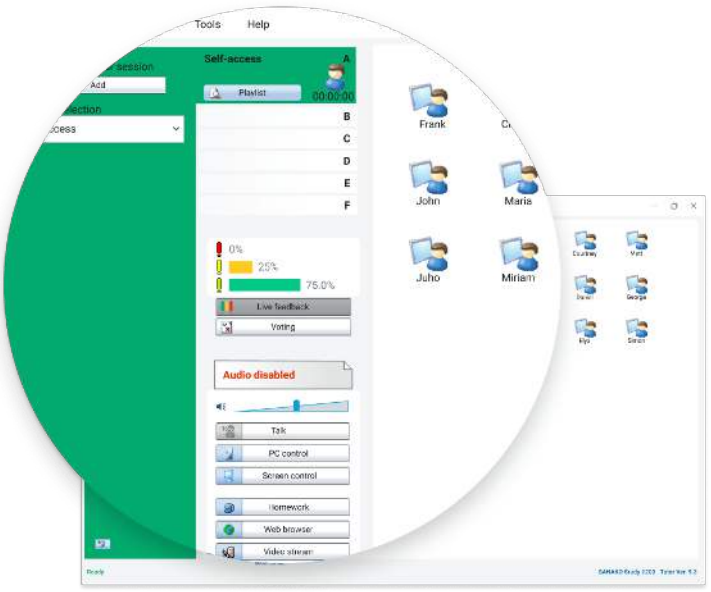

Sanako Study 1200

User Guide

A guide to Sanako Study 1200 that explains how to start using this application along with a guide to all the features and settings.

Sanako Study 1200 User Guide

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Document date: 1st of August 2024

Disclaimer: Screenshots represent version 10 UI in cases where functionality has been updated, and version 9.4 if there has not been significant changes except look and feel of the software

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1. Introduction

Study 1200 is a multimedia language lab software and classroom management solution that offers an extended range of essential activities that focus on both listening comprehension and voice practice. Study 1200 provides students and teachers with all the features for and benefits of a modern language learning environment.

2. Study 1200 system components

Study 1200 Tutor application is on the teacher computer and allows teachers to instruct with the Study 1200 system and to control the classroom computers.

Study 1200 Student application is on all student computers and is used for all audio exercises in the classroom Students can open the student interface to work independently, however, teachers are able to control student computers regardless of whether the Student application is open on student screens.

Study Server application is the information center of the Sanako Study 1200 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.

3. Extension modules for Study 1200

The functionality of the Study 1200 system can be extended to suit more specific needs and tasks with additional modules. Sanako Study extension modules enhance teaching and learning effectiveness and provide instructors with a powerful array of new teaching tools.

Note: Extension modules require 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 and provides important follow-up by generating test results for both student and teacher.

Sanako Study Video Live module

The Sanako Study Video Live Module enables teachers to stream video from a variety of 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.

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Sanako Admin Tool

Sanako Admin Tool is a software module that allows system administrators and IT staff to remotely monitor and control all Study classrooms within an institution from a single location. This eliminates the need to physically visit each classroom for administrative and maintenance tasks in larger institutions.

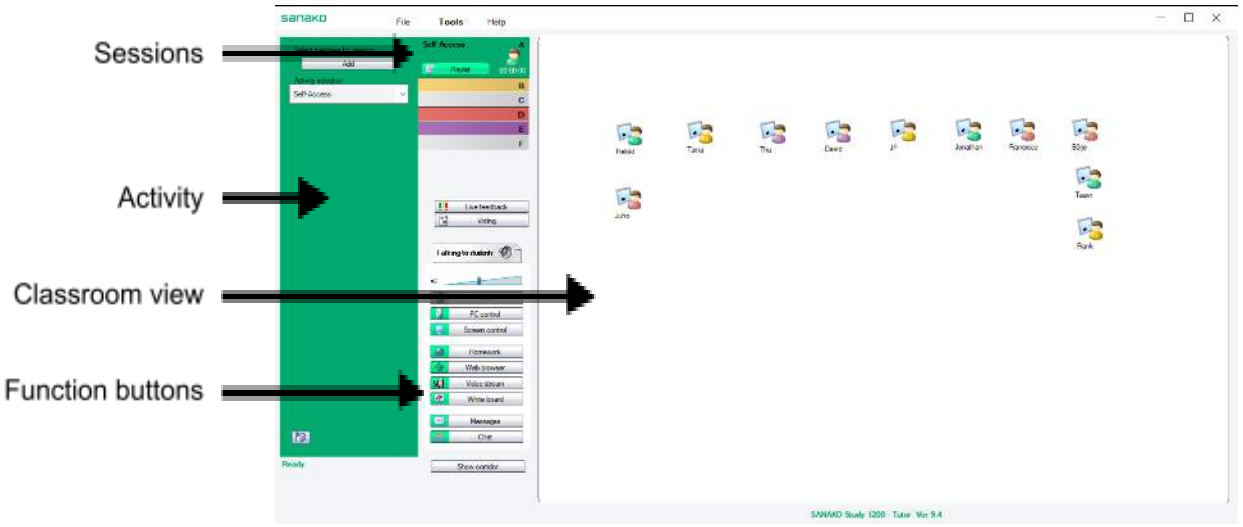
Sanako Study Pronunciation Activity module

The Pronunciation activity provides an in-built pronunciation tool for teachers and students and allows teachers to convert any text into a pronunciation exercise. Students listen to a model pronunciation by a native text-to-speech voice, record their own version and then receive an automatically calculated score for their pronunciation.

Sanako Study Conference Interpreting module

Conference Interpreting simulates a real-life meeting with a live discussion that is simultaneously interpreted to different languages by designated students. Participants in the lesson can be assigned as Interpreters, Delegates and Observers. During the activity users are able to select whether to listen to the discussion or to an interpreter and interpretation recordings can be collected afterwards.

4. Components of the Tutor interface



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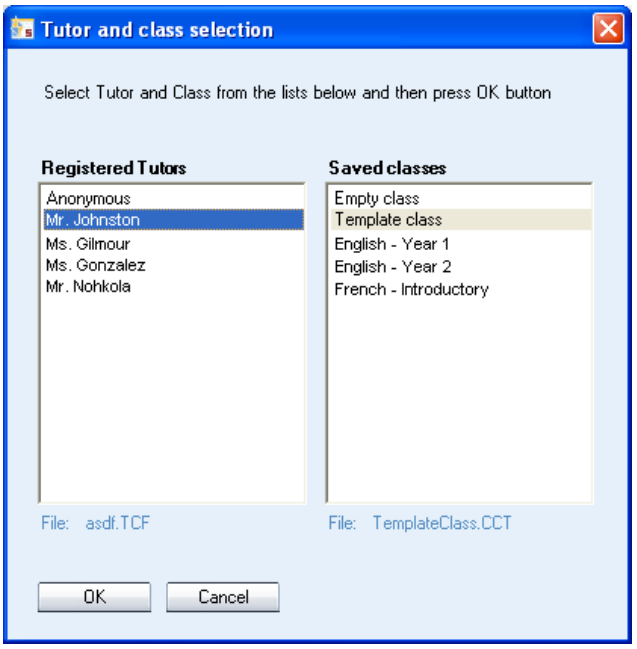
5. Getting Started

Starting Study 1200 Tutor

To start Study 1200 Tutor, open the **Windows Start menu** and select **Programs – Sanako – Study – Tutor**.

Selecting tutor name and class

Before the Tutor application opens, you need to select your **tutor account** 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.

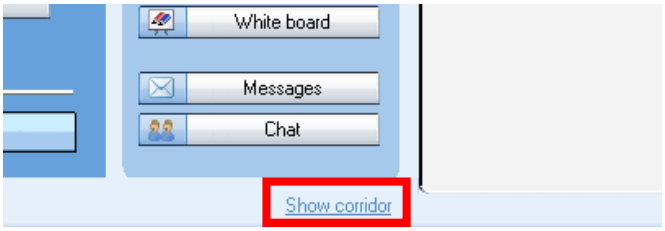


Starting Study 1200 Student

Students can start Study 1200 Student by clicking the **Windows Start menu** and selecting **Programs – Sanako – Study – Student**.

Adding students into the classroom

Click **Show Corridor** at the bottom of the Tutor interface to see currently running Student workstations in the network.



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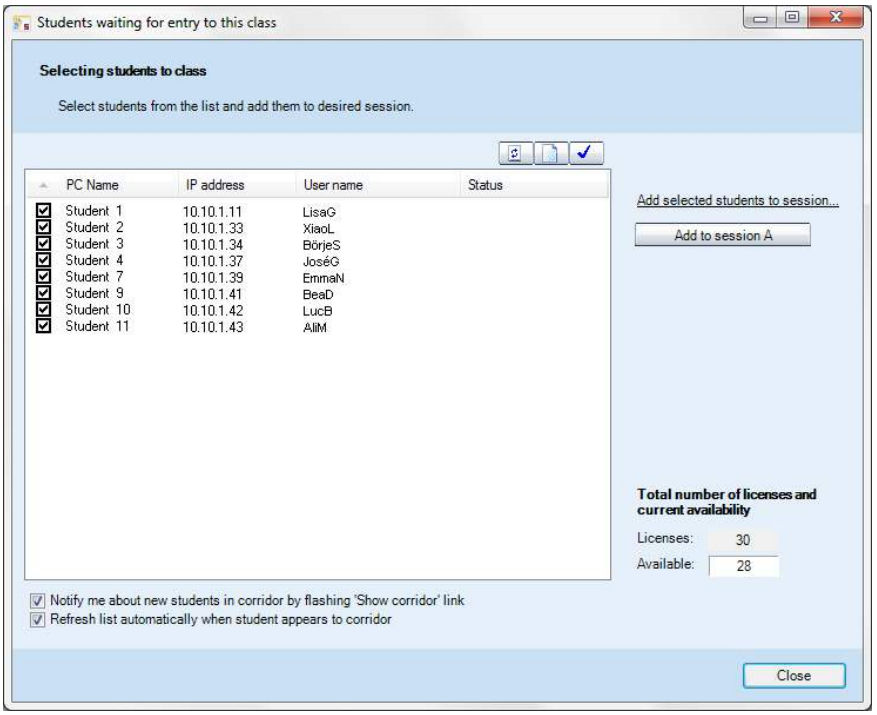
Select the workstations that you want to add and then click **Add to session A**.



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**.

Editing Student names and numbers

Right-click a student icon and select **Edit** and then either **Name** or **Position**.

If you want students to enter a name for themselves, open the **Tools** menu and select **Ask student names**.

Removing students

To return a student 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)**.

Attendance report

To view and save a digital attendance report of the current class, open the **File menu** and select **Create Attendance Report**.

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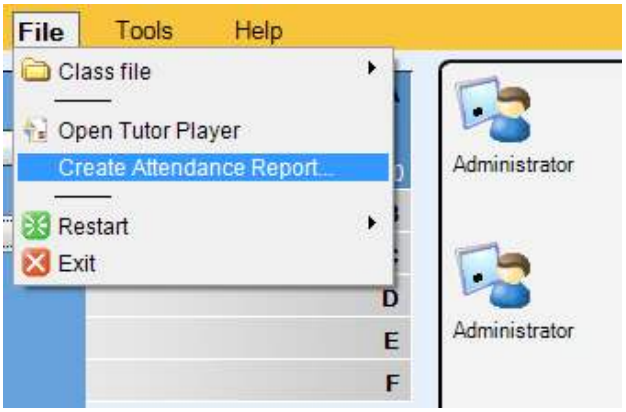

Getting help

To access the Study 1200 online help site and video tutorials open the **Help menu** in either the Teacher or Student application and select **Help** or **Video Tutorials**.

Ending a lesson

At the end of a lesson, 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

If something goes wrong and you want to start the class over again, open the **File menu** and select **Restart** to clear everything and start from the beginning.

6. Sessions

A session is a group of students that will perform the same learning activity. You can place students into **six different sessions (A-F)**. Empty sessions are displayed as grey.

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.

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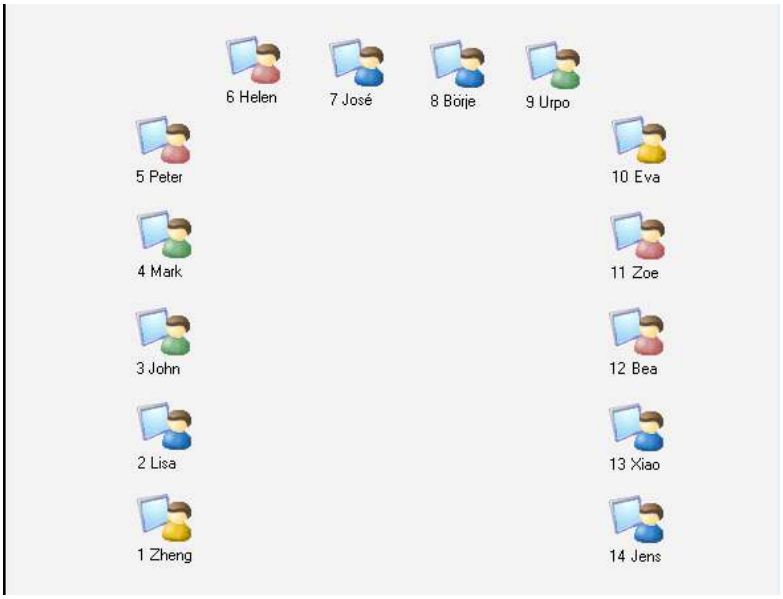
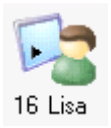
7. Student icons

Class view

The 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.



Student icons

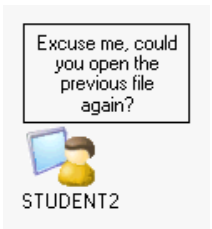


Student name and position

Indicated below each student icon

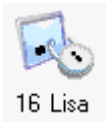
Student calling teacher

Click the student icon and select Discuss to talk with the student. Number indicates the order of the calls.



