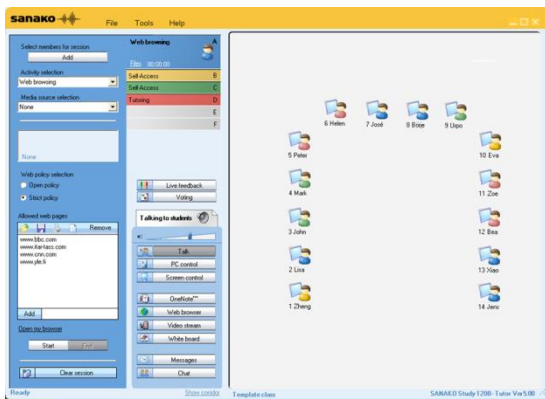


**sanako**



# Sanako Study 500

## Tutor Training

Version 1.040613 \*\*

A practical and essential guide

\*\* All content is based on Study V6. If you have an earlier version, some features may not be available.



## Table of Contents

<b>1 Classroom Control Activities.....</b>	<b>4</b>
1.1 How to blank student screens to gain attention .....	4
1.2 How to prevent or allow applications from being used by students.....	5
1.3 How to log off students.....	6
<b>2 Classroom Monitoring Activities.....</b>	<b>7</b>
2.1 How to monitor a student (screen and voice) .....	7
2.2 How to monitor the whole classroom at the same time.....	8
<b>3 Classroom Demonstration Activities .....</b>	<b>9</b>
3.1 How to give a class demonstration of your screen and voice .....	9
3.2 How to show one student screen and voice to the whole class.....	10
<b>4. Listening Activities .....</b>	<b>11</b>
4.1 Give students a file to work on at their own pace.....	11
4.3 The basics of the student software.....	12
<b>5. Speaking Activities.....</b>	<b>13</b>
5.1 How to speak with an individual student .....	13
5.2 How to speak to the whole class .....	13
5.3 How students can record their voice and save as a file.....	14
5.4 How you can collect in student work at the end of the lesson .....	14
<b>6. Getting feedback from your students.....</b>	<b>16</b>
6.1 Responding to Call Teacher requests.....	16
6.2 Getting your students to give their full names .....	16
6.3 Asking for lesson feedback – the traffic light approach.....	17
6.4 Using chat discussion to get plenary feedback.....	17
6.5 Using chat to see who is the fastest student to respond .....	19
<b>7. Differentiated Learning Activities.....</b>	<b>20</b>
7.1 How to put students into different groups.....	20
7.2 How to give access to different files for different students .....	21
<b>8. Web Browsing Activities.....</b>	<b>22</b>
8.1 How to launch the same web page to all students.....	22
9.2 How to keep students looking at the same web page as you .....	23
9.3 How to restrict the web pages that students can browse to .....	24



9.4 How to disable Internet access ..... 25

**11. Who to contact if things go wrong .....26**

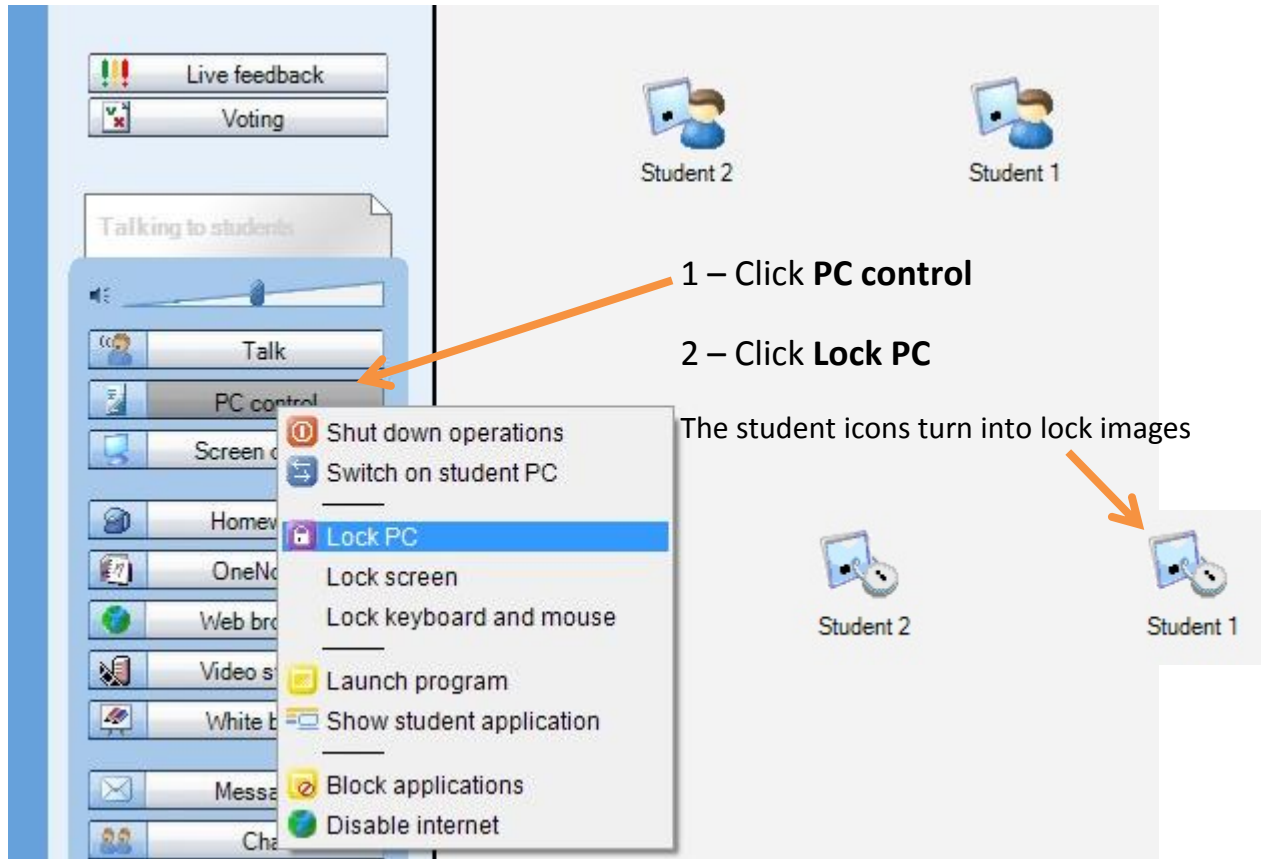
**12. Index of key terms used .....26**

Please note that not all the features of the Study teacher software have been covered in this manual. For information on any items that have not been covered please check the Help menu in the software or contact [uksupport@sanako.com](mailto:uksupport@sanako.com)



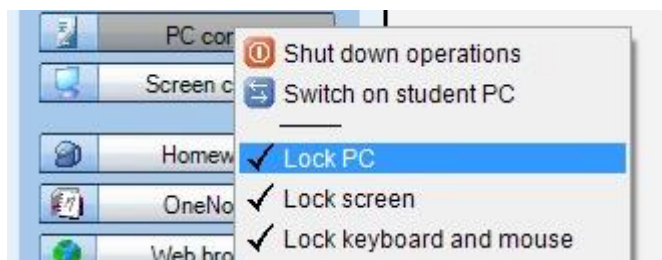
# 1 Classroom Control Activities

## 1.1 How to blank student screens to gain attention



The students all have a **BLACK** screen now! Imagine that this is just like you placing a black piece of paper over the screen and hence everything they were working on is behind the paper and hence safe!

When you are ready you can “remove the black paper” or unlock the screens by repeating the 2 steps above that you did before – as shown below - click PC control and then Lock PC.





## 1.2 How to prevent or allow applications from being used by students

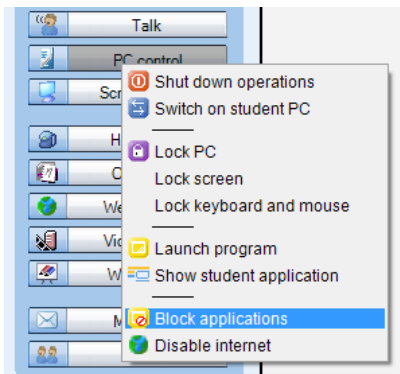


**Why do this?** You can either prevent or allow students to use certain applications. For example, if your lesson only requires students to have access to say Word and PowerPoint then you can select just those two applications and no others will work. This ensures student focus and you can be 100% confident that your students can't launch anything else!

There are two clear options for you as a teacher to consider –

**OPTION 1** - do you want to **only allow** your students to launch certain applications?

**OPTION 2** – are there any applications that you want **to prevent** students from launching?



Click the **PC control** icon shown to the left and then select the **Block applications** option from the drop-down menu.

The Block applications window (shown below) will appear in the middle of the screen.

- To prevent students from launching certain applications.

