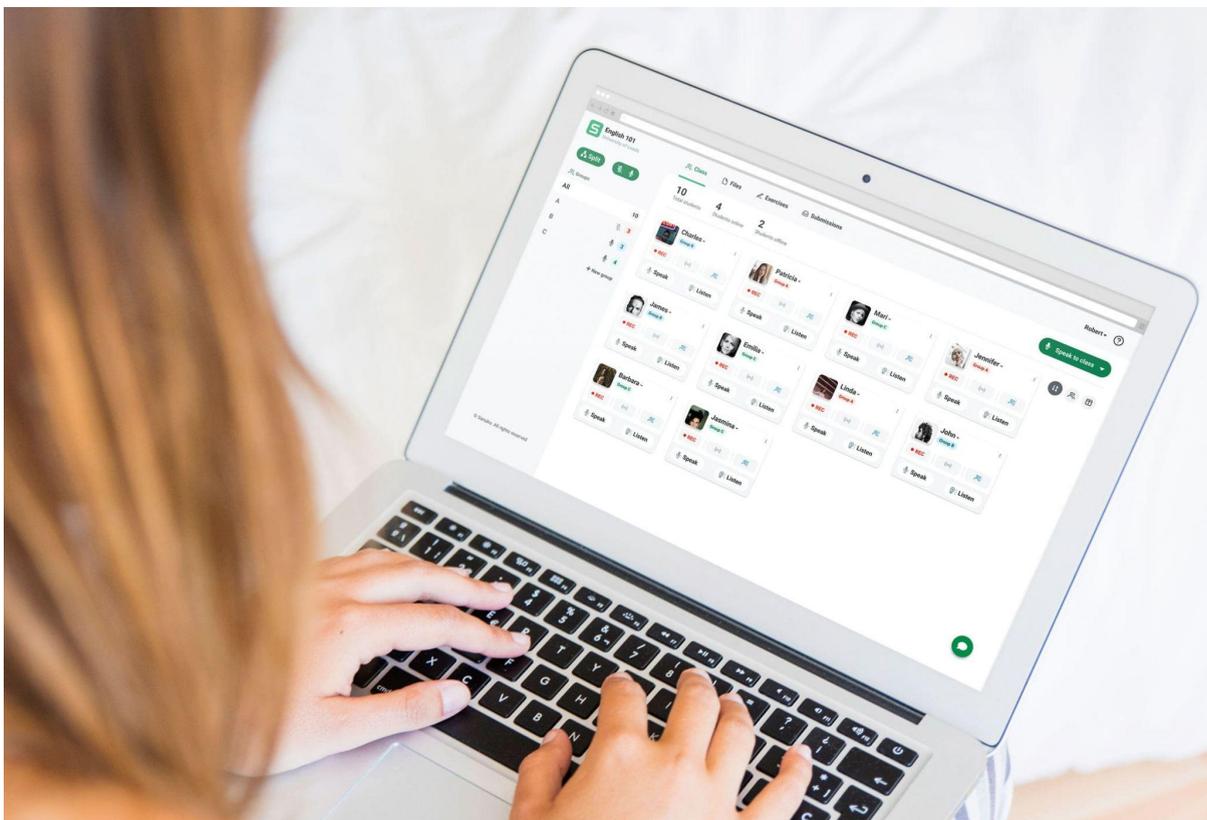


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Sanako Connect - Getting started



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Introduction

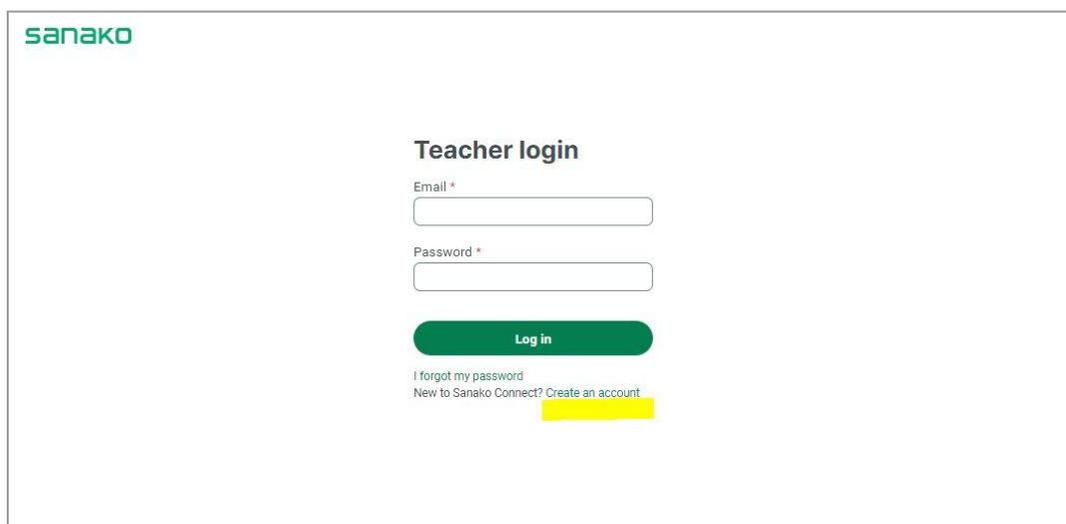
Sanako Connect is a browser-based language teaching platform that transforms passive language classes into an active speaking-based environment.

The idea behind Connect is to provide you with a variety of tools and options, combined with the freedom to decide how to use them. You can take your students into a live language lab session, or provide them with speaking-based exercises that they complete on their own, or even combine these approaches - the choice is yours.

In this guide, we will cover how to take Sanako Connect into use as a teacher. We will go through what 'sessions' are and how to create them, how to invite your students to these sessions and how to use the various tools at your disposal within the sessions. We will also cover how to use Connect as a synchronous and asynchronous teaching tool.

Creating your account

First, go to the Sanako Connect login page. depending on your region, it's either <https://eu.connect.sanako.com/> or <https://us.connect.sanako.com/> . Click on **Create an account** to start the account creation process.



The screenshot shows the Sanako Connect login interface. At the top left is the 'sanako' logo. The main heading is 'Teacher login'. Below this are two input fields: 'Email *' and 'Password *'. A green 'Log in' button is positioned below the password field. At the bottom, there are two links: 'I forgot my password' and 'New to Sanako Connect? Create an account'. The 'Create an account' link is highlighted with a yellow background.

In the next window, enter your name, email and password information to the corresponding fields. In the 'token' field, enter the token you have received from Sanako.

Create account

You are creating an account on our **US server**.

Name *

Email *

Password *

Token *

[Create account](#)

[Already a user? Log in](#)

Note: If you received a direct link for account creation from Sanako, the token information is already included in the link and all you need to do is enter your name, email and password in order to create your account

Session dashboard

After creating your account and logging in, you will be taken to the **session dashboard**.

Sessions
Exercise templates
Files
Recorder

Sessions

[+ New session](#)
 Show ended sessions

STATUS	NAME	PASSWORD	HAS INSTRUCTIONS	CREATED
<p>You do not have any sessions yet! Create your first session to get started.</p> <p>Our support site has how-to articles and videos on Sanako Connect.</p>				

This is where you will be creating **sessions**. These sessions are the online teaching and learning space your students will connect to. You can create as many sessions as you need, but we suggest creating at least one session for each student group you teach. Doing so will make it easier to manage their recordings and written responses later on.

Creating sessions

Start by clicking on the green **+ New session** button.



Next, you will see this view:

In the **Session name** field, enter a name for the session. This name will be displayed to students when they join this session. We can skip the rest of the fields for now, and just click on **Create** at the bottom of the page.

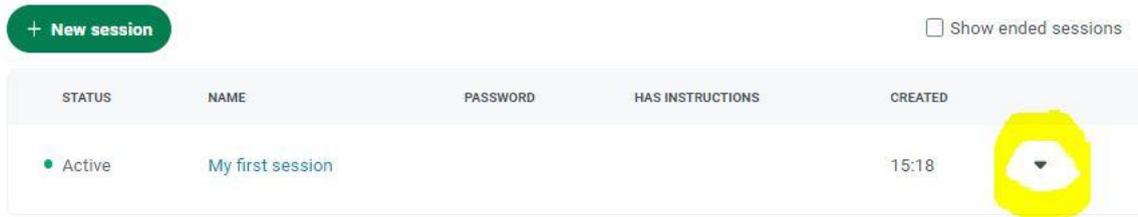


You will be taken back to the session dashboard, and your first session is visible in the list:

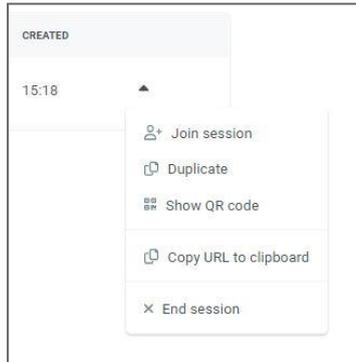
STATUS	NAME	PASSWORD	HAS INSTRUCTIONS	CREATED
● Active	My first session			15:18

Entering the session as a teacher

In the session list, click on the arrow on the right side of your newly created session as below:

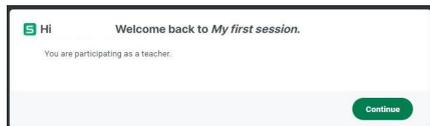


Clicking on the arrow brings up a menu:



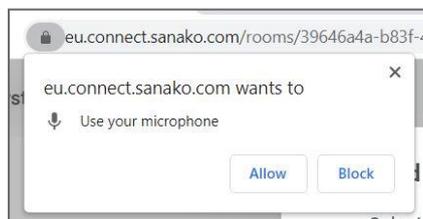
- Join session** - allows you to enter this session as a teacher
- Duplicate** - creates a copy of this session with all the exercises and files included
- Show QR code** - displays a [QR code](#) for this particular session. More on QR code later in 'Inviting students to a session' section later in this guide.
- Copy URL to clipboard** - Copies the session URL to your clipboard. More on this in 'Inviting students to a session' section later in this guide.