Message from student

Click message to Close or Reply



Locked student

During Lock PC, Lock Screen, or Lock Mouse and Keyboard functions.

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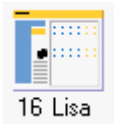
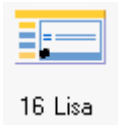


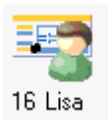
Student receiving tutor screen

During Share Tutor screen to students function.



Student receiving model student's screen

During Model Student function.



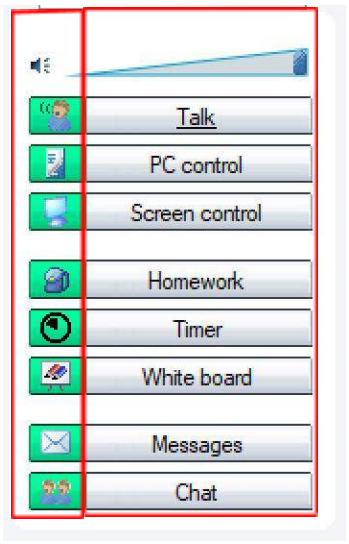
Model student

During Model Student function.

Student is set as chairman

During Round table discussion activity

8. Functions (Class, Session, Student)



Functions for **current session**

Functions for **entire class**

Functions for **single student** (right-click student icon)

9. Talk / Discuss

Talk to students while their microphones are muted and players are paused.
Discuss allows you to talk privately with an individual student

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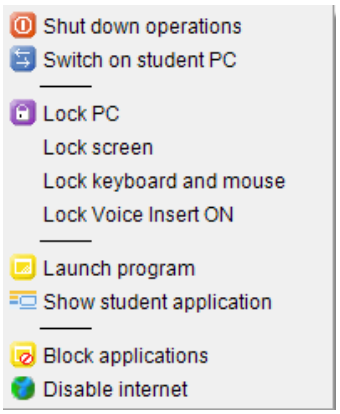
10. Share audio (student)

Share the student's microphone audio or the student's discussion group audio to the student's session. When the student is in a pair or group discussion, you can share the discussion as a model for others.

11. PC control



Shut down operations

- **Shut down** – Shut down student computers
- **Log off** – Log off current users on student computers
- **Restart** – Reboot student computers

You can allow students to save their open files if needed.

Switch on student PC

Start up the student computers in the group or classroom.

Note: Wake-On-LAN must be enabled on the student PC network cards.

Locking options

- **Lock PC** – Students' screens are blacked out and students are unable to use their keyboard or mouse. You can launch files or applications on top of the blank screen.

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- **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.
- **Lock keyboard and mouse** – Students are able to view their own screens, but will not be able to use their keyboard or mouse.
- **Lock Voice Insert ON** – Lock the Voice Insert mode On for students to make sure they have the correct recording mode.

Launch program

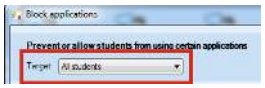
Launch and close applications for students and create shortcuts to programs that are frequently used.

Note: Applications must be installed on the student computers or in a shared area.

Show student application

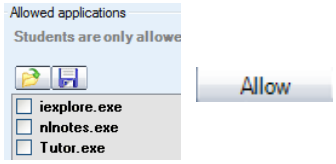
Open the Study Student applications, for example at the start of a lesson or onto locked screens.

Block applications

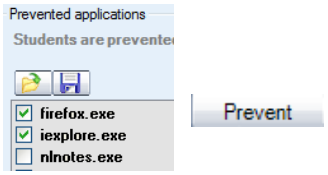


You can select which applications students are allowed to access and use.

First, select who you want to prevent or allow applications for with **Target**.



To only allow selected applications, check the applications that you want to allow and click **Allow**. Students will now be unable to start any applications, except for the ones that have been checked.



To block selected applications, check the applications that you want to prevent and click **Prevent**. Students will now be able to start any applications, except for the ones that have been checked.

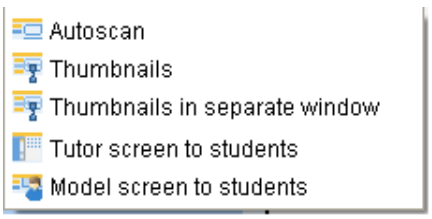
Add a selected application or all applications currently open on the student computers to the denied/allowed applications lists.

Load the application list from a file or **save** it as a file.

Disable Internet

Prevent the students from opening and using Web browser applications

12. Screen control



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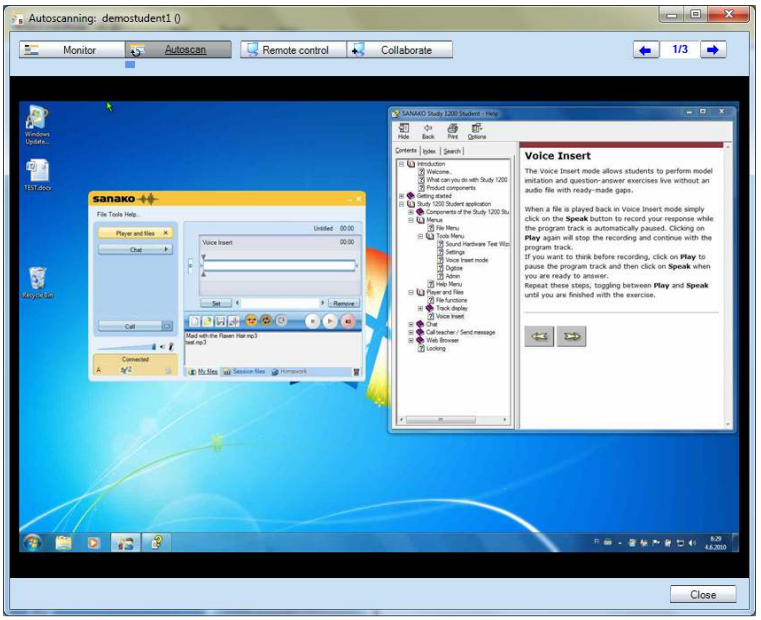
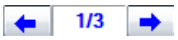
Autoscan

View student screens in a separate window. The monitored student changes automatically.



- **Monitor**
  View the selected student screen and listen to the student.
- **Autoscan**
  Automatically changes monitoring from one student to the next after a set period of time.
- **Remote Control**
  Control the current student screen with your mouse and keyboard, while student mouse and keyboard are locked.
- **Collaborate**
  Control the current student screen with your mouse and keyboard together with the student. Both move the same mouse pointer.
- **Next / previous student screen**
  Change to the next or previous student screen.



Thumbnails / Thumbnails in separate window

Display **thumbnail images of student screens** in place of the student icons, either on the Classroom view or in a separate window.

Tutor screen to students

Display the teacher screen on student screens while talking to them. Student mouse and keyboard are locked.

When the Tutor screen is shared to students an **On The Air** indication panel appears on the teacher screen.

To end the screen transfer, click **Stop transfer**.

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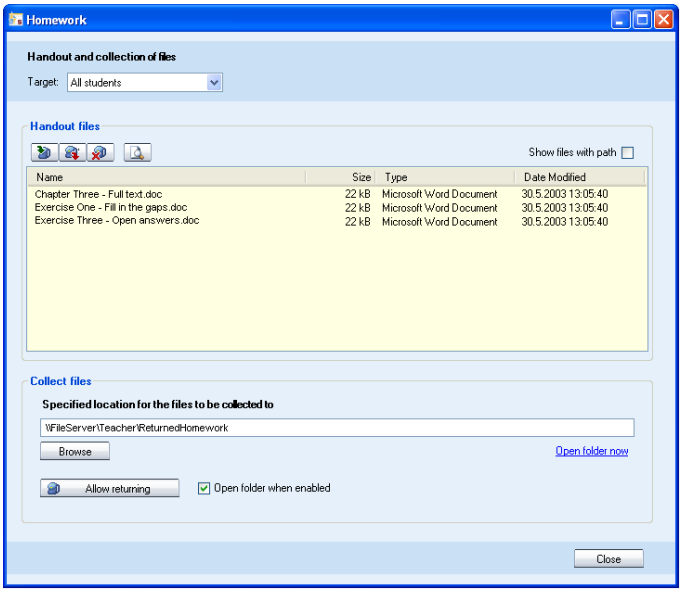
The **Marker tool** allows instructors to make annotations onto the shared tutor screen by selecting from a toolbar with annotation tools.

Model screen to students

Let a selected student share their screen and talk to the others. To set a model student, select Model screen to students and then click on the desired student.

13. Homework

Distribute material to students for independent work. Students can save the files onto a USB drive or other device and continue outside the classroom.



Adding and removing homework files

Select who you want to send the homework files to with **Target**.

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**.

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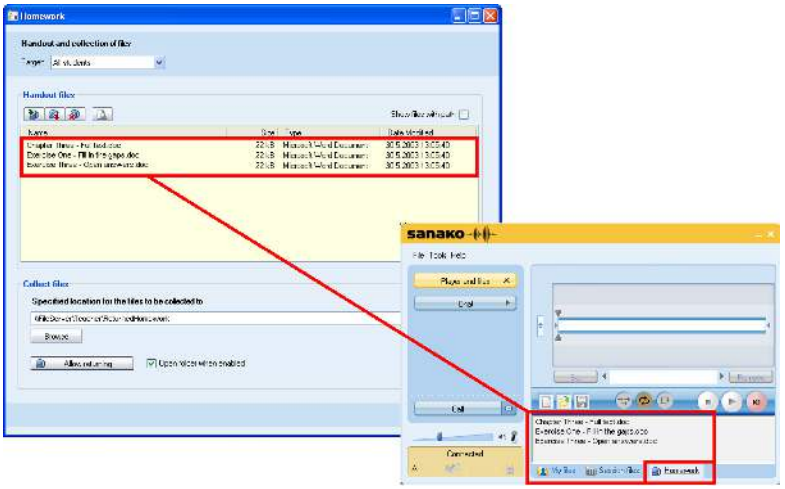
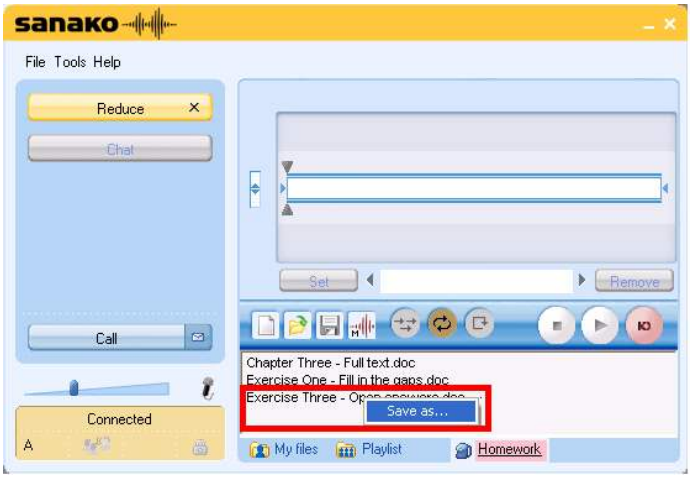
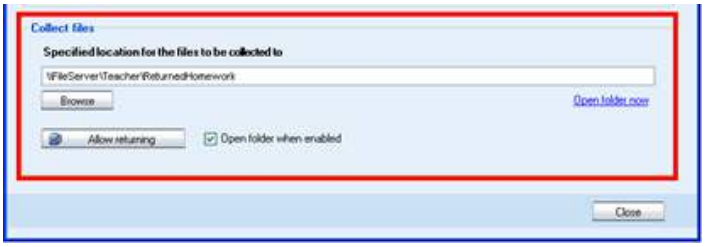


To save the homework files on the student computer, or on an USB stick, either **double-click the file or right-click the file and select Save as**.



Collecting homework

The teacher can open a window on student computers where they can hand in their homework files.



First, define the **folder** where the collected files will be saved.

Click **Allow returning** to let students to hand in their work. This opens a window on student computers where students can send their homework files back to

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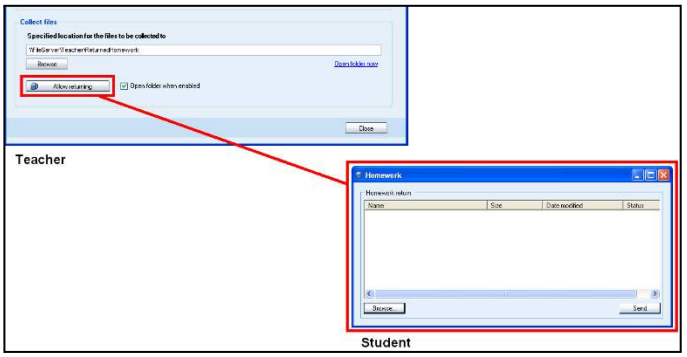
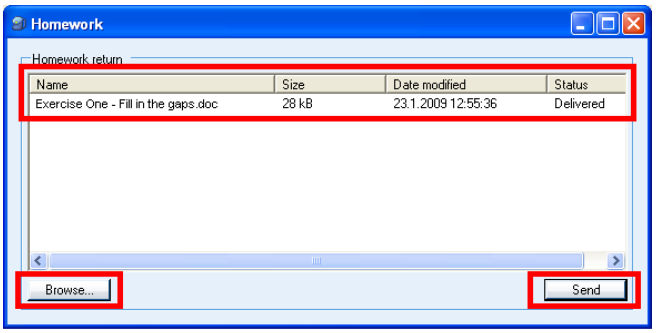
the teacher.



