Sanako Study 700

USER GUIDE

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INTRODUCTION

WELCOME…

… to Sanako Study 700, a software language learning solution that combines the use of multimedia with a suite of essential classroom management tools. Study 700 helps teachers deliver effective instruction in any subject area.

Since it is a pure software solution, Study 700 does not require any additional hardware and is therefore easy to install and maintain.

WHAT CAN YOU DO WITH STUDY 700

Study 700 allows teachers to use their digital learning resources to help manage student activity in a stimulating interactive environment. The software makes it easy for teachers to launch applications and assignments for students, upload session files for guided learning activities, monitor student screens for support and collaboration, and even focus use of the Internet for managed web-based learning activities. Communication resources such as live two-way audio and text messaging also make it easy for teachers to provide individual support for students in need. They can also be used to create another layer of interactive language-based activities.

The basic platform of the Study 700 system can be easily upgraded and enhanced with separate extension modules, making it a flexible solution that can be modified to suit your specific teaching needs.

GETTING STARTED

STUDY 700 SYSTEM COMPONENTS

STUDY 700 TUTOR

Teachers use the Study 700 Tutor application, which is the main interface to the Study 700 system. The Tutor application allows teachers to instruct with the Study 700 system and to control the classroom computers.

STUDY 700 STUDENT

The Study 700 Student application is installed onto all student computers. Study 700 Student connects to Study Server at system startup and runs in the background listening for commands from Study 700 Tutor.

Students can open the student interface to work independently, however, teachers are able to control student computers, regardless of whether the Student application is visible on student screens.

STUDY SERVER

Study Server application is the information center of the Sanako Study 700 system and both the Tutor and Student components automatically connect to it. All system data is passed through the Server and it allows communication between the Tutor and Student components.

EXTENSION MODULES FOR STUDY 700

The functionality of the Study 700 system can be extended to suit more specific needs and tasks with additional modules. The available extension modules for Study 700 include:

- Sanako Study Examination Module

- Sanako Study Pronunciation Activity Module
- Sanako Study Video Live Module
- Sanako Admin Tool
- AP- Exam for Study 700
- Content Exercise for Study 700
- Listening Comprehension for Study 700
- Model Imitation for Study 700
- Reading Practice for Study 700
- Round Table Discussion for Study 700
- Telephone for Study 700
- Vocabulary Test for Study 700
- Text-to-Speech for Study 700
- MP3 Encoding for Study 700

You can find descriptions and more information on each extension module in the *Extension modules for Sanako Study 700* section at the end of this User Guide.

STUDY 700 TEACHER APPLICATION

OVERVIEW

SESSIONS & ACTIVITIES

Sessions and activities are two key concepts that form the basis of teaching with the Study 700 application

SESSIONS

In Study 700, students can be divided into six different sessions that can be controlled separately and that can simultaneously perform different activities.

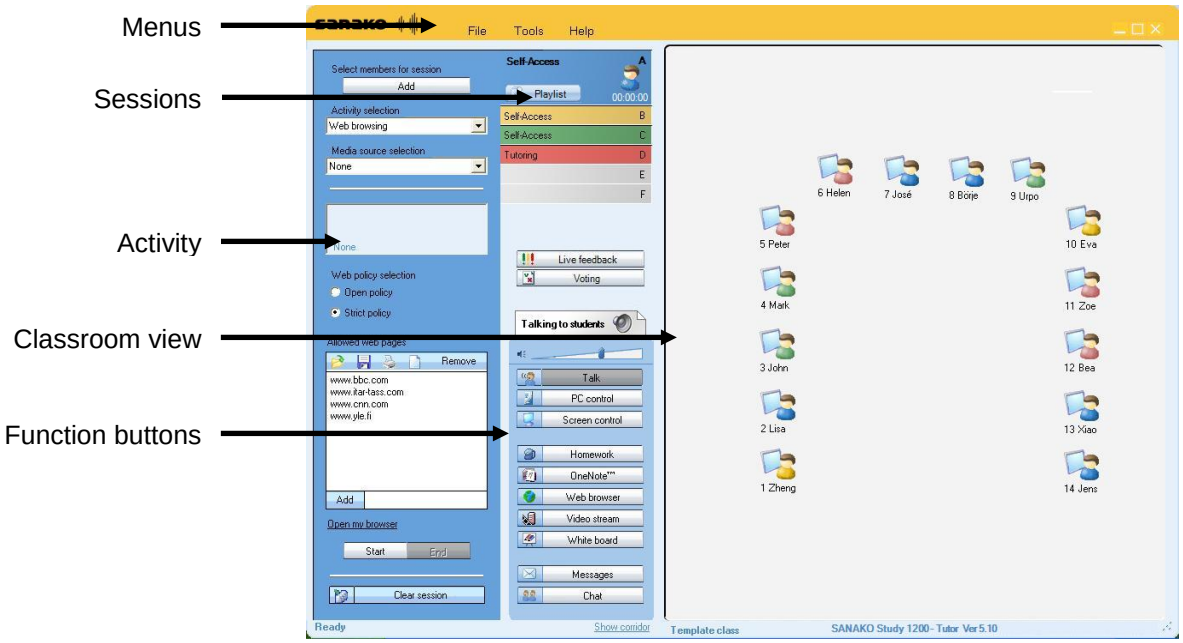
ACTIVITIES

Teaching in the Study 700 environment is based on a set of preset learning activities, which can be utilized in the basic teaching of any subject. You can set different activities for different sessions.

The Study 700 program includes the following activities:

- Self-Access
- Discussion
- Tutoring
- Web Browsing

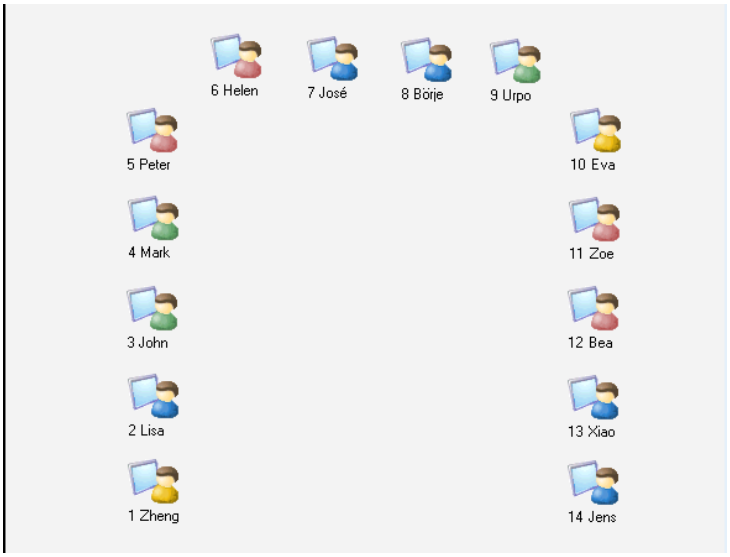
COMPONENTS OF THE TUTOR INTERFACE



MENUS

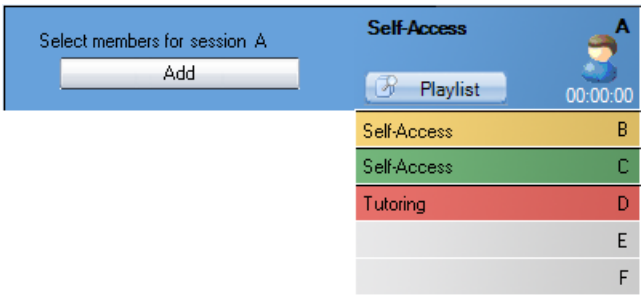
The three menus (**File**, **Tools** and **Help**) give you access to settings and preferences, to your license information, and to online help.

CLASSROOM VIEW



You can edit the classroom view by adding and removing student workstations and by arranging them to match your physical classroom environment. Student icons are color-coded according to the sessions they are in.

SESSIONS

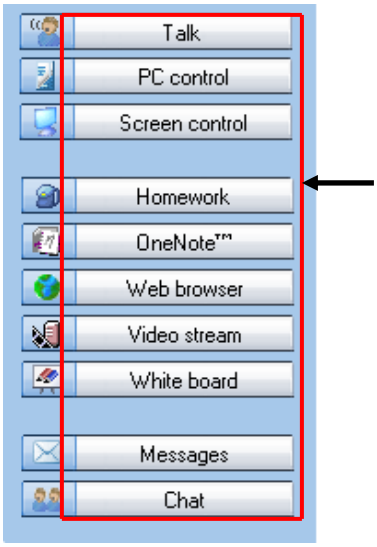


Study 700 has six different sessions that students can be placed into. The sessions allow you to divide your class into smaller groups that can be engaged in different learning activities. Empty sessions are grayed.

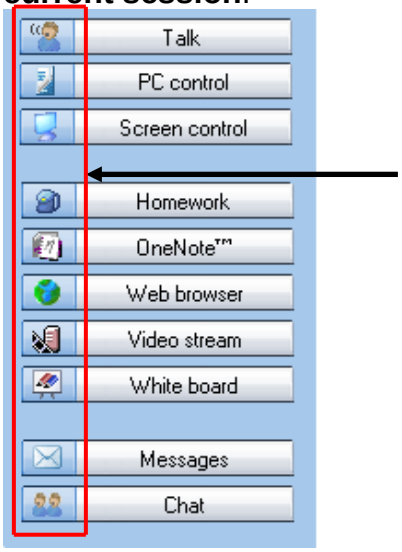
FUNCTION BUTTONS

The functions in the function buttons can be used for the currently selected session or for the entire class.

- Clicking the button itself will perform the function for the **entire class**.



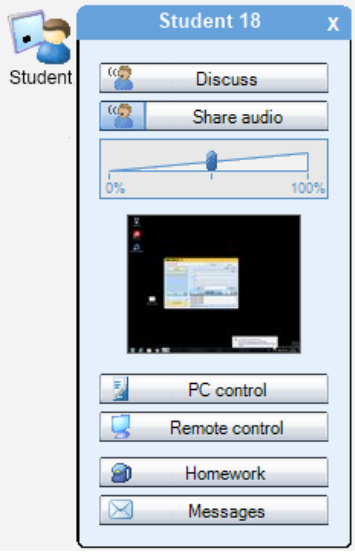
- Clicking the icons will perform the function for the **current session**.



For more information on the different function buttons, see *Functions for entire class / a session* later in this guide.

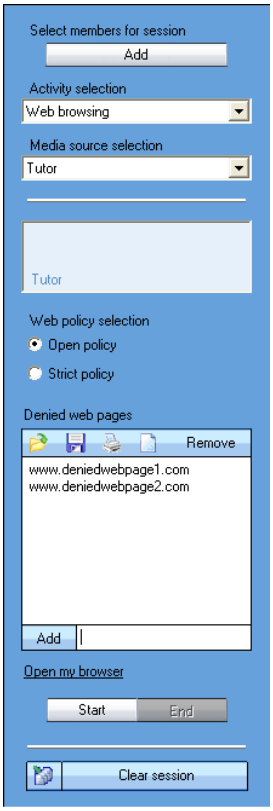
FUNCTIONS FOR A SINGLE STUDENT

To use the different functions for a single student, click on the student icon. This opens a student monitoring window with functions that apply to the selected student.



For more information on the different functions in the monitoring window, see Functions *for a single student* later in this guide.

ACTIVITY VIEW

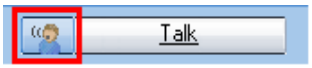


The activity view is where you can select and control the activity of the current session.

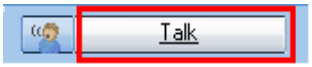
COMMUNICATION

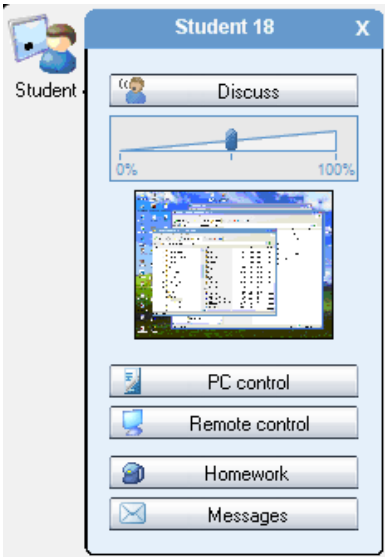
To discuss with a single student, click a student icon and select **Discuss**.

To talk to a session, select a session and in the Function Buttons click the icon next to the **Talk** button.



To talk to the entire class, click on **Talk** in the Function Buttons.

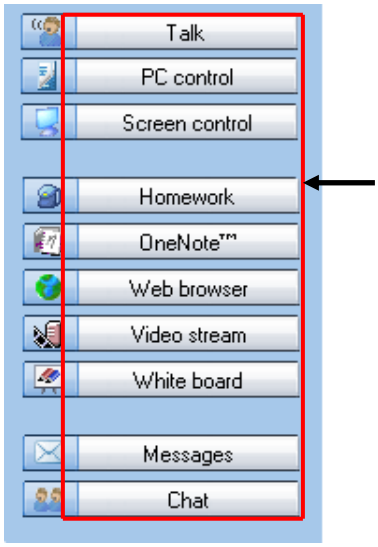




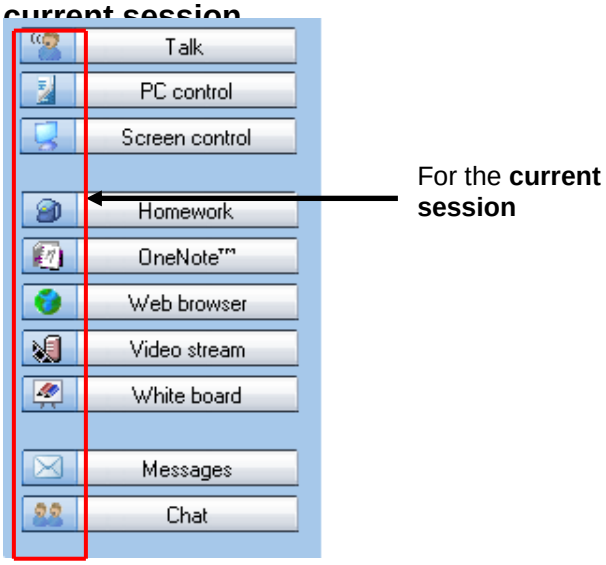
For more information on the different functions in the monitoring window, see *Functions for a single student* later in this guide.

FUNCTIONS FOR ENTIRE CLASS / A SESSION

- Clicking the button itself will perform the function for the **entire class**.



- Clicking the icons will perform the function for the **current session**



For more information on the different function buttons, see *Functions for entire class / a session* later in this guide.

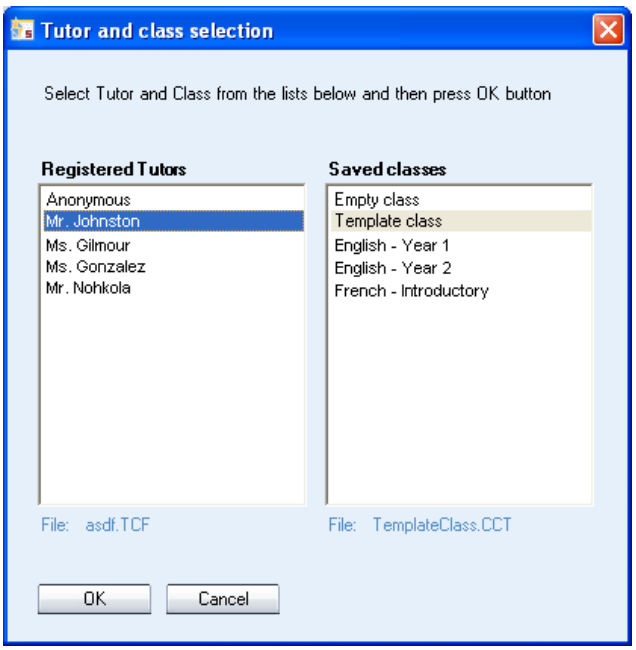
GETTING STARTED

STARTING STUDY 700 TUTOR

After the installation, you are ready to start Study 700. To start Study 700 Tutor, open the Windows **Start** menu (lower left corner on your screen) and select **Programs** – **Sanako** – **Study 700** – **Tutor**.

SELECTING TUTOR NAME AND CLASS

Before the Tutor application opens, you need to select your tutor name and the class that you are teaching. If you are not teaching a specific class, you can select the template class or an empty class and then manually pick the students you want to include in the class.



For information on adding students to the classroom, see the *Adding students into the classroom* section below.

For information on setting tutor names and classes, see the Sanako Study Technical Guide.

STARTING STUDY 700 STUDENT

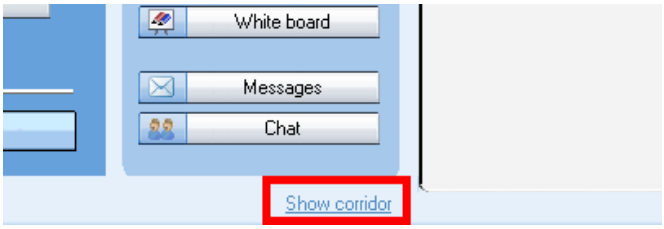
To open the Study 700 Student interface, click the Windows Start menu and select **Programs – Sanako – Study Student – Student**. The teacher can also at any time display the Student applications on student workstations by clicking the **PC Control** button on the Tutor interface and selecting **Show student application**.