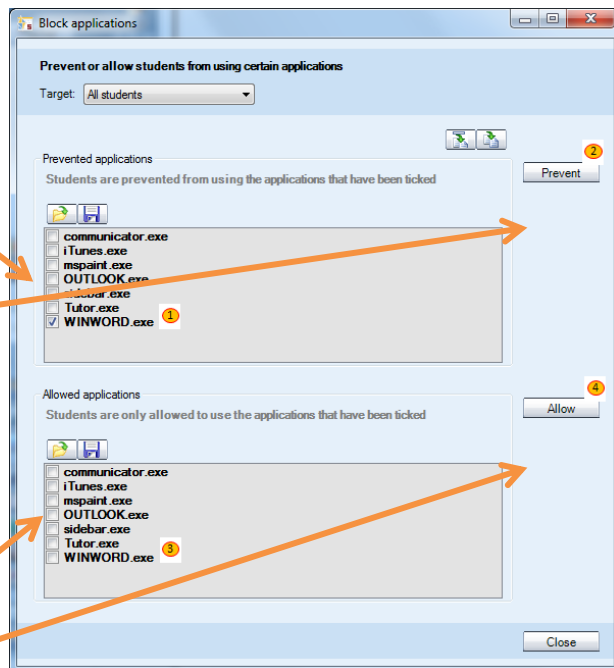
Tick the applications from the list in the top area.

Click **Prevent**


- To allow students to only launch certain applications.

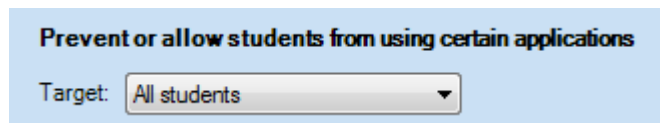
Tick the applications from the list in the bottom area.

Click **Allow**

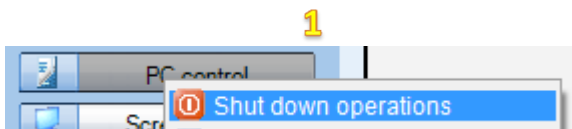




- If you feel that there may be some applications not listed then click the icon near the top right of the Block application screen shown here with an orange square round it.  This will update the list so that any newly launched applications are added to the list.
- If you want to block applications for just one selected student then you can click the Target drop-down menu shown below and select an individual or group of students.



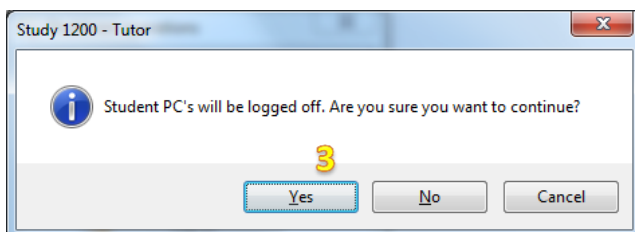
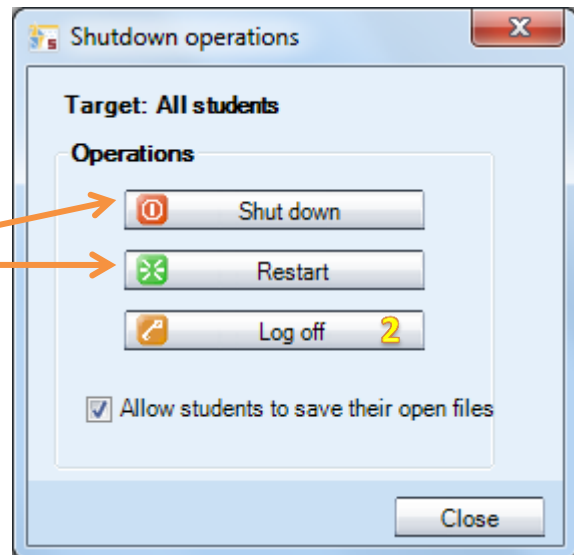
### 1.3 How to log off students



**1** Click **PC control** and then **Shut down operations**

**2** Click **Log off**

You can also Shut down or Restart!

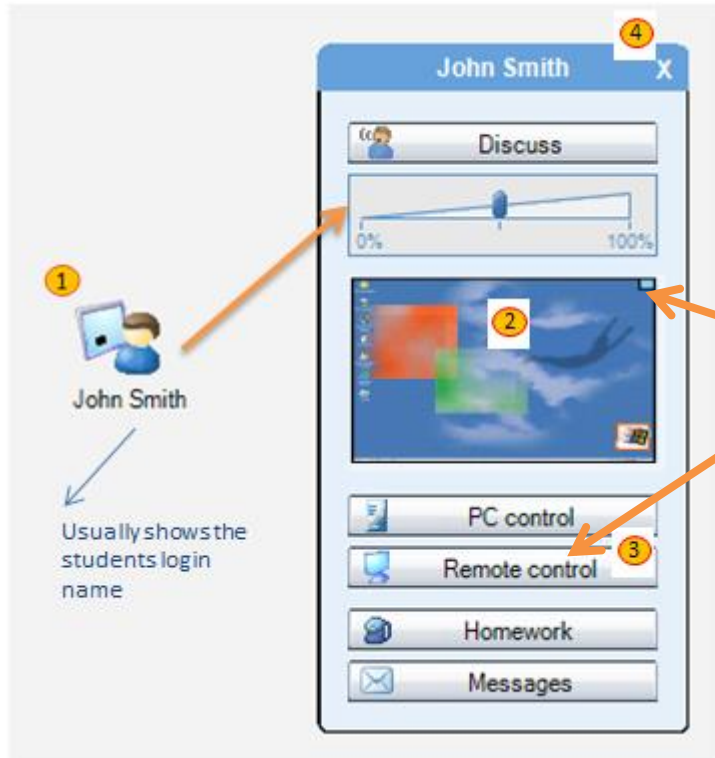


**3** Click **Yes**



## 2 Classroom Monitoring Activities

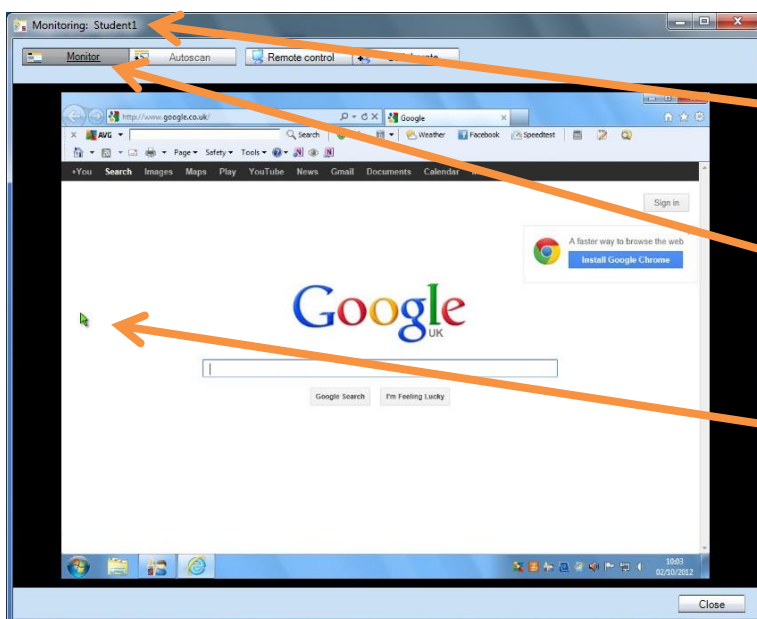
### 2.1 How to monitor a student (screen and voice)



1  
John Smith  
Usually shows the students login name

- 1 Left click on the student that you wish to monitor.
- 2 You see a small thumbnail image of their screen
- 3 Click on **Remote Control** or **blue rectangle** to see that students screen in detail
- 4 Click the **X** to stop monitoring that student

When monitoring the student will have no idea that you are doing so and you will also hear everything they are saying and listening to.



The name of the student you are monitoring appears in the top left.

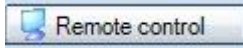
The **Monitor** option will be selected and this is the discrete mode that allows you to watch without them knowing.

The student's mouse location is shown as a **green** arrow for you to follow.

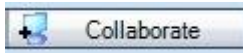




Whilst monitoring a student screen you can take control of their mouse and keyboard if required by clicking either the **Remote control** or **Collaborate** icons.



The teacher takes **full and total control** of the student mouse and keyboard and any mouse movements or keyboard entries they make are ignored – only the teacher can move the pointer and/or enter text.



Teacher and the student have **shared mouse and keyboard control**.



- If the student is **working on a text document** or presentation and you wish to work with them to correct mistakes/suggest improvements then **select the Collaborate option**. This means that you can take it in turns to enter text and discuss.
- If the student is **working on a web page** or interactive type application then **select the Remote control option**. This means that you both don't up trying to move the mouse at the same time!

