommended as it will involve a lot of manual work, a teacher can choose to delete a word, which is deemed inappropriate, from the word repository of a student after confirmation by clicking onto a green word.

14. Exercise Report Subscription



Exercise Report Subscription can be created in batches by the system administrator (**Exercise Report Subscription Management**) or individually by teachers (**Exercise Report Management**).
If a teacher found the batch subscription created by the system administrator not sufficient, he/she can subscribe to additional reports by himself/herself.



SolidMemory - Daily English Vocabulary Report (2021-08-12 00:00 - 2021-08-13 00:00)

SolidMemory 練習報告

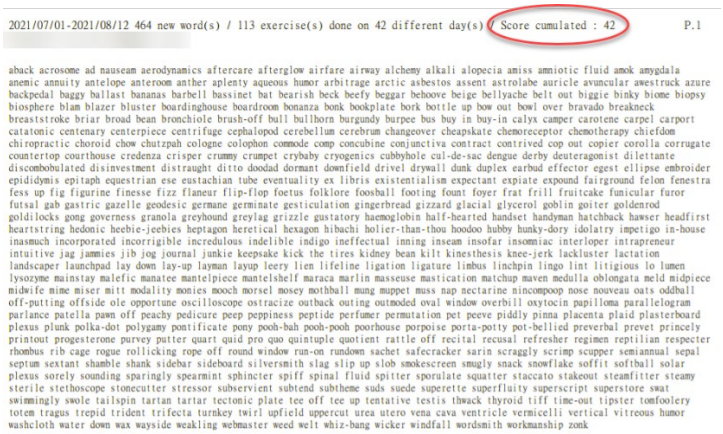
英語詞彙

Daily English Vocabulary Report

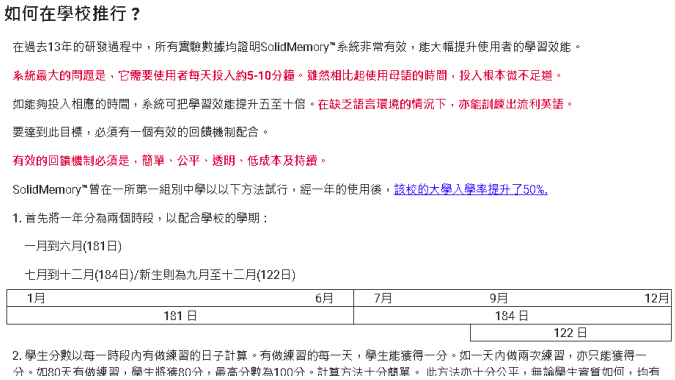
用戶編號	完成練習	練習完成日數	新加詞彙	新嘗試	所有嘗試	所有未嘗試	保存率	分數	name	rankingGroup
paulyipkh	0	0	0	0	5083	3		0	paulyipkh	C
id_202001	0	0	10	0	9038	10		0	Timothy	C
id_202002	2	1	10	10	6450	0	84%	1	Clement	C

After a subscription is registered, a teacher can generate a report preview by clicking onto the **Preview** button.
A teacher could choose to unsubscribe a report simply by clicking the **Delete** button.

15. Physical Vocabulary Report Distribution


2021/07/01-2021/08/12 464 new word(s) / 113 exercise(s) done on 42 different day(s) / Score cumulated : 42 P.1