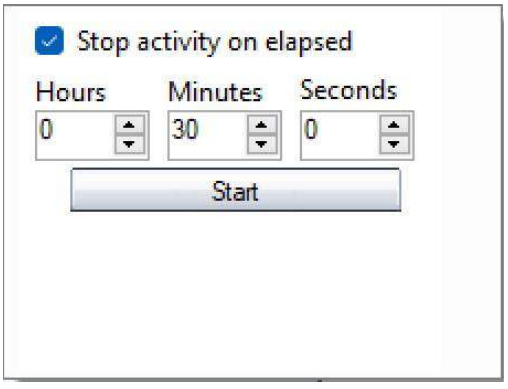
At the student end, click **Browse** or **drag and drop** to add the files and then click **Send**.



Open the collection folder to view the returned files in the collection folder.

14. Timer

Set a timer for any ongoing activity. If **Stop activity on elapsed** is selected, the ongoing activity is ended when the timer runs out. You will be prompted to collect all student work.



The timer is also displayed on the student screens

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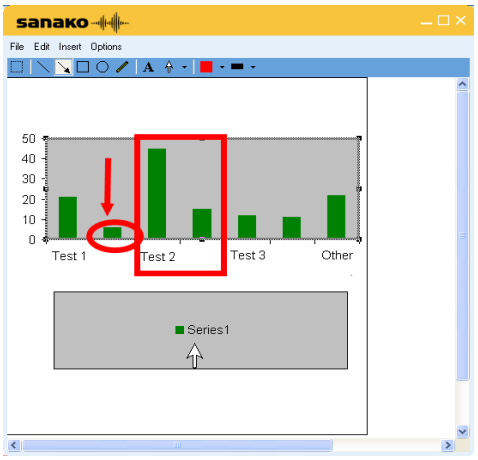
15. Whiteboard

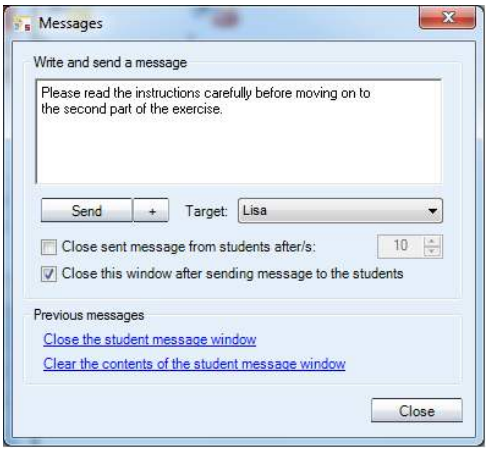
Make annotations onto selected picture files. You can load any picture as the background of the Whiteboard and then save the picture and its annotations as a Whiteboard project file.

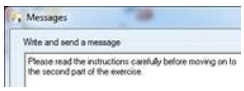
The Whiteboard is shown on both Tutor and Student screens and all participants may collaborate and edit the Whiteboard contents simultaneously.



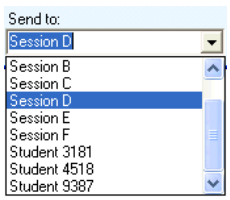
16. Messages

Display written messages on student workstations to provide additional guidance and instruction.





Write your message into the text field. Insert **special characters** with



Select the message **recipient(s)** and then click **Send**

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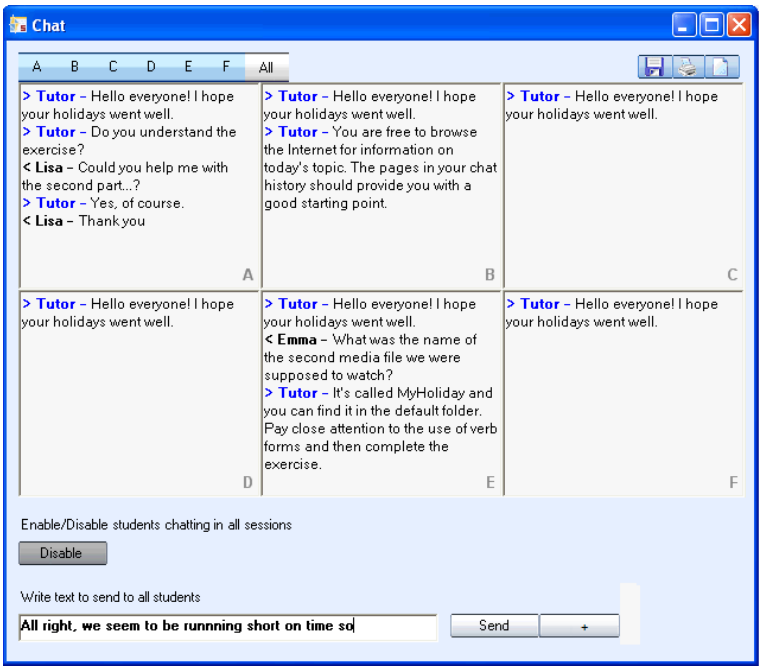
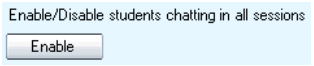
17. Chat

The text chat feature can be used for quick and easy communication without disturbing the other students. Study 1200 has separate chat discussions for each session.



Select which **session** chat is displayed in the Chat window or monitor **all** the chat rooms simultaneously.

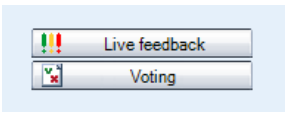


Click **Enable** to open chat windows for the currently displayed group(s). At the end of the discussion, click again to disable the chat windows.

Type your message into the field at the bottom of the window and then click **Send**. 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

18. Live feedback



Get immediate feedback on how well students are able to follow the lesson. Once the teacher enables **Live feedback**, three icons will appear on the student application.

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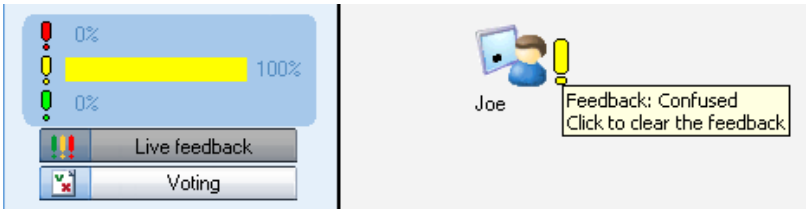
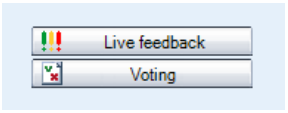
Students can select whether they are following , confused , or lost .

The teacher sees a graph of the student responses and an exclamation mark next to each student that has provided feedback.

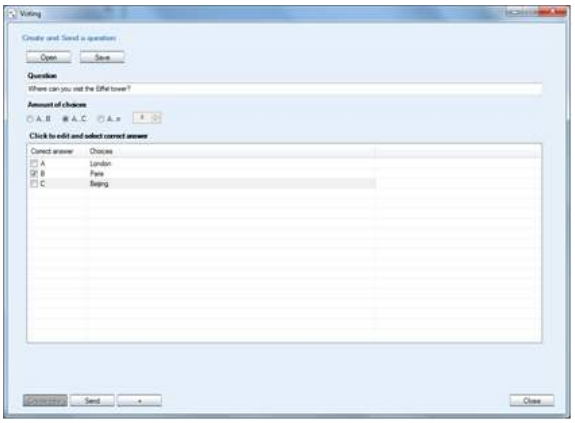


Note: No feedback equals “following” and hence green.

19. Voting



Click **Voting** to create quick multiple choice questions and then send them to your students.



Enter your **question**

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.

Enter the **answer alternatives** into the fields under **Choices** and then check the correct answer

Click **Send** to start the test for students

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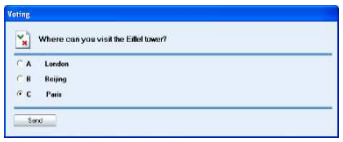
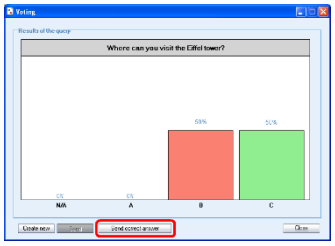
You can also **save the question** and load it later with the **Save** and **Open** buttons. This allows you to create question sets beforehand for different lessons.



When the teacher has sent the question to students it is displayed on the student screens. Students try to **select the correct answer** and then click **Send**.



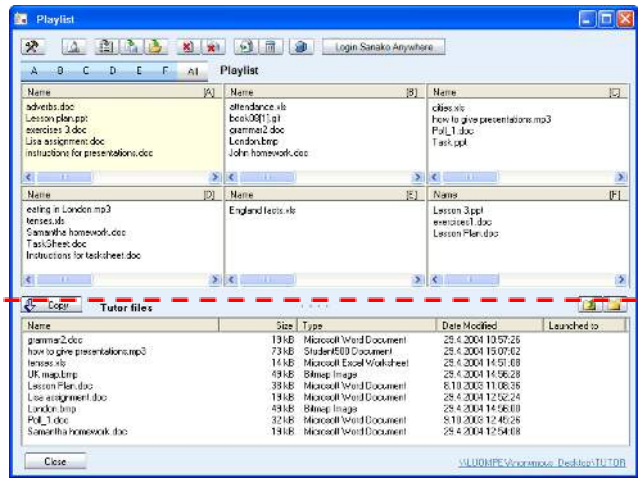
A figure displaying the percentages of student responses is displayed and updated on the teacher screen in real time

When the students have had enough time to answer the teacher can 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.

20. Playlist

The **Playlist** feature allows you to assign media files for students and to access a library of your own teaching materials. You can also copy files to Sanako Anywhere classes for online use.

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



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

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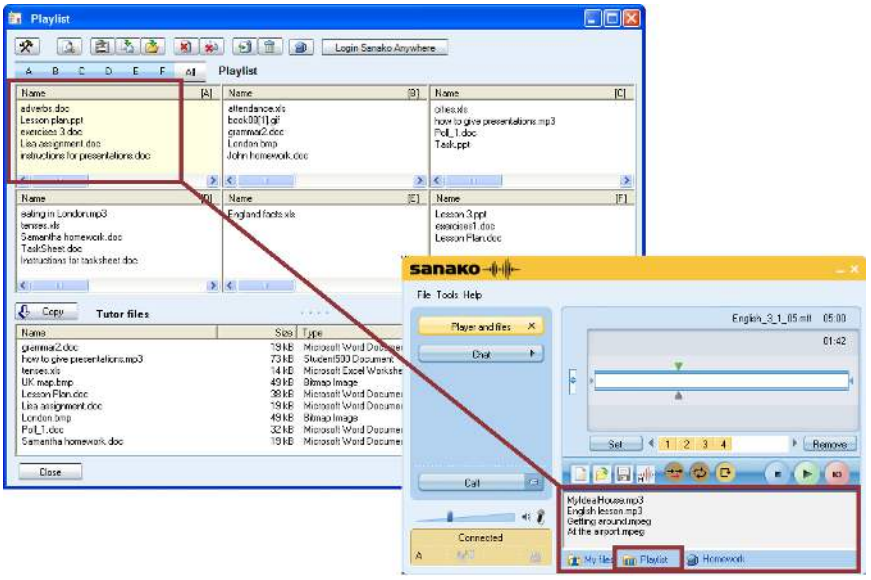

Click on the letters to select which session playlist is displayed. If All is selected then you can add and copy files to all playlists, and also launch files to all the sessions at once.

The **Tutor file area** is for storing files that you may use during your lesson.

Move up in the folder structure

Create a **new folder**

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

Change the **folder** for storing playlist files and **refresh** the file lists

Open the selected file on the tutor screen

Launch the selected files for students

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 collect finished work.

21. Text-to-Speech

The **Text-to-Speech** feature allows teachers and students to create high quality audio material from text. Any text that is added can be read by a text-to-speech voice and saved as an audio file.

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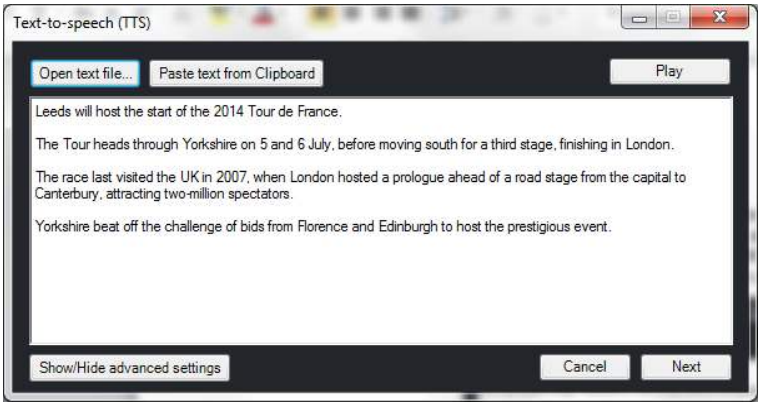
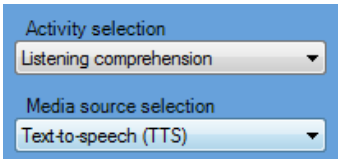
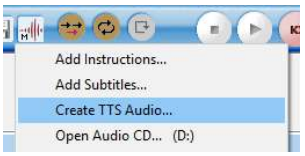


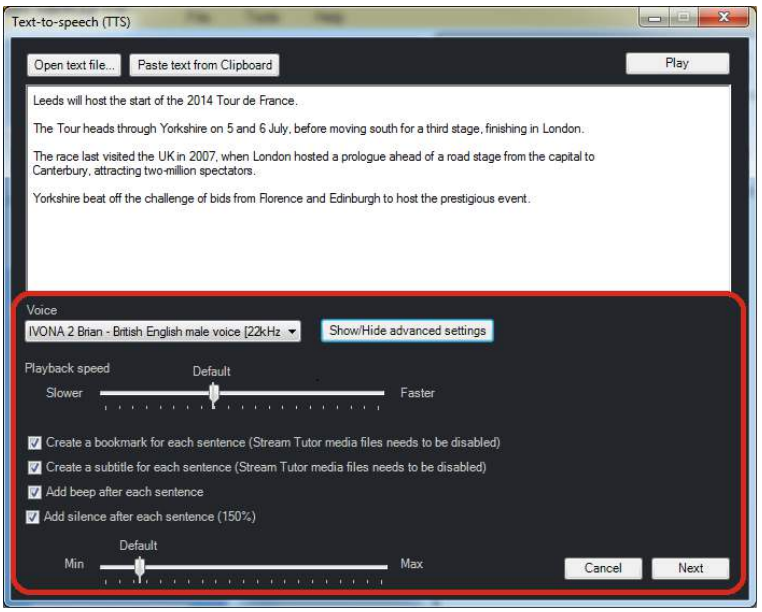
Text-to-speech is available in the **Tutor application as a media source** and in the **Student and Tutor player applications** as **Create TTS Audio** under Player **Mode**.