## 2.2 How to monitor the whole classroom at the same time

1 – Click **Screen control**

2 – Click **Thumbnails**

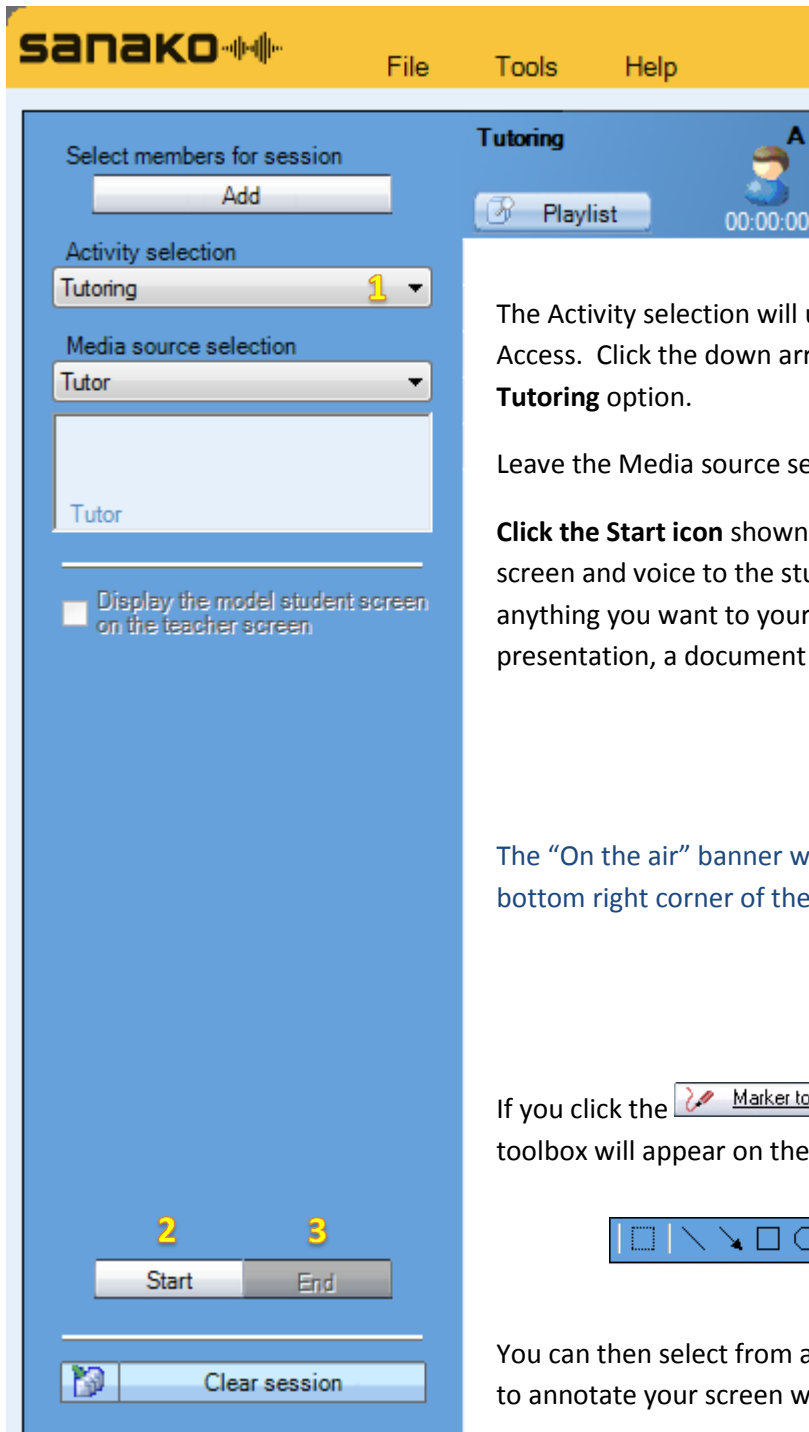
The student icons turn into live images





### 3 Classroom Demonstration Activities

#### 3.1 How to give a class demonstration of your screen and voice



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Tutoring** option.

Leave the Media source selection as **Tutor**.

**Click the Start icon** shown at **2** to begin sending your screen and voice to the students. You can then show anything you want to your students – a web page, a presentation, a document etc..

The “On the air” banner will appear in the bottom right corner of the teacher screen.



If you click the **Marker tool** icon then the following toolbox will appear on the top right of the screen.

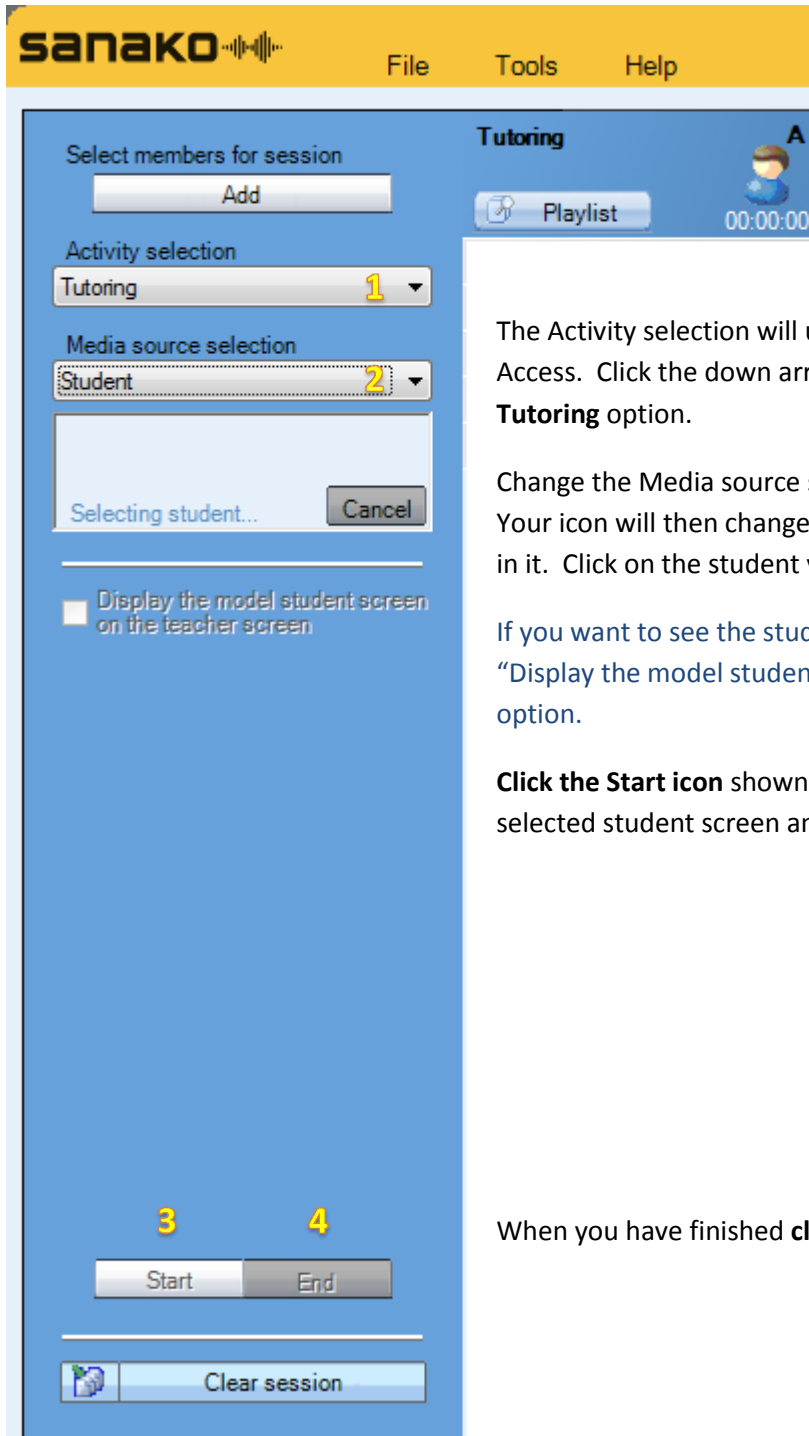


You can then select from an array of options that allow you to annotate your screen with boxes, highlights, text etc...

When you have finished **click the End icon** shown at **3**



### 3.2 How to show one student screen and voice to the whole class



The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Tutoring** option.

Change the Media source selection at **2** to **Student**. Your icon will then change to a white rectangle with a + sign in it. Click on the student you want to be the presenter.

If you want to see the student screen yourself then tick the “Display the model student screen on the teacher screen” option.

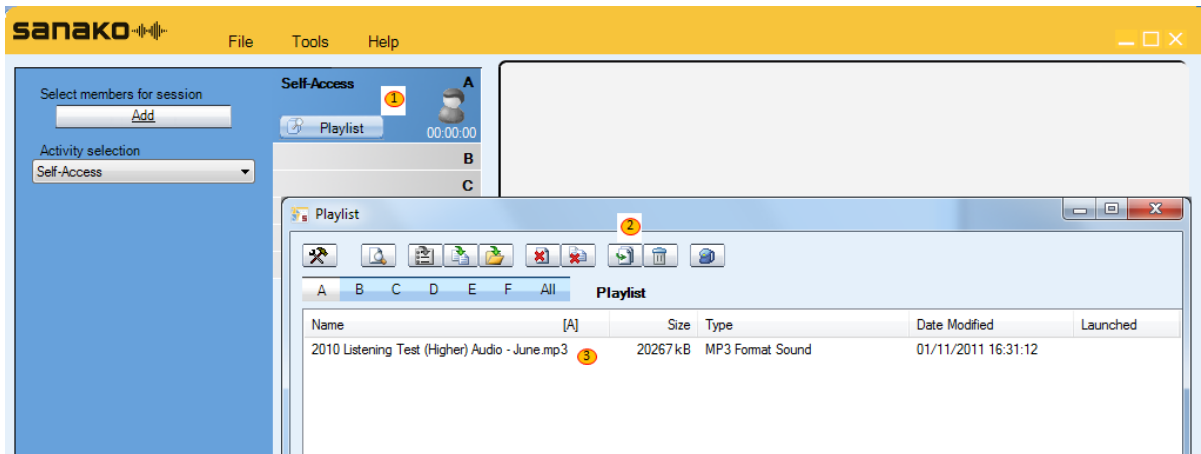
**Click the Start icon** shown at **3** to begin sending the selected student screen and voice to the class.