aback acrosome ad nauseam aerodynamics aftercare afterglow airfare airway alchemy alkali alopecia amiss amniotic fluid amok amygdala anemic annuity antelope anteroom anther aplenty aqueous humor arbitrage arctic asbestos assent astrolabe auricle avuncular awestruck azure backpedal baggy ballast bananas barbell bassinet bat bearish beck beefy beggar behoove beige bellyache belt out biggie binky biome biopsy biosphere blam blazer bluster boardinghouse boardroom bonanza bonk bookplate bork bottle up bow out bowl over bravado breakneck breaststroke briar broad bean bronchiole brush-off bull bullhorn burgundy burpee bus buy in buy-in calyx camper carotene carpel carport catatonic centenary centerpiece centrifuge cephalopod cerebellum cerebrum changeover cheapskate chemoreceptor chemotherapy chiefdom chiropractic choroid chow chutzpah cologne colophon commode comp concubine conjunctiva contract contrived cop out copier corolla corrugate countertop courthouse credenza crisper crummy crumpet crybaby cryogenics cubbyhole cul-de-sac dengue derby deuteragonist dilettante discombobulated disinvestment distraught ditto doodad dormant downfield drivel drywall dunk duplex earbud effector egest ellipse embroider epididymis epitaph equestrian ese eustachian tube eventuality ex libris existentialism expectant expiate expound fairground felon fenestra fess up fig figurine finesse fizz flaneur flip-flop foetus folklore foosball footing fount foyer frat frill fruitcake funicular furor futsal gab gastric gazelle geodesic germane germinate gesticulation gingerbread gizzard glacial glycerol goblin goiter goldenrod goldilocks gong governess granola greyhound greylag grizzle gustatory haemoglobin half-hearted handset handyman hatchback hawser headfirst heartstring hedonic heebie-jeebies heptagon heretical hexagon hibachi holier-than-thou hoodoo hubby hunky-dory idolatry impetigo in-house inasmuch incorporated incorrigible incredulous indelible indigo ineffectual inning inseam insofar insomniac interloper intrapreneur intuitive jag jammies jib jog journal junkie keepsake kick the tires kidney bean kilt kinesthesis knee-jerk lackluster lactation landscaper launchpad lay down lay-up layman layup leery lien lifeline ligation ligature limbus linchpin lingo lint litigious lo lumen lysozyme mainstay malefic manatee mantelpiece mantelshelf maraca marlin masseuse mastication matchup maven medulla oblongata meld midpiece midwife mime miser mitt modality monies mooch morsel mosey mothball mung muppet muss nap nectarine nincompoop nose nouveau oats oddball off-putting offside ole opportune oscilloscope ostracize outback outing outmoded oval window overbill oxytocin papilloma parallelogram parlance patella pawn off peachy pedicure peep peppiness peptide perfumer permutation pet peeve piddly pinna placenta plaid plasterboard plexus plunk polka-dot polygamy pontificate pony pooh-bah pooh-pooh poorhouse porpoise porta-potty pot-bellied preverbal prevet princely printout progesterone purvey putter quart quid pro quo quintuple quotient rattle off recital recusal refresher regimen reptilian respecter rhombus rib cage rogue rollicking rope off round window run-on rundown sachet safecracker sarin scraggly scrimp scupper semiannual sepal septum sextant shamble shank sidebar sideboard silversmith slag slip up slob smokescreen smugly snack snowflake soffit softball solar plexus sorely sounding sparingly spearmint sphincter spiff spinal fluid spitter sporulate squatter staccato stakeout steamfitter steamy sterile stethoscope stonecutter stressor subservient subtend subtheme suds suede superette superfluity superscript superstore swat swimmingly swole tailspin tartan tartar tectonic plate tee off tee up tentative testis thwack thyroid tiff time-out tipster tomfoolery totem tragus trepid trident trifecta turnkey twirl upfield uppercut urea utero vena cava ventricle vermicelli vertical vitreous humor washcloth water down wax wayside weakling webmaster weed welt whiz-bang wicker windfall wordsmith workmanship zonk


如何在學校推行？

在過去13年的研發過程中，所有實驗數據均證明SolidMemory™系統非常有效，能大幅提升使用者的學習效能。

系統最大的問題是，它需要使用者每天投入約5-10分鐘。雖然相比起使用母語的時間，投入根本微不足道。

如能夠投入相應的時間，系統可把學習效能提升五至十倍。在缺乏語言環境的情況下，亦能訓練出流利英語。

要達到此目標，必須有一個有效的回饋機制配合。

有效的回饋機制必須是，簡單、公平、透明、低成本及持續。

SolidMemory™曾在一所第一組別中學以以下方法試行，經一年的使用後，該校的大學入學率提升了50%。

1. 首先將一年分為兩個時段，以配合學校的學期：

一月到六月(181日)

七月到十二月(184日)/新生則為九月至十二月(122日)

1月	6月	7月	9月	12月
181 日		184 日		
			122 日	

2. 學生分數以每一時段內有做練習的日子計算。有做練習的每一天，學生能獲得一分。如一天內做兩次練習，亦只能獲得一分。如30天有做練習，學生將獲80分，最高分數為100分。計算方法十分簡單。 此方法亦十分公平，無論學生實質如何，均有

To enable high participation of the students which is essential to raising the vocabulary acquisition rate by at least 3 times, schools are advised to arrange a teaching assistant to generate paper vocabulary reports which will be distributed by English teachers in classroom periodically.