Click on **Join session** to enter this session. You will see a welcome message:

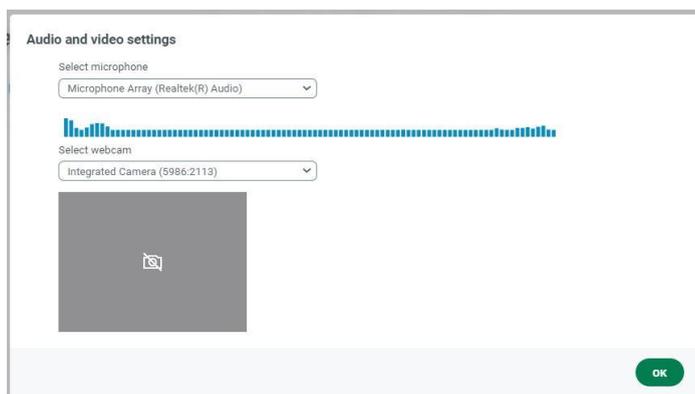


Microphone and webcam settings

When you enter a session for the first time, you will be prompted for permissions to use your microphone and webcam. It is important to allow these permissions for the recording and streaming functions to work properly. Click on **Allow** for both notifications.



Next, you will see a microphone and webcam test page. Check the selections to make sure you are using the correct microphone and webcam and click on the green **OK** button to continue.



You have now entered the session you created.



Inviting students into a session

We're going to cover how to invite students into a session next, however we strongly suggest reading this guide all the way through before doing so for the first time.

There are two ways to invite students into a session:

1. The session URL i.e. the address you see in your browser when you enter a session
2. QR code

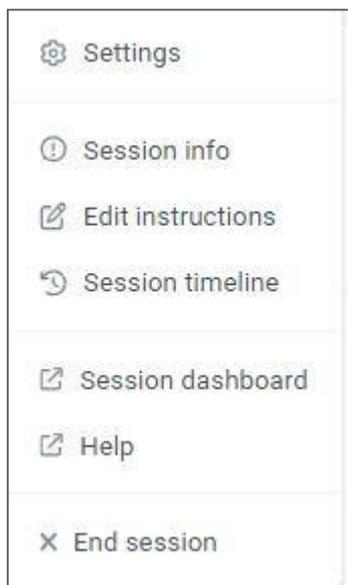
Both of these can be accessed either from the 'session dashboard' we covered previously, or from the 'teacher menu' within a session.

Teacher menu

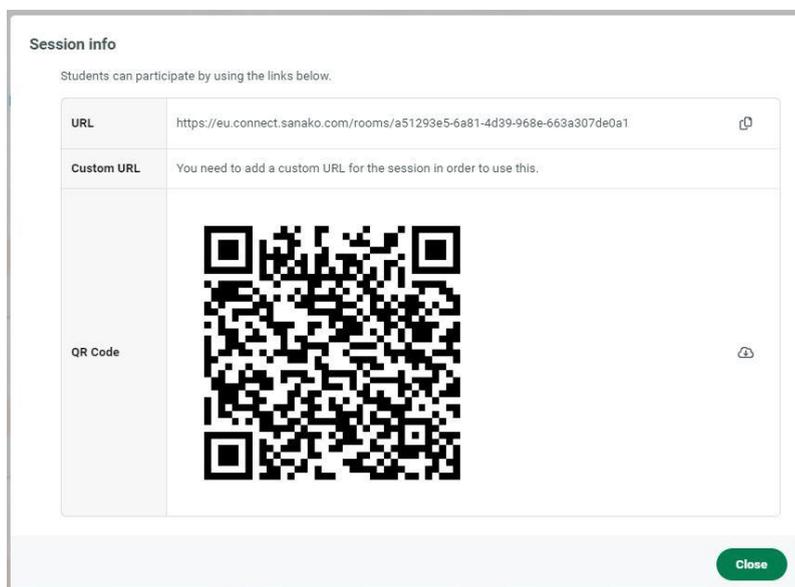
The teacher menu is located on the right-hand side of the screen next to the green **Speak to class** button:



Clicking on it opens up a menu:



Click on 'Session info' :



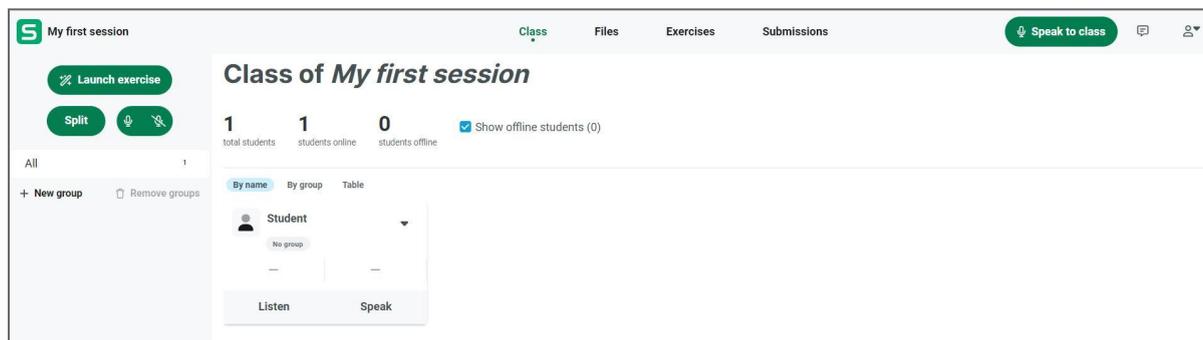
The URL at the top is all you need for your students to join your session. Just copy the URL and send it over to your students via email or your learning management system of choice. When your students click on that link, they are able to join the session in question.

The QR code can be used with mobile devices. All modern mobile devices support QR codes by default, so all you need to do is scan the code. You can try the QR code above with your mobile device to see how it works: open up the camera app and point it at the QR code. You will be taken to one of our demo sessions as a student.

Note: Each session you create has both a unique URL and a QR code generated automatically by the system. You can use either of these to join your own session as a student user, by using your mobile device or another device / browser. This makes it easy to check how your exercises look and how the student side of Connect works.

Session controls

In the image below, we have one student in the session:



At the top of the screen, we have four menu items: *Class*, *Files*, *Exercises* and *Submissions*.



Class is the view above, where you see all of the students in the session represented by a 'student card'.

Files allows you to upload files to be used in this session. You will also find all of the files you've used in your exercises from this view.

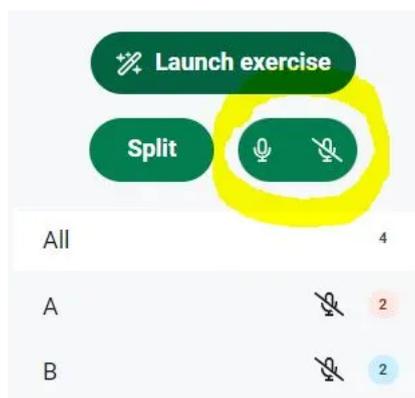
Exercises allows you to author and share customized exercises for your students.

Submissions is where all student recordings and responses are collected for this particular session.

Placing students into pairs or groups

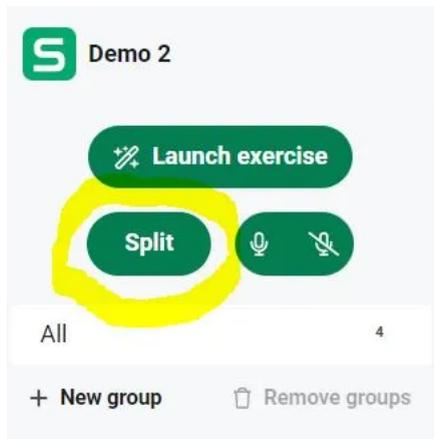
There are two ways to create pairs and groups in Connect: Split-functionality and manual creation.

Note: By default, the audio and video options between the groups are not enabled. To enable and disable these options, use the buttons below:

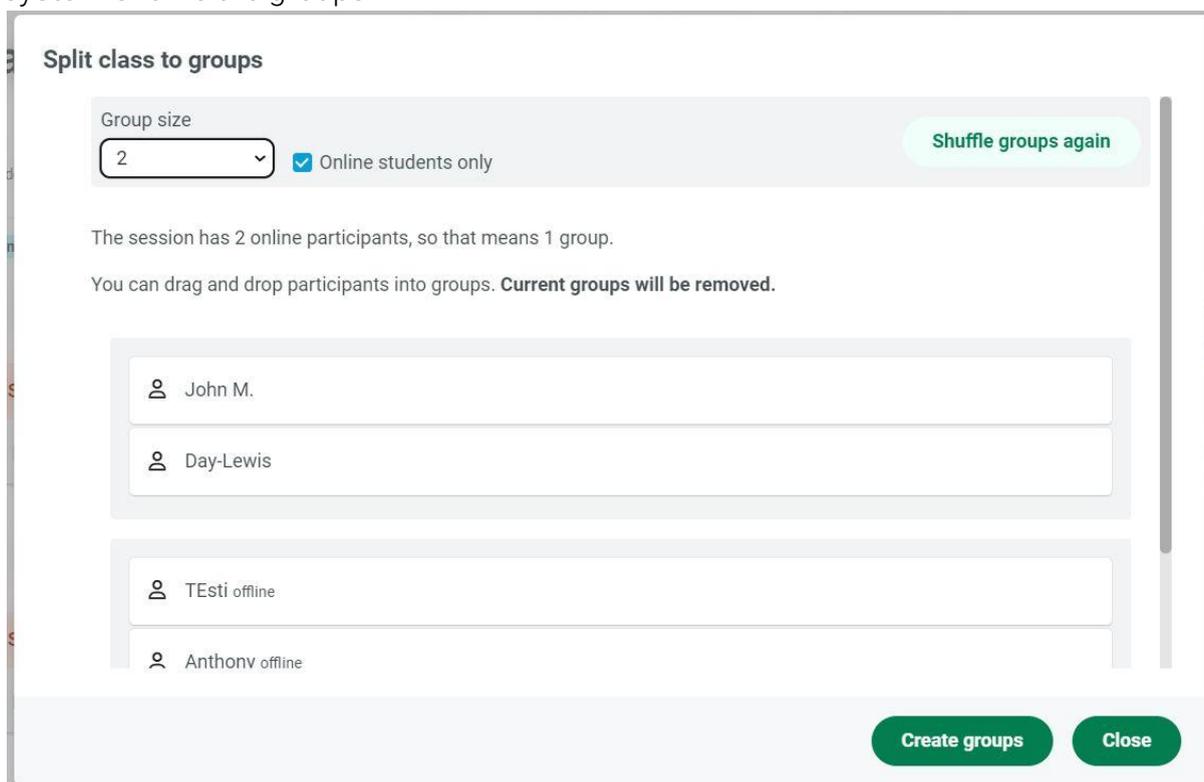


Using the Split-functionality

The easiest way to create pairs or groups is using the Split functionality. You will find it on the left-hand side of the teacher interface.



