



sanako

Sanako's guide to AP[®] Exam practice using Sanako Connect software

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Introduction

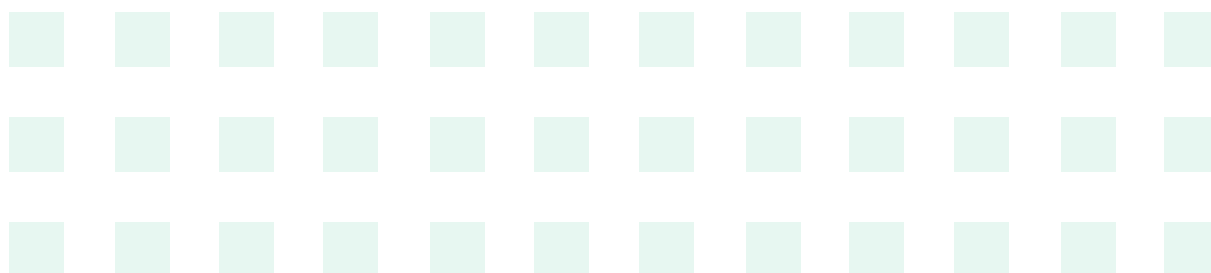
In this guide, we're going to cover some easy ways to use the Sanako Connect language teaching software tool to help your students to prepare for the world languages AP® exams, specifically the spoken parts of the official exam such as **Task 3: Conversation** and **Task 4: Cultural Comparison**.

There are multiple different approaches you can take when using **Sanako Connect** to prepare your students for AP® exams. Here are the most commonly used examples:

1. You can simulate the actual test environment by using the Sanako Connect's premade '**AP® Exam Practice**' activity workflow. In this teacher-controlled scenario, your students just sit back and answer the prompts when they hear them. In this case, you would have audio files ready to be used during exercise creation. Student recordings will be collected automatically when the activity ends. This method is very similar to the actual live AP® Exam and prepares students to know what a real exam is like. This might help them to cope with the stress caused by the real exam.
2. You can allow your students to practice AP® Exam activities on their own, either at home or in class. Your students will be working with premade exercises in this case. You can choose if you want your students to submit their practice recordings for you to review. This method is more relaxed and helps students practice the actual exam content instead of having to also simulate the real examination environment at the same time.
3. You can use **CD audio and screen sharing** to stream the exam questions to your students. In this scenario, you would have the audio on a CD and would stream it directly to your students. Student recordings will be collected when the activity ends.

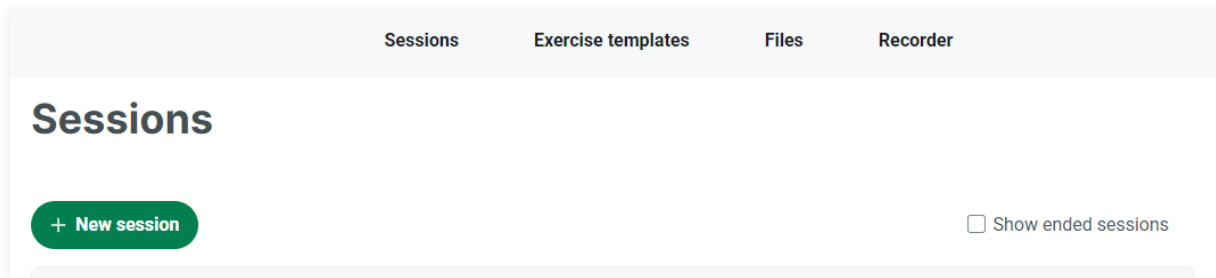
We'll go through these options step-by-step in the following pages.

Each of these options starts with the same thing - **creating a AP® Practice session for your students to join** - so let's review how that's done first!



Creating the AP® Practice session

Navigate to <https://us.connect.sanako.com/> and log in with your teacher credentials. Once that is done, you'll see all of your current sessions. We will be creating a new session for your students to join, so click on the green **+ New session** button.



You will then see the window below. All you have to enter is the session name, you can write for example 'Spanish exam practice' or 'French exam practice'. Enter this information into the **Session name** field. You can then click on **Create** at the bottom of the window.

Create Session
← Go back

Session name ^{*}

The only required setting before you can launch the session. Minimum 3 characters.

Enable chat

Allow students to write in the session chat. The teacher can always use the chat.

Custom URL

An optional URL for the session. Your input is automatically converted into a valid URL.

Session password

Normally you only need the URL to join a session. Adding a password adds an extra layer of security.

Instructions

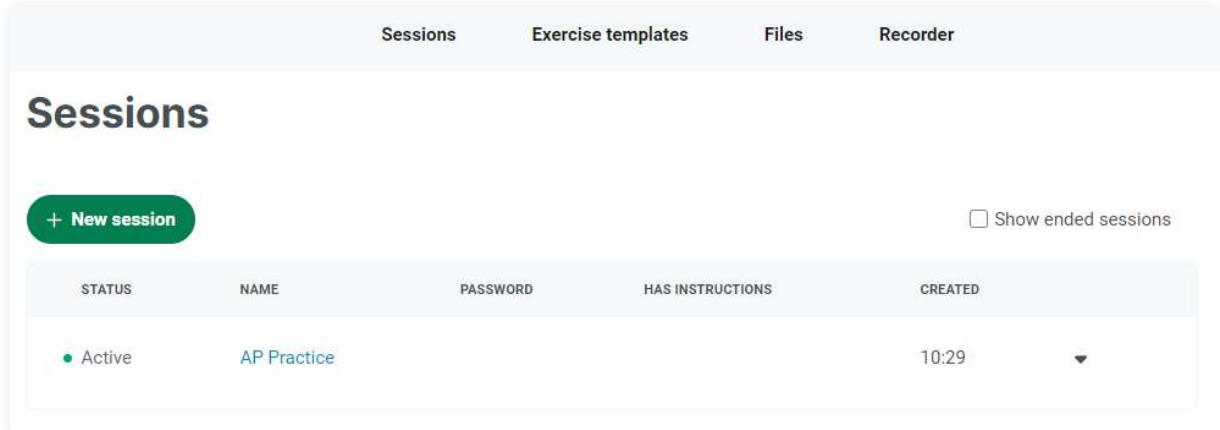
Edit View Format Insert Table Tools

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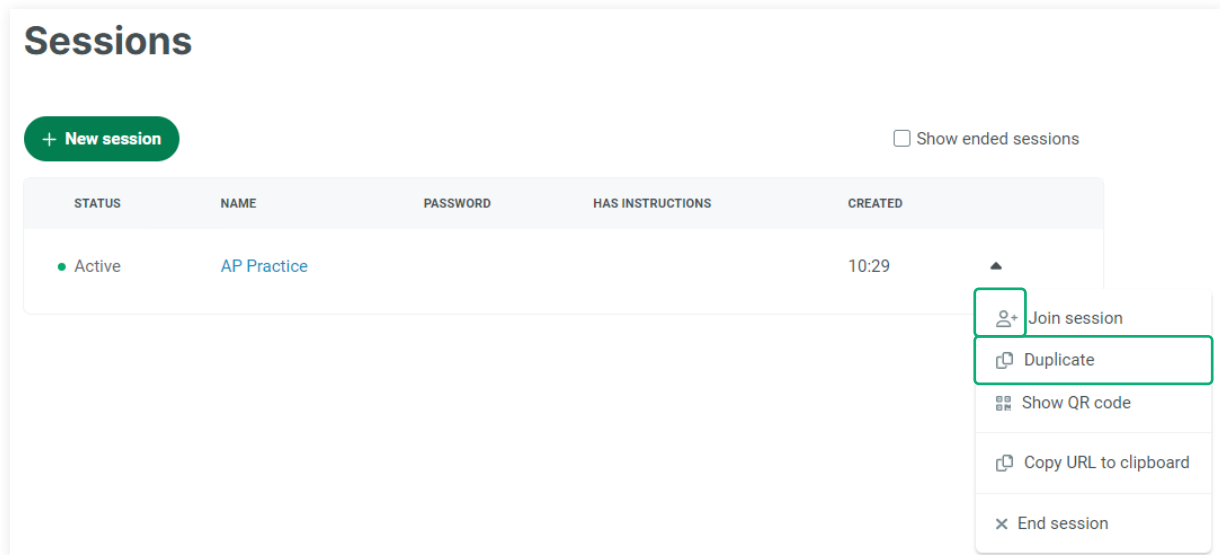
Remaining: 20000 characters
© WORDS. POWERED BY TINY

Students see instructions when they enter the session. For example, you can tell students what to do first or describe what the session will be about.