Even if the Study 700 Student application is not open on the student screen, it is always running in the background

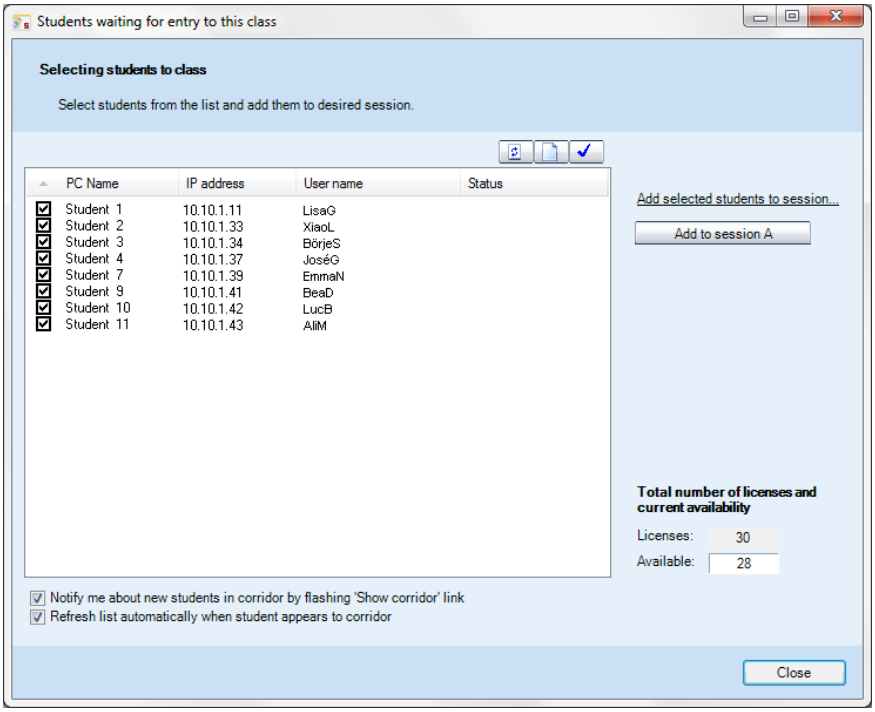
listening to commands from Study 700 Tutor when the student workstation is on.

ADDING STUDENTS INTO THE CLASSROOM

To add students into the classroom, click the **Show Corridor** text at the bottom of the Tutor interface.



This opens a window that displays all the currently running student workstations. Select the workstations that you want to add and then click the **Add to session A** button.



MOVING AND ARRANGING THE STUDENT ICONS

To move and arrange the student icons on the classroom view, open the **Tools** menu, select **Admin** and then **Move and align student icons**. This opens a control bar with functions for arranging the classroom layout.

EDITING STUDENT NAMES AND NUMBERS

To edit the student names and numbers, right-click on a student icon and select **Edit** and then either **Name** or **Position**.

You can also let the students enter a name for themselves. To do this open the **Tools** menu and select **Ask student names**.

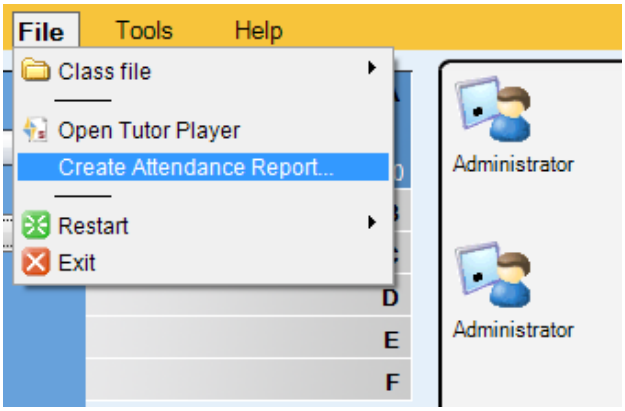
REMOVING STUDENTS

To move a student from the class back to the corridor, right-click a student icon and select **Send to corridor**. The student can then be selected to another class by another teacher.

To remove a student and the student icon from the class view, right-click a student icon and select **Exclude from class (and layout)**. Once the student icon is removed, the classroom configuration can be saved as a new class.

ATTENDANCE REPORT

If you want to keep a digital record of students' attendance, you can view and save an attendance report of the current class. Open the **File** menu, select **Create Attendance Report** and then select where to save the attendance file.



GETTING HELP

If you are unsure of some of the functions in the applications, you can access the Study 700 online Help file and view video tutorials in either the Teacher or Student application by opening the **Help** menu and selecting **Help** or **Video Tutorials**.

ENDING A LESSON

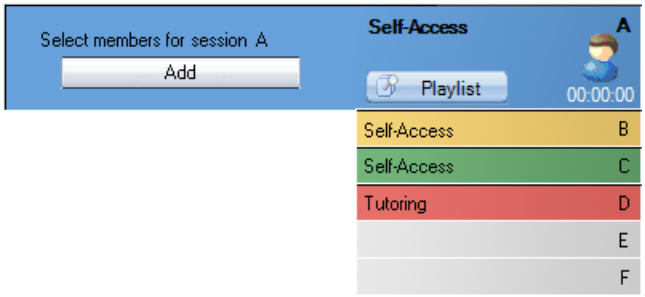
To end the current lesson and close Study 700 Tutor, open the **File** menu and select **Exit** or click the 'X' button in the top right corner of the teacher application.

RESTARTING THE TUTOR APPLICATION

To restart the tutor application, open the **File** menu, select **Restart** and then either the **Restart** option to start again with the same tutor and classroom, or the **Restart and select Tutor** option to start again with a different tutor and classroom.

GROUPING STUDENTS INTO SESSIONS

You can place students into six different sessions (A-F). Empty sessions are grayed.



There are three ways to select students for a session:

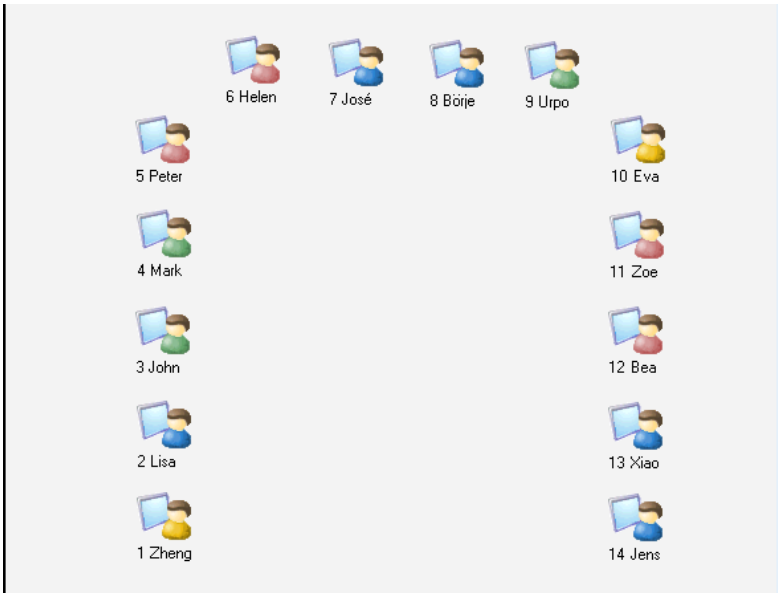
- Click **Add** and then the student icon you want to add.
- Click **Add**, and with the left mouse button pressed down drag the selector over the desired student icons.
- Right-click a student icon, select **Move to Session** and the letter of the session you want to place the student into.

You can remove students from a session by adding them into another one in one of the ways explained above.

STUDENT ICONS

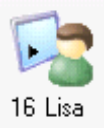
CLASS VIEW

The Study 700 class view is a graphical layout of your class. Your students are displayed as student icons that reflect their current status.



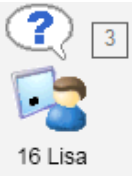
The student icons are also color-coded according to the session they are in, allowing you to see at a glance, which session the students belong to.

STUDENT ICONS



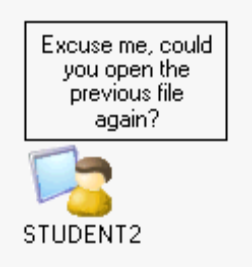
Student name and position

Student names and student position numbers are indicated below each student icon.**To edit the name or position of a student**, right-click the icon, select **Edit** and either **Name** or **Position**.



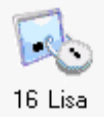
Student calling teacher

A question mark on top of the student icon indicates that the student wants to speak with the teacher. To talk with the student, click the student icon and select **Discuss**. If multiple students call the teacher, a number will indicate the order of the calls.



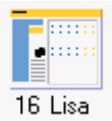
Message from student

Messages from students are displayed above the student icons



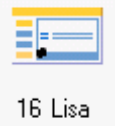
Locked student

A locked student workstation (Lock PC, Lock Screen, or Lock Mouse and Keyboard).



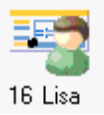
Student receiving tutor screen

A student who receives the Tutor screen, when the Tutor screen is shared to students.



Student receiving model student's screen

A student who receives the Model Student screen, when a student screen is shared to others.

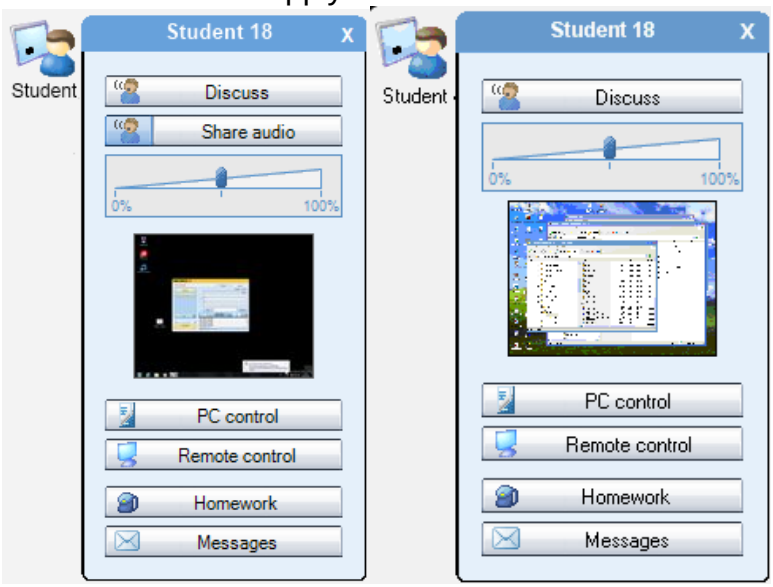


Model student

A student whose screen is being shared to other students

FUNCTIONS FOR A SINGLE STUDENT

Clicking a student icon opens a student monitoring window with functions that apply to the selected student.



DISCUSS

Talk with the student. Adjust the student volume with the slider during the discussion.

SHARING TEACHER-STUDENT DISCUSSION

You may also share a teacher-student discussion with others. To do this, first click **Talk** to address the whole class and then select a student and click **Discuss**.

SHARE AUDIO

Share audio will allow you to share the student's microphone audio or the student's discussion group audio to others. The audio can be shared to the entire classroom

, or to the session the teacher currently has selected

.

When the student is in a pair or group discussion, share audio allows you to share that discussion as a model for others.

PC CONTROL

PC Control options include shut down functions, locking functions, the possibility to launch programs, selecting which applications students have access to, disabling Internet use and showing or hiding student applications on the student computer.

For information on the different PC Control options, see *PC control options* later in this guide.

REMOTE CONTROL

View and control the selected student's screen in the Screen Control window.

For more information on the functions in the Screen Control window, see *Screen Control window* later in this guide.

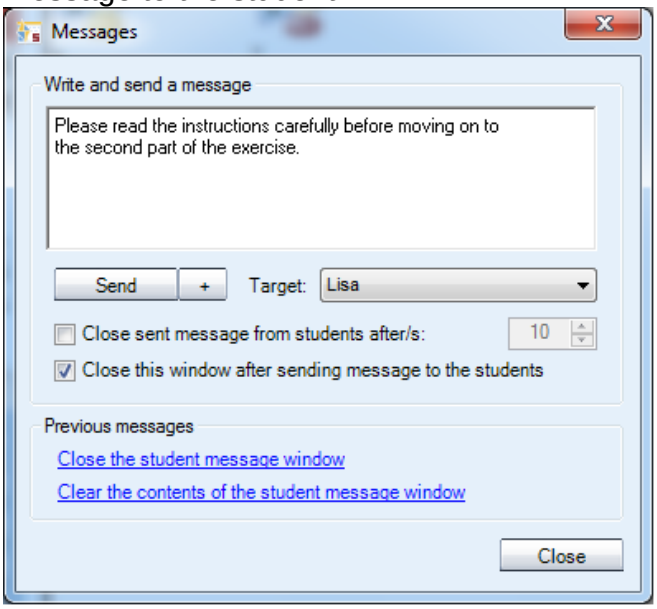
HOMEWORK

Distribute exercise files and material to students. Students can then work with the files and hand in their work once they are finished.

For more information on the Homework function, see *Homework* later in this guide.

MESSAGES

Opens the message window in which you can send a message to the student.



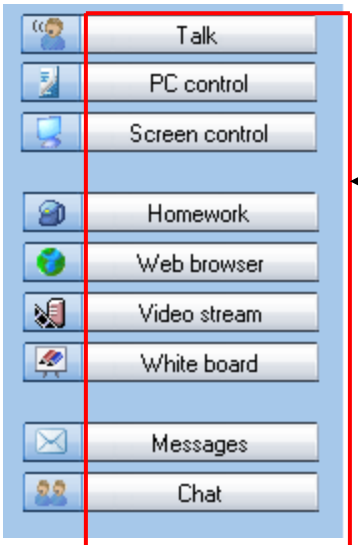
TO SEND A MESSAGE

1. Type your message in the **Message text** field.
2. The current student is selected as the recipient by default.
3. Click **Send**. The message is now displayed on the student screen.

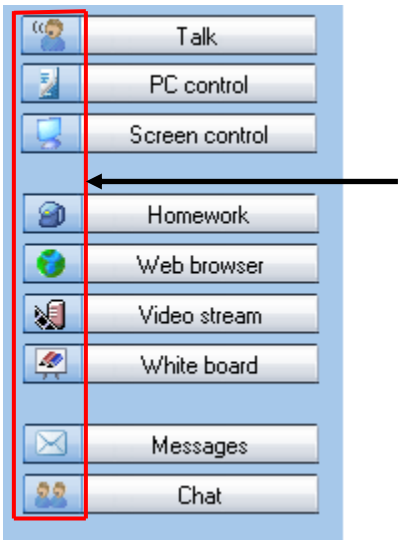
FUNCTIONS FOR ENTIRE CLASS / A SESSION

The functions in the function buttons apply either to all students or to the currently selected session.

- Clicking the buttons will perform the function for the entire class.



- Clicking the color-coded icons will perform the function for the current session.



TALK

Talk allows you to talk to students while the student microphones are muted. To end the call, simply click the **Talk** button again.

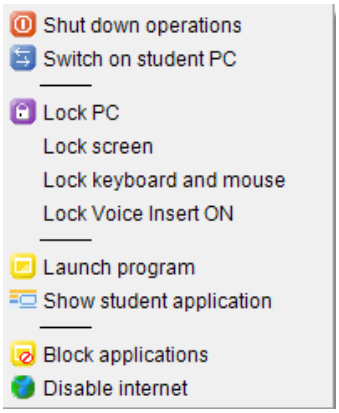
The **Talking to students** text above the Function buttons indicates when the students can hear you.

SHARING TEACHER-STUDENT DISCUSSION

You may also use the talk function to share a teacher-student discussion with others. To do this, first click **Talk** to address the whole class and then select a student and click **Discuss**.

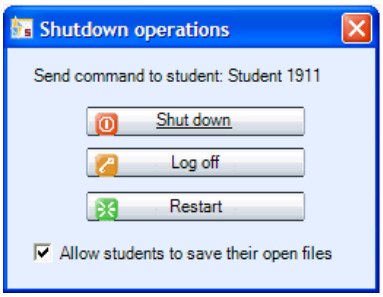
PC CONTROL

The different PC control options give you full control over the shutdown functions of student computers and also allow you to launch programs, select which applications students have access to, disable Internet use and show or hide student applications on student workstations. With the locking functions you can ensure that the students' full attention remains on the task at hand.



SHUT DOWN OPERATIONS

Selecting **Shutdown operations** opens a dialog that allows you to control the shutdown functions of student computers.



Checking the **Allow students to save their open files** option will let the students save open files before the selected shutdown command is performed.

Shut down – Shut down student computers

Log off – Log off current users on student computers

Restart – Reboot student computers

SWITCH ON STUDENT PC

Selecting Switch on Student PC starts up the student computers in the group or classroom.

Note: This function requires that Wake-On-LAN has been enabled on the student PC network cards.

LOCKING OPTIONS

Lock PC – Students' screens are blacked out and students are unable to use neither their keyboard nor mouse. You can then launch files or applications on top of the blank screen. To unlock the student computers, re-click the option.

Lock screen – Students' screens are blacked out, but students can still use their mouse and keyboard to work with anything you launch on their screen. To unlock the student computers, re-click the option.

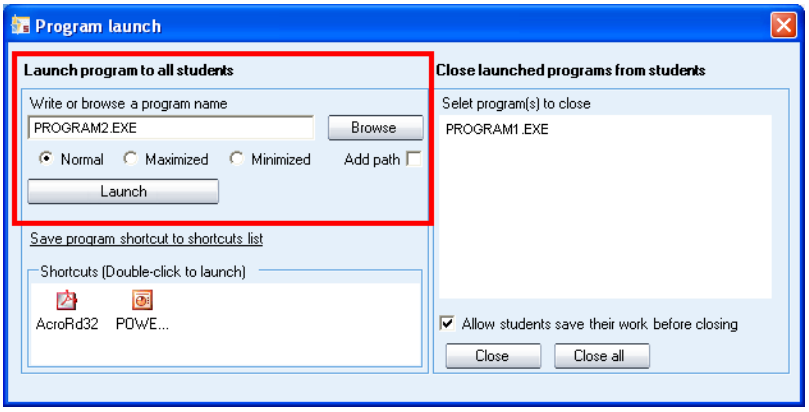
Lock keyboard and mouse – Students are able to view their own screens, but will not be able to use their keyboard or mouse. To unlock the student computers, re-click the option.