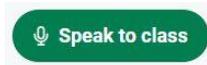
After clicking on the **Split** button, you can choose the group size and composition. You can either manually move the students around by dragging and dropping, or let the system shuffle the groups.



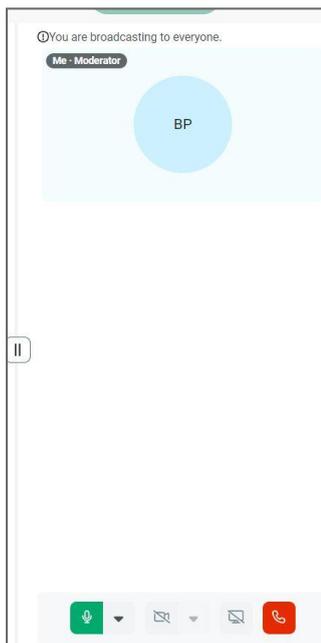
Clicking on **Create groups** will create the groups based on your selections. Click on **Close** to return to the session view.

Speaking to the class, sharing your screen and webcam functionalities

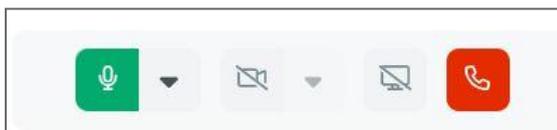
You can access the streaming functionalities by clicking on the green **Speak to class** button.



After clicking on the button, the system will broadcast your voice to every student present in the session currently. This is a one-way stream, which means your students can't interrupt you while you are speaking. You can use 'Speak to class' at any point during your session.

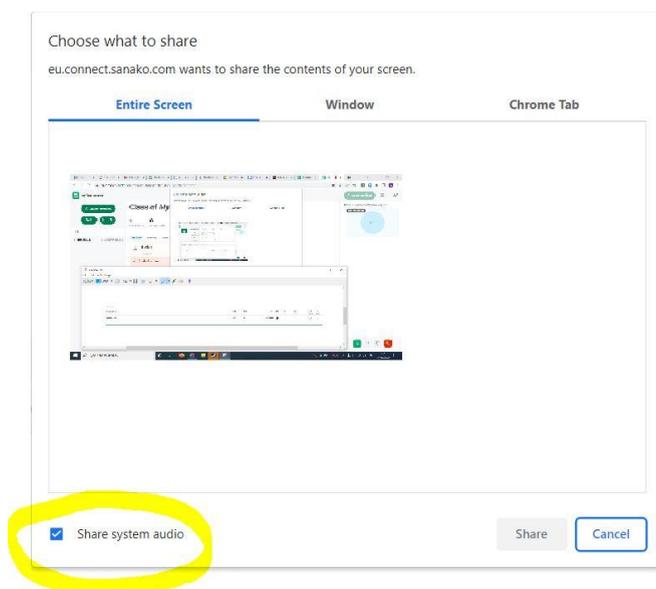


At the bottom of the screen, you will see these four buttons:



The microphone button **mutes and unmutes your microphone**. The second button turns **webcam sharing** on and off. The third button allows you to **share your screen** to all students. The red button **ends the stream**.

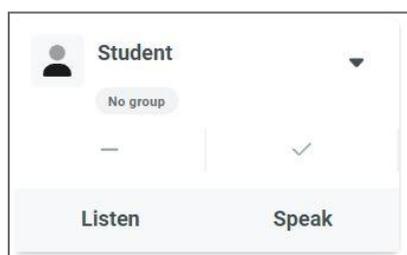
Note: Sharing your screen also allows you to choose if you want to share your 'System audio' like below:



Sharing system audio allows you to play back any audio or video on your computer and your students will hear it as part of the broadcast.

Listen and speak - Individual students

Under each student card, you will see buttons labeled **Listen** and **Speak**.

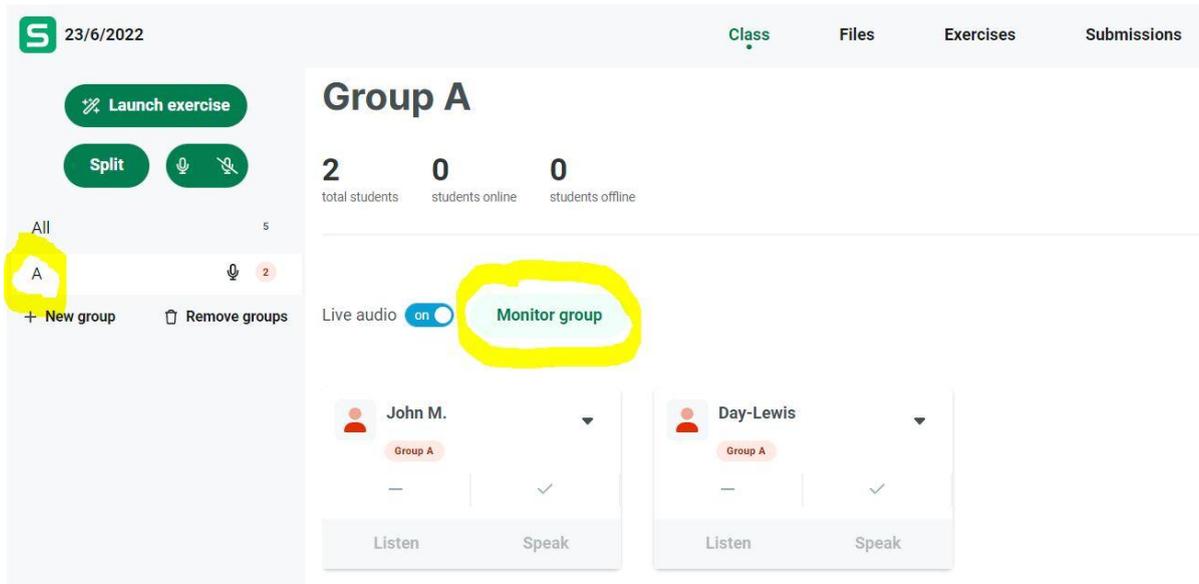


Clicking on **Listen** allows you to monitor the student in question. Clicking on 'Speak' opens up a two-way conversation with this particular student. You and your student will also be able to use the other streaming functionalities while the conversation is ongoing. This is particularly useful when your student is having problems with their exercises - simply ask them to share their screen with you and you will be able to provide immediate guidance.

Listening to and speaking with a group of students

To monitor a group of students, start by clicking on the group in question in the teacher interface. Then click on **Monitor group** to open up the streaming interface. By default, your microphone will be muted and you are only listening to the group. You can always unmute your microphone and use the other streaming functionalities as well. The same options are available to the students in the group.

In the example below, we've clicked on group A and the **Monitor group** button is highlighted.

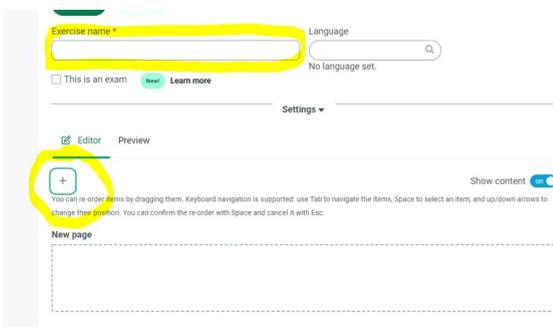


Creating exercises

Begin by navigating over to **Exercises** in your teacher interface and click on **+New Exercise**



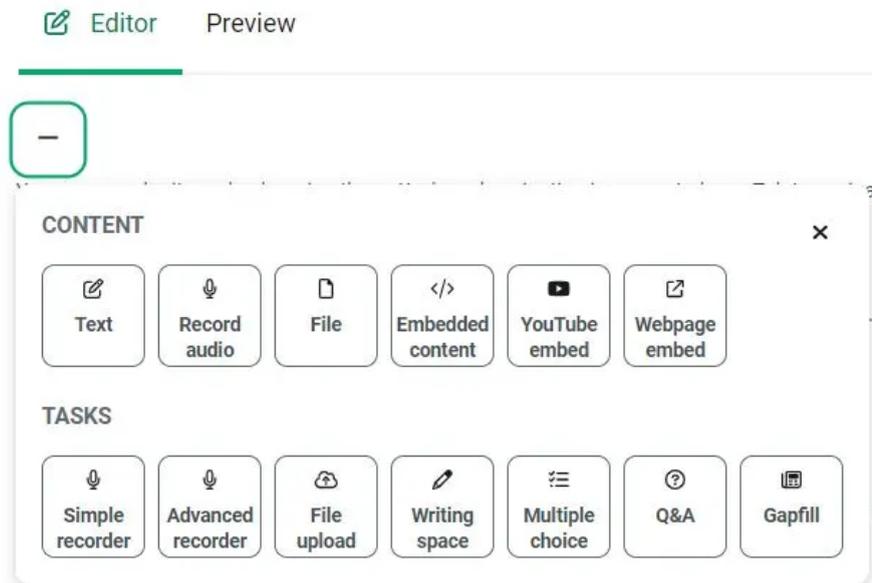
Give the exercise a name, and click on the '+' sign under the editor as highlighted below:



This opens up the exercise editor. You can use the editor to add different parts to your exercise by clicking on them. You can change the order of the parts at any point.