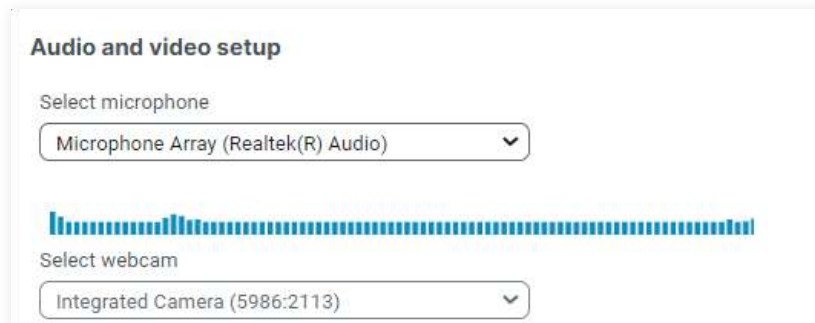
After clicking on **Create**, you will see the newly created session at the top of the list, like below:



Now click on the arrow on the right to bring up the menu and click on 'Join session'. We are now entering this session as a teacher.



After joining the session, you will see the microphone and webcam test facility. Make sure that the correct microphone is selected and the blue bars are moving and then click on OK:



After these steps are complete, it's time to decide which kind of practice you would like to offer your students. We'll go over each of the examples next, step by step.

Example 1

Live teacher controlled session, using the premade 'AP® Practice' workflow

In this example, your students will join the session and you will be using one of the premade exercise workflows to deliver the written instructions, play audio to all of the students and record their responses. The workflow has been developed to make everything easy, so all you need to have in preparation are **the instructions as text or .pdf**, and **the audio file you're planning to use**.

TIP: If you don't have exam instructions or audio files available, **the College Board** has their past AP® exams available on their official website. Here are some examples from 2022:

» Spanish

<https://apcentral.collegeboard.org/courses/ap-spanish-language-and-culture/exam>

» German

<https://apcentral.collegeboard.org/courses/ap-german-language-and-culture/exam>

» French

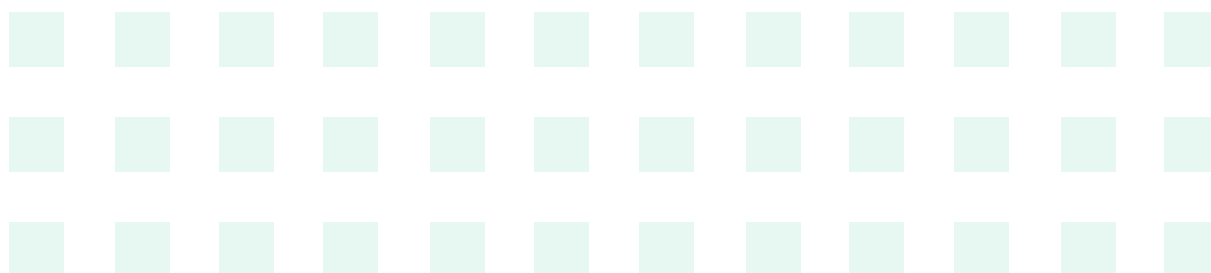
<https://apcentral.collegeboard.org/courses/ap-french-language-and-culture/exam>

» Italian

<https://apcentral.collegeboard.org/courses/ap-italian-language-and-culture/exam>

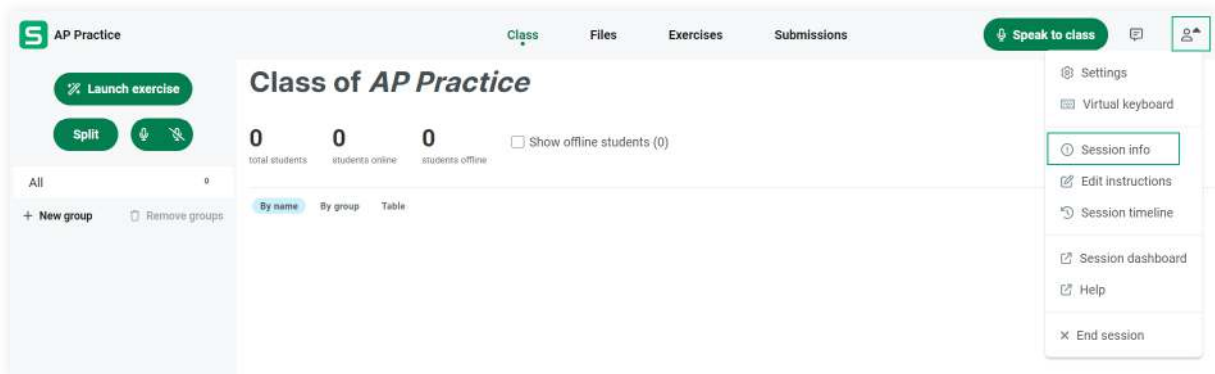
» Japanese

<https://apcentral.collegeboard.org/courses/ap-japanese-language-and-culture/exam>

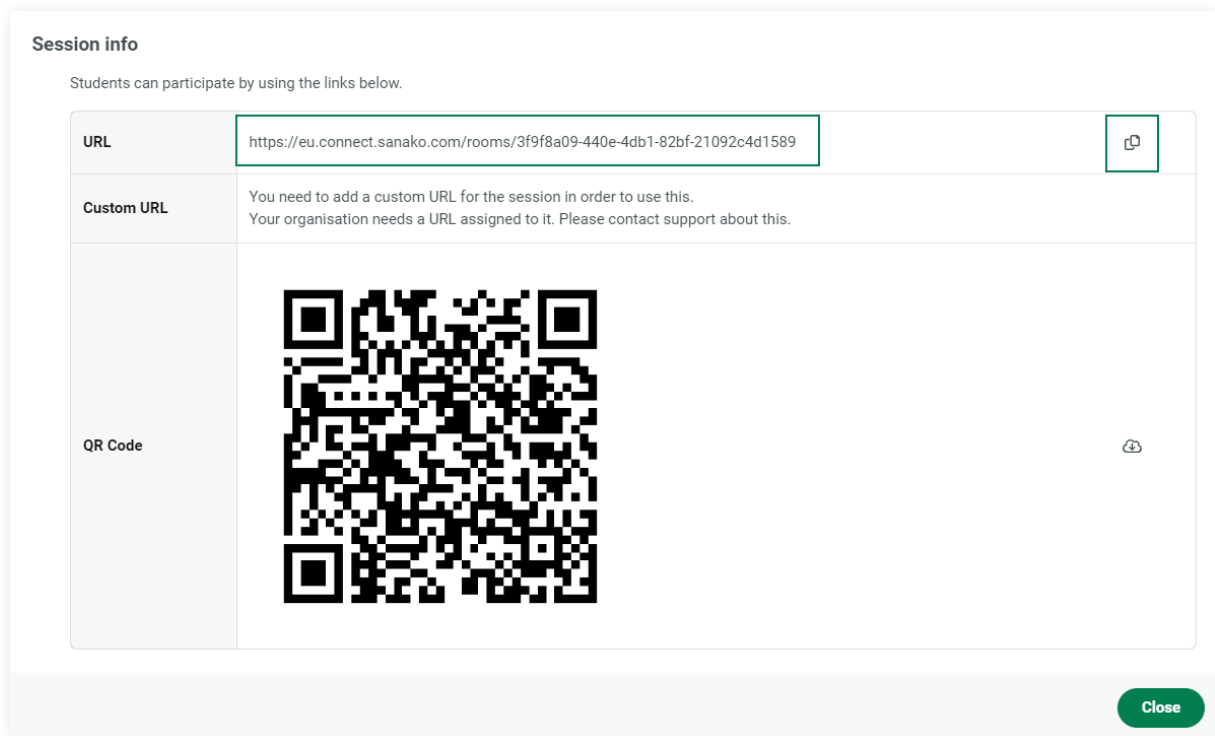


Step 1. Inviting students into the AP® Practice session.