When you have finished **click the End icon** shown at **4**

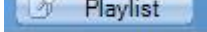



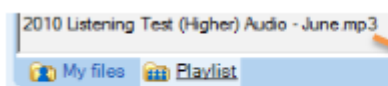
## 4. Listening Activities

### 4.1 Give students a file to work on at their own pace



If you want to give a file to your students so that they can open it up and work on it at their own pace then it's as easy as 1 -2 -3.

1. Click on the **PLAYLIST**  icon
2. Click on the **Add**  icon and browse for the file you want your students to work on
3. The file will then be listed in the top section of the playlist and will also appear in the playlist area of the student player as shown below.



When the teacher has added any files to the **Playlist** window then the students can simply **double-click** on the file to open it.



- You can add as many files as you want to the list and of any type e.g. Audio, Video, Pictures, Documents, Presentations, Web links etc...
- You can COPY and PASTE to the Playlist area
- You can DRAG and DROP to the Playlist area
- Make sure you delete files in the playlist at the end of the lesson to make sure you start the next lesson with a blank playlist
- Make use of individual Tutor playlists
- Watch this video on [How to use the Playlist](#)



### 4.3 The basics of the student software


Double click on the Study Student icon to launch the player.

The bottom right of the student screen



Study Student Interface – The Basics



- 1 **PLAY / PAUSE** – Click once to start playback of an audio or video file. The icon changes to a PAUSE symbol and you can click to pause playback.
- 2 **SPEAK** – Click once to start recording your voice. The icon changes to a PAUSE symbol and you can click to pause recording.
- 3 **STOP** – Once you start playing back a file or recording your voice the icon changes to a blue symbol and you can click to end and the pointer goes back to 00:00
- 4 **VOLUME** – Click and drag the slider left and right to change the volume
- 5 **MIC MUTE** – Click once to stop hearing your own voice – the icon changes to 
- 6 **PLAYBACK POSITION** – Click and drag to move to any desired playback location.
- 7 **PLAYBACK TIME** – shows the present playback location in minutes and seconds

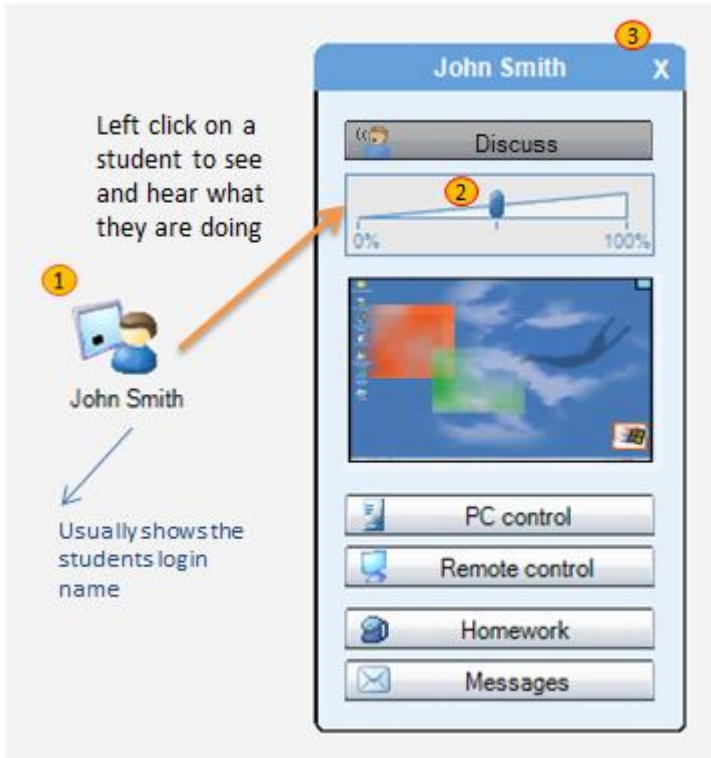


- Get your students to download and read the following reference card  
<http://misc.sanako.com/blog-uk/assets/Study-Student-Reference-Card.pdf>
- Get your students to watch the following video  
[http://www.youtube.com/watch?v=TJ40Bbwa6AI&feature=player\\_embedded](http://www.youtube.com/watch?v=TJ40Bbwa6AI&feature=player_embedded)



## 5. Speaking Activities

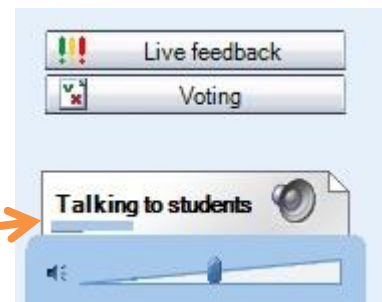
### 5.1 How to speak with an individual student



- 1 Click the left button on your mouse whilst the pointer is over a student.
- 2 Click the Discuss icon – it will change to a darker colour when active
- 3 When you have finished listening then click the “X” at the top of the window.

When you are speaking with an individual student you will see that the “Talking to students” and loudspeaker icon on the Tutor interface **becomes active**.

The blue moving bar shows when the student speaks and the black moving bar indicates when you are speaking.



### 5.2 How to speak to the whole class



Simply click on the grey Talk icon on the tutor screen.

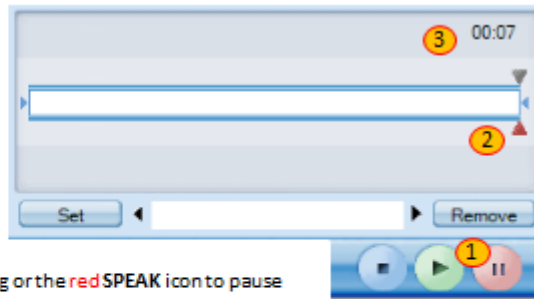
The “Talking to students” and loudspeaker icon on the Tutor interface **becomes active**. The black moving bar indicates when you are speaking – sometimes known as All Call



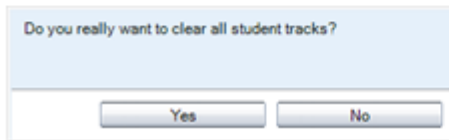
### 5.3 How students can record their voice and save as a file

To record your own voice \* -

- 1 press the red SPEAK icon and talk
- 2 the bottom triangle will turn red and flash
- 3 the counter will increase in real time – second by second.
- 4 Press the blue STOP icon to end recording or the red SPEAK icon to pause recording.



If you want to remove all your recordings and start again then you can right click on the bottom triangle and answer Yes to the prompt shown below.



\* Please remember to position your headset microphone correctly and to project your voice whilst speaking to ensure high quality recordings.

To save your recording

- 1 Click the save icon and decide where you want to save your work and what you want to call it.



To save everything (your voice, the original file, bookmarks, instructions, subtitles, instructions etc..) then select the Sanako MFF format from the "Save as type:" option. To save just the audio then you can select any of the other formats (such as MP3, WAV and WMA).

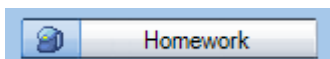


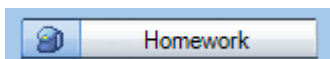
- Get your students to watch the following video [How to record your voice](#)
- Get your students to download Study LITE at home for free [Download Study LITE for FREE](#)
- Download and give out the following guide [Student Reference Card](#)

### 5.4 How you can collect in student work at the end of the lesson



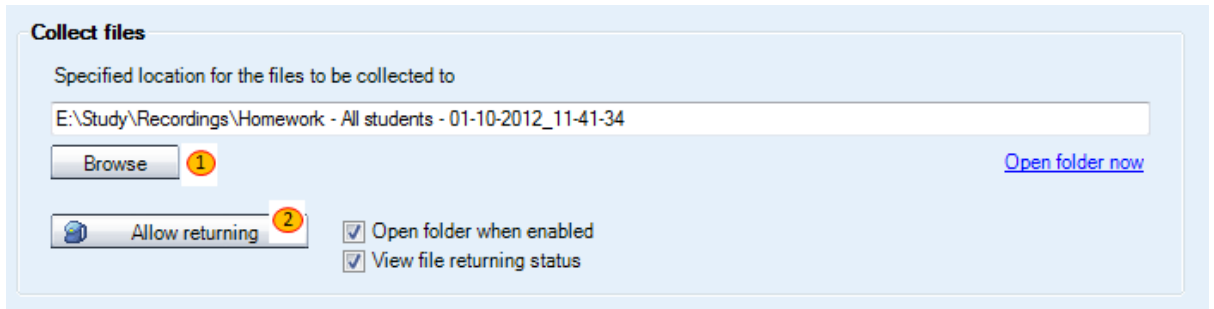
**Why do this?** Ideal for marking purposes – collect in student work to take away on say a USB pen stick. Gather evidence of student attainment for on-going personal development plans and future lesson planning. Ensure that you have a copy of your students work for the time when they say “I have lost it!”



Click the  icon and the collect files screen will appear as shown on page 16 – found at the bottom part of the Homework window.

