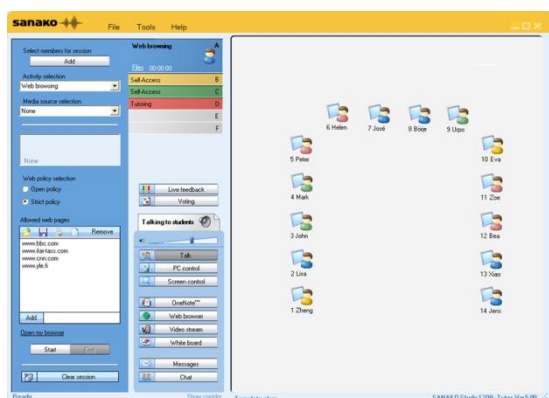




sanako



# Sanako Study 1200

## Teacher Training

Version 1.22032017 \*\*

A practical and essential guide for language teachers – a journey from the very basics to the more advanced tools.

\*\* All content is based on Study V9. If you have an earlier version, some features may not be available.

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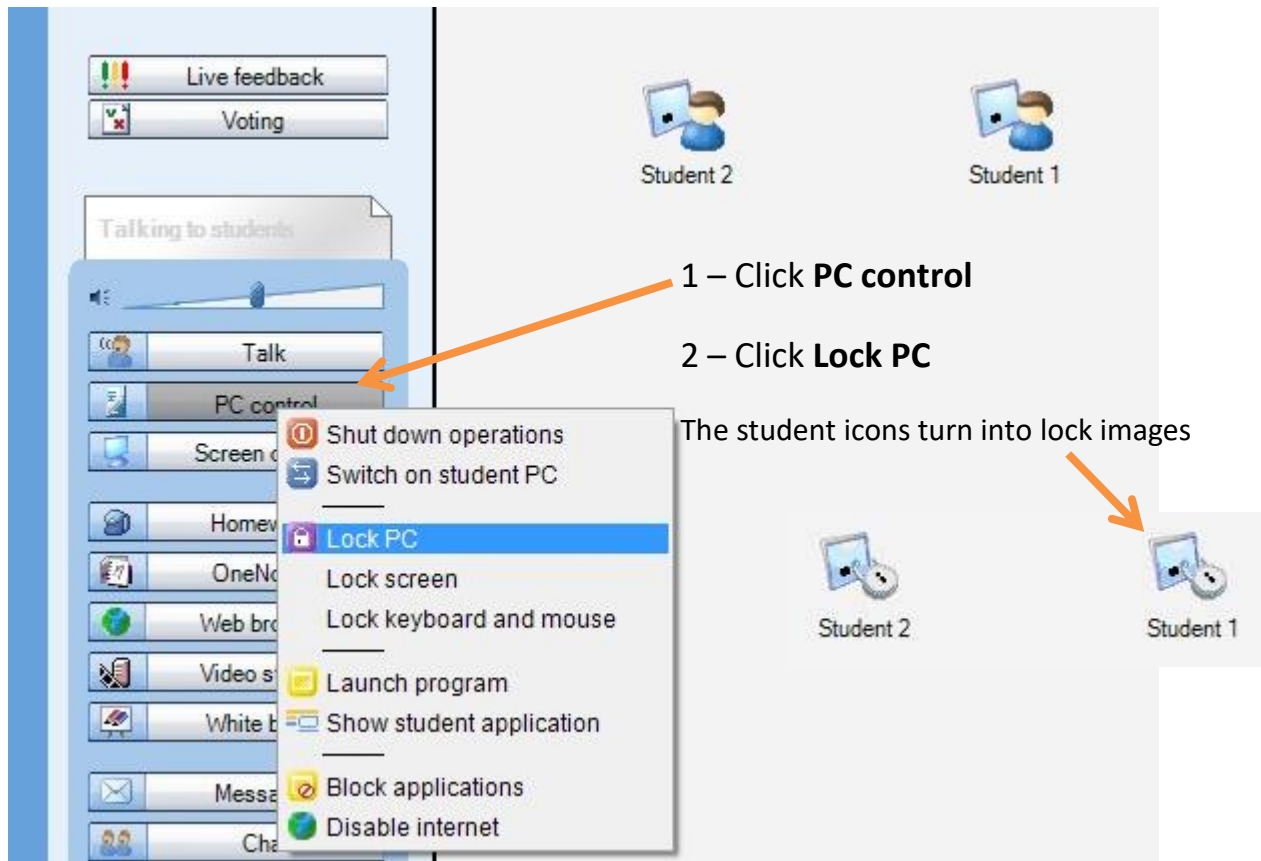
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Please note that not all the features of the Study teacher software have been covered in this manual. For information on any items that have not been covered please check the Help menu in the software or contact [uksupport@sanako.com](mailto:uksupport@sanako.com)

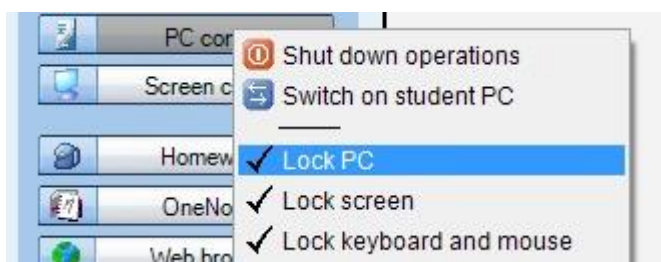
## 1 Classroom Control Activities

### 1.1 How to blank student screens to gain attention



The students all have a BLACK screen now! Imagine that this is just like you placing a black piece of paper over the screen and hence everything they were working on is behind the paper and hence safe!

When you are ready you can “remove the black paper” or unlock the screens by repeating the 2 steps above that you did before – as shown below - click PC control and then Lock PC.



## 1.2 How to prevent or allow applications from being used by students

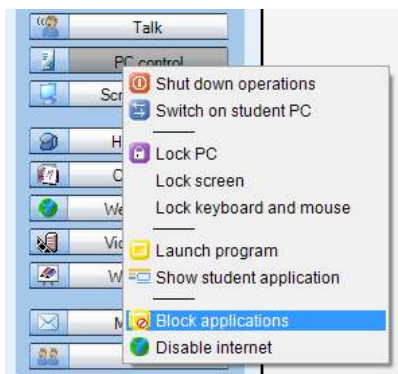


**Why do this?** You can either prevent or allow students to use certain applications. For example, if your lesson only requires students to have access to say Word and PowerPoint then you can select just those two applications and no others will work. This ensures student focus and you can be 100% confident that your students can't launch anything else!

There are two clear options for you as a teacher to consider –

**OPTION 1** - do you want to **only allow** your students to launch certain applications?

**OPTION 2** – are there any applications that you want **to prevent** students from launching?



Click the **PC control** icon shown to the left and then select the **Block applications** option from the drop-down menu.

The Block applications window (shown below) will appear in the middle of the screen.

- To prevent students from launching certain applications.

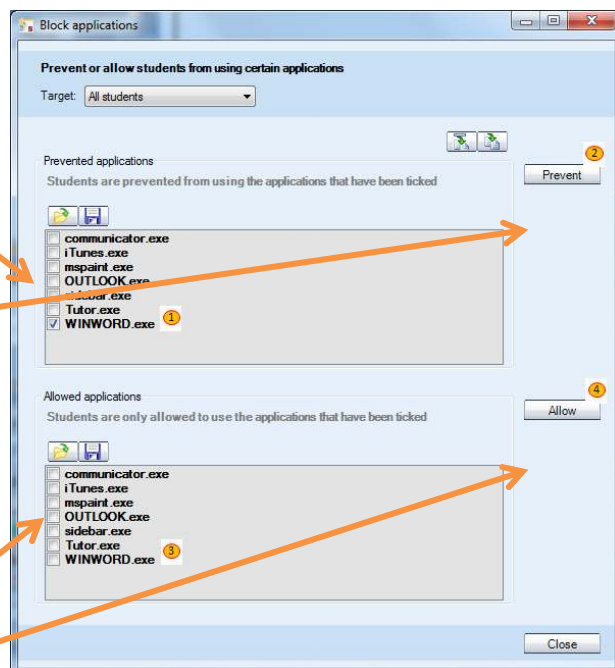
Tick the applications from the list in the top area.

Click **Prevent**


- To allow students to only launch certain applications.

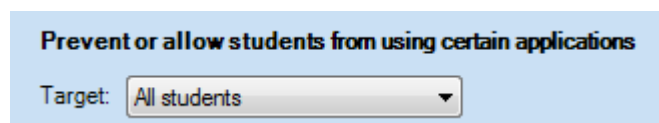
Tick the applications from the list in the bottom area.

Click **Allow**

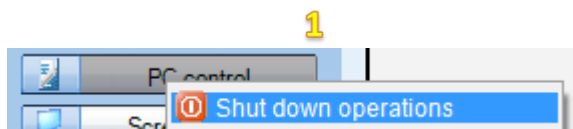




- If you feel that there may be some applications not listed then click the icon near the top right of the Block application screen shown here with an orange square around it.  This will update the list so that any newly launched applications are added to the list.
- If you want to block applications for just one selected student then you can click the Target drop-down menu shown below and select an individual or group of students.



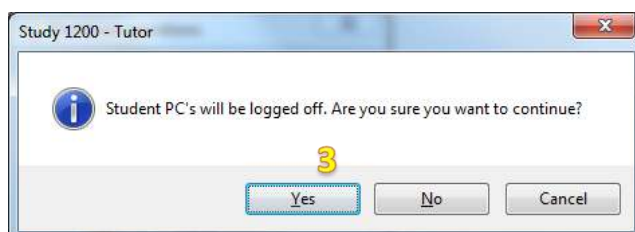
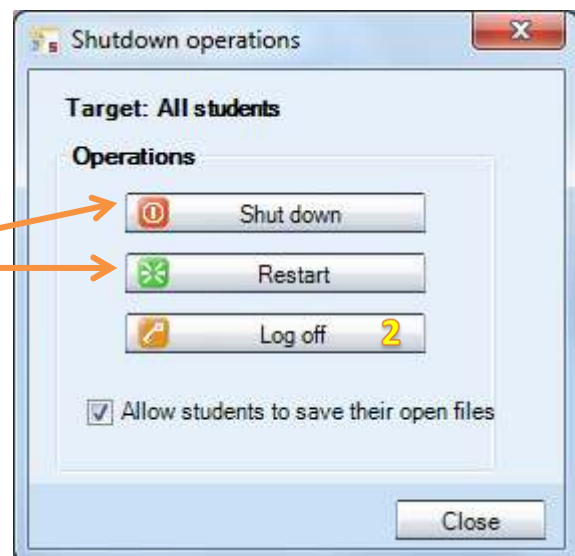
### 1.3 How to log off students



- 1** Click **PC control** and then **Shut down operations**

- 2** Click **Log off**

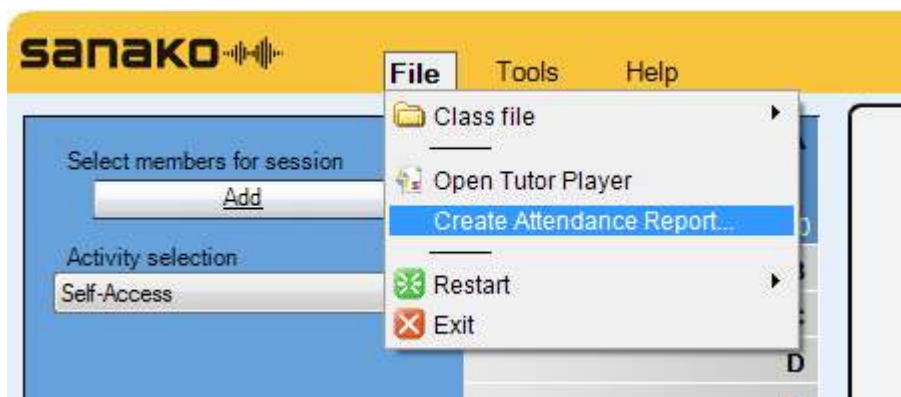
You can also Shut down or Restart!



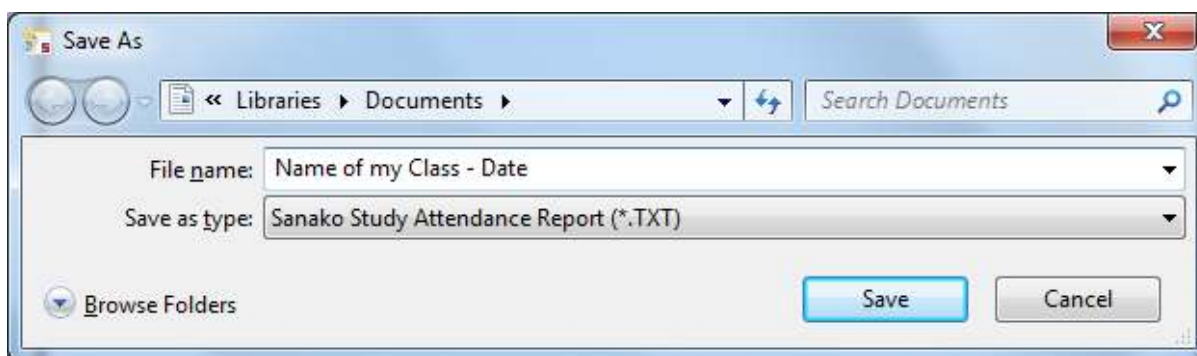
- 3** Click **Yes**



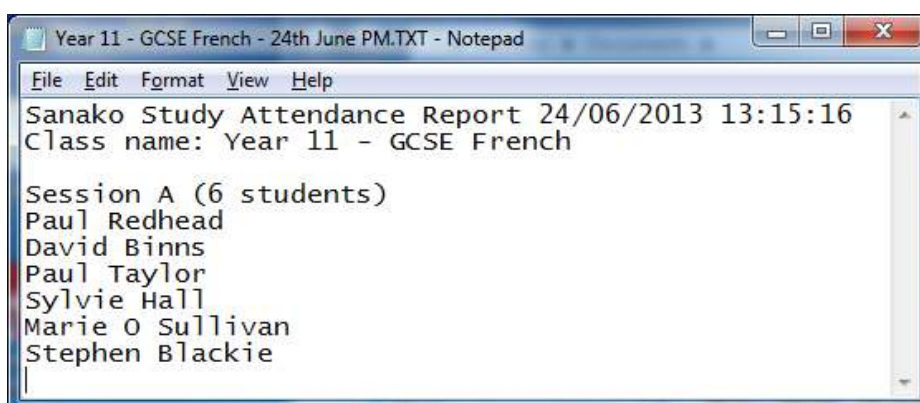
## 1.4 How to create an attendance report



Click on **File** and then select the **Create Attendance Report** option. You will then be shown the Save As window as shown below, select where you want to save your text file to and give it a suitable name.



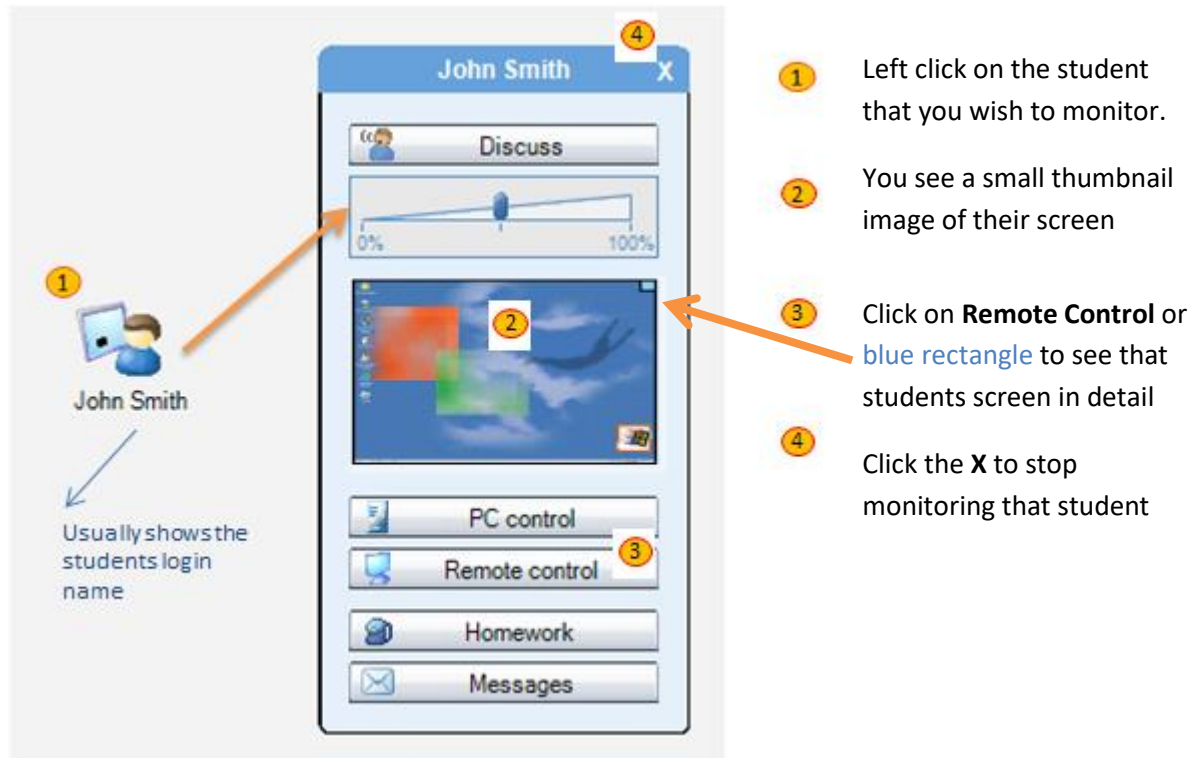
When you open the saved report it will look something like shown below with the date and time automatically added along with a list of all the students logged in to your lesson.



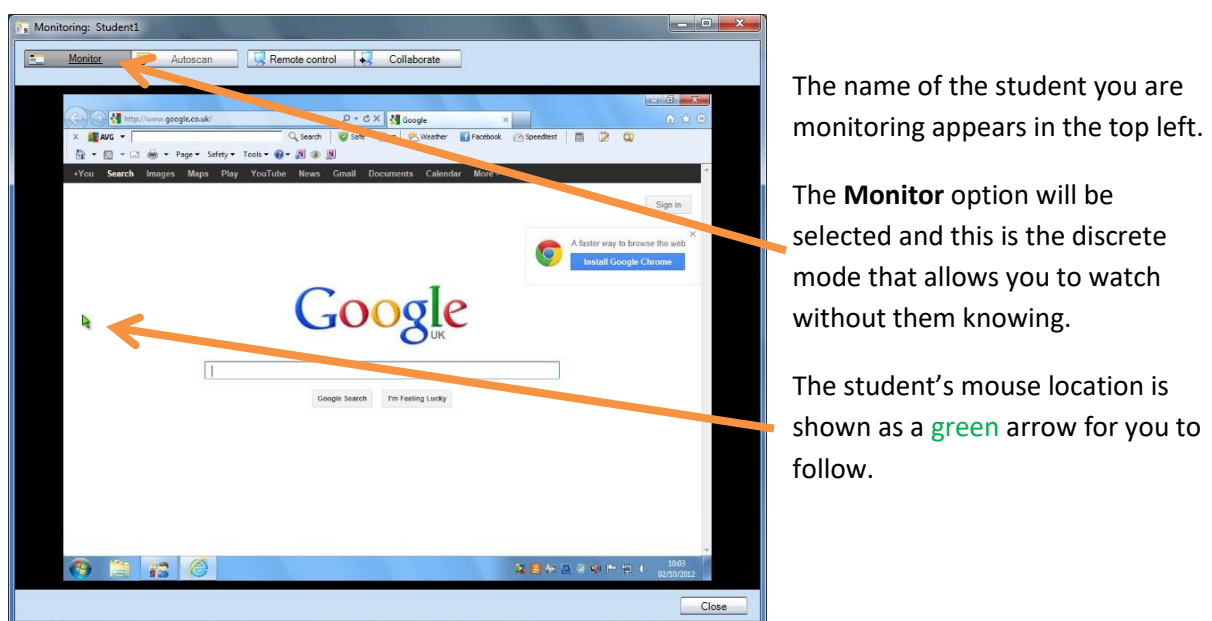
- To make sure that the student names listed are the full ones then please make sure that you have the Active Directory User name (LDAP) option selected in the Tools – Preferences – Login screen of the Tutor software.