Click on the teacher menu located in the upper right-hand corner like below, and from the menu choose **Session info**.



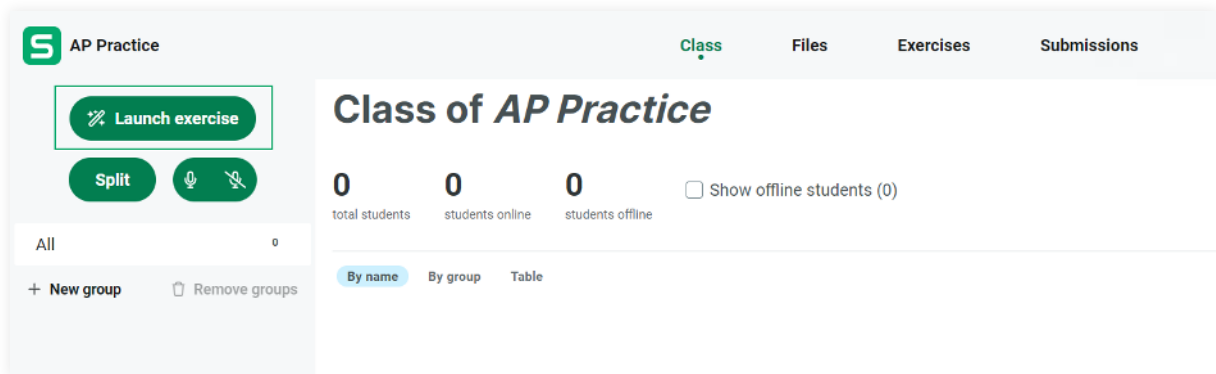
This will bring up the two ways your students can enter the session: a link and a QR code. **All you need to do is copy the URL link** which is highlighted in the image below, and send it to your students via email or your Learning Management System of choice.



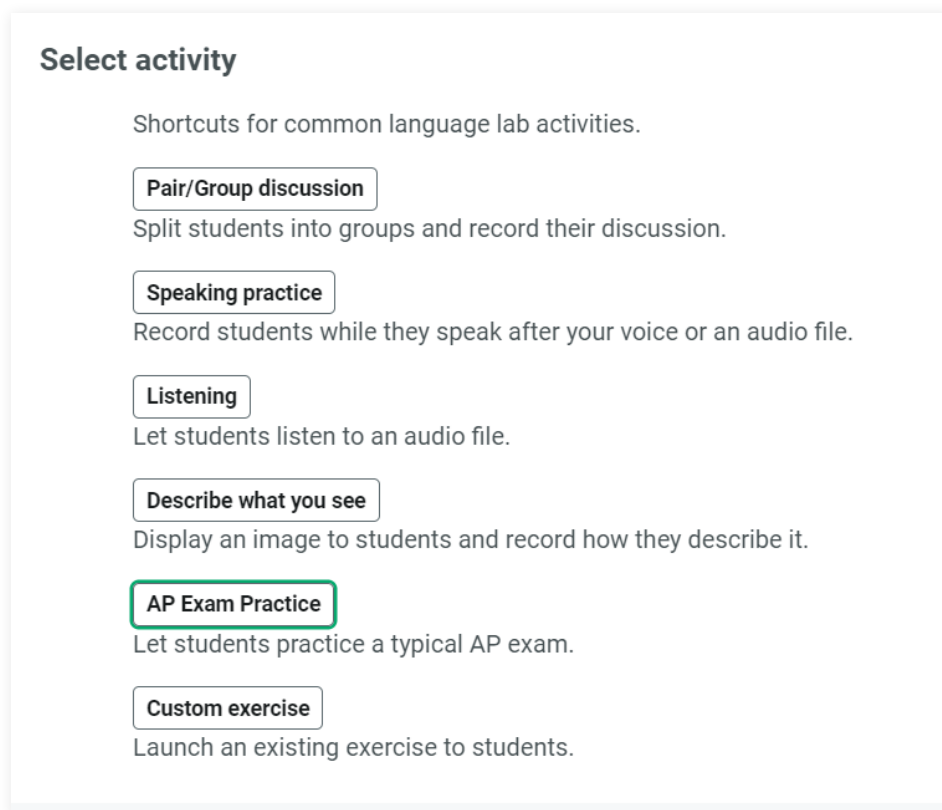
When your students click on the link, they will be asked for their name, and to allow access to their microphones and webcams. When they are done, you will see each student pop up in your session view.

Step 2. Launch the AP® Practice workflow

When all of your students are in, you are ready to begin. We are going to use a premade workflow, so click on the **Launch exercise** button:



This will bring up a menu of the workflows currently available. Choose **AP Exam Practice** from the list:



First, Sanako Connect will ask how you want to deliver your instructions. The options are **Text** and **PDF**. By default, these instructions are available to your students during the AP® exam practice and it is the first thing they see when you start the exercise.

AP Exam Practice

Add instructions

You can write the instructions below or attach a PDF file.

Exercise instructions:

0 WORDS POWERED BY TINY

Select file

Upload new file

Drag and drop here

Max size 100Mb (MP4 200Mb)

← Previous

Next →

Cancel

If you choose Text, simply paste the instructions into the field provided and click on **Next**. If you choose PDF, locate the file on your computer, upload and click on **Next**.

Now, Connect will ask you for the audio file. Locate the audio file and upload it, then click on **Next**.

AP Exam Practice

Select source file

Select audio or video file that will be used as Advanced Recorder's master track.

Select file

Upload new file

Drag and drop here

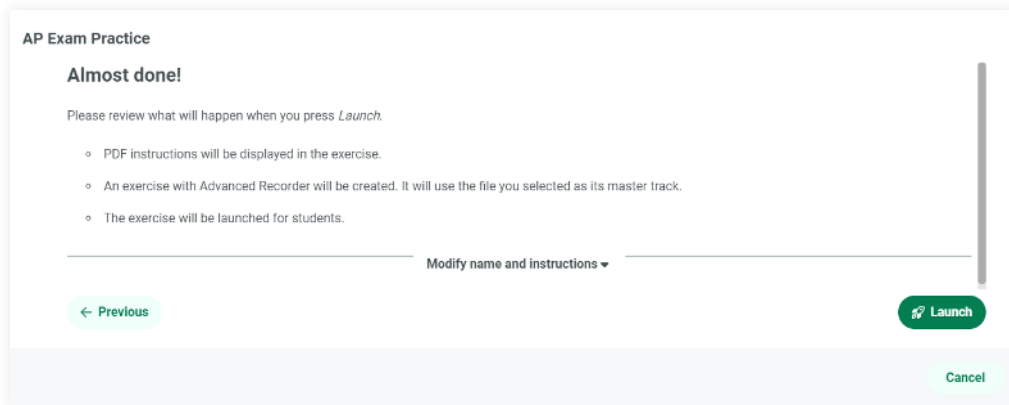
Max size 100Mb (MP4 200Mb)

