SANAKO Lab 90 v. 1.0

USER GUIDE

This document covers SANAKO Lab 90 version 1.0.

Document date 4 August, 2005

Product Code: 1871100-5216

CONTENTS

sanako

ABOUT THIS GUIDE

TO FIND THE RIGHT INFORMATION

This is the user's guide of the SANAKO Lab 90 language learning system. This guide describes the functionality and use of the two main components of SANAKO Lab 90: the teacher and student user interfaces. For instructions on how to install and configure the system, see the Lab 90 Setup section in the end of this guide.

The first part of this guide gives you a general overview of the SANAKO Lab 90 language instruction center and its components.

The Getting Started section describes the basic functionality of the teacher's Graphical User Interface (GUI).

In the latter part of this guide, you will learn how to facilitate your work and increase the possibilities to both teach and learn by using the different SANAKO Lab 90 features. The Activity Procedures section explains all the different SANAKO Lab 90 activities in detail.

Note that this User's Guide is also available as an online version.

TYPOGRAPHIC CONVENTIONS

The following conventions are used in this guide:

Bold	Names of buttons, menu items, check boxes, fields, etc.
Italics	Signs and highlighted texts on the class view.
➡	Cross-reference

OVERVIEW

WHAT IS SANAKO LAB 90?

The enhanced language instruction center SANAKO Lab 90 is a teacher-led language lab solution that operates logically and is therefore easy and fun to use.

The SANAKO Lab 90 center consists of the teacher and student interface. Both you and your students have a User Audio Panel. The Panel is the same than in SANAKO Lab 100, but the functions are reduced.

The teacher's user interface includes both the User Audio Panel and the SANAKO Lab 90 Graphical User Interface (GUI) on the teacher computer.

THE ESSENTIALS OF SANAKO LAB 90

When your teaching tool is SANAKO Lab 90, you can divide your class into sessions for which you can then initiate different learning activities. A session can also cover the whole class.

SESSIONS

The session-based thinking of the SANAKO Lab 90 program means that you can initiate different activities for the students to proceed with, and use different materials for each session. This way the students get a possibility to work with learning materials that correspond to their level and to get the maximum benefit of the teaching.

ACTIVITIES

The variety of different types of SANAKO Lab 90 activities offers you all you need for efficient and versatile teaching and learning.

GUIDED PROCEEDING

Lab 90 is simple and fun to use because both its appearance and functionality are designed to meet the need for an undisturbed, fluently proceeding teaching situation. In SANAKO Lab 90, you don't have to worry about making a wrong move, since only those controls that are necessary for a particular phase of a program are available at that time.

PRODUCT COMPONENTS

The SANAKO Lab 90 center is comprised of the following components: the Graphical User Interface (GUI) on the teacher PC, Audio Source Interface, System Connection Unit, and the User Audio Panels.

GRAPHICAL USER INTERFACE

The SANAKO Lab 90 software provides the Graphical User Interface (GUI) at the teacher PC's monitor. The SANAKO Lab 90 GUI is the teacher workspace that displays the classroom layout. On the GUI, with a few mouse clicks you create sessions, where your students proceed with different activities.

AUDIO SOURCE INTERFACE

The Audio Source Interface allows the connection of any external source through its input jack. These sources can be connected to the students.

SYSTEM CONNECTION UNIT

The System Connection Unit is the interface between the students UAPs and your computer, as well as audio sources and your computer. It makes sure the audio connection between you and the students and/or audio source is successfully established.

SYSTEM SERIAL INTERFACE

The System Serial Interface connects the teacher PC to teacher's UAP.

USER AUDIO PANEL

The User Audio Panel is the student user interface, located on each student's desk. It is also part of your SANAKO Lab 90 user interface.

sanako

SANAKO LAB 90 ACTIVITIES AND SESSIONS

In SANAKO Lab 90, activities are what and how you are teaching and the students learning. SANAKO Lab 90 sessions are the settings within which you and your students proceed with the different exercises. For example, you can have one group of students practicing group discussion and another group proceeding with listening comprehension. All you have to do is create two sessions, one for group discussion and one for listening comprehension. For each session you will select the participants, the desired activity, and an audio source, and then simply initiate the activity for the students to perform.

SANAKO LAB 90 ACTIVITIES

The SANAKO Lab 90 language instruction center includes the following pre-programmed activities:

- Listening Comprehension
- Phone Conversation
- Pair Discussion
- Group Discussion
- Quiz

Pre-programmed activities are exercises that you assign to your students in SANAKO Lab 90 sessions. Based on the activity you select, the Session Screen guides you through the balance of the activity procedure.

For information on how to proceed with the different activities, see the descriptions in *Activity Procedures* later in this guide.

SANAKO LAB 90 SESSIONS

A session is a group of students performing a learning activity. You can freely choose the number of participants; a session can consist of one single student, a number of students, or the whole class. Altogether you can have up to three sessions.

A session is the key concept of the SANAKO Lab 90 class and the session-based thinking shows in the design of the GUI. The Lab 90 sessions are color-coded, so on your screen you can easily view all relevant information and follow the right student icons.

TEACHER'S GRAPHICAL USER INTERFACE (GUI)

The following illustration shows the view that opens when you start the program.

Toolbar

Class View

Session Screen

Tooltips
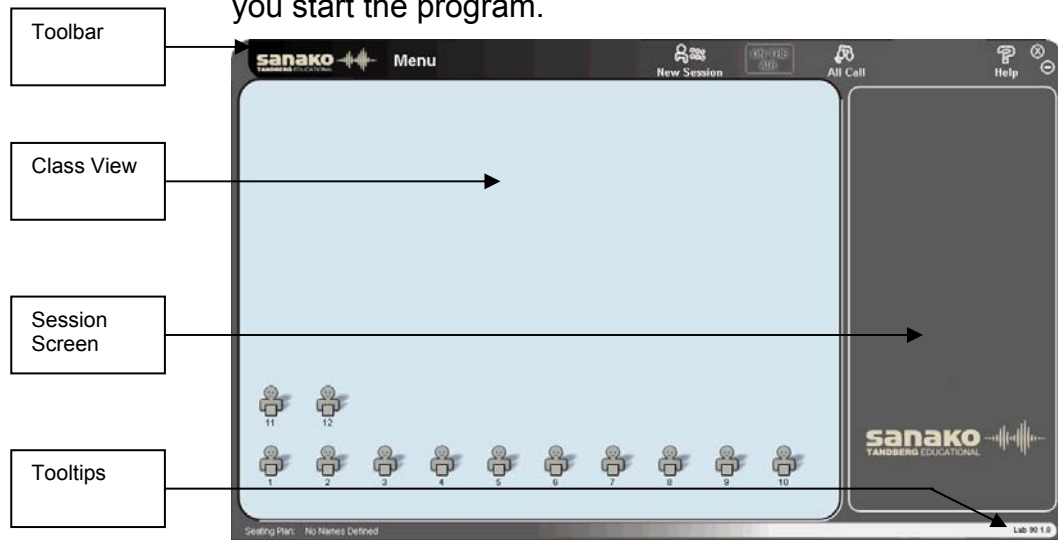
Lab 90 main window

COMPONENTS OF THE LAB 90 MAIN WINDOW

The main components of the Lab 90 main window are the toolbar, class view, and Session Screen, as indicated in the illustration above.

TOOLBAR

The Lab 90 toolbar is the horizontal bar on the upper part of the main window. On the toolbar, you can create sessions, gain access to the Lab 90 main menu, and online help and comment via All Call with all the students in the class.

LAB 90 MAIN MENU

Click the **Menu** button to open a drop-down menu, where you can select to view Lab 90 components' version numbers; view, set/change properties, and exit the program.

NEW SESSION

sanako

Click the **New Session** button to create a session. Clicking this button opens the Session Screen, where you select and perform the activity.

ON THE AIR SIGN

The On the Air sign is lit when your microphone is open and the student(s) can hear you.

HELP

Click the **Help** button to access the Lab 90 online help.

ALL CALL

Click the **All Call** button when you want to talk to the whole class.

➡ For more details, see *Calls* later in this guide.

 Minimize the main window

You may want to use other applications or the Internet while working with Lab 90. This is possible by minimizing the Lab 90 window to the taskbar. To minimize the window, click this button. Clicking on the name of the program on the taskbar again restores the window.

 Close the main window

Click the button to close the window and exit Lab 90.

MOVING THE LAB 90 GRAPHICAL USER INTERFACE

Note that the Lab 90 GUI is movable. When you point either side of the Lab 90 window or the Lab 90 logo in the upper left corner, the cursor turns into a four-headed arrow, and you can click and drag the user interface to a new position, or to a different monitor when you working with two monitors.

POSITION OF THE LAB 90 APPLICATION WINDOW

When you close the program, the current position of the Lab 90 main window is saved automatically. This means, that the next time you start the program, the application window opens in the same position on your screen as it was when

you closed the program. The window's position is saved also when you are working with two monitors.

CLASS VIEW

Class view is the layout of your class, in which your students are displayed as student icons.

Class view

By following this view, you keep track of the teaching situation. The student icons change to reflect whether the student is in listen or speak mode.

➡ The different student icons are described in chapter *Student icons*, later in this section.

SESSION SCREEN

A session is a teaching situation for which you select participants and an activity they are to perform. The Lab 90 Session Screen is the part of the GUI where you proceed with the session. In the Session Screen, you will select students, an activity, and an audio source for the session.

Session tabs of three sessions

sanako

On the Session Screen appear the controls for the activity you select. For example, if you select the listening comprehension activity, only those controls, that are necessary to complete the listening comprehension activity, appear. Correspondingly, selecting a pair discussion opens controls that you need for the pairing students.

SESSION TABS

The Lab 90 sessions are color-coded. Corresponding color highlighting on the panel views and on student icons helps you to keep track of the different sessions. Each Session Screen view has a color-highlighted session tab that indicates which session's controls are on the panel.

If you have created more than one session, the tabs of the 'hidden' panel views are dimmed on the Session Screen. You can easily switch between Session Screen views by just clicking on a session tab. You can also click on a Session Status Bar (see the following chapter *Session Status Bar*).

➡ For a more detailed description on Lab 90 sessions, see chapter *New Session*, in the next section of this guide.

TOOLTIPS

On the right-hand side of the bar you can view tips that guide you throughout the session.

For example, if you point a student icon while the students are performing a group discussion activity, the text on the status bar advises you on how to listen to the group's discussion.

SESSION STATUS BAR

As you create sessions, color-coded status bars stack at the bottom of the Lab 90 window.
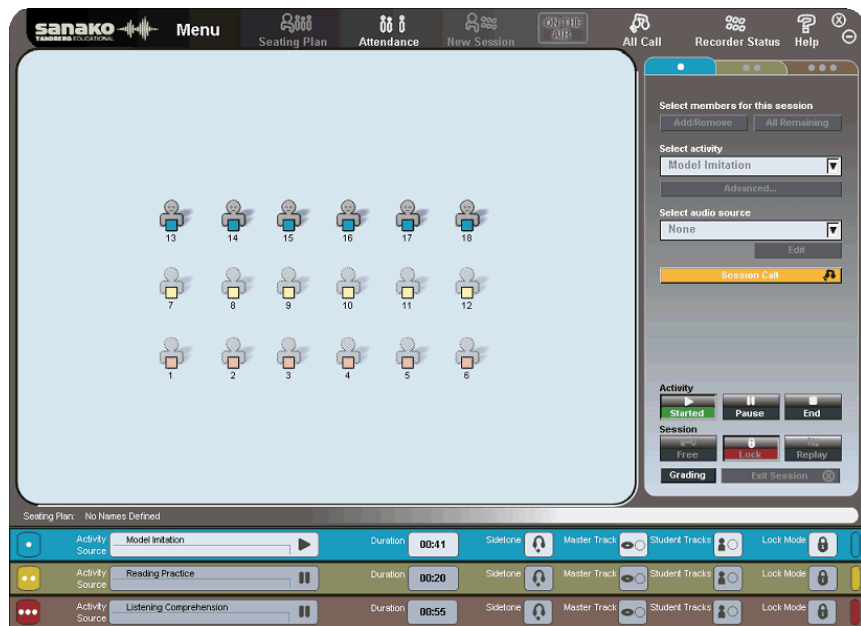
The Session Status Bar provides useful information about your sessions' status.