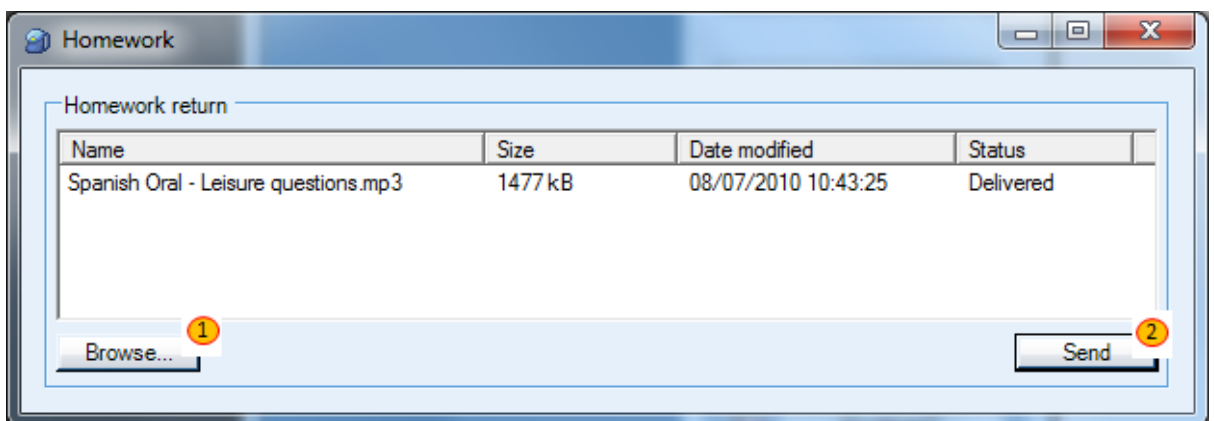


Ensure that your students have all saved a copy of their work before you collect it in.

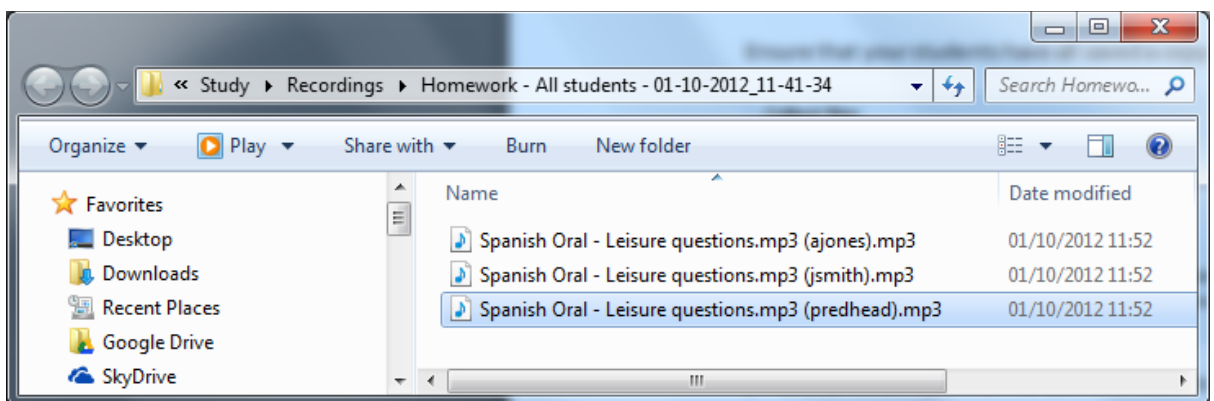


1 – **Decide where you want to save the student work** – it can be anywhere such as a USB pen-stick or your My Documents area. By default, the student work will be collected to a pre-defined shared area on your network (usually a directory of your shared network languages folder) and a directory will be created based on the date and time.

2 – Click the **Allow returning** icon and **your students will be shown a homework return screen**. All they need to do is to browse for their saved work and then send – shown as 1 and 2 below.



As your students send their work you will see them appear in the tutor collection folder below. Each file sent clearly shows who sent it in the brackets part of the filename.

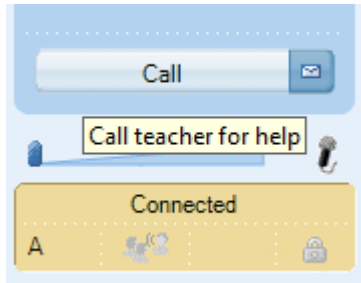




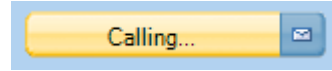


## 6. Getting feedback from your students


### 6.1 Responding to Call Teacher requests



Students can click the **Call** icon and it changes to Calling...

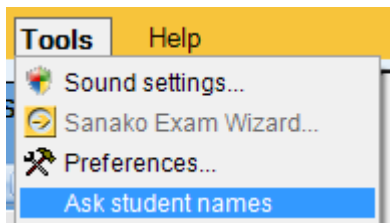


The teacher then sees a “?” above that students icon

If the tutor wants to provide help then they click on the  icon and they will go into the **Discuss** mode for a 2-way conversation with that student.



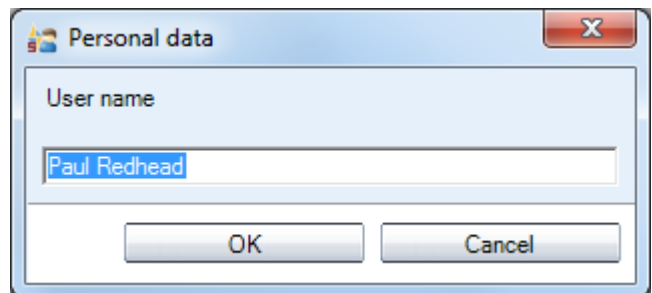
### 6.2 Getting your students to give their full names



It is normal for each student icon on the teacher interface to appear with the login name for that student. However, the teacher can ask students to enter their full names by selecting the **Tools – Ask student names** option.

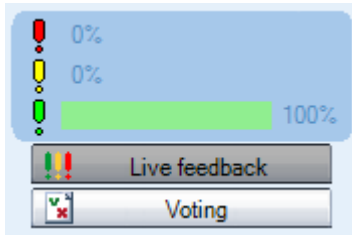
Each student will then see the Personal data window appear in the top left of their screen and they can **enter their full name and click OK.**

The teacher will then see this given name under that student icon.



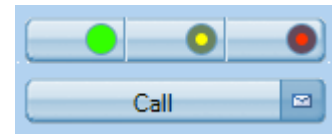
**Why do this?** It is a very good way to learn the names of your new classes! However, the main reason is that when you collect work from students this “given name” is added to the collected file e.g. Paul Redhead.mp3 – hence you know exactly who the file belongs to without having to rename any files.

### 6.3 Asking for lesson feedback – the traffic light approach



If the teacher clicks the **Live feedback** icon a three-bar graph appears along with a % for each of the three colours – Red, Amber and Green.

Students will then see three new icons appear above the Call icon of their player. The system assumes that the green icon has been clicked until the user selects either the amber or red option.

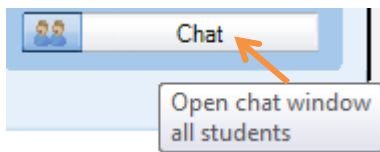


Once a student clicks one of the three colours their choice will be shown to the teacher on the corresponding student icon and the % values will change on the tutor graph.



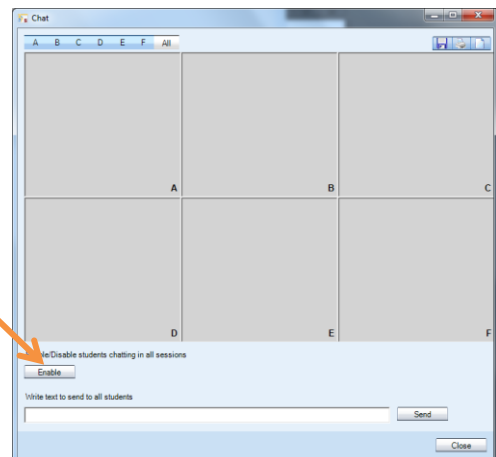
**Why do this?** Ask your students if they are ready to carry on for example – green for YES, red for NO and amber for NOT SURE. You may have given the students three things to do and you could ask them to change their feedback as the lesson progresses – green as they work on the first thing, amber for the second, red for the third and Call when complete.

### 6.4 Using chat discussion to get plenary feedback



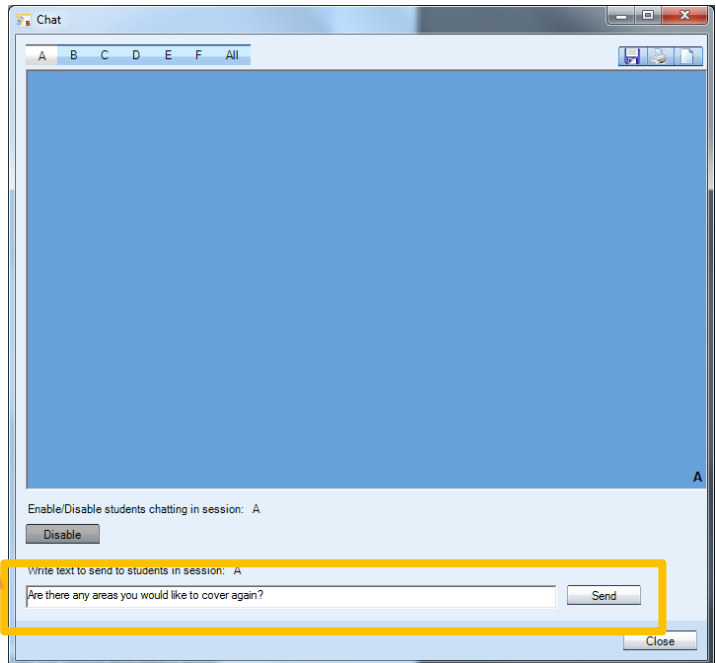
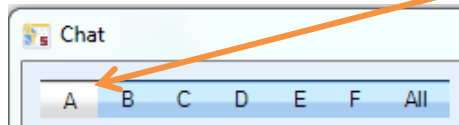
When the teacher clicks the **Chat** icon the blank Chat window appears as shown below.