← Previous

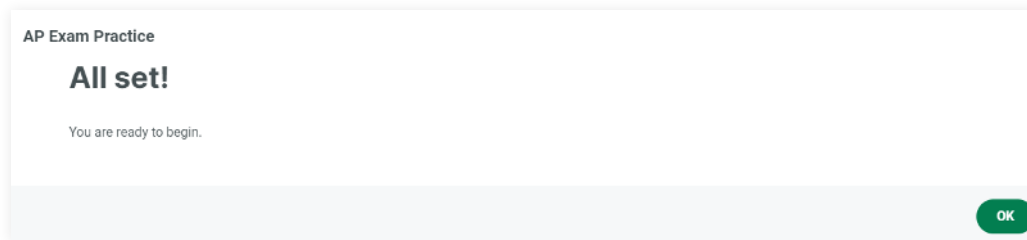
Next →

Cancel

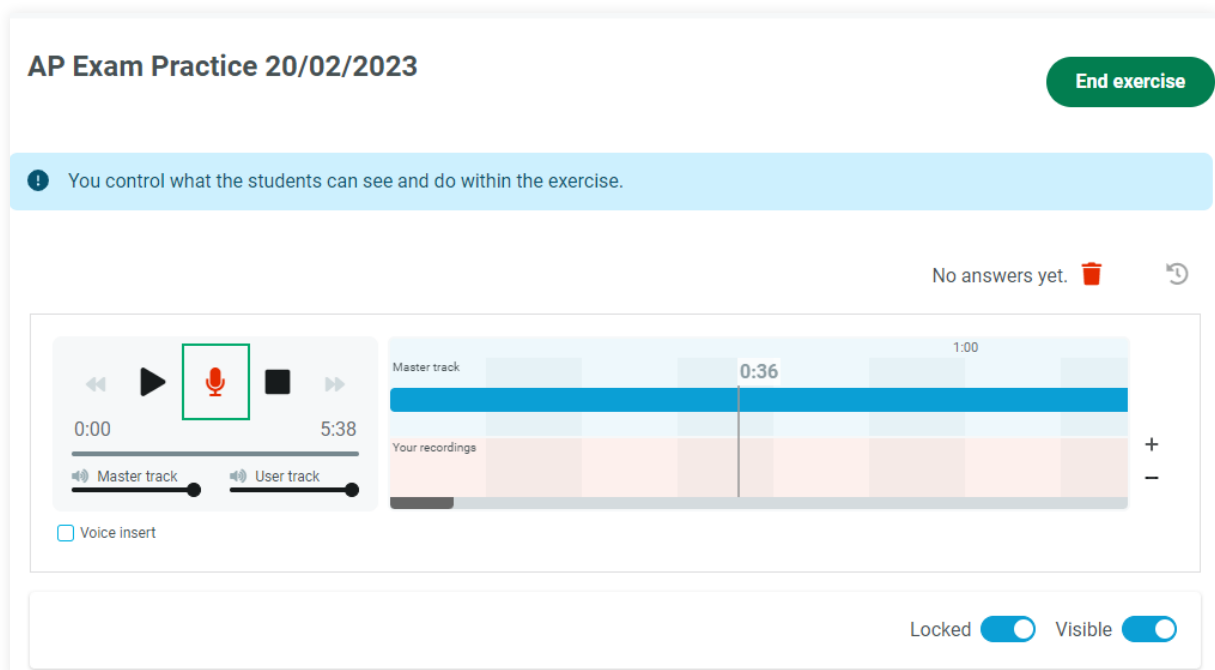
You are now ready to launch the practice AP® exercise. Click on **Launch** to proceed.



Next, click on **OK** to close the notification.



Your students now see the instructions on their screen. You may now click on the red microphone icon to start both the playback and recording for all students.



During playback, you will hear the audio from your headphones as well and can keep track of the exercise. When the audio ends and your students have completed the exercise, click on the stop icon to end audio playback and recording.

TIP: Clicking on **play** at this point will play back the audio again, and each student will hear their own recording as well. You can also skip ahead on the timeline to only play back the responses and allow your students to self-correct and reflect on their answers.

Click on **End exercise** to complete the AP® practice run.

AP Exam Practice 20/02/2023 End exercise

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

No answers yet. 🗑️ ↺

0:00 5:38

◀ ▶ 🔴 🛑 ▶▶

🔊 Master track 🔊 User track

Voice insert

Master track 1:00

0:36

Your recordings + -

Locked Visible

You will now see a prompt like below:

End controlled exercise?

Options

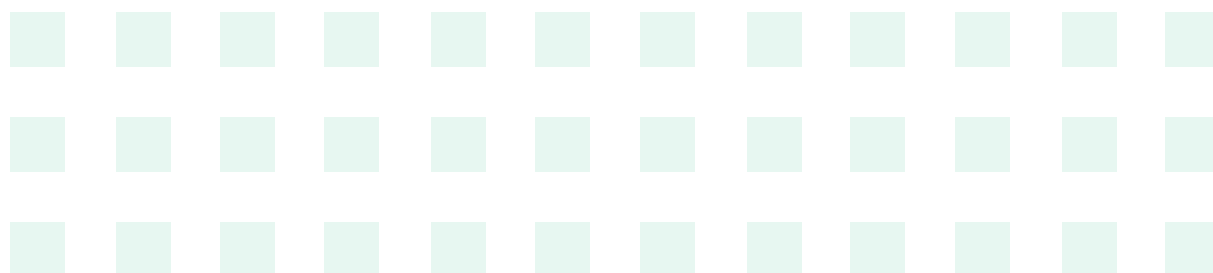
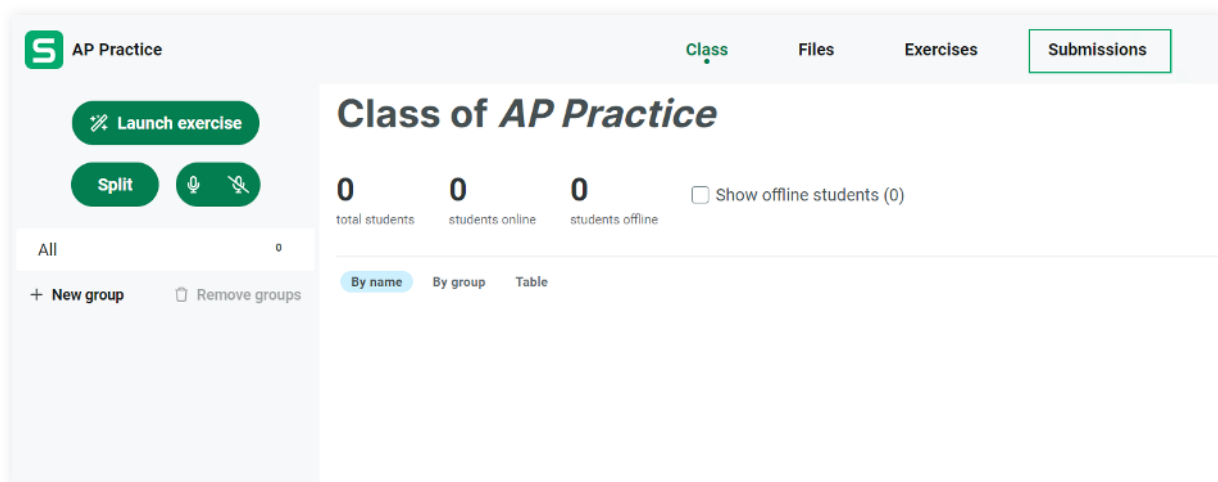
- Collect all student submissions
- Keep the exercise shared
- Remove all groups

The submissions you collect now or later can be found in the Submissions view.

End controlled exercise
Cancel

You are free to choose if you want to **Collect all student responses** (submissions), and/or to **keep the exercise shared** which allows your students to listen back to their recordings at their own pace.

After making these selections, click on **End controlled exercise**. This will close the exercise and you are ready to start something else. If you choose to Collect all student submissions, you will find them under the **Submissions** tab where you can access them later, assign feedback or download the recordings in .mp3 format.