## 2 Classroom Monitoring Activities

### 2.1 How to monitor a student (screen and voice)



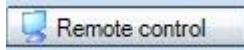
When monitoring the student will have no idea that you are doing so and you will also hear everything they are saying and listening to.



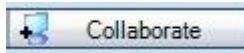




Whilst monitoring a student screen you can take control of their mouse and keyboard if required by clicking either the **Remote control** or **Collaborate** icons.



The teacher takes **full and total control** of the student mouse and keyboard and any mouse movements or keyboard entries they make are ignored – only the teacher can move the pointer and/or enter text.



Teacher and the student have **shared mouse and keyboard control**.



- If the student is **working on a text document** or presentation and you wish to work with them to correct mistakes/suggest improvements then **select the Collaborate option**. This means that you can take it in turns to enter text and discuss.
- If the student is **working on a web page** or interactive type application then **select the Remote control option**. This means that you both don't up trying to move the mouse at the same time!

## 2.2 How to monitor the whole classroom at the same time

The screenshot shows a software interface for monitoring a classroom. On the left is a vertical toolbar with various icons and labels: 'Live feedback', 'Voting', 'Talking to students', 'Talk', 'PC control', 'Screen control', 'Autoscan', 'Thumbnails', 'Thumbnails in a separate window', 'Tutor screen to students', 'Model screen to students', and 'Video stream'. On the right, there are two small windows labeled 'Student2' and 'Student1'. An orange arrow points from the 'Screen control' button in the toolbar to the 'Student1' window. Another orange arrow points from the 'Thumbnails' button in the toolbar to the 'Student1' window. A third orange arrow points from the 'Student1' window to the text 'The student icons turn into live images'.

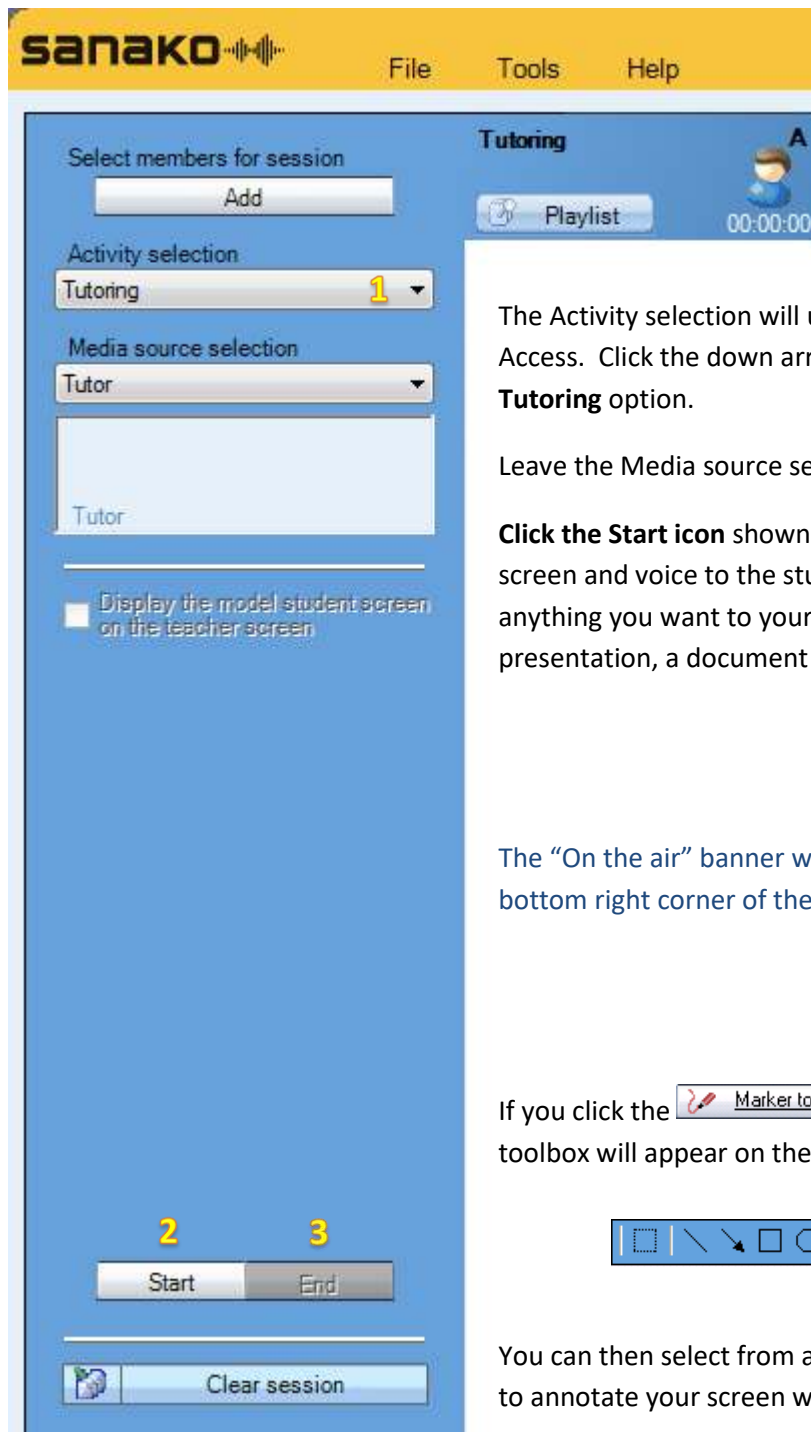
1 – Click **Screen control**

2 – Click **Thumbnails**

The student icons turn into live images

### 3 Classroom Demonstration Activities

#### 3.1 How to give a class demonstration of your screen and voice



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Tutoring** option.

Leave the Media source selection as **Tutor**.

**Click the Start icon** shown at **2** to begin sending your screen and voice to the students. You can then show anything you want to your students – a web page, a presentation, a document etc..

The “On the air” banner will appear in the bottom right corner of the teacher screen.



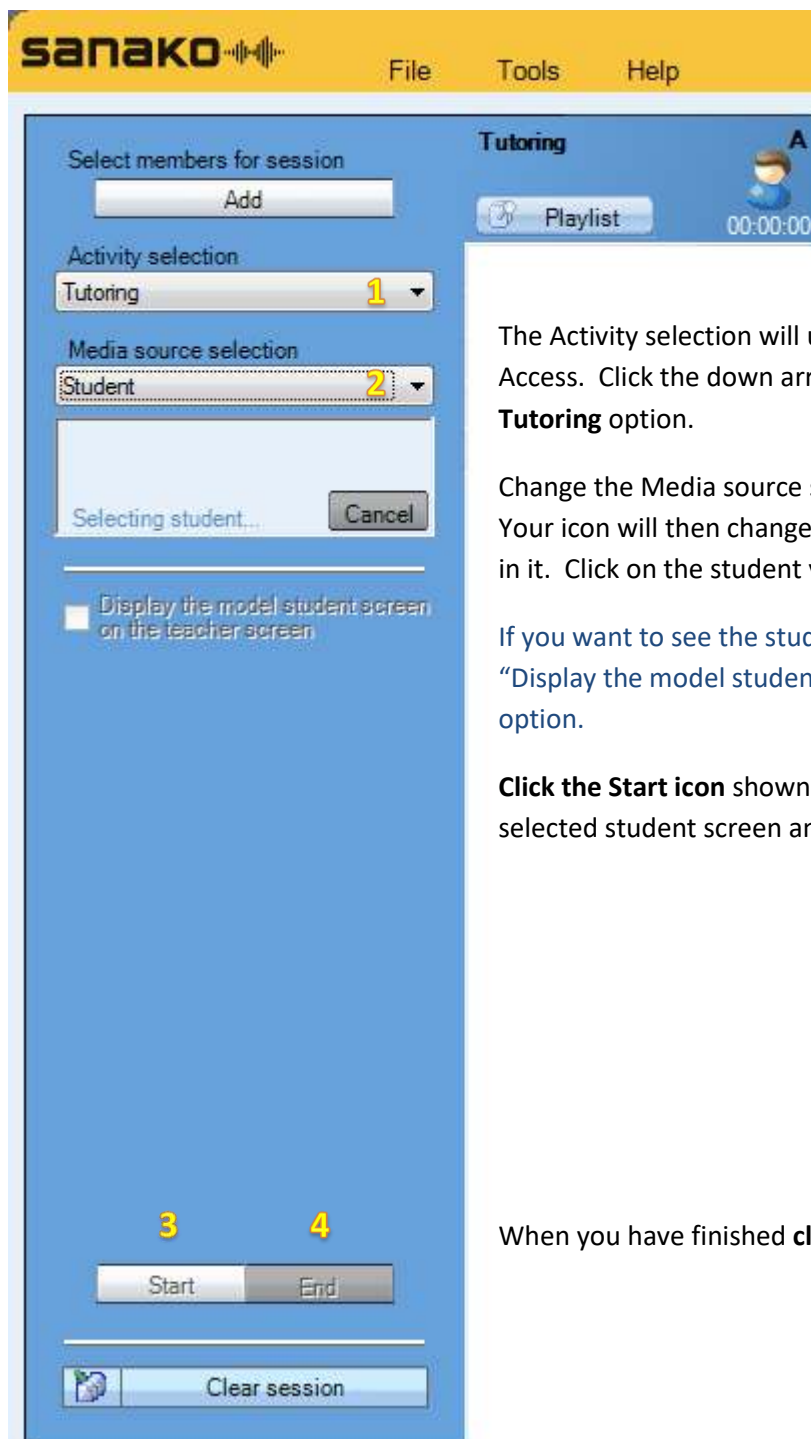
If you click the **Marker tool** icon then the following toolbox will appear on the top right of the screen.



You can then select from an array of options that allow you to annotate your screen with boxes, highlights, text etc...

When you have finished **click the End icon** shown at **3**

### 3.2 How to show one student screen and voice to the whole class



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Tutoring** option.

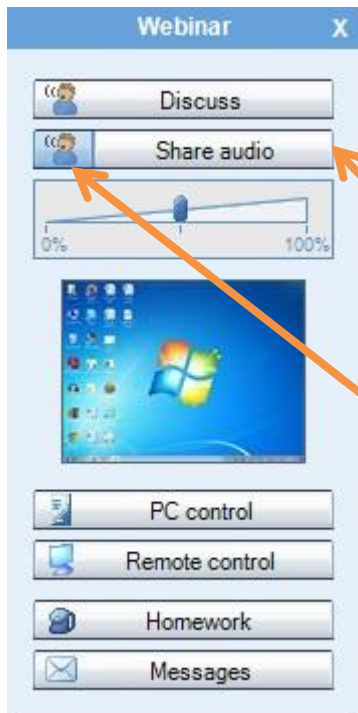
Change the Media source selection at **2** to **Student**. Your icon will then change to a white rectangle with a + sign in it. Click on the student you want to be the presenter.

If you want to see the student screen yourself then tick the “Display the model student screen on the teacher screen” option.

**Click the Start icon** shown at **3** to begin sending the selected student screen and voice to the class.

When you have finished **click the End icon** shown at **4**

### 3.3 How to share the live audio of a student to the whole class



When you click on a student to monitor them in the teacher headset then you can share what you hear with the whole class or the group via one mouse click.

Click the grey “Share audio” text to allow the whole class to listen to the selected student.

Click the coloured icon to the left to allow the other members of that student’s group to hear the selected student.

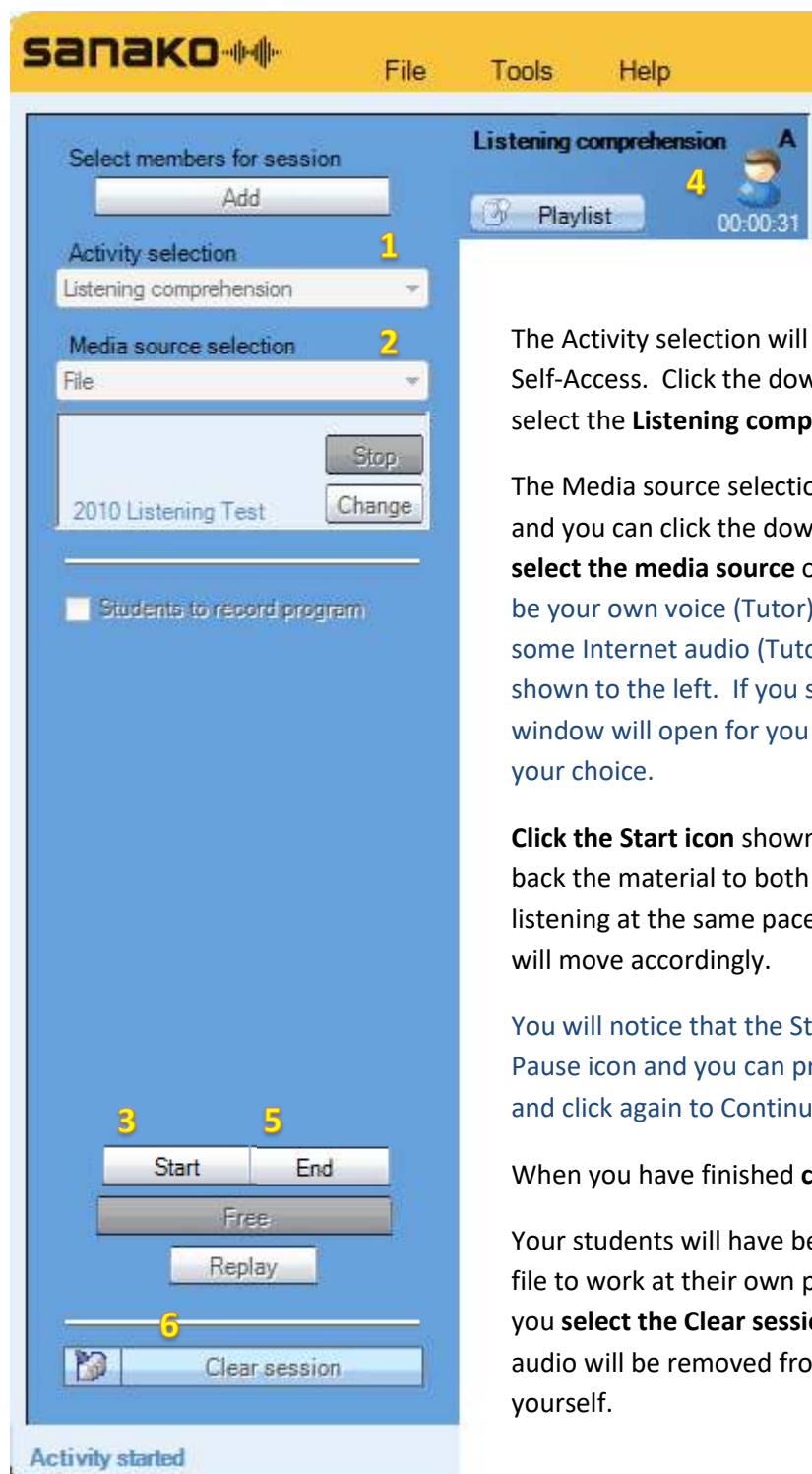
NOTE – All the audio will be sent – both the student microphone and whatever they are playing or listening to on their PC.



You can **add your voice** (as the teacher) to the student **by clicking “Discuss”** at the same time. Click again to toggle between taking part in the audio broadcast or not.

## 4. Listening Activities

### 4.1 Play audio to your students at a pace that you decide



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Listening comprehension** option.

The Media source selection window will then appear and you can click the down arrow shown at **2** and **select the media source** of your choice. This could be your own voice (Tutor), an audio CD (Audio CD), some Internet audio (Tutor PC) or perhaps a file – as shown to the left. If you select the File option then a window will open for you to browse to the file of your choice.

**Click the Start icon** shown at **3** to begin playing back the material to both you and the students (all listening at the same pace). The real-time counter at **4** will move accordingly.

You will notice that the Start icon has changed to a Pause icon and you can press this to pause playback and click again to Continue.

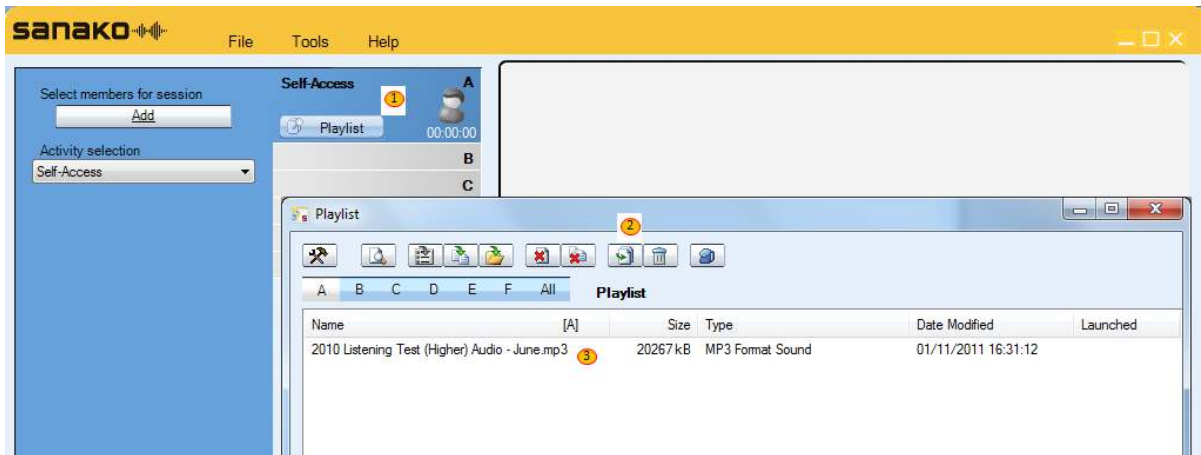
When you have finished **click the End icon** shown at **5**

Your students will have been left with a copy of the file to work at their own pace which will remain until you **select the Clear session icon** at **6** and all audio will be removed from your students and yourself.

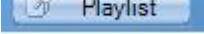



**Why do this?** Play audio to your students at a pace that you decide. Pause playback at any time to explain particular issues before deciding to continue

## 4.2 Give students a file to work on at their own pace



If you want to **give a file to your students** so that they can open it up and work on it at their own pace then it's as easy as 1 -2 -3.

1. Click on the **PLAYLIST**  icon
2. Click on the **Add**  icon and browse for the file you want your students to work on
3. The file will then be listed in the top section of the playlist and will also appear in the playlist area of the student player as shown below.