Once the teacher clicks the Enable icon the chat session becomes active and the window changes to show coloured backgrounds.



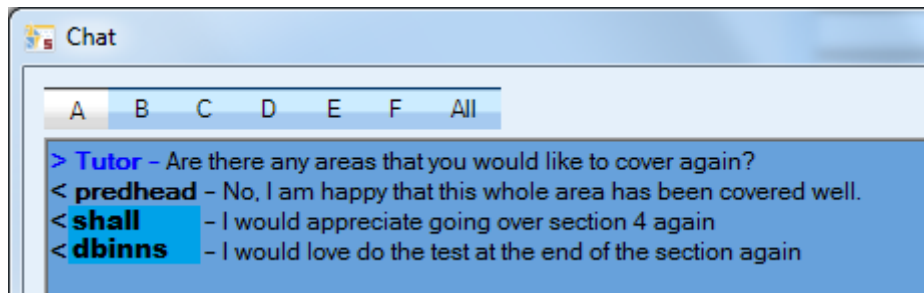


If you are conducting a whole class session then click on the **A** icon at the top left of the Chat window and the whole top section will turn blue as shown below.



Simply type your question into the text box at the bottom of the window and then click the **Send** icon.

Your text will be shown to all the students and they can enter their individual response. As each student responds your chat window will update to display their answer.



You can then do one of the following from the top right of the chat Window – shown to the right here;



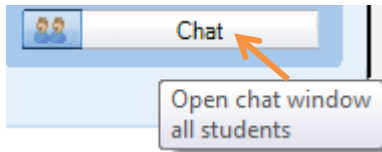
- 1 Save the chat contents as an RTF or TXT file
- 2 Print the chat contents
- 3 Clear the chat contents
- 4 Exit the chat session

Take a look at the following online video to see this feature described in action

[http://www.youtube.com/watch?feature=player\\_embedded&v=hTPRit--NIA](http://www.youtube.com/watch?feature=player_embedded&v=hTPRit--NIA)

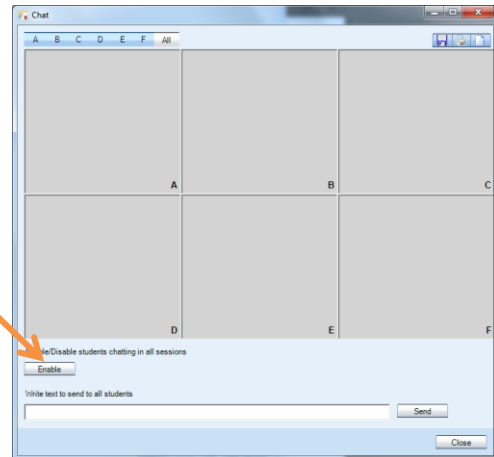


## 6.5 Using chat to see who is the fastest student to respond

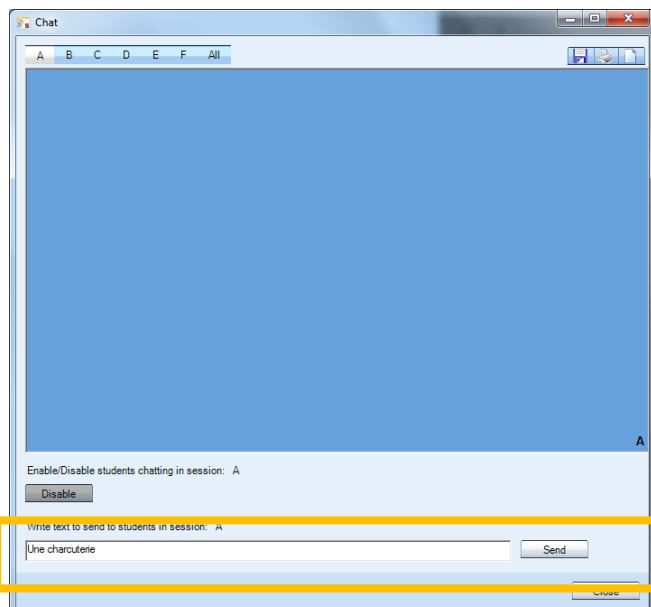
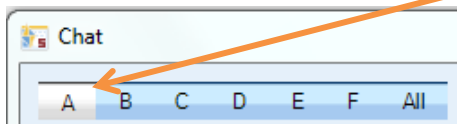


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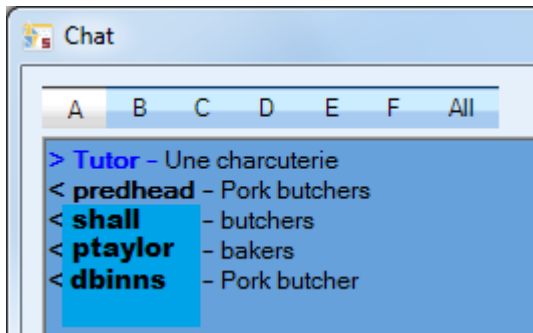


If you are conducting a whole class session then click on the **A** icon at the top left of the Chat window and the whole top section will turn blue as shown below.



Type your question into the text box at the bottom of the window and then click the **Send** icon.

Your text will be shown to all the students and they can enter their individual response. As each student responds your chat window will update to display their answer.



In this example you can see that predhead answered first and also answered correctly!

Bring that element of competition into your lessons!

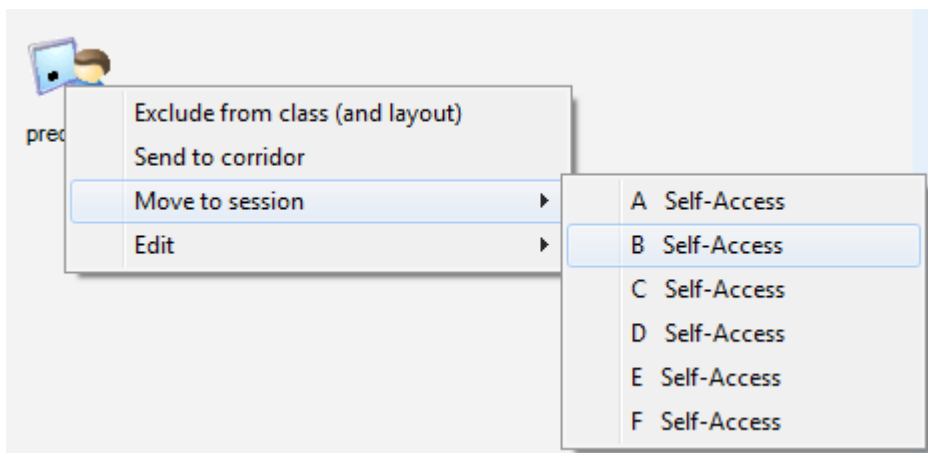
Take a look at the following online video to see this feature described in action

[http://www.youtube.com/watch?feature=player\\_embedded&v=dGBllshRU6o](http://www.youtube.com/watch?feature=player_embedded&v=dGBllshRU6o)

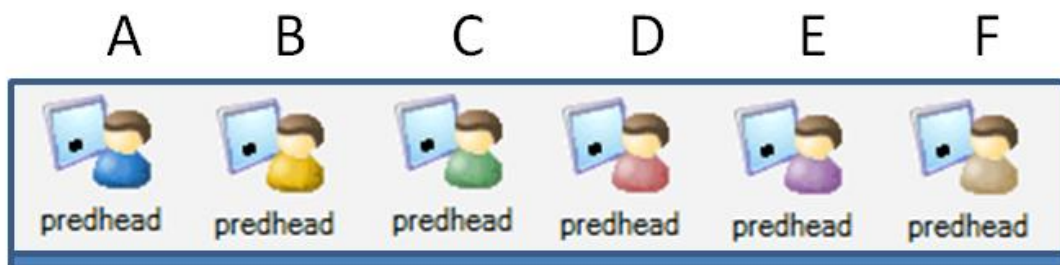
## 7. Differentiated Learning Activities

### 7.1 How to put students into different groups

**Right click on a student icon** and select the **Move to session** option followed by the group of your choice as shown below.

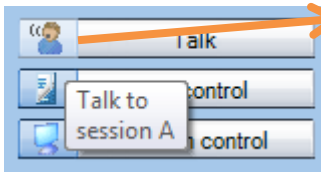


The student icon will change colour as shown below to indicate what group that student now belongs to.





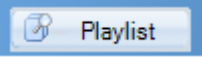
You can now use any of the whole class features described in this document to the students in a particular group only.