Example 2

Students complete the AP® exam practice at their own pace, either in the classroom or at home

This example is very flexible and can suit many different training scenarios. After the exercise has been created, your students can join the session during regular classwork, or access the exercise on their own when they have the time. As a teacher, you don't have to be logged in to Connect after setup as the classroom is available to your students at all times and everything your students do will be saved in Connect. This is a great way to provide your students with additional practice time outside regular class hours.

The main difference between this approach and a controlled one is that your students will handle the recording part themselves.

To begin, make sure you have followed the steps for 'Creating the AP® Practice Session' first. You will also need an audio file and instructions, either in text or PDF format. We will be creating an exercise with these files, sharing it to the classroom and then sending a link to the students which they will use to access that exercise on their own.

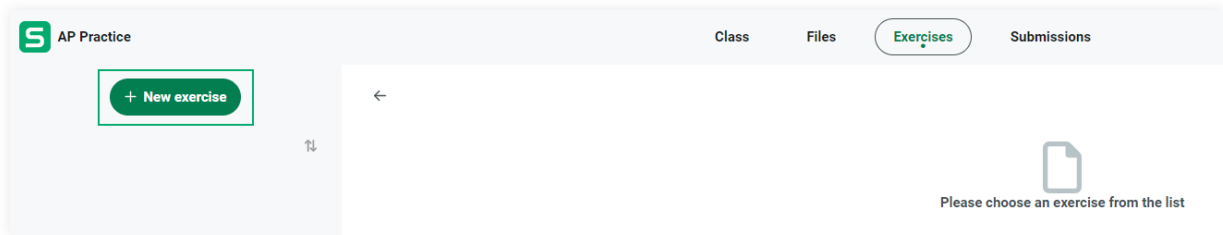
NOTE: We are going to make this as easy as possible for your students. It is important to tell them to ignore the audio instructions for turning on their recorders, as they will be recording all the time.

Step 1. Creating the AP® practice exercise

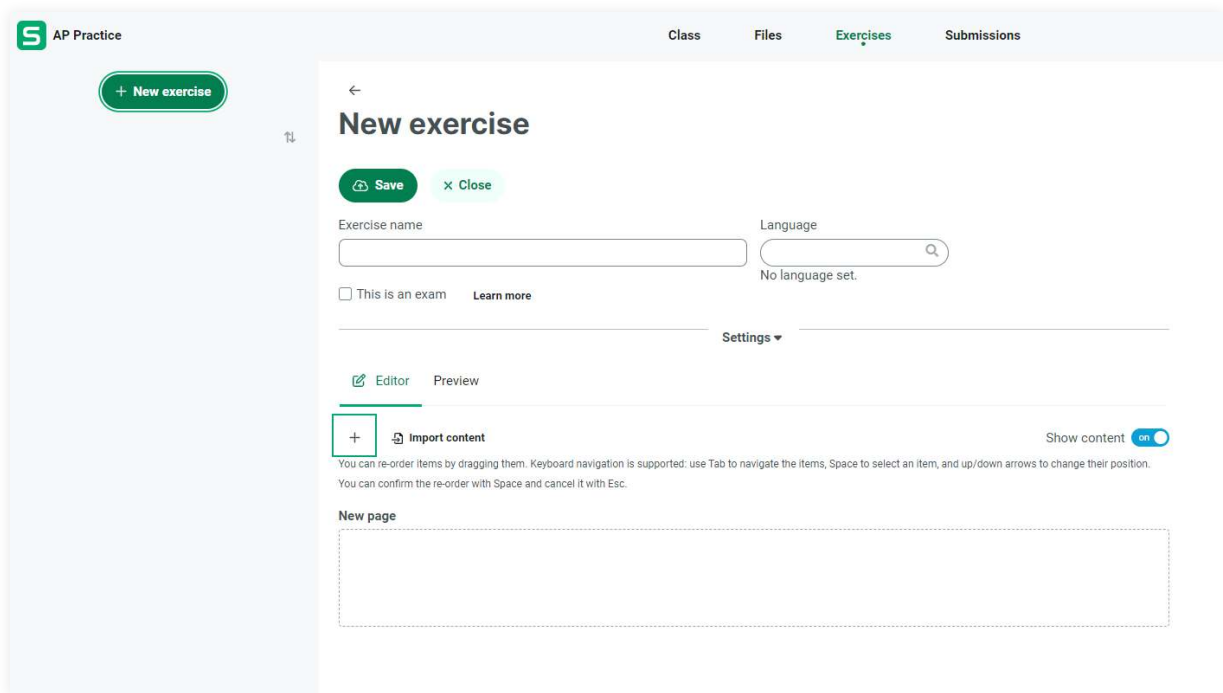
Access the session you created according to the instructions at the beginning of this guide. After the microphone and webcam check, navigate over to the Exercises tab like below:

The screenshot shows the Sanako Connect interface for a class named "Class of AP Practice". The interface includes a top navigation bar with tabs for "Class", "Files", "Exercises" (which is highlighted), and "Submissions". On the left side, there are buttons for "Launch exercise", "Split", and a microphone icon. Below these are options for "All" (with a count of 0) and "+ New group" and "Remove groups". The main content area displays the class name and statistics: "0 total students", "0 students online", and "0 students offline". There is a checkbox for "Show offline students (0)". At the bottom, there are sorting options: "By name" (selected), "By group", and "Table".

Click on **+New exercise** to begin creating the exercise.



Now click on the '+' button to open up the exercise editor.

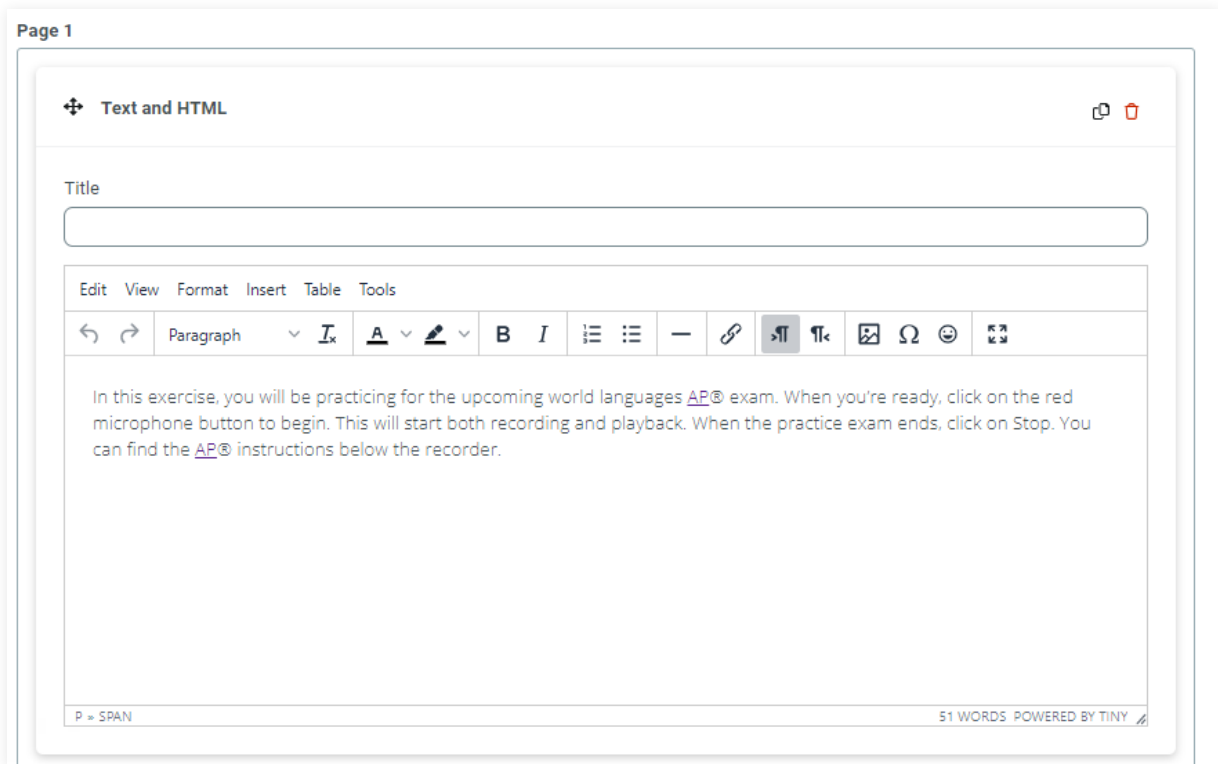


First, click on **Text** button. Then, click on **Advanced Recorder** button. Finally, Click on **File** button if you have the instructions in PDF format, or **Text** again if you have the instructions in text format. Click on the editor to close it.