You can either **open a text file** (.txt) or **copy and paste** any text from any source and create an audio file for your students to work on independently

The **Advanced** settings allow you to select additional features for the created file.



Select the **playback voice** for the created audio file. Multiple voices and languages are available from your local Sanako representative.

Adjust the **playback speed**, slower speed may help students distinguish sounds.

Select whether to place a **bookmark at the beginning of each sentence** in the audio file. This may help students to navigate the material.

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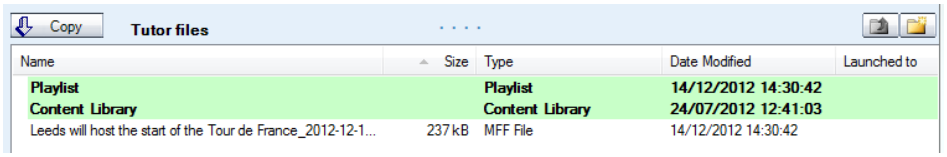
Select whether the text will be displayed as **subtitles** during playback to help comprehension.

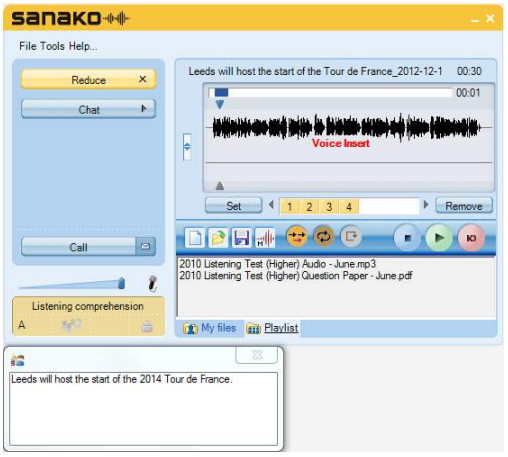
Select whether to add a **beep sound to mark the end of sentences**. These will make it clear for students when it is their turn to speak or when a sentence of has been completed.

Select whether to add a short automatic **silence to the end of sentences**. These will make the pauses between sentences more noticeable and will help students proceed through an exercise.

When the text and settings are ready, click **Next**. The audio file is added to the **Tutor playlist** or **Student or Tutor player file area**.

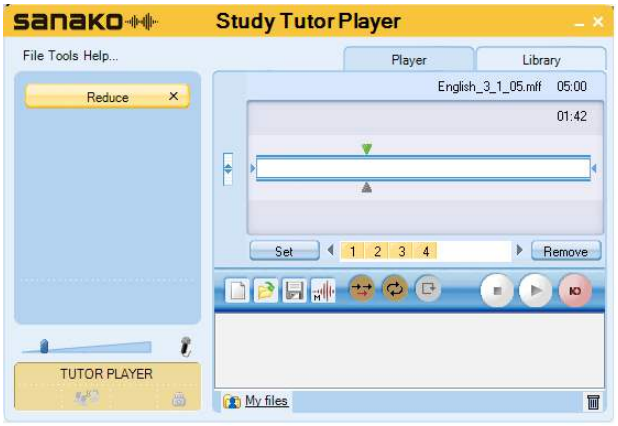


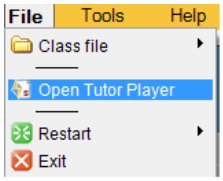
If you are using Text-to-speech as a media source, **Starting the Activity** launches the audio file for all student positions in the session.



22. Tutor player

Study 1200 includes media player applications for both the teacher and students. The Tutor player allows you to play and record media, as well as create and edit material with various authoring features. Unlike student players the Tutor player is independent of Study classroom controls.





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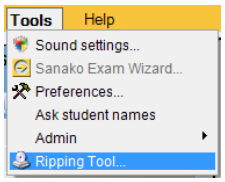
To open the Study Tutor player, select **Open Tutor Player** in the **File** menu.

23. Ripping Tool

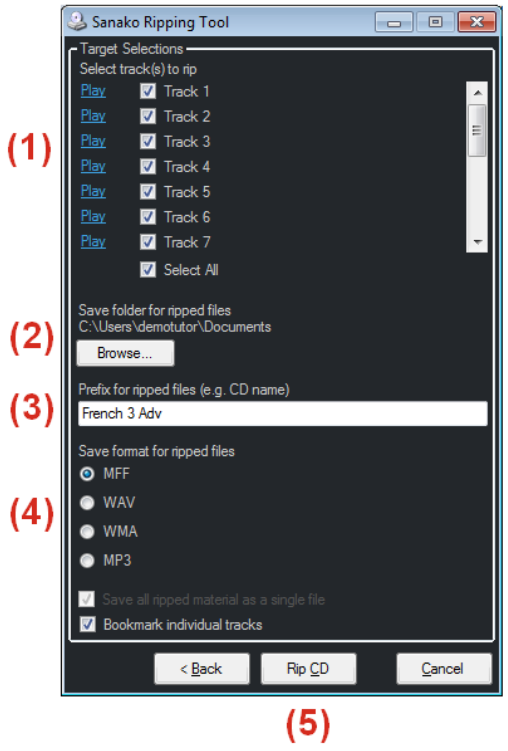
The Sanako Ripping Tool allows teachers to copy their favorite content as media files onto the Study playlist from a **CD**, an **Internet source**, or from an **external source**.



The Ripping Tool is available in both the **Tutor and Student player** in the **Tools** menu.

Ripping an audio CD

Select **Audio CD** as the source and then your **CD drive**.



1. Select **tracks** to copy
2. Select **folder** where the ripped files will be saved

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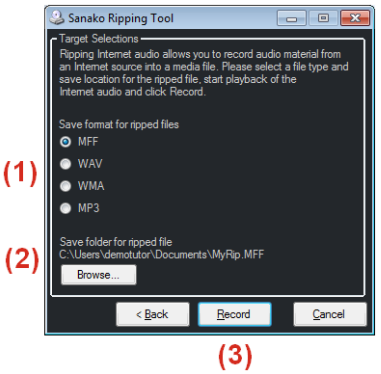
3. Enter **title** that will be added to the beginning of each file name, e.g. the CD title
4. Select **file format** for the ripped files and whether to save the copied audio material as a **single file** or each track as a **separate file**. You can also add a **bookmark** that marks the beginning of each track.
5. Click **Rip CD** to start copying

Ripping Internet audio

Select **Internet Audio** as the source.



1. Select **file format** for the ripped files
2. Select **folder** where the ripped files will be saved
3. Start playback of the audio source and click **Record** to start copying

Ripping an external source

Select **Line In** as the source.

1. Select **file format** for the ripped files
2. Select **folder** where the ripped files will be saved
3. Start playback of the audio source and click **Record** to start copying

24. Activities

General Procedure

Study 1200 has a selection of pre-set learning activities that form the basis for teaching in the system. The **Activity view** only displays the options that are relevant to the currently selected activity.

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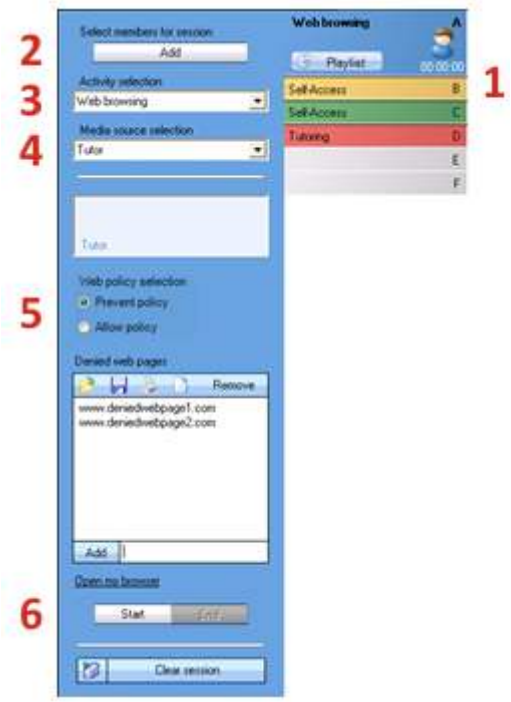
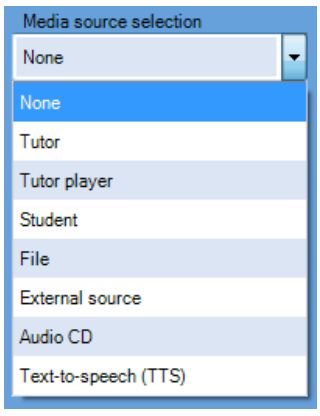


1. Select a **session**
2. **Add students** to a session
3. Select an **activity**
4. Select a **Media source**
5. Activity specific **selections**
6. **Start / End** activity

25. Media sources



The Media source is what the session hears during an activity.

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

None – The activity will be run without a media source

Tutor – Teacher can talk to the students during the activity

Tutor PC – Any audio that is currently playing on the teacher computer, in a media player or even from an Internet source

Tutor player – Media player application on the teacher computer. Default application is set in the Study 1200 Preferences.

Student – Selected student can talk to the others during the activity. After selecting Student as media source, click on a student icon to set the source student.

File – Any media file on the teacher computer or in a shared location

External source – Any source, such as a cassette recorder or a VCR, that is plugged into the tutor computer soundcard's Line In

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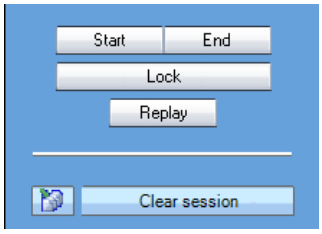
Audio CD – Audio CD in the tutor computer's CD-ROM drive. You can control the CD with the control buttons that appear under Media source.

Text-to-Speech (TTS) – Copy and paste any text from any source and turn it into an audio file with a text-to-speech voice.

26. Activity controls



Start / Pause – Starts and pauses the selected activity and the Media source

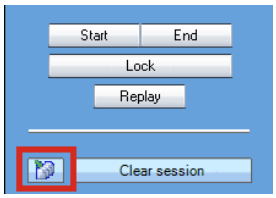
End – Ends the activity. The media source is stopped and student players are set to free. If the media source was a file, the file will remain available in the student players.

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

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

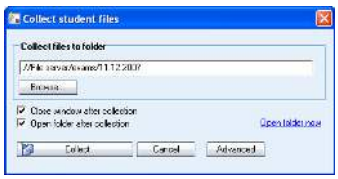
Clear session – Clears all the settings and switches back to Self-Access.

27. Collecting student recordings

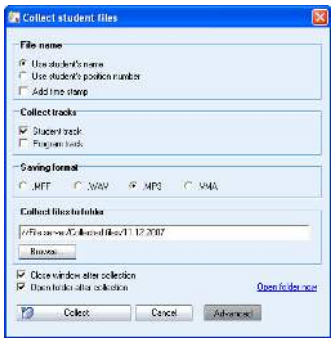


You can collect anything that the students have recorded on their players as audio files at any time by clicking the collect student recordings button.

This opens a file collection window. The recordings will be collected into the displayed folder. To change the folder, click on the **Browse...** button. To collect the student recordings, click **Collect**.



In activities where the student tracks are recorded by default, the file collection window will automatically pop-up when you end the activity.



Advanced File Collection Options

Click **Advanced** to access additional settings for file collection.

File name – 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.

Collect tracks – Select whether to collect student recordings, the program material or both.

Saving format – Select a file format for the collected files

Collect files to folder – The files will be collected into the displayed folder. To change the folder, click on the Browse button.

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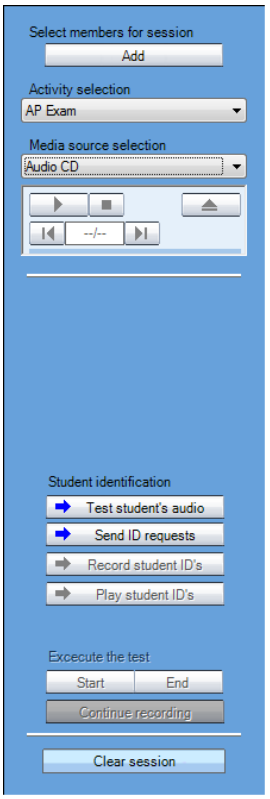
28. Self-access

In the Self-access activity, students have free access to use their workstations and the Study 1200 Student application. If no other activity is selected, the students are always in Self-Access. You can still use all the Study 1200 functions to communicate with and control the students if needed.

29. AP® Exam

The AP® Exam is an exam type that is used in the high-school level by the Advanced Placement Program in the United States. With Study 1200 you can accomplish externally-certified AP® oral exams.

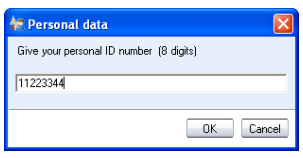


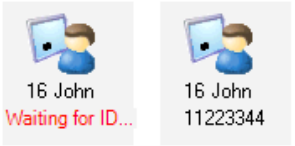
Student identification

Testing student audio

Click **Test student's audio**. Students can now play an audio sample and check that everything is working correctly. When all students are ready, click the button again to end testing.