To gain access to other sessions' controls, click on the desired status bar.

ACTIVITY
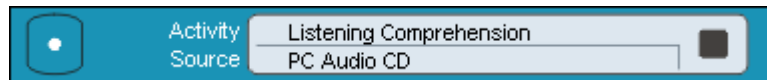
Displays the session's activity (e.g., listening comprehension) and status. The session status is either waiting, started, or paused.

■ Waiting: Session is not yet proceeding with an activity.

▶ Started: An activity is initiated for the session.

❙❙ Paused: Session's activity procedure is paused.

SOURCE

Displays the audio source selected for the session, for example CD Audio.

DURATION

Displays the total time spent on activity (min: sec).

LOCK MODE
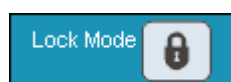
In SANAKO Lab 90 the students are always in locked mode; they are able to call the teacher and adjust the volume.

sanako

However, they are not able to set, clear, search for or repeat bookmarks.

USER AUDIO PANEL

The User Audio Panel is the student's user interface, located on each student's desk.
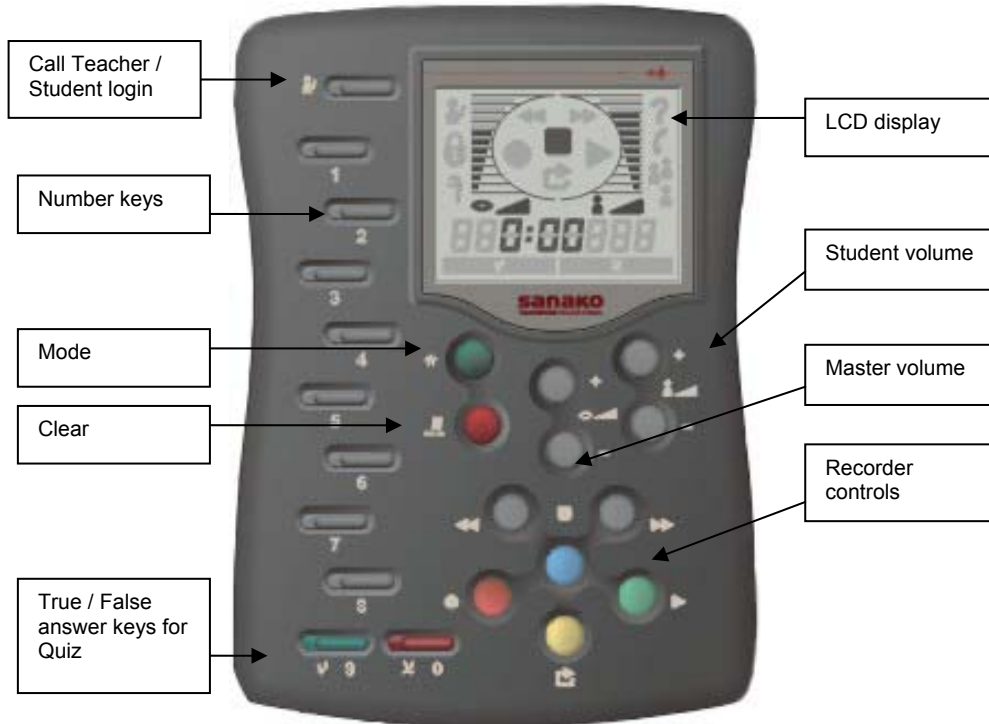
KEYS ON THE USER AUDIO PANEL

CALL TEACHER / STUDEN LOGIN

Students press to call teacher. A student symbol is shown on the display. Press again to cancel the call.

NUMBER KEYS: QUIZ NUMERIC ANSWER / DIAL A PHONE NUMBER

To answer a Quiz question, press one of the blinking number keys. The LED indicator of the selected answer key is lit. The LED indicators of the other answer keys continue blinking until the teacher ends the answering mode. If the teacher indicates the correct answer, the student can see on the audio panel's display whether his/her answer was correct or incorrect.

In Phone Conversation, press these number keys to dial to another UAPs number.

TRUE / FALSE

Press to answer a true-false Quiz question. The LED indicator of the selected answer key is lit. The LED indicator of the other answer key continues blinking until teacher ends the answering mode.

CLEAR

In the Phone Conversation, pressing the clear key once clears the last entered number.

VOLUME CONTROLS

Press the volume control keys to set the volume for the audio source and the student. Pressing a volume control key once adds/removes one block on the volume bar. Pressing both of the volume controls (increase and decrease) simultaneously resets the default volume value.

LCD DISPLAY

The liquid-crystal display (LCD) is the part on the User Audio Panel that shows the volume, the status of the student player, and the counter value (min:sec).
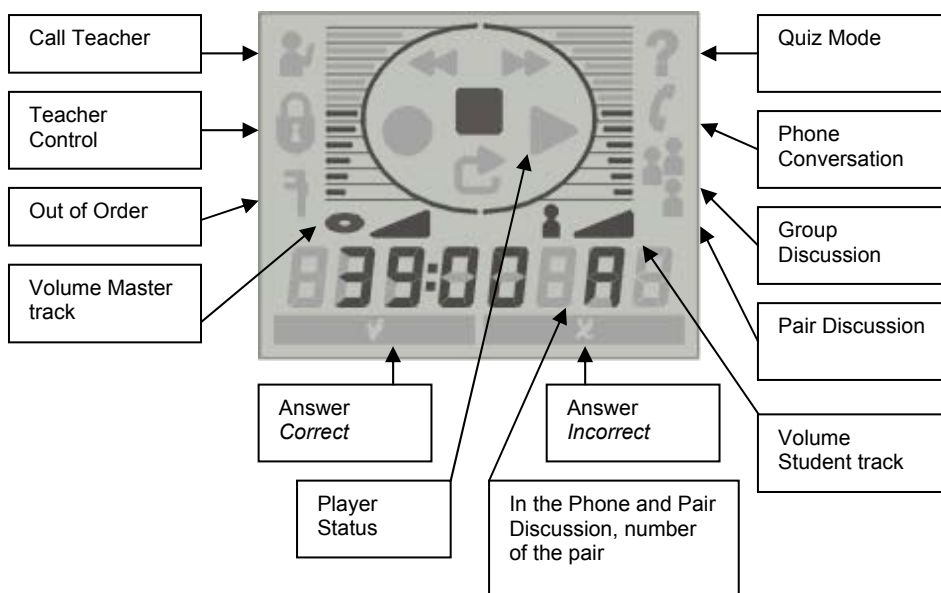
SYMBOLS ON THE LAB 90 LCD

VOLUME

The volume of the program. The volume controls are always free for the student use, also when the panels are in the Locked mode.

sanako

CALL TEACHER

When the student presses the Call Teacher key, a student symbol appears on the display.

TEACHER CONTROL

When the lock symbol is shown on the display, it means that the students are able only to adjust the volume.

OUT OF ORDER

The tool symbol is displayed when the student workstation is having problems communicating with the system and can't be used.

PLAYER STATUS

The symbol of the student player status is shown on the display.

COUNTER VALUE

Displays student plaeyer's counter value (min: sec).

CORRECT AND INCORRECT ANSWER

In the Quiz, you can indicate to your students whether the answer to the question was Correct or Incorrect.

QUIZ MODE

A question mark is shown when the audio panel is in the Quiz mode. This means that the number keys function now as numeric answer keys.

PHONE CONVERSATION

The phone symbol appears when the audio panel is in the Phone Conversation mode. This means that the students can now dial the number of a fellow student (for example 09) by pressing the number keys. The number appears on the display. If the connection is successfully established between the students, the pair discussion symbol is shown on the display. If the line is busy, the symbol of incorrect answer is lit.

GROUP DISCUSSION (3 STUDENT SYMBOLS)

In the Group Discussion mode, three student symbols are shown on the display.

PAIR DISCUSSION (2 STUDENT SYMBOLS)

In the Pair Discussion, two student symbols and the number of the pair student (for example 09) are shown on the display.

PAIR NUMBER

In Pair and Phone Conversation, the number of the pair is shown on the display.

CLICKING ON A STUDENT ICON

Clicking on a student icon means pointing a student icon and pressing the left or right mouse button. Both the left and right mouse button has its function; you can call or monitor the student, or give the student an answering turn.

PRESSING DOWN THE LEFT MOUSE BUTTON

- Except for the Session Call mode, left-clicking on a student icon always means monitoring the student. Clicking on a student icon with the left mouse button opens a monitoring panel, where you can see the student's player status and open an intercom connection. To quit the monitoring panel, click anywhere on the class view.

➡ For more information about monitoring a student, see chapter *Monitor and intercom*, later in this guide.

- In the Session Call mode, left-clicking on the student means giving the student an answering turn. In a session, first pause or stop the activity. Then call the session by clicking the **Session Call** button and click on the selected student's icon. A speech bubble appears onto the icon to indicate that the students in the session can hear the answering student.

➡ For more information about Session Call, see *Calls* later in this guide.

PRESSING DOWN THE RIGHT MOUSE BUTTON

- Clicking on the student icon with the right mouse button means calling the student. This is useful when you need to say something shortly to one specific student without disturbing the others. The student hears you as long as you hold the right mouse button pressed down.

- In Pair/Group Discussion teacher can enable Private Discussion with one student.

STUDENT ICONS

The Lab 90 class view is a graphical layout of your class, where your students are displayed as student icons. Each student state has its icon. This way it is easy to see at a glance which session the students belong to, and which

student workstations are not in use during the class. Additionally, the student icons change to reflect whether the students are in a listen or speak mode.
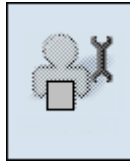
Student workstation out of order

The student workstation cannot be used in this class.
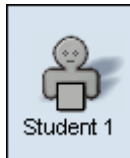
Student (basic)

The student is not yet selected into a session.
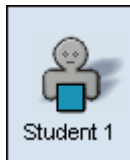
Session student

The student is a member of a session. The Session student is color coded according to the session he or she belongs to.
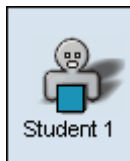
Student in monitor

The student is being monitored. Clicking on classroom breaks the connection to the active student(s).
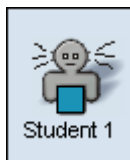
Student in listening mode

Student hears you and the answering student.
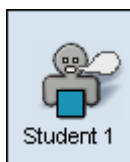
Student in speak mode

All students in the session hear the answering student. Click on a student icon to give him or her the answering turn. In the student icon appears a speech bubble.
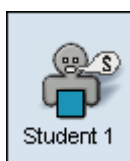
Student as source

Student is the audio source for the session. A Source Student can be a member of any session or a student who doesn't belong to any session.
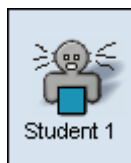
Student in intercom

Student is in an intercom connection with you.
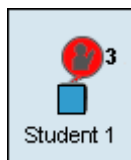
Student calling

When students press the **Call Teacher** key on their audio panels, a call symbol appears above their student icon to indicate that they are calling you. In case several students call the teacher at the same time, a number next to the call symbol displays the order of the calls. After the teacher uses **Intercom** to talk to the students, the numbers are updated accordingly.

sanako

GETTING STARTED
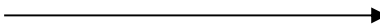
STARTING LAB 90

TO START LAB 90

1. On the Windows taskbar, click the **Start** button. The Windows main menu opens.

2. In the menu, point to **Programs**.

3. Point to SANAKO Lab 90.

4. Click **Lab 90**.

LAB 90 MAIN WINDOW

This is the main window of the Lab 90 Graphical User Interface. The main functionality of the Lab 90 program resides on the toolbar (1.) and Session Screen (2.).