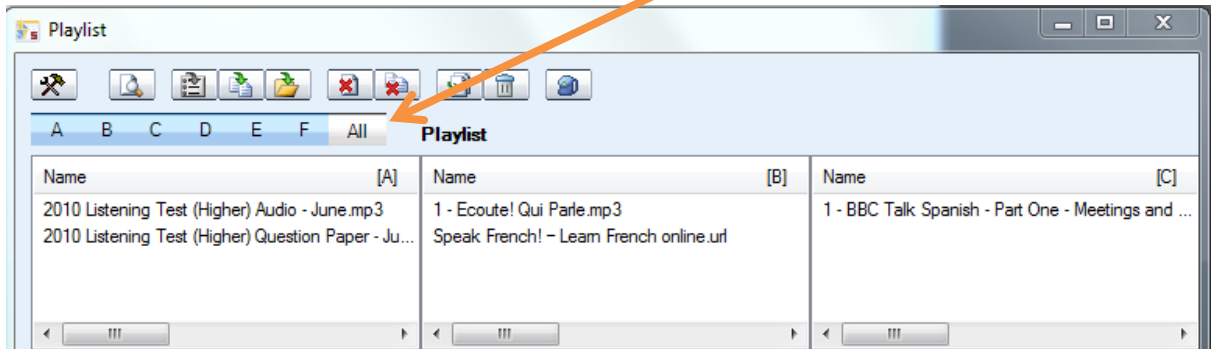


For example, clicking the blue head icon next to the Talk icon will mean that only the blue students will hear you and not all the class.

Or perhaps you might want to conduct different activities with different groups?

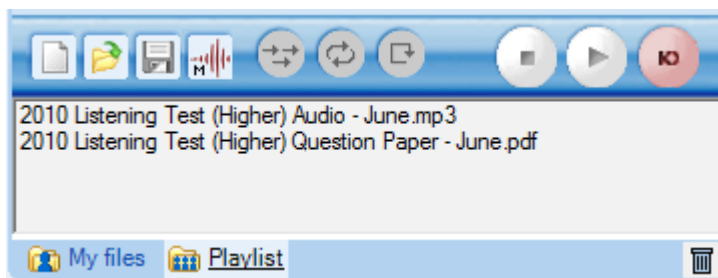
## 7.2 How to give access to different files for different students

Click on the  icon and then click on the **All** option.



Add, copy and paste, drag and drop the files you want to each of the six possible group playlists A, B, C, D, E and F.

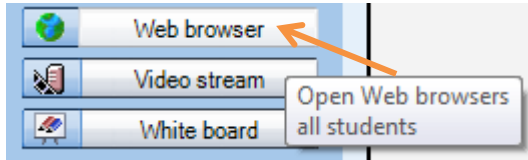
Students in each group will see different files in their corresponding playlist area. The image below shows the playlist for a student in group A – they double click the file(s) to open.



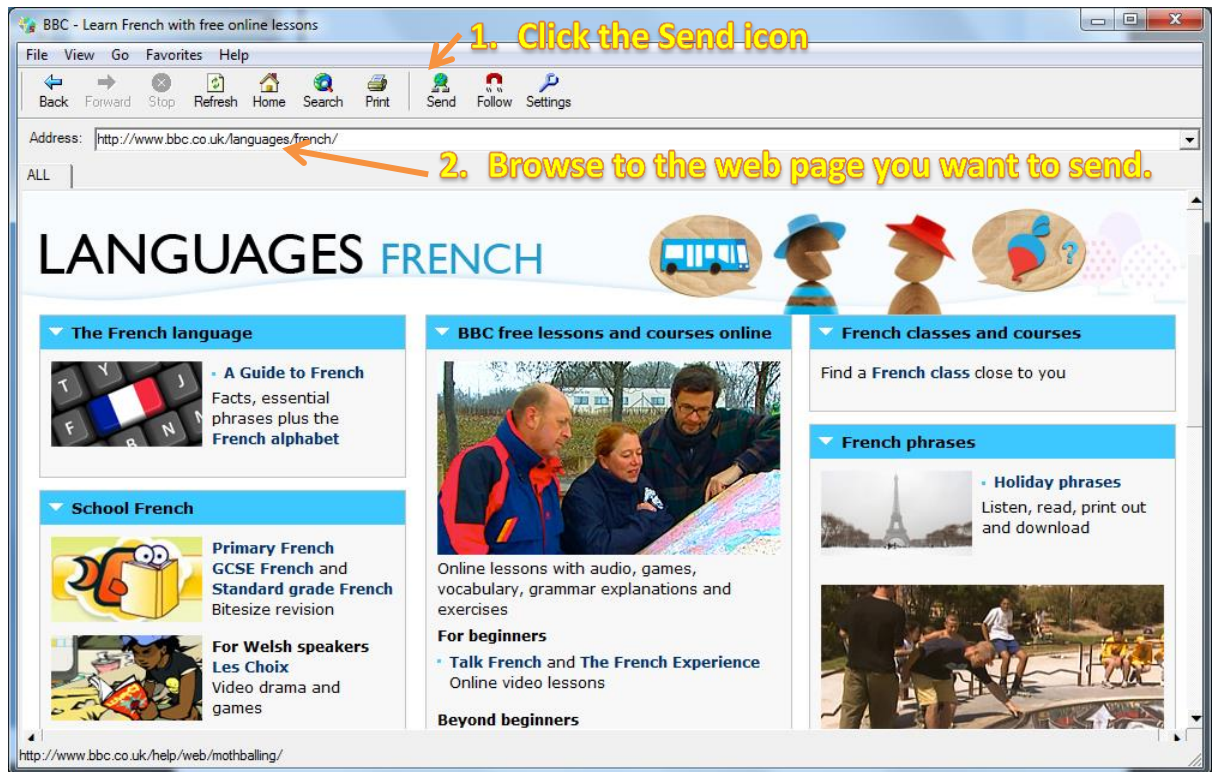


## 8. Web Browsing Activities

### 8.1 How to launch the same web page to all students



Click the **Web browser** icon and the teacher browser window will appear as shown below – internet explorer will launch at all the student positions.



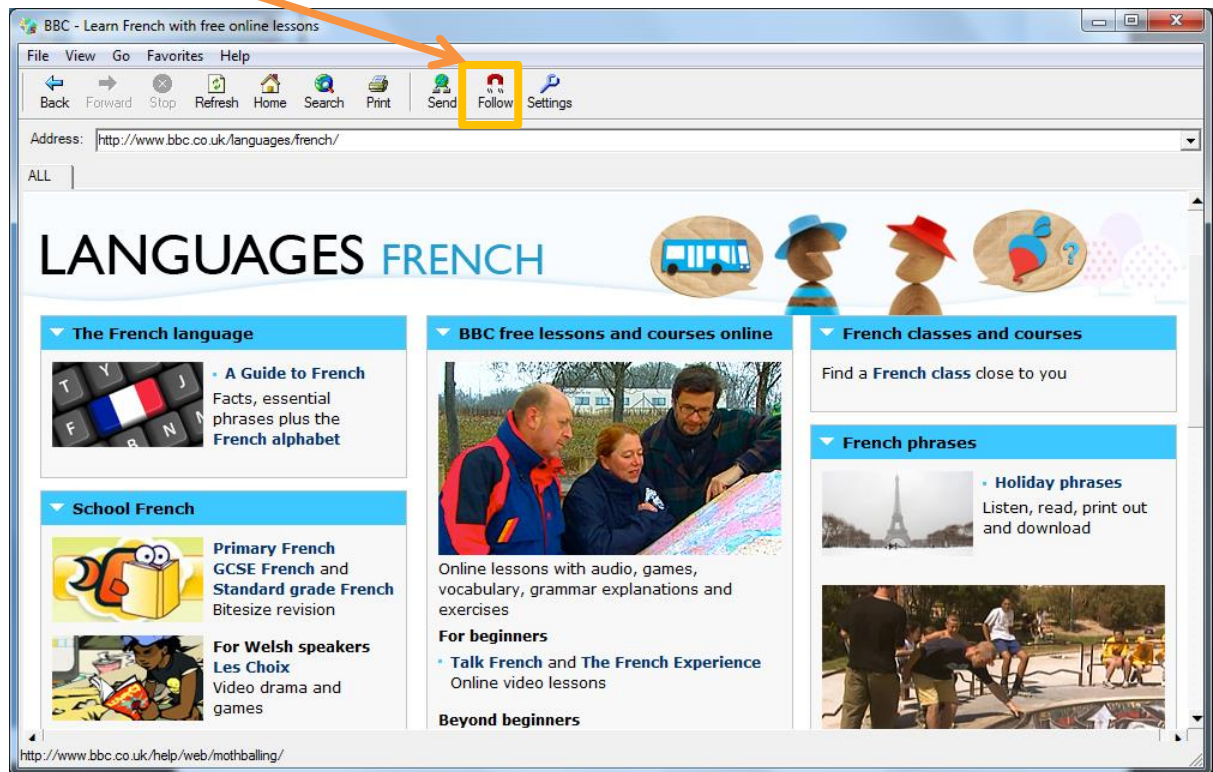
- Click on the **Favorites** icon and this will display all your usual bookmarks from Internet Explorer. Select the required bookmark to save time browsing.
- An alternative method is to simply copy a saved IE bookmark and paste it to the Playlist window – students can then double click on the link to open that web page.





## 9.2 How to keep students looking at the same web page as you

Follow the same instructions as section 9.1 to launch a web page to students and then click the **Follow** icon shown below.