- You can add as many files as you want to the list and of any type e.g. Audio, Video, Pictures, Documents, Presentations, Web links etc...
- You can COPY and PASTE to the Playlist area
- You can DRAG and DROP to the Playlist area
- Make sure you delete files in the playlist at the end of the lesson to make sure you start the next lesson with a blank playlist
- Make use of individual Tutor playlists
- Watch this video on [How to use the Playlist](#)



### 4.3 The basics of the student software

Double click on the Study Student icon to launch the player.

The bottom right of the student screen



Study Student Interface – The Basics



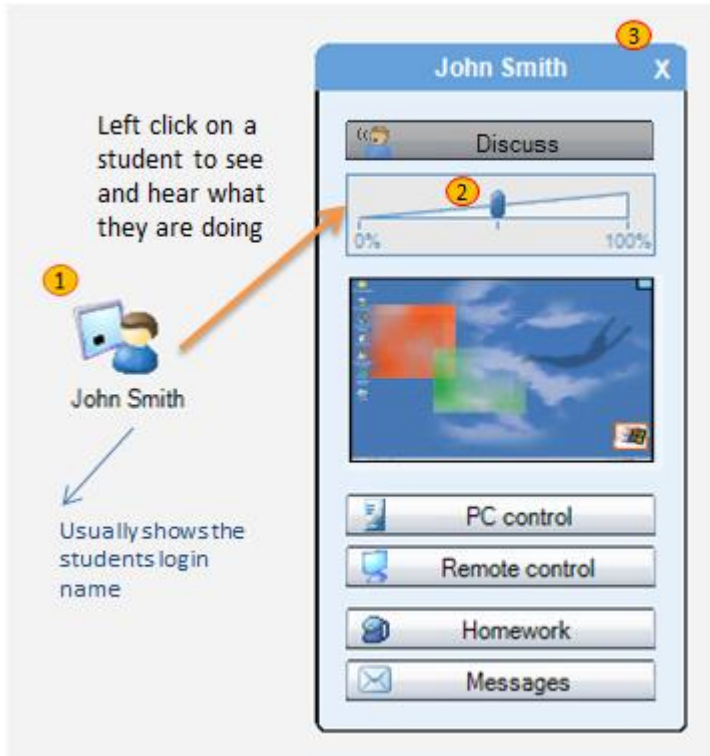
- 1 **PLAY / PAUSE** – Click once to start playback of an audio or video file. The icon changes to a PAUSE symbol and you can click to pause playback.
- 2 **SPEAK** – Click once to start recording your voice. The icon changes to a PAUSE symbol and you can click to pause recording.
- 3 **STOP** – Once you start playing back a file or recording your voice the icon changes to a blue symbol and you can click to end and the pointer goes back to 00:00
- 4 **VOLUME** – Click and drag the slider left and right to change the volume
- 5 **MIC MUTE** – Click once to stop hearing your own voice – the icon changes to
- 6 **PLAYBACK POSITION** – Click and drag to move to any desired playback location.
- 7 **PLAYBACK TIME** – shows the present playback location in minutes and seconds



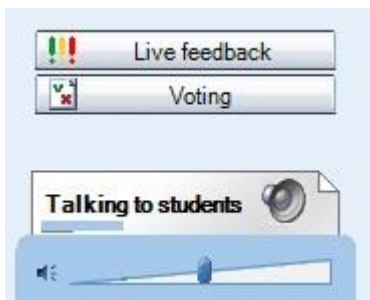
- Get your students to download and read the following reference card  
<http://misc.sanako.com/blog-uk/assets/Study-Student-Reference-Card.pdf>
- Get your students to watch the following video  
[http://www.youtube.com/watch?v=TJ40Bbwa6AI&feature=player\\_embedded](http://www.youtube.com/watch?v=TJ40Bbwa6AI&feature=player_embedded)

## 5. Speaking Activities

### 5.1 How to speak with an individual student



- 1 Click the left button on your mouse whilst the pointer is over a student.
- 2 Click the Discuss icon – it will change to a darker colour when active
- 3 When you have finished listening then click the “X” at the top of the window.



When you are speaking with an individual student you will see that the **“Talking to students”** and loudspeaker icon on the Tutor interface **becomes active**.

The blue moving bar shows when the student speaks and the black moving bar indicates when you are speaking.

### 5.2 How to speak to the whole class



Simply click on the grey Talk icon on the tutor screen.

The **“Talking to students”** and loudspeaker icon on the Tutor interface **becomes active**. The black moving bar indicates when you are speaking – sometimes known as All Call

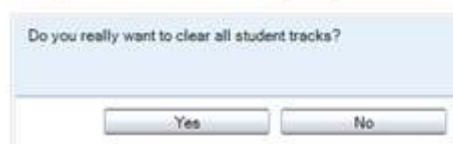
### 5.3 How students can record their voice and save as an MP3 file

To record your own voice \* -

- 1 press the **red SPEAK** icon and talk
- 2 the bottom triangle will turn **red** and **flash**
- 3 the counter will increase in real time – second by second.
- 4 Press the **blue STOP** icon to end recording or the **red SPEAK** icon to pause recording.




If you want to **remove all your recordings and start again** then you can right click on the bottom triangle and answer Yes to the prompt shown below:



\* Please remember to position your headset microphone correctly and to project your voice whilst speaking to ensure high quality recordings.

To save your recording

- 1 Click the **save** icon and decide where you want to save your work and what you want to call it.



To save everything (your voice, the original file, bookmarks, instructions, subtitles, instructions etc..) then select the Sanako MFF format from the "Save as type:" option. To save just the audio then you can select any of the other formats (such as MP3, WAV and WMA).

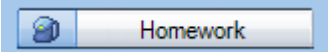
- Get your students to watch the following video [How to record your voice](#)
- **Get your students to download Study LITE at home for free**  
[Download Study LITE for FREE](#)
- Download and give out the following guide [Student Reference Card](#)



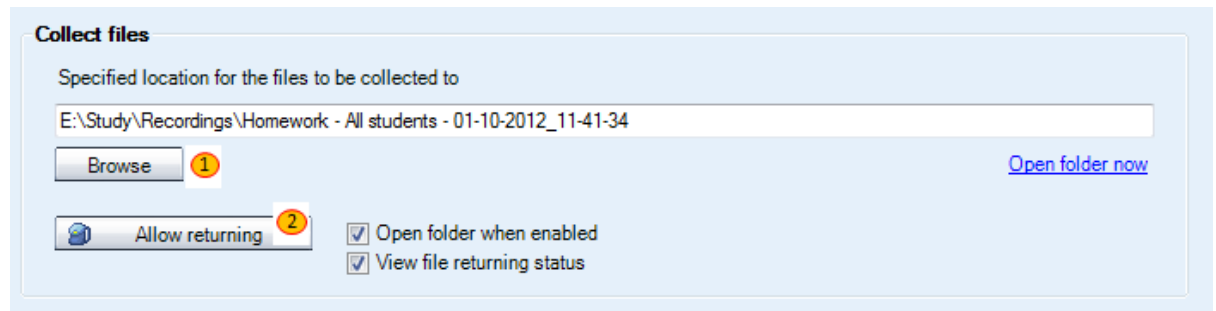
### 5.4 How you can collect in student work at the end of the lesson



**Why do this?** Ideal for marking purposes – collect in student work to take away on say a USB pen stick. Gather evidence of student attainment for on-going personal development plans and future lesson planning. Ensure that you have a copy of your students work for the time when they say "I have lost it!"

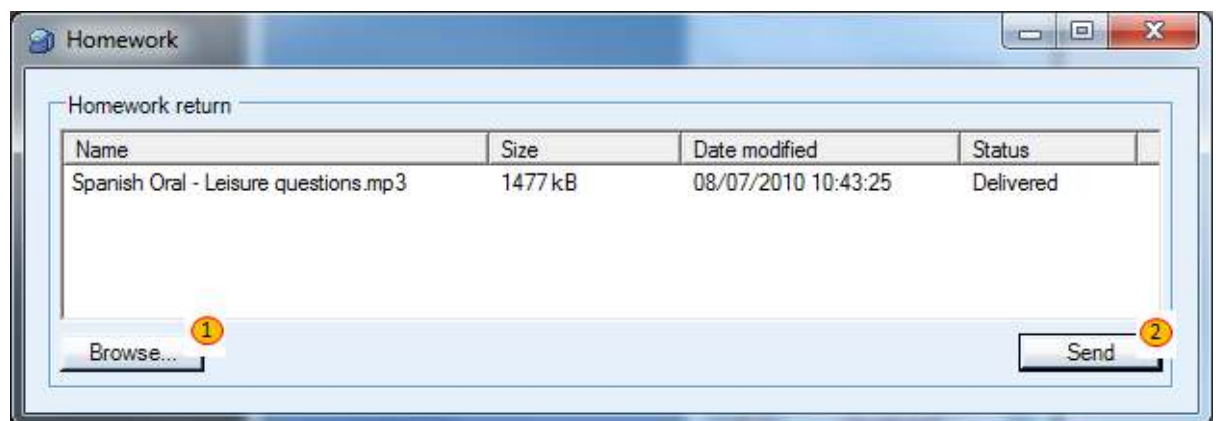
Click the  icon and the collect files screen will appear as shown on page 16 – found at the bottom part of the Homework window.

Ensure that your students have all saved a copy of their work before you collect it in.

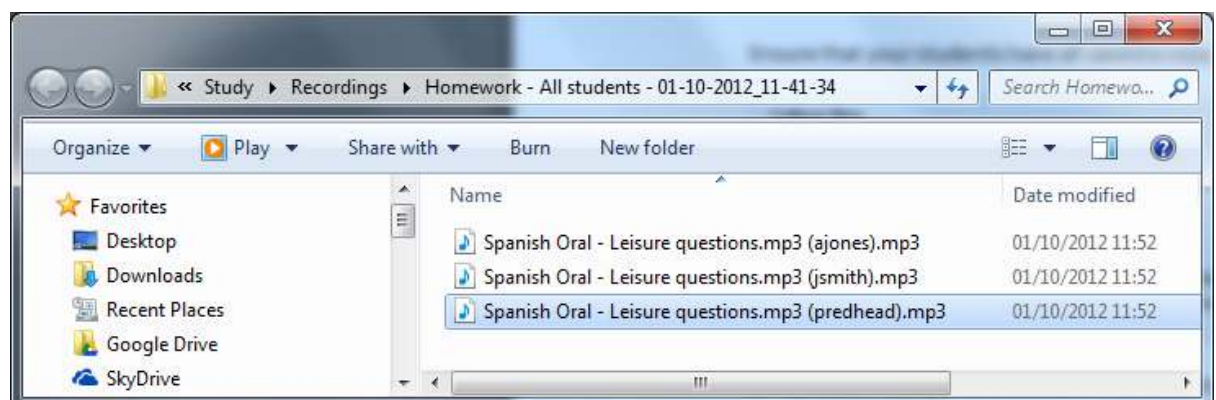


1 – **Decide where you want to save the student work** – it can be anywhere such as a USB pen-stick or your My Documents area. By default, the student work will be collected to a pre-defined shared area on your network (usually a directory of your shared network languages folder) and a directory will be created based on the date and time.

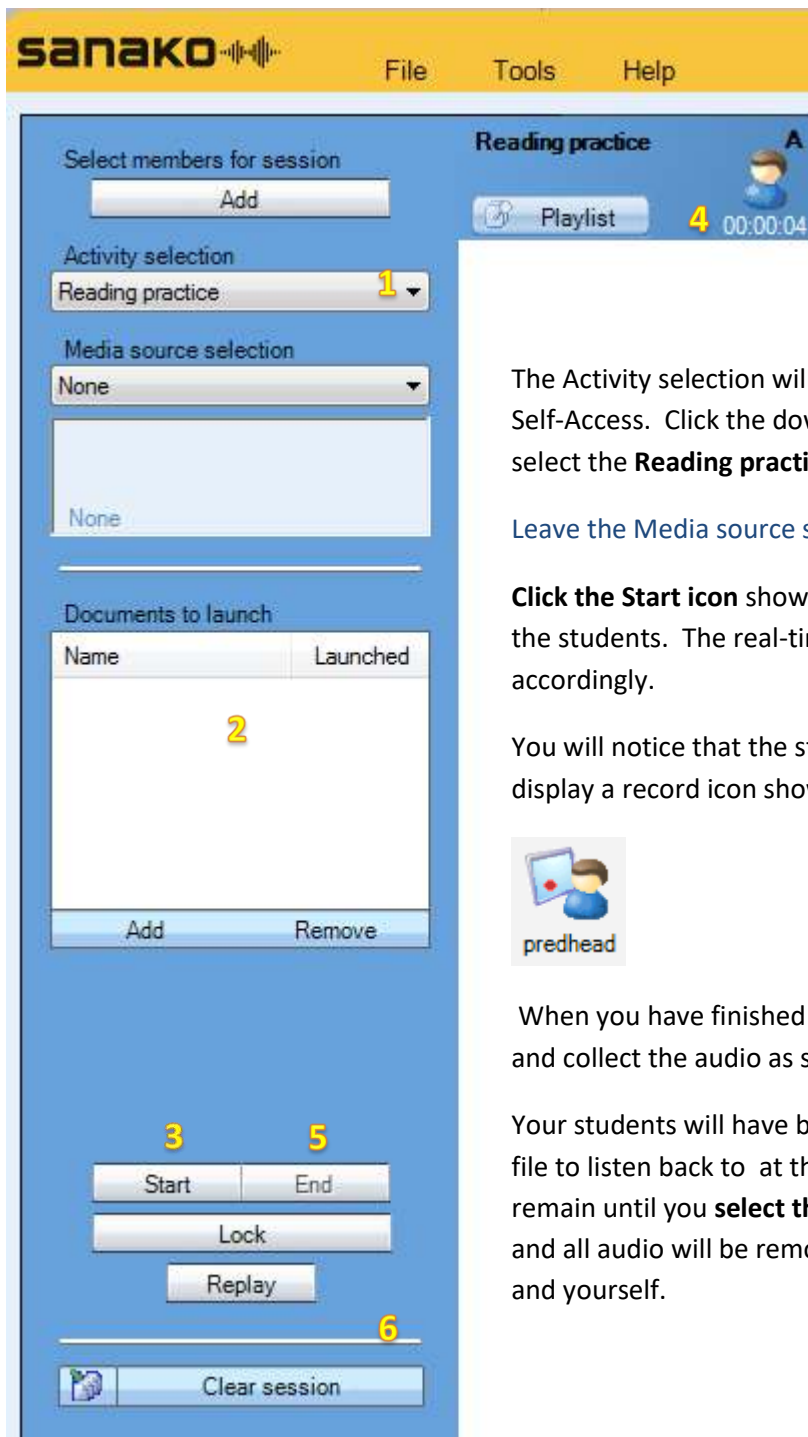
2 – Click the **Allow returning** icon and **your students will be shown a homework return screen**. All they need to do is to browse for their saved work and then send – shown as 1 and 2 below.



As your students send their work you will see them appear in the tutor collection folder below. Each file sent clearly shows who sent it in the brackets part of the filename.



## 5.5 How to record and collect student recordings automatically

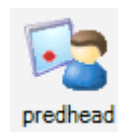


The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Reading practice** option.

Leave the Media source selection as **None**.

**Click the Start icon** shown at **3** to begin recording the students. The real-time counter at **4** will move accordingly.

You will notice that the student icons change to display a record icon shown as a **red** circle.



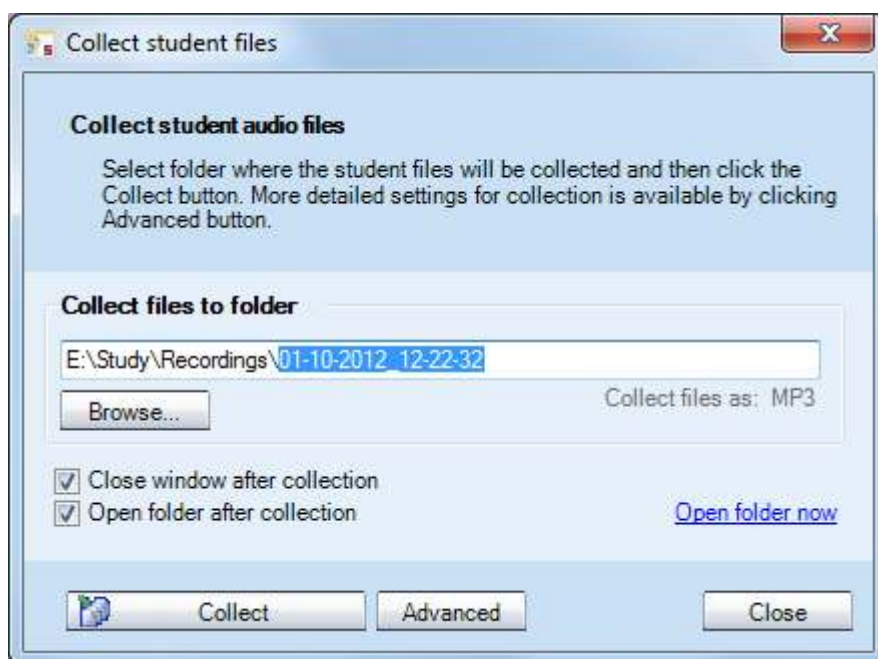
When you have finished **click the End icon** shown at **5** and collect the audio as shown on page 18.

Your students will have been left with a copy of the file to listen back to at their own pace which will remain until you **select the Clear session icon** at **6** and all audio will be removed from your students and yourself.

The area shown at **2** is optional and allows you to select a piece of written text that will appear on every student screen – possibly an extract from a newspaper, a series of questions etc...



Once you press the **End** icon – the following screen appears.



Click the **Collect** icon and every student recording will be collected as an individual file to the location specified as an MP3 file.

The files will be named according to name given under each student icon on the teacher screen e.g. predhead.mp3, jsmith.mp3.



**Why do this?** Ideal preparation for speaking tests – simply provides students with a topic area and then allows them to speak for a given time and collect their recordings back. Once collected you can double click on any file and play it back through the class speakers for peer-assessment.