Exercise editor

The exercise editor looks like this:



CONTENT parts

Text – allows you to add text to the exercise. This can be e.g. instructions, prompts, chapters from a book and so on. The editor also supports images.

Record Audio – allows you to record audio by using your microphone. You can use this part for audio-based prompts, example phrases and so on.

File – allows you to include files within an exercise. For example, you could include images, pdfs, presentations and so forth, anything that is relevant to the exercise.

Embed content – This is a more advanced feature. It can be used to include content from other websites that generate embed codes – like Google Maps for example.

Youtube embed – This part allows you to embed Youtube-videos within your exercises. Vimeo and Daily motion are also supported.

Webpage embed – This part allows you to embed an entire web page within the exercise. Note that some websites don't allow embedding, so it's a good idea to check if the embedded page is displayed properly before sharing the exercise with your students.

TASKS parts

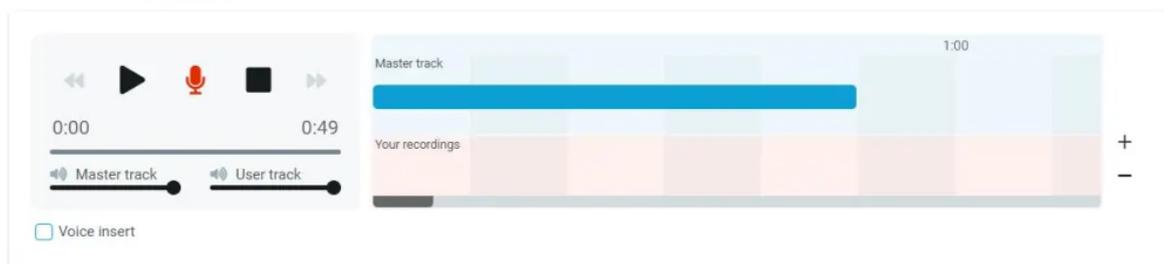
Recorders

There are two different recorders in Connect, **Simple** and **Advanced**. The difference between them is explained below. This how they look like when used in an exercise:

This is a simple recorder



This is an Advanced recorder



Simple recorder – This part adds a recorder to your exercise. By default, it will record the individual student working on the exercise. However, there is a setting at the bottom of the Simple recorder which will record all incoming audio streams as well:

Simple recorder 0 🔗 🗑️

Title

Maximum recording length:

Minutes Seconds

Set to 0 seconds for no limit. Maximum time you can set is 20:59.
The student can still stop the recording themselves before the time limit is reached.

Settings

Allow the student to record only once

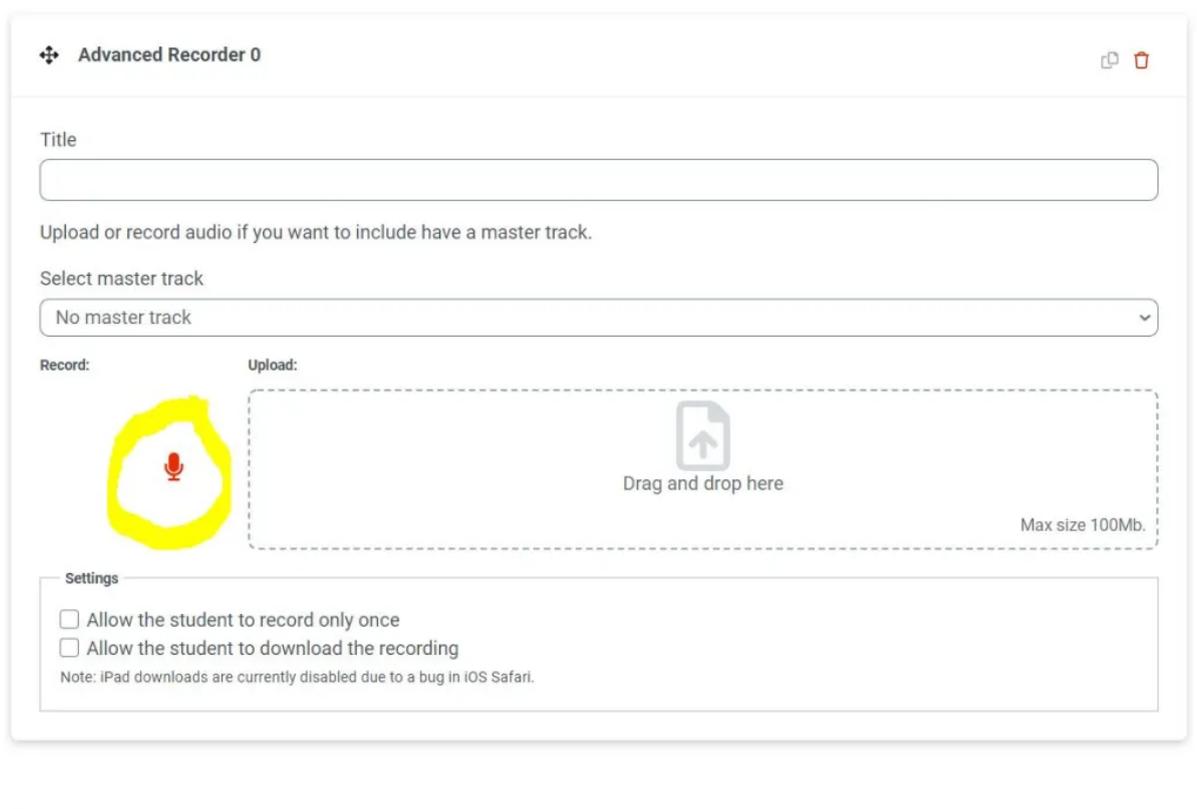
Allow the student to download the recording

Include all audio streams

When enabled, all audio streams are included in the student's recording. This means their group audio and teacher broadcast. Only in Google Chrome.

if this selection is made, everything the student hears through Connect is recorded as well. This can mean their pair/group, the teachers voice, audio streamed by the teacher etc.

Advanced recorder – This part is a two-track recorder. This means that there’s an assignable master track, and another track for recording student audio. You can use audio and .mp4 video files as the master track. You can also easily record yourself as the master track by clicking on the record button:



Advanced Recorder 0

Title

Upload or record audio if you want to include have a master track.

Select master track

No master track

Record: Upload:

Drag and drop here

Max size 100Mb.

Settings

Allow the student to record only once

Allow the student to download the recording

Note: iPad downloads are currently disabled due to a bug in IOS Safari.

Note: Recording yourself is a quick and convenient way to create ‘Repeat after me’ exercises for self study. Simply click on record, read your list of words or sentences and the recording is automatically assigned as the master track.

File upload – This part allows your students to upload files which are included when they submit the exercise. For example, a Word document essay, their presentation etc.

Writing space – This part allows your students to write long form answers. These are answers are not automatically graded.

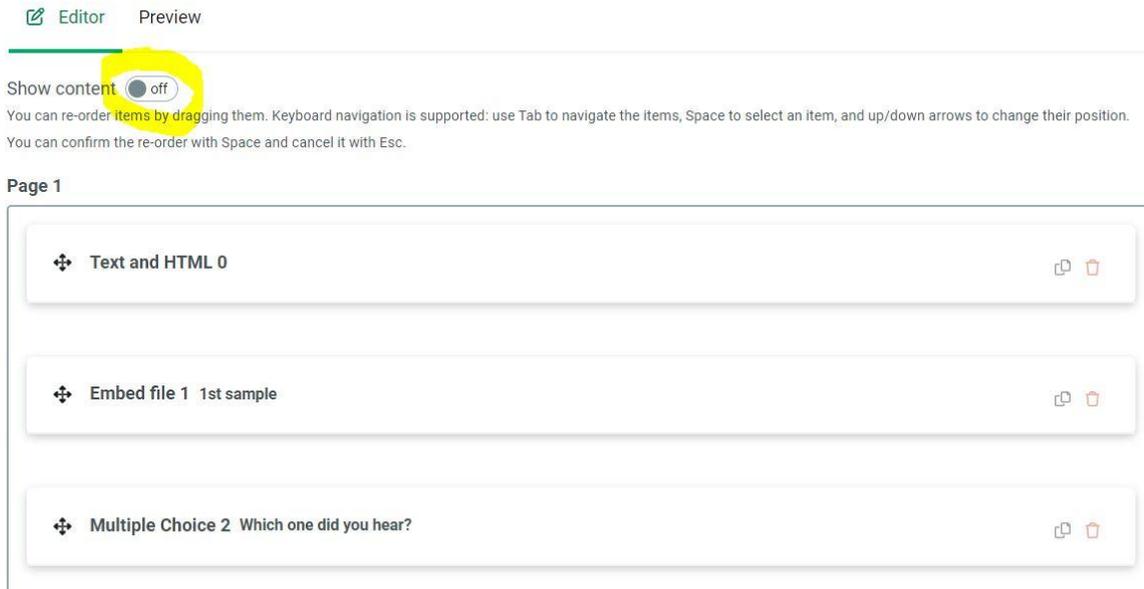
Multiple choice – This part allows you to create multiple choice questions. They are automatically graded after students submit the answers back to you.