Lock Voice Insert ON – Lock the Voice Insert mode On or Off for students. This allows you to make sure that your students have the correct recording mode for the lesson.

LAUNCH PROGRAM

Selecting **Launch program** allows you to launch any programs on the student computers or in a shared area for the students, as well as create shortcuts to programs that are frequently used.

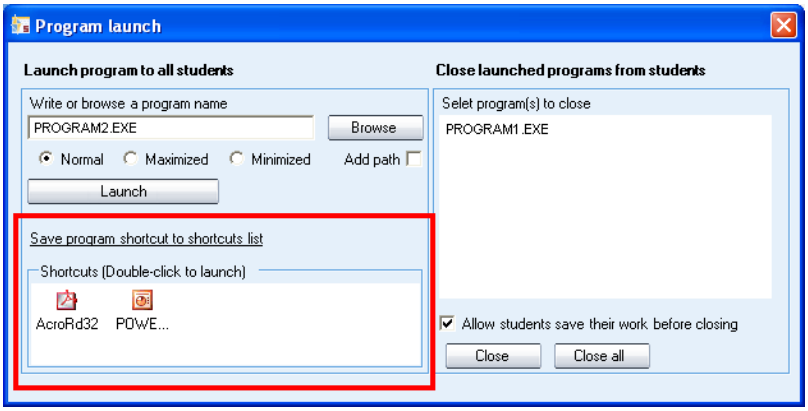
TO LAUNCH A PROGRAM FOR STUDENTS



1. Either type in the name of the program or click **Browse** to browse for it (*.exe files).

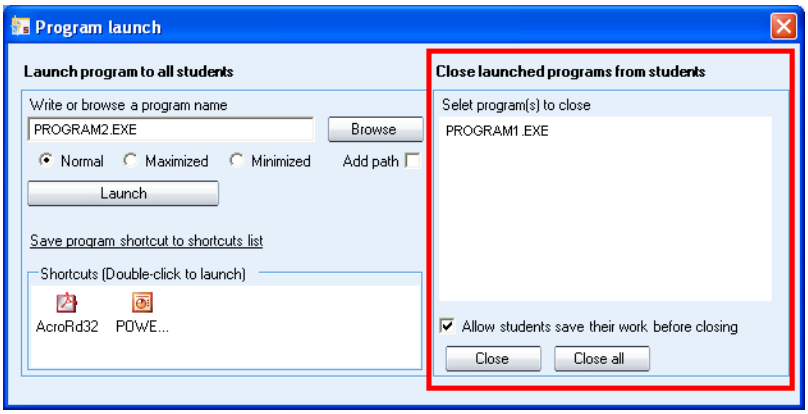
2. Select whether the program window on student screens should be **Normal** size, **Maximized**, or **Minimized** to the taskbar.
3. Click **Launch**.

TO CREATE A SHORTCUT



1. Click **Browse** to browse for a program
2. Click **Save program shortcut to shortcuts list** to create a shortcut to the selected program.
3. You can now launch the program to students simply by double-clicking the shortcut. To remove a shortcut, simply select it and press Delete on your keyboard.

TO CLOSE A LAUNCHED PROGRAM



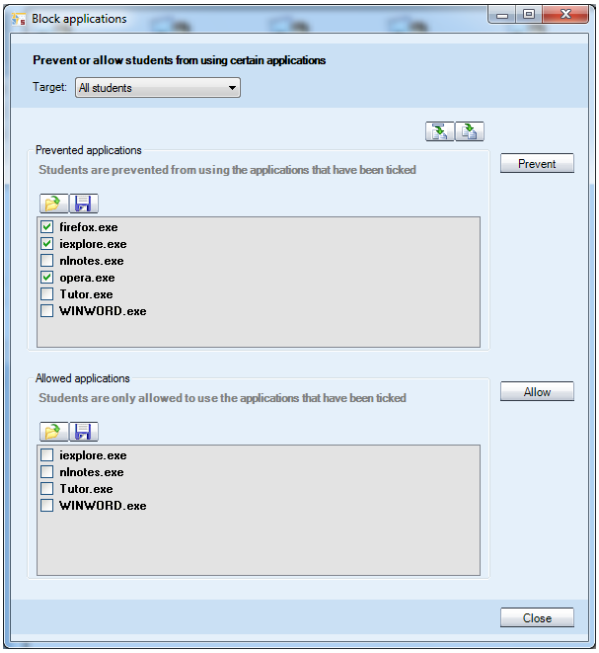
1. Select a launched program that you want to close on the list.
2. Select whether you want to allow students to save their work before the program is closed.
3. Click on the **Close** button to close the selected program or click on the **Close all** button to close all launched programs

SHOW STUDENT APPLICATION

Clicking this item will launch student recorders on the student screens.

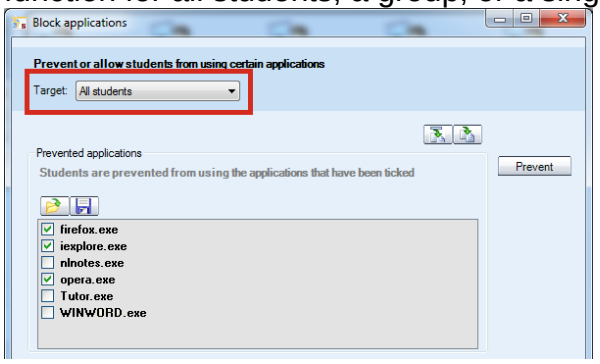
BLOCK APPLICATIONS

Blocking applications allows you to select which applications students are allowed to access and use.



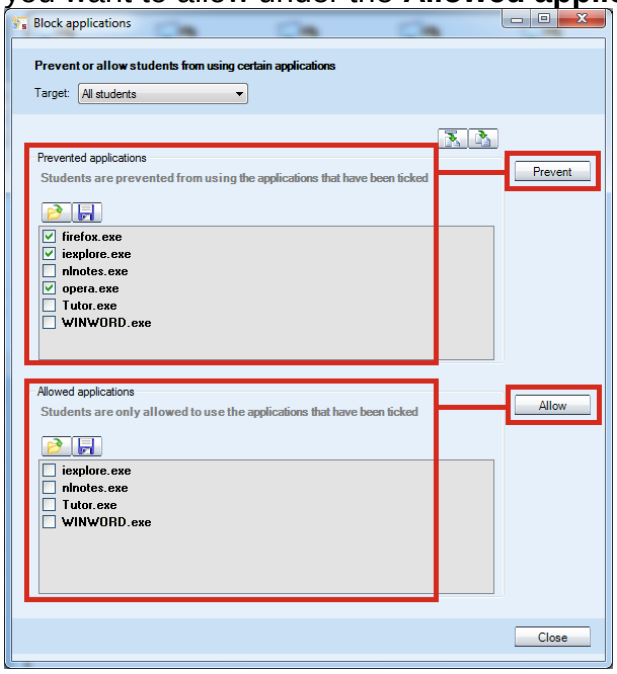
To allow or prevent applications

1. Select who you want to prevent or allow applications for with the **Target** drop-down menu. You can use the function for all students, a group, or a single student



2. Check the applications that you want to prevent under the **Prevented applications** list or the applications

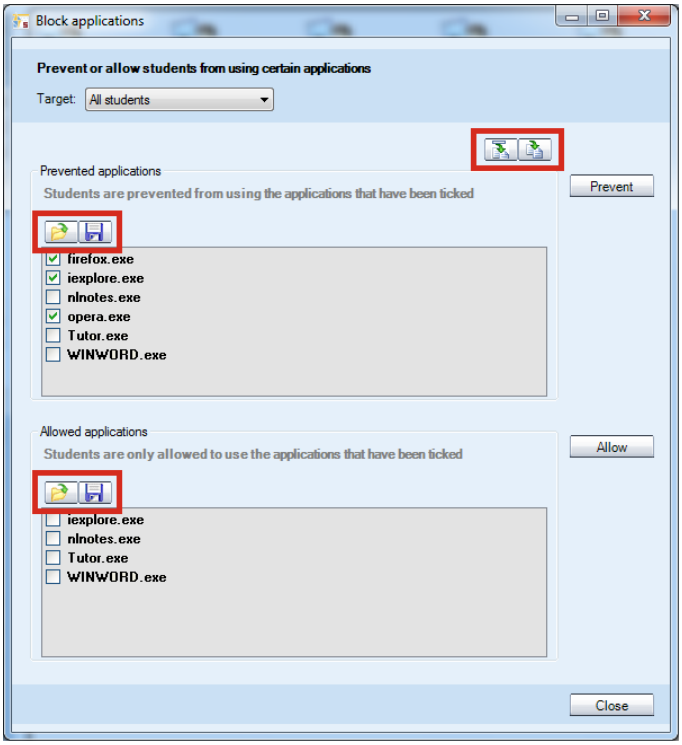
you want to allow under the **Allowed applications** list



3. Click either **Prevent** or **Allow** to activate the selections

   - Click **Prevent** to deny the selected applications. Students will now be able to use any applications except the ones that have been checked.
   - Click **Allow** to allow students to use only the selected applications. Students will now be unable to access any applications except the ones that have been checked.

EDITING THE LISTS OF DENIED AND ALLOWED APPLICATIONS:



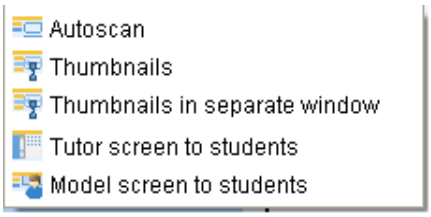
- To **add** a selected application to the denied and allowed applications lists, click the button and enter the name of the application.
- To **add all** the applications currently open on the student computers to the lists, click the button.
- To **load** the application list **from a file**, click the button for the Denied applications or Allowed applications list.
- To **save** the application list into a file for later use, click the button for the Denied applications or Allowed applications list.

DISABLE INTERNET

Selecting **Disable Internet** prevents the students from opening and using Web browsers on the student workstations.

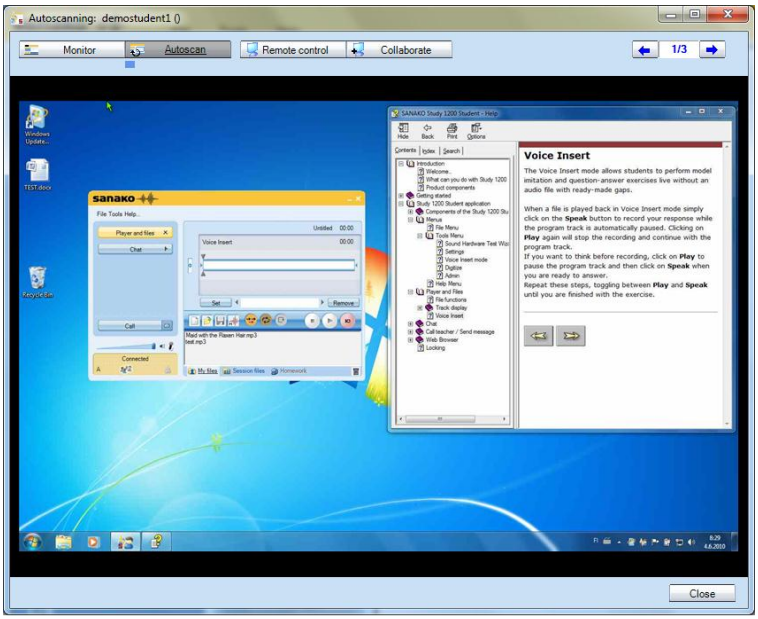
SCREEN CONTROL

The different screen control options allow you to monitor and control student screens, as well as to share either the teacher screen or a selected student's screen to others.



AUTOSCAN

Opens the **screen control window** and allows you to monitor the screen activity of student workstations automatically, one after the other.



Select a screen control mode with the buttons on top of the screen.

MONITOR

View the selected student screen and listen to the student.

AUTOSCAN

Autoscan automatically changes monitoring from one student to the next after a set period of time.

REMOTE CONTROL

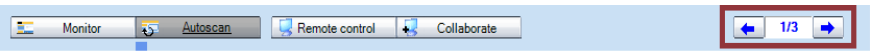
Control the currently displayed student screen with your mouse and keyboard, for example, to help the student with a task. The student's mouse and keyboard are locked during Remote Control.

COLLABORATE

Control the currently displayed student screen with your mouse and keyboard simultaneously with the student, for

example, to instruct the student in the use of an application. Both you and the student will move the same mouse pointer.

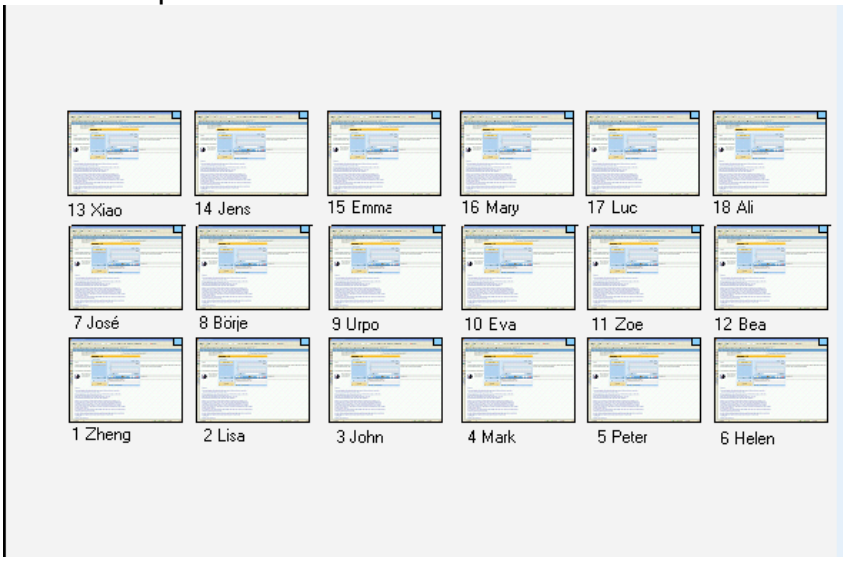
NEXT / PREVIOUS STUDENT SCREEN



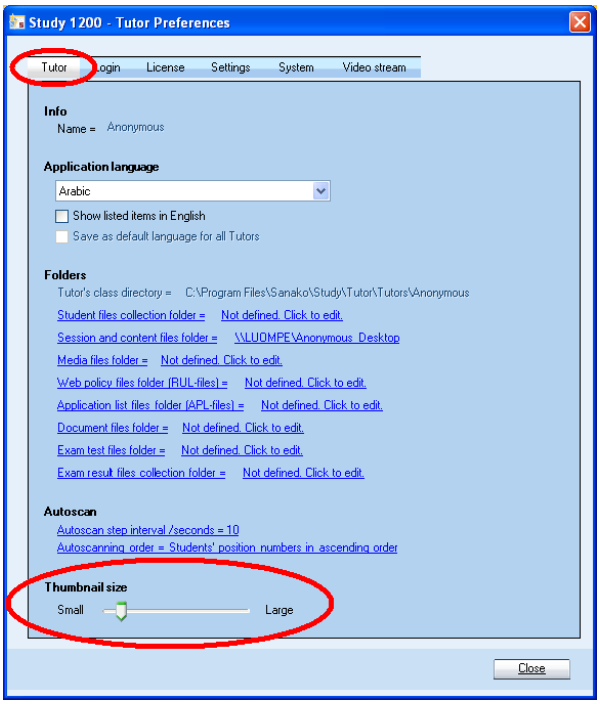
Use the arrow buttons to change to the next or previous student screen.

THUMBNAILS

Selecting **Thumbnails** displays thumbnail images of student screens in place of the student icons.



You can adjust the size of the thumbnail images in **Tools** menu > **Preferences** > **Tutor** tab.



THUMBNAILS IN SEPARATE WINDOW

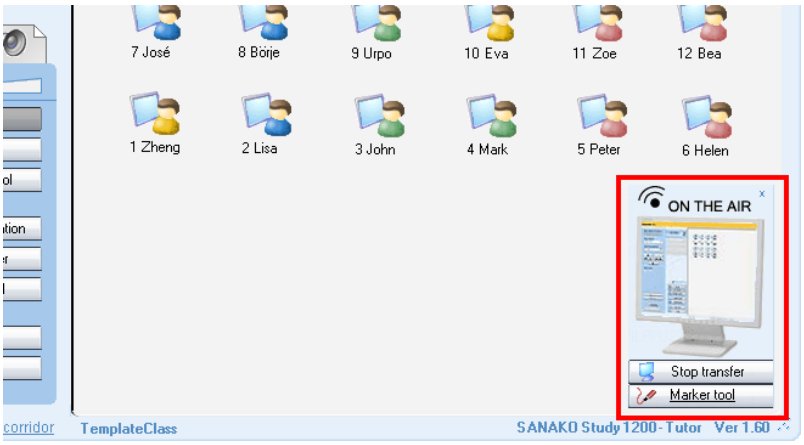
Selecting **Thumbnails in separate window** opens an additional window where the student thumbnails are displayed.