The arrows indicate how you will proceed with a Lab 90 class. On the toolbar, you create the class layout and initiate a session. On the Session Screen, you will then select the activity for the session, and proceed with it.

LAB 90 MAIN MENU

In the Lab 90 main menu, you can view, set and change properties, view Lab 90 components' version numbers, and exit the program.

Clicking the **Menu** button opens the following drop-down menu. The different options are explained below.

Copy files to/from MSU...

Properties...

Reset Window positions

MSU operating hours...

About...

Exit

Lab 90 main menu

PROPERTIES…

Selecting **Properties** opens the Lab 100 Properties window. The options in the Properties window enable you to select the interface language and set the default session settings.
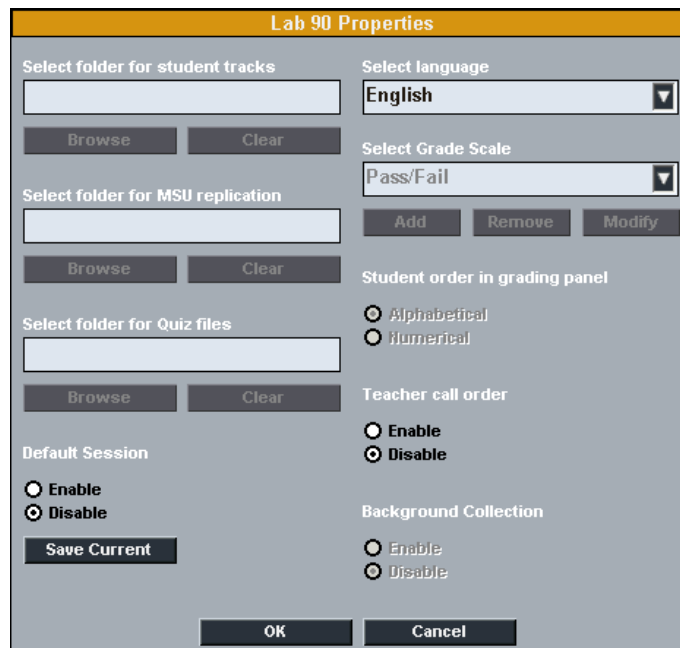
Lab 90 properties window

TO SET THE DEFAULT SESSION SETTINGS

To set the current session settings as the default option, select **Enable** under Default Session and click **Save Current**. The current settings are then used automatically when you start Lab 90. The saved settings include even session and activity information.

sanako

For example, if you have an activity that you usually start with you can set it as the default. Then, after you have opened Lab 90, you can simply start the activity as all the required settings are ready.

TO SELECT A LANGUAGE

Click on the field to open a list of available languages.

Select the desired language, and click **OK**.

TEACHER CALL ORDER

Select whether the student icons will display the order in which the students have called the teacher, if several students call the teacher at the same time.

EXITING THE PROPERTIES WINDOW

To save your choices and exit the Lab 90 Properties window, click **OK**. To exit the window without saving your changes, click **Cancel**.

RESET WINDOW POSITIONS

To set the default position where the student monitoring windows will be opened, left-click a student icon and then drag the window to the desired position.

All student monitoring windows will then open in the same position until the Lab 90 application is closed. You can reset the default position by selecting **Reset Window positions**.

ABOUT…

Selecting **About** opens a window displaying version information on the different Lab 90 components.
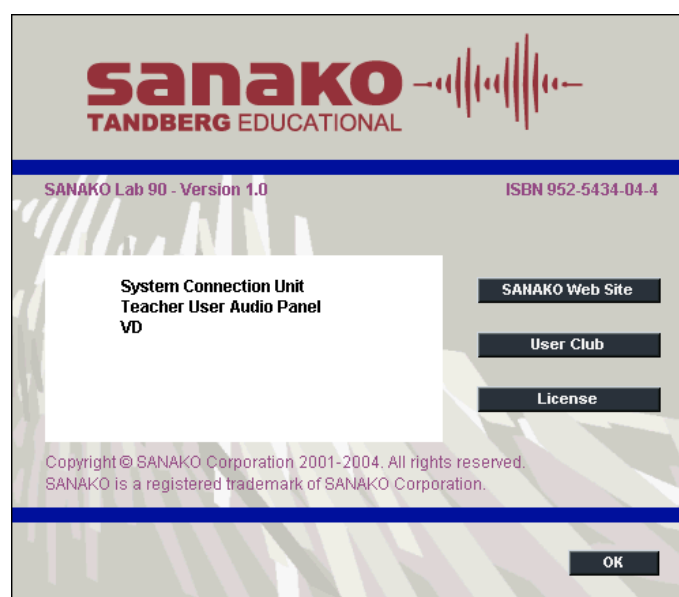
Selecting **Exit** closes the window and exits Lab 90.
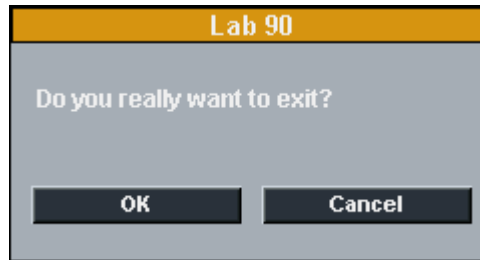
Select one of the options, and click **OK**.

NEW SESSION

The **New Session** button is for creating a Lab 90 session. Clicking this button opens the Session Screen, where you create and control the session.

SELECTING STUDENTS FOR A SESSION

There are three ways to select one or several students for a session.

1. Click the **Add/Remove** button, and then the icon of the student you want to select.

To select the students by dragging the mouse pointer:

2. Click the **Add/Remove** button, and move the mouse pointer, the left mouse button pressed down, over the student icons.

To select all the students that not yet are in a session:

3. Click the **All Remaining** button.

REMOVING A STUDENT FROM A SESSION

You can remove students from a session in the same way you select them for the session.

1. Click the **Add/Remove** button, and then the icon of the student you want to select.

Or by dragging the mouse pointer over the icons:

2. Click the **Add/Remove** button, and drag the mouse pointer, the left mouse button pressed down, over the student icons.

ACTIVITIES IN THE LAB 90 SESSIONS

The Lab 90 language learning center is based on a variety of learning activities. Each learning activity has its own specific characteristics, which you can see on your screen: The controls that appear on the Session Screen depend on the activity that you select.

The general procedure is the same for every activity, but for each specific activity only the controls that are necessary for completing that particular activity appear.

LISTENING COMPREHENSION

Students listen to questions and then respond to them in order to develop their listening skills. While or after listening to the source, you can call the session, and select a student or several to answer questions.

PHONE CONVERSATION

Students practice speaking on the phone, by calling each other through their audio panels. Selecting the 'Long distance call' option simulates the ambient noise of a long-distance connection within the call. If the program source is used, the student can hear the program only when they are calling each other. The teacher can monitor and comment the pairs' work.

PAIR DISCUSSION

In pairs, students develop their rhetorical skills through different oral exercises. They can focus on using their own words instead of fixed structures and learn together at a speed they are comfortable with. You can select the pairs yourself or have the program make up random or fixed pairs for you.

GROUP DISCUSSION

Working in groups, students can practice speaking skills through role-plays as they express ideas and opinions, and defend a point of view. Students can, for instance, learn to understand and react appropriately in situations where intercultural communication is involved. Setting up groups is quick and easy, and you may change the groupings at any time.

QUIZ

The Lab 90 Quiz is a quick and easy way to see how well the students answer the questions you ask. You access the test response modes and immediately get an indication of the effectiveness of your teaching and retention of the concept.

AUDIO CONNECTIONS

AUDIO SOURCE

In the Lab 90 sessions, your audio sources include any digital media you access through your computer, plus auxiliary sources, such as MP3 players, CD Audio players and audio / video cassette players which you connect through the Audio source interface. This means that you can benefit of all kinds of audio materials in your classes. All sources are controlled separately.

Additionally, you can select yourself or one of your students as the audio source for the session.
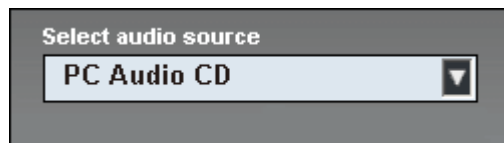
The part of the Session Screen where you select the audio source

The variety of audio sources is set in the installation and it depends on the devices that are available in your class. Possible Lab 90 audio sources are:

- Media File
- PC Audio CD
- Student
- Teacher
- Line In (external sources: VCR, DVD, Cassette, MP3 Player, etc.)
- Program Source Interface (external sources: VCR, DVD, Cassette, MP3 Player, etc.)

To select an audio source, select the source from the list that opens by clicking on the field. The necessary window(s) and control(s) appear for the source.

MEDIA FILE

A media file is a digitized audio and/or video file (for example in WAV, AVI, MP3 format) saved on the hard disk of your computer or server.

Selecting a media file as the audio source opens the **Select Media File** window. In the window, browse for the media file you want to select as the audio source.

The associated player is launched. Note that the player can be changed through standard Windows associations.

To avoid feedback noise, the Line In option is automatically muted in the Windows mixer, when a Media file is used as the program source.

CD AUDIO

Selecting the CD audio source opens a CD player, which is to be controlled manually during the activity.

To avoid feedback noise, the Line In option is automatically muted in the Windows mixer, when an Audio CD is used as the program source.

STUDENT

Selecting a student as the audio source for the activity means that the selected student's microphone opens and the student is the source for all the students in the session. To select a student as a source, proceed as follows:

Select the **Student** from the audio source list.

Click the **Select Student** button, and click then the icon of the selected student.

TEACHER

You can select yourself as the audio source for the session. For example, you can read a text aloud and have the students repeat after it.

LINE IN

Line In means connecting individual audio sources to students. The source can be any kind of analog audio source, and each student hears the source that is connected to his or her own audio panel.

In Pair and Group Discussion, the students share all the sources that are connected to the audio panels of the pair or group.

VIDEO AUDIO (REQUIRES VIDEO DISTRIBUTION UNIT)

Once the configuration of the external video source is completed, you can use video material as audio source for the session. To use the video as program source, do as follows:

In the graphical user interface of Lab 90, in the Source menu list, select the video option.

In the Source menu list are displayed all the sources that were defined in the **Video Sources** dialog. When the menu item is selected, you can view the video on your screen and hear the audio in your headset.

To display the video source to the students in the session, click Start. The session students are now able to view and hear the video.