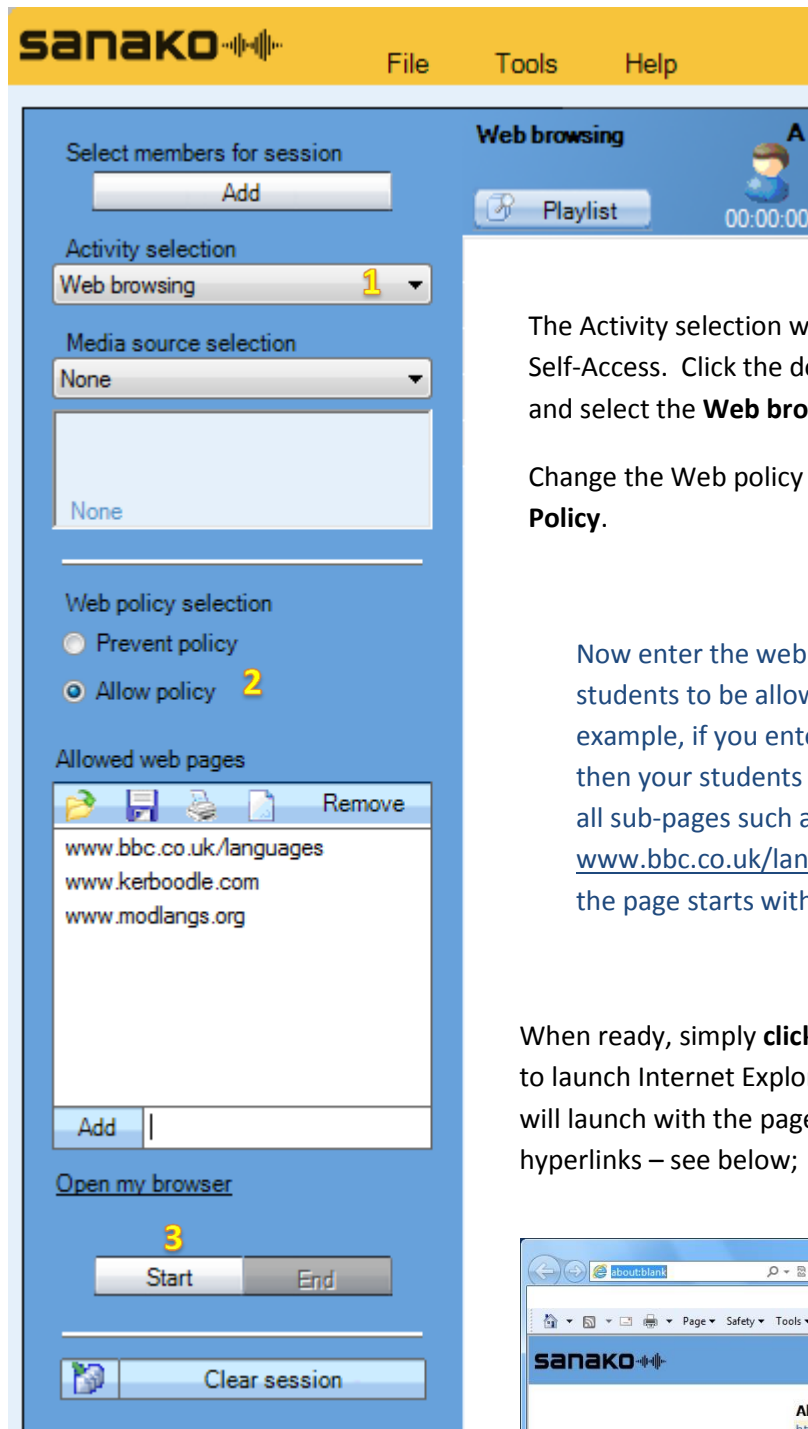


Once the Follow icon has been clicked then the students will go to **exactly the same page as you** do! When you click on a new page or hyperlink your students will follow.

Click the follow icon again to leave your students on that web page and free to browse.



### 9.3 How to restrict the web pages that students can browse to

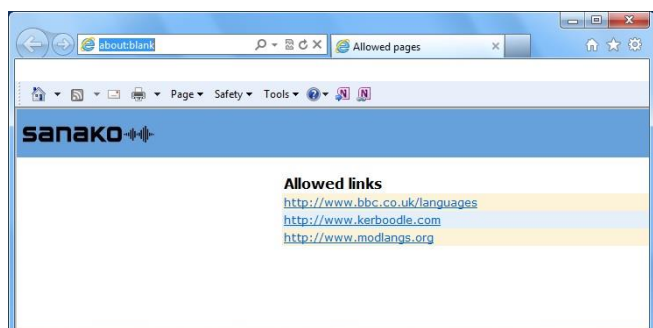


The Activity selection will usually be displayed as Self-Access. Click the down arrow shown at **1** and select the **Web browsing** option.

Change the Web policy selection at **2** to **Allow Policy**.


Now enter the web pages that you want your students to be allowed to browse to. For example, if you enter [www.bbc.co.uk/languages](http://www.bbc.co.uk/languages) then your students will be allowed to browse to all sub-pages such as [www.bbc.co.uk/languages/french](http://www.bbc.co.uk/languages/french) - so long as the page starts with the page address you enter.

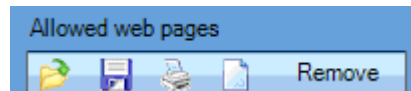
When ready, simply **click the Start icon** shown at **3** to launch Internet Explorer to all your students. It will launch with the pages you added shown as hyperlinks – see below;




If the student tries to browse to any page that is not allowed then they will be taken back to the above page.



- Make sure that you add ALL the sites that link from the main web page you want to allow students to browse to. For example, if you allow students to go to [www.bbc.co.uk](http://www.bbc.co.uk) then if they click on a news link they will be taken to <http://news.bbc.co.uk> - hence you would also have to add the <http://news.bbc.co.uk> page to your allowed list.
- Save the lists that you create using the  icon from the toolbar shown below.

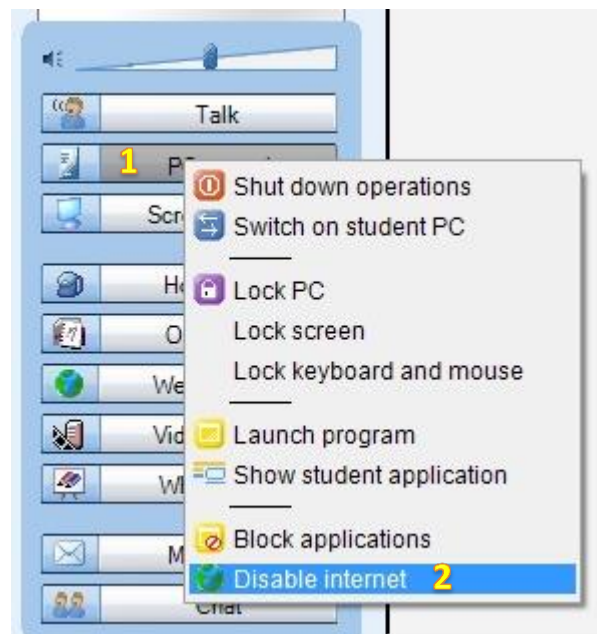
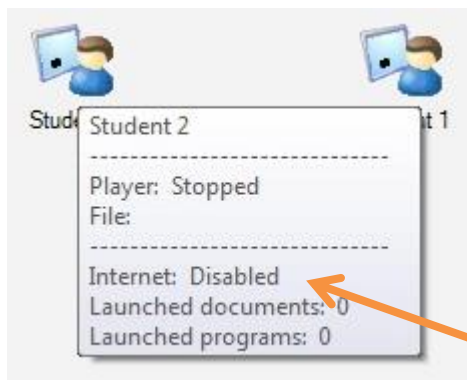


Save the list as a .RUL (Rule) file to a location of your choice. When you next use the software you can click the  icon and browsing for your previously saved file.

## 9.4 How to disable Internet access

Click the **PC control** icon at **1** and select the **Disable internet** option at **2** from the drop-down menu.

Your students will no longer be able to browse the internet.



Hold your mouse over any student icon to verify that internet access has been disabled.

To give your students internet access back simply repeat steps 1 and 2 above. If you close the Tutor application or log off, shut down, restart then internet access is restored.

## 11. Who to contact if things go wrong

For all technical issues please contact [uksupport@sanako.com](mailto:uksupport@sanako.com) For all other issues please contact [ukenquiries@sanako.com](mailto:ukenquiries@sanako.com)

Always check our online communities for tips, tricks and useful information.



## 12. Index of key terms used

- .RUL (Rule) file, 25
- All Call, 13
- Allow Policy**., 24
- allow students to only launch certain applications, 5
- blank student screens, 4
- block applications, 6
- Block applications**, 5
- Call** icon, 16
- Chat window, 19
- Collaborate**, 8
- collect in student work**, 14
- conduct different activities with different groups, 21
- different files for different students, 21
- disable Internet access, 25
- Discuss, 13
- Discuss mode, 16
- fastest student to respond, 19
- Follow**, 23
- Getting feedback from your students, 16
- How to log off students, 6
- launch the same web page, 22
- lesson feedback, 17
- Lock PC, 4
- monitor a student screen, 7
- monitor the whole classroom, 8
- monitoring a student screen, 8
- On the air**, 9
- Personal data window, 16
- PLAYLIST**, 11
- plenary feedback, 17
- prevent students from launching certain applications, 5
- Print the chat contents, 18
- put students into different groups, 20
- Red, Amber and Green, 17
- restrict the web pages, 24
- Save the chat contents, 18
- Shut down operations**, 6
- student software, 12
- Study LITE**, 14
- the Remote control**, 8
- Thumbnails**, 8
- Tools – Ask student names**, 16
- traffic light approach, 17
- Tutoring**, 10
- Web browsing**, 24
- Who to contact, 26