The distribution of these paper individual reports in classroom by teacher/monitor will create a group dynamic to allow some laggards in the class become the role model for some other laggards and give everybody a sense of possibility of achieving.

This is crucial to the dispelling of the preconception of some laggards who think laggards have no way to catch up.

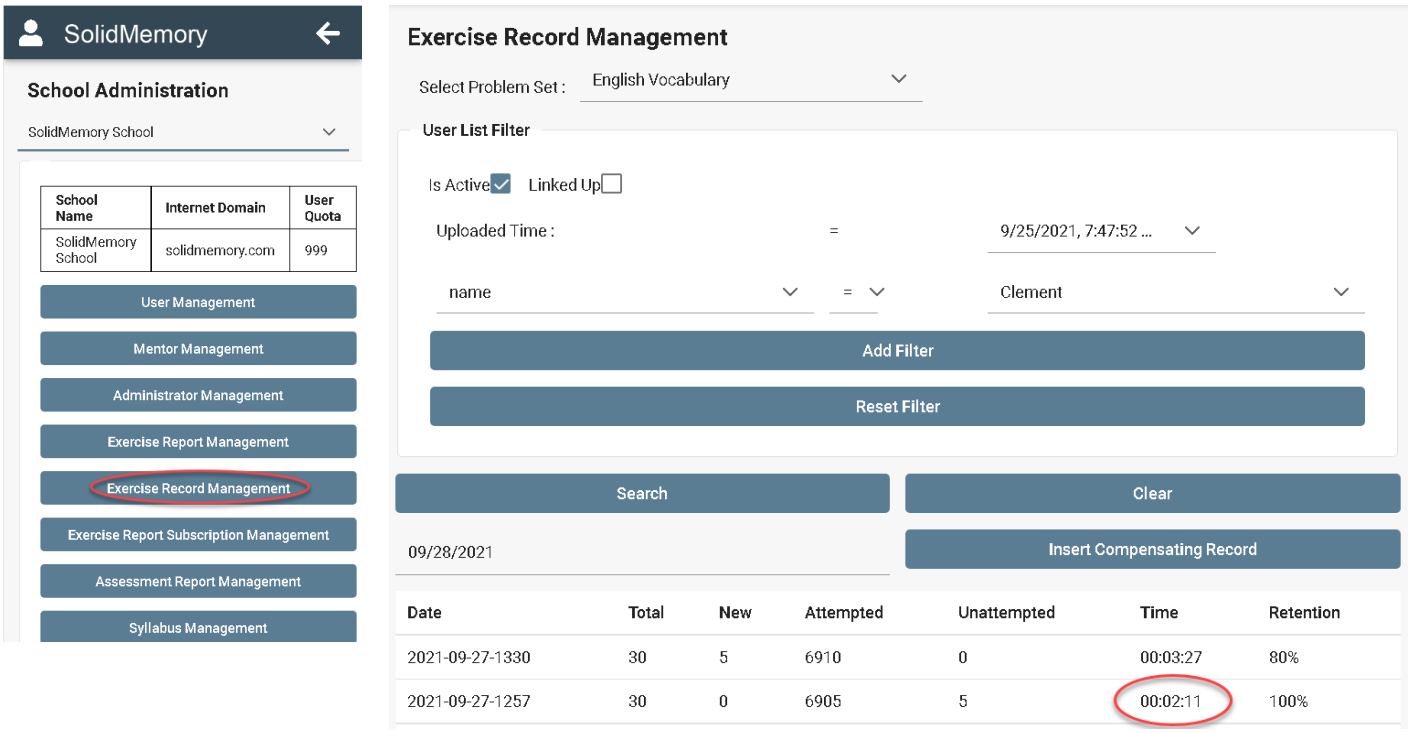
For further elaboration of how our system can be administered effectively in school, please refer to the article under the **School FAQ** section – How to implement in school? and other articles in the section.

We are also working with universities to conduct long-term academic research to validate the efficacy of our system.

If your school would like to participate in or know more about the research, please refer to the article under the **School FAQ** section – How to validate the Efficacy of the English vocabulary learning function of SolidMemory™ scientifically?