Requesting student IDs





Before initiating the actual test, students need to enter their personal ID number. Click **Send ID requests**. Students can now enter their ID number in a dialog that appears on their screens.

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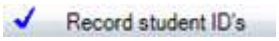
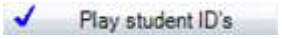
Student IDs appear on the teacher class view under each student icon.

Recording student IDs



To record student IDs click **Record student IDs**. Students are now automatically recorded as they say their student IDs. When students are finished, click **End recording**.

Playing student IDs



To make sure that all IDs have been correctly recorded, click **Play student IDs**. This plays back the student ID recordings. To end playback, click the button again.

Executing the exam

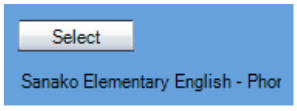
To initiate the exam, click **Start**. The media source is played to the students, and the students are automatically recorded. The students hear all further instructions and the exam questions from the exam source and proceed as instructed.

To end the exam, click **End**. The student recording collection window opens automatically and you can collect the student tracks for later evaluation.

30. Content Exercise

The Content exercise activity is used together with either ready-made or custom **content provided by Sanako**. Sanako is able to offer readily available learning content, as well as provide a service for the creation of custom content to fit local curriculum.

The activity allows you to open content files directly to student players. The files can include text and multimedia content and text and audio based exercises. All functions for completing the exercises are available in an exercise window and the student player. Text-based tasks can be automatically graded.



To launch a content file to students, click **Select** and then browse for the file.

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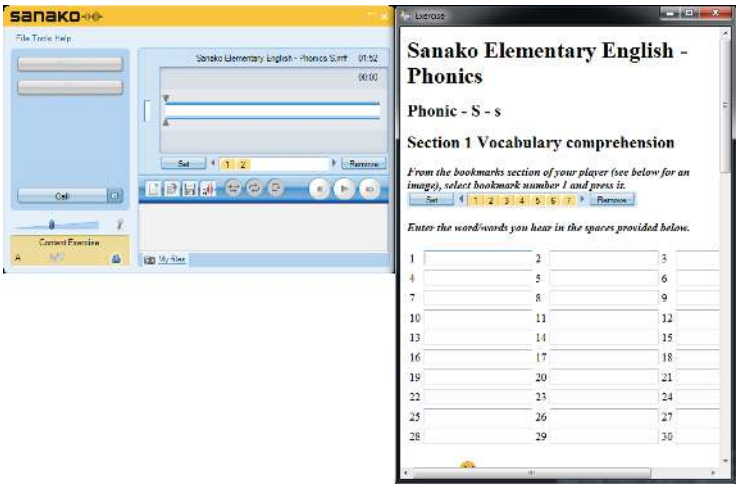
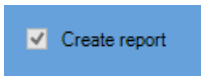
Students see a preview of the launched exercise.

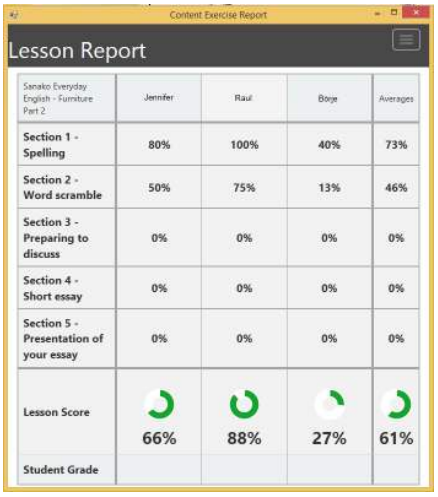


After the file has been selected, click **Start**. Students are now able to access audio functions and can complete any exercises within the material.



Check **Create Report** to create an automatic report of all student scores that can be edited, saved and printed out. Report creation requires that you also **Collect** student tracks after the activity.

The report window will open after the collection has been completed.



31. Discussion

In the Discussion activity students practice conversational skills in pairs and small groups.

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

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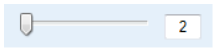
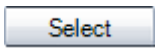


To set up smaller groups, select **Fixed group size** and then use the slider to select a group size (from two to all students).

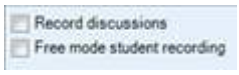
How to form the discussion groups.

Fixed – Create groups in order according to student numbers

Random – Create groups randomly

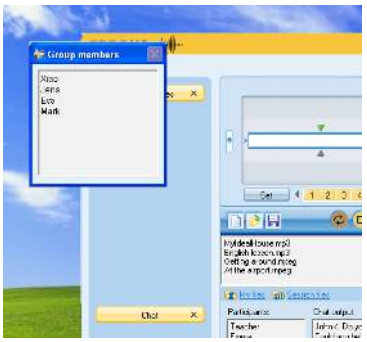


Select – Create groups manually, by clicking on the students that you want to form a group



Under Activity 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 activity student players are locked except for volume, teacher call and bookmarks.

32. Listening Comprehension

In the Listening Comprehension activity, the students listen to the selected media source and you can give them different exercises related to the audio material.

During the activity student players are locked except for volume, teacher call and bookmarks. You can select whether you want the media source to be recorded to the student players for later use.

You can also let the students work with the media source independently by clicking on **Free** to free their recorder controls.

33. Model Imitation

In Model Imitation students listen to the media source and then repeat after it. Students are automatically recorded onto the student track. Model Imitation allows you to perform exercises where the students repeat words or sentences and answer questions.

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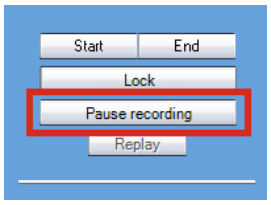
If you use a **media file** as the audio source the file should have ready-made gaps in it for whenever it is the students' turn to speak. No gaps are needed with the **Audio C**D and **Tutor Player** audio sources as they can be paused during playback from their own controls, or with the **Tutor** audio source as the teacher can simply be silent when students are recording.



If the audio source has longer passages for listening, you can pause the student recordings so that the student recordings do not contain long empty sections.

At the end of the activity you can click on **Free** to free the student Player controls and let the students go over their own work.

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

34. Reading Practice

In Reading Practice the students read aloud onto the student track after which you can let the students go over their work independently.

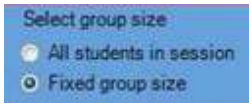
In the **Documents to launch** field, you can select documents (for example, the text to be read or pronunciation instructions) that will be opened for the students when the activity is started.

The students are automatically recorded onto the student track during Reading Practice. At the end of the activity you can click on **Free** to free the student Player controls and let the students listen to their own work.

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

35. Round table discussion

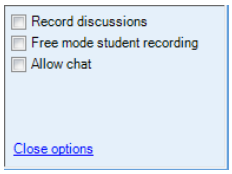
Round table discussion is an activity that simulates a meeting environment. It allows you to set up small student groups with a designated chairman, who leads the discussion. The chairman gets to assign turns during the discussion by passing a microphone around the group. The student who has been given the microphone is then able to address the group.



To set all the students in the same group, select **All students in session**. To set up smaller groups, select **Fixed group size**.

Define the group size with the slider and then define the groups according to student numbers, at random, or manually.

Before starting the round-table discussion, assign a chairman to each group. Each group can only have one chairman. To select chairmen manually, click **Select** and then the students who will act as chairmen for their groups. After the selection, click **Done**. To assign chairmen randomly, click the **microphone icon**.



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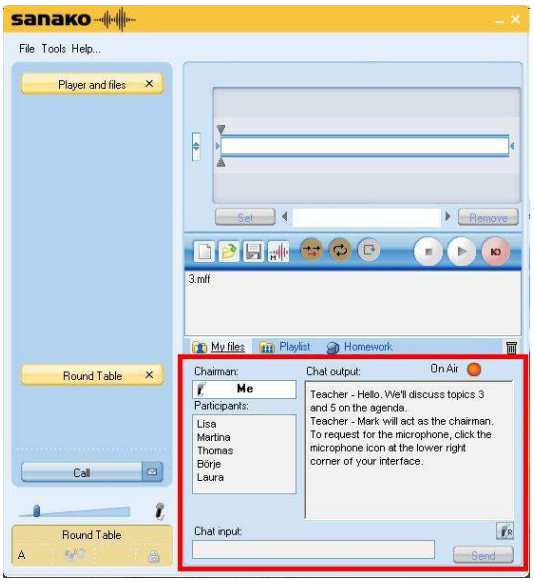
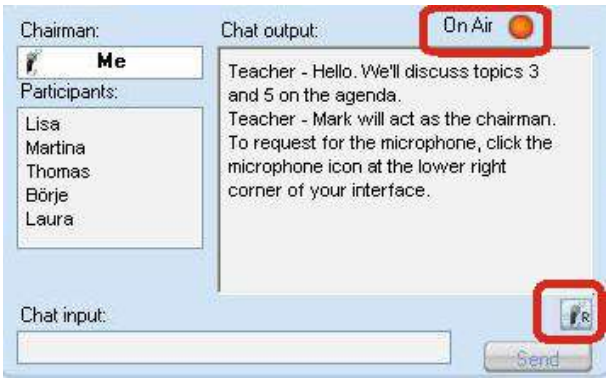
You can also select if you want to record the student discussions, allow students to record themselves when their recorders are not locked, or allow students to use the text chat.

Click **Start** to begin the round-table discussion for the students. A window appears on the student players where they see a listing of all the participants.



The selected chairperson will have an On Air icon to indicate that their microphone is live and heard by the others in the discussion group. Each student can request to speak by clicking the Request Microphone icon.



Requests are shown on the Chairperson's participant list. The Chairperson can click on any student to give them a speaking turn, regardless of the requests. Both the Chairperson and the student will have live microphones.

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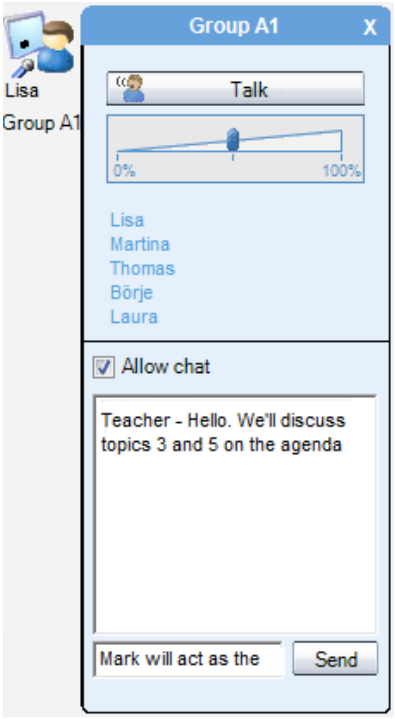
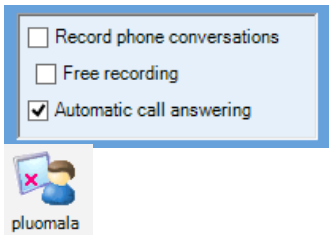
The Chairperson can end a student's speaking turn by clicking again on the student's name.

The teacher can monitor or participate in the discussion by clicking any one student. This will open a window with a listing of all the participants. By clicking on Talk the teacher can talk to all the participants (becoming a co-chairperson). By allowing chat the teacher can type a message to all the participants.



36. Telephone



The Telephone activity allows students to make "telephone calls" within their group by selecting who to call from a list on their Student application.

Record phone conversations – Record all phone conversations automatically.

Free recording – Students are able to start and stop the recording for their phone conversations by clicking **Record**. When you collect student recordings at the end of the activity, a red "**X**" indicates students that have not recorded anything.

Automatic call answering – Telephone calls are automatically connected unless the student is already in a telephone conversation with someone else. Otherwise, students click on icons on their interface to answer and end a call.

When the Telephone activity is started student applications will display a list of all students in the group and **call/answer** and **end call** buttons.

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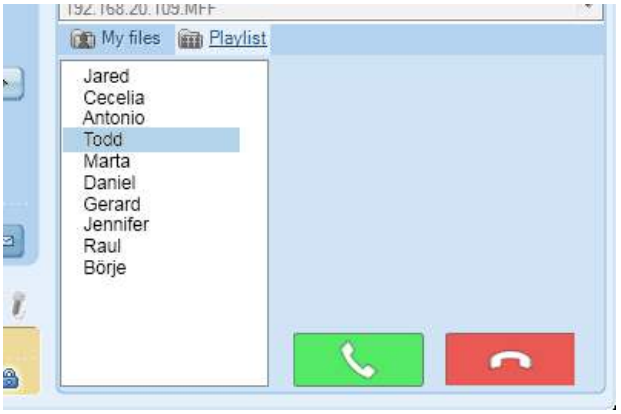


To make a telephone call, select a student and click .

To end the call click .

37. TEM 4 oral test

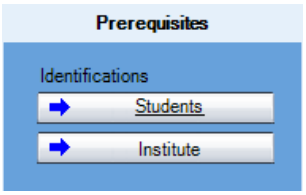
TEM is short for Test for English Majors and it is a standardized oral test used in China to test students' proficiency in English.

The TEM 4 activity consists of three parts:

- Listening to and then retelling a story
- Giving an impromptu speech on the basis of written material
- Reading a dialogue.

Each part needs to be completed before you can move on to the next. During the test, students do not need to click anything. Recording is initiated by the teacher.