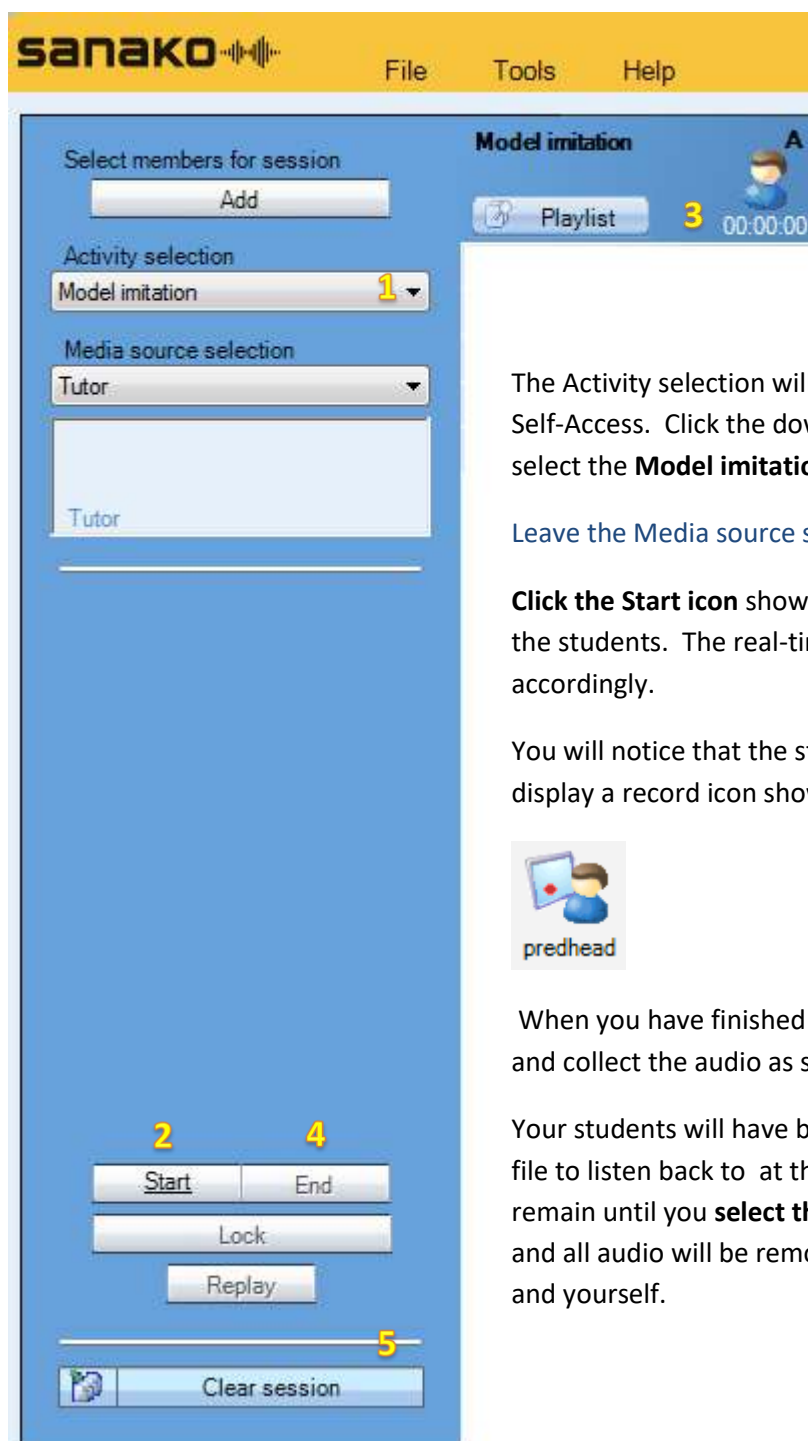
Here are some ideas of how you can use the Reading practice activity



- Ask your students to tell you “what you did at the weekend?”
- Ask your students to “tell you about their holidays”
- Ask your students to “describe their family”
- Simply get students to record themselves speaking their presentation that they have been preparing for their speaking test.
- Ask students to read out an article from a newspaper
- Ask students to talk about a topical subject from today’s news



## 5.6 How to perform a “drill type” activity

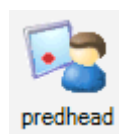


The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Model imitation** option.

Leave the Media source selection as **Tutor**.

**Click the Start icon** shown at **2** to begin recording the students. The real-time counter at **3** will move accordingly.

You will notice that the student icons change to display a record icon shown as a **red** circle.



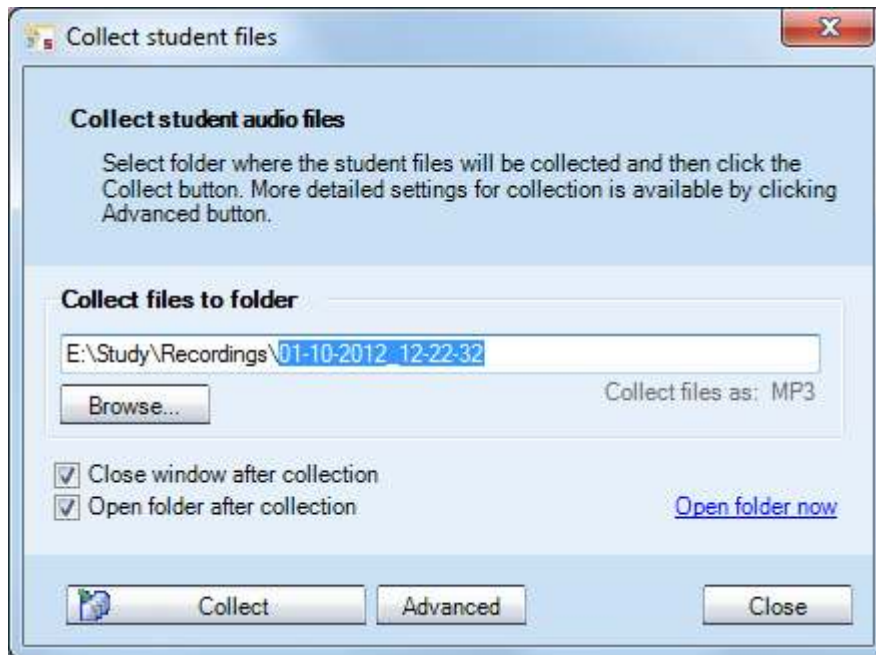
When you have finished **click the End icon** shown at **4** and collect the audio as shown on page 20.

Your students will have been left with a copy of the file to listen back to at their own pace which will remain until you **select the Clear session icon** at **5** and all audio will be removed from your students and yourself.



**Why do this?** Ideal preparation for listen and repeat exercises; listen and translate routines or perhaps question and answer sessions. Save time by doing this to the whole class at once.

Once you press the **End** icon – the following screen appears.

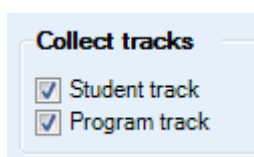


Click the **Collect** icon and every student recording will be collected as an individual file to the location specified as an MP3 file.

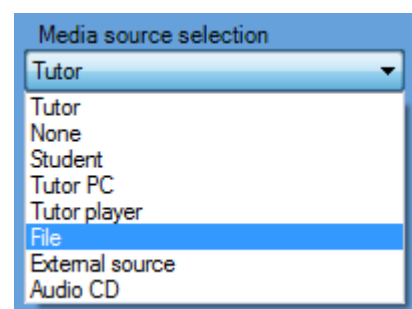
The files will be named according to name given under each student icon on the teacher screen e.g. predhead.mp3, jsmith.mp3.



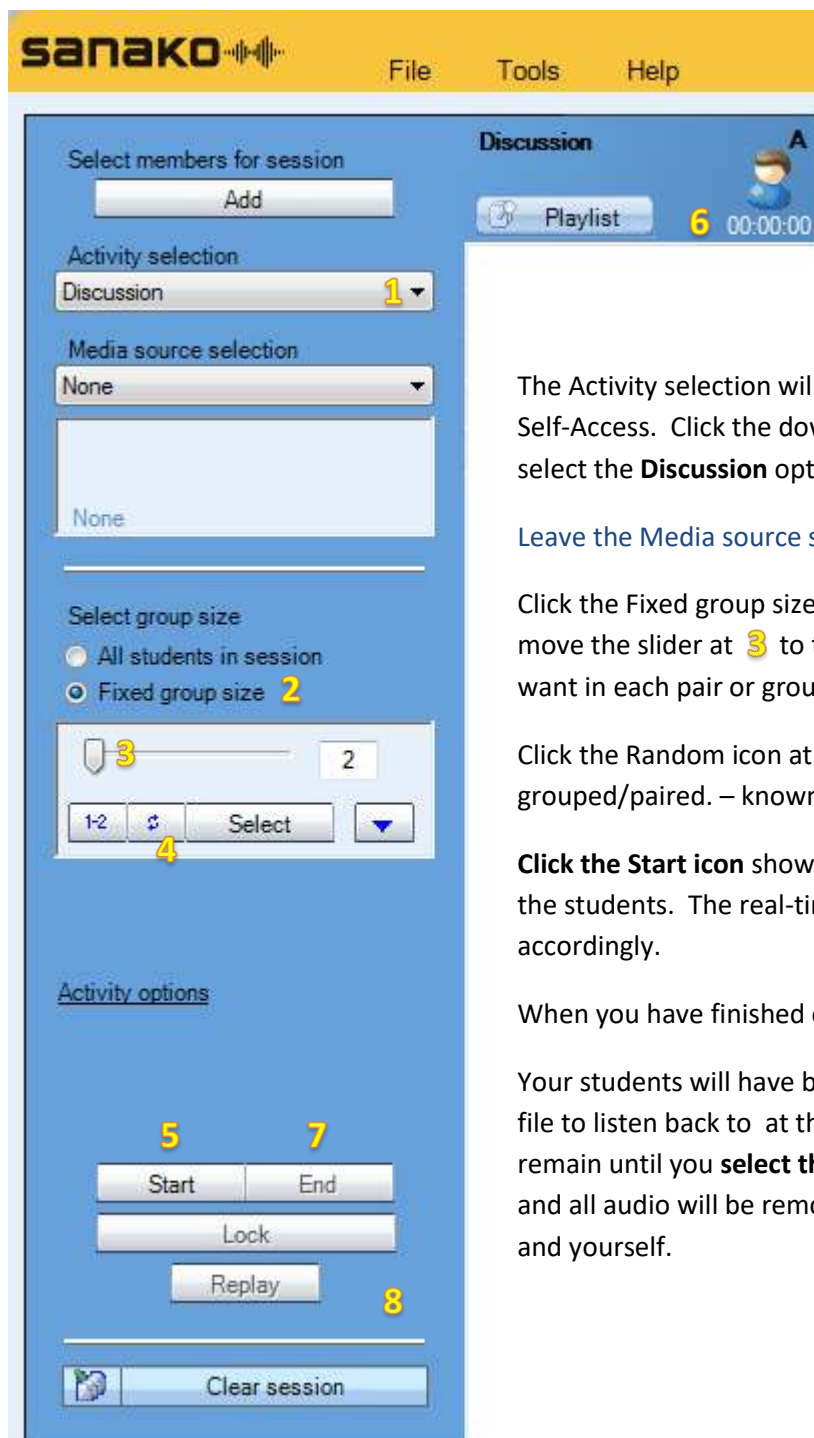
The recordings will only contain the student responses and will not include the teacher voice. However, if you want to collect your voice as well then you can select the **Advanced** icon in the window shown above and tick the option to collect the Program track as shown below.



You may also want to use a different audio source from that of your voice. To do this simply, click the Media source selection drop-down menu and you could for example select an existing MP3 file or use an audio CD.



## 5.7 How to pair or group students to talk to each other



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Discussion** option.

Leave the Media source selection as **None**.

Click the Fixed group size option at **2** and then move the slider at **3** to the number of students you want in each pair or group.

Click the Random icon at **4** and the students will be grouped/paired. – known as Random Pairing

**Click the Start icon** shown at **5** to begin recording the students. The real-time counter at **6** will move accordingly.

When you have finished **click the End icon** shown at **7**

Your students will have been left with a copy of the file to listen back to at their own pace which will remain until you **select the Clear session icon** at **8** and all audio will be removed from your students and yourself.



**Why do this?** Ideal for role play exercises such as “asking for directions” or “booking a hotel room”.

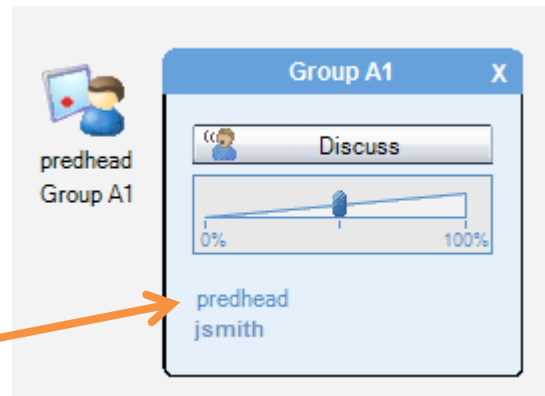


If you want to listen to any of the pairs or groups once the activity is started then simply click on any of the students in that pair or group.

By clicking on any one member of the pair or group you will hear the pair or group.

If you click the **Discuss** icon whilst listening then all the pair/group members will hear you.

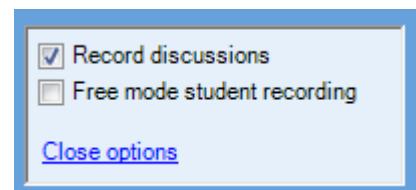
The members of the group are shown whilst monitoring.



Students can find out who they have been paired or grouped with by simply clicking the word Discussion in the bottom left part of their player.

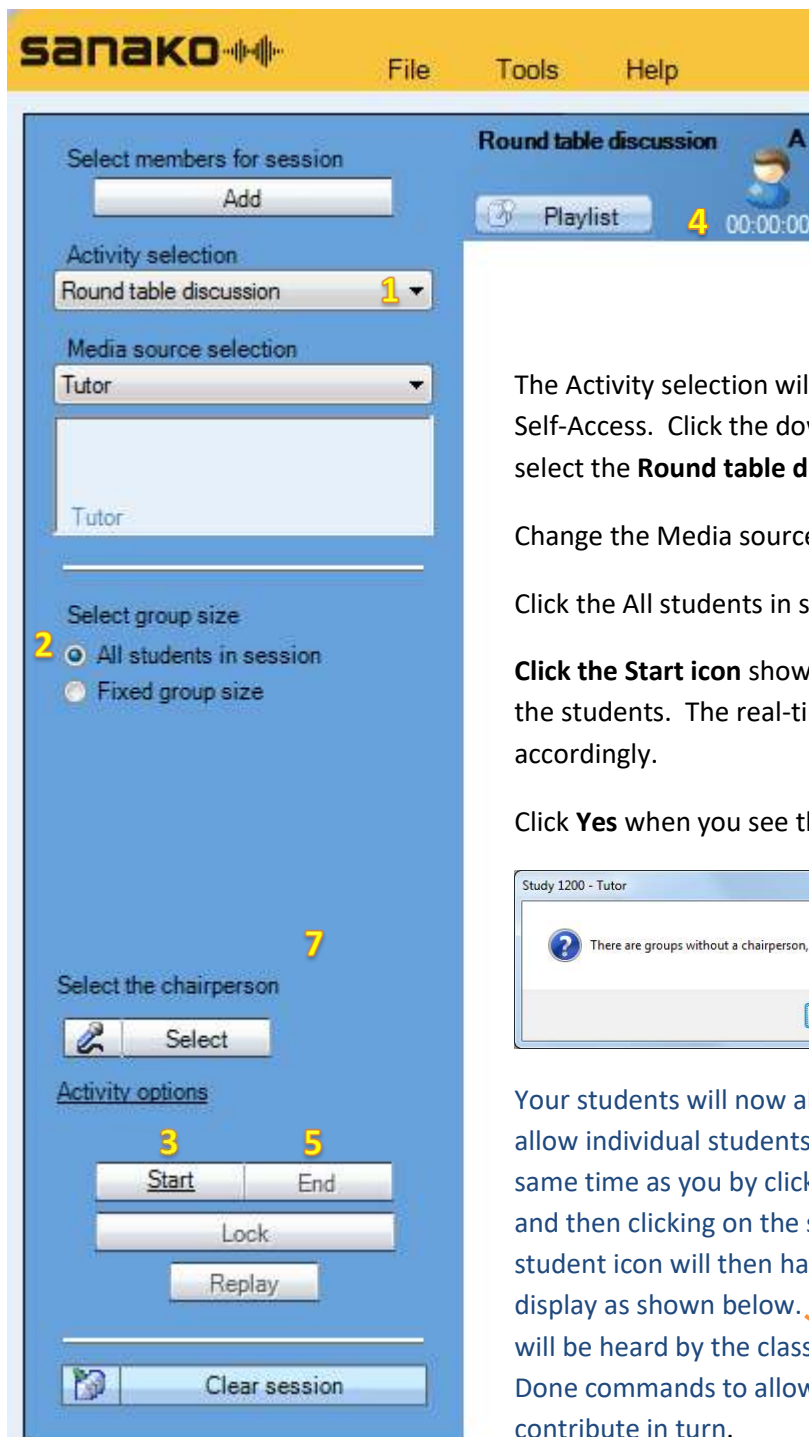
If you want to record the student conversations then you need to click the **Activity options** text and tick from the following options.

Select **Record discussions** to collect all the student pair/group discussions. Select Free mode student recording to only collect audio when the students have pressed their **SPEAK** icon.



The **Free mode student recording option** is very useful if you only want to collect the audio when the students actually start the exercise – it may be that the first minute or two is spent setting up the exercise and deciding on who is who in the role play?

## 5.8 How to create a whole class discussion environment



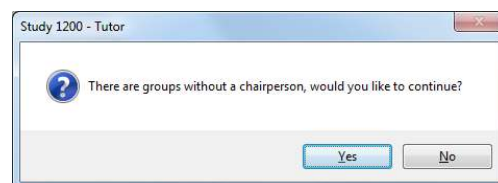
The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Round table discussion** option.

Change the Media source selection to **Tutor**.

Click the All students in session option **2**

Click the **Start** icon shown at **3** to begin recording the students. The real-time counter at **4** will move accordingly.

Click **Yes** when you see the following message.



Your students will now all hear you and you can then allow individual students to speak to the class at the same time as you by clicking the **Select** icon at and then clicking on the student. The selected student icon will then have a MIC added to their display as shown below. Click **Done** and that student will be heard by the class. Repeat the Select and Done commands to allow different students to contribute in turn.



When you have finished click the **End** icon shown at **5** and Clear session.



**Why do this?** This activity is ideal for class discussions on a topical subject area. Students can express views and opinions under the guidance and support of the teacher. Many teachers refer to this kind of exercise as a “pass the microphone” exercise.

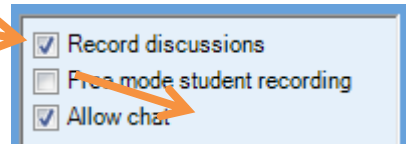
**For example** – why not get your students to tell a story and “pass the mic” from student to student to continue the story.

**Or** – get your students to read out from a book but take it in turns to read a sentence each.



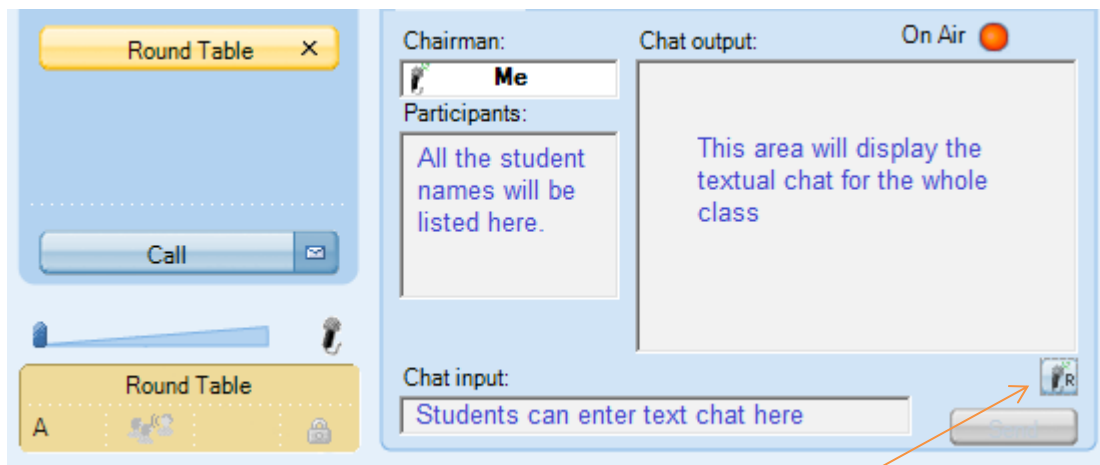
If you want to record the class discussion then select the Record discussions option in the **Activity options** menu as shown below.