TUTOR SCREEN TO STUDENTS

This allows the teacher to display the teacher screen on the student screens while talking to them. During the screen sharing, students will see the teacher screen but are not able to use their keyboard or mouse to control it.

ON THE AIR

When the Tutor screen is shared to students an **On The Air** indication panel appears in the lower-right corner of the tutor screen



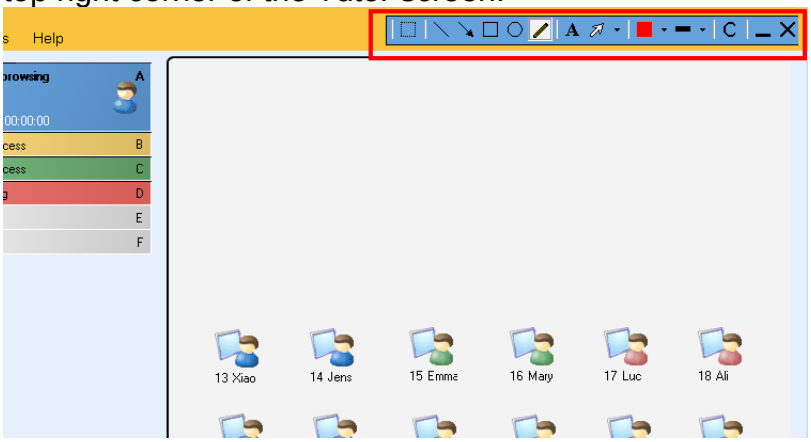
To end the screen transfer, click on the **Stop Transfer** button in the On The Air panel.

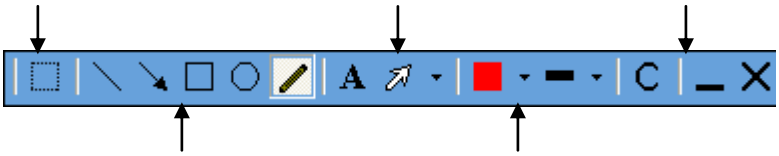
MARKER TOOL

The marker tool allows instructors to make annotations onto the shared tutor screen. To use the Marker Tool, click on the

Marker Tool button in the On The Air panel.

This will open a toolbar with different annotation tools into the top right corner of the Tutor screen.





MODEL SCREEN TO STUDENTS

This displays a selected student's screen to the other students and the model student can also talk to the others. Instead of teaching all the sessions yourself, you can use screen sharing to set one of the students to instruct the others or to let a student give a presentation.

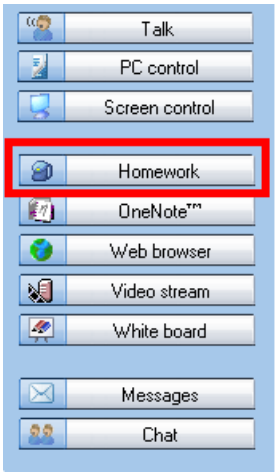
To set a model student, select **Model screen to students** and then click on the desired student.

HOMEWORK

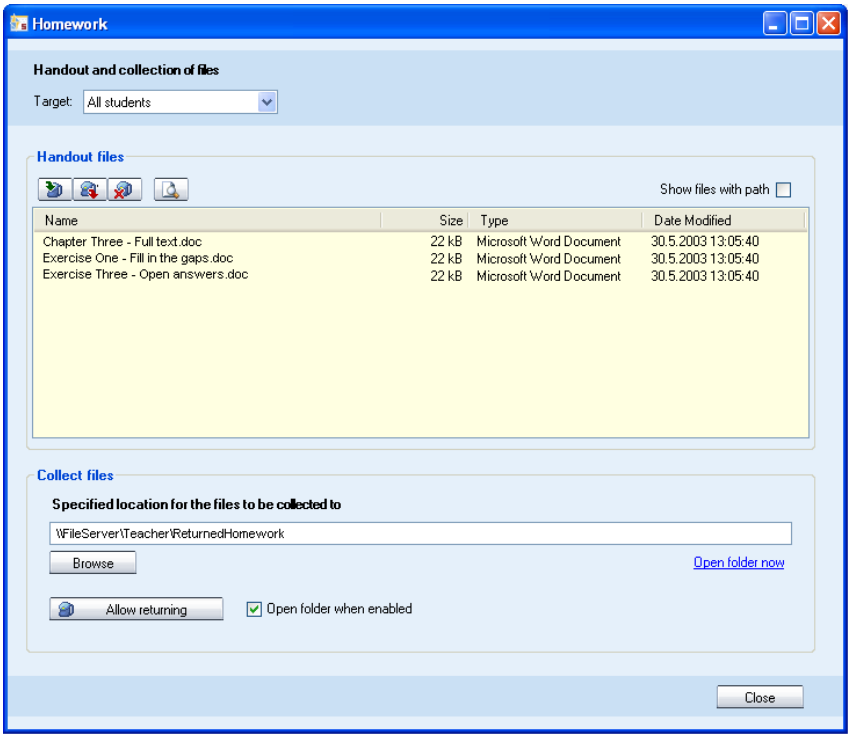
The **Homework** feature allows teachers to distribute material to students for independent work. Students are then free to

save these files on a USB stick, for example, and work on the material at school or at home.

To open the **Homework** window where files can be distributed to and collected from students, click the **Homework** function button.



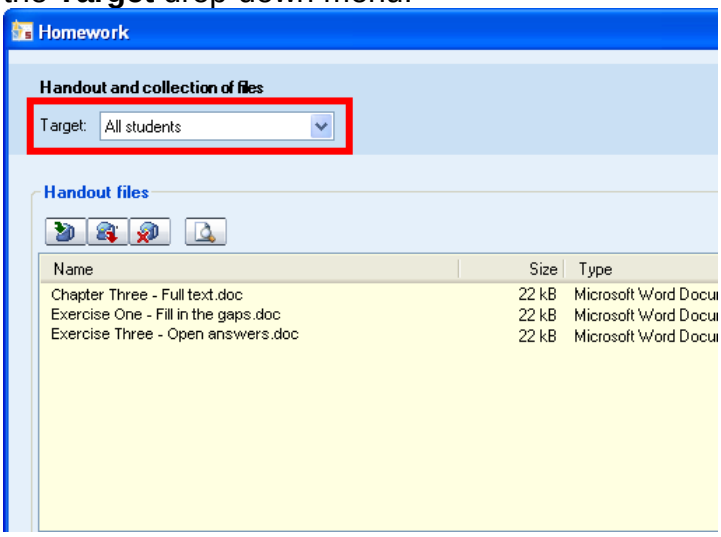
This opens the **Homework** window where you can assign homework material to students and collect the students' work back.



ADDING AND REMOVING HOMEWORK FILES

When handing out homework material to students, you need to first select who you want to give the homework files to with

the **Target** drop-down menu.



The icons above the handout files list allow you to add and remove homework files.

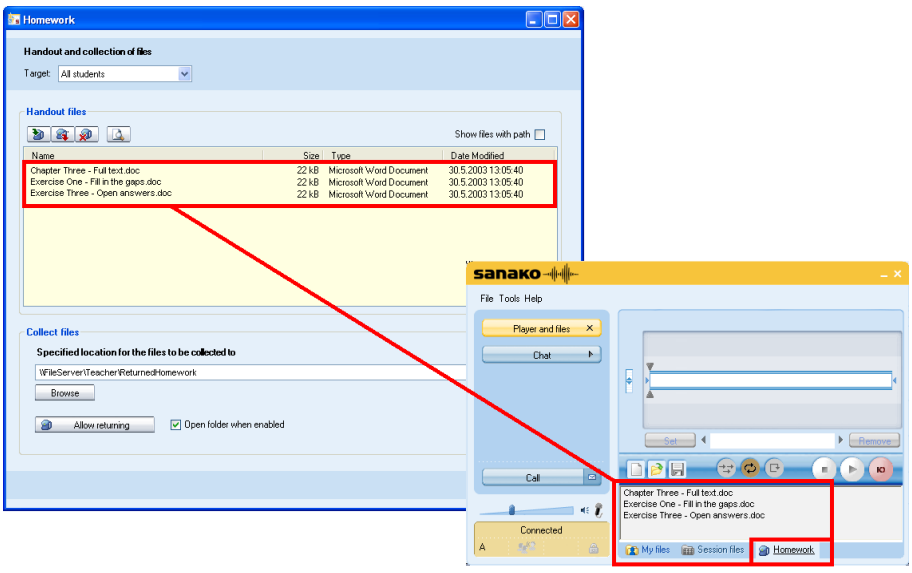
Add a handout file. A window opens automatically where you can browse for the file.

Remove the selected file form the handout files list

Remove all files from the handout files list

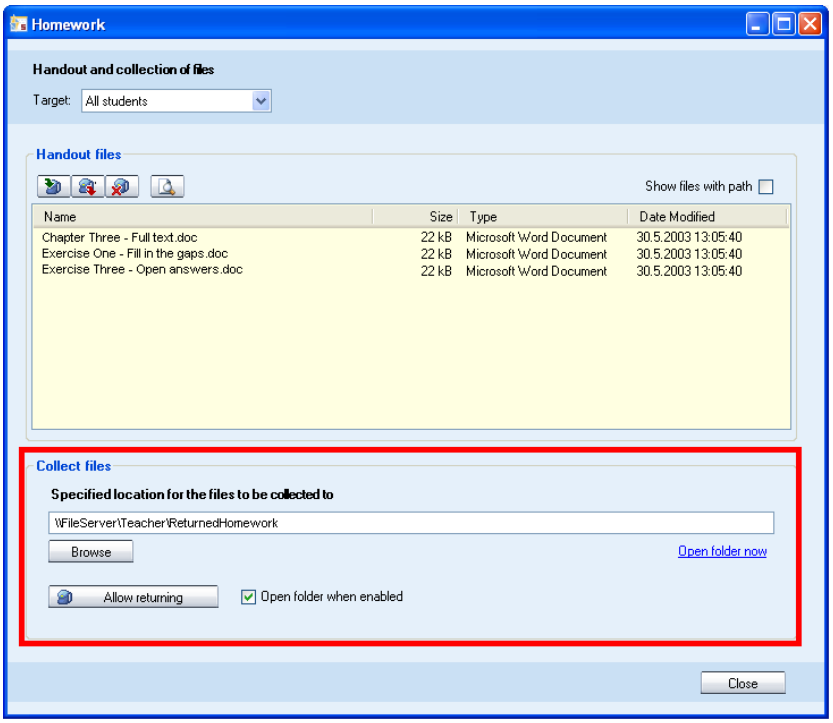
Preview the selected handout file on the teacher computer

The files that have been added to the homework files by the tutor are available in the Student Player Homework file area.



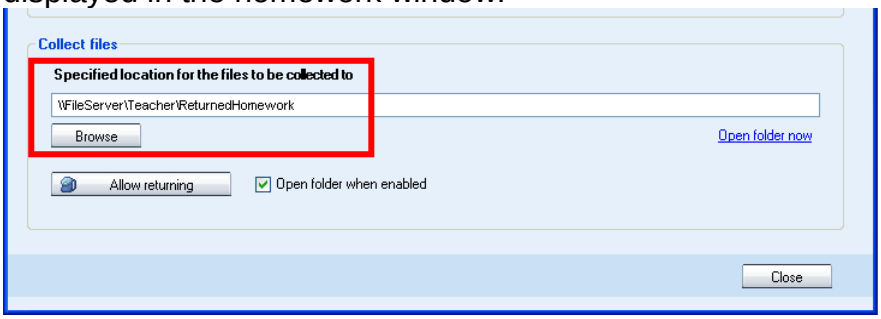
COLLECTING HOMEWORK

The lower part of the **Homework** window includes the functions for collecting homework assignments back from students.



SELECTING COLLECTION FOLDER

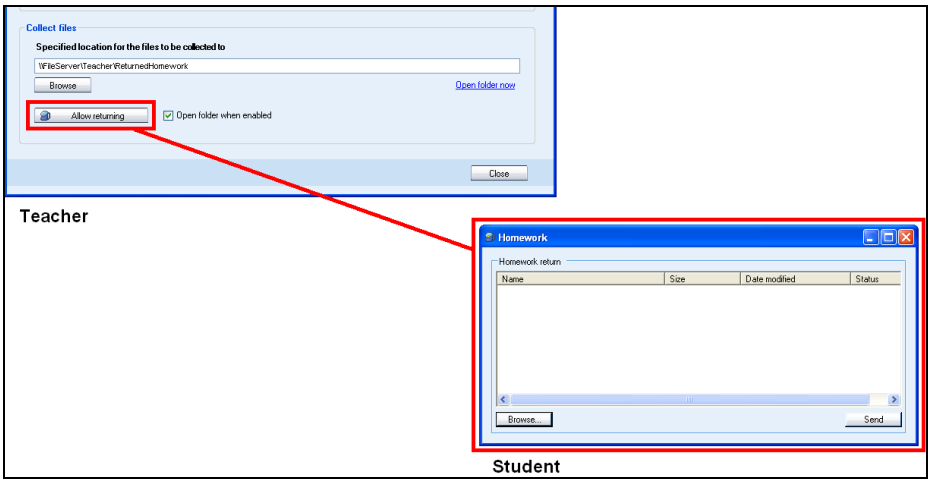
Before students can hand in their work, you need to define the location where the collected files will be saved. Click **Browse** and select a suitable folder. The folder path is then displayed in the homework window.



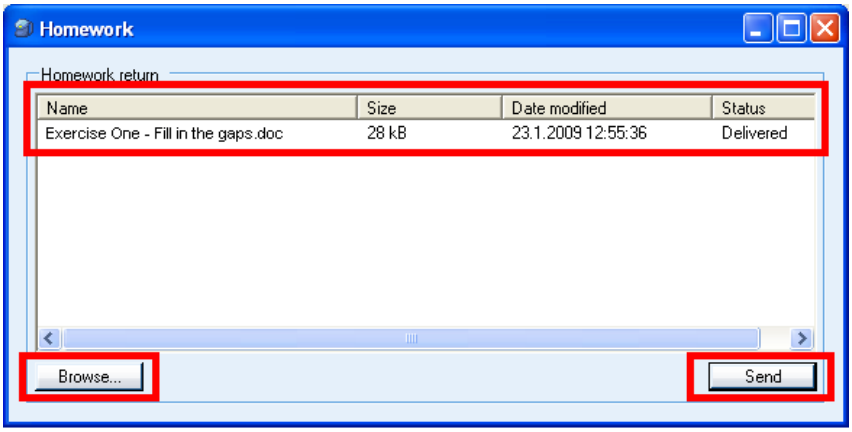
HANDING IN HOMEWORK FILES

To allow students to hand in their work, click the **Allow returning** button. This opens a window on student computers where students can send their homework files

back to the teacher.

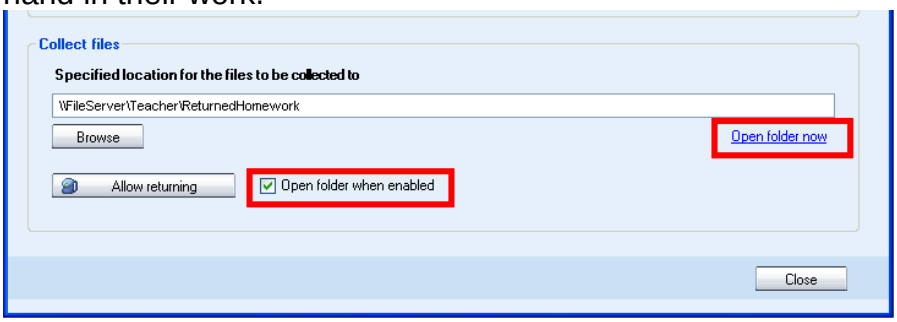


At the student end, click **Browse** and select the file you want to hand in. The file is now displayed in the student window for returning homework. To send the file to the teacher, click **Send**. The **Status** column tells the student when the file has been delivered.



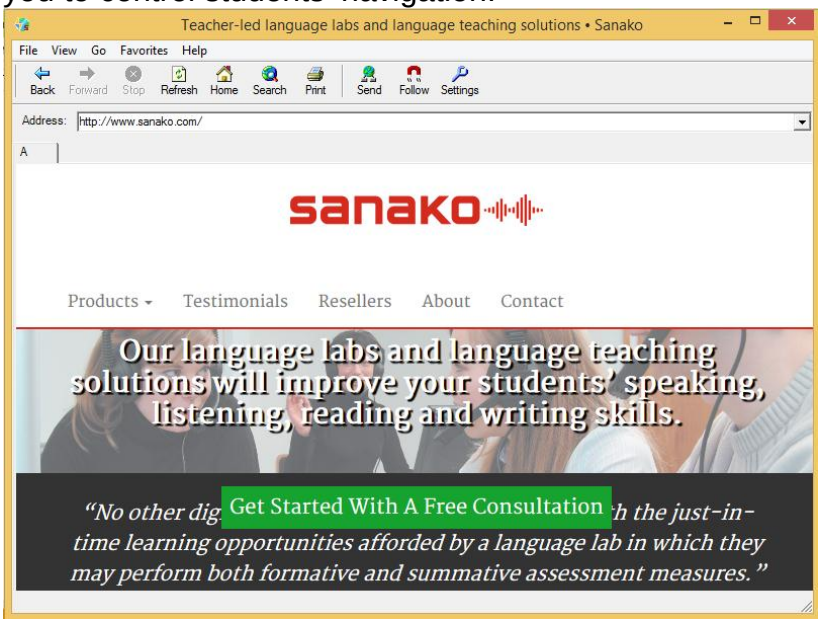
VIEWING RETURNED FILES

The teacher can view the returned files, by clicking the **Open folder now** link. If the **Open folder when enabled** option is checked, then the folder where the files are collected to is opened automatically when the teacher allows students to hand in their work.