Identification



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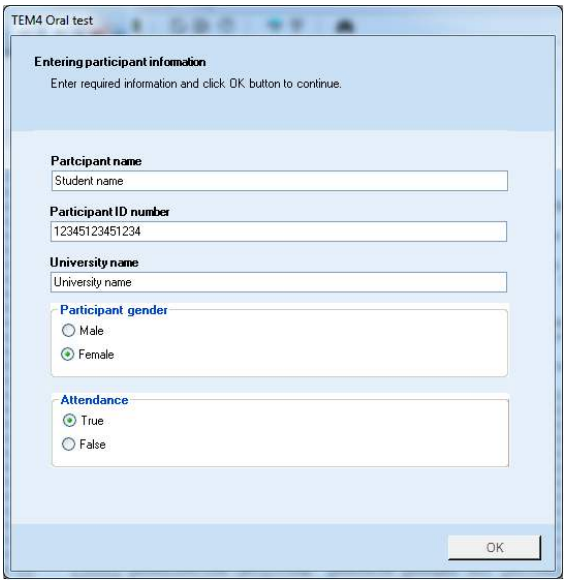
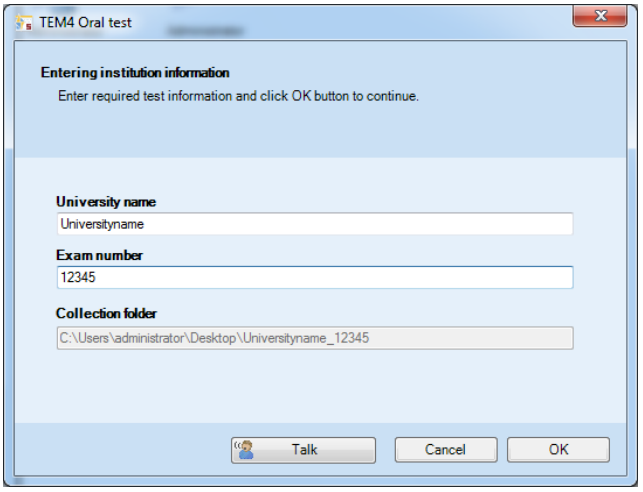
1. Click **Students**. Each student enters their personal information

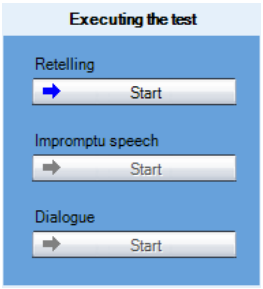


2. Click **Institute**. Enter the name of your institution and an exam number. These will be used to organize the student recordings.



3. To give additional instructions to students before the exam, click **Talk**. When ready, click **OK**.
4. Check marks indicate when the identification has been done
5. Select the **Media source** that students will hear during the **Retelling** task.

Retelling story



6. Click **Start** under **Retelling**.

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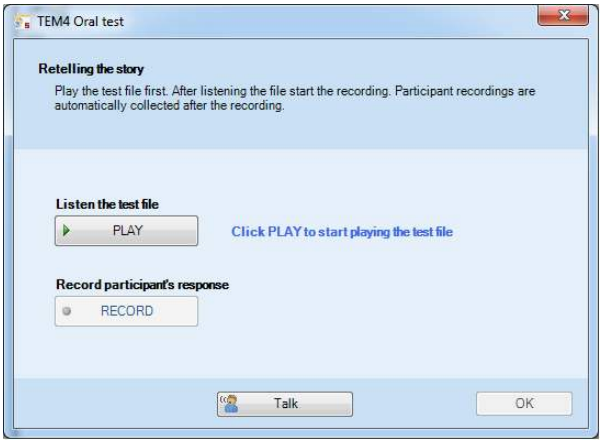
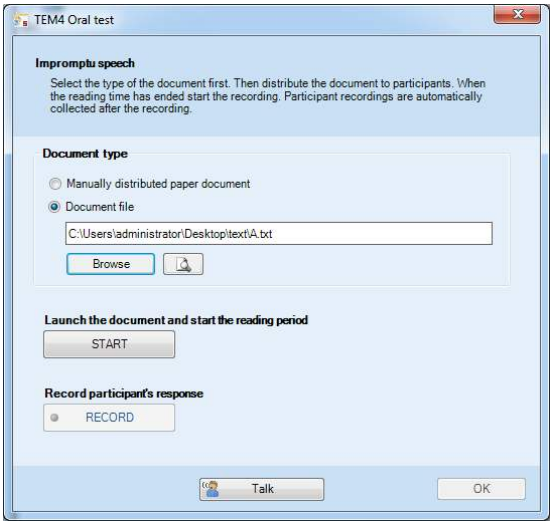
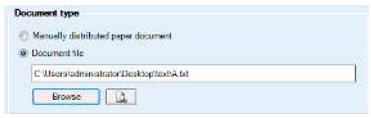


7. Click **Play** to start and pause the model story
8. Click **Record** to start and stop student recording
9. Click **OK** when the storytelling task has been finished. The student recordings are automatically saved. Wait until the collection has finished.

Impromptu speech

10. Click **Start** under **Impromptu speech**.





11. Select **Document file** and then **Browse** to select the text file that students will read as material for their speech.
    If you hand out the text to students on paper, select **Manually distributed paper document**
12. Click **Start** to start the pre-set reading period. If you selected a text file as the material, the file is launched automatically onto student screens.
13. Click **Record** to start recording the students. Students will now have a pre-set amount of time to record their speech.
14. Click **OK** when the speech task has been finished. Study will now automatically save the student recordings. Wait until the collection has

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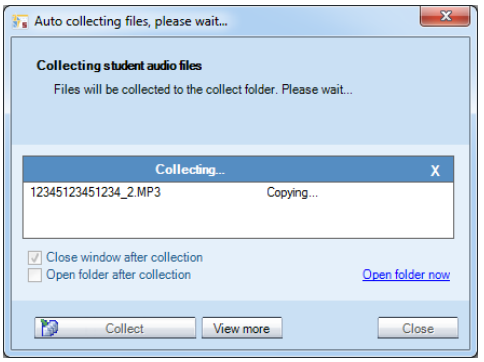
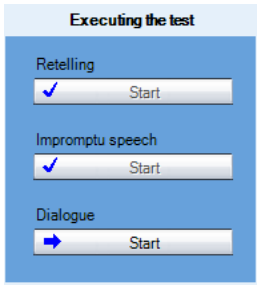
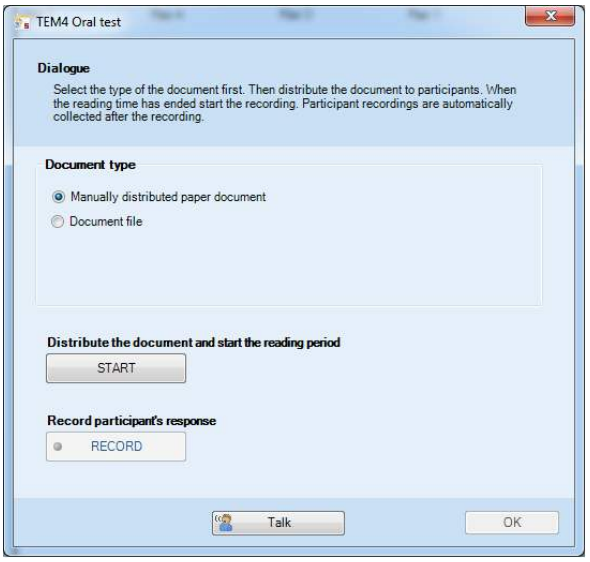
finished.



Dialogue



15. Click **Start** under **Dialogue**. Random student pairs are formed automatically for the dialogue task. The student pairs are indicated on the classroom view.



16. Select **Document file** and then **Browse** to select the script file for the dialogue
    If you hand out the dialogue to students on paper, select **Manually distributed paper document**.
17. Click **Start** to start the pre-set reading period. If you selected a text file as the material, the file is launched automatically onto student screens.
18. Click **Record** to start recording the students. Students will now have a pre-set amount of time to record the dialogue.
19. Click **OK** when the speech task has been finished. Study will now automatically save the student recordings. Wait until the collection has

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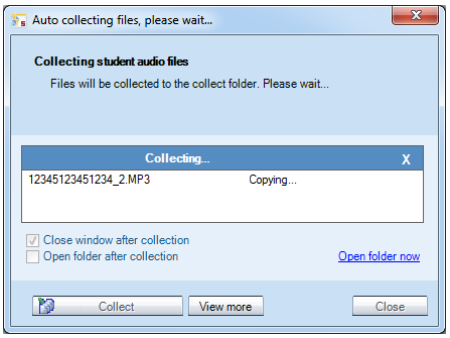
finished.



38. TEM 8 oral test

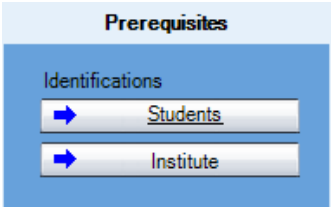
TEM is short for Test for English Majors and it is a standardized oral test used in China to test students' proficiency in English.

The TEM 8 activity consists of three parts

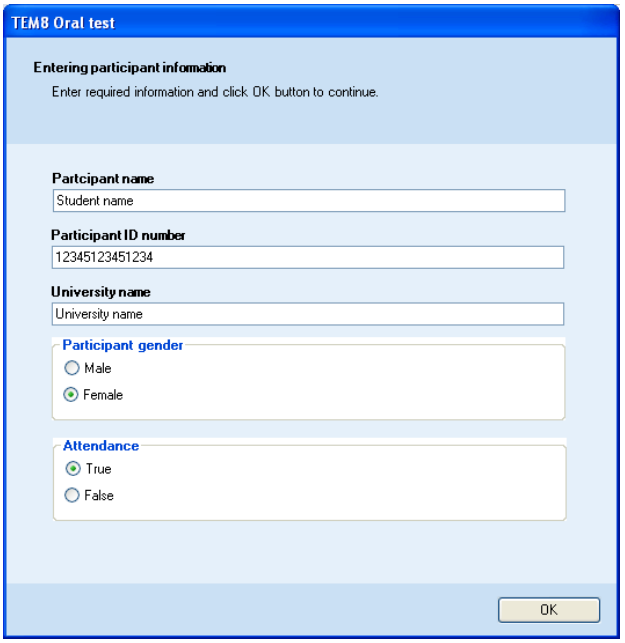
- English to Chinese interpretation
- Chinese to English interpretation
- Oral presentation on a given topic

Each part needs to be completed before you can move on to the next. During the test, students do not need to click anything. Recording is initiated by the teacher.

Identification



1. Click **Students**. Each student enters their personal information



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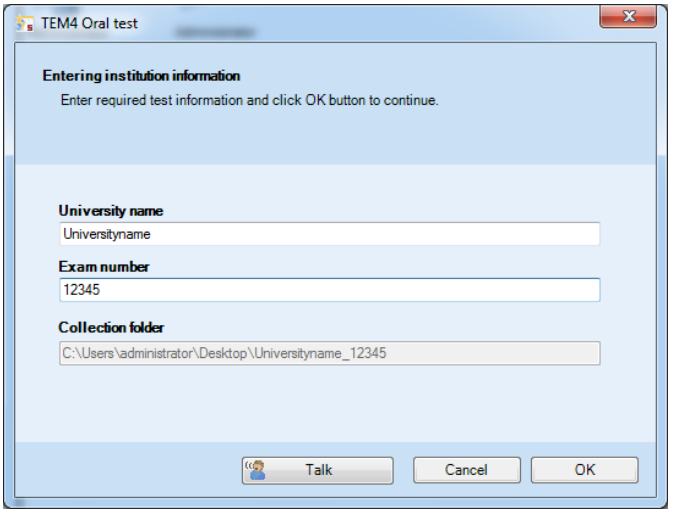
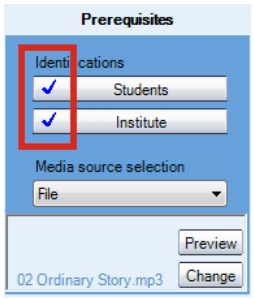
2. Click **Institute**. Enter the name of your institution and an exam number. These will be used to organize the student recordings.

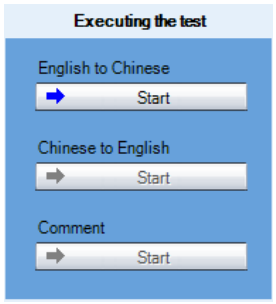


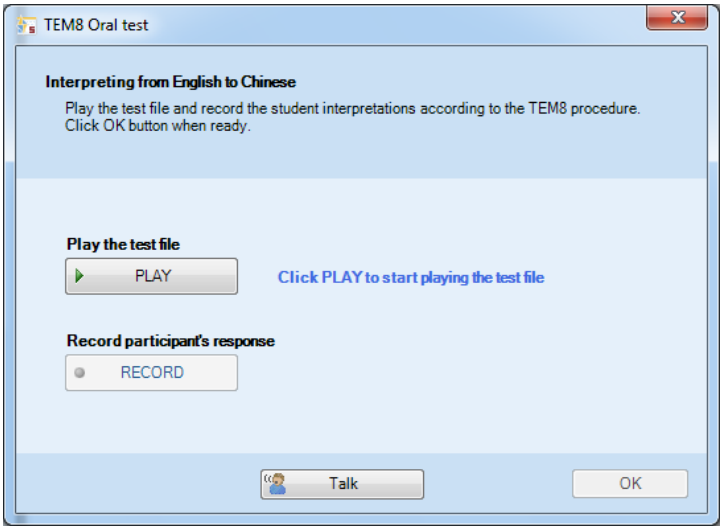


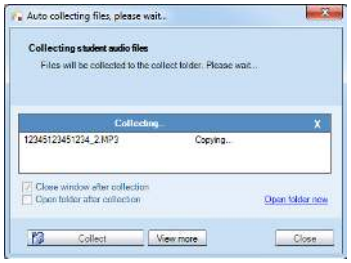
3. To give additional instructions to students before the exam, click **Talk**. When ready, click **OK**.
4. Check marks on the Students and Institute buttons will indicate when the identification has been done
5. Select the **Media source** that students will hear during the test

English to Chinese interpretation

6. Click **Start** under **English to Chinese**.

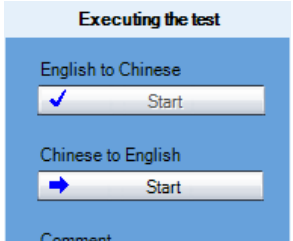






7. Click **Play** to start and pause the test audio
8. Click **Record** to start and stop student recording
9. Click **OK** when the interpretation task has been finished. The student recordings are automatically saved. Wait until the collection has finished.