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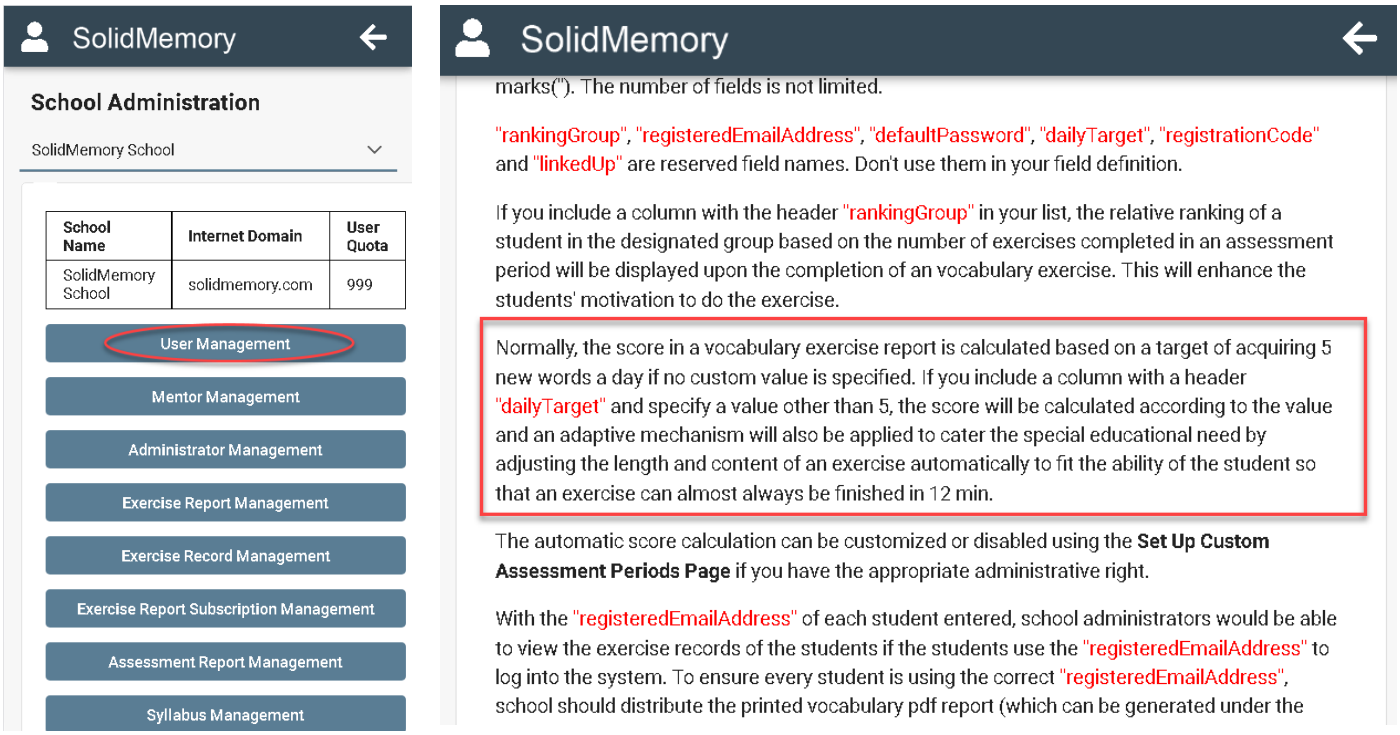
16. Exercise Record Management



If you want to amend the Exercise Records of any student as a means for minor score adjustment, you could do so at the **Exercise Record Management** Page.

Before you can do the amendment, you need to filter the user list down to **ONE** student first.

17.Apply Automatic Adaptive Mechanism for individual student with Special Educational Need (SEN)



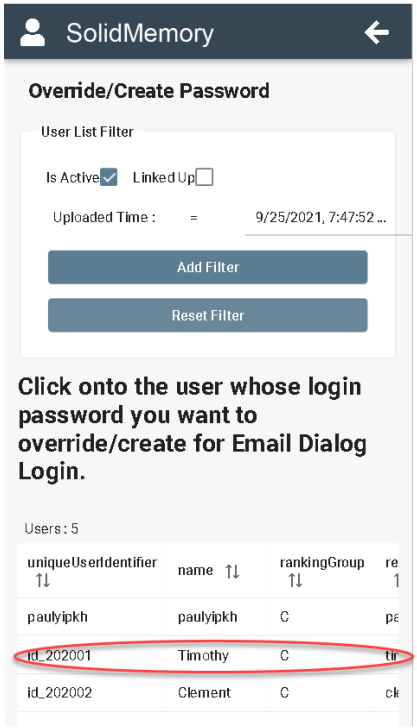
If you find any students who are not able to finish a lot of Vocabulary Exercise within a reasonable time, these students may have Special Education Need (SEN).