If you have started a different video for different sessions, the video that is played on your screen and headphones is the one that the students in the currently active session are viewing and hearing.

By switching from one session to another (by clicking the session tab accordingly) you can see and hear the video that the students of the corresponding session are seeing and hearing. That is, when you move from one session to another, if the sessions have different video sources, the video source on your workstation changes accordingly.

To stop the video transfer on the student screens, click Pause or End.

MONITOR AND INTERCOM

Monitoring a student means listening to a selected student's work. Left-click on a student icon, and you will instantly hear what the student is saying and hearing. In the intercom connection, you can monitor and speak with a student.

In Pair / Group Discussion and Phone Conversation, the monitor and intercom connection cover both of the pair members / the whole group.

MONITOR

You can monitor the student at any point by clicking on the student icon (left mouse button). Clicking on the student icon opens the following panel.

Monitoring panel

Note that the panel is movable. Just click on the title bar, and drag the panel to other location.

On the monitoring panel, you can see the student's player status and counter value. The monitoring panel also allows you to access the intercom and automonitor modes.

To stop monitoring, click the **Close** button, or anywhere on the class view.

INTERCOM

Intercom means that you can participate in one student's or several students' work. The intercom is an interactive connection between you and the student(s); the students hear your voice and are able to reply. In the intercom connection, your voice is mixed to the audio source.

This functionality is useful especially in pair or group discussion, since you can join the pair or group's work at any point of the exercise. In Pair or Group Discussion, also the pair or group members of the selected student are included in the intercom connection.

TO INTERCOM

To establish an intercom connection, do as follows:

1. Click on a student icon. A panel for monitoring the student opens.

2. There are two ways of establishing the connection:

a) In the monitoring panel, click the **Intercom** button.

b) In the monitoring panel, click the **Player Controls** button. A replication of the student's audio panel opens in the Session Screen. In the Session Screen, click the **Intercom** button.

3. When the connection is established, the student icon changes accordingly and the red-highlighted On the Air sign is lit.

4. To disconnect, click the **Intercom** button again (whether in monitoring or Session Screen). Alternatively, you can click the **Close** button, or anywhere on the class view. These also close the panel.

INTERCOM AND MODEL STUDENT

When a model student is chosen as the audio source for the session and you use the Intercom function, all students in the session are able to hear both your and the model student's voice.

PLAYER CONTROLS

On the monitoring panel, clicking the **Player Controls** opens a view of the monitored student's audio panel.

Replication of the student's User Audio Panel

AUTOMONITOR

An easy way of monitoring all the present workstations is the automonitoring scanning mode, where all the present workstations are monitored automatically and consecutively.

You can select the amount of monitoring time. The icon of the monitored student reflects which student is being monitored at a time, and shows a replication of the monitored student's audio panel on the Session Screen.

TO MONITOR STUDENTS AUTOMATICALLY

1. To start students' automatic monitoring, click on a student icon. A monitor panel opens.

Monitoring panel

2. On the panel, click the **Start Automonitor** button.

On the Session Screen opens a replication of the monitored student's audio panel. The automatic monitoring starts.

To change the time interval for monitoring, edit the number of seconds in the monitoring time field.

The audio panel view changes as the monitored student changes. If you want to communicate to or with a student, click the **Intercom** button. In the intercom mode, the connection between you and the student opens so that the student hears your voice and is able to reply. Opening an intercom connection with some other student than the monitored one stops the automonitoring.

➡ For more information about the intercom mode, see chapter *Intercom*.

3. To stop monitoring, click the **Stop Automonitor** button.

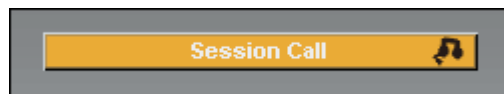4. To close the student's audio panel view, click the **Close** button.

CALLS

ALL CALL

When you want to talk to the whole class, click the **All Call** button on the toolbar. Once the activity is initiated, the source is muted during the call and the students can hear your voice.

SESSION CALL

To talk to the students in a session, click the **Session Call** button on the Session Screen. For example, you can give the students instructions before initiating an activity. Once the activity is initiated, the source is muted during the call and the students can hear your voice.

STUDENT CALL

If you want to talk to a student briefly, call the student by pointing the student icon and pressing down the right mouse button. The student hears you as long as the right mouse button is pressed down, but is not able to reply. During the Student Call, both you and student are disconnected from the source.

In Pair / Group Discussion and Phone Conversation, the Student Call cover both of the pair members / the whole group.

ACTIVITY PROCEDURES

GENERAL PROCEDURE

The following steps describe the general procedure of the Lab 90 activities, and guide you through the main Lab 90 session procedures.

By following these steps you can perform any of the Lab 90 activities. After the general description, each particular activity is explained in detail to guide you through the specific characteristics of each activity.

CREATING A SESSION

1. In the toolbar, click the **New Session** button.

   The Session Screen activates.
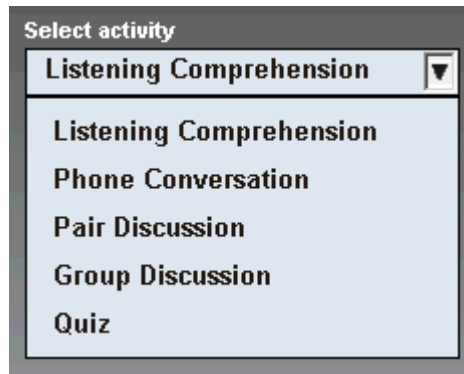
SELECTING MEMBERS FOR THE SESSION

You can select members for the session, by either mouse clicking to select an individual, or by dragging the mouse over a number of student icons.

2. Click on a student icon, or drag the mouse over the student icons you want to include in a session.

3. If you want to change your selection, that is, add or remove students, click the **Add/Remove** button, and select again.

Note that you can make multiple consecutive selections, by pressing and holding down Shift or Ctrl on your keyboard, and selecting the students as described above.

SELECTING AN ACTIVITY FOR THE SESSION

4. Select an activity from the list that opens by clicking on the activity field. The controls needed to accomplish the activity appear.

The Lab 90 activity list

SELECTING AN AUDIO SOURCE

5. Select audio source from the list that opens by clicking the source field.

A drop-down menu for the Lab 90 audio sources

SESSION CONTROLS

6. To give instructions, click the **Session Call** button.
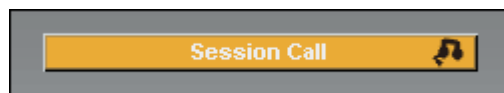
The red-highlighted On the Air sign appears in the upper right corner of the main window.

All the students in the session now hear your voice. To break the connection, click the button again.

7. To initiate the activity, click **Start**.

Initiating an activity means connecting the audio source to students.

PAUSING THE ACTIVITY

You may want to pause the activity, for example, to ask students questions.

8. To pause the activity, click **Pause**.

Pausing the activity means pausing the playing and the connection between the students and the source. Auxiliary sources are stopped manually.

9. To continue the activity, click **Continue**.

The students are connected to the source again. Auxiliary sources are started again manually.

10. To stop the activity, click **End**.

The source is disconnected from the students. Auxiliary sources are stopped manually.

EXITING THE SESSION

11. To quit the session, click the **Exit Session** button.

SELECTING A STUDENT TO ANSWER A QUESTION

While proceeding with a Lab 90 activity, you may want to ask the students questions to review the right answers for the exercises.

For example, the students can indicate they want to answer a question by pressing the Call Teacher key on their audio panel. The calling student's icon tells you that he or she wants to answer, and you can give him or her the answering turn by performing the following steps:

1. Click **Pause**. Remember to pause any auxiliary sources manually.

2. To talk to the students in the session, click the **Session Call** button.

When you now move the mouse pointer to the class view, you can see that instead of the usual arrow, the mouse pointer is now a speech bubble indicating that the answering mode is on.

3. Click the student you want to answer the question.

A speech bubble appears on the answering student's icon. Everybody in the session, including you, hears the answer. To select another student, just click on the icon of that student. To mute the answering student, click anywhere on the class view.

LISTENING COMPREHENSION

In the Listening Comprehension, the students listen to a source, and you can ask questions on the heard material to check for understanding.

PROCEEDING WITH LISTENING COMPREHENSION

1. To give instructions, click **Session Call**. To end the call, click the button again.

2. To initiate the activity, click **Start**. Remember to start also the source player. For example, to start to play a CD, click play in the CD player.

PAUSING THE SOURCE

If you want to give the students time to answer questions, pause the audio source by pressing or clicking pause in the player.

PAUSING THE ACTIVITY

However, if you want to look for a certain passage or track on the source without the students hearing it, pause the activity. Pausing the activity disconnects the students from the source and stops playing, and you can rewind and forward wind the source as much as needed.

3. To pause the activity, click **Pause**. The connection between the students and the source mutes, and the playing pauses. Remember to pause the source player also.

ASKING QUESTIONS

You can now ask students questions on the heard material.

4. To talk to the students, click the **Session Call** button. All the students in the session now hear your voice. To mute the connection, click the button again.

SELECTING A STUDENT TO ANSWER A QUESTION

Some students indicate they want to answer the question.

5. To select the student you want to answer the question, do as follows:

- Click the **Session Call** button to communicate to the students in the session. During the call, the audio source is muted and the students can hear your voice.

- Click the student you want to answer the question.

sanako

A speech bubble appears on the answering student's icon. Everybody in the session, including you, hear/s the answer. To mute the answering student, click anywhere on the class view.

CONTINUING THE ACTIVITY

6. To go on with the activity, click **Continue**. The source is connected to the students again and the playing goes on. Start the source player again.

Alternatively, you can continue asking questions. For asking questions, repeat steps 3 and 4.

ENDING THE ACTIVITY

7. To end the activity, click **End**. The connection between the students and the source mutes, and the playing stops. Stop also the source in the device or player.

EXITING THE SESSION

8. To quit the session, click the **Exit Session** button.
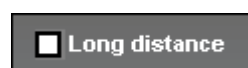
PHONE CONVERSATION

Talking on the phone is known to be one of the most difficult tasks in a foreign language. This is why an activity such as Phone Conversation can be an efficient form of language instruction.

In Lab 90 phone conversation, students call each other through their audio panels. Selecting the 'Long distance call' option simulates the ambient noise of a long-distance connection within the call.

PROCEEDING WITH PHONE CONVERSATION

1. To choose a long distance call, mark the **Long distance** box.

MAKING CALLS

Students dial the number of a fellow student by pressing the number keys on their audio panel. The line opens between the students, and the phone conversation can begin.

In Phone Conversation, students can see the other pair member's workstation number on the their audio panel's display.

2. To initiate the activity, click **Start**. A phone symbol is lit on the audio panel's display to indicate that the students are free to dial.

User Audio Panel's display

DIALING A NUMBER

Students dial the number of a selected student's workstation. The workstation numbers consist of two digits meaning that if the number is smaller than 10, a leading zero must be dialed before the actual number, e.g. 09. The number appears on the display.

If the connection is established successfully, the pair discussion symbol (two student symbols highlighted) is lit on the audio panel's display, and the source is connected to students.

DIALED WORKSTATION NOT AVAILABLE

If the line is busy, the dialed workstation doesn't belong to the dialing student's session or doesn't exist at all, incorrect answer's symbol is lit on the display.

To hang up the phone, students press the clear key on their audio panel.

