



Moo-O User Guide

for version 2.5.29 and above on Windows.

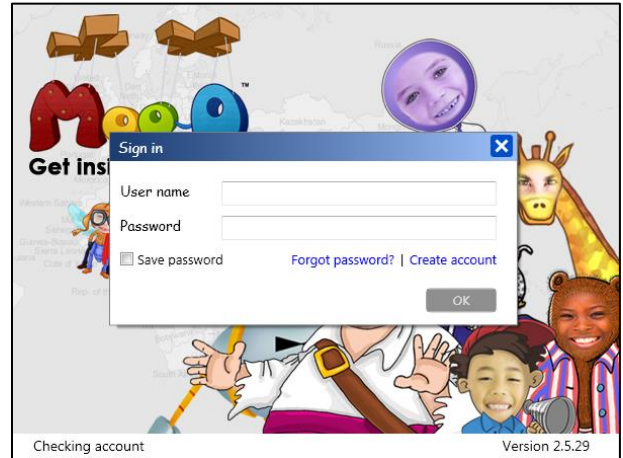
Step 1 : Launch Moo-O software

To launch Moo-O, double-click on the Moo-O icon on your Windows Desktop (your computer must be connected to the Internet).



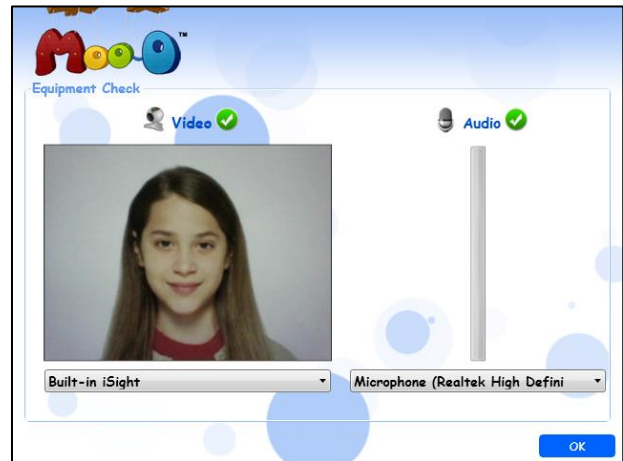
Step 2 : Sign in

Enter your Username and Password, and then click “OK” to sign in.



Step 3 : Equipment Check

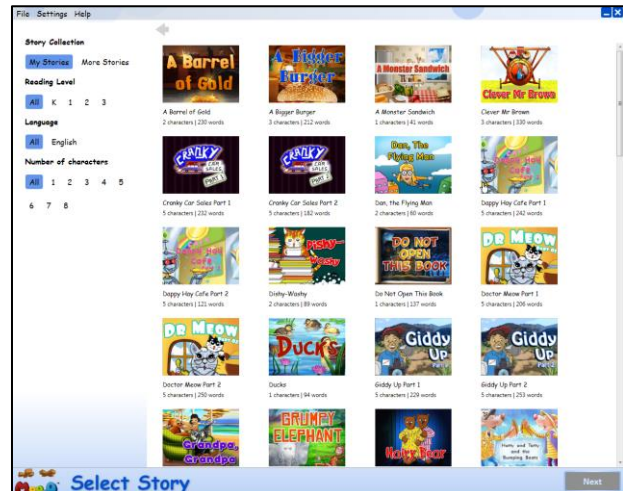
Make sure that the webcam and microphone are working properly, and then click “OK”.



Step 4 : Select Story

A story can be selected based on the reading level, language and number of characters.

First, select the story you want to read by clicking on the story thumbnail.