You may also want to allow the students and yourself to interact using a textual window whilst talking.



students chat

If you enable textual chat then the students will see the following window appear on their player.



Students can “request” the microphone by clicking this icon. If they are given the microphone by the teacher then the On Air icon will illuminate and the Chairman: field will display **Me** as shown above.



## 5.9 Allow your students to telephone each other

The screenshot shows the Sanako software interface. At the top is a yellow header with the 'sanako' logo and a 'File' menu. Below the header, there's a section titled 'Select members for session' with an 'Add' button. Underneath is 'Activity selection' with a dropdown menu showing 'Telephone' and a yellow '1' next to it. Below that is 'Media source selection' with a dropdown menu showing 'None'. A large empty box with 'None' at the bottom is also present. Further down is a list of options: 'Record phone conversations' (checked, marked with a yellow '2'), 'Free recording' (unchecked, marked with a yellow '3'), and 'Automatic call answering' (checked, marked with a yellow '4'). At the bottom are 'Start' (marked with a yellow '5') and 'End' (marked with a yellow '6') buttons. At the very bottom is a 'Clear session' button (marked with a yellow '7') with a trash icon.

The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Telephone** option.

Leave the Media source selection as **None**.

Click the Record phone conversation option at **2** if you will want to save the student calls as audio files.

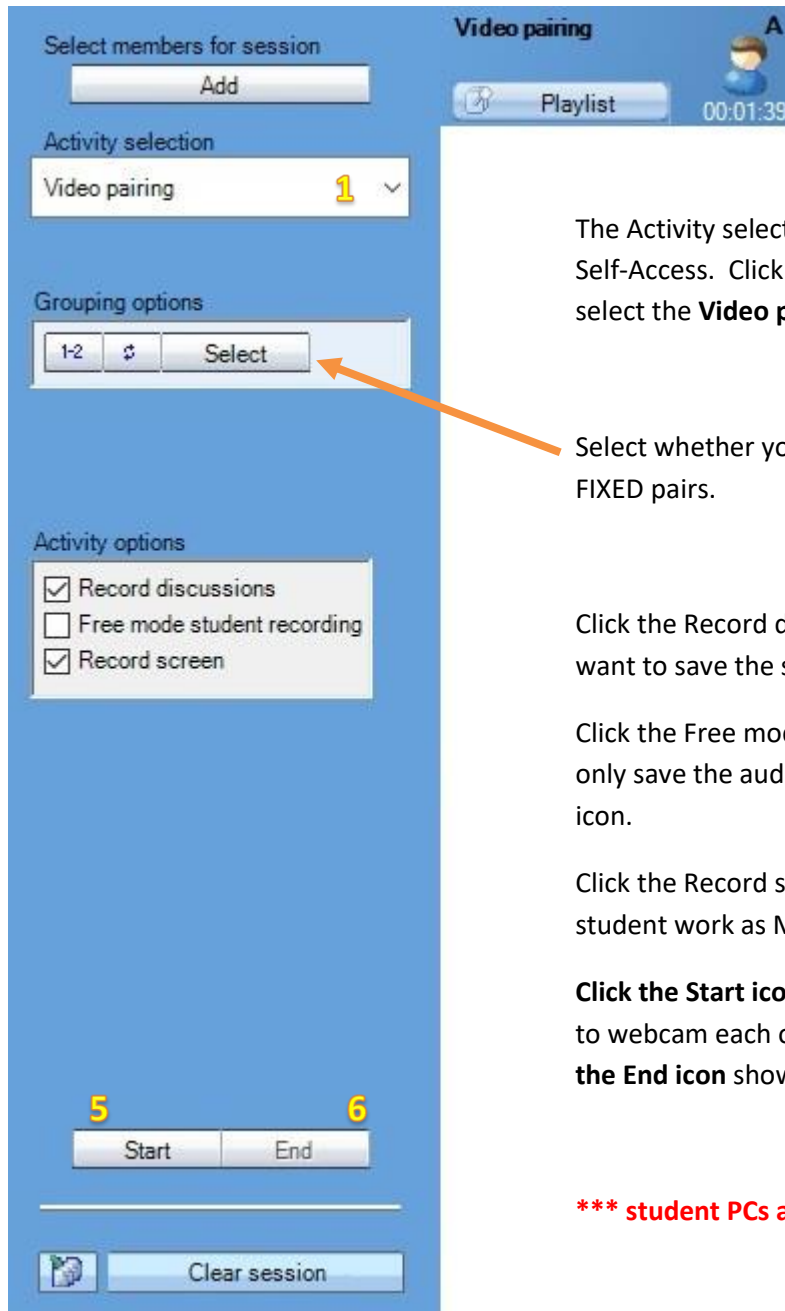
Click the Free recording icon at **3** and the system will only save the audio if the student clicks their record icon.

Click the Automatic call answering option at **4** if you don't want the students to hear a ringing tone before they choose to answer a call.

**Click the Start icon** shown at **5** to allow the students to phone each other. When you have finished **click the End icon** shown at **6**

Your students will have been left with a copy of the file to listen back to at their own pace which will remain until you **select the Clear session icon** at **7** and all audio will be removed from your students and yourself.

## 5.10 Starting a video pairing activity \*\*\*



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Video pairing** option.

Select whether you want RANDOM, SELECTED or FIXED pairs.

Click the Record discussions option at **2** if you will want to save the student work as MP3 audio files.

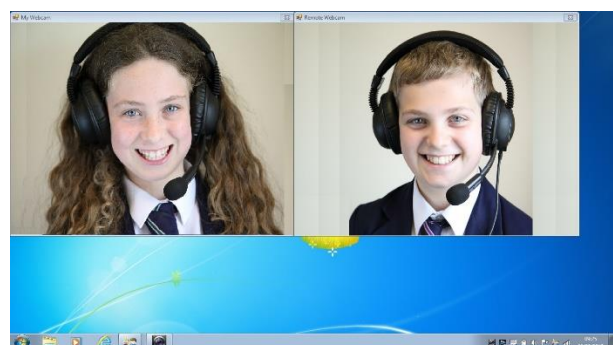
Click the Free mode option at **3** and the system will only save the audio if the student clicks their record icon.

Click the Record screen option at **4** to save the student work as MP4 video files.

**Click the Start icon** shown at **5** to start the students to webcam each other. When you have finished **click the End icon** shown at **6**

**\*\*\* student PCs and laptops MUST have webcams**

Students see 2-off webcam windows  
– the left being their webcam and  
the right being the person they are paired with.



## 6. Getting feedback from your students

### 6.1 Responding to Call Teacher requests




Students can click the **Call** icon and it changes to Calling...



The teacher then sees a "?" above that students icon

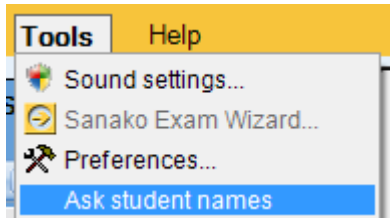


If the tutor wants to provide help then they click on the  icon and they will go into the **Discuss** mode for a 2-way conversation with that student.



Numbers show the order in which the students called the teacher

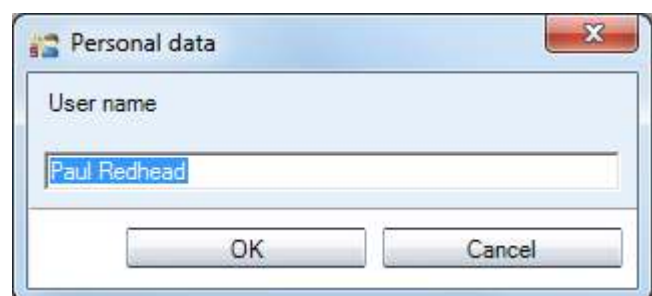
### 6.2 Getting your students to give their full names



It is normal for each student icon on the teacher interface to appear with the login name for that student. However, the teacher can ask students to enter their full names by selecting the **Tools – Ask student names** option.

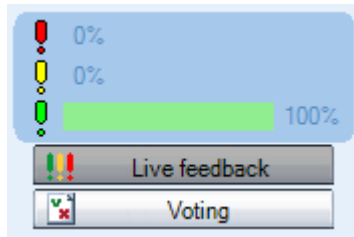
Each student will then see the Personal data window appear in the top left of their screen and they can **enter their full name** and click **OK**.

The teacher will then see this given name under that student icon.



**Why do this?** It is a very good way to learn the names of your new classes! However, the main reason is that when you collect work from students this “given name” is added to the collected file e.g. Paul Redhead.mp3 – hence you know exactly who the file belongs to without having to rename any files.

### 6.3 Asking for lesson feedback – the traffic light approach



If the teacher clicks the **Live feedback** icon a three-bar graph appears along with a % for each of the three colours – Red, Amber and Green.

Students will then see three new icons appear above the **Call** icon of their player. The system assumes that the green icon has been clicked until the user selects either the amber or red option.

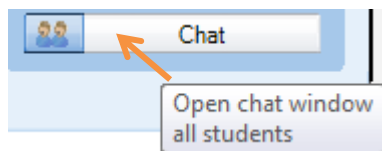


Once a student clicks one of the three colours their choice will be shown to the teacher on the corresponding student icon and the % values will change on the tutor graph.



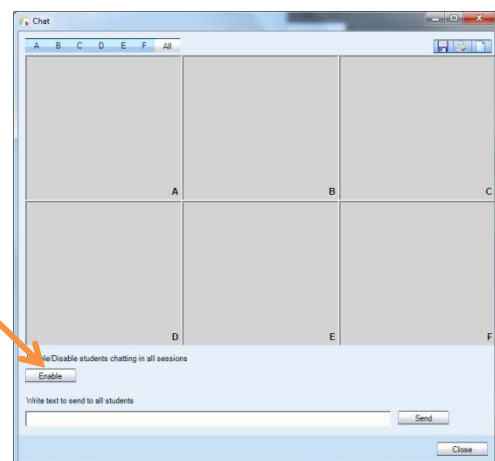
**Why do this?** Ask your students if they are ready to carry on for example – green for YES, red for NO and amber for NOT SURE. You may have given the students three things to do and you could ask them to change their feedback as the lesson progresses – green as they work on the first thing, amber for the second, red for the third and Call when complete.

### 6.4 Using chat discussion to get plenary feedback

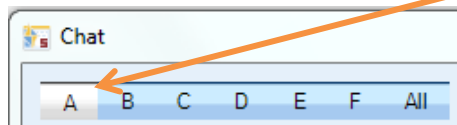


When the teacher clicks the **Chat** icon the blank Chat window appears as shown below.

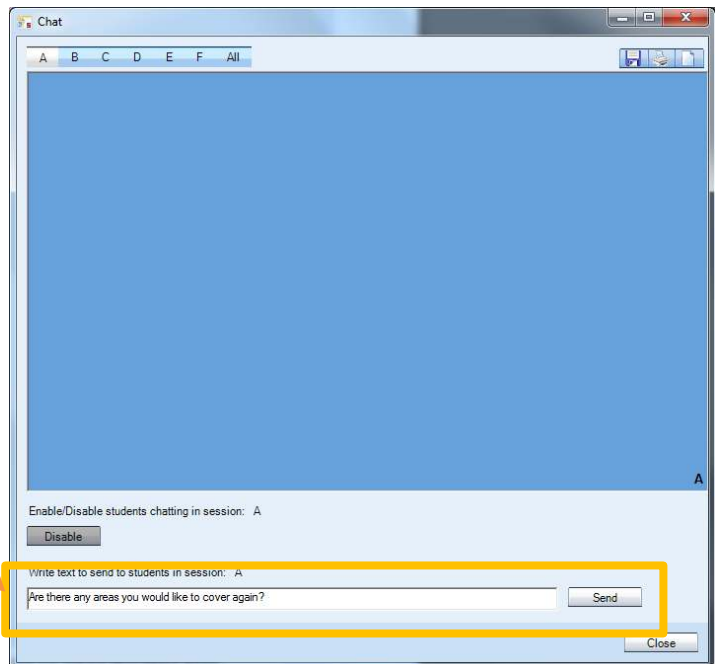
Once the teacher clicks the **Enable** icon the chat session becomes active and the window changes to show coloured backgrounds.



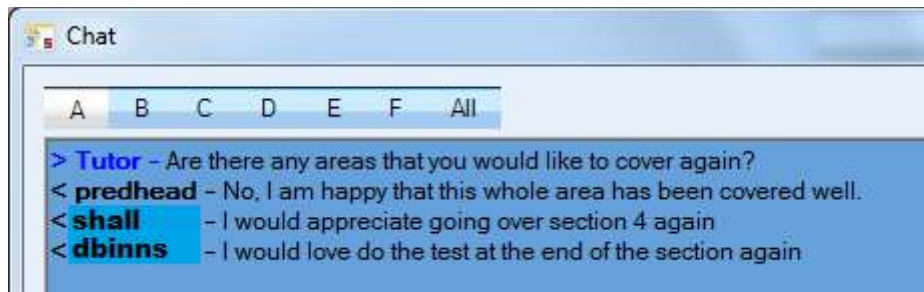
If you are conducting a whole class session then click on the **A** icon at the top left of the Chat window and the whole top section will turn blue as shown below.



Simply type your question into the text box at the bottom of the window and then click the **Send** icon.

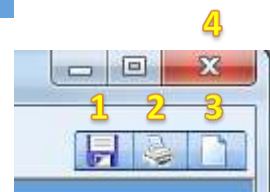


Your text will be shown to all the students and they can enter their individual response. As each student responds your chat window will update to display their answer.



You can then do one of the following from the top right of the chat Window – shown to the right here;

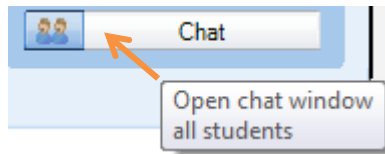
- 1 Save the chat contents as an RTF or TXT file
- 2 Print the chat contents
- 3 Clear the chat contents
- 4 Exit the chat session



Take a look at the following online video to see this feature described in action

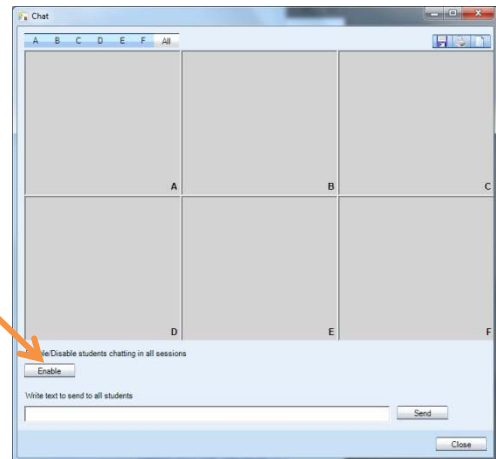
[http://www.youtube.com/watch?feature=player\\_embedded&v=hTPRit--NIA](http://www.youtube.com/watch?feature=player_embedded&v=hTPRit--NIA)

## 6.5 Using chat to see who is the fastest student to respond

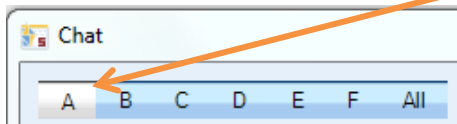


When the teacher clicks the **Chat** icon the blank Chat window appears as shown below.

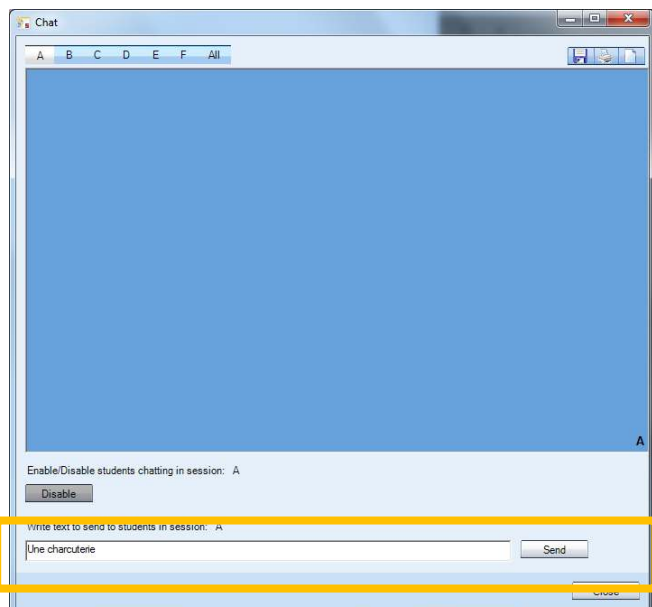
Once the teacher clicks the **Enable** icon the chat session becomes active and the window changes to show coloured backgrounds.



If you are conducting a whole class session then click on the **A** icon at the top left of the Chat window and the whole top section will turn blue as shown below.

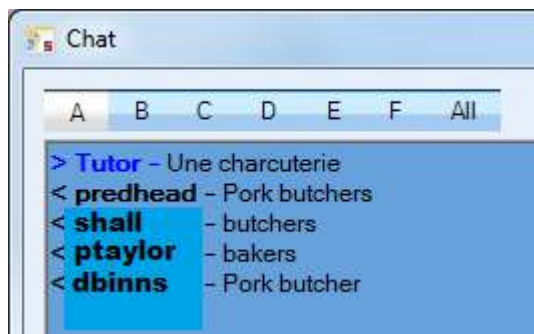


Type your question into the text box at the bottom of the window and then click the **Send** icon.



Your text will be shown to all the students and they can enter their individual response. As each student responds your chat window will update to display their answer.





In this example you can see that predhead answered first and also answered correctly!

Bring that element of competition into your lessons!