Chinese to English interpretation



10. Click **Start** under **Chinese to English**

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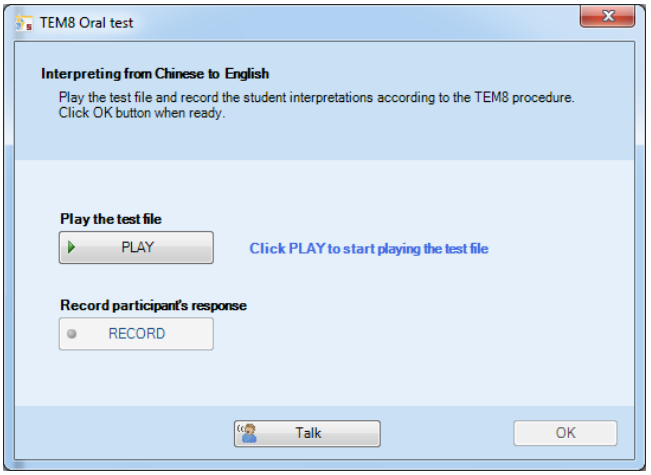
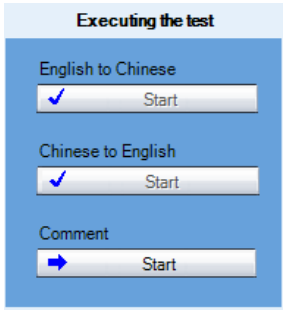
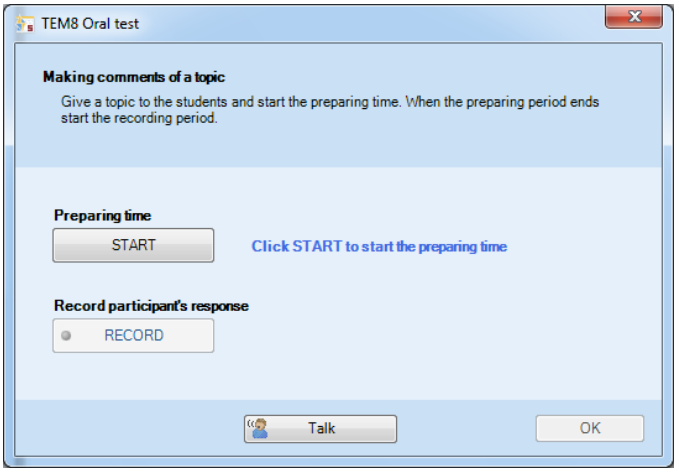
11. The procedure for this interpretation task is the same as for the previous one.



Oral presentation

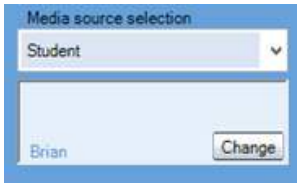


12. Click **Start** under **Comment**.



13. Click **Start** to start the pre-set preparing time. Students will now have four minutes to prepare their speech.
14. Click **Record** to start recording the students. Students now have three minutes to give their oral presentation.
15. Click **OK** when the task has been finished. Study will now automatically save the student recordings. Wait until the collection has finished.

39. Tutoring



In Tutoring, the teacher or student selected as Media source can talk to the others while their screen is shared to the session. This allows the teacher or a selected student to give a presentation or instruct the others by showing material from their own screen.

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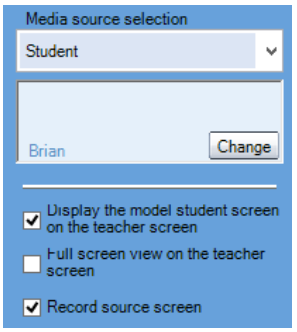
If Tutor is selected as media source the Study 1200 Tutor application is minimized to the taskbar and an On The Air indication panel appears in the lower-right corner of the tutor screen.

Note: In **Tutoring** the **Stop Transfer** button will not end the screen transfer. Instead, you need to end the activity to stop sharing the teacher screen.

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



The screen and audio of the presenter, whether teacher or student, can be recorded during the activity by selecting **Record source screen**.

40. Video Pairing

Video Pairing allows you to set up groups of students for a video chat using the students' Webcam images. The activity enables a variety of different exercises based on real-life interaction from simple everyday discussions to role-playing exercises and even sign-language discussions.

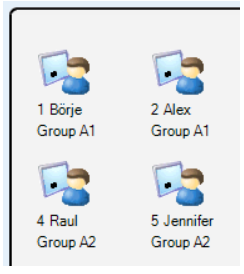
There are three ways to select the student pairs.

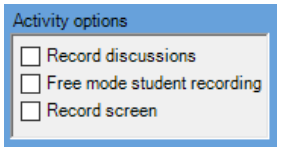
Fixed – Create pairs in order according to student numbers

Random – Create pairs/groups randomly

Select – Create pairs/groups manually, by clicking on the students that you want to form a group.

Groups are shown in the classroom view





Under Activity options, you can also select if you want to **record the student discussions**, **allow students to record themselves**, or **record the students' Webcam video**.

When the activity is started students see Webcam images of themselves and their group and can begin the discussion.

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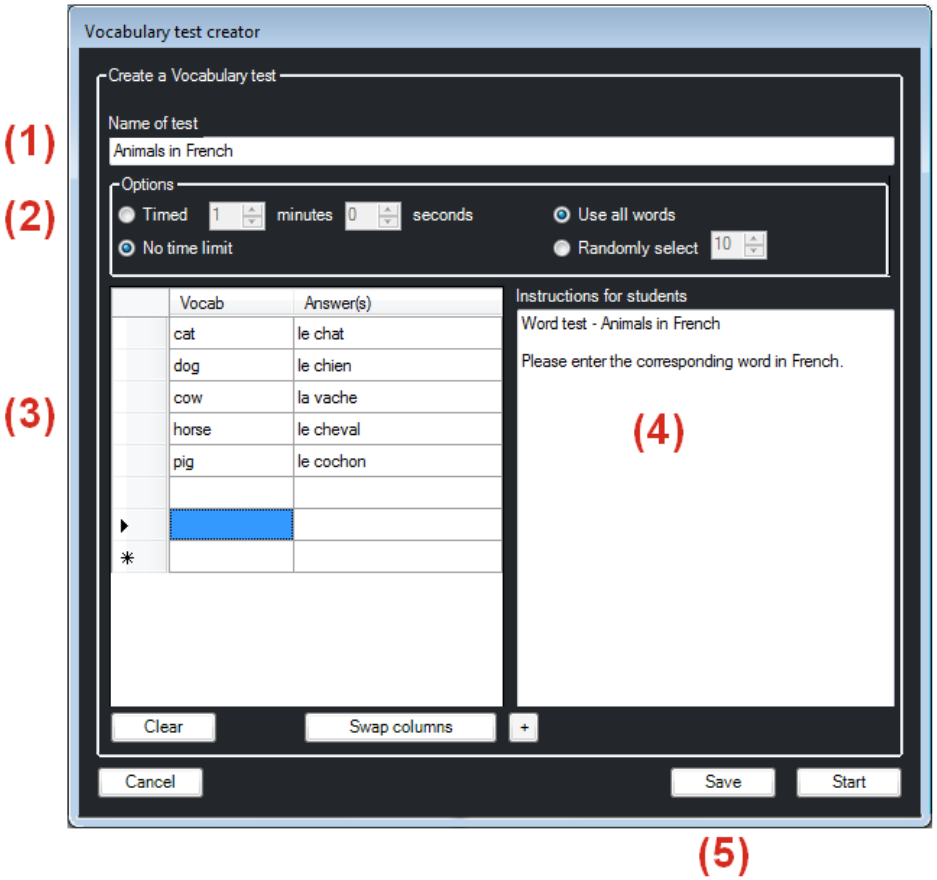
41. Vocabulary test

In the Vocabulary test 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.

How to create a Vocabulary Test?

Click **New** to open a window where you can create a Vocabulary test.



1. Enter a **name** for the test
2. Select whether the test is **timed** and whether to test **all the listed words**
3. Enter the words to be tested under **Vocab** and correct answers under **Answer(s)**. In case of multiple answers, separate each word with a comma.

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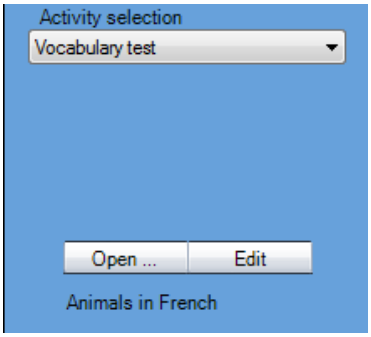
To alternate the Vocab and Answer columns, click **Swap columns**. This allows you to create tests with the same words for two languages.

4. Enter **instructions** for the students. These will be displayed when the test is launched.
5. Click **Save** to save the test for later use.

How to run a Vocabulary Test?

Click **Open** to launch a ready test for students or **New** to create the test before launching.

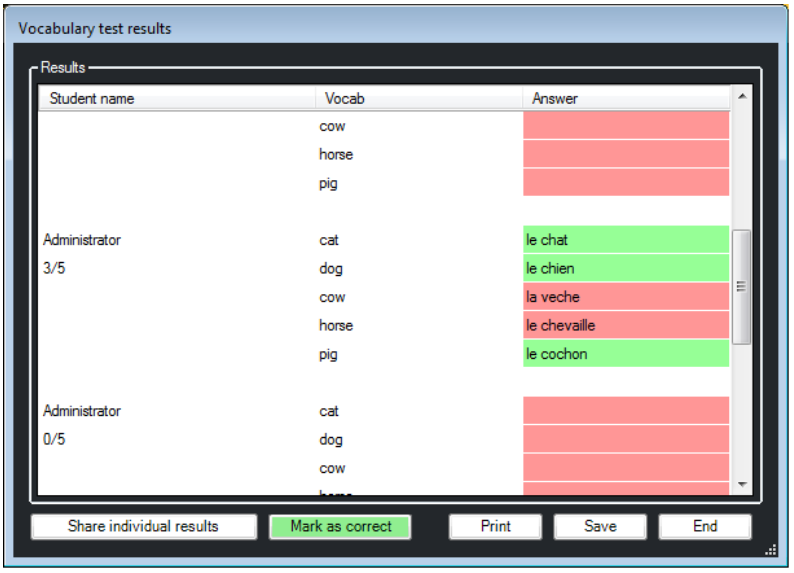


Click **Start** to launch the test to students. A test window will now open on student computers and they can begin completing the test.

The test will be automatically ended when the set time limit is over. If no time limit has been set, click **End test** to finish.

A list of student results is displayed for the teacher.

- Let each student see their own score and the correct answers by clicking **Share individual results**
- Change an answer to correct with **Mark as correct** in case of typos
- **Print** or **Save** to store the results for later review
- Click **End** to exit the result window.



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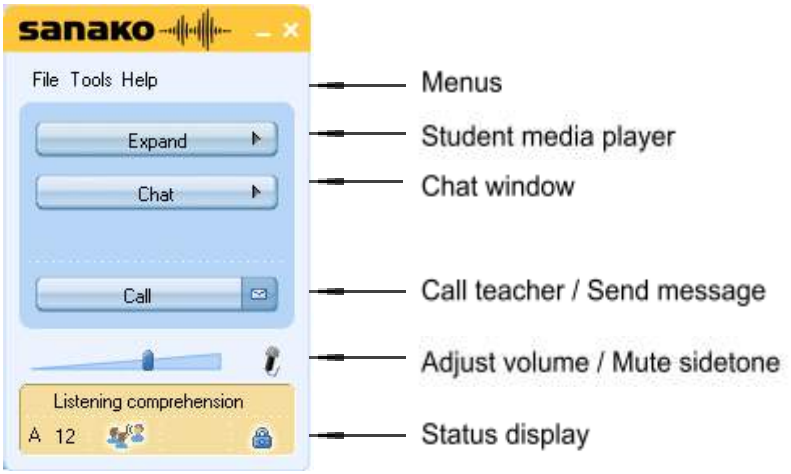
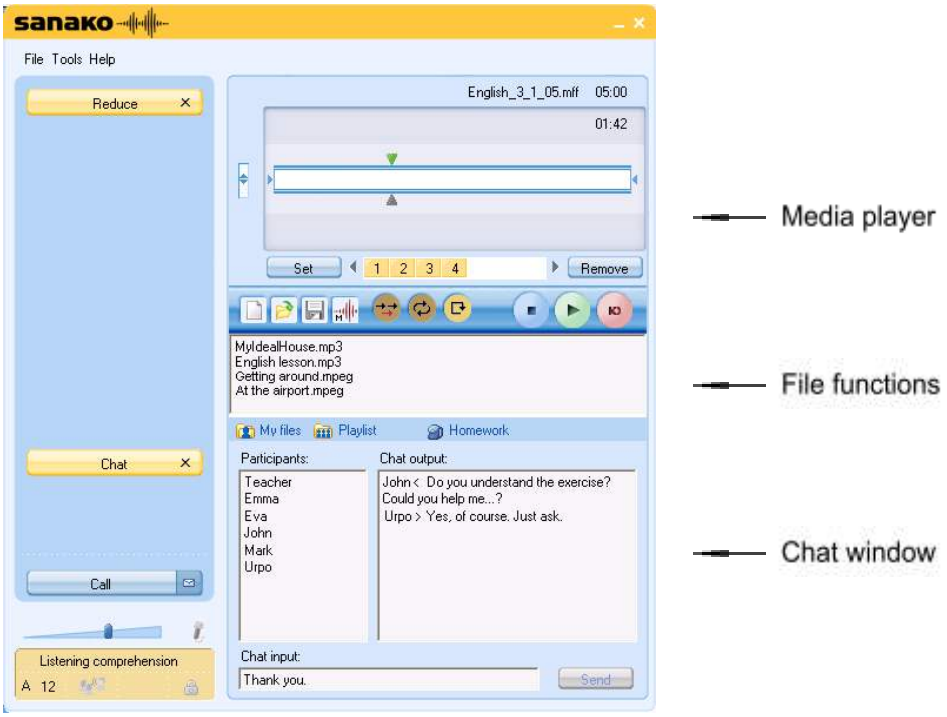
42. Study 1200 Student application

Components of the Study 1200 Student application



Sanako Study 1200 Student interface

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



Sanako Study 1200 Student interface with the Media Player and Chat windows

Menus

File Tools Help

The three menus of Study 1200 Student give you access to file functions, settings and preferences, and to online help.