MONITORING STUDENTS

While your students are working in pairs, you can observe their progress and make comments, if appropriate. You can choose to monitor students in random order, or you can start the automonitoring feature, which means that you all the present session students one by one.

3. To monitor a student, click on a student icon. A monitoring panel appears.

➡ For more information about the monitoring features, see *Monitor and intercom* and *Automonitor*.

GIVING INSTRUCTIONS WITHOUT BREAKING THE CONNECTION

There are three options for communicating with students during the activity without disconnecting them from each other:

To talk to all the students in the lesson, click **Session Call**. For example, if you want to tell the students to change pairs, call the session to give instructions and the students can then dial a new number on their audio panels.

To talk to a single student, right-click a student icon and select **Student Call**.

To have a private discussion with a single student, right-click a student icon and select **Private Conversation**.

ENDING THE ACTIVITY

4. To stop the activity, click **End**. Ending the activity breaks the connection between the students, and they can no longer call each other. All symbols disappear on the audio panel's display.

5. To quit the session, click **Exit Session**.

PAIR DISCUSSION

The Pair Discussion activity enhances students' communicative skills, since the student has to make him/herself comprehensible to the discussion partner. In pair discussion, the students can repeat the message to check for understanding, and express themselves by using their own words instead of fixed structures.

You can choose from different pairing methods. In addition, once you have initiated the activity for a session, you can monitor or join the pair's work at any point.

➡ For more information about monitoring a pair or opening an intercom connection, see chapter *Monitor and intercom* earlier in this guide.

PROCEEDING WITH PAIR DISCUSSION

PAIRING METHOD

By default, the selecting of the Pair Discussion activity forms pairs automatically so that the adjacent sitting students form a pair. If you don't want to change the pairing method, you can initiate the activity right away, without having to pair the students. However, if you want the program to form pairs in random order or you yourself want to pair the students manually, select the pairing method accordingly.
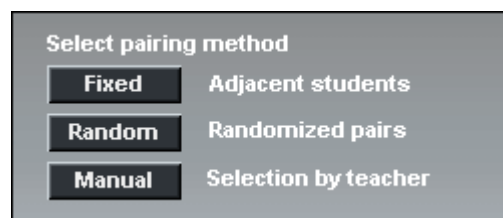
Panel for selecting the pairing method

The three different ways of pairing the students:

FIXED

The default option of the program. Selecting the Pair Discussion activity pairs the adjacent students automatically.

RANDOM

The program establishes pairs in random order. Select the option accordingly.

MANUAL

You will establish the pairs manually. To pair the students, select the option accordingly.

Next click on a student icon. A pink-highlighted *Pairing…* sign appears under the student's icon. Click on another student's icon. The students now form a pair. Under each student icon appears the pair member's name or workstation number highlighted in pink.

WHAT IF A STUDENT IS LEFT WITHOUT A PAIR?

If a student was left without a pair, he/she is automatically added as a third member to an already existing pair.

INITIATING AND MONITORING A PAIR DISCUSSION

1. To initiate the activity, click **Start**. The connection opens between the students and the source (if selected) is connected to the students.

In Pair Discussion, students can see the other pair member's workstation number on their audio panel's display. The pair member's number can be seen on the display during the activity. In free mode, however, no pair numbers are displayed.

While your students are working in pairs, you can observe their progress and make comments, if appropriate. You can choose to monitor students in random order, or you can start the automonitoring feature, which means that you monitor all the present session students one by one.

2. To monitor a student, click on a student icon. A monitoring panel appears.

➡ For more information about the monitoring features, see *Monitor and intercom* and *Automonitor*.

GIVING INSTRUCTIONS WITHOUT BREAKING THE CONNECTION

There are three options for communicating with students during the activity without disconnecting them from each other:

To talk to all the students in the lesson, click **Session Call**.

To talk to a single student, right-click a student icon and select **Student Call**.

To have a private discussion with a single student, right-click a student icon and select **Private Conversation**.

CHANGING PAIRINGS

You can set up new pairs when the activity is paused or ended.

3. To pause or end the activity, click **Pause** or **End**. Remember to pause or stop also the source player.

4. If you want to pair the students again, select a pairing method (click the button accordingly). If you pair the students again manually, after clicking the **Manual** button, click on the icons of the students you want to form a pair.

5. To start the activity for the new pairs, click **Continue** or **Start**, depending on whether the activity was paused or ended.

6. To quit the session, click **Exit Session**.

GROUP DISCUSSION

In a group discussion activity, students develop their communicative skills and learn to react appropriately, for instance, in situations where intercultural communication is involved.

You can define the number of members in a group, and you can monitor and join the group's work at any point of the exercise.

PROCEEDING WITH GROUP DISCUSSION

GROUPING METHOD

By default, the selecting of the Group Discussion activity forms groups automatically so that the adjacent sitting students form a group. If you don't want to change the grouping method, you can initiate the activity right away, without having to group the students first.

However, if you want the program to form groups in random order or you yourself want to group the students manually, select the grouping method accordingly.
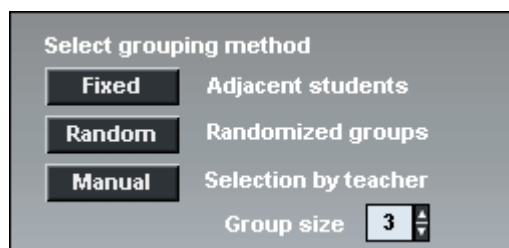
Panel for selecting the grouping method

Before selecting the grouping method, you can define the number of members you want to include in a group by entering the desired number in the **Group Size** field. The minimum number of members in a group is 2, and the maximum the number of students in the session. By default, the size of a discussion group is the number of students in the session.There are three different ways to group the students:

FIXED

The default option of the program; the adjacent sitting students form a group. Selecting the Group Discussion activity groups the students automatically. Under the students' names appears the name of the group they belong to (for example, *Group 1, Group 2* etc.) When you move the mouse pointer over a group, the names of the pointed group members turn to pink. If you want to change

the number of students in a group, edit the number field.

RANDOM

This program groups the students in random order. Under the students' names appear the name of the group they belong to (for example, *Group 1, Group 2* etc.) When you move the mouse pointer over a group, the names of the pointed group members turn to pink.

MANUAL

You will form the groups manually. Click on the student icons that you want to include in a group. When you click on the student icon, under the icon appears a red-highlighted *Grouping…* text. If you have defined the group to include three students (see the **Group Size** field), click on three student icons. Clicking the last student forms the group. Under the group members' icons appears the group's name (for example *Group 1, Group 2,* etc.).

WHAT IF THE NUMBER OF STUDENTS DOESN'T MATCH?

If one student was left over from the grouping, he or she is included as an additional member in one of the groups. If two or more students were left over, the remaining students form a group with each other.

INITIATING AND MONITORING A GROUP DISCUSSION

1. To initiate the activity, click **Start**. The connection opens between the students.

2. To listen to a group's discussion, click on the icon of one of the group members.

➡ For more information about monitoring a student, see chapter *Monitor and intercom* earlier in this guide.

3. If you want to join the group's discussion, click on the icon of one of the group members. A panel for monitoring the student(s) opens.

4. In the panel, click **Intercom**. The students now hear your voice. In Intercom, if recordings are on, your voice is mixed to the source and recorded to the student track.

GIVING INSTRUCTIONS WITHOUT BREAKING THE CONNECTION

There are three options for communicating with students during the activity without disconnecting them from each other:

To talk to all the students in the lesson, click **Session Call**.

To talk to a single student, right-click a student icon and select **Student Call**.

To have a private discussion with a single student, right-click a student icon and select **Private Conversation**.

GROUPING THE STUDENTS AGAIN

You can set up new groups when the activity is paused or ended.

5. To pause or end the activity, click **Pause** or **End**. Remember to pause or stop also the source player.

6. If you want to group the students again, select a grouping method (click the button accordingly). If you group the students again manually, after clicking the **Manual** button, click on the icons of the students you want to form a group.

7. To start the activity for the new groups, click **Continue** or **Start**, depending on whether the activity was paused or ended.

8. To quit the session, click **Exit Session**.

QUIZ

The Lab 90 Quiz is a quick and easy way to see how well the students answer the questions you ask. Just select the answer type, play a question, and start the answering time. Students' answers appear on your screen and you can immediately let the students know whether they answered correctly or not with the **True** and **False** keys on your GUI.

PROCEEDING WITH QUIZ

SELECTING THE ANSWERING MODE

1. Before starting the quiz, select the answering mode according to the quiz type.
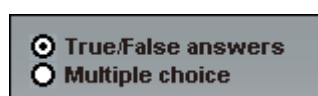
- Select the **True/False Answers** option, if the questions should be answered *True* or *False*.
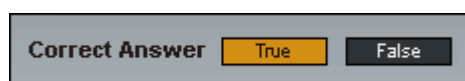
- Select the **Multiple choice** option, if the answers should be in numeric mode. After selecting the option, define the number of the answer choices (max. 8) by entering the number in the field accordingly. For example, entering the number 5 means that for each question there are five answer options.
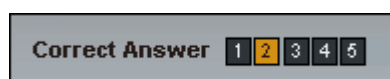
STARTING THE QUIZ

2. To initiate the activity, click **Question**. The source is connected to students and you can now ask or play the first question. Remember to start also the source player. For example, to start to play a CD, click play in the CD player.

Clicking the **Question** button also opens a Quiz Graph that indicates the distribution of student answers.
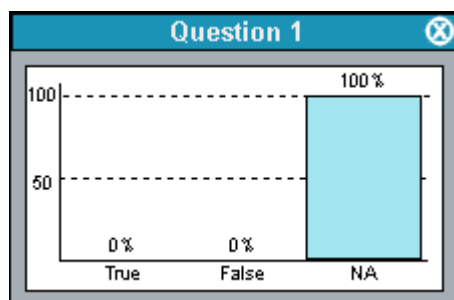
At this stage of the Quiz, the students have not yet given their answers, so the only block seen in the diagram is that of **NA**, "No Answers".

3. To let students answer the question, click **Start**. Remember to pause the source device or player manually.

On the User Audio Panel, the LED indicators of the possible answer options start to blink. Students answer the question by pressing an answer key on their audio panel. The pressed key switches on and the other key(s) remain blinking.

In the diagram, the blocks stack as the students give their answers.

On the class view on your GUI is displayed a block diagram on the distribution of the students' answers.
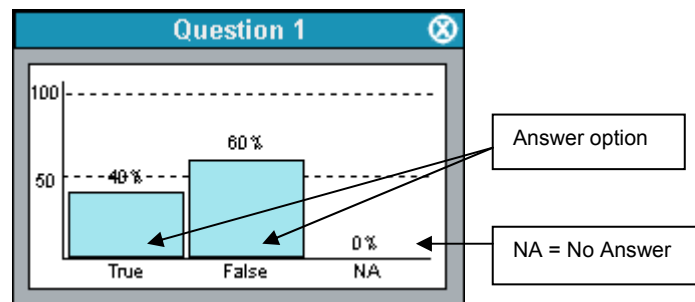
Each student's answer appears also under his or her icon.
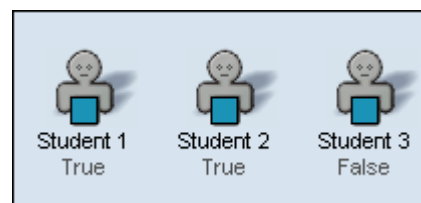
4. To end the answering time, click **Stop**. The answer keys on the students' audio panels are disabled, and the LED indicators next to the keys switch off.