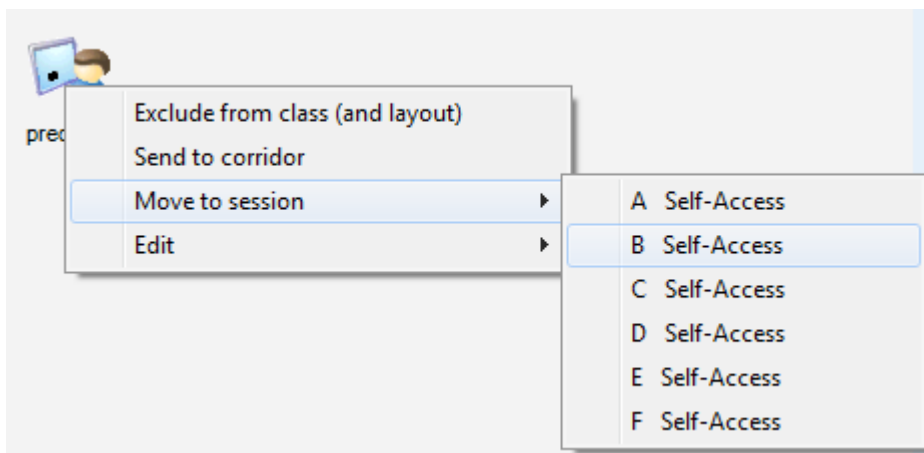
Take a look at the following online video to see this feature described in action

[http://www.youtube.com/watch?feature=player\\_embedded&v=dGBllshRU6o](http://www.youtube.com/watch?feature=player_embedded&v=dGBllshRU6o)

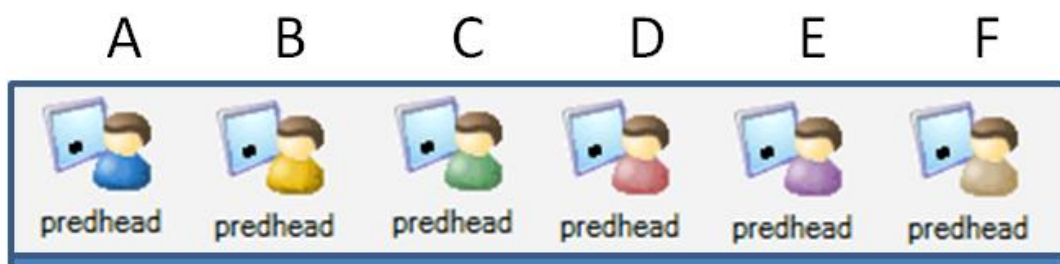
## 7. Differentiated Learning Activities

### 7.1 How to put students into different groups

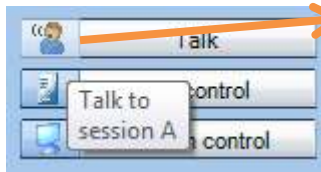
**Right click on a student icon** and select the **Move to session** option followed by the group of your choice as shown below.



The student icon will change colour as shown below to indicate what group that student now belongs to.

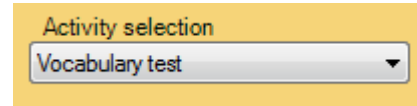


You can now use any of the whole class features described in this document to the students in a particular group only.

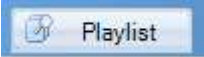


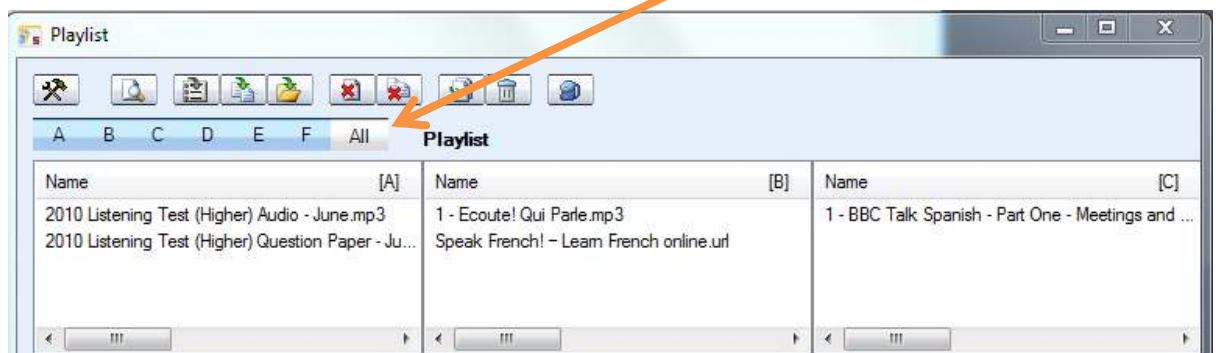
For example, clicking the blue head icon next to the Talk icon will mean that only the blue students will hear you and not all the class.

Or perhaps you might want to conduct different activities with different groups?



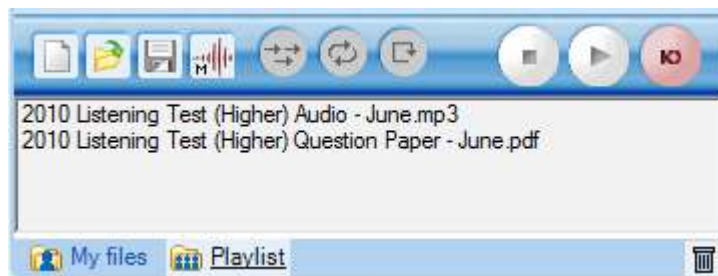
## 7.2 How to give access to different files for different students

Click on the  icon and then click on the **All** option.



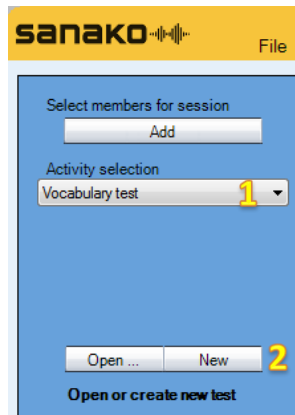
Add, copy and paste, drag and drop the files you want to each of the six possible group playlists A, B, C, D, E and F.

Students in each group will see different files in their corresponding playlist area. The image below shows the playlist for a student in group A – they double click the file(s) to open.



## 8. Vocabulary Testing

### 8.1 How to create a vocab test



**1** Select the **Vocabulary test** option from the Activity selection drop-down menu.

**2** Click **New** to open the Vocabulary test creator window below.

Vocabulary test creator

Create a Vocabulary test

Name of test **3 – Give your test a name**

Type the name of the test here

Options

☐ Timed 1 minutes 0 seconds

☒ No time limit **4 – Timed or not?**

☒ Use all words **4 – Test all words?**

☐ Randomly select 10

	Vocab	Answer(s)
▶	1 French word	English Translation(s)
*	2	

**5 – Enter your list of words and their translation(s)**

Instructions for students

You can type some instructions here for students to view when they do the test.

**6 – Any instructions, tips or hints?**

Clear Swap columns +

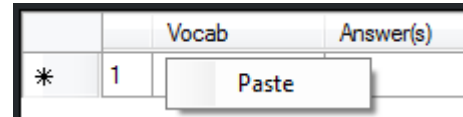
Cancel **7 – Save it!** Save Start



- If you want to allow multiple answers then separate each answer with a comma – see below for an example.

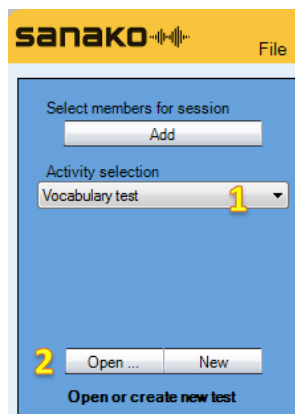
	Vocab	Answer(s)
2	la boîte	box, tin

- You can copy and paste existing vocab lists from Excel – simply select the columns from Excel and Copy. If you then right click on the top left box of the vocabulary test creator you can select the paste option as shown here.



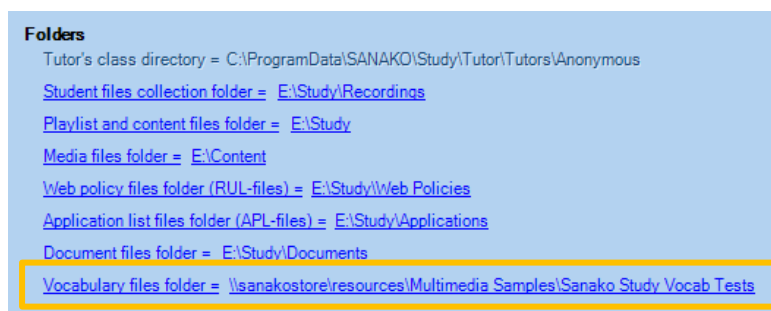
- Why not use some of our own ready-made vocab lists that cover all the vocabulary lists from AQA, EDEXCEL and OCR and have been broken down into topic/subject areas? Contact us at [uksupport@sanako.com](mailto:uksupport@sanako.com) to be sent them.

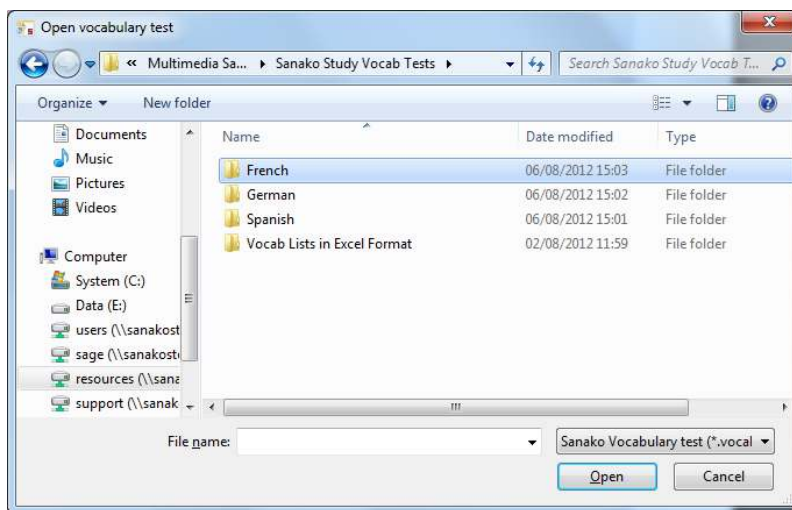
## 8.2 How to give a saved vocab test to your students



- 1 Select the **Vocabulary test** option from the Activity selection drop-down menu.
- 2 Click **Open ...** to open the Vocabulary test explorer window on page 36.

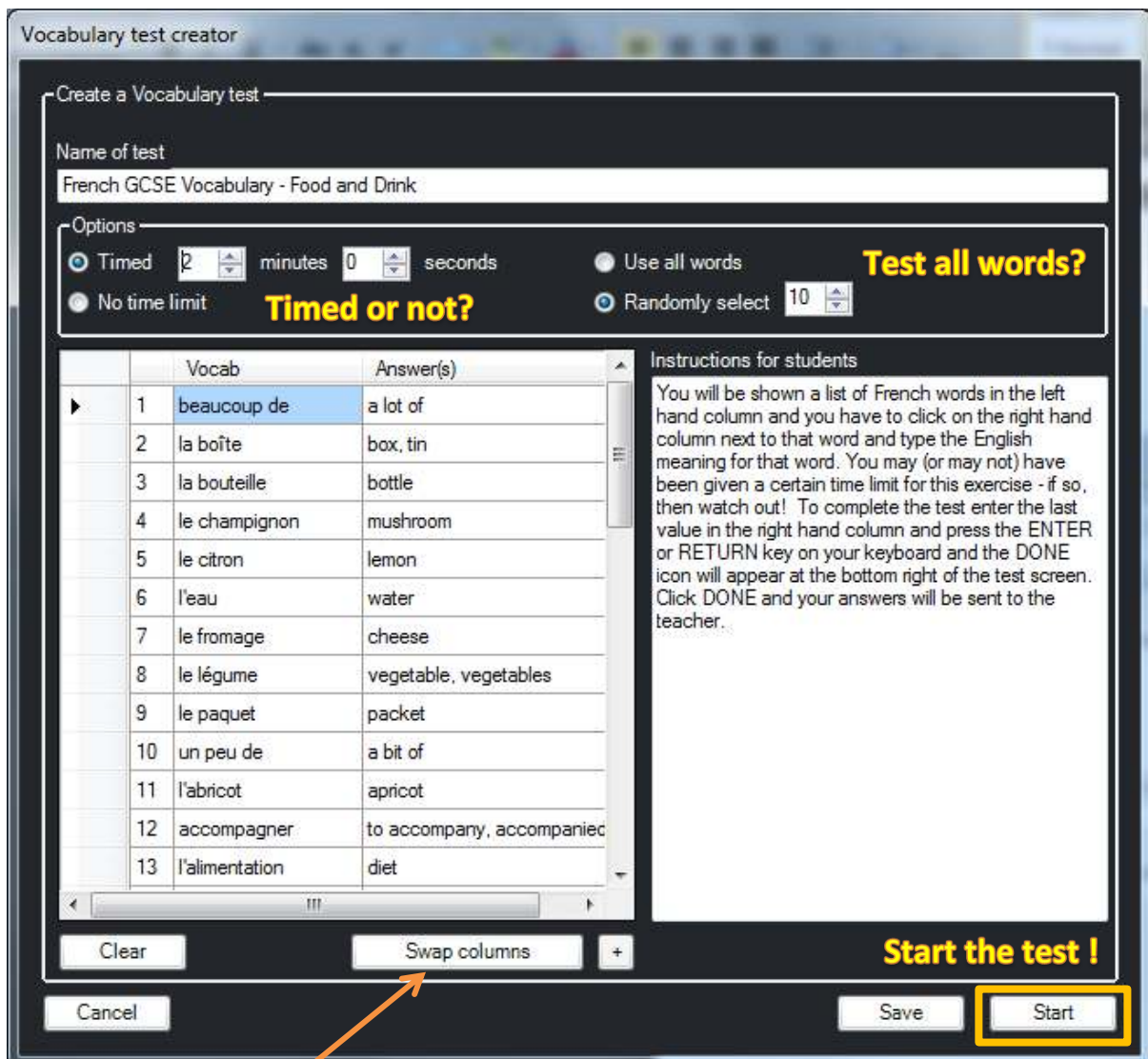
The window will open to the path defined in the Tutor – Preferences window as shown below.





Browse to the vocab test of your choice and then click the **Open** icon and the selected test will appear as shown below. You can then select whether to add a time limit to the test or test all words.

Click **Start** to open the test on the student screens.



Click **Swap columns** if you want to test English to French vocabulary for example.

During the test, the student sees the screen below;

Vocabulary testing

French GCSE Vocabulary - Food and Drink

Vocab	Your answer
la boîte	box
le champignon	mushroom
le citron	lemon
accompagner	to accompany
la crêpe	pancake
la pêche	fish
le saumon	salmon
végétarien	vegetarian
de temps en temps	time after time
toujours	always

Instructions

You will be shown a list of French words in the left hand column and you have to click on the right hand column next to that word and type the English meaning for that word. You may (or may not) have been given a certain time limit for this exercise - if so, then watch out! To complete the test enter the last value in the right hand column and press the ENTER or RETURN key on your keyboard and the DONE icon will appear at the bottom right of the test screen. Click DONE and your answers will be sent to the teacher.

Students enter their answer in the right hand box

The amount of time (if applicable) appears as a moving bar on the bottom of the screen.

The student clicks **Done** or the time runs out

1min 8sec left

Done

Vocabulary test results

Results

16/25 students ready. 1min 48sec left

End test

The teacher sees a screen that shows how long is left (if applicable) and how many students have completed the test.

The teacher can click the **End test** icon at any time.



Once the test is ended the teacher will see a screen of results for every student. As shown below – this example shows the results for a single student. Correct answers are shown as a green box and incorrect answers shown as red. A score is given for each student.

Vocabulary test results			
Results			
Student name	Vocab	Answer	Correct
Paul Redhead 8/10	la boîte	box	box, tin
	le champignon	mushroom	mushroom
	le citron	lemon	lemon
	accompagner	to accompany	to accompany, accompanied
	la crêpe	pancake	pancake
	la pêche	fish	fishing
	le saumon	salmon	salmon
	végétarien	vegetarian	vegetarian
	de temps en temps	time after time	from time to time
	toujours	always	always
<div>Share results</div> <div>Print Save End</div>			

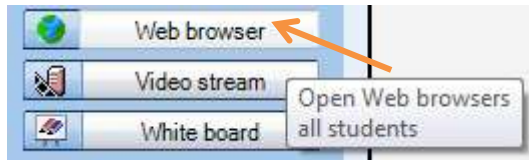
The teacher can then click **Share results** to send the results to the students but the students **ONLY** see their own answers and score.

Clicking **Print** will open the normal print options to get a hard copy to file.

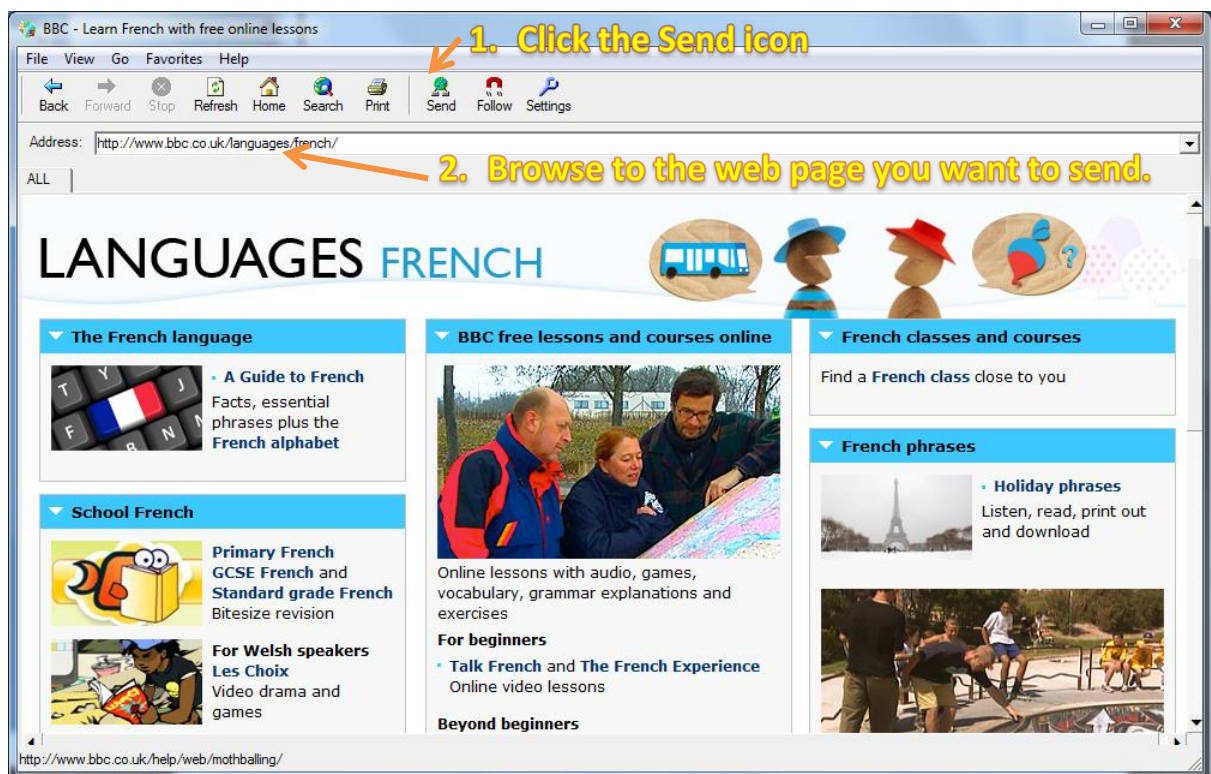
Clicking **Save** will allow the teacher to keep a copy of the results as a TXT file.