WEB BROWSER

The Study 700 Web browser contains all the functions of a standard browser, as well as additional features that allow you to control students' navigation.



The tutor's Web browser

BROWSER CONTROL BUTTONS

Back moves back to the last visited Web page.

Forward moves to the page you viewed before clicking the Back button.

Stop stops opening and loading a Web page.

Refresh gets the latest version of a currently viewed Web page. If a page cannot be displayed, you may try to reload it by clicking Refresh.

Home moves to the default home page.

Search launches an Internet search page.

Print prints the current web page.

Send opens student browsers on the Web page you currently have open.

Follow makes student browsers follow your navigation.

Settings allows you to block pop-up windows and to show or hide the toolbar on student

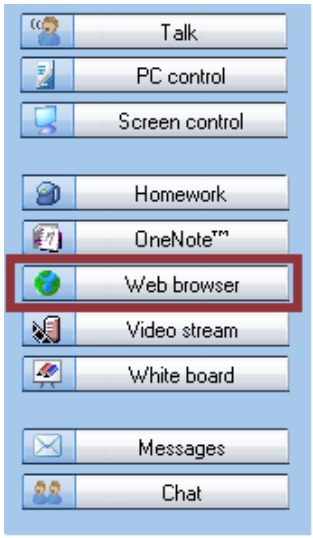
browsers

TO OPEN WEB BROWSERS FOR STUDENTS

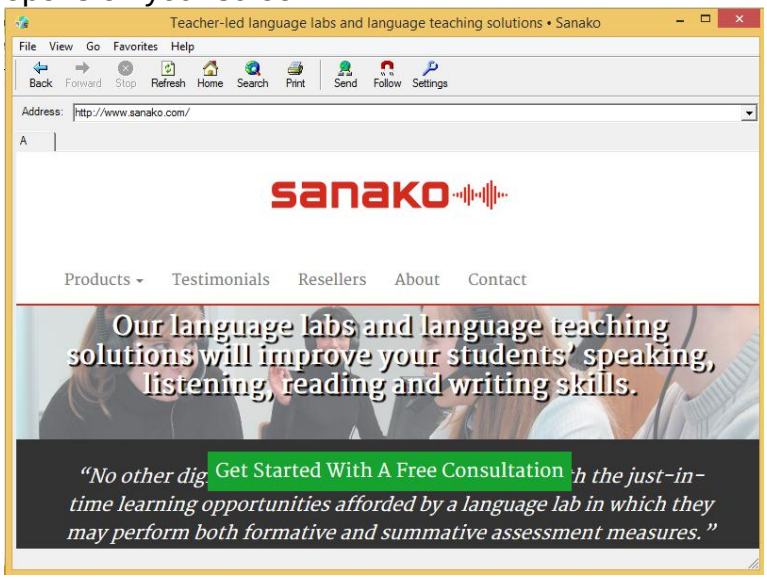
1. You can open the Web browser for all students

or for a session

.



2. Select one of the above. The tutor's Web browser opens on your screen.



The tutor's Web browser

3. Go to the Web page you want student browsers to open.

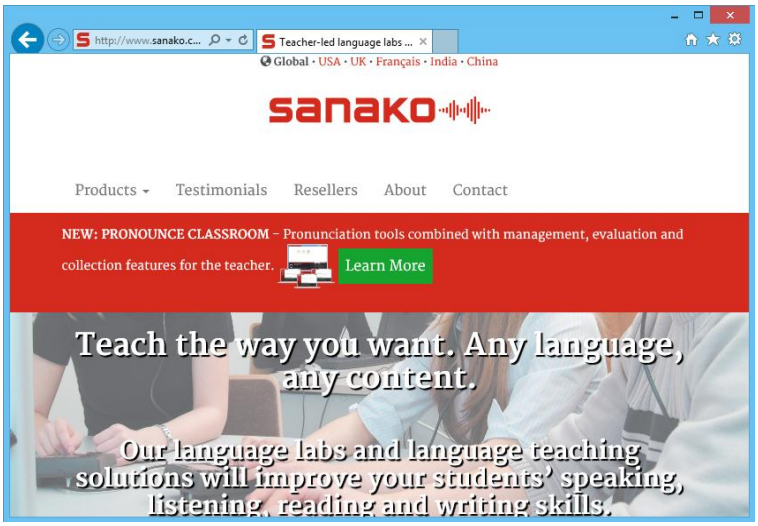
4. Click the **Send** button

. Web browsers will now open on student screens.

Student Web browser

FOLLOW MODE

In the Follow mode, students' browsers will display the Web site that is currently open on the teacher's browser and the students are not able to browse to other sites.



Student browser in Follow mode

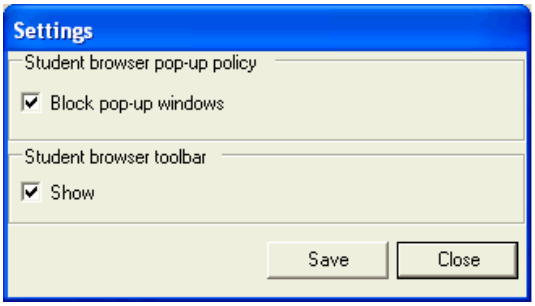
This allows you to browse the web and present material while student browsers follow your navigation. Once the presentation is over, you can let students continue with independent study.

To Enable / Disable the Follow mode, click on the **Follow** button

.

SETTINGS

Settings allows you to block pop-up windows and show or hide the toolbar on student browsers.

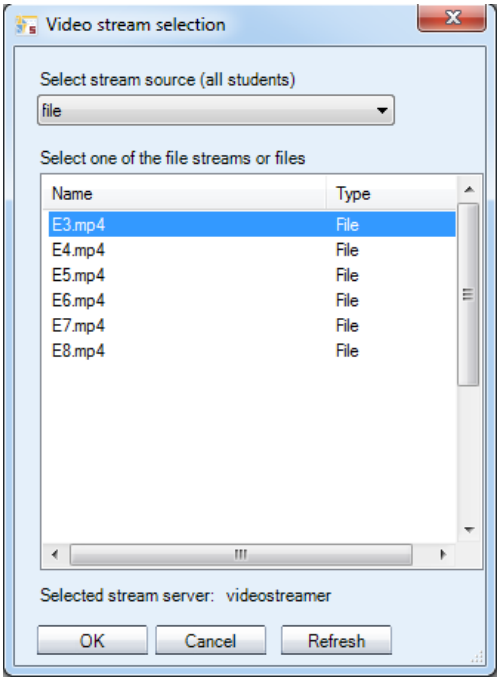


Blocking pop-up windows prevents any additional and unnecessary windows from opening automatically when a student opens a Web page.

Hiding the toolbar on student browsers is useful when you want students to concentrate on the current Web page instead of browsing elsewhere.

VIDEO STREAM

The Video Stream function allows you to display material from a Sanako Video Live system to students. Clicking **Video Stream** opens a window where you can select the video material to launch.



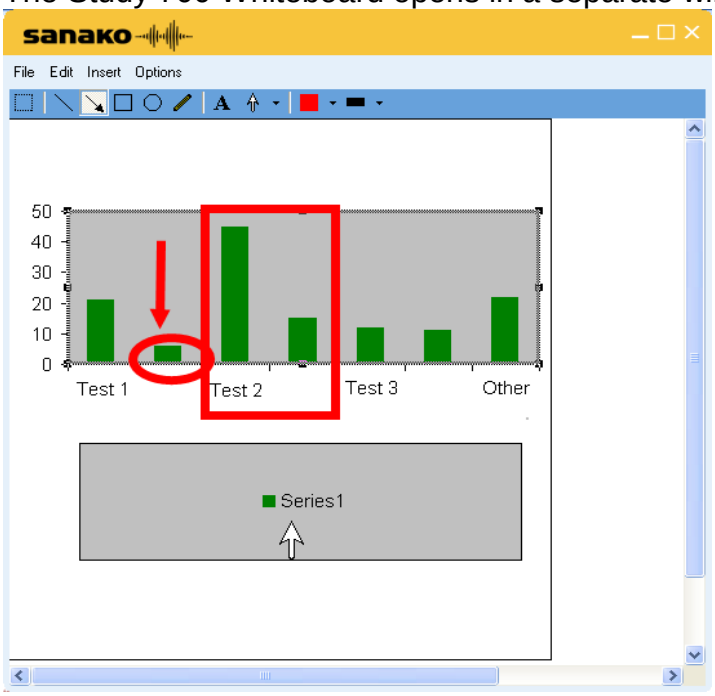
Select either **live** or **file** in the stream source drop-down menu. **Live** will display the currently running active stream on Sanako Video Live and **file** allows you to select from a list of saved video files. Click **OK** to start the video stream for students.

Note: The Video Stream function requires the installation of Sanako Video Live.

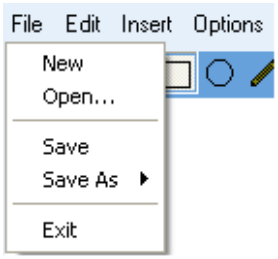
WHITEBOARD

The Whiteboard is a tool that allows users to make annotations onto selected images. You can use any pictures as the background of the Whiteboard.

The Study 700 Whiteboard opens in a separate window.



File menu



New – Clear the Whiteboard and start a new project.

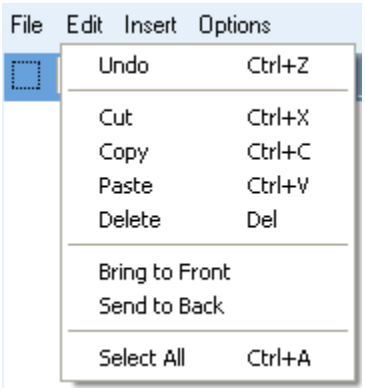
Open… – Open a saved Whiteboard project. Whiteboard projects include the background image and the annotations.

Save – Save the current Whiteboard project under the same name.

Save As – Save the current Whiteboard project as a Whiteboard project file, in which case the drawings can later be edited, or as a picture which cannot be edited.

Exit – Close the Whiteboard window

EDIT MENU



Undo – Undo the previous command.

Cut – Cut the selected annotations and pictures. You can select annotations and pictures with the Selector tool.

Copy –Copy the selected annotations and pictures.

Paste –Paste any annotations or pictures that you have copied onto the Whiteboard.

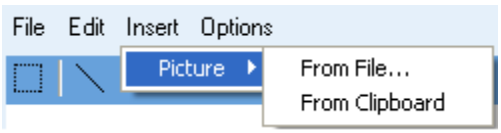
Delete – Delete the selected annotations or pictures.

Bring to Front – Bring the selected picture on top of the others on the Whiteboard.

Send to Back – Send the selected picture behind the others on the Whiteboard.

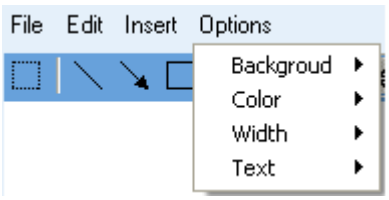
Select All – Select all the annotations and pictures on the Whiteboard.

INSERT MENU



Insert a picture onto the Whiteboard. You can insert and arrange multiple pictures onto the Whiteboard.

OPTIONS MENU



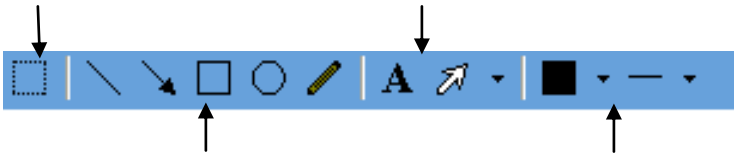
Background -- Select a new image to be used as the Whiteboard background or clear the background. If the '**Automatically Clipboard**' option is selected, any image that you capture or copy is automatically pasted as the Whiteboard background

Color – Select the color of the Whiteboard drawings.

Width – Select the width of line for the Whiteboard drawings.

Text – Select a text font style and size for the text tool.

WHITEBOARD TOOLS

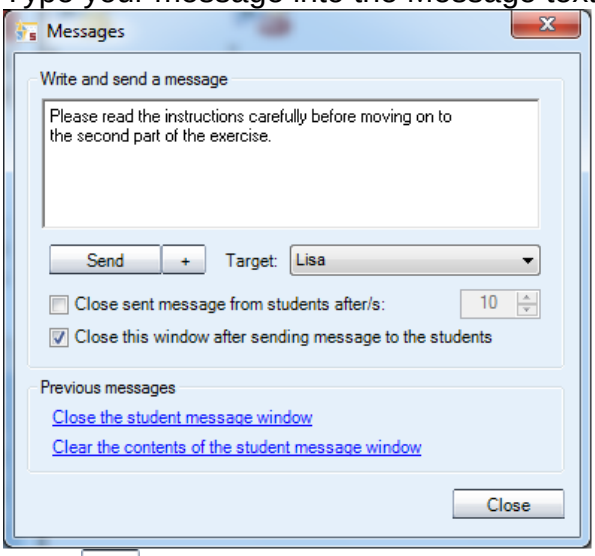


MESSAGES

The message function allows you to display messages on student workstations, for example, to offer them additional guidance and instruction.

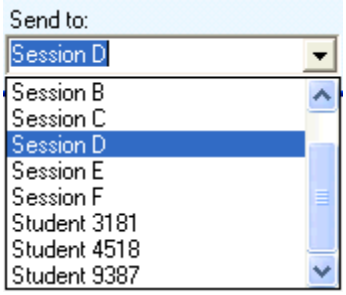
TO SEND A MESSAGE

1. Type your message into the Message text field.



   Click + to insert special characters.

2. Select the message recipient.

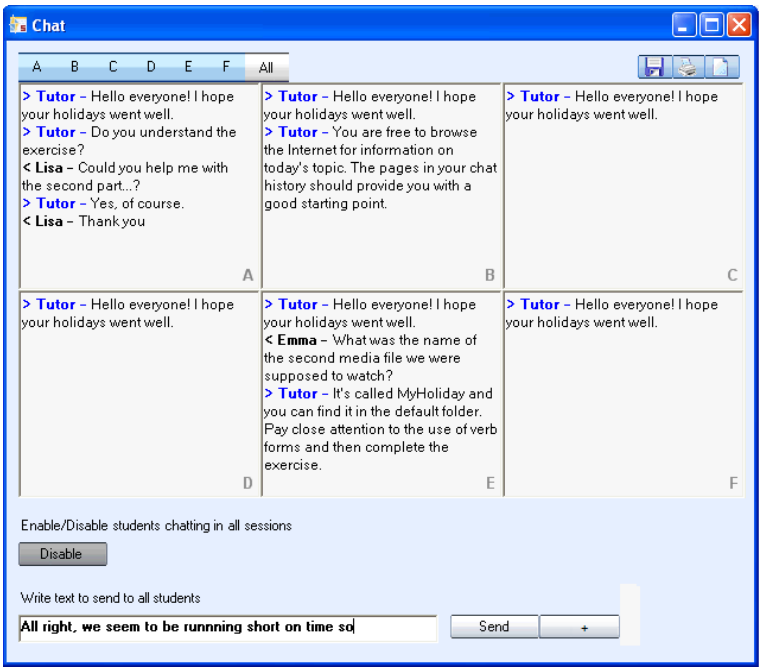


3. Click **Send**. The message is now displayed on student screens.

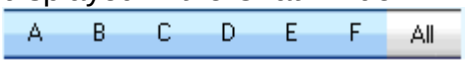
CHAT

The text chat feature can be used by both teachers and students for quick and easy communication, without disturbing the other students.

Clicking **Chat** opens the Chat window. Study 700 has separate chat rooms for each session and you can either view the chat history of a single room or monitor all the chat rooms simultaneously in a mosaic window.

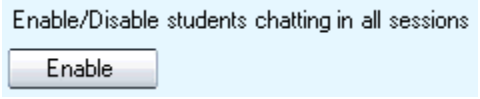


Click on the letters to select which session's chat history is displayed in the Chat window.



If **All** is selected then all six sessions are displayed simultaneously, allowing you to monitor all the chat discussions at the same time.

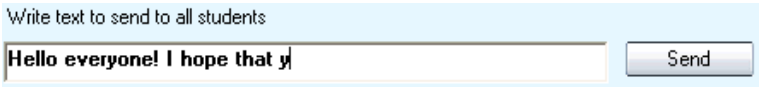
ENABLE / DISABLE CHAT FUNCTION



The Chat function is unavailable for students, until you enable it for them. Clicking this button will enable or disable the chat function for the session that is currently displayed, or if you are in the All view, for all sessions.

TO SEND A CHAT MESSAGE

1. Type your message into the field at the bottom of the window.



2. Click **Send**.
3. The message will be displayed for the currently selected session, or if you are in the All view, for all sessions.