Q&A – This part allows you to create questions with a definitive correct answer. These are also automatically graded when students submit the answers back to you.

Gapfill – This part allows you to create gapfill / fill in the blanks type of exercises. Simply copy and paste text in, highlight a section and click on ‘Gap’ to create the gaps.

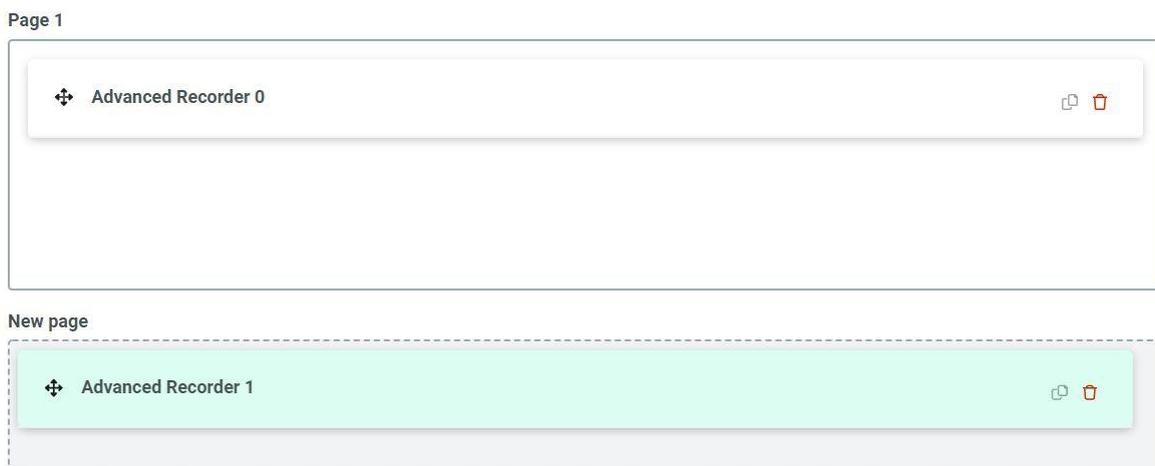
Changing the order of parts within an exercise

You can simply drag and drop the parts to any order you wish within an exercise. The easiest way to do this is to first click on **Show content** to turn it off and collapse the parts, like below:



Dividing an exercise into different pages

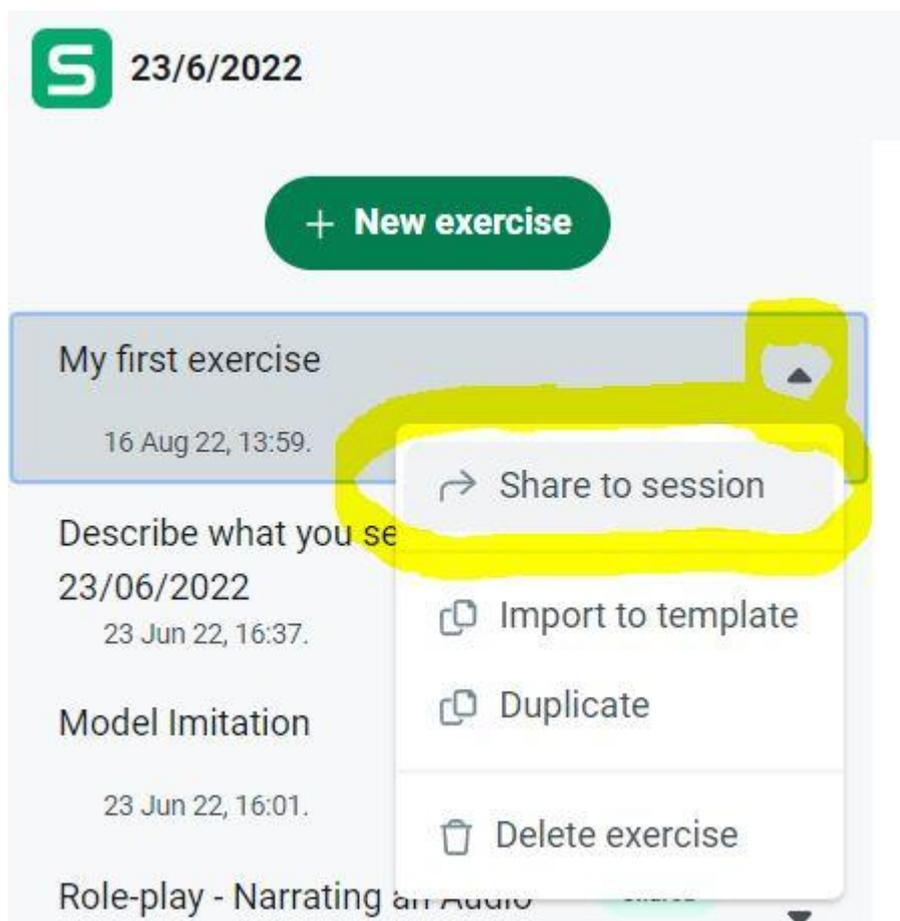
To create pages within an exercise, drag the parts over to the **New page** area



Sharing an exercise to your students

To make an exercise available for your students, you need to share the exercise first. **After the exercise is shared, it can be accessed by any student who connects to the session. This means you can create exercises that your students complete on their own, either during class or on their own.**

To share an exercise, navigate over to the **Exercise** menu and click on the arrow next to exercise you want to share and choose share to session



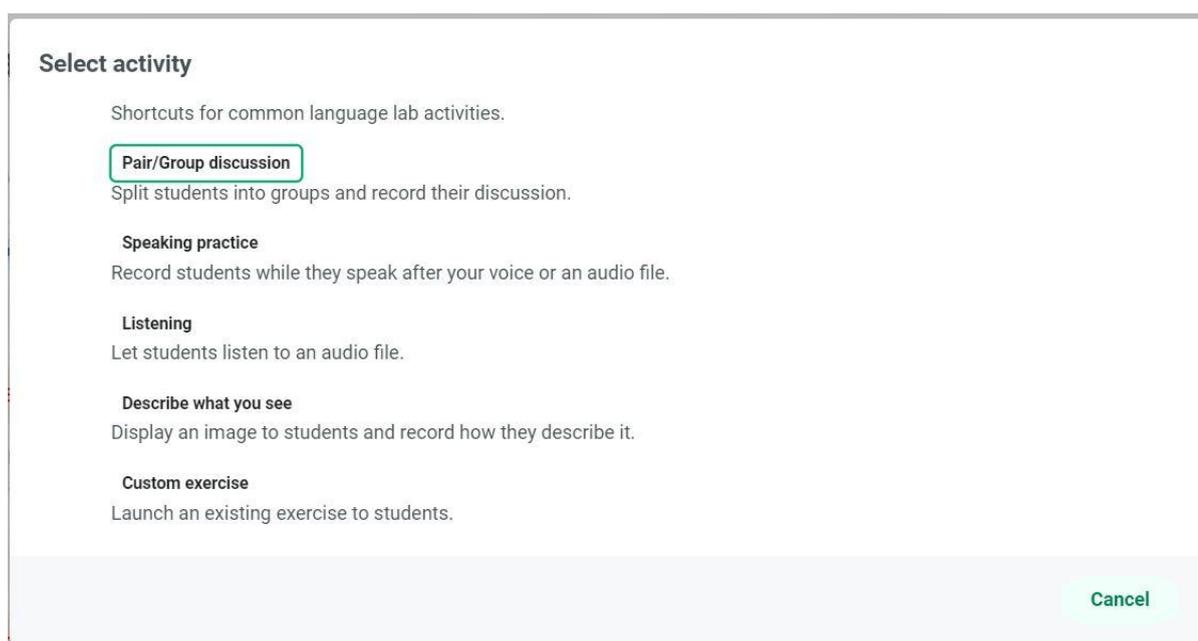
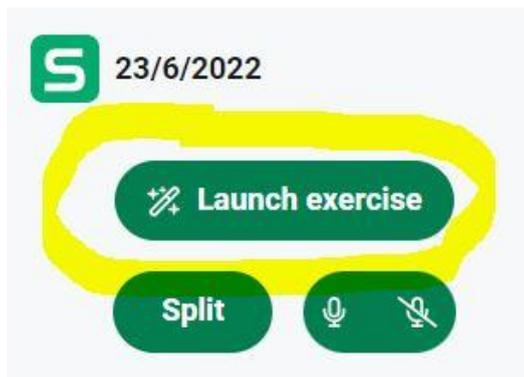
You are always able to withdraw the exercise as well. Just repeat the steps but choose **Withdraw share** from the menu instead.

Premade workflows for common activities

We have included the most commonly used language lab activities as premade workflows in Connect. The workflows guide you through the setup process and launch the activity for all of the students. When the activity is launched, it is displayed on all student screens at the same time.

If the activity includes a recorded part, you can control it for all the students at the same time. Simply click on the recorder and all of the students will be recorded. You can also play back the individual recordings by clicking on play.

You can find the workflows from the teacher interface, by clicking on Launch Exercise.