## 9. Web Browsing Activities

### 9.1 How to launch the same web page to all students



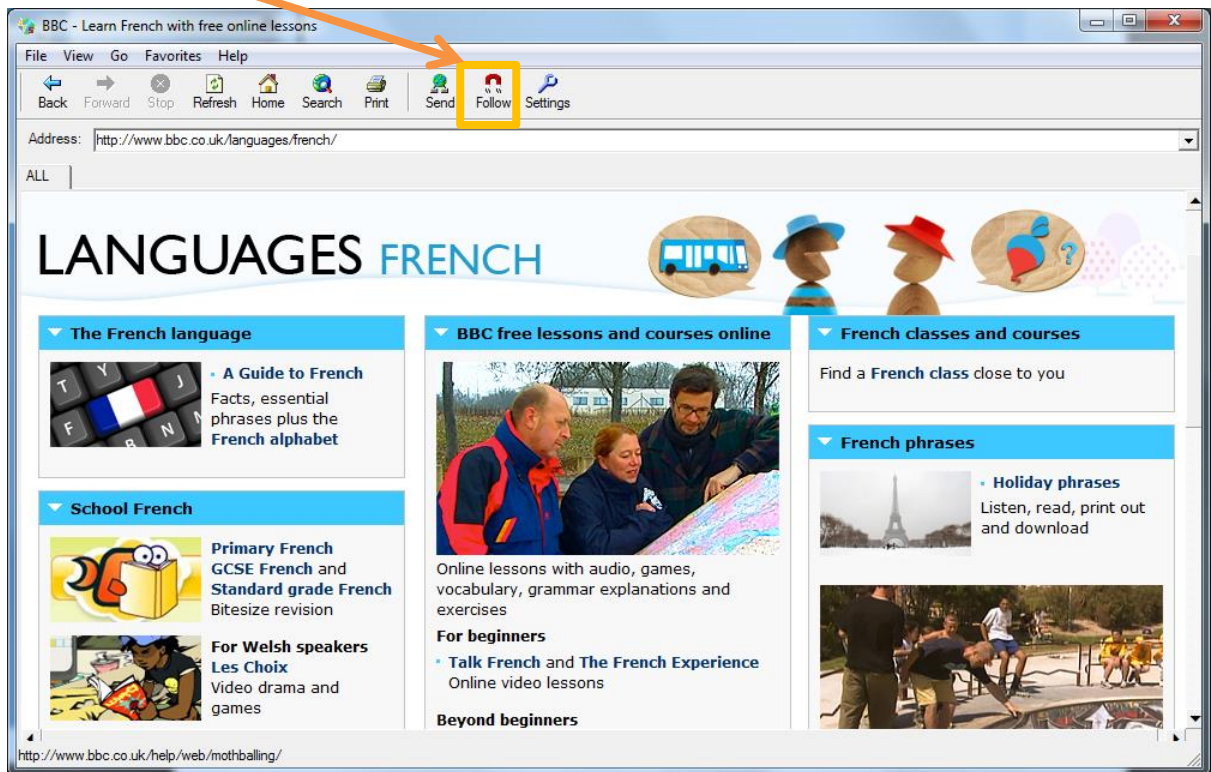
Click the **Web browser** icon and the teacher browser window will appear as shown below – internet explorer will launch at all the student positions.



- Click on the **Favorites** icon and this will display all your usual bookmarks from Internet Explorer. Select the required bookmark to save time browsing.
- An alternative method is to simply copy a saved IE bookmark and paste it to the Playlist window – students can then double click on the link to open that web page.

## 9.2 How to keep students looking at the same web page as you

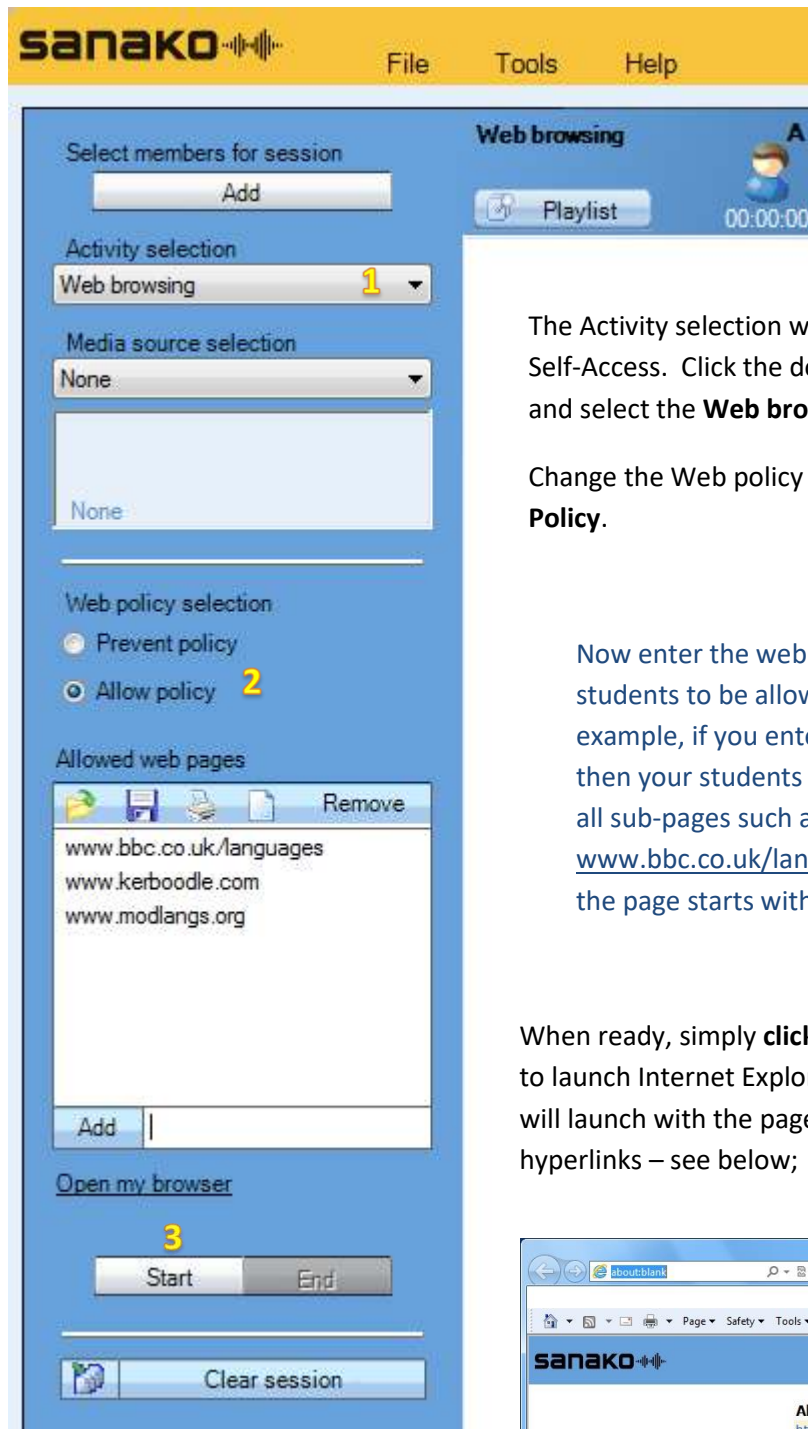
Follow the same instructions as section 9.1 to launch a web page to students and then click the **Follow** icon shown below.



Once the Follow icon has been clicked then the students will go to **exactly the same page as you** do! When you click on a new page or hyperlink your students will follow.

Click the follow icon again to leave your students on that web page and free to browse.

### 9.3 How to restrict the web pages that students can browse to



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Web browsing** option.

Change the Web policy selection at **2** to **Allow Policy**.

Now enter the web pages that you want your students to be allowed to browse to. For example, if you enter [www.bbc.co.uk/languages](http://www.bbc.co.uk/languages) then your students will be allowed to browse to all sub-pages such as [www.bbc.co.uk/languages/french](http://www.bbc.co.uk/languages/french) - so long as the page starts with the page address you enter.


When ready, simply **click the Start icon** shown at **3** to launch Internet Explorer to all your students. It will launch with the pages you added shown as hyperlinks – see below;

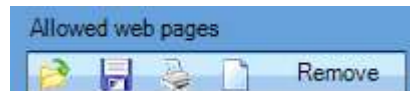



If the student tries to browse to any page that is not allowed then they will be taken back to the above page.



- Make sure that you add ALL the sites that link from the main web page you want to allow students to browse to. For example, if you allow students to go to [www.bbc.co.uk](http://www.bbc.co.uk) then if they click on a news link they will be taken to <http://news.bbc.co.uk> - hence you would also have to add the <http://news.bbc.co.uk> page to your allowed list.

- Save the lists that you create using the  icon from the toolbar shown below.

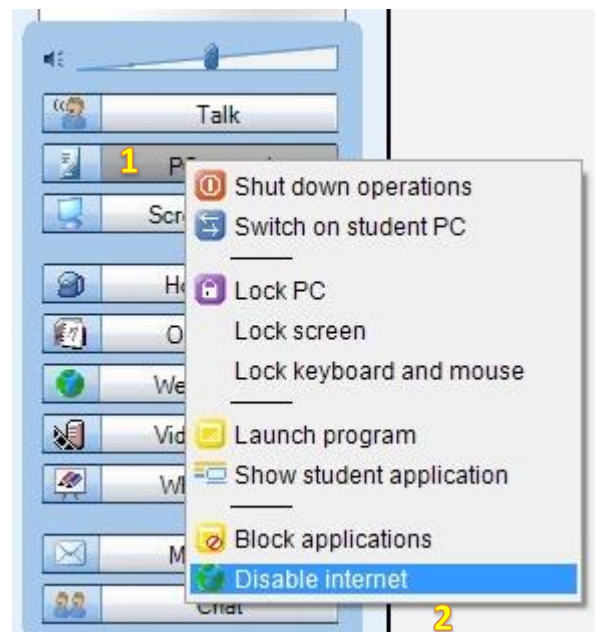
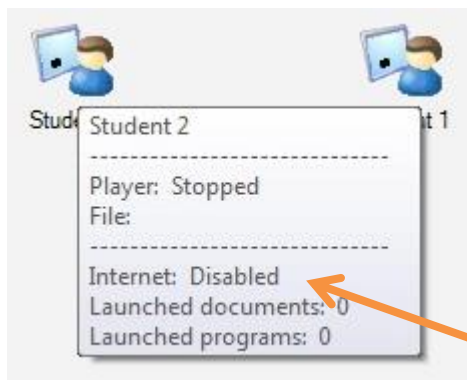


Save the list as a .RUL (Rule) file to a location of your choice. When you next use the software you can click the  icon and browsing for your previously saved file.

## 9.4 How to disable Internet access

Click the **PC control** icon at **1** and select the **Disable internet** option **2** from the drop-down menu.

Your students will no longer be able to browse the internet.



Hold your mouse over any student icon to verify that internet access has been disabled.

To give your students internet access back simply repeat steps 1 and 2 above. If you close the Tutor application or log off, shut down, restart then internet access is restored.



## 10. CD and Internet Audio Recording

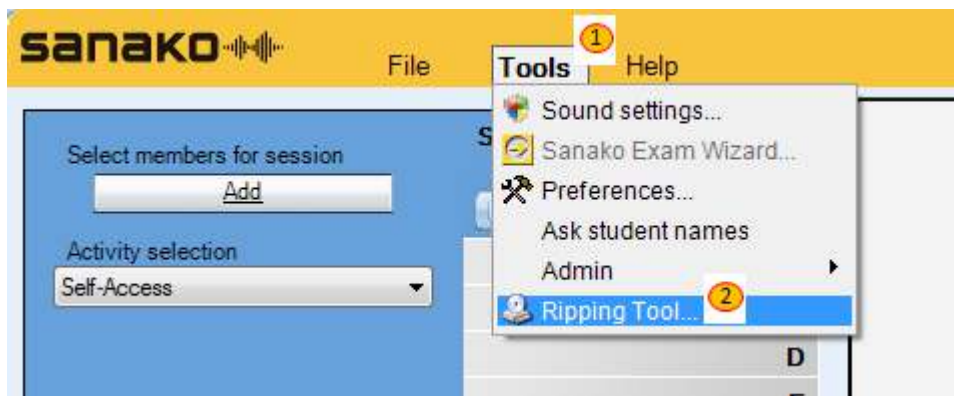
### 10.1 How to take an audio CD and copy it to all your students



**Why do this?** Allow your students to playback the audio from an examination audio CD without actually having to make say 30 copies of the physical CD before the lesson. You can create a single file that contains two or more tracks from a CD – pick and choose the tracks you want to give to your students.

The technical term used when copying tracks from an audio CD is “RIPPING”. This is the process of converting the audio to a standard file format such as MP3 or WMA for playback on any PC or mobile device. This is why the feature in Study to copy CD audio is called the **Ripping Tool**.

To start - put your audio CD into the CD drive of the teacher PC and cancel any AutoPlay window that may appear.



1 - Click on **Tools**

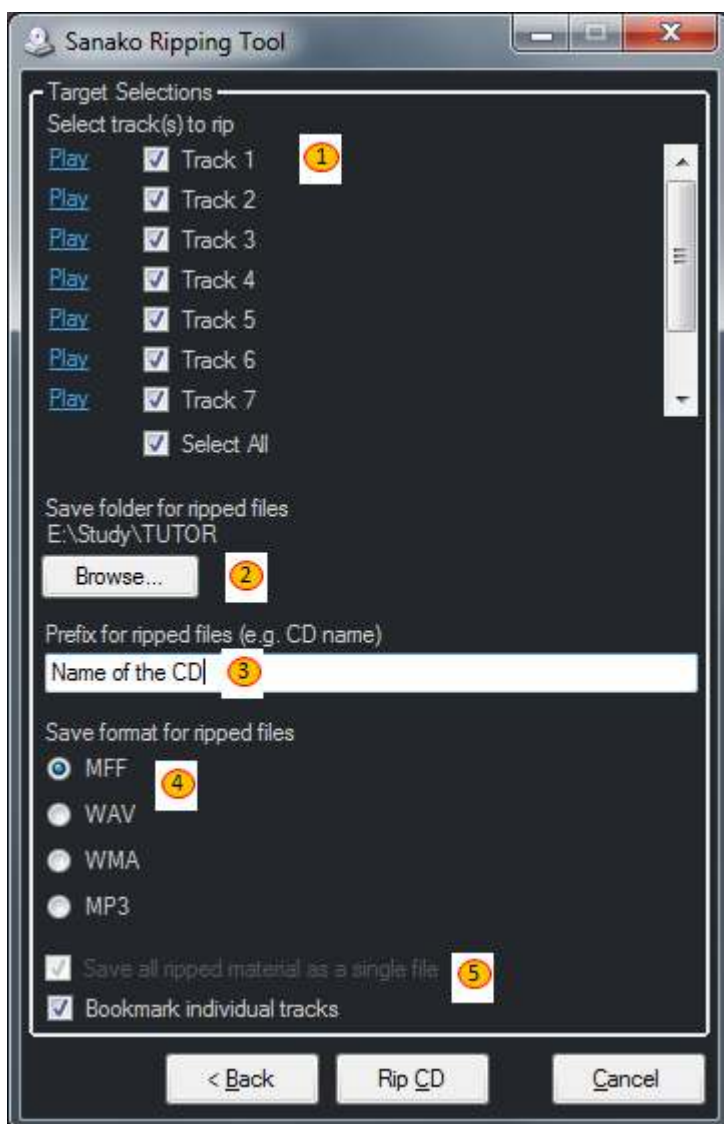
2 – Click on  
**Ripping Tool...**

Select the correct drive letter (for example, shown here as D) from the Audio CD drop-down menu.

Click **Next>** and the Sanako Ripping Tool window shown on page 41 will be displayed.







**1 – Select the tracks that you want to copy.** You can click to 'tick' or 'untick'. Pressing the Select All option will remove or select all the tracks. Scroll up and down to select tracks. If required, click PLAY next to the track to hear it.

**2 – Click Browse...** and decide where you want the files to be copied to – normally the shared languages network folder

**3 – Type the name** of the audio CD and be as precise as you wish e.g. OCR Spanish Listening 2012 Foundation Tier 2381

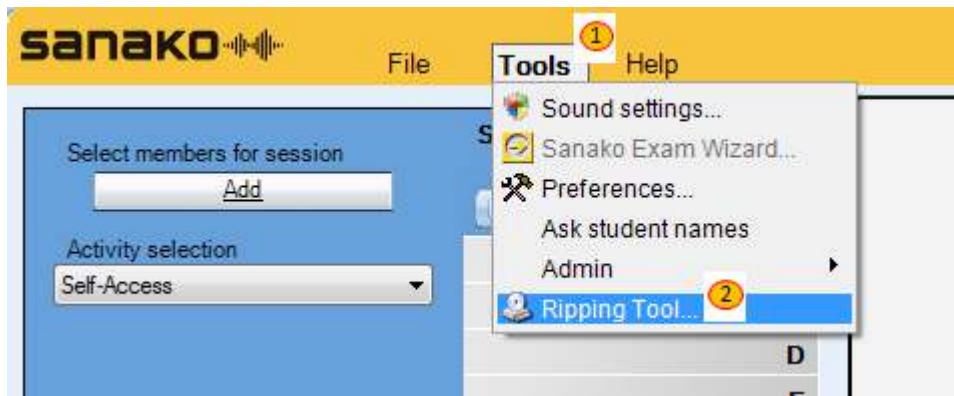
**4 - Select the format.** MP3 is the most common however the MFF format will create a single file with bookmarks automatically added for each track.

**5 – If say MP3 has been selected** then you can copy all separate audio tracks as **one single file** to make things easier.



- For an Exam CD – select the save format as MFF and tick the Bookmark Individual tracks option. This will create a single file that students can listen to and they can access any part of the examination instantly by simply clicking on a numbered bookmark.
- Make sure that you use a full and complete prefix for the ripped files – the more descriptive the better! Remember that you are likely to be looking for this content many months or years later.
- Save the ripped file(s) to the correct area on your network if you want your students to access this material. If you save the file(s) to say your My Documents area then the students will not be able to access this material.

## 10.2 How to record audio from the Internet and give to your students



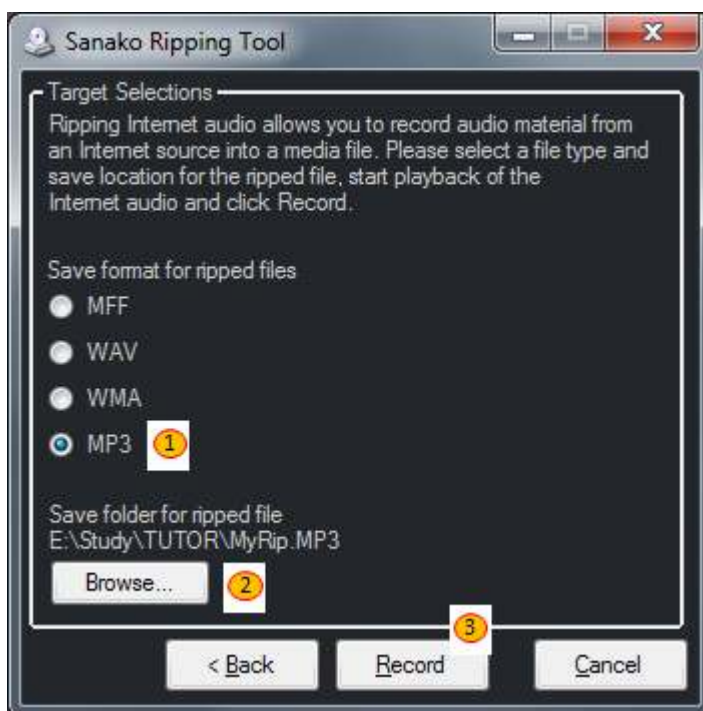
1 - Click on **Tools**

2 – Click on **Ripping Tool...**



Click **Internet Audio**

Click **Next>**

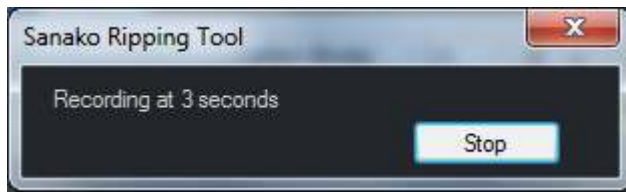


1 - Select **MP3\***

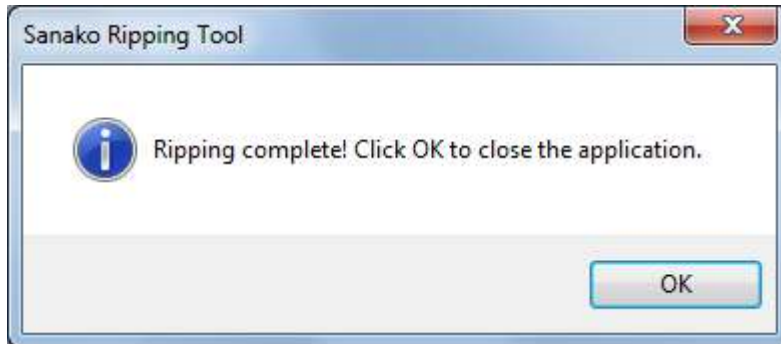
2 – Click **Browse..** and decide where you are going to save the recording to.