SAVE / PRINT / CLEAR CHAT HISTORY

Click on the icons at the upper right corner to

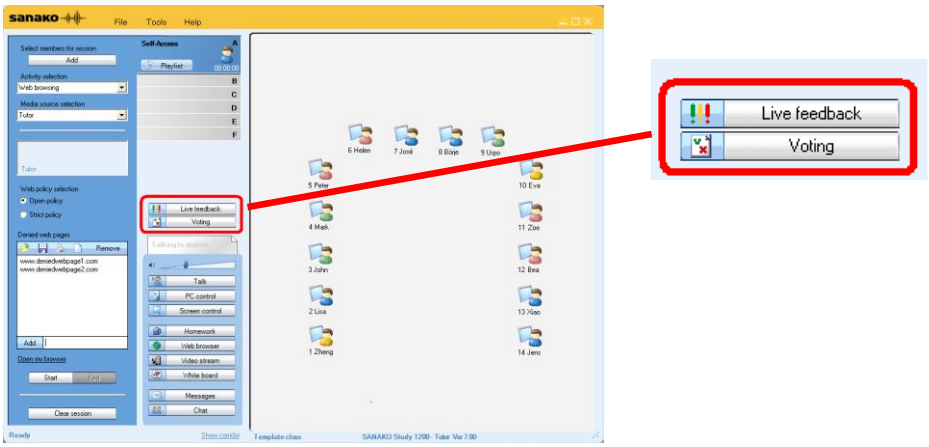
save,
print, or
clear

the currently displayed chat history, or if you are in the All view all the chat histories.

FEEDBACK AND VOTING

Feedback and voting features allow teachers to run on-the-spot queries to determine the level of student understanding and to establish whether students are following the lesson or having difficulty.

These features are available through the **Live feedback** and **Voting** buttons.



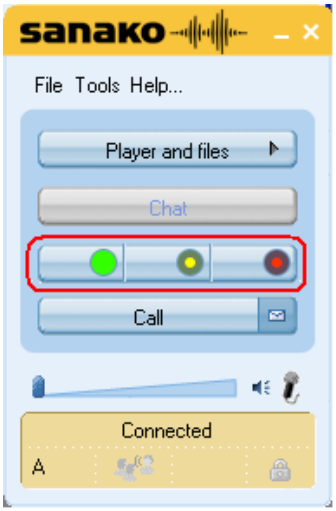
Live feedback allows students to indicate to the teacher the degree to which they are following instruction and if they need further explanation of the topic at hand.

With **Voting** teachers can quickly ascertain and test student understanding by sending them multiple-choice questions.

LIVE FEEDBACK

The **Live feedback** feature allows students to express how well they have been able to follow the lesson. Before students are able to give live feedback during a lesson, the teacher has to enable it by clicking the **Live feedback** button on the teacher interface.

Once the teacher enables Live feedback, three icons will appear on the student application.



Students may click these icons to express whether they are following the lesson without any problems, are confused and may need something to be explained in more detail, or are lost and have not understood the topic at hand.

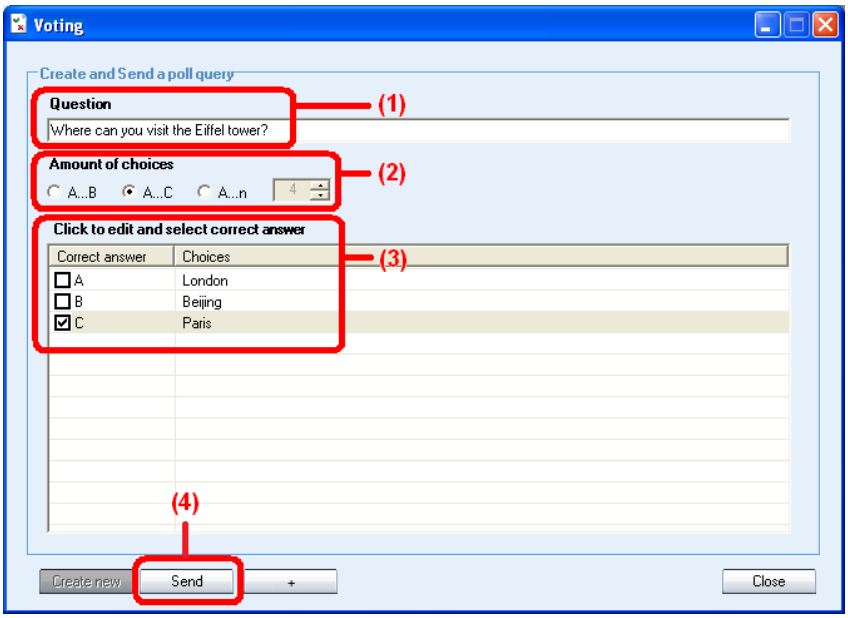
The teacher sees a graphical representation of the percentage of responses and an exclamation mark next to each student that has provided feedback. Please note that the system assumes that no feedback equals “following” and hence green.

Clicking the exclamation mark next to a student icon will clear the student feedback status.

VOTING

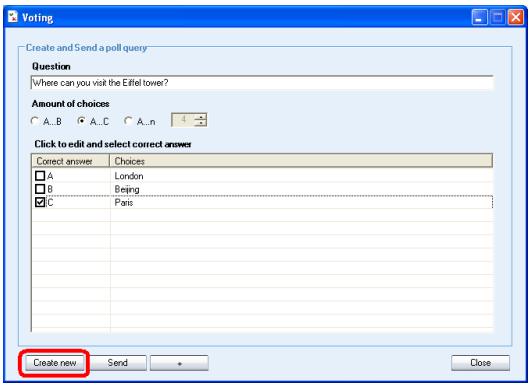
Clicking the **Voting** button opens a window where you can create a multiple choice question and then send it to your students.

CREATING MULTIPLE CHOICE QUESTIONS



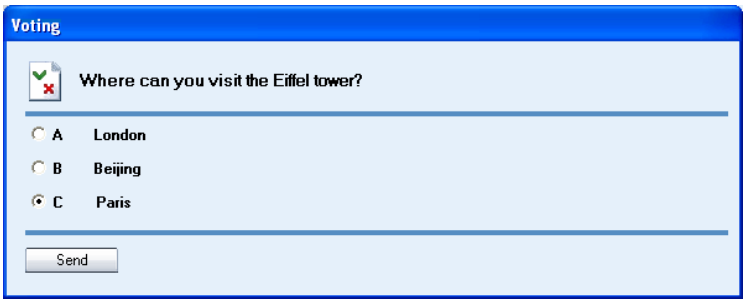
1. Enter your question
2. Select how many answer alternatives there will be. You can have either two (A…B), three (A…C), or an unlimited (A…n) number of alternatives.
3. Enter the answer alternatives into the fields under **Choices** and then check the correct answer
4. To start the test for students, click on the **Send** button.

If you want to start over (without sending the question) or create further questions, click on the **Create new** button at the lower left corner of the **Voting** window.



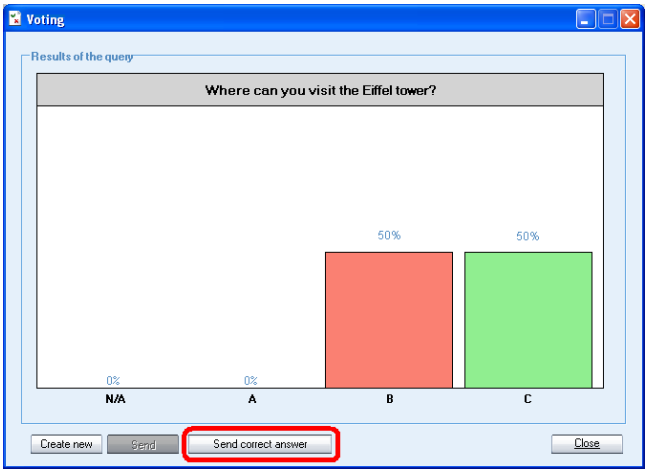
ANSWERING MULTIPLE CHOICE QUESTIONS

When the teacher has sent the question to students it is displayed on the student screens and the students can select the correct response alternative.

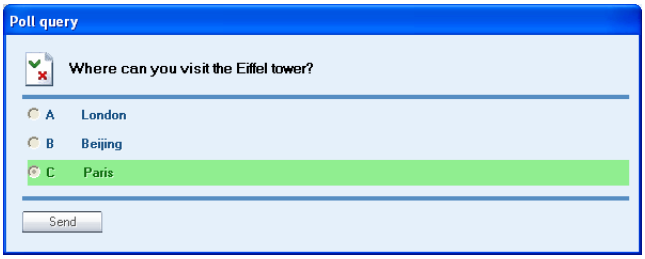


They confirm their answer by clicking the **Send** button.

While the students answer, a figure displaying the percentages of student responses is displayed and updated on the teacher screen in real time

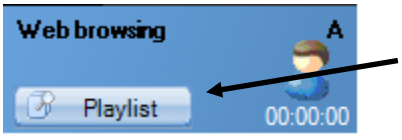


When the students have had enough time to answer the teacher may choose to reveal the correct answer for the students by clicking the **Send correct answer** button. The correct answer will then be highlighted in green at the student end.

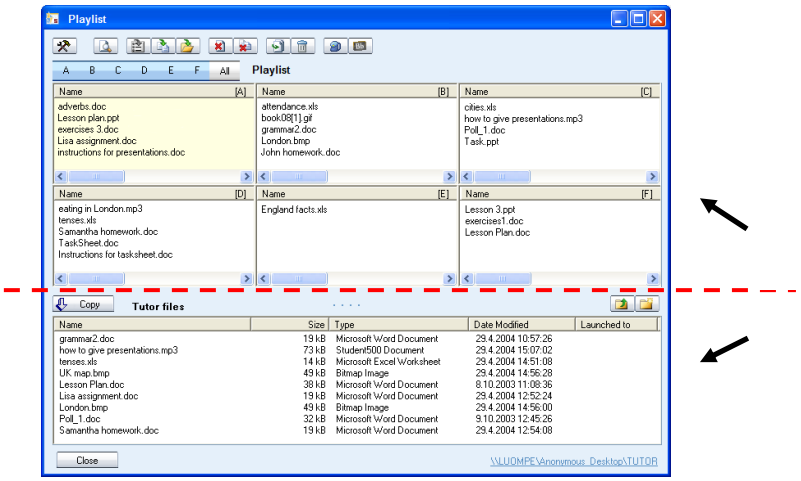


PLAYLIST

The Playlist feature allows you to assign media files for students and to access a library of your own teaching materials. To open a window where you can manage files, click **Playlist** in any session tab.

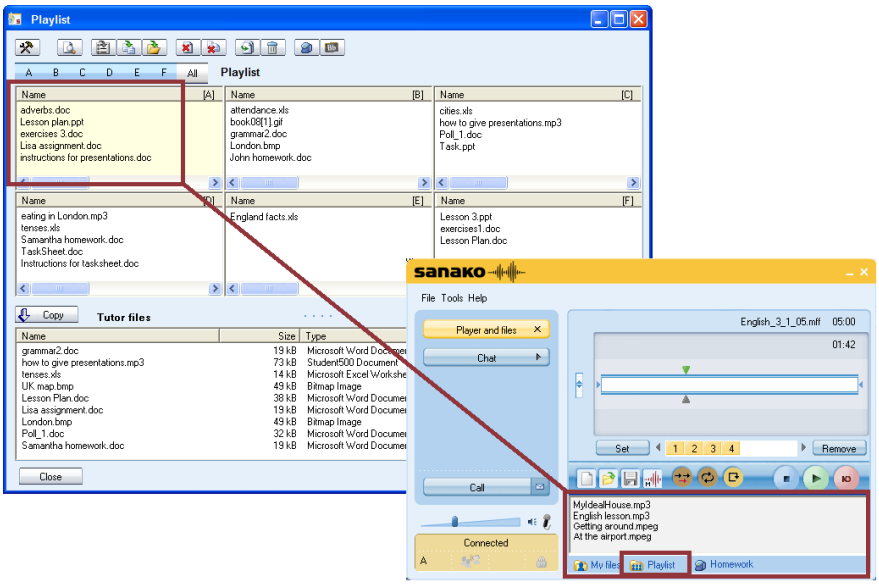


The Playlist window displays the **Session playlist(s)** (top half of the window) and the **Tutor file area** (bottom half of the window).



Study 700 has separate playlists for each session and for the tutor. You can use the session playlists to provide the students with material that they can access themselves.

The files that have been added to a session playlist by the tutor are available for students in their student player playlist.



SELECTING ACTIVE SESSION PLAYLIST

Click on the letters to select which session playlist is displayed.

If **All** is selected then all six session playlists are displayed simultaneously. This allows you to add and copy files to all playlists, and also to launch files to all the sessions at once.

BROWSING THE TUTOR FILE AREA

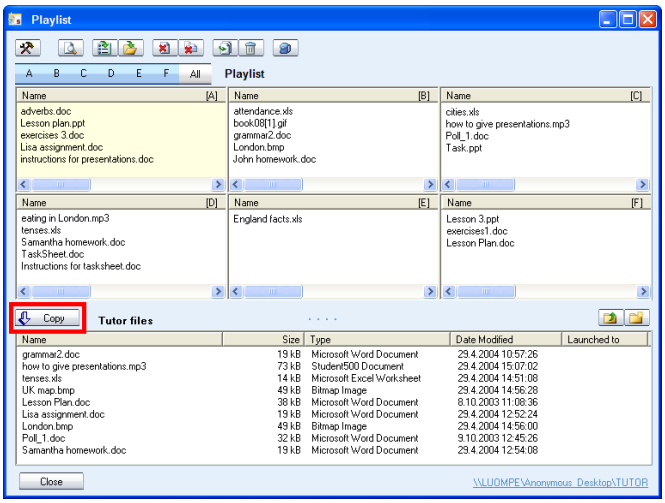
The Tutor file area is for storing files that you may use during your lesson. You can browse the folders and create new subfolders with the function buttons at the top right of the Tutor file area.

Move up in the folder structure

Create a new folder

COPYING FILES

To copy files from the tutor file area to the active session playlist(s) or vice versa, click on a file in the **Playlist** window to select it and then click on the **Copy** button.



Depending on where the selected file is located in, the arrow in the **Copy** button changes automatically to indicate whether the file will be copied from the tutor file area to the session playlist(s) or vice versa.

FILE FUNCTIONS

File functions are located at the top of the **Playlist** window

Settings allow you to change the location for storing playlist files and refresh the file lists

Open the selected file on the tutor screen

Launch the selected files for students
Note: File has to be located in a shared network location

Copy and launch files for students

Launch files from a location outside the playlist file areas

Close the selected files on the student workstations

Close all launched files

Add files to the active file area

Remove the selected file

Add homework files to the students' homework list and access the Homework window where you can distribute and collect exercise files.

ACTIVITIES

GENERAL PROCEDURE

Study 700 has a number of pre-set learning activities that form the basis for teaching with Study 700. The Activity view only displays the options that are relevant to the currently selected activity.

To start an activity for a session

1. Select a session

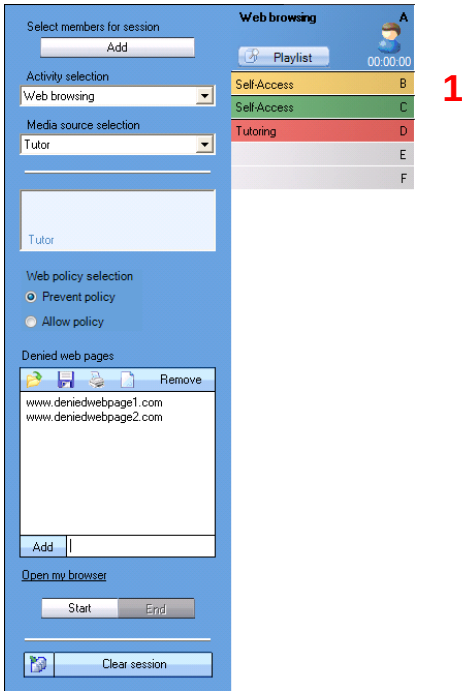
2. Add students to a session

3. Select an activity

4. Select a Media source

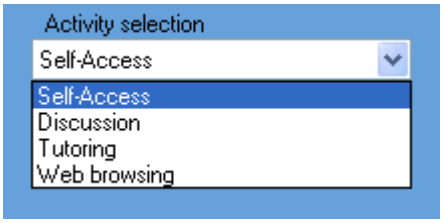
5. Activity specific settings

6. Start / End activity



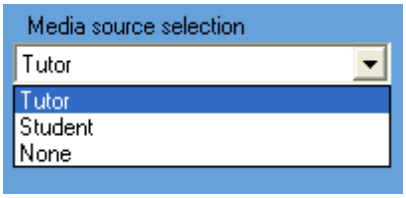
ACTIVITY SELECTION

First of all, select an activity that you want to start for the current session.



MEDIA SOURCE SELECTION

The Media source is what the session hears during an activity. In Tutoring, the Media source's screen is also transferred to the students.



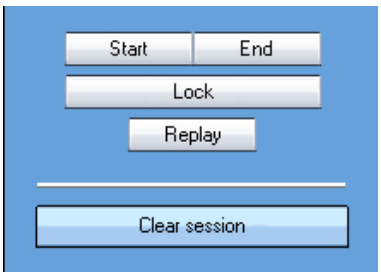
None – The activity will be run without a media source.

Tutor – You can talk to the students during the activity.

Student – A selected student can talk to the others during the activity.
If you select Student as the media source, you need to then click on a student icon to select the source student.

Note: The Self-access activity does not have Media source selection.

ACTIVITY CONTROLS



Start – Starts the selected activity and plays the Media source to students

Pause – Pauses the current activity and the media source. The **Start** button turns into **Pause** when an activity is running. You can pause the activity, for example, to let the students do an exercise or to give them instructions.

End – Ends the activity. The media source is stopped and student players are set to free.
If the media source was a file, the file will remain in the student players and they can listen to it again.

Lock / Free – Locks and frees student players. When the student players are locked students are unable to use any of the player controls and are only able to listen to the media source. Once the student players are freed, students will have full control over their players, allowing them to work independently

Replay – Plays back both the media source and the student track to the students again, allowing them to listen to their own work. Replay is only available when the program source is a media file.