You can now either repeat the steps 2, 3, and 4 to ask/play the next question or you can give the right answer. To give the right answer, do as follows.
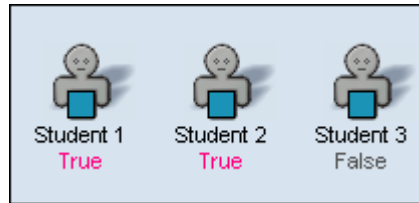
GIVING THE CORRECT ANSWER

5. Click on the correct answer's button. A symbol (correct or incorrect) on the students' audio panel's display tells the students whether they answered the question correctly or not.

In the diagram, the block of the correct answer is highlighted in orange.
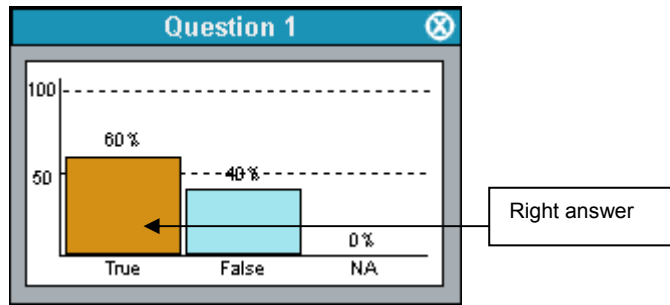
Right answer

On the class view, the correct answers are highlighted in pink.

6. To ask the next question, repeat step 2. Repeat steps from 2 to 5 until the end of the quiz.

QUIZ REPORTS

7. To end the quiz, click **End**. A quiz report appears.

Quiz date and time

Session color-code

Close the window

Student's name	Correct answers		Question number				
			1	2	3	4	5
	count	%	[F]	[F]	[T]	[T]	[T]
Keith Davidson	3	60	T	T	[T]	[T]	[T]
Kelly Bell	4	80	[F]	[F]	[T]	F	[T]
Robert Farlow	4	80	[F]	T	[T]	[T]	[T]
Maggie Rantaliero	4	80	[F]	[F]	[T]	[T]	F
Thomas Dixon	4	80	[F]	[F]	F	[T]	[T]
Fred Dobbs	3	60	[F]	T	[T]	[T]	F
Donna Hostetter	2	40	T	T	[T]	[T]	F
Isiak Hauck	3	60	T	[F]	[T]	F	[T]
Sandra Fink	4	80	[F]	[F]	[T]	F	[T]
Vickey Fisher	3	60	T	[F]	[T]	F	[T]
Correct	34	68	6	6	9	6	7
Wrong	16	32	4	4	1	4	3

Date   24. toukokuuta 2005
Time   10:45

Seating Plan: Seating Plan Example

Students who participated in the Quiz

T. Dixon
4 answers of 5 correct = 80 %

[ ] = correct answer

F = False
T = True

ABOUT PRINTING THE QUIZ REPORTS

You can print the report by clicking the printer symbol on the upper left corner of the report window. The report is printed to the Windows default printer.

SAVING THE REPORT

By clicking the disk symbol on the upper left corner of the window, you can save the report to your computer or anywhere in the network.

ZOOMING IN AND OUT THE REPORT VIEW

Note that the font size in the printed report is the same as the one seen on your screen. To zoom the font size in or out, click the symbols on the upper part of the report window. If you zoom the report in or out and print it out, the font size of the print is changed accordingly.

VIEWING RESULTS FOR ALL OR BY STUDENT

You can select whether you want to view (and print) a table of all the results, or a list of the results according to individual students.

ADJUSTING THE REPORT VIEW

The print sheet scales automatically on your screen; to fit the whole report to the sheet you want to print on, you may want to enlarge the report window.

To change the size of the report window, click on a side or a corner of the window, and the mouse button pressed down drag the side or corner to adjust the window size as appropriate.

CLOSING THE REPORT WINDOW

To close the report window, click on the symbol in the upper right corner of the window.

REPORT WINDOW TOOLTIPS

In the Quiz report window, when you move the mouse pointer over a control button, a tooltip text appears telling you what each button on the toolbar does.

8. To quit the session, click **Exit Session**.

LAB 90 SETUP

LAB 90 INSTALLATION

- Hardware installation
- Software installation
- Configuration of the teacher PC
- Configuration of the Lab 90 software
- Software update
    – System Connection Unit (SCU)
    – User Audio Panel (UAP)
    – Teacher PC

HARDWARE INSTALLATION

LAB 90 COMPONENTS

System Connection Unit 032 (SCU032) (6001020)

connects User Audio Panels (both teacher's and students') with audio sources and the Teacher PC.

This model contains 32 ports for User Audio Panels.

System Connection Unit 064 (SCU064) (6001021)

This model contains 64 ports for User Audio Panels.

User Audio Panel (UAP036), Mounted with metal plate
(6001036)

at each student position, is the tool that students use to participate in a Lab 90 class. The teacher also has a User Audio Panel.

The model that is mounted with a metal plate is firmly attached to the student table by making a hole in the table (W x L = 99 x 145mm) and tightening the screw from under the table.

User Audio Panel (UAP038), Desktop attached (6001038)

The desktop model is fastened to the table with the help of a metallic plate that is screwed on top of the table. In the bottom of the UAP there are edges that fit the plate and the panel is locked when it is slid vertically a few centimeters. It can then be released by pressing a spring with e.g. a screwdriver.
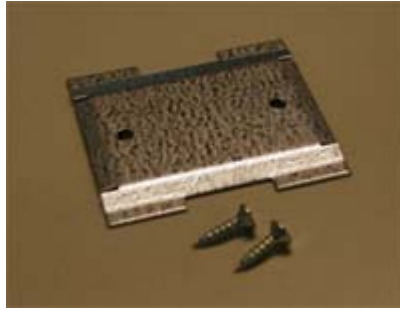
User Audio Panel (UAP037 or UAP039) with PC connection, Mounted with metal plate (6001037) or ***Desktop model*** (6001039)

These UAP models have an additional cable for a PC connection. It can be used to make a connection to the student PC's soundcard or any other program source.

System Serial Interface (SSI100) (6001060)

is needed if the system doesn't include a Media Storage Unit (AA Lab). The Serial Interface connects the teacher PC to the System Connection Unit.

Program Source Interface (PSI001) (6001040)

connects external source devices (such as MP3 player, tape recorder, etc.) to the System Connection Unit.

Dual Channel Program Source Interface (PSI002) (6001045)

With the Dual Channel Program Source Interface the user can connect two external audio sources to one SCU port.

CABLING

Teacher PC – SSI100	Serial cable
SSI100 – Teacher UAP	
SCU – Student UAPs	Cat 5 UTP
SCU – Teacher UAP	Cat 5 UTP

SCU – Source Interface	Cat 5 UTP
Program Source Interface (PSI001;3831240, PSI002; 3831245) – source	Stereo cable 3,5 mm
Program Source Interface (PSI046; 3831246) – source	Stereo cable (RCA connectors)
Teacher PC – Teacher UAP	3 * 3,5 mm stereo cable

Note:

- Cat 5 cables are standard cables used typically for network connections.

- The SCU – UAP cable lenghts available at SANAKO: 1, 2, 3, 5, 7½, 10, 12½, 15, 17½, 20, 22½, 25, 27½, and 30 meters (gray cables).

LAB 90 CONNECTION OVERVIEW
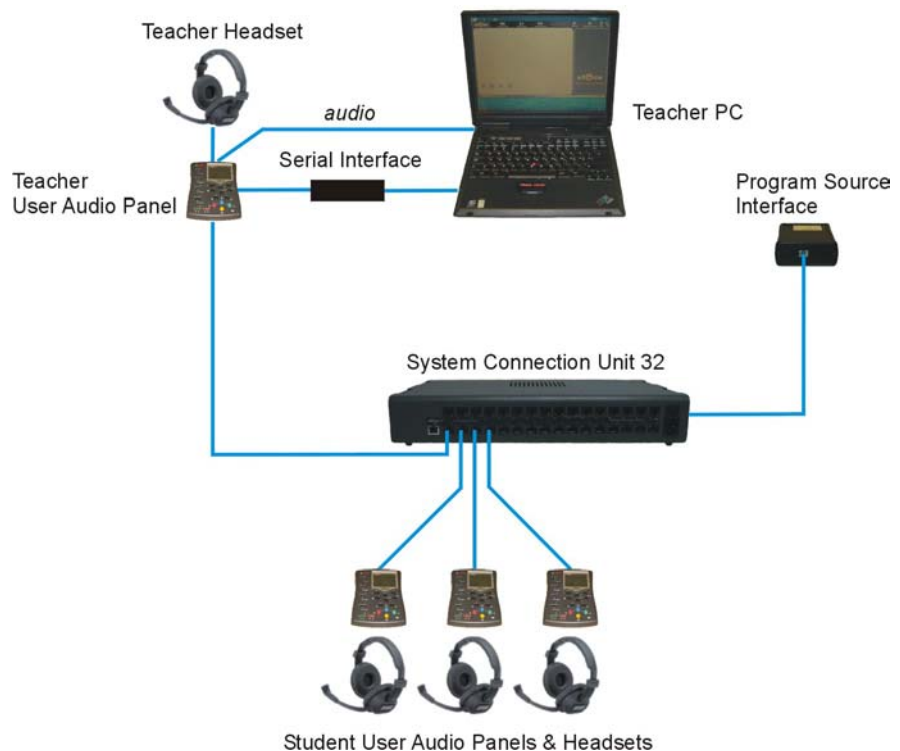
VERIFYING CONNECTIONS

- Between the User Audio Panels and System Connection Unit

  A green LED indicator switches on when the connection is established successfully.

  An orange LED indicator switches on when no connection is established with UAP.

sanako

COMPONENTS NEEDED FOR A LAB OF 20 STUDENT POSITIONS AND AN EXTERNAL AUDIO SOURCE

- System Connection Unit (includes the power cable)

- 21 User Audio Panels (1 teacher + 20 students)

- 22 Lab 100 Cables (1 teacher + 20 students + 1 source)

- Ground Loop Isolator (includes 2 x 3,5 mm stereo cables and the cable needed for GLI – teacher's UAP)

- Source Interface for the external source

- System Serial Interface

- Headsets

Note: The cable between the Source Interface and external source is not included.

DUAL CHANNEL PROGRAM SOURCE INTERFACE

The Dual Channel Program Source Interface allows you to connect two external audio sources to a single SCU port

DIAGRAM OF HARDWARE CONNECTIONS
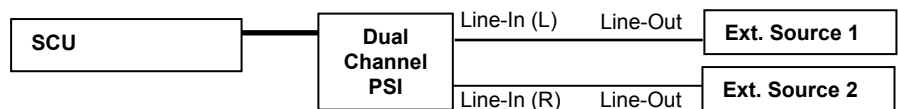
1. The PSI is connected to the SCU with a standard Cat-5E ("LAN") cable.

2. The external sources' Line-Outs are connected to the Dual Channel PSI Line-In with a DIN/RCA cable.

SOFTWARE INSTALLATION

MINIMUM REQUIREMENTS

Windows 2000 or Windows XP operating system, Windows Media Player 7.0

Pentium 733 MHz

128 MB RAM

Resolution 1024 x 768 or higher and 16-bit color

15-inch monitor

Sound card (MP3 encoder codec should be included)

CD-ROM

Mouse

COM port

LAN interface card 100Mbits /s (optional)

INSTALLING THE LAB 90 PROGRAM

Insert the Lab 90 CD-ROM into your computer's CD-ROM drive. The installation wizard starts. If not, open Windows Explorer, select the CD ROM drive, and double-click the 'Setup.exe' file.