\* **MP3** is the most likely selection and will playback on all PCs, laptops and portable devices.

3 – When you are ready to listen to the Internet audio (for example a foreign radio broadcast) press **Record**



This window will appear when recording starts and the time period will be displayed. Press **Stop** to end recording.



After a few seconds (or a bit longer depending on the length of the recording) the Ripping complete message will appear.



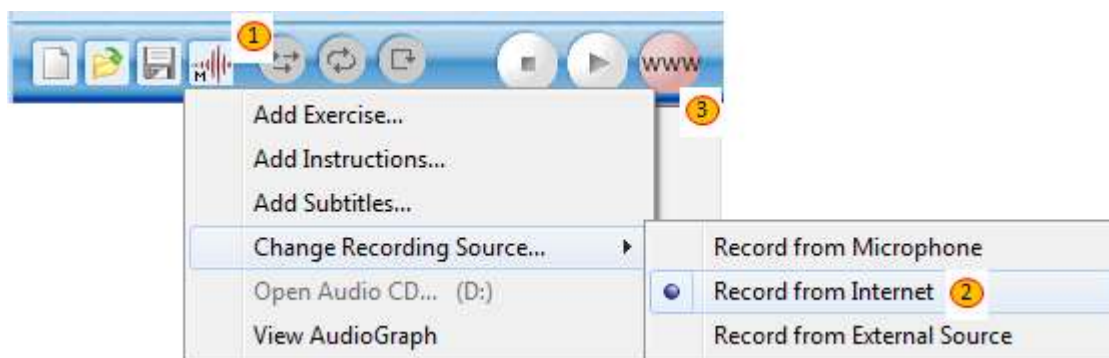
- Get your Internet Audio source ready before you start! Browse to say the radio page and be ready!
- Watch the video on [How to record Internet audio](#)



**Why do this?** Being able to use topical and relevant material provides both you and your students with interesting and stimulating lessons. The more relevant the material is the more likely you are to gain both interest and attention. There are many sites that allow you to listen to the material freely but have disabled the ability to be able to right-click and save the content as an MP3 file. With this feature – whatever you can hear you can record \*\*\*. It also means that you can record selected extracts of what you hear – pick and choose the bits that you want.

\*\*\* Please ensure that you adhere to any copyright laws that apply.

Please note that your students can also record Internet audio by clicking the **Mode** icon – **Record from Internet** and then click the **www icon** as shown below in steps 1, 2 and 3.

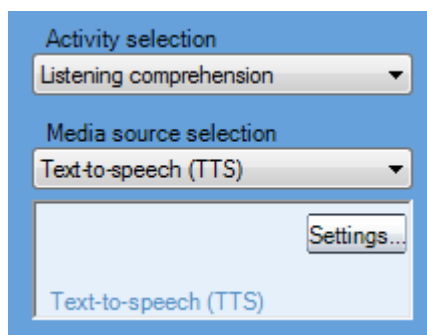


## 11. Using Text-To-Speech (TTS) to create authentic audio \*\*

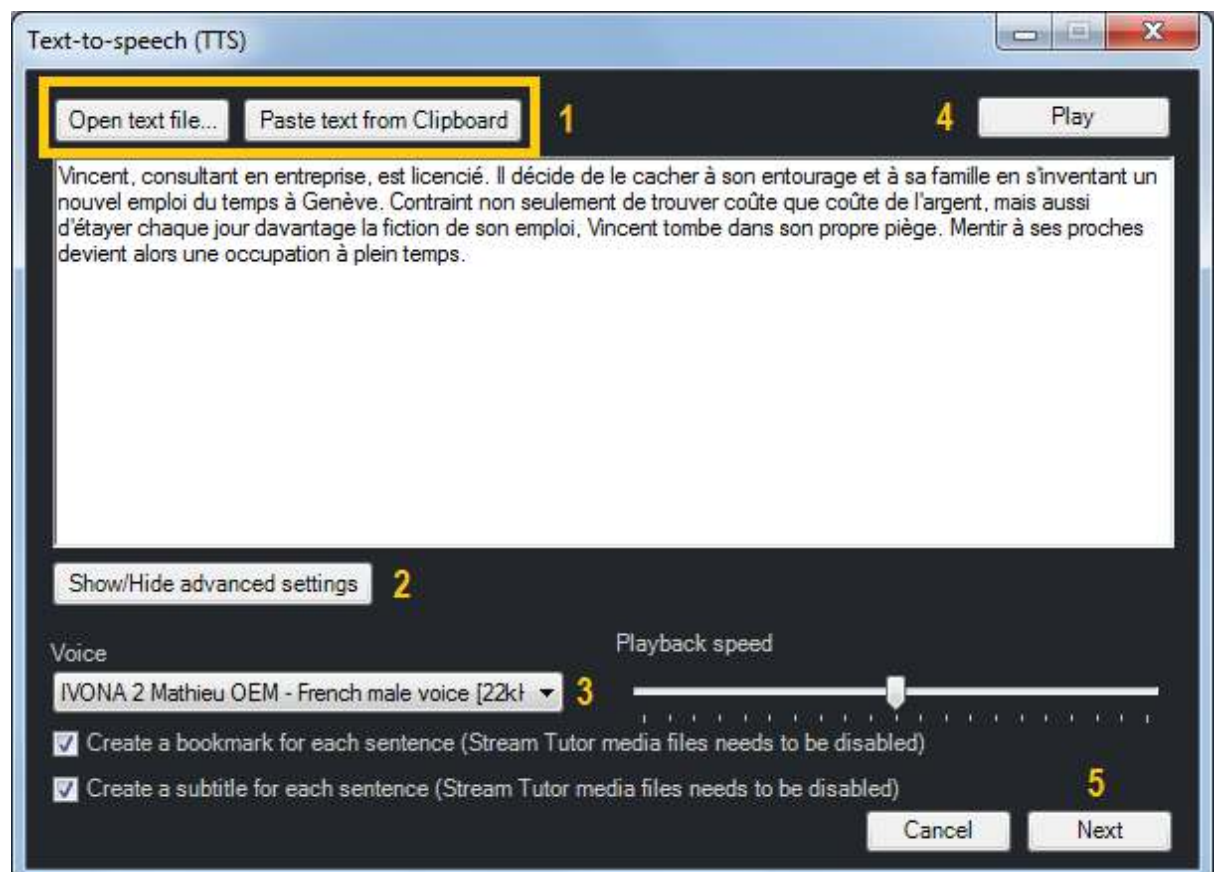
\*\* If you have not purchased licenses for the high-quality Sanako TTS Voices then you may only have the free Microsoft Anna TTS Voice available to you. This will not create high-quality audio. Please take a look at the following web page for details of the Sanako Voices available and listen to their quality. Sanako would be delighted to provide you with prices and possible evaluation details on enquiry. <http://www.sanako.com/en-gb/products/sanako-pronounce/>

### 11.1 Using text as part of a Listening Comprehension Activity

Please refer to the instructions at [section 4.1](#) on how to use the Listening Comprehension Activity but note the following differences.



After selecting the Listening Comprehension option from the Activity selection menu, you need to **select the Text-to-Speech (TTS) option** from the Media source selection menu. This will result in the TTS window appearing below.



Referring to the TTS image on the previous page – the 5 steps are;

### Step 1

Open a saved TXT file \* or paste text to the main window. For example you might copy some text from a web page and then paste it into the main window.

\* Please ensure that you open a .TXT file and not a .DOCX file. The TTS software can't open the WORD documents as they may have more than just text such as images, hyperlinks, colours, fonts etc... that can confuse.

### Step 2

Click to show the advanced settings

### Step 3

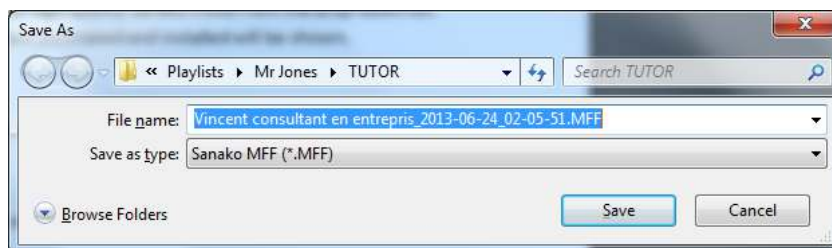
Select the appropriate high-quality Sanako Voice from the drop-down list. Only the ones you have purchased and installed will be shown.

### Step 4

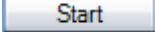
Click Play to hear the audio and (if required) vary the playback speed.

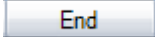
### Step 5

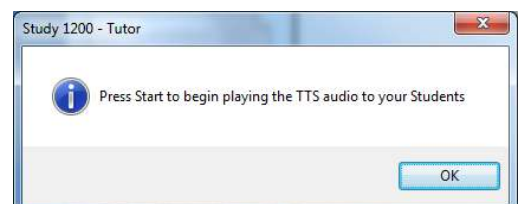
Click Next when you are happy to continue and you will see the Save as window like below.



Decide where you want to save the MFF audio file to and it will offer you an automatic name for the file based on the text and the time/date. Click Save and wait until the audio has been encoded. After a short period you will then see the following message.

As with any other activity you click  and the audio will be played to the students and yourself.

When you click  the students will be left with a copy of the audio to work at their own pace on.



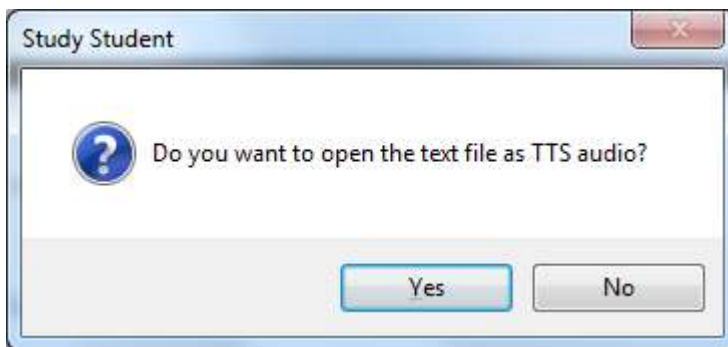
## 11.2 Creating TTS audio from a saved TEXT file

The easiest way is to create your text using Microsoft Word by either writing or pasting to it. Then make sure you save the document but instead of saving as a .DOCX file you need to change the format to a .TXT file.



Click the **File** menu in the **Tutor Player** (not the Tutor software!) and select the **Open** option.

Browse for the saved text (.TXT) file and then select Open. You will then see the message below.



Click Yes and then follow the same 5-off steps as described in section 11.1. The only difference is that the file is not launched to the students so you will need to add it to the shared network area for languages or the playlist before or during the lesson.

## 12. Content Exercise Activity

Teachers and students can use all the standard file formats for audio and video such as MP3, WMA and MP4. However, should you want to take such material and create a fully authored multimedia content exercise then you can? You can add the following to any audio or video file to create a truly interactive learning experience.

- Bookmarks
- Text Subtitles
- Text Instructions
- Automatic Voice Insert for Listen & Repeat, Question & Answer exercises



Please take a look at the following on-line links for examples of what you can create.

<http://www.youtube.com/watch?v=SRWASgYZs5U>

<http://www.youtube.com/user/SanakoUK?feature=mhee>

Sanako have partnered with the following content vendors in order to be able to provide ready-made multimedia exercise content that can be used with Study and will be automatically collected and marked to make things simple for you. Here's the list of the content available – please always check [www.sanako.com](http://www.sanako.com) for the very latest content offerings from publishers and pricing information.

- **Oxford University Press (OUP)**

English for Life Series – Beginner, Elementary, Pre-Intermediate and Intermediate

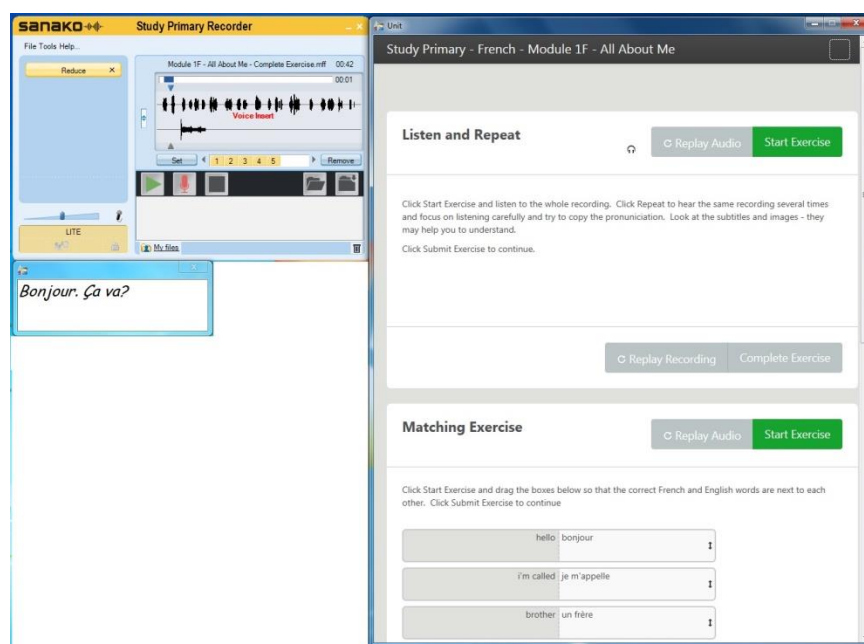
<http://www.sanako.com/en-gb/products/study-english/>

- **KS2 Primary Level UK**

Study Primary French and Spanish for KS2

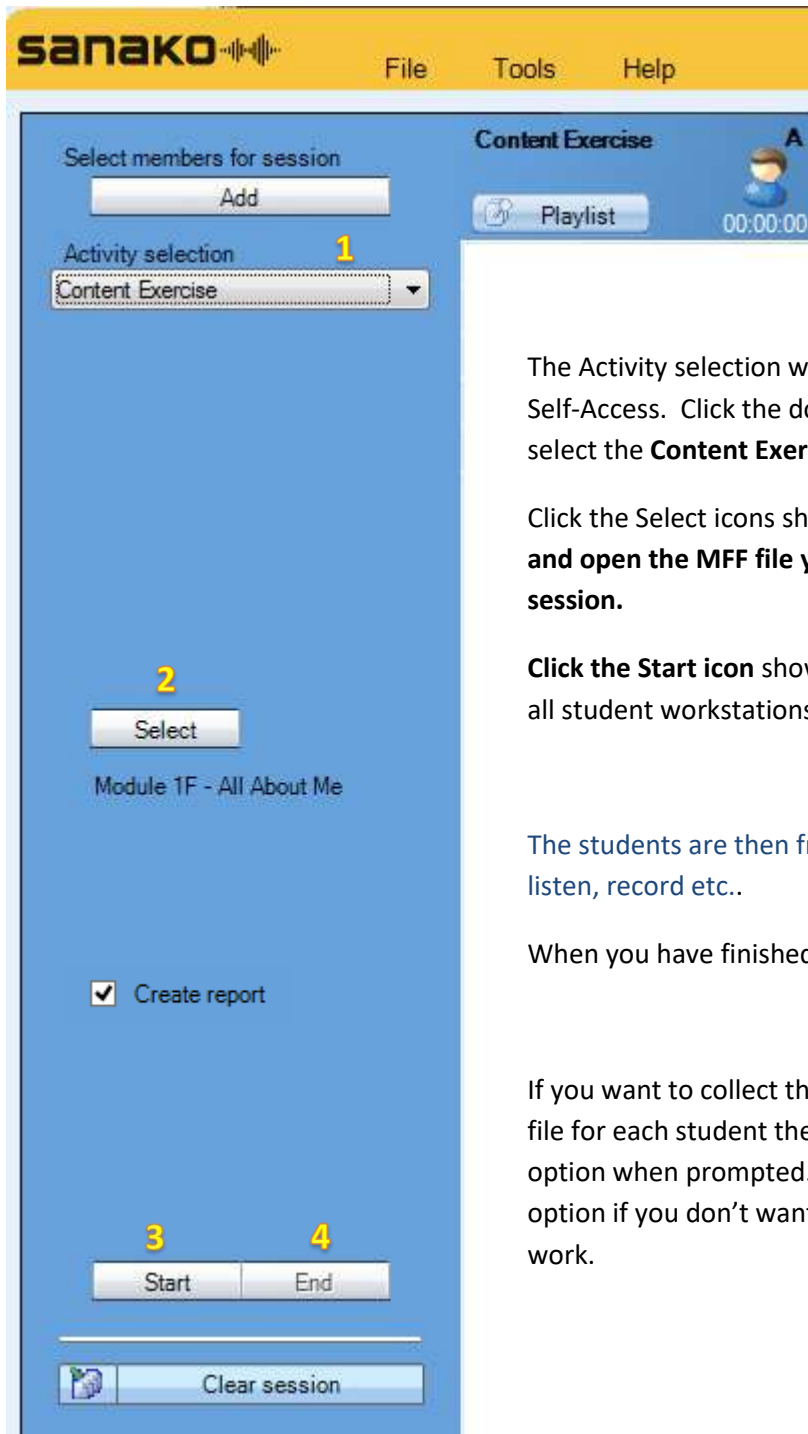
<http://www.sanako.com/en-gb/products/study-primary/>

Here is an example screenshot of an exercise



All the content above can be added to your existing Study installation in minutes and add to what you already have.

Once you have the Content Exercises created as Sanako MFF (Multimedia File Format) files then you can use the Content Exercise activity in the Study Tutor application to launch the content to the students – let them work on it independently and then automatically collect all the student work as shown below.



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Content Exercise** option.

Click the Select icons shown at **2** and **then browse and open the MFF file you want to use in that session.**

**Click the Start icon** shown at **3** to open the file at all student workstations

The students are then free to work on the exercise – listen, record etc..

When you have finished **click the End icon** shown at **4**

If you want to collect the student work as a separate file for each student then simply select the Collect option when prompted. Un-tick the “Create report” option if you don’t want to automatically mark the work.

## 13. Who to contact if things go wrong

For all technical issues please contact [uksupport@sanako.com](mailto:uksupport@sanako.com) For all other issues please contact [ukenquiries@sanako.com](mailto:ukenquiries@sanako.com) Always check our online communities for tips, tricks and useful information.



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