The workflows include these activities:

Pair/Group Discussion – Divide the students in pairs/groups and record them

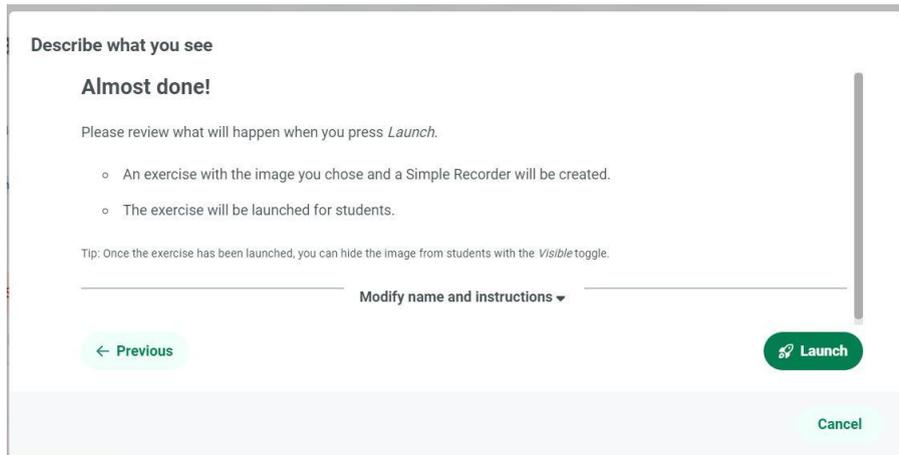
Speaking Practice – Play back audio/video for your students and record them, or have the students listen to your voice and repeat after you.

Listening – Play back an audio file for your students

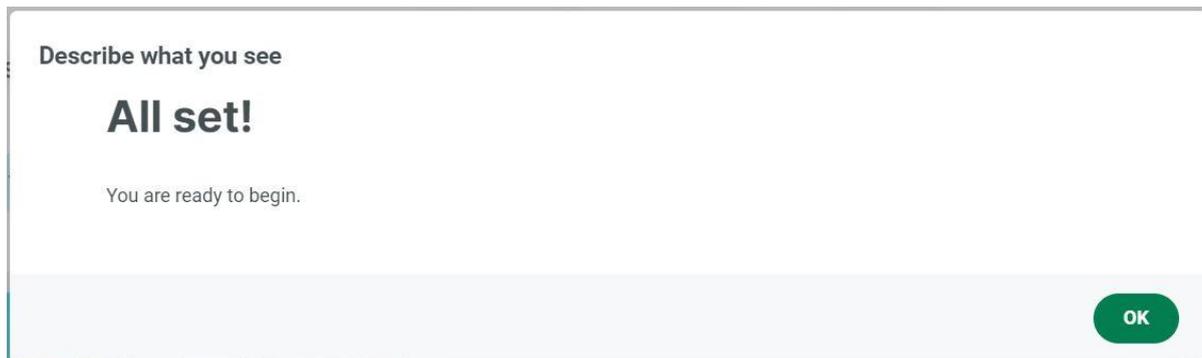
Describe what you see – an image description task. Your students will be shown an image and you can record them describing what they see.

Custom exercise – You can launch any exercise you've created to all the students at once, and even control which parts they can see at any given moment. You also have full control over their recorders if needed.

After choosing the activity, the workflows guide you through the setup process. When everything is ready, you will see a green **Launch** button.



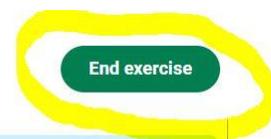
After clicking on the Launch button, you will receive a confirmation message. Click on **OK** to proceed to the activity



During the activity, your students cannot navigate away from the activity until you end it.

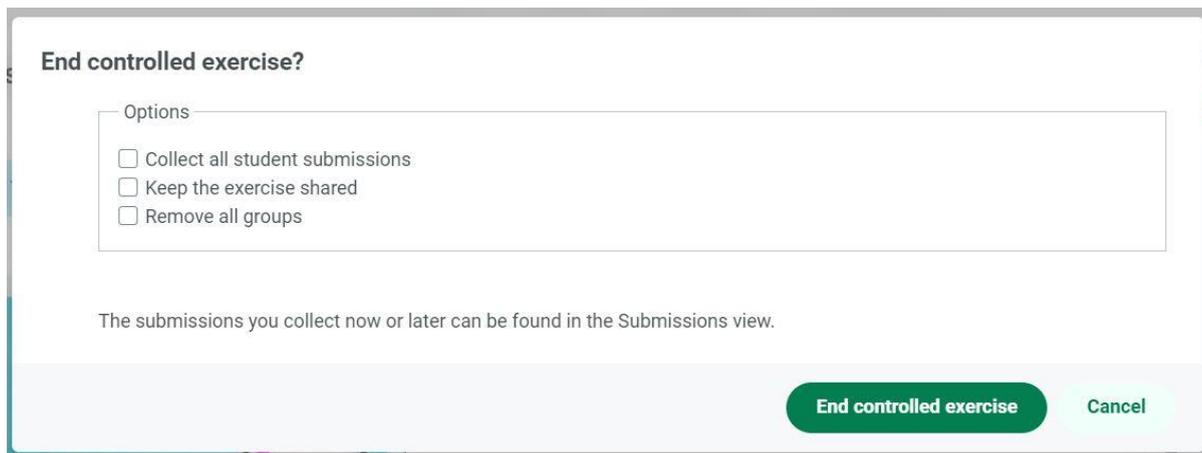
Ending an Activity

Describe what you see 16/08/2022



i You control what the students can see and do within the exercise.

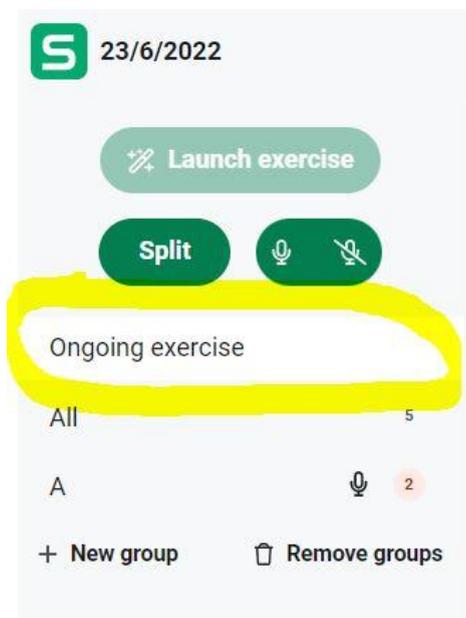
To end the ongoing activity, click on the green **End exercise** button. This will bring up the following screen:



You can choose to **Collect all student submissions**, **Keep the exercise shared** and also to **Remove all groups**.

Note: It's a good idea to choose to keep the exercise shared if you want your students to be able to review their work and provide them with feedback.

Note: If you navigate away from the activity while it is in progress, you can always return to it by returning to the **Class** view and clicking on **ongoing exercise** below the **Split** button:



Synchronous / Live session example

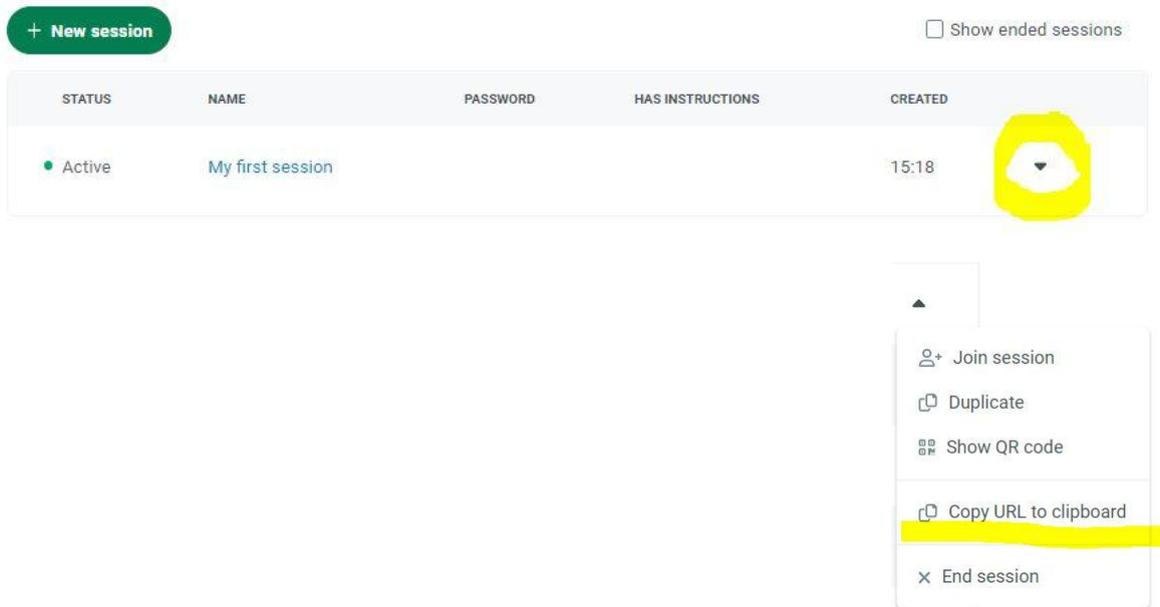
In this example, we will be conducting a live session with our students.

We are going to use one of the pre-made activity workflows: Describe what you see. It is an image description task, so have an image file on hand before you begin. We will go through the steps one by one.

Step 1. Log into Sanako Connect

Step 2. Create a new session.

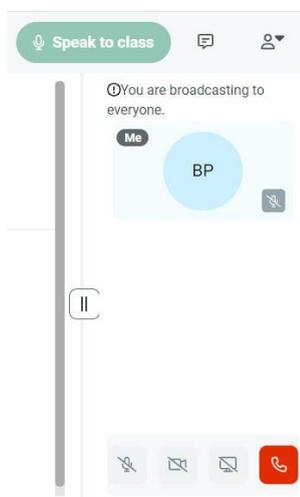
Step 3. Click on the arrow next to the session name and choose **Copy URL to clipboard**.