Select a path for the destination directory.

When the installation is completed, click **OK**. It is not necessary to boot the PC.

TEACHER PC CONFIGURATION

TO SET THE COMMUNICATION MODE AND IP ADDRESS

WINDOWS 2000

1. Click **Start** to open the Windows main menu.
2. In the menu, point **Settings**, point and click **Network and Dial-up Connections**.
3. Select Local Area Connection.
4. In the **General** sheet, click **Properties**.

WINDOWS XP

1. Click **Start** to open the Windows main menu.
2. In the menu, point and click **Control Panel**.

3. Select Network Connections.

4. In the General sheet, select Local Area Connections, and click Properties.

BOTH WINDOWS 2000 AND WINDOWS XP

5. In the **General** sheet, make sure **Internet Protocol (TCP/IP)** is checked.

6. Double-click the **Internet Protocol (TCP/IP)** option, or click **Properties**.

7. In the dialog window that opens, select **Use the following IP address**.

8. In the **IP address** field, enter 172.24.1.1 and in the **Subnetmask** field, enter 255.255.0.0

9. Click **OK**.

The following settings are needed only when a 3Com Etherlink XL 10 network card is used:

1. In the Local Area Connection Properties sheet (the General tab), click Configure.

2. Select the **Advanced** tab.

3. In the sheet that opens, in the **Property** window, select **Duplex Mode**. In the value field, make sure **Half Duplex** is selected.

4. In the **Property** window, select **Media Type**. Make sure the value set is 100Base Tx.

5. Click **OK**.

TO SET A WORKGROUP

WINDOWS 2000

1. Click **Start** to open the Windows main menu.

2. In the menu, point **Settings**, point and click **Control Panel**, and select **System**.

3. In the System Properties window, select the **Network Identification** tab.

4. In the sheet that opens, click **Properties**. The **Identification Changes** dialog window opens.

WINDOWS XP

1. Click **Start** to open the Windows main menu.

2. In the menu, point and click **Control Panel**, and select **System**.

3. In the window that opens, select the **Computer Name** sheet.

4. In the sheet, click **Change**.

BOTH WINDOWS 2000 AND WINDOWS XP

5. Select Workgroup.

6. As workgroup, type "EDUCATIONAL".

7. Click **OK**.

TO COMPLETE THE CONFIGURATION

Finally, to activate the settings, restart the computer.

TEACHER PC SOUND CARD MIXER SETTING
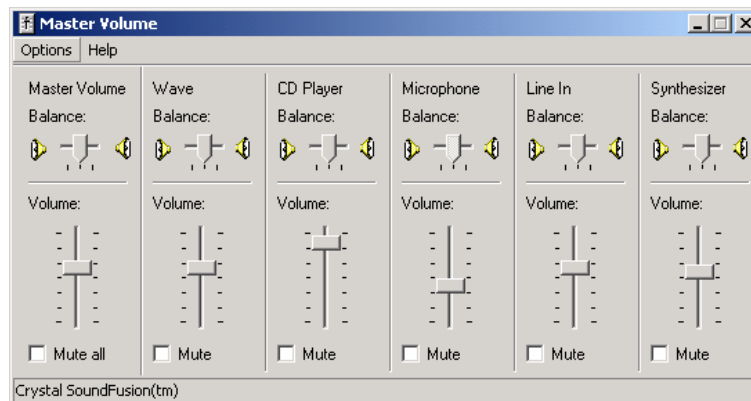
TO SET THE CD PLAYER LEVEL

Play a CD and listen to the level from the teacher headset. Adjust if necessary.

TO SET THE WAVE LEVEL

Play a media file and listen to the level from the teacher headset. Adjust to meet the CD player level.

TO SET THE MAIN VOLUME

Play a media file or CD and adjust the volume.

TO ADJUST THE AUDIO LEVEL IN THE SOURCE INTERFACE

The input level for the Source Interface is 150mV - 2V, which you can set on the input level control on the Source Interface device.

Note 2:

The names of the volume setting options may vary due to differences between sound card types.

CONFIGURATION OF THE LAB 90 SOFTWARE

TO CONFIGURE THE LAB 90 SOFTWARE

1. Click **Start** to open the Windows main menu.

2. In the menu, point **Programs**, point **Lab**, point **Lab 90**, and select **Config**. The Lab 90 configuration program is started.

User Interface of the Lab 90 Configuration program

In the configuration program, you will

1. set the default settings,

2. find workstations, and

3. set audio sources.

When you configure the Lab 90 software for the first time, follow the given order. However, if you want to modify an already existing configuration, you can apply these steps in free order to match the task you want to accomplish.

To proceed with the class view configuration, make sure the User Audio Panels are connected to the System Connection Unit and the System Connection Unit is switched on.

SET DEFAULT SETTINGS

TO SET DEFAULT SETTINGS

Click the **Set default settings** button. The **Lab 90 properties** dialog window opens.
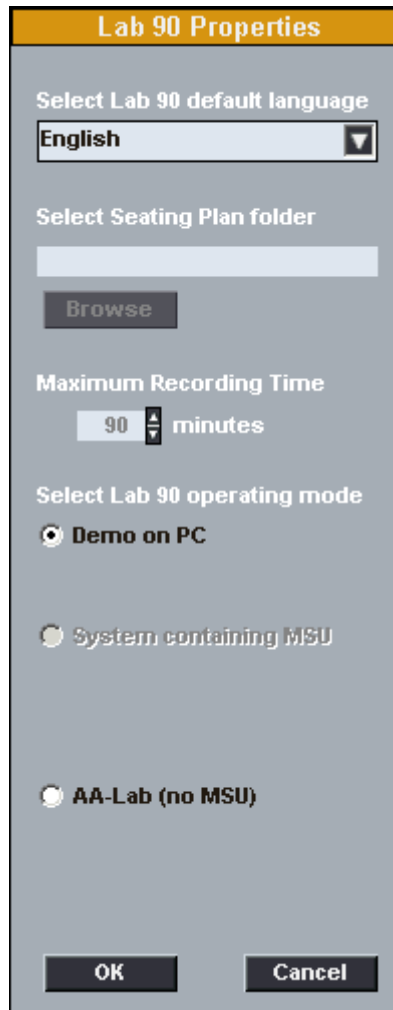
Window for setting Lab 90 properties

In the window, you can choose the default settings for the Lab 90 application. Once defined, settings are always active when starting the Lab 90 application on teacher's PC.

DEFAULT LANGUAGE

Select a language for the user interface.

OPERATING MODE

Demo on PC – for demo purpose only, no hardware in the system

AA lab – select COM port

FIND WORKSTATIONS

When you click the **Find workstations** button, the system starts to scan for connected UAPs. The detected UAPs are displayed as student icons on the class view.

sanako

Note:

- Moving the mouse pointer onto a student icon turns the mouse pointer to a four-headed arrow. This means that you can now drag and drop the student icon to a different location.

- When the mouse pointer is on a student icon, clicking the right mouse button opens a menu list. From the list you can

    a) select to view Workstation Info (displays the workstation's port number) and

    b) select to remove the position.

- You can also select several student icons at a time and align them as appropriate. To align the icons, do as follows:

    With the left mouse button pressed down, drag the mouse pointer over those students' icons you want to align. Color-code on the selected students' icon turns to white indicating that by clicking the right mouse button, you can now select to align the icons to left, right, top, or bottom.
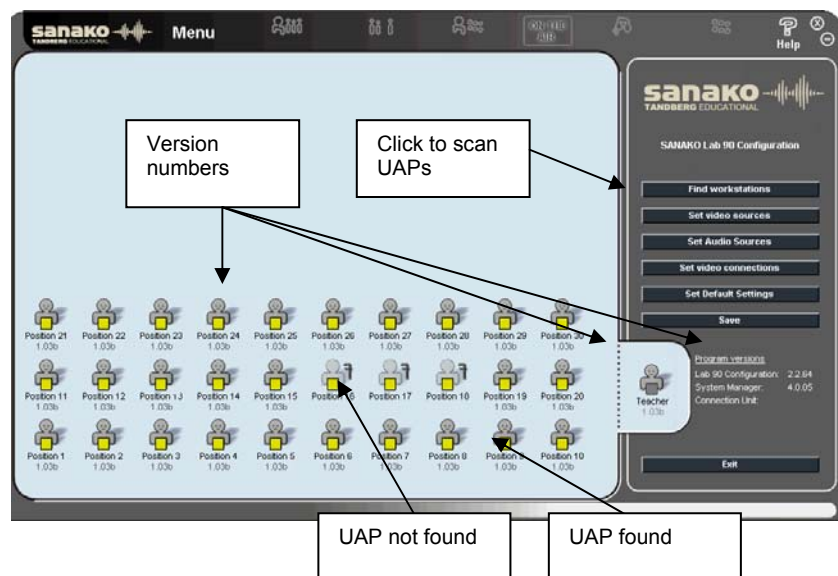
TO FIND WORKSTATIONS

To find workstations, proceed as follows:

1. Click the **Find Workstations** button. The student icons appear on the class view in a default arrangement, where student icon 1 appears in the lower left corner, student icon 2 on its right, etc. You can change the seating plan to match your classroom layout, if needed.
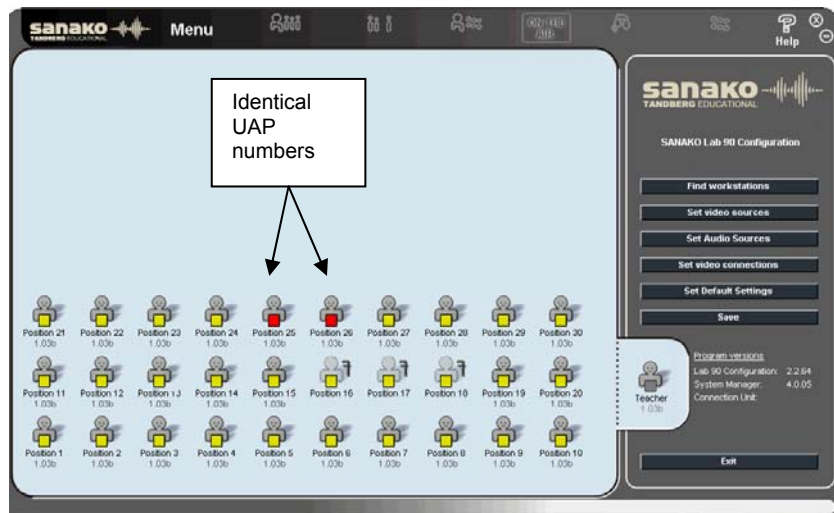
TO ASSIGN WORKSTATIONS

To change the workstation assignment, proceed as follows:

9. Click the **Find Workstations** button.

On the display of the connected audio panel appears the current workstation number. You can now enter a new workstation number.

Student number display

UAP number entering
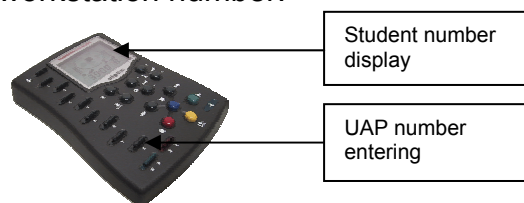
10. To enter the number, press the number keys in the audio panel. The number is shown on the audio panel's display.