Inside the editor, click on the text field. We will add instructions for your students on how to complete the exercise. You can use the text below, or create your own.

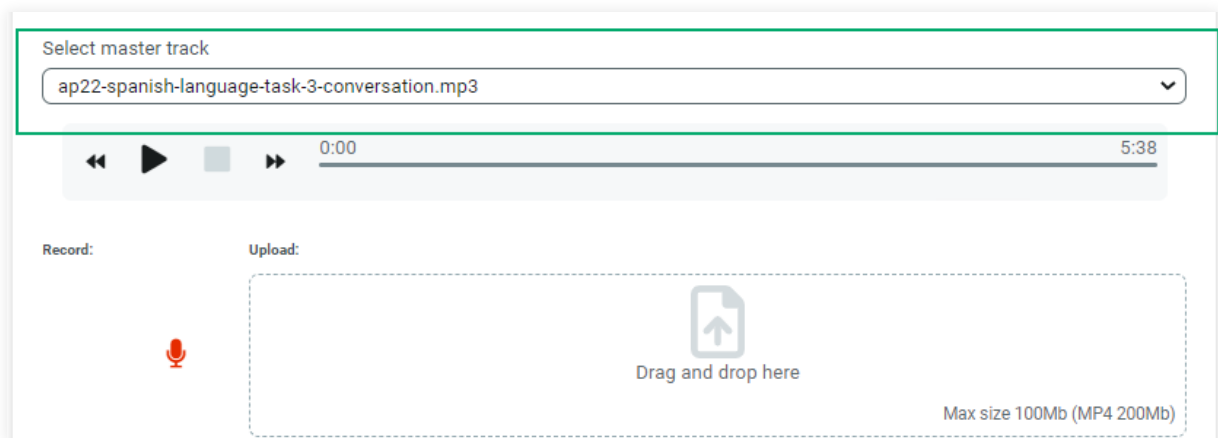
Example instruction text you can use:

In this exercise, you will be practicing for the upcoming world languages AP® exam. When you're ready, click on the red microphone button to begin. This will start both recording and playback. When the practice exam ends, click on Stop. You can find the AP® instructions below the recorder.



Now scroll down and click on the **Advanced recorder**. We will add the audio file as the 'master track' for the recorder. This is what your students will be listening to during practice, and their voices will be recorded alongside this audio track. Locate the audio file you are planning to use and drag and drop it inside the designated area. Alternatively, you can click on the area and select the file from your computer.

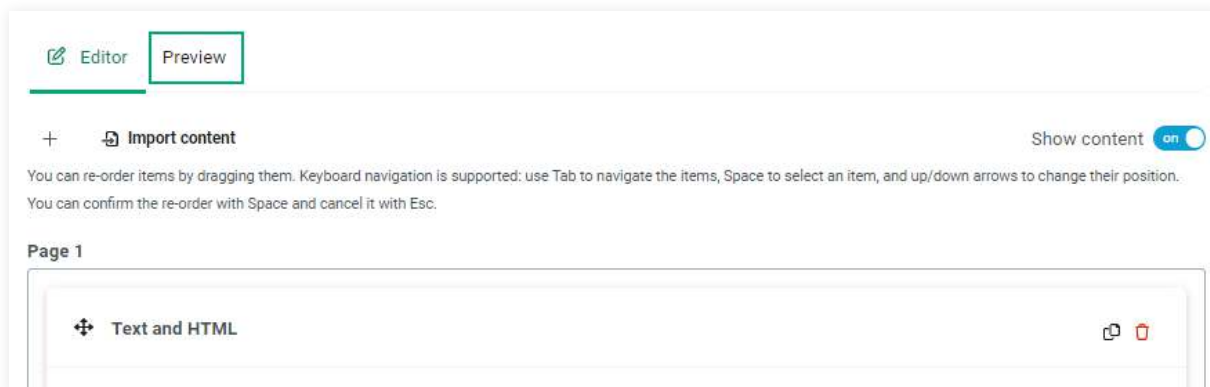
After uploading the file, check that it has been selected correctly:



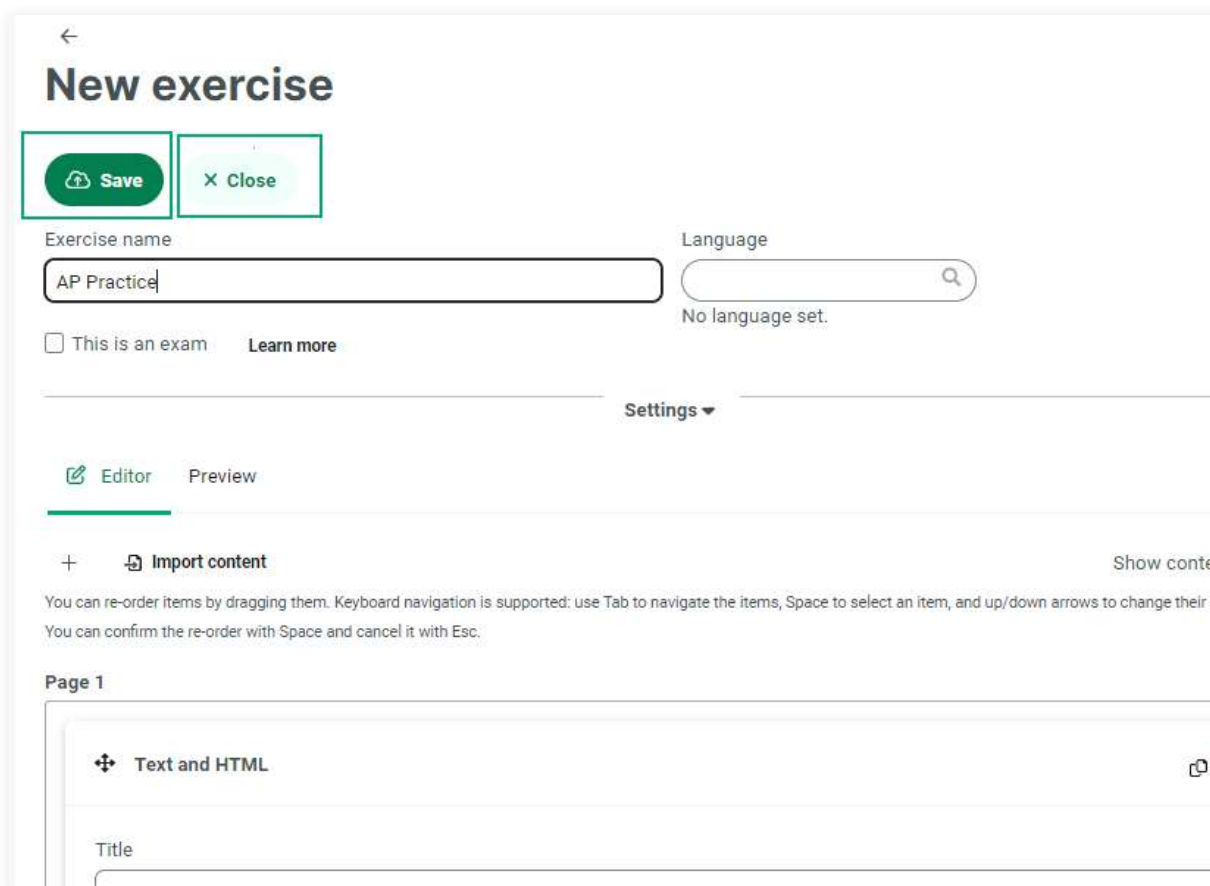
Next, if your instructions are in PDF format, click on the **File** part. Locate the pdf file on your computer, and click OK. After uploading the file, check that it has been selected correctly.