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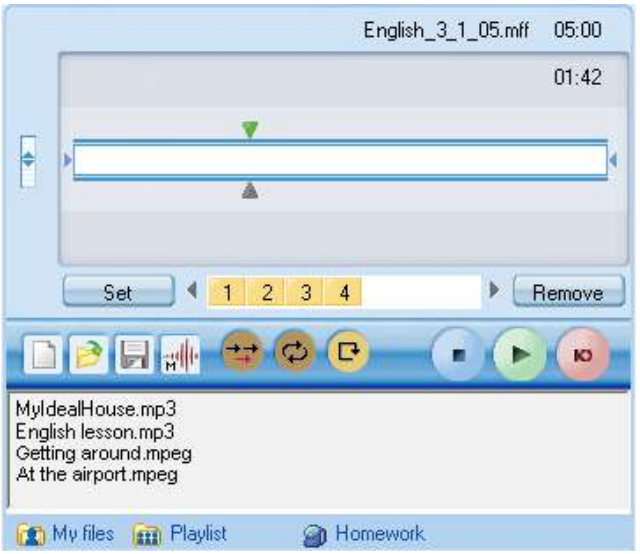
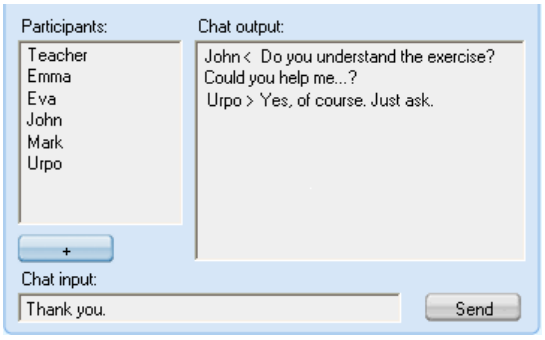
Media player

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



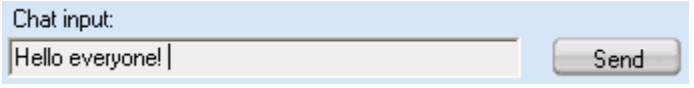
Chat

The **Chat** function can be enabled or disabled by the teacher. The Chat window displays the chat discussion of the session and a list of the chat participants.



To send a chat message

1. Type in your chat message in the **Chat input** field



2. Click **Send**.

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, click the **Call** button. 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, click the **Message** icon.

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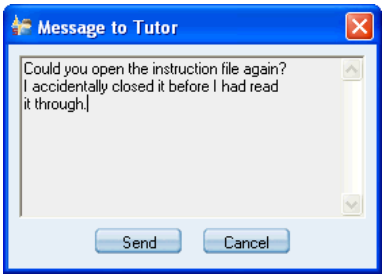

Type in your message and click **Send**. The message will be displayed on the teacher screen.

Volume adjustment

To adjust your speaker **volume**, move the slider.

To switch **sidetone** on/off, click on the microphone icon. When sidetone is on you can hear your own voice through the headset 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**. 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 1200, to view video tutorials and to view version information on your Study 1200 Student application

43. Media player

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Playback and recording functions

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

File functions

Clear the Player

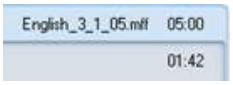
Open new file

Save file

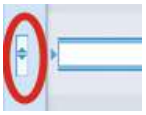
Edit the current material and change Player **mode**

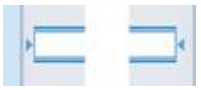
Display your **personal files**, **session playlist**, or assigned **homework files**

Track display



The open **file**, its total **length**, and the **time** played from the file

 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.

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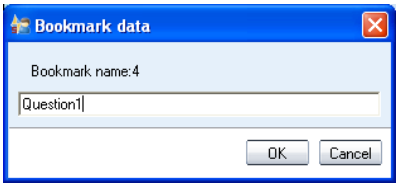
Bookmarks

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 bookmarks, click **Remove** and then the appropriate bookmark.

To name a bookmark, right-click the bookmark and enter a name or description. The text is then displayed as a tooltip when you move the mouse pointer over the bookmark



44. Voice Insert

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.

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 **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.

45. Player Mode

Click **Mode** to access advanced playback and editing features.

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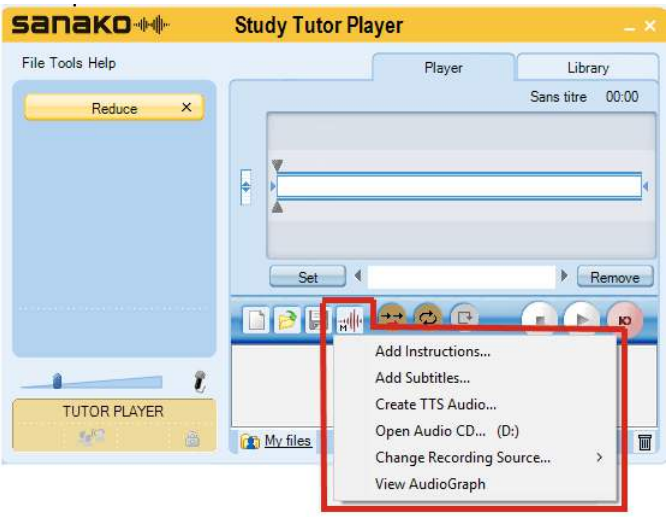
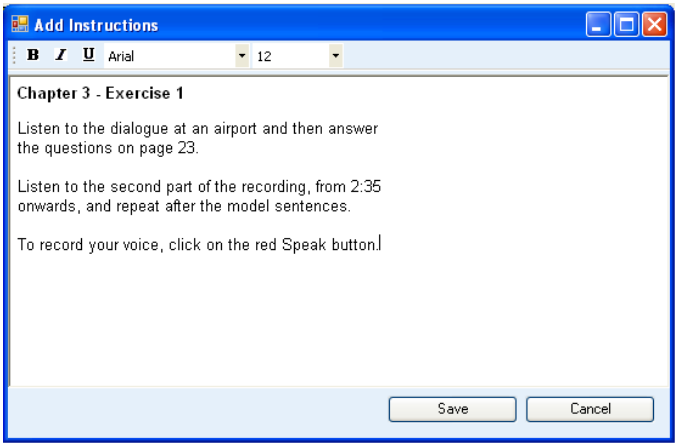


Add Instructions

You can add text instructions to media files. When a student opens the file the instructions are displayed and students have to read them through before proceeding with the media file.

Instructions are useful for making sure that students know how to work with the material at hand and are particularly effective with self-study files where students explore the learning material on their own.

To add instructions open a file in the Study Player, click **Mode** and select **Instructions**. Type in the **instruction text** and click **Save**. The text will be displayed whenever the file is opened.



Add Subtitles

The **Subtitles** feature can be used to type a transcript of or to attach images to audio material, to create subtitles for videos, or to annotate the content of a program file. It is possible to synchronize both text and images with the same media file.

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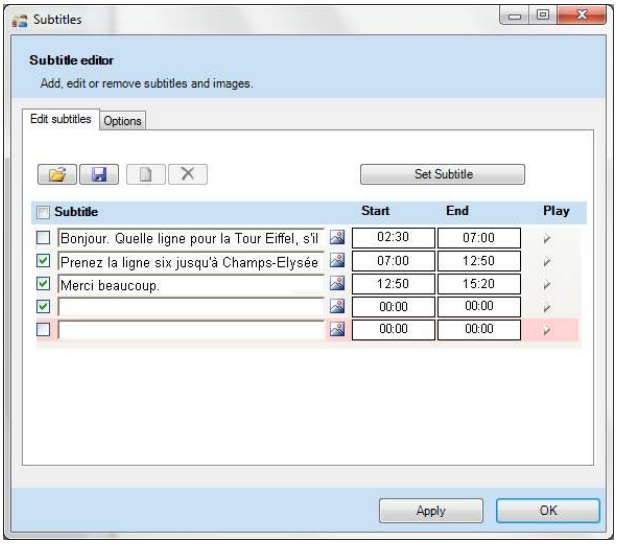
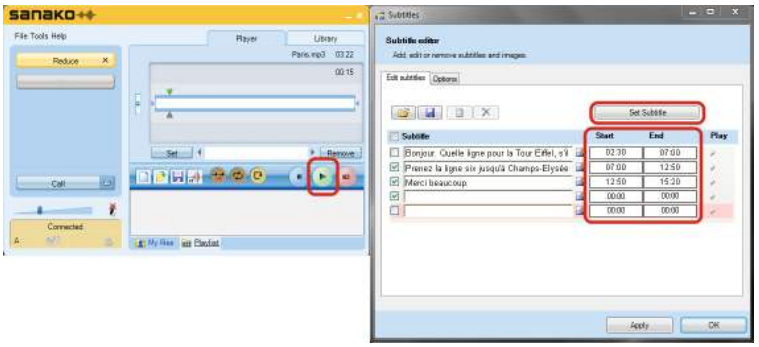


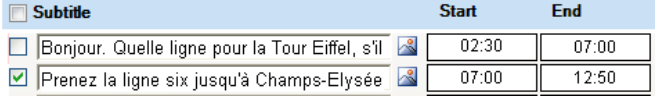
You can **save** the current subtitles as a subtitle file (.srt) and import the subtitles from a subtitle file or text document in .txt or .rtf format

To add subtitles open a file in the Study Player, click **Mode** and select **Subtitles**. This opens a window where you can edit subtitle texts, images and display times.

The simplest way to add subtitles to a media file is to start playing the file and then click **Set Subtitle** whenever a new subtitle should be displayed. This automatically fills in start and end times for each subtitle.



1. Click **Play** to start playing a media file
2. Click **Set Subtitle** before the first sentence
3. Click **Set Subtitle** again after each sentence or audio part
4. Enter **texts** for each subtitle



5. If you want to display an **image** during any of the subtitles, click the image icon and select the image file to be shown

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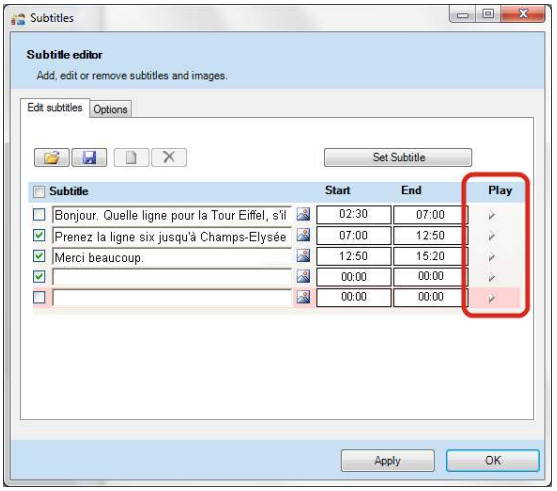
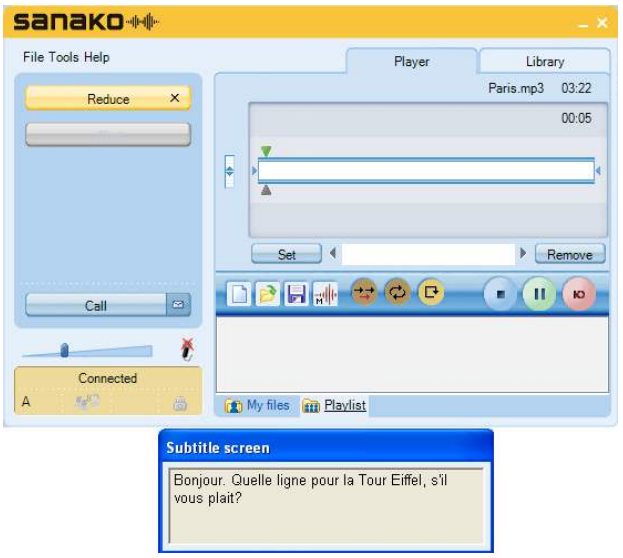
6. **Test subtitles** by clicking the **Play** button on the right-hand side of each line. Adjust the Start and End times manually if needed.



7. Finally, click **Apply** to save the subtitles onto the currently open file.

During playback the subtitles are displayed below the Student Player.



In the **Options** tab of the Subtitles window you can select the following

- **Font and font size f**or the subtitle texts
- **Characters that start new subtitle lines** when importing subtitles from a text file. By default these are “.” “,” “:” “;” and “%0A (paragraph change)”

Create TTS Audio

This allows you to turn texts into audio files with the help of a text-to-speech voice. The Text-to-speech feature is explained earlier in section *22 Text-to-speech* in this guide.

Open Audio CD

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

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Change recording source

Select the source that will be recorded when you click the **Record** button. You can record audio from a CD, an Internet source or an external source connected to the Line In connector of your computer.

View AudioGraph

The **AudioGraph** view displays visual representations of both the program and student tracks. This allows students to view and compare the pattern of their recorded output with the program source.

To activate the AudioGraph view click **Mode** and select **AudioGraph**.

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