For these students, you can assign a dailyTarget on the user list with a value lower than 5 to trigger an automatic adaptive mechanism for them so that an exercise can almost always be finished in 12 min.

18. Override / Create Password for Email Dialogue Login

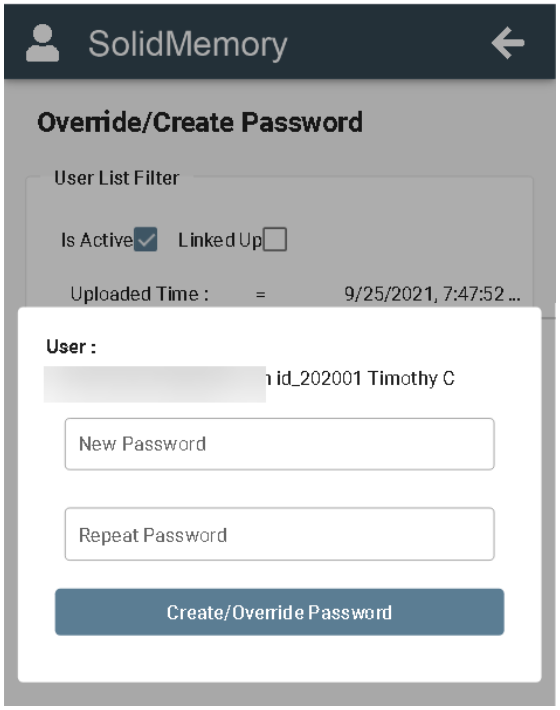


Normally, we advise users to use supported Social Login (e.g. Google, Microsoft and Facebook) to log into our system so that they don't need to remember any extra password.
However, if they cannot log into the system using Social Login for any reason. They can create a password for Email Dialog Login by themselves.



School Administrator can also do so for individual student using the Override/Create Password Function or by school using the User Management Function.

Simply click onto the name of the student who you want to create a password for.

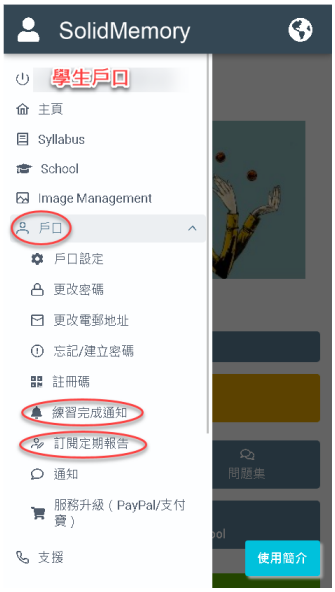


The password created is for Email Dialog Login only and it is independent of the Email Account Password of the student's email address which is usually managed separately by a school.

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Parent User Functions

19.Register Exercise Completion Notification and Regular Report Subscription







With the student account logged in, parents can register for **Exercise Completion Notification** and **Regular Report Subscription** under the **Account** Menu.

On the **Exercise Completion Notification** page, once the parents entered their email addresses, whenever the student completes an exercise, the system will send an email notification to the parent so that they can understand and help monitor the learning progress of the student.

Parents can see the summary of every exercise completed by the student in the notification.
If the parents have not received the email notification for a few days, they should check with the student about the learning situation and help him resume the regular practice as soon as possible.



We recommend that the school assess the students' **English Vocabulary Learning** progress every six months, and log the relevant results on the report card as a direct feedback to the students' practice performance.

In every assessment period, a student will be awarded 1 mark for a day with an exercise done (but doing more than one exercise in a single day will still be awarded 1 mark). The maximum score is 100 marks.

If parents want to receive relevant evaluation reports on a regular basis, they can subscribe them on the **Regular Report Subscription** page.