If your instructions are in text format, click on the **Add text** part and copy/paste your AP instructions in.

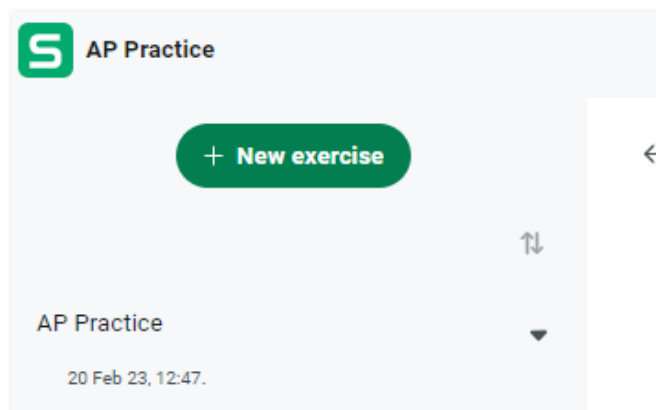
Your exercise is now ready. You can click on **Preview** in the Editor menu to see how the exercise appears for your students.



Click on **Save** to save the exercise, then click on **Close**.

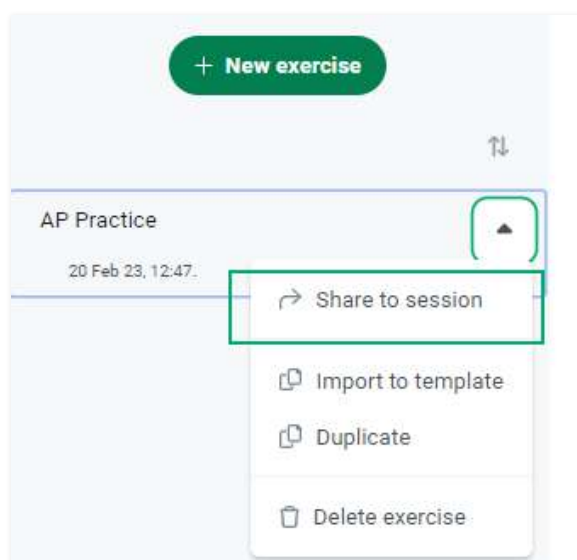


The exercise appears in the list on the left side of the screen.



Step 2. Sharing the exercise with your students

The exercise is now ready to be shared. Click on the arrow next to exercise and choose **Share to session** from the menu.



Now the exercise is available to any student who joins this session. The exercise and session are available even when you're not logged into Connect as a teacher.

All you need to do now is to share the session link with your students. See **Step 1. Inviting students into the AP® Practice session** earlier in this guide. When they click on the link, they can access the exercise on their own.

Note: You can also access the session as a student, either from a different device or by using Google Chrome's Guest profile.

If you want to review your students' recording at a later time, you can access the session with your teacher account and navigate to the **Submissions** tab. There, you can listen back to the recordings one by one, and download them if needed.

Example 3

Streaming CD audio with screen sharing

In this example, we will be using a CD to stream the audio prompts to all students at the same time. For this method, you will need:

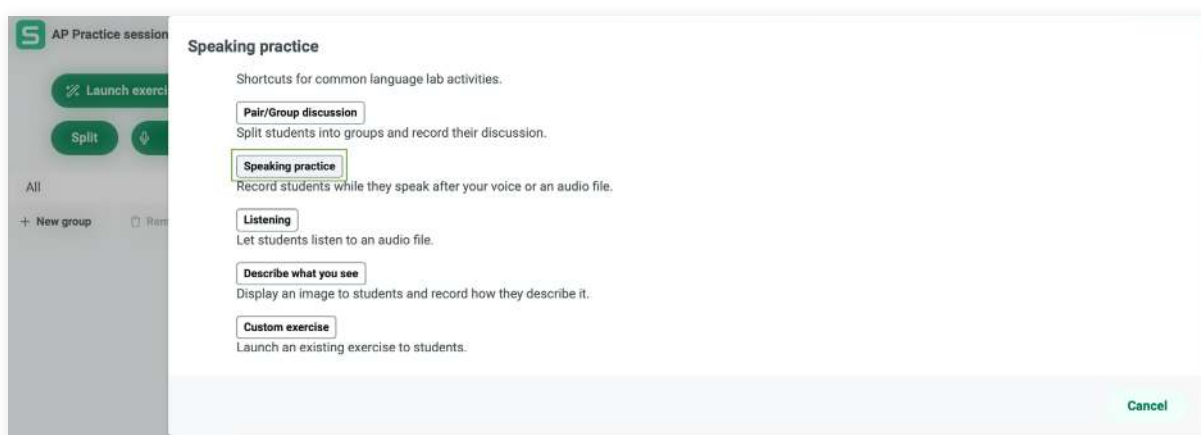
- A computer with a CD-drive
- AP® questions on CD (audio)
- A software to play back the CD
- Printed instructions for the students

With this approach, we will be using Sanako Connect to deliver the CD audio and to record the students. You can provide your students with instructions in print, and all they have to do is listen and speak when prompted.

Again, follow the instructions at the beginning of this guide to create a session for the AP® practice and invite the students into the session. We will be using one of the pre-made workflows to deliver the audio.

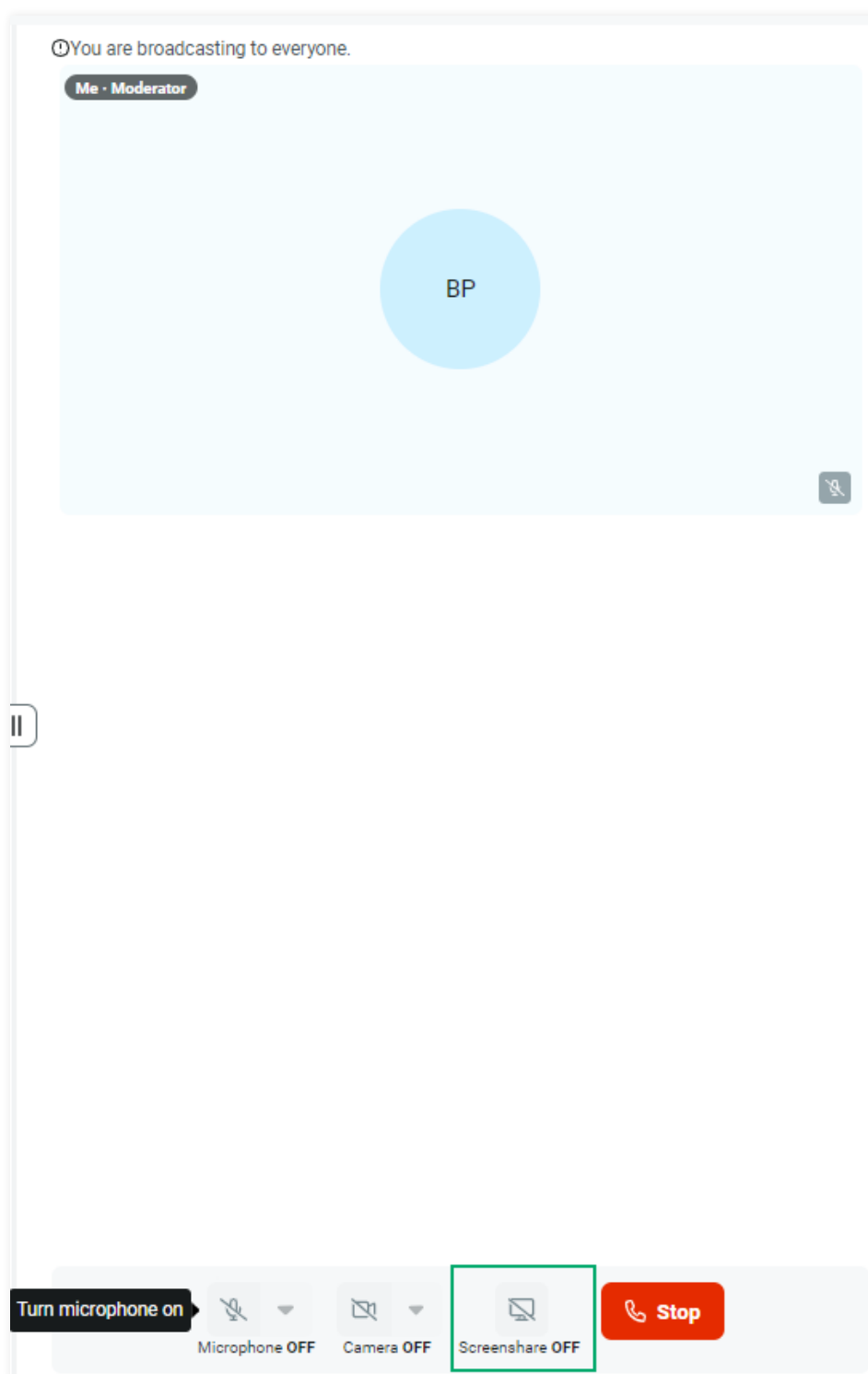
Step 1. Selecting the correct activity workflow