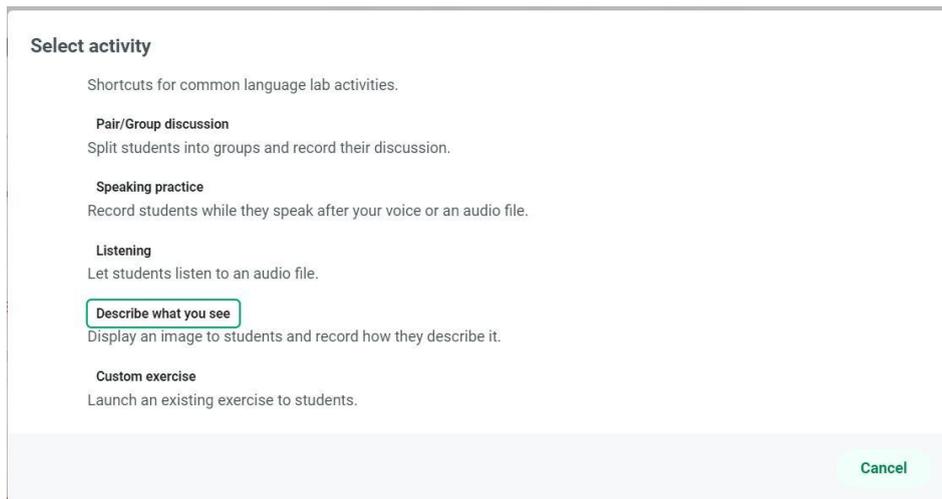
Step 4. Share the URL with your students, through email or the LMS of your choice for example. Your students will join the session by clicking on that link.

Step 5. From the same menu, click on **Join session**. You will join the session as a teacher.

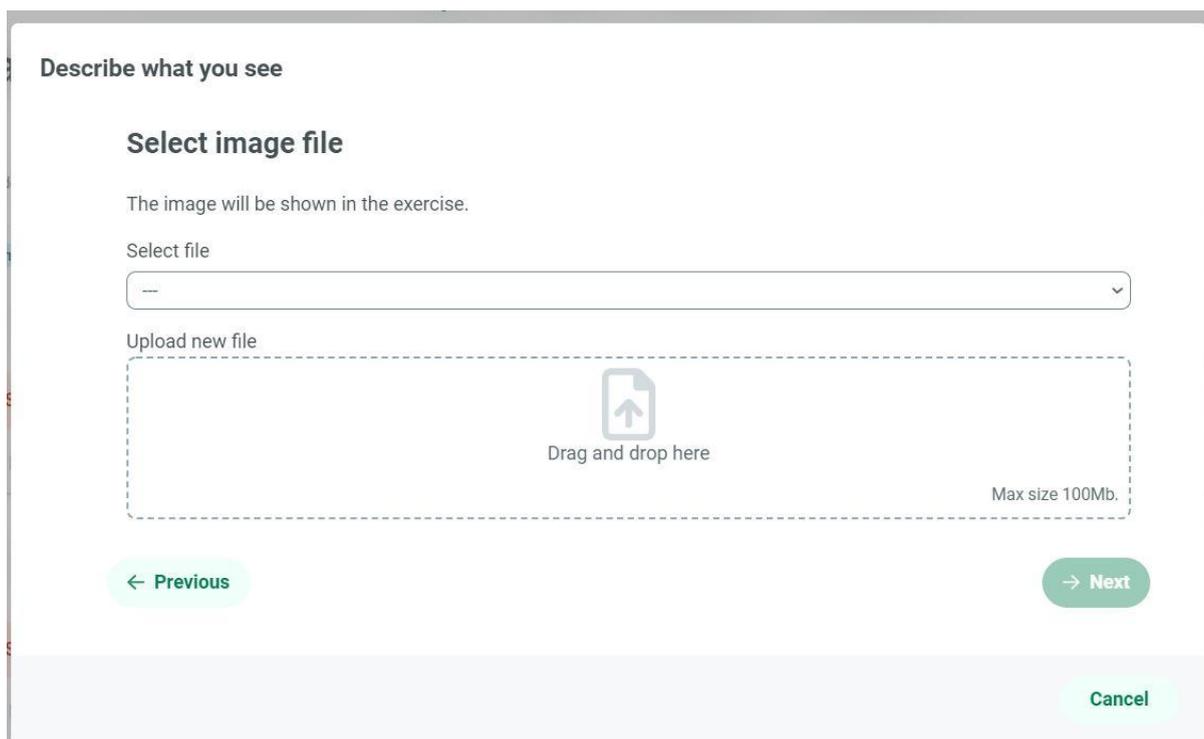
Step 6. Once all the students have entered the session, click on the green **Speak to class** and let the class know you will be showing an image on their screens and you want them to describe what they see in the target language (the language they are learning). **Note:** You can mute your microphone after the announcement but leave the connection open.



Step 7. Click on the **Launch exercise** button and choose Describe what you see from the menu.



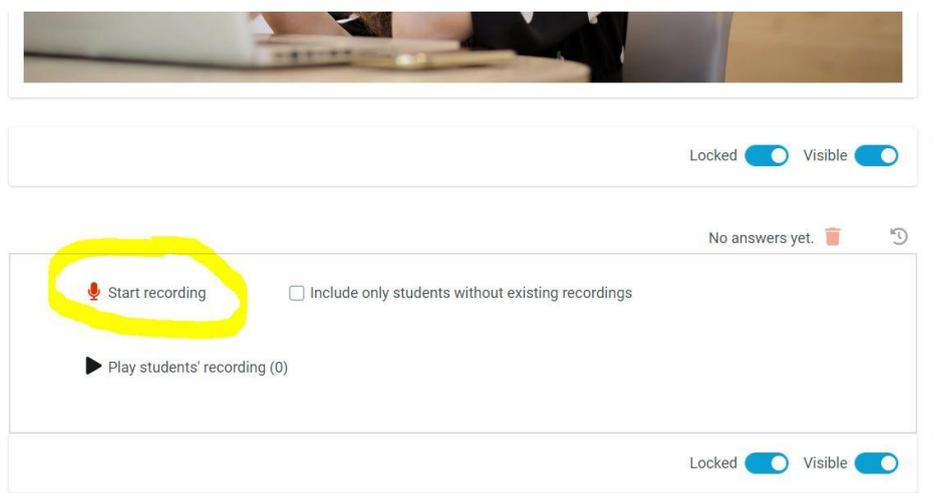
Step 8. Either drag and drop the image file into the **Drag and drop here area**, or simply click on the area to choose the file from your computer.



Click on **Next** to proceed.

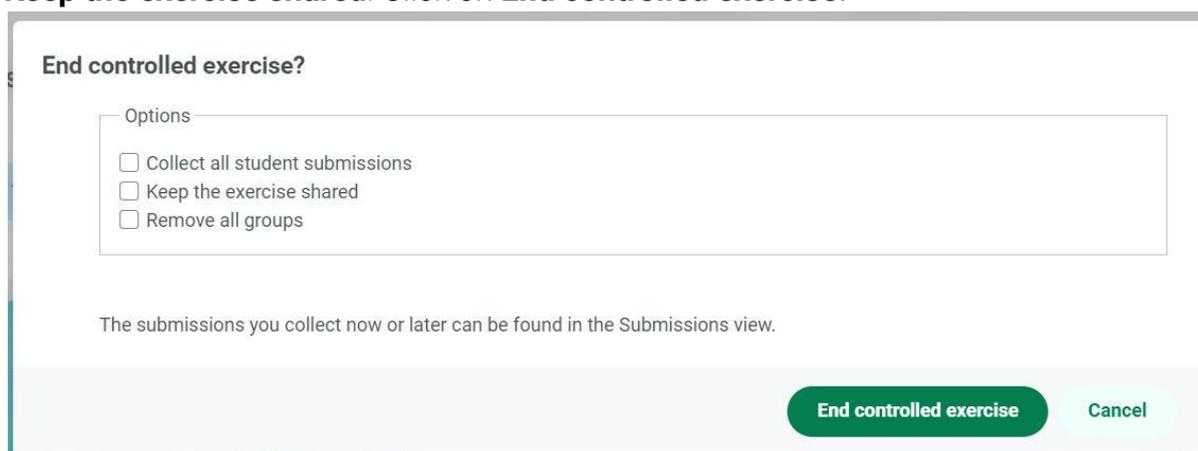
Step 9. You are now ready to launch the activity, so click on **Launch** and **OK** when prompted

Step 10. Announce that you are going to turn on the student recorders and want your students to start describing what they see in the image. Then click on the **Start recording** button.



Step 11. Give your students enough time to complete the task, and then let them know the time is up, and you will now play back the recordings. Click on **Stop recording**, and then click on **Play students' recording**. Your students are now listening to themselves describing the image. Allow enough time for them to finish listening, and then click on **End exercise** at the top.

Step 12. From the menu that appears, choose **Collect all student submissions** and **Keep the exercise shared**. Click on **End controlled exercise**.



Each individual student recording can now be found from the Submission part of the teacher menu, and you are ready to start another activity.