11. If you want to edit the given number, press the Clear key in the audio panel, and enter the number again.

Note that for a one-digit number is needed a leading zero, for example 09.

12. To end this mode and save the changes, click the **Save** button.
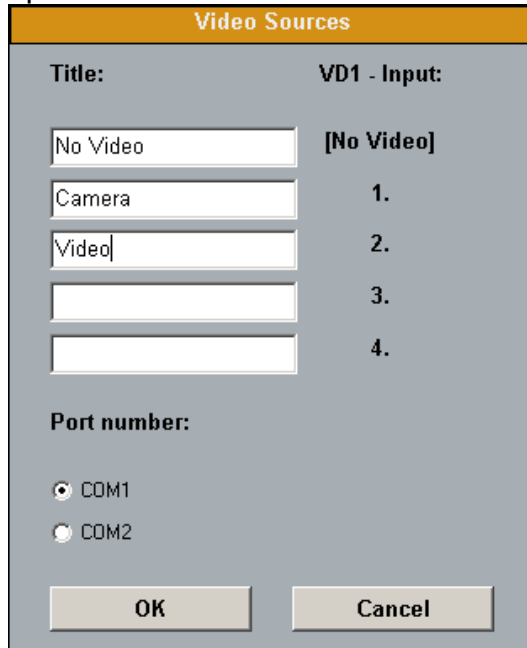
If two workstations were given the same number, their icons turn to red. To enter a new number, press the number keys on the selected student's audio panel.

SET VIDEO SOURCES

1. Click the **Set Video Sources** button. The following dialog opens.

2. In the Video Sources dialog, enter the title of the video sources (for example, camera or video) that are connected to the VD1 inputs.

3. Select the appropriate serial port number (e.g COM1, COM2, COM3).

4. Click **OK**. The next thing to do is to set the video connections.

For a description, see Set video sources below.

SET AUDIO SOURCES

In Lab 90, you can have a variety of audio sources to work with, and you can customize the audio source settings as appropriate. In audio source configuration, you name the sources you want to use in your Lab 90 classes and define where they are connected in the system. When the configuration is completed, you can view the selected audio sources in the Audio Source list in the Lab 90 application.

TO SET AUDIO SOURCES

Click **Set Audio Sources**. The following dialog opens.
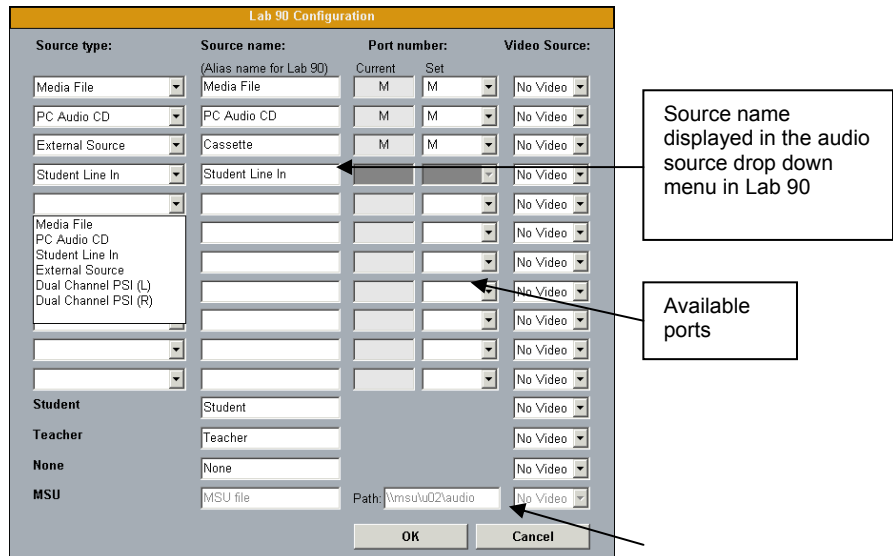
Lab 90 source configuration window

Define the **Source Type**. Video sources must be defined as "External Source", "Dual Channel PSI (L)" or "Dual Channel PSI (R)". To do this, select the option from the menu list that opens by clicking the arrow button next to the field.

SOURCE TYPE

Media File	Program file on Teacher PC
PC Audio CD	CD player on Teacher PC
Student Line In	Audio source connected to a student UAP
External Source	Audio source connected to the Source Interface (e.g. recorder or CD player)
Dual Channel PSI	Two external audio sources connected to one SCU port.

ABOUT SOURCE TYPES

- If the source is connected to the teacher's UAP, select **M** from the list as a port letter.

- For the sources **Student** and **Teacher**, no specific port is required.

- The selection of **Student Line In** disables the port number field because for this source type it is not needed.

To configure the audio sources that weren't mentioned above, proceed as follows:

1. In the **Source Type**: field, select Media File, CD Audio, Student Line In, or External Source from the list that opens by clicking the arrow button next to the field.

2. You can now edit the **Source Name**. This step is, however, optional. Giving the source a commonly known name could help the user in recognizing the source when there is more than one external source. The edited name is displayed in the Source List in the graphical user interface of Lab 90.

3. In the **Port Number**: field, select a port number to which the source is connected. The Student Line In source type doesn't require a port number.

4. Proceed similarly with other audio sources.

5. In the **Video Source** field, select **Video Source** that is used with the appropriate source type.

6. Browse for the drive that was mapped in the configuration of the teacher PC (see **Error! Reference source not found.** in Configuring the Teacher PC earlier in the Setup section of this guide). To browse for the drive, click the **Browse drive** button.

7. To close this panel and keep the changes, click **OK**. To close the panel and discard the changes, click **Cancel**.

SET VIDEO CONNECTIONS

TO SET VIDEO CONNECTIONS

1. Click **Set Video Connections**. The following dialog opens.

Dialog for setting video connections for students

2. To enable a VD2, tick the appropriate checkbox. The maximum amount of VD2s is 12, allowing 48 student monitors in one classroom.

3. Enter the number(s) of the selected student(s) in the respective field(s).

4. Click **OK**. Then move on to the audio source settings.

SOFTWARE UPDATE

TEACHER PC

Uninstall the old version and install the new one.

SYSTEM CONNECTION UNIT (SCU)

Open the SCU's cover. Change PROM with an appropriate tool.

USER AUDIO PANEL (UAP)

Open the UAP's cover. Change PROM with an appropriate tool.

TROUBLESHOOTING

IN THE SYSTEM CONNECTION UNIT, THE GREEN LED IS BLINKING OR NOT AT ALL LIT.

- The System Connection Unit is not switched on.
- The User Audio Panel is defective.
- Cable is faulty.

LCD OF THE USER AUDIO PANEL IS NOT ACTIVE.

- Replug the connector between the System Connection Unit and User Audio Panel.

AUDIO CAN'T BE HEARD.

- Make sure Lab 90 is not in Demo mode.

CD AUDIO OR MEDIA FILE AUDIO CAN'T BE HEARD BY TEACHER OR STUDENTS.

- Cables from the teacher PC to the teacher's User Audio Panel are not connected properly.
- Windows Mixer Settings are incorrect.
- Wrong sound card selected for Windows.

GLOSSARY OF TERMS

ABSENT STUDENT

The student workstation is not used in the particular class, and the student icon is therefore disabled.

ALL CALL

You can communicate to the whole class at any point by clicking the All Call button on the Lab 90 toolbar. If an audio source is started, your voice is not mixed to the audio source, so clicking All Call mutes the audio sources and the students.

ANSWERING STUDENT

A student is selected to answer a question. Some students or all the students hear the answering student.

AUDIO SOURCE

In the Lab 90 sessions, you can use various audio and video devices, such as tape recorders, video recorders, CD players, sound cards, etc. You can also choose digitized video and audio material (AVI, WAV, MP3), as well as a student or yourself as the source.

AUTOMONITOR

An easy way of monitoring all the present workstations is the automonitoring scanning mode, where all the present workstations are monitored automatically and consecutively. A replication of the monitored student's audio panel is shown on the Session Screen.

CALL TEACHER

A key on the User Audio Panel; by pressing this key, the student can call you, or on Audio-on-Demand activity change the file On the LCD of the User Audio Panel is shown a teacher symbol.

CLASS VIEW

The Lab 90 class view is the light blue area of the Lab 90 main window. Class view is the layout of your class, in which your students are displayed as student icons.

FIXED

In the Pair and Group Discussion activity, a method to form pairs or groups of the adjacent sitting students.

INTERCOM

Intercom is an interactive connection between you and the student(s); the students hear your voice and are able to reply. In the intercom connection, your voice is mixed to the audio source.

LCD

On the User Audio Panel, the liquid-crystal display (LCD) that shows the student and master track volume, the status of the student recorder, and the counter value (min:sec).

LED INDICATOR

Light emitting diode (LED) is a light that is lit on the User Audio Panel to indicate active answer.

MANUAL

In the Pair and Group Discussion activity, a method to set up pairs or groups. You can freely select the students you want to form a pair or group.

MEDIA FILE

A media file is a digitized audio and/or video file (for example in WAV, AVI, MP3 format) saved on your computer.

MONITOR

Monitoring a student means listening to a selected student's work. In the Group, Pair and Phone Conversation, monitoring a student means monitoring the whole group / both of the members of the pair.

ON THE AIR

The *On the Air* sign is lit when your microphone is open and the students can hear you.

RANDOM

In the Pair and Group Discussion activity, a method to set up pairs or groups in random order.

REPEAT

The Repeat function creates a loop of a selected segment of an audio. The segment can be played back over and over indefinitely.

SESSION

A session is a group of students performing a learning activity. You can freely choose the number of participants; a session can consist of one single student, a number of students, or the whole class. Altogether you can have up to three sessions.

SESSION CALL

In the Session Screen, an ON/OFF button for giving instructions for the students in the session.

SESSION SCREEN

On the right-hand side of the Lab 90 window, the part of the Lab 90 window where you proceed with the session. In the Session Screen, you will select students, an activity, and audio source for the session. On the Session Screen appear the controls for the activity you select. For example, if you select the listening comprehension activity, only those controls that are necessary to complete the listening comprehension activity appear.

SESSION STATUS BAR

As you create sessions, color-coded status bars stack at the bottom of the Lab 90 window. The Session Status Bar provides useful information about your sessions' status. You can see which activity is in question, and whether the activity is performing or still waiting to be initiated.

SESSION STUDENT

The student is a member of a session. A Session student is color coded to the session he or she is a member of.

STUDENT CALL

Right mouse click and hold is Student Call. In Student Call, the selected student hears you as long as the right mouse button is pressed down, but is unable to reply.

SYSTEM CONNECTION UNIT

The System Connection Unit makes sure the connection between you and the students and/or audio source is successfully established.

TOOLBAR

Toolbar is the horizontal bar on the upper part of the main window. In the toolbar, you find the basic functionality of the program. This is where you find main menu, create a new class view or retrieve one, mark students absent, (re)name students, and create sessions.

TOOLTIPS

On the lower part of the Lab 90 window, between the class view and Session Status Bar, a 'bar' that guides you throughout your class. The tooltip texts on the right-hand side of the bar tell you what you can do in different parts of the Lab 90 window. On the left-hand side of the Status bar is displayed the teacher's name and class ID.

USER AUDIO PANEL

Student's user interface. By pressing the keys on this audio panel the students can answer quiz questions and make phone calls. Also you, as teacher, have a User Audio Panel.

sanako

INDEX

sanako