With all of the students in the session and ready to go, navigate over to the left-hand side of the class view and click on **Launch exercise**. Choose **Speaking practice** from the list that opens up.

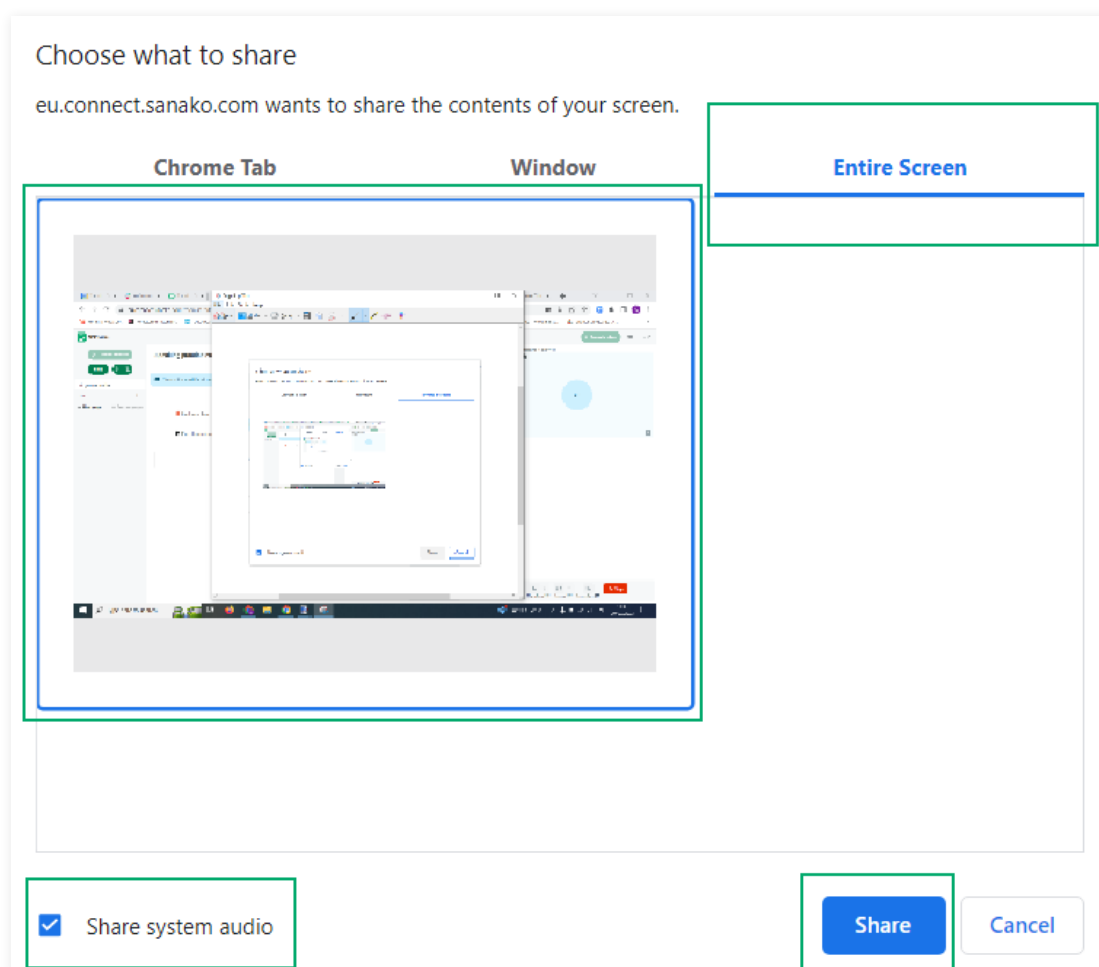


Next, choose **Teacher** as the audio source. Then, click on **Launch** and **OK** after you see the 'All set' message.

The streaming window opens on the right side of the screen. At the bottom of the streaming window, click on the screenshare button. We will be using this functionality to stream the audio playing on your computer. Keep in mind that your screen is being broadcasted for the duration of the activity.



From the next screen, choose the **Entire screen** tab. At the bottom of this screen, choose the **share system audio** option, click the screen you see in the middle of the window and click on OK. You are now broadcasting your computer audio to all of the students.



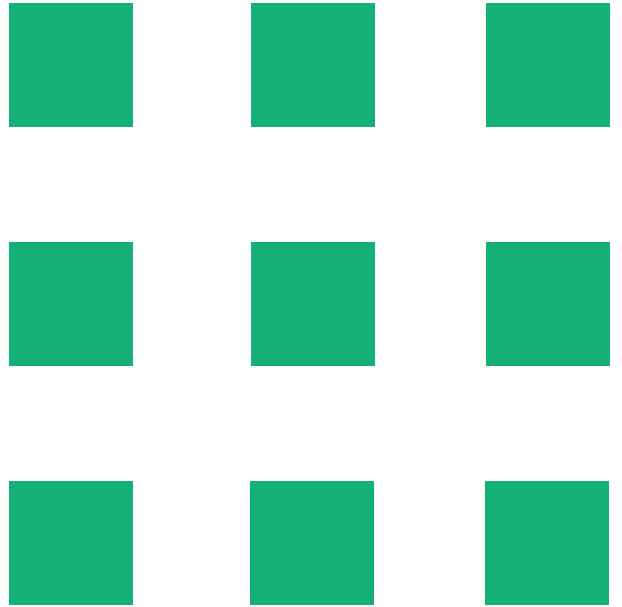
Step 2. Starting CD playback and recording student responses


In Connect, click on **Start recording**. This will start recording on the student workstations. Start the CD playback on your computer's audio software. Your students now hear the CD audio and are being recorded. When the CD audio stops, click on **Stop recording**. Then, click on **End exercise** and choose if you want to collect student recordings and to keep the exercise shared. If you want to review the student recording, choose **Collect all student submissions**. Choose **Keep the exercise** shared to allow your students to listen back and self-review their own responses.

If you choose to Collect all student submissions, you will find the student recording under the **Submissions** tab, neatly organized inside the **Speaking practice** exercise.

NOTE: Stereo Mix can also be used with this method. If your device supports Stereo Mix, you can skip the screensharing part entirely and broadcast the audio with the microphone enabled.

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 <https://sanako.com>

 info@sanako.com

 Jousitie 2 C, 20760 Piispanristi, Finland

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