Asynchronous / Self-study session example

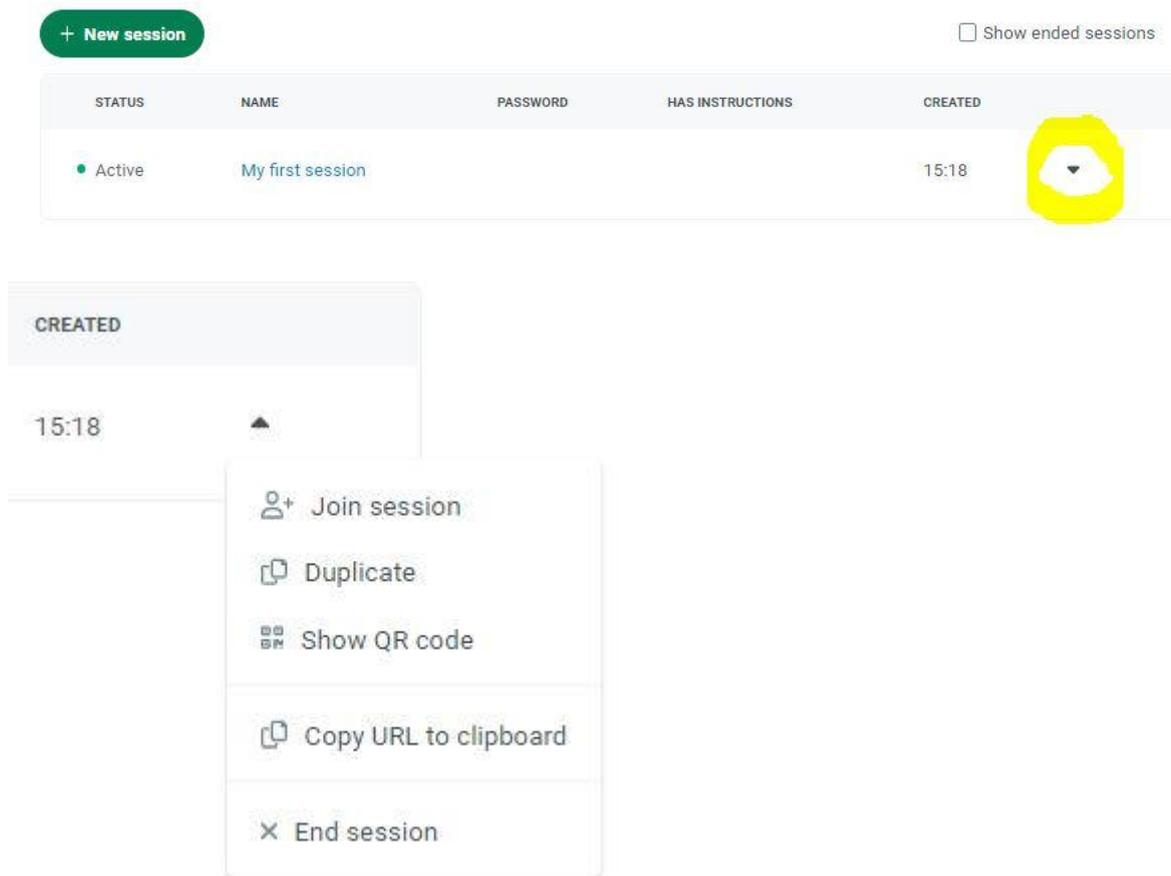
In this example, we will be creating an exercise and making it available for our students to complete on their own. We don't have to be online at the same time as our students.

For this example exercise, all we need is a list of words in the target language. This is a 'repeat after me' exercise, where the students first listen to your model and then repeat the words.

Step 1. Log in to Sanako Connect

Step 2. Create a new session

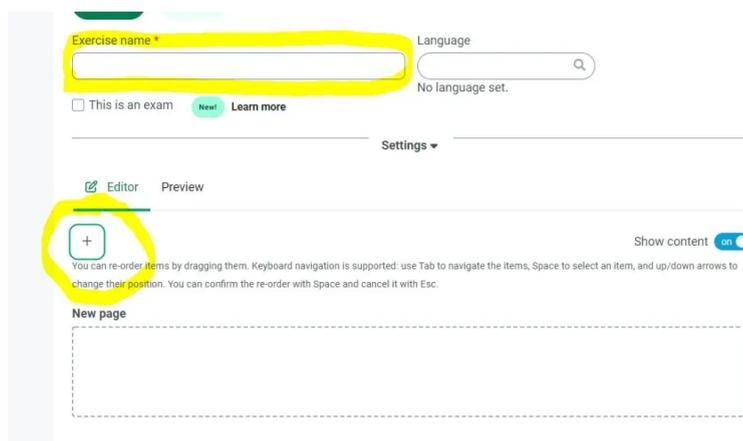
Step 3. Click on the arrow next to the session name and choose **Join session**



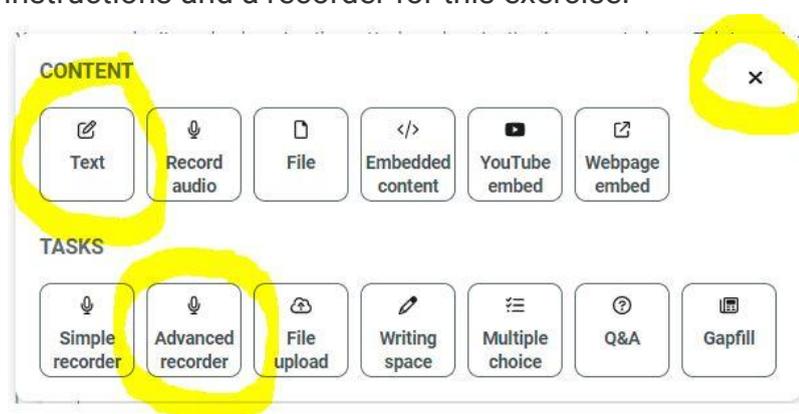
Step 4. Once inside the session, click on **Exercises** from the top menu and click on **+ New exercise**



Step 5. Give the exercise a name, for example 'Repeat after me' and click on the + sign to bring up the editor



Step 6. From the CONTENT parts, choose **Text** and from the TASKS parts choose **Advanced Recorder**. Click on the x to close the editor. We are now adding instructions and a recorder for this exercise.



Step 7. At the bottom of the page you will see the two parts you added in the previous step. We will use the Text part for instructions. In the Title field, we've typed 'Instructions' and in the text field we've added the actual instructions as follows:

This is a repeat after me - exercise. After each word, repeat the word you just heard.

Click on the red microphone button below to start. When you've completed the exercise, click on stop and then click on the green submit button at the top to send it your teacher.

✦ Text and HTML 0 Instructions 📄 🗑️

Title

Instructions

Edit View Format Insert Table Tools

↶ ↷ Paragraph *I* A **B** *I* ☰ ☷ - 🔗 ⏪ ⏩ 🖼️ Ω 😊 🔄

This is a repeat after me exercise. After each word, repeat the word you just heard.

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P 49 WORDS POWERED BY TINY

Step 8. Scroll down until you see the Advanced recorder part. We don't need a title for this one, so we are just going to click on the red microphone button to record our list of words right here in Connect. **Note:** When you click on the red microphone button, the recording starts immediately. Have your list of words ready, and remember to leave enough time after each word for your students to repeat it.

✦ Advanced Recorder 1 📄 🗑️

Title

Upload or record audio if you want to include have a master track.

Select master track

No master track

Record: Upload:

 
Drag and drop here Max size 100Mb.

Settings

Allow the student to record only once

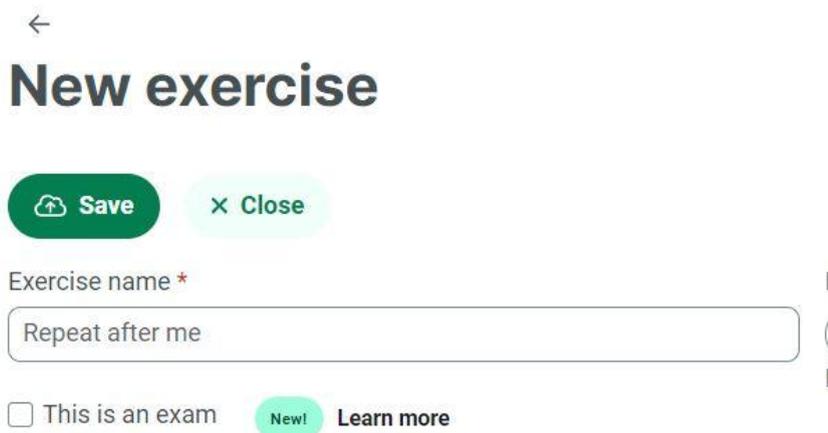
Allow the student to download the recording

Note: iPad downloads are currently disabled due to a bug in iOS Safari.

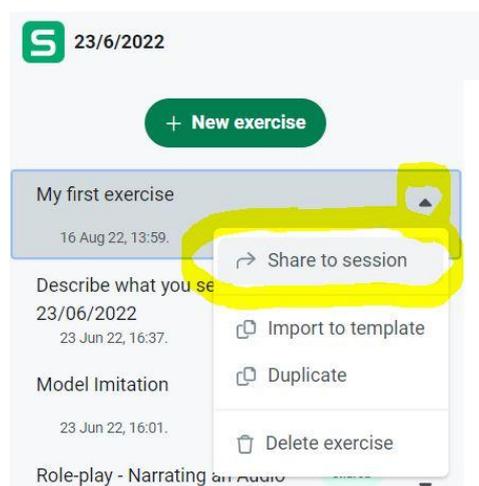
Step 9. After recording your list of words, you can listen back to the recording to make sure that your students have enough time to repeat after each word. Click on play to listen to your recording.



Step 10. Scroll back to the top and click on Save to save the exercise. The exercise now appears in the list on the left.



Step 11. Click on the arrow next to the exercise and choose **Share to session**. This exercise is now available when students join the session.



Step 12. We are almost done. On the right hand side of the screen, open up the teacher menu and click on session info. Then copy the session URL by clicking on the button highlighted below:

The screenshot shows the Sanako interface with a 'Session info' panel on the left and a sidebar on the right. The 'Session info' panel contains a table with two rows: 'URL' and 'Custom URL', each with a copy icon. Below the table is a QR code labeled 'QR Code'. The sidebar on the right has a 'Speak to class' button at the top, followed by a user profile icon. Below that is a 'Settings' menu with options: 'Session info' (highlighted with a yellow circle), 'Edit instructions', 'Session timeline', 'Session dashboard', 'Help', and 'End session'.

URL	https://eu.connect.sanako.com/rooms/473fbc58-fcc4-41d5-a1e3-893181a8ef5a
Custom URL	https://eu.connect.sanako.com/org/sanakotku/ExampleSession

Step 13. Share this address with your students. When they click on the link, they will enter the session and can access the repeat after me - exercise we just created.