Clear session – Clears all the settings and switches back to Self-Access.

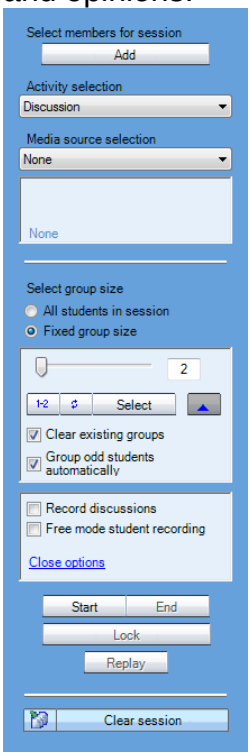
SELF-ACCESS

In the Self-access activity, students have free access to use their workstations and the Study 700 Student application. If

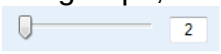
no other activity is selected, the students are always in Self-Access. You can still use all the Study 700 functions to communicate with and control the students if needed.

DISCUSSION

In the Discussion activity students practice conversational skills in pairs and small groups and learn to express ideas and opinions.



To set all the students in the same group, select **All students in session**.

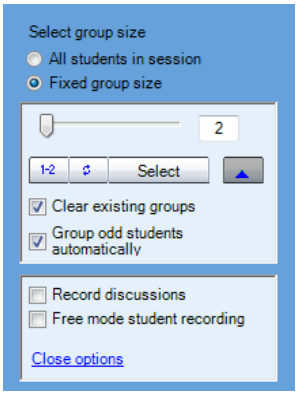
To set up smaller groups, select **Fixed group size** and then use the slider  to select a group size (from two to all students).

There are three ways to form the discussion groups.

Fixed – Study 700 creates the groups in order according to the student numbers

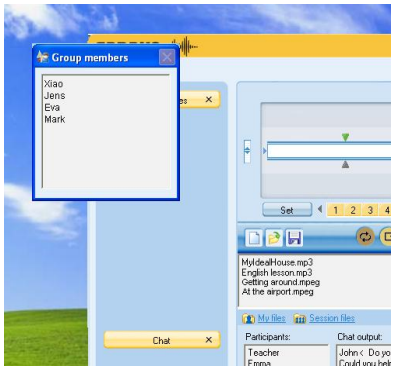
Random – Study 700 creates the groups randomly

Select – You can create the groups manually, by clicking on the students that you want to form a group



Under **Options**, you can also select if you want to **record the student discussions** or **allow students to record themselves** when their recorders are not locked.

Group members are shown in the classroom view and as a list on the student screens

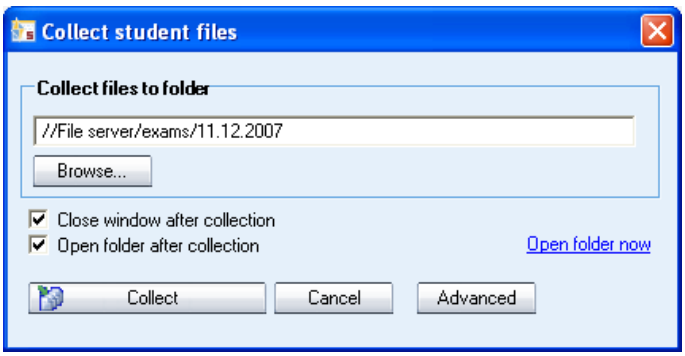


As soon as the groups have been formed, students have an audio connection with the other group members and can begin the discussion.

During the Discussion activity student players are locked except for volume adjustment, teacher call and bookmarks.

COLLECTING STUDENT RECORDINGS

At the end of the Discussion activity you have the option of collecting the student recordings as audio files for later review. When you end the activity, a file collection window will automatically pop-up.



Click **Collect** to save the student recordings into the displayed folder. If you want to collect to a different folder, click the **Browse…** button.

ADVANCED FILE COLLECTION OPTIONS

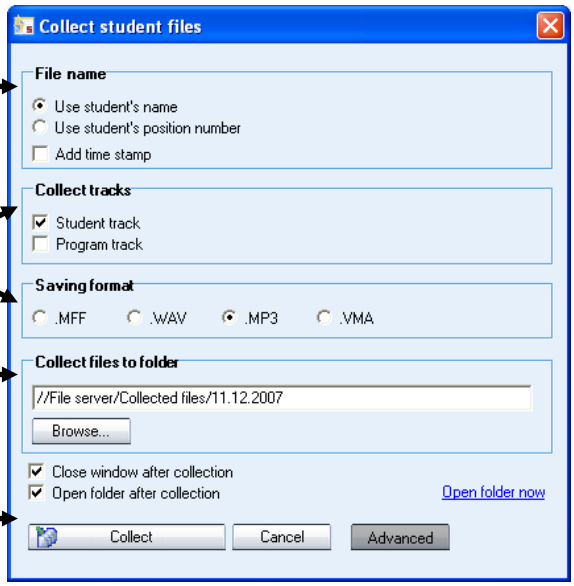
Click the **Advanced** button in the Collect student files window to access additional settings for file collection.

Select whether the files will be named with the student names or student numbers. **Add time stamp** adds the collection time into the file name. Check this if you collect student files more than once during a class to avoid overwriting existing files.

Select the tracks you want to collect and a file format for the collected files

The files will be collected into the displayed folder. To change the folder, click on the **Change** button.

After you have made your selections, click on the **Collect** button to collect the student files



TUTORING

In the Tutoring activity, the screen of the media source is transferred to the session and the source can also talk to the others. You can either select yourself or one of the students as the media source.

If you select Tutor as the media source, the Study 700 Tutor application is minimized to the taskbar, allowing you to instruct students using any applications that are on the teacher computer.

When the Tutor screen is shared to students an **On The Air** indication panel appears in the lower-right corner of the tutor screen.

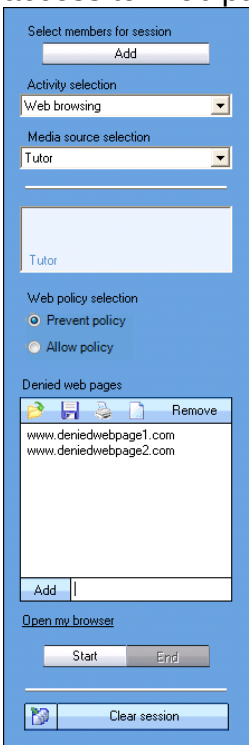
Please note that during Tutoring the **Stop Transfer** button

will not end the screen transfer. Instead you need to **End** the activity itself to stop sending out the teacher screen.

If you select Student as the media source, you can also select whether you want to view the student screen during the activity.

WEB BROWSING

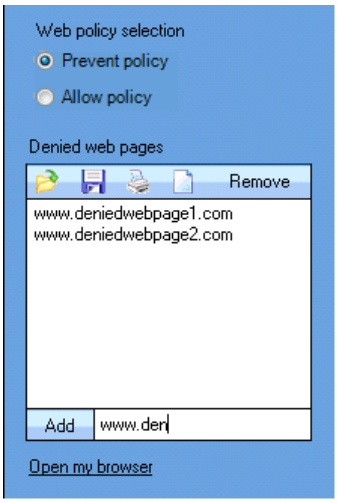
Starting the Web browsing activity launches Internet Explorer browsers on student workstations. You can set limits to their access to Web pages.



WEB POLICIES: PREVENT AND ALLOW

Prevent – students are able to access all Web sites, except the ones on the list.

Allow – students are only able to access the Web sites on the list.



To add an address to the list, type or copy it to the field at the bottom and click **Add**.

To remove an address from the list, select the address and click **Remove**.

LOAD / SAVE / PRINT / CLEAR ADDRESSES

Click on the icons to:

Load a previously saved file of denied / allowed addresses

Save the current list of addresses for later use

Print the current list of addresses

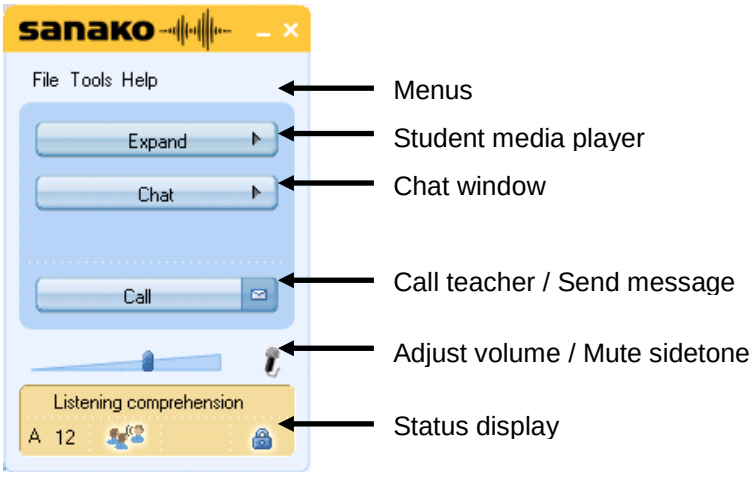
Clear the list of addresses

OPEN MY BROWSER

This opens the tutor Web browser, with which you can take control of the student browsers.

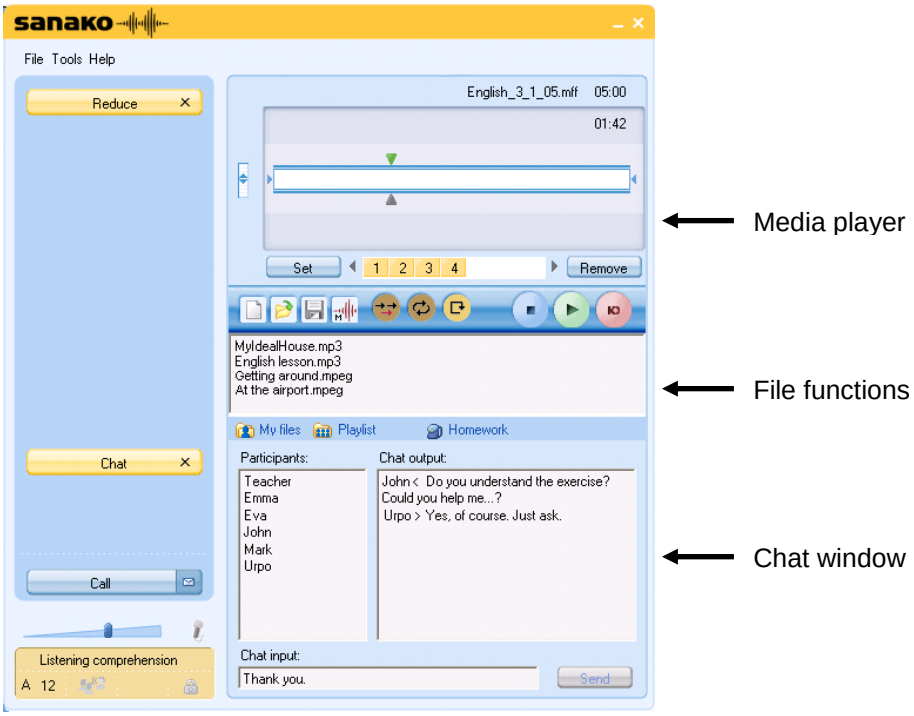
STUDY 700 STUDENT APPLICATION

COMPONENTS OF THE STUDY 700 STUDENT APPLICATION



Sanako Study 700 Student interface

The **Expand** and **Chat** buttons open new windows on the interface.



Sanako Study 700 Student interface with the Media Player and Chat windows

Below, you will find short presentations of the components of the Study 700 student interface, each of which will be explained in more detail later in this guide.

MENUS

File Tools Help

The three menus of Study 700 Student give you access to file functions, settings and preferences, and to online help.

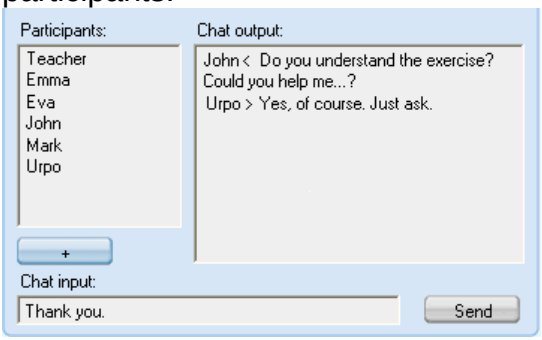
MEDIA PLAYER

Clicking **Expand / Reduce** opens and closes a window that contains all file functions and the student media player.

For more information on file functions and using the player, see the *Media player* section later in this guide.

CHAT

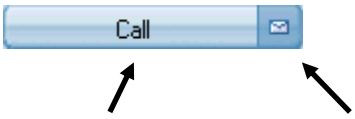
The Chat function can be enabled or disabled by the teacher. When enabled, clicking **Chat** opens a window displaying the chat room of the student's session and the other chat participants.



For more information on the Chat function, see the section later in this guide.

CALL TEACHER / SEND MESSAGE

Whenever students need to communicate with the teacher, they can either call the teacher or send a written message.

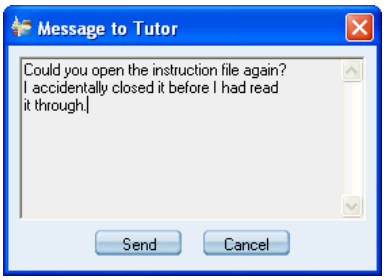


TO CALL THE TEACHER

1. Click the **Call** button.
2. The teacher screen will now display a question mark on top of your student icon, indicating that you want to talk with the teacher.

TO SEND A MESSAGE TO THE TEACHER

1. Click the **Message** icon . This opens a Message window.



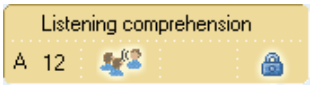
2. Type in your message.
3. Click **Send**, the message will be displayed on the teacher screen.

VOLUME ADJUSTMENT

To adjust your speaker volume, move the slider.

To switch sidetone on/off, click on the microphone icon. When sidetone is on the students can hear their own voices through their headsets while speaking.

STATUS DISPLAY



The field at the lower left corner of the Student application displays your current status:

the current activity set by the Tutor

your current session and position number

you have been set as a model student. This means that your screen is shared to the other students and you can talk to them.

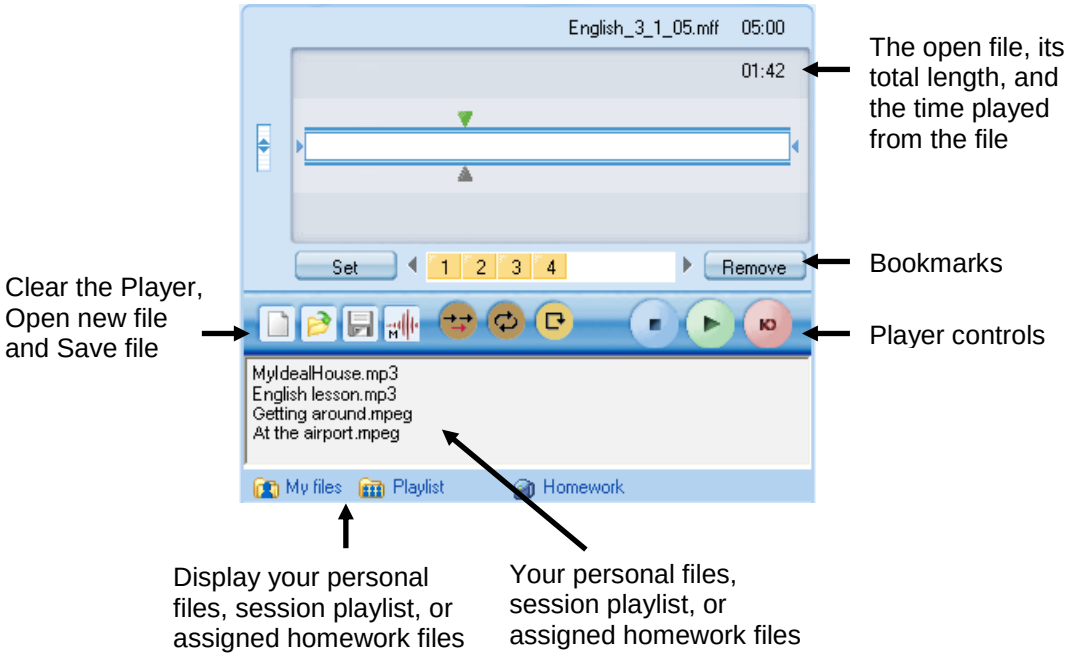
the lock symbol indicates whether your player controls are locked or free

GETTING HELP

The **Help** menu in the Student application allows you to access an online help file for Study 700, to view video tutorials and to view version information on your Study 700 Student application

MEDIA PLAYER

Clicking the **Expand / Reduce** button opens and closes the media player that you can use to play back media files in commonly found formats, such as WAV, AVI, MP3, as well as in Sanako's own file formats MFF and MAA. This allows you to also use material created with the Sanako Authoring tool, Lab 300, and Media Assistant.



FILE FUNCTIONS

New – Clear the Player. This will close the currently open file and remove all bookmarks.

Open – Open a media file for the Player. This opens a dialog in which you can browse for a file.

Save – Save the currently open file with the student track. By default the Study 700 Player saves files in .mff format. The .mff files include the original program track, the student recordings and the set bookmarks.