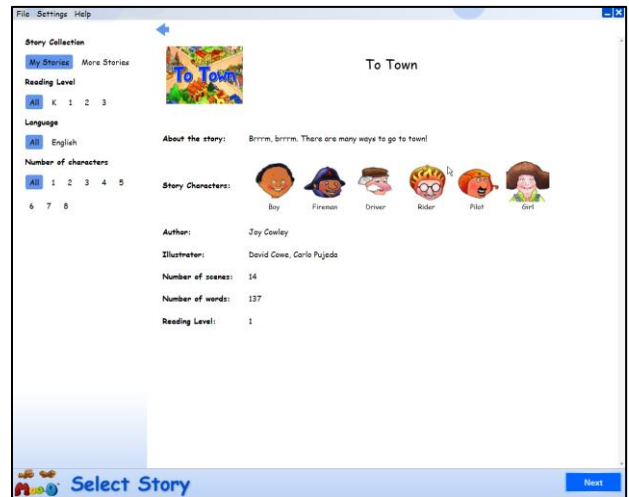


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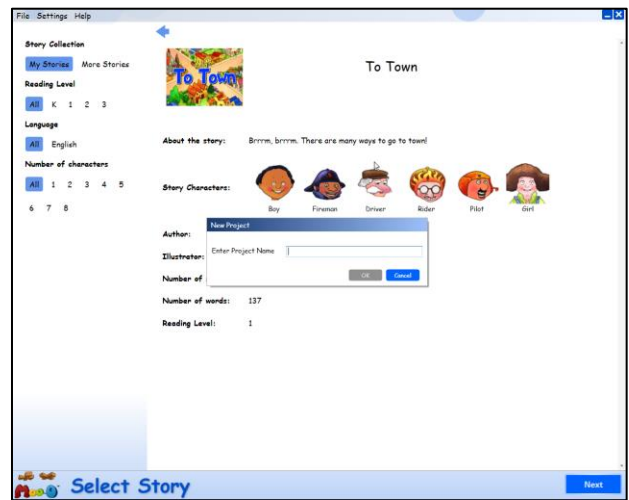
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The story synopsis will be displayed. Then click **“Next”**.

You will be prompted to download the story if you are reading it for the first time.



Create your Moo-O project by giving it a Project name and click **“OK”**. The Project name can be based on timestamp, class, student name or any preferred naming convention.



Step 5 : Select Role

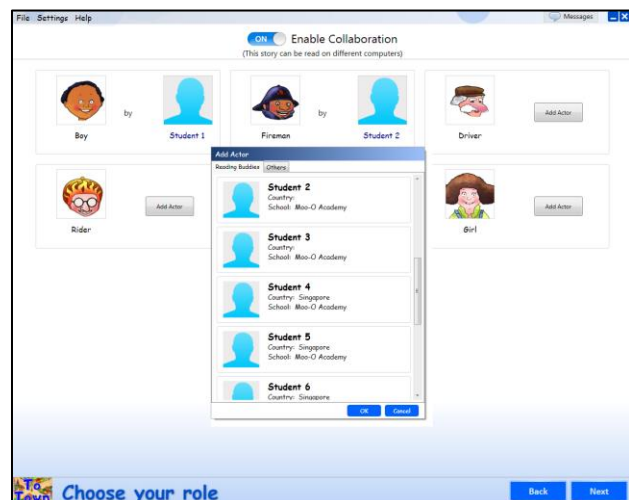
Click **“Add Actor”** to select/enter the name of the person playing the character:

“Reading Buddies” list contains all the students in the same class.

“Others” is used to enter other names NOT found in the **“Reading Buddies”** list.

If you have assigned your classmate(s) from the **“Reading Buddies”** list to any of the characters in the story, they will be able to open your project on their own computers if you turn on **“Enable Collaboration”**. An invitation to join in your project will appear in the blinking **“Messages”** icon on their computers.

Once the roles have been assigned, click **“Next”**.



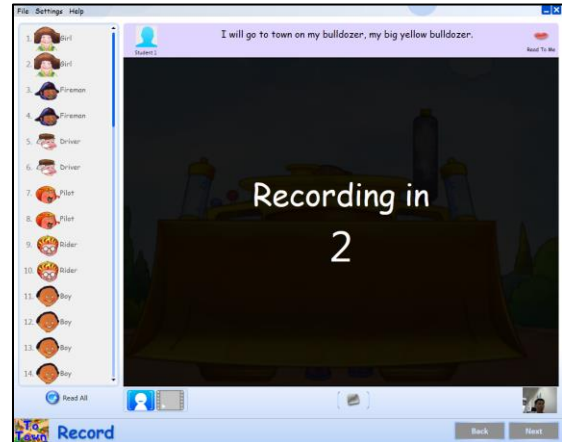
Note: **“Enable Collaboration”** will only appear when you select a classmate from the **“Reading Buddies”** list.



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Step 6 : Read and Record



“Read All”



“Reading Model”



“Record”



“Stop”



“Play”



“Camera Mode”

1. You may click “Read All” to listen to the whole story.
2. Or you may click “Reading Model” to listen to the original reading of the selected page, and then imitate her reading for fluency and expression.
3. Click “Record” (or tap the Spacebar) to start recording. Wait for the countdown 3, 2, 1 to complete to start your recording. Click “Stop” (or tap the Spacebar again) to stop recording.

Note: During recording, make sure your face can be clearly seen in the webcam preview (on the bottom right-hand corner of the recording screen).

4. Click “Play” to review the recording. If you are not satisfied with your last recording, click “Camera Mode” to re-record.

Select the next scene from the left panel. After all the scenes have been recorded, click “Next” to go to the publishing stage.

Step 7 : Publishing

1. Choose a “Text Layout” for your video.
2. Choose a “Credit Style” for your video.
3. Dedicate your video to someone in the “Dedication Page”

Click “Play” to preview the video to make sure everything is perfect.

4. Click “Publish” to save your video on the local drive and upload a copy to your personal Portfolio where your teacher can access and watch your video.