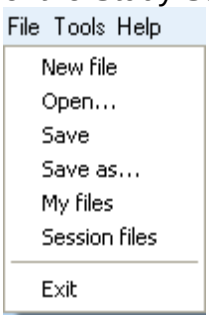
Mode – Play audio CDs, or view audio graphs of the program and student track. For more information about the player modes, see the section *Player Mode* below.

My files – Display the files in your own personal file area. All students have personal file areas where they can store files for themselves.

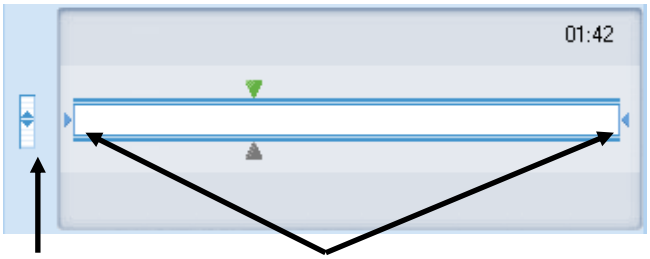
Playlist – Display the files in your session's playlist. Each session has its own playlist assigned by the teacher.

Homework – Display the files that the teacher has assigned for your individual work. You can save these files and work on them at school or at home.

Note: Some file functions are also available in the **File** menu of the Study Student application.



TRACK DISPLAY



Adjust the balance between the program and student tracks

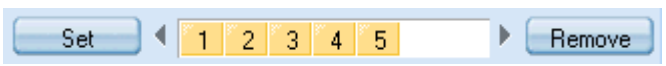
Isolate a segment to be played separately.

To adjust the balance between the program and student tracks, move the vertical slider next to the track display

To isolate a segment of the media file to be played separately move the small tabulators at each end of the track display by holding your mouse button down over them.

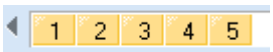
Note: The tabulators are not available when audio graphs are used.

BOOKMARKS



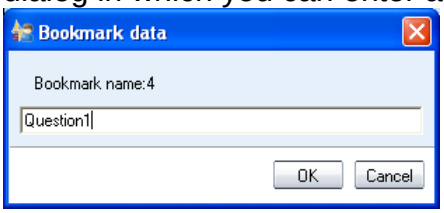
Bookmarks allow you to mark places to return to in the program. Clicking a set bookmark will start playing from the selected place.

To set a bookmark, click **Set**. This will add a mark in the numerical order.



To clear unwanted bookmarks, click **Remove** and then the appropriate bookmark.

To name a bookmark, right-click the bookmark to open a dialog in which you can enter a name for the bookmark.



The bookmark name is then displayed as a tooltip when you move the mouse pointer over the bookmark

PLAYER CONTROLS

Speak – Records the student's voice onto the student track

Play – Plays the open file.

Pause – Pauses the file. When a file is being played, the **Play** button turns into **Pause**.

Stop – Stops the file.

Recap – Jumps back to the previous empty space in the program material.

Repeat – Repeats the selected segment or entire file.

Voice Insert – Activates the Voice Insert mode

VOICE INSERT MODE

The Voice Insert mode allows students to perform model imitation and question-answer exercises live without an audio file with ready-made gaps. In the Voice Insert mode, students are able to record their voices while the program source is paused.

To activate the Voice Insert mode, click the **Voice Insert** button on the Student Player. You can also activate

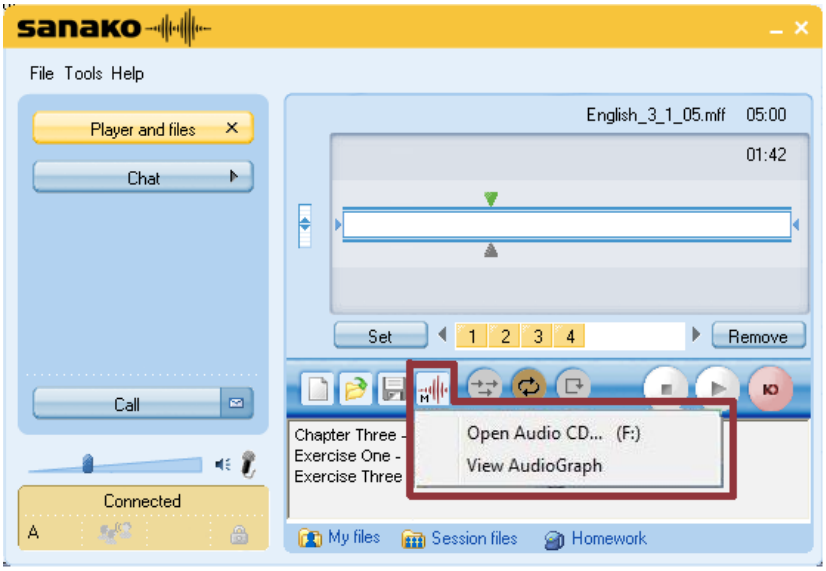
Voice Insert mode in the Study Student Player **Tools** menu.

When a file is played back in Voice Insert mode simply click on the **Speak** button to record your response while the program track is automatically paused. Clicking on **Play** again will stop the recording and continue with the program track.

If you want to think before recording, click on **Pause** to pause the program track and then click on **Speak** when you are ready to answer.
Repeat these steps, toggling between **Play**, **Pause** and **Speak** until you are finished with the exercise.

PLAYER MODE

The **Mode** button in Study Player gives you access to advanced playback features.



OPEN AUDIO CD

This mode allows you to play audio tracks on a CD using the computer's internal CD drive.

To play material on an audio CD, enter an audio CD into the CD drive, click the **Mode** icon in Study Player and then select **Open Audio CD**. This opens a folder where you can select the track to be played.

VIEW AUDIOGRAPH

In addition to the standard view, the student player can also be used in an audio graph view in which the player displays visual representations of both the program and student tracks.

The audio graphs allow students to view and compare the intonation pattern of their recorded output with the program

source. This is especially useful during pronunciation exercises.

To activate the audio graph view click the **Mode** icon in Study Player and select **AudioGraph**.

Alternatively, the **AudioGraph** option is also available in Study Player **Settings** in the **Tools** menu.

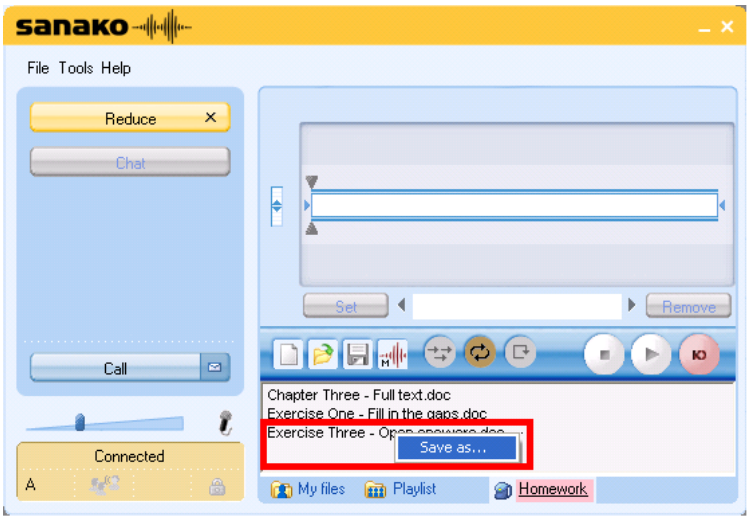
HOMEWORK

The Homework feature allows teachers to distribute material to students for independent work. Students are then free to save these files on a USB stick, for example, and work on the material at shool or at home.

ACCESSING HOMEWORK FILES

The files that have been added to the homework area by the tutor are available for students in the Student Player Homework file area.

To save the homework files on the student computer, or on an USB stick, either double-click the file or right-click the file and select **Save as**.

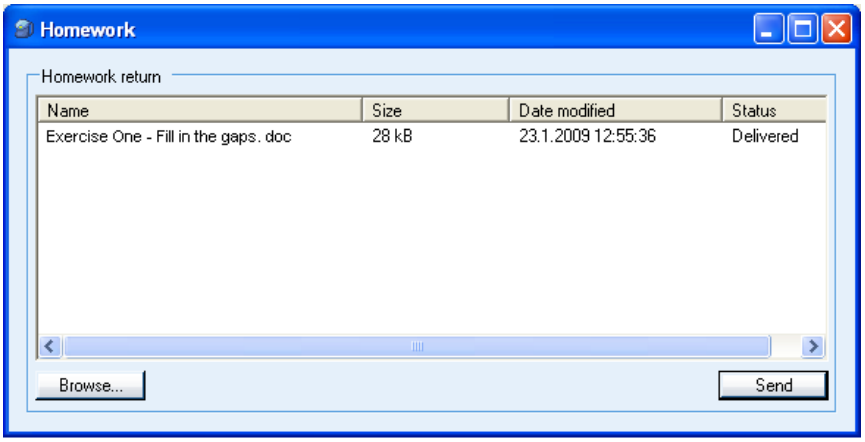


Once the students have saved the homework files, they are free to work with them anywhere.

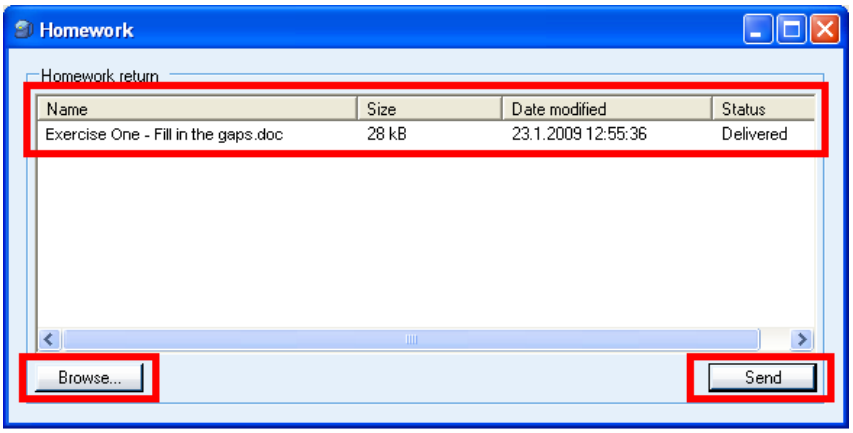
HANDING IN HOMEWORK FILES

Students are only able to hand in their homework, when the teacher allows them to do so. When the teacher allows students to hand in their homework, a window opens on student computers where they can send their homework files

back to the teacher.



To select the file you want to hand in, click **Browse** and locate the homework file. The file is now displayed in the homework window. To send the file to the teacher, click **Send**. The **Status** column tells you when the file has been delivered.



The Chat window displays the chat history and participants of the session you are currently in.

TO SEND A CHAT MESSAGE:

1. Type in your chat message in the Chat input field Click **Send**. Your chat message is displayed in the Chat output window.

WEB BROWSER

The teacher can launch Web Browsers for the students at any time and has the possibility of controlling students' navigation.

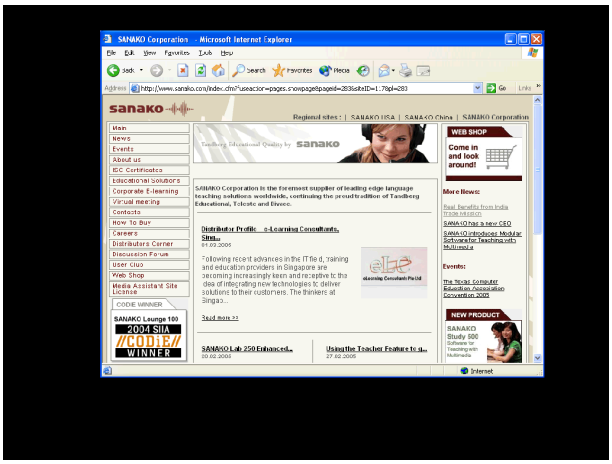
TEACHER CONTROL

If the teacher sets the student browsers into Follow mode, student browsers will only display the page that is open on the teacher's browser. Students are not able to navigate to other sites.

The teacher can also set limits to students' navigation by defining allowed and denied Web pages.

LOCKING

The teacher can use different locking options in order to draw the students' attention to the current task.



Locked student screen with an open application

If the teacher has locked your PC, your screen is blacked out and you can only view files and applications that the teacher opens.

If the teacher has locked your screen, it is blacked out but you can still use your mouse and keyboard to work with the files and applications that the teacher opens.

If the teacher has locked your mouse and keyboard, you can see your own screen, but cannot use your mouse and keyboard.

EXTENSION MODULES FOR SANAKO STUDY 700

Sanako Study extension modules enhance teaching and learning effectiveness and provide instructors with a powerful array of new teaching tools.

Note: The extension modules presented below are available with the purchase of a separate license for each module.

SANAKO STUDY EXAMINATION MODULE

The Examination Module is a valuable tool that simplifies the creation and administering of tests. The Examination Module includes a 6-step “wizard” application that assists and guides teachers in the creation of tests. The flexibility of the Examination Module allows teachers to easily vary the types of test questions and to edit any existing tests.

The Examination Wizard allows instructors to design any type of question to test a particular skill or student ability. Teachers may even set the time and outline instructions for tests before administering them, as well as preview entire exams.

The Examination Module provides important follow-up by generating test results for both student and teacher, allowing students to receive immediate feedback on their performance or the teacher may choose not to show the students their results immediately.

Students answer tests easily and conveniently using the Sanako Exam Player and teachers use the regular activity selection procedure in the Study 700 to launch exam files for students. Students may also use the Exam player in stand-alone mode for additional exam practice or review.

SANAKO STUDY VIDEO LIVE MODULE

The Sanako Study Video Live Module enables teachers to stream video from a variety of analog sources, including DVD and VHS players, or from media files directly to students.

The module consists of a Sanako video streaming hardware server with Sanako software, and a simple browser interface for administration and video stream management. The Sanako Video Live Module is ready to be used once the video streamer is installed on the LAN, and one or more video sources are cabled to the video streamer.

The module allows teachers to display video to students, or to simultaneously send the video material, digitize it and then save the video content as a media file for future use. The teacher can launch a video stream to student screens with a simple click of a Video Stream button in the Sanako Study interface, or by selecting it as a media source in language learning activities.

SANAKO ADMIN TOOL

Sanako Admin Tool is a software module that makes administration of Study classrooms within larger institutions easy and efficient. Admin Tool provides remote control features for IT-staff which eliminate the need to physically visit each classroom for administrative and maintenance tasks.

The module allows system administrators and IT staff to remotely monitor and control all Study classrooms within an institution from a single location.

SANAKO STUDY PRONUNCIATION ACTIVITY MODULE

The Pronunciation activity provides an in-built pronunciation tool for teachers and students by integrating the Sanako Pronounce solution into a Study classroom. The Pronunciation activity allows teachers to convert any text into a pronunciation exercise that can be launched directly to students. At the student end, a separate pronunciation application will open where they can proceed with the pronunciation exercise.

The Pronunciation activity employs all the speech recognition and pronunciation analysis tools in Sanako Pronounce to produce objective results of student performance. Students are able to drill sentences or individual words at their own

pace and will receive both a score for their pronunciation as well as comparisons of their output with the model audio. Additionally, teachers will see student progress during the activity on the classroom view in Study.

AP- EXAM FOR STUDY 700

This module adds the AP Exam activity to Sanako Study 700, allowing teachers to administer AP® oral exams. The activity is specially designed to set up, test and collect student AP® responses. This module is only available in the US and for Study 700. The AP Exam for Study 700 –module includes the mp3 encoding license that is also available as a separate module.

CONTENT EXERCISE FOR STUDY 700

The Content exercise activity is used together with either ready-made or custom **content provided by Sanako**.

The activity allows you to launch content files directly to students. This will open an exercise window on the student players where they will be able to access the learning material, complete any exercises within and use the player to listen and record.

LISTENING COMPREHENSION FOR STUDY 700

In the Listening Comprehension activity, Students listen to a selected media source and may complete exercises designed to measure their comprehension of the model audio.

MODEL IMITATION FOR STUDY 700

In Model Imitation students listen to and repeat after model audio to practice the stress, rhythm and intonation of a foreign language. Student output is recorded onto the student track and student recordings are automatically collected after the activity

READING PRACTICE FOR STUDY 700

In Reading Practice students read a text and their voice is recorded onto the student track. Reading aloud is useful for practicing intonation, rhythm and pronunciation, even independently. Teacher can select a text document that will be displayed for students when the activity is started.

Student recordings are automatically collected after the activity

ROUND TABLE DISCUSSION FOR STUDY 700

In Round Table Discussion teachers can set up small student groups with a designated chairman, who leads the discussion and assigns turns by passing a microphone around the group. Round table allows teachers to simulate a meeting environment to help advanced language learners strengthen their oral presentation skills.

TELEPHONE FOR STUDY 700

The Telephone activity allows you to add more interaction to pair discussion exercises. Telephone allows students to make “telephone calls” within a group by selecting who to call from a list on their Student application.

VOCABULARY TEST FOR STUDY 700

This module adds the Vocabulary test activity to Study 700. Vocabulary test allows teachers to conduct popular word quiz type exercises quickly. In the activity students are presented with word lists and they need to enter translations for the words. Teachers are able to launch and save readymade tests, as well as collect results in an easy manner.

TEXT-TO-SPEECH FOR STUDY 700

This module adds the Text-to-Speech media source to Study 700. Text-to-Speech allows users to copy and paste any text from any source, such as a Web page, and create an audio file with bookmarks and subtitles for students to work on. Created audio files are added to the Study Playlist. A selection of high-quality Text-to-Speech voices for different target languages is available

MP3 ENCODING FOR STUDY 700

This module adds the possibility of saving files in mp3 format in Study 700. This module is currently only available in the UK.

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